



DotNetNuke 5.6 SuperUser Manual (Version III)

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About this Manual

About this DotNetNuke Manual

DNN Version: DNN Professional Edition 5.6+, and DNN Community Edition 5.6+

Purpose: This manual provides instructions on how to set-up, create and maintain one or more web sites using DNN.

Audience: This manual is written to assist users of all levels with using, building and maintaining DNN sites.

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

Who is DotNetNuke Corp?

DotNetNuke Corp. (or DNN Corp.) is the creator of DotNetNuke®, the most widely adopted framework for building web sites and web applications on Microsoft ASP.NET. Using DotNetNuke, businesses can quickly develop and deploy interactive, dynamic public web sites, intranets, extranets, and web applications. DNN Corp. provides this framework in both “Community” and “Professional” editions. Founded in 2006, DNN Corp. is privately held.

Our Mission

Our mission is to create entrepreneurial opportunities around the world by providing a superior open source web application framework that cultivates a passionate developer community as well as a prosperous commercial ecosystem.

More Information

<http://www.dotnetnuke.com/About/Overview/tabid/822/Default.aspx>

Content Overview

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

- **About This Manual:** Provides a brief overview of the content of this manual and DNN.
- **Installation Wizard:** Installing DotNetNuke using the Installation Wizard.
- **Managing Your User Account:** How you and all site visitors can create and manage their user account and subscribe to members services. 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"
- **Configuring Your Host Settings:** This section covers the basic, advanced setting required to configure the Host portal; proxy and SMTP settings for this installation; default settings for additional portals; all other Host level tools. In addition to details on using Professional Edition only features.
- **Creating and Managing Portals:** How to create additional portals within this installation as well as modify the default hosting settings for individual portals.
- **Installing and Allocating Modules:** How to install additional modules and make them available on one or more portals.
- **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.
- **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.
- **Common Tools:** This section details how to use the tools which are used throughout DNN. These are the Link control, Rich Text Editors, Pager Control and the Calendar.
- **Managing Modules:** This section provides in depth tutorials on using each of the modules included with DNN.
- **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

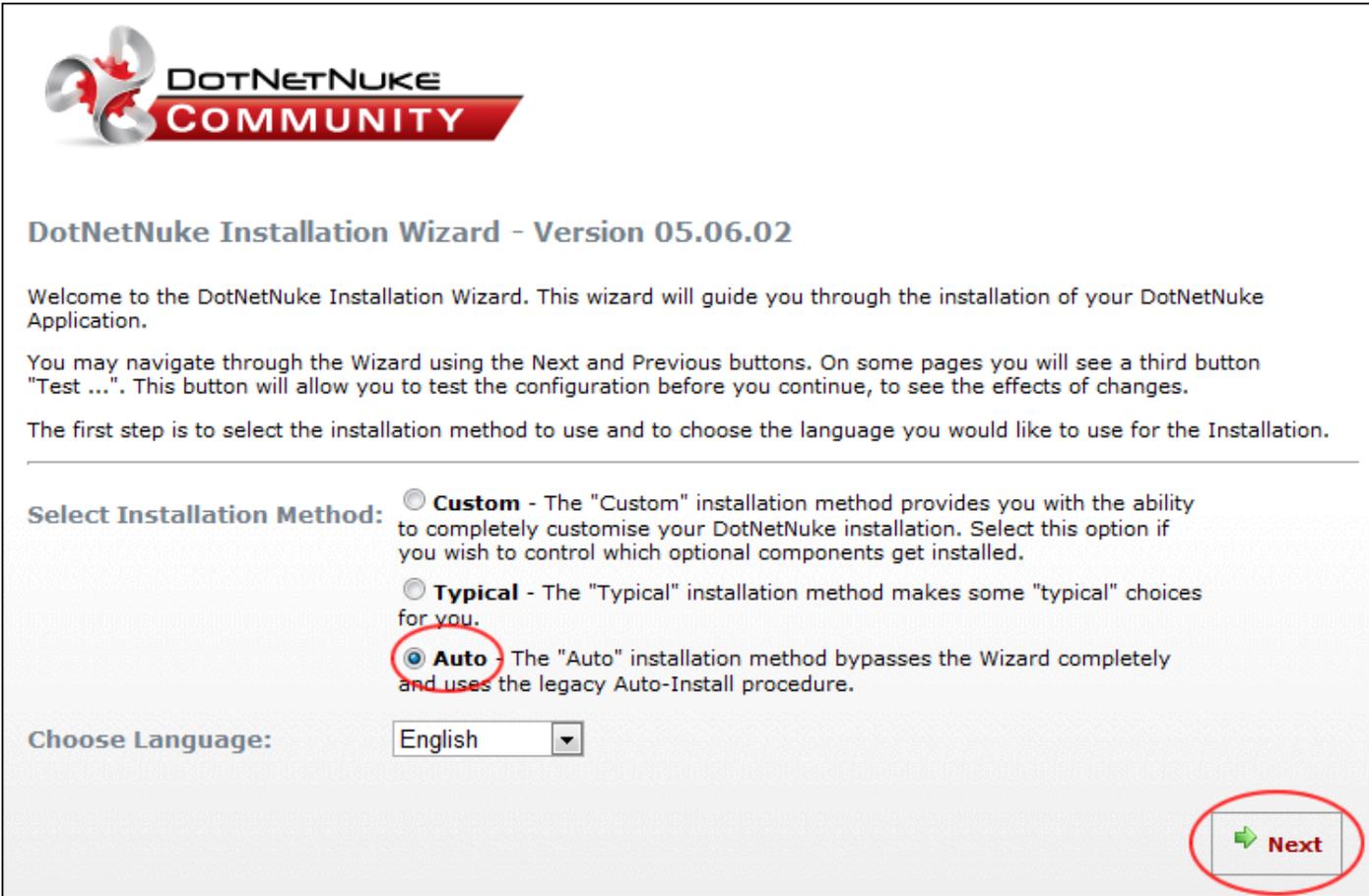
- **Search Optimization:** Details four tools (modules) which help you optimize searches both within your site and on search engines.
- **Users and Roles:** Adding and managing registered users; restricting access to pages and/or modules using security roles; and imitating user's experience.
- **Vendors:** Managing vendor accounts and banner advertising.
- **Managing Site Design:** The basics of setting site wide, page and module design using skins (for pages) and containers (for modules). 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.
 - **Stylesheet Editor**

DotNetNuke Installation Wizard

About the Installation Wizard

DotNetNuke has an easy to use Installation Wizard which helps you configure your DNN web site. There are three different installation methods provided:

- **Custom:** The "Custom" installation method provides you with the ability to completely customize your DotNetNuke installation. Select this option if you wish to control which optional components get installed. "Creating a Custom Installation Setup" and "Using the Custom Method of the Installation Wizard"
- **Typical:** The "Typical" installation method makes some "typical" choices for you. "Using the Typical Method of the Installation Wizard"
- **Auto:** The "Auto" installation method bypasses the Wizard completely and uses the legacy Auto-Install procedure. "Using the Auto Method of the Installation Wizard"





DotNetNuke Installation Wizard - Version 05.06.02

Welcome to the DotNetNuke Installation Wizard. This wizard will guide you through the installation of your DotNetNuke Application.

You may navigate through the Wizard using the Next and Previous buttons. On some pages you will see a third button "Test ...". This button will allow you to test the configuration before you continue, to see the effects of changes.

The first step is to select the installation method to use and to choose the language you would like to use for the Installation.

Select Installation Method:

- Custom** - The "Custom" installation method provides you with the ability to completely customise your DotNetNuke installation. Select this option if you wish to control which optional components get installed.
- Typical** - The "Typical" installation method makes some "typical" choices for you.
- Auto** - The "Auto" installation method bypasses the Wizard completely and uses the legacy Auto-Install procedure.

Choose Language:

The DNN Installation Wizard

Useful Links:

- Installation instructions at http://info.dotnetnuke.com/rs/dotnetnuke/images/DotNetNuke_Install_Package_Installation_Instructions_071410.pdf
- The link to the installation scenarios is http://www.dotnetnuke.com/Resources/Wiki/tabid/1409/Page/Install_DotNetNuke/Default.aspx

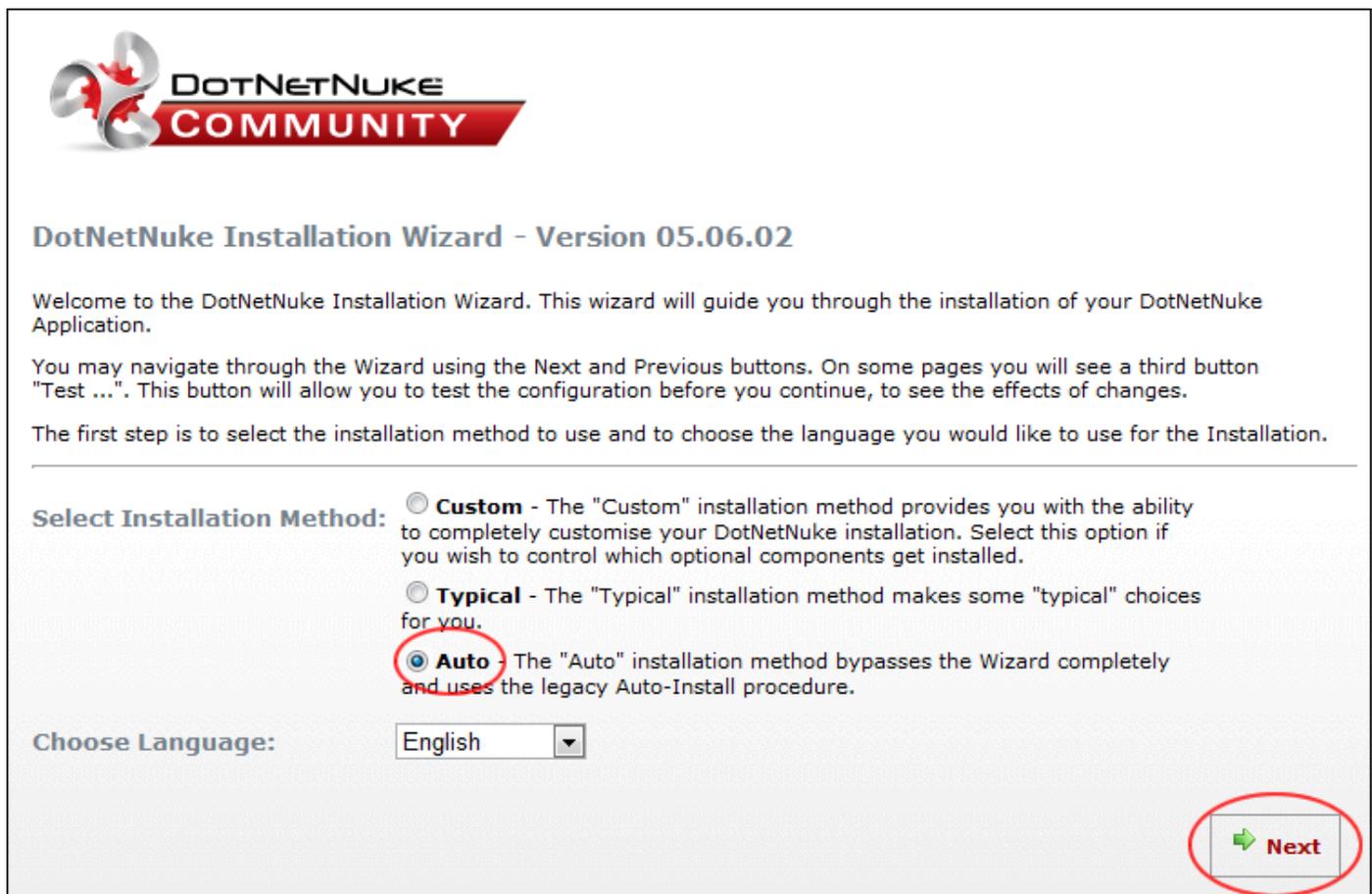
Using the Auto Method of the Installation Wizard

How to use the Auto installation method which bypasses the Wizard and uses the legacy Auto-Install procedure.

Step 1: DotNetNuke Installation Wizard

Complete the following settings:

1. At **Select Installation Method**, select **Auto**.
2. At **Choose Language**, select a language to set the default portal language as well as the language used in this wizard. The following languages are available: English, Italian, French, German, Spanish, Catalan, Dutch, Polish, Turkish, Japanese, Russian, and Arabic.
3. Click the **Next**  button. This will commence running the Installation Status Report.





DotNetNuke Installation Wizard - Version 05.06.02

Welcome to the DotNetNuke Installation Wizard. This wizard will guide you through the installation of your DotNetNuke Application.

You may navigate through the Wizard using the Next and Previous buttons. On some pages you will see a third button "Test ...". This button will allow you to test the configuration before you continue, to see the effects of changes.

The first step is to select the installation method to use and to choose the language you would like to use for the Installation.

Select Installation Method:

- Custom** - The "Custom" installation method provides you with the ability to completely customise your DotNetNuke installation. Select this option if you wish to control which optional components get installed.
- Typical** - The "Typical" installation method makes some "typical" choices for you.
- Auto** - The "Auto" installation method bypasses the Wizard completely and uses the legacy Auto-Install procedure.

Choose Language:



Step 2: Installing DotNetNuke

Once the Installation Status Report is completed the Installation Complete message is displayed.

1. Click the [Click Here To Access Your Portal](#) link located below the Installation Complete message. This opens the Home page of the newly installed portal.
2. **Important.** Read through the Getting Started section on the Home page for information regarding updating the default login details for the Administrator and Host accounts.



DotNetNuke® the leading Web Content Management Platform for ASP.NET, empowers you to build professional web sites quickly and easily

DotNetNuke Manuals

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Getting Started

In order to get started, you should login to your site and review the default settings under the *Host>Host Settings* menu and the *Admin>Site Settings* menu. DotNetNuke is highly configurable and these pages are the first step in customizing your site.

If your site was installed using the "Auto" option in the installation wizard, a couple of default user accounts were created which will allow you to access the various site management features offered by the application. In this case, please take note of the following user account information:

Administrator Login:

Username: admin
Password: dnnadmin

* The Administrator account is a privileged user account which allows you to manage various aspects of your site. Once you login as the Administrator, an Admin menu option will be visible in the site navigation. Please note that the first time you login to the site using this account, you will be prompted to enter a new password for security purposes.

Host Login:

Username: host
Password: dnnhost

* The Host account is a highly privileged user account which allows you to manage various aspects of your hosting environment. Once you login as the Host, a Host menu option will be visible in the site navigation. Please note that the first time you login to the site using this account, you will be prompted to enter a new password for security purposes.



Includes Telerik ASP.Net AJAX

DotNetNuke now includes Telerik ASP.Net AJAX support. For licensing information on using Telerik within your own modules please refer to the [Telerik Commercial EULA](#).

Quick Links

The following links provide additional information about using DotNetNuke and some of the people behind the project.

- [DotNetNuke Forge](#)
- [Project Blogs](#)
- [Language Packs](#)
- [Online Help](#)
- [Join a User Group](#)
- [Issue Tracking](#)
- [DotNetNuke Corporation](#)

Related Topics:

- See "Logging into a Site"
- See "Changing your Password"

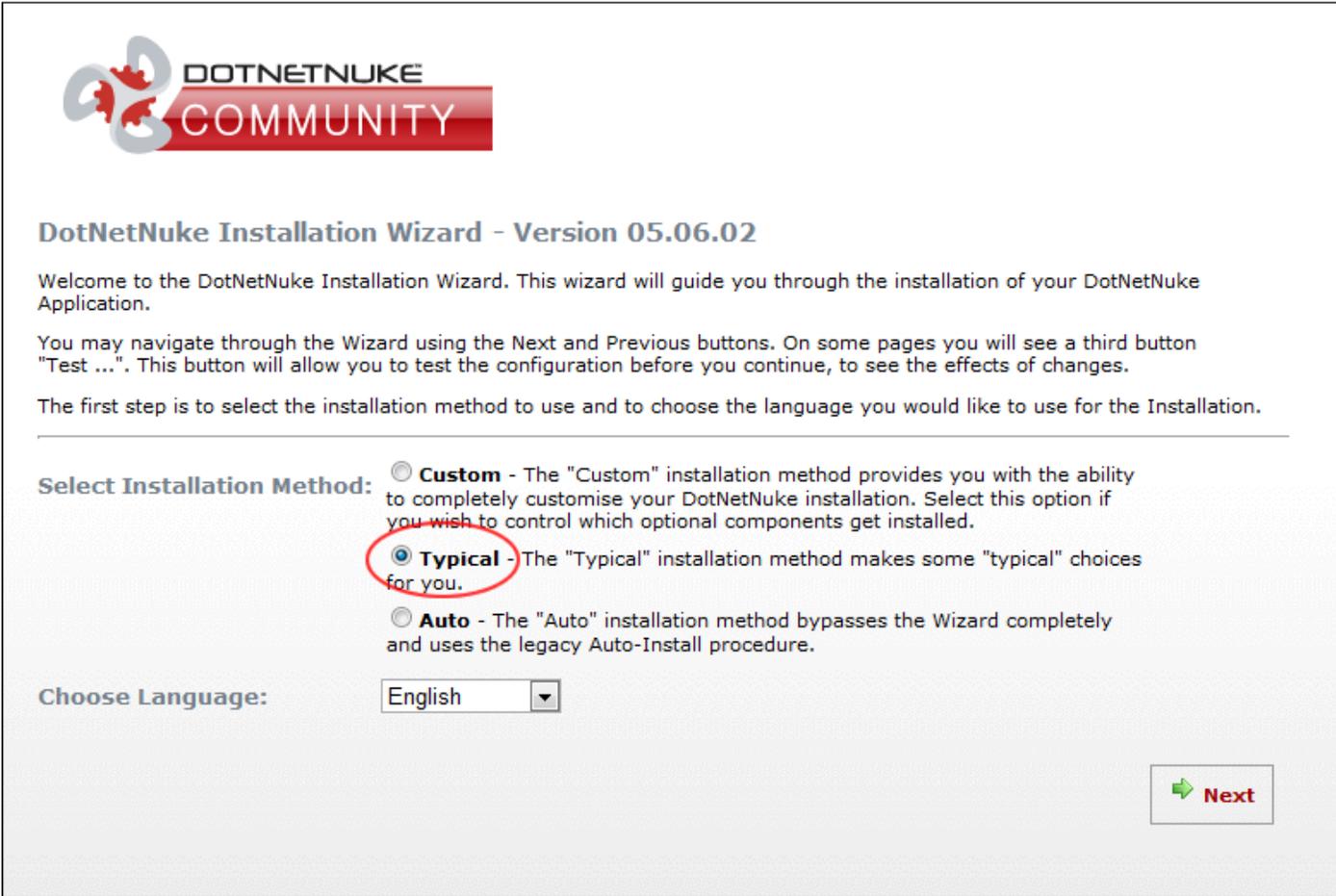
Using the Typical Method of the Installation Wizard

The Typical installation method provides a quicker method of installation than the Custom method by making some "typical" choices during your DotNetNuke installation.

Step 1: DotNetNuke Installation Wizard

Complete the following settings:

1. At **Select Installation Method**, select **Typical**.





DotNetNuke Installation Wizard - Version 05.06.02

Welcome to the DotNetNuke Installation Wizard. This wizard will guide you through the installation of your DotNetNuke Application.

You may navigate through the Wizard using the Next and Previous buttons. On some pages you will see a third button "Test ...". This button will allow you to test the configuration before you continue, to see the effects of changes.

The first step is to select the installation method to use and to choose the language you would like to use for the Installation.

Select Installation Method:

- Custom** - The "Custom" installation method provides you with the ability to completely customise your DotNetNuke installation. Select this option if you wish to control which optional components get installed.
- Typical** - The "Typical" installation method makes some "typical" choices for you.
- Auto** - The "Auto" installation method bypasses the Wizard completely and uses the legacy Auto-Install procedure.

Choose Language:



2. At **Choose Language**, select a language to set the default portal language as well as the language used in this wizard. The following languages are available: English, Italian, French, German, Spanish, Catalan,

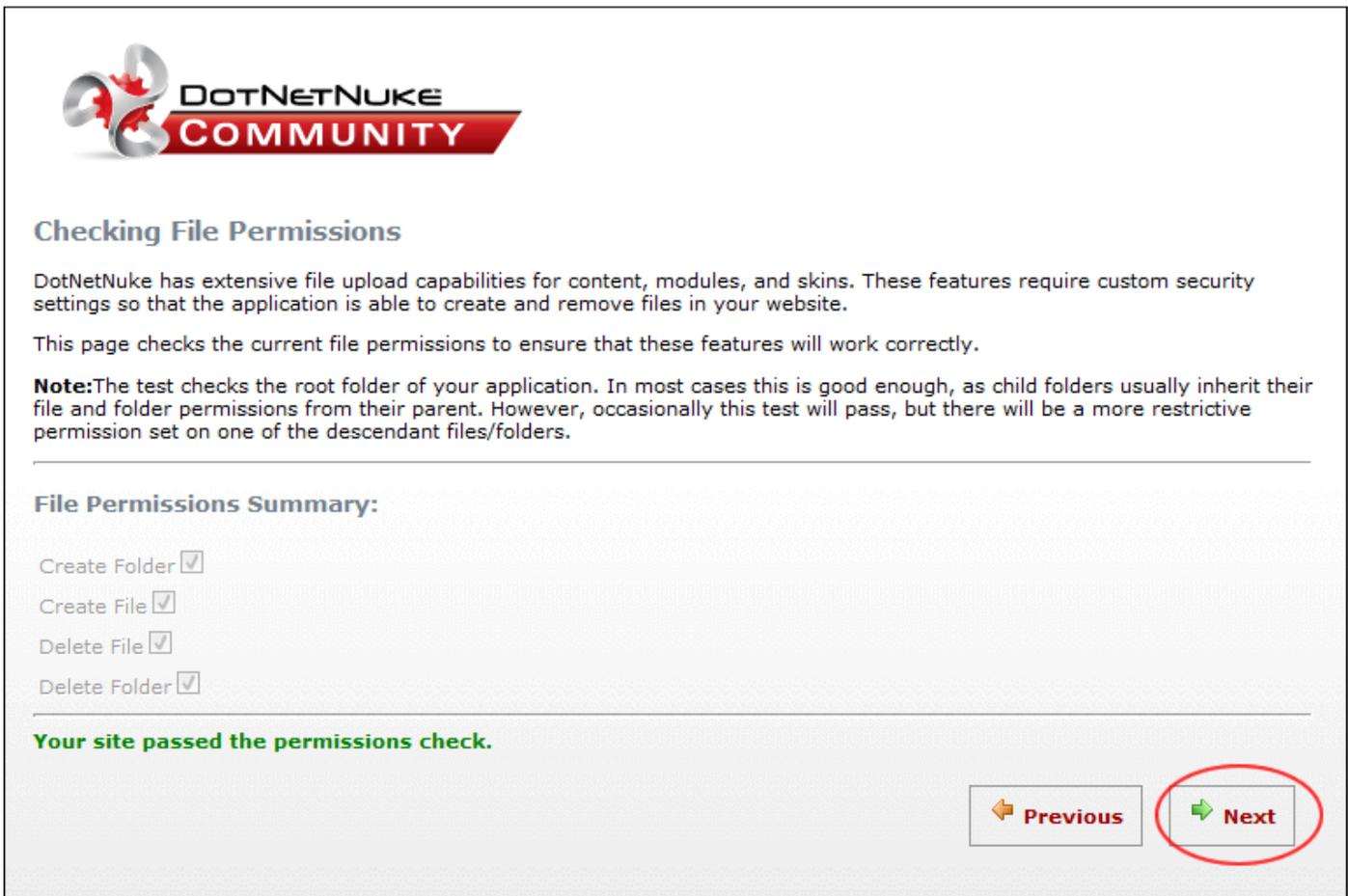
Dutch, Polish, Turkish, Japanese, Russian, and Arabic.

3. Click the **Next**  button.

Step 2: Checking File Permissions

The wizard is now testing if this DNN installation can successfully create and delete folders and files. If the test is successful, the message "Your site passed the permissions check" is displayed.

1. Click the **Next**  button.





Checking File Permissions

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 website.

This page checks the current file permissions to ensure that these features will work correctly.

Note:The test checks the root folder of your application. In most cases this is good enough, as child folders usually inherit their file and folder permissions from their parent. However, occasionally this test will pass, but there will be a more restrictive permission set on one of the descendant files/folders.

File Permissions Summary:

Create Folder

Create File

Delete File

Delete Folder

Your site passed the permissions check.

[← Previous](#) [Next →](#)

Step 3: Configure Database Connection

1. At **Select Database**, select one of the following options and complete the associated settings:

- **SQL Server 2005 (Express) File:**

- a. In the **Server** text box, enter the Name or IP Address of the computer where the Database is located. If using Oracle enter the Data Source (SID).
- b. In the **Filename** text box, enter the name of the Database File (located in the App_Data Directory).
- c. At **Integrated Security**, select from these options:
 - Check the check box if you are using SQL Server's Integrated Security, which means you will be using your Windows account to access SQL Server. If you are using SQL Server Express then you will most likely need to check this option. Skip to Step 1e.
 - Uncheck the check box if you have been given a User ID/Password to access your Database and provide the User ID/Password combination.
 - i. In the **User ID** text box, enter the User ID for the Database.
 - ii. In the **Password** text box, enter the Password for the Database.
- d. At **Run as db Owner**, select from these options:
 - Check the check box if you are running the database as Database Owner
 - Uncheck the check box you will be running as the User ID specified.
- e. **Optional.** In the **Object Qualifier** text box, enter a prefix to use for all your database objects. This helps ensure that there are no object name clashes.



Configure Database Connection

You can configure the database settings used by DotNetNuke on this page. If you are installing DotNetNuke in a "Hosting Account" your hosting provider should have provided you with the information.

There are two options for SQL Server 2005/2008. SQLServer 2005 and SQL Server 2008 support the use of Database Files. In most situations you should choose the Database option, but if you are using SQL Server 2005/2008 Express then you should use the File option.

Select Database:	<input type="radio"/> SQL Server 2005/2008 (Express) File	<input checked="" type="radio"/> SQL Server 2005/2008 Database
Server:	<input type="text" value=".\SQLEXPRESS"/>	Enter the Name or IP Address of the computer where the Database is located. (if using Oracle enter the Data Source (SID))
Database:	<input type="text" value="EcoZany"/>	Enter the Database name
Integrated Security:	<input checked="" type="checkbox"/>	Check this if you are using SQL Server's Integrated Security, which means you will be using your Windows account to access SQL Server. If you are using SQL Server Express then you will most likely need to check this option. If you have been given a UserId/Password to access your Database, leave this unchecked, and provide the UserId/Password combination.
Run as db Owner:	<input checked="" type="checkbox"/>	Check this if you are running the database as Database Owner - if left unchecked you will be running as the User ID specified
Object Qualifier:	<input type="text"/>	Enter an optional "prefix" to use for all your database objects - this helps ensure that there are no object name clashes.

- or **SQL Server 2000/2005 Database:**

- a. In the **Server** text box, enter the Name or IP Address of the computer where the Database is located. If using Oracle enter the Data Source (SID).
- b. In the **Database** text box, enter the Database name which you have previously created on the SQL server.

- c. At **Integrated Security**, select from these options:
- Check the check box if you are using SQL Server's Integrated Security and will be using your Windows account to access SQL Server. If you are using SQL Server Express then you will most likely need to check this option.
 - Uncheck the check box if you have been given a User ID/Password to access your Database and provide the User ID/Password combination.
 - a. In the **User ID** text box, enter the User ID for the Database.
 - b. In the **Password** text box, enter the Password for the Database.
- d. At **Run as db Owner**, select from these options:
- Check the check box if you are running the database as Database Owner.
 - Uncheck the check box if you will be running as the User ID specified.
- e. **Optional.** In the **Object Qualifier** text box, enter a "prefix" to use for all your database objects. This helps ensure that there are no object name clashes.



Configure Database Connection

You can configure the database settings used by DotNetNuke on this page. If you are installing DotNetNuke in a "Hosting Account" your hosting provider should have provided you with the information.

There are two options for SQL Server 2005/2008. SQLServer 2005 and SQL Server 2008 support the use of Database Files. In most situations you should choose the Database option, but if you are using SQL Server 2005/2008 Express then you should use the File option.

Select Database:	<input type="radio"/> SQL Server 2005/2008 (Express) File	<input checked="" type="radio"/> SQL Server 2005/2008 Database
Server:	<input type="text" value=".\SQLExpress"/>	Enter the Name or IP Address of the computer where the Database is located. (if using Oracle enter the Data Source (SID))
Database:	<input type="text" value="EcoZany"/>	Enter the Database name
Integrated Security:	<input checked="" type="checkbox"/>	Check this if you are using SQL Server's Integrated Security, which means you will be using your Windows account to access SQL Server. If you are using SQL Server Express then you will most likely need to check this option. If you have been given a UserId/Password to access your Database, leave this unchecked, and provide the UserId/Password combination.
Run as db Owner:	<input checked="" type="checkbox"/>	Check this if you are running the database as Database Owner - if left unchecked you will be running as the User ID specified
Object Qualifier:	<input type="text"/>	Enter an optional "prefix" to use for all your database objects - this helps ensure that there are no object name clashes.

Previous

Next

2. Click the **Next** button.

Step 4: Run Database Installation Scripts

The database scripts commence automatically running and the progress is displayed in the window. The "Installation of Database Complete" message displays once the installation is complete. At this point the **Next** button is enabled.

1. Click the **Next** button.



Run Database Installation Scripts

The installation of the database scripts should have started when this page loaded. The Next button will be disabled until the Installation of the Scripts is complete.

Completed Installing Database Scripts

```
Installing Database - Version 05.00.00...Success
Upgrading Database to Version 05.00.01...Success
Upgrading Database to Version 05.01.00...Success
Upgrading Database to Version 05.01.01...Success
Upgrading Database to Version 05.01.02...Success
Upgrading Database to Version 05.01.03...Success
Upgrading Database to Version 05.01.04...Success
Upgrading Database to Version 05.02.00...Success
Upgrading Database to Version 05.02.01...Success
Upgrading Database to Version 05.02.02...Success
Upgrading Database to Version 05.02.03...Success
Upgrading Database to Version 05.03.00...Success
Upgrading Database to Version 05.03.01...Success
Upgrading Database to Version 05.04.00...Success
```

Next

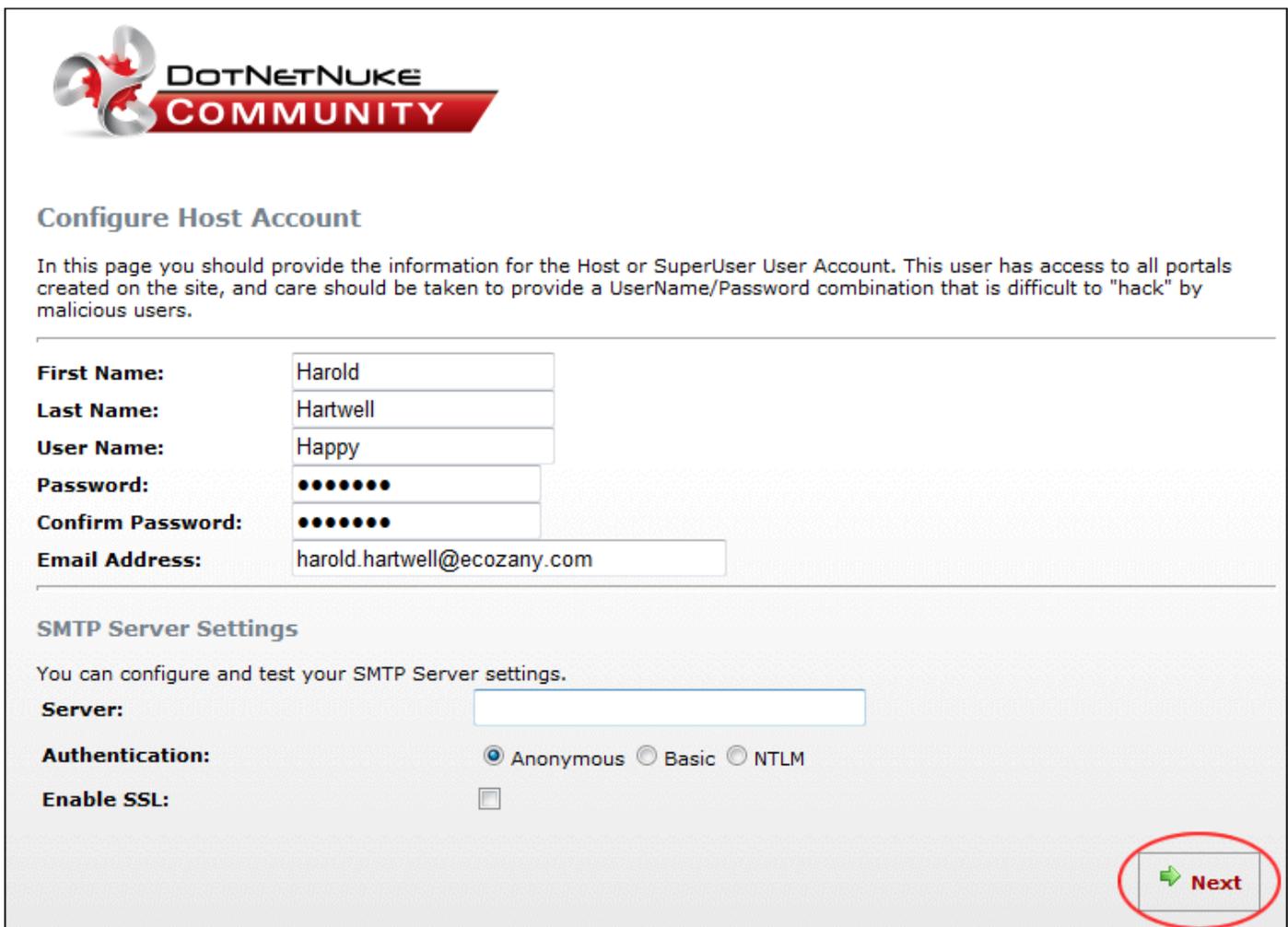
Step 5: Configure Host Account

1. In the **Configure Host Account** section complete these details:
 - a. In the **First Name** text box, enter the first name of the Host.
 - b. In the **Last Name** text box, enter the last name of the Host.
 - c. In the **User Name** text box, enter a user name for the Host.
 - d. In the **Password** text box, enter a password for the Host.
 - e. In the **Confirm Password** text box, re-enter the password for the Host.
 - f. In the **Email Address** text box, enter the email address of the Host.

2. In the **SMTP Server Settings** section complete these details:

- a. In the **Server** text box, enter your SMTP server name or IP address.
- b. At **Authentication**, select the required authentication method from **Anonymous**, **Basic** or **NTLM**.
- c. At **Enable SSL**, select from these option:
 - Check the check box to enable SSL (secure socket layers) for secure pages.
 - Uncheck the check box if SSL isn't required.

3. Click the **Next**  button.



DOTNETNUKE COMMUNITY

Configure Host Account

In this page you should provide the information for the Host or SuperUser User Account. This user has access to all portals created on the site, and care should be taken to provide a UserName/Password combination that is difficult to "hack" by malicious users.

First Name:

Last Name:

User Name:

Password:

Confirm Password:

Email Address:

SMTP Server Settings

You can configure and test your SMTP Server settings.

Server:

Authentication: Anonymous Basic NTLM

Enable SSL:

Next 

Step 6: Configure Administrator Account

1. In the **Portal Administrator** section, complete these details:
 - a. In the **First Name** text box, enter the Administrator's first name.
 - b. In the **Last Name** text box, enter the Administrator's last name.
 - c. In the **User Name** text box, enter a user name for the Administrator.
 - d. In the **Password** text box, enter a password for the Administrator.
 - e. In the **Confirm Password** text box, re-enter the password for the Administrator.
 - f. In the **Email Address** text box, enter the Administrator's email address.
2. In the **Portal Properties** section, complete these details:
 - a. In the **Portal Title** text box, enter a title for the portal.
 - b. At **Template**, select the template for this portal.
3. Click the **Next**  button.



Portal Title:

In this page you will configure the Host (or initial) Portal (website).

You will need to provide an administrator user account. This user has access to all functionality of the portal, and as with the Host User care should be taken to provide a UserName/Password combination that is difficult to "hack" by malicious users.

Portal Administrator

First Name:	<input type="text" value="Rose"/>
Last Name:	<input type="text" value="Booth"/>
User Name:	<input type="text" value="Rosie"/>
Password:	<input type="password" value="●●●●●●●●"/>
Confirm Password:	<input type="password" value="●●●●●●●●"/>
Email Address:	<input type="text" value="rose.booth@ecozany.com"/>

Portal Properties

Portal Title:	<input type="text" value="EcoZany"/>
Template:	<input type="text" value="Default Website"/>



Step 7: Congratulations

1. Click the **Start building your new site!** button.



Congratulations

Congratulations, you have successfully installed DotNetNuke.

 **Start building your new site!**

2. The Home page of the newly installed portal is now displayed.



DotNetNuke® the leading Web Content Management Platform for ASP.NET, empowers you to build professional web sites quickly and easily

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COMMUNITY



Engage with other members of the DotNetNuke community

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CONFERENCES



Look for DotNetNuke conferences and user groups in your area

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View training videos or register for upcoming sessions

[LEARN NOW](#)

Getting Started

In order to get started, you should login to your site and review the default settings under the *Host>Host Settings* menu and the *Admin>Site Settings* menu. DotNetNuke is highly configurable and these pages are the first step in customizing your site.

If your site was installed using the "Auto" option in the installation wizard, a couple of default user accounts were created which will allow you to access the various site management features offered by the application. In this case, please take note of the following user account information:

Administrator Login:

Username: admin
Password: dnnadmin

* The Administrator account is a privileged user account which allows you to manage various aspects of your site. Once you login as the Administrator, an Admin menu option will be visible in the site navigation. Please note that the first time you login to the site using this account, you will be prompted to enter a new password for security purposes.

Host Login:

Username: host
Password: dnnhost

* The Host account is a highly privileged user account which allows you to manage various aspects of your hosting environment. Once you login as the Host, a Host menu option will be visible in the site navigation. Please note that the first time you login to the site using this account, you will be prompted to enter a new password for security purposes.



Includes Telerik ASP.Net AJAX

DotNetNuke now includes Telerik ASP.Net AJAX support. For licensing information on using Telerik within your own modules please refer to the [Telerik Commercial EULA](#).

Quick Links

The following links provide additional information about using DotNetNuke and some of the people behind the project.

- [DotNetNuke Forge](#)
- [Project Blogs](#)
- [Language Packs](#)
- [Online Help](#)
- [Join a User Group](#)
- [Issue Tracking](#)
- [DotNetNuke Corporation](#)

Using the Custom Method of the Installation Wizard

The Custom installation method provides full customization during your DotNetNuke installation. Note: Images used in this tutorial will vary slightly to your version. For details on enabling optional skins, containers and languages during your custom install. See "Creating a Custom Installation Setup" before beginning this tutorial.

Step 1: DotNetNuke Installation Wizard

Complete the following settings:

1. At **Select Installation Method**, select **Custom**.
2. **Optional.** At **Choose Language**, select a language to set the default portal language as well as the language used in this wizard. The following languages are available: English, Italian, French, German, Spanish, Catalan, Dutch, Polish, Turkish, Japanese, Russian, and Arabic.

3. Click the **Next**  button.

Step 2: Checking File Permissions

The wizard is now testing if this DNN installation can successfully create and delete folders and files. Once the test is complete, a response message is displayed.

1. Review the test message:
 - If the test is successful, the message "**Your site passed the permissions check**" is displayed.
 - If the test is unsuccessful, a message detailing possible error is displayed. Fix the errors to continue.

2. Click the **Next**  button.



Checking File Permissions

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 website.

This page checks the current file permissions to ensure that these features will work correctly.

Note: The test checks the root folder of your application. In most cases this is good enough, as child folders usually inherit their file and folder permissions from their parent. However, occasionally this test will pass, but there will be a more restrictive permission set on one of the descendant files/folders.

File Permissions Summary:

Create Folder

Create File

Delete File

Delete Folder

Your site passed the permissions check.

Previous

Next

Step 3: Configure Database Connection

1. At **Select Database**, select one of these two options and complete the associated settings:

- **SQL Server 2005/2008 (Express) File:**

- a. In the **Server** text box, enter the Name or IP Address of the computer where the Database is located. If using Oracle enter the Data Source (SID).
- b. In the **Filename** text box, enter the name of the Database File (located in the App_Data Directory).
- c. At **Integrated Security**, select from these options:
 - Check the check box if you are using SQL Server's Integrated Security, which means you will be using your Windows account to access SQL Server. If you are using SQL Server Express then you will most likely need to check this option. Skip to Step 3.

- Uncheck the check box if you have been given a User ID/Password to access your database and provide the User ID/Password combination.
 - a. In the **User ID** text box, enter the User ID for the database.
 - b. In the **Password** text box, enter the password for the database.
 - d. At **Run as db Owner**, select from these options:
 - Check the check box if you are running the database as database owner.
 - Uncheck the check box if you are running the database as the User ID specified.
 - or **SQL Server 2005/2008 Database**:
 - a. In the **Server** text box, enter the Name or IP Address of the computer where the Database is located. If using Oracle enter the Data Source (SID).
 - b. In the **Database** text box, enter the Database name.
 - c. At **Integrated Security**, select from these options:
 - Check the check box if you are using SQL Server's Integrated Security and will be using your Windows account to access SQL Server. If you are using SQL Server Express then you will most likely need to check this option. Skip to Step 2.
 - Uncheck the check box if you have been given a User ID/Password to access your Database and provide the User ID/Password combination.
 - i. In the **User ID** text box, enter the User ID for the database.
 - ii. In the **Password** text box, enter the password for the database.
 - d. At **Run as db Owner**, select from these options:
 - Check the check box if you are running the database as database owner.
 - Uncheck the check box if you are running the database the User ID specified.
2. **Optional.** At **Object Qualifier**, enter a prefix to use for all your database objects. This helps ensure that there are no object name clashes.



Configure Database Connection

You can configure the database settings used by DotNetNuke on this page. If you are installing DotNetNuke in a "Hosting Account" your hosting provider should have provided you with the information.

There are two options for SQL Server 2005/2008. SQLServer 2005 and SQL Server 2008 support the use of Database Files. In most situations you should choose the Database option, but if you are using SQL Server 2005/2008 Express then you should use the File option.

Select Database:	<input type="radio"/> SQL Server 2005/2008 (Express) File	<input checked="" type="radio"/> SQL Server 2005/2008 Database
Server:	<input type="text" value=".\SQLEXPRESS"/>	Enter the Name or IP Address of the computer where the Database is located. (if using Oracle enter the Data Source (SID))
Database:	<input type="text" value="EcoZany"/>	Enter the Database name
Integrated Security:	<input checked="" type="checkbox"/>	Check this if you are using SQL Server's Integrated Security, which means you will be using your Windows account to access SQL Server. If you are using SQL Server Express then you will most likely need to check this option. If you have been given a UserId/Password to access your Database, leave this unchecked, and provide the UserId/Password combination.
Run as db Owner:	<input checked="" type="checkbox"/>	Check this if you are running the database as Database Owner - if left unchecked you will be running as the User ID specified
Object Qualifier:	<input type="text"/>	Enter an optional "prefix" to use for all your database objects - this helps ensure that there are no object name clashes.



3. Click the **Next**  button.

Step 4: The Run Database Installation Scripts page

The database scripts commence automatically running and the progress is displayed in the window. The "Installation of Database Complete" message displays once the installation is complete. At this point the **Next** button is enabled.

1. Click the **Next**  button.



Run Database Installation Scripts

The installation of the database scripts should have started when this page loaded. The Next button will be disabled until the Installation of the Scripts is complete.

Completed Installing Database Scripts

```
Installing Database - Version 05.00.00...Success
Upgrading Database to Version 05.00.01...Success
Upgrading Database to Version 05.01.00...Success
Upgrading Database to Version 05.01.01...Success
Upgrading Database to Version 05.01.02...Success
Upgrading Database to Version 05.01.03...Success
Upgrading Database to Version 05.01.04...Success
Upgrading Database to Version 05.02.00...Success
Upgrading Database to Version 05.02.01...Success
Upgrading Database to Version 05.02.02...Success
Upgrading Database to Version 05.02.03...Success
Upgrading Database to Version 05.03.00...Success
Upgrading Database to Version 05.03.01...Success
Upgrading Database to Version 05.04.00...Success
```

A rectangular button with a green right-pointing arrow and the word "Next" in red text. The button is circled in red.

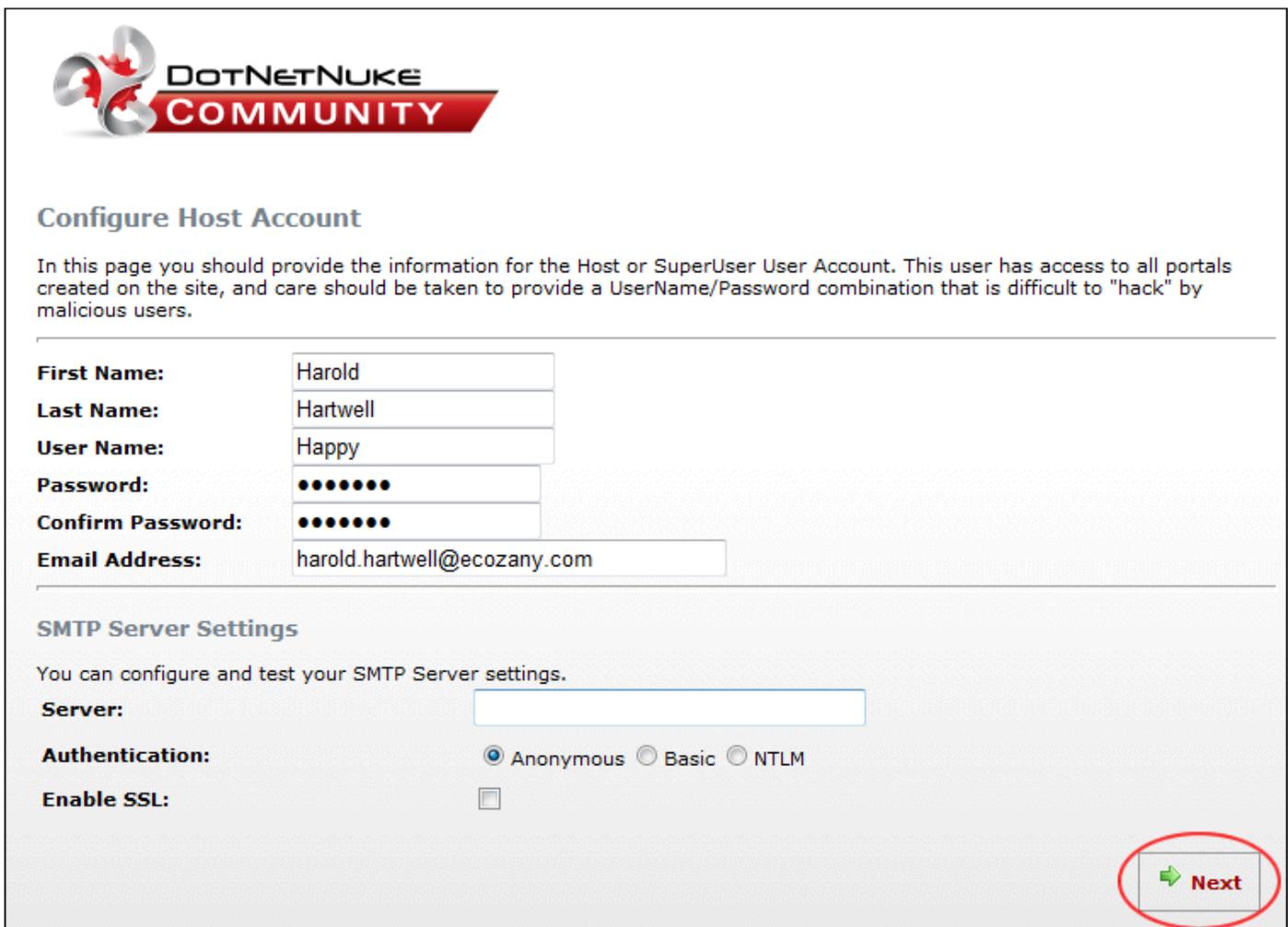
Step 5: Configure Host Account

1. In the **Configure Host Account** section complete these details:
 - a. In the **First Name** text box, enter the first name of the Host.
 - b. In the **Last Name** text box, enter the last name of the Host.
 - c. In the **User Name** text box, enter a user name for the Host.
 - d. In the **Password** text box, enter a password for the Host.
 - e. In the **Confirm Password** text box, re-enter the password for the Host.
 - f. In the **Email Address** text box, enter the email address of the Host.

2. In the **SMTP Server Settings** section complete these details:

- a. In the **Server** text box, enter your SMTP server name or IP address.
- b. At **Authentication**, select the required authentication method from **Anonymous**, **Basic** or **NTLM**.
- c. At **Enable SSL**, select from these option:
 - Check the check box to enable SSL (secure socket layers) for secure pages.
 - Uncheck the check box if SSL isn't required.

3. Click the **Next**  button.



DOTNETNUKE COMMUNITY

Configure Host Account

In this page you should provide the information for the Host or SuperUser User Account. This user has access to all portals created on the site, and care should be taken to provide a UserName/Password combination that is difficult to "hack" by malicious users.

First Name:

Last Name:

User Name:

Password:

Confirm Password:

Email Address:

SMTP Server Settings

You can configure and test your SMTP Server settings.

Server:

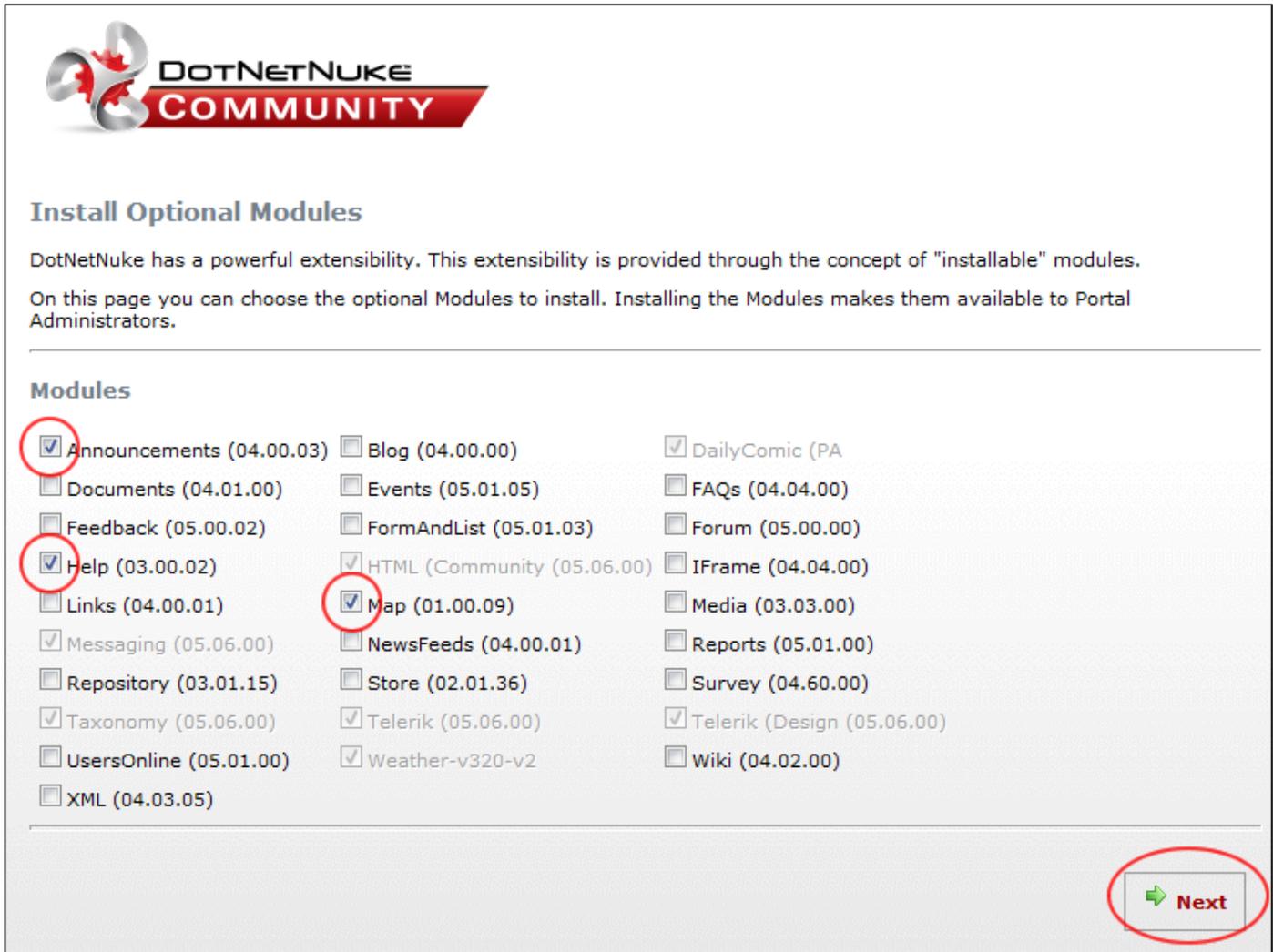
Authentication: Anonymous Basic NTLM

Enable SSL:

Next 

Step 6: Install Optional Modules

1. **Optional.** Check the check box beside each of the modules to be installed. Note: You can install the other modules listed here at any time once installation is completed. See "Installing Available Extensions"
2. Click the **Next**  button.



The screenshot shows the "Install Optional Modules" page in the DotNetNuke Community installation wizard. At the top left is the DotNetNuke Community logo. Below it, the heading "Install Optional Modules" is followed by a paragraph explaining that modules can be chosen for installation. A list of modules is presented in a grid, each with a checkbox. Several checkboxes are checked and circled in red: "Announcements (04.00.03)", "Help (03.00.02)", "Map (01.00.09)", and "DailyComic (PA)". At the bottom right of the page, a "Next" button with a green arrow is also circled in red.

DotNetNUKE COMMUNITY

Install Optional Modules

DotNetNuke has a powerful extensibility. This extensibility is provided through the concept of "installable" modules. On this page you can choose the optional Modules to install. Installing the Modules makes them available to Portal Administrators.

Modules

<input checked="" type="checkbox"/> Announcements (04.00.03)	<input type="checkbox"/> Blog (04.00.00)	<input checked="" type="checkbox"/> DailyComic (PA)
<input type="checkbox"/> Documents (04.01.00)	<input type="checkbox"/> Events (05.01.05)	<input type="checkbox"/> FAQs (04.04.00)
<input type="checkbox"/> Feedback (05.00.02)	<input type="checkbox"/> FormAndList (05.01.03)	<input type="checkbox"/> Forum (05.00.00)
<input checked="" type="checkbox"/> Help (03.00.02)	<input checked="" type="checkbox"/> HTML (Community) (05.06.00)	<input type="checkbox"/> IFrame (04.04.00)
<input type="checkbox"/> Links (04.00.01)	<input checked="" type="checkbox"/> Map (01.00.09)	<input type="checkbox"/> Media (03.03.00)
<input checked="" type="checkbox"/> Messaging (05.06.00)	<input type="checkbox"/> NewsFeeds (04.00.01)	<input type="checkbox"/> Reports (05.01.00)
<input type="checkbox"/> Repository (03.01.15)	<input type="checkbox"/> Store (02.01.36)	<input type="checkbox"/> Survey (04.60.00)
<input checked="" type="checkbox"/> Taxonomy (05.06.00)	<input checked="" type="checkbox"/> Telerik (05.06.00)	<input checked="" type="checkbox"/> Telerik (Design) (05.06.00)
<input type="checkbox"/> UsersOnline (05.01.00)	<input checked="" type="checkbox"/> Weather-v320-v2	<input type="checkbox"/> Wiki (04.02.00)
<input type="checkbox"/> XML (04.03.05)		



Step 7: Install Skins and Containers

1. **Optional.** Check the check box beside each skin or container you want to install. "Creating a Custom Installation Setup" for details on enabling optional skins and containers.



Install Skins and Containers

DotNetNuke has a rich skinning capability. On this page you can choose the Skins and Containers to install.

Installing a Skin and/or container does not automatically enable it, but it makes the skin available to you.

Skins

DNN-MinimalExtropySkin (01.00.05)

DNN-BlueSkin (01.00.00)

Containers

DNN-MinimalExtropyContainer (01.00.05)

DNN-BlueContainer (01.00.00)

 Next

2. Click the **Next**  button.

Step 8: Install Language Packs

1. **Optional.** Check the check box beside each Language you want to install. "Creating a Custom Installation Setup" for details on how to enable optional languages.

2. Click the **Next**  button.



Install Language Packs

DotNetNuke is fully localizable. On this page you can choose the languages you wish to install.

Languages

There are no languages to install.

 Next

Step 9: Install Authentication Systems

On this page a number authentication systems are automatically selected for installation. You can also add and select additional Providers to be installed. "Creating a Custom Installation Setup"

1. **Optional.** Check the check box beside each authentication system you want to install.
2. Click the **Next**  button.



Install Authentication Systems

DotNetNuke supports multiple authentication systems. On this page you can choose the systems you wish to install.

Installing an Authentication System does not automatically enable it for each portal, but it makes the system available to a Portal Administrator.

Authentication Systems

ActiveDirectory (05.00.02 (install LiveID (01.00.01) OpenID (02.00.00)

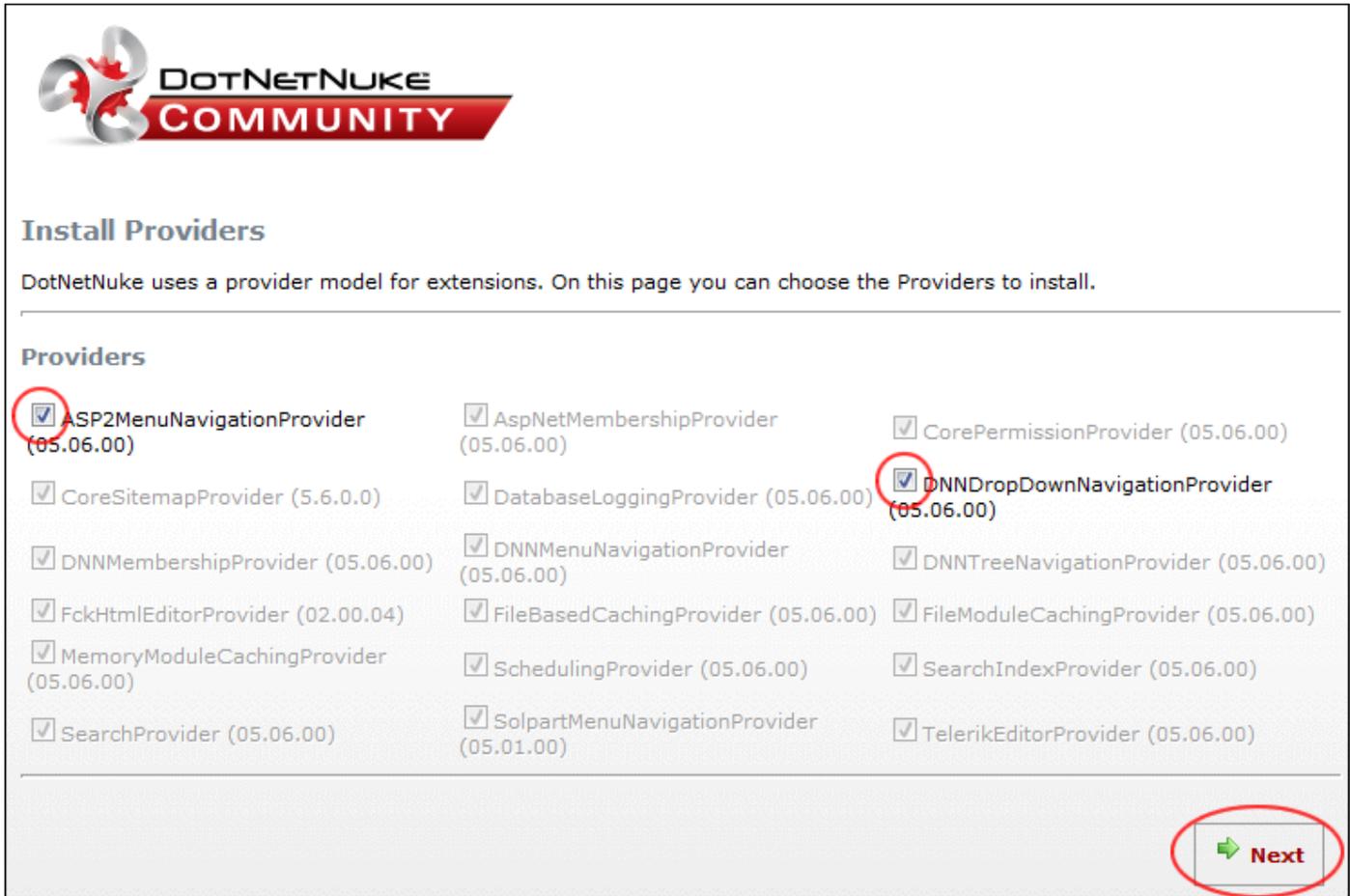
 Next

Step 10: Install Providers

DotNetNuke uses a provider module for extensions. On this page a number of providers are automatically selected for installation. You can also select additional Providers to be installed. "Creating a Custom Installation Setup"

1. **Optional.** Check the check box beside each of the providers you wish to install.

2. Click the **Next**  button.



DOTNETNUKE COMMUNITY

Install Providers

DotNetNuke uses a provider model for extensions. On this page you can choose the Providers to install.

Providers

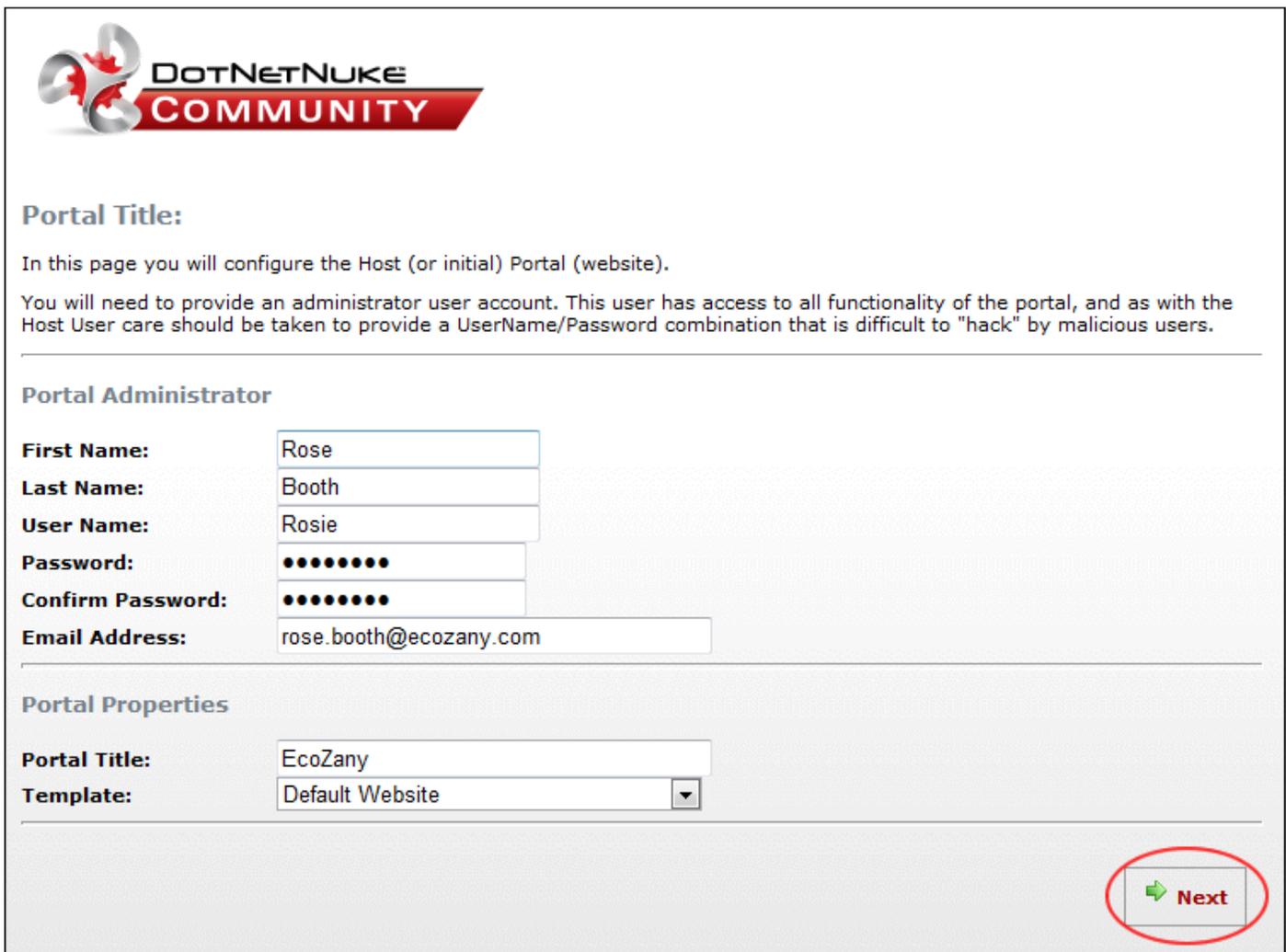
<input checked="" type="checkbox"/> ASP2MenuNavigationProvider (05.06.00)	<input checked="" type="checkbox"/> AspNetMembershipProvider (05.06.00)	<input checked="" type="checkbox"/> CorePermissionProvider (05.06.00)
<input checked="" type="checkbox"/> CoreSitemapProvider (5.6.0.0)	<input checked="" type="checkbox"/> DatabaseLoggingProvider (05.06.00)	<input checked="" type="checkbox"/> DNNDropDownNavigationProvider (05.06.00)
<input checked="" type="checkbox"/> DNNMembershipProvider (05.06.00)	<input checked="" type="checkbox"/> DNNMenuNavigationProvider (05.06.00)	<input checked="" type="checkbox"/> DNNTreeNavigationProvider (05.06.00)
<input checked="" type="checkbox"/> FckHtmlEditorProvider (02.00.04)	<input checked="" type="checkbox"/> FileBasedCachingProvider (05.06.00)	<input checked="" type="checkbox"/> FileModuleCachingProvider (05.06.00)
<input checked="" type="checkbox"/> MemoryModuleCachingProvider (05.06.00)	<input checked="" type="checkbox"/> SchedulingProvider (05.06.00)	<input checked="" type="checkbox"/> SearchIndexProvider (05.06.00)
<input checked="" type="checkbox"/> SearchProvider (05.06.00)	<input checked="" type="checkbox"/> SolpartMenuNavigationProvider (05.01.00)	<input checked="" type="checkbox"/> TelerikEditorProvider (05.06.00)

Next

Step 11: Configure Administrator Account

1. In the **Portal Administrator** section, complete these details:
 - a. In the **First Name** text box, enter the Administrator's first name.
 - b. In the **Last Name** text box, enter the Administrator's last name.
 - c. In the **User Name** text box, enter a user name for the Administrator.

- d. In the **Password** text box, enter a password for the Administrator.
 - e. In the **Confirm Password** text box, re-enter the password for the Administrator.
 - f. In the **Email Address** text box, enter the Administrator's email address.
2. In the **Portal Properties** section, complete these details:
 - a. In the **Portal Title** text box, enter a title for the portal.
 - b. At **Template**, select a template for the portal.
3. Click the **Next**  button.



**DOTNETNUKE
COMMUNITY**

Portal Title:

In this page you will configure the Host (or initial) Portal (website).
You will need to provide an administrator user account. This user has access to all functionality of the portal, and as with the Host User care should be taken to provide a UserName/Password combination that is difficult to "hack" by malicious users.

Portal Administrator

First Name:

Last Name:

User Name:

Password:

Confirm Password:

Email Address:

Portal Properties

Portal Title:

Template:



Step 12: Congratulations

1. Click the **Start building your new site!** button to view the newly installed portal.



Congratulations

Congratulations, you have successfully installed DotNetNuke.

 [Start building your new site!](#)

Creating a Custom Installation Setup

DNN allows you to modify what happens during the installation process by simply adding or removing files in the Install folder. During the installation process DNN looks in the folders under Install to see if there are any new files that need to be processed during the installation. You can modify how DNN installs by adding or removing files from these sub-folders.

Note: Zip files will automatically be installed and cannot be disabled when completing the Installation Wizard. Files with .resources extensions can be selected or deselected for installation when completing the Installation Wizard.

Here's how to include one of these add-ins to your DNN Custom Method installation:

1. Download the DNN Installation zip file from the DotNetNuke.com Web site.
2. Unzip the installation file.
3. In the unzipped installation file, go to the **Install** folder. This folder contains a number of sub-folders. Some of these folders contain aspects of DNN that can be modified during the installation process.
4. Add one of the below zip/ files to the correct sub-folder to make it available during installation:
 - **Authentication Systems:** Add authentication system zip files to the Install/**AuthSystem** folder.
 - **Containers:** Add container package zip files to the Install/**Container** folder.
 - **Languages:** Add language resource package zip files to the Install/**Languages** folder.

- **Modules:** Add module installation zip files to the Install/**Module** folder. In this folder you can see there are some modules with a .resources extension and some with a .zip extension. The ones with a .zip extension are automatically installed and the ones with .resources are available in a check box list for you to decide during the install process if they get installed.
- **Providers:** Add provider zip files to the Install/**Provider** folder.
- **Skins:** Add skin package zip files to the Install/**Skin** folder.

Managing Your User Account

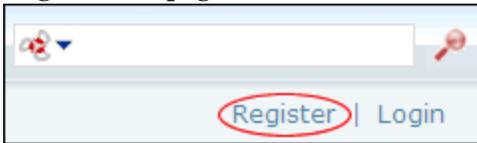
Signing Up for a User Account

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.

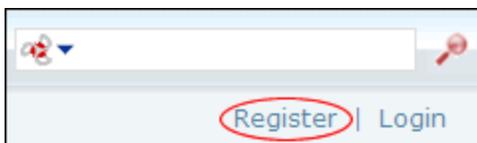
Tip: Depending on the set up of the site, you may be automatically logged in and your account details displayed, or you may need to open your welcome email to obtain additional information to complete login.

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.

User Registration

User Registration

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

User Name: 

First Name: 

Last Name: 

Display Name: 

Email Address: 

Enter a password.

Password: 

Confirm Password: 

Security Code:

QFAkn4

Enter the code shown above in the box below



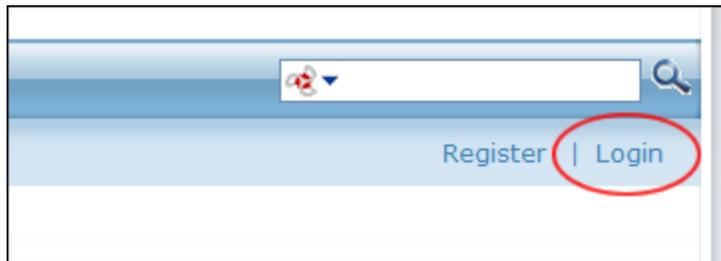
Tip: Depending on the set up of the site, you may be automatically logged in and your account details displayed, or you may need to open your welcome email to obtain additional information to complete login.

Logging In and Out

Logging into a Site

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

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



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

A screenshot of the 'Account Login' form. The form has a title bar with 'Account Login' and a close button. Below the title bar, there are two fields: 'User Name:' with the value 'Julianne.Chang' and 'Password:' with six dots. A 'Login' button is located to the right of the password field and is circled in red. Below the password field, there is a checkbox labeled 'Remember Login'. At the bottom of the form, there are two links: 'Register' and 'Forgot Password?'. There is also a horizontal line at the bottom of the form.

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

Related Topics:

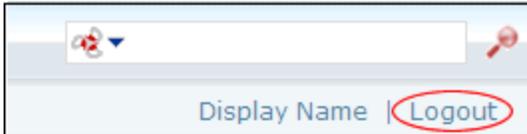
- See "Logging in with LiveID"
- See "Logging in with a Verification Code"

- 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.

Account Login

User Name:
myusername

Password:
●●●●●●●●

Login

Remember Login

[Register](#)

[Forgot Password ?](#)

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

Related Topic:

- See "Enabling Remember Me on Login Control"

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 [Forgot Password?](#) link. This opens the Retrieve Password page.
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  [Send Password](#). If the password sends successfully, the message " Password Has Been Sent To Your Email Address" is displayed.

Retrieve Password

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

User Name:
myusername

 Send Password

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.



The screenshot shows a "User Log In" form with a light blue header. Below the header, there is a red circular icon with a white "X" and the text "Login Failed, remember that Passwords are case sensitive". The form contains a "User Name:" label with a text box containing "myusername", a "Password:" label with an empty text box, a "Login" button, a "Remember Login" checkbox, and two links: "Register" and "Forgot Password ?".

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

If you are still unsuccessful, "Retrieving your Password"

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

Troubleshooting. Retrieving Password Failed

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

-  **User Name Does Not Exist:** Retry with a different user name or email the Administrator for assistance. The Retrieve Password page.
-  **Please Enter Your User Name:** Enter your User Name into the User Name text box and click Send Password.

-  **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. Click the  Manage Password link.
5. In the **Change Password** section, update the following fields:
 - a. In the **Current Password** text box, enter your current password.
 - b. In the **New Password** text box, enter your new password.
 - c. In the **Confirm Password** text box, re-enter your new password.
6. Click the  Change Password link.

Manage Profile

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

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

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

Current Password:
New Password:
Confirm Password:

Change Password

Changing your Password

Managing your Profile Photo

How to manage the photo associated with your user profile.

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

Uploading a New Image

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

Photo:

Folder
 My Folder ▾

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

Save File ← Cancel

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



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

Selecting a Previously Uploaded Image

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

Removing Images from Profile

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



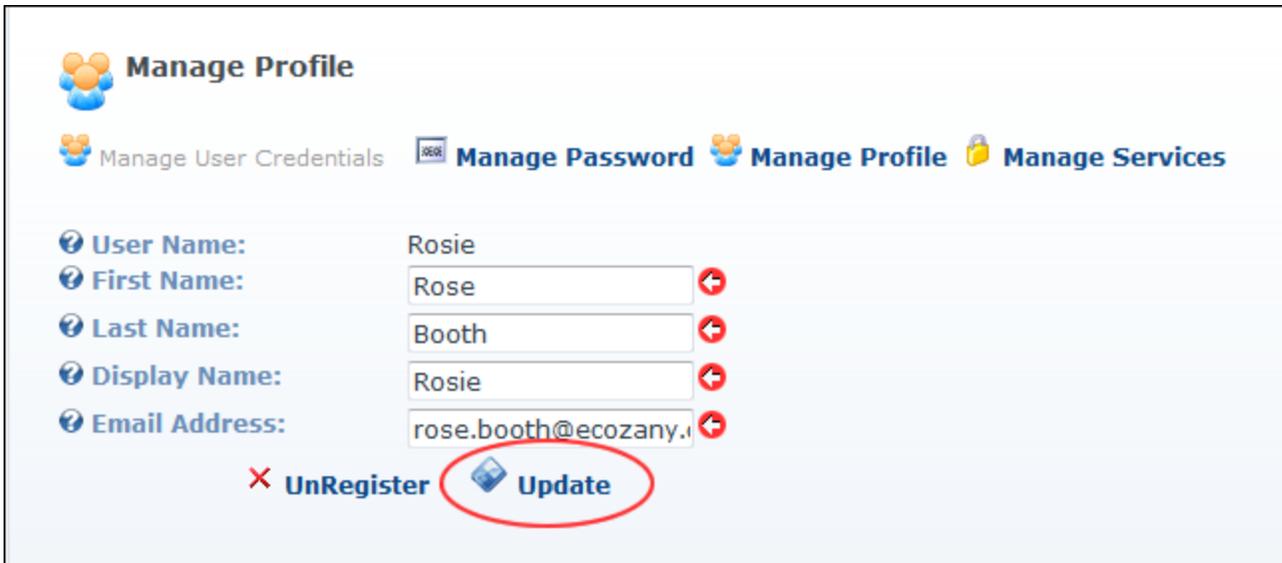
Managing your User Credentials

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

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

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

- a. In the **First Name** text box, edit your first name.
 - b. In the **Last Name** text box, edit your last name.
 - c. In the **Display Name** text box, edit the name you want to be displayed to other site members.
 - d. In the **Email Address** text box, edit your email address.
5. Click the  Update link.



 Manage Profile			
 Manage User Credentials	 Manage Password	 Manage Profile	 Manage Services
 User Name:	Rosie		
 First Name:	<input type="text" value="Rose"/>		
 Last Name:	<input type="text" value="Booth"/>		
 Display Name:	<input type="text" value="Rosie"/>		
 Email Address:	<input type="text" value="rose.booth@ecozyany.i"/>		
	 UnRegister	 Update	

Managing your User Credentials

Managing your User Profile

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

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

Tip: Select your Country before selecting your Region, as this may pre-populate the Region field for you with the corresponding

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

1. Login to the site. "Logging into a Site"
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR -Navigate to a View Profile (also called My Profile) module. This displays the user profile page.
3. Click the  Edit Profile link.
4. 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 you 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"
 - r. In the **Biography** Editor, enter a biography.
 - s. At **Time Zone**, select a 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.

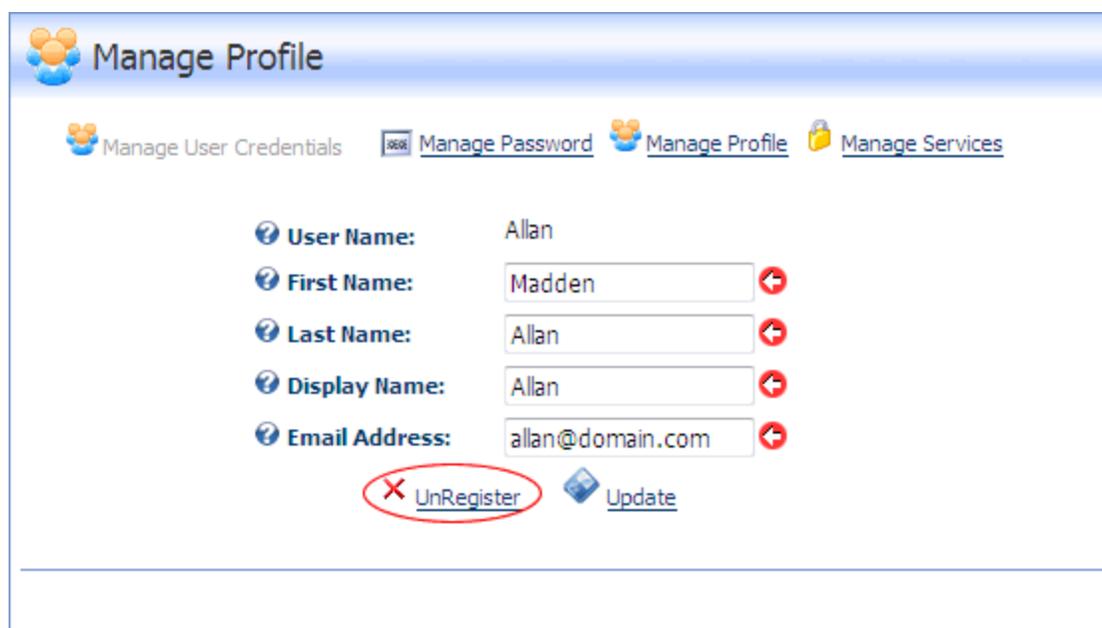
6. Click the  Update link.

Tip: The list of available languages is managed using the Languages module.

Unregistering your User Account

How to unregister from a site. This permanent deletes your user account and removes 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 **X** UnRegister link. This displays the message "Are you sure you want to un-register?"



The screenshot shows a 'Manage Profile' interface. At the top, there are navigation links: 'Manage User Credentials', 'Manage Password', 'Manage Profile', and 'Manage Services'. Below these are five input fields, each with a red arrow icon to its right:

- User Name: Allan
- First Name: Madden
- Last Name: Allan
- Display Name: Allan
- Email Address: allan@domain.com

At the bottom of the form, there are two buttons: 'UnRegister' (with a red 'X' icon) and 'Update' (with a blue refresh icon). The 'UnRegister' button is circled in red.

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.

Subscribing to Member Services

Subscribing to a Member Service

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

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

 **Manage Profile**

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

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

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

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

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

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

Subscribing to a Service with an RSVP Code

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

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

 **Manage Profile**

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

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

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

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

 **RSVP Code:**

Subscribe

This displays the following messages:



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

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

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

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

Subscribing to a Service with an RSVP Link

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

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

Unsubscribing from a Member Service

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

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



 **Manage Profile**

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

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

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

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

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

Unsubscribing from a Member Service

Working with Content

Minimizing and Maximizing Content

How to minimize or maximize site content.

- Click the **Maximize**  button to show content.

Enter Title 

Module Header

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec ipsum. Ut molestie tincidunt diam. Nulla consequat.

Module Footer



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

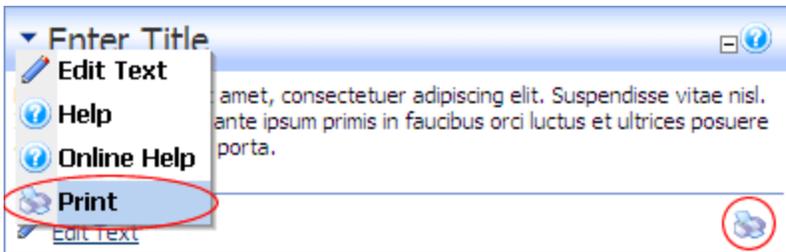


Tip: If you are logged in, these settings are remembered the next time you visit the site enabling you to customize the way you view different pages.

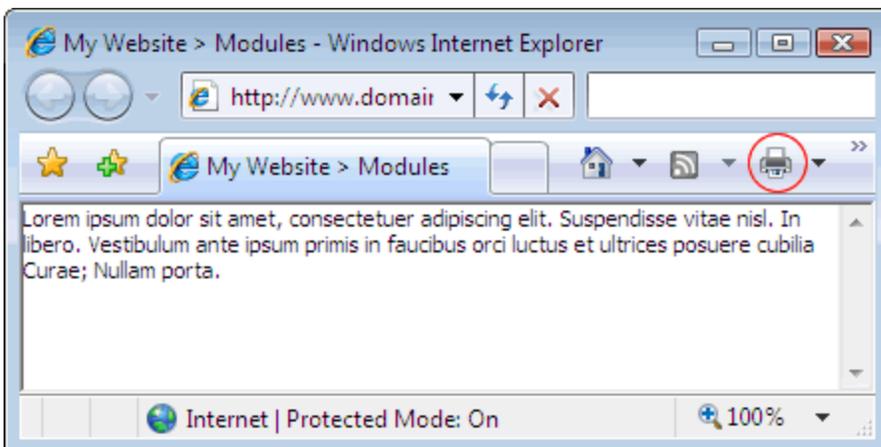
Printing Content

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 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.



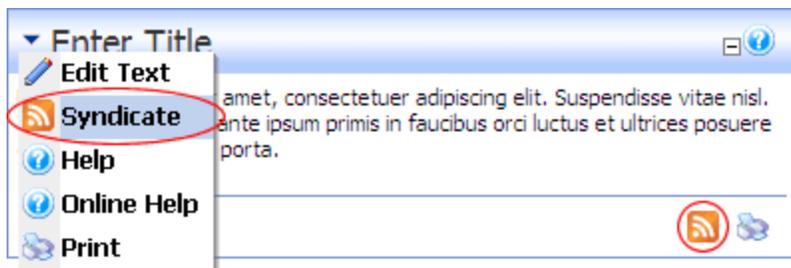
Content displayed in a Web browser ready to print

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.

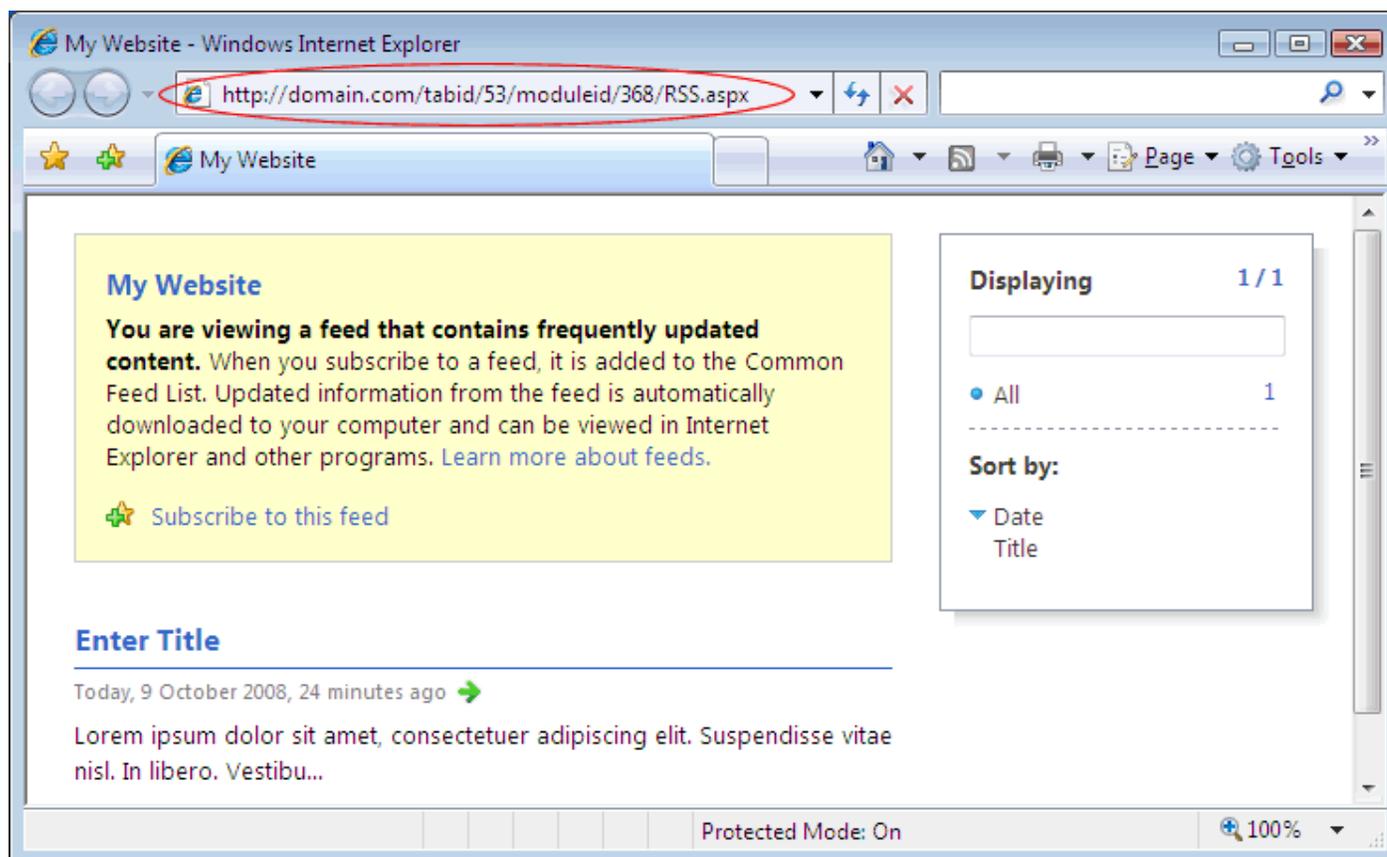
Tip: Display syndicated content using the News Feeds (RSS) module.

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

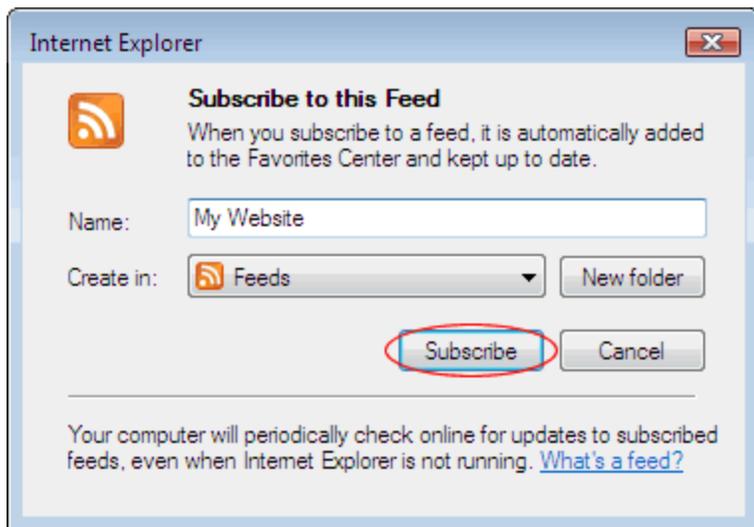


You can now do one of the following:

- 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.

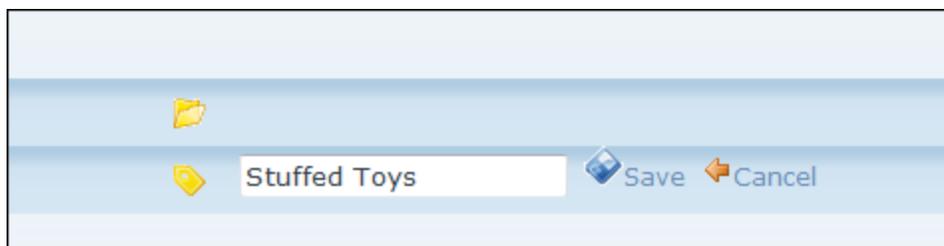


Tagging Page Content

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

Configuring Your Host Settings

About the Host Pages

The Host page and its child pages are available to the Host and SuperUsers. It can be accessed via the main menu or by selecting  **Host** from the Control Panel.

Overview of the Host Child Pages

This page displays the icon links to all of the below child pages:

Icon	Page Name	Description
	Host Settings	The Host > Host Settings page enables SuperUsers to configure basic and advanced host settings which apply to the host portal, as well as default settings for each new portal including design, proxy settings, hosting space, SMTP server settings and more. See "About the Host Settings Page"
	Portals	The Portals page allows the Host to create and maintain all portals within this DNN installation. It also allows the Host to generate a template of an existing portal for duplication on another DNN portal installation. See "About the Portals Page"
	Module Definitions	The Host > Module Definitions page displays the Module Definitions module which is a version of the Extensions module that enables management of module extension only. See "About the Extensions Module". Note: Extensions (authentication systems, containers, core language packs, extension language packs, libraries, modules, providers, skins and skin objects) are uploaded using the Install Wizard located on the Host > Extension page. Note: An Admin File Manager module is also available to Administrators and enables them to manage all of the files on their site as well as assign uploading rights to users and roles.
	File Manager	The Host > File Manager page displays the File Manager module (See "About the File Manager Module") which enables the Host to manage file folders, upload new files and manage existing files. This File Manager includes the follow default folders: Host Root, Cache, Containers, Event Queue, Logs, Skins, Smiley's and Templates.
	Vendors	The Host > Vendors page enables the Host to create and manage vendor accounts, vendor banners and affiliate accounts using the Vendors module. See "About the Vendors Module"
	SQL	The Host > SQL page enables Hosts with SQL knowledge to execute SQL queries against the database. See "About the SQL Page".
	Schedule	The Host > Schedule page displays the Schedule module which enables the Host to optimize the efficiency of a portal by reducing the frequency of common tasks. New items (tasks) can also be added to the schedule. See "About the Schedule Page"
	Search Admin	The Host > Search Admin page allows the Host to specify the settings

Icon	Page Name	Description
		associated with DNN's search capability which will be applied to all portals. The host can assign the Search Admin module to one or more portals as desired. When the module is place on a site page sets the search capabilities for the related portal only. See "About the Search Admin Module"
	Lists	The Host > List page displays the Lists modules which allows the Host to maintain information which can be identified by a key value and a data value. See "About the Lists Page"
	SuperUser Accounts	The Host > SuperUser Accounts page displays a version of the User Accounts module which enables the Host and SuperUsers to create and manage SuperUser accounts, as well as configure user settings relating to authentication. The SuperUser Accounts module provides all the same user management tools as the User Accounts module apart from Security Role management. See "About the User Accounts Module"
	Extensions	The Host > Extensions page displays the Extensions module which allows Hosts to install and manage extensions, as well as allocate extensions to other portals. See "About the Extensions Module"
	Dashboard	The Host > Dashboard page displays the Dashboard module which provides a snapshot of the DotNetNuke Application. The Dashboard module can be added to site pages, however only the Host can view the module. A message reading "Access Denied - Either you are not currently logged in, or you do not have access to this content" is displayed to all other users.
	What's New	The Host > What's New page, located under the Host menu displays the What's New module which displays a summary of the major features for each release including lists of the Major Highlights, Security Fixes, and Updated Modules/Providers. See "About the What's New Module"
	Marketplace	The Host > Marketplace page displays the Marketplace module which enables users to search for DNN extensions, modules and skins. See "About the Marketplace Module"
	Configuration Manager	The Host > Configuration Manager page displays the Configuration Manager module which enables the Host to the Host to modify configuration files as well as merge scripts. See "About the Configuration Manager Page"

Overview of Professional Features

Professional Edition customers also have access to these additional tools which are grouped under Host >Professional Features on the menu.

See "Overview of Professional Features"

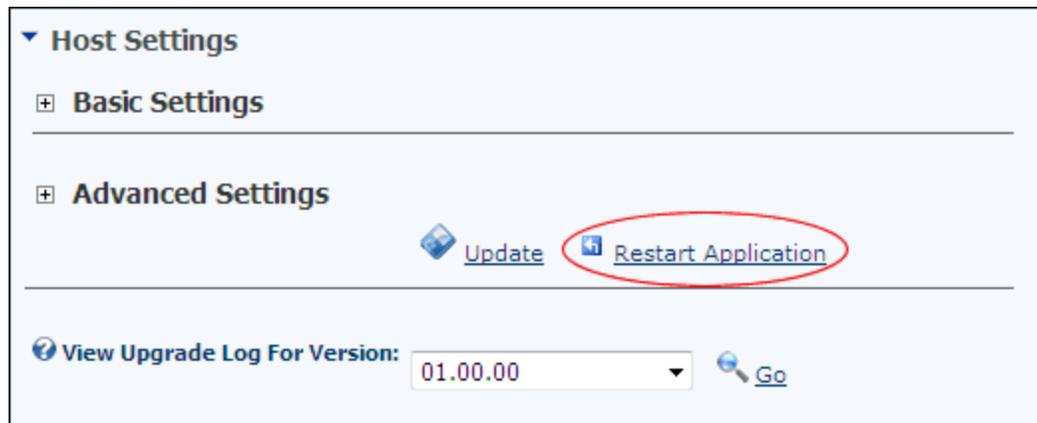
Only available in DotNetNuke Professional Edition

Modifying Maximum File Upload Size

Restarting the Application

How to restart the DNN application.

1. Navigate to Host > [Host Settings](#).
2. Go to the very base of the module.
3. Click the [Restart Application](#) link.

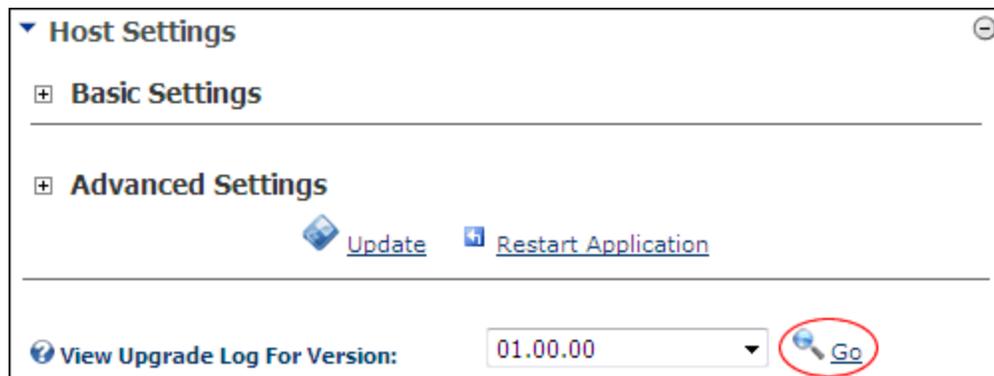


Restarting the Application

Viewing the DNN Version Upgrade Log

How to view the database log file for any SQL scripts which have been executed.

1. Navigate to Host > **Host Settings**.
2. Go to below the Advanced Settings section.
3. At **View Upgrade Log for Version**, select the version number from the drop-down list. Other options are DotNetNuke.Data, DotNetNuke.Schema and UnInstall log files.
4. Click the [Go](#) link. If there is a log file for the selected version it is now displayed.



Viewing the DNN Version Upgrade Log

Host Settings Page

About the Host Settings Page

The Host Settings page enables Hosts to configure basic and advanced host settings which apply to the host portal, as well as default settings for each new portal including design, proxy settings, hosting space, SMTP server settings and more.

 **Host Settings**

Basic Settings

Enter basic settings for your Hosting Account

Configuration

<input type="checkbox"/> DotNetNuke Product:	DotNetNuke Community Edition
<input type="checkbox"/> DotNetNuke Version:	05.06.01 (151)
<input type="checkbox"/> Display Beta Message?	<input checked="" type="checkbox"/>
<input type="checkbox"/> Check For Upgrades?	<input checked="" type="checkbox"/>
<input type="checkbox"/> Upgrade Available?	
<input type="checkbox"/> Data Provider:	SqlDataProvider
<input type="checkbox"/> .NET Framework:	3.5
<input type="checkbox"/> ASP.NET Identity:	NT AUTHORITY\NETWORK SERVICE
<input type="checkbox"/> Server Name:	Lorraine-PC
<input type="checkbox"/> IP Address:	fe80::88ac:b3de:198e:603%11
<input type="checkbox"/> Permissions:	ReflectionPermission, WebPermission, AspNetHostingPermission
<input type="checkbox"/> Relative Path:	/
<input type="checkbox"/> Physical Path:	C:\DotNetNuke\Releases\DotNetNukeCommunity050601151
<input type="checkbox"/> Server Time:	12/15/2010 5:52:12 PM
<input type="checkbox"/> GUID:	03367899-D78E-49FF-9976-17817EFBE2BE
<input type="checkbox"/> Is Web Farm?	<input type="checkbox"/>

Host Details

Appearance

Payment Settings

Advanced Settings

 **Update**  **Restart Application**

View Upgrade Log For Version:  **Go**

The Host Settings Page

Basic Settings

Configuration

Updating Site to Current Framework

How to update your DNN installation to the current .NET Framework. This will update the Web.config file with the .NET 3.5 Framework. This framework may be required for some custom modules.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.
3. Go to the **Configuration** section.
4. At **.NET Framework**, the current framework details are displayed. If a more recent version is available the  [Update Site to current Framework](#) link is displayed.
5. Click the  [Update Site to current Framework](#) link.

[-] Configuration	
DotNetNuke Version:	5.0.0
Check For Upgrades?	<input checked="" type="checkbox"/>
Upgrade Available?	
Data Provider:	SqlDataProvider
.NET Framework:	2.0.50727.1434, (3.0), (3.5)  Update Site to current Framework

Updating Site to Current Framework

Checking for and Downloading DNN Core Framework Upgrades

How to set your portal to check for upgrades to the DNN core framework. If selected, this field will indicate when an upgrade is available and provide a button to go to the download section of DNN.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.
3. Go to the **Configuration** section.
4. At **Check For Upgrades?**, select from these options:
 - Check the check box to enable upgrade checking. This enables an Update Available or Update Unavailable icon to display at the **Upgrade Available?** field.
 - Uncheck the check box to disable upgrade checking.
5. At **Upgrade Available?**, If the **Check For Upgrades** check box is checked , an icon displays here when an upgrade is available. One of the following icons will be displayed:

- : A **Green Tick** icon indicates this installation is using the latest and current version.
- : A **Red Cross** icon indicates an upgrade is available. Click to open the Downloads page of the DotNetNuke web site in a new Web browser.

[-] **Basic Settings**

Enter basic settings for your Hosting Account

[-] **Configuration**

 **DotNetNuke Product:** **DotNetNuke Professional Edition**

 **DotNetNuke Version:** **05.02.01 (55)**

 **Check For Upgrades?**

 **Upgrade Available?** 

Check for and download DNN core framework upgrades

Viewing Configuration Details

How to view Configuration details for your DNN installation. Most of these fields cannot be editable using this page. Exceptions are the **Check For Upgrades?** and **Notify Host?** fields.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.
3. Go to the **Configuration** section. The following details are displayed:
 - **DotNetNuke Product:** The DotNetNuke product you are running. E.g. DotNetNuke Professional Edition
 - **DotNetNuke Version:** The version of this DotNetNuke installation.
 - **Display Beta Message?:** Check the check box to display a message indicating that the running version is a Beta release.
 - **Check For Upgrades?:** Check the check box to set this DNN Installation to check the DotNetNuke web site for new framework upgrades.
 - **Upgrade Available?:** If **Check For Upgrades** is checked , an icon is displayed at this field whenever an upgrade is available.
 - **Data Provider:** The provider name which is identified as the default data provider in the web.config file.
 - **.NET Framework:** The .NET Framework version which this DNN installation is running on. This is specified through IIS. Note: If the current Framework is not being used, the Update Site to current Framework link is displayed.

- **ASP.NET Identity:** The Windows user account under which this DNN installation is running. This account requires folder permissions on the server.
- **Server Name:** The Name of the Server.
- **IP Address:** The IP Address of the Server.
- **Permissions:** Code Access Security is used to minimize the attack surface however some aspects of DotNetNuke need different permissions to fulfill their tasks. When retrieving data from the database Reflection is needed and when accessing outside Web sites such as with the News feed module WebPermission is needed.
- **Relative Path:** If the portal is in a virtual directory the relative path from the root is displayed here as shown below. The site this image was taken from was running on Vista Ultimate IIS 7 as a Virtual Directory.
- **Physical Path:** The physical path is the path to the root of the portal. This is the Server.MapPath result.
- **Server Time:** Displays the current date and time of the web server.
- **GUID:** The GUID (Global Unique Identifier) is a unique identifier that can be used by module developers to create unique licenses per portal.
- **Is Web Farm?:** If this check box is checked then this DNN installation is running in a web farm configuration. This setting can be enabled or disabled in the root configuration file for your portal.

 **Host Settings**

Basic Settings

Enter basic settings for your Hosting Account

Configuration

 DotNetNuke Product:	DotNetNuke Community Edition
 DotNetNuke Version:	05.06.01
 Display Beta Message?	<input checked="" type="checkbox"/>
 Check For Upgrades?	<input checked="" type="checkbox"/>
 Upgrade Available?	<input checked="" type="checkbox"/>
 Data Provider:	SqlDataProvider
 .NET Framework:	3.5  Update Site to current Framework
 ASP.NET Identity:	NT AUTHORITY\NETWORK SERVICE
 Server Name:	Lorraine-PC
 IP Address:	fe80::88ac:b3de:198e:603%11
 Permissions:	ReflectionPermission, WebPermission, AspNetHostingPermission
 Relative Path:	/
 Physical Path:	C:\DotNetNuke\Releases\DotNetNukeCommunity
 Server Time:	12/15/2010 5:52:12 PM
 GUID:	03367899-D78E-49FF-9976-17817EFBE2BE
 Is Web Farm?	<input type="checkbox"/>

Host Details

 Host Portal:	<input type="text" value="EcoZany"/>
 Host Title:	<input type="text" value="DotNetNuke"/>
 Host URL:	<input type="text" value="http://www.dotnetnuke.com"/>
 Host Email:	<input type="text" value="support@dotnetnukecommunity050601151.inst"/>
 Fallback Skin Doctype:	<input type="text" value="HTML 4 (legacy)"/>
 Enable Remember me on login controls?	<input checked="" type="checkbox"/>

Viewing Configuration Details

Host Details

Setting the Host Portal

By default, DNN loads the first portal created as the default. Changing the portal selected here changes which portal is loaded by default. The Host portal is also the portal associated with the Host skin object.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.

3. Go to the **Host Details** section.
4. At **Host Portal**, select the host portal from the drop-down list.



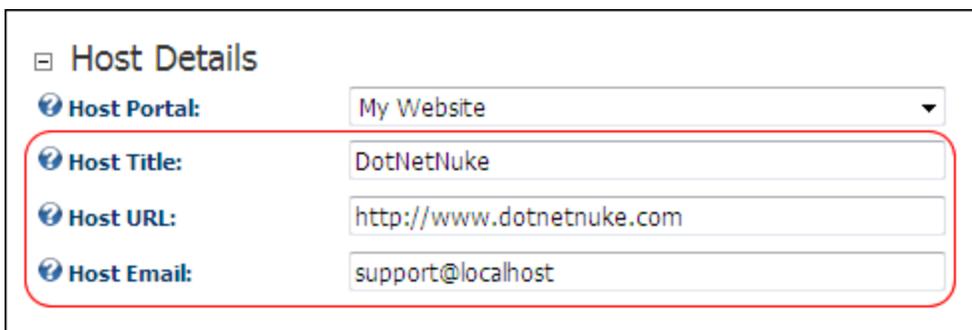
The screenshot shows a web form titled "Host Details" with a collapse icon on the left. It contains four fields: "Host Portal" (a dropdown menu with "My Website" selected and a red box around it), "Host Title" (text box with "DotNetNuke"), "Host URL" (text box with "http://www.dotnetnuke.com"), and "Host Email" (text box with "philip.beadle@philipbeadle.net").

5. Click the  Update link.

Setting the Host Details

The host title appears on all portals within this DNN installation which have a skin that includes the [HOSTNAME] skin token. Where the host URL field is also completed, the Host Title functions as a link to the URL. The Host Email field sets the email address of the host portal. If the Help skin object is included in the skin it displays the word Help and provides a mailto: link to the Portal Administrator for normal logged in registered users. If a portal administrator is logged in the Help link provides a mailto: link to the Host Email address.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.
3. Go to the **Host Details** section.
4. In the **Host Title** text box, enter a name for your Web site such as your business or company name. E.g. DotNetNuke
5. In the **Host URL** text box, enter your company URL. E.g. http://www.dotnetnuke.com
6. In the **Host Email** text box, enter the email address of the host. E.g. support@domain.com. Alternatively, leave this field blank to hide this field.



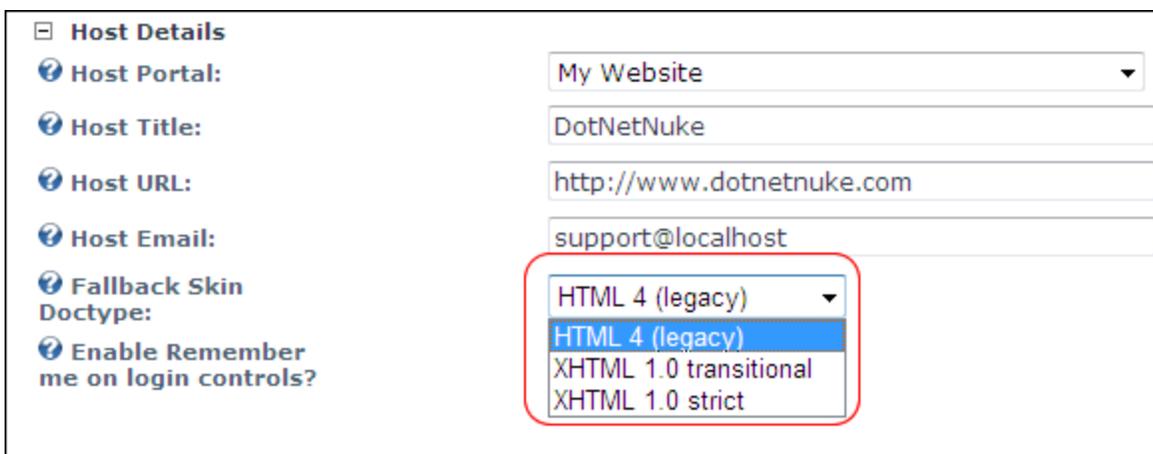
The screenshot shows the same "Host Details" form as above, but with a red box highlighting the "Host Title" (DotNetNuke), "Host URL" (http://www.dotnetnuke.com), and "Host Email" (support@localhost) fields.

7. Click the  Update link.

Setting the Fallback Skin Doctype

How to set the fallback skin doctype for web pages on all portals within this DNN installation.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.
3. Go to the **Host Details** section.
4. At **Fallback Skin Doctype**, select from the following options:
 - HTML 4 (legacy)
 - XHTML 1.0 transitional
 - XHTML 1.0 strict
5. Click the  [Update](#) link.



Host Details

Host Portal: My Website

Host Title: DotNetNuke

Host URL: http://www.dotnetnuke.com

Host Email: support@localhost

Fallback Skin Doctype: HTML 4 (legacy)

Enable Remember me on login controls?

Setting the Fallback Skin Doctype

Enabling Remember Me on Login Control

How to enable the Remember Login option on the login control (Account Login module) as the Host. This setting controls all portals within this DNN installation. If remember me is allowed, users can create cookies that are persisted over multiple visits.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.
3. Go to the **Host Details** section.
4. At **Enable Remember me on login controls?**, select from the following options:
 - Check the check box to enable the Remember Login option.
 - Uncheck the check box to disable the Remember Login option.

Host Details

Host Portal:

Host Title:

Host URL:

Host Email:

Fallback Skin Doctype:

Enable Remember me on login controls?

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

Account Login

User Name:

Password:

Remember Login

[Register](#)

[Forgot Password ?](#)

Enabling Remember Me on Login Control

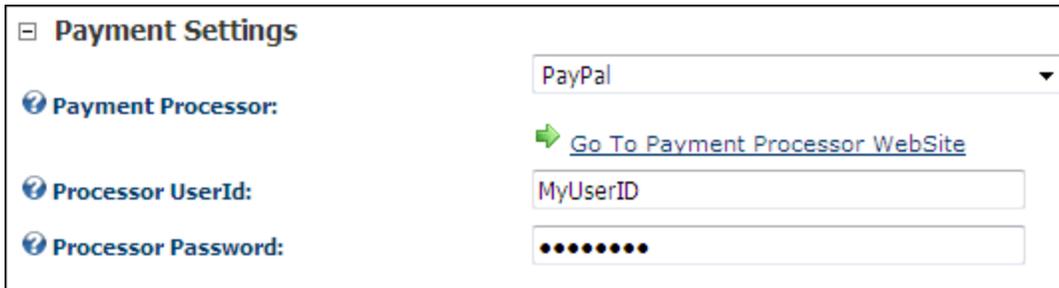
Payment Settings

Setting the Payment Processor for Portal Hosting

How to set the online payment processor used to pay for portal hosting. Note: Administrators are able to renew their Hosting under Admin > Site Settings.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.
3. Maximize  the **Payment Settings** section.
4. At **Payment Processor**, select a processor from the drop-down box. PayPal is included by default.
5. Click the  [Go To Payment Processor WebSite](#) link and sign up for an account.

6. In the **Processor UserId** text box, enter the User ID code provided to you by your selected Payment Processor.
7. In the **Processor Password** text box, enter the password provided to you by your selected Payment Processor.



Payment Settings

Payment Processor: PayPal

Processor UserId: MyUserID

Processor Password: ●●●●●●●●●●

[Go To Payment Processor WebSite](#)

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

Enabling/Disabling Anonymous Demo Signup

How to enable anonymous site visitors to sign up for a demonstration portal. If this setting is disabled, only the Host can create new portals.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.
3. Maximize  the **Payment Settings** section.
4. **Optional.** In the **Demo Period (Days)** text box, enter the number of days the demonstration portal is available.
5. At **Anonymous Demo Signup?**, select one of the following options:
 - Check the check box to permit all visitors access to the Create New Child Site page. If this option is selected, a sign up link must be made available to enable sign up. See Step 6 for more details.
 - Uncheck the check box if only the Host can create new child portals.
6. Click the [Update](#) link.
7. **Optional.** To create a sign up link:
 - a. Navigate to Host > **Portals**.
 - b. Select **Add New Portal** from the module menu - OR - click the [Add New Portal](#) link.
 - c. Copy the URL from the Address field of the Web browser.

- d. Add this link on one or more pages as required using the Links module. The link will look something like this
"
`http://mywebsite.com/dotnetnuke/tabid/17/ctl/Signup/mid/321/portamid/0/Default`
"

Setting Child Portal Hosting Fee

How set the default hosting fee for child portals in this DNN installation. The cost of hosting is set as a fee for Megabyte space, page quota or user quota. For example, if hosting is allocated by Megabytes, when a file is uploaded to the site's File Manager, the available hosting space is checked. If sufficient space is available, the files are successfully loaded. If there is insufficient space, the Administrator receives a message to contact their hosting provider to purchase additional space. Likewise, the same message is displayed when the Administrator attempts to add more pages or user accounts than allocated. Where more than one option is set, hosting is restricted when the first option reached. Host settings can be modified for individual portals via the Host > Portals page.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings** section.
3. **Maximize**  the **Payment Settings** section.
4. In the **Hosting Fee** text box, enter the fee charged for a child portal.
5. At **Hosting Currency**, select the currency to be used for payment processing.
6. In the **Hosting Space (MB)** text box, enter the maximum storage space for files in Megabytes per portal. Leave this field blank for unlimited space.
7. In the **Page Quota** text box, enter the maximum number of pages allowed for each child portal. Leave this field blank for unlimited pages.
8. In the **User Quota** text box, enter the maximum number of users allowed for each child portal. Leave this field blank for unlimited user accounts.

 Hosting Fee:	<input type="text" value="10"/>
 Hosting Currency:	U.S. Dollars (USD) ▼
 Hosting Space (MB):	<input type="text" value="500"/>
 Page Quota:	<input type="text" value="0"/>
 User Quota:	<input type="text" value="0"/>
 Demo Period:	<input type="text" value="30"/> Days

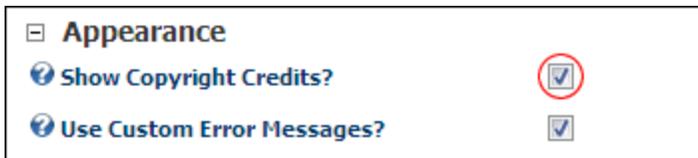
9. Click the  Update link.

Appearance

Enabling/Disabling DNN Copyright Credits

How to enable the DNN credits to be displayed in the title bar of the Web browser for all portals in this installation. E.g. (DNN 5.6.0). This setting also enables DNN credits to be displayed in the HTML source code downloaded to render the portals pages.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. At **Show Copyright Credits**, select from these options:
 - Check the check box to display credits.
 - Uncheck the check box to hide credits.

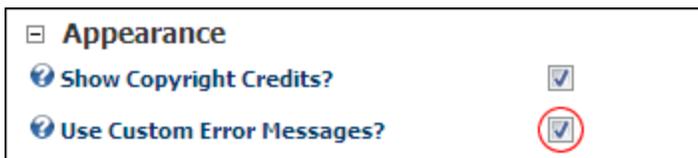


4. Click the  Update link.

Enabling/Disabling Custom Error Messages

How to enable or disable the use of custom error messages for this DNN installation. The custom errors in DNN make a more pleasant experience for the users of the portal when an error occurs, instead of seeing a scary error message DNN serves up a nicely formatted message that the user can acknowledge but still know how to keep working with DNN.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. At **Use Custom Error Messages?**, select from these options:
 - Check the check box to enable custom error messages.
 - Uncheck the check box to disable custom error messages.

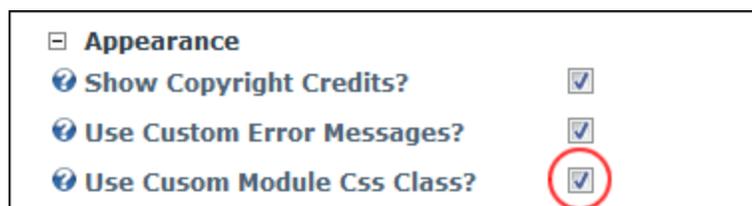


4. Click the  Update link.

Enabling/Disabling Custom Module CSS Classes

How to enable a custom CSS class based on the module definition to be rendered. This can be used by skin designers to apply specific CSS styles to specific module types.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. At **Use Custom Module Css Class?**, select from these options:
 - Check the check box to enable custom CSS classes.
 - Uncheck the check box to disable custom CSS classes.



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

Setting the Host Skin

How to set the skin used on host pages of this DNN installation.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. At **Host Skin**, complete the following:
 - a. Select one of the following skins directories:
 - Select **Host** to displays all skins uploaded to Host > Skins.
 - Select **Site** to displays all skins stored on the Admin > Extensions page of the current portal.
 - b. Select a skin from the drop-down box.

Appearance

Show Copyright Credits?

Use Custom Error Messages?

Host Skin: Host Site
DNN-Blue - Horizontal Menu - Fixed Width

Host Container: Host Site
DNN-Blue - Image Header - White Backgr

Edit Skin: Host Site
DNN-Blue - Horizontal Menu - Fixed Width

Edit Container: Host Site
DNN-Blue - Image Header - White Backgr

4. **Optional.** Click the [Preview](#) link to preview the skin. This displays the current portal in a new Web browser with the selected skin applied.
5. Click the [Update](#) link.

Uploading/Installing a Legacy Host Skin

How to upload a legacy skin package to the Host skin directory from the Host Settings page.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings -Appearance** section.
3. Click the [Upload Skin](#) link. This opens the Install Legacy Skin Package page of the Host File Manager.
4. Click the **Browse** button.
5. Navigate to and select the skin package.
6. Click the [Install Legacy Skin Package](#) link.

Install Legacy Skin Package

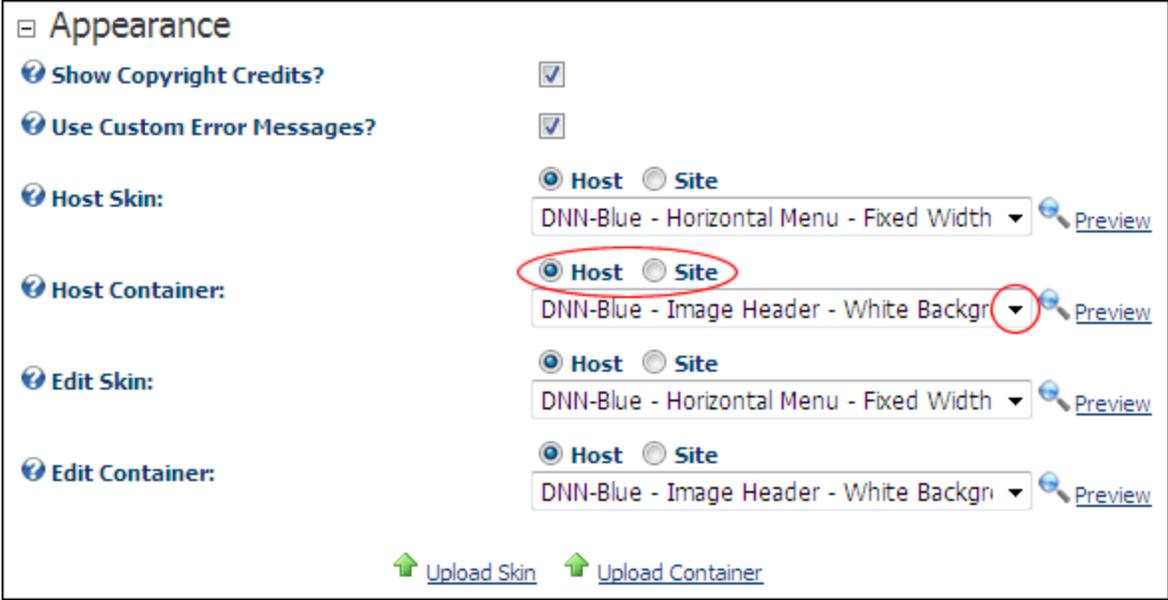
C:\DotNetNuke\Skins\MySkin.zip

7. Click the  [Return](#) link to return to the module.

Setting the Host Container

How to set the module container which is applied to all modules on the host pages.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. **Optional.** To upload a new container "Uploading/Installing a Legacy Host Container"
4. At **Host Container**, complete the following:
 - a. Select one of the following container directories:
 - Select **Host** to displays all containers uploaded to Host > Skins.
 - Select **Site** to displays all containers stored on the Admin > Extensions page of the current portal.
 - b. Select a container from the drop-down box.



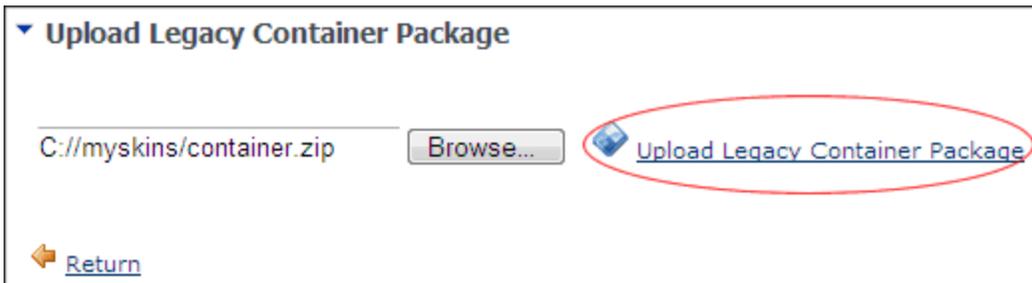
The screenshot shows the 'Appearance' section of the DNN Host Settings page. The 'Host Container' setting is highlighted with a red circle, and the 'Host' radio button is selected. The dropdown menu for 'Host Container' is open, showing 'DNN-Blue - Image Header - White Backgr' with a red circle around the dropdown arrow. Other settings include 'Show Copyright Credits?', 'Use Custom Error Messages?', 'Host Skin', 'Edit Skin', and 'Edit Container'.

5. **Optional.** Click the  [Preview](#) link to preview the container. This displays the current portal in a new Web browser with the selected container applied.
6. Click the  [Update](#) link.

Uploading/Installing a Legacy Host Container

How to upload/install a legacy container package to the Host skin directory from the Host Settings page.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. Click the  [Upload Container](#) link. This opens the Install Legacy Container Package page of the Host File Manager.
4. Click the **Browse...** button.
5. Navigate to and select the container package.
6. Click the  [Install Legacy Container Package](#) link.



7. Click the  [Return](#) link to return to the Host Settings page.

Setting the Skin for the Host Portal

How to set the default skin applied to all edit pages of all portals within this DNN installation. This setting can be overridden by Administrators via their Admin > Site Settings page.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. **Optional.** To upload a new skin. See "Uploading/Installing a Legacy Host Skin"
4. At **Edit Skin**, complete the following:
 - a. Select one of the following container directories:
 - Select **Host** to displays all skins uploaded to Host > Skins.
 - Select **Site** to displays all skins stored on the Admin > Extensions page of the current portal.
 - b. Select a skin from the drop-down box.

☐ Appearance

Show Copyright Credits?

Use Custom Error Messages?

Host Skin: Host Site
DNN-Blue - Horizontal Menu - Fixed Width

Host Container: Host Site
DNN-Blue - Image Header - White Backgr

Edit Skin: Host Site
DNN-Blue - Horizontal Menu - Fixed Width

Edit Container: Host Site
DNN-Blue - Image Header - White Backgr

5. **Optional.** Click the  [Preview](#) link to preview the skin. This displays the current portal in a new Web browser with the selected skin applied.
6. Click the  [Update](#) link.

Setting the Edit Container

How to set the default container applied to modules on the edit pages of all portals within this DNN installation. This setting can be overridden by Administrators via their Admin > Site Settings page.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. **Optional.** To upload a new container "Uploading/Installing a Legacy Host Container"
4. At **Edit Container**, complete the following:
 - a. Select one of the following container directories:
 - Select **Host** to displays all containers uploaded to Host > Skins.
 - Select **Site** to displays all containers stored on the Admin > Extensions page of the current portal.
 - b. Select a container from the drop-down box.

Appearance

Show Copyright Credits?

Use Custom Error Messages?

Host Skin: Host Site
DNN-Blue - Horizontal Menu - Fixed Width [Preview](#)

Host Container: Host Site
DNN-Blue - Image Header - White Backgr [Preview](#)

Edit Skin: Host Site
DNN-Blue - Horizontal Menu - Fixed Width [Preview](#)

Edit Container: Host Site
DNN-Blue - Image Header - White Backgr [Preview](#)

5. **Optional.** Click the [Preview](#) link to preview the container. This displays the current portal in a new Web browser with the selected container applied.
6. Click the [Update](#) link.

Advanced Settings

Friendly URL Settings

Enabling/Disabling Use Friendly URL's

How to set DNN to enable query strings to be replaced by a friendly URL. This assists with search engine indexing. For example the URL:

`http://www.domain.com/Default.aspx?tabid=1&ctl=edit&mid=12&ItemID=1`

would be replaced by the below friendly URL:

`http://www.domain.com/Home/tabid/1/ctl/Edit/mid/12/ItemID/1/Default.aspx`

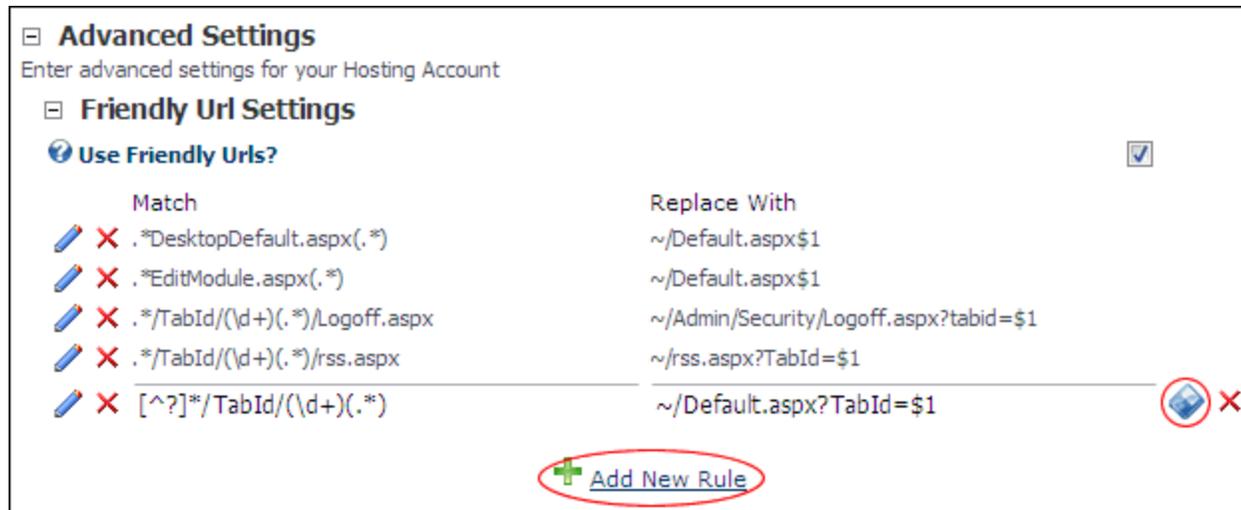
1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize** + the **Friendly URL Settings** section.
4. At **Use Friendly URL's?**, select from the following options:
 - Check the check box to enable friendly URL's.
 - Uncheck the check box to disable friendly URL's.
5. Click the [Update](#) link.

Warning. Friendly URL's work with all core DotNetNuke modules, however third party modules may not support the friendly URL settings. Check with the modules vendor prior to enabling this setting if you are unsure if it supports the Friendly URL Setting.

Adding a New Friendly URL Rule

How to add a new friendly URL rule.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Friendly Url Settings** section.
4. Click the **+ Add New Rule** link. This displays a new blank row below any existing Friendly URL rules enabling you to enter details for this rule.
5. In the **Match** text box, enter the URL to be matched.
6. In the **Replace With** text box, enter the replacement information.
7. Click the **Update Rule**  button.



Adding a New Friendly URL Rule

Editing a Friendly URL Rule

How to edit a friendly URL rule.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Friendly Url Settings** section.
4. Click the **Edit Rule**  button beside the rule to be edited.

5. In the **Match** text box, edit the details as required.
6. In the **Replace With** text box, edit the details as required.
7. Click the **Update Rule**  button.

*Tip: To cancel editing a rule, click the **Delete**  button located to the right of the **Update Rule**  button.*

Advanced Settings
Enter advanced settings for your Hosting Account

Friendly Url Settings

Use Friendly Urls?

Match	Replace With
  .*DesktopDefault.aspx(.*)	~/Default.aspx\$1
  .*EditModule.aspx(.*)	~/Default.aspx\$1
  .*\/TabId\/(\d+)(.*)\/Logoff.aspx	~/Admin/Security/Logoff.aspx?tabid=\$1
  .*\/TabId\/(\d+)(.*)\/rss.aspx	~/rss.aspx?TabId=\$1
  [^?]*\/TabId\/(\d+)(.*)	~/Default.aspx?TabId=\$1

Editing a Friendly URL Rule

Deleting a Friendly URL Rule

How to delete a friendly URL rule.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Friendly Url Settings** section.
4. Click the **Delete Rule**  button beside the rule to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"

Advanced Settings
Enter advanced settings for your Hosting Account

Friendly Url Settings

Use Friendly Urls?

Match	Replace With
  .*DesktopDefault.aspx(.*)	~/Default.aspx\$1
  .*EditModule.aspx(.*)	~/Default.aspx\$1
  .*\/TabId\/(\d+)(.*)\/Logoff.aspx	~/Admin/Security/Logoff.aspx?tabid=\$1
  .*\/TabId\/(\d+)(.*)\/rss.aspx	~/rss.aspx?TabId=\$1
  [^?]*\/TabId\/(\d+)(.*)	~/Default.aspx?TabId=\$1

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

Request Filter Settings

Configuring the Request Filter

Each rule element in the request filter defines a simple matching expression and the action to take if a match is found. You can define as many rules as needed. This provides a flexible "or" operation where any one rule can cause the request to be blocked.

Rule Attributes:

- **servervar:** This is the name of a Server variable from the Request.ServerVar hash table. See: http://www.w3schools.com/asp/coll_servervariables.asp
- **operator:** Defines the operation that determines whether an actual match exists. Valid values: Regex, Equal, NotEqual
 - **Regex:** Uses the regular expression specified in the value attribute to determine a match.
 - **Equal:** Performs a search of the value list to determine if the value of the specified server variable is in the value list.
 - **NotEqual:** Performs a search of the value list to determine if the value of the specified server variable does not exist in the value list.
- **value:** Defines the value of the servervar that triggers the rule. For a regex rule, the value should be a regular expression that used as a matching expression. If this is not a regex operation, then value can be a semicolon delimited list of values. For example it could include a list of IP addresses that should be blocked.
 - **action:** Defines the action to take if a match occurs. Valid values: NotFound, Redirect, PermanentRedirect.
 - **NotFound:** Returns a 404 status code and stops all further response processing.
 - **Redirect:** Performs a standard redirect to the URL specified in the location attribute.
 - **PermanentRedirect:** Performs a permanent redirect (status code 301) to the URL specified in the location attribute.
- **location:** The URL where the request will be redirected. This can be left blank for the 'NotFound' action.

Recovering from Errors:

- It is possible to lock yourself out of the Web site if you incorrectly configure a rule. For example if you intend to prevent an IP address from accessing the site, you might want to create a rule like the one below: `< rule servervar="REMOTE_ADDR" values="205.196.10.2" operator="Equal" action="Redirect" location="http://www.domain.com" >`

- If you inadvertently selected the 'NotEqual' operator you would actually lock out everyone except the specified IP. To recover from this error, you must edit the DotNetNuke.config file to correct the rule, or edit the web.config to remove the request filter from the HTTPModules section.

Installation/Upgrade:

- The appropriate HTTPModule entry has been added to the Development.config and Release.config files and will be available for use automatically when installing a new DotNetNuke site. However, the Host Administrator will still need to enable the feature and on the "Host Settings" page before they can create any rules and use the feature. If the DotNetNuke.config file does not exist in the root directory, then it will be automatically created from the template provided in the Config directory.
- Users who are upgrading from a previous DotNetNuke version will need to add the following entry to the HTTPModules section of their web.config file.

Enabling/Disabling Request Filter Settings

How to enable or disable the request filter settings.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Request Filter Settings** section.
4. At **Enable Request Filters?**, select from the following options:
 - Check the check box to enable request filters. This displays all existing request filters.
 - Uncheck the check box to disable request filters.
5. Click the  Update link.

Adding a Request Filter

How to add a request filter to your DotNetNuke installation. Note: The following Yellow Warning message displays when you choose to add a request filter:

 **WARNING:** Adding an incorrect request filter rule may prevent you or your customers from being able to access your DotNetNuke website, and may require you to manually edit the DotNetNuke.config file to remove the incorrectly configured rule.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Request Filter Settings** section.
4. At **Enable Request Filters?**, check the check box.
5. Click the Add New Rule link.

6. In the **Server Variable** text box, enter the Server Variable to use when filtering incoming requests. A complete list of valid Server Variables can be viewed by clicking on the [MSDN](#) link.
7. At **Operation**, select the operator to use when comparing the incoming request against the specified server variable and value list from these options: **Equal**, **NotEqual**, or **Regex**.
8. In the **Match Value** text box, enter the value of the servervar that triggers the rule. For a regex rule, the value should be a regular expression that used as a matching expression. If this is not a regex operation, then value can be a semicolon delimited list of values.
9. At **Action**, select the action to perform if the incoming request matches this rule from these options: **Redirect**, **PermanentRedirect**, or **NotFound**.
10. In the **Location** text box, enter the URL to redirect the user if the incoming request matches this rule. This value is only used for Redirect and PermanentRedirect actions.
11. Click the **Save**  button.

Request Filter Settings

Enable Request Filters?

 X

Server Variable: HTTPS

Operation: NotEqual

Match Value: ON

Action: NotFound

Location:

⚠ **WARNING:** Adding an incorrect request filter rule may prevent you or your customers from being able to access your DotNetNuke website, and may require you to manually edit the DotNetNuke.config file to remove the incorrectly configured rule.

 X

Server Variable:
Goto [MSDN](#) for a list of variables.

Operation:

Match Value:

Action:

Location:

+ Add New Rule

Adding a Request Filter

Editing a Request Filter

How to edit a request filter that has been added to your DotNetNuke installation.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Request Filter Settings** section.
4. At **Enable Request Filters?**, check the check box.
5. Click the **Edit**  button beside the filter to be edited.

Request Filter Settings

Enable Request Filters?

 **Server Variable:** HTTPS

Operation: NotEqual

Match Value: ON

Action: NotFound

Location:

 [Add New Rule](#)

6. Edit one or more fields as required.
7. Click the **Save**  button.

Deleting a Request Filter

How to permanently delete a request filter that has been added to this DNN installation.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Request Filter Settings** section.
4. At **Enable Request Filters?**, check the check box.
5. Click the **Delete**  button beside the filter to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"

Request Filter Settings

Enable Request Filters?

Server Variable: HTTPS

Operation: NotEqual

Match Value: ON

Action: NotFound

Location:

[+ Add New Rule](#)

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

Proxy Settings

Configuring Proxy Settings

This setting may be required by your hosting provider to enable certain modules such as the RSS News Feed to process outgoing web requests.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize** the **Proxy Settings** section.
4. In the **Proxy Server** text box, enter the proxy server IP address. E.g. 192.1.2.102. Enter the domain or IP address if you are using a proxy server.
5. In the **Proxy Port** text box, enter the proxy port address. E.g. 8021
6. In the **Proxy Username** text box, enter the username provided by your hosting provider.
7. In the **Proxy Password** text box, enter the password provided by your hosting provider.

Proxy Settings

Proxy Server:

Proxy Port:

Proxy Username:

Proxy Password:

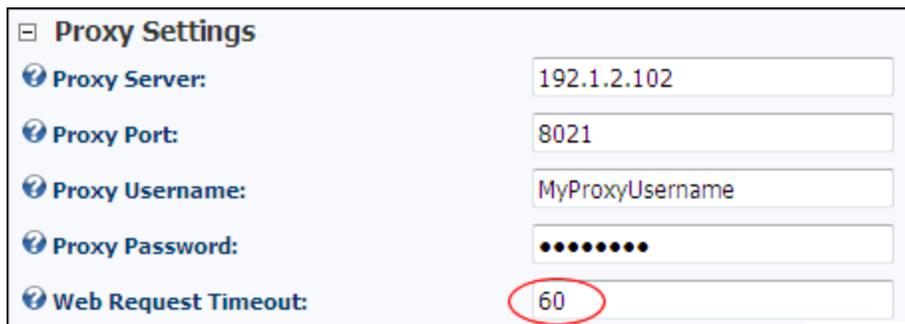
Web Request Timeout:

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

Setting the Web Request Timeout Period

How to set the web request time out period for all portals. A web request can exist for a set period of time and if this time is exceeded the web page requesting Web browser is returned an error that the page is unavailable.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Proxy Settings** section.
4. In the **Web Request Timeout** text box, enter the time period in seconds the web request should timeout after. E.g. Enter 60 to set to 60 seconds.



The screenshot shows a configuration panel titled "Proxy Settings" with a collapse icon. It contains five input fields: "Proxy Server" with the value "192.1.2.102", "Proxy Port" with "8021", "Proxy Username" with "MyProxyUsername", "Proxy Password" with masked characters, and "Web Request Timeout" with "60". The "60" in the "Web Request Timeout" field is circled in red.

5. Click the  Update link.

SMTP Server Settings

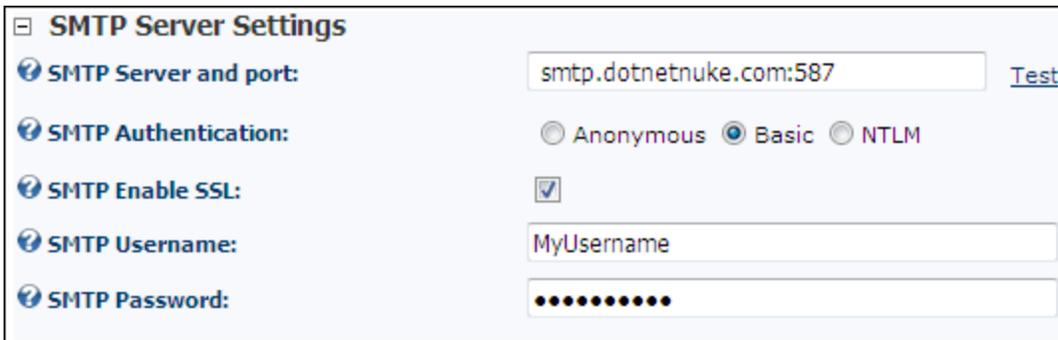
Setting the SMTP Server and Port

How to set the SMTP Server address and an alternate port for new portals. The SMTP (Simple Mail Transfer Protocol) server is the mail server which sends outgoing mail.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **SMTP Server Settings** section.
4. In the **SMTP Server and port** text box, enter one of the following options:
 - Enter the SMTP address. E.g. mail.dotnetnuke.com
 - Specify an alternate port by adding a colon and the port number. E.g. smtp.dotnetnuke.com:587
 - Enter the SMTP server name only to use default port number. E.g. 25

5. At **SMTP Authentication**, select from the following options:

- **Anonymous:** This is the default option.
- **Basic**
 - a. In the **SMTP Username** text box, enter a SMTP Username if required.
 - b. In the **SMTP Password** text box, enter a SMTP Password if required.
- **NTLM:** NT LAN Manager



The screenshot shows the 'SMTP Server Settings' configuration panel. It includes the following fields and options:

- SMTP Server and port:** A text box containing 'smtp.dotnetnuke.com:587' and a 'Test' link.
- SMTP Authentication:** Three radio button options: 'Anonymous', 'Basic' (selected), and 'NTLM'.
- SMTP Enable SSL:** A checked checkbox.
- SMTP Username:** A text box containing 'MyUsername'.
- SMTP Password:** A text box with ten black dots representing a masked password.

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

Related Topics:

- See "Sending Emails without the SMTP Server"

Sending Emails without the SMTP Server

How to send emails with no SMTP server set up using the Configuration Manager. This setting places the system messages as file in the location specified rather than sending them as email. The file name will be similar to 674a7938-a51f-48c6-b8fc-46dd25446f86.eml.

1. Navigate to Host > **Configuration Manager**.
2. Go to the **Configuration Files** section.
3. At **Configuration File**, select **web.config** from the drop-down box. This loads the web.config file into the text window below.



4. **Maximize**  the **Configuration Merge Scripts** section.

5. At **Merge Script**, paste this script into the Merge Scripts text box. **IMPORTANT**. You must change the pickup direction location to a folder on your computer. I.e. This example uses the location "C:\MyFolder\Portals\0", which you must change to a folder on your computer.

- `<mailSettings>`

```

<smtp deliveryMethod="specifiedPickupDirectory">
    pickupDirectoryLocation="C:\MyFolder\Portals\0"
  />

```
- `<smtp>`
- `<mailsettings>`

6. Click the Execute Merge link. Review any message which is displayed and then click **OK** to continue.

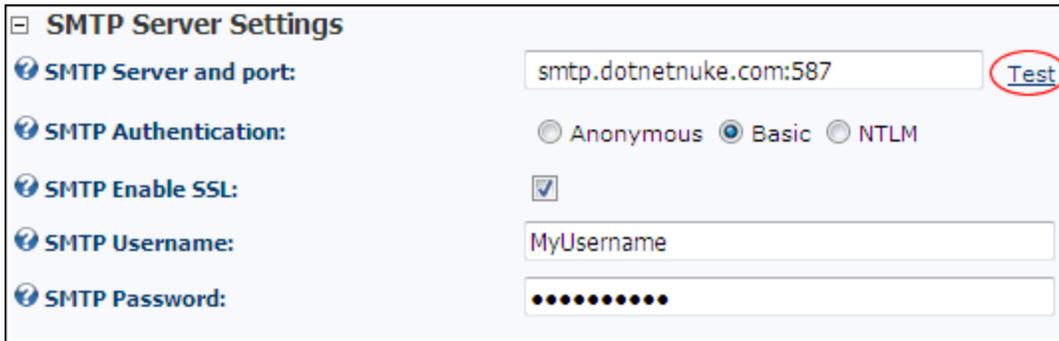
Related Topics:

- See "Setting the SMTP Server and Port"

Testing Outgoing Email Settings

How to test the outgoing mail settings for all portals.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **SMTP Server Settings** section.
4. Click the Test link to send a test email to the Host account.



SMTP Server Settings

SMTP Server and port: [Test](#)

SMTP Authentication: Anonymous Basic NTLM

SMTP Enable SSL:

SMTP Username:

SMTP Password:

5. This displays one of the following messages:
 - If the test is successful the Email Sent Successfully message is displayed.
 - If the test is not successful, a message describing the error is displayed.

Tip: If you used the web.config workaround to send emails without a SMTP server, look in the folder specified for the .eml file.

Performance Settings

Setting Page State Persistence

How to set the page state persistence setting which directs DNN on where to store the ViewState for the page.

Page State Persistence can be stored in either the rendered output of the page by choosing Page or stored in the memory of the server by choosing Memory. The default setting is Page which will add a long string to the HTML of the Page. You can see this by right clicking the page and selecting View Source. It is located at the bottom of the page. If Page is selected the view setting looks like this:

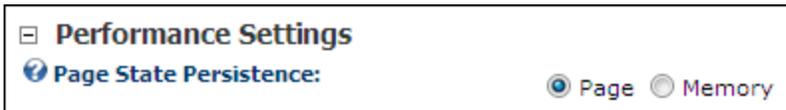
```
input type="hidden" name="__VIEWSTATE" id="__VIEWSTATE" value="/wEPDwUKLTIyODM3NTczMw9kFgZmDxYCHgRUZXh0BT48IURPQ1
```

Choosing Memory will cause DotNetNuke to store the ViewState information in the memory on the server. This setting reduces the HTML payload to the Web browser by around 15% but it also increases the amount of memory used on the server. The server has a setting on it that causes it to dump its memory if it reaches 80% of the available memory and this will slow down your web site so be careful when choosing this option. Only use it on small sites that have to run very fast. The ViewState will then look like this:

```
input type="hidden" name="__VIEWSTATE" id="__VIEWSTATE" value="/
```

Here's how to set the Page State Persistence:

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Performance Settings** section.
4. At **Page State Persistence**, select either **Page** or **Memory**.



5. Click the  Update link.

Setting the Module Caching Method

How to set the location where the rendered HTML of a module is cached.

When a module has its caching turned on by setting a value over zero in the Module Settings page DNN has to store that information until the module is called again. By default DNN will store the rendered HTML on the server as a file under the Portals/o/OnlineHelp/Cache folder. This is the default setting and keeps the amount of server memory required low.

Using the Memory setting stores the cached HTML in the server's memory. This setting makes retrieving the HTML from the cache faster but fills up available memory and can cause the memory to recycle more often than needed thus reducing its effectiveness.

Here's how to set module caching:

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Performance Settings** section.
4. At **Module Caching Method**, select either **Memory** or **Disk**.

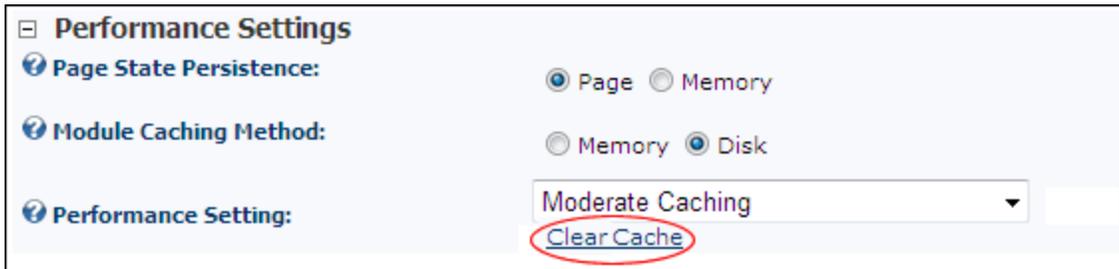


5. Click the  Update link.

Clearing the DNN Cache

How to clear the DNN cache.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Performance Settings** section.
4. At **Performance Settings**, click the Clear Cache link.



5. Click the  Update link.

Setting Caching Period

To assist in handling of different web site styles, DotNetNuke is capable of having its performance tuned to maximize database and server interaction. It does this in the form of caching, which allows content which has already been generated from the database to be stored as a file for the next time the same information is required. DotNetNuke has quite a few sets of information that get used every time a page is clicked. These pieces of information are cached on the server so that the pages are shown as fast as possible. The Performance Setting changes how long this information is cached. The information includes items like the list of Pages, the permissions on those pages, the list of modules in use on the site, permissions for folders in the File Manager, etc.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Performance Settings** section.
4. At **Performance Setting**, select one the following options from the drop-down box:
 - **No Caching:** Items are not cached. DotNetNuke will always retrieve information from the database and not store any information in a cache. Best for web sites that are always changing (Rare).
 - **Light Caching:** Caching period is 30 seconds. DotNetNuke will retrieve information from the database and store it in a cache for a short period of time. Best for web sites updated on a frequent basis.
 - **Moderate Caching:** Caching period is 1 minute. DotNetNuke will retrieve information from the database and store it in a cache for a period of time. Best for most web sites containing information updated on a regular basis. This is the default option.

- **Heavy Caching:** Caching period is 2 minutes. DotNetNuke will retrieve information from the database and store it in a cache for an extended period of time. This option is recommended on high traffic sites.

Performance Settings

Page State Persistence: Page Memory

Module Caching Method: Memory Disk

Performance Setting: Moderate Caching [Clear Cache](#)

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

Overview of Authenticated Cacheability

When a user clicks on a link on a web page the contents of that request can be cached in a number of different places. These include:

- The Web browser making the request,
- The Web server responding to the request,
- Any cache-capable devices, such as proxy servers, which are in the request or response stream.

The Authenticated Cacheability setting of ServerAndNoCache makes the content only cacheable on the server. This is the most secure but also does not take advantage of Web browser caching etc. For sites where the content is not particularly sensitive it is OK to set this to a more open setting such as Public. This speeds up the browsing experience and also reduces the load on the server.

The following table is from MSDN and explains what the different values mean.

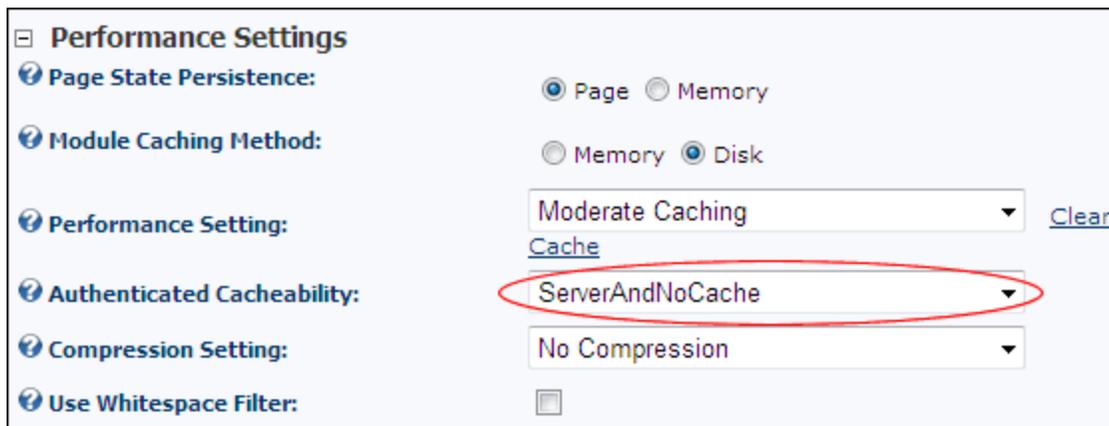
Member Name	Description
NoCache	Sets the Cache-Control: no-cache header. Without a field name, the directive applies to the entire request and a shared (proxy server) cache must force a successful revalidation with the origin Web server before satisfying the request. With a field name, the directive applies only to the named field; the rest of the response may be supplied from a shared cache.
Private	Default value. Sets Cache-Control: private to specify that the response is cacheable only on the client and not by shared (proxy server) caches.
Public	Sets Cache-Control: public to specify that the response is cacheable by clients and shared (proxy) caches.
Server	Specifies that the response is cached only at the origin server. Similar to the NoCache option. Clients receive a Cache-Control: no-cache directive but the document is cached on the origin server. Equivalent to ServerAndNoCache .
ServerAndNoCache	Applies the settings of both Server and NoCache to indicate that the content is cached at the server but all others are explicitly denied the ability to cache the response.

Member Name	Description
ServerAndPrivate	Indicates that the response is cached at the server and at the client but nowhere else. Proxy servers are not allowed to cache the response.

Setting Authenticated Cacheability

How to set the Cache-Control HTTP header value for authenticated users. See "Overview of Authenticated Cacheability" for more information on authenticated cacheability.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Performance Settings** section.
4. At **Authenticated Cacheability**, select either **NoCache**, **Private**, **Public**, **Server**, **ServerAndNoCache**, or **ServerAndPrivate**.



The screenshot shows the 'Performance Settings' section in a web application. It includes several configuration options:

- Page State Persistence:** Radio buttons for 'Page' (selected) and 'Memory'.
- Module Caching Method:** Radio buttons for 'Memory' and 'Disk' (selected).
- Performance Setting:** A dropdown menu set to 'Moderate Caching' with a 'Clear Cache' link to its right.
- Authenticated Cacheability:** A dropdown menu set to 'ServerAndNoCache', which is circled in red in the image.
- Compression Setting:** A dropdown menu set to 'No Compression'.
- Use Whitespace Filter:** A checkbox that is currently unchecked.

5. Click the  Update link.

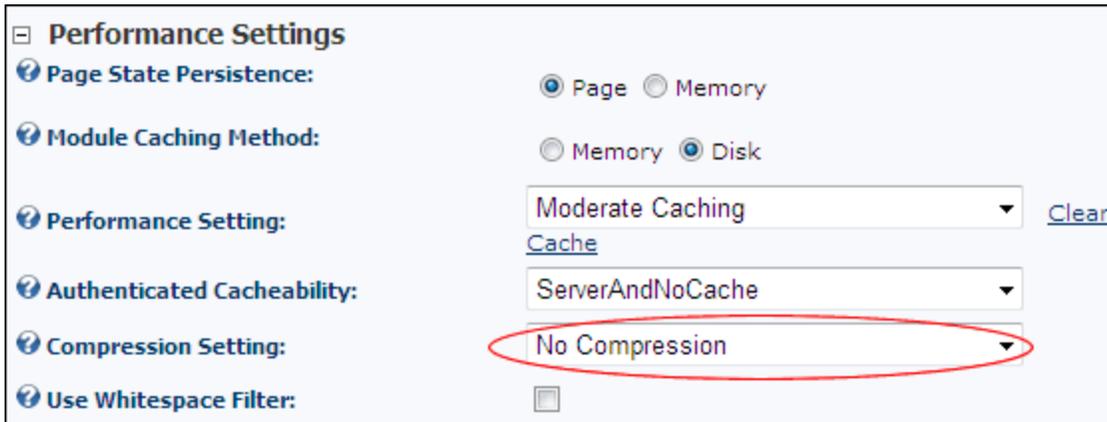
Setting Content Compression

How to set if the content stream is compressed in DNN. DNN has the System.Net.Compression library built in which can use either GZip or Deflate compression. Both of these setting will reduce the payload by about 15% however a CPU performance hit is taken on the server. If possible the same compression can be achieved using the IIS compression which is more efficient.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Performance Settings** section.

4. At **Compression Setting**, select one of the following options from the drop-down list:

- **No Compression**
- **Deflate Compression**
- **GZip Compression**



The screenshot shows the 'Performance Settings' section of a web application. It includes several configuration options: 'Page State Persistence' with radio buttons for 'Page' (selected) and 'Memory'; 'Module Caching Method' with radio buttons for 'Memory' and 'Disk' (selected); 'Performance Setting' with a dropdown menu set to 'Moderate Caching' and a 'Clear Cache' link; 'Authenticated Cacheability' with a dropdown menu set to 'ServerAndNoCache'; 'Compression Setting' with a dropdown menu set to 'No Compression', which is circled in red; and 'Use Whitespace Filter' with an unchecked checkbox.

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

Enabling/Disabling the Whitespace Filter

How to enable or disable the whitespace filter which removes white space from the output HTML. Removing white space from the rendered HTML reduces the payload by about 10%-15% and has almost no impact on server performance.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Performance Settings** section.
4. At **Use Whitespace Filter**, select from these options:
 - Check the check box to enable white space filtering
 - Uncheck the check box to disable white space filtering.

Performance Settings

Page State Persistence: Page Memory

Module Caching Method: Memory Disk

Performance Setting: Moderate Caching [Clear Cache](#)

Authenticated Cacheability: ServerAndNoCache

Compression Setting: No Compression

Use Whitespace Filter:

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

Compression Settings

Setting Excluded Paths

How to exclude pages and other resources from being compressed. Some resources used on a DNN site should not be compressed as this may affect their functionality.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize** + the **Compression Settings** section.
4. In the **Excluded Paths** text box, enter a list of the excluded paths. E.g.
/desktopmodules/Module/PageThatHasProblemsWhenCompressed.aspx/desktopmodules/Module/PageThatHasF

Compression Settings

Excluded Paths: /desktopmodules/Module/PageThatHasProblemsWhenCompressed.aspx/desktopmodules/Module/PageThatHasProblemsWhenCompressed.aspx

Whitespace Filter: (?<=[^])\t{2,}|(?<=[>])\s{2,}|(?<=[<])|(?<=[>])\s{2,11}|(?<=[<])|(?<=[\n])\s{2,}

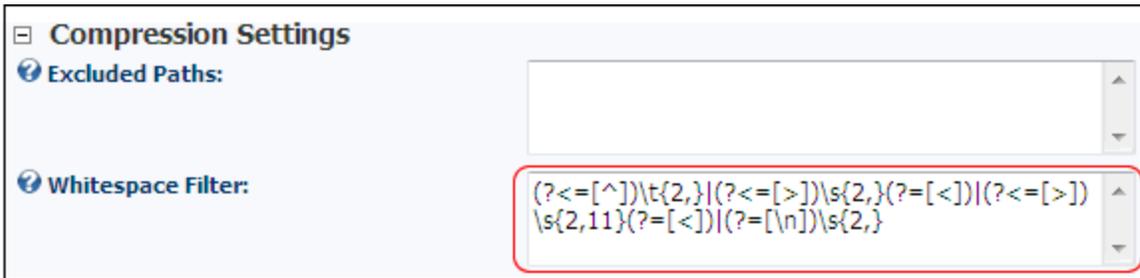
5. Click the [Update](#) link.

Setting the Whitespace Filter

How to use a regular expression filter to remove whitespace. Removing white space from the rendered HTML reduces the payload by about 10%-15% and has almost no impact on server performance. DNN does this by applying a regular expression to the output and removing whitespace according to that regular expression.

Here's how to change the White Space Filter regular expression:

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Compression Settings** section.
4. In the **Whitespace Filter** text box, enter the regular expression used to filter out white space.



Compression Settings

Excluded Paths:

Whitespace Filter:

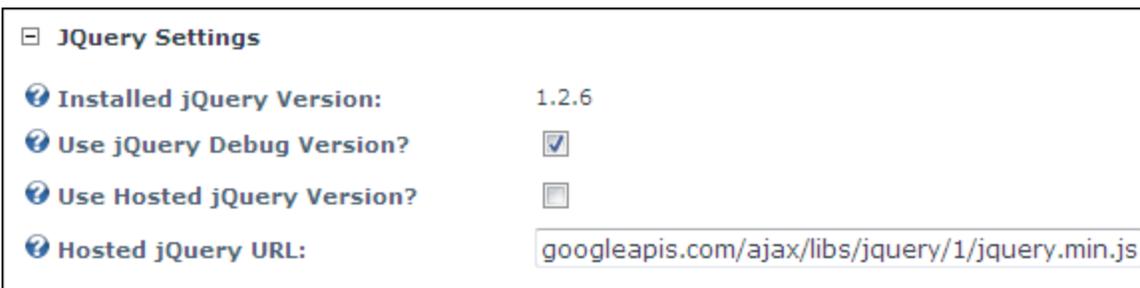
```
(?<=[^])\t{2,}|(?<=[>])\s{2,}|(?<=[<])|(?<=[>])\s{2,11}|(?<=[<])|(?<=[\n])\s{2,}
```

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

JQuery Settings

Setting the JQuery Settings

1. At **Installed jQuery Version**, this field displays the version string embedded in the local jQuery script.
2. At **Use jQuery Debug Version?**, select from these options:
 - Check the check box to use the standard jQuery script file.
 - Uncheck the check box to use a minified version which significantly reduces the size of the JavaScript file, but decreases readability of the JavaScript.
3. At **Use Hosted jQuery Version?**, select from these options:
 - Check the check box to use the URL entered in the **Hosted jQuery URL** field for the jQuery file.
 - Uncheck the check box to use local copies of the file.
4. In the **Hosted jQuery URL** text box, enter the full URL for the jQuery script. By default this is set to the latest jQuery minified script hosted on Google's CDN servers for optimum performance.



JQuery Settings

Installed jQuery Version: 1.2.6

Use jQuery Debug Version?

Use Hosted jQuery Version?

Hosted jQuery URL:

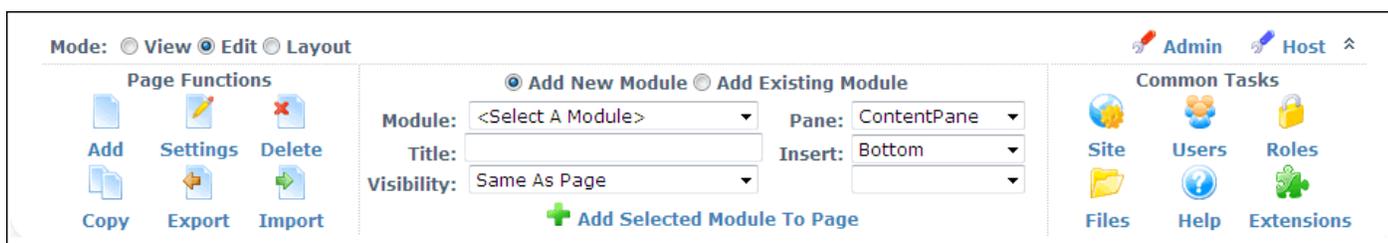
5. Click the  [Update](#) link.

Other Settings

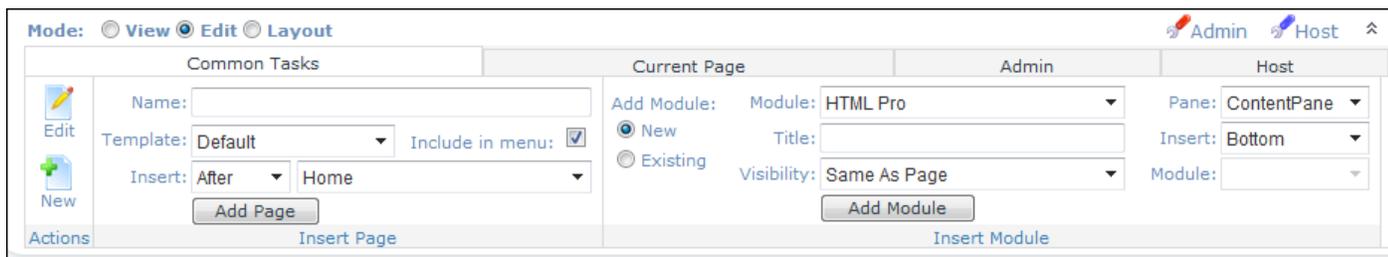
Setting the Control Panel

How to set which control panel is used across all portals within this DNN installation.

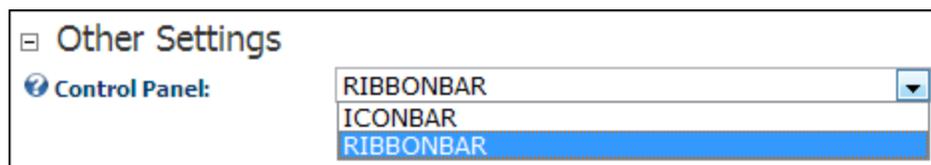
1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. At **Control Panel**, select the appearance of the Control Panel:
 - **ICONBAR** - All tools displayed on one interface.



- **RIBBONBAR** - Tools are grouped into Common Tasks, Current Page, Admin and Host pages.



5. Click the  Update link.



Setting the Control Panel

Related Topics:

- See "Overview of the RibbonBar"
- See "Overview of the Iconbar"

Setting the Site Log Storage

How to set the storage location for the site log. The Log file can be stored in one of two methods.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. At **Site Log Storage**, select from the following options:
 - **Database**: Stores the Site Log data in the DNN Database.
 - **File System**: Stores the Site Log data in the default directory under the portals subdirectory.



The screenshot shows the 'Other Settings' section of the DNN control panel. The 'Control Panel' is set to 'ICONBAR'. The 'Site Log Storage' section has two radio button options: 'Database' (which is selected and circled in red) and 'File System'.

5. Click the  Update link.

Setting the Site Log Buffer

This setting controls the Site Log Buffer for all new sites. The Site Log Buffer exists to allow Site Log Events (e.g. Logins, Navigation, etc) to be collected into a buffer before being sent to the database. By default this is set at 1 item, which means that the buffer will be sent to the database when it has one event in it. For example if the Site Log Buffer is set to 20 items, then 20 log events will need to occur before the buffer will be sent to the database.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. In the **Site Log Buffer** text box, enter the number of items to buffer before sending them to the database.



The screenshot shows the 'Other Settings' section of the DNN control panel. The 'Control Panel' is set to 'ICONBAR'. The 'Site Log Storage' section has two radio button options: 'Database' (selected) and 'File System'. The 'Site Log Buffer' section has a text box containing the number '1' and the label 'Items'. The 'Site Log History' section has a text box containing the number '0' and the label 'Days'.

5. Click the  Update link.

Setting the Site Log History

How to set the default number of days that Site Log history is maintained for. This setting is the default for all new sites, however it can be modified for individual portals. See "Modifying the Site Log History"

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize** the **Other Settings** section.
4. In the **Site Log History** text box, enter the number of days. E.g. 20.



Other Settings

Control Panel: ICONBAR

Site Log Storage: Database File System

Site Log Buffer : 1 Items

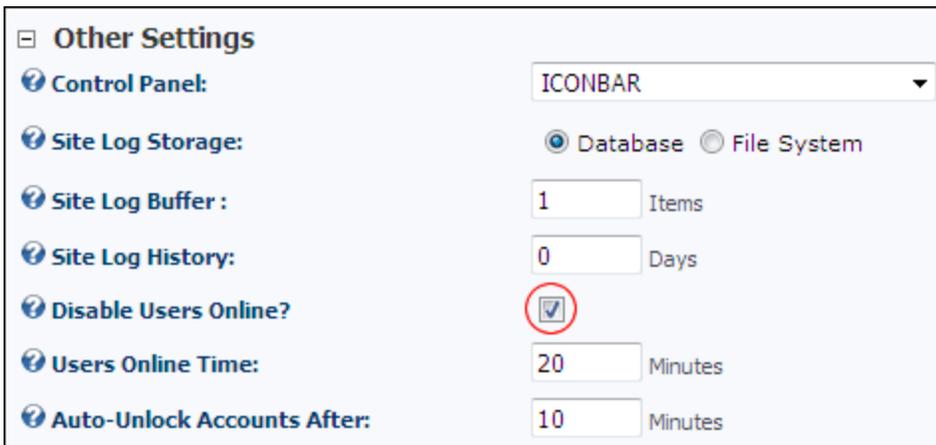
Site Log History: 0 Days

5. Click the  Update link.

Disabling/Enabling Users Online

How to enable or disable tracking of online users on all new portals. This setting should be enabled where the Users Online module is required. User tracking is disabled by default. This setting can be updated for existing portals by the Host under Admin > Site Settings.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize** the **Other Settings** section.
4. At **Disable Users Online?**, select from the following options:
 - Check the check box to disable user tracking.
 - Uncheck the check box to enable user tracking.



Other Settings

Control Panel: ICONBAR

Site Log Storage: Database File System

Site Log Buffer : 1 Items

Site Log History: 0 Days

Disable Users Online?

Users Online Time: 20 Minutes

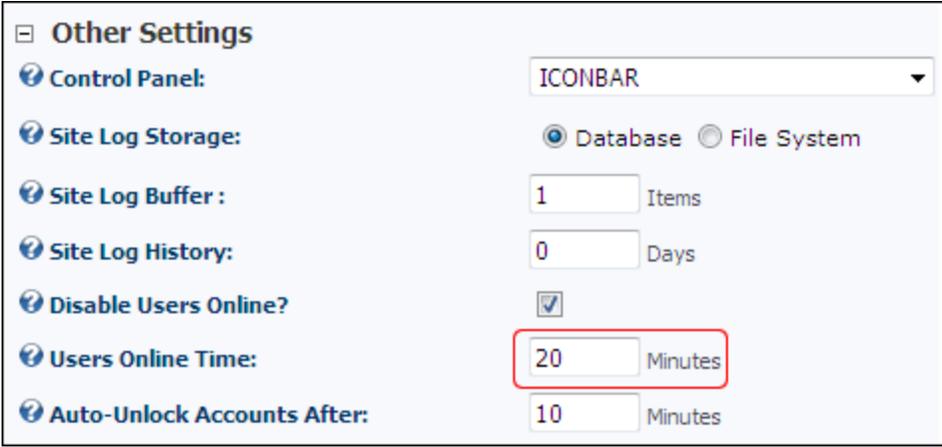
Auto-Unlock Accounts After: 10 Minutes

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

Setting the Users Online Time

How to set the number of minutes that an inactive user is tracked. This settings applies to all new portals.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. In the **Users Online Time** text box, enter the time period in minutes. The default settings is 20 minutes. E.g. If a user has not interacted with a site for more than 20 minutes, they are not considered to be online, and are not tracked further.



The screenshot shows the 'Other Settings' section of a configuration interface. It includes several settings:

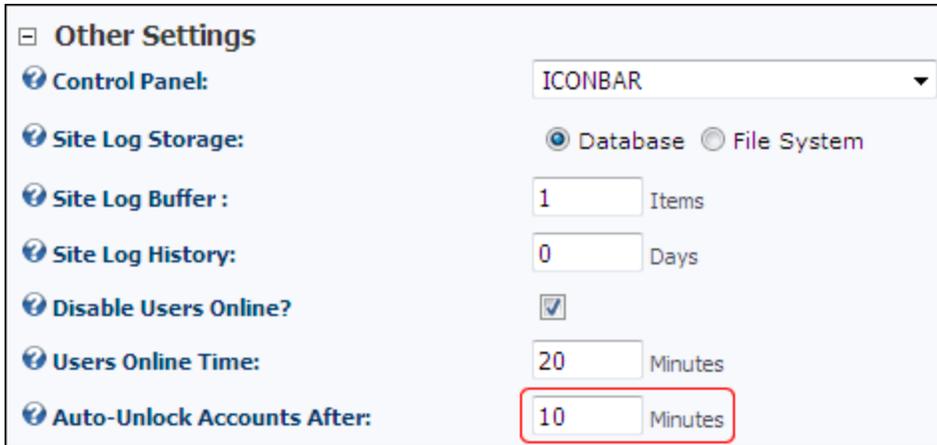
- Control Panel:** A dropdown menu set to 'ICONBAR'.
- Site Log Storage:** Radio buttons for 'Database' (selected) and 'File System'.
- Site Log Buffer:** A text input field with '1' and the unit 'Items'.
- Site Log History:** A text input field with '0' and the unit 'Days'.
- Disable Users Online?:** A checked checkbox.
- Users Online Time:** A text input field with '20' and the unit 'Minutes', highlighted with a red box.
- Auto-Unlock Accounts After:** A text input field with '10' and the unit 'Minutes'.

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

Setting the Auto-Unlock Time for User Accounts

How to set the auto-unlock time period following multiple unsuccessful attempts to login to a user account. After an account is locked out due to unsuccessful login attempts, it can be automatically unlocked with a successful authentication after a certain period of time has elapsed. Enter the number of minutes to wait until the account can be automatically unlocked. Enter "0" to disable the auto-unlock feature.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. In the **Auto-Unlock Accounts After** text box, enter the time period in minutes. The default setting is 10 minutes.



Other Settings

Control Panel: ICONBAR

Site Log Storage: Database File System

Site Log Buffer : 1 Items

Site Log History: 0 Days

Disable Users Online?

Users Online Time: 20 Minutes

Auto-Unlock Accounts After: 10 Minutes

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

Managing Allowable File Extensions

How to add, edit and remove the file extensions that are allowed to be uploaded to this DNN installation by site Administrators and other authorized users. The following file extensions are permitted by default: swf, jpg, jpeg, jpe, gif, bmp, png, doc, docx, xls, xlsx, ppt, pptx, pdf, txt, xml, xsl, xsd, css, zip, template, htm, template.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. In **Allowable File Extensions** window, perform one of the following:
 - To add a file extension: Enter the extension preceded by a comma (,). E.g. ,fla,wma
 - To remove a file extension: Remove the three letter extension and the preceding comma (,).

Other Settings

Control Panel:

Site Log Storage: Database File System

Site Log Buffer : Items

Site Log History: Days

Enable Users Online?

Users Online Time: Minutes

Auto-Unlock Accounts After: Minutes

Allowable File Extensions:

Scheduler Mode:

Enable Event Log Buffer?

Help URL:

Enable Module Online Help:

Auto-Sync File System?

Enable Content Localization?

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

Enabling/Disabling the Scheduler

How to enable or disable the Scheduler on all portals and set the scheduler mode.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize** the **Other Settings** section.
4. At **Scheduler Mode**, select from the following:
 - **Disabled:** Select to disable the scheduler.
 - **Timer Method:** Select to maintain a separate thread to execute scheduled tasks while the worker process is alive.
 - **Request Method:** Select to execute tasks when HTTP Requests are made.

5. Click the  Update link.

Disabling/Enabling Event Log Buffer

How to enable or disable the Event Log Buffer for all new portals.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. At **Event Log Buffer**, select from the following options:
 - Check the check box to enable.
 - Uncheck the check box to disable.

5. Click the  Update link.

Setting the Online Help URL

How to set the URL for the Online Help service for all portals. This is the URL associated with the Online Help button accessed via module menus. Leave this field blank to remove Online Help for the Admin/Host areas of DotNetNuke. The default setting is to the Online Help provided by DNN Corp which is located at <http://www.dotnetnuke.com/About/DotNetNukeOnlineHelp/tabid/787/Default.aspx>.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. In **Help URL** text box, choose one of these options:
 - a. **To set a custom URL:** Enter the URL to your help resource.
 - b. **To disable Online Help:** Leave this field blank.
 - c. **To restore Online Help URL to the default DotNetNuke Online Help:** Enter <http://www.dotnetnuke.com/default.aspx?tabid=787>.

5. Click the  Update link.

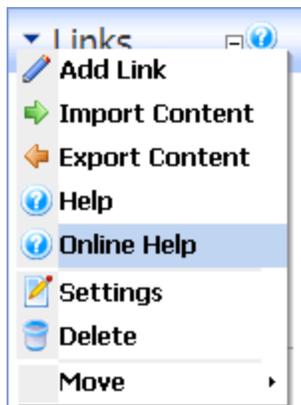
Enabling/Disabling Online Module Help

How to enable or disable online help option on the module menu. If enabled, a Help URL for the module will need to be added in the Module Definitions (See Host Settings, Module Definitions). For custom modules, this URL should be provided by the module development company.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. At **Enable Module Online Help**, select from these options:
 - Check the check box to enable.
 - Uncheck the check box to disable.

 Help URL:	<input type="text" value="http://www.dotnetnuke.com/default.aspx?tabid=787"/>
 Enable Module Online Help:	<input checked="" type="checkbox"/>

5. Click the  Update link.



Online Module Help Enabled

Enabling/Disabling Auto-Sync of the File System

How to enable or disable automatic synchronization of the file system.

1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.

4. At **Auto-Sync File System?**, select from the following options:

- Check the check box to enable.
- Uncheck the check box to disable.



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

Enabling/Disabling Content Localization

How to enable or disable the passing of the user's current culture. Enabling this feature provides dynamic portal and content localization.

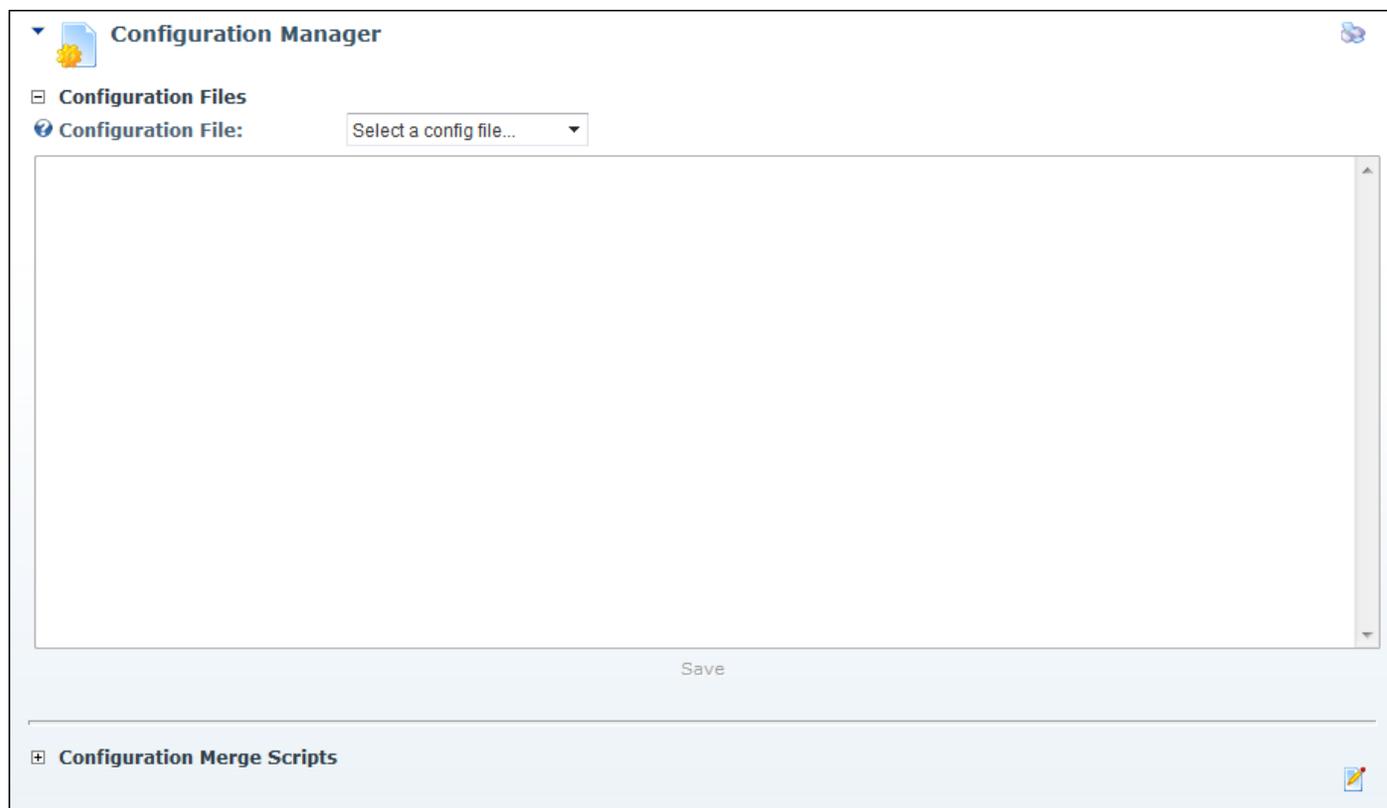
1. Navigate to Host > **Host Settings**.
2. Go to the **Advanced Settings** section.
3. **Maximize**  the **Other Settings** section.
4. At **Enable Content Localization?**, select from the following options:
 - Check the check box to enable content localization.
 - Uncheck the check box to disable content localization. This option will use the default "en-us" (US English) setting.
5. Click the  [Update](#) link.

Additional Host Tools

Configuration Manager

About the Configuration Manager Page

The Configuration Manager page, located under Host on the main menu, displays the Configuration Manager module which enables SuperUsers to modify configuration files as well as merge scripts.

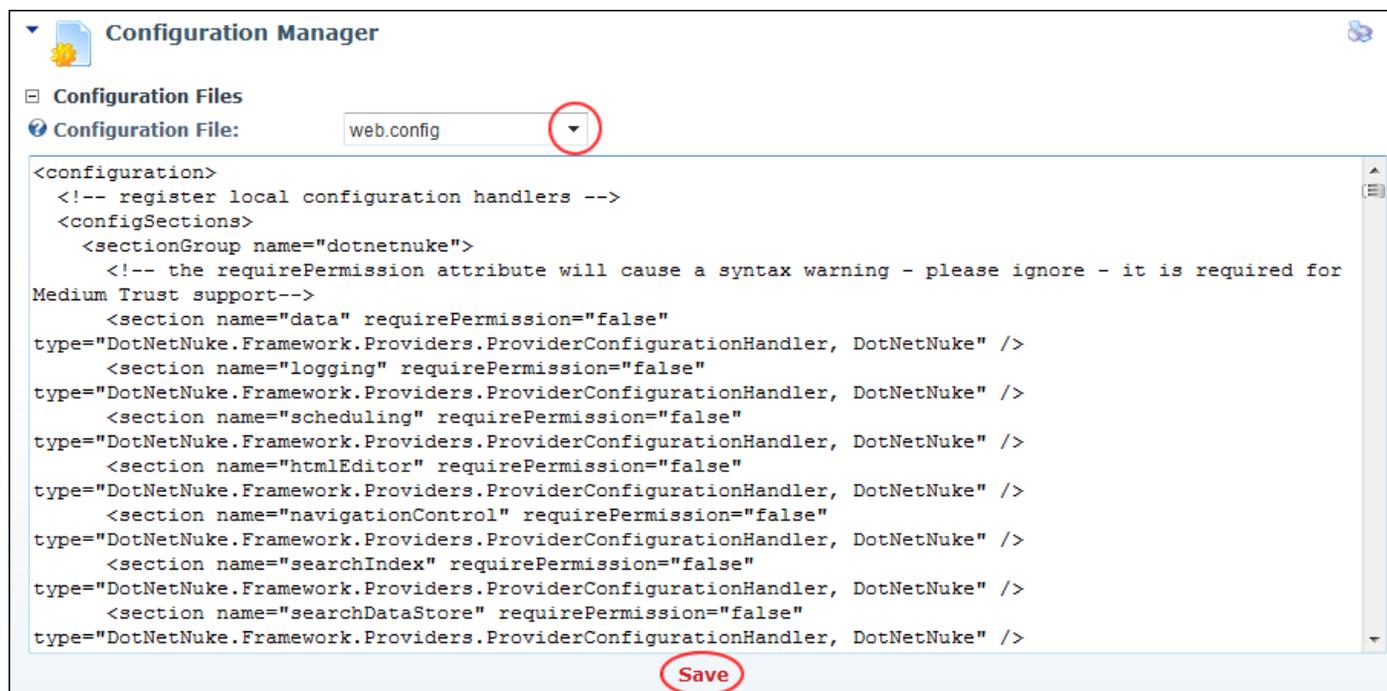


The Configuration Manager Module

Modifying Configuration Files

How to modify DNN Configuration files using the Configuration Manager.

1. Navigate to Host > **Configuration Manager**.
2. Go to the **Configuration Files** section.
3. At **Configuration File**, select the file to be modified from the drop-down box. This loads the selected file into the text box immediately below. Note: The message "You will lose your current changes if you load a new config file!" is displayed each time you select a new config file, regardless of whether you have saved your changes.
4. Edit the file as required.
5. Click the Save link.



6. **Optional.** If the changes require the Web site to be reloaded, a message reading "Changing the web.config will cause your website to reload and may decrease site performance while the application is reloaded by the webserver. Would you like to continue?"

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

Modifying Maximum Request Length

How to modify the Maximum Request Length value which sets the maximum files size (in Kilobytes) allowed for upload (by default ASP.NET limits the size of file uploads to 4 Megabytes). This value is maintained in the web.config file and is updated using the Configuration Manager. In the below example, we will allow 100 MB uploads (1024 Kb * 100)

1. Navigate to Host > **Configuration Manager**.
2. Go to the **Configuration Files** section.
3. At **Configuration File**, select **web.config** from the drop-down box. This loads the web.config file into the text window below.
4. Locate the line which includes the text **maxRequestLength="8192"**. Tip: It is near the middle of the file.
5. Increase the maximum request length value as required.

6. **Optional.** If you increase the value to 20000 or greater, it is recommended that you also add an execution timeout which sets the number of seconds allowed before asp.net kills the operation. In this scenario, insert the text **executionTimeout="3600"** after the maxRequestLength.
7. Click the Save link. A message reading "Changing the web.config will cause your website to reload and may decrease site performance while the application is reloaded by the webserver. Would you like to continue?"



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

Note: This is unusual, but worth noting that for large file uploads (100MB), the memory available to your Web server's AppPool must be large enough. If you notice problems uploading large files, you should contact your hosting provider and verify that AppPool memory allocations are adequate.

Merging Configuration Scripts

How to merge configuration scripts using the Configuration Manager module.

1. Navigate to Host > **Configuration Manager**.
2. Go to the **Configuration Files** section.
3. At **Configuration File**, select the file to be modified from the drop-down box. This loads the selected file into the text box immediately below.



4. **Maximize**  the **Configuration Merge Scripts** section.

5. At **Merge Script**, select from these option:

- To upload a script file:
 - a. Click the **Browse...** button.
 - b. Select the required file.
 - c. Click the Upload link. This loads the selected file into the text window below.
- Paste your script into the Merge Scripts text box.

6. Click the Execute Merge link. Review any message which is displayed and then click **OK** to continue.



7. **Optional.** To view the successful merge, search for a part of the merged script in the **Configuration Files** section.

Dashboard

Viewing Dashboard Information

How to view a snapshot of your DotNetNuke Application on the Dashboard page. Most of these setting are configured via the Host Setting page or in the Web.config file using the Configuration Manager.

1. Select Host > **Dashboard**.
2. Click one of the six links displayed on the left hand side of the module to view the associated information. The following options are available:
 - **Web Server:** Select to view the following information about the web server where this DNN Application is located:
 - **OS Version:** The version of Windows on the server. E.g. Microsoft Windows NT 6.0.6001 Service Pack 1
 - **Web Server Version:** The version of Internet Information Server (IIS). E.g. -IIS/7.0
 - **.NET Framework Version:** The version of .NET 2.0.50727.1434

- **ASP.NET Identity:** The Windows user account under which the application is running. This is the account which needs to be granted folder permissions on the server. E.g. NT AUTHORITY\NETWORK SERVICE
- **Host Name:** The name of the Host Computer. E.g. MyComputer-PC
- **Physical Path:** The physical location of the site root on the server. E.g. C:\DotNetNuke\Releases\DotNetNuke_05.06.00_Install
- **Site URL:** The principal URL for this site. E.g. http://www.mywebsite.com
- **Relative Path:** The relative location of the application in relation to the root of the site. E.g. /mywebsite.com
- **Server Time:** The current date and time for the web server. E.g. 1/8/2011 5:28:14 PM

The screenshot shows a web dashboard titled "Dashboard" with a sidebar on the left containing links for "Database Server", "Host", "Portals", "Modules", and "Skins". The main content area displays "Web Server Information" with the following details:

OS Version:	Microsoft Windows NT 6.1.7600.0
Web Server Version:	Microsoft-IIS/7.5
.NET Framework Version:	2.0.50727.4952
ASP.NET Identity:	NT AUTHORITY\NETWORK SERVICE
Host Name:	Lorraine-PC
Physical Path:	C:\DotNetNuke\Releases\DotNetNukeEnterprise050600180
Site Url:	dotnetnukeenterprise050600180.install
Relative Path:	/
Server Time:	10/13/2010 12:36:58 PM

At the bottom of the dashboard, there are three buttons: "Install Dashboard Control", "Manage Dashboard Controls", and "Export as Xml File".

- **Database Server:** Select to view the following information about the database server where this DNN Application is located:
 - **Database Version:** The version of SQL Server 9.00.3068.00
 - **Service Pack:** Installed Service Pack(s). E.g. SP2
 - **Product Edition:** The Edition of SQL Server installed. E.g. Express Edition (64-bit)

- **Software Platform:** The full description of the SQL Server Software Platform installed. E.g. Microsoft SQL Server 2008 (SP1) - 10.0.2531.0 (X64) Mar 29 2009 10:11:52 Copyright (c) 1988-2008 Microsoft Corporation Express Edition (64-bit) on Windows NT 6.1 (Build 7600:)
- **Database Backup History:** Displays the last 20 database backups for this DotNetNuke installation. This list may not be complete if you regularly clean your database backup history tables.
- **Database Files:** Displays a list of data and log files for this DotNetNuke installation.

The screenshot shows the 'Dashboard' interface with a sidebar on the left containing links for Web Server, Database Server, Host, Portals, Modules, and Skins. The main content area is divided into three sections:

- Database Server Information:**
 - Database Version: 10.0.2531.0
 - Service Pack: SP1
 - Product Edition: Express Edition (64-bit)
 - Software Platform: Microsoft SQL Server 2008 (SP1) - 10.0.2531.0 (X64) Mar 29 2009 10:11:52 Copyright (c) 1988-2008 Microsoft Corporation Express Edition (64-bit) on Windows NT 6.1 (Build 7600:)
- Database Backup History:**

This database has not been backed up.
- Database Files:**

Name	Size	File Type	File Name
Database	13.19 Mb	DATA	C:\...\App_Data\Database.mdf
Database_log	5.56 Mb	LOG	C:\...\App_Data\Database_log.ldf

At the bottom of the dashboard, there are three buttons: '+ Install Dashboard Control', 'Manage Dashboard Controls', and 'Export as Xml File'.

- **Host:** Select to view the following information about the host settings for this DNN Application:
 - **DotNetNuke Product:** Display the name DotNetNuke application you are running. E.g. DotNetNuke Enterprise Edition
 - **DotNetNuke Version:** The version of DotNetNuke. E.g. 05.06.00
 - **Host GUID:** The site's unique identifier. 3461026C-0271-4EB8-8273-45FCB37FA64F
 - **CAS Permissions:** The Code Access Security (CAS) Permissions available for this site. E.g. ReflectionPermission, WebPermission, AspNetHostingPermission
 - **Data Provider:** The default data provider for the site. E.g. SqlDataProvider
 - **Caching Provider:** The default caching provider for the site. E.g. FileBasedCachingProvider

- **Logging Provider:** The default logging provider for the site. E.g. DBLoggingProvider
- **Html Editor Provider:** The default Html editor provider for the site. E.g. TelerikEditorProvider
- **Friendly URL Provider:** The default friendly URL provider for the site. E.g. DNNFriendlyUrl
- **Friendly URLs Enabled:** Displays whether Friendly URL's are enabled for the site. I.e. True or False
- **Friendly URL Type:** Displays the type of Friendly URL's used for the site. E.g. Searchfriendly
- **Scheduler Mode:** The Timer Method maintains a separate thread to execute scheduled tasks while the worker process is alive. Alternatively, the Request Method executes tasks when HTTP Requests are made. You can also disable the scheduler by selecting Disabled. E.g. REQUEST_METHOD
- **Web Farm Enabled:** Displays **True** or **False** to indicate if the site operates in Web Farm mode. I.e. True or False

Dashboard

Web Server

Database Server

Host

Portals

Modules

Skins

DotNetNuke Host Settings:

DotNetNuke Product:	DotNetNuke Enterprise Edition
DotNetNuke Version:	5.6.0
Host GUID:	FEB2FB6E-D377-4130-9C29-0A366117945B
CAS Permissions:	ReflectionPermission, WebPermission, AspNetHostingPermission
Data Provider:	SqlDataProvider
Caching Provider:	WebRequestCachingProvider
Logging Provider:	DBLoggingProvider
Html Editor Provider:	TelerikEditorProvider
Friendly Url Provider:	DNNFriendlyUrl
Friendly URLs Enabled:	True
Friendly URL Type:	humanfriendly
Scheduler Mode:	REQUEST_METHOD
Web Farm Enabled:	False

Install Dashboard Control
 Manage Dashboard Controls
 Export as Xml File

- **Portals:** Select to view the following information for each portal in this DotNetNuke Application:
 - **Portal Name:** The portal name as set in the Host Title or Site Title field.
 - **GUID:** The Global Unique Identifier
 - **Pages:** Number of site pages
 - **Roles:** Number of security roles
 - **Users:** Number of registered users

Dashboard

Web Server **Portals:**

Database Server

Server

Host

Portals

Modules

Skins

Portal	GUID	Pages	Roles	Users
EcoZany	5a609e48-e2c0-4367-ab19-ce58fb402e4d	24	5	2

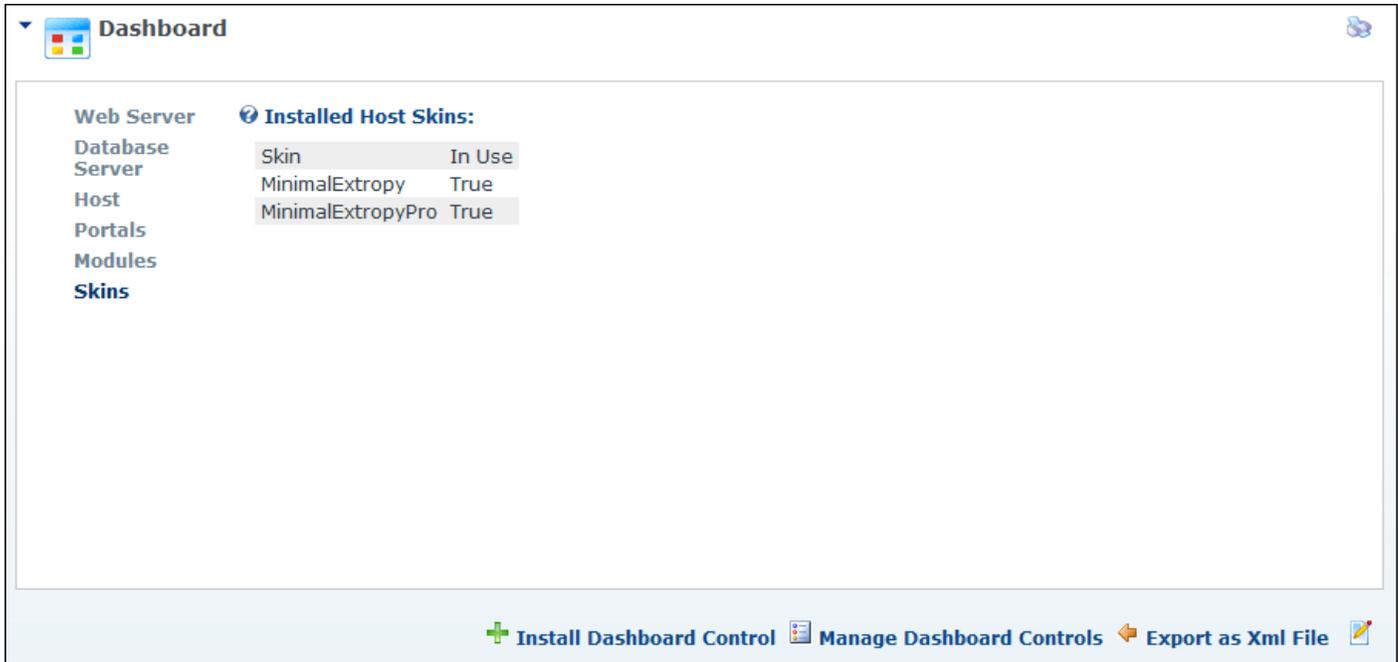
[+ Install Dashboard Control](#)
[Manage Dashboard Controls](#)
[Export as Xml File](#)

- **Modules:** Select to view a summary list of the installed modules on this DNN Application:
 - **Module:** Displays the module name.
 - **Version:** Displays the module version.
 - **Instances:** Displays the number of instances of the module.

Dashboard

Web Server	Installed Modules:		
Database Server	Module	Version	Instances
Host	Account Login		0
Portals	Banners	01.00.00	0
Modules	Configuration Manager	01.00.00	1
Skins	Console	01.00.00	2
	HTML Pro	05.05.00	8
	My Modules	05.05.00	0
	Google Analytics Professional	05.05.02	1
	Health Monitoring	05.05.00	1
	File Integrity Checker	05.05.00	1
	License Activation Manager	05.05.00	1
	Security Center	05.05.00	0
	User Switcher	05.05.00	1
	Web Server Manager	05.05.00	1
	Document Library	05.06.00	0
	Taxonomy Manager	01.01.00	1
	Feed Explorer	01.00.00	0
	File Manager		2
	Google Analytics	01.00.00	0

- **Skins:** Select to view the following details for each skin installed on this DNN Application:
 - **Skin:** Displays the skin name.
 - **In Use:** Displays **True** or **False** to indicate if the skin is currently in use on any site.



Extensions

About the Host Extensions Page

The Host's Extensions page, located under the Host menu, allows Hosts to install and manage extensions, as well as allocate extensions to other portals.

This section covers the Host only tasks. For details on additional tasks which can be performed using the Extension module, See "About the Extensions Module" and the related section.

For additional Host only tasks related to language management, See "About the Languages Module" and the related section.

Configuring Authentication System Extension Settings

How to add or editing the extension settings for an authentication system using the Extensions module.

1. Navigate to Host > **Extensions**.
2. At **Filter by Type**, select **Authentication System** from the drop-down box.
3. Click the **Edit**  button beside the required extension. This opens the Edit Extension - Configure Authentication System Extension Settings page.
4. Go to the **Extension Settings** section.
5. In the **Authentication Type** text box, enter the type of authentication System. E.g. LiveID, etc.

6. In the **Login Control Source** text box, enter the location of the source files of the login control for this authentication system. E.g. DesktopModules/AuthenticationServices/LiveID/Login.ascx
7. In the **Logoff Control Source** text box, enter the location of the source files of the logoff control for this authentication system. E.g. DesktopModules/AuthenticationServices/LiveID/Logoff.ascx
8. In the **Settings Control Source** text box, enter the source of the Settings Control for this Authentication System.
9. At **Enabled**, check the check box to enable this authentication system on all portals in this DNN installation. This enables Administrators to enable and configure the authentication system on their site.
10. Click the  [Update Extension](#) link.

Editing Package Settings

How to edit the package settings of an extension including friendly name, description, version, license, release notes, owner, organization name and contact details.

1. Navigate to Host > **Extensions**.
2. **Optional.** At **Filter by Type**, select an extension type from the drop-down box.
3. Click the **Edit**  button beside the required extension. This opens the Edit Extension page.
4. Go to the **Package Settings** section and edit one or more of these fields as required:
 - a. In the **Friendly Name** text box, edit the friendly name of this module. This is the name the module is commonly known as and is the default module title.
 - b. In the **Description** text box, edit the description.
 - c. At **Version**, modify the version number.
 - d. In the **License** text box, edit the license.
 - e. In the **Release Notes** text box, edit the release notes.
 - f. In the **Owner** text box, edit the owner of this extension.
 - g. In the **Organization** text box, edit the name of the organization which created this extension.
 - h. In the **Url** text box, edit the URL of the owner/organization who created this extension.
 - i. In the **Email Address** text box, edit the email address of the owner/organization that created this extension.
5. Click the  [Update Extension](#) link.

Editing Language Files

How to edit the values associated with a language package such as resource names, system messages, instructions, portal terms, and portal privacy.

As the Host you can edit files at a system, host or portal level.

1. Navigate to Host > **Extensions**.
2. At **Filter by Type**, select **Core Language Pack** or **Extension Language Pack** from the drop-down box. This opens the Edit Extension page.
3. Click the **Edit**  button beside the required language. This opens the Edit Extension page.
4. Go to the **Extension Settings** section.
5. Click the  [Edit Language Files](#) link. This opens the Language module.
6. At **Mode**, select from these options:
 - **System**: Select to edit the base file for a given language.
 - **Host**: Select to create a custom version of the localized file for this installation.
 - **Portal**: Select to edit the files for a single portal.
7. At **Resources**, navigate to and select the Resource File to be edited using the folders.
8. Edit the text displayed at Localized Value. Where the text is more complex, click the **Edit**  button and edit text using the RTE.
9. Click the [Update](#) link.
10. **Optional**. If the RTE was used for editing, click the [Update](#) link again.
11. Click the [Save Resource File](#) link.

Find Available Language Packs

How to find available language packs for a language.

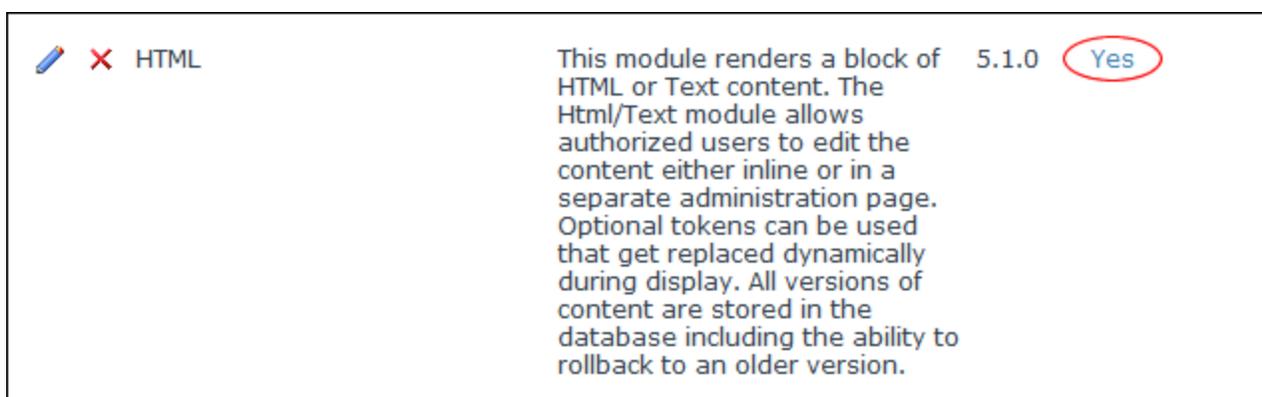
1. Navigate to Host > **Extensions**.
2. At **Filter by Type**, select **Core Language Pack** or **Extension Language Pack** from the drop-down box.
3. At **Find Available Language Packs**, select a language from this list, to show what extensions have a language pack available in the selected language. If a language pack exists, follow the link to download and install the language pack.

Installing Available Extensions

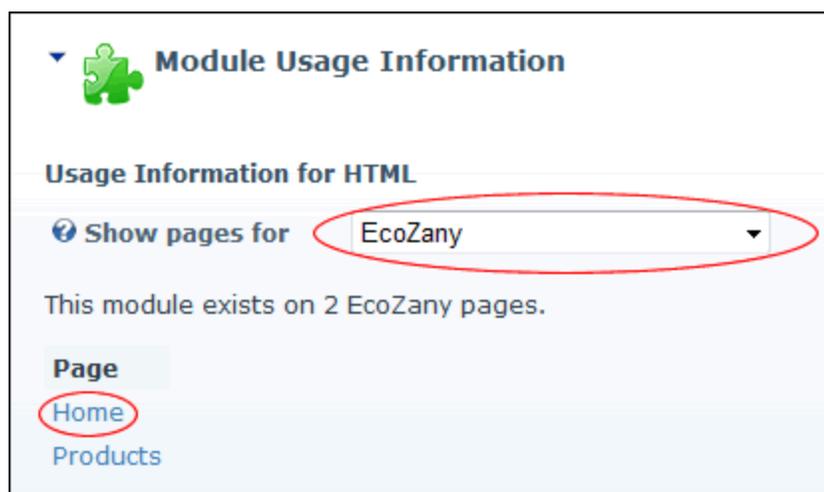
Viewing Detailed Module Usage Information

How to view which modules are in use on a DNN installation, which portals they are in use on, as well as how many instances and on which pages. The Host is able to view this information across all portals.

1. Navigate to Host > **Extensions**.
2. At **Filter by Type**, select **Module** from the drop-down box.
3. In the **In Use** column, a Yes link is displayed beside each module that is in use.
4. **Optional.** To view additional information about a modules usage:
 - a. Click the Yes link beside a module. This opens the Module Usage Information page.



- b. At **Show Pages For**, select the name of the portal to view all instances of the module on that portal, or select Host to view all instances of the module on the Host pages. This lists the names of all pages where the module is located.
- c. **Optional.** Click a [Page Name] link to view the module on that page.



Viewing Module Usage Information

Authentication

Configuring Authentication System Extension Settings

How to add or editing the extension settings for an authentication system using the Extensions module.

1. Navigate to Host > **Extensions**.
2. At **Filter by Type**, select **Authentication System** from the drop-down box.
3. Click the **Edit**  button beside the required extension. This opens the Edit Extension - Configure Authentication System Extension Settings page.
4. Go to the **Extension Settings** section.
5. In the **Authentication Type** text box, enter the type of authentication System. E.g. LiveID, etc.
6. In the **Login Control Source** text box, enter the location of the source files of the login control for this authentication system. E.g. DesktopModules/AuthenticationServices/LiveID/Login.ascx
7. In the **Logoff Control Source** text box, enter the location of the source files of the logoff control for this authentication system. E.g. DesktopModules/AuthenticationServices/LiveID/Logoff.ascx
8. In the **Settings Control Source** text box, enter the source of the Settings Control for this Authentication System.
9. At **Enabled**, check the check box to enable this authentication system on all portals in this DNN installation. This enables Administrators to enable and configure the authentication system on their site.
10. Click the  Update Extension link.

Creating a New Authentication System Extension

How to create a new authentication system extension using the Extensions module.

1. Go to the Host > **Extensions** page.
2. Select **Create New Extension** from the Extensions module menu - OR - Click the  Create New Extension link. This opens the New Extension Wizard.
3. On the **Create New Extension** page, complete these fields:
 - a. At **Select Extension Type**, select **Authentication System**.
 - b. In the **Name** text box, enter a unique name for this extension. It is recommended that you use the format CompanyName.Name to avoid potential clashes if you intend to distribute the extension.
 - c. In the **Friendly Name** text box, enter a friendly name.

- d. **Optional.** In the **Description** text box, enter a description.
 - e. **Optional.** In the **Version** text box, select a version number.
 - f. Click the Next link. This opens the Owner Details page.
4. On the **Owner Details** page, complete these fields:
- a. In the **Owner** text box, enter the name of the owner of this package.
 - b. In the **Organization** text box, enter the name of the organization responsible for this package.
 - c. In the **Url** text box, enter the URL of the organization.
 - d. In the **Email Address** text box, enter a contact email address for this package.
 - e. Click the Next link. This returns to the Extensions page. You can now "Configuring Authentication System Extension Settings"

Creating New Extensions

Creating a Dashboard Control Extension

How to create a new dashboard control extension.

1. Navigate to Host > **Extensions**.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. Complete the step New Extension Wizard, selecting **Dashboard Control** at **Select Extension Type**.

To add a License and Release Notes, "Editing Package Settings".

Creating a New Authentication System Extension

How to create a new authentication system extension using the Extensions module.

1. Go to the Host > **Extensions** page.
2. Select **Create New Extension** from the Extensions module menu - OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. Complete the New Extension Wizard, selecting **Authentication System** at **Select Extension Type**.

Next Step: "Configuring Authentication System Extension Settings"

Creating a New Core Language Pack Extension

How to create a new core language pack extension.

1. Go to the Host > **Extensions** page.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. Complete the step New Extension Wizard, selecting **Core Language Pack** at **Select Extension Type**.

Creating a New Language Package

How to create a new extension language pack extension.

1. Go to the Host > **Extensions** page.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. On the **Create New Extension** page, complete these fields:
 - a. At **Select Extension Type**, select **Extension Language Pack**.
 - b. In the **Name** text box, enter a unique name for this extension. It is recommended that you use the format CompanyName.Name to avoid potential clashes if you intend to distribute the extension.
 - c. In the **Friendly Name** text box, enter a friendly name.
 - d. **Optional.** In the **Description** text box, enter a description.
 - e. **Optional.** In the **Version** text box, select a version number.
 - f. Click the **➔ Next** link. This opens the Language Pack Specific Details page.
4. On the **Language Pack Specific Details** page, complete these fields:
 - a. At **Language**, select the language for this language pack.
 - b. At **Package**, choose the package for this language pack.
 - c. Click the **Next** link. This opens the Owner Details page.
5. On the **Owner Details** page, complete the following:
 - a. **Optional.** In the **Owner** text box, enter the name of the owner of this package.
 - b. **Optional.** In the **Organization** text box, enter the name of the organization who owns this package.
 - c. **Optional.** In the **URL** text box, enter the URL of the owner of this package.
 - d. **Optional.** In the **Email Address** text box, enter the email address of the owner of this package.
 - e. Click the **Next** link. The new extension is now listed on the Extensions module.

"Editing Language Files" to add language files to this package.

Creating a New Library Extension

How to create a new library extension.

1. Go to the Host > **Extensions** page.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. Complete the step New Extension Wizard, selecting **Library** at **Select Extension Type**.

To add a License and Release Notes, See "Editing Package Settings".

Creating a New Module Extension

How to create a new module extension.

1. Go to the Host > **Extensions** page.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. Complete the step New Extension Wizard, selecting **Module** at **Select Extension Type**.

Creating a New Provider

How to create a new provider extension.

1. Go to the Host > **Extensions** page.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. Complete the step New Extension Wizard, selecting **Provider** at **Select Extension Type**.

Creating a New Skin, Container or Skin Object Extension

How to create a new container, skin or skin object extension.

1. Navigate to Host > **Extensions**.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. Complete the step New Extension Wizard, selecting **Container, Skin** or **Skin Object** at **Select Extension Type**.

Creating a New Widget Extension

How to create a new widget extension.

1. Go to the Host > **Extensions** page.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. Complete the step New Extension Wizard, selecting **Widget** at **Select Extension Type**.

New Extension Wizard

How to create a new extension using the New Extension Wizard. This tutorial assumes you have just selected the **+ Create New Extension** option which has opened the New Extension Wizard.

1. On the **Create New Extension** page, complete these fields:
 - a. At **Select Extension Type**, select the type of extension you want to create.
 - b. In the **Name** text box, enter a unique name for this extension. It is recommended that you use the format `CompanyName.Name` to avoid potential clashes if you intend to distribute the extension.
 - c. In the **Friendly Name** text box, enter a friendly name.
 - d. **Optional.** In the **Description** text box, enter a description.
 - e. **Optional.** In the **Version** text box, select a version number.
 - f. Click the Next link. This opens the Owner Details page.
2. **Optional.** This step only appears when adding a Core Language Pack. On the **Language Pack Specific Details** page, complete these fields:
 - a. At **Language**, select **Display English Name** or **Display Native** and then select a language from the drop-down list.
 - b. At **Fallback Language**, select **Display English Name** or **Display Native** and then select the language to be used if the language pack doesn't have the required resource.
 - c. Click the Next link. This opens the Owner Details page.
3. **Optional.** This step only appears when adding a Module. On the **Module Specific Details** page, complete these fields:
 - a. **Optional.** In the **Folder Name** text box, edit the name of the folder for this module. The default folder name is the module name.
 - b. In the **Business Controller Class** text box, enter fully qualified namespace of the class that implements the Modules Features (IPortable, ISearchable, etc)
 - c. At **Is Premium Module?**, check the check box to set the module as premium. Premium modules are not automatically assigned to new portals.

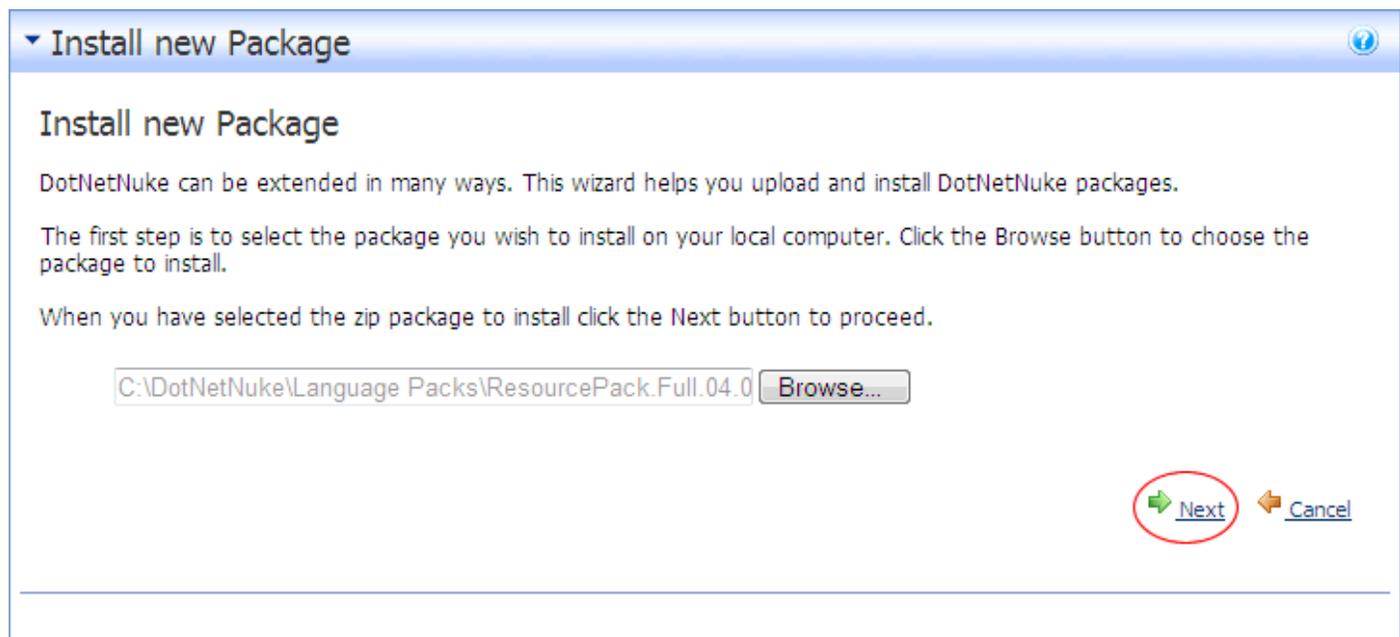
4. On the **Owner Details** page, complete these fields:
 - a. In the **Owner** text box, enter the name of the owner of this package.
 - b. In the **Organization** text box, enter the name of the organization responsible for this package.
 - c. In the **Url** text box, enter the URL of the organization.
 - d. In the **Email Address** text box, enter a contact email address for this package.
 - e. Click the [Next](#) link.

Install And Uninstall Extensions

Using the Install Extension Wizard

How to install an extension using the Install Extension Wizard. This tutorial assumes you have just selected the  Install Extension Wizard option which has opened the Install Extension wizard.

1. On the **Upload New Extension Package** page:
 - a. Click the **Browse...** button.
 - b. Select the required file from your computer.
 - c. Click the  [Next](#) link.



2. **Optional.** The **Upload Results** page will be displayed if there is an unusual result such as a legacy Skin or Container, or the language package has already been uploaded. In this case, select the required action and click the  [Next](#) link - OR - Click [Cancel](#) and start again.

3. On the **Package Information** page:
 - a. Review the package information.
 - b. Click the ➡ [Next](#) link.
4. On the **Release Notes** page:
 - a. Review the package release notes.
 - b. Click the ➡ [Next](#) link.
5. On the **Review License** page:
 - a. Review the license.
 - b. At **Accept License?** check the check box to agree to the license terms.
 - c. Click the ➡ [Next](#) link.
6. On the **Package Installation Report** page:
 - a. Review the package installation results.
 - b. Click the ⬅ [Return](#) link to return to the Extensions page.

Installing Available Extensions

How to batch install one or more extensions which are available on your DNN installation. Extensions include modules, skins, containers, languages and authentication systems (E.g. Active Directory, CardSpace, and LiveID). Once an extension is installed can be managed and allocated to one or more portals using the Host > Extensions page.

1. Navigate to Host > **Extensions**.
2. Select ➡ **Install Available Extensions** from the Extensions module menu - OR - Click the ➡ [Install Available Extensions](#) link at the base of the module.
3. Go to the **Available Modules** section.
4. Check the check box beside each module to be installed.
5. Go to the **Available Skins** section.
6. Check the check box beside each skin to be installed.
7. Go to the **Available Containers** section.
8. Check the check box beside each container to be installed.
9. Go to the **Available Languages** section.
10. Check the check box beside each language to be installed.

11. Go to the **Available Authentication Systems** section.
12. Check the check box beside each authentication system to be installed.
13. Click the  [Install Selected Extensions](#) link.

 **Install Available Extensions**

The following extensions are available for you to install. Select the extension(s) you would like to install and then click the Install button.

Available Modules

<input checked="" type="checkbox"/> AdSense (01.00.01)	<input type="checkbox"/> Announcements (04.00.03)	<input type="checkbox"/> Blog (03.05.01)
<input checked="" type="checkbox"/> Documents (04.01.00)	<input type="checkbox"/> Events (05.00.01)	<input type="checkbox"/> FAQs (04.04.00)
<input checked="" type="checkbox"/> Feedback (04.04.03)	<input type="checkbox"/> FormAndList (05.00.02)	<input type="checkbox"/> Forum (04.04.03)
<input type="checkbox"/> Help (03.00.02)	<input type="checkbox"/> IFrame (04.03.00)	<input type="checkbox"/> Links (04.00.01)
<input type="checkbox"/> Map (01.00.09)	<input type="checkbox"/> MarketShare (01.00.00)	<input type="checkbox"/> Media (03.02.03)
<input type="checkbox"/> NewsFeeds (04.00.01)	<input type="checkbox"/> Reports (05.01.00)	<input type="checkbox"/> Repository (03.01.15)
<input type="checkbox"/> Store (02.01.00)	<input type="checkbox"/> Survey (04.60.00)	<input type="checkbox"/> UsersOnline (05.01.00)
<input type="checkbox"/> Wiki (04.01.00)	<input type="checkbox"/> XML (04.03.04)	

Available Skins

No Skins Available

Available Containers

No Containers Available

Available Languages

No Languages Available

Available Authentication Systems

ActiveDirectory (05.00.02)

 **Install Selected Extensions**

Installing Selected Extensions

Installing a Language Pack

How to install a language resource package which has been created for use in a DNN portal.

1. Navigate to Host > **Extensions**.
2. Select  **Install Extension Wizard** from the module menu - OR - Click the  [Install Extension Wizard](#) link. This opens the Install Extension Wizard.
3. Complete the Installation Wizard: See "Using the Install Extension Wizard"

Installing a Skin or Container Package

How to install a skin or container package using the Extensions module. Installed skins are available to all sites within this installation.

1. Navigate to Host > **Extensions**.
2. Select ➡ **Install Extension Wizard** from the module menu - OR - Click the ➡ [Install Extension Wizard](#) link. This opens the Install Extension Wizard.
3. Complete the wizard - See "Using the Install Extension Wizard".

Uninstalling a Skin Package Installed on Host

How to uninstall a skin package which is installed on the Host. This uninstalls all skins within the package from the DotNetNuke installation.

1. Navigate to Host > **Extensions**.
2. **Optional.** At **Filter by Type**, select **Skin** from the drop-down box.
3. Click the **Delete** ✖ button beside the container to be deleted. This opens the UnInstall Package page.
4. At the **Delete Files** check box, choose from these options:
 - Check the **Delete Files** check box to delete all files associated with this package. It is typical choice.
 - Leave the **Delete Files** check box unchecked if you will be reusing the associated files. E.g. You are undertaking skin testing or development and plan to reinstalling the package again.
5. Click the ✖ [UnInstall Package](#) link. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button to confirm.
7. Click the [Return](#) link to return.

Uninstalling a Container Package Installed on Host

How to uninstall a container package which is installed on the Host. This uninstalls all containers within the container package from the DotNetNuke installation.

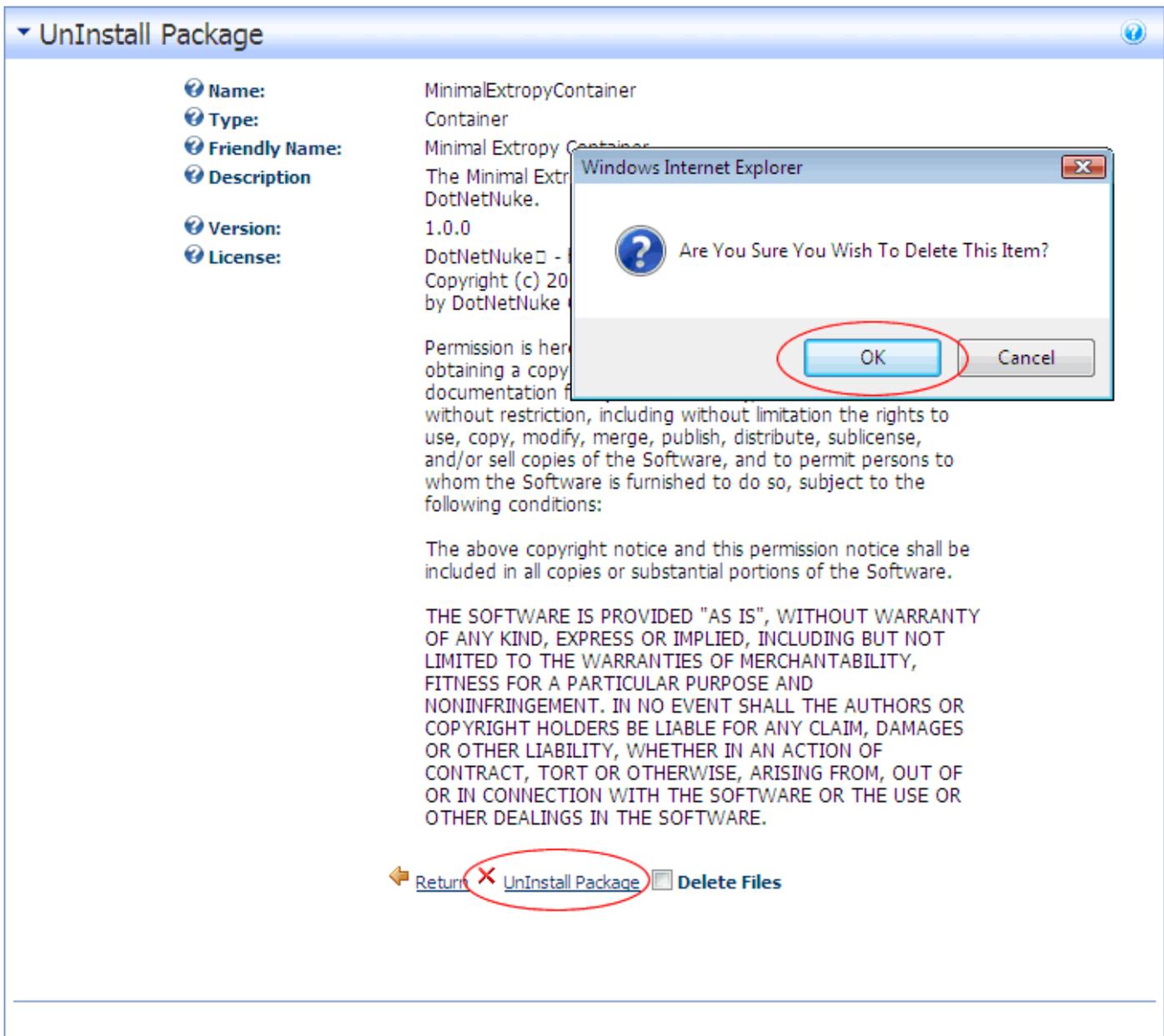
1. Navigate to Host > **Extensions**.
2. **Optional.** At **Filter by Type**, select **Container** from the drop-down box.
3. Click the **Delete** ✖ button beside the container to be deleted. This opens the UnInstall Package page.

4. At the **Delete Files** check box, choose from these options:

- Check the **Delete Files** check box to delete all files associated with this package. It is typical choice.
- Leave the **Delete Files** check box unchecked if you will be reusing the associated files. E.g. You are undertaking skin testing or development and plan to reinstalling the package again.

5. Click the **X UnInstall Package** link. This displays the message "Are You Sure You Wish To Delete This Item?"

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

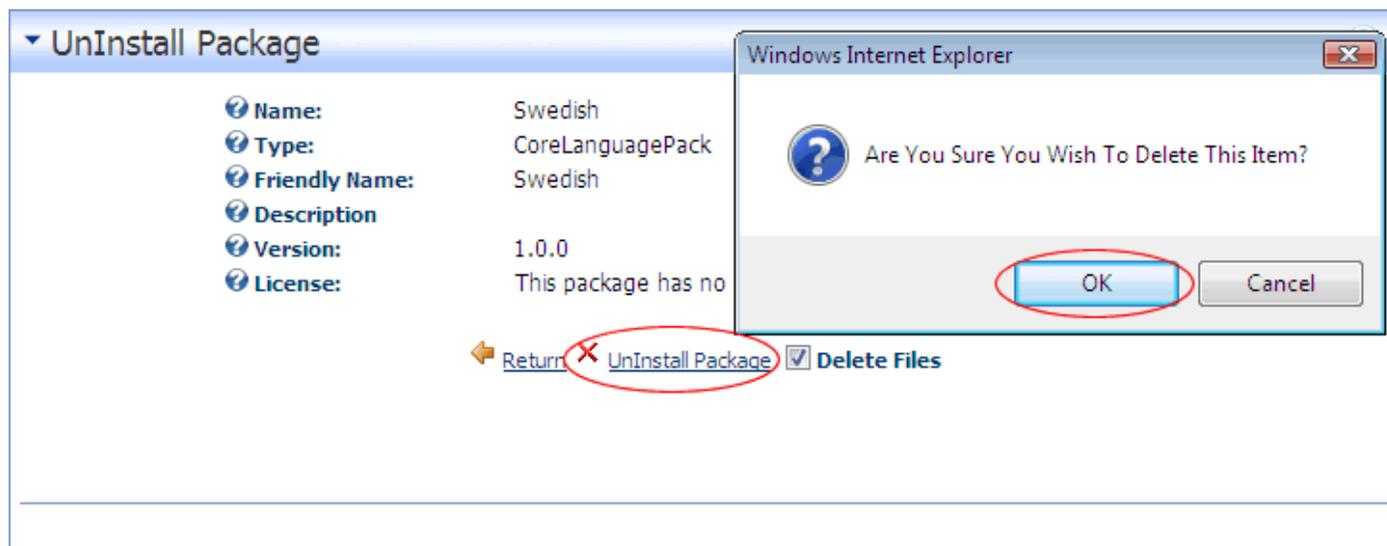


7. Click the [Return](#) link to return.

Uninstalling a Language Pack

How to uninstall a language from this DNN installation. Uninstalled language packs are removed from all portals

1. Navigate to Host > **Extensions**.
2. **Optional.** At **Filter by Type**, select **Core Language Pack** or **Extension Language Pack** from the drop-down box.
3. Click the **Delete**  button next to the language pack to be uninstalled. This opens the Uninstall Package page.
4. **Optional.** Check the **Delete Files** check box to permanently remove the resource files associated with the language. (**Warning.** Removing the resource files for a language will remove the languages permanently. The only way to regain a language deleted in this manner is to re-enter all of the language values into a new language.)
5. Click the  [UnInstall Package](#) link. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button to confirm. This displays the Uninstall Package page with the Package Uninstall Logs for you to review.



7. Click the  [Return](#) link to return to the Languages page.

Install Extension Wizard

Using the Install Extension Wizard

How to install an extension using the Install Extension Wizard. This tutorial assumes you have just selected the  Install Extension Wizard option which has opened the Install Extension wizard.

1. On the **Upload New Extension Package** page:
 - a. Click the **Browse...** button.
 - b. Select the required file from your computer.
 - c. Click the  Next link.
2. **Optional.** The **Upload Results** page will be displayed if there is an unusual result such as a legacy Skin or Container, or the language package has already been uploaded. In this case, select the required action and click the  Next link - OR - Click Cancel and start again.
3. On the **Package Information** page:
 - a. Review the package information.
 - b. Click the  Next link.
4. On the **Release Notes** page:
 - a. Review the package release notes.
 - b. Click the  Next link.
5. On the **Review License** page:
 - a. Review the license.
 - b. At **Accept License?** check the check box to agree to the license terms.
 - c. Click the  Next link.
6. On the **Package Installation Report** page:
 - a. Review the package installation results.
 - b. Click the  Return link to return to the Extensions page.

Languages

Creating a New Core Language Pack Extension

How to create a new core language pack extension.

1. Go to the Host > **Extensions** page.
2. Select  **Create New Extension** from the Extensions module menu- OR - Click the  Create New Extension link. This opens the New Extension Wizard.

3. On the **Create New Extension** page, complete these fields:
 - a. At **Select Extension Type**, select **Core Language Pack**.
 - b. In the **Name** text box, enter a unique name for this extension. It is recommended that you use the format `CompanyName.Name` to avoid potential clashes if you intend to distribute the extension.
 - c. In the **Friendly Name** text box, enter a friendly name.
 - d. **Optional.** In the **Description** text box, enter a description.
 - e. **Optional.** In the **Version** text box, select a version number.
 - f. Click the Next link. This opens the Language Pack Specific Details page.
4. On the **Language Pack Specific Details** page, complete these fields:
 - a. At **Language**, select **Display English Name** or **Display Native** and then select a language from the drop-down list.
 - b. Click the Next link. This opens the Owner Details page.
5. On the **Owner Details** page, complete these fields:
 - a. In the **Owner** text box, enter the name of the owner of this package.
 - b. In the **Organization** text box, enter the name of the organization responsible for this package.
 - c. In the **Url** text box, enter the URL of the organization.
 - d. In the **Email Address** text box, enter a contact email address for this package.
 - e. Click the Next link. This returns you to the Extensions page.

Creating a New Language Package

How to create a new extension language pack extension.

1. Go to the Host > **Extensions** page.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. On the **Create New Extension** page, complete these fields:
 - a. At **Select Extension Type**, select **Extension Language Pack**.
 - b. In the **Name** text box, enter a unique name for this extension. It is recommended that you use the format `CompanyName.Name` to avoid potential clashes if you intend to distribute the extension.
 - c. In the **Friendly Name** text box, enter a friendly name.

- d. **Optional.** In the **Description** text box, enter a description.
 - e. **Optional.** In the **Version** text box, select a version number.
 - f. Click the  [Next](#) link. This opens the Language Pack Specific Details page.
4. On the **Language Pack Specific Details** page, complete these fields:
 - a. At **Language**, select the language for this language pack.
 - b. At **Package**, choose the package for this language pack.
 - c. Click the  [Next](#) link. This opens the Owner Details page.
 5. On the **Owner Details** page, complete the following:
 - a. **Optional.** In the **Owner** text box, enter the name of the owner of this package.
 - b. **Optional.** In the **Organization** text box, enter the name of the organization who owns this package.
 - c. **Optional.** In the **URL** text box, enter the URL of the owner of this package.
 - d. **Optional.** In the **Email Address** text box, enter the email address of the owner of this package.
 - e. Click the  [Next](#) link. The new extension is now listed on the Extensions module.

"Editing Language Files" to add language files to this package.

Editing Language Files

How to edit the values associated with a language package such as resource names, system messages, instructions, portal terms, and portal privacy.

As the Host you can edit files at a system, host or portal level.

1. Navigate to Host > **Extensions**.
2. At **Filter by Type**, select **Core Language Pack** or **Extension Language Pack** from the drop-down box. This opens the Edit Extension page.
3. Click the **Edit**  button beside the required language. This opens the Edit Extension page.
4. Go to the **Extension Settings** section.
5. Click the  [Edit Language Files](#) link. This opens the Language module.
6. At **Mode**, select from these options:
 - **System:** Select to edit the base file for a given language.
 - **Host:** Select to create a custom version of the localized file for this installation.

- **Portal:** Select to edit the files for a single portal.
7. At **Resources**, navigate to and select the Resource File to be edited using the folders.
 8. Edit the text displayed at Localized Value. Where the text is more complex, click the **Edit**  button and edit text using the RTE.
 9. Click the Update link.
 10. **Optional.** If the RTE was used for editing, click the Update link again.
 11. Click the Save Resource File link.

Find Available Language Packs

How to find available language packs for a language.

1. Navigate to Host > **Extensions**.
2. At **Filter by Type**, select **Core Language Pack** or **Extension Language Pack** from the drop-down box.
3. At **Find Available Language Packs**, select a language from this list, to show what extensions have a language pack available in the selected language. If a language pack exists, follow the link to download and install the language pack.

Installing a Language Pack

How to install a language resource package which has been created for use in a DNN portal.

1. Navigate to Host > **Extensions**.
2. Select  **Install Extension Wizard** from the module menu - OR - Click the  Install Extension Wizard link. This opens the Install Extension Wizard.
3. Complete the wizard - See "Using the Install Extension Wizard".

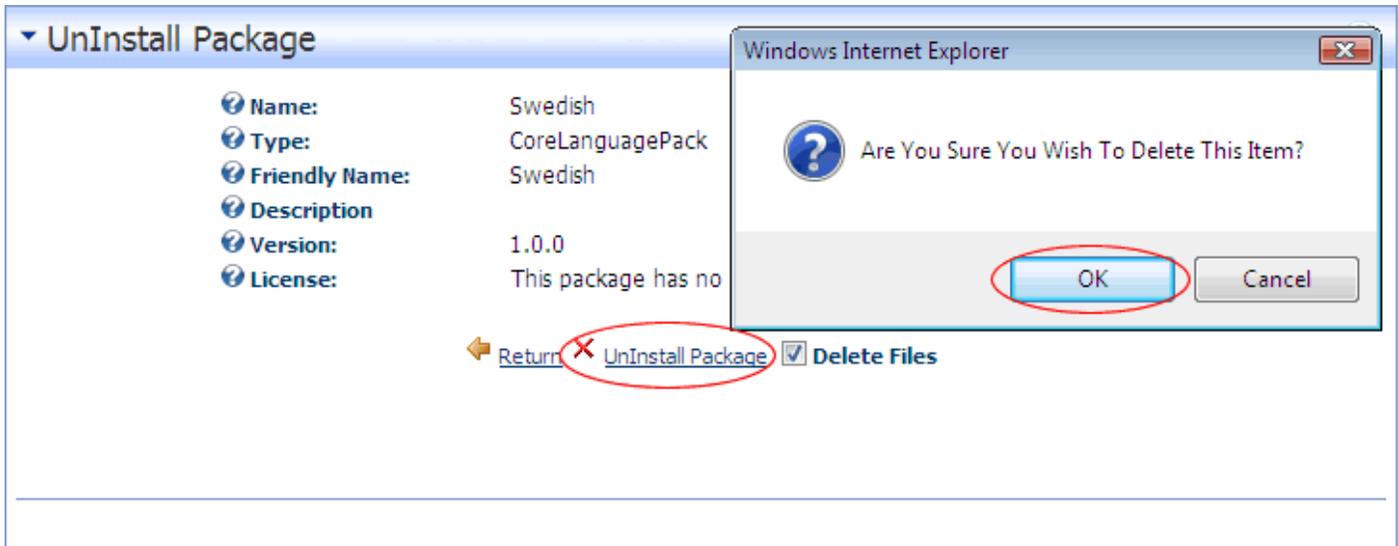
Uninstalling a Language Pack

How to uninstall a language from this DNN installation. Uninstalled language packs are removed from all portals.

1. Navigate to Host > **Extensions**.
2. **Optional.** At **Filter by Type**, select **Core Language Pack** or **Extension Language Pack** from the drop-down box.
3. Click the **Delete**  button next to the language pack to be uninstalled. This opens the Uninstall Package page.
4. **Optional.** Check the **Delete Files** check box to permanently remove the resource files associated with the language. (**Warning.** Removing the resource files for a language will remove the languages

permanently. The only way to regain a language deleted in this manner is to re-enter all of the language values into a new language.)

5. Click the **X** [UnInstall Package](#) link. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button to confirm. This displays the Uninstall Package page with the Package Uninstall Logs for you to review.



7. Click the **Return** link to return to the Languages page.

Skins & Containers

Creating a New Skin, Container or Skin Object Extension

How to create a new container, skin or skin object extension.

1. Navigate to Host > **Extensions**.
2. Select **+ Create New Extension** from the Extensions module menu- OR - Click the **+ Create New Extension** link. This opens the New Extension Wizard.
3. On the **Create New Extension** page, complete these fields:
 - a. At **Select Extension Type**, select **Container, Skin** or **Skin Object**.
 - b. In the **Name** text box, enter a unique name for this extension. It is recommended that you use the format **CompanyName.Name** to avoid potential clashes if you intend to distribute the extension.
 - c. In the **Friendly Name** text box, enter a friendly name.
 - d. **Optional**. In the **Description** text box, enter a description.

- e. **Optional.** In the **Version** text box, select a version number.
 - f. Click the Next link. This opens the Owner Details page.
4. On the **Owner Details** page, complete these fields:
 - a. In the **Owner** text box, enter the name of the owner of this package.
 - b. In the **Organization** text box, enter the name of the organization responsible for this package.
 - c. In the **Url** text box, enter the URL of the organization.
 - d. In the **Email Address** text box, enter a contact email address for this package.
 - e. Click the Next link.

Installing Host Level Skins and Containers

How to install a skin or container package using the Extensions module. Installed skins are available to all sites within this installation.

1. Navigate to Host > **Extensions**.
2. Select ➡ **Install Extension Wizard** from the module menu - OR - Click the ➡ Install Extension Wizard link. This opens the Install Extension Wizard.
3. Complete the wizard - See "Using the Install Extension Wizard".

Uninstalling a Skin Package Installed on Host

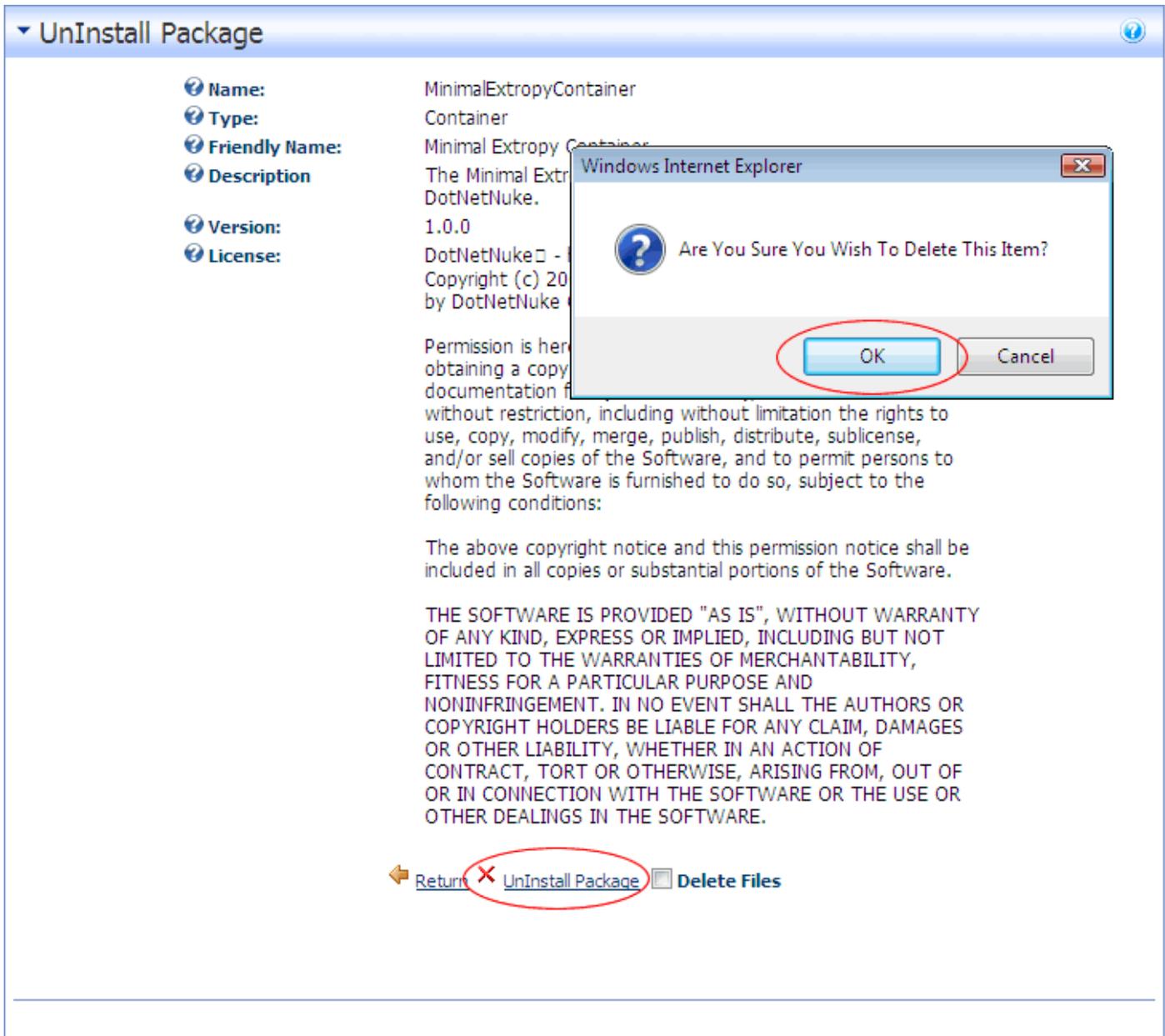
How to uninstall a skin package which is installed on the Host. This uninstalls all skins within the package from the DotNetNuke installation.

1. Navigate to Host > **Extensions**.
2. **Optional.** At **Filter by Type**, select **Skin** from the drop-down box.
3. Click the **Delete** ✖ button beside the container to be deleted. This opens the UnInstall Package page.
4. At the **Delete Files** check box, choose from these options:
 - Check the **Delete Files** check box to delete all files associated with this package. It is typical choice.
 - Leave the **Delete Files** check box unchecked if you will be reusing the associated files. E.g. You are undertaking skin testing or development and plan to reinstalling the package again.
5. Click the ✖ UnInstall Package link. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button to confirm.
7. Click the Return link to return.

Uninstalling a Container Package Installed on Host

How to uninstall a container package which is installed on the Host. This uninstalls all containers within the container package from the DotNetNuke installation.

1. Navigate to Host > **Extensions**.
2. **Optional.** At **Filter by Type**, select **Container** from the drop-down box.
3. Click the **Delete**  button beside the container to be deleted. This opens the UnInstall Package page.
4. At the **Delete Files** check box, choose from these options:
 - Check the **Delete Files** check box to delete all files associated with this package. It is typical choice.
 - Leave the **Delete Files** check box unchecked if you will be reusing the associated files. E.g. You are undertaking skin testing or development and plan to reinstalling the package again.
5. Click the  UnInstall Package link. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button to confirm.



7. Click the Return link to return.

Lists

About the Lists Page

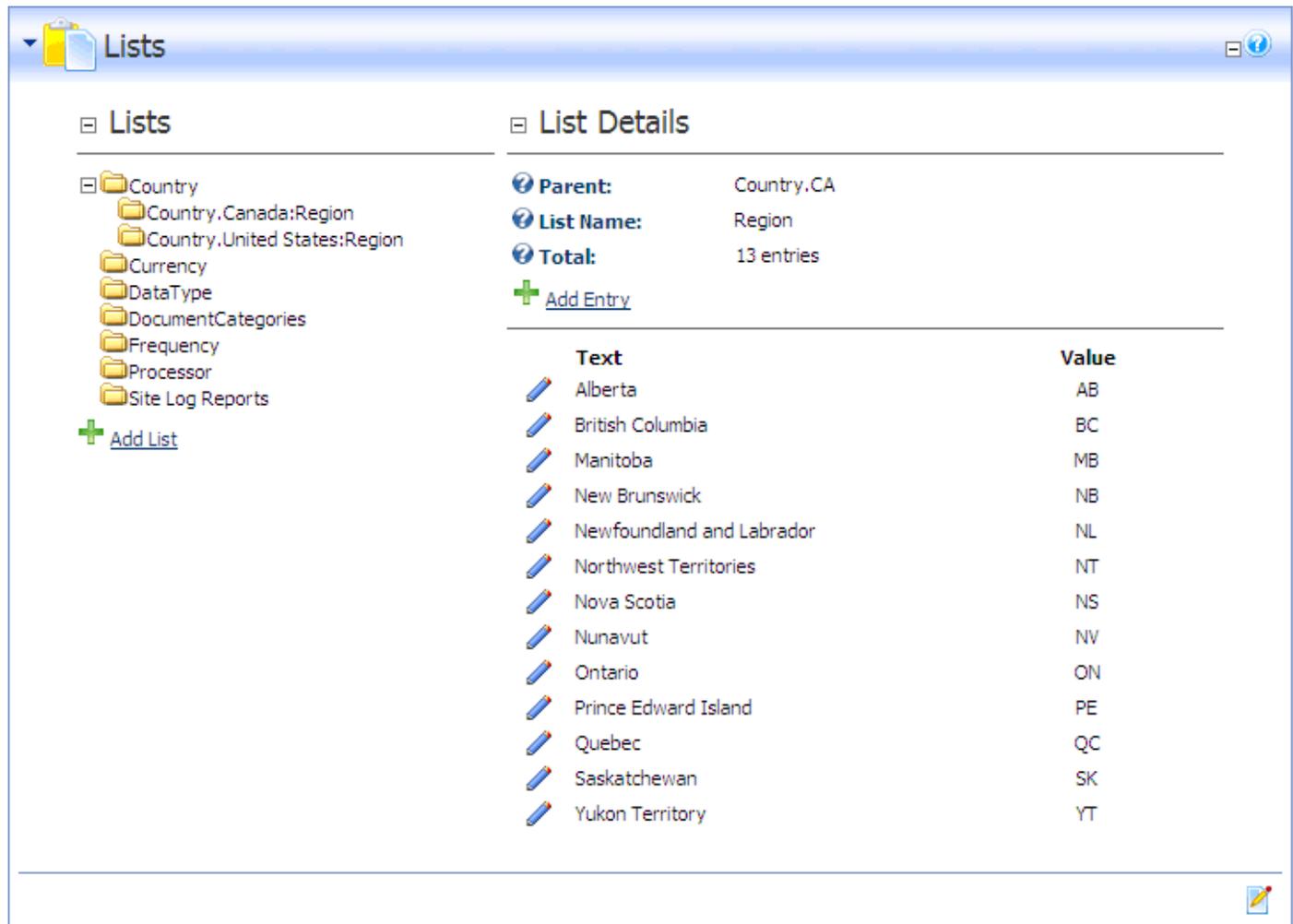
The Lists page is a powerful module which allows the Host to maintain information which can be identified by a key value and a data value. This module can be used by developers to maintain lists of information.

Examples of when a list may be created would be to create a new regions list for a country on the existing Country list, or to create a new list to manage categories on the Documents module.

The List module is based around Lists and Entries, which are in effect the same, but their usage defines their differences:

- A List is a collection of Entries, which has a Key Identifier and a Data Portion.
- An Entry is an individual item of data which relates to a List and is made up of a Key Identifier and a Data Portion. An example of this is the countries list used in DNN. The list is 'Countries' and the entries are the actual countries. E.g. Australia, England, Holland

Note that each Entry can also be a list. An example of this is the regions list used in DNN. In this case the Country, which is an entry under the Countries List, can be its own list and have region entries associated with it.

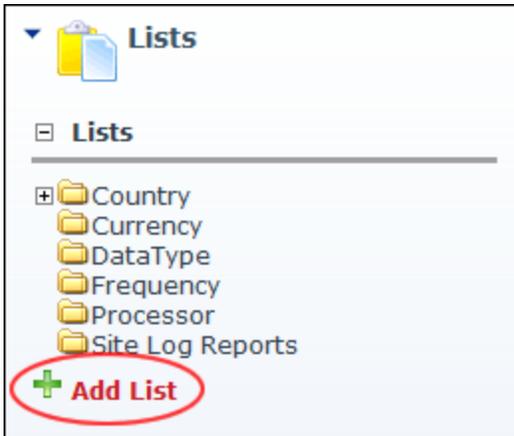


The Lists Page

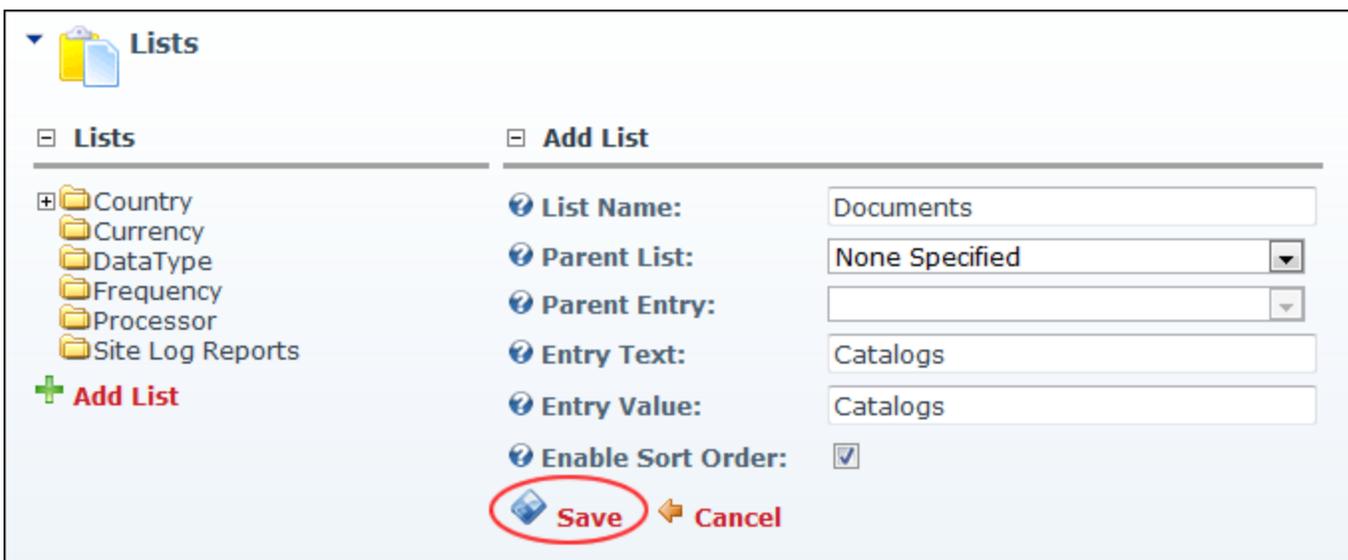
Adding a Parent List

How to add a parent list to the portal using the Host Lists page. In the below example we add a Category list for use in the Documents module.

1. Navigate to Host > **Lists**.
2. Click the **+ Add List** link.



3. In the **List Name** text box, enter a name for the list. E.g. Documents
4. At **Parent List**, leave this field set to **None Specified**.
5. In the **Entry Text** text box, enter the first entry (item) that will be in this list. E.g. Forms
6. In the **Entry Value** text box, enter the identifier or code for the first entry. E.g. FM, or Forms. Note: When creating a categories list for the Documents module, the Entry Value is displayed as the category name.
7. **Optional.** At **Enable Sort Order**, select from these options:
 - Check the check box if you want to be able to reorder the entries in this list.
 - Uncheck the check box to use alphabetical sort order for list entries.

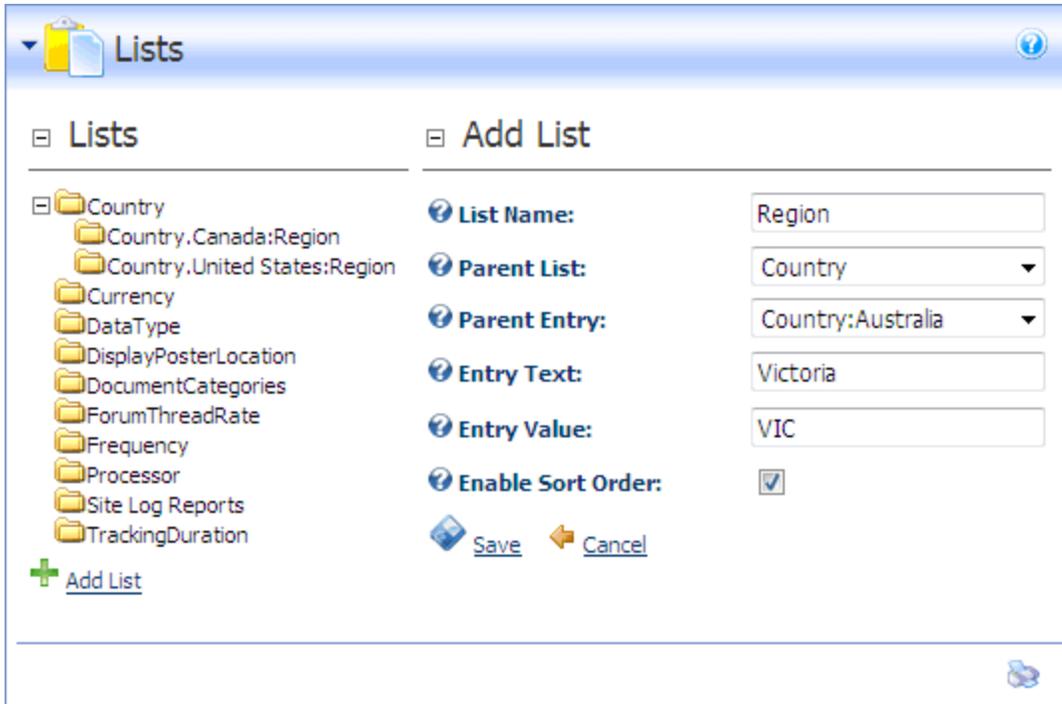


8. Click the  Save link to add the list and the first entry for this list.
9. **Optional.** You may now add one or more additional list entries to this list. See "Adding a List Entry"

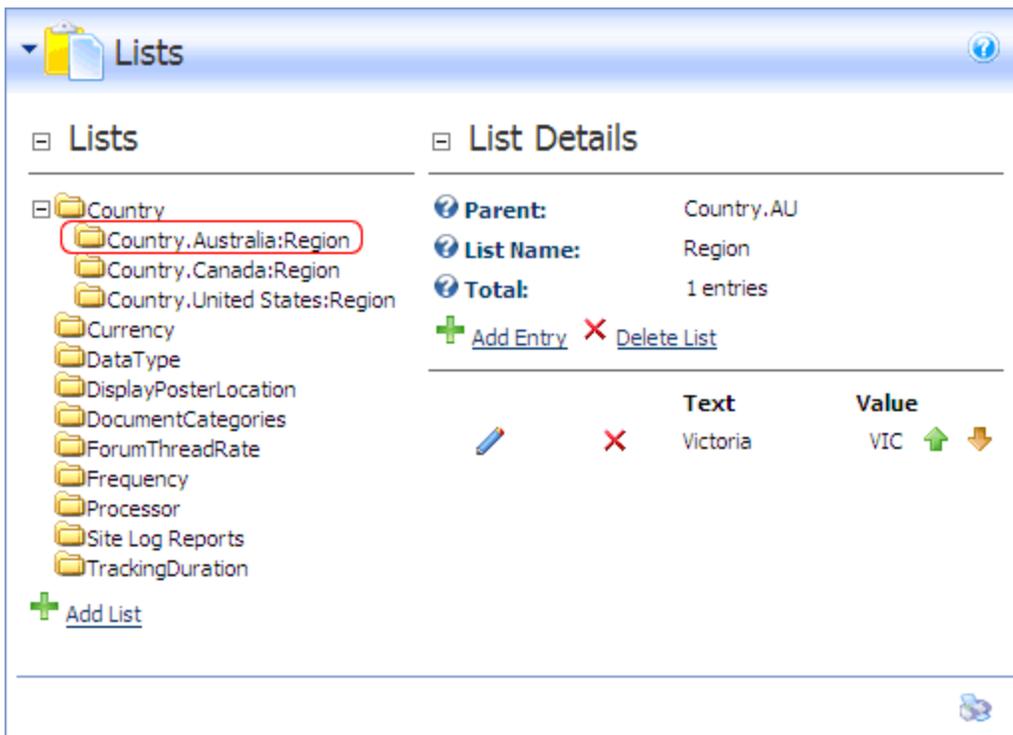
Adding a Child List

How to add a child list to the portal using the Host Lists page. E.g. Adding a new region to the Countries List.

1. Navigate to Host > **Lists**.
2. Click the  Add List link.
3. In the **List Name** text box, enter a name for the list. E.g. Region
4. At **Parent List**, select the list to add the new list under. E.g. Country
5. At **Parent Entry**, select the entry you to use as the new list. E.g. Country.Australia
6. In the **Entry Text** text box, enter the name to be assigned to the List E.g. Victoria
7. In the **Entry Value** text box, enter the identifier of the first entry of the list. E.g. VIC
8. **Optional.** At **Enable Sort Order**, select from these options:
 - Check the check box if you want to be able to reorder the entries in this list.
 - Uncheck the check box to use alphabetical sort order for list entries.
9. Click the  Save link. This saves the new list and the first entry for this list.
10. Repeat Steps 2-9 to add additional List Entries to this list.



Adding a Parent List

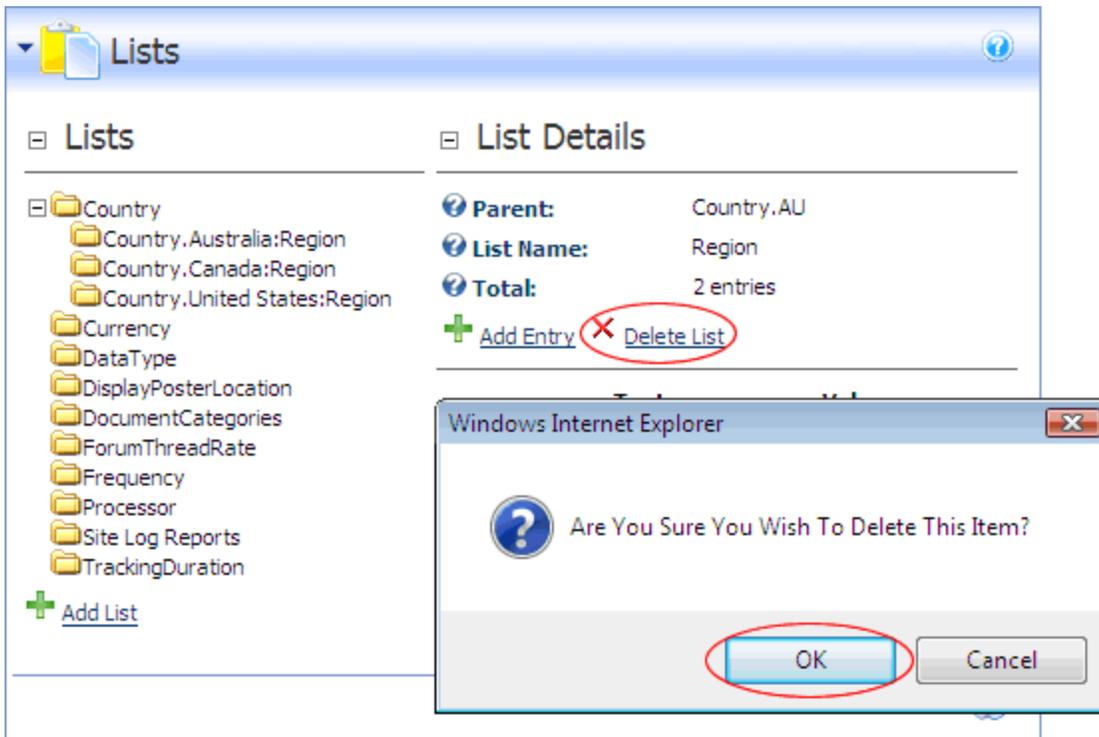


The newly added child list

Deleting a List

How to delete a user generated list from the Host Lists page. Note: Only user generated lists can be deleted.

1. Navigate to Host > **Lists**.
2. In the **Lists** section, navigate to and select the title of the required list. E.g. Country.Australia:Region. This displays details of this list and its related list entries in the **List Details** section.
3. Click the **X Delete List** link. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm.

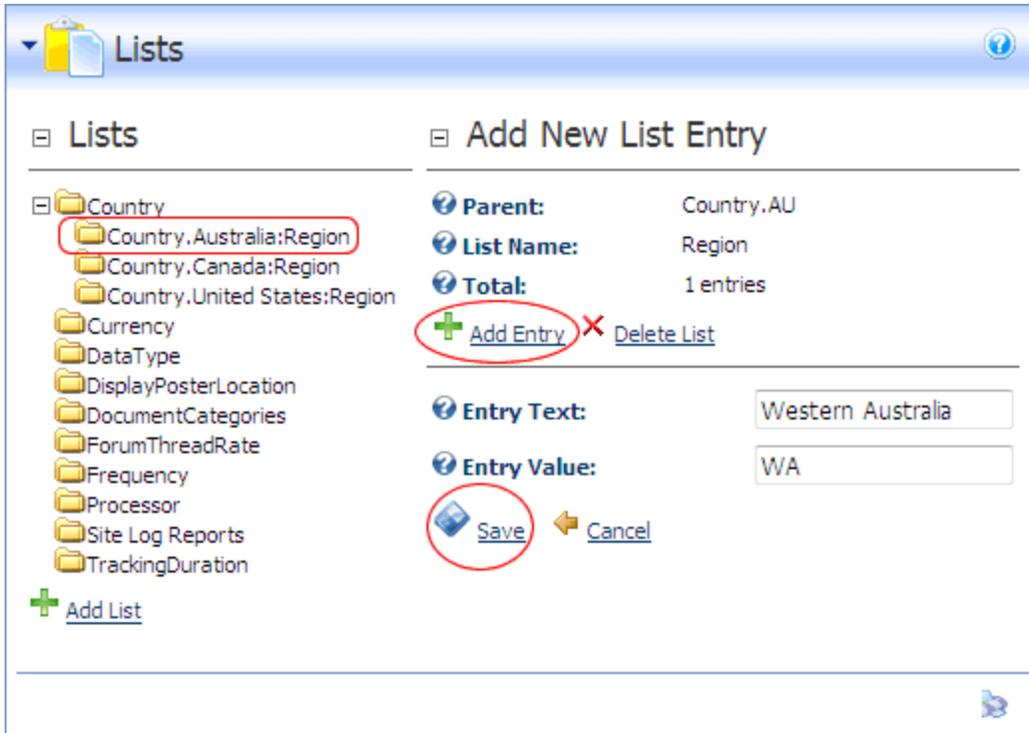


Deleting a List

Adding a List Entry

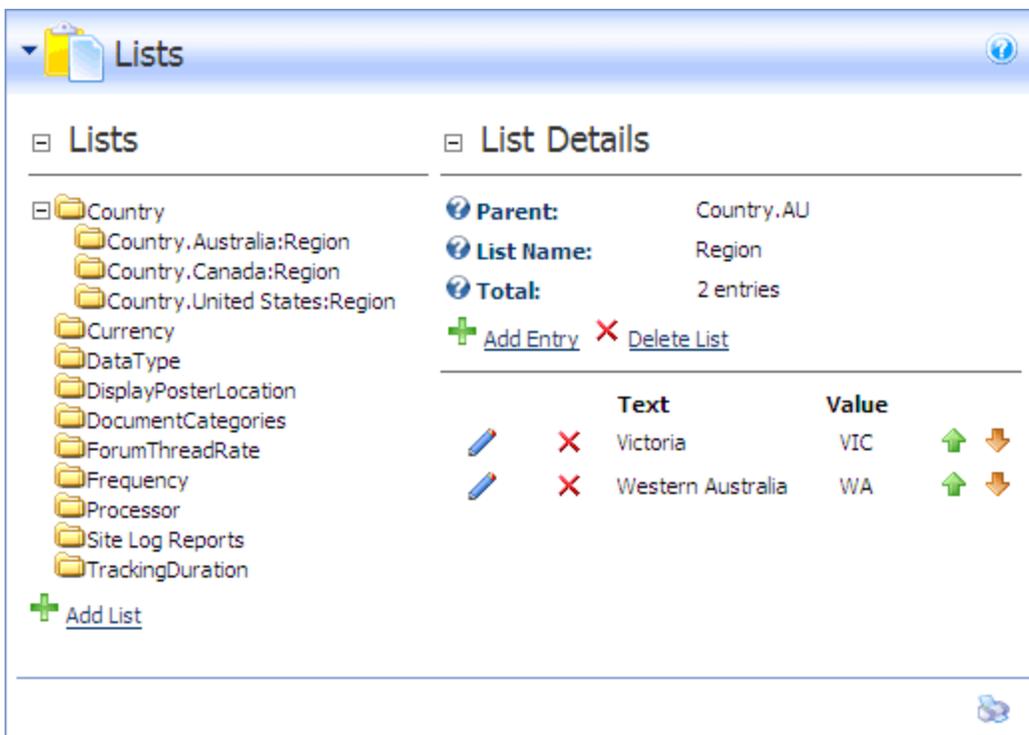
How to add a new list entry to a list using the Host Lists page. E.g. Adding Western Australia to the Australian child list inside the Countries parent list.

1. Navigate to Host > **Lists**.
2. In the **Lists** section, navigate to and select the title of the List where the new entry will be added. This displays details of this list in the **List Details** section. E.g. Country.Australia:Region.
3. Click the **+ Add Entry** link.
4. In the **Entry Text** text box, enter the data for the entry E.g. Western Australia
5. In the **Entry Value** text box, enter the identifier for the entry E.g. WA



6. Click the  Save link.

7. Repeat Steps 3 - 6 to add additional entries to the list.

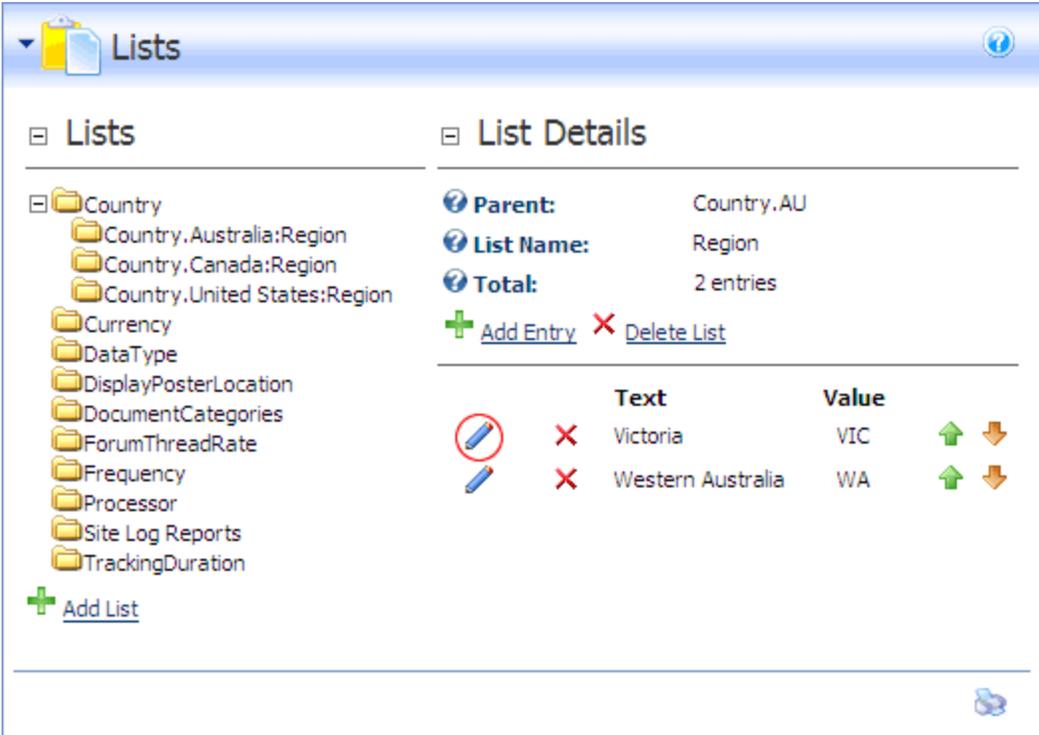


Adding additional list entries

Editing a List Entry

How to edit a list entry within a list maintained on the Host Lists page. E.g. Victoria in the Australian Countries List

1. Navigate to Host > **Lists**.
2. In the **Lists** section, navigate to and select the title of the required list. This displays the list information in the **List Details** section.
3. Click the  **Edit** link beside the list entry to be edited.
4. In the **Entry Text** or the **Entry Value** text box, edit the entry details as required.
5. Click the  Save link.



The screenshot shows a web interface with a 'Lists' section on the left and a 'List Details' section on the right. The 'Lists' section contains a tree view of folders: Country, Currency, DataType, DisplayPosterLocation, DocumentCategories, ForumThreadRate, Frequency, Processor, Site Log Reports, and TrackingDuration. The 'Country' folder is expanded, showing sub-folders for Australia, Canada, and United States. The 'List Details' section shows the following information:

- Parent:** Country.AU
- List Name:** Region
- Total:** 2 entries
- Actions:** + Add Entry, X Delete List

	Text	Value		
	X Victoria	VIC		
	X Western Australia	WA		

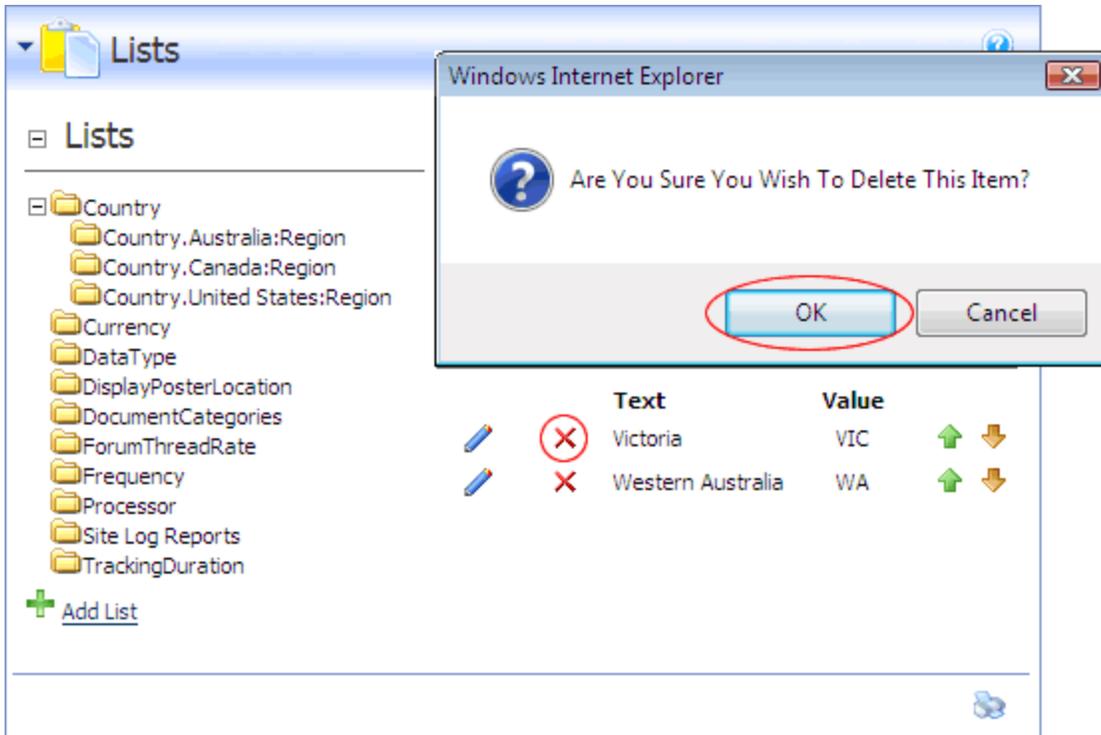
Editing a List Entry

Deleting a List Entry

How to delete a list entry within a list maintained on the Host List page. Note: Only user generated entries can be deleted. If an entry is also a list the list and any sub lists and entries will also be removed.

1. Navigate to Host > **Lists**.
2. In the **Lists** section, navigate to and select the title of the required list. E.g. Country.Australia:Region. This displays details of this list and its related list entries in the **List Details** section.

3. Click the **X Delete** button beside the entry to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm.



Deleting a List Entry

Schedule

About the Schedule Page

The Schedule page, located under Host on the main menu, displays the Schedule module which manages the running of multiple tasks at a scheduled interval. This enables the Host to optimize the efficiency of a portal by reducing the frequency of common tasks. New items (tasks) can also be added to the schedule.

Schedule					
Name	Enabled	Frequency	Retry Time Lapse	Next Start	
Purge Users Online		Every 1 Minute	Every 5 Minutes		History
Purge Site Log		Every 1 Day	Every 2 Hours		History
Purge Schedule History	<input checked="" type="checkbox"/>	Every 1 Day	Every 2 Days	2/4/2010 3:19:49 PM	History
Purge Log Buffer		Every 1 Minute	Every 5 Minutes		History
Send Log Notifications		Every 5 Minutes	Every 10 Minutes		History
Search Engine Scheduler	<input checked="" type="checkbox"/>	Every 30 Minutes	Every 60 Minutes	2/3/2010 10:40:36 PM	History
Purge Cache		Every 2 Hours	Every 30 Minutes		History
Purge Module Cache	<input checked="" type="checkbox"/>	Every 1 Minute	Every 30 Seconds	2/3/2010 10:28:28 PM	History
		Every 1 Minute	Every 30 Seconds		History

Add Item to Schedule
 View Schedule Status
 View Schedule History

The Schedule Module

Viewing Schedule History (All Tasks)

How to view the Schedule History which displays the history of events which are scheduled on this DNN installation.

1. Navigate to Host > **Schedule**.
2. Select **View Schedule History** from the module menu. This displays the following details for each task:
 - **Description:** A description of the task including any notes on the task. E.g. UsersOnline Purge Completed
 - **Ran On Server:** The server on which the task was run.
 - **Duration (seconds):** Duration of the task in seconds.
 - **Succeeded:** A True or False statement tells if the scheduled task was successfully completed.
 - **Start:** Date and time the task began.
 - **End:** Date and time the task ended.
 - **Next Start:** Date and time the task is next scheduled to run.
3. Click the Cancel link to return to the module.

 **Schedule History**

Description	Ran On Server	Duration (seconds)	Succeeded	Start/End/Next Start
<i>Purge Module Cache</i> Purged Module cache for FileModuleCachingProvider. Purged Module cache for DatabaseModuleCachingProvider.	EcoZany Server	0.007	True	S: 2/6/2010 7:07:31 AM E: 2/6/2010 7:07:31 AM N: 2/6/2010 7:08:31 AM
<i>Purge Module Cache</i> Purged Module cache for FileModuleCachingProvider. Purged Module cache for DatabaseModuleCachingProvider.	EcoZany Server	0.01	True	S: 2/6/2010 7:04:39 AM E: 2/6/2010 7:04:39 AM N: 2/6/2010 7:05:39 AM
<i>Purge Module Cache</i> Purged Module cache for FileModuleCachingProvider. Purged Module cache for DatabaseModuleCachingProvider.	EcoZany Server	0.273	True	S: 2/6/2010 7:03:02 AM E: 2/6/2010 7:03:03 AM N: 2/6/2010 7:04:02 AM
<i>Purge Module Cache</i> Purged Module cache for FileModuleCachingProvider. Purged Module cache for DatabaseModuleCachingProvider.	EcoZany Server	0.006	True	S: 2/6/2010 6:54:08 AM E: 2/6/2010 6:54:08 AM N: 2/6/2010 6:55:08 AM
<i>Purge Module Cache</i> Purged Module cache for FileModuleCachingProvider. Purged Module cache for DatabaseModuleCachingProvider.	EcoZany Server	0.007	True	S: 2/6/2010 6:52:39 AM E: 2/6/2010 6:52:39 AM N: 2/6/2010 6:53:39 AM
<i>Purge Module Cache</i> Purged Module cache for FileModuleCachingProvider. Purged Module cache for DatabaseModuleCachingProvider.	EcoZany Server	0.17	True	S: 2/6/2010 6:51:26 AM E: 2/6/2010 6:51:26 AM N: 2/6/2010 6:52:26 AM

 **Cancel**
 **Add Item to Schedule**
 **View Schedule Status**

Viewing Schedule Status

How to view details of the current status of scheduled events as well as items in schedule queue for this DNN installation using the Schedule module.

1. Navigate to Host > **Schedule**.
2. Select **View Schedule Status** from the module menu. This displays the following details:
 - **Current Status:** Details the number of current threads for scheduled events. E.g. Waiting for request
 - **Maximum Threads:** The maximum number of threads permitted at any time.
 - **Active Threads:** The number of threads currently active.
 - **Free Threads:** The number of threads free to be active.
 - **Command:** Enables the host to Start or Stop the current task.
3. In the **Items in Queue** section, the following information is listed in the table:
 - **Schedule ID:** The task identifier.
 - **Name:** The name of the scheduled task.
 - **Next Start:** Displays the date and time when the task is next scheduled.

- **Overdue (seconds):** When a task fails, the number of seconds that the task is overdue is displayed here.
- **Time Remaining (seconds):** Displays the remaining time in second until the task is next run.
- **Object Dependencies:** Lists the object which the task is reliant upon.
- **Triggered By:** Describes what triggers the event.
- **Servers:** Lists the servers for the task.

4. Click the  [Cancel](#) link to return to the module.

 **Schedule Status**

Current Status: **WAITING_FOR_REQUEST**

Max Threads: **1**

Active Threads: **0**

Free Treads: **1**

Command: [Start](#) [Stop](#)

Items in Queue

Schedule ID	Name	Next Start	Overdue (seconds)	Time Remaining (seconds)	Object Dependencies	Triggered By	Servers
3		2/7/2010 6:39:45 AM		84853.8325643	ScheduleHistory	STARTED_FROM_BEGIN_REQUEST	
6		2/6/2010 7:09:45 AM		253.8295641	SearchEngine	STARTED_FROM_BEGIN_REQUEST	
10		2/6/2010 7:05:39 AM		7.7530116	ModuleCache	STARTED_FROM_BEGIN_REQUEST	

 [Cancel](#)

[+ Add Item To Schedule](#) [View Schedule History](#)

Viewing Task History

How to view the history of scheduled events for an individual task using the Schedule module.

1. Navigate to Host > **Schedule**.
2. Click the  [History](#) link beside a task. The following details are displayed for each task:
 - **Description:** A description of the task including any notes on the task. E.g. UsersOnline Purge Completed
 - **Duration (seconds):** Duration of the task in seconds.
 - **Succeeded:** A True or False statement tells if the scheduled task was successfully completed.
 - **Start:** Date and time the task began.

- **Ended:** Date and time the task ended.
- **Next Start:** Date and time that the task is next scheduled.

3. Click the  [Cancel](#) link to return to the module.

Schedule History			
Description	Duration (seconds)	Succeeded	Start/End/Next Start
<i>DotNetNuke.Services.Search.SearchEngineScheduler, DOTNETNUKE</i> Completed re-indexing content	0.687	True	S: 12/15/2008 9:55:56 AM E: 12/15/2008 9:55:57 AM N: 12/15/2008 10:25:56 AM
<i>DotNetNuke.Services.Search.SearchEngineScheduler, DOTNETNUKE</i> Completed re-indexing content	7.483	True	S: 12/15/2008 6:50:59 AM E: 12/15/2008 6:51:07 AM N: 12/15/2008 7:20:59 AM
<i>DotNetNuke.Services.Search.SearchEngineScheduler, DOTNETNUKE</i> Completed re-indexing content	4.907	True	S: 12/14/2008 8:10:05 PM E: 12/14/2008 8:10:10 PM N: 12/14/2008 8:40:05 PM
<i>DotNetNuke.Services.Search.SearchEngineScheduler, DOTNETNUKE</i> Completed re-indexing content	1.17	True	S: 12/13/2008 2:30:09 PM E: 12/13/2008 2:30:10 PM N: 12/13/2008 3:00:09 PM
<i>DotNetNuke.Services.Search.SearchEngineScheduler, DOTNETNUKE</i> Completed re-indexing content	1.22	True	S: 12/9/2008 4:50:12 PM E: 12/9/2008 4:50:13 PM N: 12/9/2008 5:20:12 PM
<i>DotNetNuke.Services.Search.SearchEngineScheduler, DOTNETNUKE</i> Completed re-indexing content	1.046	True	S: 12/9/2008 4:18:27 PM E: 12/9/2008 4:18:28 PM N: 12/9/2008 4:48:27 PM

[Cancel](#)

 [Add Item to Schedule](#)

Enabling/Disabling Scheduled Tasks

How to enable or disable tasks in the Schedule module.

1. Navigate to Host > **Schedule**.
2. Click the **Edit**  button beside the task to be edited.
3. At **Schedule Enabled**, select from the following:
 - Check the **Yes** check box to enable the task.
 - Uncheck the **Yes** check box to disable the task.
4. Click the  [Update](#) link.

 **Edit Schedule**

Friendly Name:

Full Class Name and Assembly:

Schedule Enabled: Yes

Time Lapse:

Retry Frequency:

Retain Schedule History:

Run on Event:

Catch Up Enabled: Yes

Object Dependencies:

Run on Servers:

 **Run Now**  **Update**  **Delete**  **Cancel**

 **View Schedule Status**  **View Schedule History**

Enabling/Disabling Scheduled Tasks

Running a Task

How to run a scheduled task immediately on the Schedule module.

1. Navigate to Host > **Schedule**.
2. Click the **Edit**  button beside the task to be run.
3. Click the **Run Now** link located at the base of the module. This displays the message "Item added to schedule for immediate execution".
4. Click the  **Cancel** link to return to the module.

▼
🕒
Edit Schedule

✔
Item added to schedule for immediate execution

🔍
Friendly Name:

🔍
Full Class Name and Assembly:

🔍
Schedule Enabled:
 Yes

🔍
Time Lapse:

Days
▼

🔍
Retry Frequency:

Hours
▼

🔍
Retain Schedule History:

▼

🔍
Run on Event:

▼

🔍
Catch Up Enabled:
 Yes

🔍
Object Dependencies:

🔍
Run on Servers:

🕒 Run Now
🔄 Update
✖ Delete
⏪ Cancel

🕒 View Schedule Status
📄 View Schedule History

Running a Task Now

Adding an Item to the Schedule

How to add an item to the schedule using the Schedule module.

1. Navigate to Host > **Schedule**.
2. Select **Add Item to Schedule** from the module menu - OR - Click the + Add Item to Schedule link.
3. In the **Friendly Name** text box, enter a name for the scheduled job.
4. In the **Full Class Name and Assembly** text box, enter the full class name followed by the assembly name.
E.g. DotNetNuke.Services.Log.SiteLog.PurgeSiteLog, DOTNETNUKE
5. At **Schedule Enabled**, check the Yes check box to enable the schedule task, or leave it unchecked to disable this item.
6. In the **Time Lapse** text box, enter a numerical value and select Seconds, Minutes, Hours, or Days from the drop-down list box to set the frequency of the task. Leave blank to disable timer for this task.
7. In the **Retry Frequency** text box, enter a numerical value and select Seconds, Minutes, Hours, or Days from the drop-down list to set the time period after a task fails to run before retrying the task. Leave the text box empty to disable retrying failed tasks.
8. At **Retain Schedule History**, select the number of most recent records to be kept.

9. **Optional.** At **Run on Event**, select **APPLICATION_START** to run this event when the web application (i.e. the portal) starts - OR - Select **NONE** to prevent the event from running each time the application starts.
10. At **Catch Up Enabled**, check the Yes check box to run the event once for each frequency that was missed if the web server is ever out of service and is returned to service.
11. In the **Object Dependencies** text box, enter the tables or other objects that this event is dependent on. E.g. SiteLog,Users,UsersOnline.
12. At **Run on Servers**, select each of the servers that this task should run on.
13. Click the  Update link.

 **Edit Schedule**

Friendly Name:

Full Class Name and Assembly:

Schedule Enabled: Yes

Time Lapse: Minutes ▾

Retry Frequency: Seconds ▾

Retain Schedule History: ▾

Run on Event: ▾

Catch Up Enabled: Yes

Object Dependencies:

Run on Servers:

 **Update**  **Cancel**

 **View Schedule Status**

Editing a Scheduled Task

How to edit the settings of a task on the Schedule module.

1. Navigate to Host > **Schedule**.
2. Click the **Edit**  button beside the task to be edited.
3. Modify one or more fields as required. "Adding an Item to the Schedule"
4. Click the  Update link.

 **Edit Schedule**

 **Friendly Name:**

 **Full Class Name and Assembly:**

 **Schedule Enabled:** Yes

 **Time Lapse:**

 **Retry Frequency:**

 **Retain Schedule History:**

 **Run on Event:**

 **Catch Up Enabled:** Yes

 **Object Dependencies:**

 **Run on Servers:**

 **Run Now**  **Update**  **Delete**  **Cancel**

 **View Schedule Status**  **View Schedule History**

Editing a scheduled task

Deleting a Scheduled Task

How to permanently delete a scheduled task for the Schedule module. As an alternative you can disable a task which you may want in the future.

1. Navigate to Host > **Schedule**.
2. Click the **Edit**  button beside the task 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.

Edit Schedule

Friendly Name: Purge Users Online

Full Class Name and Assembly: DotNetNuke.Entities.Users.PurgeUsersOnline, DOTNETNUKE

Schedule Enabled: Yes

Time Lapse: 1 Minutes

Retry Frequency: 5 Minutes

Retain Schedule History: 60

Run on Event: None

Catch Up Enabled: Yes

Object Dependencies: UsersOnline

Run on Servers:

SQL

About the SQL Page

The SQL page, located under Host on the main menu, displays the SQL module. The SQL module enables the Host and SuperUsers to execute SQL queries against the available databases as defined in the web.config file. This automatically replaces {databaseowner} or {objectqualifier} with the appropriate values.

Details of executed SQL queries are logged in the Log Viewer module. See "About the Log Viewer Module"

SQL

SQL File: **Load**

Connection: SiteSqlServer

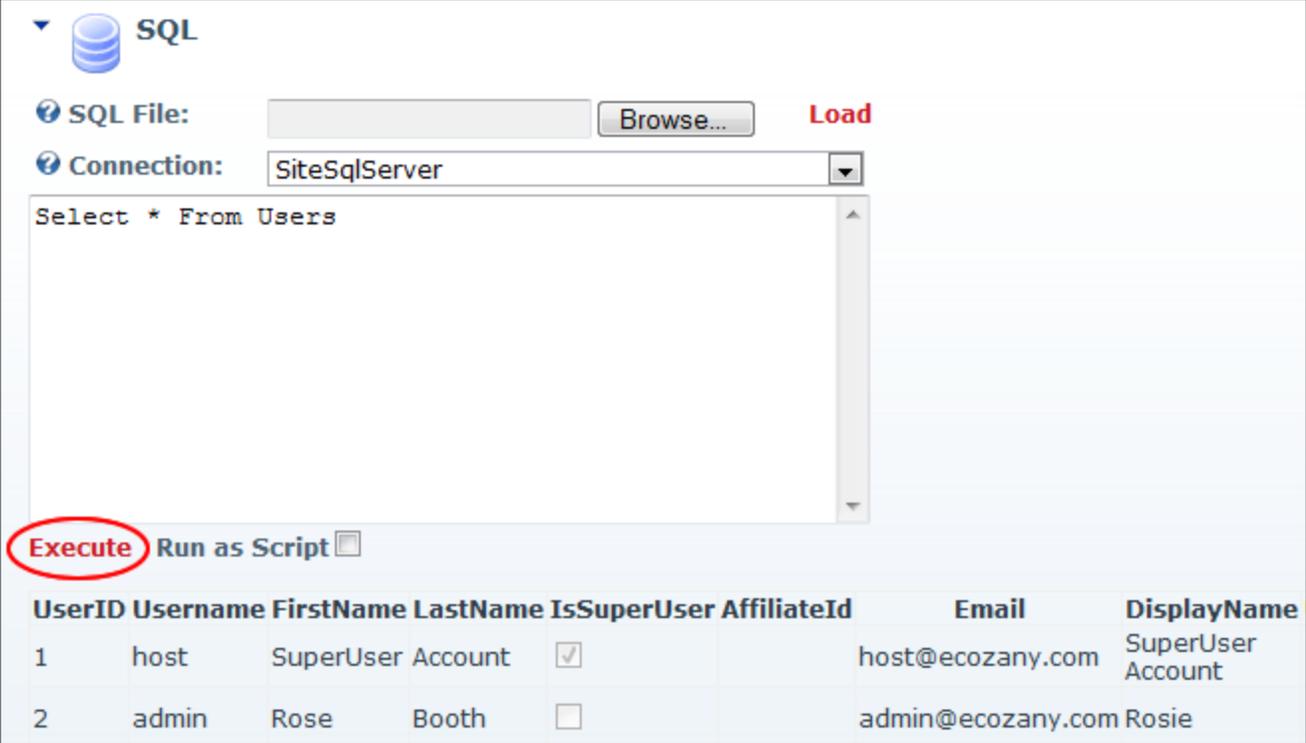
Execute **Run as Script**

The SQL Module

Executing an SQL Script

How to execute SQL statements against the selected database using an SQL script file.

1. Navigate to Host > **SQL**.
2. In the multi-line text box, enter the SQL script to be executed.
3. At **Run As Script**, check the check box if the SQL statement does not return a value and only acts on the database to make changes.
4. **Optional.** At **Connection**, select the database to execute your SQL against. This field displays the available database connections as listed in the <connectionStrings> section of the web.config file. This allows you to execute your SQL against databases other than the database for running DNN.
5. Click the Execute link. The results from the SQL are displayed below the SQL entry screen if the Run As Script check box is unchecked.



The screenshot shows the SQL execution interface. At the top, there is a 'SQL' section with a database icon. Below it, there is a 'SQL File:' field with a 'Browse...' button and a 'Load' button. The 'Connection:' dropdown menu is set to 'SiteSqlServer'. The main text area contains the SQL query: 'Select * From Users'. Below the text area, the 'Execute' button is circled in red, and the 'Run as Script' checkbox is unchecked. Below the text area, there is a table with the following data:

UserID	Username	FirstName	LastName	IsSuperUser	AffiliateId	Email	DisplayName
1	host	SuperUser	Account	<input checked="" type="checkbox"/>		host@ecozany.com	SuperUser Account
2	admin	Rose	Booth	<input type="checkbox"/>		admin@ecozany.com	Rosie

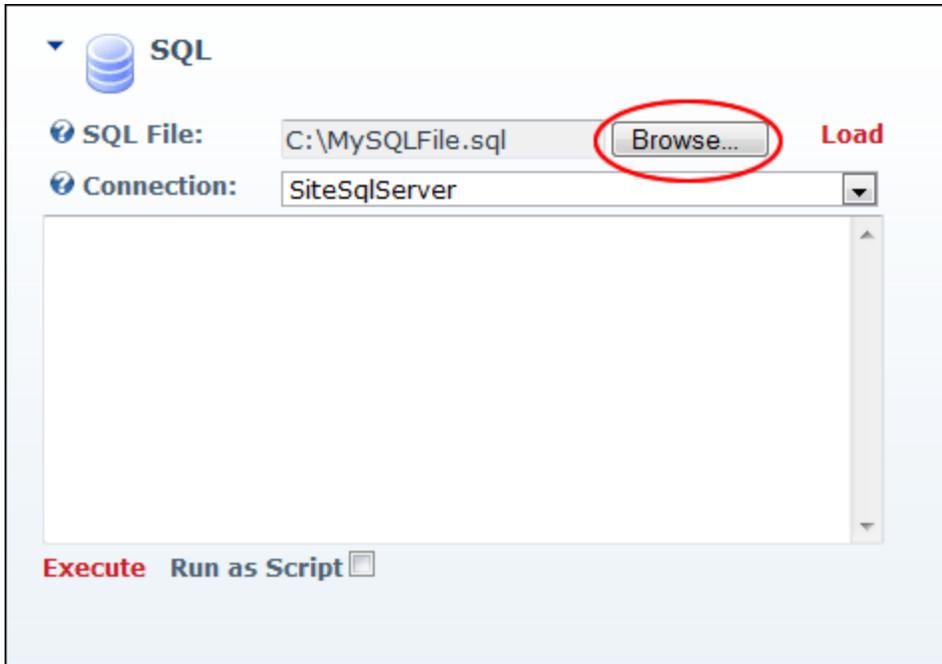
Executing an SQL Script

Uploading and Executing an SQL File

How to upload and execute a SQL file against the selected database.

1. Navigate to Host > **SQL**.
2. At **SQL File**, click the **Browse...** button and then select the SQL file from your computer.

3. **Optional.** At **Connection**, select the database to execute your SQL against. This field displays the available database connections as listed in the <connectionStrings> section of the web.config file. This allows you to execute your SQL against databases other than the database for running DNN.



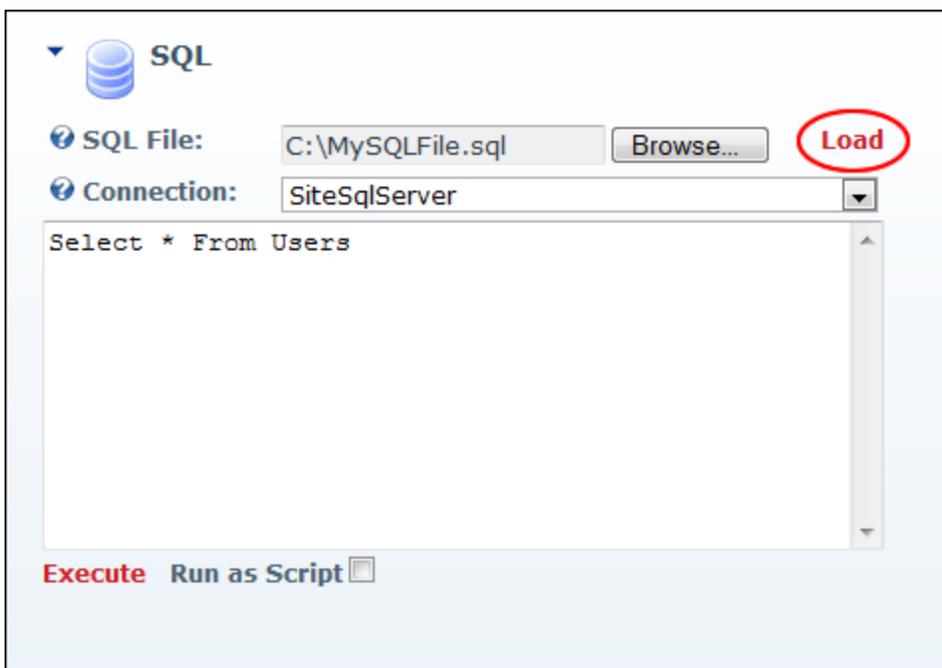
SQL

SQL File: C:\MySQLFile.sql **Browse...** **Load**

Connection: SiteSqlServer

Execute Run as Script

4. Click the Load link. This loads the contents of the SQL file in the multi-line text box below.



SQL

SQL File: C:\MySQLFile.sql **Browse...** **Load**

Connection: SiteSqlServer

```
Select * From Users
```

Execute Run as Script

- At **Run As Script**, check the check box if the SQL statement does not return a value and only acts on the database to make changes.
- Click the Execute link. This displays the results at the base of the module.

The screenshot shows a web-based SQL interface. At the top, there's a 'SQL' section with a 'SQL File' input field and a 'Browse...' button. Below that is a 'Connection' dropdown menu set to 'SiteSqlServer'. A text area contains the SQL query 'Select * From Users'. At the bottom of the SQL section, the 'Execute' button is circled in red, and there is a 'Run as Script' checkbox. Below the SQL section is a table with the following data:

UserID	Username	FirstName	LastName	IsSuperUser	AffiliateId	Email	DisplayName
1	host	SuperUser	Account	<input checked="" type="checkbox"/>		host@ecozany.com	SuperUser Account
2	admin	Rose	Booth	<input type="checkbox"/>		admin@ecozany.com	Rosie

Professional Features

Overview of Professional Features

The below tools are located under the Host page on the main menu. They can also be accessed by selecting  **Host** from the Control Panel.

Only available in DotNetNuke Professional Edition

Icon	Page Name	Description
	Manage Web Servers	The Host > Professional Features > Manage Web Servers page displays the Web Server Manager module which provides a simple interface for managing your multiple web servers. See "About the Web Server Manager Module".
	Health Monitoring	The Host > Professional Features > Health Monitoring page displays the Health Monitoring module which enables authorized users to see what files have been modified or are missing. See "About the Health Monitoring Module".
	Application Integrity	The Host > Professional Features > Application Integrity page displays the File Integrity Checker module which enables authorized users to

Icon	Page Name	Description
	Special Offers	see what files have been modified or are missing. See "About the File Integrity Checker Module". The Host > Professional Features > Special Offers page links to the Special Offers section of the DotNetNuke Support Network where you will find special offers exclusive to DotNetNuke Professional customers. Note: Login required.
	Knowledge Base	The Host > Professional Features > Knowledge Base page provides guidance for DotNetNuke administrative tasks and answers to common technical questions. Note: Login required.
	Software and Documentation	The Host > Professional Features > Software and Documentation page links to the Software and Documentation section of the DotNetNuke Support Network where you can access downloadable upgrades, subscribed products and additional documentation. Note: Login required.
	Technical Support	The Host > Professional Features > Technical Support page links to the Technical Support section of the DotNetNuke Support Network. Here professional edition customers can find the latest support news, knowledge base articles and more. Note: Login required.
	My Support Tickets	The Host > Professional Features > My Support Tickets page links to the View Tickets section of the DotNetNuke Support Network. Here professional edition customers create new support requests (Start A New Ticket) and track existing tickets. DotNetNuke staff will promptly reply to your request and progress will be tracked using the ticket. Note: Login required.
	Activate Your License	The Host > Professional Features > Activate Your License page allows you to activate your DotNetNuke Professional licenses. This ensures you will continue to receive customer benefits. See "Automatically activate your DNN Professional Licenses"
	License Management	The Host > Professional Features > License Management page links to the License Management section of the DotNetNuke Support Network. Here professional edition customers can manage licenses for subscribed products. Note: Login required.
	SearchCrawler Admin	The Host > Professional Features > Search Crawler page displays the SearchCrawlerAdmin module which forms part of the DNN Enterprise Edition Search Engine. See "About the Search Crawler Module Suite" and See "About the SearchCrawlerAdmin module".
	Security Center	The Host > Professional Features > Security Center page displays the Security Center which continuously feeds relevant alerts to Administrators with links to download any relevant security patches. See "About the Security Center Module".

Icon	Page Name	Description
	User Switcher	The Host > Professional Features > User Switcher page displays the User Switcher module. See "About the User Switcher Module".



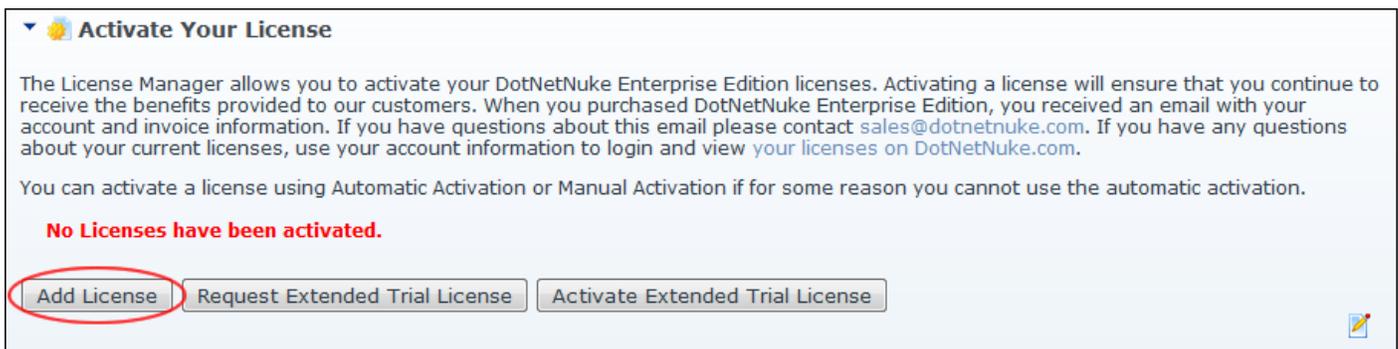
The Professional Features icons displayed on the Host page using the Console module

Automatically activate your DNN Professional Licenses

The License Manager allows you to activate your DotNetNuke Professional licenses. Activating a license will ensure that you continue to receive the benefits provided to our customers. When you purchased DotNetNuke Professional, you should have received an email with your account and invoice information. If you have questions about this email please contact sales@dotnetnuke.com.

Here's how to activate a license:

1. Navigate to Host > Professional Features > **Activate your License**. Details of any licenses which have been previously activated are displayed.
2. Click the **Add License** button.



3. At **License Type** select from these options:
 - **Development**: Select if this is a development portal.
 - **Production**: Select if this is a production (live) portal
4. At **Web Server**, select the name of the machine that is running DotNetNuke. This value is defaulted to the name of the current web server and may need to be changed when operating in a web farm.
5. In the **Account Email** text box, enter the email address used when purchasing the license.
6. In the **Invoice Number** text box, enter the invoice number given to you when you purchased your license.
7. Click the **Automatic Activation** button.

▼  **Activate Your License**

The License Manager allows you to activate your DotNetNuke Enterprise Edition licenses. Activating a license will ensure that you continue to receive the benefits provided to our customers. When you purchased DotNetNuke Enterprise Edition, you received an email with your account and invoice information. If you have questions about this email please contact sales@dotnetnuke.com. If you have any questions about your current licenses, use your account information to login and view [your licenses on DotNetNuke.com](#).

You can activate a license using Automatic Activation or Manual Activation if for some reason you cannot use the automatic activation.

No Licenses have been activated.

License Type:

Web Server:

Account Email:

Invoice Number:

If you have questions about your current licenses, please check your licenses on DotNetNuke.com. Log in using the account you received when you first bought the product.



A Status message is now displayed. If unsuccessful, review the message and try again. If successful, the following license information is displayed:

- **License Type**: either **Development** or **Production**.
- **Invoice Number**: Displays the invoice number
- **Web Server**: Displays the name of the web server for this DotNetNuke

- **Activated:** Displays a checked or unchecked check box which indicates whether the license is active or inactive, respectively.
- **Expires:** Displays the date when the license expires

Activate Your License

The License Manager allows you to activate your DotNetNuke Enterprise Edition licenses. Activating a license will ensure that you continue to receive the benefits provided to our customers. When you purchased DotNetNuke Enterprise Edition, you received an email with your account and invoice information. If you have questions about this email please contact sales@dotnetnuke.com. If you have any questions about your current licenses, use your account information to login and view [your licenses on DotNetNuke.com](#).

You can activate a license using Automatic Activation or Manual Activation if for some reason you cannot use the automatic activation.

License Type	Invoice Number	Web Server	Activated	Expires	
NotActive	CoreTeam-1	LORRAINE-PC	<input type="checkbox"/>	Monday, January 01, 0001	<input type="button" value="Renew"/> <input type="button" value="Delete"/>

Manually activate your DNN Professional Licenses

How to activate you DNN Professional Edition License using manual activation.

1. Navigate to Host > Professional Features > **Activate your License**. Details of any licenses which have been previously activated are displayed.
2. Click the **Add License** button.

Activate Your License

The License Manager allows you to activate your DotNetNuke Enterprise Edition licenses. Activating a license will ensure that you continue to receive the benefits provided to our customers. When you purchased DotNetNuke Enterprise Edition, you received an email with your account and invoice information. If you have questions about this email please contact sales@dotnetnuke.com. If you have any questions about your current licenses, use your account information to login and view [your licenses on DotNetNuke.com](#).

You can activate a license using Automatic Activation or Manual Activation if for some reason you cannot use the automatic activation.

No Licenses have been activated.

3. At **License Type** select from these options:
 - **Development:** Select if this is a development portal.
 - **Production:** Select if this is a production (live) portal
4. At **Web Server**, select the name of the machine that is running DotNetNuke. This value is defaulted to the name of the current web server and may need to be changed when operating in a web farm.
5. In the **Account Email** text box, enter the email address used when purchasing the license.

6. In the **Invoice Number** text box, enter the invoice number given to you when you purchased your license.
7. Click the **Manual Activation** button.

▼  **Activate Your License**

The License Manager allows you to activate your DotNetNuke Enterprise Edition licenses. Activating a license will ensure that you continue to receive the benefits provided to our customers. When you purchased DotNetNuke Enterprise Edition, you received an email with your account and invoice information. If you have questions about this email please contact sales@dotnetnuke.com. If you have any questions about your current licenses, use your account information to login and view [your licenses on DotNetNuke.com](#).

You can activate a license using Automatic Activation or Manual Activation if for some reason you cannot use the automatic activation.

No Licenses have been activated.

 **License Type:**

 **Web Server:**

 **Account Email:**

 **Invoice Number:**

If you have questions about your current licenses, please check [your licenses on DotNetNuke.com](#). Log in using the account you received when you first bought the product.



8. At **STEP 1 - Server ID**, copy the server ID information to your clipboard.
9. Click the [Request an activation key on DotNetNuke.com](#) link. This opens the Request License page of the DotNetNuke.com Web site in a new browser window.
10. On the DotNetNuke.com Web site.
 - a. Login to the DotNetNuke web site using your account information. **Important.** It is best to use the standard login method when logging in to the DotNetNuke.com web site. If you use the Live ID method, you will not be taken to the correct page.
 - b. At **STEP 1. Please enter the key generated by the licensing wizard in the textbox below**, paste the information copied at Step 8 into the text box.
 - c. Click the **Generate Activation Key** button. This displays the activation key in the STEP 3 text box.
 - d. Copy the key from the STEP 3 text box.

Request License

DotNetNuke Professional License Request

STEP 1. Please enter the key generated by the licensing wizard in the textbox below

```
02DC2E1D0D341ED8B9769BBDCCD3F59E7F4B73047576B8F6A668E5DA6
5AD127631F61D5914FC807D4DFBD8FE2662956AB79BFC49F94EA7B49F
83463D43116F68E747DD2A8FFFCF82CBDC2873CA9BD3683DC3A7C2830
88975EB5EF27093EA5DE92702B824AD56E92F2330EC3DCF559201C626
36BBC896ED72BE80A91F640661F66AF90E908F82C531508802DCF2691
4FF87798886497AAD057BB2EFE76BB0D55ECA85D1E7568DCF4890CA42
7CECCEF642D17B25B7C8799B8FD4523376DAE97352C05300F90363AF6
00E9727C15A376413A7EA83DDCB311E48CD1802064FD55AA66D117EB2
525F7EF36EF2429246A6E8DB06FC92510D5809754EDD9DB999CEABB04
2E665EE57F34E3C0D92EB1B9E7A5AC110805113F599B3DC7797FD4FE9
9CE37C503DFAA4E7EE1C63EA0E4D892B24F493D841C3780CC63D6E91E
F64E6DD2878FDFD804DB7F4CE7043CC80ACE0D81F009FE6F26D76E4E3
452C3C0528E5F558F9C3E49D4B1E8A9085AC79E146D2EC0C25EC6C8A1
7562401B09A29EDDE787654BC9F0DA8A8C4AD1BF7B17EA1C942C244E4
1E16C0501277DB172C07FB70224C72CB2BC512CAFEDE222D22C267DD7
```

STEP 2. Click the button below

Generate Activation Key

STEP 3. Copy the key from the textbox below to your installation

```
1234567890
```

11. Return to your DotNetNuke site.
12. In the **Activation Key** text box, paste the key which you just copied from the DotNetNuke.com web site.
13. Click the **Submit Activation Key** button.

STEP 1. Copy the server ID below to the clipboard

```
02DC2E1D0D341ED8B9769BBDCD3F59E7F4B73047
576B8F6A6668E5DA65AD127631F61D5914FC807D4D
FBD8FE2662956AB79BFC49F94EA7B49F83463D431
16F68E747DD2A8FFFCF82CBDC2873CA9BD3683DC3
A7C283088975EB5EF27093EA5DE92702B824AD56E
92F2330EC3DCF559201C62636BBC896ED72BE80A9
1F640661F66AF90E908F82C531508802DCF26914F
F87798886497AAD057BB2EFE76BB0D55ECA85D1E7
568DCF4890CA427CECCEF642D17B25B7C8799B8FD
4523376DAE97352C05300F90363AF600E9727C15A
376413A7EA83DDCB311E48CD1802064FD55AA66D1
17EB2525F7EF36EF2429246A6E8DB06FC92510D58
09754EDD9DB999CEABB042E665EE57F34E3C0D92E
B1B9E7A5AC110805113F599B3DC7797FD4FE99CE3
7C503DFAA4E7EE1C63EA0E4D892B24F493D841C37
80CC63D6E91EF64E6DD2878FDFD804DB7F4CE7043
CC80ACE0D81F009FE6F26D76E4E3452C3C0528E5F
558F9C3E49D4B1E8A9085AC79E146D2EC0C25EC6C
8A17562401B09A29EDDE787654BC9F0DA8A8C4AD1
BF7B17EA1C942C244E41E16C0501277DB172C07EB
79234C73CB2BC513CAEFDF232D32C367DD7A0EA06
893848548F1968E2E3BF32AE65F124388AE468067
21101B14C804A90233DD0612AAED65A62E8A300CE
F8A4F2A3D0969A3DA65FC3A7ED3C81E2DDBE7CDB9
AB7188EF71BE47B0D06C71DC789D1D3C1C19E03A
```

Server ID:

STEP 2. Click the link below to open a new browser window, login with your account information and follow the onscreen instructions to retrieve your activation key.

[Request an activation key on DotNetNuke.com](#)

STEP 3. Paste the activation key to the textbox below.

123456789

Activation Key:

STEP 4. Click the button below to parse the activation key and store the result.

Activating your DNN Professional Licenses Manually

Activating an Extended Trial License

How to activate a 15 day extension to your trial license for DNN Professional Edition. Note: You must first request an extended trial and have received the extension information before completing this tutorial. See "Requesting an Extended Trial License"

1. Navigate to Host > Professional Features > **Activate your License**.
2. Click the **Activate Extended Trial License** button.
3. In the **Extended Trial Key** text box, enter the trial key which was emailed to your following your request for an extension.
4. Click the **Complete Activation** button. A Status message is now displayed. If unsuccessful, review the message and try again.

☰ **Activate Your License**

The License Manager allows you to activate your DotNetNuke Enterprise Edition licenses. Activating a license will ensure that you continue to receive the benefits provided to our customers. When you purchased DotNetNuke Enterprise Edition, you received an email with your account and invoice information. If you have questions about this email please contact sales@dotnetnuke.com. If you have any questions about your current licenses, use your account information to login and view [your licenses on DotNetNuke.com](#).

You can activate a license using Automatic Activation or Manual Activation if for some reason you cannot use the automatic activation.

No Licenses have been activated.

Extended Trial Key:



Activating an Extended Trial License

Requesting an Extended Trial License

How to request a 15 day extension to your trial license for DNN Professional Edition. Once the request has been submitted, you should receive an email within 1 business day, with instructions for extending your license.

1. Navigate to Host > Professional Features > **Activate your License**.
2. Click the **Request Extended Trial License** button.
3. In the **Email Address** text box, enter the email address where the extended trial information should be sent to.
4. In the **Company** text box, enter your company name.
5. In the **Invoice Number** text box, enter the invoice number given to you when you purchased your license.
6. Click the **Submit Request** button. This displays a status message detailing whether the request has been successfully submitted or not.

▼  **Activate Your License**

The License Manager allows you to activate your DotNetNuke Enterprise Edition licenses. Activating a license will ensure that you continue to receive the benefits provided to our customers. When you purchased DotNetNuke Enterprise Edition, you received an email with your account and invoice information. If you have questions about this email please contact sales@dotnetnuke.com. If you have any questions about your current licenses, use your account information to login and view [your licenses on DotNetNuke.com](#).

You can activate a license using Automatic Activation or Manual Activation if for some reason you cannot use the automatic activation.

No Licenses have been activated.

[Add License](#) [Request Extended Trial License](#) [Activate Extended Trial License](#)

Fill in your Email, Company and Name information and submit your request for a 15 day extension to your trial license. You will receive an email response with instructions on how to unlock your extended license. If you have not configured SMTP settings for this installation, then you may call DotNetNuke Corp. Sales Dept. at  **650-288-3150**  for a license extension.

 **Email Address:**

 **Company:**

 **First/Last Name:**

[Submit Request](#)

Requesting an Extended Trial License

Deleting a License

How to delete a non-active or expired license using the License Manager.

1. Navigate to Host > Professional Features > **Activate your License**. Details of previously activated licenses are displayed.
2. Click the **Delete** button beside the license to be deleted. This displays the message, "Are you sure you want to delete this license?"

▼  **Activate Your License**

The License Manager allows you to activate your DotNetNuke Enterprise Edition licenses. Activating a license will ensure that you continue to receive the benefits provided to our customers. When you purchased DotNetNuke Enterprise Edition, you received an email with your account and invoice information. If you have questions about this email please contact sales@dotnetnuke.com. If you have any questions about your current licenses, use your account information to login and view [your licenses on DotNetNuke.com](#).

You can activate a license using Automatic Activation or Manual Activation if for some reason you cannot use the automatic activation.

License Type	Invoice Number	Web Server	Activated	Expires	
NotActive	CoreTeam-1	LORRAINE-PC	<input type="checkbox"/>	Monday, January 01, 0001	Renew Delete

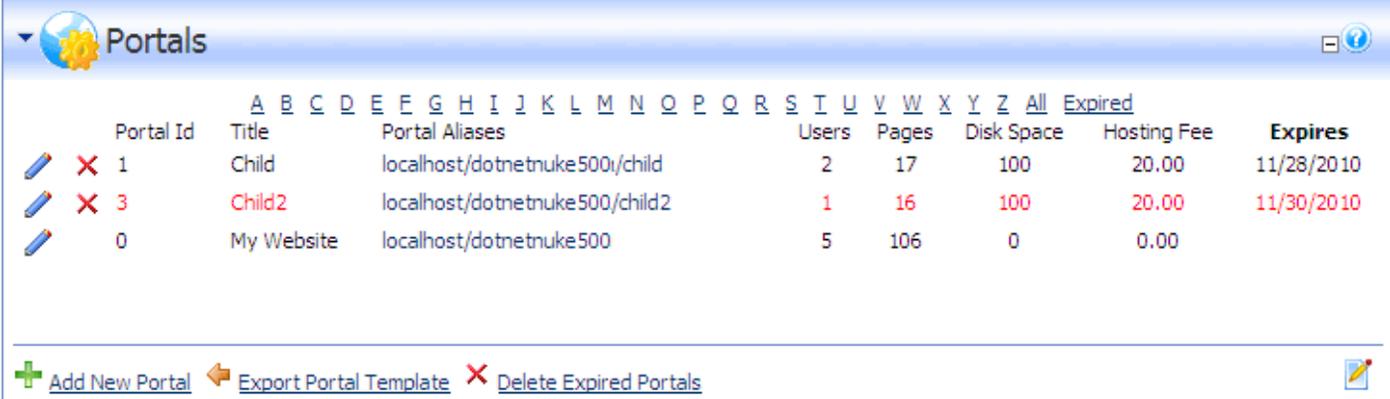
[Add License](#) [Request Extended Trial License](#) [Activate Extended Trial License](#)

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

Creating and Managing Portals

About the Portals Page

The Portals page allows the Host to create and maintain all portals within this DNN installation. It also allows the Host to generate a template of an existing portal for duplication on another DNN portal installation.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All	Expired	
 	1	Child	localhost/dotnetnuke500/child																		2	17	100	20.00	11/28/2010				
 	3	Child2	localhost/dotnetnuke500/child2																		1	16	100	20.00	11/30/2010				
	0	My Website	localhost/dotnetnuke500																		5	106	0	0.00					

The portals page displays a list of all existing portals including the following details of each:

- **Portal Title:** The Title of the portal as set on the Admin > Site Settings page.
- **Portal Aliases:** The http aliases for the portal.
- **Users:** The number of Registered Users for the portal.
- **Disk Space:** The amount of space in Mega Bytes (MB) allocated to the portal.
- **Hosting Fee:** The monthly fee set for the portal.
- **Expires:** The date when hosting for this portal is set to expire.

What is the difference between a parent and child portal?

- A parent portal is associated with a unique URL (i.e. <http://www.domain.com>). This generally involves purchasing a Domain Name from an Internet Registrar, setting the Primary/Secondary DNS entries to point to the Hosting Providers DNS Server, and having your Hosting Provider map the Domain Name to the IP Address of your account. You can also use the IP Address of your site without a Domain Name (i.e. 65.174.86.217). If you need to have multiple Domain Names pointing to the same portal then you can add multiple aliases in the portal edit interface. Do not create a Parent Portal until all of the DNS mappings are in place or else you will not be able to access your portal.
- A child portal is a subhost of your Hosting Provider account. Essentially this means a directory is created on the web server which allows the site to be accessed through a URL address which includes a Parent domain name as well as the directory name (I.e., www.domain.com/directory). A child portal can be converted into a Parent Portal at any time by simply modifying the Portal Alias entry.

Note: Portals are created using the default setting as defined on the Host Settings module (such as hosting fee, hosting space, site log history, etc). Once a portal has been created, these properties can be modified for individual portals.

Adding a Child Portal

How to add a new child portal to this DNN installation. New portals are created with the default settings as defined in the Host Settings module. E.g. host fee, host space, site log history. These settings can be modified once the portal is created. When the portal is created the Administrator receives a message with the login details you have provided for them however their password is not included for security reasons.

1. Navigate to Host > **Portals**.
2. Select  **Add New Portal** from the module menu - OR - Click the  [Add New Portal](#) link. This displays the Add New Portal page.
3. In the **Portal Setup** section, complete the following fields:
 - a. At **Portal Type**, select **Child**.
 - b. In the **Portal Alias** text box, enter an alias for the portal. E.g. www.domain.com/Child.
Note: Child Portal names must be unique.
 - c. **Optional.** In the **Home Directory** text box, click the [Customize](#) link and enter a new location for this portals home directory (relative to the DNN installation root directory).
Note: Click the [Customize](#) link a second time to return to default setting.
 - d. **Optional.** In the **Title** text box, enter the name of the portal. E.g. MyChildWebsite.
 - e. **Optional.** In the **Description** text box, enter description of the portal.
 - f. **Optional.** In the **Keywords** text box, enter the key words for the portal separated by a comma (,).
 - g. At **Template**, select a template from the drop-down list.
4. In the **Security Settings** section, complete the following fields:
 - a. In the **Username** text box, enter a username for the Administrator.
 - b. In the **First Name** text box, enter the Administrator's first name.
 - c. In the **Last Name** text box, enter the Administrator's last name.
 - d. In the **Email** text box, enter the Administrator's email address.
 - e. In the **Password** text box, enter a password for the Administrator.
 - f. In the **Confirm** text box, re-enter the password for the Administrator.
5. Click the  [Create Portal](#) link.

▼ Add New Portal

☐ Portal Setup

Portal Type: Parent Child

Portal Alias:

Home Directory:
[Customize](#)

Title:

Description:

Keywords:

Template:
Default Website Template

☐ Security Settings

Username:

First Name:

Last Name:

Email:

Password:

Confirm:

[Create Portal](#)
[← Cancel](#)

*Note: Once your portal is created, you will need to login using the Administrator information specified above.

Adding a Child Portal

Adding a Parent Portal

How to add a new parent portal to this DNN installation. New portals are created with the default settings as defined in the Host Settings module. E.g. host fee, host space, site log history. These settings can be modified once the portal is created. When the portal is created the Administrator receives a message with the login details you have provided for them however their password is not included for security reasons.

1. Navigate to Host > **Portals**.
2. Select **+ Add New Portal** from the module menu - OR - click the **+ Add New Portal** link. This displays the Add New Portal page.
3. In the **Portal Setup** section, complete the following fields:
 - a. At **Portal Type**, select **Parent**.
 - b. In the **Portal Alias** text box, enter an alias for the portal. E.g. www.domain.com
 - c. **Optional**. In the **Home Directory** text box, click the Customize link and enter a new location for this portals home directory (relative to the DNN installation root directory). Note: Click the Customize link a second time to return to default setting.
 - d. **Optional**. In the **Title** text box, enter the name of the portal. E.g. MyWebsite.
 - e. **Optional**. In the **Description** text box, enter description of the portal.
 - f. **Optional**. In the **Keywords** text box, enter the key words for the portal separated by a comma (,).
 - g. At **Template**, select a template from the drop-down list.
4. In the **Security Settings** section, complete the following fields:
 - a. In the **Username** text box, enter a username for the Administrator.
 - b. In the **First Name** text box, enter the Administrator's first name.
 - c. In the **Last Name** text box, enter the Administrator's last name.
 - d. In the **Email** text box, enter the Administrator's email address.
 - e. In the **Password** text box, enter a password for the Administrator.
 - f. In the **Confirm** text box, re-enter the password for the Administrator.
5. Click the  Create Portal link.



Portal Setup

Portal Type: Parent Child

Portal Alias:

Home Directory:
[Customize](#)

Title:

Description:

Keywords:

Template:
Default Website Template

Security Settings

Username:

First Name:

Last Name:

Email:

Password:

Confirm:

 [Cancel](#)

***Note:** Once your portal is created, you will need to login using the Administrator information specified above.

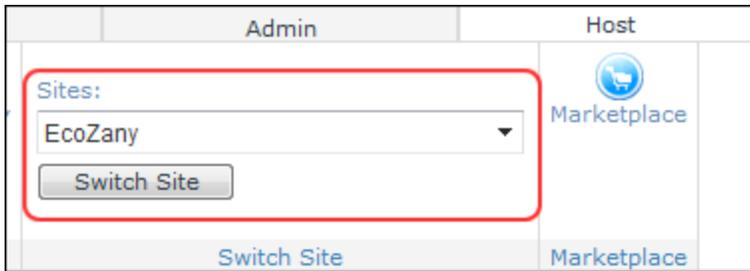
Adding a Parent Portal

Switching Sites

How to switch between sites (portals) using the RibbonBar.

1. Maximize the RibbonBar.
2. Select the **Host** tab.

3. At **Sites**, select the site you want to go to from the drop-down box. This takes you to the default page of the portal (home or splash).
4. Click the **Switch Site** button.



Switching between Sites

Viewing any Portal

How to view any portal within this DNN installation using the Portals module.

Tip: This can also be achieved using the RibbonBar. See "Switching Sites"

1. Navigate to Host > **Portals**.
2. In the **Portal Aliases** column, click on the link to go to home page of that portal.

 A screenshot of the DNN Portals module. The title bar says 'Portals'. Below it is a table with the following columns: Portal Id, Title, Portal Aliases, Users, Pages, Disk Space, Hosting Fee, and Expires. The table contains three rows of data. The 'Portal Aliases' column has links to the portal home pages. The first row has Portal Id 1, Title 'Child', and Portal Aliases 'localhost/dotnetnuke500/child'. The second row has Portal Id 3, Title 'Child2', and Portal Aliases 'localhost/dotnetnuke500/child2'. The third row has Portal Id 0, Title 'My Website', and Portal Aliases 'localhost/dotnetnuke500'. The 'Expires' column shows dates: 11/28/2010, 11/30/2010, and 0.00. At the bottom of the table, there are three buttons: 'Add New Portal', 'Export Portal Template', and 'Delete Expired Portals'.

Portal Id	Title	Portal Aliases	Users	Pages	Disk Space	Hosting Fee	Expires
1	Child	localhost/dotnetnuke500/child	2	17	100	20.00	11/28/2010
3	Child2	localhost/dotnetnuke500/child2	1	16	100	20.00	11/30/2010
0	My Website	localhost/dotnetnuke500	5	106	0	0.00	

Viewing any Portal

Exporting a Portal Template

How to export a portal template for use with the Site Wizard or when creating a new portal. The portal template includes all portal pages, pages settings and module settings. Module content for modules which allow import/export can optionally be included.

1. Navigate to Host > **Portals**.
2. Select **Export Portal Template** from the menu - OR - click the **Export Portal Template** link.
3. At **Portal**, select the portal to be exported as a template.

4. In the **Template File Name** text box, enter a name to save the new template portal as. E.g. Small Business
5. In the **Template Description** text box, enter a description of the portal template. E.g. Five page web site for a small business. Pages are: Home, Products, Services, About Us, Contact Us.
6. At **Include Content**, select from the following options:
 - Check the check box to copy portal content to the template. This will copy the content of any modules which have export/import capabilities.
 - Uncheck the check box to NOT copy the portal content.
7. Click the [Export Template](#) link. The address where the exported template file(s) have been saved to is now displayed. The template file has a .template extension. If you included the portal content a second file with a .template.resources extension is also saved.

Export Template

Portal: My Website

Template File Name: Members Website

Template Description:
Five page website for all members includes Home Page, Blog, Articles Repository, Portfolio Repository and Help. Includes sample content.

Include Content:

[Export Template](#)

8. **Optional.** Go to the saved template files and save them to your local computer for future use.

Uploading a Portal Template to a new DNN Installation

The Admin can upload an exported site template to upload an exported portal template to a new DotNetNuke installation. By default DNN is configured for a maximum upload of 8 Megabytes. It is recommended that files greater than 8 Megabytes be uploaded using FTP (file transfer protocol) access.

Tip: The file extensions `.template` and `.template.resources` may need to be added as Allowable File Extensions before these file types can be uploaded. See "Modifying Maximum Request Length"

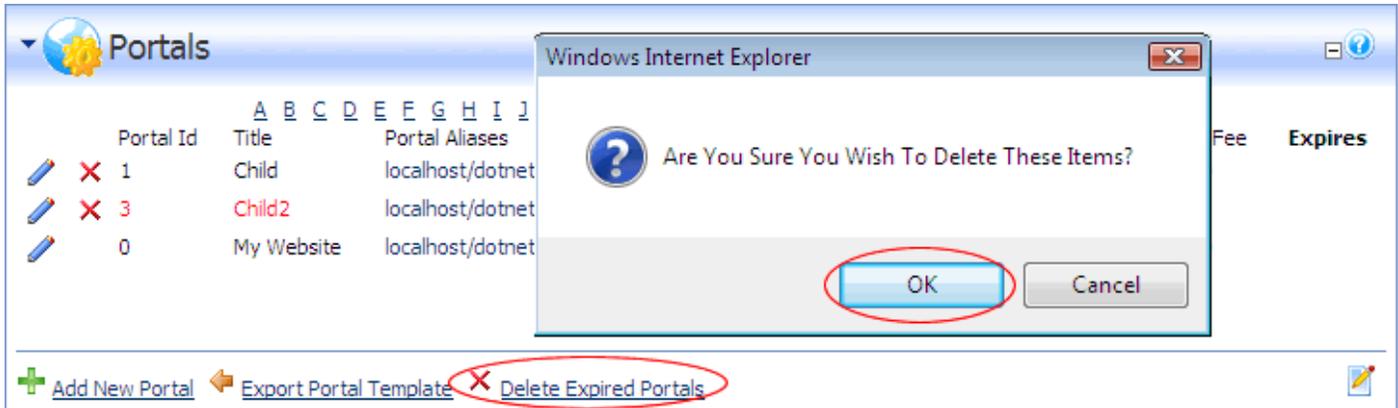
Error Message: HTTP Error 404.13 - Not Found The request filtering module is configured to deny a request that exceeds the request content length. If you receive this message the size of the file you are trying to upload exceeds 8192 KB. This means you need to modify the Web.config file associated with this DNN installation. To do this, modify `maxRequestLength="8192"` in the web.config file to the required limit. See "Modifying Maximum Request Length"

1. Navigate to Admin > **File Manager**.
2. Click the  **Upload** button.
3. Click the **Browse...** button.
4. Locate and select the **[TemplateName].template** file.
5. At the drop-down box, select the **Templates** folder.
6. Click the  Upload File link.
7. Click the  **Upload** button.
8. **Optional.** If the template includes content, complete the remaining steps:
 - a. Click the **Browse** button.
 - b. Locate and select the **[TemplateName].template.resources** file.
 - c. Click the  Upload File link.

Deleting Expired Portals

How to delete all portals whose hosting has expired. The expiry date is displayed in the Expires column.

1. Navigate to Host > **Portals**.
2. **Optional.** Click the Expired link to view all expired portals.
3. Select  **Delete Expired Portals** from the module menu - OR - Click the  Delete Expired Portals link. This displays the message "Are You Sure You Wish To Delete These Items?"
4. Click the **OK** button to confirm.

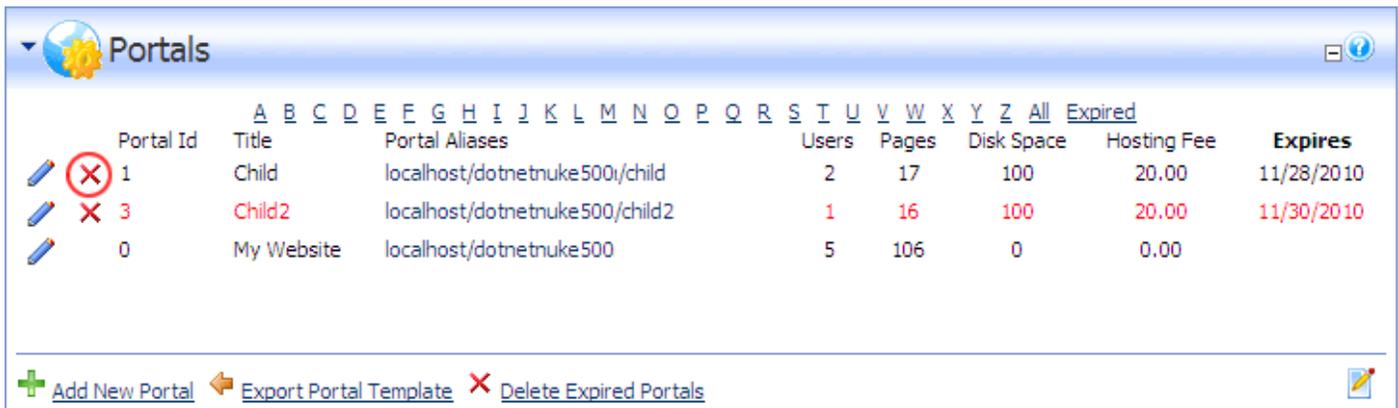


Deleting Expired Portals

Deleting a Portal

How to permanently delete a portal. Note: The portal set as the host portal cannot be deleted. To do this you must set another portal as the host portal. See "Setting the Host Portal".

1. Navigate to Host > **Portals** page.
2. Click the **Delete** ✖ button beside the portal to be deleted. This display the message "Are You Sure You Wish To Delete This Portal?"



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

Portal Aliases

Configuring Portal Alias Settings

How to choose your portal alias mapping mode and set the default alias for your portal.

1. Navigate to Host > **Portals**.
2. Click on the **Edit** ✎ button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize** ☒ the **Advanced Settings** section.

4. **Maximize**  the **Portal Aliases** section.
5. At **Portal Alias Mapping Mode**, this mode is used to determine how to handle Web sites that have multiple domains pointed at one IIS Web site. DNN will automatically add that portal alias to its list. Select from these options:
 - **None:** Select if the new URL is not mapped. This setting will disable the automatic creation of Portal Aliases. This is the default setting on upgrades.
 - **Canonical:** The new URL is automatically mapped but is handled as a Canonical URL. This adds a link element to the <head> element of the page so that when an alias that is not the default is used to browse to the site it tells search engines to compile all the results into one alias (the canonical or default alias).
 - **Redirect:** The URL is automatically mapped but is redirected to the default alias and a permanent redirect (301) is sent to search engines.

 **Portal Aliases**

 **PortalAlias Mapping Mode:** None Canonical Redirect

 **Auto Add Portal Alias:**

HTTP Alias

www.ecozany.com

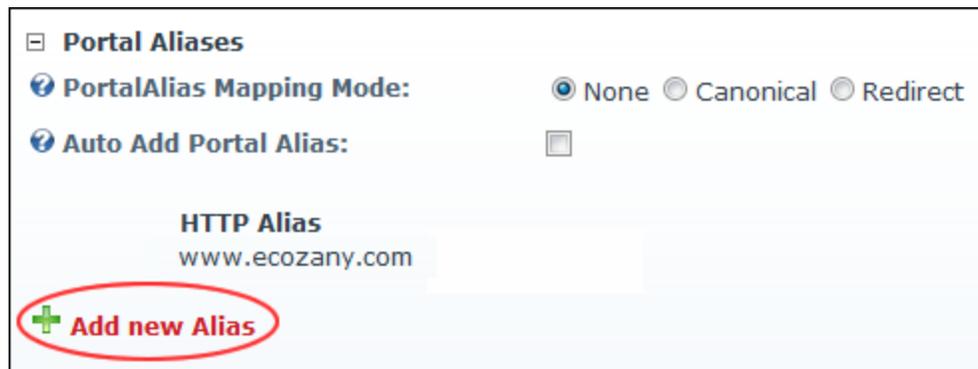
  www.ecozany.net

6. **Optional.** At **Auto Add Portal Alias**, check the check box to automatically map a new URL. This setting determines how the portal responds to URLs which are mapped to the portal but are not currently in the list of aliases. Setting is effective in single-portal configuration only. Note: Use the OmitFromRewriteprocessing option to stop this behavior being applied to any URL's that you do not want to be processed. To edit this parameter you must edit the Host setting in the database directly as there is no user interface for this yet.
7. Click the  Update link. If the Portal Alias Mapping Mode field was set to None at Step 5, you are now finished. If either Canonical or Redirect were selected, complete the remaining steps.
8. Repeat Steps 3-4 to return to **Portal Aliases** section.
9. At **Default Alias**, select the default alias for this portal. The default alias is used in conjunction with the Portal Alias Mapping Mode field. If the mode is set to **Canonical** then the default alias is used as the canonical alias for search engines. If the mode is **Redirect** then the default alias is used as the permanent redirect.
10. Click the  Update link.

Adding a Portal Alias

How to add multiple domain names which can be used to navigate to this portal. This could be a local address (i.e. local host), an IP address (i.e. 146.0.0.2), a full URL (i.e. www.domain.com), or a server name (i.e. MYSERVER).

1. Navigate to Host > **Portals**.
2. Click on the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Portal Aliases** section.
5. Click the  Add New Alias link.



Portal Aliases

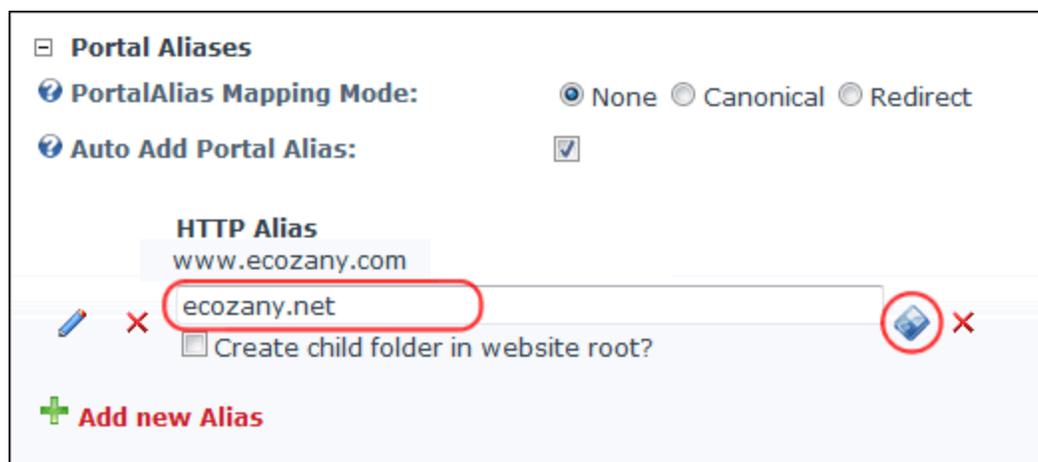
PortalAlias Mapping Mode: None Canonical Redirect

Auto Add Portal Alias:

HTTP Alias
www.ecozany.com

 Add new Alias

6. In the **HTTP Alias** text box, enter the new alias. Note: Do not include the http:// protocol prefix.
7. **Optional.** Check the **Create child folder in website root?** check box create this alias as a child portal alias. This is important if the primary domain name for the portal is not resolving properly (I.e. The name servers changed, etc...) and you need to set up a secondary URL (perhaps using the IP address and a unique child portal name) to access the site.



Portal Aliases

PortalAlias Mapping Mode: None Canonical Redirect

Auto Add Portal Alias:

HTTP Alias
www.ecozany.com

Create child folder in website root?

 Add new Alias

8. Click the **Update**  button.
9. The newly added portal alias is now displayed in the HTTP Alias list.

Portal Aliases

PortalAlias Mapping Mode: None Canonical Redirect

Default Alias:

HTTP Alias

  www.ecozany.com

  www.ecozany.net

+ Add new Alias

The newly added Portal Alias

Editing a Portal Alias

How to edit portal aliases (also known as HTTP aliases) which are used by DNN to identify portals when they are accessed by a Web browser.

1. Navigate to Host > **Portals**.
2. Click on the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Portal Aliases** section.
5. Click on the **Edit**  button to the left of the HTTP Alias to be edited.

Portal Aliases

PortalAlias Mapping Mode: None Canonical Redirect

Auto Add Portal Alias:

HTTP Alias

  www.ecozany.com

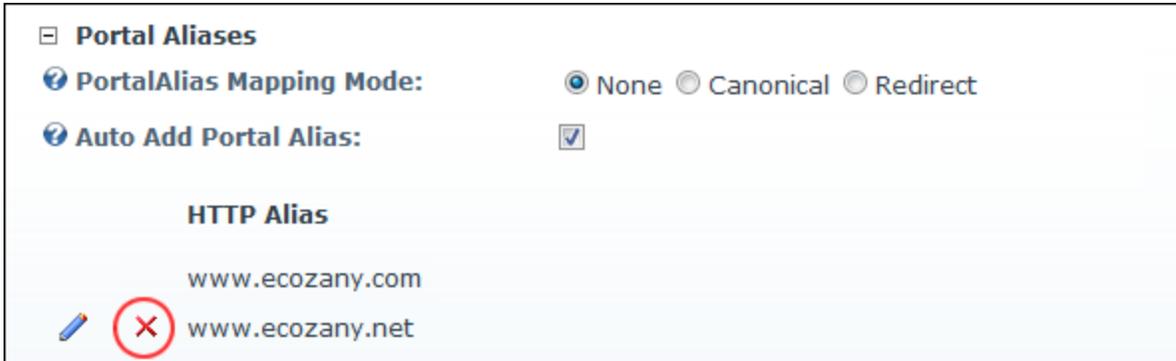
  www.ecozany.net

6. In the HTTP Alias list, edit the portal alias as required in the text box which is now exposed.
7. Click the  Update link.

Deleting a Portal Alias

How to delete a portal alias, also known as a HTTP alias, from a portal using the Portal Alias module.

1. Navigate to Host > **Portals**.
2. Click on the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Portal Aliases** section
5. In the **HTTP Alias** list, click the **Delete**  button beside the alias to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"



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

SSL Settings

Setting Portal SSL Settings

How to set the SSL settings for an individual portal.

1. Navigate to Host > **Portals**.
2. Click the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **SSL Settings** section.
5. **Optional.** At **SSL Enabled?**, check the check box if an SSL Certificate has been installed for this portal.
6. **Optional.** At **SSL Enforced?** check the check box if pages which are not marked as Secure are not accessible with SSL (HTTPS).
7. **Optional.** In the **SSL URL** text box, enter a URL which will be used for secure connections for this portal. This is only required if the SSL Certificate does not match your standard URL. E.g. `www.secure.domain.com`
8. **Optional.** In the **Standard URL** text box, enter your standard portal URL for non-secure connections.

SSL Settings	
SSL Enabled?	<input checked="" type="checkbox"/>
SSL Enforced?	<input checked="" type="checkbox"/>
SSL URL:	<input type="text" value="www.secure.domain.com"/>
Standard URL:	<input type="text" value="www.domain.com"/>

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

Host Settings

Editing Portal Host Settings

How to edit hosting settings including hosting space, page quota, user quota, site log history and premium modules for a portal.

1. Navigate to Host > **Portals**.
2. Click the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Host Settings** section.
5. At **Expiry Date**, click the [Calendar](#) link and select the date that hosting contract for this portal expires.
6. In the **Hosting Fee** text box enter the monthly hosting fee for this site.
7. In the **Disk Space** text box, enter the available disc space in Megabytes (MB) allowed for this portal - OR - Leave this field blank for unlimited space.
8. In the **Page Quota** text box, enter the maximum number of pages allowed for this portal. Leave this field blank for unlimited pages.
9. In the **User Quota** text box, enter the maximum number of users allowed for this portal. Leave this field blank for unlimited user accounts.
10. In the **Site Log History (Days)** text box, enter the number of days that Site Log activity is kept for this portal.
11. At **Premium Modules**, perform the following to add or remove premium modules on this site:
 - To add a premium module to the portal:
 1. Click on the module name in the **Available Modules** list.
 2. Click the **Add Module**  button. The module is now listed in the Selected Modules list.

- To add all premium modules to the portal:
 1. Click on the module name in the **Available Modules** list.
 2. Click the **Add All Modules** >> button. All modules are now listed in the Selected Modules list.
 - To remove a premium module from the portal:
 1. Click on the module name in the **Selected Modules** list.
 2. Click the **Remove Module** < button. The module is now removed from the Selected Modules list.
 - To remove all premium modules from the site:
 1. Click on the module name in the **Selected Modules** list.
 2. Click the **Remove All Modules** << button. All modules are now removed from the Selected Modules list.
12. Click the  [Update](#) link.

Host Settings

Expiry Date: 7/26/2009 [Calendar](#)

Hosting Fee: 100

Disk Space: 20

Page Quota: 1000

User Quota: 1000

Site Log History (Days): 90

Premium Modules

Available Modules		Selected Modules
Host Settings		Security
Lists	➔	Tabs
Portals	➔➔	Vendors
Scheduler		Banners
Search Admin		File Manager
SQL		Site Log
	⬅	Newsletters
	⬅⬅	Recycle Bin

Editing Portal Host Settings

Modifying the Hosting Fee

How to modify the default hosting fee for a portal. The fee currency is that set in the Payment Settings section.

1. Navigate to Host > **Portals**.
2. Click the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Host Settings** section.
5. In the **Hosting Fee** text box, enter the monthly hosting fee for this site.



The screenshot shows a 'Host Settings' panel with two fields: 'Expiry Date' and 'Hosting Fee'. The 'Hosting Fee' field contains the number '100', which is circled in red.

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

Setting the Hosting Expiry Date

How to set the hosting expiry date for a portal.

1. Navigate to Host > **Portals**.
2. Click the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Host Settings** section.
5. At **Expiry Date**, click the [Calendar](#) link and select the date that hosting contract for this portal expires.



The screenshot shows the 'Host Settings' panel. The 'Expiry Date' field now contains the date '7/26/2009', which is circled in red. A 'Calendar' link is visible to the right of the field. The 'Hosting Fee' field is empty.

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

Modifying the Available Hosting Space

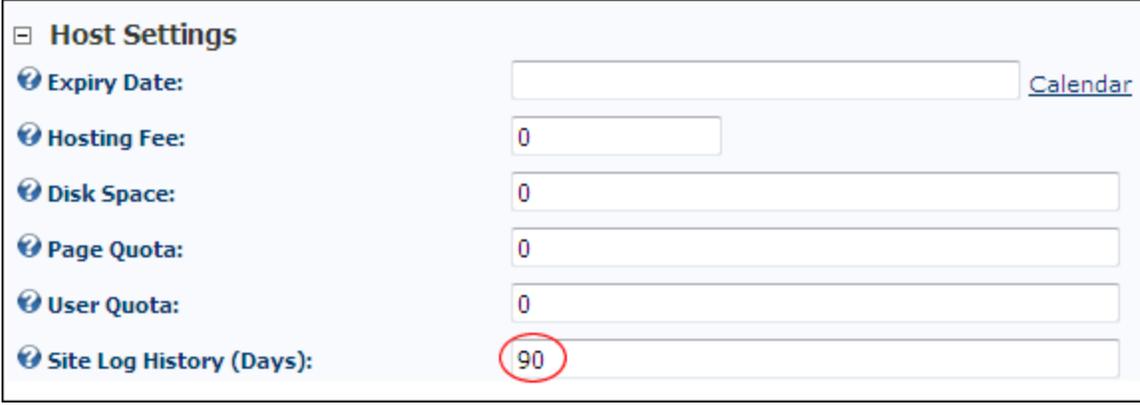
How to modify the default disk space (megabytes) allocated to a portal. When this limit is reached, new files can no longer be uploaded to the portal. For example, if space is set by Megabytes, when a file is uploaded to the File Manager for a site, the available hosting space is checked. If sufficient space is available, the files are successfully loaded. If there is insufficient space, the portal administrator receives a message to contact their hosting provider to purchase additional space. Likewise, the same message is displayed when the Administrator attempts to add more pages or user accounts than is allocated to the portal. Select one or more of the following options to set the space allocation. Where more than one option is set, the hosting is disabled when the first option reached.

1. Navigate to Host > **Portals**.
2. Click the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Host Settings** section.
5. In the **Disk Space** text box, enter the available disc space in Megabytes (MB) allowed for this portal - OR - Leave this field blank for unlimited space.
6. In the **Page Quota** text box, enter the maximum number of pages allowed for this portal. Leave this field blank for unlimited pages.
7. In the **User Quota** text box, enter the maximum number of users allowed for this portal. Leave this field blank for unlimited user accounts.
8. Click the  Update link.

Modifying the Site Log History

How to modify the default number of days that the Site Log history is kept for a portal.

1. Navigate to Host > **Portals**.
2. Click the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Host Settings** section.
5. In the **Site Log History (Days)** text box, enter the number of days that Site Log activity is kept for this portal.



The screenshot shows a 'Host Settings' panel with several input fields. The 'Site Log History (Days)' field is highlighted with a red circle and contains the value '90'. Other fields include 'Expiry Date' (with a 'Calendar' link), 'Hosting Fee', 'Disk Space', 'Page Quota', and 'User Quota', all of which currently show '0'.

Setting	Value
Expiry Date:	<input type="text"/> Calendar
Hosting Fee:	<input type="text" value="0"/>
Disk Space:	<input type="text" value="0"/>
Page Quota:	<input type="text" value="0"/>
User Quota:	<input type="text" value="0"/>
Site Log History (Days):	<input type="text" value="90"/>

6. Click the  Update link.

Installing and Allocating Modules

About the Module Definitions Module

The Module Definitions module enables the Host to install new module packages, modify extension and package settings of existing modules, import module definitions and uninstall existing modules.

Module Definitions

Type:

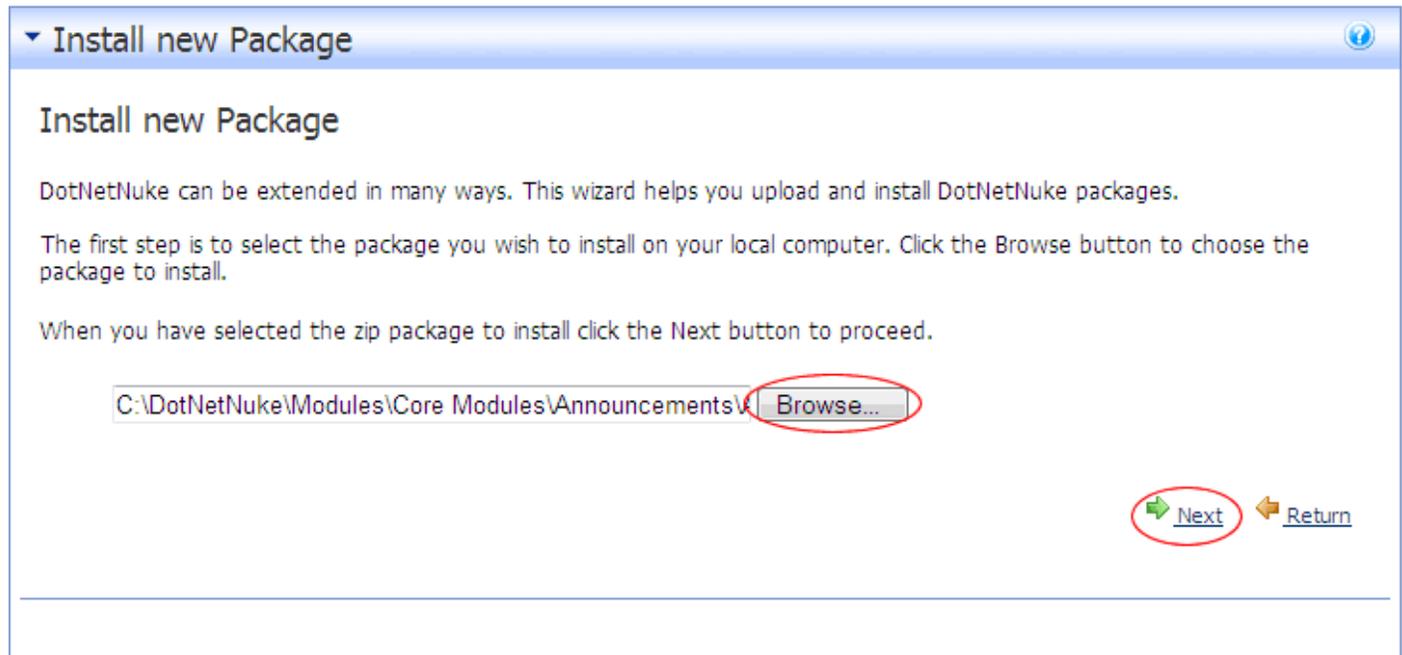
Language:

Name	Description	Version
Authentication	Allows you to manage authentication settings for sites using Windows Authentication.	1.0.0
Banners	Banner advertising is managed through the Vendors module in the Admin tab. You can select the number of banners to display as well as the banner type.	1.0.0
Documents	This module renders a list of documents, including links to browse or download the document. Documents includes an edit page, which allows authorized users to edit the information about the Documents (for example, a friendly title) stored in the SQL database.	4.1.0
Extensions	Extensions.	1.0.0
Feed Explorer	Allows users to browse RSS feeds using a tabbed user interface	1.0.0
File Manager	Administrators can manage the files stored in their upload directory. This module allows you to upload new files, download files, delete files, and synchronize your upload directory. It also provides information on the amount of disk space used and available.	1.0.0
Google AdSense	Allows you to create Google AdSense ads on your site	1.0.1
Host Settings	The Super User can manage the configuration settings which apply to the entire site.	1.0.0
IdentitySwitcher	IdentitySwitcher is a module that allows for easy switching between different portal identities. This is extremely useful during site development. NB: Please do not use this module on a live website, as it will make your site very unsecure!	1.1.0
Links	This module renders a list of hyperlinks. Links includes an edit page, which allows authorized users to edit the Links data stored in the SQL database.	4.0.1
Lists	Allows you to edit common lists.	1.0.0
Log Viewer	Allows you to view log entries for portal events.	1.0.0
Newsletters	Administrators can send bulk email to all users belonging to a particular Role.	1.0.0
Portal Aliases	Allows you to view portal aliases.	1.0.0
Portals	The Super User can manage the various parent and child Portals within the site. This module allows you to add a new portal, modify an existing portal, and delete a portal.	1.0.0
Recycle Bin	The Recycle Bin provides an interface for restoring or permanently deleting Tabs and Modules.	1.0.0
Scheduler	Allows you to schedule tasks to be run at specified intervals.	1.0.0
Search Admin	The Search Administrator provides the ability to manage search settings.	1.0.0
Search Input	The Search Input module allows searches to be submitted by users, and requires the Search Results module in order to display the results.	1.0.0
Search Results	The Search Results module displays search results.	1.0.0
Security	Administrators can manage the security roles defined for their portal. The module allows you to add new security roles, modify existing security roles, delete security roles, and manage the users assigned to security roles.	1.0.0
Site Log	Administrators can view the details of visitors using their portal. There are a variety of reports available to display information regarding site usage, membership, and volumes.	1.0.0
Site Wizard	The Administrator can use this user-friendly wizard to set up the common features of the Portal/Site.	1.0.0
Skin Designer	Allows you to modify skin attributes.	1.0.0
Solutions	Browse additional solutions for your application.	1.0.0
SQL	The Super User can execute SQL statements against the database.	1.0.0
Tabs	Administrators can manage the Tabs within the portal. This module allows you to create a new tab, modify an existing tab, delete tabs, change the tab order, and change the hierarchical tab level.	1.0.0
Text/HTML	This module renders a block of HTML or Text content. The Html/Text module allows authorized users to edit the content either inline or in a separate administration page. The content is stored in the database. According to module settings, tokens can be used, that get replaced during display.	4.8.1
Vendors	Administrators can manage the Vendors and Banners associated to the portal. This module allows you to add a new vendor, modify an existing vendor, and delete a vendor.	1.0.0
Whats New	Displays Whats New information for each release.	1.0.0

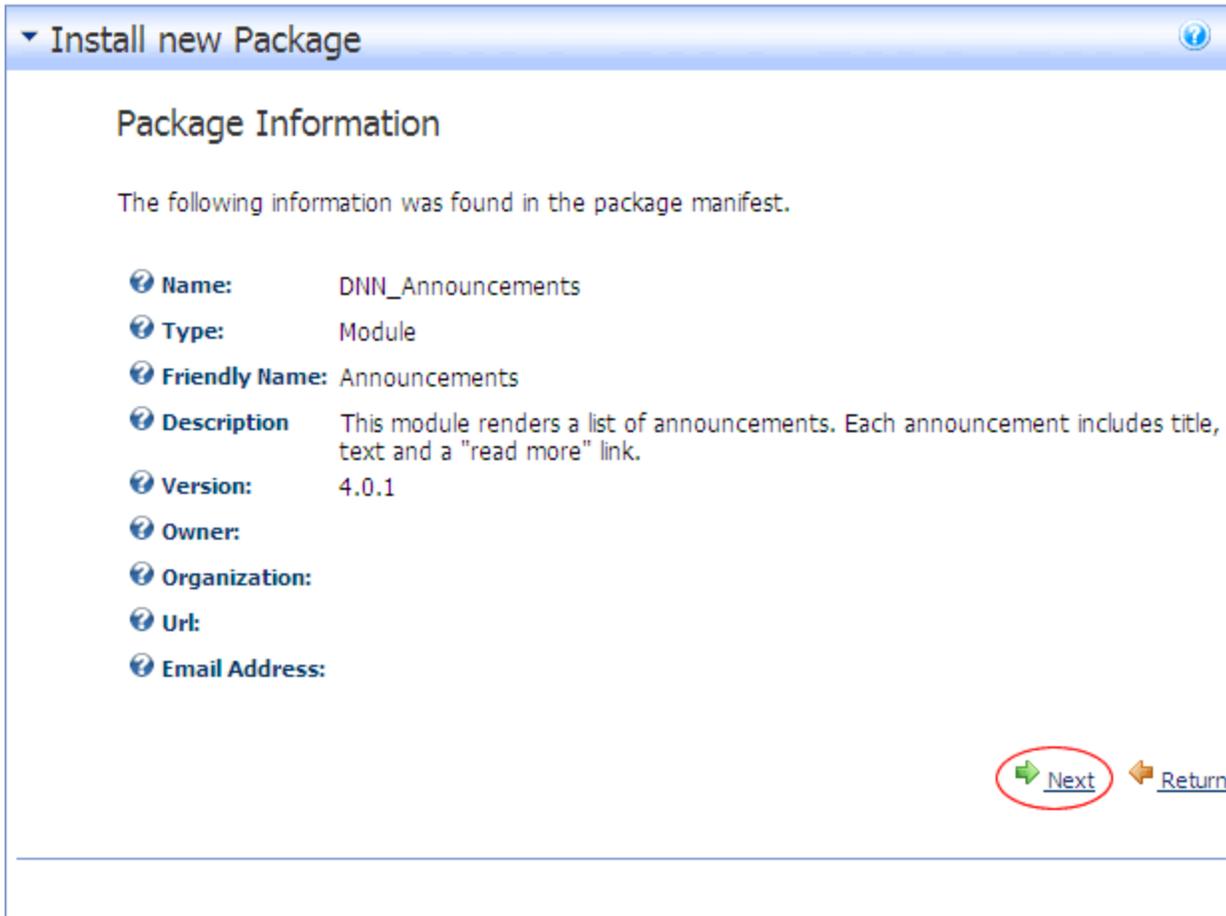
Installing a New Module

How to install a new module to your DNN installation.

1. Navigate to Host > **Module Definitions**.
2. Select ➡ **Install Module** from the module menu - OR - Click the ➡ Install Module link.
3. On the **Install New Package** page complete the following fields:
 - a. At **Ignore File Restrictions**, select one of the following:
 - Uncheck to observe file restrictions.
 - Check the check box to ignore file restrictions. This displays the message "**WARNING**: You have elected to ignore the check for restricted file types. This action poses a possible security risk for your site, and you should only do this if the package you are installing is from a trusted source."
 - b. Click the **Browse...** button and select the module zip file from your computer.
 - c. Click the ➡ Next link.



4. On the **Package Information** page:
 - a. Review the information about this package.
 - b. Click the  [Next](#) link.

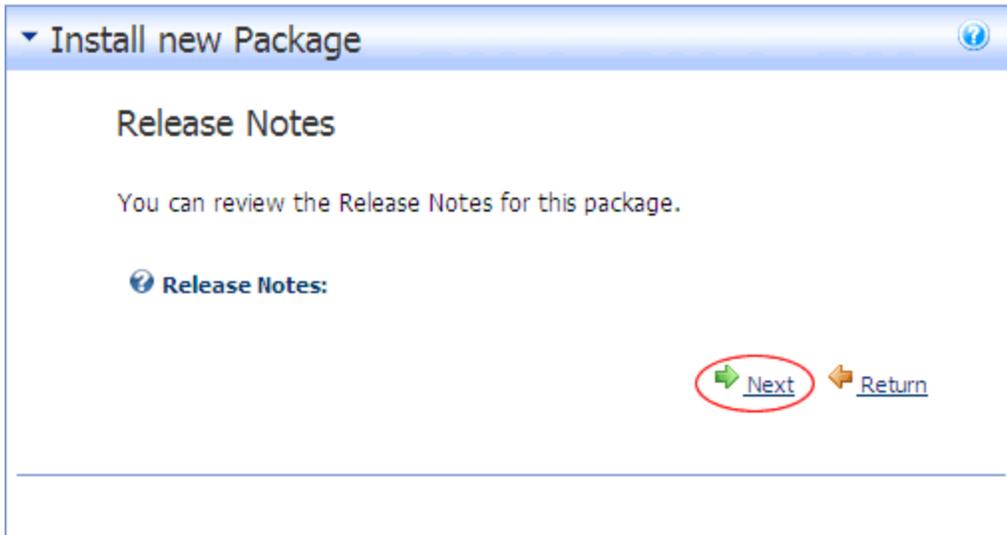


The screenshot shows a window titled "Install new Package" with a sub-header "Package Information". Below the sub-header, it states "The following information was found in the package manifest." and lists several fields:

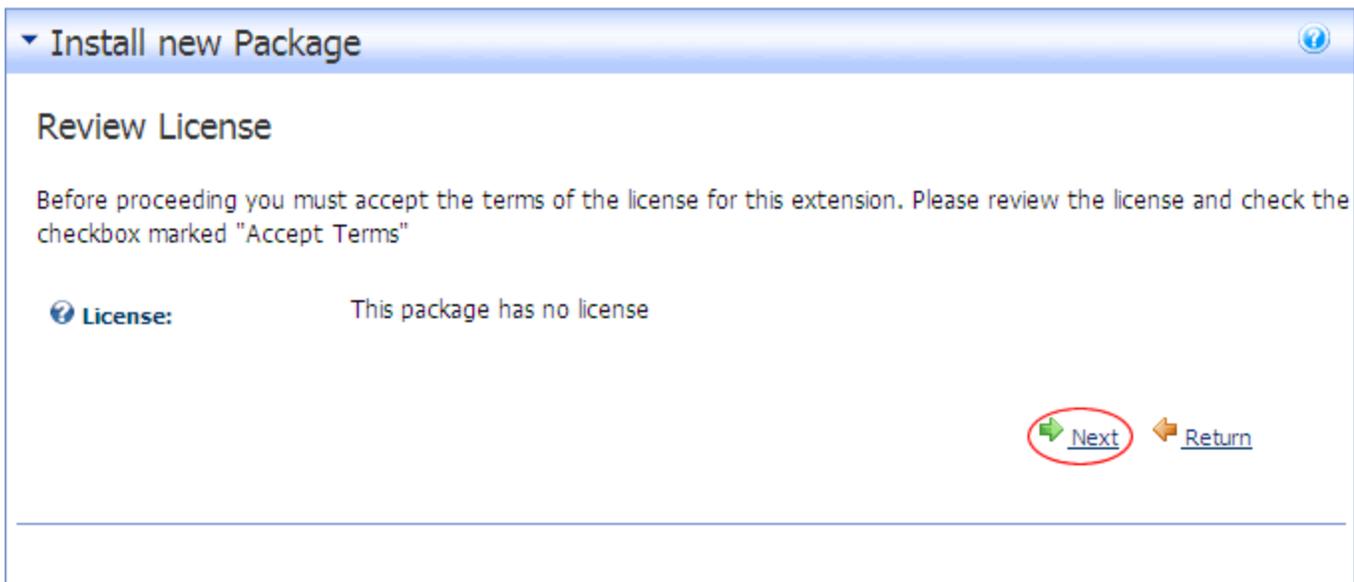
- Name:** DNN_Announcements
- Type:** Module
- Friendly Name:** Announcements
- Description:** This module renders a list of announcements. Each announcement includes title, text and a "read more" link.
- Version:** 4.0.1
- Owner:**
- Organization:**
- Url:**
- Email Address:**

At the bottom right of the window, there are two navigation links: a green right-pointing arrow followed by the text "Next" (circled in red), and an orange left-pointing arrow followed by the text "Return".

5. On the **Release Notes** page:
 - a. Review the release notes for this package.
 - b. Click the  [Next](#) link.



6. On the **Review License** page:
 - a. Review the license for this package.
 - b. **Optional.** If available, check the Accept Terms check box to accept the license terms of this package.
 - c. Click the  [Next](#) link.



7. On the **Package Installation Report** page:
 - a. Review the results of the package installation which details the success or failure of the upload.

8. Click the  [Return](#) link to return to the Module Definitions page.

▼ Install new Package 

Package Installation Report

See below for the results of the package installation

StartJob Starting Installation

Info Starting Installation - DNN_Survey
Info Starting Installation - Script
Info Begin Sql execution
Info Folder Created - C:\DotNetNuke\Releases\DotNetNuke_05.00.00_InstallB3
 \DesktopModules\Survey\Providers\DataProviders\SqlDataProvider
Info Created - Providers\DataProviders\SqlDataProvider\03.01.00.SqlDataProvider
Info Executing 03.01.00.SqlDataProvider
Info Start Sql execution: 03.01.00.SqlDataProvider file
Info End Sql execution: 03.01.00.SqlDataProvider file
Info Created - Providers\DataProviders\SqlDataProvider\03.03.00.SqlDataProvider
Info Executing 03.03.00.SqlDataProvider
Info Start Sql execution: 03.03.00.SqlDataProvider file
Info End Sql execution: 03.03.00.SqlDataProvider file
Info Created - Providers\DataProviders\SqlDataProvider\04.00.20.SqlDataProvider
Info Executing 04.00.20.SqlDataProvider
Info Start Sql execution: 04.00.20.SqlDataProvider file
Info End Sql execution: 04.00.20.SqlDataProvider file
Info Created - Providers\DataProviders\SqlDataProvider\04.00.60.SqlDataProvider
Info Executing 04.00.60.SqlDataProvider
Info Component installed successfully - File
Info Installation committed
Info Installation successful. - DNN_Survey
Info Deleted temporary install folder

EndJob Installation successful.

 [Return](#)

Installing a Module

Related Topics:

- See "Installing Available Extensions"

Uninstalling a Module

How to uninstall a module from all sites in this DNN installation using the Module Definitions page. Once deleted, all instances of the module on the portal will also be deleted. All configurations of the module and content within the module are also deleted. However if you do not wish to lose all this data, you should consider setting a module as premium, creating a site template, or exporting the module content.

1. Navigate to Host > **Module Definitions**.
2. Click the **Uninstall This Package**  button beside the module to be uninstalled.

▼ Module Definitions	
Name	Description
  Authentication	Allows you to manage authentication settings for sites using Windows Authe
  Banners	Banner advertising is managed through the Vendors module in the Admin ta the number of banners to display as well as the banner type.
  DnnForge - PrivateMessages	Private Messages allows users of your site to message each other.
  Feed Explorer	Allows users to browse RSS feeds using a tabbed user interface
  File Manager	Administrators can manage the files stored in their upload directory. This m to upload new files, download files, delete files, and synchronize your uploa provides information on the amount of disk space used and available.
  Google AdSense	Allows you to create Google AdSense ads on your site
  Host Settings	The Super User can manage the configuration settings which apply to the er
  Links	This module renders a list of hyperlinks. Links includes an edit page, which ; users to edit the Links data stored in the SQL database.
  Lists	Allows you to edit common lists.

3. On the **UnInstall Package** page, complete the following:
 - a. At **Delete Files?** select from the following options:
 - Check the check box to permanently delete all files associated with this module in the DesktopModules folder.
 - Uncheck the check box uninstall the module but leave the files inside the DesktopModules folder.
 - b. Click the  UnInstall Package link. This displays the message "Are You Sure You Wish To Delete This Item?"
 - a. Click the **OK** button to confirm. The Package Uninstall Logs are now displayed providing you with information on if the uninstall was successful or failed.

▼ **UnInstall Package**

🔍 **Name:** DNN-Links
🔍 **Type:** Module
🔍 **Friendly Name:** Links
🔍 **Description:** This module renders a list of hyperlinks. Links includes an edit page, which allows authorized users to edit the Links data stored in the SQL database.
🔍 **Version:** 3.3.7
🔍 **License:** DotNetNuke® - <http://www.dotnetnuke.com>
Copyright (c) 2002-2008
by DotNetNuke Corporation

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⬅ [Return](#) [UnInstall Package](#) [Delete Files](#)

4. Click the ⬅ [Return](#) link to return to the Module Definitions page.

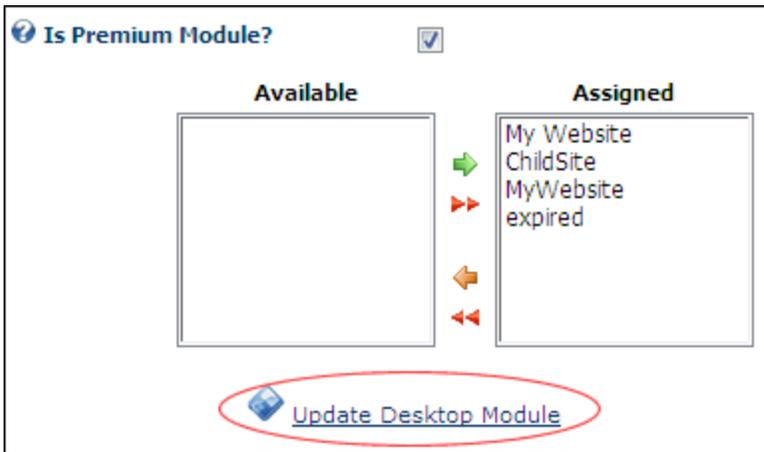
Enabling/Disabling Premium Module

How to set a module as premium using the Module Definitions page. Premium modules can then be assigned (made available for insertion) on selected portals. When a module is set as premium it is selected (assigned) to all existing portals and can then be assigned/unassigned from these portals as required. Once a module is set as premium, it will be a premium module on all newly created portals. I.e. It will not be auto-assigned to newly created portals.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit**  button beside the required module.

▼ Module Definitions	
Name	Description
Announcements	This module renders a list of announcements. Each announcement "read more" link.
Authentication	Allows you to manage authentication settings for sites using Window
Banners	Banner advertising is managed through the Vendors module in the select the number of banners to display as well as the banner type.
Feed Explorer	Allows users to browse RSS feeds using a tabbed user interface
File Manager	Administrators can manage the files stored in their upload directory to upload new files, download files, delete files, and synchronize yo also provides information on the amount of disk space used and av
Google Adsense	Allows you to create Google Adsense ads on your site

3. Go to the **Extension Settings** section.
4. At **Is Premium Module?** select from these options:
 - Check the check box to set the module as premium.
 - Uncheck the check box to set the modules as not premium.
5. Click the [Update Desktop Module](#) link located at the base of the **Extension Settings** section.



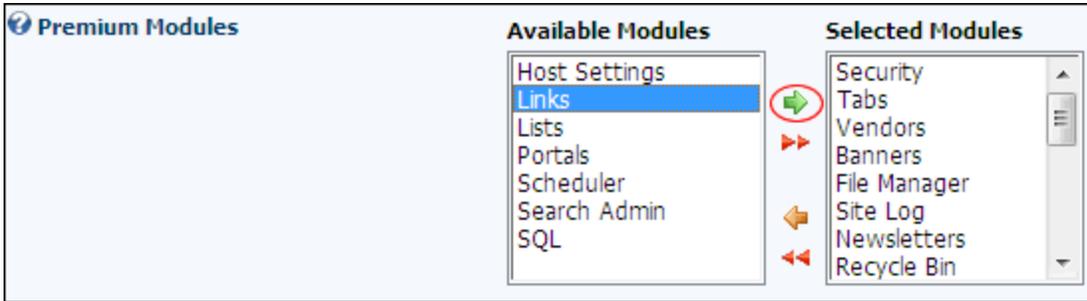
Enabling/Disabling Premium Module

Adding Premium Modules to a Portal

How to add one or more premium modules to a portal. If the Host has marked a module as premium on the Module Definitions Page, it appears in the Premium Modules list. The Host can then add a premium module to the Selected Modules box. Selected Premium modules can be deployed to a portal by Administrators.

1. Navigate to Host > **Portals**.
2. Click the **Edit** button beside the title of the required portal. This opens the Edit Portals page.

3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Host Settings** section.
5. At **Premium Modules**, click on the module name in the Available Modules list.
6. Click the **Add Module**  button. The module is now listed in the Selected Modules list.
7. Repeat Steps 5-6 to add additional modules.

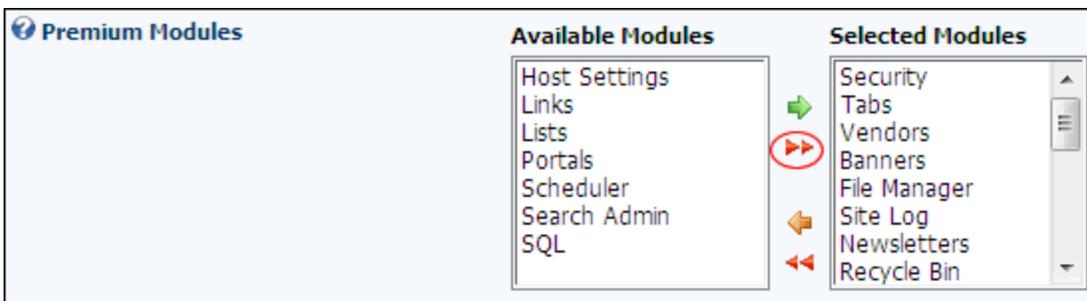


Adding Premium Modules to a Portal

Adding All Premium Modules to a Portal

How to add all premium modules to a portal. If the Host has marked a module as premium on the Module Definitions Page, it appears in the Premium Modules list. The Host can then add a premium module to the Selected Modules box. Selected Premium modules can be deployed on the portal by the Administrator.

1. Navigate to Host > **Portals**.
2. Click the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Host Settings** section.
5. At **Premium Modules**, click the **Add All Modules**  button. All modules are now listed in the Selected Modules list.

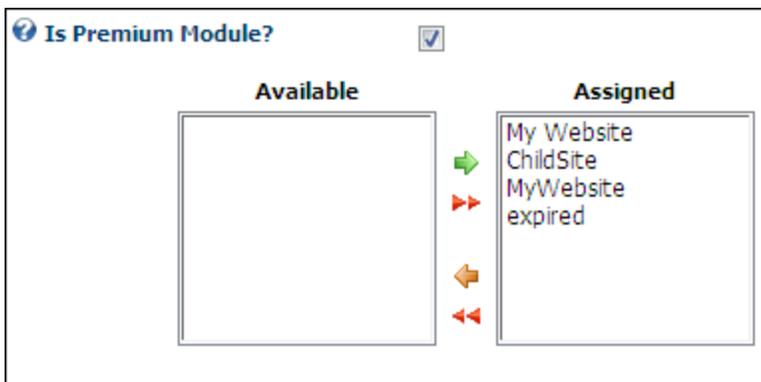


Adding All Premium Modules to a Portal

Assigning/Unassigning Premium Modules to Portals

How to assign or unassign a premium module on one or more portals. This tutorial assumes the module has already been set as premium. Note: Premium modules are not auto-assigned to a portal when it is created.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit**  button beside the required module.
3. Go to the **Extension Settings** section.
4. At **Is Premium Module?** choose from these options:
 - To assign the module to a portal, click on the portal name in the Available list and click the **Add**  button.
 - To assign the module to all portals, click the **Add All**  button.
 - To remove the premium module from one portal, click on the portal name in the Assigned list and click the **Remove**  button.
 - To remove the premium module from all portals, click the **Remove All**  button.



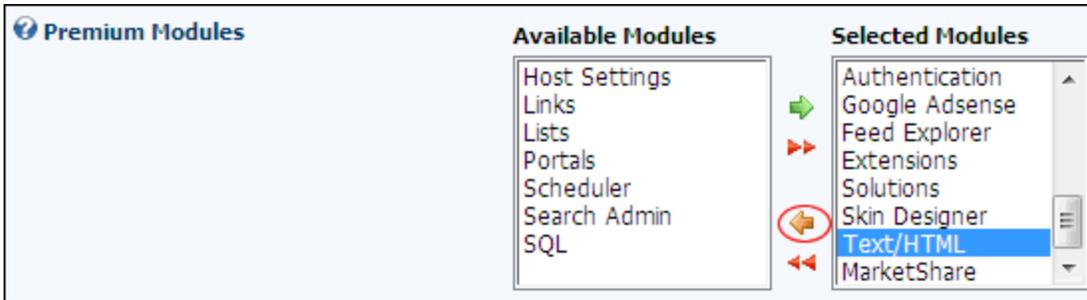
5. Click the  Cancel link to return to the module.

Removing One or More Premium Modules from a Portal

How to remove a single premium module from a portal.

1. Navigate to Host > **Portals**.
2. Click the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Host Settings** section.
5. At **Premium Modules**, click on the module name in the **Selected Modules** list.

6. Click the **Remove Module**  button. The module is now removed from the Selected Modules list.
7. Repeat Steps 5 - 6 to remove additional modules.

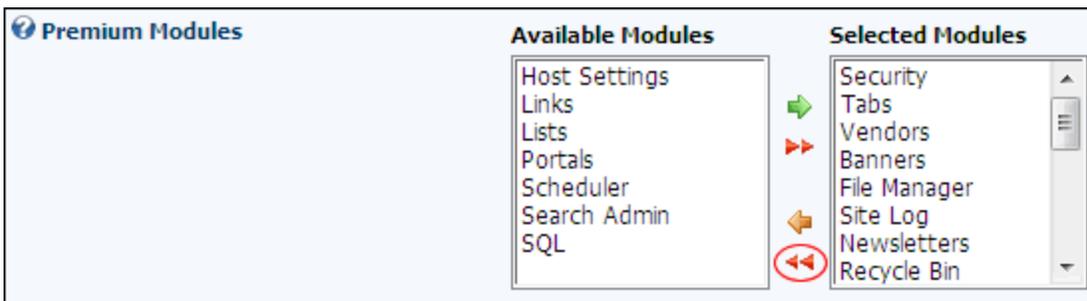


Removing One or More Premium Modules from a Portal

Removing All Premium Modules from a Portal

How to remove all premium modules from a portal.

1. Navigate to Host > **Portals**.
2. Click the **Edit**  button beside the title of the required portal. This opens the Edit Portals page.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Host Settings** section.
5. At **Premium Modules**, click the **Remove All Modules**  button. All modules are now removed from the Selected Modules list.



Removing All Premium Modules from a Portal

Managing Modules

Adding a Module Control

How to add a module control using the Module Definitions page.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit**  button beside the required module.

3. Go to the **Extension Settings - Module Controls** section.
4. Click the  [Add Module Control](#) link. This opens the Edit Extension page.
5. In the **Key** text box, enter a unique name to identify this control within the module. E.g. For an edit control, you would typically enter Edit. Note: You can pass this field in the query string of a URL to display this interface (E.g. www.domain.com.au/Default.aspx?tabid=1&mid=200&ctl=Edit)
6. In the **Title** text box, enter the name of the module as it should appear in the controls list and when the interface is displayed (e.g. Edit Announcements).
7. At **Source**, select the source (.ascx) file from the drop-down list, or enter the type name for this control in the text box. This is the link to the physical file which defines the module interface.
8. At **Type**, select from the following interface types:
 - **Skin Object**: This is the interface type for the display of a skin defined in the .ascx format.
 - **Anonymous**: This is the interface type for the display of a module interface that unauthenticated users can view.
 - **View**: This is the interface type for the display of information in the module.
 - **Edit**: This is the interface type for the editing of information in the module.
 - **Admin**: This is the interface type for a module interface which is viewable by Administrators.
 - **Host**: This is the interface type for a module interface which is viewable by the Host.
9. In the **View Order** text box, enter a view order override if desired.
10. At **Icon**, select an icon from the drop-down list. This icon is displayed in the Module Header if supported by the skin.
11. In the **Help URL** text box, enter a URL to a web page with information on how to use the module/interface.
12. At **Supports Partial Rendering?**, select from these options:
 - Check the check box if the module control supports AJAX partial rendering.
 - Uncheck the check box if partial rendering is not supported.
13. Click the  [Update](#) link.

▼ Edit Module Control

🔍 **Module:** Announcements

🔍 **Definition:** Announcements

🔍 **Key:**

🔍 **Title:**

🔍 **Source:**

🔍 **Type:**

🔍 **View Order:**

🔍 **Icon:**

🔍 **Help URL:**

🔍 **Supports Partial Rendering?**

 **Update**
 **Delete**
 **Cancel**

Adding a Module Control

Adding a New Module Definition

How to add a new definition to a module.

1. Navigate to Host > **Module Definitions**.
2. Click the  **Edit** button beside the required module.
3. Go to the **Extension Settings - Module Definitions** section.
4. Click the  [Add Definition](#) link.
5. In the **Friendly Name** text box, enter a friendly name for this definition.
6. In the **Default Cache Time** text box, enter the default cache time for this module. A cache time of "-1" indicates that the module does not support output caching.
7. Click the  **Create Definition** link. This new module definition is now listed in the drop-down box of the **Select Definition** field.

Module Definitions

Select Definition: Announcements [+ Add Definition](#)

Friendly Name: MyAnnouncements

Default Cache Time: 0

[Create Definition](#)

Adding a New Module Definition

Creating a Module from a Manifest

How to create a module from a manifest. This tutorial is recommended for experienced DNN module developers only.

1. Navigate to Host > **Module Definitions**.
2. Select **+ Create New Module** from the module menu - OR - Click the [+ Create New Module](#) link. This opens the Create New Module page.
3. At **Create Module From**, select **Manifest**.
4. At **Owner Folder**, select the folder to use for your module development.
5. At **Module Folder**, the folder to use for the module.
6. In the **Resource** text box, enter the name for the module resource.
7. At **Add Test Page?**, select from these options:
 - Check the check box to add a test page for the new module. If selected, you will be taken to the test page once the module is created.
 - Uncheck the check box for no test page.
8. Click the [Create Module](#) link.

Creating a Module from an Existing Control

How to create a module from an existing control.

1. Navigate to Host > **Module Definitions**.
2. Select **+ Create New Module** from the module menu - OR - Click the [+ Create New Module](#) link. This opens the Create New Module page.
3. At **Create Module From**, select **Control**.
4. At **Owner Folder**, select the folder to use for your module development.
5. At **Module Folder**, the folder to use for the module.

6. In the **Resource** text box, enter the name for the module resource.
7. In the **Name** text box, enter a friendly module name.
8. **Optional.** In the **Description** text box, enter the module description.
9. At **Add Test Page?**, select from these options:
 - Check the check box to add a test page for the new module. If selected, you will be taken to the test page once the module is created.
 - Uncheck the check box for no test page.
10. Click the  [Create Module](#) link.

Creating a Module Package

How to edit the package settings of a module such as friendly name, description, version, license, release notes, owner, organization name and contact details.

Tip: You can create installation packages for DNN 4+ and DNN 5+ in the same module package by adding two manifest files. The manifest file for DNN 4+ retains the .dnn extension, whereas the DNN 5+ has .dnn5. If you are only producing a DNN5 package, you can use either .dnn or .dnn5 extensions for your files.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit** button beside the required module. This opens the Edit Extension page.
3. Click the [Create Package](#) link located at the base of this page. This opens the Create Package Wizard.
4. On the **Create Package - Create Package** page, complete the following fields as required:
 - a. At **Use Existing Manifest**, select from the following options:
 - Check the check box to use the existing manifest for the Package.
 - i. At **Choose Manifest File**, select the manifest file from the drop-down list. If this option is Step 5 will be skipped.
 - Uncheck the check box if you don't want to use the existing manifest.
 - b. At **Review Manifest**, select from the following options:
 - Check the check box to review the manifest before creating the new package.
 - Uncheck the check box if you don't want to review the manifest. If this option is selected Step 7 will be skipped
 - c. Click the  [Next](#) link.

Create Package

In this wizard you will be able to package all the files necessary to install the feature in a different Dotnetnuke installation

Name: DNN-Announcements
Type: Module
Friendly Name: Announcements
Version: 3.4.0

This wizard will create a manifest for your extension. You have a number of options to choose. If you already created a manifest (either by running this Wizard or by manually creating a manifest file) you can select to use that manifest, by checking "Use Existing Manifest" and choosing the manifest from the drop-down list of manifests that the system has found for this extension.

In addition you can elect to review the manifest at the last stage of the wizard - in case you want to make some minor changes to the manifest before the zip package is created.

Use Existing Manifest:
Choose Manifest File: Database version ▾
Review Manifest:

 [Next](#)  [Return](#)

5. On the **Create Package - Choose Files To Include** page, complete the following fields as required:
 - a. **Optional.** In the Folder text box, edit the folder name to select files from a different folder and then click the Refresh File List link to view the related files in the multi-line text box.
 - b. At **Include Source**, select from the following options:
 - Check the check box to include the source code.
 - Uncheck the check box to include the installation files. Optional.
 - c. In the multi-line text box, modify the listed files if required: Highlight and delete any files you do not want to include in this package. Enter the name of any additional files you want to include in this package.
 - d. Click the  [Next](#) link.

▼ **Create Package**

Choose Files to include

At this step you can choose the files to include in your package.
The wizard has attempted to determine the files to include, but you can add or delete files from the list.
In addition you decide whether to include the source files, by checking the "Include Source" checkbox.

Folder [Refresh File List](#)

- 03.01.00.sqldataprovider
- 03.03.00.sqldataprovider
- 03.03.01.sqldataprovider
- 03.03.02.sqldataprovider
- 03.03.04.sqldataprovider
- 03.03.05.sqldataprovider
- 03.04.00.sqldataprovider
- uninstall.sqldataprovider
- app_localresources\announcements.ascx.resx
- app_localresources\editannouncements.ascx.resx
- app_localresources\settings.ascx.resx
- app_localresources\sharedresources.resx
- announcements.ascx
- editannouncements.ascx
- module.css
- settings.ascx

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

6. On the **Create Package - Choose Assemblies To Include** page, complete the following fields as required:
- Optional.** In the multi-line text box, modify the listed files if required:
 - Highlight and delete any assembly files you do not want to include in this package.
 - Enter the name of any additional assembly files you do want to include in this package.
 - Click the [Next](#) link.

▼ Create Package

Choose Assemblies to include

At this step you can add the assemblies to include in your package. If there is a project file in the Package folder, the wizard has attempted to determine the assemblies to include, but you can add or delete assemblies from the list.



[← Previous](#) [➔ Next](#) [← Return](#)

7. On the **Create Package - Create Manifest** page, complete the following fields:
 - a. **Optional.** In the multi-line text box, edit the manifest if required.
 - b. Click the ➔ Next link.

▼ **Create Package**

Create Manifest

Based on your selections the wizard has created the manifest for the package. The manifest is displayed in the text box below. You can edit the manifest, before creating the package.

```
<dotnetnuke type="Package" version="5.0">
  <packages>
    <package name="DNN-Announcements" type="Module" version="3.4.0">
      <friendlyName>Announcements</friendlyName>
      <description>This module renders a list of announcements. Each announcement includes title, text and
a "read more" link.</description>
      <owner>
        <name>DotNetNuke</name>
        <organization>DotNetNuke Corporation</organization>
        <url>www.dotnetnuke.com</url>
        <email>support@dotnetnuke.com</email>
      </owner>
      <license>DotNetNuke® - http://www.dotnetnuke.com&lt;br/&gt;
Copyright (c) 2002-2008&lt;br/&gt;
by DotNetNuke Corporation
&lt;br/&gt;&lt;br/&gt;
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:
```

← Previous **Next** → Return

8. On the **Create Package - Create Package** page, complete the following fields:

a. At **Create Manifest File**, select from the following options:

- Check the check box to create a manifest file. In the Manifest File Name text box, enter the file name to use for the manifest file.
- Uncheck the check box if you don't want to create a manifest file.

b. In the **Manifest File Name** text box, enter the file name to use for the manifest.

c. At **Create Package**, select from the following options:

- Check the check box to create a zip file pack.
 - i. In the **Archive File Name** text box, enter the file name to use for the archive (zip) file.
- Uncheck the check box if you don't want to create a package file.

- d. In the **Archive File Name** text box, enter the file name to use for the archive zip file.
- e. Click the  [Next](#) link.

▼ **Create Package**

Create Package

The final step is to create the package. To create a copy of the Manifest file check the "Create Manifest File" check box - the file will be created in the Package's folder.
Regardless of the setting you use here the manifest will be saved in the database and it will be added to the package.
To create a package check the "Create Package" check box. The package will be created in the Host users Home Folder.

 Create Manifest File:	<input checked="" type="checkbox"/>
 Manifest File Name:	<input type="text" value="MyGeneologyManifest"/>
 Create Package:	<input checked="" type="checkbox"/>
 Archive File Name:	<input type="text" value="Geneology.zip"/>

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

9. On the **Create Package - Create Package Results** page the results of the package creation are displayed.
10. Click the  [Return](#) link to return to the Module Definitions page.

Creating a New Module

How to create a new module. This tutorial is recommended for experienced DNN module programmers only. It provides a manual process for undertaking custom module upload.

1. Navigate to Host > **Module Definitions**.
2. Select  **Create New Module** from the module menu - OR - Click the  [Create New Module](#) link. This opens the Create New Module page.
3. At **Create Module From**, select **New**.
4. At **Owner Folder**, click the [Add Folder](#) link to create a unique folder inside DesktopModules for your development files.
 - a. In the **Folder Name** text box, enter a name for the folder.
 - b. Click the [Create Folder](#) link. The new folder is selected.
5. At **Module Folder**, select a folder, or add a new folder for the module.

6. At **File Name/Language**, select either **C# (C Sharp)** or **Visual Basic** as the language used for this module.
7. In the **File Name/Language** text box, enter the name for the new module.
8. In the **Name** text box, enter a friendly module name.
9. **Optional.** In the **Description** text box, enter the module description.
10. At **Add Test Page?**, select from these options:
 - Check the check box to add a test page for the new module. If selected, you will be taken to the test page once the module is created.
 - Uncheck the check box for no test page.
11. In the **Friendly Name** text box, enter the friendly name of this module. This is the name that is displayed to Page Editors in the Control Panel and is the default module title.
12. **Optional.** In the **Description** text box, enter the module description.
13. Click the  [Create Module](#) link.

 **Create New Module**

Create Module From:

Owner Folder:  **Add Folder**

Folder Name:  **Create Folder**  **Cancel**

File Name/Language: C# (C sharp) Visual Basic

Name:

Description:

Add Test Page?

 **Create Module**  **Cancel**

Creating a New Module

Editing a Module Control

How to edit a module control using the Module Definitions page.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit**  button beside the required module.
3. Go to the **Extension Settings - Module Controls** section.
4. Click the **Edit**  button beside the required control. This opens the Edit Module Control page.
5. In the **Key** text box, enter a unique name to identify this control within the module. E.g. For an edit control, you would typically enter Edit. Note: You can pass this field in the query string of a URL to display this interface (e.g. www.domain.com.au/Default.aspx?tabid=1&mid=200&ctl=Edit)
6. In the **Title** text box, enter the name of the module as it should appear in the controls list and when the interface is displayed (e.g. Edit Announcements).
7. At **Source**, select the source (.ascx) file from the drop-down list, or enter the typename for this control in the text box. This is the link to the physical file which defines the module interface.
8. At **Type**, select from the following interface types:
 - **Skin Object**: This is the interface type for the display of a skin defined in the .ascx format.
 - **Anonymous**: This is the interface type for the display of a module interface that unauthenticated users can view.
 - **View**: This is the interface type for the display of information in the module.
 - **Edit**: This is the interface type for the editing of information in the module.
 - **Admin**: This is the interface type for a module interface which is viewable by Administrators.
 - **Host**: This is the interface type for a module interface which is viewable by the Host.
9. In the **View Order** text box, enter a view order override if desired.
10. At **Icon**, select an icon from the drop-down list. This icon is displayed in the Module Header if supported by the skin.
11. In the **Help URL** text box, enter a URL to a web page with information on how to use the module/interface.
12. At **Supports Partial Rendering?**, check the check box if the module control supports AJAX partial rendering, or uncheck the check box if partial rendering is not supported.
13. Click the  [Update](#) link.

▼ Edit Module Control

🔍 **Module:** Announcements

🔍 **Definition:** Announcements

🔍 **Key:**

🔍 **Title:**

🔍 **Source:**

🔍 **Type:**

🔍 **View Order:**

🔍 **Icon:**

🔍 **Help URL:**

🔍 **Supports Partial Rendering?**

 **Update**
 **Delete**
 **Cancel**

Editing a Module Control

Editing a Module Definition

How to edit a definition associated with a module.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit**  button beside the required module.
3. Go to the **Extension Settings - Module Definitions** section.
4. At **Select Definition**, select the definition to be edited from the drop-down list.
5. In the **Friendly Name** text box, edit the friendly name for this definition.
6. In the **Default Cache Time** text box, edit the default cache time for this module. A default cache time of "-1" indicates that the module does not support output caching.
7. Click the  Update Definition link.

Module Definitions

Select Definition: MyAnnouncements  [Add Definition](#)

Friendly Name: MyAnnouncements 

Default Cache Time: 0

 [Delete Definition](#)  [Update Definition](#)

Editing a Module Definition

Editing Module Extension Settings

How to edit the extension settings of a module such as module name, folder name, business controller class and view if the module is portable, searchable, or upgradable.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit**  button beside the required module.
3. Go to the **Extension Settings** section and edit one or more of these fields as required:
 - a. In the **Name** text box, edit the module name.
 - b. In the **Folder Name** text box, edit the name of the folder for this module.
 - c. In the **Business Controller Class** text box, edit the fully qualified namespace of the class that implements the Modules Features (IPortable, ISearchable, etc).
 - d. At **Is Portable?**, check the check box if the module supports the IPortable interface that enables content to be exported and imported.
 - e. At **Is Searchable?**, check the check box if the module supports the ISearchable interface that enables content to be indexed.
 - f. At **Is Upgradable?**, check the check box if the module supports the IUpgradable interface that allows it to run custom code when upgraded.
 - g. At **Is Premium Module?**, check the check box if the module is set as premium. See further tutorials in this section on premium modules.
4. Click the  [Update Desktop Module](#) link to save any changes.

▼ **Edit Extension**

Announcements

☐ **Extension Settings**

This editor allows you to configure the Desktop Module.

🔍 **Module Name:**

🔍 **Folder Name:**

🔍 **Business Controller Class:**

🔍 **Is Portable?**

🔍 **Is Searchable?**

🔍 **Is Upgradable?**

🔍 **Is Premium Module?**

Available

Assigned

My Website

ChildSite

MyWebsite expired



[Update Desktop Module](#)

Editing Module Extension Settings

Editing Module Package Settings

How to edit the package settings of a module such as friendly name, description, version, license, release notes, owner, organization name and contact details.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit**  button beside the required module.
3. Go to the **Package Settings** section and edit one or more of these fields as required:
 - a. At **Name**, the module name is displayed.
 - b. In the **Friendly Name** text box, edit the friendly name of this module. This is the name the module is commonly known as and is the default module title.
 - c. In the **Description** text box, edit the module description.

- d. At **Version**, edit the version number.
 - e. In the **License** text box, edit the module license.
 - f. In the **Release Notes** text box, edit the module release notes.
 - g. In the **Owner** text box, edit the owner of this module.
 - h. In the **Organization** text box, edit the name of the organization that created this module.
 - i. In the **Url** text box, edit the URL of the owner/organization who created this module.
 - j. In the **Email Address** text box, edit the email address of the owner/organization that created this module.
4. Click the  [Update Module](#) link.

Package Settings

In this section you can configure the package information for this Module.

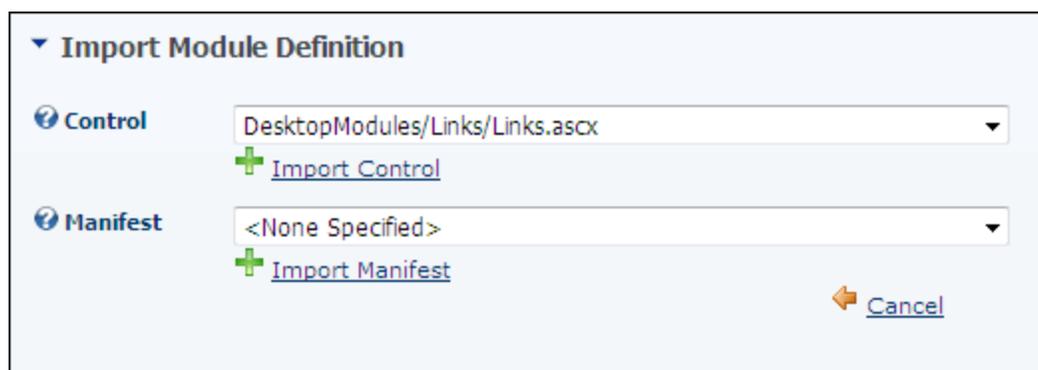
Name:	DNN-Announcements
Friendly Name:	<input type="text" value="Announcements"/>
Description:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">This module renders a list of announcements. Each announcement includes title, text and a "read more" link.</div>
Version:	<input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="0"/>
License:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;">DotNetNuke® - http://www.dotnetnuke.com Copyright (c) 2002-2008 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.</div>
Release Notes:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">There are no release notes for this version.</div>
Owner:	<input type="text" value="DotNetNuke"/>
Organization:	<input type="text" value="DotNetNuke Corporation"/>
Url:	<input type="text" value="www.dotnetnuke.com"/>
Email Address:	<input type="text" value="support@dotnetnuke.com"/>

[Update Module](#) [UnInstall Extension](#) [Create Package](#) [Cancel](#)

Importing a Module Definition

How to import a module definition using the Module Definitions page.

1. Navigate to Host > **Module Definitions**.
2. Select ➡ **Import Module Definition** from the module menu - OR - Click the ➡ Import Module Definition link. This opens the Import Module Definition page.
3. At **Control**, select the control (.aspx) file to import from the drop-down list.
4. Click the + Import Control link.
5. **Optional.** At **Manifest**, select the manifest (.dnn) file to import from the drop-down list.
6. Click the + Import Manifest link.



▼ **Import Module Definition**

🔍 **Control** DesktopModules/Links/Links.aspx ▼
+ Import Control

🔍 **Manifest** <None Specified> ▼
+ Import Manifest

⬅ Cancel

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

Deleting a Module Control

How to delete a module control using the Module Definitions page.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit** 🖋 button beside the required module.
3. Go to the **Extension Settings - Module Controls** section.
4. At **Definitions**, select a module definition to add a module control to.
5. Click the **Delete** ✖ button beside the control to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"

▼ Edit Module Control

🔍 **Module:** Announcements

🔍 **Definition:** Announcements

🔍 **Key:**

🔍 **Title:**

🔍 **Source:**

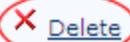
🔍 **Type:**

🔍 **View Order:**

🔍 **Icon:**

🔍 **Help URL:**

🔍 **Supports Partial Rendering?**

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

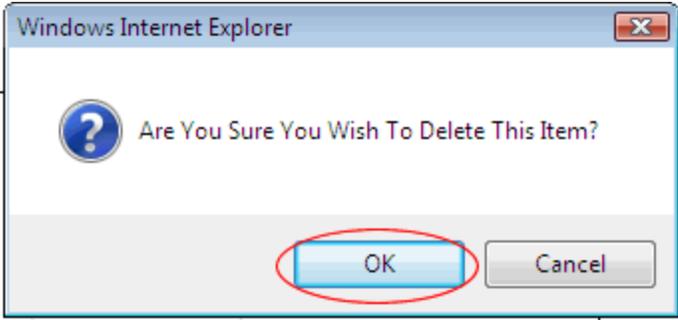
Deleting a Module Definition

How to delete a definition associated with a module.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit**  button beside the required module.
3. Go to the **Extension Settings - Module Definitions** section.
4. At **Select Definition**, select the definition to be deleted from the drop-down list.
5. Click the  Delete Definition link.

Module Definitions

- Select Definition:
- Friendly Name:
- Default Cache Time:



 [Delete Definition](#)  [Update Definition](#)

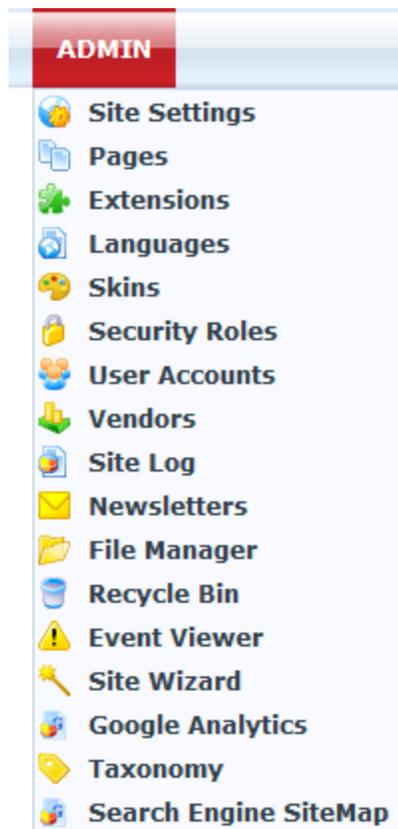
Deleting a Module Definition

Configuring Your Site Settings

Configuring Your Site Settings

About the Admin Pages

The Admin page in the main menu is available only to Administrators and SuperUsers. It enables them to manage settings and tools for this portal. Placing your mouse over Admin in the main menu displays the child pages.



Overview of the Admin Child Pages

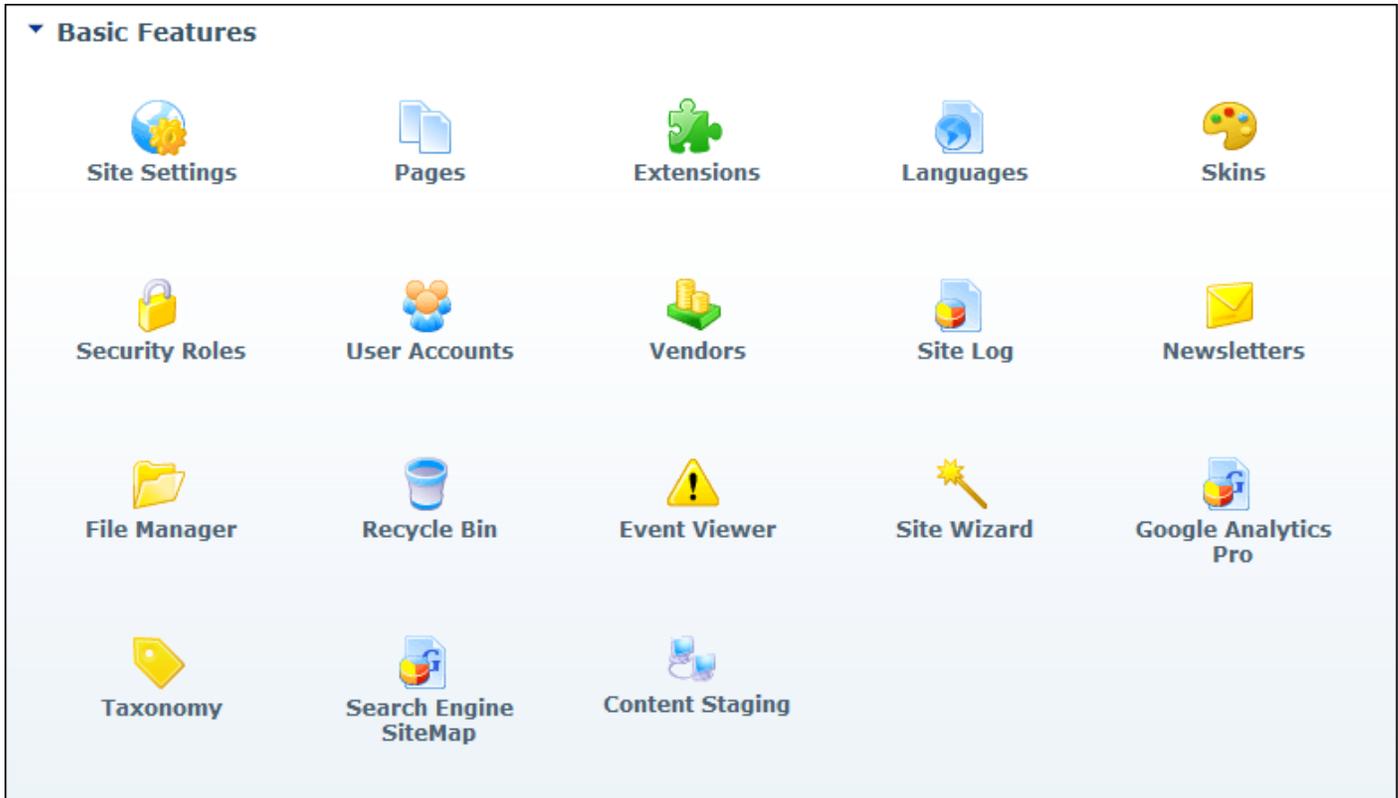
Here's an overview of each child page:

Icon	Page Name	Description
	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" Additional settings can be accessed by SuperUsers.

Icon	Page Name	Description
	Pages	The Admin > Pages page displays the Tabs module which enables full page management including the ability to modify page hierarchy. See "About the Tabs module"
	Extensions	SuperUsers can also manage Host Tabs. 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	Additional extension management can be accessed by SuperUsers. 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"
		Additional functionality such as installation is available to the Host. <hr/> <i>Tip: A large section of language packs are available from the DotNetNuke web site and the DotNetNuke MarketPlace.</i> <hr/>
	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"
		<hr/> <i>Tip: Skin installation is managed by the Host using the Host > Extensions page.</i> <hr/>
	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".
	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.

Icon	Page Name	Description
		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"
<i>Only available in DotNetNuke Enterprise Edition</i>		

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



The Admin page

About the Site Settings Page

The Site Settings page, located under the Admin page on the main menu, 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"

Important. SuperUsers have access to additional Advanced Settings sections called Portal Aliases, SSL Settings and Host Settings. See "Editing Portal Host Settings" and other tutorials in the "Creating and Managing Portals > Managing Portals" section of this manual. Note: For details on using the Stylesheet Editor see the "Managing Site Design" section of this manual. See "About the Stylesheet Editor".

Tip: You can also navigate to these sections via the Host > Portals page.

Site Settings

Select Language:

Native Name English Name

English (United States) ▼

Basic Settings

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

Site Details

Title:

Description:

Keywords:

Copyright:

GUID: **8B4B594B-A350-41B8-A3C3-9190160A9EF6**

Marketing

Search Engine:

Site Map URL:

Verification:

Banners: None Site Host

Appearance

Advanced Settings

In this section, you can set up more advanced settings for your site.

Security Settings

User Registration: None Private Public Verified

Page Management

Splash Page:

Home Page:

Login Page:

Registration Page:

User Profile Page:

Home Directory:

Payment Settings

Usability Settings

Other Settings

Stylesheet Editor

Basic Settings

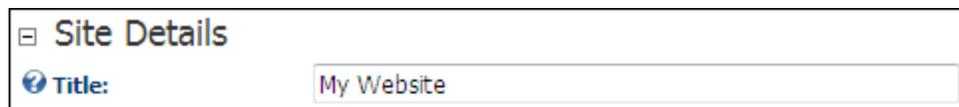
Site Details

Setting the Site Title

How to set the site title which is displayed in the title bar of the Web browser.

Tip: This title is also used as a tool tip when a user places their mouse over the site logo. See "Setting the Site Logo"

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings - Site Details** section.
4. In the **Title** text box, enter a title for the site.



A screenshot of the 'Site Details' section in an admin panel. It shows a 'Title' label with a globe icon and a text input field containing the text 'My Website'.

5. Click the  Update link.

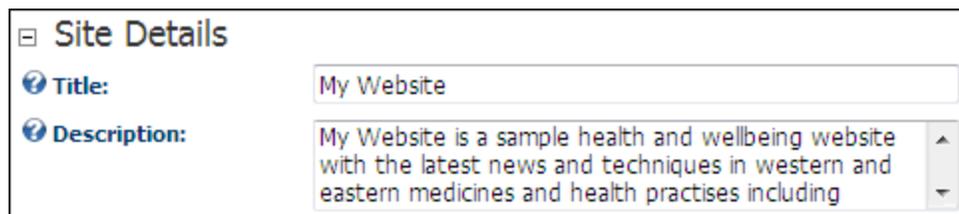


The Site Title

Setting the Site Description

How to set the description used by search engines to index this site.

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings - Site Details** section.
4. In the **Description** text box, enter a description for this site.



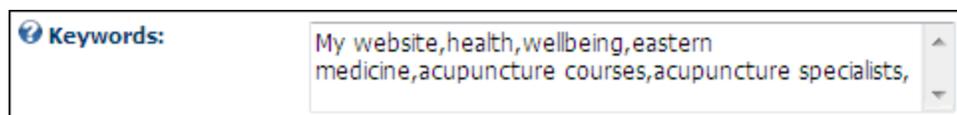
A screenshot of the 'Site Details' section in an admin panel. It shows two fields: 'Title' with the value 'My Website' and 'Description' with the value 'My Website is a sample health and wellbeing website with the latest news and techniques in western and eastern medicines and health practises including'.

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

Adding Site Keywords

How to add keywords that are used by search engines to index this site.

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings - Site Details** section.
4. In the **Keywords** text box, enter one or more keywords separated by commas. E.g. pets,pet products,pet beds,dog food,dog beds.

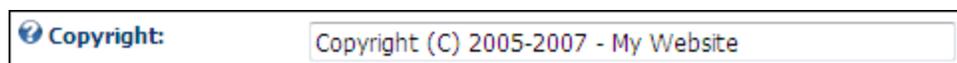


5. Click the  [Update](#) link.

Creating a Unique Copyright Notice

How to create a unique copyright notice for this site. 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 each page.

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings - Site Details** section.
4. In the **Copyright** text box, enter your copyright text.



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



DotNetNuke® is copyright 2002-2007 by DotNetNuke Corporation
A Unique Copyright Notice

Related Topics:

- See "Displaying the Site Title in the Copyright Notice"

Displaying the Site Title in the Copyright Notice

How to set the copyright notice for the site to automatically display the current year and the site title. This tutorial explains how to display the Site Title and a copyright notice for the current year. E.g. If the title of your site is **My Web site**, leave the field blank to display **Copyright (c) 2011 My Web site**. If the Title field is blank, the copyright notice will display the text **Copyright (c) 2011**.

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 each page.

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings - Site Details** section.
4. In the **Copyright** text box, leave the field blank.

 Copyright:

5. Click the  Update link.



DotNetNuke® is copyright 2002-2007 by DotNetNuke Corporation

Displaying the Site Title in the Copyright Notice

Related Topics:

- See "Creating a Unique Copyright Notice"

Viewing the Portal GUID

How to 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".

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings - Site Details** section.
4. The GUID is displayed at the **GUID** field.

 GUID: **DF56A697-0115-49C5-AB0E-7AC3E88F796F**

Viewing the Portal GUID

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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. 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 the **Basic Settings - Site Marketing** section.
5. At **Search Engine**, select either the **Google, Yahoo** or **Microsoft** search engines.



The screenshot shows a form titled "Site Marketing". Below the title, there is a label "Search Engine:" followed by a dropdown menu currently displaying "Yahoo". To the right of the dropdown menu is a "Submit" button.

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 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. 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 the **Basic Settings - Site Marketing** section.
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 your **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.

 Site Map URL:	<input type="text" value="http://localhost/DotNetNuke453/SiteMap.asx"/>	Submit
 Verification:	<input type="text"/>	Create

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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings - Site Marketing** section.
4. At **Advertise**, click the [Sign up for AdWord](#) link. This goes to the Google Adwords web site.

Site Marketing

Search Engine: [Submit](#)

Site Map URL: [Submit](#)

Verification: [Create](#)

Advertise: [Sign up for AdWords.](#)

Banners: None Site Host

5. 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings - Site Marketing** section.
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.

Banners: None Site Host

Banner Advertising set as Disabled

Appearance

Setting the Site Logo

How to set the logo for this site. 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings** section.
4. **Maximize**  the **Appearance** section.
5. At **Logo**, select an existing image file - OR - Upload a new image file.

Appearance

 **Logo:**

Folder

Portal Root

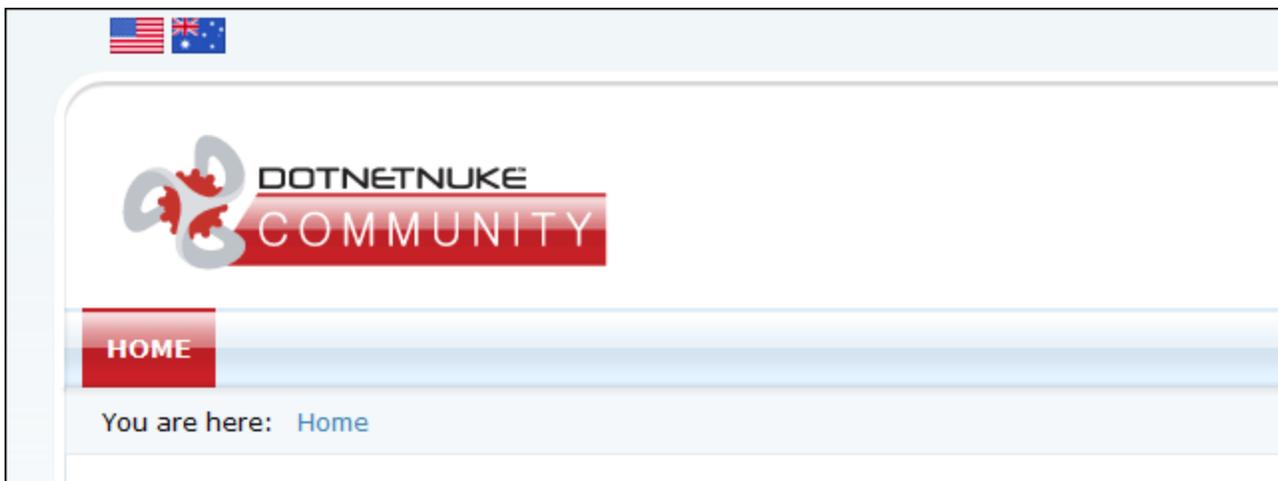
File

logo.gif

 **Upload File**



6. 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings** section.

4. **Maximize**  the **Appearance** section.
5. At **Body Background**, select an existing image file - OR - Upload a new image file.

 Body Background:	File Location:
	Root 
	File Name:
	background.gif 
Upload New File	

6. 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings** section.
4. **Maximize**  the **Appearance** section.
5. At **Enable Skin Widgets**, select from these options:
 - Check the check box to enable skin widgets.
 - Uncheck the check box to disable skin widgets.

 Enable Skin Widgets: <input checked="" type="checkbox"/>

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

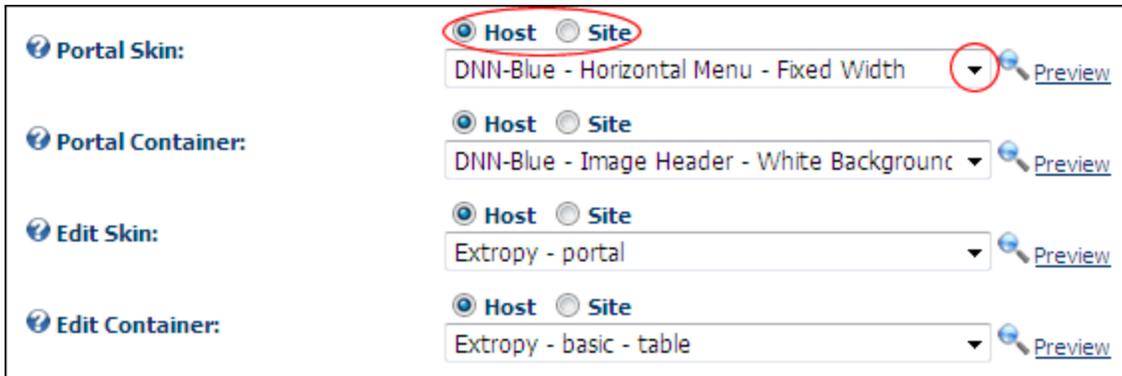
Setting the Default Portal Skin

How to set the default skin that is applied to all site pages including the Admin pages.

Tip: This setting can be overridden for individual site pages by setting the Page Skin field. See Page Settings - Page Management for more details.

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings** section.

4. **Maximize**  the **Appearance** section.
5. At **Portal Skin**, select from the following skin directories:
 - **Host**: Displays skins available to all sites within this DNN installation.
 - **Site**: Displays skins available to this site only.
6. At **Portal Skin**, select a skin from the drop-down list, or select < **None Specified** > to use the default skin selected by the Host.



The screenshot shows the 'Portal Skin' configuration interface. It has four sections: 'Portal Skin', 'Portal Container', 'Edit Skin', and 'Edit Container'. Each section has radio buttons for 'Host' and 'Site', a dropdown menu for skin/container selection, and a 'Preview' link. In the 'Portal Skin' section, the 'Host' radio button is selected and circled in red, and the dropdown menu shows 'DNN-Blue - Horizontal Menu - Fixed Width' with a red circle around the dropdown arrow.

7. **Optional.** Click the [Preview](#) link to preview the skin selected at Step 6 in a new Web browser.
8. Click the  [Update](#) link.

Setting the Default Portal Container

How to set the default container that is applied to all existing and new modules on site pages.

Tip: This setting can be overridden for all modules on a single page by setting the Page Container field. See [Page Settings - Page Management](#) for more details.

Tip: This setting can be overridden for individual modules by setting the Module Container field. "Overriding the Default Container"

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings** section.
4. **Maximize**  the **Appearance** section.

- At **Edit Container**, select from the following container directories:
 - Host**: Displays containers available to all sites within this DNN installation.
 - Site**: Displays containers available to this site only.
- At **Edit Container**, select a container from the drop-down list, or select < **None Specified** > to use the default portal container as set by the Host.

The screenshot shows a configuration panel with four sections:

- Portal Skin:** Radio buttons for **Host** (selected) and **Site**. A dropdown menu shows "DNN-Blue - Horizontal Menu - Fixed Width" with a **Preview** link.
- Portal Container:** Radio buttons for **Host** (selected and circled in red) and **Site**. A dropdown menu shows "DNN-Blue - Image Header - White Background" with a **Preview** link (circled in red).
- Edit Skin:** Radio buttons for **Host** (selected) and **Site**. A dropdown menu shows "Extropy - portal" with a **Preview** link.
- Edit Container:** Radio buttons for **Host** (selected) and **Site**. A dropdown menu shows "Extropy - basic - table" with a **Preview** link.

- Optional.** Click the [Preview](#) link to preview the container selected at Step 6 in a new Web browser.
- Click the  [Update](#) link.

Setting the Edit Skin

How to set the skin that is applied to the editing pages of the site. E.g. module editing pages, module settings pages, page settings pages, etc.

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

- Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
- Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
- Go to the **Basic Settings** section.
- Maximize**  the **Appearance** section.
- At **Edit Skin**, select from the following skin directories:
 - Host**: Displays skins available to all sites within this DNN installation.
 - Site**: Displays skins available to this site only.
- At **Edit Skin**, select a skin from the drop-down list, or select < **None Specified** > to use the default edit skin as set by the Host.

Portal Skin:	<input checked="" type="radio"/> Host <input type="radio"/> Site DNN-Blue - Horizontal Menu - Fixed Width Preview
Portal Container:	<input checked="" type="radio"/> Host <input type="radio"/> Site DNN-Blue - Image Header - White Background Preview
Edit Skin:	<input checked="" type="radio"/> Host <input type="radio"/> Site Extropy - portal Preview
Edit Container:	<input checked="" type="radio"/> Host <input type="radio"/> Site Extropy - basic - table Preview

7. **Optional.** Click the [Preview](#) link to preview the skin selected at Step 6 in a new Web browser.

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

Setting the Edit Container

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

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

- Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
- Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
- Go to the **Basic Settings** section.
- Maximize**  the **Appearance** section.
- At **Edit Container**, select from the following container directories:
 - Host:** Displays containers available to all sites within this DNN installation.
 - Site:** Displays containers available to this site only.
- At **Edit Container**, select a container from the drop-down list, or select < **None Specified** > to use the default edit container as set by the Host.

Portal Skin:	<input checked="" type="radio"/> Host <input type="radio"/> Site DNN-Blue - Horizontal Menu - Fixed Width Preview
Portal Container:	<input checked="" type="radio"/> Host <input type="radio"/> Site DNN-Blue - Image Header - White Background Preview
Edit Skin:	<input checked="" type="radio"/> Host <input type="radio"/> Site Extropy - portal Preview
Edit Container:	<input checked="" type="radio"/> Host <input type="radio"/> Site Extropy - basic - table Preview

7. **Optional.** Click the Preview link to preview the container selected at Step 6 in a new Web browser.
8. Click the  Update link.

Advanced Settings

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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. Go to the **Security Settings** section.
5. 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.
6. Click the  Update link.



Disabling User Registration

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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. Go to the **Page Management** section.
5. 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>**.

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

6. Click the  Update link.



A 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.

4. Go to the **Page Management** section.
5. 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>**.

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

6. 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** - OR - Select **Site**  from the Control Panel.
3. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
4. **Maximize**  the **Advanced Settings** section.
5. Go to the **Page Management** section.
6. At **Login Page**, select the name of the Login page you created from the drop-down list.

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

7. 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** - OR - Select **Site** from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize** the **Advanced Settings** section.
4. Go to the **Page Management** section.
5. At **Login Page**, select **<None Specified>**.

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

6. 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. Go to the **Page Management** section.
5. At **Registration Page**, select the registration page you created from the drop-down list. E.g. Register

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

6. 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. Go to the **Page Management** section.
5. At **Registration Page**, select **<None Specified>**.

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

6. 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 Page via the Page Settings Page"
 - b. **Important.** Add a View Profile module to the page. See "Adding a New Module"
 - c. Add other modules and content as desired.
2. Set the custom user profile page:
 - a. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
 - b. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
 - c. **Maximize**  the **Advanced Settings** section.
 - d. Go to the **Page Management** section.
 - e. At **User Profile Page**, select the user profile page you created from the drop-down list.
 - f. 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you want to update this page for. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. Go to the **Page Management** section.
5. At **User Profile Page**, select **User Profile**.

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

6. 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** - OR - Select **Site**  from the Control Panel.
2. **Maximize**  the **Advanced Settings** section.
3. Go to the **Page Management** section.
4. At **Search Results Page**, select from the following options:
 - To set a custom search results page, select the page name from the drop-down list.
 - To use the default search results page, select **<Search Results>**.

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

5. 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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. Go to the **Page Management** section.
5. At **Home Directory**, the home directory is displayed.

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

Viewing the Home Directory

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. This tutorial uses PayPal as the example.

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

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Payment Settings** section.
5. At **Currency**, select the currency to process payments with.
6. At **Payment Processor**, select a payment processing company from the drop-down list. E.g. PayPal
7. Click Go To Payment Processor WebSite and sign up for an account.
8. In the **Processor UserId** text box, enter the UserID code provided by PayPal.
9. In the **Processor Password** text box, enter the Password provided by PayPal.
10. **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.
11. **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.
12. At **Use Sandbox?**, select from these options
 - Check the check box to enable PayPal Sandbox.
 - Uncheck the check box to disable Sandbox and enable live transactions.

 Payment Settings	
 Currency:	<input type="text" value="U.S. Dollars (USD)"/>
 Payment Processor:	<input type="text" value="PayPal"/> Go To Payment Processor WebSite
 Processor UserId:	<input type="text" value="MyUserID"/>
 Processor Password:	<input type="password" value="....."/>
 PayPal Return URL:	<input type="text" value="www.ecozany.com/ThankYou.aspx"/>
 PayPal Cancel URL:	<input type="text" value="www.ecozany.com/Cancellation.aspx"/>
 Use Sandbox:	<input checked="" type="checkbox"/>

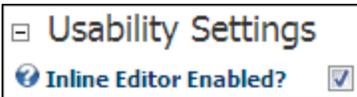
13. Click the  Update link.

Usability Settings

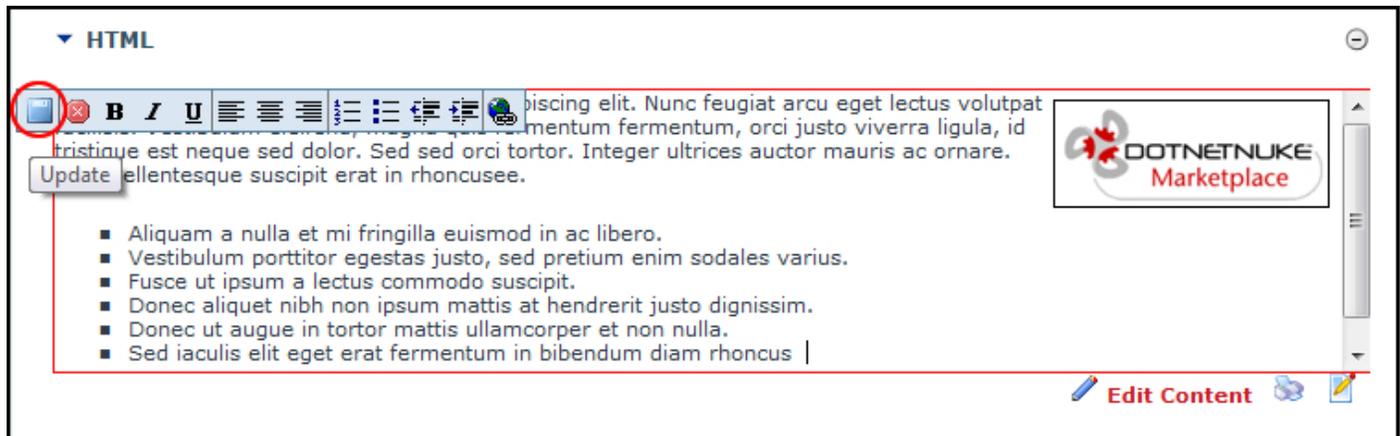
Enabling/Disabling Inline Editing

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.

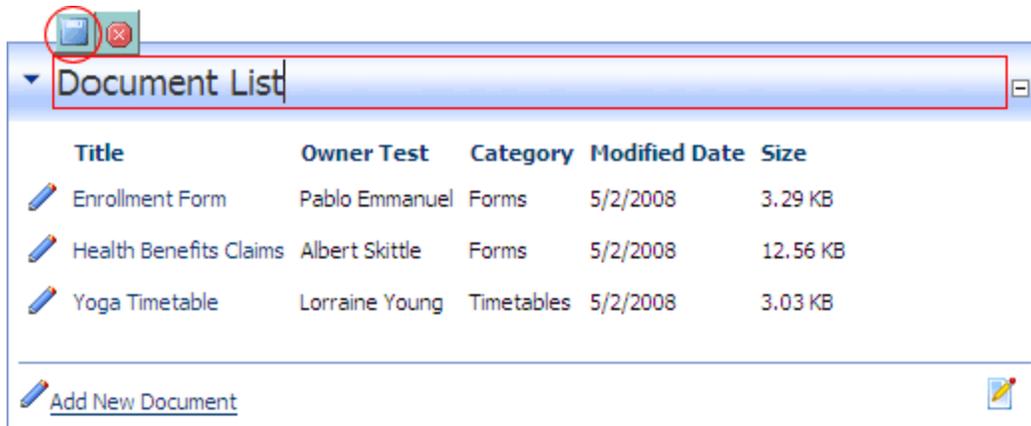
1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Usability Settings** section.
5. At **Inline Editor Enabled?**, select from these options:
 - Check the check box to enable inline editing.
 - Uncheck the check box to disable inline editing.



6. Click the  Update link.



Editing content inline



The screenshot shows a window titled 'Document List' with a search bar containing the text 'Document List'. Below the search bar is a table with the following columns: Title, Owner Test, Category, Modified Date, and Size. There are three rows of data. At the bottom left of the window, there is a link 'Add New Document' with a pencil icon.

Title	Owner Test	Category	Modified Date	Size
Enrollment Form	Pablo Emmanuel	Forms	5/2/2008	3.29 KB
Health Benefits Claims	Albert Skittle	Forms	5/2/2008	12.56 KB
Yoga Timetable	Lorraine Young	Timetables	5/2/2008	3.03 KB

Add New Document

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** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Usability Settings** section.
5. 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.
6. Click the  Update link.

Setting Control Panel Security

How to set which site editors (Page Editors and Module Editors, or Page Editors only) can view the Control Panel.

A 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.

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.

4. **Maximize**  the **Usability Settings** section.
5. At **Control Panel Security**, select from the following options:
 - **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.



The screenshot shows the 'Usability Settings' section of a control panel. It contains four settings:

- Inline Editor Enabled?** with a checked checkbox.
- Control Panel Mode:** with radio buttons for 'View' and 'Edit' (selected).
- Control Panel Visibility:** with radio buttons for 'Minimized' and 'Maximized' (selected).
- Control Panel Security:** with radio buttons for 'Page Editors' and 'Module Editors' (selected). This entire section is circled in red.

6. Click the  Update link.



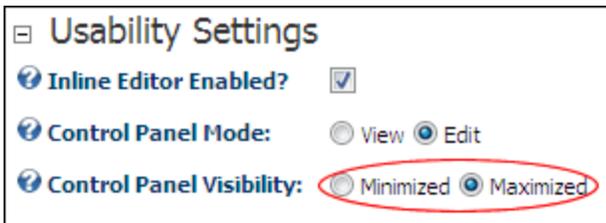
The screenshot shows the control panel interface for a Module Editor. At the top, there is a 'Mode:' section with radio buttons for 'View' and 'Edit' (selected). Below this is the DotNetNuke logo and the URL 'http://www.dotnetnuke.com'. A blue navigation bar contains 'Home' and 'page'. Below the navigation bar, the date 'Sunday, August 19, 2007' is displayed on the left, and '...: page :...' on the right. The main content area features a blue header 'Enter Title' with a dropdown arrow. Below the header is a text input field with the placeholder text 'Hover here, then click toolbar to edit content'. At the bottom of the content area is an 'Edit Text' button with a pencil icon.

The Control Panel as displayed to a Module Editor

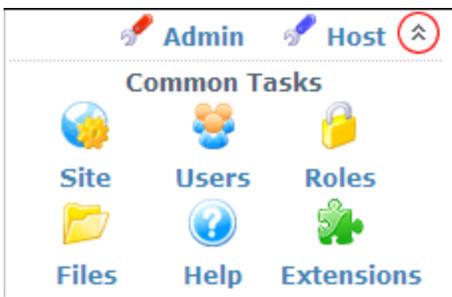
Setting Control Panel Visibility

How to set the default visibility of the Control Panel as either maximized or minimized. This setting is overridden by the personalization feature which displays the Control Panel to authorized users as the visibility they selected last.

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Usability Settings** section.
5. At **Control Panel Visibility**, select **Minimized** or **Maximized**.



6. Click the  Update link.

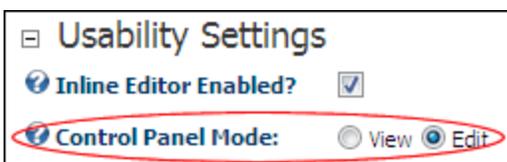


A Maximized Control Panel

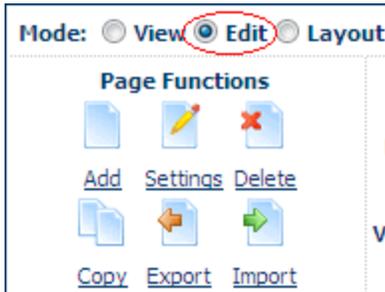
Setting the Default Control Panel Mode

How to set the default mode for the Control Panel. This setting is overridden by the personalization feature which displays the Control Panel to authorized users in the mode they used last.

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Usability Settings** section.
5. At **Control Panel Mode**, select either the **View** or **Edit** mode.



6. Click the  Update link.



Control Panel Mode set to Edit

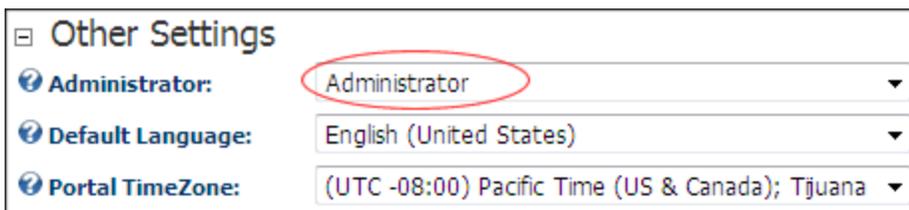
Other Settings

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 "Adding a User to a Security Role").

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Other Settings** section.
5. At **Administrator**, select the display name of the required administrator.



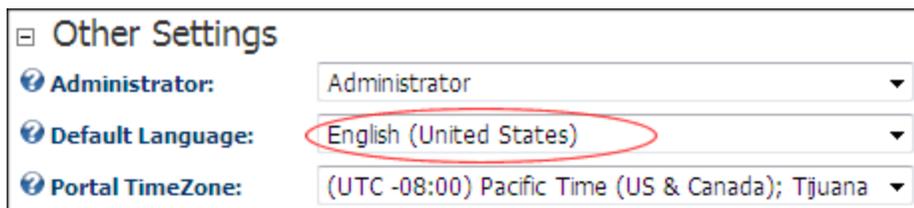
6. Click the  Update link.

Setting the Default Language

How to set which language is the default language for this site. This language is allocated to site members upon registration, as well as when a regional language selected by a user is unavailable. Note: Changing the default language doesn't update the language allocated to existing users. Only English (US) is supplied by default, however other languages are freely available from the DotNetNuke.com web site.

For more on languages, See "About the Languages Module".

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Other Settings** section.
5. At **Default Language**, select the default language.
6. Click the  Update link.



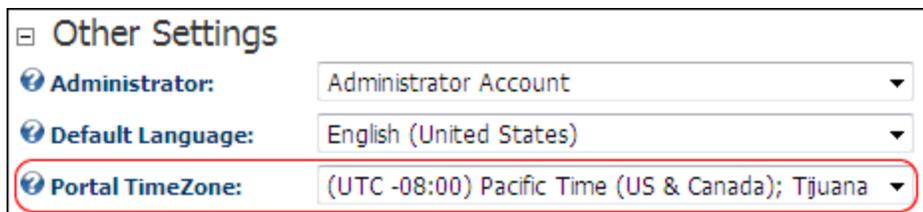
The screenshot shows the 'Other Settings' section of a control panel. It contains three dropdown menus: 'Administrator' (set to 'Administrator'), 'Default Language' (set to 'English (United States)', which is circled in red), and 'Portal TimeZone' (set to '(UTC -08:00) Pacific Time (US & Canada); Tjuana').

Setting the Default Language

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 Date replacement token. See "Replacement Tokens"

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Maximize**  the **Advanced Settings** section.
4. **Maximize**  the **Other Settings** section.
5. At **Portal TimeZone**, select the time zone for this site.



The screenshot shows the 'Other Settings' section of a control panel. It contains three dropdown menus: 'Administrator' (set to 'Administrator Account'), 'Default Language' (set to 'English (United States)'), and 'Portal TimeZone' (set to '(UTC -08:00) Pacific Time (US & Canada); Tjuana', which is circled in red).

6. Click the  Update link.

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 "Using the Site Wizard"
- See "Adding a Basic Page (RibbonBar)"
- See "Adding a New Module"
- "Adding Module Content"

Key Concepts

About Pages

DNN sites are created by adding one or more pages to the site and then adding content (using modules) to each page.

Adding and Managing Pages

Members of the Administrator and SuperUser security roles can add pages. Other users can be given permission to manage the settings of specific pages and create new pages as children of those pages. See "Setting Page Permissions".

DNN also includes special pages which enable Administrators to manage their site and Hosts to manage all portals. These are called the Admin and Host pages respectively. See "About the Admin Pages" and "About the Host Pages"

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

▼ Welcome To DotNetNuke®



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

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

COMMUNITY



Share your knowledge

Interact and engage with other members of the DotNetNuke community

MARKETPLACE



Find modules and skins

Get the most out of DotNetNuke by extending it with third-party modules and skins

SUPPORT



Get instant help!

Reduce risk and get expert help on DotNetNuke when you have a problem

CONFERENCES



Learn. Share. Connect

Dive deep into DotNetNuke with in-depth technical and business sessions from experts

TRAINING



Learn from the experts

Learn how to use all of DotNetNuke's potential from experts

About 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 snowcovered.com

Related Topics:

- See "Installing Available Extensions"
- See "Installing a New Module"



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 tutorials 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. "Basic Settings for Existing Pages" and "Setting Module Permissions"

Site Wizard

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.

Site Wizard

Site Configuration Wizard

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

 **Next**

The Site Wizard Module

Using the Site Wizard

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

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

Step 1 - Site Configuration Wizard

1. **Optional.** Read the introductions.

2. Click the  Next link.

Site Wizard

Site Configuration Wizard

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



Step 2 - Choose a Template for your site

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

1. At **Build your site from a template (below)**, check the check box. This displays a list of the available templates.
2. Click on the name of a template to select it. This displays a description of the selected template.

3. Choose one of the following options to set how duplicate modules will be handled:

- **Ignore:** Places a copy of any duplicated modules on the same page.
- **Replace:** Deletes the existing copy of the duplicate content and replaces it with the template copy.
- **Merge:** Combines the existing information and template information into one module.

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

Site Wizard

Choose a Template for your site

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

Build your site from a template (below)

Default Website

EcoZany

EcoZany default site template

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

Ignore Replace Merge

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

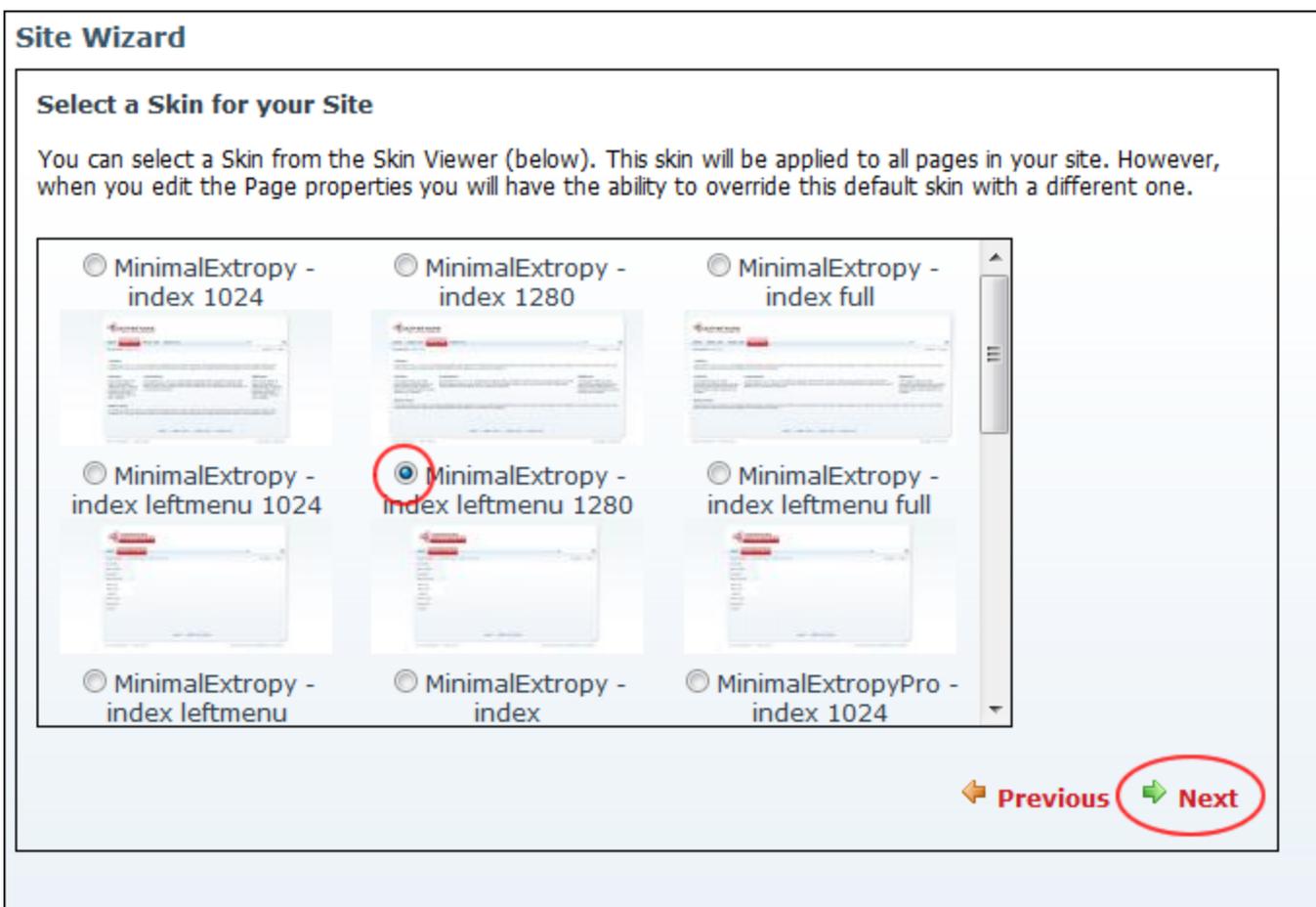
 **Next**

Step 3 - Select a Skin for your Site

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

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

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



Step 4 - Choose a Default Container for your site

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

1. If you selected a skin at Step 3, the matching containers are displayed here and the default container is pre-selected.

2. **Optional.** Check the **Show All Containers** check box to view all of the available containers.
3. **Optional.** To preview a container click on a thumbnail image (where provided). This displays a larger image of the container in a new Web browser.
4. Select a container.
5. Click the [Next](#) link.

Site Wizard

Choose a Default Container for your site

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

Show All Containers:

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

[← Previous](#) [Next →](#)

Step 5 - Add Site Details

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

1. In the **Name/Title** text box, enter the name or title to be applied to the site. This will show in visitor's Web browser title.

2. In the **Description** text box, enter description to be applied to the site. This will be the description that Internet search engines will display to visitors. The site must be submitted to these search engines.
3. In the **KeyWords** text box, enter keywords to be applied to the site. This will be what the Internet search engines look for if you choose to submit your site to them.
4. At **Logo**, select or upload a logo. Note: You must be logged in or have permissions to upload/select files.
5. Click the  Finish link. A message reading "If you changed the skin for your site, it should change when you leave this page" is displayed.

Site Wizard

Add Site Details

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

Name/Title:

Description:

KeyWords:

Logo:

File Location:

File Name:

[Upload New File](#)

[← Previous](#) [Finish](#)

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

Related Topics:

- See "Setting a File Link"
- See "Uploading and Linking to the File"

Control Panel

About the DNN Control Panels

DNN includes two Control Panels - the RibbonBar and the Iconbar which enable the Host, SuperUsers, Administrators, Page Editors and Content Editors (optional) to access and perform a range of content management, and administrative tasks.

Administrators can configure usability settings for the Control Panel. See the Admin Pages > Usability Setting section.

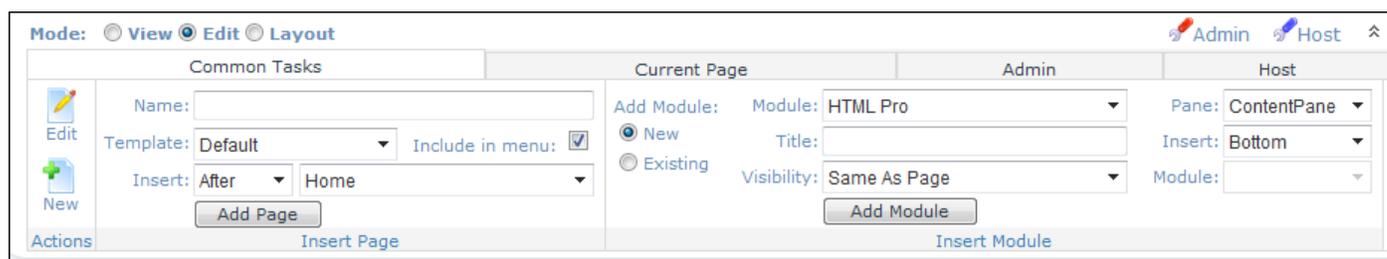
Hosts can set which Control Panel used. "Setting the Control Panel"

Both types of Control Panels include the following quick links:

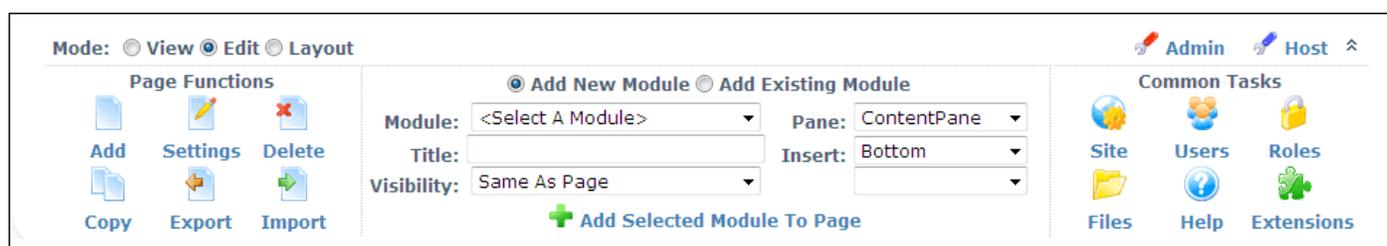
- The  **Admin** and  **Host** links (top right) provides Administrators and SuperUsers with one click access to the Admin Console page and the Host Console page respectively.

Related Topics:

- "Overview of the Iconbar"
- See "Overview of the RibbonBar"



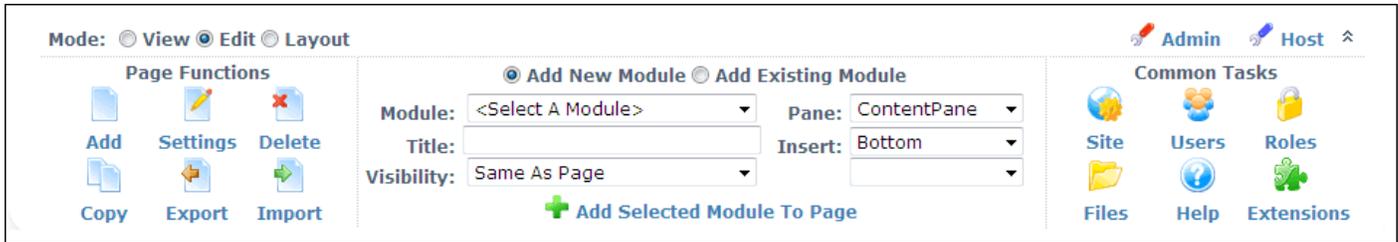
The RibbonBar Control Panel logged in as Host



The Iconbar Control Panel logged in as Host

Overview of the Iconbar

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 Administration and Host pages.

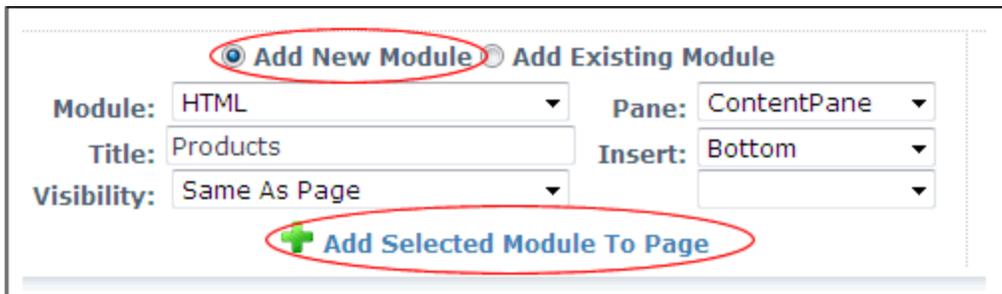


The Iconbar Control Panel logged in as Host

Page Functions

The **Page Functions** section (left) is accessible to Page Editors, Administrators and SuperUsers. It enables users to add new pages (See "Adding a Page via the Page 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



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

Common Tasks

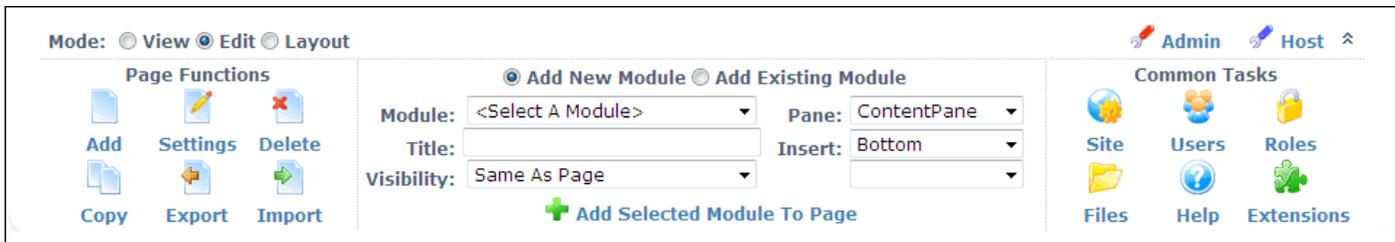
Page Editors can access this icon:

- **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 and Hosts 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"

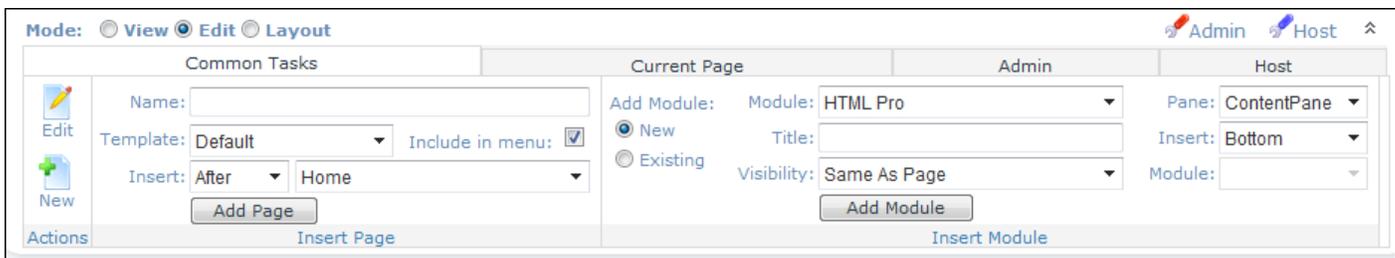
-  **Help:** Opens the Online Help resource associated with the site.
-  **Extensions:** Opens the Admin > Extensions page. See "About the Extensions Module"



The Iconbar Control Panel (as displayed to the Host)

Overview of the RibbonBar

The RibbonBar displays site management tools grouped under these three categories: Common Tasks, Current Page, Admin and Host. The Common Tasks and Current Page tabs are displayed on pages where users have editing permissions; the Admin tab is displayed to users in the Admin role; and the Host tab is displayed to the Host and SuperUsers.



Here is an overview of the four sections of the RibbonBar:

Common Tasks Tab

Displays these commonly performed tasks:

	Description	Visible When
Actions Section		
Edit	Link to edit current page settings. See "Editing Page Settings"	User has Manage Settings permission.
New	Link to create a new page. See "Adding a Page via the Page Settings Page"	User has Add Page permission.
Insert Page Section		
Add Page	Adds a page to the site. See "Adding a Basic Page (RibbonBar)"	User has Add Page permission.
Insert Module Section		
Add Module	Adds a module to the page. See "Adding a New Module" and "Adding an Existing Module (RibbonBar)"	User has Add Content permission. Enabled if the current page is not an Edit page (E.g. Page Settings)

Mode: View Edit Layout ^

Common Tasks		Current Page	
 Edit  New	Name: <input type="text"/>	Add Module: <input type="text"/>	Module: <input type="text"/>
	Template: <input type="text" value="Default"/> <input "="" type="checkbox" value="Include in menu: <input checked="/>	<input checked="" type="radio"/> New <input type="radio"/> Existing	Title: <input type="text"/>
Insert: <input type="text" value="Child of"/> <input type="text" value="NewPage"/>		Visibility: <input type="text" value="Same As Page"/>	Insert: <input type="text" value="Bottom"/>
<input type="button" value="Add Page"/>		<input type="button" value="Add Module"/>	
Actions Insert Page		Insert Module	

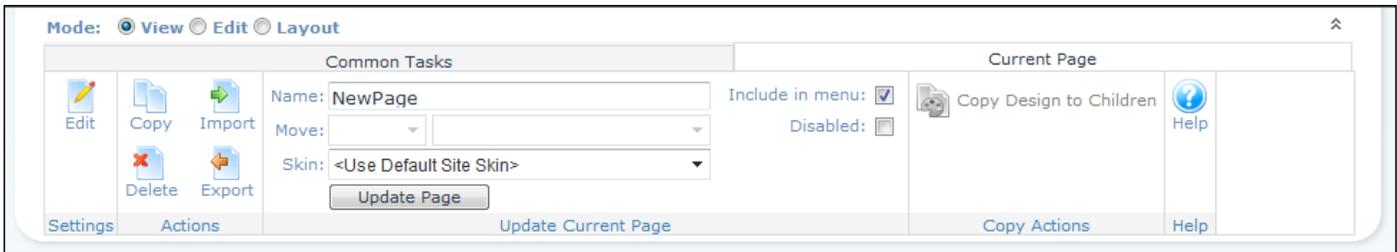
Common Tasks Tab

Current Page Tab

	Description	Visible When
Settings Section		
 Edit	Link to edit current page settings. See "Editing Page Settings"	User has Manage Settings permission.
Actions Section		
 Copy	Link to copy current page. See "Copying a Page" See "Copying a Page"	User has Copy Page permission.
 Delete	Link to delete current page. See "Deleting a Page" See "Deleting a Page"	User has Delete Page permission. Enabled if the current page is not a special page. I.e. Admin / Host pages and pages in use under Site Settings > Advanced Settings > Page Management.
 Import	Link to import a page. See "Importing a New Page" See "Importing a New Page"	User has Import Page permission.
 Export	Link to export a page. See "Exporting a Page"	User has Export Page permission.
Update Current Page Section		
	Add new page. See "Adding a Basic Page (RibbonBar)"	User has Add Page permission.
Copy Actions Section		
 Copy Permissions to Children*	Copy current page permission to children pages. See "Copying Permissions to Descendant Pages"	User has Manage Settings permission. Enabled if page has child pages.
 Copy Design to Children*	Copy current page design (skin and container settings) to children.	User has Manage Settings permission. Enabled if page has child pages.

	Description	Visible When
Settings Section		
	See "Copying Design to Children Pages"	
Help Section		
	<p>Help Link (new window) to Help URL defined in Host Settings</p> <p>See "Setting the Online Help URL"</p>	If Help URL is set.

* For Page Editors: Will only update child pages which the page editor has permission to edit.



The screenshot shows a web page editor interface. At the top, there are three modes: View (selected), Edit, and Layout. Below this is a 'Common Tasks' section with icons for Edit, Copy, Import, Delete, and Export. A text input field contains 'NewPage', and there are 'Move' and 'Skin' dropdown menus. A 'Disabled' checkbox is present. Below these are 'Update Page' and 'Update Current Page' buttons. The 'Current Page' section on the right contains a 'Copy Design to Children' button with a folder icon and a 'Help' button with a question mark icon. At the bottom, there are tabs for 'Settings', 'Actions', 'Update Current Page', 'Copy Actions', and 'Help'.

Current Page Tab

Admin Tab

	Description
Settings Section	
 Site Settings	Link to Site Settings. See "About the Site Settings Page"
 Console	Link to Admin Console. See "About the Admin Pages"
User Security Section	
 Users	Link to Admin > Users Account. See "About the User Accounts Module"
 User Roles	Link to Admin > User Roles. See "About the Security Roles Module"
 Add User	Link to Admin > Users > Add User. See "Adding a User Account"
 Add Role	Link to Admin > User Roles > Add Role. See "Adding a Security Role (Basic Settings)"
Manage Section	
 Pages	Link to Admin > Pages. See "About the Tabs module"
 File Manager	Link to Admin > File Manager. See "About the File Manager Module"
 New Page	Link to Admin > Pages > Add Page. See "Adding a Page"
 Upload File	Link to Admin > File Manager > Upload File. See "Uploading Files"
Features Section	
 News Letters	Link to Admin > Newsletters. See "About the Newsletters Module"
 Extensions	Link to Admin > Extensions. See "About the Extensions Module"
 Skins	Link to Admin > Skins. See "About the Skins Module"
 Languages	Link to Admin > Languages. See "About the Languages Module"
Logs Section	
 Event Log	Link to Admin > Event Log. See "About the Log Viewer Module"
 Site Log	Link to Admin > Site Log. See "About the Site Log Module"
Restore Section	
 Recycle Bin	Link to Admin > Recycle Bin. See "About the Recycle Bin Module"



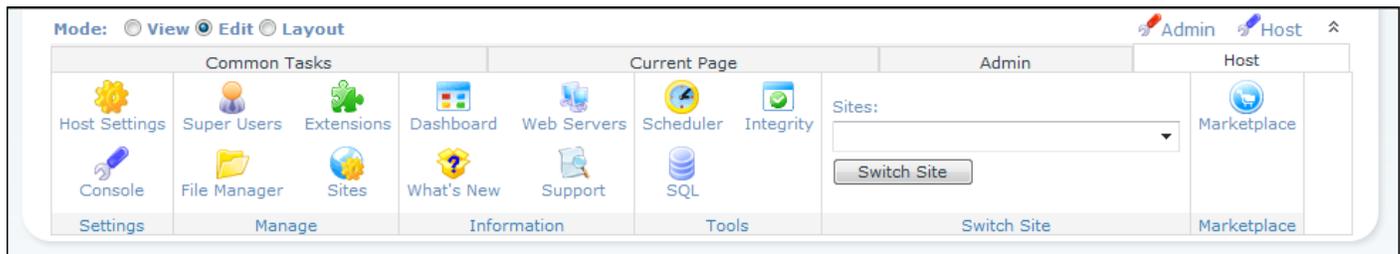
Admin Tab

Host Tab

	Description
Settings Section	
 Host Settings	Link to Host Settings. See "About the Host Settings Page"
 Console	Link to Host Console. See "About the Host Pages"
Manage Section	
 Super Users	Link to Host > Super Users. See "About the Host Pages"
 File Manager	Link to Host > File Manager. See "About the File Manager Module"
 Extensions	Link to Host > Extensions. See "About the Extensions Module"
 Sites	Link to Host > Portals. See "About the Portals Page"
Information Section	
 Dashboard	Link to Host > Dashboard. See "Viewing Dashboard Information"
 What's New	Link to Host > What's New. See "About the What's New Module"
 Web Servers	Link to Host > Professional Features > Manage Web Servers. See "About the Web Servers Module"
 Support	Link to Host > Technical Support. Opens the DNN Professional Support Ticket system
Tools Section	
 Scheduler	Link to Host > Scheduler. See "About the Schedule Page"
 SQL	Link to Host > SQL. See "About the SQL Page"
 Integrity*	Link to Host > Application Integrity page. See "About the File Integrity Checker Module"
Switch Site Section**	
Switch Site	Allows switching to different portals. See "Switching Sites"
Marketplace Section	
 Marketplace	Link to Host > Marketplace. See "About the Marketplace Module"

* *Only available in DotNetNuke Professional Edition*

** May require login to the new site

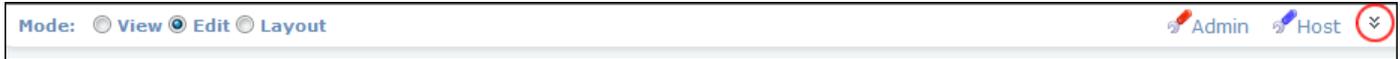


Host Tab

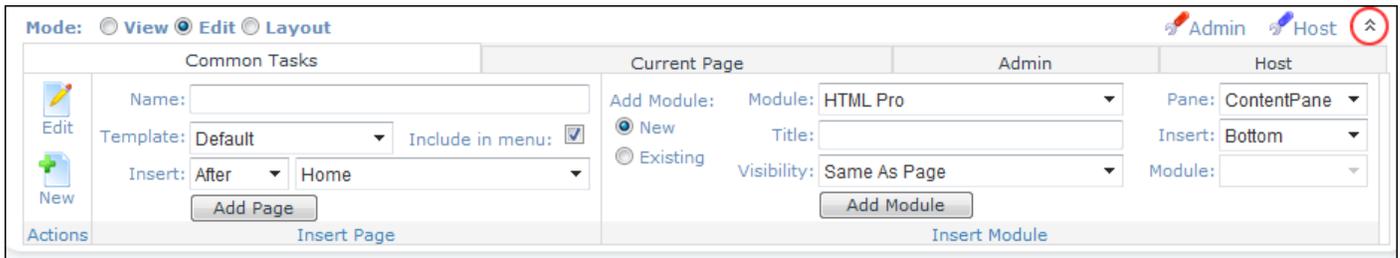
Maximizing/Minimizing the Control Panel

How to hide or display the Control Panel using the Maximize/Minimize button.. This functionality isn't available to Module Editors. The default visibility is set by Administrators. "Setting Control Panel Visibility"

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.



Minimized RibbonBar logged in as Host



Maximized RibbonBar logged in as Host

Setting Control Panel 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.

Mode: View Edit Layout

DOTNETNUKE PROFESSIONAL

Admin

DOTNETNUKE PROFESSIONAL

HOME OUR TOYS STORE ABOUT US ADMIN

You are here: [About Us](#) Administrator Account | Logout

About Us



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

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

- **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.

Mode: View Edit Layout

DOTNETNUKE PROFESSIONAL

Admin

DOTNETNUKE PROFESSIONAL

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▼ About Us

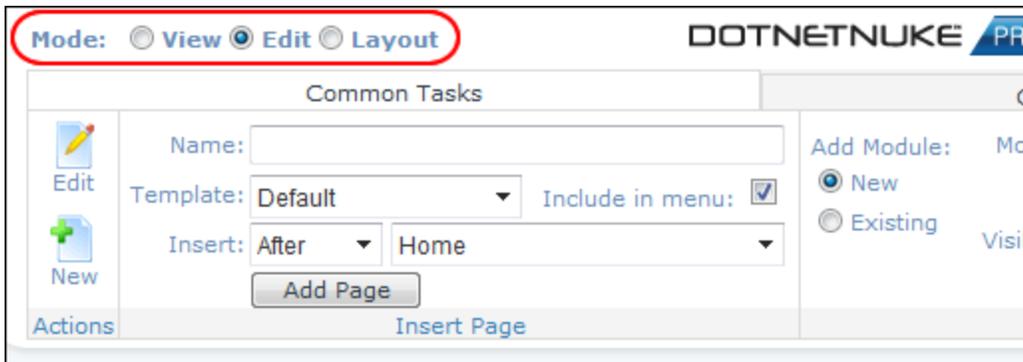
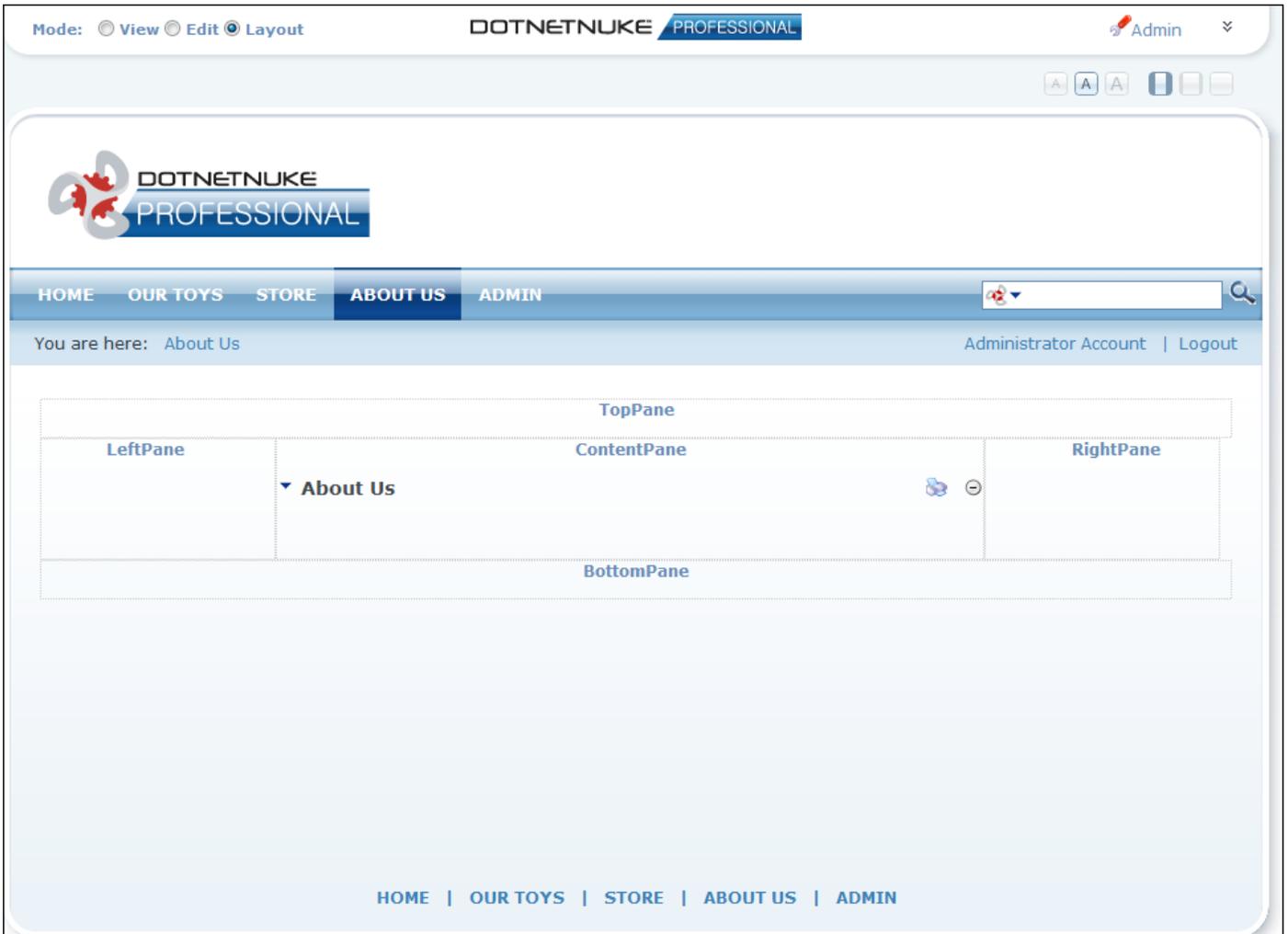


EcoZany is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

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

Edit Content

- **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.



Setting the Control Panel mode

Adding and Managing Pages

About Pages

DNN sites are created by adding one or more pages and then adding modules which display content onto those pages. This section provides information on viewing, adding and managing pages. Additional functionality is available to Administrators and SuperUsers using the Pages (Tabs) module. See "About the Tabs module".

Related Topics:

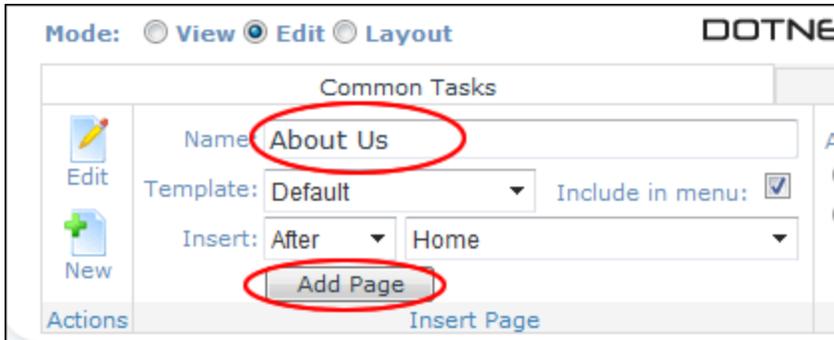
- See "About Page Permissions"

Pages Basics

Adding a Basic Page (RibbonBar)

How to add a page to a site using the RibbonBar. 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 tutorial assumes you are viewing the site in its default language.

1. Maximize  the Control Panel.
2. Go to the Common Tasks tab.
3. Go to the Insert Page section.
4. In the **Name** text box, enter a name for the page. This is the name which appears in the menu. Skip to Step 8 accept the default options which adds this page to the save level of the menu after (to the right of) the current page.
5. **Optional.** At **Template**, select a template for this page - OR - select the blank row for no template. The Default template includes an HTML module in the content pane.
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.
7. **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. This adds the page on the same level in the menu.
 - Select to add the page as a **Child Of** the page name selected in the second drop-down box.
8. Click the **Add Page** button. The page is now added and set as visible to Administrators only. This allows you to add content to the page before setting it as viewable by one or more user roles. See "Setting Page Permissions"



Inserting a Page using the RibbonBar

Adding a Page via the Page Settings Page

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

1. Maximize  the Control Panel.
2. On the RibbonBar, select the Common Tasks tab and then select  New - OR - On the Iconbar, go the Page Functions section and then select  Add. This opens the Page Settings page.
3. Go to the **Basic Settings - Page Details** section.
4. In the **Page Name** text box, enter a name for the page. This is the name which appears in the menu.
Note: Page Name is the only mandatory field. To accept all default settings, Skip to Step 9. This adds a page in a neutral language which can only viewed by Administrators to the menu.
5. **Optional.** Complete **Permissions** if displayed (See "Setting Page Permissions"). The default permissions set the page as visible to Administrators only. This enables content to be added to the page before users can view it. 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.
6. **Recommended.** Complete the other basic settings for this page (See "Basic Settings for New Pages"
7. In the **Localization** section, select the required option (See "Localization Settings for New Pages").
Note: The Localization section only displays if content localization is enabled. See "About Content Localization"
8. **Optional.** Complete advanced page settings as required. "Advanced Settings for New Pages"
9. Click the  Update link.

Page Settings

Basic Settings

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

Page Details

Page Name:

Page Title:

Description:

Keywords:

Tags:

Parent Page:

Insert Page: Before After Add to End

Template Folder:

Page Template:

Page Template:

Include In Menu?

Permissions:

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

Username: [+ Add](#)

Copy Page

Localization

Culture Type:

Create Single Neutral Culture Page

Create in Current Culture only.

Create Localized Versions of Page

Advanced Settings

[Update](#) [Cancel](#)

Adding a New Page

Related Topics:

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

Adding a New Page from a Template

How to add a new page based on an existing page template. This option allows you to configure page settings before the new page is displayed on the site. Note: The Localization section only displays if content localization is enabled. See "About Content Localization".

1. Maximize  the Control Panel.
2. On the RibbonBar, select the Common Tasks tab and then select  New - OR - On the Iconbar, go the Page Functions section and then select  Add
3. Go to the **Basic Settings - Page Details** section.
4. 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.
5. At **Template 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.
6. At **Page Template**, select a template from the drop-down list.

Page Settings

Basic Settings

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

Page Details

Page Name: Testers

Page Title: EcoZany Product Testers

Description:

Keywords:

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		<input type="checkbox"/>								
Registered Users	<input type="checkbox"/>									
Subscribers	<input type="checkbox"/>									
Unauthenticated Users	<input type="checkbox"/>									

Username: **+ Add**

Copy Page

Localization

Culture Type:

Create Single Neutral Culture Page

Create in Current Culture only.

Create Localized Versions of Page

Advanced Settings

Update **Cancel**

7. Complete the remaining basic settings as required. "Basic Settings for New Pages"

8. In the **Localization** section, select the required option. See "Localization Settings for New Pages"

9. **Optional.** Complete advanced page settings as required. "Advanced Settings for New Pages"
10. Click the  [Update](#) link.

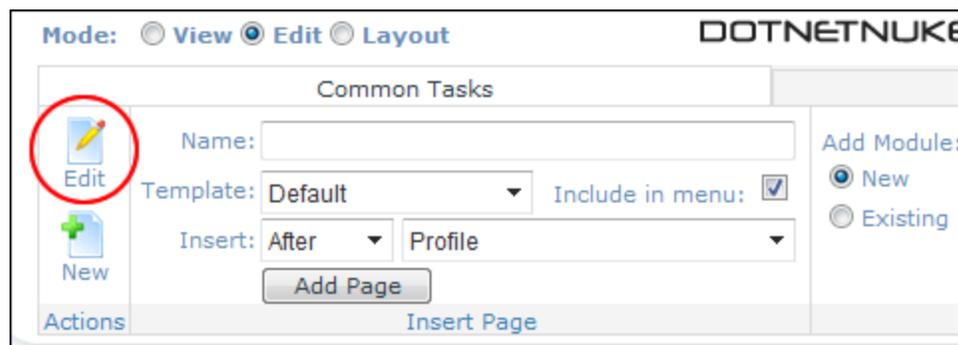
Related Topics:

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

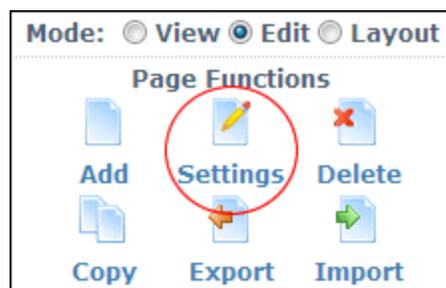
Editing Page Settings

How to edit the settings of the current page.

1. Go to the required page. See "Viewing Any Page".
2. Maximize  the Control Panel.
3. On the Common Tasks tab of the RibbonBar, select  [Edit](#) - OR - On the Iconbar, go the Page Functions section and select  [Settings](#). This opens the Page Settings page.
4. Edit page settings as required. See "Basic Settings for Existing Pages", and "Advanced Settings for Existing Pages"
5. Click the  [Update](#) link.



Accessing Page Setting using the RibbonBar



Accessing Page Settings using the Iconbar

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

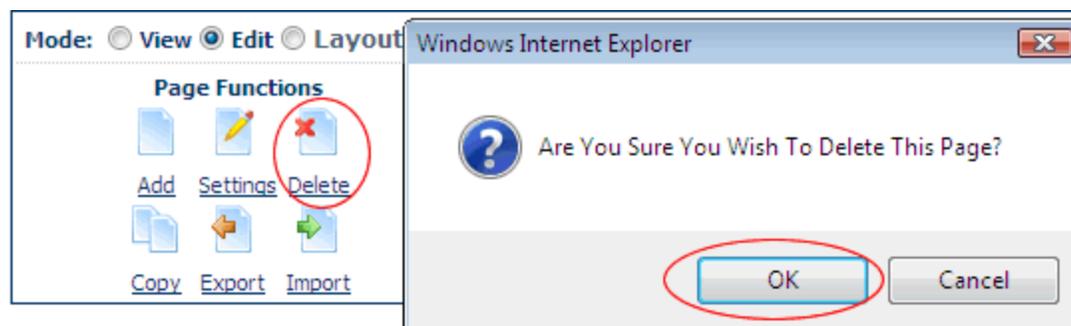
are stored in the Recycle Bin where they can be restored or permanently deleted by authorized users.

Option One - Directly from the Control Panel

1. Navigate to the required page.
2. **Maximize** ▾ the Control Panel.
3. On the RibbonBar, go to the Common Tasks tab - OR - On the Iconbar, go the Page Functions section.
4. Select  Delete. This displays the message "Are you sure you want to delete this page?"
5. Click the **OK** button to confirm.



Deleting a page using the RibbonBar



Deleting a page using the Iconbar

Option Two - Via the Site Settings Page

1. Navigate to the required parent page.
2. **Maximize** ▾ the Control Panel.
3. On the RibbonBar, go to either the Current Page or the Common Tasks tab and select  Edit - OR - On the Iconbar, go the Page Functions section and select  Settings.
4. Click the Delete link located at the base of the page. This displays the message "Are you sure you want to delete this page?"
5. Click the **OK** button to confirm.

Related Topics:

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

Manage Pages

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

Moving Page Location

How to move a page to a new location on the site menu.

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. Maximize  the Control Panel.
3. On the RibbonBar, go to either the Current Page or the Common Tasks tab and select  Edit - OR - On the Iconbar, go the Page Functions section and select  Settings.
4. Go to the **Basic Settings - Page Details** section.
5. At **Parent Page**, select a new parent page, or select **<None Specified>** to change this page to a parent page.



Page Settings

 **Basic Settings**

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

 **Page Details**

 **Page Name:**

 **Page Title:**

 **Description:**

 **Keywords:**

 **Tags:**

 **Parent Page**

 **Include In Menu?**

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

Copying a Page

How to copy any existing page including modules and optional module content. Note: Page Name is the only mandatory field. Note: The Localization section only displays if content localization is enabled. See "About Content Localization".

1. Maximize  the Control Panel.
2. On the **RibbonBar**, go to the Current Page tab and select  [Copy](#) - OR - On the Iconbar, go the Page Functions section and select  [Copy](#)
3. Go to the **Basic Settings - Page Details** section.
4. In the **Page Name** text box, enter a name for the new page. The page name is displayed in the menu.
5. Complete additional basic settings for this page. "Basic Settings for New Pages"
6. Go to the **Copy Page** section complete the following fields:
 - a. At **Copy From Page**, select the page be copied.
 - b. At **Specify Modules**, complete the following steps for each module:
 - i. To copy a module:
 - i. In the module title text box, enter a new module title if required.
 - ii. Select one of the following options:
 1. **New**: This will add the module without any content.
 2. **Copy**: This will 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.
 3. **Reference**: This will add the module with a referenced version of the copied content. Modifying referenced content updates both copies of the module.
 - d. To NOT copy a module:
 - a. Uncheck the check box beside any module you do NOT want copy.
 7. In the **Localization** section, select the required option. See "Localization Settings for New Pages"
 8. **Optional**. Complete the advanced page settings as required. "Advanced Settings for New Pages"
 9. Click the  [Update](#) link. You are now taken to the new page.

Copy Page

Copy From Page: Home

Specify Modules:

<input type="checkbox"/> Welcome	RightPane	<input type="radio"/> New <input type="radio"/> Copy <input checked="" type="radio"/> Reference
<input checked="" type="checkbox"/> About Us	BottomPane	<input type="radio"/> New <input checked="" type="radio"/> Copy <input type="radio"/> Reference
<input checked="" type="checkbox"/> Feedback	ContentPane	<input checked="" type="radio"/> New <input type="radio"/> Copy <input type="radio"/> Reference
<input checked="" type="checkbox"/> Sponsors	BottomPane	<input type="radio"/> New <input type="radio"/> Copy <input checked="" type="radio"/> Reference
<input checked="" type="checkbox"/> Links	ContentPane	<input type="radio"/> New <input type="radio"/> Copy <input checked="" type="radio"/> Reference

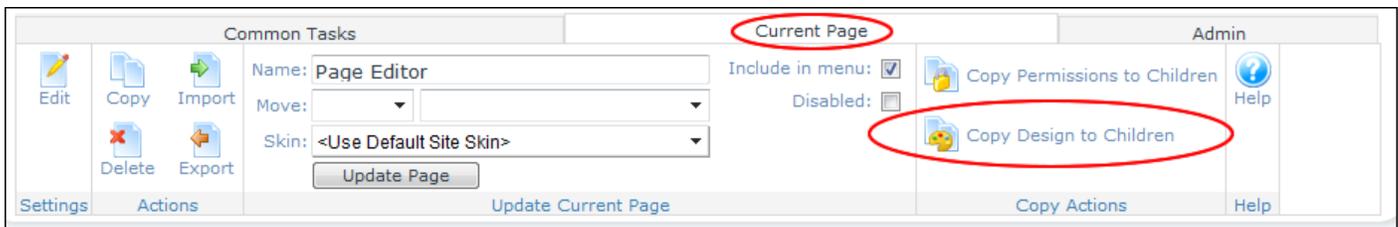
Copying a page

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.

Option One - Using the Ribbonbar

1. Navigate to the required parent page.
2. Maximize the Control Panel.
3. Go to the Current Page tab.
4. 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?"



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

Option Two - Using the Ribbonbar or Iconbar

1. Navigate to the required parent page.
2. Maximize the Control Panel.
3. On the RibbonBar, go to either the Current Page or the Common Tasks tab and select Edit - OR - On the Iconbar, go the Page Functions section and select Settings.

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

Appearance

Icon:

Link Type:

File (A File On Your Site)

System Image

File Location:

Root

File Name:

<None Specified>

Upload New File

Large icon:

Link Type:

File (A File On Your Site)

System Image

File Location:

Root

File Name:

<None Specified>

Upload New File

Page Skin:

Host **Site**

<Use Portal Default> **Preview**

Page Container:

Host **Site**

<Use Portal Default> **Preview**

Copy design to descendants:

Copy design

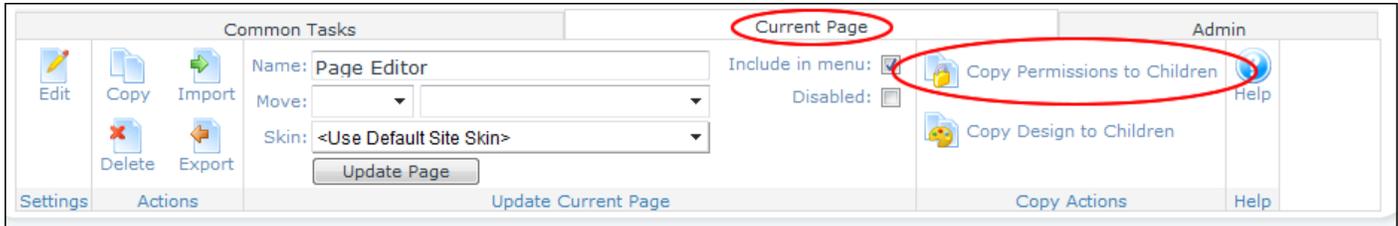
6. Click the  Update link.

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.

Option One - Using the Ribbonbar

1. Navigate to the required parent page.
2. Maximize ▾ the Control Panel.
3. Go to the Current Page tab.
4. 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?"



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

Option Two - Using the Ribbonbar or Iconbar

1. Navigate to the required parent page.
2. Maximize the Control Panel.
3. On the RibbonBar, go to either the Current Page or the Common Tasks tab and select  Edit - OR - On the Iconbar, 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.

Page Settings

Basic Settings

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

Page Details

Page Name:

Page Title:

Description:

Keywords:

Parent Page:

Include In Menu?

Permissions:

Filter By Group:

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators										
All Users		<input type="checkbox"/>								
Product Managers	<input type="checkbox"/>									
Registered Users	<input type="checkbox"/>									
Subscribers	<input type="checkbox"/>									
Unauthenticated Users	<input type="checkbox"/>									

Username: [+ Add](#)

Copy Permissions to Descendants:

[Copy Permissions](#)

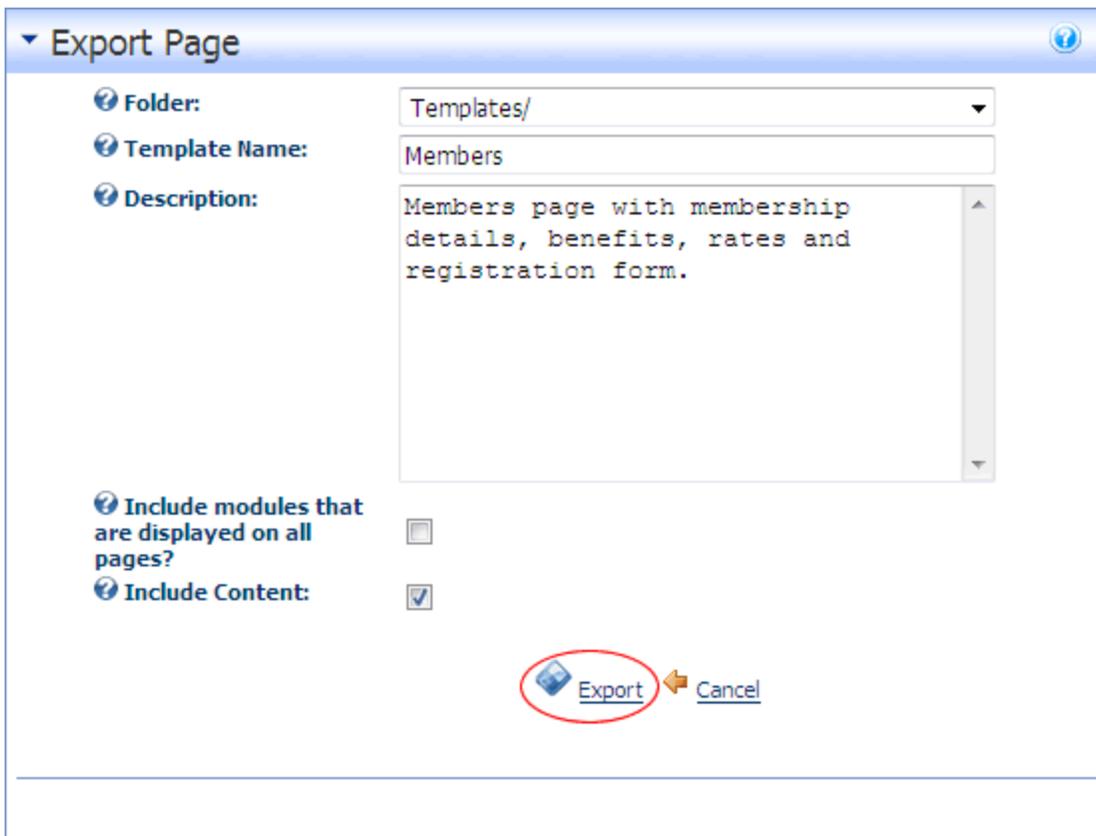
6. Click the [Update](#) link.

Exporting a Page

How to export a page. This enables you to create a page template which you can then import. This option is only available on the Iconbar Control Panel.

1. Navigate to the required page. "Viewing Any Page"
2. Maximize the Control Panel.

3. On the RibbonBar, go to the Current Page tab and select  Export - OR - On the Iconbar, go the Page Functions section and select  Export
4. At **Folder**, select a folder of the site's File Manager where the exported page will be stored.
5. 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.
6. 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.
7. **Optional.** At **Include Content?**, check the check box to include module content - OR - Uncheck the check box to add the modules without any content.
8. Click the  **Export** button.



▼ Export Page

Folder: Templates/

Template Name: Members

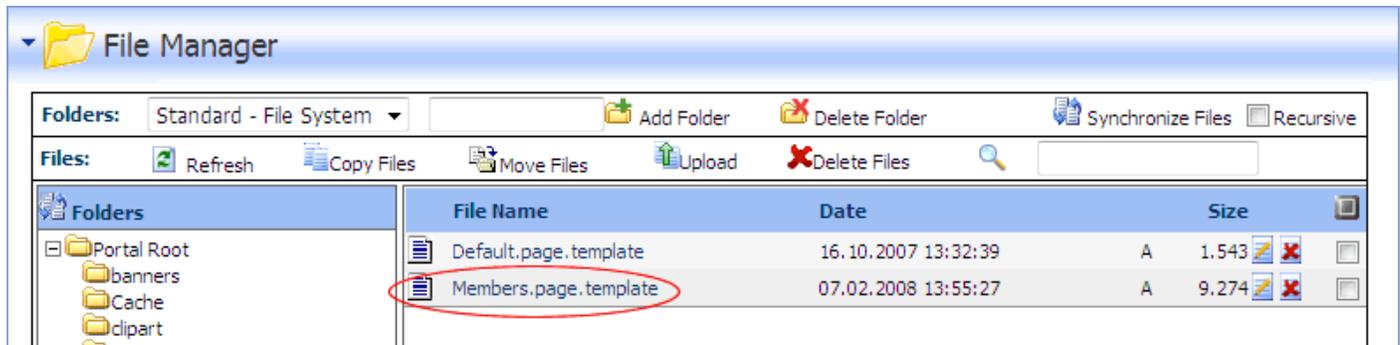
Description: Members page with membership details, benefits, rates and registration form.

Include modules that are displayed on all pages?

Include Content:

 Export  Cancel

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



The exported page is saved in the site's File Manager

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. This tutorial can only be performed using the Iconbar Control Panel.

1. Maximize  the Control Panel.
2. On the RibbonBar, go to the Current Page tab and then select  Import- OR - On the Iconbar, go the Page Functions section and then select  Import
3. 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.
4. At **Template**, select a template from the drop-down list. This displays a description of the selected template providing more details of the template.
5. At **Import Mode**, select **Create A New Page**.
6. 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,
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 editors of.
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. 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.

10. Click the Import link.

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.

Import Page

Folder: Templates

Template: <None Specified>

Import Mode: Create a new Page Replace the current Page

Page Name:

Parent Page: <None Specified>

Insert Page: Before After Add to End

Redirect Mode?: Home

View imported Page Edit imported Page

Importing a New Page

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

How to replace the modules on the current page with a page template. This option is only available on the Iconbar control panel.

1. Maximize  the Control Panel.
2. On the RibbonBar, go to the Current Page tab and select  Import - OR - On the Iconbar, go the Page Functions section and select  Import.
3. 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.
4. 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.
5. At **Import Mode**, select **Replace The Current Page**.
6. 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.
7. 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.

The screenshot shows the 'Import Page' dialog box with the following settings:

- Folder:** Templates/
- Template:** Members (Members page with membership details, benefits, rates and registration form.)
- Import Mode:** **Replace the current Page** (circled in red)
- Redirect Mode?:** **View imported Page** **Edit imported Page**
- Buttons:** **Import** **Cancel** (both buttons are circled in red)

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

Manage Settings

About Page Permissions

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

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

Professional Edition Permissions

Only available in DotNetNuke Professional Edition

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

- **View:** View permissions enable users to view the page.
- **Add:** Users with Add permissions for a page can add child pages to that page. They cannot add any parent pages, and they cannot add child pages to any other pages.

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

Permissions:

Filter By Group:

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

Username: Add

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

Page Permissions in DNN Professional Edition

Community Edition Permissions

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

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

Permissions:

Filter By Group:

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

Username:

Copy Permissions to Descendants:

Page Permissions in DNN Community Edition

Basic Settings for New Pages

How to set the basic page settings. Note: The Page Name field is the only mandatory field. This tutorial assumes you have already begun the process of adding a new page. See "Adding a Page via the Page Settings Page"

1. Go to the **Basic Settings - Page Details** section.
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.** Page templates allow you to add modules with optional content to a new page. Complete the following to use a 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. At **Permissions**, set the permissions to view and manage this page. "Setting Page Permissions"

Tip: When setting Permissions, change the selection at Filter By Group to set permissions for any of the related roles.

Basic Settings

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

Page Details

Page Name:

Page Title:

Description:

Keywords:

Tags:

Parent Page:

Insert Page: Before After Add to End

Template Folder:

Template Folder:

Page Template:

Include In Menu?

Permissions:

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

Username: [+ Add](#)

Basic Settings for New Pages

Related Topics:

- See "About the Taxonomy Manager Module"

Basic Settings for Existing Pages

How to set the basic setting for existing pages on the Page Settings page. See "Editing Page Settings". Note: The Page Name field is the only required field.

1. Go to the **Basic Settings - Page Details** section and edit any of the following settings.
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. At **Permissions**, set the permissions to view and manage this page. See "Setting Page Permissions"
10. 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. E.g. In the below screen capture, permission have been set to enable All Users to view the page, members of the Page Editors role to edit the page, and the user with the username Jack has been denied permission to edit the page. This means that Jack will not be able to edit the page even if he is a member of the Page Editor role.

Page Settings

☐ **Basic Settings**

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

☐ **Page Details**

🔗 **Page Name:**

🔗 **Page Title:**

🔗 **Description:**

🔗 **Keywords:**

🔗 **Tags:**

🔗 **Parent Page:**

🔗 **Include In Menu?**

🔗 **Permissions:**

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒
All Users	✅	❌	❌	❌	❌	❌	❌	❌	❌	❌
Registered Users	❌	❌	✅	❌	❌	❌	❌	❌	❌	❌
Subscribers	❌	❌	❌	❌	❌	❌	❌	❌	❌	❌
Translator (en-US)	❌	❌	❌	❌	❌	❌	❌	❌	❌	❌
Unauthenticated Users	❌	❌	❌	❌	❌	❌	❌	❌	❌	❌

Username: + Add

Setting Page Permissions

How to set page permissions by username and roles. This tutorial 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"

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. Go to the Basic Settings - Page Details section.
2. Go to **Permissions**.
3. 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.

4. **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.
5. 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.
6. If you are using DNN Community Edition, Skip to Step 15.
7. 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.
8. 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.
9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. Click the  Update link.

 **Permissions:**

Filter By Group:

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

Username:  Add

 Copy Permissions to Descendants:

Page Permissions in DNN Professional Edition

Advanced Settings for New Pages

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

1. **Maximize** the **Advanced Settings** section.
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 the File"
 - i. Set the link to an existing file (See "Setting a File Link",or a new file ("Uploading and Linking to the 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"
 - 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. See "Setting the Default Portal Container"
 - e. In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
 - f. In the **Page Header Tags** text box, enter any tags that should be rendered in the "HEAD" tag of the HTML for this page.

Appearance

Icon:

Link Type:

File (A File On Your Site)

System Image

Image:

icon_marketplace_16px.gif

Large icon:

Link Type:

File (A File On Your Site)

System Image

File Location:

Root

File Name:

Upload Selected File
Select An Existing File

Page Skin:

Host Site

<Use Portal Default>

Page Container:

Host Site

MinimalExtropy - Title_Red

Disabled:

Refresh Interval (seconds):

60

Page Header Tags:

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

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

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

Cache Settings

Output Cache Provider

None Specified

None Specified

FileOutputCachingProvider

DatabaseOutputCachingProvider

MemoryOutputCachingProvider

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

- 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.
- 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).
- At **Start Date**, click the [Calendar](#) link and select the first date the page is viewable.
- At **End Date**, click the [Calendar](#) link and select the last date the page is viewable. Note: Expired pages can be viewed by Administrators via the Admin > Pages page.
- 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"
- 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.

Other Settings

Secure?

Site Map Priority:

Start Date: [Calendar](#)

End Date: [Calendar](#)

Link Url:

Link Type:

None

URL (A Link To An External Resource)

Page (A Page On Your Site)

File (A File On Your Site)

Permanently Redirect?

5. Click the  [Update](#) 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. **Maximize**  the **Advanced Settings** section.
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 the File"
 - i. Set the link to an existing file (See "Setting a File Link",or a new file ("Uploading and Linking to the 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"
 - 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. See "Setting the Default Portal Container"

- e. At **Copy Design to Descendants**, click the Copy Design link. "Copying Design to Children Pages"
- f. At **Disabled**, select from these options:
- Check the check box if the page name is not a link. I.e. When you click on the page name in the menu nothing happens. This option is typically selected for a parent page to provide a way for users to navigate to its child pages.
 - Uncheck the check box for this page name to be a link to the page. This is the default option.
- g. In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
- h. In the **Page Header Tags** text box, enter any tags (i.e. meta-tags) that should be rendered in the "HEAD" tag of the HTML for this page

[-] Appearance

🔗 Icon:

Link Type:

- File (A File On Your Site)
- System Image

File Location:

Root

File Name:

<None Specified>

[Upload New File](#)

🔗 Large icon:

Link Type:

- File (A File On Your Site)
- System Image

File Location:

Root

File Name:

<None Specified>

[Upload New File](#)

🔗 Page Skin:

- Host
- Site

<Use Portal Default>

[Preview](#)

🔗 Page Container:

- Host
- Site

<Use Portal Default>

[Preview](#)

🔗 Copy design to descendants:

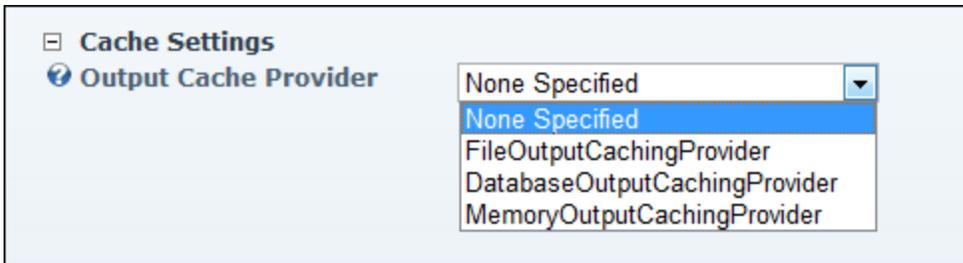
[Copy design](#)

🔗 Disabled:

🔗 Refresh Interval (seconds):

🔗 Page Header Tags:

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



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 (SSL). This option will only be enabled if the host has enabled SSL (See "Setting Portal SSL Settings"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 (Tabs 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](#) link.

Other Settings

Secure?

Site Map Priority:

Start Date: Calendar

End Date: Calendar

Link Url:

Link Type:

- None**
- URL (A Link To An External Resource)**
- Page (A Page On Your Site)**
- File (A File On Your Site)**

Permanently Redirect?

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. See "About Content Localization"

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

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

Localization

Culture Type:

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

Setting Localization Settings for New Pages

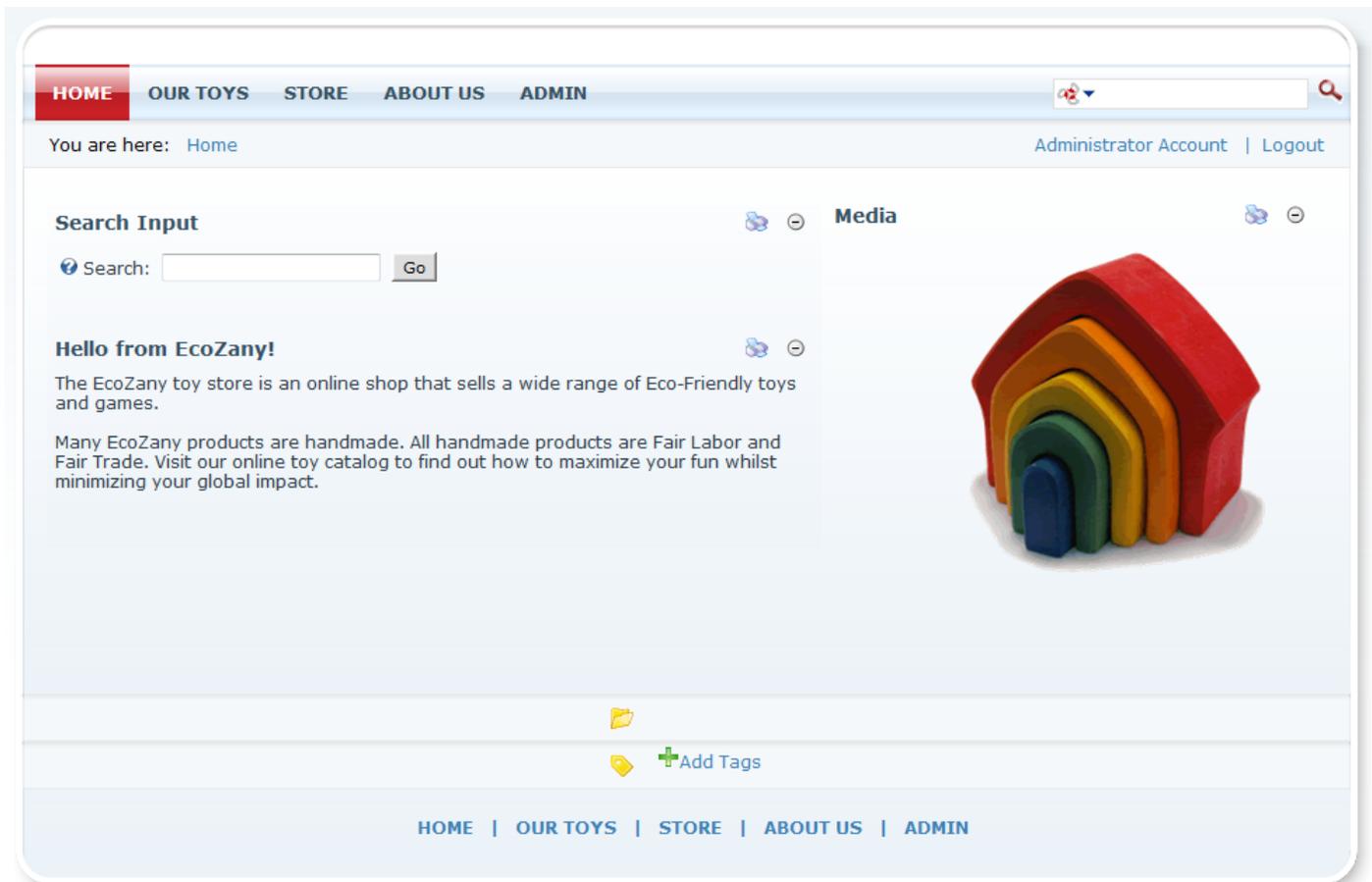
Adding and Managing Modules

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. Modules can be purchased from sites such as Snowcovered.com.



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

Related Topics:

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

Module Basics

About Module Basics

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"

Adding a New Module

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

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

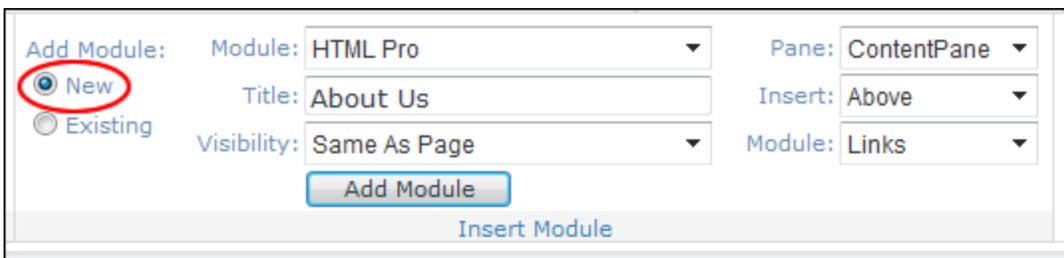
Important. If content localization is enabled, See "Adding a Module to all Languages" or "Adding Modules to a Secondary Language Only" as required.

1. Maximize the Control Panel.
2. On the RibbonBar, select the Common Tasks tab and at **Add Module** select **New** - OR - On the Iconbar, go the Module Insertion section and select **Add New Module**.
3. At **Module**, select the module to be added. E.g. HTML Pro
4. **Optional.** In the **Title** text box, enter a Title for the module. E.g. Products. If no title is entered, the name of the module is used by default. E.g. About Us
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.

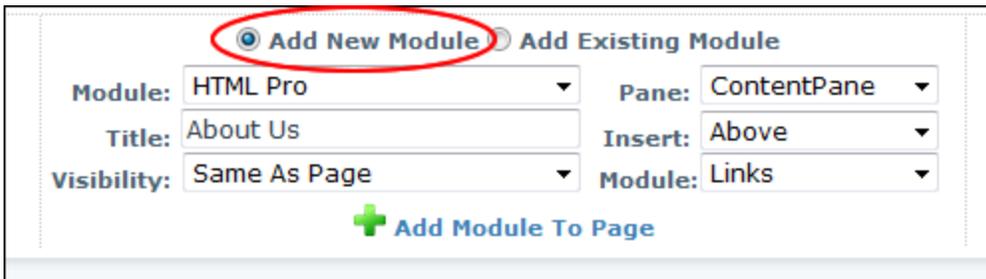
- **Below:** Select to add the module below another module within the selected pane.
 - a. At **Module**, select the module the new module will be added below.
- **Bottom:** This adds the module below all existing modules within the selected pane. This is the default option.

8. Click the **Add Module** 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 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. Select the Common Tasks tab and at **Add Module** select **Existing**.

The screenshot shows a dialog box for adding a module. It has several sections:

- Add Module:** Contains two radio buttons: 'New' (unselected) and 'Existing' (selected and circled in red).
- Page:** A dropdown menu set to 'About Us'.
- Module:** A dropdown menu set to 'About Us'.
- Visibility:** A dropdown menu set to 'Same As Page'.
- Pane:** A dropdown menu set to 'ContentPane'.
- Insert:** A dropdown menu set to 'Above'.
- Module:** A dropdown menu set to 'Links'.

At the bottom, there is an 'Add Module' button and a blue 'Insert Module' link.

3. At **Page**, select the page where the existing module is located.
4. 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.
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. 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.

9. Click the **Add Module** button.

Related Topics:

- "Adding Module Content"

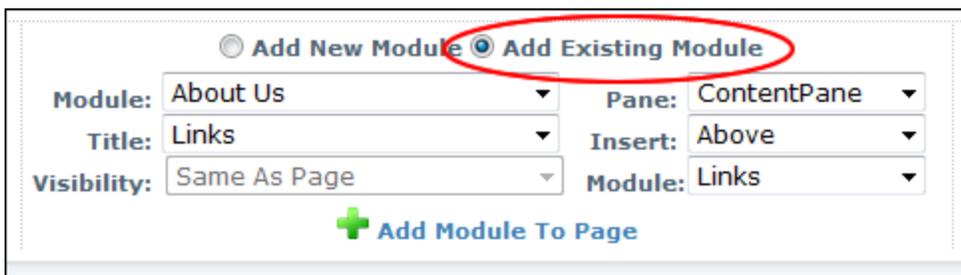
Adding an Existing Module (Iconbar)

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**.



The screenshot shows a control panel for adding a module. At the top, there are two radio buttons: "Add New Module" (unselected) and "Add Existing Module" (selected and circled in red). Below this are several dropdown menus: "Module:" with "About Us" selected, "Title:" with "Links" selected, "Visibility:" with "Same As Page" selected, "Pane:" with "ContentPane" selected, "Insert:" with "Above" selected, and "Module:" with "Links" selected. At the bottom of the panel is a green plus icon followed by the text "Add Module To Page".

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.

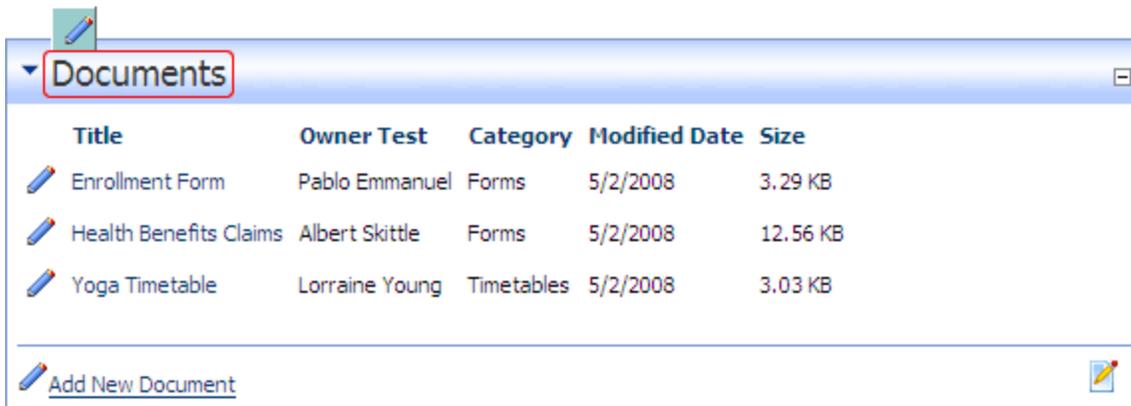
Related Topics:

- "Adding Module Content"

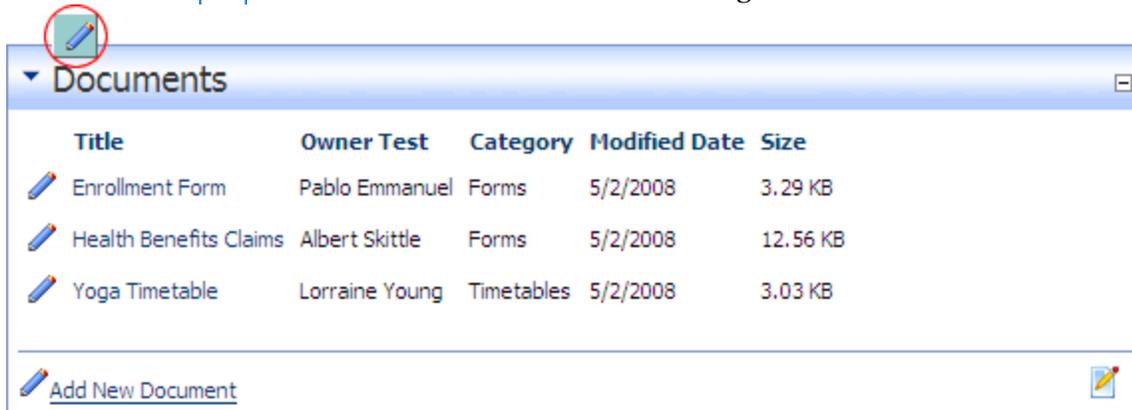
Editing Module Title Inline

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.

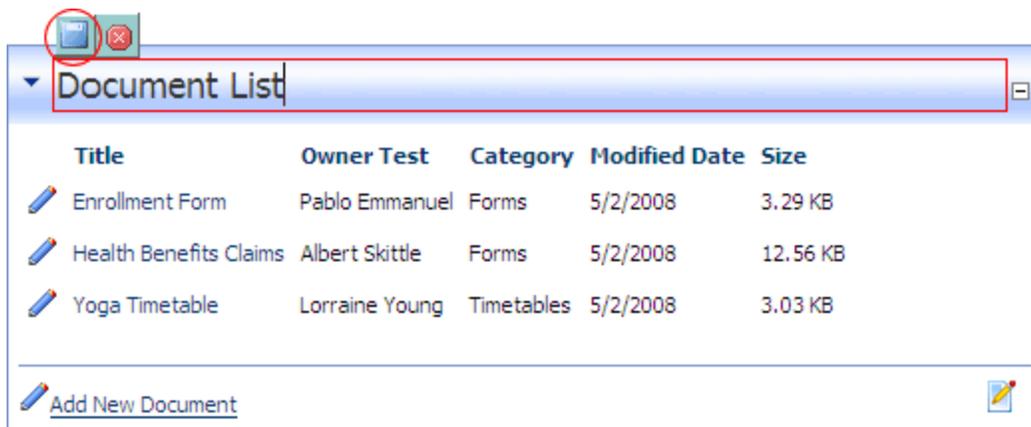


The screenshot shows a control panel titled "Documents" with a dropdown arrow on the left and a close button on the right. Below the title is a table with the following columns: Title, Owner Test, Category, Modified Date, and Size. The table contains three rows of data. At the bottom left is a link "Add New Document" with a pencil icon, and at the bottom right is a pencil icon. A red circle highlights the pencil icon in the top left corner of the panel.

Title	Owner Test	Category	Modified Date	Size
 Enrollment Form	Pablo Emmanuel	Forms	5/2/2008	3.29 KB
 Health Benefits Claims	Albert Skittle	Forms	5/2/2008	12.56 KB
 Yoga Timetable	Lorraine Young	Timetables	5/2/2008	3.03 KB

 [Add New Document](#) 

3. Edit the title.



The screenshot shows a control panel titled "Document List" with a dropdown arrow on the left and a close button on the right. Below the title is a table with the same columns and data as the previous screenshot. At the bottom left is a link "Add New Document" with a pencil icon, and at the bottom right is a pencil icon. A red box highlights the title field, which contains the text "Document List".

Title	Owner Test	Category	Modified Date	Size
 Enrollment Form	Pablo Emmanuel	Forms	5/2/2008	3.29 KB
 Health Benefits Claims	Albert Skittle	Forms	5/2/2008	12.56 KB
 Yoga Timetable	Lorraine Young	Timetables	5/2/2008	3.03 KB

 [Add New Document](#) 

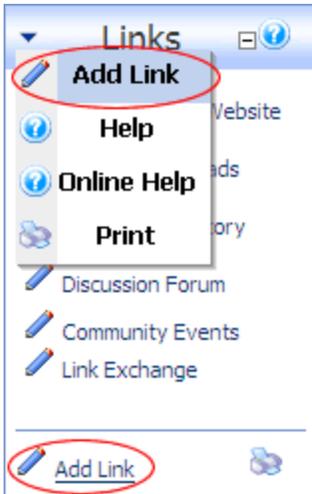
4. Click the **Update**  button to save your changes - OR - Click the **Cancel**  button to cancel your changes.

Adding Module Content

How to add content to a module. This tutorial demonstrates how content is typically added to modules, however this is not typical of all modules. For detailed tutorials on adding content to different module types, see the "Managing Modules" 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 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.

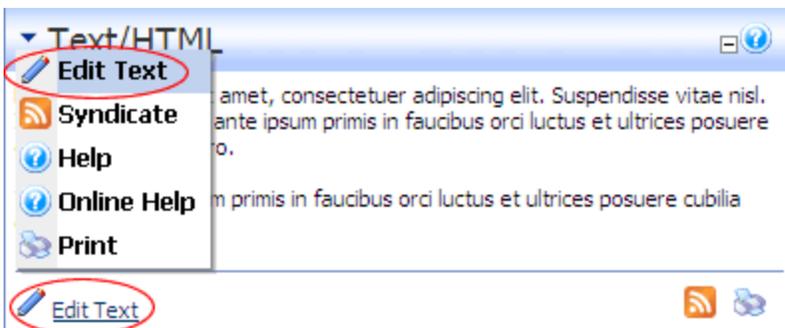
Editing Module Content

How to edit module content. This tutorial 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 Modules" 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:

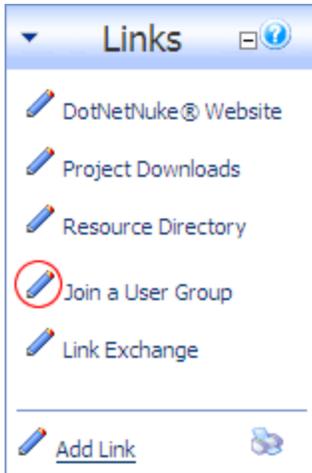
1. Select  **Edit [Item]** from the  module menu - OR - click the  Edit [Item] link (typically located at the base of the module). This opens the Edit page for this module.



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:

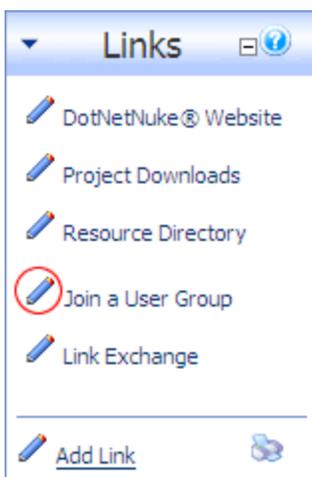
- See "Editing (Translating) Localized Module Content"
- See "Editing the Content of Shared Modules"

Deleting Module Content

How to delete module content. This tutorial 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 Modules" 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.

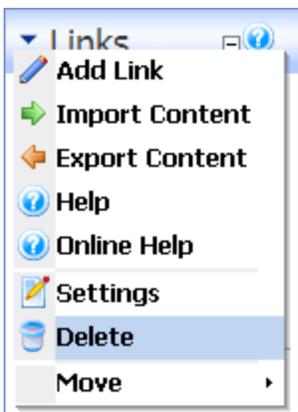
Tip: To delete content from modules with a single content item such as the HTML and IFrame modules you can either remove all the content or simply delete the module.

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 menu. This displays the message "Are You Sure You Want To Delete This Module?"



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

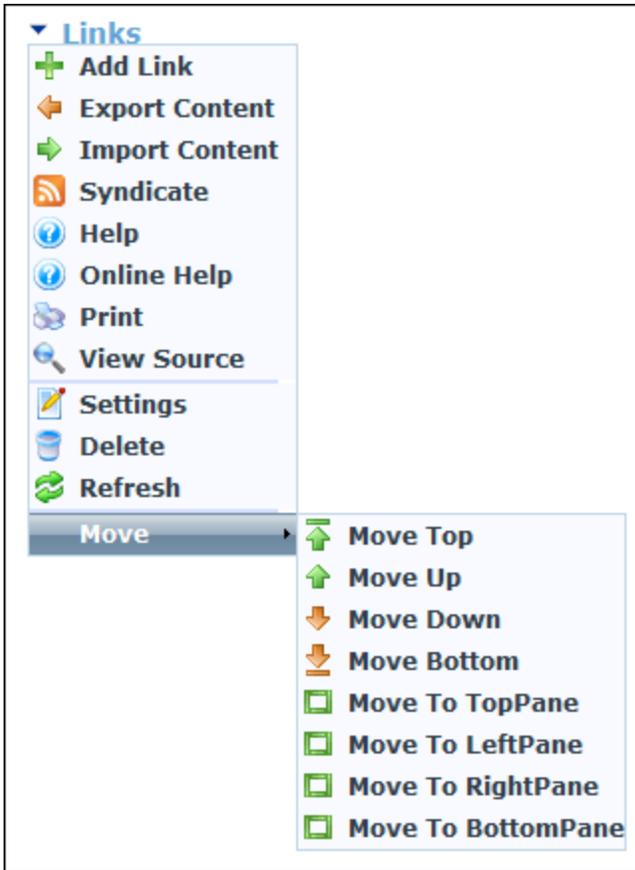
Related Topics:

- See "Delete Modules from Secondary Language"

Managing Modules

About the Module Menu

An overview of the tools available from the module menu, also known as the module action menu. This 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 Menu

Function of Menu Icons

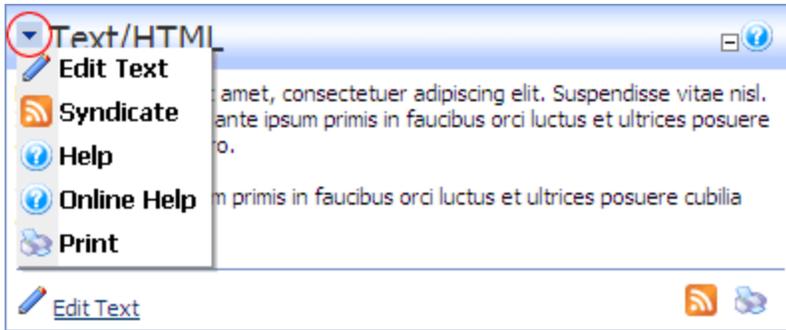
Icon	Name	Function
	Add/Edit [Item]	Add a new record to the module or edit the existing content.
	Export Content	Export content from the module. This content can then be imported to a new instance of the same module type. This option is not available on all modules.
	Import Content	Import content to the module. Content must first be exported from another instance of the same module type. This option is not available on all modules.
	Syndicate	The Syndicate option 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.
	Help	Displays an overview of the purpose of the module as well as basic help on using the module. If Online Help is enabled, a link to view more help is displayed. The Host can also view technical details of the module such as the module creator and module version.
	Online Help	Opens the advanced Online Help as set by the Host in a new Web browser. Note: This setting may be disabled.
	Print	Provides a print friendly copy of the module content for printing. Print must be enabled on the Module Setting page of a module.
	View Source	Enables the Host to view and update the source files for a module. Important. Requires advanced knowledge of ASP.net and DNN.
	Settings	Opens the module settings page for this module.
	Delete	Delete the module. Administrators are able to restore modules from the Recycle Bin.
	Refresh	Refreshes the module with the latest content.
(None)	Move	Move the module to a new pane on the current page, or to a new position within the current pane.

Opening the Module Menu

How to open the Module Menu, also known as the Module Action Menu.

Tip: If the Control Panel is displayed, ensure Mode is set to Edit.

1. Mouse over the  module menu. This opens the drop-down menu. The range of actions displayed will depend upon your access to this module.

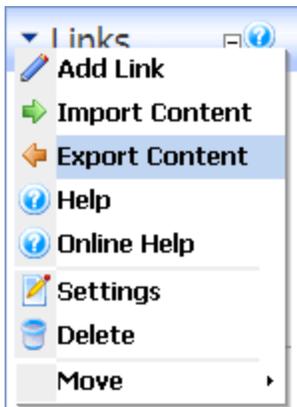


Opening the Module Menu

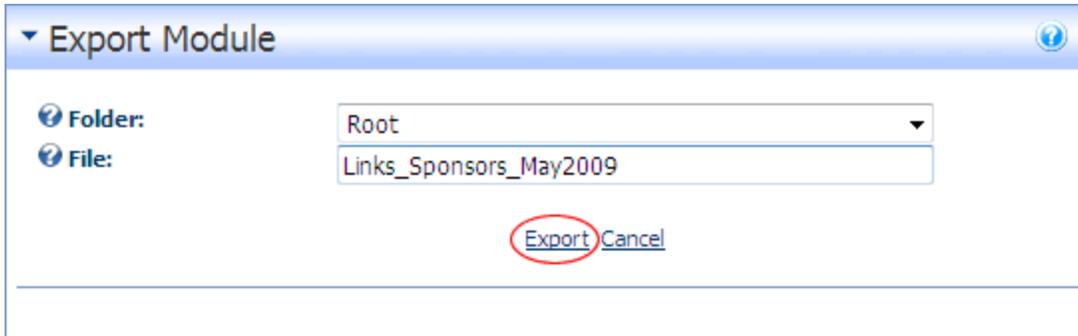
Exporting Module Content

How to export module content. 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.

1. Select  **Export Content** from the  module 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.

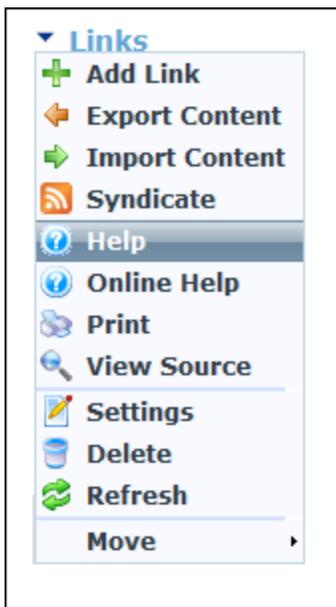


Exporting Module Content

Viewing Module Help

How to read an overview of the module's purpose as well as basic help on using a module. Technical information is also displayed to Host users.

1. Select **Help** from the **Links** module menu.



2. This opens the Module Help page for this module.

About The Links Module

The Links Module produces a list of hyperlinks to any tab, image or file on your portal or to a web page, image or file on the web. The links can be set to display vertically, horizontal or in a drop down box. The links appear alphabetically by default. An indexing field facilitates custom sorting. A supplemental description can be set to appear either on mouseover or on the click of a dynamically generated link. Link click tracking and logged are available.

Add Link

1. Add a **Links** module, or go to an existing **Links** module.
2. Click **Add Link**.
3. At **Title**, enter the title for the link.
4. At **Link Type**, select **URL**, **Page** or **File** and then at **Link** select or enter the required link, page or file.
5. At **Track Number Of Times This Link Is Clicked?** (optional), check the box if required.
6. At **Log The User, Date, And Time For Every Link Click** (optional), check the box if required.
7. At **Description**, enter a description of the Link.
8. At **View Order** (optional), enter the View Order for the Link.
9. Click **Update**.

Cancel **View Online Help**

Module Information

Displays the technical details of the associated module instance.

Organization:

Owner: DNN

Email:

Url:

Module: DNN_Links

Version: 4.0.1

Definition: Links

Control:

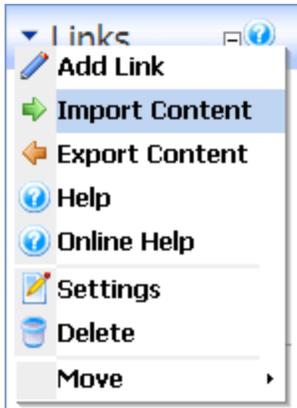
Source: DesktopModules/Links/Links.ascx

3. **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.
4. Click the  [Cancel](#) link to return to the module.

Importing Module Content

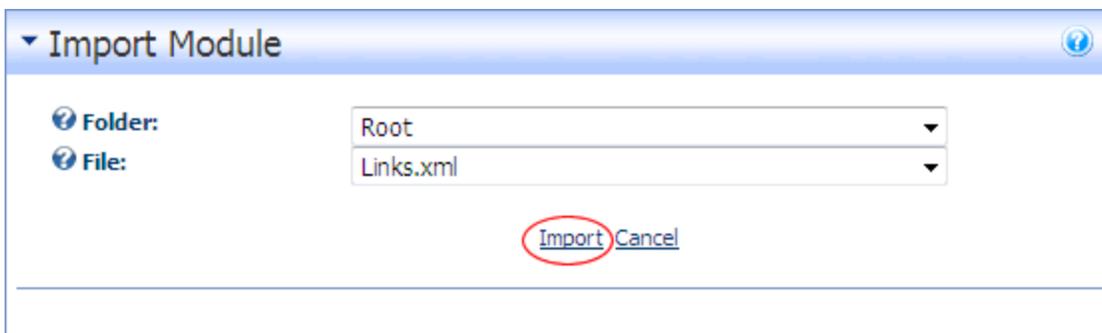
How to import module content. Before importing content, it must first be exported from a module of the same type. E.g. You can only import content from a Links module into another Links module. Modules which allow content import/export are known as IPortable modules. Examples include the Announcements, FAQs Help, Links, Media, Repository, Survey, HTML/HTML Pro and XML modules.

1. Select  **Import Content** from the  module 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.



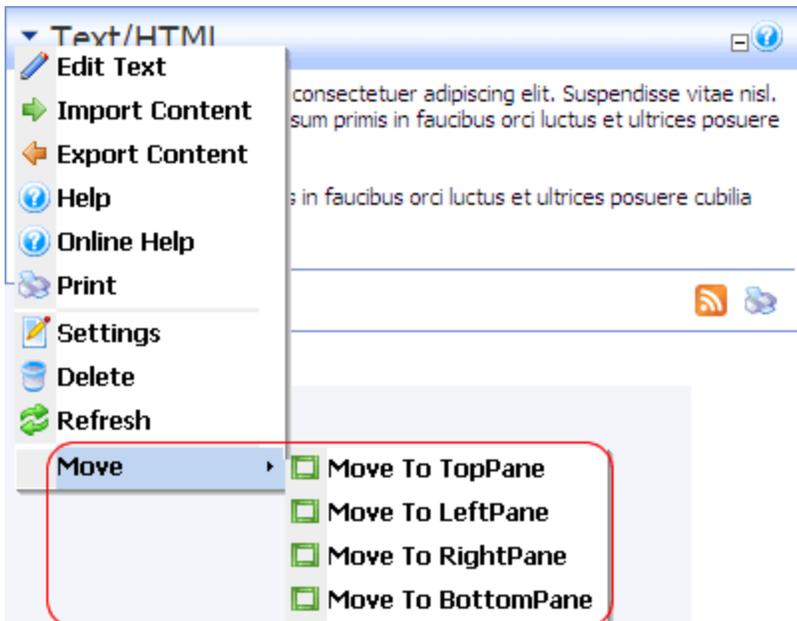
Importing Module Content

Moving a Module to a New Pane

How to move a module to another pane on the same page.

1. Mouse over the ▾ module menu.
2. Mouse over the **Move** option.
3. Select **Move To [PaneName]** from the available options. The pane names and number of panes listed depends upon the panes included in the skin set for this page. Typical options are:
 - **Move To TopPane**
 - **Move To LeftPane**
 - **Move To ContentPane**

- **Move To RightPane**
- **Move To BottomPane**

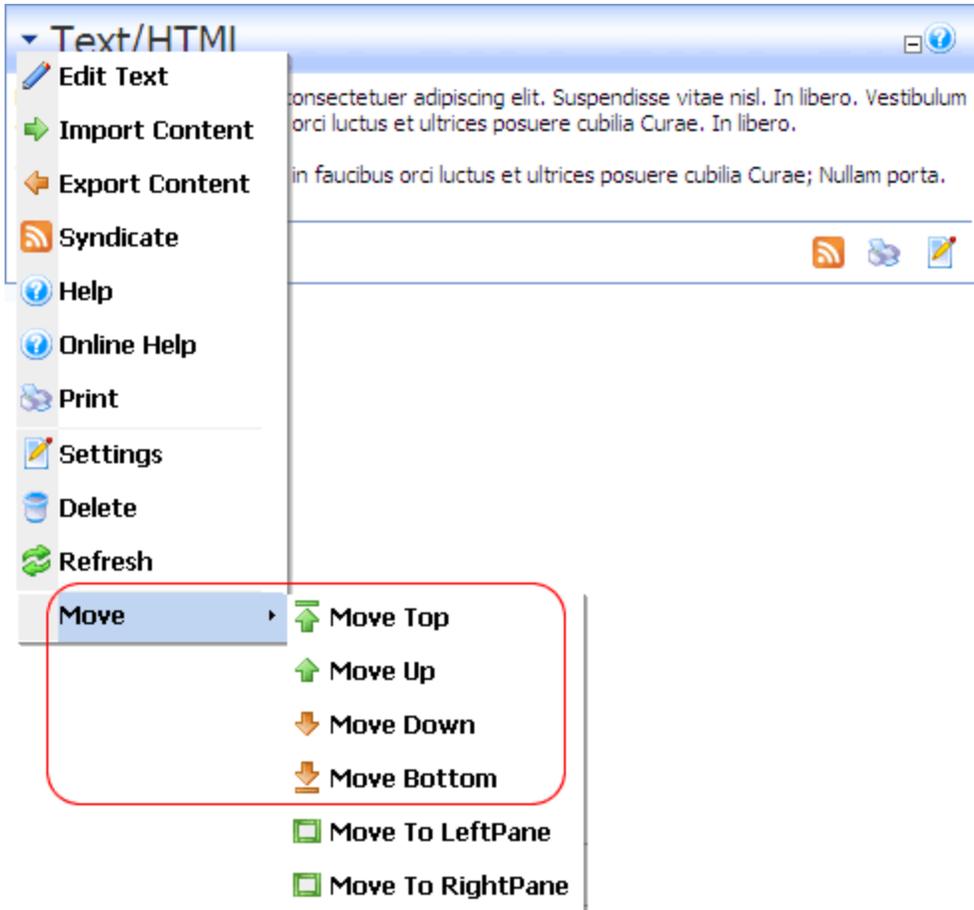


Moving a Module to a New Pane

Moving Module Position in Same Pane

How to move a module to a new position in the same pane.

1. Mouse over the module menu.
2. Mouse over the **Move** option.
3. Select a **Move [Position]** from the available options. These options depend upon the number of modules located in the pane. Typical options are:
 - **Move Top**: Moves the module to the top position in this pane
 - **Move Up**: Moves the module down one position in this pane
 - **Move Down**: Moves the module down one position in this pane
 - **Move Bottom**: Moves the module to the bottom position in this pane



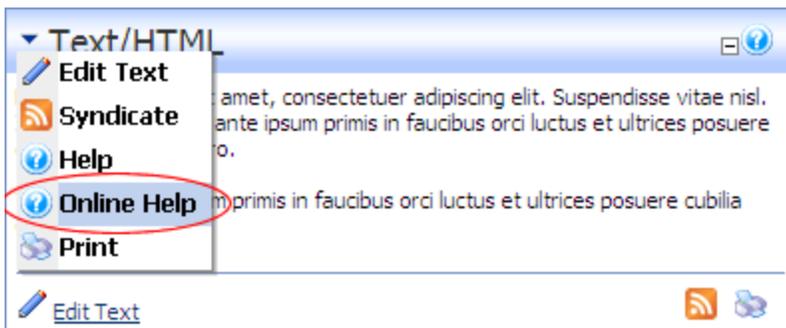
Moving a module to a new position in the same pane

Viewing Online Help

How to view the Online Help web site associated with your site. This option may not be available on your site. By default, this opens the free resource called DNN Online Help which is maintained by DNN Corp.

Here's how to read basic help on using the current module:

1. Select **Online Help** from the **Text/HTML** module menu. This opens the Online Help web site in a new Web browser.



Viewing Online Help

Refreshing Module Content

How to refresh module content.

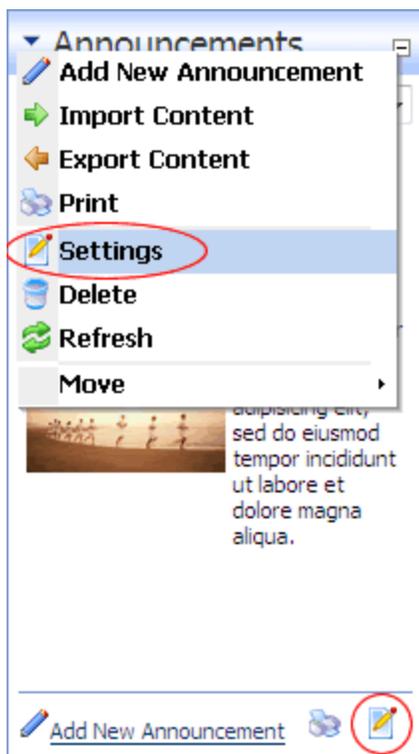
1. Select  **Refresh** from the  module menu.

Viewing/Editing Module Settings

How to access the Module Settings page of any module. This page provides Page Editors and Administrators with access to configure a wide range of module options such as permissions, design and layout.

Tip: Ensure Mode is set to Edit on the Control Panel.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.



2. This opens the Module Settings page.

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:

Module Title:

Tags:

Permissions:

Filter By Group:

	View	Edit Content	Delete	Export	Import	Manage Settings	Full Control
Administrators	<input checked="" type="checkbox"/>						
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Managers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username: **+ Add**

Inherit **View** permissions from Page

3. Edit one or more settings as required

4. Click the  Update link.

Managing 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 clicking the Settings option in the module menu, or by clicking the **Settings**  button at the base of the module. 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 three major sections:

- **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 includes module permissions where access to view, edit and manage the module is set. Some modules have additional permissions to add/edit and manage module content. This section is divided into Basic Settings, Advanced Settings and Added to Pages.
- **Page Settings:** Settings specific to this particular occurrence of the module for this page. This section is divided into Basic Settings and Advanced Settings.
- **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

Basic Settings

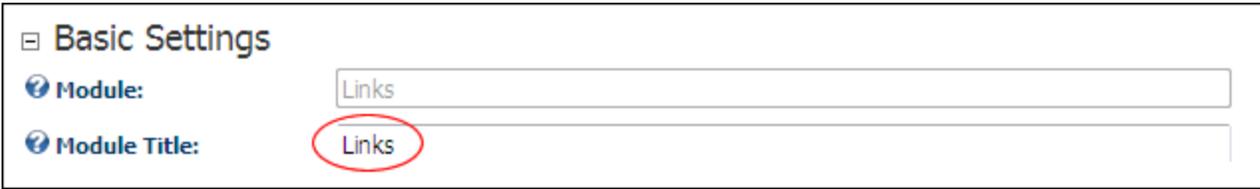
Setting the Module Title

How to edit the module title via the Module Settings page. You may also be able to edit to title inline. See "Editing Module Title Inline".

*Tip: The **Display Container?** setting must be checked for this setting. If it isn't, the Title cannot be viewed.*

Tip: The Title only displays if the container applied to the module includes the [TITLE] skin token.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings - Basic Settings** section.
3. In the **Module Title** text box, edit the module title.

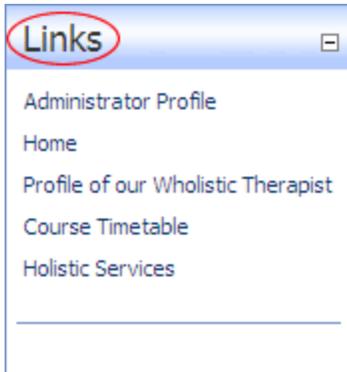


Basic Settings

Module: Links

Module Title: Links

4. Click the  Update link.



The Module title

Setting Module Tags

How to associate one or more tags with a module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings - Basic Settings** section.
3. At **Tags**, select one or more tags to be 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").
4. Click the  Update link.

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 types are available on some modules such as the Events module.

Only available in DotNetNuke Professional Edition

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

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings - Basic Settings** section.
3. Go to the **Permissions** field and select from the following options.
4. **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.
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. **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.

7. 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.

8. If you are using DotNetNuke Community Edition, Skip to Step 14.

9. 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.

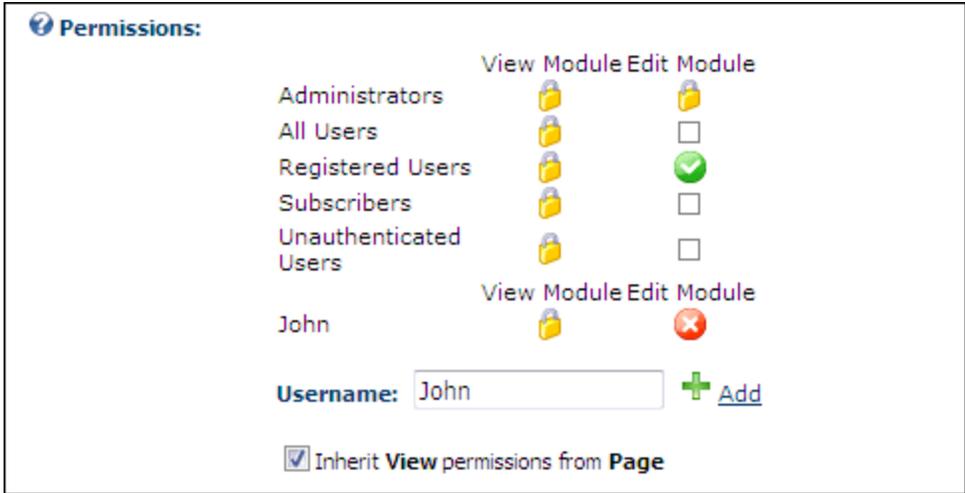
10. In the **Delete** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:

- **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.

11. 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.
12. 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.
13. 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.
14. 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.
15. 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 from the user with the username John.



Setting Module 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.
- **Edit Content:** Users with Edit Content permissions can edit the module content.
- **Delete:** Users with delete permissions can delete the module through the module menu.
- **Export:** Users with export permissions will be able to export the content of the module through the module menu.
- **Import:** Users with import permission can import content for the module through the module menu.
- **Manage Settings:** Users with Manage Settings permissions can change any of the module's settings except for the permissions.

- **Full Control:** This is the same as the edit permission from previous versions. Users with full control permissions have full administrator rights for the module.

Permissions:

Filter By Group: < All Roles >

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

Username: Add

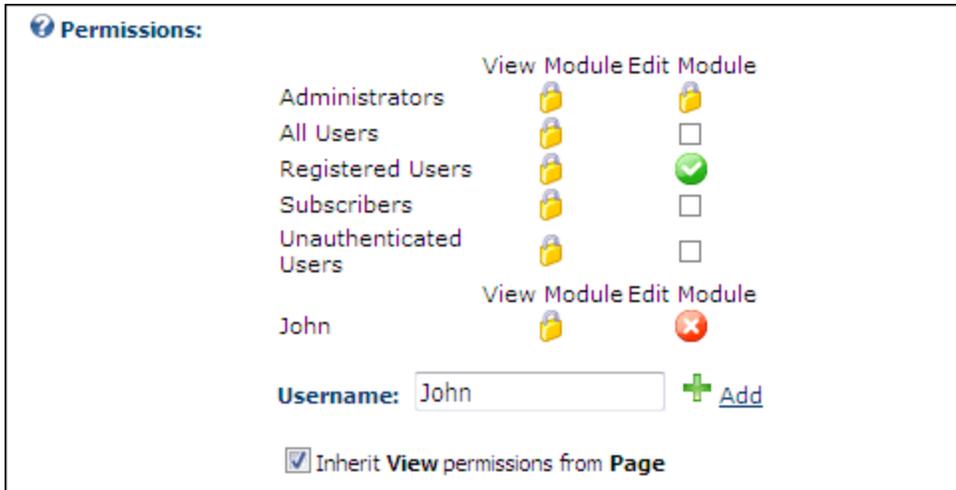
Inherit **View** permissions from **Page**

Module Permissions in DNN Professional Edition

Community Edition Module Permissions:

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

- **View Module:** Enable users to view the module on the page.
- **Edit:** Give users full control to edit the module.



Module Permissions in DNN Community Edition

Advanced Settings

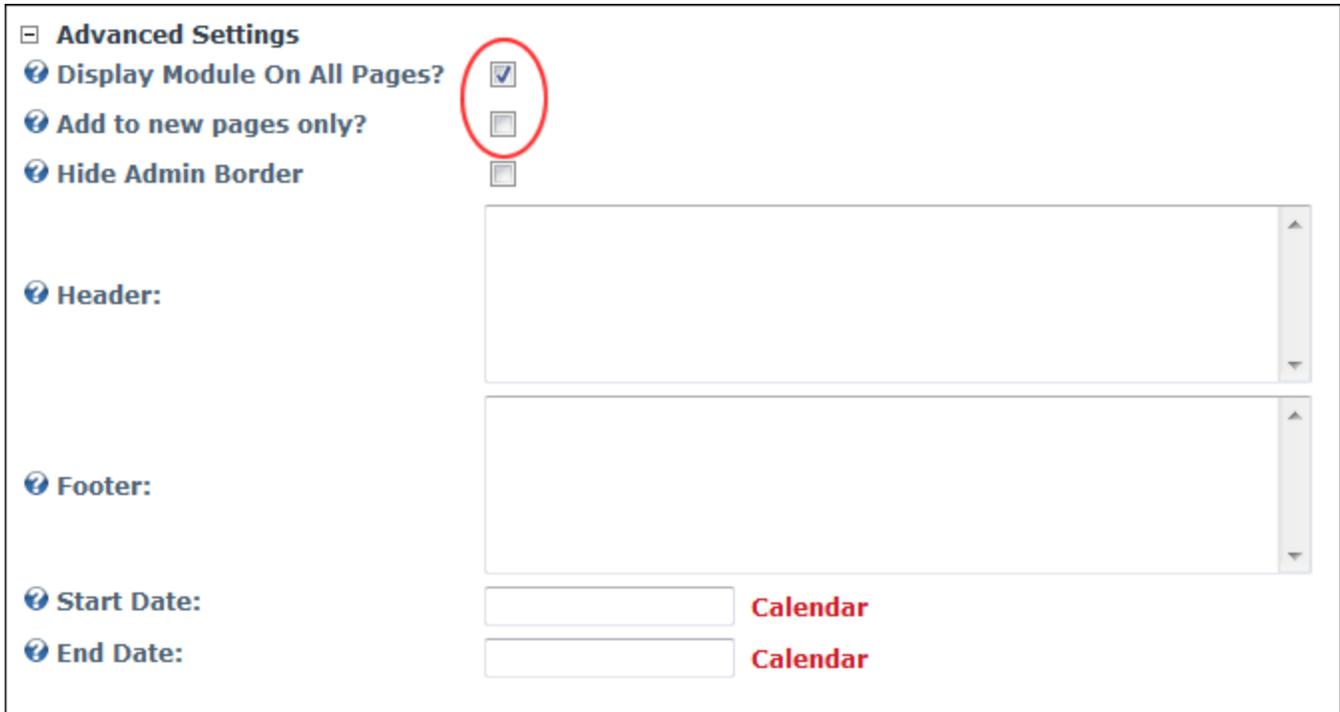
Displaying Module on all Pages

How to enable or disable a module displaying on all pages. Module content is shared therefore changes made on one instance of the module are reflected on all instances of the module. You can optionally set the module to only display on new pages. In this case the module isn't displayed on existing pages, apart from the page it is current displayed on.

Tip: Changes to module settings managed within the Module Settings (including both Basic Settings and Advanced Settings) section of the Settings page are also reflected on all copies of the module. However, changes to module settings within the Page Settings (including both Basic Settings and Advanced Settings) sections are unique to that instance of this module.

1. Select **Settings** from the module menu - OR - Click the **Settings** button.
2. Go to the **Module Settings** section.
3. **Maximize** the **Advanced Settings** section.
4. 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 new pages which are added to the site.
 - Uncheck the check box to add the module to both existing and new site pages.
 - Uncheck the check box to disable.
5. Click the [Update](#) link.

Tip: You can delete an instance of the module from a page without affecting this setting.



Advanced Settings
 Display Module On All Pages?
 Add to new pages only?
 Hide Admin Border

 Header:

 Footer:

 Start Date: **Calendar**
 End Date: **Calendar**

Displaying a Module on all Site Pages

Hiding Admin Border on a Module

How to hide or show the admin border on a module. When a module is set as only visible to Administrators, the red "Admin Only" border displays. This is the default setting for all Admin only modules, including those on the Admin pages. This setting allows you to optionally hide this border.

This setting does not affect the red border that is displayed for content which is expired or which is scheduled to be displayed at a later date. Those borders will continue to be shown as appropriate, regardless of this setting.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings** section.
3. **Maximize**  the **Advanced Settings** section.
4. At **Hide Admin Border**, select from these options:
 - Check the check box to hide the Admin only border. This will hide the border even if the module is only visible by administrators.
 - Uncheck the check box to display the border. This displays the border even if the module is only visible to members in the Administrator role (which by default includes all hosts).
5. Click the  Update link.

Advanced Settings

Display Module On All Pages?

Hide Admin Border

Header:

Footer:

Start Date: **Calendar**

End Date: **Calendar**

Hiding Admin Border on a Module

Setting a Module Header

How to add, edit or delete the header text which displays above the module content. Either plain text or HTML formatting such as headings, italic and bold can be used.

Tip: The header remains visible when the module is minimized.

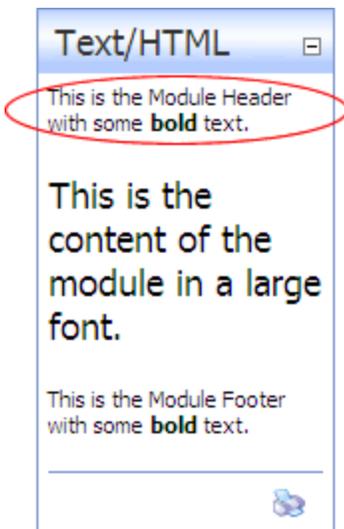
1. Select **Settings** from the module menu - OR - Click the **Settings** button.
2. Go to the **Module Settings** section.
3. Maximize the **Advanced Settings** section.
4. In the **Header** text box, add, edit or delete the header text as desired.

Advanced Settings
 Display Module On All Pages?
 Hide Admin Border
Header:

This is the Module Header with some `bold` text.`
`

Footer:
Start Date: **Calendar**
End Date: **Calendar**

5. Click the  Update link.



A Module Header

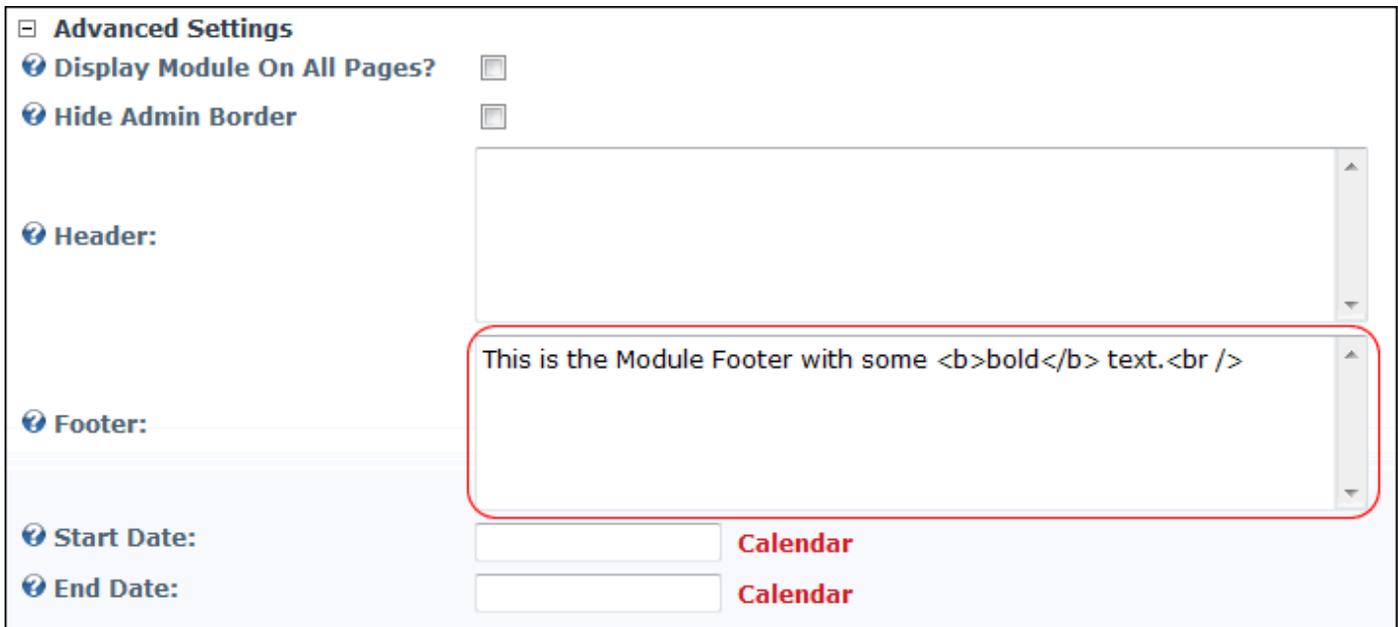
Setting a Module Footer

How to add, edit or delete footer text which appears below the module content. Either plain text or HTML formatting such as headings, italic and bold can be used.

Tip: The footer remains visible when the module is minimized.

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

3. Maximize  the **Advanced Settings** section.
4. In the **Footer** text box, add, edit or delete the footer text as desired.



Advanced Settings

Display Module On All Pages?

Hide Admin Border

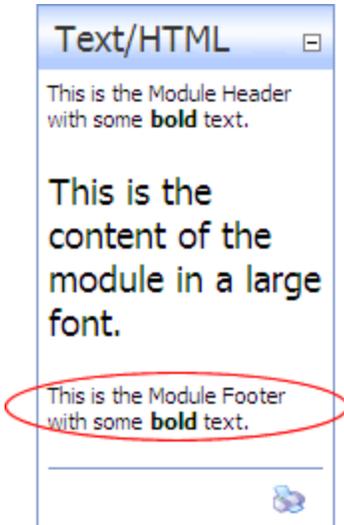
Header:

Footer: This is the Module Footer with some **bold** text.&br />

Start Date: [Calendar](#)

End Date: [Calendar](#)

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

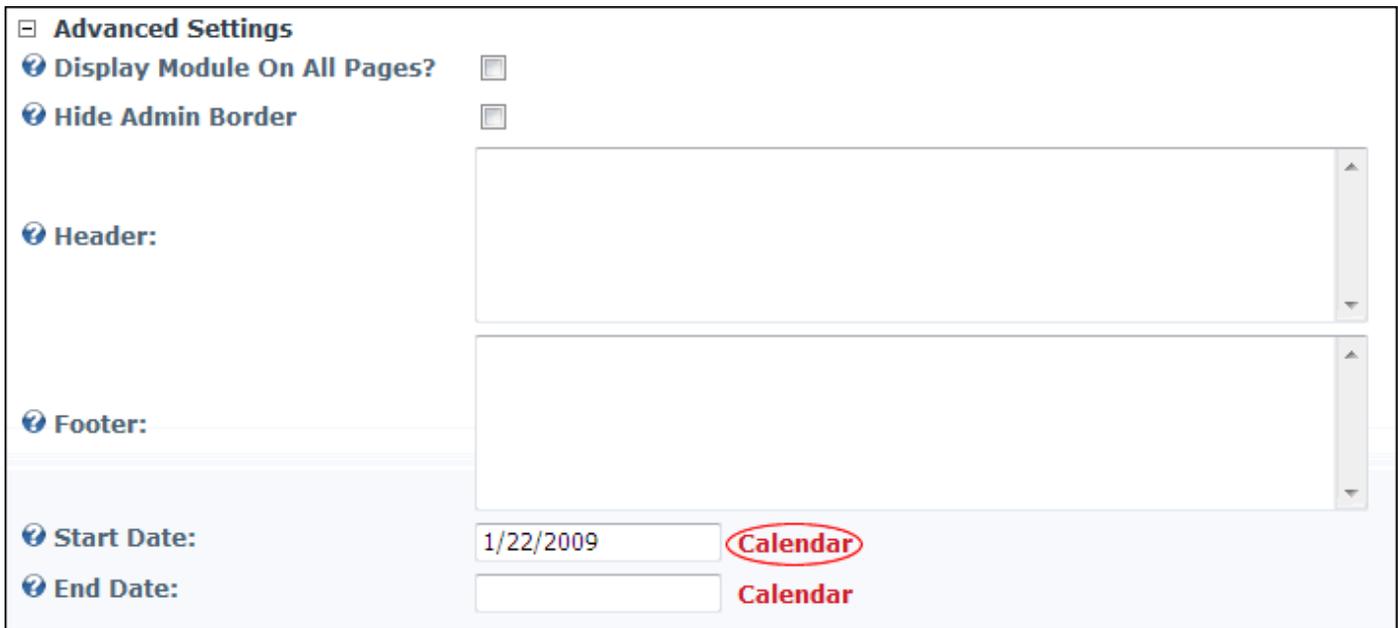


A Module Footer

Setting Module Start Date

How to set the first day that a module is visible on a page. This allows you to create module content in advance.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings** section.
3. **Maximize**  the **Advanced Settings** section.
4. At **Start Date**, click the Calendar link and select the first day that the module will be visible on the site. See "Working with the Calendar".



Advanced Settings

Display Module On All Pages?

Hide Admin Border

Header:

Footer:

Start Date: 1/22/2009 [Calendar](#)

End Date: [Calendar](#)

5. Click the  Update link.

Setting Module End Date

How to set the expiry date for a module. The module will still be visible to Administrators after the end date enabling them to retain, edit and republish the content as desired.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings** section.
3. **Maximize**  the **Advanced Settings** section.
4. At **End Date**, click the Calendar link and then select the last day that the module will be visible on the site. See "Working with the Calendar".

Advanced Settings

Display Module On All Pages?

Hide Admin Border

Header:

Footer:

Start Date: **Calendar**

End Date: **Calendar**

5. Click the  Update link.

Added to Pages

Viewing Added To Pages List

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

☐ **Module Settings**

In this section, you can define the settings that relate to the Module same on all pages that the Module appears).

- ⊕ **Basic Settings**
- ⊕ **Advanced Settings**
- ☐ **Added to Pages**
 - 🔗 This module has been added to the following pages:
 - Home
 - Services
 - Contact Us
 - Contact Us > Feedback
 - < >

Viewing Added To Pages List

Page Settings

Basic Settings

Setting Module Icon

How to display an icon on a module. 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. **Important.** The **Display Container?** setting must be checked to enable this function. If it is not, the Icon cannot be viewed.

Tip: The icon image is only displayed if the container applied to the module includes the [ICON] skin token.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Display Container?**, check the check box to display the module container.
5. At **Icon**, select from the following options:
 - **None:** Select for no icon.
 - **Link Type:** Select to choose an image which is located in your site's File Manager. See "Setting a File Link", or "Uploading and Linking to the File"
 - **System Image:** Select to choose an icon which is part of your DotNetNuke application.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon:
Link Type:
 None
 File (A File On Your Site)
 System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

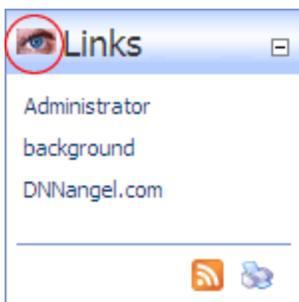
Web Slice Expires: **Calendar**

Web Slice TTL:

Module Container: Host Site
 Preview

Cache Time (secs):

6. Click the  Update link.



Host Tip: System icons are stored in the Images folder of your DotNetNuke Installation

*Tip: Select <None Specified> at **File Name** to remove the icon.*

Setting Module Content Alignment

How to set the alignment of module content.

Tip: This setting doesn't override the alignment of content formatting using the Rich Text Editor of the HTML module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Alignment**, select **Left**, **Center**, **Right** or **Not Specified**.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon: **Link Type:**

None
 File (A File On Your Site)
 System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

Web Slice Expires: **Calendar**

Web Slice TTL:

Module Container: Host Site
 Preview

Cache Time (secs):

5. Click the  Update link.

Setting Module Background Color

How to set the background color of a module.

Tip: The look of this setting is dependent on the design of the module container applied to the module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.

4. 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.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon:

Link Type:

None

File (A File On Your Site)

System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

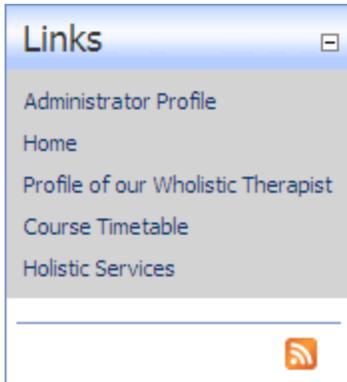
Web Slice Expires: **Calendar**

Web Slice TTL:

Module Container: Host Site
 Preview

Cache Time (secs):

5. Click the  Update link.



Module with background color set

Setting Module Border Width

How to set the border width on a module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. 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.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon:

Link Type:

None

File (A File On Your Site)

System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

Web Slice Expires: **Calendar**

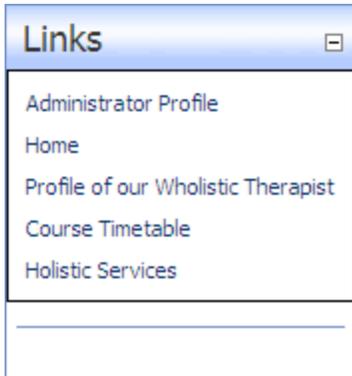
Web Slice TTL:

Module Container: Host Site
 Preview

Cache Time (secs):

5. Click the  Update link.

Tip: Uncheck the Display Container? check box to see how the border looks without a module container.



Border set to 1

Setting Visibility of Module Content

How to enable or disable the Maximize/Minimize button on a module. This button is typically displayed in top right corner of the module container. When content is minimized only the module title, header and footer are visible. **Important.** The **Display Container?** setting must be checked to enable this function. If it is not, the Maximize/Minimize button cannot be viewed.

Tip: The icon image is only displayed if the container applied to the module includes the [VISIBILITY] skin token.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Collapse/Expand**, select from the following options:
 - **Maximized:** Module content is displayed (maximized) and the **Minimize**  button is displayed.
 - **Minimized:** Module content is hidden (minimized) and the **Maximize**  button is displayed.
 - **None:** Module content is displayed. No button is displayed.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon:

Link Type:

- None
- File (A File On Your Site)
- System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

Web Slice Expires: **Calendar**

Web Slice TTL:

Module Container: Host Site
 Preview

Cache Time (secs):

5. At **Display Container?**, check the check box to display the module container.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon:

Link Type:

- None
 File (A File On Your Site)
 System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

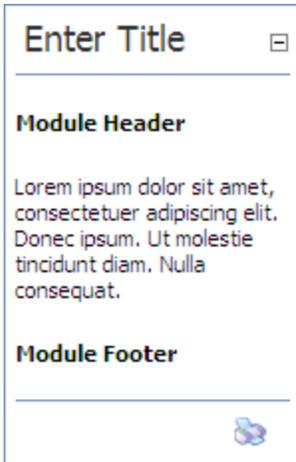
Web Slice Expires: [Calendar](#)

Web Slice TTL:

Module Container: Host Site
 [Preview](#)

Cache Time (secs):

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



Maximized (Expanded) Content



Minimized (Collapsed) Content

Setting Container Visibility

How to set the visibility of a container.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Display Container?**, select from the following options:
 - Check the check box to display the module container.
 - Uncheck the check box to hide the module container.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon:

Link Type:

None

File (A File On Your Site)

System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

Web Slice Expires: **Calendar**

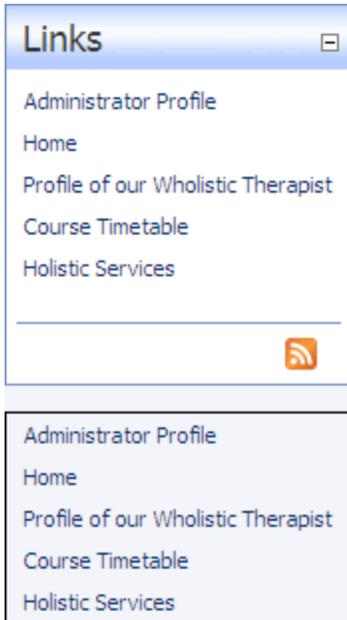
Web Slice TTL:

Module Container: Host Site
 Preview

Cache Time (secs):

5. Click the  Update link.

Note: The below images display the same Links module with the container displayed (top image) and hidden (bottom image). Note: A border has been set for the bottom Links module.



Setting Module Printing

How to set the visibility of the print button. This button enables users to print the module content and is typically located in the bottom right corner of a module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Display Container?**, check the check box to display the module container.
5. At **Allow Print?**, select from the following options:
 - Check the check box to display the **Print**  button and allow printing
 - Uncheck the check box to hide Print button and disallow printing.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon:

Link Type:

None

File (A File On Your Site)

System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

Web Slice Expires: **Calendar**

Web Slice TTL:

Module Container: Host Site
 Preview

Cache Time (secs):

6. Click the  Update link.

Enter Title

Edit Text

Help

Online Help

Print

Edit Text

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

Printing enabled

Setting Module Syndication

How to enable or disable the RSS  button on the module. Enabling syndication enables users to create a XML syndication of module content. The Syndication icon typically displays on the bottom right corner of the module and is also displayed on the module menu.

*Tip: The **Display Container?** setting must be checked to enable this function. If it is not, the RSS button cannot be viewed.*

Tip: The icon image is only displayed if the container applied to the module includes the [ACTIONBUTTON] skin token.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Display Container?**, check the check box to display the module container.
5. At **Allow Syndicate?**, select from the following options:
 - Check the check box to display the RSS  button and allow syndication
 - Uncheck the check box to hide RSS button and disallow syndication.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon: **Link Type:**

None

File (A File On Your Site)

System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

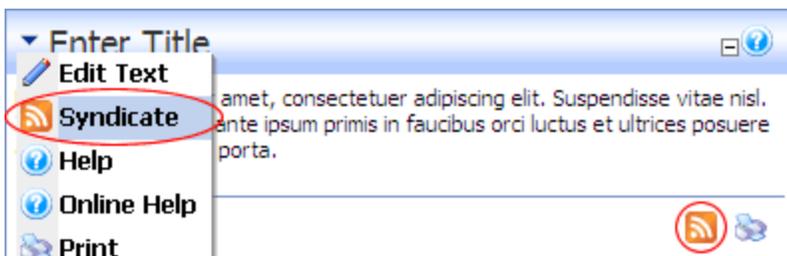
Web Slice Expires: **Calendar**

Web Slice TTL:

Module Container: Host Site
 Preview

Cache Time (secs):

6. Click the  Update link.



Syndicating Content

Related Topics:

- See "Adding News Feeds from Syndicated Modules"

Setting a Module as a WebSlice

How to set a module as a Web Slice. A Web Slice is a snippet of information (in this case the content of a module) that a user can subscribe to using some Web browsers such as Internet Explorer 8 (IE8). Content within Web Slices are automatically updated by IE8 and can be view directly from the Favorites toolbar.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Is a WebSlice?**, select from these options:
 - Check the check box to set the module as a WebSlice. This displays the following settings:
 - a. In the **Web Slice Title** text box, enter a title for the Web Slice - OR - Leave blank to use the module title.
 - b. 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. In the **Web Slice TTL** text box, enter the Time to Live (TTL) for this web slice in minutes - OR - Leave blank to use the default to the cache time (converted as minutes).



 Is a WebSlice?	<input checked="" type="checkbox"/>
 Web Slice Title:	<input type="text" value="MyWebslice"/>
 Web Slice Expires:	<input type="text" value="7/31/2010"/> Calendar
 Web Slice TTL:	<input type="text" value="10"/>

- Uncheck the check box to set the module as not a WebSlice.
5. Click the  Update link.

Overriding the Default Container

How to set a module container which will override the default container set for the site.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. Go to the **Basic Settings** section.

4. At **Module Container**, select from the following to view the associated containers:
 - **Host:** Populates the drop-down box with a list of all module containers uploaded by the Host. These containers are available to all sites.
 - **Site:** Populates the drop-down box with a list of the module containers with are available to this site.
5. Select a module container from the drop-down list.

Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

Basic Settings

Icon: **Link Type:**

None

File (A File On Your Site)

System Image

Alignment: Left Center Right Not Specified

Color:

Border:

Collapse/Expand: Maximized Minimized None

Display Container?

Allow Print?

Allow Syndicate?

Is a WebSlice?

Web Slice Title:

Web Slice Expires: **Calendar**

Web Slice TTL:

Module Container: Host Site

Preview

Cache Time (secs):

6. **Optional.** Click the Preview link to view the container applied to the module. If this option is selected you will need to repeat the above steps again.
7. Click the  Update link.

Cache Settings

Setting Module Cache Time

How to set the period before the cache in DNN refreshes. E.g. Entering 60 will mean that every 60 seconds DNN will refresh module content from the database. Set to a low number like 0 where module content changes frequently or set it to a higher number like 1000 if the content does not change all that often and you would like better performance out of your site.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the Page Settings section.
3. Go to the **Cache Settings** section.
4. At **Output Cache Provider**, select the provider to use for this page. The following options are available:
 - **None Specified**: Click to disable caching. If this option is selected, skip to Step 6.
 - **File**: Select this option for share hosting. This is the default option.
 - **Database**: Select this option for sites which running on a Web farm.
 - **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.
5. In the **Cache Duration (Seconds)** text box, enter the duration (in seconds) to cache the page for.



 Cache Settings	
 Output Cache Provider	File 
 Cache Duration (seconds)	1200

6. Click the  Update link.

Advanced Settings

Setting the Default Page Settings for a Module

How to set the 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 menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Page Settings** section.
3. **Maximize**  the **Advanced Settings** section.
4. At **Set As Default Settings?**, check  the check box to use these page settings for all new modules.

☐ Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

⊕ Basic Settings

☐ Advanced Settings

🔗 Set As Default Settings?

🔗 Apply To All Modules?

🔗 Move To Page:

5. **Optional.** At **Apply To All Modules?**, check the check box to apply these page settings to all existing modules.
6. Click the  [Update](#) link.

Applying Page Settings to Existing Modules

How to apply the Page Settings for this module to all existing modules on the site.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize** the **Page Settings** section.
3. **Maximize** the **Advanced Settings** section.
4. At **Apply To All Modules?**, check the check box to apply these page settings to all existing modules.

☐ Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

⊕ Basic Settings

☐ Advanced Settings

🔗 Set As Default Settings?

🔗 Apply To All Modules?

🔗 Move To Page:

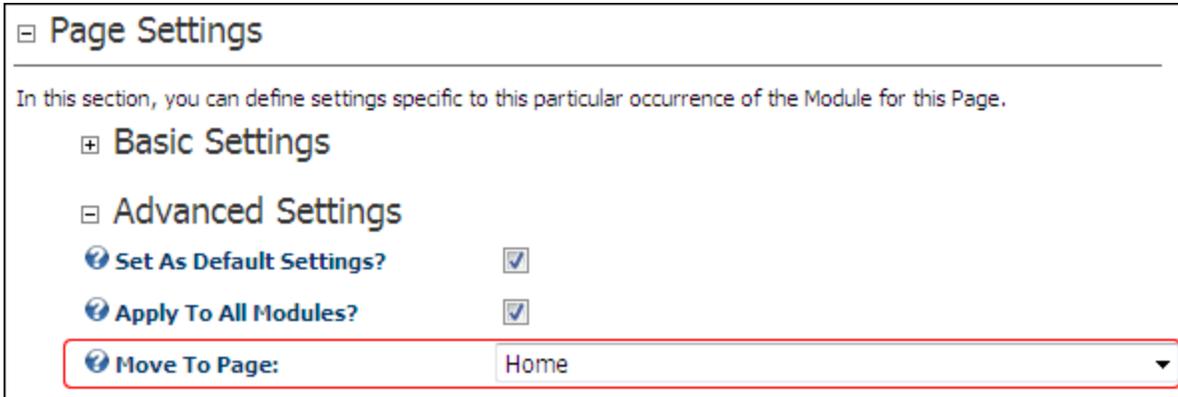
5. Click the  [Update](#) link.

Moving a Module to another Page

How to move a module to another page in the site.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize** the **Page Settings** section.

3. **Maximize**  the **Advanced Settings** section.
4. At **Move To Page**, select the name of the page where you want to move the module to from the drop-down list.



Page Settings

In this section, you can define settings specific to this particular occurrence of the Module for this Page.

- Basic Settings
- Advanced Settings
 - Set As Default Settings?
 - Apply To All Modules?
 - Move To Page: Home

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

Localization Settings

About Localization Settings

The Localization section only displays if content localization is enabled. For full details on working with this section, See "About Content Localization"

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.

Host Tip: The File Manager module located on the Host page provides the host with access to all files across all portals within this DNN application.

File Manager

Folders: Standard - File System Add Folder Delete Folder Synchronize Files Recursive

Files: Refresh Copy Files Move Files Upload Delete Files

File Name	Date	Size
DollAbbey_150x100px.jpg	11/10/2010 2:27:59 PM	12,387
DollAbbey_283x424px.jpg	11/10/2010 2:27:59 PM	100,829
DollAbbey_300x200px.jpg	11/10/2010 2:27:59 PM	37,565
DollAbbey_400x300px.jpg	11/10/2010 2:27:59 PM	68,495
ProductImages.zip	11/10/2010 12:41:57 PM	1,309,231
ToyBlocks_150x100px.jpg	11/10/2010 2:27:59 PM	15,744
ToyBlocks_300x200px.jpg	11/10/2010 2:27:59 PM	42,320
ToyBlocks_400x300px.jpg	11/10/2010 2:27:59 PM	77,251
ToyBlocks_416x288px.jpg	11/10/2010 2:27:59 PM	147,457
ToyDog_150x100px.png	11/10/2010 2:27:59 PM	12,258

Page 1 of 3

Portal Root\Images\ Used: 4.03MB of [unlimited] Items Per Page: 10

Folder Security Settings

Permissions:

Filter By Group: < Global Roles >

	Open Files in Folder	Browse Files in Folder	Write to Folder
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username: + Add

Update

The File Manager Module - Community Edition

File Manager

Folders: Standard - File System + Add Folder ✖ Delete Folder ↺ Synchronize Files Recursive

Files: ↻ Refresh 📄 Copy Files 📁 Move Files 📤 Upload ✖ Delete Files

File Name	Date	Size
DollAbbey_150x100px.jpg	11/10/2010 5:26:17 PM	A 12,387
DollAbbey_283x424px.jpg	11/10/2010 5:26:17 PM	A 100,829
DollAbbey_300x200px.jpg	11/10/2010 5:26:17 PM	A 37,565
DollAbbey_400x300px.jpg	11/10/2010 5:26:17 PM	A 68,495
ProductImages.zip	11/10/2010 5:26:16 PM	A 1,309,231
ToyBlocks_150x100px.jpg	11/10/2010 5:26:17 PM	A 15,744
ToyBlocks_300x200px.jpg	11/10/2010 5:26:17 PM	A 42,320
ToyBlocks_400x300px.jpg	11/10/2010 5:26:17 PM	A 77,251
ToyBlocks_416x288px.jpg	11/10/2010 5:26:17 PM	A 147,457
ToyDog.png	11/10/2010 5:31:41 PM	AS 12,258

Portal Root \ Images \ Used: 3.30MB of [unlimited] Items Per Page: 10

Folder Security Settings

Permissions:

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

Username: + Add

🔧 Update

The File Manager Module - Professional Edition

Getting Familiar with the File Manager Module

Here's an overview of the different areas of the File Manager:

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

- **Add Folder:** See "Adding a New Folder"
- **Delete Folder:** See "Deleting a Folder"

-  **Synchronize Files** / **Recursive**: See "Synchronizing Files within a Folder"

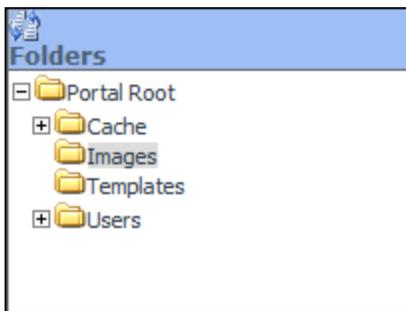


Files Toolbar: Located below the Folders toolbar, this toolbar enable management of files within the selected folder. The File Toolbar includes the following tools:

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



Folder Explorer: Located on the left of the File Manager, the Folder Explorer enables users to navigate to folders using a hierarchical structure (See "Navigating to and Selecting Folders" as well as folder synchronization (See "Synchronizing Folders").



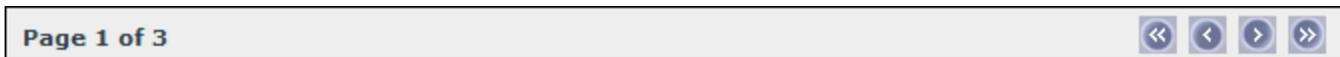
Files Window: This central window lists files within the selected folder. Note: Use the Files Navigation bar to access files not displayed (See "Navigating to Files"). This section provides the following options:

-  **Rename File**: See "Renaming a File" as well as editing file properties. See "Setting the Read Only Property of a File", See "Setting the Hidden Property of a File", or See "Setting the Archiving and Indexing Property of a File"
-  **Delete File**: See "Deleting a File"
-  **Select All**: Click to select all files; or **UnSelect All**: Click to unselect all files.
- **Select File**: Select one or more individual files to perform any of the above tasks on the Files Toolbar.
-  **Unzip File**: See "Unzipping Compressed Files"

File Name	Date	Size	
 DollAbbey_150x100px.jpg	11/10/2010 5:26:17 PM	A 12,387	  <input type="checkbox"/>
 DollAbbey_283x424px.jpg	11/10/2010 5:26:17 PM	A 100,829	  <input type="checkbox"/>
 DollAbbey_300x200px.jpg	11/10/2010 5:26:17 PM	A 37,565	  <input type="checkbox"/>
 DollAbbey_400x300px.jpg	11/10/2010 5:26:17 PM	A 68,495	  <input type="checkbox"/>
 ProductImages.zip	11/10/2010 5:26:16 PM	A 1,309,231	   <input type="checkbox"/>
 ToyBlocks_150x100px.jpg	11/10/2010 5:26:17 PM	A 15,744	  <input type="checkbox"/>
 ToyBlocks_300x200px.jpg	11/10/2010 5:26:17 PM	A 42,320	  <input type="checkbox"/>
 ToyBlocks_400x300px.jpg	11/10/2010 5:26:17 PM	A 77,251	  <input type="checkbox"/>
 ToyBlocks_416x288px.jpg	11/10/2010 5:26:17 PM	A 147,457	  <input type="checkbox"/>
 ToyDog.png	11/10/2010 5:31:41 PM	AS 12,258	  <input type="checkbox"/>

Page 1 of 3    

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



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

- Folder Address
- Used and Available Space
- Items Per Page: Select the number of Items (files) displayed in the Files Window. The default setting is ten (10) and this setting defaults back to ten (10) when the page is refreshed. Other options are: 15, 20, 30, 40, and 50.



Folder Security Settings: This section enables Administrators to control security role access to each folder. Three basic levels of permission are available in DNN Community Edition (Open Files in Folder, Browse Files in Folder, and Write to Folder). DNN Professional Edition provides seven types of permission (Browse, Folder, View, Add, Copy, Delete, Manage Settings, and Full Control)

Folder Security Settings

Permissions:

Filter By Group:

	Open Files in Folder	Browse Files in Folder	Write to Folder
Administrators			
All Users			<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username: Add

Update

Folder Security Settings - Community Edition

Folder Security Settings

Permissions:

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

Username: Add

Update

Folder Security Settings - Professional Edition

All Users

Navigating to and Selecting Folders

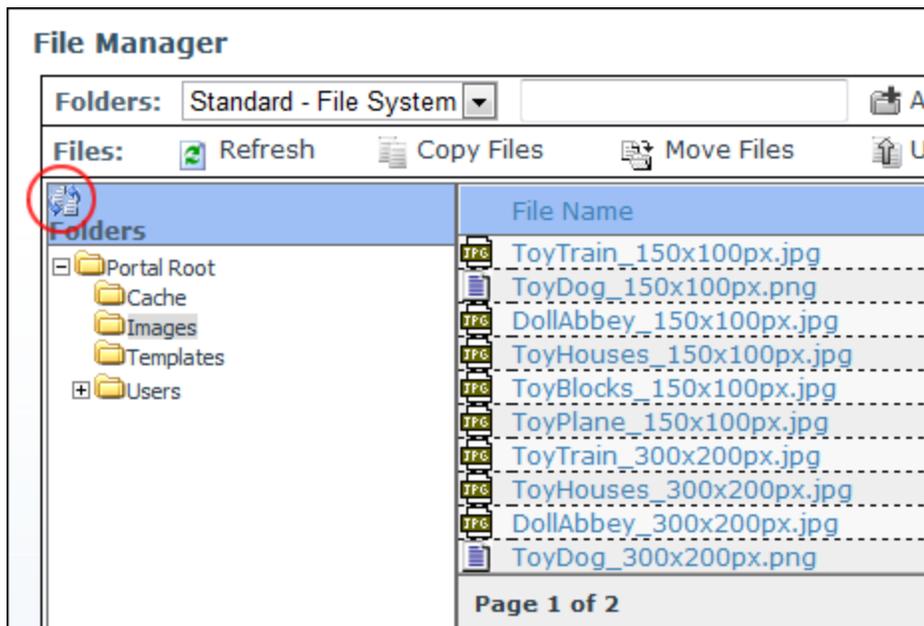
How to navigate to and select a folder with the File Manager module.

- View Child Folders: Click the **Maximize**  button beside a folder to view its child folders.
- Hide Child Folders: Click the **Minimize**  button beside a folder to close it and hide its child folders.
- Select Folder: Click on a folder name to select it. This highlights the selected folder name and displays the associated files in the Files Window.

Synchronizing Folders

How to synchronize the folders of the File Manager module. Synchronizing ensures the folders listed match the folder structure within the database. Use this feature when folders are uploaded using FTP directly to the database.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Click the  **Synchronize Folders** button located in the title bar of the Folder Explorer. The Folder Explorer is minimized when synchronization is completed.



Synchronizing Folders

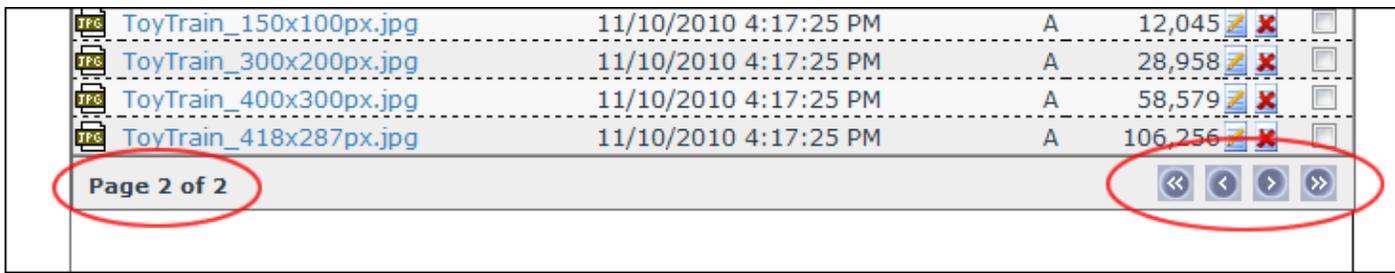
Navigating to Files

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

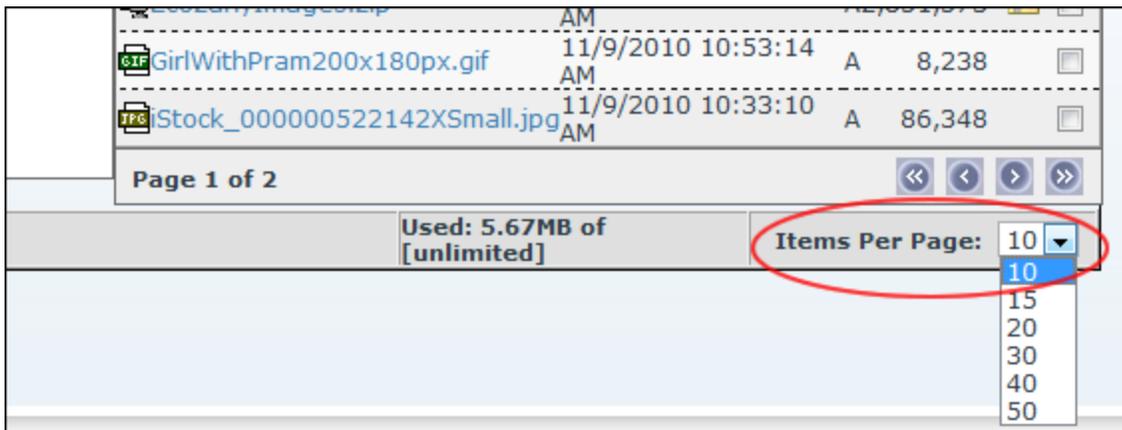
- **Page 1 of 4:** If there is more than one page of files associated with the selected folder, the number of pages and the page number of the current page will be displayed along with the Items Per Page tool.

• **Page Navigation:** The following navigation buttons are displayed.

-  **Move First:** Displays the first page of files.
-  **Move Previous:** Displays the previous page of files.
-  **Move Next:** Displays the next page of files.
-  **Move Last:** Displays the last page of files.



• **Items Per Page:** Select a number to change the number of files displayed in the Files Window. This setting will default to ten (10) whenever the File Manager is refreshed. **Important.** When performing a task against multiple files, use this feature to enable you to select up to 50 items at one time, rather than the 10 items which are displayed by default.



Selecting Items Per Page

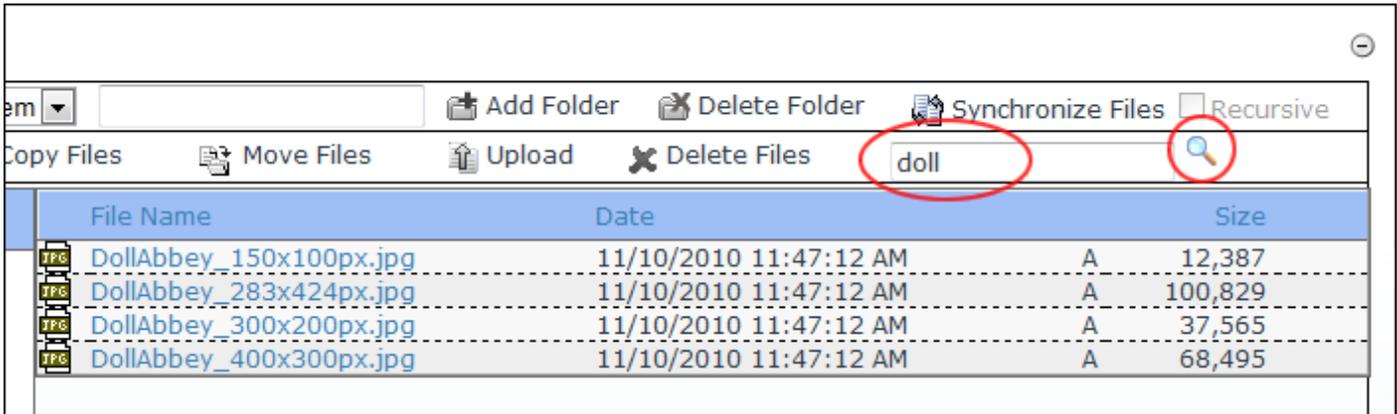
Filtering Files

How to filter the files using the File Manager module. This will display only files which match the entered criteria and which are in the selected folder. The filter is applied to both the file name and the file extension.

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

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.

2. Navigate to and select the required folder. See "Navigating to and Selecting Folders"
3. Go to the **Files Toolbar** and enter the filter criteria into the text box.
4. Click the **Filter**  button. This filters the files displayed in the Files Window so only files containing the filter criteria are displayed.

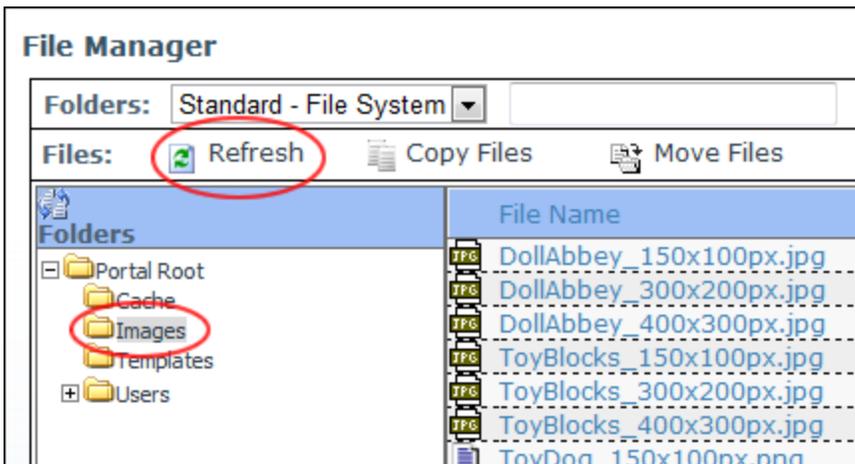


Filtering Files

Refreshing All Files within a Folder

How to refresh the files within a selected folder of the File Manager module. This task refreshes the file information in the database to match the files on the server. This may be required if files have been uploaded via FTP.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the required folder. See "Navigating to and Selecting Folders"
3. Click the  **Refresh** button to refresh files.

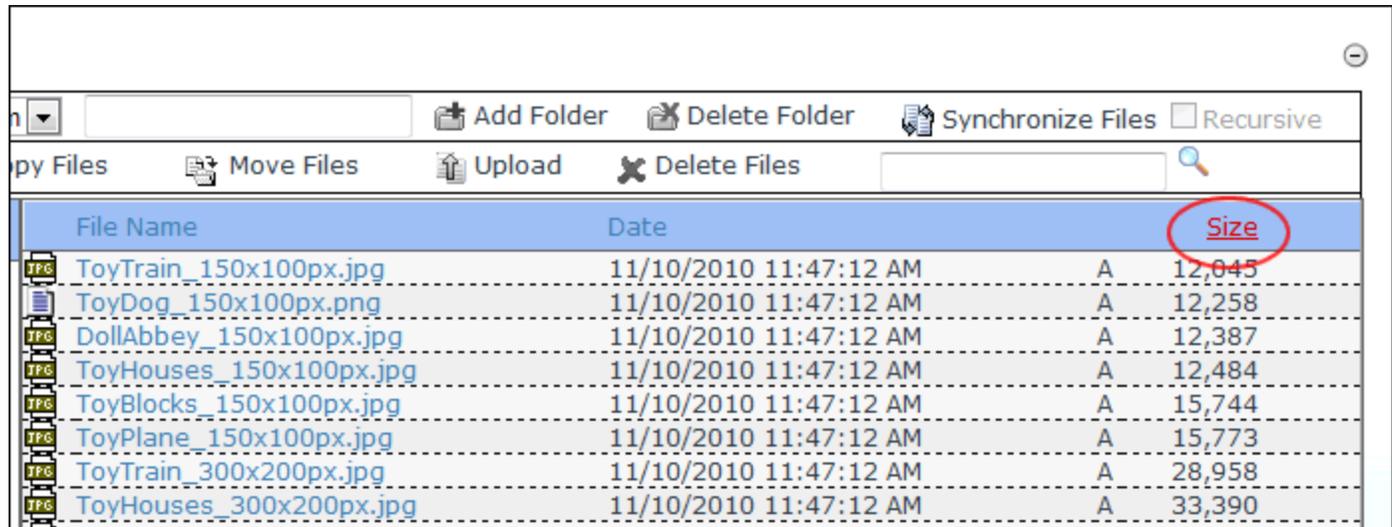


Refreshing Files

Reordering Files

How to reorder the files displayed in the Files Window of the File Manager module. Files can be ordered in either ascending or descending order by the File Name, Date or Size columns.

1. In the Title Bar of the Files Window, click on a column title (I.e. File Name, Date, or Size) to order files in ascending order by that field.
2. **Optional.** Click the same column title again to a second time to reorder files in descending order.



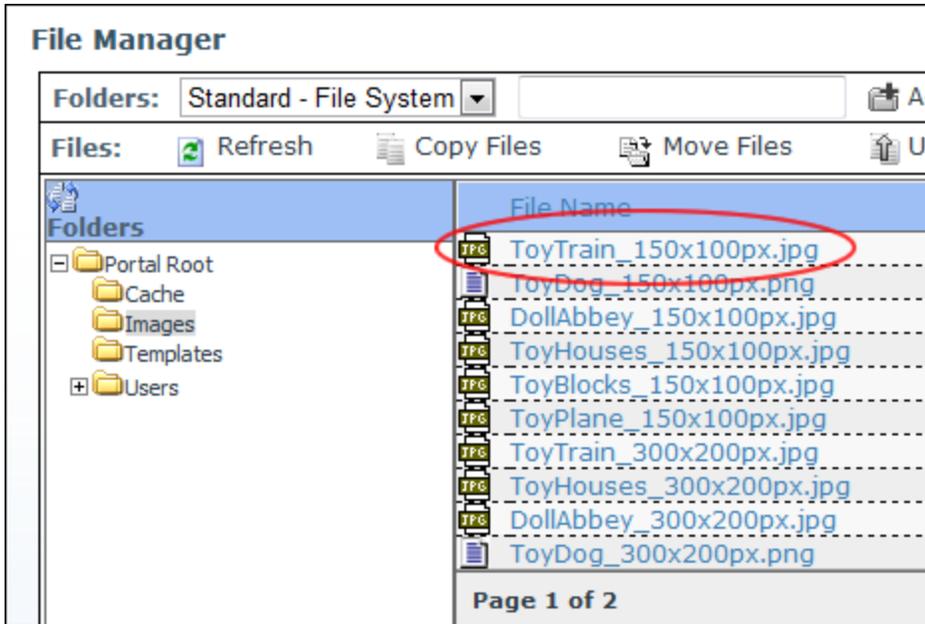
File Name	Date	Size
 ToyTrain_150x100px.jpg	11/10/2010 11:47:12 AM	A 12,045
 ToyDog_150x100px.png	11/10/2010 11:47:12 AM	A 12,258
 DollAbbey_150x100px.jpg	11/10/2010 11:47:12 AM	A 12,387
 ToyHouses_150x100px.jpg	11/10/2010 11:47:12 AM	A 12,484
 ToyBlocks_150x100px.jpg	11/10/2010 11:47:12 AM	A 15,744
 ToyPlane_150x100px.jpg	11/10/2010 11:47:12 AM	A 15,773
 ToyTrain_300x200px.jpg	11/10/2010 11:47:12 AM	A 28,958
 ToyHouses_300x200px.jpg	11/10/2010 11:47:12 AM	A 33,390

Ordering Files by Size

Downloading a File

How to download a single file from the File Manager.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder containing the file to be downloaded. See "Navigating to and Selecting Folders"
3. Click the linked file name.



4. Save the file to your computer.

Folder Editors

Uploading Files

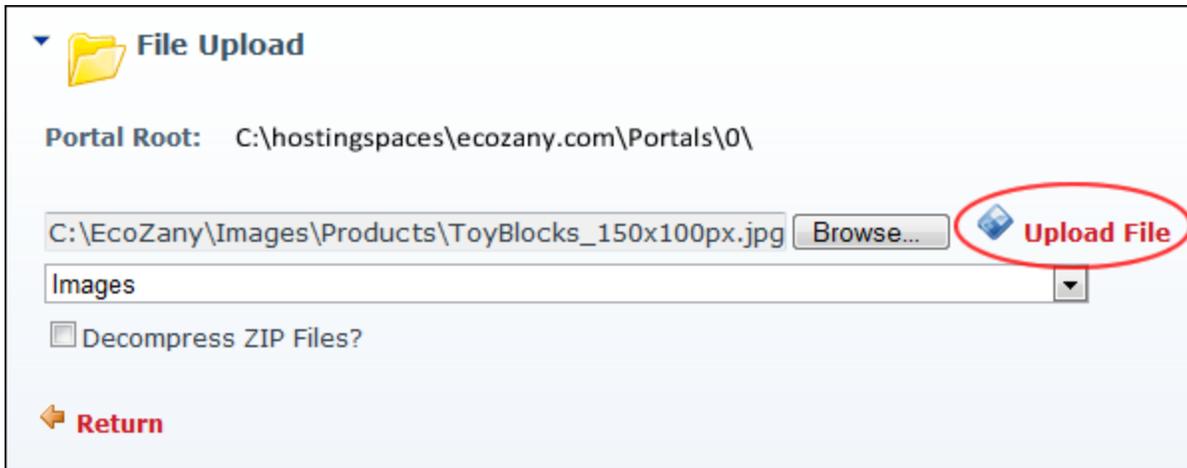
How to upload one or more individual files or a zipped (compressed) file to the File Manager module. These files can then be viewed using various modules such as Links, Media, HTML/HTML Pro, etc. Users require the following minimum permissions to complete this task:

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

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

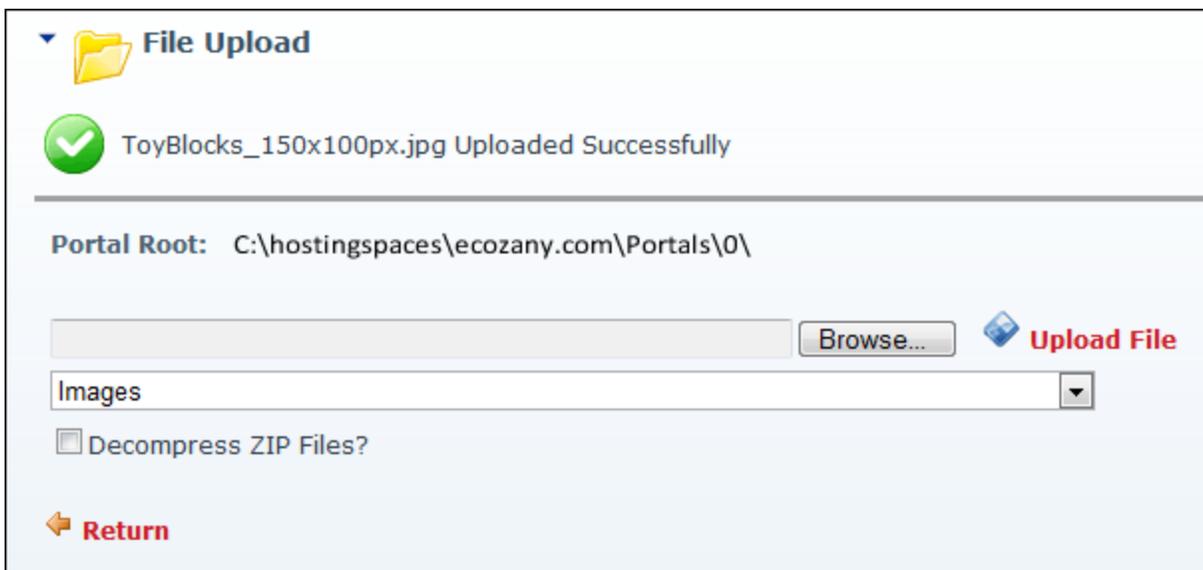
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select a folder that you are authorized to upload files to. See "Navigating to and Selecting Folders"
3. Click the  **Upload** button located on the Files toolbar. This opens the File Upload page.
4. Click the **Browse...** button and select a file from your computer.
5. **Optional.** At the drop-down box, change the folder which the file will be uploaded to. The default selection is the folder you chose at Step 1.

6. **Optional.** At **Decompress ZIP Files?**, select from the following options if you are uploading a zip file that you wish to decompress (unzip) during upload.
- Check the check box to decompress the files while uploading them. This adds both the ZIP file and all the individual files to the selected folder.
 - Uncheck the check box to upload the file as a zipped folder. You can unzip the files at a later time if required. See "Unzipping Compressed Files"



The screenshot shows a web interface for file uploads. At the top, there is a folder icon and the text "File Upload". Below this, the "Portal Root" is set to "C:\hostingspaces\ecozany.com\Portals\0\". A text input field contains the file path "C:\EcoZany\Images\Products\ToyBlocks_150x100px.jpg", followed by a "Browse..." button. To the right of the input field is a blue "Upload File" button with a document icon, which is circled in red. Below the input field is a dropdown menu currently showing "Images". There is an unchecked checkbox labeled "Decompress ZIP Files?". At the bottom left, there is a red "Return" button with a left-pointing arrow.

7. Click the  Upload File link. If upload is successful, the [FileName] Uploaded Successfully message is displayed.



The screenshot shows the same web interface as before, but with a green checkmark icon and the message "ToyBlocks_150x100px.jpg Uploaded Successfully" displayed at the top. The "Portal Root" remains the same. The text input field is now empty, and the "Browse..." button is visible. The "Upload File" button is still present. The dropdown menu still shows "Images". The "Decompress ZIP Files?" checkbox is still unchecked. The "Return" button is still at the bottom left.

8. Repeat Steps 4-7 to upload additional files - OR - Click the  Return link to return to the module.

Related Topics:

- See "Uploading Multiple Files"

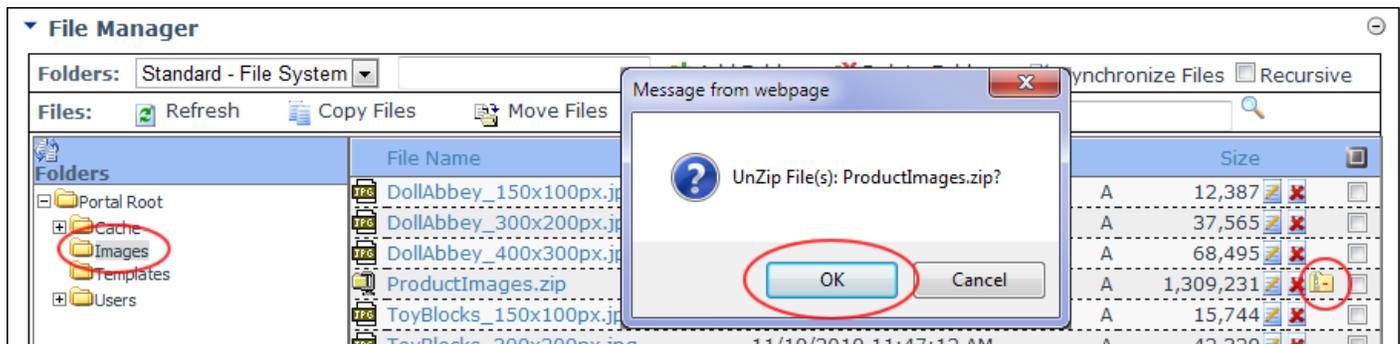
Unzipping Compressed Files

How to decompress a zipped folder of files (compressed files) within the File Manager module. Users require the following minimum permissions to complete this task:

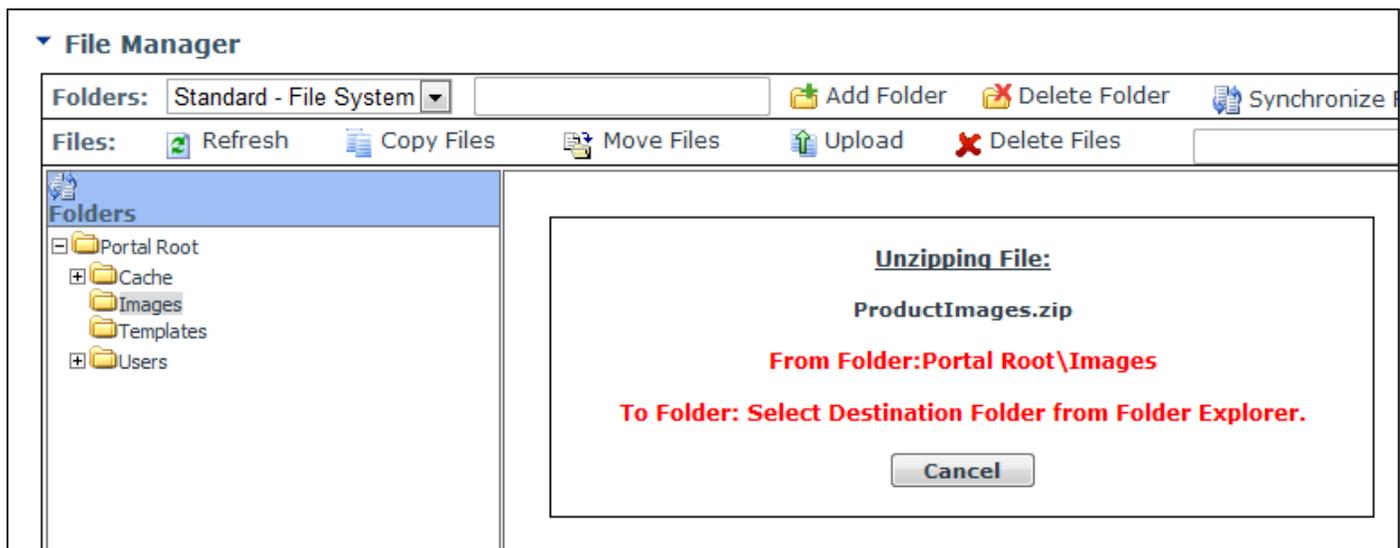
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

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

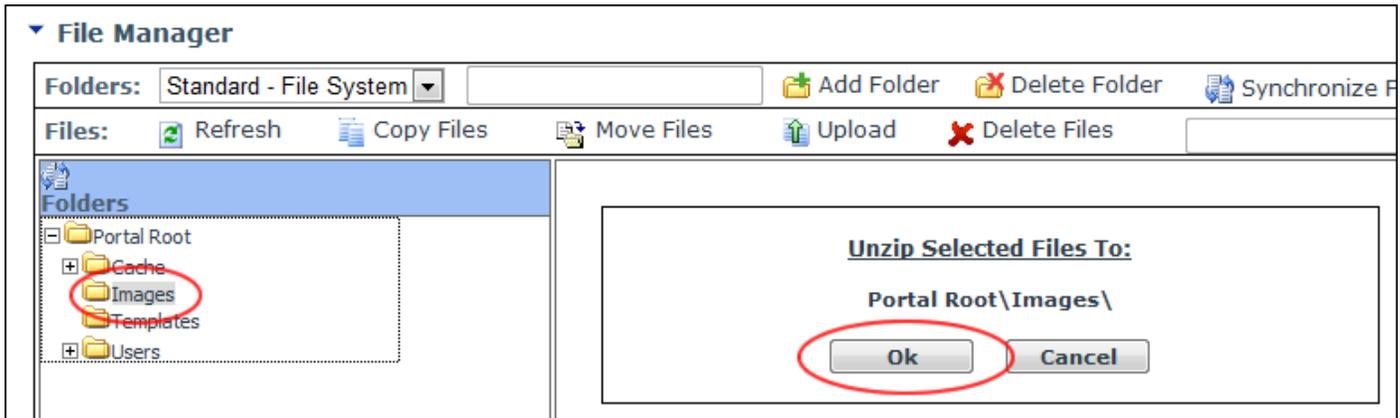
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the Folder containing the file to be unzipped. See "Navigating to and Selecting Folders"
3. Click the **Unzip File**  button beside the file to be decompressed. This displays the message asking "UnZip File(s): [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.



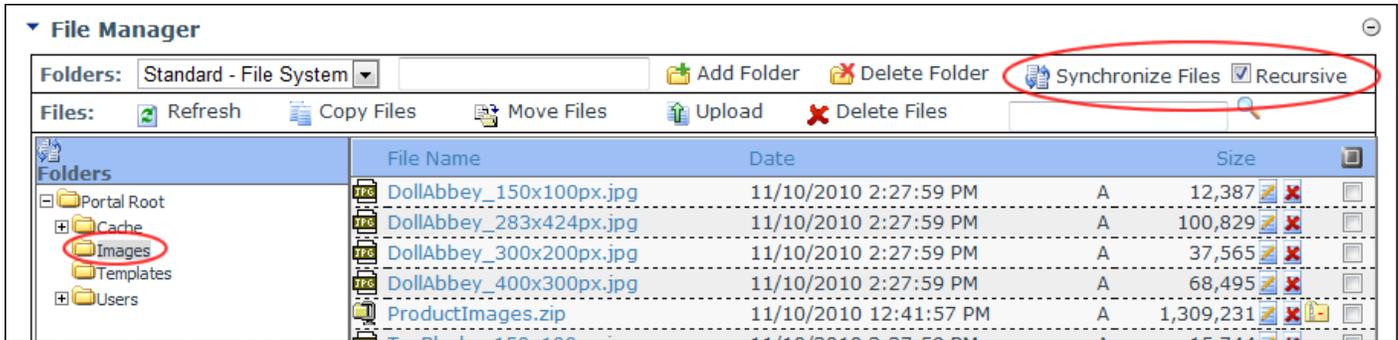
Synchronizing Files within a Folder

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:

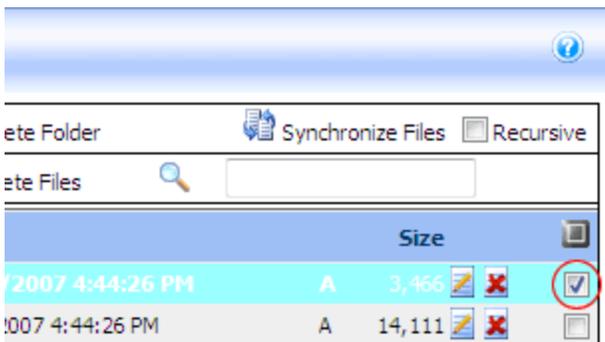
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and View

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

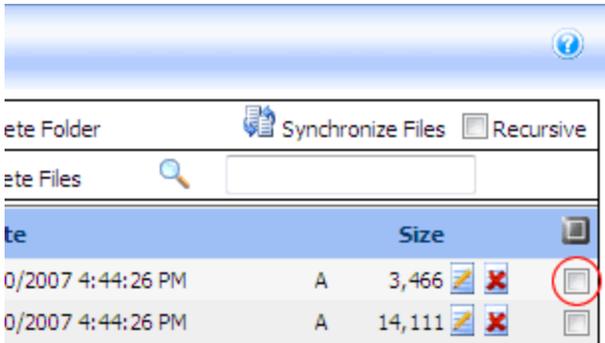
Note: These permissions enable users to select files and perform file refreshing and filtering. Additional permissions are required to perform specific tasks.

Here are the options for selecting files:

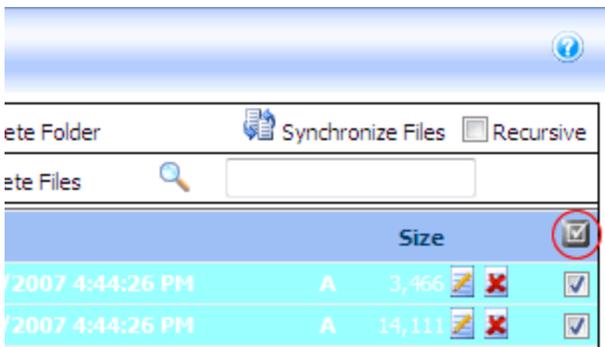
Select a File: Check the check box to the right of the file to select it.



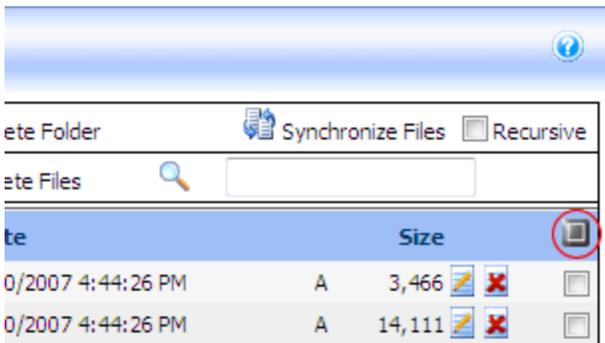
Deselect a File: Uncheck the check box to the right of the file to deselect it.



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.



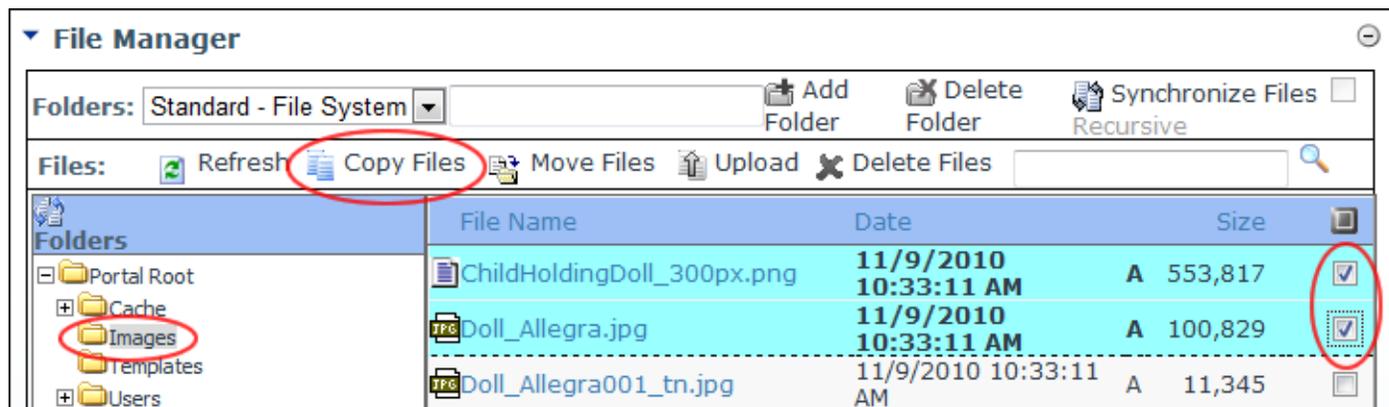
Copying Files

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:

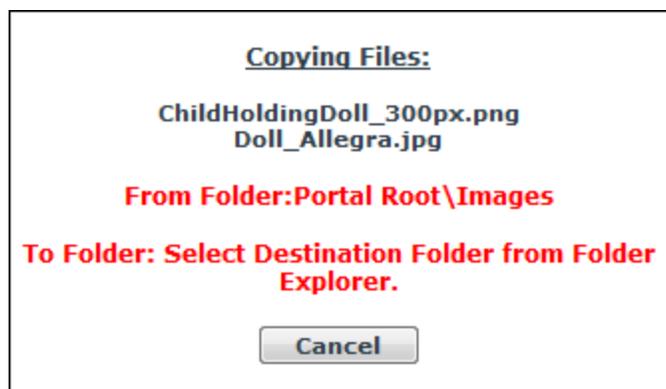
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

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.

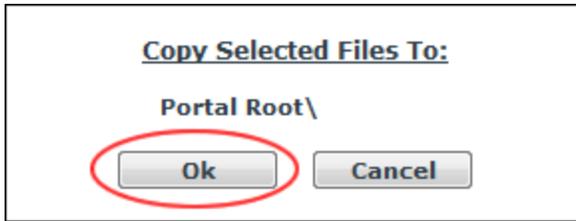
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder where the files to be copied are located. See "Navigating to and Selecting Folders"
3. In the Files Window, check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



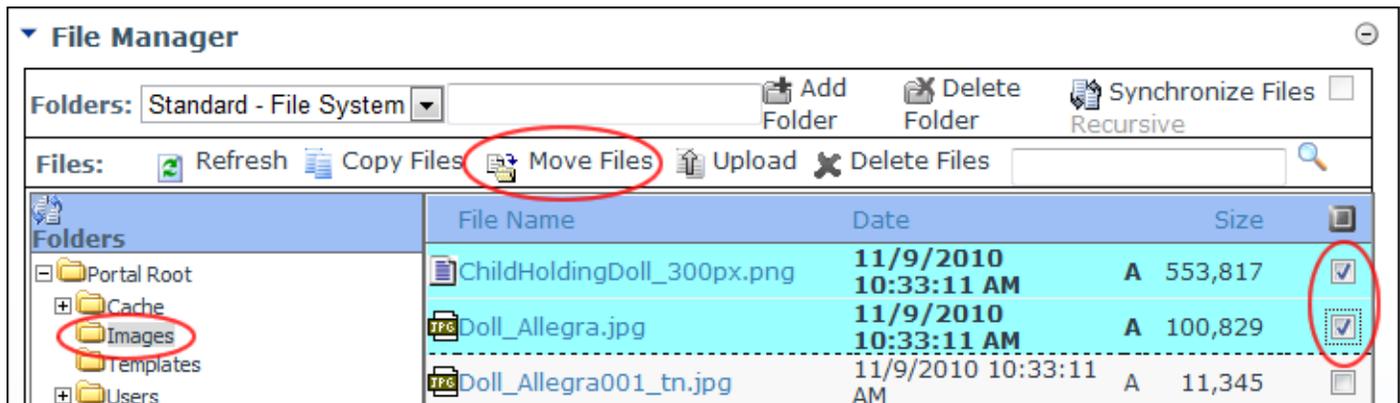
Moving Files

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:

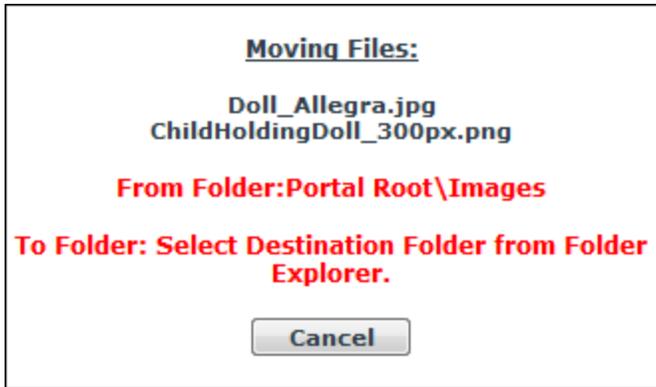
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

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.

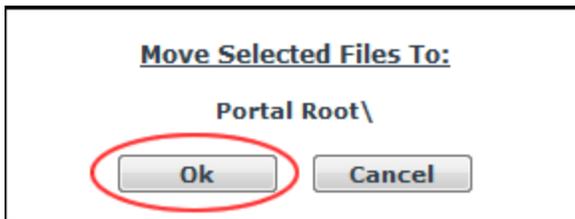
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder where the files to be moved are located. See "Navigating to and Selecting Folders"
3. In the Files Window, check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



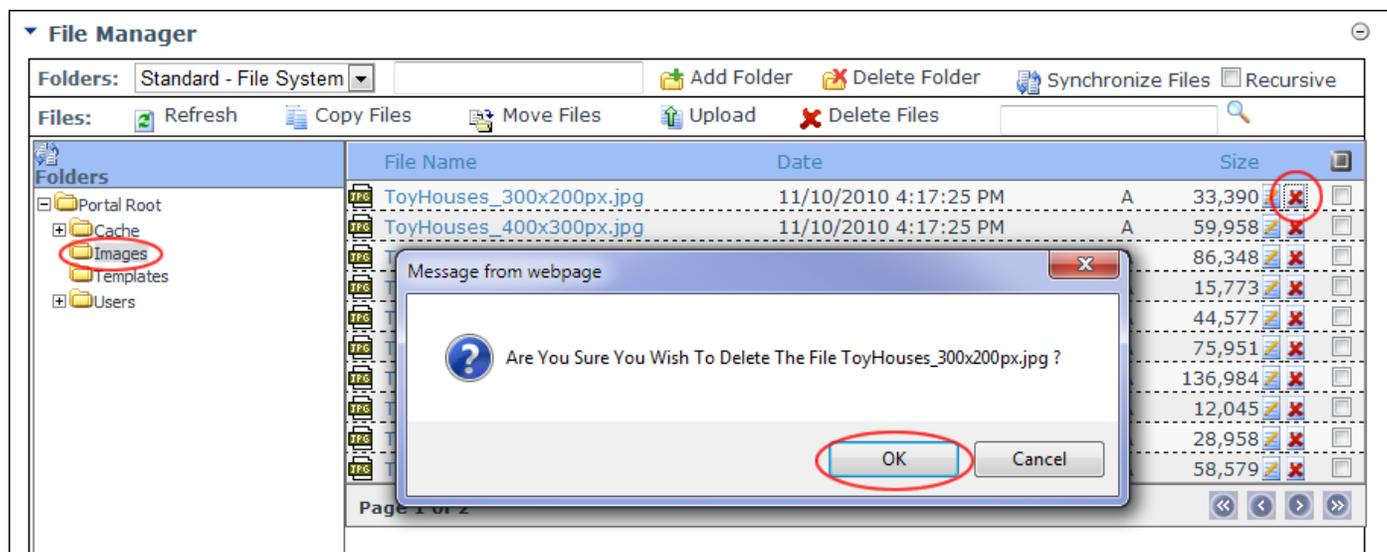
Deleting a File

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 [FileName]?" is displayed.
5. Click **OK** to confirm deletion.



Deleting a File

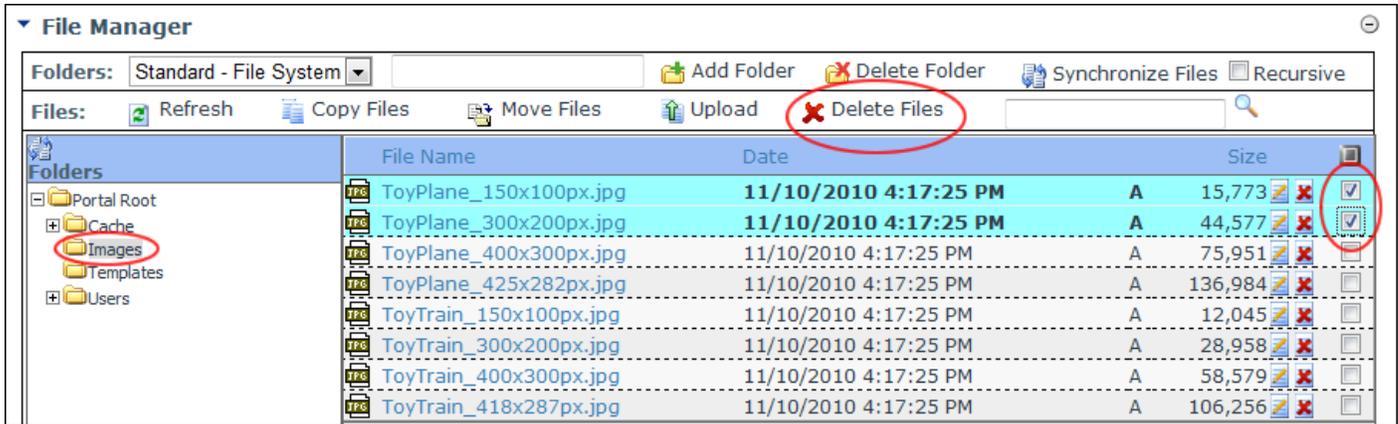
Deleting Multiple Files

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

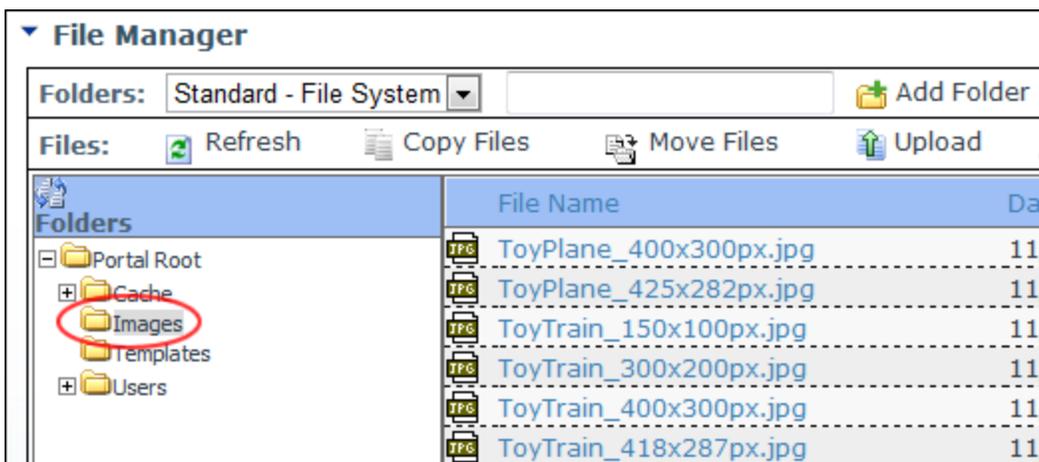
How to add a new folder to the File Manager module. The new folder will inherit the permissions assigned to its parent folder.

Permissions. Users require these minimum permissions:

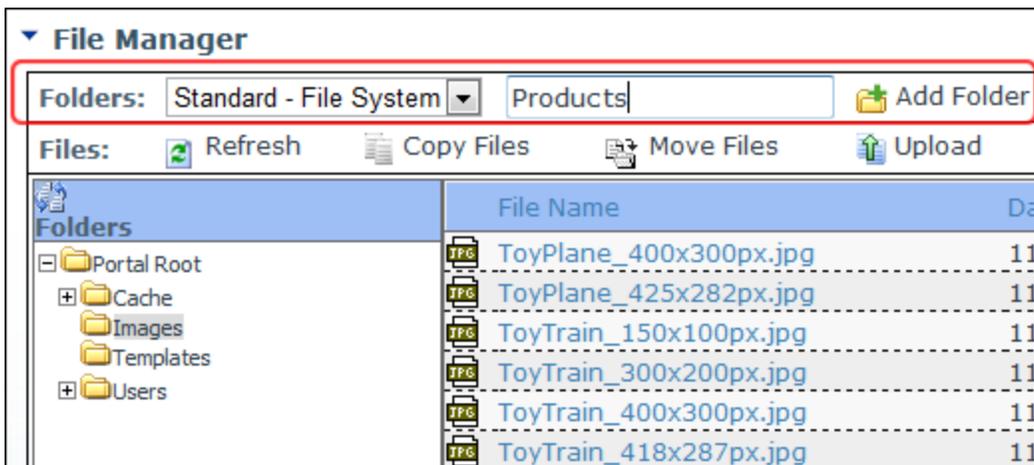
DNN Community Edition: Edit Content permission for the module and Write to Folder permission for the folder which will be the parent of the new folder.

DNN Professional Edition: Edit Content permission for the module and Add permission for the folder which will be the parent of the new folder.

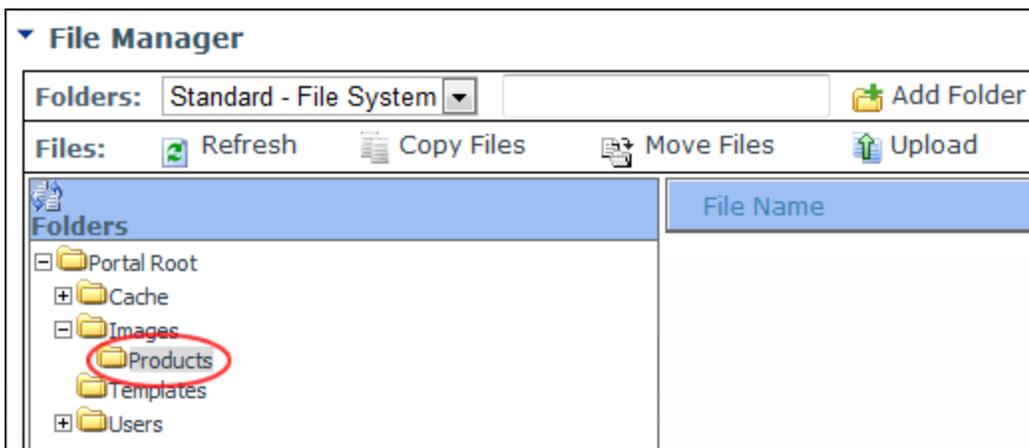
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder which will be the parent for the new folder. See "Navigating to and Selecting Folders"



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.
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

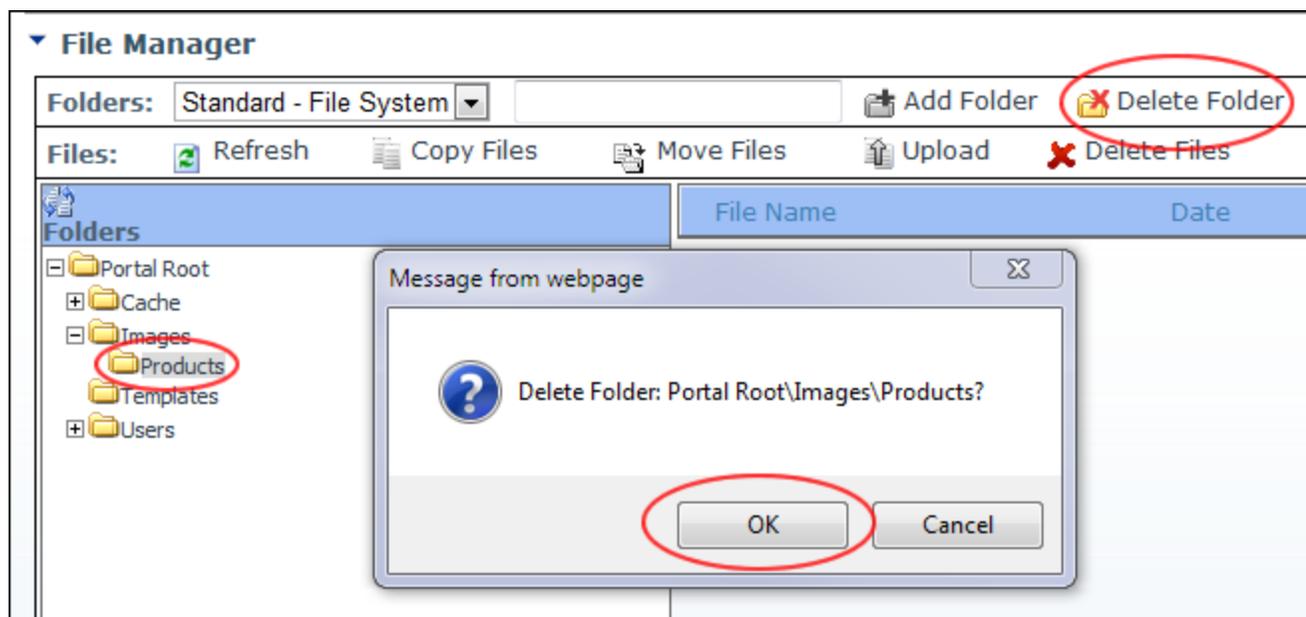
How to permanently delete empty folders from the File Manager. Users require the following minimum permissions to complete this task:

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

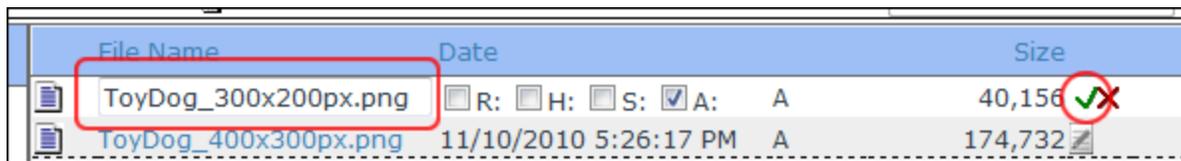
How to rename a file in the File Manager module. Users require the following minimum permissions to complete this task:

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.



File Name	Date	Size
<input type="text" value="ToyDog_300x200px.png"/>	<input type="checkbox"/> R: <input type="checkbox"/> H: <input type="checkbox"/> S: <input checked="" type="checkbox"/> A: A	40,156  
ToyDog_400x300px.png	11/10/2010 5:26:17 PM A	174,732 

Renaming a File

Setting the Read Only Property of a File

How to set the read only property of a file in the File Manager module. Users require the following minimum permissions to complete this task:

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

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

Tip: Setting a file as Read Only does not prevent it from being deleting.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Locate the required file. See "Navigating to Files"
3. Click the **Rename File**  button beside the file to be edited.
4. At the **R** check box, select one of the following options:
 - Check the check box to set the file as read only.
 - Uncheck the check box to remove the read only property from the file.
5. Click the **Save Changes**  button to save your changes - OR - Click the **Cancel Rename**  button to cancel.

File Name	Date	Size
 ToyDog_300x200px.png	<input checked="" type="checkbox"/> R: <input type="checkbox"/> H: <input type="checkbox"/> S: <input checked="" type="checkbox"/> A: A	40,156 
 ToyDog_400x300px.png	11/10/2010 5:26:17 PM A	174,732 

Setting a file as read only

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

Setting the Hidden Property of a File

How to set the hidden property of a file in the File Manager module. Hidden files don't display on your site in modules such as the Media and HTML / HTML Pro modules, they are also not displayed on vendor banners, nor are they displayed for selection on RTE galleries. Users require the following minimum permissions to complete this task:

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

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

▼ **Text/HTML** ⊖

Welcome Administrator Account, 

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

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

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

 **Edit Content** 

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

▼ **Text/HTML** ⊖

Welcome Administrator Account,

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

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

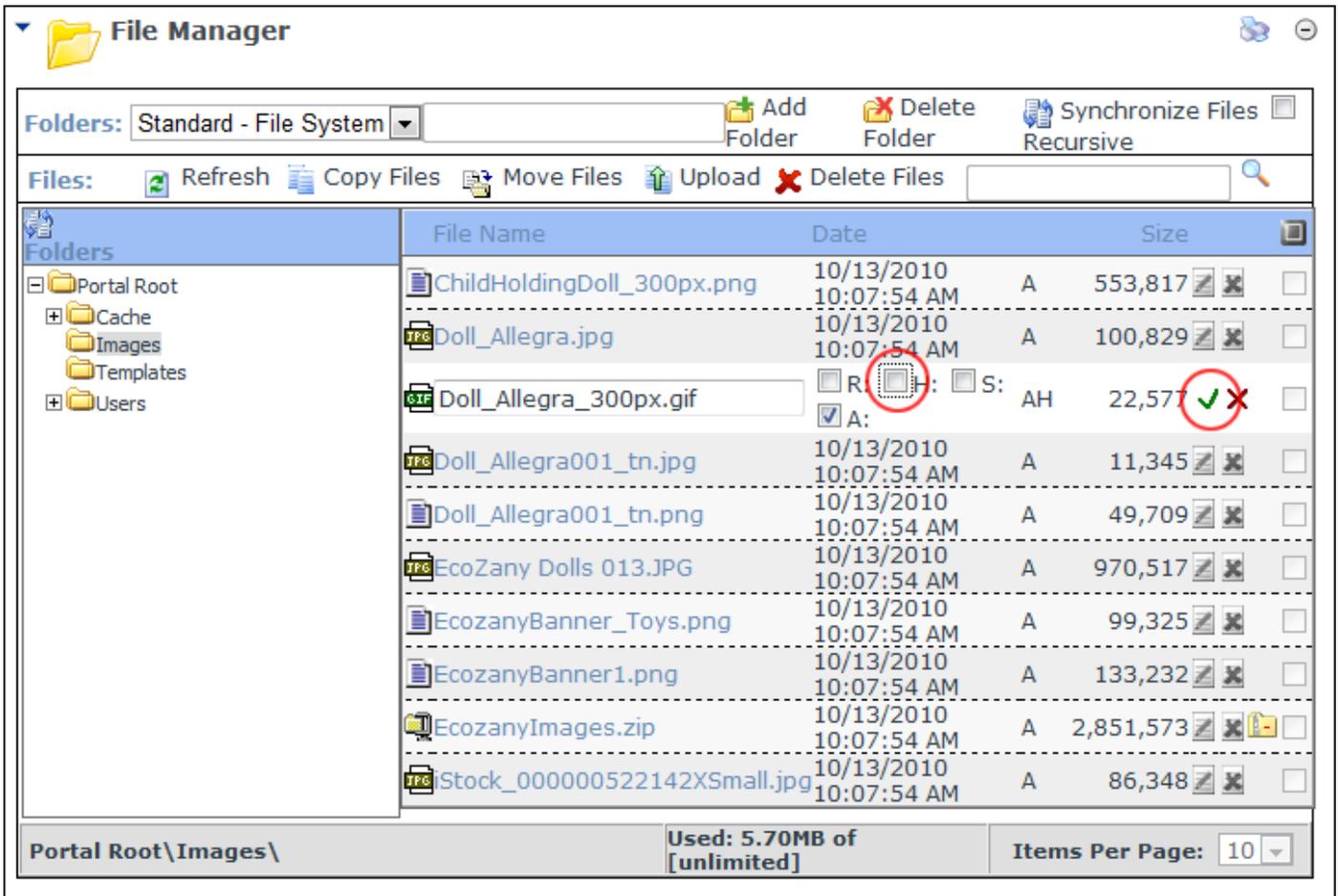
Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!



 **Edit Content** 

The Image displays once the Hidden property is removed

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Locate the required file. See "Navigating to Files"
3. Click the **Rename File**  button beside the file to be edited.
4. At the **H** check box, select one of the following options:
 - Check the check box to set the file as hidden.
 - Uncheck the check box to remove the hidden property from the file.



File Manager

Folders: Standard - File System + Add Folder ✖ Delete Folder ↻ Synchronize Files Recursive

Files: ↻ Refresh 📄 Copy Files 📁 Move Files 📤 Upload ✖ Delete Files

Folders	File Name	Date	Size
Portal Root	ChildHoldingDoll_300px.png	10/13/2010 10:07:54 AM	A 553,817
Cache	Doll_Allegra.jpg	10/13/2010 10:07:54 AM	A 100,829
Images	Doll_Allegra_300px.gif	<input type="checkbox"/> R: <input checked="" type="checkbox"/> S: <input checked="" type="checkbox"/> AH	22,577
Templates	Doll_Allegra001_tn.jpg	10/13/2010 10:07:54 AM	A 11,345
Users	Doll_Allegra001_tn.png	10/13/2010 10:07:54 AM	A 49,709
	EcoZany Dolls 013.JPG	10/13/2010 10:07:54 AM	A 970,517
	EcozanyBanner_Toys.png	10/13/2010 10:07:54 AM	A 99,325
	EcozanyBanner1.png	10/13/2010 10:07:54 AM	A 133,232
	EcozanyImages.zip	10/13/2010 10:07:54 AM	A 2,851,573
	Stock_000000522142XSmall.jpg	10/13/2010 10:07:54 AM	A 86,348

Portal Root\Images\ Used: 5.70MB of [unlimited] Items Per Page: 10

5. Click the **Save Changes**  button to save your changes - OR - Click the **Cancel Rename**  button to cancel.

*Tip: The letter **H** is displayed beside files set as Hidden.*

Setting the Archiving and Indexing Property of a File

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

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

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

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Locate the required file. See "Navigating to Files"
3. Click the **Rename File**  button beside the file to be edited.
4. At the **S** check box, select from these options:
 - Check the check box to disable hidden option in file properties (Windows). For fast searching, allow Indexing Service to index this file.
 - Uncheck the check box to remove this file property.
5. At the **A** check box, select from these options:
 - Check the check box to allow file to be archived by the operating system. This is the default option.
 - Uncheck the check box to remove this file property.
6. Click the **Save Changes**  button to save your changes - OR - Click the **Cancel Rename**  button to cancel.

File Name	Date	Size
 ToyDog_300x200px.png	<input type="checkbox"/> R: <input type="checkbox"/> H: <input checked="" type="checkbox"/> S: <input checked="" type="checkbox"/> A: A	40,156 
 ToyDog_400x300px.png	11/10/2010 5:26:17 PM A	174,732 

Set archiving and indexing for a file

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

Administrators

Overview of Folder Security Settings

The File Manager module enables authorized users to manage access to one or more folders within the File Manager by setting Folder Security Settings. Here's a description of the different permissions which can be set:

Community Edition Permissions

- **Open Files in Folder:** Enables authorized users to view the files within this folder which are displayed or linked to on the site. All Users are granted this permission by default.
- **Browse Files in Folder:** Enables authorized users to browse and select the files within this folder. Users are granted permission to their personal folder only by default. This enables them to manage their profile image, etc.
- **Write to Folder:** Enables authorized users to perform all file management tasks for files within this folder.

The screenshot shows the 'Folder Security Settings' interface. It includes a 'Permissions:' section with a 'Filter By Group:' dropdown menu currently set to '< Global Roles >'. Below this is a table with columns for 'Open Files in Folder', 'Browse Files in Folder', and 'Write to Folder'. The table lists five user groups: Administrators, All Users, Registered Users, Subscribers, and Unauthenticated Users. Administrators have all permissions enabled (indicated by padlock icons). All Users have 'Open Files in Folder' and 'Browse Files in Folder' enabled (indicated by green checkmarks), but 'Write to Folder' is disabled (indicated by an empty checkbox). Registered Users, Subscribers, and Unauthenticated Users have all three permissions disabled (indicated by empty checkboxes). At the bottom of the table, there is a 'Username:' input field with a '+ Add' button next to it. Below the input field is an 'Update' button with a blue document icon.

	Open Files in Folder	Browse Files in Folder	Write to Folder
Administrators			
All Users			<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Edition Permissions

- **Browse Folder:** Enables authorized users to browse and select the files within this folder. Users are granted permission to their personal folder only by default. This enables them to manage their profile image, etc.
- **View:** Enables authorized users to view the files within this folder which are displayed or linked to on the site. All Users are granted this permission by default.
- **Add:** Enables authorized users to add folders and documents beneath (as child folders) this folder.
- **Copy:** Enables authorized users to copy files to and from this folder.
- **Delete:** Enables authorized users to delete a folder and/or its child folders.
- **Manage Settings:** Enables authorized users to manage folder settings.

- **Full Control:** Provides authorized users with full control to perform all file and folder management task within the selected folder.

Folder Security Settings

Permissions:

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

Username: **Add**

Update

Related Topics:

- See "Adding a New Folder"
- See "Assigning Folder Permissions to a User"
- See "Assigning Folder Permissions by Role"

Assigning Folder Permissions by Role

How to assign permissions to manage a folder of the File Manager to users with one or more roles.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. **Optional.** At **Permissions**, select < **All Roles** > from the Filter By Group drop-down box (if displayed) to view all available roles.

5. Check the check box in one or more columns to grant permissions to that role. See "Overview of Folder Security Settings"
6. Click the  Update link.

Assigning Folder Permissions to a User

How to assign access to view folders and upload to folders of the File Manager module.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. At **Permissions**, enter the username of the user into the Username text box.
5. Click the Add link. This adds the user's name to the Permission role list.
6. Check the check box in one or more columns beside this user's name to grant them folder permissions. See "Overview of Folder Security Settings"
7. Repeat Step 4-6 for to assign folder permission to additional users.
8. Click the  Update link.

Removing Folder Permissions

How to remove permission to view files within a folder and/or to write to a folder of the File Manager module.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. **Optional.** At **Permissions**, select < **All Roles** > at the **Filter By Group** drop-down box (if displayed) to display all of the roles.
5. Uncheck the check box beside in one or more columns to remove that permission. See "Overview of Folder Security Settings"
6. Click the  Update link.

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

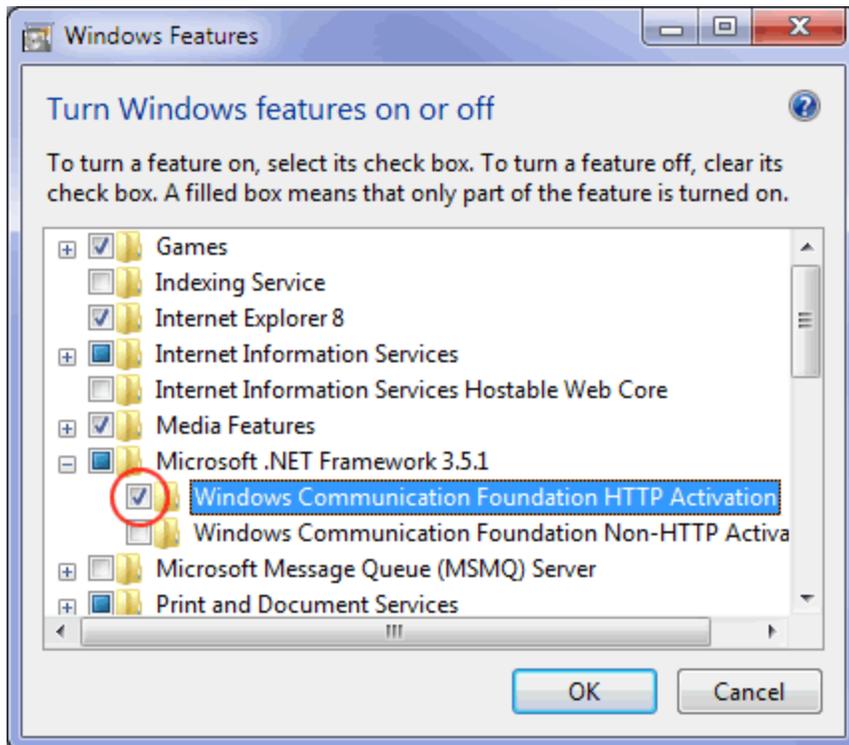
How to configure content staging using the Content Staging module. This must be done before you can publish content from a server to a target server you have to pair the two servers together.

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 tutorial. To do this turn on Windows feature Windows Communication Foundation HTTP Activation.



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

▼ **Content Staging**

Local Site Address:

Local Publishing Token:  **Reset**

Target Site Details

Production Site Address:

Production Publishing Token:

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

Publish Staged Content

You cannot publish staged content until you configure a target portal

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

▼ **Content Staging**

Local Site Address:

Local Publishing Token:  **Reset**

Target Site Details

Production Site Address:

Production Publishing Token:

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

Publish Staged Content

You cannot publish staged content until you configure a target portal

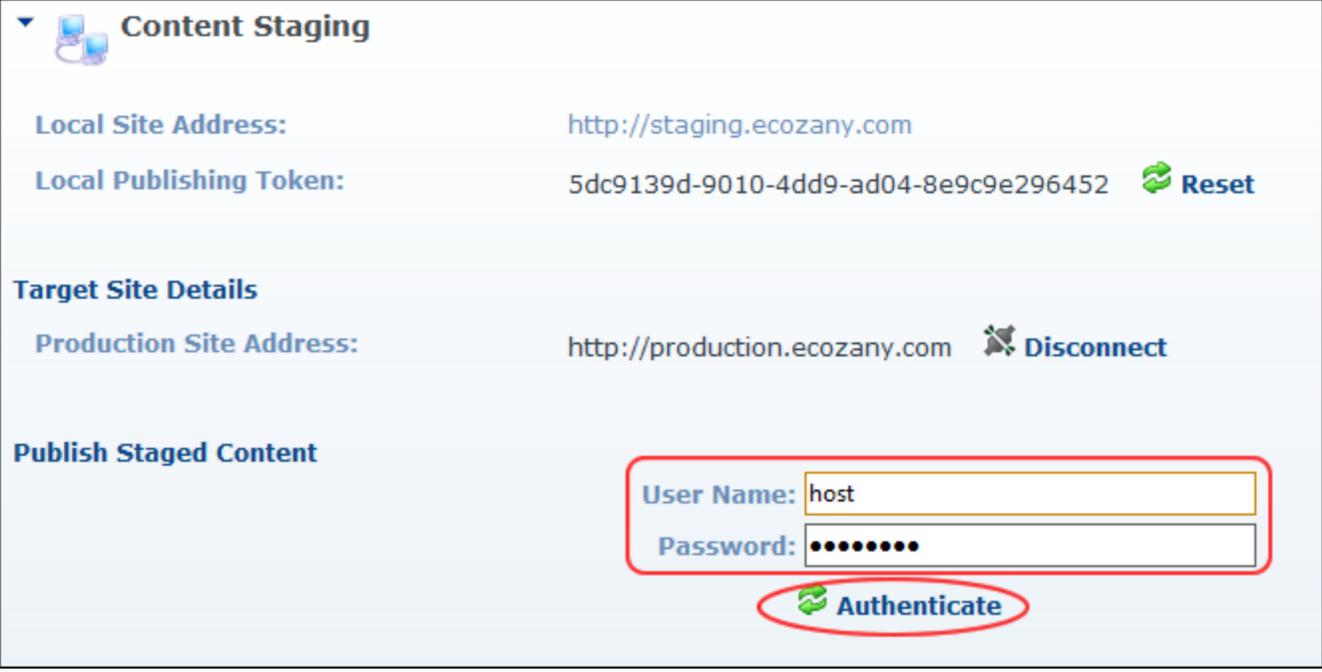
8. Click the  [Connect Portals](#) link. You have successfully paired your production and staging portals and are ready to publish staged content. See "Publishing Staged Content"

Publishing Staged Content

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

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

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



The screenshot displays the 'Content Staging' configuration page. It includes sections for 'Local Site Address' (http://staging.ecozany.com), 'Local Publishing Token' (5dc9139d-9010-4dd9-ad04-8e9c9e296452) with a 'Reset' button, 'Target Site Details' (Production Site Address: http://production.ecozany.com) with a 'Disconnect' button, and a 'Publish Staged Content' section. The 'Publish Staged Content' section contains a 'User Name' field with 'host' entered and a 'Password' field with masked characters. Below these fields is an 'Authenticate' button with a green circular icon. A red box highlights the 'User Name' and 'Password' fields, and another red oval highlights the 'Authenticate' button.

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".

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

[Analyze Content](#)
[Publish Content](#)

- Portal
 - Tabs/Modules
 - About Us (create)
 - About EcoZany (create)
 - Search Results (update)
 - User Profile (update)
 - Admin (update)
 - Files/Folders

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

Managing Modules

Account Login

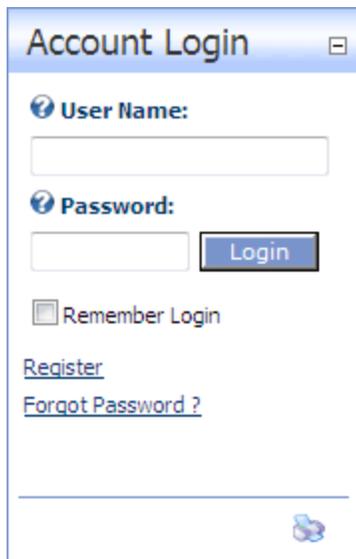
About the Account Login Module

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 tutorials in that section for more.

Module Version: 01.00.00

Minimum DNN Version: 01.00.00

A screenshot of the 'Account Login' module interface. It features a title bar with the text 'Account Login' and a close button. Below the title bar, there are two input fields: 'User Name:' and 'Password:'. The 'Password:' field has a small eye icon to its left. To the right of the 'Password:' field is a blue 'Login' button. Below the input fields is a checkbox labeled 'Remember Login'. At the bottom of the form, there are two links: 'Register' and 'Forgot Password?'. A small globe icon is located at the bottom right of the form area.

The Account Login module enabling login

Skin Token: The [LOGIN] skin token displays the Login link which opens the User Log In page. The login link is located in the top right corner of the default DNN skin.



The Login skin token

Related Topics:

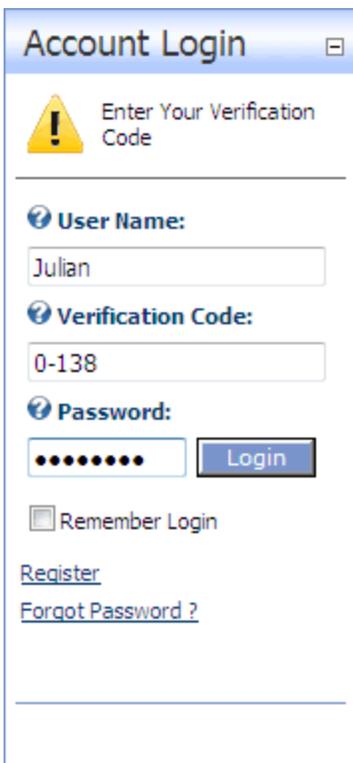
- See "Example: Adding/Editing the Login Message"
- See "Restoring the Default Login Page"
- See "Enabling a Custom Login Page"

All Users

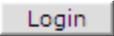
Logging in with a Verification Code

You may be required to enter a verification code the first time you login to a DNN site. This code is provided in the Welcome email with your other login information or can be retrieved using the Forgot Password? option.

1. Click the Login link (typically located in the top right corner) to display the User Log In page - OR - Navigate to an Account Login module.
2. In the **User Name** text box, enter your user name.
3. In the **Password** text box, enter your password.
4. Click the **Login** button. This displays the **Verification Code** field.
5. In the **Verification Code** text box, enter your verification code. Note: the Verification Code is a number so if it begins with a 0; it is a Zero and not the letter 'O'.
6. In the **Password** text box, re-enter your password.

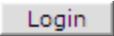


The screenshot shows a web form titled "Account Login". At the top, there is a yellow warning icon and the text "Enter Your Verification Code". Below this, there are three input fields: "User Name:" containing "Julian", "Verification Code:" containing "0-138", and "Password:" containing seven dots. To the right of the password field is a "Login" button. Below the password field is a "Remember Login" checkbox. At the bottom, there are two links: "Register" and "Forgot Password?".

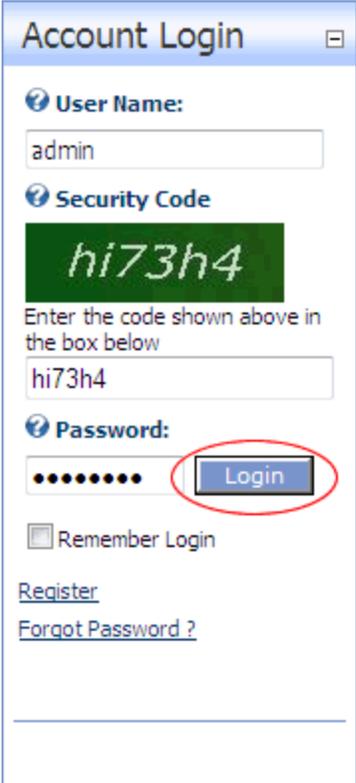
7. Click the **Login**  button again.

Logging in with a Security Code

How to login to a site when a security code is required. This is a unique code that is generated as a picture each time you login.

1. Click the Login link (typically located in the top right corner) to display the User Log In page - OR - Navigate to an Account Login module.
2. In the **User Name** text box, enter your user name.
3. In the **Security Code** text box, enter the code displayed as a picture.
4. In the **Password** text box, enter your password.
5. Click the **Login**  button.

Admin Tip: See the Security Roles section to find out how to enable the CAPTCHA Security Code.



The screenshot shows a web form titled "Account Login". It contains the following elements:

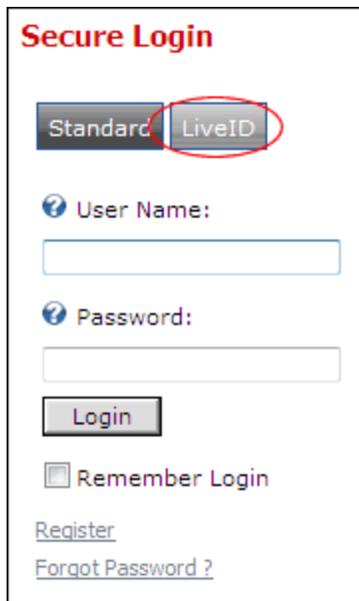
- User Name:** A text input field containing "admin".
- Security Code:** A green rectangular image displaying the code "hi73h4". Below it, a text input field contains "hi73h4".
- Password:** A text input field with masked characters (dots).
- Login Button:** A blue button labeled "Login", which is circled in red.
- Remember Login:** A checkbox labeled "Remember Login".
- Links:** "Register" and "Forgot Password ?" links.

Logging in with a Security Code

Logging in with LiveID

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

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



Secure Login

Standard **LiveID**

User Name:

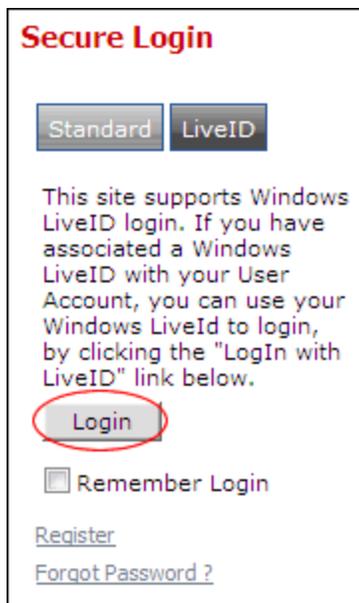
Password:

Login

Remember Login

[Register](#)
[Forgot Password ?](#)

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



Secure Login

Standard LiveID

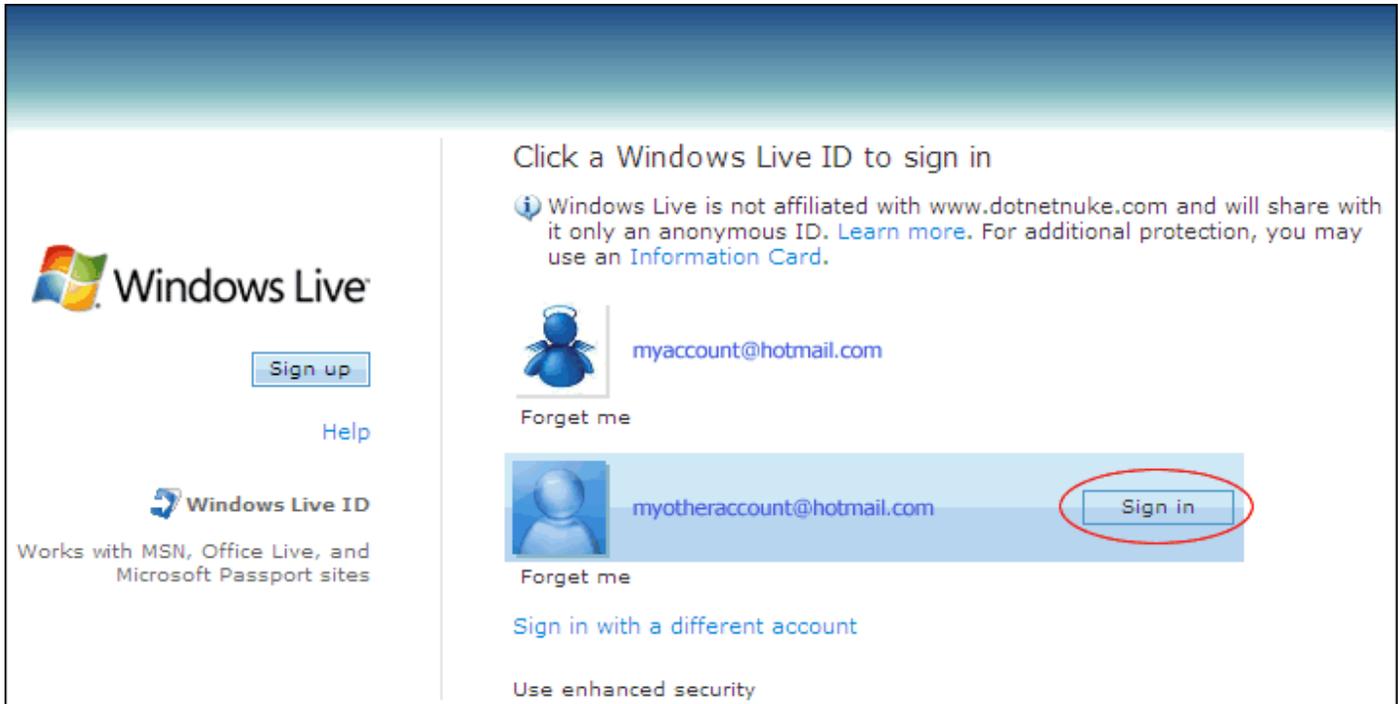
This site supports Windows LiveID login. If you have associated a Windows LiveID with your User Account, you can use your Windows LiveId to login, by clicking the "LogIn with LiveID" link below.

Login

Remember Login

[Register](#)
[Forgot Password ?](#)

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



5. You are now returned to the web site and are logged in authenticated. Complete one of the following:

- Associate with Existing Account:
 - a. Go to the **Associate with Existing Account** section.
 - b. In the **User Name** text box, enter your user name.
 - c. In the **Password** text box, enter your password.
 - d. Click the Associate with User Account link.
- Register a new Account:
 - a. Go to the **Register a new Account** section.
 - b. In the **User Name** text box, enter your user name.
 - c. In the **First Name** text box, enter your first name.
 - d. In the **Last Name** text box, enter your last name.
 - e. In the **Display Name** text box, enter your preferred display name.
 - f. Click the Register link.

Secure Login

Authenticated

You have been successfully authenticated. However, this authenticated Identity is not a member of this site. You can either associate the Identity with an existing user (by providing the username and password) or you can register as a new member.

Type: LiveID

User Token: 346ec443ff3b58f74c07cec9

Associate with Existing Account

You can associate your Login with an existing User account by entering your username and password.

User Name:

Password:

 [Associate with User Account](#)

Register a new Account

***Note:** Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required.

User Name: 

First Name: 

Last Name: 

Display Name: 

Email Address: 

 [Register](#)

Logging In With LiveID

Logging in with a Verification Code and a Security Code

How to login to a site when a verification code and two security codes are required. The Verification code is provided in the Welcome email with your other login information, whereas the security codes are generated as a picture when you log in.

Tip: Don't worry that this is a long process as you will only have to do this long login process the first time. The next time you will not have to enter the verification code and you will only have to enter one security code.

1. Click the Login link (typically located in the top right corner) - OR - Navigate to an Account Login module. This displays the Account Login module which may be titled User Log In.
2. In the **User Name** text box, enter your user name.
3. In the **Security Code** text box, enter the code displayed as a picture.
4. In the **Password** text box, enter your password.
5. Click the **Login** button. This displays the Verification Code field and a new security code.

Account Login

User Name:
Billy-Bob

Security Code
NtABbD
Enter the code shown above in the box below
NtABbD

Password:
.....

Remember Login

[Register](#)
[Forgot Password ?](#)

6. In the **Verification Code** text box, enter your verification code. Note: the verification code is a number so if it begins with a 0; it is a Zero and not the letter 'O'.
7. In the **Security Code** text box, enter the new code displayed as a picture.
8. In the **Password** text box, re-enter your password.
9. Click the **Login** button again.

Account Login

! Enter Your Verification Code

User Name:
Billy-Bob

Verification Code:
0-5

Security Code

Rf4Ccv

Enter the code shown above in the box below

Rf4Ccv

Password:
..... Login

Remember Login

[Register](#)

[Forgot Password ?](#)

Logging in with a Verification Code and a Security Code

Administrators

Editing the Password Reminder Email

How to edit the message sent to users when they request a password reminder.

1. Navigate to Admin > **Languages**.
2. Click the **Language Editor** link.
3. At **Available Locales**, select a language from the drop-down list. The related email messages will be displayed below.
4. Go to **Resource Name: EMAIL_PASSWORD_REMINDER_BODY.Text**. A quick way to do this is to use the Find (Ctrl + F) feature of your Web browser.
5. To view the current details click the **Maximize**  button at **Default Value**.
6. To edit the message, perform one of the following options:

7. Edit the message body using HTML tags in the Localized Value text box below
- OR -
 - a. Click the **Edit**  button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
 - b. Click the **OK** button.
 - c. Copy, Paste and Edit the default value into the RTE, or enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
 - d. Click the Update link to return to the Language Editor.
8. To edit the email subject go to **Resource Name: EMAIL_PASSWORD_REMINDER_SUBJECT.Text** which is the next field down the list.
9. Edit the subject in the **Localized Value** text box.

Resource Name: EMAIL_PASSWORD_REMINDER_BODY.Text

Localized Value + **Default Value**

Dear [User:DisplayName],

You have requested a Password Reminder from [Portal:PortalName].

Please login using the following

Resource Name: EMAIL_PASSWORD_REMINDER_SUBJECT.Text

Localized Value - **Default Value**

[Portal:PortalName] Password Reminder

[Portal:PortalName] Password Reminder

10. Click the  Update link.
11. Repeat all of the above steps to update this message for another language.

Enabling a Custom Login Page

Set any page as the portal Login page. The default login page only displays the Account Login module however this setting enable you to create your own Login page. If no page is selected here, the default Login page will be used. Note: The default login page requires the [LOGIN] skin token to be included.

1. Create a Login page ensuring the Permissions to View Page are set to All Users. The Login page must also have the Account Log In module added to it. You can add any other modules and content to this new Login page.
2. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
3. **Maximize**  the **Advanced Settings** section.
4. Go to the **Page Management** section.
5. At **Login Page**, select the Page Name from the drop down list.

[-] Page Management	
 Splash Page:	Splash
 Home Page:	Home
 Login Page:	Login
 User Registration/Profile Page:	Registration/Profile
 Home Directory:	Portals/0

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>**.

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

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 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>

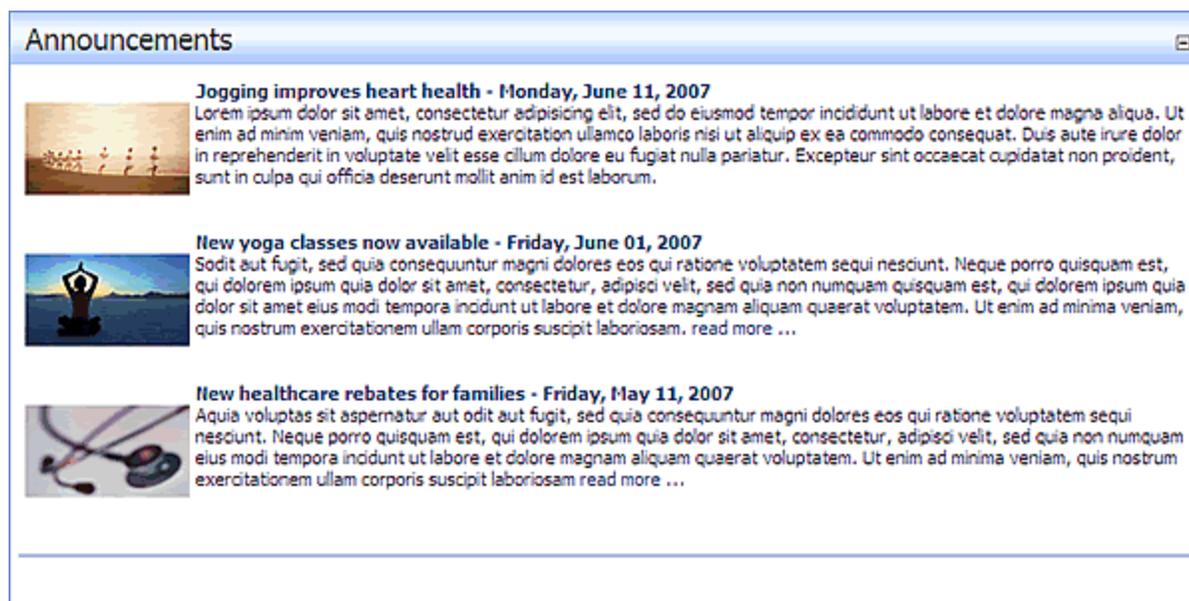
Announcements

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



The screenshot shows a window titled "Announcements" with a close button in the top right corner. It contains three announcement entries, each with a small image on the left and text on the right. The first entry is titled "Jogging improves heart health - Monday, June 11, 2007" and features an image of people jogging. The second entry is titled "New yoga classes now available - Friday, June 01, 2007" and features an image of a person in a yoga pose. The third entry is titled "New healthcare rebates for families - Friday, May 11, 2007" and features an image of a stethoscope. Each entry includes a "read more ..." link.

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 menu - OR - Click the  Add New Announcement link.
2. Complete the following mandatory fields:
 - a. In the **Title** text box, enter a title for the announcement.
 - b. In the **Description** Editor, enter a description for the announcement.
3. The following **OPTIONAL** settings are also available:
 - a. At **Image**, set the link to display an image on this announcement or select **None** if no image is required. See "Setting a File Link"
 - b. At **Link** set the Read more... link for this announcement or select **None** for no link. See "About the Link Control"
 - c. At **Publish Date**, set these options:
 - Click the Calendar link and select the date when the announcement will be published on the module. The publish date is displayed beside the announcement title in the default template.
 - **Optional.** Select the **Hour, Minute** and **AM/PM** to set a publish time. The default time is 12:00 AM.
 - d. At **Expire Date**, set these options:
 - Click the Calendar link and select the date when the announcement will expire from the module. Expired announcements can still be viewed and managed by content editors.
 - **Optional.** Select the **Hour, Minute** and **AM/PM** to set an expiry time. The default time is 12:00 AM.
 - e. In the **View Order** text box, enter a number to order this announcement. E.g. **0** = First announcement; **1** = Second announcement, etc. This will override the default order which lists announcements from most recent publish date to oldest publish date.
4. Click the  Update link.

Related Topics:

- See "Working with the Calendar"

▼ Edit Announcements

Title:

Link Type:

- None
- URL (A Link To An External Resource)
- File (A File On Your Site)

Image:

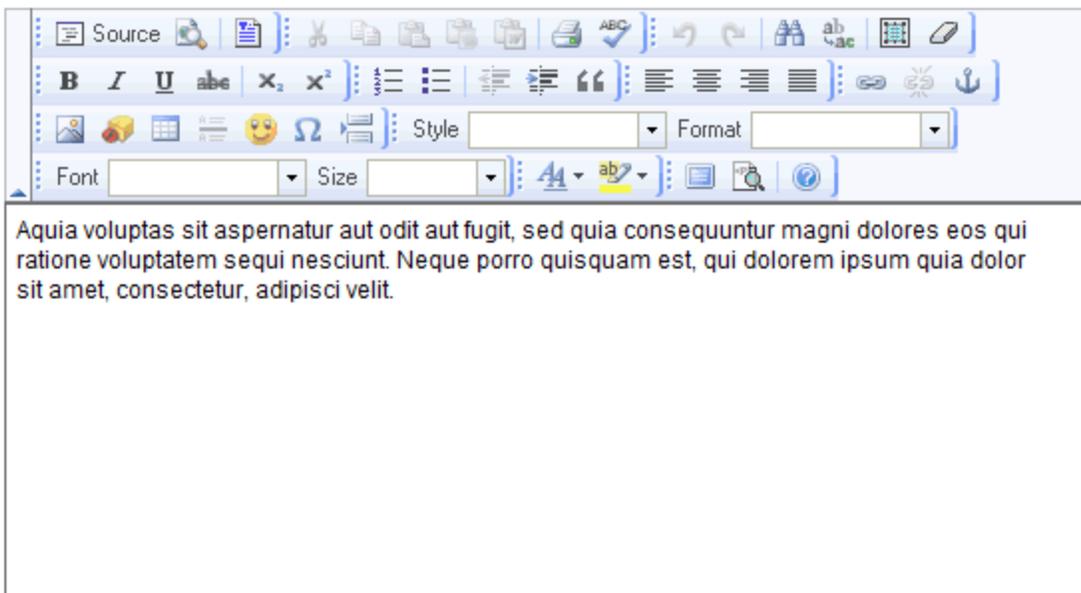
File Location:

File Name:

[Upload New File](#)

Description:

Editor: Basic Text Box Rich Text Editor



The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link management (insert, edit, unlink), and other functions. Below the toolbar are dropdown menus for font type and size, and another set of dropdowns for style and format. The main content area contains a paragraph of placeholder text: "Aquia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit."

[Show custom editor options](#) | [Refresh Editor](#)

Link Type:

- None
- URL (A Link To An External Resource)
- Page (A Page On Your Site)
- File (A File On Your Site)
- User (A Member Of Your Site)

Link:

Location: (Enter The Address Of The Link)

[Select An Existing URL](#)

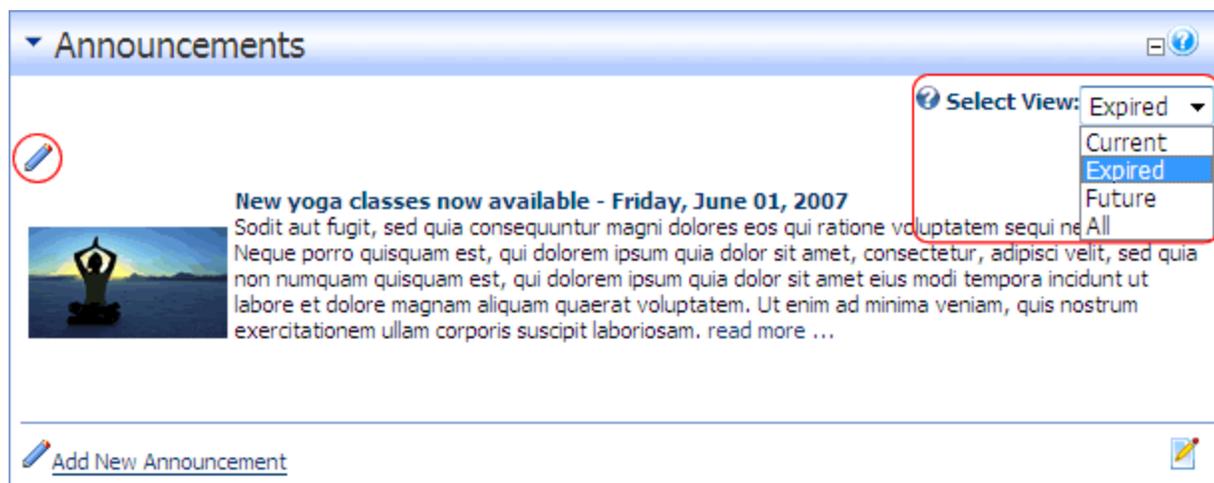
- Track Number Of Times This Link Is Clicked?
- Log The User, Date, And Time For Every Link Click?
- Open Link In New Browser Window?

Adding an Announcement

Editing an Announcement

How to edit an announcement on the Announcements module.

1. **Optional.** If the announcement isn't displayed go to the **Select View** drop-down box and select **All**.
2. Click the **Edit**  button beside the announcement.



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

Modifying the Announcement Publish Date

How to change the publish date of an announcement on the Announcements module.

1. If the announcement isn't displayed select **Expired**, **Future** or **All** from the **Select View** drop-down list.
2. Click the **Edit**  button beside the announcement to be edited.
3. At **Publish Date**, edit these options:
 - Click the Calendar link and select the date when the announcement will be published on the module. The publish date is displayed beside the announcement title in the default template.
 - **Optional.** Select the **Hour**, **Minute** and **AM/PM** to set a publish time. The default time is 12:00 AM.



4. Click the  Update link.

Deleting an Announcement

How to permanently delete an announcement from the Announcements module.

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

Settings

Setting Announcement History By Days

How to set the default number of days each announcement is published for on the Announcements module. Once the number of days set is reached the announcements are stored as Expired.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Announcements Settings** section.
3. In the **History (Days)** text box, enter a number. E.g. 14 will display announcements with a publish date from 1 to 14 days ago. Announcements which are more than 14 days old will automatically expire.

 **Announcements Settings**

In this section, you can set up settings that are specific for this module.

 **Help**

 **History (Days):**

4. Click the  Update link.

Setting the Description Length for Search and RSS

How to set the length of the description of an announcement on the Announcements module when it is used in DNN searches and in RSS feeds.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Announcements Settings** section.
3. In the **Description Length (Search & RSS)** text box, enter the number of characters to be included. To use the maximum number (2000) enter 0.

 **Announcements Settings**

 **Help** : In this section, you can set up settings that are specific for this module.

 **History (Days):**

 **Description Length (Search & RSS):**

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

Setting the Default View for Announcements

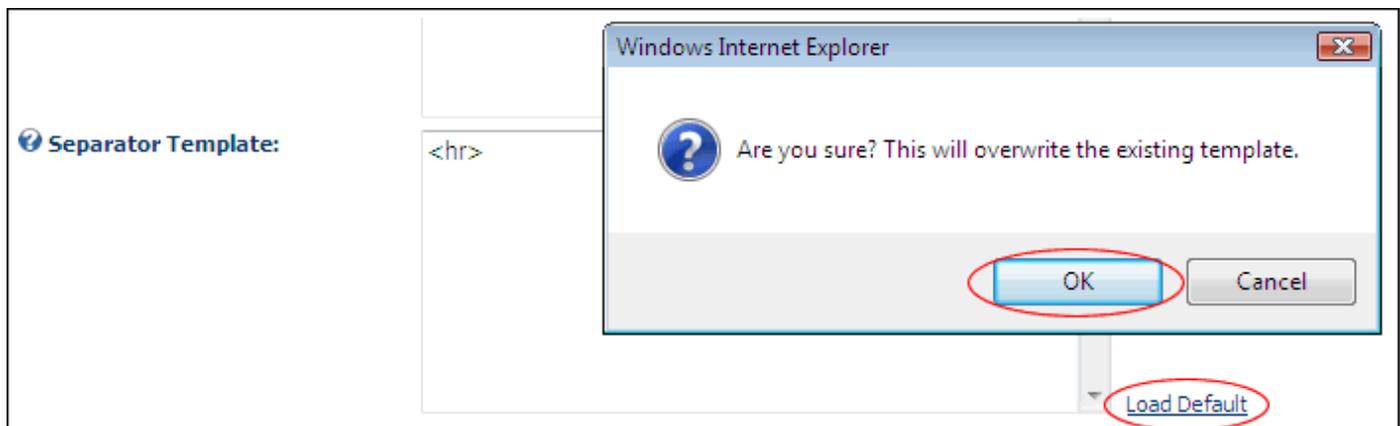
How to set the default view for announcements in the Announcements module. This setting enables users who are authorized to add a copy of an existing Announcements module on a different page and then set the default view of that module to expired, future, current or all. This enables you to display an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

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Announcements Settings** section.
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 menu - OR - Click the **Settings**  button.
2. Go to the **Announcements Settings** section.
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 menu - OR - Click the **Settings**  button.
2. Go to the **Announcements Settings** section.
3. In the **Header Template** text box, edit the template as required. This template controls the section before the first announcement item.
4. In the **Item Template** text box, edit the template as required. This template controls each announcement items.
5. In the **Alternate Item Template** text box, edit the template as required. This template controls each alternate announcement item. E.g. Announcement 2, Announcement 4, etc. Leave blank to use the Item Template for all items.
6. In the **Separator** Template text box, edit the template as desired.
7. Click the  [Update](#) link.

Note: In the below images an Alternate Item Template has been created which displays the description in italics and the image column to the right, a Separator Template has also been created with a horizontal rule.

*Tip: To hide the publish date, delete- **[PUBLISHDATE]** from the Template window.*

Header Template:

```
<table class="DNN_ANN_DesignTable" cellspacing="0"
summary="Announcements Design Table" border="0"
style="border-collapse:collapse;"><tr><td>
```

[Load Default](#)

Item Template:

```
<table><tr><td>[IMAGESOURCE]</td><td
valign="top"><span class="SubHead">[EDIT][TITLE] -
[PUBLISHDATE]</span><div class="Normal
DNN_ANN_Description">[DESCRIPTION]&nbsp;
[READMORE]</div></td></tr></table>
```

[Load Default](#)

Alternate Item Template:

```
<table><tr><td valign="top"><span class="SubHead">
[EDIT][TITLE] - [PUBLISHDATE]</span><div
class="Normal DNN_ANN_Description"><i>[DESCRIPTION]
&nbsp;[READMORE]</i></div></td><td>
[IMAGESOURCE]</td></tr></table>
```

[Load Default](#)

Separator Template:

```
<hr>
```

[Load Default](#)

Footer Template:

```
</td></tr></table>
```

[Load Default](#)

[Update](#) [Cancel](#) [Delete](#)

Announcements ☰



Jogging improves heart health - Monday, June 11, 2007

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



New healthcare rebates for families - Sunday, June 10, 2007

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[read more ...](#)



New yoga classes now available - Thursday, June 07, 2007

Sodit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam quisquam est, qui dolorem ipsum quia dolor sit amet eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam.

[read more ...](#)

The New Template Layout

Banners

About the Banners Module

The Banners module displays vendor banner advertising. Banners can be either a static or an animated image, HTML or plain text, as well as script such as JavaScript. You can set the number of banners displayed in the module as well as set a number of layout options. Where more banners are available than the module is set to display at one time, then different banners are displayed each time the page is visited.

Module Version: 01.00.00

Minimum DNN Version: 01.00.00



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

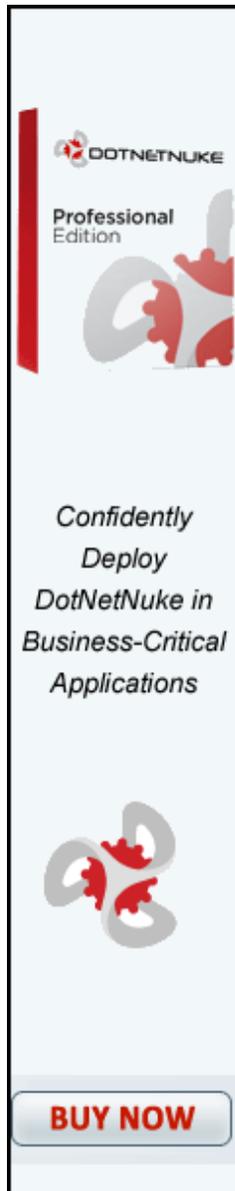


Block
125 x 125 pixels



Skyscraper

120 x 600 pixels

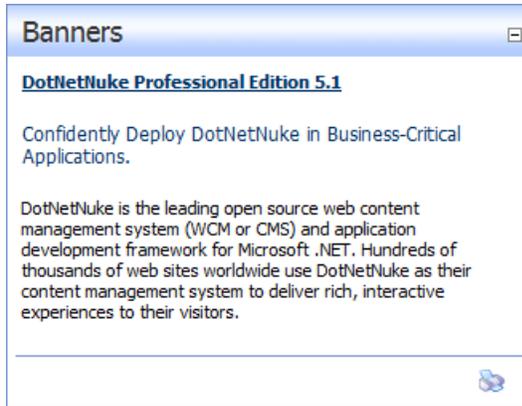


Script Banner

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 menu - OR - Click the  Banner Options link.
2. At **Banner Source**, select from these options:
 - **Host:** Displays banners managed on the Host portal. These banners are available to all portals within this DNN installation.
 - **Site:** Displays banners managed on this site. These banners are exclusive to this site.
3. At **Banner Type**, select **<All Types>** to display banners of all types - OR - Select a single banner type (**Banner**, **MicroButton**, **Button**, **Block**, **Skyscraper**, **Text**, or **Script**) to restrict the module to display only one type of banner. See "About Banner Types"
4. The following optional settings lets you control which banners display:
 - a. In the **Banner Group** text box, enter the banner group name. This sets this module to only display banners belonging to this group (A group name can be enter when added banners) - OR - Leave this field blank to display all banners regardless of group name.
 - b. In the **Banner Count** text box, enter the maximum number of banners to be displayed at one time.
5. The following optional settings control how the banners displays in the module:
 - a. At **Orientation**, select **Vertical** or **Horizontal** to set how the banners are displayed in the module. Vertical is the default setting.
 - b. In the **Border Width** text box, enter a number to set the border width (pixels)- OR - Enter 0 (zero) for no border. No border is the default setting.

- c. In the **Border Color** text box, enter a color for the border. E.g. DarkOrange. Border Width must be set to enable this setting. See Reference > Color Codes and Names for more details. Note: A Border Width must be set for this field to work.
 - d. In the **Cell Padding** text box, enter a number to set the space between banners and the border. Border Width must be set to enable this setting.
 - e. In the **Row Height** text box, enter a number to set the height for each banner cell (pixels).
 - f. In the **Column Width** text box, enter the pixel width for each banner cell.
6. In the **Banner Click Through URL** text box, enter an redirect page which applies to all banners in this module.

 **Edit Banner**

Banner Source: Host Site

Banner Type:

Banner Group:

Banner Count:

Orientation: Vertical Horizontal

Border Width:

Border Color:

Cell Padding:

Row Height:

Column Width:

Banner Click through URL:

Update **Cancel**

7. Click the Update link.

Editing Banner Options

How to edit the settings applied to the Banners module.

1. Select  **Banner Options** from the module 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 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.

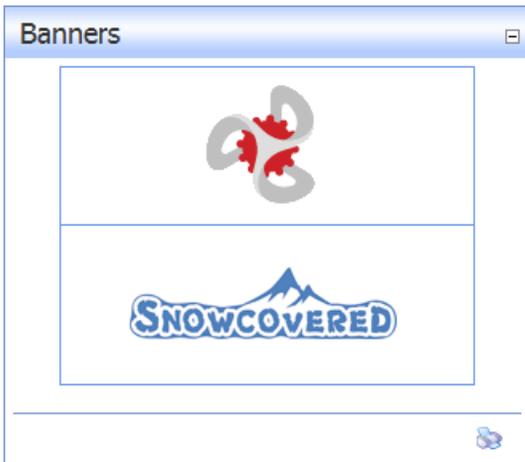


Displaying Banners Horizontally

Displaying Banners Vertically

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

1. Select **Banner Options** from the module 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 menu.

3. In the **Cell Padding** text box, enter the pixel height of the row. The default value is 4
4. In the **Row Height** text box, enter the height for each banner cell in pixels.
5. In the **Column Width** text box, enter the width for each banner cell in pixels.

▼  **Edit Banner**

🔍 **Banner Source:** Host Site

🔍 **Banner Type:**

🔍 **Banner Group:**

🔍 **Banner Count:**

🔍 **Orientation:** Vertical Horizontal

🔍 **Border Width:**

🔍 **Border Color:**

🔍 **Cell Padding:**

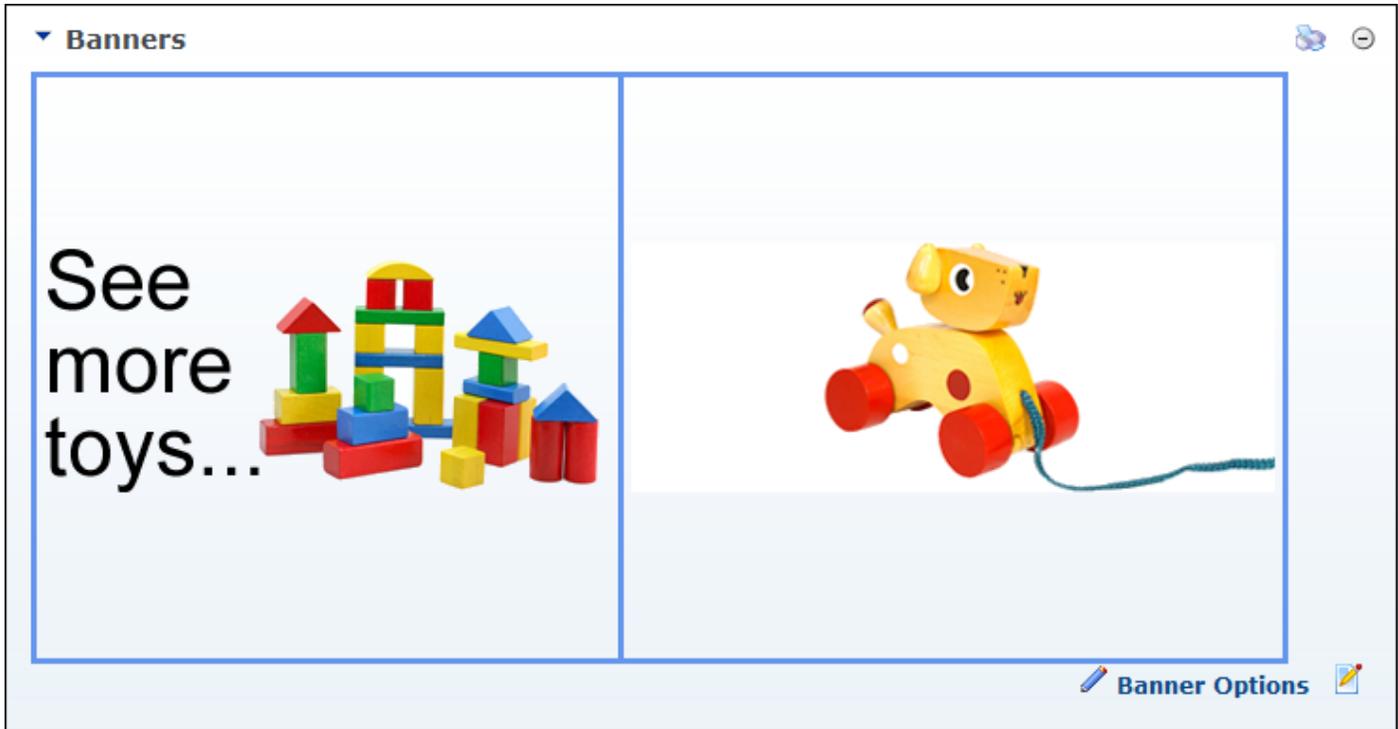
🔍 **Row Height:**

🔍 **Column Width:**

🔍 **Banner Click through URL:**

Update **Cancel**

6. Click the Update link.



Setting Banner Spacing

Setting the Banner Border

How to set the width and color of the border around each banner that is displayed in a banners module.

1. Select **Banner Options** from the module menu.
2. At **Border Width**, enter the pixel width of the border. E.g. 3
3. At **Border Color**, enter a hex number (#6495ED) or color code (CornflowerBlue) to set the color of the border.

▼  **Edit Banner**

Banner Source: Host Site

Banner Type:

Banner Group:

Banner Count:

Orientation: Vertical Horizontal

Border Width:

Border Color:

Cell Padding:

Row Height:

Column Width:

Banner Click through URL:

Update **Cancel**

4. Click the Update link.

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



Banners Module with Borders Displayed

Troubleshooting: Image Not Displaying

Depending upon the caching set, an image may not display in the Banners module if its properties are set as hidden.



1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Locate the required file.
3. Click the **Rename File**  button beside the file to be edited.
4. Uncheck the **H:** check box to remove the hidden property from the file.
5. Click the **Save Changes**  button to save your changes.

File Manager

Folders: Standard - File System + Add Folder ✗ Delete Folder 🔄 Synchronize Files Recursive

Files: 🔄 Refresh 📄 Copy Files 📁 Move Files 📤 Upload ✗ Delete Files

Folders	File Name	Date	Size
Portal Root	ChildHoldingDoll_300px.png	10/13/2010 10:07:54 AM	A 553,817
Cache	Doll_Allegra.jpg	10/13/2010 10:07:54 AM	A 100,829
Images	Doll_Allegra_300px.gif	10/19/2010 12:37:28 PM	A 22,577
Templates	Doll_Allegra001_tn.jpg	10/13/2010 10:07:54 AM	A 11,345
Users	Doll_Allegra001_tn.png	10/13/2010 10:07:54 AM	A 49,709
	EcoZany Dolls 013.JPG	10/13/2010 10:07:54 AM	A 970,517
	EcozanyBanner_Toys.png	<input type="checkbox"/> R: <input checked="" type="checkbox"/> H: <input type="checkbox"/> S: <input checked="" type="checkbox"/> A: AH	99,325 ✓ ✗
	EcozanyBanner1.png	10/13/2010 10:07:54 AM	A 133,232
	EcozanyImages.zip	10/13/2010 10:07:54 AM	A 2,851,573
	Stock_000000522142XSmall.jpg	10/13/2010 10:07:54 AM	A 86,348

Portal Root\Images\ Used: 5.70MB of [unlimited] Items Per Page: 10

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.

Banners

See more toys...



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

Here's an overview of the nine Blog modules:

Blog_Archive: Displays a monthly calendar. By selecting a date, users can view all blog entries for that date in the **View_All_Recent_Entries** module. Days which have a blog entry are highlighted on the calendar. Below the calendar a Monthly list of links to all previous months with blog entries is provided.

Blog_Categories: Enables the creation and management of blog categories. By clicking on a category users can view associated entries in the **View_Blog** module.

Blog_List: Displays a linked list of all existing blogs and a View All Recent Entries link to all recent blog entries. Links to private blogs are only visible to the blog owner.

Blog_Tags: Displays the tags which bloggers have created when adding blog entries. By clicking on a tag users can view associated entries in the **View_Blog** module. Tags can be displaying as a tag cloud or tag list.

New_Blog: Enables authorized users to create a new blog, access the Blog Settings page and add a blog entry to their own blog(s).

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

Recent_Comments: Displays recent comments for the selected blog. Comment layout can be modified.

Recent_Entries: Displays the recent entries for the selected blog. Recent Entries layout can be modified.

View_Blog: Provides these tools to these user groups:

- **All Users** can view blog entries and blog search results in this module. Users may be enabled to add comments.
- **Bloggers** can create, edit and delete their own blog entries as well approve, edit or delete comments added to their blog. This module also provides access to the Blog Settings page where blog details and setting are configured, where comments can be enabled or disabled and where child blogs can be created.
- **Page Editors/Administrators** have access all of the above functionality as well as access to the Module Options page of this module where they enable and setup blog comments, set the layout and word limit of blogs in this module, and enable DNN Search. Administrators can optionally provide bloggers with to

access the Blog Settings page via this module's menu. They can also choose to add a new blog module part. E.g. One of the modules which make up the full Blog module suite. **Permissions:** Page Editors must have Manage Settings (DNN Community Edition) or Full Control (DNN Professional Edition) permission granted.

New_Blog

[Blog Settings](#)
[View My Blog](#)
[Add Blog Entry](#)

Search_Blog

Rosie Booth

Keywords Phrase

Blog_Archive

Archive

< May 2010 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Monthly
May, 2010 (1)

Blog_List

- [View All Recent Entries](#)
- [Raj Lamin \(3\)](#)
- [Rosie Booth \(1\)](#)

Blog_Categories

Toys (1)

Blog_Tags

dolls toys

View_Blog

[Add Blog Module Part](#)

Author: Rosie **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



[Comments \(2\)](#) [Edit Entry](#)

Recent_Entries

[Love at first sight with the Ruby rag doll!](#)
Posted on: Tuesday, May 11, 2010

Recent_Comments

[Re: Love at first sight with the Ruby rag doll!](#)
My daughter loves the Ruby doll too. I think the hand swen patchwork id so precious!
By Jules on: Wednesday, May 12, 2010

[Re: Love at first sight with the Ruby rag doll!](#)
What little cuties - the girls and the dolls.
By Annabella Chin on: Tuesday, May 11, 2010

The Blog Modules

Project Links

- **Project Home:**
<http://www.dotnetnuke.com/Products/Development/Forge/ModuleBlog/tabid/842/Default.aspx>

- **Support Forum:**

<http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/92/scope/threads/Default.aspx>

- **Issue Tracker:** <http://dnnblog.codeplex.com/workitem/list/basic>

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.



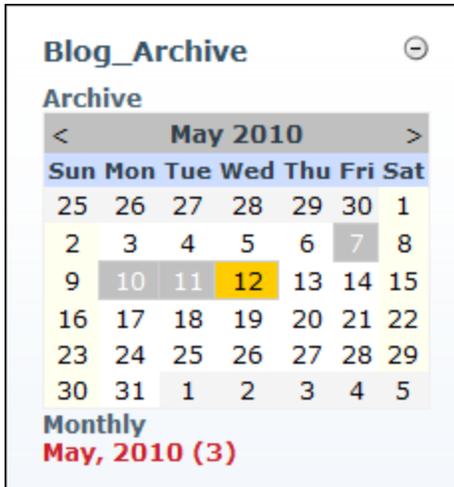
Viewing entries for the month/year

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.



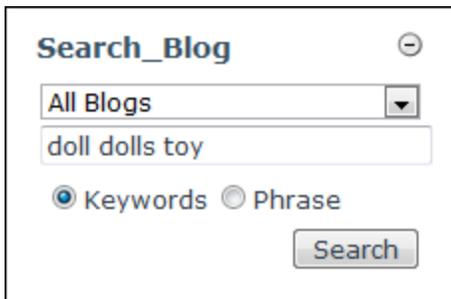
3. **Optional.** If the blog is a parent blog, the names of all public child blogs are now displayed, click on the name on a child blog to limit results to that child blog.

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.



Search_Blog ⊖

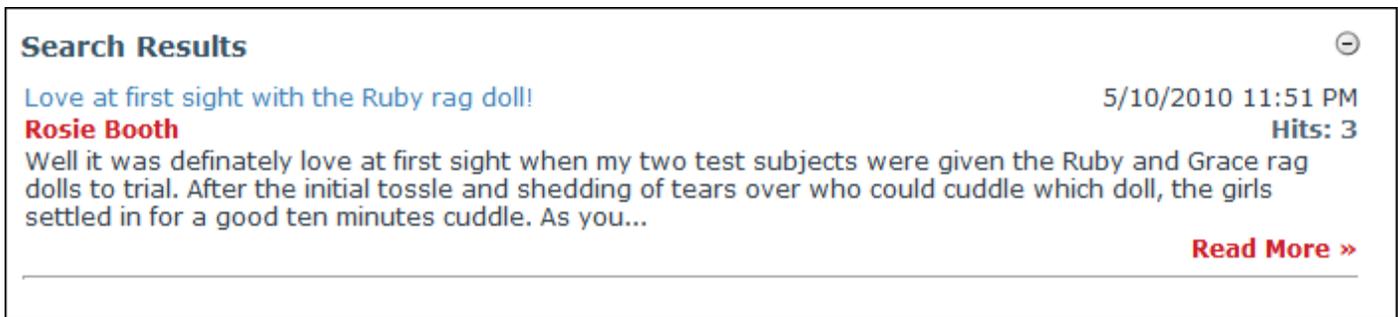
All Blogs ▼

doll dolls toy

Keywords Phrase

Search

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



Search Results ⊖

Love at first sight with the Ruby rag doll! 5/10/2010 11:51 PM

Rosie Booth Hits: 3

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...

[Read More >>](#)

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

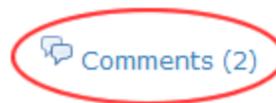


Rosie reviews the latest EcoZany products with the help of her five fun loving children.

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.



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.



[Comments \(2\)](#) 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.

Love at first sight with the Ruby rag doll!

MAY Written by: Rosie
10 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



[Trackback](#) [Print](#)

Tags: [dolls](#)

Categories:

Location: [Blogs](#) ▶ [Rosie Booth](#)



[2 comment\(s\) so far...](#)

Re: Love at first sight with the Ruby rag doll!
My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

By [Julie](#) on 5/11/2010 2:15 PM

Re: Love at first sight with the Ruby rag doll!
what little cuties - the girls and the dolls.

By [Annabella Chin](#) on 5/11/2010 3:33 PM

Adding a Blog Comment (Authenticated Users)

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

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"
2. Click the  [Comments](#) link in the bottom right corner of the View_Blog module. This displays the comment entry section.

View_Blog 

Author: Rosie **Created:** 5/10/2010 6:07 PM 

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



 [Comments \(2\)](#)

3. In the **Your Name** text box, your username (as set in your profile) is displayed. This is the name included on your comments. Edit your name if desired.
4. **Optional.** If the **Your Email** field is displayed, it displays the email address entered on your profile. This email will be used to show your Gravatar. You can edit your email address if desired.
5. **Optional.** If the **Your Website** field is displayed, it displays the Web site entered on your profile. When your comments display, your user name will include a link to this Web site. You can edit your Web site address if desired.

Your name: 

Your email: 
(Optional) Email used only to show [Gravatar](#).

Your website:

Title:

Comment:

Security Code


Enter the code shown above in the box below

[Add Comment](#) [Cancel](#)

6. **Optional.** In the **Title** text box, edit the comment title. Note: Editing of this field may be disabled.
7. In the **Comment** text box, enter your comment. Note: Basic HTML formatting may be permitted.
8. **Optional.** In the **Security Code** text box, enter the displayed security code.
9. Click the [Add Comment](#) link.
10. **Optional.** If comments require approval a dialog box reading "Your comment **MUST** be approved by the blog owner **BEFORE** it is displayed on the web site. Do you wish to save your comment now?" is displayed.
11. Click the **OK** button. If approval isn't required, the comment is now displayed below the entry.

 2 comment(s) so far...



 **Edit**  **Delete** **Re: Love at first sight with the Ruby rag doll!**

My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

By Julie on 5/11/2010 2:15 PM



Re: Love at first sight with the Ruby rag doll!
what little cuties - the girls and the dolls.

By Annabella Chin on 5/11/2010 3:33 PM

The Approved Comment Displays Below The Post

Adding a Blog Comment (Unauthenticated Users)

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

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"
2. Click the  Comments link located bottom left corner of the View_Blog module. This displays the comment entry section.

View_Blog



Author: Rosie

Created: 5/10/2010 6:07 PM

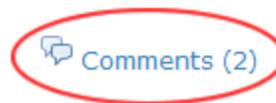


Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



3. In the **Your Name** text box, enter your name.
4. In the **Comment** text box, enter your comment. Note: Basic HTML formatted may be permitted.
5. **Optional.** If the **Your Email** text box is displayed, enter an email address to be used to show your Gravatar.
6. **Optional.** In the **Your Website** text box, enter your Web site address. When your comments are published, your user name will include a link to this web site. Note: This field may not be displayed.
7. **Optional.** In the **Title** text box, edit the comment title. Note: Editing of this field may be disabled.
8. **Optional.** In the **Security Code** text box, enter the displayed security code.
9. Click the [Add Comment](#) link.

Your name: 

Your email:
(Optional) Email used only to show [Gravatar](#).

Your website:

Title:

Comment:

Security Code

Enter the code shown above in the box below

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

Tip: As an unauthenticated user you are unable to delete or edit your comments.

Editing Your Comments

How to edit comments you added to a blog entry on the Blog module. Note: You can only edit your comments if you were logged in when adding them and if you are currently logged in.

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"
2. Click the  [Comments](#) link to the bottom left corner of the blog entry. This displays the post in full with all related comments displayed below.
3. Click the **Edit**  button or the [Edit](#) link beside the comment to be edited. This displays the comment in the comment entry section below.



[Edit](#) [Delete](#)

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

My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

By Julie on 5/11/2010 7:08 PM



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

what little cuties - the girls and the dolls.

By Annabella Chin on 5/11/2010 3:33 PM

Your name:

Julie



Your email:

Julie.Smith@domain.com

(Optional) Email used only to show [Gravatar](#).

Your website:

Title:

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

Comment:

My daughter **loves** the Ruby doll too. I think the hand sewn patchwork is so precious.

Security Code

2h82kU

Enter the code shown above in the box below

2h82kU

[Update Comment](#) [Cancel](#) [Delete](#)

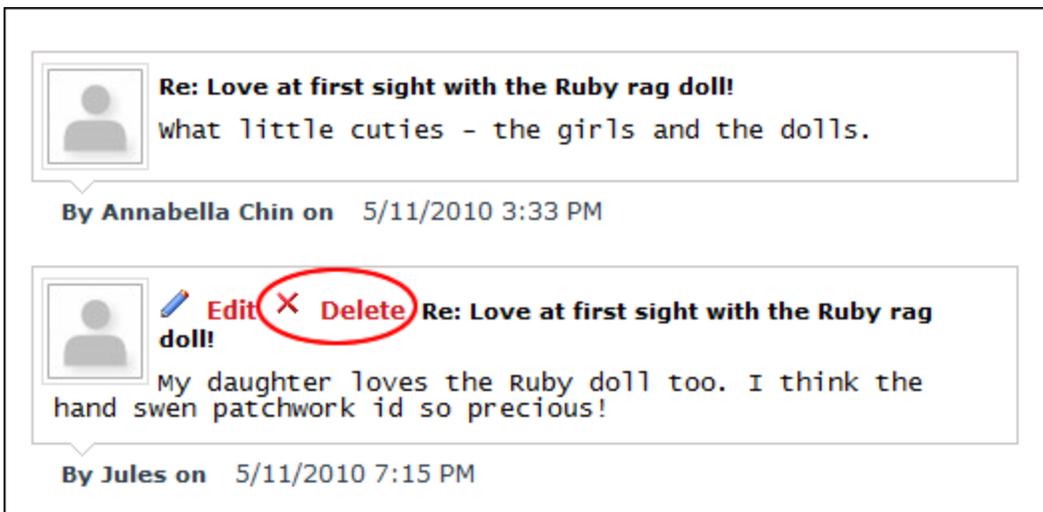
4. Edit the comment as required.
5. **Optional.** In the **Security Code** text box, enter the displayed security code.
6. Click the Update Comment link.

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.

View_Blog ⊖

Author: Rosie **Created:** 5/10/2010 6:07 PM 

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!
By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



 [Comments \(2\)](#)

3. This displays the Social Bookmark toolbar directly below the blog entry.



4. Click on an icon to go to the related Web site where you can login and add your bookmark.

Bloggers

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 menu. This opens the Create New Blog page.

2. In the Blog Options section, complete these settings:

- a. In the **Title** text box, enter a title for the blog. This title is displayed in the Blog_List module.
- b. In the **Description** text box, enter a description of the content of your blog.
- c. **Optional.** At **Make This Blog Public**, select from these options:
 - Check the check box to make this blog viewable to all users who are authorized to view this module.
 - Uncheck the check box to set this blog as private. Private blogs can only be viewed by the blog owner. I.e. They cannot be viewed by any other user including Page Editors and Administrators.

▼ **Edit Blog**

Blog Options:
These options control the main blog features.

Title:
This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

Rosie Booth

Description:
This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Make this blog public

3. Click the Update link. The blog name is now listed in the Blog_List module and the blog is displayed in the View Blog module. You can now add your first blog entry.

The screenshot displays a web interface for managing a blog. On the left, there are several navigation modules: 'New_Blog' with links for 'Blog Settings', 'View My Blog', and 'Add Blog Entry'; 'Search_Blog' with a search box and radio buttons for 'Keywords' and 'Phrase'; 'Blog_List' with a link for 'View All Recent Entries' and a list item 'Rosie Booth (0)'; and 'Blog_Archive' with a calendar for May 2010. The main content area shows the 'View_Blog' module for a blog titled 'Rosie Booth'. The entry text is: 'Author: Rosie Created: 5/10/2010 6:07 PM Rosie reviews the latest EcoZany products with the help of her five fun loving children. No Entries were posted for this blog.' Below this are sections for 'Recent_Entries', 'Recent_Comments', 'Blog_Categories', and 'Blog_Tags', each with a warning icon indicating no content is present.

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 menu. This opens the Edit Blog page.
2. In the **Child Blogs** section (located at the base of this page), click the **Add** button. This displays the Create New Child Blog page.
3. In the Blog Options section, complete these settings:
 - a. In the **Title** text box, enter a title for the blog. This title is displayed in the Blog_List module.
 - b. In the **Description** text box, enter a description of the content of your blog.

c. **Optional.** At **Make This Blog Public**, select from these options:

- Check the check box to make this blog viewable to all users who are authorized to view this module.
 - Uncheck the check box to set this blog as private. Private blogs can only be viewed by the blog owner. I.e. They cannot be viewed by any other user including Page Editors and Administrators.
4. Click the Update link. This returns you to the Edit Blog where the child blog is now listed in the Child Blogs list.
 5. Click the  Cancel link to return to the module.
 6. **Optional.** Click on the name of the parent blog on the Blog_List module to view the child blog.

▼ **Create new Child Blog**

Blog Options:
These options control the main blog features.

Title:
This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

Description:
This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.

Make this blog public

When displaying your identity use:
 User Name Full Name

Adding a blog. This blog is set as public.

Blog_List  

View All Recent Entries

▼ **Rosie Booth (0)**

▪ **Rosie's Private Blog (0)**

The child blog

Related Topics:

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

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.

The screenshot shows the 'View_Blog' module interface. At the top left, there are navigation links: 'New_Blog', 'View_Blog', 'Blog_Settings', 'View My Blog', and 'Add Blog Entry'. The main content area displays the blog entry details: 'Author: Rosie', 'Created: 5/10/2010 6:07 PM', and the title 'Love at first sight with the Ruby rag doll!'. Below the title is the author's name 'By Rosie on 5/10/2010 11:51 PM' and a photograph of two young girls sitting on the floor with dolls. The main text of the blog entry describes the girls' experience with the dolls. To the right of the text are links for 'Comments (0)' and 'Edit Entry'. On the left side, there is a 'Search_Blog' section with a search box and radio buttons for 'Keywords' and 'Phrase'. Below that is a 'Blog_List' section showing 'View All Recent Entries' and 'Rosie Booth (1)'. At the bottom left, there is a 'Blog_Archive' section with a calendar for May 2010, where the 12th is highlighted. Below the calendar is a 'Recent_Entries' section showing the current entry and a 'Recent_Comments' section with a warning icon and the message 'There are no recent comments on this blog.'

Viewing Your Blog

Adding an Advanced Blog Entry

How to add a blog entry including all optional settings using the Blog module.

1. Click the [Add Blog Entry](#) link on the **New_Blog** module - OR - Click on blog name on the **Blog_List** module and then select **Add Blog Entry** from the **View_Blog** module menu. This opens the Add Blog

Entry page.

2. **Optional.** In the **Entry Date (local time)** text box, edit the date and time for this blog post if you want it to display at a date and time other than the current one when this entry is published.
3. At **Parent Blog**, select which blog this entry will be added to. If Child Blogs are disabled or if you prefer using categories for blogs, use the Categories field below.
4. In the **Title** text box, enter a title for this blog post.
5. In the **Summary** Editor/text box, enter a summary of the blog entry. Note: This field may be optional and may allow HTML. See "Configuring Blog Entry Summary"
6. In the **Blog** Editor, enter your blog post.
7. **Optional.** In the **Tags** text box, enter one or more tags for this blog separated by a comma (,) E.g. dolls,toys. Note: This field includes an auto-complete option so when you begin entering a tag, if all or part of the word being entered already exists as a tag, buttons with matching tag names appear to the right of the text box enabling you to choose one of those existing tags.
8. **Optional.** At **Categories**, check the categories related to this blog.

▼ Add blog entry

This entry is still a draft: it will not be visible to readers until it is published.

Entry Date (local time):

Parent Blog:

Title:

Summary:

(The summary is optional, if you choose to not supply one, a short summary will be generated from your entry.)

Blog:

Editor: Basic Text Box Rich Text Editor

Source

Style Format Font Size

`<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:

Categories: Rosie's Private Blog

9. **Optional.** Go to the **Upload Options** section.

- To add an image to this blog post:
 - a. At **Picture**, click the **Browse...** button.
 - b. In the **Alt Text** text box, enter the alternative text for this image.
 - c. Click the **Upload** button. The image is now displayed in the Blog field Editor and is listed in the Linked Files section below.
 - d. Repeat the above 3 steps to add additional images.
- To add an attachment to this blog post:
 - a. At **Attachment**, click the **Browse...** button.
 - b. In the **Alt Text** text box, enter the alternative text for this attachment.
 - c. Click the **Upload** button. Click the **Upload** button. The attachment is now displayed in the Blog field Editor and is listed in the Linked Files section below.
 - d. Repeat the above 3 steps to add additional attachments.

Upload Options:

Picture:

Alt Text:

Attachment:

Description:

10. **Optional. Maximize** the **Linked Files** section.

- a. Click the **Delete File**  button beside any file that should not be included in this post. This displays the message "Are you really sure to delete the file?"
- b. Click the **OK** button to confirm.
- c. Repeat the above 2 steps to delete additional files.

Linked Files:

File Name
EcoZany Dolls 005.JPG 

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

- a. At **Allow users to comment on this entry (overrides Blog Setting)**, check the check box to enable authenticated users to add comments to this blog entry - OR - Uncheck to use the Blog Settings for this blog.
- b. At **Display Copyright notice at the bottom of your entry**, select from these options:
 - Check the check box to display a copyright notice for this entry. If checked, this will display the default Copyright message "Copyright ©[Current Year] [Username/Display Name]" (E.g. Copyright 2010 Rose Booth) which you can choose to edit.
 - Uncheck the check box for no copyright notice.
- c. In the **Trackback URL** text box enter the trackback URL of another blog.

Entry Options:

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.
Copyright:

Trackback Url:

[Save as draft](#) [Save and publish](#) [Cancel](#) [Delete](#)

12. Click the Save As Draft link to save this entry for later publication - OR - Click the Save And Publish link to publish this entry now. The entry is now displayed to you in the Most Recent Blog Entries module. It will be visible to others only if it is published and in a public blog.

▼ View_Blog



Author: Rosie

Created: 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Comments (0) Edit Entry

Adding a Blog Entry

Adding a Basic Blog Entry

How to add a basic blog entry using the Blog module. This tutorial 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 menu. This opens the Add Blog Entry page.
2. At **Parent Blog**, select which blog this entry will be added to. If Child Blogs are disabled or if you prefer using categories for blogs, use the Categories field below.
3. In the **Title** text box, enter a title for this blog post.
4. In the **Summary** Editor/text box, enter a summary of the blog entry. Note: This field may be optional and may allow HTML. See "Configuring Blog Entry Summary"
5. In the **Blog** Editor, enter your blog post.

▼ Add blog entry

This entry is still a draft: it will not be visible to readers until it is published.

Entry Date (local time):

Parent Blog:

Title:

Summary:

(The summary is optional, if you choose to not supply one, a short summary will be generated from your entry.)

Blog:

Editor: Basic Text Box Rich Text Editor

Source

Style Format Font Size

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.

Tags:

Categories: Rosie's Private Blog

⊕ Upload Options:

6. Click the [Save As Draft](#) link to save this entry for later publication - OR - Click the [Save And Publish](#) link to publish this entry now. The entry is now displayed to you in the Most Recent Blog Entries module. It will be visible to others only if it is published and in a public blog.

Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:24 AM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.

 [Comments \(0\)](#)  [Edit Entry](#)

Adding a Blog Entry

Editing a Blog Entry

How to edit a blog entry. This task can be performed by bloggers on their own blogs and by Administrators on all blogs.

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"
2. Click the  [Edit Entry](#) link.

▼ [View_Blog](#)



Love at first sight with the Ruby rag doll!

MAY Written by: Rosie
10 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Copyright ©2010 Rose Booth



Tags: [dolls](#)

Categories:

Location: [Blogs](#) ▶ [Rosie Booth](#)

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

honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Tags:

dolls,toys

Categories:

- Toys
 Dolls

+ Upload Options:

+ Linked Files:

- Entry Options:

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.

Trackback Url:

Save and take offline **Save** **Cancel** **Delete**

Saving an Edited Blog Entry

Publishing a Blog Entry

How to publish a draft blog entry using the Blog module. This task can be performed by bloggers on their own blogs and by Administrators on all blogs.

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"
2. Click the  Edit Entry link.

▼ [View_Blog](#)



Love at first sight with the Ruby rag doll!

MAY Written by: Rosie
10 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Copyright ©2010 Rose Booth



Tags: [dolls](#)

Categories:

Location: [Blogs](#) ▶ [Rosie Booth](#)

3. Click the [Save and Publish](#) link.

damaged by the girls during their decision making process (read fighting - lets be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Tags:

dolls,toys

Categories:

Toys

Upload Options:

Linked Files:

Entry Options:

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.

Trackback Url:

[Save as draft](#) [Save and publish](#) [Cancel](#) [Delete](#)

Saving and Publishing a Draft Blog Entry

Unpublishing a Blog Entry

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

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"
2. Click the  [Edit Entry](#) link.

▼ View_Blog



Love at first sight with the Ruby rag doll!

MAY Written by: Rosie
10 5/10/2010 11:51 PM

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.



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Tags: [dolls](#)

Categories:

Location: [Blogs](#) ▶ [Rosie Booth](#)

3. Click the Save and Take Offline link. This displays the message "This will save your changes and take the post offline. Other users will not be able to see it any longer. Do you wish to continue?"
4. Click the **OK** button to confirm. This displays the message "This entry is still a draft: it will not be visible to readers until it is published."

damaged by the girls during their decision making process (read nothing - 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:

doll

Categories:

Upload Options:

Linked Files:

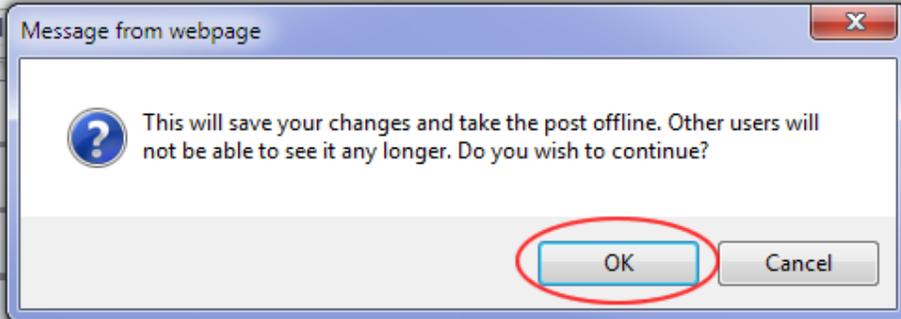
Entry Options:

Allow users to comment on this entry (overrides blog settings)

Display Copyright notice at the bottom of your entry.

Trackback Url:

Save and take offline Save Cancel Delete



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

▼ **View_Blog**



Author: Rosie

Created: 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

This entry has not been published.

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



[Comments \(0\)](#) [Edit Entry](#)

An Unpublished Blog Entry

Deleting a Blog Entry

How to delete a blog entry from the Blog module. This task can be performed by bloggers on their own blogs and by Administrators on all blogs.

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"
2. Click the [Edit Entry](#) link.

▼ [View_Blog](#)



Love at first sight with the Ruby rag doll!

MAY Written by: Rosie
10 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Copyright ©2010 Rose Booth



Tags: [dolls](#)

Categories:

Location: [Blogs](#) ▶ [Rosie Booth](#)

3. Click the Delete link located at the base of this page. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm.

honest). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.

Tags: dolls,toys

Categories: Toys

+ Upload Options:

+ Linked Files:

- Entry Options:

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.

Trackback Url:

Save and take offline Save Cancel **Delete**

Message from webpage

Are You Sure You Wish To Delete This Item?

OK Cancel

Deleting a Blog Entry

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 menu. This opens the Edit Blog page.
2. In the **Title** text box, edit the blog title.
3. In the **Description** text box, edit the blog description.

▼ **Edit Blog**

Blog Options:
These options control the main blog features.

Title:
This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

Rosie Booth

Description:
This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

4. Click the Update link.

View_Blog ⊖

Author: Rosie **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Blog Title and Description displayed on the Blog

Enabling/Disabling Blog Syndication

How to enable or disable syndication of your blog. This can be performed by bloggers on their own blog and by Administrators on all blogs.

1. Click the [Blog Settings](#) link on the New_Blog module - OR - Click the blog name on the Blog_List module and then select **Edit Blog Settings** from the View_Blog module menu. This opens the Edit Blog page.
2. Go to the **Syndication Options** section.
3. At **Syndicate this blog**, check the check box enable syndication - OR - Uncheck the check box to disable it.

Syndication Options:

Syndicate this blog.

Use this email for the "ManagingEditor" rss field:

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

View_Blog 

Author: Rosie **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



RSS Button displays on Syndicated Blogs on the View_Blog module



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 menu. This opens the Edit Blog page.
2. Go to the **Twitter Integration** section.
3. At **Tweet When I Post A Blog**, check the check box to enable - OR - uncheck the check box to disable.
4. In the **Twitter Username** text box, enter your twitter username.
5. **Optional.** In the **Password** text box, enter your new twitter password - OR - Leave blank to use your standard password.
6. **Optional.** In the **Tweet Template** text box, edit the template of the tweets. The default template is:
Blogged: {title} - {url}
7. Click the [Update](#) link.

Available template tokens:

- **{title}**: Displays the title of the blog entry
- **{url}**: Displays a URL link to the blog entry

Twitter Integration:

Tweet When I Post a Blog

Twitter Username:
RoseBooth

Password (blank=leave unchanged):

Tweet Template:
Blogged: {title} - {url}

Available Tokens: {title}, {url}

Twitter Integration

Managing Blog Comment Options

How to enable/disable and configure blog comments for a single blog on the Blog module. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the [Blog Settings](#) link on the New_Blog module - OR - Click the blog name on the Blog_List module and then select **Edit Blog Settings** from the View_Blog module menu. This opens the Edit Blog page.
2. Go to the **Comment Options** section and set any of these options settings:
3. At **Approval for user comments required**, check this check box if comments by authenticated users require approval before being published - OR - Uncheck to publish these comments without approval.
4. At **Comments by Registered Users**, select for these options:
 - **Allow:** Select to allow registered users to add comments. Comment approval isn't required.
 - **Require Approval:** Select to allow registered users to add comments. Comments must be approved by the blog owner or an Administrator before they are displayed.
 - **Disallow:** Select to disallow registered users from adding comments.
5. At **Comments by Unauthenticated Users**, select for these options:
 - **Allow:** Select to allow unauthenticated users to add comments. Comment approval isn't required.
 - **Require Approval:** Select to allow unauthenticated users to add comments. Comments must be approved by the blog owner or an Administrator before they are displayed.
 - **Disallow:** Select to disallow unauthenticated users from adding comments.

6. At **Trackback Comments**, select for these options:

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

7. At **Send mail notification after comment and trackbacks are posted**, check the check box to enable email notification when comments and trackbacks are posted to this blog - OR - Uncheck the check box to disable mail notification.

8. At **Use CAPTCHA for comments**, check the check box enable CAPTCHA - OR - Uncheck the check box to disable.

9. Click the Update link.

Comment Options:
These options control the comment related settings.

Comments by registered users:

Allow Require approval Disallow

Comments by unauthenticated users:

Allow Require approval Disallow

Trackback comments:

Allow Require approval Disallow

Send mail notification after comments and trackbacks are posted

Use CAPTCHA for comments

Managing Blog Comment Options

Managing Trackback Options

How to enable or disable trackback auto discovery for a single blog on the Blog module. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the Blog Settings link on the New_Blog module - OR - Click the blog name on the Blog_List module and then select **Edit Blog Settings** from the View_Blog module menu. This opens the Edit Blog page.
2. Go to the **Trackback Options** section.
3. At **Trackback Auto Discovery (Client Mode)**, check the check box to enable - OR - Uncheck the check box to disable.
4. Click the Update link.

Trackback Options:

These options control the Trackback related settings.

Trackback Auto Discovery (Client Mode)

Managing Trackback Options

Regenerating Blog Permalinks

How to regenerate all permalinks on a single blog using the Blog module. This link can be used after the Friendly URL's setting has been changed for the site. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the [Blog Settings](#) link on the New_Blog module - OR - Click the blog name on the Blog_List module and then select **Edit Blog Settings** from the View_Blog module menu. This opens the Edit Blog page.
2. Go to the **Regenerate Blog PermaLinks** section to view the URL.
3. Click the [Regenerate Blog Permalinks](#) link.
4. Click the [Cancel](#) link to return to the module.

Regenerate Blog PermaLinks:

Regenerate all blog permalinks. This link can be used after the Friendly URLs setting has been changed for the site.

[Regenerate Blog Permalinks](#)

Regenerating Blog Permalinks

Related Topics:

- See "Enabling/Disabling Use Friendly URL's"

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 menu. This opens the Edit Blog page.
2. Go to the **Date and Time Options** section.
3. At **Time Zone**, select your time zone.
4. At **Culture**, select your culture (language).
5. At **Date Format**, select your preferred date or date/time format.

Date and Time Options:
 These options control how date and time are displayed within your blog. This setting effects all categories and entries within your blog.

Time Zone: (UTC -08:00) Pacific Time (US & Canada); Tijuana

Culture: English (United States)

Date Format: 5/11/2010 5:23 PM

6. Click the Update link.

View_Blog

Author: Rosie **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!
 By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Blog Date and Time displayed on the View_Blog module

Related Topics:

- See "Enabling/Disabling a Language"

Setting Blog Visibility (Public or Private)

How to set a blog as either private or public. Public blogs are visible to all users authorized to view the View_Blog module. Private blogs are only visible to the blog owner, as such they cannot be viewed by either Page Editors or Administrators.

1. Click the Blog Settings link on the New_Blog module - OR - Click the blog name on the Blog_List module and then select **Edit Blog Settings** from the View_Blog module menu. This opens the Edit Blog page.
2. Go to the **Blog Options** section.

3. At **Make this blog public**, check the check box to set this blog as public - OR - uncheck the check box set it as private.
4. Click the Update link.

▼ **Edit Blog**

Blog Options:
These options control the main blog features.

Title:
This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

Description:
This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.

Make this blog public

When displaying your identity use:

User Name Full Name

A Blog Set as Public

Setting a Bloggers Identity

How to set a blog to display either the blogger's user name or full name as the blog author using the Blog module. This can be performed by bloggers on their own blog and by Administrators on any blogs.

Tip: The name displayed at the Author field at the top of your blog is always your Display Name as set on your profile.

1. Click the Blog Settings link on the New_Blog module - OR - Click the blog name on the Blog_List module and then select **Edit Blog Settings** from the View_Blog module menu. This opens the Edit Blog page.
2. Go to the **Blog Options** section.

3. At **When Displaying Your Identity Use**, select from these options:

- Select **User Name** to display your user name. This is the default option. E.g. Rosie
- Select **Full Name** to display your first name and last name. E.g. Rose Booth

▼ **Edit Blog**

Blog Options:
These options control the main blog features.

Title:
This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

Rosie Booth

Description:
This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Make this blog public

When displaying your identity use:
 User Name Full Name

4. Click the Update link.

View_Blog ⊖

Author: Rosie **Created:** 5/10/2010 6:07 PM 

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!

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Blog Identity as displayed on the View_Blog module

Setting MetaWeblog Options

How to view the URL to use to connect to your blog using a MetaWeblog enabled client such as Windows Live Writer or Word 2007. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the [Blog Settings](#) link on the New_Blog module - OR - Click the blog name on the Blog_List module and then select **Edit Blog Settings** from the View_Blog module menu. This opens the Edit Blog page.
2. Go to the **MetaWeblog Options** section to view the URL. Change the tabid parameter as needed if this blog appears on a different tab.
3. Click the  [Cancel](#) link to return to the module.

MetaWeblog Options:
 Use the following URL to connect to your blog using a MetaWeblog enabled client such as Windows Live Writer or Word 2007. Change the tabid parameter as needed if this blog appears on a different tab.

<http://ecozany.com/DesktopModules/Blog/blogpost.ashx?tabid=68>

Setting MetaWeblog Options

Managing Comments

Approving a Blog Comment

How to approve blog comments on the Blog module. This task can be performed by bloggers on their own blog as well as by the Administrator on all blogs.

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"

▼ **View_Blog**  

Author: Rosie **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

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 **Comments (1)**  **Edit Entry**

2. Click the  Comments (1) link.

✗ Delete all unapproved comments

  **Edit**  **Approve**  **Delete** **Re: Love at first sight with the Ruby rag doll!**
what little cuties - the girls and the dolls!

By Annabella Chin on 5/11/2010 1:07 PM

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

Tip: Bloggers can enable a notification email to be sent when comments are posted which helps you know where to locate comments requiring approval. See "Blog Settings (Bloggers)" for details on enabling comments and comment options.

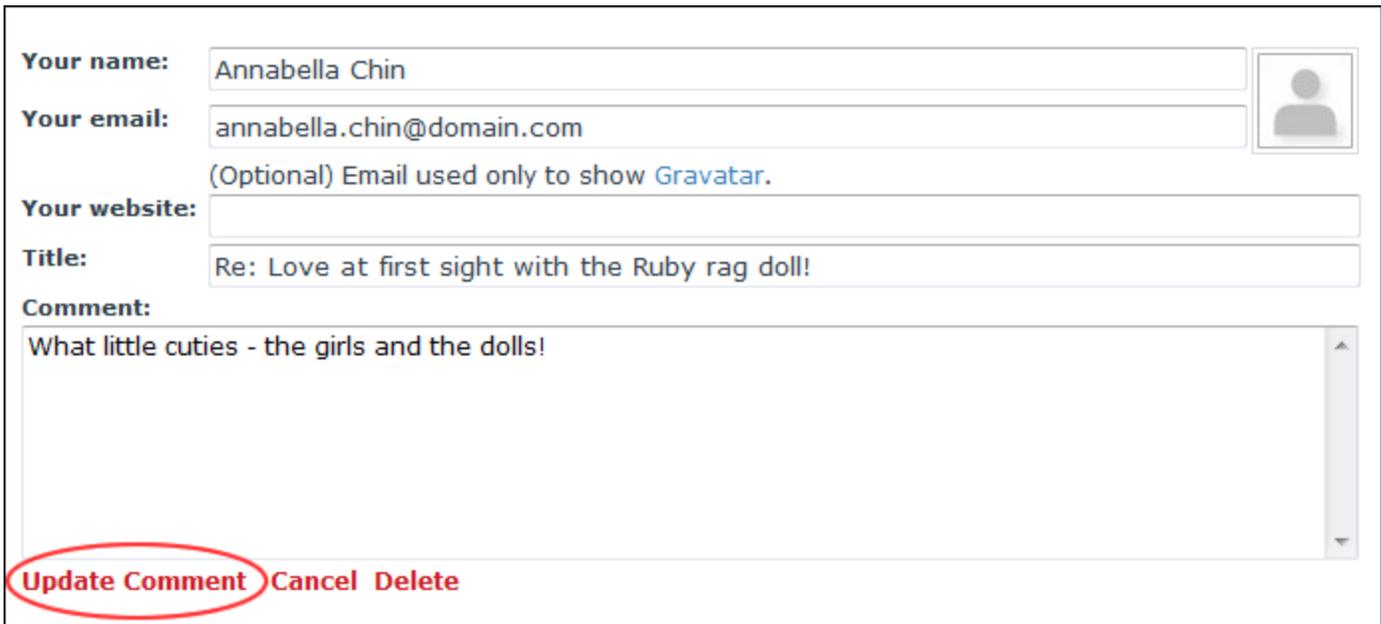
Editing a Blog Comment

How to edit a comment associated with a blog entry on the Blog module. This task can be performed by bloggers on their own blog or by the Administrators on all blogs.

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"
2. Click the  [Comments \(1\)](#) link.



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.

✗ Delete all unapproved comments

  **Edit**  **Delete** **Re: Love at first sight with the Ruby rag doll!**
My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

By Julie on 5/11/2010 2:15 PM

  **Edit**  **Approve**  **Delete** **Re: Love at first sight with the Ruby rag doll!**
what little cuties - the girls and the dolls.

By Annabella Chin on 5/11/2010 2:59 PM

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

Deleting all Unapproved Comments

How to delete all unapproved comments associated with a blog entry in the Blog module. This task can be performed by bloggers on their own blog or by Administrators on all blogs.

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog"
2. Click the  Comments (1) link. This displays the comments associated with the selected entry. All unapproved comments display the  Approve link.

✗ Delete all unapproved comments

  **Edit**  **Delete** **Re: Love at first sight with the Ruby rag doll!**
My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

By Julie on 5/11/2010 2:15 PM

  **Edit**  **Approve**  **Delete** **Re: Love at first sight with the Ruby rag doll!**
what little cuties - the girls and the dolls.

By Annabella Chin on 5/11/2010 2:59 PM

3. Click the  [Delete all unapproved comments](#) link located above all the comments associated with this entry.

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" 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 menu - OR - Click the **Settings**  button.
3. Go to the **Module Settings - Basic Settings** section.
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.

Permissions:

	View Module	Edit Module
Administrators		
All Users	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>

Username: **+ Add**

Inherit **View** permissions from **Page**

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

Permissions:

	View	Edit Content	Delete	Export	Import	Manage Settings	Full Control
Administrators							
All Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username: **+ Add**

Inherit **View** permissions from **Page**

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

- **OPTION TWO:** Display the New_Blog module to users who cannot create blogs or need to login to create/manage their blog. This displays the "You must be logged in and have permission to create or edit a blog" to unauthenticated users.
 - 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.

Permissions:

	View Module	Edit Module
Administrators		
All Users		<input type="checkbox"/>
Registered Users		<input checked="" type="checkbox"/>
Subscribers		<input type="checkbox"/>
Unauthenticated Users		<input type="checkbox"/>

Username: [+ Add](#)

Inherit **View** permissions from **Page**

All users authorized to view the page can view the New_Blog module, however only registered users can create their own blog - DNN Community Edition

Permissions:

	View	Edit Content	Delete	Export	Import	Manage Settings	Full Control
Administrators							
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Subscribers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username: [+ Add](#)

Inherit **View** permissions from **Page**

All users authorized to view the page can view the New_Blog module, however only registered users can create their own blog - DNN Professional Edition

- Click the [Update](#) link. This displays the [Create My Blog](#) link on the New_Blog module.

▼ **New_Blog** ⊖

Create My Blog

The Create My Blog link is enabled

Related Topics:

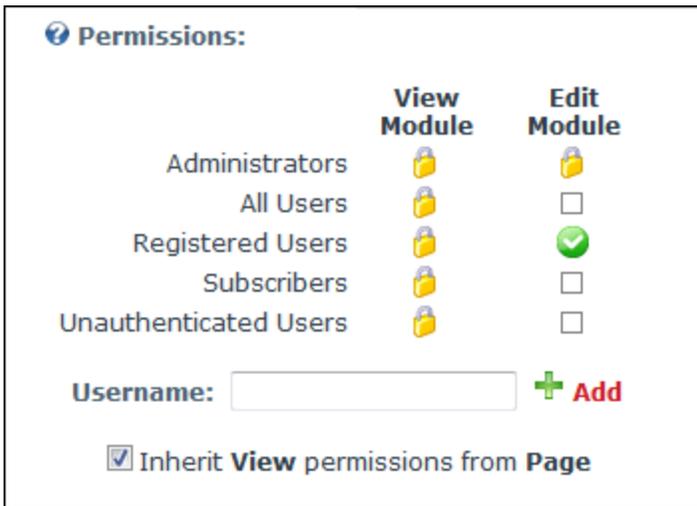
- See "Setting Module Permissions".
- See "Enabling Bloggers Blog Management Rights"

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 menu - OR - Click the **Settings**  button.
3. Go to the **Module Settings - Basic Settings** section.
4. At **Full Control/Edit Module**, select the roles/usernames who are authorized to create a blog.



Related Topics:

- See "Enabling Users to Create Blogs"
- See "Setting Module Permissions"

Adding a Blog Module Part

How to add one or more individual modules which are part of the Blog module suite. Note: You must be a Page Editor or Administrator to perform this task.

1. Go to the View_Blog module.
2. At **Add Blog Module Part**, complete the following steps (use fields from left to right):
 - a. At the first drop-down box, select the required Blog module part.
 - b. At the second drop-down box, select the pane to add the Blog module part to.
 - c. At the third drop-down box, select where to insert the Blog module part.
 - d. In the text box, enter the title for the blog module part. The default option is "Title". Leave blank to use the standard title for this blog module part. E.g. Search_Blog, New_Blog, etc.
 - e. Click the Add link.

The screenshot shows a user interface for the 'View_Blog' module. At the top left, there is a dropdown arrow and the text 'View_Blog'. Below this is a section titled 'Add Blog Module Part' with a blue circular icon containing a plus sign. To the right of this title are three dropdown menus. The first dropdown menu has 'Search_Blog' selected. The second dropdown menu has 'ContentPane' selected. The third dropdown menu has 'Top' selected. To the right of these dropdowns is a text input field. Below the text input field is a blue 'Add' button.

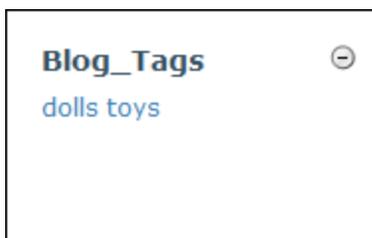
Adding a Blog Module Part

Configuring Blog Tag Settings

How to configure blog tag settings on the Blog_Tags module which forms part of the Blog module suite.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Blog Tag Settings** section, select from the following:

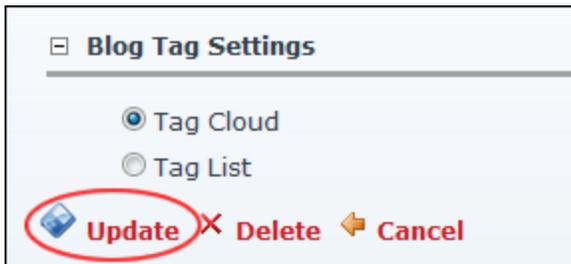
- **Tag Cloud:** Display tag names.



- **Tag List:** Display tags in a list displaying the number of entries associated with each tag. This is the default setting.



3. Click the  Update link.



Blog Tag Settings

Tag Cloud
 Tag List

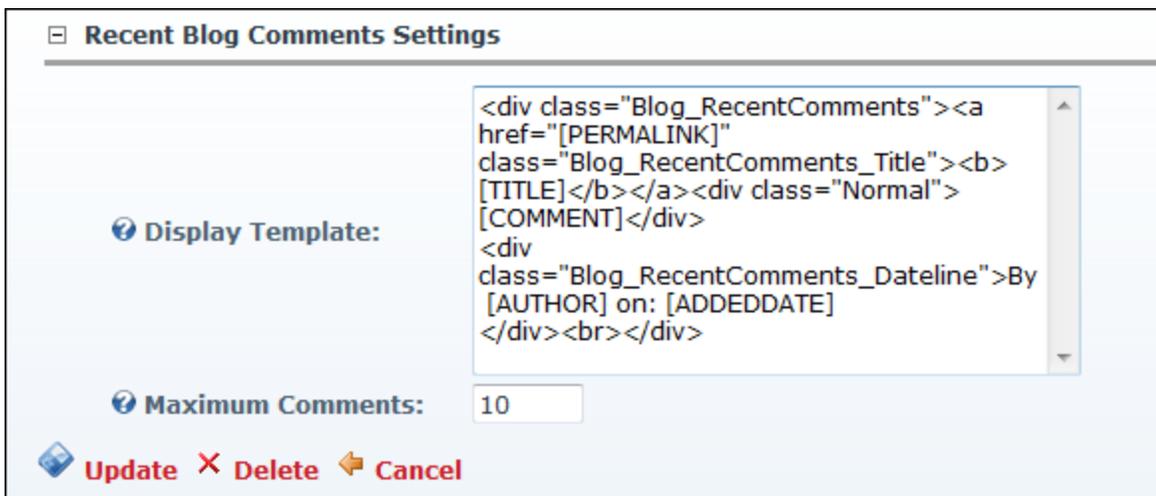
 **Update**  **Delete**  **Cancel**

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 menu - OR - Click the **Settings**  button.
2. Go to the **Recent Blog Comments Settings** section.
3. In the **Display Template** text box, modify the HTML template as required.
4. In the **Maximum Comments** text box, modify the maximum number of comments to be displayed. The default setting is ten (10) comments.



Recent Blog Comments Settings

 **Display Template:**

```
<div class="Blog_RecentComments"><a href="[PERMALINK]" class="Blog_RecentComments_Title"><b>[TITLE]</b></a><div class="Normal">[COMMENT]</div><div class="Blog_RecentComments_Dateline">By [AUTHOR] on: [ADDEDDATE]</div><br></div>
```

 **Maximum Comments:**

 **Update**  **Delete**  **Cancel**

5. Click the  Update link.

The default Display Template is:

```
<div class="Blog_RecentComments"><a href="[PERMALINK]" class="Blog_RecentComments_Title">[TITLE]</a><div class="Normal">[COMMENT]</div><div class="Blog_RecentComments_Dateline">By [AUTHOR] on:
```

[ADDEDDATE]</div></div>

Recent_Comments

Re: Love at first sight with the Ruby rag doll!
My daughter loves the Ruby doll too. I think the hand swen patchwork id so precious!
By Jules on: Wednesday, May 12, 2010

Re: Love at first sight with the Ruby rag doll!
What little cuties - the girls and the dolls.
By Annabella Chin on: Tuesday, May 11, 2010

Recent Comments module with a modified Display Template

Creating a Personal Blog Page

How to display a single blog on a new page or on a page other than the page where all blogs are displayed. This enables you to create a personal blog page for a blogger and sets the View_Blog, Search_Blog and Blog_Archive modules display information exclusively for this blog.

1. **Optional.** Add a new page for the personal blog page (E.g. "Rose Booth's Blog") - OR - Go to the page where you want to place the personal blog. See "Adding a Basic Page (RibbonBar)"
2. Add an existing copy of the View_Blog module to the page. See "Adding an Existing Module (RibbonBar)" - OR - "Adding an Existing Module (Iconbar)"
3. Using the View_Blog module, set the required page at Personal Blog Page. See "Configuring Advanced Settings for the Blog Module"
4. **Optional.** You may like to add Search_Blog and Blog Archive modules to this page. These are the only modules that function exclusively as a personal blog. You can add other blog module parts (E.g. Blog_Comments) to the page however they will display information from other blogs.

Search_Blog

Keywords Phrase

View_Blog

Author: Rosie Booth **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

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By Rose Booth on 5/10/2010 11:51 PM

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[Comments \(2\)](#)



Blog_Archive

Archive

< **May 2010** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Monthly
May, 2010 (1)

A Personal Blog Page Including the Search_Blog and Blog Archive Modules

Blog Categories

Adding Blog Categories

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

1. Select **Edit Categories** from the Blog_Categories module menu.
2. In the **Required. Enter the name of your category** text box, enter the category name.

Category Management

Use this form to manage categories.

To create a new category, enter the category information below.
To edit an existing category, select it from the list to the right, and make your changes.

Required. Enter the name of your category.

Optional. Your categories can appear in a hierarchy. If selected, the new category will appear at the top of the hierarchy. If unselected, the new category will appear as a sub-category.

Add

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



3. In the **Required. Enter the name of your category** text box, edit the category name.
4. At the drop-down box, select a new parent for this category - OR - select **None** to make this a parent category.
5. Click the Update link.

Category Management

Use this form to manage categories.

To create a new category, enter the category information below.
To edit an existing category, select it from the list to the right, and make your changes.

Required. Enter the name of your category.

Optional. Your categories can appear in a hierarchy. If selected, the new category will be a subcategory of the selected category. Leave unselected to have the new category appear at the top of the hierarchy.

 ▼

[Update](#) [Delete](#) [Cancel](#)

Editing Blog Categories

Deleting Blog Categories

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

1. Select **Edit Categories** from the Blog_Categories module 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.

Category Management

Use this form to manage categories.

To create a new category, enter the category information below.
To edit an existing category, select it from the list to the right, and make your changes.

Required. Enter the name of your category.

Optional. Your categories can appear in a hierarchy. If selected, the new category will appear as a sub-category. Leave unselected to have the new category appear at the top of the hierarchy.

[Update](#) [Delete](#) [Cancel](#)

[← Back](#)

Deleting Blog Categories

Blog Module Options

Configuring Basic Settings for the Blog Module

How to configure the basic settings for the Blog module using the View_Blog module.

1. Select  **Module Options** from the **View_Blog** module menu. This opens the Blog Module Options page.
2. Go to the **Basic Settings** section.
3. At **Make Entry Summary Mandatory**, select from these options:
 - Check the check box to set the Summary field on the Add Blog Entry page of the View_Blog as mandatory.
 - Uncheck the check box to set the Summary field as optional. This displays the following settings which you may wish to modify.
 - a. In the **Limit Auto-Generated Entry Summary To** text box, edit the maximum number of characters for the auto-generated summary of blog entries. To set no limit, enter the value 0. The default setting is 1024.
 - b. In the **Limit Search Summary** text box, edit the maximum number of characters to be returned when a search is made. To set no limit, enter the value 0. The default setting is 255. Note: It is strongly recommended that a limit is set to ensure speedy results for searches.

▼ **Blog Module Options**

☐ **Basic Settings**

🔍 **Make Entry Summary Mandatory:**

🔍 **Limit Auto-Generated Entry Summary To:**

🔍 **Limit Search Summary To:**

🔍 **Limit Upload Image Width To:**

🔍 **Limit recent entries to:**

🔍 **Limit Recent RSS entries to:**

4. In the **Limit Upload Image Width To** text box, enter the maximum pixel width for images which can be uploaded by bloggers when adding an entry. Larger images can be uploaded, however they will be scaled down to this width. The default setting is 400.
5. In the **Limit Recent Entries To** text box, enter the maximum number of recent entries displayed when a user clicks the [View All Recent Entries](#) link on the Blog_List module. The default setting is 10.
6. In the **Limit Recent RSS Entries To** text box, edit the maximum number of recent RSS entries to be displayed. The default setting is 10.

▼ **Blog Module Options**

☐ **Basic Settings**

🔍 **Make Entry Summary Mandatory:**

🔍 **Limit Auto-Generated Entry Summary To:**

🔍 **Limit Search Summary To:**

🔍 **Limit Upload Image Width To:**

🔍 **Limit recent entries to:**

🔍 **Limit Recent RSS entries to:**

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

▼ **Add blog entry**

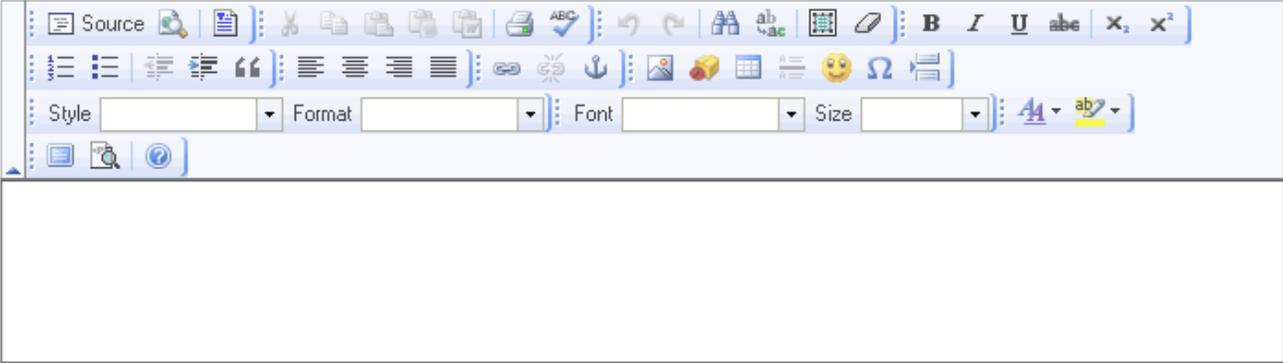
This entry is still a draft: it will not be visible to readers until it is published.

Entry Date (local time): Parent Blog:

Title:

Summary:
 (The summary is optional, if you choose to not supply one, a short summary will be generated from your entry.)

Editor: Basic Text Box Rich Text Editor



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 menu.
2. Go to the **Comment Settings** section.
3. At **Show Avatars**, select from these options:
 - Uncheck the check box to disable avatars. Skip to Step 4.

☐ **Comment Settings**

🔒 **Show Avatars:**

🔒 **Show Website:**

🔒 **Show Title:**

🔒 **Allow Hyperlinks in Comments**

🔒 **Allow Images in Comments**

🔒 **Allow Basic Formatting in Comments**

- Check the check box to enable avatars. This displays the below fields:
 - a. In the **Image Width** text box, enter a pixel width for the avatar. The default setting of 48 is recommended if you are using the default style of the comments.
 - b. At **Image Rating**, select an avatar rating which is suitable for your indented audience.
 - c. At **Default Image URL**, select the avatar to be used for comments made by users without a Gravatar:
 -  **Gray Man:** Select to display the Gray Man image as pictured.
 -  **Identicon:** Select to generate a unique identifying image based on the IP address of the user's computer, or on their email address if provided.
 -  **Wavatar:** As above.
 -  **MonsterID** As above.
 - **Custom:** Select to use your own image.
 - i. In the **Custom Image URL** text box, enter the URL where your image is located. E.g. <http://www.domain.com/myimage.jpg>

Comment Settings

Show Avatars:

Image Width:

Image Rating:

- G - Suitable for all audiences
- PG - Possibly offensive, typically suitable for audiences 13 and above
- R - Intended for audiences 17 and above
- X - Even more mature than R

Default Image URL:

-  Gray Man
-  Identicon
-  Wavatar
-  MonsterID
-  Custom

Custom Image URL:

Show Website:

Show Title:

Allow Hyperlinks in Comments

Allow Images in Comments

Allow Basic Formatting in Comments

4. At **Show Website**, check the check box to display a user Web site address (as set on their profile) with their comments - OR - Uncheck the check box to hide.
5. At **Show Title**, check the check box to enable users to create unique titles for entry comments - OR - Uncheck the check box to disable.
6. At **Allow Hyperlinks in Comments**, check the check box to enable users to include hyperlinks in comments - OR - Uncheck the check box to disable.
7. At **Allow Images in Comments**, check the check box to enable images to be included in comments - OR - Uncheck the check box to disable.
8. At **Allow Basic Formatting in Comments**, check the check box to enable users to use basic HTML tags in their comments such as bold, strong, underline - OR - Uncheck the check box to disable.

Comment Settings

Show Avatars:

Show Website:

Show Title:

Allow Hyperlinks in Comments

Allow Images in Comments

Allow Basic Formatting in Comments

9. Click the Update link.



Hello World

MAR 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:

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 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 menu.
2. Go to the **RSS Settings** section.
3. At **Show Unique Title**, check the check box to display the blog title in the Web browser - OR - Uncheck the check box to display the page title.

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

- Check the check box to include the body of blog posts if it requested by the RSS feed.
- Uncheck the check box to exclude the body of blog posts regardless of whether they are requested by the RSS feed.

5. At **Categories in Description**, select from these options:

- Check the check box to include a text underneath the summary of the post with the categories.
- Uncheck the check box to disable.

6. At **Tags in Description**, select from these options:

- Check the check box to include a text underneath the summary of the post with the tags.
- Uncheck the check box to disable.

7. In the **RSS Cache Time** text box, enter the number of minutes until cached RSS feeds are refreshed. The default setting is 10.



The screenshot shows a configuration panel titled "RSS Settings" with a minus sign icon to its left. Below the title is a horizontal line. There are four settings listed, each with a plus sign icon to its left and a checkbox to its right. The first three settings have their checkboxes checked, and the fourth has a text input field.

Setting	Checkbox	Value
Include Body	<input checked="" type="checkbox"/>	
Categories in Description	<input checked="" type="checkbox"/>	
Tags in Description	<input checked="" type="checkbox"/>	
RSS Cache Time	<input type="checkbox"/>	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 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).

Windows Live Writer Settings

Allow Windows Live Writer

Use Excerpt in Windows Live Writer

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 menu. This opens the Blog Module Options page.
2. Go to the **Load Additional Files** section.
3. At **Add jQuery**, check the check box to enable the jQuery library (<http://www.jquery.com>) - OR - Uncheck the check box to disable.
4. At **Files On Host**, check the check box beside one or more of the listed files. supplied with the Blog module by default:
 - **css/shCoreDefault.css**: Check to select a new stylesheet.
 - **js/syntaxHighlighter.js**: Check to enable this syntax highlighting tool. Syntax highlighting displays any code entered into the body of a blog entry "as is", rather than displaying the text as formatted.
5. At **Files On Portal**, check the check box beside one or more of the listed files. The listed files are managed under [portal home directory]/Blog/Include.

Load Additional Files

You can opt to load additional files to the client when the blog is rendered. This allows for things like syntax highlighting. The blog module includes Alex Gorbachev's syntax highlighter.

Add jQuery

Files on host css/shCoreDefault.css
 js/syntaxHighlighter.js

Files on portal

6. Click the Update link.

Configuring Advanced Settings for the Blog Module

How to configure the Advanced Settings for the View_Blog module.

1. Select **Module Options** from the View_Blog module 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 superseded 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.

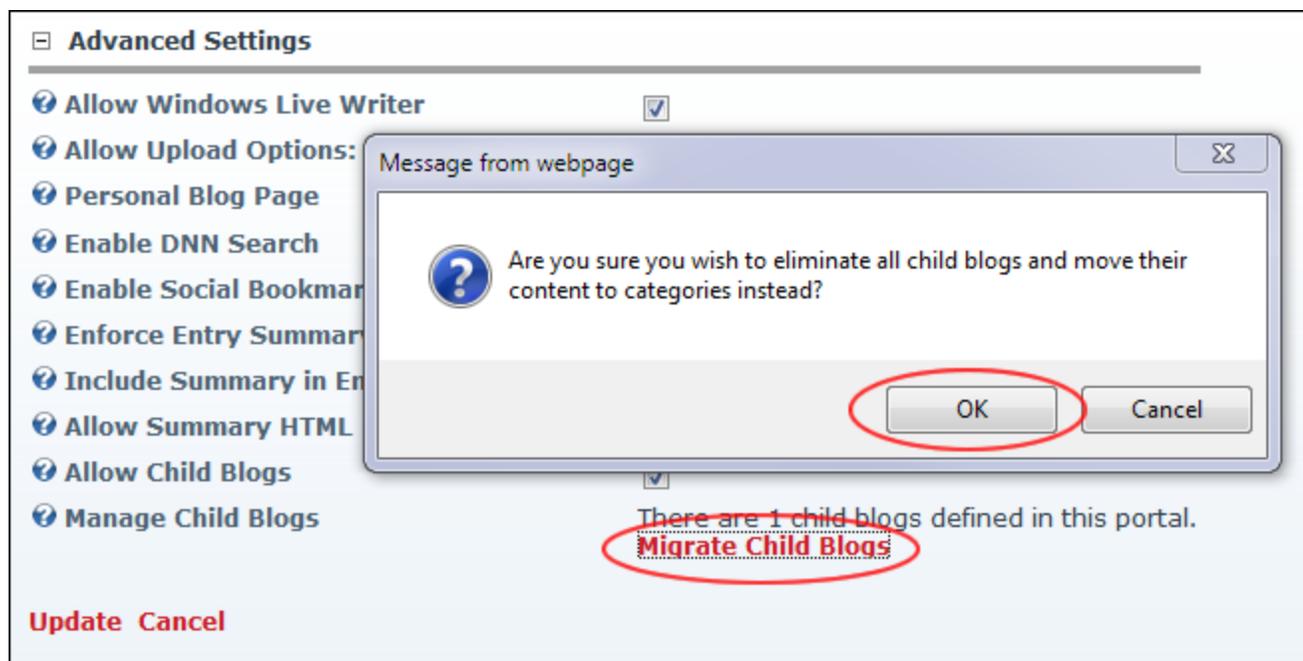
Related Topics:

- 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 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.

SuperUsers

Troubleshooting: Incorrect Blog By Month Results

Friendly URL's must be enabled by the Host for this DNN installation to ensure correct results are displayed in the View_Blog module when a user clicks a month/year link on the Blog_Archive module to view the related blogs.

See "Enabling/Disabling Use Friendly URL's"

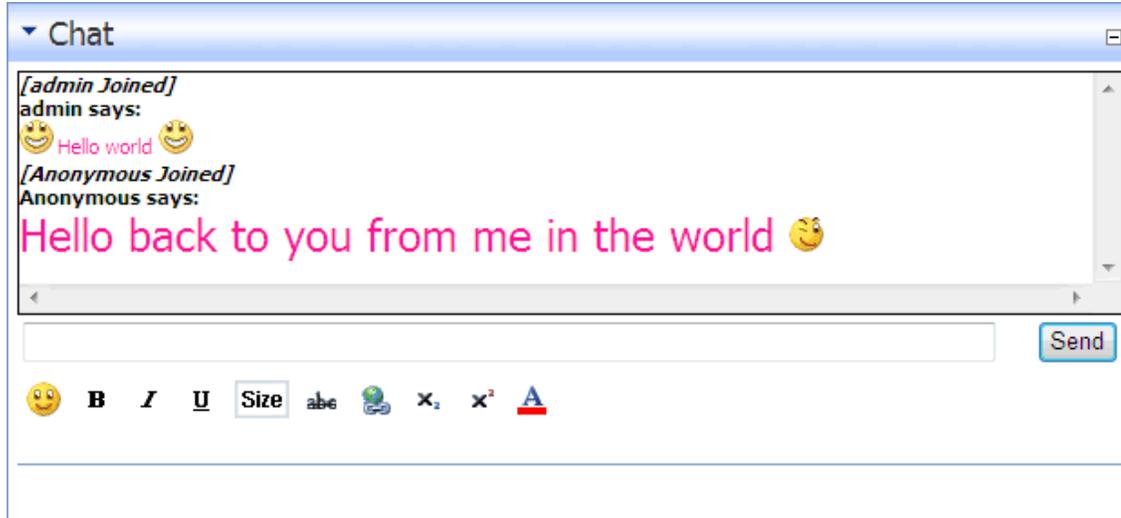
Chat

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>

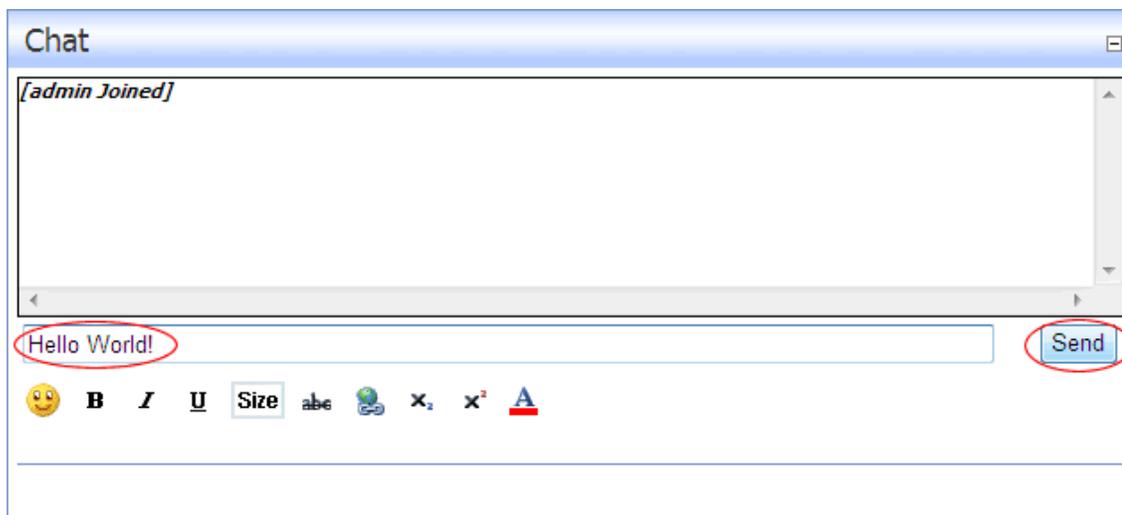
- **Support Forum:**
<http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/133/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnchat.codeplex.com/workitem/list/basic>

Chat Members

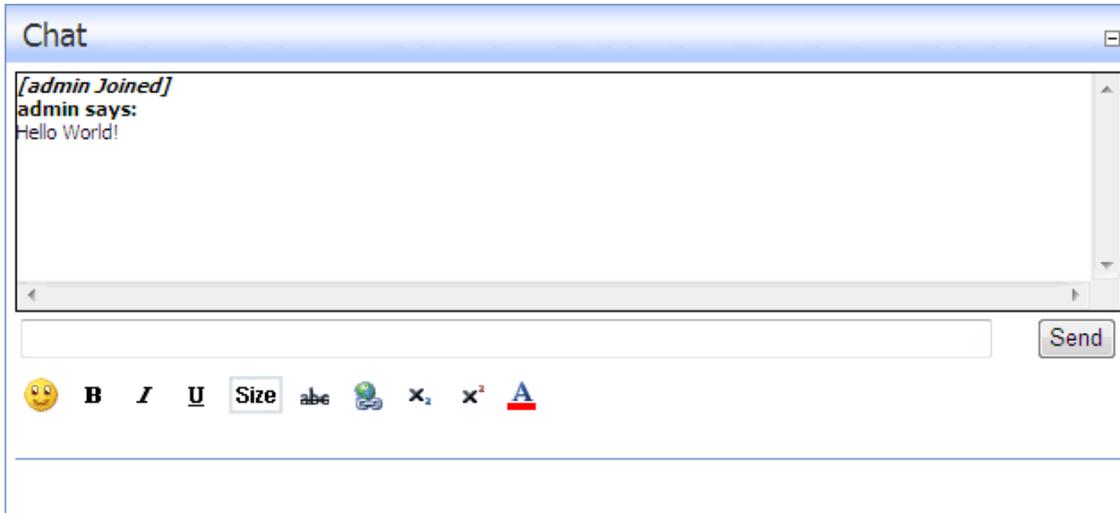
Chatting in the Chat Room

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:

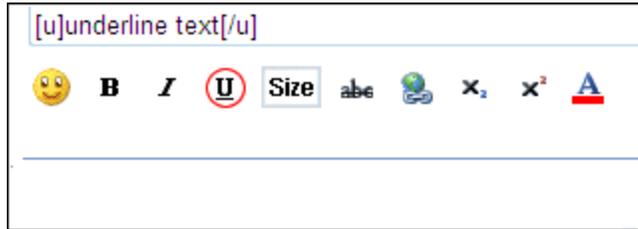
- To bold text, click the **Bold** button.



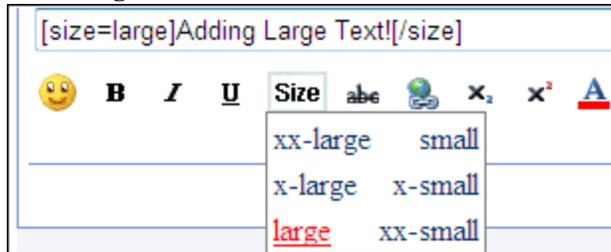
- To italicize text, click the **Italic** button.



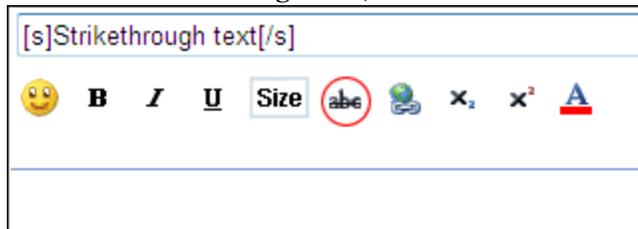
- To underline text, click the **Underline** button.



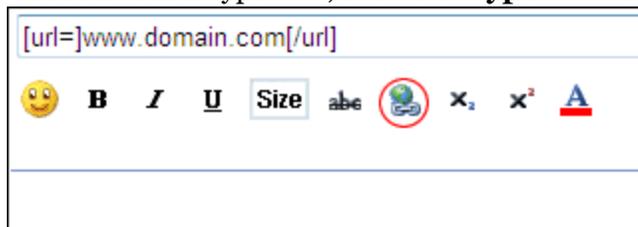
- To change text size, mouse over the **Size** button and select a text size.



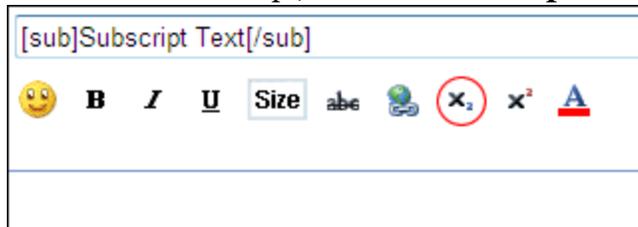
- To add a strike through text, click the **Strikethrough** button.



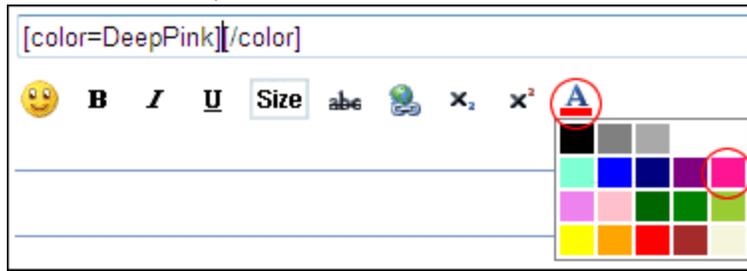
- To set text as a hyperlink, click the **Hyperlink** button.



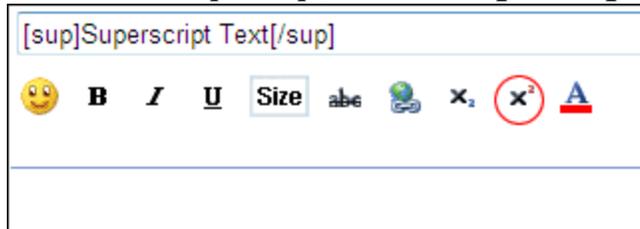
- To set text as subscript, click the **Subscript** button.



- 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

_sgbak

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 menu - OR - Click the **Settings** button.
2. Go to the **Module Settings - Basic Settings** section.
3. At **Permissions**, in the **Join Chat** column, check each role that is able to participate in the chat on this Chat module.
4. In the **Username** text box, enter the username of a user who is able to participate in the chat, click the Add link and then check the check box beside their username.

Module Settings

In this section, you can define the settings that relate to the Module content and permissions (i.e. those settings that will be the same on all pages that the Module appears).

Basic Settings

Module Title:

Permissions:

Filter By Group:

	View	Module	Edit	Module	Join	Chat
Administrators	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chat Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Forum Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	View	Module	Edit	Module	Join	Chat
Marley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Username: [Add](#)

Inherit **View** permissions from **Page**

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 menu - OR - Click the **Settings**  button.
2. Go to the **Chat Settings** section.
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 **{o} says**. {o} displays the user's username.
7. In the **Entered Message** text box, enter the text to display when a user enters the chat. The default value is [entered].
8. In the **Exited Message** text box, enter the text to display when a user enters the chat. The default value is [left].
9. In the **Message CSS Class** text box, enter the Css class to be used for messages. The default class is **Normal**.
10. In the **Sender CSS Class** text box, enter the Css class to be used for your messages. The default class is **NormalBold**.
11. Click the  [Update](#) link.

▼ Module ?

+ **Module Settings**

+ **Page Settings**

= **Chat Settings**

⌚ Polling time:	<input type="text" value="2000"/>
⌚ History Capacity:	<input type="text" value="500"/>
⌚ Display Capacity:	<input type="text" value="100"/>
⌚ Allow formatting:	<input checked="" type="checkbox"/>
⌚ Height:	<input type="text" value="200px"/>
⌚ Usertext:	<input type="text" value="{0} says:"/>
⌚ Entered Message:	<input type="text" value="[entered]"/>
⌚ Exited Message:	<input type="text" value="[left]"/>
⌚ Message CSS Class:	<input type="text" value="Normal"/>
⌚ Sender CSS Class:	<input type="text" value="NormalBold"/>

Update
[Cancel](#)
[Delete](#)

Setting Chat Formatting and Styles

Setting Chat Room Speed and History

How to set the speed of the chat room and the history of messages.

1. Select **Settings** from the ▼ module menu - OR - Click the **Settings** button.
2. Go to the **Chat Settings** section.
3. In the **Polling Time** text box, enter the time in milliseconds that new messages will be checked for.
4. In the **History Capacity** text box, enter the maximum number of messages to be kept on the server.
5. Click the [Update](#) link.

▼
?
Module

+ **Module Settings**

+ **Page Settings**

▣ **Chat Settings**

⌚ Polling time:	<input type="text" value="2000"/>
⌚ History Capacity:	<input type="text" value="500"/>
⌚ Display Capacity:	<input type="text" value="100"/>
⌚ Allow formatting:	<input checked="" type="checkbox"/>
⌚ Height:	<input type="text" value="200px"/>
⌚ Usertext:	<input type="text" value="{0} says:"/>
⌚ Entered Message:	<input type="text" value="[entered]"/>
⌚ Exited Message:	<input type="text" value="[left]"/>
⌚ Message CSS Class:	<input type="text" value="Normal"/>
⌚ Sender CSS Class:	<input type="text" value="NormalBold"/>

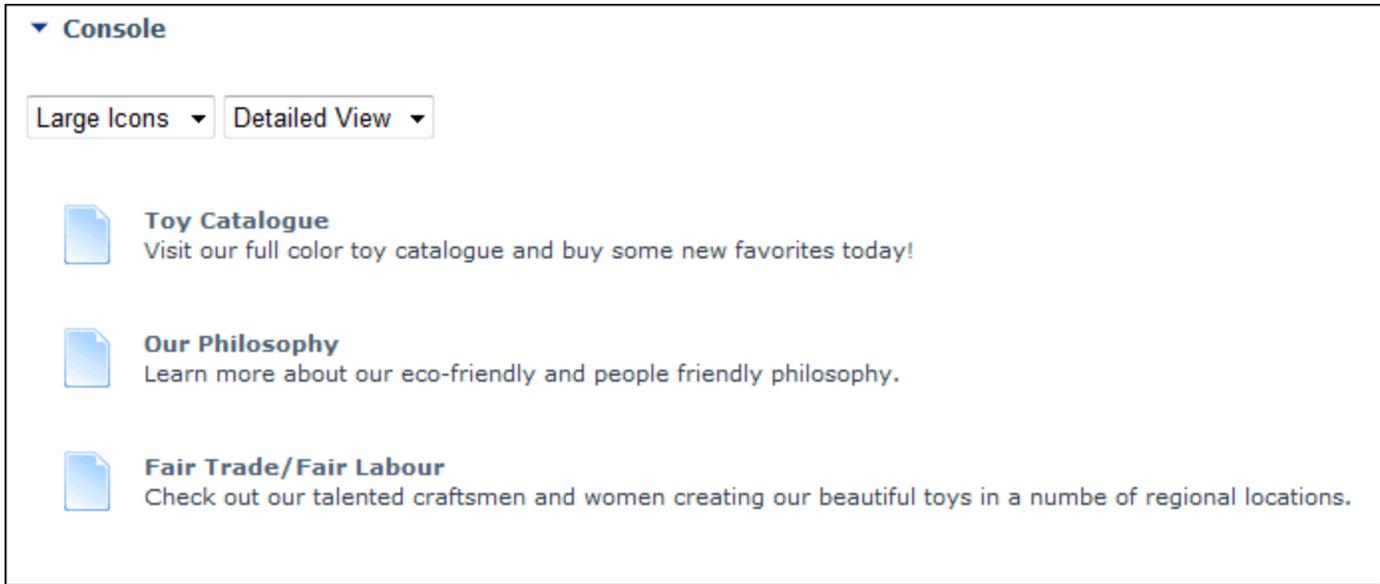
Setting the Chat Room Speed and History

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



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 menu - OR - Click the **Settings**  button.
2. Go to the **Console Settings** section.
3. At **Show Children Of**, select from these options:
 - Select a page display all child pages for that page.
 - Leave this field blank to display all child pages for the current page.
4. At **Default Icon Size**, select from the following:
 - **Small Icons (16 px)**: Displays small 16 pixel icons.
 - **Large Icons (32 px)**: Displays large 32 pixel icons.
5. At **Allow Icon Resize**, select from these options:
 - Check the check box to enable users to resize the default icon size. This displays a drop-down box above the icons on the module.
 - Uncheck the check box to disable icon resizing. This removes the drop-down control.

6. At **Default View**, select from these options:

- **Simple View**: Displays an icon and page name for each item.
- **Detailed View**: Displays an icon, page name and page description for each item.

7. At **Allow View Change**, select from these options:

- Check the check box to enable users to change the default view. This displays a drop-down box above the icons on the module.
- Uncheck the check box to hide this control. This removes the drop-down control.

8. At **Show Tooltip**, select from these options:

- Check the check box to display a tooltip when hovering over icons in Simple View. The tooltip is the description which is shown in Detailed View.
- Uncheck the check box to hide the tooltip.

9. In the **Width** text box, select from these options:

- Enter a pixel width to set the width of this module. For example, enter 400 to display 2 columns of icons in the content pane.
- Leave this field blank to allow the icons to expand horizontally.

10. Click the Update link.

Console Settings

Help : In this section, you can set up settings that are specific for this module.

Show children of:

Default icon size:

Allow icon resize:

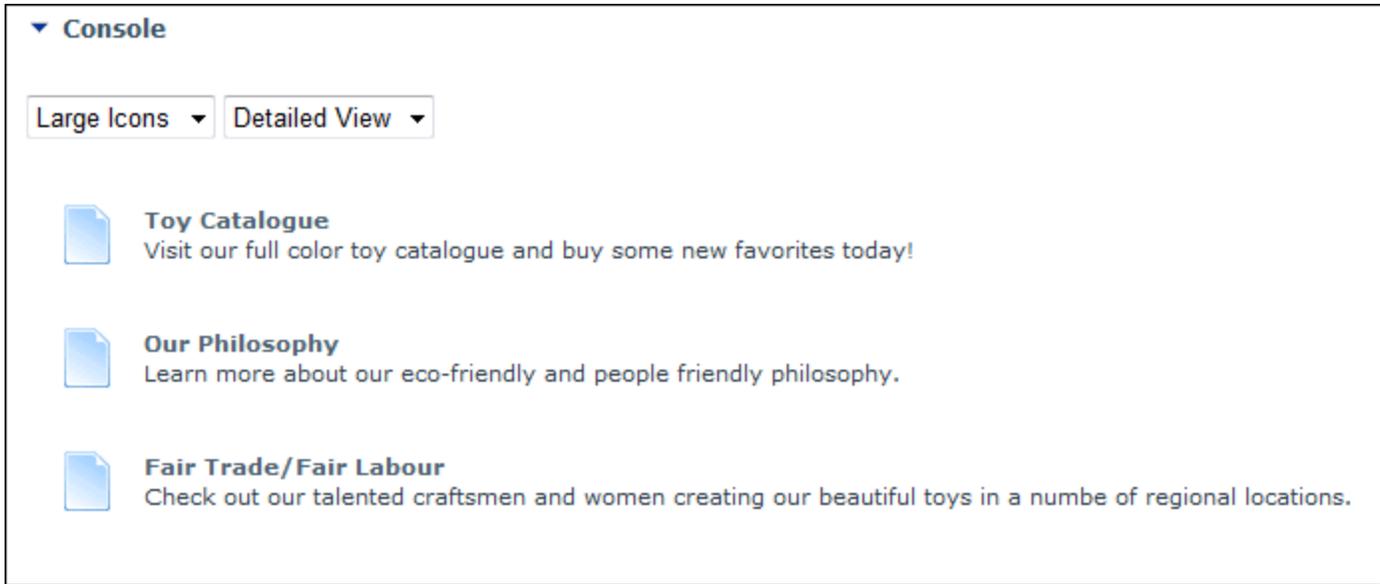
Default view:

Allow view change:

Show tooltip:

Width:

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: 04.01.03

Minimum DNN Version: 05.04.00

Important Notes

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.

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	

The Document Library Module

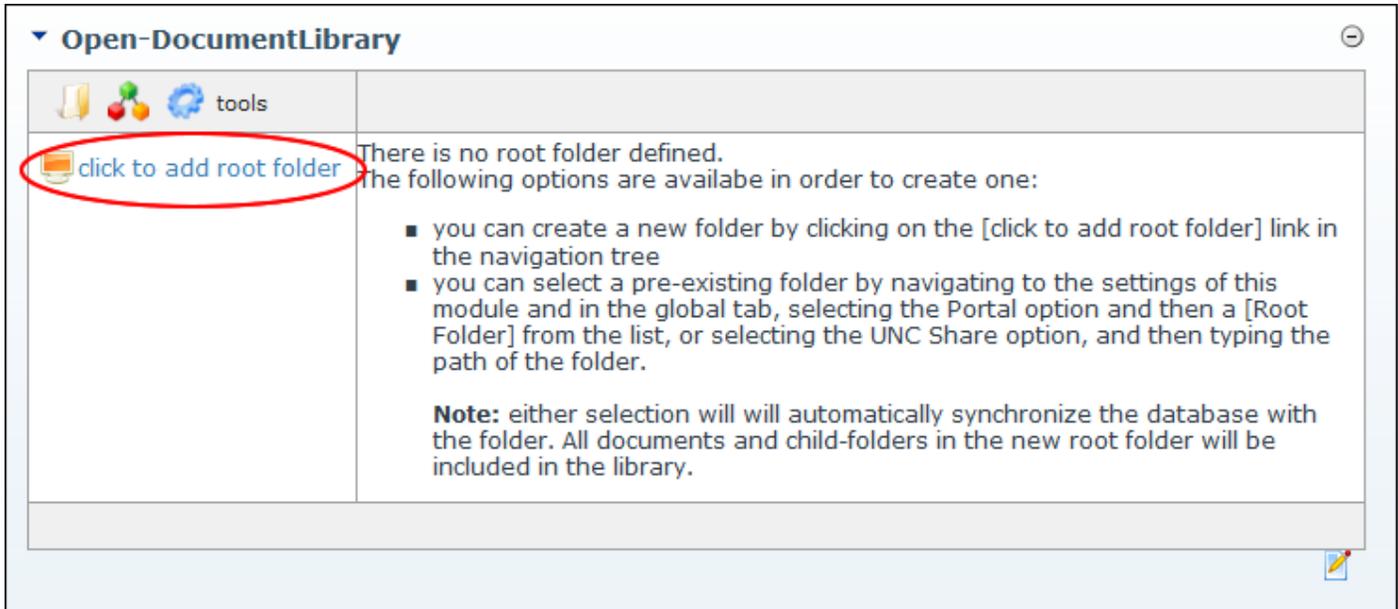
Configuration

Creating a Library from Scratch (Adding a Parent Folder)

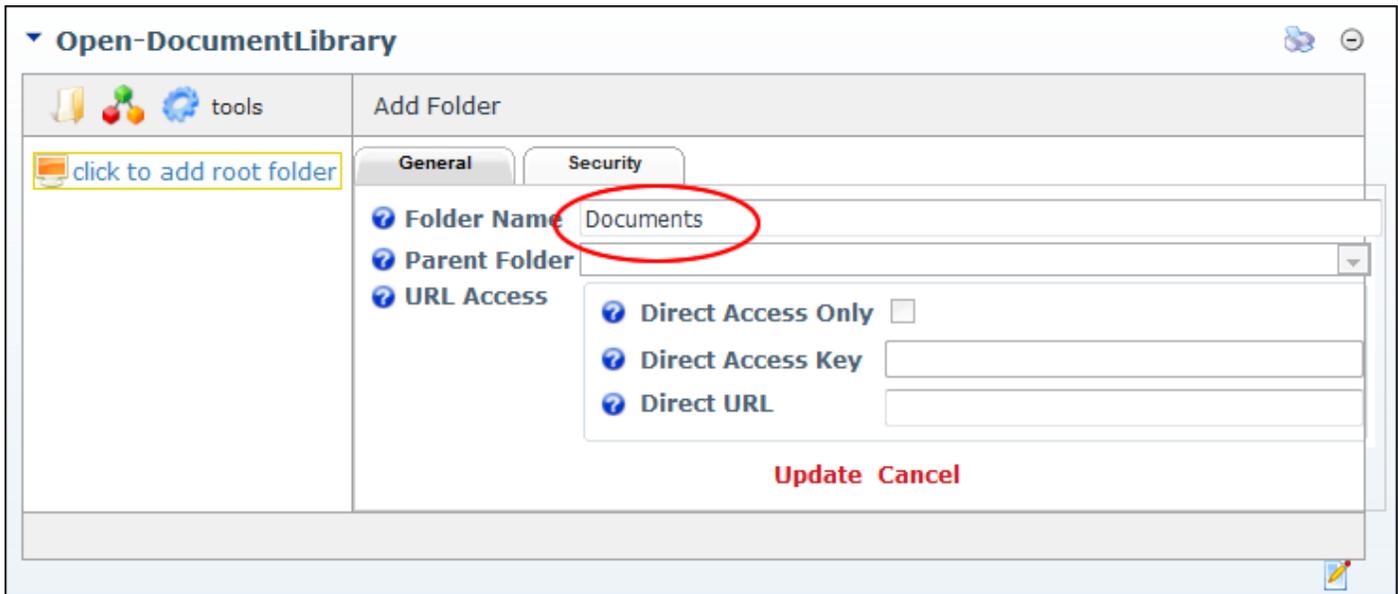
How to create a library from scratch by adding the first folder (also called the root folder) to the Document Library module. Multiple sub-folders (child folders) can be added beneath the parent category. Only Administrators can perform this task.

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

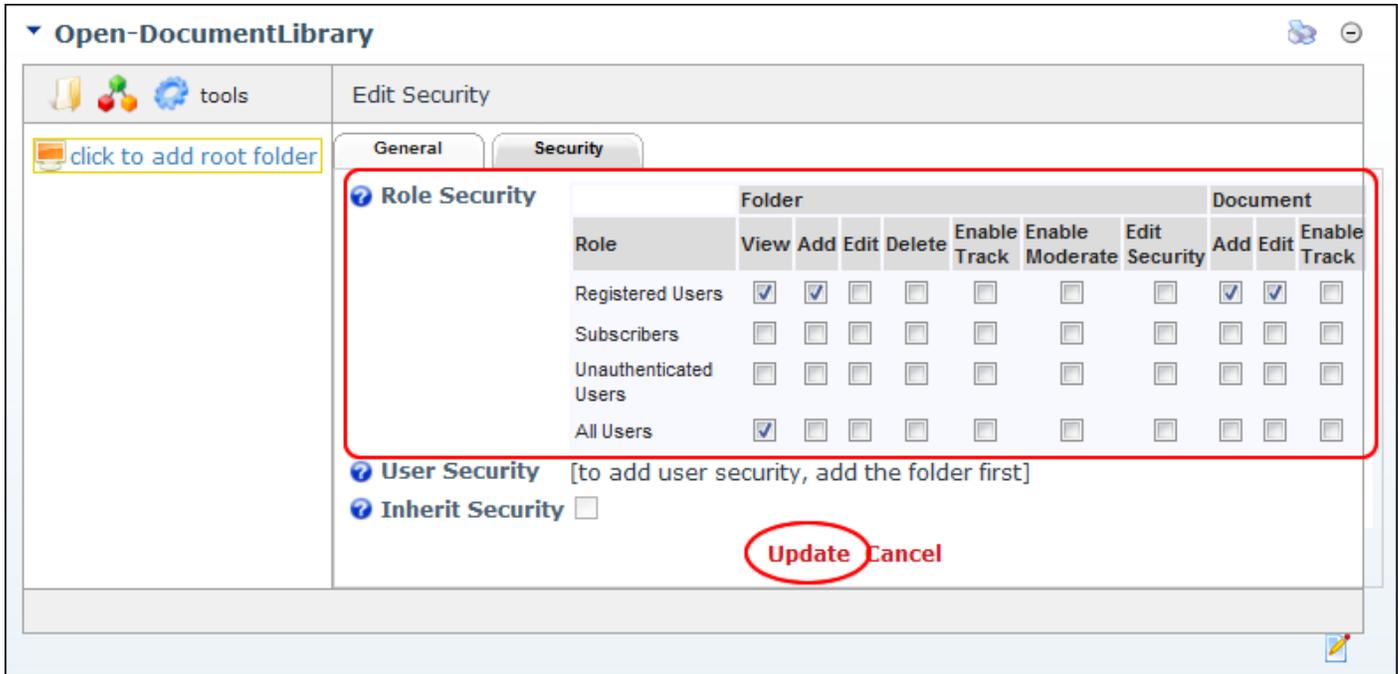
1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Click the Click To Add To Root Folder link in the navigation tree. This displays the Add Folder section.



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:

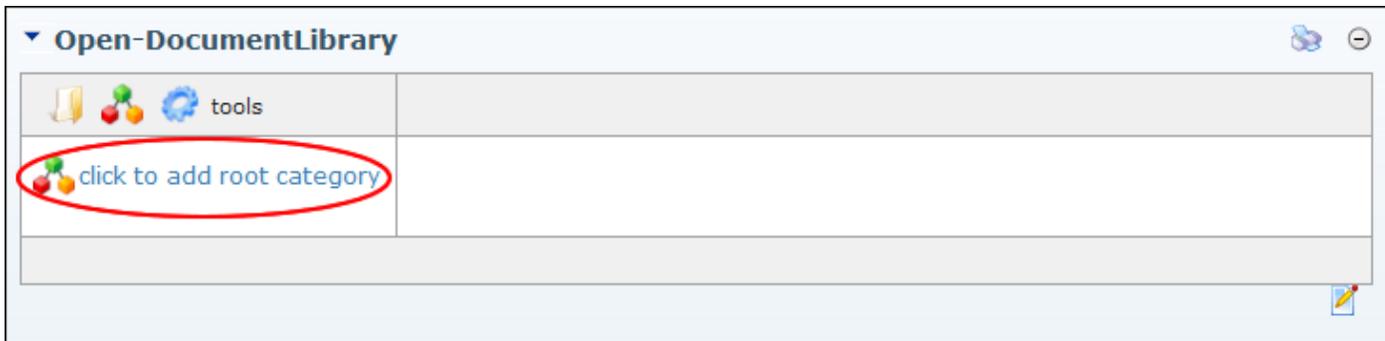
- See "Setting User Security for Folders"

Adding the Parent Category to Library

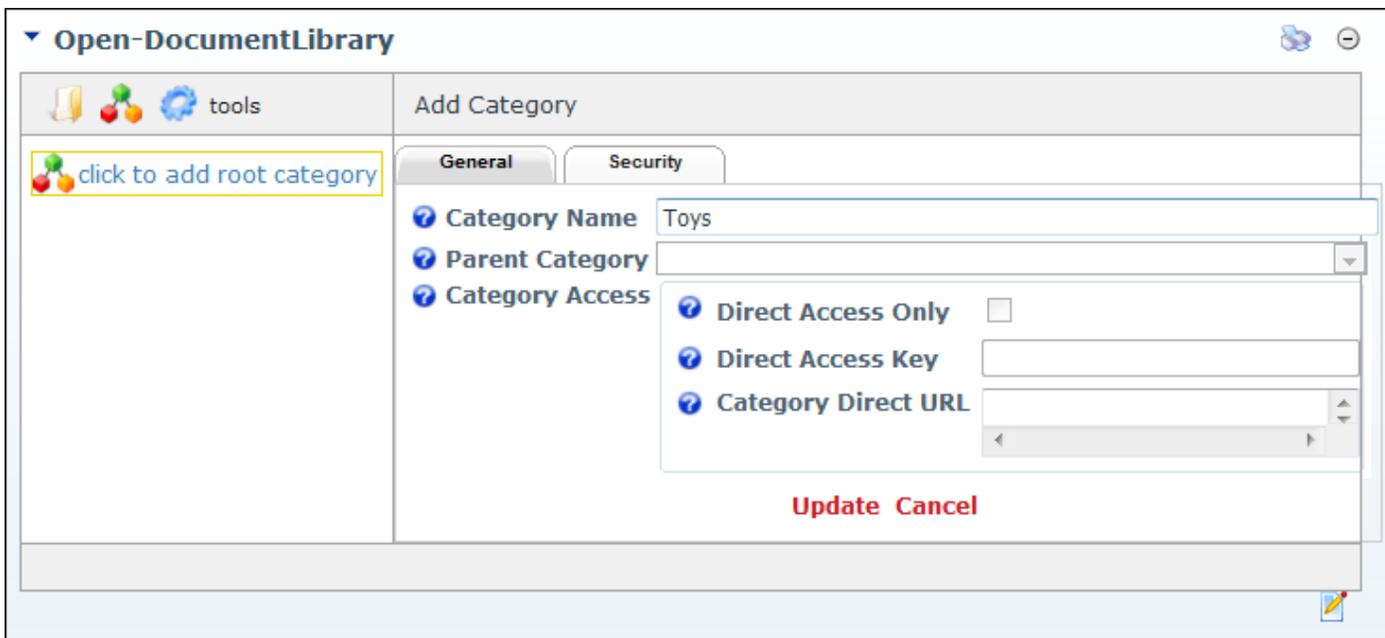
How to create the parent category (also called root category) to the Document Library module. Multiple sub-categories (child categories) can be added below the parent category. Only Administrators can perform this task.

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.

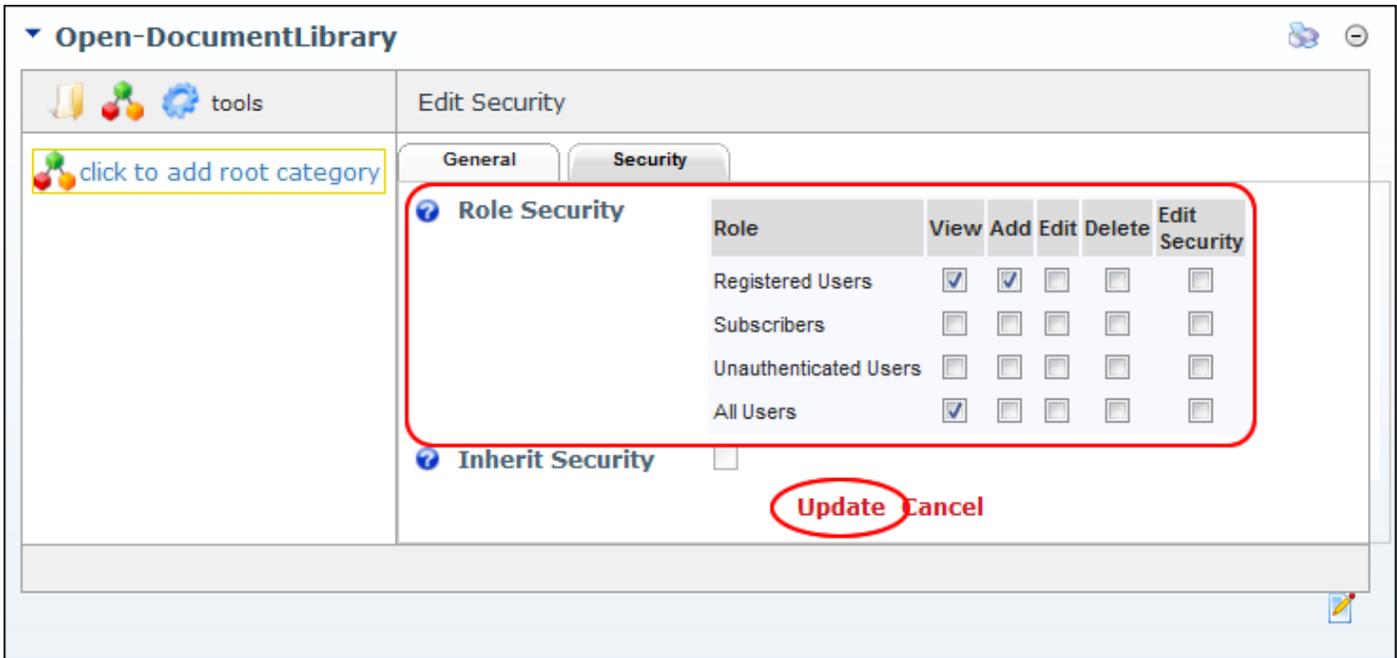
1. Click the **Category**  icon in the toolbar. This displays the Category navigation tree.
2. Click the  Click To Add To Root Category link in the navigation tree. This displays the Add Category section.



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.

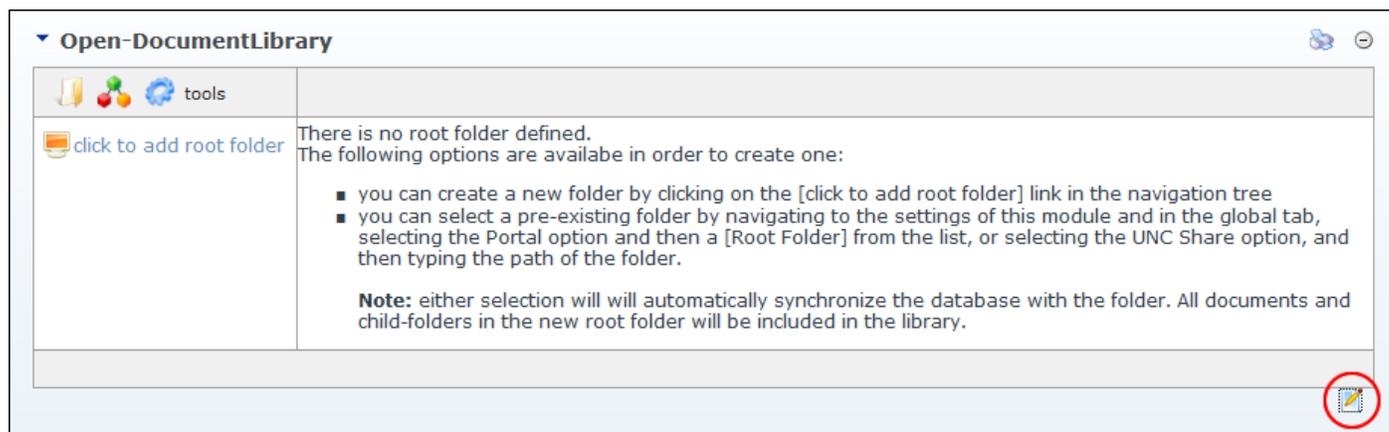
Remember that in DNN, folders are required to grant read, write and modify permissions to the ASP.NET or Network Services user, depending on the operating system you are using. Your newly created folders will inherit these permissions from the parent folder you place them in (in the example Portals/o),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

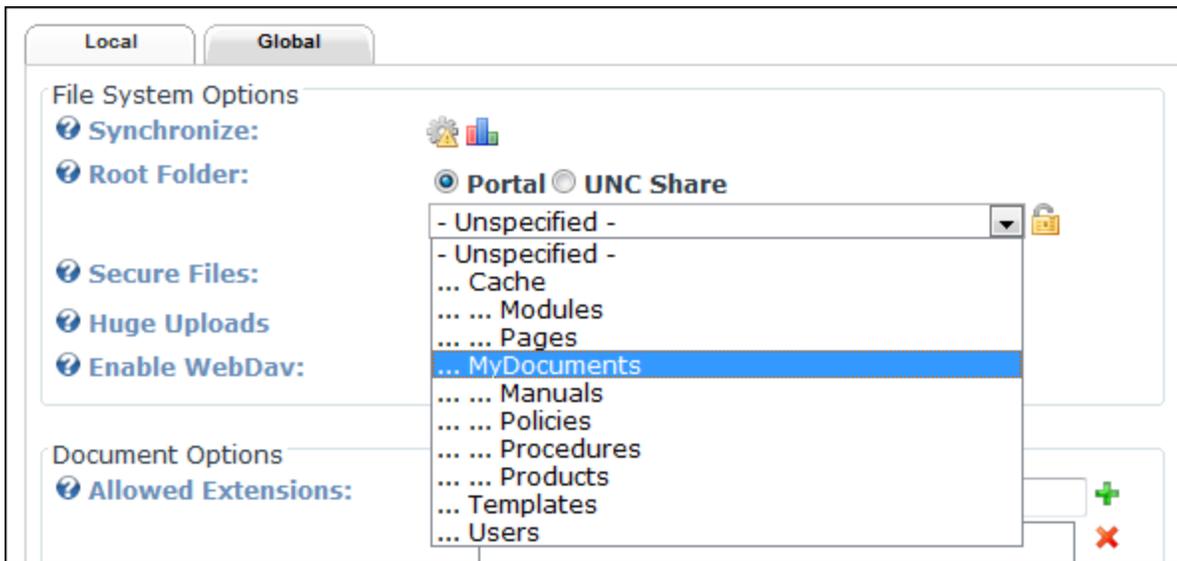
- **Type Portal:** When of type Portal, the root directory will be located under the "Default Directory" of your DNN portal or child portal. In a default portal DNN installation, the default directory would have the following route: <DNN virtual root>/Portals/o In a child portal (named child), the default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

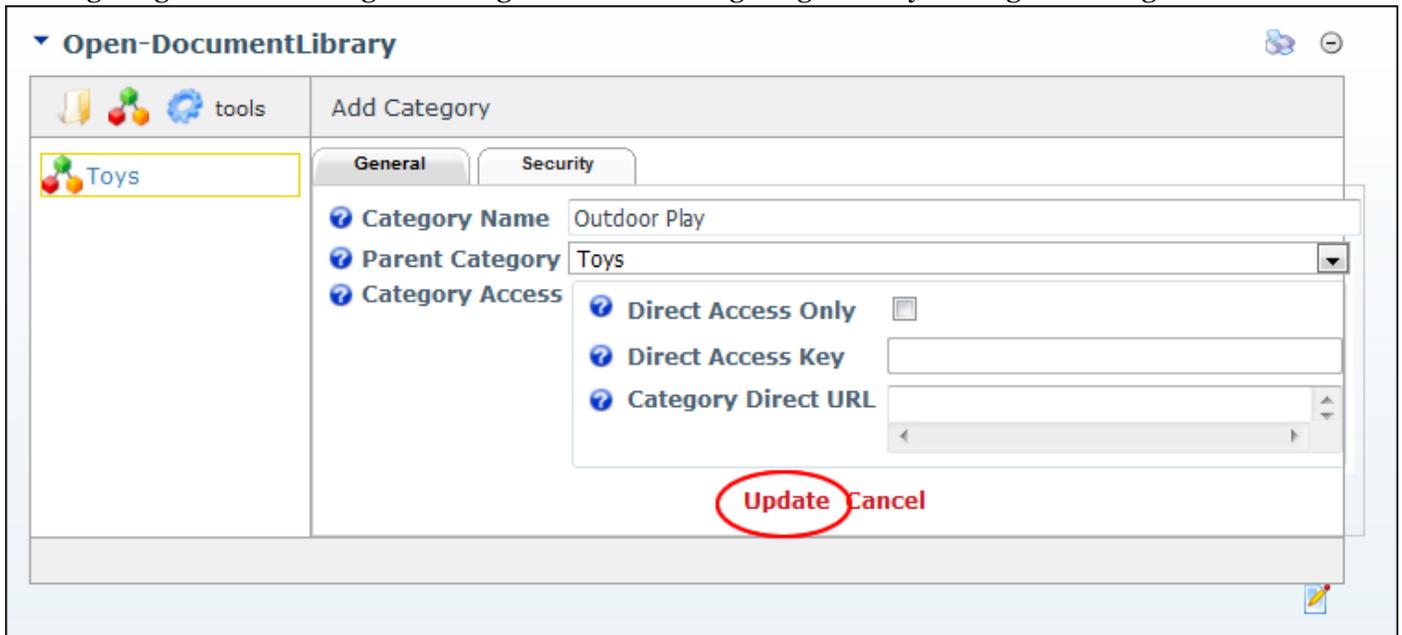
Adding a Sub-Category

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".

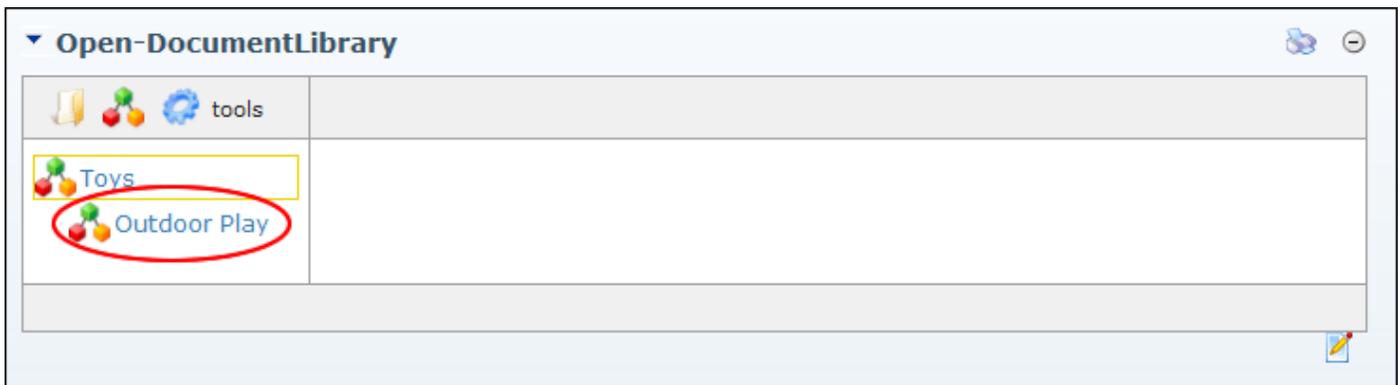
1. **Optional.** Click the **Category**  icon in the toolbar. This displays the Category navigation tree.
2. Right-click on the required category and select  **Add Sub-Category**.



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.

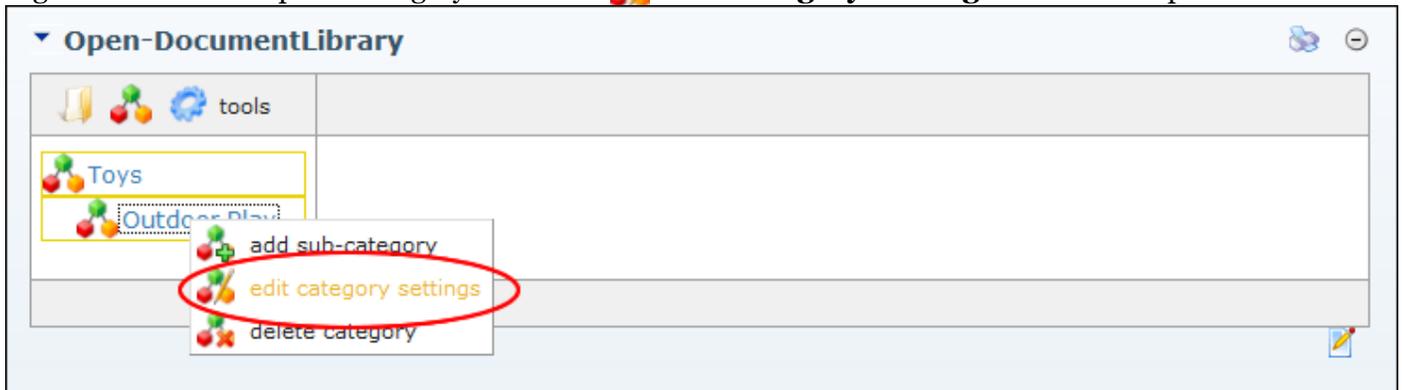


Adding a Sub-Category

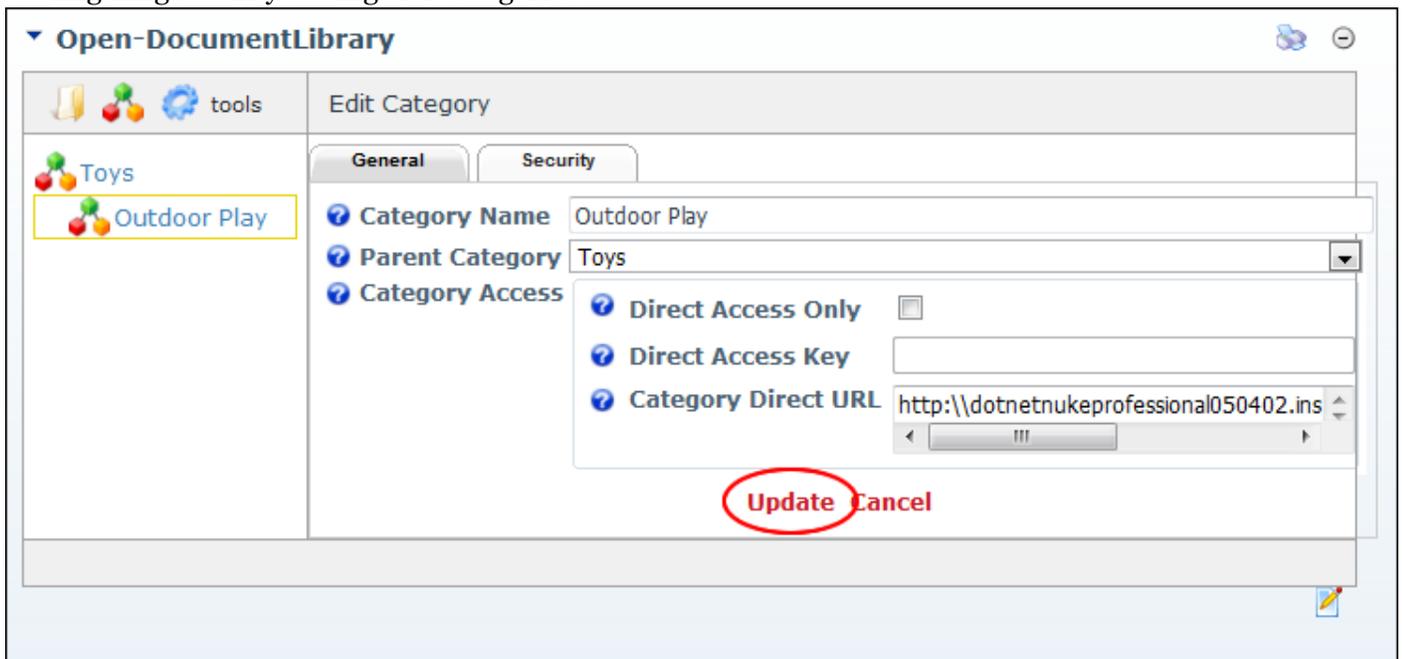
Editing Category Settings

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".



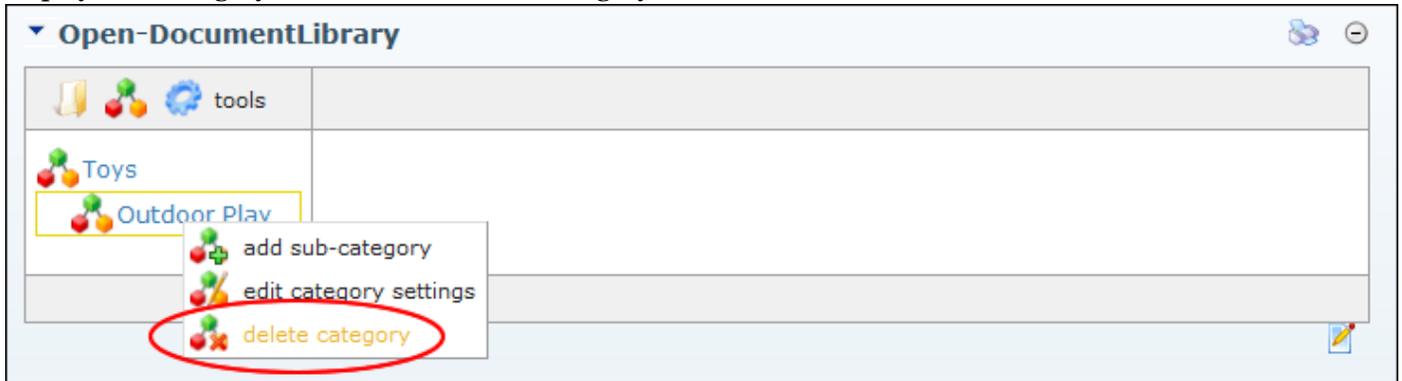
4. Click the Update link.

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.

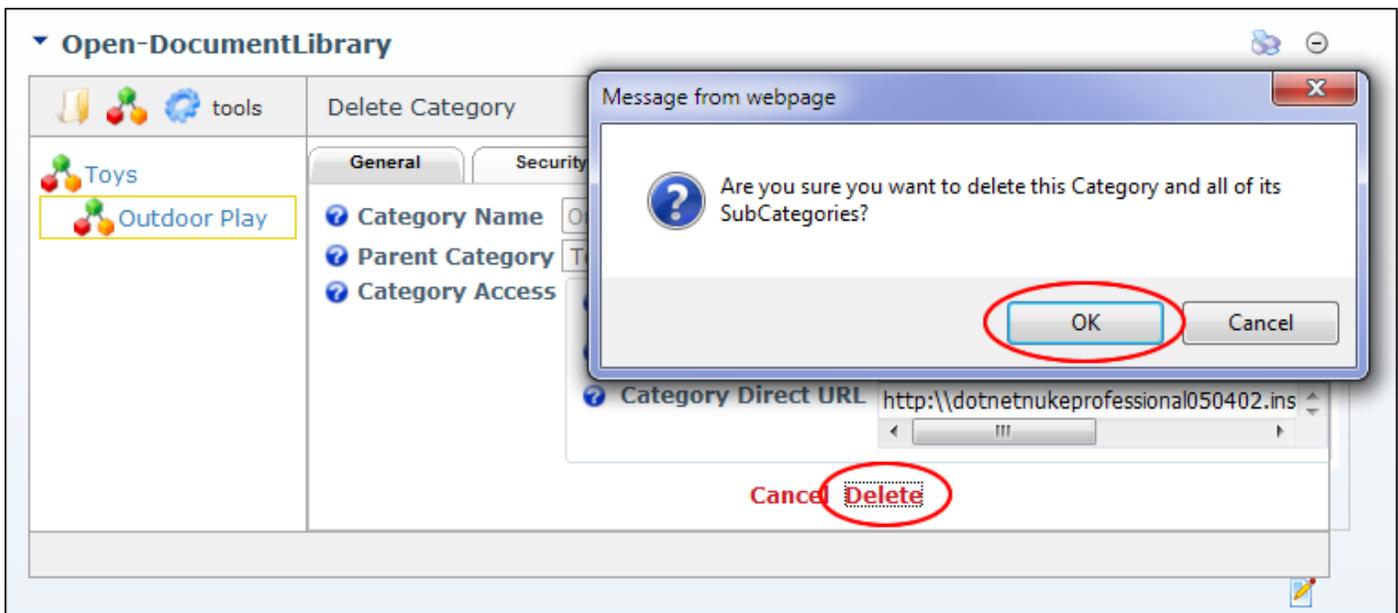
Deleting a Category

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.



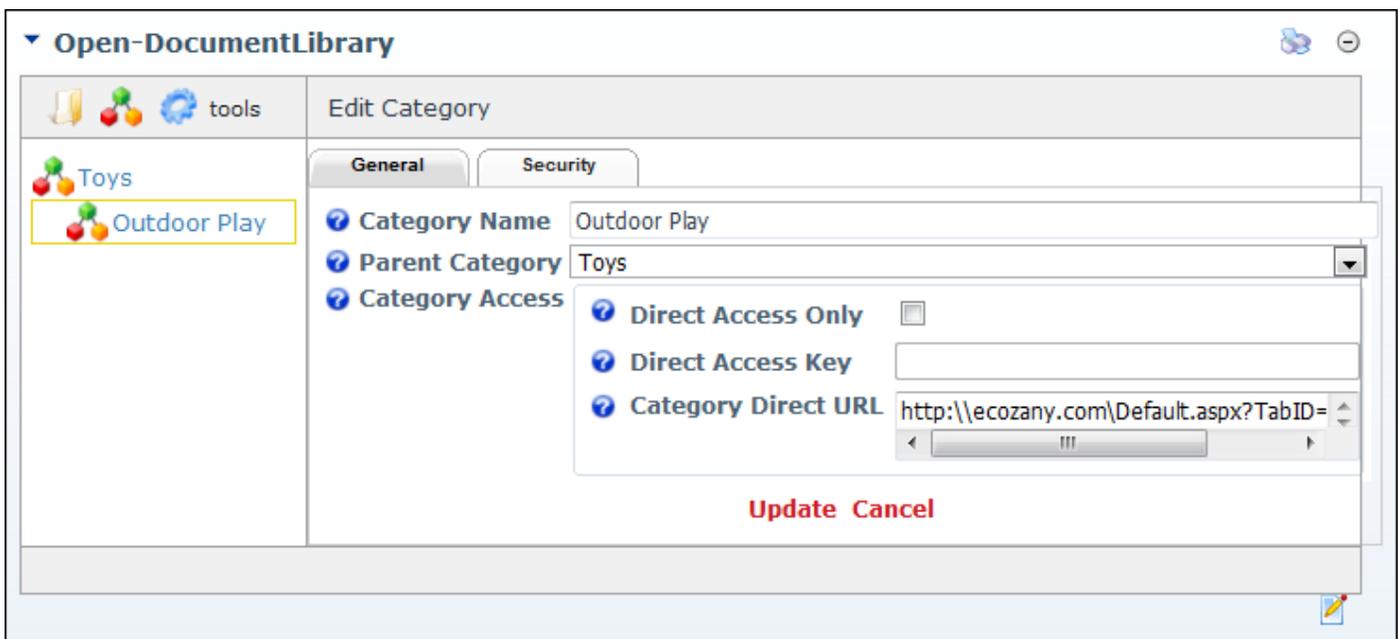
Deleting a Category from the Document Library Module

Configuring General Settings for Categories

How to configure the General settings for categories in the Document Library module. This tutorial assumes you are currently adding or editing a category.

"Editing Category Settings"

1. At **Category Name**, enter or edit name for the category.
2. **Optional.** At **Parent Category**, select the parent category for the current category from the drop-down box. Note: This setting is disabled for the parent category.
3. In the Category Access section, set the follow attributes to determine if and how a category can be accessed directly through a URL or though settings specifications:
4. At **Direct Access Only** select from these options:
 - Check the check box to set this category as hidden from general view, unless accessed directly through the 'Direct URL' (as set below) or through setting the value of 'Restrict List to 1 Category' in the module settings. If the category marked for direct view contains sub-categories, all sub-categories will also be visible, unless those sub-categories have also been marked for direct view as well.
 - i. At **Direct Access Key**, enter a unique key which will be required in order to access this "Direct Access Only" category. If you do add a key, and you access the category through the 'Direct URL' method, then you'll need to place both the xsfid parameter as well as a new key parameter in the URL. If you access the category through the 'Restrict List to 1 Category' method, then you'll need to place only the new key parameter in the URL. [url format: xsfid=id&xsfk=key]
 - ii. At **Category Direct URL** the direct URL for this category is displayed. If linking to this page through an external link, and you only want to show the contents of this specific category (and all of its sub-categories), this is the parameter to be added to the URL. Adding this parameter to the URL will achieve the same results as setting the value of 'Restrict List to 1 Category' in the module settings.
 - Uncheck the check box to enable access to all authorized users using the Navigation tree.



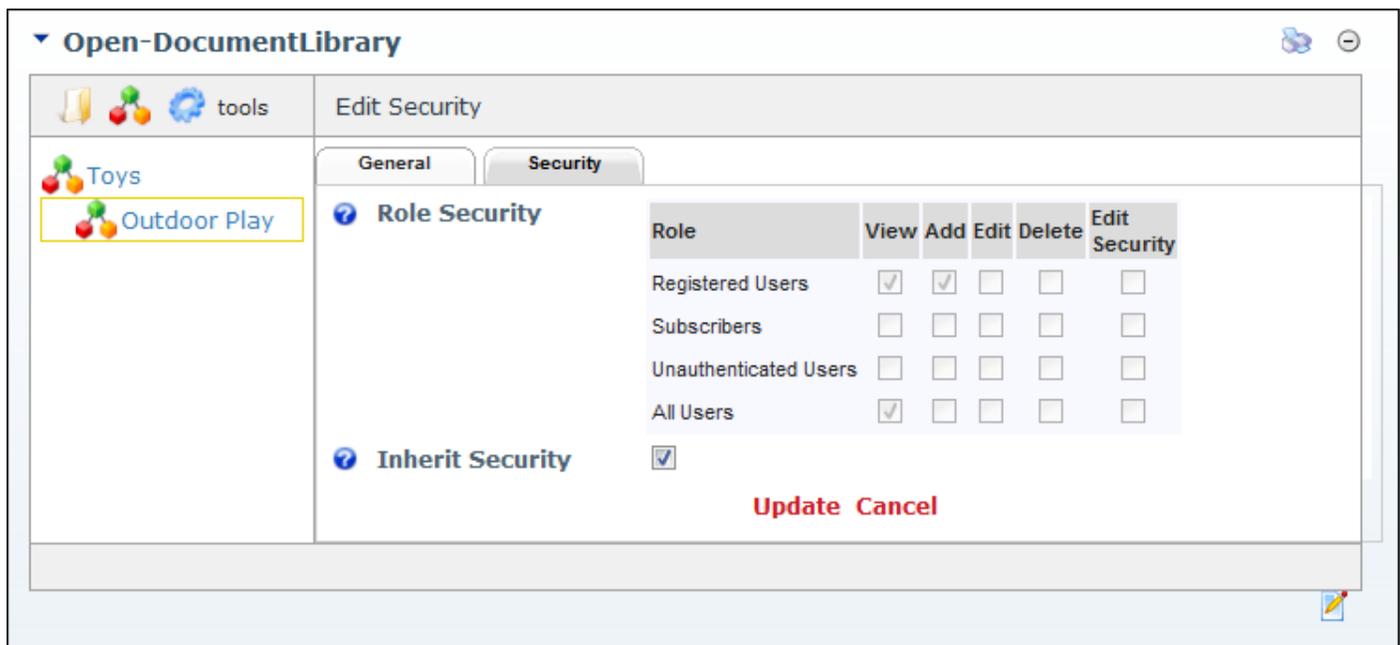
Configuring Category General Settings

Configuring Security Settings for Categories

How to configure the Security settings for categories in the Document Library module. This tutorial 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.



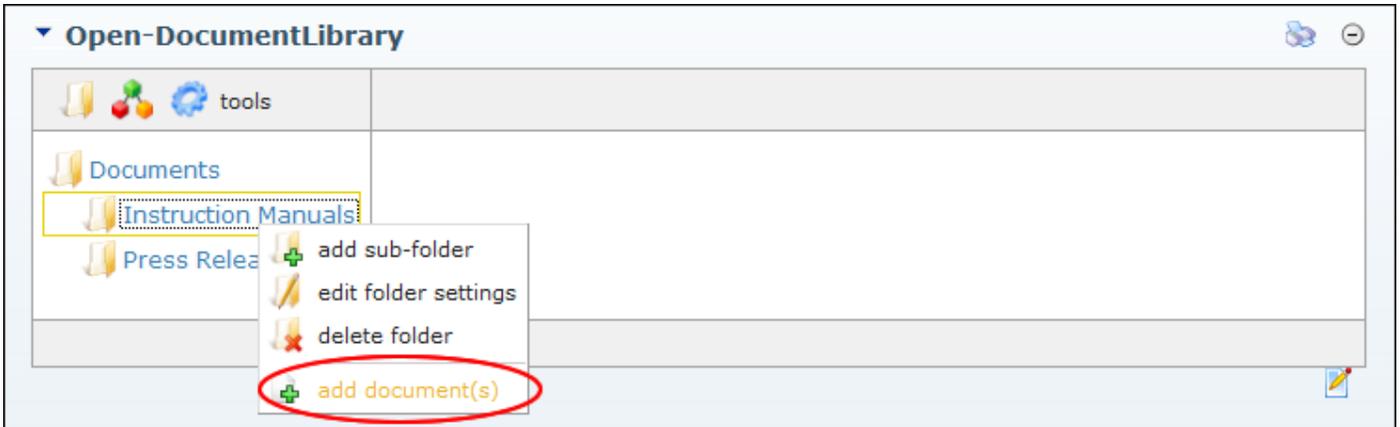
Configuring Category Security Settings

Managing Documents

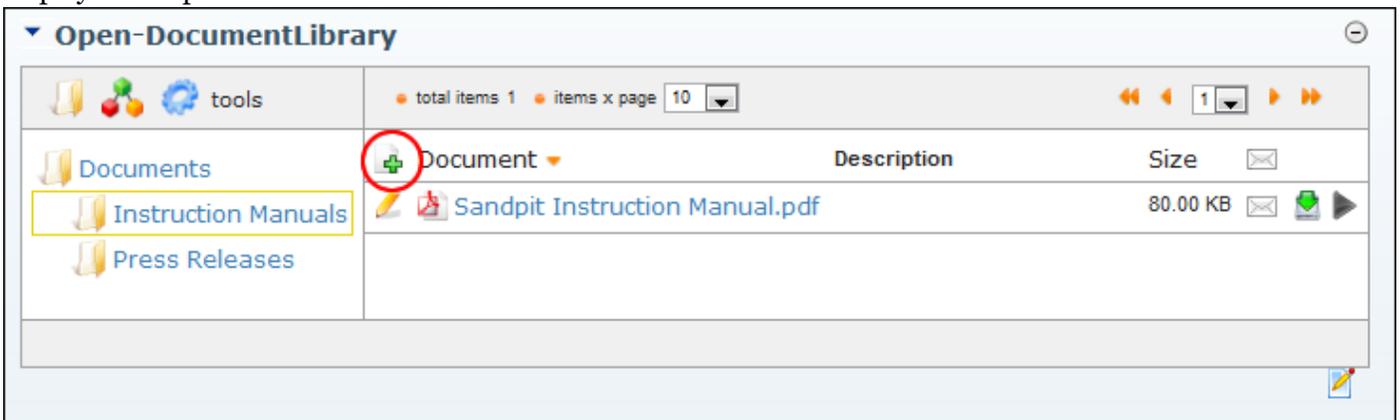
Adding a Document

How to add documents to the Document Library module. This tutorial 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.

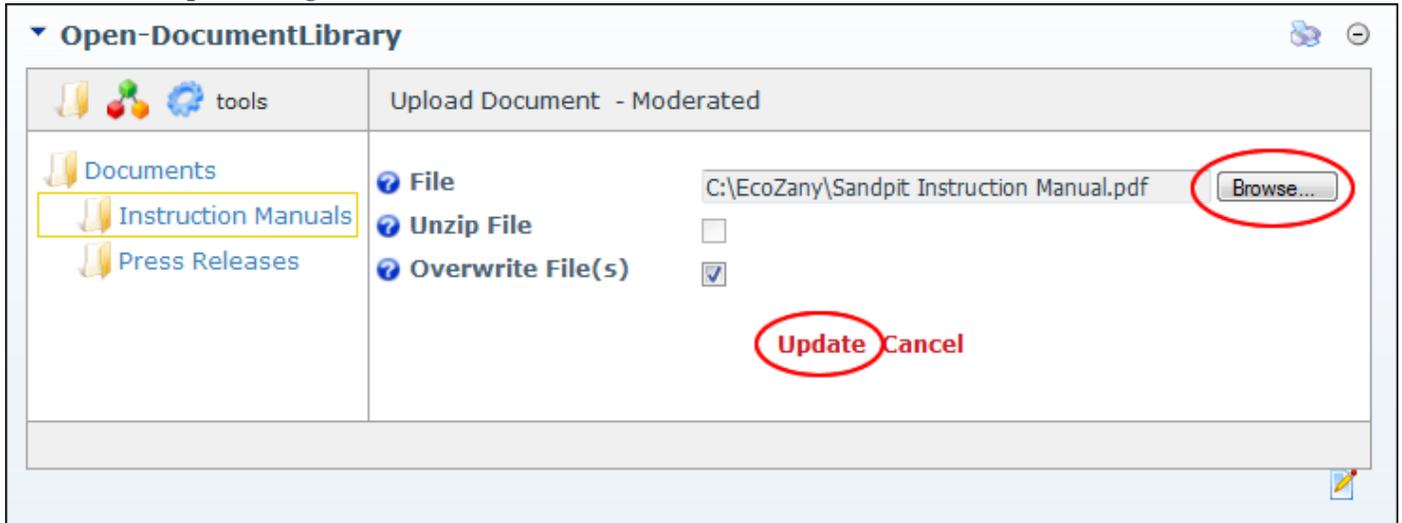


OPTION TWO: Click on a folder to select it and then click the select  **Add Document(s)** button. This displays the Upload Document section.



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" to increase this limit.



7. **Optional.** If this folder is moderated a message reading "Moderated folder upload. All uploaded documents will be reviewed before being published" is displayed.
- 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:
- In the **Document Name** text box, edit the document name if required.
 - At **Folder**, modify the folder this document is located in.
 - At **Categories**, select each category this document is associated with.
 - In the **Description** Editor, enter a description of the document.
 - At **Expiration Date**, select a date when the document expires. The selected date is highlighted gray.

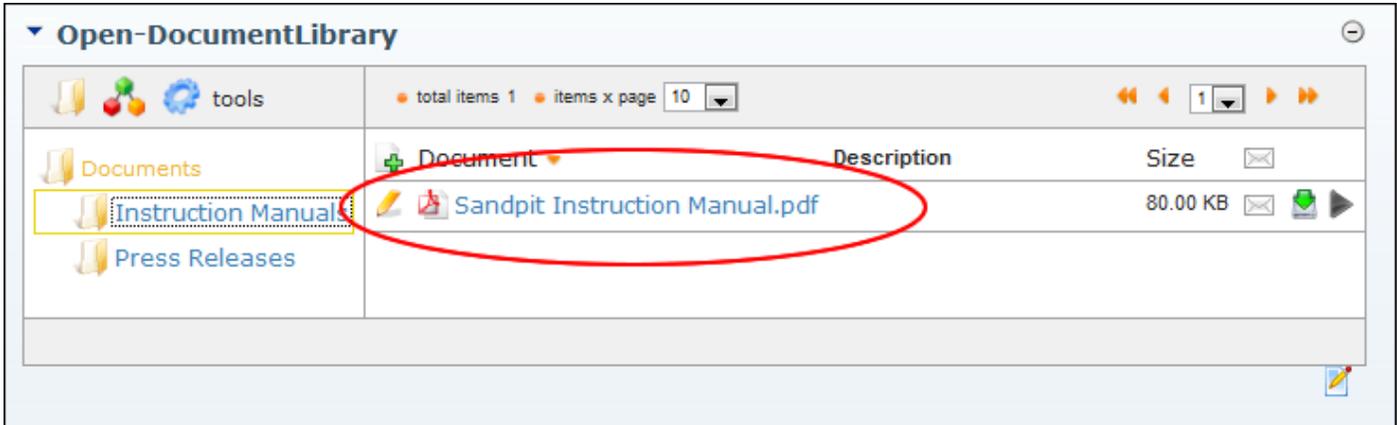
- f. Click the Update link. If the folder isn't moderated, the added file is displayed in the list of documents for that folder.

The screenshot shows the 'Open-DocumentLibrary' interface. On the left, a sidebar contains a 'Documents' section with three folders: 'Documents', 'Instruction Manuals' (highlighted with a yellow box), and 'Press Releases'. The main area is titled 'Edit Document - Moderated' and contains several form fields:

- Document Name:** Sandpit Instruction Manual.pdf
- Folder:** ... Instruction Manuals
- Categories:** A list with checkboxes for 'Toys' and '... Outdoor Play', both of which are checked.
- Description:** A rich text editor with a toolbar containing options for font selection, size, bold, italic, underline, bulleted list, numbered list, link, unlink, and HTML.
- Expiration Date:** A calendar widget showing 'May 2010' with a 'Clear Expiration Date' link to its right.
- Upload Info:** 5/25/2010 12:37:01 PM, admin - Administrator Account
- Modified Info:** -

At the bottom right of the form, there are two buttons: 'Update' (circled in red) and 'Cancel'.

- i. **Optional.** If this folder is moderated a message reading "Moderated folder edit. All edits will be reviewed before being published" is displayed.
- ii. Click the **OK** button.

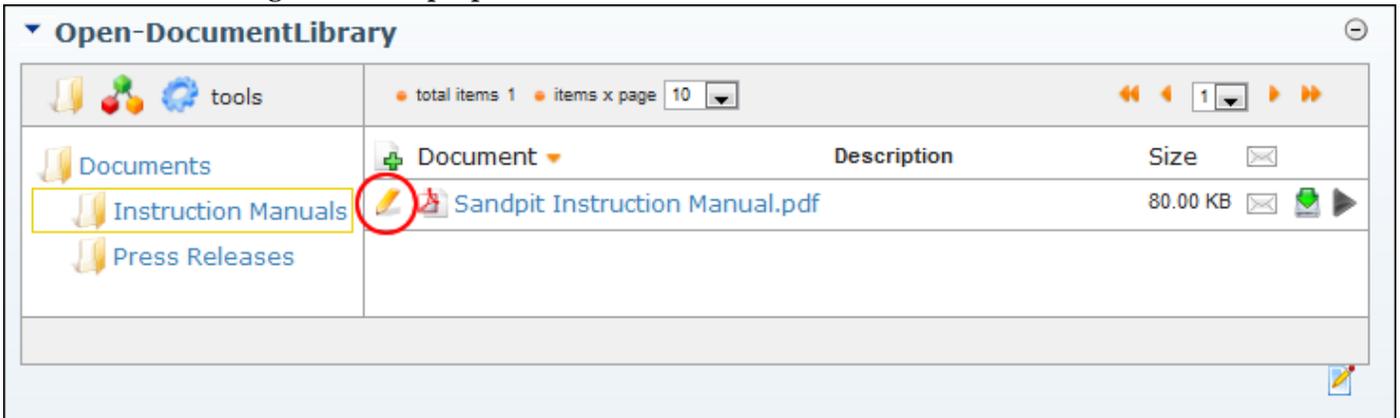


Adding Documents to the Document Library Module

Editing a Document

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

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.
3. Click the **Edit**  button beside the required document. This displays the Edit Document section where you can edit the following document properties.



4. At **Folder**, select a new folder to store the document in.
5. At **Categories**, select the categories you want to associate this document with.

6. In the **Description** text box, enter or edit the document description. This description can contain html and images if you want to. Also, you always have the option not to display the description by going to the settings and uncheck the “display description” option for the document grid.
7. Click the Update link. If the folder isn't moderated, the added file is displayed in the list of documents for that folder.
 - i. **Optional.** If this folder is moderated a message reading "Moderated folder edit. All edits will be reviewed before being published" is displayed.
 - ii. Click the **OK** button.

Open-DocumentLibrary Edit Document - Moderated

Documents

- Instruction Manuals
- Press Releases

Document Name Sandpit Instruction Manual.pdf

Folder ... Instruction Manuals

Categories

- Toys
- ... Outdoor Play

Description

Select Font Size B I U

How to construct the EcoZany sandpit in five easy steps.

Expiration Date < May 2010 > **Clear Expiration Date**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Upload Info 5/25/2010 5:33:34 PM
Annie - Annabella Chin

Modified Info -

Document Versioning

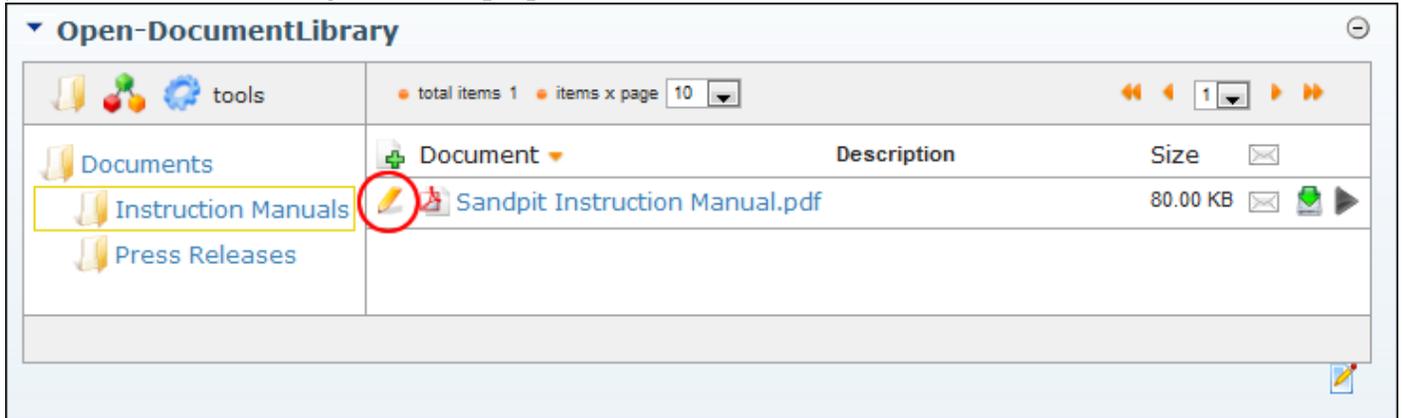
Update **Cancel** **Delete**

Editing a Document

Deleting a Document

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

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on a Folder to select it.
3. Click the **Edit**  button beside the required document. This displays the Edit Document window where you can edit the following document properties.



4. Click the Delete link. This displays the message "Are you sure you want to delete this Document?"
5. Click the **OK** button to confirm.

Tip: If the Delete link is disabled the file may be awaiting moderation.

Open-DocumentLibrary

tools

Edit Document - Moderated

Documents

Instruction Manuals

Press Releases

Document Name: Sandpit Instruction Manual.pdf

Folder: ... Instruction Manuals

Categories:

- Toys
- ... Outdoor Play

Description:

How to construct the EcoZany sandpit in five easy steps.

Expiration Date:

< May 2010 > [Clear Expiration Date](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Upload Info:

5/25/2010 5:33:34 PM
Annie - Annabella Chin

Modified Info:

5/25/2010 7:08:05 PM
Annie - Annabella Chin

Document Versioning

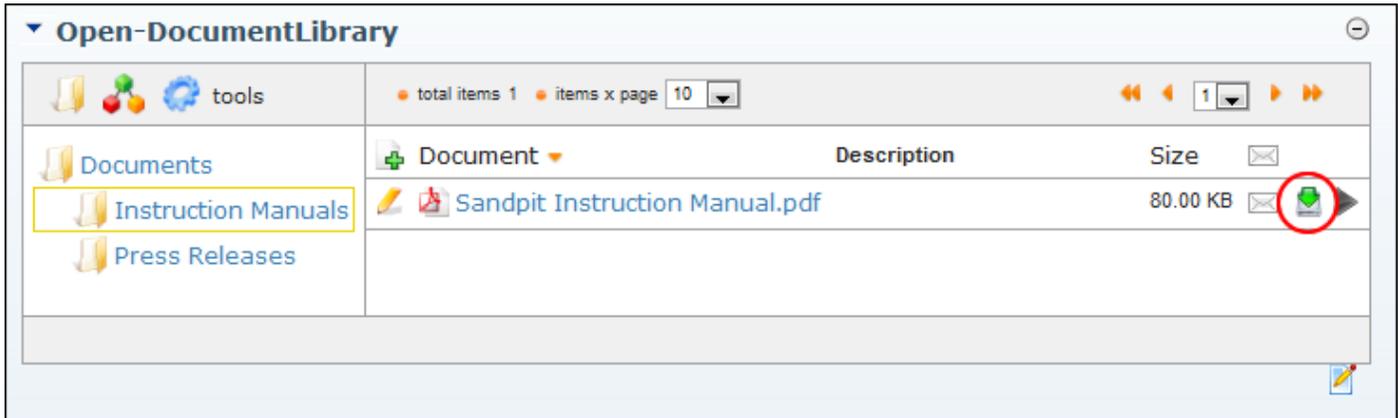
Update Cancel **Delete**

Deleting a Document

Downloading a Document

How to download the selected document to your local file system.

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the navigating tree, click on a Folder to select it.
3. Click the **Download**  button. You'll be asked to either open the document or to store it in a folder in your local file system.



Downloading a Document

Re-Submitting a Document

How to re-submit a document using the Document Library module. This is necessary when you receive notification from a moderator requesting you to revise and then re-submit a previously uploaded document for approval. This tutorial explains how to edit the document properties and re-submit it.

1. On the toolbar, navigate to  **Tools** >  **Moderate** and then select  **My Items**.
2. **Optional.** In the Filter Options section, apply one or more filters. See "Moderation Filter Options"
3. Click the **Review**  button beside the required file. This opens the Edit Document section.
4. **Optional.** Edit one or more document fields and then click the Update link.
5. Click the Re-Submit link: Select to re-submit the file for moderation.

Filter Options

- status -

User Name
Annie

Start Date

End Date

view items cancel

Edit Document

Document Name Fortress Instruction Manual.pdf

Folder ... Instruction Manuals

Categories

Toys

... Outdoor Play

Description

How to construct the EcoZany fortress in ten simple steps. Our easy to follow instructions are perfect for the beginner handyperson.

Upload Info

5/28/2010 6:40:04 AM
Annie - Annabella Chin

Modified Info

5/28/2010 6:41:03 AM
Annie - Annabella Chin

Re-Submit
 Update Cancel
 Revise Reject Accept

total recs. 1 recs. x page 10

Status	Document Name	Description	Size	Uploaded	Modified	
	Fortress Instruction Manual.pdf		80.00 KB	Annie Annabella Chin 5/28/2010 6:40:04 AM	Annie Annabella Chin 5/28/2010 6:41:03 AM	🔍 ✖ 📄

page 1 of 1

Status Legend
| submitted
| revise
| rejected

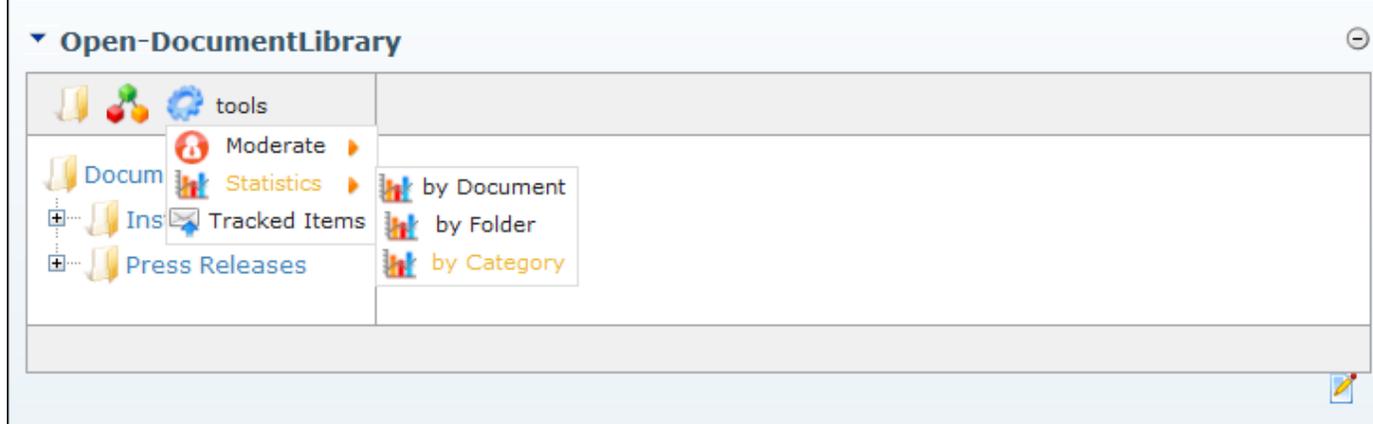
Re-Submitting a Document

Viewing Statistics

How to view the comprehensive set of statistics tools using the Document Library module. Keep track of folder, category and document access as well as see who is clicking on folders and categories and downloading documents. All statistics can be filtered by user profile and access dates, as well as other folder or category specific parameters. Note: In the below examples we will look at Document statistics, but keep in mind that the same principles apply to Folder and Category statistics.

1. Mouse over **Tools** > **Statistics** in the navigation toolbar and select from these options:
 - **[by Documents]**: Select to view document statistics.
 - **[by Folder]**: Select to view folder statistics.

-  **[by Category]**: Select to view category statistics.



2. This opens either the Document Statistics, Folder Statistics or Category Statistics pane according to your selection and display a list with a summary of all download activity.
3. **Optional.** In the Filter Options section, apply one or more filters from these options:
 - a. At **Folder**, select which folder you want to restrict results to. Note: This option is only available when viewing Document Statistics.
 - b. At **User Name**, click on the **User**  button to select a single user's items to view. This opens the User Picker window where you can view a list of the existing users.
 - i. Use the A-Z links across the top to filter users by the first letter of their username.
 - ii. To select a user, click the **Select User**  button to the right of their name. This displays their username in the User Name text box.
 - c. At **Start Date**, click the **Calendar**  button and select the first date statistical information was retrieved. See "Working with the Calendar"
 - d. At **End Date**, click the **Calendar**  button and select the last date statistical information was retrieved. See "Working with the Calendar"
 - e. Click the View Statistics link to view items matching the selected filters.

Document Statistics

Filter Options

total recs. 4 recs. x page 10

Document Path	Document Name	Downloads
Documents/ Instruction Manuals	Sandpit Instruction Manual.pdf	1
Documents/ Instruction Manuals/ Construction	Sandpit Instruction Manual.pdf	2
Documents/ Press Releases/ TV Commercials	EcoZany.avi	17
Documents/ Instruction Manuals/ Construction	Fortress Construction Video.avi	4

page 1 of 1

view statistics cancel

by Folder by Category cancel

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

Document Statistics

Filter Options

Download Details

Document Path: Documents/ Instruction Manuals/ Construction

Document Name: Sandpit Instruction Manual.pdf

Download Details

Module Page	User Name	Timestamp
Doc	Johan Jamieson	5/26/2010 4:04:00 PM
Doc		5/26/2010 4:04:00 PM

total recs. 4 recs. x page 10

Document Path	Document Name	Downloads
Documents/ Instruction Manuals	Sandpit Instruction Manual.pdf	1
Documents/ Instruction Manuals/ Construction	Sandpit Instruction Manual.pdf	2
Documents/ Press Releases/ TV Commercials	EcoZany.avi	17
Documents/ Instruction Manuals/ Construction	Fortress Construction Video.avi	4

page 1 of 1

view statistics cancel

by Folder by Category cancel

Viewing Statistics

Tip: Quick links to change to Folder, Category or Document statistics is displayed at the base of the page.

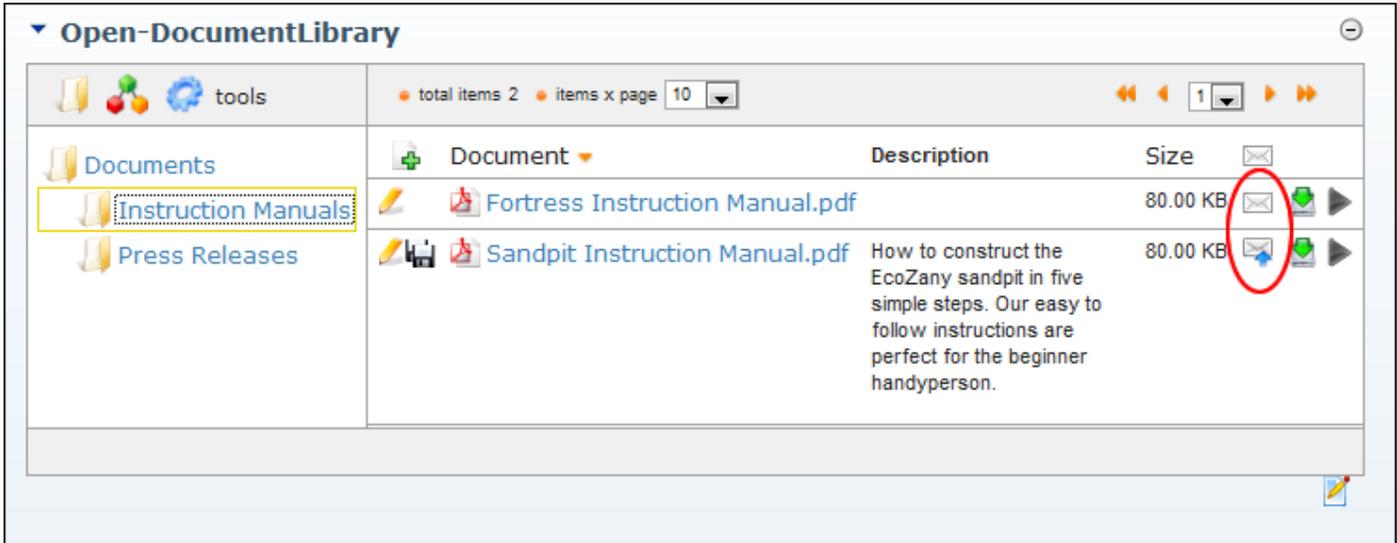
Enabling Document Tracking

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.

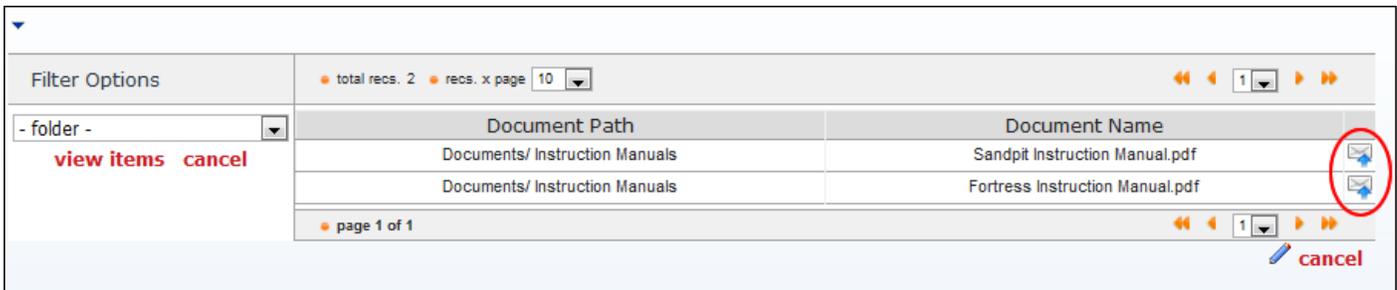


Enabling or Disabling Document Tracking

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 if 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.

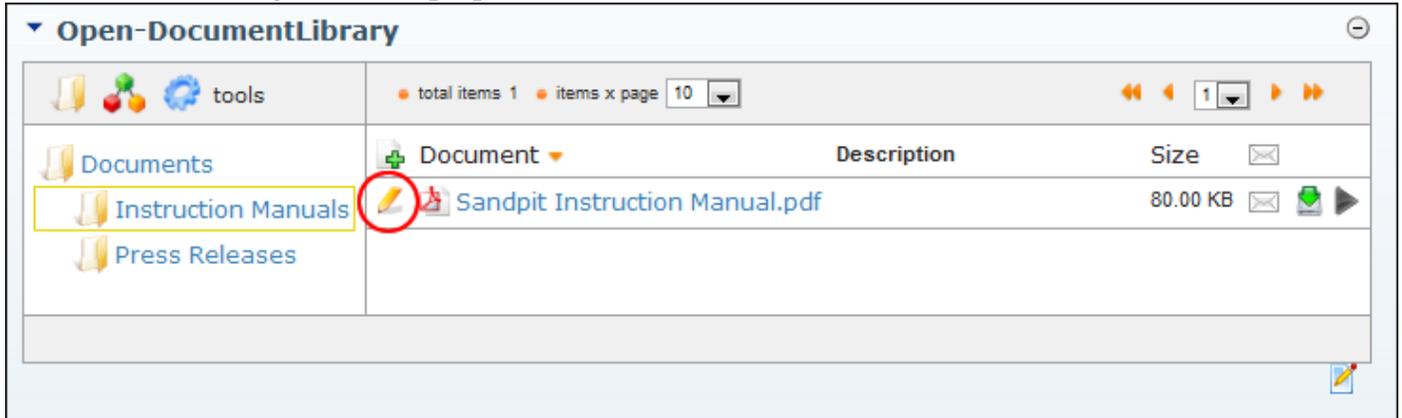


Managing Document Tracking

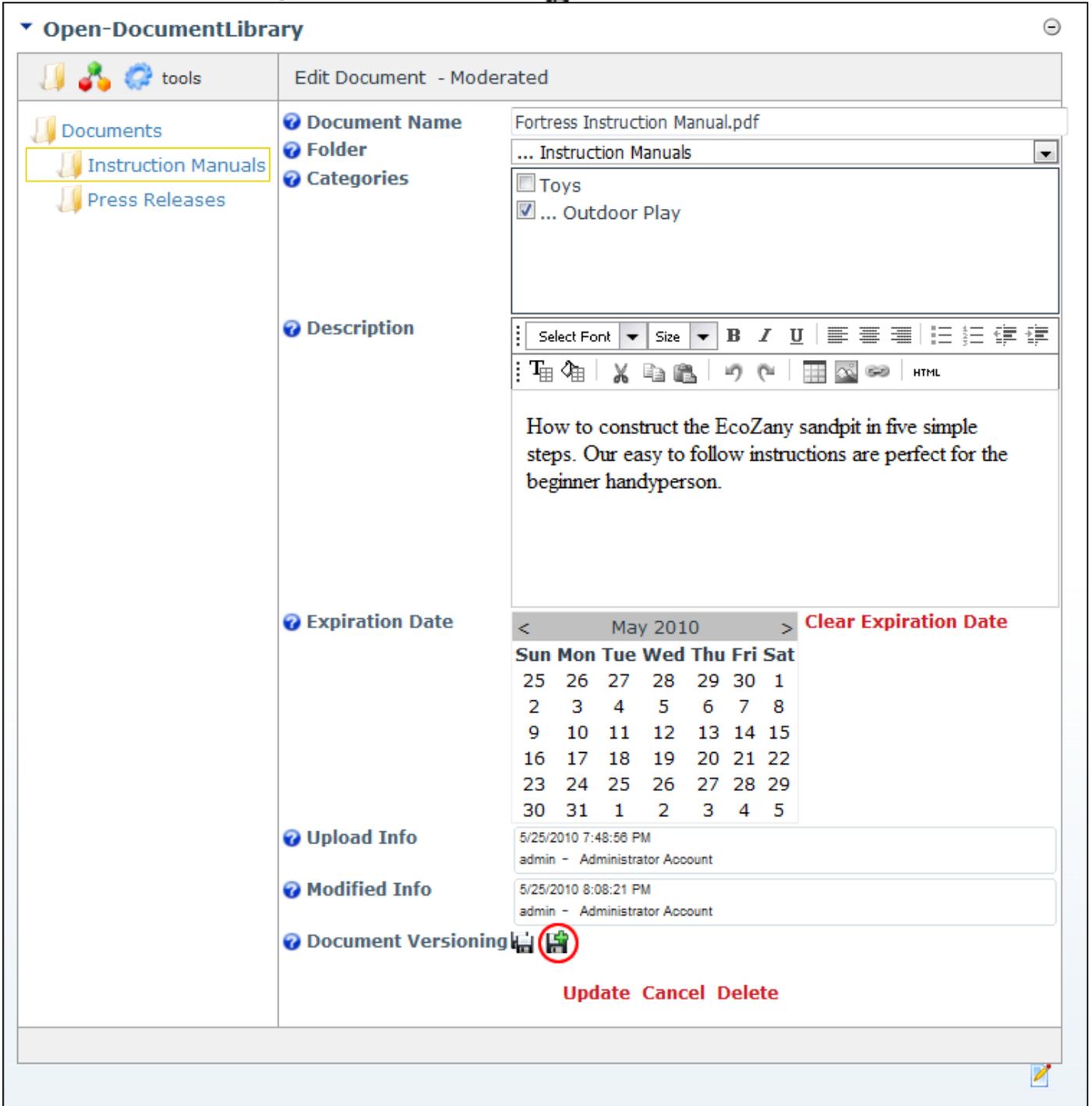
Adding a Document Version

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.



The screenshot shows the 'Open-DocumentLibrary' interface for editing a document. The document is titled 'Fortress Instruction Manual.pdf' and is located in the 'Instruction Manuals' folder. The document is categorized under 'Outdoor Play'. The description reads: 'How to construct the EcoZany sandpit in five simple steps. Our easy to follow instructions are perfect for the beginner handyperson.' The expiration date is set for May 2010. The upload and modified information both show '5/25/2010 7:48:58 PM' and '5/25/2010 8:08:21 PM' respectively, both by 'admin - Administrator Account'. The 'Document Versioning' section is highlighted with a red circle around the 'Add Version' icon, and the 'Update Cancel Delete' buttons are visible below it.

Open-DocumentLibrary

tools

Documents

- Instruction Manuals
- Press Releases

Edit Document - Moderated

Document Name Fortress Instruction Manual.pdf

Folder ... Instruction Manuals

Categories

- Toys
- ... Outdoor Play

Description

Select Font Size **B** *I* U [List Bulleted] [List Numbered] [List None] [Text Color] [Background Color] [Link] [Unlink] [HTML]

How to construct the EcoZany sandpit in five simple steps. Our easy to follow instructions are perfect for the beginner handyperson.

Expiration Date < May 2010 > [Clear Expiration Date](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

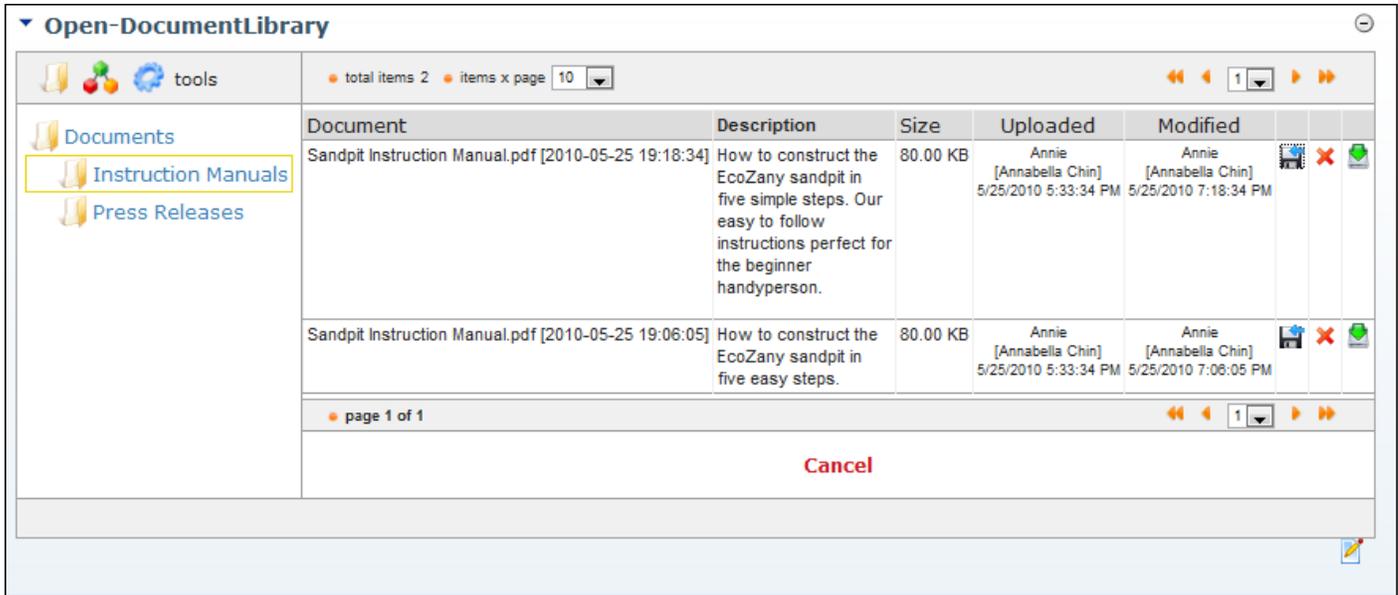
Upload Info 5/25/2010 7:48:58 PM
admin - Administrator Account

Modified Info 5/25/2010 8:08:21 PM
admin - Administrator Account

Document Versioning 

[Update](#) [Cancel](#) [Delete](#)

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.

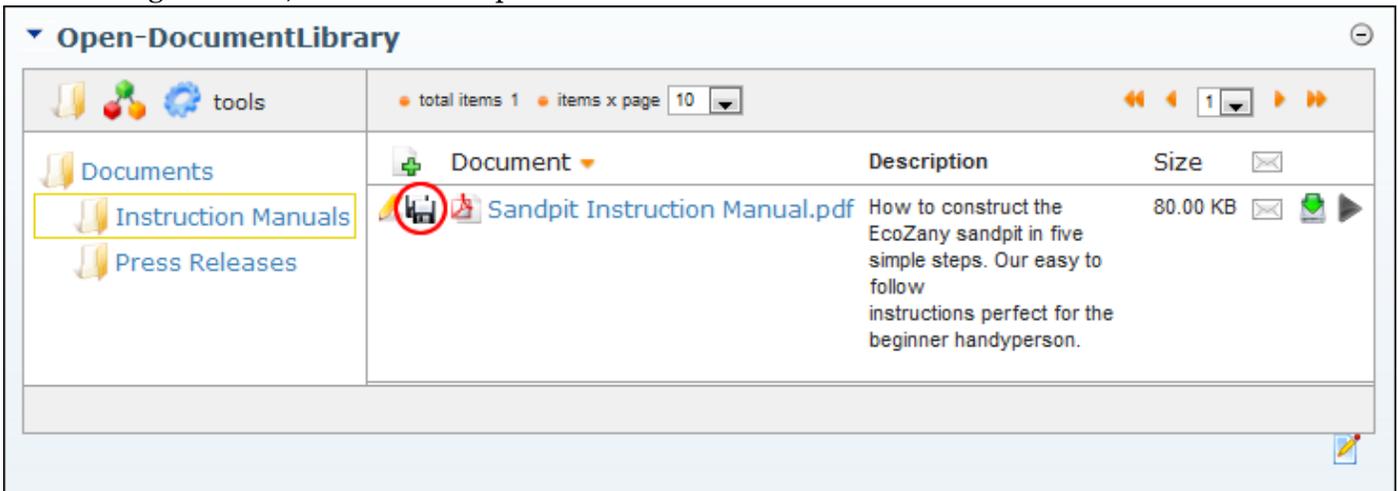


Creating a Document Version

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.

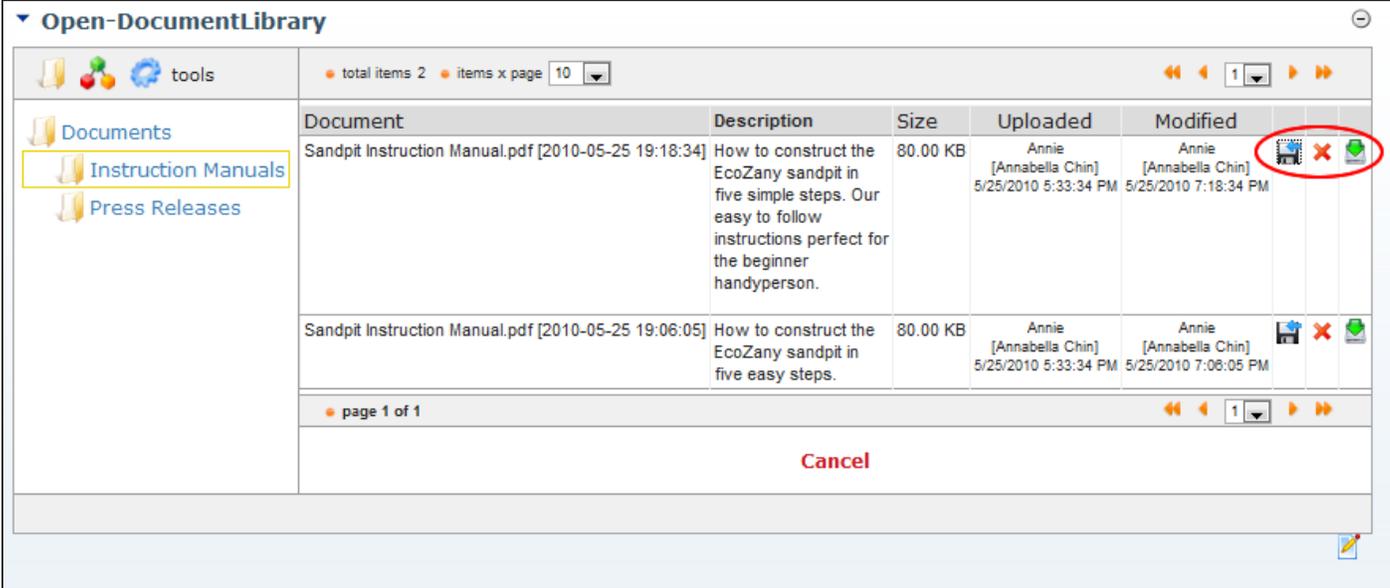
1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.



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.



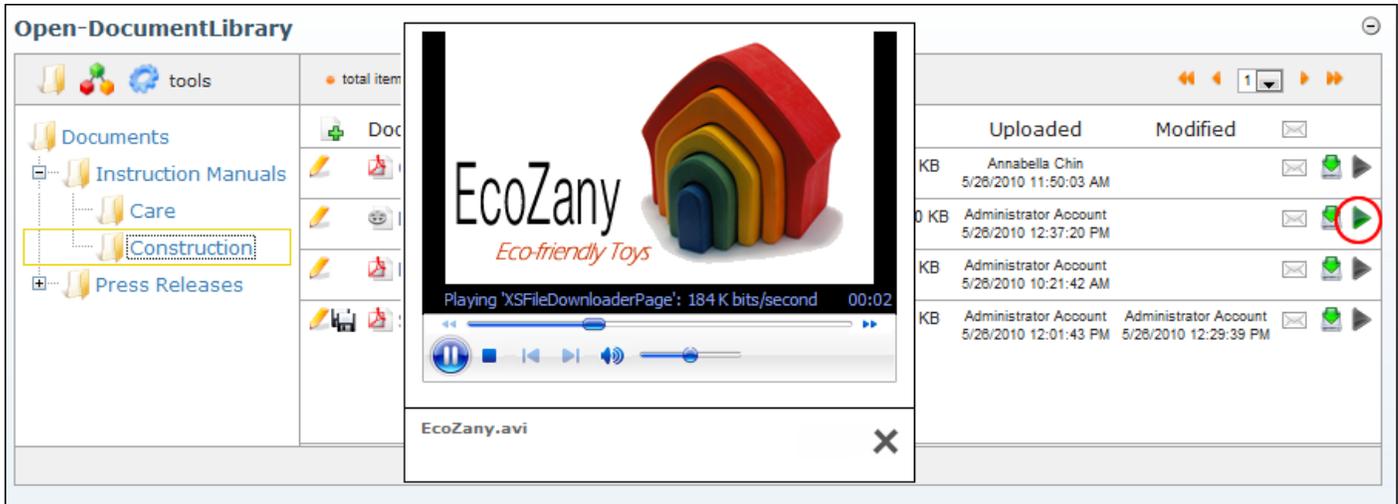
The screenshot shows the 'Open-DocumentLibrary' interface. On the left, there is a navigation pane with 'Documents' expanded, showing 'Instruction Manuals' and 'Press Releases'. The main area displays a table with columns: Document, Description, Size, Uploaded, and Modified. Two rows of documents are visible, both titled 'Sandpit Instruction Manual.pdf'. The first row has a timestamp of [2010-05-25 19:18:34] and a description: 'How to construct the EcoZany sandpit in five simple steps. Our easy to follow instructions perfect for the beginner handyperson.' The second row has a timestamp of [2010-05-25 19:06:05] and a description: 'How to construct the EcoZany sandpit in five easy steps.' Both rows show a size of 80.00 KB and were uploaded by Annie [Annabella Chin] on 5/25/2010. The 'Modified' column for the first row shows 5/25/2010 7:18:34 PM, and for the second row, it shows 5/25/2010 7:06:05 PM. Action buttons (Restore, Delete, Download) are visible at the end of each row, with the first row's buttons circled in red. A 'Cancel' button is located at the bottom of the table area. The interface also includes a toolbar with 'tools', 'total items 2', 'items x page 10', and navigation arrows.

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.

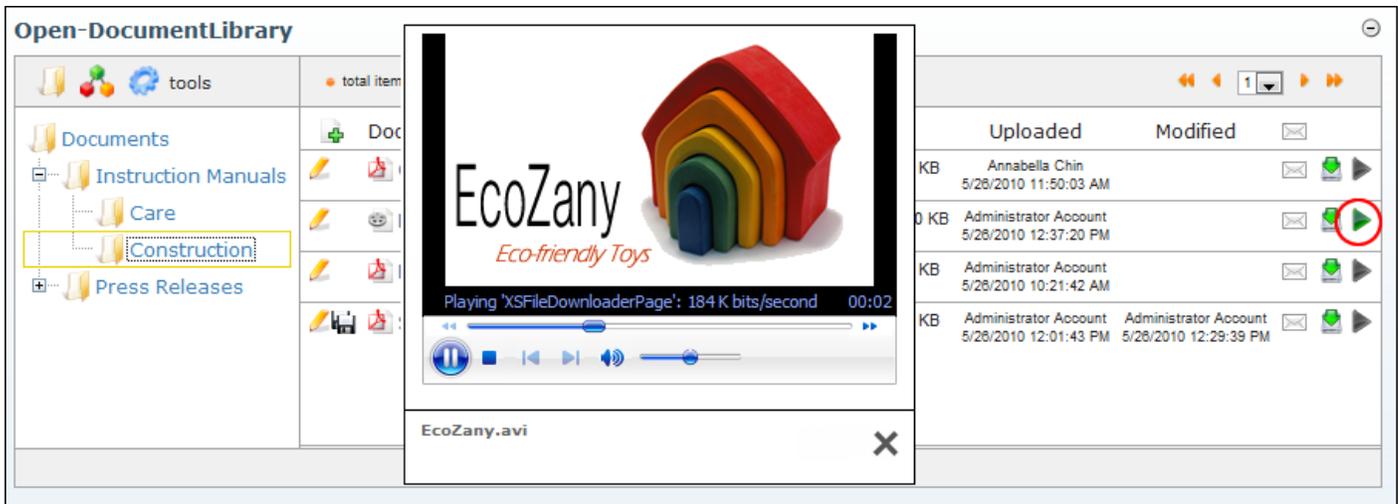


Viewing Media

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.



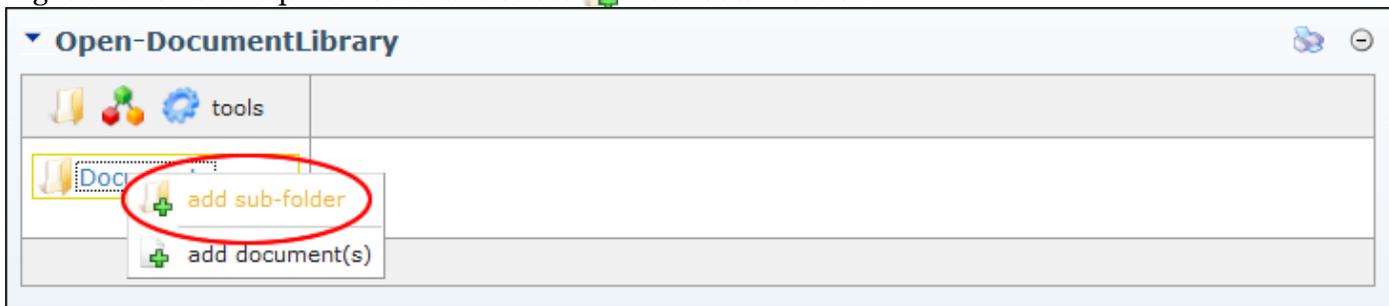
Viewing Media

Managing Folders

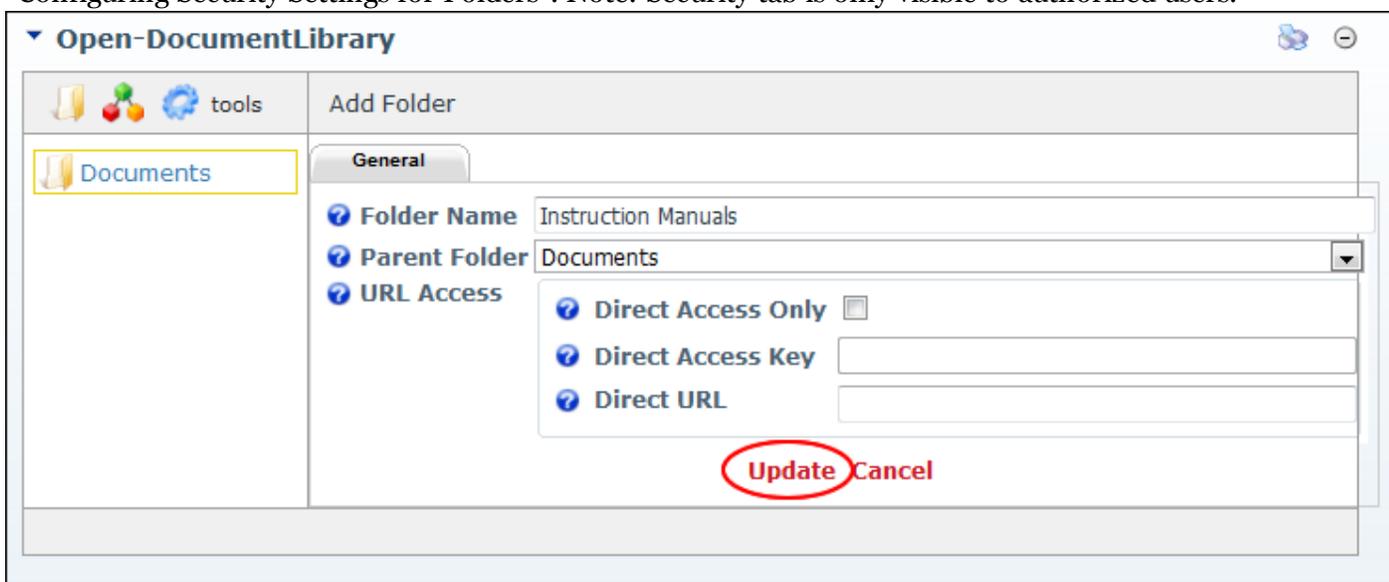
Adding a Sub-Folder

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.

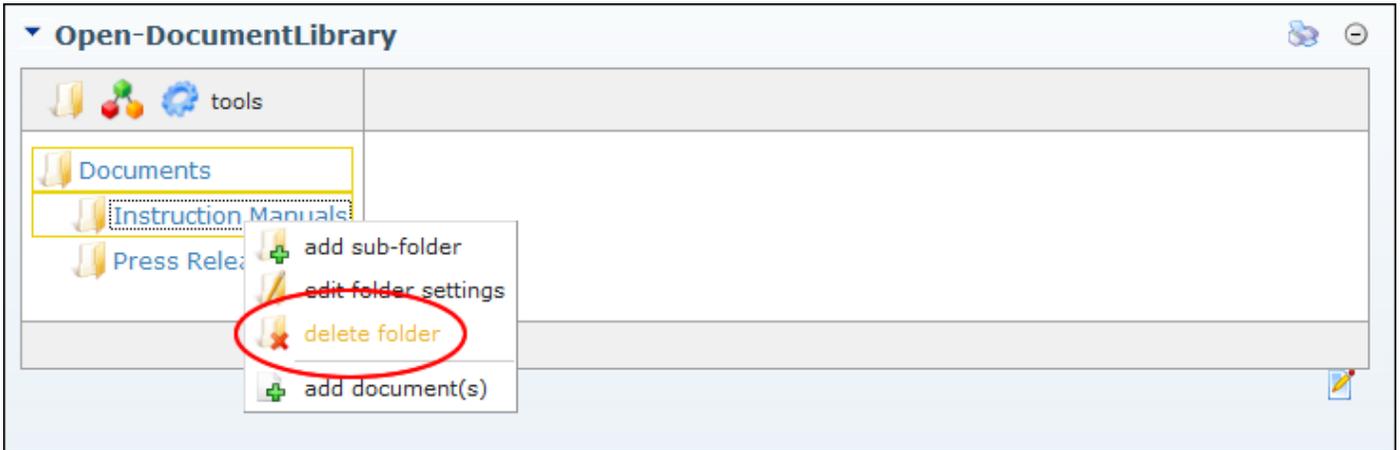
Tip: The parent folder of a specific folder can be also changed through drag & drop utility. Just select the folder you want to move, click the left button and drag the folder to the chosen parent folder.

Deleting a Folder

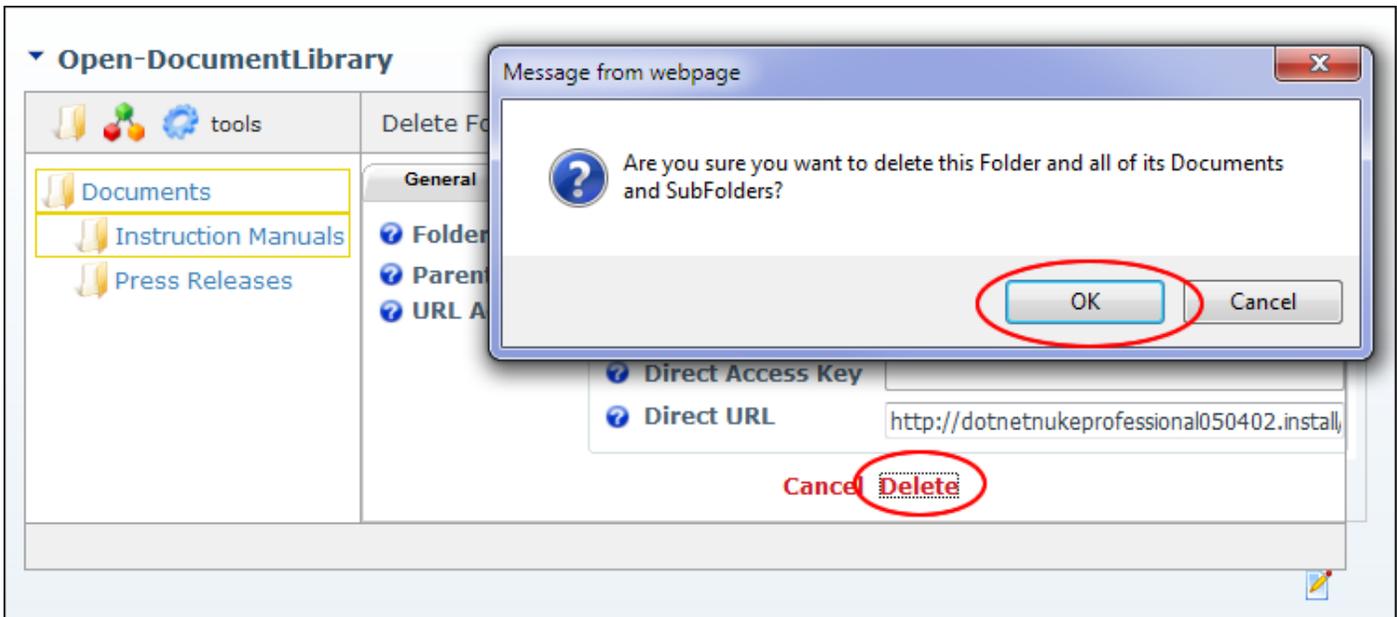
How to delete a folder in the Document Library module. This deletes the folder from both the database as well as the file system.

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 SubFolders?"
4. Click the **OK** button to confirm.



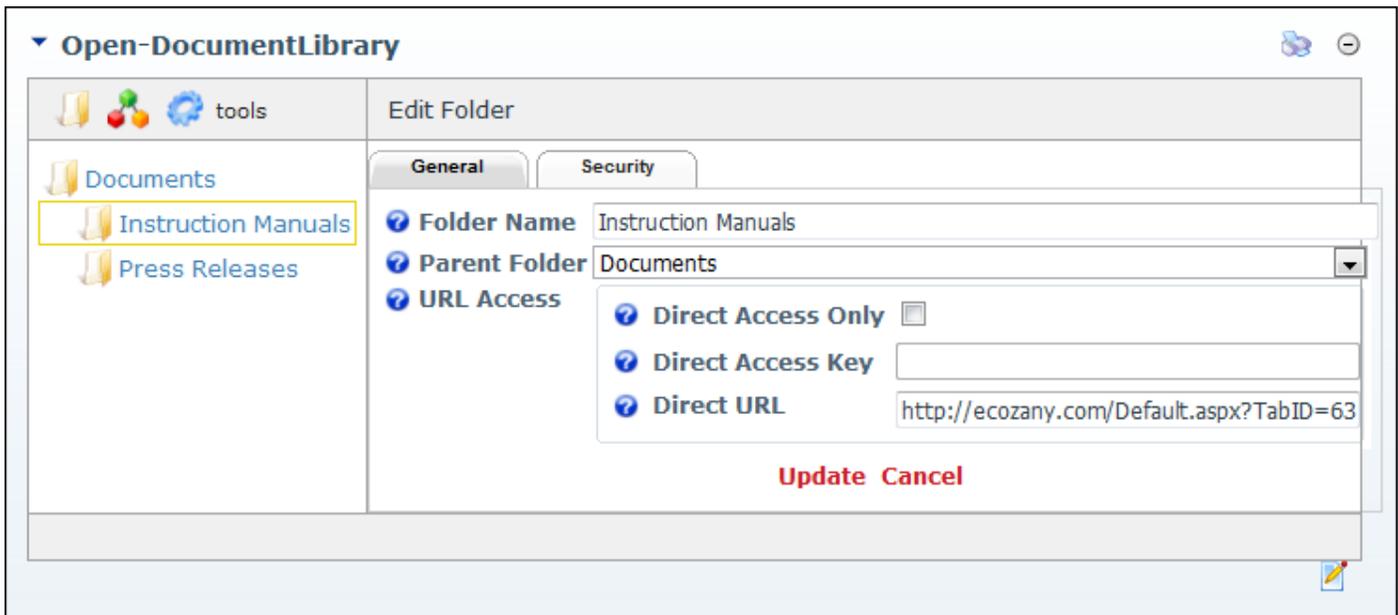
Deleting a Folder from the Document Library Module

Configuring General Settings for Folders

How to configure the General settings for folders in the Document Library module. This tutorial assumes you are currently adding or editing a folder.

"Editing Category Settings"

1. At **Folder Name**, enter or edit the name for this folder.
2. **Optional.** At **Parent Folder**, select the parent folder for the current folder. Note: This setting is disabled for the parent folder.
3. In the URL Access section, set the follow attributes to determine if and how a folder can be accessed directly through a URL or through settings specifications:
4. At **Direct Access Only** select from these options:
 - Check the check box to set this folder as hidden from general view, unless accessed directly through the 'Direct URL' (as set below) or through setting the value of 'Restrict List to 1 Folder' in the module settings. If the folder marked for direct view contains sub-folders, all sub-folders will also be visible, unless those sub-folders have also been marked for direct view as well.
 - i. At **Direct Access Key**, enter a unique key which will be required in order to access this "Direct Access Only" folder. If you do add a key, and you access the folder through the 'Direct URL' method, then you'll need to place both the xsfid parameter as well as a new key parameter in the URL. If you access the folder through the 'Restrict List to 1 Folder' method, then you'll need to place only the new key parameter in the URL. [url format: xsfid=id&xsfk=key]
 - ii. At **Direct URL** the direct URL for this folder is displayed. If linking to this page through an external link, and you only want to show the contents of this specific folder (and all of its sub-folders), this is the parameter to be added to the URL. Adding this parameter to the URL will achieve the same results as setting the value of 'Restrict List to 1 Folder' in the module settings.
 - Uncheck the check box to enable access to all authorized users using the Navigation tree.



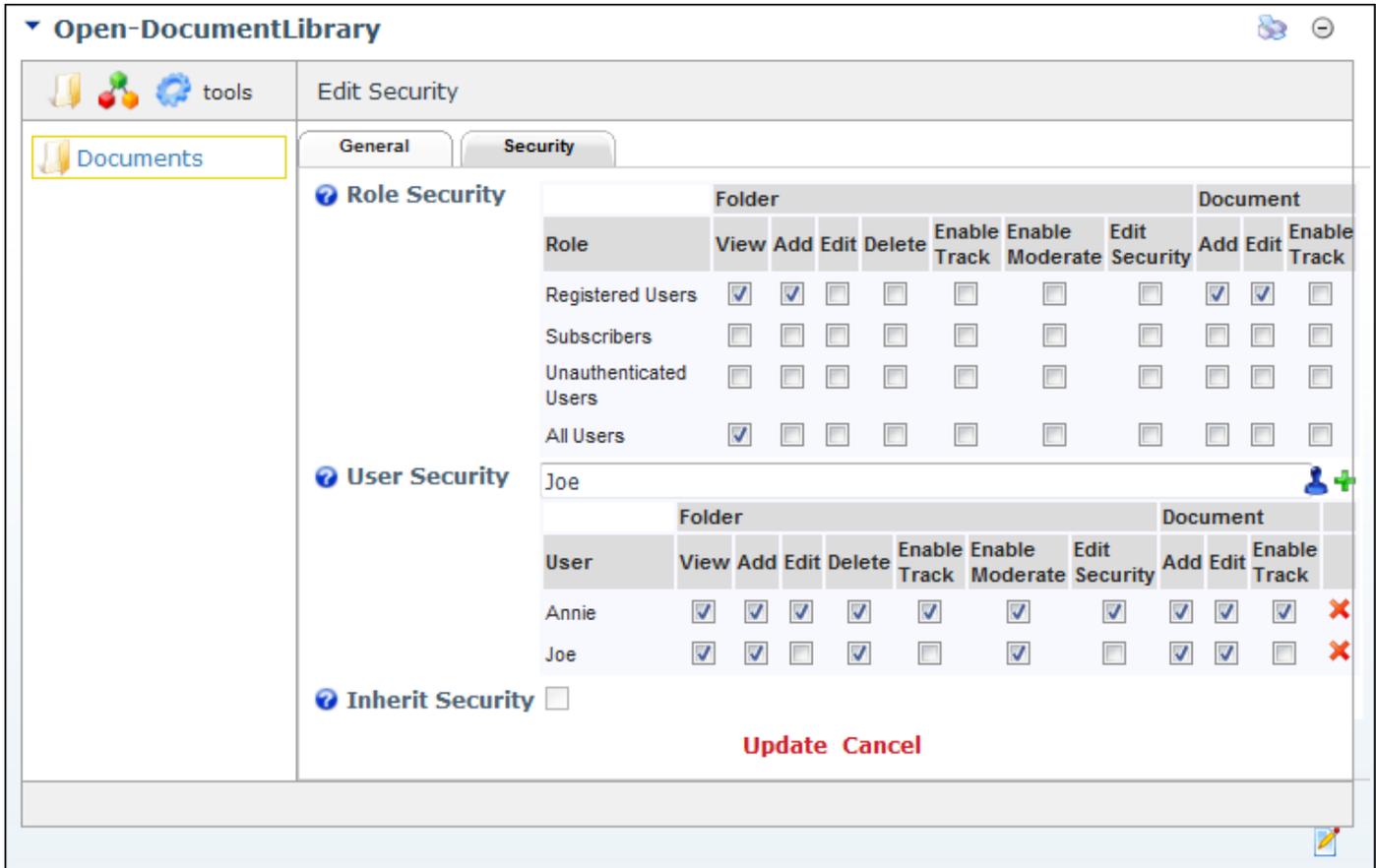
The General tab for Folder Settings

Configuring Security Settings for Folders

How to configure the Security settings for folders in the Document Library module. This tutorial 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"

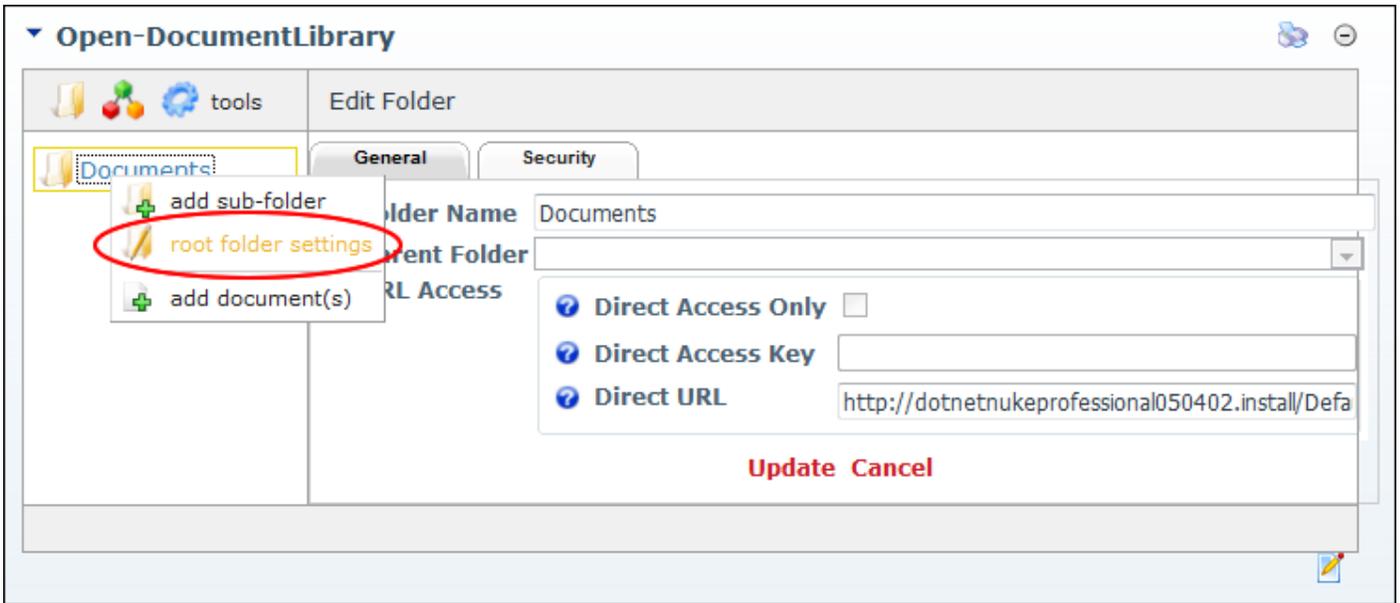


The Security tab for Folder Settings

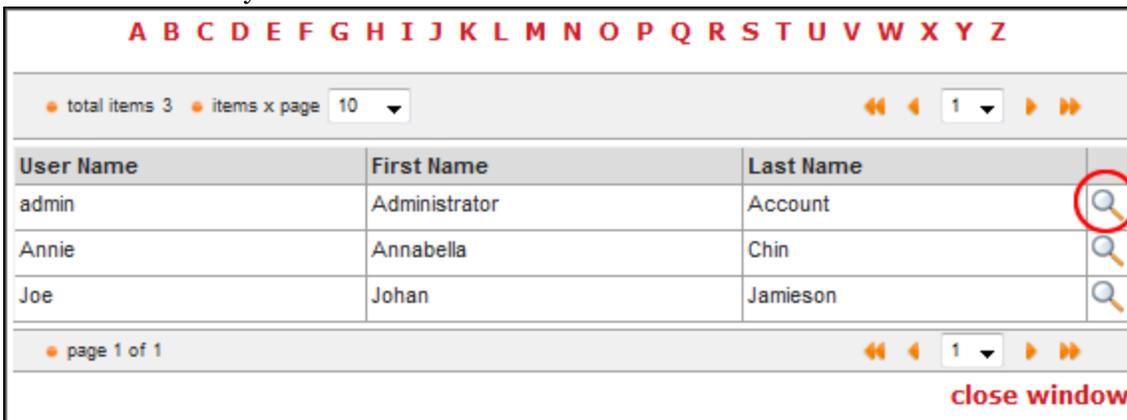
Setting User Security for Folders

How to give specific users a specific set of access rights to the parent folder (root folder) of the Document Library module. Note: This tutorial 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.

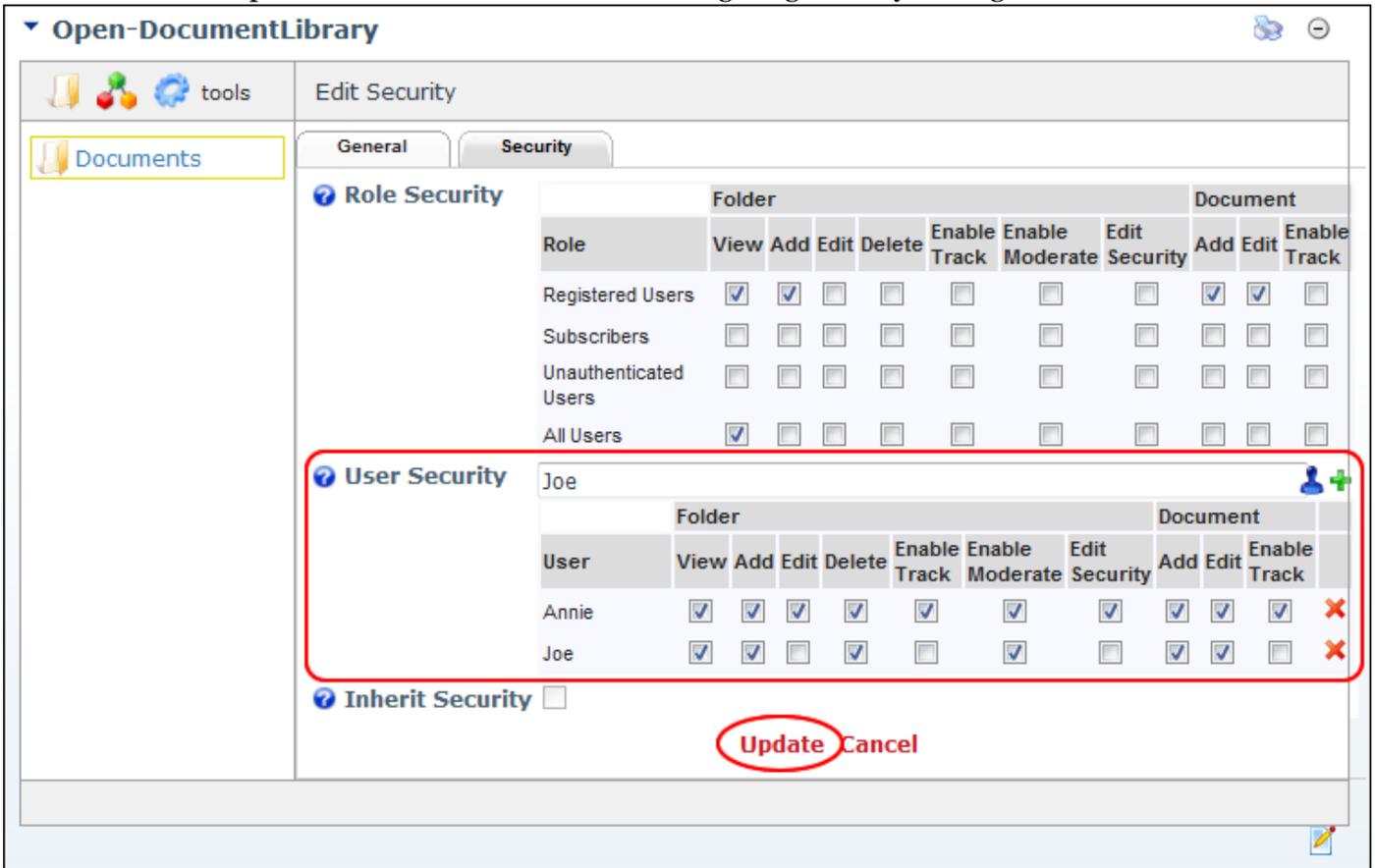


2. Select the Security tab.
3. At **User Security**, click on the **User**  button. This opens a window where you can view a list of the existing users.
4. Use the A-Z links above the grid to filter users by the first letter of their username.
5. To select a user, click the **Select User**  button to 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.

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		

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.

Filter Options

- status -

User Name

Start Date

End Date

view items cancel

Edit Document

Document Name Sandpit Instruction Manual.pdf

Folder ... Instruction Manuals

Categories

Toys

... Outdoor Play

Description

<P>How to co

Upload Info

5/25/2010 12:37:01
admin - Admin

Modified Info

5/25/2010 12:43:44 PM
admin - Administrator Account

Message from webpage

The status of the item will be changed to: Rejected.
The owner of the document will be notified but will not be able to re-submit the document for approval.

OK Cancel

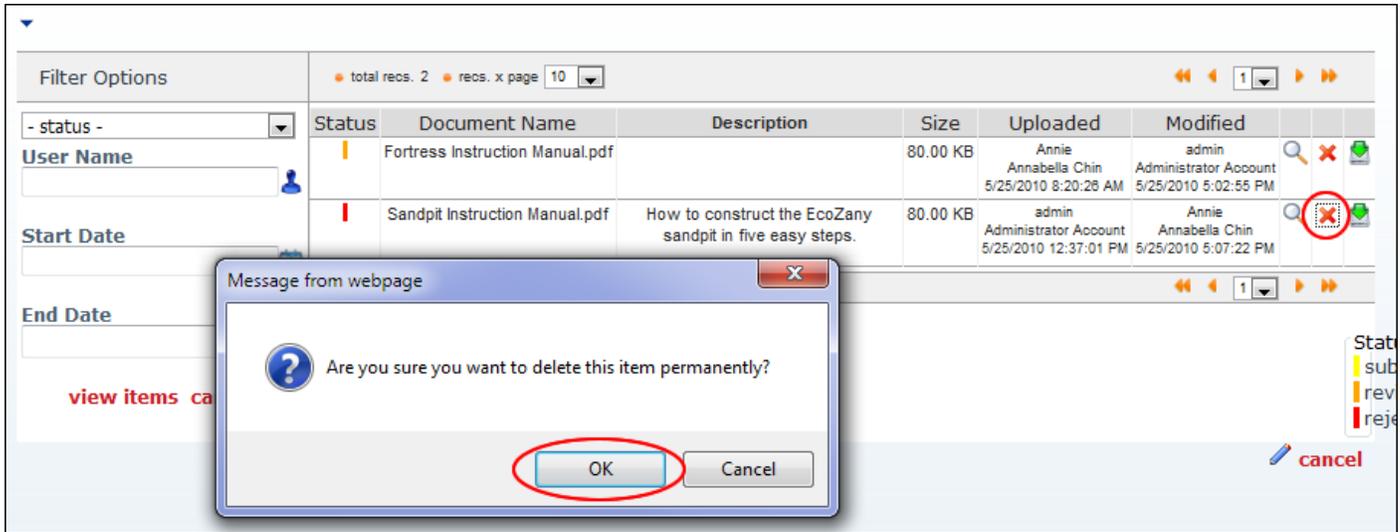
Update Cancel
Re-Submit Revise **Reject** Accept

Status	Document Name	Description	Size	Uploaded	Modified			
	Fortress Instruction Manual.pdf		80.00 KB	Annie Annabella Chin 5/25/2010 8:20:26 AM	admin Administrator Account 5/25/2010 5:02:55 PM			
	Sandpit Instruction Manual.pdf	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	admin Administrator Account 5/25/2010 12:37:01 PM	admin Administrator Account 5/25/2010 12:43:44 PM			

total recs. 2 recs. x page 10

page 1 of 1

5. Click the **Delete**  button beside the file to be deleted. This display the message "Are you sure you want to delete this item permanently?"
6. Click the **OK** button.
7. Repeat Steps 2-6 to delete additional files.



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 tutorial assumes you are currently performing a moderation task.

1. In the Filter Options section, apply one or more filters from these options:
 - a. At **Status**, select one of the following from the drop-down box:
 - **- Status -**: Select to view items of all status. E.g. Submitted, Revised and Rejected.
 - **Submitted**: Select to view all submitted items that are yet to be moderated.
 - **Revise**: Select to view all revised items.
 - **Rejected**: Select to view all rejected items.
 - b. At **User Name**, click on the **User**  button to select a single user's items to view. This opens the User Picker window where you can view a list of the existing users.
 - i. Use the A-Z links across the top to filter users by the first letter of their username.
 - ii. To select a user, click the **Select User**  button to the right of their name. This displays their username in the User Name text box.
 - c. At **Start Date**, click the **Calendar**  button and select the first date items were submitted on. See "Working with the Calendar"
 - d. At **End Date**, click the **Calendar**  button and select the last date items were submitted on. See "Working with the Calendar"
 - e. Click the View Items link to view items matching the selected filters.

Filter Options

submitted

User Name

Start Date
5/1/2010

End Date
5/31/2010

view items cancel

Moderation Queue Filter Options

Settings

Configuring Local Settings - Document Grid

How to configure local settings for the document grid on the Document Library module. Here you can control what document information is displayed as well as the default sort field and direction. Except for Document Name, which is a required field, you can opt to show or hide all other fields. Options selected here only apply to this specific instance of the module.

1. Select **Settings** from the module menu - OR - Click the **Settings** button.
2. Go to the **Open-Document Library Settings** section.
3. On the **Local** tab, go to the **Document Grid Options** section.
4. At **Display Navigation**, select from these options:
 - Check the check box to display the paging and info navigation bar above and below files in the grid. This is the default option.

+ Document ▾		Description	Size	✉
		Cubby House Instruction Manual.pdf	80.00 KB	✉
		Fortress Instruction Manual.pdf	80.00 KB	✉
		Jungle Jim Instruction Manual.pdf	80.00 KB	✉
		Mini Climber Instruction Manual.pdf	80.00 KB	✉
		Wendy House Instruction Manual.pdf	80.00 KB	✉

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

+ Document ▾		Description	Size	✉
		Cubby House Instruction Manual.pdf	80.00 KB	✉
		Fortress Instruction Manual.pdf	80.00 KB	✉
		Jungle Jim Instruction Manual.pdf	80.00 KB	✉
		Mini Climber Instruction Manual.pdf	80.00 KB	✉
		Wendy House Instruction Manual.pdf	80.00 KB	✉

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]:** Displays

Open-DocumentLibrary

tools | total items 4 | items x page 10

Document	Description	Size	Uploaded	Modified	
Cubby House Instruction Manual.pdf		80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM		
Fortress Construction Video.avi		192.00 KB	Administrator Account 5/26/2010 12:37:20 PM		
Fortress Instruction Manual.pdf		80.00 KB	Administrator Account 5/26/2010 10:21:42 AM		
Sandpit Instruction Manual.pdf	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	

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

total items 3 | items x page 10

Document	Size:	Uploaded:	Modified:	
Cubby House Instruction Manual.pdf	80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM		
Fortress Instruction Manual.pdf	80.00 KB	Administrator Account 5/26/2010 10:21:42 AM		
Sandpit Instruction Manual.pdf 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	

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

The screenshot shows a file management interface with a list of files and a video player. The file list includes:

- Cubby House Instruction Manual.pdf**: Size: 80.00 KB, Uploaded: Annabella Chin, Modified: 5/26/2010 11:50:03 AM.
- Fortress Construction Video.avi**: Size: 192.00 KB, Uploaded: Administrator Account. This file's play icon is circled in red.
- Fortress Instruction Manual.pdf**
- Sandpit Instruction Manual.pdf**: How to construct the EcoZany sandpit in five...

The video player on the right displays the EcoZany logo and a colorful house-shaped structure. The video title is "EcoZany.avi". The player shows it is playing "XSFileDownloaderPage" at 184 K bits/second for 00:02. The player controls include a play button, a progress bar, and volume controls.

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

The screenshot shows a file management interface with a header bar containing navigation controls and a dropdown menu. Below the header is a table of documents. Each row includes a thumbnail with a play icon, the document name, and its metadata (Size, Uploaded by, and Modified date).

Thumbnail	Document Name	Size	Uploaded	Modified
	Cubby House Instruction Manual.pdf	80.00 KB	Annabella Chin	5/26/2010 11:50:03 AM
	Fortress Construction Video.avi	192.00 KB	Administrator Account	5/26/2010 12:37:20 PM
	Fortress Instruction Manual.pdf	80.00 KB	Administrator Account	5/26/2010 10:21:42 AM
	Sandpit Instruction Manual.pdf How to construct the EcoZany sandpit in five easy steps.	80.00 KB	Administrator Account	5/26/2010 12:01:43 PM

7. In the **Name - Display Length** text box, enter the maximum number of characters for document name field (including spaces). E.g. If a maximum of 10 is entered and the document name exceeds the display length, then the name will display as "Document N..."
8. At the follow fields, check the **Display** check box to display the document field in the grid - OR - Uncheck to hide the field:

- a. **Description:** Select to view the description field of the document in the Document grid.
 - b. **Size:** Select to view the size field of the document in the Document grid.
 - c. **Uploaded:** Select to view the date and Display Name of the user that uploaded the document in the Document Grid.
 - d. **Modified:** Select to view the date and Display Name of the user that modified the metadata of the document, in the Document Grid.
9. In the **Default Sort - Ascending** column, select the default field documents are sorted by when displayed in ascending order.
 10. In the **Default Sort - Descending** column, select the default field documents are sorted by when displayed in descending order.
 11. Click the  Update link.

Document Grid Options

Display Navigation:

Items Per Page:

Layout:

	Display	Default Sort		Display Length
		Ascending	Descending	
<input checked="" type="checkbox"/> Name:	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
<input checked="" type="checkbox"/> Icon:	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/> Description:	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/> Size:	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Uploaded:	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Modified:	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	

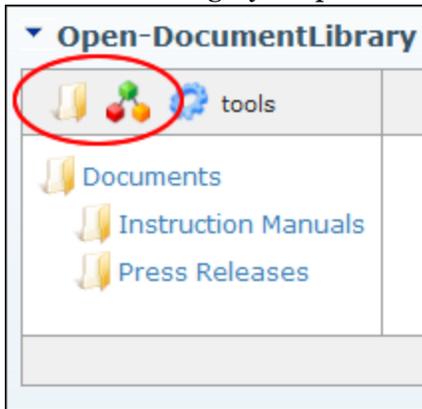
Configuring Document Grid Options for the Open-Document Library Module

Configuring Local Settings - Navigation Tree

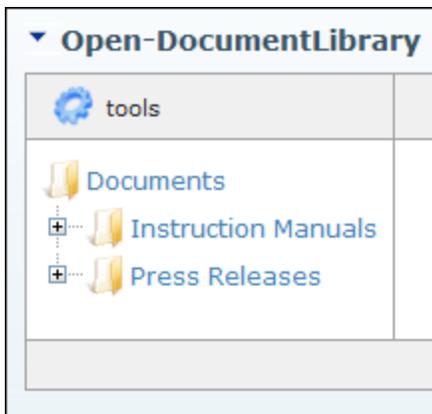
How to configure local settings for the Document Library module. This section allows you to control the way users can navigate through the document hierarchies. Options selected here only apply to this specific instance of the module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Open-Document Library Settings** section.

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.

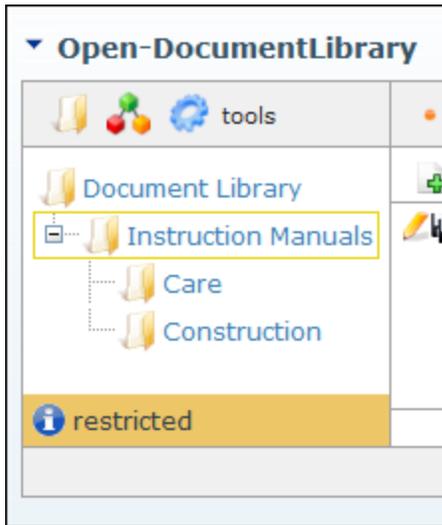


- Uncheck the check box to disallow toggling. This removes both the 📁 **Folder** or 🍎 **Category** icons from the toolbar. The navigation tree displays either Folders or Categories, as selected at Default Tree Mode. **Important.** If the Default Tree Mode is set the Categories, users cannot add documents 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.

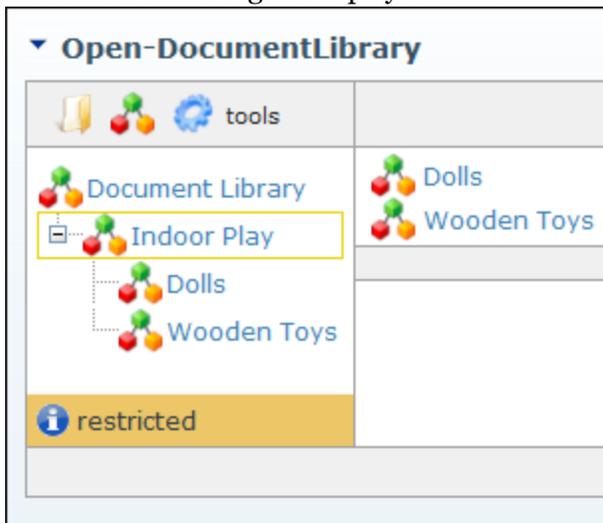


6. At **Restrict Tree to 1 Folder**, select a folder to restrict this instance of the module to display only that folder. Users can navigate to sub-folders and documents belonging to the selected folder. The below image displays the tree restricted to the Instruction Manuals folder. Note: A ⓘ **Restricted**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

to Administrators.

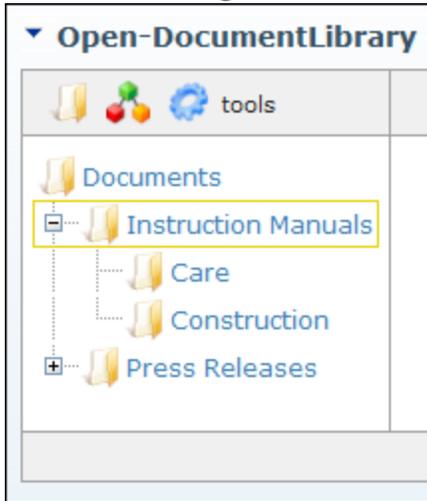


7. At **Restrict Tree to 1 Category** select a category name from the drop-down box to restrict this instance of the module to that category. Users can navigate to subcategories and documents belonging to the selected category. The below image displays the tree restricted to the Indoor Play category. Note: A **Restricted** message is displayed to Administrators.

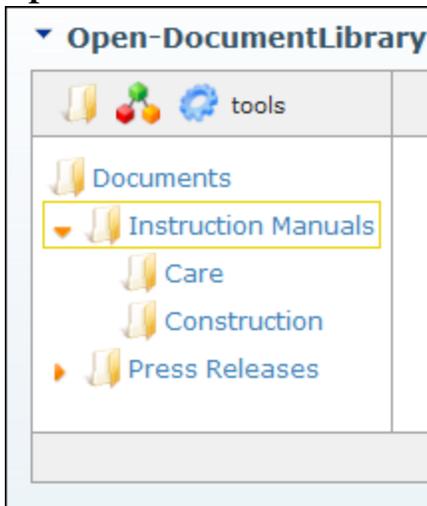


8. At **Tree Style**, select the style for the navigation tree from these options:

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

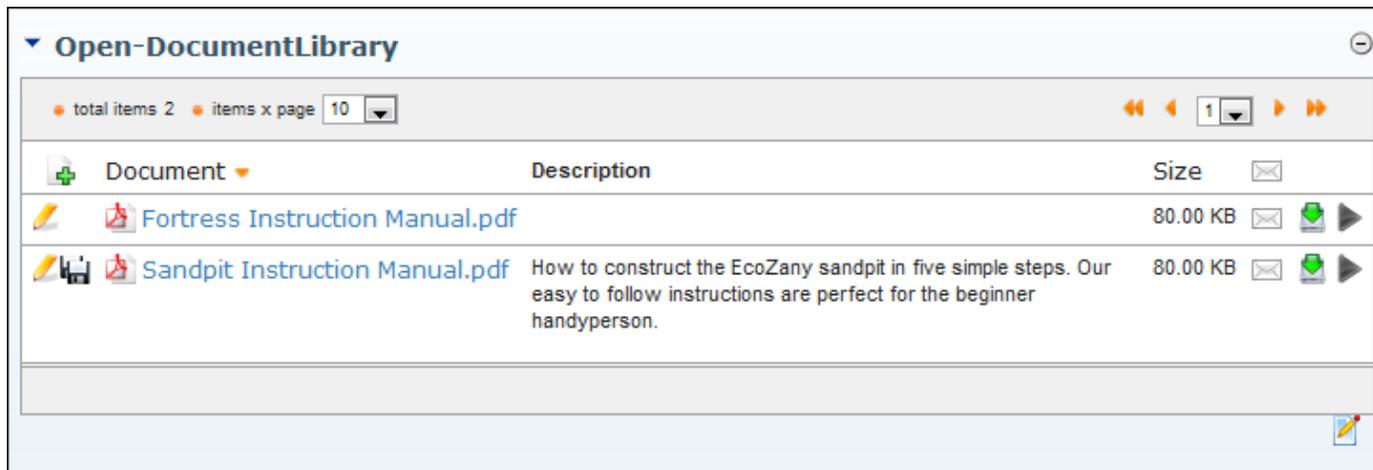


- **Up-Down Arrows**



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

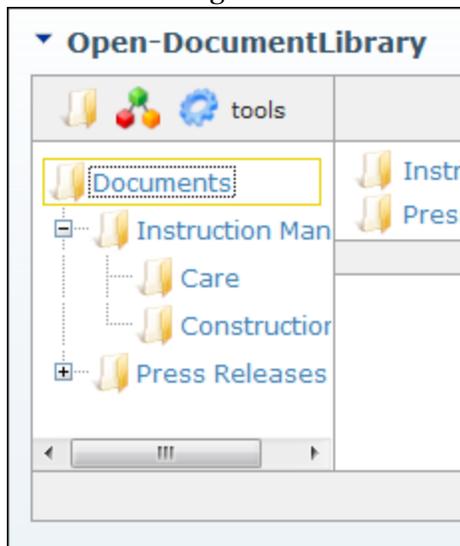
- Check the check box hide the navigation tree. This displays all the documents within the selected folder (as selected at "Restrict Tree to 1 Folder") or category (as selected at "Restrict Tree to 1 Category"), including documents within the sub-folders/sub-categories. Important. Tree must be restricted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

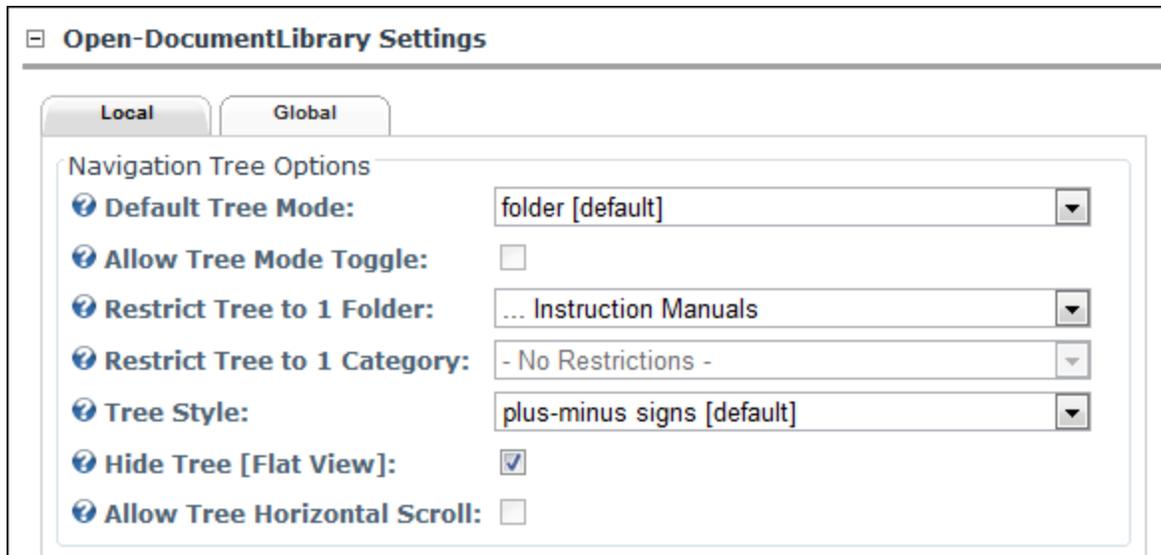
10. **Allow Tree Horizontal Scroll** select from these options:

- 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 menu - OR - Click the **Settings**  button.
2. Go to the **Open-Document Library Settings** section.
3. Click on the **Global** tab.
4. In the **File System Options** section update any of the following settings:
 - a. At **Synchronize**, click on the **Synchronize the Database and the File System**  button to perform synchronization. Synchronization adds folders/documents that were added directly to the file system to the database and removes folders/documents from the database that were removed from the file system manually. The process is asynchronous.
 - b. Click the **Display The Last Synchronization Log**  button review the results in the Synchronization Log.
 - c. At **Root Folder**, See "Importing a Library", which details how to select a new root folder in which to store the folders and documents in the physical drive. When a folder is selected from the list, the Database and the File System are automatically synchronized [see File System Options/Synchronize]. You will have the option to use the default DNN home directory/subdirectory by selecting the "Portal" option, or to simply choose any folder either local or in a UNC share. If you do choose a folder that is not under the Portal option, then you should make sure that the ASP.NET user or Network Services user has the appropriate access rights to the folder (read/write/modify).

d. At **Secure Files**, select from these options:

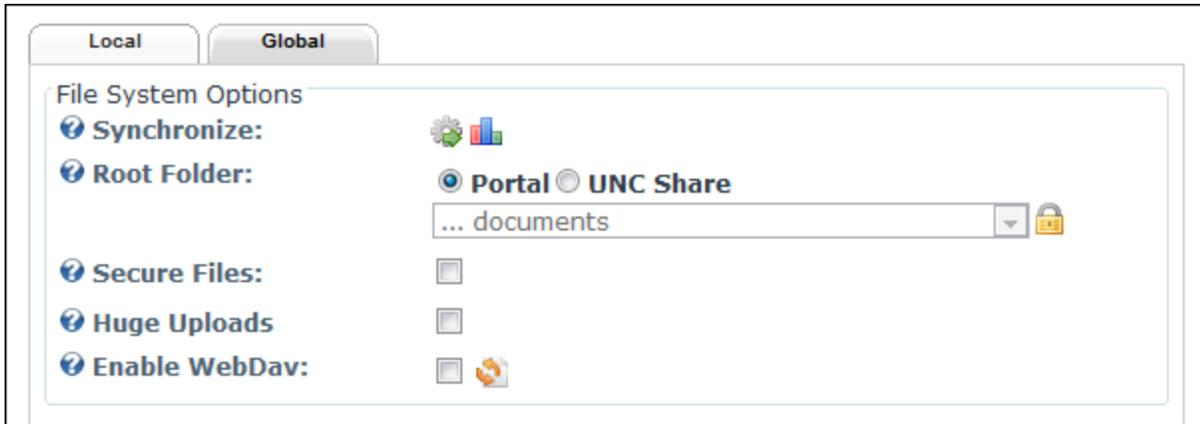
- Check the check box to protect your documents from direct download by renaming them to a type of extension that is not directly served by a Web Server [xsl.resx]. As a result, the only possible way to access the document will be through the document library interface.
- Uncheck the check box to allow documents to be downloaded directly from a Web browser or to be referenced by links as long as they are in a virtual directory or under the DNN Home Directory. In a UNC share or local folder that does not have any of the above prerequisites, direct access will not be possible.

e. At **Huge Uploads**, select from these options:

- Check the check box to allow uploads up to 2 Gigabytes. Notice that the web.config will be automatically modified (a backup of the actual configuration file will be created on the same folder). And also, a folder will be created in the root folder of the application.
Note 1: Full trust must be enabled for this setting to work. I.e. A shared server cannot be used.
Note 2: In web.config increase execution timeout. E.g. 3600
Important. Huge uploads must be uncheck before uninstalling this module.
- Uncheck the check box to disallow large uploads. Changes to the web.config and the folder in the root folder will be eliminated.

f. At **Enable WebDav**, select from these options:

- Check the check box to display an alternative 'open on server' button in the documents grid, next to the 'download\' button. Clicking on the 'open on server' button will open the document in its client environment (MS Word or MS Excel).
Note 1: The folder must be a WebDav folder [you will need to configure the server]. To check if the current root folder is correctly setup as a WebDav folder, click the **Check If WebDav Is Enabled On The Server**  button.
Note 2: If WebDav is not correctly setup on the server, and this option is selected, the document will still open in its corresponding application, but the [save] and [save as] options will only save the document in a local [to your PC] folder.
Note 3: You must enable ActiveX controls to run on your client PC, by changing the corresponding Zone Security Options.
- Uncheck the check box to disable WebDav.



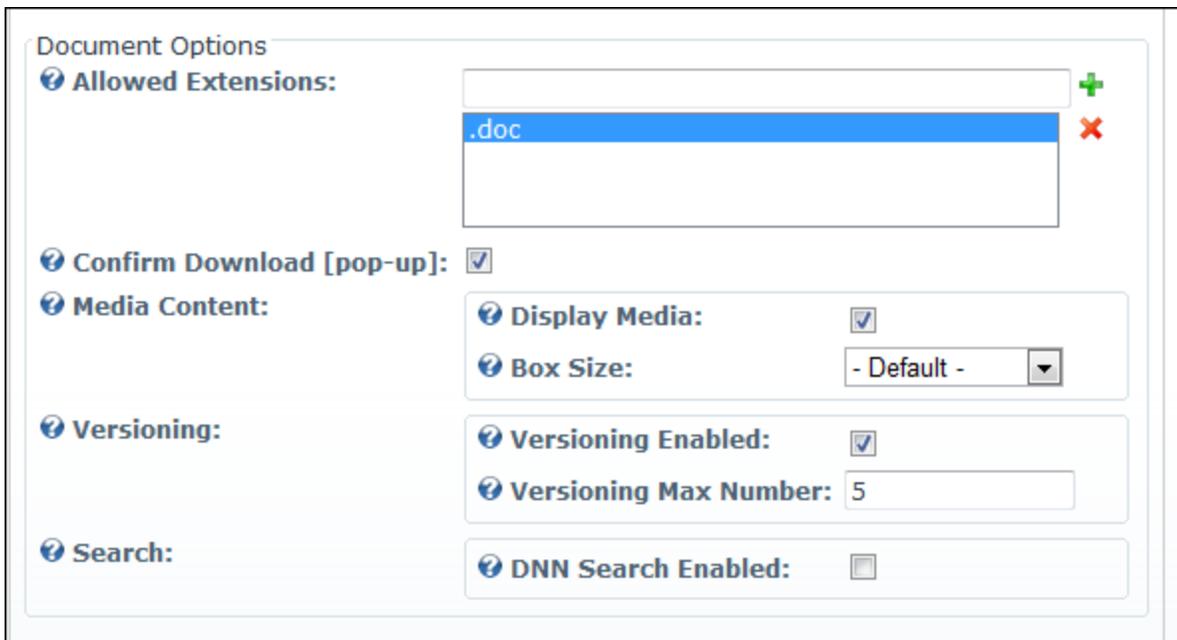
5. In the **Document Options** section, update any of the following settings:
- At **Allowed Extensions** you can limit the types of files that can be uploaded to Document Library modules in this portal. This will override the site wide settings set by the Host. If there is no extension specified, all extensions will be allowed.
 - To Add An Extension: Enter a file extension and then click the **Add +** button. E.g. .doc
 - To Remove An Extension: Select the file extension and then click the **Delete X** button.
 - 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.
 - At **Media Content**, set the following:
 - 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.
 - At **Box Size**, select the size of the box that displays the media content of the documents.
 - At **Versioning**, set the following:
 - 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.



The screenshot shows the 'Document Options' configuration panel. It includes several sections: 'Allowed Extensions' with a list containing '.doc'; 'Confirm Download [pop-up]' with a checked checkbox; 'Media Content' with 'Display Media' checked and 'Box Size' set to '- Default -'; 'Versioning' with 'Versioning Enabled' checked and 'Versioning Max Number' set to 5; and 'Search' with 'DNN Search Enabled' unchecked.

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

- a. In the **Stats Log History [Days]** text box, enter the number of days that folder, category and document statistics information will be kept for.



The screenshot shows the 'Statistics Options' configuration panel. The 'Stats Log History [Days]' text box is set to 120.

7. In the **Module Options** section update the following setting:
 - a. At **Style**, select a style to change the look of the module. Note: Once the style has been changed, you may need to hard refresh your Web browser a couple of times [Ctrl + F5] in order to replace the cached version of the style with the new one.



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:

The screenshot shows the 'Open-DocumentLibrary' interface. On the left is a navigation tree with folders: Documents, Instruction Manuals, Care, Construction (highlighted with a yellow box), and Press Releases. On the right is a table of documents.

Document	Description	Size	Uploaded	Modified	
Document					
Cubby Hous...		80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM		
Fortress C...		192.00 KB	Administrator Account 5/26/2010 12:37:20 PM		
Fortress I...		80.00 KB	Administrator Account 5/26/2010 10:21:42 AM		
Sandpit In...	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	Administrator Account 5/26/2010 12:01:43 PM	Administrator Account 5/26/2010 12:29:39 PM	

White:

Open-DocumentLibrary

tools

- Documents
- Instruction Manuals
- Care
- Construction
- Press Releases

Document	Description	Size	Uploaded	Modified	
Cubby Hous...		80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM		
Fortress C...		192.00 KB	Administrator Account 5/26/2010 12:37:20 PM		
Fortress I...		80.00 KB	Administrator Account 5/26/2010 10:21:42 AM		
Sandpit In...	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	Administrator Account 5/26/2010 12:01:43 PM	Administrator Account 5/26/2010 12:29:39 PM	

Gray:

Open-DocumentLibrary

tools

- Documents
- Instruction Manuals
- Care
- Construction
- Press Releases

Document	Description	Size	Uploaded	Modified	
Cubby Hous...		80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM		
Fortress C...		192.00 KB	Administrator Account 5/26/2010 12:37:20 PM		
Fortress I...		80.00 KB	Administrator Account 5/26/2010 10:21:42 AM		
Sandpit In...	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	Administrator Account 5/26/2010 12:01:43 PM	Administrator Account 5/26/2010 12:29:39 PM	

White Web 2.0:

Open-DocumentLibrary

tools

Documents

- Instruction Manuals
 - Care
 - Construction**
 - Press Releases

Document	Description	Size	Uploaded	Modified	
Cubby Hous...		80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM		
Fortress C...		192.00 KB	Administrator Account 5/26/2010 12:37:20 PM		
Fortress I...		80.00 KB	Administrator Account 5/26/2010 10:21:42 AM		
Sandpit In...	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	Administrator Account 5/26/2010 12:01:43 PM	Administrator Account 5/26/2010 12:29:39 PM	

Gray Web 2.0:

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	

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: 04.01.01

Minimum DNN Version: 04.06.02

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 Summer 2011	Rose Booth	Catalog	3/3/2011	84.96 KB	Download
EcoZany Winter 2011	Joanne Smith	Catalog	3/3/2011	84.96 KB	Download
EcoZany Fall 2011	Joanne Smith	Catalog	3/3/2011	80.97 KB	Download
EcoZany Spring 2011	Rose Booth	Catalog	3/3/2011	101.92 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.

1. In the **Title** column, click on the linked document title. If the document title is not linked, this option has been disabled.

Documents					
Title	Owner	Category	Modified Date	Size	
EcoZany Summer 2011	Rose Booth	Catalog	3/2/2011	80.97 KB	Download
EcoZany Winter 2011	Harold Hartwell	Catalog	3/2/2011	80.97 KB	Download
EcoZany Fall 2011	Harold Hartwell	Catalog	3/2/2011	80.97 KB	Download
EcoZany Spring 2011	Rose Booth	Catalog	3/2/2011	80.97 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 "Enabling/Disabling the Title Link"

Downloading a Document

How to download a document from the Documents module to your computer.

1. Click the Download link located beside the required document.

Documents					
Title	Owner	Category	Modified Date	Size	
EcoZany Summer 2011	Rose Booth	Catalog	3/2/2011	80.97 KB	Download
EcoZany Winter 2011	Harold Hartwell	Catalog	3/2/2011	80.97 KB	Download
EcoZany Fall 2011	Harold Hartwell	Catalog	3/2/2011	80.97 KB	Download
EcoZany Spring 2011	Rose Booth	Catalog	3/2/2011	80.97 KB	Download

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

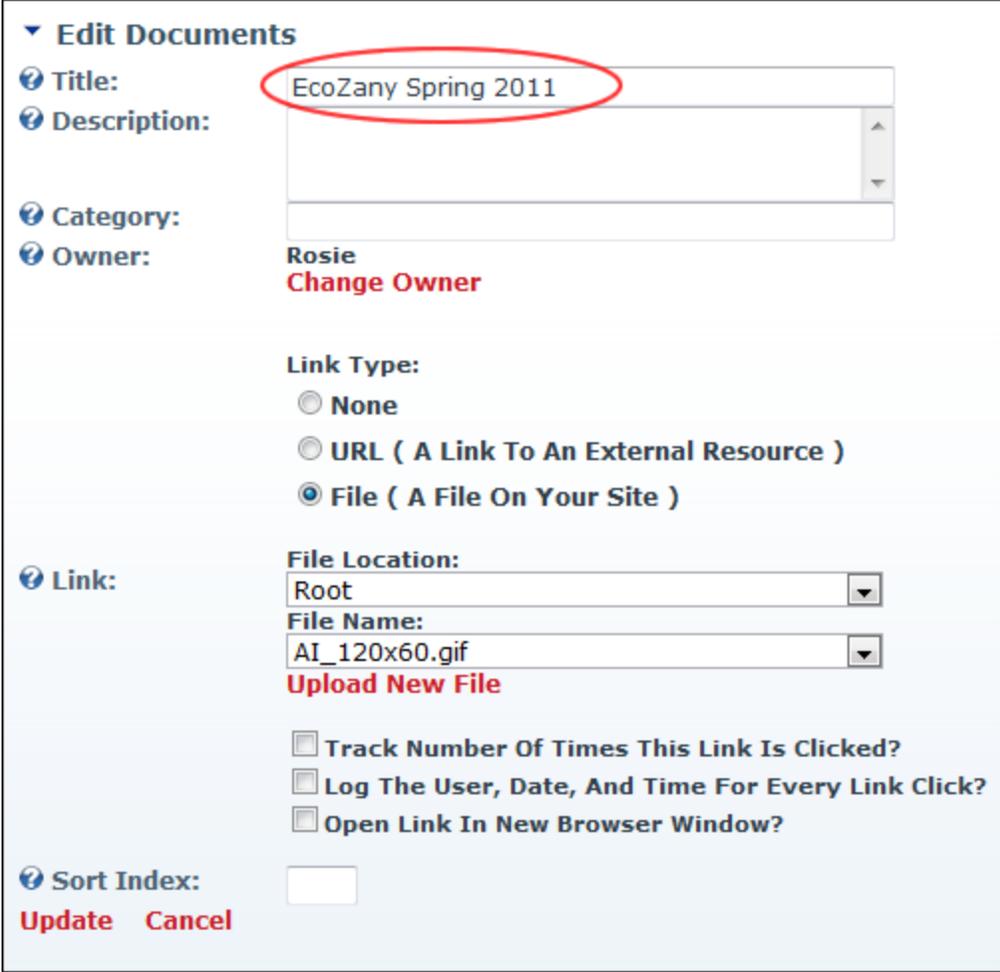
Module Editors

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. The Sort Index setting is overridden by automatic sorting (See "Adding Document Sorting by Column Name").

1. Select  **Add New Document** from the module menu - OR - Click the  [Add New Document](#) link. This opens the Edit Documents page.
2. In the **Title** text box, enter a title for the document. Note: This is the only field required by this page, however you should also set the Link field. If you update this document now without setting the Link, then the file listed in the File Name field is used.



▼ Edit Documents

 **Title:**

 **Description:**

 **Category:**

 **Owner:** Rosie
[Change Owner](#)

Link Type:

None

URL (A Link To An External Resource)

File (A File On Your Site)

 **Link:**

File Location:

File Name:

[Upload New File](#)

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

 **Sort Index:**

[Update](#) [Cancel](#)

3. **Optional.** In the **Description** text box, enter a description of the document.
4. **Optional.** At **Category**, enter or select a category for the document.

5. **Optional.** At **Owner**, select from these options:
 - Click the Change Owner link and select a different user to be listed as the owner of this document
 - Select **None Specified** to leave the owner field blank.
6. **Recommended.** At **Link**, set the link to this document (See "Setting a URL Link" or "Setting a File Link") - OR - Select **None** for no link. Tip: The default folder for files can be modified. See "Setting the Default Folder for Documents"
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.

▼ **Edit Documents**

🔍 **Title:**

🔍 **Description:**

🔍 **Category:**

🔍 **Owner:** Rosie
[Change Owner](#)

Link Type:

None

URL (A Link To An External Resource)

File (A File On Your Site)

🔍 **Link:**

File Location:

File Name:

[Upload New File](#)

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

🔍 **Sort Index:**

[Update](#) [Cancel](#)

8. Click the  Update link.

▼ Documents					
Title	Owner	Category	Modified Date	Size	
 EcoZany Spring 2011	Rose Booth	Catalog	3/2/2011	80.97 KB	Download
					 Add New Document

The Newly Added Document

Editing a Document

How to edit the details of document or the file associated with a document record on the Documents module.

1. Click the **Edit**  button located to the left of the document record to be edited.

▼ Documents					
Title	Owner	Category	Modified Date	Size	
 EcoZany Summer 2011	Harold Hartwell	Catalog	3/2/2011	80.97 KB	Download
 EcoZany Winter 2011	Harold Hartwell	Catalog	3/2/2011	80.97 KB	Download
 EcoZany Fall 2011	Harold Hartwell	Catalog	3/2/2011	80.97 KB	Download
 EcoZany Spring 2011	Rose Booth	Catalog	3/2/2011	80.97 KB	Download
					 Add New Document

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

Changing the Document Owner

How to change the name of the document owner or leave the owner field blank on the Documents module.

1. Click the **Edit**  button located to the left of the document to be modified.
2. At **Owner**, click the Change Owner link.

▼ Edit Documents	
 Title:	<input type="text" value="EcoZany Summer 2011"/>
 Description:	<input type="text" value="Full Product catalog for summer 2011. 'Time for summer fun!' Summer specials on tricycles, bicycles and scooters. Super sized"/>
 Category:	<input type="text" value="Catalog"/>
 Owner:	<div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> Harold Hartwell Change Owner </div> </div>

3. Select from these options:

- Select the new owner from the drop-down box.
- Select **None Specified** to leave the owner field blank. This doesn't affect whether the Owner column is displayed.



The screenshot shows the 'Edit Documents' form with the following fields:

- Title:** EcoZany Summer 2011
- Description:** Full Product catalog for summer 2011. "Time for summer fun!" Summer specials on tricycles, bicycles and scooters. Super sized
- Category:** Catalog
- Owner:** A dropdown menu is open, showing the following options: None Specified, SuperUser Account, **Rose Booth** (highlighted in blue and circled in red), and Harold Hartwell.

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.

▼ **Edit Documents**

🔍 **Title:** EcoZany Winter 2011

🔍 **Description:** Full Product catalog for winter 2011. "Rainy days and endless imagination" Specials on indoor toys including wooden trains and

🔍 **Category:** Catalog

🔍 **Owner:** Harold Hartwell
Change Owner

🔍 **Link:**

Upload New File

Track Number Of Times This Link Is Clicked?

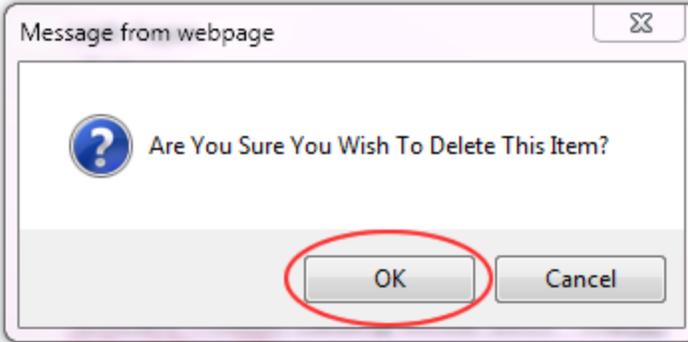
Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

🔍 **Sort Index:** 0

Update **Cancel** **Delete**

Created By Harold Hartwell On 3/2/2011 9:47:11 AM



Deleting a Document

Troubleshooting: Security Permissions Warning

The following security permissions warning may be displayed when you attempt to add or edit a document using the Documents module:

 "Warning: The security permissions for the selected file do not match this module's configured view roles. The module is configured to allow viewing by role 'All Users', but the file does not. For users who are not members of a role that can view the file, this document row will not be displayed. You can adjust security settings using the File Manager in the admin menu."

▼ **Edit Documents**

 Warning: The security permissions for the selected file do not match this module's configured view roles. The module is configured to allow viewing by role 'All Users', but the file does not. For users who are not members of a role that can view the file, this document row will not be displayed. You can adjust security settings using the File Manager in the admin menu.

Here are the options to fix this problem:

Option One: Using the Selected File

If you use the file you have already selected, the document will only display to users with the correct permissions to browse or view the file.

1. If you are editing a document, click the Update link. This link isn't displayed when adding a document.
2. Click the Update Anyway link.

▼ Edit Documents

 Warning: The security permissions for the selected file do not match this module's configured view roles. The module is configured to allow viewing by role 'All Users', but the file does not. For users who are not members of a role that can view the file, this document row will not be displayed. You can adjust security settings using the File Manager in the admin menu.

Title: EcoZany Winter 2011

Description: Full Product catalog for winter 2011. "Rainy days and endless imagination" Specials on indoor toys including wooden trains and blocks.

Category:

Owner: Joanne Smith
[Change Owner](#)

Link Type:

None

URL (A Link To An External Resource)

File (A File On Your Site)

Link:

File Location: Documents/

File Name: EcoZany Product Catalog Winter 2011.pdf

[Upload New File](#)

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

Sort Index: 0

[Update Anyway](#) [Cancel](#) [Delete](#)

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 tutorial 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 the 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:



"If 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.

Server Error in '/' Application.

The resource cannot be found.

Description: HTTP 404. The resource you are looking for (or one of its dependencies) could have been removed, had its name changed, or is temporarily unavailable. Please review the following URL and make sure that it is spelled correctly.

Requested URL: /LinkClick.aspx

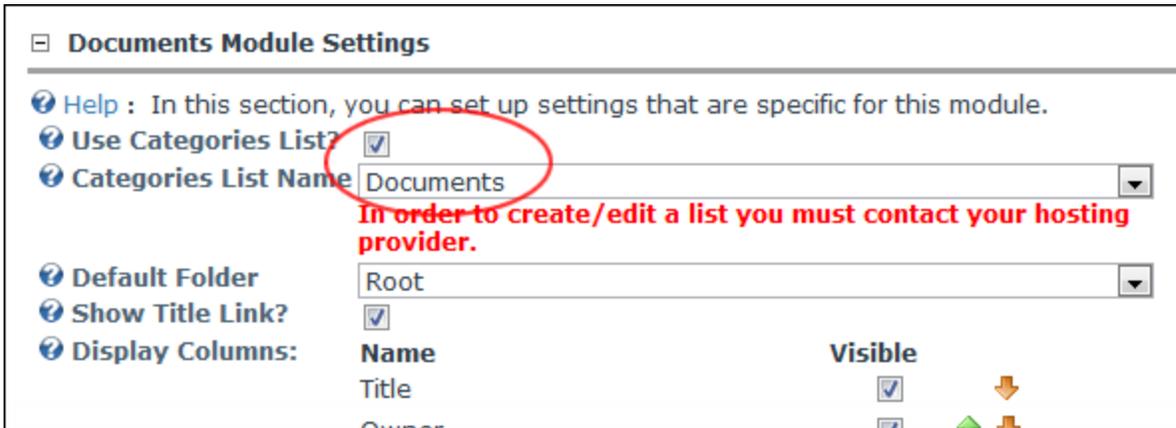
Version Information: Microsoft .NET Framework Version:2.0.50727.4952; ASP.NET Version:2.0.50727.4955

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.

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



Documents Module Settings

Help : In this section, you can set up settings that are specific for this module.

Use Categories List?

Categories List Name: Documents

In order to create/edit a list you must contact your hosting provider.

Default Folder: Root

Show Title Link?

Display Columns: Name Visible

5. Click the  Update link.



Edit Documents

Title: EcoZany Summer 2011

Description: Full Product catalog for summer 2011. "Time for summer fun!" Summer specials on tricycles, bicycles and scooters. Super sized

Category: None Specified

Owner: None Specified

The Categories List enabled for the Documents Module

Setting the Default Folder for Documents

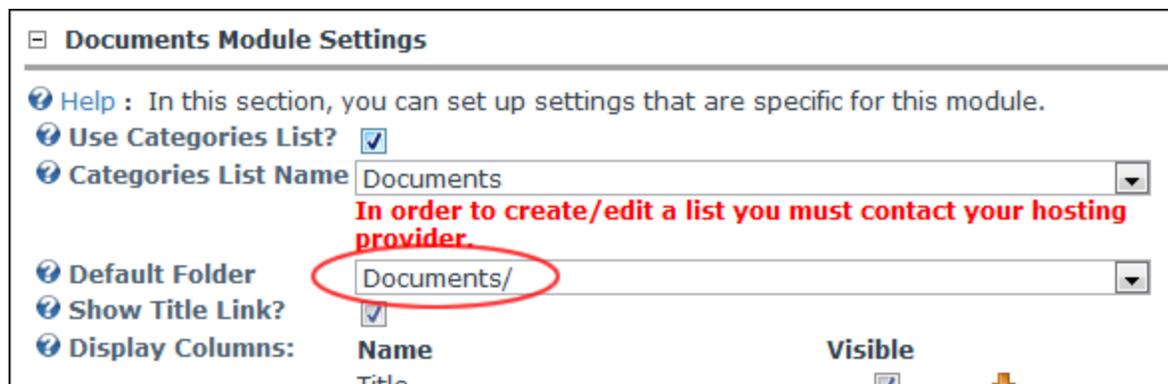
How to set the default folder for documents being added to the Documents module. This setting pre-populates the **Link - File Location** field on the Edit Documents page with the selected folder. This setting does not restrict users selecting other folders.

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 menu - OR - Click the **Settings**  button.
2. Go to the **Documents Module Settings** section.
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 hidden. In this scenario, the documents are displayed as static text to all users who can view the module.

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

Documents Module Settings

Help : In this section, you can set up settings that are specific for this module.

Use Categories List?

Categories List Name: Documents

In order to create/edit a list you must contact your hosting provider.

Default Folder: Root

Show Title Link?

Display Columns:

Name	Visible
Title	<input checked="" type="checkbox"/>
Owner	<input checked="" type="checkbox"/>

- Recommended.** At **Display Columns - Download Links**, check the **Visible** check box to display download links.

Documents Module Settings

Help : In this section, you can set up settings that are specific for this module.

Use Categories List?

Categories List Name: Documents

In order to create/edit a list you must contact your hosting provider.

Default Folder: Root

Show Title Link?

Display Columns:

Name	Visible
Title	<input checked="" type="checkbox"/>
Owner	<input checked="" type="checkbox"/>
Category	<input checked="" type="checkbox"/>
Modified Date	<input checked="" type="checkbox"/>
Size (Kb)	<input checked="" type="checkbox"/>
Download Link	<input checked="" type="checkbox"/>
Created By	<input type="checkbox"/>
Created Date	<input type="checkbox"/>
Modified By	<input type="checkbox"/>
Description	<input type="checkbox"/>
Clicks	<input type="checkbox"/>

Sorting: Sort Index Ascending **Add Sort Order**

Allow users to sort?

Update **Delete** **Cancel**

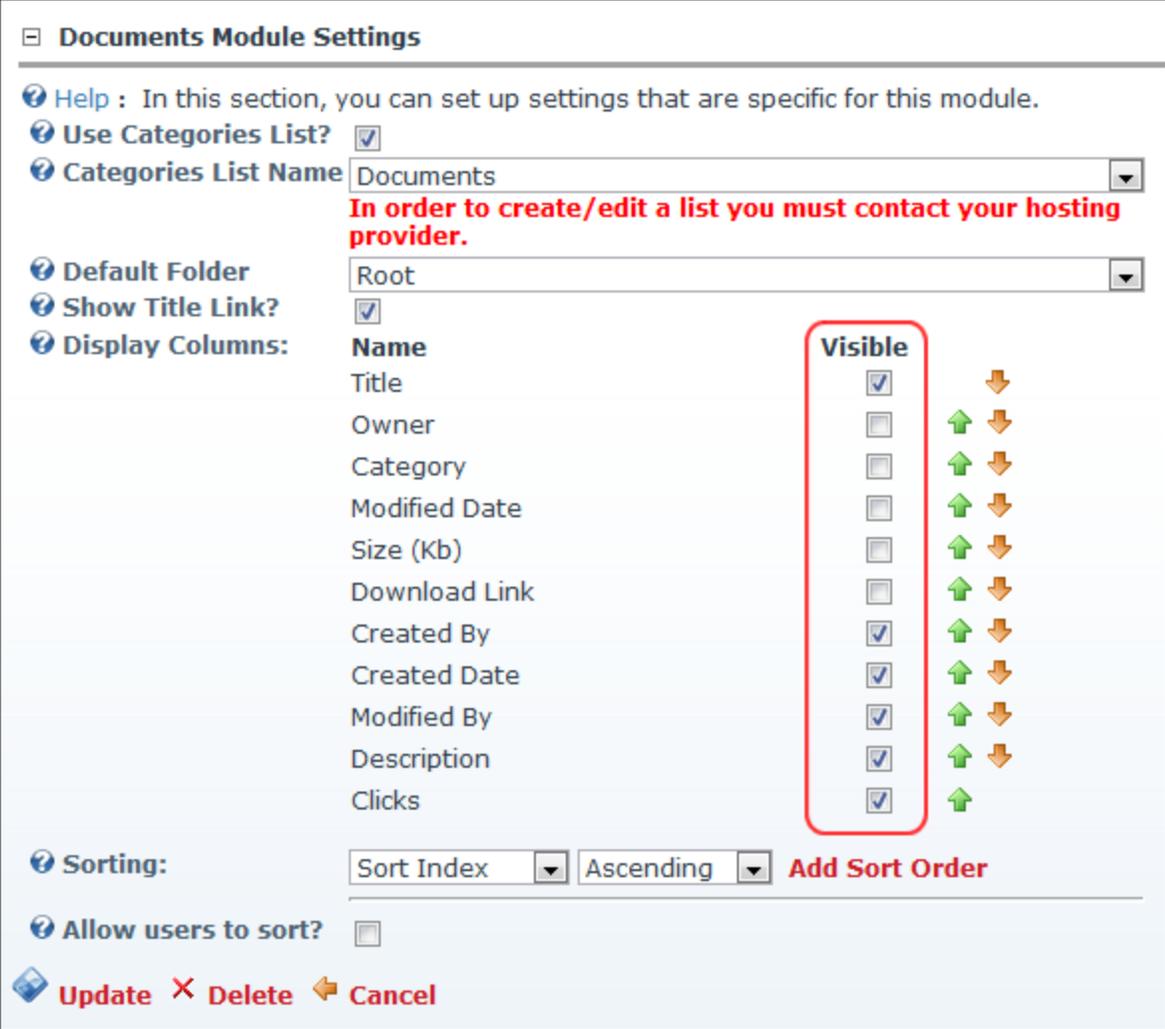
- Click the [Update](#) link.

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 documents are displayed as static text to all users who can view the module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Documents Module Settings** section.
3. At **Display Columns**, check the **Visible** check box to set the visibility for each column - OR - Uncheck the check box to set it as not visible.



Documents Module Settings

Help : In this section, you can set up settings that are specific for this module.

Use Categories List?

Categories List Name Documents 

In order to create/edit a list you must contact your hosting provider.

Default Folder Root 

Show Title Link?

Display Columns:

Name	Visible
Title	<input checked="" type="checkbox"/> 
Owner	<input type="checkbox"/>  
Category	<input type="checkbox"/>  
Modified Date	<input type="checkbox"/>  
Size (Kb)	<input type="checkbox"/>  
Download Link	<input type="checkbox"/>  
Created By	<input checked="" type="checkbox"/>  
Created Date	<input checked="" type="checkbox"/>  
Modified By	<input checked="" type="checkbox"/>  
Description	<input checked="" type="checkbox"/>  
Clicks	<input checked="" type="checkbox"/> 

Sorting: Sort Index  Ascending  **Add Sort Order**

Allow users to sort?

 **Update**  **Delete**  **Cancel**

4. Click the  Update link.

▼ Documents ⊖					
Title	Created By	Created Date	Modified By	Description	Clicks
 EcoZany Summer 2011	Rose Booth	3/2/2011	Rose Booth	Full Product catalog for summer 2011. "Time for summer fun!" Summer specials on tricycles, bicycles and scooters. Super sized outdoor games including chess.	0
 EcoZany Winter 2011	Rose Booth	3/2/2011	Rose Booth	Full Product catalog for winter 2011. "Rainy days and endless imagination" Specials on indoor toys including wooden trains and blocks.	0
 EcoZany Fall 2011	Rose Booth	3/2/2011	Rose Booth	Full Product catalog for fall 2011. "Dollicious!" Great savings on our three favorite dolls.	0
 EcoZany Spring 2011	Joanne Smith	3/2/2011	Joanne Smith	Full Product catalog for spring 2011. "Zany Spring Prices". 10% our popular products during our spring clean.	0
 Add New Document 					

Document Column Visibility as set in this tutorial above

Setting the Order of Document Columns

How to set the order of columns in the Documents module.

1. Select  **Settings** from the ▼ module menu - OR - Click the **Settings**  button.
2. Go to the **Documents Module Settings** section.
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).

Documents Module Settings

Help : In this section, you can set up settings that are specific for this module.

Use Categories List?

Categories List Name Documents

In order to create/edit a list you must contact your hosting provider.

Default Folder Root

Show Title Link?

Display Columns:

Name	Visible	
Title	<input checked="" type="checkbox"/>	↓
Category	<input checked="" type="checkbox"/>	↑ ↓
Size (Kb)	<input checked="" type="checkbox"/>	↑ ↓
Owner	<input checked="" type="checkbox"/>	↑ ↓
Modified Date	<input checked="" type="checkbox"/>	↑ ↓
Download Link	<input checked="" type="checkbox"/>	↑ ↓
Created By	<input type="checkbox"/>	↑ ↓
Created Date	<input type="checkbox"/>	↑ ↓
Modified By	<input type="checkbox"/>	↑ ↓
Description	<input type="checkbox"/>	↑ ↓
Clicks	<input type="checkbox"/>	↑

Sorting: Sort Index Ascending **Add Sort Order**

Allow users to sort?

Update **Delete** **Cancel**

4. Click the  Update link.

Documents

Title	Category	Size	Owner	Modified Date	
EcoZany Summer 2011	Catalog	80.97 KB	Rose Booth	3/2/2011	Download
EcoZany Winter 2011	Catalog	80.97 KB	Joanne Smith	3/2/2011	Download
EcoZany Fall 2011	Catalog	80.97 KB	Joanne Smith	3/2/2011	Download
EcoZany Spring 2011	Catalog	80.97 KB	Rose Booth	3/2/2011	Download

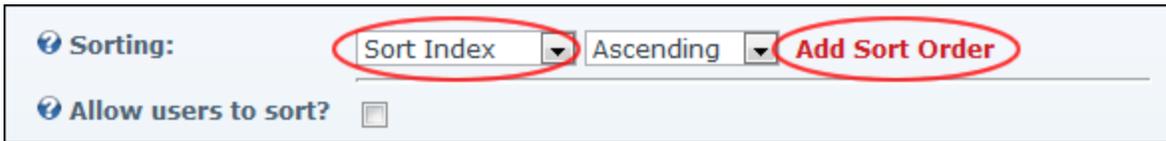
A Documents Module with Re-ordered Columns

Enabling Manual Document Sorting

How to enable module editors to manually set the sorting of documents displayed in the Documents module. This displays the Sort Index text box on the Edit Documents page where Module Editors can enter a number to order each document.

Tip: Manual Sorting is the default setting for new modules.

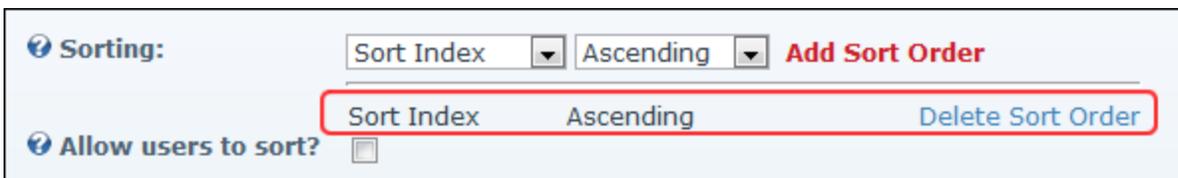
1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Documents Module Settings** section.
3. At **Sorting**, select **Sort Index** from the left drop-down box. This may be pre-selected for you.
4. Click the Add Sort Order link.



Sorting: Sort Index Ascending [Add Sort Order](#)

Allow users to sort?

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



Sorting: Sort Index Ascending [Add Sort Order](#)

Sort Index Ascending [Delete Sort Order](#)

Allow users to sort?

6. If any other sorting orders are displayed, click the Delete Sort Order link beside each one to delete them.
7. Click the  Update link.

▼ **Edit Documents**

🔍 **Title:** EcoZany Spring 2011

🔍 **Description:** Full Product catalog for spring 2011. "Zany Spring Prices". 10% our popular products during our spring clean.

🔍 **Category:** Catalog

🔍 **Owner:** Rose Booth
[Change Owner](#)

Link Type:

None

URL (A Link To An External Resource)

File (A File On Your Site)

🔍 **Link:**

File Location: Documents/

File Name: EcoZany Product Catalog Spring 2011.pdf

[Upload New File](#)

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

🔍 **Sort Index:** 0

[Update](#) [Cancel](#) [Delete](#)

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 menu - OR - Click the **Settings**  button.
2. Go to the **Documents Module Settings** section.
3. At **Sorting**, if Sort Index sorting option is displayed, click the Delete Sort Order link.

Sorting: Title Ascending Add Sort Order

Sort Index Ascending Delete Sort Order

Allow users to sort?

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

Sorting: Title Ascending Add Sort Order

Allow users to sort?

5. **Optional.** At **Sorting**, select to display documents in either **Ascending** (alpha-numerical 1,2,3,a,b,c...) or **Descending** (alpha-numerical z,y,x,9,8,7...) order using the right drop-down box. The default option is Ascending.

6. Click the Add Sort Order link. The sort order is now listed below.

Sorting: Title Ascending Add Sort Order

Title Ascending Delete Sort Order

Allow users to sort?

7. **Optional.** Repeat Steps 4-6 to add additional columns to this sort order.

8. Click the  Update link.

Tip: Click the Delete Sort Order link beside a column name to delete it.

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 menu - OR - Click the **Settings**  button.
2. Go to the **Documents Module Settings** section.
3. At **Allow Users To Sort?**, check the check box to enable user sorting - OR - Uncheck the check box to disable it.

Sorting: Title Ascending Add Sort Order

Title Ascending Delete Sort Order

Allow users to sort?

 **Update**  **Delete**  **Cancel**

4. Click the  Update link.

Title	Owner	Category	Modified Date	Size	
EcoZany Summer 2011	Rose Booth	Catalog	3/3/2011	84.96 KB	Download
EcoZany Winter 2011	Joanne Smith	Catalog	3/3/2011	84.96 KB	Download
EcoZany Fall 2011	Joanne Smith	Catalog	3/3/2011	80.97 KB	Download
EcoZany Spring 2011	Rose Booth	Catalog	3/3/2011	101.92 KB	Download

The Documents Module with User Sorting

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}
```

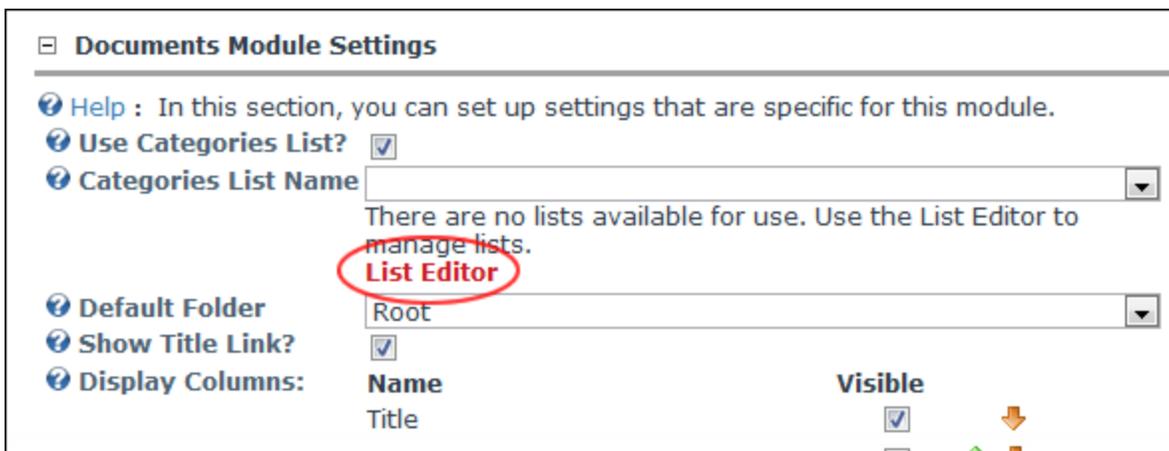
"Default" class names are assigned for the DataGrid - CssClass="Normal" and HeaderStyle-CssClass="SubHead" so that if no additional CSS elements are defined, the module renders using the same CSS styles as in previous versions.

SuperUsers

Adding Document Categories

How to create the categories list for the Documents module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Click the List Editor link. this opens the Host > **Lists** page.



The screenshot shows the "Documents Module Settings" page. It includes a help section, a checked "Use Categories List?" checkbox, a "Categories List Name" dropdown menu, and a "Default Folder" dropdown menu set to "Root". A "Show Title Link?" checkbox is also checked. Under "Display Columns:", there is a table with columns "Name" and "Visible". The "Name" column lists "Title" and "Category". The "Visible" column has checkboxes for "Title" (checked) and "Category" (unchecked). A red circle highlights the "List Editor" link in the "Categories List Name" dropdown menu.

3. See "Adding a Parent List"

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

Events

Today View Date: 2/1/2010 Go

Categories: All

February 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 Staff Training	2	3	4	5	6
7	8	9	10 	11 	12 	13
14	15 Staff Training	16 Allegra Doll Launch	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

The Events Module

Project Links

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleEvents/tabid/833/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/20/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnevents.codeplex.com/workitem/list/basic>

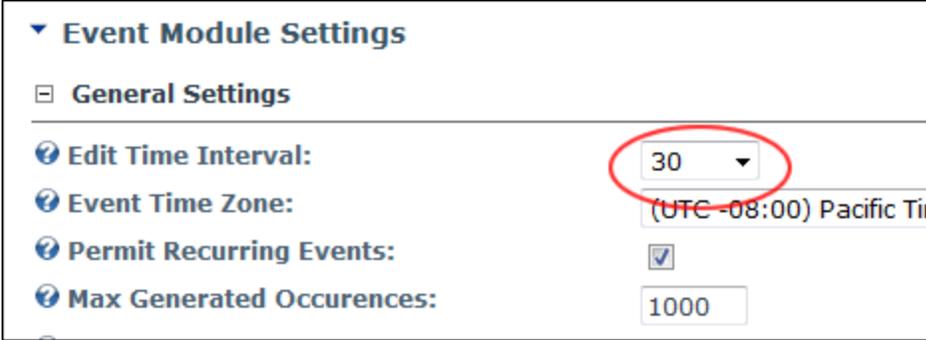
Configuration

Configuring the Events Module

How to quickly configure the Events module. This tutorial shows how to configure the Events module by only setting the 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 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.



Event Module Settings	
General Settings	
Edit Time Interval:	30
Event Time Zone:	(UTC -08:00) Pacific Time
Permit Recurring Events:	<input checked="" type="checkbox"/>
Max Generated Occurrences:	1000

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

All Users

Changing the Event View

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

Important. If the Icon Bar has been disabled, unauthenticated users are unable to change the view as access to the module 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 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 to view other months.

Events



Today View Date: 7/4/2009

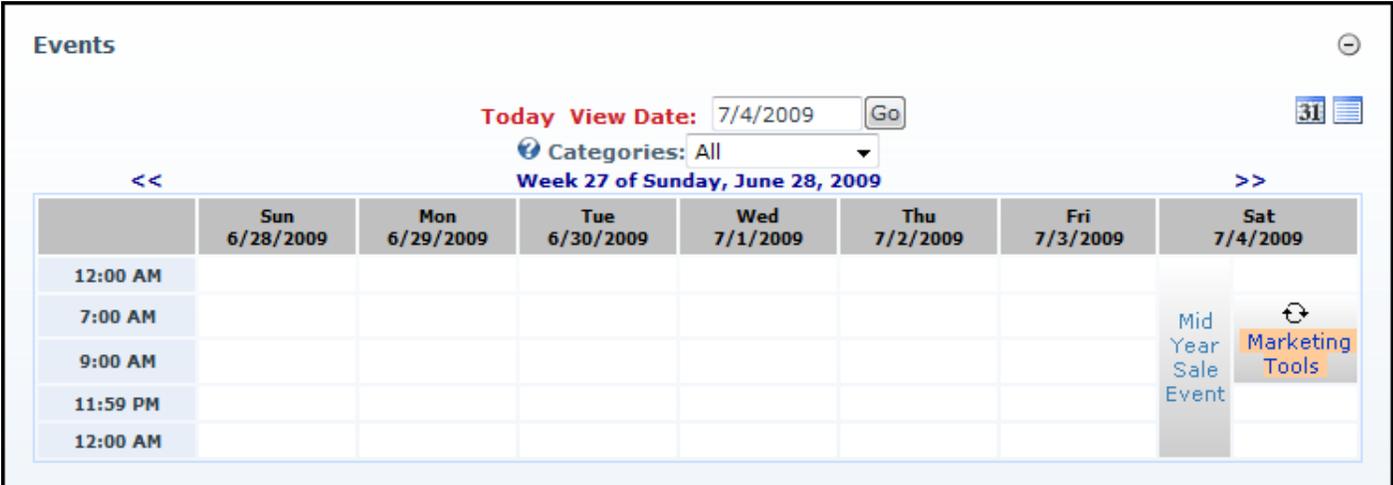


Categories: All

June		July 2009						August
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
28	29	30	1	2	3	4	Mid Year Sale Event Marketing Tools	
5	6	7	8	9	10	11	Mid Year Sale Event	
12	13	14	15	16	17	18		
19	20	21	22	23	24	25	Sales Strategies	
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		



-  **Week View:** Displays events for the current week. Click the double arrow links (<< and >>) located to scroll back and forward one week at a time.



Events

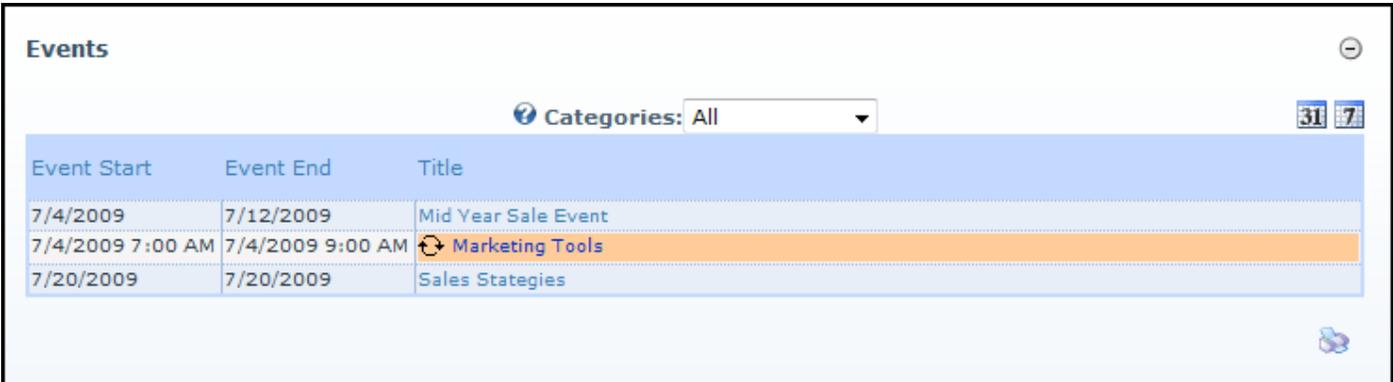
Today View Date: 7/4/2009 Go

Categories: All

<< Week 27 of Sunday, June 28, 2009 >>

	Sun 6/28/2009	Mon 6/29/2009	Tue 6/30/2009	Wed 7/1/2009	Thu 7/2/2009	Fri 7/3/2009	Sat 7/4/2009
12:00 AM							
7:00 AM							Mid Year Sale Event
9:00 AM							Marketing Tools
11:59 PM							
12:00 AM							

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



Events

Categories: All

Event Start	Event End	Title
7/4/2009	7/12/2009	Mid Year Sale Event
7/4/2009 7:00 AM	7/4/2009 9:00 AM	Marketing Tools
7/20/2009	7/20/2009	Sales Strategies

Navigating to Events (Month View)

How to navigate to events when they are displayed in the monthly calendar view. Note: Some options may not be available.

1. Click the **Month View**  button and choose from these options:
 - To view another month: Click the linked name of the [Previous Month] or the [Next Month] (displayed in the top left and top right corners of the Calendar respectively) to scroll back and forward one month at a time.
 - To return to the current month: Click the Today link. The current date is highlighted.

- To view any month: Click the View Date link and select a date from the calendar - OR - Enter the date into the text box and then click the **Go** button.
- To view events for a single category: At **Categories**, select a category name from the drop-down box.

The screenshot shows a web-based calendar interface. At the top left, there is a '▼ Events' header. To the right, there is a 'Today View Date:' field containing '7/20/2009' and a 'Go' button. Below this is a 'Categories:' dropdown menu with 'All' selected. The main calendar area shows a month view for July 2009, with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for dates. The date 7/20/2009 is highlighted. A dropdown menu is open over the date 7/4/2009, showing 'Mid Year Sale Event' and 'Marketing Tools' (which is highlighted in orange). The event 'Mid Year Sale' is also visible on other dates in the month.

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.



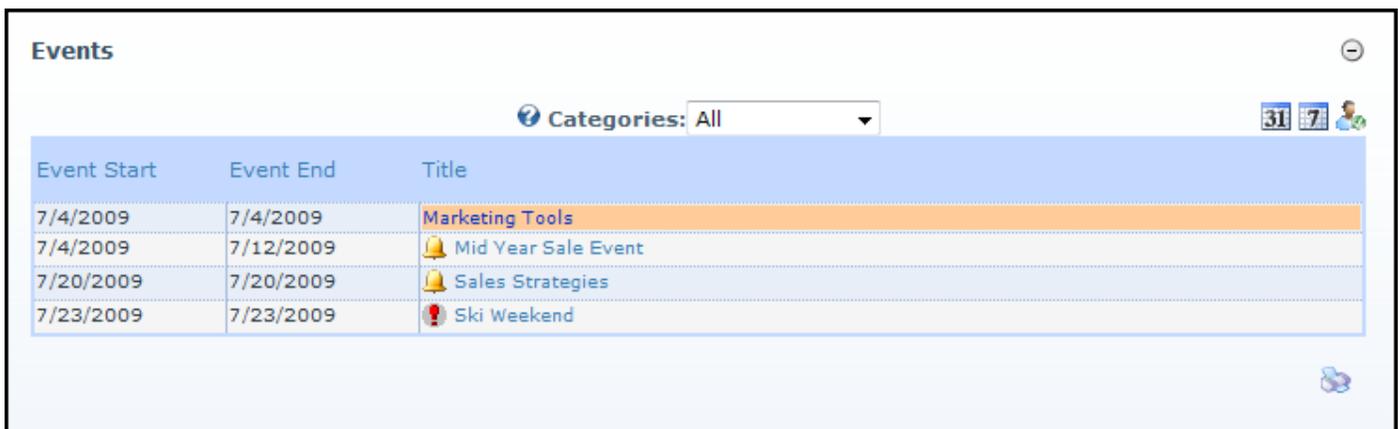
Navigating Events in Week View

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.

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.



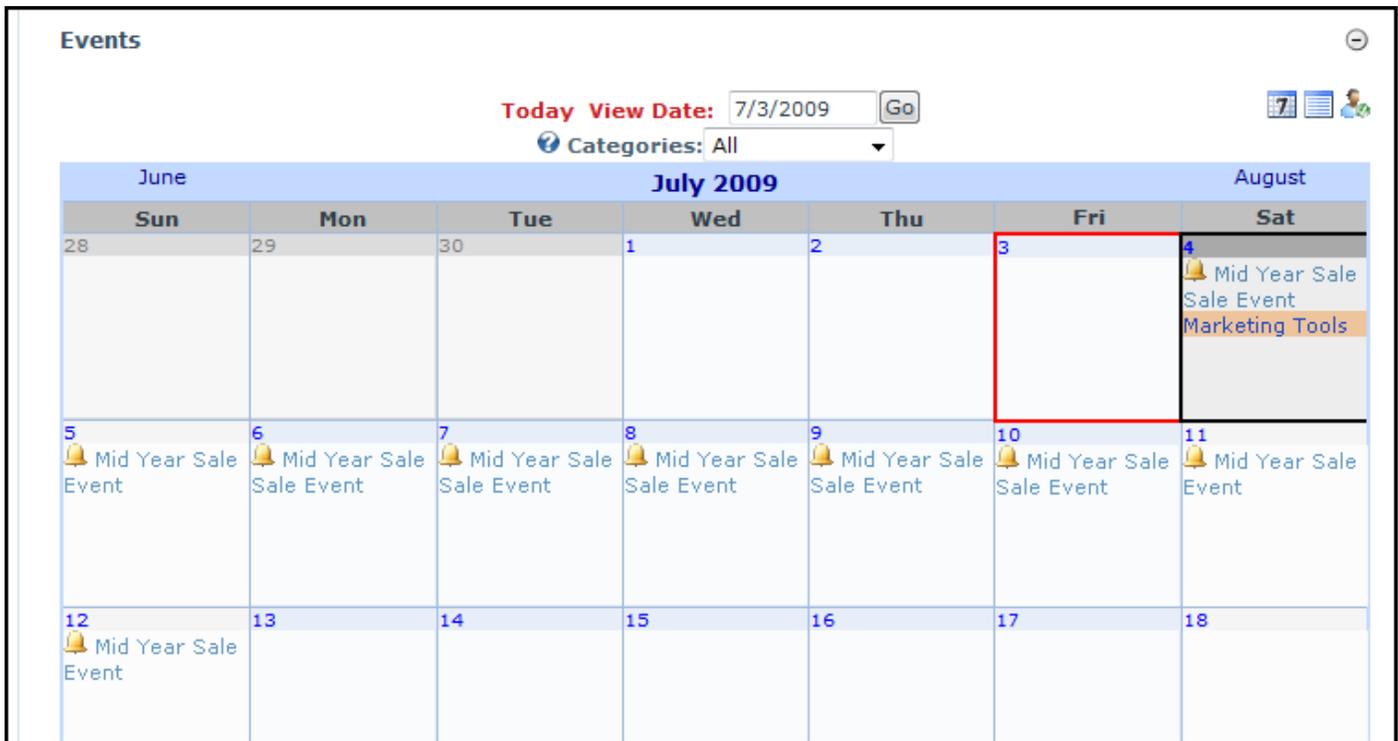
Viewing Event Details in List View

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.

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

Events -

Today View Date: 7/3/2009 Notify Me |

Categories: All >

Week 27 of Sunday, June 28, 2009 >>

	Sun 6/28/2009	Mon 6/29/2009	Tue 6/30/2009	Wed 7/1/2009	Thu 7/2/2009	Fri 7/3/2009	Sat 7/4/2009
12:00 AM							Marketing Tools
11:59 PM							Mid Year Sale Event
12:00 AM							

Viewing Event Details in Week View

Exporting an Event to your Desktop

How to export an event to your computer and save it to your Microsoft Outlook calendar.

1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)" or "Viewing Event Details (Week View)"
2. At **Export Event to Desktop Event**, select from these options:
 - Click the Single link to export a single instance of this event.
 - Click the Series link to export the full series of a recurring event. This option is only displayed for recurring events.

▼ Events -

Sales Strategies

You are enrolled and approved for this event!

Start Date/Time: Monday, July 20, 2009

End Date/Time: Monday, July 20, 2009

Recurring Event: One time event

Importance: Normal Priority

Description: Enter event description

Created by Admin On 7/4/2009

Export to Desktop Event: **Single Series**

Return Edit Edit Series Delete Delete Series

3. Perform one of these actions:

- To save the file to your computer, click the **Save** button and then save the file to your preferred location.
- To save the event to your Outlook calendar, click the **Open** button and then click **Save and Close**.

Requesting Event Reminder

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

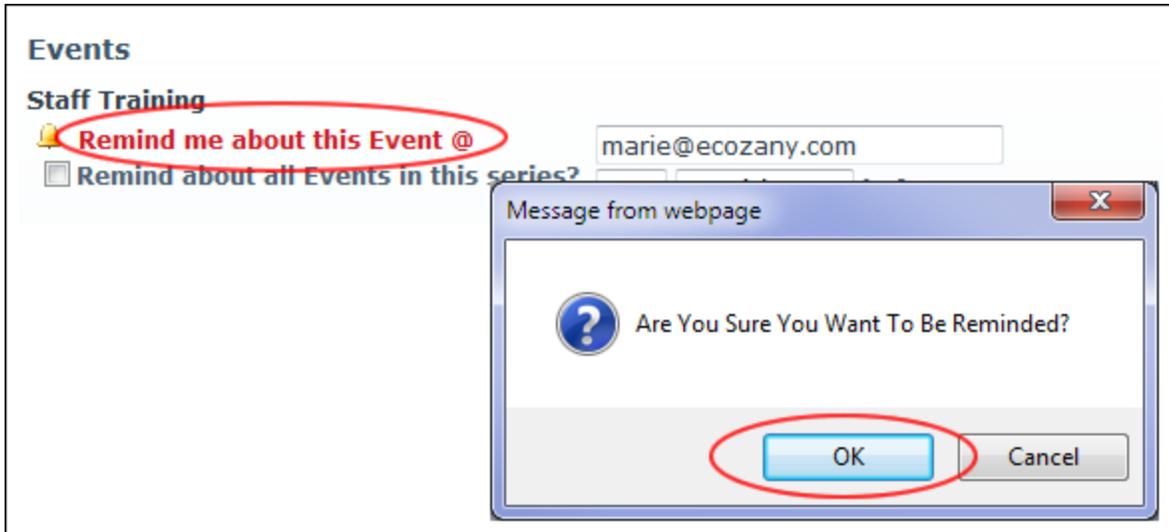
*Tip: Events which allow notifications typically display the  **Reminder** icon.*

1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)" or "Viewing Event Details (Week View)"
2. In the **Remind me about this Event @** text box, complete the following:
 - Enter your email address. If you are logged in, your email address is automatically displayed.
 - Set the number of Minute(s), Day(s), or Hour(s) **Before Event Starts** that you want to be notified.

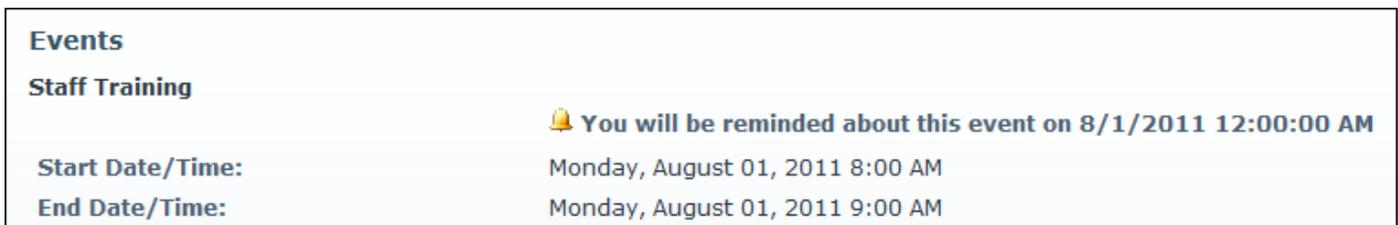


The screenshot shows the 'Events' section with a 'Staff Training' event. A bell icon is next to the text 'Remind me about this Event @'. Below this, there is a text input field containing 'marie@ecozany.com'. To the left of this field is a checkbox labeled 'Remind about all Events in this series?'. To the right of the email field is a numeric input field with '8' and a dropdown menu set to 'Hour(s)', followed by the text 'before event starts'. A red box highlights the email field and the numeric input field.

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.

▼ Events -

Today View Date: Notify Me 31

Categories: ▼

Week 27 of Sunday, June 28, 2009 >>

	Sun 6/28/2009	Mon 6/29/2009	Tue 6/30/2009	Wed 7/1/2009	Thu 7/2/2009	Fri 7/3/2009	Sat 7/4/2009
12:00 AM							
11:59 PM							Marketing Tools Mid Year Sale Event
12:00 AM							

Notification of new events enabled

Related Topics:

- See "Configuring the Event Email Settings"

Viewing Enrolled Users

How to view details of users who are enrolled to an event on the Events module. Note: This option may not be available to all users.

1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)" or "Viewing Event Details (Week View)"
2. At **Enrolled Users**, the Display Name of enrolled users and the quantity of attendees enrolled against this person is displayed in a table. The Display Name is a link to the enrollee's user profile.

Events

Staff Training

Remind me about this Event @

Remind about all Events in this series? Hour(s) ▼ before event starts

Start Date/Time: Monday, August 01, 2011 8:00 AM

End Date/Time: Monday, August 01, 2011 9:00 AM

Recurring Event: On the First Monday of the month until 4/2/2012 (total 12 events)

Importance: Normal Priority

Category: Staff Training

Location: Conference Room 2

Description: Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.

Enrolled Users:

Display Name	Qty
Allan Ball	1
Rosie	1

Owned by [Allan Ball](#) On Wednesday, August 18, 2010

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

Events

Staff Training

Remind me about this Event @

Remind about all Events in this series? **Hour(s)** **before event starts**

You are enrolled and approved for this event!

Start Date/Time: Monday, August 01, 2011 8:00 AM

End Date/Time: Monday, August 01, 2011 9:00 AM

Recurring Event: On the First Monday of the month until 4/2/2012 (total 12 events)

Importance: Normal Priority

Category: **Staff Training**

Location: Conference Room 2

Description: Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.

Enrolled Users:

Display Name	Email Address	Approved	Qty
Allan Ball	alan.ball@ecozany.com	<input checked="" type="checkbox"/>	1
Rosie	rose.booth@ecozany.com	<input checked="" type="checkbox"/>	1

Owned by Allan Ball On Wednesday, August 18, 2010

Viewing Enrolled Users as an Administrator

Enrolling for a Free Event

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

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

1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)" or "Viewing Event Details (Week View)"
2. Click the Enroll for this Event? link. This displays the message "Are You Sure You Want To Enroll?"
3. Click the **OK** button.

The screenshot shows a web interface for event management. On the left, under the 'Events' section, there is a list of 'Sales Strategies'. The first item, 'Enroll for this Event?', is circled in red. Below it, details for the event are listed: Start Date/Time, End Date/Time, Recurring Event, Importance, and Description. A 'Return' link is at the bottom left. On the right, there is a 'Message from webpage' dialog box with a question mark icon and the text 'Are You Sure You Want To Enroll?'. The 'OK' button in the dialog box is also circled in red. At the bottom right of the page, it says 'Export to Desktop Event: Single'.

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!**

The screenshot shows the same event page as above, but now with a confirmation message. The message, 'You are enrolled and approved for this event!', is displayed in blue text with a message icon. The event details on the left remain the same. The 'Return' link is at the bottom left. At the bottom right, it says 'Export to Desktop Event: Single'. A small globe icon is visible in the bottom right corner of the page.

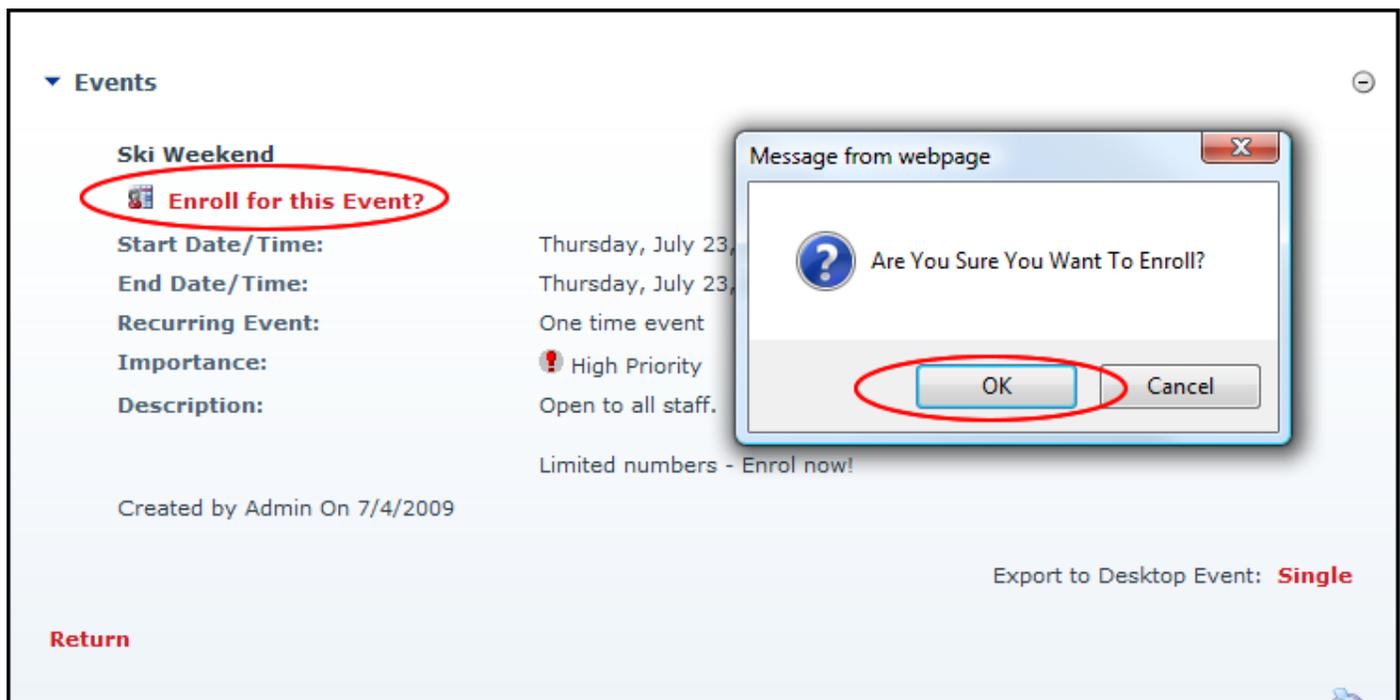
Completed Event Enrollment

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.

Paypal Event Enrollment

Event Name: Ski Weekend
Event Date/Time: Thursday, July 23, 2009 12:00 AM
Description: Open to all staff.

Limited numbers - Enrol now!

Event Fee: 10.00 **USD**
Total Charges: 10.00 **USD**

Pressing the "Purchase" link below will take you to the PayPal secure payment form. You will then be able to approve the payment and, after completion, will be returned back to the Event Enrollment confirmation form.

[Purchase](#) [Cancel](#)

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.

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

Start	End	Title
4/4/2011	4/4/2011	Mid Year Sale
5/2/2011 8:00 AM	5/2/2011 9:00 AM	Staff Training
6/6/2011 8:00 AM	6/6/2011 9:00 AM	Staff Training
7/4/2011 8:00 AM	7/4/2011 9:00 AM	Staff Training
8/1/2011 8:00 AM	8/1/2011 9:00 AM	Staff Training
9/5/2011 8:00 AM	9/5/2011 9:00 AM	Staff Training

The following details are displayed for each event you have enrolled for:

- **Start:** The start date and time of the event.
- **End:** The end date and time of the event.
- **Event:** The title of the event which links to more event details.
- **Approved:** Displays if your enrollment has been approved (checked) or is unapproved (unchecked).
- **Amount:** Displays the amount (if any) that has been paid to attend the event.
- **Quantity:** The number of attendees you have enrolled for this event.
- **Total:** Total amount for this enrolment.

Events

Notify Me |

Select	Start	End	Event	Approved	Fee	Qty	Total
<input type="checkbox"/>	8/1/2011 8:00 AM	8/1/2011 9:00 AM	Staff Training	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD

Return **Cancel Selected Enrolments**

Viewing your Enrollments

Canceling an Event Enrollment

How to cancel an enrollment to an event using the Events module. Note: You cannot cancel from paid events.

1. View your enrollments. See "Viewing Your Event Enrollments"
2. In the **Select** column, check the check box beside each enrollment you want to cancel.
3. Click the **Cancel Selected Enrolments** link. This displays the message "Are You Sure You Wish To Cancel the SELECTED Enrolments?"
4. Click the **OK** button to confirm. The selected enrollments are now removed from the list.

Events

Notify Me |

Select	Start	End	Event	Approved	Fee	Qty	Total
<input checked="" type="checkbox"/>	8/1/2011 8:00 AM	8/1/2011 9:00 AM	Staff Training	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD

Return **Cancel Selected Enrolments**

Canceling an Event Enrollment

Module Editors

Adding an Event

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

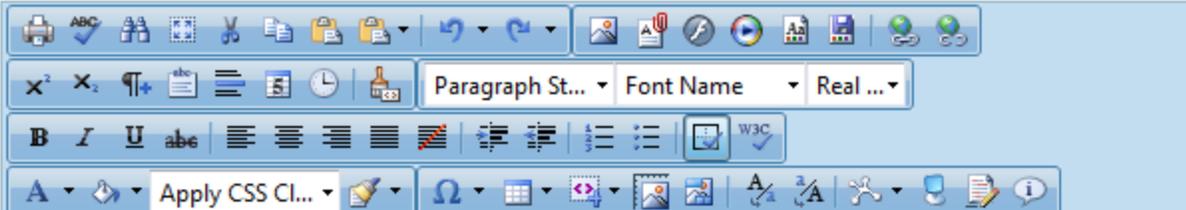
1. Select **+ Add Event** from the Events module menu - OR - Click the **+ Add Event** button at the top right corner of the module. This opens the Edit Event page.
2. Go to the **Event Settings** section.
3. In the **Title** text box, enter a title for this event. Note: Although this is the only mandatory field, however you should also update the Notes field to remove/edit the default text. If you choose to create an event using the default settings, the event start date and end date will be the current date.
4. At **All Day Event**, select from these options:
 - Check the check box if the event lasts all day. This removes the time fields from the next two fields.
 - Uncheck the check box if the event has a start and end time.
5. At **Start Date/Time**, set the following:
 - a. Click the **Calendar**  button and select the start date of the event. See "Working with the Calendar".
 - b. Click the Copy to End Date link. This updates the End Date/Time field so it displays the Start Date you selected.
6. At **End Date/Time**, set the following:
 - a. Click the **Calendar**  button and select the end date for the event.
 - b. If the time drop-down box is displayed, select the end time for the event.
7. At **Display End Date**, select from these options;
 - Check the check box to display the end date in all views.
 - Uncheck the check box to hide the end date in all views.
8. **Optional.** At **Importance**, select **Low**, **Normal** or **High** from the drop-down box to set the importance of the event. The default setting is Normal.
9. **Optional.** At **Category**, select the event category. No category is the default setting. See "Adding Event Categories".
10. **Optional.** At **Location**, select the event location. No location is the default setting. See "Adding Event Locations".

11. **Optional.** At **Owner**, select a new owner for this event.
12. **Optional.** In the **Notes** Editor, enter any notes about the event.
13. Click the  Update link. If the event requires moderation you will be notified when moderation has occurred and whether the event was accepted. Once moderated events are accepted they are displayed in the module.

▼ Edit Event

☐ Event Settings

- 🔍 **Title:**
- 🔍 **All Day Event:**
- 🔍 **Start Date/Time:** **Copy to End Date**
- 🔍 **End Date/Time:**
- 🔍 **Display End Date:**
- 🔍 **Importance:**
- 🔍 **Category:**
- 🔍 **Location:**
- 🔍 **Owner:**
- 🔍 **Notes:**
- 🔍 **Editor:** Basic Text Box Rich Text Editor



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 screenshot shows a web-based calendar interface. At the top, it says "Events" and "Today View Date: 4/1/2011" with a "Go" button. Below that is a "Categories: All" dropdown menu. The calendar itself is for April 2011, with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (1-30) displayed. A red box highlights the date "1" on Friday, April 1st. An event titled "Staff Training" is visible on Wednesday, April 28th.

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, or to edit only this instance of a recurring event.
 - Click the  Edit Series link to edit all instances of a recurring event.

▼ **Events** ⊖

Staff Training

Start Date/Time: Sunday, May 01, 2011 8:00 AM

End Date/Time: Sunday, May 01, 2011 9:00 AM

Recurring Event:  On the First Sunday of the month until 4/1/2012 (total 12 events)

Importance: Normal Priority

Category: **Staff Training**

Location: Conference Room 2

Description: Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.

Owned by Administrator Account On Wednesday, August 18, 2010

Export to Desktop Event: **Single** **Series**

← **Return**  **Edit**  **Edit Series**  **Delete**  **Delete Series**



3. Edit the event details as required.
4. **Optional.** At **Owner**, select a new owner for this event.
5. Click the  Update link.

Editing an Event

Copying an Existing Event as a New Event

How to copy an existing event and save it as a new event using the Events module.

1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)" or "Viewing Event Details (Week View)"
2. Click the  Edit link.
3. Edit the event details for the new event.
4. **Optional.** At **Owner**, select a new owner for this event.
5. Click the  Copy As New Event link. This displays the message "Have you set all the correct details for the new Event?"
6. Click the **OK** button to confirm. If the event requires moderation you will be notified when moderation has occurred and whether the event was accepted. Once moderated events are accepted they are displayed in the module.

▼ Edit Event

☐ Event Settings

🔍 Title:

🔍 All Day Event:

🔍 Start Date/Time: 📅 **Copy to End Date**

🔍 End Date/Time: 📅

🔍 Display End Date:

🔍 Importance: ▼

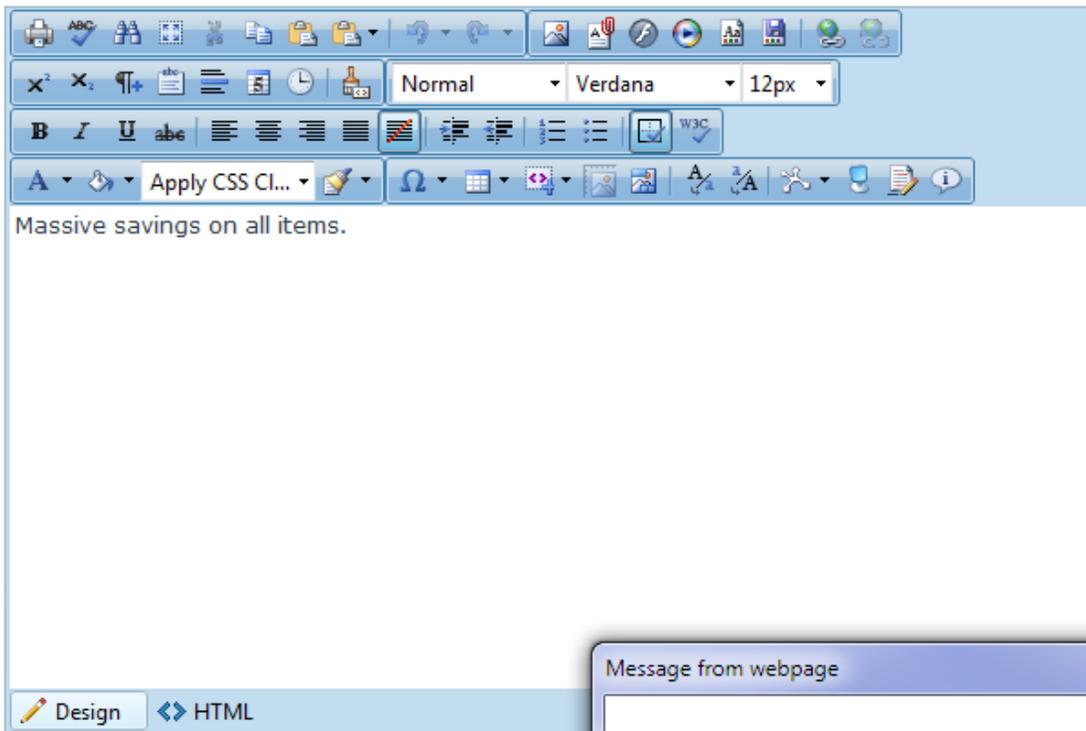
🔍 Category: ▼

🔍 Location: ▼

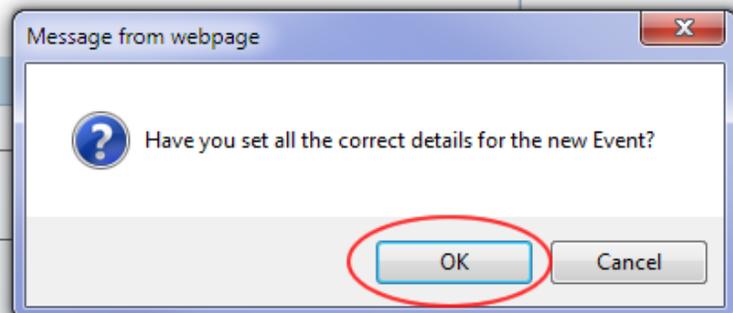
🔍 Owner: ▼

🔍 Notes:

🔍 Editor: Basic Text Box Rich Text Editor



The image shows a rich text editor interface. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and help. The font settings are set to Normal, Verdana, 12px. The content area contains the text "Massive savings on all items." At the bottom of the editor, there are tabs for "Design" and "HTML".



🔍 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

Event Settings

Send Reminder:

Time Before Event: Hours ▼

Email From:

Email Subject:

Email Message:

Enabling and setting events reminders

Enabling/Disabling and Configuring an Event Image

How to show or hide an image for an event in the Events module. The image is typically displayed in both the event calendar/list and in the detailed event view.

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

1. Commence adding a new event ("Adding an Event") but don't click the Update link until completing the below steps - OR - Edit an existing event ("Editing an Event")
2. Go to the **Display Image** section below the Editor.
3. At **Display Image**, select from these options:
 - Check the check box to display an image for this event.
 - a. At **Image URL** select or enter the link to the image. See "About the Link Control".
 - b. In the **Width** text box, enter the pixel width for this image - OR - Leave this field blank for the original image size.
 - c. **Optional.** In the **Height** text box, enter the pixel height for this image - OR - Leave this field blank for the original image size.
 - Uncheck the check box for no image. Note: This removes the image from the event listing; however any saved image settings are retained for future use.

Display Image:

Image URL:

Link Type:

URL (A Link To An External Resource)

File (A File On Your Site)

File Location:

clipart/ ▼

File Name:

Consultation_100x56px.gif ▼

Upload New File

Width: 50

Height: 28

4. Click the  Update link. If the event requires moderation you will be notified when moderation has occurred whether the event was accepted. Accepted events are displayed following moderation.

▼ Events



Today View Date: 7/4/2009 Go



Categories: All

June						July 2009		August
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
28	29	30	1	2	3	4  Marketing Tools		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		



An Event with an Image

Enabling/Disabling and Configuring Recurring Events

How to enable or disable recurring events and configure the optional settings for the Events module. Note: Recurrences days are localized.

1. Commence adding a new event ("Adding an Event") but don't click the Update link until completing the below steps - OR - Edit an existing event ("Editing an Event")
2. Go to the **Recurring Event** section.
3. At **Recurring Event**, select from these options:
 - Check the check box to set the event as recurring.
 - a. At **Recurrence End Date**, click the **Calendar**  button and select the last date when the event will reoccur. See "Working with the Calendar". Note: Event Start Date must occur before the recurrence end date in order for the event to occur at least once
 - b. Select and set one of the following reoccurrence schedules:
 - To set the event to reoccur periodically:
 - i. Select **Periodic Event**.
 - ii. At the **Repeated every** field, enter the frequency of the reoccurrence into the text box, and then select either **Day(s)**, **Weeks(s)**, **Month(s)**, or **Year(s)** to set the period of the recurrence. The default setting is every 1 day.
 - To set the event to reoccur weekly:
 - i. Select **Weekly Event**.
 - ii. In the **Repetition Frequency (Weeks)** text box, enter how frequently the event occurs each week.
 - iii. Check the check box for each of the day the event reoccurs.
 - To set the event to reoccur once each month:
 - i. Select **Monthly Event**.
 - ii. At **Repeated on** select the week in which the event reoccurs in the month. Options are **First**, **Second**, **Third**, **Fourth** and **Last**. The default setting is First.
 - iii. Select the day of the month when the event reoccurs. The default setting is Sunday.

- To set the event to reoccur on a specific date of each month:
 - i. Select **Monthly Event**.
 - ii. At **Repeated On Day**, select the date of the month when the event is repeated. The default setting is 1st.
 - iii. In the **Repetition Frequency (Months)** text box, enter the number of months that the event reoccurs for. E.g. Enter 1 for an event which reoccur each month, or 2 for an event which reoccur every second month.
- To set the event to reoccur annually:
 - i. Select **Annual Event**.
 - ii. At **Repeat On Date**, click the **Calendar**  button and select the date. See "Working with the Calendar".
- Uncheck the check box to set the event as a one time event. Note: Saved settings are retained for future use.

4. Click the  Update link.

*Tip: Recurring events display the **Recurring Event**  icon which displays recurrence details when you hover over it.*

Tip: You can either edit individual instances of recurring events or the full event series.

Recurring Event:

Recurrence End Date: 

Periodic Event: **Weekly Event:** **Monthly Event:** **Annual Event:**

Repeated every: **Day(s)** ▼

Setting Recurring Events

Copying an Existing Event Series as a New Event Series

How to copy an existing recurring event series and save it as a new event series using the Events module.

1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)" or "Viewing Event Details (Week View)"
2. Click the  [Edit Series](#) link.
3. Edit the event details as required.
4. Click the  [Copy As New Event Series](#) link. If the event requires moderation you will be notified when moderation has occurred and whether the event was accepted. Once moderated events are accepted they are displayed in the module.

Event Settings

Title: Mid Year Sale Event

All Day Event:

Start Date/Time: 7/4/2009 **Copy to End Date**

End Date/Time: 7/12/2009

Display End Date:

Importance: Normal

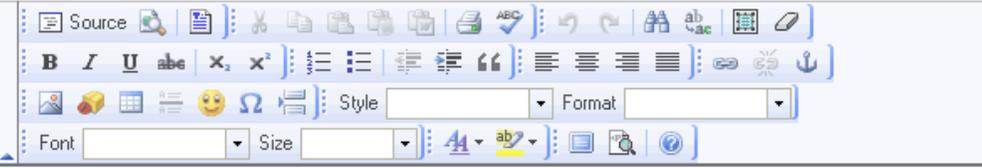
Category: None

Location: None

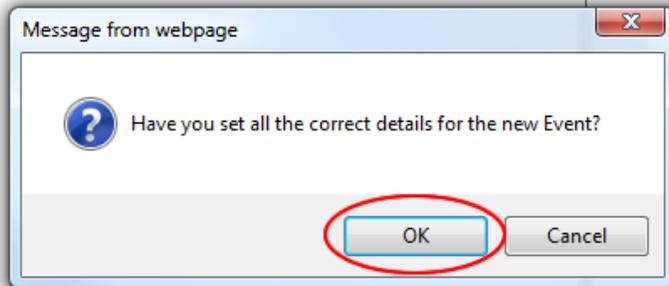
Owner: Admin

Notes:

Editor: Basic Text Box Rich Text Editor



Massive savings on all items.



[Show custom editor options](#) | [Refresh Editor](#)

Send Reminder:

Display Image:

Recurring Event:

Allow Enrollment:

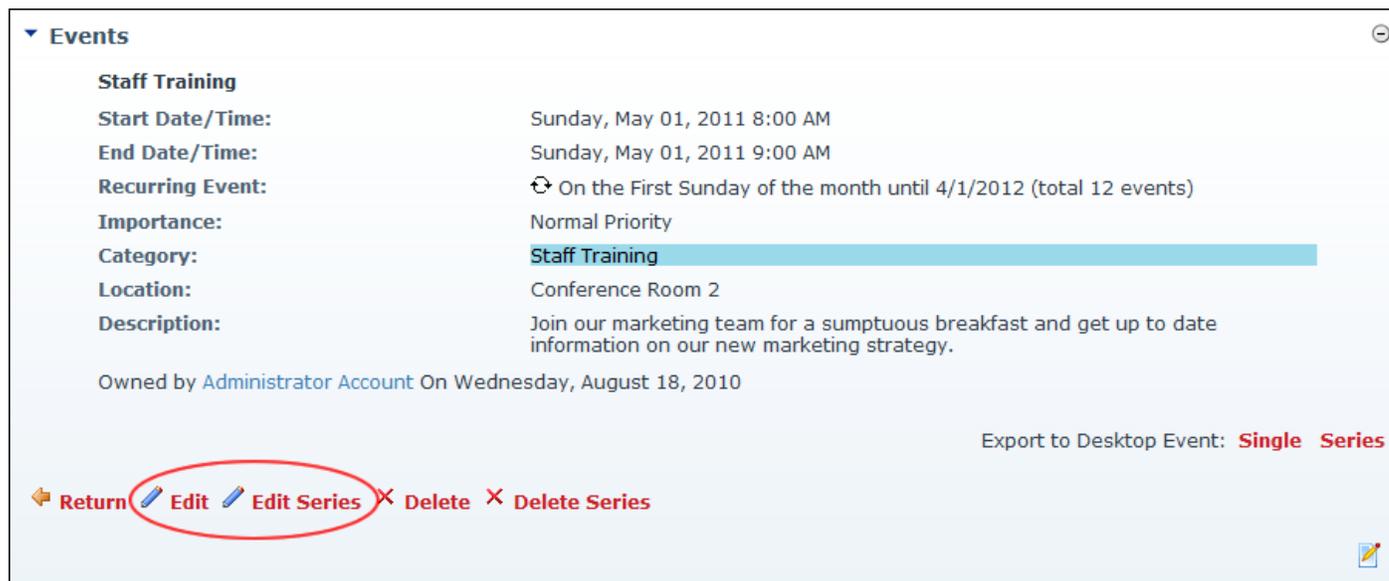
[Update Series](#) [Cancel](#) [Delete Series](#) [Copy as New Event Series](#)

Created by: Admin on 7/4/2009

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, or to edit only this instance of a recurring event.
 - Click the  [Edit Series](#) link to edit all instances of a recurring event.



Events

Staff Training

Start Date/Time: Sunday, May 01, 2011 8:00 AM

End Date/Time: Sunday, May 01, 2011 9:00 AM

Recurring Event:  On the First Sunday of the month until 4/1/2012 (total 12 events)

Importance: Normal Priority

Category: **Staff Training**

Location: Conference Room 2

Description: Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.

Owned by Administrator Account On Wednesday, August 18, 2010

Export to Desktop Event: **Single Series**

 [Return](#)  [Edit](#)  [Edit Series](#)  [Delete](#)  [Delete Series](#)

4. At **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.

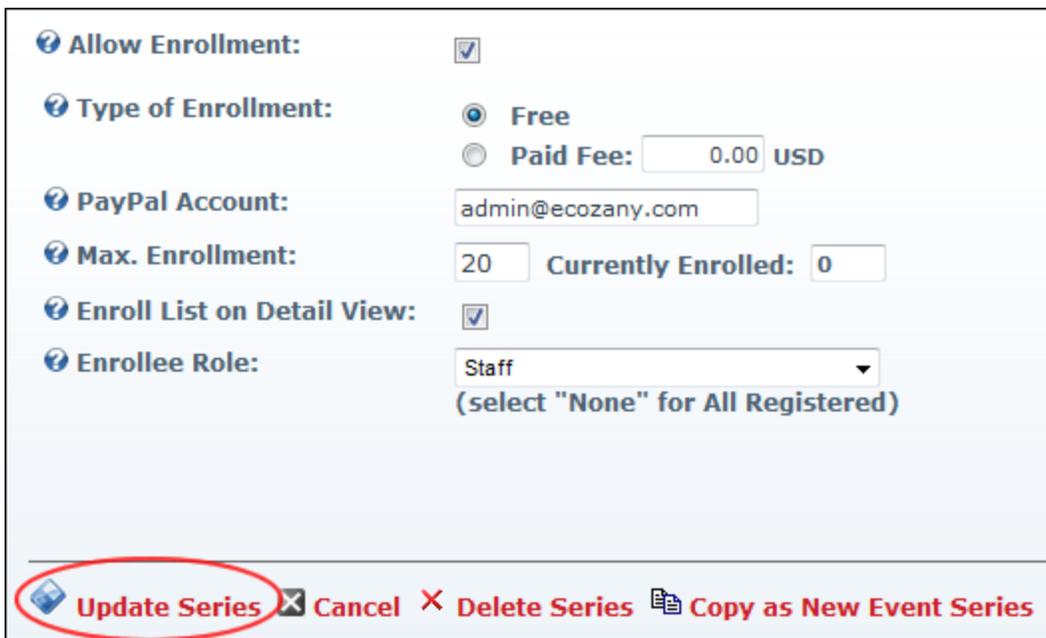
6. **Optional.** In the **Max. Enrollment** text box, enter the maximum number of enrollments that can be accepted for this event. If an unlimited number of enrollments can be accepted, enter 0. The default setting is 0 (unlimited enrollments)

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.



Allow Enrollment:

Type of Enrollment: **Free**
 Paid Fee: **USD**

PayPal Account:

Max. Enrollment: **Currently Enrolled:**

Enroll List on Detail View:

Enrollee Role:
(select "None" for All Registered)

 **Update Series**  **Cancel**  **Delete Series**  **Copy as New Event Series**

Enabling and Configuring Event Enrollment

▼ **Events**

Today View Date:

Categories: ▼

April					May 2011				
Sun	Mon	Tue	Wed	Thu	Sun	Mon	Tue	Wed	Thu
1	2	3	4	5	8	9	10	11	12
	Staff Training								
15	16	17	18	19					

Event Enrollment Enabled on an Event

Related Topics:

- "Configuring the Enrollment Settings"

Enrolling User to an Event

How to enroll one or more users to an event on the Events module. Note: Event enrollment must be enabled. See "Configuring the Enrollment Settings"

1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)" or "Viewing Event Details (Week View)"
2. Click the  Edit link.
3. Go to the **Allow Enrollment** section.
4. At **Enroll User To Event**, select the user from the drop-down box.
5. Click the Enroll User link. The user will be added to the Enrolled Users list below.
6. Repeat Steps 4-5 to enroll additional users.

Allow Enrollment:
 Type of Enrollment: **Free(Moderated)**
 Paid Fee: **USD**
 PayPal Account:
 Max. Enrollment: **Currently Enrolled:**
 Enroll List on Detail View:
 Enrollment Role:
(select "None" for All Registered)
 Enroll User to Event: **Enroll User**

Enrolled Users:

Select	Enrollee	Phone	Approved	Event Start
<input type="checkbox"/>	Peta Anderson		True	7/4/2009

Email Enrolled Users
[Email Selected Enrolled Users](#) [Delete Selected Enrolled Users](#)

Enrolling Users to Events

Managing Existing User Enrollments

How to delete one or more enrolled users from an event on the Events module.

1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)" or "Viewing Event Details (Week View)"
2. Click the [Edit](#) link.
3. At **Allow Enrollment**, details of current enrollments are listed at **Enrolled Users**.
4. At **Select**, check the check box beside the required users to perform any of the following tasks:
 - Click the [Email Selected Enrolled Users](#) link to email these users.
 - Click the [Delete Selected Enrolled Users](#) link to email these users.

Enrolled Users:

Select	Enrollee	Phone	Approved	Event Start
<input checked="" type="checkbox"/>	Peta Anderson		True	7/4/2009

Email Enrolled Users
[Email Selected Enrolled Users](#) [Delete Selected Enrolled Users](#)

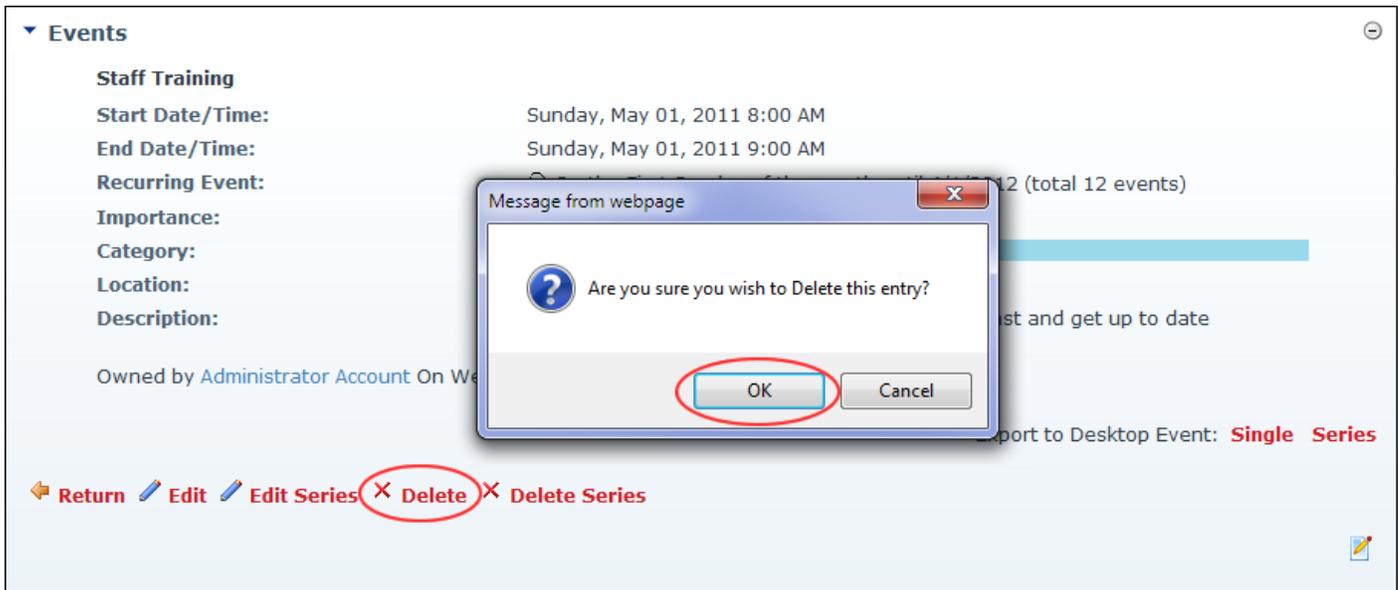
Managing Existing User Enrollments

Deleting an Event or Event Series

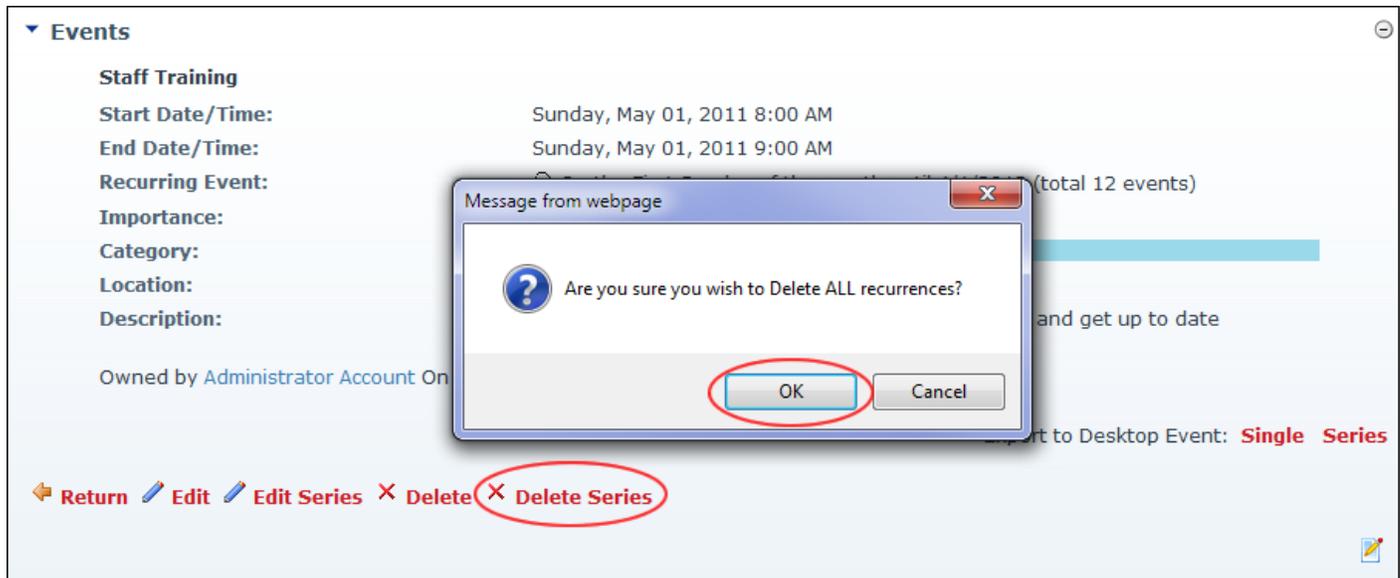
How to permanently delete an event from the Events module. Note: Module and Page Editors may only be able to delete their own events. This depends on the moderation settings configured by a Page Editor on the Settings

page of this module.

1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)" or "Viewing Event Details (Week View)"
2. Select from these options:
 - Click the **X Delete** link to delete a one time event or this instance of a recurring event. This displays the message "Are you sure you wish to Delete this entry?"
 - a. Click the **OK** button to confirm.



- Click the Delete Series link to delete all instances of this recurring event. This displays the message "Are you sure you wish to Delete ALL recurrences?"
 - a. Click the **OK** button to confirm.



Global Category Editor

Adding Event Categories

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

1. Select  **Edit Categories** from the module menu. This opens the Edit Categories page.
2. In the **Category** text box, enter a category name. To use the colors shown at the Preview field below, skip to Step 5. Note: The preview field updates whenever the color selections are modified.
3. **Optional.** At **Background Color**, perform one of the following to set the background color:
 - Click the **Color Picker**  button and select a color.
 - Enter a web safe hexadecimal color value into the background color. E.g. #99d9ea
 - Leave this field blank for no background color.
4. **Optional.** At **Font Color**, perform one of the following to set the font color:
 - Click the **Color Picker**  button and select a color.
 - Enter a web safe hexadecimal color value into the background color. E.g. #99d9ea
 - Leave this field blank to use the color associated with the applied stylesheet.
5. Click the  Add link. This lists the category in the **Category Name** list to the right.

▼ **Edit Categories**

🔍 **Category**

🔍 **Background Color** 

🔍 **Font Color** 

Preview

+ **Add** ⏪ **Return**

Category Name
(Select Category Name Link to Edit)

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

▼ **Edit Categories**

🔍 **Category**

🔍 **Background Color** 

🔍 **Font Color** 

Preview

+ **Add** ⏪ **Return**

Category Name
✗ **Staff Training**
(Select Category Name Link to Edit)

Adding an Event Category

Editing Event Categories

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

- Select  **Edit Categories** from the Events module menu.
- In the **Category Name** list, click on the linked [Category Name]. This displays the category details in the Category and Color fields.
- Edit fields as required.
- Click the  Update link.

▼ **Edit Categories**

🔍 **Category**

🔍 **Background Color** 

🔍 **Font Color** 

Preview

+ **Add**  **Update** ⏪ **Return**

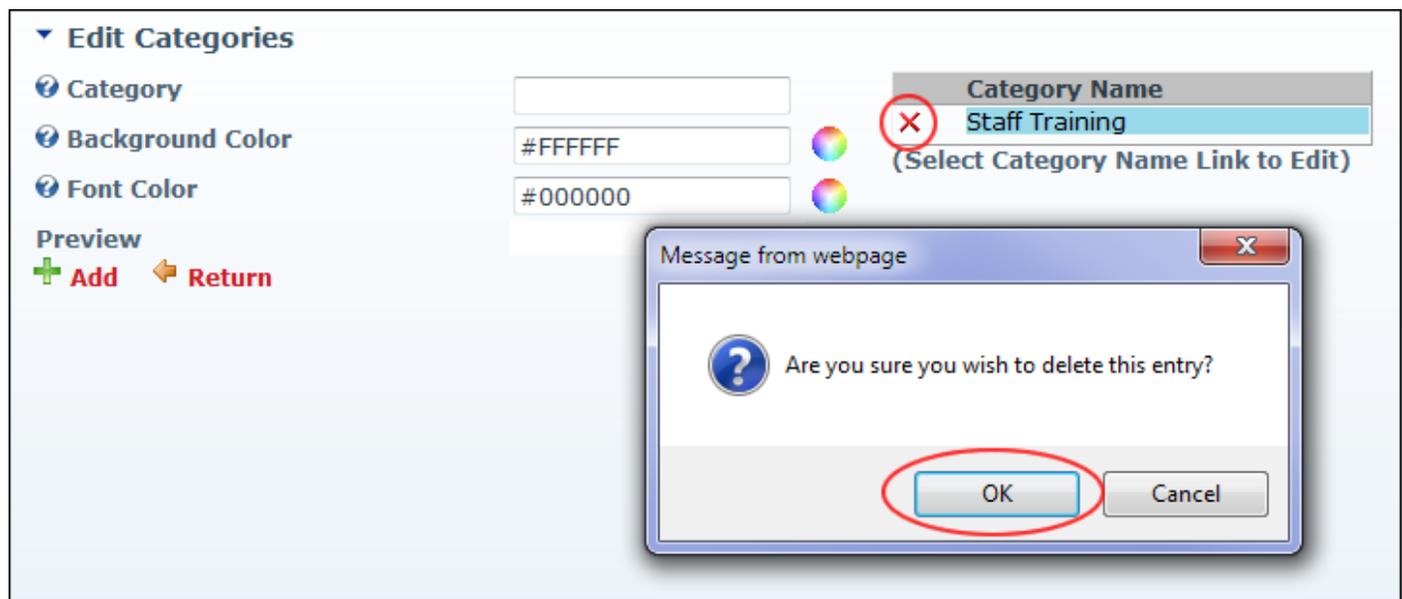
Category Name
✗ **Staff Training**
(Select Category Name Link to Edit)

5. Repeat Steps 2-4 to edit additional categories.
6. Click the  [Return](#) link to return to the module.

Deleting Event Categories

How to delete one or more categories from the Events module.

1. Select  **Edit Categories** from the Events module 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 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.

▼ **Edit Locations**

📍 **Location**

📍 **Map URL**

+ **Add** ↩ **Return**

Location Name	Map URL
(Select Location Name link to Edit)	

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

▼ **Edit Locations**

📍 **Location**

📍 **Map URL**

+ **Add** ↩ **Return**

Location Name	Map URL
✗ Statue of Liberty	http://maps.google.com.au/maps?q=Statue%20of%20Liberty&rls=com.microsoft:en-au:IE-SearchBox&oe=&redir_esc=&um=1&ie=UTF-8&sa=N&hl=en&tab=wl
(Select Location Name link to Edit)	

Adding an Event Location

Editing Event Locations

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

- Select 📍 **Edit Locations** from the module menu.
- In the **Location Name** list, click on linked [Location Name] to be edited. This displays the location details in the edit fields to the left.
- Edit the **Location** and/or **Map URL** fields as required.
- Click the 💡 Update link.
- Repeat Steps 2-4 to add additional locations.
- Click the ↩ Return link to return to the module.

▼ **Edit Locations**

📍 **Location**

📍 **Map URL**

+ **Add** 💡 **Update** ↩ **Return**

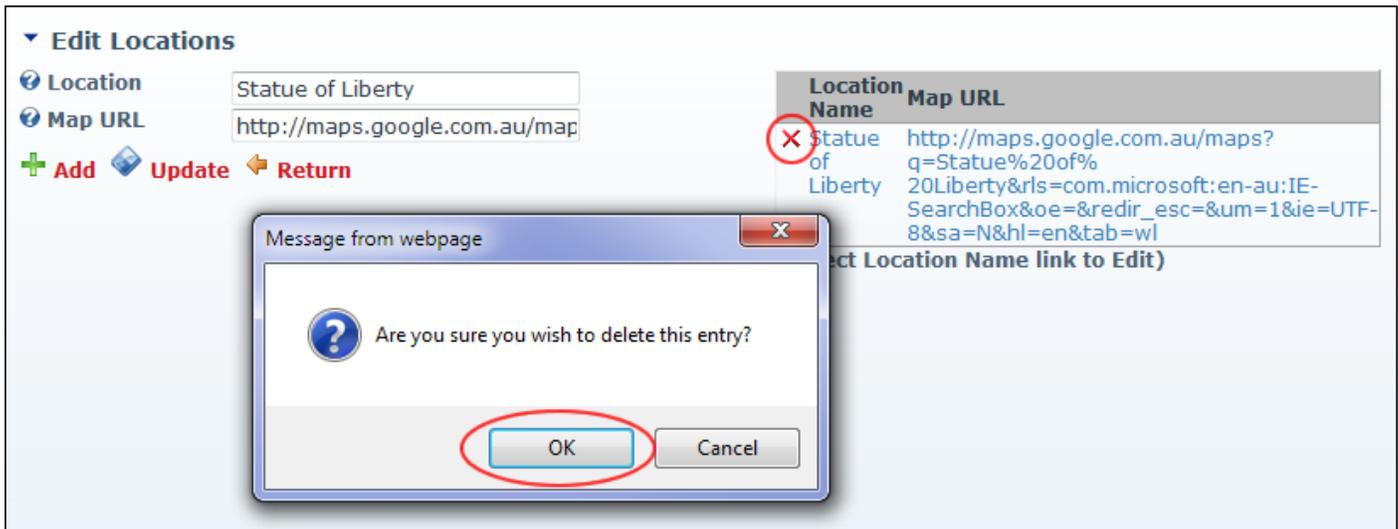
Location Name	Map URL
✗ Statue of Liberty	http://maps.google.com.au/maps?q=Statue%20of%20Liberty&rls=com.microsoft:en-au:IE-SearchBox&oe=&redir_esc=&um=1&ie=UTF-8&sa=N&hl=en&tab=wl
(Select Location Name link to Edit)	

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 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 menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment - Events page.
2. At **Select View to Moderate**, select **Enrollment**. This displays the list of enrollments awaiting moderation.

3. At **Email Action Notification to User?**, select one of these options:

- Check the check box to send email notification to the users who submitted the enrollments.
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
- Uncheck the check box if you don't want to send email notifications.

4. Click the [Approve All](#) link.

▼ Moderate Enrollment-Events

Select View to Moderate:

Events **Enrollment**

Email Action Notification to User?

Email From: admin@ecozany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate]D [ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [NOTALLDAYEVENT][ALLDAYEVENT][event:enddate]D[/ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

Action	Date	Time	Event	User
<input type="radio"/> Approve <input type="radio"/> Deny	7/23/2009	7/23/2009 12:00 AM	Ski Weekend	RegUser

Update **Approve All** Deny All Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Approving all Moderated Enrollments

Approving All Moderated Events

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

1. Select **Moderate Events** from the Events module menu - OR - Click the **Moderate Events** button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
 - Check the check box to send email notification to the users who created the events.
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
 - Uncheck the check box if you don't want to send email notifications.

4. Click the Approve All link.

▼ Moderate Enrollment-Events

Select View to Moderate:

Events Enrollment

Email Action Notification to User?

Email From: admin@ecozaany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:startdate]

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:startdate][event:startdate][event:startdate|D][ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate][event:enddate][NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D][ALLDAYEVENT][DISPLAYENDDATE] ((event:timezone)) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	New Event

Update **Approve All** Deny All Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Approving all Moderated Events

Approving Moderated Enrollments

How to approve one or more enrollments awaiting moderation in the Events module.

1. Select **Moderate Events** from the Events module menu - OR - Click the **Moderate Events** button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Enrollment**. This displays the list of enrollments awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
 - Check the check box to send email notification to the users who created the events.
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
 - Uncheck the check box if you don't want to send email notifications.
4. In the **Action** column, select **Approve** beside each enrollment to be approved.
5. Click the Update link.

*Tip: Click the Unmark All link to deselect the **Approve** and **Deny** action for all enrollments.*

▼ **Moderate Enrollment-Events**

Select View to Moderate:

Events
 Enrollment

Email Action Notification to User?

Email From: admin@ecozaany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D]/[ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

Action	Date	Time	Event	User
<input checked="" type="radio"/> Approve <input type="radio"/> Deny	7/23/2009	7/23/2009 12:00 AM	Ski Weekend	RegUser

Note: Deny option will delete Event/Enrollment Entries from the Database!

Approving Moderated Enrollments

Approving Moderated Events

How to approve one or more events awaiting moderation in the Events module.

1. Select **Moderate Events** from the Events module menu - OR - Click the **Moderate Events** button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
 - Check the check box to send email notification to the user or users who created the event(s).
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
 - Uncheck the check box if you don't want to send email notification.
4. In the **Action** column, select **Approve** beside each event to be approved.
5. Click the Update link.

*Tip: Click the Unmark All link to deselect the **Approve** and **Deny** action for all events.*

▼ **Moderate Enrollment-Events**

Select View to Moderate:

Events Enrollment

Email Action Notification to User?

Email From: admin@ecozany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate][/NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D][/ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input checked="" type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	New Event

Update Approve All Deny All Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Approving Moderated Events

Denying All Moderated Enrollments

How to deny all enrollments awaiting moderation on the Events module. Note: Denying enrollments permanently deletes all details of the enrollment.

1. Select **Moderate Events** from the Events module menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Enrollment**. This displays the list of enrollments awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
 - Check the check box to send email notification to the users who submitted the enrollments.
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
 - Uncheck the check box if you don't want to send email notifications.
4. Click the Deny All link.

▼ **Moderate Enrollment-Events**

Select View to Moderate:

Events Enrollment

Email Action Notification to User?

Email From: admin@ecozany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate][NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D][ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	New Event

Update Approve All **Deny All** Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Denying 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 menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
 - Check the check box to send email notification to the users who created the events.
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
 - Uncheck the check box if you don't want to send email notifications.
4. Click the Deny All link.

▼ **Moderate Enrollment-Events**

Select View to Moderate:

Events Enrollment

Email Action Notification to User?

Email From: admin@ecozany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate][/NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D][/ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	New Event

Update Approve All **Deny All** Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Denying 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 menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Enrollment**. This displays the list of enrollments awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
 - Check the check box to send email notification to the users who submitted the enrollments.
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
 - Uncheck the check box if you don't want to send email notification.
4. In the **Action** column, select **Deny** for each enrollment to be denied and deleted.
5. Click the Update link.

▼ Moderate Enrollment-Events

Select View to Moderate:

Events
 Enrollment

Email Action Notification to User?

Email From: admin@ecozaany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate]D [ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate]D[/ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

Action	Date	Time	Event	User
<input type="radio"/> Approve <input checked="" type="radio"/> Deny	7/23/2009	7/23/2009 12:00 AM	Ski Weekend	RegUser

Note: Deny option will delete Event/Enrollment Entries from the Database!

Denying Moderated Enrollments

Denying Moderated Events

How to deny one or more events awaiting moderation on the Events module. Note: Denying events permanently deletes all details of the events.

1. Select **Moderate Events** from the Events module menu.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
 - Check the check box to send email notification to the user or users who created the event(s).
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
 - Uncheck the check box if you don't want to send email notification.
4. In the **Action** column, select **Deny** for each event to be denied and deleted.
5. Click the Update link.

▼ **Moderate Enrollment-Events**

Select View to Moderate:

Events Enrollment

Email Action Notification to User?

Email From: admin@ecozany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate][/NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D][/ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input type="radio"/> Approve <input checked="" type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	New Event

Update Approve All Deny All Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Denying Moderated Events

Editing and Approving a Moderated Event

How to review, edit and approve an event requiring moderation in the Events module.

1. Select **Moderate Events** from the Events module 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 menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Enrollments**. This displays the list of enrollments awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
 - Check the check box to send email notification to the user or users who submitted the enrollments.
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
 - Uncheck the check box if you don't want to send email notification.
4. In the **Action** column, select the **Approve** or **Deny** beside one or more enrollments as required.
5. Click the Update link.

*Tip: Click the Unmark All link to deselect the **Approve** and **Deny** action for all enrollments.*

▼ Moderate Enrollment-Events

Select View to Moderate:

Events Enrollment

Email Action Notification to User?

Email From:

Email Subject:

Email Message:

Action	Date	Time	Event	User
<input type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:00 AM	Sales Strategies	PageEditor
<input type="radio"/> Approve <input type="radio"/> Deny	7/23/2009	7/23/2009 12:00 AM	Ski Weekend	RegUser

Update Approve All Deny All Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

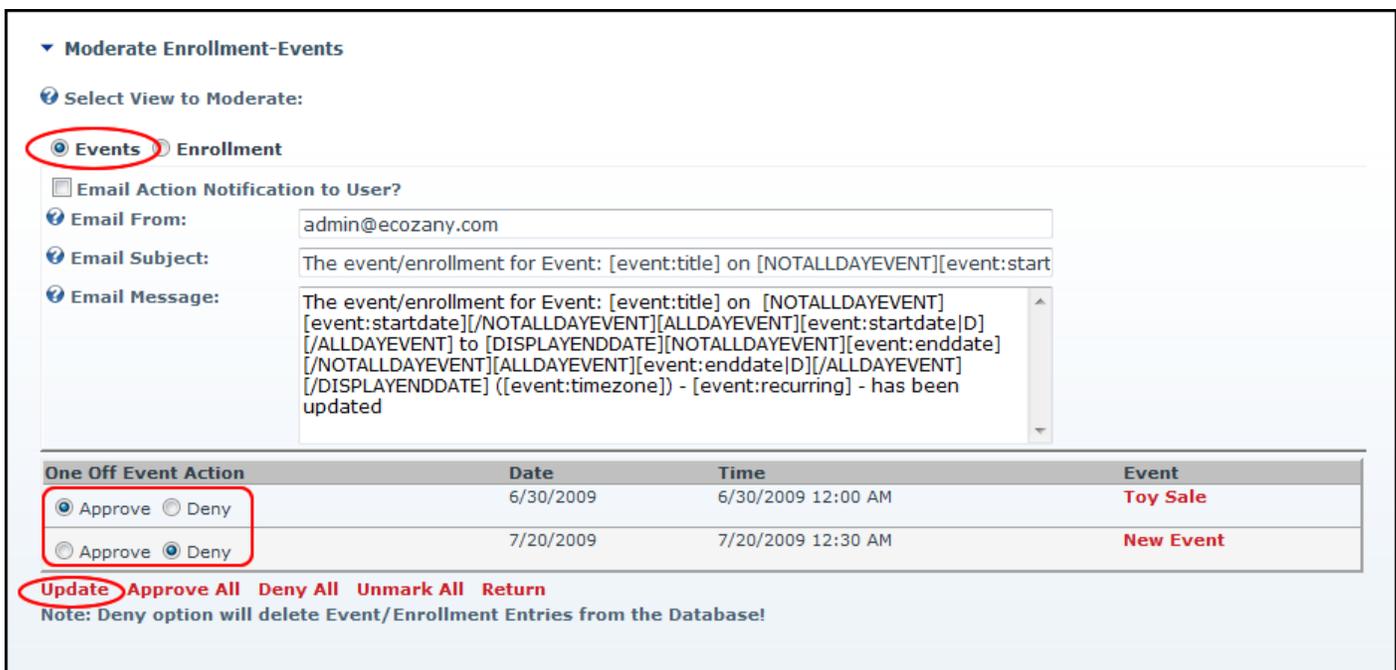
Moderating Multiple Enrollments

Moderating Multiple Events

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

1. Select **Moderate Events** from the Events module menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
 - Check the check box to send email notification to the user who created the event.
 - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
 - b. **Optional.** In the **Email Message** text box, edit the message of the email.
 - Uncheck the check box if you don't want to send email notification.
4. In the **Action** column, select the **Approve** or **Deny** beside one or more events as required.
5. Click the Update link.

Tip: Click the Unmark All link to deselect the Approve and Deny action for all events.



Moderate Enrollment-Events

Select View to Moderate:

Events Enrollment

Email Action Notification to User?

Email From: admin@ecozaany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D]/[ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input checked="" type="radio"/> Approve <input type="radio"/> Deny	6/30/2009	6/30/2009 12:00 AM	Toy Sale
<input type="radio"/> Approve <input checked="" type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	New Event

Update **Approve All** **Deny All** **Unmark All** **Return**

Note: Deny option will delete Event/Enrollment Entries from the Database!

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 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.

- 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.
- Click the  [Update Settings](#) link.

General Settings

Edit Time Interval:

Event Time Zone:

Permit Recurring Events:

Max Generated Occurrences:

Prevent Schedule Conflict:

Check for Location Conflicts:

Enable DNN Search:

Owner Change Allowed:

Delete Events Older Than: days

Private Calendar Message:

Filter Events by Category:

Configuring Event General Settings

Configuring Event Look and Feel Settings

How to configure the Look and Feel Settings of the Events module.

- Select  **Edit Settings** from the module menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
- Maximize**  the **Look & Feel Settings** section.
- 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.
- 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 it from being unchecked.
- At **Module Views Allowed**, select one or more of the following options:
 - Month:** Check the check box to enable the month view.
 - Week:** Check the check box to enable the week view.
 - List:** Check the check box to enable the list view.

6. At **Use Module Container & Skin**, check the check box to use the module container and page skin for views that would normally default to the portal default container and skin - OR - uncheck to enable users to switch between the different views.
7. At **Enable Category Select**, select from the following options:
 - Check the check box to enable category selection.
 - Uncheck to disable users from selecting categories on all view forms.
8. At **Enable Date Navigation Controls**, check the check box to enable the date navigation controls (links).
9. At **Enable Event Image**, check the check box to enable images to be displayed on events. If checked, the Image Settings section is displayed on the Edit Events page - OR - Uncheck the check box to disable images on events.
10. At **Display TimeZone**, check the check box to enable the TimeZone to be displayed on the Detail Event - OR - Uncheck the check box to hide the TimeZone.
11. At **Icon Bar**, select from these options:
 - Select **Top Right** to display the icon bar above events.
 - Select **Bottom Center** to display the icon bar below events
 - Select **None** to hide the icon bar.
12. Click the  [Update Settings](#) link.

Look & Feel Settings

Theme/Skin: **Standard theme** **Custom theme** MinimalExtropy

Default Module View: Month

Module Views Allowed: **Month** | **Week** | **List**

Use Module Container & Skin

Enable Category Select:

Enable Date Navigation Controls:

Enable Event Image:

Display TimeZone:

Icon Bar: **Top Right** **Bottom Center** **None**

Configuring Event Look and Feel Settings

Configuring Detail View Settings

How to configure the Detail View Settings of the Events module.

1. Select  **Edit Settings** from the module menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Detail View Settings** section.
3. At **Event Detail New Page**, select from the following options:
 - Check the check box to display event detail on a new page.
 - Uncheck the check box to display event details on the same page.
4. At **Set Event Detail Page Allowed**, select from the following options:
 - Check the check box to allow event editors to set a specific page as event detail page.
 - Uncheck the check box to disable.
5. At **Enable Enroll Validation Popup**, select from the following options
 - Check the check box to enable a message box which required the user to confirm they want to enroll.
 - Uncheck the check box to disable popup box.
6. Click the  [Update Settings](#) link.

 Detail View Settings	
 Event Detail New Page:	<input type="checkbox"/>
 Set Event Detail Page Allowed:	<input type="checkbox"/>
 Enable Enroll Validation Popup:	<input checked="" type="checkbox"/>

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 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.

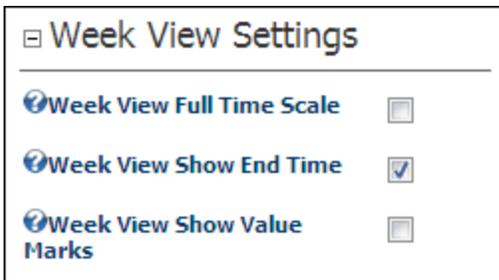
☐ Month View Settings	
🔍 Enable Month View Cell Events:	<input checked="" type="checkbox"/>
🔍 Show Events in Next/Prev Month:	<input checked="" type="checkbox"/>
🔍 Weekend Starts Friday:	<input checked="" type="checkbox"/>
🔍 Show Event Start Time in Title:	<input checked="" type="checkbox"/>
🔍 Event Day New Page:	<input type="checkbox"/>
🔍 Enable Selectable Day:	<input checked="" type="checkbox"/>
🔍 Show Event Icons:	<input checked="" type="checkbox"/> Priority   <input checked="" type="checkbox"/> Recurring  <input checked="" type="checkbox"/> Reminder  <input checked="" type="checkbox"/> Enrollment 
🔍 Show Event Image:	<input checked="" type="checkbox"/>

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 menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Week View Settings** section.
3. At **Full Time Scale**, check the check box to display the full time scale in the week view - OR - Uncheck the check box to disable.
4. At **Include End Value**, check the check box to display the end time of the event in the week view - OR - Uncheck the check box to hide the end time.
5. At **Show Value Marks**, select from these options:
 - Check the check box to display the grid lines against each time in the week view when the above field is unchecked. Note: The Include End Value field above must be unchecked to enable this option.
 - Uncheck the check box to hide grid lines.
6. At **Show Event Icons**, check the check box beside each icon to be displayed beside the event title in week view. All icons are checked by default.
7. Click the  [Update Settings](#) link.



Week View Settings	
 Week View Full Time Scale	<input type="checkbox"/>
 Week View Show End Time	<input checked="" type="checkbox"/>
 Week View Show Value Marks	<input type="checkbox"/>

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 menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Event List Settings** section.
3. At **Show Table Header**, select **Yes** to display a header above the event list - OR - Select **No** to hide the header.

4. To set the number of events displayed in the list, select from the following options:
 - To display the number of events displayed by the number of days:
 - a. Select **Select Events By Days**.
 - b. Enter the [number of] **days before current date** to be displayed.
 - c. Enter the [number of] **days after current date** to be displayed.
 - To display the number of events displayed by the number of events:
 - a. Select **Select Events By Number**.
 - b. Enter the **Next** [number of] **events to be displayed from the current date**.
 - c. Enter the **within the next** [number of] **days**. E.g. Entering **Next 10 events from current date within the next 14 days** will display a maximum of 10 events and will not display events more than 2 weeks in advance.
5. At **Event Fields to Display**, set the fields to be displayed on each event:
 - To **Add a Field**, click on the name of the field in the **Available** box and then click the **Add** \geq link.
 - To **Add All Fields**, click the **Add All** $\geq\geq$ link.
 - To **Remove a Field**, click on the field name in the **Selected** box and then click the **Remove** \leq link.
 - To **Remove All Field**, click the **Remove All** $\leq\leq$ link.
6. At **Page Size**, select the number of events to be displayed on each page of the Event List.
7. At **Default Sorting**, select to sort events either **Ascending** or **Descending** by their start date. The default settings is Ascending.
8. At **Default Sort Column**, select the column by which events in list view will be sorted by default.
9. At **Collapse Recurring**, check the check box to collapse recurring events to one row - OR - Uncheck the check box disable.
10. At **Show Event Icons**, check the check box beside each icon to be displayed beside the event title in list view. All icons are checked by default.

☐ **Event List Settings**

🔍 **Show Table Header:** **Yes** **No**

🔍 **Select Events by Days:** **days before current date**
 days after current date

🔍 **Select Events by Number:** **Next** **events from current date**
within the next **days**

🔍 **Events Fields to Display:**

Available		Selected
01 - Edit Button		02 - Begin Date Time
05 - Image		03 - End Date Time
06 - Duration		04 - Event Name
07 - Category	>	
08 - Location	^	
09 - Custom Field 1		
10 - Custom Field 2	>>	
11 - Description	<<	
12 - Recurrence Pattern		
13 - Recurrence End Date		

🔍 **Page size:** ▼

🔍 **Default sorting:** ▼

🔍 **Default Sort Column:** ▼

🔍 **Collapse Recurring:**

🔍 **Show Event Icons:**

- Priority** 🚨 ⬇️
- Recurring** 🔄
- Reminder** 🔔
- Enrollment** 📄

11. Click the  [Update Settings](#) link.

Configuring the Event Email Settings

How to configure the email settings of the Events module.

1. Select  **Edit Settings** from the module menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Event Email Settings** section.
3. At **Send New Event Emails**, select a radio button to set if and to whom emails are sent to when a new event is added:

- **Never:** Select to disable email messages.
 - **Subscribers:** Select to enable users to subscribe for notification through the check box in the icon bar.
 - **Role:** Select the radio button and then select a role from the drop-down box. Users in the selected role will receive email notification when a new event is created.
4. At **Allow Email Send by Event Editor**, check the check box to allow editors to send an event email to a role - OR - Uncheck the check box to disallow.

Event Email Settings

Send New Event Emails:

Never
 Subscribers
 Role

Staff

Allow Email Send by Event Editor:

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

Configuring Event Reminder Settings

How to enable and configure reminder settings for the Events module. Note: The Event Module Scheduler must be enabled by the Host to enable reminders.

1. Select  **Edit Settings** from the module menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Reminder Settings** section.
3. At **Allow Event Reminder**, check the check box to enable automated event reminders to be send to enrolled users - OR - Uncheck the check box to disable reminders.
4. At **Reminder Anonymous**, check to enable anonymous users (i.e. unauthenticated users) to request event reminders - OR - Uncheck the check box to disable reminders.
5. At **Send Reminder Default Value**, check to set the Send Reminder field on the Edit Event page as checked by default - OR - Uncheck the check box to set as unchecked by default.
6. In the **Remind Email From** text box, enter the default email address to be displayed in the From field for reminders. This email address can be modified for each event on the Edit Event page.

Reminder Settings

Allow Event Reminders:

Remind Anonymous:

Send Reminder Default Value:

Reminder Email From:

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

Configuring the Enrollment Settings

How to configure enrollment settings including PayPal account details for paid events on the Events module.
"Configuring Moderation Settings"

1. Select  **Edit Settings** from the module menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Enrollment Settings** section.
3. At **Permit Event Enrollment**, check the check box to enable authorized users to sign up for events - OR - Uncheck the check box to disable event enrollment.
4. **Optional.** In the **PayPal Account** text box, enter your PayPal account number if you are collecting fees to paid events. The Host email address is entered by default.
5. **Optional.** At **PayPal URL**, enter `https://www.paypal.com` - OR - enter `https://www.sandbox.paypal.com` to test this setting. The default setting is `https://www.paypal.com`
6. At **Display Enroll List by Default**, check the check box to display the enrollment list on the Event Detail Page by default - OR - Uncheck the check box if it isn't displayed by default.
7. At **Hide Full Enrolled Events**, check the check box to hide an event once the maximum number of enrollees is reached. Note: The event owner and moderators always can see the event - OR - Uncheck the check box to keep displaying the event.
8. In the **Allow Multiple Enrollees** text box, enter the number of people that a single user can enroll for an event. The default value is one (1) enrollment per user.
9. In the **Cancel Before Days** text box, enter the number of days before an event a user is able to cancel their enrollment. Note: Cancellations are only allowed for unpaid events.
10. At **Select the User Fields to Display**, select each of the user fields to be displayed on the Event Detail Page and who is able to view these fields.

Enrollment Settings

Permit Event Enrollment:

PayPal Account:

PayPal URL:

Display Enroll List by Default:

Hide Full Enrolled Events:

Allow Multiple Enrolees:

Cancel Before Days:

Select the User Fields to display:

Visibility:	None	Editors	Viewers	All
User Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Display Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Email Address	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone No.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approved	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Qty Enrolled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

11. Click the  [Update Settings](#) link.

Configuring Moderation Settings

How to enable or disable the moderation of events and enrollments and configure the related settings on the Events module.

1. Select  **Edit Settings** from the module menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Moderation Settings** section.
3. At **Moderate Event/Enrollment Changes**, select from these option:
 - Check the check box to enable moderation of all changes to events and enrollments.
 - Uncheck the check box disable moderation. Newly added events and event changes will be automatically displayed on the module.
4. In the **Moderator Emails** text box, enter the email address of the moderator who will receive notification when an event of enrollment required moderation. To send emails to multiple moderators, enter one or more emails separated by a semi-colon. The email address of the Host is entered by default.

Moderation Settings

Moderate ALL Event/Enrollment Changes

Moderator Email (s)

Email Subject

Email Message

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

Configuring the SubCalendar Settings

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

1. Select  **Edit Settings** from the module 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.

SubCalendars Settings

Include Other Site Event Modules:

Add Sub-Calendar Name:

Enforce View Permissions

Add/Remove Sub-Calendars:

Available		Selected
Store Events Calendar	>> >> >> >>	Training Calendar

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

Configuring Custom Field Settings

How to enable and configure custom fields on the Events module.

1. Select  **Edit Settings** from the module 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.

<input type="checkbox"/> Custom Fields	
<input checked="" type="checkbox"/> Display Custom Field 1:	<input type="checkbox"/> Set name in Admin/Languages
<input checked="" type="checkbox"/> Display Custom Field 2:	<input type="checkbox"/> Set name in Admin/Languages

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

Configuring Tooltip Settings

How to configure the Tooltip settings of the Events module. Tool tip show when hovering over whole row in list and day views, and the event cell in week view.

1. Select  **Edit Settings** from the module 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.

<input type="checkbox"/> Tooltip Settings	
<input checked="" type="checkbox"/> Display Month View Tooltip:	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Display Week View Tooltip:	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Display Day View Tooltip:	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Display List View Tooltip:	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tooltip Length:	<input type="text" value="10000"/>

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

Configuring RSS Settings

How to enable and configure RSS Settings for the Events module.

1. Select  **Edit Settings** from the module menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **RSS Settings** section.
3. At **Enable RSS**, select from these options:
 - Check the check box to enable RSS.
 - a. At **Date To Use**, select which date to use as the Publish Date in the RSS feed.
 - b. In the **Days To Include** text box, enter the number of **Days** to include in the RSS from today.
 - c. In the **Feed Title** text box, edit the title to be displayed in the RSS feed if desired.
 - d. In the **Feed Description** text box, edit the title to be displayed in the RSS feed if desired.
 - Uncheck the check box to disable RSS.

 **RSS Settings**

 **Enable RSS:**

 **Date to use:** Last Updated Date

 **Days to include:**

 **Feed Title:** [event:title] - [NOTALLDAYEVENT][event:startdate]g[/NOTALLDAYEVENT][ALLDAYEVENT]

 **Feed Description:** [IFHASIMAGE][event:eventimage][/IFHASIMAGE]<t

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

Configuring Calendar Export Settings

How to configure the export settings for events on the Events module.

1. Select  **Edit Settings** from the module menu - OR - Click the **Edit Settings**  button if the Icon Bar is displayed. This displays the Event Module Settings page.
2. **Maximize**  the **Calendar Export Settings** section.
3. At **Owner Email Address Export**, check the check box to include the email address of the event owner when a user exports an event - OR - Uncheck the check box for no email.
4. At **Owner Email For Unregistered User**, check the check box to include the email address of the event owner when an unregistered user exports an event - OR - Uncheck the check box for no email.
5. Click the  [Update Settings](#) link.

Calendar Export Settings

Owner Email Address Export:

Owner Email for Unregistered User:

Configuring Calendar Export Settings for the Events Module

Configuring Template Settings

How to modify the default event templates used in the Events module.

1. Select  **Edit Settings** from the module menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page
2. **Maximize**  the **Template Settings** section.
3. At **Event Template**, select the template to be viewed/modified.
4. **Optional.** Click the [Template Help](#) link to view a full list of replacement tokens.
5. Modify the template in the text box.

Template Settings

Event Template:

Templates
[help](#)

```

<table cellspacing="2" cellpadding="3" border="0"
width="90%" style="text-align:left">
<tbody>
<tr valign="top">
<td class="SubHead">
<span class="Head">[event:title]</span>
[event:eventimage]
</td>
</tr>
</tbody>
</table>
[BREAK]
[BREAK]
<table cellspacing="2" cellpadding="3" border="0"
width="90%" style="text-align:left">
<tbody>
<tr valign="top">
<td class="SubHead" style="width:35%">
<span class="SubHead">[event:startdatelabel]</span>

```

Update Template **Reset Template**

6. Click the  [Update Template](#) link to save your changes.

Tip: You can click the  [Reset Template](#) link to reset to the default template as any time.

Troubleshooting: Unable to Add New Events to the Events Module

If you are unable to add new events or edit existing events to the Events module this may be caused 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.

Related Topics:

- See "Enabling/Disabling Use 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 menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings - Basic Settings** section.
3. At **Permissions**, set these unique Event module permissions:
 - Event Moderators: Users authorized to moderate events.
 - Global Category Editors: Users authorized to create and manage event categories.
 - Global Location Editors: Users authorized to create and manage event categories.
4. Click the  [Update](#) link.

Permissions:

Filter By Group:

	View Module	Edit Module	Events Moderator	Global Category Editor	Global Location Editor
Bloggers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chat Members		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EditUser		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forum Admin		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forum Member		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Global Moderator		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username: + Add

Inherit **View** permissions from Page

Assigning roles and users as Events Moderators

Related Topics:

- "Setting Module Permissions"

SuperUsers

Troubleshooting: Event Notifications Not Sending

The Event Notification schedule must be enabled on the Host > Schedule for event/enrollment notifications to be sent.

Related Topics:

- "Enabling/Disabling Scheduled Tasks"

Troubleshooting: Cannot Add New Events

Friendly URL's must be enabled on the Events module. Failure to do so will prevent new events being added and existing events from being edited on the Events module.

Related Topics:

- "Enabling/Disabling Use Friendly URL's"

FAQ

About the FAQ Module

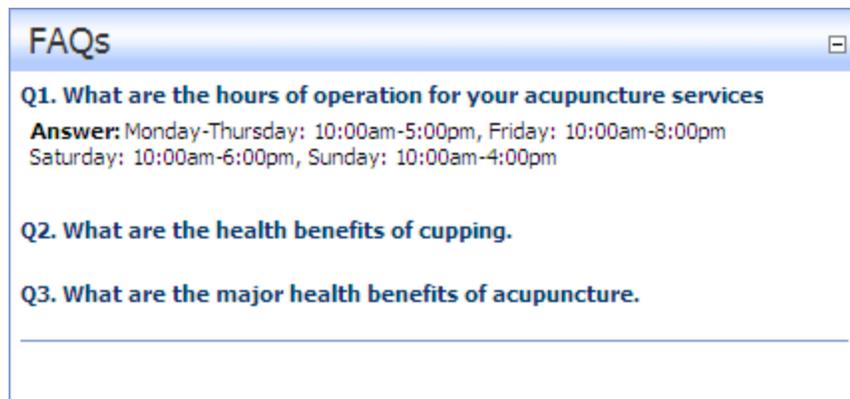
The FAQ module permits authorized users to manage a list of questions and corresponding answers. The question is displayed as a link, requiring the user to click on a question to view the corresponding answer. FAQ's can be

managed using your own categories.

The module settings page enables authorized users to set the default sorting order, or select between AJAX or post back. An Item template also allows Administrators to display the following details: User first and last name, Question, Answer, View count, Category name, Category description, Date Created, Date Modified, Index (E.g. question number).

Module Version: 04.04.00

Minimum DNN Version: 04.03.05



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 on the linked Question. This displays the answer below that question.

FAQs

Q1. What are the hours of operation for your acupuncture services?
Answer: Monday-Thursday: 10:00am-5:00pm, Friday: 10:00am-8:00pm
Saturday: 10:00am-6:00pm, Sunday: 10:00am-4:00pm

Q2. What are the health benefits of cupping.

Q3. What are the major health benefits of acupuncture.

Viewing an FAQ Answer

Module Editors

Adding an FAQ

How to add a frequently asked question to the FAQ's module.

1. Select **Add New FAQ** from the module menu - OR - Click the Add New FAQ link.
2. At **Category**, select a category from the drop down box. Categories are added and managed on the **Manage Categories** page.
3. In the **Question** text box, enter the question.
4. In the **Answer** text box, enter the answer.

▼ Add/Edit Faqs

Category: <Select Category>

Question: Basic Text Box Rich Text Editor

What are the hours of operation for your acupuncture services?

Text Html Raw

Answer: Basic Text Box Rich Text Editor

Source

Font Size Style Format

Monday - Thursday: 10:00am-5:00pm
Friday: 10:00am-8:00pm
Saturday: 10:00am-6:00pm
Saturday: 10:00am-4:00pm

[Show custom editor options](#) | [Refresh Editor](#)

[Update](#) [Cancel](#) [Delete](#)

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

Editing an FAQ

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

1. Click the **Edit**  button beside the FAQ to be edited.



2. Edit the **Question** and/or **Answer**.

3. Click the Update link.

Deleting an FAQ

How to permanently delete a frequently asked question from the FAQ module.

1. Click the **Edit**  button beside 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 deletion.

Add/Edit Faqs

Category: <Select Category>

Question: Basic Text Box Rich Text Editor

What are the hours of operation for your acupuncture services?

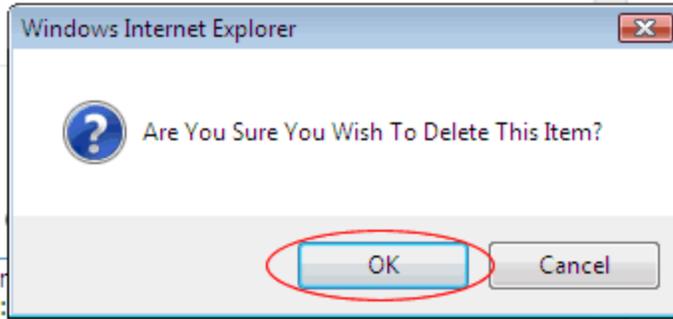
Text Html Raw

Answer: Monday-Thursday: 10:00am-6:00pm, Sunday:

Text Html Raw

Update Cancel **Delete**

Last Updated By Lorraine Young On 6/26/2007 3:37:15 PM



Deleting an FAQ

Adding an FAQ Category

One or more categories can be added to the FAQ module. Category name and description can optionally be displayed in the module by editing the Item Template under Module Settings.

1. Select **Manage Categories** from the module menu - OR - Click the Manage Categories link.
2. Click the Add New link.
3. In the **Category Name** text box enter a name for the category.
4. In the **Category Description** text box enter a description for the category.
5. Click the Update link.

The screenshot shows a web interface titled "Categories" with a help icon. At the top, there are links for "Edit:", "Name:", "Description:", and "Delete:". Below these are two buttons: "Add New" (circled in red) and "Go Back". The form contains two input fields: "Category Name:" with the value "Services" and "Category Description:" with the value "Holistic Services.". At the bottom, there are two buttons: "Update" (circled in red) and "Cancel".

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

Editing an FAQ Category

How to edit a category in the FAQ module:

1. Select **Manage Categories** from the module menu - OR - Click the Manage Categories link.
2. Click the **Edit**  button beside the category to be edited.

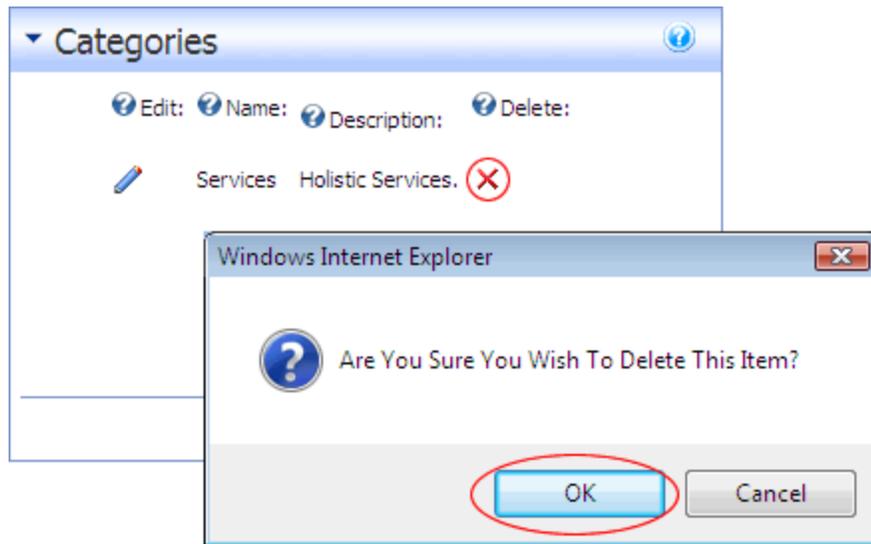
The screenshot shows the "Categories" interface after editing. At the top, there are links for "Edit:", "Name:", "Description:", and "Delete:". Below these is a table with one row: "Services" in the "Name" column and "Holistic Services." in the "Description" column. A red pencil icon (the "Edit" button) is circled in red to the left of the "Services" text. A red "X" icon is to the right of the "Holistic Services." text. Below the table are two buttons: "Add New" and "Go Back".

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 Go Back link to return to the module.

Deleting an FAQ Category

How to permanently delete a category from the FAQ's module.

1. Select **Manage Categories** from the module 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 Go Back link to return to the module.

Settings

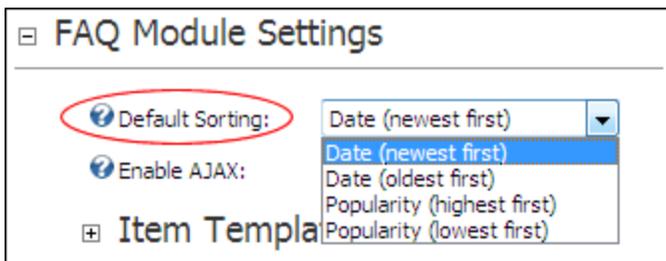
Setting the Default Sorting Order of FAQ's

How to set the default sort order of FAQ's.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **FAQ Module Settings** section.

3. At **Default Sorting**, select from the following sorting options:

- **Date (newest first):** Sorts FAQ's from the most recently updated or added to the oldest.
- **Date (oldest first):** Sorts FAQ's from the oldest to the most recent updated or added.
- **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.



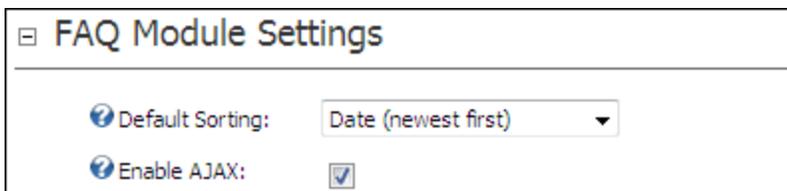
The screenshot shows the 'FAQ Module Settings' interface. The 'Default Sorting' dropdown menu is open, displaying four options: 'Date (newest first)', 'Date (oldest first)', 'Popularity (highest first)', and 'Popularity (lowest first)'. The 'Date (newest first)' option is currently selected and highlighted in blue. A red circle highlights the 'Default Sorting' label.

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

Enabling AJAX or using Post Back

How to set the FAQ's module to use AJAX or post back to retrieve answers. If AJAX is selected, you may also like to modify the Loading Template in the Item Template section below. Setting Enable AJAX requires AJAX to have been installed on the server your site runs on. Enabling AJAX gives a better user experience as the whole page does not need to refresh only when a question is clicked, rather only the small section for the answer refreshes.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **FAQ Module Settings** section.
3. At **Enable AJAX**, check the check box to enable AJAX - OR - Uncheck the check box to use post back.



The screenshot shows the 'FAQ Module Settings' interface. The 'Default Sorting' dropdown menu is set to 'Date (newest first)'. The 'Enable AJAX' checkbox is checked.

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

Editing the FAQ's Templates

How to edit the templates used for each FAQ's module instance. 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 tutorial and on the Settings page.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **FAQ Module Settings** section.
3. Go to the **Item Template** section.
4. At **Question Template**, edit the default template for the question.
5. At **Answer Template**, edit the default template for the answer.
6. At **Loading Template**, edit the default loading template. This template is displayed when the user clicks on a Question (in AJAX mode only) until the Answer is fully loaded and displayed. This is useful for slow Web sites.

Item Template

Question Template: `<div Class="Normal">
Q[INDEX]. [QUESTION]

[CATEGORYNAME]
</div>`

Answer Template: `<div Class="Normal" Style="padding: 5px;">
Answer: [ANSWER] </br />Created By: [USER]
([DATECREATED])
</div>`

Loading Template: `<div Class="Normal" Style="padding: 5px;">Loading... </div>`

Available Tokens:

- [QUESTION]
- [ANSWER]
- [USER]
- [VIEWCOUNT]
- [CATEGORYNAME]
- [CATEGORYDESC]
- [DATECREATED]
- [DATEMODIFIED]
- [INDEX]

[Update](#) [Cancel](#) [Delete](#)

7. Click the Update link.

For Example: The below template has been edited to display the Category Name after the question, and the user and date after the answer. The FAQ's module below shows the results.

FAQs
☐

Q1. What are the major health benefits of acupuncture.
Services

Answer: There are many benefits of regular acupuncture treatments. Major benefits are treating nausea and chronic low back pain, neck pain and headache. Download our [Acupuncture](#) brochure for more details.
Created By: Lorraine Young (6/26/2007)

Q2. What are the health benefits of cupping.
Services

Q3. What are the hours of operation for your acupuncture services?
Services

The following tokens are available:

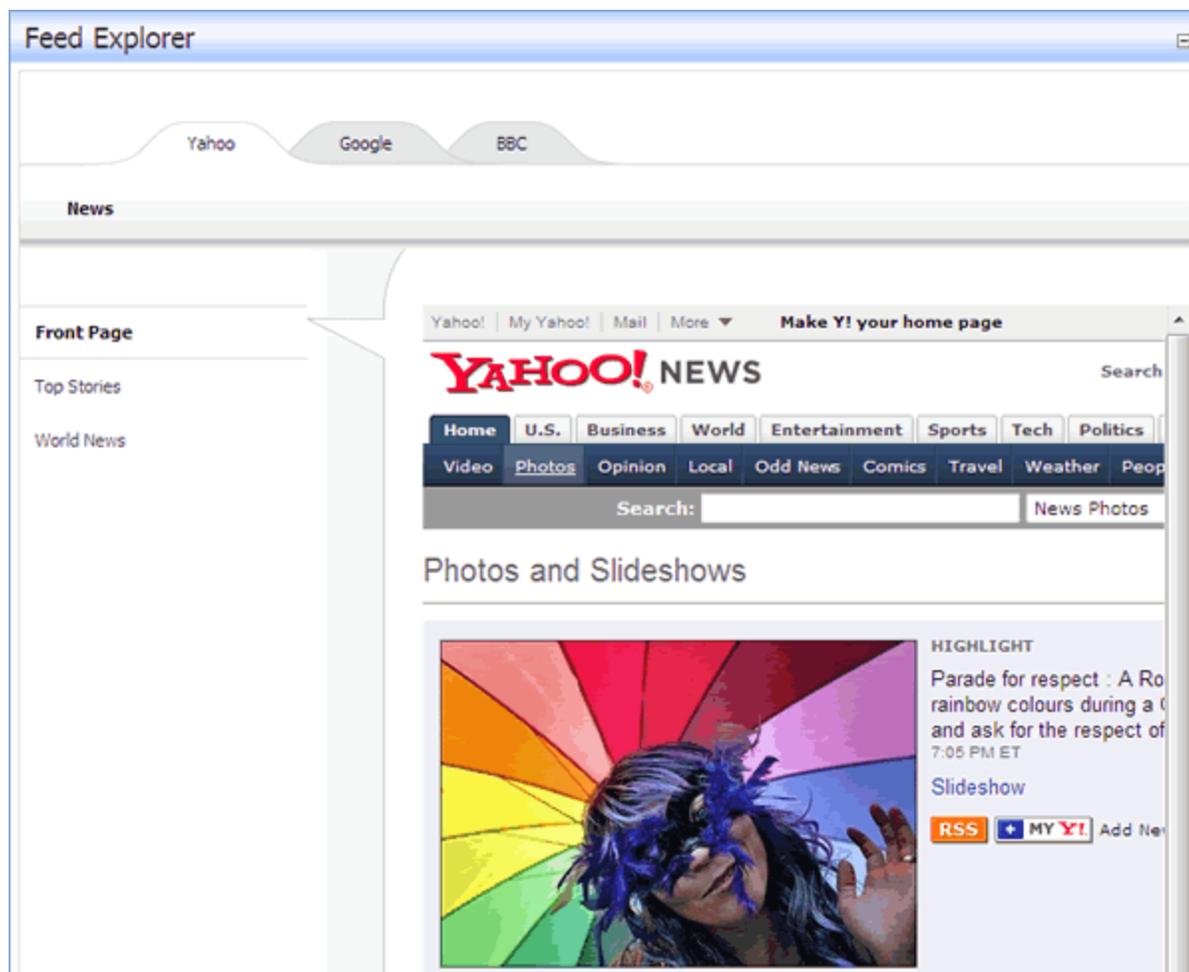
[QUESTION]	Displays the information entered into the question field.
[ANSWER]	Displays the information entered into the answer field.
[USER]	Displays the name of the user who created the FAQ.
[VIEWCOUNT]	Displays the number times the item has been viewed.
[CATEGORYNAME]	Displays the information entered into the Category Name field.
[CATEGORYDESC]	Displays the information entered into the Category Description field.
[DATECREATED]	Displays the date when the FAQ was created.
[DATEMODIFIED]	Displays the date when the FAQ was last modified.
[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



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 DNN Marketplace (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 Snowcovered.com.

How to display DNN Solutions using the Feed Explore module:

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Feed Explorer Settings** section.
3. At **Content Source**, select **DotNetNuke Solutions Explorer**.
4. Click the Update link.

Feed Explorer

Products DotNetNuke.com

Professional Edition Community Edition

About
Buy
Online Demo

DOTNETNUKE™

DOWNLOAD FORUM

PRODUCTS DEVELOPMENT COMMUNITY SUPPORT PARTNERS NEWS ABOUT

You are here > Products > Professional Edition

Professional Edition Datasheet

Attend a Webinar

Try an Online Demo

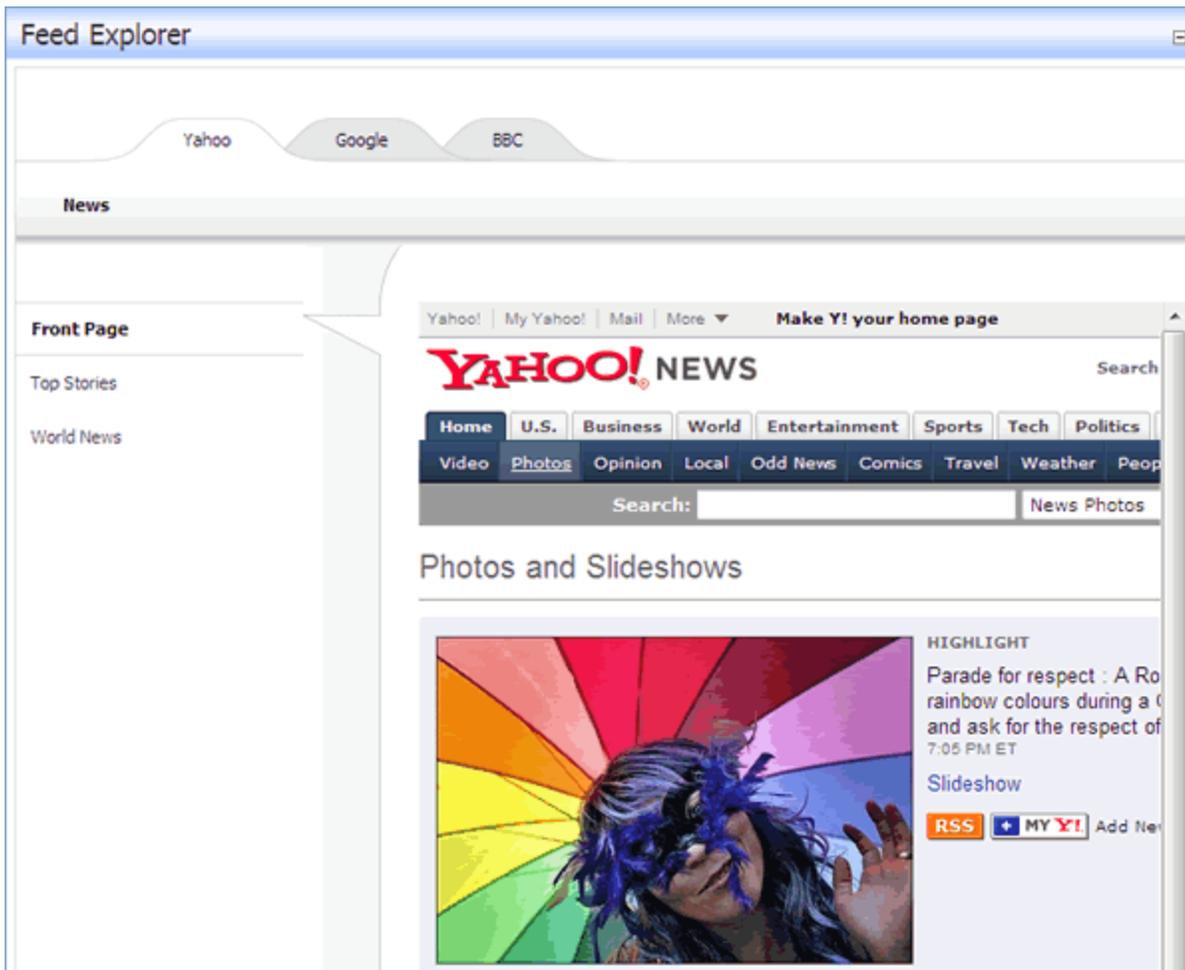
View Case Studies

Displaying DNN Solutions in the Feed Explorer

Displaying News in the Feed Explorer

How to display news using the Feed Explorer module. This displays news from Yahoo!, Google and BBC news, images, video, maps and more.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Feed Explorer Settings** section.
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 menu - OR - Click the **Settings**  button.
2. Go to the **Feed Explorer Settings** section.
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/o/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 menu - OR - Click the **Settings**  button.
2. Go to the **Feed Explorer Settings** section.
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" />
```

The screenshot shows the 'Feed Explorer' application interface. At the top, there are four tabs: 'Tab One', 'Tab Two', 'Products', and 'DotNetNuke.com'. Below the tabs, there are two sections: 'Section 1' and 'Section 2'. On the left side, there are two categories: 'Category 1' and 'Category 2'. The main content area displays two news items:

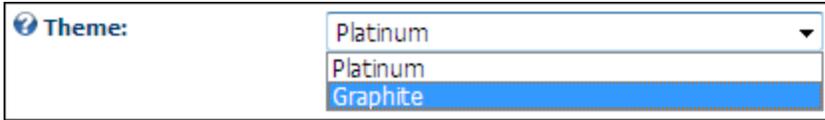
- Martin Bell: Lobbying claims 'shocking' - BBC News**: Includes a thumbnail of Martin Bell, the source 'Channel 4 News', and a list of related news articles from Reuters UK, The Associated Press, The Guardian, Times Online, Wall Street Journal, and Telegraph.co.uk. It also includes a link to 'all 742 news articles »'.
- In Afghanistan, Karzai holds talks with key insurgent groups - Washington Post**: Includes a thumbnail of President Karzai, the source 'Washington Post', and a list of related news articles from Times Online, ABC Online, New York Times, and TIME. It also includes a link to 'all 805 news articles »'.

This OPML produces the below output in the Feed Explorer

Setting the Feed Explorer Theme

You can change the skin design applied to the Feed Explorer module. Two skins or themes are supplied by default.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Feed Explorer Settings** section.
3. At **Theme**, select a theme from the drop-down box.

A screenshot of a web interface showing a theme selection dropdown menu. The label "Theme:" is on the left. The dropdown menu is open, showing three options: "Platinum" (selected), "Platinum", and "Graphite".

Theme:	Platinum
	Platinum
	Graphite

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

Feedback

About the Feedback Module

The Feedback module allows users to send messages to the site Administrator. The Feedback Comments module is a companion module which is also added to the page when the Feedback module is added. See "About the Feedback Comments Module"

Module Version: 05.00.02

Minimum DNN Version: 05.02.03

Features:

- Subject and category list management
- Hide or display multiple form fields
- Optional moderation for one or more feedback categories
- Templates enable editors to change the module's look and feel
- Set unique permissions to manage moderation and lists
- Set validation rules for email, postal code, and telephone
- Optional CAPTCHA security code

Feedback



Note: Required fields are marked with a  all others are optional.

Your Contact Information:

Email:	<input type="text" value="johan.jamieson@domain.com"/>	
Name:	<input type="text" value="Johan Jamieson"/>	
Street:	<input type="text" value="100 Hope Ave"/>	
City:	<input type="text" value="Queens"/>	
Region or State:	<input type="text" value="New York"/>	
Country:	<input type="text" value="United States"/>	
Postal Code:	<input type="text" value="NY 11368"/>	
Telephone:	<input type="text" value="(212) 123-4567"/>	

Your Feedback:

Subject:	<input type="text" value="Products for Sale"/>	
Message Body:	<div><p>I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales.</p></div>	

Send Copy?

Send Feedback

The Feedback Module

Project Links

- **Project Home:**
<http://www.dotnetnuke.com/Products/Development/Forge/ModuleFeedback/tabid/841/Default.aspx>
- **Support Forum:**
<http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/30/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnfeedback.codeplex.com/workitem/list/basic>

Configuration

Configuring the Feedback Module

The Feedback module can be used as soon as it is added to a page, however it is recommended the following settings are configured:

- **Disable Caching:** It is recommended that caching is disabled to prevent stale data being displayed in the module. See "Setting Module Cache Time"

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 the tutorial below may not be displayed on the Feedback module. Required fields display the Required  icon. Required fields can differ depending on the settings for each module.

1. **Optional.** Log in to your account (See "Logging into a Site"). Authenticated users can either skip all fields in the Your Contact Information section (which are pre-populated from their user account), or they can optionally choose to edit the information.
2. Go to the **Your Contact Information** section.
 - a. In the **Email** text box, enter your email address.
 - b. In the **Name** text box, enter your name.
 - c. In the **Street** text box, enter your street address.
 - d. In the **City** text box, enter your city.

- e. In the **Region or State** text box, enter your region/state.
 - f. In the **Country** text box, enter your country.
 - g. In the **Postal Code** text box, enter your postal code.
 - h. In the **Telephone** text box, enter your telephone number.
3. Go to the **Your Feedback** section.
 4. The following optional fields may also be available:
 - a. At **Subject**, enter or select the subject of your message.
 - b. At **Category**, select a category from the drop down list.
 5. In the **Message** text box, enter your message.
 6. The following optional fields may also be available:
 - a. At **Send Copy?**, select from the following options:
 - Check the check box to have a copy of the message emailed to you.
 - Uncheck the check box if you do not wish to receive a copy of your message.
 - b. In the **Security Code** text box, enter the code displayed on the picture above. Note: If the image is difficult to read, click the **Refresh**  button to be presented with an alternative image.
 7. Click the [Send Feedback](#) link. This typically displays the message "Your feedback has been sent to the site owner. Thank you!", however you may be redirected to another page.

Feedback



Note: Required fields are marked with a  all others are optional.

Your Contact Information:

Email:	<input type="text" value="johan.jamieson@domain.com"/>	
Name:	<input type="text" value="Johan Jamieson"/>	
Street:	<input type="text" value="100 Hope Ave"/>	
City:	<input type="text" value="Queens"/>	
Region or State:	<input type="text" value="New York"/>	
Country:	<input type="text" value="United States"/>	
Postal Code:	<input type="text" value="NY 11368"/>	
Telephone:	<input type="text" value="(212) 123-4567"/>	

Your Feedback:

Category:	<input type="text" value="General Enquires"/>		
Subject:	<input type="text" value="Products for Sale"/>		
Message Body:	<input type="text" value="I work as a carpenter teaching 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

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 menu.
2. At **List Type**, select **Categories**.
3. In the **Name** text box, enter a name for this category. E.g. Marketing
4. In the **Value** text box, enter a value for this category. E.g. Marketing. This value will be displayed in the Feedback Comments module beside any feedback within this category.
5. At **Is Active**, check the check box if this category will show up in the category list on the Feedback module, or uncheck if this category is currently inactive.
6. Click the Save link. The category is now displayed to the left.

Manage Feedback Lists

List Type: Categories Subjects

	Name	List Value	Is Active	
	General Enquires	General	<input checked="" type="checkbox"/>	<input type="text" value="Wholesale Enquiries"/>
	Toys and Games	Products	<input checked="" type="checkbox"/>	<input type="text" value="Wholesale"/>

Is Active

Save [Return to Module](#)

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 menu.
2. At **List Type**, select **Categories**.
3. In the **Name** text box, enter a name for this category. E.g. Marketing

- In the **Value** text box, enter one or more email values for this category separated by a semi-colon (;). E.g. salesmanager@domain.com;sales@domain.com. This value will be displayed in the Feedback Comments module beside any feedback within this category.
- 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.
- Click the Save link. The category is now displayed to the left.

Manage Feedback Lists

List Type:
 Categories Subjects

	Name	List Value	Is Active	
↓ ✎ ✕	General Enquires	General	<input checked="" type="checkbox"/>	<input type="text" value="Wholesale Enquiries"/> <input type="text" value="sales@domain.com;war"/> <input checked="" type="checkbox"/>
↑ ✎ ✕	Toys and Games	Products	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Return to Module](#)

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

Editing Feedback Categories

How to edit categories in the Feedback module.

- Select **Feedback Category/Subject Lists** from the Feedback module menu.
- At **List Type**, select **Categories**.
- Click the **Edit** ✎ button beside the category to be edited. The properties of this category are now displayed in the fields to the right.

Manage Feedback Lists

List Type:
 Categories Subjects

	Name	List Value	Is Active	
↓ ✎ ✕	General Enquires	General	<input checked="" type="checkbox"/>	<input type="text" value="General Enquires"/> <input type="text" value="General"/> <input checked="" type="checkbox"/>
↑ ✎ ✕	Toys and Games	Products	<input checked="" type="checkbox"/>	
↑ ✎ ✕	Wholesale Enquires	Wholesale	<input checked="" type="checkbox"/>	

[Return to Module](#)

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 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.

Manage Feedback Lists

List Type:
 Categories Subjects

	Name	List Value	Is Active
↓	General Enquires	General	<input checked="" type="checkbox"/>
↑ ↓	Toys and Games	Products	<input checked="" type="checkbox"/>
↑	Wholesale Enquires	Wholesale	<input checked="" type="checkbox"/>

Name
Value
Is Active

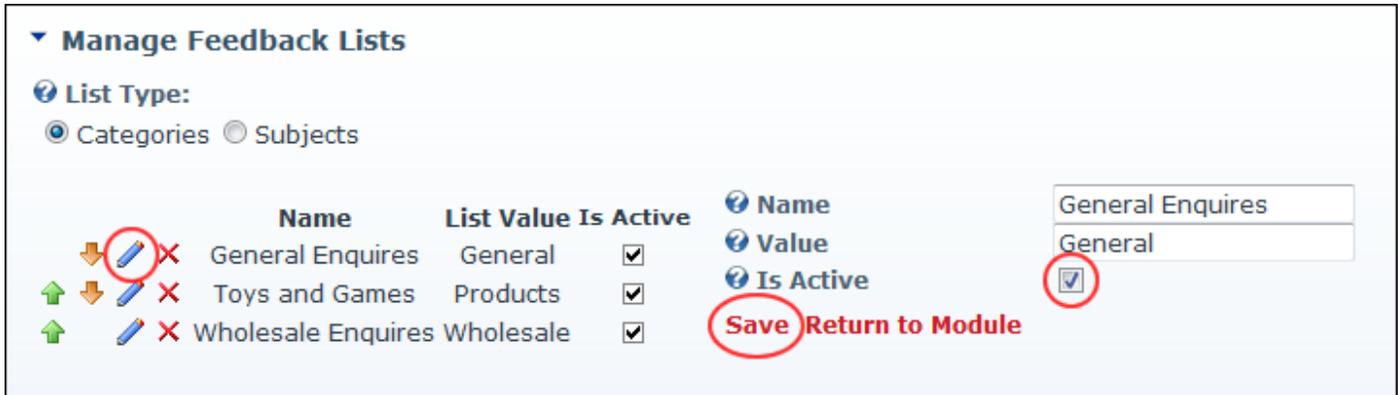
Save Return to Module

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

Activating/Deactivating Feedback Categories

How to activate or deactivate a category on the Feedback module. Active categories are listed on the Settings page, whereas deactivated categories are not listed on the settings page and are only visible to Administrators on the Feedback Lists page.

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

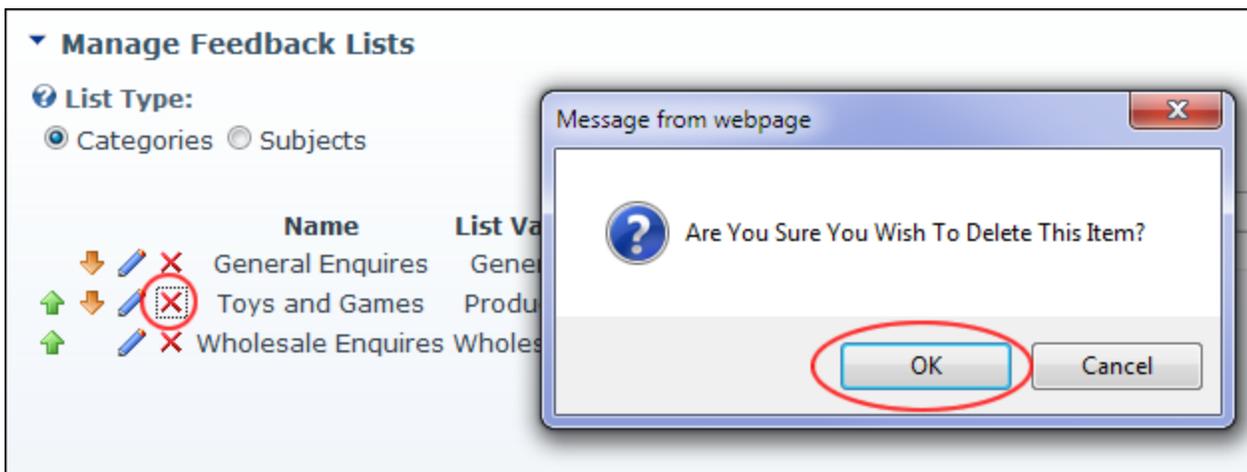


6. Repeat Steps 3-5 to modify additional categories.
7. Click the [Return to Module](#) link to return to the module.

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 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 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.

The screenshot shows the 'Manage Feedback Lists' interface. At the top, there is a dropdown menu for 'List Type' with 'Subjects' selected. Below this, there is a table with columns for 'Name', 'List Value', and 'Is Active'. The table contains one row: 'General Enquires' with 'General' as the list value and an unchecked 'Is Active' checkbox. To the right of the table, there are three input fields: 'Name' (containing 'Sales Enquires'), 'Value' (containing 'Sales'), and 'Is Active' (checked). Below these fields, there is a 'Save' button circled in red, followed by a 'Return to Module' link.

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 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.

▼ **Manage Feedback Lists**

List Type:
 Categories **Subjects**

	Name	List Value	Is Active	Name
↓ ✎ ✕	General Enquires	General	<input type="checkbox"/>	Wholesale Enquiries
↑ ↓ ✎ ✕	Sales Enquires	Sales	<input checked="" type="checkbox"/>	Wholesale
↑ ✎ ✕	Wholesale Enquiries	Wholesale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Return to Module

- Repeat Steps 3-5 to edit additional subjects.
- Click the [Return to Module](#) link to return to the module.

Re-ordering Feedback Subjects

How to re-order subjects on the Feedback module. Feedback subjects are listed in the order in which they are created.

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

▼ **Manage Feedback Lists**

List Type:
 Categories **Subjects**

	Name	List Value	Is Active	Name
↓ ✎ ✕	General Enquires	General	<input type="checkbox"/>	
↑ ↓ ✎ ✕	Sales Enquires	Sales	<input checked="" type="checkbox"/>	
↑ ✎ ✕	Wholesale Enquiries	Wholesale	<input checked="" type="checkbox"/>	

Save Return to Module

- Repeat Steps 3 to re-order additional subjects.
- Click the [Return to Module](#) link to return to the module.

Activating/Deactivating Feedback Subjects

Feedback subjects can be set as active or inactive. Active subjects are listed on the Settings page, whereas deactivated subjects are not listed on the settings page and are only visible to Administrators on the Feedback Lists page.

1. Select **Feedback Lists** from the Feedback module 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.

Manage Feedback Lists

List Type:

Categories Subjects

	Name	List Value	Is Active	
	General Enquires	General	<input type="checkbox"/>	
	Sales Enquires	Sales	<input checked="" type="checkbox"/>	
	Wholesale Enquiries	Wholesale	<input checked="" type="checkbox"/>	

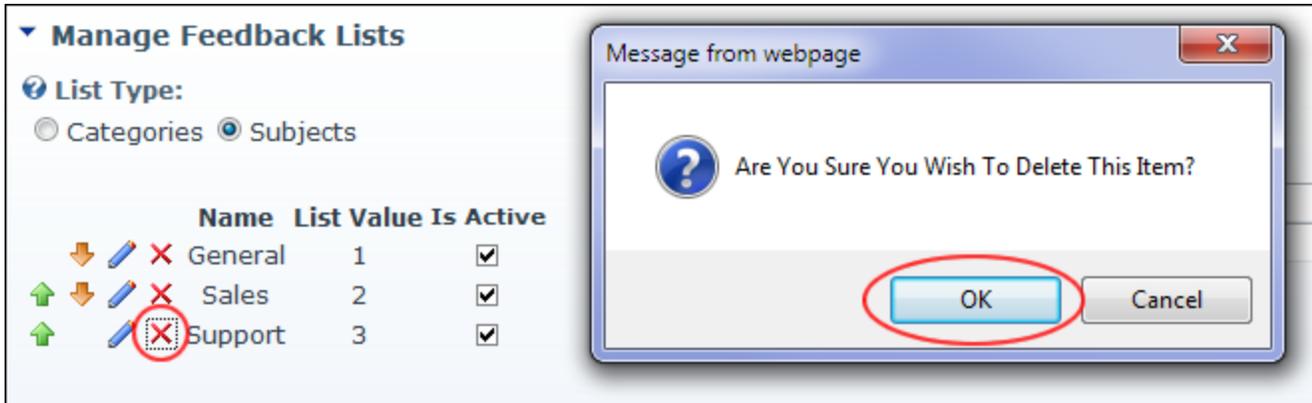
Save **Return to Module**

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 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 menu.
2. **Optional.** In the **Pending Feedback** section, click the **Print**  button beside a feedback post to view a print friendly version of this post. You can then select the print option on your Web browser to print a hard copy.
 - a. Click the Return button to return.
3. **Optional.** Click the **Edit**  button beside a feedback post to edit the subject or message.
 - a. In the **Subject** text box, edit the subject as required.
 - b. In the **Message** text box, edit the message as required.

- c. Click the **Update**  button to save and return.
4. In the **Pending Feedback** section, click on one of the following links beside the feedback to be moderated:
 - Click the Publish link to publish feedback on the Feedback Comments module. The feedback will be viewable by all users authorized to view the associated Feedback Comments module.
 - Click the Set Private link to set feedback as private. Private feedback is not published on the Feedback Comments module and is only viewable in the Private Feedback section of this page.
 - Click the Archive link to archive feedback. Archived feedback is not published on the Feedback Comments module and is only viewable in the Archived Feedback section of this page.
 - Click the **Delete**  button to permanently delete this feedback. This displays the message "Are You Sure You Wish To Delete This Item?"
 - i. Click the **OK** button to confirm deletion.
5. Repeat Steps 2-4 to moderate additional feedback.
6. Click the Return to Module link to return to the module.

▼ Moderate/Manage Feedback Posts

Show feedback only in unmoderated categories

Pending Feedback

	Category	Subject	Message
Publish Set Private Archive   		Products for sale	I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales.

Private Feedback

Published Feedback

Archived Feedback

Moderating pending feedback

Reclassifying Moderated Feedback

How to reclassify feedback submitted using the Feedback module. This enables you to set any feedback comments that have already been moderated as visible or not visible in the Feedback Comments module.

1. Select **Feedback Moderation** from the Feedback module menu.
2. **Optional.** Check the **Show feedback only in unmoderated categories** check box to limit feedback displayed to unmoderated categories only. This is useful if you wish to check the integrity of unmoderated categories.
3. Locate the feedback post to be reclassified and click one of these links:
 - Click the Publish link to publish the feedback on the Feedback Comments module.
 - Click the Set Private link to set feedback as private. Private feedback is not published on the Feedback Comments module and is only viewable in the Private Feedback section of this page.
 - Click the Archive link to archive feedback. Archived feedback is not published on the Feedback Comments module and is only viewable in the Archived Feedback section of this page.

▼ **Moderate/Manage Feedback Posts**

Show feedback only in unmoderated categories

☐ **Pending Feedback**

☐ **Private Feedback**

	Category	Subject	Message	Author	Fr
Publish Archive   		Products for sale	I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales.	Johan Jamieson	jo

☐ **Published Feedback**

☐ **Archived Feedback**

	Category	Subject	Message	Author	F
Publish Set Private   		Love the Folk Art	Glad to hear you are soon adding traditional folk art to your product range. It is practised in many small local communities which will benefit from your support.	Annabella Chin	an

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

Settings

Setting Feedback Permissions

How to set the roles and users who are able to manage subject and category lists, and or moderate post for the Feedback module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings - Basic Settings** section.
3. At **Permissions**, complete the following:
 - a. In the **Moderate Feedback Posts** column, check the check box for each role and each user authorized to moderate feedback.
 - b. In the **Manage Feedback Lists** column, check the check box for each role and each user authorized to manage feedback lists.

 **Permissions:**

	View	Edit Content	Delete	Export	Import	Manage Settings	Moderate Posts	Manage Feedback Lists	Full Control
Administrators									
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Public Relations		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Registered Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Subscribers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Translator (en-US)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Unauthenticated Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Rosie		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Username:  **Add**

Inherit **View** permissions from **Page**

4. 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 menu - OR - Click the **Settings**  button.
2. Go to the **Feedback Settings** section.
3. Go to the **Email Addresses and Options Settings** section.
4. In the **Send To** text box, enter the email address of the recipient of feedback sent from this module.
5. At **Send To User Roles**, check the check box beside each security roles whose users are to be recipients of the feedback.
6. In the **Send From** text box, enter the email address to be used as the default From email address. The email address set at this field overrides the one entered by the user in the Email field on the feedback form. This value is not displayed to users. This setting is useful if you find feedback is being blocked by Spam filters.
7. At **Send Copy**, check the check box to send a copy of the message to the sender - OR - Uncheck the check box to disable this feature. If this option is unchecked, skip to Step 9.
8. At **Can Opt Out**, check the check box to display the **Send Copy?** check box on the Feedback module that enables users to opt out of receiving a copy of their message by email - OR - Uncheck the check box to remove the opt out option and automatically send a copy to the sender.
9. At **Send Email Asynchronously**, select from these options:
 - Check the check box to send email asynchronously. Emails are sent as a background task. This can be useful if feedback is emailed to a large number of recipients.
 - Uncheck the check box to send emails immediately.

 **Email Address and Options Settings**

 **Send To:**

 **Send To User Roles:**

	Selected Role
Administrators	<input type="checkbox"/>
Public Relations	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>

 **Send From:**

 **Send Copy:**

 **Can Opt Out:**

 **Send Email Asynchronously:**

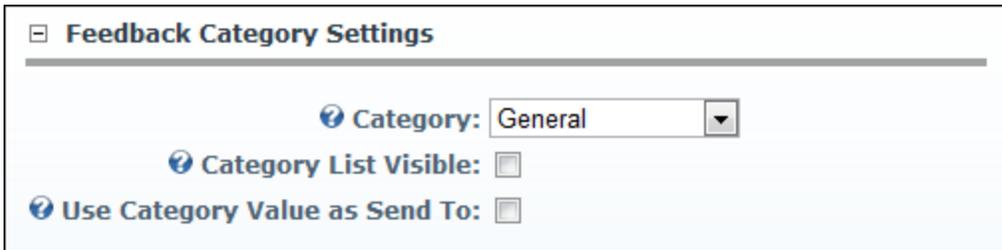
10. Click the  Update link.

Configuring Feedback Category Settings

How to configure the option category settings for the Feedback module.

Tip: One or more categories must be created prior to configuring these settings. See "Adding Feedback Categories"

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Feedback Settings** section.
3. **Maximize**  the **Feedback Category Settings** section.
4. At **Category**, select the category associated with this module. This displays the selected category name on the module.
5. At **Category List Visible**, check the check box to enable users to select an alternative category - OR - Uncheck the check box to disable category selection.
6. At **Use Category Value as Send To**, check the check box to use the category value as the email address of the recipient of this message. Where no email address exists in the category value, then the "Send To" value is used - OR - Uncheck the check box to disable.



 **Feedback Category Settings**

 **Category:** 

 **Category List Visible:**

 **Use Category Value as Send To:**

7. Click the  Update link.

Configuring Form and Fields Settings

How to configure the form and field settings for the Feedback module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Feedback Settings** section.
3. **Maximize**  the **Form and Fields Settings** section.
4. At **Field Label Position**, select the position of field names on the form from these options
 - **Same Line As Field**
 - **Above Field:** This option is useful when the Feedback module is located in a narrow pane on the page.

5. In the **Form Width** text box, enter a value to set the width of the message window. The default setting is 100%. Note: You can enter either a pixel value (E.g. 100) or you can set a percentage value by including the percentage sign (E.g. 100%).
6. At **Subject**, select the subject to be associated with feedback sent from this module - OR - Select **None Selected** if you don't want to associate this module with a subject. Select one of the following options:
7. At **Subject Field Type**, select from these options:
 - **Drop-Down List**: Select to display a drop-down of the active subjects on the form. This enables users to select a subject from the list you have created on the Feedback Lists page.
 - **Editable Text Box**: Select to display a text box where users can edit the subject. Note: Subject will be an optional form field.
 - **Hidden**: Select to hide the subject list. Users can neither select a subject nor enter their own subject.
8. At **Name Field**, choose to set the name field as either **Required**, **Optional**, or **Hidden**.
9. At **Street Field**, choose to set the street field as either **Required**, **Optional**, or **Hidden**.
10. At **City Field**, choose to set the city field as either **Required**, **Optional**, or **Hidden**.
11. At **Region or State Field**, choose to set the region or state field as either **Required**, **Optional**, or **Hidden**.
12. At **Country Field**, choose to set the country field as either **Required**, **Optional**, or **Hidden**.
13. At **Postal Code Field**, choose to set the postal code field as either **Required**, **Optional**, or **Hidden**.
14. At **Telephone Field**, choose to set the telephone field as either **Required**, **Optional**, or **Hidden**.
15. In the **Email Validation** text box, enter a .NET regular expression to validate email addresses. See "Configuring the Request Filter"
16. In the **Postal Code Validation** text box, enter a .NET regular expression to validate postal codes. Leave blank to disable postal code validation.
17. In the **Telephone Validation** text box, enter a .NET regular expression to validate telephone numbers. Leave blank to disable telephone number validation.
18. In the **Message Rows** text box, enter a value to set the number of rows for the message window. The default is 20 rows.

Form and Fields Settings

Field Label Position: Same Line As Field Above Field

Form Width:

Subject:

Subject Field Type: Drop-Down List Editable Text Box Hidden

Name Field: Required Optional Hidden

Street Field: Required Optional Hidden

City Field: Required Optional Hidden

Region or State Field: Required Optional Hidden

Country Field: Required Optional Hidden

Postal Code Field: Required Optional Hidden

Telephone Field: Required Optional Hidden

Email Validation:

Postal Code Validation:

Telephone Validation:

Message Rows:

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

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

Configuring Submission and Security Settings

How to submission settings and optionally enable CAPTCHA security on the Feedback module.

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



- 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**
- 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.
- 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.

- Click the [Update](#) link.

Configuring Moderation and Feedback Management Settings

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

- Select **Settings** from the module menu - OR - Click the **Settings** button.
- Go to the **Feedback Settings** section.
- Maximize** the **Moderation and Feedback Management Settings** section.

8. Click the  Update link.

SuperUsers

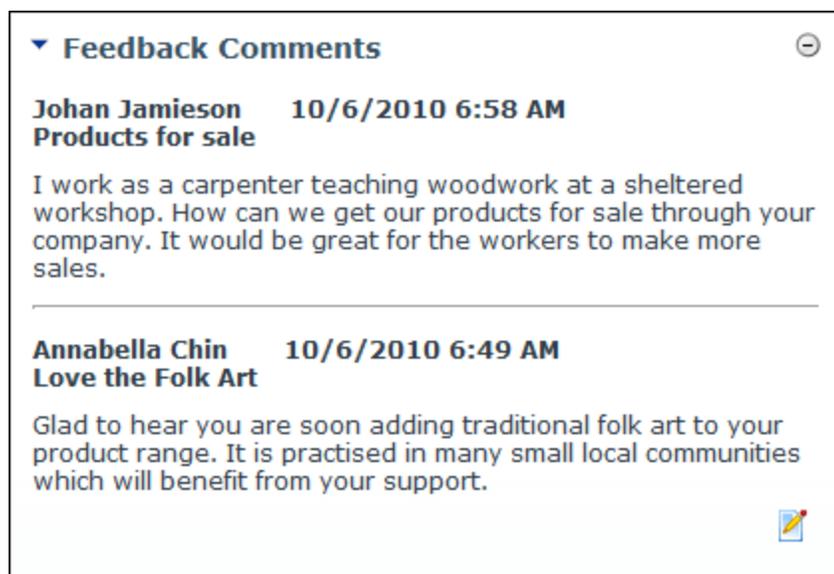
Troubleshooting: Feedback Doesn't Send

If the Feedback doesn't send successfully you will receive a Warning message. See "Setting the SMTP Server and Port" for more details.

Feedback Comments

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

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 menu - OR - Click the **Settings**  button.
3. Go to the **Comments View Settings** section.

4. At **Scope**, select which Feedback modules comments are displayed for:
 - **Selected Modules Only**: Select to choose which Feedback modules to display feedback from. This displays a list of the Feedback modules on this site.
 - i. At **Feedback Modules**, check the check box beside each module to be included.
 - **Portal (from all Feedback Modules)**: Select to display published feedback from all modules.
5. At **Categories**, select one or more categories to restrict the feedback displayed to only those categories - OR - Leave all categories unchecked to display feedback from all categories.

Comments View Settings

Scope: Selected Modules Only Portal (from all Feedback Modules)

Feedback Modules:

Page	Module Title	Selected
Feedback	Feedback	<input checked="" type="checkbox"/>
Staff Feedback	Staff Feedback	<input type="checkbox"/>

Categories: General Enquires Toys and Games
 Wholesale Enquires

6. At **Allow Paging**, select from these options:
 - Check the check box to enable paging (I.e. Restrict the number of comments displayed on the page and enable users to page through each page).
 - a. In the **Default Page Size** text box, enter the number of comments to be displayed on each page.
 - Uncheck the check box to remove paging and display all published comments.

Allow Paging:

Default Page Size:

Update ✕ **Delete** ← **Cancel**

7. Click the Update link.

Displaying Feedback for all Categories

How to display feedback for all categories using the Feedback Comments module. This is the default option.

Tip: Categories are managed under Feedback Lists on the Feedback module.

1. Go to the Feedback Comments module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
3. Go to the **Comment View Settings** section.
4. At **Category**, select the **None Selected**.
5. Click the  Update link.

 **Comments View Settings**

 **Category:** None Selected ▼

 **Hide Email:**

 **Hide Name:**

 **Hide Subject:**

Update
Cancel
Delete

Display Feedback for All Categories

Configuring Comments View Settings

How to modify the various templates which control the appearance of the Feedback Comments module.

Note: A list of the available replacement tokens is displayed on this page at the Available Tokens field. These tokens are also included below this tutorial for convenience.

1. Go to the Feedback Comments module.
2. Select  **Settings** from the  module 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.

*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

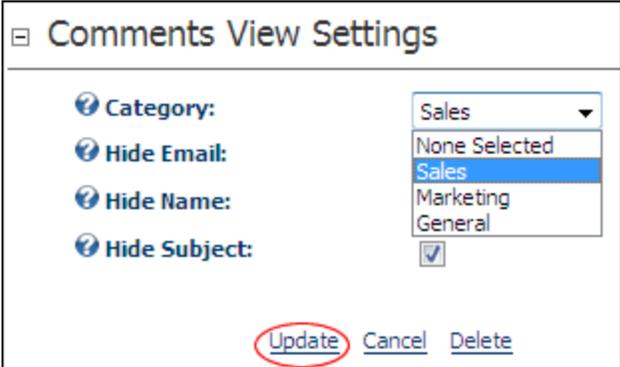
[Feedback:CategoryID], [Feedback:Category], [Feedback:CategoryName], [Feedback:Subject],
[Feedback:Message], [Feedback:CreatedOnDate], [Feedback:PublishedOnDate], [Feedback:FeedbackID],
[Feedback:SenderName], [Feedback:SenderStreet], [Feedback:SenderCity], [Feedback:SenderRegion],
[Feedback:SenderCountry], [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 menu - OR - Click the **Settings**  button.
3. Go to the **Comment View Settings** section.
4. At **Category**, select the category name.
5. Click the  Update link.



Comments View Settings

 **Category:** Sales

 **Hide Email:**

 **Hide Name:**

 **Hide Subject:**

Update Cancel Delete

Displaying Feedback for a Single Category

Displaying/Hiding Feedback Email

How to hide or display a person's email address on feedback comments that are published on the Feedback Comments module.

1. Go to the Feedback Comments module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
3. Go to the **Comment View Settings** section.
4. At **Hide Email**, check the check box to hide names - OR - Uncheck the check box to display names.
5. Click the  Update link.

Comments View Settings

 **Category:** Sales ▼

 **Hide Email:**

 **Hide Name:**

 **Hide Subject:**

[Update](#)
[Cancel](#)
[Delete](#)

Feedback Comments

Records per Page 10 ▼

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

Johan Jamieson 5/19/2010 9:32:52 AM
 Products for sale I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales. Submitted By: Johan Jamieson

Annabella Chin 5/19/2010 9:32:41 AM
 Love the Folk Art Glad to hear you are soon adding traditional folk art to your product range. It is practised in many small local communities which will benefit from your support. Submitted By: Annabella Chin

Email Addresses are Hidden on this Feedback Comments Module

Displaying/Hiding Feedback Name

How to hide or display a person's name on feedback comments that are published on the Feedback Comments module.

1. Select **Settings** from the Feedback Comments module menu.
2. Go to the **Comment View Settings** section.
3. At **Hide Name**, check the check box to hide names - OR - Uncheck the check box to display names.
4. Click the  Update link.

☐ **Comments View Settings**

🔍 **Category:** Sales ▼

🔍 **Hide Email:**

🔍 **Hide Name:**

🔍 **Hide Subject:**

Update
[Cancel](#)
[Delete](#)

Feedback Comments ☐

Records per Page 10 ▼

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

lorraine.young@dnnangel.com **Sales** **3/4/2008 2:04:19 PM**

GEN When is your next round of yoga classes? Can you please forward a timetable to me.

Submitted By: Lorraine Young

Names are hidden on this Feedback Comments module

Displaying/Hiding Feedback Subject

How to hide or display the subject list value beside feedback comments that are published on the Feedback Comments module.

1. Go to the Feedback Comments module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
3. Go to the **Comment View Settings** section.
4. At **Hide Subject**, check the check box to hide names - OR - Uncheck the check box to display names.
5. Click the  [Update](#) link.

☐ **Comments View Settings**

🔍 **Category:** Sales ▼

🔍 **Hide Email:**

🔍 **Hide Name:**

🔍 **Hide Subject:**

Update
[Cancel](#)
[Delete](#)

▼ **Feedback Comments**

Records per Page 10 ▼ Page 1 of 1
[First](#)
[Previous](#)
[Next](#)
[Last](#)

Johan Jamieson johan.jamieson@domain.com 5/19/2010 9:32:52 AM
 I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales. Submitted By: Johan Jamieson

Annabella Chin annabella.chin@domain.com 5/19/2010 9:32:41 AM
 Glad to hear you are soon adding traditional folk art to your product range. It is practised in many small local communities which will benefit from your support. Submitted By: Annabella Chin

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

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: 05.01.02

Minimum DNN Version: 05.01.03

Form

Personal Details

Title: Mr Ms Miss Mrs Dr

First Name: *

Last Name: *

Contact Information

Email Address: *

Phone:

Application Information

Repeat Application: *

Previous Application Date: * [Calendar](#)

* required [Submit](#) [Cancel](#)

The Form & List Module configured to display as a Form

List

Title	First Name	Last Name	Email Address	New Contact	Appointment Date/Time	Notes
Ms	Joanne	Artine	Contact this person	<input checked="" type="checkbox"/>	2/10/2011 10:00 AM	Potential instore distributor for Australasia.
Ms	Jill	Hill	Contact this person	<input checked="" type="checkbox"/>	2/10/2011 10:00 AM	Opportunity to work with Jill on providing work opportunities for Nepalese village.
Mr	Ali	Smith	Contact this person	<input checked="" type="checkbox"/>	2/25/2010 10:15 AM	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.
Ms	Anushka	DeSilva	Contact this person	<input checked="" type="checkbox"/>	1/13/2010 12:00 PM	Contact regarding supply of organic cotton and dyes.

The Form & List Module configured to display as a List

Project Links

- **Project Home:**
<http://www.dotnetnuke.com/Products/Development/Forge/ModuleUserDefinedTable/tabid/877/Default.aspx>
- **Support Forum:**
<http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/56/scope/threads/Default.aspx>

- **Issue Tracker:** <http://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 tutorial assumes you are currently adding or editing a calculated column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **Data Type** select the result type from one of the following options:
 - **Date and Time**
 - **Decimal**
 - **Integer**
 - **Text** (This is the default setting)
 - **True/False**
3. In the **Output Format** text box, enter an output format string suitable for this data type. E.g. "###.###".
4. In the **Expression** text box, enter an expression formula (appropriate for the data type) which will be evaluated at runtime. See [MSDN Library](#) for more on expressions.
5. At **Show on Edit Form?**, check the check box to display to all users when editing - OR - Uncheck to disable.

Data Table Setup

Specify the "User Defined Table" columns you wish to include in your Form or List.

Title	Type	Required	Display on List	Restricted Form Field	Searchable	
Product Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Product Number	Decimal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Product Category	Integer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Code	Calculated Column	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Image	Image	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description	Rich Text (Html)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Price	Currency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Launch Date/Time	Date and Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brochure	Download	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Size	Look-Up	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Advanced Column Options- Code

Data Type: Text

Output Format:

Expression: [Product Number]+'-'+[Product Category]

Show on Edit Form?:

Setting a Calculated column

Tip: In the above image, the columns of this list have been set so that users enter the Product Number and the Product Category data into separate fields, however the information is displayed as a truncated code on the list by using a Calculated Column.

Edit Record

Product Name: *

Product Number: 20.99

Product Category: 10

Code: 20.99-10

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

List							
Product Name	Code	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50-10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	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 this field adds a **Help** button for this column on the Edit Record page.

Advanced Column Options- Price

List of Values

Drop Down List Radio Button List (vertical) RBL (horizontal)

Currency Symbol

Default Value

Validation Rule:

Validation Message:

CSS Style:

Help Text:

Setting the Advanced Options for a Currency column

Price:

Select the unit sale price for this product.

30
10
15
20
25
30
35
40
45
50
55
60
65
70
75
80
85
90
95
100

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

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 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 they add and manage data for this column. Setting this field adds a **Help**  button for this column on the Edit Record page.

Advanced Column Options- Launch Date/Time

Output Format

Convert TimeZone?

Default Value

Validation Rule:

Validation Message:

CSS Style:

Help Text:

Setting the Advanced Options for a Date And Time column

Appointment Date/Time: [Calendar](#) **Time:**

Modify time and date as required.

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

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 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 they add and manage data for this column. Setting this field adds a **Help**  button for this column on the Edit Record page.

Advanced Column Options- Contact By Date

List of Values

Drop Down List Radio Button List (vertical) RBL (horizontal)

Output Format

Default Value

Validation Rule:

Validation Message:

CSS Style:

Help Text:

Setting the Advanced Options for a Date column

Date:

Select the required date for this service.

- 1/1/2008
- 12/31/2008
- 7/24/2008

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

List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	Send Email	Website	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

The 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 they add and manage data for this column. Setting this field adds a **Help**  button for this column on the Edit Record page.

Advanced Column Options- Product Number

List of Values

Drop Down List Radio Button List (vertical) RBL (horizontal)

Output Format

Default Value

Validation Rule:

Validation Message:

CSS Style:

Help Text:

Setting the Advanced Options for a Decimal column

Product Number:

Select the product code for this product.

- 10
- 15.50
- 20.99
- 25.75
- 2
- 29.333

The decimal column as displayed on the Edit Record page

Product Name	Product Number	Product Category	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50	10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	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 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 they add and manage data for this column. Setting this field adds a **Help**  button for this column on the Edit Record page.

Advanced Column Options- Brochure

List of Values

Drop Down List Radio Button List (vertical) RBL (horizontal)

Link Caption

Abbreviated URL

Default Value

Help Text:

Setting the Advanced Options for a Download column

Product Name	Code	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50-10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	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

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 they add and manage data for this column. Setting this field adds a **Help**  button for this column on the Edit Record page.

Advanced Column Options- Contact's Email

List of Values

Drop Down List Radio Button List (vertical) RBL (horizontal)

Link Caption

Disable Hyperlink

Default Value

Validation Rule:

Validation Message:

CSS Style:

Help Text:

Setting the Advanced Options for an Email column

Email Address:

Select the required contact email address.

- admin@domain.com
- sales@domain.com
- marketing@domain.com

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

List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	Send Email	Website	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

The email column with a Link Caption in a list

Advanced Image Column Options

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

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
 - a. In the **List of Values** text box, enter a list of image URL's separated by a semi-colon (;). E.g. <http://www.domain.com/massage.gif>; <http://www.domain.com/acupuncture.gif> - OR - Leave this field blank to display the Link Control to enable the user to select an image from the File Manager.
 - b. Select how the list options are displayed:
 - **Drop Down List:** Display values in a drop-down selection list. This is useful when there are a lot of values.
 - **Radio Button List (Vertical):** Display values in a vertical list with radio buttons.
 - **RBL (Horizontal):** Display values in a horizontal list with radio buttons.
3. In the **ALT Tag** text box, enter the text that displays when the user places their mouse over this text.
4. At **Hyperlink**, check the check box to display a thumbnail of the image. The user can then click on the thumbnail to view the full sized image- OR - Uncheck the check box to display the full sized image in the table.
5. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically be selected or entered.
6. In the **Help Text** text box, enter a help message to assist users when they add and manage data for this column. Setting this field adds a **Help**  button for this column on the Edit Record page.

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

Advanced Column Options- Image

 **List of Values**

Drop Down List
 Radio Button List (vertical)
 RBL (horizontal)

 **ALT Tag**

 **Hyperlink**

Default Value

 **Help Text:**

Setting the Advanced Options for an Image column

Image:
 Select the product thumbnail image.
 * required

<http://www.ecozany.com/dolls.gif>
 <http://www.ecozany.com/blocks.gif>

Update Cancel

Setting an image to a list on the Edit Record page

Product Name	Code	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50-10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	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 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 they add and manage data for this column. Setting this field adds a **Help** button for this column on the Edit Record page.

Advanced Column Options- Product Category

List of Values

Drop Down List Radio Button List (vertical) RBL (horizontal)

Output Format

Default Value

Validation Rule:

Validation Message:

CSS Style:

Help Text:

Setting the Advanced Options for an Integer column

Product Category:

Select the product category number.

- 5
- 10
- 15
- 20
- 25
- 30

The Integer column on the Edit Record page of a list

List									
Product Name	Product Number	Product Category	Image	Description	Price	Launch Date/Time	Brochure	Size	
Ruby Doll	15.50	10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	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 Integer Column displayed in a List

Advanced Look-Up Column Options

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

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **Source Column**, enter the name of the column containing a ref to a user or local file.
3. In the **Token Value** text box, enter the token text to query the User or File object.
4. At **Show on Edit Form?**, check the check box if this value will be displayed to all users when editing - OR - Uncheck the check box to hide the field on the Edit Form.

Tip: In the below example, the Look-Up column is set to display the size of the file selected in the Brochure column.

Advanced Column Options- Size

Source Column

Token Text

Show on Edit Form?:

Setting the Advanced Options for a Look-Up column

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 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 they add and manage data for this column. Setting this field adds a **Help**  button for this column on the Edit Record page.

Advanced Column Options- Description

Plain Text Box

Default Value:

Validation Rule:

Validation Message:

Help Text:

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

Description:

Editor: Basic Text Box Rich Text Editor

Render Mode: Text Html Raw

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

Product Name	Product Number	Product Category	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50	10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	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.

Advanced Column Options- Personal Information

Acts as Fieldset (applies only to CSS based layout)

[+ Add New Column](#) [Available Tokens Help](#) [Hidden Columns Help](#)

Setting the Advanced Options for a Separator

▼ **Form**

Personal Information

First Name: *

Last Name: *

Email: *

Shipping Address for Parts

Street Address: *

City: *

State/Province: * ▼

Zip Code: *

Country: * United States ▼

Product Details

Product Name:

Model Number:

Purchase Date: **Calendar**

Purchased From:

Part Required:

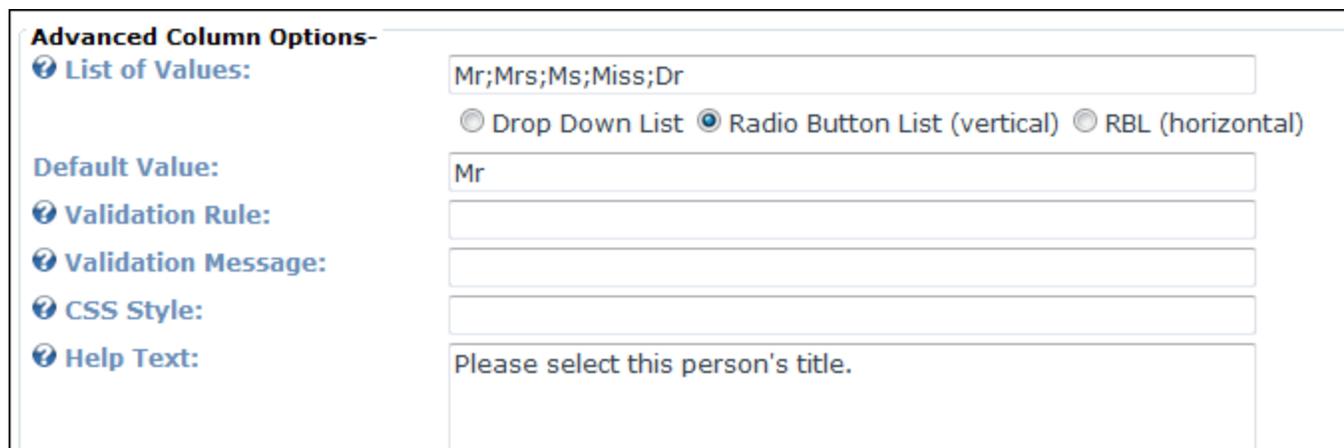
* required **Submit** **Cancel**

Separators displayed on a Form

Advanced Text Column Options

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

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
 - a. In the **List of Values** text box, enter one or more values for this field separated by a semi-colon (;). E.g. Mr;Mrs;Ms;Miss;Dr. Leave this field blank to display a text box in which any data can be entered.
 - b. Select how the list options are displayed:
 - **Drop Down List**: Display values in a drop-down selection list. This is useful when there are a lot of values.
 - **Radio Button List (Vertical)**: Display values in a vertical list with radio buttons.
 - **RBL (Horizontal)**: Display values in a horizontal list with radio buttons.
3. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically be selected or entered.
4. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language.
5. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
6. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
7. In the **Help Text** text box, enter a help message to assist users when they add and manage data for this column. Setting this field adds a **Help**  button for this column on the Edit Record page.



The screenshot shows a form titled "Advanced Column Options-". It contains several input fields and a radio button group. The "List of Values" field contains "Mr;Mrs;Ms;Miss;Dr". The radio button group has three options: "Drop Down List", "Radio Button List (vertical)" (which is selected), and "RBL (horizontal)". The "Default Value" field contains "Mr". The "Validation Rule", "Validation Message", and "CSS Style" fields are empty. The "Help Text" field contains "Please select this person's title.".

Setting the Advanced Options for a Text column

Title: * Mr
 Mrs
 Ms
 Miss
 Dr

Please select the person's title.

Setting text value to a list on the Edit Record page

List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	Send Email	Website	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

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 this field adds a **Help**  button for this column on the Edit Record page.

Advanced Column Options- Time

 **List of Values**

Drop Down List
 Radio Button List (vertical)
 RBL (horizontal)

 **Output Format**

Default Value

 **Validation Rule:**

 **Validation Message:**

 **CSS Style:**

 **Help Text:**

Setting the Advanced Options for a Time column

 **Time:**

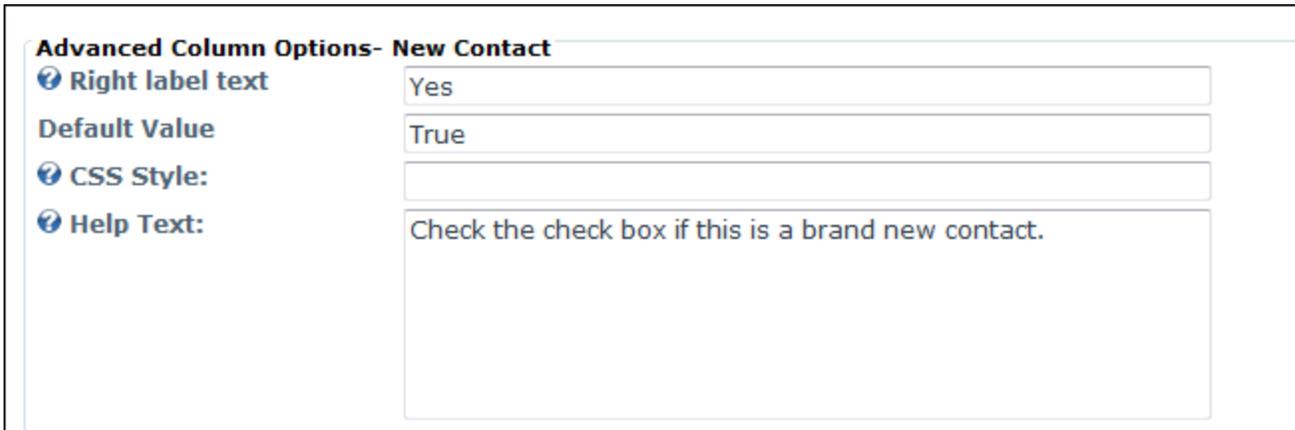
Select the correct time.

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

Advanced True/False Column Options

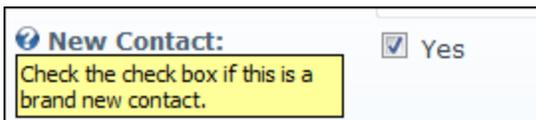
How to configure the optional Advanced Column Options for True/False columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a True/False column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. In the **Right Label Text** text box, enter a label to be displayed to the right of the True/False check box on the form or list.
3. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically be selected or entered.
4. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
5. In the **Help Text** text box, enter a help message to assist users when they add and manage data for this column. Setting this field adds a **Help**  button for this column on the Edit Record page.



Advanced Column Options- New Contact	
 Right label text	<input type="text" value="Yes"/>
Default Value	<input type="text" value="True"/>
 CSS Style:	<input type="text"/>
 Help Text:	<input type="text" value="Check the check box if this is a brand new contact."/>

Setting the Advanced Options for a True/False column



 New Contact: Check the check box if this is a brand new contact.	<input checked="" type="checkbox"/> Yes
---	---

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

List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	Send Email	Website	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

The True/False Column displayed in a List

Advanced URL Column Options

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

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
 - a. In the **List of Values** text box, enter a list of URL's separated by a semi-colon (;). E.g. s/home.htm;<http://www.domain.com/services.htm>. Alternatively, leave this field blank to display the Link Control which enables any URL, Page or File to be selected.
 - b. Select how the list options are displayed:
 - **Drop Down List:** Display values in a drop-down selection list. This is useful when there are a lot of values.
 - **Radio Button List (Vertical):** Display values in a vertical list with radio buttons.
 - **RBL (Horizontal):** Display values in a horizontal list with radio buttons.
3. In the **Link Caption** text box, enter the text that you want to display instead of the URL in the table. E.g. Visit this website. This text will then display as a mailto link.
4. At **Abbreviated URL**, check the check box to display only the file or page name. E.g. <http://www.domain.com/home.htm> would then display as home.htm - OR - Uncheck the check box if to display the complete URL. Note: If the Link Caption field is used it will override this field.
5. In the **Default Value** text box, enter the default URL value for this field. When creating a new row this value will automatically be selected or entered.
6. In the **Help Text** text box, enter a help message for this column. This message displays when the user clicks or mouses over the **Help**  button beside the Title of this field on the Edit Record page to assist users who are adding or editing a column.

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

Advanced Column Options- Website

List of Values

Drop Down List Radio Button List (vertical) RBL (horizontal)

Link Caption

Abbreviated URL

Default Value

Help Text:

Setting the Advanced Options for a URL column

Website:

Select the contact's website.

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

List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	OpMrs Joy to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	Send Email	Website	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

The URL column displayed in a List

Advanced User Profile Link Column Options

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

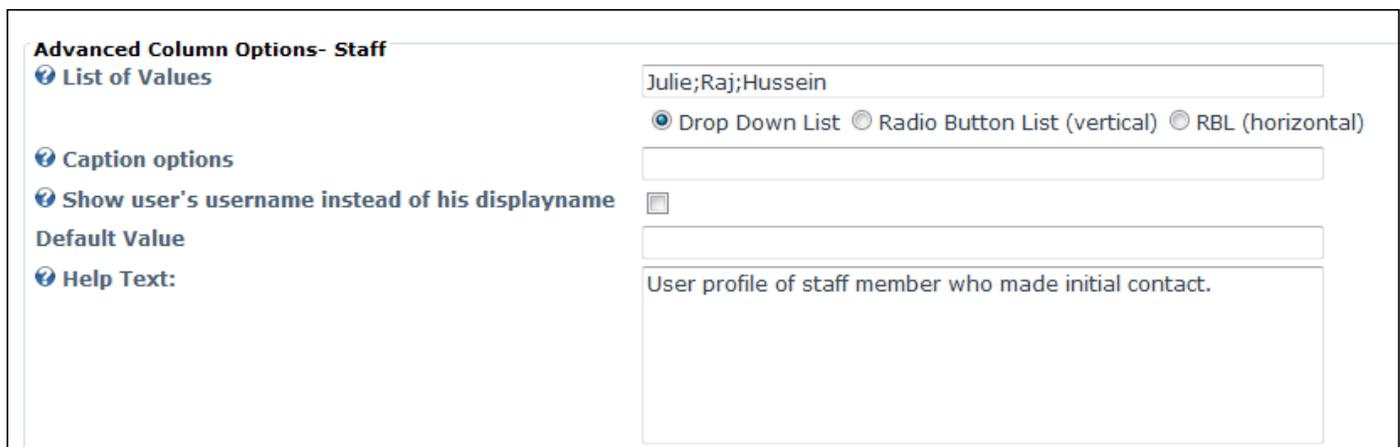
1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
 - a. In the **List of Values** text box, enter one or more usernames separated by a semi-colon (;). E.g. Admin;Jack;Julie;. Where a non-existent username is entered 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. Setting this field adds a **Help**  button for this column on the Edit Record page.

"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

List								Staff
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10	Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	OpMrs Joy to work with Jill on providing work opportunities for Nepalese village.	15	Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	Send Email	Website	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25	Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10	Raj

The 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 menu - OR - Click the **Form and List Configuration**  button.
2. **Maximize**  the **Column Settings** section.
3. At **Settings for Image Columns** set one of the following options:
 - In the **Image Width** text box, enter the width that images are displayed in image column. Larger or smaller images will be scaled accordingly.
 - In the **Image Height** text box, enter the height that images are displayed in image column. Larger or smaller images will be scaled accordingly. If the Image Width field is set it will override this field rather than both dimensions being used.
4. Click the [Save Configuration and Return](#) link to save this setting and return to the module.

Settings for Image Columns:

 **Image Width:** px

 **Image Height:** px

Configuring Image Column Settings

Configuring URL Column Settings

How to set URL columns in the Form & Lists module to display in the same or a new Web browser window.

1. Select  **Form and List Configuration** from the Form and List module menu - OR - Click the **Form and List Configuration**  button.

2. **Maximize**  the **Column Settings** section.
3. At **Settings for URL Columns**, set the following:
 - a. At **Show "Open Link in new Browser Window"?** check the check box open URL links in a new Web browser window - OR - Uncheck the check box to display in the same window.
 - b. At **Force Download**, check the check box to force the download of the resource - OR - Uncheck the check box for optional download.
 - c. At **Url Optimization**, select from these options:
 - **Track Number Of Times URL's Are Clicked:** Select to enable the Link Click log for URL's. Note: Tracking numbers only apply for new or updated URL's.
 - **Search Engine Friendly:** Select to use search engine friendly URL's. This is the default option.
4. Click the [Save Settings and Return](#) link to save this setting and return to the module.

 **More Column Settings**

Settings for URL Columns:

 **Show "Open Link in new Browser Window"?**

 **Force Download**

 **Url Optimization** **Track Number Of Times Urls Are Clicked** **Search Engine Friendly**

Configuring URL Column Settings for the Form & List Module

Configuring User Profile Link Settings

How to configure the optional setting for user profile links in a list on the Form & List module.

1. Select  **Form and List Configuration** from the Form and List module menu - OR - Click the **Form and List Configuration**  button.
2. **Maximize**  the **Column Settings** section.
3. At **Settings for User Profile Links** set the following options:
 - a. At **Open in New Window**, check the check box to open the profile in a new Web browser window - OR - Uncheck the check box to open the profile in the same window.
 - b. At **User Link Caption** select from the following options to set which name to display as the link to User Profile:
 - **Display Name**
 - **User Name**

c. At **Add to CreatedBy/UpdatedBy?**, check the check box to add a link to the user's profile on both the Created By and Updated By columns - OR - Uncheck the check box for no link.

4. Click the Save Configuration and Return link to save these settings and return to the module.

Settings for User Profile Links:

Open in new window?

User Link Caption: Display Name User Name

Add to CreatedBy/UpdatedBy?

Configuring User Profile Link Settings

Email Settings

Setting Email Settings

How to set the email settings for forms or lists on the Form & List module. Note:

1. Select  **Form and List Configuration** from the Form and List module menu - OR - Click the **Form and List Configuration**  button.
2. Go to the **Page Related Settings** section.
3. At **Enable Email Settings**, check the check box. This displays the **Email Settings** section at the bottom of this page.
4. **Maximize**  the **Email Settings** section.
5. In the **To** text box, enter one or more email addresses, separated by semicolon ";" or enclosed in [brackets]. You may enter the column Title name for column types Email, Created By, Changed By, or User Link. E.g. admin@domain.com;[Created By];[Secondary Email].
6. In the **CC** text box, enter each email address to be sent a 'carbon copy' of this message. See To field for more details.
7. In the **BCC** text box, enter each email address to be sent a 'blind carbon copy' of this message. See To field for more details.
8. In the **Reply To (Overrides Default)** text box, enter the email address that you want any replies to the notification messages to be sent to. Leave this field blank to use the Portal Administrator email address. See "Setting the Primary Administrator".
9. In the **From (Overrides Default)** text box, enter the email address to be displayed in the From field of the notification message. Leave this field blank to use the Portal Administrator email address.
10. In the **Email Subject** text box, enter the subject for the notification email.
11. In the **Tracking Message** Editor, enter the body of the notification email message.

12. **Optional.** At **Trigger**, select one or more of the following options to set which actions will trigger a notification email.
- **On New**, check the check box if you want to send a notification email when a new record is created.
 - a. **Optional.** In the **On New Text** text box, enter the message to display in the body of the notification email.
 - **On Update**, check the check box if you want to send a notification email when an existing record is updated.
 - a. **Optional.** In the **On Update Text** text box, enter the message to display in the body of the notification email.
 - **On Delete** check the check box if you want to send a notification email when an existing record is deleted.
 - a. **Optional.** In the **On Delete Text** text box, enter the message to display in the body of the notification email.
13. At **Email Body Creation**, select from these options:
- **Auto:** Create the email body on the fly.
 - **XSL-Script:** Email body is created using an XSL script you have created. At **Tracking XSL Script**, set the link to your XSL file, upload a new file or generate a new XSL Script.
 - i. At **Tracking XSL Script**, set the link to your XSL file, upload a new file or generate a new XSL Script.
14. Click the [Save Configuration and Return](#) link to return to the module.

Email Settings

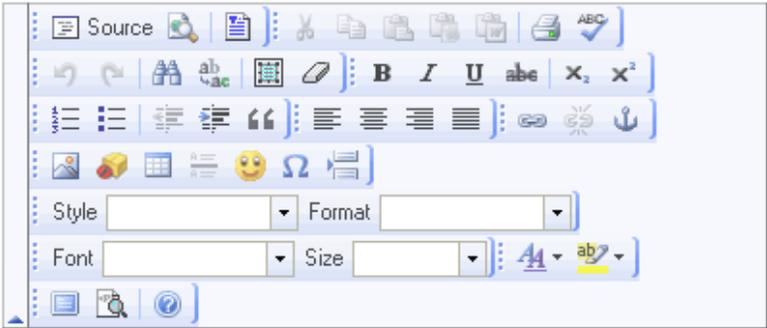
To:

CC:

BCC:

Email Subject:

Tracking Message: **Editor:** Basic Text Box Rich Text Editor



An order for a replacement part has been submitted.

Trigger: On New On Update On Delete

On New Text:

On Update Text:

On Delete Text:

Email Body Creation: Auto XSL-Script

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 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.

Form Settings

Action upon submit

Show Form and Text
 Show Text only
 Redirect to another page

Displayed text after form post

Editor: Basic Text Box Rich Text Editor

Source

Undo Redo Bold Italic Underline ABC X₂ X²

Bulleted List Numbered List Indent Left Indent Right Link Unlink Anchor

Image Table Smile Omega Print

Style Format

Font Size A₁ ab⁷

Source Help Refresh

Your submission was successful.

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 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 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 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.

The screenshot shows a window titled "Token Based XSLT Generator and Editor". Inside, there is a section titled "1. Edit HTML Template" with a "Hidden Columns Help" link. Below this is a "List View" section containing three configuration items: "List Type" set to "Table" with a "Rebuild" button; "Delimiter" set to ";"; and "Available Fields and Context" set to "UDT:EditLink" with "Insert" and "Insert Column" buttons. A text area displays the following HTML code:

```
<table>
<tr class="normal">
<td>[UDT:EditLink]</td>
<td>[Name]</td>
<td>[Age_UDT_Value]</td>
<td>[Date of Birth_UDT_Value]</td>
</tr>
...
</table>
```

Below the text area is an "Options" section with a "Generate from HTML Template" button. At the bottom of the window are sections for "2. Edit XSLT Script" and "3. Save File", with a "Back" button at the very bottom.

6. In the **List View section**, complete the following to edit the displayed HTML to create your custom XSL transformation:
- At **List Type**, select the layout for the content. The following options are available:
 - Table:** Renders all records inside a single table.
 - Division:** Renders each record inside its own div tag. E.g. < div >

- **Paragraph:** Renders each record inside its own paragraph tag. E.g. < p >
 - **Ordered List:** Renders each record inside its own list item tag. E.g. < li >
 - **Unordered List:** Renders each record inside its own list item tag. E.g. < li >
 - **Nothing:** Renders all records separated by the delimiter (as selected at Delimiter below.)
- b. In the **Delimiter** text box, view/edit the characters or tags used as a column delimiter. The default value is a semi-colon (;). This is the only option when Table is selected as the List Type.
- c. At **Available Fields and Context**, insert one or more fields or columns as follows:
- 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.

1. Edit HTML Template

List View

List Type: Table [Rebuild](#)

Delimiter: ;

Available Fields and Context: Context:DisplayName
[Insert](#) [Insert Column](#)

```

<table>
<tr class="normal">
<td>[UDT:EditLink]</td>
<td>[Created by]</td>
<td>[Context:DisplayName]</td>
<td>[Name]</td>
<td>[Age_UDT_value]</td>
<td>[Date of Birth_UDT_value]</td>
</tr>

```

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

- 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.

Detail View

Available Fields and Context: UDT:EditLink [Insert](#) [Rebuild](#)

```
[UDT:ListView][UDT:EditLink]
<table>
<tr>
<td class="normalBold">Name</td>
<td class="normal">[Name]</td>
</tr>
<tr>
<td class="normalBold">Age</td>
<td class="normal">[Age_UDT_Value]</td>
</tr>
<tr>
<td class="normalBold">Date of Birth</td>
<td class="normal">[Date of Birth_UDT_Value]</td>
</tr>
```

Options

- Add Sorting Support to the Style Sheet:
- Add Paging Support to the Style Sheet:
- Add Search Box to the Style Sheet:
- Add Detail View:

Generate from HTML Template

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

```
2. Edit XSLT Script

<?xml version="1.0" encoding="UTF-8"?>
<xsl:stylesheet version="1.0" xmlns:xsl="http://www.w3.org/1999/XSL/Transform"
xmlns:udt="DotNetNuke/UserDefinedTable">
<xsl:output method="xml" indent="yes" omit-xml-declaration="yes" />
<!--
This prefix is used to generate module specific query strings
Each querystring or form value that starts with udt_{ModuleId}_param
will be added as parameter starting with param
-->
<xsl:variable name="prefix_param">udt_<xsl:value-of
select="//udt:Context/udt:ModuleId" />_param</xsl:variable>
<xsl:template match="udt:Data" mode="list">
<tr class="normal">
<td>
<xsl:call-template name="EditLink" />
</td>
<td>
<xsl:value-of select="udt:Title" disable-output-escaping="yes" />
</td>
<td>
<xsl:value-of select="udt:Age_UDT_Value" disable-output-escaping="yes" />
</td>
<td>
<xsl:value-of select="udt:Changed_x0020_at_UDT_Ticks" disable-output-escaping="yes" />
</td>
</tr>
</xsl:template>
<xsl:template match="/udt:UserDefinedTable">
```

10. Go to the **3. Save File** section.
- In the **File Name** text box, enter a file name.
 - Click the Save File and Return link.

```
3. Save File

Folder Name: 
File Name:  Save File and Return
Back
```

11. Click the Save Configuration and Return link to return to the module.

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

User Defined Table					
	J. Abrahams	Joseph Kooroocheang	Jonah Wright	35	9/4/1973
	J. Abrahams	Joseph Kooroocheang	Ali Soffel	28	9/4/1980
	John	Joseph Kooroocheang	Alex Brighton	8	9/4/2000
	John	Joseph Kooroocheang	Julia Brighton	10	1/1/1998

[Add New Record](#)

The new user defined XSL transformation

Rendering a List using built-in Stylesheets

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

1. Select **Form and List Configuration** from the module 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	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, complusive behaviour	10.5
	Ms	Jill	Hill	Contact this person	<input checked="" type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall	10.5
	Mr	Humpty	Dumpty	Contact this person	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.5
	Mr	Jack	Sprat	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.5
	Ms	Little	Muffett	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnaphobia.	10.5
	Mr	Jack	Horner	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.5

▼ List

← ✎

Title: Ms
First Name: Joan
Last Name: Arc
Email Address: [Contact this person](#)
Appointment Date/Time: 2/21/2008 10:00 AM
Notes: Headaches, complusive behaviour
Fee: 10.50

Changed at: 2/25/2008 1:54 PM **Changed by:** Administrator Account
Created at: 2/18/2008 5:36 PM **Created by:** Administrator Account

 **Add New Record**   

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

List

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



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

List

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

- **Only Own Items** (pictured below): Users can only see their own items.

▼ List

Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee	Created by
Ms	Jill	Hill	Contact this person	<input checked="" type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall	10.50	Administrator Account
Mr	Humpty	Dumpty	Contact this person	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.50	Administrator Account
Mr	Jack	Sprat	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.50	Administrator Account
Ms	Little	Muffett	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnophobia.	10.50	Administrator Account
Mr	Jack	Horner	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.50	Administrator Account
 Mrs	Joan	Arc	Contact this person	<input checked="" type="checkbox"/>	1/1/2010 12:00 PM	Headaches, compulsive behaviour.	10.50	Marlena Torch

 **Add New Record**




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

List							
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
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, compulsive behaviour	Minor head injury from a fall	Broken shell	Digestive difficulties.	Arachnophobia.	Enter patient notes.	Headaches, compulsive 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.

List Settings

Rendering Method:

Default Grid Table
 XSLT using built-in stylesheets
 XSLT using self made stylesheets

XSL script:

[Show XSL source code](#)

Setting the rendering method

Rendering a List using Self Made Stylesheets

How to render a list using a stylesheet you have created on the Forms & Lists module.

1. Select **Form and List Configuration** from the module menu - OR - Click the **Form and List Configuration** button.
2. **Maximize** the **List Settings** section.
3. At **Rendering Method**, select **XSLT using self made or generated stylesheets**.

4. At **XSL Script**, set the link to your XSLT file. See "Setting a File Link".
5. Click the Save Configuration and Return link to update these settings and return to the module.

List Settings

Rendering Method:

Default Grid Table
 XSLT using self made or generated stylesheets
 XSLT using built-in stylesheets

XSL script:

File Location:

File Name:

Upload New File

Edit ✨ **Generate New**

Rendering a List using Self Made Stylesheets

Rendering a List using the Default Grid Table

How to set the layout and design of a list using one of the included designs on the Forms & Lists module

1. Select **Form and List Configuration** from the Form and List module menu - OR - Click the **Form and List Configuration** button.
2. **Maximize**  the **List Settings** section.
3. At **Rendering Method**, select **Default Grid Table**. This displays the CSS Classes field.
4. **Optional. Maximize**  the **Grid Table Settings** section and set any of these optional settings:
 - a. At **CSS Classes**, select the CSS classes to be used. Two options are provided:
 - **"Normal UDT_Table*"**: This is the default table layout.
 - **"DataGrid_***: This table uses a smaller font and row color alternates from black to red.
 - **YUI DataTable Styled**: This table displays borders.
5. Click the Save Configuration and Return link.

List Settings

Rendering Method:

Default Grid Table

XSLT using self made or generated stylesheets

XSLT using built-in stylesheets

CSS Classes :

"Normal UDT_Table*" ▼

"Normal UDT... Table*"

"DataGrid_*"

YUI DataTable Styled

Setting the List Design using Default Grids

Setting List Search and Filter Options

How to set the list searching and filtering options for the Forms & Lists module.

1. Select  **Form and List Configuration** from the Form and List module 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.

- 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.
- Click the [Save Configuration and Return](#) link.

Search and Filter Options

 **Filter statement:**

Available Tokens Help Hidden Columns Help

 **Show Search Box:**

 **Simple Search:**

 **Show no records until Search:**

 **Search URL Paths:**

 **Records Returned:**

Enabling the list search box

List -

Search 

Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
Ms	Joan	Arc	Contact this person	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, compulsive behaviour	10.50 \$
Ms	Jill	Hill	Contact this person	<input checked="" type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall	10.50 \$
Mr	Humpty	Dumpty	Contact this person	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.50 \$
Mr	Jack	Sprat	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.50 \$
Ms	Little	Muffett	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnophobia.	10.50 \$
Mr	Jack	Horner	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.50 \$
Mrs	Joan	Arc	Contact this person	<input checked="" type="checkbox"/>	1/1/2010 12:00 PM	Headaches, compulsive behaviour.	10.50 \$



List with Simple Search

Setting List Sorting Options

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

1. Select  **Form and List Configuration** from the Form and List module 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 descending order. E.g. A-Z. This displays the Descending  button beside the title of the sort column.
5. At **Paging**, select from these options from the drop-down box:
 - **<no paging>**: Select to disable paging. All records will be displayed on one page.
 - **5 - 50**: Select the number of records to be displayed per page.

Sorting Options

 **Sort Column:**

 **Sort Direction:**

 **Paging:**

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

Title [▲]	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
Mr	Humpty	Dumpty	Contact this person	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.50 \$
Mr	Jack	Sprat	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.50 \$
Mr	Jack	Horner	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.50 \$
Mrs	Joan	Arc	Contact this person	<input checked="" type="checkbox"/>	1/1/2010 12:00 PM	Headaches, compulsive behaviour.	10.50 \$
Ms	Joan	Arc	Contact this person	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, compulsive behaviour	10.50 \$

Page 1 of 2 First Previous [1] **2** Next Last

Setting column sorting and direction

Creating a Form

How to add one or more fields to create a form on the Form & List module. This tutorial 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 menu - OR - Click the **Form and List Configuration**  button.
2. Go to the **Data Table Setup** section.
3. Click the Add New Column link to add a new column.
4. In the **Title** text box, enter a title for the column. Note: Column titles are listed across the top of the table.
5. At **Type**, select the type of data that can be entered into and displayed for the field. The following options are available:
 - **Calculated Column:** Requires an expression to be entered. See "Advanced Calculated Column Options"
 - **Currency:** Enter and display a currency amount. E.g. 9.00 GBP. See "Setting the Payment Processor for Portal Hosting".
 - **Date:** Display a selected date. E.g. 6/30/2006
 - **Date and Time:** Displays a selected date and an entered time. E.g. 6/30/2006 9:00 AM
 - **Decimal:** Enter and display a decimal number. E.g. 8.25
 - **Download:** Select and display a file for download.
 - **Email:** Enter and display a valid email address. E.g. john.doe@domain.com
 - **Image:** Displays an image that has been uploaded to the web site.
 - **Integer:** Enter and display a whole number. E.g. 8
 - **Link to User's Profile:** Enter a username of a member of the site to display their name and a link to their user profile.
 - **Look-Up**
 - **Rich Text (Html):** Enter and display any keyboard characters into the RTE. This field was not working at the time of writing.
 - **Separator:** Displays a separator line.
 - **Text:** Enter and display any keyboard characters. This is the default option
 - **Time:** Display an entered time. E.g. 12:30 PM

- **True/False:** Enter and display a true or false statement. E.g. False.
 - **URL:** Enter and display a valid URL. E.g. <http://www.domain.com>
5. **Optional.** At **Required**, select from the following options:
 - Check the check box to set the field as mandatory.
 - Uncheck the check box to set the field as optional. This is the default setting.
 6. **Optional.** At **Display on List**, select from the following options:
 - Check the check box if this column is visible on the list. This is the default setting.
 - Uncheck the check box if the column is only visible to Administrators.
 7. **Optional.** At **Restricted Form Field**, select from the following options:
 - Check the check box if this column is visible to all users. This is the default setting.
 - Uncheck the check box if the column is only visible to users/roles for Restricted fields as set in permissions. "Setting Form Permissions"
 8. **Optional.** At **Searchable**, select from the following options: (Note: This option is only available for some data types)
 - Check the check box if this column searchable. This is the default setting.
 - Uncheck the check box if the column is not searchable.
 9. Click the **Save**  button to the left of these details.
 10. Repeat Steps 3-9 to add additional columns.
 11. Click the [Save Settings and Return](#) link to return to the module.

Tip: See the Advanced Column Options section for this module for more column options.

Data Table Setup

Specify the "User Defined Table" columns you wish to include in your Form or List.

Title	Type	Required	Display on List	Restricted Form Field	Searchable	
 <input type="text" value="Title"/>	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
  First Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
  Last Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
  Email Address	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  New Patient	True/False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  Appointment Date/Time	Date and Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  Notes	Rich Text (Html)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  Fee	Decimal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
  Display On List	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  Restricted Form Field	Not Display on list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
 Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Creating a Form

Creating a List

How to add one or more list columns to the Form & List module. This tutorial 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 menu - OR - Click the **Form and List Configuration**  button.
2. Go to the **Schema Definition - Data Table Setup** section.
3. Click the [Add New Column](#) link to add a new column.
4. In the **Title** text box, enter a title for the column. Note: Column titles are listed across the top of the table.
5. At **Type**, select the type of data that can be entered into and displayed for the field. The following options are available:
 - **Calculated Column:** Requires an expression to be entered. See "Advanced Calculated Column Options"
 - **Currency:** Enter and display a currency amount. E.g. 9.00 GBP. See "Setting the Payment Processor for Portal Hosting"
 - **Date:** Display a selected date. E.g. 6/30/2006

- **Date and Time:** Displays a selected date and an entered time. E.g. 6/30/2006 9:00 AM
- **Decimal:** Enter and display a decimal number. E.g. 8.50
- **Download:** Select and display a file for download. Note: Link tracking for Download links can be enabled on the Edit Record page.
- **Email:** Enter and display a valid email address. E.g. john.doe@domain.com
- **Image:** Displays an image that has been uploaded to the web site.
- **Integer:** Enter and display a whole number. E.g. 8
- **Link to User's Profile:** Enter a username of a member of the site to display their name and a link to their user profile.
- **Look-Up:**
- **Rich Text (Html):** Enter and display any keyboard characters into the RTE. This field was not working at the time of writing.
- **Separator:** This is a read only field which display the title above a horizontal line. Use this type to separate data and format the layout of your list.
- **Text:** Enter and display any keyboard characters. This is the default option.
- **Time:** Display an entered time. E.g. 12:30 PM
- **True/False:** Enter and display a true or false statement. E.g. False.
- **URL:** Enter and display a valid URL. E.g. <http://www.domain.com>. Note: Link tracking for URL's can be enabled on the Edit Record page.

5. At **Required**, select from the following options:

- Check the check box to set the field as mandatory.
- Uncheck the check box to set the field as optional. This is the default setting.

6. **Optional.** At **Display on List**, select from the following options:

- Check the check box if this column is visible on the list. This is the default setting.
- Uncheck the check box if the column is only visible to Administrators.

7. **Optional.** At **Restricted Form Field**, select from the following options:
 - Check the check box if this column is visible to all users. This is the default setting.
 - Uncheck the check box if the column is only visible to users/roles for Restricted fields as set in permissions. "Setting List Permissions"
8. **Optional.** At **Searchable**, select from the following options: (Note: This option is only available for some data types)
 - Check the check box if this column searchable. This is the default setting.
 - Uncheck the check box if the column is not searchable.
9. Click the **Save**  button to the left of these details.
10. Repeat Steps 3-9 to add additional columns.
11. Click the [Save Configuration and Return](#) link to return to the module.

Tip: See the Advanced Column Options section for this module for more column options.

▼ **Form and List Configuration**

☒ **Data Table Setup**

Specify the "User Defined Table" columns you wish to include in your Form or List.

Title	Type	Required	Display Restricted on List	Restricted Form Field	Searchable	
 <input type="text" value="Title"/>	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Creating a list

Applying a Template

How to apply a form or list template to a Form & List module which has not yet been configured. This tutorial 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 menu. This will refresh the templates list to show any newly created templates.
3. Click the [Apply](#) link beside the required template.

▼ **Form and List**  

	Name	Description
Apply	Contacts List	List for management of business contacts.
Apply	Parts Replacement	Form for ordering replacement parts for all products.

Create a new Form or List based on a template from the list above, or design your own in **Form and List Configuration**.  

Applying a Template

Re-ordering List or Form Columns

How to modify the order of columns in either form or a list created using the Form & List module.

1. Select  **Form and List Configuration** from the Form and List module 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 on Form	Field	Searchable	
Title	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
First Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Last Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Email Address	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Patient	True/False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appointment Date/Time	Date and Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notes	Rich Text (Html)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add New Column

Re-ordering list or form columns

Editing List or Form Columns

How to edit one or more columns in a list or form created using the Form & List module.

Warning. Do not modify the Type field of any column once data has been entered into a list it may cause an error.

1. Select **Form and List Configuration** from the Form and List module 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.

▼ **Form and List Configuration**

☰ **Data Table Setup**

Specify the "User Defined Table" columns you wish to include in your Form or List.

	Title	Type	Required	Display on List	Restricted on Form	Searchable	
	Title	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↓
	Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
	Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
	Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
	Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑

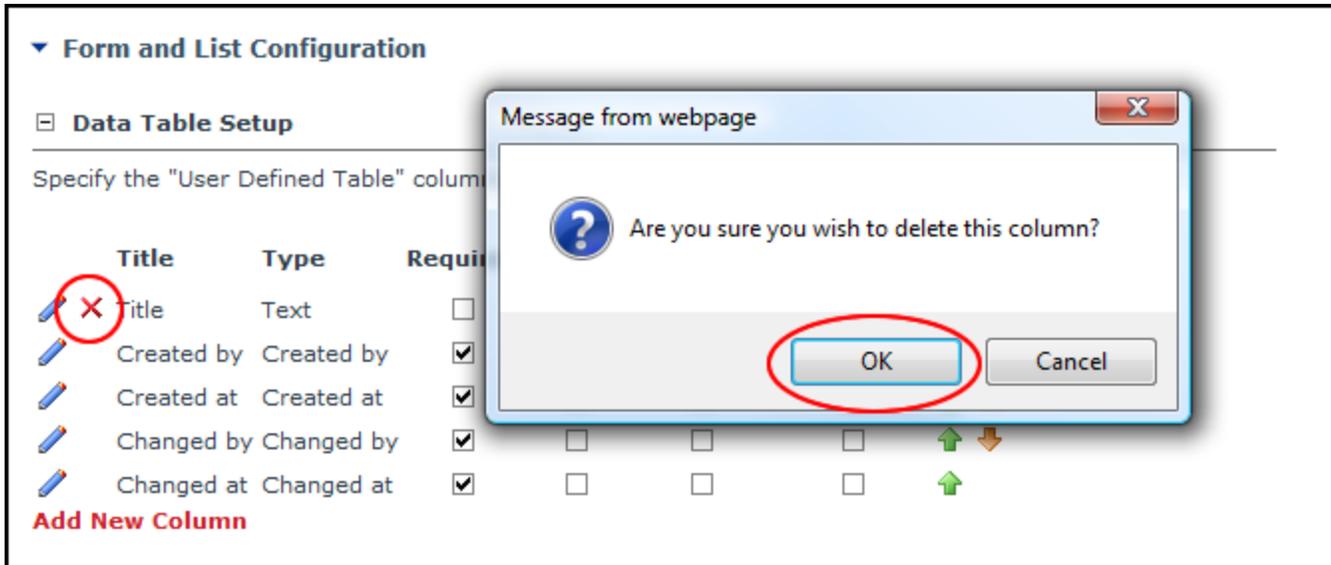
Add New Column

Editing list or form columns

Deleting List or Form Columns

How to delete one or more columns in a list or form created using the Form & List module. When this module is configured as a list, deleting a column permanently deletes both the column and any data entered for that column.

1. Select  **Form and List Configuration** from the Form and List module 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.

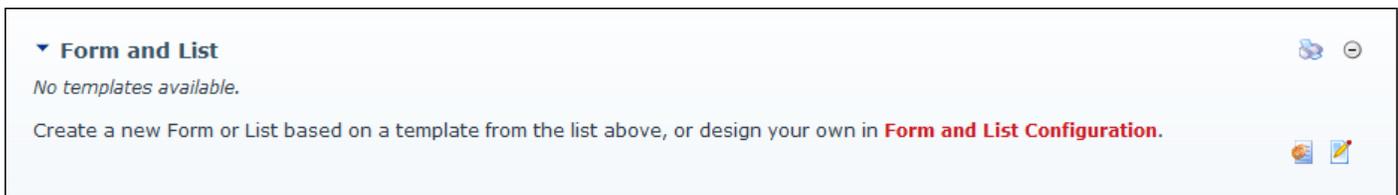


Deleting a column

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



2. Go to the **Page Related Settings** section.
 - a. At **Appearance**, select from these options:
 - **Form:** Select to display a form. Records entered into the form can be viewed using the Show Records option. See "Viewing Form Records"
This displays the following messages: "Please apply also "Create Record/Submit Form" permissions in Module Settings!", and "If the module is collecting confidential data, you should also exclude its data from system wide search." Skip to Step 2C.
 - **Form Above List:** Select to display a form with a list below. Records created using the form are displayed as a list below the form.

- **Form Below List:** Select to display a form with a list below. Records created using the form are displayed as a list above the form.
- b. At **List View**, check the check box to restrict the viewing of the list by Permissions - OR - uncheck if all users who can see the Form can view the list. Note: This setting can be overridden. See "Setting Form Permissions"
 - c. At **Email**, check to enable email notifications - OR - Uncheck for no notification.
 - d. At **Form Layout**, select from these options:
 - **Html Table:** Select to use HTML tables.
 - **DIV and Custom CSS:** Select to use a CSS based edit form.
 - e. At **Send Buttons**, select from these options:
 - **Links:** Select to use Text Links.
 - **HTML Buttons (Requires No JavaScript):** Select to display HTML buttons for "Submit/Cancel".
 - f. At **Width of Edit Controls**, select from these options:
 - **Classic:** Displays edit controls as a fixed value.
 - **Full (100%):** Displays edit controls as 100% width.
3. **Optional. Maximize** the **Form Settings** section and modify settings as required. If these settings are not configured the default options are applied. "Configuring Form Settings"
 4. Click the Save Configuration and Return link to return to the module. The module now displays Submit and Cancel options.

You must now complete the following:

- Add one or more fields to your form. "Creating a Form"
- Set which roles/users can submit the form and view form results. "Setting Form Permissions"

☐ Page related settings

🔍 Appearance List Form Form above List Form below List

■ Please apply also "Create Record/Submit Form" permissions in Module Settings!
 ■ If the module is collecting confidential data, you should also exclude its data from system wide search.

🔍 List View List view is restricted by Permission

🔍 Email Enable Email Notifications

🔍 Form Layout Html Table DIV and custom CSS

🔍 Send Buttons Links HTML Buttons (requires no Javascript)

🔍 Width of Edit Controls Classic Full (100%)

⊕ Form Settings

⊕ List Settings

🔍 Save Configuration and Return
⏪ Cancel

Configuring a Form

Configuring a List

How to configure the Form and List module as a list. Note: Before the Form & List module is configured it displays message: "Create a new Form or List based on a template from the list above, or design your own in Form and List Configuration."

1. Select  **Form and List Configuration** from the Form and List module menu - OR - Click the Form and List Configuration link on the module - OR - Click the **Form and List Configuration**  button.

▼ Form and List 🔍 ⌵

No templates available.

Create a new Form or List based on a template from the list above, or design your own in **Form and List Configuration**.  

2. Go to the **Page Related Settings** section.
 - a. At **Appearance**, select **List**.
 - b. At **Email**, check the check box to enable email notifications - OR - Uncheck the check box for no notification.
 - c. At **Form Layout**, select from these options:
 - **Html Table**: Select to use HTML tables.
 - **DIV and Custom CSS**: Select to use a CSS based layout.

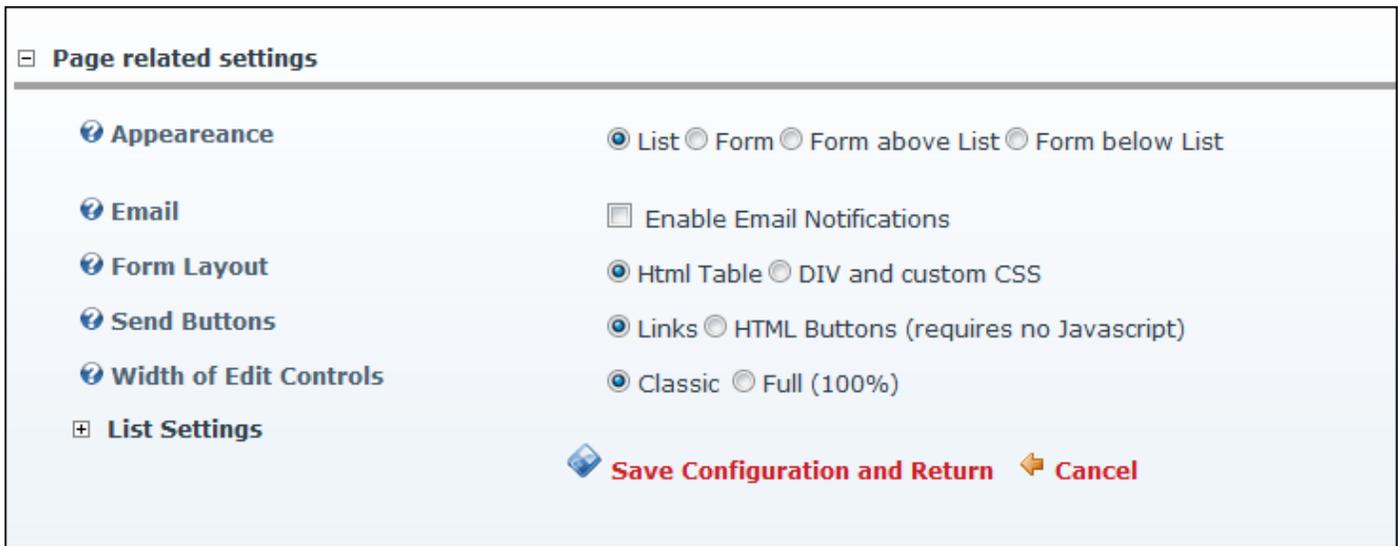
d. At **Send Buttons**, select from these options:

- **Links**: Select to use Text Links.
- **HTML Buttons (Requires No JavaScript)**: Select to display HTML buttons for "Submit/Cancel".

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

- **Classic**: Displays edit controls as a fixed value.
- **Full (100%)**: Displays edit controls as 100% width.

3. **Optional. Maximize**  the **List Settings** section and modify settings as required. If these settings are not configured the default options are applied. "Configuring Form Settings"
4. Click the Save Configuration and Return link to return to the module. The module now displays the yellow warning " There are no columns defined. Setup the module inside the Form and List Configuration."



Page related settings

- Appearance: List Form Form above List Form below List
- Email: Enable Email Notifications
- Form Layout: Html Table DIV and custom CSS
- Send Buttons: Links HTML Buttons (requires no Javascript)
- Width of Edit Controls: Classic Full (100%)
- List Settings:   **Save Configuration and Return**  **Cancel**

You must now complete the following:

- Set the roles and users who can add and manage list records. "Setting List Permissions"
- Define the columns for this list. "Creating a List"

The following additional options are available for configuring a list:

- See the "List Settings" section for full details of the optional settings available for configuring the layout of a list.

Saving Configuration As Default

How to save the configuration of a form or list which you have created as the default configuration the Forms & Lists module. "Save Configuration as Default" simply copies all TabModuleSettings to ModuleSettings. Form and List enables its real power if you place the (existing) module on several pages. It has no influence on new modules. It is also helpful for templates, as it allows you to store two setups in one template. If you apply a template, the stored settings are applied, though the tabmodulesettings win.

If you add the module also on a second page, the tab module settings are still empty and the saved default wins.

1. Select  **Form and List Configuration** from the Form and List module menu - OR - Click the **Form and List Configuration**  button.
2. Select  **Save Configuration As Default** from the Forms & Lists module 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 menu - OR - Click the **Form and List Configuration**  button.
2. Select  **Reset To Default Configuration** from the Forms & Lists module 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	<input checked="" type="checkbox"/>	2/25/2010 10:15 AM	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.
Ms	Joanne	Artine	Contact this person	<input checked="" type="checkbox"/>	2/10/2011 10:00 AM	Potential instore distributor for Australasia.
Ms	Jill	Hill	Contact this person	<input checked="" type="checkbox"/>	2/10/2011 10:00 AM	Opportunity to work with Jill on providing work opportunities for Nepalese village.
Ms	Anushka	DeSilva	Contact this person	<input checked="" type="checkbox"/>	1/13/2010 12:00 PM	Contact regarding supply of organic cotton and dyes.

*Tip: An **Up** (ascending) or **Down** (descending) arrow is displayed beside the selected sort column and indicates the sorting order. Click the [Column Name] link a second time to reverse the order.*

Form Editors

Viewing Form Records

How to view records which have been submitted to a form created using the Form & List module.

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



Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
 Ms	Joan	Arc	Contact this person		2/21/2008 10:00 AM	Headaches, compulsive 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	Arachnophobia.	10.50 \$
 Mr	Jack	Horner	Contact this person		1/1/2008 12:00 PM	Enter patient notes.	10.50 \$

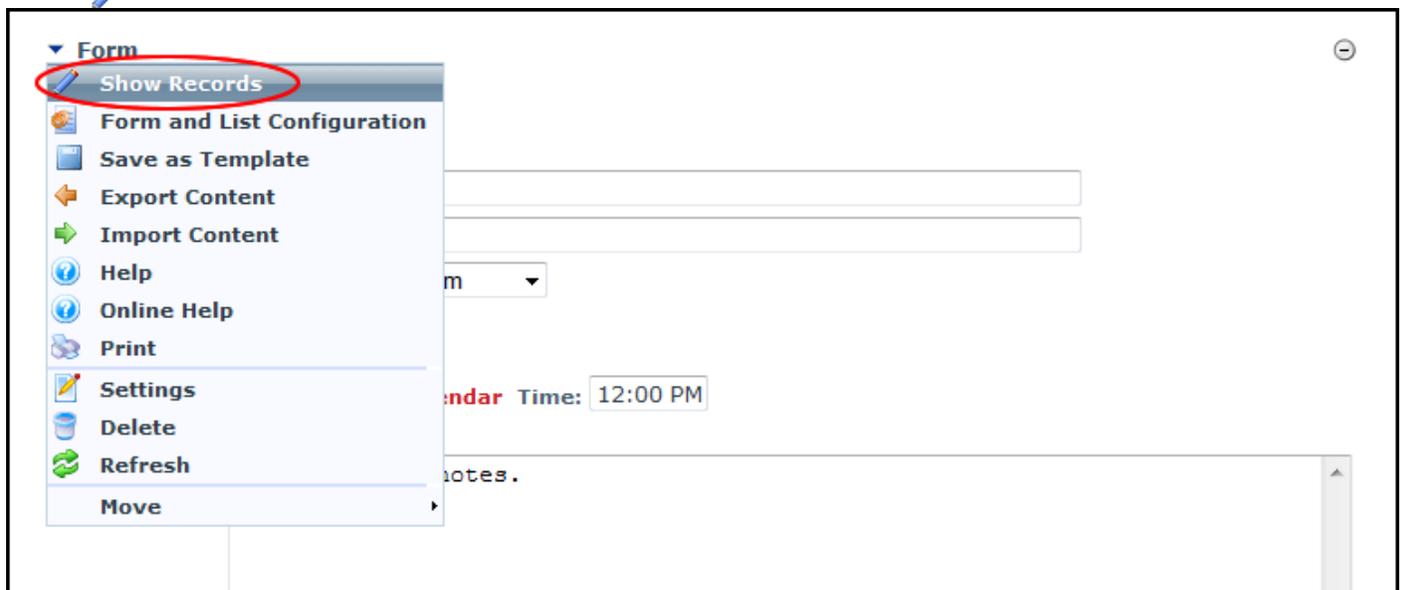
 **Show Form**

Viewing Form Records

Editing Form Records

How to view and edit records which have been submitted to a form created using the Form & List module.

1. Select  **Show Records** from the Form & List module 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, compulsive 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	Arachnophobia.	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 menu - OR - click the **+ Add New Record** link. This opens the Edit Record page.
2. Enter or select your data. Required fields are denoted by an asterisk (*).
3. Click the Update link.

▼ Edit User Defined Table

Title: * Ms ▾

First Name: * Joan

Last Name: * Arc

Contact Email: * joan@frenchrev.com

New Patient: *

Appointment Date/Time: * 2/21/2008 [Calendar](#) **Time:** 10:00 AM

Notes: Headaches, compulsive behaviour

Fee: * 50.00 USD

* required [Update](#) [Cancel](#) [Delete](#)

Adding a record to a list

Adding a List Record when a Security Code is Required

How to add a record to a list when a security code is required using the Forms & Lists module . Note: The ability to add records may be restricted.

1. Select **+ Add New Record** from the module menu - OR - click the **+ Add New Record** link. This opens the Edit Record page.
2. Enter or select your data. Required fields are denoted by an asterisk (*).
3. In the **Security Code** text box, enter the code displayed above the text box.
4. Click the [Update](#) link.

Tip: If you cannot read the Security Code, strike the F5 key on your keyboard to view a new code. You should be this before entering your data, as all data will be lost if you strike F5.

Edit User Defined Table

Title: Ms

First Name: * Allegra

Last Name: * Gallow

Contact Email: * allie@domain.com

New Patient: *

Appointment Date/Time: * 7/26/2008 [Calendar](#) **Time:** 10:00AM

Notes:

Fee: * 50 USD

Security Code: *



Enter the code shown above:

QdyYty

* required [Update](#) [Cancel](#) [Delete](#)

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

Editing a List Record

How to edit a record in a list in the Form & List module. Note: The ability to edit rows may be restricted by users/roles or you may only be able to edit your own records.

1. Click the **Edit**  button beside the record.
2. Edit data as required.
3. Click the Update link.

▼ Form and List

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

+ Add New Record   

Editing a list record

Showing All Data as XML

How to view the data of a list created using the Form & List module in XML format. This data can be saved and used as required.

1. Select  **Show All Data As XML** from the Form & List module menu. This displays the XML data in a new Web browser window.
2. Click the **Back** button on your Web browser to return to the page.

▼ Form and List

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

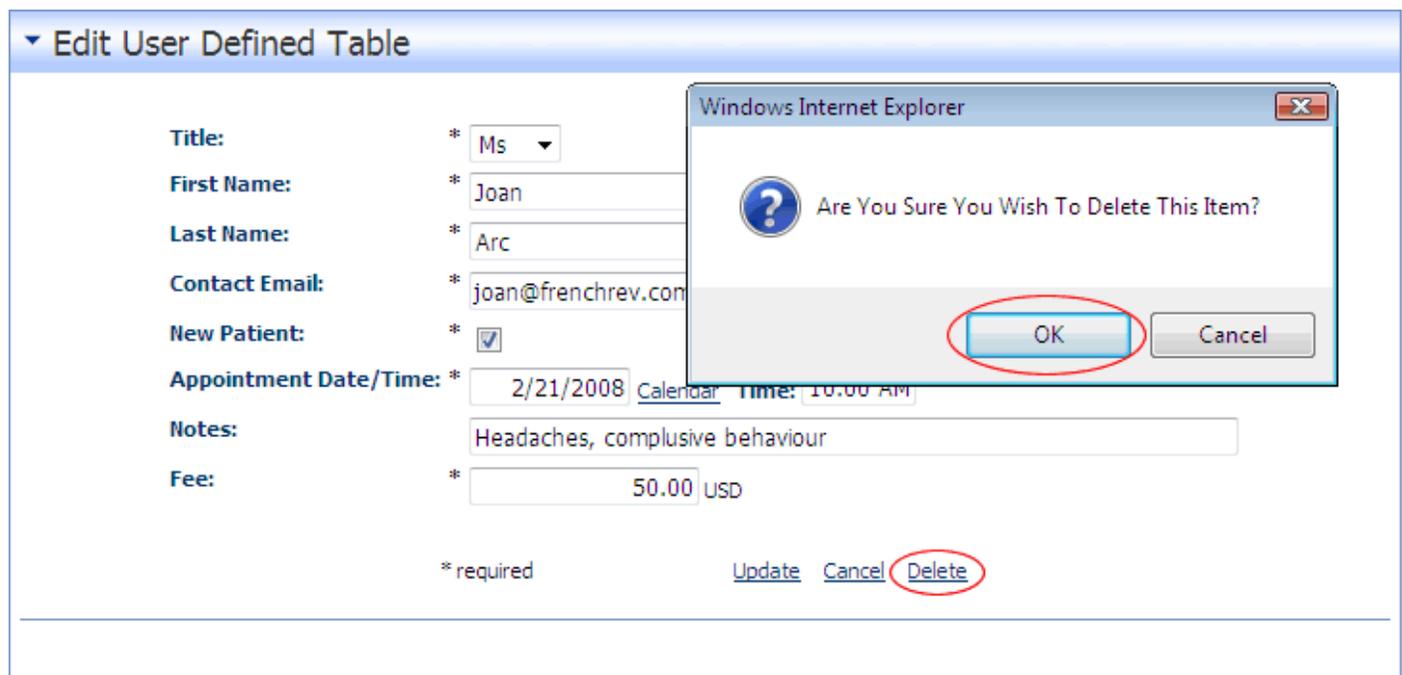
+ Add New Record   

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.



The screenshot shows a web application interface with a form titled "Edit User Defined Table". The form contains several fields: "Title" (Ms), "First Name" (Joan), "Last Name" (Arc), "Contact Email" (joan@frenchrev.com), "New Patient" (checked), "Appointment Date/Time" (2/21/2008, 10:00 AM), "Notes" (Headaches, compulsive behaviour), and "Fee" (50.00 USD). A confirmation dialog box titled "Windows Internet Explorer" is overlaid on the form, asking "Are You Sure You Wish To Delete This Item?". The dialog has "OK" and "Cancel" buttons. The "Delete" link in the form is circled in red.

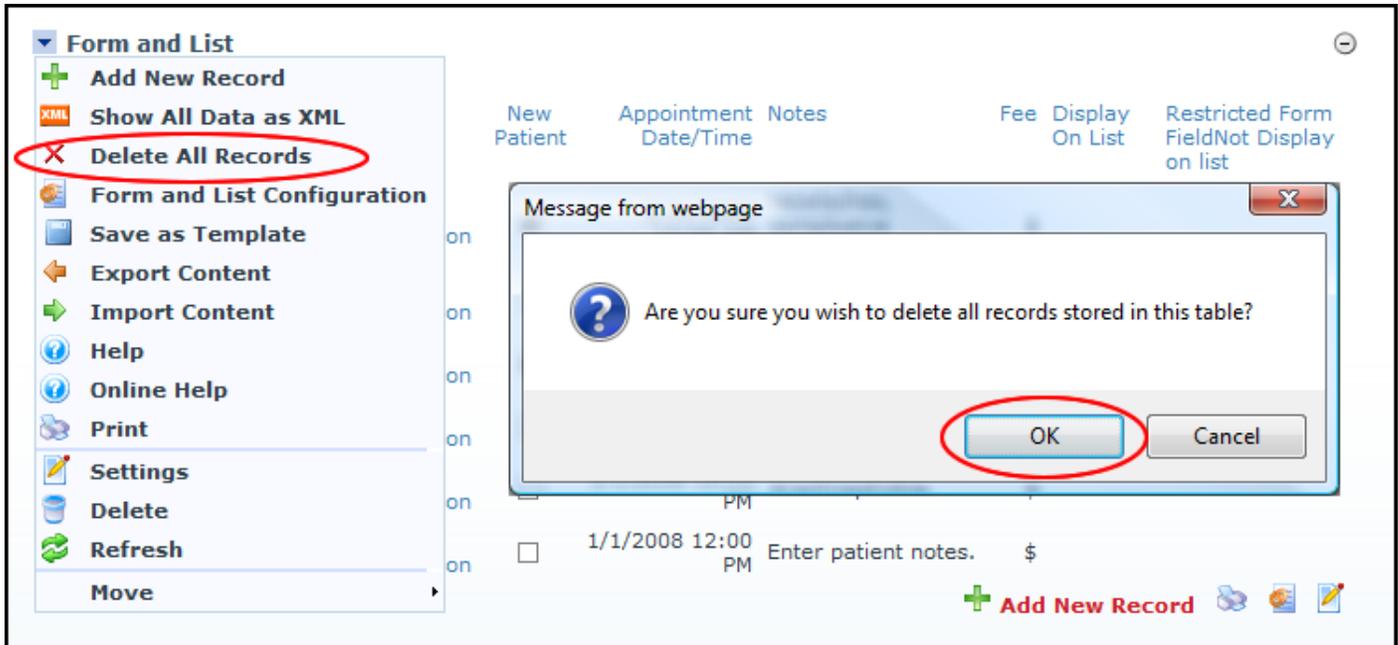
Deleting a list record

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 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 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 menu - OR - Click the **Settings**  button.
2. Go to the **Form and List Settings** section.
3. At **Force CAPTCHA control during edit for Anonymous users**, select from the following options:
 - Check the check box to enable CAPTCHA.
 - Uncheck the check box to remove CAPTCHA.
4. Click the Update link.

Form and List Settings

Help : In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
- Force CAPTCHA control during edit for Anonymous users.
- Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
- Negate permission/feature "Display All Columns" for Administrators.
- Hide System Fields even if "Display All Column" permission is set.
- Negate permission/feature "Edit Also Restricted Columns" for Administrators.

Max. Records per User:

Enabling CAPTCHA for anonymous users

Edit Record

Title:	* Mr
First Name:	* Humpty
Last Name:	* Dumpty
Email Address:	* admin@domain.com
New Patient:	* <input type="checkbox"/>
Appointment Date/Time:	2/29/2008 Calendar Time: 10:15 AM
Notes:	Broken shell
Fee:	* 10.50 \$
Security Code:	 Enter the code shown above in the box below <input type="text"/>

* required

Update Cancel

CAPTCHA enabled

Enabling/Disabling Entry of Markup Code Scripts

How to enable filtering of data that contains markup code or scripts that is entered into a form or list on the Form & List module. Note: Filtering is always enabled for Anonymous users.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Form and List Settings** section.
3. At **Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.**, check the check box to enable filtering - OR - Uncheck the check box to remove filtering.
4. Click the Update link.

 **Form and List Settings**

 **Help** : In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
- Force CAPTCHA control during edit for Anonymous users.
- Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
- Negate permission/feature "Display All Columns" for Administrators.
- Hide System Fields even if "Display All Column" permission is set.
- Negate permission/feature "Edit Also Restricted Columns" for Administrators.

 Max. Records per User:

Enabling data filtering for lists and forms

Hiding/Displaying System Fields

How to hide or display system fields even if "Display All Columns" permissions are set for a form or list created using the Form & List module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Form and List Settings** section.
3. At **Hide System Fields even if "Display All Columns" permission is set**, select from these options:
 - Check the check box to hide system fields.
 - Uncheck the check box to display system fields.
4. Click the Update link.

Form and List Settings

 **Help** : In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
- Force CAPTCHA control during edit for Anonymous users.
- Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
- Negate permission/feature "Display All Columns" for Administrators.
- Hide System Fields even if "Display All Column" permission is set.
- Negate permission/feature "Edit Also Restricted Columns" for Administrators.

 Max. Records per User:

Hiding System Fields

Negating Unique Column Permissions for Administrators

How to negate the "Display All Columns" and "Edit Private Columns" permission settings for a list created using the Form & List module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Form and List Settings** section.
3. At **Negate permission/feature "Display All Columns" for Administrators**, select from these options:
 - Check the check box if to negate "Display All Columns" settings for Administrators.
 - Uncheck the check box to apply "Display All Columns" as set.
4. At **Negate permission/feature "Edit Also Restricted Columns" for Administrators**, select from these options:
 - Check the check box if to negate "Edit Also Restricted Columns" settings for Administrators.
 - Uncheck the check box to apply "Edit Also Restricted Columns" as set.
5. Click the Update link.

For more on setting and modifying these permissions "Setting List Permissions" and "Setting Form Permissions"

Form and List Settings

Help : In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
- Force CAPTCHA control during edit for Anonymous users.
- Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
- Negate permission/feature "Display All Columns" for Administrators.
- Hide System Fields even if "Display All Column" permission is set.
- Negate permission/feature "Edit Also Restricted Columns" for Administrators.

Max. Records per User:

Negating Permissions

Saving a Template

How to save a template of a form or a list which has been created using the Form & List module. Saved templates will be listed on Form & List modules which are yet to be configured.

1. Select **Save as Template** from the Form & List module menu. This opens the Form and List - Module Template page.
2. In the **Name** text box, enter a name for the template.
3. In the **Description** text box, enter a description for the template.
4. In the **Max Records** text box, enter the maximum number of records to be including in the template. Typically you will enter 0 for no records, or 1 to add a sample record.
5. Click the [Save as Form and List - Module Template](#) link. The template is now saved into the Templates folder of the site's File Manager.

Form and List - Module Template

Create Module Template

Name:

Description:

Max Records:

Save as Form and List - Module Template

Saving a List as a Template

Setting Form Permissions

How to set permissions to manage form columns and submit a form created using the Form & List module. This setting is in addition to the usual module editing permissions for all modules. "Negating Unique Column Permissions for Administrators"

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings - Basic Settings** section.
3. At **Permissions**, set the typical DNN module permissions as usual. See "Setting List Permissions"
4. At **Permissions**, complete these additional role and/or username permissions:
 - a. **Edit Record**, set the following for each role/username:
 - **Not Specified:** Permissions are not specified. Role members/usernames are unable to edit form records unless they belong to another role which has been granted permission, or if their username has been granted permission.
 - **Permission Granted:** Permission to edit all form record is granted to role members/username.
 - **Permission Denied:** Permission to edit all form records is denied to role members/username. This setting overrides the Permission Granted setting.
 - b. **Create Record/Submit Form**, set the following for each role/username:
 - **Not Specified:** Permissions are not specified. Role members/usernames are unable to submit the form unless they belong to another role which has been granted permission, or if their username has been granted permission.
 - **Permission Granted:** Permission to submit the form is granted to role members/username.
 - **Permission Denied:** Permission to submit the form is denied to role members/username. This setting overrides the Permission Granted setting.
 - c. **Delete Record**, set the following for each role/username:
 - **Not Specified:** Permissions are not specified. Role members/usernames are unable to delete form records unless they belong to another role which has been granted permission, or if their username has been granted permission.
 - **Permission Granted:** Permission to delete form records is granted to role members/username.

- **Permission Denied:** Permission to delete form records is denied to role members/username. This setting overrides the Permission Granted setting.

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

- **Not Specified:** Permissions are not specified. Role members/usernames cannot view all columns (including those not checked as Visible) unless they belong to another role which has been granted permission, or if their username has been granted permission.
- **Permission Granted:** Permission to view all columns (including those not checked as Display On List) is granted to role members/username.
- **Permission Denied:** Permission to view all columns (including those not checked as Display On List) is denied to role members/username. This setting overrides the Permission Granted setting.

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

- **Not Specified:** Permissions are not specified. Role members/usernames cannot edit restricted columns unless they belong to another role which has been granted permission, or if their username has been granted permission. Private columns is an Advanced Column Option for most column types.
- **Permission Granted:** Permission to edit restricted columns is granted to role members/username.
- **Permission Denied:** Permission to edit restricted columns is denied to role members/username. This setting overrides the Permission Granted setting.

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

Permissions:

	Edit Record	Create Record/ Submit Form	Delete Record	Display All Columns	Edit Also Restricted Columns
Administrators					
All Users	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Registered Users		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username: [Add](#)

Inherit **View** permissions from Page

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 menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings - Basic Settings** section.
3. At **Permissions**, set the typical DNN module permissions as usual. See "Setting Module Permissions".
4. At **Permissions**, complete these additional role and/or username permissions:
 - a. **Edit Record**, set the following for each role/username:
 - **Not Specified:** Permissions are not specified. Role members/usernames are unable to edit list records unless they belong to another role which has been granted permission, or if their username has been granted permission.
 - **Permission Granted:** Permission to edit all list record is granted to role members/username.
 - **Permission Denied:** Permission to edit all list records is denied to role members/username. This setting overrides the Permission Granted setting.
 - b. **Create Record/Submit Form**, set the following for each role/username:
 - **Not Specified:** Permissions are not specified. Role members/usernames are unable to add new records unless they belong to another role which has been granted permission, or if their username has been granted permission.
 - **Permission Granted:** Permission to add a new record to the list is granted to role members/username.
 - **Permission Denied:** Permission to add a new record is denied to role members/username. This setting overrides the Permission Granted setting.
 - c. **Delete Record**, set the following for each role/username:
 - **Not Specified:** Permissions are not specified. Role members/usernames are unable to delete list records unless they belong to another role which has been granted permission, or if their username has been granted permission.
 - **Permission Granted:** Permission to delete list records is granted to role members/username.
 - **Permission Denied:** Permission to delete list records is denied to role members/username. This setting overrides the Permission Granted setting.
 - d. **Display All Columns**, set the following for each role/username:

- **Not Specified:** Permissions are not specified. Role members/usernames cannot view all records (including those **not** checked as Display On List) unless they belong to another role which has been granted permission, or if their username has been granted permission.
- **Permission Granted:** Permission to view all list records (including those **not** checked as Display On List) is granted to role members/username.
- **Permission Denied:** Permission to view all list records (including those **not** checked as Display On List) is denied to role members/username. This setting overrides the Permission Granted setting.

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

- **Not Specified:** Permissions are not specified. Role members/usernames cannot edit private/restricted columns unless they belong to another role which has been granted permission, or if their username has been granted permission. Private columns is an Advanced Column Option for most column types.
- **Permission Granted:** Permission to edit private/restricted columns is granted to role members/username.
- **Permission Denied:** Permission to edit private/restricted columns is denied to role members/username. This setting overrides the Permission Granted setting.

5. Click the Update link.

Permissions:

	Edit Record	Create Record/ Submit Form	Delete Record	Display All Columns	Edit Also Restricted Columns
Administrators	<input checked="" type="checkbox"/>				
All Users	<input type="checkbox"/>				
List Contributor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>				
Unauthenticated Users	<input type="checkbox"/>				

Username: [+ Add](#)

Inherit **View** permissions from Page

Managing Additional List Permissions on the Form & List Module

Enabling/Disabling Users to Only Manage Their Own Records

How to limit users to only managing their own records in lists on the Forms & Lists module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Form and List Settings** section.

3. At **Users are only allowed to manipulate their own items**, select from these options:

- Check the check box if users can only manipulate their own items.
- Uncheck the check box to allow users to manipulate all items as set under permission. "Setting Form Permissions"

4. Click the Update link.

☰ **Form and List Settings**

 **Help** : In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
- Force CAPTCHA control during edit for Anonymous users.
- Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
- Negate permission/feature "Display All Columns" for Administrators.
- Hide System Fields even if "Display All Column" permission is set.
- Negate permission/feature "Edit Also Restricted Columns" for Administrators.

 Max. Records per User:

Users can only modifying their own list records

Setting Maximum Records Per User

How to set the maximum records each user can create on a list using the Form & List module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Form and List Settings** section.
3. In the **Max. Records per User** text box, enter the maximum number of records each user can add to the list. Leave the field blank if no limit is set.
4. Click the Update link.

Form and List Settings

Help : In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
- Force CAPTCHA control during edit for Anonymous users.
- Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
- Negate permission/feature "Display All Columns" for Administrators.
- Negate permission/feature "Edit Also Restricted Columns" for Administrators.

Max. Records per User:

 **Update**  **Delete**  **Cancel**

Created By SuperUser Account On 6/29/2009 1:53:23 PM
Last Updated By SuperUser Account On 6/29/2009 1:53:23 PM

Setting Maximum Records Per User

Forum

About the Forum Module

The Forum module manages multiple discussion groups and forums. Each forum post includes a subject title and content. Optional settings include the ability to quote an existing post, enable post attachments, pinning a post, notification of replies posts, lock posts, as well as manage user settings and a wide range of Administration options.

Module Version: 05.00.00

Minimum DNN Version: 05.04.02

Forum

Moderate Admin My Settings My Posts My Threads Search Home

Home View latest 6, 12, 24, 48 hours | View unread threads

FORUMS	THREADS	POSTS	LAST POST
Discussions			
General	0	0	None

1 Forums In 1 Groups

The Forum Module

Project Links

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

All Users

Go to Forum Home Page

How to go to the home page of the Forum module.

1. Click the Home link located in the top left corner of the breadcrumb - OR - Click the Home link located top center above all forum groups.

The screenshot shows a forum interface with the following elements:

- Forum Header:** Includes a search bar and a "Home" button (circled in red).
- Navigation:** A "Home" button with a play icon is circled in red.
- View Options:** "View latest" followed by buttons for 6, 12, 24, and 48 hours.
- Table:** A table with columns for FORUMS, THREADS, POSTS, and LAST POST. It lists forum groups like "Discussions" and "Toys" with sub-groups like "General", "Dolls", and "Wooden Toys".
- Footer:** "3 Forums In 2 Groups".

FORUMS	THREADS	POSTS	LAST POST
Discussions			
General	1	1	Welcome to our ... Today @ 11:56 AM by Rosie
Toys			
Dolls Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.	4	5	Share your doll... Today @ 5:26 PM by Joe
Wooden Toys	0	0	None

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.

Forum

Search Home

Home

FORUMS	THREAD
Discussions	
 General	1
Toys	
 Dolls Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.	4
 Wooden Toys	0

3 Forums In 2 Groups

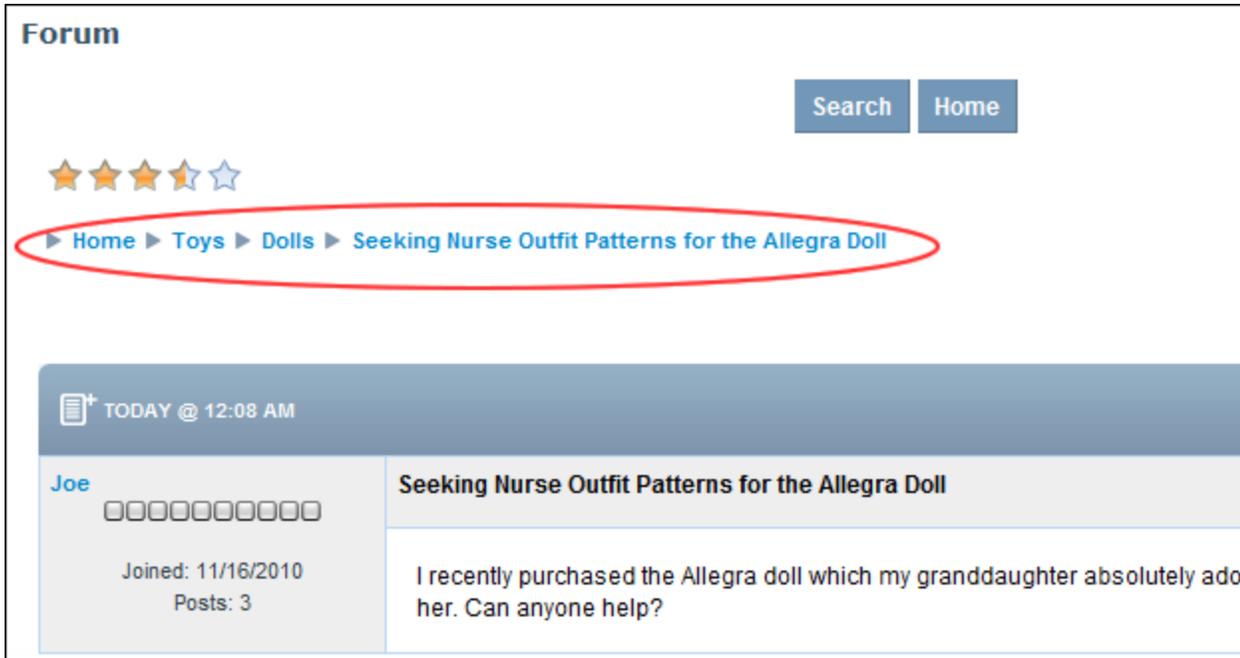
Forum Group Name Discussions

Forum Name Dolls

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.

Forum

Search Home

Home Toys Dolls Show No Replies

THREADS	REPLIES	VIEWS	LAST POST
Share your doll images by Joe	0	3	Today @ 5:26 PM by Joe
Re: Our Ruby Doll Bed by Annie	0	2	Today @ 4:52 PM by Annie
Seeking Nurse Outfit Patterns for the Allegra Doll by Joe ★ ★ ★ ★ ☆	1	59	Today @ 12:41 PM by Annie
Our Ruby Doll Bed by Joe	0	24	Today @ 2:34 AM by Joe

Page 1 of 1

First Previous Next Last

Home Toys Dolls

Display threads from:
Past Month

Navigating Threads

Searching One or More Forums

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

1. Click the Search link located in the top center of the module. This opens the Search Forum page.
2. At **Post Dates** set the dates you want to search through. This default setting is for the previous one month. If this range is suitable and you don't wish to set any further criteria, Skip to Step 4. To change this date range:
 - a. At **Start**, click the **Calendar** button and select a new start date.
 - b. At **End**, click the **Calendar** button and select a new end date.
3. The following additional search criteria is available:
 - a. In the **Subject Contains** text box, enter a word, phrase or number to limit the search to posts that contain the entered criteria in the subject.

- b. In the **Body Contains** text box, enter a word, phrase or number to limit the search to posts that contain the entered criteria in the body of the post. You can search for individual phrases, by separating them with a comma. E.g. (phrase1, phrase2, phrase3)
- c. At **Threads Status**, select a thread status to limit your search to threads of that status. Options are: **Any Status**, **Unresolved**, **Resolved**, or **Informative**. If a forum doesn't have a thread status set then this field is ignored.
- d. At **Search In**, click the **Maximize** button beside a forum group to view the related forums and check the check box against one or more individual forums.

Search Forum

Post Dates: Start End

Subject Contains:

Body Contains:

Thread Status:

Search In:

- Discussions
- Toys
 - Dolls
 - Wooden Toys

4. Click the Search link. The search results are now displayed and the search phrases, words are highlighted in yellow. If no results are displayed then no results were found.

Forum ⊖

[Search](#) [Home](#)

▶ [Home](#) ▶ [Search](#) ▶ Results

Your search returned 1 result(s):

FORUM: [DOLLS](#) TODAY @ 12:41 PM

<p>Annie □□□□□□□□□□ Posts: 2</p>	<p>Re: Seeking Nurse Outfit Patterns for the Allegra Doll</p> <p>[Hits: 1] I have just the thing! It is a simple school girl dress but if you make it in white and embroider a red crosses on the top pocket it will look lovely. I have attached the pattern. Please do send me a photo when you're done.</p>
--	--

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

▶ [Home](#) ▶ [Search](#) ▶ Results

Search Results Displayed in Forum Module

Searching a Single Forum

How to search for a post within a single forum.

1. Navigate to the required forum.
2. In the **Search** text box, enter your search criteria.
3. Click the **Search**  button. The search results are now displayed and the search phrases, words are highlighted in yellow. If no results are displayed then no results were found.

Forum

Search Home

allegra 

Home ▶ Toys ▶ Dolls [Show No Replies](#)

THREADS	REPLIES	VIEWS	LAST POST
 Share your doll images by Joe	0	3	Today @ 5:26 PM by Joe
 Re: Our Ruby Doll Bed by Annie	0	2	Today @ 4:52 PM by Annie
 Seeking Nurse Outfit Patterns for the Allegra Doll by Joe 	1	57	Today @ 12:41 PM by Annie
 Our Ruby Doll Bed by Joe	0	21	Today @ 2:34 AM by Joe

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

Home ▶ Toys ▶ Dolls

Display threads from:
Today

Searching a Single Forum

Viewing any Post

How to view a post that has been posted to a Forum.

1. Navigate to the Forum where the post has been added. See "Navigating to Forums & Forum Groups"
2. Click on the [\[Thread Name\]](#) link to open the thread and view the related posts.

Forum

Search Home

Home Toys Dolls Show No Replies

THREADS	REPLIES	VIEWS	LAST POST
Share your doll images by Joe	0	3	Today @ 5:26 PM by Joe
Re: Our Ruby Doll Bed by Annie	0	2	Today @ 4:52 PM by Annie
Seeking Nurse Outfit Patterns for the Allegra Doll by Joe ★★★★☆	1	57	Today @ 12:41 PM by Annie
Our Ruby Doll Bed by Joe	0	21	Today @ 2:34 AM by Joe

Page 1 of 1 First Previous Next Last

Home Toys Dolls Display threads from: Today

Viewing any post

Viewing Latest Posts

How to view only the latest posts to all forums within the Forum module.

1. Go to the Forum Home page. See "Go to Forum Home Page"
2. At **View Latest**, select to view posts added within either the last **6**, **12**, **24**, or **48** hours.

Forum

Search Home

Home View latest 6, 12, 24, 48 hours

FORUMS	THREADS	POSTS	LAST POST
Discussions			

Viewing Latest Posts

Filtering Threads from a Single Forum

How to filter the threads which are displayed for a single forum.

1. Navigate to the required Forum. See "Navigating to Forums & Forum Groups"
2. At Display Thread From (located in the bottom right corner of the module), select a timeframe to filter thread by from these options: **Today**, **Past Three Days**, **Past Week**, **Past Two Weeks**, **Past Month**, **Past Three Months**, **Past Year**, **All Days**. This displays all matching threads.

The screenshot shows a forum interface with the following elements:

- Forum Header:** Includes 'Search' and 'Home' buttons, a search input field, and a 'Show No Replies' link.
- Breadcrumbs:** 'Home > Toys > Dolls'.
- Thread List Table:**

THREADS	REPLIES	VIEWS	LAST POST
Share your doll images by Joe	0	3	Today @ 5:26 PM by Joe
Re: Our Ruby Doll Bed by Annie	0	2	Today @ 4:52 PM by Annie
Seeking Nurse Outfit Patterns for the Allegra Doll by Joe ★ ★ ★ ★ ☆	1	59	Today @ 12:41 PM by Annie
Our Ruby Doll Bed by Joe	0	24	Today @ 2:34 AM by Joe
- Page Navigation:** 'Page 1 of 1', 'First', 'Previous', 'Next', 'Last' buttons.
- Filtering:** A dropdown menu at the bottom right, circled in red, labeled 'Display threads from:' with 'Past Month' selected.

Filtering Threads from a Single Forum

Viewing a Forum as an RSS Feed

How to view a forum as an RSS feed using the Forum module.

1. Navigate to the required forum. See "Navigating to Forums & Forum Groups"

Forum

Search Home

Home Toys Dolls [Show No Replies](#)

THREADS	REPLIES	VIEWS	LAST POST
 Share your doll images by Joe	0	3	Today @ 5:26 PM by Joe
 Re: Our Ruby Doll Bed by Annie	0	2	Today @ 4:52 PM by Annie
 Seeking Nurse Outfit Patterns for the Allegra Doll by Joe 	1	59	Today @ 12:41 PM by Annie
 Our Ruby Doll Bed by Joe	0	24	Today @ 2:34 AM by Joe

Page 1 of 1  [First](#) [Previous](#) [Next](#) [Last](#)

Home Toys Dolls

Display threads from:
Past Month

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

Dolls

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

Displaying

4 / 4

• All 4

Sort by:

▼ Date
Title
Author

Share your doll images

Today, 18 November 2010, 3 hours ago | Joe →

Share your doll images

Re: Our Ruby Doll Bed

Today, 18 November 2010, 4 hours ago | Annie →

I have a design for a doll house. File attached.

Seeking Nurse Outfit Patterns for the Allegra Doll

Today, 18 November 2010, 8 hours ago | Annie →

Downloading a Post Attachment

How to download an attachment associated with a post on the Forum module. Note: Attachment download may be disabled, enabled for all users, or restricted to authenticated user.

1. Navigate to the required post. The attachment is displayed below the body of the post.
2. If the message "Login to download attachment" is displayed, anonymous download is not permitted. In this case you must login to download the attachment.
3. Click on the **Attachment**  icon or the [\[Attachment Name\]](#) link and then save or open the attachment as required.

TODAY @ 12:41 PM

Annie
○○○○○○○○○○
Joined: 11/17/2010
Posts: 2

Re: Seeking Nurse Outfit Patterns for the Allegra Doll

Quote Reply

I have just the thing! It is a simple school girl dress but if you make it in white and embroider a red crosses on the top pocket it will look lovely. I have attached the pattern. Please do send me a photo when you're done.

Report Post

 [DRESS PATTERN.PDF](#)

Page 1 of 1

Downloading an Attachment

Forum Members

Viewing your Posts

How a forum member can view all of their posts to the Forum module.

1. Select My Posts from the module menu - OR - Click the My Posts link in the top center of the Forum module. This displays a list of your posts.
2. **Optional.** Click on the [Post Title] link to view the associated thread.

Forum

- My Settings
- My Posts**
- My Threads
- Search
- Home

My Settings My Posts My Threads Search Home

Search

Show No Replies

New Thread

THREADS	REPLIES	VIEWS	LAST POST
Our Ruby Doll Bed by Joe	0	0	Today @ 2:34 AM by Joe
Seeking Nurse Outfit Patterns for the Allegra Doll by Joe	0	0	Today @ 12:08 AM by Joe

Page 1 of 1

First Previous Next Last

New Thread

Home > Toys > Dolls

Display threads from:
Last Visit

Email me when this forum has a new thread.

Set All Read

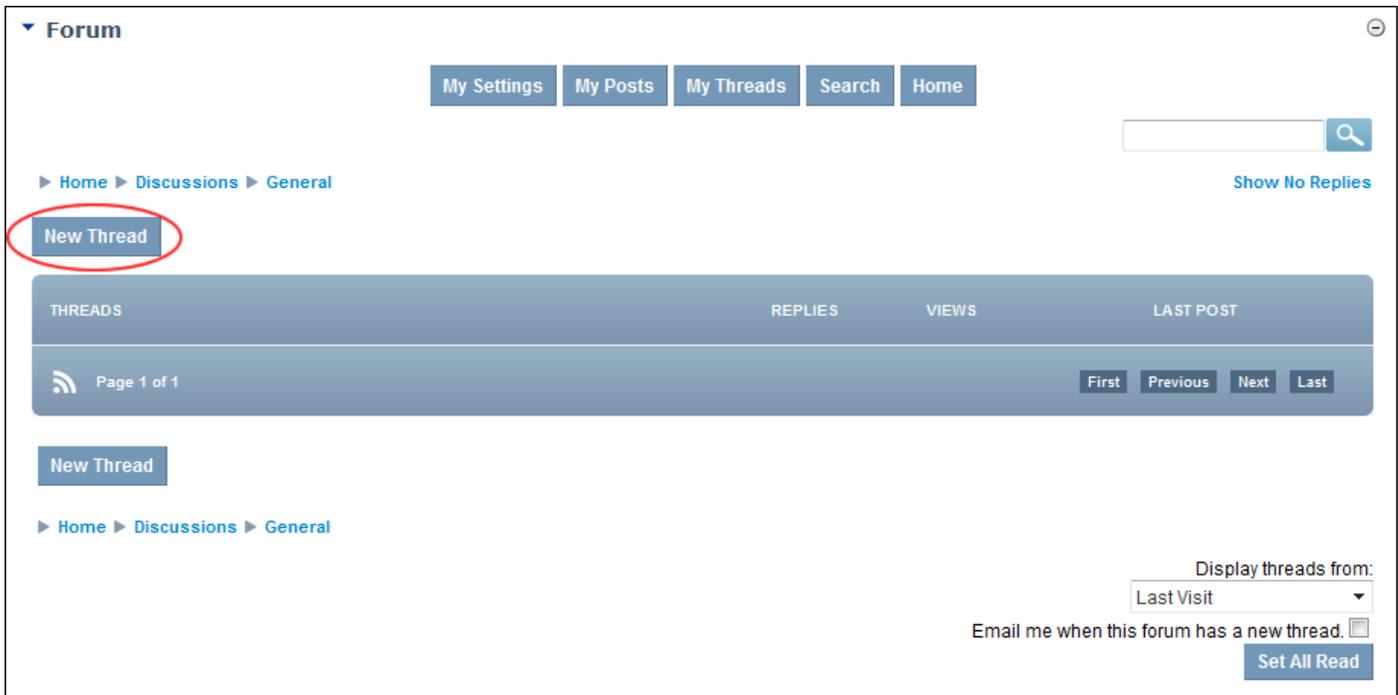
Viewing Your Posts

Tip: When viewing a thread, you can order it from Oldest To Newest or Newest To Oldest by selecting either option from the drop-down box located in the bottom right corner of the page.

Adding a Forum Post (Basic)

How to add an entry (commonly known as a post) to a forum in the Forums module. This tutorial covers the basic options which are available when the default settings are applied to the Forum module.

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



3. In the **Subject** text box, enter the subject of this post. This becomes the title of this post as it appears in the forum, therefore choose a subject that best describes the purpose and content of the post.
4. In the **Editor**, enter the body of the post. See "About the Rich Text Editors"
5. **Optional.** At **Notification**, check the check box if you wish to receive an email when the post has a response.
6. At **Thread Status**, select one of the following options:
 - **(None Specified)**: Select for no status to be displayed. This is the default option.
 - **Unresolved**: Select if the post asks a question requiring resolution.
 - **Resolved**: Select if the post is resolved or resolves a question. Typically this option is only selected when an existing post is answered.
 - **Informative**: Select if the post provides information.
7. **Optional.** At **Terms**, select one or more terms associated with this thread.
8. **Optional.** Click the Preview link to preview the post. If you wish to edit it further, click the Return To Edit link.

▼ **Add/Edit Post**

Forum Post

Forum: Toys - Dolls

Subject: Seeking Nurse Outfit Patterns for the Allegra Doll

Editor: Basic Text Box Rich Text Editor

Normal Verdana 12px **B** *I* U abc [List Icons] [Link Icon] [Image Icon] [Table Icon] [Code Icon] [Apply CSS Cl...]

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

Design <> HTML Words: 24 Characters: 139

Notification:

Thread Status: (None Specified)

Terms:

Submit Cancel Preview

9. Click the Submit link. If the post does not require moderation it is immediately added to the forum and is now displayed to you. If the post requires moderation a message is displayed explaining the moderation process. In this case, click the Return To Forum link.

Forum

My Settings My Posts My Threads Search Home

Home Toys Dolls

Show No Replies

New Thread

THREADS	REPLIES	VIEWS	LAST POST
 Seeking Nurse Outfit Patterns for the Allegra Doll by Joe	0	0	Today @ 12:08 AM by Joe

Page 1 of 1

First Previous Next Last

New Thread

Home Toys Dolls

Display threads from:
Last Visit

Email me when this forum has a new thread.

Set All Read

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.

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.

The screenshot shows a forum interface. At the top, there are navigation buttons: "My Settings", "My Posts", "My Threads", "Search", and "Home". Below these is a search bar and a star rating system. The breadcrumb trail reads: "Home > Toys > Dolls > Seeking Nurse Outfit Patterns for the Allegra Doll". There are "New Thread" and "Reply" buttons on the left, and "PREVIOUS" and "Next" buttons on the right. The main post area shows a header for "TODAY @ 12:08 AM" and a dropdown menu set to "(None Specified)". The post is by user "Joe", who has a profile picture of 10 empty slots, joined on 11/16/2010, and has 2 posts. The post title is "Seeking Nurse Outfit Patterns for the Allegra Doll". The post content reads: "I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?". To the right of the post title are buttons for "Edit", "Quote", and "Reply". The "Edit" button is circled in red. Below the post content is a "Report Post" button. At the bottom of the post area, it says "Page 1 of 1". Below the post area, there are "New Thread" and "Reply" buttons, and "PREVIOUS" and "Next" buttons. The breadcrumb trail is repeated: "Home > Toys > Dolls > Seeking Nurse Outfit Patterns for the Allegra Doll". At the bottom right, there is a "Oldest To Newest" dropdown menu and a checkbox for "Email me when this thread has replies." which is checked.

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"

The screenshot shows a forum interface. At the top, there are navigation buttons: 'My Settings', 'My Posts', 'My Threads', 'Search', and 'Home'. Below these is a search bar and a star rating system. The breadcrumb trail reads: 'Home > Discussions > General > Welcome to our New Forum'. The post is by 'Rosie', who joined on 11/8/2010 and has 1 post. The post title is 'Welcome to our New Forum'. The main content of the post says: 'In response to popular demand we are today launching a community forum, so warm up your fingers and get posting! 😊'. Below this, there is a link for 'Product Support EcoZany ecozany.com'. The 'Quote' button is circled in red. Other buttons include 'New Thread', 'Reply', and 'Report Post'. At the bottom, there is a sorting dropdown set to 'Oldest To Newest' and a checkbox for 'Email me when this thread has replies.'.

2. Click the Quote link located to the right of the post title. This opens the Add/Edit Post page which displays the quoted post in the Editor.
3. In the **Editor**, add your post in reference to the quote.
4. **Optional.** At **Notification**, check the check box if you wish to receive an email when the post has a response.

▼ **Add/Edit Post**

Forum Post

Forum: Discussions - General

Subject: Re: Welcome to our New Forum

Editor: Basic Text Box Rich Text Editor

Normal Verdana 12px **B** *I* U **abc** [List Icons] [Link Icon] [Image Icon] [W3C] [Color Picker] [Apply CSS Cl...]

Rosie wrote:
In response to popular demand we are today launching a community forum, so warm up your fingers and get posting! 😊

Great idea Rosie! I have been looking for a way to share my thoughts. Nice Work.]

Design HTML Words: 38 Characters: 199

Notification:

Submit **Cancel Preview**

5. Click the Submit link. If the post does not require moderation it is immediately added to the forum and is now displayed to you. If the post requires moderation a message is displayed explaining the moderation process.

Forum

My Settings My Posts My Threads Search Home

Home Discussions General Welcome to our New Forum

New Thread Reply PREVIOUS NEXT

TODAY @ 11:56 AM

Rosie
 Joined: 11/8/2010
 Posts: 1

Welcome to our New Forum
 Quote Reply

In response to popular demand we are today launching a community forum, os warm up your fingers and get posting! 😊

Product Support
 EcoZany
 ecozany.com

Report Post

TODAY @ 12:02 PM

Joe
 Joined: 11/16/2010
 Posts: 3

Re: Welcome to our New Forum
 Edit Quote Reply

Rosie wrote:
 In response to popular demand we are today launching a community forum, os warm up your fingers and get posting! 😊

Great idea Rosie! I have been looking for a way to share my thoughts. Nice Work.

Report Post

Page 1 of 1

New Thread Reply PREVIOUS NEXT

Home Discussions General Welcome to our New Forum

Oldest To Newest

Email me when this thread has replies.

The Quoted Post

Replying to a Post

How to reply to a post in the Forum module.

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

2. Click the [Reply](#) link located top right above the post. This opens the Add/Edit Post page which displays the post in the Editor.
3. In the **Editor**, enter your post, any attachments and set optional fields as required See "Adding a Forum Post (Advanced)"
4. **Optional.** At **Notification**, check the check box if you wish to receive an email when the post has a response.
5. Click the [Submit](#) link.

The screenshot shows a forum interface with a navigation bar at the top containing 'My Settings', 'My Posts', 'My Threads', 'Search', and 'Home'. Below this is a breadcrumb trail: 'Home > Toys > Dolls > Seeking Nurse Outfit Patterns for the Allegra Doll'. A 'New Thread' button and a 'Reply' button (circled in red) are visible. The post is by user 'Joe', who joined on 11/16/2010 and has 3 posts. The post title is 'Seeking Nurse Outfit Patterns for the Allegra Doll'. The content reads: 'I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?'. There are 'Quote' and 'Reply' buttons next to the post, and a 'Report Post' button below it. The page is 'Page 1 of 1'. At the bottom, there is a 'New Thread' and 'Reply' button, a search bar, and a checkbox for 'Email me when this thread has replies.'.

Replying to a Post

Reporting a Post

How to report an inappropriate post on the Forum module. This sends a report email to the associated Forum Moderators/Administrators. Note: This option may be disabled.

1. Navigate to the post. See "Viewing any Post"

Forum

My Settings My Posts My Threads Search Home

Home Discussions General Welcome to our New Forum

New Thread Reply PREVIOUS NEXT

TODAY @ 11:56 AM

Rosie
Joined: 11/8/2010
Posts: 1

Welcome to our New Forum

Quote Reply

In response to popular demand we are today launching a community forum, so warm up your fingers and get posting! 😊

Product Support
EcoZany
ecozany.com

Report Post

TODAY @ 12:43 PM

Annie
Joined: 11/17/2010
Posts: 2

Re: Welcome to our New Forum

Quote Reply

pointless!

Report Post

Page 1 of 1

New Thread Reply PREVIOUS NEXT

Home Discussions General Welcome to our New Forum

Add

Oldest To Newest

Email me when this thread has replies.

2. Click the Report Post link. This opens the Report Post page.
3. At **Email Template**, select the reason for reporting the post from these options:
 - Post is Duplicate
 - Post is Against Policy
 - Post is Spam

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

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

Report Post	
Re: Welcome to our New Forum	
Posted by: Annie on 11/18/2010 6:43:08 AM	
pointless!	
Email Template:	Post Against Policy <input type="button" value="v"/>
Emailed Response:	This post violates forum or site policy.
Cancel Report Post	

4. Click the Report Post link. This displays the message "Are you sure you want to report this post?"
5. Click the **OK** button to confirm. The post now displays the Report Warning  icon. Mouse over the icon to view the number of reports against this post.

Forum

My Settings My Posts My Threads Search Home

★☆☆☆☆

Home Discussions General Welcome to our New Forum

New Thread Reply PREVIOUS NEXT

TODAY @ 11:56 AM

Rosie
 0000000000
 Joined: 11/8/2010
 Posts: 1

Welcome to our New Forum
 Quote Reply

In response to popular demand we are today launching a community forum, so warm up your fingers and get posting! 😊

Product Support
 EcoZany
 ecozany.com

Report Post

TODAY @ 12:43 PM

Annie
 0000000000
 Joined: 11/17/2010
 Posts: 2

Re: Welcome to our New Forum
 Quote Reply

pointless!

Report Post

Page 1 of 1

New Thread Reply PREVIOUS NEXT

Home Discussions General Welcome to our New Forum

+ Add

Oldest To Newest

Email me when this thread has replies.

A Reported Post

Deleting a Forum Post

How authorized users can permanently delete a post from the Forum module.

1. Locate and open the required post. See "Viewing any Post"
2. Click the Delete link located to the right of the post title.

Forum

Moderate My Settings My Posts My Threads Search Home

★☆☆☆☆

Home Discussions General Welcome to our New Forum

New Thread Reply Delete Thread PREVIOUS NEXT

TODAY @ 11:56 AM (None Specified)

Rosie
 Joined: 11/8/2010
 Posts: 1

Welcome to our New Forum

Move Delete Edit Quote Reply

In response to popular demand we are today launching a community forum, so warm up your fingers and get posting! 😊

Product Support
 EcoZany
 ecozany.com

Report Post

TODAY @ 12:43 PM

Annie
 Joined: 11/17/2010
 Posts: 2

Re: Welcome to our New Forum

Split Delete Edit Quote Reply

pointless!

Report Post

Page 1 of 1

New Thread Reply Delete Thread PREVIOUS NEXT

Home Discussions General Welcome to our New Forum

+ Add

Oldest To Newest

Email me when this thread has replies.

3. **Optional.** Complete this step to send email notification to the poster that this post has been deleted:
 - a. At **Email Template**, select the reason why the post is being deleted.
 - b. **Optional.** In the **Emailed Response**, edit the message to be emailed to the poster.
 - c. At **Email User**, check the check box to email the poster.

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

▼ Delete Post

Email Template:	Post Against Policy
<input checked="" type="checkbox"/> Emailed Response:	Your post was deleted because it does not adhere to the policy of this forum.
<input checked="" type="checkbox"/> Email User:	<input checked="" type="checkbox"/>

Re: Welcome to our New Forum

Posted by: Annie on 11/18/2010 6:43:08 AM

pointless!

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 menu - OR - Click the My Threads link in the top center of the Forum module.

The screenshot shows the Forum module interface. On the left, a dropdown menu is open under 'Forum', with 'My Threads' highlighted. At the top, navigation buttons include 'My Settings', 'My Posts', 'My Threads' (circled in red), 'Search', and 'Home'. Below these, there are filters for 'View latest' (6, 12, 24, 48 hours) and 'View unread threads'. The main content area displays a table of forum threads:

FORUMS	THREADS	POSTS	LAST POST
Discussions			
General	1	1	Welcome to our ... Yesterday @ 11:56 AM by Rosie
Toys			
Dolls Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.	3	4	Re: Our Ruby Do... Yesterday @ 4:52 PM by Annie
Wooden Toys	0	0	None

At the bottom, it indicates '3 Forums In 2 Groups'.

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

The screenshot shows the search results page for the thread 'Seeking Nurse Outfit Patterns for the Allegra Doll'. The navigation bar includes 'My Settings', 'My Posts', 'My Threads', 'Search', and 'Home'. The breadcrumb trail is 'Home > Search > Results'. The search results table is as follows:

THREADS	REPLIES	VIEWS	LAST POST
Seeking Nurse Outfit Patterns for the Allegra Doll in Dolls	1	60	Yesterday @ 12:41 PM by Annie
Our Ruby Doll Bed in Dolls	0	24	Yesterday @ 2:34 AM by Joe

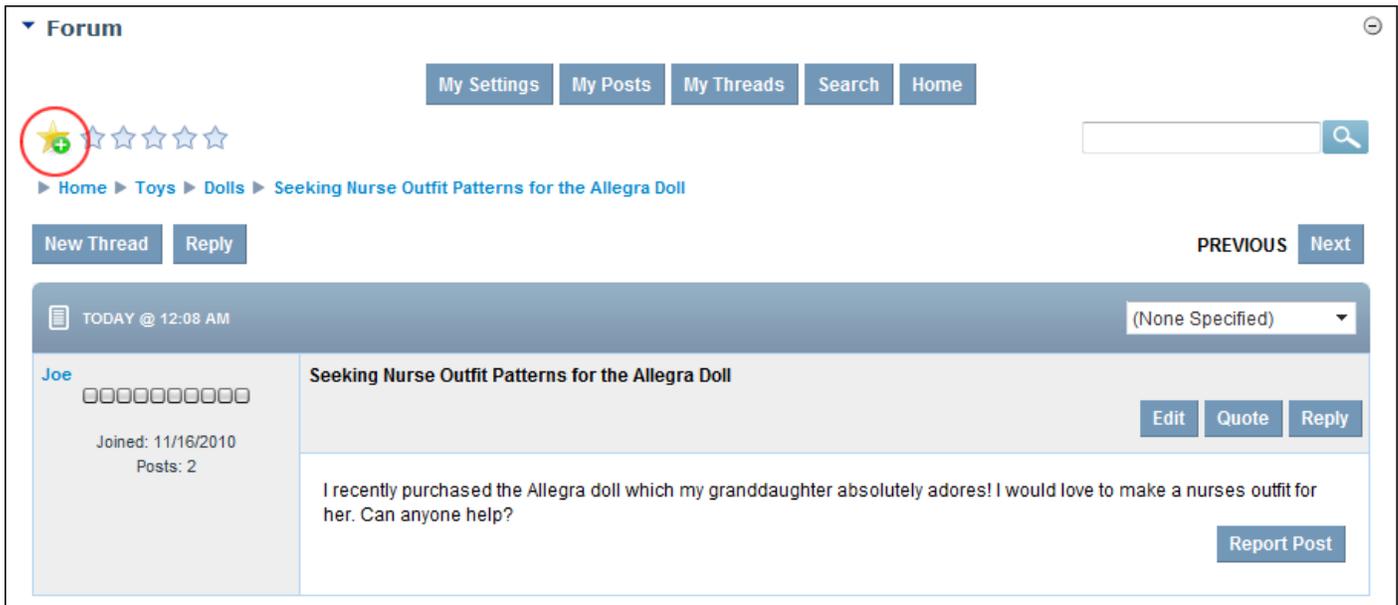
The first thread title is circled in red. At the bottom, it shows 'Page 1 of 1' and navigation buttons: 'First', 'Previous', 'Next', 'Last'.

Tip: When viewing a thread, you can order it from Oldest To Newest or Newest To Oldest by selecting either option from the drop-down box located in the bottom right corner of the page.

Adding a Bookmark to a Thread

How to add a bookmark to a thread in the Forum module. Threads with a bookmark are listed in your User Settings Control Panel.

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

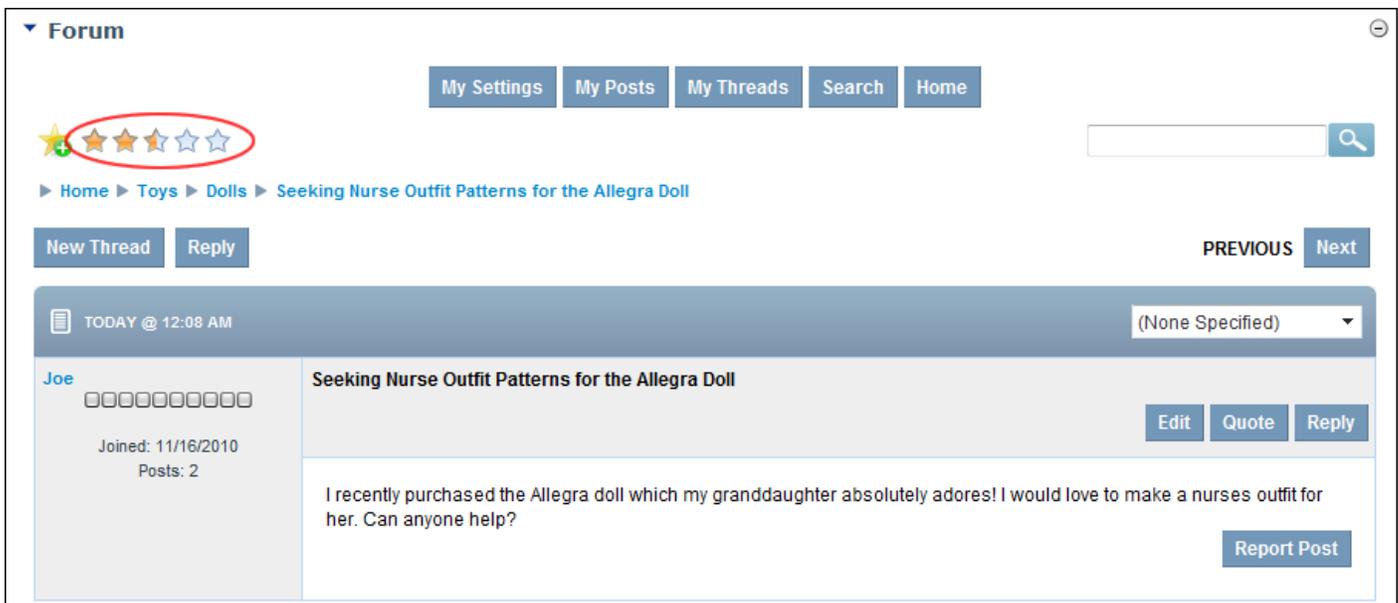


2. Click the **Add To Bookmarks**  button to add a bookmark - OR - Click the Remove From Bookmarks  button to remove the bookmark.

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.

THREADS	REPLIES	VIEWS	LAST POST
Our Ruby Doll Bed by Joe	0	9	Today @ 2:34 AM by Joe
Seeking Nurse Outfit Patterns for the Allegra Doll by Joe	1	17	Today @ 12:41 PM by Annie

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"

Joe

Joined: 11/16/2010
Posts: 2

Seeking Nurse Outfit Patterns for the Allegra Doll

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

Move Delete Edit Quote Reply

Report 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.

▼ **Move Thread**

🔍 **Subject:** Seeking Nurse Outfit Patterns for the Allegra C

🔍 **Original Forum:** Dolls

🔍 **New Forum:**

- [-] Discussions
 - [-] Toys
 - Dolls
 - Wooden Toys

🔍 **Email Users of Thread Move:**

Move Thread Cancel

5. Click the Move Thread link.

Splitting a Thread

How to split a post from its current thread and start it as a new thread in the Forum module. Moderators require moderate permissions on the particular forum to split a thread. See "Setting Forum Permissions"

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

Forum

Moderate My Settings My Posts My Threads Search Home

Home Toys Dolls Our Ruby Doll Bed

New Thread Reply Delete Thread PREVIOUS NEXT

TODAY @ 2:34 AM (None Specified)

Joe Our Ruby Doll Bed

Joined: 11/16/2010 Posts: 2

Move Delete Edit Quote Reply

My sister built a cool bed for my daughter's Ruby Doll. I have attached the design if anyone is interested.

Report Post

DOLL BED DESIGN.PDF

TODAY @ 4:52 PM

Annie Re: Our Ruby Doll Bed

Joined: 11/17/2010 Posts: 2

Split Delete Edit Quote Reply

I have a design for a doll house. File attached.

Report Post

DOLL HOUSE DESIGN.PDF

Page 1 of 1

New Thread Reply Delete Thread PREVIOUS NEXT

2. Click the Split link beside the post. This displays the Split Thread page.
3. At **Splitting Post**, you can view the title of the first post of the new thread being created by splitting this existing one
4. At **New Forum**, check the check box associated with the new forum for this split thread.
5. **Optional.** At **Email Post Authors**, check the check box to notify all users participating in this thread that this thread has been moved - OR - Uncheck the check box for no email notification.
6. Optional. At **Include Post In New Thread**, check the check box to include other posts in this thread - OR - Uncheck the check box to only include the post selected for splitting. E.g. The first post listed here.

7. Click the Split Thread link. This displays the message "All Posts which are not approved and are being split into the new thread will be approved during the split!"
8. Click the **OK** button to confirm.

Split Thread

Subject: Re: Our Ruby Doll Bed

Splitting Post: I have a design for a doll house. File attached.

New Forum:

- Discussions
 - Toys
 - Dolls
 - Wooden Toys

Email Post Authors:

11/17/2010 4:52:10 PM

Annie 2 Member Since 11/17/2010	Re: Our Ruby Doll Bed <div style="text-align: right;">Include Post In New Thread? <input type="checkbox"/></div> <p>I have a design for a doll house. File attached.</p>
---	---

11/17/2010 2:34:43 AM

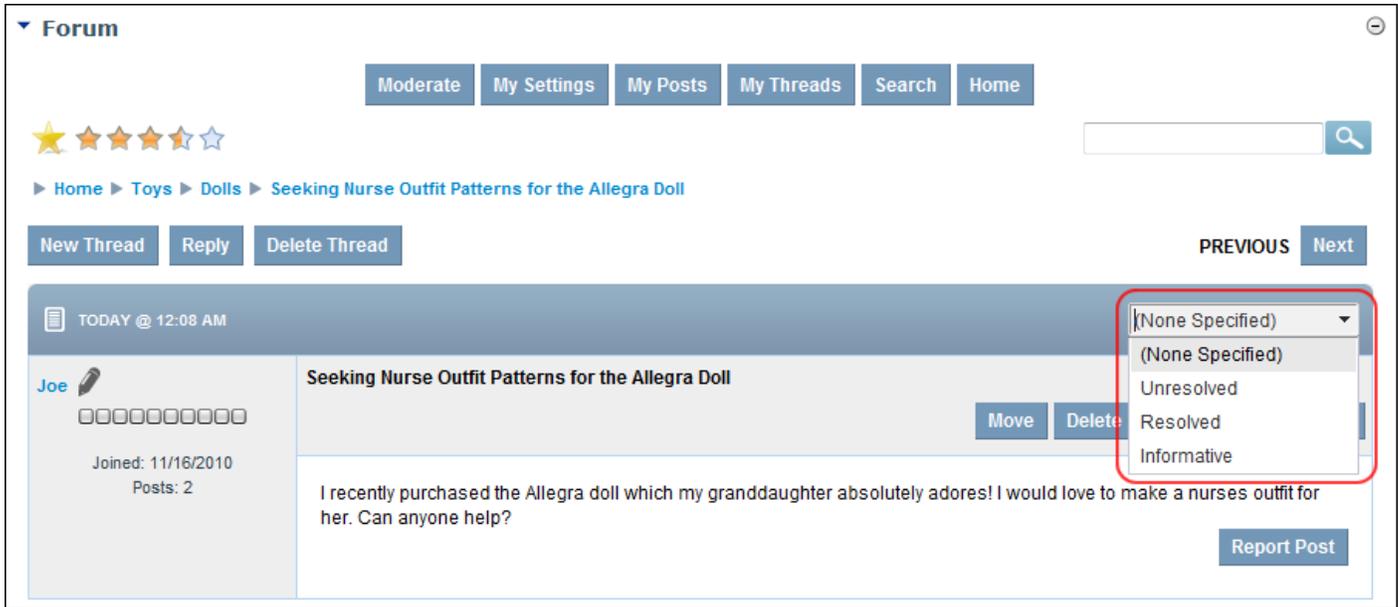
Joe 2 Member Since 11/16/2010	Our Ruby Doll Bed <div style="text-align: right;">Include Post In New Thread? <input checked="" type="checkbox"/></div> <p>My sister built a cool bed for my daughter's Ruby Doll. I have attached the design if anyone is interested.</p>
---	---

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

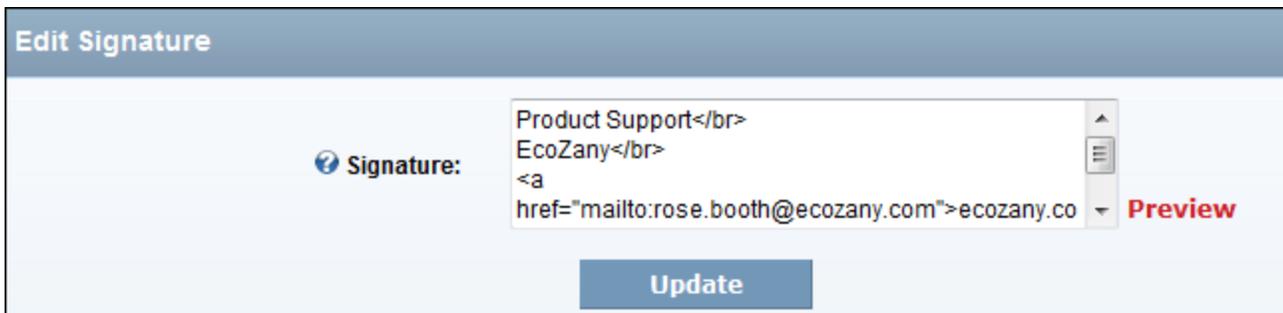
How to edit your user profile via the Forum module. Note: This tutorial explains how to manage your user profile when the Forum module uses the core DNN User Profile. Where an alternate non-core module is used, you must follow instructions provided by your module developer from Step 2.

1. Select **My Settings** from the module 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 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.

- At **Clear All Read Status**, click the [Clear Read Status](#) link to clear all read status for all forums and threads for this user.
- Click the [Update](#) link.

User Forum Settings

Email Format: Text

Threads Per Page: 10

Posts Per Page: 5

Notify on Reply:

Enable "My Post" Notify:

Moderator Emails:

Clear All Read Status: [Clear Read Status](#)

Update

Editing Your Forum User Settings

Manage Notifications

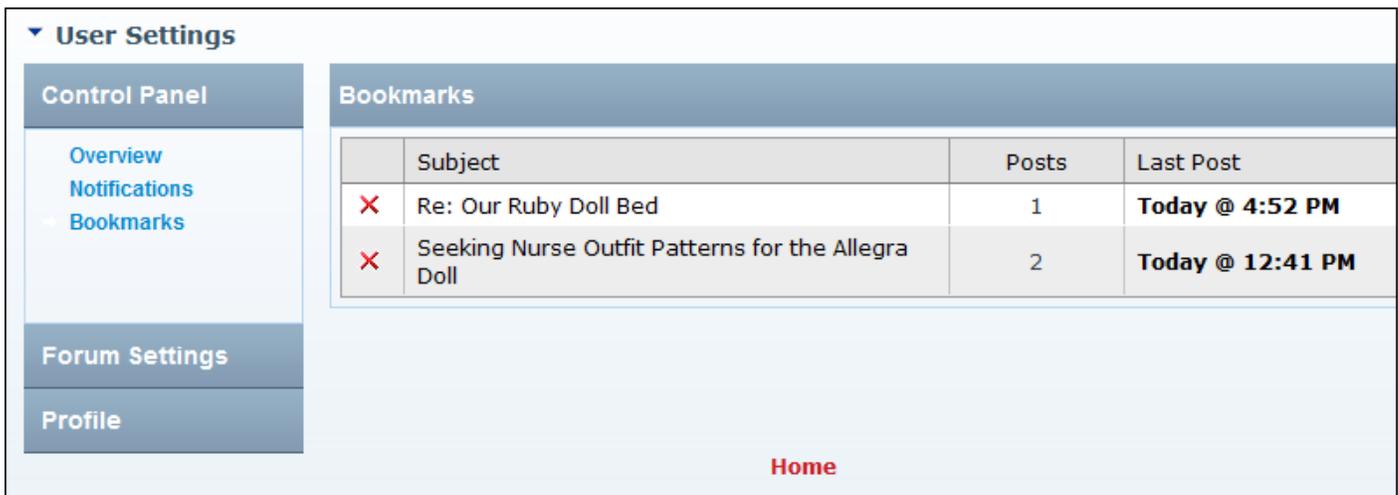
How to manage your notifications for forums and threads which you have chosen to track using the Forum module.

- Select **My Settings** from the module menu - OR - Click the [My Settings](#) link. This opens the User Settings page. The Control Panel > Overview window is displayed.
- In the right-hand panel, select **Control Panel** > Notifications. This displays the Tracked Forums and Threads window with the Forums tab selected.
- 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.
- 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 menu - OR - Click the [My Settings](#) link. This opens the User Settings page. The Control Panel > Overview window is displayed.
2. In the right-hand panel, select **Control Panel** > Bookmarks. This displays Bookmarks window.
3. You can perform these options:
 - Remove Bookmark: Click on the **Delete**  button beside a bookmark
 - Go to Thread: In the **Subject** column, click on the [\[Thread Name\]](#) link
 - View Last Post: In the **Last Post** column, click on the [\[Date/Time\]](#) link



User Settings

Control Panel

- Overview
- Notifications
- Bookmarks**

Forum Settings

Profile

Bookmarks

	Subject	Posts	Last Post
	Re: Our Ruby Doll Bed	1	Today @ 4:52 PM
	Seeking Nurse Outfit Patterns for the Allegra Doll	2	Today @ 12:41 PM

[Home](#)

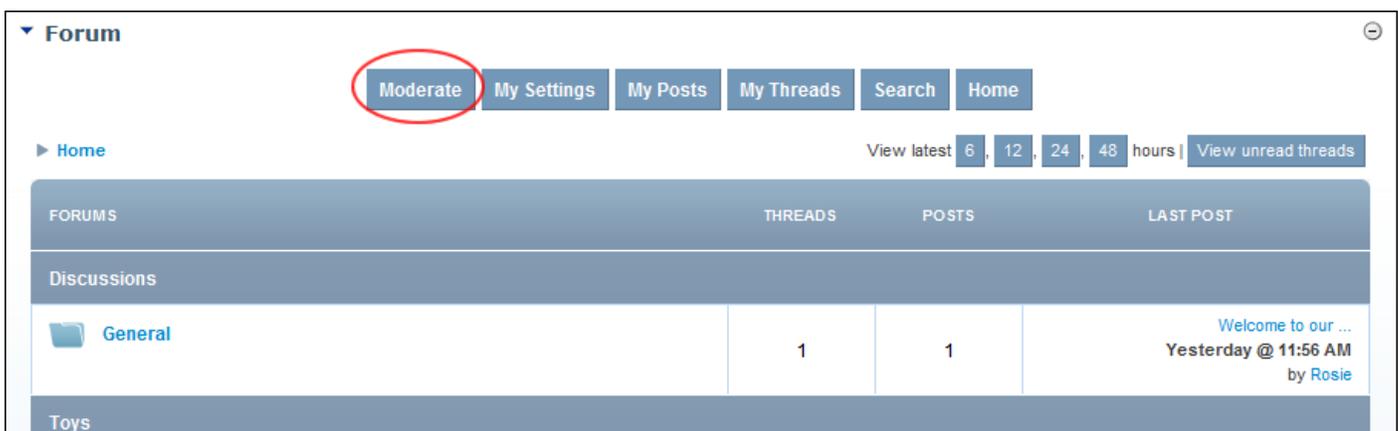
Related Topics:

- See "Adding a Bookmark to a Thread"

Forum Moderators

Navigating to the Moderator Post Queue

1. Select **Moderate** from the module menu - OR - Click the [Moderate](#) link. This opens the Moderator Control Panel.



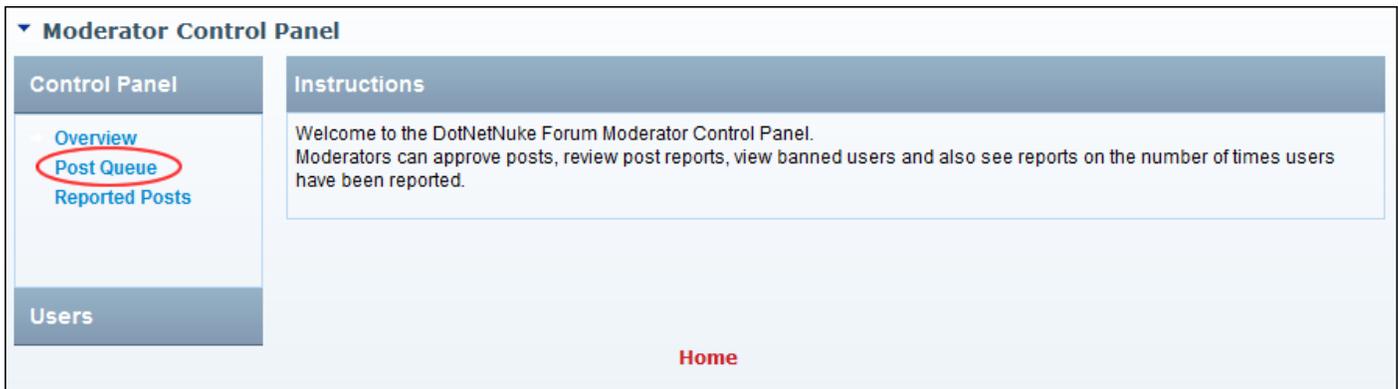
Forum

[Moderate](#) [My Settings](#) [My Posts](#) [My Threads](#) [Search](#) [Home](#)

► [Home](#) View latest [6](#) | [12](#) | [24](#) | [48](#) hours | [View unread threads](#)

FORUMS	THREADS	POSTS	LAST POST
Discussions			
 General	1	1	Welcome to our ... Yesterday @ 11:56 AM by Rosie
Toys			

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

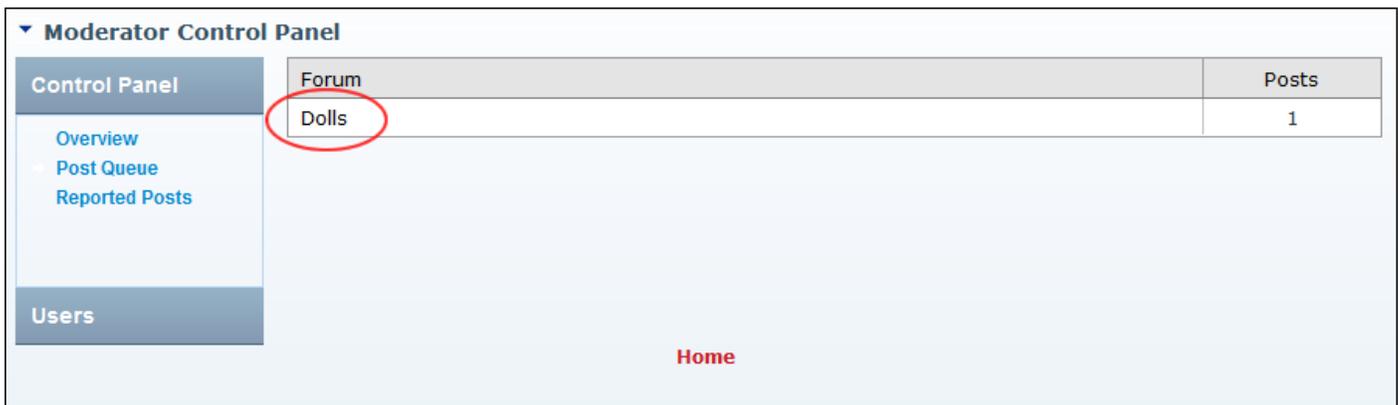


The screenshot shows the Moderator Control Panel interface. On the left, there is a 'Control Panel' sidebar with three links: 'Overview', 'Post Queue' (circled in red), and 'Reported Posts'. Below this sidebar is a 'Users' section. The main content area has a header 'Instructions' with the text: 'Welcome to the DotNetNuke Forum Moderator Control Panel. Moderators can approve posts, review post reports, view banned users and also see reports on the number of times users have been reported.' At the bottom center, there is a 'Home' link.

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.



The screenshot shows the Moderator Control Panel interface with a table of forums. The left sidebar is the same as in the previous screenshot, with 'Post Queue' selected. The main content area displays a table with two columns: 'Forum' and 'Posts'. The 'Dolls' forum is highlighted and circled in red, with 1 post listed next to it. At the bottom center, there is a 'Home' link.

Forum	Posts
Dolls	1

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

▼ **Moderate Posts**

[DOLLS](#)

11/18/2010 12:29:19 PM

Joe

3 Posts

Joined 11/16/2010

Seeking Nurse Outfit Patterns for the Allegra Doll

Split Move Delete Edit Reply Approve

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

Cancel

4. Repeat Step 3 to approve additional posts.
5. Click the [Cancel](#) link to return to the module.

Approving and Editing a Post

How forum moderators and administrators can approve a post and edit the content of the post. E.g. Spelling or grammatical errors.

1. Go to the moderator post queue. See "Navigating to the Moderator Post Queue"
2. In the Forum column, click on a [\[Forum Name\]](#) link to view posts requiring moderation in that forum.

▼ **Moderator Control Panel**

Control Panel	Forum	Posts
<p>Overview</p> <p>Post Queue</p> <p>Reported Posts</p>	<p>Dolls</p>	<p>1</p>

Home

1. Click the [Edit](#) link beside the required post. This opens the Add/Edit Post page.
2. Edit the post in the Editor.

3. **Optional.** Edit one or more of these settings:

- a. At **Attachments**, modify the attachments if required.
- b. At **Pinned**, check the check box to set this post to always appear at the top of the related forum group.
- c. At **Notification**, check the check box if you wish to be notified of replies to this post.
- d. At **Locked** check the check box to disable replies to this post.
- e. At **Thread Status**, update the status as required. E.g. Informative
- f. At **Terms**, click the drop-down box and then check the check box beside a term which relates to this post.
 - i. Repeat the above step to associate additional terms.

4. **Optional.** Click the Preview link to preview the edited post.

5. Click the Submit link.

▼ **Moderator Control Panel**

Control Panel	Forum	Posts
Overview Post Queue Reported Posts	Dolls	1

Users

[Home](#)

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

▼ **Moderate Posts**

[DOLLS](#)

11/30/2010 10:59:26 PM

<p>Joe </p> <p>6 Posts Joined 11/17/2010</p>	<p>Seeking Nurse Outfit Patterns for the Allegra Doll</p> <p style="text-align: right;"> Split Move Delete Edit Reply Approve </p> <p>I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?</p>
---	--

[Cancel](#)

3. Click the [Reply](#) link beside the required post. This opens the Add/Edit Post page.

4. Enter your reply in the Editor.

5. **Optional.** Add/set one or more of these settings:

- a. At **Attachments**, modify the attachments if required.
- b. At **Pinned**, check the check box to set this post to always appear at the top of the related forum group.
- c. At **Notification**, check the check box if you wish to be notified of replies to this post.
- d. At **Locked**, check the check box to disable replies to this post.

6. **Optional.** Click the [Preview](#) link to preview the edited post.

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

▼ **Add/Edit Post**

Forum Post

Forum: Toys - Dolls

Subject: Re: Seeking Nurse Outfit Patterns for the Allegra Doll

Editor: Basic Text Box Rich Text Editor

If you don't have any luck, you might like to check out our ready-made costumes at <http://www.ecozany.com/dolls/costumes.aspx>.

Design <> HTML Words: 7 Characters: 74

Attachments:

Uploaded Attachments:

Upload New Attachment:

Pinned:

Notification:

Locked:

Replying to [JOE](#)

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

Approving a Moderated Post and adding a Reply

Approving and Splitting a Post awaiting Moderation

How to split a post in the moderation queue from its current thread and start it as a new thread in the Forum module.

1. Go to the moderator post queue. See "Navigating to the Moderator Post Queue"
2. In the Forum column, click on a [\[Forum Name\]](#) link to view posts requiring moderation in that forum.

▼ **Moderator Control Panel**

Control Panel	Forum	Posts
Overview Post Queue Reported Posts	Dolls	1

Users

[Home](#)

3. Click the [Split](#) link beside the required post. This opens the Add/Edit Post page.
4. Enter your reply in the Editor.
5. **Optional.** Add/set one or more of these settings:
 - a. At **Attachments**, modify the attachments if required.
 - b. At **Pinned**, check the check box to set this post to always appear at the top of the related forum group.
 - c. At **Notification**, check the check box if you wish to be notified of replies to this post.
 - d. At **Notification**, check the check box if you wish to be notified of replies to this post.
 - e. At **Locked**, check the check box to disable replies to this post.
6. **Optional.** Click the [Preview](#) link to preview the edited post.
7. Click the [Submit](#) link.

Deleting a Post awaiting Moderation

How a forum moderator or an Administrator can delete a forum post in the moderation queue. These posts never appear on the site. A response explaining the reason for the deletion is emailed to the poster.

1. Go to the moderator post queue. See "Navigating to the Moderator Post Queue"
2. In the Forum column, click on a [\[Forum Name\]](#) link to view posts requiring moderation in that forum.

▼ **Moderator Control Panel**

Control Panel	Forum	Posts
Overview Post Queue Reported Posts	Dolls	1

Users

[Home](#)

3. Click the Delete button. This opens the Delete Post page where you can edit and/or view the email template sent to the poster.
4. At **Email Template**, select the reason why the post is being deleted. This populates the Emailed Response text box below with a standard message for the selected reason.
5. **Optional.** At **Emailed Response**, edit the text of the email if required.
6. **Optional.** At **Email User**, check the check box to email the poster - OR - Uncheck the check box if no email is required.
7. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
8. Click the **OK** button to confirm.

▼ **Delete Post**

Email Template: Post is Duplicate

🔔 Emailed Response: Your post has been deleted because it is a duplicate of an existing post.

🔔 Email User:

Our Ruby Doll Bed

Posted by: Joe on 11/19/2010 6:50:33 AM

Our Ruby Doll Bed

Delete **Cancel**

Deleting a post awaiting moderation

Managing Reported Posts

How to manage posts that have been reported.

1. Select **Moderate** from the module menu - OR - Click the Moderate link. This opens the Moderator Control Panel.

▼ **Forum**

Moderate My Settings My Posts My Threads Search Home

▶ Home View latest 6 | 12 | 24 | 48 hours | View unread threads

FORUMS	THREADS	POSTS	LAST POST
Discussions			
General	1	1	Welcome to our ... Yesterday @ 11:56 AM by Rosie
Toys			

2. In the left-hand panel, select **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.

▼ **Moderator Control Panel**

Control Panel

- [Overview](#)
- [Post Queue](#)
- [Reported Posts](#)

Users

POST	REPORTED	LAST REPORTED
Seeking Nurse Outfit Patterns for the Allegra Doll In Dolls	1	Today @ 9:02 PM by Joe

Page 1 of 1 1

Home

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 menu - OR - Click the Moderate link. This opens the Moderator Control Panel.

▼ **Forum**

Moderate
My Settings
My Posts
My Threads
Search
Home

► [Home](#) View latest 6, 12, 24, 48 hours | [View unread threads](#)

FORUMS	THREADS	POSTS	LAST POST
Discussions			
<div style="display: flex; align-items: center; gap: 5px;"> General </div>	1	1	Welcome to our ... Yesterday @ 11:56 AM by Rosie
Toys			

2. In the left-hand panel, select **Users** > **Banned**. This displays a summary list of banned users.
3. In the User column, click on a user name link to view the users profile.

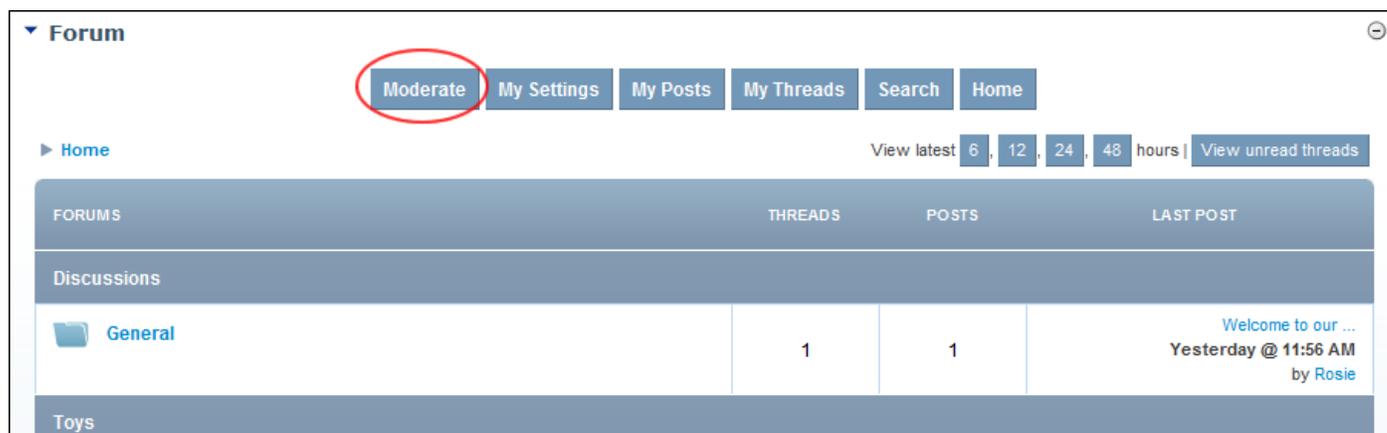
Related Topics:

- See "Editing Global User Settings"

Viewing Reported Users

How to view the profile of users who are been reported on the Forum module.

1. Select **Moderate** from the module 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.

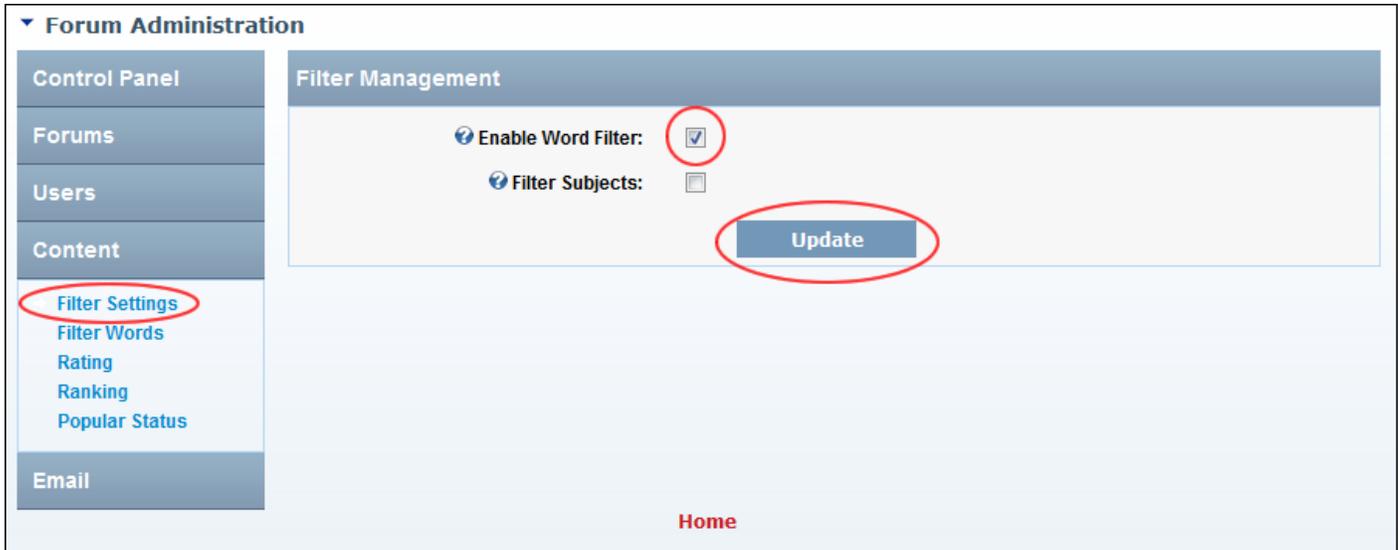
Forum Administrators

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.

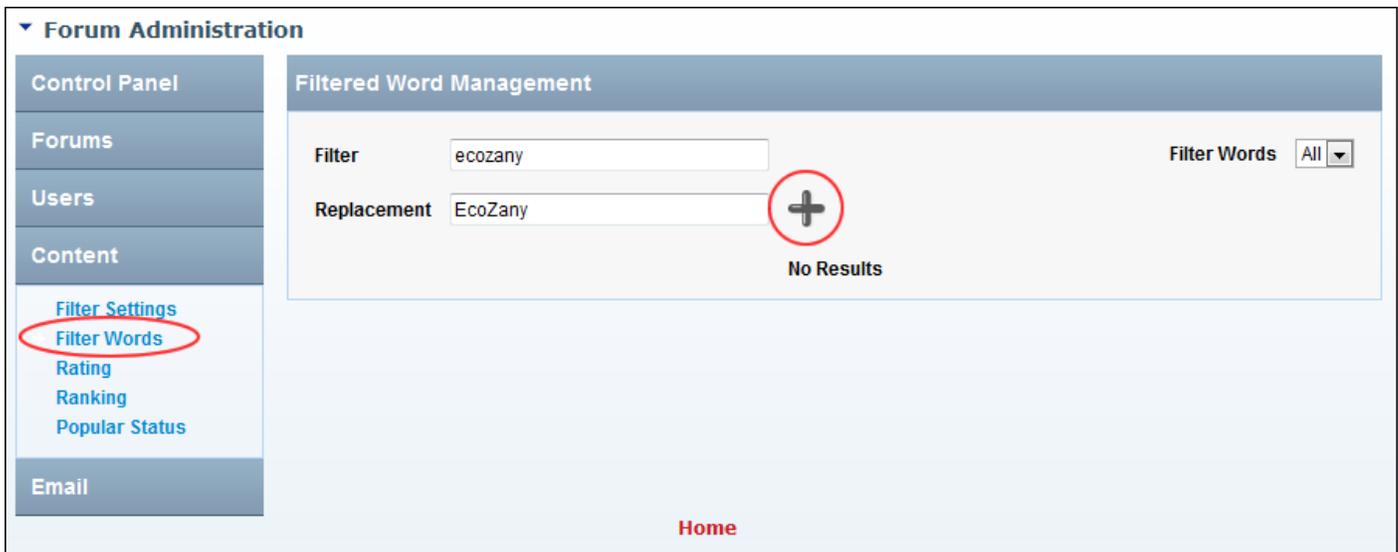


Enabling Word Filtering

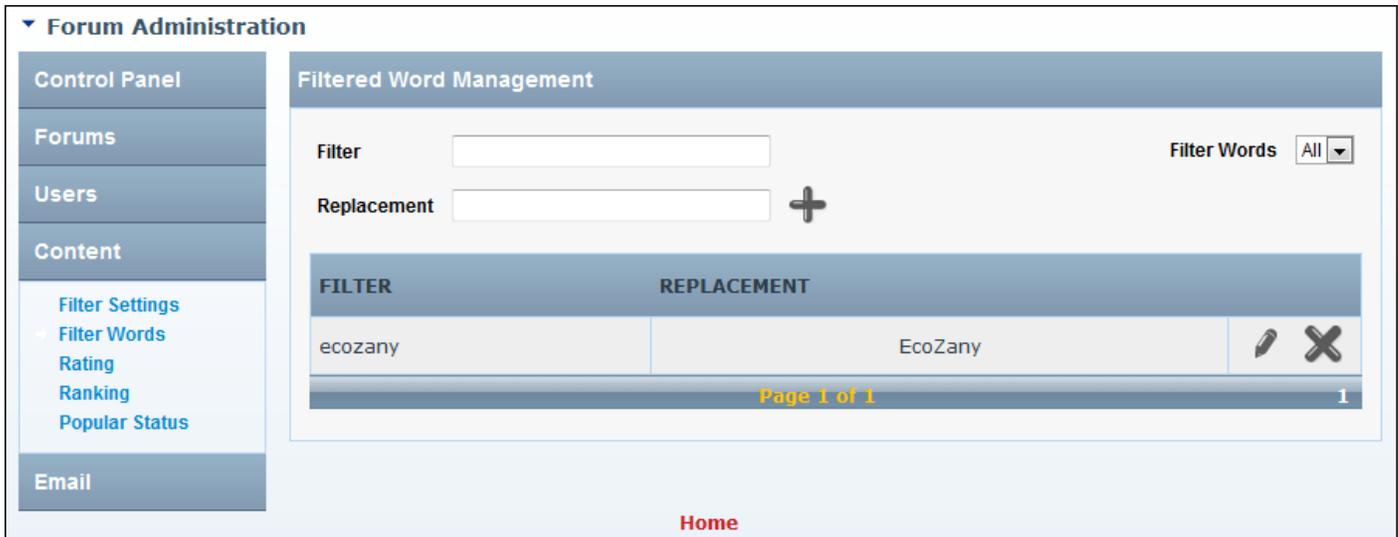
Adding a Filtered Word

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.



Forum Administration

Control Panel

Forums

Users

Content

- Filter Settings
- Filter Words**
- Rating
- Ranking
- Popular Status

Email

Filtered Word Management

Filter

Replacement 

Filter Words

FILTER	REPLACEMENT	
ecozany	EcoZany	 

Page 1 of 1

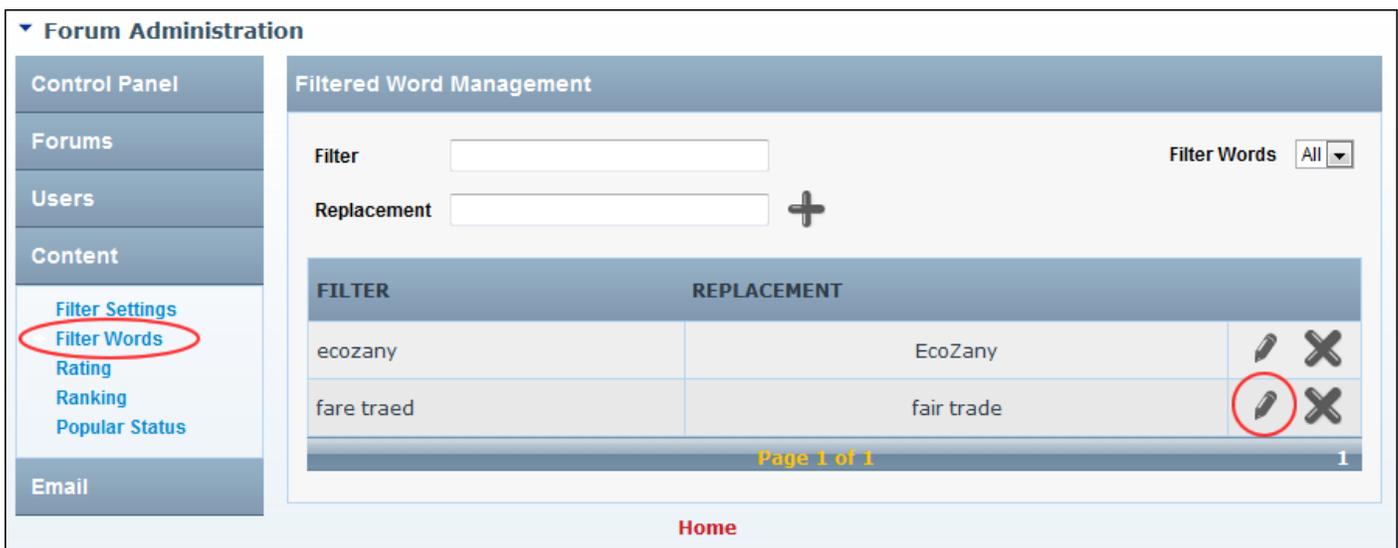
Home

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

Editing Filtered Words

How to edit a filtered word and/or its replacement word in the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Content** > **Filter Words**. This displays the Filtered Word Management window.
3. In the **Filter** column, locate the filtered word to be edited. See "Filtering Filter Words"
4. Click the **Edit**  button.



Forum Administration

Control Panel

Forums

Users

Content

- Filter Settings
- Filter Words**
- Rating
- Ranking
- Popular Status

Email

Filtered Word Management

Filter

Replacement 

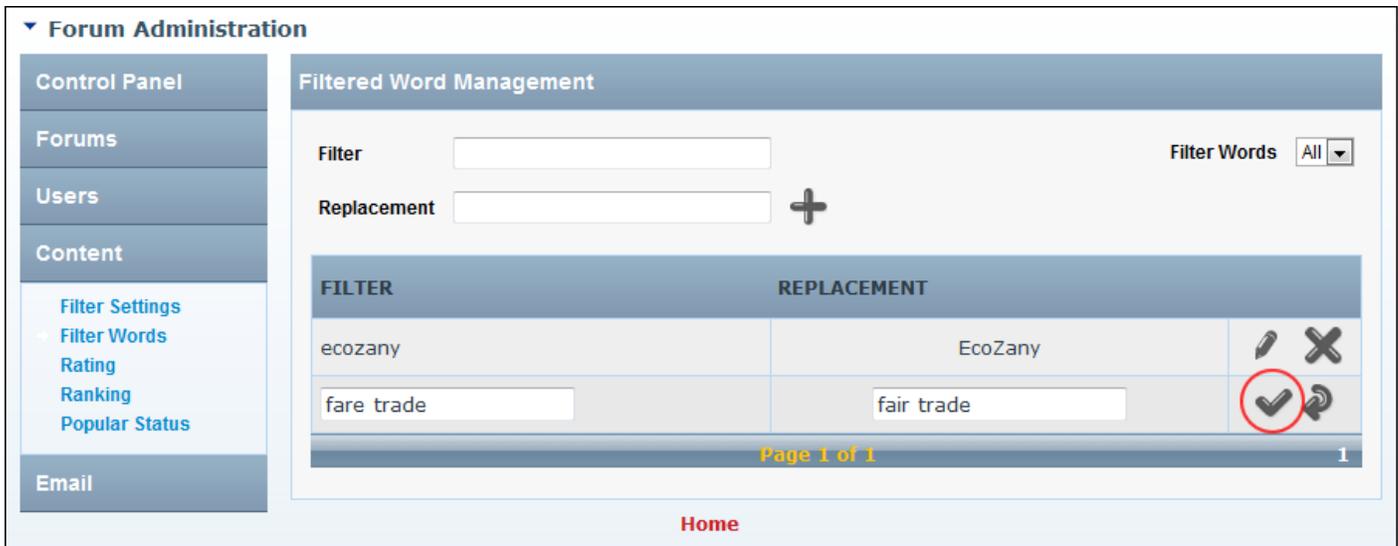
Filter Words

FILTER	REPLACEMENT	
ecozany	EcoZany	 
fare traed	fair trade	 

Page 1 of 1

Home

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



Forum Administration

Control Panel

Forums

Users

Content

- Filter Settings
- Filter Words
- Rating
- Ranking
- Popular Status

Email

Filtered Word Management

Filter

Replacement +

Filter Words All

FILTER	REPLACEMENT	
ecoZany	EcoZany	 
<input type="text" value="fare trade"/>	<input type="text" value="fair trade"/>	 

Page 1 of 1

Home

Editing Filtered Words

Filtering Filter Words

How to view all filtered words or filter them by the first letter of the filtered word for the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Content** > **Filter Words**. This displays the Filtered Word Management window.
3. At the **Filter Words** drop-down list, select **All** to view all words- OR - Select the first letter of the filtered word. This displays matching results in alphabetical order. Note: Use the linked page numbers to navigate to words displayed on another page.

Forum Administration

Control Panel

Forums

Users

Content

Filter Settings

Filter Words

Rating

Ranking

Popular Status

Email

Filtered Word Management

Filter

Replacement +

Filter Words All

FILTER	REPLACEMENT		
ecoZany	EcoZany		
fare trade	fair trade		

Page 1 of 1

1

Home

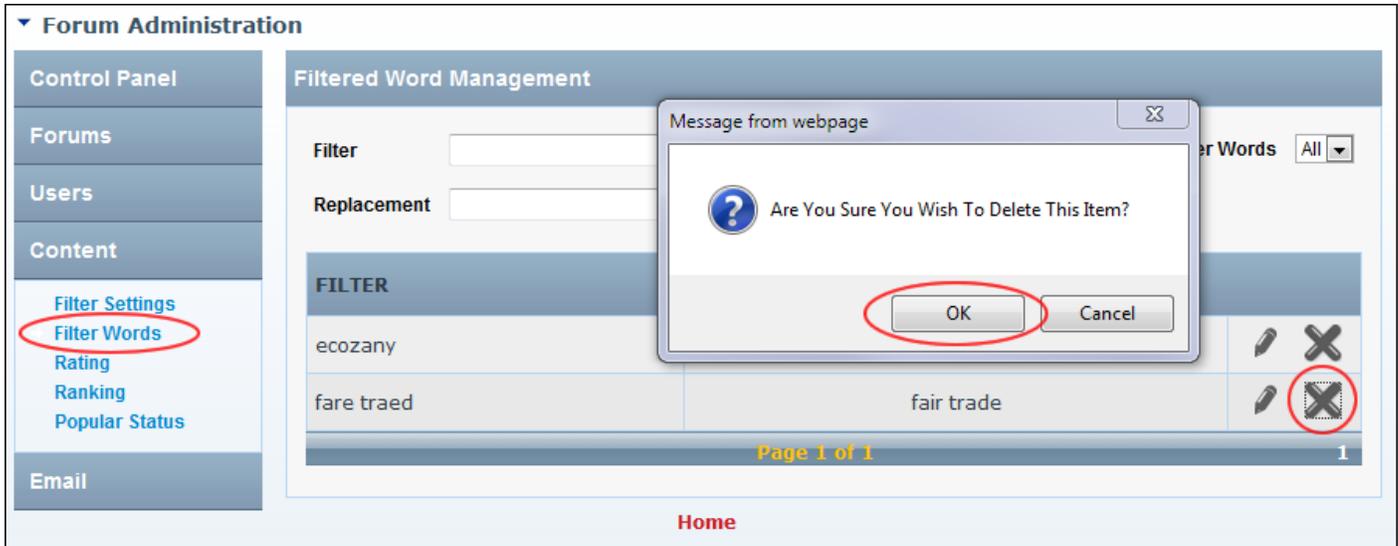
Filtering Filtered Words

Tip: The filter will continue to be applied until you either click the All link or navigate to another section and then return to the Filtered Word Management section.

Deleting a Filtered Word

How to delete a filtered word from the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Content** > **Filter Words**. This displays the Filtered Word Management window.
3. In the **Filter** column, locate the word to be deleted. See "Filtering Filter Words"
4. Click the **Delete**  button. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **OK** button to confirm.



Deleting a Filtered Word

Managing Rating of Threads

How to enable or disable the users to rate threads and optionally replace the star  icon(s) with text.
Note: Rating must be enabled on individual forums. See "Setting Forum Options"

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Content** > **Rating**. This displays the Rating Management window.
3. At **Enable**, check the check box to enable users to rate a thread - OR - Uncheck the check box to disable.
4. In the **Rating Scale** text box, enter a number that represents the highest rating for a thread. This sets the maximum number of stars. The default is 5. Note: Changing this will not update existing post ratings.
5. Click the Update link.

▼ **Forum Administration**

Control Panel	Rating Management
Forums	<p>🔗 Enable: <input checked="" type="checkbox"/></p> <p>🔗 Rating Scale: <input type="text" value="5"/></p> <p style="text-align: center;">Update</p>
Users	
Content	
Filter Settings Filter Words Rating Ranking Popular Status	
Email	

[Home](#)

Enabling Thread Rating and Setting Maximum Number of Stars

Managing Forum User Ranking

How to enable or disable ranking of forum users and set the number of posts required to achieve ranking positions in the Forum module. If enabled, the ranking images will display in the user posts avatar area.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Content** > **Ranking**. This displays the Ranking Management window.
3. At **Enable**, check the check box to enable ranking - OR - Uncheck the check box to disable.
4. At **Enable Images**, check the check box to display ranking as images - OR - Uncheck the check box to display ranking as text. If this option is checked then the images displayed on this page will be used.
5. At **1st Rank** complete the following:
 - a. In the **Count** text box (left), edit the number of posts required for a poster to rank as 1st.
 - b. In the **Title** text box (right), enter/edit a title to be displayed for this level of ranking. If the field is left blank then the title of "1st Level Poster" is displayed. Note: If the **Enable Images** check box above is checked then this option is not used.
6. Repeat Steps 5 to manage 2nd-10th ranking fields.
7. **Optional.** In the **No Ranking** text box, enter a title to be displayed for users without any ranking. Note: If the Enable Images check box above is checked, then this option is not used.
8. Click the Update link.

▼ **Forum Administration**

- Control Panel
- Forums
- Users
- Content
 - Filter Settings
 - Filter Words
 - Rating
 - Ranking
 - Popular Status
- Email

Popular Status Management

🔗 View Count:

🔗 Reply Count:

🔗 Active Within:

[Update](#)

[Home](#)

Managing Popular Thread Status

Control Panel

Configuring General Forum Settings

How to configure the general settings of the Forums module such as the forum name and enable other basic setting.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Control Panel** > **General**. This displays the General Configuration window.
3. At **Aggregated Forums**, check the check box to enable an aggregated view of threads in all public forums - OR - Uncheck the check box to disable.
4. At **Enable Thread Status**, check the check box to enable users to set the status of any posts they began - OR - Uncheck the check box to disable. If enabled, thread status can be set as Unresolved, Resolved or Informative. Setting thread status is optional.
5. At **Enable Post Abuse**, check the check box to enable user to report any post to moderators and/or Administrators - OR - Uncheck the check box to disable.
6. At **Disable HTML Posting**, check the check box to use a plain text box to enter posts - OR - Uncheck the check box to use the Rich Text Editor and enable HTML posts.
7. At **Date Last Indexed**, the date and time when the Forum content was last indexed (added to DNN search) is displayed. To re-index forum content click the Reset link. This will re-index all forum content again and the new date will be displayed. Depending on how busy your Forum is you may like to make this a weekly, fortnightly or monthly task.
8. Click the Update link.

The screenshot displays the 'Forum Administration' interface. On the left is a 'Control Panel' sidebar with a menu containing 'Overview', 'General' (circled in red), 'Community', 'Attachments', 'RSS', and 'SEO'. Below the sidebar are buttons for 'Forums', 'Users', 'Content', and 'Email'. The main area is titled 'General Configuration' and contains the following settings:

- Aggregated Forums:
- Enable Thread Status:
- Enable Post Abuse:
- Disable HTML Posting:
- Date Last Indexed: 11/16/2010 4:00:03 AM [Reset](#)

An 'Update' button is located at the bottom right of the configuration area. A 'Home' link is visible at the bottom center of the page.

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.

The screenshot shows the 'Forum Administration' interface. On the left, a 'Control Panel' sidebar lists 'Overview', 'General', 'Community' (circled in red), 'Attachments', 'RSS', and 'SEO'. Below this are buttons for 'Forums', 'Users', 'Content', and 'Email'. The main content area is titled 'Community Management' and contains the following settings:

- Enable External Profile:**
- Profile Page:** <None Specified> (dropdown menu)
- Profile User Parameter:** (text input field)
- Profile Parameter Name:** (text input field)
- Profile Parameter Value:** (text input field)

An 'Update' button is located at the bottom right of the settings area. A 'Home' link is visible at the bottom center of the page.

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/o/
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.

The screenshot displays the 'Forum Administration' interface. On the left is a 'Control Panel' sidebar with a menu containing 'Overview', 'General', 'Community', 'Attachments' (circled in red), 'RSS', and 'SEO'. Below this are buttons for 'Forums', 'Users', 'Content', and 'Email'. The main area is titled 'Attachment Management' and contains the following settings:

- Enable File Attachment:**
- Anonymous Downloads:**
- Attachments Path:**
- Max Attachment Size:**

An 'Update' button is located at the bottom right of the settings area. A 'Home' link is visible at the bottom center of the page.

Managing forum post attachments

Managing RSS Feeds

How to enable or disable an RSS Feed being created for all public forums, as well as configure related settings.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Control Panel** > **RSS**. This displays the RSS Management window.
3. At **Enable RSS Feeds**, check the check box to enable RSS feeds for all public forums - OR - Uncheck the check box to disable and skip to Step 6.
4. In the **Threads Per Feed** text box, enter the number of post threads to be displayed in the feed. The default value is 20 threads.
5. In the **Time To Live** text box, enter the frequency in minutes that the RSS is cached before refreshing. The default value is 30 minutes.
6. Click the Update link.

▼ Forum Administration

Control Panel

- Overview
- General
- Community
- Attachments
- RSS**
- SEO

Forums

Users

Content

Email

RSS Management

Enable RSS Feeds:

Threads Per Feed:

Time To Live:

[Update](#)

[Home](#)

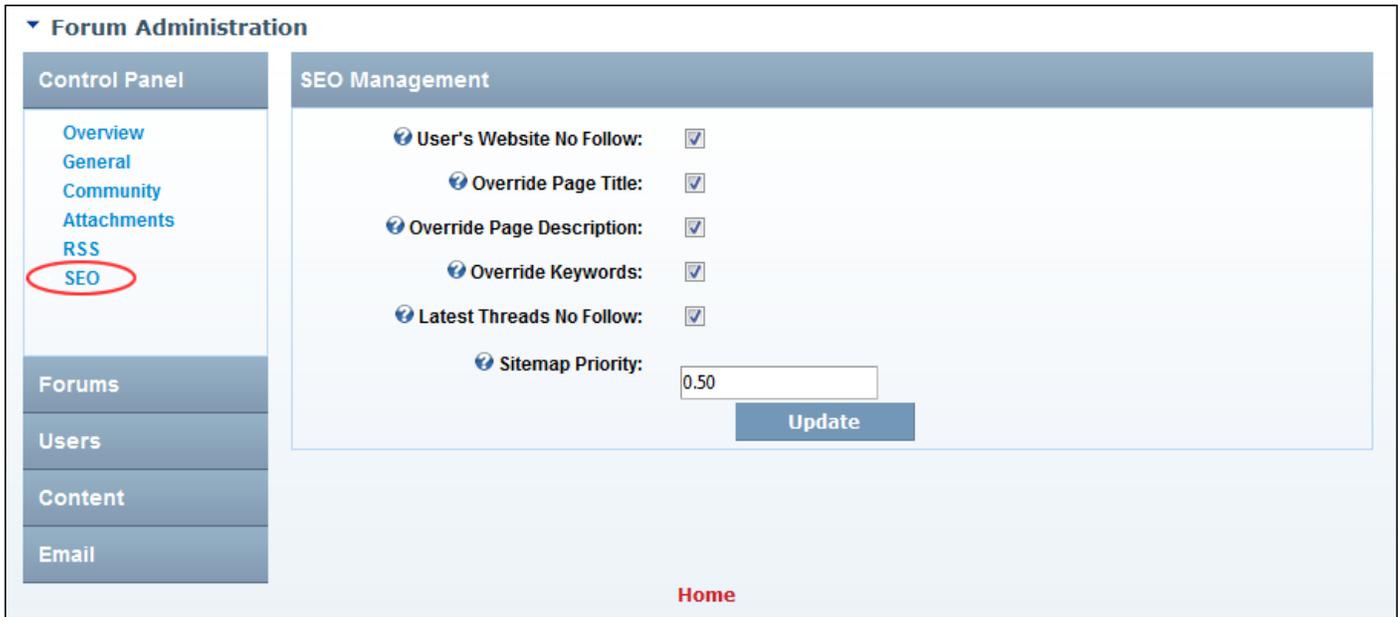
Manage RSS Feeds for Forums

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.

- 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.
- 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.

- Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
- In the right-hand panel, select **Email** > **Email Settings**. This displays the Email Management section.
- In the **From Address** text box, enter the from email address for all outgoing forum emails.
- In the **Email Display Name** text box, enter the friendly name to be used for outgoing email notifications from this forum.
- 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.
- 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.

The screenshot shows the 'Forum Administration' interface. On the left, a sidebar contains a menu with 'Email Settings' circled in red. The main content area is titled 'Email Settings Management' and contains the following settings:

- From Address:** admin@ecozany.com
- Email Display Name:** My Website Forum
- Enable Notifications:**
- Enable From Address Per Forum:**
- Enable Edit Emails:**
- Enable Email Queue:**

An 'Update' button is located at the bottom right of the settings area. A 'Home' link is visible at the bottom center of the page.

Managing email notifications from the Forum module

Related Topics:

- See "Enabling/Disabling Scheduled Tasks"

Managing Email Templates

How to modify the subject and body of the email notifications sent from the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Email > Templates**. This displays the Email Template Management window.
3. At **Email Template**, select the template to be edited.
4. In the **Email Subject** text box, edit the name of the email subject.
5. In the **HTML Email Body** text box, edit the HTML version of the email.
6. In the **Text Email Body** text box, edit the text version of the email.
7. Click the Update link.

Note: The following replacement tokens are available to use in the subject and body of emails:

[FORUMNAME] Name of the forum
[POSTSUBJECT] Subject of the post
[DATEPOSTED] Date of the post
[POSTAUTHOR] Post Author
[POSTBODY] Post Body
[POSTURL] URL to view the post
[GROUPNAME] Name of forum group
[PROFILELINK] Link to users profile

▼ Email Template Management

Control Panel

Forums

Users

Content

Email

[Email Settings](#)

[Templates](#)

[Subscribers](#)

Email Template Management

Email Template:

Email Subject:

Editor: Basic Text Box Rich Text Editor

HTML Email Body:

You can view this post by clicking [here](#).

[GROUPNAME]

[POSTSUBJECT]

Words: 44 Characters: 277

Text Email Body:

A new post in [FORUMNAME] entitled [POSTSUBJECT] was posted on [DATEPOSTED] by [POSTAUTHOR].

[POSTBODY]

To view this post, please visit: [POSTURL].

If you no longer wish to receive notifications, please visit [PROFILELINK] and change your notifications options.

Available Keywords:

- [FORUMNAME]** Name of the forum
- [POSTSUBJECT]** Subject of the post
- [DATEPOSTED]** Date of the post
- [POSTAUTHOR]** Post Author
- [POSTBODY]** Post Body
- [POSTURL]** URL to view the post
- [GROUPNAME]** Name of forum group
- [PROFILELINK]** Link to users profile

[Home](#)

Managing Email Notification Templates

Viewing Email Subscribers Report

How to view the email subscriber report for the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Email > Subscribers**. This displays the Email Subscribers Report window.
3. Select a report type for the drop-down box. This displays details in the table below.

The screenshot shows the 'Forum Administration' interface. On the left, a navigation menu includes 'Control Panel', 'Forums', 'Users', 'Content', and 'Email'. Under 'Email', 'Email Settings', 'Templates', and 'Subscribers' are listed, with 'Subscribers' circled in red. The main content area is titled 'Email Subscribers Report' and features a dropdown menu set to 'General'. Below this is a table with the following structure:

Email	Username	Display Name	Forum	Created
No Records				

At the bottom center of the interface, there is a 'Home' button.

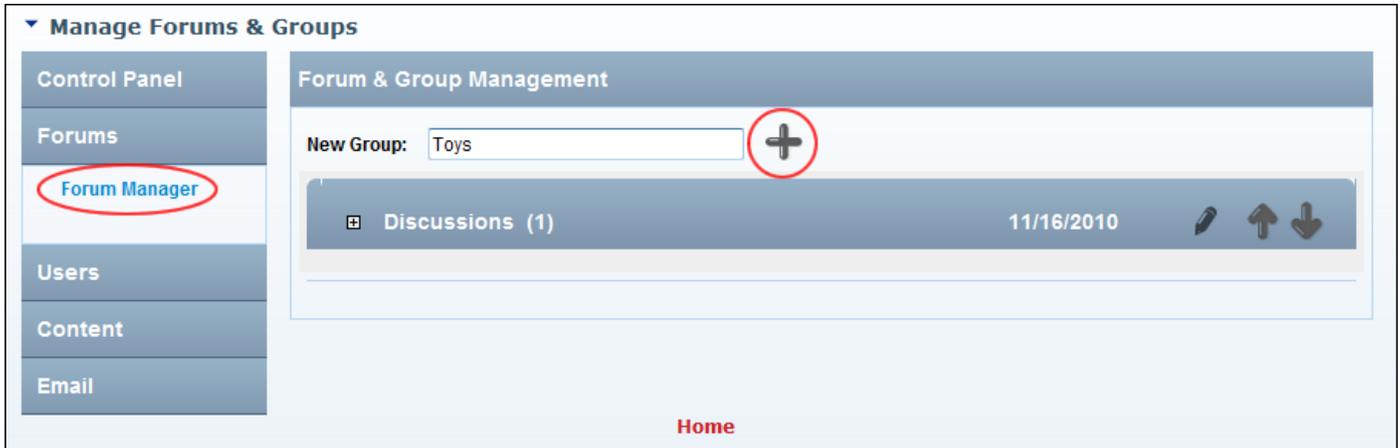
Viewing Email Subscribers Report

Forums

Adding a Forum Group

How to add a new forum group to the Forum module. A forum group is like a category which enable you to organize forums into one or more groups. Users cannot actually post to a forum group, but rather to the forums within that group. Once you have created a forum group, one or more forums must be added to it. A forum group called Discussions which contains a forum called General is created by default.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. In the **Group Name** text box, enter a name for the forum group.
4. Click the **Add +** button.

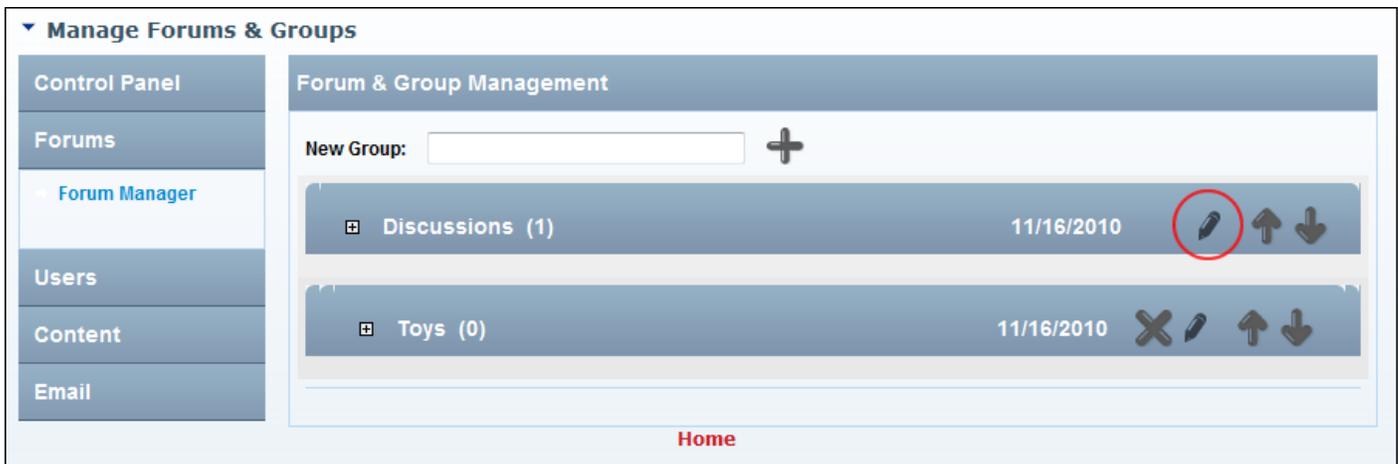


Adding a Forum Group

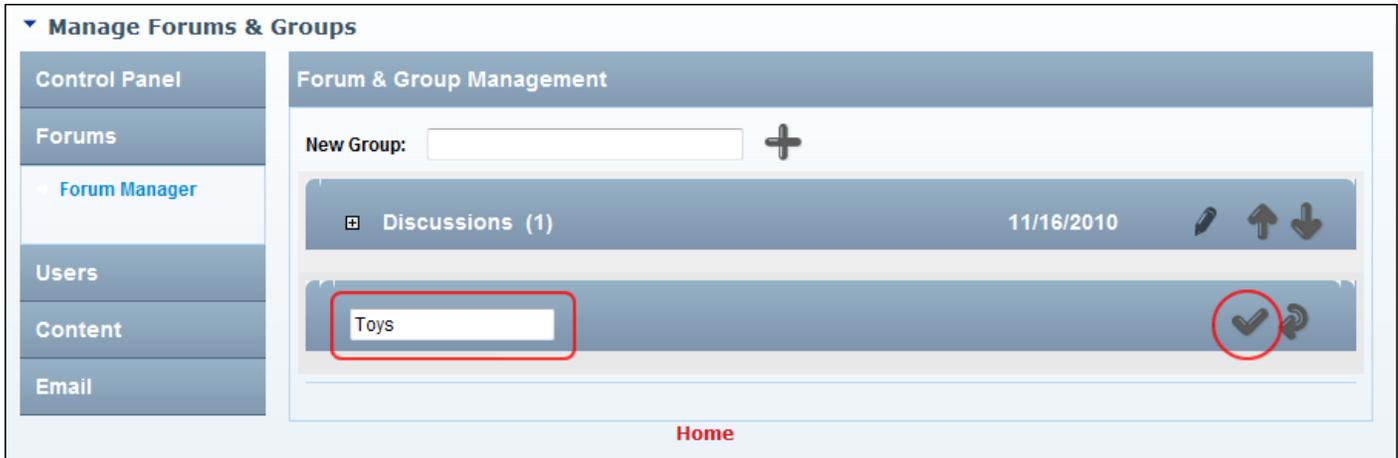
Editing a Forum Group

How to edit the name of a forum group.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Forums** > **Forum Manager**. This displays the Forum & Group Management window.
3. Click the **Edit Group**  button beside the required forum group.



4. Edit the forum group name in the exposed text box.
5. Click the **Update**  button.

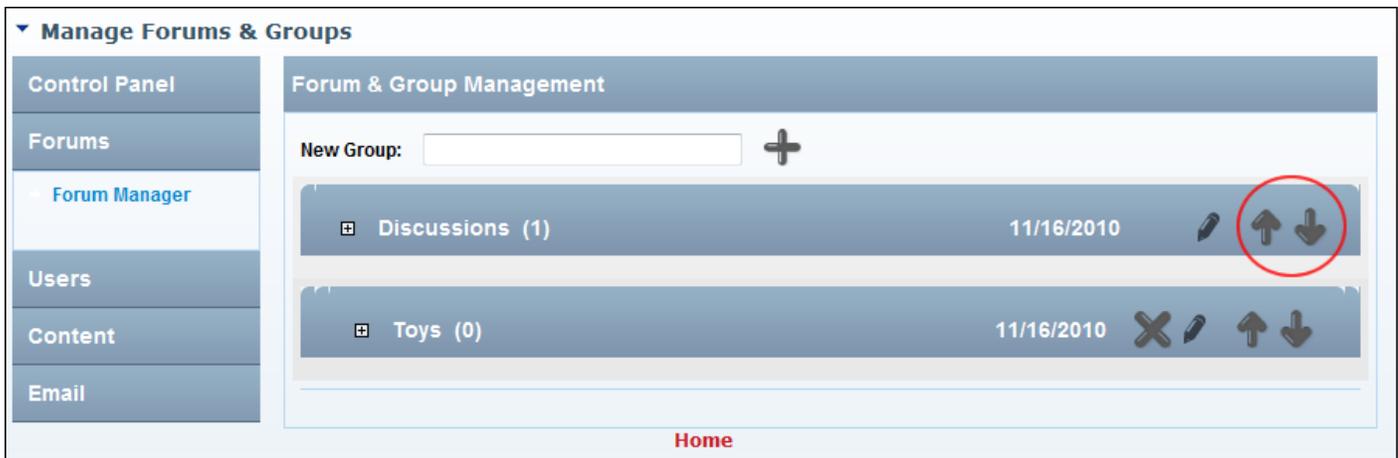


Editing a Forum Group

Re-Ordering Forum Groups

How to modify the view order of forum groups on the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. Click the **Move Up**  or **Move Down**  button beside a forum group to move it up or down one position respectively.

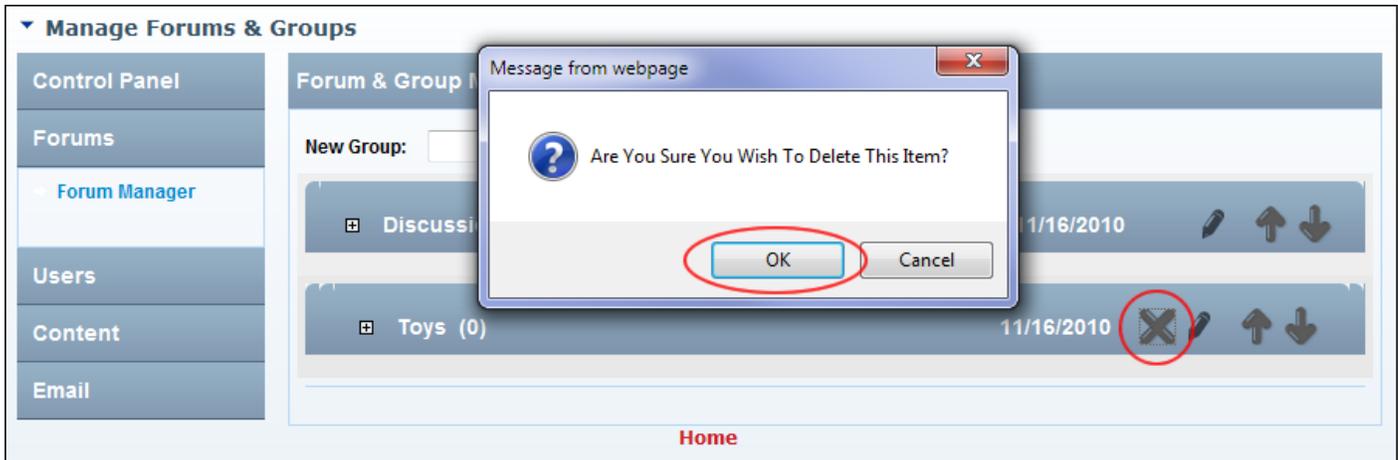


Reordering Forum Groups

Deleting a Forum Group

How to permanently delete a forum group, including all related forums and posts.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Forums** > **Forum Manager**. This displays the Forum & Group Management window.
3. Ensure the Forum Group is minimized as this exposes the Delete button.
4. Click the **Delete**  button. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **OK** button to confirm.

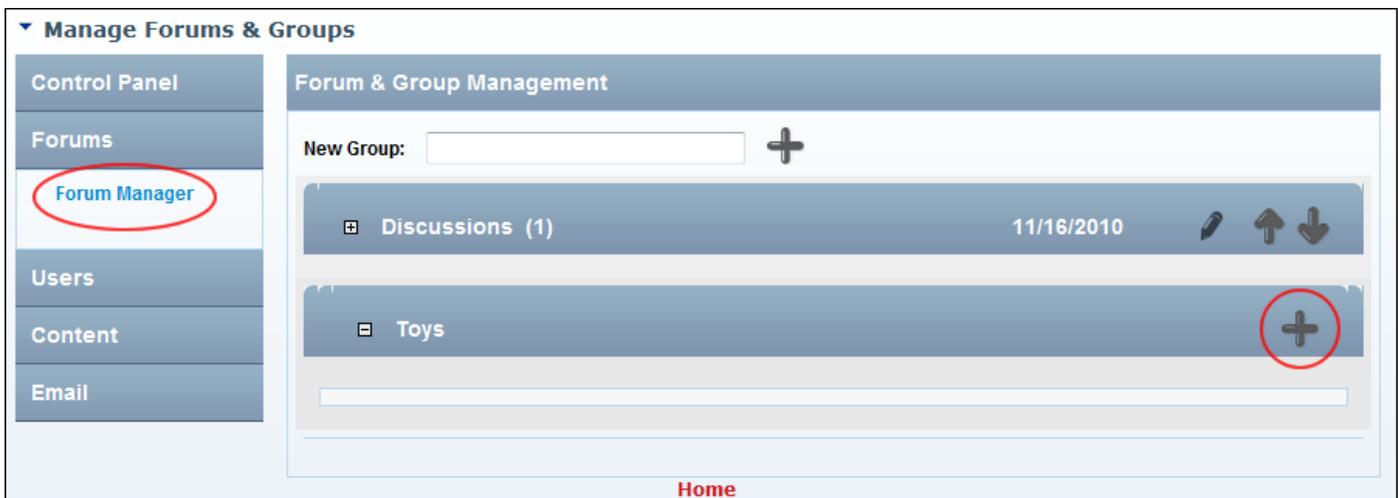


Deleting a Forum Group

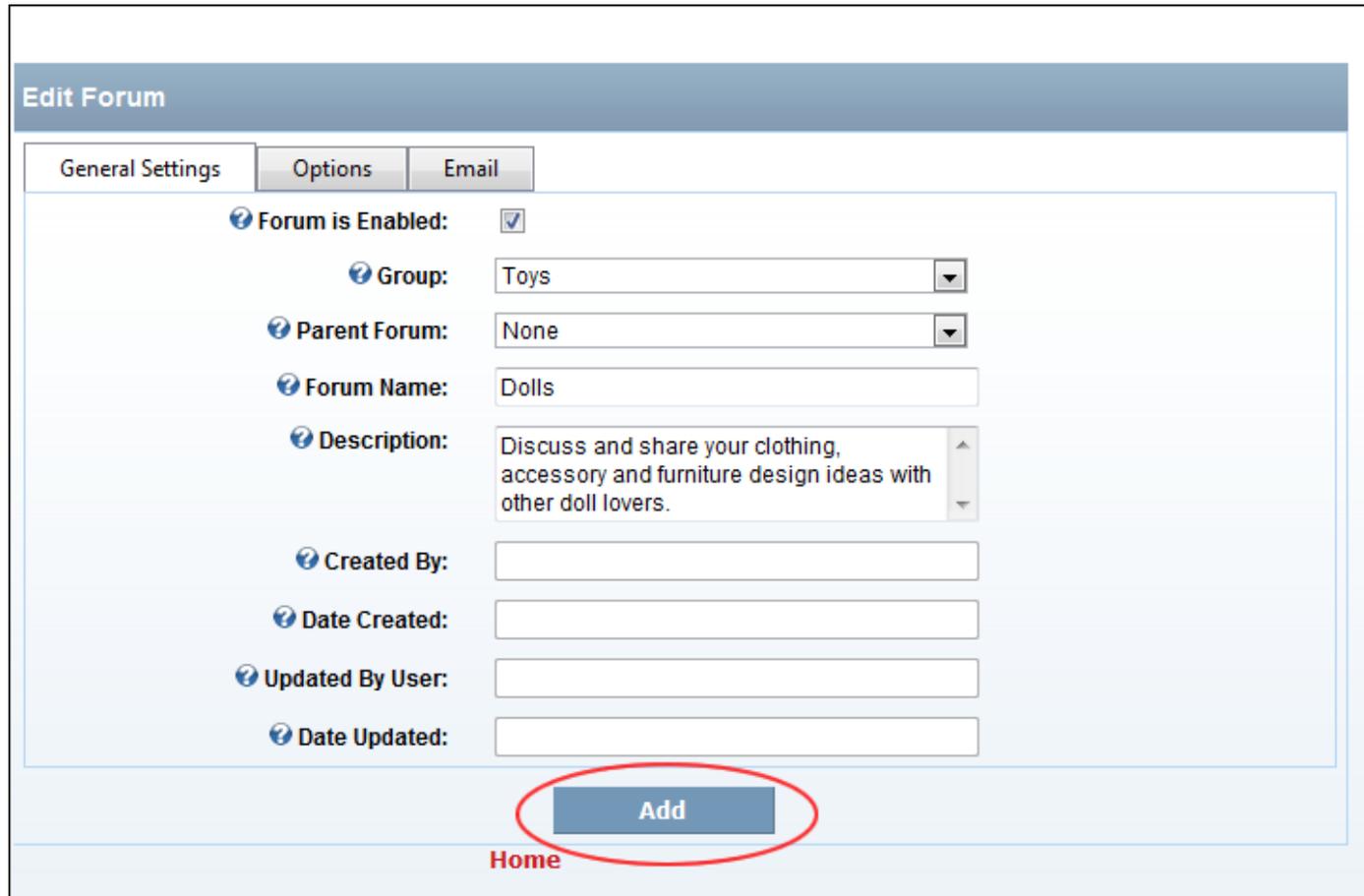
Adding a Forum

How to add a new forum to the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Forums** > **Forum Manager**. This displays the Forum & Group Management section.
3. **Maximize** the **Forum Group** to which the forum will be added.



4. Click the **Add Forum**  button located in the title bar of the selected group. This displays the General Settings tab of the Edit Forum window.
5. At **Forum is Enabled**, check the check box if the forum to be displayed and allowing posting - OR - Uncheck the check box if the forum is disabled.
6. **Optional.** At **Group**, re-select the Forum Group if required. The group selected at step 3 will be pre-selected.
7. **Optional.** At **Parent Forum**, select a parent for this forum.
8. In the **Forum Name** text box, enter a name for the new forum.
9. **Optional.** In the **Description** text box, enter a short description of the purpose of this forum and the intended content.
10. **Optional.** See "Setting Forum Permissions", "Setting Forum Options" or "Setting Forum Email"



The screenshot shows the 'Edit Forum' window with the 'General Settings' tab selected. The window has a title bar 'Edit Forum' and three tabs: 'General Settings', 'Options', and 'Email'. The 'General Settings' tab contains the following fields:

- Forum is Enabled:**
- Group:** Toys (dropdown menu)
- Parent Forum:** None (dropdown menu)
- Forum Name:** Dolls (text box)
- Description:** Discuss and share your clothing, accessory and furniture design ideas with other doll lovers. (text area)
- Created By:** (text box)
- Date Created:** (text box)
- Updated By User:** (text box)
- Date Updated:** (text box)

At the bottom of the window, there is a blue 'Add' button circled in red, and a 'Home' link below it.

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

Manage Forums & Groups

Control Panel

Forums

Forum Manager

Users

Content

Email

Forum & Group Management

New Group: +

Discussions (1) 11/16/2010   

 Toys +

Dolls 0    

[Home](#)

The Newly Added Forum

Note: The Created By, Date Created, Updated By User and Date Updated fields on the Edit Forum page are automatically populated when the forum is added.

Edit Forum

General Settings Options Email

Forum is Enabled:

Group: Toys

Parent Forum: None

Forum Name: Dolls

Description: Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.

Created By: admin

Date Created: 11/16/2010 6:51:18 PM

Updated By User: admin

Date Updated: 11/17/2010 6:24:53 AM

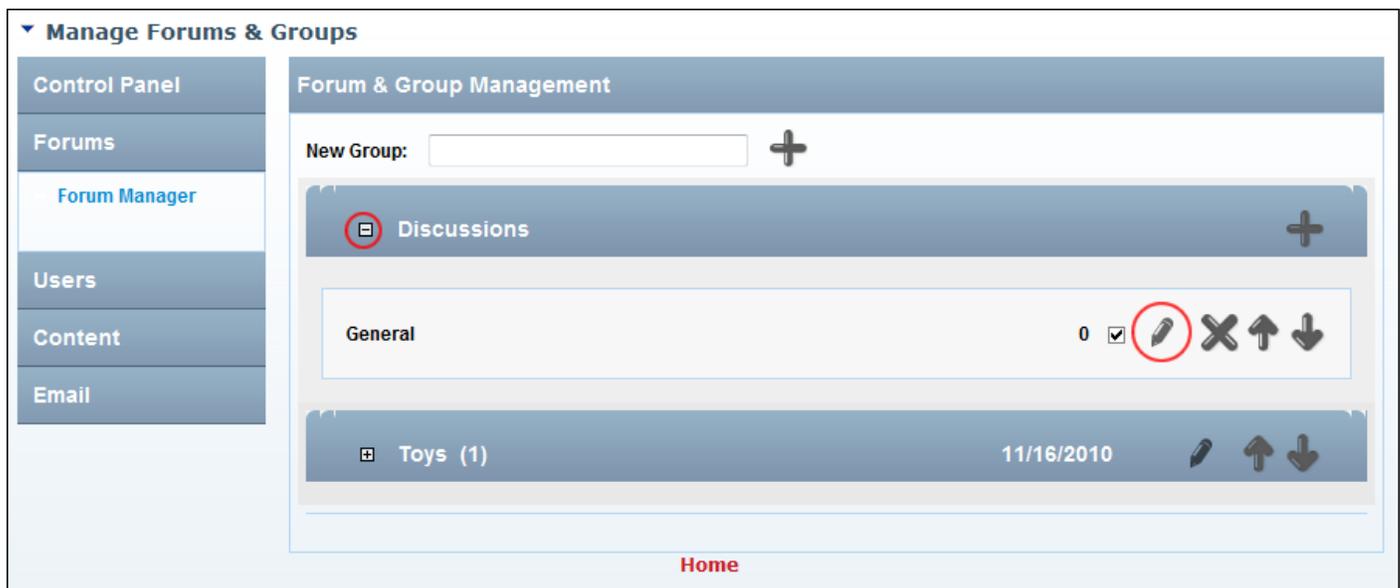
[Update](#) [Delete](#)

Details of the Newly Added Forum on the Edit Forum page

Editing a Forum

How to edit the name or settings of a forum.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. **Maximize** the **Forum Group** associated with the forum to be edited.
4. Click the **Edit Forum**  button beside the required forum.
5. Edit any general settings (See "Adding a Forum"), forum options (See "Setting Forum Options", and "Setting Forum Permissions") or forum email settings ("Setting Forum Email" as required).
6. Click the Update link.



Editing a Forum

Enabling/Disabling a Forum

How to enable or disable a forum. Enabled forums are open for viewing to all those who can see it and posting for all those who are permitted to post to it. Disabled forums cannot be viewed and posted to. Note: An **Enabled** or **Disabled** icon to the right of the forum name indicates its current enabled or disabled status.

1. Complete Steps 1-4 of "Editing a Forum" tutorial to access the Edit Forum page.
2. At **Forum is Enabled**, check the check box to enable this forum - OR - Uncheck the check box to disable it.
3. Click the Update link.

▼ **Edit Forum**

Control Panel

Forums

Forum Manager
EDIT FORUM

Users

Content

Email

Edit Forum

General Settings
Options
Email

Forum is Enabled:

Group: Toys

Parent Forum: None

Forum Name: Dolls

Description: Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.

Created By: admin

Date Created: 11/16/2010 6:51:18 PM

Updated By User: admin

Date Updated: 11/16/2010 6:51:18 PM

Update
Delete

Home

Enabling or disabling a forum

Re-ordering Forums

How to modify the order of forums within a forum group using the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. **Maximize**  the **Forum Group** associated with the forum to be edited.
4. Click the **Move Up**  or **Move Down**  buttons beside a forum to move it up or down one position respectively.
5. Repeat Steps 3-4 to re-order forums within another forum group.

▼ **Manage Forums & Groups**

Control Panel

Forums

Forum Manager

Users

Content

Email

Forum & Group Management

New Group: +

Discussions (1) 11/16/2010 ✎ ⬆ ⬇

▣ Toys +

Dolls	11 <input checked="" type="checkbox"/>	✎ ✕ ⬆ ⬇
Wooden Toys	0 <input checked="" type="checkbox"/>	✎ ✕ ⬆ ⬇

Home

Reordering Forums

Setting Forum Email

How to configure the email settings for individual forums. Note: Only the “From” email address and display name are used at this time.

Note: The Enable Form Address Per Forum field must be enabled to access this page. See "Managing Email Settings"

1. Complete Steps 1-4 of editing a forum. See "Editing a Forum"
2. Select the **Email** tab.
3. On the Edit Forum page, click on the Email link and complete these optional settings:
4. In the **Forum "From" Email Address** text box, edit the email address that will be displayed for all outgoing emails for this particular forum.
5. In the **Email Display Name** text box, enter the friendly display name used on outgoing emails sent from this forum.
6. Click the Update link.

The screenshot shows a web interface titled "Edit Forum". At the top, there are three tabs: "General Settings", "Options", and "Email". The "Email" tab is selected. Below the tabs, there are two input fields. The first is labeled "Forum 'From' Email Address:" and contains the text "admin@change.me". The second is labeled "Email Display Name:" and contains the text "My Website Forum". At the bottom of the form, there are two buttons: a blue "Update" button and a red "Delete" button.

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.

Edit Forum

General Settings | **Options** | Email

Forum Type: Normal Forum

Forum Behavior: Public No Moderation

Enable Polls:

Enable Thread Status:

Enable Thread Ratings:

Enable RSS Feed:

Enable Sitemap:

Sitemap Priority: 0.00

	View	Start	Reply	Moderate	Attach	Pin	Lock	Notify	Unmoderated
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User: **Add**

* Additional permissions only apply if View permissions are enabled for the corresponding role.

Load Permissions of Forum: None

Update
Delete

Setting Forum Options

Setting Forum Permissions

How to set unique permissions for individual Forums within the Forum module.

1. Complete Steps 1-4 of "Editing a Forum" This will take you to the Edit Forum page.
2. Select the **Options** tab.
3. Go to the Permissions grid.

4. **Optional.** In the **User** text box, enter the username of a user that you want to grant or deny module permissions for, and then click the **+Add** link. Repeat for additional usernames.
5. **Optional.** At **Filter By Group**, select from the following options:
 - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
 - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
 - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
6. For each permission type (listed below), check the check box beside each role to grant that permission - OR - Uncheck the check box to deny that permission. Note: Some options may be disabled depending Forum Type of this forum.
 - **View**: Select all roles that can view this forum.
 - **Start**: Select all roles that can begin a new thread in this forum.
 - **Reply**: Select all roles that can reply to a post in this forum.
 - **Moderate**: Select all roles that can moderate on this forum. Administrators are enabled by default.
 - **Attach**: Select all roles that can add an attachment to their posts for this forum.
Note: Users/Roles must be granted permission to add files (See "Assigning Folder Permissions by Role" and "Assigning Folder Permissions to a User") to the attachments folder in the File manager (typically Port Root/Forums/Attachments) unless set otherwise (See "Enabling/Disabling Attachments"). Administrators are enabled by default.
 - **Pin**: Select all roles that can pin a thread on this forum. Pinned threads will appear at above other threads. Administrators are enabled by default.
 - **Lock**: Select all roles that can lock a thread on this forum. Replies cannot be made to locked threads.
 - **Notify**: Select all roles that to receive moderator notification from this forum.
 - **Unmoderated**: Select all roles that do not require moderation.
7. To set permissions for an individual, enter their username into the Username text box and click the **Add** link to the right of the text box. You must then complete role permissions as for Step 2.
8. To set permissions based on the permissions selected on another forum, select the forum name from the **Load Permissions of Forum** drop-down box. You can now edit these permission as shown at Step 2.
9. Click the **Add** link.

Edit Forum

General Settings | Options | Email

Forum Type: Normal Forum
 Forum Behavior: Public No Moderation
 Enable Polls:
 Enable Thread Status:
 Enable Thread Ratings:
 Enable RSS Feed:
 Enable Sitemap:
 Sitemap Priority:

Filter By Group: < Global Roles >

	View	Start	Reply	Moderate	Attach	Pin	Lock	Notify	Unmoderated
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Rosie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

User: **Add**

* Additional permissions only apply if View permissions are enabled for the corresponding role.

Load Permissions of Forum: None

Update **Delete**

Setting Forum Permissions

Loading Existing Forum Permissions

How to load permissions from an existing forum to another forum using the Forum module. These permissions can then be edited if required.

1. Complete Steps 1-4 of "Editing a Forum" This will take you to the Edit Forum page.
2. Select the **Options** tab.
3. At **Load Permissions of Forum**, select the forum you wish to load permissions from. This displays the permissions of the selected forum in the permissions grid above. If these permissions match the permissions you want for this forum, then skip to Step 7. Alternatively, complete the remaining steps to customize these permissions for this forum.
4. **Optional.** In the **User** text box, enter the username of a user that you want to grant or deny module permissions for, and then click the **+Add** link. Repeat for additional usernames.
5. **Optional.** At **Filter By Group**, select from the following options:
 - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
 - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
 - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
6. For each permission type (listed below), check the check box beside each role to grant that permission - OR - Uncheck the check box to deny that permission. Note: Some options may be disabled depending Forum Type of this forum.
 - **View**: Select all roles that can view this forum.
 - **Start**: Select all roles that can begin a new thread in this forum.
 - **Reply**: Select all roles that can reply to a post in this forum.
 - **Moderate**: Select all roles that can moderate on this forum. Administrators are enabled by default.
 - **Attach**: Select all roles that can add an attachment to their posts for this forum. Administrators are enabled by default.
 - **Pin**: Select all roles that can pin a thread on this forum. Pinned threads will appear at above other threads. Administrators are enabled by default.
 - **Lock**: Select all roles that can lock a thread on this forum. Replies cannot be made to locked threads.
 - **Notify**: Select all roles that to receive moderator notification from this forum.
 - **Unmoderated**: Select all roles that do not require moderation.
7. Click the Update link.

Edit Forum

General Settings Options Email

Forum Type: Normal Forum

Forum Behavior: Public No Moderation

Enable Polls:

Enable Thread Status:

Enable Thread Ratings:

Enable RSS Feed:

Enable Sitemap:

Sitemap Priority: 0.00

Filter By Group: < Global Roles >

	View	Start	Reply	Moderate	Attach	Pin	Lock	Notify	Unmoderated
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	View	Start	Reply	Moderate	Attach	Pin	Lock	Notify	Unmoderated
Rosie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

User: Add

* Additional permissions only apply if View permissions are enabled for the corresponding role.

Load Permissions of Forum: None

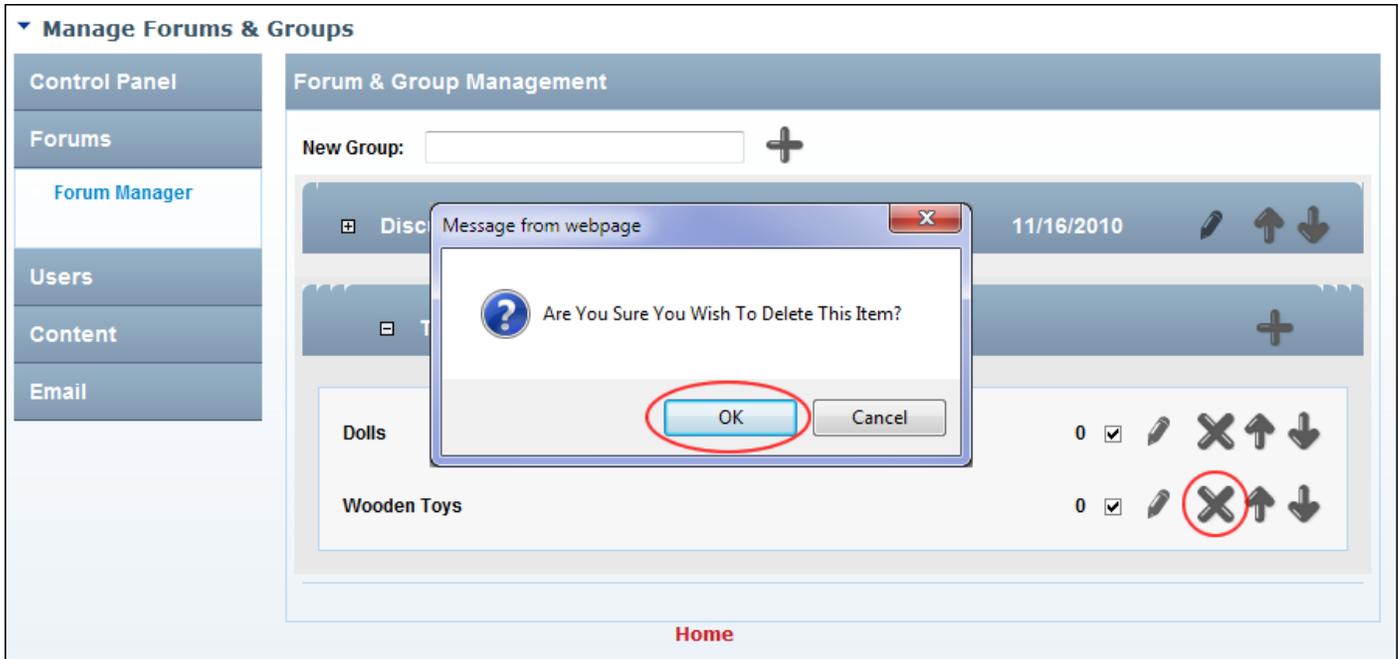
- None
- General
- Dolls
- Wooden Toys

Loading Existing Forum Permissions

Deleting a Forum

How to permanently delete a forum and all posts within that Forum using the Forums module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. Select **Forums** > **Forum Manager**. This displays the Forum & Group Management section.
3. **Maximize** the **Forum Group** associated with the forum to be deleted.
4. Click the **Delete**  button. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **OK** button to confirm.



Deleting a Forum

Users

Searching Forum User Accounts

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

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Users** > **Users**. This displays the User Management window.
3. Select from these two options:

Option One:

1. In the **Search** text box, enter the search criteria.
2. Select one of the following filters from the drop down list:
 - **All**: Returns all users whose account includes the criteria.
 - **Online**: View all online users who match the search criteria.
 - **Username**: View all for exact matches and all or part of the beginning of the username. E.g. Entering Ad, Admin, or A will return Admin.
 - **Display Name**: Searches for exact matches and all or part of the beginning of the display name. E.g. Entering R will return all names beginning with R.
 - **Email**: Displays partial and exact matches to the beginning of the email address.
 - **First Name** or **Last Name**: Searches for exact matches and all or part of the beginning of the name. E.g. Entering R will return all names beginning with R.



The screenshot shows the 'User Management' interface. At the top, there is a search section with a text box containing 'rose' and a dropdown menu set to 'First Name'. Below this is a table with columns for USERNAME, DISPLAYNAME, and EMAIL. The table contains one row for a user named 'Rosie' with the email 'Rose.Booth@ecozy.com'. The page number 'Page 1 of 1' and the number '1' are visible at the bottom.

	USERNAME	DISPLAYNAME	EMAIL
	Rosie	Rosie	Rose.Booth@ecozy.com

Option Two:

1. Select **Role** from the right-hand drop-down box. This displays each role type in the left-hand drop-down box.
2. Select the name of the role from the first drop-down box.

User Management

Search: 2 1

	USERNAME	DISPLAYNAME	EMAIL
	Rosie	Rosie	Rose.Booth@ecozyany.com

Page 1 of 1

1

Related Topics:

- See "Editing any Forum User's Profile"

Editing any Forum User's Profile

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

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"

User Management

Search:

	USERNAME	DISPLAYNAME	EMAIL
	Rosie	Rosie	Rose.Booth@ecozyany.com

Page 1 of 1

1

2. Locate the required user and click the **Edit**  button beside their username. This displays the Edit Profile page.
3. **Optional.** If this is the first time you have visited this user's profile on this page, you can click the Update link and then Refresh (Ctrl + F5) the screen to view the user's Username, Site Alias and Email Address details. Alternatively, they will be viewable whenever you update this page.

4. In the **User ID** text box, modify the user's unique identifier.
5. At **Username**, here you can view the user's DNN username. Note: User's can click the link to edit their Account profile for this site.
6. At **Site Alias**, view the alias shown to other users of this module. This will either be the user's Display Name or Username, depending on module settings.
7. At **Email Address**, displays the user's email address. In addition, a checked check box displayed if other forum users can view this user's email address in the user profile screen.
8. At **Trusted User**, check the check box if the user's posts are not moderated - OR - Uncheck the check box to enable moderation.
9. At **Lock Trust**, check the check box if the user's trust status can only be changed by module administrators - OR - Uncheck the check box if all forum administrators can edit the Trusted User settings.
10. Click the Update link.

The screenshot shows a web form titled "Edit Profile" with a light blue header. Below the header, there are several rows of form fields, each with a blue circular icon containing a white question mark to its left. The fields are: "UserID:" with a text box containing the number "3"; "Username:" with the text "Rosie"; "Site Alias:" with the text "Rosie"; "Email Address:" with the text "Rose.Booth@ecozy.com"; "Trusted User:" with an unchecked checkbox; and "Lock Trust:" with an unchecked checkbox. At the bottom right of the form, there is a blue button with the text "Update" in white, which is circled in red.

Viewing/Editing a Forum User's Profile

Editing any Forum User's Signature

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

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

User Management

Search:

	USERNAME	DISPLAYNAME	EMAIL
	Rosie	Rosie	Rose.Booth@ecozany.com

Page 1 of 1

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

Edit Signature

 **Signature:** ecozany.co"/>

[Preview](#)

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.

Edit Signature

 **Signature:** Product Support
EcoZany
[ecozany.com](#)

[Edit](#)

Editing any Forum User's Signature (This image displays Signature in Preview mode)

Configuring System Avatars

How to enable systems avatars on the Forum module and configure the related settings.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Users** > **Avatars**. This displays the Avatar Management window.
3. At **Enable User Avatars**, uncheck the check box to use system avatars.
4. In the **User Image Size Limit** text box, enter the maximum upload size in KB for the avatar image. The default setting is 64.
5. At **Enable Avatar Pool**, select from these options:
 - Check the check box to enable you to upload a folder of images for users to choose from to represent their profile avatar.
 - i. In the **Pool Avatar Path** text box, modify the folder where the Pool Avatars are stored if required.
 - Uncheck the check box to disable.
6. At **Enable System Avatars**, select from these options:
 - Check the check box to Site Administrators and Forum Administrators to assign avatar images to specific users of their choice. This is done per user, not by role.
 - a. **Optional.** In The **System Avatar Path** text box, modify the folder where the System Avatars are stored if required. Note: Forum Administrators must be given permission to view this folder. See "Assigning Folder Permissions by Role" or "Assigning Folder Permissions to a User"
 - Uncheck the check box to disable.
7. At **Enable Role Avatars**, select from these options:
 - Check the check box to assign avatar images based on roles.
 - i. In the **Role Avatar Path** text box, modify the folder where the Role Avatars are stored if required.
 - Uncheck the check box to disable.
8. Click the Update link.

Avatar Management

Enable User Avatars:

User Image Size Limit:

Enable Avatar Pool:

Pool Avatar Path:

Enable System Avatars:

System Avatar Path:

Enable Role Avatar:

Role Avatar Path:

[Home](#)

Configuring System Avatars

Enabling User Avatars

How to enable users to upload one image for their profile that will be displayed in posts view and also in their profile.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Users** > **Avatars**. This displays the Avatar Management window.
3. At **Enable User Avatars**, check the check box to enable users to upload an avatar (image) which is displayed in their profile and beside their posts.
4. At **Enable Profile Avatar**, select from these options:
 - Check the check box to check box make the system looks for avatars uploaded to the user's core profile and complete these options.
 - a. At **Enable User Folders**, select from these options:
 - Check the check box to set the system to utilize the core profile image control. This means the path to the image will utilize user folders.
 - i. At **Profile Property**, select the profile property associated with user avatar's in the core profile. Please note, this should be an ImageControl data type property.

- Uncheck the check box to disable and set these options:
 - i. At **Profile Property**, select the profile property associated with user avatars in the core profile. Please note, this should be an ImageControl data type property.
 - ii. In the **User Avatar Path** text box, modify the folder where the Avatars are stored. Avatars are stored in the portal root directory. I.e. domain.com/Portals/o/. **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/o/. **Important.** Users must be given permission to add files to this folder. See "Assigning Folder Permissions by Role" or "Assigning Folder Permissions to a User"
- b. In the **User Avatar Dimensions** text boxes, enter the height and width in pixels (respectively) that avatars are displayed. The default setting is 128 x 128.
- c. In the **User Image Size Limit** text box, enter the maximum upload size in KB for the avatar image. The default setting is 64.
- d. At **Enable Avatar Pool**, select from these options:
 - Check the check box to enable you to upload a folder of images for users to choose from to represent their profile avatar.
 - i. In the **Pool Avatar Path** text box, modify the folder where the Pool Avatars are stored if required.
 - Uncheck the check box to disable.

5. At **Enable System Avatars**, select from these options:

- Check the check box to enable Administrators and Forum Administrators to assign avatar images to specific users of their choice. This is done per user, not by role.
 - a. **Optional.** In The **System Avatar Path** text box, modify the folder where the System Avatars are stored if required. Note: Forum Administrators must be given permission to view this folder. See "Assigning Folder Permissions by Role" or "Assigning Folder Permissions to a User"
- Uncheck the check box to disable.

6. At **Enable Role Avatars**, select from these options:

- Check the check box to assign avatar images based on roles.
 - a. In the **Role Avatar Path** text box, modify the folder where the Role Avatars are stored if required.
- Uncheck the check box to disable.

7. Click the Update link.

Editing Global User Settings

How to edit the global user settings for the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Users > User Settings**. This displays the User Settings Management window.
3. At **Member Name Display**, select either Username or Display Name from the drop-down box. This sets the format the sites users will appear to users of this forum module.
4. In the **Post Editing Time** text box, enter the number of minutes that users have to edit a previously posted item - OR - Enter 0 for indefinite editing.
5. At **Enable Auto Trust**, select from these options:
 - Check the check box if users will be trusted once they meet the Auto Trust threshold setting. This exposes the Auto Trust Threshold field.
 - In the **Auto Trust Threshold** text box, enter the number of posts required before auto trust kicks in (if enabled). E.g. If this number is set to 100, after the untrusted user has their 100th post approved they will automatically have their trust status changed and their 101st post will go unmoderated (provided they have no other posts already in the queue). Note: If this setting is set to 0 (zero) all new users will automatically be trusted.
 - Uncheck the check box to disable.
6. At **Lock New User Trust**, check the check box if user trust status can only be changed by administrators and not moderators - OR - Uncheck the check box to disable.
7. At **Enable User Read Management**, check the check box if users are permitted to mark all threads as read and also clear read status of all thread items - OR - Uncheck the check box to prevent users from viewing these links (I.e. Community activity reporting can factor in thread reads).
8. At **User Signatures**, check the check box if to enable users to add a custom signature to their profile for the forum module. This signature displays in all posts as well as the users profile - OR - Uncheck the check box to disable.

9. At **Mod Signature Edits**, check the check box to enable moderators to update users' signatures from the user profile area which is viewable by all users - OR - Uncheck the check box to disable.
10. At **HTML Signatures**, check the check box if users can use HTML code in their signatures - OR - Uncheck the check box to disable.
11. At **User Banning**, check the check box to ban user - Uncheck the check box to remove ban.
12. Click the Update link.

Configuring the Default Forum User Interface

How to configure the default user interface setting for the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Users > User Interface**. This displays the User Interface Management window.
3. In the **Threads Per Page** text box, enter the number of threads to be displayed on one page at one time. The default setting is 10. Note: Authenticated Users can override this setting for themselves on the My Settings page.
4. In the **Posts Per Page** text box, enter the number of posts to be displayed on one page at one time. The default setting is 5. Note: Authenticated Users can override this setting for themselves on the My Settings page.
5. In the **Thread Page Count** text box, enter the number of the number of pages to show in threads view next to the thread subject. The default setting is 3.
6. At **Theme**, select a theme to be used for this forum.
7. At **Theme Image Extension**, enter the extension of images used in the Theme. The default setting is png which relates to the Default theme.
8. At **Display Location**, select from the following options:
 - **None**: Select to hide the country of the poster.
 - **To Admin Users**: Select to display the country of the poster to Administrators only.
 - **To All Users**: Select to display the country of the poster to all users.
9. At **Display Region**, check the check box to display the posters region - OR - Uncheck the check box to hide.
10. At **Enable Quick Reply**, check the check box to enable users to post replies directly in posts view. This uses a normal text box and not a Rich Text Editor and is only visible to those with proper posting permissions - OR - Uncheck the check box to disable.

11. At **Enable User Tagging**, check the check box to enable authenticated users to tag threads in public forums - OR - Uncheck the check box to disable.
12. Click the [Update](#) link.

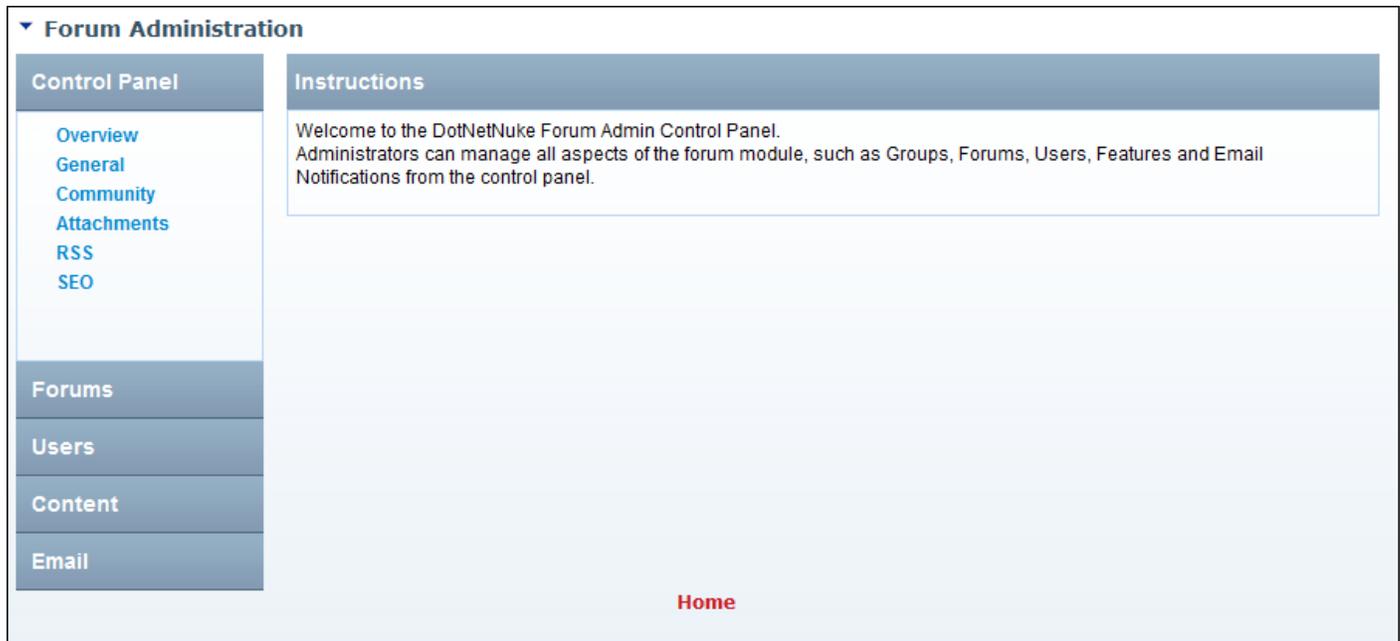
User Interface Management

Threads Per Page:	<input type="text" value="10"/>
Posts Per Page:	<input type="text" value="5"/>
Thread Page Count:	<input type="text" value="3"/>
Theme:	<input type="text" value="Blue"/>
Theme Image Extension:	<input type="text" value="png"/>
Display Location:	<input type="text" value="None"/>
Display Region:	<input type="checkbox"/>
Enable Quick Reply:	<input type="checkbox"/>
Enable User Tagging:	<input checked="" type="checkbox"/>

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.

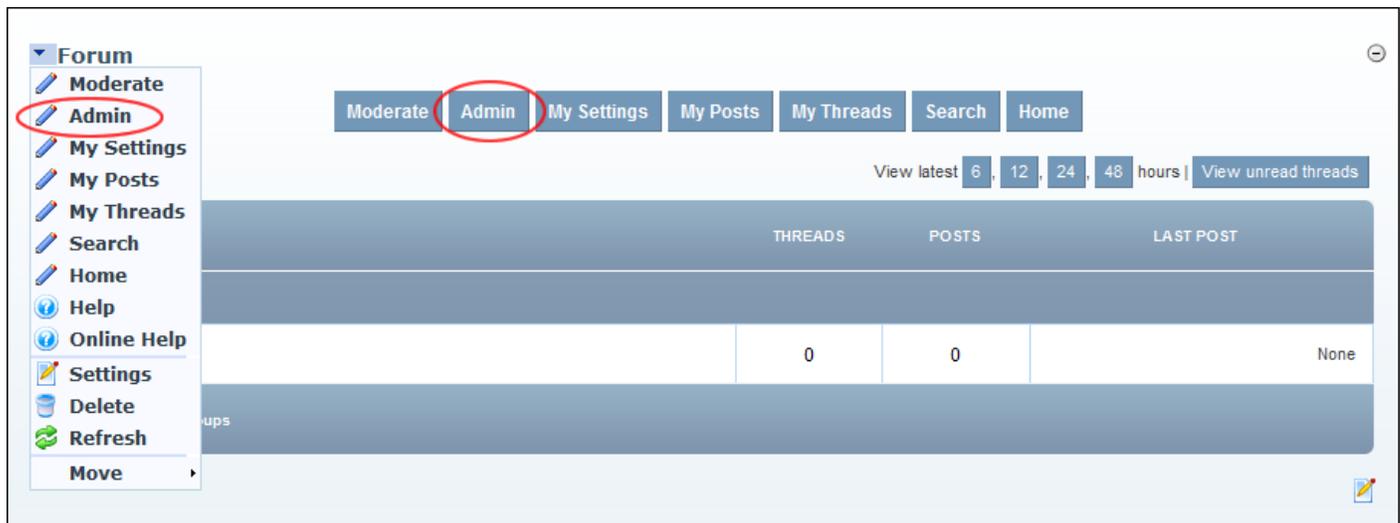
Email

- **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 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 menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings - Basic Settings** section.
3. Go to the **Permissions** field.
4. **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.
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. In the **Forum Administrator** column, check each role that is able moderate one or more forums.
7. 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.
8. Click the  Update link.

Permissions:

Filter By Group: < All Roles >

	View	Edit Content	Delete	Export	Import	Manage Settings	Forum Administrator	Global Moderator	Full Control
Administrators	<input checked="" type="checkbox"/>								
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username: Rosie + Add

Inherit **View** permissions from Page

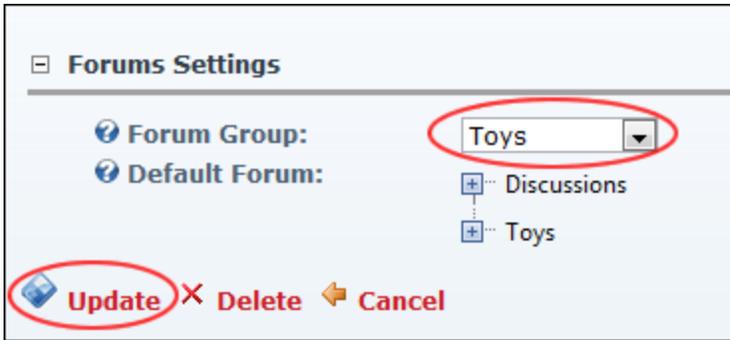
Setting Unique Forum Permissions

Setting a Single or Aggregated Forum Group

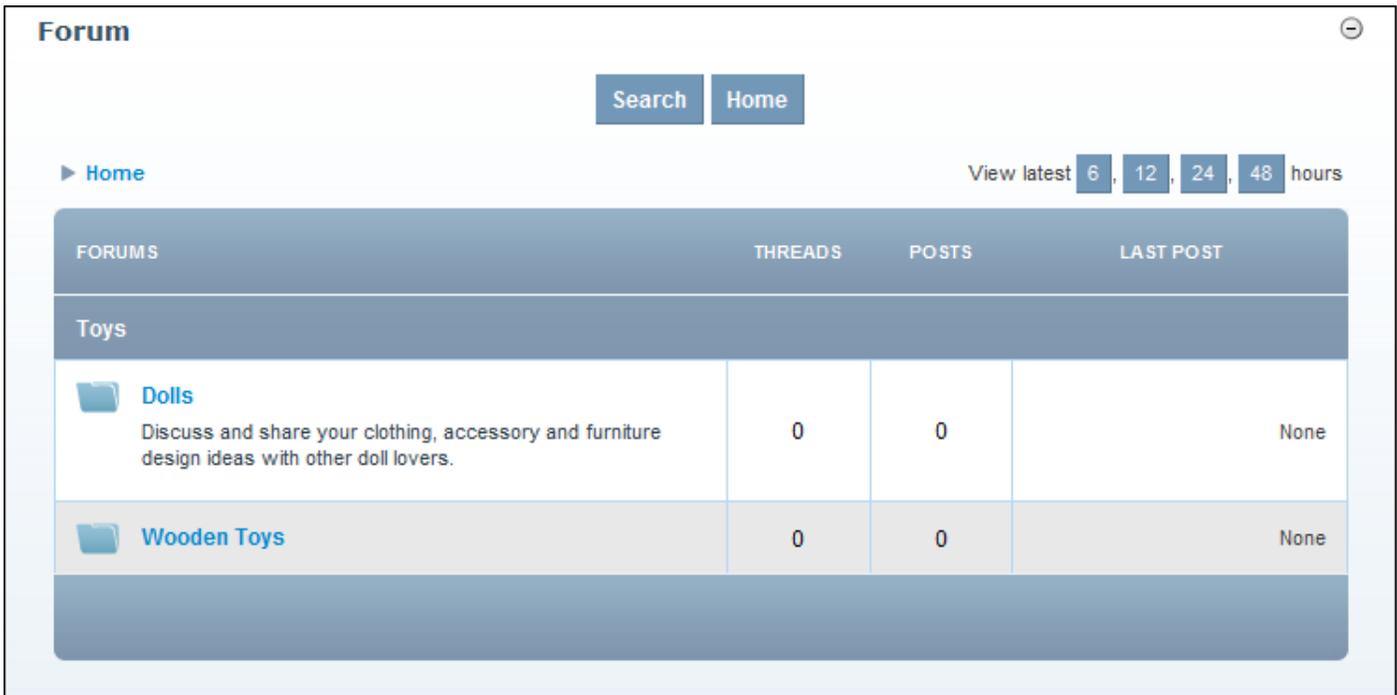
How to pull content from the parent forum into a child forum using the Forum module. The parent forum is the forum where all forum groups and forums are created. The child forum is an instance of the existing parent module, set to only show the select forum group.

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 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.



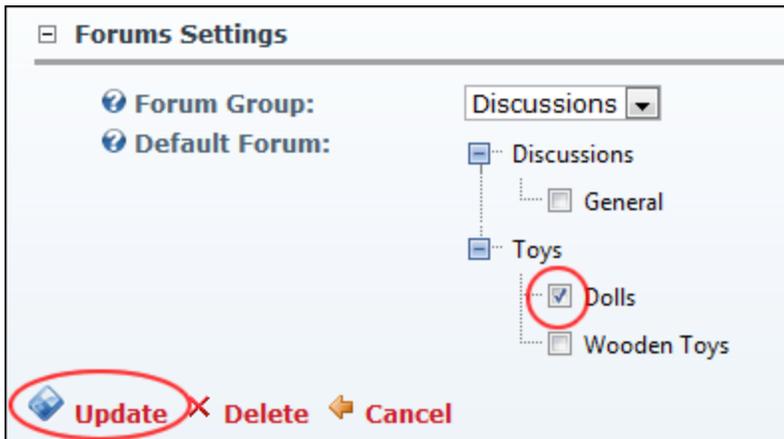
A Single Forum Group display in an instance of the Forum Module

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 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.



Forums Settings

Forum Group: Discussions

Default Forum:

- Discussions
 - General
- Toys
 - Dolls
 - Wooden Toys

 **Update**  **Delete**  **Cancel**

Setting the Forum Group for a Forum Module

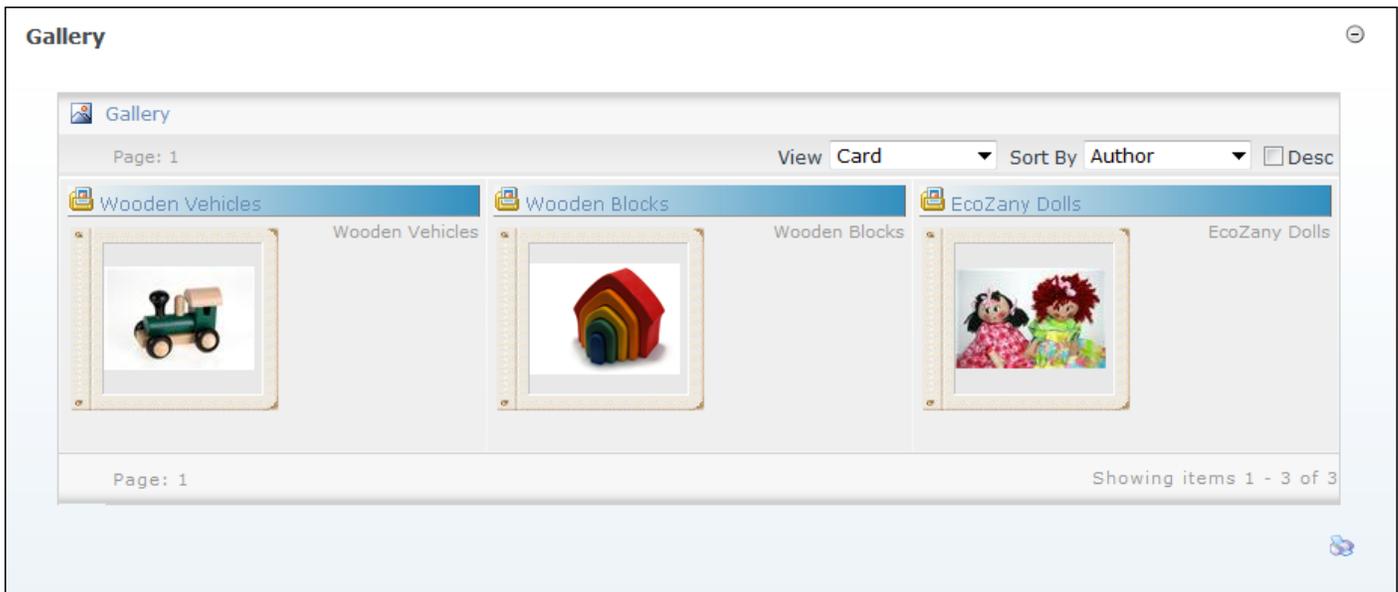
Gallery

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>

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 menu - OR - Click the **Configuration**  button (typically located at the bottom right corner of the module). This displays the Gallery Configuration page with the Admin Settings section expanded.
2. In the **Root URL** text box, edit the location where files are stored. Note: the specified Root URL will always be relative to the current portal home directory. E.g. Portals/<portal#>/. Therefore, it is not possible to share media across multiple portals.
3. At **Created On**, you can view the date this gallery was created.
4. In the **Quota** text box, enter the maximum number of space available in kilobytes (kb) for all files in this gallery. The default is set to 0 which is no limit, however it is recommended that a limit be set.
5. In the **Max File Size** text box, enter the maximum size in kilobytes (kb) for individual files being uploaded to the gallery. If files exceed this limit the user will be warned and the upload will fail. The default setting is 1000.
6. In the **Maximum Pending Uploads Size** text box, enter the maximum size in kilobytes (kb) that files pending upload can grow to before they are committed to storage. The default setting is 0 (zero) which means no limitation. A maximum of 20000 kb or about 20 Mb is permitted.
7. At **Auto Approval**, check the check box to automatically approve uploaded files - OR - Uncheck the check box to require files to be approved by a module administrator.
8. At **Build Cache On Start**, check the check box to cache file and module configuration data and enhance performance (recommended) - OR - Uncheck the check box to remove caching.
9. Click the Update link.

▼ **Gallery Configuration**

Gallery Configuration	
[-] Admin Settings	
Root Url:	/Portals/0/ Gallery/466/
Created On:	12/14/2010
Quota:	0
Max File Size:	1000
Maximum Pending Uploads Size:	0
Auto Approval:	<input checked="" type="checkbox"/>
Build Cache On Start:	<input checked="" type="checkbox"/>
[+] Display Settings	
[+] Feature Settings	
[+] Private Gallery	
Update Cancel	

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 menu - OR - Click the **Configuration**  button (typically located at the bottom right corner of the module). This displays the Gallery Configuration page.
2. **Maximize**  the **Display Settings** section and edit any of the following default settings.
3. At **Theme**, select a theme for this module. This modifies the layout and design. See "Gallery Themes"
4. In the **Gallery Title** text box, modify the title of the gallery. The title displays in the top left corner of the gallery pages and is a link to the gallery home page.
5. In the **Image Extensions** text box, enter any additional extensions which are allowed for image files.

6. In the **Media Extensions** text box, enter any additional extensions which are allowed for media files. E.g. .swf
7. In the **Max Fixed Width*** text box, enter the maximum pixel width an image will be displayed in the gallery. The default is set to 500.
8. In the **Max Fixed Height*** text box, enter the maximum pixel height an image will be displayed in the gallery. The default is set to 500.
9. In the **Column Count** text box, enter the number of thumbnails displayed in each column of the gallery. The default is set to 3 columns.
10. In the **Row Count** text box, enter the number of thumbnails displayed in each row of the gallery. The default is set to 2 rows.
11. In the **Max Thumb Width*** text box, enter the maximum pixel width thumbnails will be displayed in the gallery. The default is set to 100.
12. In the **Max Thumb Height*** text box, enter the maximum pixel height thumbnails will be displayed in the gallery. The default is set to 100.
13. In the **Encoder Quality** text box, enter the desired compression level (encoder quality) with which JPEG images are saved. For Example: enter 10 for the higher rate of compression which will result in poor quality images; or enter 100 for no compression. The default setting is 80.
14. At **Display Info**, check the check box beside the information to be displayed for the media. Options are: Title, name, size, notes, author, location, description, created date, and approved date.
15. In the **Category Values** text box, add/edit the available file categories.
16. At **Sort Properties**, check the check box beside the information to be available in the Sort field. Options are: Name, size, title, author, location, score, ownerID, created date, and approved date.
17. At **Default Sort**, select the default field which items are sorted by from the drop-down box.
 - a. At **Descending**, check the check box to set default sort order of files to descending order - OR - Uncheck the check box to use ascending order.
18. At **Default View**, select the default view (**Card**, **List** or **Standard**) that files will be displayed as when a user enters the gallery.
 - a. At **Visitors can change view**, check the check box if users change views - OR - Uncheck the check box to only use the default view.
19. Click the Update link.

Gallery Configuration

Gallery Configuration

+ Admin Settings

- Display Settings

Theme:	DNNSimple
Gallery Title:	Gallery
Image Extensions:	.jpg;.jpeg;.gif;.bmp;.png
Media Extensions:	.mpg;.avi
Max Fixed Width:	500
Max Fixed Height:	500
Column Count:	3
Row Count:	2
Max Thumb Width:	100
Max Thumb Height:	100
Encoder Quality:	80
Display Info:	<input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Size <input type="checkbox"/> Notes <input type="checkbox"/> Author <input type="checkbox"/> Location <input checked="" type="checkbox"/> Description <input type="checkbox"/> Created Date <input type="checkbox"/> Approved Date
Category Values:	Image;Movie;Music;Flash
Sort Properties:	<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Size <input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Author <input type="checkbox"/> Location <input type="checkbox"/> Score <input type="checkbox"/> OwnerID <input checked="" type="checkbox"/> Created Date <input type="checkbox"/> Approved Date
Default Sort:	Title <input type="checkbox"/> Descending
Default View:	Standard <input checked="" type="checkbox"/> Visitors can change view

+ Feature Settings

Display Settings for the Gallery module

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 menu - OR - Click the **Configuration**  button (typically located at the bottom right corner of the module). This displays the Gallery Configuration page.
2. **Maximize**  the **Feature Settings** section and edit any of the following settings:
3. In the **Slideshow Speed** text box, enter the speed in milliseconds which the slideshow will move. The default setting is 3000.
4. At **Enable Slideshow?**, check the check box to enable the slideshow option - OR - Uncheck the check box to disable.
5. At **Enable Popup?**, check the check box to enable the gallery popup viewer - OR - Uncheck the check box to display images in the page.
6. At **Multi Level Navigation Menu?**, check the check box to enable breadcrumbs of menu levels. (E.g. Gallery > Parent Album > Child Album) - OR - Uncheck the check box to only display the current level. E.g. Child Album
7. At **Enable Watermark?**, check the check box to enable watermarking of images. See "Adding a Watermark " - OR - Uncheck the check box to disable watermarks.
8. At **Enable Exif?**, check the check box to enable users to view Exif metadata information - OR - Uncheck the check box to hide this data.
9. At **Enable Voting?**, check the check box to enable users to add votes and comments to images - OR - Uncheck the check box to disable.
10. At **Enable Download?**, check the check box to enable users to download files- OR - Uncheck the check box to prevent downloading.
11. At **Download Roles**, select from these options:
 - If all authorized users can download files, skip to Step 4.
 - Select which roles can download files as follows:
 - a. Click the **Search**  button.
 - b. In the **Find** text box, enter the role name - OR - just the first letter(s) of the role name - OR - Leave blank to view all roles.
 - c. Click the **Go** button. This displays the matching roles in the Name list below.

- d. Select the required role.
- e. Click the **Add** button to add the role.
- f. Repeat Steps 11b-e above to add additional roles.
- g. Click **OK** to save roles.

Lookup: DNN Role

Find:

Name

- Marketing

- Marketing

12. Click the Update link.

Gallery Configuration

Gallery Configuration

+ Admin Settings

+ Display Settings

- Feature Settings

Slideshow Speed:	<input type="text" value="3000"/>	
Enable Slideshow?	<input checked="" type="checkbox"/>	
Enable Popup?	<input checked="" type="checkbox"/>	
Multi Level Navigation Menu?	<input checked="" type="checkbox"/>	
Enable Watermark?	<input checked="" type="checkbox"/>	
Enable Exif?	<input checked="" type="checkbox"/>	
Enable Voting?	<input checked="" type="checkbox"/>	
Enable Download?	<input checked="" type="checkbox"/>	
Download Roles:	Marketing	

+ Private Gallery

Update Cancel

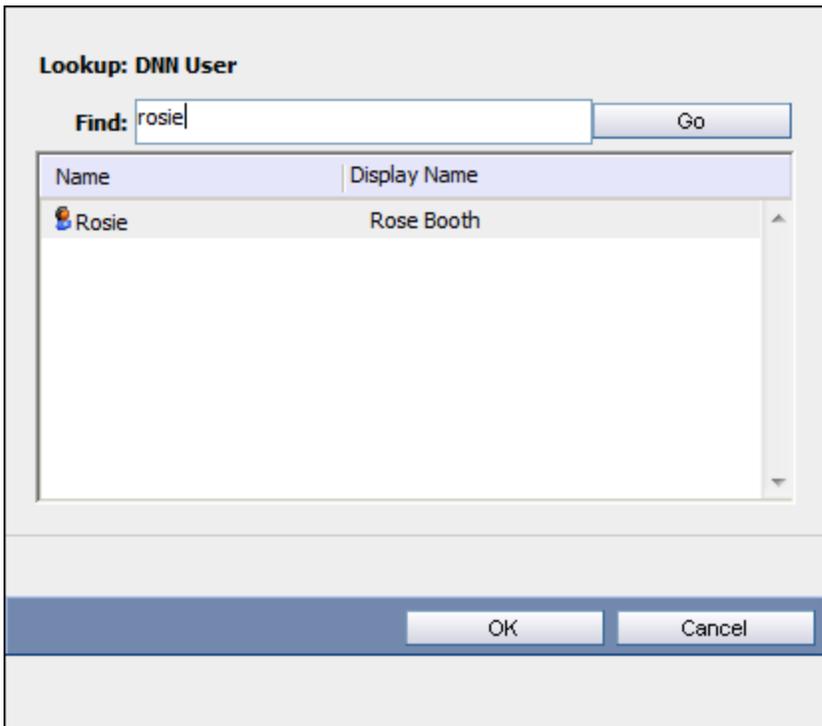
Feature Settings for the Gallery Module

Configuring Private Gallery

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

1. Select **Configuration** from the Gallery module menu - OR - Click the **Configuration** button (typically located at the bottom right corner of the module). This displays the Gallery Configuration page.
2. **Maximize** the **Private Gallery** section.
3. At **Is Private?**, select from these options:
 - Check the check box to set the gallery as private.
 - Uncheck the check box to set the gallery as public. Skip to Step 5.

4. At **Owner**, select the gallery owner as follows:
 - a. Click the **Search**  button.
 - b. In the **Find** text box, enter the username - OR - just the first letter(s) of the username - OR - Leave blank to view all users.
 - c. Click the **Go** button. This displays the matching users in the Name/Display Name list.
 - d. Select the required user.
 - e. Click the **OK** button.



Lookup: DNN User

Find:

Name	Display Name
 Rosie	Rose Booth

5. Click the Update link.

Gallery Configuration

Gallery Configuration

+ Admin Settings

+ Display Settings

+ Feature Settings

- Private Gallery

Is Private?	<input checked="" type="checkbox"/>
Owner:	 Rosie  

Update Cancel

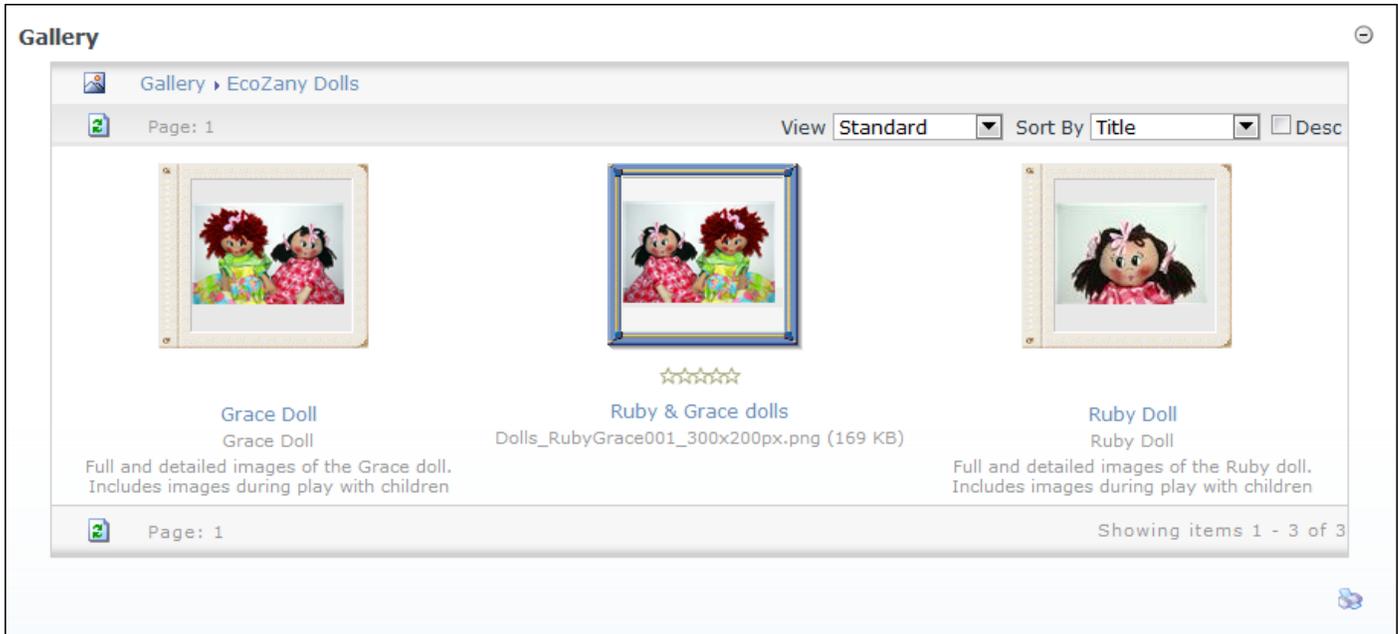
Configuring a Private Gallery

Gallery Themes

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

DNNGray Theme

- Gray gallery with blue and gray text.
- Gray album covers
- Blue and yellow image frames in albums
- Yellow frames with black text in Image Viewer



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

Gallery

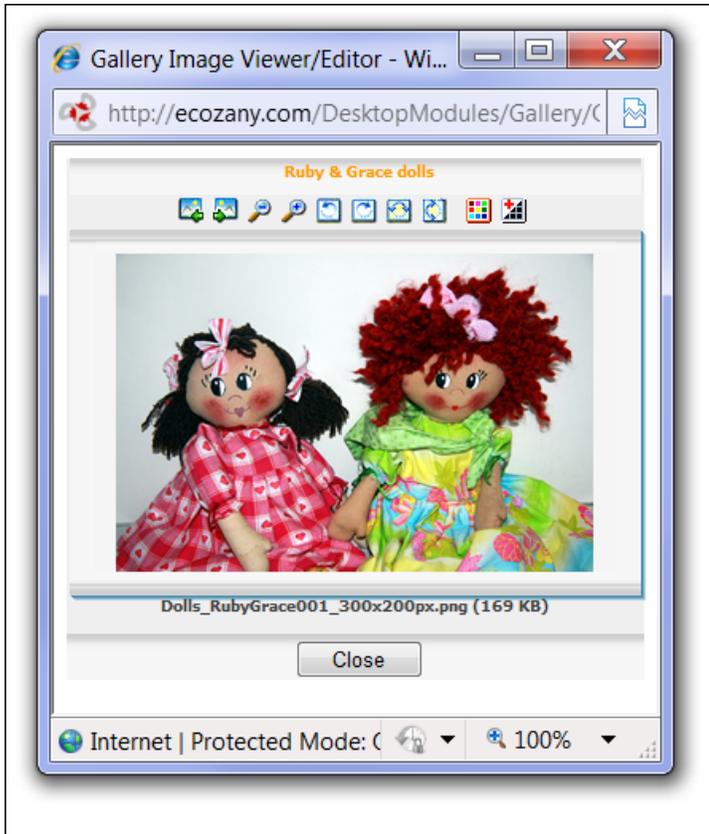
Gallery » EcoZany Dolls

Page: 1 View **Standard** Sort By **Title** Desc

	 ☆☆☆☆☆	
<p>Grace Doll Grace Doll Full and detailed images of the Grace doll. Includes images during play with children</p>	<p>Ruby & Grace dolls Dolls_RubyGrace001_300x200px.png (169 KB)</p>	<p>Ruby Doll Ruby Doll Full and detailed images of the Ruby doll. Includes images during play with children</p>

Page: 1 Showing items 1 - 3 of 3

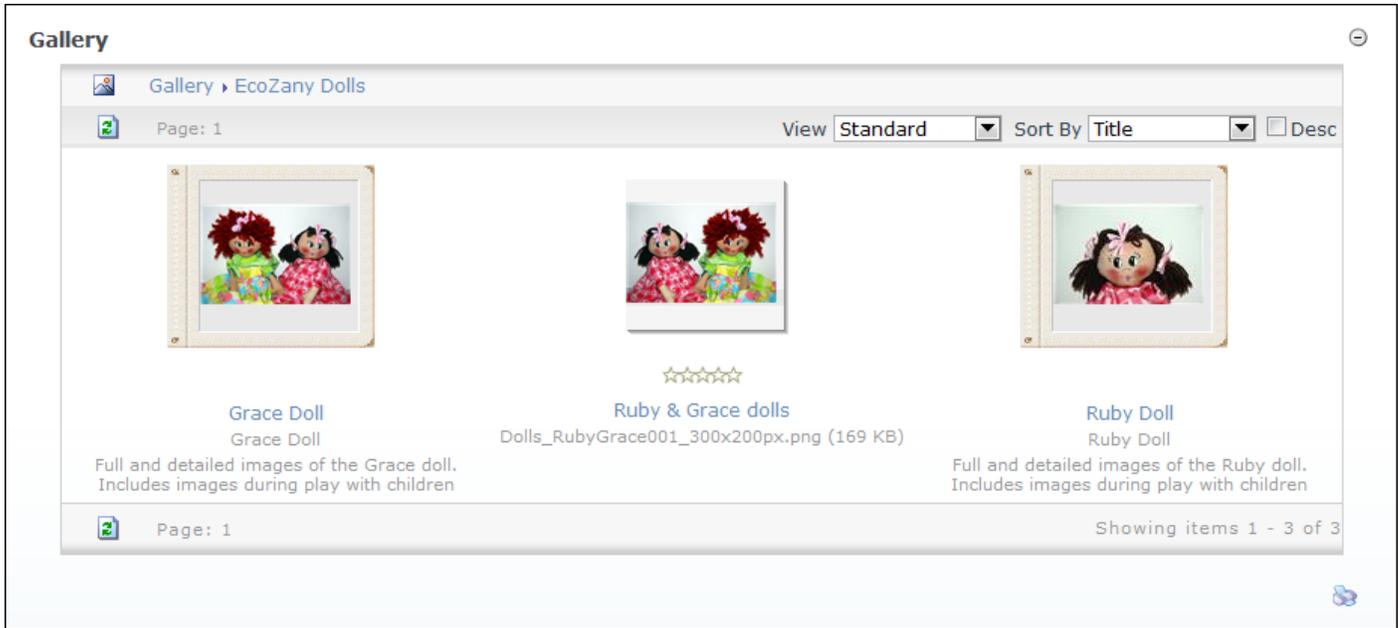
DNNSilver Theme Gallery



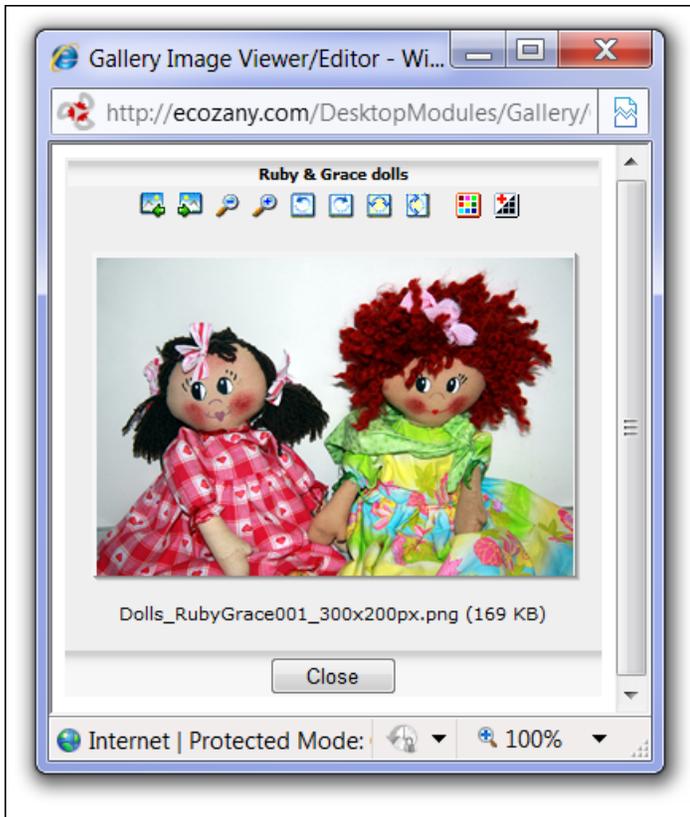
DNNSilver Theme Image Viewer

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

Gallery

Gallery ▸ EcoZany Dolls

Page: 1 View **Standard** Sort By **Title** Desc

		
<p>Grace Doll Grace Doll</p> <p>Full and detailed images of the Grace doll. Includes images during play with children</p>	<p>☆☆☆☆☆</p> <p>Ruby & Grace dolls Dolls_RubyGrace001_300x200px.png (169 KB)</p>	<p>Ruby Doll Ruby Doll</p> <p>Full and detailed images of the Ruby doll. Includes images during play with children</p>

Page: 1 Showing items 1 - 3 of 3



DotNetNuke Theme Image Viewer

Related Topics

- See "Configuring Display Settings"

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



Gallery

Page: 1

View **Card** Sort By **Author** Desc

Wooden Vehicles	Wooden Blocks	EcoZany Dolls
 Wooden Toys	 Wooden Blocks	 EcoZany Dolls

Page: 1

Showing items 1 - 3 of 3



Gallery displayed in Card View

Gallery



Gallery

Page: 1

View **List** Sort By Author Desc

Wooden Blocks

Name Wooden Blocks



(1 items)

Wooden Vehicles

Name Wooden Toys



(1 items)

EcoZany Dolls

Name EcoZany Dolls

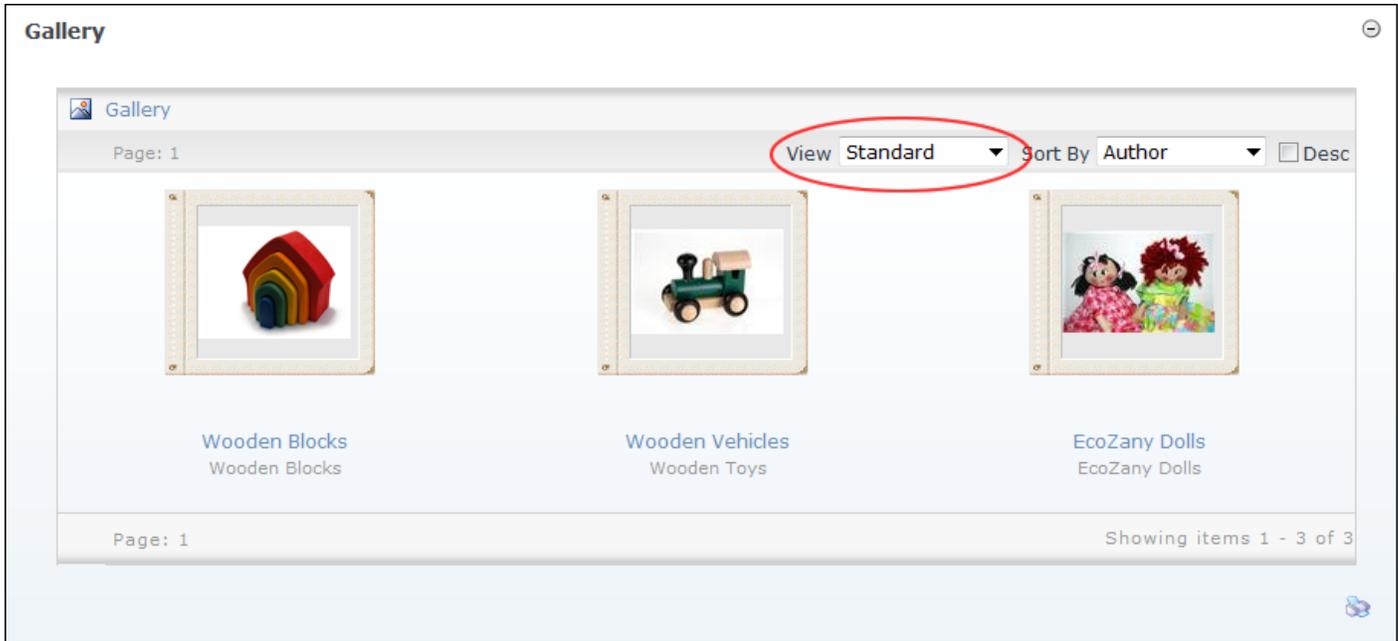


(3 items)

Page: 1

Showing items 1 - 3 of 3

Gallery displayed in List View



Gallery displayed in Standard View

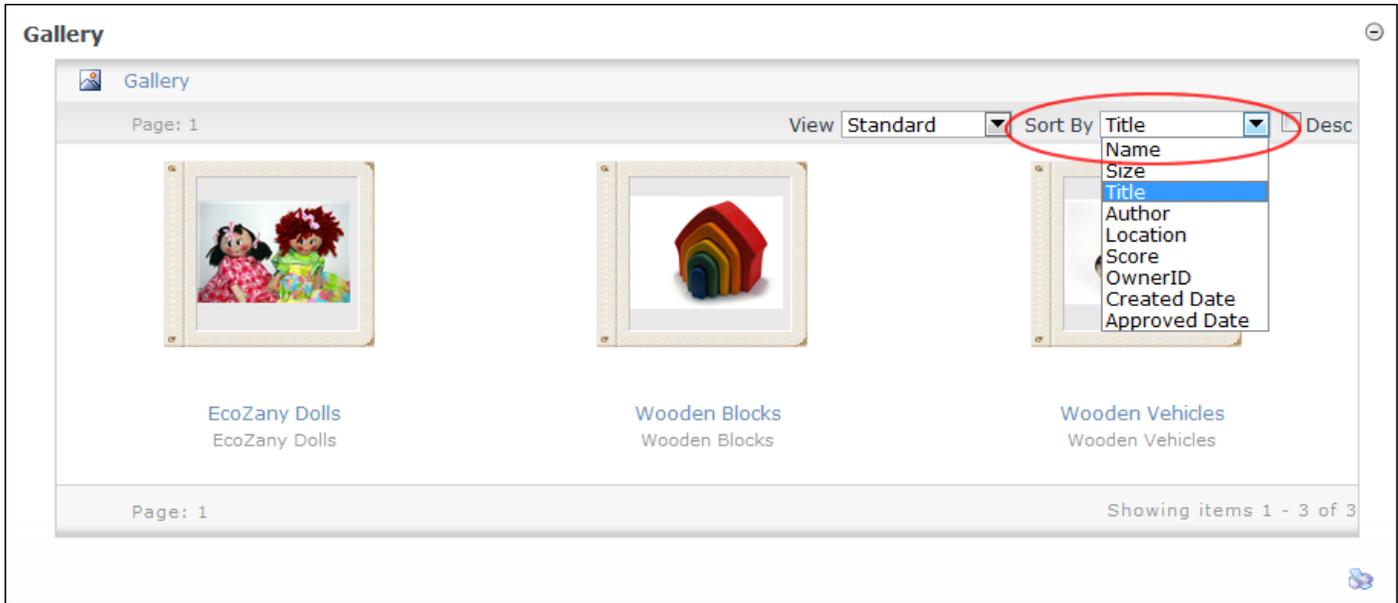
Related Topics:

- See "Configuring Display Settings"

Sorting Gallery Files

How to sort the files within albums in the Gallery module. The following options are typically available: Name, Size, Title, Author and Created Date. Additional fields which may be displayed are: Location, Score, OwnerID and Approved Date. Note: Sorting may be disabled.

1. At **Sort By**, select the field to sort files by.
2. **Optional.** At **Desc**, check the check box to sort albums in descending order.



Sorting Albums

Related Topics:

- See "Configuring Display Settings"

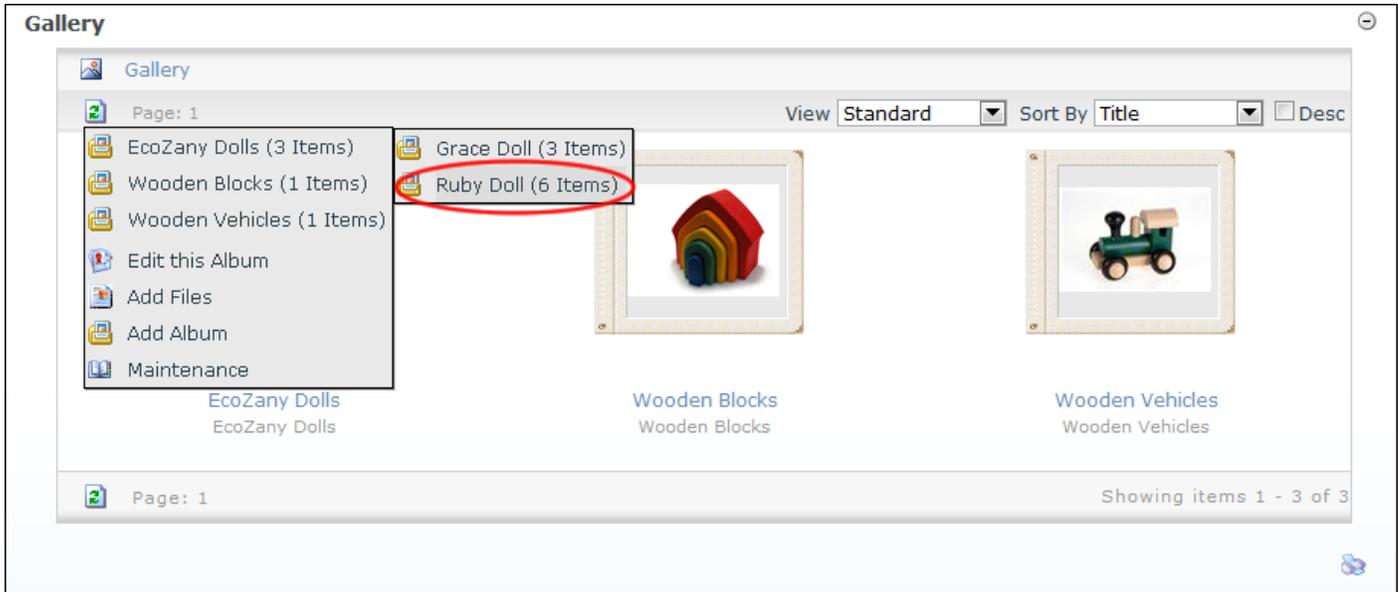
Opening Albums

How to navigate to and open albums using the Gallery Menu. Note: File and album editing tools are only available to authorized users.

Option One

1. Mouse over the **Gallery**  icon located in the top left corner of all gallery screens to view the gallery menu.
2. Click on an  [Album Name] to open that album. This displays the files and sub-albums within this album.

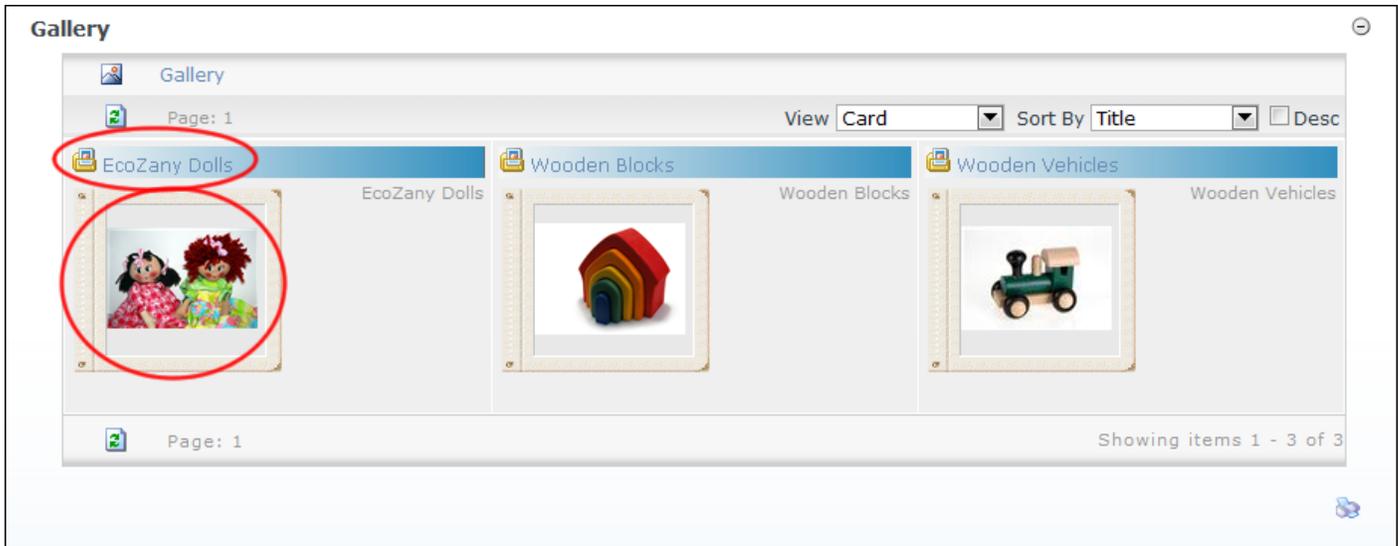
Tip: The multi-level navigation (as pictured below) which displays all of the albums including sub-albums within the current album may be disable. In this case, only the top level navigation is displayed which lists the albums directly below the current album.



Select an Album to Open

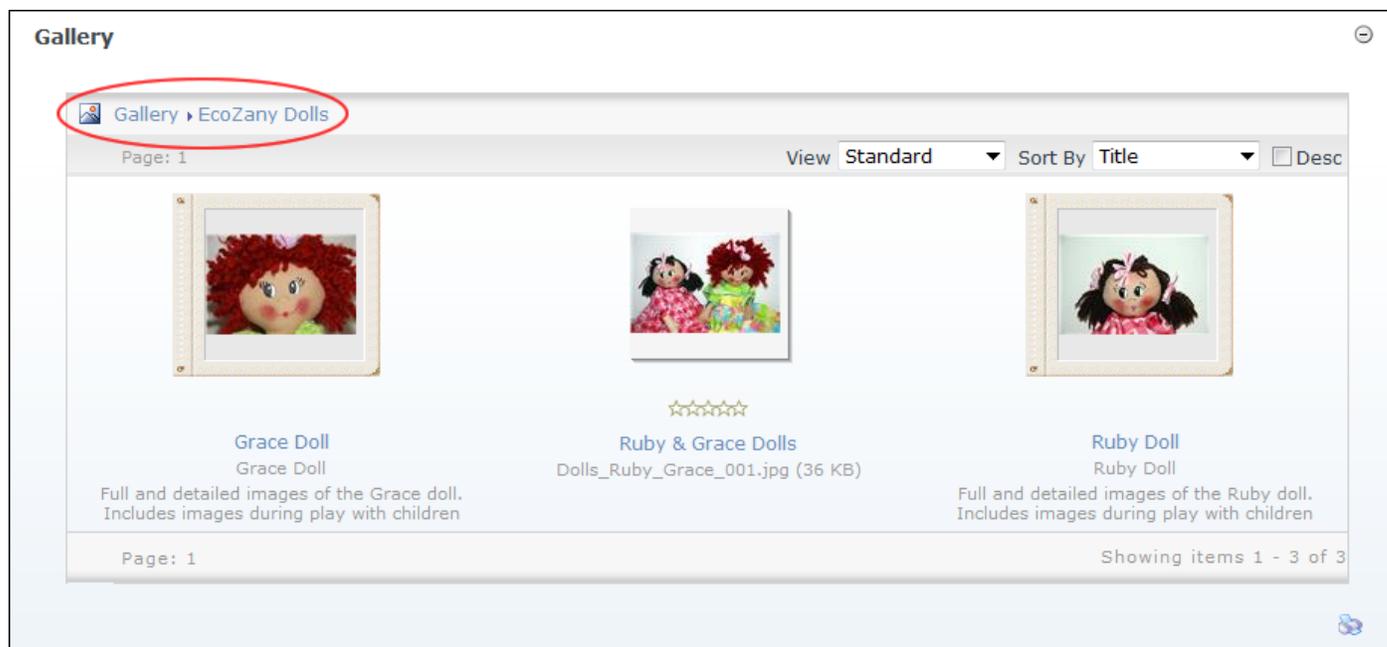
Option Two

1. On the Gallery home page, click on the album cover - OR - Click on the linked [\[Album Name\]](#). This displays the files and sub-albums within this album.
2. Repeat to open sub-albums.



Opening Albums

Tip: Click on the linked [\[Gallery Name\]](#) located in the top left corner of the module to go to the go to the Gallery home page. Breadcrumb links to albums may be enabled.



Gallery Home Link and Album Breadcrumbs

Opening the Album Menu

How to open the menu associated with an album using the Gallery Menu. Note: File and album editing tools are only available to authorized users.

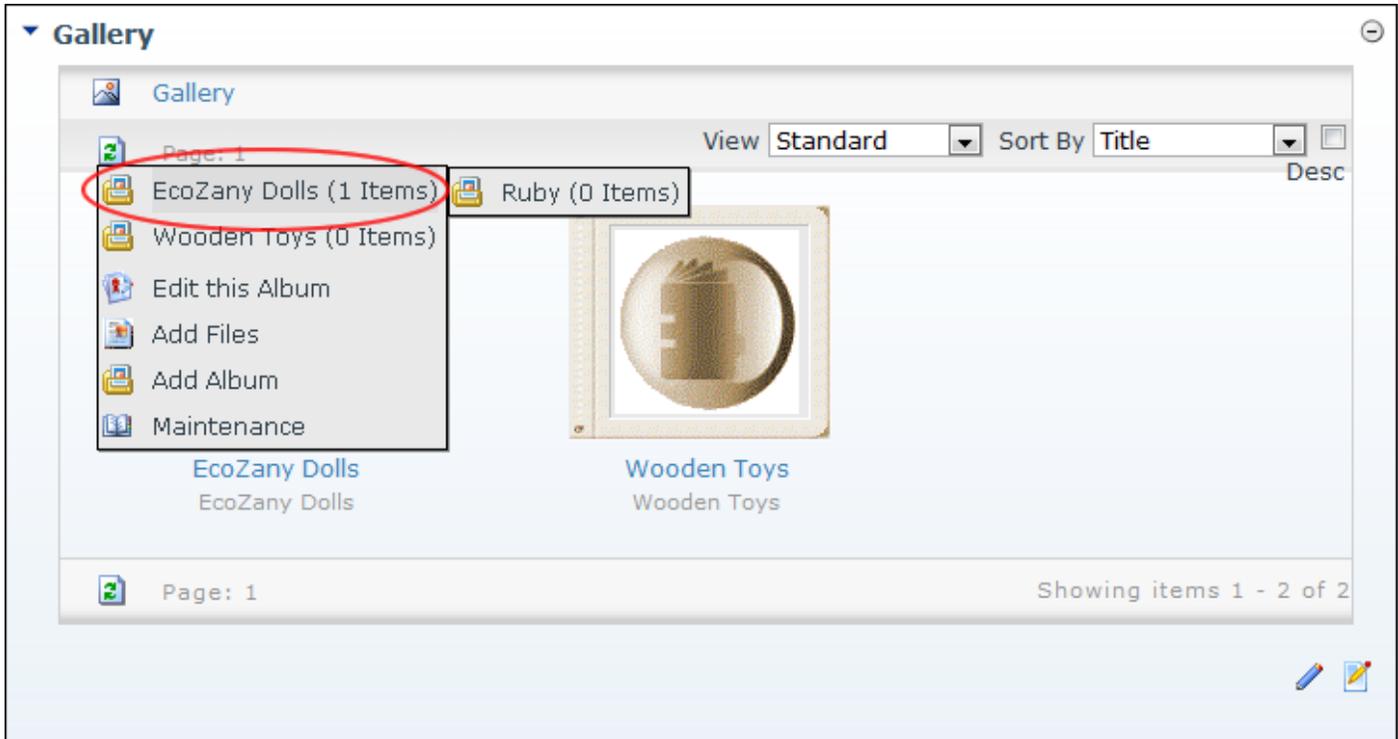
Parent Albums

1. Go to the Gallery Home page. This displays all of the parent albums.
2. If the album is displayed in List View, the menu is displayed on the page - OR - If the album is displayed in Standard View or Card View, simply mouse over the album cover.

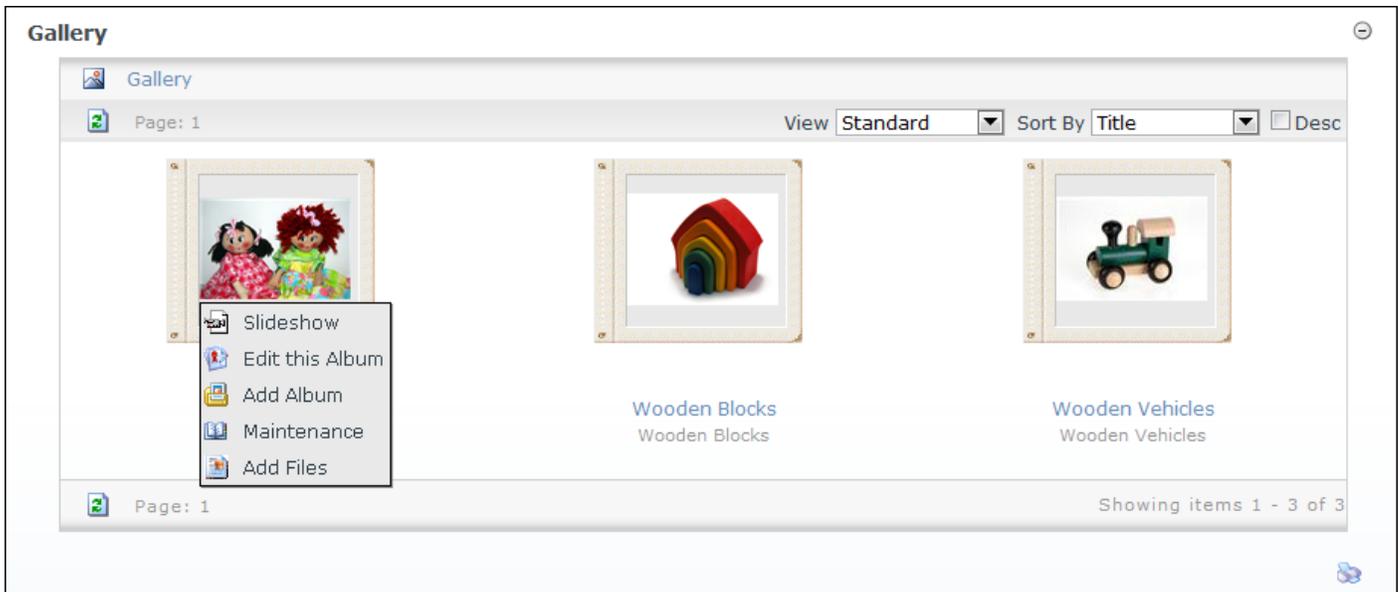
Sub-Albums (Child Albums)

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

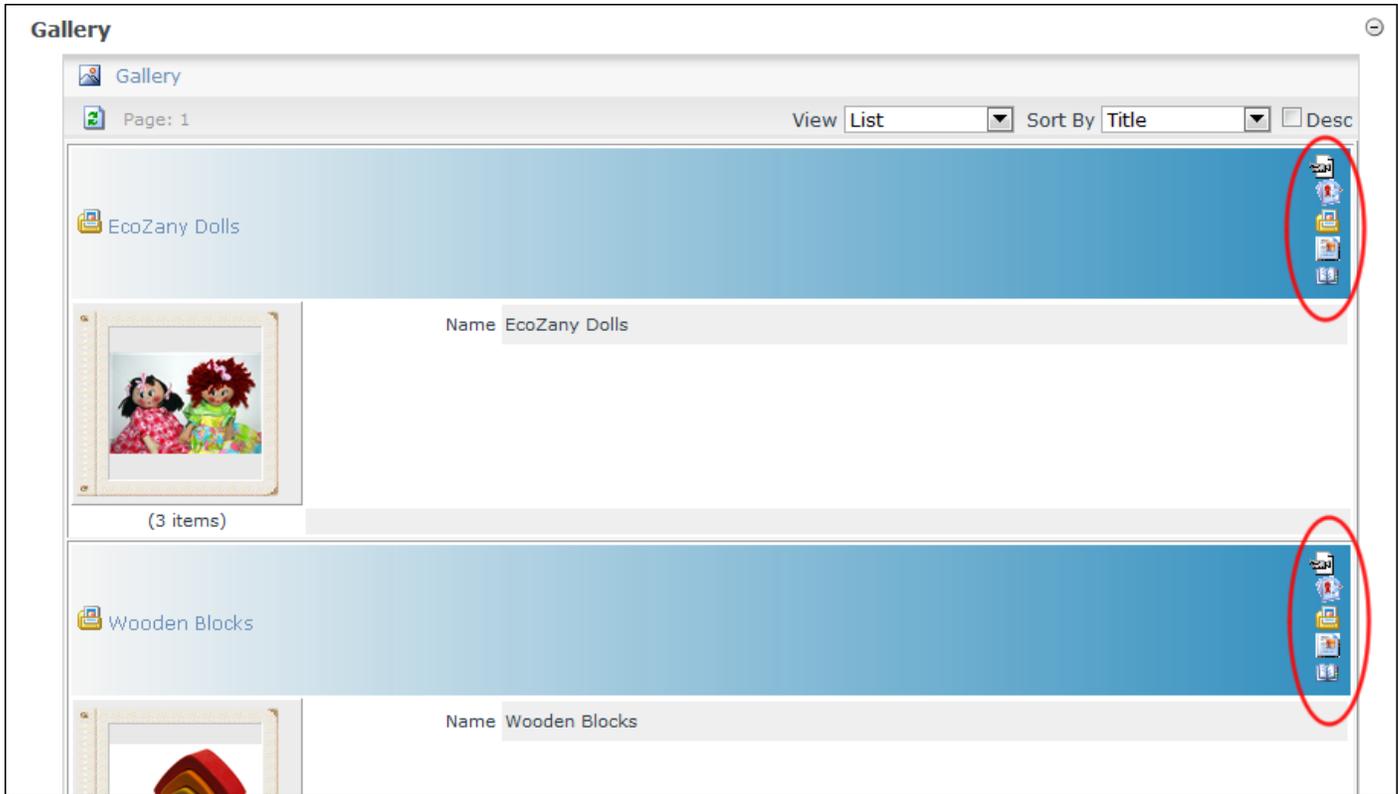
1. Go to the Gallery Home page.
2. Mouse over the  Gallery icon to view the gallery main menu.
3. Select the parent of the required sub-album. E.g. In the below image, select the EcoZany Dolls album to access the Ruby album menu.



4. If the album is displayed in List View, the menu is displayed on the page - OR - If the album is displayed in Standard View or Card View, simply mouse over the album cover.



The Album Menu in Standard View or Card View



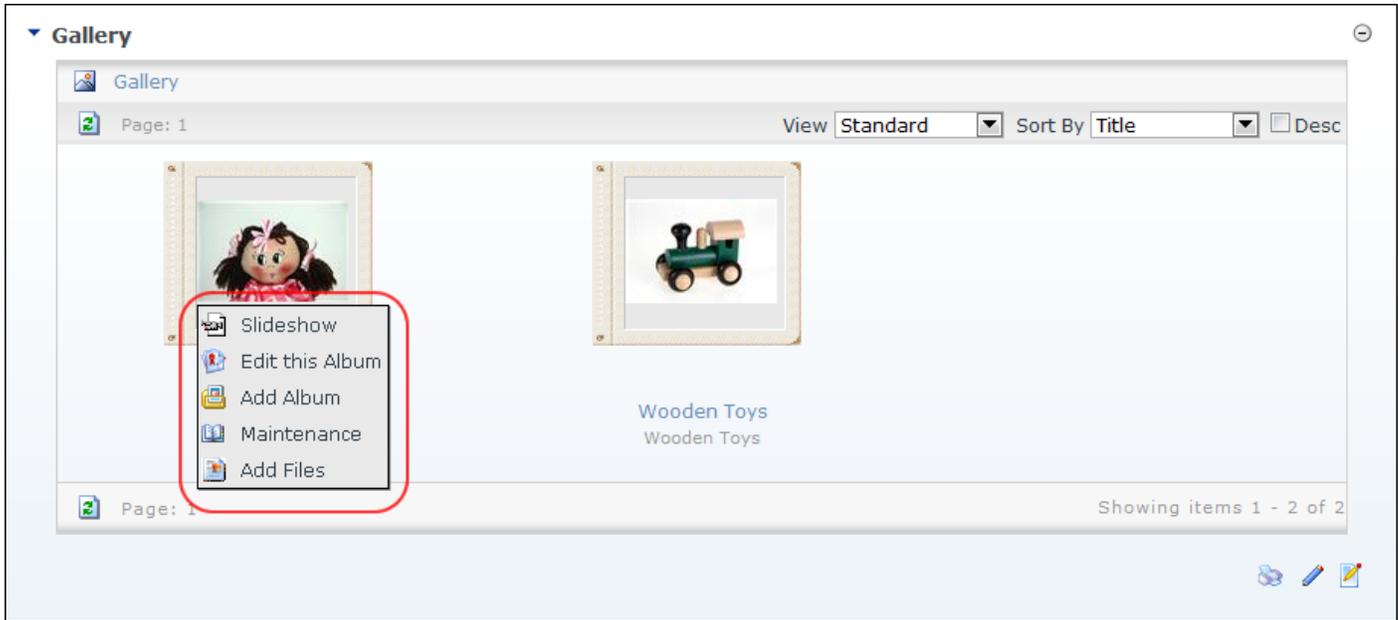
The Album Menu in List View

Opening the File Menu

How to access the file menu in the Gallery module. Note: The menu options displayed will depend on the gallery set-up as well as your level of access.

Standard and Card View:

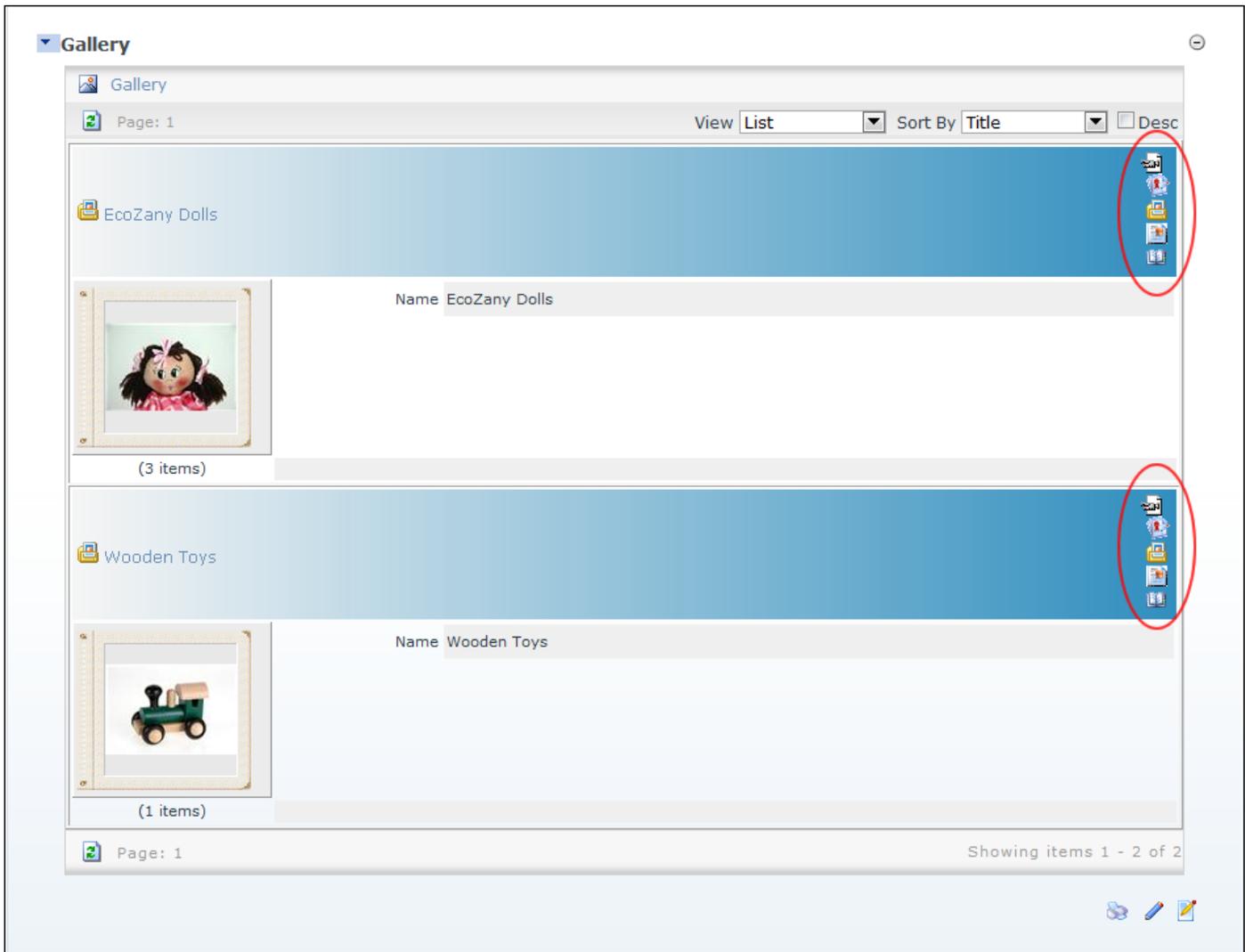
1. Open the required album or sub-album. See "Opening Albums"
2. Mouse over the file thumbnail.



Displaying the File Menu in Standard or Card View

List View:

1. Open the required album or sub-album. See "Opening Albums". The file menu is located to the right.



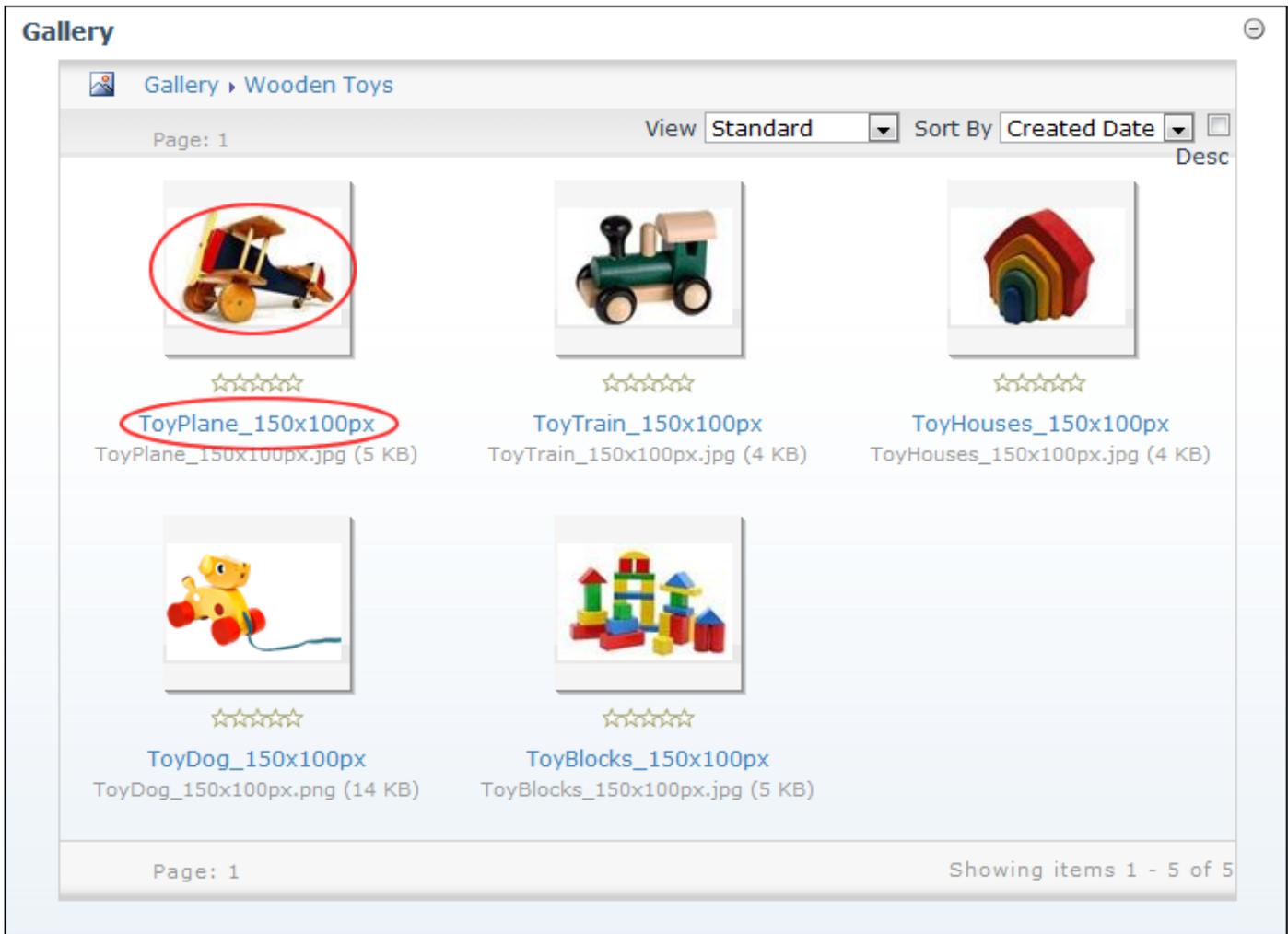
Displaying the File Menu in List View

*Tip: Alternatively, users with edit rights can click the **Edit**  button on the Edit Album page.*

Viewing and Manipulating an Image

How to manipulate an image inside an album within the Gallery module. Note: Changes can only be saved by administrators or the owner of the top level gallery or child album.

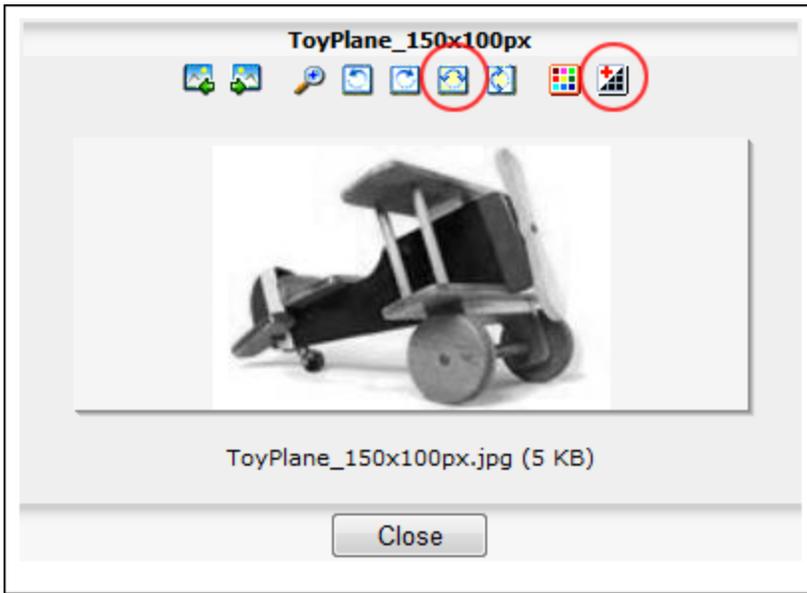
1. Open the required album. See "Opening Albums"



2. Click on the required image thumbnail or the linked [\[File Name\]](#). This opens the Gallery Image Viewer.
3. Select from the following tools which allow you to manipulate the image:
 -  **Previous:** Show previous image in the album.
 -  **Next:** Show next image in the album.
 -  **Zoom Out:** View a smaller version of the image.
 -  **Zoom In:** View an enlarged version of the image.
 -  **Rotate 90° Left:** Rotate the image counter clockwise 90°.
 -  **Rotate 90° Right:** Rotate the image clockwise 90°.
 -  **Flip Horizontally:** Flip the image in the horizontal plane.

-  **Flip Vertically:** Flip the image in the vertical plane.
-  **Show In Color:** Restore the color to colored images shown as black and white.
-  **Show In Black:** View a color image as black and white.

4. Click the **Close** button to exit.



Viewing and Manipulating Images

Viewing Image Slideshow

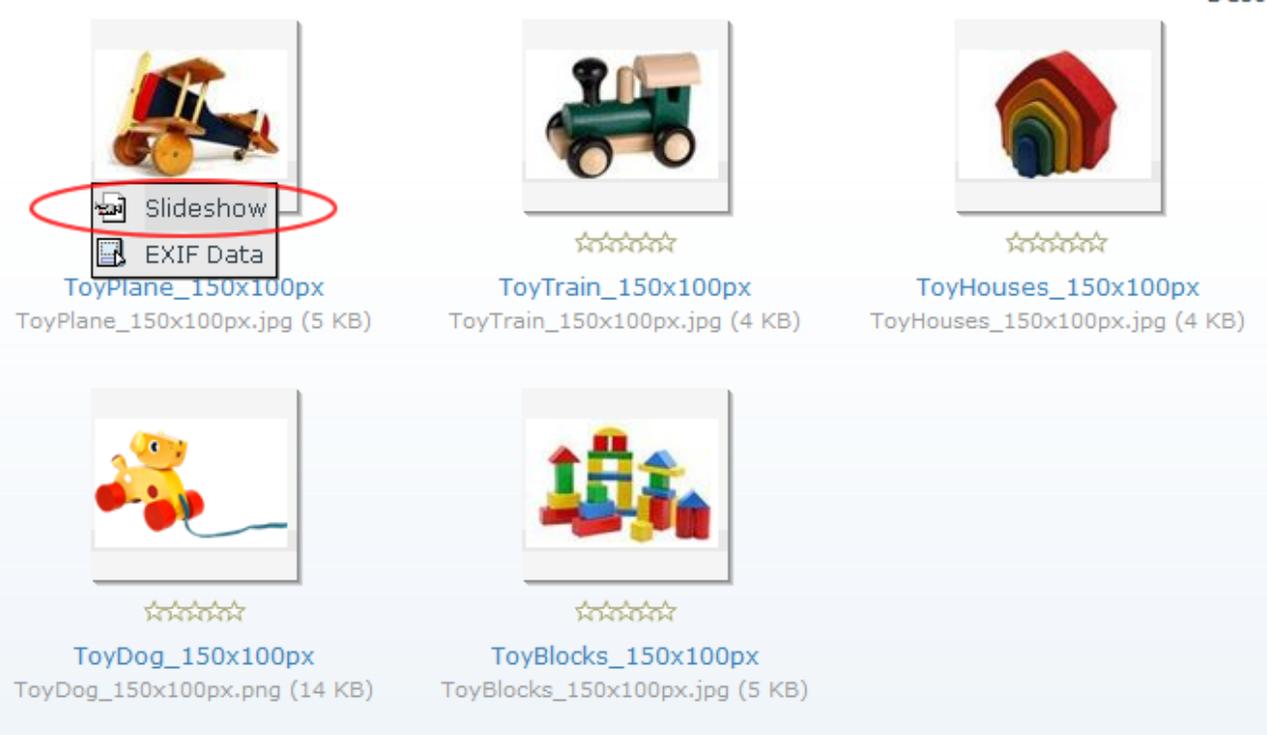
How to view a slideshow of images inside an album of the Gallery module. Note: Slideshow may not be enabled.

1. Navigate to the required album. See "Opening Albums"

Gallery

Gallery ▶ Wooden Toys

Page: 1 View **Standard** Sort By **Created Date** Desc

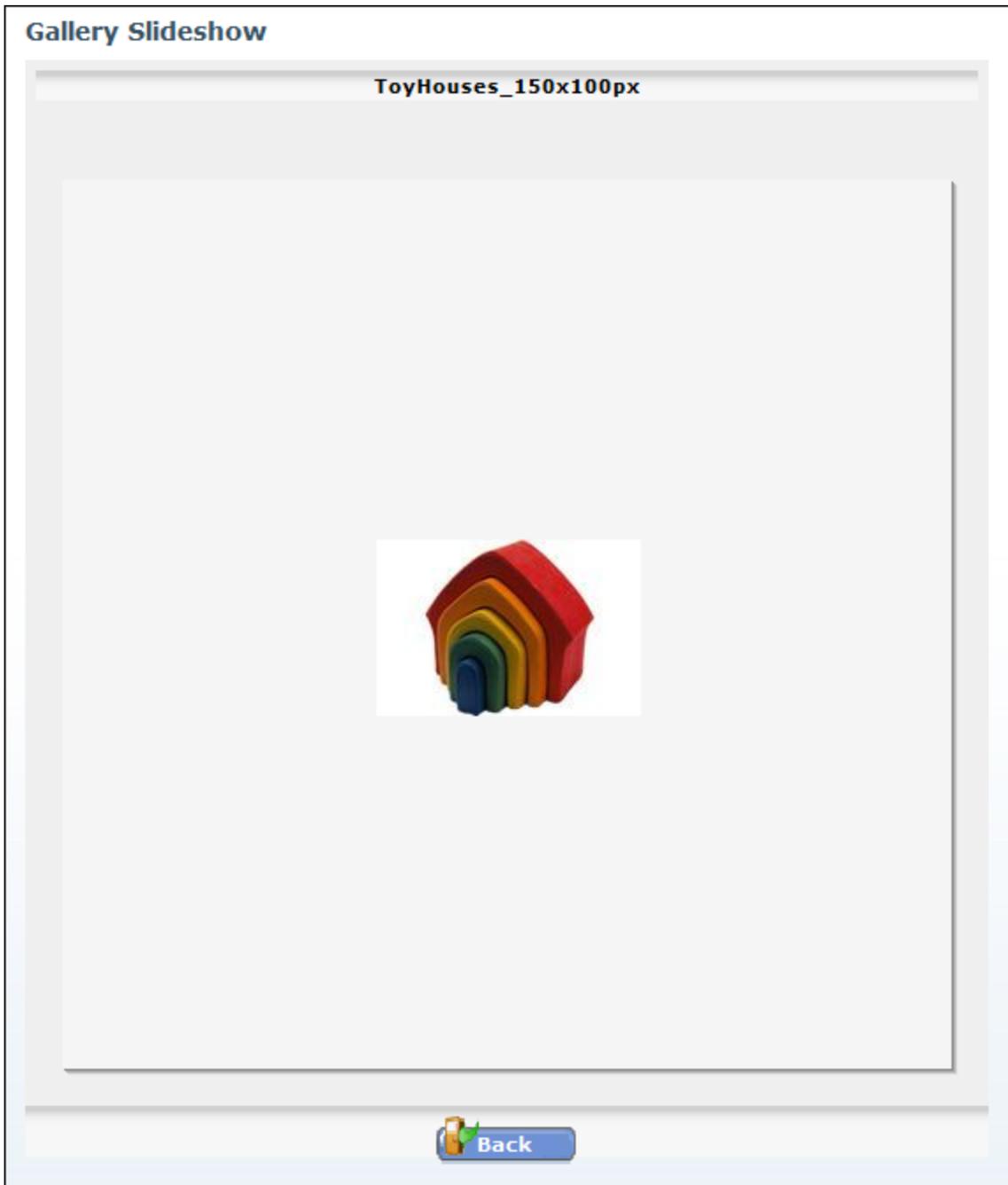


The gallery displays five items in a grid:

- ToyPlane_150x100px**: ToyPlane_150x100px.jpg (5 KB)
- ToyTrain_150x100px**: ToyTrain_150x100px.jpg (4 KB)
- ToyHouses_150x100px**: ToyHouses_150x100px.jpg (4 KB)
- ToyDog_150x100px**: ToyDog_150x100px.png (14 KB)
- ToyBlocks_150x100px**: ToyBlocks_150x100px.jpg (5 KB)

Page: 1 Showing items 1 - 5 of 5

2. In Standard View/Card View, mouse over any image thumbnail and select  **Slideshow** - OR - In List View, click the **Slideshow**  button. This commences the slideshow from the chosen image. Images are displayed in accordance with the order in which they are sorted including descending order if enabled.



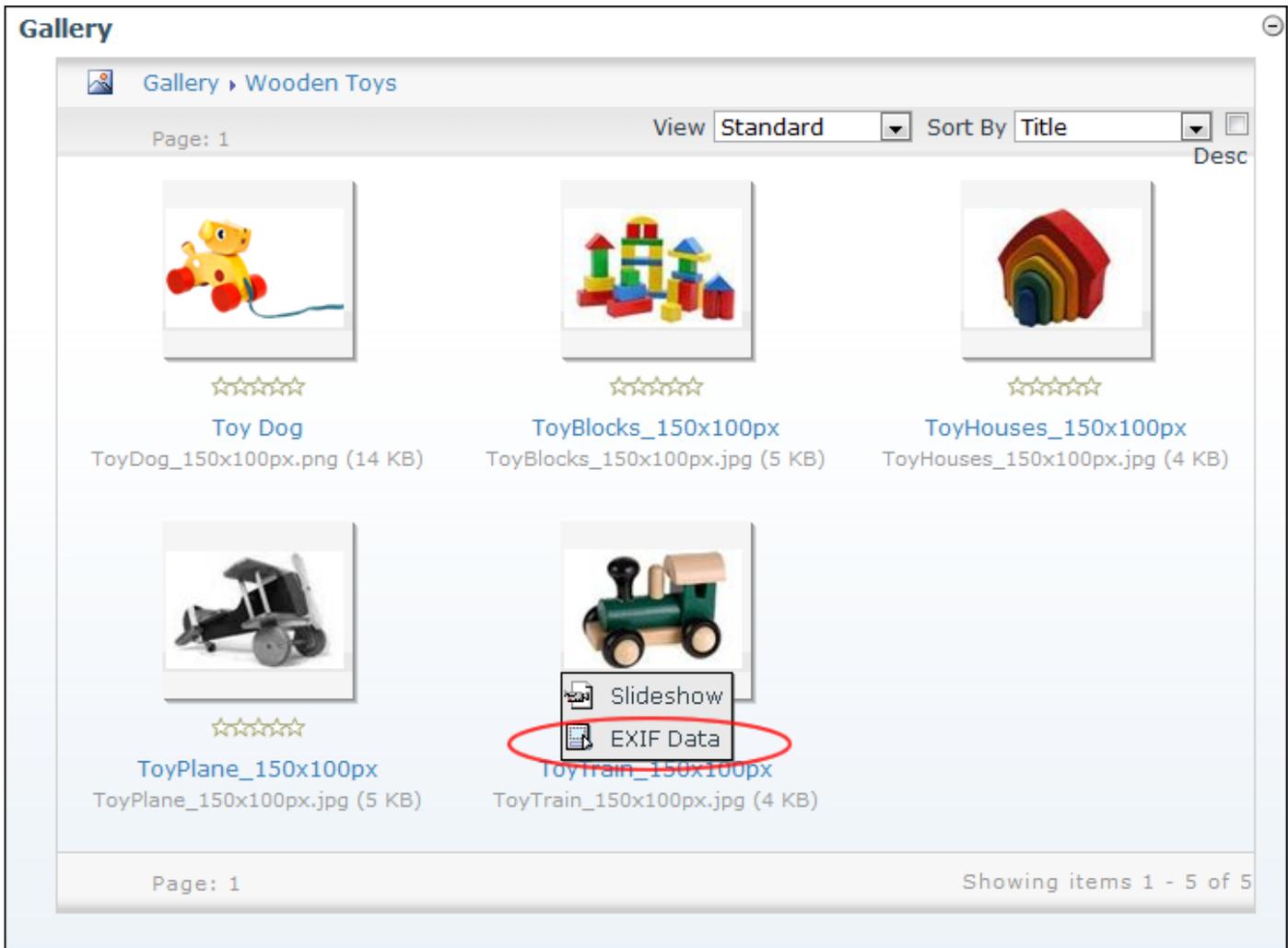
3. Click the **Back** button when you have finished.

Viewing Exif Metadata

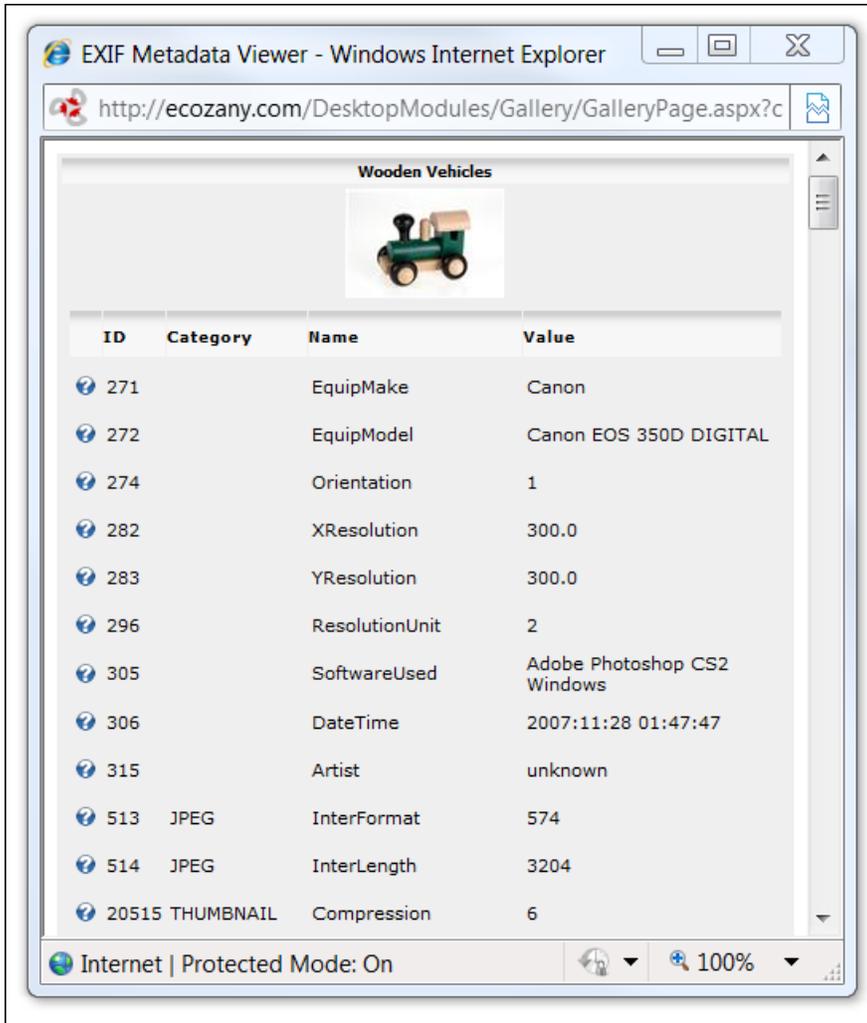
Exif (Exchangeable Image File Format) is a variation of the JPEG format and is used by most digital cameras. When you take a picture Exif Metadata information is stored for each picture. This information varies between cameras but can include information such as the date, time, camera settings, shutter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

Here's how to view the Exif metadata of an image in the Gallery module:

1. Open the required album. See "Opening Albums"
2. Select the **EXIF Data**  button from the File Menu. See "Opening the File Menu"



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



Viewing Exif Metadata (Standard View)

Downloading a File

How to download a file from the Gallery module. Note: You must be in one of the download roles (which may include "All Users") specified in the Gallery configuration to download files.

1. Open the required album. See "Opening Albums"
2. Locate the required file. Then perform one of the following:
 - In List View, select then **Download This File**  button.

Gallery

Gallery ▶ Wooden Toys

Page: 1 View List Sort By Title Desc

ToyBlocks_150x100px



Name ToyBlocks_150x100px.jpg (5 KB)

☆☆☆☆☆

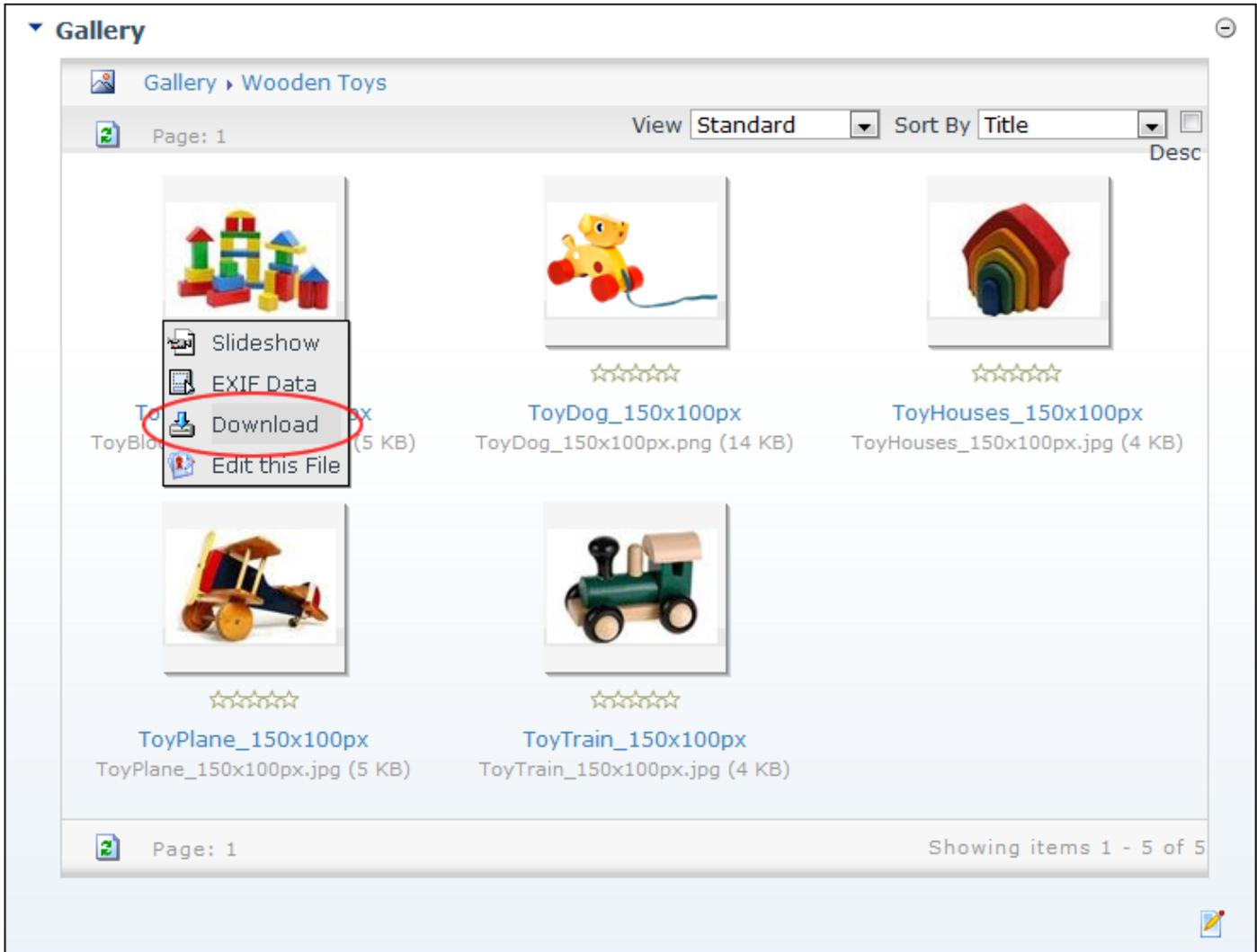
ToyDog_150x100px



Name ToyDog_150x100px.png (14 KB)

The image shows a gallery interface with two items. The first item, 'ToyBlocks_150x100px', is highlighted in blue. Its thumbnail shows colorful wooden blocks. The file name and size are 'ToyBlocks_150x100px.jpg (5 KB)'. Below the thumbnail are five stars. The second item, 'ToyDog_150x100px', is also highlighted in blue. Its thumbnail shows a yellow toy dog. The file name and size are 'ToyDog_150x100px.png (14 KB)'. In the top right corner of the first item's header, there are four icons: a print icon, a share icon, a download icon (circled in red), and a refresh icon.

- 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.

Gallery

Gallery ▶ Wooden Toys

Page: 1 View Standard Sort By Created Date Desc

 ☆☆☆☆☆ ToyPlane_150x100px ToyPlane_150x100px.jpg (5 KB)	 ☆☆☆☆☆ ToyTrain_150x100px ToyTrain_150x100px.jpg (4 KB)	 ☆☆☆☆☆ ToyHouses_150x100px ToyHouses_150x100px.jpg (4 KB)
 ☆☆☆☆☆ ToyDog_150x100px ToyDog_150x100px.png (14 KB)	 ☆☆☆☆☆ ToyBlocks_150x100px ToyBlocks_150x100px.jpg (5 KB)	

Page: 1 Showing items 1 - 5 of 5

- Optional.** To view more rating details, click the Rating ☆☆☆☆☆ icons below the required image. This opens the Media Rating page which displays the current rating information for this file including the overall rating and how it was calculated and a list of all individual ratings.

▼ **Media Rating**

Current Rating

 [ToyTrain_150x100px](#) ★★★★☆



Rating Summary: 4.333333333333333 out of 5 stars, based on 3 visitor(s).

Name: ToyTrain_150x100px.jpg

Created Date: 12/14/2010

Author:

Description:

[Rose Booth](#) - 12/14/2010 ★★★★☆

[Yasemin Courtly](#) - 12/14/2010 ★★★★☆

[Reginald Cooper](#) - 12/14/2010 ★★★★☆

[Back](#)



4. Click the [Back](#) link to return.

Rating Files

How to apply a 1-5 star rating to files in the Gallery module. Only one vote is permitted per user. Note: Ratings may be disabled, or restricted to authorized users.

1. View the rating details of the required file. See "Viewing File Ratings"
2. Click the [Add View](#) link.

Media Rating

Current Rating

 Ruby Doll Embroidery ★★★★☆



Rating Summary: 3.5 out of 5 stars, based on 2 visitor(s).

Name: Doll_Ruby002.jpg

Created Date: 12/15/2009

Author:

Description: Close up of hand embroidering

Add Vote

Annabelle Price - 12/16/2009 ★★★★☆

Good example of hand sewing embroidery.

Juanita Smith - 12/16/2009 ★★★★☆

Need to manipulate image background or reshoot. Content is good for shopping cart.

[Back](#)

3. At **Your Rating**, select a 1-5 star rating.
4. **Optional.** In the **Comments** text box, enter your comments.
5. Click the Record Your Vote link.

Media Rating

Vote For Your Rating

 Ruby Doll Embroidery ★★★★☆



Your Rating:

★★★★★
 ★★★★☆
 ★★★☆☆
 ★★☆☆☆
 ★☆☆☆☆

Comments:

Lovely work gives a rustic feel to this rag doll.

[Cancel](#) **Record Your Vote**

Annabelle Price - 12/16/2009 ★★★★☆

Good example of hand sewing embroidery.

Juanita Smith - 12/16/2009 ★★★★☆

Need to manipulate image background or reshoot. Content is good for shopping cart.

[Back](#)

Adding a Rating

Module Editors

Adding a Parent Album

How to add a parent album to the gallery module. Note: Album names may not include the following characters which are invalid in either a Windows folder name or web URL: \ / : * ? ! " > < | &

1. Go to the Gallery home page.
2. Mouse over the  **Gallery** icon and then select  **Add Album**. This opens the Edit Album page.
3. In the **Name** text box, enter a name for the album using plain text. E.g. Close Ups. **Important:** The Name field cannot be edited.
4. At **Categories**, select the media categories to be added to this album.
5. The following optional settings are also available:
 - a. In the **Title** text box, enter a title for the album.
 - b. In the **Author** text box, enter a name for the author of the images.
 - c. In the **Notes** text box, enter any notes about this gallery.
 - d. In the **Location** text box, enter the location where the media was taken.
 - e. In the **Description** text box, enter a description of this gallery.
 - f. At **Approved Date**, click the **Calendar**  button and select the date when the album will be visible to authorized users. See "Working with the Calendar".
6. Click the Update link.

▼ **Edit Album**

Gallery

Add Folder

Name: EcoZany Dolls

Title: EcoZany Dolls

Author: EcoZany Media Department

Notes: Unauthorized proofs for web site consideration.

Location: Studio

Description:

Approved Date: 10/15/2011

Categories:

- Image
- Movie
- Music
- Flash

Update Cancel

Adding a Parent Gallery

Adding a Sub-Album

How to add a sub-album (also known as a child album) to an album on the Gallery module.

1. Navigate to the parent album for this new album and then open the album menu. See "Opening the Album Menu"
2. Select  **Add Album** from the album menu.
2. In the **Name** text box, enter a name for the album using plain text. E.g. Close Ups. Note: This field cannot be edited.
3. At **Categories**, select the media categories to be added to this album.
4. The following optional settings are also available:
 - a. In the **Title** text box, enter a title for the album.
 - b. In the **Author** text box, enter a name for the author of the images.

- c. In the **Notes** text box, enter any notes about this gallery.
 - d. In the **Location** text box, enter the location where the media was taken.
 - e. In the **Description** text box, enter a description of this gallery.
 - f. At **Approved Date**, click the **Calendar**  button and select the date when the album will be visible to authorized users. See "Working with the Calendar".
5. Click the Update link. The child album is now displayed inside the Parent Album.

▼ **Edit Album**

Gallery ▶ EcoZany Dolls

Add Folder

Name:	<input type="text" value="Ruby Doll"/>
Title:	<input type="text" value="Ruby Doll"/>
Author:	<input type="text" value="EcoZany Media Dept"/>
Notes:	<input type="text" value="Unauthorized proofs for web site."/>
Location:	<input type="text" value="Studio"/>
Description:	<input type="text" value="Full and detailed images of the Ruby doll. Includes images with children holding dolls."/>
Approved Date:	<input type="text"/> 
Categories:	<input checked="" type="checkbox"/> Image <input type="checkbox"/> Movie <input type="checkbox"/> Music <input type="checkbox"/> Flash

Update **Cancel**

A Newly Added Child Album (Sub-Album)

Editing Albums

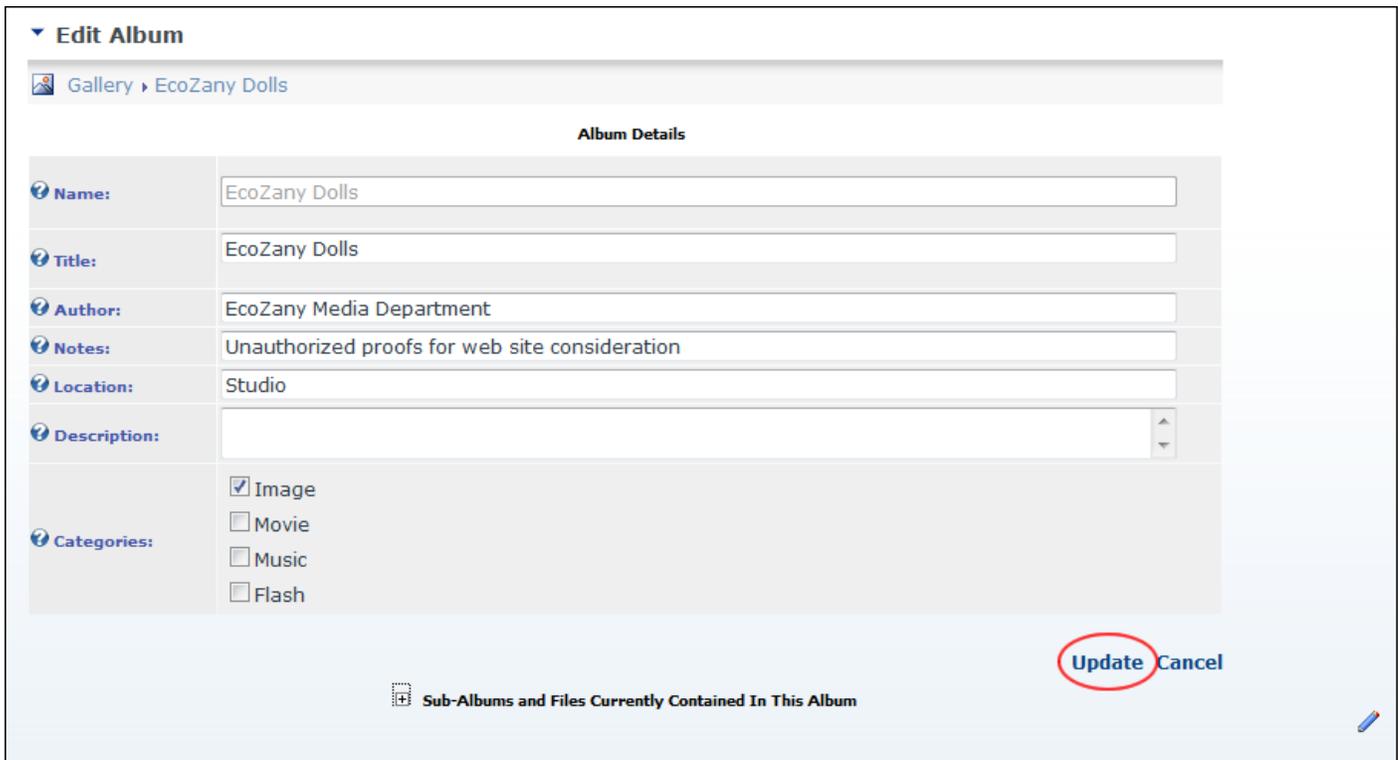
How to edit the settings of the albums in the Gallery module. Note: The name of sub-album galleries cannot be edited.

Editing the Parent Gallery

- See "Configuring Display Settings"

Editing Sub-albums

1. Open the menu of the required sub-album. See "Opening the Album Menu"
2. Select  **Edit This Album** from the album menu. This opens the Album Details section of the Edit Album page.
3. Edit any of the title, author, notes, location, description or categories fields as required.
4. Click the Update link.



Edit Album

Gallery > EcoZany Dolls

Album Details

Name: EcoZany Dolls

Title: EcoZany Dolls

Author: EcoZany Media Department

Notes: Unauthorized proofs for web site consideration

Location: Studio

Description:

Categories:

- Image
- Movie
- Music
- Flash

Update **Cancel**

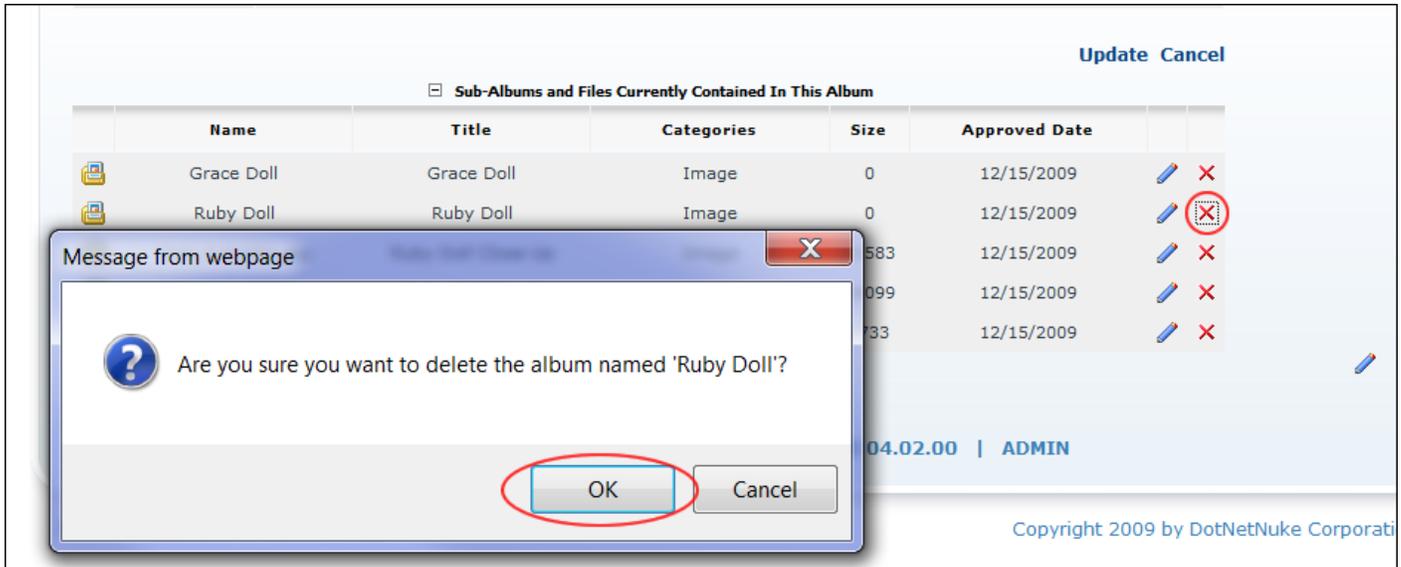
 **Sub-Albums and Files Currently Contained In This Album**

Editing Album Properties

Deleting a Sub-Album

How to delete a sub-album (child album) from the Gallery module.

1. Navigate to and open the required sub-album menu. See "Opening Albums"
2. Select  **Edit This Album** from the album menu.
3. Go to the **Sub-Albums and Files Currently Contained In This Album** section.
4. Click the **Delete**  button beside the album to be deleted. This displays the message "Are You Sure You Want To Delete The Album Named '[Album Name]'?"
5. Click the **OK** button to confirm.
6. Repeat Steps 4-5 to delete additional albums.



Deleting a Sub-Album

Adding a File to an Album

How to add one or more files to an album of the Gallery module.

1. Navigate to and open the menu of the required album. See "Opening the Album Menu"
2. Select **Add Files** from the menu.
3. **Optional.** Maximize and read the Instructions and Permissible File Upload Types and Available Storage Space sections for additional information.
4. At **Add File**, click the **Browse...** button and select the file from your computer.
5. Complete any of these optional fields.
 - a. **Recommended.** In the **Title** text box, enter a title for the file.
 - b. In the **Author** text box, enter the author of the file.
 - c. In the **Client** text box, enter a client name.
 - d. In the **Location** text box, enter the location where the file was taken.
 - e. In the **Description** text box, enter a description of the file.
 - f. **Recommended.** At **Categories**, select one or more media categories.
6. Click the Add File link. The file is now listed at **Pending Uploads**.

Edit Album

[Gallery](#) » EcoZany Dolls

Add File(s)

⊕ Instructions

⊕ Permissible File Upload Types and Available Storage Space

🔍 **Add File:** C:\DotNetNuke\EcoZa **Add File**

🔍 **Title:** Ruby Doll Close Up

🔍 **Author:** EcoZany Media Dept

🔍 **Client:** EcoZany Media Dept

🔍 **Location:** Studio

🔍 **Description:** Upper body close up of the Ruby Doll

🔍 **Categories:**

- Image
- Movie
- Music
- Flash

🔍 **Pending Uploads:** None

[Return](#)

⊖ **Sub-Albums and Files Currently Contained In This Album**



7. Repeat Step 4-6 to add additional files. Note: You must reselect the categories you require each time you add a file.
8. Click the [Upload Pending Files](#) link to upload the added files to the album.
9. Click on the linked [\[Gallery Name\]](#) to return to the gallery.

▼ Edit Album

Add File(s)

⊕ Instructions

⊕ Permissible File Upload Types and Available Storage Space

🔍 Add File: **Add File**

🔍 Title:

🔍 Author:

🔍 Client:

🔍 Location:

🔍 Description:

🔍 Categories:

- Image
- Movie
- Music
- Flash

🔍 Pending Uploads:

Name	Title	Description	Size	
 Doll_Ruby001.jpg	Ruby Doll Close Up	Upper body close up of the Ruby Doll	759.97	✗
 Doll_Ruby002.jpg	Ruby Doll Detail	Embroidery details of the Ruby Doll	983.00	✗
Total Size of Pending Uploads (kb)			1742.97	

Upload Pending Files

Sub-Albums and Files Currently Contained In This Album

Adding One or More Files to an Album

Adding a Watermark

How to display a watermark over images in an album of the Gallery module. The image must be added to each album separately.

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

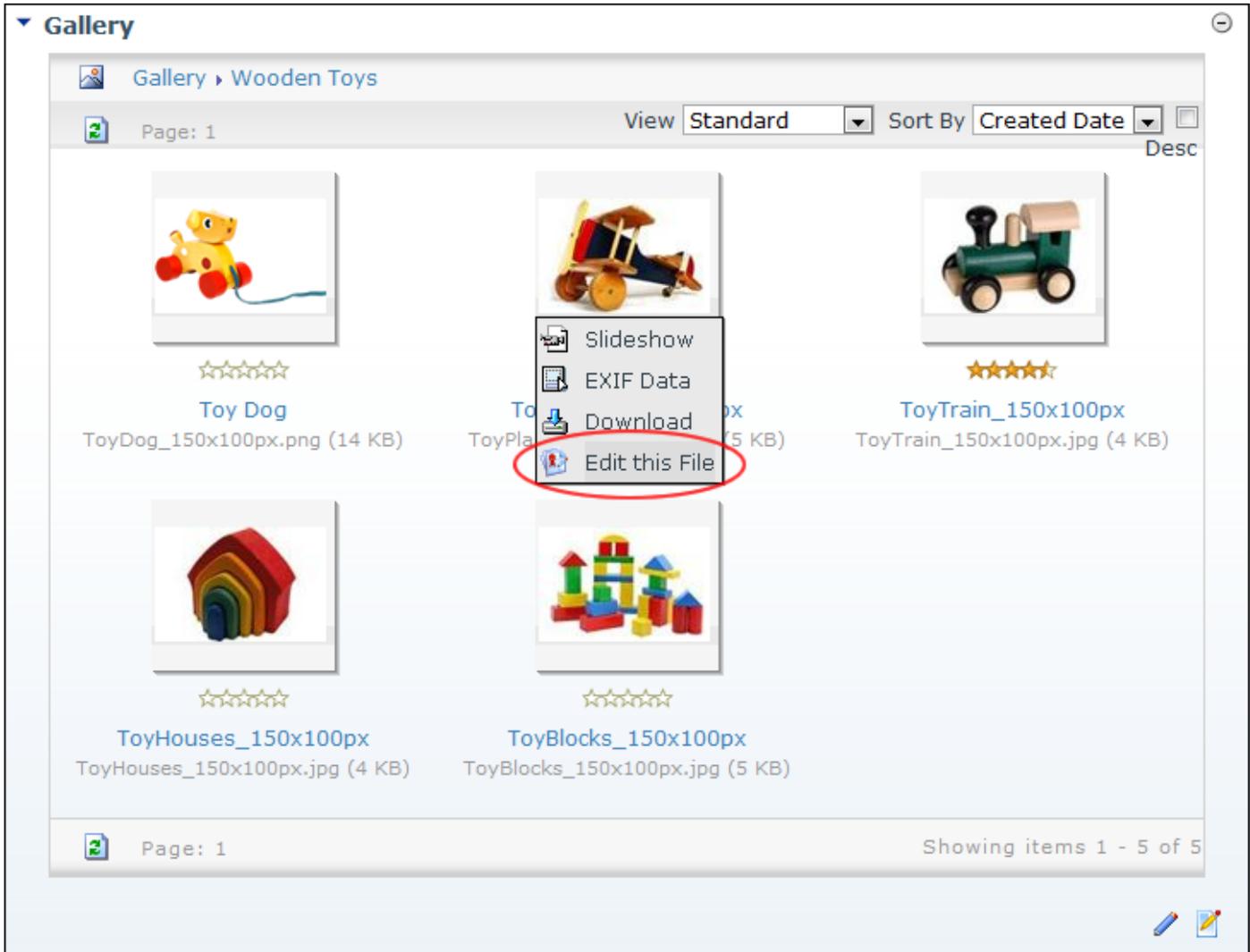


Displaying a Watermark on Images

Editing File Details

How to edit the details of a file within the Gallery module.

1. Navigate to and open the required album. See "Opening Albums"



2. In Standard View or Card View, mouse over the required image and the select  **Edit This Album** - OR - In List View click the  **Edit** button. This opens the File Edit page.
3. Edit one or more fields as required.
4. Click the Update link.

▼ **File Edit**

Gallery ▶ Wooden Toys



Path:	<input type="text" value="/Portals/0/Gallery/466/Wooden Toys/ToyPlane_150x100px.jpg"/>
Name:	<input type="text" value="ToyPlane_150x100px.jpg"/>
Title:	<input type="text" value="ToyPlane_150x100px"/>
Author:	<input type="text"/>
Notes:	<input type="text"/>
Location:	<input type="text"/>
Description:	<input type="text"/>
Created Date:	<input type="text" value="12/14/2010"/> 
Categories:	<input type="checkbox"/> Image <input type="checkbox"/> Movie <input type="checkbox"/> Music <input type="checkbox"/> Flash



Edit Image

Update Cancel

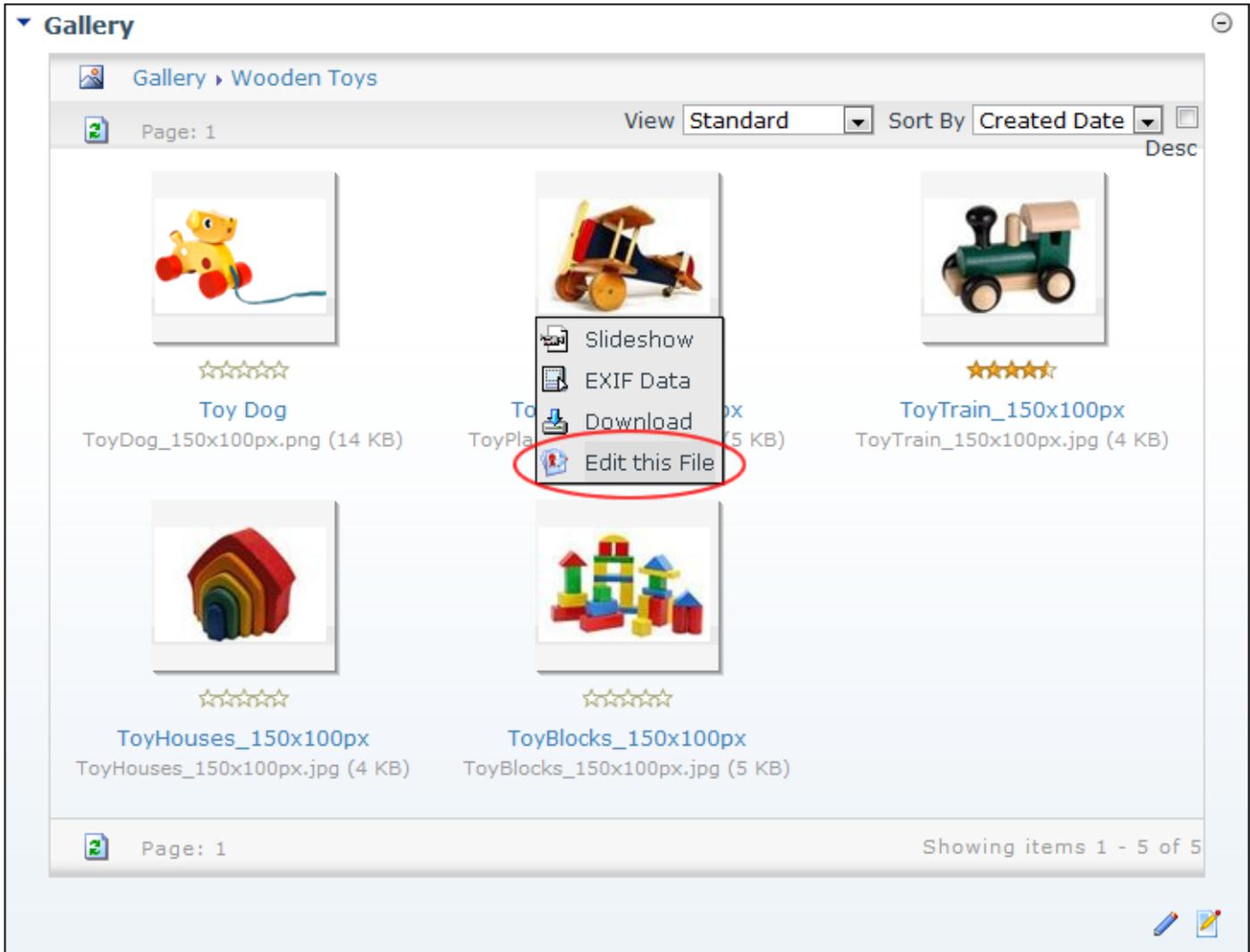
Editing File Details

Editing Image Properties

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

Important. If a color image is saved as black and white the color cannot be restored to that file.

1. Navigate to and open the required album. See "Opening Albums"



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

▼ **File Edit**

Gallery ▶ Wooden Toys



Path:	<input type="text" value="/Portals/0/Gallery/466/Wooden Toys/ToyPlane_150x100px.jpg"/>
Name:	<input type="text" value="ToyPlane_150x100px.jpg"/>
Title:	<input type="text" value="ToyPlane_150x100px"/>
Author:	<input type="text"/>
Notes:	<input type="text"/>
Location:	<input type="text"/>
Description:	<input type="text"/>
Created Date:	<input type="text" value="12/14/2010"/> 
Categories:	<input type="checkbox"/> Image <input type="checkbox"/> Movie <input type="checkbox"/> Music <input type="checkbox"/> Flash

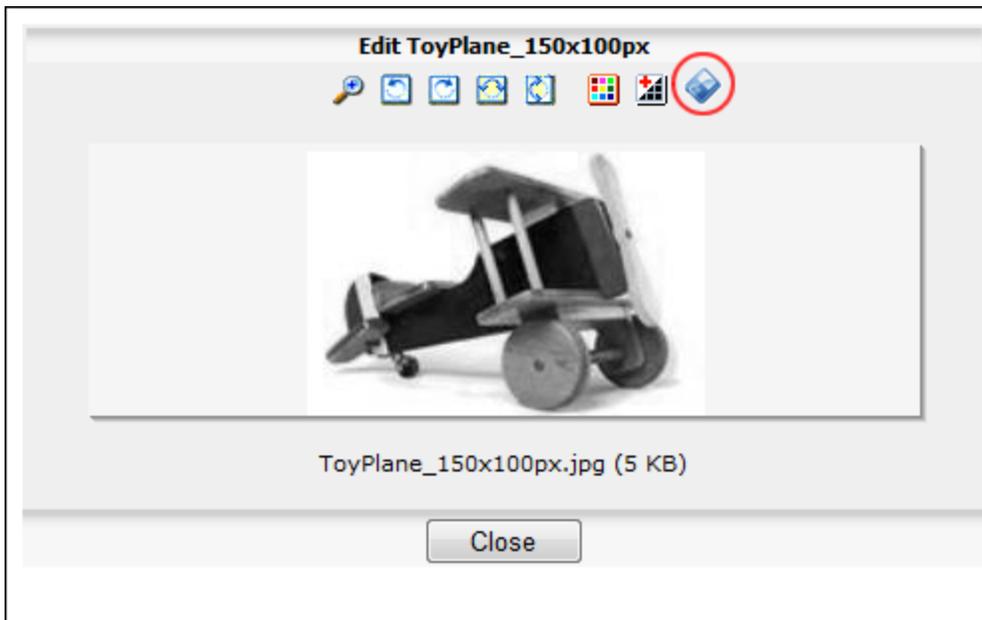


Edit Image

Update Cancel

3. Click the Edit Image link below the image thumbnail. This opens the Gallery Image Viewer/Editor.
4. Select one or more of these image editing tools as required:
 -  **Zoom Out:** View a smaller version of the image.
 -  **Zoom In:** View an enlarged version of the image.
 -  **Rotate Left:** Rotate the image counter clockwise 90 degrees.
 -  **Rotate Right:** Rotate the image clockwise 90 degrees.
 -  **Flip Horizontally:** Flip the image in the horizontal plane.
 -  **Flip Vertically:** Flip the image in the vertical plane.
 -  **Show In Color:** Restore the color to colored images.
 -  **Black & White Add:** Click once to change a color image to black and white. Click one or more times to increase contrast on (saved) black and white images.

-  **Less Black & White:** Click one or more times to increase contrast on (saved) black and white images.

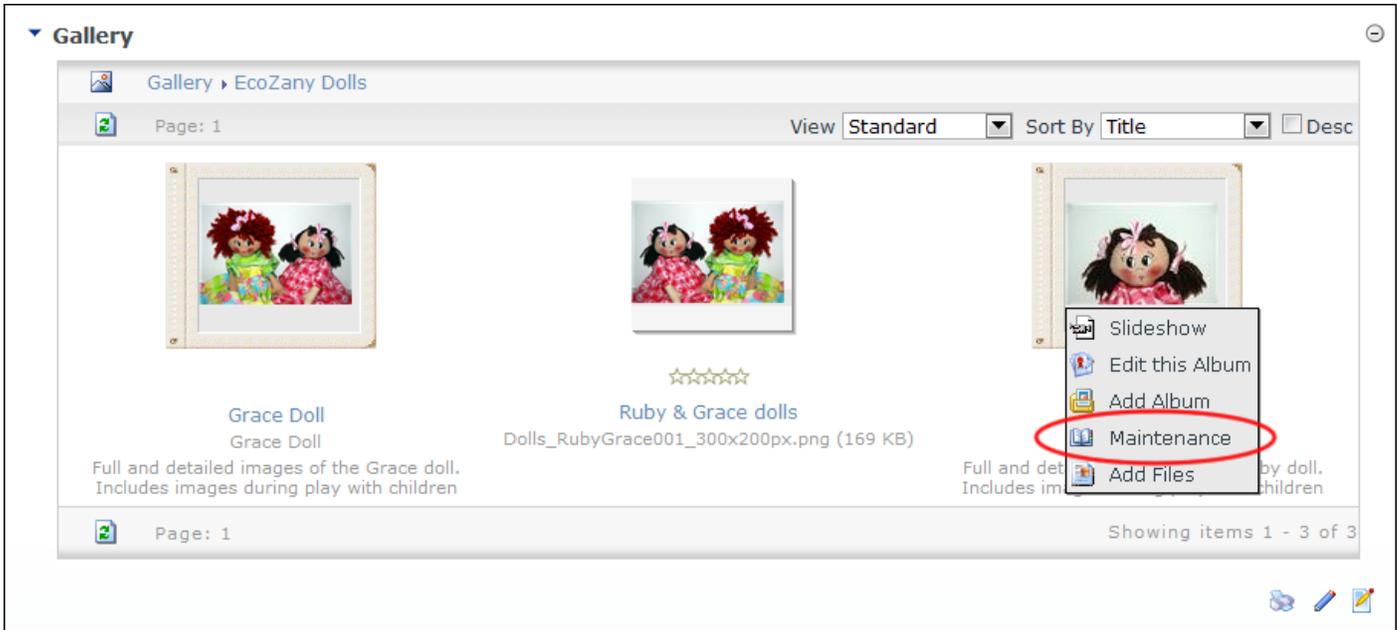


5. Click the **Save**  button. This displays the message "Are you sure you wish to save the changes to this item?"
6. Click the **OK** button to confirm.
7. To edit additional images, use the **Previous**  and **Next**  buttons to move to other images and then repeat Steps 4-6.
8. Click the **Close** button to exit the Gallery Image Viewer/Editor.

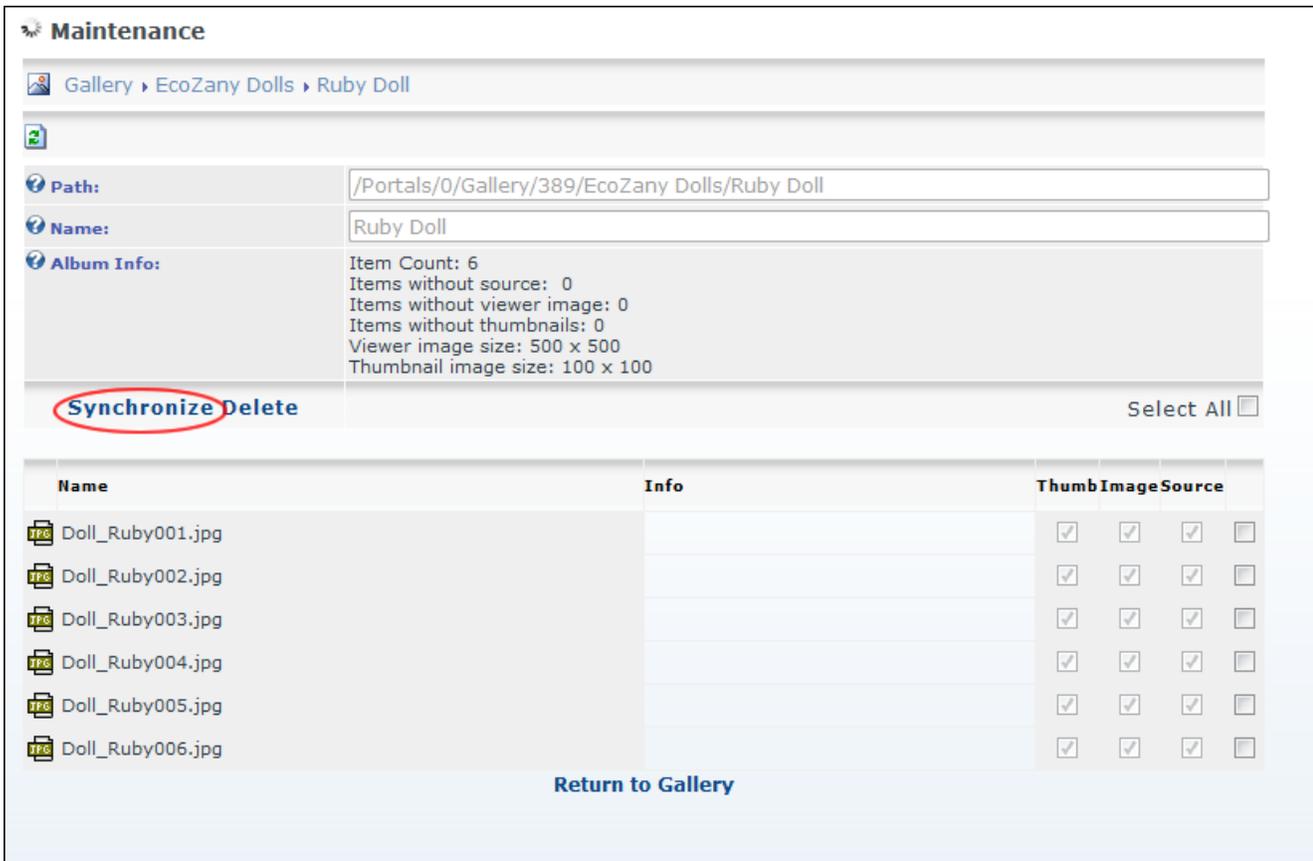
Synchronizing Album Files

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

1. Open the menu of the required album. See "Opening the Album Menu"
2. Select  **Maintenance** from the album menu.



3. Click the Synchronize link.



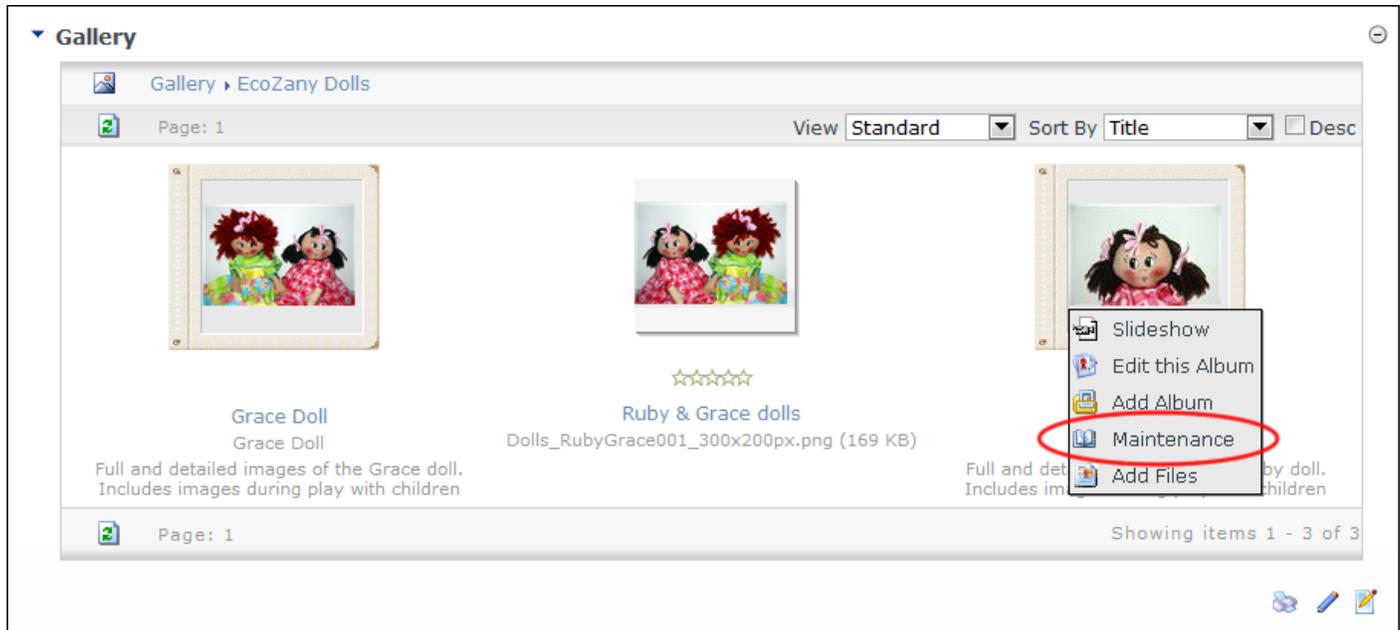
Synchronizing Album Files

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.

Maintenance

Gallery > EcoZany Dolls > Ruby Doll



Path: /Portals/0/Gallery/389/EcoZany Dolls/Ruby Doll

Name: Ruby Doll

Album Info:
 Item Count: 6
 Items without source: 0
 Items without viewer image: 0
 Items without thumbnails: 0
 Viewer image size: 500 x 500
 Thumbnail image size: 100 x 100

Synchronize Delete Select All

Name	Info	Thumb	Image	Source
 Doll_Ruby001.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
 Doll_Ruby002.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
 Doll_Ruby003.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
 Doll_Ruby004.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
 Doll_Ruby005.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
 Doll_Ruby006.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

[Return to Gallery](#)

Clearing the cache

OPTION TWO

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

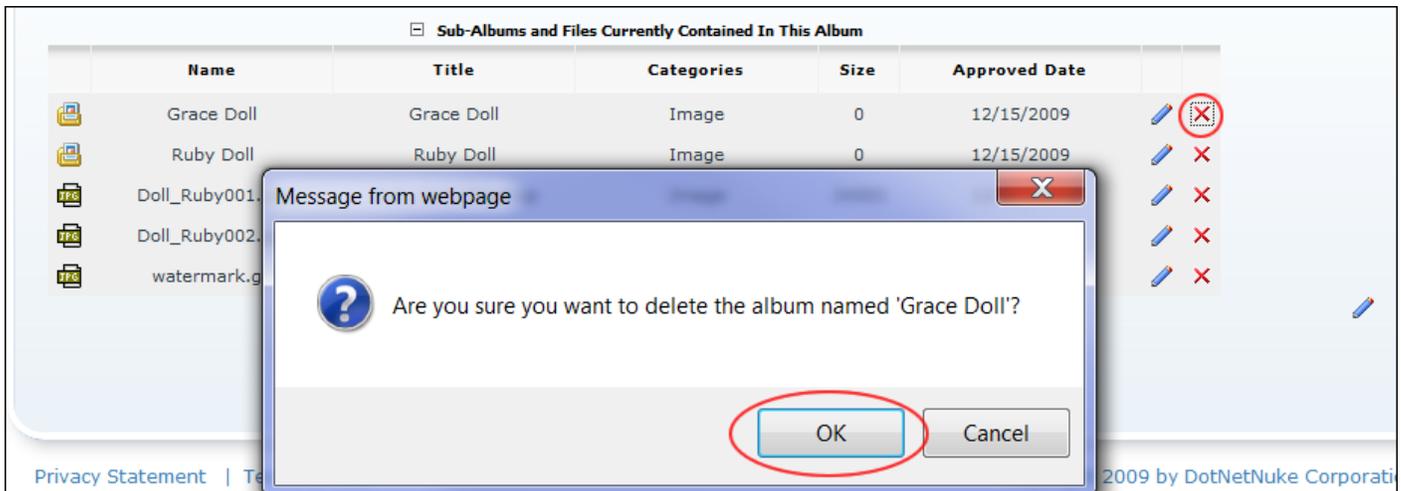
Deleting a File from an Album

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]'?"

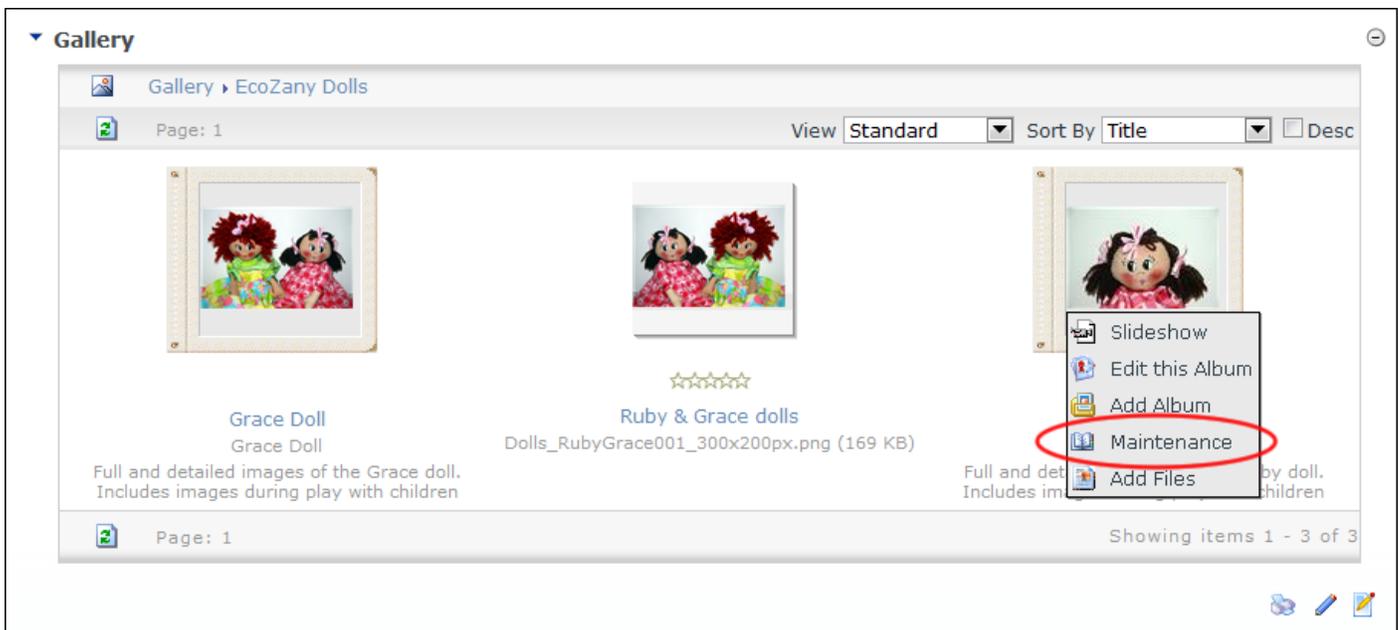
5. Click the **OK** button to confirm.
6. Repeat Steps 4-5 to delete additional files from this album.



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.

▼ Maintenance

Gallery ▶ EcoZany Dolls ▶ Ruby

Path: /Portals/0/Gallery/466/EcoZany Dolls/Ruby

Name: Ruby

Album Info:
 Item Count: 3
 Items without source: 0
 Items without viewer image: 0
 Items without thumbnails: 0
 Viewer image size: 500 x 500
 Thumbnail image size: 100 x 100

Synchronize **Delete** **Deselect All**

Name	Info	Thumb	Image	Source
DollAbbey_150x100px.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
DollAbbey_300x200px.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
DollAbbey_400x300px.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Return to Gallery

Deleting Multiple Files

Help

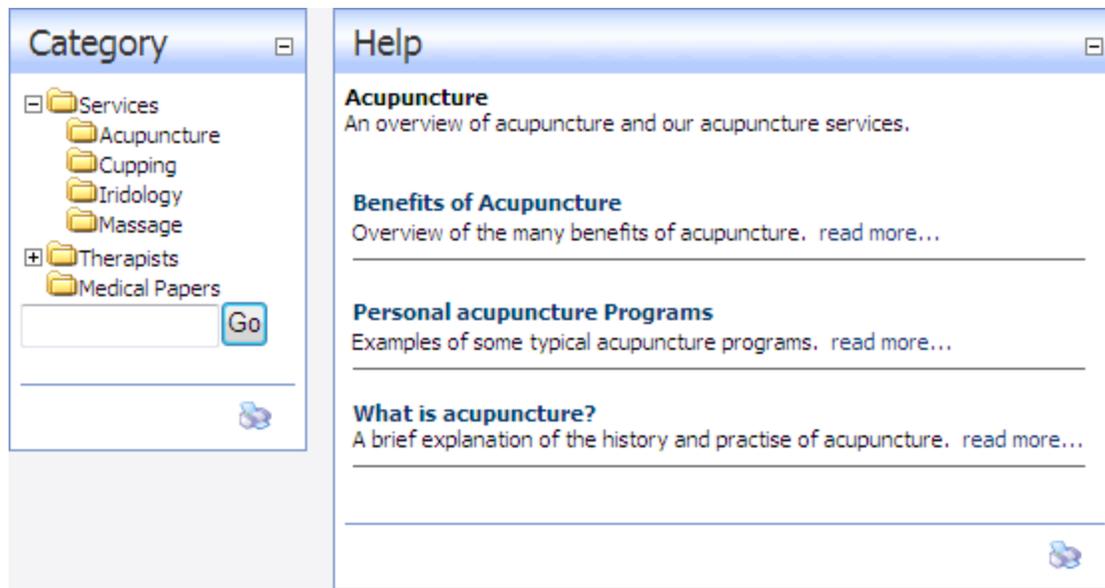
About the Help Module

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



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://dnhelp.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 menu - OR - Click the **Settings**  button.
2. Click the Update link.

Help Module Settings

Category: Category ▼

Root path for Images: Portals/5

File Location: Root ▼

File Name: <None Specified> ▼

Upload XML: [Upload New File](#)

File Location: Root ▼

File Name: <None Specified> ▼

Upload Images: [Upload New File](#)

Update
[Cancel](#)
[Delete](#)

Configuring the Help module

All Users

Viewing a Tutorial

How to navigate to and view a tutorial using the Help module.

1. In the **Category** module, navigate to and click on the name of the category where the tutorial is located. This displays the related tutorials in the Help module.
2. Click on the read more... link beside a tutorial to view it.

Category

- Services
 - Acupuncture
 - Cupping
 - Iridology
 - Massage
- Therapists
- Medical Papers

Help

Acupuncture
On overview of acupuncture and our related services.

What is acupuncture?
A brief explanation of the history and practise of acupuncture. read more...

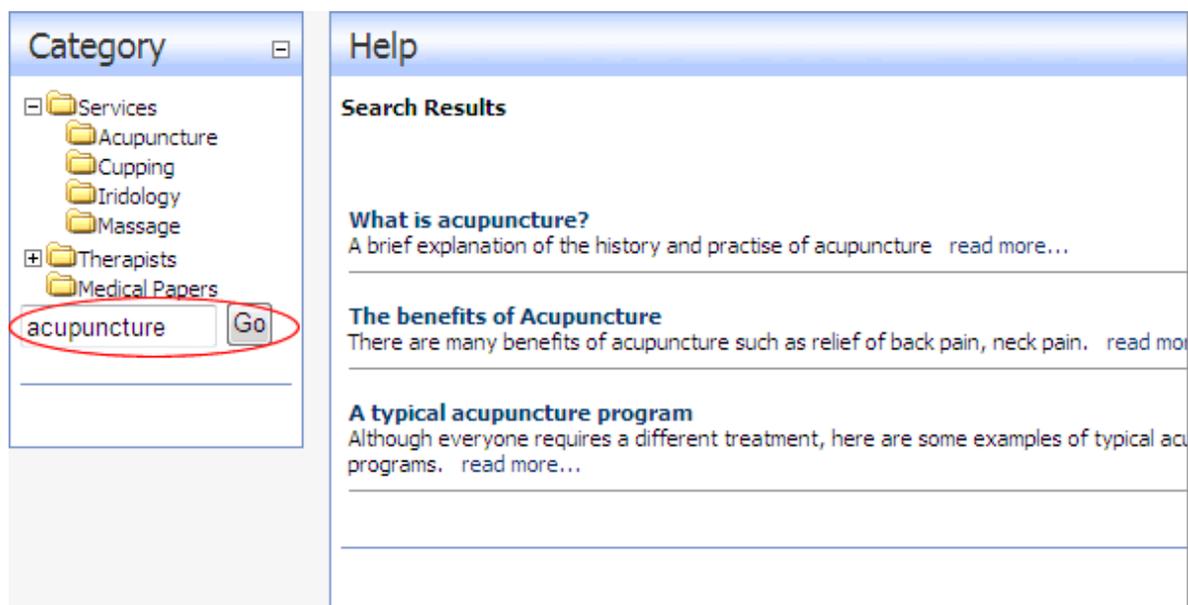
Benefits of acupuncture
Find out the major benefits or acupuncture. [read more...](#)

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

Searching for a Tutorial

You can make a search for tutorials using the search box on the Help Category module. You can search on both keywords and phrases. Results will be exact matches, therefore a single keyword search is recommended. Results are displayed in the Help module. You can also use the site wide Portal Search which will return both matching tutorials and matching results from other modules on this site.

1. In the **Category** module, enter your search criteria into the text box located below the list of categories.
2. Click the **Go** button.



3. The search results are now displayed in the Help module. Click on a read more... link beside a result to view the related tutorial.

Module Editors

Adding a Tutorial

How to add a tutorial to the Help module. Note: At least one category must be created using the Category module before a tutorial can be added.

1. Select **Add Tutorial** from the module menu - OR - Click the Add Tutorial link.
2. In the **Title** text box, enter a title for the tutorial. A maximum of 100 characters is permitted.
3. In the **Short Description** text box, enter a short description of the tutorial.
4. In the **Tutorial** Text Editor, enter the tutorial.

5. **Optional.** In the **Keywords** text box, enter one or more keywords for the tutorial separated by a comma. E.g. alternative therapy,Chinese medicine,health. Enter keywords which aren't included in either of the title, short description or tutorial fields. These keywords will then return this tutorial in both the site search and the help module search.
6. At **Categories**, select one or more categories where this tutorial will be displayed.
7. Click the Update link.

Edit Tutorials

Title: What is acupuncture?

Short Description: A brief explanation of the history and practise of acupuncture.

Tutorial: Basic Text Box Rich Text Editor

Acupuncture is part of an integrated system of primary health care, known as Traditional Chinese Medicine (TCM) that has an uninterrupted history of development dating back thousands of years in China and other parts of East Asia.

The origins of acupuncture in China can be traced back at least two thousand years, making it one of the oldest and most long-standing health care systems in the world.

Today, acupuncture is an effective, natural and increasingly popular form of health care that is being used by people from a wide range of cultural and social backgrounds.

Keywords:

Services

Acupuncture

Cupping

Iridology

Massage

Therapists

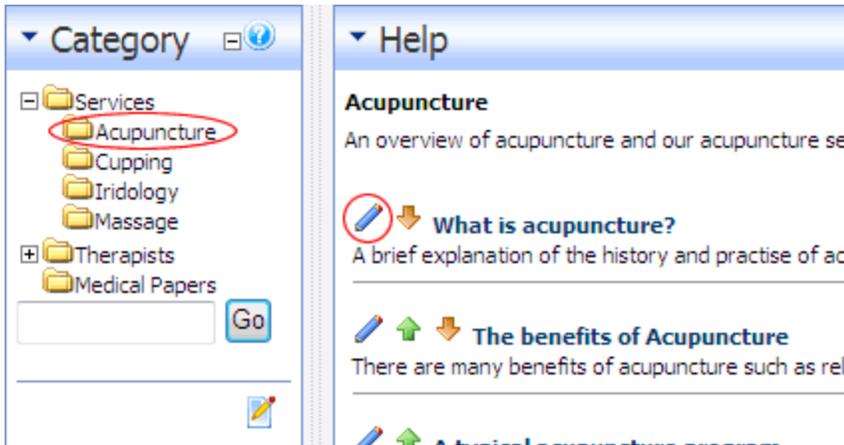
Medical Papers

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.

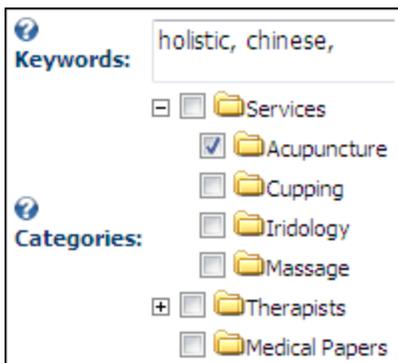


3. Edit one or more fields as required.
4. Click the Update link.

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.



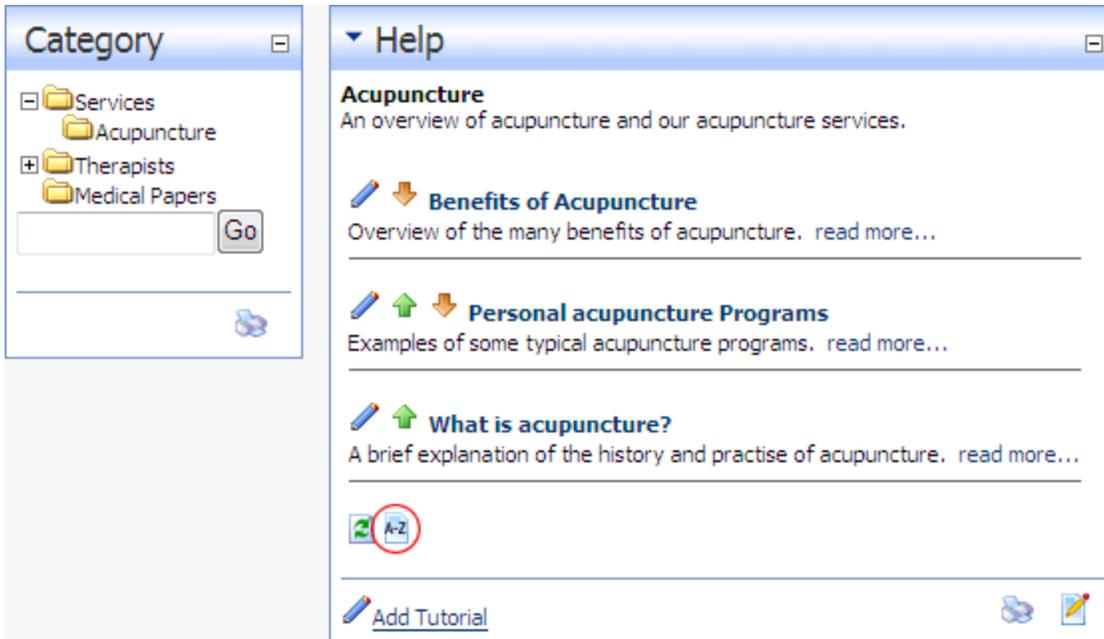
Reordering Tutorials

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.

Edit Tutorials

Title: What is acupuncture?

Short Description: A brief explanation of the history and practise of acupuncture.

Tutorial: Basic Text Box Rich Text Editor

Acupuncture is part of an integrated system of primary health care, known as Traditional Chinese Medicine (TCM) that has an uninterrupted history of development dating back thousands of years in China and other parts of East Asia.

The origins of acupuncture i years, making it one of the o in the world.

Today, acupuncture is an eff care that is being used by pe

Keywords:

Categories:

- Services
 - Acupuncture
 - Cupping
 - Iridology
 - Massage
- Therapists
- Medical Papers

Update Cancel **Delete**

Windows Internet Explorer

Are You Sure You Wish To Delete This Item?

OK Cancel

Deleting a Tutorial

Troubleshooting: Categories Not Displayed on the Edit Tutorials Page

There are two reasons why categories don't display on the Edit Help page of the Help module when you are trying to add a tutorial, either the module needs to be configured, or no categories have been added.

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/o/OnlineHelp is replaced in all of the HTML you have created which makes the images show properly:

4. At **Upload XML**, select or upload the data xml file which contains the Help content. This file can optionally be zipped (compressed).
5. At **Upload Images**, select or upload a zipped (compressed) images file.
6. Click the Update link.

The screenshot shows a web-based configuration interface for a 'Module'. The interface is organized into sections: 'Module Settings', 'Page Settings', and 'Help Module Settings'. The 'Help Module Settings' section contains several fields:

- Category:** A dropdown menu with 'Category' selected.
- Root path for Images:** A text input field containing 'Portals/25'.
- File Location:** A dropdown menu with 'Root' selected.
- File Name:** A dropdown menu with 'help.xml' selected.
- Upload XML:** A label with a plus icon, and a link 'Upload New File' below it.
- File Location:** A dropdown menu with 'Root' selected.
- File Name:** A dropdown menu with 'img.zip' selected.
- Upload Images:** A label with a plus icon, and a link 'Upload New File' below it.

At the bottom of the 'Help Module Settings' section, there are three buttons: 'Update', 'Cancel', and 'Delete'. The 'Update' button is circled in red.

Importing help data

Help Category

Module Editors

_sgbak

Adding the First Category

How to add the first category to the Help Category module.

1. Select **Manage Categories** from the Category module 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.

The screenshot shows a web form titled "Manage Categories". It contains the following fields and controls:

- Name:** A text input field containing "Acupuncture".
- Description:** A text area containing "Information about acupuncture and our acupuncture services."
- Keywords:** An empty text input field.
- Visible:** A checkbox that is checked.
- Parent:** A dropdown menu showing "<None Specified>".
- View Order:** A small icon representing a list or order.
- Buttons:** "Delete" and "Add New" (circled in red) are located at the bottom right.
- Back:** A link labeled "Back" is located at the bottom 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 menu.
2. Navigate to and click on the name of the category you want to add a child category below.
3. Click the Add Child link. This will add a new category to the category tree called "New Category". You can now update the details of this New Category.

Manage Categories

Services

- Acupuncture
- Cupping
- Iridology
- Message
- New Category

Therapists

- Medical Papers

Name: New Category

Description: New Category

Keywords:

Visible:

Parent: ...Message

View Order: ↑ ↓

[Update](#) [Delete](#) [Add Sibling](#) [Add Child](#)

[Back](#)

4. In the **Name** text box, enter the name for the category as it will appear in the module.
5. In the **Description** text box, enter a description for the category.
6. In the **Keywords** text box, enter one or more keywords separated by a comma. Note: this keywords field is not currently enabled.
7. Click the Update link.
8. Repeat Steps 2-7 to add additional 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 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".

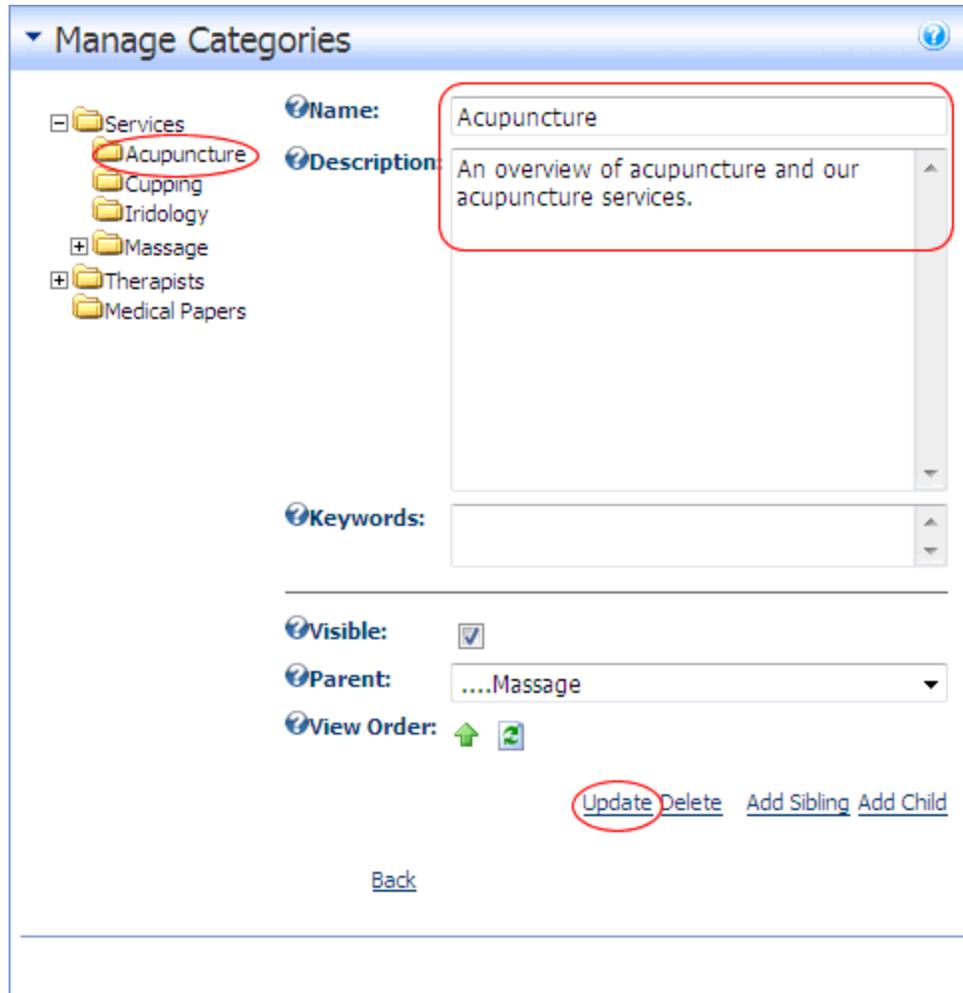
The screenshot shows the 'Manage Categories' interface. On the left, a tree view shows the following categories: Services, New Category, Acupuncture (circled in red), Cupping, Iridology, Message, Therapists, and Medical Papers. On the right, a form is displayed with the following fields: Name (New Category), Description (New Category), Keywords (empty), Visible (checked), Parent (Message), and View Order (up and down arrows). At the bottom right, there are four links: Update, Delete, Add Sibling (circled in red), and Add Child. A Back link is located at the bottom left.

4. In the **Name** text box, enter the name for the category as it will appear in the module.
5. In the **Description** text box, enter a description for the category.
6. In the **Keywords** text box, enter one or more keywords separated by a comma. Note: this keywords field is not currently enabled.
7. Click the Update link.
8. Repeat Steps 2-7 to add additional sibling categories.
9. Click the Back link to return to the module.

Editing Category Details

How to edit the details of a category in the Help Category module.

1. Select **Manage Categories** from the Category module menu.
2. Navigate to and click on the name of the category to be edited.
3. Edit the Name or Description details as required.
4. Click the Update link.



The screenshot shows the 'Manage Categories' interface. On the left, a tree view shows a folder structure: Services (expanded), Acupuncture (selected and circled in red), Cupping, Iridology, Message (expanded), Therapists (expanded), and Medical Papers. The main area displays the details for the 'Acupuncture' category. The 'Name' field contains 'Acupuncture' and the 'Description' field contains 'An overview of acupuncture and our acupuncture services.' Both fields are circled in red. Below these are 'Keywords' (empty), 'Visible' (checked), 'Parent' (set to '...Message'), and 'View Order' (with up and down arrows). At the bottom, there are links for 'Update' (circled in red), 'Delete', 'Add Sibling', and 'Add Child'. A 'Back' link is located at the bottom left.

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

Managing the Visibility of a Category

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

1. Select **Manage Categories** from the Category module 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.

The screenshot shows the 'Manage Categories' interface. On the left, a tree view shows the following structure: Services (expanded), Cupping, Acupuncture (circled in red), Iridology, Massage (expanded), Therapists (expanded), and Medical Papers. The main area displays the details for the selected 'Acupuncture' category:

- Name:** Acupuncture
- Description:** An overview of acupuncture and our acupuncture services.
- Keywords:** (empty text area)
- Visible:** (circled in red)
- Parent:** ..Services
- View Order:** (up, down, and refresh icons)

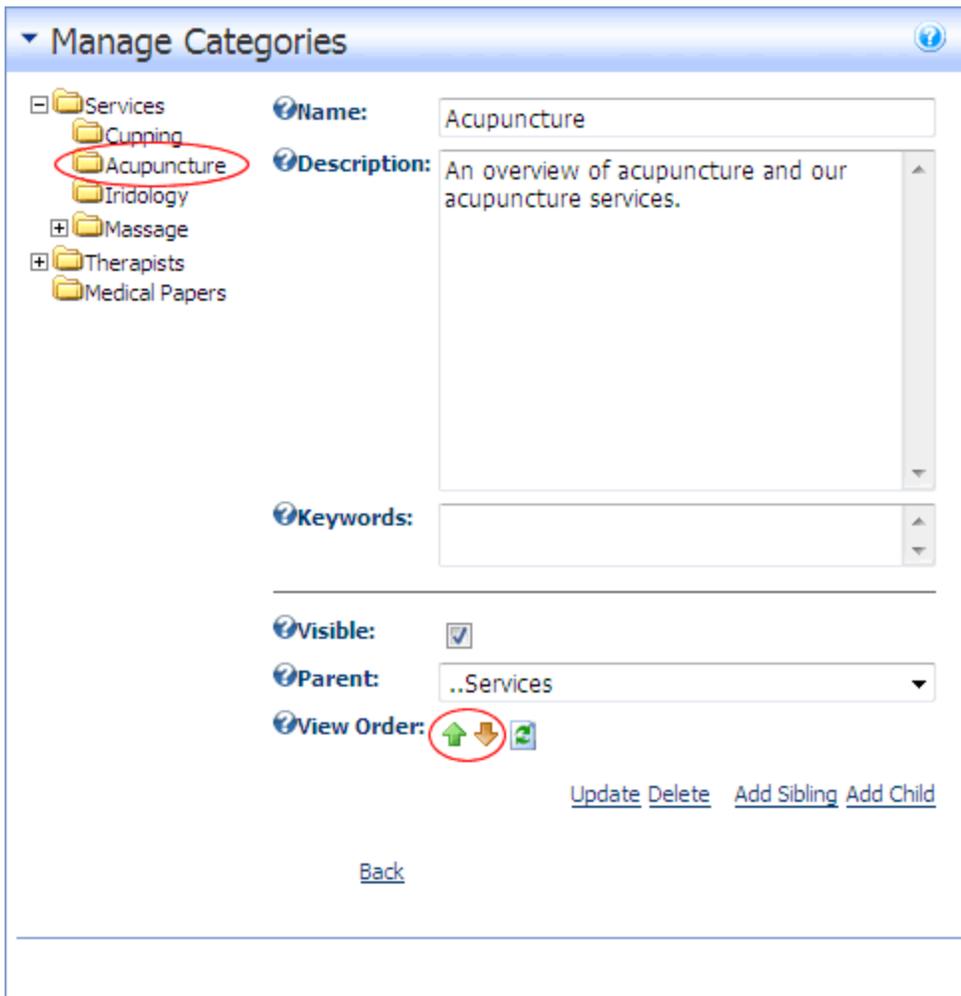
At the bottom right, there are four links: [Update](#) (circled in red), [Delete](#), [Add Sibling](#), and [Add Child](#). A [Back](#) link is located at the bottom center.

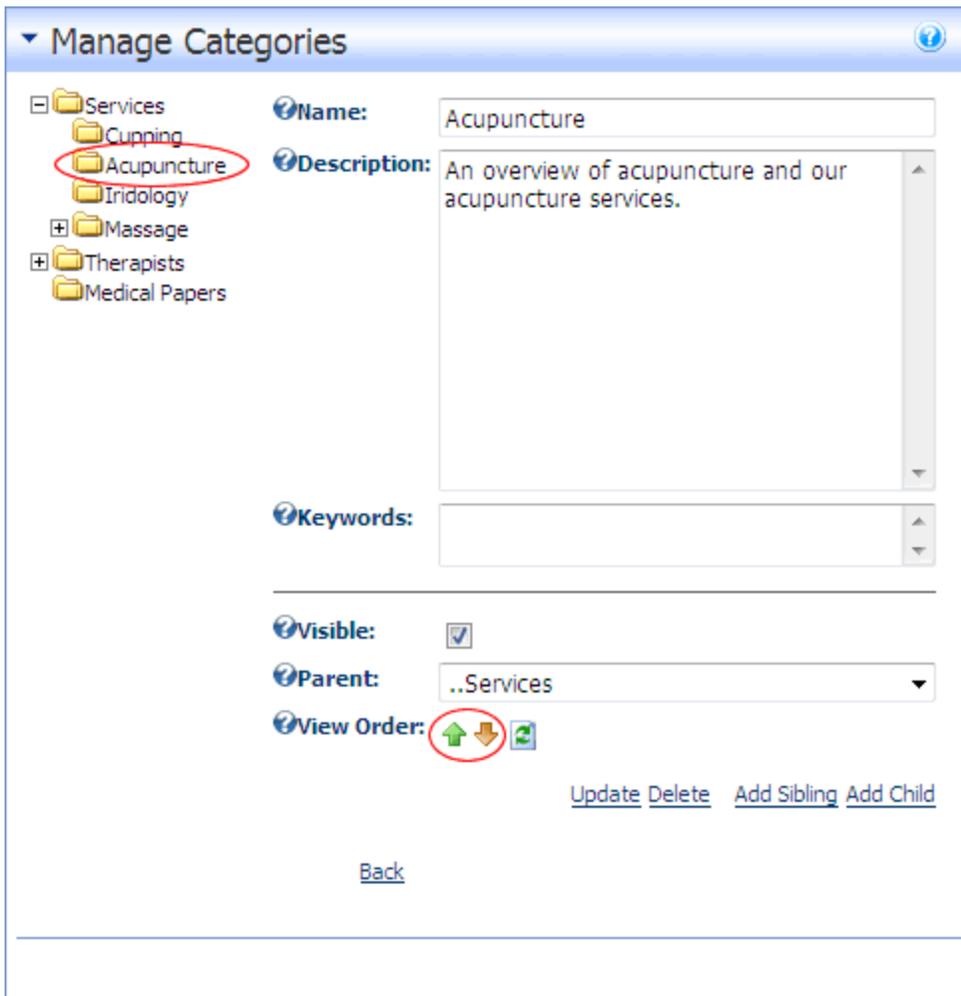
5. Repeat Steps 2-4 to modify additional categories.
6. Click the Back link to return to the module.

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 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.

', 'Parent: ..Services', and 'View Order:   

The screenshot shows the 'Manage Categories' interface. On the left, a tree view shows the following categories: Services (expanded), Cupping, Acupuncture (circled in red), Iridology, Massage (+), Therapists (+), and Medical Papers. The main form displays the following fields: 'Name: Acupuncture', 'Description: An overview of acupuncture and our acupuncture services.', 'Keywords:' (empty), 'Visible: ', 'Parent: ..Services', and 'View Order:    The 'View Order' section also includes 'Update', 'Delete', 'Add Sibling', and 'Add Child' links. A 'Back' link is located at the bottom left.

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 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.

The screenshot shows a web interface titled "Manage Categories". On the left, a tree view shows a folder "Services" containing sub-folders "Acupuncture", "Cupping", and "Iridology", and another folder "Message" containing "Therapists" and "Medical Papers". The "Acupuncture" folder is selected and circled in red. The main form area has the following fields:

- Name:** A text input field containing "Acupuncture".
- Description:** A text area containing "An overview of acupuncture and our acupuncture services.".
- Keywords:** An empty text input field.
- Visible:** A checkbox that is checked.
- Parent:** A dropdown menu showing "...Message", which is circled in red.
- View Order:** Two icons: an upward arrow and a circular arrow.

At the bottom right of the form, there are four links: "Update", "Delete", "Add Sibling", and "Add Child". The "Update" link is circled in red. A "Back" link is located at the bottom left of the form.

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 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.

The screenshot shows a web interface titled "Manage Categories". On the left is a tree view of categories: Services (expanded), Acupuncture (selected and circled in red), Cupping, Iridology, Massage, Therapists, and Medical Papers. The main area contains form fields for "Name" (Acupuncture), "Description" (An overview of acupuncture and our acupuncture services.), and "Keywords". Below these are checkboxes for "Visible" (checked) and a "Parent" dropdown menu set to "<None Specified>" (circled in red). There are also "View Order" icons (up and down arrows). At the bottom right are links for "Update" (circled in red), "Delete", "Add Sibling", and "Add Child". A "Back" link is at the bottom left.

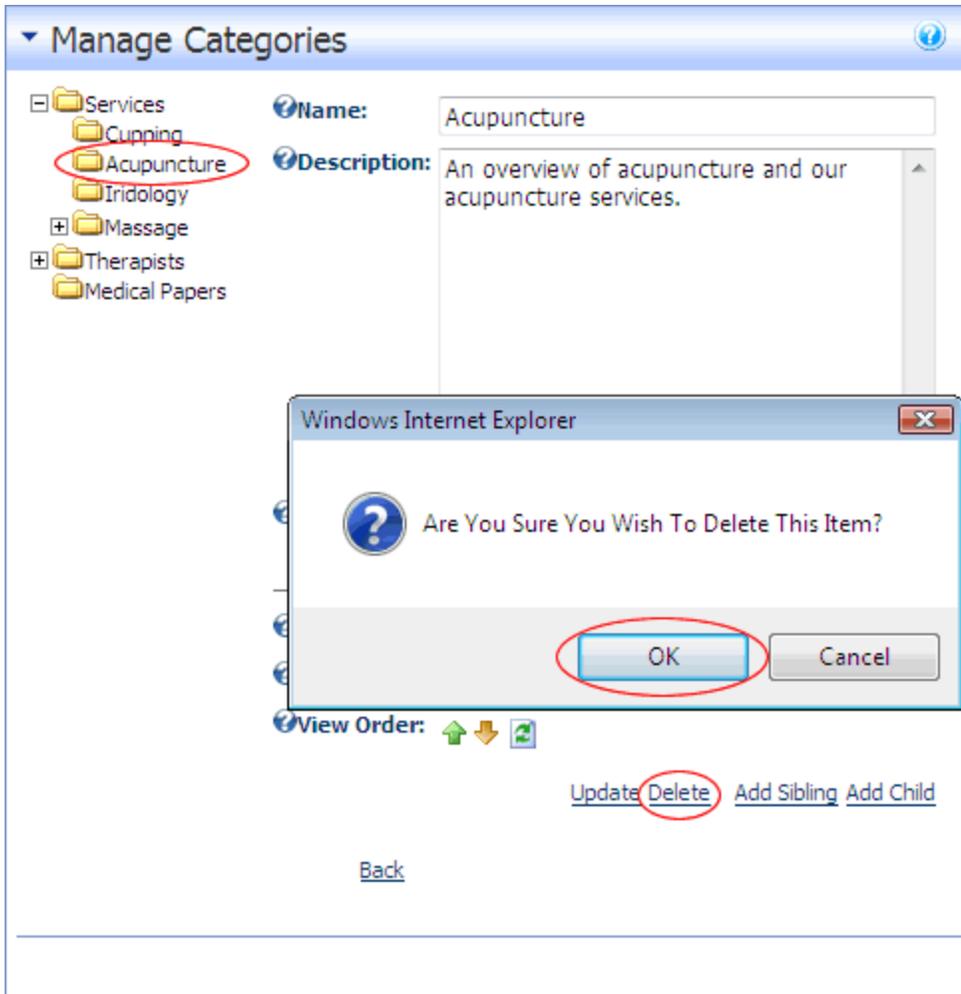
5. Repeat Steps 2-4 to modify other categories.
6. Click the Back link to return to the module.

Deleting a Category

How to delete a category from the Help Category module.

1. Select **Manage Categories** from the Category module 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) displays basic text, rich text or HTML. This module typically uses a Rich Text Editor (See "About the Rich Text Editors") which allows editors to add and manage content including images, flash, and script. The module can be set to replace tokens with user or portal specific information such as user details, portal name etc.

The HTML module offers workflow support and includes two default configurations - Direct Publish and Content Staging. Direct Publish maintains the legacy behavior of the module and allows content to be published directly to the site. Content Staging allows the author to save and view content in a staging area prior to publishing.

Note: The HTML module is a basic version of the HTML Pro module which is included with DNN Professional Edition. The HTML Pro module provides Advanced Workflow Management which allows you to design your own content staging workflows to suit your business needs.

Module Version: 05.06.00

Minimum DNN Version: 05.02.00



The HTML Module

Module Editors

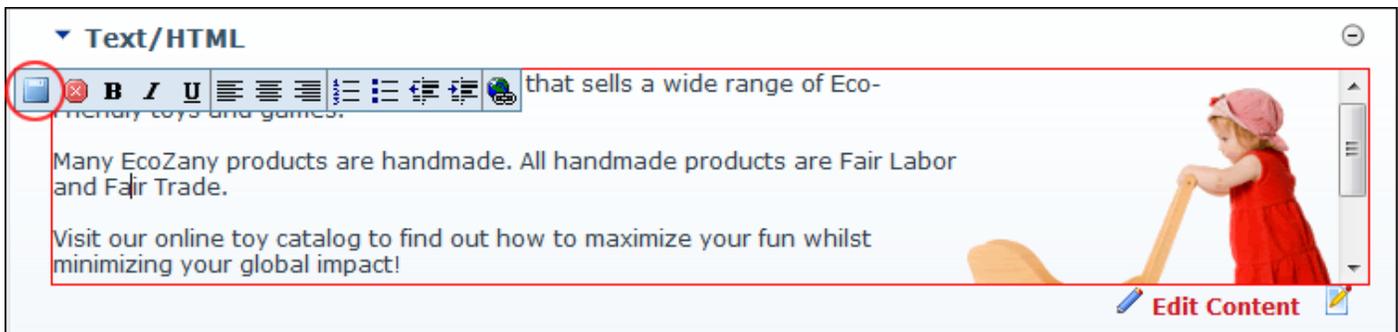
Adding/Editing Text Inline

How to add and edit text inline on the HTML 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 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:

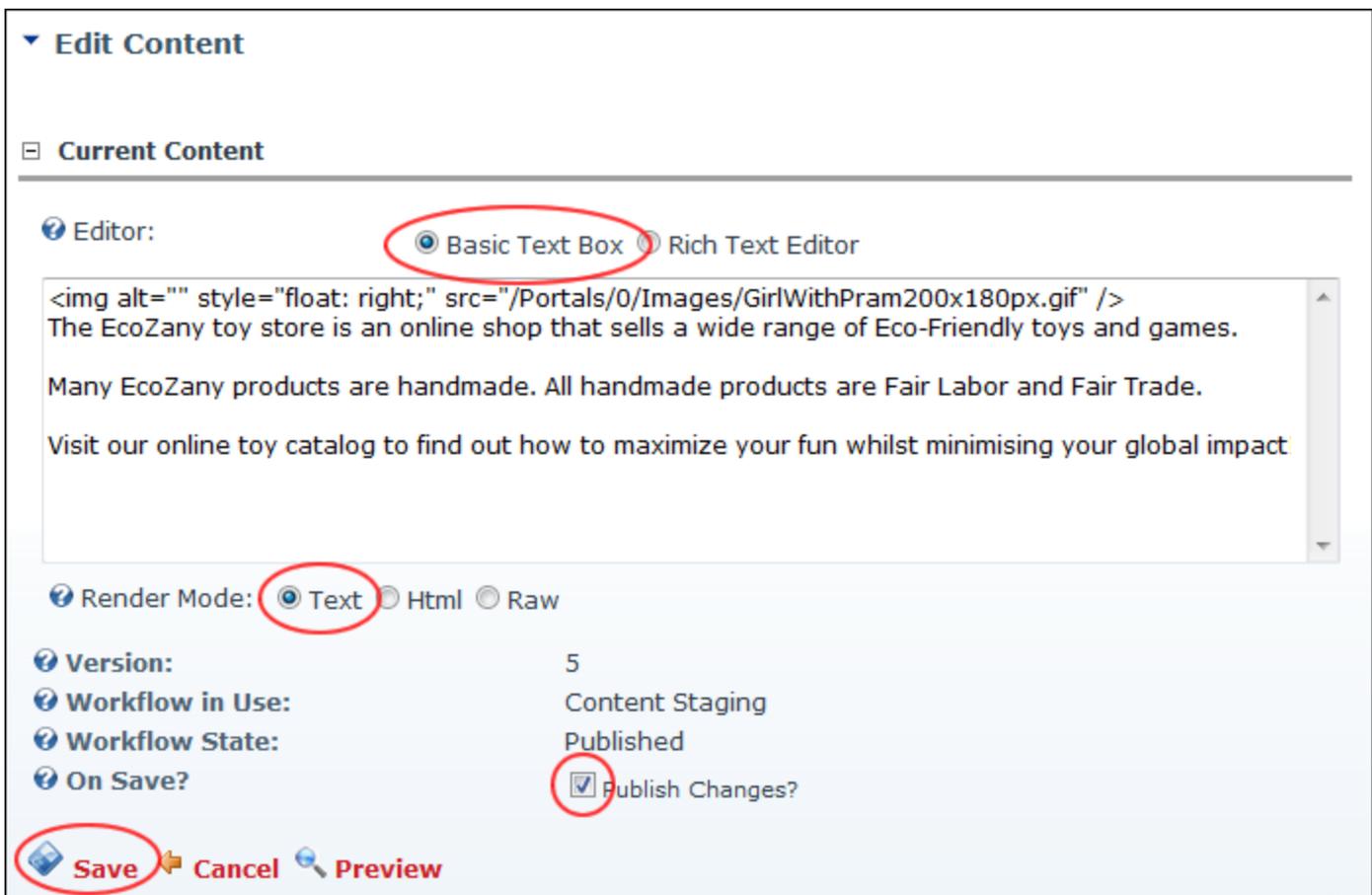
- See "Enabling/Disabling Inline Editing"

Adding Basic Text and HTML

How to add basic text and HTML using the Basic Text Box of the HTML module.

1. Select  **Edit Content** from the HTML 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 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. If Content Staging is enabled, at **On Save? / Publish Changes?**, select from the below options:
 - 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. This enables you to save this draft and return to edit it at a later stage before submitting it for approval.
7. Click the  [Save](#) link.



The screenshot shows the 'Edit Content' interface. At the top, there is a dropdown menu for 'Edit Content'. Below it is a section for 'Current Content'. The 'Editor' section has two radio buttons: 'Basic Text Box' (selected) and 'Rich Text Editor'. The editor area contains HTML code for an image and the following text: 'The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact'. Below the editor, the 'Render Mode' section has three radio buttons: 'Text' (selected), 'Html', and 'Raw'. The 'Version' is 5, 'Workflow in Use' is 'Content Staging', and 'Workflow State' is 'Published'. The 'On Save?' section has a checked checkbox for 'Publish Changes?'. At the bottom, there are three buttons: 'Save' (with a save icon), 'Cancel', and 'Preview' (with a preview icon).

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 Rich Text

How to add rich text to the HTML 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 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 you last viewed the Editor 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. "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.
6. Click the  Save link.

Current Content

Editor: Basic Text Box **Rich Text Editor**

Paragraph St... Font Name Real... B I U abc [List Bullets] [List Numbered] [List Indent] [List Outdent] [List Undo] [List Redo] [List W3C] [List Apply CSS Cl...]

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



Design HTML Words: 50 Characters: 281

Version: 6
 Workflow in Use: Content Staging
 Workflow State: Draft
 On Save? Publish Changes?

Save Cancel Preview

7. 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"

Related Topics:

- See "About the RADEditor"

Pasting HTML Content

How to paste HTML content into the HTML module.

1. Select  **Edit Content** from the HTML 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. "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.
7. 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".

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

Current Content

Editor: Basic Text Box Rich Text Editor

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

Render Mode: Text Html Raw

Version: 6
Workflow in Use: Content Staging
Workflow State: Draft
On Save? Publish Changes?

Pasting HTML into the HTML module

Adding Replacement Tokens

How to add replacement tokens into the HTML module. "Enabling/Disabling Token Replacement"

1. Select  **Edit Content** from the HTML module menu - OR - Click the  Edit Content link.
2. Enter the replacement token into the Editor. E.g. [User:FirstName] [User:LastName]. See "Replacement Tokens"

▼ **Text/HTML**

Welcome Rose Booth,

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

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

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



 **Edit Content** 

Replacement Tokens Displaying the User's Name

Previewing Editor Content

How to preview the current content in the Editor using the HTML module. This allows you to preview the content before updating it and/or publishing it.

1. Select  **Edit Content** from the HTML module menu - OR - Click the  Edit Content link.
2. Click the  Preview link located below the Editor. This expands the **Preview** section below (unless it is already expanded) and displays the content currently displayed in the Editor. Note: The state of the version being previewed is displayed at the Workflow State field. I.e. Edit Preview.
3. You can now return to editing the content, or save/cancel this content.

Tip: Each time you modify the content in the Editor, you must re-click the Preview link to see the changes.

☰ **Current Content**

Editor: Basic Text Box Rich Text Editor



Welcome [User:FirstName] [User:LastName],

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

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

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



 Design  HTML

Words: 53 Characters: 315

Version: 6

Workflow in Use: Content Staging

Workflow State: Published

On Save? Publish Changes?

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 menu - OR - Click the  Edit Content link.
2. **Maximize**  the **Version History** section.
3. Click the **Preview**  button beside the required version.

Version History				
Maximum Number Of Versions:				5
Version	Date	User	State	  
6	11/9/2010 3:29:08 PM	Rosie	Published	
5	11/9/2010 3:01:20 PM	Administrator Account	Published	 
4	11/9/2010 3:00:41 PM	Administrator Account	Published	 
3	11/9/2010 3:00:14 PM	Rosie	Published	 
2	11/9/2010 11:45:59 AM	Administrator Account	Published	 

The Preview section above is now maximized. It displays the content for the selected version and the **Workflow State** set for the version being previewed. In addition, the Item History section can be expanded to view additional details.

Preview

Workflow State: Published

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

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

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



Item History

Date	User	State
11/9/2010 3:01:20 PM	Administrator Account	Published
11/9/2010 3:01:11 PM	Rosie	Draft
11/9/2010 3:00:55 PM	Rosie	Draft

Viewing Previous Versions of Content

Managing My Workflow Tasks

How to view and update content that required reviewing before it can be published using the HTML module. This task requires that Workflow is NOT set to direct publish. See "Setting a Workflow".

1. Select **My Work** from the HTML module 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.

My Work

The following Content requires Review before it can be Published:

[Text/HTML \(Draft \)](#)

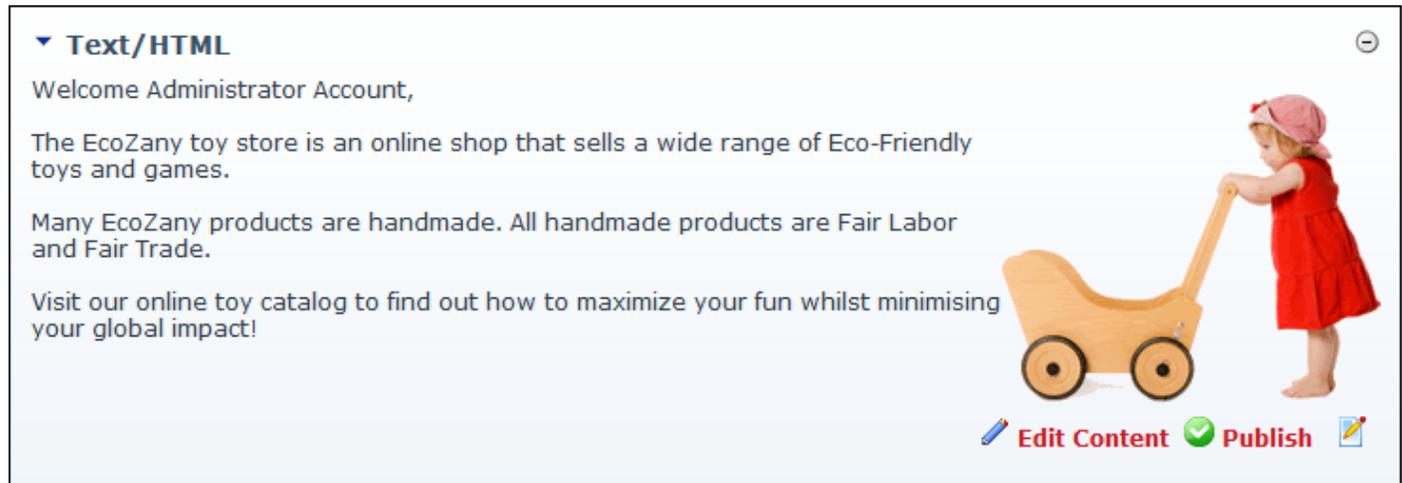
Cancel

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 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 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.

Troubleshooting: Image Not Displaying

Depending upon the caching set, an image may not display in the HTML module if it's properties are set as hidden.

▼ **Text/HTML** ⊖

Welcome Administrator Account, 

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

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

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

 **Edit Content** 

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.

▼ **Text/HTML**

Welcome Administrator Account,

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

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

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



 **Edit Content** 

Troubleshooting: Image Not Displaying in HTML Module

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 menu - OR - Click the **Settings**  button.
2. Go to the **HTML Module Settings** section.
3. At **Replace Tokens**, select from these options:
 - Check the check box to enable full token replacement.
 - Uncheck the check box to disable token replacement. This will display any tokens as text in the Editor.
4. Click the  Update link.

☐ **HTML Module Settings**

 **Help** : In this section, you can set up settings that are specific for this module.

 **Replace Tokens:**

 **Workflow:**

>> **Published**
Allows an author to directly publish content to the site

 **Update**  **Delete**  **Cancel**

Enabling Token Replacement

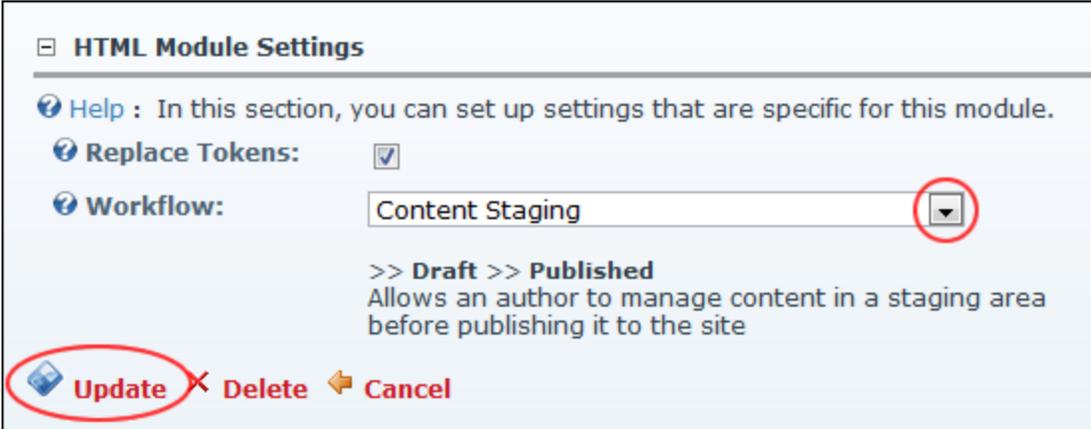
Related Topics:

- See "Adding Replacement Tokens"

Setting a Workflow

How to set the workflow for an individual HTML module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **HTML Module Settings** section.
3. At **Workflow**, select the workflow you wish to use from these options:
 - **Content Staging:** Content staging allows content to be saved as a draft before it is published. Draft content will only be visible when edit mode is selected by users who can edit the module/page. In view mode the most recent published version of content will be displayed instead of the draft. This is the same for users with view permissions only. "Publishing a Draft"
 - **Direct Publish:** With the direct publish workflow any content that is saved on the Edit Content page or through the inline editor will be immediately visible to all users with permissions to view the module. Editing users will be able to see the content for both view and edit mode.
4. Click the  Update link.



HTML Module Settings

 **Help** : In this section, you can set up settings that are specific for this module.

 **Replace Tokens:**

 **Workflow:** 

>> **Draft** >> **Published**
Allows an author to manage content in a staging area before publishing it to the site

 **Update**  **Delete**  **Cancel**

Setting the Workflow for a HTML Module

Setting a Workflow as Default for Site

How to set a workflow as the default for the site using the HTML module. This option is only available to Administrators.

Tip: To set a new workflow whether it is for an individual module or you wish to set the default for the site an HTML module must first be added to some page on your site.

1. Go to any HTML module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.

3. Go to the **HTML Module Settings** section.
4. At **Workflow**, select the workflow you wish to use. "Setting a Workflow"
5. At **Set As Default Workflow For Site?**, select from these options:
 - Check the check box to set this as the default for the whole site.
 - Uncheck the check box to set this workflow for this module only.

HTML Module Settings

Help : In this section, you can set up settings that are specific for this module.

Replace Tokens:

Workflow:

>> **Draft** >> **Published**
 Allows an author to manage content in a staging area before publishing it to the site

Set As Default Workflow For Site?

 **Update**  **Delete**  **Cancel**

Created By System On 6/29/2009 1:20:34 PM
 Last Updated By System On 6/29/2009 1:20:34 PM

6. Click the  Update link.

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 menu - OR - Click the  Edit Content link.
2. **Maximize**  the **Version History** section.
3. Locate the required version.
4. **Optional.** Click the **Preview**  button to preview the version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.
5. Click the **Delete**  button. This displays a message similar to "Are you sure you wish to permanently delete version 3 [that was created on [date] by [username]."

Version History						
Maximum Number Of Versions:				5 Modify		
Version	Date	User	State			
6	10/19/2010 4:43:44 PM	Smithy	Marketing			
5	10/19/2010 4:23:10 PM	Rosie	Published			
4	10/19/2010 4:21:17 PM	Administrator Account	Published			
3	10/19/2010 4:16:47 PM	Rosie	Published			

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

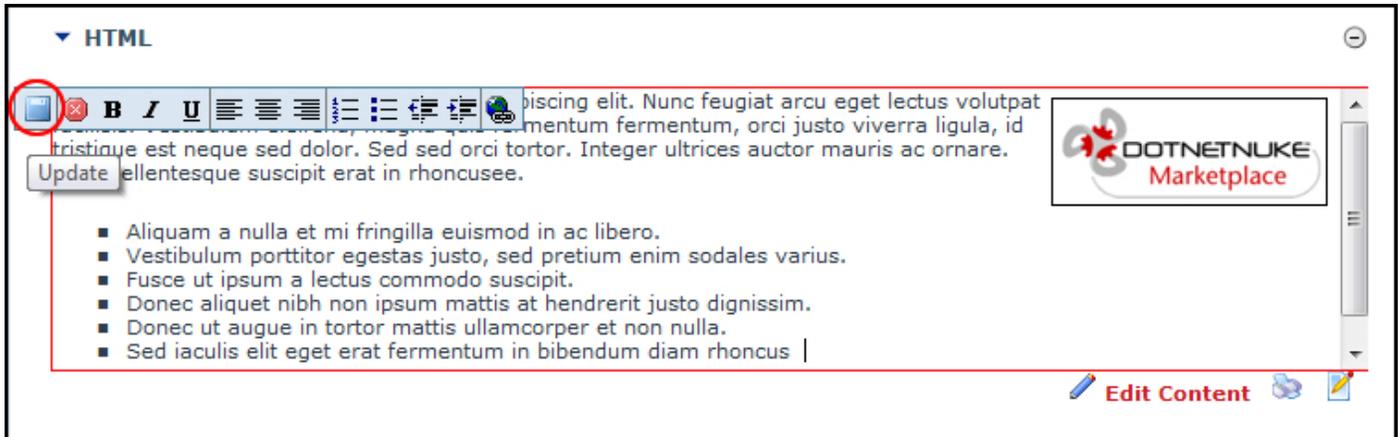
Enabling/Disabling Inline Editor

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

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. **Maximize** the **Advanced Settings** section.
3. **Maximize** the **Usability Settings** section.
4. At **Inline Editor Enabled**, check the check box to enable inline editing - OR - Uncheck the check box to disable it.



5. Click the Update link.



Editing Content Inline

HTML Pro

About the HTML Pro Module

The HTML Pro module (typically titled Text/HTML) displays basic text, rich text or HTML content. This module typically uses a Rich Text Editor (See "About the Rich Text Editors") to enable editors to add and maintain content including images, flash, and script. The module can be set to replace tokens with user or portal specific information such as user details, portal name etc.

Warning. Users must have Add Content/Edit permissions to the Page on which the HTML module is located in order to manage module settings.

The module offers workflow support and includes two default configurations - Direct Publish and Content Staging. Direct Publish maintains the legacy behavior of the module and allows content to be published directly to the site. Content Staging allows the author to save and view content in a staging area prior to publishing. Advanced Workflow Management also enables editors to create unique content staging workflows to suit your business needs.

Administrators can set the number of previous versions which are kept and editors can preview and rollback content an earlier version. In addition, the item history table contains detailed information about the history of either the current version, or the version that is currently being previewed.

Module Version: 05.06.00

Minimum DNN Version: 05.02.00

Text/HTML ⊖

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

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



The HTML Pro Module

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.

▼ **Text/HTML** ⊖

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

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

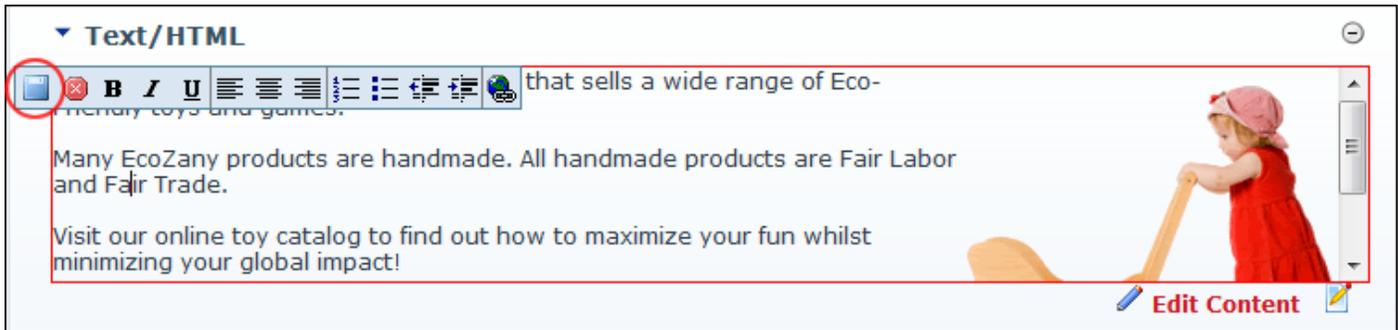
Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!



 **Edit Content** 

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 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.

Current Content

Editor: Basic Text Box Rich Text Editor

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

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

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

Render Mode: Text Html Raw

Workflow in Use: Marketing

Lock Status: Unlocked

On Save? Publish Changes? Lock Content?

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.

Enter Submission Comment

Copy for Ecozany home page.

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 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.

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***

Current Content

Editor: Basic Text Box Rich Text Editor

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

Render Mode: Text Html Raw

Version: 6
Workflow in Use: Content Staging
Workflow State: Draft
On Save? Publish Changes?

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 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.

▼ **Text/HTML**

Welcome Rose Booth,

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

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

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



 **Edit Content** 

Replacement Tokens Displaying the User's Name

Previewing Editor Content

How to preview the current content in the Editor using the HTML Pro module. This allows you to preview the content before updating it and/or publishing it.

1. Select  **Edit Content** from the HTML Pro module 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.

▼ **Edit Content**

☰ **Current Content**

🔍 Editor: Basic Text Box Rich Text Editor

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

🔍 Render Mode: Text Html Raw

🔍 Version: 2

🔍 Workflow in Use: Content Approval

🔍 Workflow State: Ready For Review

🔍 Lock Status: Locked by Rosie

🔍 On Save? Publish Changes? Unlock Content?

💾 Save ↩ Cancel 🔍 **Preview**

☰ **Preview**

🔍 Workflow State: Edit Preview

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

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 menu - OR - Click the  Edit Content link.
2. **Maximize**  the **Version History** section.
3. Click the **Preview**  button beside the required version.

 **Version History**

 **Maximum Number Of Versions:** 5

Version	Date	User	State	  
2	10/27/2010 11:06:51 AM	Administrator Account	Published	 
1	10/27/2010 10:46:44 AM	Administrator Account	Published	 

The Preview section above is now maximized. It displays the content for the selected version. It details the following information:

- **Workflow Used:** The workflow that was used for the specific version being previewed
- **Workflow State:** The state of the version being previewed

In addition, the Item History section can be expanded to view additional details.

 **Preview**

 **Version:** 1

 **Workflow Used:** Content Approval

 **Workflow State:** Published

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

 **Item History**

Date	User	State	Approved	Comment
10/27/2010 10:46:44 AM	Administrator Account	Published	True	
10/27/2010 10:46:05 AM	Administrator Account	Ready For Review	True	approved
10/27/2010 10:06:19 AM	Administrator Account	Draft	True	

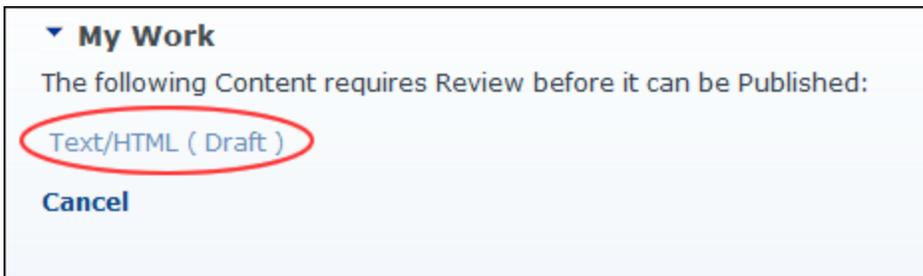
Viewing Previous Versions of Content

Managing My Workflow Tasks

How to view and update content that required reviewing before it can be published using the HTML Pro module. This task requires that Workflow is NOT set to direct publish. See "Setting a Workflow".

1. Select  **My Work** from the HTML Pro module 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".



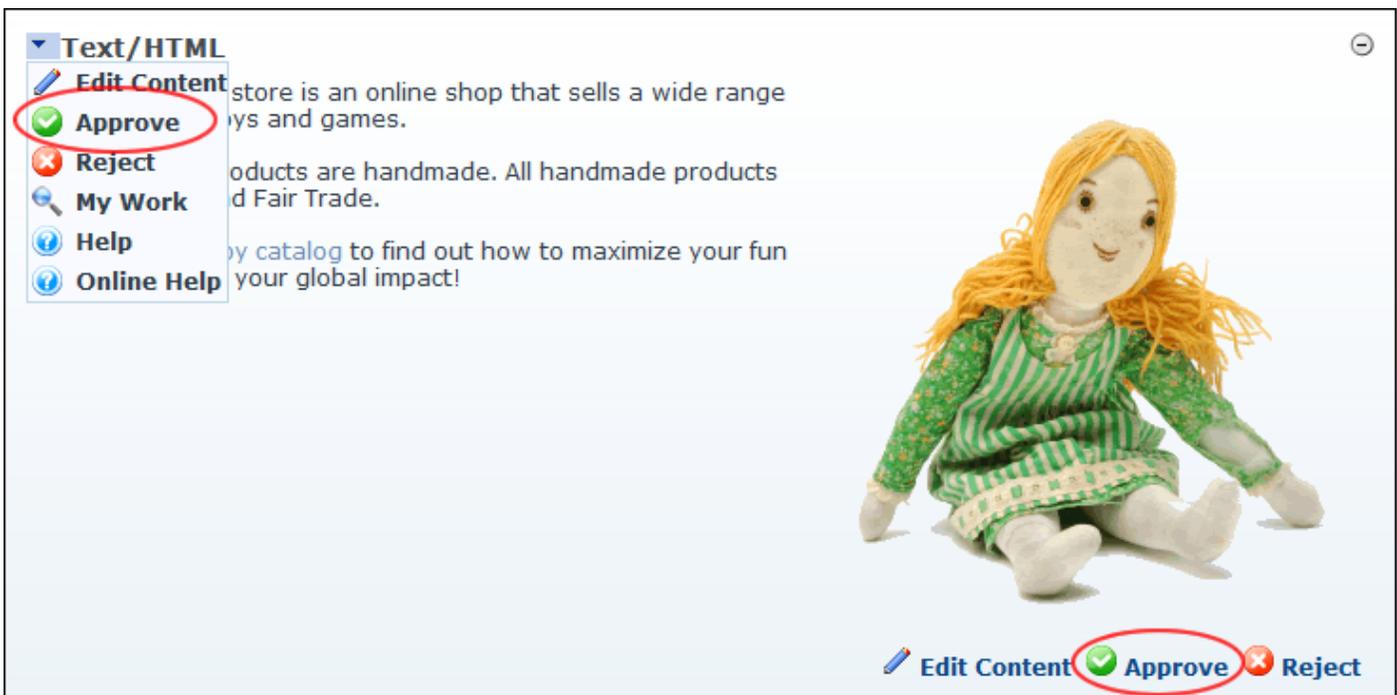
Managing your Workflow Tasks

Approving Content

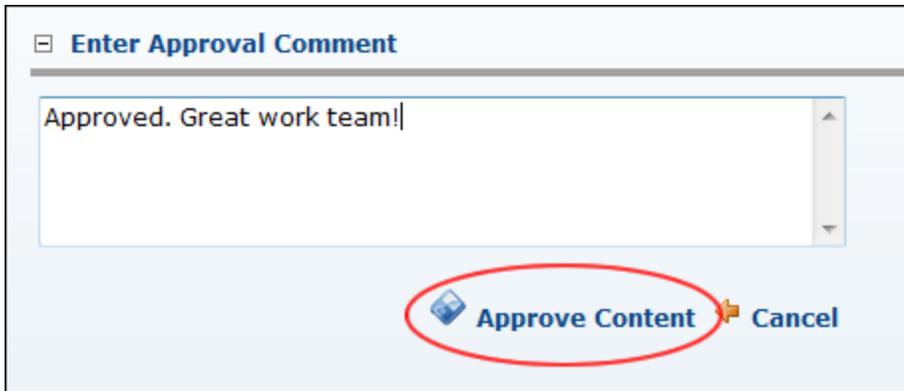
How to approve unpublished content using the HTML Pro module. This tutorial applies to the Content Approval workflow and other workflows with more than two states.

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 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.



Enter Approval Comment

Approved. Great work team!

 **Approve Content**  **Cancel**

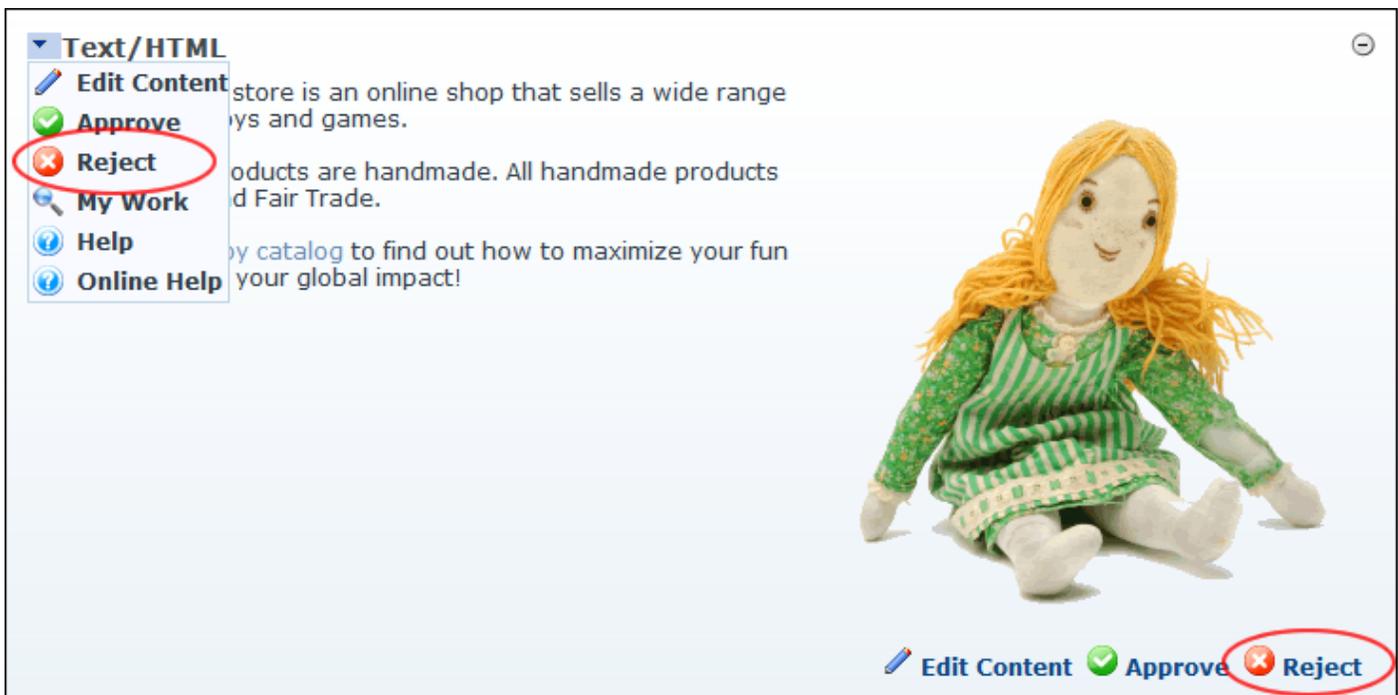
Approving HTML Pro Module Content

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 menu - OR - Click the  Reject link. This displays the approval comment text box.



Text/HTML

-  **Edit Content**
-  **Approve**
-  **Reject**
-  **My Work**
-  **Help**
-  **Online Help**

store is an online shop that sells a wide range of toys and games.

products are handmade. All handmade products are Fair Trade.

by catalog to find out how to maximize your fun and your global impact!



 **Edit Content**  **Approve**  **Reject**

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.

Enter Reason(s) for Rejecting

Inconsistent with current company profile. Check with Marketing for latest information.

 **Reject Content**  **Cancel**

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 menu - OR - Click the  [Lock Module](#) or  [Unlock Module](#) link.

▼ **Text/HTML**

 **Lock Module**

 **Edit Content**

 **My Work**

 **Help**

 **Online Help**

The store is an online shop that sells a wide range of toys and games.

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

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



 **Lock Module**
 **Edit Content**

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 menu - OR - Click the  Publish link.

▼ **Text/HTML**

Welcome Administrator Account,

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

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

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



 **Edit Content**
 **Publish**


Publishing a Draft

Rolling Back Content

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

1. Select  **Edit Content** from the HTML Pro module menu - OR - Click the  Edit Content link.
2. **Maximize**  the **Version History** section.
3. Locate the required version.
4. **Optional.** Click the **Preview**  button to preview a version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.

 **Preview**

 **Version:** 3

 **Workflow Used:** Marketing

 **Workflow State:** Published

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

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

Visit our [online toy catalog](#) to find out how to maximize your fun whilst minimizing your global impact!



5. Click the **Rollback**  button. The selected version is published immediately, even if the version was initially a draft (Content Staging).
6. Click the  Cancel link to return to the module.

Version History						
Maximum Number Of Versions:				5 Modify		
Version	Date	User	State			
6	10/19/2010 4:43:44 PM	Smithy	Marketing			
5	10/19/2010 4:23:10 PM	Rosie	Published			
4	10/19/2010 4:21:17 PM	Administrator Account	Published			
3	10/19/2010 4:16:47 PM	Rosie	Published			
2	10/19/2010 4:03:18 PM	Rosie	Published			

Rollback Module Content

Troubleshooting: Image Not Displaying

Depending upon the caching set, an image may not display in the HTML Pro module if it's properties are set as hidden.

Text/HTML

Welcome Administrator Account,

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

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

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

Edit Content

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.

▼ **Text/HTML**

Welcome Administrator Account,

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

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

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



 **Edit Content** 

Troubleshooting: Image Not Displaying in HTML Module

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 menu - OR - Click the **Settings**  button.
2. Go to the **HTML Module Settings** section.
3. At **Replace Tokens**, select from these options:
 - Check the check box to enable full token replacement.
 - Uncheck the check box to disable token replacement. This will display any tokens as text in the Editor.
4. Click the  Update link.

HTML Module Settings

Help : In this section, you can set up settings that are specific for this module.

Replace Tokens:

Workflow: Direct Publish

>> **Published**
Allows an author to directly publish content to the site

Update Delete Cancel

Enabling Token Replacement

Related Topics:

- See "Adding Replacement Tokens"

Setting a Workflow

How to set the workflow for the HTML Pro module. The below settings are available to authorized editors. Note: Administrators can also set a workflow as the site default. See "Configuring Admin Workflow Settings"

Important. Users must have Add Content/Edit permissions to the Page on which the HTML Pro module is located in order to manage module settings.

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

1. Select **Settings** from the module menu - OR - Click the **Settings** button.
2. Go to the **HTML Module Settings** section.
3. At **Workflow**, select the workflow you wish to use from these options:
 - **Content Approval:** Content Approval is similar to Content Staging but it adds an extra "Ready for Approval" state between the draft and published states. This allows reviewers to monitor and either approve or reject any content added before it is actually published to the site.
 - **Content Staging:** Content staging allows content to be saved as a draft before it is published. Draft content will only be visible when edit mode is selected by users who can edit the module/page. In view mode the most recent published version of content will be displayed instead of the draft. This is the same for users with view permissions only. See "Publishing a Draft".
 - **Direct Publish:** With the direct publish workflow any content that is saved on the Edit Content page or through the inline editor will be immediately visible to all users with permissions to view the module. Editing users will be able to see the content for both view and edit mode.

4. At **Module Workflow Override**, select from the below options. Note: This option will be disabled if Page Workflow Override has been disabled by an Administrator. See "Setting Page Workflow Override"
 - Check the check box to enable page level workflow configuration to be overridden at the module level. This enables a unique workflow to be set for this module, rather than using the workflow set for all modules on this page by an Administrator.
 - Uncheck the check box to set all modules on this page to use the workflow defined for the page.
5. At **Replace Existing Settings**, check the check box to replace the existing settings with these new settings. This option must be selected to override the previous settings. It exists as a safeguard against accidental changes.
6. Click the  [Update](#) link.

HTML Module Settings

Help : In this section, you can set up settings that are specific for this module.

Replace Tokens:

Workflow: 

>> **Draft** >> **Published**
 Allows an author to manage content in a staging area before publishing it to the site

 **Update**  **Delete**  **Cancel**

Setting the Workflow for all HTML Pro Modules on this Site

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 menu - OR - Click the **Settings**  button.
2. Go to the **HTML Module Settings** section.
3. In the **History Maximum** text box, enter the maximum number of versions to save. The default value is 5.
4. Click the  Update link.

 **HTML Module Settings**

 **Help** : In this section, you can set up settings that are specific for this module.

 **Replace Tokens:**

 **History Maximum:**

Manage Workflows

 **Workflow:**

>> **Draft** >> **Ready For Review** >> **Published**
 Allows an author to manage content and then have it reviewed by other users before it is published

 **Page Workflow Override**

 **Module Workflow Override**

 **Apply Workflow To:** Module Page Site

Replace Existing Settings?

 **Update**  **Delete**  **Cancel**

Setting Maximum Version History

Tip: The Version History List section on the Edit Content page only displays after the first version of content is saved.

Configuring Admin Workflow Settings

How to configure workflow setting for the HTML Pro module. These are Administrator only settings. For more details on setting available to authorized editors, see "Setting a Workflow"

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

3. At **Page Workflow Override**, select from these options:

- Check the check box to enable site level workflow configuration to be overridden at the page level. This enables the Page option at the Apply Workflow To field below.
- Uncheck the check box to require all HTML Pro modules on all pages to use the workflow configuration defined for the site. This disables the Page option at the Apply Workflow To field below.

4. At **Module Workflow Override**, select from these options:

- Check the check box to enable site level workflow configuration to be overridden at the module level. This enables the Module option at the Apply Workflow To field below.
- Uncheck the check box to require all HTML Pro modules on this page to use the workflow configuration defined for this page. This disables the Module option at the Apply Workflow To field below.

5. At **Apply Workflow To**, select from these options:

- **Module:** Select to apply the workflow set on this module to this module only.
 - i. **Optional.** At **Replace Existing Settings**, check the check box if you want to replace existing settings.
- **Page:** Select to apply the workflow set on this module to all modules on this page.
 - i. At **Replace Existing Settings**, check the check box to replace existing settings.
- **Site:** Select to apply the workflow set on this module across all modules on the site.
 - i. At **Replace Existing Settings?**, check the check box to replace existing settings.

HTML Module Settings

Help : In this section, you can set up settings that are specific for this module.

Replace Tokens:

History Maximum:

Workflow: ▼

>> **Published**
Allows an author to directly publish content to the site

Page Workflow Override

Module Workflow Override

Apply Workflow To: Module Page Site

Replace Existing Settings?

Update ✕ **Delete** ⬅ **Cancel**

Created By Administrator Account On 10/13/2010 11:38:19 AM
Last Updated By Administrator Account On 10/13/2010 11:38:19 AM

6. Click the  Update link.

Tip: The Replace Existing Settings field must be checked to apply a workflow at the Page or Site level. This provides a safeguard against Administrators accidentally modifying Page and Site workflows.

Adding a Workflow

How to add a workflow to the HTML Pro module.

1. Select  **Settings** from the ▼ module menu - OR - Click the **Settings**  button.
2. Go to the **HTML Module Settings** section.
3. Click the Manage Workflows link. This opens the Manage Workflows page.

HTML Module Settings

Help : In this section, you can set up settings that are specific for this module.

Replace Tokens:

History Maximum:

Manage Workflows

Workflow:

>> **Draft** >> **Ready For Review** >> **Published**
Allows an author to manage content and then have it reviewed by other users before it is published

Page Workflow Override

Module Workflow Override

Apply Workflow To: Module Page Site

Replace Existing Settings?

Update Delete Cancel

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

Manage Workflows

Workflow

Workflow:

Description:

Deleted?

Save Cancel

8. Click the Save link.

9. This saves the new workflow and adds a new section called States. The default workflow states of Draft and Published have been created for this new workflow.

States

In this section you can manage the workflow states. Note that once a workflow is being used you cannot delete any of the workflow states associated with the workflow. Also the first and last workflow states of a workflow cannot be deleted.

	State	Active
	Draft	True
	Published	True

[Add New State](#)

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

Adding a Workflow State

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

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

▼ **Manage Workflows**

☐ **Workflow**

🔍 **Workflow:** 

🔍 **Description:**

🔍 **Deleted?**

Save **Cancel**

☐ **States**

In this section you can manage the workflow states. Note that once a workflow is being used you cannot delete any of the workflow states associated with the workflow. Also the first and last workflow states of a workflow cannot be deleted.

	State	Active
	Draft	True
	Published	True

Add New State

8. Go to the **State Configuration** section.
9. In the **State** text box, enter a name for the workflow.
10. At **Reviewers**, click the check box to Grant  review content permissions to one or more roles and or usernames.
11. At **Notify?**, select from these options:
 - Check the check box to set the reviewers specified at Permissions to receive an email notification once a version reaches this state. For the published state the author of the version will receive an email notification once it is published.
 - Uncheck the check box to disable notifications.
12. At **Active?**, check the check box to enable this new state - OR - Uncheck the check box if this new state is not currently active.

State Configuration

State:

Reviewers:

	Review Content
Administrators	
All Users	<input type="checkbox"/>
Editor	<input type="checkbox"/>
Marketing	<input checked="" type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>

Username: Add

Notify?

Active?

Save Cancel

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

States

In this section you can manage the workflow states. Note that once a workflow is being used you cannot delete any of the workflow states associated with the workflow. Also the first and last workflow states of a workflow cannot be deleted.

	State	Active
	Draft	True
	Marketing	True
	Published	True

Add New State

14. **Optional.** Repeat Steps 7-13 to add additional workflow states.

15. **Optional.** Use the **Up** and **Down** buttons to reorder each state according to your workflow requirements.

States

In this section you can manage the workflow states. Note that once a workflow is being used you cannot delete any of the workflow states associated with the workflow. Also the first and last workflow states of a workflow cannot be deleted.

		State	Active	
		Draft	True	
		Marketing	True	
		Chief Editor	True	
		Published	True	

[Add New State](#)

Editing a Workflow State

How to edit an existing state in a workflow for the HTML Pro module.

1. Select  **Settings** from the  module 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 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.



The screenshot shows a web interface for managing workflows. At the top, there is a section titled "Manage Workflows" with a dropdown arrow. Below it is a sub-section titled "Workflow" with a plus icon. The form contains three main fields: "Workflow:" with a dropdown menu showing "Marketing"; "Description:" with a text area containing "Product information updates required approval from Marketing Department."; and "Deleted?" with a checked checkbox. At the bottom of the form, there are "Save" and "Cancel" buttons.

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 menu - OR - Click the  Edit Content link.
2. **Maximize**  the **Version History** section.
3. Locate the required version.
4. **Optional.** Click the **Preview**  button to preview the version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.
5. Click the **Delete**  button. This displays a message similar to "Are you sure you wish to permanently delete version 3 [that was created on [date] by [username]."

Version History						
Maximum Number Of Versions:				5  Modify		
Version	Date	User	State			
6	10/19/2010 4:43:44 PM	Smithy	Marketing			
5	10/19/2010 4:23:10 PM	Rosie	Published			
4	10/19/2010 4:21:17 PM	Administrator Account	Published			
3	10/19/2010 4:16:47 PM	Rosie	Published			

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

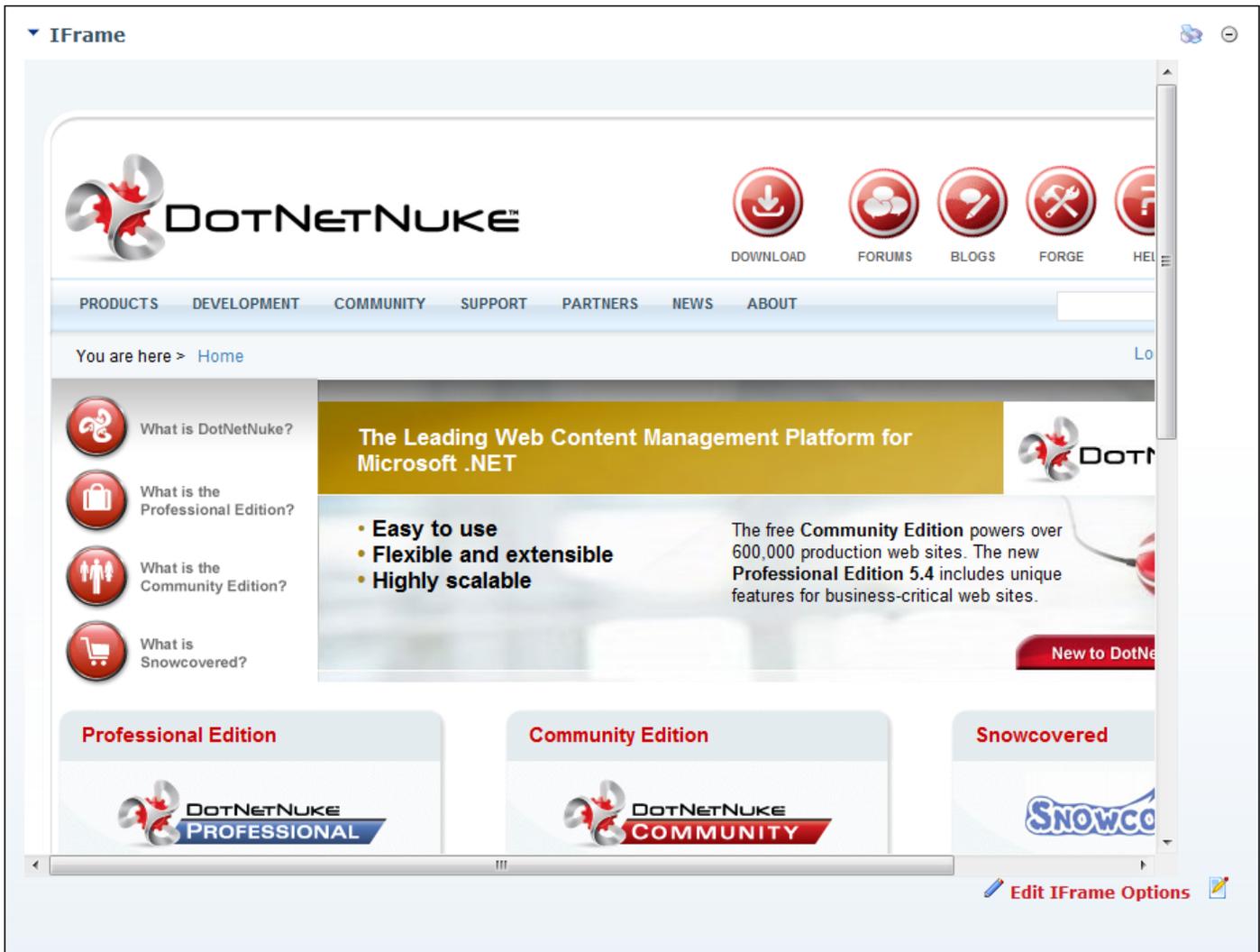
IFrame

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 menu - OR - Click the [Edit IFrame Options](#) link.
2. Go to the **Options** section.
3. At **Source**, select **URL (A Link To An External Resource)**.
4. In the **Location: (Enter The Address Of The Link)** text box, enter the URL of the content to be displayed. E.g. <http://www.domain.com/brochures/document.docx>
5. The following optional settings are recommended:
 - a. In the **Width** text box, enter the width for the IFrame in either pixels (E.g. 700) or as a percentage (E.g. 100%). If no width is entered a default width of 280 pixels is used.
 - b. In the **Height** text box, enter a height for the IFrame in pixels. If no height is entered a default height of 130px will be used.
 - c. At **Auto Height**, skip this step as it only works for files located on your site.
 - d. At **Scrolling**, set the properties of vertical and horizontal scroll bars:
 - **Auto**: Scroll bar displays only when scrolling is required.
 - **No**: No scroll bar is displayed. If this option is selected, ensure width and height settings are set to ensure all the content can be viewed as users will be unable to scroll.
 - **Yes**: Scroll bars display at all times.
 - d. At **Border**, select **No** to display the file without a border - OR - Select **Yes** to display a border around the IFrame content.
6. **Optional. Maximize** the **Other Options** section to set any of the following fields:
 - a. At **Allow Transparency**, check the check box to enable transparency on the IFrame, or uncheck the check box to disallow transparency.
 - b. In the **Name** text box, enter a name for this IFrame content. This name specifies a unique name of the IFrame (to use in scripts or as targets for links/IFrames).
 - c. In the **Tool Tip** text box, enter the tool tip to be displayed when the user hovers their mouse over the IFrame.
 - d. In the **Css Style** text box, enter a CSS style to be used.

- e. In the **Onload (JavaScript)** text box, enter the JavaScript to be executed when the page loads. This field can only be set by Administrators. You can do things like alert ("Here's my IFrame") which will pop up an alert box.

7. Click the Save link.

▼ **Edit IFrame**

☐ **Options**

🔍 **Source:**

Link Type:

URL (A Link To An External Resource)

Page (A Page On Your Site)

File (A File On Your Site)

Location: (Enter The Address Of The Link)

Select An Existing URL

🔍 **Width:**

🔍 **Height:**

🔍 **Auto height**

🔍 **Scrolling:**

🔍 **Border:**

☐ **Other Options**

🔍 **Allow Transparency:**

🔍 **Name:**

🔍 **Tool tip:**

🔍 **Css Style:**

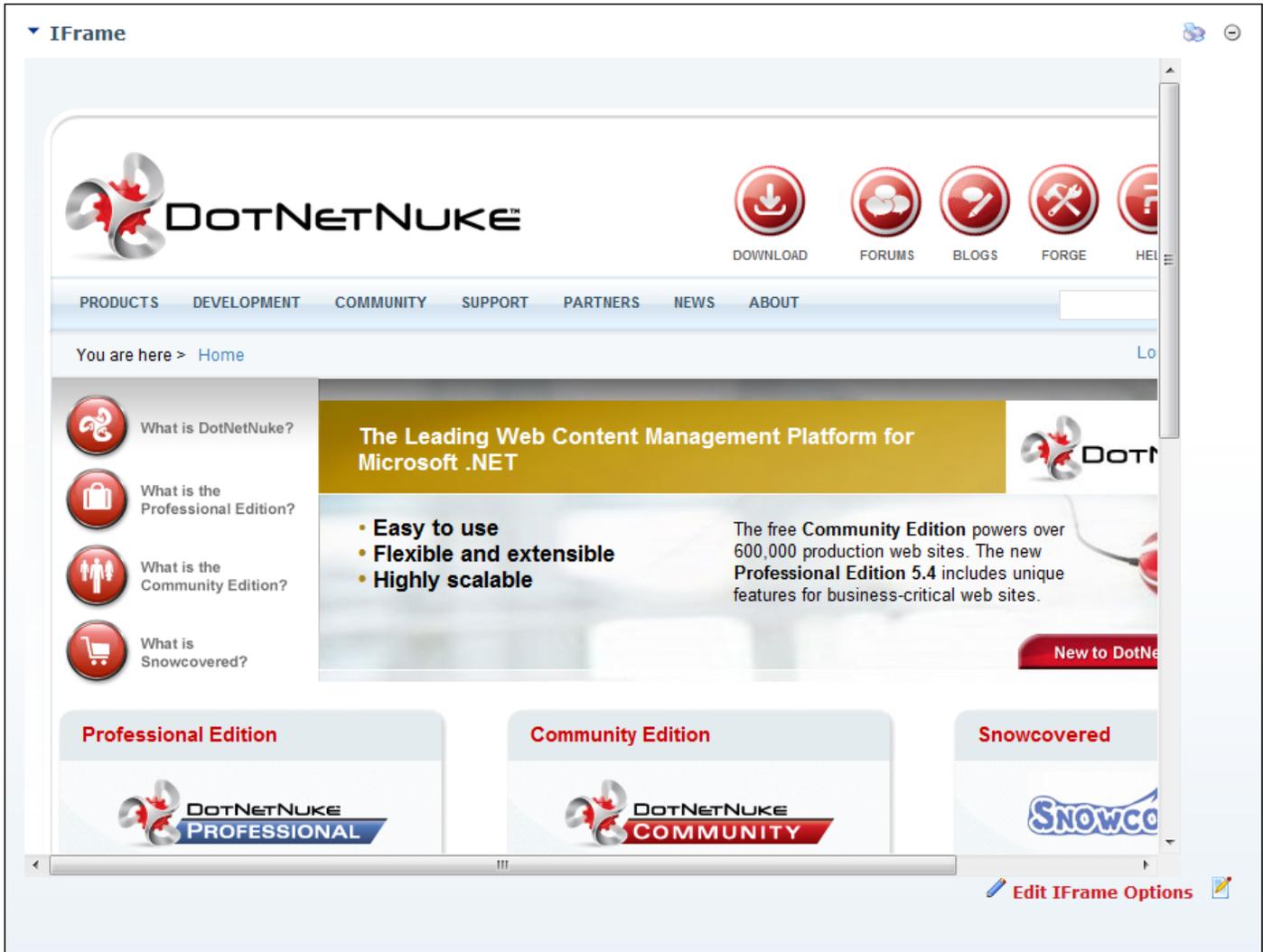
🔍 **onload (Javascript):**

☐ **QueryString Parameters**

Add QueryString Parameter

Save **Cancel**

Displaying an External URL in an IFrame



A Web site displayed in the IFrame module

Displaying an Internal File in an IFrame

How to display an internal file such as an image or document in the IFrame module. Note: If the document opens in a new window this may be a result of a setting on your Web browser.

1. Select **Edit IFrame Options** from the module menu - OR - Click the Edit IFrame Options link.
2. Go to the **Options** section.
3. At **Source**, select **File (A File On Your Site)**.
4. At **File Location/File Name**: select or upload the required file.

5. The following optional settings are recommended:

- a. In the **Width** text box, enter the width for the IFrame in either pixels (E.g. 700) or as a percentage (E.g. 100%). If no width is entered a default height of 280 pixels is used.
- b. In the **Height** text box, enter a height for the IFrame in pixels. If no width is entered a default height of 130px will be used.
- c. At **Auto Height**, check the check box to automatically display the IFrame at 100% for this file, or uncheck to disable. This option only works for files located on your site.
- d. At **Scrolling**, select one of the following options:
 - **Auto**: The scroll bar displays only when scrolling is required.
 - **No**: No scroll bar is displayed. If this option is selected, ensure width and height settings are set to ensure all the content can be viewed as users will be unable to scroll.
 - **Yes**: Scroll bars display at all times.
- e. At **Border**, select **No** to display the file without a border - OR - Select **Yes** to display a border around the IFrame content.

6. **Optional. Maximize** the **Other Options** section to set any of the following fields:

- a. At **Allow Transparency**, check the check box to enable transparency on the IFrame, or uncheck the check box to disallow transparency.
- b. In the **Name** text box, enter a name for this IFrame content. This name specifies a unique name of the IFrames (to use in scripts or as targets for links/IFrames).
- c. In the **Tool Tip** text box, enter the tool tip to be displayed when the user hovers their mouse over the IFrame.
- d. In the **Css Style** text box, enter a Css style to be used.
- e. In the **Onload (Javascript)** text box, enter the JavaScript to execute when the page loads. This field can only be set by Administrators.

7. Click the Save link.

▼ **Edit IFrame**

☐ **Options**

🔍 **Source:**

Link Type:

URL (A Link To An External Resource)

Page (A Page On Your Site)

File (A File On Your Site)

File Location:

Images/ ▼

File Name:

TrainEngineSmall.jpg ▼

Upload New File

🔍 **Width:** 380

🔍 **Height:**

🔍 **Auto height**

🔍 **Scrolling:** No ▼

🔍 **Border:** No ▼

⊕ **Other Options**

☐ **QueryString Parameters**

Add QueryString Parameter

Save **Cancel**

Displaying an Internal File in an IFrame

Tip: IFrame content may appear in a new Web browser window rather than in the IFrame on the page. This is caused by settings on the user's Web browser.



The Internal File displayed in the IFrame

Displaying a Site Page in an IFrame

How to display an internal file such as an image or document in the IFrame module.

1. Select **Edit IFrame Options** from the module menu - OR - Click the [Edit IFrame Options](#) link.
2. Go to the **Options** section.
3. At **Source**, select **File (A File On Your Site)**.
4. At **File Location/File Name**: select or upload the required file.
5. The following optional settings are recommended:
 - a. In the **Width** text box, enter the width for the IFrame in either pixels (E.g. 700) or as a percentage (E.g. 100%). If no width is entered a default height of 280 pixels is used.
 - b. In the **Height** text box, enter a height for the IFrame in pixels. If no width is entered a default height of 130px will be used.

- c. At **Auto Height**, check the check box to automatically display the IFrame at 100% for this file, or uncheck to disable. This option only works for files located on your site.
- d. At **Scrolling**, select one of the following options:
 - **Auto**: The scroll bar displays only when scrolling is required.
 - **No**: No scroll bar is displayed. If this option is selected, ensure width and height settings are set to ensure all the content can be viewed as users will be unable to scroll.
 - **Yes**: Scroll bars display at all times.
- e. At **Border**, select **No** to display the file without a border - OR - Select **Yes** to display a border around the IFrame content.

6. **Optional. Maximize** the **Other Options** section to set any of the following fields:

- a. At **Allow Transparency**, check the check box to enable transparency on the IFrame, or uncheck the check box to disallow transparency.
- b. In the **Name** text box, enter a name for this IFrame content. This name specifies a unique name of the IFrames (to use in scripts or as targets for links/IFrames).
- c. In the **Tool Tip** text box, enter the tool tip to be displayed when the user hovers their mouse over the IFrame.
- d. In the **Css Style** text box, enter a Css style to be used.
- e. In the **Onload (Javascript)** text box, enter the JavaScript to execute when the page loads. This field can only be set by Administrators.

7. Click the Save link.

▼ Edit IFrame

☐ Options

🔗 Source:

Link Type:

- URL (A Link To An External Resource)
- Page (A Page On Your Site)
- File (A File On Your Site)

Select A Web Page From Your Site:

EcoZany Profile ▼

🔗 Width:

100%

🔗 Height:

600

🔗 Auto height

🔗 Scrolling:

Auto ▼

🔗 Border:

Yes ▼

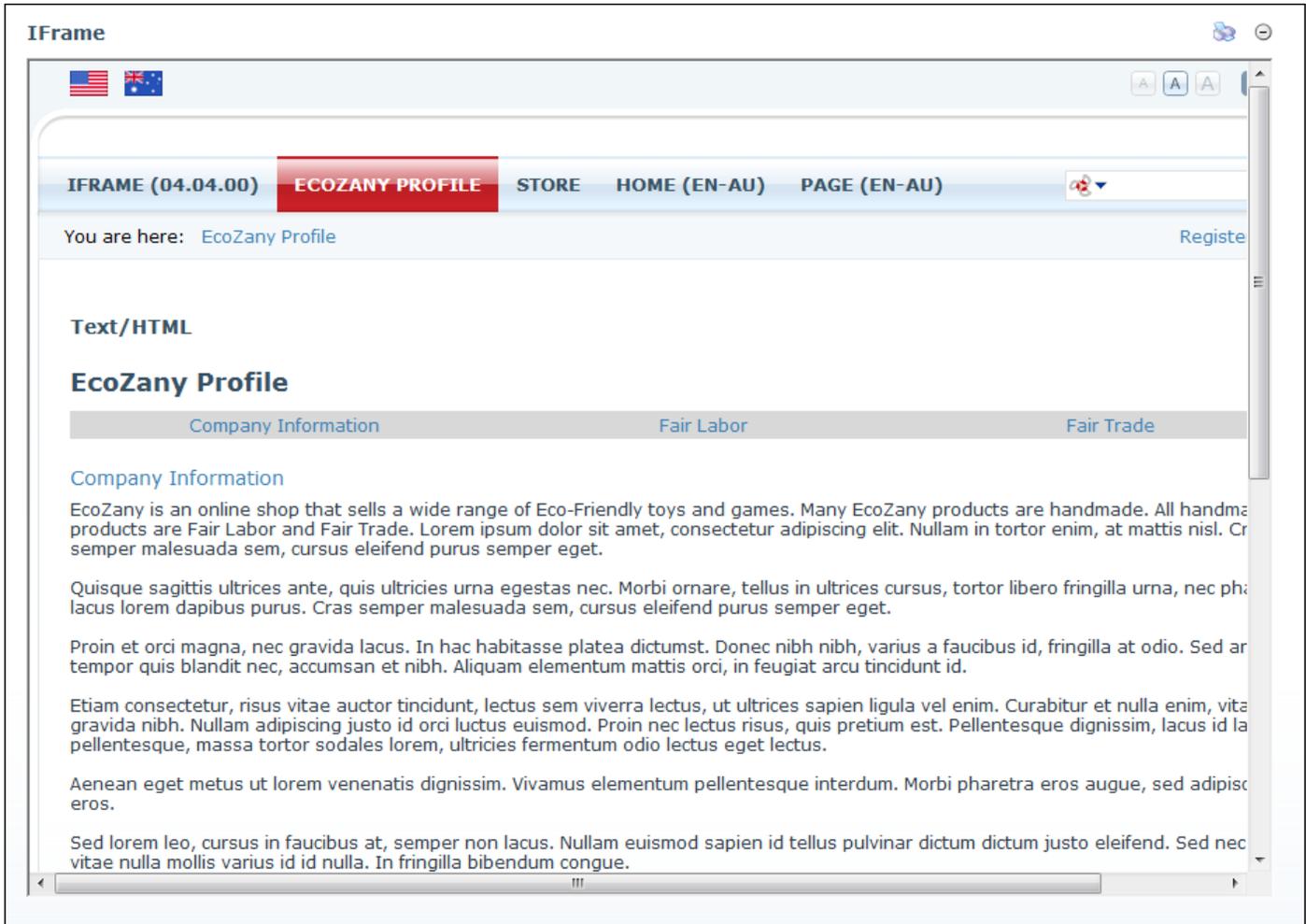
⊕ Other Options

☐ QueryString Parameters

Add QueryString Parameter

Save Cancel

Displaying a Site Page in an IFrame

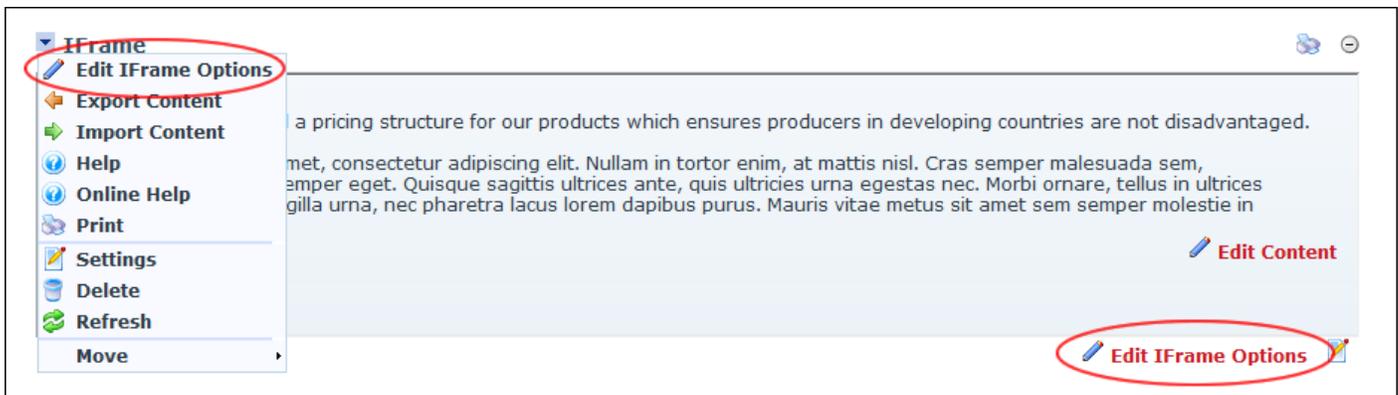


Displaying a Site Page in an IFrame

Editing an IFrame

How to edit the settings of the IFrame.

1. Select **Edit IFrame Options** from the module 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 menu - OR - Click the Edit IFrame Options link.
2. Set IFrame options as required. See "Displaying an External URL in an IFrame", See "Displaying an Internal File in an IFrame" or See "Displaying a Site Page in an IFrame"
3. **Maximize**  the **QueryString Parameters** section.
4. Click the Add QueryString Parameter link.
5. In the **Name** text box, enter a name for the QueryString. E.g. TabID
6. At **Value**, select a parameter type from the drop-down list. The following options are available: Static Value, Pass-Through QueryString, Pass-Through Form Post, Custom User Property, Portal ID, Portal Name, Tab ID, User ID, User's Username, User's First Name, User's Last Name, User's Full Name, User's Email, User's Website, User's IM, User's Street, User's Unit, User's City, User's Country, User's Region, User's Postal Code, User's Phone, User's Cell, User's Fax, User's Locale, User's TimeZone, User's Authorized Flag, User's Lock Out Flag, or User's SuperUser Flag.
7. **Optional.** Enter a value in the third text box which will be displayed if either Static Value, Pass-Through QueryString, Pass-Through Form Post, or Custom User Property are selected.
8. **Optional.** At **Use As Hash**, select this option to pass the querystring parameter through to the IFrame as a bookmark/anchor. E.g. Default.aspx#787. This replaces the usual format of Default.aspx?tabid=787.
9. Click the **Save**  button.

▼ **Edit IFrame**

☐ **Options**

🔗 **Source:**

Link Type:

URL (A Link To An External Resource)

Page (A Page On Your Site)

File (A File On Your Site)

Select A Web Page From Your Site:

EcoZany Profile ▼

🔗 **Width:** 100%

🔗 **Height:** 180

🔗 **Auto height**

🔗 **Scrolling:** No ▼

🔗 **Border:** Yes ▼

☒ **Other Options**

☐ **QueryString Parameters**

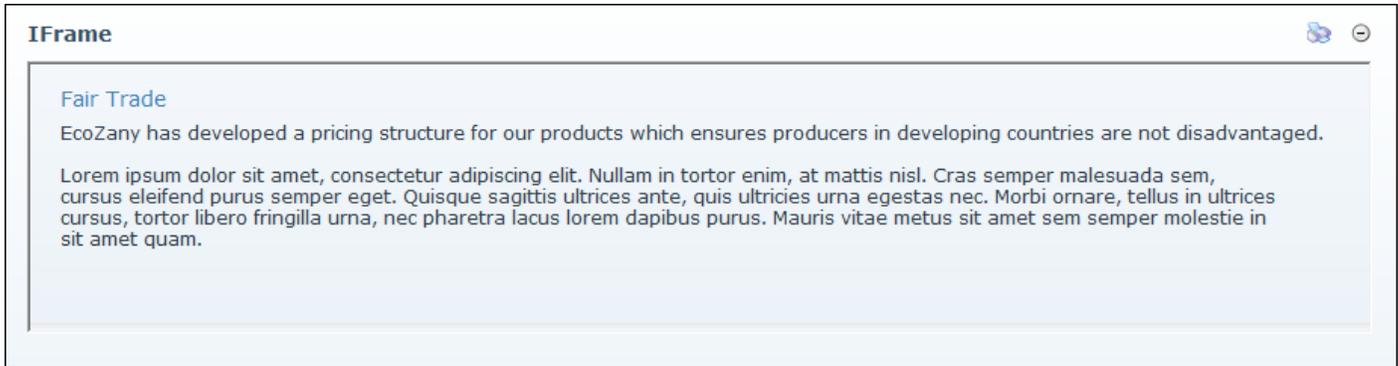
Name	Value	🔗 Use as Hash
 TabID	Static Value ▼ FairTrade	<input checked="" type="radio"/>

Add QueryString Parameter

Save Cancel

10. Repeat Steps 4-9 to add additional QueryStrings.
11. Click the Save link.

Note: The below image examples, the IFrame is set to display site content which has been set with the anchor (bookmark) named "FairTrade". 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 menu - OR - Click the [Edit IFrame Options](#) link.
2. **Maximize**  the **QueryString Parameters** section.
3. Click the **Edit**  button beside the parameter to be edited.

▼ Edit IFrame

☰ Options

🔗 Source:

Link Type:

URL (A Link To An External Resource)

Page (A Page On Your Site)

File (A File On Your Site)

Select A Web Page From Your Site:

EcoZany Profile ▼

🔗 Width:

🔗 Height:

🔗 Auto height

🔗 Scrolling:

🔗 Border:

⊕ Other Options

☰ QueryString Parameters

Name	Value	🔗 Use as Hash
X TabID Static Value (FairTrade)		
Add QueryString Parameter		
Save Cancel		

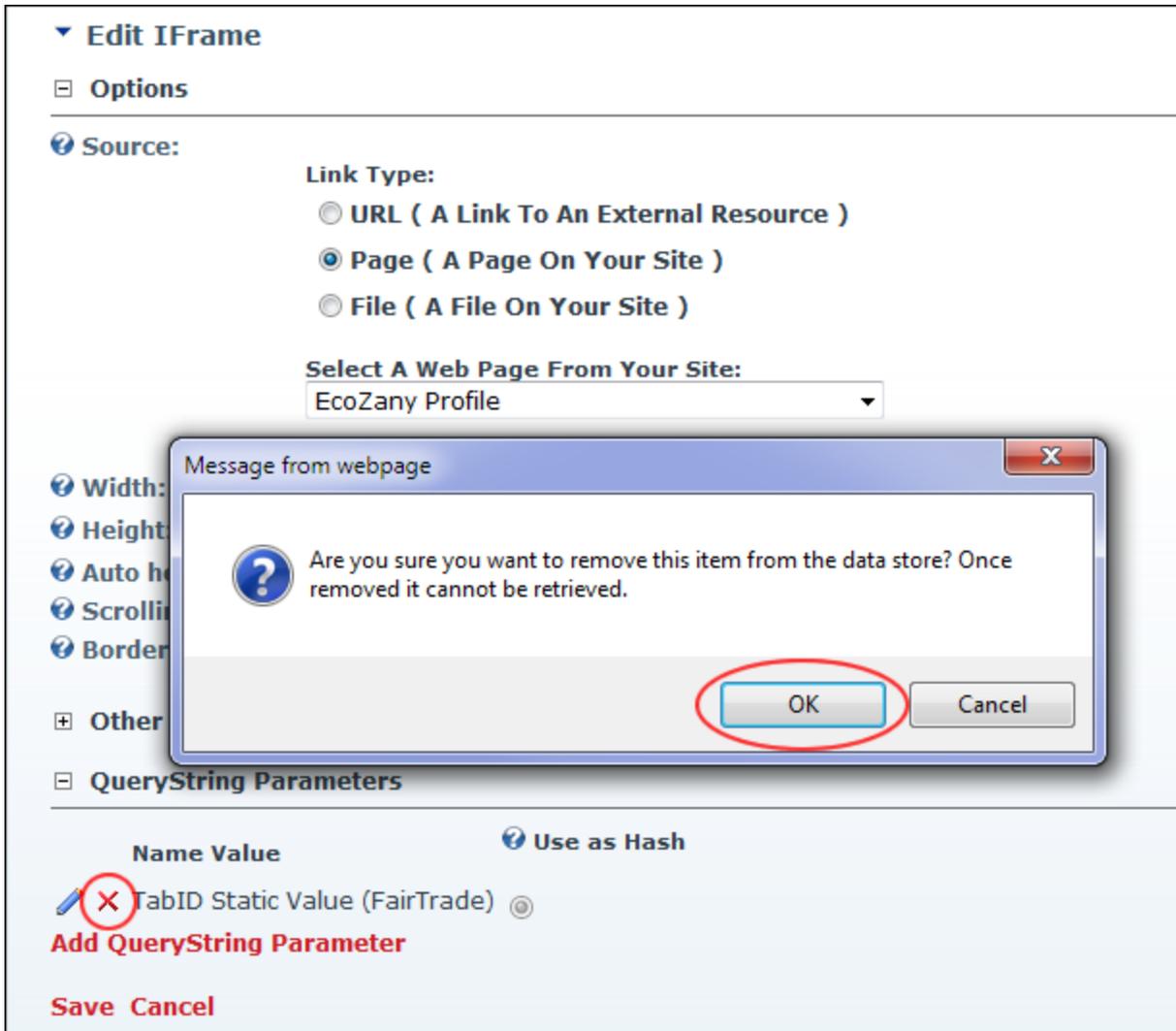
4. Edit the Name and/or Value fields. See "Adding QueryString Parameters"
5. Click the **Save** button.
6. Repeat Steps 3-5 to edit additional QueryStrings
7. Click the Save link.

Deleting a QueryString Parameter

How to delete QueryString Parameters set on the IFrame module.

1. Select **Edit IFrame Options** from the module menu - OR - Click the Edit IFrame Options link.
2. **Maximize** the **QueryString Parameters** section.

3. Click the **Delete**  button beside the parameter to be deleted. This displays the message "Are you sure you want to remove this item for the data source? Once remove it cannot be retrieved."
4. Click the **OK** button to confirm deletion.



The screenshot shows the 'Edit IFrame' dialog box. The 'Options' section is expanded, showing the 'Source' section. Under 'Link Type', the 'Page (A Page On Your Site)' radio button is selected. Below it, a dropdown menu is set to 'EcoZany Profile'. A modal dialog box titled 'Message from webpage' is overlaid on top, containing a question mark icon and the text: 'Are you sure you want to remove this item from the data store? Once removed it cannot be retrieved.' The 'OK' button in this modal is circled in red. At the bottom of the 'Edit IFrame' dialog, there is a table with columns 'Name' and 'Value', and a 'Use as Hash' checkbox. The table contains one entry: 'TabID Static Value (FairTrade)'. A red 'X' icon is next to the 'Name' column header. Below the table are buttons for 'Add QueryString Parameter', 'Save', and 'Cancel'.

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

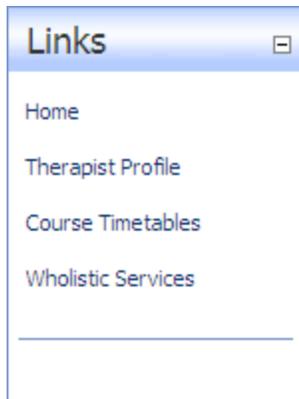
About the Links Module

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



The Links Module

Project Links

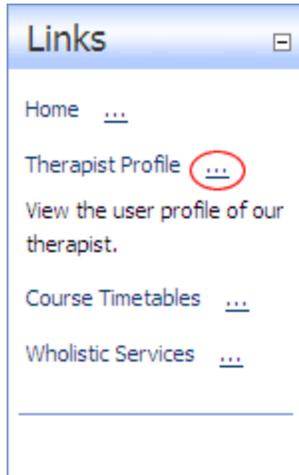
- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleLinks/tabid/857/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/45/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnlinks.codeplex.com/workitem/list/basic>

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 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 the File"
 - See "Setting a Page Link"
 - See "Setting a URL Link"
 - See "Selecting an Existing URL Link"
 - See "Adding a User Profile Link"
 - See "Setting No Link"
4. The following **OPTIONAL** fields are also available:

- a. At **Track Number Of Times This Link Is Clicked?** check the check box track the number of times the link is clicked- OR - Uncheck the check box to disable this feature.
 - b. At **Log The User, Date, And Time For Every Link Click?**, check the check box to add a Link Log to this screen once the record has been updated- OR - Uncheck the check box to disable the URL log.
 - c. At **Open This Link In New Browser Window?**, check the check box to open the link in a new Web browser window - OR - Uncheck the check box to open the link in the existing Web browser window.
 - d. In the **Description** text box, enter a description for the link.
 - e. In the **View Order** text box, enter a number to indicate the order of this link. E.g. 0 = First link; 1 = Second link, etc. This setting overrides the default order. By default, links are order by numeral-alphabetic. E.g. 1, 2, 3, a, b, c.
5. Click the Update link.

▼ Edit Links 

 **Title:**

Link Type:

URL (A Link To An External Resource)

Page (A Page On Your Site)

File (A File On Your Site)

User (A Member Of Your Site)

 **Link:**

Enter The Username Of A Member Of Your Site:

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

 **Description:**

 **View Order:**

[Update](#) [Cancel](#) [Delete](#)

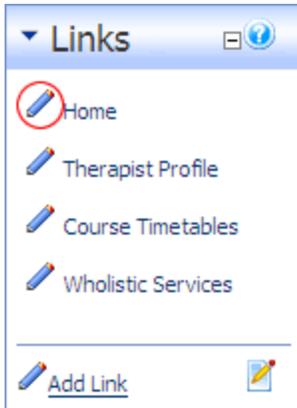
Adding a Link

Related Topics

Editing a Link displayed Horizontally or Vertically

How to edit a link that is displayed either horizontally or vertically on the Links module.

1. Click the **Edit**  button beside the required link.

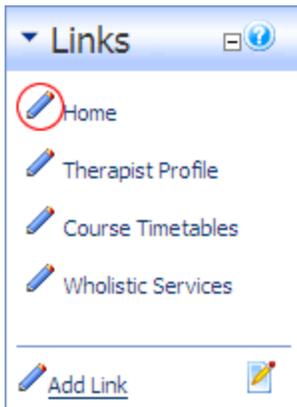


2. Edit the required fields.
3. Click the Update link.

Editing a Link in a Drop-Down List

How to edit a link displayed in a drop-down list for the Links module.

1. Select the link from the drop-down list.
2. Click the **Edit**  button.

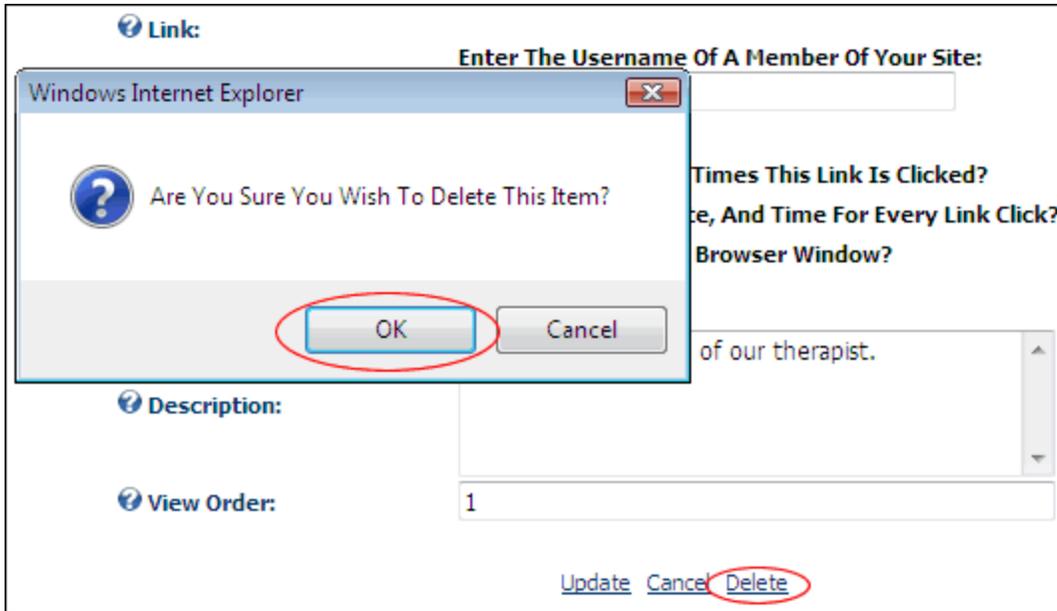


3. Edit the required fields.
4. Click the Update link.

Deleting a Link displayed Horizontally or Vertically

How to delete a link that is displayed horizontally or vertically in the Links module.

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

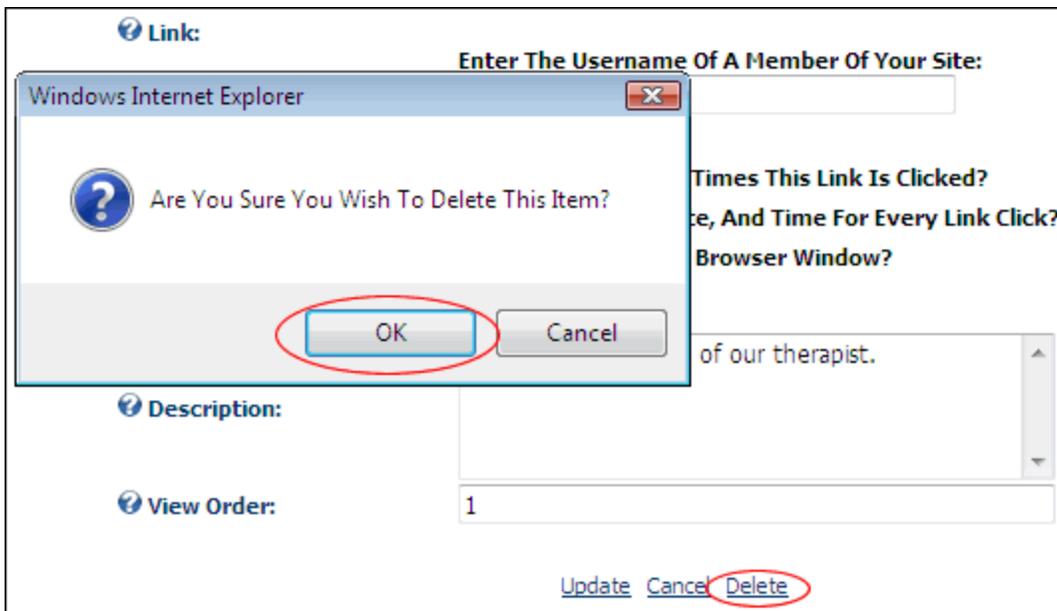


Deleting a Link

Deleting a Link displayed in a Drop-Down List

How to delete a link displayed in a drop-down list on the Links module.

1. Select the required link from the drop-down list.
2. Click the **Edit**  button.
3. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm deletion.



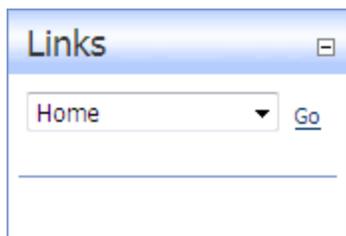
Deleting a Link

Settings

Displaying Links in a Drop-Down List

How to display links in a drop-down list using the Links module. By default, links are displayed in a vertical list.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Link Settings** section.
3. At **Control Type**, select **Dropdown**.
4. Click the  Update link.

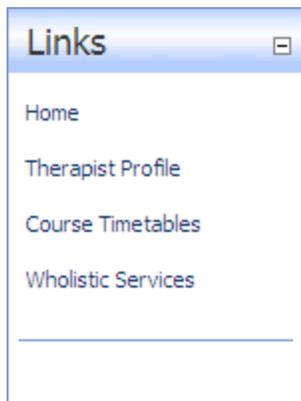


Links Displayed in a Drop-Down List

Displaying Links Vertically

How to display links in a vertical list on the Links module.

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

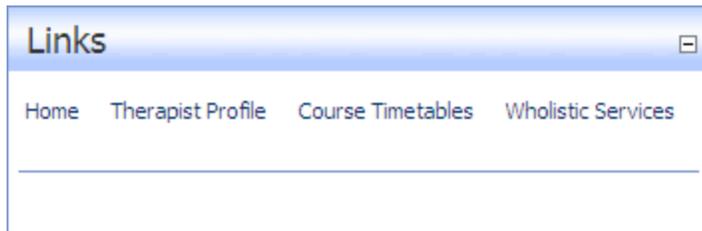


Links Displayed Vertically

Displaying Links Horizontally

How to set links to display horizontally on the Links module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Link Settings** section.
3. At **Control Type**, select **List**.
4. At **List Display Format**, select **Horizontal**.
5. Click the  Update link.

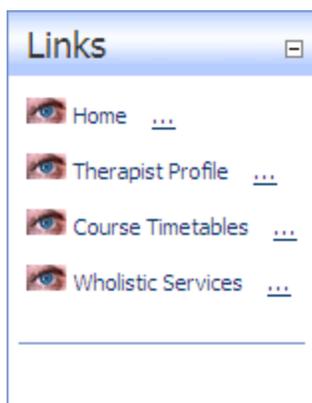


Links Displayed Horizontally

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 menu - OR - Click the **Settings**  button.
2. Go to the **Link Settings** section.
3. At **Display Info Link**, select **Yes**.
4. Click the  Update link.

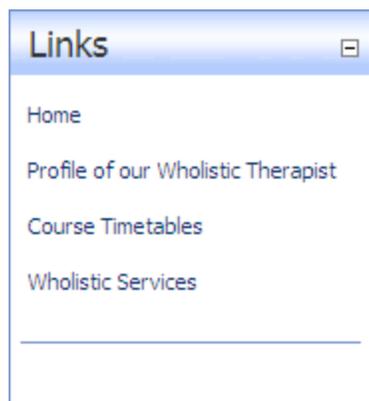


Info Link and Icons Displayed

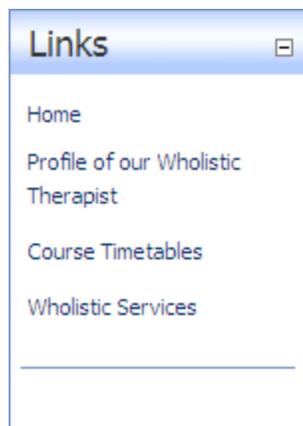
Setting Wrapping or No Wrapping for Links

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 menu - OR - Click the **Settings**  button.
2. Go to the **Link Settings** section.
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



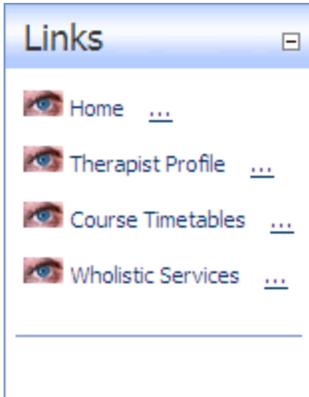
Links set with Wrapping

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 menu - OR - Click the **Settings**  button.
2. Go to the **Link Settings** section.

3. At **Display Icon** select or upload the required image. See "Setting a File Link" or "Uploading and Linking to the 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.

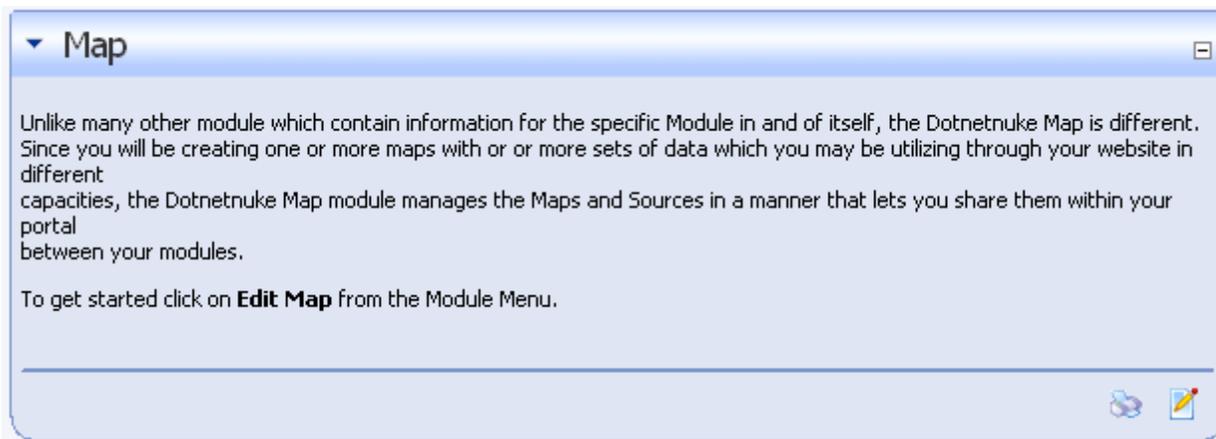
Project Links

- **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>

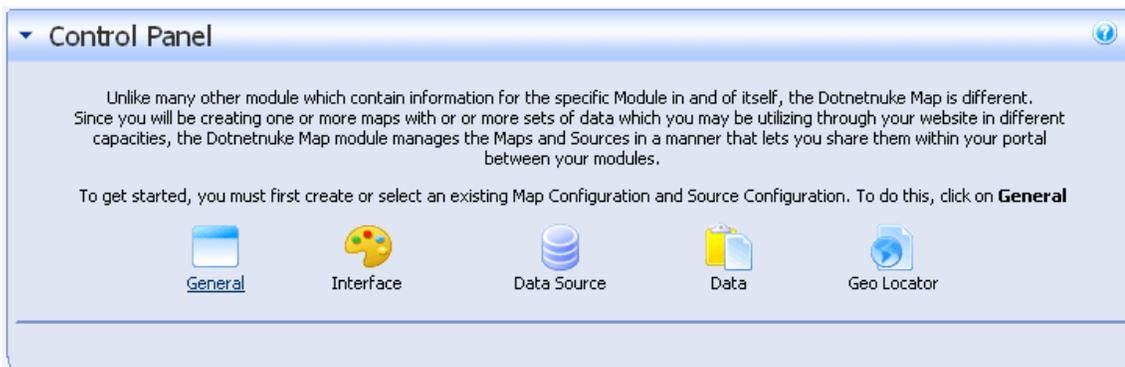
Module Editors

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 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.

The screenshot shows a web form titled "Map Settings". At the top, there is a blue header bar with the text "Map Settings". Below the header, there are two radio buttons: "Use Existing" (which is unselected) and "Create New" (which is selected). Under the heading "Map Information", there are two text input fields: "Name" and "Description". At the bottom of the form, there is a dropdown menu labeled "Visual Provider" with "Google.Directory" selected.

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:

Google License Keys (Get One)

Action	Domain	Key
Add License Key		
Edit License Key		
Domain	<input type="text" value="dotnetnuke.com"/>	
License Key	<input type="text" value="ABQIAAAAFTj12oJRtkpWZesoBC8rMRQv0BUlvC"/>	
Save License Key Cancel		

2. Click the [Save License Key](#) link to add the key to your License Key list. If your site will be referenced via multiple base URL's, you will need to configure the additional keys here. Note: The Domain is not the specific domain, but rather a portion of the domain itself. Map will find the most appropriate key based on the incoming domain name.

Once you add a key that works for the administration interface, the Interface Map Layout will display the Map based on your current settings. If the Map does not display, no license key that is configured will currently work with that domain name.

Setup of the Markers

Whenever points are placed on the map, they are plotted based on the Icon Index specified within the Point (the default value is zero). Each point may use its own Icon Index, but most icons are shared among many points. To configure those markers, click on Add Marker in the Markers area of the Interface settings.

Markers are easy to configure – and require 5 basic properties. The Image, Shadow Image, Dimensions of the Image, Dimensions of the Shadow, the Shadow Anchor (relative to the Image) and the Info anchor (relative to the Image).

Here's how to set up marker:

1. Select the **Image** by using the File Link control. This image will be displayed as the marker for your point.
2. Select the **Shadow Image**. This image will be displayed behind the Image set as the Marker Image, and will provide a shadowed effect to the interface.
3. Set the **Width and Height** of the marker – it is not required that the Image match the Width and Height of the marker, but rather the Marker controls its width and height specifically from here. These values are in Pixels.
4. Set the **Shadow Width and Height** – the shadow is usually wider than the actual image to get the correct look and feel. These values are in Pixels.
5. Set the **Anchor X Y**. The shadow image will be anchored to be overlapped by the marker Image at that location. These values are in Pixels.
6. Set the **Info X Y**. The pop-up balloon that is referred to as the Info Window will be plotted on your page, based on the relative position of the Image and this setting. These values are in Pixels.

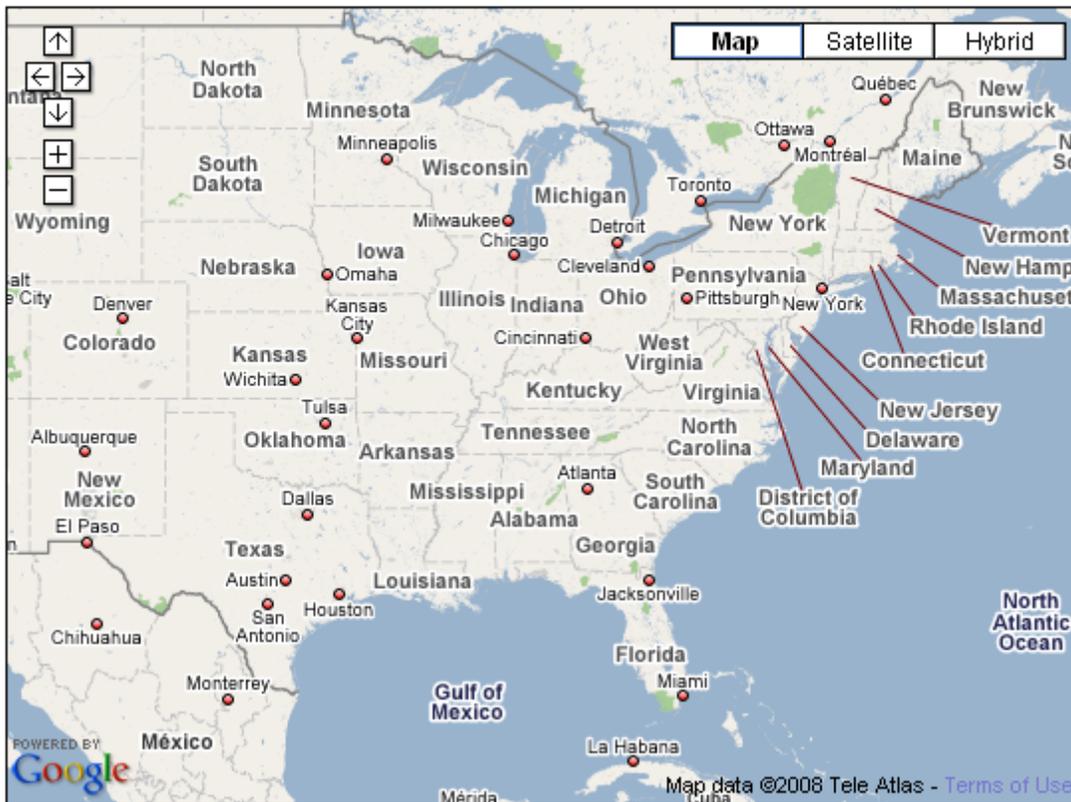
Markers											
Index	Task	Icon	Size		Shadow	Size		Anchor		Info	
			Width	Height		Width	Height	X	Y	X	Y
Add Marker											
Edit Marker											
			File Location:								
			Root <input type="button" value="v"/>								
Image			File Name:								
			aspdotnetstorefront.gif <input type="button" value="v"/>								
			File Location:								
			Root <input type="button" value="v"/>								
Shadow			File Name:								
			aspdotnetstorefront.gif <input type="button" value="v"/>								
Width / Height			16	16							
Shadow Width / Height			17	17							
Anchor X Y			2	2							
Info X Y			16	2							
Save Marker Cancel											

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 [Set](#)

Longitude

Description

Dotnetnuke Module Map Sample point

Width

Height

Zoom Level [Set](#)

Map Type [Set](#)

Control Type

Navigation Control

Overview Control

- **Map** – using the familiar Google Map interface, drag around the map until you settle on the location you prefer. This management allows you to quickly set the default map properties you desire. Once you have the location you want, move on to Latitude and Longitude. Alternatively, you can manually set these properties.
- **Latitude / Longitude** – click the Set link to assign the Latitude and Longitude to the current Map view position. Or manually set the Latitude and Longitude to your desired location. If a Description is provided, a point will be plotted at this location.
- **Description** – when provided, a point will be placed on the map with the content of your description in its information window. If Description is not provided, no point is placed at the provided coordinate.
- **Width** – the width of the map, either can be a percentage (as in 100%) or a pixel width (as in 300 or 300px).
- **Height** - the height of the map, can be either a percentage (as in 100%) or a pixel width (as in 300 or 300px).
- **Zoom Level** – the default zoom level to use within the map interface display. Click the Set link to pull the zoom level from the Map Layout.
- **Map Type** – allows you to display the map as either a standard Map, a Satellite Map or a Hybrid Map. Click the Set link to pull the Map Type from the Map Layout.
- **Control Type** – optionally display the Map Type Selector by choosing “Visible” for the Control Type.
- **Navigation Control** – you can display the left hand navigation control in one of three ways – either “Small”, meaning no extended zoom control; “Large” which provides the full zoom control; or “None”.
- **Overview Control**- the small bottom right hand corner Overview Control is provided if “Visible” is selected.

Setup of the Standard Layout Settings

Each Interface can provide any additional settings that it requires. For the Standard Layout Map, the following options are provided.

- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.
- **Retry Delay (ms)**- identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. This is only required if the Web site in question has performance issues with the general layout and production of map points.

Configuring the Directory Settings

The Directory layout for DNN Map provides visual representation of you data points via both the Map itself, and a provided directory structure. The records are paged through a familiar page selector. Overall, the layout can be highly customized, resorting to the default layouts provided by the Map, or by providing your own.

Setup of the Positional Layout Settings

Each Interface can provide any additional settings that it requires. For the Positional Layout Map, the following options are provided.

Positional Settings	
Initial Delay (ms)	<input type="text" value="0"/>
Retry Delay (ms)	<input type="text" value="0"/>
Default Radius	<input type="text" value="0"/>

- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.
- **Retry Delay (ms)** - identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. This is only required if the website in question has performance issues with the general layout and production of map points.
- **Default Radius** – identifies the Mile Radius to use when plotting points that should be displayed relative to the currently selected position.
- **Results Per Page** - the number of records to display per page in the Directory.
- **Search Template** – the default template to use for the text contained within the Search area. The Template allows you to place the default textbox and button within the template via the values: [TEXTBOX] and [BUTTON]. Clicking the Load Default link will automatically place the default value into the text area for you to use or modify. For example:

```
<table align='center' width='100%' border='0' cellpadding='1' cellspacing='1'>
<tr>
<td>Enter an address in the space provided to find locations near you.</td>
</tr>
<tr>
<td>[TEXTBOX][BUTTON]</td>
</tr>
</table>
```

- **No Result Template** - When no results are returned from the Directory, you can provide a specific value. Place that text in this template value. Click the Load Default link to use the standard value. For example:

The selected location contains no results, please select a different location on the map.

- **Textbox Element ID** - You can provide your own custom search text box by providing the element id as it appears in your html here.
- **Button Element ID** – You can provide your own custom search button by providing the element id as it appears in your html here.
- **Target Element ID** – You can provide your own custom location for the directory results to be displayed, rather than displaying it within the current module. For example, a div who’s id is “divMyDirectory”. Place the element id as it appears in your html here.
- **Main CSS Name**- override the look and feel of the module by setting your own CSS classes to be used for the layout and structure of the directory. This setting refers to the containing element.
- **Main CSS Item Name** – the class name to use from your CSS for the directory items
- **Main CSS Alternate Name** – the class name to use from the CSS for the alternating directory items
- **Main CSS Hover Name** – the class name to use 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]>

[DESCRIPTION]<br>
[DISTANCE]
</DIV>
```

- **onClick Plot** – when checked, the point will be plotted on the map when the directory item is clicked.
- **onClickPan** – when checked, the map will pan to the point at the current zoom level when the item is clicked.
- **onClickZoom** – when set, the map will zoom to the provided zoom level when the directory item is clicked.
- **onClickClear** – when set, the points on the map will be cleared (should be used with Plot) whenever a directory item is clicked.

Configuring the Positional Settings

The Positional layout of the Map identifies that the points will be loaded automatically whenever the users clicks on a new position within the map, based on the provided radius. In the settings below, provide the standard Map properties, and finally set the Radius you would prefer.

Important: See "Setting the Standard Interface" before you begin for to learn how to set Google API Key, Markets and Map Layout before beginning with Positional Settings.

Setup of the Positional Layout Settings

Each Interface can provide any additional settings that it requires. For the Positional Layout Map, the following options are provided.

Positional Settings	
Initial Delay (ms)	<input type="text" value="0"/>
Retry Delay (ms)	<input type="text" value="0"/>
Default Radius	<input type="text" value="0"/>

- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.
- **Retry Delay (ms)** - identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. This is only required if the website in question has performance issues with the general layout and production of map points.
- **Default Radius** – identifies the Mile Radius to use when plotting points that should be displayed relative to the currently selected position.

Configuring the Time Lapse Settings

The Time lapse layout of the Map identifies that the points will be loaded sequentially, based on the Sequence identified within the points. Below the map, a friendly playback and timeline structure is provided for easy replay. You can choose to automatically playback the points when the page is loaded, or upon user request.

Important: See "Setting the Standard Interface" before you begin, for to learn how to set Google API Key, Markets and Map Layout before beginning with Time Lapse Settings.

Setup of the Time Lapse Layout Settings

Each Interface can provide any additional settings that it requires. For the Timelapse Layout Map, the following options are provided.

Timelapse Settings	
Initial Delay (ms)	<input type="text" value="0"/>
Retry Delay (ms)	<input type="text" value="0"/>
Timelapse Delay (ms)	<input type="text" value="0"/>
	<input type="checkbox"/> Automatically Begin Playback
	<input type="checkbox"/> Display Timer Info in Status Bar
	<input type="checkbox"/> Use Timer Difference during Playback

- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.
- **Retry Delay (ms)**- identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. This is only required if the Web site in question has performance issues with the general layout and production of map points.
- **Time lapse Delay (ms)** – identifies that the this amount of time will transpire between points plotted in the time lapse.
- **Automatically Begin Playback** – identifies that the playback will begin without requiring the user to press “Play”.

- **Display Timer Info in Status Bar** – identifies that the Status of the playback will display the content from the Timer Info value.
- **Use Timer Difference during Playback** – when checked the playback will take the Time lapse delay and multiple that by the ratio of time between the physical Point Info Dates.

Configuring the Geo Locator Settings

The provided geo locator for the core map module utilizes the Google API for lookup and coding of the requested Address. This is used for any of the standard Interfaces or Sources, and provides the ability to get the longitude and latitude for each point.

First make sure that you have setup the Data Source. The configuration of the Geo Locator is bound to the configuration of the source, because without a Geo Locator you cannot look up points that are missing the longitude and latitude. First setup the source and hit Save.

Geo Locator Settings

To automate the process of assigning Global Positions to specific or general Addresses, a Geocoder is built into the module. There are a few setting for this Geocoder to work. First you must obtain or utilize an existing Google API Key. Then, from the checkboxes provided, identify the depth of the lookup against your data. For example, if you are Mapping all the users in the system, but would prefer a roll-up affect that places a marker in each common location - you would probably only choose Country and Region.

Google API Key (Get One)

- Include Country in Address**
- Include Region in Address**
- Include Postal Code in Address**
- Include City in Address**
- Include Street in Address**
- Include Unit in Address**

[Save](#) | [Cancel](#)

The Geo Locator allows you to provide the depth of the lookup based on the address information provided. With that said, however, the value physically stored in the Address column will be used when data is directly imported. This interface is used more specifically when you Add an Address from the Data page, or when you Geo Locate the Users for a User/Membership type of map.

- **Google API Key** – if you are using a Google Map based interface, just use one of the keys you have already provided there. This key is used to obtain the point location from Google.
- **Include Country / Region / Postal Code / City / Street / Unit** – when using the Add an Address interface, or when a User is looked up by address for you map, these setting identify the geographic

information that is actually passed to the Geo Locator. For example, if you only want one point per region, you would only pick Country and Region.

Press the [Save](#) link to save the Geo Locator settings.

Setting a User/Membership Map

Once you have established the Interface for your 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 Avenue Green Bay WI 54302-4537
 	2	39.392359	-76.96728	0	Sykesville MD 21784
 	2	42.81242	-83.790689	0	604 W Broad St Linden MI 48451-8658
 	3	39.238954	-85.094537	0	222 N Meridan St Sunman IN 47041
 	4	40.796899	-73.937847	0	2256 Second Ave New York NY 10029-2202
 	5	35.957162	-83.936199	0	1901 Clinch Ave Knoxville TN 37916-2307
 	6	42.663659	-83.280245	0	940 Joslyn Pontiac MI 48340-2923
 	7	34.753962	-92.401996	0	11402 W Markham St Little Rock AR 72211-2806
 	8	32.392142	-96.847656	0	610 Ferris Waxahachie TX 75165-3030

- **New / Edit** – create or edit an entry in your Map Points. Click on New to open the Editor with an empty set of attributes. Click on the Edit pencil to open the Editor with the current values.

Icon:	<input type="text" value="0"/>
Latitude:	<input type="text" value="44.512899"/>
Longitude:	<input type="text" value="-87.965584"/>
Timer:	<input type="text" value="1"/>
Timer Info:	<input type="text"/>
Address:	<input type="text" value="2262 University Avevue Green Bay WI 54302-4537"/>
Description:	<input type="text" value="Associated Bank NA
2262 University Avevue
Green Bay, WI 54302-4537"/>
Zoom:	<input type="text" value="0"/> 
Zoom (Hide):	<input type="text" value="0"/> 

[Save](#) | [Delete](#) | [Cancel](#)

Icon:	<input type="text" value="0"/>
Latitude:	<input type="text" value="0"/>
Longitude:	<input type="text" value="0"/>
Timer:	<input type="text" value="0"/>
Timer Info:	<input type="text"/>
Address:	<input type="text"/>
Description:	<input type="text"/>
Zoom:	<input type="text" value="0"/> 
Zoom (Hide):	<input type="text" value="0"/> 

[Save](#) | [Delete](#) | [Cancel](#)

- **Icon** – the index of the icon to use from your map Markers.
- **Latitude** – the latitude coordinate of the point. Set this value to an empty value to force geo coding on the next service pass.
- **Longitude** – the longitude coordinate of the point. Set this value to an empty value to force geo coding on the next service pass.
- **Timer** – the Sequence Number of the item. This is often used for identifying the sequence of points when in a Time Lapse interface.
- **Timer Info** – the Sequence Information to display when requested. This is often used for the points in a Time Lapse interface.
- **Address** – The address to be used for geo coding. If you are supplying a Longitude and Latitude with your content, you can place whatever content you desire in the address.
- **Description** – the visual representation of the information for that point, not necessarily an address itself. This is an unlimited length value and can contain HTML syntax.
- **Zoom** – the Zoom level at which to start showing the point. Set this value to zero (0) to always show the point.
- **Zoom Hide** – the Zoom level at which hides the point. Set this value to zero (0) to never hide the point.
- **Find Address** – look for the Latitude and Longitude for an address by clicking on the Find Address link. This window will use the settings for the Geo Locator for the geo coding. If you specify that only Country and Region are used, for instance, then in the following Screenshot – only Washington will be sent to the Geo Locator (because country is not specified). When the Find Address lookup is initiated, the response will announce that the Address was not found, or the Edit window will pop open with the identified Latitude and Longitude.

Address:	8000 Pennsylvania Ave
Country:	
City:	Washington
State:	DC
Zip:	
Find Address	

Managing Map Data

Adding External Data Sources

Many users of the Map module will find the need to push data from existing sources into the Map Points table for displaying useful information. This is very easy to do with the Map module, and provides not only the ability to

display your data, but Geo Code the points and provide an easy way to link back to your source data. To accomplish this technique you must first understand the Map data structures.

First, when you create a Map Data Source, the configuration is stored in the Map_Sources table. The SourceID of the Map is used to associate Map Points, contained in the Map_Points table, to the Map Source. First check the Map_Sources table to determine the SourceID of your Map Data. You can easily distinguish your source from either by the Name and Description columns in combination with your Portal ID.

For Example, assume you are in Portal 0 and the Data Source you created is called “Corporate Locations”:

--OBTAIN THE MAP SOURCE ID FOR THIS MAP DATA

Select

SourceID

from

Map_Sources

where

PortalID = 0 and

Name = 'Corporate Locations'

Assume for this example that the SourceID returned was 2

Next, take a look at the structure of the Map_Points table. Your external source will need to be inserted into this table for use. Here are the column requirements for the Map_Points table:

- **PointID:** The Primary Key and identity of the Points, this column is automatically generated and cannot be manually assigned.
- **SourceID:** the foreign key pointer to your Map_Sources table. This will need to be populated with the SourceID for your data.
- **GUID:** dynamic column, set with an nvarchar(200) definition. This column is used to identify the unique id value of the external source. Place the primary key of your external source into this column so that future queries you create can bind directly to this table.
- **Address:** The address of the point. This should be structured without use of line breaks as it is transmitted as written to the Geo Locator for identifying the Latitude and Longitude of the address. However, if you are providing your own Latitude and Longitude, this may be whatever format you desire.
- **IconIndex:** The Markers created in your Map Interface are bound to the points on the map via this value. Choose the Index of the Marker that should be used to place the point on the map.

- **Longitude:** The physical longitude coordinate of the point. Leave this null if you need the Geo Locator to identify the location of this address.
- **Latitude:** The physical latitude coordinate of the point. Leave this null if you need the Geo Locator to identify the location of this address.
- **Description:** The descriptive value of the point. This 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 issuer flag identifies that the record pinpoints a specific User record, and assumes that the GUID refers to a UserID from the Users table. Leave this column null for your purposes.

Now that the table structure has been identified, continue with the following example. Assume the data provided in the screenshot is from our source:

Select

*

from

ExternalDB..CorporateLocations

	RecordID	Location	Street	City	State	PostalCode	ID1	ID3
1	1	Associated Bank NA	2262 University Avevue	Green Bay	WI	54302-4537	On Premise	833
2	2	Alpine Market Place	604 W Broad St	Linden	MI	48451-8658	Off Premise	238
3	3	Fcn Bank	222 N Meridan St	Sunman	IN	47041	Off Premise	1137
4	4	New York National Bank	2256 Second Ave	New York	NY	10029-2202	On Premise	1035
5	5	Covenant Health CU	1901 Clinch Ave	Knoxville	TN	37916-2307	Off Premise	1843
6	6	Cocos Coney Island	940 Joslyn	Pontiac	MI	48340-2923	Off Premise	1714
7	7	U.S. Bank Little Rock	11402 W Markham St	Little Rock	AR	72211-2806	On Premise	8191

The source we are using has appropriate address information, but doesn't contain any Latitude or Longitude. We can inject this data into Map_Points for SourceID 2 and then force the Geo Locator to lookup the addresses. Insert the records into Map_Points with a simple query:

```
INSERT INTO Map_Points
```

```
(SourceID,
```

```
GUID,
```

```
IconIndex,SequenceNumber,SequenceInfo,ZoomShow,ZoomHide,SummaryCount,
```

```
ActionPlot,ActionClick,ActionOpen,
```

```
Address,
```

```
Description)
```

```
Select
```

```
2,
```

```
CAST(RecordID as nvarchar(200)),
```

```
0,RecordID,"0,0,1,
```

```
","",
```

```
--ADDRESS LINE
```

```
isnull(Street,") + ' ' + isnull(City,") + ' ' + isnull(State,") + ' ' + isnull(PostalCode,"),
```

```
--DESCRIPTION WITH HTML FORMATTING (BOLD LOCATION NAME AND LINE BREAKS FOR ADDRESS)
```

```
isnull('<b>' + Location + '</b><br>'," +
```

```
isnull(Street + '<br>'," +
```

```
isnull(City + ',','') + isnull(State + ',','') + isnull(PostalCode,")
```

```
From ExternalDB..CorporateLocations
```

The result of this query has now pumped out data into the Map Points database. Finally, go back into the Map Control Panel. Click Data Source and then “Execute Geo Coding” to Geo Locate your addresses. Remember that depending on your Geo Locator, not all addresses will be Geo Located immediately. You may need to execute the Geo Coding link a number of times to completely Geo Code all your data. Refer to the FailedGeo column to identify addresses that do not work.

Finally, you can click on Data to review the results.

New Find Address Back ... First 1 2 3 4 5 6 7 Last ... Next					
Edit	Timer	Latitude	Longitude	Zoom	Address
 	1	44.512899	-87.965584	0	2262 University Avenue 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.

Query

Custom Query sources provides the ability to select data for your points from external sources. The base requirement for this is the simple fact that your external source will provide its own Longitude and Latitude. Please refer to the Map_Points table which defines the required columns. Your external source query MUST result in the required data structure. Additionally, with Custom Query you may add any number of Query Variables to be consumed within the Query. This provides the ability to create a robust and interactive search mechanism or direct lookup and plotting of your records based on incoming parameters from your user.

```
select * from
  map_points
where
  sourceid = 2 and
  latitude between (@Latitude-2.0) and (@Latitude+2.0) and
  longitude between (@Longitude-2.0) and (@Longitude+2.0)
```

Connection String

Query Variables

Action	Type	Source	Target	Secure
 	Longitude		@Longitude	<input checked="" type="checkbox"/>
 	Latitude		@Latitude	<input checked="" type="checkbox"/>

[Add Query Variable](#)

As provided in the above screen, a simple example of the use of the Custom Query functionality is presented. Two Query Variables were created that persist the Latitude and Longitude of the current Map view to display points relative to that area.

- **Type:** The following types of variables can be utilized:
 - **Session:** Values contained in the session. The Source consists of the key value of the session variable (Case Sensitive).
 - **QueryString:** Values contained in the incoming request URL. The Source consists of the key value from the query string parameter (Case Sensitive).

- **Form:** Values contained in the incoming form request. The Source consists of the NAME value of the form element from the request. Be sure that NAME is the source of your element and not the ID value.
- **TabID / ModuleID / PortalID / UserID** - parameters provided directly by DNN. Source is ignored for these attributes.
- **Latitude / Longitude** - the coordinates on the interface that are currently the center of the map.
- **Target:** The value that will be replaced within your query with the value bound to your Type/Source. The default use of this is via SQL-like syntax. For example: @Latitude.
- **Left / Right:** If you variable source contains a value - the output of that value will be placed between the Left and Right values. E.g. Single quotes for non numeric values. When the value is empty, the left and right are not consumed.
- **Empty Value:** When your source contains NO value, the output is provided via the Empty Value.
- **Security:** This enforces the check for SQL Injection. It is recommended that this is always used. The end behavior of this is that all variables replace single quotes with escaped single quotes.

Marketplace

About the Marketplace Module

The Marketplace module enables users to search for DNN modules, extension and skins.

Module Version: 01.00.00

Marketplace

Search for In category

Snowcovered Most Popular for DotNetNuke 5

Data Springs Collection 3.0 (23 Modules)



Data Springs Collection 3.0 (23 Modules)
by Data Springs, Inc.

Capture your users attention, enrich your site with multimedia flash, and create and opt in distribution list for your DNN site. These are just a few of the many features the Data Springs Module Collection can provide you....[read more](#)

Posted: Sunday, September 27, 2009

Flex2 By DrNuke + EasyMod Module



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by DrNuke

The amazing ANY COLOUR Flex2 skin + our unique EasyMod module allowing you to customise just about everything in this skin. DrNuke just re-wrote the rule book again....[read more](#)

Posted: Wednesday, May 13, 2009

Open-DocumentLibrary 4.1



Open-DocumentLibrary 4.1
by Xepient Solutions

Powerful, Ajax Enabled, Easy to Use. Document Management and Multimedia gallery functionality in one. Open-DocumentLibrary allows DotNetNuke users to organize share and manage documents, offering granular control over Folder and Document access....[read more](#)

Posted: Wednesday, April 01, 2009

The Marketplace Module

Working with the Marketplace Module

How to search for products within the DNN Marketplace using the Marketplace module.

1. At **Search For**, select from these options:
 - **New Products:** View the latest products
 - **Popular Products:** View the most popular products.
 - **Reviews:** View recent product reviews.
2. At **In Category**, select either a DNN Version to view all results in that category, or select a sub-category of the required DNN version to filter results further.
3. Click the **Go** button. This displays a summary list for all matching products.

▼  Marketplace

Search for In category

Snowcovered Most Popular for DotNetNuke 5

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Posted: Wednesday, April 01, 2009

4. Select from the following options to find out more on a product:

- Click the Product Name - OR - the read more link for more product details
- Click the Vendor Name to view all product by this vendor.

Media

About the Media Module

The Media module (formerly known as the Image module) displays a single media file which can be an image, a movie or a sound file located on the portal or on an external web site. A large number of media types are supported including Flash, Windows media, Media AVI, MPEG, MP3, ASF, ASX, WMA, WMV, WAV, QuickTime and Real Video. Optional settings include linking an image to another resource such as another page, file, or Web site.

Module Version: 03.03.00

Minimum DNN Version: 04.06.02



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>

Module Editors

Displaying an Image with an optional Link

How to display an image in the Media module:

1. Select **Edit Media Options** from the module menu - OR - Click the [Edit Media Options](#) link.
2. **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.
3. At **Media / Link Type**, select **File (A File On Your Site)** and enter or set the link to the image. See "About the Link Control".
4. In the **Alternate Text** text box, enter the text to be displayed when a user places their mouse over the image.
5. **Optional.** In the **Width** text box, enter a width in pixels to override the actual image size.
6. **Optional.** In the **Height** text box, enter a height in pixels to override the actual image size.
7. **Optional.** Complete the following to add a link to this image, or Skip to Step 8 for no link.
 - a. Go to 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.

▼ Edit Media

Media Alignment: Use Module Settings Value ▼

Media:

Link Type:

- URL (A Link To An External Resource)
- File (A File On Your Site)

File Location:

Images/ ▼

File Name:

TrainEngineSmall.jpg ▼

Upload New File

Alternate Text: Wooden Train Engine

Width: 418

Height: 287

Required for videos to render properly.

Required for videos to render properly.

Only Images Use the Following Settings:

Link:

Link Type:

- URL (A Link To An External Resource)
- Page (A Page On Your Site)
- File (A File On Your Site)

Select A Web Page From Your Site:

Store ▼

Track Number Of Times This Link Is Clicked?

Open Link In New Browser Window?

Only Videos and Flash Use the Following Settings:

Auto-Start Videos:

Loop Videos:

Update Cancel

8. Click the Update link.



An Image displayed using the Media module

Displaying an Image with a Link

How to display an image that links to a URL, Page or File in the Media module.

1. Select **Edit Media Options** from the module menu - OR - Click the Edit Media Options link.
2. At **Media Alignment**, select either **None**, **Left**, **Center** or **Right** to set the alignment of the image.
3. At **Media / Link Type**, enter or set the link to the image. See "Setting a File Link".
4. In the **Alternate Text** text box, enter the text to be displayed when a user hovers their mouse over the image.
5. At **Link / Link Type**, select **URL**, **Page** or **File** as the link type and then set the link. See "About the Link Control".
6. The following optional settings are also available:
 - a. In the **Width** text box, enter a width in pixels to override the actual image size.
 - b. In the **Height** text box, enter a height in pixels to override the actual image size.
 - c. At **Track Number Of Times This Link Is Clicked?**, check the check box if required. This option will display the number of times this link is clicked on this screen once the record has been updated.

- d. 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.

▼ Edit Media

Media Alignment: Use Module Settings Value ▼

Media:

Link Type:

- URL (A Link To An External Resource)
- File (A File On Your Site)

File Location:

Images/ ▼

File Name:

TrainEngineSmall.jpg ▼

Upload New File

Alternate Text: Wooden Train Engine

Width: 418

Height: 287

Required for videos to render properly.

Required for videos to render properly.

Only Images Use the Following Settings:

Link:

Link Type:

- URL (A Link To An External Resource)
- Page (A Page On Your Site)
- File (A File On Your Site)

Select A Web Page From Your Site:

Store ▼

Track Number Of Times This Link Is Clicked?

Open Link In New Browser Window?

Only Videos and Flash Use the Following Settings:

Auto-Start Videos:

Loop Videos:

Update Cancel

7. Click the Update link.



A linked image displayed in 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. See "Managing Allowable File Extensions"

1. Select **Edit Media Options** from the module menu - OR - Click the Edit Media Options link.
2. **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.
3. At **Media / Link Type**, select the link type and then upload and select the movie or enter the URL to movie. See "About the Link Control".
4. In the **Alternate** Text text box, enter text describing the movie. This text is not displayed on the page, however it is a required field.
5. **Optional.** In the **Width** text box, enter a width in pixels to set the width of the movie inside the movie player. This will automatically scale the movie.
6. **Optional.** In the **Height** text box, enter a height in pixels to set the height of the movie inside the movie player. This will automatically scale the movie. Blank space will show if the width and height settings aren't to scale with the actual movie.

7. 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.

▼ Edit Media

Media Alignment: Use Module Settings Value ▼

Media:

Link Type:

- URL (A Link To An External Resource)
- File (A File On Your Site)

File Location:

Images/ ▼

File Name:

EcoZany.avi ▼

Upload New File

Alternate Text: EcoZany

Width: 300

Required for videos to render properly.

Height: 300

Required for videos to render properly.

Only Images Use the Following Settings:

Link:

Link Type:

- URL (A Link To An External Resource)
- Page (A Page On Your Site)
- File (A File On Your Site)

Location: (Enter The Address Of The Link)

http://

Select An Existing URL

Track Number Of Times This Link Is Clicked?

Open Link In New Browser Window?

Only Videos and Flash Use the Following Settings:

Auto-Start Videos:

Loop Videos:

Update Cancel

8. Click the Update link.



Displaying Video and Flash

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. See "Managing Allowable File Extensions"

1. Select **Edit Media Options** from the module menu - OR - Click the Edit Media Options link.
2. At **Media / Link Type**, set the link to the sound file. See "About the Link Control".
3. In the **Alternate Text** text box, enter text describing the sound. This text is not displayed but is a required field.

4. **Optional.** In the **Width** text box, enter a pixel width to set the length of the control panel.

5. **Optional.** In the **Height** text box, enter a height to set the height of the module body.

▼ Edit Media

Media Alignment: Use Module Settings Value ▼

Media:

Link Type:

- URL (A Link To An External Resource)
- File (A File On Your Site)

File Location: Media/ ▼

File Name: EcoZanyJingle.wma ▼

Upload New File

Alternate Text: EcoZany Jingle

Width: 300 **Required for videos to render properly.**

Height: 50 **Required for videos to render properly.**

Only Images Use the Following Settings:

Link:

Link Type:

- URL (A Link To An External Resource)
- Page (A Page On Your Site)
- File (A File On Your Site)

Location: (Enter The Address Of The Link)

http://

Select An Existing URL

Track Number Of Times This Link Is Clicked?

Open Link In New Browser Window?

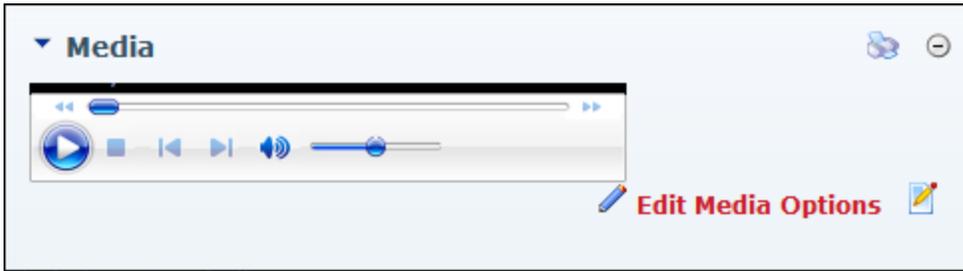
Only Videos and Flash Use the Following Settings:

Auto-Start Videos:

Loop Videos:

Update Cancel

6. Click the Update link.



Displaying a Sound File

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 menu - OR - Click the Edit Media Options link.
2. Edit the required fields.
3. Click the Update link.



Editing Media Options

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 have Host access to your portal you can fix this issue yourself. See "Managing Allowable File Extensions". If you don't have Host access contact your Administrator or Host to request the file types you wish to upload are permitted.

File Location:
Media/

File Name:
sample Music\Symphony_No_3.wma

[Upload Selected File](#)
[Select An Existing File](#)

The File
C:\DotNetNuke\Releases\DotNetNuke_Install\Portals\0
\Media\Symphony_No_3.wma Is A Restricted File Type. Valid File
Types Include (*.swf, *.jpg, *.jpeg, *.jpe, *.gif, *.bmp, *.png,
*.doc, *.xls, *.ppt, *.pdf, *.txt, *.xml, *.xsl, *.css, *.zip, *.docx,
*.wmv). Please Contact Your Hosting Provider If You Need To
Upload A File Type Which Is Not Supported.

The Restricted File Type warning message

Messaging

About the Messaging Module

The Messaging module enables registered users to send messages to and receive messages from the site administrator as well as other registered users. Users can view their messages from within their DNN portal without having to go to an external email provider (Gmail, Yahoo, Hotmail ...)

User messaging is an alternative to the synchronous Send Mail option on the Newsletters module

Module Version: 05.06.00

▼ Messaging  

My Messages

	Subject	From	Date	Status
View	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Read
Edit	Launch Campaign Results	Harry	3/2/2010 12:36:25 PM	Draft
View	Invoicing for Tippy Top Toys	Administrator Account	3/2/2010 12:41:14 PM	Unread



The Messaging Module

Module Editors

Viewing a Message

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

1. Click the [View](#) link beside the message. This displays the message on the View Message page.

▼ Messaging  

My Messages

	Subject	From	Date	Status
View	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Read
Edit	Launch Campaign Results	Harry	3/2/2010 12:36:25 PM	Draft

[Compose New Message](#) 

2. **Optional.** Click the [Cancel](#) link to close the message - OR - Reply to the message. See "Replying to a Message"

Composing a Message

How to compose a new message using the Messaging module.

Tip: Users must have Edit Content (Edit Module) permissions to compose emails.

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

▼ Messaging  

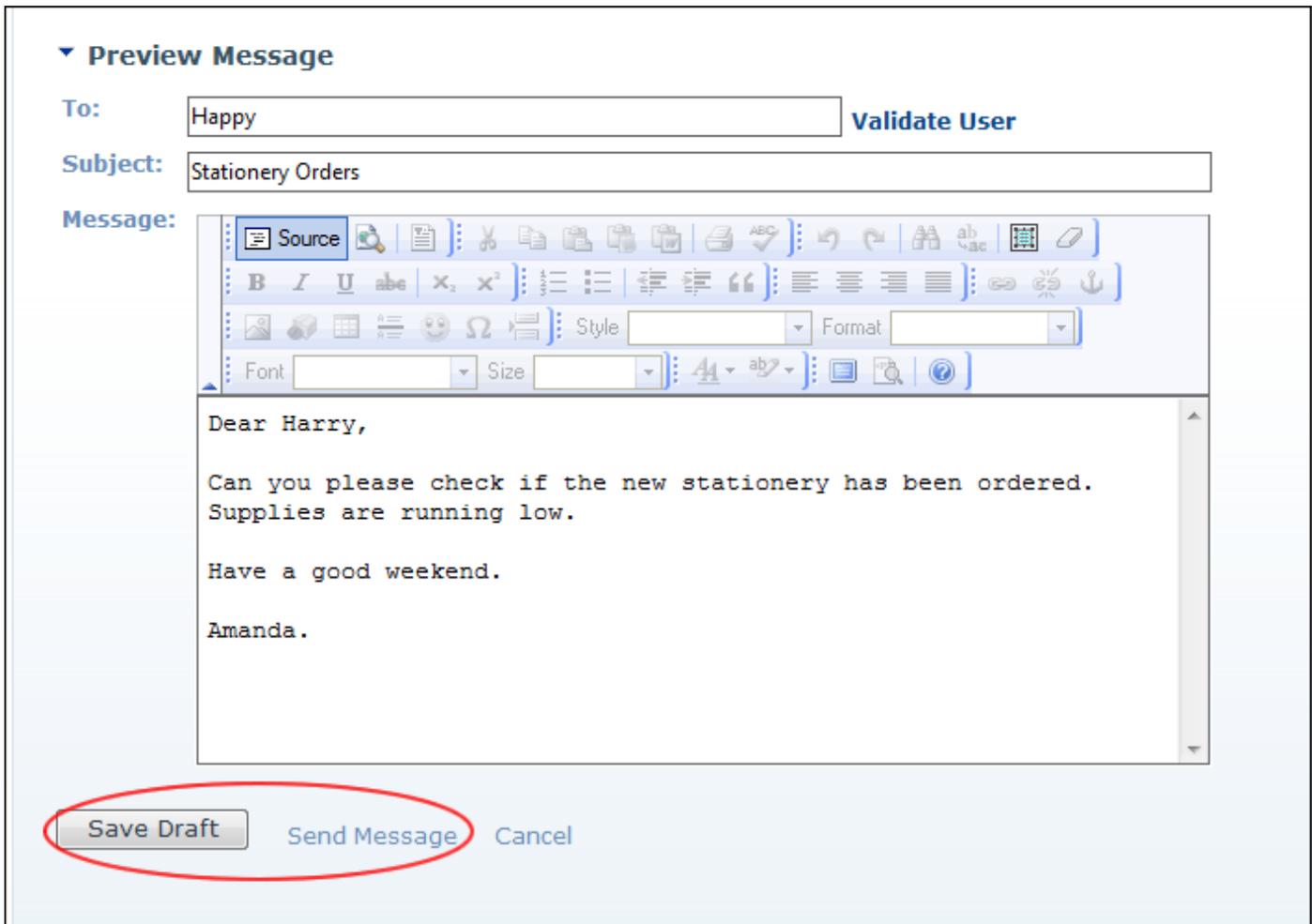
My Messages

	Subject	From	Date	Status
View	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Read
Edit	Launch Campaign Results	Harry	3/2/2010 12:36:25 PM	Draft
View	Invoicing for Tippy Top Toys	Administrator Account	3/2/2010 12:41:14 PM	Unread

[Compose New Message](#) 

2. In the **To** text box, enter the user name of the message recipient.
3. Click the [Validate User](#) link to validate the user name.
4. In the **Subject** text box, enter the subject of this message.
5. In the **Message** Editor, enter the body of this message.

6. Click the **Save Draft** button to save a draft of this message to send later (See "Editing/Sending a Draft Message") - OR - Click the **Send Message** button to send the message now.



Composing a Message

Replying to a Message

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

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

▼ **View Message**

From: Administrator Account

Subject: Stationery Order

Message: Dear Harry,

Can you please check if the new stationery has been ordered. Supplies are running low.

Have a good weekend.

Amanda

Reply

Cancel

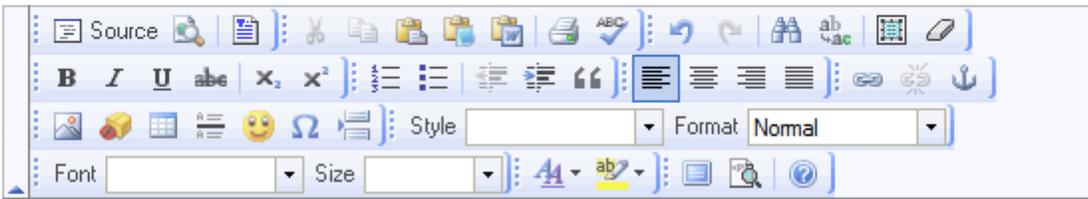
3. In the **Message** editor, enter the reply message.
4. Click the **Save Draft** button to save a draft of this message to send later - OR - Click the **Send Message** button to send the message now.

▼ **Preview Message**

To: [Validate User](#)

Subject:

Message:



Dear Amanda,

The order is due to arrive Monday morning. I will let you know when they arrive.

Cheers,
Harry

[Save Draft](#) [Send Message](#) [Cancel](#)

Replying to a Message

Editing/Sending a Draft Message

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

1. Click the Edit link beside the required message.

▼ **Messaging**  

My Messages

	Subject	From	Date	Status
Edit	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Draft
Edit	Product Launch Flyers	Administrator Account	3/2/2010 12:35:46 PM	Draft

[Compose New Message](#) 

▼ **Messaging**  

My Messages

	Subject	From	Date	Status
Edit	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Draft
Edit	Product Launch Flyers	Administrator Account	3/2/2010 12:35:46 PM	Draft



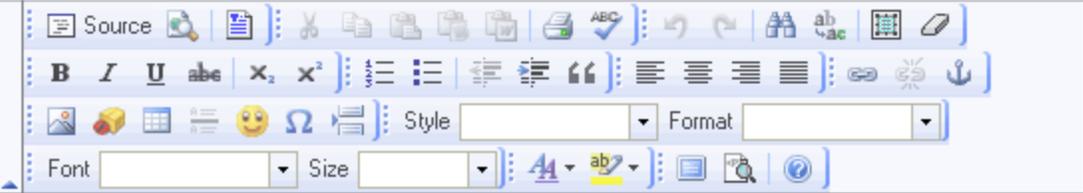
2. Click the Delete Message link.

▼ **Preview Message**

To: [Validate User](#)

Subject:

Message:



Dear Harry,

Can you please check if the new stationery has been ordered. Supplies are running low.

Have a good weekend.

Amanda

[Send Message](#) [Delete Message](#)

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 menu - OR - Click the **Settings**  button.
2. Go to the **Messaging Settings** section.
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: 04.01.00

Minimum DNN Version: 04.06.02

▼ **News Feeds (RSS)** 

[Imec and Coventor Combine Leading Expertise in IC and MEMS Design and Manufacturing](#)
02 Feb 2011 11:57:51 Z
Coventor, the leading supplier of design technology for micro-electromechanical systems (MEMS) and the nanoelectronics research center imec, today announced a strategic partnership to impr...

[NanoSight Releases Latest NS200 Nanoparticle Characterization System](#)
02 Feb 2011 11:57:51 Z
NanoSight, world-leading manufacturers of unique nanoparticle characterization technology announce the release of their latest NS200 nanoparticle characterization system. It will be shown ...

[University of Salerno Chooses Controlled Shear Stage from Linkam Scientific Instruments](#)
02 Feb 2011 11:57:51 Z
Market leaders in temperature controlled microscopy, Linkam Scientific Instruments, have been chosen by the Polymer Technology Group of the Dep. of Chemical and Food Engineering of the Univers...

[University of Nottingham Chooses JPK Instrument ForceRobot 300 for Pharmaceutical Research](#)
02 Feb 2011 11:57:51 Z
JPK Instruments, a world-leading manufacturer of nanoanalytic instrumentation for research in life sciences and soft matter, is pleased to report on the first work from the University of N...

[New Molecule-Selective Technology Can Make Biopsies Painless and Non-Invasive](#)
02 Feb 2011 11:57:51 Z
Biopsies in the future may be painless and noninvasive, thanks to smart laser technology being developed at Michigan State University. To test for skin cancer, patients today must endure doctors cutt...

[Research Reports on Nanostructured Coatings and Microscopes](#)
02 Feb 2011 11:57:51 Z
Market Publishers Ltd informs that new in-demand Future Markets, Inc research reports have been added to its catalogue. The World Market for Atomic Force Microscopes and AFM Probes: Revised and Upda...

[Plasmonics and Nanodomains Aid Development of Efficient Thin-Film Solar Cells](#)
02 Feb 2011 11:57:51 Z
Researchers in solar energy speak of a day when millions of otherwise fallow square meters of sun-drenched roofs, windows, deserts and even clothing will be integrated with inexpensive solar cells tha...

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 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*:** 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 preprocessor 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

▼ **Edit News Feeds (RSS)**

🔗 **Feed Url:**

🔗 **Cache Time:**

🔗 **User:**

🔗 **Password:**

🔗 **Feed Transformation:** The dropdown below shows standard transformations and those stored in directory *Portals/0/Newsfeeds/Transformations*

▼

Specify a url to an xsl file to use for preprocessing.

Specify a type that implements IPreProcessor to preprocess the feed.

🔗 **Currently in Cache:**

[Cancel](#) [Update](#) [Delete](#)

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

▼ **Edit News Feeds (RSS)**

Feed Url	Secure Feed	Custom Transform
 http://www.azonano.com/rss.asp	<input type="checkbox"/>	<input type="checkbox"/>

Return Add Feed

8. **Optional.** Repeat Steps 2-7 to add additional feeds.
9. Click the Return link to return to the module.

▼ **News Feeds (RSS)** ⊖

[Imec and Coventor Combine Leading Expertise in IC and MEMS Design and Manufacturing](#)
02 Feb 2011 11:57:51 Z
 Coventor, the leading supplier of design technology for micro-electromechanical systems (MEMS) and the nanoelectronics research center imec, today announced a strategic partnership to impr...

[NanoSight Releases Latest NS200 Nanoparticle Characterization System](#)
02 Feb 2011 11:57:51 Z
 NanoSight, world-leading manufacturers of unique nanoparticle characterization technology announce the release of their latest NS200 nanoparticle characterization system. It will be shown ...

[University of Salerno Chooses Controlled Shear Stage from Linkam Scientific Instruments](#)
02 Feb 2011 11:57:51 Z
 Market leaders in temperature controlled microscopy, Linkam Scientific Instruments, have been chosen by the Polymer Technology Group of the Dep. of Chemical and Food Engineering of the Univers...

[University of Nottingham Chooses JPK Instrument ForceRobot 300 for Pharmaceutical Research](#)
02 Feb 2011 11:57:51 Z
 JPK Instruments, a world-leading manufacturer of nanoanalytic instrumentation for research in life sciences and soft matter, is pleased to report on the first work from the University of N...

[New Molecule-Selective Technology Can Make Biopsies Painless and Non-Invasive](#)
02 Feb 2011 11:57:51 Z
 Biopsies in the future may be painless and noninvasive, thanks to smart laser technology being developed at Michigan State University. To test for skin cancer, patients today must endure doctors cutt...

[Research Reports on Nanostructured Coatings and Microscopes](#)
02 Feb 2011 11:57:51 Z
 Market Publishers Ltd informs that new in-demand Future Markets, Inc research reports have been added to its catalogue. The World Market for Atomic Force Microscopes and AFM Probes: Revised and Upda...

[Plasmonics and Nanodomes Aid Development of Efficient Thin-Film Solar Cells](#)
02 Feb 2011 11:57:51 Z
 Researchers in solar energy speak of a day when millions of otherwise fallow square meters of sun-drenched roofs, windows, deserts and even clothing will be integrated with inexpensive solar cells tha...

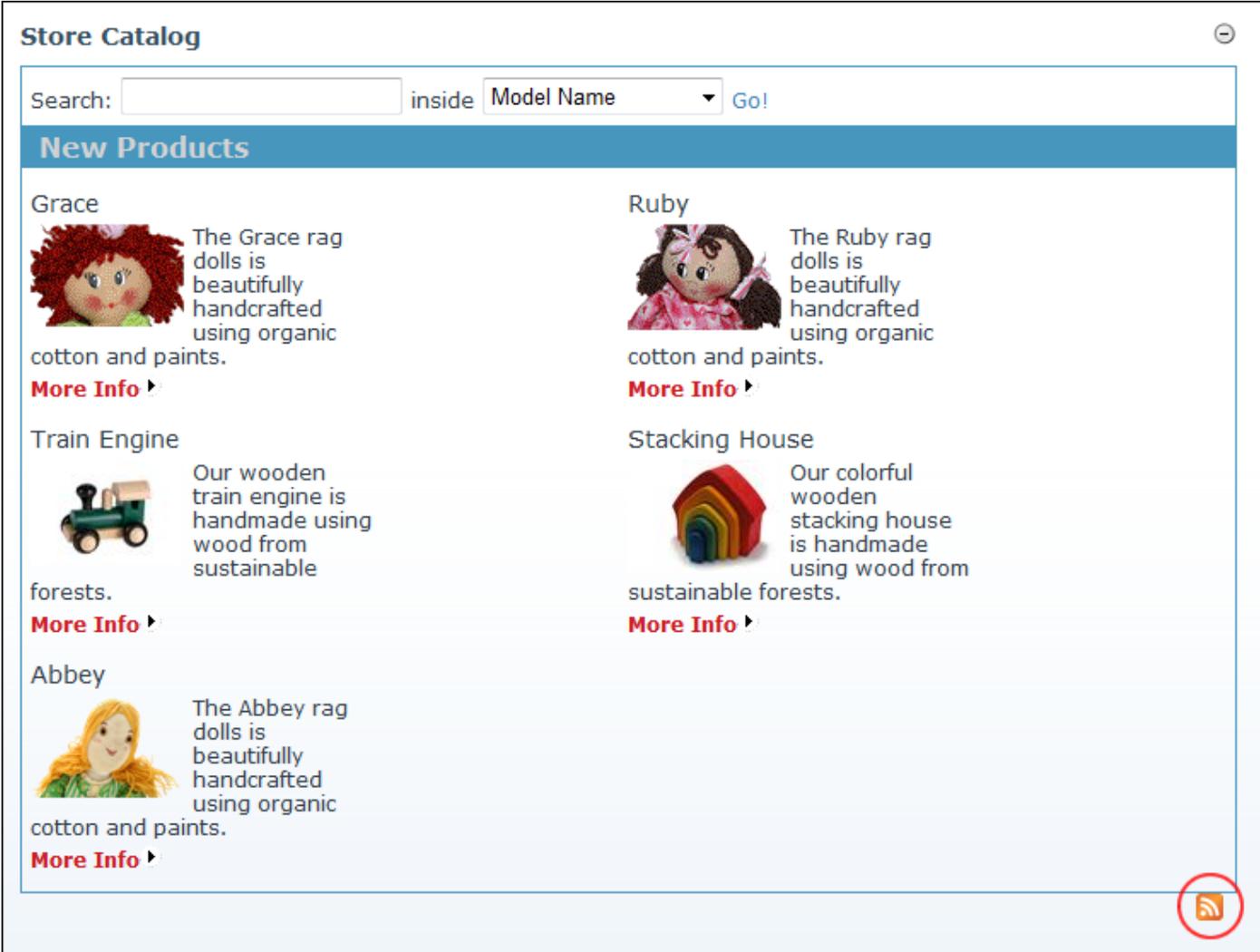
The Newly Added News Feed

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 menu - OR - Click the **Syndicate**  button.



The screenshot shows a 'Store Catalog' window with a search bar at the top. Below the search bar is a 'New Products' section. It features five product listings arranged in two columns. Each listing includes a small image of the product, a title, a short description, and a 'More Info' link with a right-pointing arrow. The products are: Grace (rag doll), Ruby (rag doll), Train Engine (wooden toy), Stacking House (wooden toy), and Abbey (rag doll). In the bottom right corner of the catalog window, there is a red circle highlighting an RSS icon.

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 menu - OR - Click the  Edit Newsfeeds link.
7. Click the Add Feed link.

▼ Edit News Feeds (RSS)

 **Feed Url:**

 **Cache Time:**

 **User:**

 **Password:**

[Update](#) [Cancel](#)

Add Feed

Update Cancel

8. In the **Feed Url** text box, enter/paste the copied URL.
9. In the **Cache Time** text box, enter the number of minutes between refreshes of this feed - OR - enter -1 to use the default setting of the feed provider.
10. Click the Update link. This displays the name of the newly added feed.
11. **Optional.** Repeat Steps 7-10 to add additional feeds.
12. Click the Cancel link to return to the module.

News Feeds (RSS)

Wed, 16 Jun 2010 02:53:14 +1000
[Grace](#)
 The Grace rag dolls is beautifully handcrafted using organic cotton and paints.

Wed, 16 Jun 2010 01:53:05 +1000
[Ruby](#)
 The Ruby rag dolls is beautifully handcrafted using organic cotton and paints.

Wed, 16 Jun 2010 01:49:16 +1000
[W001 - Train Engine](#)
 Our wooden train engine is handmade using wood from sustainable forests.

Mon, 14 Jun 2010 18:10:14 +1000
[W002 - Stacking House](#)
 Our colorful wooden stacking house is handmade using wood from sustainable forests.

Mon, 14 Jun 2010 17:58:25 +1000
[D001 - Abbey](#)
 The Abbey rag dolls is beautifully handcrafted using organic cotton and paints.

Related Topics:

- See "Setting Module Syndication"

Editing News Feeds

How to edit the news feeds displayed on the News Feeds (RSS) module.

1. Select  **Edit Newsfeeds** from the module menu - OR - Click the  Edit Newsfeeds link.
2. Click the **Edit**  button beside the feed to be edited.

▼ Edit News Feeds (RSS)			
	Feed Url	Secure Feed	Custom Transform
	http://www.azonano.com/rss.asp	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	http://azom.com/rss.asp	<input type="checkbox"/>	<input type="checkbox"/>

Return Add Feed

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

Refreshing the Feed Cache

How to refresh cached news feed displayed using the News Feeds (RSS) module.

1. Select  **Refresh Feed Cache** from the module menu. This reloads these feeds from their source.

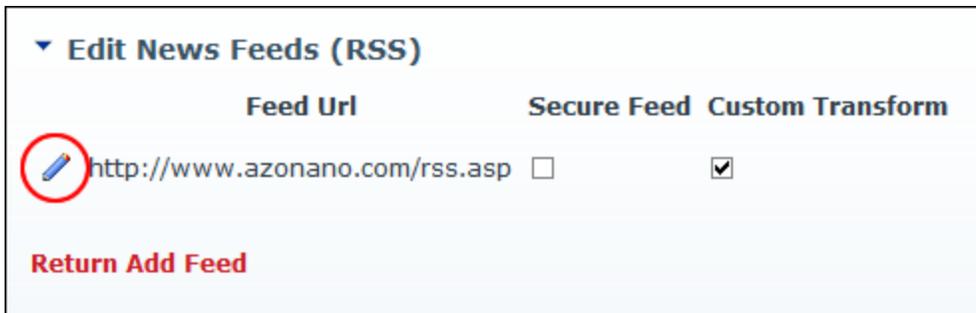


Refreshing the Feed Cache

Deleting News Feeds

How to delete one or more news feeds from the News Feeds (RSS) module.

1. Select **Edit Newsfeeds** from the module menu - OR - Click the Edit Newsfeeds link.
2. Click the **Edit** button beside the feed to be deleted.



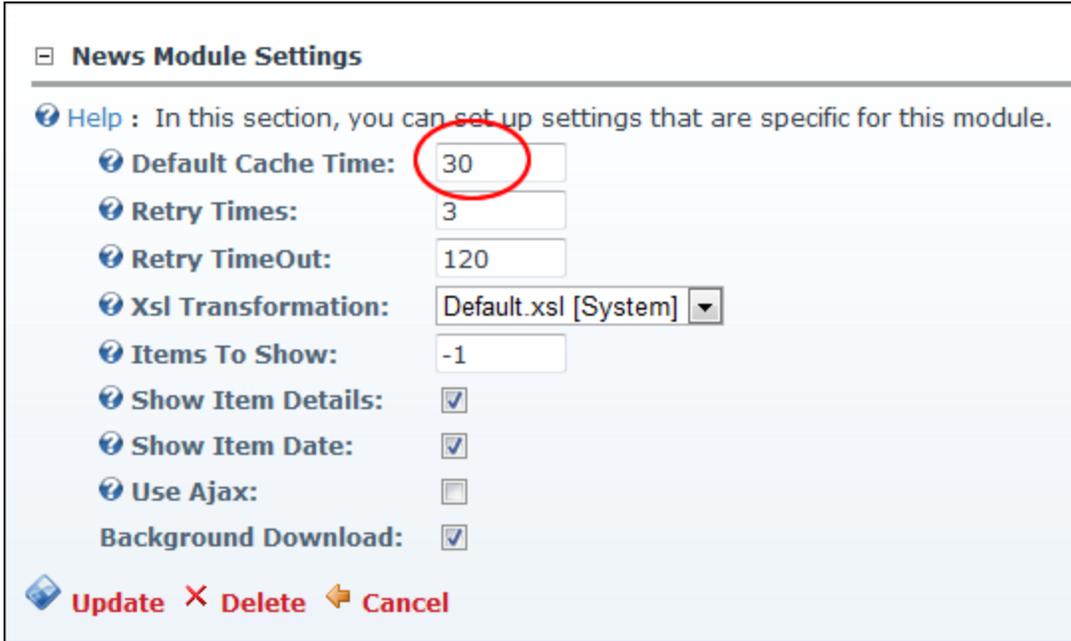
3. Click the Delete link at the base of the page. This displays the message "Do you really want to delete the selected RSS feed?"
4. Click the **OK** button to confirm.
5. Repeat Steps 2-4 to delete additional feeds.
6. Click the Return link to return to the module.

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 menu - OR - Click the **Settings**  button.
2. Go to the **News Module Settings** section.
3. In the **Default Cache Time** text box, enter the default cache time for all news items. This setting is overridden by the cache time set for each news feed. The default setting is 30.



News Module Settings

Help : In this section, you can set up settings that are specific for this module.

- Default Cache Time:**
- Retry Times:**
- Retry TimeOut:**
- Xsl Transformation:** 
- Items To Show:**
- Show Item Details:**
- Show Item Date:**
- Use Ajax:**
- Background Download:**

 **Update**  **Delete**  **Cancel**

4. Click the  Update link.

Configuring News Retry Settings

How to configure the retry settings for retrieving news feeds on the News Feeds (RSS) module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **News Module Settings** section.
3. In the **Retry Times** text box, enter the number of times the module should attempt to load a feed before waiting for a longer period. The default setting is 3.
4. In the **Retry TimeOut** text box, enter the number of minutes between retries. The default setting is 120.

News Module Settings

Help : In this section, you can set up settings that are specific for this module.

Default Cache Time:

Retry Times:

Retry TimeOut:

Xsl Transformation: ▼

Items To Show:

Show Item Details:

Show Item Date:

Use Ajax:

Background Download:

 **Update**  **Delete**  **Cancel**

5. Click the  Update link.

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 menu - OR - Click the **Settings**  button.
2. Go to the **News Module Settings** section.
3. At **Xsl Transformation**, select a XSL transformation from these options:
 - **Default.xsl [System]**: News items display in a static list down the module.

▼ **News Feeds (RSS)** ⊖

[Imec and Coventor Combine Leading Expertise in IC and MEMS Design and Manufacturing](#)
02 Feb 2011 11:57:51 Z
 Coventor, the leading supplier of design technology for micro-electromechanical systems (MEMS) and the nanoelectronics research center imec, today announced a strategic partnership to impr...

[NanoSight Releases Latest NS200 Nanoparticle Characterization System](#)
02 Feb 2011 11:57:51 Z
 NanoSight, world-leading manufacturers of unique nanoparticle characterization technology announce the release of their latest NS200 nanoparticle characterization system. It will be shown ...

[University of Salerno Chooses Controlled Shear Stage from Linkam Scientific Instruments](#)
02 Feb 2011 11:57:51 Z
 Market leaders in temperature controlled microscopy, Linkam Scientific Instruments, have been chosen by the Polymer Technology Group of the Dep. of Chemical and Food Engineering of the Univers...

[University of Nottingham Chooses JPK Instrument ForceRobot 300 for Pharmaceutical Research](#)
02 Feb 2011 11:57:51 Z
 JPK Instruments, a world-leading manufacturer of nanoanalytic instrumentation for research in life sciences and soft matter, is pleased to report on the first work from the University of N...

[New Molecule-Selective Technology Can Make Biopsies Painless and Non-Invasive](#)
02 Feb 2011 11:57:51 Z
 Biopsies in the future may be painless and noninvasive, thanks to smart laser technology being developed at Michigan State University. To test for skin cancer, patients today must endure doctors cutt...

[Research Reports on Nanostructured Coatings and Microscopes](#)
02 Feb 2011 11:57:51 Z
 Market Publishers Ltd informs that new in-demand Future Markets, Inc research reports have been added to its catalogue. The World Market for Atomic Force Microscopes and AFM Probes: Revised and Upda...

[Plasmonics and Nanodomes Aid Development of Efficient Thin-Film Solar Cells](#)
02 Feb 2011 11:57:51 Z
 Researchers in solar energy speak of a day when millions of otherwise fallow square meters of sun-drenched roofs, windows, deserts and even clothing will be integrated with inexpensive solar cells tha...

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

News Feeds (RSS) ⊖

02 Feb 2011 13:07:53 Z - - [Imec and Coventor Combine Leading Expertise in IC and M](#)

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

News Feeds (RSS)

*** NanoSight Releases Latest NS200 Nanoparticle Characterization System *** Unive

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

▼ News Feeds (RSS)

02 Feb 2011 13:20:09 Z

Coventor, the leading supplier of design technology for micro-electromechanical systems (MEMS) and the nanoelectronics research center imec, today announced a strategic partnership to impr...

02 Feb 2011 13:20:09 Z

NanoSight, world-leading manufacturers of unique nanoparticle characterization technology announce the release of their latest NS200 nanoparticle characterization system. It will be shown ...

02 Feb 2011 13:20:09 Z

Market leaders in temperature controlled microscopy, Linkam Scientific Instruments, have been chosen by the Polymer Technology Group of the Dep. of Chemical and Food Engineering of the Univers...

02 Feb 2011 13:20:09 Z

JPK Instruments, a world-leading manufacturer of nanoanalytic instrumentation for research in life sciences and soft matter, is pleased to report on the first work from the University of N...

02 Feb 2011 13:20:09 Z

Biopsies in the future may be painless and noninvasive, thanks to smart laser technology being developed at Michigan State University. To test for skin cancer, patients today must endure doctors cutt...

02 Feb 2011 13:20:09 Z

Market Publishers Ltd informs that new in-demand Future Markets, Inc research reports have been added to its catalogue. The World Market for Atomic Force Microscopes and AFM Probes: Revised and Upda...

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

News Feeds (RSS)

manufacturing

Coventor, the leading supplier of design technology for micro-electromechanical systems (MEMS) and the nanoelectronics research center imec, today announced a strategic partnership to impr...

02 Feb 2011 13:20:09 Z -

NanoSight Releases Latest NS200 Nanoparticle Characterization System

NanoSight, world-leading manufacturers of unique nanoparticle characterization technology announce the release of their latest NS200 nanoparticle characterization system. It will be shown ...

02 Feb 2011 13:20:09 Z -

University of Salerno Chooses Controlled Shear Stage from Linkam Scientific Instruments
Market leaders in temperature controlled microscopy, Linkam Scientific Instruments, have been chosen by the Polymer Technology Group of the Dep. of Chemical and Food Engineering of the Univers...

02 Feb 2011 13:20:09 Z -

University of Nottingham Chooses JPK Instrument ForceRobot 300 for Pharmaceutical Research

JPK Instruments, a world-leading manufacturer of nanoanalytic instrumentation for research in life sciences and soft matter, is pleased to report on the first work from the University of N...

- **< Other >**: Select this option to set a link to a custom XSL transformation. The link can be set to a URL (See "Setting a URL Link"); to a file on your site (See "Setting a File Link"); or you can upload an .XSL file if you have the required permissions (See "Uploading and Linking to the File")

4. Click the  Update link.

News Module Settings

Help : In this section, you can set up settings that are specific for this module.

Default Cache Time:

Retry Times:

Retry TimeOut:

Xsl Transformation: Default.xsl [System] ▼

Items To Show:

Show Item Details:

Show Item Date:

Use Ajax:

Background Download:

 **Update**  **Delete**  **Cancel**

Setting News Layout

Setting the Number and Details of News Items

How to set the number of news items as well as the details of each news item displayed on the News Feeds (RSS) module. Note: "Show Item Details" and "Show Item Date" are passed as parameters to the XSL sheet. If you are using a custom XSL sheet and wish to use these parameters you have to include them on the sheet. See the default sheets for an example.

1. Select  **Settings** from the ▼ module menu - OR - Click the **Settings**  button.
2. Go to the **News Module Settings** section.
3. In the **Items To Show** text box, enter the number of news items to be displayed - OR - Enter **-1** to use the number set by the news feed provider.
4. At **Show Item Details**, select from the following:
 - Check the check box to display a brief description of each item. The description is the beginning of the news item.
 - Uncheck the check box to hide the description.
5. At **Show Item Date**, select from the following:
 - Check the check box to display the date and time for each item.
 - Uncheck the check box to hide the date and time.

News Module Settings

Help : In this section, you can set up settings that are specific for this module.

Default Cache Time:

Retry Times:

Retry TimeOut:

Xsl Transformation: ▼

Items To Show:

Show Item Details:

Show Item Date:

Use Ajax:

Background Download:

 **Update**  **Delete**  **Cancel**

6. Click the  Update link.

Configuring Feed Retrieval Settings

How to configure the methods by which the News Feeds (RSS) module retrieves information from news sources. The two options provided are using Ajax, and/or Background Loading. Ajax causes the module to render immediately without any content. The module then uses Ajax to load its contents directly once the complete page has loaded. This is useful if you find the module hampers page loading. Background loading uses the DNN Schedule to manage the frequency with which new data is retrieved. The Schedule runs independently of the News Feed (RSS) modules, enabling the data to be retrieved at the optimum time, rather than when the module is being viewed, which can cause delays.

Tip: By default, Ajax is disabled and Background Download is enabled. These are the recommended settings.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **News Module Settings** section.
3. At **Use Ajax**, check the check box to enable Ajax - OR - Uncheck the check box to disable Ajax.
4. At **Background Download**, check the check box to enable - OR - Uncheck the check box to disable.

News Module Settings

Help : In this section, you can set up settings that are specific for this module.

Default Cache Time:

Retry Times:

Retry TimeOut:

Xsl Transformation: ▾

Items To Show:

Show Item Details:

Show Item Date:

Use Ajax:

Background Download:

 **Update**  **Delete**  **Cancel**

5. Click the  Update link.

Related Topics:

- See "About the Schedule Page"

Newsletters

About the Newsletters Module

The Newsletters module allows you to send individual or bulk email messages (newsletters). The newsletter can be sent to the members of one or more security roles and/or to one or more email addresses. The message can be either plain text or HTML format. Files can be attached and replacement tokens can be included.

Module Version: 01.00.00

Minimum DNN Version: 01.00.00

Permissions Tip: All users who are authorized to view the module can send emails.

The module sends the newsletter to each recipient separately to prevent recipients learning each other's details.

Once an email is sent, the Administrator will receive an email titled "Bulk Email Report for [Newsletter Subject]" containing 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

▼ 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
<input type="checkbox"/>	Administrators
<input type="checkbox"/>	Registered Users
<input type="checkbox"/>	Subscribers
<input type="checkbox"/>	Translator (en-AU)
<input type="checkbox"/>	Translator (en-US)

🔍 Language Filter:

-  English (United States)
-  English (Australia)

🔍 Additional Emails:

🔍 From:

🔍 Reply To:

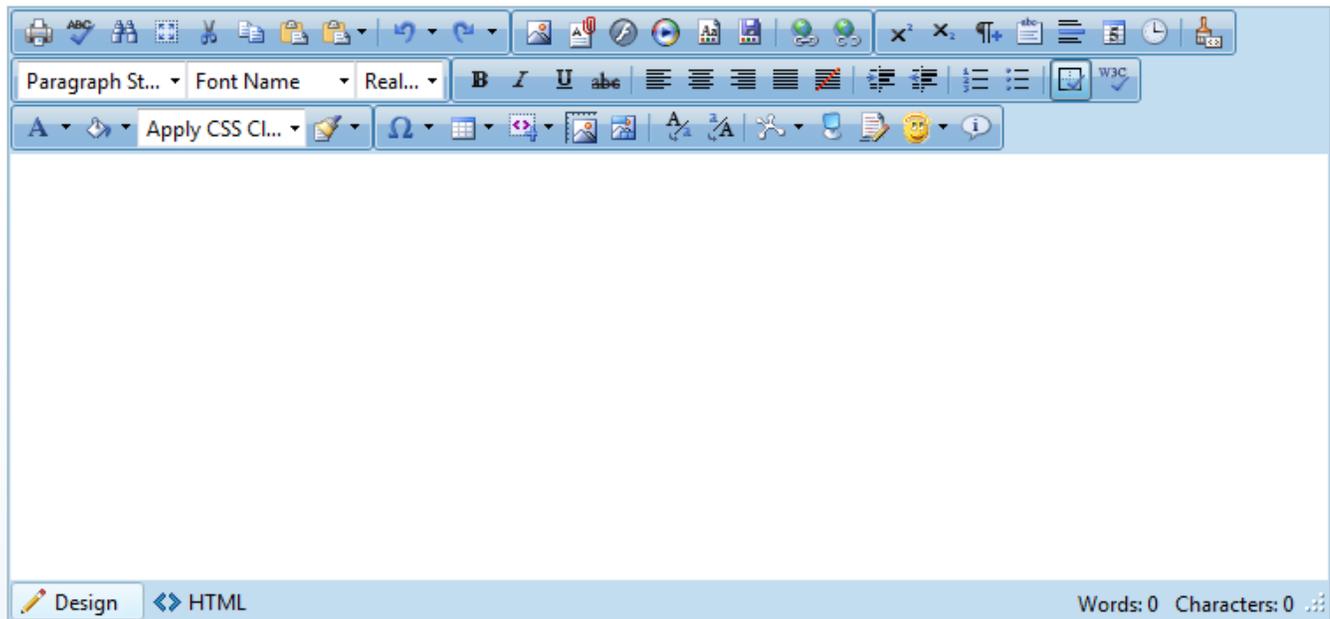
🔍 Subject:

▣ Message

You can use the Editor below to write your message.

🔍 Editor:

Basic Text Box Rich Text Editor



The image shows a rich text editor interface with a toolbar at the top. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, table, link, unlink, and help. Below the toolbar are dropdown menus for Paragraph Style, Font Name, and Real-time preview. The main editing area is a large white box. At the bottom of the editor, there are tabs for 'Design' and 'HTML', and a status bar showing 'Words: 0 Characters: 0'.

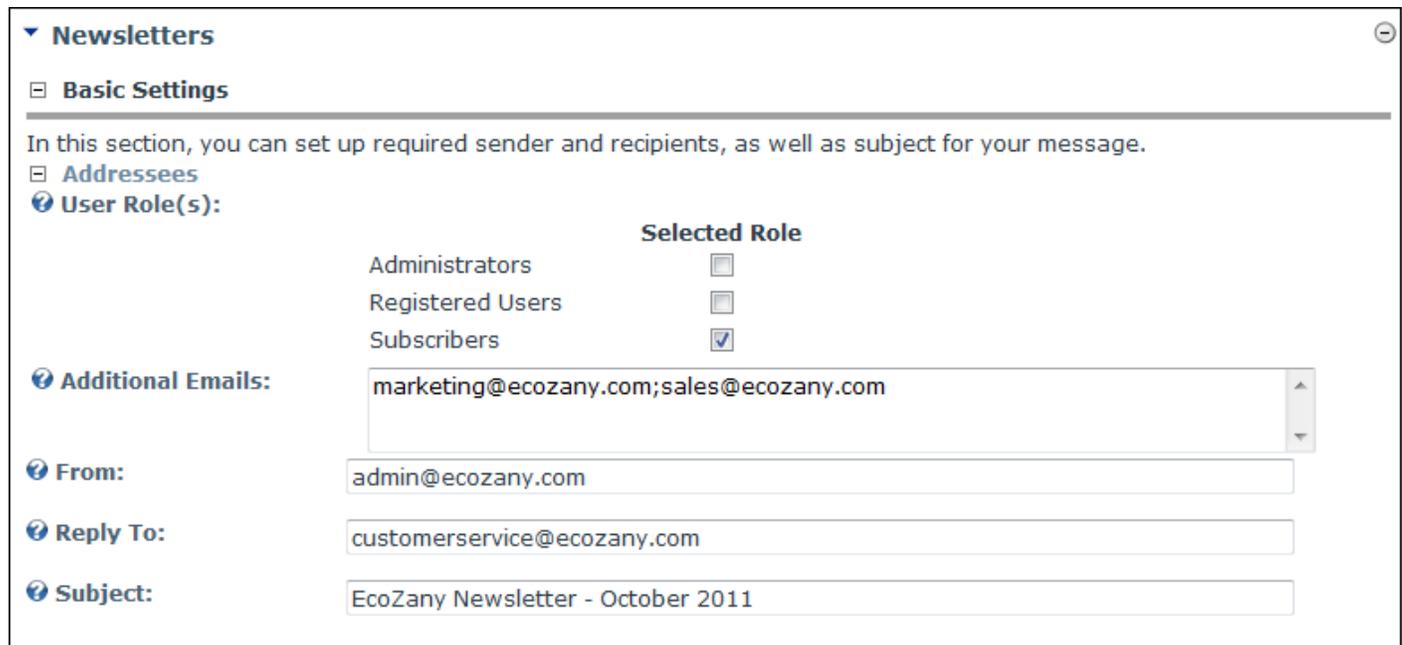
⊕ Advanced Settings

[➔ 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. Go to the **Basic Settings** section 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.comOptional.
 - b. 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.



The screenshot shows the 'Newsletters' module interface. Under the 'Basic Settings' section, there is a heading: 'In this section, you can set up required sender and recipients, as well as subject for your message.' Below this, the 'Addressees' section is expanded to show 'User Role(s):'. A table lists three roles: Administrators, Registered Users, and Subscribers, each with a checkbox. The 'Subscribers' checkbox is checked. Below the table is the 'Additional Emails:' field, which contains the text 'marketing@ecozany.com;sales@ecozany.com'. Further down are the 'From:', 'Reply To:', and 'Subject:' fields, each with a text input box. The 'From:' field contains 'admin@ecozany.com', 'Reply To:' contains 'customerservice@ecozany.com', and 'Subject:' contains 'EcoZany Newsletter - October 2011'.

User Role(s)	Selected Role
Administrators	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>

Additional Emails: marketing@ecozany.com;sales@ecozany.com

From: admin@ecozany.com

Reply To: customerservice@ecozany.com

Subject: EcoZany Newsletter - October 2011

3. Go to the **Message** section and enter the body of the newsletter into the **Editor**. (Select Basic Text Box to send a plain text email - OR - Select Rich Text Box to send an HTML email with formatting and

images).

4. **Optional.** Click the Preview Email link located at the base of the module if you wish to preview the newsletter before sending it.

Message

You can use the Editor below to write your message.

Editor: Basic Text Box Rich Text Editor

Paragraph St... Font Name Real... **B** *I* U abc [List Icons] [Link Icon] W3C

A Apply CSS Cl... [Link Icon] [Image Icon] [Table Icon] [Text Color Icon] [Background Color Icon] [Link Icon] [Info Icon]

Welcome to the EcoZany newsletter!

 This month we have a number of great new offers for subscribers including 20% off all wooden toys for this month only. 

[Click here for details of this and other special subscriber offers!](#)

 **EcoZany**
Environmentally friendly toys

[Click here to unsubscribe from this newsletter](#)

Design HTML Words: 45 Characters: 262

5. **Maximize** the **Advanced Settings** section and then set these required settings:
 - a. At **Replace Tokens?**, uncheck the check box.
 - b. At **Send Method**, select **BCC: One Email To Blind Distribution List (Not Personalized)**.

Advanced Settings

In this section, you can set up the advanced settings for your message.

Attachment: **File Location:**
File Name:
[Upload New File](#)

Replace Tokens:

Priority:

Send Method:

Send Action: Synchronous Asynchronous

[Send Email](#) [Preview Email](#)

6. Set any of these **OPTIONAL** Advanced Settings:

- a. At **Attachment**, select the required attachment (See "Setting a File Link"), or See "Uploading and Linking to the File". Note: Unauthenticated users cannot attach files. Authenticated users require appropriate File Manager permissions to upload and/or select files.
- 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 Received Message

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. Go to the **Basic Settings** section and complete the basic settings as required. See "Sending a Basic Newsletter"

3. Go to the **Message** section and enter the body of the newsletter into the **Editor**. (Select Basic Text Box to send a plain text email - OR - Select Rich Text Box to send an HTML email with formatting and images).
4. **Maximize**  the **Advanced Settings** section and then set these required settings:
 - a. At **Replace Tokens?**, uncheck the check box.
 - b. At **Send Method**, select **To: One Message Per Email Address (Personalized)**.
5. To set any of the optional Advanced Settings, See "Sending a Basic Newsletter"

 **Advanced Settings**

In this section, you can set up the advanced settings for your message.

 **Attachment:** **File Location:** 
File Name: 
[Upload New File](#)

 **Replace Tokens:**

 **Priority:** 

 **Send Method:** 

 **Send Action:** Synchronous Asynchronous

[Send Email](#)  [Preview Email](#)

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

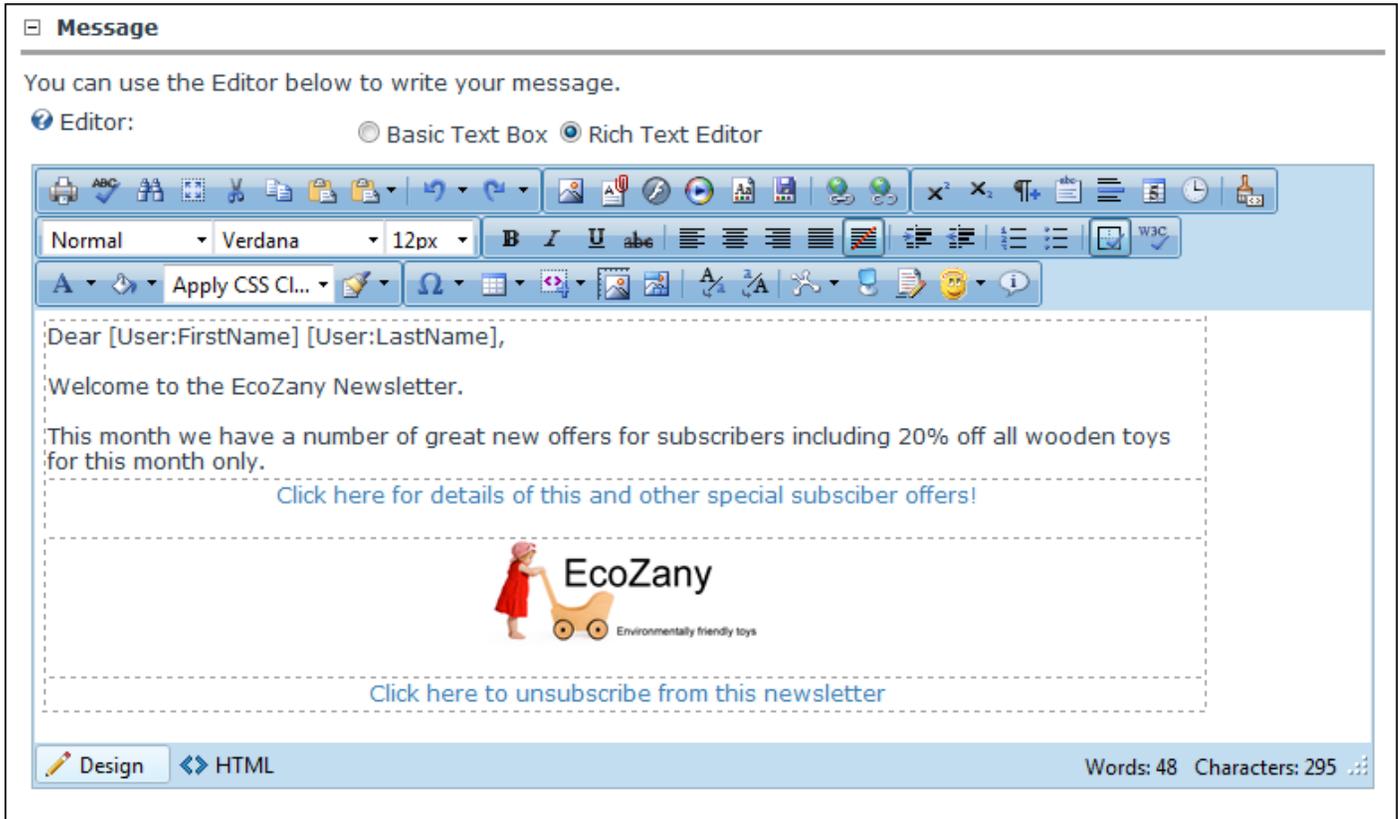
Sending a Newsletter with Tokens

How to send a newsletter that includes replacement tokens using the Newsletters module.

*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. Go to the **Basic Settings** section and complete the basic settings as required. See "Sending a Basic Newsletter"

3. Go to the **Message** section.
 - a. Select Basic Text Box to send a plain text email - OR - Select Rich Text Box 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. **Maximize**  the **Advanced Settings** section and then set these required settings:
 - a. At **Replace Tokens?**, check the check box.
 - b. At **Send Method**, select **To: One Message Per Email Address (Personalized)**.

Advanced Settings

In this section, you can set up the advanced settings for your message.

Attachment: **File Location:** Root
File Name: <None Specified>
[Upload New File](#)

Replace Tokens:

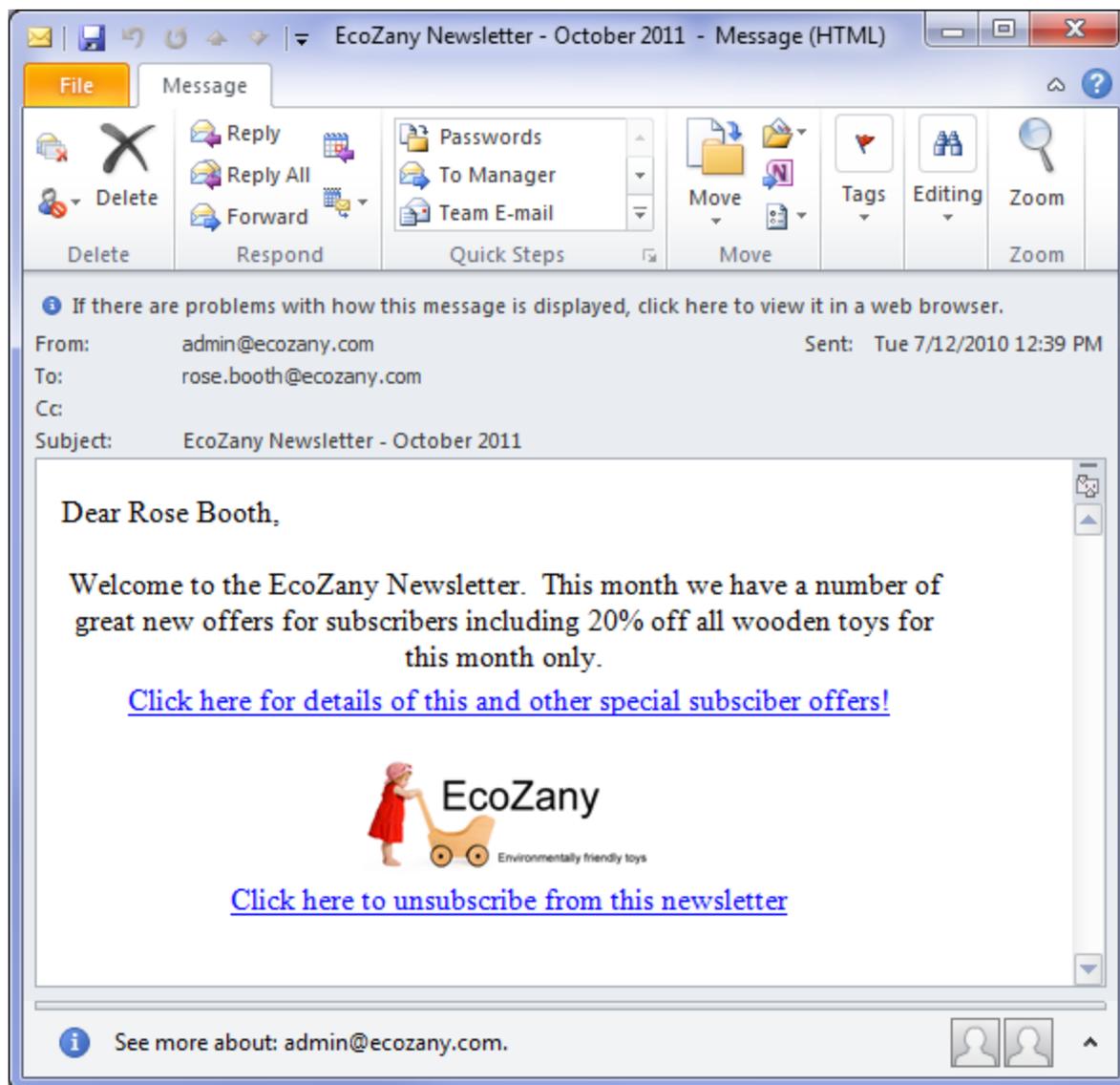
Priority: Normal

Send Method: TO: One Message Per Email Address (Personal:)

Send Action: Synchronous Asynchronous

[Send Email](#) [Preview Email](#)

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 Relay Service

How to send a Newsletter to 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. Go to the **Basic Settings** section and complete the basic settings as required. See "Sending a Basic Newsletter"

3. Go to the **Message** section and enter the body of the newsletter into the **Editor**. (Select Basic Text Box to send a plain text email - OR - Select Rich Text Box to send an HTML email with formatting and images).
4. **Maximize**  the **Advanced Settings** section and then set these required settings:
 - a. At **Send Method**, select **Relay: One Message Per Email Address (Personalized)** to a specified relay server.
 - b. At **Relay Address**, enter the address of the relay service.
5. Complete the additional **Advanced Settings** as required. See "Sending a Basic Newsletter"

 **Advanced Settings**

In this section, you can set up the advanced settings for your message.

 **Attachment:** **File Location:** 

File Name: 

Upload New File

 **Replace Tokens:**

 **Priority:** 

 **Send Method:** 

Relay Address:

 **Send Action:** Synchronous Asynchronous

 **Send Email**  **Preview Email**

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

Sending Newsletters in a User's Preferred Language

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

1. Navigate to Admin > **Newsletters** - OR - Go to a Newsletters module.
2. In the **Basic Settings** section, 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.

▼ **Newsletters**

☐ **Basic Settings**

In this section, you can set up required sender and recipients, as well as subject for your message.

☐ **Addressees**

🔍 **User Role(s):**

	Selected Role
Administrators	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>
Translator (en-AU)	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>

🔍 **Language Filter:**

 English (United States)

 English (Australia)

🔍 **Additional Emails:**

🔍 **From:**

🔍 **Reply To:**

🔍 **Subject:**

⊕ **Message**

⊕ **Advanced Settings**

➡ **Send Email** 🔍 **Preview Email**

4. In the **Message** section, enter the body of the newsletter into the editor in the language selected at Step 3. See "Sending a Basic Newsletter"
5. **Maximize** ⊕ the **Advanced Settings** section and then set these required settings:
- At **Replace Tokens?**, uncheck the check box.
 - At **Send Method**, select **To: One Message Per Email Address (Personalized)**.

Advanced Settings

In this section, you can set up the advanced settings for your message.

Attachment: **File Location:**
File Name:
Upload New File

Replace Tokens:

Priority:

Send Method:

Send Action: Synchronous Asynchronous

[Send Email](#) [Preview Email](#)

6. To set any of the optional Advanced Settings, See "Sending a Basic Newsletter"
7. Click the [Send Email](#) link. This displays either a **Successful** or **Not Successful** message. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.
8. Repeat Steps 3-7 to send the newsletter in other languages.

The Bulk Email Report

When a bulk email is sent using the Newsletters module, the Administrator will receive an email titled "Bulk Email Report for [Newsletter Subject]" containing the following details:

- The date and time when the bulk email operation commenced
- Number of Email Recipients
- Number of Email Messages
- The date and time when the bulk email operation was completed
- Status Report listing any errors which occurred
- List of Recipients

From: host@ecozany.com
To: host@ecozany.com
Cc:
Subject: Bulk Email Report for 'EcoZany Newsletter - October 2011'.

Bulkmail Report

Operation started at: 7/12/2010 1:04:14 PM
EmailRecipients: 2
EmailMessages: 2
Operation completed: 7/12/2010 1:04:14 PM

Status Report:
No errors occurred during sending.

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

The Bulk Email Report

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

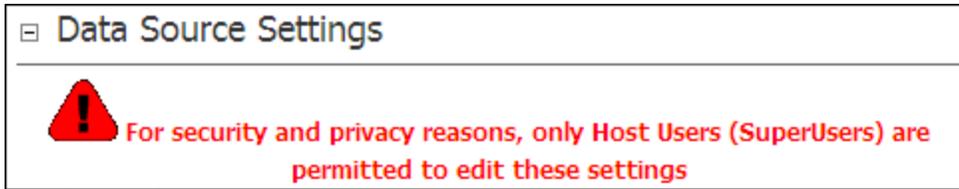
- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleReports/tabid/970/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/136/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnreports.codeplex.com/workitem/list/basic>

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 menu - OR - Click the **Settings**  button.
2. Go to the **Report Settings** section.
3. Go to the **Display and Caching Settings** section.
4. At **Caching**, select from the following options:
 - Check the check box to enable data caching. If checked you can enter the amount of time to cache the data for, in minutes. Note: the following warning will also be displayed:  Warning! Enabling Caching when using parameters is a security and privacy risk. See the Reports Module documentation for details
 - Uncheck the check box to disable data caching.
5. At **Show Info Pane**, select from the following options:
 - Check the check box to display the Info Pane on the view page for the module. The Info Pane displays the title and description of the Report for users.
 - Uncheck the check box to hide the Info pane.
6. At **Show Controls**, select from the following options:
 - Check the check box to display the Run Report and Hide Report Result links on the module.
 - Uncheck the check to hide the Run Report and Hide Report Result links on the module.
7. At **Auto Run Report**, select from the following options:
 - Check the check box to automatically run the report when a user views the page. Note: By default, a report is automatically run when a user views the module. However, many reports can be time-consuming and resource-intensive. In this case, the Auto Run Report setting can be displayed. However, in order to allow users to run the report the Show Controls setting must be enabled. Note: The module does not, in the current version, automatically enable this setting.
 - Uncheck the check box to manually run a report.

8. At **Active Visualizer**, select one of the available visualizers. By default, there are three visualizers supplied with the Reports module - the Grid Visualizer, the HTML Template Visualizer and the XSL Transformation Visualizer. The default option of Grid Visualizer does not require any files to be uploaded, unlike the other two options. Once you have selected a Visualizer, a number of additional settings specific to the selected option are displayed. For more details see "Configuring the Chart Visualizer Settings", "Configuring the Grid Visualizer Settings", "Configuring the HTML Template Visualizer Settings", "Configuring the XSL Transformation Visualizer Settings" and "Configuring the Microsoft Report Viewer Visualizer Settings"

Display and Caching Settings

Caching:

Show Info Pane:

Show Controls:

Auto Run Report:

Active Visualizer:

Grid Visualizer

Enable Paging?:

Enable Sorting?:

Show Header?:

Grid Lines: None

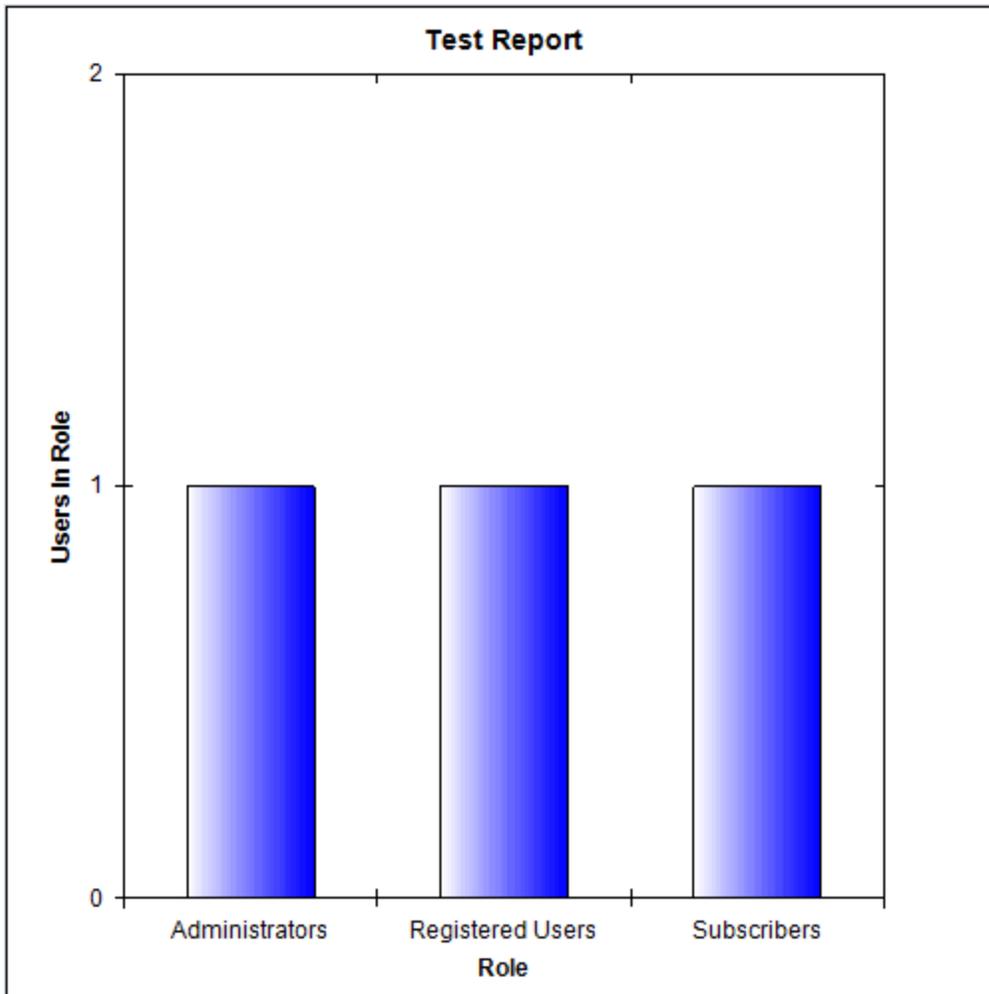
Additional CSS:

CSS Class:

9. Click the  Update link.

Configuring the Chart Visualizer Settings

The Chart Visualizer option on the Active Visualizer displays a simple horizontal bar or vertical column chart from the data retrieved by your query. Note: The Chart Visualizer is not included with the Report module; however it can be installed and configured by your Host.



The Chart Visualizer

Here's how to set the Chart Visualizer settings on the Active Visualizer:

1. At **Active Visualizer**, select **Chart Visualizer**. The following additional settings are displayed:
2. At **Chart Type**, select the type of chart that will be rendered from these options:
 - Select **Horizontal Bar Chart** to choose a Bar Chart with bars stretching from left to right.
 - Select **Vertical Column Chart** to choose a Bar Chart with bars stretching from bottom to top.
Note: The X-Axis Title and Y-Axis Title settings still refer to the Horizontal and Vertical axes (respectively), no matter what value this setting has.
3. In the **Width** text box, enter the width of the produced chart in pixels. E.g. 500
4. In the **Height** text box, enter the width of the produced chart in pixels. E.g. 500
5. In the **X-Axis Title** text box, enter the title to be displayed along the X-Axis (Horizontal) of the chart.

6. In the **Y-Axis Title** text box, enter the title to be displayed along the Y-Axis (Vertical) of the chart.
7. In the **Bar Name Column** text box, enter the name of the column in the produced dataset that will be used as the name of each bar in the chart.
8. In the **Bar Value Column** text box, enter the name of the column in the produced dataset that will be used to determine the height of each bar in the chart
9. At **Bar Color Mode**, select way in which the color of each bar will be determined from these options:
 - Select **One Color** for every Bar to set every bar as same color.
 1. In the **Bar Color** text box, enter the color to use for the bars in the chart
 - Select **One Color per Bar** to set the color of each bar as given by a column in the dataset.
 1. In the **Bar Color Column** text box, enter the name of the column containing the color for each bar in the chart.

Active Visualizer:

Chart Visualizer ▼

Chart Type: Horizontal Bar Graph
 Vertical Column Graph

Width:

Height:

X-Axis Title:

Y-Axis Title:

Bar Name Column:

Bar Value Column:

Bar Color Mode: **One Color for every Bar**
 One Color per Bar

Bar Color:

10. Click the Update link.

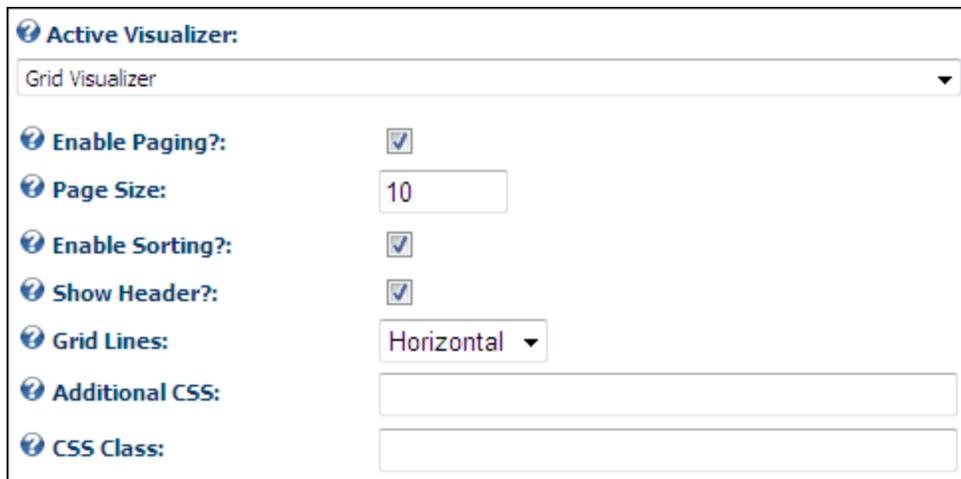
Tip: In its current version, the Chart Visualizer is limited to displaying this form of Bar Chart. It is limited to displaying the value of one column as the height of the bar. The Chart Visualizer is not installed by default. After installing the module, the installation packages can be found in the DesktopModules/Reports/Install/Visualizers folder. See the section on installing the Chart Visualizer for details. See Managing Reports Module Add-Ins for information on installing Visualizers and Data Sources.

Configuring the Grid Visualizer Settings

The Grid Visualizer displays data in a tabular grid. This setting supports paging and sorting of data and includes display options that control the appearance of grid lines as well as finer grained control over the appearance of the grid, through attaching CSS Classes and CSS Attributes to the entire grid.

Here's how to set the Grid Visualizer settings on the Active Visualizer:

1. At **Active Visualizer**, select **Grid Visualizer**. The following additional settings are displayed:
2. At **Enable Paging?**, check the check box to enable paging on the grid, or uncheck to disable paging and display all data on one page.
 - In the **Page Size** text box, enter the number of rows to be displayed on each page of data.
3. At **Enable Sorting?**, check the check box to enable users to sort data by clicking on a column header to sort by that column, or uncheck to disable sorting. If Show Header? is not checked, this setting has no effect.
4. At **Show Header?**, check the check box to display of column headers on the Grid, or uncheck the check box to hide headers.
5. At **Grid Lines**, select an option to control the appearance of grid lines on reports. Select from the following options:
 - **Both**: Select to display both horizontal and vertical lines.
 - **Horizontal**: Select to display horizontal lines only.
 - **None**: Select to hide all lines.
 - **Vertical**: Select to display vertical lines only.
6. In the **Additional CSS** text box, enter any additional CSS attributes to be placed in the 'style' attribute of the < table > element produced by this visualizer.
7. In the **CSS Class** text box, enter a list (separated by single spaces) of CSS classes to apply to the < table > element produced by this visualizer. For more details see CSS Formatting below.



The screenshot shows the configuration interface for the Grid Visualizer. It includes a dropdown menu for the visualizer type, and several settings with checkboxes, text boxes, and a dropdown menu.

Setting	Value
Active Visualizer:	Grid Visualizer
Enable Paging?:	<input checked="" type="checkbox"/>
Page Size:	10
Enable Sorting?:	<input checked="" type="checkbox"/>
Show Header?:	<input checked="" type="checkbox"/>
Grid Lines:	Horizontal
Additional CSS:	
CSS Class:	

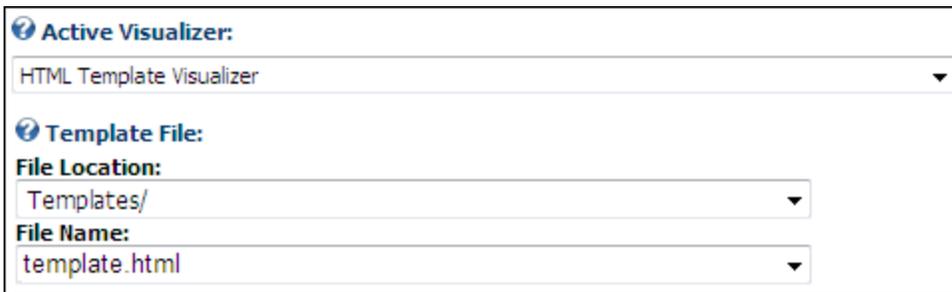
8. Click the Update link.

Configuring the HTML Template Visualizer Settings

The HTML Template Visualizer uses an HTML Template file to display the data retrieved in the report. The template file is processed once for each row and then rendered as a list. Each Template is processed by locating tokens of the form [Column Name] in the Template and replacing them with the value of Column Name in the returned dataset. The HTML Template Visualizer automatically processes every row retrieved from the data source. If you wish to display just one row, or a smaller set of rows, you must change the Data Source to have it return only the rows you need.

Here's how to configure the HTML Template Visualizer settings on the Active Visualizer:

1. At **Active Visualizer**, select **HTML Template Visualizer**. This displays the Template File fields.
2. At **Template File**, specify the HTML template file to use to generate the display. Failure to set this option to a file may result in an error.
 - a. At **File Location**, select the folder where the file is located. The file must have previously been uploaded to the portal's File Manager. Alternatively, if you have access to upload files, select the name of a folder you have access to upload files to.
 - b. At **File Name**, select the name of the html file - OR - Click the Upload New File link and upload the new file.



The screenshot shows the configuration interface for the Active Visualizer. It features a dropdown menu for the visualizer type, currently set to 'HTML Template Visualizer'. Below this, there is a section for 'Template File' with two sub-sections: 'File Location' and 'File Name'. The 'File Location' dropdown is set to 'Templates/' and the 'File Name' dropdown is set to 'template.html'.

3. Click the Update link.

E.g. The following HTML Template was used to produce the output seen below.

Module #[ModuleID]

Title: [ModuleTitle]

Module #321

Title: Portals

Module #322

Title: Module Definitions

Module #323

Title: File Manager

Module #324

Title: Vendors

Example of HTML Template

Configuring the XSL Transformation Visualizer Settings

The XSL Transformation Visualizer uses an XSL Transformation file and XML produced by the Data Source to produce HTML that is used to display the report.

The XML produced by the Data Source has the following format:

```
<DocumentElement>

<QueryResults>
<Column1Name>Column1Value</Column1Name>
<Column2Name>Column2Value</Column2Name>
...
</QueryResults>
<QueryResults>
... Same as above, for Row 2 ...
</QueryResults>
```

To ensure the correctness of your XSL, you can use the Show Xml Source command to check the exact XML returned by your Data Source configuration.

For example, to reproduce the results displayed in the "Configuring the XSL Transformation Visualizer Settings on the Active Visualizer" tutorial, the following XSL would be used:

```
<xsl:stylesheet version="1.0" xmlns:xsl="http://www.w3.org/1999/XSL/Transform">

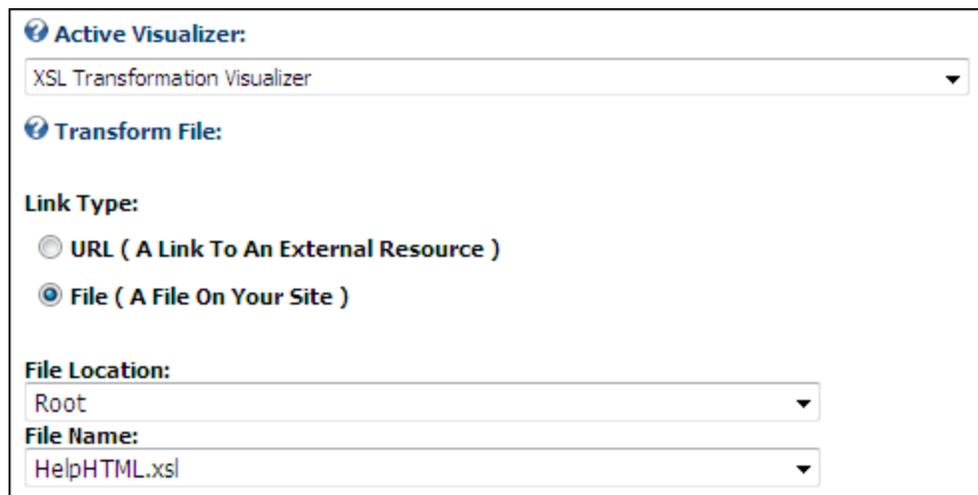
<xsl:output method="xml" indent="yes"
doctype-system="http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd"
doctype-public="-//W3C//DTD XHTML 1.0 Transitional//EN" />
```

```
<xsl:template match="/DocumentElement/QueryResults">
<h1>Module =<xsl:value-of select="ModuleID" /></h1>
<p>Title: <xsl:value-of select="ModuleTitle" /></p>
</xsl:template>
</xsl:stylesheet>
```

Similar to the HTML Template Visualizer, all of the data retrieved from the Data Source will be displayed in this Visualizer. If you wish to restrict the amount of data displayed, you must modify your Data Source configuration.

Here's how to configure the XSL Transformation Visualizer settings on the Active Visualizer of the Reports module:

1. At **Active Visualizer**, select **XSL Transformation Visualizer**.
2. At **Transform File**, select the XSLT file to use to generate the display. Failure to set this option to a file may result in an error.
3. At **Link Type**, select the link to the transform file. "About the Link Control"



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 ReportsViewer 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.

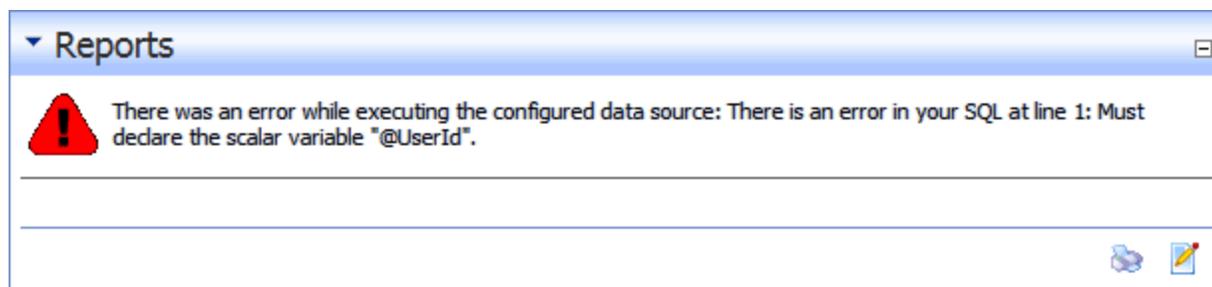
About Server Report Mode: In Server Report Mode, the Report is run by an instance of Microsoft SQL Server Reporting Services (SSRS). In order to use this mode, you will need an instance of SSRS and must know the user name and password of an account with permission to access the server. Specify the URL 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

SuperUsers

Overview of Data Sources

The Reports Module retrieves data using a Data Source. A Data Source is a component which is capable of retrieving tabular data. This section describes each Data Source and the settings associated with it. Data Sources are selected and set on the Module Settings page using the Active Data Source field. Once a Data Source is selected a number of related settings are displayed.

The Reports Module comes with 4 Data Sources, 3 of which are built-in to the module and cannot be removed. The other one must be installed using the Manage Add-Ins page. Here is the list of data sources:

- **DotNetNuke Data Source:** (Built-in) Retrieves data from the database powering your DNN installation.
- **Microsoft SQL Server Data Source:** (Built-in) Retrieves data from any accessible Microsoft SQL Server instance
- **Generic ADO.Net Provider Data Source:** (Built-in) Retrieves data from any ADO.Net-compatible data source, such as Oracle, MySQL, Access and others.
- **User Defined Table Module Data Source (requires installation):** Retrieves data from a User Defined Table Module on your portal.

See individual tutorials on each data source for more details on configuring their settings and other related details such as parameters.

About Parameterized Queries

All of the Data Sources except the UDT Data Source support the use of parameters in their queries. In the current version of the Reports Module, the following parameters are supported by default:

- **@UserID:** Replaced with the ID of the User who is currently viewing the report.
- **@TabID:** Replaced with the ID of the Tab (Page) on which this module is situated. Note: If the same module is copied to a different page, the @ModuleID parameter will be the same but the @TabID parameter will be different.
- **@ModuleID:** Replaced with the ID of the Reports Module on which the report is defined.
- **@PortalID:** Replaced with the ID of the Portal on which the report is running.

To allow users to extend the reports module queries a simple URL parameter system has been added which allows users to provide a list of QueryString parameters which will be added to the query. The parameter names are in the following format: @url_[QueryString Parameter Name]. Only the parameters specified in the "Allowed URL Parameters" section will be added. In the Allowed Url Parameters field add a comma separated list of URL QueryString parameters which can be used in the query. Url Parameter names will be prefixed with "url_", plus any data source specific prefix (such as "@" for SQL Server) .

Managing Reports Module Add-Ins

The Reports Module can be extended in two ways by installing custom add-ins. Custom Data Sources allow users to build reports to extract data from any kind of tabular data source. Custom Visualizers allow users to display report data in any way they need. To manage the Add-Ins installed in your system, go to the Module Menu and select Manage Add-Ins. On this page, you will see a grid of installed Add-Ins. Some of these Add-Ins are marked as Built-In Components using the Manage Packages icon (📦). These Add-Ins are displayed for informational purposes only and cannot be removed.

New Add-Ins can be installed using the Install Visualizer and Install DataSource commands at the bottom of the page. After clicking one of these links, you can select a ZIP file containing a Reports Add-In package and install it into the system.

Custom Add-Ins installed using these commands can be uninstalled by clicking the Delete icon (✖) in the left-most column of the grid. You will be asked to confirm the uninstallation before it occurs.

A number of additional Add-Ins are included with the Reports Module package, but are not installed by default due to external dependencies. If you wish to use these Add-Ins, this section details how to install the required components and the Add-Ins themselves.

- See "Installing the UDT Data Source "
- See "Installing the Chart Visualizer "
- See "Installing the Microsoft Report Viewer Visualizer "

Installing the Chart Visualizer

The Chart Visualizer displays a simple horizontal bar or vertical column chart from the data retrieved by your query. The Chart Visualizer is not included with the Report module, however it can be installed and downloaded from <http://zedgraph.org/>. 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. Note: The Chart Visualizer

requires that your portal is running in a Fully Trusted environment. Ensure that the "" element in your web.config file is set to "Full". If you are in a shared hosting environment, you may need to contact your hosting provider to have your site moved to a Full Trust environment.

Here's how to install the Chart Visualizer:

1. Install the **Reports** module. The installation packages can be found in the DesktopModules/Reports/Install/Visualizers folder.
2. The Chart Visualizer requires that the ZedGraph library be installed before it can be successfully installed. In order to do this, go to www.zedgraph.org and download the DLL Only package. Then upload ZedGraph.dll and ZedGraph.Web.dll to your website's Bin folder. The Chart Visualizer can now be installed.
3. Select  **Manage Add-Ins** from the module menu.
4. Click the Install DataSource link. This opens the Install New DNN Reports Data Source Package page.
5. Click the **Browse...** button and select the package to install.
6. Click the **Next**  button.

Tip: See "Configuring the Chart Visualizer Settings" for details on using this visualizer.

Installing the Microsoft Report Viewer Visualizer

The Microsoft ReportViewer Visualizer uses the ReportViewer control to display rich reports, as well as reports running on a SQL Server Reporting Services instance. This visualizer displays reports produced in [Microsoft Report Definition Language](#) . This includes reports which are processed locally on the web server as well as reports processed on a [Microsoft SQL Server Reporting Services](#) server. The ReportViewer Visualizer has two modes: Local Report Mode and Server Report Mode. See "Configuring the Microsoft Report Viewer Visualizer Settings" for details on using this visualizer.

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.

Here's how to install the Microsoft Report Viewer data source on the Reports module.

1. The Reporting Services Visualizer requires that the Microsoft ReportViewer Control be installed on your web server. Download the [Report Viewer Redistributable 2005](#) and install it on your web server.
2. After installing this component, the Reporting Services Visualizer can now be installed.
3. Select  **Manage Add-Ins** from the module menu.
4. Click the Install DataSource link. This opens the Install New DNN Reports Data Source Package page.
5. Click the **Browse...** button and select the package.
6. Click the **Next**  button.

Tip: The Report Viewer Visualizer requires that your portal is running in a Fully Trusted environment. Ensure that the "" element in your web.config file is set to "Full". If you are in a shared hosting environment, you may need to contact your hosting provider to have your site moved to a Full Trust environment.

Installing the UDT Data Source

The User Defined Table Module Data Source retrieves data from an existing User Defined Table module in your portal. In order to install this Add-In, you must install the User Defined Table module. The Add-In has been tested on version 03.04.00 of the UDT module. If you wish to use a different version, ensure you back up your site before installing.

Here's how to install the User Defined Table data source on the Reports module.

1. Install the **Reports** module. The installation packages can be found in the DesktopModules/Reports/Install/Visualizers folder.
2. Install the **User Defined Table** module. The Add-In has been tested on version 03.04.00 of the UDT module. If you wish to use a different version, ensure you back up your site before installing.
3. After installing the UDT Module, you can find the UDT Data Source package in the /DesktopModules/Reports/Install/DataSources folder of a DNN installation, after installing the Reports module. The package can be found within the ZIP file for the Reports Module as well.
4. Select  **Manage Add-Ins** from the module menu.
5. Click the Install DataSource link. This opens the Install New DNN Reports Data Source Package page.
6. Click the **Browse...** button and select either the Install of Source package.
7. Click the **Next**  button.

Tip: See "Configuring the UDT Visualizer Settings" for details on using this visualizer.

Working with the User Defined Table Module Data Source

The User Defined Table Module Data Source retrieves data from an existing User Defined Table module in your portal. This data source is NOT installed by default. Note: This Data Source does not support the "{oQ}" and "{dO}" tokens since it is assumed you are using it to query databases which are not related to DNN. Also, parameterized queries are not supported in this version of the data source.

Here's how to set the User Defined Table Module Data Source:

1. Select **Settings**  from the Reports module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Report Settings** section.
3. Go to the **Data Source Settings** section.
4. In the **Title** text box, enter a title for the report.

5. **Optional.** In the **Description** text box, enter a description of the report.
6. At **Active Data Source**, select **UDT Module Data Source**. The following settings are now displayed:
 - At **UDT Module**, the UDT Module to retrieve data from. A list of installed UDT modules (and their titles) is provided.
 - At **Fields**, if a field in this list is checked, the field will be displayed in the outputted data. This is similar to the list of columns provides as part of the SELECT clause in a SQL query.
 - At **Filter**, a series of filters, in a form similar to a SQL WHERE clause (see Filtering and Sorting below) to be applied to each row of the results.
 - At **Sort**, A list of columns and sort directions, in a form similar to a SQL ORDER BY clause (see Filtering and Sorting below) to be used to sort the results.
7. Select one of the following options:
 - a. At **Upload SQL File**, select the file on your local machine and it will be uploaded and placed in the Query text box. NOTE: You must still click the Update link at the bottom of the page to save the query.
 - b. In the **Query** text box, enter the SQL Query to execute on the database.
8. **Optional.** Click the Test Data Source link to test your data source.
 - a. **Optional.** Click the Hide Results link to hide the test results.
9. **Optional.** Click the Show Xml Source link view the Xml of your data source.
 - a. **Optional.** Click the Hide Xml Source link to hide the source.
10. Click the Update link.

Filtering & Sorting: The UDT Data Source does not use a SQL query to retrieve data, instead it directly communicates with the UDT Module. This means that filtering and sorting must be handled differently from in the other Data Sources. Filters are similar to the WHERE clause of a SQL query in both function and syntax. A sample Filter string is displayed below:

```
UnitPrice > 10 AND UnitPrice < 20
```

This filter would retrieve only rows where the UnitPrice column is between 10 and 20. Sort expressions are similar to the ORDER BY clause of a SQL query in function and syntax. A sample Sort Expression is displayed below:

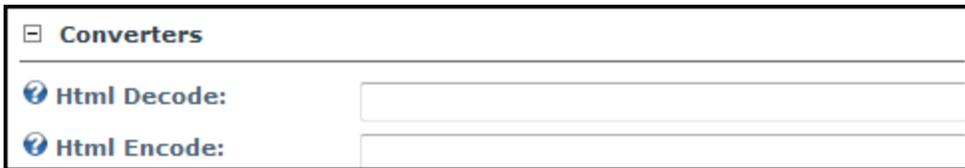
```
SupplierName ASC, ProductName DESC, VariantName
```

This sort expression would first sort rows by the SupplierName column in ascending order, then by the ProductName column in descending order and finally by the VariantName in ascending order (since ASC is the default sorting order).

Setting Converter Settings

Converters are designed to allow users to apply special conversions to the data retrieved by a Data Source before that data reaches the Visualizer. Currently, there are two Converters provided. Here's how to set the Converters settings on the Reports module.

1. Select **Settings**  from the Reports module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Report Settings** section.
3. Go to the **Data Source Settings** section and configure these settings as required.
4. Go to the **Converters** section.
5. In the **HTML Decode** text box, enter a comma-separated list of columns to be Html Decoded. Note: This field decodes HTML Encoded Data, converting text such as "Hello" into "Hello". This is useful for decoding data which was HTML Encoded when it was entered into the database so that the tags will be interpreted by the Web browser when the report is displayed.
6. In the **HTML Encode** text box, enter a comma-separated list of columns to be Html Encoded. Note: HTML Encodes Data, converting text such as "Hello" into "Hello". This is useful for displaying raw HTML tags specified in your data.



7. Click the Update link.

Tip: The appropriate converter will be applied to each column specified in the list.

Setting the DNN Data Source

How to set the DNN Data Source option on the Active Data Source field on the Reports module. The DNN Data Source retrieves data by executing a SQL query against the database configured for your DNN application. This makes it an easy way to quickly retrieve data about your portal. For example, the following query retrieves a table of all the pages in your portal:

```
SELECT * FROM {oQ}Tabs
```

Aside from the standard SQL syntax, this data source accepts two special 'tokens' which will be replaced when the query is run. The "{oQ}" token is replaced with the object qualifier you have configured for your database. The "{dO}" token is replaced with the database owner you have configured for your database. You can also use the longer "{objectQualifier}" and "{databaseOwner}" tokens if you wish. This allows your queries to be moved between database configurations without changing the query.

Here's how to set the DNN Data Source:

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Report Settings** section.
3. Go to the **Data Source Settings** section.
4. In the **Title** text box, enter a title for the report.
5. **Optional.** In the **Description** text box, enter a description of the report.
6. At **Active Data Source**, select **DotNetNuke Data Source**. This displays the following settings:
7. Select one of the following options:
 - At **Upload SQL File**, select the file on your local machine and it will be uploaded and placed in the Query text box. NOTE: You must still click Update at the bottom of the page to save the query.
 - In the **Query** text box, enter the **SQL Query** to execute on the database.
8. **Optional.** Click the [Test Data Source](#) link to test your data source.
 - a. **Optional.** Click the [Hide Results](#) link to hide the test results.
9. **Optional.** Click the [Show Xml Source](#) link view the Xml of your data source.
 - a. **Optional.** Click the [Hide Xml Source](#) link to hide the source.
10. Click the [Update](#) link.

*Tip: Both the Title and the Description are displayed on the module when **Show Info Pane** is checked. The title and description are exported with the report when **Export Content** is selected from the module menu.*

Parameters: The DNN Data Source supports the four parameters listed in the "Parameterized Queries" tutorial. For example, to retrieve the record in the Users table corresponding to the current user, use the following query:

```
SELECT * FROM {oQ}Users WHERE UserID = @UserID
```

DotNetNuke Data Source

Upload SQL File: Browse...

Query:

```

SELECT R.RoleName, COUNT(UR.UserID)
AS 'UsersInRole'
FROM {oQ}UserRoles AS UR
INNER JOIN {oQ}Roles AS R ON UR.RoleID =
R.RoleID
WHERE PortalID = @PortalID
GROUP BY R.RoleName

```

Test Data Source Show Xml Source

Setting the DNN Data Source

Setting the Generic ADO.Net Data Source

The Generic ADO.Net Data Source allows you to execute queries against any data source supported by ADO.Net. ADO.Net providers are provided for Oracle, OLE DB, ODBC and SQL Server as part of the ASP.Net environment. Additional providers can be downloaded and installed for many other databases, including [MySQL](http://dev.mysql.com/downloads/connector/net/5.0.html) (see <http://dev.mysql.com/downloads/connector/net/5.0.html>) , [IBM DB2](http://www-306.ibm.com/software/data/db2/windows/dotnet.html) (see <http://www-306.ibm.com/software/data/db2/windows/dotnet.html>) and others. However, unlike the Microsoft SQL Server Data Source, you must manually enter a Connection String since each database provider has its own format for these strings. There are many resources on the web, such as <http://www.connectionstrings.com>, which can help you build these connection strings. Note: This Data Source does not support the "{oQ}" and "{dO}" tokens since it is assumed you are using it to query databases which are not related to DNN.

Here's how to configure the Generic ADO.Net Data Source:

1. Select **Settings**  from the Reports module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Report Settings** section.
3. Go to the **Data Source Settings** section.
4. In the **Title** text box, enter a title for the report.
5. **Optional.** In the **Description** text box, enter a description of the report.
6. At **Active Data Source**, select **Generic ADO.Net Data Source**. This displays the following settings:
 - a. At **ADO.Net Data Provider**, select a data provider from a list of installed ADO.Net data providers (Odbc Data Provider, OleDb Data Provider, OracleClient Data Provider, SqlClient Data Provider).

- b. In the **Connection String** text box, enter a complete ADO.Net Connection String for connecting to the data source.
 - c. In the **Parameter Prefix** text box, enter a parameter prefix - OR - Leave this field blank as required. See the section on Parameters below for more details.
7. Select one of the following options:
 - a. At **Upload SQL File**, select the file on your local machine and it will be uploaded and placed in the Query text box. NOTE: You must still click Update at the bottom of the page to save the query.
 - b. In the **Query** text box, enter the SQL Query to execute on the database.
8. **Optional.** Click the [Test Data Source](#) link to test your data source.
 - a. **Optional.** Click the [Hide Results](#) link to hide the test results.
9. **Optional.** Click the [Show Xml Source](#) link view the Xml of your data source.
 - a. **Optional.** Click the [Hide Xml Source](#) link to hide the source.
10. Click the [Update](#) link.

*Tip: Both the Title and the Description are displayed on the module when **Show Info Pane** is checked. The title and description are exported with the report when *Export Content* is selected from the module menu.*

Parameters: The Generic ADO.Net Data Source supports four parameters listed in the "Parameterized Queries" tutorial.). However, since different database provider support parameters in different ways, there are a few caveats:

1. They cannot be used with Data Sources such as Microsoft Access which do not support named parameters.
2. If the data source expects parameter names to start with a specific prefix (for example, SQL Server requires they be prefixed with the "@" character), that prefix must be entered in the Parameter Prefix setting.
3. They cannot be used with Data Sources that expect parameter names to end with a specific suffix.

Active Data Source:
Generic ADO.Net Data Source

ADO.Net Data Provider:
Odbc Data Provider

Connection String:
[Empty]

Parameter Prefix:
[Empty]

Upload SQL File:
[Empty]

Query:

```

SELECT R.RoleName, COUNT(UR.UserID)
AS 'UsersInRole'
FROM {oQ}UserRoles AS UR
INNER JOIN {oQ}Roles AS R ON UR.RoleID =
R.RoleID
WHERE PortalID = @PortalID
GROUP BY R.RoleName

```

[Test Data Source](#) [Show Xml Source](#)

Setting the Generic ADO.Net Data Source

Setting the Microsoft SQL Server Data Source

How to set the Microsoft SQL Server Data view in Source option on the Active Date Source field on the Reports module. Note: This Data Source does not support the "{oQ}" and "{dO}" tokens since it is assumed you are using it to query databases which are not related to DNN.

1. Select **Settings**  from the Reports module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Report Settings** section.
3. Go to the **Data Source Settings** section.
4. In the **Title** text box, enter a title for the report.
5. **Optional.** In the **Description** text box, enter a description of the report.
6. At **Active Data Source**, select **Microsoft SQL Server Data Source**. This displays the following settings:
7. At **Configuration Mode** select ONE of the following two options:
 - **Generate a Connection String:** If this option is selected, the module will generate a connection string based on options you enter. The following associated settings are now available to configure:
 - a. In the **Server Name** text box, enter the name of the server to connect to.
 - b. In the **Database**, text box, enter the name of the database to connect to.

- c. At **Use Integrated Security**, if this box is checked, the user on the web server that is running DotNetNuke (usually the *NT AUTHORITY\NETWORK SERVICE* user account (to determine the exact name of the account that will be used to authenticate with the SQL Server. See "Viewing Configuration Details". Note: In this mode, the **User Name** and **Password** settings are not available.
 - d. In the **User Name** text box, enter the name of the user to use to authenticate with the SQL Server.
 - e. In the **Password** text box, enter the password to use to authenticate with the SQL Server.
 - f. At **Upload SQL File**, select a text file on your local machine and it will be uploaded and placed in the **Query** text box. NOTE: You must still click Update at the bottom of the page to save the query.
 - g. In the **Query** text box, enter the SQL Query to execute on the database.
- **Use the Connection String I Enter:** If this option is selected, you are required to manually enter a complete Connection String. The following associated settings are now available to configure:
 - a. In the **Connection String** text box, enter a complete ADO.Net Connection String for connecting to a Microsoft SQL Server instance.
 - b. At **Upload SQL File**, select a text file on your local machine and it will be uploaded and placed in the **Query** text box. NOTE: You must still click Update at the bottom of the page to save the query.
 - c. In the **Query** text box, enter the SQL Query to execute on the database.
8. **Optional.** Click the [Test Data Source](#) link to test your data source.
 - a. **Optional.** Click the [Hide Results](#) link to hide the test results.
 9. **Optional.** Click the [Show Xml Source](#) link view the Xml of your data source.
 - a. **Optional.** Click the [Hide Xml Source](#) link to hide the source.
 10. Click the [Update](#) link.

Tip: Both the Title and the Description are displayed on the module when Show Info Pane is checked. The title and description are exported with the report when Export Content is selected from the module menu.

Parameters: The Microsoft SQL Server Data Source supports four default parameters and a set of custom user defined parameters. "About Parameterized Queries"

Active Data Source:
 Microsoft SQL Server Data Source

Configuration Mode:
 Generate a Connection String
 Use the Connection String I enter

Server Name:

Database:

Use Integrated Security:

User Name:

Password:

Upload SQL File:

Query:

Upload

Test Data Source Show Xml Source

Microsoft SQL Server Data Source

More Details on the Testing and Showing Source Options

This section provides more details on the Test Data Source, Show Xml Source, Hide Results and Hide Xml Source links in the Data Source Setting section of the Reports module. These tools are available for all data sources.

- **Test Data Source:** Click this link to test your data source. This will display the following message: "WARNING! This action will run your Data Source. Any SQL or other Query Language code configured for the Data Source will be executed. Do you want to continue?". Click the OK button to continue. One of the following options will be displayed:
 - **Test Successful Message:** This OK message includes the number of records returned.



- **Error Message:** Details the specific error. In this case, you will need to fix the error and may want to re-test the data source.



- **Hide Results:** Click this link to hide the results of the Test Data Source function.
- **Show Xml Source:** Click link view the Xml of your data source. This will display the following message: "WARNING! This action will run your Data Source. Any SQL or other Query Language code configured for the Data Source will be executed. Do you want to continue?". Click the OK button to continue. One of the following options will be displayed:
 - **No Error:** the Xml Source used in XSLT transformations of the data is displayed in the Xml Source text box . This field is read only.



- **Error Message:** Details the specific error.



- **Hide Xml Source:** Click this link to hide the source.

Viewing Built-In Components

How to view details of the built-in components for the Reports module.

1. Select  **Manage Add-Ins** from the Reports module menu.

▼ **Manage Add-Ins**

🔗 Installed Add-Ins:

	Friendly Name	Version	Type	Description
🌟	Grid		Visualizer	Displays query results in a simple Grid
🌟	HTML		Visualizer	Displays query results by replacing tokens in an HTML Template
🌟	XSLT		Visualizer	Displays query results by running an XSLT Transform over the results
🌟	Generic ADO.Net Provider		DataSource	Retrieves data from any installed ADO.Net Data Provider
🌟	DotNetNuke		DataSource	Retrieves data from the DotNetNuke backend database
🌟	Microsoft SQL Server		DataSource	Retrieves data from any Microsoft SQL Server Database

🌟 **Built-In Components (marked with the icon on the left) cannot be uninstalled**

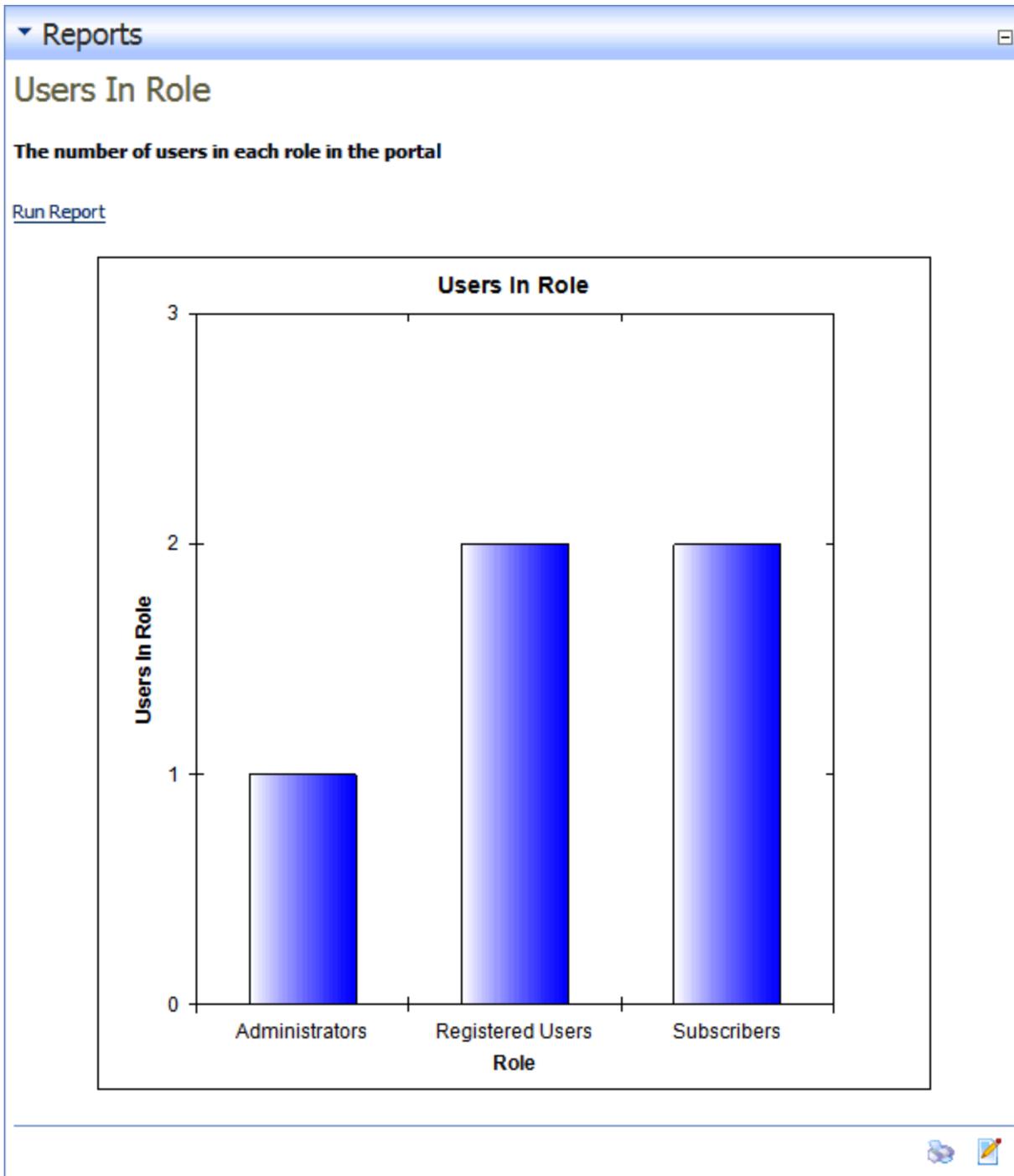
Install Visualizer Install DataSource

Built-in components list

Sample Report: Charting Users in Roles

How to create a report that lists the number of users in each role of your portal using the Reports module. This tutorial builds on the previous one: Counting users in each role. This tutorial assumes you have configured the Reports Module as shown in that tutorial. this tutorial also assumes you have installed the Chart Visualizer. The following steps will change your Grid display into a Bar Chart:

1. Select **Settings**  from the Reports module menu - OR - click the **Settings**  button.
2. **Maximize**  the **Report Settings** section.
3. Go to the **Display and Caching Settings** section.
4. At **Active Visualizer**, select **Chart Visualizer**. Enter the following settings.
5. At **Chart Type** select **Vertical Column Chart**.
6. In the **Width** text box, enter a pixel width. E.g. 500
7. In the **Height** text box, enter a pixel height. E.g. 500
8. In the **X-Axis Title** text box, enter Role
9. In the **Y-Axis Title** text box enter Users In Role
10. In the **Bar Name Column** text box, enter **RoleName**
11. In the **Bar Value Column** text box, enter **UsersInRole**
12. In the **Bar Color Mode** text box, enter One Color.
13. In the **Bar Bar Color** text box, enter a hexadecimal color value. E.g. #0000ff
14. Click the Update link. You should now see a Chart similar to the screenshot below. If you do not, verify that your portal is running in a Full Trust environment and that the Chart Visualizer is correctly configured.



Sample Report: Charting Users in Roles

Sample Report: Counting Users In Each Role

How to create a report that lists the number of users in each role of your portal using the Reports module. This tutorial is based on using a new instance of the Reports module and accepting all default for other fields.

1. Select **Settings**  from the Reports module menu - OR - click the **Settings**  button.
2. **Maximize**  the **Report Settings** section.
3. Go to the **Data Source Settings** section.
4. In the **Title** text box, enter Users In Roles.
5. In the **Description** text box, enter The number of users in each role in the portal.
6. At **Active Data Source**, select **DotNetNuke Data Source**.
7. In the **Query** text box, enter the below query:

```
SELECT R.RoleName, COUNT(UR.UserID) AS 'UsersInRole'  
FROM {oQ}UserRoles AS UR  
INNER JOIN {oQ}Roles AS R ON UR.RoleID = R.RoleID  
WHERE PortalID = @PortalID  
GROUP BY R.RoleName
```
8. Go to the **Display and Caching Settings** section.
9. At **Show Info Pane**, check the check box.
10. At **Auto Run Report**, check the check box.
11. Click the Update link.

Report Settings

 **Help** : In this section, you can set up settings that are specific for this module.

Data Source Settings



Warning! Anyone who can view this module will be able to view the results of the report. Queries entered here can pull data from any table in the database, be aware of privacy and security issues when writing them.

 **Title:**

 **Description:**

 **Allowed Url Parameters:**

 **Active Data Source:**

 **Upload SQL File:**

Upload

 **Query:**

[Test Data Source](#) [Show Xml Source](#)

Converters

Display and Caching Settings

 **Caching:**

 **Show Info Pane:**

 **Show Controls:**

 **Auto Run Report:**

 **Active Visualizer:**

 **Enable Paging?:**

 **Enable Sorting?:**

 **Show Header?:**

 **Grid Lines:**

 **Additional CSS:**

 **CSS Class:**

Setting the Report: Counting Users In Each Role



The screenshot shows a report interface with a title bar 'Reports' and a sub-header 'Users In Roles'. Below the sub-header is the description 'The number of users in each role in the portal.' A table follows with two columns: 'RoleName' and 'UsersInRole'. The table lists seven roles and their corresponding user counts. At the bottom right of the report area, there are two small icons: a refresh icon and a pencil icon.

RoleName	UsersInRole
Administrators	1
Registered Users	5
Subscribers	5
Bloggers	1
EditUser	1
Page Editor	1
Newsletter	1

Sample Report: Counting Users In Each Role

CSS Formatting

For even more control over the styling of the grid, the Grid Visualizer defines the following CSS Classes that can be implemented in a Portal's CSS file:

DNN_Reports_Grid_Header Applied to the header of the Grid : DNN_Reports_Grid_Row Applied to every row of the Grid : DNN_Reports_Grid_AlternatingRow Applied to alternating rows of the Grid : DNN_Reports_Grid_Pager Applied to the pager at the bottom of the Grid

These classes can be used either to change the style of all Grids in a portal by defining them in a Portal CSS file, or by using the CSS Class setting to apply a unique CSS Class to the entire grid. You can also use the cascading nature of CSS to apply styles to particular instances of the Grid Visualizer. For example, if the CSS Class setting for a particular instance of the Grid Visualizer has been set to CustomersReport, then the following CSS will change the background color of alternating rows in the Grid to "white":

```
.CustomersReport .Reports_AlternatingRow  
  
{  
  
background-color: white;  
  
}
```

Troubleshooting: Upgrading Yellow Warning

If you have upgraded the Reports module you may receive a Yellow Warning message which reads: "It looks like you upgraded from a previous version of the Reports module. Due to a minor limitation, there are a few manual steps that must be performed to properly clean up old files. Please read the

DesktopModules/Reports/AppCodeCleanup.text file for instructions. This message will disappear when the clean-up is complete". This warning indicates that a Code Sub-directory could not be found. The below information and steps (as documented in the DesktopModules/Reports/AppCodeCleanup.text file) may correct the issue:

In this version of the Reports Module, the module has been converted from an "App_Code-based" module to a pre-compiled module. If you upgraded from a previous version, the App_Code/Reports directory must be removed. The upgrade process should have emptied this folder, but due to some minor limitations, the directory itself cannot simply be removed. Please follow the steps below to remove the directory. Removing this directory is not mandatory, as your site should operate correctly if it is not removed. However, it is recommended you complete these steps to ensure no issues arise.

1. Open the web.config file.
2. Remove the entire line:

```
'<add directoryName="Reports" />'
```

from the area between

```
'<codeSubDirectories>'
```

and

```
'</codeSubDirectories>'
```

E.g. If your web.config contains the following:

```
<codeSubDirectories>  
<add directoryName="HTML" />  
<add directoryName="Reports" />  
</codeSubDirectories>
```

After this process, this section should contain the following:

```
<codeSubDirectories>  
<add directoryName="HTML" />  
</codeSubDirectories>
```

3. Delete the folder App_Code/Reports.

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 comes with eleven skins standard skins, see the Skin Designs section below for an overview of each skin.

Module Version: 03.01.15

Minimum DNN Version: 3.03.00 / 4.03.00

Optional settings (not available on all skin designs):

- Category management
- Item ratings
- Item comments

Repository ☰

Search

Categories Sort by < BACK 1 of 1 NEXT >

 Spotted gums

 Spotted gum trees at Mystery Bay, New South Wales, Australia.

File size	1470 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
E-Mail	rose.booth@ecozany.com

RATING: ★★★★★ COMMENTS (0)

 Spotted Gum Trunks

 Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

File size	1333 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
E-Mail	rose.booth@ecozany.com

RATING: ★★★★★ COMMENTS (0)

< BACK 1 of 1 NEXT >

The Repository Module

Project Links

- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleRepository/tabid/830/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/54/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnrepository.codeplex.com/workitem/list/basic>

Configuration

Configuring the Repository Module (Default Settings)

How to configure the Repository module by accepting all of the default settings including the Default skin. This configuration will remove the ADMIN message displayed at the top of the Repository module when you first add it to a page.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Click the  Update link. The following settings have now been accepted:
 - 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 .
 - Only the Administrators can moderate, download, upload, rate and comment on files.
 - 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.



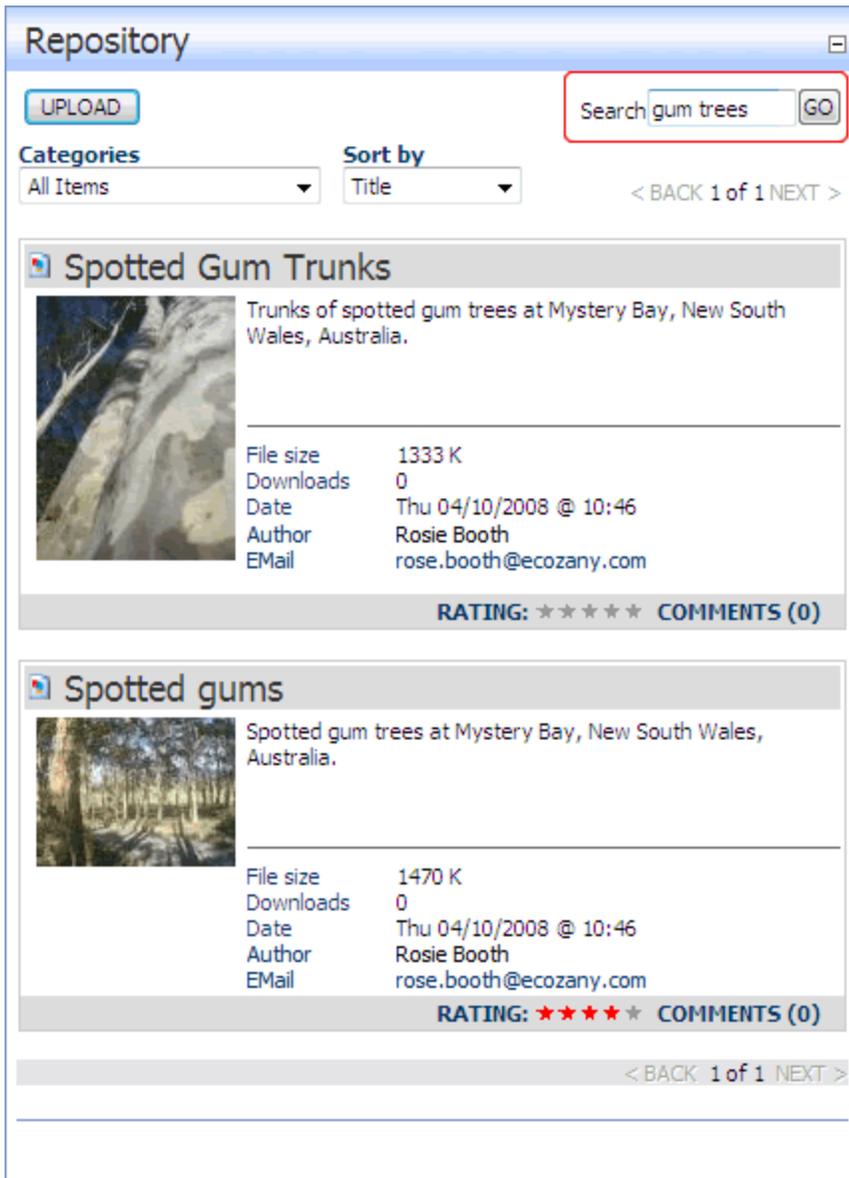
Repository with Default Configuration Settings

All Users

Searching for an Item

How to search for an item in the Repository module. The search will return results from the Item Title, Description, Author Name, and Email Address fields. Results include words/numbers that are all or part your search criteria. E.g. Entering "gum tree" will return results for gum, gum tree, trees, tree, etc.

1. At **Categories**, select the category to search within - OR - (if available) Select **All Items** to search all categories.
2. In the **Search** text box, enter your search criteria. E.g. gum trees
3. Click the **GO**  button.



The screenshot shows a web interface titled "Repository". At the top left is an "UPLOAD" button. To the right is a search bar containing the text "gum trees" and a "GO" button. Below the search bar are two dropdown menus: "Categories" set to "All Items" and "Sort by" set to "Title". A navigation link "< BACK 1 of 1 NEXT >" is visible. The main content area displays two search results:

- Spotted Gum Trunks**: Includes a thumbnail image of tree trunks, a description "Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.", and metadata: File size 1333 K, Downloads 0, Date Thu 04/10/2008 @ 10:46, Author Rosie Booth, Email rose.booth@ecozany.com. It has a rating of 5 stars and 0 comments.
- Spotted gums**: Includes a thumbnail image of a gum forest, a description "Spotted gum trees at Mystery Bay, New South Wales, Australia.", and metadata: File size 1470 K, Downloads 0, Date Thu 04/10/2008 @ 10:46, Author Rosie Booth, Email rose.booth@ecozany.com. It has a rating of 4 stars and 0 comments.

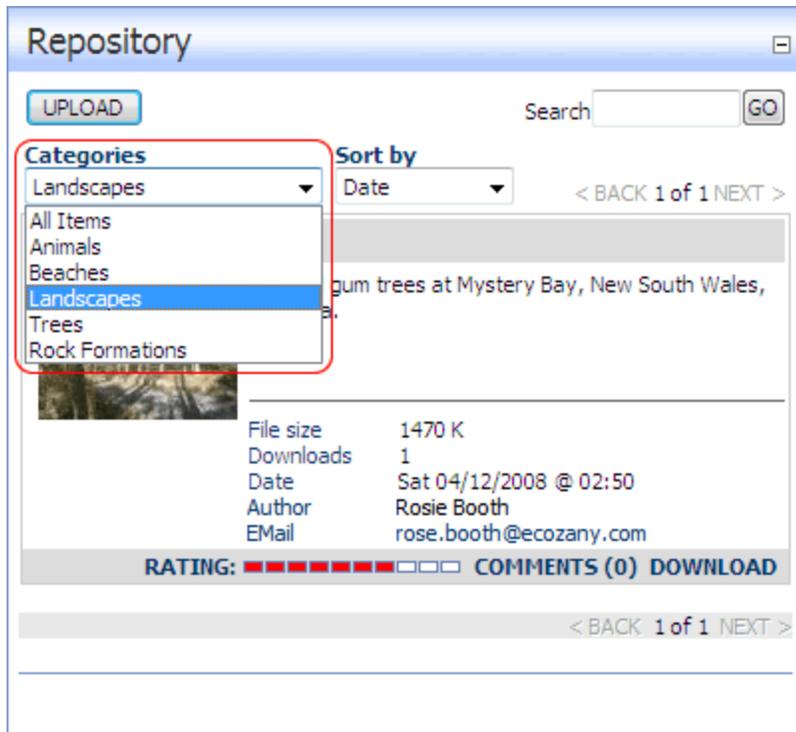
At the bottom of the results area, another "< BACK 1 of 1 NEXT >" link is present.

Searching Repository Items

Filtering Items by Category

How to filter items by category on the Repository module. Note: The Categories filter is not available on some Repository skins.

1. At **Categories**, select the required category.
2. **Optional.** At **Sort By**, select the field you want to sort the items by.

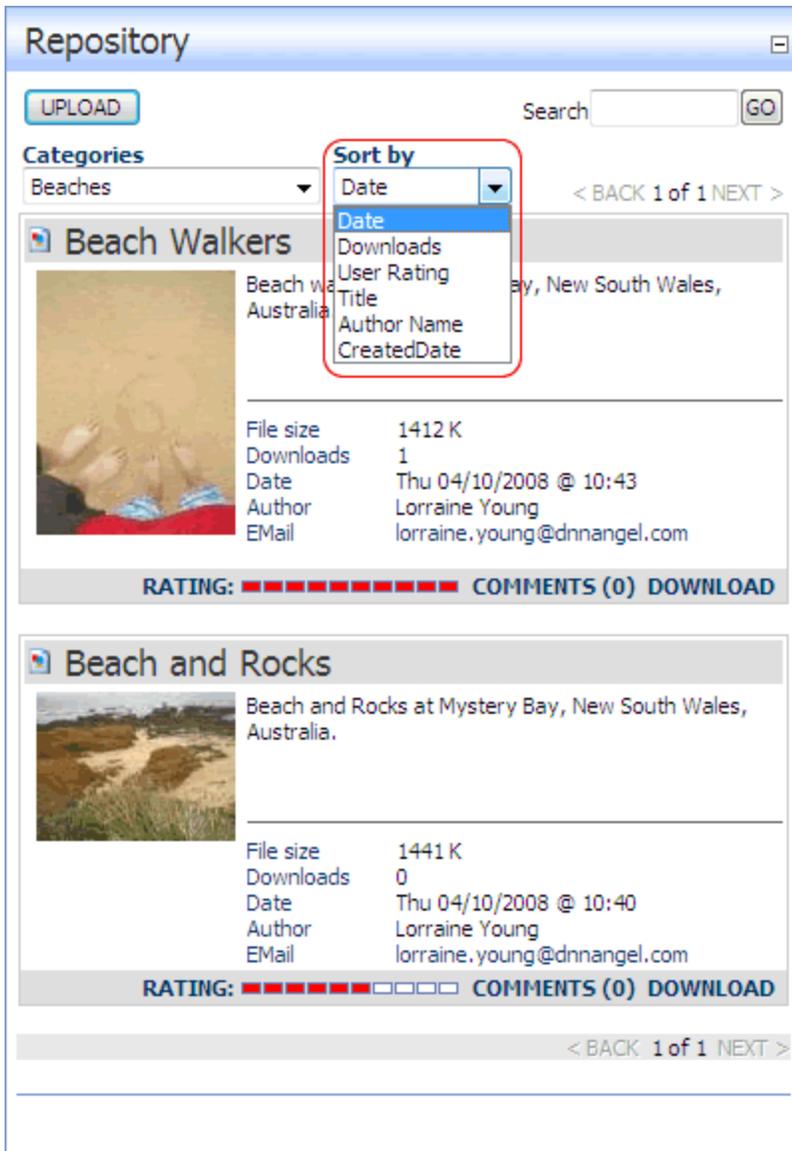


Filtering Items by Category

Sorting Items

How to set the sort order of items displayed in the Repository module. Date is the default sort order. Sort order is not persistent if the page is refreshed or navigated away from.

1. At **Sort by**, select the field you want to order items by. The following options are available: Date, Downloads, User Rating, Title, Author Name and CreatedDate.
2. **Optional.** At **Categories**, select a category to filter items - OR - (if available) select **All Items** to view all items.



Sorting Repository Items by Category

Viewing an Item Image

How to view the image associated with an item on the Repository module. Note: Not all repository designs (skins) have an associate image.

1. Locate the required item.
2. Click on the image displayed to the left. This displays the image in a new Web browser.

Repository

Search pebbles GO

Categories: All Items Sort by: Date < BACK 1 of 1 NEXT >

Beach Pebbles

Beach pebbles at Mystery Bay, New South Wales, Australia.



File size	1416 K
Downloads	2
Date	Thu 04/10/2008 @ 10:44
Author	Lorraine Young
E-Mail	lorraine.young@dnnangel.com

RATING: **COMMENTS (0)**

< BACK 1 of 1 NEXT >

Viewing an Image

Viewing Comments

How to view comments added to an item in the Repository module. Note: Comment viewing may not be available to all users. The number of comments added to an item will be displayed on the COMMENTS link. E.g. COMMENTS (0) indicates no comments, COMMENTS (2) indicates 2 comments.

1. Locate required item.
2. Click the COMMENTS link for that item. This displays the comments for this item.

Repository

UPLOAD Search trunk GO

Categories Trees Sort by Date < BACK 1 of 1 NEXT >

Spotted Gum Trunks



Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

File size	1333 K
Downloads	1
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
Email	rose.booth@ecozany.com

RATING: **COMMENTS (2)**

USER COMMENTS:

on 4/10/2008 12:10:10 PM, Lorraine Young said
One of my favorite gum trees.

on 4/10/2008 12:07:04 PM, Albert Skittle said
What a stunning specimen of these beautiful and majestic trees.

< BACK 1 of 1 NEXT >

Viewing comments

Viewing Item Ratings

How to view the rating of an item in the Repository module. Ratings can be displayed as either a 5 star rating **RATING: ★★★★★** or a 10 Dash rating **RATING: ■■■■■■■■■■□□**. Note: Ratings may not be visible to all users.

1. Locate the required item. The RATING score is typically displayed below each item.
2. Mouse over the rating stars/dashes to view the rating %, and the total number of votes.

Repository

UPLOAD

Categories

All Items

Beach Peb

Date Thu 04/10/2008 @ 10:44
Author Rosie Booth
Email rose.booth@ecozany.com

RATING: COMMENTS (0) **DOWNLOAD**

< BACK 1 of 1 NEXT >

Downloading a File

Adding Comments to an Item

How to add a comment to an item in the Repository module. Note: Adding comments may not be available to all users.

1. Locate the required item.
2. Click the COMMENTS link. This displays the User Comments panel and any existing comments.
3. In the **Your Name** text box, enter your name. Note: If you are logged in to the web site your Display Name is displayed here and cannot be edited.
4. In the **Your Comment** text box, enter your comment.
5. Click the **POST YOUR COMMENT** button.

Repository

UPLOAD Search trunks GO

Categories Trees Sort by Date < BACK 1 of 1 NEXT >

 Spotted Gum Trunks

 Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

File size 1333 K
Downloads 0
Date Thu 04/10/2008 @ 10:46
Author Rosie Booth
Email rose.booth@ecozy.com

RATING: COMMENTS (0)

USER COMMENTS:

ADD YOUR COMMENT:

Your Name
Albert Skittle

Your Comment
What a stunning specimen of these beautiful and majestic trees.

POST YOUR COMMENT

< BACK 1 of 1 NEXT >

Adding Comments

Rating an Item

How to rate an item in the Repository module. Note: Rating of items may not be available to all users.

1. Locate the required item.
2. At **RATING**, click on the Rating Stars **RATING: ★★★★★** or Dashes **RATING: ██████████**. This displays the User Rating panel below the item. Note: If you are not authorized to add rating the User Rating panel is not displayed.
3. Click inside a radio button to select your rating. Rating options are 0 - 10.
4. Click the **POST YOUR RATING** button. Your rating is now added to the total tally.

Repository

UPLOAD Search gums GO

Categories Trees Sort by Date < BACK 1 of 1 NEXT >

Spotted gums



Spotted gum trees at Mystery Bay, New South Wales, Australia.

File size	1470 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
E-mail	rose.booth@ecozaany.com

RATING: ■■■■■■□□ COMMENTS (0)

USER RATING:
There have been 2 votes cast. The average rating is 80%

ADD YOUR RATING:

0 1 2 3 4 5 6 7 8 9 10

POST YOUR RATING

< BACK 1 of 1 NEXT >

Posting your Rating

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 Box 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.

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 Box or back will remove any file you have selected at the Company Logo field. This means you will need to reselect this file.

1. Click the **UPLOAD** button.
2. In the **Company Name** text box, enter the company name.
3. In the **Company Address** editor, enter the company address.
4. In the **Company Tagline** editor, enter the company tagline.
5. The following **optional** fields are also provided:
 - a. At **Company Logo**, click the **Browse...** button and select a picture of yourself to be displayed beside this article. Logos are scaled down to a width of 48 pixels. If no image is selected the default image is displayed but it is not scaled.
 - b. At **Categories**, select one or more categories if available.
 - c. In the **Your Name*** text box, enter your name. Your First Name and Last Name will be displayed in this text box if you are logged in to the web site, however these details can be edited.
 - d. In the **Your EMail Address*** text box, enter your email address. Your email address will be displayed in this text box if you are logged in to the web site, however it can be edited.
 - e. At **Show my email address*** check the check box to display your email address on this item listing- OR - Uncheck to keep your email address private.
6. Click the **Upload** button.
7. If you are not a moderator, a message reading "Your upload **MUST** be approved by an Administrator **BEFORE** it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
 - a. Click the **OK** button.

* Note: The contributor's name and email address are NOT displayed on business cards.

▼ Add New Item

Business Card

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

🔗 **Company Name**

🔗 **Company Logo**

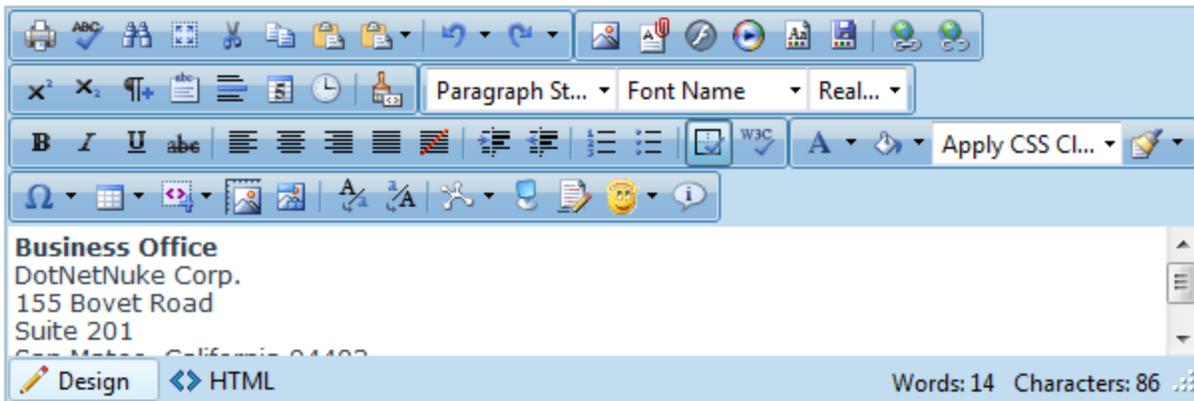
🔗 **Categories**

🔗 **Your Name**

🔗 **Your EMail Address** **show my email address**

🔗 **Company Address**

🔗 **Editor:** Basic Text Box Rich Text Editor



The image shows a rich text editor interface. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and help. The content area contains the text: "Business Office", "DotNetNuke Corp.", "155 Bovet Road", "Suite 201", "San Mateo, California 94403". The status bar at the bottom indicates "Words: 14 Characters: 86".

🔗 **Company Tagline**

🔗 **Editor:** Basic Text Box Rich Text Editor

🔗 **Render Mode:** Text Html Raw

GUIDELINES: In submitting this entry and image I agree that I have the authority to upload this information and that I am not breaking any copyright law by uploading. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading this information to this server.

Uploading a 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 Box or back will remove any files you have selected at the Resource URL and Image fields. For this reason perform any Editor switches before selecting these files.

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter a title for this directory listing.
3. In the **Resource URL** text box, enter the URL to this resource. E.g.
http://www.domain.com/resource.aspx
4. In the **Description** Text Editor, enter a description of this directory listing.
5. The following optional settings are also available:
 - a. At **Image***, click the **Browse...** button and select an image to be displayed on this listing. This image is scaled down to a width of 48 pixels. If no image is selected the default image is displayed but is not scaled.
 - b. At **Categories**, select one or more categories if available.
 - c. In the **Your Name*** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed, but can be edited if required.
 - d. In the **Your Email Address*** text box, enter your email address. If you are logged in the email address associated with your user account is displayed but can be edited if required.
 - e. At **Show my email address*** check the check box to display your email address on this item listing- OR - Uncheck the check box to keep your email address private.
6. Click the **Upload** button.
7. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
 - a. Click the **OK** button.

* Note: The image, contributor's name, and contributor's email address are NOT displayed on directory listings.

Add New Item

Upload a File

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

Title

Resource URL

Image

Categories
 Professional
 Personal

Your Name

Your EMail Address show my email address

Description

Basic Text Box Rich Text Editor

Text Html Raw

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

Uploading a 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 Box or back will remove any file you have selected at the File field. For this reason perform any Editor switches before selecting this file.

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter a title for the file.
3. At **File**, click the **Browse...** button and then locate and select the file.
4. The following optional settings are also available:
 - a. At **Categories**, select one or more categories if available.
 - b. In the **Your Name** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed, but these can be edited if required.
 - c. In the **Your Email Address** text box, enter your email address. If you are logged in the email address associated with your user account is displayed but can be edited if required.
 - d. At **Show my email address** check the check box to display your email address on this item listing, or uncheck to keep your email address private.
5. Click the **Upload** button.
6. If you are not a moderator, a message reading "Your upload **MUST** be approved by an Administrator **BEFORE** it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
 - a. Click the **OK** button.

Note: The contributor's name and email address are NOT displayed on file listings. Categories are not displayed on this skin.

Add New Item

Upload a File

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

Title

File

Categories DotNetNuke

Your Name

Your EMail Address show my email address

GUIDELINES: In submitting this file I agree that it may be downloaded by other visitors to this web site. I also state that I have the authority to upload this file and that I am not breaking any copyright law by uploading it. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading this file to this server.

Uploading a File Listing

Uploading a File (Nifty Toggle Skin)

How to upload a file to the Repository module. This tutorial is based on the Nifty Toggle skin. Note: Upload may not be available to all users.

Tip: Switching the Editor from Basic Text Box to Rich Text Box or back will remove any files you have selected at the File and Image fields. For this reason perform any Editor switches before selecting these files.

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter the title for the item.
3. At **File**, click the **Browse...** button and select the file.
4. In the **Summary** editor, enter a summary description of the file.

5. In the **Description** editor, enter a description of the file.
6. The following **optional** settings are also available:
 - a. At **Image**, click the **Browse...** button and select the required file. Large images are scaled down to a width of 100 pixels. If no image is selected the default image will be used.
 - b. At **Categories**, select one or more categories if available.
 - c. In the **Your Name*** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed but can be edited if required.
 - d. In the **Your Email Address** text box, enter your email address. If you are logged in to the web site, the email address associated with your user account is displayed but it can be edited if required.
 - e. At **Show my email address***, check the check box to display your email address on this item listing - OR - Uncheck the check box to keep your email address private.
7. Click the **Upload** button.
8. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
 - a. Click the **OK** button.

* Note: The contributor's name and email address are NOT displayed on this module.

Add New Item

Upload a File

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

Title

File

Image

Categories
 Landscapes
 Beaches

Your Name

Your EMail Address show my email address

Summary

Basic Text Box Rich Text Editor

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 File (Nifty Toggle Skin)

Uploading a Portfolio Listing

How to upload a portfolio listing to the Repository module. This tutorial is based on the Portfolio skin. Note: Upload may not be available to all users.

Tip: Switching the Editor from Basic Text Box to Rich Text Box 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.

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 Box or back will remove the file selected at the Image field. For this reason perform any Editor switches before selecting this file.

Important: This skin has been designed for landscape images. Images that are orientated as portrait do not display correctly inside the slide frame.

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter the title for the item.
3. At **Image**, click the **Browse...** button and then locate and select the required image. Large images are scaled down to a maximum width of 140 pixels. If no image is selected the default image will be used but will not be scaled.
4. In the **Description** Text Editor, enter a description of the file.
5. The following optional settings are also available:
 - a. At **Categories***, select one or more categories if available. Note: Category filtering is not provided on the Slides skin.
 - b. In the **Your Name** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed but can be edited if required.
 - c. In the **Your Email Address** text box, enter your email address. If you are logged in to the web site, the email address associated with your user account is displayed but it can be edited if required.
 - d. At **Show my email address**, check the check box to display your email address on this item listing- OR - Uncheck to keep your email address private.
6. Click the **Upload** button.
7. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
 - a. Click the **OK** button.

* **Note:** Category filtering is not provided on the Slides skin.

Add New Item

Upload an Image

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

Title

Image

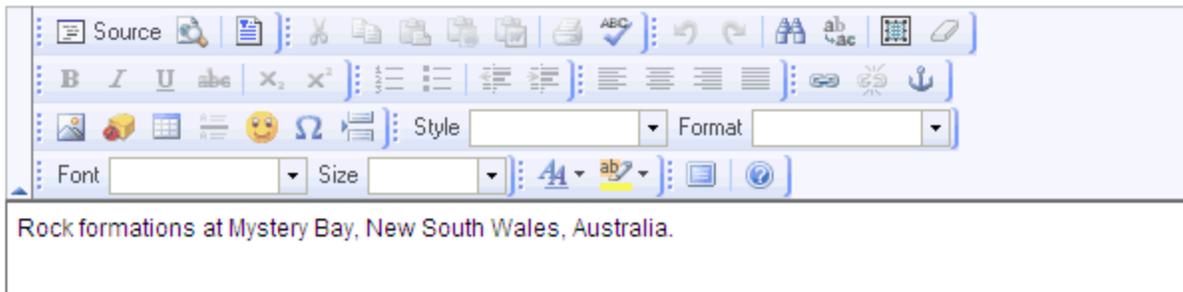
Categories
 Landscapes
 Beaches

Your Name

Your EMAIL Address show my email address

Description

Basic Text Box Rich Text Editor



The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, and image insertion. Below the toolbar are dropdown menus for font and size, and buttons for undo and redo. The text area below the toolbar contains the text: "Rock formations at Mystery Bay, New South Wales, Australia."

[Show custom editor options](#) | [Refresh Editor](#)

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

Uploading a Slide Image

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 Box or back will remove the file selected at the Image field. For this reason perform any Editor switches before selecting this file.

1. Click the **UPLOAD** button.
2. In the **Video Title** text box, enter the title for the video.
3. At **Video File**, click the **Browse...** button and then locate and select the video.
4. In the **Description** Text Editor, enter a description of the file.
5. The following **optional** settings are also available:
 - a. At **Splash Image**, click the **Browse...** button and then locate and select an image. Images are not scaled down therefore they should not be larger than 320 pixels. If no image is selected the video screen will display as blank.
 - b. At **Categories**, select one or more categories if available.
 - c. In the **Your Name** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed but can be edited if required.
 - d. In the **Your Email Address** text box, enter your email address. If you are logged in to the web site, the email address associated with your user account is displayed but it can be edited if required.
 - e. At **Show my email address*** check the check box to display your email address on this item listing- OR - Uncheck to keep your email address private.
6. Click the **Upload** button.
7. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
 - a. Click the **OK** button.

* **Note:** The contributors email address will not be displayed on this skin.

Add New Item

Upload a Video

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

Video Title

Video File

Splash Image

Categories
 Action
 Adventure

Your Name

Your EMail Address show my email address

Description

Basic Text Box Rich Text Editor

Watch this video of the key note presentation and Microsoft MIX08.

Text Html Raw

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

Uploading an Article

How to upload an article to the Repository module. This tutorial is based on the Articles skin. Note: Upload may not be available to all users.

Tip: Changing the Editor from Basic Text Box to Rich Text Box or back will remove any files you have selected from the Downloadable Version and Your Picture fields. This means you will need to reselect these files. For this reason these tasks should be performed last.

1. Click the **UPLOAD** button.
2. In the **Title of the Article** text box, enter the title for the article.
3. At **Article Summary**, click the **Basic Text Box** radio button to enter a summary, and then enter the article summary into the text box. Note: If you do not enter an article summary then the text "Add Article Summary..." will be displayed on this listing.
4. In the **Article** Text Editor, enter your article. Note: If you do not enter text for this article then the text "Add Article Text..." will be displayed on this listing.
5. The following optional settings are also available:
 - a. At **Categories**, select one or more categories if available.
 - b. In the **Your Name** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed, but can be edited if required.
 - c. In the **Your EMAIL Address** text box, enter your email address. If you are logged in the email address associated with your user account is displayed but can be edited if required.
 - d. At **Show my email address*** check the check box to display your email address on this item listing- OR - Uncheck to keep your email address private.
 - e. At Your Picture, click the Browse... button and select a picture of the author to be displayed beside this article. This picture is scaled down to a width of 48 pixels. If no image is selected the default image is displayed but is not scaled.
 - f. At Downloadable Version, click the Browse... button and select a downloadable version of your article such as a .PDF or .DOC file.
6. Click the Upload button.
7. If you are not a moderator, a message reading "Your upload **MUST** be approved by an Administrator **BEFORE** it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
 - a. Click the **OK** button.

* **Note:** The contributor's email address is NOT displayed on article listings.

Add New Item

Submit an Article

MODERATION NOTICE: Since you are an Moderator for this library, your article will NOT require moderation and will be automatically approved.

Title of the Article

Categories

News

Gossip

Your Name

Your EMail Address show my email address

Your Picture

Downloadable Version

In addition to presenting your article online, you can provide a downloadable version of your article (.PDF, .DOC) for your readers to download. This is optional and may be left blank.

Article Summary

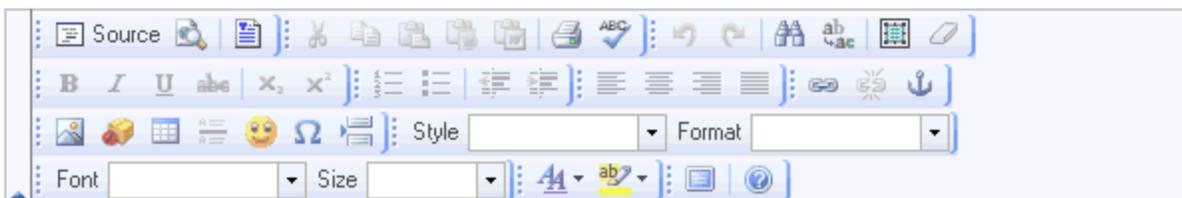
Basic Text Box Rich Text Editor

`<p>How to make a search for tutorials using the search box on the Help Category module.</p>`

Text Html Raw

Article Text

Basic Text Box Rich Text Editor



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The icons include Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Smiley, Insert Link, Font Face, Font Size, and Paragraph styles.

You can make a search for tutorials using the search box on the Help Category module. You can search on both keywords and phrases. Results will be exact matches, therefore a single keyword search is recommended. Results are displayed in the Help module. You can also use the site wide Portal Search which will return both matching tutorials and matching results from other modules on the portal.

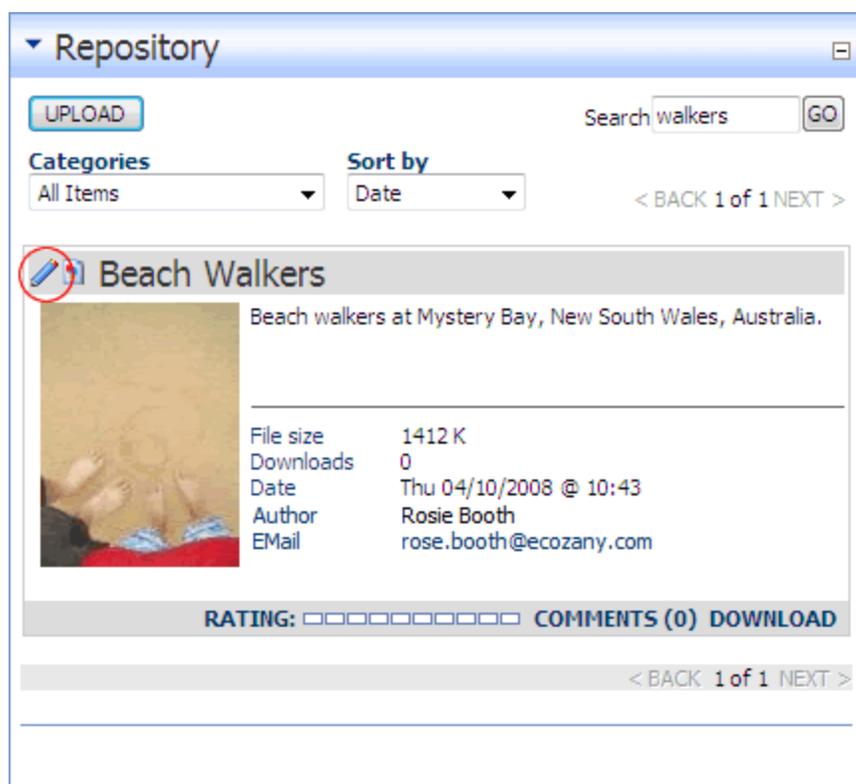
1. In the **Category** module, enter your search criteria into the text box.
2. Click the Go  button. The search results will be displayed in the Help module.

Uploading an Article

Editing an Item

How to edit the details of an item in the Repository module. Authenticated users who are authorized to upload items are able to edit their items. Unauthenticated 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

File
Honeycombe Canelloni.bmp

Image

Categories

Your Name

Your EMAIL Address show my email address

Description

Basic Text Box Rich Text Editor

The screenshot shows a rich text editor interface with a toolbar containing various icons for text formatting and editing. The text area contains the title "Honeycombe Cannelloni Recipe". Overlaid on the editor is a "Windows Internet Explorer" dialog box with a question mark icon and the text "Are you sure you want to delete this item?". The "OK" button in the dialog box is circled in red.

[Show custom editor options](#) | [Refresh Editor](#)

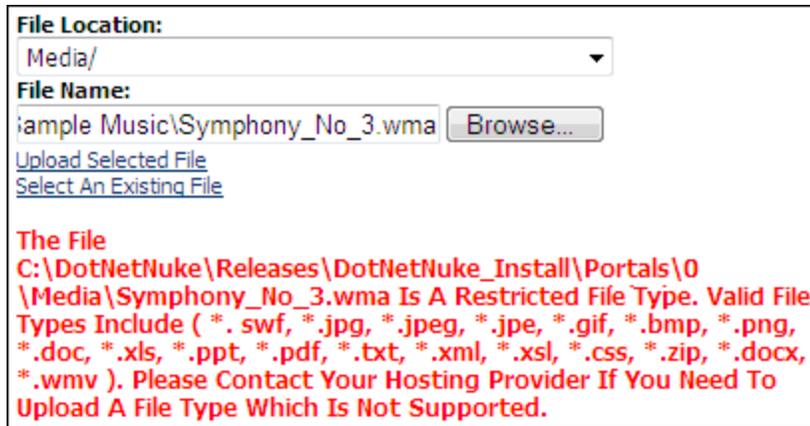
GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

Deleting an item

Troubleshooting: Restricted File Type Warning Message

You may receive a Restricted File Type warning message when attempting to upload a file via the Link Control to a module. This message is displayed when you attempt to upload a file with an extension that you are not enabled to upload such as a movie or a sound file. E.g. .avi, .wma. If you don't have Host access contact your Administrator or Host and request that the file types you want to upload are permitted.

See "Managing Allowable File Extensions".



The screenshot shows a web form for file upload. At the top, there is a dropdown menu for "File Location" set to "Media/". Below it is a text input field for "File Name" containing "Sample Music\Symphony_No_3.wma" and a "Browse..." button. Underneath are two links: "Upload Selected File" and "Select An Existing File". A red error message is displayed below the form, stating: "The File C:\DotNetNuke\Releases\DotNetNuke_Install\Portals\0\Media\Symphony_No_3.wma Is A Restricted File Type. Valid File Types Include (*.swf, *.jpg, *.jpeg, *.jpe, *.gif, *.bmp, *.png, *.doc, *.xls, *.ppt, *.pdf, *.txt, *.xml, *.xsl, *.css, *.zip, *.docx, *.wmv). Please Contact Your Hosting Provider If You Need To Upload A File Type Which Is Not Supported."

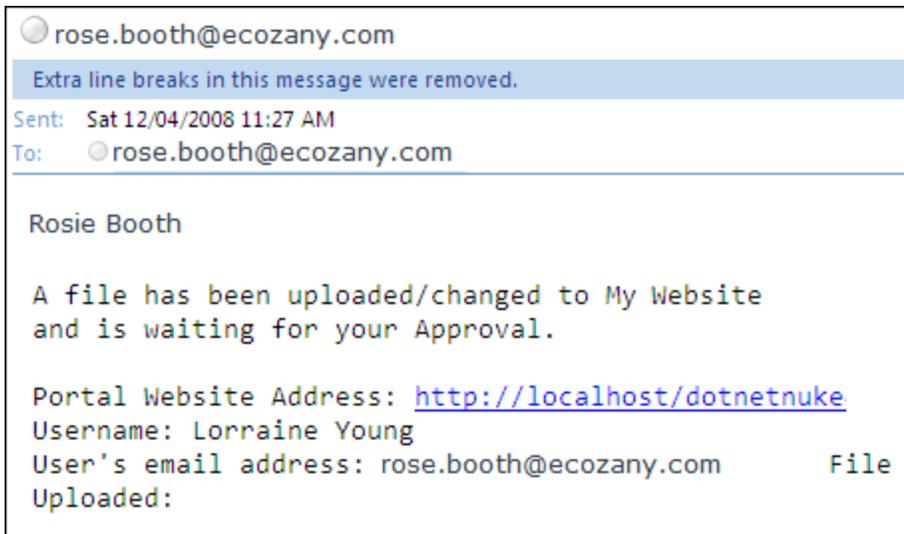
The Restricted File Type Warning Message

Moderators

Overview of the Repository Moderator Role

Page Editors can add one or more security roles to the Moderator role of the Repository module. Moderators have the following capabilities:

- Items uploaded to the Repository by a Moderator are unmoderated.
- Moderators receive a notification message when new items are uploaded to the Repository and when existing items are changed.
- Moderators can edit, approve and reject items awaiting moderation.
- Moderators can edit and delete all Repository items.



The New/Changed Notification Message

Approving an Item

How to approve an item awaiting moderation on the Repository module.

Tip: The number of items requiring moderation is displayed on the MODERATE button. E.g. MODERATE (0) indicates there are no items to be moderated, MODERATE (2) indicates 2 items requiring moderation.

1. Click the **MODERATE** button. This opens the Moderate page which displays the items awaiting moderation.
2. **Optional.** Click the VIEW FILE link to view the file. This permits you to view the file before approving it. Note: The file may not be the same as the image displayed.
3. Click the APPROVE link. An approval message is now sent to the author's email address.
4. Repeat Steps 2-3 to approve additional items.
5. Click the RETURN link.

▼ MODERATE

MODERATE UPLOADS

 Spotted Gum Trunks



Author Rosie Booth
Author's EMail Address rose.booth@ecozany.com

File Size 1333 K
Downloads 3

Created 4/10/2008 10:41:58 AM
Updated 4/12/2008 11:26:52 AM

Description

Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

[Click to view larger image](#)

[VIEW FILE](#) [APPROVE](#) [REJECT](#)

< PREV 1 of 1 NEXT >

[RETURN](#)

Approving a Repository Item

My Website: The file that you uploaded has been Approved.

 rose.booth@ecozany.com

Sent: Sat 12/04/2008 12:21 PM

To:  rose.booth@ecozany.com

Rosie Booth

The file (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.

MODERATE

MODERATE UPLOADS

 **Spotted Gum Trunks**



Click to view larger image

Author Rosie Booth
Author's EMail Address rose.booth@ecozyany.com

File Size 1333 K
Downloads 3

Created 4/10/2008 10:41:58 AM
Updated 4/12/2008 11:26:52 AM

Description

Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

[VIEW FILE](#) [APPROVE](#) [REJECT](#)

< PREV 1 of 1 NEXT >

[RETURN](#)

Editing and Approving an Item

Rejecting an Item

How to reject an item awaiting moderation in the Repository module.

1. Click the **MODERATE** button. The number of items awaiting moderation is displayed on this button.
2. **Optional.** Click the VIEW FILE link to view the file.

3. Click the REJECT link.
4. In the **Rejection Reason** text box, enter the reason the item was rejected.
5. Click the **Send Rejection Notice** button. A rejection message is emailed to the Author's email address.
6. Repeat Step 2-5 to reject additional items.
7. Click the RETURN link.

▼ MODERATE

MODERATE UPLOADS

 Beach Caves


Click to view larger image

Author Rosie Booth
Author's EMail Address rose.booth@ecozaany.com

File Size 1434 K
Created 4/10/2008 12:29:26 PM
Updated 4/10/2008 12:29:26 PM

Description
Caves on the beach at Mystery Bay, New South Wales, Australia

VIEW FILE APPROVE **REJECT**

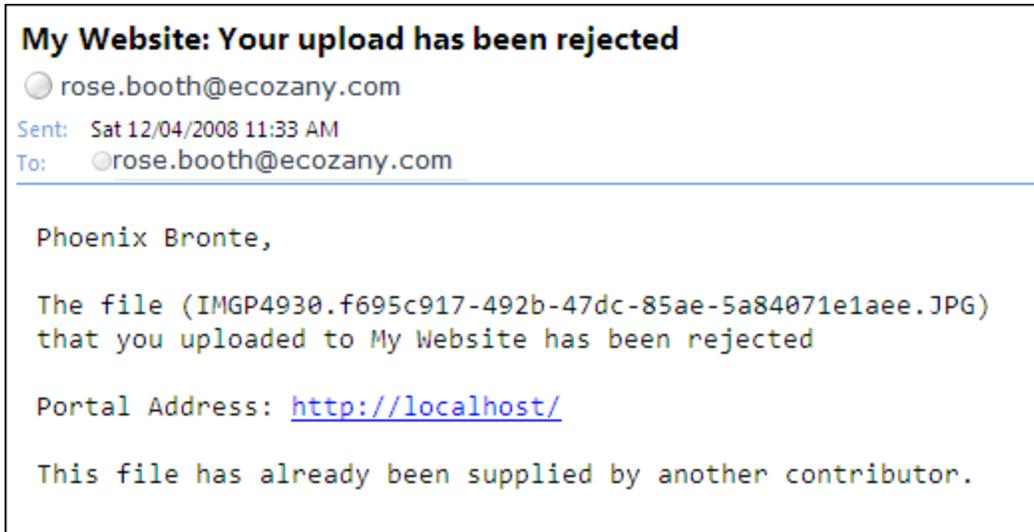
Rejection Reason:
This file has already been supplied by another contributor.

Send Rejection Notice

< PREV 1 of 1 NEXT >

RETURN

Rejecting an Item



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 menu - OR - Click the **Settings**  button.
2. Go to the **Repository Settings** section.
3. In the **Repository Description** text box, enter a description for this repository. This description is displayed at the top of the module.
4. At **Default Sort**, select the default field to sort Repository files by. The default setting is Date. Users can modify the sort order using the Sort By field that is displayed on most of the skins provided.
5. In the **Enter the number of Items Per Page** text box, enter the number of items to be displayed on each page of the repository. The default setting is 5.
6. At **Repository Skin**, select the skin for this repository module. The default skin is Default. "Setting the Repository Skin" for more details.
7. At **Image set to use for Ratings**, select the image to be displayed for ratings from the following options:
 - **Default:** Uses a five star rating scale. 
 - **Dashes:** Uses a ten dash rating scale.  This is default setting.
8. At **No Image***, select the default image to be displayed where no image is uploaded for an item. See Link Control for more details on selecting images.
9. Click the  Update link.

* Note: When uploaded images are displayed on the Repository module, they appear as a thumbnail image which is scaled down to a uniform width. This width varies between different skins. However the image you select at No Image is not scaled down. In order to provide the best visual presentation on your Repository you should match the width of the No Image to the thumbnail width on selected skin.

Here's a list of the thumbnail width displayed on each skin:

- **Articles, Business Cards, and Directory:** Images are scaled down to a width of 48 pixels.
- **Default, Nifty, and Nifty Toggle:** Images appear scaled down to a width of 100 pixels.
- **Portfolio:** Large images are scaled down a thumbnail width of 175 pixels.
- **Slides:** Large images are scaled down a thumbnail width of 140 pixels. Note: Default image should be landscape.
- **Blog, File List, and Nifty Video:** Images are not used on these skins.

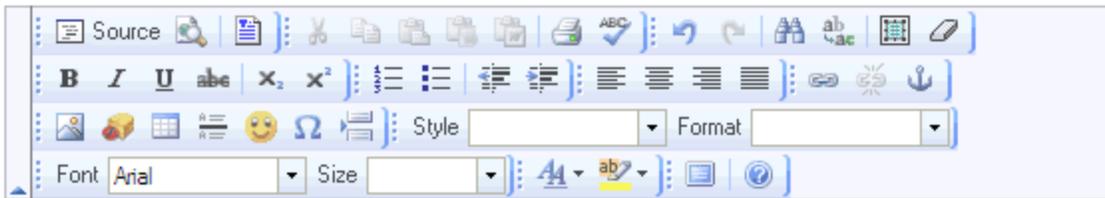
Module Settings

Page Settings

Repository Settings

Repository Description:

Basic Text Box Rich Text Editor



Portfolio of painting by senior art students.

Categories:

<root>

ADD CATEGORY

- ALL
- Beaches
- Rock Formations
- Trees



Attributes:

ADD ATTRIBUTE



Attribute Values:

ADD VALUE



Default Sort:

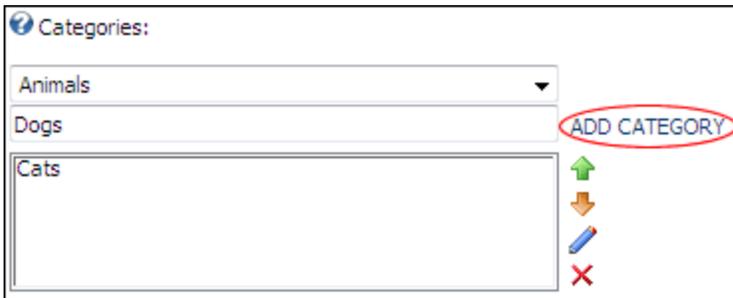
Date

Adding a Repository Category

How to add a category to the Repository module.

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



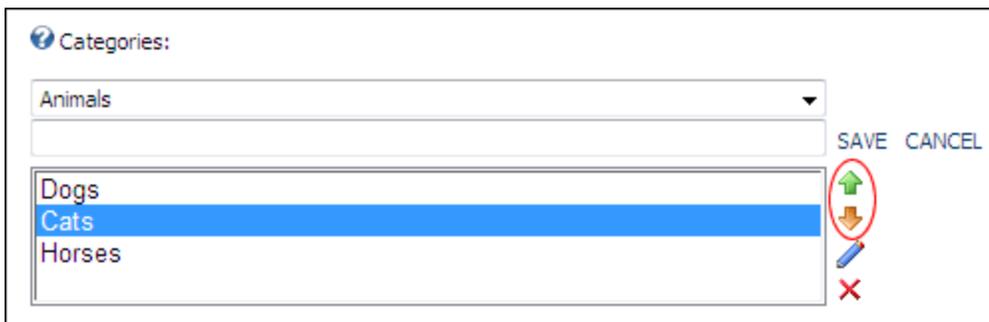
Editing a category

Reordering Repository Categories

How to reorder categories on the Repository module.

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

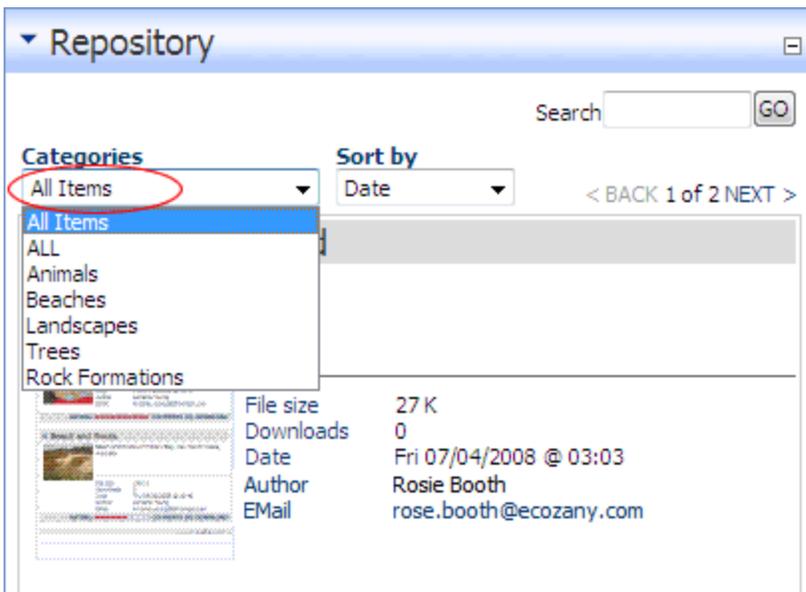
How to enable or disable the All Items category on the Repository module. All items within the Repository are automatically assigned to an All Items category. If this option is enabled, an All Items category is displayed in the Category drop-down list. If this option is disabled, items that are not assigned 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 menu - OR - Click the **Settings**  button.
2. Go to the **Repository Settings** section.

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



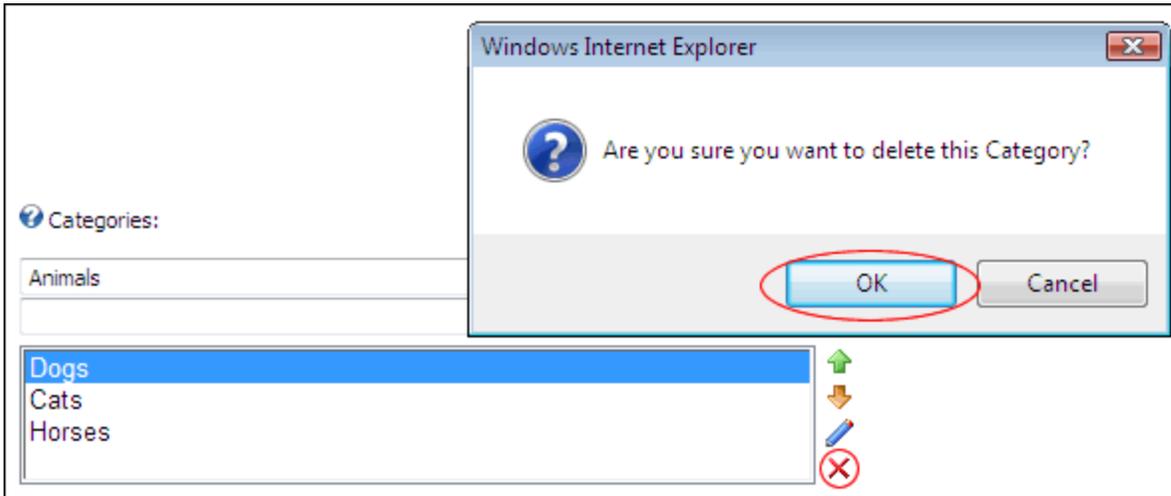
The All Items Category

Deleting a Repository Category

How to delete a category from the Repository module.

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

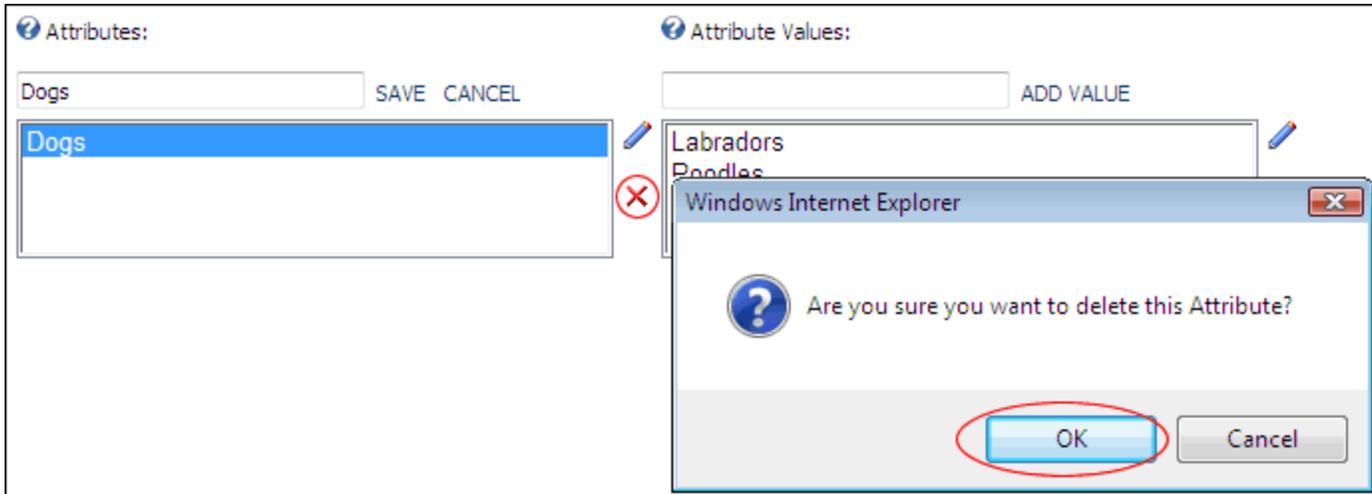
Editing an Attribute

Editing an Attribute Value

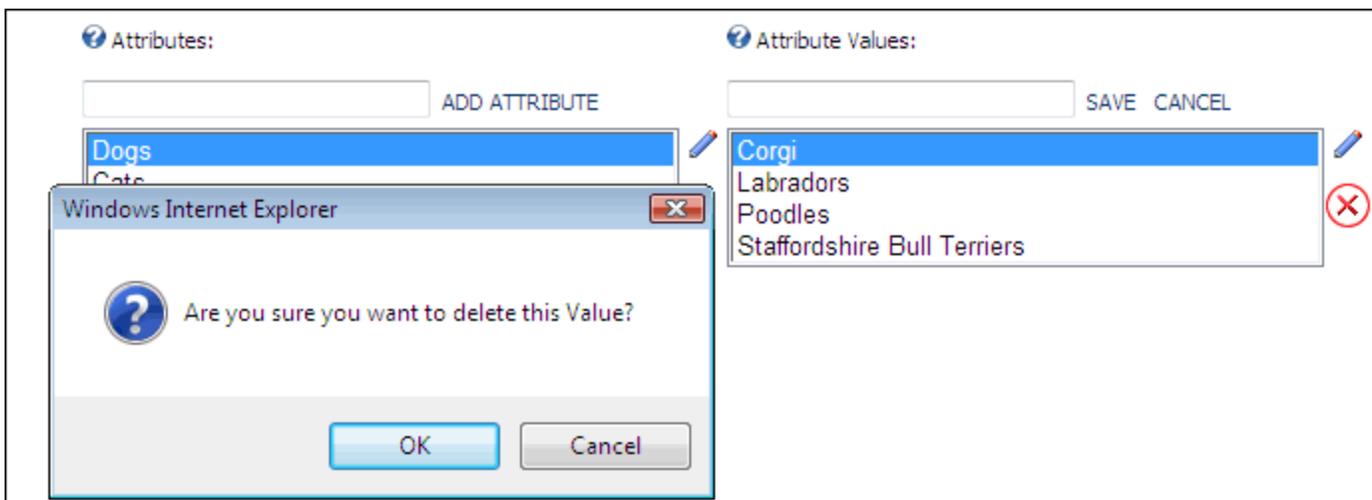
Deleting Attributes

How to permanently delete attributes and/or attribute values from the Repository module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the **Repository Settings** section.
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 menu - OR - Click the **Settings**  button.
2. Go to the **Repository Settings** section.
3. Go to the **Security Roles** field.
4. At **Moderation Roles**, check the check box for each role that can moderate newly uploaded files. Users of this role will also be able to upload files without moderation.

5. At **Download Roles**, check the check box each role that can download files.
6. At **Upload Roles**, check the check box each role that can upload files.
7. At **Rating Roles**, check the check box each role that can add ratings.
8. At **Comment Roles**, check the check box each role that can add comments.
9. At **View User Comments**, select between the following options:
 - **Authorized Users Only:** Only users who are authorized to add comments can view comments. This is the default setting.
 - **All Users:** All users who can view the module can view comments.
10. At **View User Rating**, select between the following options:
 - **Authorized Users Only:** Only users who are authorized to add ratings can view comments. This is the default setting.
 - **All Users:** All users who can view the module can view ratings.
11. Click the  Update link.

 Security Roles:

Moderation Roles

All Users Chat Members Forum Member Newsletter Registered Users
 Administrators EditUser Global Moderator Page Editor Subscribers
 Bloggers Forum Admin Module Editor

Download Roles

All Users Chat Members Forum Member Newsletter Registered Users
 Administrators EditUser Global Moderator Page Editor Subscribers
 Bloggers Forum Admin Module Editor

Upload Roles

All Users Chat Members Forum Member Newsletter Registered Users
 Administrators EditUser Global Moderator Page Editor Subscribers
 Bloggers Forum Admin Module Editor

Rating Roles

All Users Chat Members Forum Member Newsletter Registered Users
 Administrators EditUser Global Moderator Page Editor Subscribers
 Bloggers Forum Admin Module Editor

Comment Roles

All Users Chat Members Forum Member Newsletter Registered Users
 Administrators EditUser Global Moderator Page Editor Subscribers
 Bloggers Forum Admin Module Editor

 View User Comments:

Authorized Users Only ▼

 View User Ratings:

Authorized Users Only ▼

Configuring the Repository Security Roles

Setting the Repository Skin

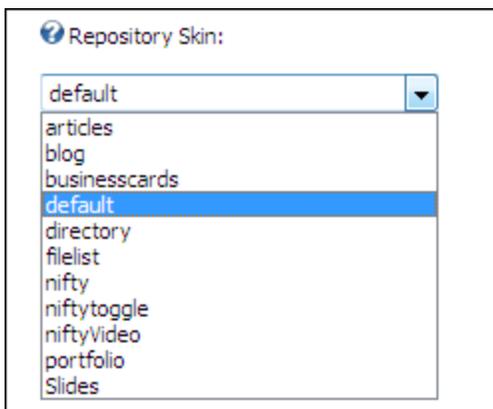
How to set the skin used on the Repository module. Note: It is preferable to choose the Repository skin before uploading files to the module as changing skin changes the fields which are displayed on the upload page.

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

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:

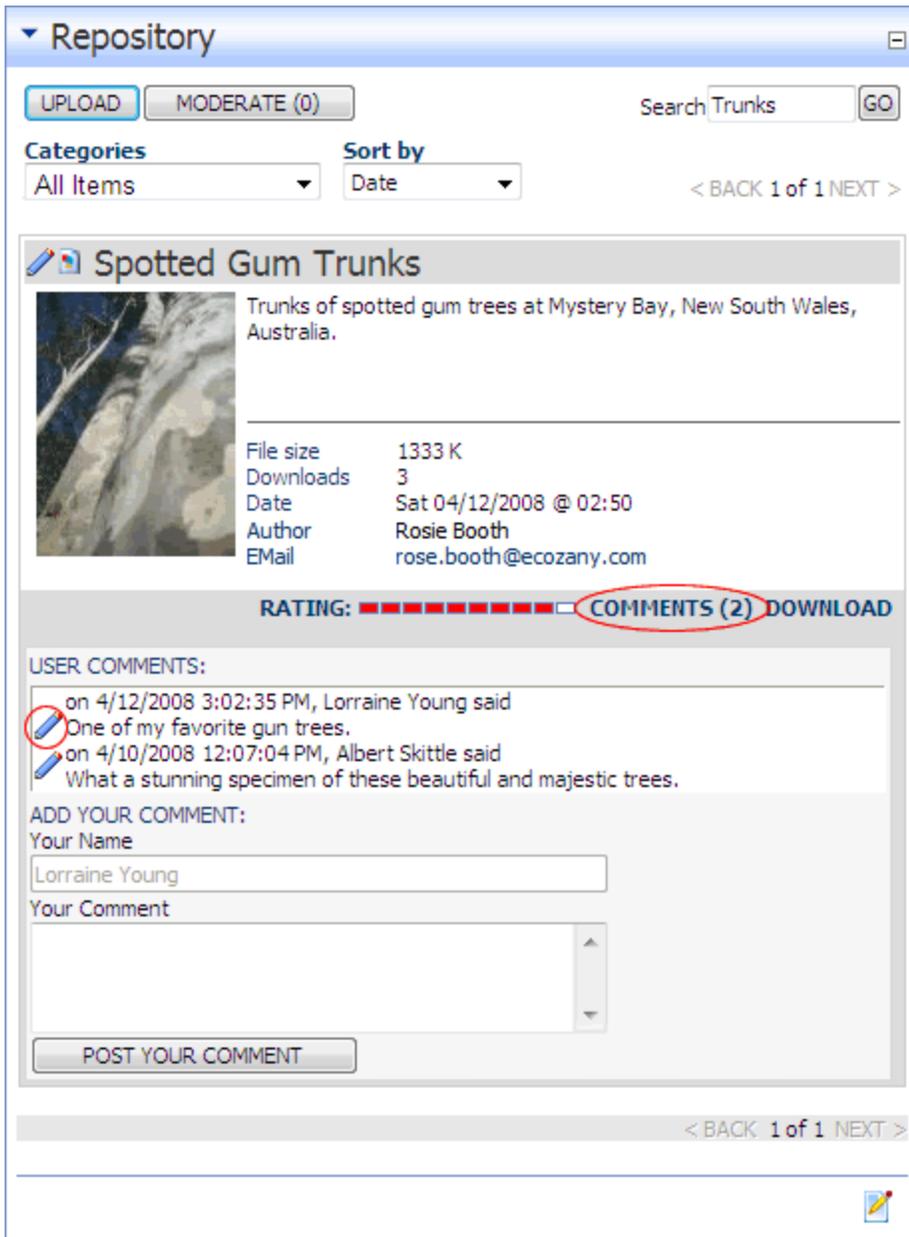
- "Setting the Repository Design"

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.



The screenshot shows a web interface for a repository. At the top, there are buttons for 'UPLOAD' and 'MODERATE (0)', a search bar with 'Trunks' entered, and a 'GO' button. Below this are dropdown menus for 'Categories' (set to 'All Items') and 'Sort by' (set to 'Date'). A navigation bar shows '< BACK 1 of 1 NEXT >'. The main content area features a file titled 'Spotted Gum Trunks' with a thumbnail image of a tree trunk. To the right of the image, the file's metadata is listed: File size (1333 K), Downloads (3), Date (Sat 04/12/2008 @ 02:50), Author (Rosie Booth), and Email (rose.booth@ecozany.com). Below the metadata is a 'RATING' section with a progress bar and a 'COMMENTS (2)' link circled in red. Underneath is a 'USER COMMENTS' section with two entries: one from Lorraine Young on 4/12/2008 and one from Albert Skittle on 4/10/2008. The first comment has an 'Edit' button (pencil icon) circled in red. Below the comments is a form to 'ADD YOUR COMMENT' with fields for 'Your Name' (containing 'Lorraine Young') and 'Your Comment', and a 'POST YOUR COMMENT' button. At the bottom, there is another navigation bar with '< BACK 1 of 1 NEXT >' and a small pencil icon.

4. In the **Comment** text box, edit the comment as required.

▼ Edit Comment 

User Name: Rosie Booth

Comment: One of my favorite gum trees.

[Update](#) [Cancel](#) [Delete](#)

5. Click the Update link. The edited comment now displays a Comment edited message

Repository 

Search Trunks

Categories: All Items Sort by: Date < BACK 1 of 1 NEXT >

 **Spotted Gum Trunks**
Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

File size	1333 K
Downloads	3
Date	Sat 04/12/2008 @ 02:50
Author	Rosie Booth
Email	rose.booth@ecozyany.com

RATING: **COMMENTS (2) DOWNLOAD**

USER COMMENTS:

on 4/12/2008 3:07:33 PM, Lorraine Young said
One of my favorite gum trees.
comment edited by admin -- Sat, 12 Apr 2008 03:07:33 PM GMT
on 4/10/2008 12:07:04 PM, Albert Skittle said
What a stunning specimen of these beautiful and majestic trees.

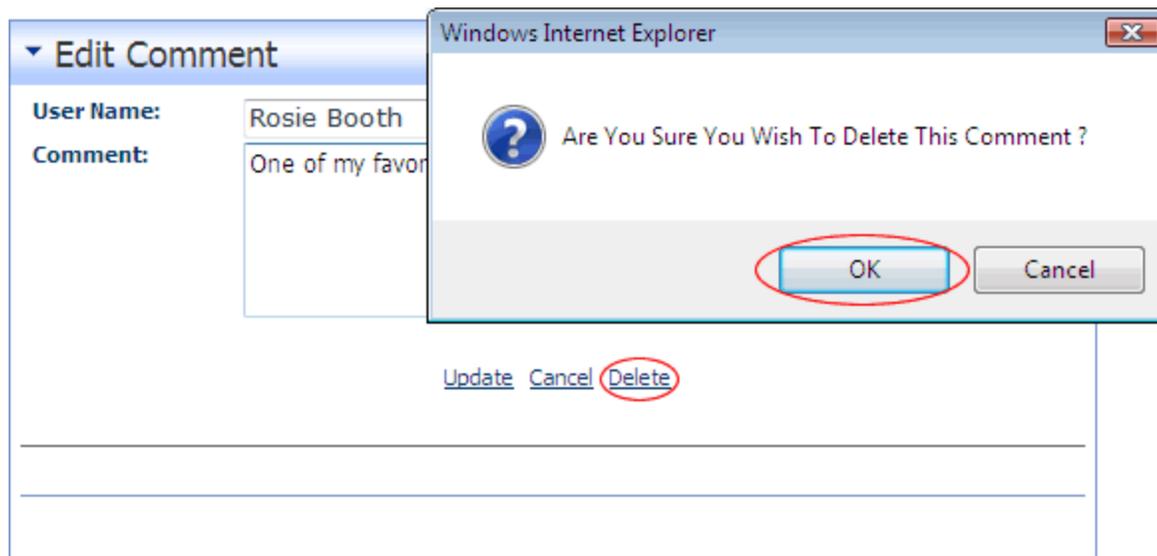
< BACK 1 of 1 NEXT >

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

SuperUsers

Setting the Folders to Store Repository Files

How to set the options that manage file storage for the Repository module.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. **Maximize**  the **Repository Settings** section.
3. In the **Folder for Approved Files** text box, enter/edit the full path to the location where the Repository folder will be located for storing approved files.
E.g. C:\Inetpub\WWWRoot\DNN20\Portals\0\Repository
4. At the **Do you wish to store each user's files in their own folder?**, select from these options:
 - Check the **Store uploaded files in User folders** check box to store each user's files within their own separate folder inside the Approved Files folder.

- Uncheck the check box to store all approved files in the Approved Files folder.
5. At **Folder for Unapproved Files** text box, enter/edit the full path to the location where the Repository folder will be located for storing unapproved files.
E.g. C:\Inetpub\WWWRoot\DNN5\Portals\0\Repository\Unapproved
 6. At **Folder for Anonymous Files** text box, enter/edit the full path to the location where the Repository folder will be located for storing anonymous files.
E.g. C:\Inetpub\WWWRoot\DNN5\Portals\0\Repository\Anonymous
 7. Click the Update link.

Specify the folders to store the Repository files:

Folder for Approved Files:

C:\DotNetNuke\Releases\DotNetNuke\Portals\0\Repository

Do you wish to store each user's files in their own folder?:

Store uploaded files in User folders

Folder for Unapproved Files:

C:\DotNetNuke\Releases\DotNetNuke\Portals\0\Repository

Folder for Anonymous Files:

C:\DotNetNuke\Releases\DotNetNuke\Portals\0\Repository

Setting the Folders to store Repository Files

Repository Dashboard

Overview of the Repository Dashboard Module

The Repository Dashboard module works together with one Repository module. This module can be configured to function as a category list menu, or can display the Latest Upload, Top Downloads, or Top Rated items for the selected Repository module. Multiple Repository Dashboard modules can be set to operate with one Repository module.

Repository Dashboard	Repository Dashboard	Repository Dashboard																														
<p>Latest Uploads</p> <table> <tr> <td>French Chickens</td> <td>8/3/2006</td> </tr> <tr> <td>Chocolate Labradors</td> <td>8/3/2006</td> </tr> <tr> <td>Pinto Ponies</td> <td>8/3/2006</td> </tr> <tr> <td>Staffordshire Bull Terriers</td> <td>8/2/2006</td> </tr> <tr> <td>Valley Cat</td> <td>8/2/2006</td> </tr> </table>	French Chickens	8/3/2006	Chocolate Labradors	8/3/2006	Pinto Ponies	8/3/2006	Staffordshire Bull Terriers	8/2/2006	Valley Cat	8/2/2006	<p>Top Downloads</p> <table> <tr> <td>Valley Cat</td> <td>2</td> </tr> <tr> <td>French Chickens</td> <td>1</td> </tr> <tr> <td>Chocolate Labradors</td> <td>0</td> </tr> <tr> <td>Staffordshire Bull Terriers</td> <td>0</td> </tr> <tr> <td>Pinto Ponies</td> <td>0</td> </tr> </table>	Valley Cat	2	French Chickens	1	Chocolate Labradors	0	Staffordshire Bull Terriers	0	Pinto Ponies	0	<p>Top Rated Items</p> <table> <tr> <td>Staffordshire Bull Terriers</td> <td>10.0</td> </tr> <tr> <td>Chocolate Labradors</td> <td>9.0</td> </tr> <tr> <td>Pinto Ponies</td> <td>8.0</td> </tr> <tr> <td>Valley Cat</td> <td>4.0</td> </tr> <tr> <td>French Chickens</td> <td>4.0</td> </tr> </table>	Staffordshire Bull Terriers	10.0	Chocolate Labradors	9.0	Pinto Ponies	8.0	Valley Cat	4.0	French Chickens	4.0
French Chickens	8/3/2006																															
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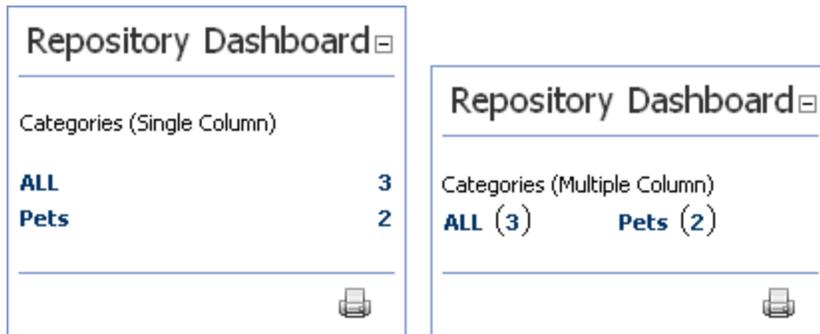
Settings

Displaying Repository Categories

How to configure the Repository Dashboard module to display all Repository categories.

1. Select  **Settings** from the  module 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 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 TabName/ModuleTitle. E.g. Home/Repository.
4. At **Dashboard Mode**, select one of the following options:

- **Latest Uploads:** Select to display the latest uploads to the selected Repository module.
- **Top Downloads:** Select to display the most downloaded items from the selected Repository module.
- **Top Rated:** Select to display the best rated items in the selected Repository module.

5. In the **Indicate the number of items to be displayed** text box, enter the number of items to be displayed on the Repository Dashboard. E.g. 5

6. Click the Update link.

Note: The below example uses the Module Header field to display the information displayed in each module. See Module Settings for more details.

Repository Dashboard ▾	Repository Dashboard ▾	Repository Dashboard ▾																														
<p>Latest Uploads</p> <table> <tr><td>French Chickens</td><td>8/3/2006</td></tr> <tr><td>Chocolate Labradors</td><td>8/3/2006</td></tr> <tr><td>Pinto Ponies</td><td>8/3/2006</td></tr> <tr><td>Staffordshire Bull Terriers</td><td>8/2/2006</td></tr> <tr><td>Valley Cat</td><td>8/2/2006</td></tr> </table>	French Chickens	8/3/2006	Chocolate Labradors	8/3/2006	Pinto Ponies	8/3/2006	Staffordshire Bull Terriers	8/2/2006	Valley Cat	8/2/2006	<p>Top Downloads</p> <table> <tr><td>Valley Cat</td><td>2</td></tr> <tr><td>French Chickens</td><td>1</td></tr> <tr><td>Chocolate Labradors</td><td>0</td></tr> <tr><td>Staffordshire Bull Terriers</td><td>0</td></tr> <tr><td>Pinto Ponies</td><td>0</td></tr> </table>	Valley Cat	2	French Chickens	1	Chocolate Labradors	0	Staffordshire Bull Terriers	0	Pinto Ponies	0	<p>Top Rated Items</p> <table> <tr><td>Staffordshire Bull Terriers</td><td>10.0</td></tr> <tr><td>Chocolate Labradors</td><td>9.0</td></tr> <tr><td>Pinto Ponies</td><td>8.0</td></tr> <tr><td>Valley Cat</td><td>4.0</td></tr> <tr><td>French Chickens</td><td>4.0</td></tr> </table>	Staffordshire Bull Terriers	10.0	Chocolate Labradors	9.0	Pinto Ponies	8.0	Valley Cat	4.0	French Chickens	4.0
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Repository Dashboard set to display different information

Skin Designs

Overview of the Articles Repository

By applying the Articles skin, the Repository module can be used as an article repository.

Each listing displays the article title, a thumbnail image of the author, the author's name, the date and time when the item was last updated, a summary of the article, and a read article button to view the full article. A downloadable version of each article can optionally be uploaded and is available to users in the download role.

Categories, sorting, ratings and comments are enabled on this skin.

Repository

Categories: All Items | Sort by: Date < BACK 1 of 1 NEXT >

 **Searching for a Tutorial**
Author :: **Rosie Booth**
Date :: Tue 12/07/2010 @ 07:25

How to make a search for tutorials using the search box on the Help Category module.

[read article](#)

RATING: ★★★★★ COMMENTS (0) < BACK 1 of 1 NEXT >

The Articles Repository

Overview of the Blog Repository

By applying the Blog skin, the Repository module can be used as simple blog module.

Each blog post displays the blog title, blog content, and the date and time when the blog was posted. The blog author can optionally display their email address. Posts are listed from the most recently updated to the oldest. There are no downloads associated with this skin.

Sorting and comments are enabled on this skin.

Repository ☐

Date ▼

< BACK 1 of 1 NEXT >

DotNetNuke OpenForce 07 - Closing Panel Discussion: DNN - The Road Ahead

As I mentioned yesterday - Cambrian is the name for the next major DNN release (DNN 5) - and here is the overview of what Cambrian will focus upon delivering over the next year:

- Social Networking & widgets
- Workflow
- Core Module Suites - CRM and Social Networking
- Dynamic content localization (multi-language)
- Enhanced Administration User Interface
- Enhanced Skinning Engine

The goal of the project for the coming year will be to:

- Increase DNN adoption
- Use strategic services to increase business confidence in DNN
- Grow ecosystems through innovative programs for vendors and parties. I've just left the final session for OpenForce where all of the DotNetNuke Corporation members joined the DotNetRocks crew to discuss the road ahead for DNN.

Posted @ 4/11/2008 10:02:20 AM by rose.booth@ecozany.com

More from OpenForce 07 - The upcoming DNN Menu V2

Last day of OpenForce 07 today and I have just come out of Peter Schotman's session on menu controls for DNN skins. Although I don't do much skinning, it was still interesting to hear from an experienced skinner an overview of the range of menus available for DNN as well as the features, pro's and cons of each. Of special interest to skin designers was learning about the capabilities of the upcoming DNN Menu version 2 (dnn:NAV 2.0). This menu is being developed by Jon Henning and is currently in beta stage - testers are encouraged to get involved to help speed up the release. Cool features include the ability to use different colors for each parent tab, to apply a background image to each group of child tabs, as well as a number of cool animations.

Posted @ 4/11/2008 10:01:29 AM by rose.booth@ecozany.com

< BACK 1 of 1 NEXT >

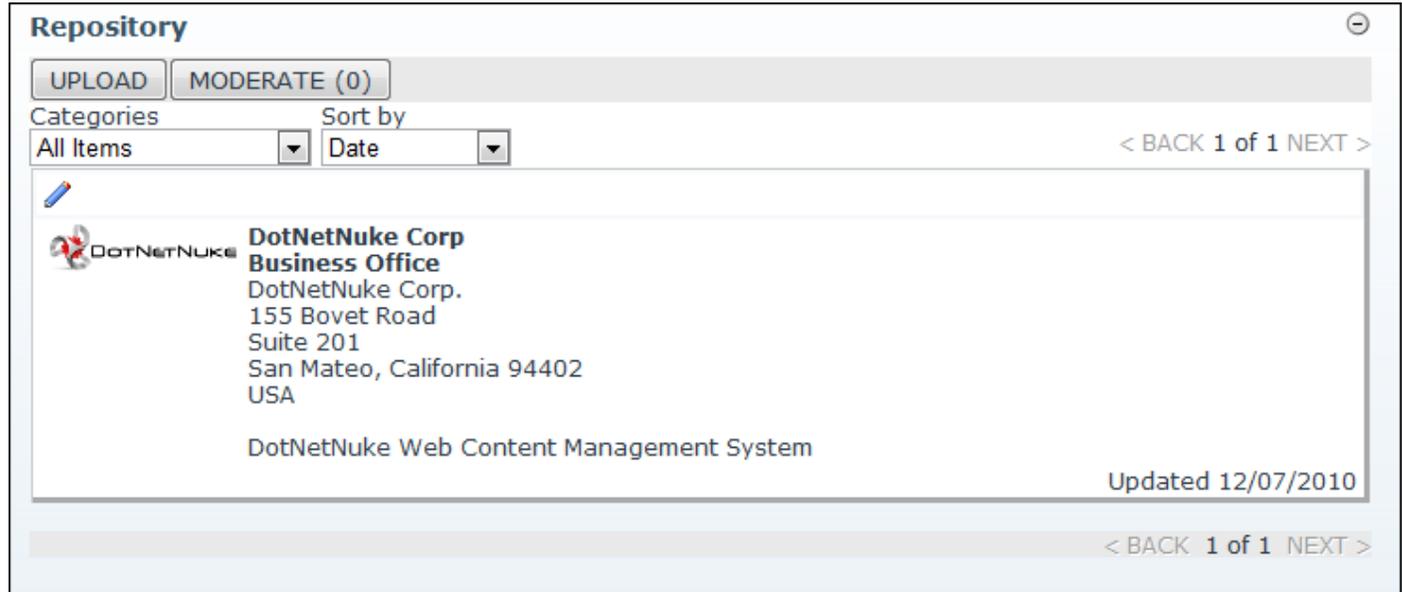
The Blog Repository

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.

Repository ☰

[UPLOAD](#) Search [GO](#)

Categories Sort by

Trees Date < BACK 1 of 1 NEXT >

 **Spotted gums**



Spotted gum trees at Mystery Bay, New South Wales, Australia.

File size	1470 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
E-Mail	rose.booth@ecozany.com

RATING: ★★★★★ **COMMENTS (0)**

 **Spotted Gum Trunks**



Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

File size	1333 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
E-Mail	rose.booth@ecozany.com

RATING: ★★★★★ **COMMENTS (0)**

< BACK 1 of 1 NEXT >

The Default Repository

Repository

Categories: Beaches Sort by: Date < BACK 1 of 1 NEXT >

Beach Walkers



Beach walkers at Mystery Bay, New South Wales, Australia.

File size	1412 K
Downloads	0
Date	Thu 04/10/2008 @ 10:43
Author	Rosie Booth
E-Mail	rose.booth@ecozyany.com

RATING: COMMENTS (0) DOWNLOAD

Beach and Rocks



Beach and Rocks at Mystery Bay, New South Wales, Australia.

File size	1441 K
Downloads	0
Date	Thu 04/10/2008 @ 10:40
Author	Rosie Booth
E-Mail	rose.booth@ecozyany.com

RATING: COMMENTS (0) DOWNLOAD

< BACK 1 of 1 NEXT >

The Nifty Repository

Overview of the Directory Repository

The Directory skin for the Repository module displays a of list of resources that link to a URL or fil

Each listing displays the resource title, description, the date and time when the listing was last updated, and the number of times the URL has been hit (i.e. visited from this page). A link to VISIT the resource URL is displayed to users in the download role.

Categories, sorting, ratings and comments are enabled on this skin.

Repository -

Search

Categories

Sort by

[< BACK](#) **1 of 1** [NEXT >](#)

EcoZany Product Catalogue - Spring 2011 -- [↗](#)

Hits: 1 Updated:
Tue 12/21/2010 @ 01:50

Download the EcoZany product catalogue for Spring 2011. Our full color catalogue includes complete product information and pricing.

EcoZany Product Catalogue - Summer 2011 -- [↗](#)

Hits: 3 Updated:
Tue 12/21/2010 @ 01:49

Download the EcoZany product catalogue for Summer 2011. Our full color catalogue includes complete product information and pricing.

EcoZany Product Catalogue - Autumn 2011 -- [↗](#)

Hits: 6 Updated:
Tue 12/21/2010 @ 01:49

Download the EcoZany product catalogue for Autumn 2011. Our full color catalogue includes complete product information and pricing.

EcoZany Product Catalogue - Winter 2010 -- [↗](#)

Hits: 2 Updated:
Tue 12/21/2010 @ 01:48

Download the EcoZany product catalogue for Winter 2010. Our full color catalogue includes complete product information and pricing.

[< BACK](#) **1 of 1** [NEXT >](#)

The Directory Repository

Overview of the File List Repository

By applying the File List skin, the Repository module can be used to display a compact list of files.

Each listing displays the file name, the date and time when the file was last updated, and the file size. A link to download the file is displayed to users in the download role.

Ratings, comments and categories are not enabled on this skin. Sorting is enabled.

Repository Sort by

< BACK 1 of 1 NEXT >

File	Date	Size
 EcoZany Product Catalogue - Winter 2010	12/21/2010 01:38	81 K
 EcoZany Product Catalogue - Autumn 2010	12/21/2010 01:38	29 K
 EcoZany Product Catalogue - Summer 2010	12/21/2010 01:38	81 K
 EcoZany Product Catalogue - Spring 2010	12/21/2010 01:38	81 K

< BACK 1 of 1 NEXT >

The File List Repository

Overview of the Nifty Toggle Repository

By applying the Nifty Toggle skin, the Repository module can be used to display of list of files with a corresponding image. This repository skin is similar to the Default and Nifty skins however it includes a summary field.

Each listing displays the item title, image, summary, file size, number of times the file has been downloaded, and the date and time when the item was last updated. Users can click the Show Details button to display the full description of the item. A link to **DOWNLOAD** the file is displayed to users in the download role.

Categories, sorting ratings and comments are enabled on this skin.

Repository ☰

Categories

Sort by

< BACK 1 of 1 NEXT >

Spotted gums



Photograph of spotted gum trees.

HIDE DETAILS

Spotted gum trees at Mystery Bay, New South Wales, Australia.

File size	1470 K
Downloads	0
Date	Fri 04/11/2008 @ 11:46

Pebbles



Photograph of pebbles on the beach.

SHOW DETAILS

File size	1403 K
Downloads	0
Date	Fri 04/11/2008 @ 11:35

< BACK 1 of 1 NEXT >

The Nifty Toggle Repository

Overview of the Nifty Video Repository

By applying the Nifty Video skin, the Repository module can be used to display a list of videos. Each listing displays the video title, contributor's name, video size, description, and the date and time when the video was last updated. Controls to play, stop, restart and skip along the video are displayed as is volume control.

Categories and sorting are enabled on this skin.

Repository

Categories

All Items

Sort by

Date

< BACK 1 of 1 NEXT >

Key Note from Microsoft MIX08



Uploaded By
Rosie Booth

Size
2727 K

Updated
Fri 04/11/2008 @ 11:55

Description

Watch a video of the Key Note presentation from Microsoft MIX08.

Entertainer at Microsoft Mix 08 Conference



Uploaded By
Rosie Booth

Size
7538 K

Updated
Fri 04/11/2008 @ 11:49

Description

Watch a video of an entertainer at Microsoft Mix 08 Conference.

< BACK 1 of 1 NEXT >

The Nifty Video Repository

Overview of the Portfolio Repository

By applying the Portfolio skin, the Repository module can be used to display a portfolio of images.

Each listing displays the item title, image, description, and the date and time when the item was last updated. There are no downloads associated with the portfolio.

Ratings and comments are enabled on this skin.

Repository ☰

< BACK 1 of 1 NEXT >

Tiger



Limited edition print.
Block color print of a white tiger close up.
Drawn 2007.
Dimensions: 60cm x 80 cm

:: Fri 04/11/2008 @ 12:09

RATING: ★★★★★ COMMENTS (0)

Blue Whale



Limited edition print.
Tail of the majestic blue whale disappearing into the ocean in front of the setting sun.
Drawn 2007
Dimensions: 60cm x 80 cm

:: Fri 04/11/2008 @ 12:09

RATING: ★★★★★ COMMENTS (0)

< BACK 1 of 1 NEXT >

The Portfolio Repository

Overview of the Repository Dashboard Module

The Repository Dashboard module works together with one Repository module. This module can be configured to function as a category list menu, or can display the Latest Upload, Top Downloads, or Top Rated items for the

selected Repository module.

Multiple Repository Dashboard modules can be set to operate with one Repository module.



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.

Sort by

< BACK 1 of 1 NEXT >



Rock Formation

Description:

Rock formations at Mystery Bay, New South Wales, Australia.

Author: Rosie Booth (rose.booth@ecozy.com)
Updated 12/7/2010 6:19:25 AM
Copyright and All rights retained by the Author



Pebbles

Description:

Slide of pebbles on the beach at Mystery Bay, New South Wales, Australia.

Author: Rosie Booth (rose.booth@ecozy.com)
Updated 12/7/2010 6:19:25 AM
Copyright and All rights retained by the Author

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Search Input

About the Search Input Module

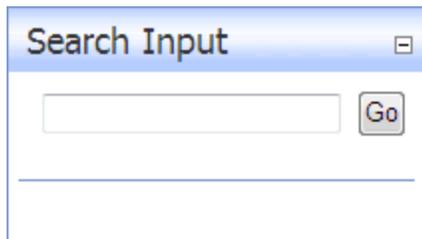
The Search Input module is included with DNN Community Edition. The Search Results module displays a search box where users can perform keyword searches of the site. This module can be associated with either the default Search Results module which is included in the site, or may be associated with an instance of the Search Results module which can be added to any page.

Important. Professional Edition users should see the See "About the Search Crawler Module Suite" for details on configuring the SearchCrawler Input module.

Module Version: 01.00.00

Minimum DNN Version: 01.00.00

See "About the Search Admin Module" for details on setting the default search settings and re-indexing site content.



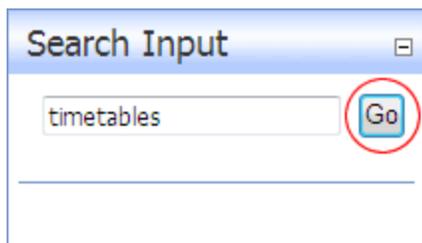
The Search Input module

All Users

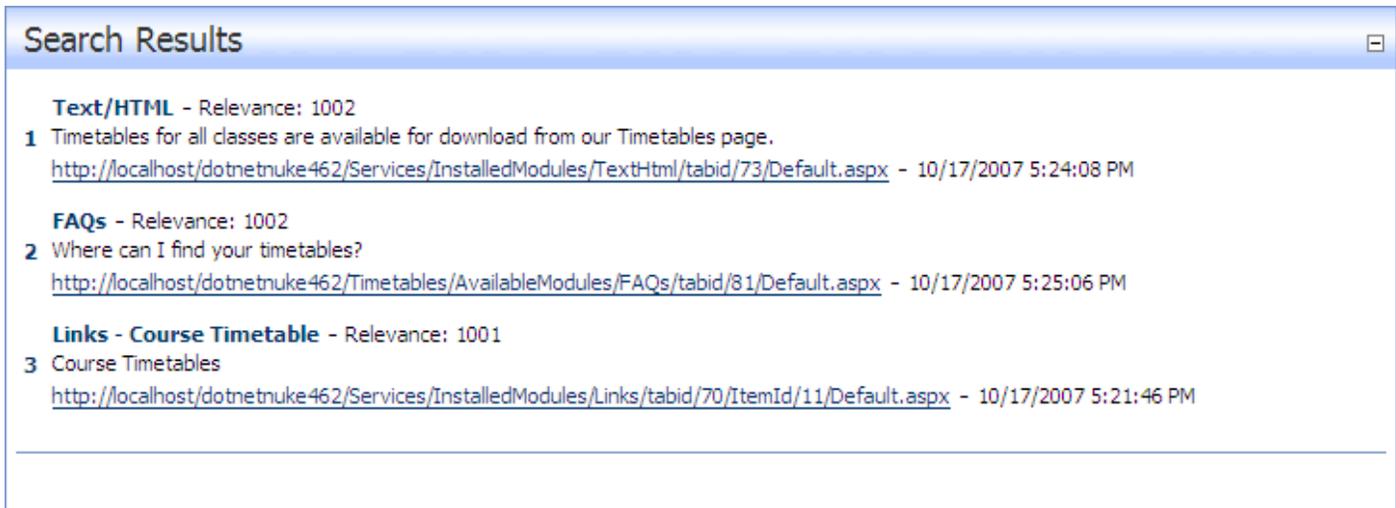
Performing a search using the Search Input module

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.



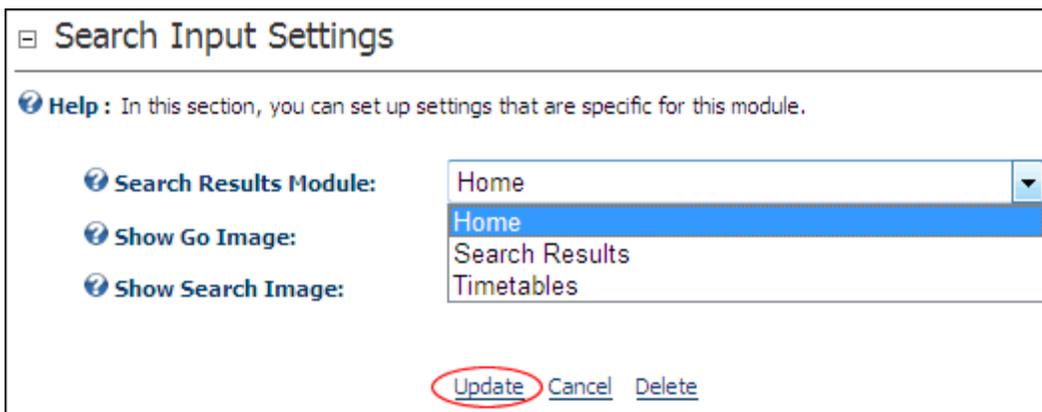
Search Results

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 menu - OR - Click the **Settings**  button.
2. Go to the **Search Input Settings** section.
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

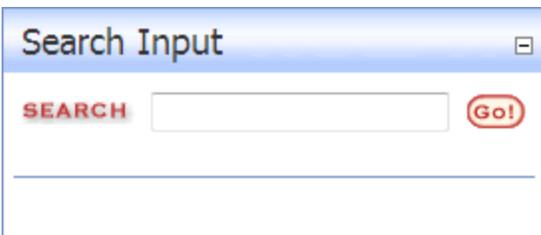
Designing the Search Input Module

How to set the design options for a Search Input module.

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

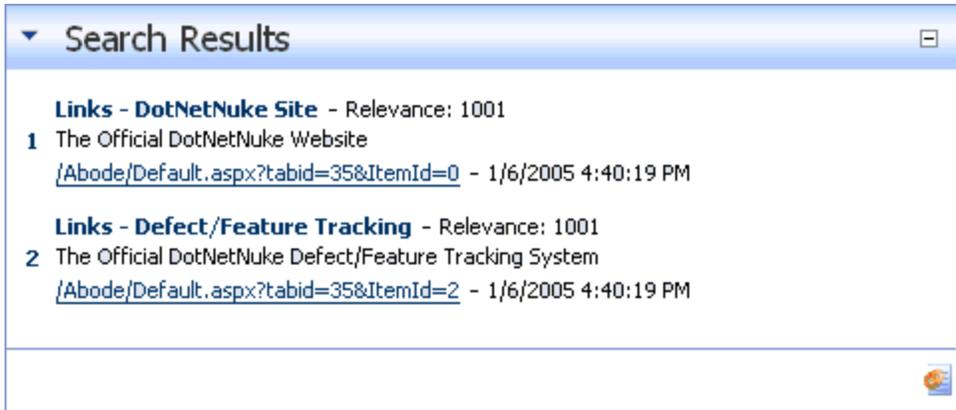
The Search Results module is included with DNN Community Edition.

Important. Professional Edition users should see the See "About the Search Crawler Module Suite" for details on configuring the SearchCrawler 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

Minimum DNN Version: 01.00.00



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 menu - OR - Click the **Settings**  button.
2. Go to the **Search Results Settings** section.
3. Set one or more of these **OPTIONAL** settings:
 - a. In the **Maximum Search Results** text box, enter the maximum number of results that the search can display.
 - b. In the **Results Per Page** text box, enter the maximum number of results to be displayed per results page.
 - c. In the **Maximum Title Length** text box, enter the maximum number of characters that the search title can display.
 - d. In the **Maximum Description Length** text box, enter the maximum number of characters that the search description can display.
 - e. At **Show Description**, check the check box to display a description for the search results.

Search Results Settings

In this section, you can set up settings that are specific for this module.

[Help](#)

Maximum Search Results:	<input type="text" value="10"/>
Results per Page:	<input type="text" value="15"/>
Maximum Title Length:	<input type="text" value="100"/>
Maximum Description Length:	<input type="text" value="300"/>
Show Description?	<input checked="" type="checkbox"/>

4. 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: 02.01.36

Minimum DNN Version: 4.04.01

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 🔍 -

Visible By Administrators Only

Store Info [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

🔍 Store Name:

🔍 Description:

🔍 Keywords:

🔍 SEO Feature:

🔍 Store Email:

🔍 Currency Symbol:

🔍 Portal Templates:

🔍 Store Page:

🔍 Store Account Page:

🔍 Authorize Cancel:

🔍 On Out of Stock:

🔍 Product's Behavior:

🔍 Manage Orders:

🔍 Manage Catalog:

🔍 Secure Cookie:

🔍 Gateway:

[Update](#)

+ Tax Administration

+ Shipping Administration

Store Account: This module enables customers to manage their current and previous orders, including the addresses associated with order.

Store Account
⊖

Cart
Store | My cart | Addresses | Order history

Product	Price	Qty	Subtotal	Qty Control
W001 - Train Engine	\$20.00	1	\$20.00	1 + - X
W002 - Stacking House	\$15.00	2	\$30.00	1 + - X
Cart total:		3	\$50.00	Delete All

Checkout

The following three modules are typically used on one page to create the shopping experience:

- **Store Catalog:** This module displays the store products and enables authorized users to add new products and manage existing product. Options include setting a product as featured and including special discount prices. A wide range of layout options can be set using the Setting page.
- **Store Menu:** This module displays the product categories and enables authorized users to add new categories and manage existing categories. Some layout options can be set on the Setting page.
- **Store Mini Cart:** This module displays a summary of the products in the customer's cart and enables them to modify quantities of each.

Store Menu
⊖

Dolls
Wooden Toys

Store Catalog
⊖

Search:

inside

Model Name

Go!

Popular Products

Abbey

Our rag dolls are

handmade by working mothers in rural areas around the globe.

More Info ▶

Train Engine

Our wooden train engine is handmade using wood from sustainable

forests.

More Info ▶

Stacking House

Our colorful wooden stacking house is handmade using wood from sustainable forests.

More Info ▶

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 provides 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.

Bug. In addition to the above Store Admin roles, Edit Content/Edit permissions can be granted on the Store Catalog module and the Store Menu modules to enable one or more roles to manage only products or only categories respectively. This allows finer grained control, however at the time of writing, an error prevented products from being added using the Store Catalog module. Because of this error, it is recommended that the Store Admin module be used for managing the Store Catalog (catalog, products and reviews).

For the purpose of this manual, the following names are used when referring to these user groups:

- **Store Administrators:** Users who are members of the Administrator or Host role. These users can access all pages of the Store Admin module.
- **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.
- **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.
- **Product Managers:** Users who are members of the role(s) which have been granted Edit Content/Edit permissions on the Store Catalog module. This role has been superseded by the Catalog Managers role but is still covered in this manual.
- **Category Managers:** Users who are members of the role(s) which have been granted Edit Content/Edit permissions on the Store Menu module. This role has been superseded by the Catalog Managers role but is still covered in this manual.

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 Frameworks does not support natively the GIF transparency, 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 subfolders 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. Check out 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", See "Managing Featured Product Settings" See "Managing Popular Product Settings", and See "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 Setting"

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 full information on Setting Up Portal Templates, Templates Hierarchy, Understanding CSS and Using Store Skin Objects visit: <http://dnnstore.codeplex.com/documentation>.

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.

Important. Before beginning configuration, See "Important Information About Roles"

Step 1: Creating the Public Store

1. Add a new page (E.g. Store), granting View Permissions to roles/users who can use the store. 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. See "Adding a Page via the Page Settings Page"

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

Keywords: eco-friendly, fair trade, fair labor, organic, recycled

Tags:

Parent Page: <None Specified>

Include In Menu?

Permissions:

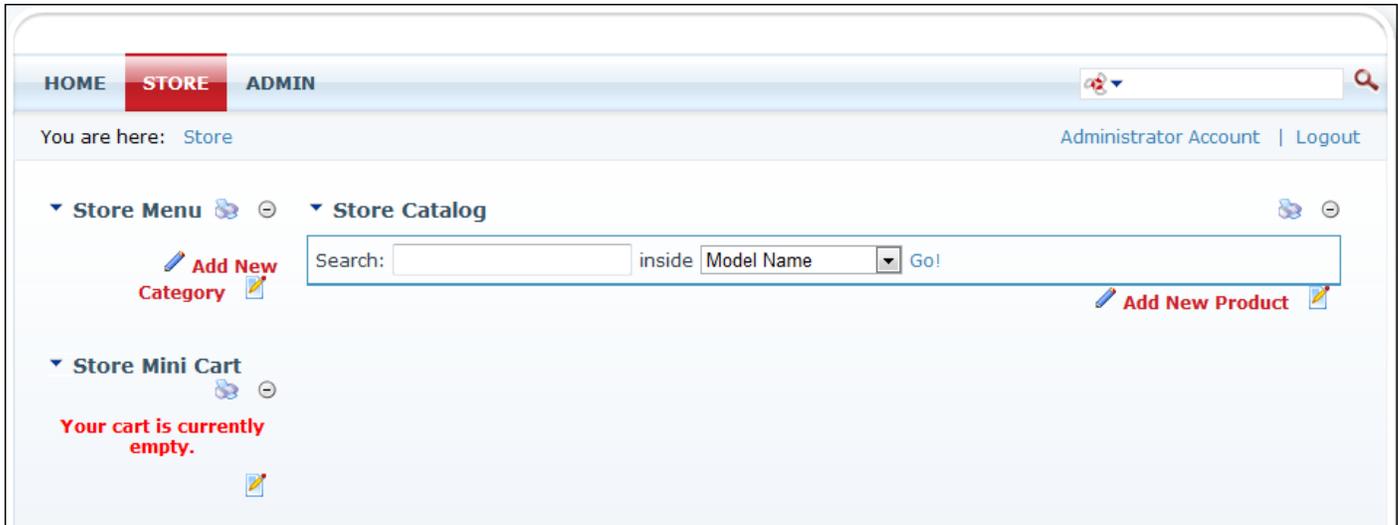
	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators										
All Users		<input type="checkbox"/>								
Registered Users	<input type="checkbox"/>									
Subscribers	<input type="checkbox"/>									
Unauthenticated Users	<input type="checkbox"/>									

Username: **+ Add**

Advanced Settings

Update **Delete** **Cancel**

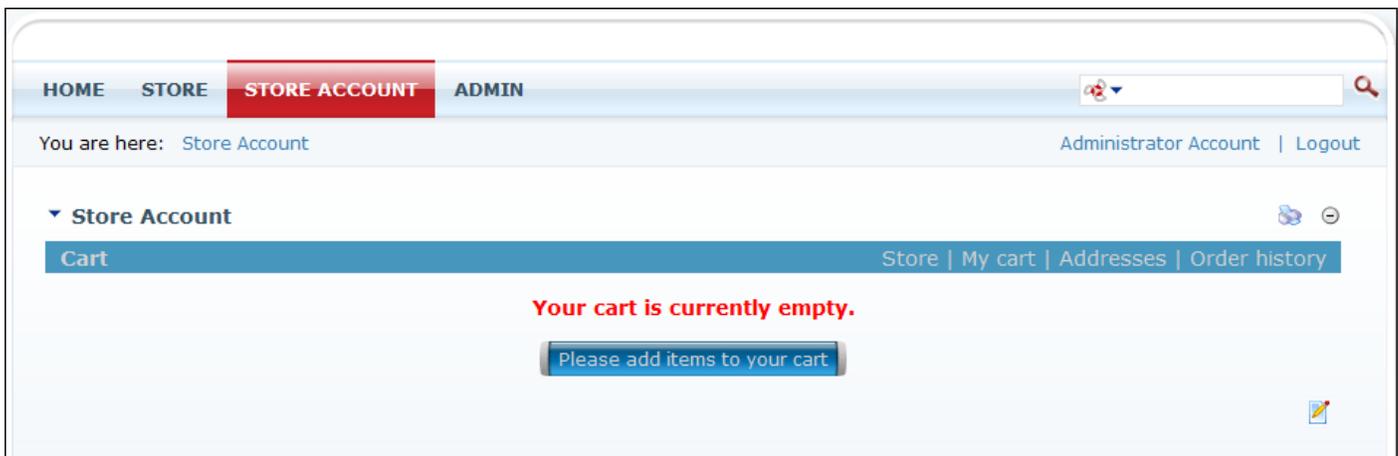
2. Add the Store Catalog module to the content pane.
3. Add the Store Menu to either the left or right pane.
4. Add the Store Mini Cart to the same pane as the Store Menu.



Tip: You can use addition instances of these modules on other pages as you like. E.g. You may have the Store Menu module on the Home page of your site to promote sales.

Step 2: Setting Up 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 Page via the Page Settings Page".

Permissions:

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators										
All Users	<input type="checkbox"/>									
Catalog Managers		<input type="checkbox"/>								
Customers	<input type="checkbox"/>									
Order Managers		<input type="checkbox"/>								
Registered Users	<input type="checkbox"/>									
Subscribers	<input type="checkbox"/>									
Unauthenticated Users	<input type="checkbox"/>									

Username: Add

2. Add the **Store Admin** module to the page. See "Adding a New Module".
3. Click the Update link.

Step 4: Linking the Store Modules together and Setting Permissions

1. In the **Store Name** text box, enter a name for your store. This is the only mandatory field required to complete the configuration at this stage. For full details on configuring the additional Store Admin settings see the Store Info section.
2. At **Store Page**, select the name of the page where the Store Catalog and Store Menu modules are located.
3. At **Store Account Page**, select the name of the page where the Store Account module is located.
4. At **Manage Orders**, select the role which is allowed to manage orders. By default, Administrators and SuperUsers are allowed to manage orders.
5. 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.

Store Admin -

Store Info [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Store Name:

Description:

Keywords:

SEO Feature:

Store Email:

Currency Symbol:

Portal Templates:

Store Page:

Store Account Page:

Authorize Cancel:

On Out of Stock:

Product's Behavior:

Manage Orders:

Manage Catalog:

Secure Cookie:

Gateway:

[Update](#)

Tax Administration

Shipping Administration

6. Click the [Update](#) link. This completes the basic set up for your store. You can now begin adding categories and products. See "Setting Store Info" and related tutorials in this section.

Customers

Viewing Products

How to navigate to and view products associated with a category in the Store module.

1. In the Store Menu, click on a linked Category Name. 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.
2. **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.
3. To view products not displayed on the first page of the category, click on the [Page Number] link.
4. **Optional.** At **Sort By**, select to sort products by either 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.

The screenshot displays the 'Store Catalog' page for 'Wooden Toys'. On the left, the 'Store Menu' sidebar lists 'Dolls', 'Wooden Toys', 'Blocks', and 'Vehicles', with 'Wooden Toys' circled in red. Below it, the 'Store Mini Cart' shows 'Your cart is currently empty.' The main content area features a search bar with 'inside Model Name' selected and a 'Go!' button. A descriptive text states 'Our wooden toys are handmade using wood from sustainable forests.' Below this, sub-categories 'Blocks | Vehicles' are listed and circled in red. The 'Category Products' section shows 'Selected Category: Wooden Toys - 2 item(s) - Sort By: Model Name' with an ascending sort icon circled in red. Two products are displayed: 'Stacking House' (priced at \$15.00 - \$16.50 VAT Incl.) and 'Train Engine' (priced at \$20.00 - \$22.00 VAT Incl.). Both products have 'More Info' and 'BUY NOW' buttons, with the 'Train Engine' 'More Info' button circled in red. The page footer indicates 'Page 1 of 1'.

Viewing Products

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 product details.

Store Menu

- Dolls
- Wooden Toys**
- Blocks
- Vehicles

Store Mini Cart

Your cart is currently empty.

Store Catalog

Search: inside **Model Name**

Our wooden toys are handmade using wood from sustainable forests.
.: Sub-categories **Blocks | Vehicles** .:

Category Products

:: Wooden Toys ::

Selected Category: Wooden Toys - 2 item(s) - Sort By: **Model Name**

 <p>Stacking House</p> <p>Our colorful wooden stacking house is handmade using wood from sustainable forests.</p> <p>\$15.00 - \$16.50 VAT Incl.</p> <p>More Info ▶</p> <input type="button" value="BUY NOW"/>	 <p>Train Engine</p> <p>Our wooden train engine is handmade using wood from sustainable forests.</p> <p>\$20.00 - \$22.00 VAT Incl.</p> <p>More Info ▶</p> <input type="button" value="BUY NOW"/>
--	--

Page 1 of 1

Tip: Click the Return To Category link to return to the category.

Viewing Product Reviews

How to view reviews of a product within the store. Only approved reviews are displayed.

1. Locate the required product. See "Viewing Products"
2. Click the More Info link to view product details. This displays all approved reviews below the product details.

Store Catalog



Search: inside

Our wooden vehicles are handmade using wood from sustainable forests.

Product Details

Category: Vehicles - Manufacturer: EcoZany
Model Number: W001
Train Engine



Our colorful wooden train engine is handmade by working parents from rural villages. This engine is made using wood from sustainable forests and is painted with eco-friendly, non-toxic paints.

\$20.00

Quantity:

[ADD TO CART](#)

[BUY NOW](#)

[Return To Category](#)

[Reviews](#)

[Add Review](#)

Annabella says...

My daughter has tested the durability of this toy in all sorts of ways and it is still in one piece. A beautifully crafted classic.

Viewing Product Reviews

Adding a Product Review

How to submit a review of a product within the Store. Submitted reviews must be approved before it is displayed in the store.

1. Locate the required product. See "Viewing Products"
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 your display name will already be entered.
5. At **Rating**, click on a **Star** ★ button to select your rating - OR - Select a rating from the drop-down list.
6. **Optional.** In the **Comments** text box, enter your comments.

Store Catalog

Search: inside **Model Name**

Our wooden vehicles are handmade using wood from sustainable forests.

Product Details

Category: Vehicles - Manufacturer: EcoZany
Model Number: W001
Train Engine



Our colorful wooden train engine is handmade by working parents from rural villages. This engine is made using wood from sustainable forests and is painted with eco-friendly, non-toxic paints.

\$20.00
Quantity:

[Return To Category](#)

Reviews

Your name:

Rating: ★★★★★

Comments:

Update **Cancel**

Your opinion will be added to the list after approval by the administrator of the store.

7. Click the Update link.

Buying a Product Now

How to select a product and proceed directly to the checkout to purchase it using the Store module. This adds the item to your cart and displays your Cart. You can then choose to proceed to the checkout.

1. Locate the required product. "Viewing Products"
2. Click the More Info link beside a product to view product details.
3. Click the **Buy Now**  button.

Store Catalog

Search: inside

Our wooden vehicles are handmade using wood from sustainable forests.

Product Details

Category: Vehicles - Manufacturer: EcoZany
Model Number: W001
Train Engine



Our colorful wooden train engine is handmade by working parents from rural villages. This engine is made using wood from sustainable forests and is painted with eco-friendly, non-toxic paints.

\$20.00
Quantity:

[Return To Category](#)

[Reviews](#)

Annabella says... 

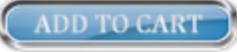
My daughter has tested the durability of this toy in all sorts of ways and it is still in one piece. A beautifully crafted classic.

[Add Review](#)

4. **Optional.** See "Modifying Product Quantities in your Cart"
5. Click the **Checkout**  button. See "Completing Your Checkout Details"

Adding a Product to the Cart

How to add a product to your shopping cart using the Store module.

1. Locate the required product. "Viewing Products"
2. Click the [More Info](#) link.
3. Click the **Add To Cart**  button located below the product details.

Store Catalog

Search: inside **Model Name**

Our wooden vehicles are handmade using wood from sustainable forests.

Product Details

Category: Vehicles - Manufacturer: EcoZany
Model Number: W001
Train Engine



Our colorful wooden train engine is handmade by working parents from rural villages. This engine is made using wood from sustainable forests and is painted with eco-friendly, non-toxic paints.

\$20.00
Quantity:

ADD TO CART **BUY NOW**

[Return To Category](#)

Reviews

Add Review

Annabella says... 

My daughter has tested the durability of this toy in all sorts of ways and it is still in one piece. A beautifully crafted classic.

Adding a Product to your Cart

Viewing Products in your Cart

How to view the products in your shopping cart of the Store module.

Option One:

1. The Store Mini Cart module provides a summary list of products added to your basket.
2. Click the [View My Basket](#) link to view full details.

Product	Qty	Price	Qty Control
W001	1	\$20.00	<input type="text" value="1"/> + - X
W002	2	\$30.00	<input type="text" value="1"/> + - X
Totals:	3	\$50.00	Delete All View my basket

Shopping Cart summary in the Store Mini Cart module

Option Two:

1. Navigate to the Store Account module.

Product	Price	Qty	Subtotal	Qty Control
W001 - Train Engine	\$20.00	1	\$20.00	<input type="text" value="1"/> + - X
W002 - Stacking House	\$15.00	2	\$30.00	<input type="text" value="1"/> + - X
Cart total:		3	\$50.00	Delete All

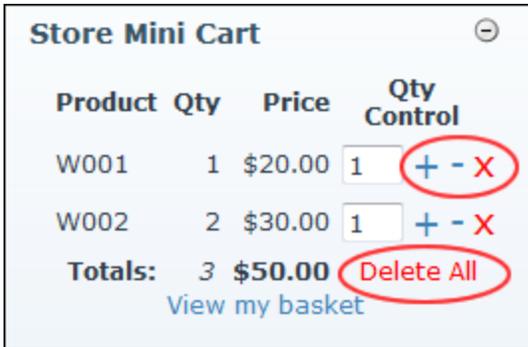
[Checkout](#)

The Store Account module displays full details of the items in your basket

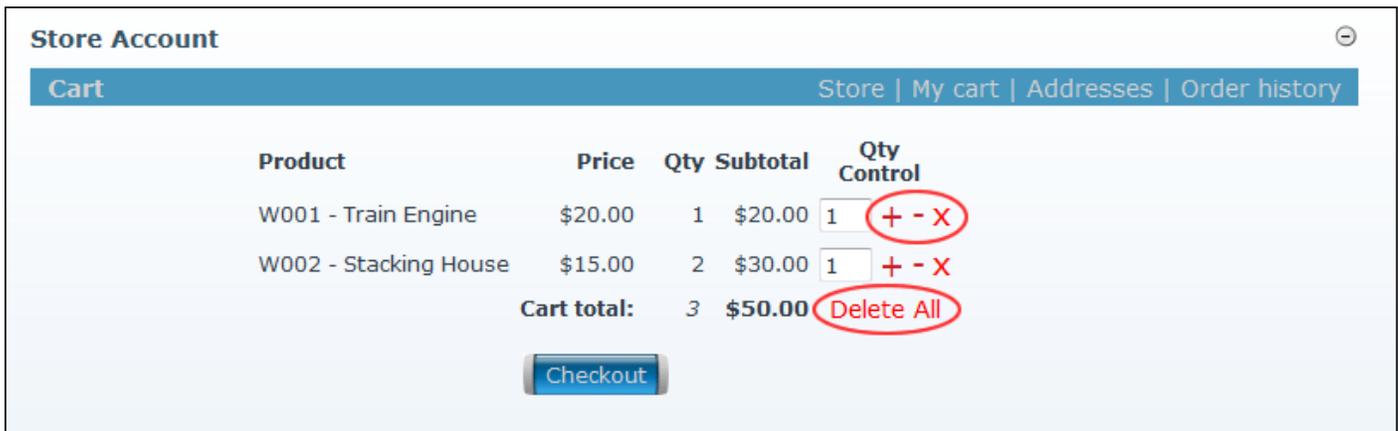
Modifying Products in your Cart

How to delete one, all items or modify the number of a product in your Cart using the Store module. The following can be performed on either the Store Mini Cart, the Store Account Cart page, or the Store Account Checkout page:

- Click the **Plus** + button to increase the quantity of a product by the number of units displayed in the text box. The default value is one (1).
- Click the **Minus** - button to decrease the quantity of a product by the number of units displayed in the text box. The default value is one (1).
- Click the **Delete** x button to remove a product from the cart.
- Click the [Delete All](#) link to remove all products from the cart.



Modifying Products in Mini Cart



Modifying Products in Store Account Cart

Managing Store Address

How to add a new address or edit an existing address for use in the Store module. You can add multiple addresses to use for billing and shipping orders. Note: Your Registration address is managed on your user profile. If See "Managing your User Profile"

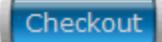
1. On the Store Checkout page, click the [Add New Address](#) or [Edit This Address](#) link - OR - On the Store Account module, click the [Addresses](#) link and then click [Add Address](#) or [Edit](#).
2. In the **Description** text box, enter a description of this address. E.g. Work, Home, Shop.
3. Skip down to **Country**, select a country from the drop-down list. Depending on your selection, this may change the field names for the following fields.
4. In the **First Name** text box, enter the first name of the person associated with this address. E.g. Elizabeth
5. In the **Last Name** text box, enter the last name associated with this address. E.g. Smith
6. In the **Street** text box, enter the street address. E.g. 101 Blackburn Road
7. In the **Unit** text box, enter a unit number. E.g. Flat 2

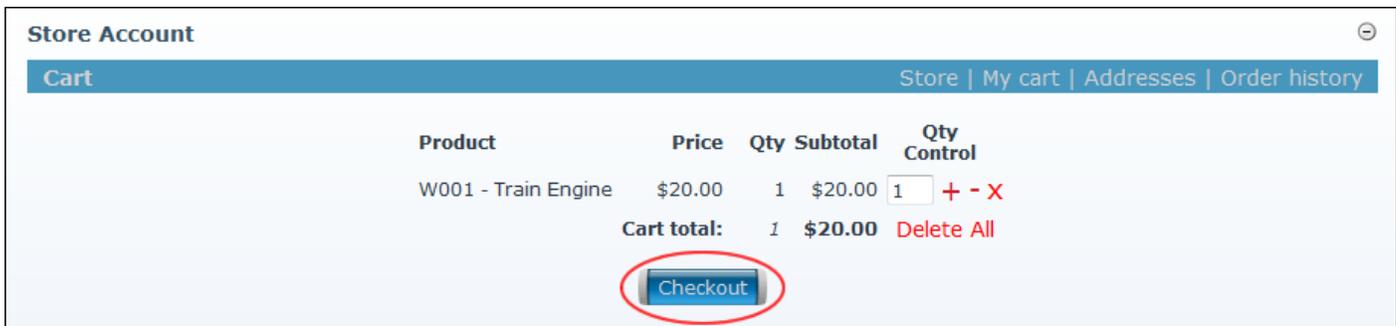
8. In the **Postal Code** text box, enter/select the postal code. E.g. 12345
9. In the **City** text box, enter the city. E.g. New York
10. In the **Region** text box, enter/select the region. E.g. New York
11. In the **Daytime Telephone** text box, enter the telephone number associated with this address.
12. At Primary Address, check the check box if this is your primary address.
13. Click the [Update](#) link.

Proceeding to the Checkout

How to proceed to the Store checkout once you have selected products to buy using the Store module.

Recommended. Sign up for a user account (See "Signing up as a Registered User") before continuing to the checkout. If you are already a registered user, log in and complete your Profile details, ensuring your address details are complete (See "Managing your User Profile").

1. Click the [View My Basket](#) link on the Store Mini Cart module - OR - Go to the Store Account module.
2. **Optional.** Click the **Please Register Or Log In To Checkout** if you are not already logged in. This will take you to the User Login page where you can login or signup for a user account (See "Signing up as a Registered User"). Once you have registered and/or logged in you will need to repeat Step 1.
3. Click the **Checkout**  button. The next step is "Completing Your Checkout Details"



Proceeding to the Checkout

Completing Your Checkout Details

How to complete your billing and shipping addresses using the Store module. This tutorial assumes you have completed "Proceeding to the Checkout"

1. Go to the **Billing Address** section.
2. At **Bill To**, select the address you want to send the bill for this order to. You can select the address associated with your user account or any other address you have created. See "Managing Store Address"

See "Managing Store Address"

- In the **Shipping Address** section, select one of the following options:
 - Select **Ship The Order To The Billing Address** if the shipping address is the same as the billing address.
 - Select **Separate Shipping Address** to use a separate shipping address. You can select the address associated with your user account or any other address you have created. See "Managing Store Address"

See "Managing Store Address"

- In the **Your Cart** section, review the products you are about to purchase and any related shipping and handling costs.

🔍 Your Cart				
Product	Price	Qty	Subtotal	Qty Control
W001 - Train Engine	\$20.00	1	\$20.00	<input type="text" value="1"/> + - X
Cart total:		1	\$20.00	Delete All
			🔍 Shipping & Handling:	\$5.00
			🔍 Tax:	\$2.50
			🔍 Total charge:	\$27.50

- In the **Payment Information** section, review the message below which explains the payment processor used and refers to the site's Terms Of Use. Payment can be managed either using email or payment may be taken using PayPal, Authorize.Net or another online payment processing system. This is determined by the site owner.
- Click the **Confirm Order** button.

🔍 Payment Information

Click the button below to confirm your order.

Once you have confirmed your order, you will be sent an order confirmation email. We will contact you to arrange payment.

Note that by clicking the button below, you are agreeing to My Website's terms of Use.

- Your order is now confirmed and an order number is issued. If payment is to be collected you will be directed to the payment processor.

Store Account ⊖

Store | My cart | Addresses | Order history

Payment Information

Thank you for shopping with us.
Your order number is: 1000 [Display Order](#)

Your order has been successfully recorded and we waiting for the payment. You can check the status of your order at any time from this page.
The order history section contains detailed informations about your orders.

Completing Checkout With Email Notification as the Payment System

Canceling an Order

How to cancel an order placed in the Store using the Store Account module. This option may not be available on all stores.

OPTION ONE:

1. Go to the Store Account module.
2. Click the [Order History](#) link.
3. Click the [Details](#) link beside the required order.

Store Account ⊖

Store | My cart | Addresses | [Order history](#)

Number	Order Date	Total	Status	Status Date		
1000	06/15/2010 03:40	\$27.50	Awaiting Payment	06/15/2010 03:40	Details	Cancel

4. Click the **Cancel Order** button. The order status is updated to Canceled.

Store Account ⊖

Orders Store | My cart | Addresses | Order history

[Order Details](#)

Order Number 1000	Order Date 06/15/2010 03:40	Order Status Awaiting Payment - 06/15/2010 03:40
Billing Address <i>Elizabeth Smith</i> 101 Blackburn Road Flat 2 New York New York 12345 01 2345 6789	Shipping Address <i>Annabella Chin</i> 100 Hope Ave Queens New York NY 11368 (212) 123-4567	<input type="button" value="Cancel Order"/>

Product	Qty	Price	Subtotal
W001 - Train Engine	1	\$20.00	\$20.00
Total:			\$20.00
Shipping & Handling:			\$5.00
Tax:			\$2.50
Total:			\$27.50

OPTION TWO:

1. Go to the Store Account module.
2. Click the Order History link.
3. Click the Cancel link beside the required order.

Store Account ⊖

Orders Store | My cart | Addresses | Order history

Number	Order Date	Total	Status	Status Date		
1000	06/15/2010 03:40	\$27.50	Awaiting Payment	06/15/2010 03:40	Details	Cancel

Canceling an Order

Viewing your Order History

How to view your order history as a customer of the Store using the Store Account module

1. Go to the Store Account module.
2. Click the Order History link.

Store Account ⊖

Orders Store | My cart | Addresses | Order history

Number	Order Date	Total	Status	Status Date		
1000	06/15/2010 03:40	\$27.50	Awaiting Payment	06/15/2010 03:40	Details	Cancel

3. **Optional.** Click the Details link to view details of any order.

The screenshot shows a 'Store Account' page with a navigation bar containing 'Orders', 'Store', 'My cart', 'Addresses', and 'Order history'. The main content area is titled 'Order Details' and displays the following information:

- Order Number:** 1000
- Order Date:** 06/15/2010 03:40
- Order Status:** Awaiting Payment - 06/15/2010 03:40
- Billing Address:** Elizabeth Smith, 101 Blackburn Road, Flat 2, New York, NY 12345, 01 2345 6789
- Shipping Address:** Annabella Chin, 100 Hope Ave, Queens, New York, NY 11368, (212) 123-4567

A 'Cancel Order' button is visible next to the order status. Below the address information is a table with the following data:

Product	Qty	Price	Subtotal
W001 - Train Engine	1	\$20.00	\$20.00

Summary information is shown on the right side of the table:

- Total:** \$20.00
- Shipping & Handling:** \$5.00
- Tax:** \$2.50
- Total:** \$27.50

A 'Return' button is located at the bottom center of the page.

Viewing Order Details

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.

The screenshot shows the 'Store Admin' interface with a navigation bar containing 'Store Info', 'Orders', 'Categories', 'Products', and 'Reviews'. The 'Categories' link is circled in red. Below the navigation bar, the 'Add Category' button, which includes a pencil icon, is also circled in red.

3. In the **Name** text box, enter a name for the category.

4. **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.
5. **Optional.** In the **Description** text box, enter a full description of the category.
6. 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.
7. At **Parent**, leave this field set to **None** - OR - Select the name of parent category from the drop-down list.
8. **Optional.** In the **Message** Editor, enter a message to be displayed above the category listing.
9. Click the Update link.

Store Admin Store Info | Orders | Categories | Products | Reviews

Categories

Add Category

Name:

SEO Keywords:

Description:

Display Order:

Parent:

Archived:

Message:

Editor: Basic Text Box Rich Text Editor

Rich Text Editor toolbar:

Normal Verdana 12px

Apply CSS Cl...

These handmade dolls are so soft and cuddly your child will just love snuggling up to them.

Design HTML Words: 8 Characters: 43

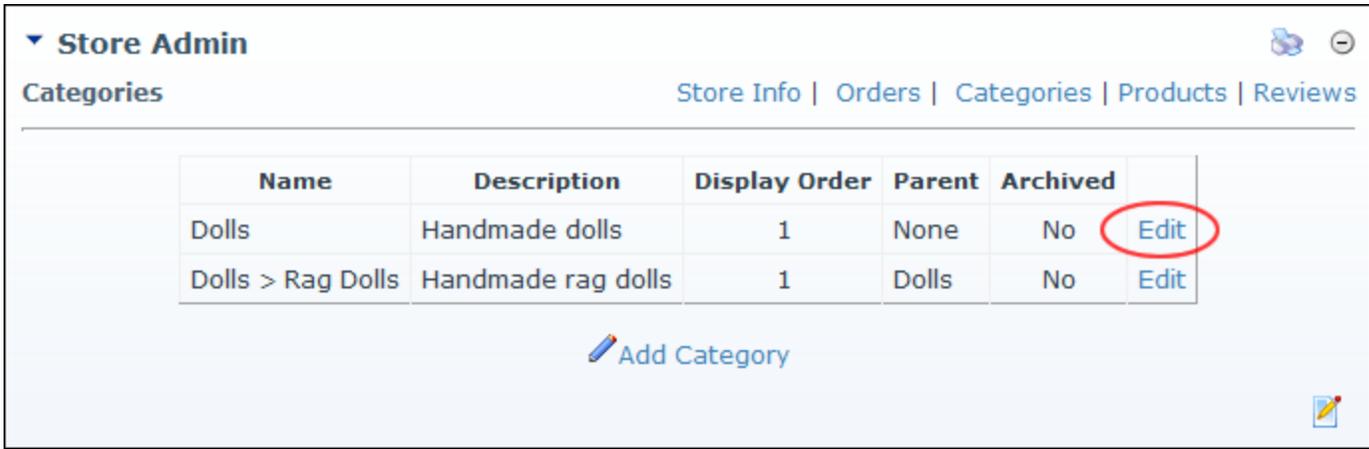
Update Cancel

Adding a Category

Editing a Product Category

How to edit a product category in the Store module using the Store Admin module.

1. On the Store Admin module, click the Categories link.
2. Click the Edit link beside the category to be edited.



▼ Store Admin

Categories [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Name	Description	Display Order	Parent	Archived	
Dolls	Handmade dolls	1	None	No	Edit
Dolls > Rag Dolls	Handmade rag dolls	1	Dolls	No	Edit

[Add Category](#)

3. Edit one or more fields as required.
4. Click the Update link.
5. Repeat Steps 2-4 to edit additional categories.

Deleting a Product Category

How to delete a product category from the Store module using the Store Admin module.

Tip: You cannot delete categories which have one or more child categories.

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?"

Edit Category

Name:

SEO Keywords:

Description:

Display Order:

Parent:

Archived:

Message:

Editor: Basic Text Box Rich Text Editor

Our rag dolls are handmade by working mothers in rural areas around the globe.

Design HTML Words: 14 Characters: 77

Update Cancel **Delete**



4. Click the **OK** button to confirm.
5. Repeat Steps 2-4 to delete additional categories.

Archiving a Product Category

How to archive 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 from the Store Menu module. When archiving a parent category, all child categories are also archived.
 - 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 which are not individually set as archived.
4. Click the Update link.

Store Admin Store Info | Orders | Categories | Products | Reviews

Categories

Edit Category

Name:

SEO Keywords:

Description:

Display Order:

Parent:

Archived:

Message:

Editor: Basic Text Box Rich Text Editor

Our rag dolls are handmade by working mothers in rural areas around the globe.

Words: 14 Characters: 77

Update **Cancel** **Delete**

5. Repeat Steps 2-4 to modify archive status for additional categories.

Products

Adding a Product

How to add a product to the Store using the Store Admin module.

Important. No fields are mandatory when adding a product. In this tutorial, recommended fields are marked with an asterisk (*) and strongly recommended fields are marked with two asterisks (**).

Important. Before you begin adding products, consider how you want to manage your product images which are stored in the File Manager. You will probably want to create a new folder (E.g. StoreImages) where you can upload your product images. If you have a large number of products, consider creating a child folder for each category (See "Adding a New Folder"). For more detailed information see "Working with Product Images".

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. 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. In the **Model Name**** text box, enter the product name. E.g. Train Engine
7. 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"
8. In the **Summary*** text box, enter a short description of the product.
9. In the **Unit Price*** text box, enter the price of this product.
10. 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 a Shipping Rate"
11. **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.
 - a. In the **Shipping Height** text box, enter the height of this product.
 - b. In the **Shipping Length** text box, enter the length of this product.

c. In the **Shipping Width** text box, enter the width of this product.

The screenshot shows the 'Store Admin' interface for editing a product. The breadcrumb trail is 'Products > Store Info | Orders | Categories | Products | Reviews'. The product details are as follows:

Category:	Wooden Toys > Vehicles
Manufacturer:	EcoZany
Model Number:	W001
Model Name:	Train Engine
SEO Keywords:	wooden toys, wooden trains, wooden train engine, train engine, sustainable forests
Summary:	Our wooden vehicles are handmade using wood from sustainable forests.
Unit Price:	20.00
Shipping Weight:	0.30
Shipping Height:	0.00
Shipping Length:	0.00
Shipping Width:	0.00

12. In the Stock Management section, complete the following fields:

- In the **Quantity**** text box, enter the quantity of this product currently in stock. If this field is left blank, the product will not appear in the Catalog.
- In the **Low Threshold** text box, enter the minimum quantity in stock before reorder.
- In the **High Threshold** text box, enter the maximum quantity in stock.
- In the **Delivery Time** text box, enter the number of days required to receive a new delivery of this product.
- In the **Purchase Price** text box, enter the price you pay to purchase this product.

 Stock Management	
 Quantity:	<input type="text" value="50"/>
 Low Threshold:	<input type="text" value="5"/>
 High Threshold:	<input type="text" value="50"/>
 Delivery Time:	<input type="text" value="7"/>
 Purchase Price:	<input type="text" value="10.00"/>

13. At **Apply Role**, select the role users are added to when they purchase this product.
14. At **Image***, select or upload an image for this product. See "Setting a File Link", "Uploading and Linking to the File" or "Setting a URL Link"
15. In the **Description*** text box, enter the full description of the product including any addition images, etc.

Archived:

Apply Role: Customers

Featured:

+ Special Offer Pricing

Image:

Link Type:

None

URL (A Link To An External Resource)

File (A File On Your Site)

File Location: StoreImages/

File Name: TrainEngineSmall.jpg

Upload New File

Description:

Editor: Basic Text Box Rich Text Editor

Our wooden vehicles are handmade using wood from sustainable forests.

Render Mode: Text Html Raw

Update **Cancel**

16. Click the Update link. The new product is now displayed in the Store Catalog module and a summary is displayed to you in the Product list.

▼ Store Admin  

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category: - Out of Stock Products -

Model Number	Product Name	Quantity	Archived	Featured	Price	
W001	Train Engine	0	No	No	\$20.00	Edit

 [Add Product](#) 

Editing a Product

How to edit a product in the Store using the Store Admin module.

1. On the Store Admin module, click the [Products](#) link.
2. At **Category**, select the category of the required product.
3. Click the [Edit](#) link beside the product.

▼ Store Admin 

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category: **Wooden Toys > Vehicles**

Model Number	Product Name	Quantity	Archived	Featured	Price	
W001	Train Engine	50	No	No	\$20.00	Edit

 [Add Product](#) 

4. Edit the required fields. See "Adding a Product" 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.

Store Admin ⊖

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category: Wooden Toys > Vehicles ⌵

Model Number	Product Name	Quantity	Archived	Featured	Price	
W001	Train Engine	50	No	No	\$20.00	Edit

[Add 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 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.

1. On the Store Admin module, click the Products link.
2. At **Category**, select the category of the required product.
3. Click the Edit link beside the product.

Store Admin ⊖

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category: Wooden Toys > Vehicles ⌵

Model Number	Product Name	Quantity	Archived	Featured	Price	
W001	Train Engine	50	No	No	\$20.00	Edit

[Add Product](#)

4. At **Archived**, select from these options

- Check the check box to archive the product. This removes the product from the store and lists it as archived in the Product summary list of the Store Admin module.
- Uncheck the check box to remove archiving. This displays the product in the Store Catalog module.

Store Admin ⊖

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category:

Manufacturer:

Model Number:

Model Name:

SEO Keywords:

Summary:

Unit Price:

Shipping Weight:

Shipping Height:

Shipping Length:

Shipping Width:

Stock Management

Quantity:

Low Threshold:

High Threshold:

Delivery Time:

Purchase Price:

Archived:

Apply Role:

5. Click the Update link. This displays the Product page with the product marked as archived.

▼ **Store Admin** ⊖

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

🔍 **Category:** Wooden Toys > Blocks ▼

Model Number	Product Name	Quantity	Archived	Featured	Price	
W002	Stacking House	100	No	No	\$15.00	Edit
W001	Train Engine	50	Yes	No	\$20.00	Edit

[Add Product](#)

The Archived Product

Featuring a Product (Store Admin Only)

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.

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 will display it with other featured products on the Store Catalog module.
 - Uncheck the check box to remove the product from the featured list.

▼ Store Admin



Products

[Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category:

Manufacturer:

Model Number:

Model Name:

SEO Keywords:

Summary:

Unit Price:

Shipping Weight:

Shipping Height:

Shipping Length:

Shipping Width:

Stock Management

Archived:

Apply Role:

Featured:

Special Offer Pricing

5. Click the Update link.

Store Catalog ⊖

Search: inside

Featured Products

Train Engine
\$20.00 **Buy Now!**



Our wooden vehicles are handmade using wood from sustainable forests.

More Info ▶

New Products

Abbey



Our rag dolls are handmade by working mothers in rural areas around the globe.

More Info ▶

Train Engine



Our wooden vehicles are handmade using wood from sustainable forests.

More Info ▶

Featured Product Displayed in the Store Catalog

Managing Special Offer Pricing on Products (Store Admin Only)

How to enable or disable a special offer price for a product in the Store using the Store Admin module. The special price is controlled by date range and can be set to occur either from a start date until an end date; from a start date with no end date; or with no start date but with an end date.

1. On the Store Admin module, click the [Products](#) link.
2. At **Category**, select the product category.
3. Click the [Edit](#) link beside the required product.
4. **Maximize** the **Special Offer Pricing** section and complete the following:
 - a. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
 - b. At **Special Offer Start Date**, navigate to and select the first date for this offer price. If no start date is selected the offer will commence immediately.
 - c. At **Special Offer End Date**, navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.

Featured:

Special Offer Pricing

Special offer unit price:

Special offer start date:

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Special offer end date:

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

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

*Tip: To clear a start or end date, click either the **Clear Start Date** or **Clear End Date** buttons respectively.*

Reviews

Filtering Product Reviews

How to filter product reviews that have been submitted to the Store using the Store Admin module.

1. On the Store Admin module, click the [Reviews](#) link.
2. At **Status**, select from these options:
 - **--- ALL ---**: Select to view both approved and unapproved reviews.
 - **Not Approved**: Select to only view unapproved reviews. These reviews are not visible to customers.
 - **Approved Only**: Select to view only reviews that are approved. These reviews are visible to customers.

3. At **Category**, select --- **ALL** --- to view reviews for products in all categories - OR - Select a category to only view reviews for products within that category.
4. At **Product**, select --- **ALL** --- to view reviews for all products - OR - Select a product to only view reviews for that product.

▼ **Store Admin**

Reviews Store Info | Orders | Categories | Products | **Reviews**

Status: Not Approved

Category: --- All ---

Product: --- All ---

Submitter	Product	Rating	Comments	
Annabella	Train Engine	★★★★★	My daughter has tested the durability of this toy in all sorts of ways and it is still in one piece. A beautifully crafted classic.	Edit
Annabella	Abbey	★★★★★		Edit

Filtering Product Reviews

Approving Product Reviews

How to approve one or more product reviews on the Store using the Store Admin module. Reviews can be submitted to the Store by all users; however they do not appear until they are authorized.

1. Click the Reviews link.
2. At **Status**, select **Not Approved**.
3. **Optional.** Filter reviews by Category and/or Product fields. See "Filtering Product Reviews"
4. Click the Edit link beside the required review.

▼ Store Admin

Reviews Store Info | Orders | Categories | Products | **Reviews**

Status: **Not Approved** ▼

Category: --- All --- ▼

Product: --- All --- ▼

Submitter	Product	Rating	Comments	
Annabella	Train Engine	☆☆☆☆☆	My daughter has tested the durability of this toy in all sorts of ways and it is still in one piece. A beautifully crafted classic.	Edit
Annabella	Abbey	☆☆☆☆☆		Edit

5. **Optional.** In the **Comments** text box, edit the comments if required.
6. At **Approved**, check the check box.
7. Click the Update link.

▼ Store Admin

Reviews Store Info | Orders | Categories | Products | Reviews

Your name:

Rating: ☆☆☆☆☆

Comments:

Approved:

Update Cancel Delete

8. Repeat Steps 2-7 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. 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.

The screenshot shows the 'Store Admin' interface with a 'Reviews' section. The form contains the following elements:

- Your name:** A text input field containing 'Annabella'.
- Rating:** A dropdown menu set to '5' and five green star icons.
- Comments:** A text area containing the text: 'My daughter has tested the durability of this toy in all sorts of ways and it is still in ones piece. A beautifully crafted classic.' This area is highlighted with a red border.
- Approved:** A checked checkbox.
- Buttons:** Three buttons labeled 'Update', 'Cancel', and 'Delete'. The 'Update' button is circled in red.

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.

Store Admin Store Info | Orders | Categories | Products | Reviews

Reviews

Your name:

Rating: ★★★★★

Comments:

Approved:

Update **Cancel** **Delete**

7. Repeat Steps 2-6 to set additional reviews as unapproved.

Deleting Product Reviews

How to permanently delete product reviews from the store using the Store Admin module.

1. 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.

Store Admin Store Info | Orders | Categories | Products | Reviews

Reviews

Your name:

Rating: ★

Comments:

Approved:

Update **Cancel** **Delete**

Message from webpage

Are You Sure You Wish To Delete This Item?

OK **Cancel**

6. Repeat Steps 2-5 to delete additional reviews.

Category Managers

Adding a Product Category

How to add a category to the Store using the Store Menu module.

1. Click the  [Add New Category](#) link - OR - Select  **Add New Category** from the Store Menu module menu.
2. In the **Name** text box, enter a name for the category.
3. **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.
4. **Optional.** In the **Description** text box, enter a description of the category.
5. 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.
6. At **Parent**, leave this field set to **None** to create a parent category - OR - Select the name of parent category from the drop-down list.
7. **Optional.** In the **Message** Editor, enter a message to be displayed in the Store Catalog module when this category is selected. The message displays above the products within the category.

Name:

SEO Keywords:

Description:

Display Order:

Parent:

Archived:

Message:

Editor: Basic Text Box Rich Text Editor

Rich Text Editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, link, unlink, list, and other formatting options.

Paragraph St... Font Name Real...

B *I* U abc

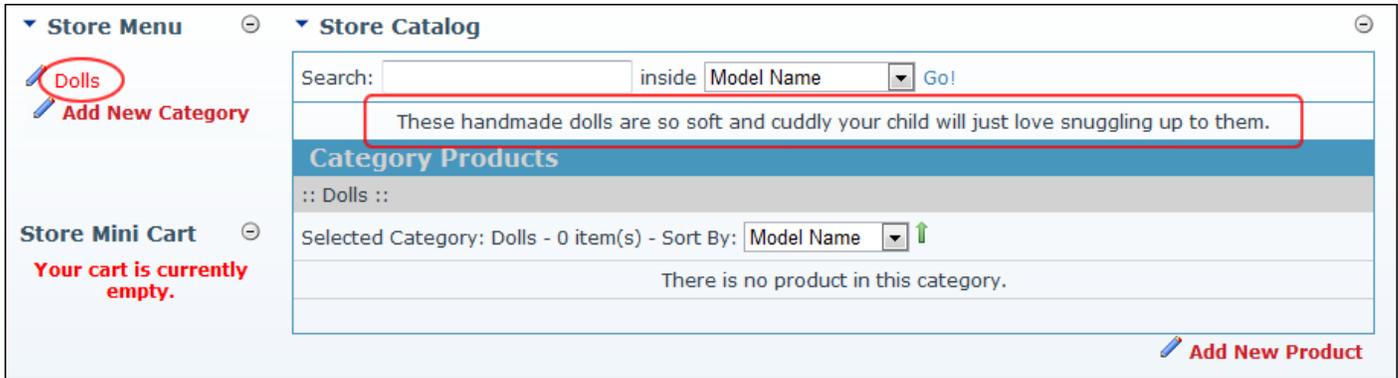
Apply CSS Cl...

These handmade dolls are so soft and cuddly your child will just love snuggling up to them.

Design HTML Words: 17 Characters: 90

[Update](#) [Cancel](#)

8. Click the Update link.

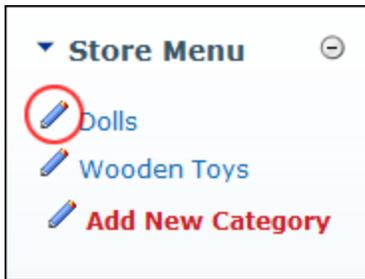


The New Category with the Message Displayed

Editing a Parent Category

How to edit a parent category in the store using the Store Menu module. 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.



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

Deleting a Parent Category

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.

1. On the Store Menu module, click the **Edit**  button beside of the required parent category. This displays the Category Edit 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 Customer Orders

How to view details of orders placed by a customer in the Store using the Store Admin module.

1. On the Store Admin module, click the [Orders](#) link.
2. **Optional.** In the **Order Number** text box, enter the number of the order if known and then click the **Search** button. Skip to Step 6.
3. **Optional.** Select either of these filters:
 - At **Customers**, select the customer name.
 - At **Order Status**, select the status of the order from the available options.
4. Click the **Search** button.
5. Click the [Details](#) link beside the order to be modified.

▼ Store Admin ⊖

Order History Store Info **Orders** Categories | Products | Reviews

🔍 Order Number:

🔍 Customers:

🔍 Order Status:

Order Details

Order Number 1000	Order Date 06/15/2010 03:40	Order Status Awaiting Payment - 06/15/2010 03:40
Billing Address <i>Elizabeth Smith</i> 101 Blackburn Road Flat 2 New York New York 12345 01 2345 6789 annabella.chin@domain.com	Shipping Address <i>Annabella Chin</i> 100 Hope Ave Queens New York NY 11368 (212) 123-4567	

Product	Qty	Price	Subtotal
W001 - Train Engine	1	\$20.00	\$20.00
Total:		\$20.00	
Shipping & Handling:			\$5.00
Tax:			\$2.50
Total:			\$27.50

Order Status Management

Comment to the customer (optional):

Change Status: Confirm by email Save

Viewing Customer Orders

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. See "Viewing Customer Orders".
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**, check the check box to send email notification to the customer of this status change - OR - Uncheck the check box if you don't want to inform them by email.
4. Click the Save link. This updates the Status and Status Date fields.

▼ **Store Admin** ⊖

Order History Store Info | Orders | Categories | Products | Reviews

ⓘ **Order Number:**
 ⓘ **Customers:**
 ⓘ **Order Status:**

[Order Details](#)

Order Number 1000	Order Date 06/15/2010 03:40	Order Status Awaiting Payment - 06/15/2010 03:40
-----------------------------	---------------------------------------	--

Billing Address <i>Elizabeth Smith</i> 101 Blackburn Road Flat 2 New York New York 12345 01 2345 6789 annabella.chin@domain.com	Shipping Address <i>Annabella Chin</i> 100 Hope Ave Queens New York NY 11368 (212) 123-4567
--	--

Product	Qty	Price	Subtotal
W001 - Train Engine	1	\$20.00	\$20.00

Total:	\$20.00	
Shipping & Handling:		\$5.00
Tax:		\$2.50
Total:		\$27.50

Order Status Management

Comment to the customer (optional):

Change Status: Confirm by email

Modifying Customer Orders

Product Managers

Adding a Product

How to add a product to the store using the Store Catalog module.

Important. No fields are mandatory when adding a product. In this tutorial, recommended fields are marked with an asterisk (*) and strongly recommended fields are marked with two asterisks (**).

1. Go to the Store Catalog module.
2. Select  **Add New Product** from the module action menu or click  [Add New Product](#) link.
3. 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. WOO1
6. In the **Model Name**** text box, enter the product name. E.g. Train Engine
7. 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"
8. In the **Summary*** text box, enter a short description of the product.
9. In the **Unit Price*** text box, enter the price of this product.
10. In the **Shipping Weight*** text box, enter the weight of this product. This weight is used for shipping costs by weight range. See "Adding a Shipping Rate"
11. **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.
 - a. In the **Shipping Height** text box, enter the height of this product.
 - b. In the **Shipping Length** text box, enter the length of this product.
 - c. In the **Shipping Width** text box, enter the width of this product.

▼ Store Admin 🔍 ⌵

Products Store Info | Orders | Categories | Products | Reviews

🔍 **Category:**

🔍 **Manufacturer:**

🔍 **Model Number:**

🔍 **Model Name:**

🔍 **SEO Keywords:**

🔍 **Summary:**

🔍 **Unit Price:**

🔍 **Shipping Weight:**

🔍 **Shipping Height:**

🔍 **Shipping Length:**

🔍 **Shipping Width:**

12. In the Stock Management section, complete the following fields:

- a. In the **Quantity**** text box, enter the quantity of this product currently in stock. If this field is left blank, the product will not appear in the Catalog.
- 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 pay to purchase this product.

☐ **Stock Management**

🔍 **Quantity:**

🔍 **Low Threshold:**

🔍 **High Threshold:**

🔍 **Delivery Time:**

🔍 **Purchase Price:**

13. At **Apply Role**, select the role users are added to when they purchase this product.
14. At **Image***, select or upload an image for this product. See "Setting a File Link", "Uploading and Linking to the File", or "Setting a URL Link"
15. In the **Description*** text box, enter the full description of the product including any addition images, etc.

Archived:

Apply Role: Customers

Featured:

Special Offer Pricing

Image:

Link Type:

None

URL (A Link To An External Resource)

File (A File On Your Site)

File Location: StoreImages/

File Name: TrainEngineSmall.jpg

Upload New File

Description:

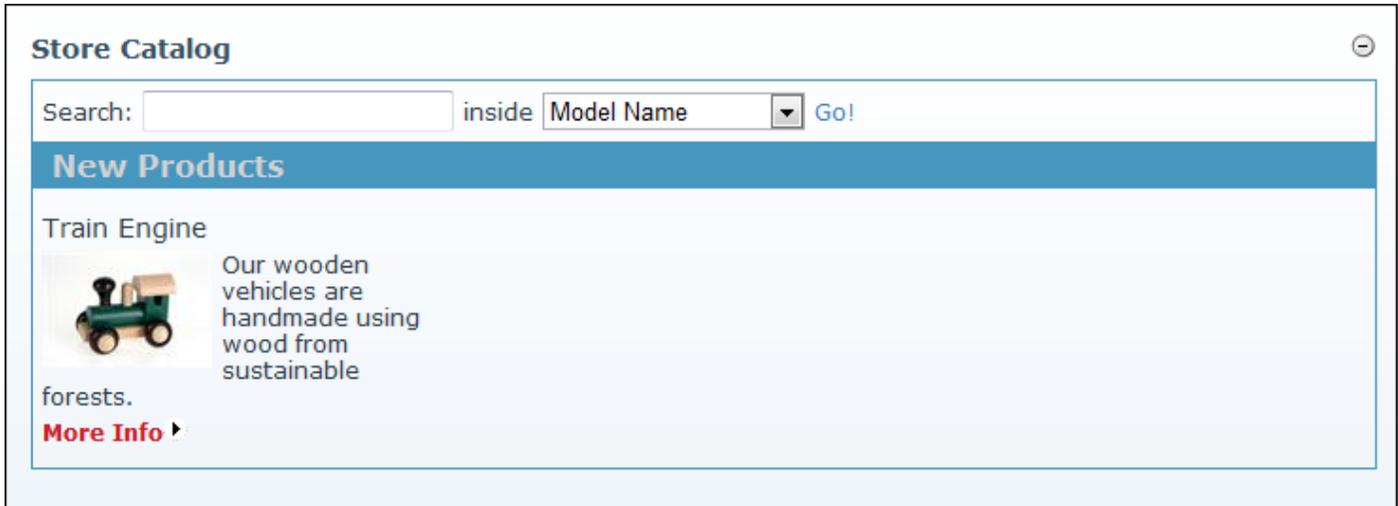
Editor: Basic Text Box Rich Text Editor

Our wooden vehicles are handmade using wood from sustainable forests.

Render Mode: Text Html Raw

Update **Cancel**

16. Click the Update link. The new product is now displayed in the Store Catalog module.



The Newly Added Product listed in the Store Catalog module

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.

Store Menu

- Dolls
- Wooden Toys**
- Blocks
- Vehicles
- Add New Category

Store Mini Cart

Your cart is currently empty.

Store Catalog

Search: inside **Model Name**

Our wooden toys are handmade using wood from sustainable forests.
.: Sub-categories: [Blocks](#) | [Vehicles](#) .:

Category Products

:: Wooden Toys ::

Selected Category: Wooden Toys - 2 item(s) - Sort By: **Model Name**

<p> Stacking House</p> <p> Our colorful wooden stacking house is handmade using wood from sustainable forests.</p> <p>\$15.00 - \$16.50 VAT Incl.</p> <p>More Info ▶</p> <p><input type="button" value="BUY NOW"/></p>	<p> Train Engine</p> <p> Our wooden vehicles are handmade using wood from sustainable forests.</p> <p>\$20.00 - \$22.00 VAT Incl.</p> <p>More Info ▶</p> <p><input type="button" value="BUY NOW"/></p>
--	--

Page 1 of 1

New Products

<p> Train Engine</p> <p> Our wooden vehicles are handmade using wood from sustainable forests.</p> <p>More Info ▶</p>	<p> Stacking House</p> <p> Our colorful wooden stacking house is handmade using wood from sustainable forests.</p> <p>More Info ▶</p>
---	---

Add New Product

5. Edit one or more product details. See "Adding a Product" for details of available fields.

6. Click the Update link.

Deleting a Product

How to permanently delete a product from the store via the main store interface. If you would like to have the opportunity to restore the product in the future you should archive the product rather than delete it. See "Archiving a Product"

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. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button.

Archiving a Product

How to archive a product as a Catalog Manager using the Store module. Archived products are not displayed in the Store Catalog module and can only be restored by a Store Administrator using the Store Admin 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. At **Archived**, select from these options
 - Check the check box to archive the product. This removes the product from the store.
 - Uncheck the check box to remove archiving. This displays the product in the Store Catalog module.

Store Admin -

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category:

Manufacturer:

Model Number:

Model Name:

SEO Keywords:

Summary:

Unit Price:

Shipping Weight:

Shipping Height:

Shipping Length:

Shipping Width:

Stock Management

Quantity:

Low Threshold:

High Threshold:

Delivery Time:

Purchase Price:

Archived:

Apply Role:

6. Click the Update link.

Managing Featured Products

How to enable or disable the Featured Product setting as a Catalog Manager using the Store module. Featured products are typically displayed at the top of the Store Catalog 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. At **Featured**, select from these option:
 - Check the check box to set the product as featured. This will display it with other featured products on the Store Catalog module.
 - Uncheck the check box to remove the product from the featured list.

Store Admin -

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category:

Manufacturer:

Model Number:

Model Name:

SEO Keywords:

Summary:

Unit Price:

Shipping Weight:

Shipping Height:

Shipping Length:

Shipping Width:

Stock Management

Archived:

Apply Role:

Featured:

Special Offer Pricing

6. Click the Update link.

Store Catalog

Search: inside

Featured Products

Train Engine
\$20.00 **Buy Now!**



Our wooden vehicles are handmade using wood from sustainable forests.
More Info ▶

New Products

<p>Abbey</p>  <p>More Info ▶</p>	<p>Train Engine</p>  <p>More Info ▶</p>
--	---

Featured Products Enabled

Setting Special Offer Pricing on Products

How to set a special offer price for products in the Store using the Store Menu module. The special price is controlled by date range and can be set to occur either from a start date until an end date; from a start date with no end date; or with no start date but with an end date.

1. Go to the Store page.
2. Using the Store Menu module, navigate to and select the category where the product is located.
3. In the Store Catalog module, locate the required product.
4. Click the **Edit**  button beside the title of the required product.
5. **Maximize**  the **Special Offer Pricing** section and complete the following:
 - a. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.

- b. At **Special Offer Start Date**, navigate to and select the first date for this offer price. If no start date is selected the offer will commence immediately.
- c. At **Special Offer End Date**, navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.

6. Click the Update link.

Tip: To clear a start or an end date click the Clear Start Date or Clear End Date buttons.

Featured:

Special Offer Pricing

Special offer unit price:

Special offer start date:

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Special offer end date:

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Special offer pricing set from 1 September 2010 - 30 September 2010

Settings

Catalog Settings

Managing Store Catalog General Setting

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 menu - OR - Click the **Settings**  button.

3. Go to the **Catalog Settings** section.
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. See "Templating and Design Guide"
 - b. At **Use Default Category**, select from these options:
 - Check the check box to display the default category on the default catalog page.
 - i. At **Default Category**, select the default category.
 - 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.
 - Uncheck the check box to hide the message.
 - d. At **Show New Products**, select from these options:
 - Check the check box to display a list of newly added products on the default catalog page.
 - Uncheck the check box to hide new products.
 - e. At **Show Featured Products**, select from these options:
 - Check the check box to display a list of featured products on the default catalog page.
 - Uncheck the check box to hide featured products.
 - f. At **Show Popular Products**, select from these options:
 - Check the check box to display a list of popular products on the default catalog page. Popular products are those which have been purchased most frequently.
 - Uncheck the check box to hide popular products.
 - g. At **Show Category Products**, select from these options:
 - Check the check box to display a list of category products on the default catalog page. E.g. If a default category is selected then products in this category will be displayed on the default Catalog page.
 - Uncheck the check box to hide category products.

h. At **Show Product Details**, select from these options:

- Check the check box to display full product details on the More Info page.
- Uncheck the check box to hide product details. 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.

i. At **Allow Print?**, select from these options:

- Check the check box to disable the default print module setting. You have to add the StorePrint.Action button to your container skin to be able to use this feature. See "Templating and Design Guide".
- Uncheck the check box to use default print option.

j. At **Enable Content Indexing**, select from these options:

- Check the check box to enable content indexing by the DNN search engine. If you use several Store Catalog modules, you should check this setting on ONLY one Store Catalog module instance. Otherwise, your products will be indexed twice (or more) by the search engine.
- Uncheck the check box to disable DNN Search.

k. At **Enable Image Caching**, select from these options:

- Check the check box to enable image caching. Note: This option should be unchecked while designing the Store or you will have to wait for the cache duration to see your image changes (impacted settings are size and background color for GIF images).
- Uncheck the check box to disable image caching.

l. In the **Cache Duration** text box, enter the cache duration (in minutes) for images. The default setting is 2.

5. Click the  Update link.

General Settings

Catalog Template:

Use Default Category:

Default Category:

Show Category Message:

Show New Products:

Show Featured Products:

Show Popular Products:

Show Category Products:

Show Product Detail:

Allow Print?:

Enable Content Indexing:

Enable Image Caching:

Cache Duration:

Managing the General Settings for the Store Catalog module

Managing New Product Settings

How to set the layout of new product listings in the Store Catalog module.

*Tip: **Show New Products** must be checked in the General Settings section for new product details to be displayed.*

1. Go to the Store Catalog module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
3. Go to the **Catalog Settings** section.
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.
 - 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. 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.
 - 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.
- i. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. Valid values: #FFFFFF, #foo, FF0000, FO9, 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.

New Product Settings

Container Template: ListContainer.htm

List Template: NewProduct.htm

Rows: 10

Columns: 2

Column Width: 200

Repeat Direction: Horizontal

Show Thumbnail:

Thumbnail Width: 90

GIF Background: FFF

Detail Page: Same Page

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

Managing Featured Product Settings

How to set the layout of featured product in the Store Catalog module. Note: Show Featured Products must be checked in the General Settings section for featured products to be displayed.

1. Go to the Store Catalog module.
2. Select  **Settings** from the  module 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.
 - 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.
 - i. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. Valid values: #FFFFFF, #foo, 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.
4. Click the  Update link.

☐ **Featured Product Settings**

🔗 **Container Template:**

🔗 **List Template:**

🔗 **Rows:**

🔗 **Columns:**

🔗 **Column Width:**

🔗 **Repeat Direction:**

🔗 **Show Thumbnail:**

🔗 **Thumbnail Width:**

🔗 **GIF Background:**

🔗 **Detail Page:**

Featured Product Settings

Managing Popular Product Settings

How to manage the layout of popular product listings in the Store Catalog module.

Tip: Show Popular Products must be checked in the General Settings section to enable popular products.

1. Go to the Store Catalog module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
3. Go to the **Catalog Settings** section.
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 ListContainer.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.
 - 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.
- i. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. Valid values: #FFFFFF, #foo, FF0000, FO9, 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.

5. Click the  Update link.

Popular Product Settings

Container Template:

List Template:

Rows:

Columns:

Column Width:

Repeat Direction:

Show Thumbnail:

Thumbnail Width:

GIF Background:

Detail Page:

Popular Product Settings

Managing Category Product Settings

How to manage the layout of category product listings in the Store Catalog module.

Tip: Show Category Products must be checked in the General Settings section to display category product details.

1. Go to the Store Catalog module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
3. Go to the **Catalog Settings** section.
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. Default template is CategoryContainer.htm.
 - b. At **List Template** select the template to be applied to the default Catalog page. Templates provided are ProductList.htm and ProductListFullInfo.htm.
 - 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. 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.
 - 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.
 - i. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. Valid values: #FFFFFF, #foo, 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.
5. Click the  Update link.

Category Product Settings	
Container Template:	CategoryContainer.htm
List Template:	ProductList.htm
Rows:	10
Columns:	2
Column Width:	200
Repeat Direction:	Horizontal
Show Thumbnail:	<input checked="" type="checkbox"/>
Thumbnail Width:	90
GIF Background:	FFF
Detail Page:	Same Page
Sub-Categories:	<input checked="" type="checkbox"/>

Category Product Settings

Managing Sort Settings

How to manage the way product sorting is managed in the Store Catalog module.

1. Go to the Store Catalog module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
3. Go to the **Catalog Settings** section.
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.

Sort Settings

Sort Columns:

- Manufacturer
- Model Number
- Model Name
- Unit Price
- Created Date

Sort By: Model Name ▾

Direction : Ascending ▾

Managing Sort Settings

Managing Search Settings

How to manage search setting for the Store Catalog module.

1. Go to the Store Catalog module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
3. Go to the **Catalog Settings** section.
4. **Maximize**  the **Sort Setting** section and modify any of the following settings:
 - a. At **Search Results Template**, select the template to be used for search results. Default template is SearchResultsList.htm.
 - b. 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.
 - c. At **Search By**, select the default search column.
5. Click the  Update link.

Search Settings

Search Results Template: SearchResultsList.htm ▾

Search Columns:

- Manufacturer
- Model Number
- Model Name
- Product Summary
- Product Description

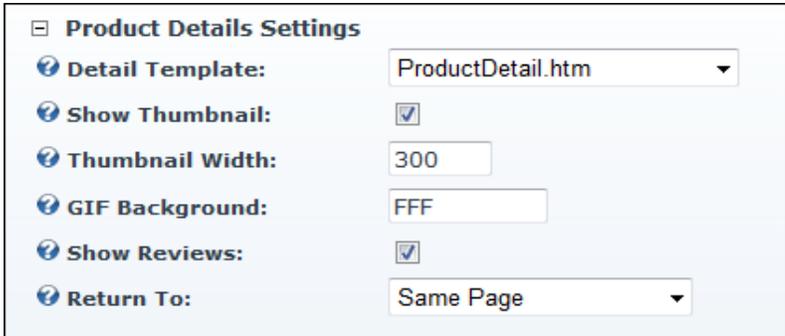
Search By: Model Name ▾

Managing Search Settings

Managing Product Details Settings

How to manage the layout of product details in the Store Catalog module. Note: Product Details Settings must be checked in the General Settings section for product details to be displayed.

1. Select **Settings** from the Store Catalog module menu.
2. Go to the **Catalog Settings** section.
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.
 - b. At **Show Thumbnail**, select from these options:
 - Check the check box to display a thumbnail image.
 - Uncheck the check box to hide the thumbnail image. If this option is selected, skip the next step.
 - c. In the **Thumbnail Width** text box, enter the pixel width of each 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.



 Product Details Settings	
 Detail Template:	ProductDetail.htm
 Show Thumbnail:	<input checked="" type="checkbox"/>
 Thumbnail Width:	300
 GIF Background:	FFF
 Show Reviews:	<input checked="" type="checkbox"/>
 Return To:	Same Page

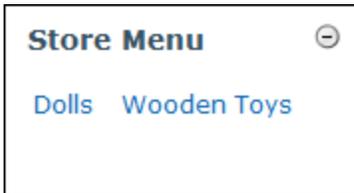
Managing Product Details Settings

Menu Settings

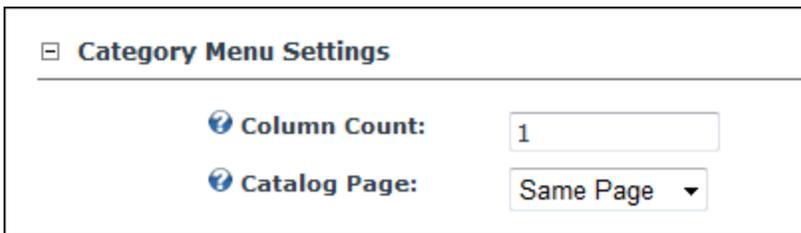
Managing Category Menu Settings

How to manage the category menu settings of the Store module.

1. Go to the **Store Menu** module.
2. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
3. Go to the **Category Menu Settings** section.
4. 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.



5. 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.
6. Click the  Update link.



Category Menu Settings

Store Administrators

Shipping Administration

Adding a Shipping Rate

How to add one or more shipping rates based on weight range to 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 Administration** 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 Administration				
Description	Min. Weight	Max. Weight	Cost	Delete
Light	0.01	5	5	Add
Update Shipping Rates				

9. Repeat Steps 4-8 to add additional rates.

Editing a Shipping Rate

How to edit one or more shipping rates on the Store module.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. **Maximize** the **Shipping Administration** section.
4. Edit one or more field as required.
5. Click the Update Shipping Rates link.

Shipping Administration				
Description	Min. Weight	Max. Weight	Cost	Delete
Light	0.01	5.00	5.00	<input type="checkbox"/>
Medium	5.01	10.00	10.00	<input type="checkbox"/>
Heavy	10.01	25.00	15.00	<input type="checkbox"/>
				Add
Update Shipping Rates				

Editing Shipping Rates

Deleting a Shipping Rate

How to permanently delete one or more shipping rates from the Store module.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the [Store Info](#) link.
3. **Maximize**  the **Shipping Administration** section.
4. In the **Delete** column, check the check box beside each shipping rate to be deleted.
5. Click the [Update Shipping Rates](#) link.

Shipping Administration				
Description	Min. Weight	Max. Weight	Cost	Delete
Light	0.01	5.00	5.00	<input type="checkbox"/>
Medium	5.01	10.00	10.00	<input checked="" type="checkbox"/>
Heavy	10.01	25.00	15.00	<input type="checkbox"/>
				Add

[Update Shipping Rates](#)

Deleting a Shipping Fee

Tax Administration

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.

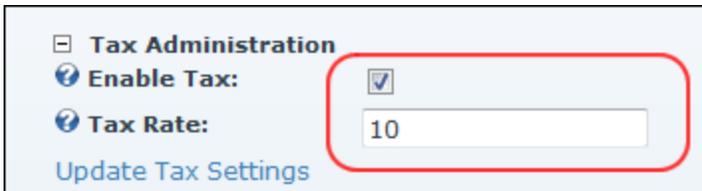
Tax Administration	
Enable Tax:	<input type="checkbox"/>
Tax Rate:	10
Update Tax Settings	

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

Enabling Taxation on Orders

How to enable and set taxation for orders created using the Store module. 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 Administration** section.
4. At **Enable Tax**, check the check box.
5. In the **Tax Rate** text box, enter the taxation rate as a percentage. E.g. 10



Tax Administration
 Enable Tax:
 Tax Rate: 10
[Update Tax Settings](#)

6. 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. In the **Description** text box, enter a description of your store.
5. In the **Keywords** text box, enter one or more key words or phrases separated by a comma.
6. **Recommended.** At **SEO Feature**, 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.
7. In the **Store Email** text box, enter the email address which will be used in emails sent by the store and where order details will be sent to.
8. In the **Currency Symbol** text box, enter the symbol to be displayed for product prices. E.g. \$
9. **Optional.** At **Portal Templates**, check the check box to enable portal templates on your store.

10. At **Store Page**, select the page name where the Store Catalog and Store Menu modules are located.
11. At **Shopping Cart Page**, select the page name where the Store Account module is located.
12. **Optional.** At **Authorize Cancel**, check the check box to enable customers to cancel their orders.
13. At **On Out of Stock**, select the message to display when a product is out of stock. This feature only works when the [STOCKQUANTITY] token is used in templates.
14. At **Product Behavior**, select how the store will behave when a product is out of stock from these options:
 - a. **Accept order if a product is out of stock**
 - b. **Hide quantity, links and buttons.** This hides the field quantity, links/buttons "Add to Cart" and "Buy now!"
 - c. **Hide the product.**
15. At **Manage Orders**, select the role which is allowed to manage orders. By default, Administrators and SuperUsers are allowed to manage orders.
16. 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.
17. **Optional.** At **Secure Cookies**, check the check box to encrypt cookie values.
18. Click the Update link.

Note: Setting the Gateway is covered in separate topics: See "Configuring Authorize.Net as the Payment Gateway", "Setting the Store Gateway as Email Only", and "Configuring PayPal as the Payment Gateway Provider"

▼ Store Admin
🔍 ⌵

Visible By Administrators Only

Store Info
Store Info | Orders | Categories | Products | Reviews

🔍 Store Name:

🔍 Description:

🔍 Keywords:

🔍 SEO Feature:

🔍 Store Email:

🔍 Currency Symbol:

🔍 Portal Templates:

🔍 Store Page:

🔍 Store Account Page:

🔍 Authorize Cancel:

🔍 On Out of Stock:

🔍 Product's Behavior:

🔍 Manage Orders:

🔍 Manage Catalog:

🔍 Secure Cookie:

🔍 Gateway:

Update

+ Tax Administration

+ Shipping Administration

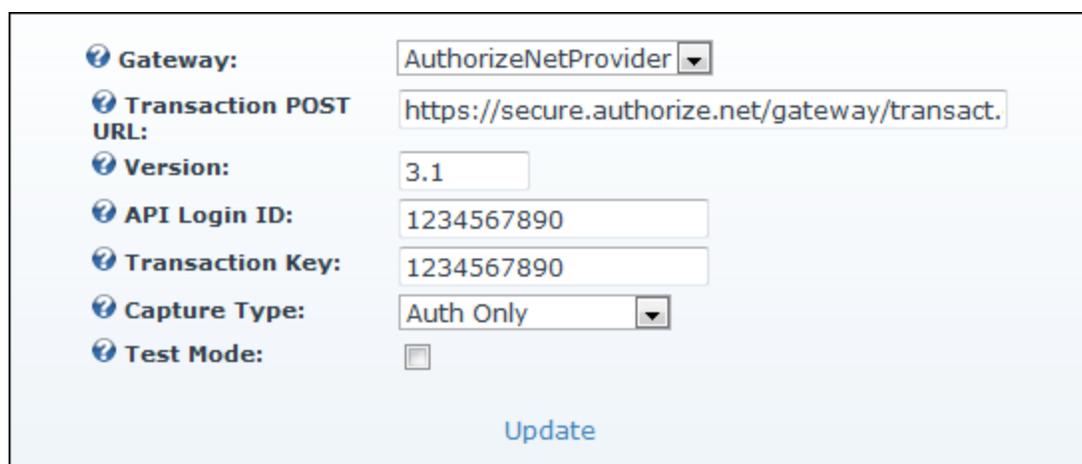
Setting Store Info

Configuring Authorize.Net as the Payment Gateway

How to set 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 **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. In the **Version** text box, enter version number of the AIM gateway you are posting to. This will be "3.1" 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.



The screenshot shows a configuration form for the Gateway Provider. It includes the following fields and values:

Gateway:	AuthorizeNetProvider
Transaction POST URL:	https://secure.authorize.net/gateway/transact.
Version:	3.1
API Login ID:	1234567890
Transaction Key:	1234567890
Capture Type:	Auth Only
Test Mode:	<input type="checkbox"/>

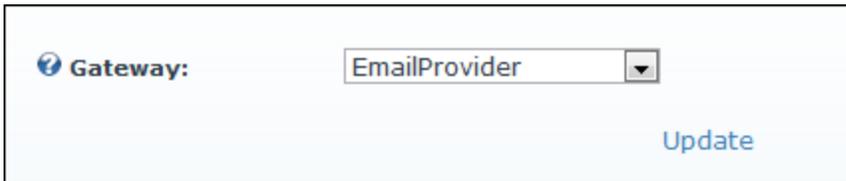
At the bottom of the form is an **Update** button.

Configuring Authorize.Net as the Gateway Provider

Setting the Store Gateway as Email Only

How to use the manual system of email notifications to processing orders placed using 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. At **Gateway**, select **EmailProvider**.
4. Click the [Update](#) link.



The screenshot shows a configuration interface for the Gateway. On the left, there is a blue circular icon with a white 'G' and the text 'Gateway:'. To the right of this is a dropdown menu with 'EmailProvider' selected. Further to the right is a blue 'Update' button.

Configuring the Store to use Email Provider

Configuring PayPal as the Payment Gateway Provider

How to configure the Store to accept payment using PayPal as the payment gateway using the Store 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 PayPal ID used by your business. This is typically your email address.
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. In the **PayPal Verification URL** text box, the URL used for verifying payment on PayPal is displayed. This default value should not require editing.
8. In the **PayPal Payment URL** text box, the PayPal URL is displayed. 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
9. In the **Charset** text box, enter the character set to be used for the data. A default value of UTF-8 is provided.
 10. In the **PayPal Button URL** text box, the URL of the default PayPal button will be displayed. If you want to use your own button you must upload it to your Web site and then enter the URL here. Note: The button must be located on a secure page.
 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 fixed 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.

Gateway:	PayPalProvider
Use PayPal Sandbox:	<input type="checkbox"/>
PayPal ID:	<input type="text"/>
Secure ID:	<input type="text"/>
PayPal Verification URL:	https://www.paypal.com/cgi-bin/webscr/
PayPal Payment URL:	https://www.paypal.com/cgi-bin/webscr/
PayPal Language:	US
Charset:	UTF-8
PayPal button URL:	https://www.paypal.com/en_US/i/bnr/horizonta
Currency:	USD
Surcharge (Percent):	0.00
Surcharge (Fixed):	0.00

[Update](#)

Configuring PayPal as the Provider

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.

Gateway:	AuthorizeNetProvider
Transaction POST URL:	https://secure.authorize.net/gateway/transact.
Version:	3.1
API Login ID:	1234567890
Transaction Key:	1234567890
Capture Type:	Auth Only
Test Mode:	<input type="checkbox"/>

[Update](#)

Test Mode disabled on Authorize.Net

Tip: When you are ready to begin taking live transactions, you should uncheck the Test Mode 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.

Gateway:	PayPalProvider
Use PayPal Sandbox:	<input type="checkbox"/>
PayPal ID:	<input type="text"/>
Secure ID:	<input type="text"/>
PayPal Verification URL:	https://www.paypal.com/cgi-bin/webscr/
PayPal Payment URL:	https://www.paypal.com/cgi-bin/webscr/
PayPal Language:	US
Charset:	UTF-8
PayPal button URL:	https://www.paypal.com/en_US/i/bnr/horizonta
Currency:	USD
Surcharge (Percent):	0.00
Surcharge (Fixed):	0.00

[Update](#)

Test Mode (Sandbox) disabled for PayPal

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: 04.60.00

Minimum DNN Version: 4.05.02

Survey

Which of these songs were featured in the musical Grease

Hopelessly Devoted to You

Hopelessly Devoted to Grease

Hound Dog

Danny

Sandy

Freddy, My Love

Sandy, My Love

Who was the lead female actor in My Fair Lady?

Julie Andrews

Sophia Loren

Audrey Hepburn

Katherine Hepburn

[Submit Survey](#) [View Results](#)

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>

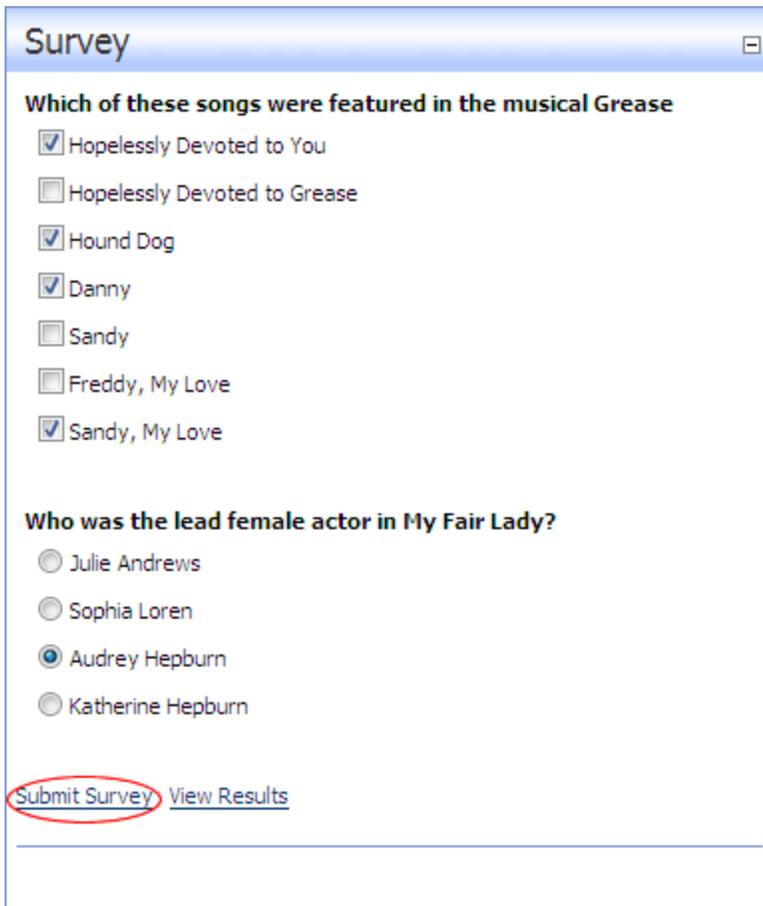
All Users

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. 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.



The screenshot shows a web browser window titled "Survey". The first question is "Which of these songs were featured in the musical Grease" with seven checkboxes. The second question is "Who was the lead female actor in My Fair Lady?" with four radio buttons. At the bottom, there are two buttons: "Submit Survey" (circled in red) and "View Results".

Survey

Which of these songs were featured in the musical Grease

- Hopelessly Devoted to You
- Hopelessly Devoted to Grease
- Hound Dog
- Danny
- Sandy
- Freddy, My Love
- Sandy, My Love

Who was the lead female actor in My Fair Lady?

- Julie Andrews
- Sophia Loren
- Audrey Hepburn
- Katherine Hepburn

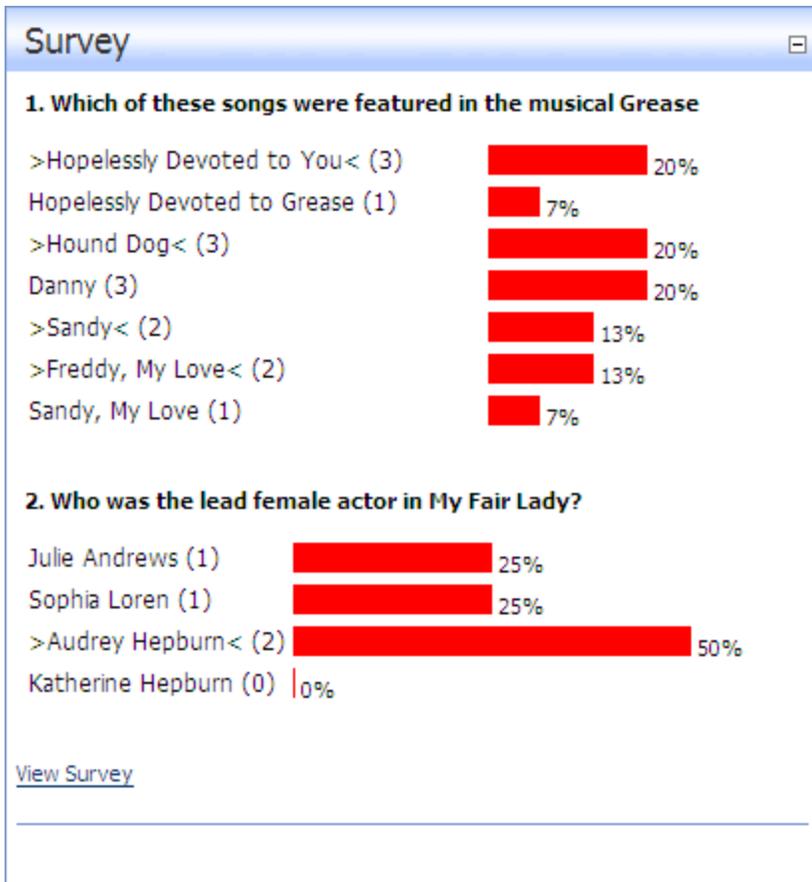
[Submit Survey](#) [View Results](#)

Submitting a Survey Response

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 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.

The screenshot shows a 'Create Survey' window with the following fields and options:

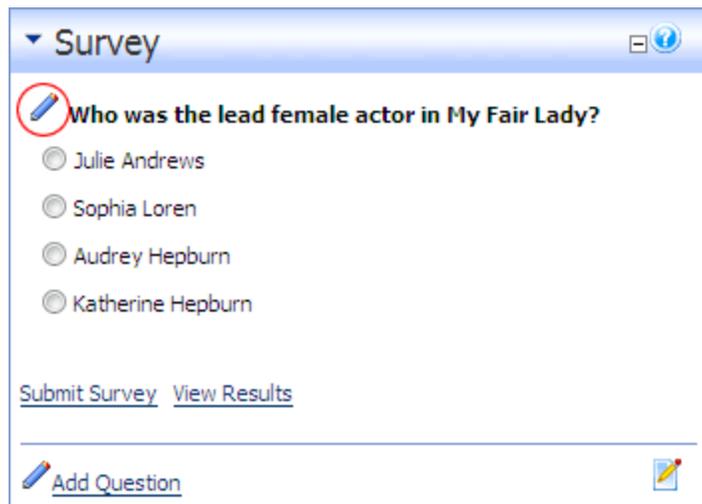
- Question:** A text box containing 'Who was the lead female actor in My Fair Lady?'.
- Type:** A dropdown menu set to 'Single Selection'.
- View Order:** A text box containing the number '4'.
- New Option:** A text box containing 'Katherine Hepburn'.
- Option Is Correct Answer?:** An unchecked checkbox.
- Add Option:** A blue link.
- Options:** A list box containing 'Julie Andrews', 'Sophia Loren', and '>Audrey Hepburn<'. To the right of the list are green up and down arrow icons, and a red 'X' icon.
- Update Cancel Delete:** Three blue links at the bottom of the window.

Adding a Question

Editing a Survey Question

How to edit a question in the Survey module. Existing options cannot be edited, therefore you must delete and/or add options to change the available options.

1. Click on the **Edit**  button beside the question.



Survey

 **Who was the lead female actor in My Fair Lady?**

Julie Andrews

Sophia Loren

Audrey Hepburn

Katherine Hepburn

[Submit Survey](#) [View Results](#)

 [Add Question](#) 

2. Edit any of the following question properties:

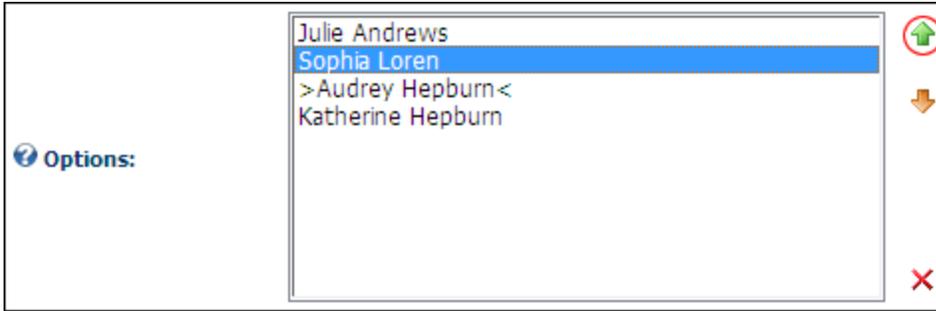
- a. In the **Question** text box, edit the question.
- b. At **Type**, change the selection type if required.
- c. In the **View Order** text box, modify the view order of the question.
- d. To manage question options, perform any of the following:
 - To add an option: enter the option name in the New 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 it and click either the **Up**  or **Down**  button.

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

Reordering the Answers

How to change the order of answer options for a question in the Survey module.

1. Click on the **Edit**  button beside the question.
2. In the **Options** window, click on the option to be moved.
3. Click the **Up**  or **Down**  button to move it.



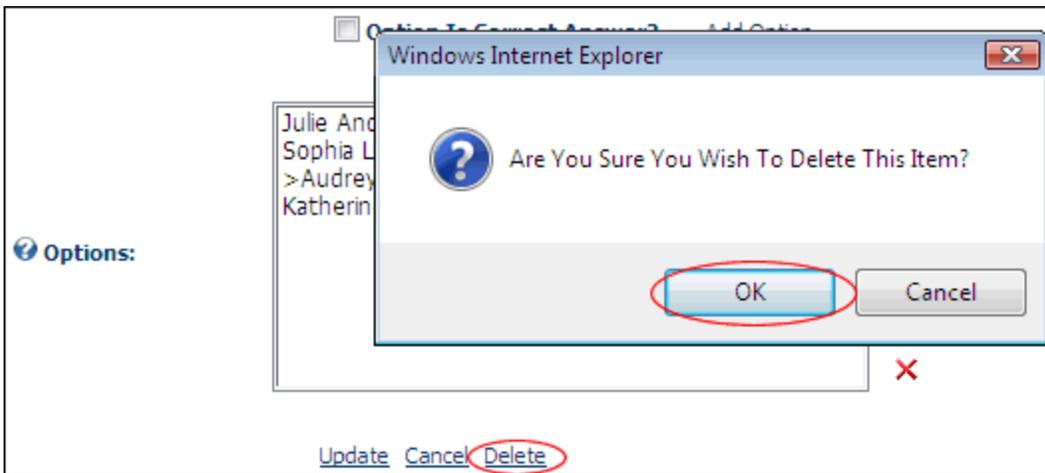
4. Repeat Steps 2-3 to move additional options.
5. Click the Update link.

Tip: If question options do not re-order correctly, update the question and then return to editing it.

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.



Deleting a Question

Settings

Setting Survey Closing Date

How to set the closing date for survey responses.

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

3. At **Survey Closing Date** click the Calendar link and select the last date users can submit a response.

Survey Settings

Help : In this section, you can set up settings that are specific for this module.

Survey Closing Date: [Calendar](#)

4. Click the  Update link.

Setting the Maximum Graph Width

How to set the maximum bar graph width to change the appearance of the survey results. The default width of the survey bar graph is 100% of the module width.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the Survey Settings section.
3. In the **Maximum Bar Graph Width** text box, enter the maximum pixel width for the bar graph.
4. Click the  Update link.

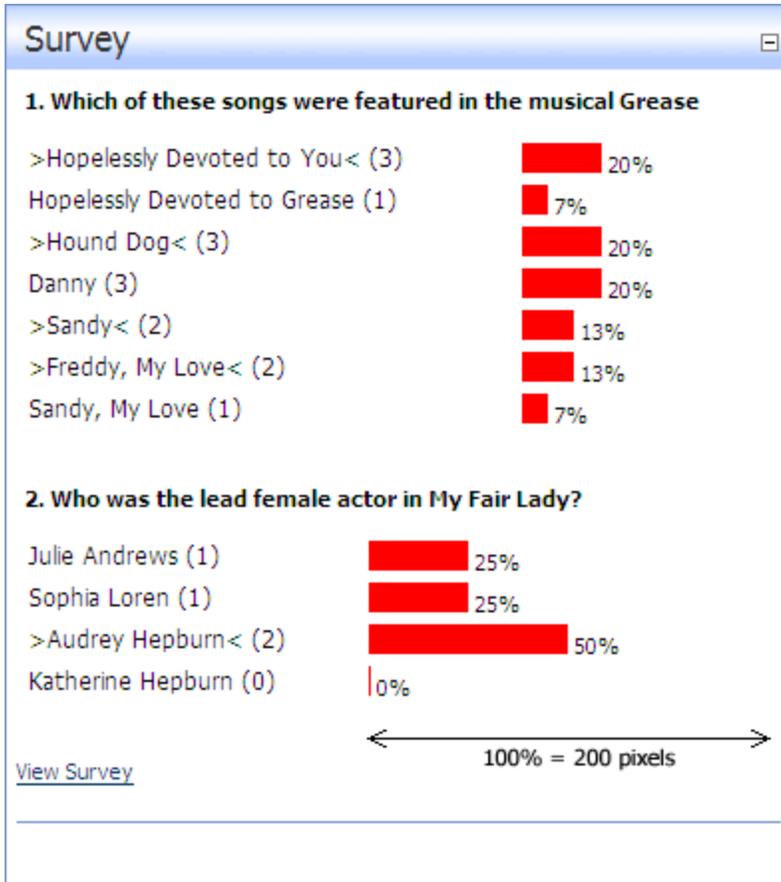
Survey Settings

Help : In this section, you can set up settings that are specific for this module.

Survey Closing Date: [Calendar](#)

Maximum Bar Graph Width:

Set Maximum Bar Graph Width



Maximum Bar Graph Width set to 200 pixels

Setting Vote Tracking

How to set the type of tracking used to track the responses to a survey.

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

Vote Tracking:

Vote tracking via cookie

1 Vote/Registered User

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

Setting Survey Results as Public or Private

How to set the survey results as public to all users authorized to view the module or private for Administrators only.

1. Select  **Settings** from the  module menu - OR - Click the **Settings**  button.
2. Go to the Survey Settings section.
3. At **Survey Results**, select **Public** or **Private** as required.

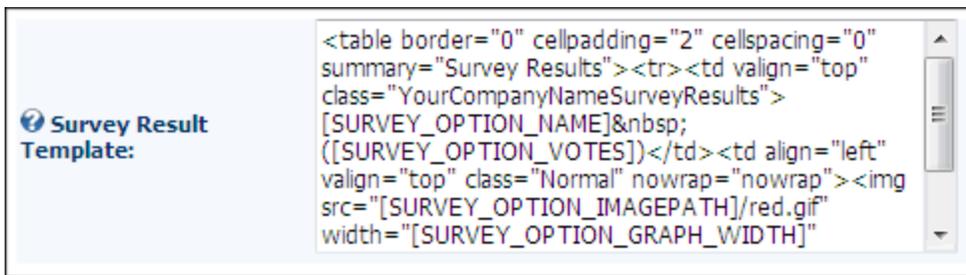


4. Click the  [Update](#) link.

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 menu - OR - Click the **Settings**  button.
2. Go to the **Survey Settings** section.
3. In the **Survey Results Template** text box, edit the HTML as desired.



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

List of the Survey Template Tokens

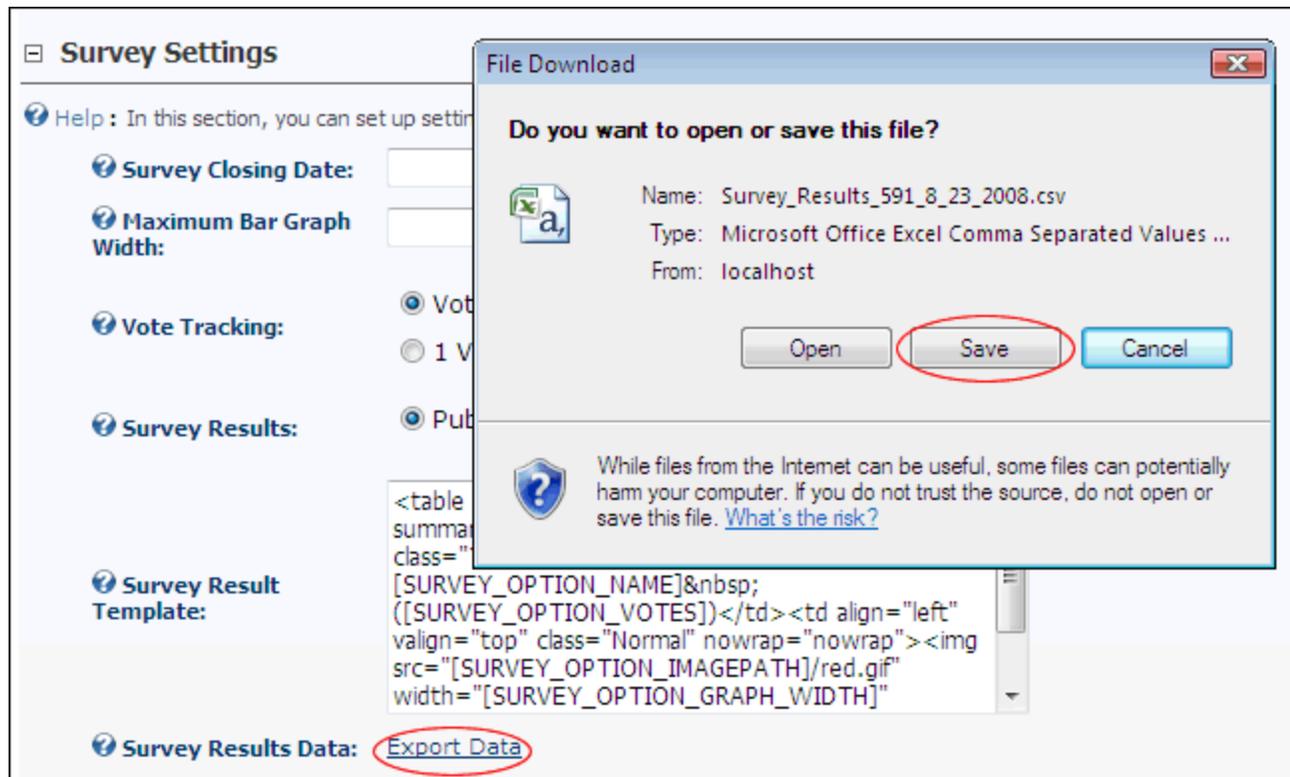
The list of the replacement tokens for the survey results template of the Survey module.

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 menu - OR - Click the **Settings**  button.
2. Go to the **Survey Settings** section.
3. At **Survey Results Data**, click the Export Data link. This displays the File Download dialog box, enabling you to save the file to your computer.



Exporting Survey Results Data

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 menu - OR - Click the **Settings**  button.
2. Go to the **Survey Settings** section.
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.

Survey Settings

Help : In this section, you can set up settings that are specific for this module.

Survey Closing Date: [Calendar](#)

Maximum Bar Graph Width:

Vote Tracking: Vote tracking via cookie
 1 Vote/Registered User

Survey Results: Public Private

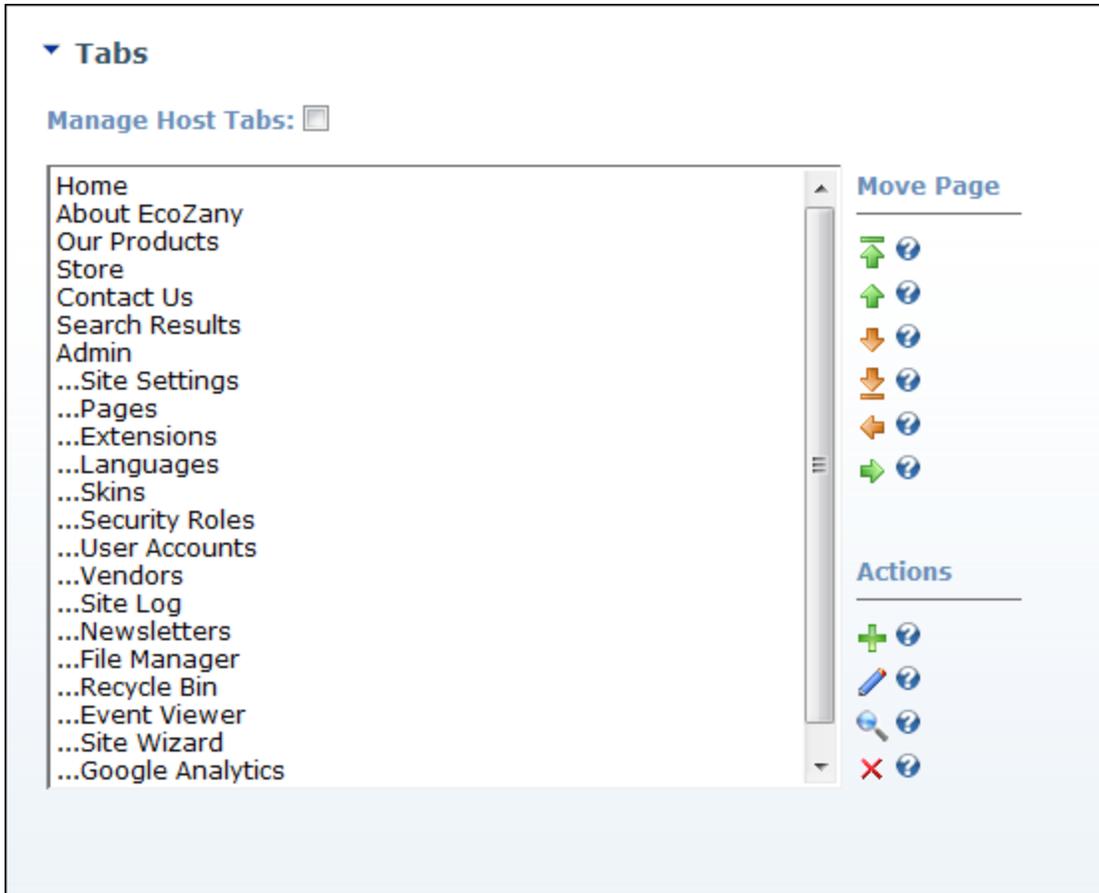
Survey Template: Result

```
<table border="0" cellpadding="2" cellspacing="0"
summary="Survey Results"><tr><td valign="top"
class="YourCompanyNameSurveyResults">
[SURVEY_OPTION_NAME]&nbsp;
([SURVEY_OPTION_VOTES])</td><td align="left"
valign="top" class="Normal" nowrap="nowrap"> Pages page (however the module is titled Pages). It can also be added to any portal page.

**Important.** User must be granted Add Content permissions (Edit Content in DNN Community Edition) to the page where the Tabs module is located to access and use the Tabs module.

**Warning.** The tabs module provides authorized users the ability to delete and modify site pages therefore grant permission to users carefully.

SuperUsers can also manage Host Tabs.



The Tabs Module

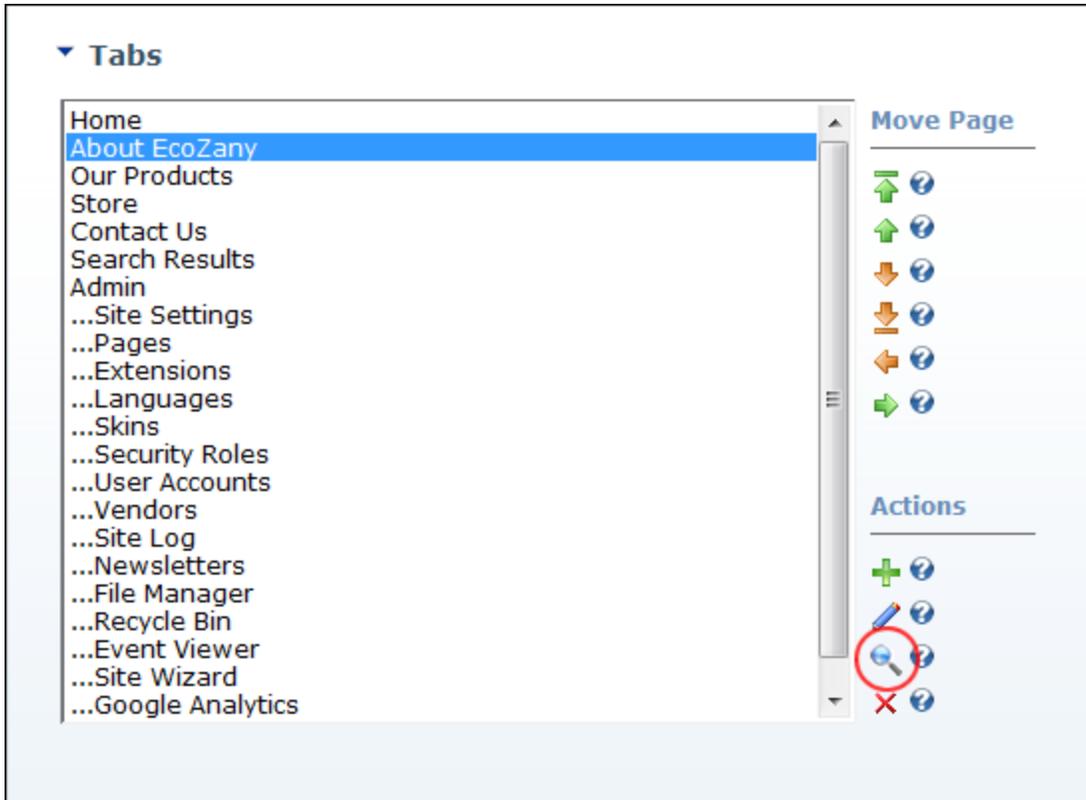
## Module Editors

### *Viewing any Page (Tabs Module)*

How to view any page including those not included in the menu using the Tabs module.

**Important.** User must be granted Add Content permissions to the page where the Tabs module is located to access the Tabs module. (Edit Content permission is required in DNN Community Edition)

1. Click on the name of the required page.
2. Click the **View Selected Page**  button. This displays the selected page.



---

*Tip: You can only view the pages that you have View Pages permissions granted.*

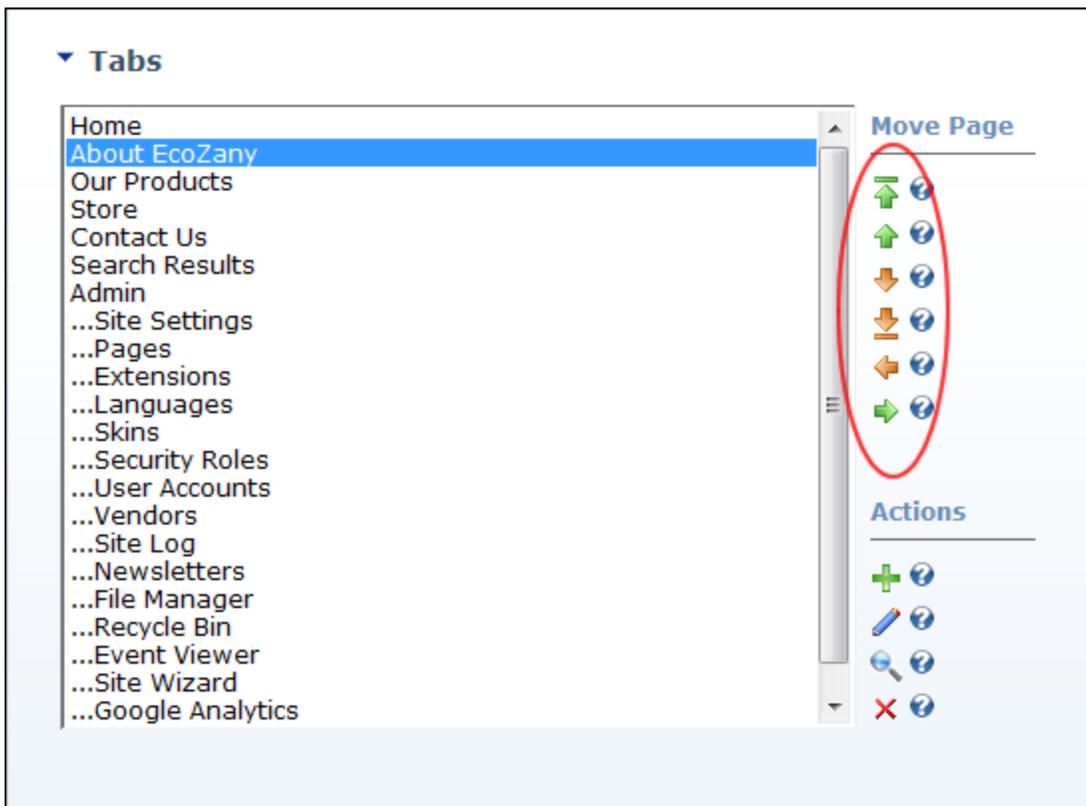
---

### **Moving Page Position in Menu**

How to move a page to a new position in the site menu using the Tabs module. **Important.** User must be granted Add Content permissions to the page where the Tabs module is located to access the Tabs module and move pages. (Edit Content permission is required in DNN Community Edition)

1. Click on the name of the page to be moved.
2. Use the arrow buttons to move the page to the desired location. The following options are available:
  - Click the **Move Selected Page to the Top of Current Level**  button to move the page to the top of the current level .
  - Click the **Move Selected Page Up In Current Level**  button to move the page one position up in the current list of Child pages. When this action is performed on a Parent page, all Child pages will be moved with the Parent page to the new menu location.
  - Click the **Move Selected Page Down In Current Level**  button to move the page one position down in the current list of Child pages. When this action is performed on a Parent page, all Child pages will be moved with the Parent page to the new menu location.

- Click the **Move Selected Page to the Bottom of Current Level**  button to move the page to the bottom of the current level.
- Click the **Move Selected Page Up One Hierarchical Level**  button to move the page up one level to become available in the same sub menu as its previous Parent. When this action is performed on a Parent page, all Child pages will be moved with the page to the new menu location.
- Click the **Move Selected Page Down One Hierarchical Level**  button to move the page down one level to become available in the sub menu as the Parent previously before. When this action is performed on a Parent page, all Child pages will be moved with the page to the new menu location.



Moving Page Position in Menu

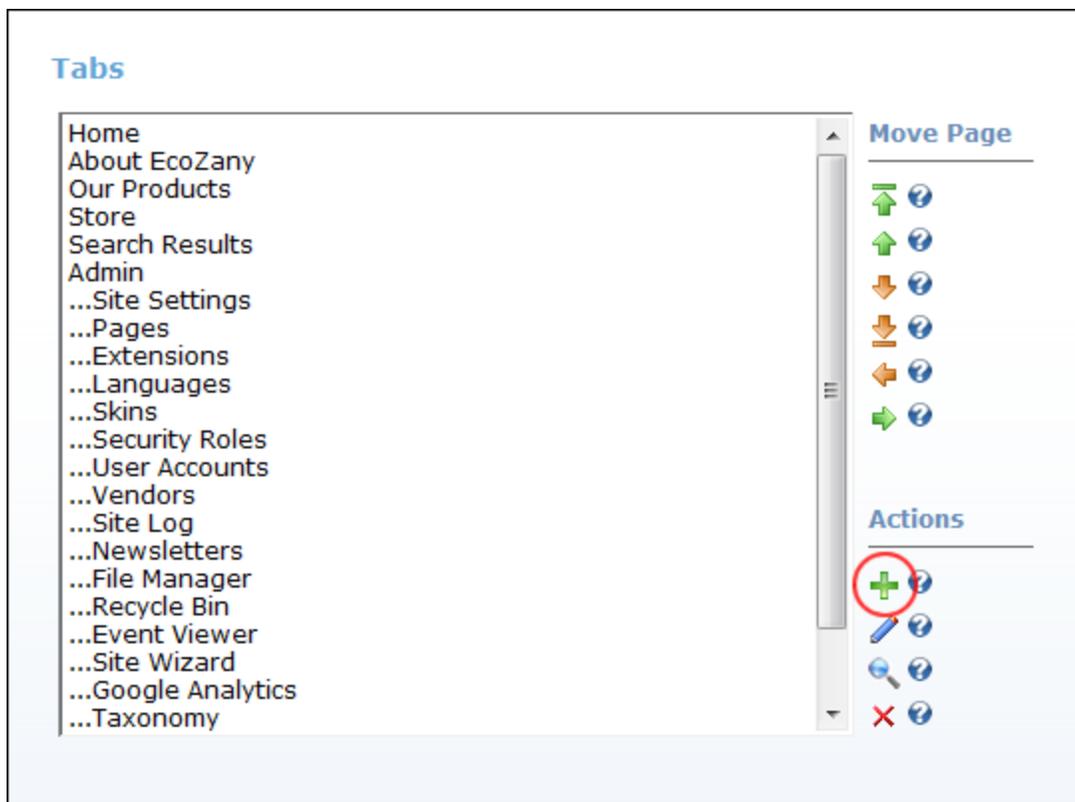
### Adding a Page

How to add a new page to a site using the Tabs module. Note: Page Name is the only mandatory field.

**Important.** User must be granted Add Content permissions to the page where the Tabs module is located to access the Tabs module. They must also be granted either Add or Full Control permissions. (Edit Content permission is required in DNN Community Edition)

**Bug.** Users who are granted any permission (e.g. Add, Copy, Delete, Export, etc), in addition to Add Content permissions, are able to add pages.

1. **Optional.** Select a page which you are authorized to add new pages below. This step is not required for Administrators.
2. In the Actions section, click the **Add New Page**  button. This opens the Page Settings page.



3. Go to the **Basic Settings - Page Details** section.
4. In the **Page Name** text box, enter a name for the page. If this page is included in the menu, this will be the name displayed in the menu.
5. Complete the basic settings for this page. See "Basic Settings for New Pages".
6. **Optional.** Complete advanced page settings as required. See "Advanced Settings for New Pages".
7. Click the Update link.

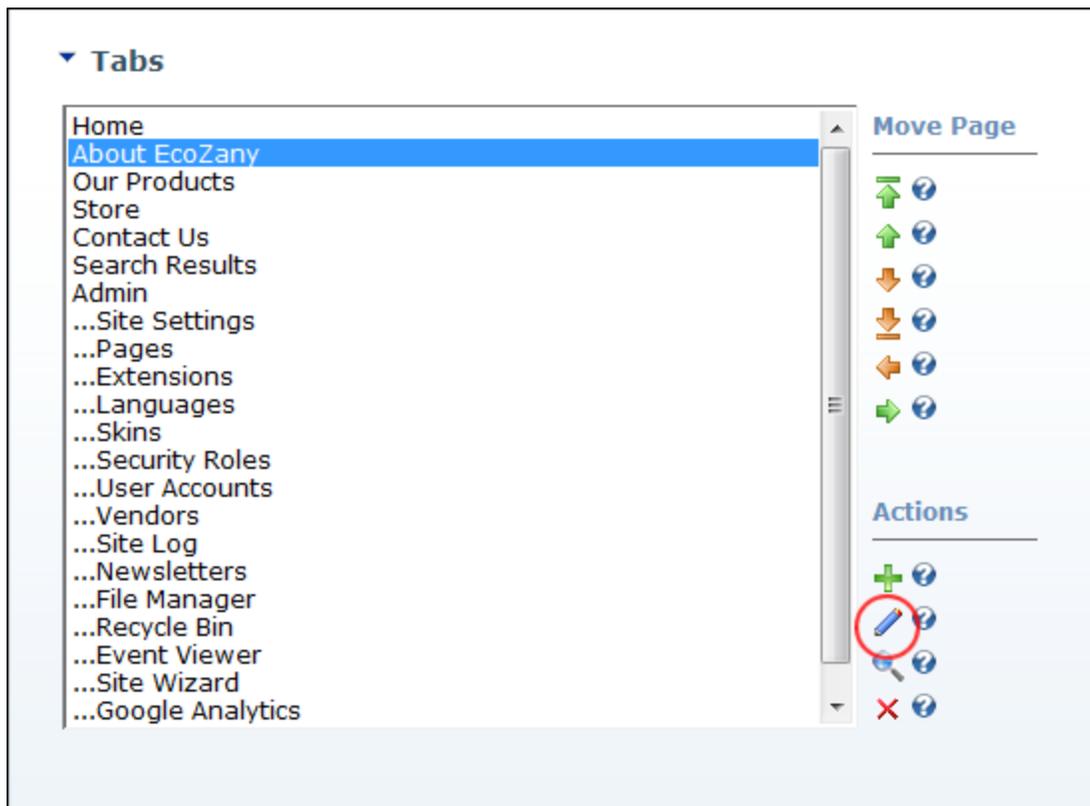
### **Editing Page Settings**

How to edit the settings of any page including pages that are not included in the site menu using the Tabs module.

**Important.** User must be granted Add Content permissions to the page where the Tabs module is located to access the Tabs module. They must also be granted either Manage Settings or Full Control permissions to edit page settings. (Edit Content permission is required in DNN Community Edition)

**Bug.** Users who are granted any permission (e.g. Add, Copy, Delete, Export, etc) in addition to Add Content permissions are able to edit page settings.

1. Click on the name of the page to be edited.
2. Click the **Edit Selected Page**  button.



3. Edit page settings as required. See "Basic Settings for Existing Pages", and "Advanced Settings for Existing Pages"
4. Click the Update link.

### **Deleting a Page**

How to delete a site page using the Tabs module. Deleted pages are stored in the Recycle Bin where they can be restored or permanently deleted. "About the Recycle Bin Module"

**Important.** User must be granted Add Content permissions to the page where the Tabs module is located to access the Tabs module and delete pages. (Edit Content permission is required in DNN Community Edition)

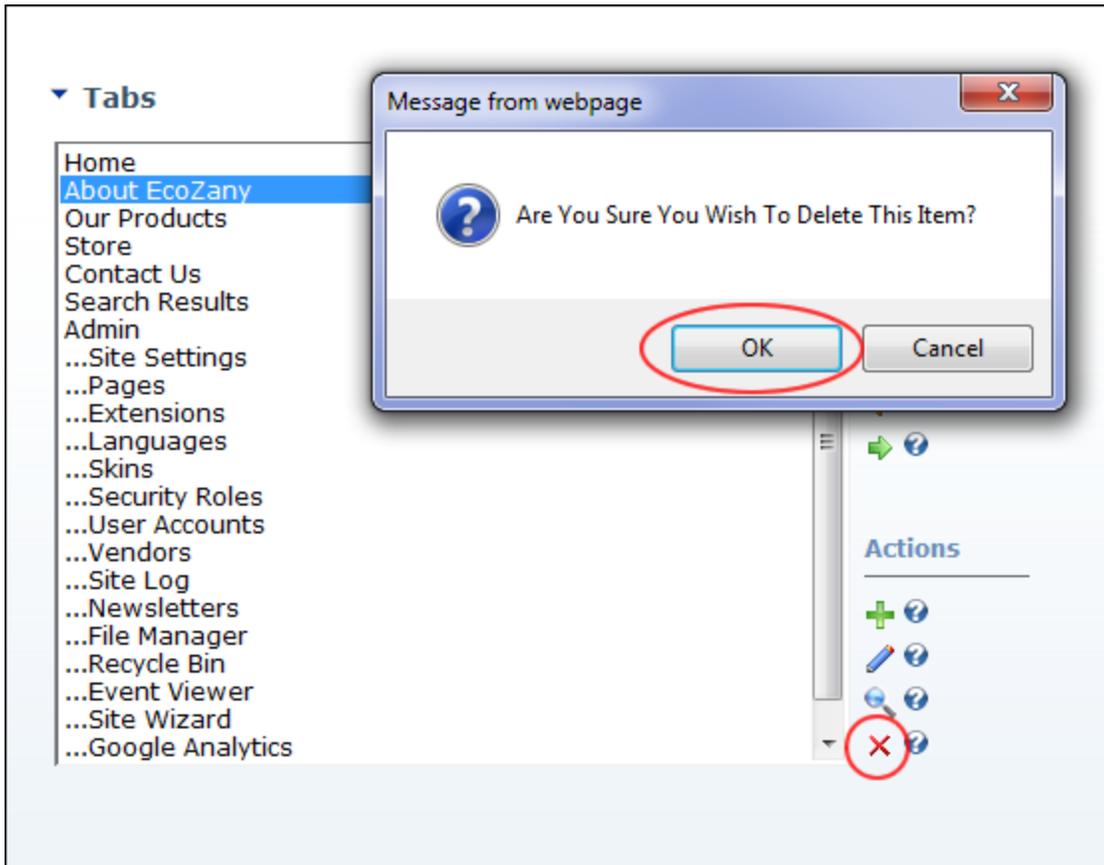
**Bug.** Users who are granted any permission (e.g. Add, Copy, Export, etc), in addition to Add Content permissions, are able to delete pages.

---

*Tip: A page defined as Home, Splash, Login, User Registration, Profile page, or the last visible Page in the portal cannot be deleted. The Admin and Host Page cannot be deleted.*

---

1. Click on the name of the page to be deleted.
2. In the Actions section, click the **Delete Selected Page**  button. This displays the message "Are You Sure You Wish To Delete This Item?"
3. Click the **OK** button.



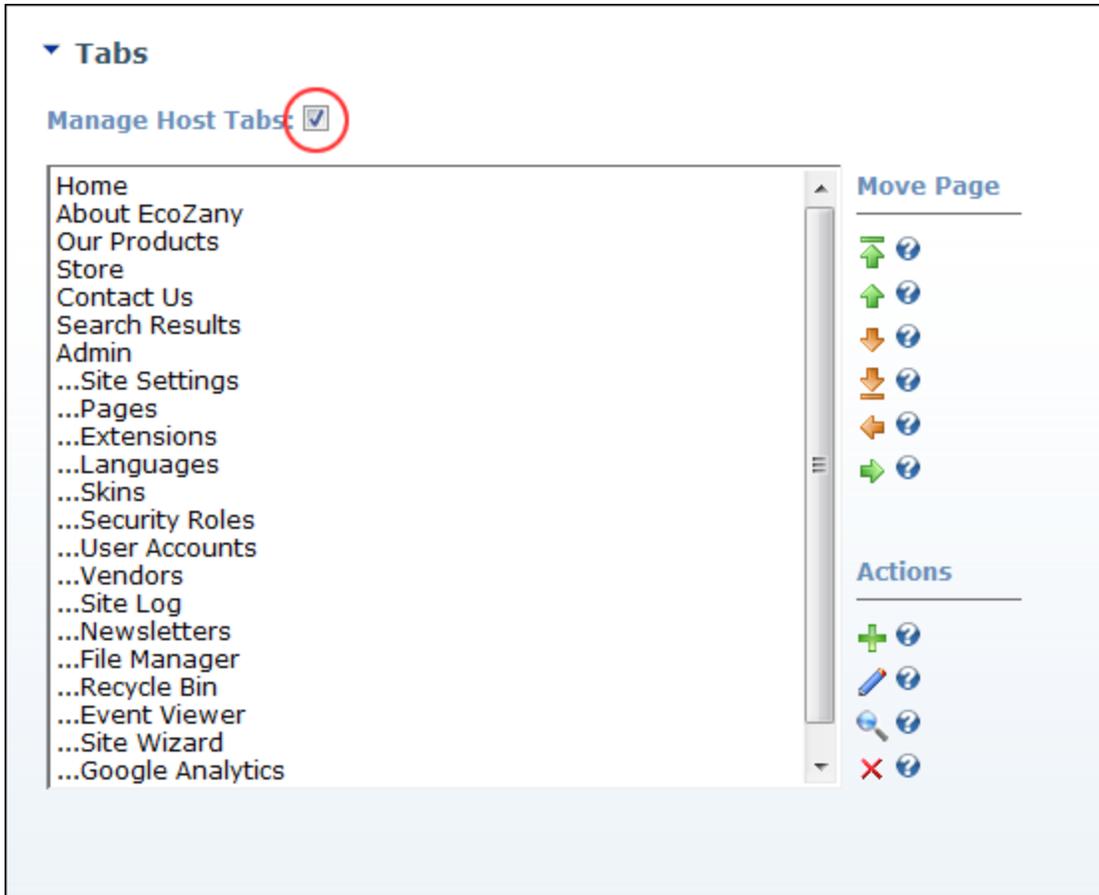
Deleting aPage

## SuperUsers

### *Managing Host Tabs*

How to manage the pages (tabs) located under the Host page in the main menu.

1. At **Manage Host Tabs**, check  the check box. This displays the Host pages.



2. Perform a page action (See "Adding a Page", See "Editing Page Settings", See "Viewing any Page (Tabs Module)" or See "Deleting a Page") or move page (See "Moving Page Position in Menu") as desired.

## Users Online

### About the Users Online Module

The Users Online module displays a range of information about your portal users.

**Module Version:** 04.09.04 / 05.01.00

**Minimum DNN Version:** 04.09.04 / 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://dnnuseronline.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 menu - OR - Click the **Settings**  button.
2. Go to the **Users Online Settings** section.
3. At **Show Membership**, check  the check box to display the Membership section- OR - Uncheck  the check box to hide it.
4. At **Show People Online**, check  the check box to display the People Online section- OR - Uncheck  the check box to hide it.
5. At **Show Users Online**, check  the check box to display the Online Now section- OR - Uncheck  the check box to hide it.

 **UsersOnline Settings**

---

 **Help :** In this section, you can set up settings that are specific for this module.

 **Show Membership:**

 **Show People Online:**

 **Show Users Online:**

6. Click the  Update link.

---

*Host Tip: If Overall Membership and Now Online details are not displaying in the Users Online Module. This occurs when the Users Online module has been disabled. See "Disabling/Enabling Users Online".*

---

## 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

Related Topics:

- See "Managing your User Profile"
- See "Subscribing to a Member Service"



The View Profile or My Profile module

## Whats New

### About the What's New Module

The What's New module displays a summary of the major features for each release including lists of the Major Highlights, Security Fixes, and Updated Modules/Providers.

**Module Version:** 03.03.00

▼  **What's New** 

Below is a summary of the major features for each release. For more information about a specific issue please refer to the [official change log](#).

**What's New in 05.06.00**

**Major Highlights**

- Added Configuration Manager to allow host user to modify application configuration files
- Added automatic portal alias creation for single portal installs
- Updated the file manager upload page to allow user to upload multiple files without returning to the file manager page.
- Updated Google Analytics script to support asynchronous mode
- Updated default indexes on multiple tables to improve application performance
- Fixed issue with Event Log Email Notifications.
- Fixed issue where Telerik HTML Editor was unable to upload files to secure or database folder.
- Fixed issue where registration page is not set correctly during an upgrade.
- Fixed issue where Sendmail stripped HTML and Links from emails.
- Fixed issue where Ribbon Bar CSS was included on the page even when Ribbon Bar was not visible.
- Fixed issue where "My Folder" was not available in the URL control and the Telerik HTML Editor
- Fixed issue where the language skinobject dropdown does not maintain state between postbacks
- Fixed issue where the UserProfile PhotoURL property not set properly
- Fixed issue where Data Caching code could result in race condition
- Fixed issue where a portalalias with a trailing "/" would cause a 404 error
- Fixed issue where reference copies of modules are not copied from the primary to secondary language pages.
- Fixed issue where a disabled language can result in orphaned pages which are not localized with Content Localization
- Fixed issue where content item wasn't being assigned to host tabs resulting in error when changing the host page title
- Fixed issue where localized grid header columns did not sort
- Fixed issue where the ribbonbar control panel was not properly moving pages when localization was enabled.

**Security Fixes**

- [Exception details may leak if logging provider unavailable](#)

**Updated Modules/Providers**

The following modules and providers have been updated in the 5.6.0 packages. Please see the specific project pages for notes on what bugs or enhancements were corrected with each release.

**Modules**

- Events Module 05.01.05
- Forums Module 05.00.00

**Providers**

- none

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.

**Module Version:** 04.02.00

**Minimum DNN Version:** 04.09.04



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>

## **All Users**

### ***Go to Wiki Home***

How to go to the Home page of a Wiki module.

1. Show the Wiki navigation. See "Navigating the Wiki"
2. Click the  Home link.



Go to Wiki Home Page

## ***Navigating the Wiki***

How to use the navigation tools of the Wiki module.

The Navigation Pane:

- Click the **Hide Navigation**  button to hide the Wiki navigation.
- Click the **Show Navigation**  button to display the Wiki navigation.



The Wiki Index of pages:

- Click the  Index (Show) link to display links to all Wiki pages. Click on a link to visit that page.
- Click the  Index (Hide) link to hide the index.

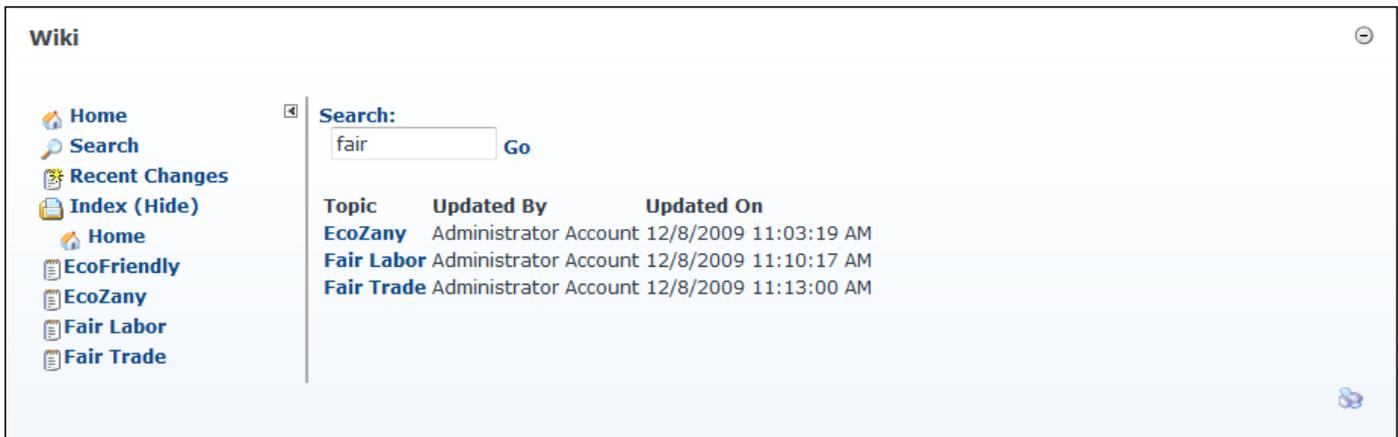


Navigating the Wiki Module

## Searching a Wiki

How to search the Wiki module. Searches return results for all or part of the search criteria.

1. Navigate to the required page. See "Navigating the Wiki"
2. Click the  [Search](#) link.
3. In the **Search** text box, enter your search criteria.
4. Click the [Go](#) link. This displays the search results.
5. To visit a page, click on the linked page name in the Topic column.



Searching a Wiki

## 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. Comments are displayed in the **Comments** section.



The screenshot shows a Wiki page for 'EcoZany'. On the left is a navigation menu with links: Home, Search, Recent Changes, Index (Hide), Home, EcoFriendly, EcoZany, Fair Labor, and Fair Trade. The main content area has a title 'EcoZany' with a progress bar. Below the title is a description: 'EcoZany is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.' There is a 'Rating' section with a 'Rate This Page' scale from 'Poor' to 'Great' and a 'Rate Content' link. To the right of the rating is a tally showing 'Average rating: 3' and 'Number of Ratings: 1'. Below the rating is a 'Comments' section with an 'Add Comment' link. A comment by 'Nita' is visible, stating 'Refer to the About Us page on our web site for full company overview.' and 'Posted At 08-12-2009 11:50:12'. At the bottom of the main content area is a 'View Topic History' link.

---

*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.
3. If required, **Maximize**  the **Rating** section.
4. The average rating tally is displayed in the top right corner of the module. E.g. 5 blue bars indicate an average rating of 5. Rating details are displayed in the Rating section.

**Wiki**

- Home
- Search
- Recent Changes
- Index (Hide)
- Home
- EcoFriendly
- EcoZany
- Fair Labor
- Fair Trade

**Fair Trade**

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

**Rating**  
Thank you for rating this Page!

Average rating: 3

1 2 3 4 5

Number of Ratings : 1

**Comments**  
[Add Comment](#)  
No Comments Yet

[View Topic History](#)

Viewing Page Content Rating

## Viewing Recent Changes

How to view recent changes to a Wiki module.

1. Click the [Recent Changes](#) link. This displays all recent changes.

**Wiki**

- Home
- Search
- Recent Changes**
- Index (Hide)
- Home
- EcoFriendly
- EcoZany
- Fair Labor
- Fair Trade

**Recent Changes**

| Topic              | Updated By            | Updated On            |
|--------------------|-----------------------|-----------------------|
| <b>Fair Trade</b>  | Administrator Account | 12/8/2009 11:13:00 AM |
| <b>Fair Labor</b>  | Administrator Account | 12/8/2009 11:10:17 AM |
| <b>EcoZany</b>     | Administrator Account | 12/8/2009 11:03:19 AM |
| <b>EcoFriendly</b> | Administrator Account | 12/8/2009 10:55:19 AM |
| <b>Home</b>        | Administrator Account | 12/8/2009 8:20:43 AM  |

[Last 24 Hours](#) | [Last 7 days](#) | [Last Month](#) |

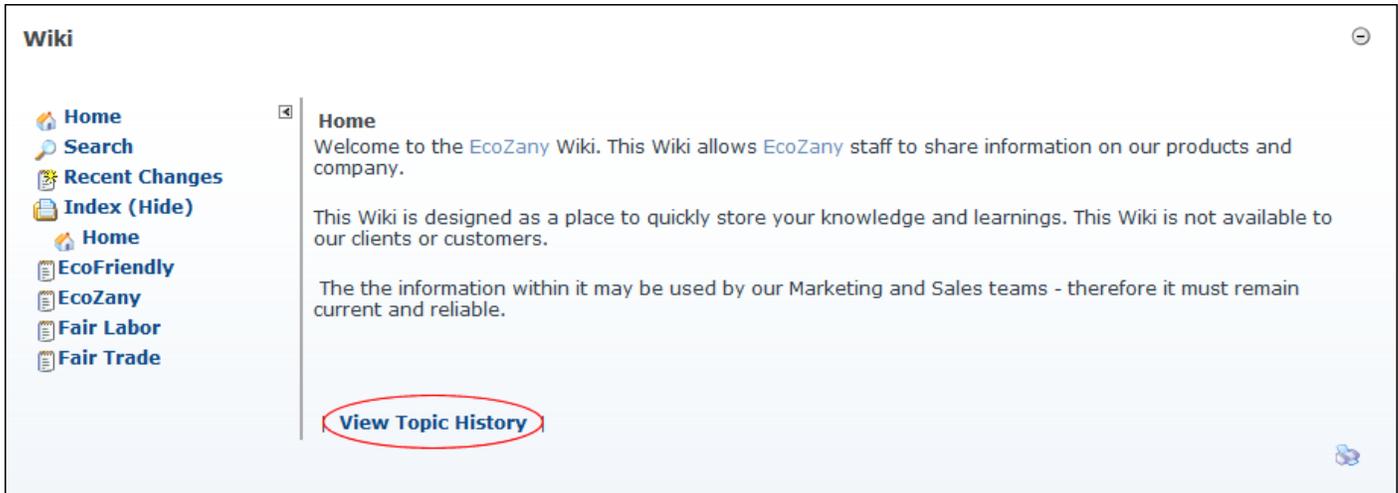
2. **Optional.** Click one of the following links to filter recent changes by that time period:

- [Last 24 Hours](#)
- [Last 7 Days](#)
- [Last Month](#)

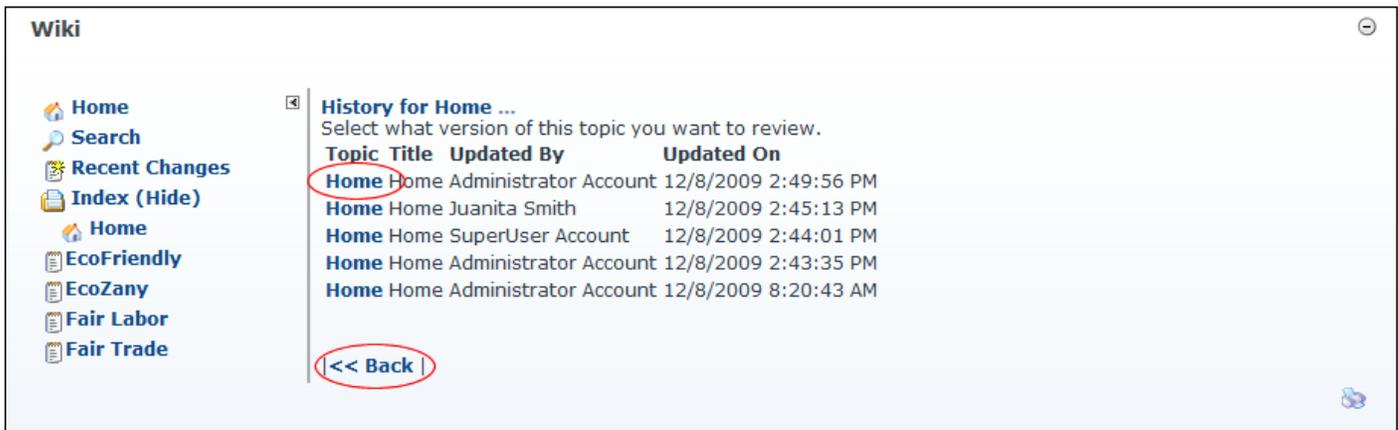
## Viewing Topic History

How to view the history of the changes made to a page in the Wiki module.

1. Navigate to the required page. See "Navigating the Wiki"
2. Click the [View Topic History](#) link. This displays the History for this page.



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.



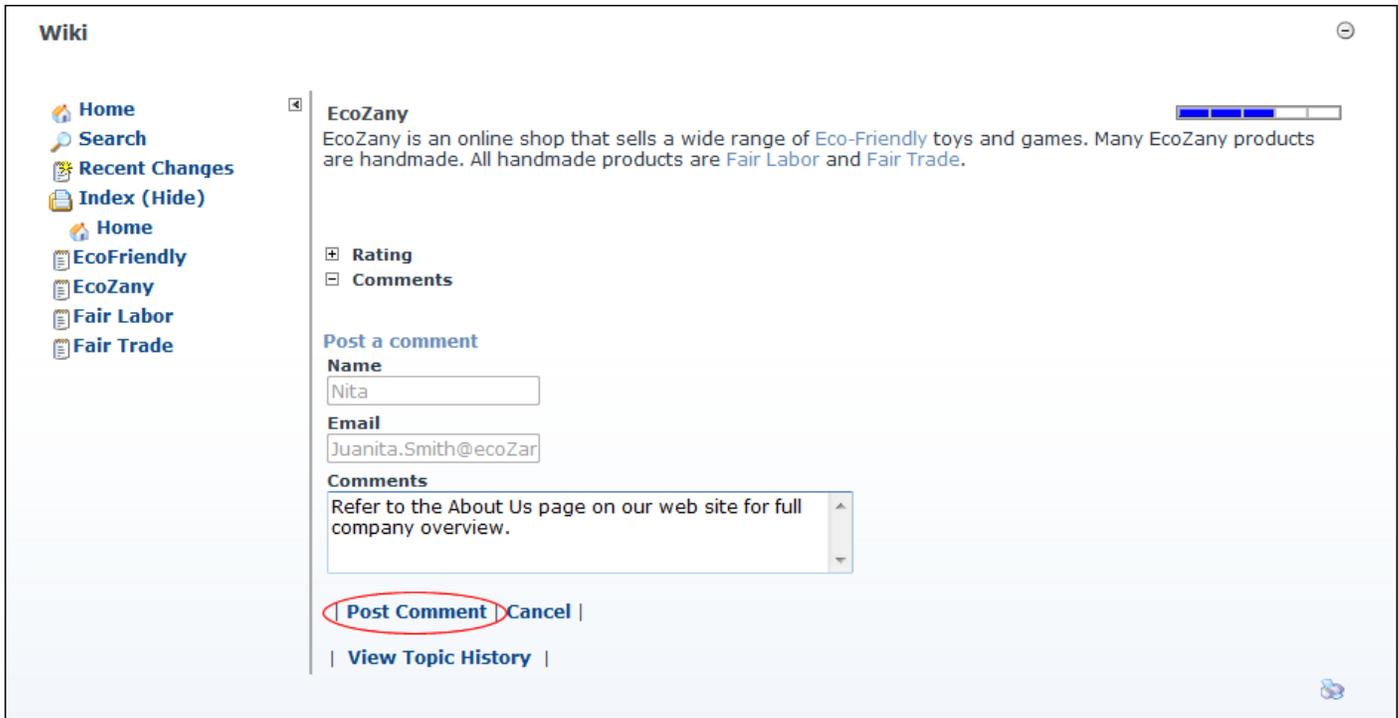
5. Repeat Steps 3-4 to view other versions.

### **Adding a Comment**

How to add a comment to a Wiki page. Note: Commenting may not be available on some or all pages.

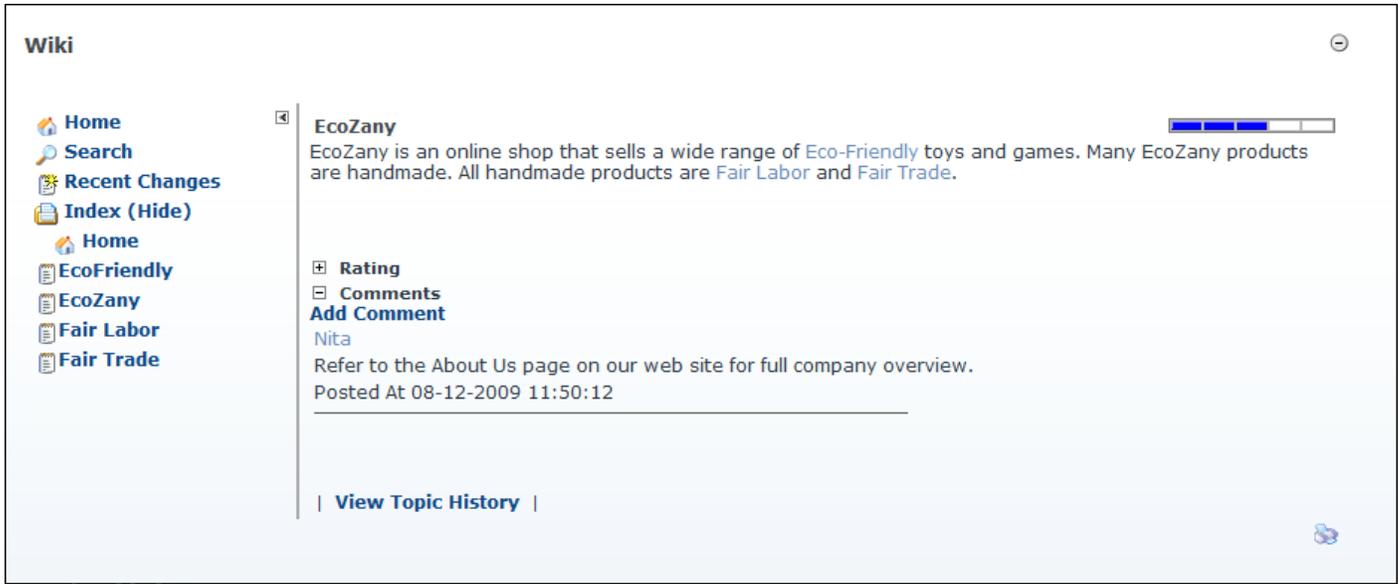
1. Navigate to the required page. See "Navigating the Wiki"
2. In the **Comments** section, click the [Add Comment](#) link.

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. Click the Post Comment link. The comment including the date and time it was posted is now displayed in the Comments section.



The screenshot shows a Wiki page titled "EcoZany". On the left is a navigation menu with links: Home, Search, Recent Changes, Index (Hide), Home, EcoFriendly, EcoZany, Fair Labor, and Fair Trade. The main content area shows the title "EcoZany" with a progress bar, followed by a description: "EcoZany is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade." Below the description are expandable sections for "Rating" and "Comments". A "Post a comment" section contains three input fields: "Name" (with "Nita" entered), "Email" (with "Juanita.Smith@ecoZar" entered), and "Comments" (with "Refer to the About Us page on our web site for full company overview." entered). At the bottom of the form are two buttons: "Post Comment" (circled in red) and "Cancel". Below the buttons is a link for "View Topic History".

Adding a Comment

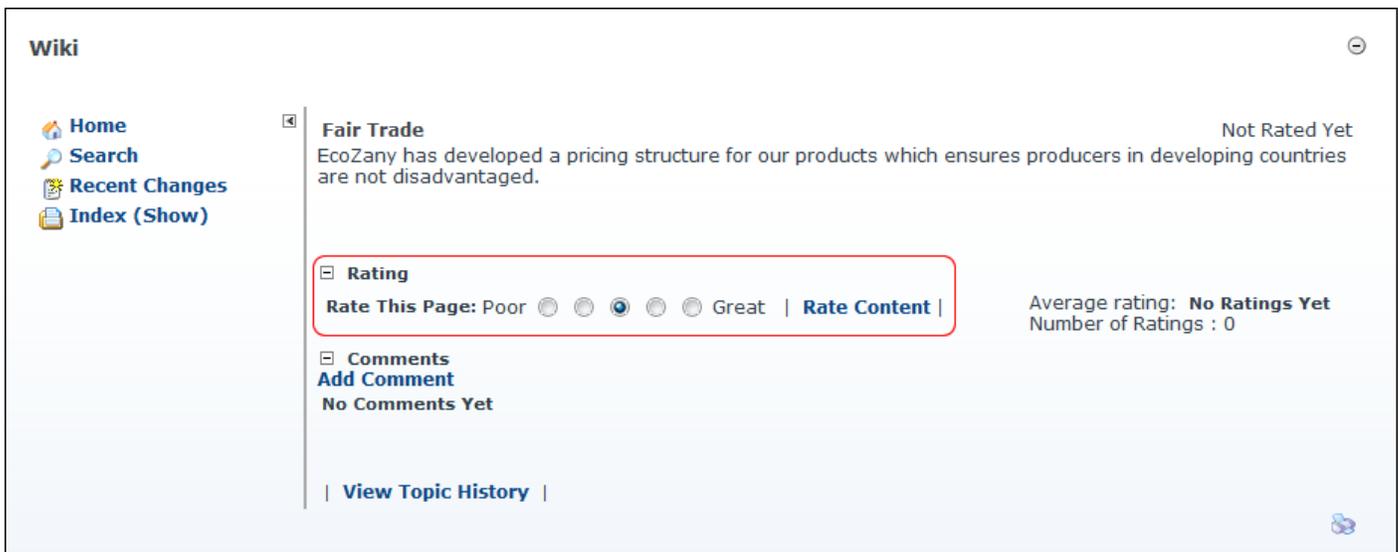


A newly added Comment

## Adding a Rating

How to rate the content of a Wiki page. 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.

---

*Tip: You can only rate each page once.*

---

The screenshot shows a Wiki interface. On the left is a navigation menu with links: Home, Search, Recent Changes, Index (Hide), Home, EcoFriendly, EcoZany, Fair Labor, and Fair Trade. The main content area is titled 'Fair Trade' and contains the text: 'EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.' Below this is a 'Rating' section with the text 'Thank you for rating this Page!' and 'Average rating: 3' and 'Number of Ratings : 1'. There is also a 'Comments' section with 'Add Comment' and 'No Comments Yet' links. At the bottom of the main content area is a link for 'View Topic History'. A progress bar is visible at the top right of the main content area.

The Rating Thank You Page

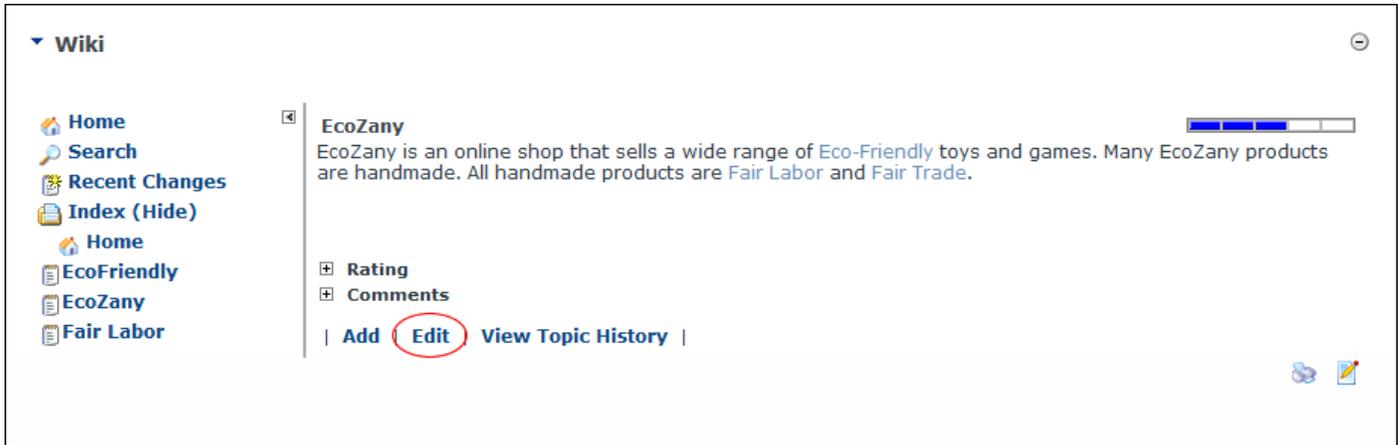
## Module Editors

### *Adding a Wiki Page*

How to add a new page to a Wiki module.

1. Navigate to the required page. See "Navigating the Wiki"
2. Click the Edit link.
3. Enter the name for the new page enclosed in double square brackets. Note: The page name appears in the Wiki Index with the capitalization you enter here therefore you may want to use capital letters for each word. E.g. [[Fair Trade]] will create a page called Fair Trade.
4. Click the Save link. The new page is now linked to from the page you just edited.





3. In the **Editor**, add/edit the page content.
4. **Optional.** Click the Save & Continue link to save your changes to date and then continue adding content.
5. Click the Save link. The edited page is now displayed.

Wiki

- Home
- Search
- Recent Changes
- Index (Hide)
- Home
- EcoFriendly
- EcoZany
- Fair Labor

Page Name: Fair Trade

Page Search Engine Optimization

Editor:  Basic Text Box  Rich Text Editor

Source

**B** *I* U **abc** **x<sub>2</sub>** **x<sup>2</sup>**

Font: [ ] Size: [ ] **44** **ab**

Style: [ ] Format: Normal

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

Show custom editor options | Refresh Editor

Wiki Text Directions

Enable Page Comments  Enable Page Ratings

**Save** Save & Continue | Cancel | Delete |

Adding Content to a new Wiki page

## Editing a Wiki Page

How to edit the content of a page in the Wiki module.

1. Navigate to the required page. See "Navigating the Wiki"
2. Click the Edit link.

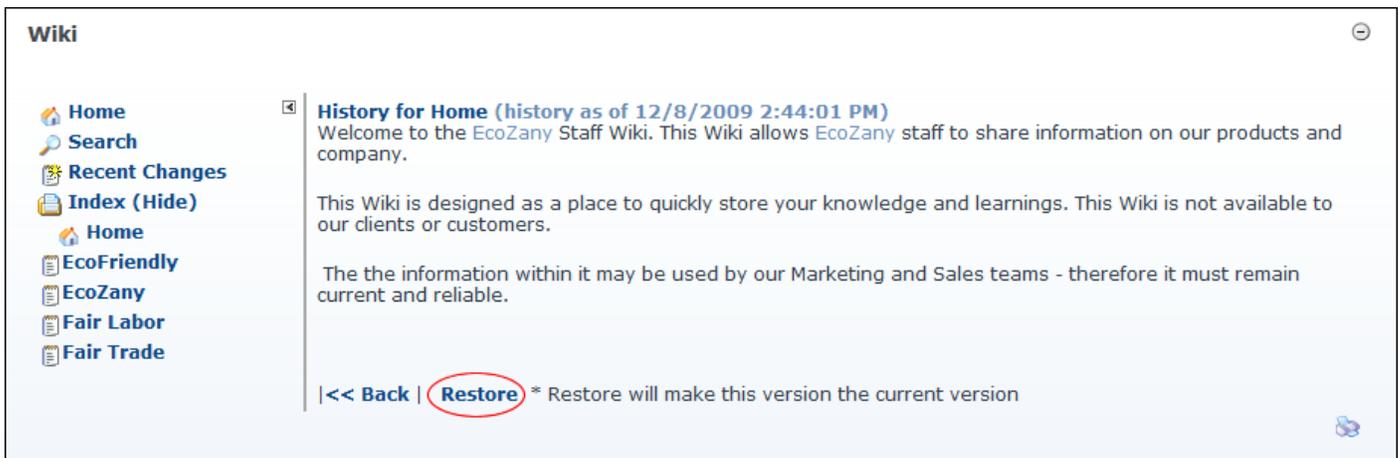


3. In the **Editor**, modify the page content.
4. **Optional.** Click the Save & Continue link to save your changes to date and continue editing.
5. Click the Save link. This displays the edited page.

### ***Restoring Previous Version***

How to restore a previous version of a Wiki page in the Wiki module.

1. Locate the previous version to be restored. See "Viewing Topic History"
2. Click the Restore link. This displays the restored version.



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 link.
3. Click the Delete link.

The screenshot shows a Wiki page editor for the page titled "EcoZany". On the left is a navigation menu with links for Home, Search, Recent Changes, Index (Hide), Home, EcoFriendly, EcoZany, Fair Labor, and Fair Trade. The main editor area has a "Page Name:" field containing "EcoZany". Below this is a "Page Search Engine Optimization" section with an "Editor:" dropdown set to "Rich Text Editor". A rich text editor toolbar is visible, followed by a text area containing the text: "EcoZany is an online shop that sells a wide range of [[Eco-Friendly]] toys and games. Many EcoZany products are handmade. All handmade products are [[Fair Labor]] and [[Fair Trade]].". Below the text area are links for "Show custom editor options" and "Refresh Editor". At the bottom, there is a "Wiki Text Directions" section with checkboxes for "Enable Page Comments" and "Enable Page Ratings", both of which are checked. At the very bottom, there are buttons for "Save", "Save & Continue", "Cancel", and "Delete". The "Delete" button is circled in red.

---

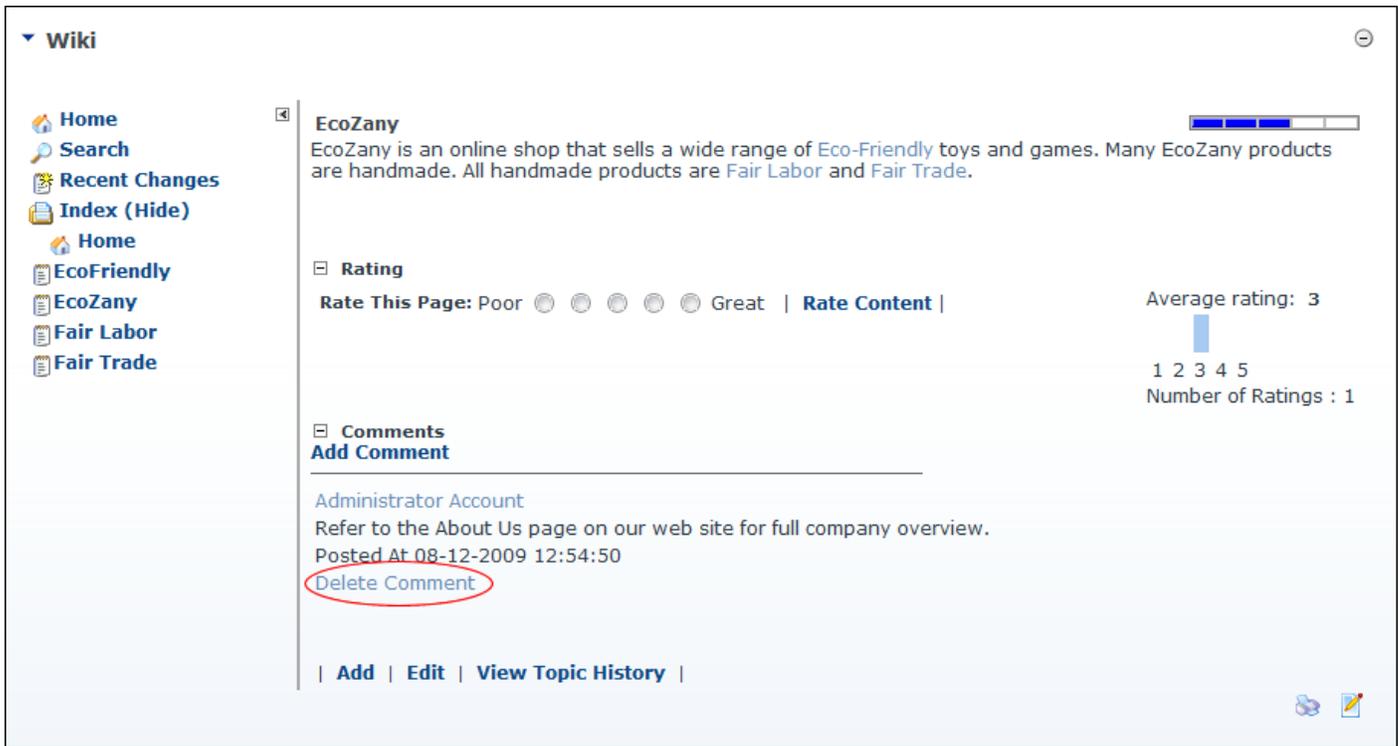
*Tip: The Home page cannot be deleted.*

---

### **Deleting a Comment**

How to delete a comment from a Wiki page.

1. Navigate to the required page. See "Navigating the Wiki"
2. Maximize  the **Comments** section.
3. Click the Delete Comment link.



The screenshot shows a Wiki page for 'EcoZany'. On the left is a navigation menu with links: Home, Search, Recent Changes, Index (Hide), Home, EcoFriendly, EcoZany, Fair Labor, and Fair Trade. The main content area has a title 'EcoZany' and a description: 'EcoZany is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.' Below the description is a 'Rating' section with a progress bar and the text 'Rate This Page: Poor [5 circles] Great | Rate Content |'. To the right of the rating is a bar chart showing 'Average rating: 3' and 'Number of Ratings : 1'. Below the rating is a 'Comments' section with the text 'Add Comment'. A comment from 'Administrator Account' is shown: 'Refer to the About Us page on our web site for full company overview. Posted At 08-12-2009 12:54:50'. The 'Delete Comment' link is circled in red. At the bottom of the comment section are links for 'Add', 'Edit', and 'View Topic History'.

## Administrators

### 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.

1. Select **Administration** from the Wiki module menu.
2. At **Use DotNetNuke Security for edit content permissions**, select from these options:
  - Check  the check box to use the standard module permissions. See "Setting Module Permissions".

▼ **Wiki Administration**

**Use DotNetNuke Security for edit content permissions**

Allow Pages Comments

Allow Pages Ratings

**Save** Cancel |

- Uncheck  the check box to create a unique set of permissions as follows:
  - a. 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.
  - b. To assign all roles as editors, click the **Add All selected Available Items to Assigned** >> link.
  - c. To remove a role as an editor, click on the role name in the Assigned list and click the **Remove selected Assigned Item** < link.
  - d. To remove all roles as editors, click the **Remove All Assigned Items** >> link.

▼ **Wiki Administration**

Use DotNetNuke Security for edit content permissions

| Available        |    | Assigned |
|------------------|----|----------|
| Administrators   | >  | Staff    |
| All Users        | <  |          |
| Registered Users | >> |          |
| Subscribers      | << |          |

Allow Pages Comments

Allow Pages Ratings

**Save** Cancel |

3. Click the Save link.

### ***Enabling Comments for a Single Wiki Page***

How to enable comments on one or more pages of the Wiki module.

1. Select **Administration** from the Wiki module menu.
2. At **Allow Page Comments**, check  the check box.
3. At **Activate comments on all pages after settings are saved!**, uncheck  the check box.
4. Click the Save link.

▼ **Wiki Administration**

**Use DotNetNuke Security for edit content permissions**

---

**Allow Pages Comments**  
 Activate comments on all pages after settings are saved!

**Allow Pages Ratings**  
 Activate ratings on all pages after settings are saved!

|

5. Navigate to the page where you want to enable comments on.
6. Click the Edit link.
7. At **Enable Page Comments**, check  the check box.
8. Click the Save link.

Wiki

- Home
- Search
- Recent Changes
- Index (Hide)
- Home
- EcoFriendly
- EcoZany
- Fair Labor
- Fair Trade

Page Name: WikiHomePage

Page Search Engine Optimization

Editor:  Basic Text Box  Rich Text Editor

Source

Font: [Dropdown] Size: [Dropdown]

Welcome to the [[EcoZany]] Staff Wiki. This Wiki allows [[EcoZany]] staff to share information on our products and company.

This Wiki is designed as a place to quickly store your knowledge and learnings. This Wiki is not available to our clients or customers, however the information within it may be used by our Marketing and Sales teams in the future.

Show custom editor options | Refresh Editor

Wiki Text Directions

Enable Page Comments  Enable Page Ratings

**Save** Save & Continue | Cancel |

9. Repeat Steps 5-8 to enable comments on other pages.

### ***Disabling Comments for a Single Wiki Page***

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.



1. Select **Administration** from the Wiki module menu.
2. At **Allow Page Comments**, select from these options:
  - Check  the check box to enable comments.
    - a. At **Activate comments on all pages after settings are saved!**, check  the check box to activate comments on all pages.
  - Uncheck  the check box to disable comments from all pages.

▼ Wiki Administration

Use DotNetNuke Security for edit content permissions

Allow Pages Comments

Activate comments on all pages after settings are saved!

Allow Pages Ratings

Cancel |

3. Click the Save link.

**Bug.** In Wiki 04.02.00, the **Activate Comments On All Pages After Settings Are Saved!** check box is not working correctly. It may not remain checked after saving the setting, therefore you may need to enable ratings on single pages. See "Enabling Comments for a Single Wiki Page"

It may also not uncheck correctly, therefore you may need to disable comments from individual Wiki page single to remove all commenting. See "Disabling Comments for a Single Wiki Page"

### ***Enabling Rating on a Single Wiki Page***

How to enable ratings to be added to one or more pages of the Wiki module.

1. Select **Administration** from the Wiki module menu.
2. At **Allow Page Ratings**, check  the check box.
3. Click the Save link.

▼ **Wiki Administration**

**Use DotNetNuke Security for edit content permissions**

Allow Pages Comments

Allow Pages Ratings

Activate ratings on all pages after settings are saved!

**Save** Cancel |

4. Navigate to a page that you want to enable ratings on.
5. Click the Edit link.
6. At **Enable Page Ratings**, check  the check box.
7. Click the Save link.

Wiki

- Home
- Search
- Recent Changes
- Index (Hide)
- Home
- EcoFriendly
- EcoZany
- Fair Labor
- Fair Trade

**Page Name:**  
WikiHomePage

**Page Search Engine Optimization**  
 Editor:  Basic Text Box  Rich Text Editor

Source [Icons]

**B** *I* U abc x<sub>2</sub> x<sup>2</sup> [Icons]

Font [Dropdown] Size [Dropdown] [Icons]

Welcome to the [[EcoZany]] Staff Wiki. This Wiki allows [[EcoZany]] staff to share information on our products and company.

This Wiki is designed as a place to quickly store your knowledge and learnings. This Wiki is not available to our clients or customers, however the information within it may be used by our Marketing and Sales teams in the future.

Show custom editor options | Refresh Editor

**Wiki Text Directions**  
 Enable Page Comments  Enable Page Ratings

**Save** Save & Continue | Cancel |

8. Repeat Steps 4-7 to enable ratings on other pages.

### ***Disabling Ratings on Single Wiki Pages***

How to disable rating from being added to one or more pages of the Wiki module.

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.

Wiki

- Home
- Search
- Recent Changes
- Index (Hide)
- Home
- EcoFriendly
- EcoZany
- Fair Labor
- Fair Trade

Page Name: WikiHomePage

Page Search Engine Optimization

Editor:  Basic Text Box  Rich Text Editor

Source

Rich Text Editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Undo, Redo, Font, Size, Font Color, Background Color, Help, Save, Cancel.

Welcome to the [[EcoZany]] Staff Wiki. This Wiki allows [[EcoZany]] staff to share information on our products and company.

This Wiki is designed as a place to quickly store your knowledge and learnings. This Wiki is not available to our clients or customers, however the information within it may be used by our Marketing and Sales teams in the future.

Show custom editor options | Refresh Editor

Wiki Text Directions

Enable Page Comments  Enable Page Ratings

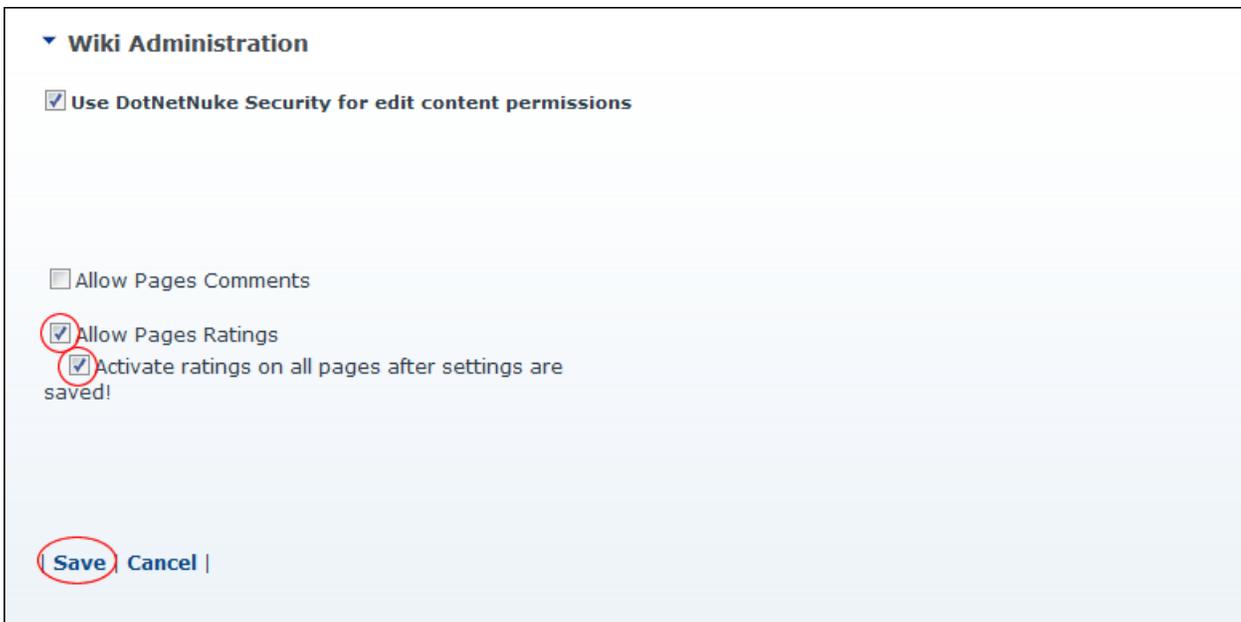
Save Save & Continue Cancel

5. Repeat Steps 1-4 to disable ratings on other pages.

### ***Enabling/Disabling Ratings on All Wiki Pages***

How to enable or disable ratings to be added to all pages of the Wiki module.

1. Select **Administration** from the Wiki module menu.
2. At **Allow Page Ratings**, select from these options:
  - Check  the check box. If the Activate comments on all pages after settings are saved! check box is displayed, skip to Step 3.
    - a. Click the Save link.
    - b. Select **Administration** from the Wiki module menu.
    - c. At **Activate comments on all pages after settings are saved!**, check  the check box.
  - Uncheck  the check box to disable ratings.



▼ Wiki Administration

Use DotNetNuke Security for edit content permissions

Allow Pages Comments

Allow Pages Ratings

Activate ratings on all pages after settings are saved!

Cancel |

3. Click the Save link.

**Bug.** In Wiki 04.02.00, disallowing page ratings does not remove ratings from pages where rating were individually set. **Workaround:** Once **All Page Ratings** is unchecked, click Edit and then click Save on each page where ratings are still enabled.

## XML

### About the XML/XSL Module

The XML/XSL module displays the result of an XML/XSL transform. By combining the transformation language of XSL (Extensible Style Sheet Language) to the data contained in an XML (Extensible Markup Language) document, you can create multiple output formats from the same XML document. For example you can have an XSL document that will transform an XML document into HTML, PDF, Word and many other formats.

**Module Version:** 04.03.05

**Minimum DNN Version:** 04.03.05

XML/XSL ☐

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URL with transformation

**Welcome to The BeerFiles updated daily**  
Welcome to The BeerFiles, Australia's most informative, opinionated and in your face ICT infor...

**Call for open source archiving in government**  
Local open source association, Open Source Victoria (OSV), has called on Australian state government...

**NewSat and Austrade trial portable satellite broadband**  
Satellite communications provider NewSat, a division of Multiimedia (<http://www.multiimedia.com/>) (A...

**Red Hat and ACS to build Open Source skills**  
Linux vendor Red Hat has partnered with the Australian Computer Society (ACS) to offer ACS members d...

**Redflex wins multi-million US traffic enforcement contract**  
Redflex Traffic Systems, a US subsidiary of the Redflex Group (<http://www.redflex.com.au/>) (ASX:RDF ...

**AEEMA aims to build ICT bridges with Japan**  
The Australian Electrical and Electronic Manufacturers' Association (AEEMA) has forged links with th...

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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**

#### ***Enabling/Disabling XML Search Indexing***

How to enable or disable the DNN Search for the XML/XSL module. Note: Parameters must not be set enable the module to included in DNN search.

1. Select **Edit XML/XSL Options** from the XML/XSL module menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. At **Allow Indexing**, select one of the following search options to set how often this module is updated in search:

- Never (search is disabled)
- Only on next run
- Always
- Once per hour
- Once per day

The Output of the XML Module is not searchable in DotNetNuke Search by default. However, if you want to allow searching and your setup doesn't depend on dynamic parameters you can switch it on.

 **Allow Indexing:**

**never (search is disabled)**

**only on next run**

**always**

**once per hour**

**once per day**

[Clear Search Index](#)

4. Click the Update link.

### ***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 menu. This opens the XML Module Configuration page.
2. Go to the **XML Data Source Settings** section.
3. At **Link Type**, set the link control to the XML file.
4. Go to the **XSL Transformation Settings** section.
5. At **Link Type**, set the link control to the XSL file.
6. Click the Update link.

## XML Module Configuration



### XML Data Source Settings

In this section, you can define the source of your XML data. It can be provided as a local file or be queried via http using dynamic querystrings.

#### Link Type:

- URL ( A Link To An External Resource )**  
 **File ( A File On Your Site )**

#### Location: ( Enter The Address Of The Link )

[Select An Existing URL](#)

- Querystring Parameters**  
 **Querystring URL Encoding**  
 **Security Options (optional)**

### XSL Transformation Settings

In this section, you can define the source of your XSL Stylesheet. You can also define additional parameters to provide your script with context information.

#### Link Type:

- URL ( A Link To An External Resource )**  
 **File ( A File On Your Site )**

#### File Location:

#### File Name:

[Upload New File](#)

- XSL Parameters**

### Advanced Options

[Cancel](#)

Setting a basic XML/XSL transformation

### ***Adding an XML/XSL Transformation (All Settings)***

How to set all of the settings available for an XML/XSL transformation on the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module 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. Note: Parameters must not be set enable the module to included in DNN search.

1. Select **Edit XML/XSL Options** from the XML/XSL module menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. At **Allow Indexing**, select one of the following search options to set how often this module is updated in search:
  - Never (search is disabled)
  - Only on next run
  - Always
  - Once per hour
  - Once per day

The Output of the XML Module is not searchable in DotNetNuke Search by default. However, if you want to allow searching and your setup doesn't depend on dynamic parameters you can switch it on.

- Allow Indexing:**
- never (search is disabled)**
  - only on next run**
  - always**
  - once per hour**
  - once per day**

[Clear Search Index](#)

4. Click the Update link.

### ***Clearing/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 menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. Click the Clear/Disable 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 menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. Go to the **Allow Indexing** section.
4. Click the Clear Search Index link.

The Output of the XML Module is not searchable in DotNetNuke Search by default. However, if you want to allow searching and your setup doesn't depend on dynamic parameters you can switch it on.

- Allow Indexing:**
- never (search is disabled)**
  - only on next run**
  - always**
  - once per hour**
  - once per day**

[Clear Search Index](#)

Clearing Search Index

### ***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 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.

### ***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 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.

### ***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 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.

### ***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 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.

### ***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 menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. At **Allow Indexing**, select one of the following search options to set how often this module is updated in search:
  - Never (search is disabled)
  - Only on next run
  - Always
  - Once per hour
  - Once per day

The Output of the XML Module is not searchable in DotNetNuke Search by default. However, if you want to allow searching and your setup doesn't depend on dynamic parameters you can switch it on.

- Allow Indexing:**
- never (search is disabled)**
  - only on next run**
  - always**
  - once per hour**
  - once per day**

[Clear Search Index](#)

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

### ***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 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.

### ***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 menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. At **Output**, select one of the following output options:
  - **Inside Module:** This renders the output to be viewed inside the module. This is the default option.

- **As Link to a Download:** This displays a Download link enabling users to download the file.
- **As Download:** This renders the output as a downloadable file.

4. At **Content Type**, select one of the following formats for the content:

- \*.xml (text/xml)
- \*.htm (text/html)
- \*.csv (text.comma-separated-values)
- \*.txt (text/plain)

☐ **Advanced Options**

---

By default the XML Module will render the output (as HTML) inside the module. However it is also possible to create downloads.

**Output:**

inside module

**as link to a download**

as download

**Content Type:**

\*.xml (text/xml)

\*.htm (text/html)

\*.csv (text/comma-separated-values)

**\*.txt (text/plain)**

5. Click the Update link.

## Managing Modules

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 Pages" for full list of the child pages of the Admin page and their related modules.

The following modules are located on the Admin pages, 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 account.

Here's a list of the Administration modules and information regarding which section of this manual you can learn more about each one:

| <b>Module Name</b>     | <b>Manual Section Name</b>                                                                     | <b>Link</b>                                   |
|------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Extensions             | Advanced Site Management > Extensions. See "About the Extensions Module"                       | See "About the Extensions Module"             |
| File Integrity Checker | Advanced Site Management > Application Health. See "About the File Integrity Checker Module"   | See "About the File Integrity Checker Module" |
| File Manager           | Building Your Portal > File Manager. See "About the File Manager Module"                       | See "About the File Manager Module"           |
| Google Analytics       | Advanced Site Management > Search Engine Optimization. See "About the Google Analytics Module" | See "About the Google Analytics Module"       |
| Health Monitoring      | Advanced Site Management > Application Health.                                                 | See "About the Health Monitoring Module"      |
| Languages              | Advanced Site Management > Languages. See "About the Languages Module"                         | See "About the Languages Module"              |
| 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"                   |

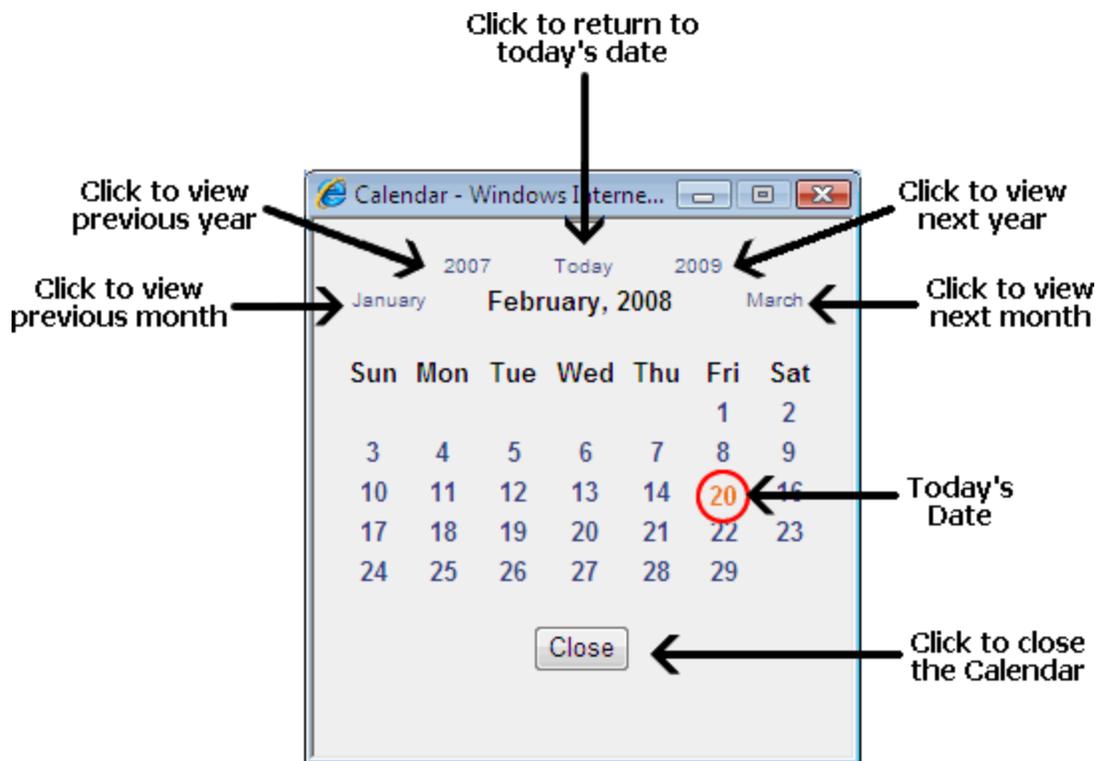
| <b>Module Name</b> | <b>Manual Section Name</b>                                                                   | <b>Link</b>                                   |
|--------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------|
| Search Admin       | Advanced Site Management > Search Engine Optimization.                                       | Module<br>See "About the Search Admin Module" |
| Security Center    | Advanced Site Management > Application Health. See "About the Security Center Module"        | See "About the Security Center Module"        |
| Security Roles     | Advanced Site Management > Users and Roles. See "About the Security Roles Module"            | See "About the Security Roles Module"         |
| Site Log           | Advanced Site Management > Logs. See "About the Site Log Module"                             | See "About the Site Log Module"               |
| Site Wizard        | Building Your Portal > Site Wizard. See "About the Site Wizard Module"                       | See "About the Site Wizard Module"            |
| Site Map           | Advanced Site Management > Search Optimization. See "About the Search Engine SiteMap Module" | See "About the Search Engine SiteMap Module"  |
| Skins              | Managing Site Design > Skins. See "About the Skins Module"                                   | See "About the Skins Module"                  |
| Tabs               | Managing Individual Modules > Tabs (Pages) module.                                           | See "About the Tabs module"                   |
| Taxonomy Manager   | Advanced Site Management > Search Optimization. See "About the Taxonomy Manager Module"      | See "About the Taxonomy Manager Module"       |
| User Accounts      | Advanced Site Management > Users and Roles. See "About the User Accounts Module"             | See "About the User Accounts"                 |

| Module Name        | Manual Section Name                                                                      | Link                                               |
|--------------------|------------------------------------------------------------------------------------------|----------------------------------------------------|
| User Switcher      | Advanced Site Management > Users and Roles. See "About the User Switcher Module"         | Module<br>See "Ab<br>the Use<br>Switche<br>Module" |
| Vendors            | Advanced Site Management > Vendors. See "About the Vendors Module"                       | See "Ab<br>the<br>Vendors<br>Module"               |
| Web Server Manager | Advanced Site Management > Application Health. See "About the Web Server Manager Module" | See "Ab<br>the Web<br>Server<br>Manage<br>Module"  |
| What's New         | Managing Individual Modules > What's New. See "About the What's New Module"              | See "Ab<br>the Wha<br>New<br>Module"               |

# Common Tools

## Working with the Calendar

The Calendar is widely used to select and maintain dates in module content, module settings, page settings, plus Admin and Host settings. The Calendar is typically accessed by clicking on the Calendar link, however on the Events module users click the View Date link to use the Calendar.



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

1. Click the Calendar link - OR - the View Date link (as used on the Events module).
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.

## Link Control

### About the Link Control

The Link Control tool enables Module and Page Editors to select a link to a URL, a page on the web site, a file that has been uploaded to the site, a user's profile or to set no link. The Link Control is displayed on the add and edit page of many modules including the Links, Announcement, Documents, Events, Media and the Form & Lists modules. It is also used on the Administrator and Host only pages such as the Vendor directories. Depending on where it is used, the range link types will vary. E.g. The Announcements module uses two Link Controls when adding or editing announcements. One sets a link to an image and only includes options to link to a URL, a file, or to set no link. The second one enables linking to all of the link types which are to set a link to a URL, a page, a file, a user profile, or to set no link.

### Optional Settings:

- Track the number of times a link is clicked. See "Enabling/Disabling Tracking of Link Clicks"
- Log the user, date and time for every link click. See "Enabling the Link Log"
- Open a link in a new Web browser window. See "Setting a Link to Open in a New Web Browser Window"

**Link:**

**Link Type:**

None

**URL ( A Link To An External Resource )**

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Location: ( Enter The Address Of The Link )**

[Select An Existing URL](#)

**Track Number Of Times This Link Is Clicked?**

**Log The User, Date, And Time For Every Link Click?**

**Open Link In New Browser Window?**

The Link Control

### ***Related Topics:***

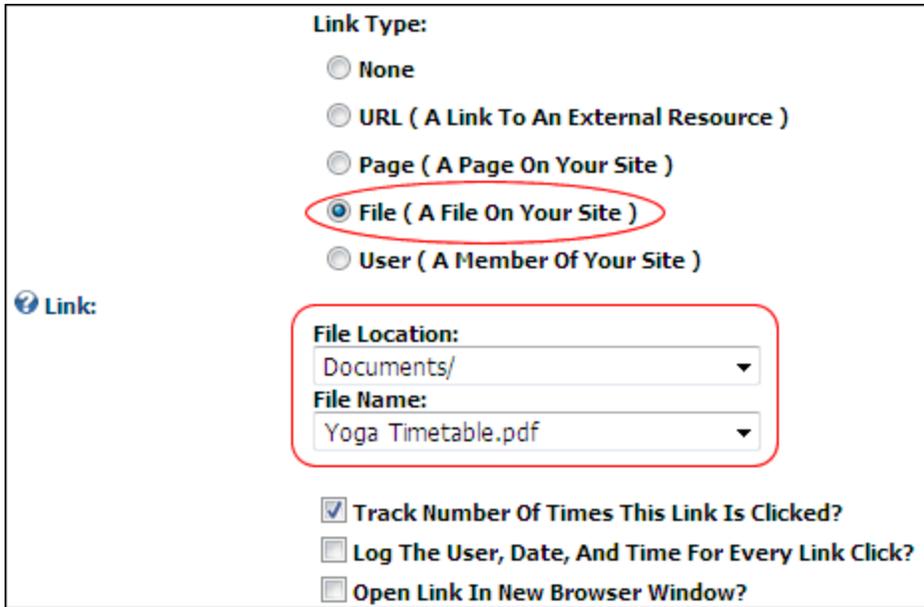
- "Setting a File Link"
- "Setting a Page Link"
- "Setting a URL Link"
- "Adding a User Profile Link"

## **Module Editors**

### ***Setting a File Link***

How to set a link to a file that has been uploaded to the site using the Link Control. This tutorial assumes the file has already been uploaded to the site's File Manager.

1. At **Link / Link Type**, select **File ( A File On Your Site )**. Note: This field may not be displayed on some modules.
2. At **Link / File Location**, select the folder where the file is located. This will populate the File Name field below with the file in this folder. Note: The My Folder folder is your own personal folder where you can manage your personal files such as your profile image.
3. At **Link / File Name**, select the file from the drop-down list.



**Link Type:**

None

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Link:**

**File Location:**  
Documents/

**File Name:**  
Yoga Timetable.pdf

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

Setting a File Link

### ***Uploading and Linking to the File***

How to upload a file and then set a link to that file using the Link Control. This tutorial requires the Editor to have permission to upload files to at least one folder in the File Manager.

1. At **Link / Link Type**, select **File ( A File On Your Site )**. Note: This field may not be displayed on some modules.
2. At **Link / File Location**, select a folder that you have access to upload files to. When you select a folder that you have access to upload files to the Upload New File link is displayed. This will populate the File Name field below with the file in this folder. Note: The My Folder folder is your own personal folder where you can manage your personal files such as your profile image.
3. At **Link / File Name**, click the Upload New File link. This displays the **Browse...** button.
4. Click the **Browse...** button.
5. Locate and select the required file on your computer.
6. Click the Uploaded Selected File link.

**Link:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**File Location:**  
 ModuleEditors/

**File Name:**  
 C:\Pictures\Images\IMG123.gif

[Select An Existing File](#)

Uploading and Linking to a File

### Setting a Page Link

How to set a link to an existing page on the site using the Link Control.

1. At **Link / Link Type**, select **Page ( A Page On Your Site )**.
2. At **Link / Select A Web Page From Your Site**, select the page from the drop-down box. Note: Pages that are not included in the menu and which have not been given a Parent page will be displayed at the end of this list.

**Link Type:**

None

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Select A Web Page From Your Site:**  
 Home

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

---

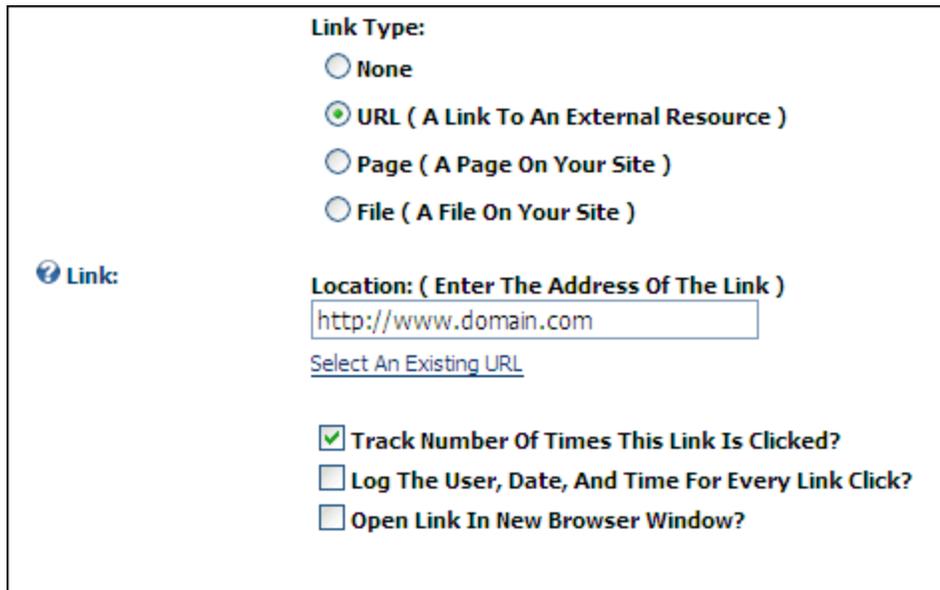
*Tip: Pages which are set as disabled are displayed in the list of pages. Disabled pages can be linked to, however the link will only work for Administrators and SuperUsers. Other users will see the link but nothing will happen when they click on it. It is therefore recommended that you test page links.*

---

## Setting a URL Link

How to set a link to any URL using the Link Control. The URL can be to a web site domain, a web page, a file, an image, etc.

1. At **Link / Link Type**, select **URL ( A Link To An External Resource )**.
2. In the **Link / Location ( Enter The Address Of The Link )** text box, enter the URL.



The screenshot shows a form for setting a link. On the left, there is a blue circular icon with a white link symbol and the text "Link:". To the right, under "Link Type:", there are four radio button options: "None", "URL ( A Link To An External Resource )", "Page ( A Page On Your Site )", and "File ( A File On Your Site )". The "URL" option is selected. Below this, under "Location: ( Enter The Address Of The Link )", there is a text input field containing "http://www.domain.com". Below the input field is a blue underlined link that says "Select An Existing URL". At the bottom, there are three checkboxes: "Track Number Of Times This Link Is Clicked?" (checked), "Log The User, Date, And Time For Every Link Click?" (unchecked), and "Open Link In New Browser Window?" (unchecked).

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 tutorial explains how to set a link to a URL that has already been saved using the Link Control.

1. At **Link / Link Type**, select **URL ( A Link To An External Resource )**.

**Link Type:**

- URL ( A Link To An External Resource )**
- Page ( A Page On Your Site )**
- File ( A File On Your Site )**
- User ( A Member Of Your Site )**

**Link:**

**Location: ( Enter The Address Of The Link )**

**Select An Existing URL**

**Track Number Of Times This Link Is Clicked?**

**Log The User, Date, And Time For Every Link Click?**

**Open Link In New Browser Window?**

2. Below the **Link / Location: ( Enter The Address Of The Link )** text box, click the Select An Existing URL link. This displays a list of the existing URL's in the **Link / Location: ( Enter The Address Of The Link )** drop-down list.

**Link Type:**

- URL ( A Link To An External Resource )**
- Page ( A Page On Your Site )**
- File ( A File On Your Site )**
- User ( A Member Of Your Site )**

**Link:**

**Location: ( Enter The Address Of The Link )**

- Track Number Of Times This Link Is Clicked?**
- Log The User, Date, And Time For Every Link Click?**
- Open Link In New Browser Window?**

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

### ***Adding a User Profile Link***

How to set a link to a User Profile using the Link Control. The user can control which profile fields are visible to the public, site members or Administrators only.

1. At **Link / Link Type**, select **User ( A Member Of Your Site )**.
2. In the **Enter The Username Of A Member Of Your Site** text box, enter the user name of an existing user.

**Link:**

**Link Type:**

- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )
- User ( A Member Of Your Site )

**Enter The Username Of A Member Of Your Site:**

Rosie

- Track Number Of Times This Link Is Clicked?
- Log The User, Date, And Time For Every Link Click?
- Open Link In New Browser Window?

---

*Note: If you enter a user name which does not exist in the User Accounts module, then a message reading "Username entered does not match a User in this web site" is displayed when you select update.*

---

**My Profile**



**Rose Booth**  
100 Hope Ave  
Queens, New York NY 11368  
United States  
(212) 123-4567 \*\*\*\*\*

I founded EcoZany in 2009.

It is my belief that children should have access to beautiful toys which are created with love, joy and passion.

The User's Profile

### **Setting No Link**

This tutorial 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**.

The screenshot shows the 'Link Control' interface. On the left, there is a 'Link:' label with a blue diamond icon. The main area contains five radio button options: 'None' (selected), 'URL ( A Link To An External Resource )', 'Page ( A Page On Your Site )', 'File ( A File On Your Site )', and 'User ( A Member Of Your Site )'. Below these are three checkboxes: 'Track Number Of Times This Link Is Clicked?' (checked), 'Log The User, Date, And Time For Every Link Click?' (unchecked), and 'Open Link In New Browser Window?' (unchecked).

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.

The screenshot shows the 'Link Control' interface. On the left, there is a 'Link:' label with a blue diamond icon. The main area contains five radio button options: 'None', 'URL ( A Link To An External Resource )', 'Page ( A Page On Your Site )' (selected), 'File ( A File On Your Site )', and 'User ( A Member Of Your Site )'. Below these is a dropdown menu labeled 'Select A Web Page From Your Site:' with 'Home' selected. At the bottom are three checkboxes: 'Track Number Of Times This Link Is Clicked?' (checked), 'Log The User, Date, And Time For Every Link Click?' (unchecked), and 'Open Link In New Browser Window?' (unchecked, circled in red).

Setting a Link to Open in the Same Web Browser Window

### ***Setting a Link to Open in a New Web Browser Window***

How to set a link to open in a new Web browser window using the Link Control.

1. At **Open This Link In New Browser Window?**, check  the check box.
2. Click the  Update link.

**Link 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:**

Select A Web Page From Your Site:

Home

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

Setting a Link to Open in a New Web Browser Window

### ***Enabling/Disabling Tracking of Link Clicks***

How to track the number of times a link is clicked using the Link Control. This option can be used with any of the link types (URL, Page, File or User) and will create a Tracking URL for the link, list the number of times the link has been clicked and record the last time the link was clicked. The Link Tracking information is displayed on the Edit Item page of any link it is enabled for.

1. At **Track Number Of Times This Link Is Clicked?** check  the check box to track the number of times the link is clicked - OR - Uncheck  the check box to disable this feature.
2. Click the  Update link.

▼ Edit Links
?

**Title:**

**Link:**

**Description:**

**View Order:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Select A Web Page From Your Site:**

Home ▼

**Track Number Of Times This Link Is Clicked?**  
 Log The User, Date, And Time For Every Link Click?  
 Open Link In New Browser Window?

Home page

[Update](#) [Cancel](#) [Delete](#)

Last Updated By Lorraine Young On 4/13/2008 10:15:47 AM

|                      |                                                                                          |
|----------------------|------------------------------------------------------------------------------------------|
| <b>URL:</b>          | http://localhosthttp://localhost/dotnetnuke480/Home/tabid/59/language/en-US/Default.aspx |
| <b>Created:</b>      | 3/25/2008 5:29:23 PM                                                                     |
| <b>Tracking URL:</b> | http://localhost/DotNetNuke480/LinkClick.aspx?link=59&tabid=70&mid=399&language=en-US    |
| <b>Clicks:</b>       | 2                                                                                        |
| <b>Last Click:</b>   | 4/13/2008 10:12:02 AM                                                                    |

Link Tracking Enabled

### About the Link Log

How to view details of links which are logged using the Link Control. Each time a link is clicked the Link Log records the date, time and the name of the user. The Link Log is displayed on the Edit Item page of any logged links.

1. Go to the Edit page associated with the logged link. E.g. Click the **Edit** button beside the item which may be an announcement, a link, etc.

2. At **Log Start Date** the first day of the current week is displayed. To choose a different start date click the [Calendar](#) link and select a new date. See "Working with the Calendar"
3. At **Log End Date** the last day of the current week is displayed. To choose a different end date, click the [Calendar](#) link and select a new date.
4. Click the [Display](#) link.

| <b>Log Start Date:</b>                                                                                                                                                                                                                                                                                                                   | <input type="text" value="4/7/2008"/>  | <a href="#">Calendar</a> |      |      |                       |                |                       |                |                       |                |                       |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------|------|------|-----------------------|----------------|-----------------------|----------------|-----------------------|----------------|-----------------------|----------------|
| <b>Log End Date:</b>                                                                                                                                                                                                                                                                                                                     | <input type="text" value="4/14/2008"/> | <a href="#">Calendar</a> |      |      |                       |                |                       |                |                       |                |                       |                |
| <a href="#">Display</a>                                                                                                                                                                                                                                                                                                                  |                                        |                          |      |      |                       |                |                       |                |                       |                |                       |                |
| <table><thead><tr><th>Date</th><th>User</th></tr></thead><tbody><tr><td>4/13/2008 10:11:59 AM</td><td>Lorraine Young</td></tr><tr><td>4/13/2008 10:12:02 AM</td><td>Lorraine Young</td></tr><tr><td>4/13/2008 10:37:36 AM</td><td>Lorraine Young</td></tr><tr><td>4/13/2008 10:39:42 AM</td><td>Pablo Emmanuel</td></tr></tbody></table> |                                        |                          | Date | User | 4/13/2008 10:11:59 AM | Lorraine Young | 4/13/2008 10:12:02 AM | Lorraine Young | 4/13/2008 10:37:36 AM | Lorraine Young | 4/13/2008 10:39:42 AM | Pablo Emmanuel |
| Date                                                                                                                                                                                                                                                                                                                                     | User                                   |                          |      |      |                       |                |                       |                |                       |                |                       |                |
| 4/13/2008 10:11:59 AM                                                                                                                                                                                                                                                                                                                    | Lorraine Young                         |                          |      |      |                       |                |                       |                |                       |                |                       |                |
| 4/13/2008 10:12:02 AM                                                                                                                                                                                                                                                                                                                    | Lorraine Young                         |                          |      |      |                       |                |                       |                |                       |                |                       |                |
| 4/13/2008 10:37:36 AM                                                                                                                                                                                                                                                                                                                    | Lorraine Young                         |                          |      |      |                       |                |                       |                |                       |                |                       |                |
| 4/13/2008 10:39:42 AM                                                                                                                                                                                                                                                                                                                    | Pablo Emmanuel                         |                          |      |      |                       |                |                       |                |                       |                |                       |                |

The Link Log

**Important.** The RADEditor has a different method for adding and managing link tracking. See "Adding a Page Link" and See "Viewing Link Tracking Report".

### ***Enabling the Link Log***

How to enable the Link Log using the Link Control. The Link Log is displayed on the Edit Item page of any link that it is enabled on.

1. At **Track Number Of Times This Link Is Clicked?** check  the check box. The Link Log performs best with this enabled.
2. At **Log The User, Date, And Time For Every Link Click?** check  the check box to enable the Link Log.
3. Click the  [Update](#) link.

**Link Type:**

URL ( A Link To An External Resource )  
 Page ( A Page On Your Site )  
 File ( A File On Your Site )  
 User ( A Member Of Your Site )

**Select A Web Page From Your Site:**

Home

Track Number Of Times This Link Is Clicked?  
 Log The User, Date, And Time For Every Link Click?  
 Open Link In New Browser Window?

**Description:**

Home page

**View Order:**

0

[Update](#) [Cancel](#) [Delete](#)

**URL:** http://localhosthttp://localhost/dotnetnuke480/Home/tabid/59/language/en-US/Default.aspx  
**Created:** 3/25/2008 5:29:23 PM

**Tracking URL:** http://localhost/DotNetNuke480/LinkClick.aspx?link=59&tabid=70&mid=399&language=en-US  
**Clicks:** 4  
**Last Click:** 4/13/2008 10:39:42 AM

**Log Start Date:**  [Calendar](#)  
**Log End Date:**  [Calendar](#)

[Display](#)

Enabling the Link Log

### Disabling the Link Log

How to disable the Link Log using the Link Control module. The Link Log is displayed on the Edit Item page of any link that it is enabled on.

1. At **Log The User, Date, And Time For Every Link Click?** uncheck  the check box.
2. Click the  Update link.

**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:**

**Select A Web Page From Your Site:**

Track Number Of Times This Link Is Clicked?  
 **Log The User, Date, And Time For Every Link Click?**  
 Open Link In New Browser Window?

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.

SuperUsers should See "Managing Allowable File Extensions".

**File Location:**

**File Name:**

[Upload Selected File](#)  
[Select An Existing File](#)

**The File**  
 C:\DotNetNuke\Releases\DotNetNuke\_Install\Portals\0  
 \Media\Symphony\_No\_3.wma Is A Restricted File Type. Valid File  
 Types Include ( \*.swf, \*.jpg, \*.jpeg, \*.jpe, \*.gif, \*.bmp, \*.png,  
 \*.doc, \*.xls, \*.ppt, \*.pdf, \*.txt, \*.xml, \*.xsl, \*.css, \*.zip, \*.docx,  
 \*.wmv ). Please Contact Your Hosting Provider If You Need To  
 Upload A File Type Which Is Not Supported.

The Restricted File Type Warning Message

## Administrators

### *Deleting a URL from the Links URL List*

How to delete a URL from the existing URL's list on the Link Control. URL's that have been set using the Link Control are stored on the Link Control. These URL's can then be selected by Editors to quickly and easily reuse without re-entering the URL. Administrators can delete URL's from this list. Deleting a URL will not remove any links that have been set to the URL using a module.

1. At **Link / Link Type**, select **URL ( A Link To An External Resource )**.
2. Below the **Link / Location: ( Enter The Address Of The Link )** text box, click the Select An Existing URL link. This displays a list of the existing URL's in the **Link / Location: ( Enter The Address Of The Link )** drop-down box.
3. At **Link / Location: ( Enter The Address Of The Link )**, select the URL to be deleted.
4. Click the Delete Selected URL From The List link. This displays the message "Are You Sure You Wish To Delete This Item?"



**Link Type:**

None

**URL ( A Link To An External Resource )**

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Link:**

**Location: ( Enter The Address Of The Link )**

http://www.domain.com.au

Delete Selected URL From The List

Add A New URL

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

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

## About the Pager Control

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

Here's an overview to this control:

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

Page 2 of 3

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

The Pager Control

---

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

---

## Replacement Tokens

The list of DNN replacement tokens which can be used in DNN skins and modules such as the HTML, HTML Pro and Newsletters modules.

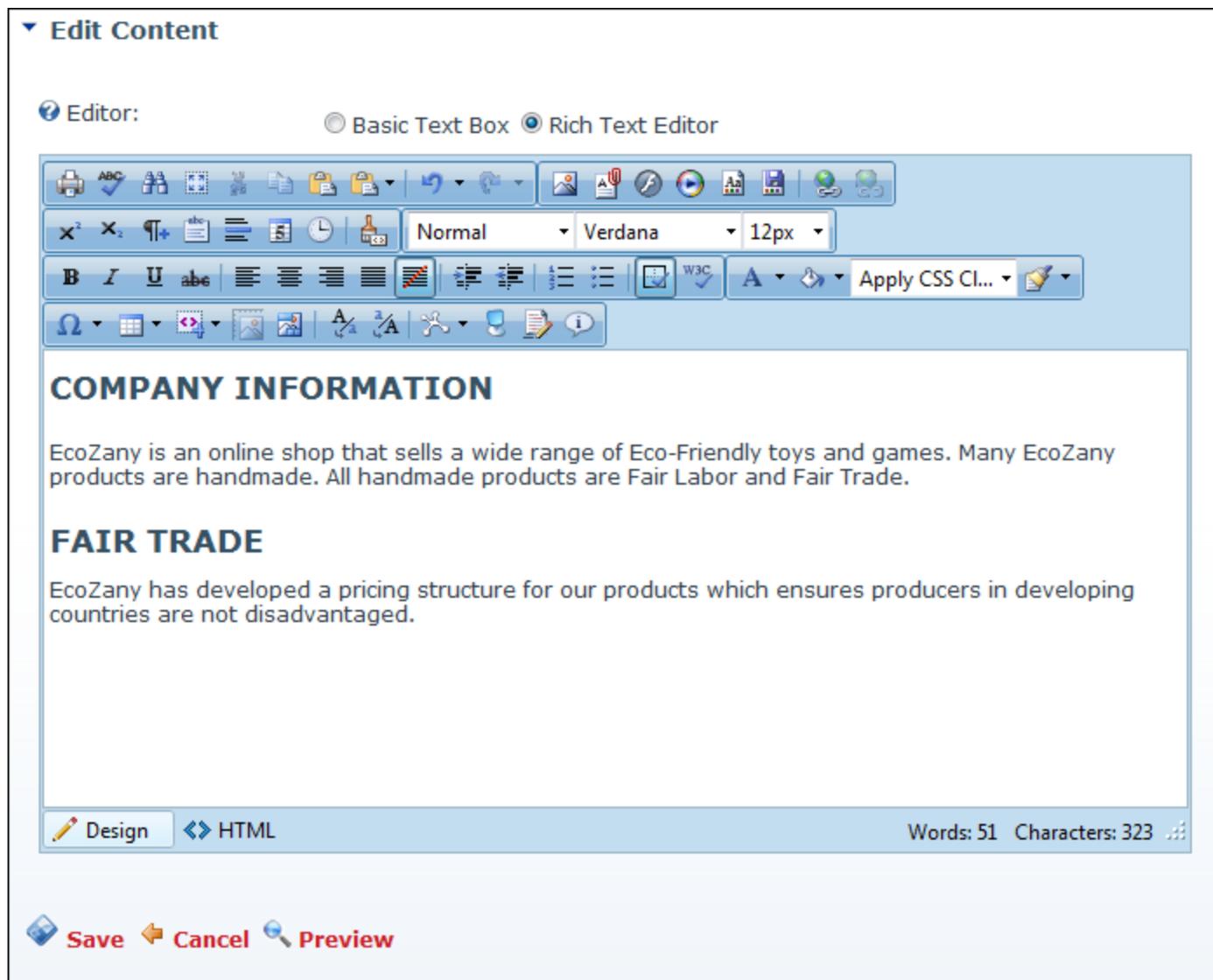
| <b>Token</b>            | <b>Example</b>                                                                                  | <b>Token Description</b>                                                                  |
|-------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| [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/o/EcoZany/                                                                             | Portal (relative) Path of Home Directory.                                                 |
| [Portal:LogoFile]       | logo.gif                                                                                        | Portal Path to Logo file. E.g. logo.gif                                                   |
| [Portal:PortalName]     | EcoZany                                                                                         | The portal name as set on the Site Settings page.                                         |
| [Portal:TimeZoneOffset] | -480                                                                                            | Difference in minutes between Portal default time and UTC.                                |
| <b>User Tokens</b>      |                                                                                                 |                                                                                           |
| [User:DisplayName]      | Rose Booth                                                                                      | The display name of the user.                                                             |
| [User:Email]            | Rose.Booth@ecozany.com                                                                          | The email address of the user.                                                            |
| [User:FirstName]        | Rose                                                                                            | The first name of the user.                                                               |

|                          |                                                           |                                                                                                                                                                     |
|--------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [User:LastName]          | Booth                                                     | The last name of the user.                                                                                                                                          |
| [User:Username]          | Rosie                                                     | The username of the user.                                                                                                                                           |
| <b>Membership Tokens</b> |                                                           |                                                                                                                                                                     |
| [Membership:Approved]    | Yes / No                                                  | Indicates if the user is approved.                                                                                                                                  |
| [Membership:CreatedDate] | 10/4/2011 1:08 PM                                         | Displays the date and time when the user registered on the site.                                                                                                    |
| [Membership:IsOnline]    | Yes / No                                                  | Indicates if the user is currently online.                                                                                                                          |
| <b>Page (Tab) Tokens</b> |                                                           |                                                                                                                                                                     |
| [Tab:Description]        | Welcome to EcoZany                                        | Displays the description of the current page.                                                                                                                       |
| [Tab:FullUrl]            | http://www.ecozany.com/Services/<br>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                                                                                                                                                            |
| <b>Date Tokens</b>       |                                                           |                                                                                                                                                                     |
| [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<br>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<br>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. |
| <b>Tick Tokens</b>       |                                                           |                                                                                                                                                                     |
| [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)                                                                                                                                |

# Rich Text Editors

## About the Rich Text Editors

DNN uses Rich Text Editors (RTE) to manage the content for several types of modules such as HTML / HTML Pro, Announcements and Events. The RTE supplied with your site will depend upon the version and edition of DNN you are using. This manual details how to use the RADEditor, which has been the default RTE included with DNN since DNN 5.4+. Other RTE's which can be integrated with DNN include the FCKEditor and the Free Text Box.



About the Rich Text Editors

### Related Topics:

- See "About the RADEditor"

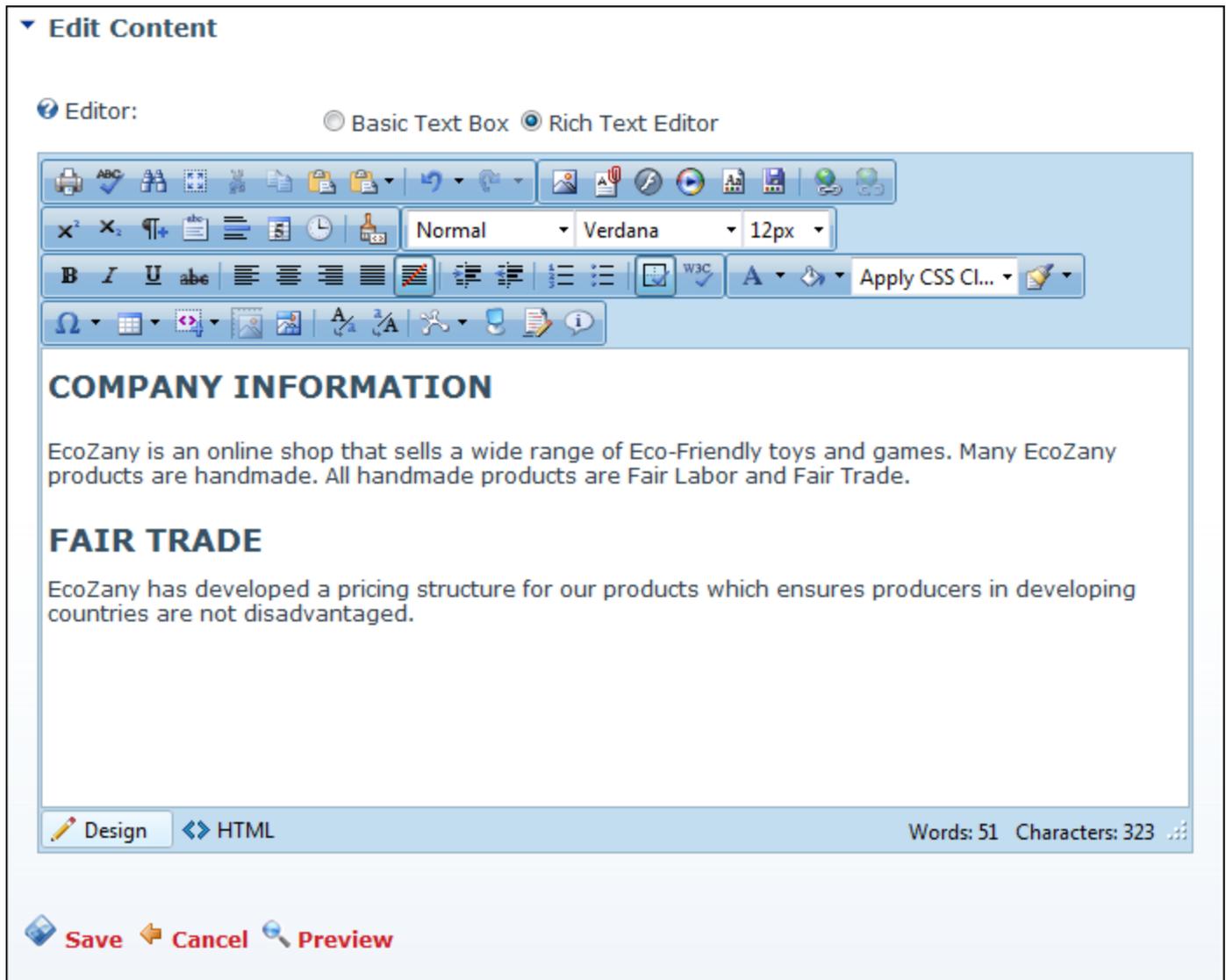
# RadEditor

## About the RADEditor

The RADEditor is the default Rich Text Editor (RTE) used in DNN 5.4+. RTE's are used on the edit page of numerous modules such as the HTML, FAQ, Announcements and Events modules.

The RADEditor provides an extensive number text editing tools as well as managing image, link and object insertion. Tools include: Paste as plain Text, Paste from Word, Find and Replace, Insert Flash, Insert Page Break, Maximize Editor size to full screen, and customizing editor options.

Amongst other features, the RADEditor offers superior resource (image, Flash, etc) management, table management and design, and various content layout templates.



The RADEditor

## Check Spelling

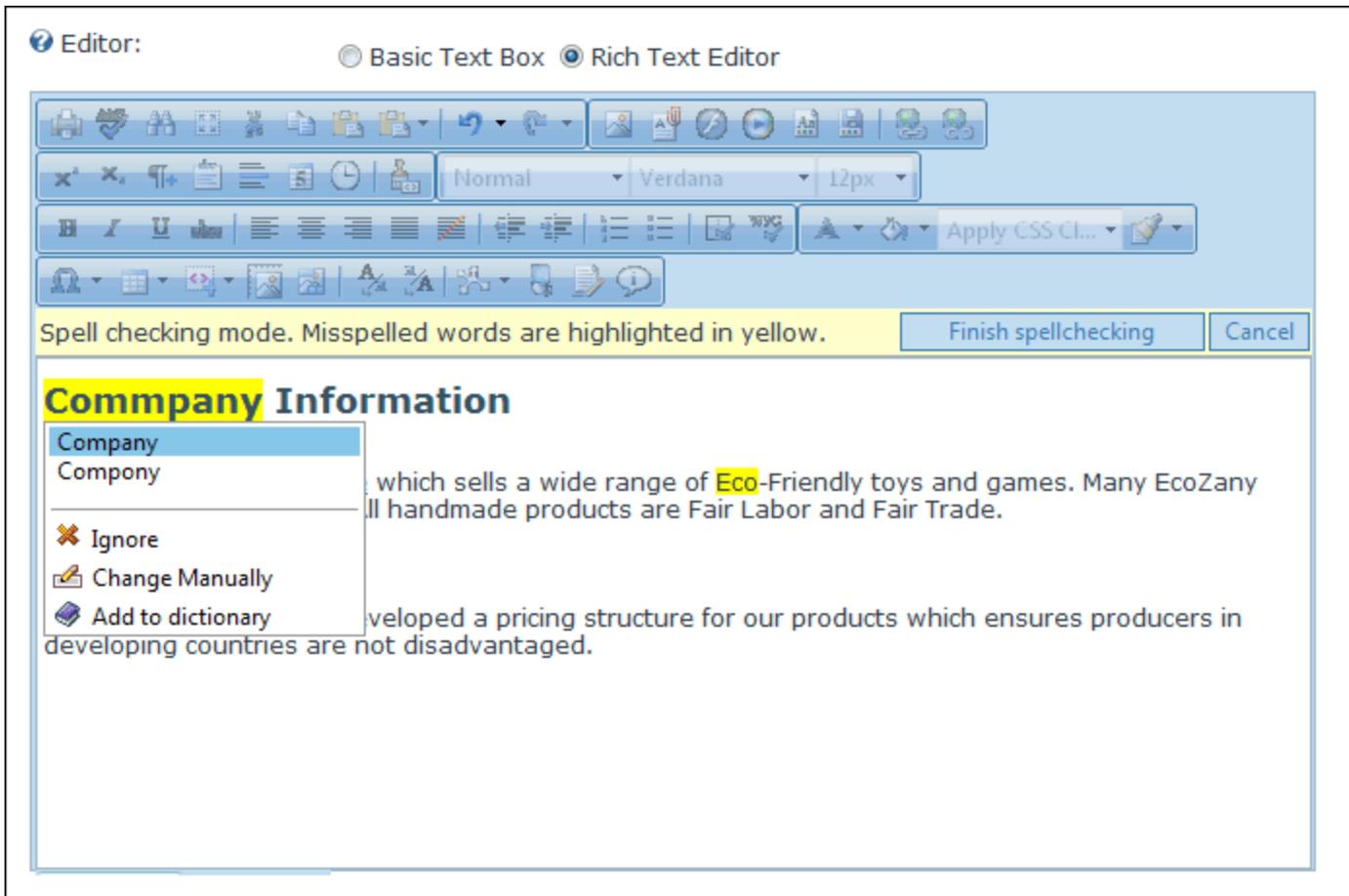
How to check spelling using the RADEditor.

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.
  -  **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 - **Cancel** to exit Spell checking mode.

---

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

---



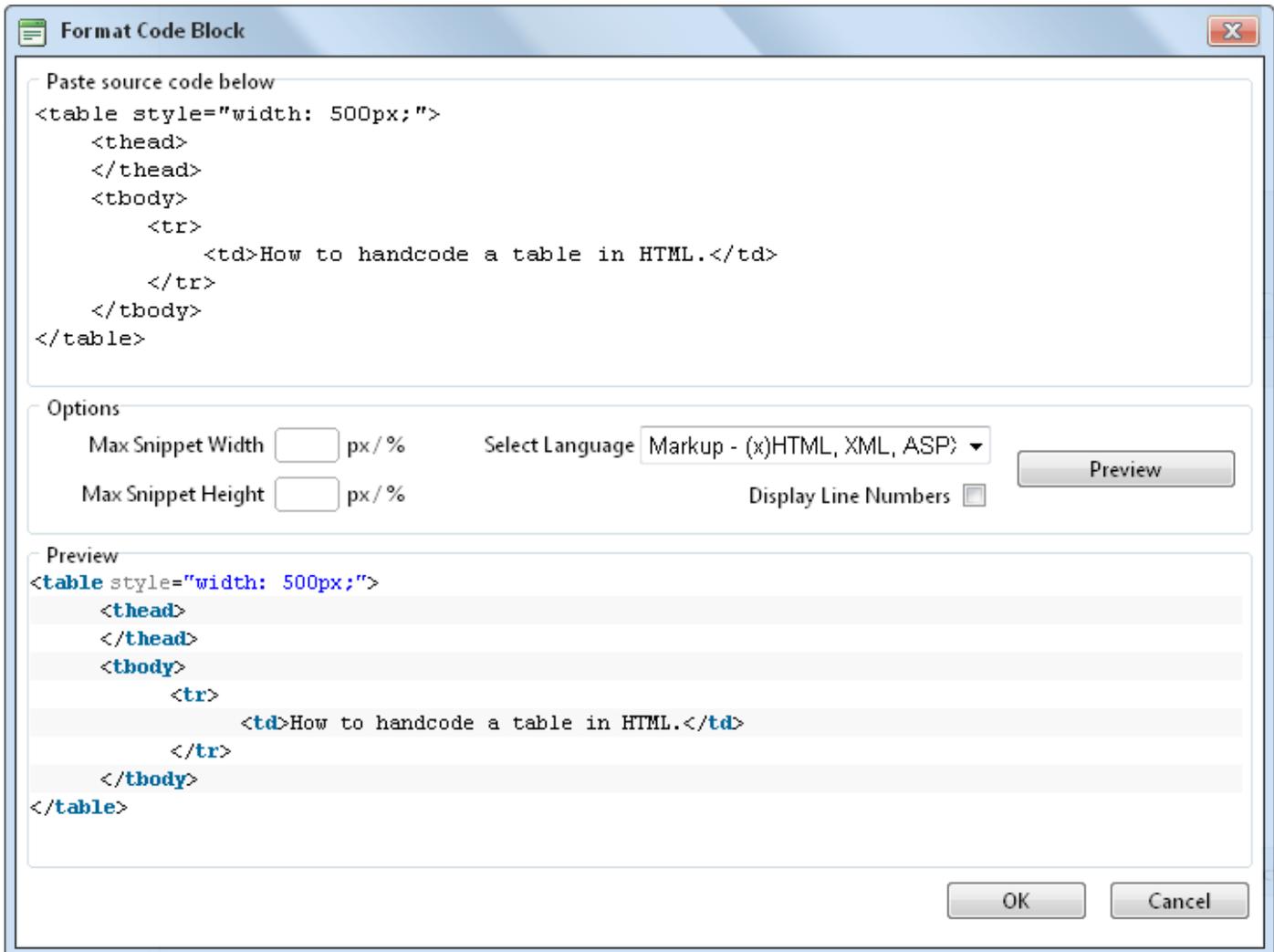
Spell Checking using the RAEditor

## Formatting Code Block

How to insert a code block in the RAEditor 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.

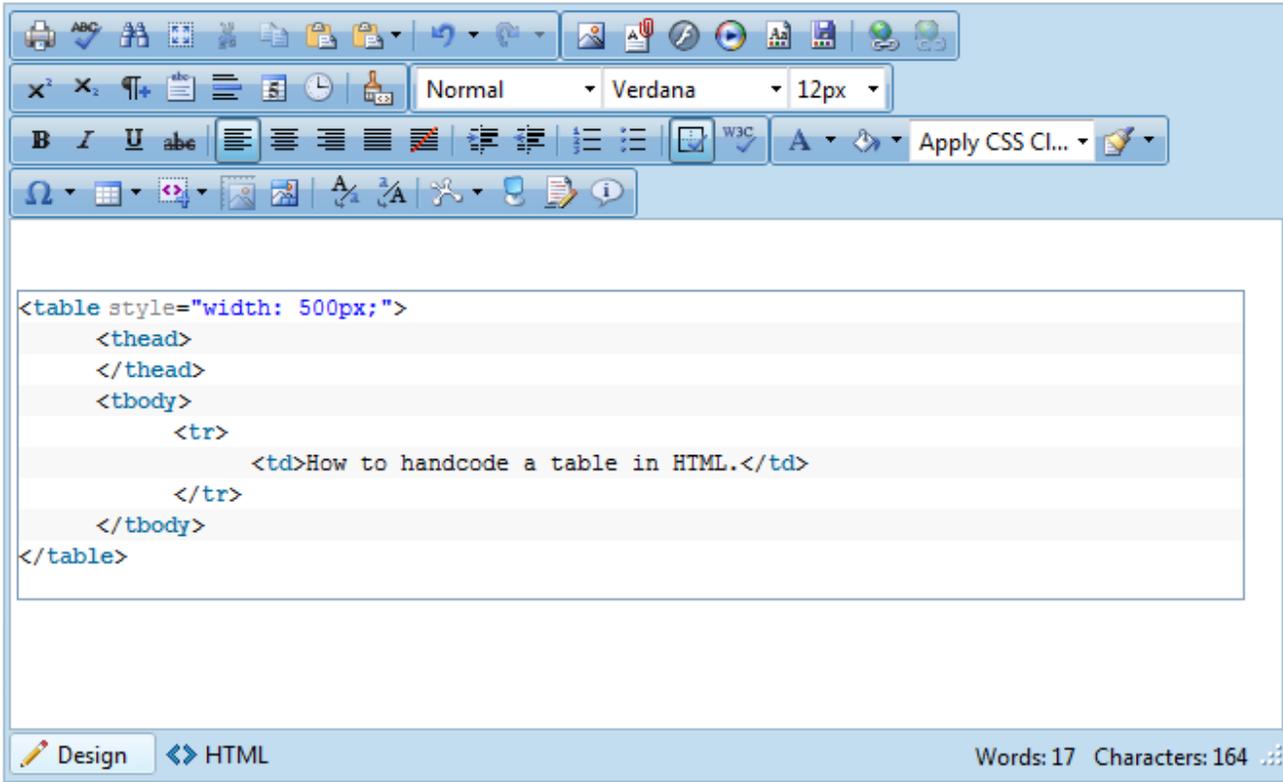
6. **Optional.** In the **Max Snippet Height** text box, set the maximum height of the code block in either pixels or as a percentage. Leave blank for no specified width.
7. At **Select Language**, select the language of the code block from these options: Markup - (x)HTML, XML, ASPX, ..."; Javascript, 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.

▼ **Edit Content**

Editor:  Basic Text Box  Rich Text Editor



The screenshot shows the RAEditor interface in HTML view. The top toolbar includes icons for undo, redo, and various editing tools. Below the toolbar, the text area displays the following HTML code:

```
<table style="width: 500px;">
 <thead>
 </thead>
 <tbody>
 <tr>
 <td>How to handcode a table in HTML.</td>
 </tr>
 </tbody>
</table>
```

At the bottom of the editor, there are tabs for "Design" and "HTML", and a status bar showing "Words: 17 Characters: 164".

Publish?

10. Click the **OK** button to insert the code block.

### **Modifying Editor Size**

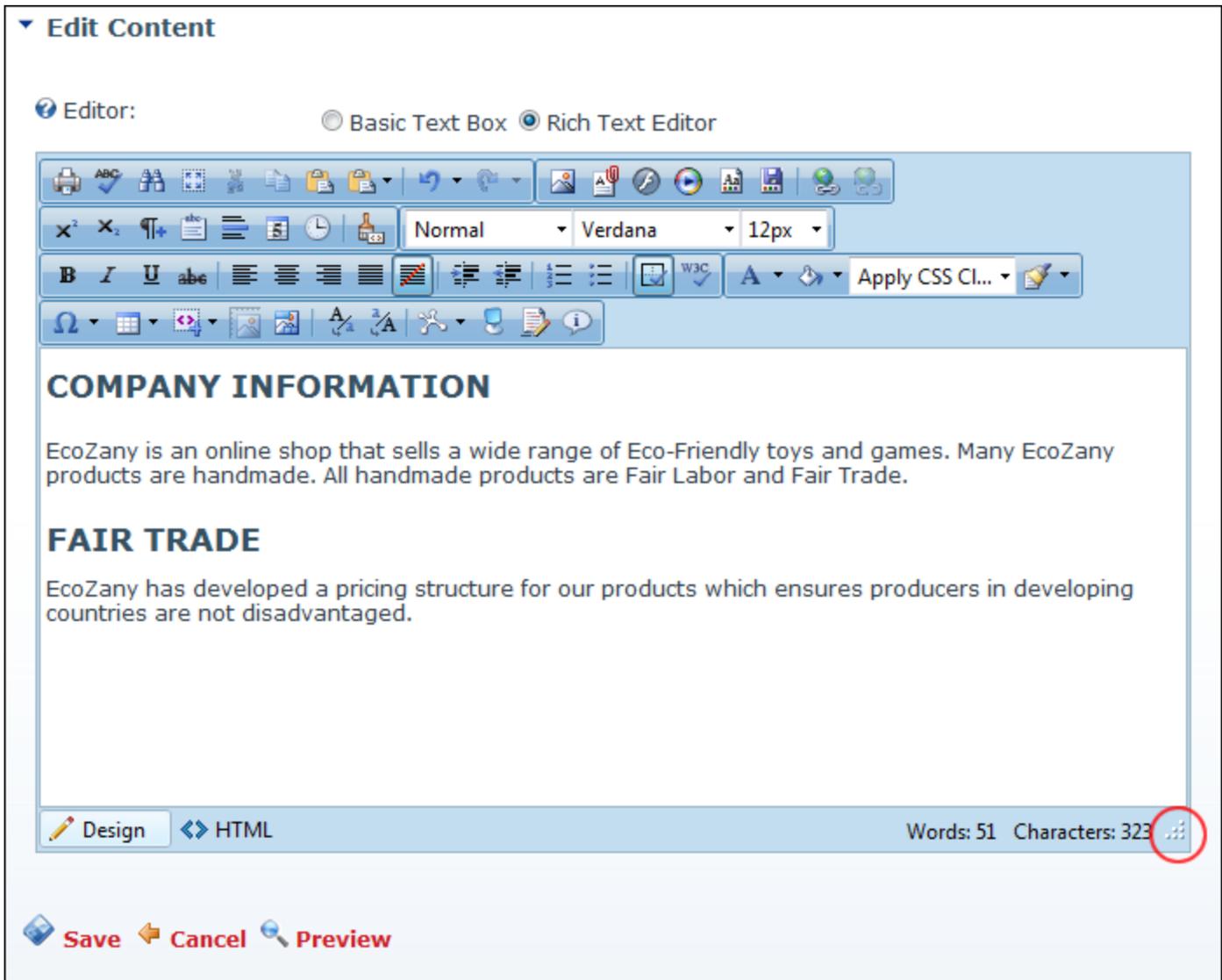
How to increase or decrease the size of the RAEditor.

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.*

---



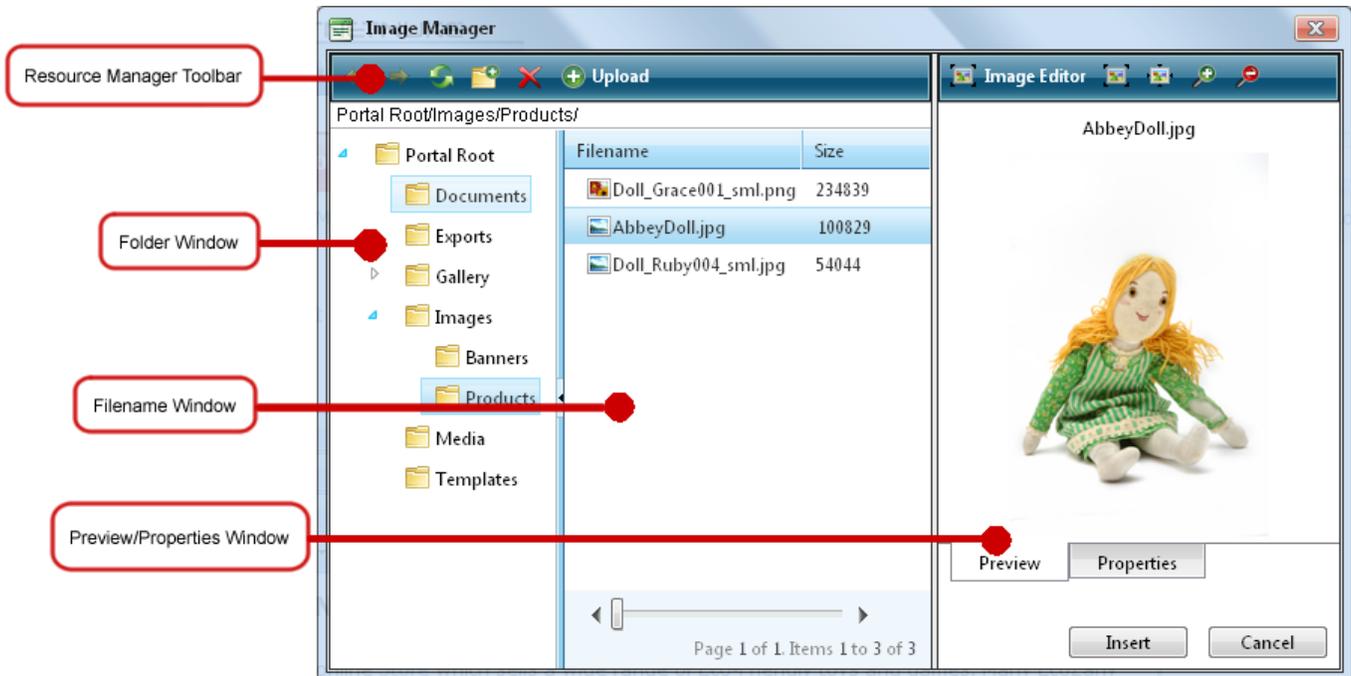
Modifying Editor Size

### Using the Resource Manager

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

Note: Access to some tools is restricted by role.

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



## Resource Manager Toolbar



Tool	Icon	Description
Back		Go back by one folder in the Folders window.
Forward		Move forward by one folder in the Folders window.
Refresh		Refresh to retrieve newly updated files.
New Folder		In the Folders window, select the parent folder and then click the <b>New Folder</b> button.
Delete		Select the image or folder to be deleted and then click the <b>Delete</b> button. This displays the message "Are you sure you want to delete the selected file? The selected file may be in use. If deleted, some pages will not be displayed properly. Press "OK" to confirm deletion." Click the <b>OK</b> button to confirm.
Upload		In the Folders window, select the folder where the file will be uploaded to and then click the <b>Upload</b>  button.

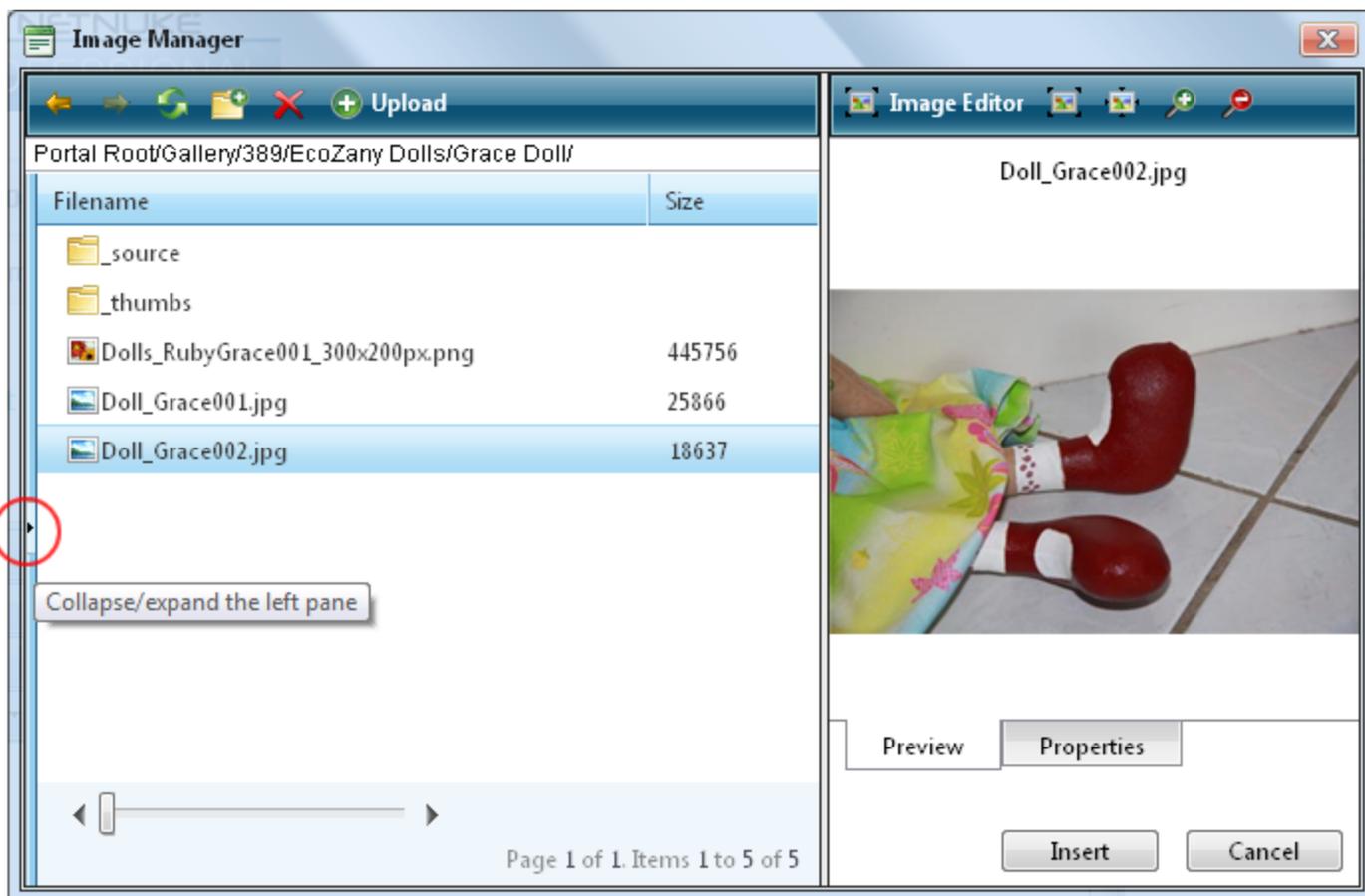
**Folder Window:** This window displays the folders of the File Manager using a hierarchical tree structure. Select a folder to view its sub-folders and/or files in the Filename Window. Folders can be moved by dragging into a different folder. Right click a folder to perform Delete, Rename, New Folder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

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

---

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

---



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

### **Viewing Word and Character Count**

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

**▼ Edit Content**

Editor:  Basic Text Box  Rich Text Editor

**COMPANY INFORMATION**

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

**FAIR TRADE**

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

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

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

## Toolbars

### Actions Toolbar

The actions toolbar of the RAEditor has the following tools:

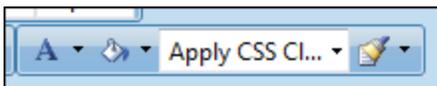


Tool	Icon	Description
Print (CTRL + P)		Print all Editor content. Depending on your computer set-up you may be able to print to a printer and/or create an XPS document.
		Print Options:

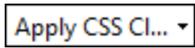
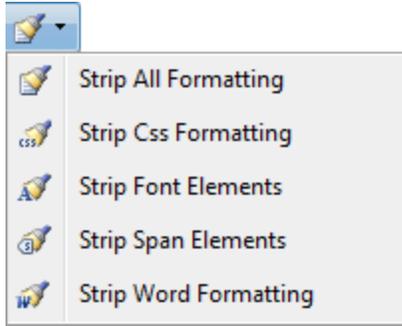
Tool	Icon	Description
		<ul style="list-style-type: none"> <li>Print All Linked Documents: Creates separate printouts for each link. E.g. Page links display the page. Document content is not printed in full.</li> <li>Print Table of Links: A reference table of any links is appended to the printout.</li> </ul>
AJAX Spellchecker		Click to enable Spell checking mode. Misspelled words are highlighted in yellow. See "Check Spelling"
Find & Replace (CTRL + F)		Find, Find And Replace, or Find And Replace All. Options include Match Case, Match Whole Words, and search up or down from current cursor position.
Select All (CTRL + A)		Select all content within the Editor.
Cut (CTRL + X)		Cut selected content.
Copy (CTRL + V)		Copy selected content.
Paste (CTRL + P)		Paste cut or copied content.
Paste Options		Provides these paste options: Paste: Paste From Word; Paste from Word, Strip Font; Paste Plain Text; and Paste As Html.
Undo (CTRL + Z)		OPTION ONE: Click the <b>Undo</b> icon to undo the last action. OPTION TWO: Click the <b>Arrow</b> icon to view a list of previous actions and undo multiple actions at one time.
Redo (CTRL + Y)		OPTION ONE: Click <b>Redo</b> icon to redo the last action. OPTION TWO: Click the <b>Arrow</b> icon to view a list of previous actions and redo multiple actions at one time.

## Color and CSS Toolbar

The Color and CSS toolbar of the RADEditor has the following tools:

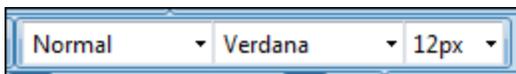


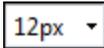
Tool	Icon	Description
Foreground Color		OPTION ONE: Click the Arrow icon to open the color picker and then select the required foreground color for the selected content. OPTION TWO: Click the Foreground Color icon to apply the used last color to the content.
Background Color		OPTION ONE: Click the Arrow icon 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.

Tool	Icon	Description
Apply CSS Class		Select the CSS Class to be applied to the selected content.
Format Stripper		Click the Arrow icon to select the type of formatting to be stripped from the selected content.
		

### Fonts and Font Size Toolbar

The Fonts and Font Size toolbar of the RADEditor has the following tools:



Tool	Icon	Description
Paragraph Style		Set the paragraph style for the selected text.
Font Name (CTRL + SHIFT + F)		Set the font for the selected text.
Real Font Size (CTRL + SHIFT + P)		Set the font size in pixels for the selected text.

### Formatting Toolbar

The Formatting toolbar of the RADEditor has the following tools:



Tool	Icon	Description
<b>Text Formatting</b>		
Bold (CTRL + B)		Add/remove bolding to selected content.
Italicize (CTRL + I)		Add/remove italics to selected content.
Underline (CTRL + U)		Add/remove underline to selected content.
Strikethrough		Add/remove strikethrough to selected content.
<b>Alignment</b>		
Align Left		Left align the selected content.
Align Center		Center align the selected content.

Tool	Icon	Description
Align Right		Right align the selected content.
Justify		Justify align the selected content.
Remove Alignment		Remove alignment formatting from selected content.
<b>Indent and Lists</b>		
Indent		Indent selected content.
Outdent		Outdent selected content.
Numbered List		Create a numbered list.
Bullet List		Create a bullet list.
<b>Other</b>		
Show/Hide Borders		Click to show or hide all table borders. This is useful where table borders are not displayed.
XHTML Validator		Click to open the XHTML Validator window. At the very top of the window, select the radio button to set the type of XHTML validation you wish to perform. This displays the validation results and details.

### Paragraph Toolbar

The Paragraph toolbar of the RADEditor 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.
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"

### 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.
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.
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.

**Related Topics:**

- See "Managing Allowable File Extensions"

**Tables and Tools Toolbar**

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



Tool	Icon	Description
Insert Symbol		<b>OPTION ONE:</b> Click the <b>Arrow</b> icon to open the symbol gallery and the symbol to be inserted. <b>OPTION TWO:</b> Click the <b>Insert Symbol</b> icon to insert the symbol that is selected in the gallery.
Insert Table		Click on the number of rows/columns to insert a basic table - OR - Select Table icon to insert a complex table.
Insert Code Snippet		Click to insert a predefined code snippet.
Set Absolute Position		Select the required image and then click the <b>Set Absolute Position</b> icon to set the required absolute position. 
Image Map Editor		Click to open the Image Map Editor where you can configure an image map.
Convert to Lower Case		Transforms selected text to lower case.
Convert to Upper Case		Transforms selected text to upper case.

## Tool

Module Manager

## Icon Description



Click to access the drop-down menu and choose to enable or disable Statistics. The current number of words and characters inside the RADEditor in the browser. These statistics are updated each time you click inside the editor following

▼ **Edit Content**

Editor:  Basic Text Box  Rich Text Editor

Normal Verdana 12px

**COMPANY INFORMATION**

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

**FAIR TRADE**

EcoZany has developed a pricing structure for our products which ensures that all countries are not disadvantaged.

Design HTML

Save Cancel Preview

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 with green background for new content and red strikethrough for deleted content.

Emoticons



**Insert Current Emoticon:** Click on the **Emoticons**  icon to insert the currently displayed on the button. Note: The last emoticon inserted during the session is displayed by default.

**Insert Different Emoticon:** Click on the **Arrow**  button to select a different emoticon and set 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

**Managing Images and Media****Inserting a Document**

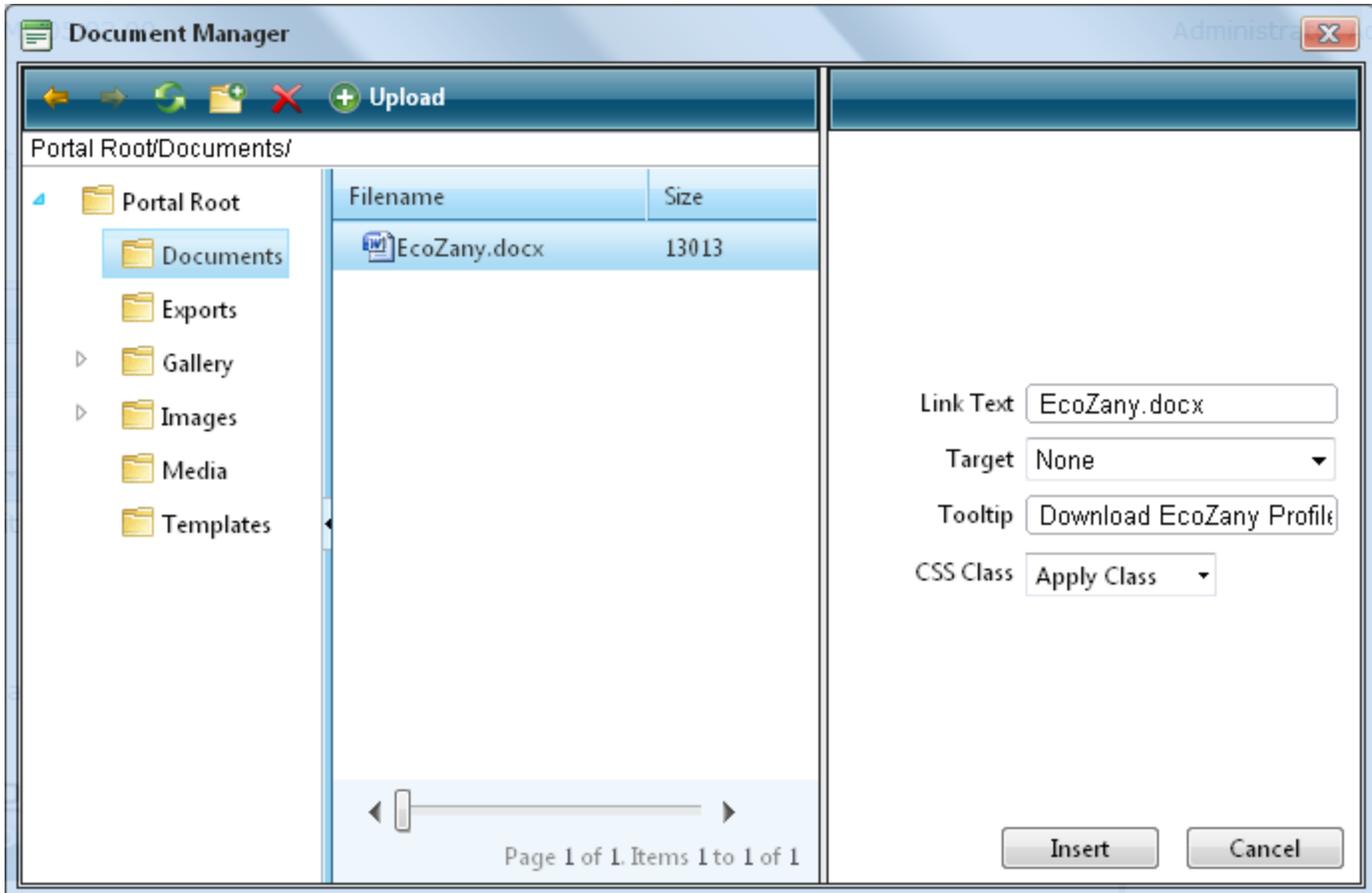
How to insert a document using the RADEditor.

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 RADEditor.

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 RADEditor.

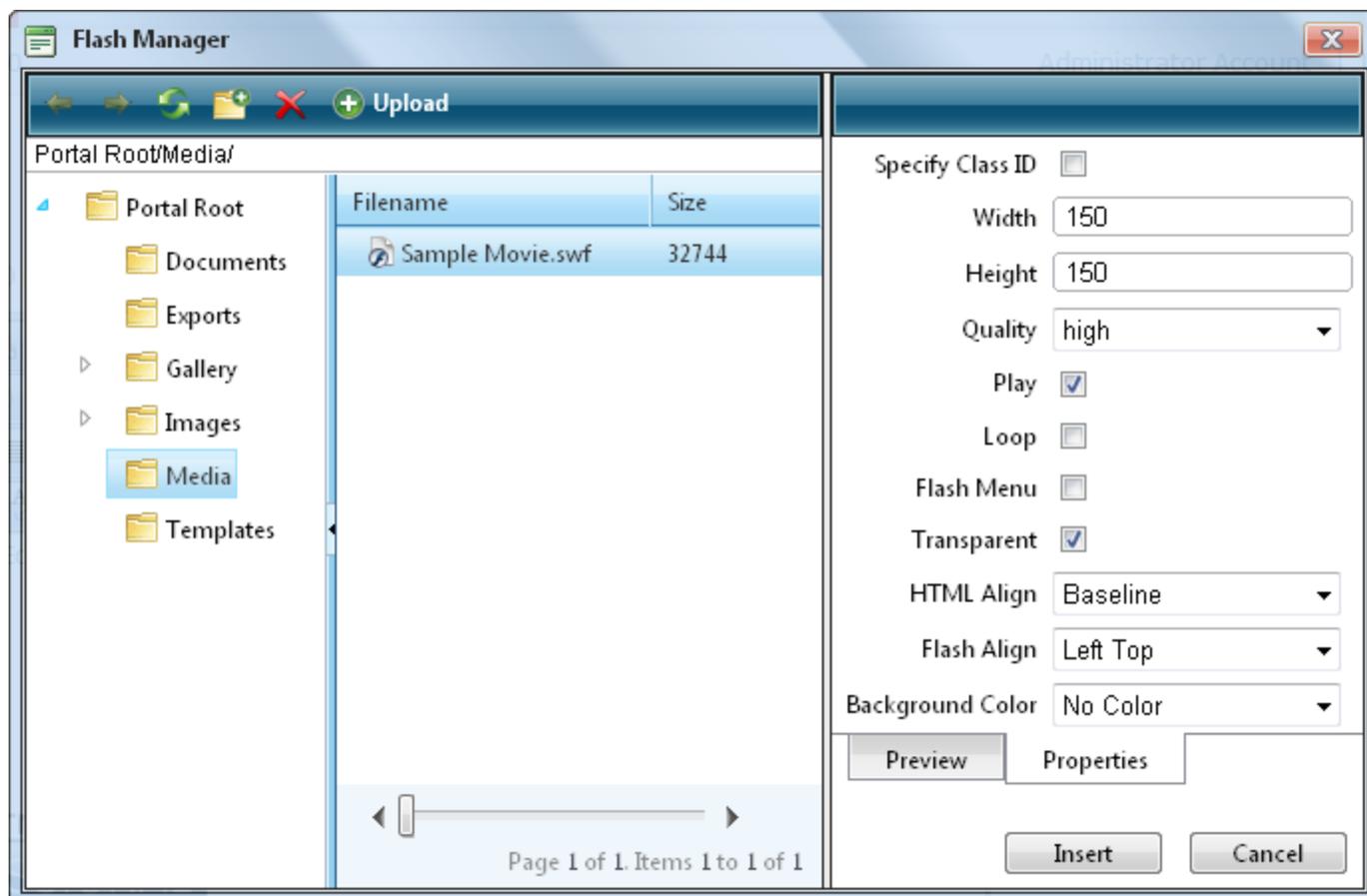
1. Click the **Flash Manager**  button. This opens the Flash Manager.
2. Navigate to and select the required Flash. See "Using the Resource Manager"

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

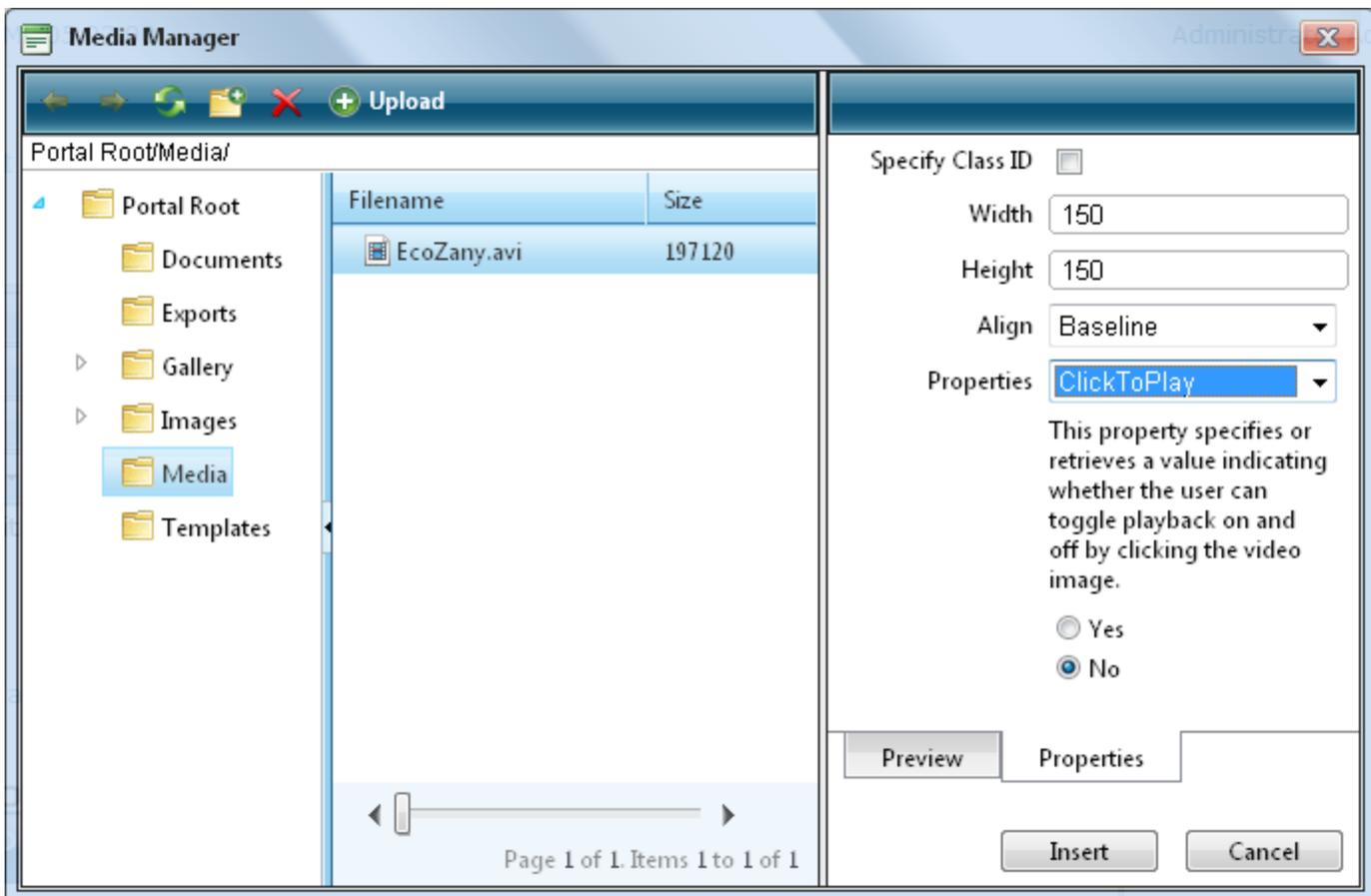
## Inserting Media

How to insert media (such as sound and movie files) using the RADEditor.

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.*

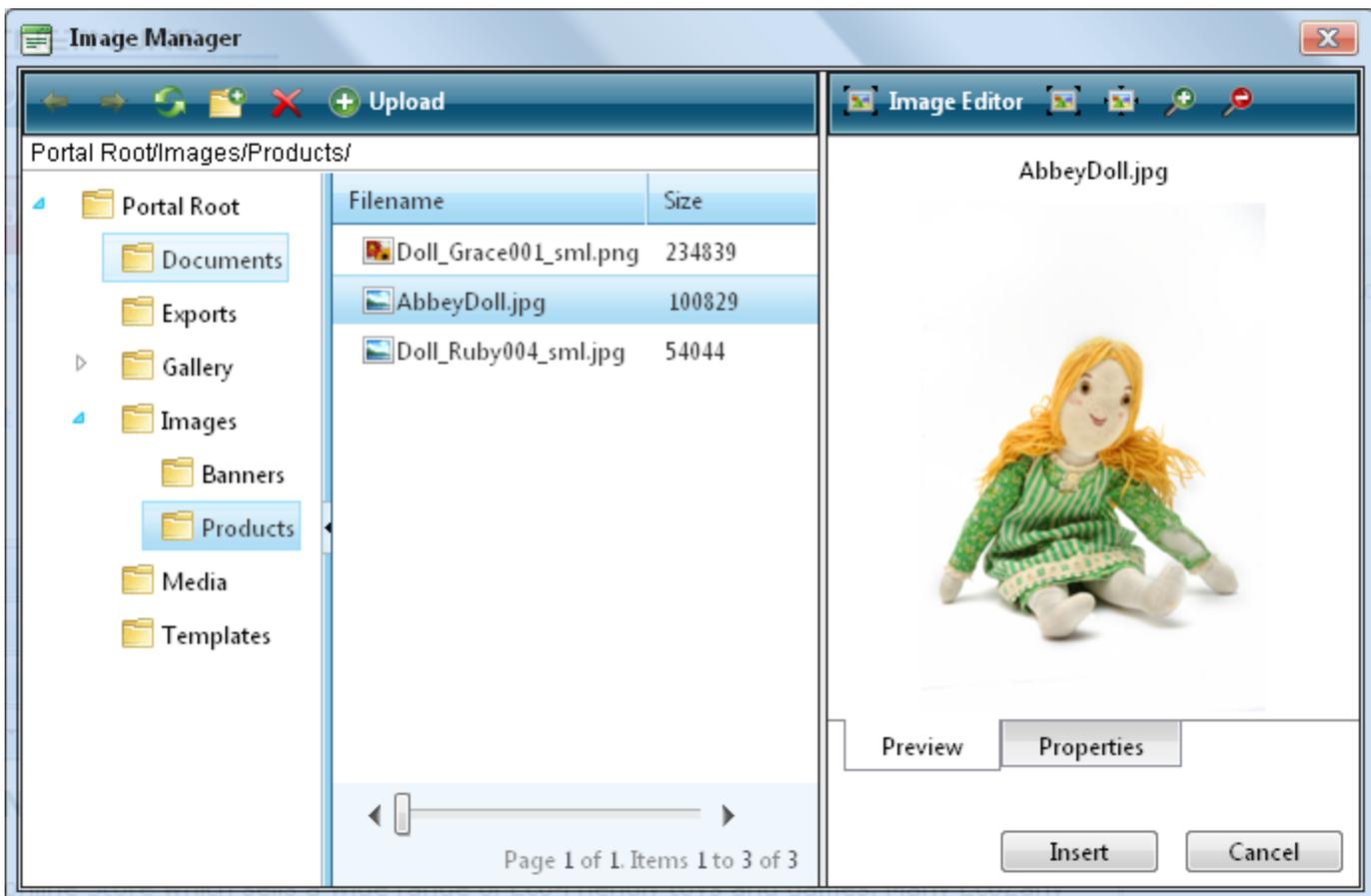


Inserting Media

### Inserting Images

How to insert an image using the RADEditor.

1. Click the **Image Manager** (CTRL + G)  button. 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.



## Editing an Image

How to edit an image inserted in the RADEditor.

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.*

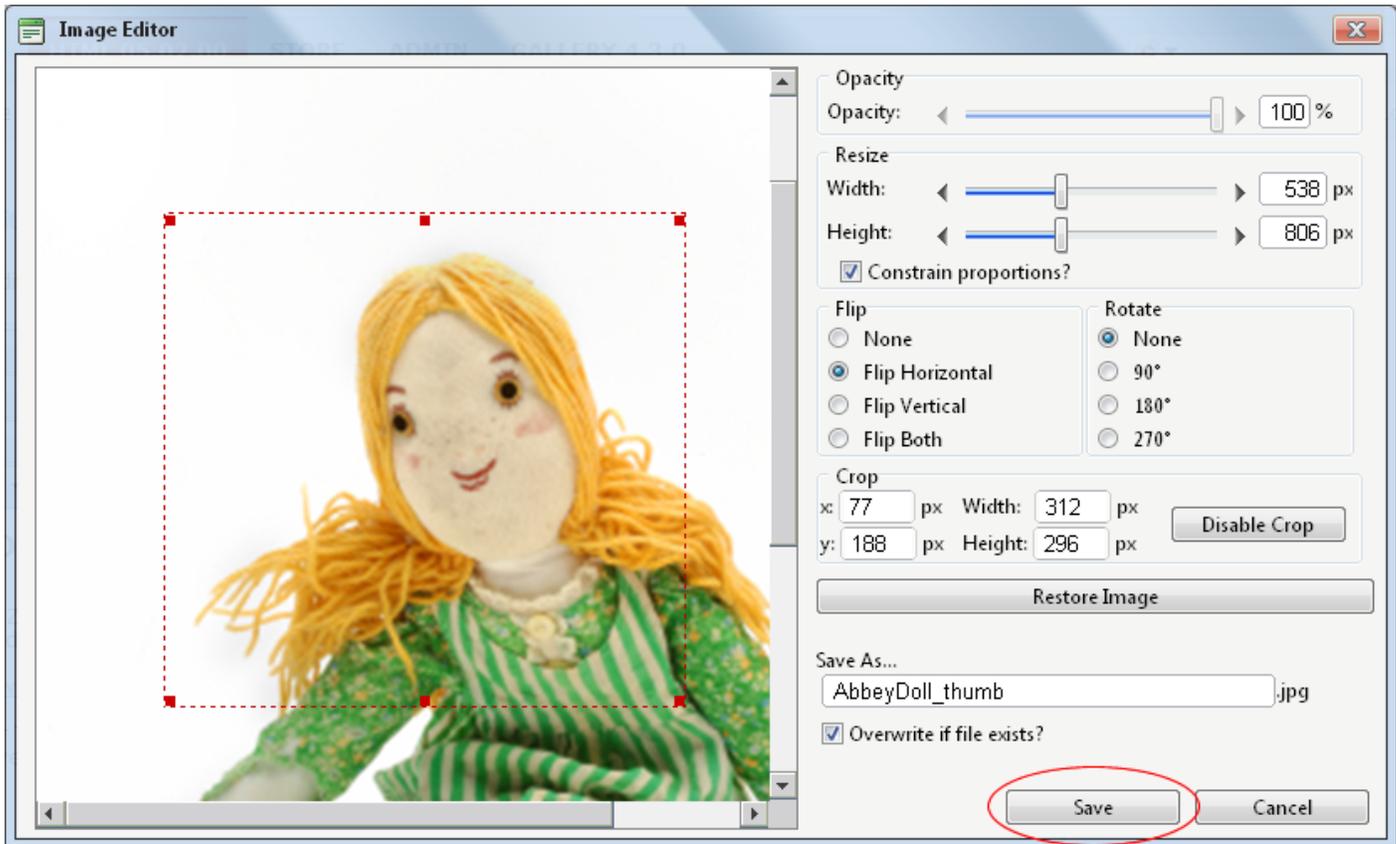
---

### Working with the Image Editor

How to use the Image Editor tool in the Image Manager of the RADEditor. This tutorial 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.



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

---

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

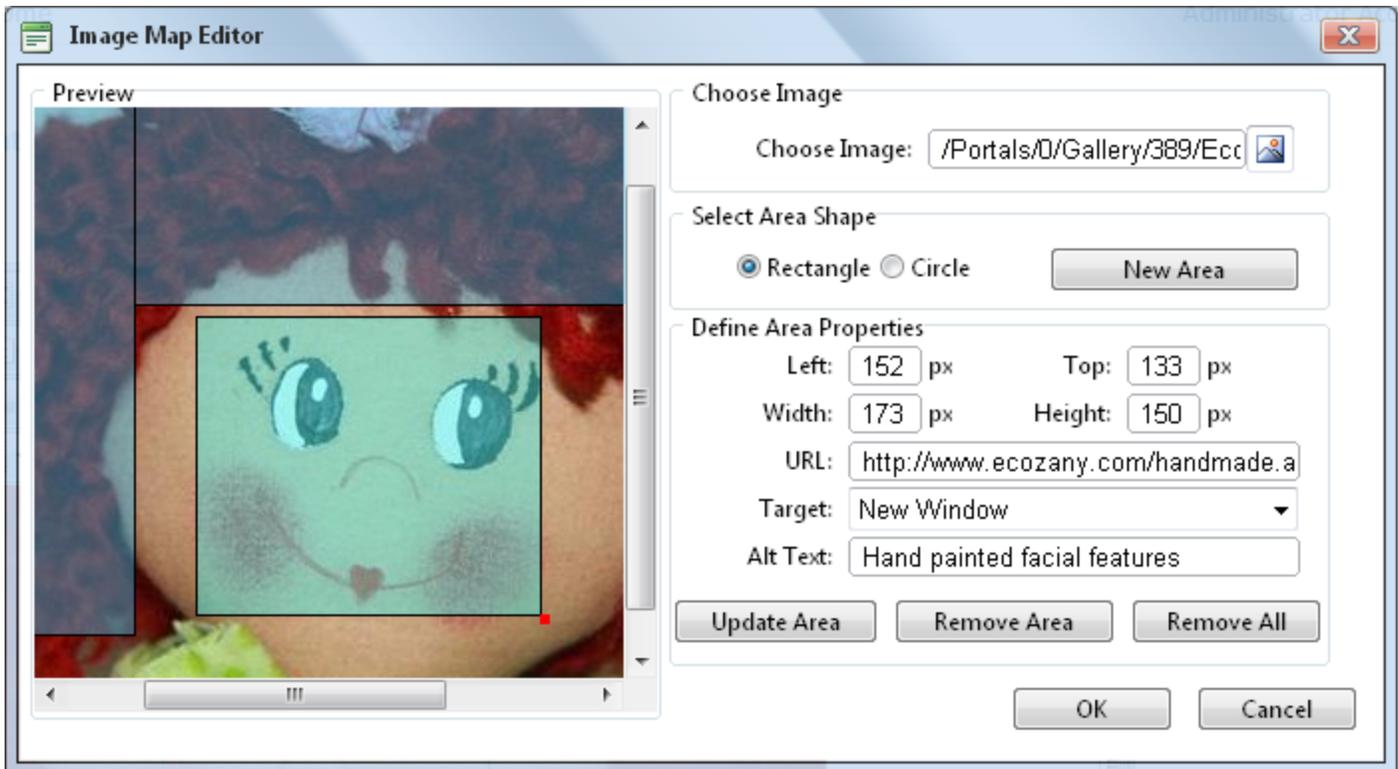
---

### Creating an Image Map

How to create an image map using the RADEditor.

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.



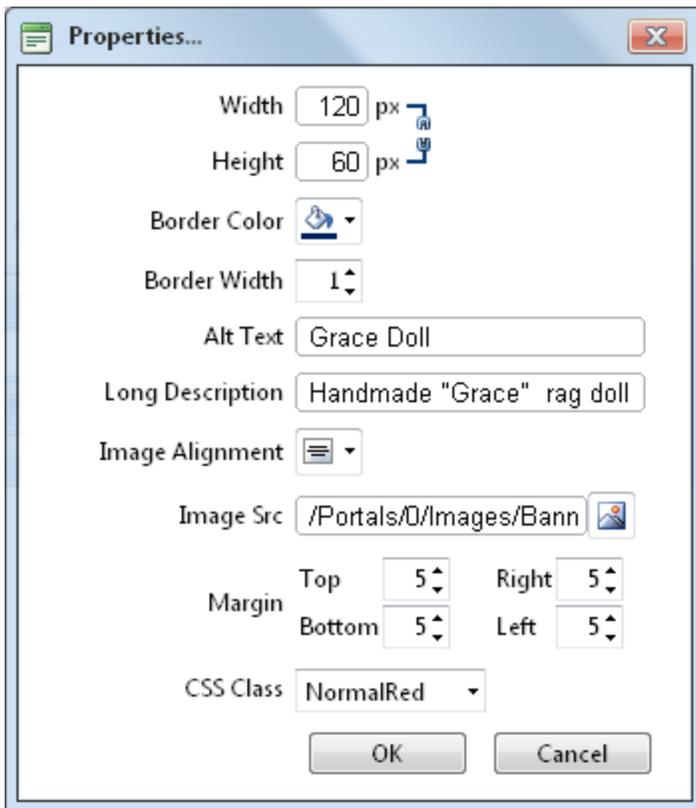
Creating an Image Map

## Setting Image Properties

How to set the optional properties of an image using the Image Manager of the RADEditor.

1. If the image has already been inserted, right-click on the image and select the **Properties...**  button.
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:
  1. In the **Top** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the top margin.
  2. In the **Bottom** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the bottom margin.
  3. In the **Right** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the right margin.
  4. 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.

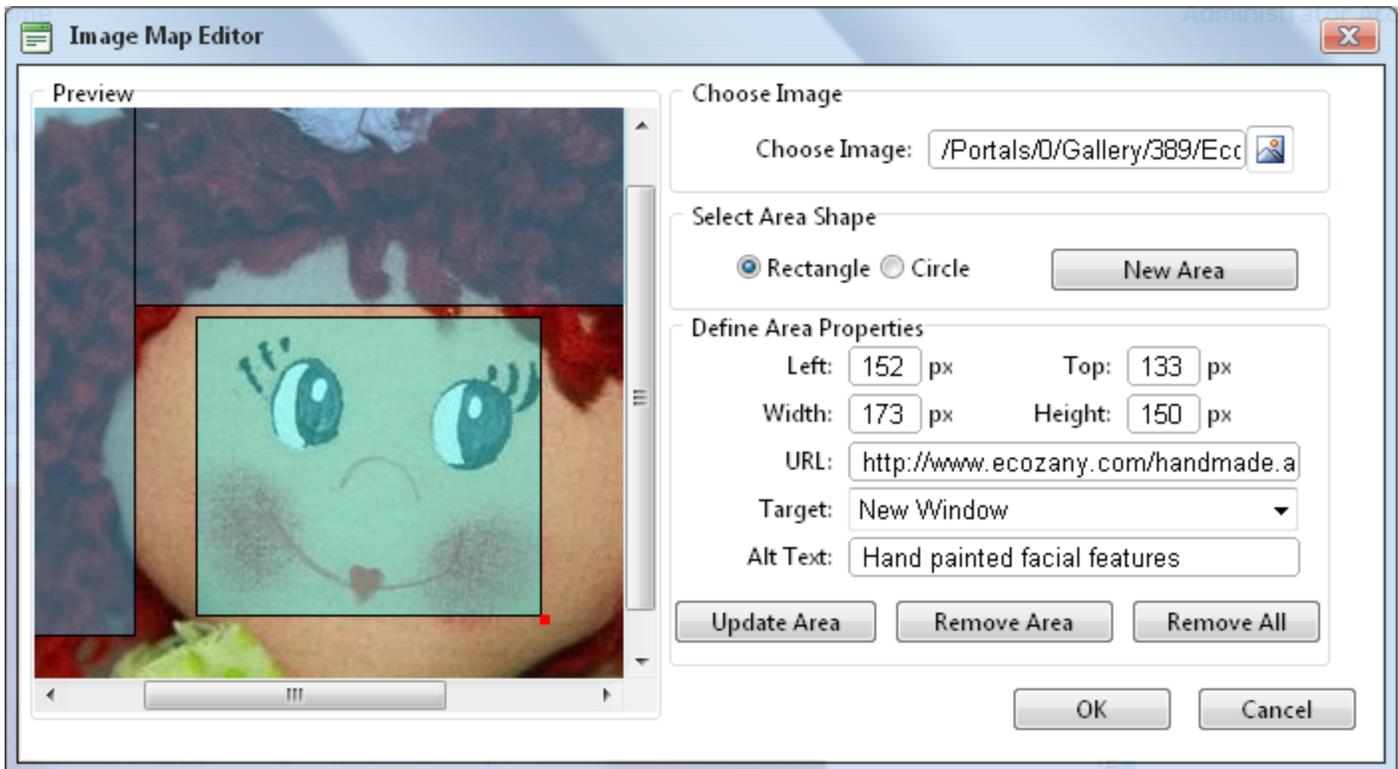


Setting Image Properties

## Editing an Image Map

How to edit an image map using the RADEditor.

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

## ***Managing Links and Anchors***

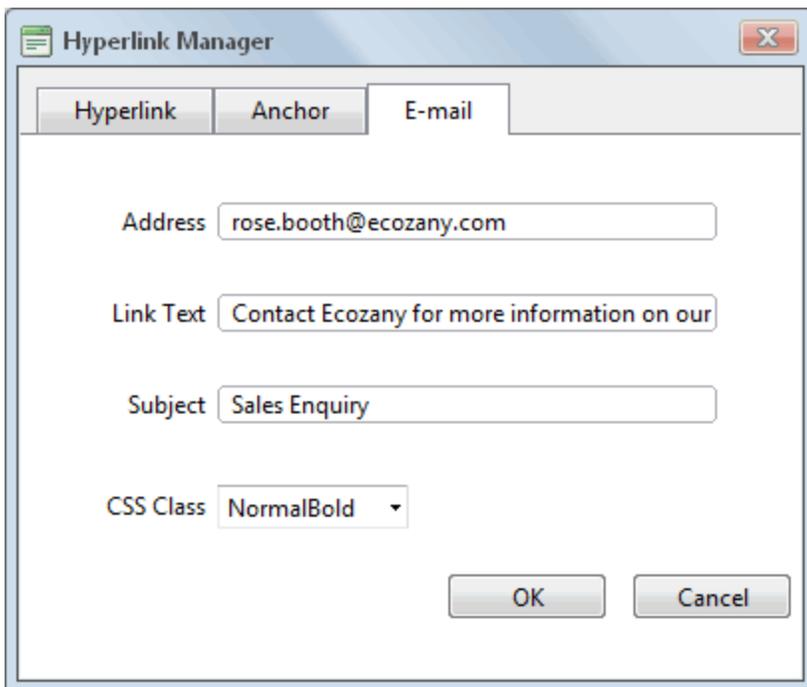
### **Adding an Email Link**

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

Tip: If you type in an email address with a recognized extension, the RADEditor will automatically add a send to link to the address.

1. Highlight the text/object for the link - OR - Place your cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **E-mail** tab.

4. In the **Address** text box, enter the email address. If you have selected a recognized email address it will be displayed here.
5. In the **Link Text** text box, enter the text for this link. Note: This field is not displayed when adding a link to an image.
6. In the **Subject** text box, enter a subject which will populate the subject field of the email message.
7. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
8. Click the **OK** button.



The screenshot shows a dialog box titled "Hyperlink Manager" with three tabs: "Hyperlink", "Anchor", and "E-mail". The "E-mail" tab is selected. The dialog contains the following fields and controls:

- Address:** A text box containing "rose.booth@ecozany.com".
- Link Text:** A text box containing "Contact Ecozany for more information on our".
- Subject:** A text box containing "Sales Enquiry".
- CSS Class:** A dropdown menu with "NormalBold" selected.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Adding an Email Link

### Adding a Page Link

How to insert a link to a page within this site using the RADEditor.

1. Highlight the text/object for the link - OR - Place your cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab selected.
3. At **Page**, select the page for this link from the drop-down list. This displays the URL of the selected page in the **URL** field below. Note: Disabled pages appear in the list, however they cannot be selected.

The screenshot shows the 'Hyperlink Manager' dialog box with the following settings:

- Page:** Store
- URL:** http://ecozany.com/Store.aspx
- Link Text:** Visit our online toy catalog
- Target:** None
- Existing Anchor:** None
- Tooltip:** (empty)
- CSS Class:** Apply Class
- Track the number of times this link is clicked
- Log the user, date and time for each click

4. The following **optional** settings are available:

- a. In the **Link Text** text box, edit the linked text. Note: This field is not displayed when adding a link to an image.
- b. At **Target**, select the target window for this link. The default option is **None** which opens the link in the current window.
- c. In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
- d. At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
- e. Check  the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
  - i. Check  the **Log the user, date and time for each click** check box to also enable the Link Log.

5. Click the **OK** button.

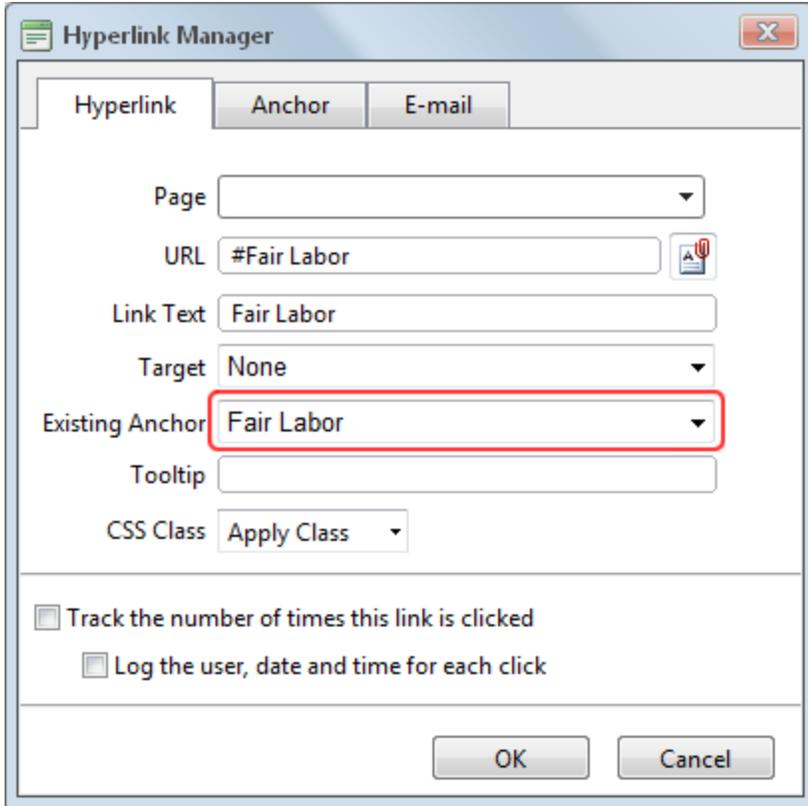
**Related Topics:**

- See "Viewing Link Tracking Report"

## Adding an Anchor Link

How to create a link to an anchor using the RADEditor.

1. Highlight the text/object to be linked to the anchor.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. At **Existing Anchor**, select the anchor name. This displays the anchor **URL** in the **URL** field. E.g. #Fair Labor



The screenshot shows the 'Hyperlink Manager' dialog box with the following settings:

- Page: (empty dropdown)
- URL: #Fair Labor
- Link Text: Fair Labor
- Target: None
- Existing Anchor: Fair Labor (highlighted with a red box)
- Tooltip: (empty text box)
- CSS Class: Apply Class
- Track the number of times this link is clicked
- Log the user, date and time for each click

Buttons: OK, Cancel

4. The following **optional** settings are available:
  - a. In the **Link Text** text box, enter/edit the linked text as required.
  - b. At **Target**, select the target for this link - OR - Select **None** to use the existing window.
  - c. In the **Tooltip** text box, enter the text to be displayed when a user places their mouse over this link.
  - d. At **CSS Class** select the CSS class to use.
  - e. Check  the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking

information is displayed.

- i. Check  the **Log the user, date and time for each click** check box to also enable the Link Log.

5. Click the **OK** button.

### ***Related Topics:***

- See "Adding an Anchor"

### **Adding a URL Link**

How to insert a link to a URL located on another web site using the RADEditor.

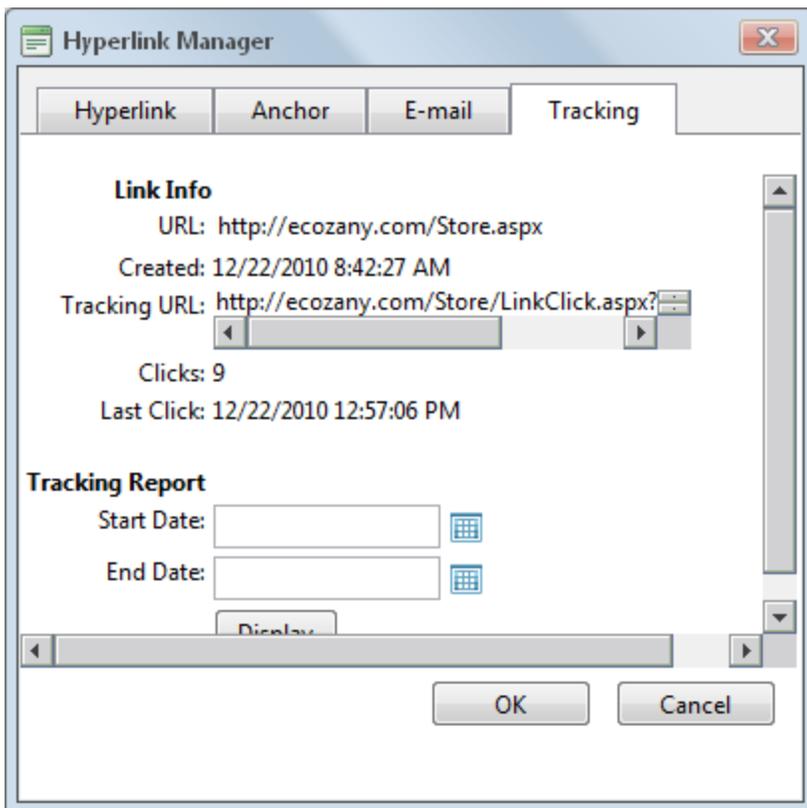
1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink tab of the Hyperlink Manager.
3. In the **URL** text box, enter the URL address for this link.
4. **Optional.** At **Track 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. 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 RADEditor. In additional the tracking report displays data for the selected date range.

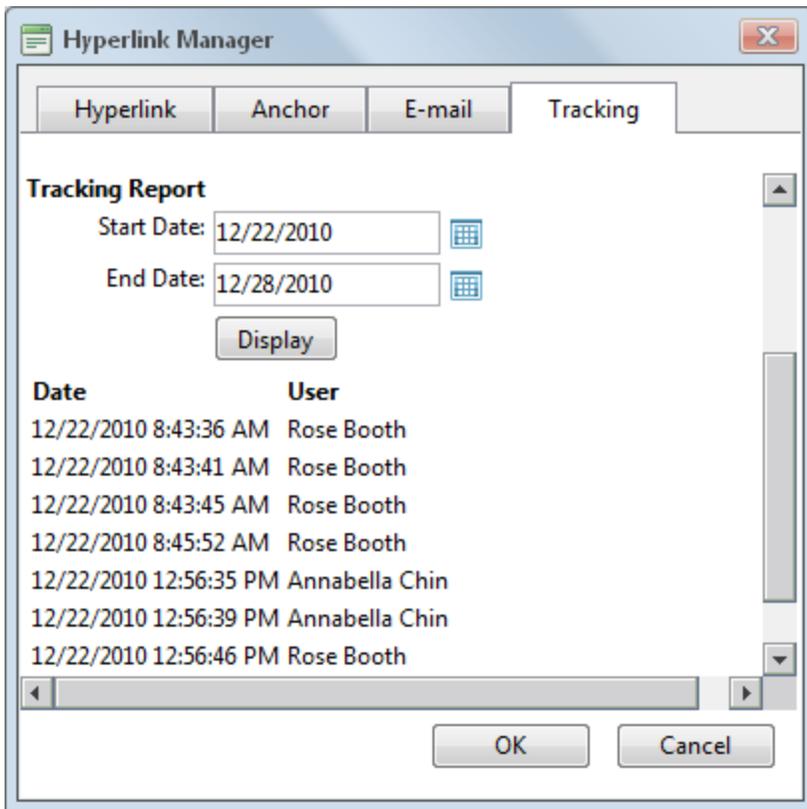
1. Select the linked text or object, and then click the **Hyperlink Manager** (CTRL + K)  button - OR - Right-click on the linked item and select **Properties...** from the drop-down menu. This opens the Hyperlink Manager with the Hyperlink tab selected.
2. Select the **Tracking** tab.

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/Store/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:
- 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"
  - At **End Date**, click the **Calendar**  button. This displays the current month with today's date highlighted. Select a new date if required.

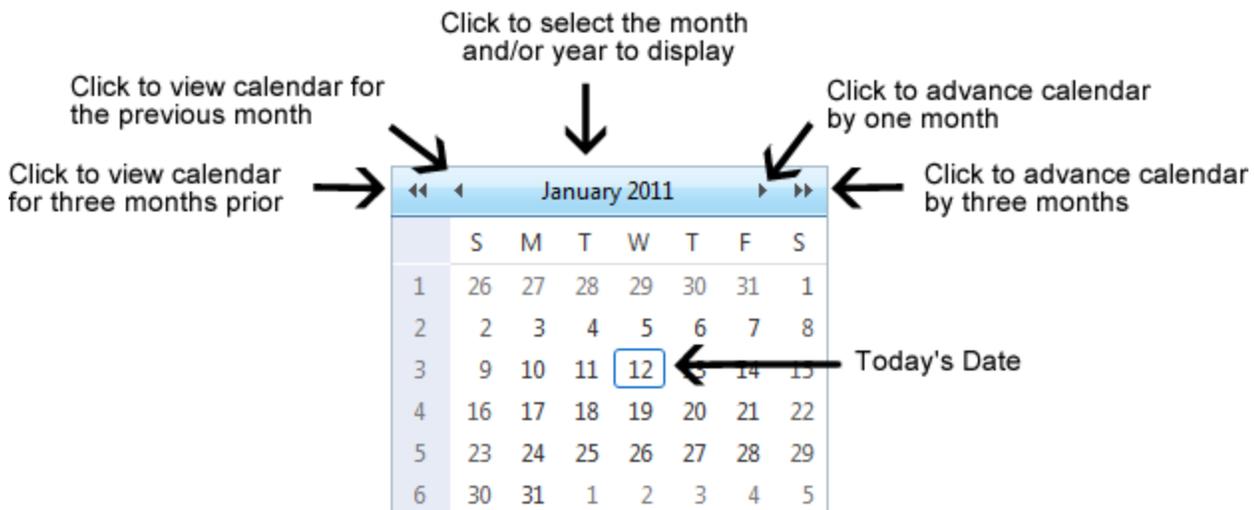
- c. Click the **Display** button. This displays the date and time when the link was clicked and the first and last name of authenticated users.



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 RADEditor.



## Selecting a Date

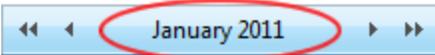
### Step One - View the required Month/Year in Calendar

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

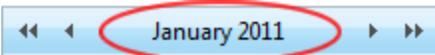
- **View Calendar for Another Month:**

- 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.

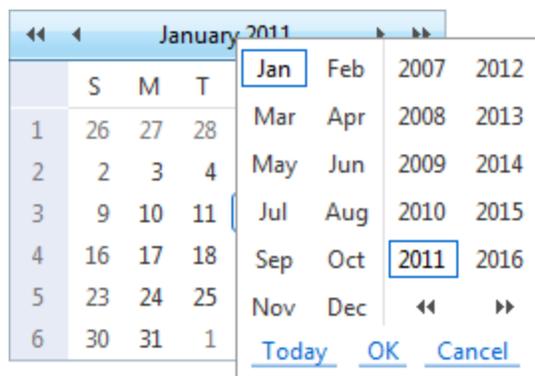
- **View Calendar for Another Month/Year:**

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 RADEditor.

### **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 RADEditor.

### **OPTION ONE:**

1. Select the linked text or object.
2. Click the **Remove Link** (CTRL + SHIFT + K)  button.

### **OPTION TWO:**

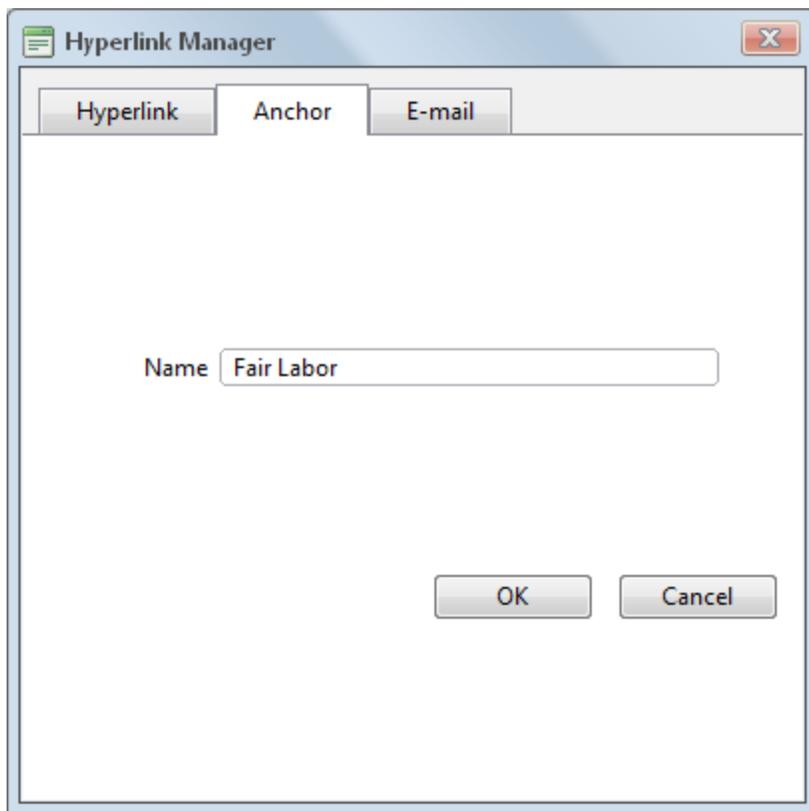
1. Right-click on the linked text or object.
2. Select **Remove Link** from the drop-down menu. This opens the Hyperlink Manager.

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.

### Adding an Anchor

How to create an anchor using the RADEditor. An anchor is a location within this content which can be linked to using the Hyperlink Manager. Note: These anchors are not available to be linked to outside of this instance of the module you are currently editing.

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 RADEditor.

#### **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 RADEditor.

**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.

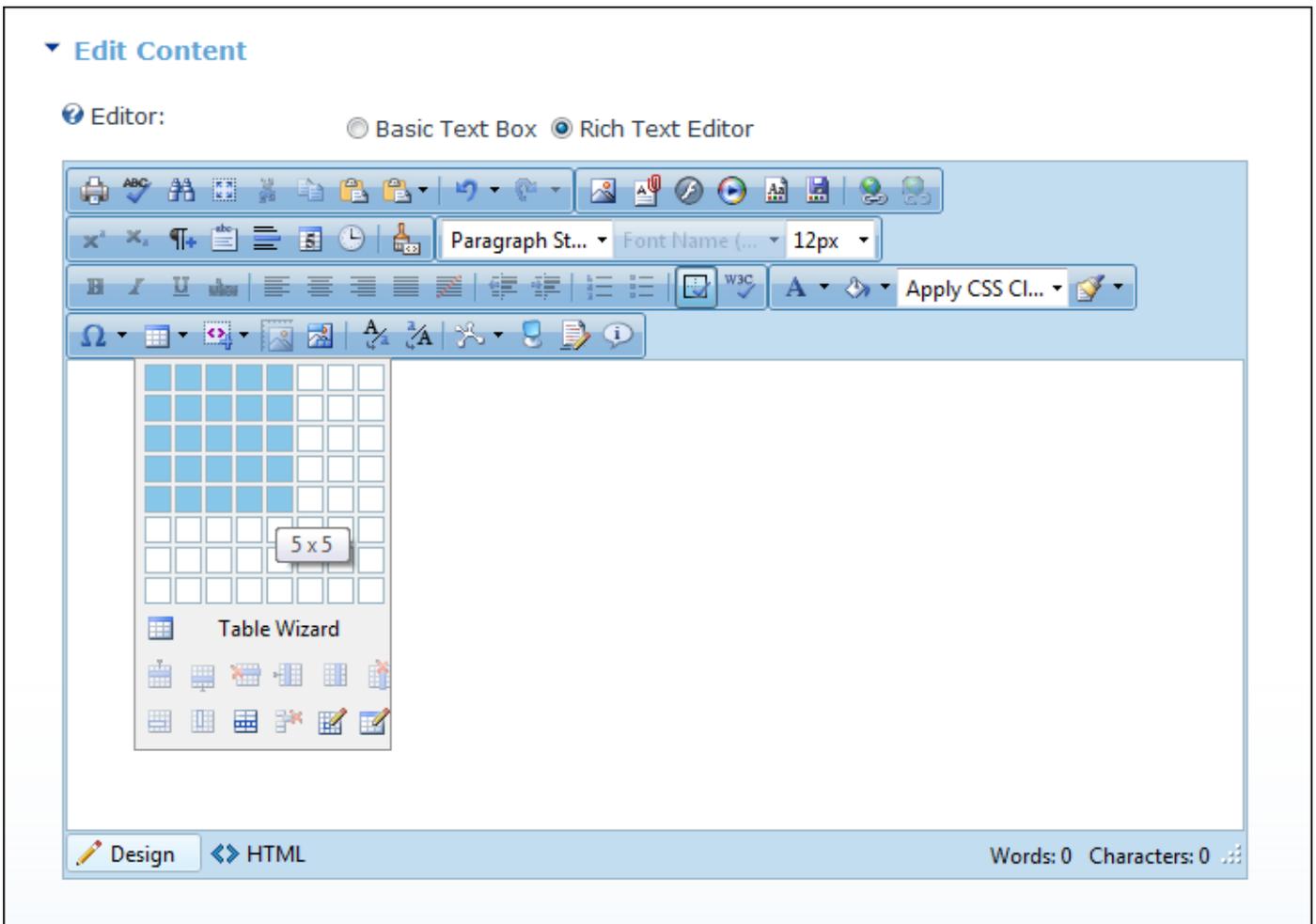
1. Select the **HTML** tab.
2. Locate and delete the anchor HTML which will look something like `<a name="anchor name"></a>`

#### **Managing Tables**

##### **Inserting a Table**

How to insert a table using the RADEditor.

1. Place your cursor where you want to insert the table.
2. Click the **Insert Table**  button.
3. Select for these options:
  - **To insert a basic table**, move your cursor to highlight the number of rows or columns for the table and then click to select it. This displays the basic table in the Editor.



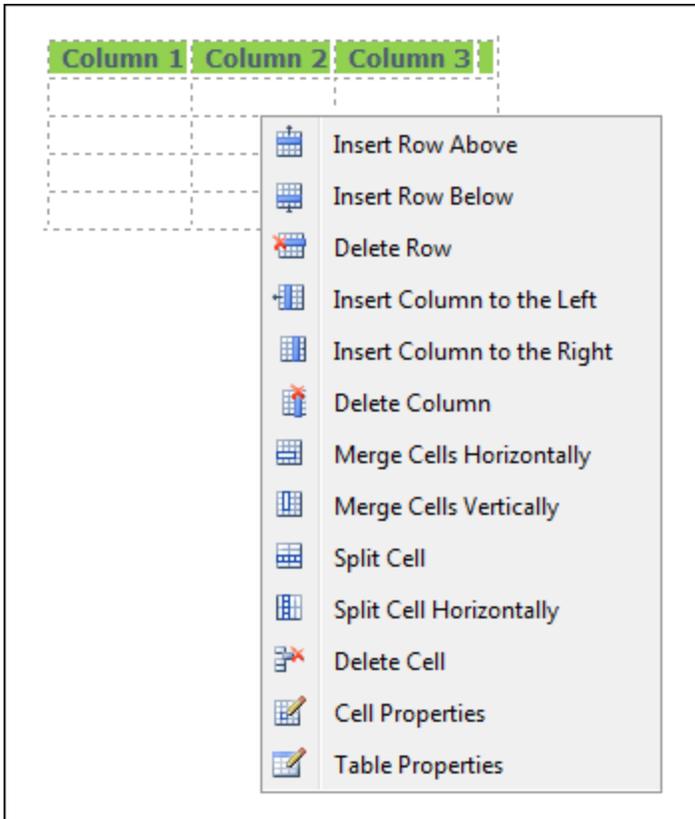
- **To design a more complex table**, click the **Table Wizard** button. See "Setting the Table Design"



## Editing a Table

How to edit a table using the right click menu or the Table Wizard of the RADEditor.

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 your mouse. This displays the drop-down menu.
3. Select an option to modify the rows, columns or cells of the table - OR - Select  **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 RADEditor.

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:

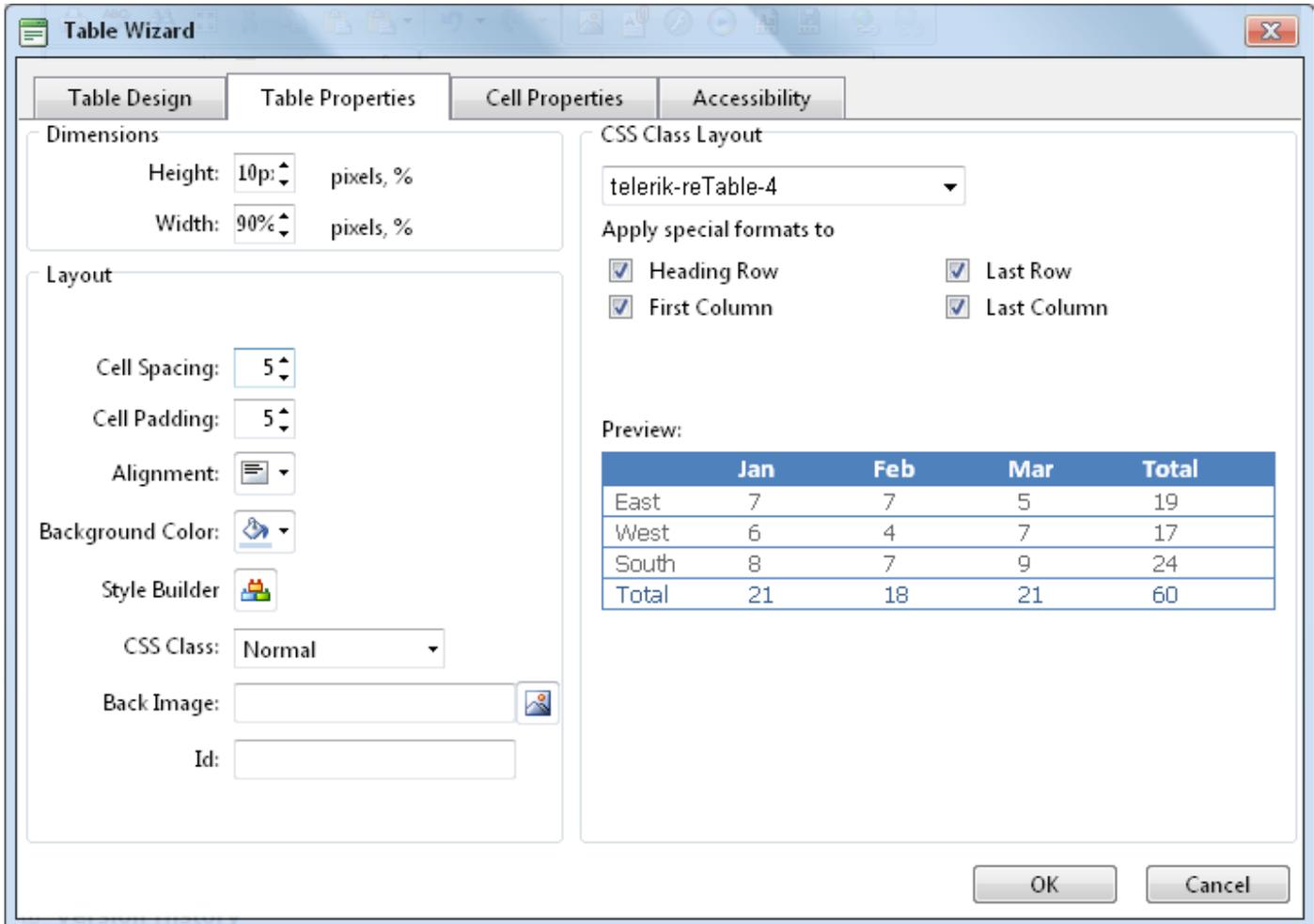
- a. In the **Cell Spacing** text box, enter a number to set the pixel spacing between cells - OR - Use the **Increase**  and **Decrease**  buttons.
- b. In the **Cell Padding** text box, enter a number to set the pixel padding between cells - OR - Use the **Increase**  and **Decrease**  buttons.
- c. 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**, 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.

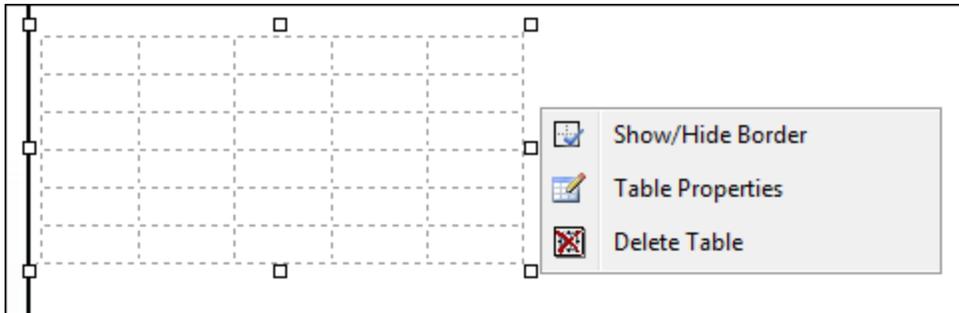


Setting Table Properties

### Showing/Hiding Table Border

How to hide or show the table borders using the Table Wizard of the RADEditor.

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. This displays the table drop-down menu.
3. Select  **Show/Hide Borders**.



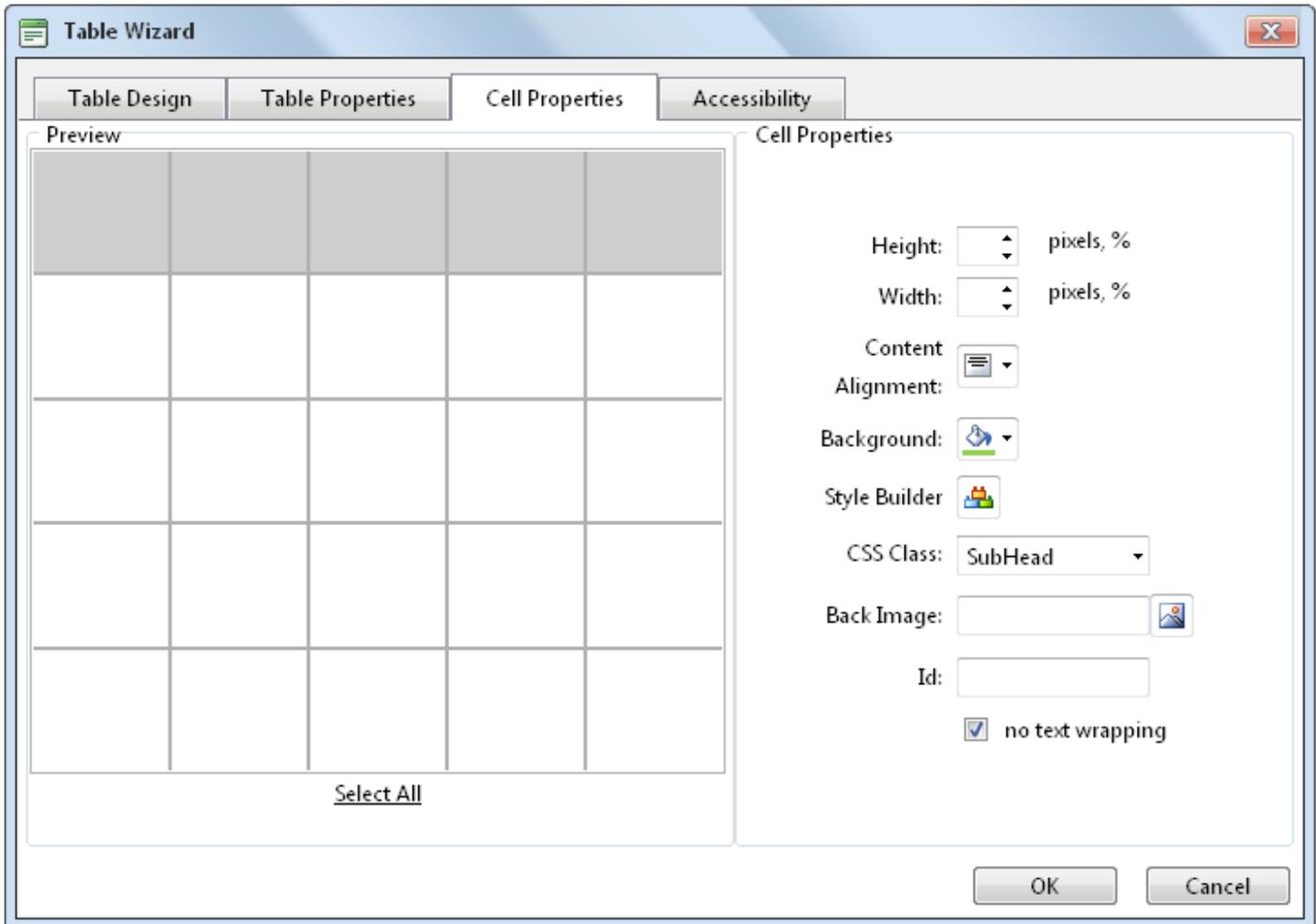
Showing/Hiding Table Border

## Setting Cell Properties

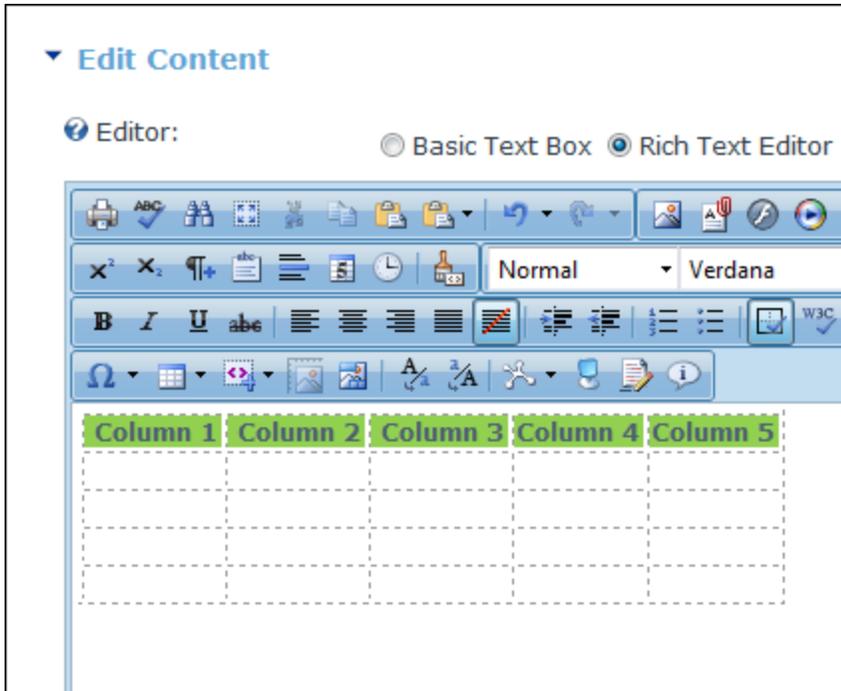
How to set the optional cell properties of a new or existing table using the Table Wizard of the RADEditor.

1. Open the Table Wizard. See "Inserting a Table" - OR - Right click on an existing table and select  **Table Properties**.
2. Go to the **Cell Properties** tab.
3. 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.
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**, 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 SRC**  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 RADEditor.

1. Open the Table Wizard. See "Inserting a Table" - OR - Right click on an existing table and select  **Table Properties**.
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. A maximum of five (5) is allowed.
  - b. In the **Heading Columns** text box, enter the number of columns which are headings. A maximum of five (4) is allowed.
  - c. In the **Caption** text box, enter a caption for the table. The caption displays above the table.
  - d. At **Caption Alignment**, 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.

The screenshot shows the 'Table Wizard' dialog box with the 'Accessibility' tab selected. The 'Accessibility Options' section includes:

- 'Heading rows' set to 1 (Max. 5)
- 'Heading columns' set to 0 (Max. 4)
- 'Caption' text area containing 'Pricing Table'
- 'Caption Align' dropdown menu
- 'Summary' text area containing 'This table provides information on the pricing of products.'
- A checked checkbox for 'Associate cells with headers'

Buttons for 'OK' and 'Cancel' are located at the bottom right.

Setting Table Accessibility

## Using the Table Wizard

How to design a table using the Table Wizard of the RADEditor.

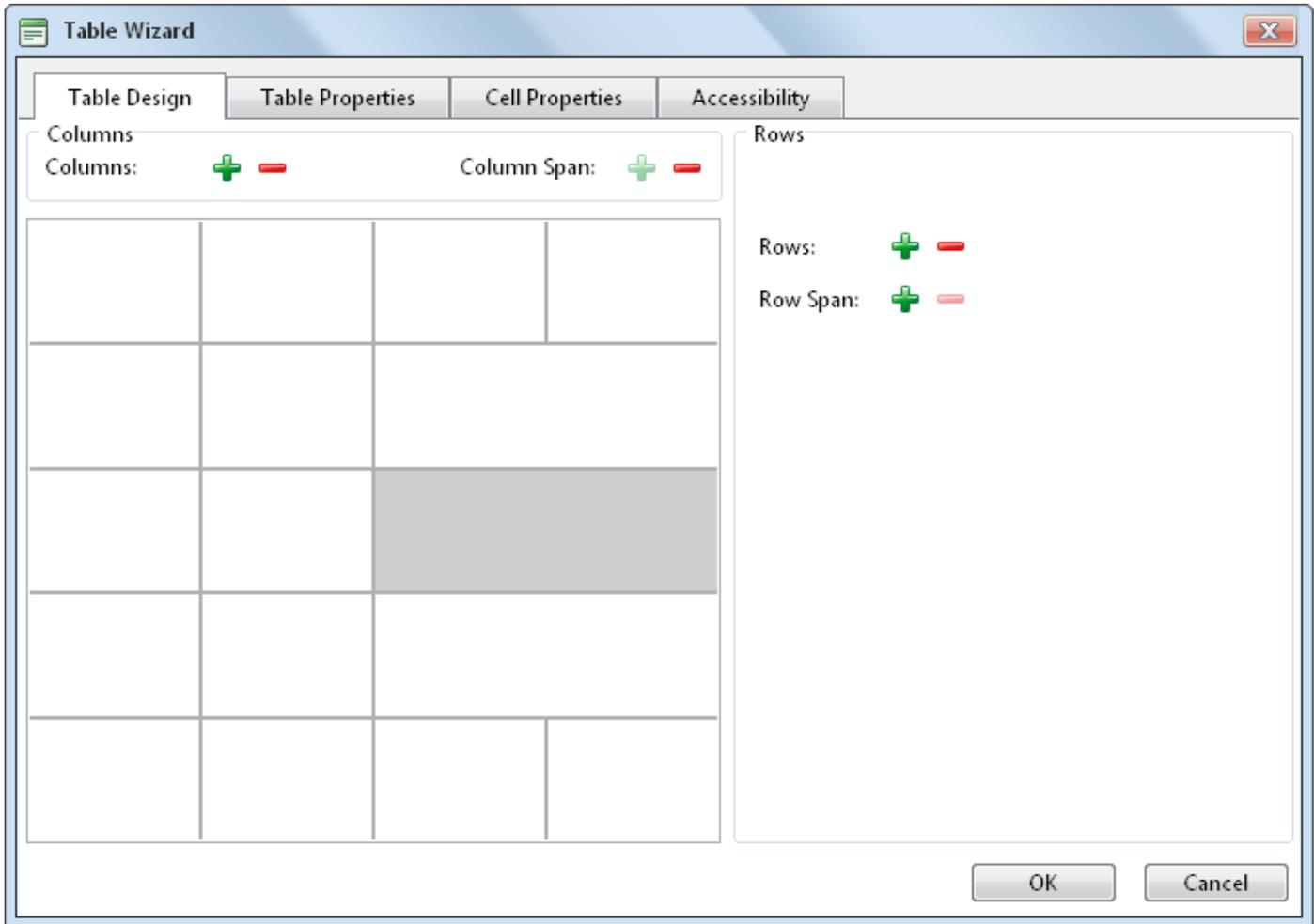
1. Click the **Insert Table**  button.
2. Select **Table Wizard**. This opens the Table Wizard on the Table Design tab. A table of two columns by two rows is displayed as the basis for your design.
3. **Optional.** Select a cell. This enables the **Increase** and **Decrease** buttons which are available 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 RADEditor.

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 RADEditor. 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 RADEditor.

#### OPTION ONE:

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

#### OPTION TWO:

1. Click on the corner of the table to select it.
2. Right click to view the drop-down menu.
3. Click the **Delete Table**  button.

#### OPTION THREE:

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

▼ **Edit Content**

Editor:  Basic Text Box  Rich Text Editor

The screenshot shows the RAEditor interface. At the top, there's a toolbar with various icons for editing. Below the toolbar, there's a text area with the heading "Introduction" and a placeholder "[Insert your introductory summary here...]". In the center, there's a table with 5 columns and 3 rows. The columns are labeled "Column 1" through "Column 5", and the rows contain "Sample data". A context menu is open over the table, with three options: "Show/Hide Border", "Table Properties", and "Delete Table". The "Delete Table" option is highlighted with a red circle. At the bottom, there's a status bar with "Design" and "HTML" tabs, and a word/character count: "Words: 39 Characters: 248".

Column 1	Column 2	Column 3	Column 4	Column 5
Sample data				
Sample data				

**Conclusion**  
[insert your conclusion here...]

Design HTML Words: 39 Characters: 248

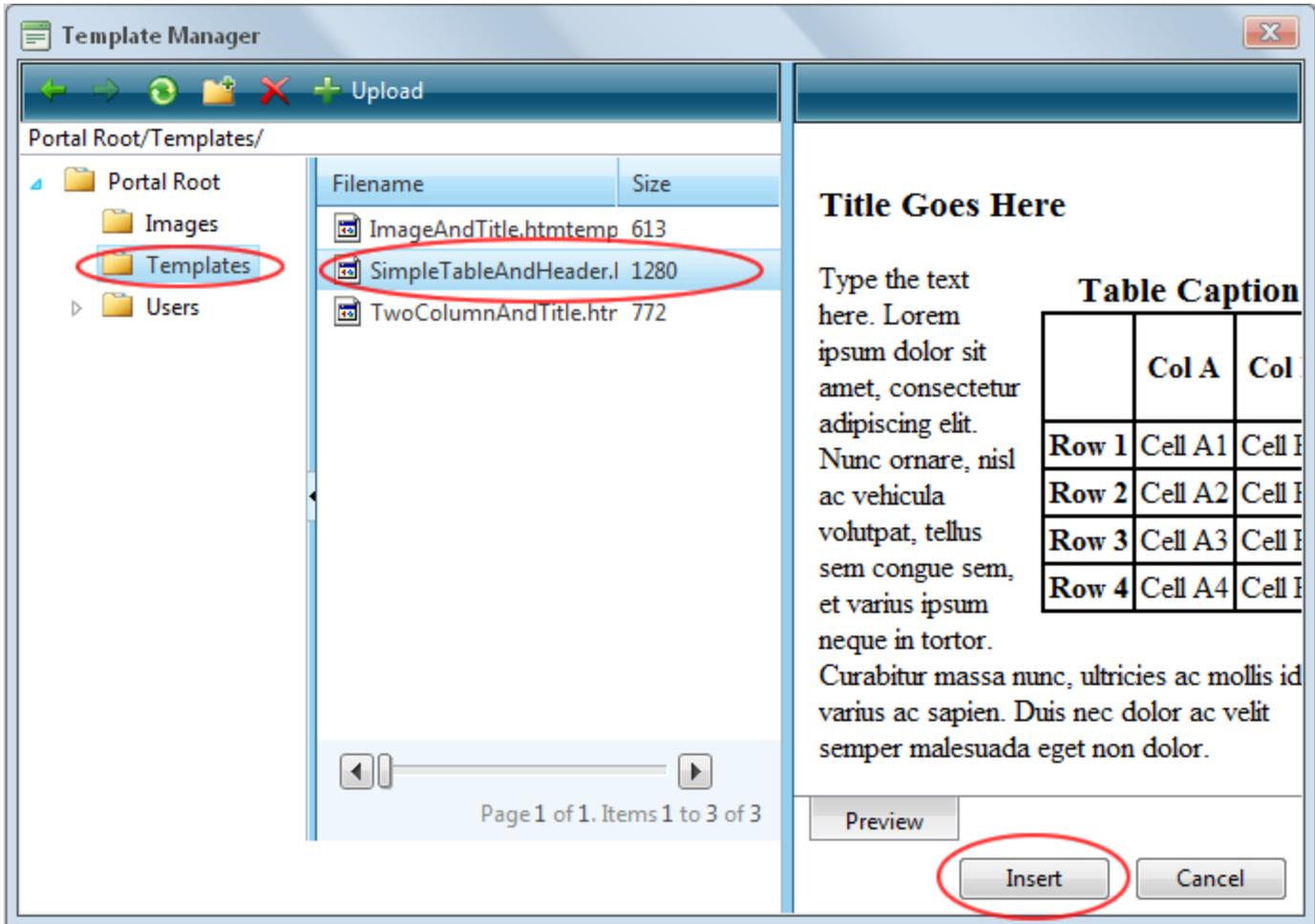
Deleting a Table

## Managing Templates

### Inserting a Template

How to insert a template using the RAEditor.

1. Place your cursor where you want to insert the template.
2. Click the **Template Manager**  button. This opens the Template Manager.
3. Navigate to and select the required template. Note: Templates are typically stored in the Portal Root > Templates folder. See "Using the Resource Manager"
4. Click the **Insert** button. This inserts the template into the editor ready for you to edit.

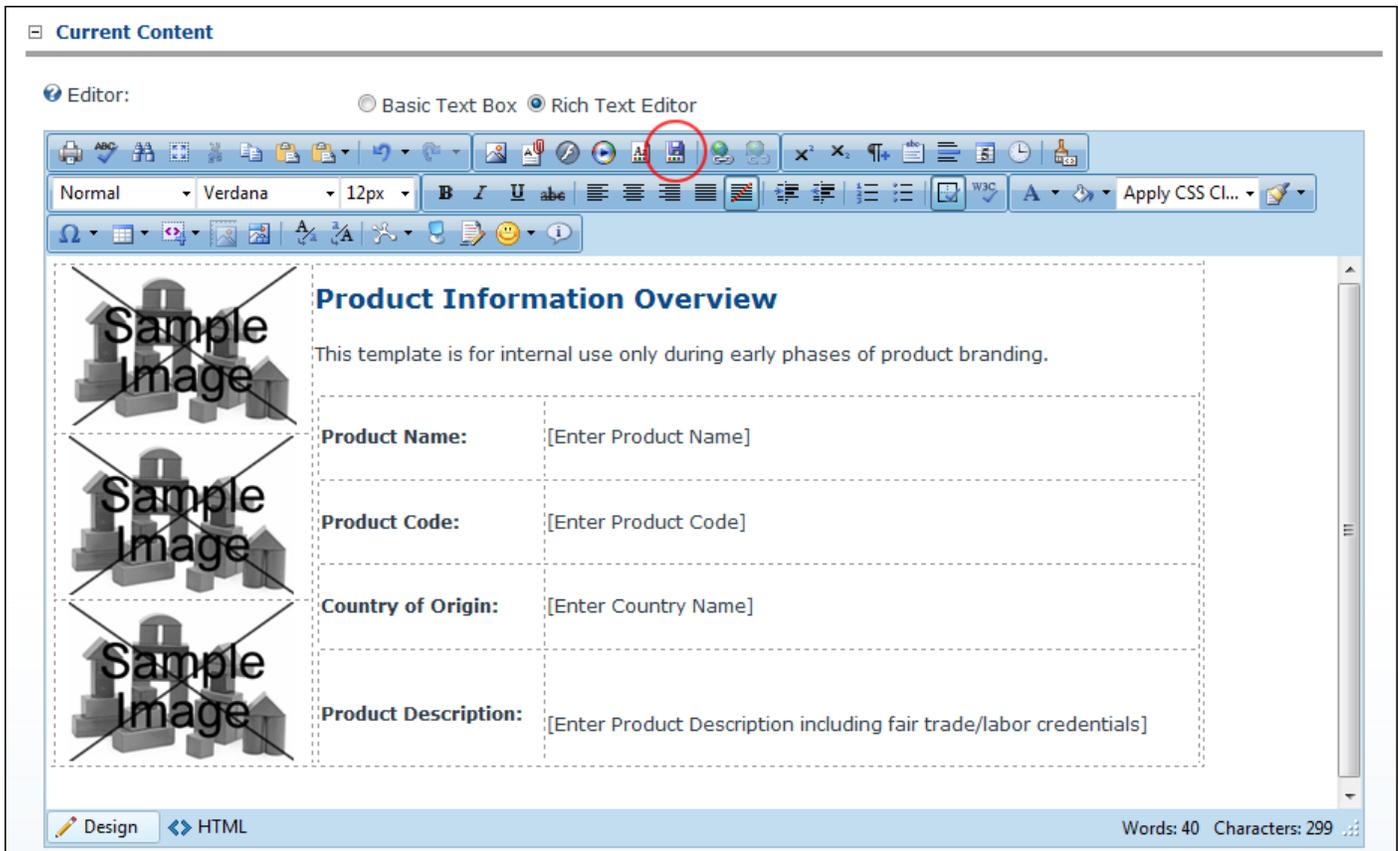


Inserting a Template

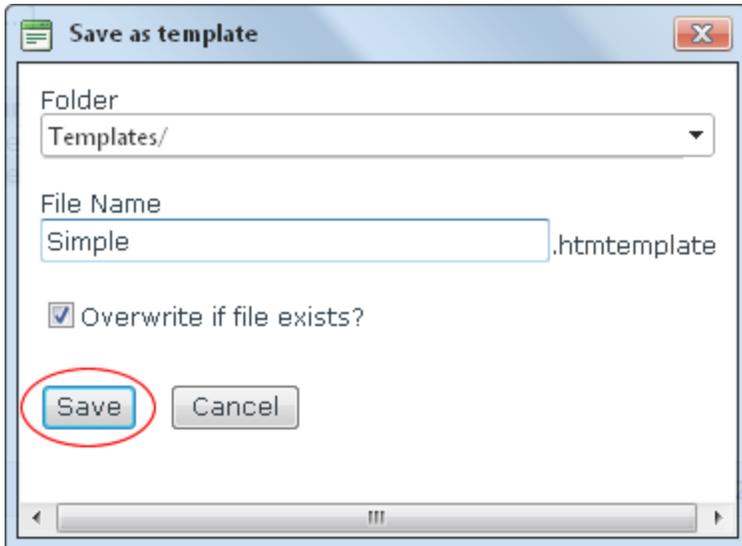
### Saving a Template

How to create and save a template using the RADEditor.

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

# 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.
Vendors	Manage vendor accounts, banners and affiliates.

## Application Health

### File Integrity Checker

#### *About the File Integrity Checker Module*

*Only available in DotNetNuke Professional Edition*

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.

#### *Working with the File Integrity Checker Module*

*Only available in DotNetNuke Professional Edition*

- **File Integrity Summary:** The application integrity module uses the signature file included in the install to see what 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.

## Health Monitoring

### About the Health Monitoring Module

*Only available in DotNetNuke Professional Edition*

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.

### Configuring Health Monitoring

1. Navigate to Host > Professional Features > **Health Monitoring** - OR - Go to a Health Monitoring module.
2. Click the [Configure Health Monitoring](#) link. This opens the Health monitoring section in the DNN support network.
3. Sign in with the account you used when you purchased your copy of DNN professional.
4. Click the [Add Site](#) link.



5. In the **Site URL** text box, enter the URL for your site.
6. **Optional.** At **Enable Monitoring**, check  the check box to enable health monitoring on your site.
7. **Optional.** At **Enable Notifications**, check  the check box to receive email notifications. These emails will be sent to the email entered for the account you purchased DNN professional with.



The screenshot shows a configuration panel for health monitoring. It includes a text input field for the 'Site URL' with a 'Check URL' button to its right. Below this are two checked checkboxes for 'Enable Monitoring' and 'Enable Notifications'. At the bottom left, there are 'Update' and 'Cancel' buttons.

8. Click the Update link to save all of your 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

*Only available in DotNetNuke Professional Edition*

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.

## Web Server Manager

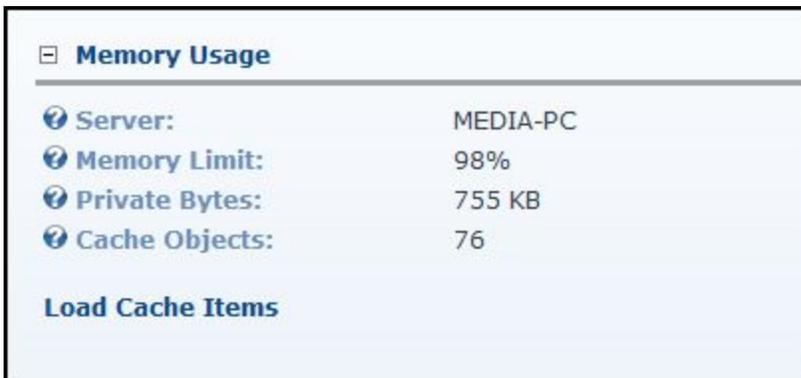
### About the Web Server Manager Module

*Only available in DotNetNuke Professional Edition*

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.



Manage Web Servers



Memory Usage

### 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. Go to 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 the item from the cache.
6. Repeat Steps 3-5 for additional items.



The screenshot shows a web interface with a section titled "Memory Usage" and a section titled "Load Cache Items".

**Memory Usage:**

- Server: MEDIA-PC
- Memory Limit: 98%
- Private Bytes: 755 KB
- Cache Objects: 63

**Load Cache Items:**

- Items: CSS (selected in a dropdown menu)
- Key: DNN\_CSS
- Value: Cannot Serialize Object
- Size: 545 Bytes

At the bottom of the "Load Cache Items" section, there is a link labeled "Expire Cache Item".

Loading Cache 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. Click the **Edit**  button. From here you will be able to edit only two things, the URL and whether the server is enabled or not.
3. 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.

4. At **Enabled**, check  the check box to enable the server - OR - Uncheck  the check box to disable it.
5. Click the **Update**  button.



Managing your Web Server

### ***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. At **Caching Provider**, select the default caching provider from these options:
  - FileBasedCachingProvider
  - WebRequestCachingProvider
3. Click the **Update**  button.



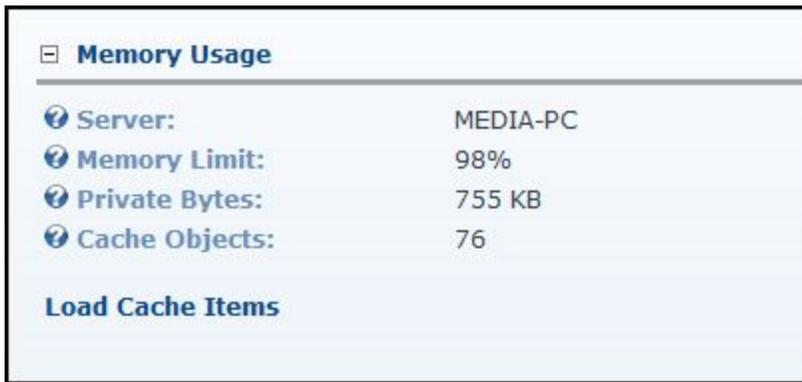
Setting the caching provider

### ***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.



Memory Usage	
Server:	MEDIA-PC
Memory Limit:	98%
Private Bytes:	755 KB
Cache Objects:	76

[Load Cache Items](#)

Viewing Memory Usage Information

## Extensions

### About the Extensions Module

The Extensions module allows authorized users to view and manage extensions that have been installed on the site by the Host. The module provides a summary of each extension as well as providing information regarding which modules are in use.

#### ***More for SuperUsers:***

- See SuperUser > Host Pages > Extension section for additional SuperUser capabilities which can only be accessed using the Extensions module located on Host Pages.



## Extensions

This application contains an Update Service which displays an icon when a new version of an Extension is available. The icon displayed will contain a visual indication if a currently installed Extension contains a potential security vulnerability. If a security vulnerability is identified, it is highly recommended that you upgrade to the newer version of the Extension. Clicking the icon will redirect you to a location where you will be able to acquire the Extension for immediate installation.

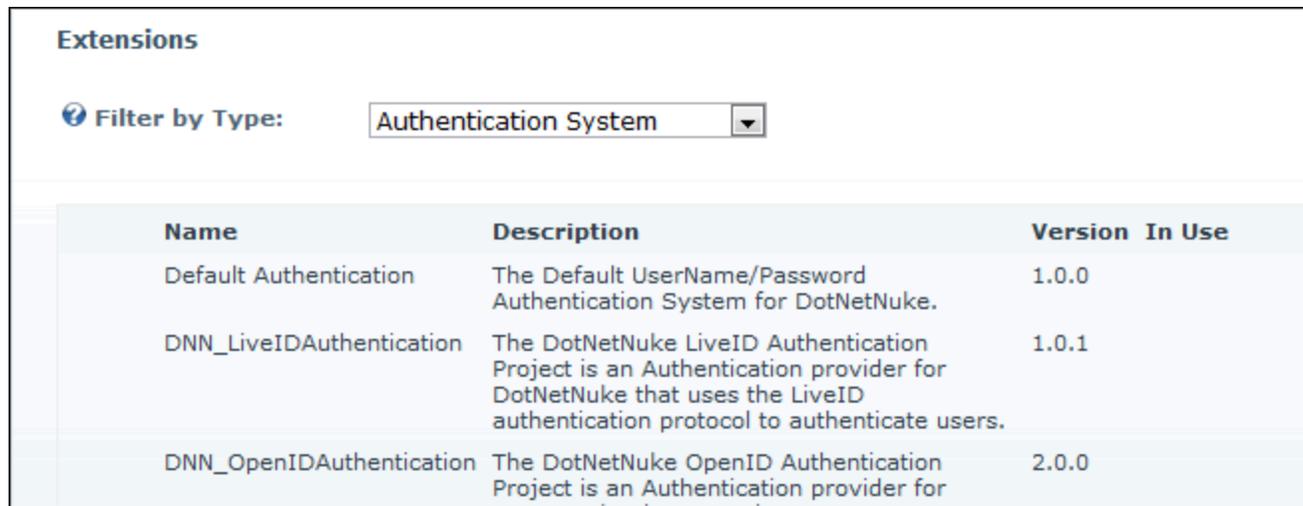
Filter by Type:

Name	Description	Version	In Use	Upgrade?
<b>Framework</b>				
DotNetNuke	DotNetNuke Community Edition	5.1.0		
<b>Authentication System</b>				
 Default Authentication	The Default UserName/Password Authentication System for DotNetNuke.	1.0.0		
 DNN_LiveIDAuthentication	The DotNetNuke LiveID Authentication Project is an Authentication provider for DotNetNuke that uses the LiveID authentication protocol to authenticate users.	1.0.1		
 DNN_OpenIDAuthentication	The DotNetNuke OpenID Authentication Project is an Authentication provider for DotNetNuke that uses the OpenID authentication protocol to authenticate users.	2.0.0		
<b>Container</b>				
 Containers Container		1.0.0		
 Minimal Extropy Container	The Minimal Extropy Container is the Default Container for DotNetNuke.	1.0.4		
<b>Core Language Pack</b>				
 Default Language	The US Language Pack is included as the default language with DotNetNuke.	1.0.0		
<b>Module</b>				
 Authentication	Allows you to manage authentication settings for sites using Windows Authentication.	1.0.0	Yes	
 Banners	Banner advertising is managed through the Vendors module in the Admin tab. You can select the number of banners to display as well as the banner type.	1.0.0	No	
 Console	Display children pages as icon links for navigation.	1.0.0	Yes	
 Dashboard	Provides a snapshot of your DotNetNuke Application.	1.0.0	No	
 Extensions	Allows a Super User to manage the various extensions, such as Skins, Modules Language Packs, providers etc.	1.0.0	Yes	
 Feed Explorer	Allows users to browse RSS feeds using a tabbed user interface	1.0.0	No	
 File Manager	Administrators can manage the files stored in their upload directory. This module allows you to upload new files, download files, delete files, and synchronize your upload directory. It also provides information on the amount of disk space used and available.	1.0.0	Yes	
 Google Analytics	Configure portal Google Analytics settings.	1.0.0	Yes	
 HTML	This module renders a block of HTML or Text content. The Html/Text module allows authorized users to edit the content either inline or in a separate administration page. Optional tokens can be used that get replaced dynamically during display. All versions of content are stored in the database including the ability to rollback to an older version.	5.1.0	Yes	
 Languages		1.0.0	Yes	
 Log Viewer	Allows you to view log entries for portal events.	1.0.0	Yes	
 Newsletters	Administrators can send bulk email to all users belonging to a particular Role.	1.0.0	Yes	
 Recycle Bin	The Recycle Bin provides an interface for restoring or permanently deleting Tabs and Modules.	1.0.0	Yes	
 Search Input	The Search Input module allows searches to be submitted by users, and requires the Search Results module in order to display the results.	1.0.0	No	
 Search Results	The Search Results module displays search results.	1.0.0	Yes	

## Viewing Extension Information

How to view the description and version number for all extensions installed on a site using the Extensions module. This can be performed by all users authorized to view this module.

1. Navigate to the **Extensions** module.
2. **Optional.** At **Filter by Type**, select the required extension type from the drop-down box. This filters the extensions list and displays the Name, Description and Version for each extension. For modules only, the In Use column displays a **Yes** or **No** statement if the module is/isn't in use on the site.



Name	Description	Version	In Use
Default Authentication	The Default UserName/Password Authentication System for DotNetNuke.	1.0.0	
DNN_LiveIDAuthentication	The DotNetNuke LiveID Authentication Project is an Authentication provider for DotNetNuke that uses the LiveID authentication protocol to authenticate users.	1.0.1	
DNN_OpenIDAuthentication	The DotNetNuke OpenID Authentication Project is an Authentication provider for	2.0.0	

### **Related Topics:**

- "Viewing Added To Pages List"
- See "Viewing Detailed Module Usage Information".

## Module Editors

### **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.

▼ Extensions ⊖

Filter by Type:

	Name	Description	Version In Use
	Minimal Extropy Container	The Minimal Extropy Container is the Default Container for DotNetNuke.	1.0.4

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"

▼  Edit Extension

Configure Minimal Extropy Container Extension Settings for this Portal

☐ Extension Settings

---

Container Package Settings

 Skin Package Name: MinimalExtropy

☐ Package Settings

---

 Name: DotNetNuke.MinimalExtropy.Container

 Friendly Name: Minimal Extropy Container

 Description: The Minimal Extropy Container is the Default Container for DotNetNuke.

 Version: 1.0.4

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 Release Notes: The DNN Minimal Extropy Skin is the default skin for DotNetNuke and has been designed to show some of the capabilities available in DotNetNuke. Minimal Extropy v01.00.04 solves some issues found in previous versions of the skin.

Important Issues solved:

- SKN-9188 The skin now grows with the width of modules (not in IE <8)
- SKN-9243 Changed body background CSS selector from body to #Body, so the body background does not show in the Text editor
- SKN-9322 Logo Space now scales with logo image size
- SKN-9468 Solved issue with buttons disappearing on the Security Roles page
- SKN-9054 Solved issue of inline edit Icon and Action menu overlapping

Please check <http://support.dotnetnuke.com/project/Project.aspx?PROJID=43> for more information / other solved issues

 Owner: DotNetNuke

 Organization: DotNetNuke Corporation

 Url: [www.dotnetnuke.com](http://www.dotnetnuke.com)

 Email Address: [support@dotnetnuke.com](mailto:support@dotnetnuke.com)

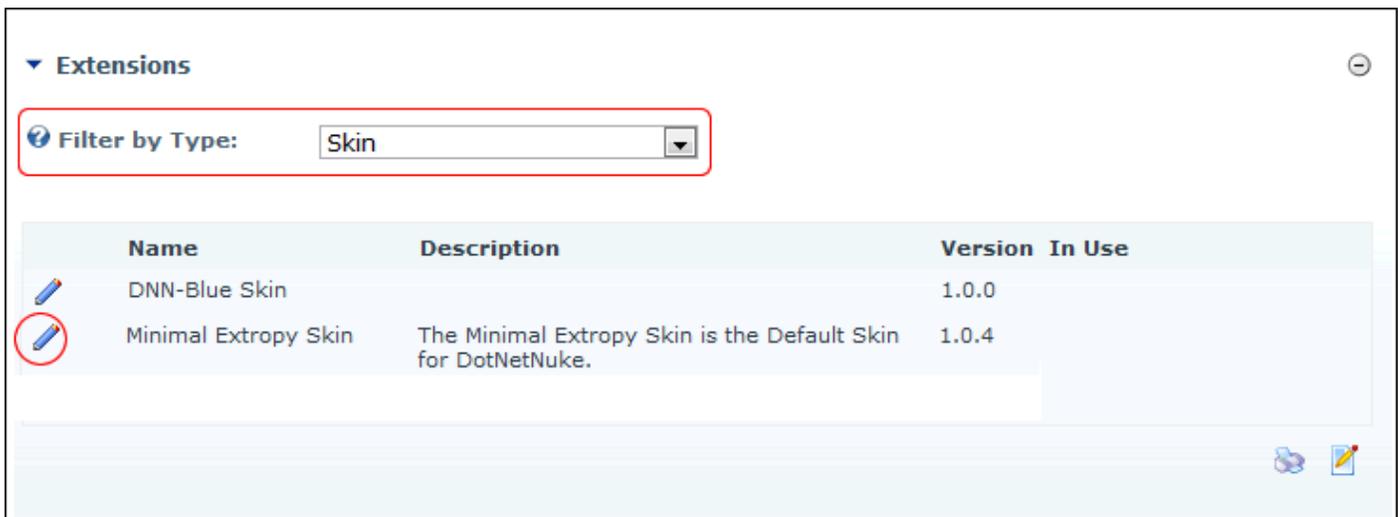
 Cancel

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.



▼ Extensions ⊖

Filter by Type:  ▼

	Name	Description	Version	In Use
	DNN-Blue Skin		1.0.0	
	Minimal Extropy Skin	The Minimal Extropy Skin is the Default Skin for DotNetNuke.	1.0.4	

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"

▼  Edit Extension

Configure Minimal Extropy Skin Extension Settings for this Portal

☐ Extension Settings

---

Skin Package Settings

🔗 Skin Package Name: MinimalExtropy

☐ Package Settings

---

🔗 Name: DotNetNuke.MinimalExtropy.Skin  
🔗 Friendly Name: Minimal Extropy Skin  
🔗 Description: The Minimal Extropy Skin is the Default Skin for DotNetNuke.  
🔗 Version: 1.0.4  
🔗 License: DotNetNuke® - <http://www.dotnetnuke.com>  
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🔗 Release Notes:

The DNN Minimal Extropy Skin is the default skin for DotNetNuke and has been designed to show some of the capabilities available in DotNetNuke. Minimal Extropy v01.00.04 solves some issues found in previous versions of the skin.

Important Issues solved:

- SKN-9188 The skin now grows with the width of modules (not in IE <8)
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- SKN-9054 Solved issue of inline edit Icon and Action menu overlapping

Please check <http://support.dotnetnuke.com/project/Project.aspx?PROJID=43> for more information / other solved issues

🔗 Owner: DotNetNuke  
🔗 Organization: DotNetNuke Corporation  
🔗 Url: [www.dotnetnuke.com](http://www.dotnetnuke.com)  
🔗 Email Address: [support@dotnetnuke.com](mailto:support@dotnetnuke.com)

⏪ Cancel

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

### ***Viewing Package Settings for all Extension Types***

How to view the package settings of any extension using the Extensions module. Package Settings provide detail such as the friendly name, description, version, license, release notes, owner, organization name and contact details.

This task can be performed by any user with edit rights on an Extensions module.

1. **Optional.** At **Filter by Type**, select an extension type from the drop-down box to filter extensions. E.g. Authentication System, Container, Module, Skin.
2. Click the **Edit**  button beside the required extension.
3. Go to the **Package Settings** section. The following details are listed:
  - **Name:** Displays the name of this container package.
  - **Friendly Name:** Displays the friendly name of this package.
  - **Description:** Displays a description of this package.
  - **Version:** Displays the package version number.
  - **License:** Displays the license for this package.
  - **Release Notes:** Displays any release notes for this package.
  - **Owner:** Displays the name of the owner of this package.
  - **Organization:** Displays the name of the organization responsible for this package.
  - **Url:** Displays the URL of the organization.
  - **Email Address:** Displays a contact email address for this package.

▼  **Edit Extension**

**Configure Default Authentication Extension Settings for this Portal**

⊕ **Extension Settings**

---

⊖ **Package Settings**

---

 **Name:** DefaultAuthentication  
 **Friendly Name:** Default Authentication  
 **Description:** The Default UserName/Password Authentication System for DotNetNuke.  
 **Version:** 1.0.0  
 **License:** DotNetNuke® - <http://www.dotnetnuke.com>  
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 **Release Notes:** There are no release notes for this version.  
 **Owner:** DotNetNuke  
 **Organization:** DotNetNuke Corporation  
 **Url:** [www.dotnetnuke.com](http://www.dotnetnuke.com)  
 **Email Address:** [support@dotnetnuke.com](mailto:support@dotnetnuke.com)

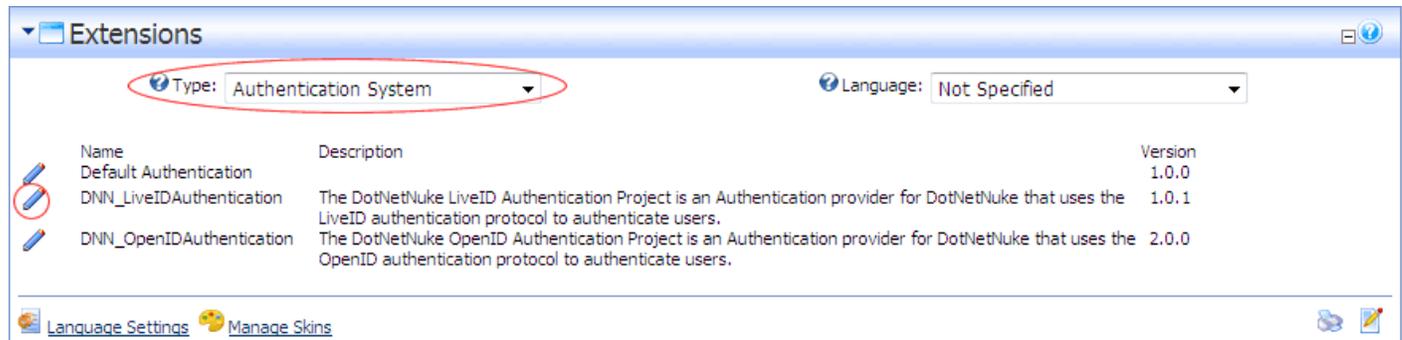
 **Cancel**

4. Click the  [Cancel](#) link to return to the module.

## Enabling/Disabling DNN Active Directory Authentication

How to enable or disable DNN Active Directory Authentication and configure the optional settings. This authentication system uses the Windows Active Directory authentication protocol to authenticate users.

1. Go to an Extensions module - OR - Navigate to Admin > **Extensions**.
2. At **Filter by Type**, select **Authentication System** from the drop-down box.
3. Click the **Edit**  button beside **DNN\_ActiveDirectoryAuthentication**.



4. Go to the **Extension Settings** section.
5. At **Enabled?**, select from these options:
  - Check  the check box to enable this authentication.
  - Uncheck  the check box to disable. Skip to Step 9.
6. At **Hide Login Controls?**, select from these options:
  - Check  the check box to hide the Windows Login button on the Login screen.
  - Uncheck  the check box to display the Windows Login button on the Login screen.
7. At **Synchronize Role?**, select from these options:
  - Check  the check box to synchronize the user's role with the Windows Active Directory security group each time user logon.
  - Uncheck  the check box to disable.
8. At **Do Not Automatically Create Users?** select from these options:
  - Check  the check box to prevent Active Directory users from log into the DNN portal until an account is created.
  - Uncheck  the check box to disable.
9. At **Provider**, select the Authentication provider for this portal. E.g. ADSIAuthenticationProvider

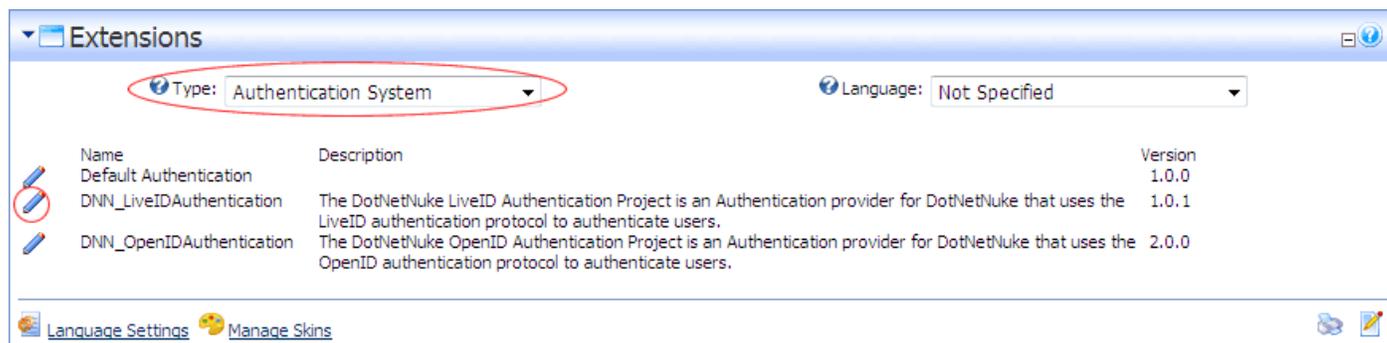
10. At **Authentication Type**, select the Authentication type for this portal. Note: Delegation is recommended.
11. In the **Root Domain** text box, enter your Root Domain in the format `yourdomain.com` or `DC=yourdomain,DC=com`. Leave this value blank if you want to obtain Active Directory objects from root forest.
12. In the **User Name** text box, enter who has permission to access Active Directory.
13. In the **Password** text box, enter the password for the above user name.
14. In the **Confirm Password** text box, re-enter the above password.
15. **Optional.** In the **Email Domain** text box, enter the Email Domain to be used for user email when your network doesn't have Windows Active Directory. Note: It is recommended that you leave this field blank.
16. **Optional.** In the **Default Domain** text box, enter the default domain to enable users to login with just their username instead of `DOMAIN\Username`.
17. **Optional.** In the **Auto-login IP Address (Optional)** text box, enter the IP string, address, or range separated by semicolons that you want to automatically log in (E.g.: `192.168.0.1-192 - 192.168.0.100` for any IP in that range, `192.168.0.50` for only that IP.). An example string could look like `192.168.0.100;192.168.0.1-192.168.0.100`.
18. Click the  [Update Authentication Settings](#) link.
19. Click the  [Cancel](#) link to return to the module.

### Enabling/Disabling LiveID Authentication

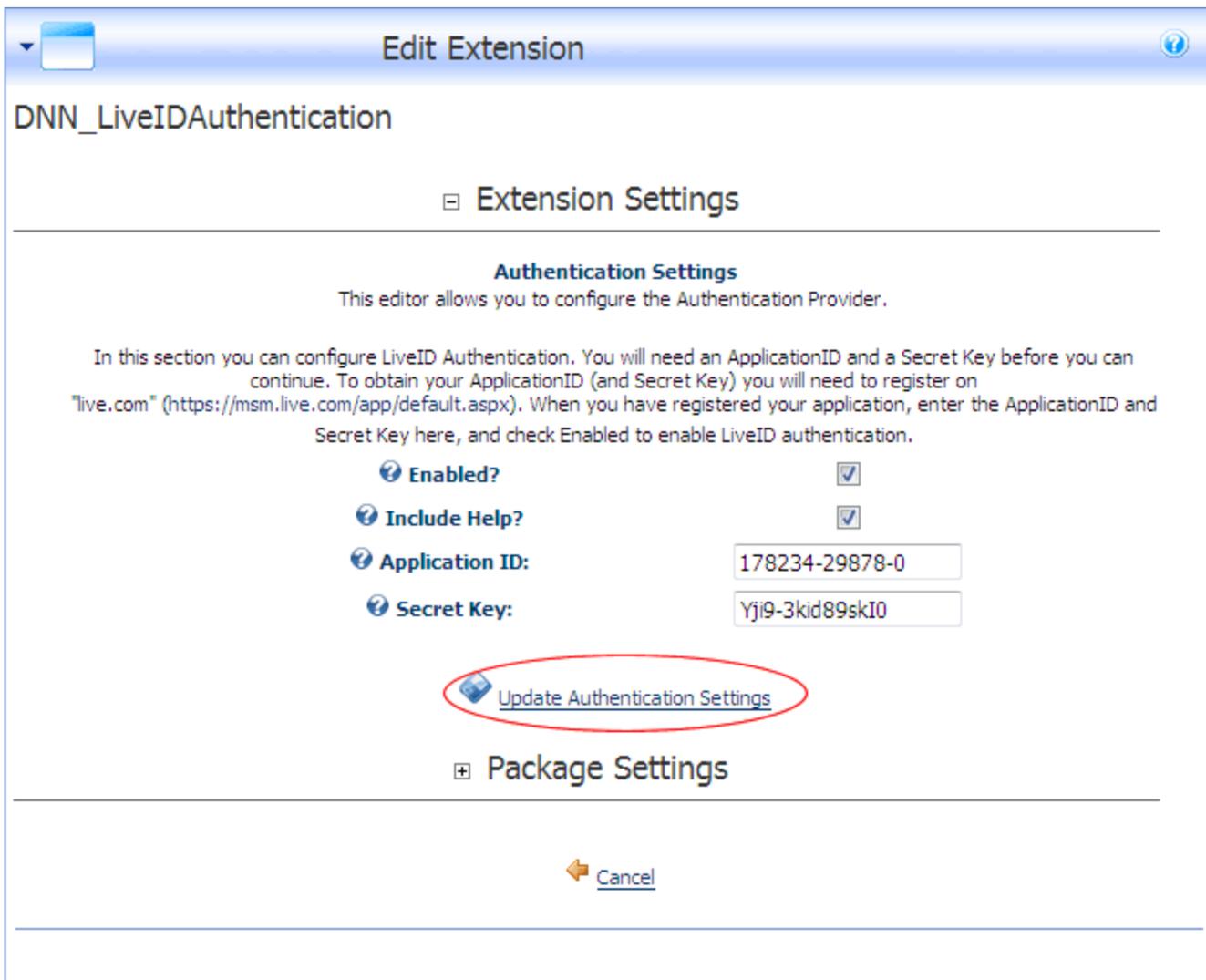
How to enable or disable the LiveID authentication system and configure the authentication settings using the Extensions module.

To obtain your ApplicationID (and Secret Key) you will need to register on "live.com" (<https://msm.live.com/app/default.aspx>).

1. Go to an Extensions module - OR - Navigate to Admin > Extensions.
2. At **Filter by Type**, select **Authentication System** from the drop-down box.
3. Click the **Edit**  button beside **DNN\_LiveIDAuthentication**.



4. Go to the **Extension Settings** section.
5. At **Enabled?**, select from these options:
  - Check  the check box to enable LiveID authentication.
  - Uncheck  the check box to disable. Skip to Step 9.
6. **Optional.** At **Include Help?** check  the check box to render help text for the LiveID Login box - OR - Uncheck  the check box to hide it.
7. In the **Application ID** text box, enter your Windows LiveID Application ID.
8. In the **Secret Key** text box, enter your Windows LiveID secret key.
9. Click the  [Update Authentication Settings](#) link.



**Edit Extension**

DNN\_LiveIDAuthentication

**Extension Settings**

---

**Authentication Settings**  
This editor allows you to configure the Authentication Provider.

In this section you can configure LiveID Authentication. You will need an ApplicationID and a Secret Key before you can continue. To obtain your ApplicationID (and Secret Key) you will need to register on "live.com" (<https://msm.live.com/app/default.aspx>). When you have registered your application, enter the ApplicationID and Secret Key here, and check Enabled to enable LiveID authentication.

**Enabled?**

**Include Help?**

**Application ID:**

**Secret Key:**

 [Update Authentication Settings](#)

**Package Settings**

---

 [Cancel](#)

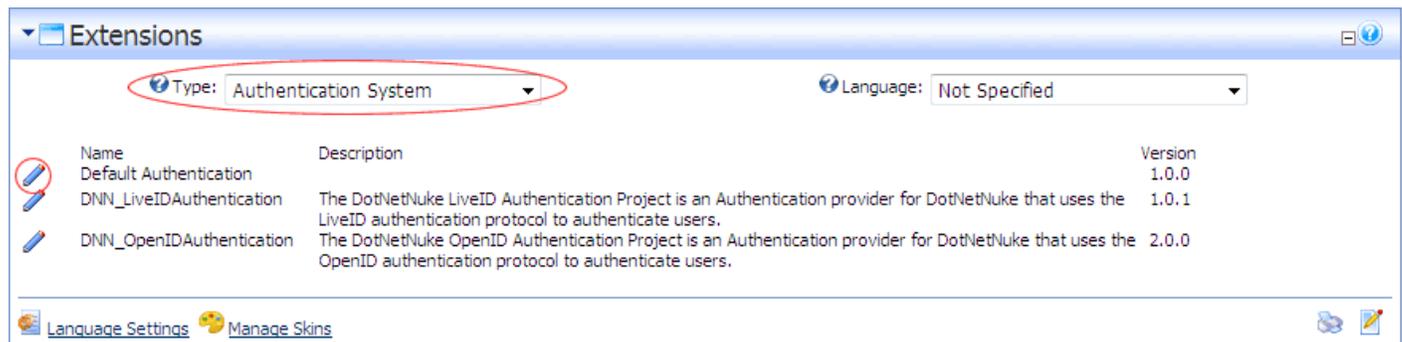
10. Click the  [Cancel](#) link to return to the module.

### ***Enabling/Disabling OpenID Authentication***

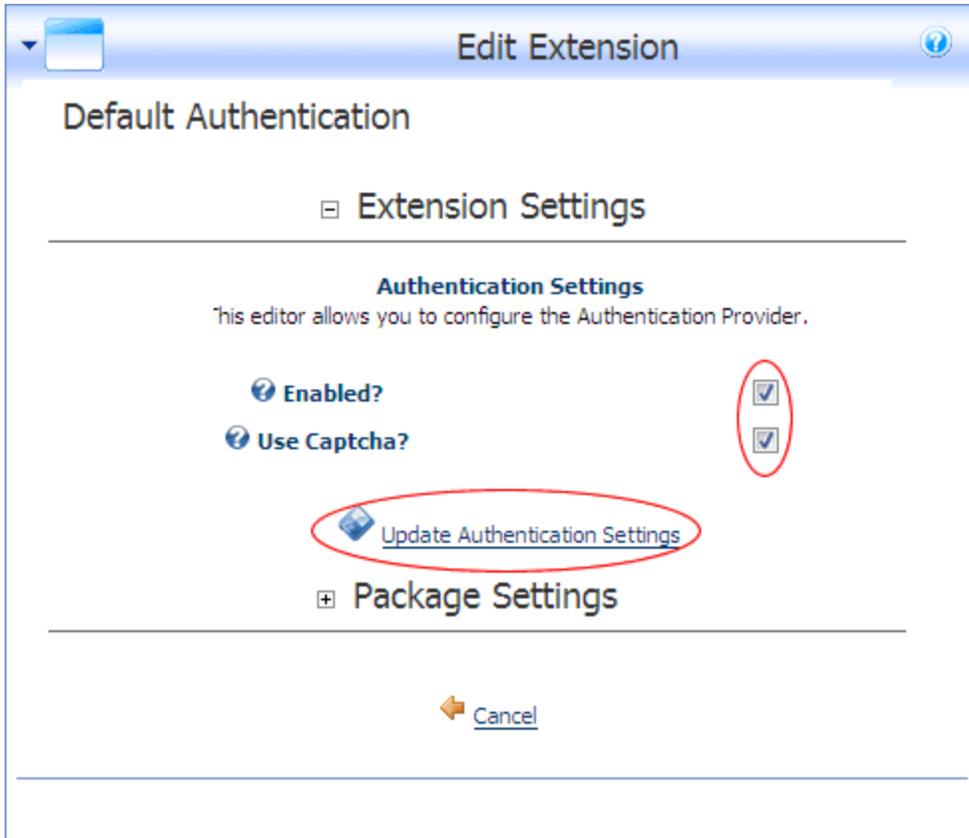
### ***Enabling/Disabling the Default DNN Authentication Settings***

How to enable or disable the default DNN authentication system and set the associated authentication settings.

1. Navigate to Admin > **Extensions** - OR - Go to an Extensions module.
2. At **Type Filter**, select **Authentication System** from the drop-down box.
3. Click the **Edit**  button beside **Default Authentication**.



4. Go to the **Extension Settings** section.
5. At **Enabled?**, select from these options:
  - Check  the check box to enable DNN authentication.
  - Uncheck  the check box to disable. Skip to Step 7.
6. **Optional.** At **Use Captcha?**, select from these options:
  - Check  the check box to require a Security Code to be entered during login.
  - Uncheck  the check box to disable.
7. Click the  [Update Authentication Settings](#) link.



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

The screenshot shows a web form titled "Account Login". It contains the following fields and elements:

- User Name:** A text input field containing "admin".
- Security Code:** A CAPTCHA image showing the code "hi73h4". Below it is a text input field containing "hi73h4".
- Password:** A password input field with masked characters (dots). To its right is a "Login" button, which is circled in red.
- Remember Login:** A checkbox that is currently unchecked.
- Links:** "Register" and "Forgot Password ?" are displayed as blue, underlined text links.

Default login system with CAPTCHA enabled

## Administrators

### *Setting Permissions to Deploy a Module*

How to set role and username permissions to deploy a module to the site. I.e. Add a module to a page.

1. Navigate to Admin > **Extensions**.
2. **Optional.** At **Filter by Type**, select **Module** from the drop-down box. This filters the extensions list to display only modules.
3. Click the **Edit**  button beside the required module.
4. Go to the **Extension Settings** section.
5. **Optional.** To set permission for individual users, complete the following:
  - a. In the **Username** text box, enter a username.
  - b. Click the **+Add** link.
6. **Optional.** At **Filter By Group**, select **<Global Roles>**, **<All Roles>** or a **Role Group** to view the related roles. Note: This field may not be displayed.

7. At **Desktop Module Permissions**, select permissions for each role/username as follows:

-  **Permission Granted:** Permission is granted to add this module.
- **Not Specified:** Permission is not specified. These roles/users are unable to deploy the module unless they belong to another role that has been granted permissions.
-  **Permission Denied:** Permission is denied to add this module. These roles/users are unable to deploy the module regardless of whether they belong to another role that has been granted permissions.

8. Click the  [Update Desktop Module](#) link.

 **Edit Extension**

**Configure Recycle Bin Extension Settings for this Portal**

**Extension Settings**

---

In this section you can set deploy permissions for this module. Clicking a checkbox twice will make sure users in that role cannot put this module on a page (Deny Permission).

 **Desktop Module Permissions:**

	<b>Deploy Module</b>
Administrators	<input checked="" type="checkbox"/>
All Users	<input type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>

Username:   **Add**

 **Update Desktop Module**

---

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

---

## Multi Language Sites

### 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"
- Install, create and manage languages as well as manage time zone and language localization. Note: Language installation can be performed using the Host > Extensions module. See "About the Host Extensions Page"

*Tip: A large section of language packs are available from the [DotNetNuke Web site](#) and [Snowcovered.com](#)*

**Languages**

**Default Language**  English (United States)

**Language Settings**

*\* A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Static Resources		Content Localization			
		Edit Language	Portal				Published *
 English (United States) **	<input checked="" type="checkbox"/>			--	--		<input checked="" type="checkbox"/>
 Swedish (Sweden)	<input checked="" type="checkbox"/>			--	--		
 English (Australia)	<input checked="" type="checkbox"/>			4 100%	0 0%		<input type="checkbox"/>
 Arabic (Jordan)	<input type="checkbox"/>			--	--		

The Languages (Language Management) Module

## Editors

### Setting the Default Site Language

How to set the default language for this site. Note: Only SuperUsers can install new languages. Note: 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.

1. Go to a Languages module - OR - Navigate to Admin > Languages. This displays the list of available languages for this site.
2. **Optional.** At **Default Language**, select **Native Name** to view names in their native spelling, or **English Name** to view names in English spelling.
3. At **Site Default**, select the default language for this site from the drop-down list.
4. Click the  Update link. Note: If the language was not enabled, it is now enabled automatically.

 Language Management
 

 DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

---

**System Default:**  English (United States)

**Site Default:** English (United States)   **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**

 **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Swedish (Sweden)	<input type="checkbox"/>		
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
 English (Australia)	<input checked="" type="checkbox"/>		
 Arabic (Jordan)	<input type="checkbox"/>		

 **Language Settings**



Setting the Default Language

### Enabling Browser Language Detection

How to enable Web browser Language Detection for a single portal. If enabled, the user's Web browser language is used to detect the user's preferred language.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. At **Enable Browser Language Detection?**, check  the check box to enable - OR - Uncheck  the check box to disable.

**Languages**  
 System Default: English (United States)  
 Site Default: English (United States)   
 Native Name  English Name  
 Enable Browser Language Detection?   
**Update**

3. Click the Update link.

### Enabling/Disabling a Language

How to enable or disable a language on your site using the Languages module. Note: More than one core language packs must be installed to perform this task as one language must always be enabled. Whenever a language is enabled, the site displays an image of that country's flag on the page. Users can click on the flag to view the site in that language. This displays field labels and may also include translated module content.

Skin Token: The skin applied to the site (or any individual site pages) must include the Languages skin token to view flag icons on site pages.

1. Go to a Languages module - OR - Navigate to Admin > Languages. This displays the list of available languages.
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.

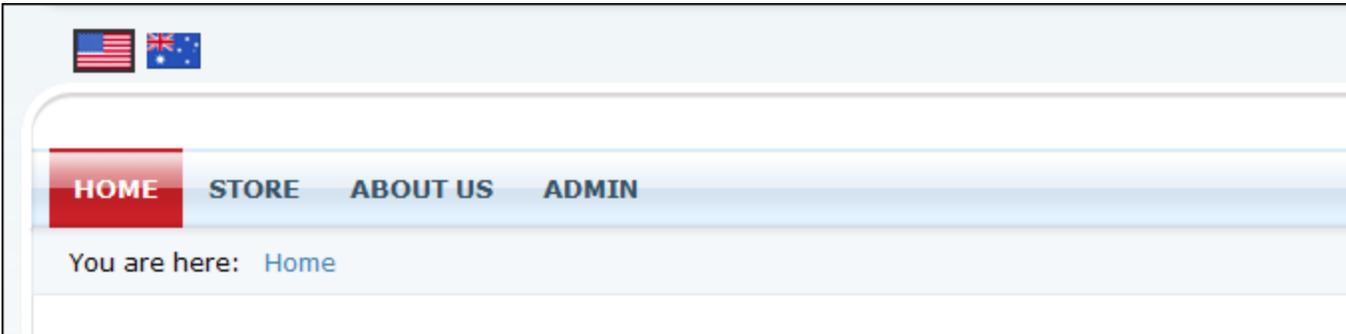
**Languages**  
 Default Language: English (United States) **Update**  
 Native Name  English Name  
**Language Settings**  
**\*\* - The default site language cannot be disabled** **Enable Localized Content**

Culture	Enabled	Edit Language	Static Resources		
			System	Host	Portal
English (United States) **	<input checked="" type="checkbox"/>				
Swedish (Sweden)	<input checked="" type="checkbox"/>				
English (Australia)	<input type="checkbox"/>				
Arabic (Jordan)	<input type="checkbox"/>				

---

*Tip: Where two or more languages are enabled on a site, different settings can be configured for each language via the Site Settings page.*

---



A Country Flag icon is displayed above the menu for each enabled Language. The language the site is currently viewed in is highlighted.

### ***Related Topics:***

#### **Enabling/Disabling a Language**

How to enable or disable a language on your site using the Languages module. Note: More than one core language packs must be installed to perform this task as one language must always be enabled. Whenever a language is enabled, the site displays an image of that country's flag on the page. Users can click on the flag to view the site in that language. This displays field labels and may also include translated module content.

**Skin Token:** The skin applied to the site (or any individual site pages) must include the Languages skin token to view flag icons on site pages.

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.

**Languages**

**Default Language** English (United States) **Update**

Native Name  English Name

**Language Settings**

\*\* - The default site language cannot be disabled **Enable Localized Content**

Culture	Enabled	Static Resources			
		Edit Language	System	Host	Portal
English (United States) **	<input checked="" type="checkbox"/>				
Swedish (Sweden)	<input checked="" type="checkbox"/>				
English (Australia)	<input type="checkbox"/>				
Arabic (Jordan)	<input type="checkbox"/>				

*Tip: Where two or more languages are enabled on a site, different settings can be configured for each language via the Site Settings page.*

HOME STORE ABOUT US ADMIN

You are here: [Home](#)

A Country Flag icon is displayed above the menu for each enabled Language. The language the site is currently viewed in is highlighted.

### **Related Topics:**

#### **Enabling Browser Language Detection**

How to enable Web browser language detection for a single portal. If enabled, the user's Web browser language is used to detect the user's preferred language.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. At **Enable Browser Language Detection?**, check  the check box to enable - OR - Uncheck  the check box to disable.

▾ Languages  
 System Default: English (United States)  
 Site Default: English (United States) ▾  
 Native Name  English Name  
 Enable Browser Language Detection?  
 Update

3. Click the Update link.

### Setting Fallback Languages

How to set the fallback language using the Languages module. The fallback language is used if the selected language is not available.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Edit** column of the Culture grid, click the **Edit** button for the required language. This opens the Edit Language page.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

System Default: English (United States)  
 Site Default: English (United States) ▾ Update  
 Native Name  English Name

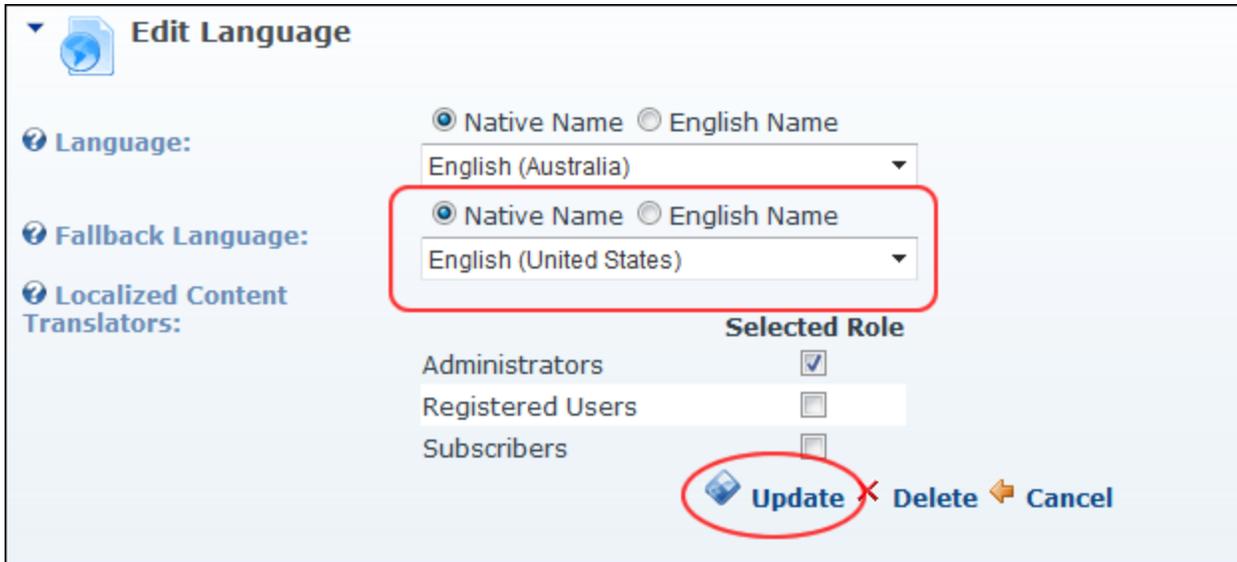
**\*\* - The default site language cannot be disabled** **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
English (United States) **	<input checked="" type="checkbox"/>		
Swedish (Sweden)	<input type="checkbox"/>		
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
English (Australia)	<input checked="" type="checkbox"/>		
Arabic (Jordan)	<input type="checkbox"/>		

**Language Settings**

3. **Optional.** At **Fallback Language**, select **Native Name** to view names in their native spelling, or **English Name** to view names in English spelling.

4. At **Fallback Language**, select the fallback language to be used.
5. Click the  Update link.



**Edit Language**

**Language:**  Native Name  English Name  
English (Australia)

**Fallback Language:**  Native Name  English Name  
English (United States)

**Localized Content Translators:**

	Selected Role
Administrators	<input checked="" type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>

 **Update**  **Delete**  **Cancel**

### Setting Language Files as Pending Translation

How to set the values (language files) associated with a language package as pending translation using the Languages module.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Static Resources - Site** column of the Culture grid, click the **Edit**  button for the language file to be edited. This displays the GlobalResources file ready for editing.

## Language Management 🔍 ⌵

**i** DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

---

**System Default:** English (United States)

**Site Default:** English (United States) ▾ **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
English (United States) **	<input checked="" type="checkbox"/>		
Swedish (Sweden)	<input type="checkbox"/>		
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
English (Australia)	<input checked="" type="checkbox"/>		
Arabic (Jordan)	<input type="checkbox"/>		

**Language Settings**

3. At **Highlight Pending Translations**, check  the check box to set all values as pending translation. This displays the text in the Localized Values text boxes as highlighted in red.
4. To edit a resource file, perform one of the following options:
  - In the **Localized Value** text box, edit the text - OR -
  - Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
    - a. Click the **OK** button.
    - b. In the **Editor**, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.
    - c. Click the Update link. Note: The red highlight is removed from the box each time you update a value using the Editor.
5. At **Highlight Pending Translations**, uncheck  the check box once translations are completed or if you wish to hide pending translations.
6. Click the Save Resource File link.

**Language Editor**

Resources:

- Local Resources
- Global Resources

**Highlight Pending Translations**

**Selected Language:**  English (Australia)

**Selected Folder:** \App\_GlobalResources

**Selected Resource File:** GlobalResources.en-AU.Portal-0.resx

Default Value	Localized Value
Resource Name: //Admin.String Admin	Admin 
Resource Name: //Admin//Extensions.String Extensions	Extensions 
Resource Name: //Admin//FileManager.String File Manager	File Manager 
Resource Name: //Admin//Languages.String Languages	Languages 
Resource Name: //Admin//LogViewer.String Event Viewer	Event Viewer 

1 2 3 4 5 6 7 8 9 10 ... Page 1 of 30, items 1 to 5 of 150.

 **Save Resource File**  Delete Resource File  Return

*Tip: Whenever you check Highlight Pending Translations, the fields that haven't been translated will once again be displayed.*

## Editing Portal Language Files

How to edit the Language files associated with a Language Pack on your site using the Languages module. See the Language Files section below for a complete list of the email messages, error messages, and portal messages available for editing.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Static Resources - Site** column of the Culture grid, click the **Edit**  button beside the language to be edited. This displays the GlobalResources file ready for editing. Note: This is where you will find the files most commonly edited files such as messages. If these are the required files, skip to Step 4.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

---

**System Default:** English (United States)

**Site Default:** English (United States) ▾ **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**

**Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
English (United States) **	<input checked="" type="checkbox"/>		
Swedish (Sweden)	<input type="checkbox"/>		
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
English (Australia)	<input checked="" type="checkbox"/>		
Arabic (Jordan)	<input type="checkbox"/>		

**Language Settings**

3. **Optional.** In the **Resources** folder list, navigate to and select the required file from the below folders.
  - **Local Resources:** Files which are related to specific Admin controls, modules (desktop modules), controls, installation and Host skins.
  - **Global Resources:** Files which are used across the site. This is divided into GlobalResources and SharedResources. This is where you can edit the messages that are sent to users, error messages, portal messages, etc.
4. Locate the required resource file. Note: If Paging is enabled, the file may be located on another page. See "Enabling Browser Language Detection"
5. To edit a resource file, perform one of the following options:
  - In the **Localized Value** text box, edit the text  
- OR -
  - Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
    - a. Click the **OK** button.

- b. In the Editor, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.
  - c. Click the  Update link.
6. **Optional.** To edit the subject associated with email messages, edit the associated Subject resource file which will be listed above the Body resource file.
  7. Repeat steps 4-6 to edit additional files.
  8. Click the  Save Resource File link to save your changes.

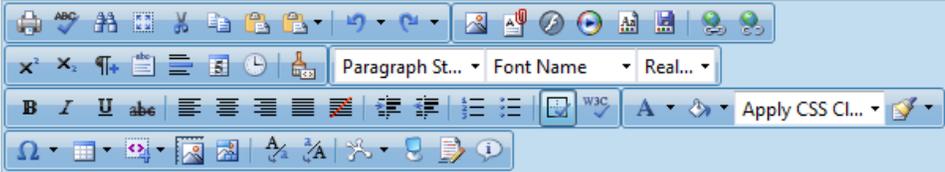
**Language Editor**

**Resource File:** /App\_GlobalResources/GlobalResources.en-AU.Portal-0.resx

**Name:** EMAIL\_USER\_REGISTRATION\_VERIFIED\_BODY.Text

**Default Value:** Dear [User:DisplayName], We are pleased to advise that you have been added as a Registered User to [Portal:PortalName]. Please read the following information carefully and be sure to save this message in a safe location for future reference. Portal Website Address: [Portal:URL] Username: [User:UserName] Password: [Membership:Password] Verification Code: [User:VerificationCode] You can use the following link to complete your verified registration: http://[Portal:URL]/default.aspx?ctl=Login&username=[Custom:0]&verificationcode=[User:VerificationCode] Thank you, we appreciate your support... [Portal:PortalName]

**Editor:**  Basic Text Box  Rich Text Editor



Dear [User:DisplayName], We are pleased to advise that you have been added as a Registered User to [Portal:PortalName]. Please read the following information carefully and be sure to save this message in a safe location for future reference. Portal Website Address: [Portal:URL] Username: [User:UserName] Password: [Membership:Password] Verification Code: [User:VerificationCode] You can use the following link to complete your verified registration: http://[Portal:URL]/default.aspx?ctl=Login&username=[Custom:0]&verificationcode=[User:VerificationCode] Thank you, we appreciate your support... [Portal:PortalName]

Design  HTML

Words: 68 Characters: 568

 **Update**  **Cancel**

Editing Portal Language Files

### Deleting a Resource File

How to delete the resource file associated with a Language Pack on your site using the Languages module.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Static Resources - Site** column, click the **Edit**  button beside the language associated with the resource file to be deleted.

### Language Management

 DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

---

**System Default:**  English (United States)

**Site Default:**   **Update**

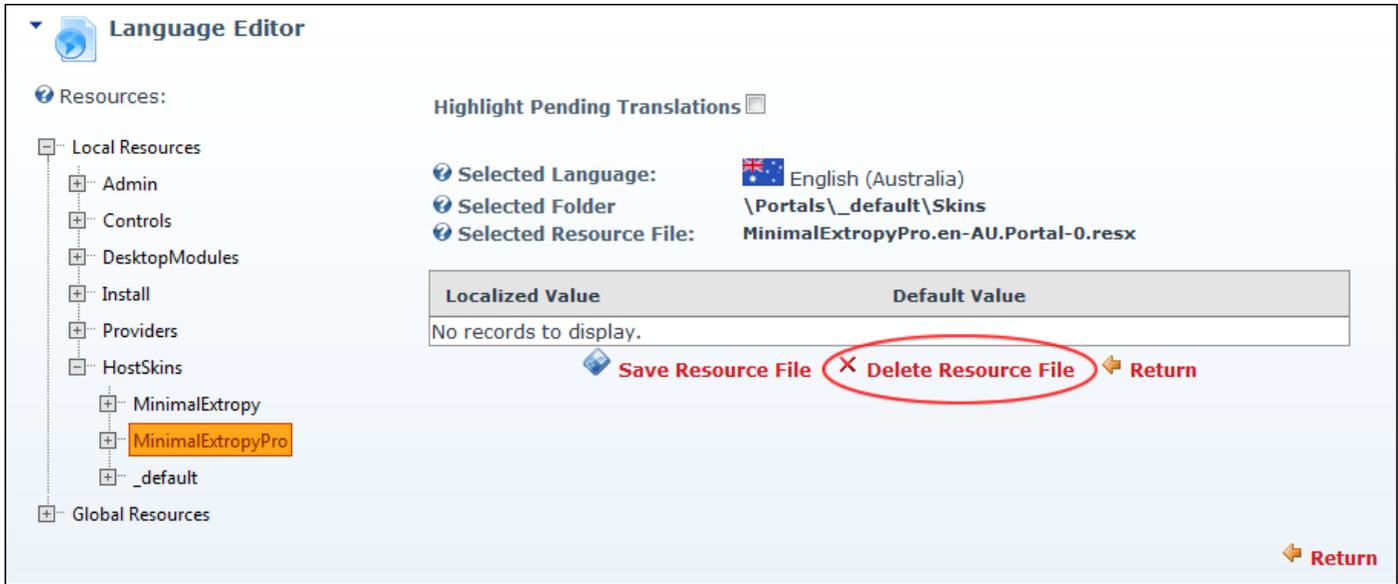
Native Name  English Name

*\*\* - The default site language cannot be disabled*  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Swedish (Sweden)	<input type="checkbox"/>		
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
 English (Australia)	<input checked="" type="checkbox"/>		 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;"> </span>
 Arabic (Jordan)	<input type="checkbox"/>		

 **Language Settings**

3. In the **Resources** folder list, navigate to and select the required file from the below folders:
  - **Local Resources:** Files which are related to specific Admin controls, modules (desktop modules), controls, installation and Host skins.
  - **Global Resources:** Files which are used across the site. This is divided into GlobalResources and SharedResources. This is where you can edit the messages that are sent to users, error messages, portal messages, etc.
4. The name of the file you selected for deletion at Step 3 is now displayed at **Selected Resource File**.
5. Click the  Delete Resource File link (located at the base of the page) to delete the file. This displays the message "Are You Sure You Wish To Delete This Item?"



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

### Enabling Localized Content

How to create a localized copy of the current site content for each of the enabled languages using the Languages module. This creates a translator role ( titled Translator and then appended with the country code. E.g. Translator (EN-AU) ) for each enabled language.

**Important.** Once localized content is enabled it cannot be disabled.

**Important.** The ability to enable localized content must first be enabled by the Host.

See "Enabling/Disabling Content Localization"

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. Click the  [Enable Localized Content](#) link.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:** English (United States)

**Site Default:**  **Update**

Native Name  English Name

\*\* - The default site language cannot be disabled

**Enable Localized Content**

Culture	Enabled	Edit	Static Resources	
			Site	
English (United States) **	<input checked="" type="checkbox"/>			
Swedish (Sweden)	<input type="checkbox"/>			
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>			
English (Australia)	<input checked="" type="checkbox"/>			
Arabic (Jordan)	<input type="checkbox"/>			

**Language Settings**

- The Enable Localized Content message box is now displayed, which shows the Current Site Default language and informs you that this language cannot be changed once localized content is enabled. If you wish to change the default site culture, you must select Cancel now and change the default language.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage languages. If you would like more languages please contact the Host User for your site.

**System Default:**

**Site Default:**

\*\* - The default site language cannot be changed.

**Culture**

- English (United States) \*\*
- Swedish (Sweden)
- Mongolian (Traditional Mongolian)
- English (Australia)
- Arabic (Jordan)

**Language Settings**

**Enable Localized Content**

Enabling localized content allows you to provide translated module content in addition to displaying translated static text. Once enabled it cannot be disabled.

**Current Site Default:** English (United States)

Once localized content is enabled the default site culture will be set permanently and **you will no longer be able to change it.**

Click Cancel if you need to change the current site default.

---

Total Progress 60% (1) Total Languages 2

Progress 20% (1) Total Pages 5

Processing: en-AU: Page 1 of 5 - Home  
 Elapsed time: 00:00:07s

- Click the **Enable Localized Content** link. This displays progress bars which show the languages and pages being created for each of the enabled languages. This creates a copy of each of these pages (including the modules and content on these pages) for each language. It also creates a translator role for each language. Once completed, a new section titled Content Localization is displayed in the grid.
  - No of Pages:** The number of pages and the percentage of pages that have been localized. Note: In this example, the number of pages is shown as five ( 5 ). These are the Home, Store and About Us pages which I have created, as well as the Search Results and User Profile pages.
  - Translated Pages:** The number of pages and percentage that have been translated.
  - Active:** Localized content is activated / not activated
  - Publish:** The **Publish Pages** icon enables editors to publish pages which are marked as translated for this language.

## Language Management 🔍

**i** DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

---

**System Default:**  English (United States)

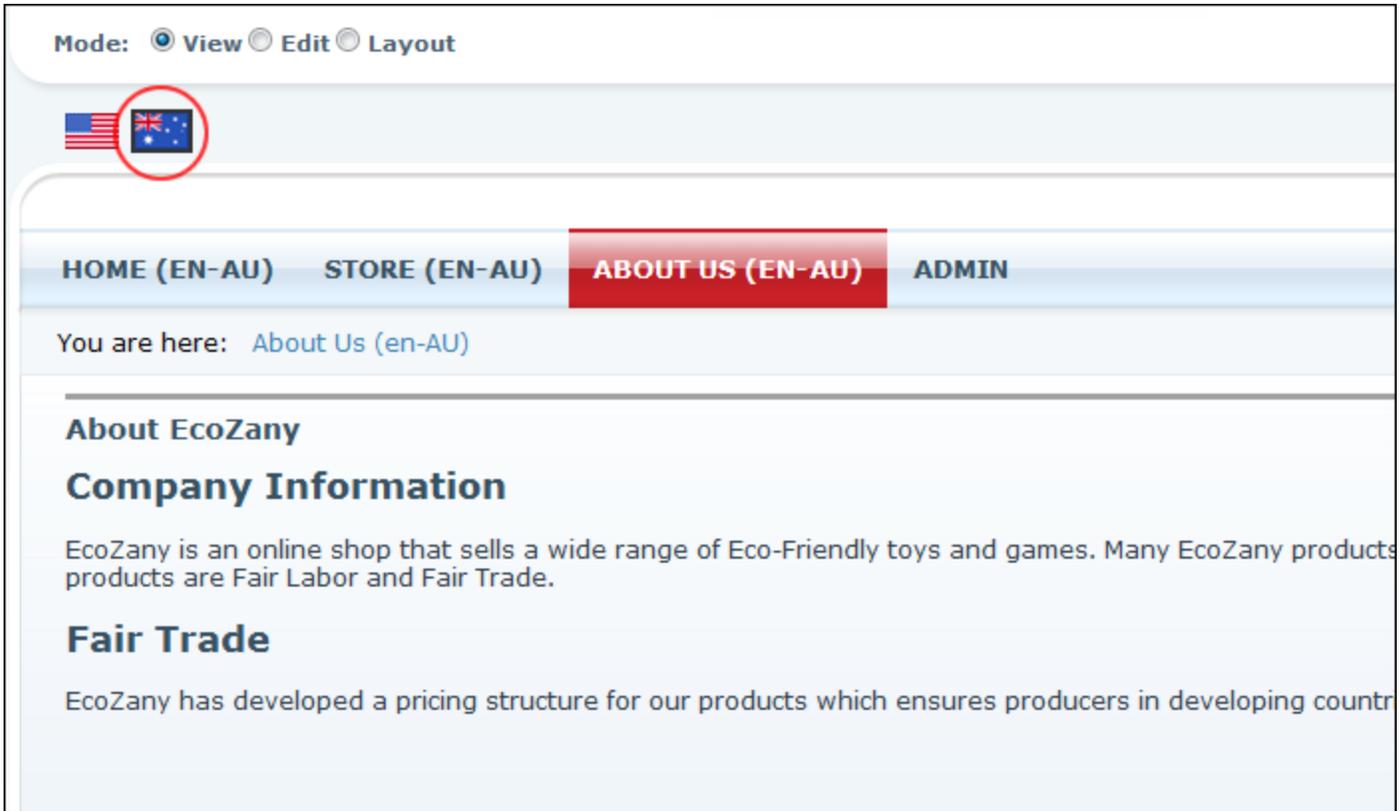
**Site Default:**  English (United States)

*\* A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources		Content Localization				
			Site				Active *	Publish *	
 English (United States) **	<input checked="" type="checkbox"/>							<input checked="" type="checkbox"/>	
 Swedish (Sweden)	<input type="checkbox"/>							<input type="checkbox"/>	
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>							<input type="checkbox"/>	
 English (Australia)	<input checked="" type="checkbox"/>				6 100%	0 0%		<input checked="" type="checkbox"/>	
 Arabic (Jordan)	<input type="checkbox"/>							<input type="checkbox"/>	

**Language Settings**

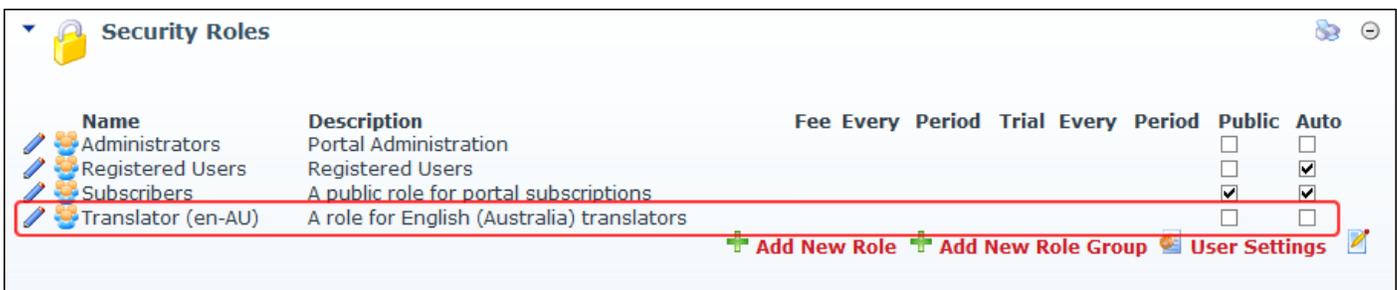
To view the newly created localized copies for this language, click on the country flag for this language (typically located in the top right corner of the site above the menu). This displays the localized copies of these pages in the menu. Note: Page names are appended with the country code. E.g. For Australia it is (EN-AU). You can modify these names as you like by editing the Page Name. See "Basic 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"

### Setting Translator Roles

How to enable or disable one or more roles to have Edit Rights to translate all new pages and localized modules for a language using the Languages module. Note: A translator role is automatically created for each language upon creation of localized content. This tutorial explains how to add additional roles if required.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the Edit column of the Culture grid, click the **Edit**  button beside the required language. This opens the Edit Language page.

### Language Management

 DotNetNuke's security model requires that host users must create new languages. As a site administrator you can create new languages. If you would like more languages please contact the Host User for your site.

---

 **System Default:**  English (United States)

 **Site Default:**  English (United States)

*\*A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources
			Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Swedish (Sweden)	<input type="checkbox"/>		
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
 English (Australia)	<input checked="" type="checkbox"/>	 <span style="border: 2px solid red; border-radius: 50%; padding: 2px;"> </span>	
 Arabic (Jordan)	<input type="checkbox"/>		

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.

## Edit Language

**Language:** English (Australia)

**Fallback Language:** English (United States)

**Localized Content Translators:**

	Selected Role
Administrators	<input checked="" type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>
Translator (en-AU)	<input checked="" type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>

**Update**
 **Cancel**

Setting Localized Content Translators

### Publishing Localized Content

How to publish localized content using the Languages module. Once a language is published, site visitors can click on the associated country flag and view the translated pages. Note: A language must be Active in order to be published.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the Content Localization section of the Culture grid, click the **Publish Pages** icon in the Publish column to publish pages which are marked as translated for this language. Note: This copies the View Settings from the default language to that language.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:** English (United States)

**Site Default:** English (United States)

*\*A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources		Content Localization			
			Site			Active *	Publish *	
English (United States) **	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
Swedish (Sweden)	<input type="checkbox"/>						<input type="checkbox"/>	
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>						<input type="checkbox"/>	
English (Australia)	<input checked="" type="checkbox"/>				6 100%	0 0%	<input checked="" type="checkbox"/>	
Arabic (Jordan)	<input type="checkbox"/>						<input type="checkbox"/>	

[Language Settings](#)

Publishing Localized Content

**Activating/Deactivating a Language**

How to activate or deactivate a language using the Languages module. Activating a language enables site visitors to see these pages. A language is typically activated once it has been translated.

1. Go to a **Languages** module - OR - Navigate to Admin > **Languages**. This displays the list of available languages.
2. In the Content Localization column of the Culture grid, check  the **Active** check box to activate a language - OR - Uncheck  the check box to deactivate it. Note: Deactivating a language disables the Publish button.

**Languages**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

System Default: English (United States)

Site Default: English (United States)

Enable Browser Language Detection?

*\*A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources		Content Localization		
			Site		Active *	Publish *	
English (United States) **	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
English (Australia)	<input checked="" type="checkbox"/>			6 100%	0 0%	<input checked="" type="checkbox"/>	

Activating a Language

## Manage Settings

### Configuring the Portal Language Settings

How to configure language settings for a single portal.

- Go to a Languages module - OR - Navigate to Admin > Languages.
- Select **Settings** from the module menu - OR - Click the **Settings** button.
- Go to the **Portal Language Settings** section.
- At **Enable Language Parameter in URLs?**, check  the check box to enable - OR - Uncheck  the check box to disable.
- 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.
    - At **Editor Page Size** enter the number of items to be displayed on each page of the editor. The default setting is 10.
  - Uncheck  the check box to disable paging.

**Portal Language Settings**

Enable Language Parameter in URLs?

Use Paging in Editor?

Editor Page Size:

Update Delete Cancel

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

### **Related Topics:**

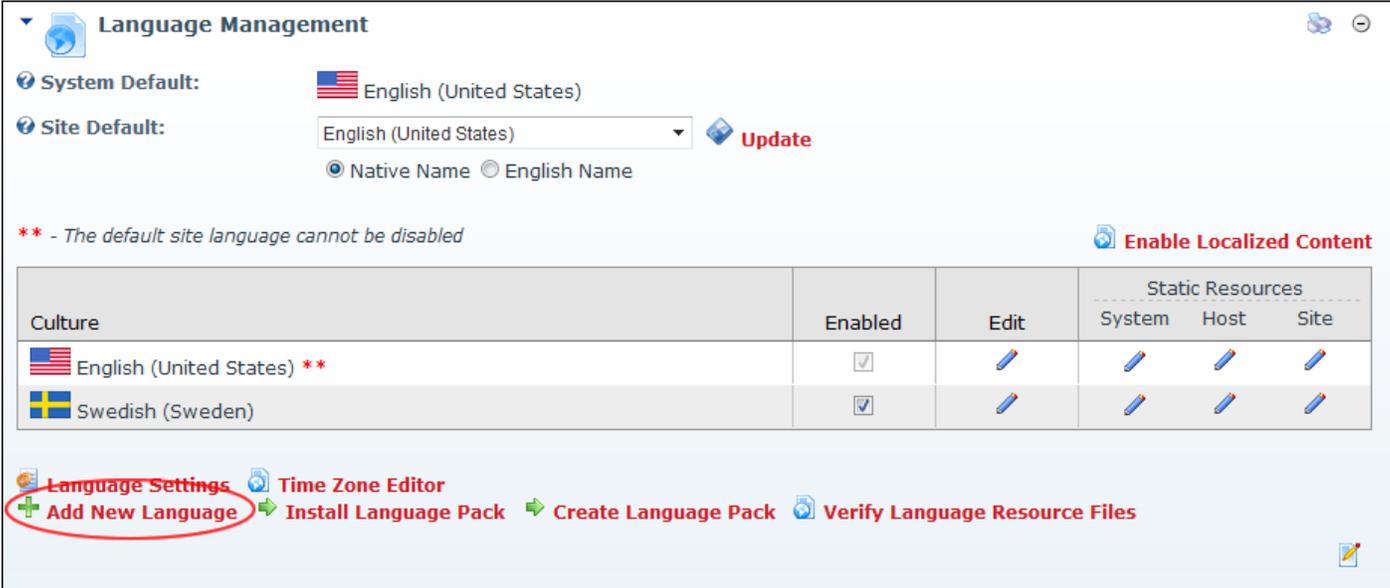
- See "About the Pager Control"

## **SuperUsers**

### **Adding a New Language**

How to add a new language to a portal using the Languages module. A comprehensive suite of languages are available. If the required language is not listed, or you have a custom language pack, you can instead install a language. See "Installing a Language Pack"

1. Go to a Languages module - OR - Navigate to Admin > Languages. This displays the list of available languages.
2. Click the  [Add New Language](#) link. This opens the Edit Language page.



**Language Management**

**System Default:**  English (United States)

**Site Default:** English (United States)  **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
 English (United States) **	<input checked="" type="checkbox"/>				
 Swedish (Sweden)	<input checked="" type="checkbox"/>				

 [Language Settings](#)  [Time Zone Editor](#)

 [Add New Language](#)  [Install Language Pack](#)  [Create Language Pack](#)  [Verify Language Resource Files](#)

3. At **Language**, select the language from the drop-down list.

4. At **Fallback Language**, select the fallback language from the drop-down list.

5. Click the  [Update](#) link. The new language is now displayed in the Culture grid.

**Edit Language**

**Language:** Mongolian (Traditional Mongolian) (People ▾)

**Fallback Language:** System Default ▾

Native Name  English Name

**Update** **Cancel**

6. The newly added language is now displayed in the Culture grid.

**Language Management**

**System Default:** English (United States)

**Site Default:** English (United States) **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled** **Enable Localized Content**

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
English (United States) **	<input checked="" type="checkbox"/>				
Swedish (Sweden)	<input checked="" type="checkbox"/>				
Mongolian (Traditional Mongolian) (People's Republic Of China)	<input checked="" type="checkbox"/>				

**Language Settings** **Time Zone Editor**

**Add New Language** **Install Language Pack** **Create Language Pack** **Verify Language Resource Files**

Adding a New Language

### Installing a Language Pack

How to install a language resource package using the Languages module. This will install the language pack across all portals within this installation. Note: SuperUser access is required to install language packs.

1. Go to a Languages module - OR - Navigate to Host > Languages. This displays the list of available languages.
2. Click the [Install Language Pack](#) link.

**Languages**

System Default: English (United States)

Site Default:  **Update**

Native Name  English Name

\*\* - The default site language cannot be disabled  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
English (United States) **	<input checked="" type="checkbox"/>				

**Language Settings**
**Time Zone Editor**
**Install Language Pack**
**Create Language Pack**
**Verify Language Resource Files**

3. Complete the Install Extension Wizard. See "Using the Install Extension Wizard".. The newly installed language is now displayed in the Culture grid.

**Language Management**

System Default: English (United States)

Site Default:  **Update**

Native Name  English Name

\*\* - The default site language cannot be disabled  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
English (United States) **	<input checked="" type="checkbox"/>				
Swedish (Sweden)	<input checked="" type="checkbox"/>				

**Language Settings**
**Time Zone Editor**
**Install Language Pack**
**Create Language Pack**
**Verify Language Resource Files**

Installing a Language Pack

### Editing Language Files

How to edit the Language files for a single portal, the host installation or the full DNN system using the Languages module.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Culture** column, located the required language.

3. Click the **Edit**  button beside one of these options to open the Language Editor page:

- **System:** Select to edit the base file for a given language.
- **Host:** Select to create a custom version of the localized file for this installation.
- **Site:** Select to edit files for the current site only.

### Language Management

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:**  English (United States)

**Site Default:**   **Update**

Native Name  English Name

*\*\* - The default site language cannot be disabled*  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources
			Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Swedish (Sweden)	<input type="checkbox"/>		
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
 English (Australia)	<input checked="" type="checkbox"/>		
 Arabic (Jordan)	<input type="checkbox"/>		

 **Language Settings**

4. **Optional.** At **Select Mode**, you can reselect which resource files you want to edit (as previously selected at Step 3). E.g. System, Host or Site.

5. **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.

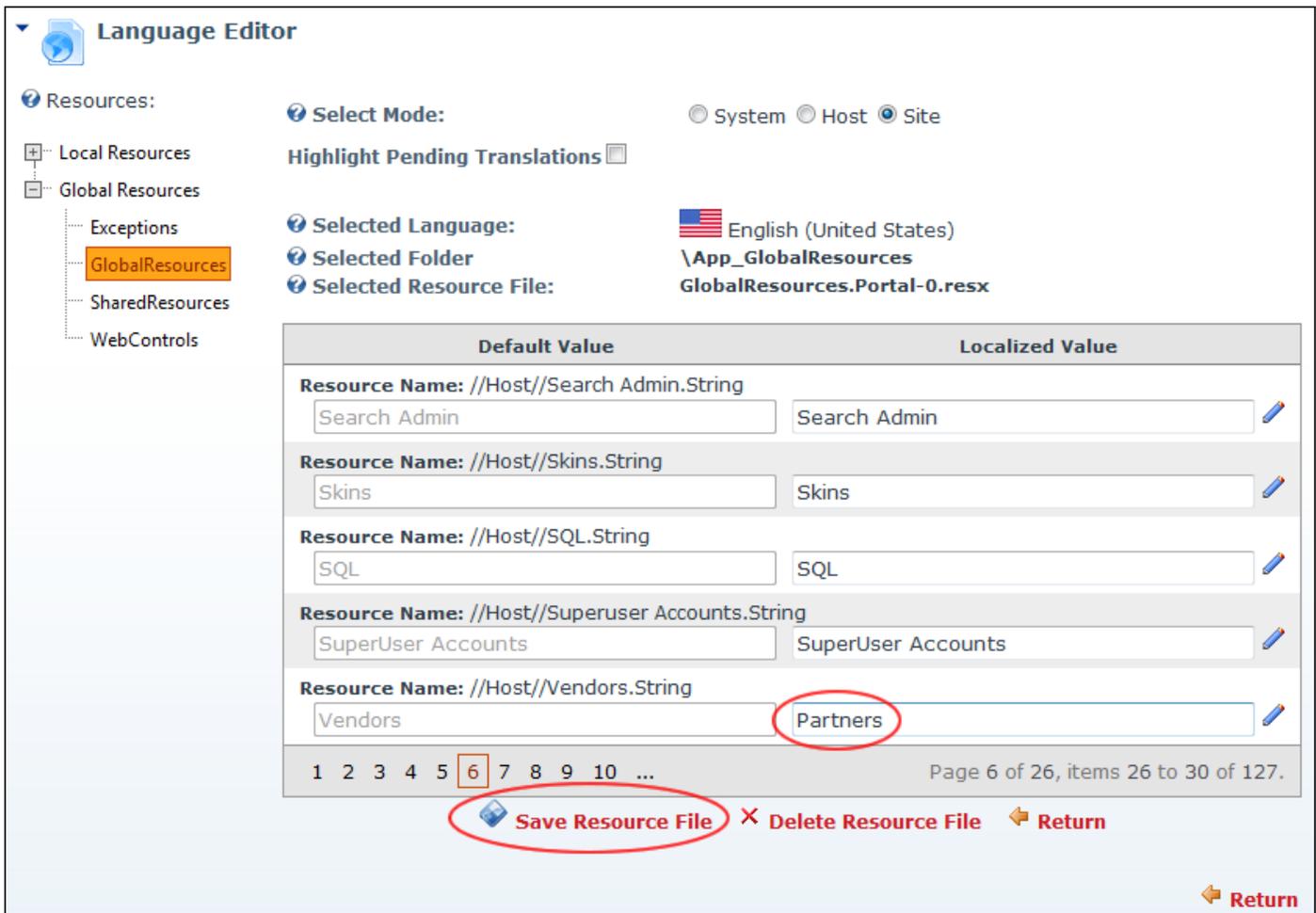
6. Locate the required resource file. Note: If Paging is enabled, the file may be located on another page. See "Enabling Browser Language Detection"

7. 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.



The screenshot shows the 'Language Editor' interface. On the left is a tree view of resources, with 'GlobalResources' selected. The main area displays settings for 'Selected Language' (English (United States)), 'Selected Folder' (\App\_GlobalResources), and 'Selected Resource File' (GlobalResources.Portal-0.resx). Below this is a table with two columns: 'Default Value' and 'Localized Value'. The table contains five rows of resource entries. The last row, for 'Vendors', has 'Partners' in the 'Localized Value' field, which is circled in red. At the bottom, there are navigation buttons: 'Save Resource File' (circled in red), 'Delete Resource File', and 'Return'. A pagination bar at the bottom indicates 'Page 6 of 26, items 26 to 30 of 127'.

Default Value	Localized Value
Resource Name: //Host//Search Admin.String Search Admin	Search Admin
Resource Name: //Host//Skins.String Skins	Skins
Resource Name: //Host//SQL.String SQL	SQL
Resource Name: //Host//Superuser Accounts.String SuperUser Accounts	SuperUser Accounts
Resource Name: //Host//Vendors.String Vendors	Partners

8. **Optional.** To edit the subject associated with email messages, edit the associated Subject resource file which will be listed above the Body resource file.
9. Repeat steps 4-7 to edit additional files.

10. Click the  [Save Resource File](#) link to save your changes.
11. Click the [Return](#) link to return.

## Editing Time Zones

How to set or edit the default time zones for all portals.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. Click the  [Time Zone Editor](#) link.

▼  **Language Management**
 ⌵

**System Default:**  English (United States)

**Site Default:** English (United States)  **Update**

Native Name  English Name

\*\* - The default site language cannot be disabled  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
 English (United States) **	<input checked="" type="checkbox"/>				
 Swedish (Sweden)	<input checked="" type="checkbox"/>				

 **Language Settings**
 **Time Zone Editor**
 **Add New Language**
 **Install Language Pack**
 **Create Language Pack**
 **Verify Language Resource Files**



3. At **Available Locales**, select the locale to edit.
4. In the **Name** column, modify the times and/or names associated with one or more time zones. Note: Any name can be used as the time zone offset is used as a key.

TimeZone Editor

Available Locales English (United States)

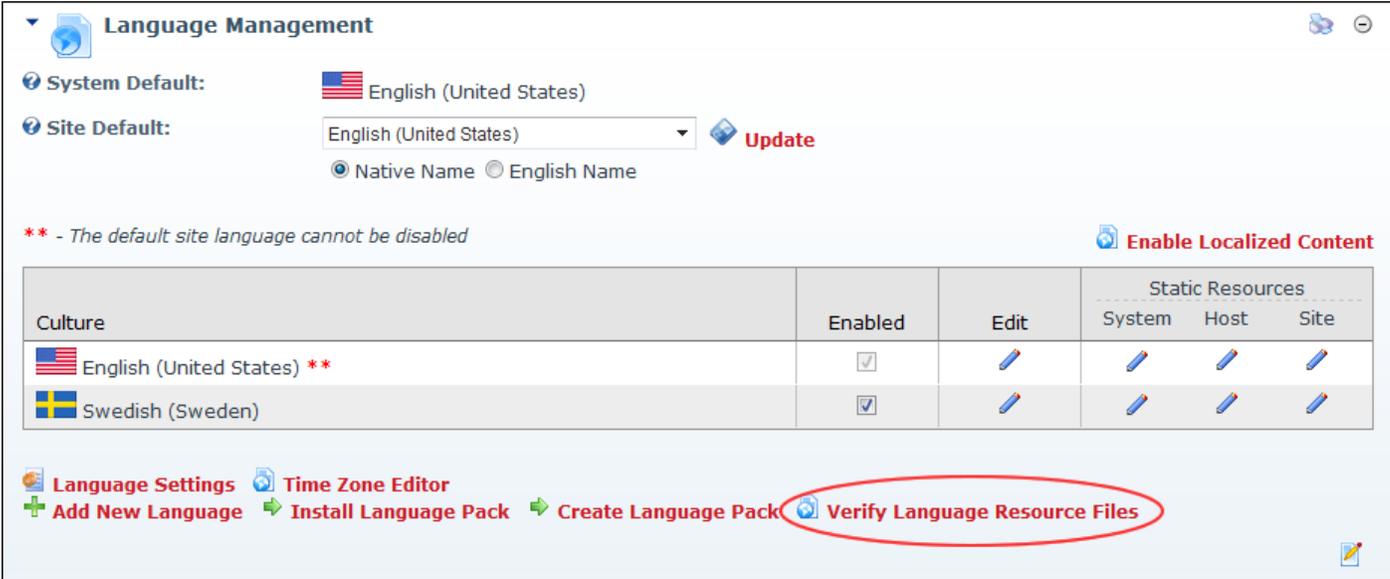
Name	UTC OffSet mins	Default Value
(UTC -12:00) International Dateline West	-720	(UTC -12:00) International Dateline West
(UTC -11:00) Midway Island, Samoa	-660	(UTC -11:00) Midway Island, Samoa
(UTC -10:00) Hawaii	-600	(UTC -10:00) Hawaii
(UTC -09:00) Alaska	-540	(UTC -09:00) Alaska
(UTC -08:00) Pacific Time (US & Canada); Tijuana	-480	(UTC -08:00) Pacific Time (US & Canada); Tijuana
(UTC -07:00) Mountain Time (US & Canada)	-420	(UTC -07:00) Mountain Time (US & Canada)
(UTC -06:00) Central Time (US & Canada)	-360	(UTC -06:00) Central Time (US & Canada)
(UTC -05:00) Eastern Time (US & Canada)	-300	(UTC -05:00) Eastern Time (US & Canada)
(UTC -04:00) Atlantic Time (Canada)	-240	(UTC -04:00) Atlantic Time (Canada)
(UTC -03:30) Newfoundland Time (Canada)	-210	(UTC -03:30) Newfoundland Time (Canada)
(UTC -03:00) Buenos Aires, Georgetown	-180	(UTC -03:00) Buenos Aires, Georgetown
(UTC -02:00) Mid-Atlantic	-120	(UTC -02:00) Mid-Atlantic
(UTC -01:00) Cape Verde Is.	-60	(UTC -01:00) Cape Verde Is.
(UTC 00:00) Dublin, Edinburgh, Lisbon, London	0	(UTC 00:00) Dublin, Edinburgh, Lisbon, London
(UTC +01:00) Amsterdam, Berlin, Bern, Rome, Paris, Stockholm	60	(UTC +01:00) Amsterdam, Berlin, Bern, Rome, Paris, Stockholm
(UTC +02:00) Athens, Bucharest, Istanbul, Minsk	120	(UTC +02:00) Athens, Bucharest, Istanbul, Minsk
(UTC +03:00) Moscow, St. Petersburg, Volgograd	180	(UTC +03:00) Moscow, St. Petersburg, Volgograd
(UTC +03:30) Tehran	210	(UTC +03:30) Tehran
(UTC +04:00) Abu Dhabi, Muscat	240	(UTC +04:00) Abu Dhabi, Muscat
(UTC +04:30) Kabul	270	(UTC +04:30) Kabul
(UTC +05:00) Islamabad, Karachi, Tashkent	300	(UTC +05:00) Islamabad, Karachi, Tashkent
(UTC +05:30) Calcutta, Chennai, Mumbai, New Delhi	330	(UTC +05:30) Calcutta, Chennai, Mumbai, New Delhi
(UTC +05:45) Kathmandu	345	(UTC +05:45) Kathmandu
(UTC +06:00) Astana, Almaty, Dhaka, Novosibirsk	360	(UTC +06:00) Astana, Almaty, Dhaka, Novosibirsk
(UTC +06:30) Rangoon (Yangon, Burma)	390	(UTC +06:30) Rangoon (Yangon, Burma)
(UTC +07:00) Bangkok, Hanoi, Jakarta	420	(UTC +07:00) Bangkok, Hanoi, Jakarta
(UTC +08:00) Beijing, Chongqing, Hong Kong, Urumqi	480	(UTC +08:00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC +09:00) Osaka, Sapporo, Tokyo	540	(UTC +09:00) Osaka, Sapporo, Tokyo
(UTC +09:30) Adelaide, Darwin	570	(UTC +09:30) Adelaide, Darwin
(UTC +10:00) Canberra, Melbourne, Sydney, Vladivostok	600	(UTC +10:00) Canberra, Melbourne, Sydney, Vladivostok
(UTC +11:00) Magadan, Solomon Is., New Caledonia	660	(UTC +11:00) Magadan, Solomon Is., New Caledonia
(UTC +12:00) Auckland, Fiji, Kamchatka, Marshall Is.	720	(UTC +12:00) Auckland, Fiji, Kamchatka, Marshall Is.
(UTC +13:00) Nuku'alofa	780	(UTC +13:00) Nuku'alofa

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

## Verifying Resource Files

How to verify the resource files for missing file, entries, obsolete entries and old files. This task enables the Host to verify all the installed language packs in the portal and check their status against the default system language. The verification process will look at all the system default resource files and compare them to the localized version for all supported languages. Once you receive the report, and if any issues are found, you can use the Languages Localization Editor to solve all the issues reported.

1. Go to a Languages module - OR - Navigate to Admin > **Languages**.
2. Click the [Verify Language Resource Files](#) link. This displays a report for each locale.



The screenshot shows the 'Language Management' interface. At the top, there are sections for 'System Default' (English (United States)) and 'Site Default' (English (United States)) with an 'Update' button. Below this, there are radio buttons for 'Native Name' and 'English Name'. A note states: '\*\* - The default site language cannot be disabled'. To the right, there is a link to 'Enable Localized Content'. A table lists languages with columns for 'Culture', 'Enabled', 'Edit', and 'Static Resources' (System, Host, Site). The table shows English (United States) and Swedish (Sweden) as enabled. At the bottom, there are navigation links: 'Language Settings', 'Time Zone Editor', 'Add New Language', 'Install Language Pack', 'Create Language Pack', and 'Verify Language Resource Files' (which is circled in red).

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
English (United States) **	<input checked="" type="checkbox"/>				
Swedish (Sweden)	<input checked="" type="checkbox"/>				

3. Click the **Maximize**  button to view details of any missing files, entries or obsolete entries. More on the types of issues that can be found for any resource file:
  - **Missing Resource Files:** The localized version for a given resource file is missing. To correct this issue select the resource file on the Languages Localization Editor and the language where the error is given. The localized file will be automatically created.
  - **Files With Missing Entries:** The localized version for a given resource file does not include some entries that are present on the default system resource file. To correct this issue select the resource file on the Languages Localization Editor and the language where the error is given. You will be given the option to add all missing keys to the localized resource file.
  - **Files With Obsolete Entries:** The localized version for a given resource file includes some entries that are not present on the default system resource file. To correct this issue select the resource file

on the Languages Localization Editor and the language where the error is given. All keys that are not necessary will be automatically deleted.



Verifying Resource Files

## Creating an Authentication System Language Pack

How to create an authentication system language pack using the Languages module.

1. Go to a Languages module - OR - Navigate to Admin > Languages. This displays the list of available languages.
2. Click the [Create Language Pack](#) link.

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
English (United States) **	<input checked="" type="checkbox"/>				
Swedish (Sweden)	<input checked="" type="checkbox"/>				
Mongolian (Traditional Mongolian) (People's Republic Of China)	<input checked="" type="checkbox"/>				

3. At **Resource Locale**, select the locale that want to generate the language pack for.
4. At **Resource Pack Type**, select **Authentication System**.
  - a. Select each of the authentication systems to include in the resource pack.
5. Click the  Create link.

**▼ Create Language Pack**

**Resource Locale:** English (United States) 

**Resource Pack Type:**  Core  Module  Provider  **Authentication System**  Full

Default Authentication [01.00.00]     DNN\_LiveIDAuthentication [01.00.01]     DNN\_OpenIDAuthentication [02.00.00]

 **Create**  **Cancel**

Creating an Authentication System Language Pack

### Creating a Core Language Pack

How to create a core language pack using the Languages module.

1. Go to a Languages module - OR - Navigate to Host > Languages. This displays the list of available languages.
2. Click the  Create Language Pack link.

**▼ Language Management**  

**System Default:**  English (United States)

**Site Default:** English (United States)   **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
 English (United States) **	<input checked="" type="checkbox"/>				
 Swedish (Sweden)	<input checked="" type="checkbox"/>				
 Mongolian (Traditional Mongolian) (People's Republic Of China)	<input checked="" type="checkbox"/>				

 **Language Settings**     **Time Zone Editor**

 **Add New Language**     **Install Language Pack**     **Create Language Pack**     **Verify Language Resource Files**

3. At **Resource Locale**, select the locale that want to generate the language pack for.
4. At **Resource Pack Type**, select **Core**.

5. **Optional.** In the **Resource Pack Name** text box, modify the name of the generated resource pack.  
Note: Part of the name is fixed.

**▼ Create Language Pack**

**Resource Locale:** English (United States) ▼

**Resource Pack Type:**  Core  Module  Provider  Authentication System  Full

**Resource Pack Name:** ResourcePack. Core .<version>.<locale>.zip

 **Create**  **Cancel**

6. Click the  Create link.

### Creating a Full Language Pack

How to create a full language pack using the Languages module.

1. Go to a Languages module - OR - Navigate to Host > Languages. This displays the list of available languages.
2. Click the  Create Language Pack link.

**▼ Language Management**

**System Default:**  English (United States)

**Site Default:** English (United States) ▼  **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
 English (United States) **	<input checked="" type="checkbox"/>				
 Swedish (Sweden)	<input checked="" type="checkbox"/>				
 Mongolian (Traditional Mongolian) (People's Republic Of China)	<input checked="" type="checkbox"/>				

 **Language Settings**  **Time Zone Editor**  
 **Add New Language**  **Install Language Pack**  **Create Language Pack**  **Verify Language Resource Files**

3. At **Resource Locale**, select the locale that want to generate the language pack for.
4. At **Resource Pack Type**, select **Full**.

- Optional.** In the **Resource Pack Name** text box, modify the name of the generated resource pack.  
Note: Part of the name is fixed.
- Click the  [Create](#) link.

**▼ Create Language Pack**

**Resource Locale:**

**Resource Pack Type:**  Core  Module  Provider  Authentication System  **Full**

**Resource Pack Name:**  .<version>.<locale>.zip

 **Create**  **Cancel**

Creating a Full Language Pack

### Creating a Module Language Pack

How to create a module language pack using the Languages module.

- Go to a Languages module - OR - Navigate to Host > Languages. This displays the list of available languages.
- Click the  [Create Language Pack](#) link.

**▼ Language Management**

**System Default:**  English (United States)

**Site Default:**   **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
 English (United States) **	<input checked="" type="checkbox"/>				
 Swedish (Sweden)	<input checked="" type="checkbox"/>				
 Mongolian (Traditional Mongolian) (People's Republic Of China)	<input checked="" type="checkbox"/>				

 [Language Settings](#)  [Time Zone Editor](#)

 [Add New Language](#)  [Install Language Pack](#)  [Create Language Pack](#)  [Verify Language Resource Files](#)

- At **Resource Locale**, select the locale that want to generate the language pack for.
- At **Resource Pack Type**, select **Module**.
- Select each of the modules to be included in the resource pack.

**▼ Create Language Pack**

**Resource Locale:** English (United States) ▼

**Resource Pack Type:**  Core  Module  Provider  Authentication System  Full

**Select the Module(s) you would like to include in the resource pack:**

Document Library [04.01.03]  File Integrity Checker [05.05.00]  Google Analytics Professional [05.05.00]

Health Monitoring [05.05.00]  HTML Pro [05.05.00]  License Activation Manager [05.05.00]

My Modules [05.05.00]  Security Center [05.05.00]  User Switcher [05.05.00]

Web Server Manager [05.05.00]

 **Create**  **Cancel**

6. Click the  Create link.

### Creating a Provider Language Pack

How to create a provider language pack using the Languages module.

1. Go to a Languages module - OR - Navigate to Host > Languages. This displays the list of available languages.
2. Click the  Create Language Pack link.

**▼ Language Management**

**System Default:**  English (United States)

**Site Default:** English (United States) ▼  **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources		
			System	Host	Site
 English (United States) **	<input checked="" type="checkbox"/>				
 Swedish (Sweden)	<input checked="" type="checkbox"/>				
 Mongolian (Traditional Mongolian) (People's Republic Of China)	<input checked="" type="checkbox"/>				

 **Language Settings**  **Time Zone Editor**

 **Add New Language**  **Install Language Pack**  **Create Language Pack**  **Verify Language Resource Files**

3. At **Resource Locale**, select the locale that want to generate the language pack for.

4. At **Resource Pack Type**, select **Provider**.

5. Select each of the providers to be included in the resource pack.

▼ **Create Language Pack**

🔍 **Resource Locale:** English (United States) ▼

🔍 **Resource Pack Type:**  Core  Module  Provider  Authentication System  Full

<input checked="" type="checkbox"/> DotNetNuke ASP.NET Membership Provider [05.02.00]	<input type="checkbox"/> DotNetNuke Core Permission Provider [05.01.01]	<input type="checkbox"/> DotNetNuke Database Logging Provider [05.01.01]
<input type="checkbox"/> DotNetNuke DNN Menu Navigation Provider [05.01.00]	<input type="checkbox"/> DotNetNuke DNN Tree Navigation Provider [05.01.00]	<input type="checkbox"/> DotNetNuke Fck Html Editor Provider [02.00.04]
<input type="checkbox"/> DotNetNuke File Based Caching Provider [05.01.03]	<input checked="" type="checkbox"/> DotNetNuke Module Caching File Provider [05.04.03]	<input type="checkbox"/> DotNetNuke Module Caching Memory Provider [05.02.01]
<input type="checkbox"/> DotNetNuke Profile Provider [05.01.03]	<input type="checkbox"/> DotNetNuke Scheduling Provider [05.02.01]	<input type="checkbox"/> DotNetNuke Search Indexer Provider [05.01.00]
<input type="checkbox"/> DotNetNuke Search Provider [05.01.01]	<input type="checkbox"/> DotNetNuke Solpart Menu Navigation Provider [05.01.00]	<input type="checkbox"/> Telerik Editor Provider [05.04.02]

 **Create**
 **Cancel**

6. Click the  Create link.

## 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-o.resx at Selected Resource File as the files ready for editing. Note: This is where you will find the files most commonly desired for editing such as portal and email messages.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:** English (United States)

**Site Default:**  **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
English (United States) **	<input checked="" type="checkbox"/>		
Swedish (Sweden)	<input type="checkbox"/>		
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
English (Australia)	<input checked="" type="checkbox"/>		
Arabic (Jordan)	<input type="checkbox"/>		

**Language Settings**

3. Find **Resource Name: MESSAGE\_LOGIN\_INSTRUCTIONS.Text**. Note: If Paging is enabled then it may be located on a subsequent page. See "Enabling Browser Language Detection"
4. To edit the message, perform one of the following options:
  - Edit the message body using HTML tags in the Localized Value text box below

**Resource Name:** MESSAGE\_LOGIN\_INSTRUCTIONS.Text

**Localized Value**  **Default Value**

Please note: You will only be required to enter your verification code the first time you login to this portal.

- OR -

- Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"

- i. Click the **OK** button.
  - ii. Enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
  - iii. Click the Update link to return to the Language Editor.
5. **Optional.** To edit the subject associated with email message language files, edit the associated Subject resource file which will be listed above the Body resource file.
  6. Click the Update link.
  7. **Optional.** Repeat all of the above steps to update this message for another language.

Login Instructions on the User Log In page

### Example: Editing Privacy and Terms of Use Statements

How to edit the Privacy statement and/or the Terms of Use Statements using the Languages module. No message is displayed by default. See "Portal Privacy Text"

1. Go to a **Languages** module - OR - Navigate to Admin > **Languages**. This displays the Culture grid which lists the available languages.
2. In the **Static Resources - Portal** column, click the **Edit**  button beside the language file to be edited. This displays GlobalResources.Portal-0.resx at Selected Resource File as the files ready for editing. Note: This is where you will find the files most commonly desired for editing such as portal and email messages.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:** English (United States)

**Site Default:**  **Update**

Native Name  English Name

\*\* - The default site language cannot be disabled  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
English (United States) **	<input checked="" type="checkbox"/>		
Swedish (Sweden)	<input type="checkbox"/>		
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
English (Australia)	<input checked="" type="checkbox"/>		
Arabic (Jordan)	<input type="checkbox"/>		

**Language Settings**

3. Find **Resource Name: MESSAGE\_PORTAL\_PRIVACY.Text** or **MESSAGE\_PORTAL\_TERMS.Text** as desired. Note: If Paging is enabled then it may be located on a subsequent page. See "Enabling Browser Language Detection"
4. To edit the message, perform one of the following options:
  - Edit the message body using HTML tags in the Localized Value text box below  
- OR -
  - Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
    - i. Click the **OK** button.
    - ii. Enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
    - iii. Click the Update link to return to the Language Editor.
5. **Optional.** To edit the subject associated with email message language files, edit the associated Subject resource file which will be listed above the Body resource file.
6. Click the Update link.
7. **Optional.** Repeat all of the above steps to update this message for another language.

## **Email Messages**

### ***Affiliate Notification Email Message***

The Affiliate Notification email message is sent to an affiliate when their account is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [Custom:0],

Your account for the [Portal:PortalName] Affiliate Program has been created.

To begin earning rewards, please use the following URL to link to our site: [Custom:1]

Thank you, [Portal:PortalName]

### ***Banner Notification Email Message***

The Banner Notification email message is sent to a Vendor and provides them with up to the minute information on one of their banners.

Here is the default value (default text) of this email message in the DNN core language pack:

Banner: [Custom:0]

Description: [Custom:1]

Image: [Custom:2]

CPM/Cost: [Custom:3]

Impressions: [Custom:4]

StartDate: [Custom:5]

EndDate: [Custom:6]

Views: [Custom:7]

Click Throughs: [Custom:8]

### ***Bulk Email Confirmation Email Message***

The Bulk Email Confirmation email message is sent to the primary Administrator when a bulk email (newsletter) mail out is completed.

Here is the default value (default text) of this email message in the DNN core language pack:

#### **Bulkmail Report**

Operation started at: [Custom:0]

EmailRecipients: [Custom:1]

EmailMessages: [Custom:2]  
Operation completed: [Custom:3]  
[Custom:4| Number of errors:{0} ]

Status Report:

[Custom:5]

[Custom:6]

-----  
Recipients:  
{0}]

---

*Tip: There is a HTML and a text version of this email*

---

### ***Password Reminder Email Message***

The Password Reminder email message is sent to a user when they request a password reminder.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

You have requested a Password Reminder from [Portal:PortalName].

Please login using the following information:

Portal Website Address: [Portal:URL]

Username: [Membership:Username]

Password: [Membership>Password]

Sincerely,

[Portal:PortalName]

\*Note: If you did not request a Password Reminder, please disregard this Message.

### ***Portal Signup Email Message***

The Portal Signup email message is sent to the new site Administrator when the portal is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Your Portal Website Has Been Created. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [Portal:URL]  
Username: [Membership:UserName]  
Verification Code: [User:VerificationCode]

Please take the opportunity to visit the website to review its content and take advantage of its many features.

Thank you, we appreciate your support...  
[Host:HostTitle]

### ***Profile Updated Email Message***

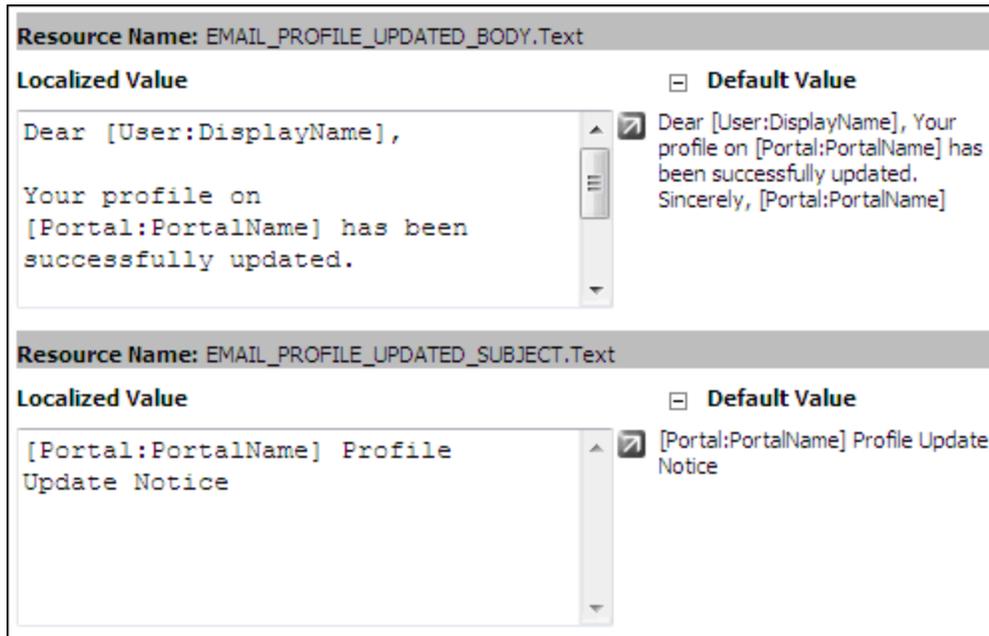
The Profile Updated email message is sent to a user when they update their profile.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Your profile on [Portal:PortalName] has been successfully updated.

Sincerely,  
[Portal:PortalName]



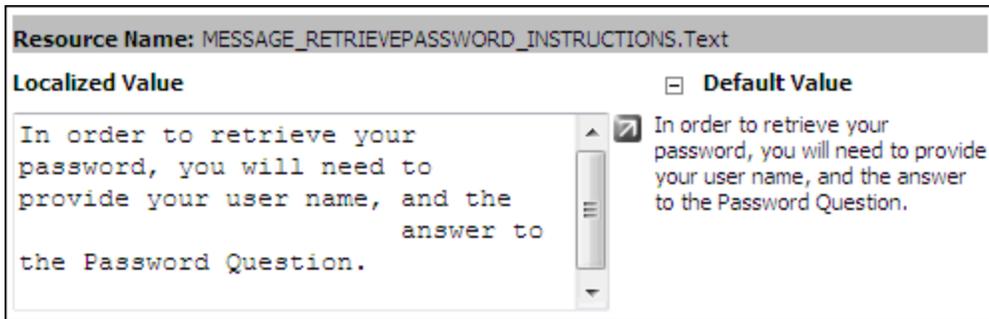
Editing the Profile Updated email

### ***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]

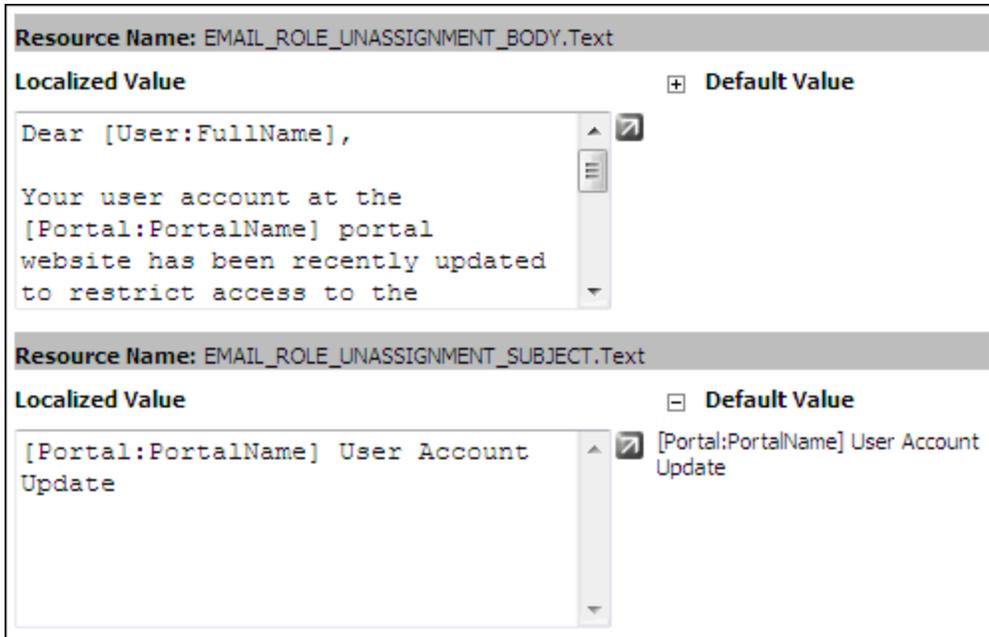
Description: [Custom:1]

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],

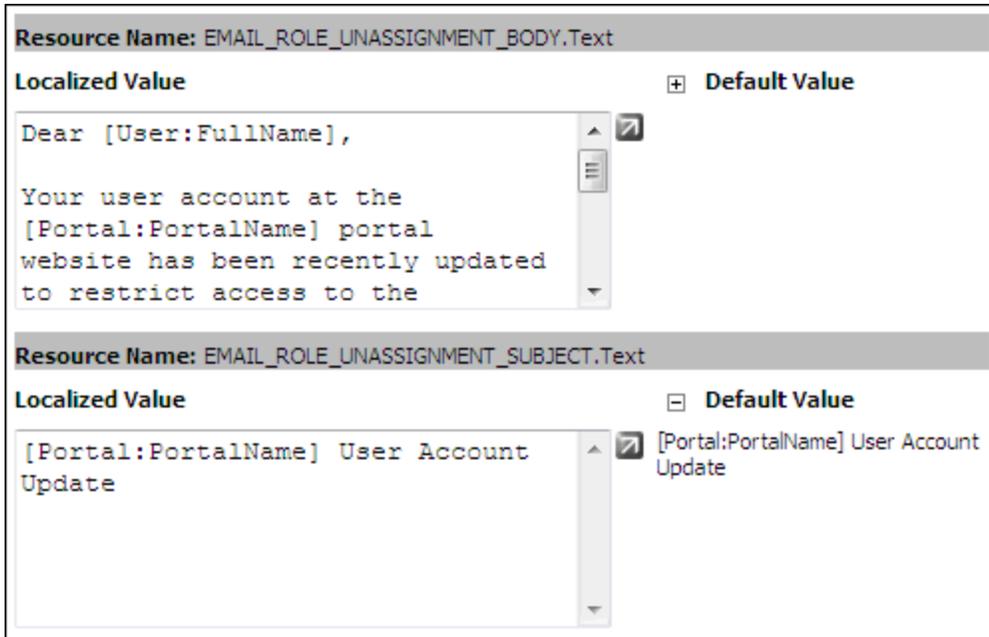
Your user account at [Portal:PortalName] has been recently updated to restrict access to the following Security Role:

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:

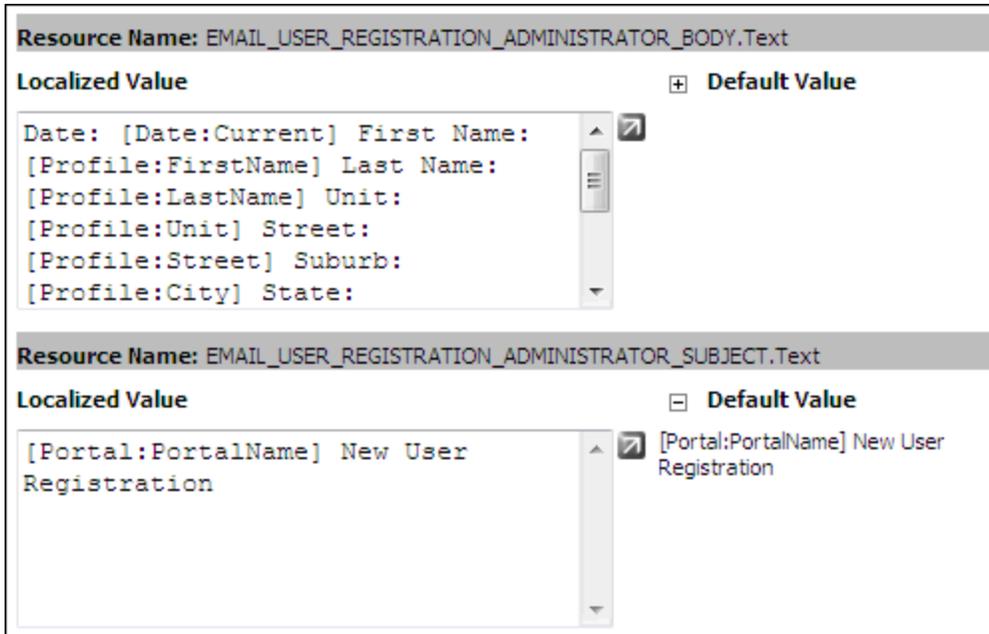
[Host:HostTitle] SMTP Configuration Test

### ***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]

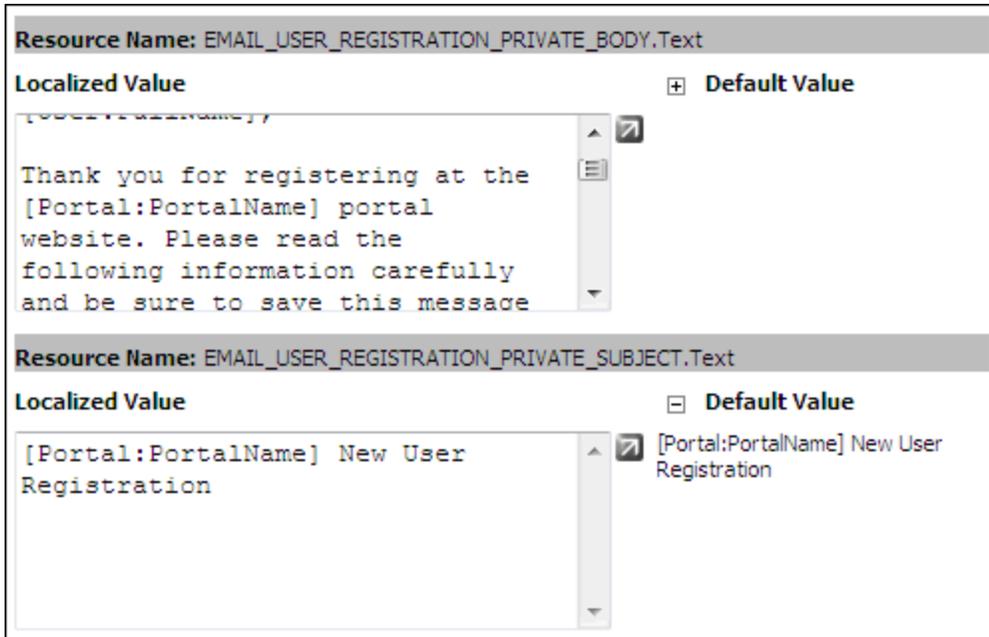
Username: [Membership:UserName]

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]

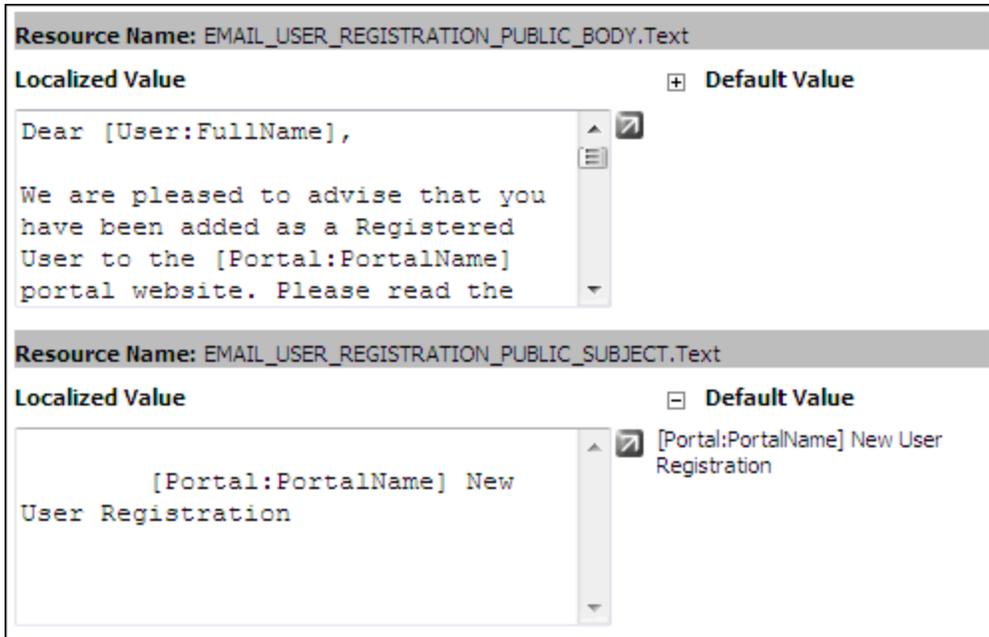
Username: [Membership:UserName]

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=\[Custom:o\]&verificationcode=\[User:VerificationCode\]](http://[Portal:URL]/default.aspx?ctl=Login&username=[Custom:o]&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]

The screenshot shows two configuration panels for email messages. The top panel is for the body text, with the resource name 'EMAIL\_USER\_REGISTRATION\_VERIFIED\_BODY.Text'. It has a 'Localized Value' field containing the text: 'Dear [User:DisplayName],  
We are pleased to advise that you have been added as a Registered User to [Portal:PortalName].  
Please read the following'. To the right is a 'Default Value' field with a plus sign icon. The bottom panel is for the subject text, with the resource name 'EMAIL\_USER\_REGISTRATION\_VERIFIED\_SUBJECT.Text'. It has a 'Localized Value' field containing: '[Portal:PortalName] New User Registration'. To the right is a 'Default Value' field containing: '[Portal:PortalName] New User Registration'.

Editing the Verified User Registration email

### ***User Unregister Email Message***

The User Unregister email message is sent to the primary site Administrator when a user unregisters 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]

**Resource Name:** EMAIL\_VENDOR\_REGISTRATION\_ADMINISTRATOR\_BODY.Text

**Localized Value**  **Default Value**

Date: [Custom:0]  
Vendor Name: [Custom:1]  
First Name: [Custom:2]  
Last Name: [Custom:3]  
Unit: [Custom:4]  
Street: [Custom:5]

**Resource Name:** EMAIL\_VENDOR\_REGISTRATION\_ADMINISTRATOR\_SUBJECT.Text

**Localized Value**  **Default Value**

[Portal:PortalName] Vendor Application

Editing the Administrator's Vendor Registration email message

### ***Vendor Registration Email Message***

The Vendor Registration email message is sent to a Vendor when their new Vendor account is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [Custom:0] [Custom:1],

[Custom:2] company has been successfully registered at [Portal:PortalName].

Thank you,

[Portal:PortalName]

The screenshot shows two resource editing panels. The top panel is for 'EMAIL\_VENDOR\_REGISTRATION\_BODY.Text' and contains a text area with the following content: 'Dear [Custom:0] [Custom:1],  
Your company has been  
successfully registered at the  
[Portal:PortalName] portal  
website.' The bottom panel is for 'EMAIL\_VENDOR\_REGISTRATION\_SUBJECT.Text' and contains a text area with the following content: '[Portal:PortalName] Vendor  
Application'. Both panels have a 'Default Value' checkbox which is checked.

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 {o} Does Not Exist In The Database**

DNN supports multiple portals from a single database/codebase. It accomplishes this by converting the URL of the client Web browser Request to a valid PortalID in the Portals database table. The following steps describe the process:

### **1. Web Server Processing**

- When a web server receives a Request from a client Web browser, it compares the file name extension on the target URL resource to its Application Extension Mappings defined in IIS.
- Based on the corresponding match, IIS then sends the Request to the defined Executable Path ( aspnet\_asapi.dll in the case of ASP.NET Requests ).
- The aspnet\_isapi.dll engine processes the Request in an ordered series of events beginning with Application\_BeginRequest.

### **2. HttpModule.URLRewrite OnBeginRequest ( UrlRewriteModule.vb )**

- The Request URL is parsed based on the "/" character A Domain Name is constructed using each of the relevant parsed URL segments.  
Examples:  
URL: http://www.domain.com/default.aspx = Domain Name: www.domain.com  
URL: http://209.75.24.131/default.aspx = Domain Name: 209.75.24.131  
URL: http://localhost/DotNetNuke/default.aspx = Domain Name:  
localhost/DotNetNuke  
URL: http://www.domain.com/virtualdirectory/default.aspx = Domain Name:  
www.domain.com/virtualdirectory  
URL: http://www.domain.com/directory/default.aspx = Domain Name:  
www.domain.com/directory
- Using the Domain Name, the application queries the database ( Portals table - PortalAlias field ) to locate a matching record.

Note: If there are multiple URLs which correspond to the same portal then the PortalAlias field must contain each valid Domain Name in a comma seperated list.

Example: URL: http://localhost/DotNetNuke/default.aspx

URL: http://MACHINENAME/DotNetNuke/default.aspx

URL: http://209.32.134.65/DotNetNuke/default.aspx

PortalAlias:

localhost/DotNetNuke,MACHINENAME/DotNetNuke,209.32.134.65/DotNetNuke

Note: If you are installing the application to a remote server you must modify the PortalAlias field value for the default record in the Portals table according to the rules defined above.

## **Portal Messages**

### ***License Text***

The DotNetNuke License is displayed in the code of the site. It is not displayed on any page.

Here is the default value (default text) of this email message in the DNN core language pack:

DotNetNuke® - <http://www.dotnetnuke.com> Copyright (c) 2002-2009 by DotNetNuke Corporation

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

### ***Portal Privacy Text***

The Portal Privacy text is associated with the Privacy skin token.

This language file is located in the Language Editor Resources List under: Local Resources - Admin - Portal - App-LocalResources: Privacy.ascx

Here is the default value (default text) of this email message in the DNN core language pack:

[Portal:PortalName] is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the [Portal:PortalName] Web site and governs data collection and usage. By using the [Portal:PortalName] website, you consent to the data practices described in this statement.

### **Collection of your Personal Information**

[Portal:PortalName] collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. [Portal:PortalName] also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites.

There is also information about your computer hardware and software that is automatically collected by [Portal:PortalName]. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by [Portal:PortalName] for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the [Portal:PortalName] Web site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through [Portal:PortalName] public message boards, this information may be collected and used by others. Note: [Portal:PortalName] does not read any of your private online communications.

[Portal:PortalName] encourages you to review the privacy statements of Web sites you choose to link to from [Portal:PortalName] so that you can understand how those Web sites collect, use and share your information. [Portal:PortalName] is not responsible for the privacy statements or other content on Web sites outside of the [Portal:PortalName] and [Portal:PortalName] family of Web sites.

### **Use of your Personal Information**

[Portal:PortalName] collects and uses your personal information to operate the [Portal:PortalName] Web site and deliver the services you have requested. [Portal:PortalName] also uses your personally identifiable information to inform you of other products or services available from [Portal:PortalName] and its affiliates. [Portal:PortalName] may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

[Portal:PortalName] does not sell, rent or lease its customer lists to third parties. [Portal:PortalName] may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, [Portal:PortalName] may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to [Portal:PortalName], and they are required to maintain the confidentiality of your information.

[Portal:PortalName] does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

[Portal:PortalName] keeps track of the Web sites and pages our customers visit within [Portal:PortalName], in order to determine what [Portal:PortalName] services are the most popular. This data is used to deliver customized content and advertising within [Portal:PortalName] to customers whose behavior indicates that they are interested in a particular subject area. [Portal:PortalName] Web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on [Portal:PortalName] or the site; (b) protect

and defend the rights or property of [Portal:PortalName]; and, (c) act under exigent circumstances to protect the personal safety of users of [Portal:PortalName], or the public.

### **Use of Cookies**

The [Portal:PortalName] Web site use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize [Portal:PortalName] pages, or register with [Portal:PortalName] site or services, a cookie helps [Portal:PortalName] to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same [Portal:PortalName] Web site, the information you previously provided can be retrieved, so you can easily use the [Portal:PortalName] features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the [Portal:PortalName] services or Web sites you visit.

### **Security of your Personal Information**

[Portal:PortalName] secures your personal information from unauthorized access, use or disclosure. [Portal:PortalName] secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

### **Changes to this Statement**

[Portal:PortalName] will occasionally update this Statement of Privacy to reflect company and customer feedback. [Portal:PortalName] encourages you to periodically review this Statement to be informed of how [Portal:PortalName] is protecting your information.

### **Contact Information**

[Portal:PortalName] welcomes your comments regarding this Statement of Privacy. If you believe that [Portal:PortalName] has not adhered to this Statement, please contact [Portal:PortalName] at [Portal:Email]. We will use commercially reasonable efforts to promptly determine and remedy the problem.

### ***Portal Terms Text***

The Portal Terms text is associated with the Terms skin token.

Here is the default value (default text) of this email message in the DNN core language pack:

### **AGREEMENT BETWEEN USER AND [Portal:PortalName]**

The [Portal:PortalName] Web Site is comprised of various Web pages operated by [Portal:PortalName].

The [Portal:PortalName] Web Site is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of the [Portal:PortalName] Web Site constitutes your agreement to all such terms, conditions, and notices.

### **MODIFICATION OF THESE TERMS OF USE**

[Portal:PortalName] reserves the right to change the terms, conditions, and notices under which the [Portal:PortalName] Web Site is offered, including but not limited to the charges associated with the use of the [Portal:PortalName] Web Site.

### **LINKS TO THIRD PARTY SITES**

The [Portal:PortalName] Web Site may contain links to other Web Sites ("Linked Sites"). The Linked Sites are not under the control of [Portal:PortalName] and [Portal:PortalName] is not responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. [Portal:PortalName] is not responsible for webcasting or any other form of transmission received from any Linked Site. [Portal:PortalName] is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by [Portal:PortalName] of the site or any association with its operators.

### **NO UNLAWFUL OR PROHIBITED USE**

As a condition of your use of the [Portal:PortalName] Web Site, you warrant to [Portal:PortalName] that you will not use the [Portal:PortalName] Web Site for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the [Portal:PortalName] Web Site in any manner which could damage, disable, overburden, or impair the [Portal:PortalName] Web Site or interfere with any other party's use and enjoyment of the [Portal:PortalName] Web Site. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the [Portal:PortalName] Web Sites.

### **USE OF COMMUNICATION SERVICES**

The [Portal:PortalName] Web Site may contain bulletin board services, chat areas, news groups, forums, communities, personal web pages, calendars, and/or other message or communication facilities designed to enable you to communicate with the public at large or with a group (collectively, "Communication Services"), you agree to use the Communication Services only to post, send and receive messages and material that are proper and related to the particular Communication Service. By way of example, and not as a limitation, you agree that when using a Communication Service, you will not:

- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.
- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents.
- Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages.
- Conduct or forward surveys, contests, pyramid schemes or chain letters.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- Restrict or inhibit any other user from using and enjoying the Communication Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular Communication Service.
- Harvest or otherwise collect information about others, including e-mail addresses, without their consent.
- Violate any applicable laws or regulations.

[Portal:PortalName] has no obligation to monitor the Communication Services. However, [Portal:PortalName] reserves the right to review materials posted to a Communication Service and to remove any materials in its sole discretion. [Portal:PortalName] reserves the right to terminate your access to any or all of the Communication Services at any time without notice for any reason whatsoever.

[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.

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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:O] ) on [Date:Current]. You may wish to investigate this matter further...

Thank you,  
[Portal:PortalName]

**Resource Name:** EMAIL\_USER\_LOCKOUT\_BODY.Text

**Localized Value**  **Default Value**

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...

---

**Resource Name:** EMAIL\_USER\_LOCKOUT\_SUBJECT.Text

**Localized Value**  **Default Value**

[Portal:PortalName] User Account Lockout Alert

[Portal:PortalName] User Account Lockout Alert

Editing the User Lockout email

## 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.

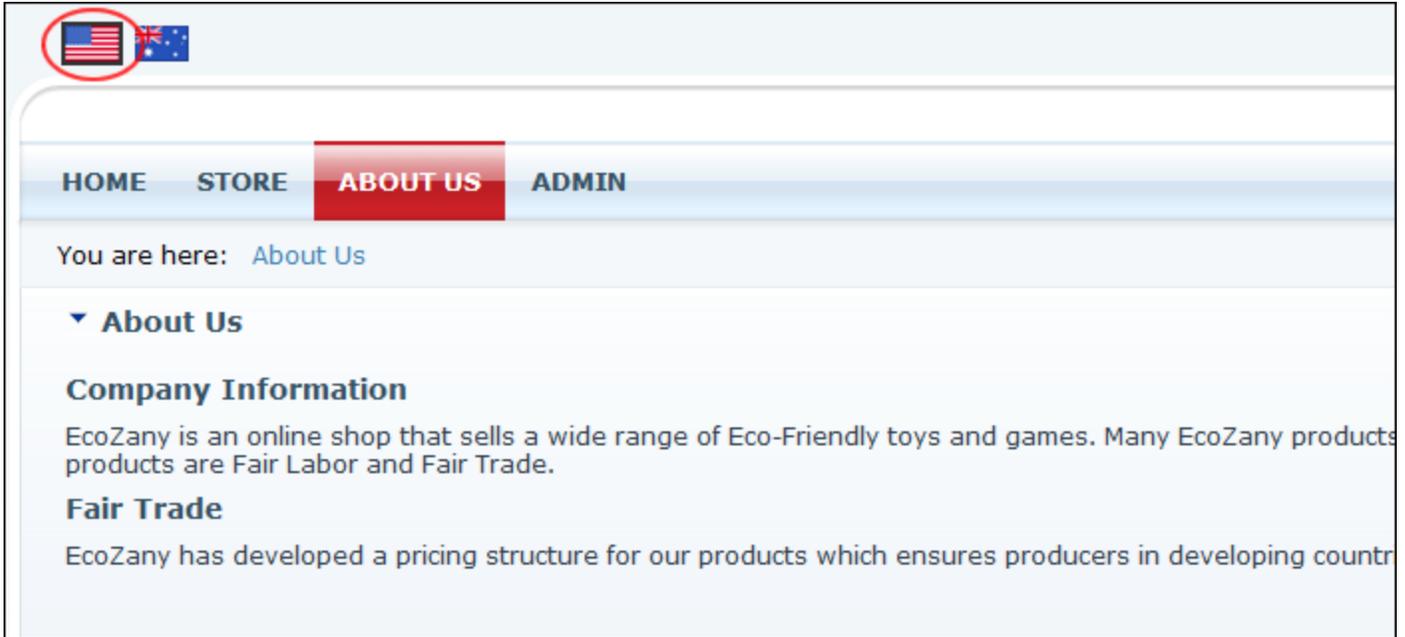
Related Topics:

- See "Enabling/Disabling Content Localization"

### *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.



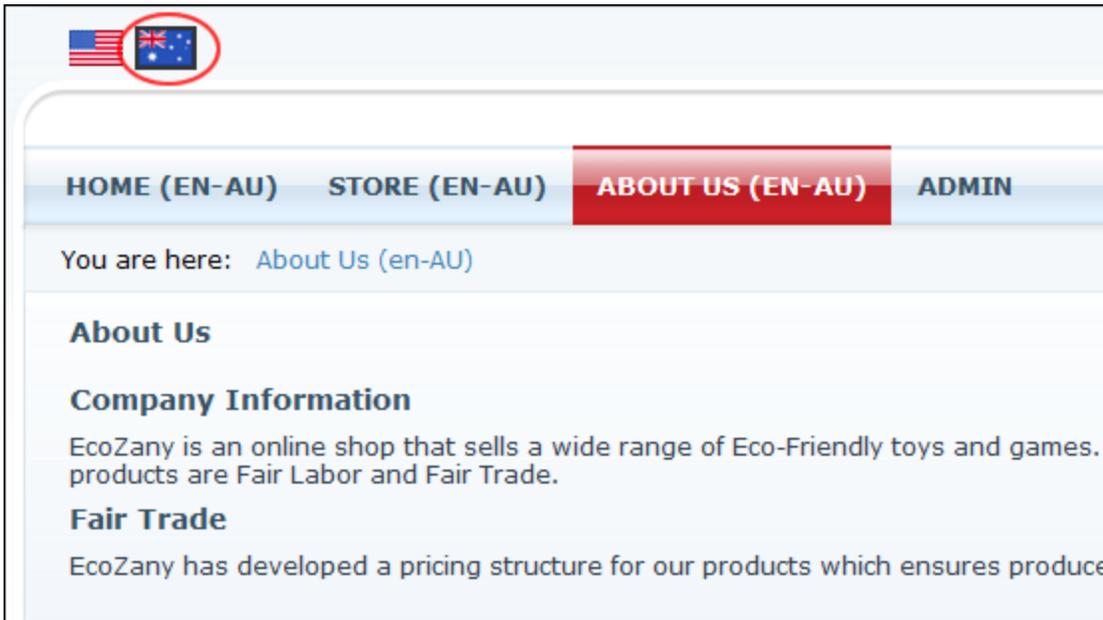
Viewing a Site in the Default Language

### ***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 Page via the Page 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"
4. Add module content as required. See "Editing Module Content".

▼ **Edit Content**

**Visible By Administrators Only**

☐ **Master Language Version**

🔗 Editor:  Basic Text Box  Rich Text Editor

Normal Verdana 12px **B** *I* U abc [List Icons] [Table Icon] W3C

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

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

Note: The section name "Master Language Version" is displayed above the Editor.

## Setting a Page as Ready for Translation

How to set a page as ready for translation using the Languages module. Setting a page as ready for translation creates a copy of the page (including modules and content) for each of the enabled language. This also provides translators with Edit Rights to the page and notifies translators (by sending both an message via email and using the My Messages module) that the page is ready for translation.

1. Ensure you are viewing the site in default site language. See "Viewing a Site in the Default Language"
2. Navigate to the required page.
3. Maximize  the Control Panel.
4. On the RibbonBar, go to the Common Tasks tab and select  Edit - OR - On the Iconbar, go the Page Functions section and select  Settings. This opens the Page Settings page.
5. **Recommended.** If you haven't already done so, you should now set the view rights for this page. E.g. All Users.
6. **Maximize**  the Localization section. You can view the current localization information on this page, as well as review related notes.
7. Click the  Ready For Translation link.

**Localization**

 **Page Culture:**  English (United States) **\*\* This is the default site language**

Click the button below to mark this page "Ready for Translation". This will copy the module content to the sub-language versions of the page and send messages to any user in a Page Translation role for that language, to indicate that the page is ready for translation.

 **Ready for Translation**

**Page Localization**

<input type="checkbox"/>	Culture	Page Name	View	Edit	Translated?				
<input type="checkbox"/>	 English (Australia)	About Us (en-AU)				0	0	0 0%	0 0%

 **Mark as Translated**  **Mark as Not Translated**

**Module Localization**

	Culture	Module	Module Title	Is Detached?	Translated?
<input type="checkbox"/>	Neutral Culture	HTML	Enter Title	NA	NA

8. **Optional. Maximize**  the Location section again to view the updated localization details.

**Localization**

**Page Culture:**  English (United States) **\*\* This is the default site language**

Click the button below to mark this page "Ready for Translation". This will copy the module content to the sub-language versions of the page and send messages to any user in a Page Translation role for that language, to indicate that the page is ready for translation.

 **Ready for Translation**

**Page Localization**

<input type="checkbox"/>	Culture	Page Name	View	Edit	Translated?				
<input type="checkbox"/>	 English (Australia)	About Us (en-AU)				1	1	1 100%	0 0%

 **Mark as Translated**  **Mark as Not Translated**

**Module Localization**

<input type="checkbox"/>	Culture	Module	Module Title	Is Detached?	Translated?
<input type="checkbox"/>	 English (United States)	HTML	Enter Title	NA	NA
<input type="checkbox"/>	 English (Australia)	HTML	Enter Title		

 **Detach from Default Culture**  **Reference Default Culture**  
 **Mark as Translated**  **Mark as Not Translated**

The page is now ready to be translated. See "Translating a Page". Note: The English (Australia) language page cannot be viewed by users until it is translated.

---

*Tip: To remove this page from one or more languages, a translator or Administrator must hide the page using permissions. See "Setting Page Permissions"*

---

### **Adding Modules to a Secondary Language Only**

How to add one or more modules to the site which only display when the user is viewing the site in a secondary language (i.e. a language other than the default site language).

1. View the site in the required secondary language. See "Viewing a Site in a Secondary Language"
2. Navigate to the page where you want to add the module.
3. Add the module. See "Adding a New Module"
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 "Basic Settings for Existing Pages"

Next Step: See "Setting a Page as Translated"

The screenshot shows the 'Edit Content' interface. At the top, it says 'Visible By Administrators Only'. Below that, there is a section for 'Master Language Version' which contains the text: 'The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!'. Below this text is an 'Editor' section with two options: 'Basic Text Box' and 'Rich Text Editor'. The 'Rich Text Editor' is selected, and its toolbar is visible, showing various formatting options like bold, italic, underline, and text color. The editor area contains the same text as the 'Master Language Version' section.

Translating a Page

### ***Translating a Page (Admin)***

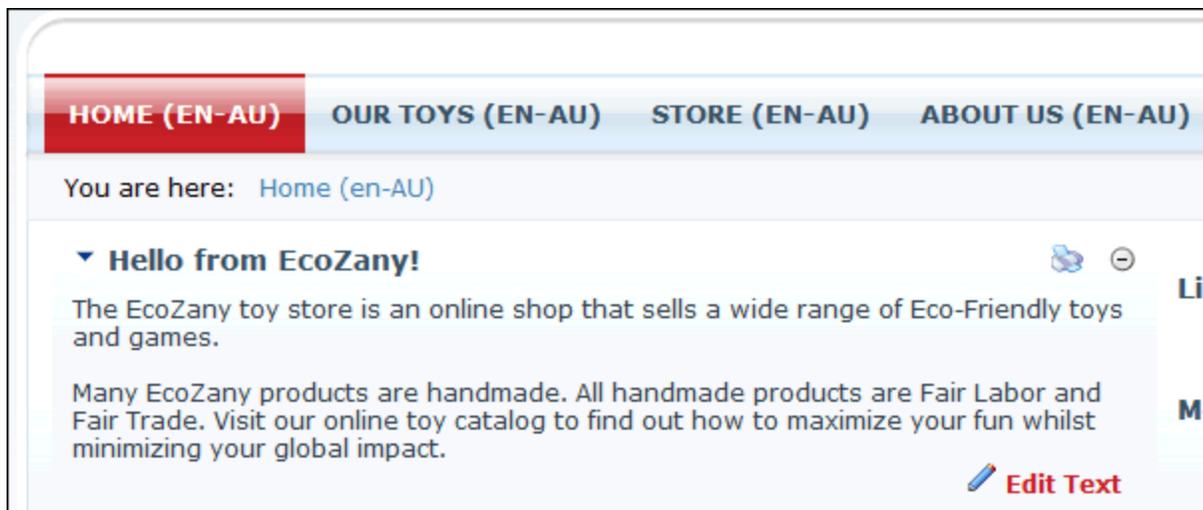
How to translate a page including both the page name and module content into a language other than the default language. You must be either a translator or an administrator to perform this task. Localized content must first be created. See "Enabling Localized Content"

---

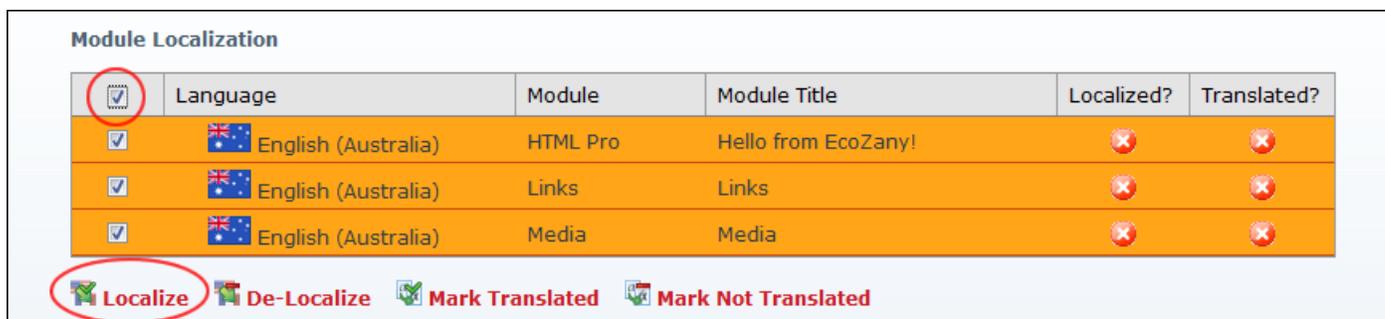
*Tip: Administrators and SuperUsers can view Flag buttons for all enabled languages.*

---

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 "Basic 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. Click the  Update link.
8. Edit the text of the modules as usual. E.g. For the HTML Pro module, click the Edit Text link.
9. Return to the Page Settings page.

- In the **Module Localization** grid, check  the check box beside each module which has been translated - OR - check  the top check box to select all modules.
- Click the Mark Translated link.

**Module Localization**

<input checked="" type="checkbox"/>	Language	Module	Module Title	Localized?	Translated?
<input checked="" type="checkbox"/>	English (Australia)	HTML Pro	Hello from EcoZany!	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	English (Australia)	Links	Links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	English (Australia)	Media	Media	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Localize
 De-Localize
  **Mark Translated**
 Mark Not Translated

Translating a Page as an Administrator

### Setting a Page as Translated

How to mark localized versions of pages as translated or not translated.

- Ensure you are viewing the site in the required language.
- Go to the Page Settings page. See "Editing Page Settings".
- Maximize** the Localization section.
- At **Is Translated**, check  the check box to set this page as translated - OR - uncheck  the check box to set the page as requiring translation.

**Localization**

Page Culture: English (Australia)  
 Is Translated?   
 Default Culture: English (United States)

**Module Localization**

<input type="checkbox"/>	Module	Module Title	Is Detached?	Translated?
<input type="checkbox"/>	HTML	Enter Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Detach from Default Culture
 Reference Default Culture  
 **Mark as Translated**
 **Mark as Not Translated**

**Advanced Settings**

- 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. Maximize  the Control Panel.
3. On the RibbonBar, go to the Common Tasks tab and select  Edit - 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. **Maximize**  the Localization section. You can view the current localization information on this page.
6. At **Publish Page**, click the **Save**  button.



**Localization**

Page Culture:  English (Australia)

Is Translated?

Default Culture:  English (United States) [View](#)

Publish Page 

**Module Localization**

<input type="checkbox"/>	Module	Module Title	Is Detached?	Translated?
<input type="checkbox"/>	HTML	Enter Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

 **Detach from Default Culture**  **Reference Default Culture**

 **Mark as Translated**  **Mark as Not Translated**

Publishing a Site Page

## Adding a Module to all Languages

How to add a new module which will be displayed in all languages which are enabled on your site.

1. View the site in the default language. See "Viewing a Site in the Default Language"
2. Navigate to the page where you want to add the module. See "Viewing Any Page"
3. Add the module. See "Adding a New Module". 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"
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.

**OPTION ONE** (from default language):

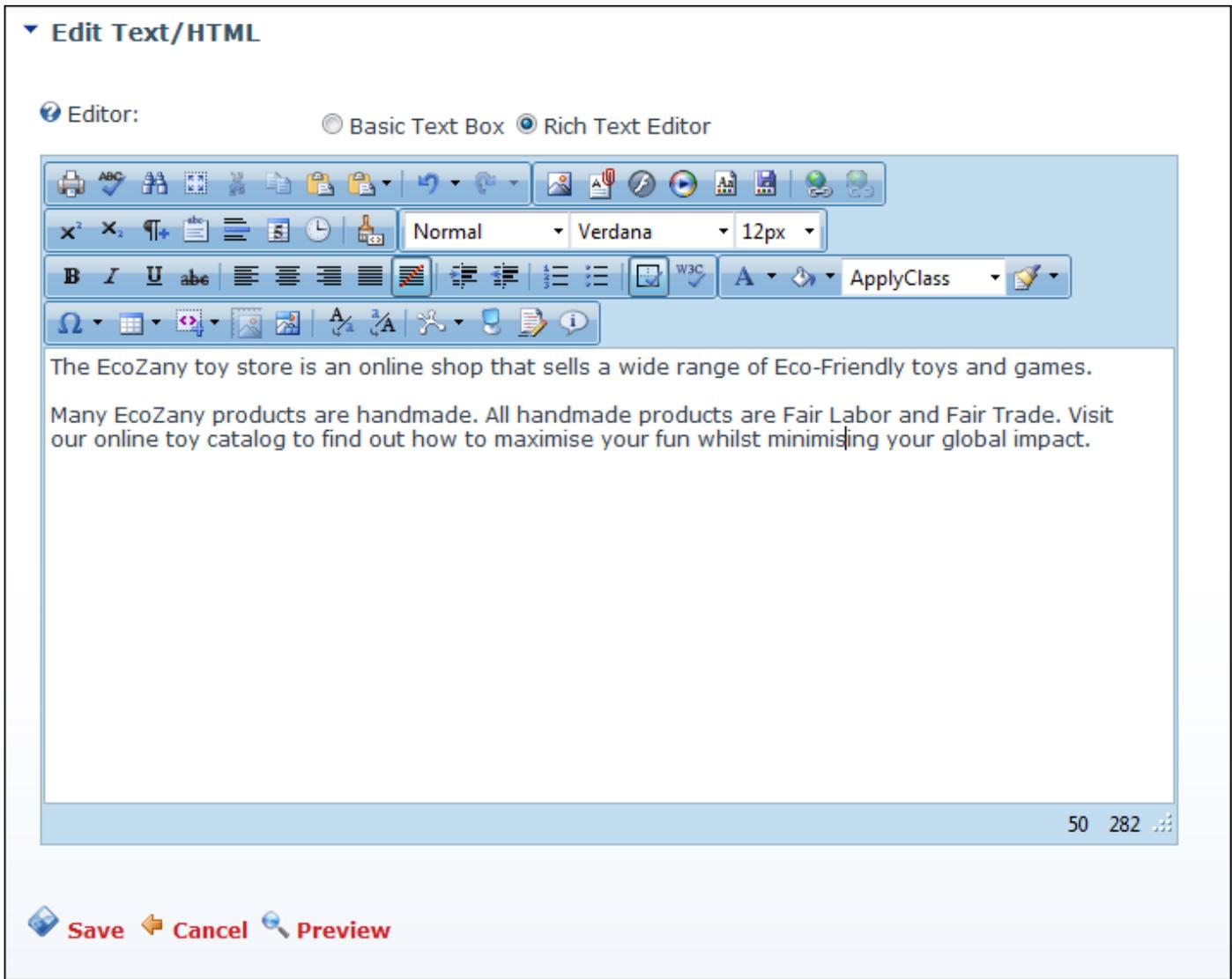
1. View the site in the default language. See "Viewing a Site in the Default Language"
2. Navigate to the page where the shared module is located. See "Viewing Any Page"
3. Edit the module content. See "Editing Module Content"

### ***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. **Maximize**  the Localization section.
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"

## **Logs**

### **Log Viewer**

#### ***About the Log Viewer Module***

The Log Viewer module (also known as the Event Viewer module) is located on the Event Viewer page under the Admin menu, and can also be deployed to a site and added to pages.

The Log Viewer is an historical log of database events such as event schedules, exceptions, account logins, module and page changes, user account activities, security role activities, etc. Authorized users can Send Exceptions to any email address and SuperUsers can add, edit and delete event records for all portals.

**Log Viewer** ⊖

**Viewer Settings** **Color Coding Legend** ⊕

Portal:  Type:

Records per page:   Color Coding On

Click on a row for details.

Date	Log Type	Username	Portal
<b>Summary</b>			
<input type="checkbox"/> 2/9/2011 2:27:26 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:26:04 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:25:43 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:21:27 PM	Application Started	...	
<input type="checkbox"/> 2/9/2011 1:31:06 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:42 PM	General Exception	admin	AssemblyVersion: 5.6.2; PortalID: 0; PortalName< ...
<input type="checkbox"/> 2/9/2011 1:30:25 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:18 PM	Login Failure	uasdf EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:44 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:33 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...

Page 1 of 2 First Previous [1] **2** Next Last

**Delete Selected Exceptions** **Clear Log**

**Send Exceptions**

**Edit Log Settings**

The Log Viewer Module

## All Users

### Enabling/Disabling Event Log Color Coding

How to enable or disable color coding of rows in the event log of the Log Viewer module.

1. Navigate to Admin > Event Viewer - OR - Navigate to a page with the Log Viewer module.
2. At **Color Coding On**, select from these options:
  - Check  the check box to enable color coding of logged events. This displays the Color Coding Legend field.
    - a. **Optional.** At **Color Coding Legend**, click the **Maximize**  button to view the color code legend - OR - Click the **Minimize**  button to hide it.

**Log Viewer** ⊖

**Viewer Settings**

Type:  ▼

Records per page:  ▼  **Color Coding On**

Click on a row for details.

**Color Coding Legend**

- Exception
- Item Created
- Item Updated
- Item Deleted
- Operation Success
- Operation Failure
- General Admin Operation
- Admin Alert
- Host Alert
- Security Exception

Date	Log Type	Username	Portal
<b>Summary</b>			
<input type="checkbox"/> 2/9/2011 2:27:26 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:26:04 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:25:43 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:31:06 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:42 PM	General Exception	admin	AssemblyVersion: 5.6.2; PortalID: 0; PortalName< ...
<input type="checkbox"/> 2/9/2011 1:30:25 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:18 PM	Login Failure	uasdf EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:44 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:33 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 12:21:13 PM	SQL Query Executed	host EcoZany	User: host; SQL Query: Select * From Users; ...

Page 1 of 2 First Previous [1] **2** Next Last

- Uncheck  the check box to disable color coding. This display all log rows in gray and hides the Color Code Legend.

**Log Viewer** ⊖

☐ **Viewer Settings**

**Records per page:** 10
  **Color Coding On**

Click on a row for details.

Date	Log Type	Username	Portal	Summary
<input type="checkbox"/> 2/9/2011 2:27:26 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 2:26:04 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 2:25:43 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 1:31:06 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 1:30:42 PM	General Exception	admin	AssemblyVersion: 5.6.2; PortalID: 0; PortalName< ...	
<input type="checkbox"/> 2/9/2011 1:30:25 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 1:30:18 PM	Login Failure	uasdf EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 1:09:44 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 1:09:33 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 12:21:13 PM	SQL Query Executed	host EcoZany	User: host; SQL Query: Select * From Users; ...	

Page 1 of 2 First Previous [1] **2** Next Last

### Filtering Events by any Event Type

How to filter the records displayed in the Log Viewer module by a single event type.

1. **Maximize**  the **Viewer Settings** section.
2. At **Type**, select an event type. This displays the results in the event log below.

**Log Viewer** ⊖

☐ **Viewer Settings**

**Type:** Login Success
  **Color Coding Legend**

**Records per page:** 10
  **Color Coding On**

Click on a row for details.

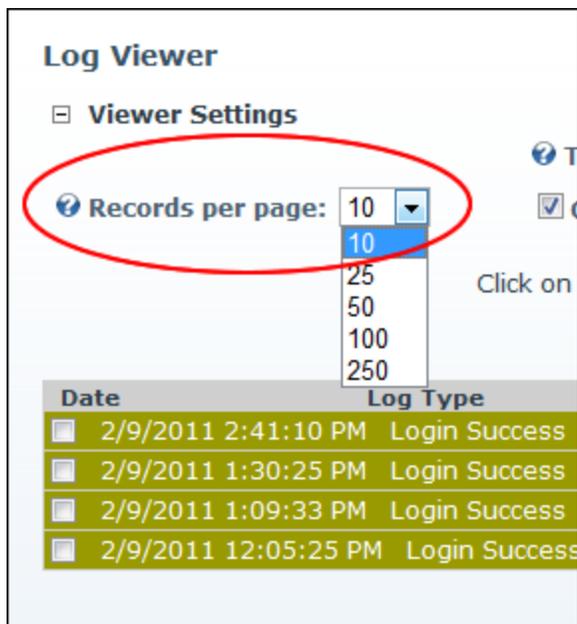
Date	Log Type	Username	Portal	Summary
<input type="checkbox"/> 2/9/2011 2:41:10 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 1:30:25 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 1:09:33 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...	
<input type="checkbox"/> 2/9/2011 12:05:25 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...	

Filtering Events by Type

## Setting Records Per Page

How to set the number for records displayed per page on the Log Viewer module. Ten (10) records are displayed per page by default. You can choose to display up to 250 records per page however the module defaults back to ten ( 10 ) each time the page is refreshed.

1. **Maximize**  the **Viewer Settings** section. This is the default setting.
2. At **Records per page**, select the number of records ( 10, 25, 50, 100, or 250 ) from the drop-down list.



Setting the Records per Page

## Viewing Event Details

How to view a detailed report of a logged event using the Log Viewer module.

1. **Optional.** At **Type**, select the required event type to filter records.
2. Click on a record. A detailed report for the selected record is displayed.

**Log Viewer**

**Viewer Settings**  **Color Coding Legend**

Type:

Records per page:   **Color Coding On**

Click on a row for details.

Date	Log Type	Username	Portal	Summary
2/9/2011 2:54:19 PM	Login Failure	admin	EcoZany	IP: 127.0.0.1; ...
IP: 127.0.0.1 Server Name: LORRAINE-PC				
2/9/2011 1:30:18 PM	Login Failure	uasdf	EcoZany	IP: 127.0.0.1; ...

Page 1 of 1 First Previous Next Last

3. **Optional.** Click on the record a second time to close it.

**Log Viewer**

**Viewer Settings**  **Color Coding Legend**

Type:

Records per page:   **Color Coding On**

Click on a row for details.

Date	Log Type	Username	Portal	Summary
2/9/2011 2:54:19 PM	Login Failure	admin	EcoZany	IP: 127.0.0.1; ...
2/9/2011 1:30:18 PM	Login Failure	uasdf	EcoZany	IP: 127.0.0.1; ...

Page 1 of 1 First Previous Next Last

## Module Editors

### Sending Exceptions by Email

How to send one or more selection exception records via email using the Log Viewer module.

**Warning:** By using this feature, you may be sending sensitive data over the Internet in clear text (not encrypted). Before sending your exception submission, please review the contents of your exception log to verify that no sensitive data is contained within it.

1. Navigate to Admin > Event Viewer - OR - Navigate to a page with the Log Viewer module.
2. Locate the required exceptions. Filtering records by type such as General Exception can be useful. Note: If color coding is enabled, exceptions are colored red.

3. Check  the check box beside each record to be emailed.
4. **Maximize**  the **Send Exceptions** section.
5. In the **Email Address** text box, enter one or more email addresses separated by a semi-colon ( ; ). E.g. host@domain.com;host@domain.com.au
6. **Optional.** In the **Subject** text box, enter a subject for the message. Leave blank to use "[Portal Name] Exceptions".
7. **Optional.** In the **Message (optional)** text box, enter a message.
8. Click the Send Selected Exceptions link.

Date	Log Type	Username	Portal	Summary
<input checked="" type="checkbox"/> 1/20/2010 2:05:51 PM	General Exception	admin	AssemblyVersion: -1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/20/2010 9:49:11 AM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:38:56 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:38:09 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:38:09 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:37:24 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:37:24 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:36:39 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:36:38 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	

Page 1 of 10 First Previous [1] 2 3 4 5 6 7 8 9 10 Next Last

[Delete Selected Exceptions](#) [Clear Log](#)

**Send Exceptions**

---

**Please note:** By using these features below, you *may* be sending sensitive data over the Internet in clear text (*not* encrypted). Before sending your exception submission, please review the contents of your exception log to verify that no sensitive data is contained within it. Only the log entries checked above will be sent.

To Specified Email Address

**Email Address:**

**Subject:**

**Message (optional):**

[Send Selected Exceptions](#)

[Edit Log Settings](#) 

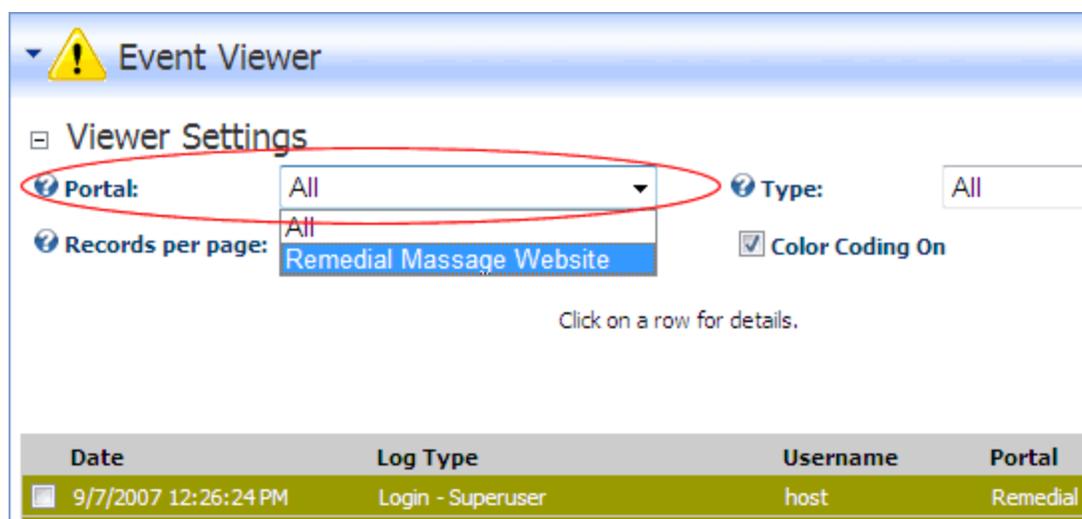
Sending Exceptions by Email

## SuperUsers

### Viewing Logged Events for any Portal

How to view the events log for any portal using the Event Viewer module (also called the Log Viewer). This option is only available to the Host.

1. Navigate to Admin > **Event Viewer** - OR - Go to a Log Viewer module.
2. **Maximize**  the **Viewer Settings** section.
3. At **Portal**, select one of the following options:
  - Select **All** to view events from all portals. This is the default option.
  - Select the required [**Portal Name**].



4. **Optional.** At **Type**, select an event type to filter events by that event type.
5. **Optional.** Click on an event record to view full details of that event. Re-click the event record to close it.

### Adding a Logged Event

How to add a database event to the Log Viewer module and configure the settings and notification options. This option is only available to the Host.

1. Navigate to Admin > **Event Viewer** - OR - Go to a Log Viewer module.
2. Select **Edit Log Settings** from the Log Viewer module menu - OR - Click the [Edit Log Settings](#) link. This displays the Edit Log Settings page.
3. Select **Add Log Setting** from the module menu - OR - Click the [Add Log Setting](#) link. This displays the entry fields.
4. In the **Logging Settings** section, set the following options:

- a. At **Logging Enabled**, check  the check box to enable logging - OR - Uncheck  the check box to disable logging.
- b. At **Log Type**, select the event type for this Log Setting.
- c. At **Portal**, select **All** to add this event to all portals - OR - Select a [Portal Name] to add this event to a single portal.
- d. At **Keep Most Recent**, select the number of most recent logged items to be kept.
- e. In the **FileName** text box, enter an XML file name for the log. (E.g. PortalCreated.xml).

5. **Optional.** In the **Email Notification Settings** section, set one or more of the following settings:

- a. At **Email Notification Enabled**, check  the check box to enable email notification - OR - Uncheck  the check box to disable. Notification will occur each time the event occurs.
- b. At **Occurrence Threshold**, complete the following settings:
  - i. At the first drop-down box select the maximum number of occurrences that can be sent in the time frame selected in the previous setting. The default setting is 1 Occurrence.
  - ii. At the second and third drop-down lists select the number and period to set the time frame. The default setting is 1 Seconds.  
Note: If the number of occurrences for the threshold time period is reached, emails will be queued until the next time period.
- c. In the **Mail From Address** text box, enter the email address the notification will be sent from.
- d. In the **Mail To Address** text box, enter the email address the notification will be sent to.

6. Click the Update link.

▼ Edit Log Settings 

☐ Logging Settings

🔍 Logging Enabled:

🔍 Log Type: Portal Created

🔍 Portal: All

🔍 Keep Most Recent: 10 Log Entries

🔍 FileName: PortalCreated.xml

☐ Email Notification Settings

🔍 Email Notification Enabled:

🔍 Occurrence Threshold: 1 Occurrence in 1 Seconds

🔍 Mail From Address: host@domain.com

🔍 Mail To Address: host@domain.com

[Update](#) [Cancel](#) [Delete](#)

 [Add Log Setting](#)

Adding a Logged Event

### Clearing the Event Log

How to clear (delete) all logged event records from the Log Viewer module. This deletes all records from all portals. This option is only available to the Host.

1. Click the Clear Log link. This displays the message "  The log has been cleared".

**Log Viewer** ⊖

**Viewer Settings** + Color Coding Legend

Portal:  Type:

Records per page:   Color Coding On

Click on a row for details.

Date	Log Type	Username	Portal
<input type="checkbox"/> 2/9/2011 2:27:26 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:26:04 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:25:43 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:21:27 PM	Application Started	...	
<input type="checkbox"/> 2/9/2011 1:31:06 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:42 PM	General Exception	admin	AssemblyVersion: 5.6.2; PortalID: 0; PortalName< ...
<input type="checkbox"/> 2/9/2011 1:30:25 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:18 PM	Login Failure	uasdf EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:44 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:33 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...

Page 1 of 2 First Previous [1] **2** Next Last

[Delete Selected Exceptions](#) [Clear Log](#)

Send Exceptions

[Edit Log Settings](#)

*Tip: When you return to the Log Viewer module an event recording the clearing of the log is displayed.*

### Delete Selected Exceptions

How to delete one or more logged event records from the Log Viewer module. This option is only available to the Host.

1. Navigate to Admin > **Event Viewer** - OR - Go to a Log Viewer module.
2. At **Portal**, select from the following options:
  - Select **All** to view events from all portals.
  - Select a **[Portal Name]** to view events from that portal only.
3. Check  the check box beside each record to be deleted.
4. Click the Delete Selected Exceptions link.

**Log Viewer**

**Viewer Settings**

Portal:  Type:

Records per page:   Color Coding On

Color Coding Legend

Click on a row for details.

Date	Log Type	Username	Portal	Summary
2/9/2011 3:16:29 PM	Login - Superuser	host	EcoZany	IP: 127.0.0.1; ...
<input checked="" type="checkbox"/>	2/9/2011 3:16:24 PM	Login Failure	johnnie	EcoZany IP: 127.0.0.1; ...
<input checked="" type="checkbox"/>	2/9/2011 3:16:22 PM	Login Failure	johnnie	EcoZany IP: 127.0.0.1; ...
<input checked="" type="checkbox"/>	2/9/2011 3:16:19 PM	Login Failure	johnnie	EcoZany IP: 127.0.0.1; ...
<input checked="" type="checkbox"/>	2/9/2011 3:16:17 PM	Login Failure	johnnie	EcoZany IP: 127.0.0.1; ...
<input checked="" type="checkbox"/>	2/9/2011 3:16:15 PM	Login Failure	johnnie	EcoZany IP: 127.0.0.1; ...
<input checked="" type="checkbox"/>	2/9/2011 3:16:12 PM	Login Failure	johnnie	EcoZany IP: 127.0.0.1; ...
<input type="checkbox"/>	2/9/2011 3:11:14 PM	Admin Alert	host	EcoZany The log has been cleared.: Username:host; ...

Page 1 of 1 First Previous Next Last

**Delete Selected Exceptions** [Clear Log](#)

One of the following messages will be displayed to confirm whether the deletion was successful or not:

-  The selected exceptions were successfully deleted.
- The selected exceptions were not successfully deleted.

### Editing Log Settings

How to edit the settings of events logged in Log Viewer module. Setting include which events are logged, the number of events kept in the log and the file that the events are logged in.

1. Navigate to Admin > **Event Viewer** - OR - go to a Log Viewer module.
2. Select **Edit Log Settings** from the Log Viewer module menu - OR - Click the [Edit Log Settings](#) link. This opens the Edit Log Settings page and displays a list of the logged events.
3. Click the [Edit](#) link beside the Log Type to be edited. This displays the details of the selected event.
4. Edit one or more settings as required. "Adding a Logged Event "
5. Click the [Update](#) link.

▼ Edit Log Settings ?

	Log Type	Portal	Active	File Name
Edit	APPLICATION_START	*	True	
Edit	APPLICATION_END	*	True	
Edit	SCHEDULER_EXCEPTION	*	True	
Edit	GENERAL_EXCEPTION	*	True	
Edit	MODULE_LOAD_EXCEPTION	*	True	
Edit	PAGE_LOAD_EXCEPTION	*	True	
Edit	*	*	True	
<b>Edit</b>	SCHEDULER_EVENT_STARTED	*	False	
Edit	SCHEDULER_EVENT_PROGRESSING	*	False	
Edit	SCHEDULER_EVENT_COMPLETED	*	False	
Edit	SCHEDULER_EVENT_FAILURE	*	True	

[Return](#)

 [Add Log Setting](#)

Editing a Logged Event

### Enabling/Disabling a Logged Event

How to enable or disable any logged event on the Log Viewer module. This option is only available to the Host.

1. Navigate to Admin > **Event Viewer** - OR - go to a Log Viewer module.
2. Select **Edit Log Settings** from the module menu.
3. Select **Add Log Settings** from the module menu.
4. Go to the **Logging Settings** section.
5. At **Logging Enabled** select from the following options:
  - Check  the check box to enable logging of this event.
  - Uncheck  the check box to disable logging of this event. This disables all fields in the Logging Settings section.
6. Click the Update link.

▼ Edit Log Settings

Logging Settings

Logging Enabled:

Log Type: Application Started

Portal: All

Keep Most Recent: 10 Log Entries

FileName:

Email Notification Settings

Email Notification Enabled:

Occurrence Threshold: 1 Occurrence in 1 Seconds

Mail From Address:

Mail To Address:

[Update](#) [Cancel](#) [Delete](#)

[Add Log Setting](#)

Disabling a Logged Event

## 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.

See "Setting the Site Log History".

The screenshot shows the 'Site Log' interface. At the top, there is a 'Report Type' dropdown menu set to 'Page Views By Month'. Below it are 'Start Date' and 'End Date' fields, both set to 8/30/2007 and 9/6/2007 respectively, with 'Calendar' links next to them. A 'Display' link is circled in red. Below the configuration is a table with the following data:

Month	Views	Visitors	Users
9	13	1	1

The Site Log Module

### 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 link and select the start date for the report.
4. **Optional.** At **End Date**, click the Calendar link and select the start date for the report.
5. Click the Display link.

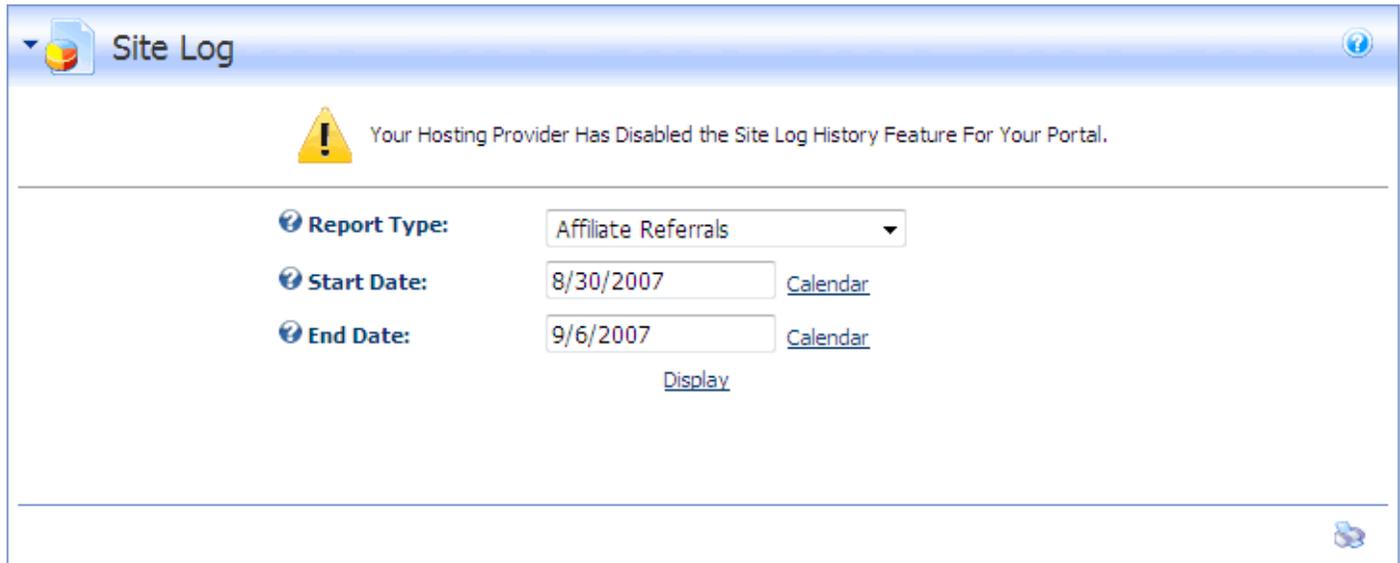
This screenshot is identical to the one above, showing the 'Site Log' interface with the 'Report Type' set to 'Page Views By Month', 'Start Date' as 8/30/2007, 'End Date' as 9/6/2007, and a circled 'Display' link. The table below shows the same data: Month 9, Views 13, Visitors 1, Users 1.

Viewing a Site Log Report

## **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.

Host: See "Setting the Site Log History".



The screenshot shows a web interface titled "Site Log". At the top, there is a yellow warning icon and the message: "Your Hosting Provider Has Disabled the Site Log History Feature For Your Portal." Below this, there are three filter options: "Report Type:" with a dropdown menu set to "Affiliate Referrals", "Start Date:" with a text box containing "8/30/2007" and a "Calendar" link, and "End Date:" with a text box containing "9/6/2007" and a "Calendar" link. A "Display" button is located below the date filters. The interface has a blue header and a light blue background.

A Disabled Site Log

## **Site Log Reports**

### **Affiliate Referrals**

The Affiliate Referrals site log report tracks referrals from affiliates by adding an affiliate ID = number in the URL to your site.

### **Report Fields:**

- **Affiliate Id:** The ID number of the affiliate
- **Requests:** Number of requests associated with this affiliate
- **Last Referral:** Date and time when the last referral occurred

**Site Log**

**Report Type:** Affiliate Referrals  
**Start Date:** 8/30/2007 [Calendar](#)  
**End Date:** 9/6/2007 [Calendar](#)  
[Display](#)

AffiliateId	Requests	LastReferral
1	1	12/12/2004 1:50:00 PM

The Affiliate Referrals Report

### Detailed Site Log

The Detailed Site Log site log report displays a detailed log of all site activity. This report includes activity for all users, including Administrators and Hosts.

### Report Fields:

- **Date Time:** Date and time of the visit
- **Name:** Displays the user name of authenticated users
- **Referrer:** The previous web site the user visited during this session
- **User Agent:** The type of Web browser used
- **User Host Address:** The Host address of the user
- **Tab Name:** The name of the page being visited

 Site Log 

 **Report Type:**

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

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

[Display](#)

<b>DateTime</b>	<b>Name</b>	<b>Referrer</b>	<b>UserAgent</b>	<b>UserHostAddress</b>	<b>TabName</b>
12/12/2004 2:03:00 PM	Administrator Account		Internet Explorer 6	10.10.100.1	Site Log
12/12/2004 1:57:00 PM	Administrator Account		Internet Explorer 6	10.10.100.1	Site Log
12/12/2004 1:55:00 PM	Administrator Account		Internet Explorer 6	10.10.100.1	Site Log
12/12/2004 1:53:00 PM	Administrator Account		Internet Explorer 6	10.10.100.1	Site Log



The Detailed Site Log Report

### Page Popularity

The Page Popularity site log report displays a summary list of the most visited pages.

### Report Fields:

- **Page Name:** The page being visited
- **Requests:** The number of times the page has been visited
- **Last Request:** The last time the page was visited

**Site Log**

**Report Type:** Page Popularity

**Start Date:** 8/30/2007 [Calendar](#)

**End Date:** 9/6/2007 [Calendar](#)

[Display](#)

Page	Requests	LastRequest
Home	20	9/5/2007 4:55:00 PM
Services	9	9/5/2007 4:55:00 PM
Contact Us	5	9/5/2007 4:54:00 PM
Timetables	4	9/5/2007 4:54:00 PM

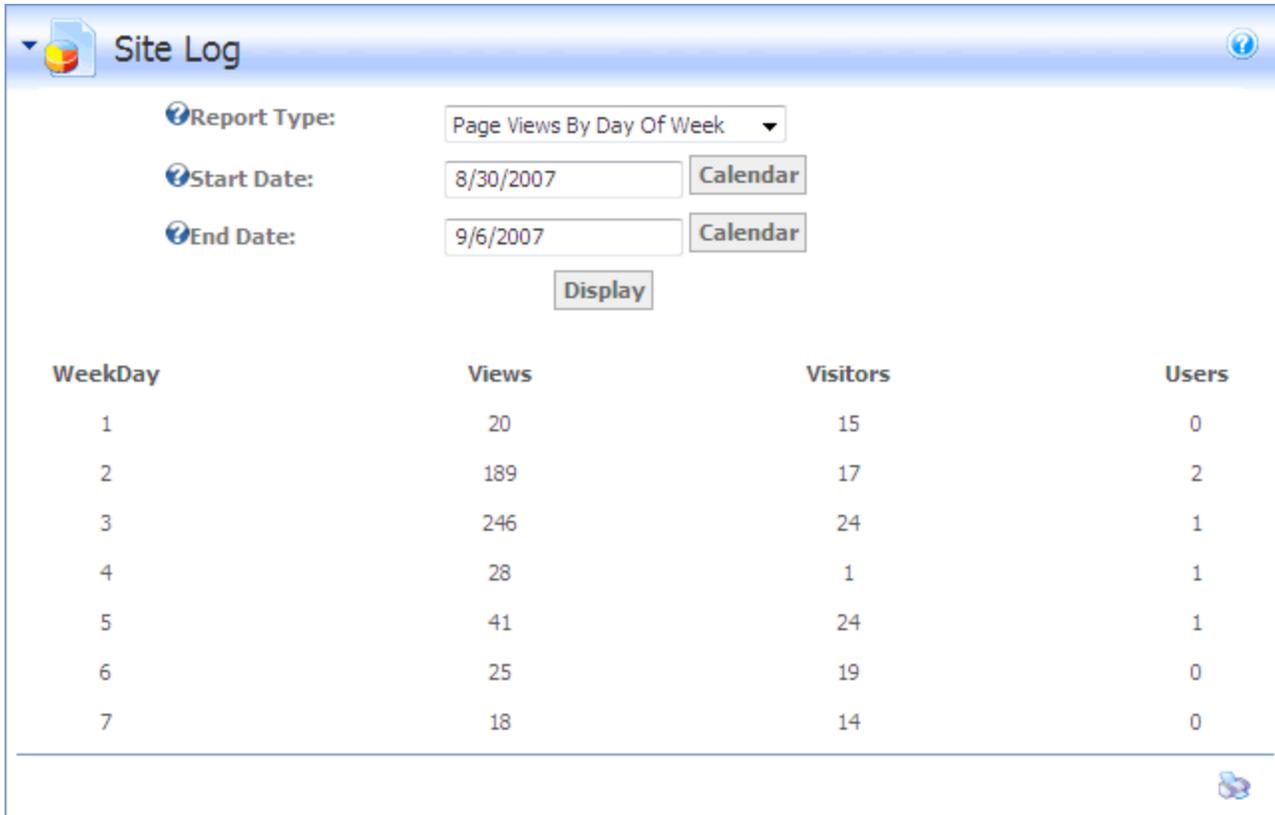
The Page Popularity Report

### Page Views By Day Of Week

The Page Views By Day Of Week site log report displays a summary list of the number of visitors and users who viewed the site during the selected day range.

### Report Fields:

- **Week Day:** The day of the week
- **Views:** Number of views for the day
- **Visitors:** Number of all visitors for the day
- **Users:** Number of registered user visits for the day



The Page Views By Day Of Week Report

### Page Views By Day

The Page Views By Day site log report provides a summary list of the number of visitors and users who viewed the site for the selected day range.

### Report Fields:

- **Date:** Date of the visit
- **Views:** Number of views for the day
- **Visitors:** Number of all visitors for the day
- **Users:** Number of registered user visits for the day

**Site Log**

Report Type: Page Views By Day

Start Date: 8/30/2007

End Date: 9/6/2007

Date	Views	Visitors	Users
2007.09.05	27	1	1
2007.09.04	246	24	1
2007.09.03	189	17	2
2007.09.02	20	15	0
2007.09.01	18	14	0
2007.08.31	25	19	0
2007.08.30	41	24	1

The Page Views By Day Report

### Page Views By Hour

The Page Views By Hour site log report provides a summary list of the number of visitors and users who viewed the site each hour for the selected day range.

### Report Fields:

- **Hour:** The hour in which the visitor came to the web site. This field uses a 24 hour clock
- **Views:** Number of views for the hour
- **Visitors:** Number of all visitors for the hour
- **Users:** Number of registered user visits for the hour

# Site Log

**Report Type:**

**Start Date:**

**End Date:**

Hour	Views	Visitors	Users
0	39	10	1
1	8	6	0
2	3	2	0
3	5	5	0
4	17	12	0
5	10	5	0
6	7	5	0
7	3	3	0
8	14	8	0
9	10	4	0
10	5	5	0
11	6	5	0
12	3	3	0
13	7	4	0
14	2	2	0
15	5	3	1
16	29	6	1
17	31	8	1
18	54	6	1
19	56	3	1
20	88	8	1
21	49	6	1
22	53	7	2
23	64	6	1

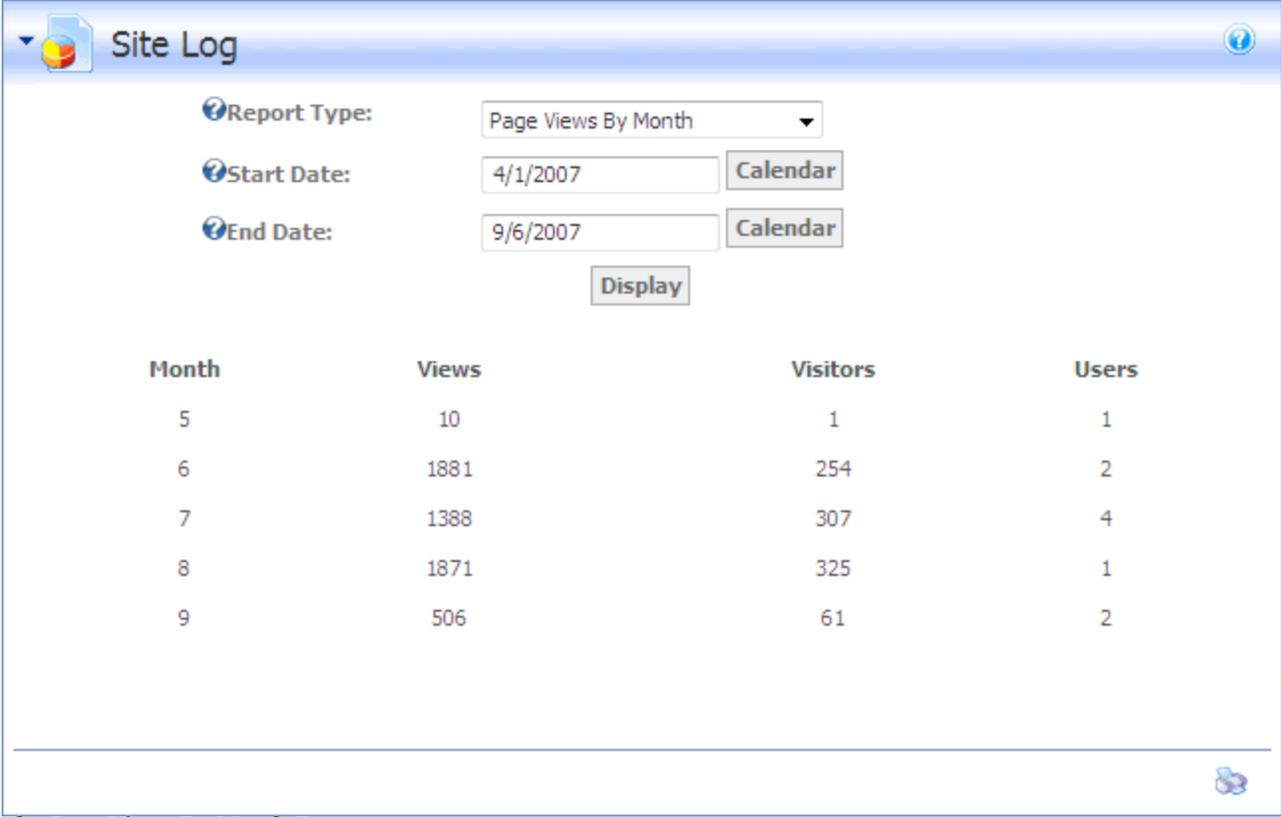


## Page Views By Month

The Page Views By Month site log report displays the total number of visitors and users who viewed the site each month for the selected range of months.

### Report Fields:

- **Month:** A number representing the calendar month. E.g. 1 = January
- **Views:** Number of views for the month
- **Visitors:** Number of all visitors for the month
- **Users:** Number of registered user visits for the month



The screenshot shows a web application window titled "Site Log". It features a "Report Type" dropdown menu set to "Page Views By Month". Below this are "Start Date" and "End Date" fields with "Calendar" buttons next to them. A "Display" button is positioned below the date fields. The main content area contains a table with the following data:

Month	Views	Visitors	Users
5	10	1	1
6	1881	254	2
7	1388	307	4
8	1871	325	1
9	506	61	2

The Page Views By Month Report

## Site Referrals

The Site Referrals site log report displays a summary list of web sites or search engines used by users who visit this site.

### Report Fields:

- **Referrer:** The URL of the referring web site
- **Requests:** Number of requests
- **Last Request:** Date and time of the last request

The screenshot shows the 'Site Log' application window. At the top, there's a 'Report Type' dropdown set to 'Site Referrals'. Below it are 'Start Date' (8/30/2007) and 'End Date' (9/6/2007) fields, each with a 'Calendar' button. A 'Display' button is centered below the date fields. The main area contains a table with the following data:

Referrer	Requests	LastRequest
http://localhost/dotnetnuke460/Services/InstalledModules/Banners/tabid/63/Default.aspx	4	9/4/2007 9:56:00 PM
http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/108/threadid/165112/scope/posts/Default.aspx	3	9/4/2007 9:17:00 AM
http://www.google.com/search?hl=en&q=lorraine+young&btnG=Google+Search	3	8/30/2007 8:51:00 AM
http://blogs.msdn.com/acoat/archive/2007/08/30/tweet-change-editors.aspx	2	9/1/2007 5:51:00 AM
http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/-1/threadid/166005/scope/posts/Default.aspx	1	9/4/2007 5:14:00 PM

The Site Referrals Report

## User Agents

The User Agents site log report displays a summary list of search engine bots and Web browsers users used to go to the site.

### Report Fields:

- **User Agent:** Search engine or Web browser
- **Requests:** Number of requests
- **Last Request:** Date and time of the last request

 Site Log 

Report Type:

Start Date:

End Date:

UserAgent	Requests	LastRequest
Internet Explorer	446	9/5/2007 12:27:00 AM
Netscape Navigator 6+	94	9/4/2007 7:46:00 PM
Internet Explorer 6	12	9/4/2007 9:38:00 PM
	11	9/4/2007 5:49:00 PM
msnbot/1.0 (+http://search.msn.com/msnbot.htm)	4	9/4/2007 7:03:00 AM
msnbot-media/1.0 (+http://search.msn.com/msnbot.htm)	3	9/2/2007 1:50:00 PM
Internet Explorer 5	2	9/4/2007 12:37:00 AM



The User Agents Report

### User Frequency

The User Frequency site log report displays a list of registered users and shows how many pages they have visited as well as the time of their last visit.

### Report Fields:

- **Name:** First name and last name of the user
- **Requests:** The total number of page requests by this user
- **Last Request:** Date and time of the last request

 Site Log 

 **Report Type:**

 **Start Date:**

 **End Date:**

Name	Requests	LastRequest
Lorraine Young	405	9/5/2007 12:30:00 AM
Philip Beadle	4	9/3/2007 10:43:00 PM



The User Frequency Report

### User Registrations By Country

The User Registrations By Country site log report displays the number of new registered users for each country for the selected date range.

### Report Fields:

- **Full Name:** The first name and last name of the user
- **User Name:** The user name of the user
- **Country:** The country associated with the user as set on their profile.

▼ Site Log
?

**Report Type:** User Registrations By Country ▼

**Start Date:** 8/30/2007 [Calendar](#)

**End Date:** 9/6/2007 [Calendar](#)

[Display](#)

Full Name	User Name	Country
Caroline Chisholm	Caroline	Australia
Harry Homer	Harry	Australia
Amanda Awesome	Amanda	Cambodia
Burt Bold	Burt	Cyprus
Alby Albert	Zabba	N/A
Daisy Duckworth	Daisy	N/A
...	...	.

The User Registrations By Country Report

### User Registrations By Date

The User Registrations By Date site log report displays the number of new Registered Users for each date within the selected date range.

#### Report Fields:

- **Full Name:** The first name and last name of the user
- **User Name:** The user name of the user
- **Date Registered:** The date and time of the user registration

 Site Log 

**Report Type:**  

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

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

[Display](#)

Full Name	User Name	Date Registered
Marion Morton	Mazza	9/4/2007 3:22:41 PM
Lorraine Young	LorraineYoung	9/4/2007 2:31:37 PM
Fred Freeman	Fred	9/4/2007 1:52:27 PM
Emma Eversome	Emma	9/4/2007 1:51:53 PM
Donald Duckfield	Donald	9/4/2007 1:51:16 PM
Caroline Chisholm	Caroline	9/4/2007 1:50:48 PM



The User Registrations By Date Report

## 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 ensure 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.



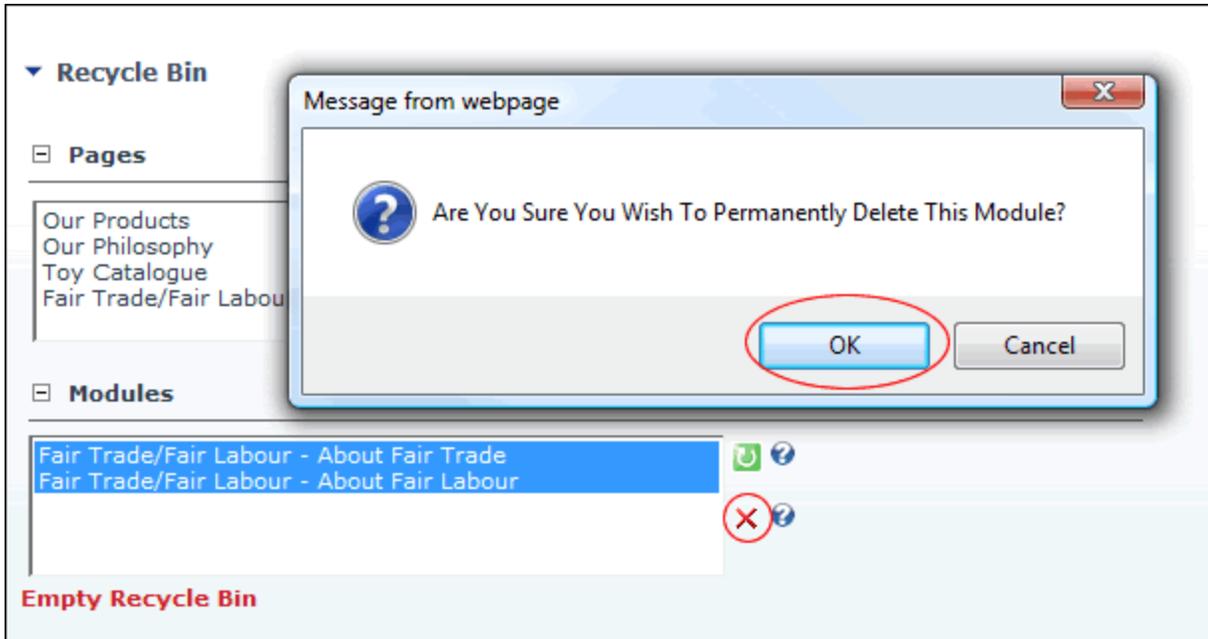
Viewing Pages and Modules in the Recycle Bin

## 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.

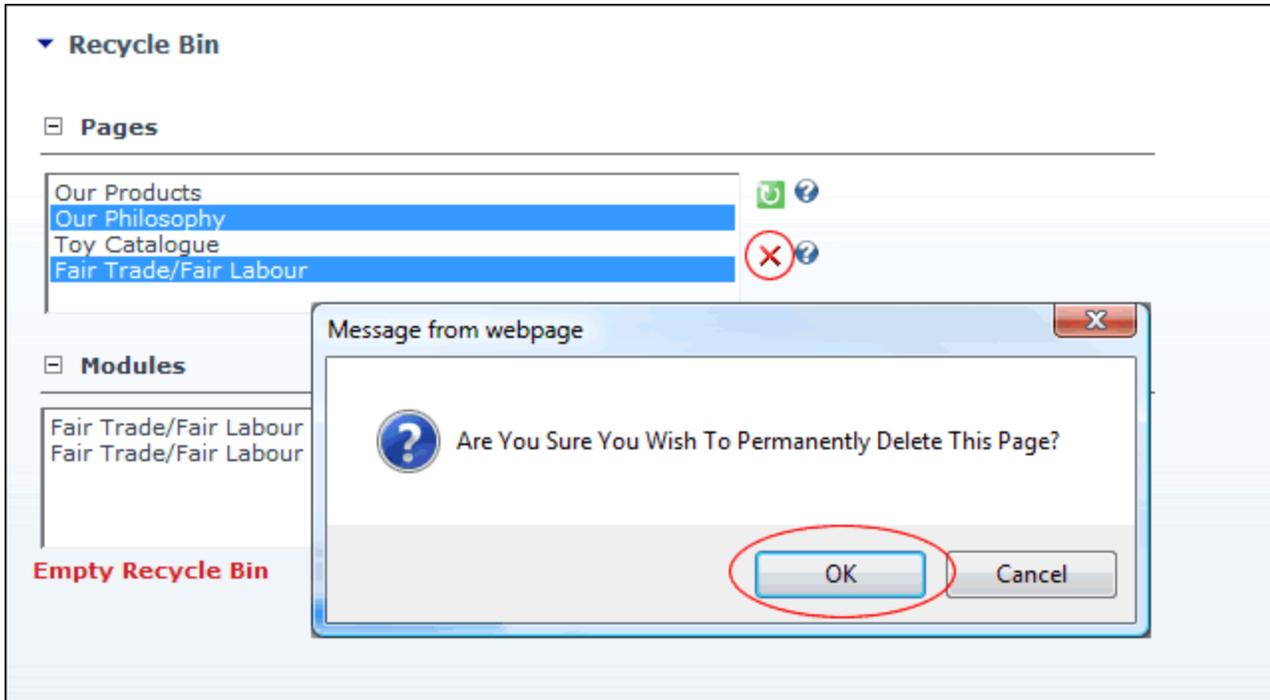


Permanently deleting one or more modules

### ***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.

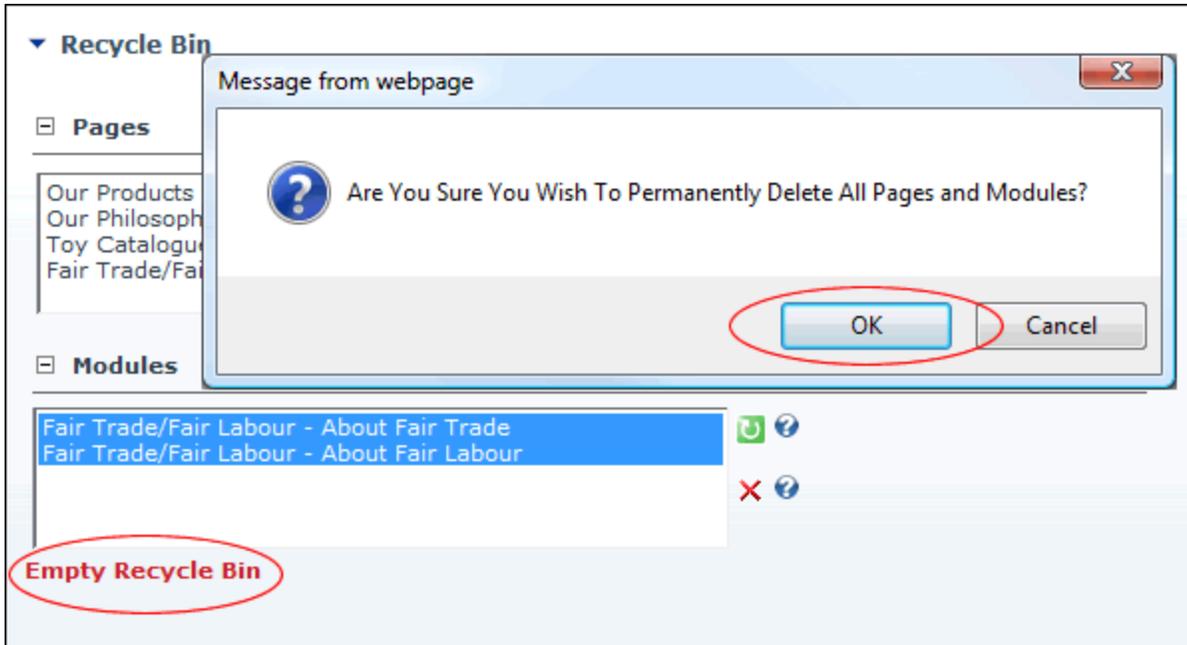


Deleting one or more pages

### ***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.

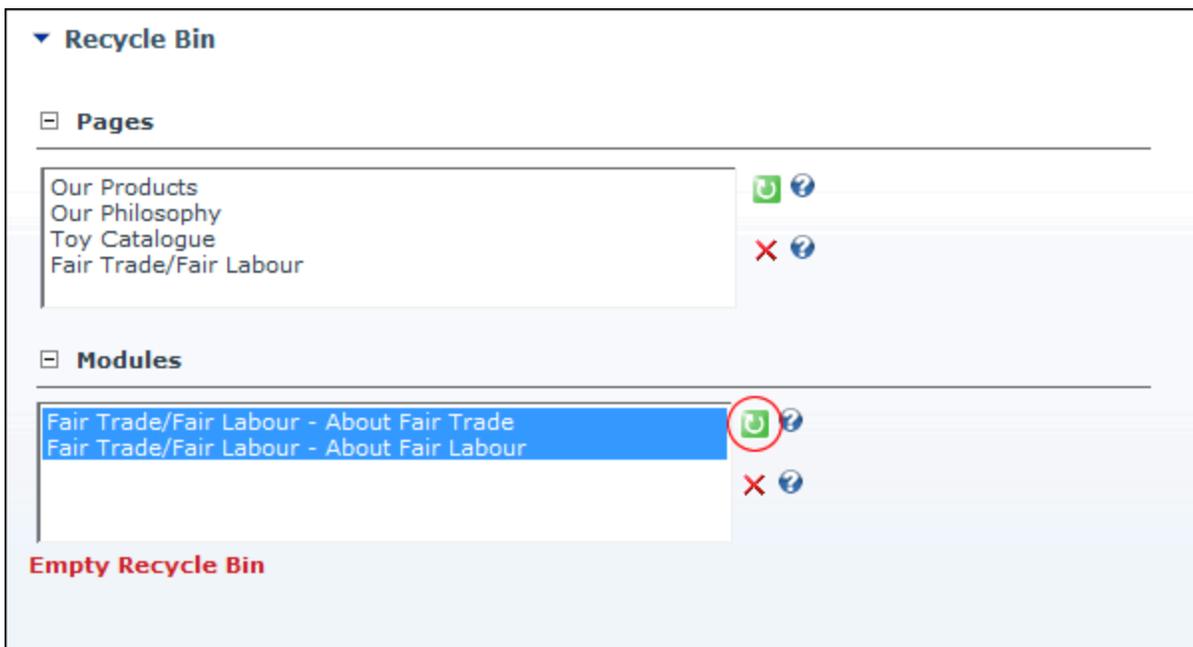


Emptying the Recycle Bin

### Restoring Deleted Modules

How to restore one or more deleted modules (including module content) to their original page using the Recycle Bin module.

1. In the **Modules** window, click on the name of each module to be restored.
2. 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.

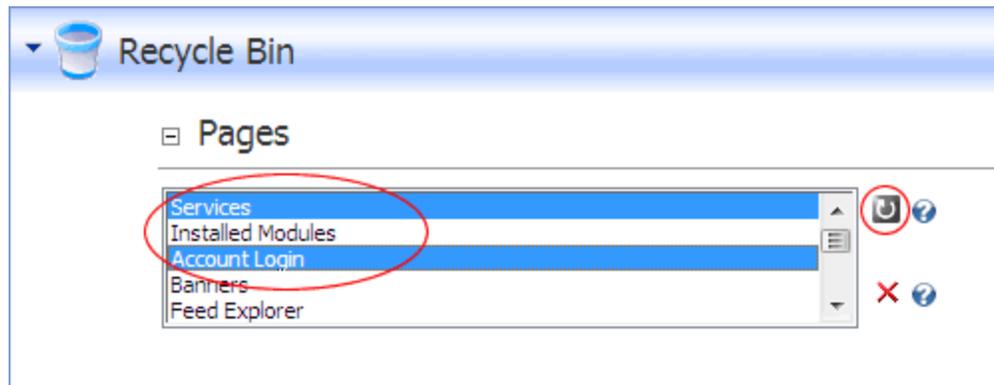
This restores the selected pages including any modules and module content on those pages prior to deletion. The pages are restored to their previous location in the pages list and site menu.

---

*Tip: You cannot restore a page whose parent page has also been deleted unless you restore the parent page first.*

---

1. In the **Pages** window, click on the name of each page to be restored.
2. Click the **Restore**  button.



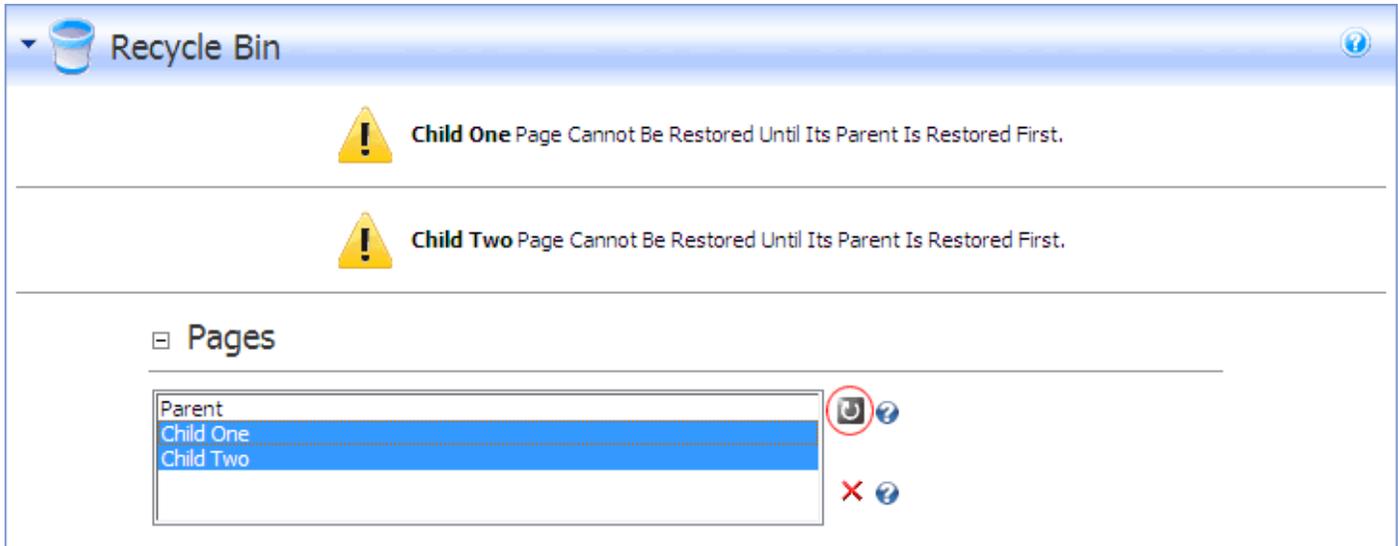
Restoring deleted pages to the site

### **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.

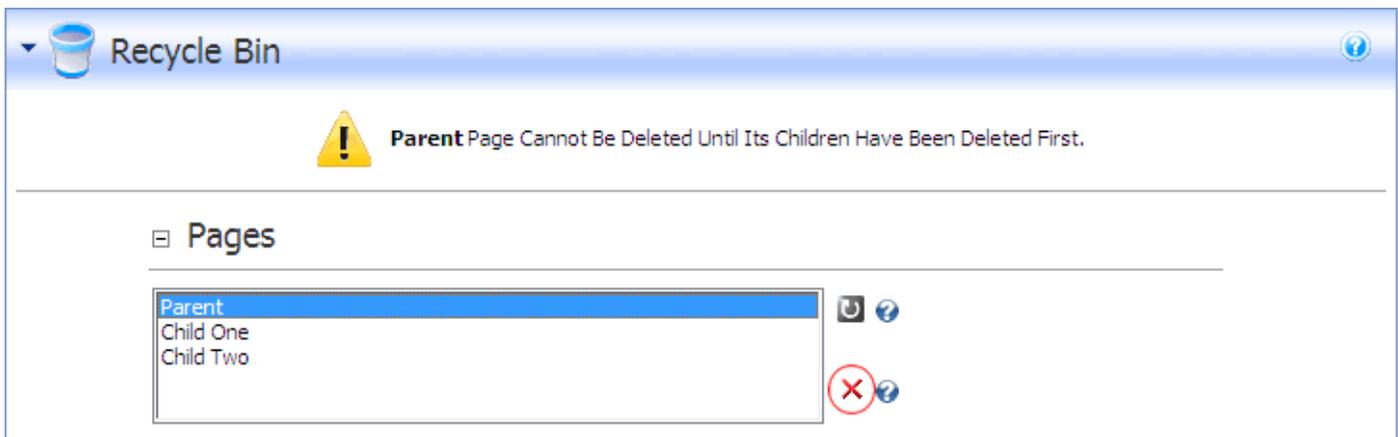
In this case, here's how to delete both the children and parent pages:

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.



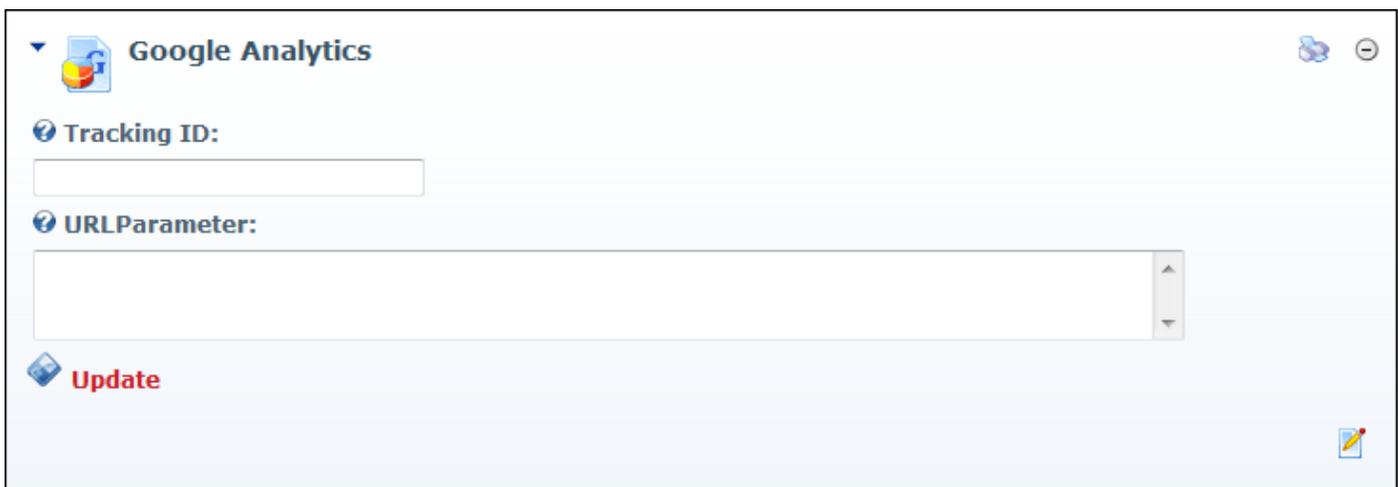
Troubleshooting: Page Cannot Be Deleted Until Its Children Have Been Deleted First

## Search Optimization

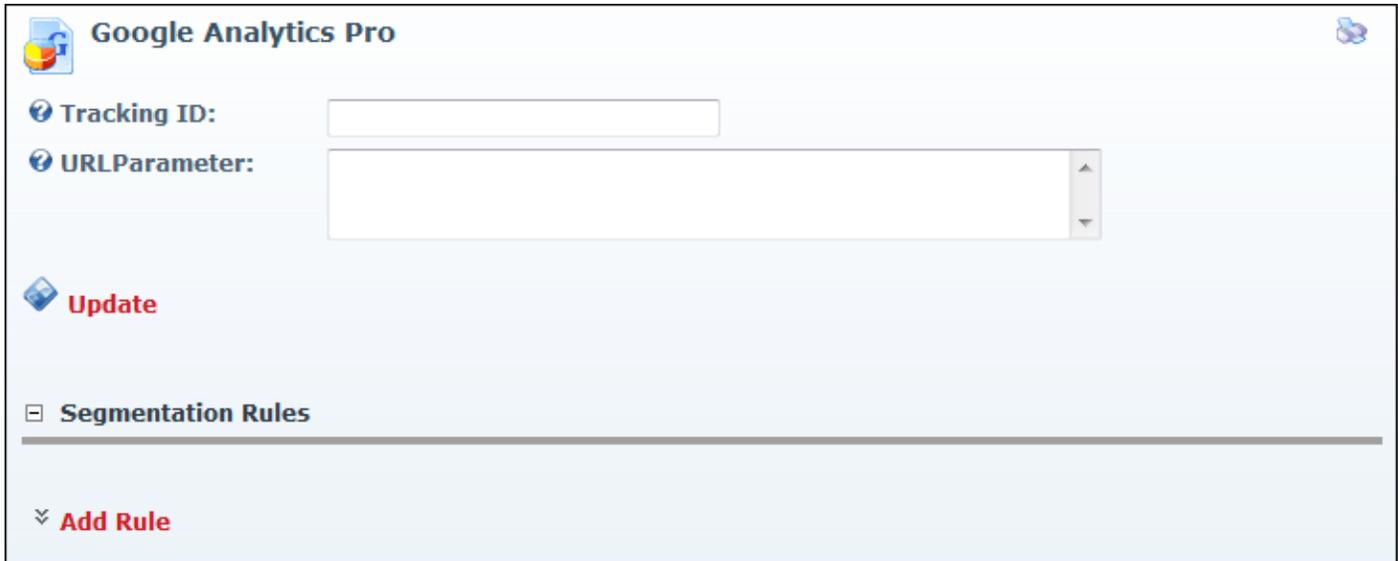
### Google Analytics

#### *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 website 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 websites."

Currently, some of the major feature points include:

- Analytics Intelligence: Google Analytics monitors your reports and automatically alerts you of significant changes in data patterns.
- Advanced Segmentation: Isolate and analyze subsets of your traffic with a fast interactive segment builder. *Only available in DotNetNuke Professional Edition*
- Flexible Customization: Get the data you need, organized in the way you want to see it with custom reports, custom variables, and a flexible tracking API.
- E-Commerce Tracking: Trace transactions to campaigns and keywords, get loyalty and latency metrics, and identify your revenue sources. GOALS Track sales and conversions. Measure your site engagement goals against threshold levels that you define. MOBILE TRACKING Track web-enabled phones, mobile web sites and mobile app's.
- Data Export: API Integrate business information and develop applications that access Google Analytics data.

- Advance Analysis Tools: Perform advanced data analysis with pivot tables, filtering and multiple dimensions. Discover new trends and insights with motion chart visualizations.
- Benchmarking Find out whether your site usage metrics under perform or outperform those in your industry.

## How do I get an account?

For details on Google Analytics and to sign up for an account, visit the Google Analytics Web site at <http://www.google.com/analytics> and look for the sign up link.

## Signing Up for GA

How to sign up for a Google Analytics account.

1. Go to <http://www.google.ca/analytics/>.
2. Click the Sign Up Now link and follow the prompts.
3. Once you gain access to the Google Analytics dashboard, go ahead and create an account for your site. Here are different pathways for new users and existing Google Analytics users.

## New Users

1. At **My Analytics Accounts** (located on the top right) select "Create New Account" from the drop-down box and then click the **Sign Up** button. This displays the "Analytics: New Account Signup" page.
2. Complete the "Analytics: New Account Signup" information as per your requirements, along with the Contact Information, and User Agreement pages.

### Analytics: New Account Signup

[General Information](#) > [Contact Information](#) > [Accept User Agreement](#) > [Add Tracking](#)

Please enter the URL of the site you wish to track, and assign a name as it should appear in your Google Analytics reports been set up. [Learn more.](#)

Website's URL:  (e.g. www.mywebsite.com)

Account Name:

Time zone country or territory:

Time zone:

- Once complete, you will end up on the "Add Tracking" page, which should resemble something similar to the below image. The single most important piece of information on this page is the Tracking ID, based on the above screen shot our new Tracking ID is: "UA-17965093-1". Copy this down in a safe place.

### Analytics: Tracking Instructions

General Information > Contact Information > Accept User Agreement > **Add Tracking**

Standard **Advanced** Custom

#### 1 What are you tracking?

**A single domain (default)**  
Domain: www.google.com

One domain with multiple subdomains

Multiple top-level domains

---

I want to track AdWords campaigns

#### 2 Paste this code on your site

Copy the following code, then paste it onto every page you want to tra

```

<script type="text/javascript">
var _gaq = _gaq || [];
_gaq.push(['_setAccount', 'UA-17965093-1']);
_gaq.push(['_trackPageview']);

(function() {
var ga = document.createElement('script'); ga
ga.src = ('https:' == document.location.protocol
var s = document.getElementsByTagName('script
})();
</script>

```

## Existing Users

- Existing Users should see their account on the home page of Google Analytics, something similar to this image:

### Overview: all accounts

Jul 12, 2010 - Aug 11, 2010  
Comparing to: Jun 11, 2010 - Jul 11, 2010

Day Week **Month** Year

Accounts						+ Add new account
Name↑	Visits	Avg. Time on Site	Bounce Rate	Completed Goals	Visits % Change	Actions
http://www.ecozany.com	9	00:00:00	11.11%	0	↑ 350.00%	Edit
http://www.ecozany.net	0	00:00:00	0.00%	0	N/A	
http://www.ecozany2.com	0	00:00:00	0.00%	0	N/A	Edit

Find account:

Show rows: 10 1 of 1

- Under the Name field, click the relevant Domain which you need to start tracking. It should switch over, and now the Name field includes the URL along with the tracking code to the right. Similar to:

Website Profiles					
Name↑	Reports	Status	Visits	Avg. Time on Site	Bou
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>h</span> <span>t UA-78805-1</span> </div>					
☆ website	<a href="#">View report</a>	✓	9	00:00:00	
Find profile: <input type="text"/>					
<a href="#">Add Website Profile»</a> A profile allows you to track a website and/or create different views of the reporting data using filters. <a href="#">Learn more</a>			<a href="#">User Manager»</a> <b>Number of Users: 1</b> Add or edit Users. <a href="#">Learn more</a>		

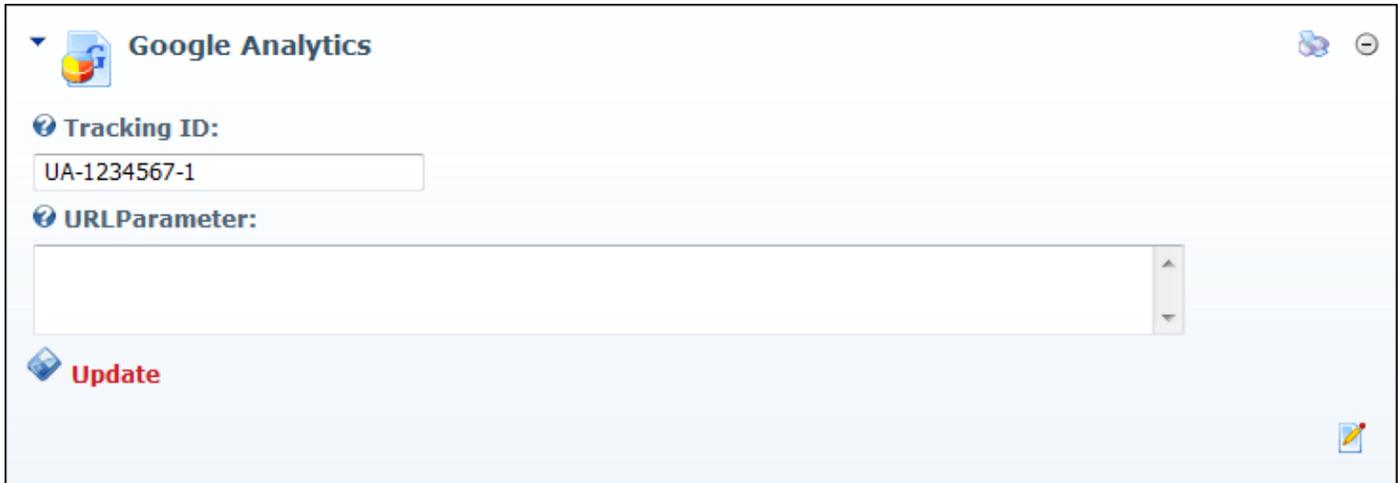
- As you can see above, the tracking code is “UA-78805-1”, copy this down into a safe place. You are now ready to begin "Setting Google Analytics"

## Module Editors

### Setting Google Analytics

How to configure Google Analytics for your site using the Google Analytics or the Google Analytics Pro module. You must sign up for a Google Analytics account to complete this tutorial at <http://www.google.com/analytics/>

- Go to a **Google Analytics Pro** or **Google Analytics** module - OR - Navigate to Admin > **Google Analytics Pro** or **Google Analytics**.
- In the **Tracking ID** text box, enter the web site tracking ID that you obtained from Google when you signed up for an account.
- Optional.** In the **URL Parameter** text box, enter the Javascript code fragment that will be passed as a parameter to the page tracker (used to customize the value tracked in Google Analytics instead of the default location.href value).



The screenshot shows a configuration window for Google Analytics. At the top left is the Google Analytics logo. Below it, the 'Tracking ID:' label is followed by a text input field containing 'UA-1234567-1'. Below that, the 'URLParameter:' label is followed by an empty text input field. At the bottom left, there is a blue diamond icon followed by the text 'Update'. At the bottom right, there is a small icon of a pencil and paper.

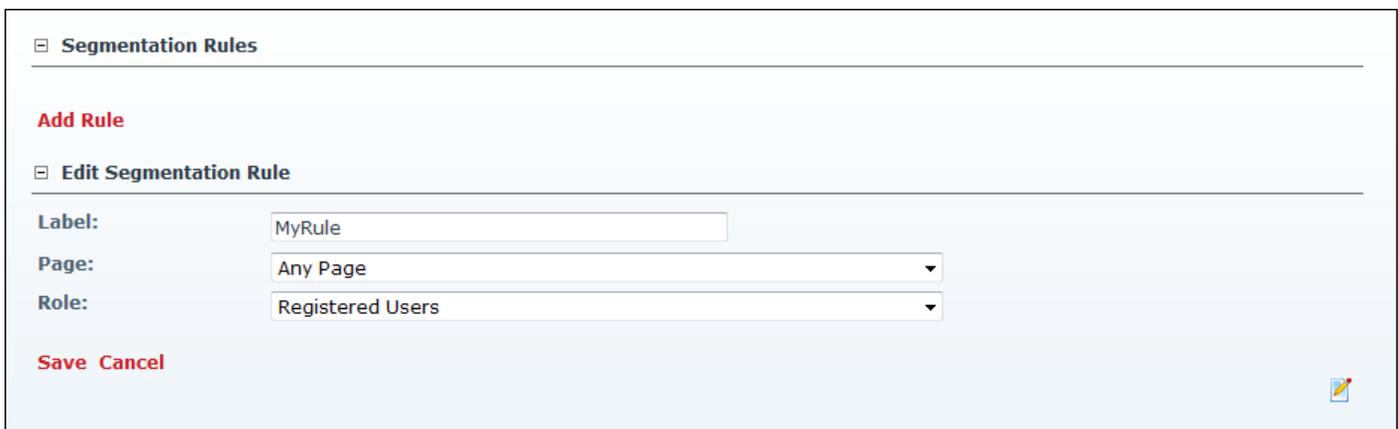
4. Click the  Update link.

### 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**.



The screenshot shows the 'Edit Segmentation Rule' form. At the top, there is a section header 'Segmentation Rules' with a minus sign icon. Below it, there is a red 'Add Rule' link. Underneath, there is another section header 'Edit Segmentation Rule' with a minus sign icon. The form contains three fields: 'Label:' with a text input field containing 'MyRule'; 'Page:' with a dropdown menu showing 'Any Page'; and 'Role:' with a dropdown menu showing 'Registered Users'. At the bottom left, there are 'Save' and 'Cancel' links. At the bottom right, there is a small icon of a pencil and paper.

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

### Editing a Segmentation Rule

How to edit a segmentation rule to the Google Analytics Pro module. *Only available in DotNetNuke Professional Edition*

1. Go to the Segmentation Rules section of the Google Analytics Pro module.
2. Click the **Edit**  button beside the rule to be edited. This displays the Edit Segmentation Rule section.
3. Edit one or more fields as required.
4. Click the [Save](#) link.

### Deleting a Segmentation Rule

How to delete a segmentation rule from Google Analytics. *Only available in DotNetNuke Professional Edition*

1. Go to the Segmentation Rules section of the Google Analytics Pro module.
2. Click the **Delete**  button beside the required rule.

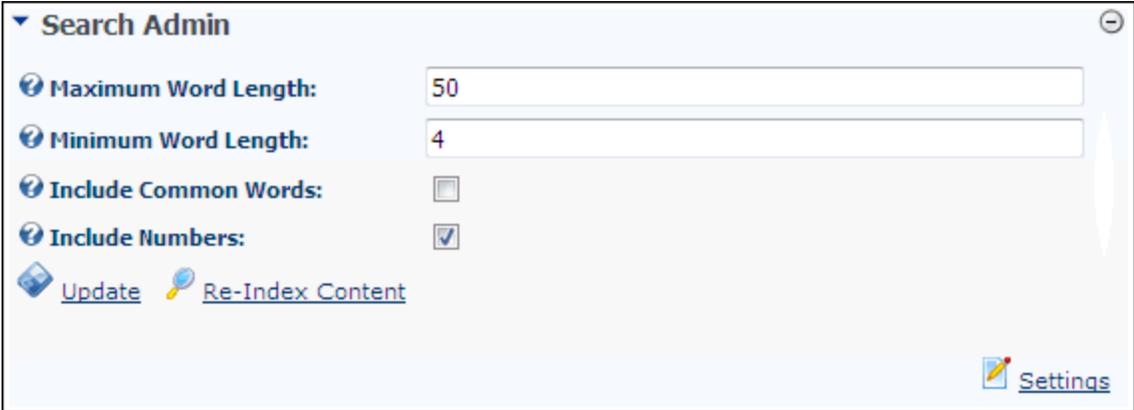
## Search Admin

### About the Search Admin Module

The Search Admin module enables authorized users to specify the settings associated with DNN's search capability which will be applied to this site.

### Optional Settings:

- Maximum and minimum word length when searching
- Whether to include common words and numbers
- Ability to re-index the search catalog (the content which is searched) if there has been significant changes since the last indexing



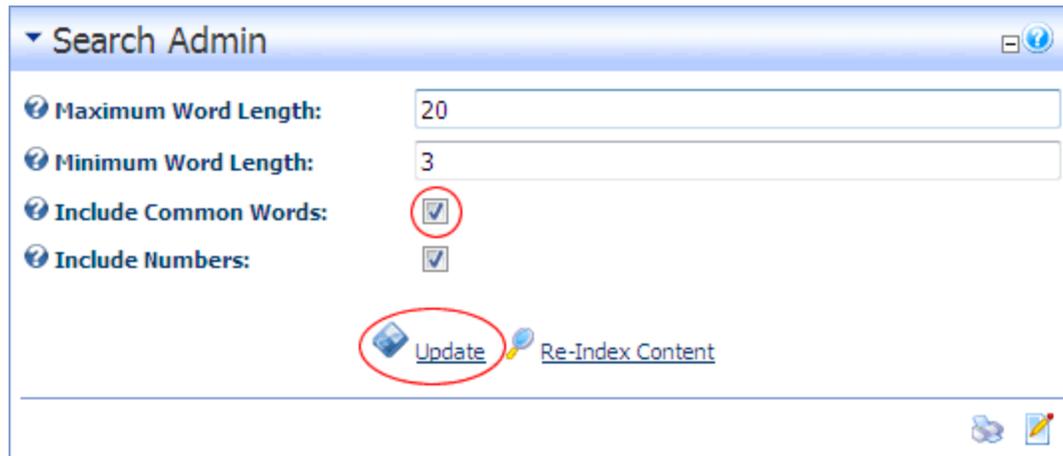
The screenshot shows the 'Search Admin' settings panel. It features a title bar with a dropdown arrow and a close button. Below the title, there are four settings: 'Maximum Word Length' with a text input field containing '50', 'Minimum Word Length' with a text input field containing '4', 'Include Common Words' with an unchecked checkbox, and 'Include Numbers' with a checked checkbox. At the bottom left, there are two buttons: 'Update' with a refresh icon and 'Re-Index Content' with a magnifying glass icon. At the bottom right, there is a 'Settings' button with a pencil icon.

The Search Admin Module

### ***Including Common Words in Searches***

How to set searches made on this site to include common words such as 'the' using the Search Admin module.

1. At **Include Common Words**, check the check box to search for common words.
2. Click the  [Update](#) link.



The screenshot shows the 'Search Admin' interface with the following settings:

- Maximum Word Length: 20
- Minimum Word Length: 3
- Include Common Words:  (circled in red)
- Include Numbers:

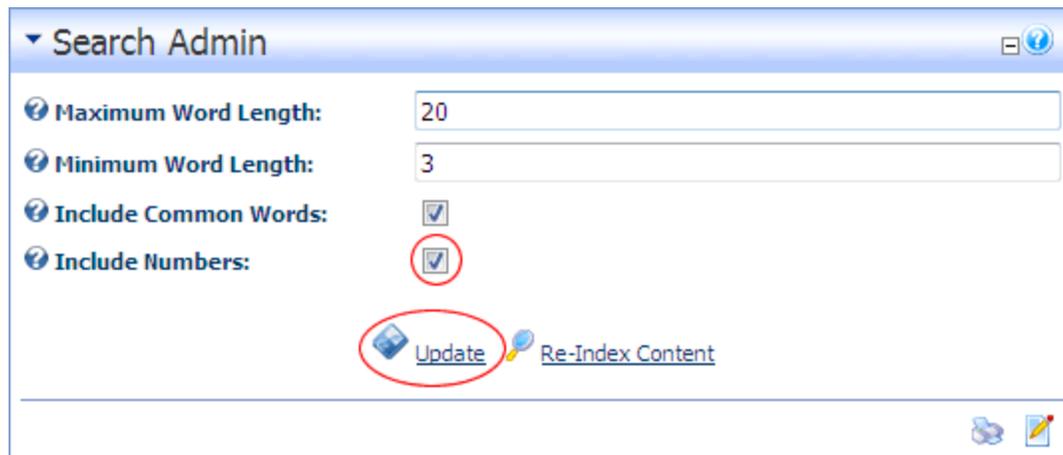
At the bottom, the [Update](#) link is circled in red, along with a [Re-Index Content](#) link.

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.



The screenshot shows the 'Search Admin' interface with the following settings:

- Maximum Word Length: 20
- Minimum Word Length: 3
- Include Common Words:
- Include Numbers:  (circled in red)

At the bottom, the [Update](#) link is circled in red, along with a [Re-Index Content](#) link.

Including Numbers in Searches

### ***Re-Indexing Searched Content***

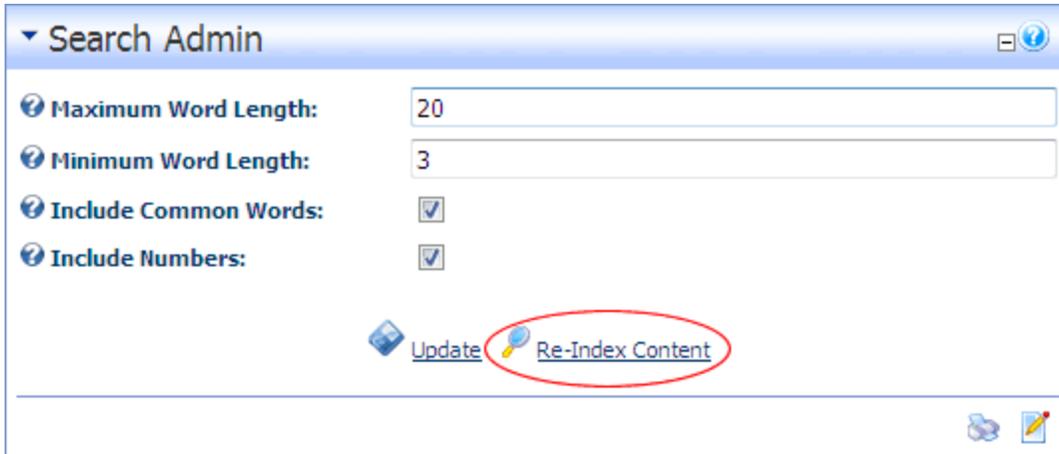
How to re-index the search content for maximum efficiency and to ensure all new content is included in searches made on this site using the Search Admin module.

1. Click the  [Re-Index Content](#) link to re-index the search content for maximum efficiency.

---

*Host Tip: The Host can use the Scheduler module (Host > Schedule) to configure the site to automatically re-index searchable content on a regular basis. The default configuration re-indexes content every 30 minutes.*

---



▼ Search Admin

Maximum Word Length: 20

Minimum Word Length: 3

Include Common Words:

Include Numbers:

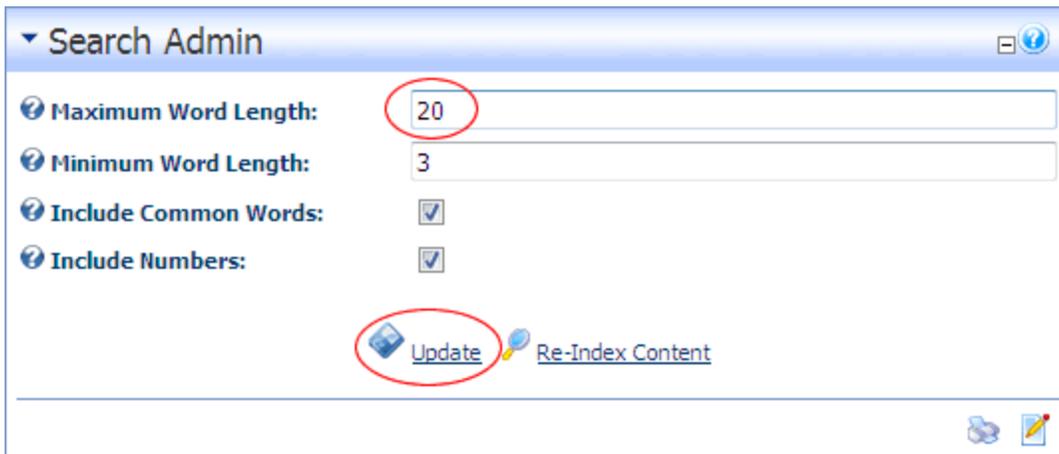
 [Update](#)  [Re-Index Content](#)

Re-indexing Searchable Content

### ***Setting the Maximum Word Length for Searches***

How to set the default maximum word length for searches on this site using the Search Admin module.

1. In the **Maximum Word Length** text box, enter the maximum length word to search for as a numeric value. E.g. 20
2. Click the  [Update](#) link.



▼ Search Admin

Maximum Word Length: 20

Minimum Word Length: 3

Include Common Words:

Include Numbers:

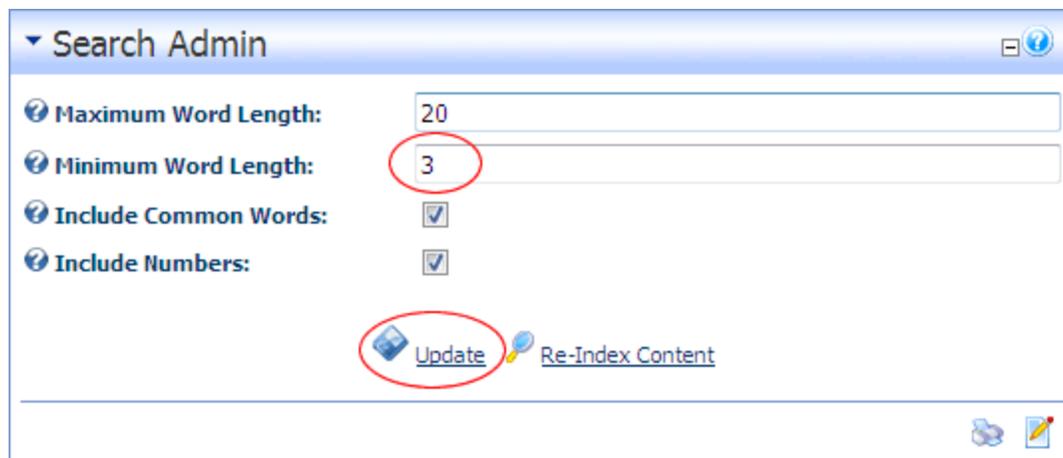
 [Update](#)  [Re-Index Content](#)

Setting the Maximum Word Length for Searches

### ***Setting Minimum Word Length for Searches***

How to set the default minimum word length for searches on this site using the Search Admin module.

1. In the **Minimum Word Length** text box, enter the minimum length word to search for as a numeric value. E.g. 3
2. Click the  [Update](#) link.



The screenshot shows a window titled "Search Admin" with the following settings:

- Maximum Word Length: 20
- Minimum Word Length: 3 (circled in red)
- Include Common Words:
- Include Numbers:

At the bottom, there are two buttons: "Update" (circled in red) and "Re-Index Content".

Setting the Minimum Word Length for Searches

## Search Engine SiteMap

### *About the Search Crawler Module Suite*

The Search Crawler module suite ( also known as the DNN Search Engine) provides an enterprise level search engine capable of indexing and searching any site the Administrator chooses, as well as directly indexing physical directories.

*Only available in DotNetNuke Enterprise Edition*

The Search Crawler module suite consists of three modules:

- SearchCrawlerAdmin module. This module is located on the Host > Professional Features > SearchCrawler Admin page. It can also be added to any page if you choose to give an Administrator or another user the ability to manage the spider administration. See "About the SearchCrawlerAdmin module"
- SearchCrawlerInput and SearchCrawlerResults modules. Neither of these modules are installed by default. See "Setting up Search Crawler Searching"

**Important.** The Search Engine must be configured before searches can be made. See "Enabling Search Crawler Functionality"

**Module Version:** 03.00.00

**Minimum DNN Version:** 05.05.00

**SearchCrawler Admin**

Paths Documents Options Duplicates

URL(s) to Index:

+

Url	Enable Spidering	DNN Imp	Win Auth	Edit Url	Delete Url

Directory(ies) to Index: - Select a Directory -

+

✗

Update

The SearchCrawlerAdmin module

**SearchCrawlerInput** ⊖

The SearchCrawlerInput module

**SearchCrawlerResults** ⊖

results 1 - 2 of 2 for **fair trade**. (0.01 seconds)

[EcoZany > Announcements](#)

EcoZany > Announcements (Alpha Version: 5.3.0.0) Site Web You are here: Announcements Register | Login Announcements New **Fair Trade** Arrangement with Thailand - Tuesday, September 21, 2010 New **Fair Trade** Arrangement with Thailand Home | About Us | Announcements | Search | Search Crawler Admin  
<http://www.ecozany.com/Announcements.aspx>  
 relevance: 248

[EcoZany > About Us](#)

. Many EcoZany products are handmade. All handmade products are **Fair Labor** and **Fair Trade**. Visit our.... How does EcoZany define **Fair Trade**? Home | About Us | Announcements | Search | Search Crawler  
<http://www.ecozany.com/AboutUs.aspx>  
 relevance: 241

1

The SearchCrawlerResults module

PDF and Microsoft Office Documents (Word, Excel, and PowerPoint) are also indexed by default.

**Features:**

- Allows for multiple sites to be indexed
- Indexing of PDF and Microsoft Office Documents (Word, Excel, and PowerPoint). Once indexed, the content of the PDF is searchable.
- Integrated DNN security while spidering, and spidering as a particular role (with the role's view access).
- Meta Data contained in the meta data tags such as Description tag will be relevant in a query, and results will be displayed if the query term matches the information found in such a tag.
- Search Input implemented as a Skin Object. You can include the search input box directly into your skin as a Skin Object, so that it will appear on every page on your site, with no need to add it as a module.
- Configurable Search Scope. Every search result module can be configured to limit the search results to only some of the sites that the spider has indexed. This is helpful in case you have different searches in different pages on your site, and only want to show results from specific sites.
- Configurable Search Impersonation. When spidering your own site, you can impersonate a role other than the anonymous user. This will allow you to index content that was not previously accessible to the spider. All the pages available to a user in the role you selected will be indexed by the spider.
- Compliance with META directives. Follow the directives of "no index", "no follow" that can be found on some web pages. This way, if these directives are present, the page will either not be indexed and/or its links not be followed nor spidered.
- Automatic exclusion of anonymous modules. Pages such as Privacy, Terms, Login and Register, are in reality modules that load in the same page where the user is referencing them from. This means that from DNN, you can access the same content from different URL's. This caused searches for terms such as "terms" that appear in the Terms page, to appear listed as many times as there were pages on your site. With this new version, they will only appear once.

## **General Notes**

- All styles can be changed through the module.css style sheet found in the module's specific directories.
- All text can be localized through the .resx files found in the App\_LocalResources directories in the module's specific directories.

## **Configuration**

### **Enabling Search Crawler Functionality**

The following steps must be completed to configure the Search Crawler ( DNN Search Engine) for your site.

#### **1. Set Your Site to Full Trust**

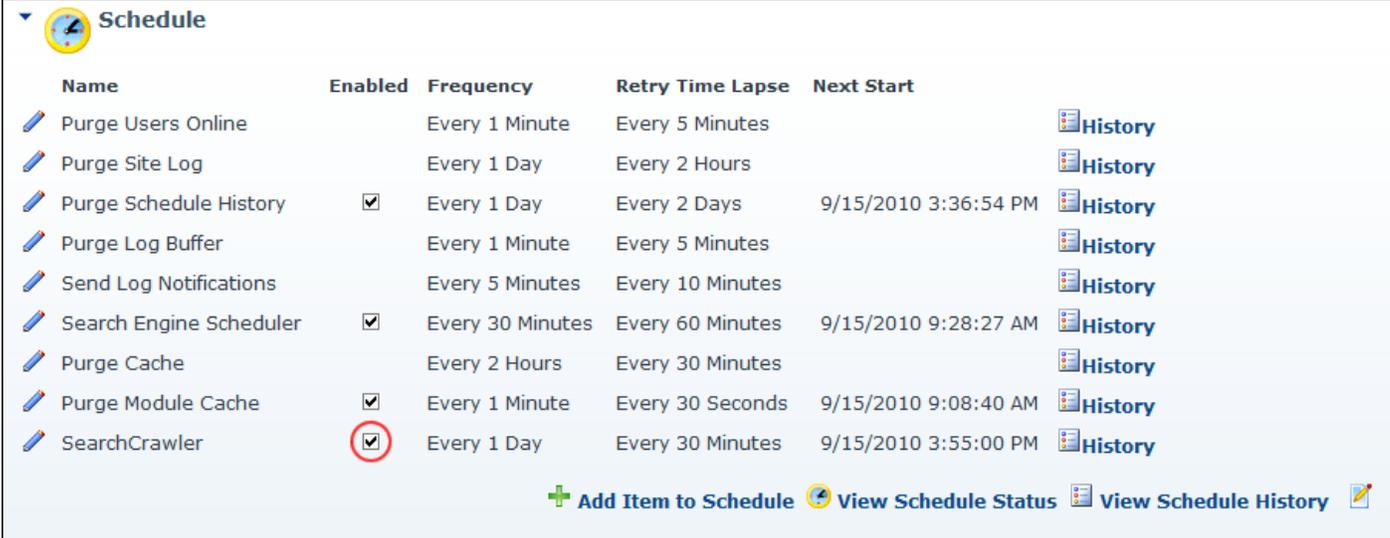
Lucene.net requires your web site to be running on Full Trust. The <trust> element in the web.config, configures the level of code access security (CAS) that is applied to an application. By default, Web applications run with Full trust, or with the trust configured in the web.config or machine.config. When the trust level is set in a DNN default installation, it is set to Medium. You will need to verify this setting in the web.config and set it to Full as in the example below:

## Required web.config <trust> settings

```
<system.web>
...
<trust level="Full" originUrl="http://localhost/*" />
...
</system.web>
```

## 2. Enable Search Crawler Task in Schedule

The SearchCrawler task must be enabled in the Schedule. This task is not enabled by default. See "Enabling/Disabling Scheduled Tasks"



Name	Enabled	Frequency	Retry Time Lapse	Next Start	
Purge Users Online	<input type="checkbox"/>	Every 1 Minute	Every 5 Minutes		<a href="#">History</a>
Purge Site Log	<input type="checkbox"/>	Every 1 Day	Every 2 Hours		<a href="#">History</a>
Purge Schedule History	<input checked="" type="checkbox"/>	Every 1 Day	Every 2 Days	9/15/2010 3:36:54 PM	<a href="#">History</a>
Purge Log Buffer	<input type="checkbox"/>	Every 1 Minute	Every 5 Minutes		<a href="#">History</a>
Send Log Notifications	<input type="checkbox"/>	Every 5 Minutes	Every 10 Minutes		<a href="#">History</a>
Search Engine Scheduler	<input checked="" type="checkbox"/>	Every 30 Minutes	Every 60 Minutes	9/15/2010 9:28:27 AM	<a href="#">History</a>
Purge Cache	<input type="checkbox"/>	Every 2 Hours	Every 30 Minutes		<a href="#">History</a>
Purge Module Cache	<input checked="" type="checkbox"/>	Every 1 Minute	Every 30 Seconds	9/15/2010 9:08:40 AM	<a href="#">History</a>
SearchCrawler	<input checked="" type="checkbox"/>	Every 1 Day	Every 30 Minutes	9/15/2010 3:55:00 PM	<a href="#">History</a>

[+ Add Item to Schedule](#) [View Schedule Status](#) [View Schedule History](#)

## 3. Add URL's for Indexing

See "Adding URL's for Indexing"

## 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 (Tabs 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"

5. Navigate to Admin > Site Settings.
6. Set the Search Results Page setting to the Search Results page. See "Setting the Search Results Page"

## **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

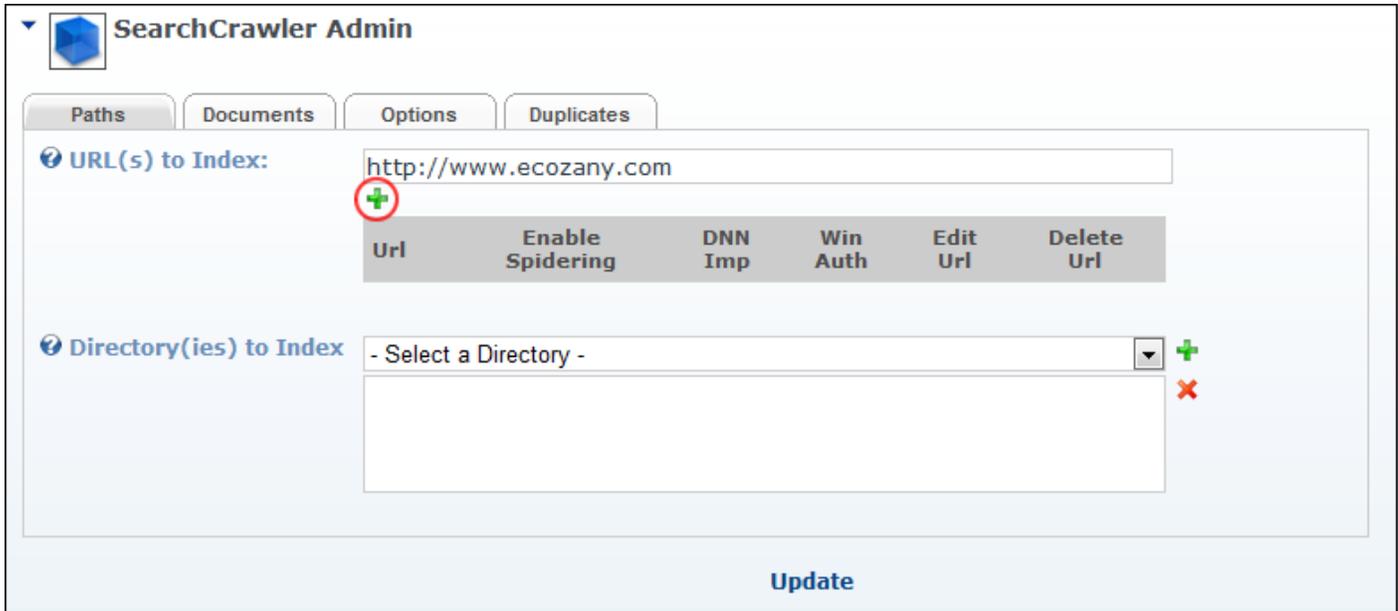
### **Related Topics:**

- See "About the Search Crawler Module Suite"

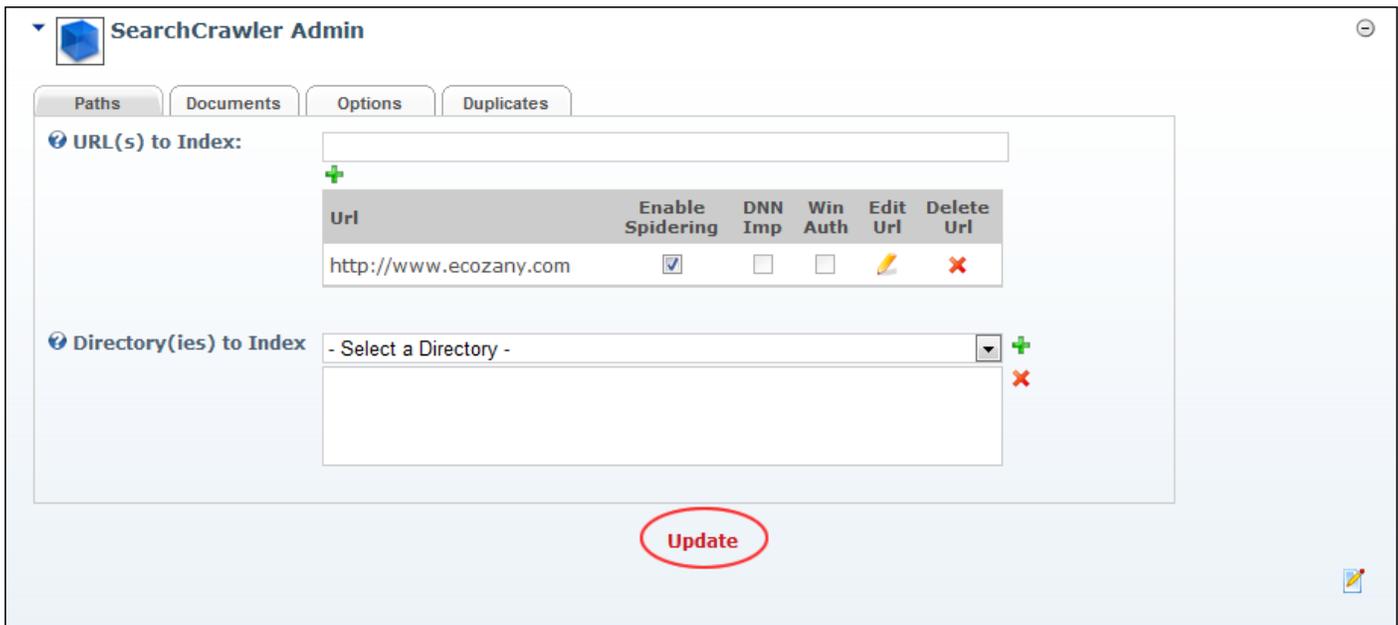
### **Adding URL's for Indexing**

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"

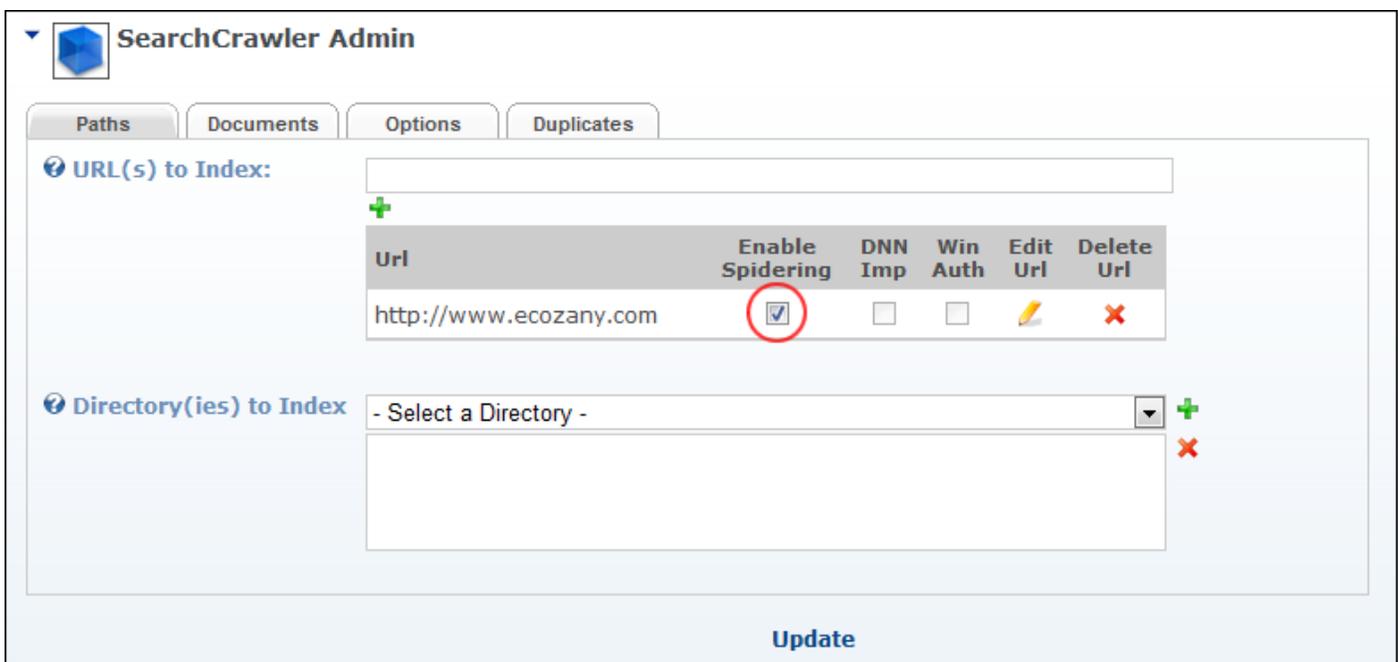


*Tip: Always point to the default URL. E.g: `http://www.website.com` and **NOT** `http://www.website.com/default.aspx`. This is because the spider will go to the first page you indicate, and from there, start collecting links to all the pages in the site. So, eventually, it will get to any specific page 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.

SearchCrawler Admin

Paths Documents Options Duplicates

Edit Url

Url:

Enable Spidering:

DNN Role Impersonation:  None  Administrators  Registered Users  Subscribers

Windows Authentication:

Windows Domain (optional):

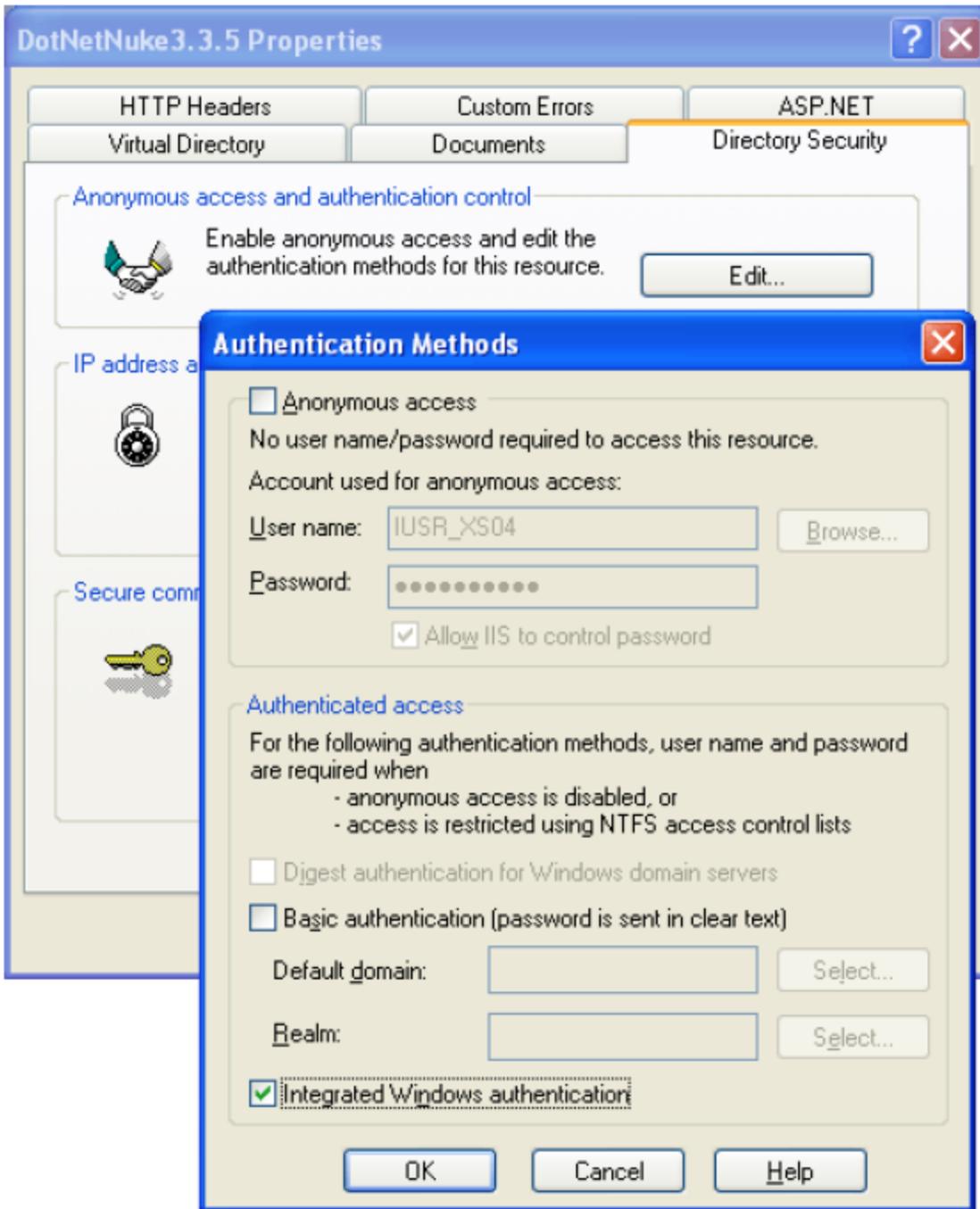
Windows User Account (optional):

Windows User Password (optional):

**Update Url** Cancel

### 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.



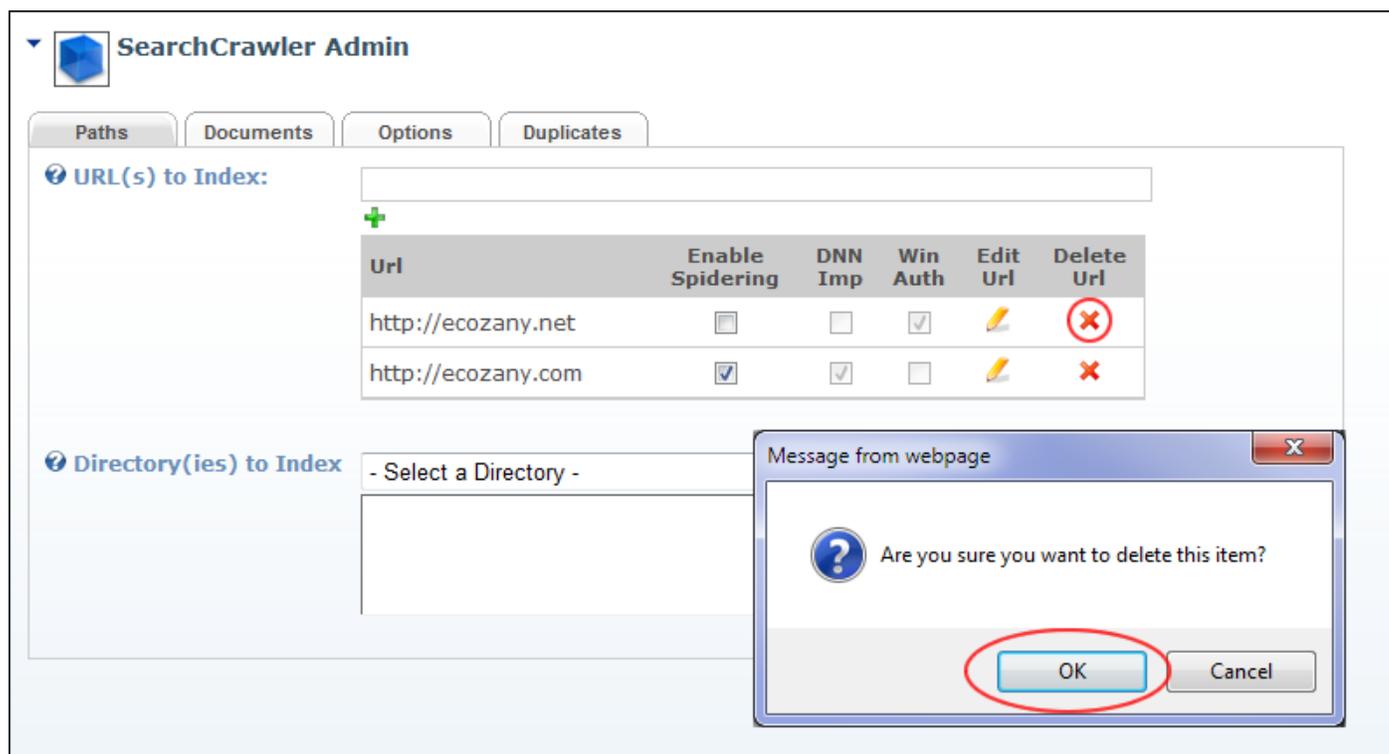
Clicking on the Windows Authentication checkbox of the SearchCrawlerAdmin module, will tell the spider to use the Default User Credentials that are stored on the server where Search Crawler (DNN Search Engine) is installed. This will work in most cases where the Search Crawler (DNN Search Engine) modules 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.

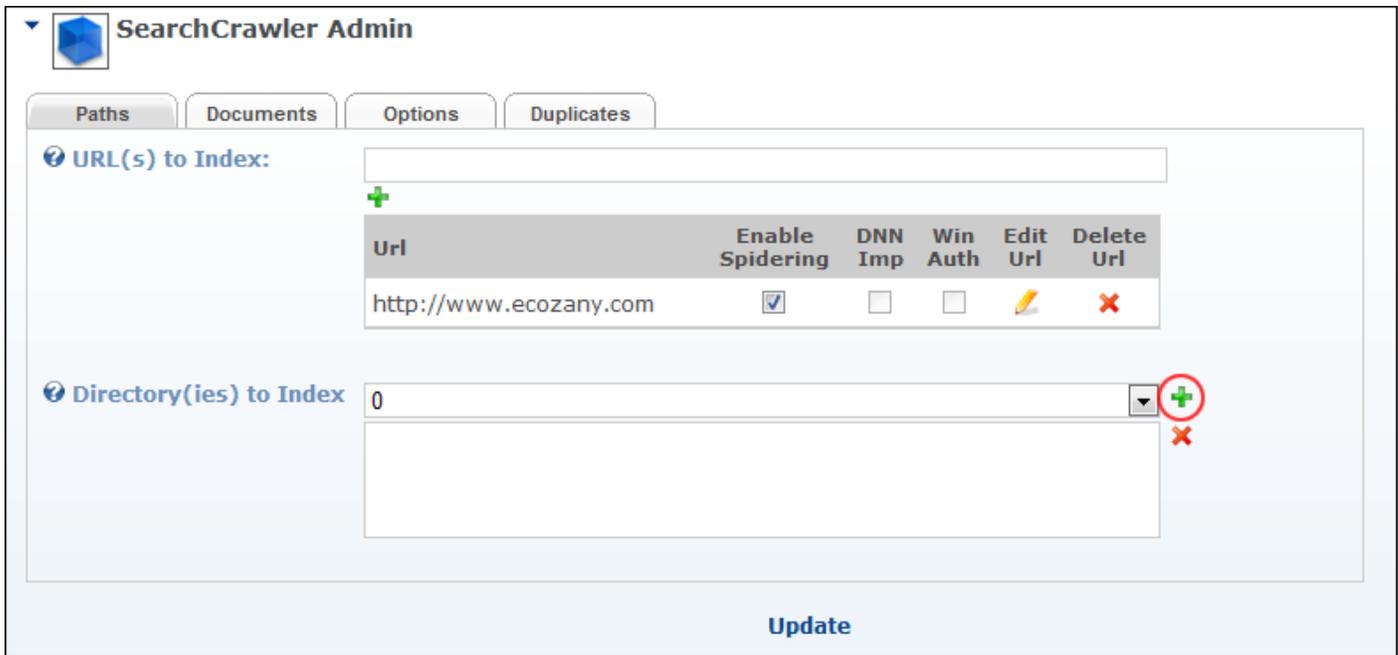


5. Click the Update URL link.

### 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.



**SearchCrawler Admin**

Paths Documents Options Duplicates

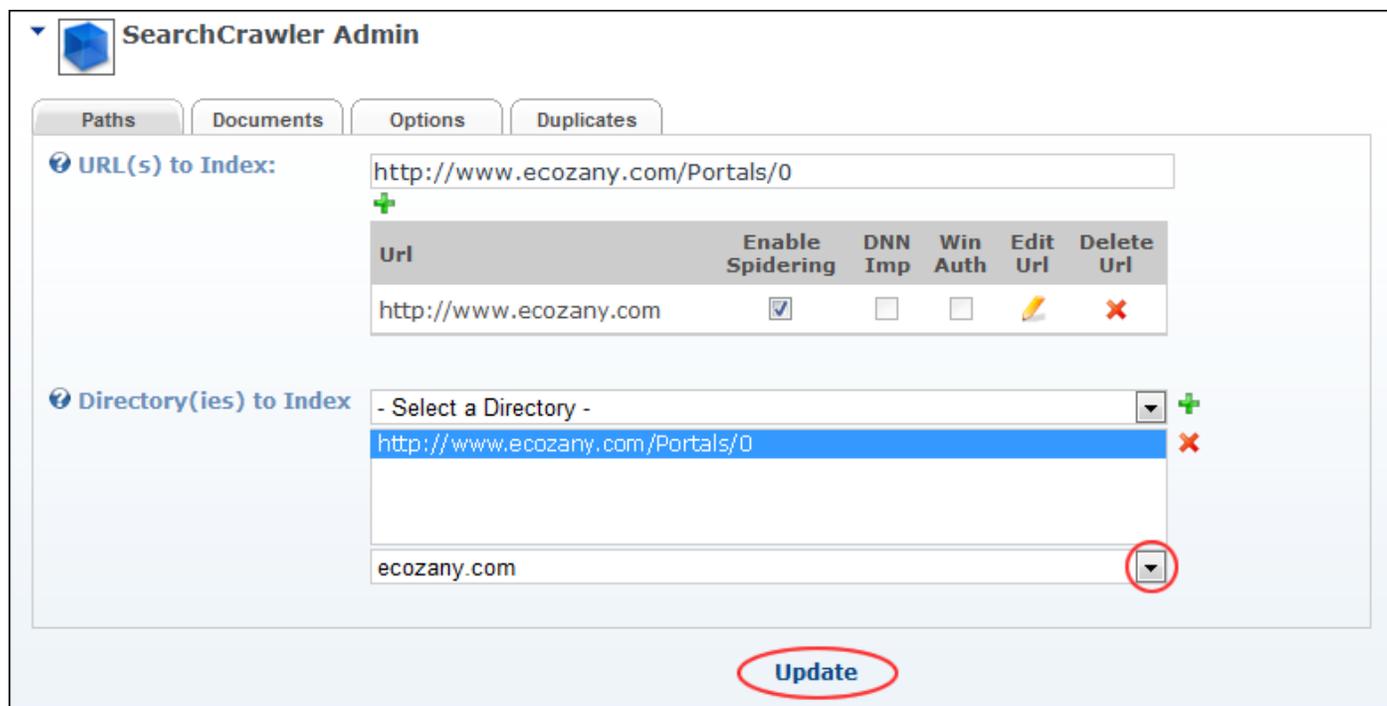
URL(s) to Index:

Url	Enable Spidering	DNN Imp	Win Auth	Edit Url	Delete Url
http://www.ecozany.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Directory(ies) to Index: 0   

[Update](#)

4. At **Select a new the Portal Alias**, select the required portal alias.
5. Click the Update link.




---

*Tip One: The list of directories that can be indexed is limited to the directories found under the “<dnm\_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.*

---

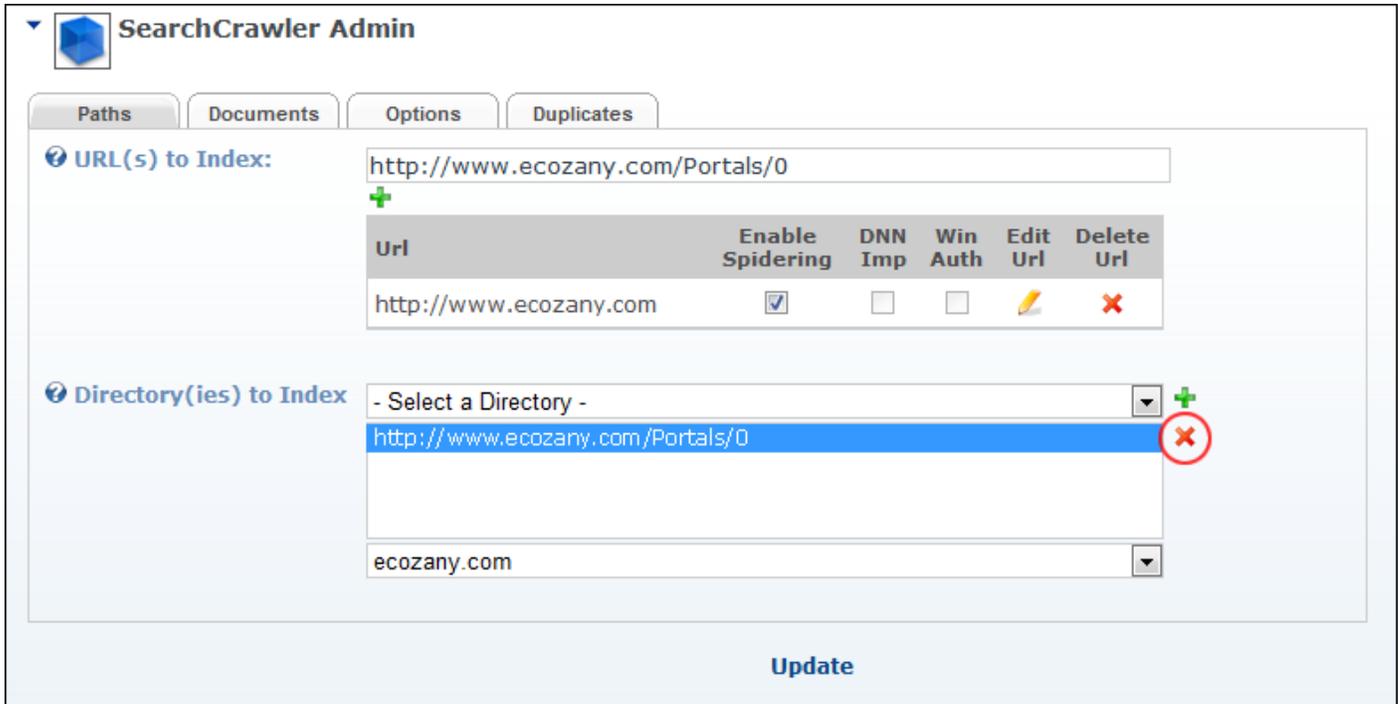
*Tip Three: If you index a directory in this way, and you also perform an index of the Web site that has links to some of the documents in the directory, you may get duplicate results.*

---

### 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.

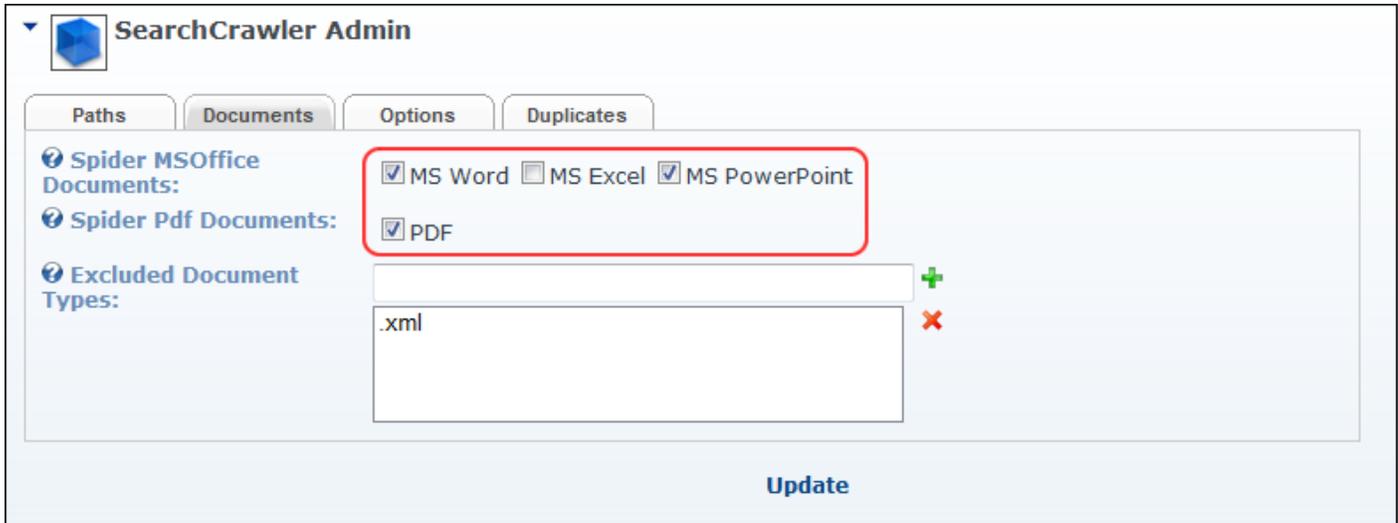


Deleting Directories from the Index

### 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.

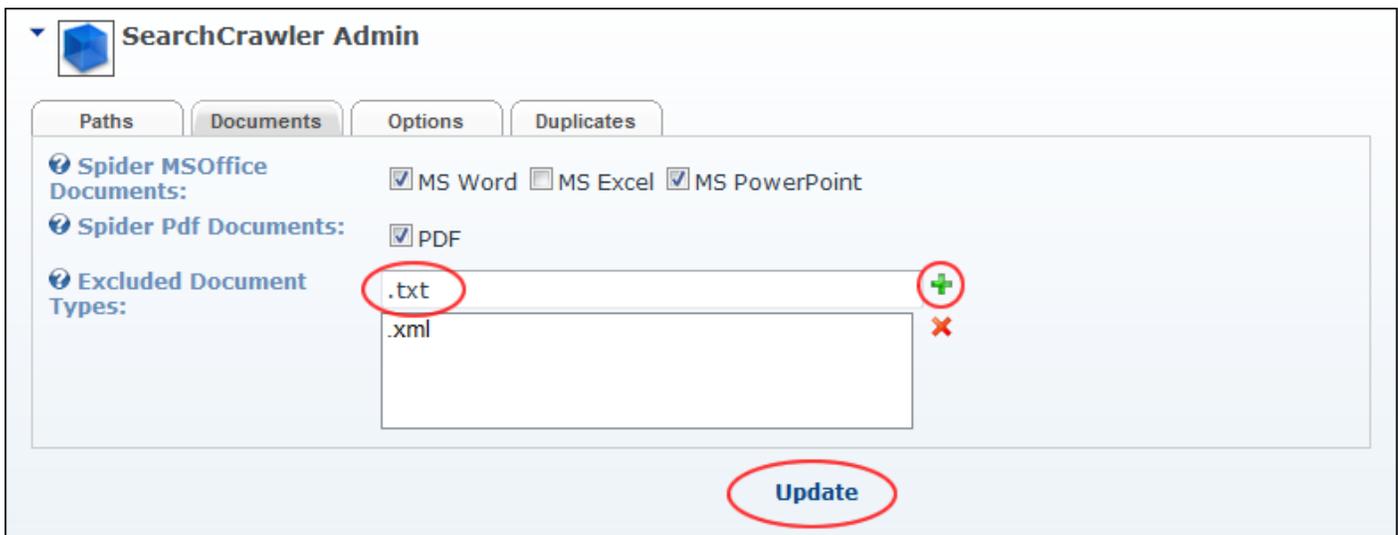
1. Navigate to Host > Professional Features > **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module.
2. Select the Documents tab.
3. At **Spider MSOffice Documents**, check  the check box beside each type of Microsoft Office document that you would 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** X button.

6. Click the Update link.

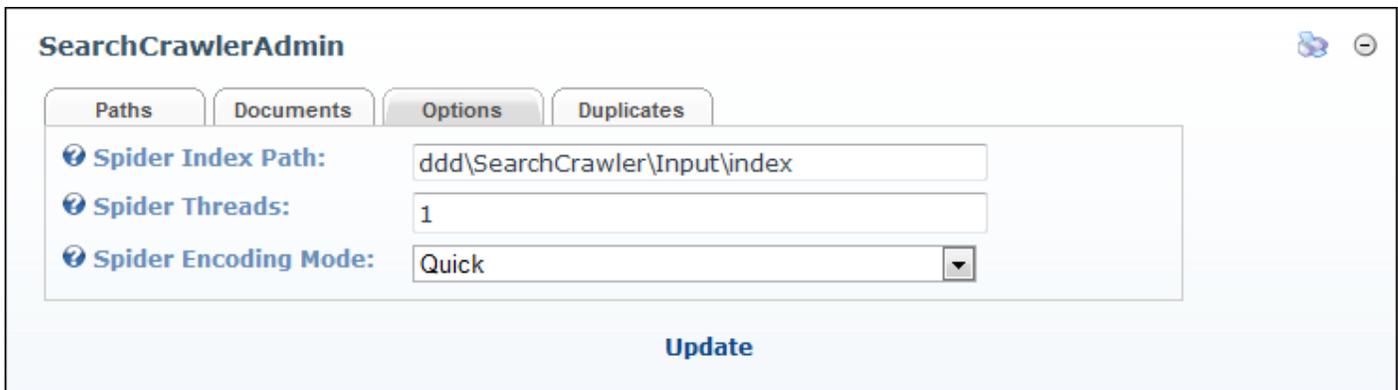


Managing Spidered Documents (Adding an excluded document shown)

### 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).



The screenshot shows the 'Options' tab in the SearchCrawlerAdmin interface. It features three input fields: 'Spider Index Path' with the value 'ddd\SearchCrawler\Input\index', 'Spider Threads' with the value '1', and 'Spider Encoding Mode' with a dropdown menu set to 'Quick'. Below these fields is a blue 'Update' button.

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.

SearchCrawlerAdmin

Paths Documents Options Duplicates

Duplicate Patterns:

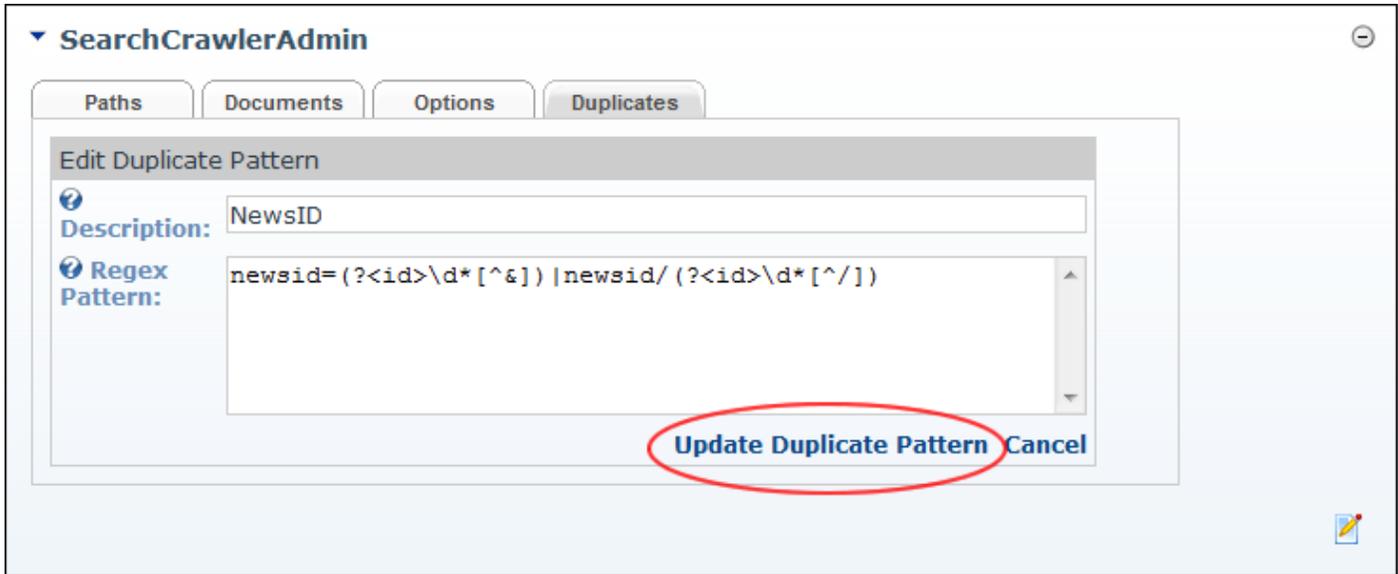
newsid=(?<id>\d\*[^&])|newsid/(?<id>\d\*[^/])

+

Description	Regex	Edit Regex	Delete Regex
tabid	tabid=(?\d*[^&]) tabid/(?\d*[^/...		
ctl terms	ctl=(?terms*[^&]) ctl/(?terms*[...		
ctl privacy	ctl=(?privacy*[^&]) ctl/(?priva...		
linkclick	linkclick.aspx\W*link=(?[^&]+)  link...		
dnn forum	forumid/(?\d*[^/])(?:/threadid/(?		
dnn blog	entryid=(?\d*[^&]) entryid/(?\d...		
active forum	forumid/(?\d*[^/])(?:/page/(?		
multi page content	pagecontentid=(?\d*[^&])  pageconten...		
multilanguage	language=(?\w*-\w*[^&]?)  language/...		

Update

5. Click the **Edit** button beside the newly added record. This opens the Edit Duplicate Pattern page.
6. In the **Description** text box, update the automatically generated code with a friendly name. E.g. NewsID
7. Click the Update Duplicate Pattern link.



Tip: Duplicate Patterns are stored in an XML file in the **<DNN root>/DesktopModules/XSSearchSpider/XSSearchSpiderDuplicatePatterns.xml** file. For the correct functioning of the duplicates reduction mechanism, some entries are required: Tabid, ctl terms, and ctl privacy. You can always choose not to filter for duplicates and delete all entries, or simply delete the physical .xml file.

### Example One:

You have just installed a fantastic “custom links module” that shows a brief description and a “more...” link, to see the details. Clicking on the more... link, will cause a refresh of the page, and the links module will disappear to be replaced by some very interesting details. Yes, you are still on the same page, your view has simply changed because clicking on more... caused the URL of your Web browser to get an additional parameter: newsid=xx

So, here is what the spider sees by default:

Before clicking on more...:

URL: <http://www.yoursite.com/default.aspx?tabid=1>

After clicking on more...:

URL: <http://www.yoursite.com/default.aspx?tabid=1&newsid=1>

Since in both cases tabid=1, then the spider would not follow the more... link, because it would consider it a duplicate.

We then need to teach the spider that tabid=x + newsid=x is a unique identifier for a page. Since tabid is already taken care of by another regular expression (one of the required ones), we only need to worry about recognizing newsid.

The easiest thing to do is to copy a regular expression that already exists on the list, and start modifying it. We'll take the one that recognizes tabid as a template since it recognizes a single parameter that is a number.

```
tabid=(?<id>\d*[^&])|tabid/(?<id>\d*[^/])
```

you will see there is a "|" in the middle of the regex. This is the equivalent of an "or" because all of our regular expressions need to recognize 2 formats: regular URLs and friendly URLs. The left side recognizes normal URLs and the right side of the "|" recognizes friendly URLs.

Let's take the left side of the "or" and analyze that:

```
tabid=(?<id>\d*[^&])
```

this tells me that I am looking for something that starts with tabid=, and I want to capture the value to the right of the "=" sign, which is a decimal (\d\*), up to the first occurrence of an "&" and place this value in a variable called <id>... in English: gimme the value of the parameter tabid.

We want to do exactly the same for our newsid parameter. So let's start changing some names: tabid will become newsid (and that's really all you need to do).

```
newsid=(?<id>\d*[^&])|newsid/(?<id>\d*[^/])
```

that's all. Notice the following:

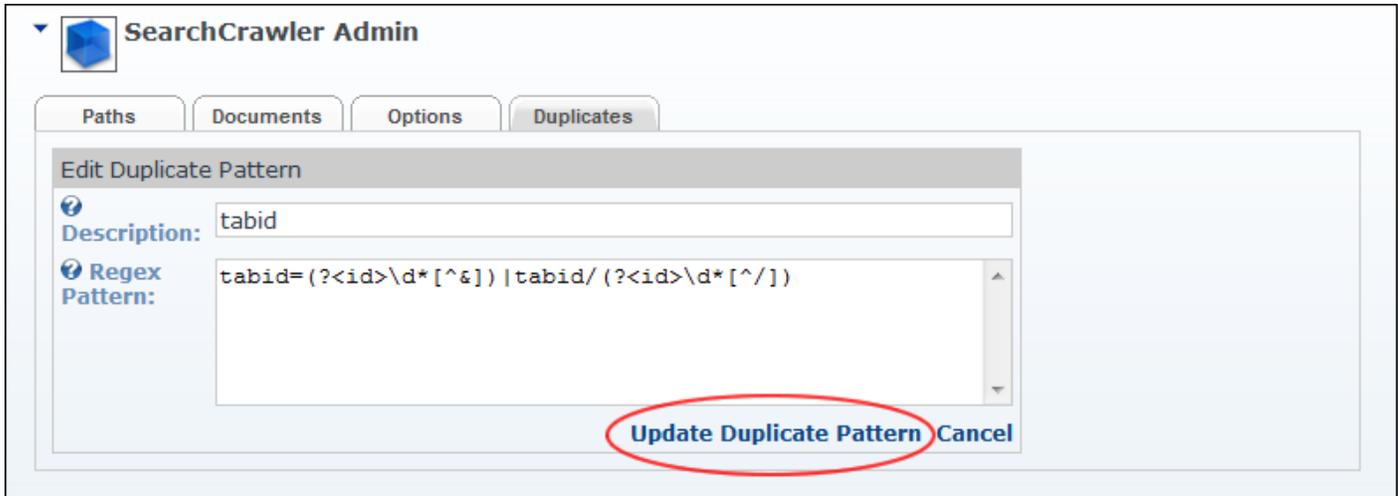
- If the value of newsid had been an alphanumeric instead of a number, then you could have used \w\* instead of \d\*.
- The name of the variable <id> where you will place the value is irrelevant, as long as it is unique within the same regular expression.

Adding the above regular expression to the list of Duplicate Patterns, will ensure that the spider will index not only the list of links, but also the details of every link.

### Editing a Duplicate Pattern

How to edit a duplicate pattern using regular expressions, as maintained using the SearchCrawlerAdmin module.

1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module.
2. Select the Duplicates tab.
3. In the list of regular expressions, click the **Edit**  button beside the item to be edited. This opens the Edit Duplicate Pattern page.
4. In the **Description** text box, edit the name given to this regular expression.
5. In the **Regex Pattern** text box, edit the name given to this regular expression.
6. Click the [Update Duplicate Pattern](#) link.

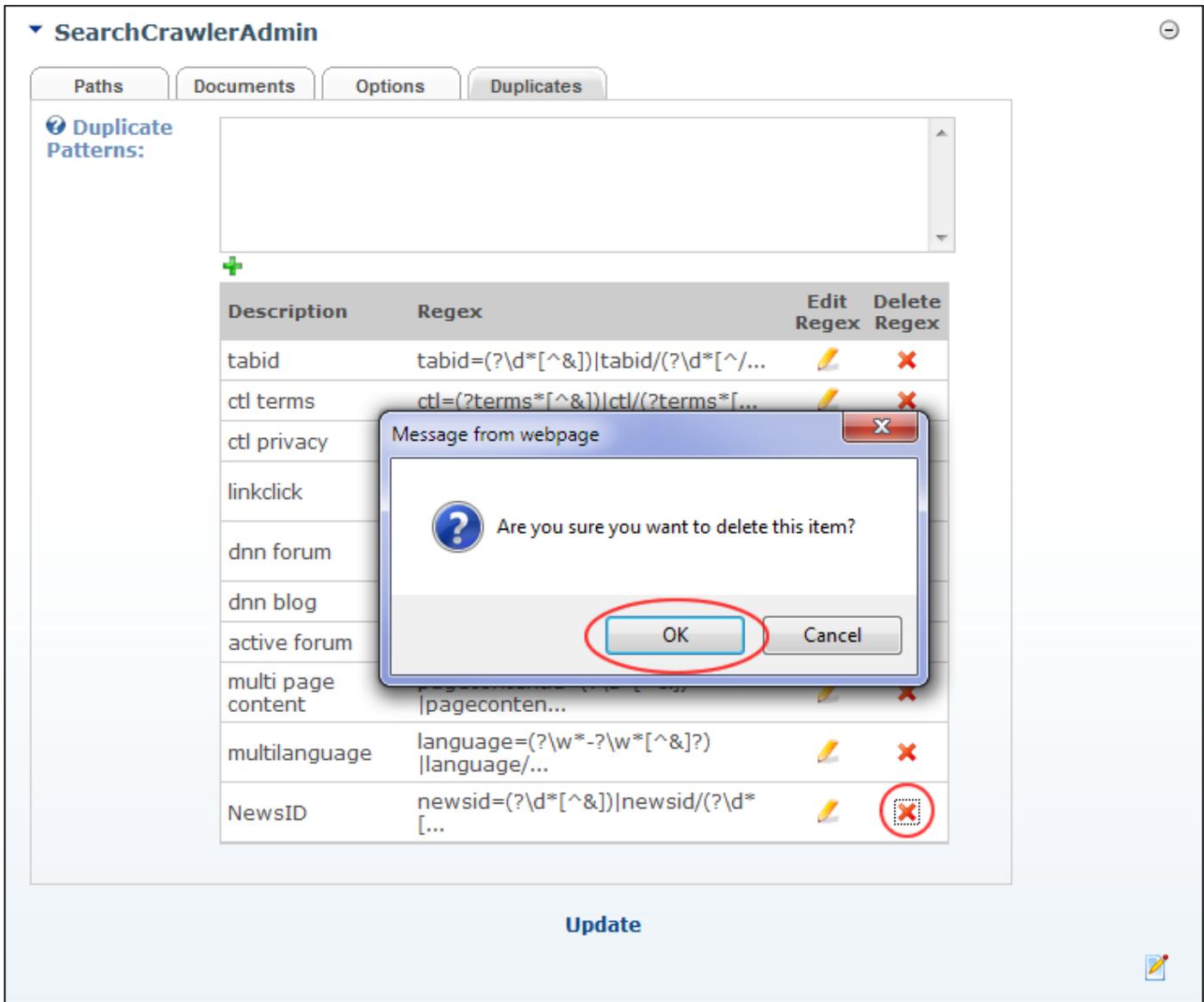


Editing a Duplicate Pattern

### 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

## 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)	Use parentheses for expression grouping.
	AND document	
	author:(Einstein OR Newton)	Parentheses work with fields as well.

## Prohibited Queries

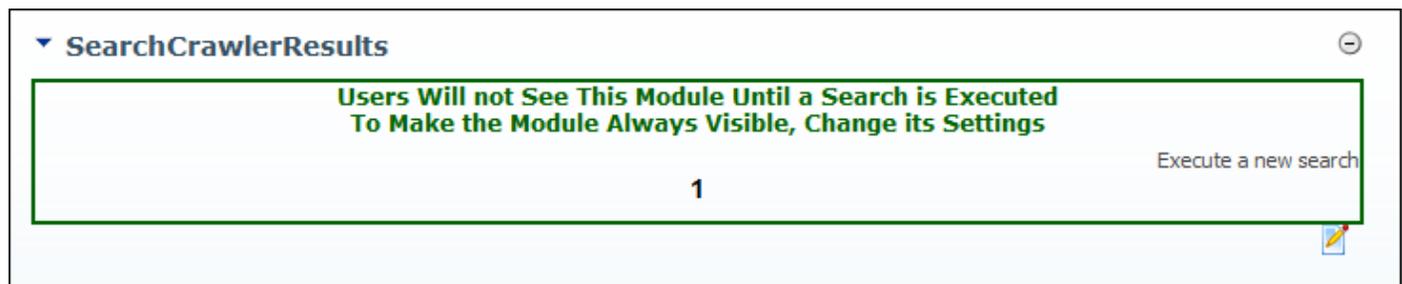
Query	Example	Notes
wildcard at the beginning of a term	?ocument *ocument	Throws Lucene.Net.QueryParsers.ParseException.
stop words	a, the, and	Stop words are not indexed.
special characters: + - &&    ! ( ) { } [ ] ^ " ~ * ? : \ \+, \:		Use a backslash to escape the special characters.

## 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", 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 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.

**SearchCrawler Input Settings**

**Help :** In this section, you can set up settings that are specific for this module.

**Search Results Module:**

**Show Go Image:**

**Show Search Text:**

**Search On Enter:**

 **Update**  **Delete**  **Cancel**

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"

### **Manage 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 menu - OR - Click the **Settings**  button.
2. Go to the **SearchCrawler Input Settings** section.
3. At **Search Results Module**, select the SearchCrawlerResults module which will display the results of searches made with this SearchCrawlerInput module from the drop-down list. SearchCrawlerResults modules are listed by page name (E.g. Home).
4. **Optional.** At **Show Go Image**, select from the following:
  - Check  the check box to display the **Execute Search**  button.



- Uncheck  the check box to display the default Search button of your Web browser.



5. **Optional.** At **Show Search Text**, select from the following:

- Check  the check box to display the text "Search" to the left of the search input box on this module.



- Uncheck  the check box to remove the Search image.



6. **Optional.** At **Show On Enter**, select from the following:

- Check  the check box to enable users to click the Enter key to perform a search.
- Uncheck  the check box to disable Enter key to perform a search.

7. Click the  Update link.

### SearchCrawler Input Settings

**Help :** In this section, you can set up settings that are specific for this module.

**Search Results Module:** Search

**Show Go Image:**

**Show Search Text:**

**Search On Enter:**

 **Update**  **Delete**  **Cancel**

Configuring the SearchCrawler Input Settings

## Configuring the SearchCrawler Results Settings

How to set the mandatory and optional settings for the SearchCrawlerResults module.

1. Select  **Settings** from the  module 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.

**SearchCrawler Results Settings**

---

Show Module on Search Only?

Display Results By Role?

Results Scope:

Max. Results Per Page:

Max. Title Length:

Title Link Target:

Max. Description Frags:

Hide Description?

 **Update**  **Delete**  **Cancel**

Configuring the SearchCrawler Results Settings

## 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 sitemap which can be submitted to one or more search engines for improved search optimization.

Sitemap providers for DotNetNuke allows any DotNetNuke module to participate into the Google/Yahoo!/Bing Sitemap generation for your site. Sitemap files generated by DotNetNuke Sitemap provider are fully compliant with protocol specification published at: <http://www.sitemaps.org/protocol.php>

## Sitemap 🔗 ⌵

**Sitemap URL:** <http://ecozaany.com/SiteMap.aspx>

	Name	Description	Override Priority	Priority	Enabled
Edit	coreSitemapProvider		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>

**Base Page Urls Settings**

---

Modify the basic settings that apply to general DotNetNuke pages.

**Use page level based priorities?**

**Minimum Priority for pages:**

**Include Hidden Pages?**

**Refresh Page Priorities**

**General Sitemap Settings**

---

Configure the settings that apply to all URLs included in the Sitemap.

**Exclude urls with a priority lower than:**

**Days to cache Sitemap for**  **Clear Cache**

**Site Submission**

---

In this section you can submit your site to different search engines.

**Search Engine:**  **Submit**

**Verification:**

**Create**

**Save Sitemap Configuration**

The Sitemap Module

### **Configuring the SiteMap Settings**

How to configure the search engine settings and priorities using the Sitemap module.

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. At **Sitemap URL**, here you can view the URL of your Sitemap as well as the Sitemap providers which are enabled. E.g. <http://ecozaany.com/SiteMap.aspx>
3. **Optional.** Go to the Base Page URL's Settings section. Here you can modify the basic settings that apply to general DotNetNuke pages.

- a. At **Use page level based priorities?**, select from these options:
  - Check  the check box to set the priority for each page based on the hierarchical level of the page. Top level (parent) pages will have a value of 1, second level (first level child pages) 0.9, third level 0.8, (second level child pages), etc. This setting will not change the value stored in the actual page but it will use the computed value when required.
  - Uncheck  the check box if you don't wish to use page level based priorities. Skip to step 3c.
- b. In the **Minimum Priority for pages** text box, if **Use page level based priorities?** is checked, this field allows you set the lowest priority that will be used on low level pages. You must provide a valid number between 0.0 and 1.0.
- c. At **Include Hidden Pages?** select from these options:
  - Check  the check box to include hidden pages (those not visible in the menu) in the Sitemap.
  - Uncheck  the check box to exclude hidden pages from the Sitemap. This is the default setting.
- d. Click the [Refresh Sitemap Priorities](#) link.

**Base Page Urls Settings**

Modify the basic settings that apply to general DotNetNuke pages.

- Use page level based priorities?
- Minimum Priority for pages:
- Include Hidden Pages?
- [Refresh Page Priorities](#)

4. **Optional.** Go to the **General Sitemap Settings** section. Here you can configure the settings that apply to all URL's included in the Sitemap.
  - a. In the **Exclude URL's with a priority lower than** text box, enter a number between 0.0 and 1.0 This option can be used to remove certain pages from the Sitemap. For example you can setup a priority of -1 for a page and enter -1 here to cause the page to be excluded from the generated Sitemap.
  - b. At **Days To Cache Sitemap For** select from these options:
    - To enable Sitemap caching: Select the number of days (from 1 Day to 7 Days) the Sitemap is cached for. This stops the Sitemap from being generated every time it is requested. This is especially necessary for big sites. If your site has more than 50.000 URL's the Sitemap will be cached with a default value of 1 day.
    - To disable Sitemap caching: Set this value to zero. I.e. 0
  - c. Click the [Save Sitemap Configuration](#) link.

General Sitemap Settings

Configure the settings that apply to all URLs included in the Sitemap.

Exclude urls with a priority lower than:

Days to cache Sitemap for  [Clear Cache](#)

---

Site Submission

[Save Sitemap Configuration](#)

Configuring Sitemap Settings

### Purging Cached Sitemap

How to purge the currently cached Sitemap forcing it to be regenerated on the next request.

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. Go to the **General Sitemap Settings** section.
3. At **Days To Cache Sitemap For**, click the Clear Cache link.

General Sitemap Settings

Configure the settings that apply to all URLs included in the Sitemap.

Exclude urls with a priority lower than:

Days to cache Sitemap for  [Clear Cache](#)

Purging the cached Sitemap

### Setting the Sitemap Providers

How to enable and configure one or more Sitemap providers to be used for your DNN site. DNN comes with a default provider named coreSitemapProvider. It also uses a provider model to allow third-party modules to participate in Sitemap generation.

---

*Host Tip: Providers should be added at installation. See "Creating a Custom Installation Setup"*

---

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. Below the **Sitemap URL** field, you can view details Sitemap provider which is in use.
3. Click the Edit link beside the Sitemap Provider to be modified.

4. At **Enabled**, select from these options:

- Check  the check box to enable this Sitemap provider. If only one provider is enabled, skip to Step 5.
  - i. **Optional.** At **Override Priority**, check  the check box to override the priority given to pages crawled by a Sitemap provider - OR - Uncheck  the check box to use the priority given to pages crawled by a Sitemap provider.
  - ii. **Optional.** In the **Priority** text box, enter a numerical value to set the priority for this provider.
- Uncheck  the check box to disable it.

5. Click the Update link.

 **Search Engine SiteMap**  

 **Sitemap URL:** <http://dotnetnukeprofessional050300.install/SiteMap.aspx>

	Name	Description	Override Priority	Priority	Enabled
Edit	coreSitemapProvider		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>

Setting the Sitemap Providers

### ***Submitting Site to Google***

How to submit a site for indexing to the Google search engine using the Sitemap module. This tutorial assumes you have already configured the Sitemap settings. See "Configuring the SiteMap Settings"

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. Go to the Site Submission section.
3. At **Search Engine**, select **Google**.
4. When signing up with Google Webmaster Tools you will need to Verify your site ownership. Choose the "Upload an HTML file" method from the Google Verification screen.
5. In the **Verification** text box, enter the filename displayed. I.e. google53cocef435b2b81e.html
6. Click the Create link.
7. Return to Google and select the **Verify** button.
8. Return to the Sitemap module.
9. At **Search Engine**, click the Submit link.

**Site Submission**

In this section you can submit your site to different search engines.

**Search Engine:**  **Submit**

**Verification:**  **Create**

Submitting Site to Google

### ***Submitting Site to Yahoo! or Bing***

How to submit a site for indexing to either the Yahoo! or Bing search engine using the Sitemap module.

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. Go to the Site Submission section.
3. At **Search Engine**, select either **Bing** or **Yahoo!**.
4. Click the Submit link.
5. Repeat Steps 3-4 to submit the site to the other search engine if desired.

**Site Submission**

In this section you can submit your site to different search engines.

**Search Engine:**  **Submit**

**Verification:**  **Create**

Submitting Sitemap to Yahoo! or Bing

## **Taxonomy Manager**

### ***About the Taxonomy Manager Module***

The Taxonomy Manager module is located on Admin > Taxonomy pages and can also be added to site pages. This module enables the management of vocabularies (tags). These tags can be associated with pages (See "Basic Settings for Existing Pages") and modules and are used to classify site content.

The Taxonomy Manager module enables authorized users to view vocabularies. Editors and Administrators are able to create and manage portal specific vocabularies. SuperUsers can create and manage application wide vocabularies which are available to all portals. User created tags (See "Tagging Page Content") are managed using the Taxonomy Manager module.

Taxonomy Manager			
<b>List of Vocabularies</b>			
Name	Description	Type	Scope
Products	Toys and other products for sale.	Hierarchy	Portal
Eco Projects	Ecofriendly projects supported by EcoZany	Simple	Application

The Taxonomy Manager Module

### Viewing Vocabularies List

Users who are authorized to view the Taxonomy Manager module are able to view the list of vocabularies which have been created.

The Taxonomy Manager module displays the following information:

- Name: The Vocabulary name
- Description: The description given to the vocabulary
- Type: Whether the vocabulary is a simple or hierarchical list
- Scope: Whether the vocabulary is available to all portals in this DNN application (i.e. Application) or only this portal (i.e. Portal).

Taxonomy Manager			
<b>List of Vocabularies</b>			
Name	Description	Type	Scope
Products	Toys and other products for sale.	Hierarchy	Portal
Eco Projects	Ecofriendly projects supported by EcoZany	Simple	Application

The Taxonomy Module

### Module Editors

#### Viewing User Entered Tags

How to view the tags which have been created by users. SuperUsers are able to edit and delete tags.

1. Click the Edit link beside the pre-existing entry named "Tags". This opens the Edit Vocabulary page where all of the tags are listed in the Terms list.

▼ Taxonomy Manager  

**List of Vocabularies**

	Name	Description	Type	Scope
<a href="#">Edit</a>	Tags	System Vocabulary for free form user entered Tags	Simple	Application

[Create New Vocabulary](#) 

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.

### Creating a Vocabulary

How to create a new vocabulary using the Taxonomy Manager module.

---

*Tip: Only the Description field can be edited once the vocabulary is saved.*

---

1. Click the **Create New Vocabulary** button located at the base of the Taxonomy Manager module. This opens the Create New Vocabulary page.
2. In the **Name** text box, enter the name for this vocabulary.
3. In the **Description** text box, enter the description of this vocabulary.
4. At **Type**, select from this options:
  - **Simple**: Select to create a flat list.
  - **Hierarchy**: Select to hierarchical tree list.
5. At **Scope**, **Portal** is pre-selected. This confirms that the vocabulary is only available to this portal.
6. Click the **Create Vocabulary** button. You can now add terms to this vocabulary. See "Adding the First Term (Hierarchical Vocabulary)"

▼ **Create New Vocabulary**

**Name:**

**Description:**

**Type:**  Simple  Hierarchy

**Scope:**

Creating a Vocabulary

### Editing a Vocabulary

How to edit the description of a vocabulary using the Taxonomy Manager module.

1. Click the Edit link beside the vocabulary to be edited. This opens the Edit Vocabulary page.

▼ **Taxonomy Manager**

**List of Vocabularies**

	Name	Description	Type	Scope
<a href="#">Edit</a>	Products	Toys and other products for sale.	Hierarchy	Portal
<a href="#">Edit</a>	Eco Projects	Ecofriendly projects supported by EcoZany	Simple	Application

2. In the **Description** text box, edit the description of this vocabulary.
3. Click the **Update** button.

### Deleting a Vocabulary

How to delete a vocabulary from the Taxonomy Manager module.

**Permissions:** Editors cannot delete vocabularies created by Administrators or SuperUsers. Similarly, Administrators cannot delete vocabularies created by SuperUsers.

1. Click the Edit link beside the vocabulary to be deleted. This opens the Edit Vocabulary page.

▼ Taxonomy Manager

List of Vocabularies

	Name	Description	Type	Scope
Edit	Products	Toys and other products for sale.	Hierarchy	Portal
<b>Edit</b>	Eco Projects	Ecofriendly projects supported by EcoZany	Simple	Application

Create New Vocabulary

2. Click the Delete link.

▼ Edit Vocabulary

**Edit Vocabulary**

Name: Products  
Description: Toys and other products for sale.  
Type: Hierarchy  
Scope: Portal

Update **Delete** Cancel

Add New

**Terms**

- Products
  - Dolls
  - Wooden Toys
    - Blocks

Deleting a Vocabulary

### Adding Terms (Simple Vocabulary)

How to add terms to a simple vocabulary using the Taxonomy Manager module.

1. Click the Edit link beside the vocabulary for this term. This opens the Edit Vocabulary page.

▼ Taxonomy Manager

**List of Vocabularies**

	Name	Description	Type	Scope
Edit	Products	Toys and other products for sale.	Hierarchy	Portal
<b>Edit</b>	Eco Projects	Ecofriendly projects supported by EcoZany.	Simple	Application

Create New Vocabulary

2. Click the **Add New** button. This displays the Create New Term section.
3. In the Create New Term section, complete these fields:
  - a. In the **Name** text box, enter a name for this term.
  - b. In the **Description** text box, enter a description for this term.
4. Click the **Save** button. The new term is now displayed in the Terms hierarchical list.
5. Repeat Steps 2-4 to add additional terms.

▼ Edit Vocabulary

**Edit Vocabulary**

**Name:** Eco Projects

**Description:** Ecofriendly projects supported by EcoZany.

**Type:** Simple

**Scope:** Application

Update Delete Cancel

**Terms**

Environmental

**Add New**

**Create New Term**

**Name:** Endangered Animals

**Description:** Projects assisting animals on the

**Save** Cancel

Adding a term to a simple vocabulary list

### 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.

The screenshot shows the 'Edit Vocabulary' interface. It is divided into three main sections: 'Edit Vocabulary', 'Terms', and 'Create New Term'.  
- The 'Edit Vocabulary' section on the left shows fields for 'Name: Products', 'Description: Toys and other products for sale.', 'Type: Hierarchy', and 'Scope: Portal'. It includes 'Update', 'Delete', and 'Cancel' buttons.  
- The 'Terms' section in the middle is currently empty.  
- The 'Create New Term' section on the right has 'Name: Products' and 'Description: Toys and other products for online'. It features a 'Save' button (circled in red) and a 'Cancel' button.  
- At the bottom center, there is an 'Add New' button (also circled in red).

5. The newly added term is now displayed in the Terms section. You can now add additional terms. See "Adding Additional Terms (Hierarchical Vocabulary)"

▼ **Edit Vocabulary**

**Edit Vocabulary** **Terms**

..... Products

**Name:** Products

**Description:** Toys and other products for sale.

**Type:** Hierarchy

**Scope:** Portal

Update Delete Cancel

Add New

The newly added first hierarchical term

### Adding Additional Terms (Hierarchical Vocabulary)

How to add terms to a hierarchical vocabulary using the Taxonomy Manager module.

**Important.** The first term for a vocabulary requires a different process. See "Adding the First Term (Hierarchical Vocabulary)"

1. Click the Edit link beside the vocabulary for this term. This opens the Edit Vocabulary page.
2. Click the **Add New** button. This displays the Create New Term section.
3. In the Create New Term section, complete these fields:
  - a. In the **Name** text box, enter a name for this term.
  - b. In the **Description** text box, enter a description for this term.
  - c. At **Parent Term**, select the parent term for this term.
4. Click the **Save** button. The new term is now displayed in the Terms hierarchical list.
5. Repeat Steps 2-4 to add additional terms.

Example: In the below image, the first term added was called Products. Two additional terms called Dolls and Wooden Toys were added next. Finally, this image displays the term Blocks being added to the parent category Wooden Toys.

**▼ Edit Vocabulary**

**Edit Vocabulary**

**Name:** Products

**Description:** Toys and other products for sale.

**Type:** Hierarchy

**Scope:** Portal

**Terms**

- [-] Products
  - [-] Dolls
  - [-] Wooden Toys

**Create New Term**

**Name:**

**Description:**

**Parent Term:**

**▼ Edit Vocabulary**

**Edit Vocabulary**

**Name:** Products

**Description:** Toys and other products for sale.

**Type:** Hierarchy

**Scope:** Portal

**Terms**

- [-] Products
  - [-] Dolls
  - [-] Wooden Toys
    - [-] Blocks

The newly added hierarchical term

## 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.

The screenshot displays the 'Edit Vocabulary' interface. On the left, the 'Edit Vocabulary' section shows fields for Name (Eco Projects), Description (Ecofriendly projects supported by EcoZany), Type (Simple), and Scope (Application), with 'Update', 'Delete', and 'Cancel' buttons below. In the center, the 'Terms' list contains 'Endangered Animal' and 'Environmental', with 'Environmental' highlighted in yellow and circled in red. At the bottom of the terms list is an 'Add New' button. On the right, the 'Edit Term' section shows Name (Environmental) and Description (Environmental projects) fields, with 'Update', 'Delete', and 'Cancel' buttons below. The 'Update' button in the 'Edit Term' section is circled in red.

Editing Vocabulary Terms

## Deleting Terms

How to delete one or more term associated with either a simple or hierarchical vocabulary using the Taxonomy Manager module.

1. Click the [Edit](#) link beside the vocabulary which the term is associated with. This opens the Edit Vocabulary page.
2. In the Terms list, select the term to be edited. This displays the Edit Term section.
3. Click the [Delete](#) link located below the Edit Term section.
4. Repeat Steps 2-3 to delete additional terms.
5. Click the [↩ Cancel](#) link to return to the module.

**▼ Edit Vocabulary**

**Edit Vocabulary**

**Name:** Eco Projects

**Description:** Ecofriendly projects supported by EcoZany

**Type:** Simple

**Scope:** Application

**Terms**

Endangered Animal

Environmental

**Edit Term**

**Name:** Environmental

**Description:** Environmental projects

Deleting Vocabulary Terms

## SuperUsers

### Creating a Vocabulary

How to create a new vocabulary using the Taxonomy Manager module.

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*Tip: Only the Description field can be edited once the vocabulary is saved.*

---

1. Click the **Create New Vocabulary** button located at the base of the Taxonomy Manager module. This opens the Create New Vocabulary page.
2. In the **Name** text box, enter the name for this vocabulary.
3. In the **Description** text box, enter the description of this vocabulary.
4. At **Type**, select from this options:
  - **Simple:** Select to create a flat list.
  - **Hierarchy:** Select to hierarchical tree list.
5. At **Scope**, choose from these options:
  - **Application:** The vocabulary is available to all portals within this DNN application.
  - **Portal:** The vocabulary is only available to this portal.
6. Click the **Create Vocabulary** button. You can now add terms to this vocabulary.

▼ **Create New Vocabulary**

**Name:**

**Description:**

**Type:**  Simple  Hierarchy

**Scope:**  Application  Portal

Creating a Vocabulary

### Editing User Entered Tags

How to edit tags which have been created by users.

1. Click the Edit link beside the pre-existing entry named "Tags". This opens the Edit Vocabulary page.

▼ **Taxonomy Manager**  

**List of Vocabularies**

	Name	Description	Type	Scope
<a href="#">Edit</a>	Tags	System Vocabulary for free form user entered Tags	Simple	Application



2. In the Terms list, select the tag 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.
4. Click the **Update** button.
5. Repeat Steps 2-4 to edit additional tags.
6. Click the  Cancel link to return to the module.

▼ **Edit Vocabulary**

**Edit Vocabulary**

**Name:** Tags

**Description:** System Vocabulary for free form user entered Tags

**Type:** Simple

**Scope:** Application

**Terms**

Dolls  
Rocking Horses  
Stuffed Toys

**Edit Term**

**Name:** Dolls

**Description:**

### Deleting User Entered Tags

How to delete tags which have been created by users.

1. Click the Edit link beside the pre-existing entry named "Tags". This opens the Edit Vocabulary page.

▼ **Taxonomy Manager**

**List of Vocabularies**

	Name	Description	Type	Scope
<a href="#">Edit</a>	Tags	System Vocabulary for free form user entered Tags	Simple	Application

2. In the Terms list, select the tag to be edited. This displays the Edit Term section.
3. Click the Delete link.
4. Repeat Steps 2-3 to delete additional tags.

## Users and Roles

### Controlling Site Access

Site access is controlled by restricting access to pages and modules to users who are members of particular security roles. See "Key Concepts"

The following is modules are used to restrict site access:

- The Security Roles module is used to create roles which one or more users (user accounts) can be assigned to. See "About the Security Roles Module".
- The User Accounts module is used to create user accounts. See "About the User Accounts Module"
- The File Manager module is used in controlling site access when folders containing files are restricted to one or more roles. See "About the File Manager Module".
- Access to view and manage pages and modules is restricted using page settings or module settings. See "About Page Permissions" and "Setting Module Permissions"

## Add New User

### About the Add New User Module

The Add New User module enables authorized users to create new user accounts.

---

*Tip: This module forms part of the Users & Roles module package.*

---

Once the user account is created, it can be managed using the User Accounts module. See "About the User Accounts Module"

**▼ Add New User**

**Add New User**

🔒 **User Name:**  🔒

🔒 **First Name:**  🔒

🔒 **Last Name:**  🔒

🔒 **Display Name:**  🔒

🔒 **Email Address:**  🔒

🔒 **Authorize:**

🔒 **Notify:**

**Optionally enter a password for this user, or allow the system to generate a random password**

🔒 **Random Password**

🔒 **Password:**  🔒

🔒 **Confirm Password:**  🔒

 **Add New User**  **Cancel**

The Add New User Module

## Adding a User Account

How to add new user accounts to this site using the Add New User module. Note: The Add New User module is part of the Users & Roles module package.

---

*Tip: Fields marked with a Required  icon are mandatory.*

---

1. Go to the Add New User module.
2. In the **User Name** text box, enter a user name. The user name cannot be changed. Note: Usernames are unique; a new user cannot be added with an existing Username. If you attempt to save a user account using an existing username this displays the message: "A User Already Exists For the Username Specified. Please Register Again Using A Different Username."
3. In the **First Name** text box, enter the person's first name.
4. In the **Last Name** text box, enter the person's last name.
5. In the **Display Name** text box, enter the name to be displayed to other site members. Note: This field may not be displayed. "Managing User Account Settings"
6. In the **Email Address** text box, enter a valid email address.
7. At **Authorize**, select from the following options:
  - Check  the check box if the user is authorized to access the portal. This will automatically provide access to the Registered User role and any roles set for Auto Assignment. This is the default setting.
  - Uncheck  the check box if the new user is not yet authorized to access the portal. The Administrator is required to authorize this account at a later date.
8. At **Notify**, select from the following options:
  - Check  the check box to send a notification email to the user's email address. This is the default setting.
  - Uncheck  the check box if you don't wish to send notification. If the account is not authorized, you may like to send the notification at a later time.
9. To create the user's password, select from these options:
  - To generate a random password, check  the **Random Password** check box.
  - To create a password manually:
    - a. Uncheck  the **Random Password** check box.
    - b. In the **Password** text box, enter a password.

c. In the **Confirm Password** text box, re-enter the same password.

▼ **Add New User**

**Add New User**

User Name:  

First Name:  

Last Name:  

Display Name:  

Email Address:  

Authorize:

Notify:

Optionally enter a password for this user, or allow the system to generate a random password

Random Password

Password:  

Confirm Password:  

 **Add New User**  **Cancel**

10. Click the  Add New User link.

---

*Tip: The site may be set to required unique passwords, as for usernames. In this case, choose a new password, or opt for a random password.*

---

## Security Roles

### ***About 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.*

---

Security Roles						
Filter By Role Group:		< Global Roles >				
Name	Description	Fee Every Period	Trial Every Period	Public	Auto	
Administrators	Portal Administration			<input type="checkbox"/>	<input type="checkbox"/>	
Monthly Online Magazine	Join this free service to receive our online magazine each month including monthly prize draw, discount coupons and more			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Newsletter	Subscribe to our monthly newsletter on what's new in wholistic medicine and our latest classes.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Registered Users	Registered Users			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Subscribers	A public role for portal subscriptions			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[+ Add New Role Group](#)
[+ Add New Role](#)
[User Settings](#)

The Security Roles Module

## 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 pages, 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.

### ***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 Account 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 menu - OR - Click the  Add New Role link.
2. In the **Basic Settings** section complete the following fields:
  - a. In the **Role Name** text box, enter a name for the Security Role.
  - b. In the **Description** text box, enter a brief description of the Security Role.
  - c. **Optional. At Role Group**, select a group for this role if desired. Note: One or more role groups must already be created to set this field. You can also associate a role with a role group at a later time. See "Adding a Role Group"
  - d. At **Public Role?**, select one of the following options:
    - Check  the check box if all users are able to view details of this role and subscribe to this role. Users can subscribe to or unsubscribe from these roles when they manage their profile.
    - Uncheck  the check box if the role is Private. Only Administrators can add a user to a private role unless it has an RSVP Code or RSVP Link (see below) which has been supplied to the user.
  - e. At **Auto Assignment?**, choose from the following options:
    - Check  the check box if users are automatically assigned to this role.
    - Uncheck  the check box if users must be manually added to the role.
4. Click the  Update link.

**Edit Security Roles**

**Basic Settings**

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

**Role Name:** Marketing

**Description:** Members of staff within the Marketing department.

**Role Group:** Staff

**Public Role?:**

**Auto Assignment?:**

**Advanced Settings**

[Update](#) [Cancel](#)

Adding a Security Role - Basic Settings

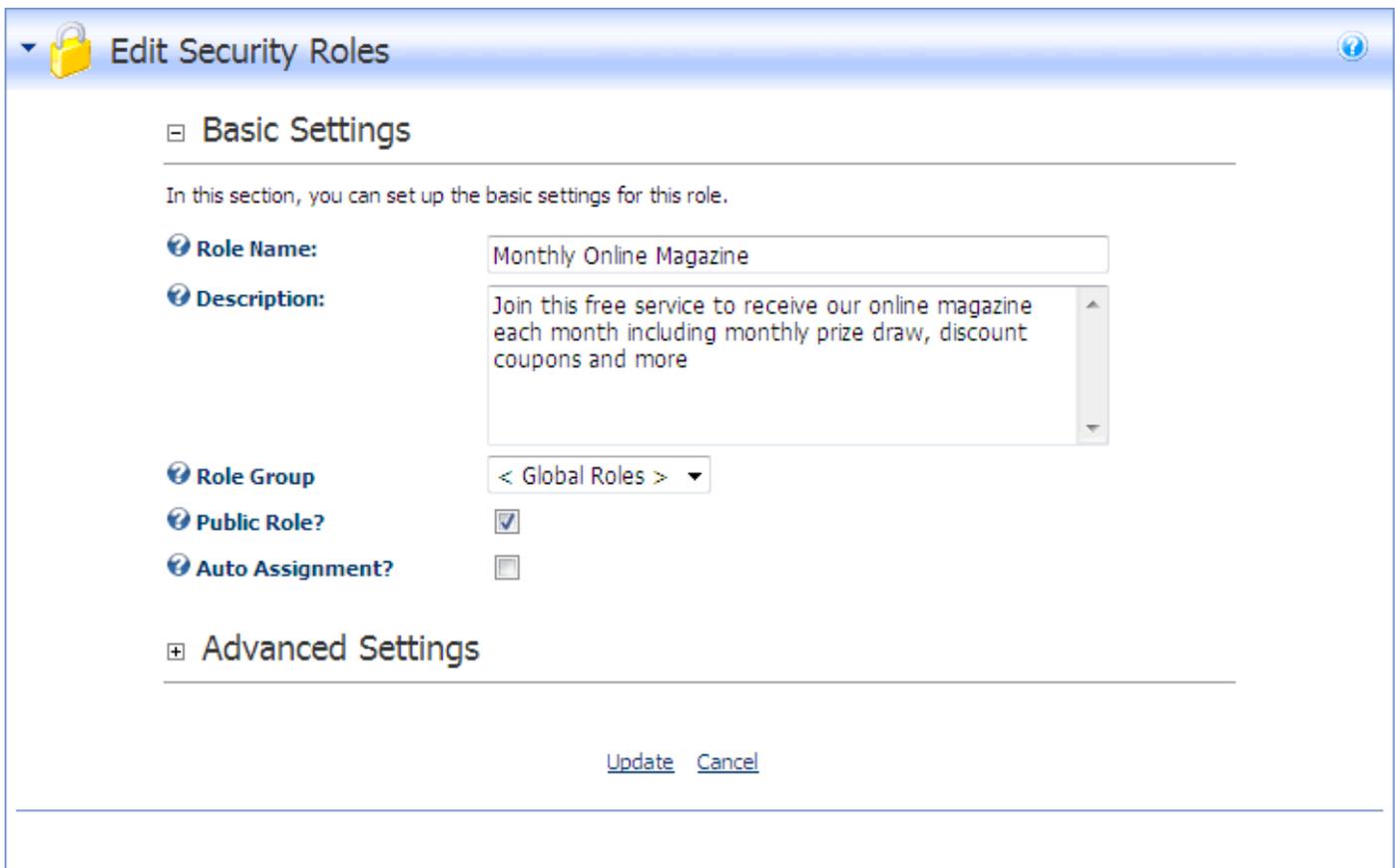
### Creating a Membership Service

How to create a Membership Service using the Security Roles module. A Membership Service is a security role which is set as Public. These roles are displayed to users when they manage their account under the Manage Services link on the Manage Profile page. For here users can view details of the available membership services and elect to subscribe to or unsubscribe to them. A trial period, trial fee, service period, and service fee can also be set for membership services. "Adding a Security Role with a Fee"

1. Select **+ Add New Role** from the module menu - OR - Click the **+ Add New Role** link.
2. Go to the **Basic Settings** section.
3. In the **Role Name** text box, enter a name for the role.
4. In the **Description** text box, enter a brief description of the role.
5. **Optional.** At **Role Group**, select a role group for this role if required.
6. At **Public Role?**, check  the check box to set this role as a Membership Service.

7. **Optional.** At **Auto Assignment**, select from the following options:

- Check  the check box to assign all users to this role. This includes both existing and new users.
- Uncheck  the check box if users must subscribe to the role.



**Edit Security Roles**

**Basic Settings**

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

**Role Name:** Monthly Online Magazine

**Description:** Join this free service to receive our online magazine each month including monthly prize draw, discount coupons and more

**Role Group:** < Global Roles >

**Public Role?:**

**Auto Assignment?:**

**Advanced Settings**

[Update](#) [Cancel](#)

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

---

*Tip: The new role is now displayed as a member's service on the View Profile (also called the My Profile) module.*

---

**Manage Profile**

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

This section allows you to manage your subscriptions on the site. You can subscribe to some Services by entering an RSVP Code. If you have been given a special RSVP code you can subscribe to these Services by entering the code in the RSVP Code field and clicking the "Subscribe" button next to the field.

To manage the other subscription services provided by this site you can use the grid below. Some services may require payment. If this is the case you will be redirected to a payment site. When you return to this site, you can check back here to view your subscription.

[Subscribe](#)

	Name	Description	Service Fee	Trial Fee	Expiry Date
<a href="#">Unsubscribe</a>	Subscribers	A public role for portal subscriptions	Free	Free	
<a href="#">Subscribe</a>	Monthly Online Magazine	Join this free service to receive our online magazine each month including monthly prize draw, discount coupons and more	Free	Free	
<a href="#">Subscribe</a>	Newsletter	Subscribe to our monthly newsletter on what's new in wholistic medicine and our latest classes.	Free	Free	

Member Services displayed on the Manage Profile page on the User Profile page

### Adding a Security Role with a Fee

How to create a security role which charges a subscription and/or a trial fee using the Security Roles module.

**Important:** You will need to configure the Payment Processor under Site Settings, in order to enable fee based roles/services. The fee and billing period fields do not display until the payment processor is configured. See "Setting the Payment Processor"

1. Select **+ Add New Role** from the module menu - OR - Click the **+ Add New Role** link.
2. In the **Basic Settings** section complete the following fields:
  - a. In the **Role Name** text box, enter a name for the Security Role.
  - b. In the **Description** text box, enter a brief description of the Security Role.
  - c. **Optional.** At **Role Group**, select a group for this role if required.
  - d. At **Public Role?**, select one of the following options:
    - Check  the check box if all users are able to view details of this role and subscribe to this role. Public Roles can be maintained by user on their profile under Manage Service.

- Uncheck  the check box if the role is Private. Details of private roles are not displayed on the user profile page. Only Administrators can add a user to a Private role unless it has an RSVP Code (see below) which has been supplied to the user.

e. At **Auto Assignment**, choose from the following options:

- Check  the check box if users are automatically assigned to this role.
- Uncheck  the check box if users must be manually added to the role.

3. **Maximize**  the **Advanced Settings** section and complete one or more of the following fee settings:

- a. In the **Service Fee** text box, enter the fee amount charged to become a member of the Security Role. If no fee is to be charged, leave this field blank. If no service fee is charged, skip to Step 3C.
- b. In the **Billing Period (Every)** text box, enter a number and select a billing period. If no fee is charged, but access to the role will expire on a given day, complete this field as this sets the access period for the role.
- c. In the **Trial Fee** text box, enter the fee amount charged to access the Security Role for a trial period. If no fee is charge, leave this field blank. If no trial period is charged, skip to Step 4.
- d. In the **Trial Period (Every)** text box, enter a number and select a billing period. If no trial fee is charged, but access to the role will expire on a given day, complete this field as this sets the access period for the role.

4. **Optional.** The following optional **Advanced Settings** are also available:

- a. In the **RSVP Code** text box, enter a code which enables users to subscribe to this role.
- b. At **Icon**, select or upload an image for the role. "Setting a File Link"

 **Edit Security Roles**

**Basic Settings**

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

**Role Name:**

**Description:**

**Role Group:**

**Public Role:**

**Auto Assignment:**

**Advanced Settings**

In this section, you can set up more advanced settings for this role.

**Service Fee:**

**Billing Period (Every):**

**Trial Fee:**

**Trial Period (Every):**

**RSVP Code:**

**RSVP Link:**

**Icon:** **File Location:**   
**File Name:**   
[Upload New File](#)

 **Update**    **Cancel**

5. Click the  Update link.

### Adding a Security Role with an RSVP Code

How to create an RSVP Code for a security role using the Security Roles module. By providing the RSVP code or link to users you can enable them to subscribe to the role either by linking on the link or by entering the code on the Manage Services page when managing their User Profile.

1. Select  **Add New Role** from the module menu - OR - Click the  Add New Role link.
2. In the **Basic Settings** section complete the following fields:
  - a. In the **Role Name** text box, enter a name for the Security Role.
  - b. In the **Description** text box, enter a brief description of the Security Role.
  - c. **Optional.** At **Role Group**, select a group for this role if desired.
  - d. At **Public Role?**, choose from the following options:
    - Check  the check box if all users are able to view details of this role and subscribe to this role. Users can subscribe to or unsubscribe from these roles when they manage their profile.
    - Uncheck  the check box if the role is Private.
  - e. At **Auto Assignment?**, choose from the following options:
    - Check  the check box if users are automatically assigned to this role.
    - Uncheck  the check box if users must be manually added to the role.
3. **Maximize**  the **Advanced Settings** section.
  - a. In the **RSVP Code** text box, enter a code which enables users to subscribe to this role. The code can be any combination of letters and numbers.
4. Click the  Update link. This saves the new role and generates an RSVP link which displays on the Edit Security Roles page. See "Obtaining an RSVP Link"

▼
🔒

## Edit Security Roles

☐ **Basic Settings**

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

🔗 **Role Name:**

🔗 **Description:**

🔗 **Role Group:**

🔗 **Public Role:**

🔗 **Auto Assignment:**

Newsletter

Monthly newsletter includes new product reviews, giveaway and competition offers.

< Global Roles > ▼

☐ **Advanced Settings**

In this section, you can set up more advanced settings for this role.

🔗 **Service Fee:**

🔗 **Billing Period (Every):**

🔗 **Trial Fee:**

🔗 **Trial Period (Every):**

🔗 **RSVP Code:**

🔗 **RSVP Link:**

🔗 **Icon:**

None ▼

None ▼

N!ce!

**File Location:**  
Root ▼

**File Name:**  
<None Specified> ▼

[Upload New File](#)

🔄 **Update**

↩
Cancel

Adding a Security Role with an RSVP Code

### Obtaining an RSVP Link

How to obtain an RSVP link using the Security Roles module. Once you have created a security role with an RSVP Code an RSVP Link will be generated for that role. Users can subscribe to the role simply by clicking on the link or going to the URL.

1. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role, or select **<All Roles>**.
2. Click the **Edit**  button beside the required Security Role.
3. **Maximize**  the **Advanced Settings** section.
4. At **RSVP Link**, copy the link.
5. Click the  **Cancel** link to return to the module.

### Edit Security Roles

---

#### Basic Settings

---

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

**Role Name:** Newsletter

**Description:**

**Role Group:**

**Public Role:**

**Auto Assignment:**

---

#### Advanced Settings

---

In this section, you can set up more advanced settings for this role.

**Service Fee:**

**Billing Period (Every):**

**Trial Fee:**

**Trial Period (Every):**

**RSVP Code:**

**RSVP Link:**

**Icon:**

**File Location:**

**File Name:**

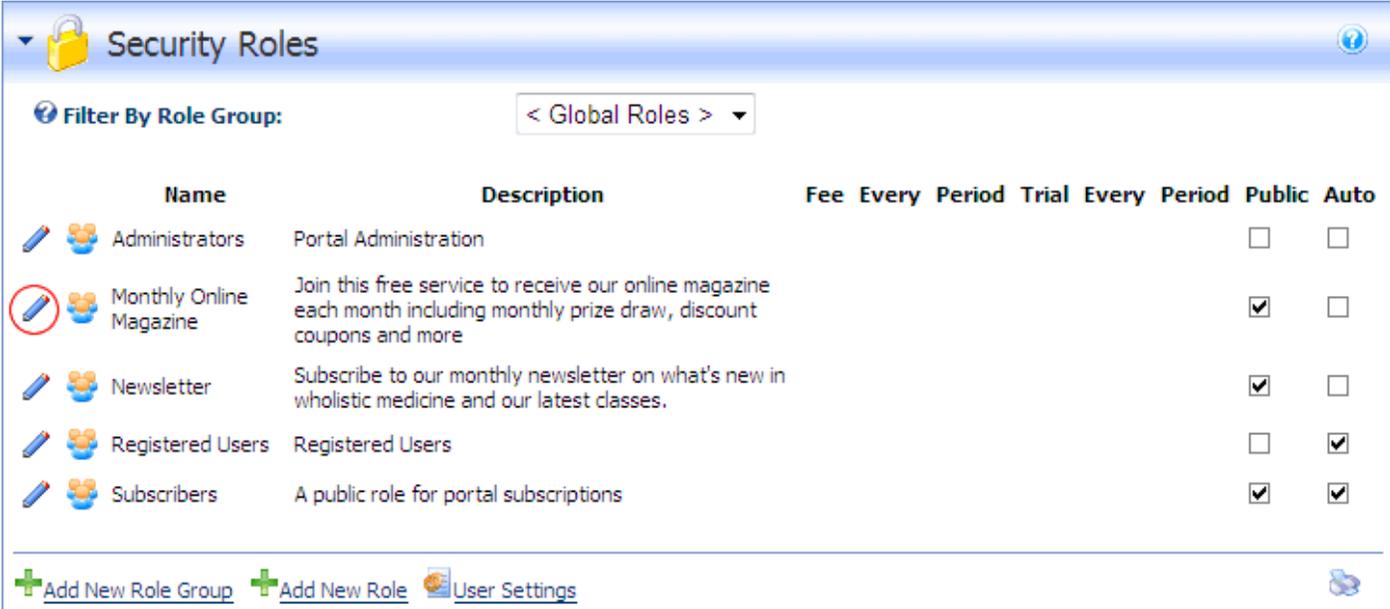
[Upload New File](#)

 **Update**  **Delete**  **Manage Users in this Role**  **Cancel**

## Editing a Security Role

How to edit the settings and details of a security role using the Security Roles module.

1. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role, or select **<All Roles>**.
2. Click the **Edit**  button beside the role to be edited.
3. Edit the settings as required.
4. Click the  Update link.



Name	Description	Fee Every Period	Trial Every Period	Public	Auto
  Administrators	Portal Administration			<input type="checkbox"/>	<input type="checkbox"/>
  Monthly Online Magazine	Join this free service to receive our online magazine each month including monthly prize draw, discount coupons and more			<input checked="" type="checkbox"/>	<input type="checkbox"/>
  Newsletter	Subscribe to our monthly newsletter on what's new in wholistic medicine and our latest classes.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
  Registered Users	Registered Users			<input type="checkbox"/>	<input checked="" type="checkbox"/>
  Subscribers	A public role for portal subscriptions			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Editing a Security Role

## Deleting a Security Role

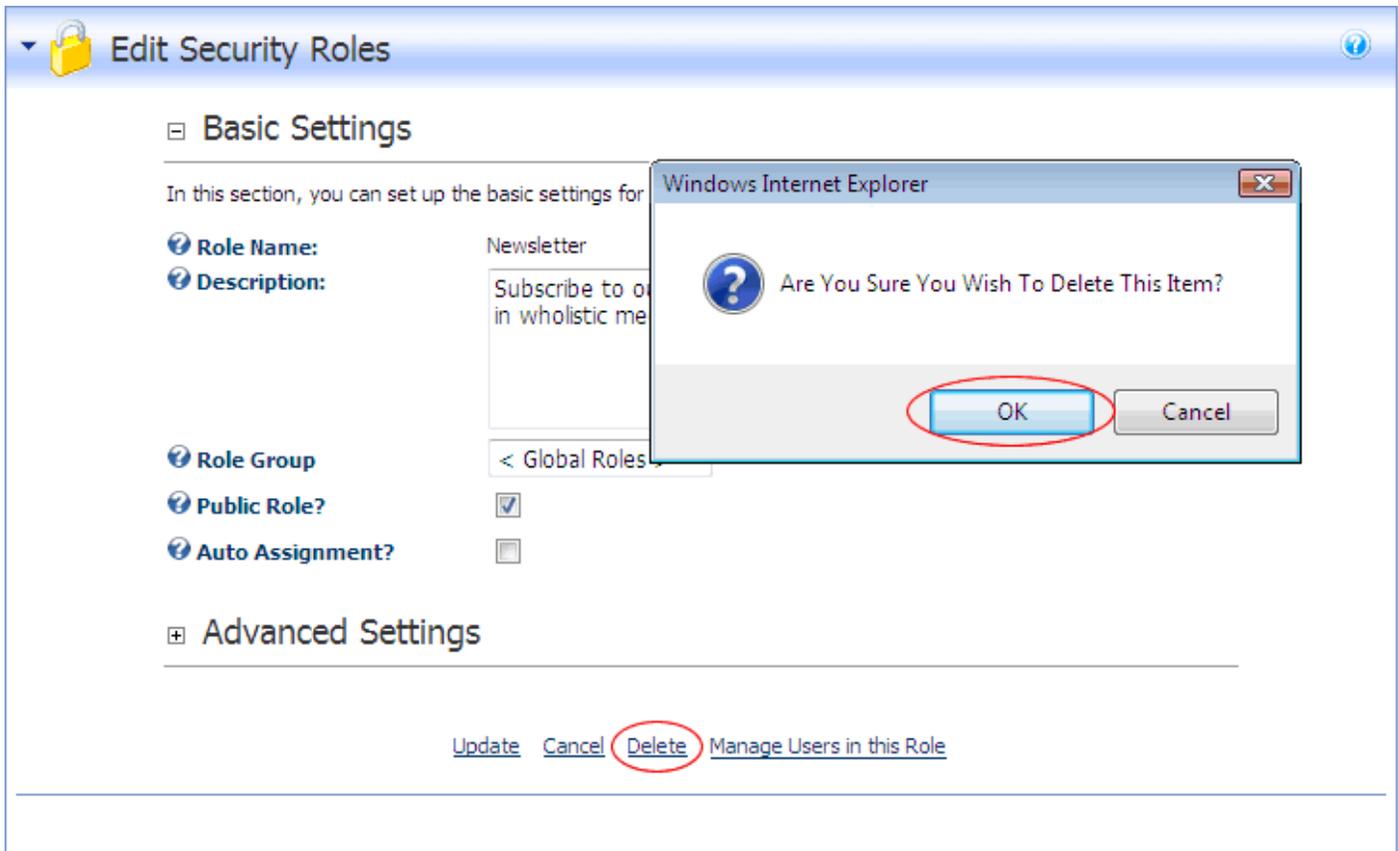
How to permanently delete a security role from the Security Roles module. This will also delete the information of which users were members of this role.

---

*Tip: The Administrators and Registered Users roles cannot be deleted.*

---

1. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role, or select **< All Roles >**.
2. Click the **Edit**  button beside the role to be deleted.
3. Click the  Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm.



Deleting a Security Role

### Adding a Role Group

How to add a role group to a Security Role using the Security Roles module. Role Groups enable you to group multiple roles together, making them easier to manage. E.g. The Role Group called Staff could have the following Security Roles associated with it: All Staff, 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 menu - OR - Click the **+ Add New Role Group** link.
2. In the **Group Name** text box, enter a name for the Security Role Group. E.g. Staff
3. In the **Description** text box, enter a brief description of the Security Role Group.
4. Click the Update link.

**Edit Role Group**

Group Name: Staff

Description: All staff members.

[Update](#) [Cancel](#)

Adding a Role Group

### Editing a Role Group

How to edit a security role group using the Security Roles module.

1. At **Filter By Role Group**, select the role group from the drop-down box. This displays the Edit button beside this field.
2. Click the **Edit**  button. This opens the Edit Role Group page.
3. In the **Group Name** text box, edit the name of the role group.
4. In the **Description** text box, edit the role group description.
5. Click the [Update](#) link.

**Security Roles**

Filter By Role Group: Staff 

Name	Description	Fee	Every
<a href="#">+ Add New Role Group</a> <a href="#">+ Add New Role</a> <a href="#">User Settings</a>			

Editing a role group

### Deleting a Role Group

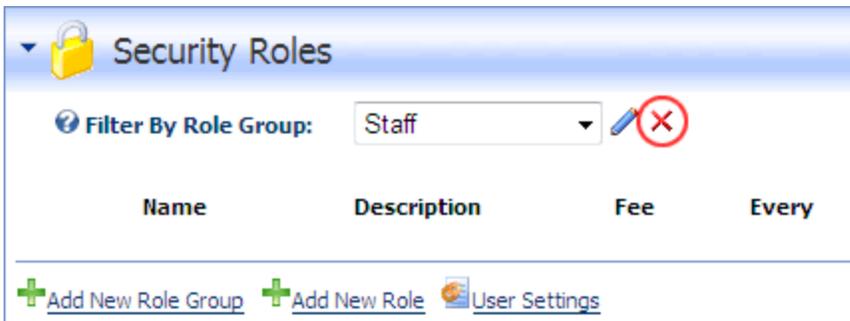
How to delete a role group from the Security Roles module.

---

*Tip: You must first remove all roles belonging to that role group. This can be achieved by editing each role associated with the Role Group and either changing the associated role group - OR - disassociating the role group from all roles. E.g. selecting <Global Roles>. If a role group has associated roles, the delete option will not be displayed.*

---

1. At **Filter By Role Group**, select the role group from the drop-down box.
2. Click the **Delete**  button. This displays the message "Are You Sure You Wish To Delete This Item?"



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

### 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.

 **User Roles**

**Manage Users in Role: Translator (en-US)**

**User Name**   **Effective Date**  **Expiry Date**  

**Send Notification?**

---

User Name	Effective Date	Expiry Date



- Repeat Steps 3-7 to add new users.
- 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.

- Click the **Manage Users**  button beside the role.
- 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'.
- Optional.** At **Effective Date**, click the **Calendar**  button and select the first date the user can access this role. Where no date is selected access will be immediately granted.
- Optional.** At **Expiry Date** click the **Calendar**  button and select the last date the user can access this role. Where no date is selected access will not expire.
- 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.
- 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.
- Click the  Cancel link to return to the module.

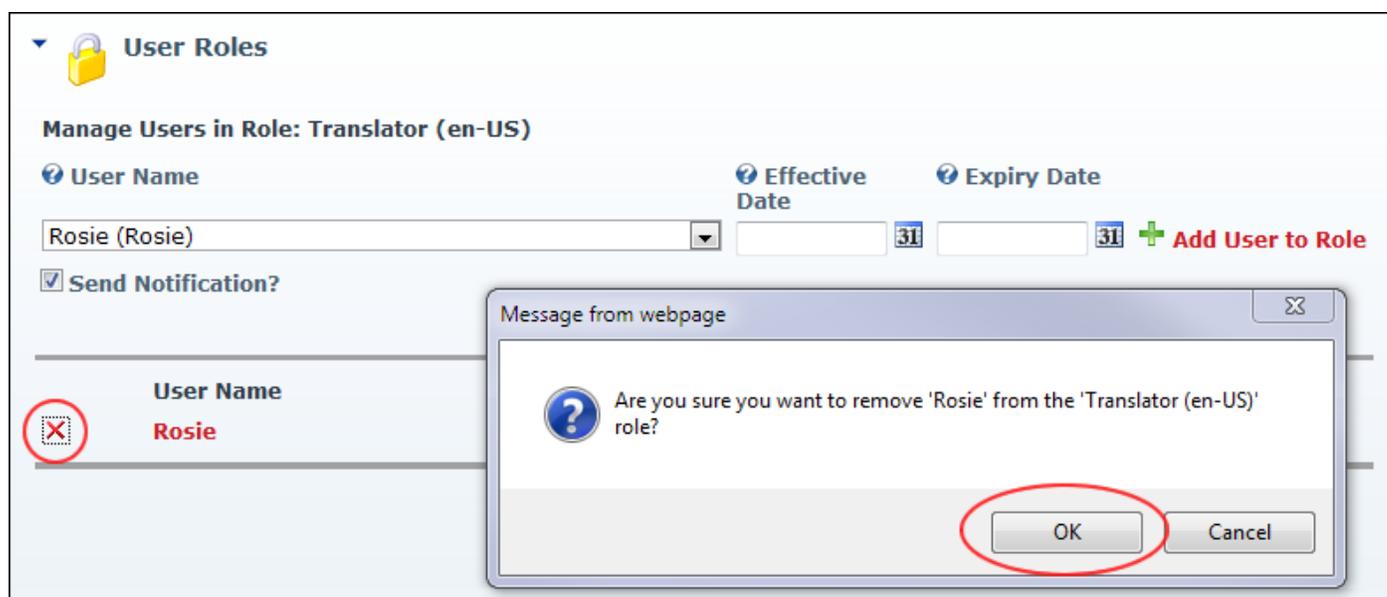
### Related Topics:

- 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.

---

*Tip: This module forms part of the Users & Roles module package.*

---

**User Accounts**

Search:  Username

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted**

	Username	Display Name	Address	Telephone	Created Date	Authorized
	admin	Rosie	Flat 24, 101 Blackburn Road, New York, United States		3/2/2011 11:37:46 AM	<input checked="" type="checkbox"/>
	Akridge	Elden Akridge			3/24/2011 9:32:48 AM	<input type="checkbox"/>
	Allett	Romeo Allett			3/24/2011 9:32:50 AM	<input type="checkbox"/>
	Anaya	Yanira Anaya			3/24/2011 9:32:38 AM	<input type="checkbox"/>
	Annie	Annabella Chin			3/9/2011 1:10:23 PM	<input checked="" type="checkbox"/>
	Araujo	Amalia Araujo			3/24/2011 9:32:52 AM	<input checked="" type="checkbox"/>
	Arent	Lavina Arent			3/24/2011 9:32:37 AM	<input checked="" type="checkbox"/>
	Arndt	Mark Arndt			3/24/2011 9:32:44 AM	<input checked="" type="checkbox"/>
	Ashbolt	Margarett Ashbolt			3/24/2011 9:32:39 AM	<input checked="" type="checkbox"/>
	Asikainen	Nisha Asikainen			3/24/2011 9:32:50 AM	<input checked="" type="checkbox"/>

Page 1 of 10 First Previous [1] **2 3 4 5 6 7 8 9 10** Next Last

[+ Add New User](#) [X Remove Deleted Users](#) [Delete Unauthorized Users](#) [Manage Profile Properties](#) [User Settings](#)

The User Accounts module

## All Users

### Filtering User Accounts

How to filter user account records using the User Accounts module. User Accounts can be filtered by the user name, online status, unauthorized users and deleted users.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module. The filter options are displayed below the search box.

**User Accounts**

Search:  Username

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted**

	Username	Display Name	Address	Telephone	Created Date	Authorized
  	Abrahamsson	Heather Abrahamsson			3/24/2011 9:32:42 AM	<input checked="" type="checkbox"/>
 	admin	Rosie	Flat 24, 101 Blackburn Road, New York, United States		3/2/2011 11:37:46 AM	<input checked="" type="checkbox"/>
  	akin	Suzan akin			3/24/2011 9:32:41 AM	<input checked="" type="checkbox"/>
  	Akridge	Elden Akridge			3/24/2011 9:32:48 AM	<input checked="" type="checkbox"/>
  	Allett	Romeo Allett			3/24/2011 9:32:50 AM	<input checked="" type="checkbox"/>
  	Anaya	Yanira Anaya			3/24/2011 9:32:38 AM	<input checked="" type="checkbox"/>
  	Annie	Annabella Chin			3/9/2011 1:10:23 PM	<input checked="" type="checkbox"/>
  	Araujo	Amalia Araujo			3/24/2011 9:32:52 AM	<input checked="" type="checkbox"/>
  	Arent	Lavina Arent			3/24/2011 9:32:37 AM	<input checked="" type="checkbox"/>
  	Arnendt	Mark Arnendt			3/24/2011 9:32:44 AM	<input checked="" type="checkbox"/>

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[+ Add New User](#) [X Remove Deleted Users](#) [Delete Unauthorized Users](#) [Manage Profile Properties](#) [User Settings](#)

2. Select a filter from these options:

- Click on the linked letter of the alphabet which is the first letter of the persons user name. This displays all matching user accounts in alphabetical order.
- Click the Online link. This displays users who are currently logged in to this site. This filter is integrated with the Users Online module which must be enabled by the Host. "About the Users Online Module"
- Click the Unauthorized link. This displays unauthorized user accounts listed in alphabetical order by username. Use the Pager Control to navigate to further records. "About the Pager Control"
- Click the Deleted link. This displays users whose accounts have been deleted but not removed.

---

*Tip: Use the Pager Control to navigate to additional records which are not currently displayed. "About the Pager Control"*

---

## Viewing All User Accounts

How to view all user accounts in the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a User Accounts module.
2. 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 Control"

**User Accounts**

Search:  Username

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) **All** [Online](#) [Unauthorized](#) [Deleted](#)

	Username	Display Name	Address	Telephone	Created Date	Authorized
  	Abrahamsson	Heather Abrahamsson			3/24/2011 9:32:42 AM	<input checked="" type="checkbox"/>
 	admin	Rosie	Flat 24, 101 Blackburn Road, New York, United States		3/2/2011 11:37:46 AM	<input checked="" type="checkbox"/>
  	akin	Suzan akin			3/24/2011 9:32:41 AM	<input checked="" type="checkbox"/>
  	Akridge	Elden Akridge			3/24/2011 9:32:48 AM	<input checked="" type="checkbox"/>
  	Allett	Romeo Allett			3/24/2011 9:32:50 AM	<input checked="" type="checkbox"/>
  	Anaya	Yanira Anaya			3/24/2011 9:32:38 AM	<input checked="" type="checkbox"/>
  	Annie	Annabella Chin			3/9/2011 1:10:23 PM	<input checked="" type="checkbox"/>
  	Araujo	Amalia Araujo			3/24/2011 9:32:52 AM	<input checked="" type="checkbox"/>
  	Arent	Lavina Arent			3/24/2011 9:32:37 AM	<input checked="" type="checkbox"/>
  	Arndt	Mark Arndt			3/24/2011 9:32:44 AM	<input checked="" type="checkbox"/>

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[+ Add New User](#) [✗ Remove Deleted Users](#) [🗑 Delete Unauthorized Users](#) [📄 Manage Profile Properties](#) [⚙ User Settings](#) [✎](#)

*Tip: "Managing User Account Settings" to modify the default number of records displayed or to display all records by default*

### 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. Navigate to Admin > **User Accounts** - OR - Go to a User Accounts module. The search box is displayed at the top of the module.
2. In the **Search** text box, enter the search criteria.

3. 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.

4. Click the **Search**  button.

**User Accounts**

Search:  Username

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

Username	Display Name	Address	Telephone	Created Date	Authorized
addart	Julie			3/24/2011 11:55:34 AM	<input checked="" type="checkbox"/>
admin	Rosie	Flat 24, 101 Blackburn Road, New York, United States		3/2/2011 11:37:46 AM	<input checked="" type="checkbox"/>

Page 1 of 1 First Previous Next Last

[+ Add New User](#)
[X Remove Deleted Users](#)
[Delete Unauthorized Users](#)
[Manage Profile Properties](#)
[User Settings](#)

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.

---

*Tip: Required fields display the **Required**  icon.*

---

1. Select **+ Add New User** from the User Accounts module menu - OR - Click the **+ Add New User** link. This opens the Edit User Accounts 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 Account 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. In the **Password** text box, enter a password.
  - b. In the **Confirm Password** text box, re-enter the same password.

10. Click the  [Add New User](#) link.

 **Edit User Accounts**

**Add New User**

**User Name:**  

**First Name:**  

**Last Name:**  

**Display Name:**  

**Email Address:**  

**Authorize:**

**Notify:**

Optionally enter a password for this user, or allow the system to generate a random password

**Random Password**

**Password:**  

**Confirm Password:**  

 **Add New User**  **Cancel**

---

*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.*

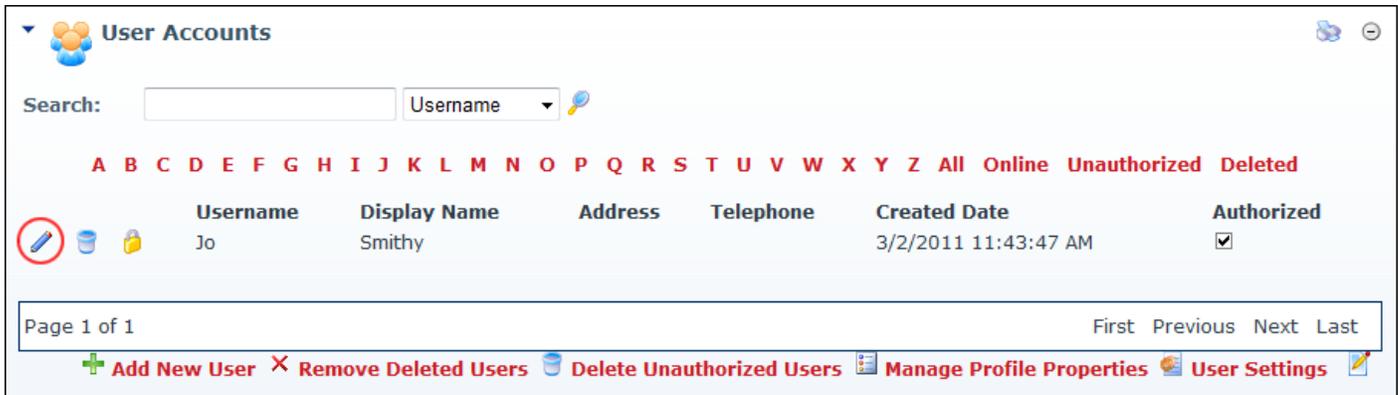
---

## Editing a User Account

How to edit the details of a user's account using the User Accounts module.

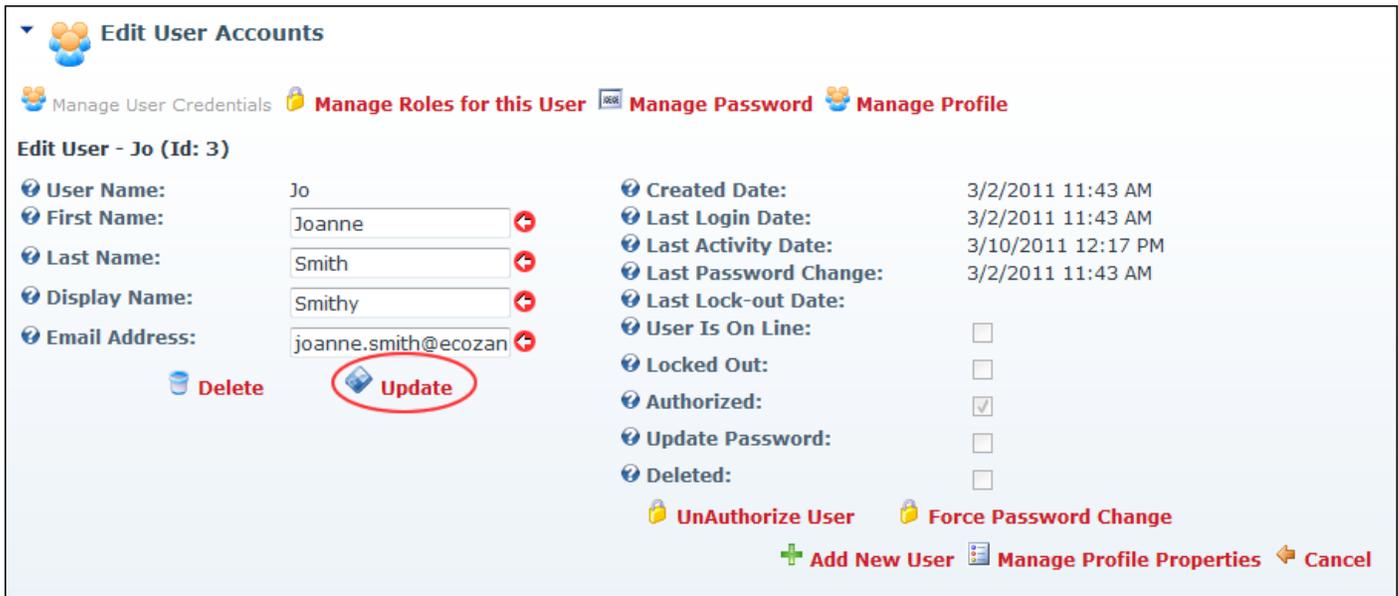
*Tip: The user name field cannot be edited.*

1. Locate the user account to be edited by applying a filter or by performing a searching.
2. Click the **Edit**  button beside their record.



The screenshot shows the 'User Accounts' module interface. At the top, there is a search bar with a dropdown menu set to 'Username'. Below the search bar is a navigation bar with letters A through Z, 'All', 'Online', 'Unauthorized', and 'Deleted'. A table lists user accounts with columns for Username, Display Name, Address, Telephone, Created Date, and Authorized. The first row shows a user named 'Jo' with display name 'Smithy', created on 3/2/2011 at 11:43:47 AM, and is authorized. Below the table are navigation links: 'Page 1 of 1', 'First', 'Previous', 'Next', 'Last'. At the bottom, there are several action buttons: '+ Add New User', 'X Remove Deleted Users', 'Delete Unauthorized Users', 'Manage Profile Properties', and 'User Settings'.

3. On the **Edit User Accounts - Manage User Credentials** page, edit one or more fields as required.



The screenshot shows the 'Edit User Accounts' page for user 'Jo (Id: 3)'. It features several tabs: 'Manage User Credentials', 'Manage Roles for this User', 'Manage Password', and 'Manage Profile'. The 'Manage User Credentials' tab is active, showing a form with the following fields: 'User Name' (Jo), 'First Name' (Joanne), 'Last Name' (Smith), 'Display Name' (Smithy), and 'Email Address' (joanne.smith@ecozaan). To the right of these fields are several status and date fields: 'Created Date' (3/2/2011 11:43 AM), 'Last Login Date' (3/2/2011 11:43 AM), 'Last Activity Date' (3/10/2011 12:17 PM), 'Last Password Change' (3/2/2011 11:43 AM), 'Last Lock-out Date', 'User Is On Line' (checkbox), 'Locked Out' (checkbox), 'Authorized' (checkbox checked), 'Update Password' (checkbox), and 'Deleted' (checkbox). Below the form are buttons for 'Delete' and 'Update' (circled in red). At the bottom, there are additional action buttons: 'UnAuthorize User', 'Force Password Change', '+ Add New User', 'Manage Profile Properties', and 'Cancel'.

4. Click the  Update link.

## Unauthorizing a User Account

How to unauthorize a user account using the User Accounts module. Unauthorized users are unable to login to the site and therefore cannot access role restricted areas of the site.

1. Locate the user account to be edited by applying a filter or by performing a searching.
2. Click the **Edit**  button beside their record. This opens the Edit User Accounts - Manage User Credentials page.
3. Click the  [UnAuthorize User](#) link.

**Edit User Accounts**

 Manage User Credentials
  **Manage Roles for this User**
 **Manage Password**
 **Manage Profile**

**Edit User - Jo (Id: 3)**

 <b>User Name:</b>	Jo	 <b>Created Date:</b>	3/2/2011 11:43 AM
 <b>First Name:</b>	<input type="text" value="Joanne"/> 	 <b>Last Login Date:</b>	3/2/2011 11:43 AM
 <b>Last Name:</b>	<input type="text" value="Smith"/> 	 <b>Last Activity Date:</b>	3/10/2011 12:17 PM
 <b>Display Name:</b>	<input type="text" value="Smithy"/> 	 <b>Last Password Change:</b>	3/2/2011 11:43 AM
 <b>Email Address:</b>	<input type="text" value="joanne.smith@ecoza"/> 	 <b>Last Lock-out Date:</b>	
	 <b>Delete</b>  <b>Update</b>	 <b>User Is On Line:</b>	<input type="checkbox"/>
		 <b>Locked Out:</b>	<input type="checkbox"/>
		 <b>Authorized:</b>	<input checked="" type="checkbox"/>
		 <b>Update Password:</b>	<input type="checkbox"/>
		 <b>Deleted:</b>	<input type="checkbox"/>
		 <b>UnAuthorize User</b>	 <b>Force Password Change</b>
		 <b>Add New User</b>	 <b>Manage Profile Properties</b>  <b>Cancel</b>

4. This displays the message " User successfully Un-Authorized" at the top of the module, removes the tick from the Authorized check box, and displays the  [Authorized User](#) link.

**Edit User Accounts**

 User successfully Un-Authorized

 Manage User Credentials
  **Manage Roles for this User**
 **Manage Password**
 **Manage Profile**

**Edit User - Jo (Id: 3)**

 <b>User Name:</b>	Jo	 <b>Created Date:</b>	3/2/2011 11:43 AM
 <b>First Name:</b>	<input type="text" value="Joanne"/> 	 <b>Last Login Date:</b>	3/2/2011 11:43 AM
 <b>Last Name:</b>	<input type="text" value="Smith"/> 	 <b>Last Activity Date:</b>	3/10/2011 12:17 PM
 <b>Display Name:</b>	<input type="text" value="Smithy"/> 	 <b>Last Password Change:</b>	3/2/2011 11:43 AM
 <b>Email Address:</b>	<input type="text" value="joanne.smith@ecoza"/> 	 <b>Last Lock-out Date:</b>	
	 <b>Delete</b>  <b>Update</b>	 <b>User Is On Line:</b>	<input type="checkbox"/>
		 <b>Locked Out:</b>	<input type="checkbox"/>
		 <b>Authorized:</b>	<input type="checkbox"/>
		 <b>Update Password:</b>	<input type="checkbox"/>
		 <b>Deleted:</b>	<input type="checkbox"/>
		 <b>Authorize User</b>	 <b>Force Password Change</b>
		 <b>Add New User</b>	 <b>Manage Profile Properties</b>  <b>Cancel</b>

Tip: If the unauthorized user attempts to login, the message "You are not currently authorized to login to this site." is displayed as shown in the below image.



**User Log In**

You are not currently authorized to login to this site.

**User Name:**  
jo

**Password:**  
.....

Login

Remember Login

[Register](#)  
[Forgot Password ?](#)

### 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 the required record.
3. Click the Authorize User link.



**Edit User Accounts**

Manage User Credentials **Manage Roles for this User** **Manage Password** **Manage Profile**

**Edit User - Jo (Id: 3)**

<b>User Name:</b> Jo	<b>Created Date:</b> 3/2/2011 11:43 AM
<b>First Name:</b> Joanne	<b>Last Login Date:</b> 3/2/2011 11:43 AM
<b>Last Name:</b> Smith	<b>Last Activity Date:</b> 3/24/2011 2:50 PM
<b>Display Name:</b> Smithy	<b>Last Password Change:</b> 3/24/2011 2:50 PM
<b>Email Address:</b> joanne.smith@ecoza.com	<b>Last Lock-out Date:</b>
Delete  Update	<b>User Is On Line:</b> <input type="checkbox"/>
	<b>Locked Out:</b> <input type="checkbox"/>
	<b>Authorized:</b> <input type="checkbox"/>
	<b>Update Password:</b> <input type="checkbox"/>
	<b>Deleted:</b> <input type="checkbox"/>

**Authorize User** **Force Password Change**

Add New User **Manage Profile Properties** Cancel

4. This display the message " User Successfully Authorized" at the top of module, restores the tick to the Authorized check box, and displays the  [UnAuthorized User](#) link.

 **Edit User Accounts**

 User successfully Authorized

---

 Manage User Credentials  **Manage Roles for this User**  **Manage Password**  **Manage Profile**

**Edit User - Jo (Id: 3)**

 <b>User Name:</b>	Jo	 <b>Created Date:</b>	3/2/2011 11:43 AM
 <b>First Name:</b>	<input type="text" value="Joanne"/> 	 <b>Last Login Date:</b>	3/2/2011 11:43 AM
 <b>Last Name:</b>	<input type="text" value="Smith"/> 	 <b>Last Activity Date:</b>	3/24/2011 2:50 PM
 <b>Display Name:</b>	<input type="text" value="Smithy"/> 	 <b>Last Password Change:</b>	3/24/2011 2:50 PM
 <b>Email Address:</b>	<input type="text" value="joanne.smith@ecozan"/> 	 <b>Last Lock-out Date:</b>	

 **Delete**  **Update**

 **User Is On Line:**

 **Locked Out:**

 **Authorized:**

 **Update Password:**

 **Deleted:**

 **UnAuthorize User**  **Force Password Change**

 **Add New User**  **Manage Profile Properties**  **Cancel**

## Deleting a User Account

How to delete a user account from a site using the User Accounts module.

---

*Tip: Deleted user accounts can be restored or permanently removed.*

---

1. Locate the user account to be deleted by applying a filter or by performing a searching.
2. Click the **Delete**  button beside the user record. This displays the message "Are You Sure You Wish To Delete This Item?"

**User Accounts**

Search:  Username

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted**

	Username	Display Name	Address	Telephone	Created Date	Authorized
	Abila	Lakisha Abila			3/24/2011 9:32:38 AM	<input checked="" type="checkbox"/>
	Abrahamsson	Heather Abrahamsson			3/24/2011 9:32:42 AM	<input checked="" type="checkbox"/>
	admin	Rosie	Flat 24, 101 Blackburn Road, New York, United States		3/27/2011 11:37:46 AM	<input checked="" type="checkbox"/>
	akin	Suzan akin			3/24/2011 9:32:41 AM	<input checked="" type="checkbox"/>
	Akridge	Elden Akridge			3/24/2011 9:32:48 AM	<input checked="" type="checkbox"/>
	Allett	Romeo Allett			3/24/2011 9:32:50 AM	<input checked="" type="checkbox"/>
	Anaya	Yanira Anaya			3/9/2011 9:32:38 PM	<input checked="" type="checkbox"/>
	Annie	Annabella Chin			3/24/2011 11:10:23 AM	<input checked="" type="checkbox"/>
	Araujo	Amalia Araujo			3/24/2011 9:32:52 AM	<input checked="" type="checkbox"/>
	Arent	Lavina Arent			3/24/2011 9:32:37 AM	<input checked="" type="checkbox"/>

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Add New User 
 Remove Deleted Users 
 Delete Unauthorized Users 
 Manage Profile Properties 
 User Settings

3. Click the **OK** button to confirm.
4. The deleted user account is now displayed with a strike through the record and is grayed out.

**User Accounts**

User Deleted Successfully

Search:  Username

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted**

	Username	Display Name	Address	Telephone	Created Date	Authorized
	Abila	Lakisha Abila			3/24/2011 9:32:38 AM	<input checked="" type="checkbox"/>
	Abrahamsson	Heather Abrahamsson			3/24/2011 9:32:42 AM	<input checked="" type="checkbox"/>
	admin	Rosie	Flat 24, 101 Blackburn Road, New York, United States		3/2/2011 11:37:46 AM	<input checked="" type="checkbox"/>
	akin	Suzan akin			3/24/2011 9:32:41 AM	<input checked="" type="checkbox"/>
	Akridge	Elden Akridge			3/24/2011 9:32:48 AM	<input checked="" type="checkbox"/>
	Allett	Romeo Allett			3/24/2011 9:32:50 AM	<input checked="" type="checkbox"/>
	Anaya	Yanira Anaya			3/24/2011 9:32:38 AM	<input checked="" type="checkbox"/>
	Annie	Annabella Chin			3/9/2011 1:10:23 PM	<input checked="" type="checkbox"/>
	Araujo	Amalia Araujo			3/24/2011 9:32:52 AM	<input checked="" type="checkbox"/>
	Arent	Lavina Arent			3/24/2011 9:32:37 AM	<input checked="" type="checkbox"/>

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Add New User Remove Deleted Users Delete Unauthorized Users Manage Profile Properties User Settings

## Restoring a Deleted User Account

How to restore a user account which has been deleted, but not permanently removed using the User Accounts module.

1. Locate the required user account by using a filter or by performing a search.
2. Click the **Restore** button beside the user record.

**User Accounts**

Search:  Username

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted**

	Username	Display Name	Address	Telephone	Created Date	Authorized
   	Abita	Lakisha-Abita			3/24/2011 9:32:38 AM	<input checked="" type="checkbox"/>
  	Abrahamsson	Heather Abrahamsson			3/24/2011 9:32:42 AM	<input checked="" type="checkbox"/>
  	admin	Rosie	Flat 24, 101 Blackburn Road, New York, United States		3/2/2011 11:37:46 AM	<input checked="" type="checkbox"/>
  	akin	Suzan akin			3/24/2011 9:32:41 AM	<input checked="" type="checkbox"/>
  	Akridge	Elden Akridge			3/24/2011 9:32:48 AM	<input checked="" type="checkbox"/>
  	Allett	Romeo Allett			3/24/2011 9:32:50 AM	<input checked="" type="checkbox"/>
  	Anaya	Yanira Anaya			3/24/2011 9:32:38 AM	<input checked="" type="checkbox"/>
  	Annie	Annabella Chin			3/9/2011 1:10:23 PM	<input checked="" type="checkbox"/>
  	Araujo	Amalia Araujo			3/24/2011 9:32:52 AM	<input checked="" type="checkbox"/>
  	Arent	Lavina Arent			3/24/2011 9:32:37 AM	<input checked="" type="checkbox"/>

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[+ Add New User](#) [X Remove Deleted Users](#) [Delete Unauthorized Users](#) [Manage Profile Properties](#) [User Settings](#)

Restoring a Deleted User Account

## Removing a Deleted a User Account

How to remove a deleted user account using the User Accounts module. Removing a user account will permanently delete the record and all information on this user.

1. Locate the required user account by using a filter or by performing a search. Alternatively, click the Deleted link to view only deleted accounts.
2. Click the **Remove**  button beside the user record. This displays the message "Are You Sure You Wish To Remove This Item?"

**User Accounts**

Search:  Username

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted**

	Username	Display Name	Address	Telephone	Created Date	Authorized
   	Abita	Lakisha-Abita			3/24/2011 9:32:38 AM	<input checked="" type="checkbox"/>

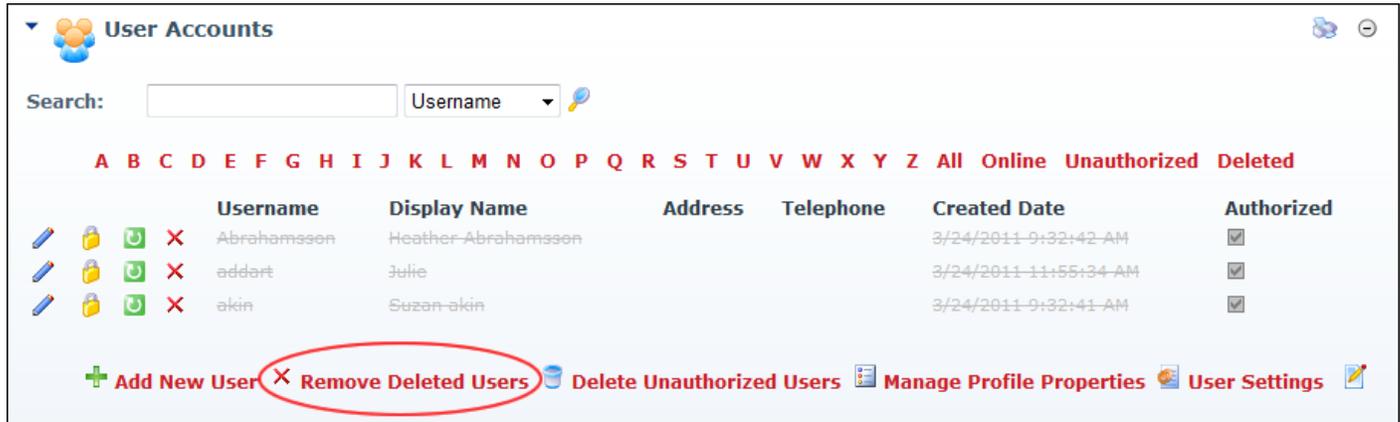
[+ Add New User](#) [X Remove Deleted Users](#) [Delete Unauthorized Users](#) [Manage Profile Properties](#) [User Settings](#)

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

## Removing All Deleted Users

How to permanently remove all deleted user accounts from the User Accounts module.

1. **Optional.** Click the Deleted link to view a list the deleted user accounts before removing them.
2. Select **✗ Remove Deleted Users** from the module menu - OR - Click the **✗ Remove Deleted Users** link. This displays the message "Are You Sure You Wish To Remove These Items?"



The screenshot shows the 'User Accounts' module interface. At the top, there is a search bar with a dropdown menu set to 'Username'. Below the search bar is a navigation menu with links: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, All, Online, Unauthorized, Deleted. Below this is a table of users with columns: Username, Display Name, Address, Telephone, Created Date, and Authorized. The table contains three rows of data. At the bottom, there is a menu with options: + Add New User, ✗ Remove Deleted Users (circled in red), Delete Unauthorized Users, Manage Profile Properties, and User Settings.

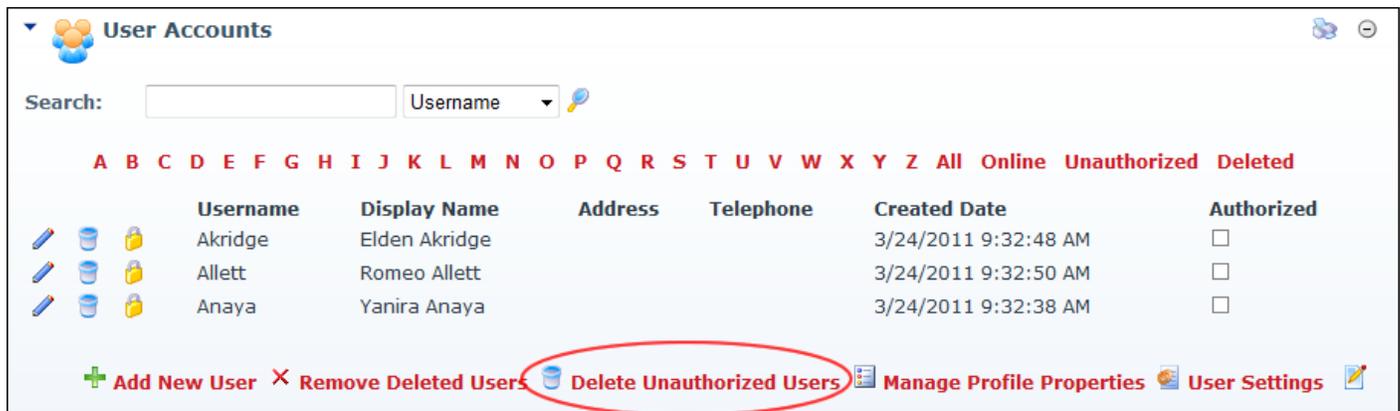
	Username	Display Name	Address	Telephone	Created Date	Authorized
   	Abrahamsson	Heather Abrahamsson			3/24/2011 9:32:42 AM	<input checked="" type="checkbox"/>
   	addart	Julie			3/24/2011 11:55:34 AM	<input checked="" type="checkbox"/>
   	akin	Suzan-akin			3/24/2011 9:32:41 AM	<input checked="" type="checkbox"/>

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

## Deleting all Unauthorized User Accounts

How to permanently delete all unauthorized user accounts using the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a User Accounts module.
2. **Optional.** Click the Unauthorized link to view the unauthorized user accounts before deleting them.
3. Select  **Delete Unauthorized Users** from the module menu - OR - Click the  Delete Unauthorized Users link. This displays the message "Are You Sure You Wish To Delete This Item?"



The screenshot shows the 'User Accounts' module interface. At the top, there is a search bar with a dropdown menu set to 'Username'. Below the search bar is a navigation menu with links: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, All, Online, Unauthorized, Deleted. Below this is a table of users with columns: Username, Display Name, Address, Telephone, Created Date, and Authorized. The table contains three rows of data. At the bottom, there is a menu with options: + Add New User, ✗ Remove Deleted Users,  Delete Unauthorized Users (circled in red), Manage Profile Properties, and User Settings.

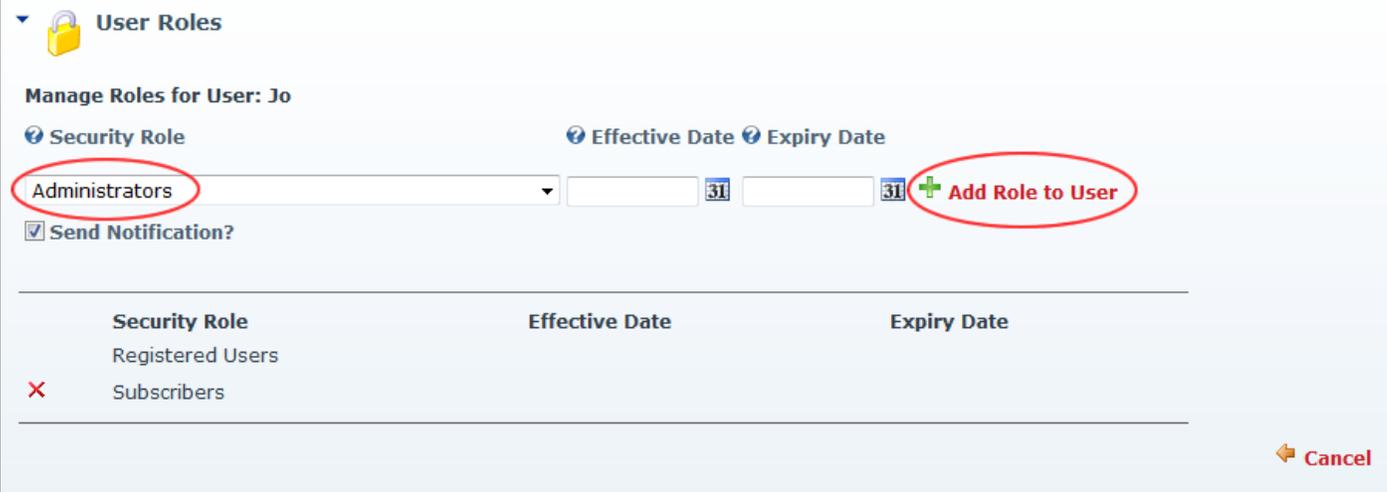
	Username	Display Name	Address	Telephone	Created Date	Authorized
  	Akridge	Elden Akridge			3/24/2011 9:32:48 AM	<input type="checkbox"/>
  	Allett	Romeo Allett			3/24/2011 9:32:50 AM	<input type="checkbox"/>
  	Anaya	Yanira Anaya			3/24/2011 9:32:38 AM	<input type="checkbox"/>

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

## Adding a User to a Security Role

How to add a user to a Security Role using the User Accounts module.

1. Locate the required user account by using a filter or by performing a search.
2. Click the **Manage Roles**  button beside the required user account. This opens the User Roles page.
3. At **Security Role**, select the role this user is to be added to.
4. **Optional.** At **Effective Date**, click the **Calendar**  button and select the first date the user can access this role ( See "Working with the Calendar" ). If no date is selected then access to this role is immediately granted.
5. **Optional.** At **Expiry Date**, click the **Calendar**  button 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  Add User to Role link.



**User Roles**

Manage Roles for User: Jo

Security Role  Effective Date  Expiry Date

Administrators      Add Role to User

Send Notification?

Security Role	Effective Date	Expiry Date
Registered Users		
 Subscribers		

 Cancel

8. The added role is now displayed in Security Role list below.



**User Roles**

**Manage Roles for User: Jo**

**Security Role**      **Effective Date**   **Expiry Date**

Administrators      3/25/2011   31      3/30/2011   31      **+ Update User Role**

**Send Notification?**

---

Security Role	Effective Date	Expiry Date
Registered Users		
✗ Subscribers		
✗ Administrators		

**Cancel**

8. The updated role information is now displayed in Security Role list below.

**User Roles**

**Manage Roles for User: Jo**

**Security Role**      **Effective Date**   **Expiry Date**

Administrators           31           31      **+ Update User Role**

**Send Notification?**

---

Security Role	Effective Date	Expiry Date
Registered Users		
✗ Subscribers		
✗ Administrators	3/25/2011	3/30/2011

**Cancel**

9. Repeat Steps 3-7 to add this user to additional roles. Note: The Send Notification check box will remain checked or unchecked as previously selected.

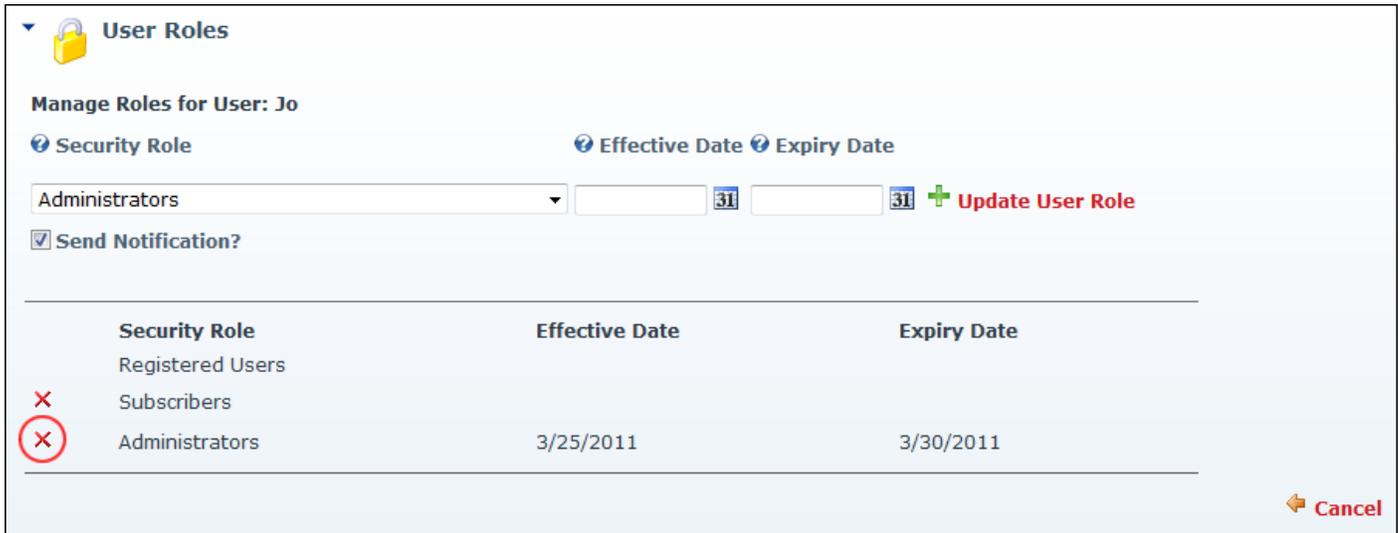
10. Click the **Cancel** link to return to the module.

### Deleting a User from a Security Role

How to delete a user from a security role using the User Accounts module.

1. Locate the user account to be deleted by applying a filter or by performing a searching.
2. Click the **Manage Roles**  button beside the required user account.

- 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.
- Click the **Delete**  button beside the role the user is to be deleted from.



**User Roles**

Manage Roles for User: Jo

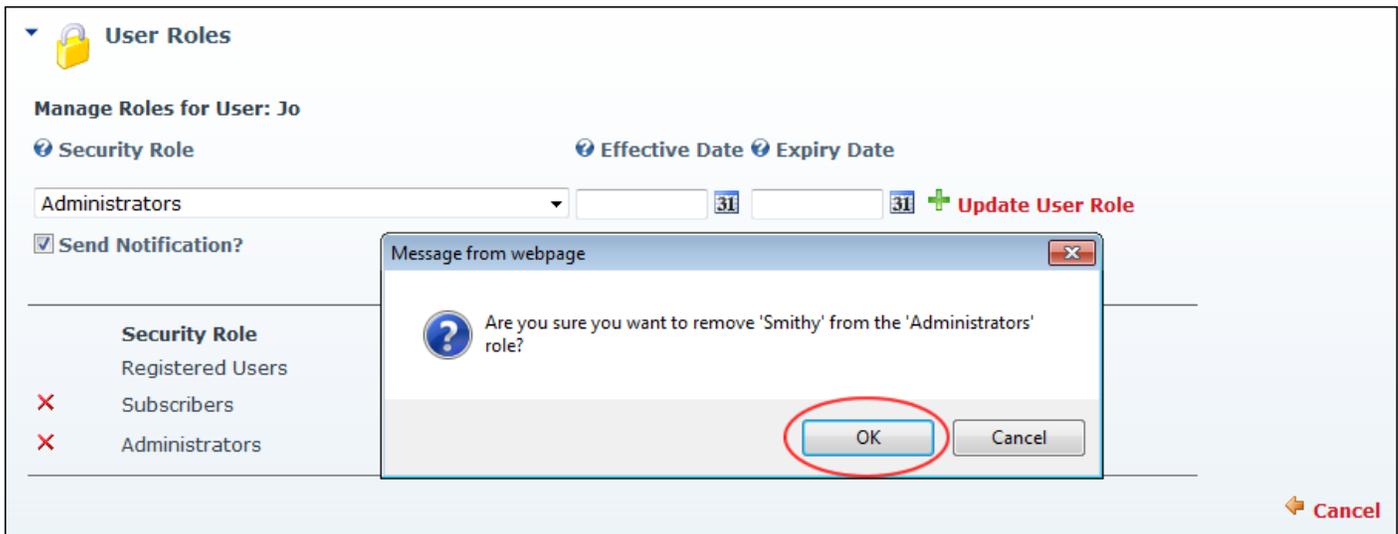
Security Role: Administrators Effective Date: 3/31 Expiry Date: 3/31 [+ Update User Role](#)

Send Notification?

Security Role	Effective Date	Expiry Date
Registered Users		
Subscribers		
 Administrators	3/25/2011	3/30/2011

[Cancel](#)

- This displays the message "Are you sure you want to remove [Username] from the '[RoleName]' role?"
- Click **OK** to confirm deletion.



**User Roles**

Manage Roles for User: Jo

Security Role: Administrators Effective Date: 3/31 Expiry Date: 3/31 [+ Update User Role](#)

Send Notification?

Message from webpage

Are you sure you want to remove 'Smithy' from the 'Administrators' role?

[OK](#) [Cancel](#)

Security Role
Registered Users
 Subscribers
 Administrators

[Cancel](#)

- Repeat Steps 3-6 to delete this user from additional roles. Note: The Send Notification check box will remain checked or unchecked as previously selected.
- Click the [Cancel](#) link to return to the module.

### 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.

- Locate the user account to be deleted by applying a filter or by performing a searching.
- Click the **Edit** button beside their user account.
- Click the [Force Password Change](#) link.

**Edit User Accounts**

Manage User Credentials **Manage Roles for this User** **Manage Password** **Manage Profile**

**Edit User - Jo (Id: 3)**

<b>User Name:</b>	Jo	<b>Created Date:</b>	3/2/2011 11:43 AM
<b>First Name:</b>	<input type="text" value="Joanne"/>	<b>Last Login Date:</b>	3/2/2011 11:43 AM
<b>Last Name:</b>	<input type="text" value="Smith"/>	<b>Last Activity Date:</b>	3/10/2011 12:17 PM
<b>Display Name:</b>	<input type="text" value="Smithy"/>	<b>Last Password Change:</b>	3/2/2011 11:43 AM
<b>Email Address:</b>	<input type="text" value="joanne.smith@ecoza.net"/>	<b>Last Lock-out Date:</b>	

**Delete**    **Update**

<b>User Is On Line:</b>	<input type="checkbox"/>
<b>Locked Out:</b>	<input type="checkbox"/>
<b>Authorized:</b>	<input checked="" type="checkbox"/>
<b>Update Password:</b>	<input type="checkbox"/>
<b>Deleted:</b>	<input type="checkbox"/>

**UnAuthorize User**    **Force Password Change**

**Add New User**    **Manage Profile Properties**    **Cancel**

- This removes the [Force Password Change](#) link, checks  the **Update Password** check box and displays the message "User must update password on next login".

**Edit User Accounts**

User must update password on next login

Manage User Credentials
 **Manage Roles for this User**
 Manage Password
 **Manage Profile**

**Edit User - Jo (Id: 3)**

<b>User Name:</b>	Jo	<b>Created Date:</b>	3/2/2011 11:43 AM
<b>First Name:</b>	Joanne	<b>Last Login Date:</b>	3/2/2011 11:43 AM
<b>Last Name:</b>	Smith	<b>Last Activity Date:</b>	3/24/2011 3:20 PM
<b>Display Name:</b>	Smithy	<b>Last Password Change:</b>	3/24/2011 2:50 PM
<b>Email Address:</b>	joanne.smith@ecozan	<b>Last Lock-out Date:</b>	
Delete              Update		<b>User Is On Line:</b>	<input type="checkbox"/>
		<b>Locked Out:</b>	<input type="checkbox"/>
		<b>Authorized:</b>	<input checked="" type="checkbox"/>
		<b>Update Password:</b>	<input checked="" type="checkbox"/>
		<b>Deleted:</b>	<input type="checkbox"/>

UnAuthorize User  
 Add New User
 Manage Profile Properties
 Cancel

## 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. Locate the required user account by using a filter or by performing a search.
2. Click the **Edit** button beside the user account.
3. Click the Manage Profile link.

**Edit User Accounts**

Manage User Credentials
 **Manage Roles for this User**
 Manage Password
 **Manage Profile**

**Edit User - Jo (Id: 3)**

<b>User Name:</b>	Jo	<b>Created Date:</b>	3/2/2011 11:43 AM
<b>First Name:</b>	Joanne	<b>Last Login Date:</b>	3/2/2011 11:43 AM
<b>Last Name:</b>	Smith	<b>Last Activity Date:</b>	3/24/2011 3:31 PM
<b>Display Name:</b>	Smithy	<b>Last Password Change:</b>	3/24/2011 2:50 PM
<b>Email Address:</b>	joanne.smith@ecozan	<b>Last Lock-out Date:</b>	
Delete              Update		<b>User Is On Line:</b>	<input type="checkbox"/>
		<b>Locked Out:</b>	<input type="checkbox"/>
		<b>Authorized:</b>	<input checked="" type="checkbox"/>
		<b>Update Password:</b>	<input checked="" type="checkbox"/>
		<b>Deleted:</b>	<input type="checkbox"/>

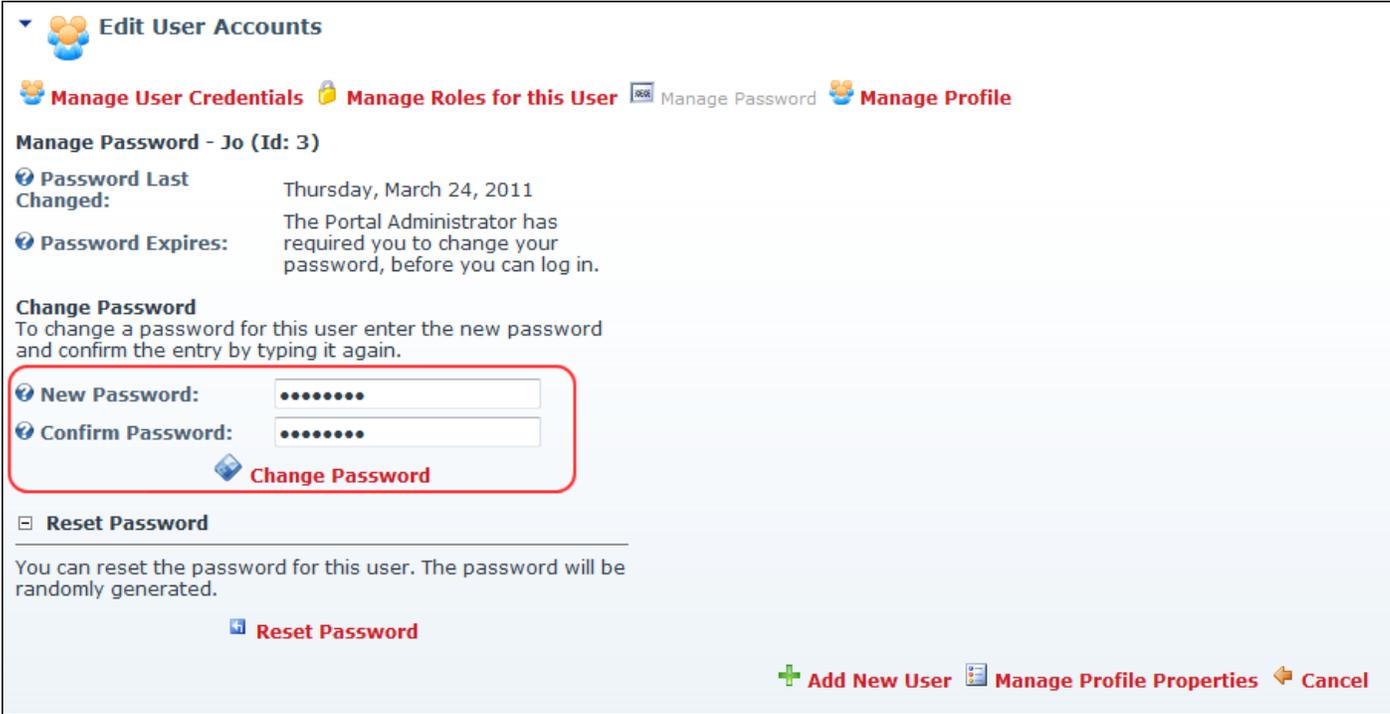
UnAuthorize User  
 Add New User
 Manage Profile Properties
 Cancel

4. Modify user profile details as required.
5. Click the  Update link.

### Changing a User's Password

How to change a user's password using the User Accounts module.

1. Locate the required user account by using a filter or by performing a search.
2. Click the **Edit**  button beside the required user account.
3. Click the  Manage Password link.
4. In the **New Password** text box, enter a new password.
5. In the **Confirm Password** text box, re-enter the new password.



**Edit User Accounts**

 **Manage User Credentials**  **Manage Roles for this User**  **Manage Password**  **Manage Profile**

**Manage Password - Jo (Id: 3)**

 **Password Last Changed:** Thursday, March 24, 2011

 **Password Expires:** The Portal Administrator has required you to change your password, before you can log in.

**Change Password**  
To change a password for this user enter the new password and confirm the entry by typing it again.

 **New Password:**

 **Confirm Password:**

 **Change Password**

 **Reset Password**

You can reset the password for this user. The password will be randomly generated.

 **Reset Password**

 **Add New User**  **Manage Profile Properties**  **Cancel**

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

### Resetting a User's Password

How to reset a user's password using the User Accounts module. This generates a random password which is then sent to the user's email address.

1. Locate the required user account by using a filter or by performing a search.
2. Click the **Edit**  button beside the required user account.
3. Click the  Manage Password link. This opens the Edit User Accounts page.
4. Go to the Reset Password section.
5. Click the  Reset Password link.

 **Edit User Accounts**

 **Manage User Credentials**
 **Manage Roles for this User**
 **Manage Password**
 **Manage Profile**

**Manage Password - Jo (Id: 3)**

 **Password Last Changed:** Thursday, March 24, 2011  
 **Password Expires:** The Portal Administrator has required you to change your password, before you can log in.

**Change Password**  
 To change a password for this user enter the new password and confirm the entry by typing it again.

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

 **Change Password**

---

**Reset Password**

You can reset the password for this user. The password will be randomly generated.

 **Reset Password**

 **Add New User**
 **Manage Profile Properties**
 **Cancel**

6. 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 menu - OR - Click the  Manage Profile Properties link. This displays the Manage Profile Properties 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.

### 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  Apply Changes link.

### Refreshing the Profile Properties Grid

1. Click the  Refresh link located at the base of the module. This refreshes the grid with any recent updates.

**Manage Profile Properties**

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the "Apply Changes" button to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column of the grid.

Edit	Del	Dn	Up	Name	Category	Data Type	Length	Default Value	Validation Expression	Default Visibility	Required	Visible
				Prefix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				FirstName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				MiddleName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				LastName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Suffix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Unit	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Street	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				City	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Region	Address	Region	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Country	Address	Country	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				PostalCode	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Telephone	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Cell	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Fax	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Website	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				IM	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Photo	Preferences	Image	0			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Biography	Preferences	RichText	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				TimeZone	Preferences	TimeZone	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				PreferredLocale	Preferences	Locale	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Managing Profile Properties

## 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 menu - OR - Click the Manage Profile Properties link.
2. Select **Add New Profile Property** from the Manage Profile Properties menu - OR - Click the Add New Profile Property link. This opens the Add Profile Property Definition wizard.

3. On the Add New Property Details page complete the following:
- a. In the **Property Name** text box, enter a name for this property as it will appear on the Manage Profile page.
  - b. At **Data Type**, select a data type from the following options: Checkbox, Date, DateTime, Country, List, Locale, Page, Region, RichText, TimeZone, Integer, Multi-line Text, Text, TrueFalse, Image, TimeZoneInfo and Unknown.
  - c. In the **Property Category** text box, enter the category that this property belongs to. This determined where it is displayed in the profile. Pre-existing categories are: Name, Address, Contact Info, Preferences.
  - d. **Optional.** In the **Length** text box, enter the maximum character length for this field. This is only relevant to fields where users enter information such as Text and RichText data types.
  - e. **Optional.** In the **Default Value** text box, enter the default value for this field.
  - f. **Optional.** In the **Validation Expression** text box, enter a regular expression to validate data entered into this field.
  - g. **Optional.** At **Required**, check  the check box to set the field as required - OR - Uncheck  the check box to set it as optional.
  - h. **Optional.** At **Visible**, check  the check box to set the field as visible in the User Accounts module - OR - Uncheck  the check box to hide it.
  - i. **Optional.** In the **View Over** text box, enter the view order for this property.
  - j. At **Default Visibility**, select one of the following options to set the default visibility of this property:
    - **All Users:** All users can view this property by default.
    - **Members Only:** Only registered users can view this property by default.
    - **Admin Only:** Only Administrators can view this property by default.
  - k. Click the [Next](#) link. This saves this information and opens the Manage List Entries page.

 **Add Profile Property Definition**

**Add New Property Details**

The first step in setting up a Profile Property Definition is to define the property's details. Enter the details in this page and click "Next" to create the Property Definition. **Note:** All fields marked with a red arrow are required.

**Property Name:**  

**Data Type:**  

**Property Category:**  

**Length:**

**Default Value:**

**Validation Expression:**

**Required:**

**Visible:**

**View Order:**

**Default Visibility:**

[Next](#) [Return to Profile Properties List](#)

4. On the **Manage List Entries** page add the list entries for this property:
  - a. Click the  Add Entry link. This displays the Add Entry fields.
  - b. In the **Entry Text** text box, enter the text to be displayed for this entry.
  - c. In the **Entry Value** text box, enter the value for this entry.
  - d. At **Enable Sort Order**, check  the check box enable sort order to be modified - OR - Uncheck  the check box to use the default order which is the order in which entries are saved.
  - e. Click the  Save link.
5. Repeat Step 4 to add additional entries. Note: The Enable Sort Order field is only displayed when adding the first entry.

 **Add Profile Property Definition**

**Manage List Entries**

The property details have been updated. This property is a List type property. The next step is to define the list entries.

 **List Name:** Callback

 **Total:** 0 entries

 **Add Entry**

---

 **Entry Text:**

 **Entry Value:**

 **Enable Sort Order:**

 **Save**  **Cancel**

 **Next**  **Return to Profile Properties List**

6. Click the  Next link to manage localization and opens the Manage Localization page - OR - If localization isn't required, Skip to Step 9.
7. On the **Manage Localization** page, you can create different text for different languages. This requires you to have more than one language pack installed. Here's how to set the localized text for this property:
  - a. At **Choose Language**, choose a language from the list of languages enabled on this portal.
  - b. In the **Property Name** text box, edit the name of this property as it is displayed in the profile. For this example I have changed Prefix to Title.
  - c. In the **Property Help** text box, edit the help for this property. For this example I have edited this text.
  - d. In the **Required Error Message** text box, enter the error message to display for this field when the property is Required but not present.
  - e. In the **Validation Error Message** text box, enter the error message to display for this field when the property fails the Regular Expression Validation.
  - f. In the **Category Name** text box, enter the category name in the selected language.
  - g. Click the  Save Localized Text link.
8. **Optional.** Repeat Step 7 to set localized text for other languages.
9. Click the  Return to Profile Properties List link to return to the Manage Profile Properties page where the new property is listed.

**Manage Profile Properties**

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the "Apply Changes" button to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column of the grid.

Edit	Del	Dn	Up	Name	Category	Data Type	Length	Default Value	Validation Expression	Default Visibility	Required	Visible
				Callback	Customer Service	List	0	False		AdminOnly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Prefix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				FirstName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				MiddleName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input type="checkbox"/>

10. **Optional.** Move the property to the required position by clicking the **Down** button repeatedly, and then click the Apply Changes link. For further options, See "Managing Global User Profile Properties"

**Edit User Accounts**

**Manage User Credentials** **Manage Roles for this User** **Manage Password** **Manage Profile**

**Edit Profile - Rose (Id: 3)**

**Callback**

**Prefix:**

**First Name:**

**Middle Name:**

**Last Name:**

The new property displayed on the Manage Profile page

### Editing a User Profile Property

How to edit the properties of user profile fields using the User Accounts module.

1. Select **Manage Profile Properties** from the User Accounts module 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 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.

 **Manage Profile Properties**

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the save icon to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column.

Edit	Del	Dn	Up	Name	Category	DataType	Length	Default Value	Validation Expression	De	Vis
				Prefix	Name	Text	50			AllUser	
				FirstName	Name	Text	50			AllUser	
				MiddleName	Name	Text	50			AllUser	
				LastName						AllUser	
				Suffix						AllUser	
				Unit						AdminC	
				Street						AdminC	
				City						AdminC	
				Region						AdminC	
				Country	Address	Country	0			AdminC	

Message from webpage

 Are You Sure You Wish To Delete This Item?

Deleting a Profile Property

## User Settings

### Viewing Membership and Password Settings

How to view membership provider and password security settings applied to this site. This task can be performed using either the User Accounts or Security Roles module.

---

*Host Tip: These settings can be changed in the web.config file.*

---

1. Select  **User Settings** from the User Accounts or the Security Roles module menu - OR - Click the  User Settings link.

2. In the **Membership Provider Settings** section, the following settings are displayed:

- **Requires Unique Email:** If checked  a unique email address is required for each user account.
- **Password Format:** Displays the password format. Options are 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.

▼  **User Settings**

☐ **Membership Provider Settings**

---

In this section you can review the membership provider's settings. Some providers may allow you to edit the settings. The default provider based on the ASP.NET MemberRole requires you to edit web.config, so the settings can not be updated here.

🔒 <b>Requires Unique Email:</b>	<input type="checkbox"/>
🔒 <b>Password Format:</b>	Encrypted
🔒 <b>Password Retrieval Enabled:</b>	<input checked="" type="checkbox"/>
🔒 <b>Password Reset Enabled:</b>	<input checked="" type="checkbox"/>
🔒 <b>Minimum Password Length:</b>	7
🔒 <b>Minimum No of Non AlphaNumeric Characters:</b>	0
🔒 <b>Requires Question and Answer:</b>	<input type="checkbox"/>
🔒 <b>Password Regular Expression:</b>	
🔒 <b>Maximum No of Invalid Attempts:</b>	5
🔒 <b>Invalid Attempt Window (in mins):</b>	10

3. In the **Password Aging Settings** section, 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.

☐ **Password Aging Settings**

---

You can set up Password aging settings in this section.

🔒 <b>Password Expiry (in days):</b>	0
🔒 <b>Password Expiry Reminder (in days):</b>	7

4. Click the  [Cancel](#) link to return to the module.

### Managing User Account 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 menu - OR - Click the  [User Settings](#) link.
2. Go to the **User Account Settings** section.
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.** This column is set as visible (True) by default.
  - b. **Show Authorized Column.** This column is set as visible (True) by default.
  - c. **Show Created Date Column.** This column is set as visible (True) by default.
  - d. **Show Name Column.** This column is set as visible (True) by default.
  - e. **Show Email Column.** This column is set as hidden (False) by default.
  - f. **Show First Name Column.** This column is set as hidden (False) by default.
  - g. **Show Last Login Column.** This column is set as hidden (False) by default.
  - h. **Show Last Name Column.** This column is set as hidden (False) by default.
  - i. **Show Telephone Column.** This column is set as visible (True) by default.
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. 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.
  13. Click the  [Update](#) link.

▼  **User Settings**

⊕ **Membership Provider Settings**

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⊕ **Password Aging Settings**

---

⊖ **User Accounts Settings**

---

<input checked="" type="checkbox"/> Show Address Column:	<input checked="" type="radio"/> True <input type="radio"/> False
<input checked="" type="checkbox"/> Show Authorized Column:	<input checked="" type="radio"/> True <input type="radio"/> False
<input checked="" type="checkbox"/> Show Created Date Column:	<input checked="" type="radio"/> True <input type="radio"/> False
<input checked="" type="checkbox"/> Show Name Column:	<input checked="" type="radio"/> True <input type="radio"/> False
<input checked="" type="checkbox"/> Show Email Column:	<input type="radio"/> True <input checked="" type="radio"/> False
<input checked="" type="checkbox"/> Show First Name Column:	<input type="radio"/> True <input checked="" type="radio"/> False
<input checked="" type="checkbox"/> Show Last Login Column:	<input type="radio"/> True <input checked="" type="radio"/> False
<input checked="" type="checkbox"/> Show Last Name Column:	<input type="radio"/> True <input checked="" type="radio"/> False
<input checked="" type="checkbox"/> Show Telephone Column:	<input checked="" type="radio"/> True <input type="radio"/> False
<input checked="" type="checkbox"/> Default Display Mode:	All <input type="text"/>
<input checked="" type="checkbox"/> Disable Results Paging:	<input type="radio"/> True <input checked="" type="radio"/> False
<input checked="" type="checkbox"/> Default Profile Visibility Mode:	Admin Only <input type="text"/>
<input checked="" type="checkbox"/> Display Profile Visibility:	<input checked="" type="radio"/> True <input type="radio"/> False
<input checked="" type="checkbox"/> Display Manage Services:	<input checked="" type="radio"/> True <input type="radio"/> False
<input checked="" type="checkbox"/> Users per Page:	10 <input type="text"/>

<input checked="" type="checkbox"/> Redirect After Login:	<input type="text"/>
<input checked="" type="checkbox"/> Redirect After Logout:	<input type="text"/>
<input checked="" type="checkbox"/> Redirect After Registration:	<input type="text"/>
<input checked="" type="checkbox"/> Use CAPTCHA For Associating Logins:	<input type="radio"/> True <input checked="" type="radio"/> False
<input checked="" type="checkbox"/> Use CAPTCHA For Registration:	<input type="radio"/> True <input checked="" type="radio"/> False

<input checked="" type="checkbox"/> Display Name Format:	<input type="text"/>
<input checked="" type="checkbox"/> Email Address Validation:	\b[a-zA-Z0-9._%\-+']+

<input checked="" type="checkbox"/> Require a valid Profile for Registration:	<input type="radio"/> True <input checked="" type="radio"/> False
<input checked="" type="checkbox"/> Require a valid Profile for Login:	<input checked="" type="radio"/> True <input type="radio"/> False

<input checked="" type="checkbox"/> Users display mode in Manage Roles:	Combo Box <input type="text"/>
-------------------------------------------------------------------------	--------------------------------

 **Update**  **Cancel**

Setting the User Account Settings

## 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 menu - OR - Click the  User Settings link.
2. Go to the **User Account Settings** section 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.

▼  **User Settings**

⊕ **Membership Provider Settings**

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⊕ **Password Aging Settings**

---

⊖ **User Accounts Settings**

---

- Show Address Column:  True  False
- Show Authorized Column:  True  False
- Show Created Date Column:  True  False
- Show Name Column:  True  False
- Show Email Column:  True  False
- Show First Name Column:  True  False
- Show Last Login Column:  True  False
- Show Last Name Column:  True  False
- Show Telephone Column:  True  False
- Default Display Mode:  ▼
- Disable Results Paging:  True  False
- Default Profile Visibility Mode:  ▼
- Display Profile Visibility:  True  False
- Display Manage Services:  True  False
- Users per Page:
- Redirect After Login:  ▼
- Redirect After Logout:  ▼
- Redirect After Registration:  ▼
- Use CAPTCHA For Associating Logins:  True  False
- Use CAPTCHA For Registration:  True  False
- Display Name Format:
- Email Address Validation:
- Require a valid Profile for Registration:  True  False
- Require a valid Profile for Login:  True  False
- Users display mode in Manage Roles:  ▼

 **Update**  **Cancel**

Setting the User Account Registration Options

## 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 menu - OR - Click the  User Settings link.
2. Go to the **User Accounts Settings** section 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 **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 Settings**

⊕ **Membership Provider Settings**

---

⊕ **Password Aging Settings**

---

⊖ **User Accounts Settings**

---

- Show Address Column:  True  False
- Show Authorized Column:  True  False
- Show Created Date Column:  True  False
- Show Name Column:  True  False
- Show Email Column:  True  False
- Show First Name Column:  True  False
- Show Last Login Column:  True  False
- Show Last Name Column:  True  False
- Show Telephone Column:  True  False
- Default Display Mode:
- Disable Results Paging:  True  False
- Default Profile Visibility Mode:
- Display Profile Visibility:  True  False
- Display Manage Services:  True  False
- Users per Page:
- Redirect After Login:
- Redirect After Logout:
- Redirect After Registration:
- Use CAPTCHA For Associating Logins:  True  False
- Use CAPTCHA For Registration:  True  False
- Display Name Format:
- Email Address Validation:
- Require a valid Profile for Registration:  True  False
- Require a valid Profile for Login:  True  False
- Users display mode in Manage Roles:

 **Update**  **Cancel**

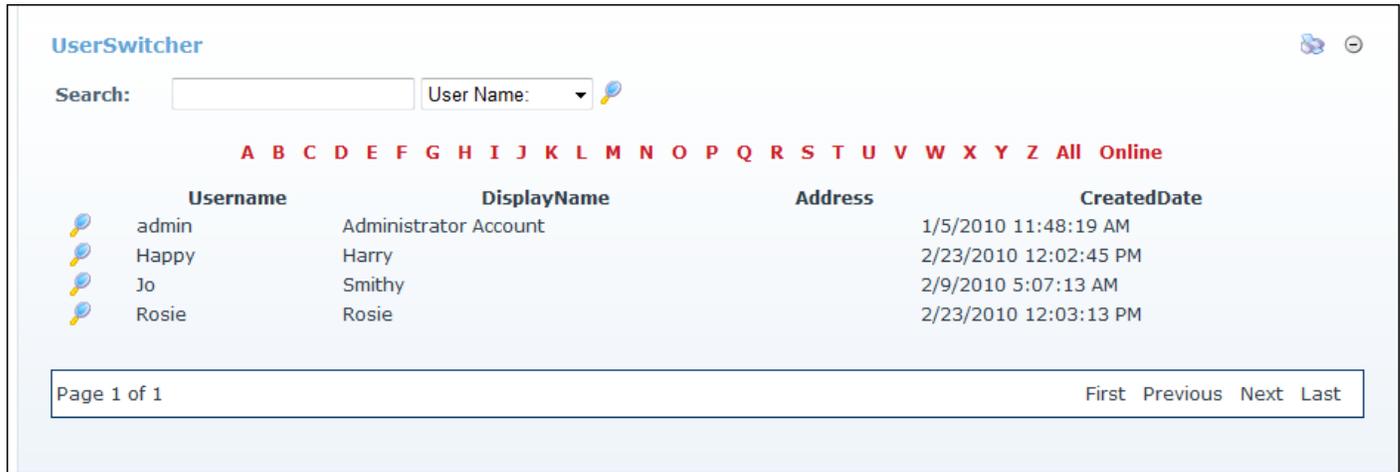
Setting Login and Logout Options

# 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 screenshot shows the 'UserSwitcher' module interface. At the top, there is a search bar and a 'User Name:' dropdown menu. Below this is a navigation bar with letters A through Z and 'All Online'. The main content is a table with columns: Username, DisplayName, Address, and CreatedDate. The table lists four users: admin, Happy, Jo, and Rosie. At the bottom, there is a pagination bar showing 'Page 1 of 1' and navigation links: First, Previous, Next, Last.

	Username	DisplayName	Address	CreatedDate
	admin	Administrator Account		1/5/2010 11:48:19 AM
	Happy	Harry		2/23/2010 12:02:45 PM
	Jo	Smithy		2/9/2010 5:07:13 AM
	Rosie	Rosie		2/23/2010 12:03:13 PM

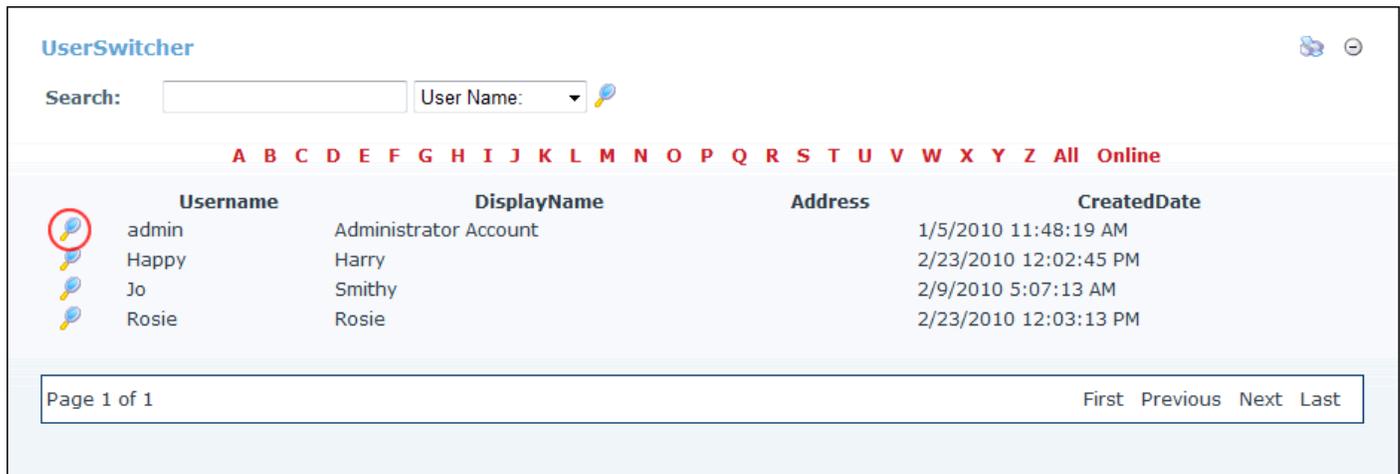
The User Switcher Module

## 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.



This screenshot is identical to the previous one, but the 'Impersonate User' button (represented by a user icon) for the 'admin' user is circled in red, indicating the action to be taken.

---

*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", See "Viewing All User Accounts", See "Filtering User Accounts by Online Users"*

---

## Vendors

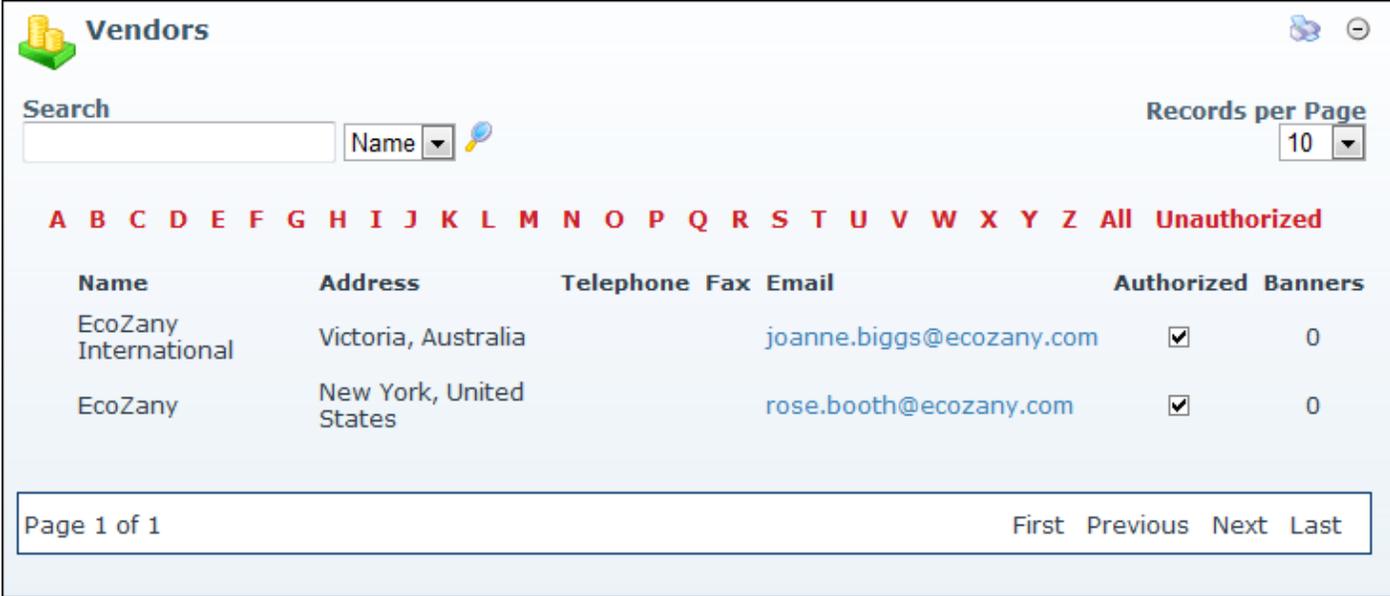
### About the Vendors Module

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 screenshot shows the 'Vendors' module interface. At the top left is a gold coin icon and the title 'Vendors'. Below it is a search bar with a 'Name' dropdown and a magnifying glass icon. To the right is a 'Records per Page' dropdown set to '10'. Below the search bar is a navigation bar with letters A through Z and 'All Unauthorized'. The main content is a table with the following data:

Name	Address	Telephone	Fax	Email	Authorized	Banners
EcoZany International	Victoria, Australia			joanne.biggs@ecozany.com	<input checked="" type="checkbox"/>	0
EcoZany	New York, United States			rose.booth@ecozany.com	<input checked="" type="checkbox"/>	0

At the bottom, there is a pagination bar showing 'Page 1 of 1' and navigation links: 'First', 'Previous', 'Next', 'Last'.

The Vendors Module

## All Users

### Changing the Records per Page

How to change the number of vendor records displayed on each page of the Vendors module. This is set to ten (10) by default and will return to ten (10) when the page is refreshed.

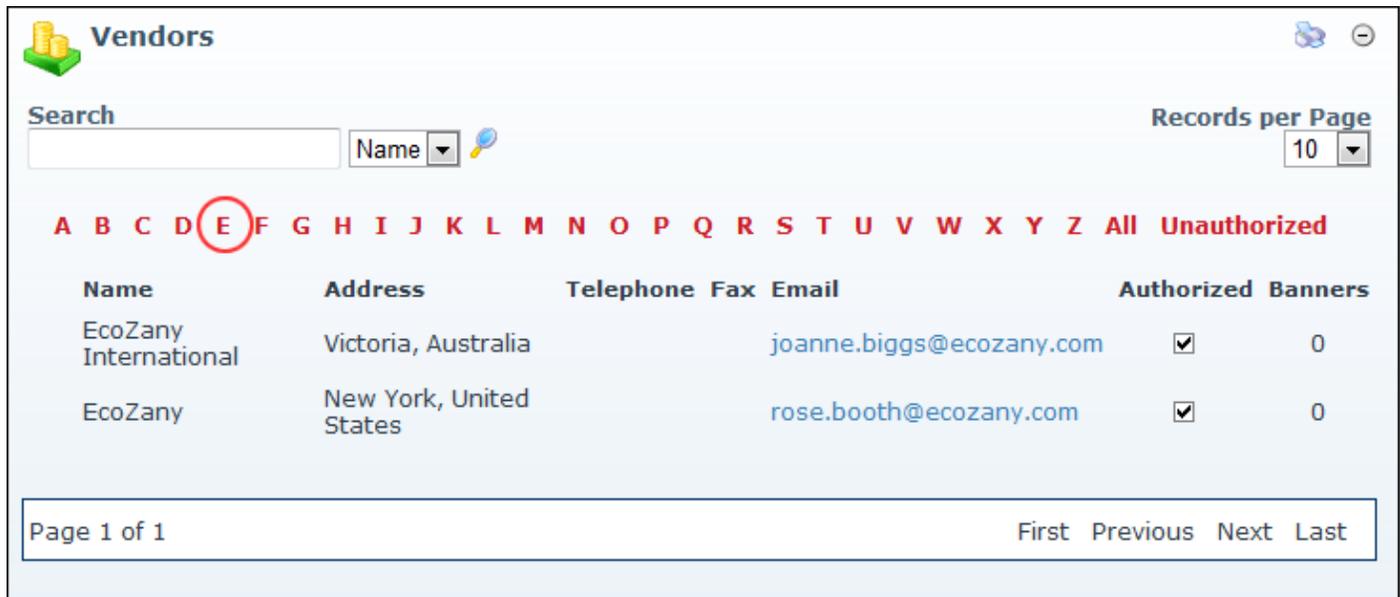
1. At **Records per Page**, select the number of records to be displayed. Options are: 10, 25, 50, 100, or 250.



### Filtering Vendors by Company Name

How to filter vendor records by the first letter of the company name using the Vendors module.

1. Click on the linked [letter of the alphabet] that corresponds with the first letter of required vendor name (company name). The corresponding vendor accounts are listed in alphabetical order.



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.

The screenshot shows the 'Vendors' module interface. At the top left, there is a search bar with a 'Name' dropdown and a search icon. To the right, there is a 'Records per Page' dropdown set to '10'. Below the search bar, there is a navigation menu with letters A through Z, 'All', and 'Unauthorized' (which is circled in red). The main table displays two vendor records:

Name	Address	Telephone	Fax	Email	Authorized	Banners
Joe's Shedding				joie@Joesshedding.co.uk	<input type="checkbox"/>	0
Steven's Mowing				steven.james@vendors.com	<input type="checkbox"/>	0

At the bottom of the table, there is a 'Page 1 of 1' indicator and navigation links: 'First', 'Previous', 'Next', and 'Last'. Below the table, there is a link 'Delete Unauthorized Vendors' and an 'Add New Vendor' button.

Viewing Unauthorized Vendor Accounts Only

### **Searching Vendors by Company Name**

How to search for vendors by all or part of the beginning of their company name on the Vendors module.

1. In the **Search** text box, enter all or part of the Vendor's company name.
2. Select **Name** from the drop-down box.
3. Click the **Search**  button. This displays all matching vendor records.

**Vendors**

Search: eco    Name    🔍

Records per Page: 10

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Unauthorized

Name	Address	Telephone	Fax	Email	Authorized	Banners
EcoZany International	Victoria, Australia				<input checked="" type="checkbox"/>	0
EcoZany	New York, United States				<input checked="" type="checkbox"/>	0

Page 1 of 1    First Previous Next Last

Search for a Vendor by the Company Name

### Searching Vendors by Email

How to search for a vendor account by email address on the Vendors module.

1. In the **Search** text box, enter the vendor's full email address.
2. Select **Email** from the drop-down box.
3. Click the **Search** 🔍 button. This displays all exact matches.

*Tip: You must enter the full and exact email address.*

**Vendors**

Search: rose.booth@ecozany.co    Email    🔍

Records per Page: 10

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Unauthorized

Name	Address	Telephone	Fax	Email	Authorized	Banners
EcoZany	New York, United States				<input checked="" type="checkbox"/>	0

Page 1 of 1    First Previous Next Last

Searching for a Vendor by Email Address

### Viewing All Vendor Accounts

How to view all vendor accounts on the Vendors module.

1. Click the All link. By default, the first ten (10) of all vendor accounts are listed in alphabetical order by vendor name.

The screenshot shows the 'Vendors' module interface. At the top left is a 'Vendors' header with a stack of coins icon. Below it is a search bar with a 'Name' dropdown and a magnifying glass icon. To the right is a 'Records per Page' dropdown set to '10'. A navigation bar contains letters A through Z, with 'All' circled in red and 'Unauthorized' to its right. Below this is a table with columns: Name, Address, Telephone, Fax, Email, Authorized, and Banners. Two vendor records are visible: 'EcoZany International' (Victoria, Australia) and 'EcoZany' (New York, United States), both with checked 'Authorized' boxes and '0' banners. At the bottom, there is a 'Page 1 of 1' indicator and navigation links: 'First', 'Previous', 'Next', and 'Last'.

Viewing All Vendor Accounts

### ***Related Topics:***

- See "About the Pager Control"

## **Module Editors**

### ***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 menu- OR -Click the Add New Vendor link. This opens the Edit Vendors page.
2. In the **Vendor Details** section, complete all of these fields:
  - a. In the **Company\*** text box, enter the company name of the vendor.
  - b. In the **First Name\*** text box, enter the first name of the contact person for the vendor.
  - c. In the **Last Name\*** text box, enter the last name of the contact person for the vendor.
  - d. In the **Email Address\*** text box, enter the email address of the contact person listed above.
4. **Optional.** In the **Address Details** section, complete the address details. Note: Address field names and required details may vary.

- a. In the **Street** text box, enter the street part of the Vendor's address. E.g. 10 Main Road
  - b. In the **Unit #** text box, enter the unit number. E.g. Unit 6, or Suite 6, etc.
  - c. In the **City** text box, enter the Vendor's city. E.g. Melbourne
  - d. At **Country**, select the Vendor's country.
  - e. In the **Region** text box, enter the Region/State/Province of the Vendor - OR - select from the drop down list where available. (See Host > Lists for more details on creating regions for countries).
  - f. In the **Postal Code** text box, enter the Vendor's postal code. E.g. 31234
  - g. In the **Telephone** text box, enter the Vendor's telephone number. E.g. +61 3 9421 6555
  - h. In the **Cell** text box, enter the Vendor's cell (mobile) number. E.g. 0400 100 100
  - i. In the **Fax** text box, enter the Vendor's facsimile number. E.g. + 61 3 9421 6444
5. In the **Other Details** section, the following optional field is available:
- a. In the **Website** text box, enter the Vendor's web site address. E.g. <http://www.domain.com>.
6. Click the Update link.

▼

## Edit Vendors

---

☐

### Vendor Details

🔗 **Company:**

🔗 **First Name:**

🔗 **Last Name:**

🔗 **Email Address:**

\*
   
 \*
   
 \*
   
 \*

☐

### Address Details

🔗 **Street:**

🔗 **Unit #:**

🔗 **City:**

🔗 **Country:**

🔗 **Province:**

🔗 **Postal Code:**

🔗 **Telephone:**

🔗 **Cell:**

🔗 **Fax:**

\*

☐

### Other Details

🔗 **Website:**

**Update**
**Cancel**

---

*Tip: Once a new vendor is created the following additional settings will be available vendor logo, authorization, classifications, banner advertising, and affiliate referrals. To complete these additional fields, you must edit the vendor record.*

---

### Editing/Adding Vendor Account Details

How to edit existing details and add new details to a vendor account in the Vendors module. If the vendor account has just been created a logo field, additional settings are available.

2. Locate the required vendor account by selecting a filter or doing a search.
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.

4. Edit any of the below fields as required.
5. In the **Vendor Details** section, edit any of the required fields.
6. In the **Address Details** section, edit/complete any the address fields.
7. In the **Other Details** section, edit/complete any of the following optional fields:
  - a. In the **Website** text box, enter the Vendor's web site address. E.g. www.domain.com
  - b. At **Logo**, select or upload a logo for this vendor. See the Common Tools > Link Control section for more details.
  - c. At **Authorized**, check  the check box if the vendor account is authorized- OR - Uncheck  the check box if the vendor account is not authorized. This setting enables Administrator(s) to easily identify unauthorized vendors however it doesn't prevent current banners from displaying in the Banners module.
9. **Maximize**  the **Vendor Classification** section to access these fields which are not implemented:
  - In the **Classifications** box, define the classifications for the Vendor. This setting is not currently enabled.
  - In **Key Words** text box, enter key words for the Vendor.
10. Click the [Update](#) link.

▼  **Edit Vendors**

☐ **Vendor Details**

---

🔍 **Company:**  \*

🔍 **First Name:**  \*

🔍 **Last Name:**  \*

🔍 **Email Address:**  \*

☐ **Address Details**

---

🔍 **Street:**

🔍 **Unit #:**

🔍 **City:**

🔍 **Country:**    \*

🔍 **Province:**

🔍 **Postal Code:**

🔍 **Telephone:**

🔍 **Cell:**

🔍 **Fax:**

☐ **Other Details**

---

🔍 **Website:**

**File Location:**

🔍 **Logo** **File Name:**

**Upload New File**

🔍 **Authorized:**

⊕ **Vendor Classification**

---

⊕ **Banner Advertising**

---

⊕ **Affiliate Referrals**

---

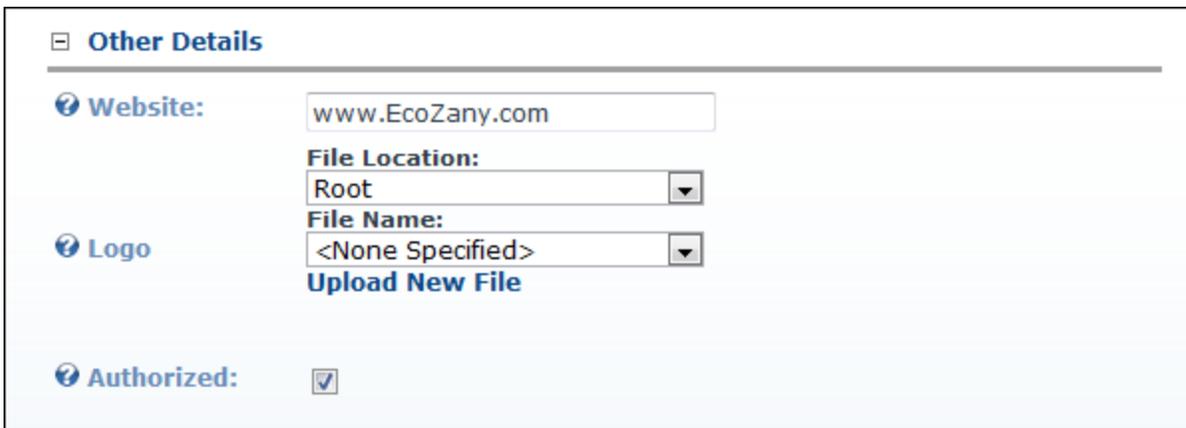
**Update Cancel Delete**

Editing a Vendor Account

### Authorizing/Unauthorizing a Vendor Account

How to authorize or unauthorize a vendor account using the Vendors module.

1. Locate the required vendor account by selecting a filter or doing a search - OR - Click the Unauthorized link to view all unauthorized vendor accounts.
2. Click the **Edit**  button beside the vendor.
3. Go to the **Other Details** section.
4. At **Authorized**, check  the check box to authorize the account - OR - uncheck  the check box to unauthorize the account.
5. Click the Update link.



**Other Details**

**Website:**

**File Location:**

**File Name:**

**Upload New File**

**Authorized:**

Authorizing a Vendor Account

### Deleting a Vendor Account

How to permanently delete a vendor account from the Vendors module.

1. Locate the required vendor account.
2. Click the **Edit**  button beside the required vendor.
3. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"

The screenshot shows a window titled "Edit Vendors" with a blue header bar. On the left side of the header is a small icon of three gold coins, and on the right is a help icon (a question mark in a circle). Below the header, there are six expandable sections, each with a plus sign icon and a horizontal line underneath:

- Vendor Details
- Address Details
- Other Details
- Vendor Classification
- Banner Advertising
- Affiliate Referrals

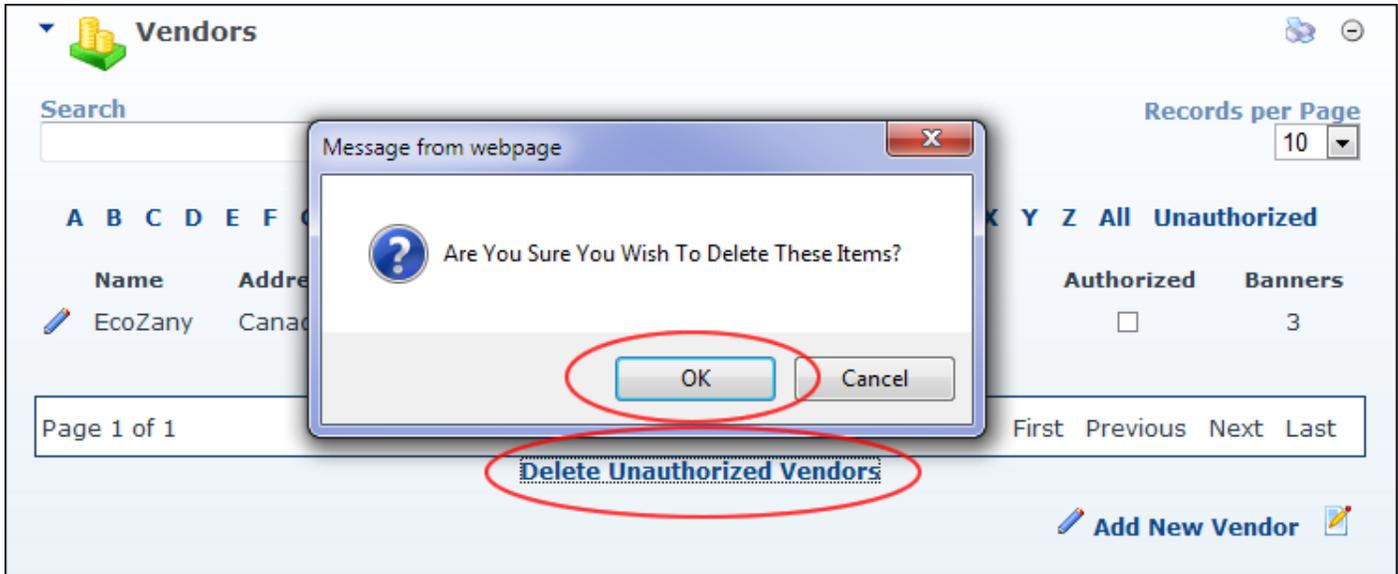
At the bottom center of the window, there are three buttons: "Update", "Cancel", and "Delete". The "Delete" button is circled in red. Below the buttons, there is a status message: "Last Updated By Administrator Account On 9/5/2007 1:27:11 PM".

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

### Deleting all Unauthorized Vendors

How to permanently delete all unauthorized vendors from the Vendors module. Deleting a vendor does not delete any related Vendor banner for the File Manager, however the banners will no longer be displayed in the banners module.

1. **Optional.** Click the Unauthorized link to view unauthorized vendor accounts before deleting them.
2. Click the Delete Unauthorized Vendors link. This displays the message "Are You Sure You Wish To Delete These Items?"
3. Click the **OK** button to confirm.



Deleting all Unauthorized Vendors

## Vendor Banners

### Adding an Image Banner to a Vendor

How to add an image banner to a vendor account using the Vendors module.

1. Locate the required vendor account by using a filter or by searching.
2. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
4. Click the Add New Banner link. This displays the Edit Banners page.
5. In the **Banner Name** text box, enter a name for this banner. If the Text/Script field below is left blank then the Banner Name is the alternate text for the banner.
6. At **Banner Type**, select either **Banner**, **MicroButton**, **Button**, **Block**, or **Skyscraper**.
7. **Optional.** In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
8. At **Image/Link**, select the image for this banner. See "Setting a File Link".
9. Complete any of the following **optional** settings - OR - Skip to Step 11.
  - a. In the **Text/Script** text box, enter the text of the banner. This is the alternate text for this banner and is displayed when a user places their mouse over this image.

- b. At **URL**, select one of the following options:
- Select **URL ( A Link To An External Resource )** and leave the text box empty. This sets the link to the Vendors web site.
  - Select **URL ( A Link To An External Resource )** and enter the URL user will be taken to when they click on the banner name. This URL is also displayed below the banner.
  - Select **Page ( A Page On Your Site )** and select the page users are taken to when they click on this banner.
  - Select **File ( A File On Your Site )** and select the file to be displayed when a user clicks on this banner.
- c. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the Vendor will charge the listed amount. Alternatively, the vendor may charge a flat fee for banner advertising.
- d. In the **Impressions** text box, enter the number of impressions the banner will display for. A impression is made each time a banner is displayed on the page.
- e. At **Start Date**, click the Calendar link and select the first date the banner will be displayed.
- f. At **End Date**, click the Calendar link and select the last date the banner will be displayed.
- g. At **Criteria**, select one of the following options:
- i. **And:** Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
  - ii. **Or:** Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks or it has expired.
10. Click the Update link. This returns you to the Edit Vendor page.

▼  **Edit Banner**

**Banner Name:**

**Banner Type:**

**Banner Group:**

**Link Type:**

URL ( A Link To An External Resource )

File ( A File On Your Site )

**Image/Link:** **File Location:**

**File Name:**

[Upload New File](#)

**Width:**

**Height:**

**Text/Script:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

**URL:** **Select A Web Page From Your Site:**

**CPM/Cost:**

**Impressions:**

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

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

**Criteria:**  OR  AND

**Update Cancel**

11. **Optional.** To view a preview of the newly added banner:

- a. **Maximize**  the **Banner Advertising** section.
- b. Click the **Edit**  button beside the new banner. This opens the Edit Banner page which displays a preview of the banner.



**Edit Banner**

**Banner Name:** Env Friendly

**Banner Type:** Banner

**Banner Group:**

**Link Type:**

**URL ( A Link To An External Resource )**

Previewing a newly added image banner

### **Related Topics:**

- See "Working with the Calendar"

### **Adding a Text Banner to a Vendor**

How to add a text banner to a vendor account using the Vendors module.

1. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
2. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
3. Click the Add New Banner link. This opens the Edit Banner page.
4. In the **Banner Name** text box, enter the text to be displayed at the top of this banner. This text is displayed as a link to the vendor's web site or to the URL, Page or File as set at the URL field below.
5. At **Banner Type**, select **Text**.

6. **Optional.** In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
7. **OPTIONAL.** At **Image/Link**, select an image to be associated with this banner. The image isn't displayed on the banner, instead the image name is displayed as a link to view the image. You can also select URL to add a link to an image, file or page. The full URL will be displayed on the text banner. "About the Link Control" section for more details on setting links.
8. In the **Text/Script** text box, enter the text of the banner. HTML formatting can be used.
9. Complete any of the following **OPTIONAL** settings - OR - Skip to Step 10.
  - a. At **URL**, select one of the following options:
    - Select **URL ( A Link To An External Resource )** and leave the text box empty. This sets the link to the Vendor's web site.
    - Select **URL ( A Link To An External Resource )** and enter the URL users go to when they click on the banner name. This URL also displays at the bottom of the banner.
    - Select **Page ( A Page On Your Site )** and select the page users go to when they click on the banner name. The page number is also displayed at the bottom of the banner. E.g. 85
    - Select **File ( A File On Your Site )** and select the file the user go to when they click on the banner name. The file ID number is also displayed at the bottom of the banner. E.g. FileID=148.
  - b. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the vendor will charge the listed amount. Alternatively, the Vendor may charge a flat fee for banner advertising.
  - c. In the **Impressions** text box, enter the number of impressions the banner will display for.
  - d. At **Start Date**, click the Calendar link and select the first date the banner is displayed.
  - e. At **End Date**, click the Calendar link and select the last date the banner is displayed.
  - f. At **Criteria**, select one of the following options:
    - **And:** Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
    - **Or:** Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks OR the banner has expired.

▼ Edit Banner



**Banner Name:**

**Banner Type:**

**Banner Group:**

**Link Type:**

- URL ( A Link To An External Resource )
- File ( A File On Your Site )

**Image/Link:** **File Location:**

**File Name:**

[Upload New File](#)

**Width:**

**Height:**

**Text/Script:**

**Link Type:**

- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )

**URL:** **Location: ( Enter The Address Of The Link )**

[Select An Existing URL](#)

**CPM/Cost:**

**Impressions:**

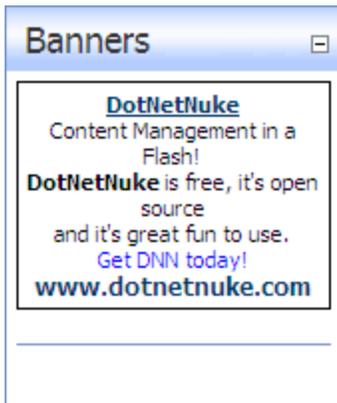
**Start Date:**  [Calendar](#)

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

**Criteria:**  OR  AND

[Update](#) [Cancel](#)

10. Click the Update link.



Text Banner (with a one pixel border)

### ***Related Topics:***

- See "Working with the Calendar"

### **Adding a Script Banner to a Vendor**

How to add a JavaScript banner to a vendor account using the Vendors module.

1. Locate the required vendor account by using a filter or by searching.
2. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
4. Click the Add New Banner link. This displays the Edit Banner page.
5. In the **Banner Name** text box, enter a name for this banner.
6. At **Banner Type**, select **Script**.
7. **Optional.** In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
8. In the **Text/Script** text box, enter the script for this banner.
9. Complete any of the following **OPTIONAL** settings - OR - Skip to Step 10.
  - a. At **URL**, select one of the following options:
    - Select **URL ( A Link To An External Resource )** and leave the text box empty. This sets the link to the Vendors web site.

- Select **URL ( A Link To An External Resource )** and enter the URL user will be taken to when they click on the banner name. This URL is also displayed below the banner.
  - Select **Page (A Page On Your Site )** and select the page users are taken to when they click on this banner.
  - Select **File (A File On Your Site )** and select the file to be displayed when a user clicks on this banner.
- b. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the Vendor will charge the listed amount. Alternatively, the vendor may charge a flat fee for banner advertising.
  - c. In the **Impressions** text box, enter the number of impressions the banner will display for. A impression is made each time a banner is displayed on the page.
  - d. At **Start Date**, click the Calendar link and select the first date the banner will be displayed.
  - e. At **End Date**, click the Calendar link and select the last date the banner will be displayed.
  - f. At **Criteria**, select one of the following options:
    - i. **And:** Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
    - ii. **Or:** Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks OR the banner has expired.
10. Click the Update link. This returns you to the Edit Vendor page.
  11. **Optional.** To view a preview of the newly added banner:
    - a. **Maximize**  the **Banner Advertising** section.
    - b. Click the **Edit**  button beside the new banner. This opens the Edit Banner page which displays a preview of the banner.

### ***Related Topics:***

- See "Working with the Calendar"

### **Editing a Vendor Banner**

How to edit the properties of a banner using the Vendors module.

1. Locate the required vendor account by selecting a filter or doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.

3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
4. Click the **Edit**  button beside the banner to be edited.

Banner Advertising									
	Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End
	See more toys...	Banner		0	0.00	36	0	9/22/2010	
	Pull along dog	Banner		0	0.00	35	0	9/22/2010	

5. Edit the required fields.
6. Click the Update link.

### Deleting a Vendor Banner

How to edit the properties of a banner using the Vendors module.

1. Locate the required vendor account by selecting a filter or doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
4. Click the **Edit**  button beside the banner to be deleted.

Banner Advertising									
	Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End
	See more toys...	Banner		0	0.00	36	0	9/22/2010	
	Pull along dog	Banner		0	0.00	35	0	9/22/2010	

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

### Viewing the Clicks and Views for a Banner

How to view the number of times a banner has been viewed and clicked using the Vendors module.

1. Locate the required vendor account by using a filter or by searching.
2. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor including:

- **Views:** The number of time a banner has been clicked on.
- **Clicks:** The number of times a banner has been displayed on a page.

Banner Advertising									
Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End	
 See more toys...	Banner		0	0.00	10	0	9/22/2010		
 Pull along dog	Banner		0	0.00	35	'20	9/22/2010		

Viewing Banner Views and Clicks

### Emailing Banner Status to Vendor

How to send a banner status report to the related vendor using the Vendors module. The report contains the following information: Banner Name, Banner Description, Image Name, Number of CPM/Cost, Number of Impressions, Start Date, End Date, Number of Views, and Number of Click Through's.

1. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
2. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
3. Click the **Edit**  button beside the required banner.
4. Click the [Email Status to Vendor](#) link at the base of the module. A success or failure message is displayed at top of the module letting you know if the email sent successfully.
5. Click the  [Cancel](#) link to return to the module.

### Affiliate Accounts

#### About Vendor Affiliate Accounts

One or more affiliate accounts can be created for Vendors in the Vendors module. These accounts are used for tracking advertising of this site on other web sites. DNN generates the link for other web sites to use, so that it can track each time a visitor clicks through to the portal, from an advertising site, so that the difficulty in collecting information for commissions to be paid can be easily managed.

#### Adding an Affiliate Referral Account

How to add affiliate referral account to a vendor in the Vendors module. This generates a link which affiliates can add to their web site. The number of clicks and acquisitions for the link is tracked within the Affiliate Referral module, permitting the tracking of commission owing to the vendor.

1. Locate the required vendor account by selecting a filter or by doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.

4. Click the [Add New Affiliate](#) link.
5. **Optional.** At **Start Date**, click the [Calendar](#) link and select a start date.
6. **Optional.** At **End Date**, click the [Calendar](#) link and select an end date.
7. In the **Cost Per Click ( CPC )** text box, enter the advertising charge. CPC is the commission paid to the vendor when a visitor is referred to your site.
8. In the **Cost Per Acquisition ( CPA )** text box, enter the advertising charge. CPA is the commission paid to the vendor when a visitor becomes a member of your site.
9. Click the [Update](#) link.

  **Edit Affiliate**

 \* **Start Date:**  [Calendar](#)

\* **End Date:**  [Calendar](#)

 **Cost Per Click ( CPC ):**

 **Cost Per Acquisition ( CPA ):**

\* = Optional

[Update](#) [Cancel](#) [Send Notification](#)

Adding an Affiliate Account

### ***Related Topics:***

- See "Working with the Calendar"

### **Editing an Affiliate Referral Account**

How to edit the details of an affiliate referral account using the Vendors module.

1. Locate the required vendor account by selecting a filter or by doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
4. Click the **Edit**  button beside the required record.

 **Edit Vendors**

**Vendor Details**

---

 **Company:**  \*

 **First Name:**  \*

 **Last Name:**  \*

 **Email Address:**  \*

**Address Details**

---

**Other Details**

---

**Vendor Classification**

---

**Banner Advertising**

---

**Affiliate Referrals**

---

	Start	End	CPC	Clicks	Total	CPA	Acquisitions	Total
	12/30/2010	12/29/2011	0.01	0	0.0	1.0	0	0.0

**Add New Affiliate**  
**Update Cancel Delete**

5. Edit fields as required.
6. Click the Update link.

### Deleting an Affiliate Referral Account

How to permanently delete an affiliate referral account from the Vendors module.

1. Locate the required vendor account by selecting a filter or by doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
4. Click the **Edit**  button beside the required record.
5. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click **OK** to confirm deletion.

## Sending Notification of Affiliate Referral Account

How to send an affiliate report email to an affiliate using the Vendors module. The report provides details of the site they have been made an affiliate of and the URL link to be used.

1. Locate the required vendor account by selecting a filter or by doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
4. Click the **Edit**  button beside the required record.
5. Click the Send Notification link.

  **Edit Affiliate**

 \* **Start Date:**  **Calendar**

\* **End Date:**  **Calendar**

 **Cost Per Click ( CPC ):**

 **Cost Per Acquisition ( CPA ):**

\* = Optional

**Update Cancel Delete Send Notification**

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

# 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 Host > Extensions page enables the Host to install and manage skins, containers and skin packages. See "About the Host Extensions Page"
- 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.

The screenshot shows two panels from the DNN administration interface. The top panel is titled "Skins" and features a table of installed skins and containers. Below the table is a toolbar with options like "Install New Skin", "Create New Skin", "Create New Container", "Manage Skins", "Upload Legacy Skin", and "Upload Legacy Container". The bottom panel is titled "Skin Designer" and contains a form with fields for "Skin:", "Container:", "File:", "Token:", "Setting:", and "Value:", each with a dropdown menu. An "Update" button is located below the form.

Name	Type	Portal	Description	Version
DNN-ExtropySkin	Skin			1.0.0
DotNetNuke DNN-Blue Skin	Skin		DotNetNuke DNN-Blue Skin	1.0.0
Minimal Extropy	Skin		The Minimal Extropy Skin is the Default Skin for DotNetNuke.	1.0.0
DNN-ExtropyContainer	Container			1.0.0
DotNetNuke DNN-Blue Container	Container		DotNetNuke DNN-Blue Container	1.0.0
Minimal Extropy Container	Container		The Minimal Extropy Container is the Default Container for DotNetNuke.	1.0.0

**Skins**

Type: Skin Language: Not Specified

**Skin Designer**

Skin: <Not Specified>  
Container: <Not Specified>  
File:  
Token:  
Setting:  
Value:

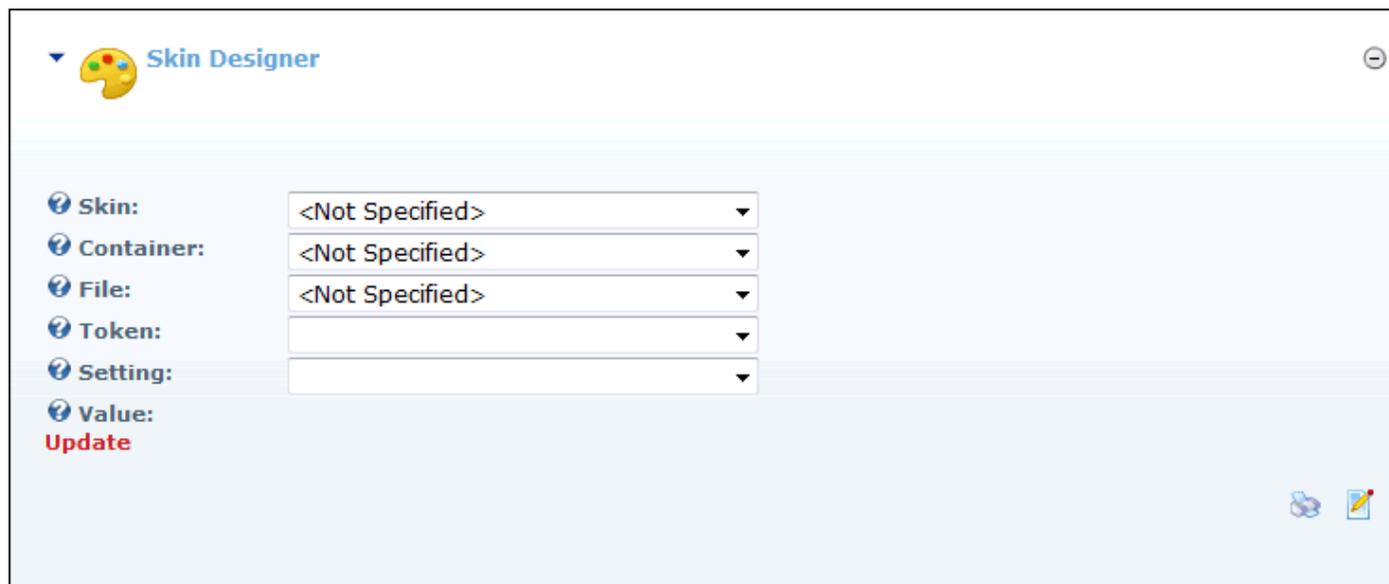
Update

Skins & Skin Designer modules

# 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.

The screenshot shows the 'Skin Manager' interface. At the top, there is a blue header with a paint palette icon and the text 'Skin Manager'. Below the header, a green 'ok' icon is displayed next to the message 'Skin Successfully Updated'. The main area contains a list of configuration fields, each with a paint palette icon and a label: 'Skin:', 'Container:', 'File:', 'Token:', 'Setting:', and 'Value:'. Each field has a corresponding dropdown menu or text box. The 'Skin' field is set to 'DNN-Blue', 'Container' to '<Not Specified>', 'File' to 'Horizontal Menu - Fixed Width', 'Token' to 'LOGO', and 'Setting' to 'BorderWidth'. The 'Value' field is a text box containing the number '3'. Below the 'Value' field, there is a small text description: 'Sets the border width of the logo image'. At the bottom center, there is a blue 'Update' link. In the bottom right corner, there is a small icon of a paint palette.



An example of the Logo token with a BorderWidth value set to 3

## **Troubleshooting the Yellow Warning Message "You Must Select A Token Setting"**

When using the Skin Designer on the Host > Skins page, the yellow warning message "You Must Select A Token Setting" displays when one or more settings are incomplete.

To resolve this error, complete all fields.

## **Skins**

### **About the Skins Module**

The Skins module (also titled the Skin Editor module) enables users to manage skin packages, skins and containers. Skins which have been installed on this portal are available to all portals within this DNN installation.

This module is located under the Admin page and can also be added to site pages.

**Skins**

Skin Type:  Host  Site

Skins: MinimalExtropy Containers: MinimalExtropy

Apply To:  Portal  Admin

**Skins**

**This set of skins cannot be deleted because it is being used**

**index 1024**  
  
 Preview | Apply

**index 1280**  
  
 Preview | Apply

**index full**  
  
 Preview | Apply

**index**  
  
 Preview | Apply

**Containers**

**This set of containers cannot be deleted because it is being used**

**title\_blue**  
**Blue**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.  
 Preview | Apply

**title\_grey**  
**Grey**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.  
 Preview | Apply

**title\_red**  
**Red**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.  
 Preview | Apply

 **Restore Default Skin**

The Skins Module

## All Users

### Previewing a Container Package

How to preview all of the containers within a container package.

1. Go to the **Skins** module.
2. At **Skin Type**, select one or both of these options:
  - **Host**: Select to view skins which are available to all sites.
  - **Site**: Select to view skins which are only available to this site.
3. **Optional**. At **Skins**, select from these options:
  - Select a skin package from the drop-down list to only view containers associated with that skin. A thumbnail image for each skin and container is displayed.
  - Select **<Not Specified>** to hide all skins.
4. At **Containers**, select a container package from the drop-down list. A thumbnail image for each container is displayed.
5. Click the Preview link to preview a container. This opens a new Web browser with a preview of the container.
6. Repeat Step 5 to preview additional containers.

The screenshot shows the 'Skins' module interface. At the top, there are filters for 'Skin Type' (with 'Host' and 'Site' checked) and 'Containers' (set to 'MinimalExtrpy'). Below these are 'Apply To' filters for 'Portal' and 'Admin'. The main content area is divided into 'Skins' and 'Containers' sections. A red warning message states: 'This set of containers cannot be deleted because it is being used'. Below this, three container packages are displayed: 'title\_blue' (Blue), 'title\_grey' (Grey), and 'title\_red' (Red). Each package includes a preview image and 'Preview | Apply' buttons. The 'Preview' button for the 'title\_grey' package is circled in red. At the bottom, there is a 'Restore Default Skin' button.

Previewing a Container Package

## ***Previewing a Skin Package***

How to preview all skins and containers contained within a skin package.

1. Go to the **Skins** module.
2. At **Skin Type**, select one or both of these options:
  - **Host:** Select to view skins which are available to all sites.
  - **Site:** Select to view skins which are only available to this site.
3. At **Skins**, select a skin package from the drop-down list. A thumbnail image for each skin and container is displayed.
4. Click a Preview link to preview that skin or a container. This opens a new Web browser with a preview of the skin.
5. Repeat Step 4 to preview additional containers.

**Skins**

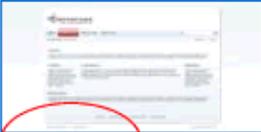
Skin Type:  Host  Site

Skins: MinimalExtropy Containers: MinimalExtropy

Apply To:  Portal  Admin

**Skins**

This set of skins cannot be deleted because it is being used

<p>index 1024</p>  <p>Preview   Apply</p>	<p>index 1280</p>  <p>Preview   Apply</p>	<p>index full</p>  <p>Preview   Apply</p>
<p>index</p>  <p>Preview   Apply</p>		

**Containers**

This set of containers cannot be deleted because it is being used

<p>title_blue</p> <p><b>Blue</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Preview   Apply</p>	<p>title_grey</p> <p><b>Grey</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Preview   Apply</p>	<p>title_red</p> <p><b>Red</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Preview   Apply</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

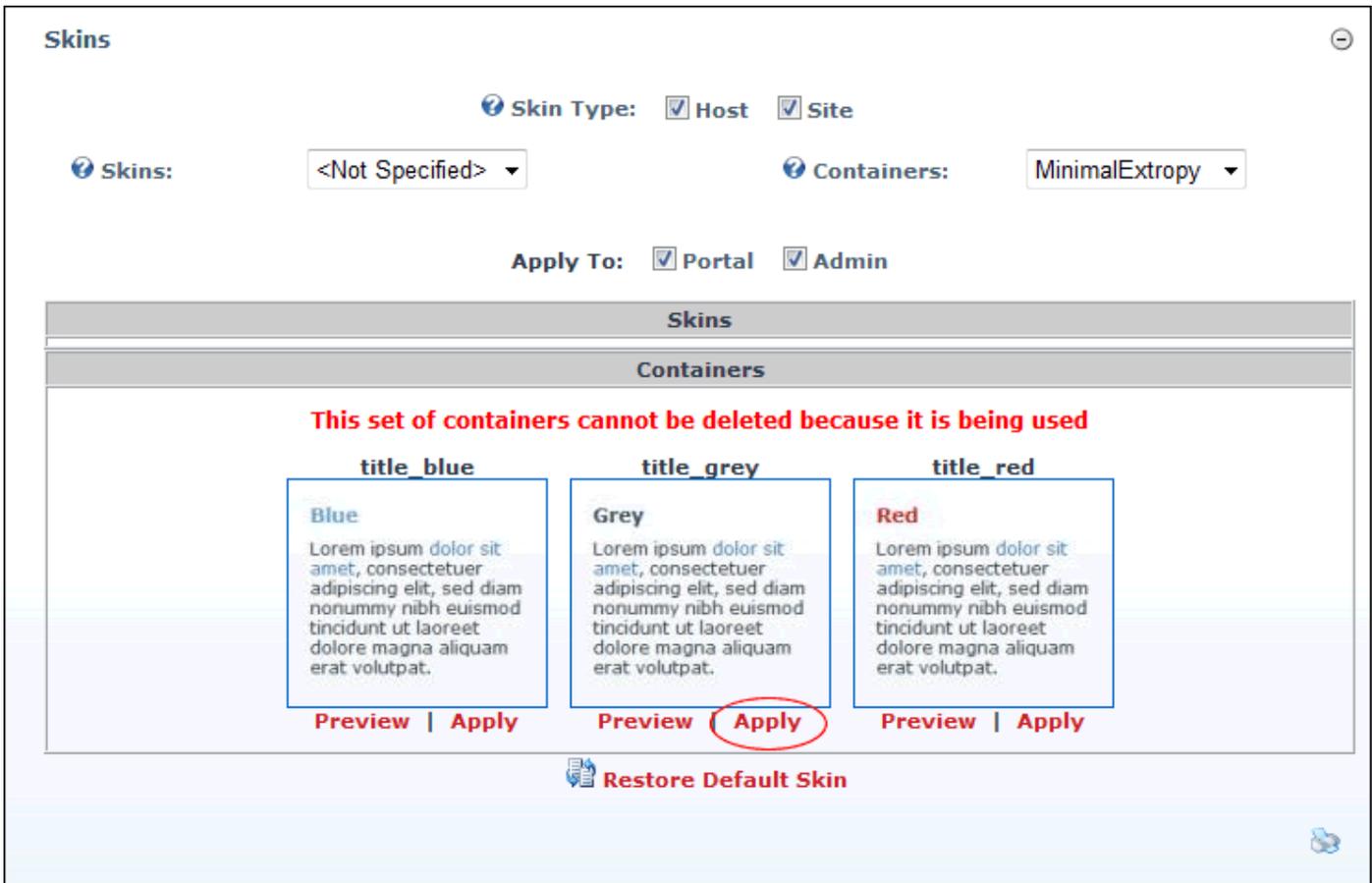
 Restore Default Skin

Previewing Skins

### 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 Default 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 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 pages.
4. Click the Apply link.

**Skins**

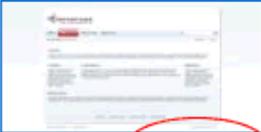
Skin Type:  Host  Site

Skins: MinimalExtropy Containers: MinimalExtropy

Apply To:  Portal  Admin

**Skins**

**This set of skins cannot be deleted because it is being used**

<p><b>index 1024</b></p>  <p>Preview   <b>Apply</b></p>	<p><b>index 1280</b></p>  <p>Preview   <b>Apply</b></p>	<p><b>index full</b></p>  <p>Preview   <b>Apply</b></p>
<p><b>index</b></p>  <p>Preview   <b>Apply</b></p>		

**Containers**

**This set of containers cannot be deleted because it is being used**

<p><b>title_blue</b></p> <p><b>Blue</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Preview   <b>Apply</b></p>	<p><b>title_grey</b></p> <p><b>Grey</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Preview   <b>Apply</b></p>	<p><b>title_red</b></p> <p><b>Red</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Preview   <b>Apply</b></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

 **Restore Default Skin**

Applying the Default Site Skin

### 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".

1. Go to the **Skins** module.
2. Click the Restore Default Skin link located at the base of the module.

The screenshot displays the 'Skins' module interface. At the top, there are filters for 'Skin Type' (Host, Site) and 'Containers' (MinimalExtropy). Below these are sections for 'Skins' and 'Containers', each with a red warning message: 'This set of skins cannot be deleted because it is being used' and 'This set of containers cannot be deleted because it is being used'. The 'Skins' section lists 'index 1024', 'index 1280', 'index full', and 'index', each with a preview and 'Preview | Apply' buttons. The 'Containers' section lists 'title\_blue', 'title\_grey', and 'title\_red', each with a preview and 'Preview | Apply' buttons. At the bottom center, a 'Restore Default Skin' button with a trash icon is circled in red.

Restoring the Default Skin

## SuperUsers

### ***Deleting a Container from a Container Package***

How to delete a container from a container package. This only deletes the container from the current portal and not from the installed package.

---

*Tip: Containers cannot be deleted if they belong to a skin or container package that is in use on the site.*

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1. Navigate to Admin > **Skins**.
2. Go to the **Skins** module.
3. At **Containers**, select a container package from the drop-down list. A thumbnail image of all containers within the package is displayed.
4. Click the Delete link beside the container to be deleted.
5. Repeat Step 4 to delete additional containers.

### ***Deleting a Skin from a Skin Package (Including Legacy Skins)***

How to delete a skin from a skin package using the Skins module. This only deletes the skin from the current portal and not from the installed package.

Skins cannot be deleted if they belong to a skin package that is in use on the site.

1. Navigate to Admin > **Skins**.
2. Go to the **Skins** module.
3. At **Skins**, select a skin package from the drop-down list. A thumbnail image of all skins and containers within the package is displayed.
4. Click the Delete link beside the skin to be deleted.
5. Repeat Step 4 to delete additional skins.

### ***Parsing a Skin Package***

How to parse a skin package. This task can only be performed by Hosts.

1. Navigate to Admin > **Skins**.
2. Go to the **Skins** module.
3. At **Skins**, select a skin package from the drop-down list.

4. At **Parse Options**, select from the following options:
  - **Localized**: This option includes the full path.
  - **Portable**: This option does not include the full path.
5. Click the Parse Skin Package link. A detailed report is displayed.

### ***Deleting a Skin Package***

How to delete all a skin package including legacy skins. This deletes all skins in the selected package from the DNN installation.

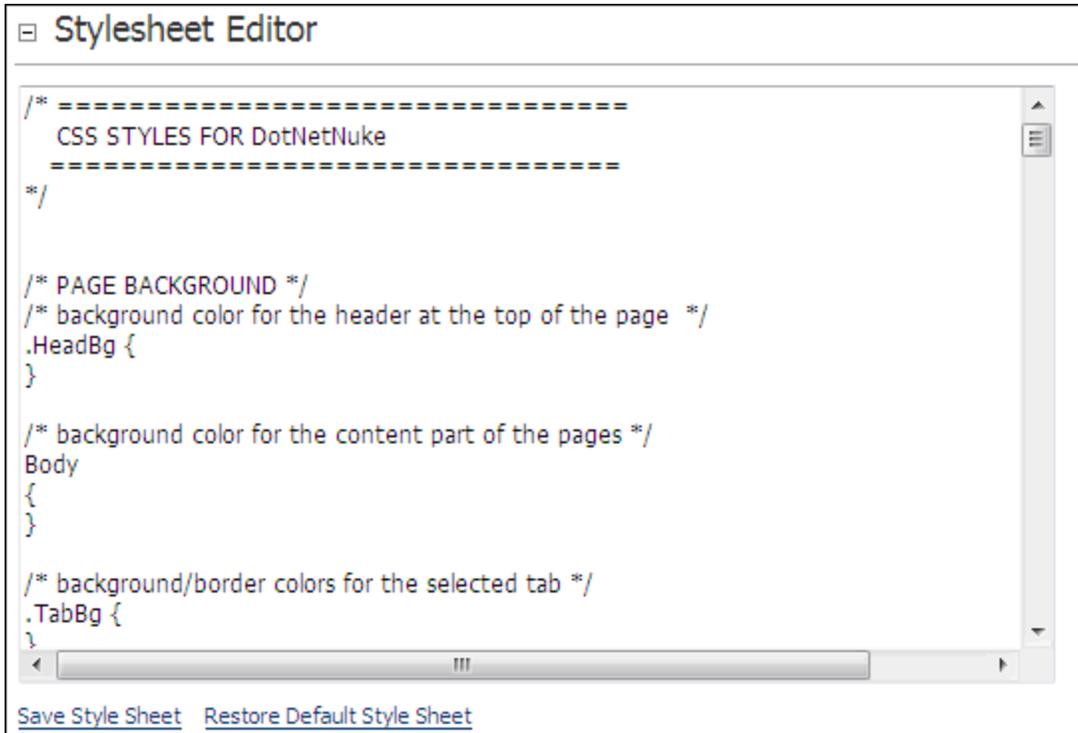
1. Navigate to Admin > **Skins**.
2. Go to the **Skins** module.
3. At **Skins**, select the skin package from the drop-down list.
4. Click the Delete Skin Package link.

## **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 Site Setting page.

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



The screenshot shows a window titled "Stylesheet Editor" with a text area containing CSS code. The code is as follows:

```
/* =====
CSS STYLES FOR DotNetNuke
===== */

/* PAGE BACKGROUND */
/* background color for the header at the top of the page */
.HeadBg {
}

/* background color for the content part of the pages */
Body
{
}

/* background/border colors for the selected tab */
.TabBg {
}
```

At the bottom of the window, there are two links: [Save Style Sheet](#) and [Restore Default Style Sheet](#).

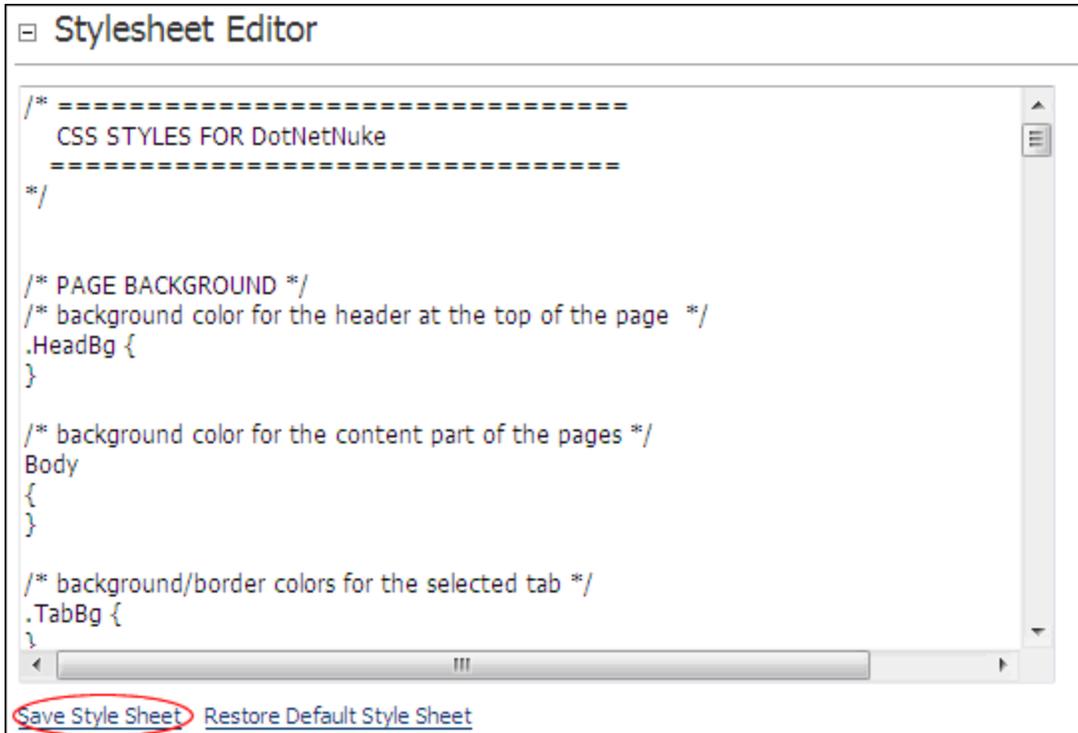
The Stylesheet Editor

## 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.

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

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Maximize**  the **Stylesheet Editor** section.
3. 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.

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

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Maximize**  the **Stylesheet Editor** section.
3. Click the Restore Default Style Sheet link.
4. Hold down the **Ctrl** button and press the **F5** button - OR - Click the **Refresh** button on your Web browser to view your changes.

Stylesheet Editor

```
/* =====
CSS STYLES FOR DotNetNuke
===== */

/* PAGE BACKGROUND */
/* background color for the header at the top of the page */
.HeadBg {
}

/* background color for the content part of the pages */
Body
{
}

/* background/border colors for the selected tab */
.TabBg {
}
```

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

Restoring the Default Stylesheet