USER MANUAL

DNN Platform 7.2 Administrator Manual

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Introduction

This manual has been written to provide site visitors, editors and administrators with step-by-step tutorials on using, building and maintaining websites using DNN Platform 7.2.2. A separate manual that provides developers, hosting providers and SuperUsers with step-by-step tutorials on installing, configuring and maintaining one or more websites using DNN Platform can be downloaded from http://www.dnnsoftware.com/Community/Download/Manuals. Additional manuals for Evoq Social, Evoq Content and Evoq Content Enterprise can be accessed from the Customer Support Network.

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 website. Connected backend systems also provide businesses with the opportunity to combine information and more easily assist.

Managing Your User Account

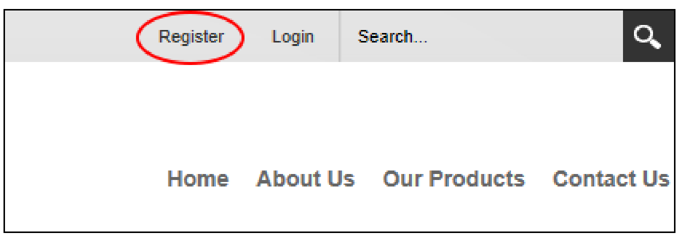
Signing Up

Signing up as a Registered User

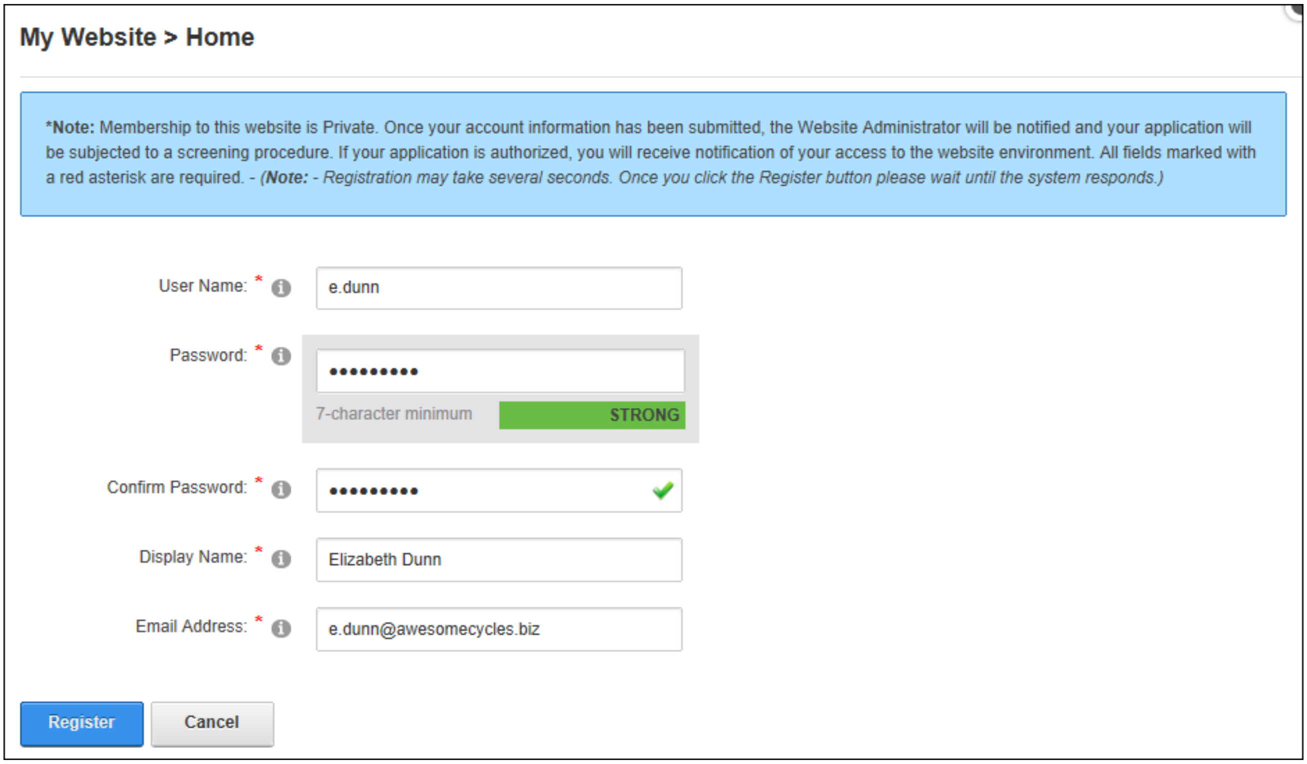
How to sign up to become a registered user of a site. This tutorial includes the fields required to register when the default registration settings and requirements are used, however other information such names, address details, contact details or a security code may be required depending on the site. The site may also require unique information for fields such as your user name, display name and email address. If so, you will be asked to enter different information on your registration form and then resubmit it.

Note: only the first two are requirements for a valid password, the others simply show that the user is using a “better” password.

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



2. In the **User Name** text box, enter a user name. Your user name is private and cannot be changed. Note: This field may not be required on some sites that are set to use your email address as your user name.
3. In the **Password** text box, enter your password. Note: Passwords are case sensitive.
4. In the **Confirm Password** text box, re-enter your password.
5. In the **Display Name** text box, enter the name you want to be displayed to other site members.
6. In the **Email Address** text box, enter a valid email address.
7. Click the **Register** button.



Once you have submitted your registration it will be handled in one of the following ways, according to the type of registration used on the site:

- If **Private** registration is used, you will need to be authorized by an Administrator before you can login. This is the default option.
- If **Public** registration is used, you will be automatically logged in to the site as shown in the below image. Once you are logged into the site you can view any Messages or Notifications that have been sent to your user account and update your user profile.
- If **Verified** registration is used, you will be logged in to the site as an unverified user and will need to open your welcome email to obtain additional information to complete your registration and obtain access to any content that is restricted to site members.

Related Topics:

- See "Managing your Profile Photo"
- See "Managing your User Profile"

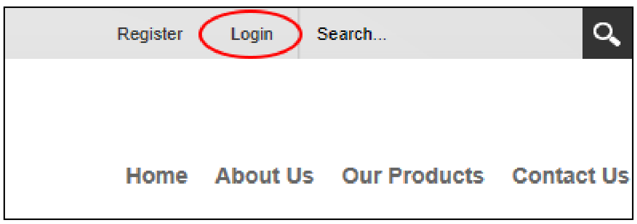
- See "Configuring a Custom Registration Form"
- See "Configuring the Standard Registration Form"

Logging In and Out

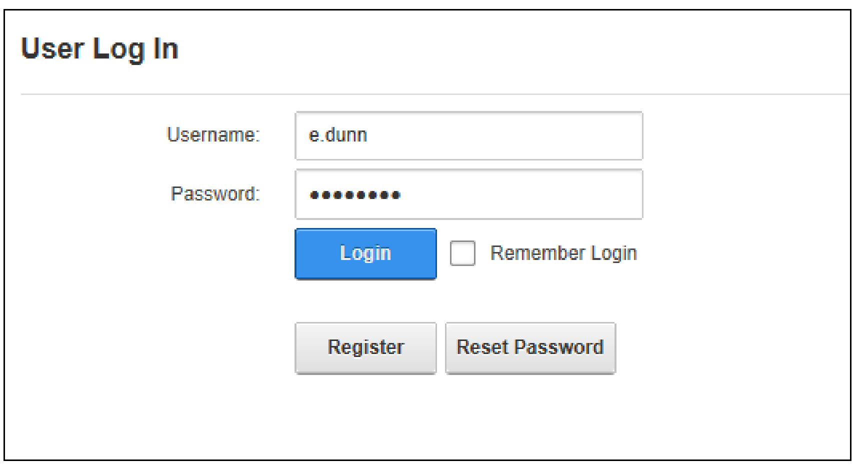
Logging into a Site

How to login to a site. This topic covers the minimum information that is required to login, however additional information such as name, address details and contact details may be required on some sites.

1. Click the Login link (typically located in the top right corner of each page) - OR - Navigate to an Account Login module.

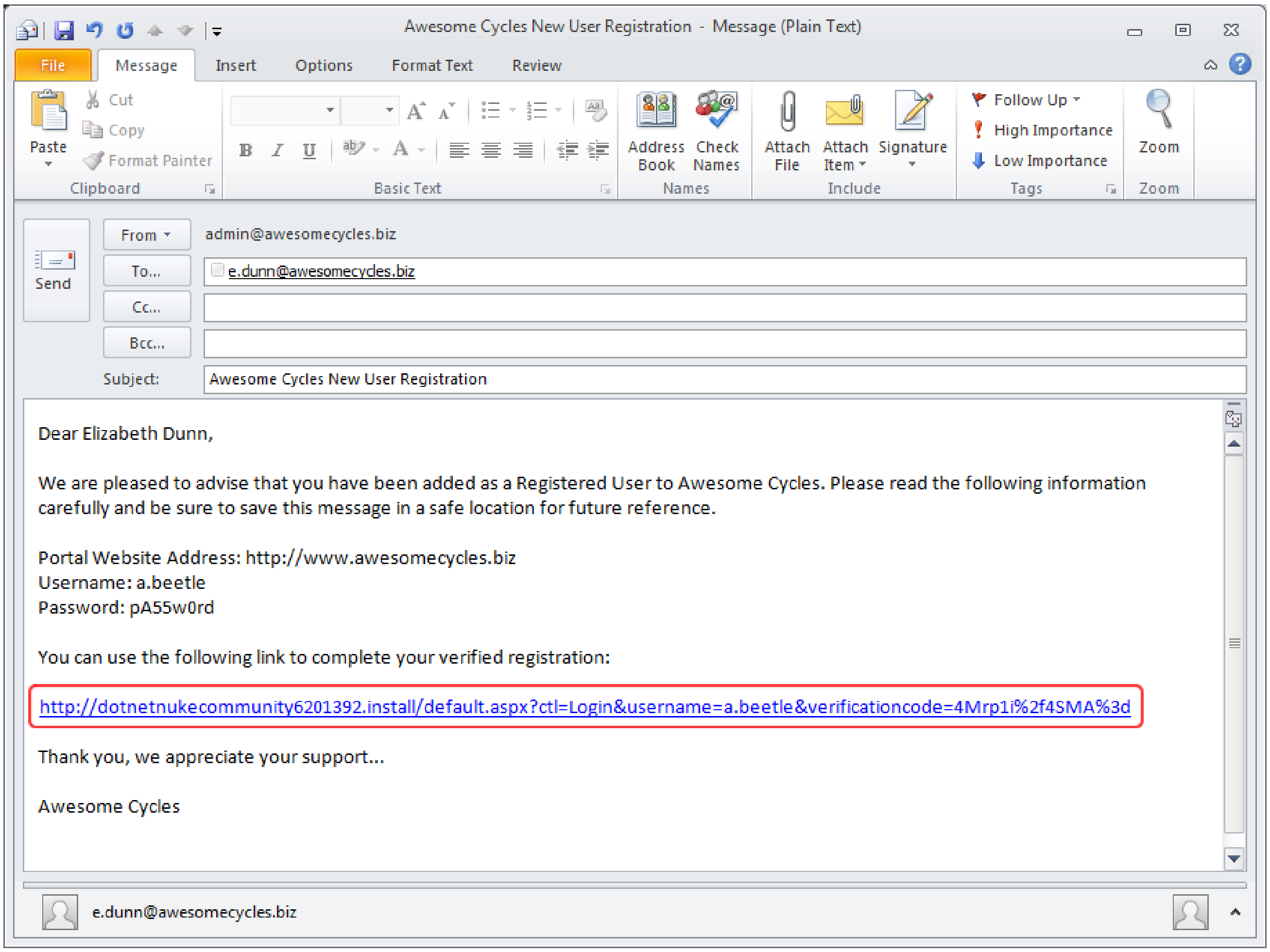


2. In the **Username** text box, enter your username.
3. In the **Password** text box, enter your password.



4. **Optional.** At **Remember Login**, mark the check box to enable the site to remember your login credentials and automatically log you into the site on your next visit. This feature adds a cookie to your current computer so it will not work on another computer. It is also site specific so it will not log you in to other sites within this DNN installation. Your login will be remembered for a period of 24 hours, at which time it will expire.

5. Click the **Login** button.
6. **Optional.** If the message "You are using an unverified account. Please verify your account by clicking on the link contained in the verification email we've already sent to you." is displayed, you must complete this final step in the registration to gain access all registered user services.



Once you are logged into the site and can view any messages or notifications that have been sent to your user account. You can also click on your Display Name and complete your user profile information.

The following messages may be displayed if your login is unsuccessful:

- "Login Failed, remember that Passwords are case sensitive": Attempt to logging in again, ensuring Caps Lock is not selected on your keyboard. If you are still unsuccessful, check that your user name and password are correct, as detailed in the Welcome message that was sent to you. If you are still unsuccessful, See "Resetting

your Password".
- "This account has been locked out after too many unsuccessful login attempts. Please contact your administrator." You are now prevented from logging in, even with the correct details, until an Administrator unlocks the account for you.
- "This account has been locked out after too many unsuccessful login attempts. Please wait 10 minutes before trying to login again. If you have forgotten your password, please try the Password Reminder option before contacting an Administrator." You are now prevented from logging in until your user account automatically unlocks itself according to the number of minutes displayed in the system message. Alternatively, you can contact an Administrator to unlock the account for you.

Related Topics:

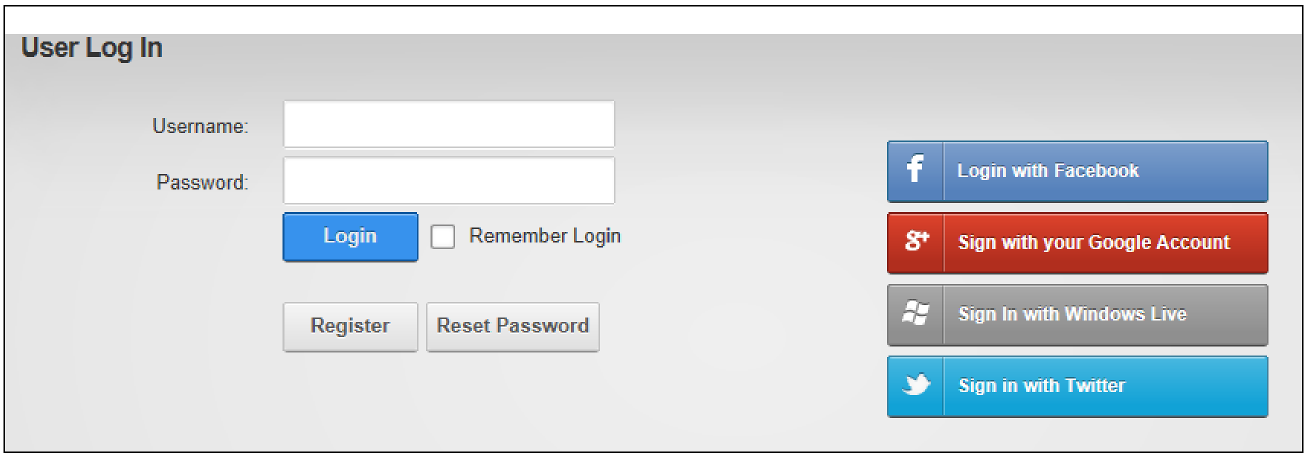
- See "Configuring Default Authentication"
- See "Managing Login and Logout Settings"

Logging in with External Accounts

How to login to a DNN site using an existing Facebook, Google, Windows Live or Twitter account. This allows you to login without needing to create a new user account for this site.

1. Click the Login link (typically located in the top right corner of each page) - OR - Navigate to an Account Login module.
2. Complete one of the following login processes:
   - Click the **Login with Facebook** button to go to the Facebook website.
     1. On the Facebook Login page, enter your email and password and then click the Log In button. If you don't have a Facebook account, you can choose to create one now. If you are already logged into your Facebook account on this computer, you can skip this step.
     2. Select the groups of users who will be able to view posts created using DNN. E.g. Everyone, Friends (the default setting), Only Me, Custom, Close Friends, Family, etc.
     3. Click the **Go to App** button to return to the DNN site and complete your login.
   - Click the **Sign with your Google Account** button to go to the Google site where you can enter your email and password and then click the **Sign In** button.

- Click the **Sign In with Windows Live** button to go to the Windows Live website where you can complete login using your Live credentials. If you are already logged into your Live account on this computer you will be automatically logged in.
- Click the **Sign In with Twitter** button to go to the Twitter website where you can complete login using your Twitter credentials. If you are already logged into Twitter on this computer you will be automatically logged in.



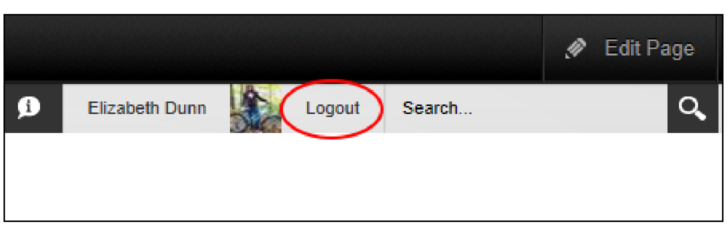
Related Topics:

- See "Configuring Facebook Authentication"
- See "Configuring Google Authentication"
- See "Configuring Live Authentication"
- See "Configuring Twitter Authentication"

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 that is typically located in the top right corner of each page.

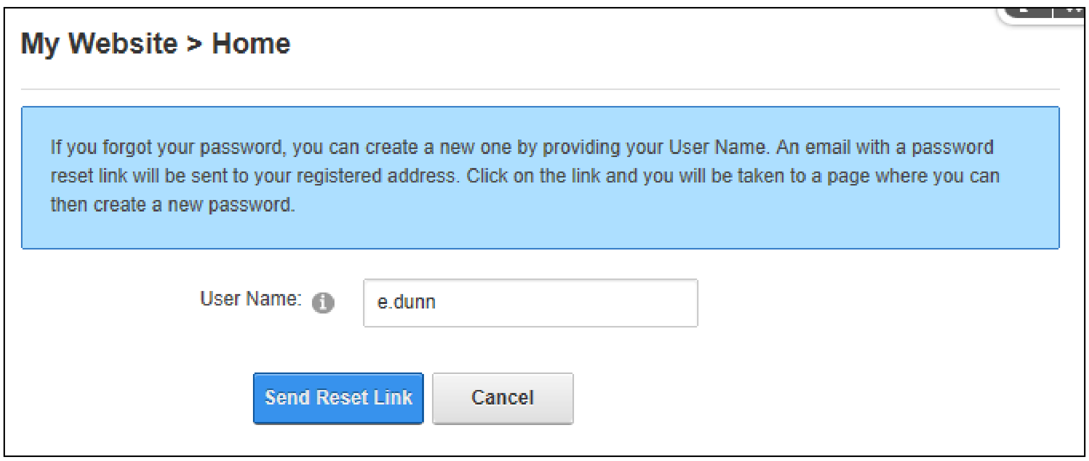


Tip: To exit a site without logging out, simply close your Web browser. This does not cancel the Remember Login setting.

Resetting 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 (typically located in the top right corner of each page) - OR - Navigate to an Account Login module.
2. Click the **Reset Password** button.
3. In the **User Name** text box, enter your user name.



4. **Optional.** If the **Security Code** field is displayed, enter the code displayed as a picture into the Security Code text box.
5. Click the **Send Reset Link** button. If the password reset link sends successfully, the message "✔ If the username entered was correct, you should receive a new email shortly with a link to reset your password" is displayed.

The following messages may be displayed if your password retrieval fails:

- **Please Enter Your User Name or the Email Address you used during Registration**: Try entering your user name or email address into the text box and then click the Retrieve Password link.

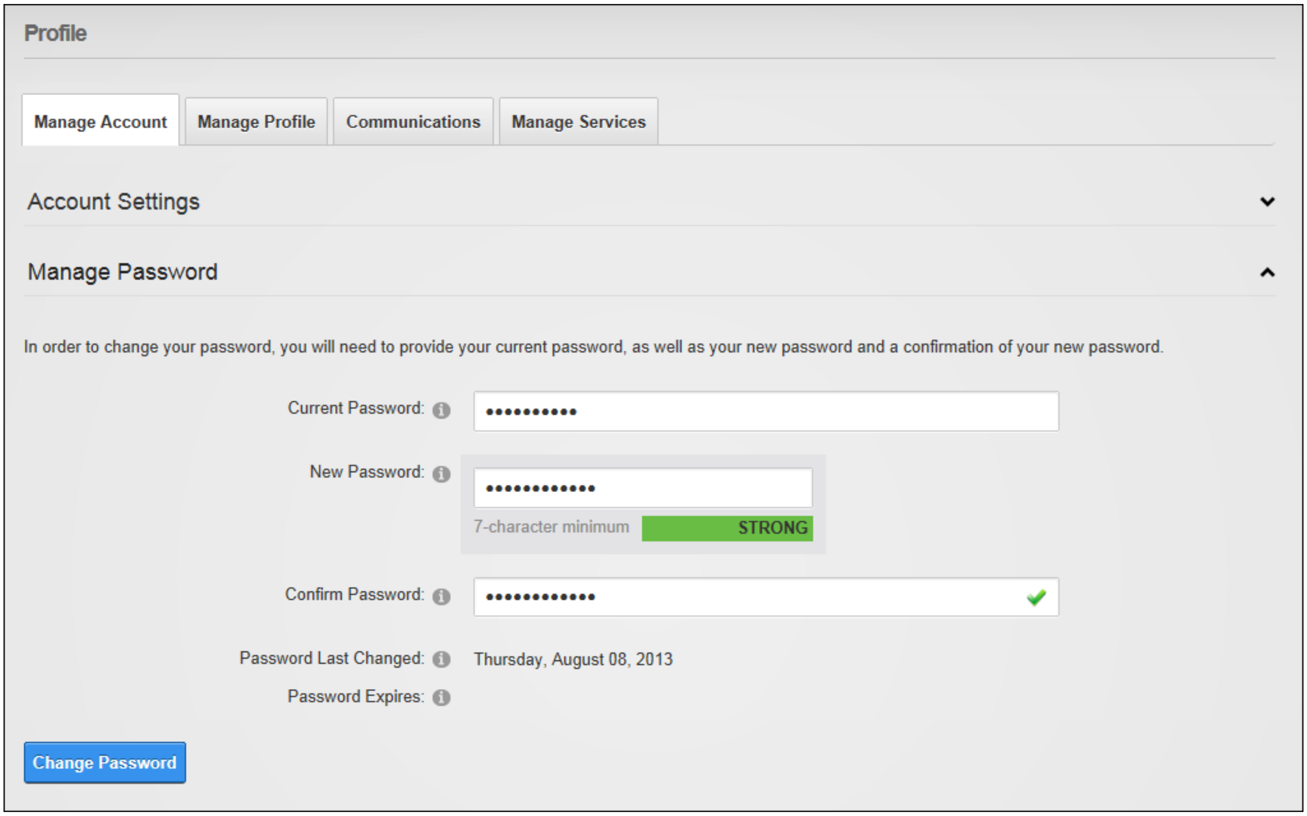
- **Please Enter Your User Name**: Try entering your user name into the text box and then click the retrieve password link.
- **More than one user has been found with this email address. Please enter your User Name and try again** - Email address can only be used to reset your password if it is unique in the site. If more than one user has the same email address, then the username is the only valid value to reset the password.
- **Reset Password option is currently unavailable**: Email may not be enabled or correctly configured on this site. Administrators should contact their host to check SMTP settings for this site.

Managing Your Profile

Changing your Password

How to update the password associated with your user profile. **Important.** If you are updating the default SuperUser or Administrator login details for the first time, begin this tutorial at Step 5.

1. Login to the site. See "Logging into a Site"
2. Navigate to user profile page. Typically this is done by clicking on your [Display Name] which is located in the top right corner of the site.
3. Click the **Edit Profile** button. This displays the Manage Profile page.
4. Select the **Manage Account** tab.
5. Expand the **Manage Password** section.
6. In the **Change Password** section, update the following fields:
   1. In the **Current Password** text box, enter your current password.
   2. In the **New Password** and **Confirm Password** text boxes, enter and re-enter your new password.
   3. **Optional.** If a security code is displayed, enter it into the text box displayed below it.



7. Click the **Change Password** button.

Related Topics:

- See "Managing Login and Logout Settings"

Managing your Profile Photo

How to manage the photo associated with your user profile.

1. Login to the site. See "Logging into a Site"
2. Navigate to user profile page. Typically this is done by clicking on your [Display Name] which is located in the top right corner of the site.
3. Click the **Edit Profile** button.
4. Go to the **Profile Basic Settings** section of the Manage Profile tab.
5. Scroll down to the **Photo** field and then perform one of the following actions:

Uploading a New Image

1. Click the **Upload File** button and then select the file from your computer.
2. This displays the selected image beside the Photo field.
3. Click the **Update** button.
4. Select the photo from the **File** drop down list. This displays the image to the right of this field.
5. **Optional.** This photo is set as visible to the public by default; however you can increase your privacy by changing the visibility of this field.

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.
2. Click the **Update** button.

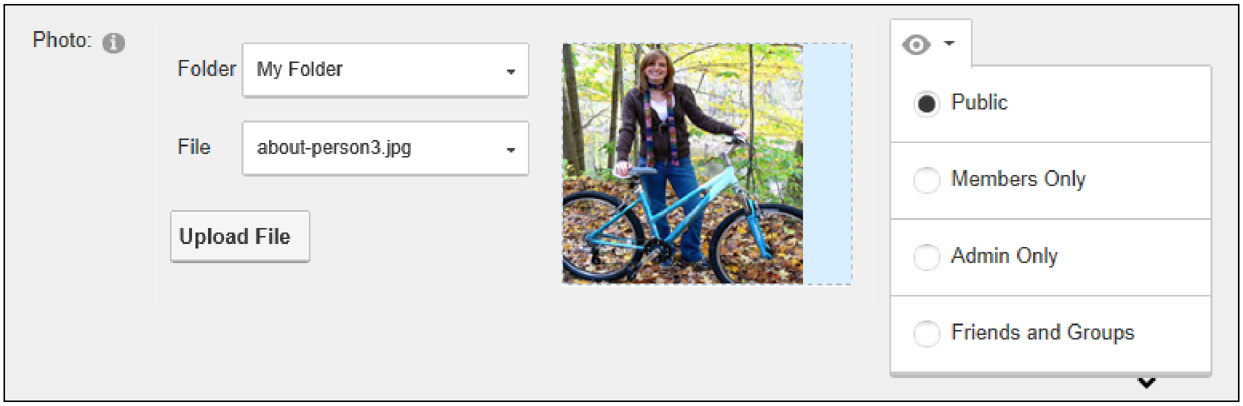
Removing your Profile Image

1. At **File**, select **< None Specified >**.
2. Click the **Update** button.

Setting Image Privacy

Your photo is displayed on your user profile and on the Members Directory module by default. To change the privacy of your image, click the **Visibility** button and choose from these options:

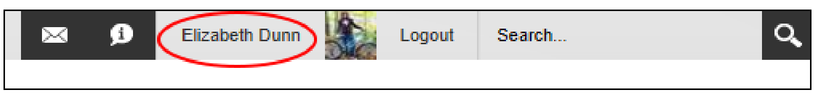
- **Public**: Select to set a field as visible to any site visitor or member who can view your user profile.
- **Members Only**: Select to set a field as visible to all authenticated site members.
- **Admin Only**: Select to set a field as visible to Administrators only.
- **Friends and Groups**: Select to set a field as visible to your friends and the members of all social groups you have joined. You can further refine this setting by select either Friends or Followers.



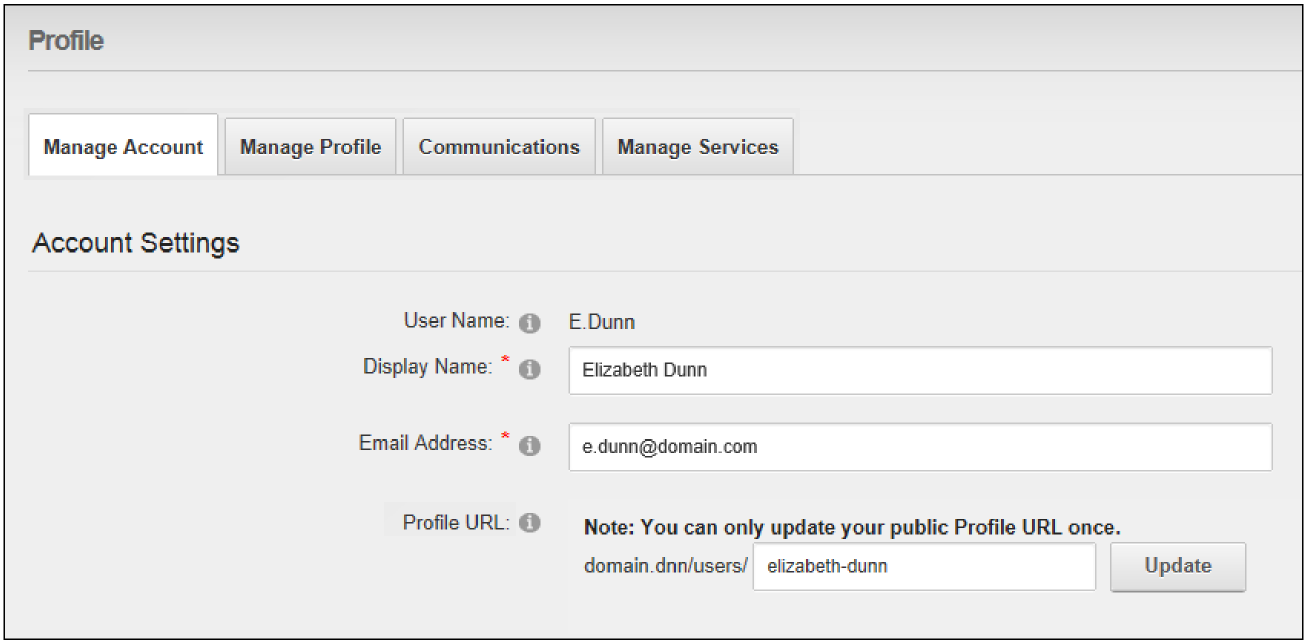
Managing your User Account

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

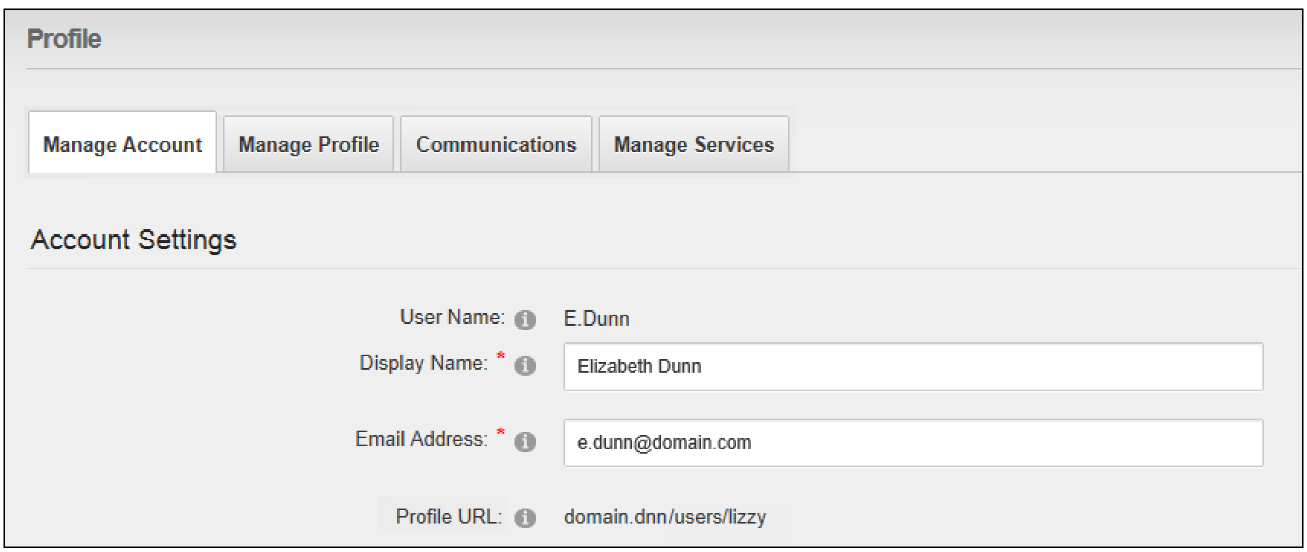
1. Login to the site. See "Logging into a Site"
2. Navigate to user profile page. Typically this is done by clicking on your [Display Name] which is located in the top right corner of the site.



3. Click the **Edit Profile** button. This displays the Manage Profile page.
4. Select the **Manage Account** tab.
5. Expand the **Account Settings** section.
6. Update any of the below details:
    1. In the **Display Name** text box, edit the name you want to be displayed to other site members.
    2. In the **Email Address** text box, edit your email address.
    3. In the **Profile URL** text box, the default URL for your profile is displayed. You are able to modify and update this URL (sometimes referred to as a vanity URL) one time only. To change the default URL, enter the new URL that you would like to go to your public profile. E.g. Entering "lizzy" will allow others to view your profile using the URL http://www.domain.com/users/lizzy. Note: You can only update your public Profile URL once.



7. Click the **Update** button.



Managing your User Profile

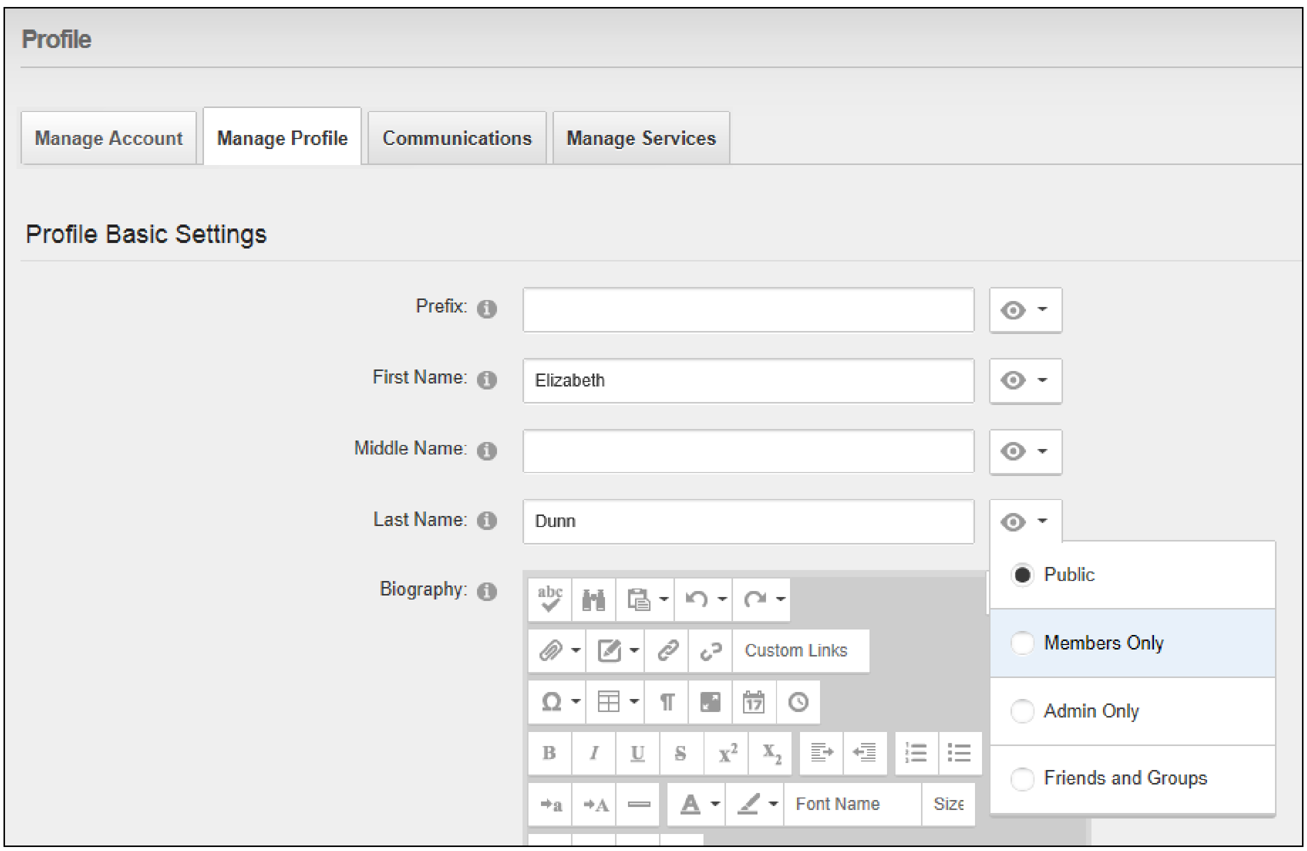
How to manage all your personal user details including your name, contact details, biography, photo, time zone and preferred locale. The fields used in this example are typical for a US based site; however sites in other countries will typically use local names for address fields, etc.

You can manage the privacy of each field of your user profile by modifying the **Visibility** setting displayed beside a field. The following options are provided:

- **Public**: Select to set a field as visible to any site visitor or member who can view your user profile.
- **Members Only**: Select to set a field as visible to all authenticated site members.
- **Admin Only**: Select to set a field as visible to Administrators only.
- **Friends and Groups**: Select to set a field as visible to your friends and the members of all social groups you have joined. You can further refine this setting by select either Friends or Followers.

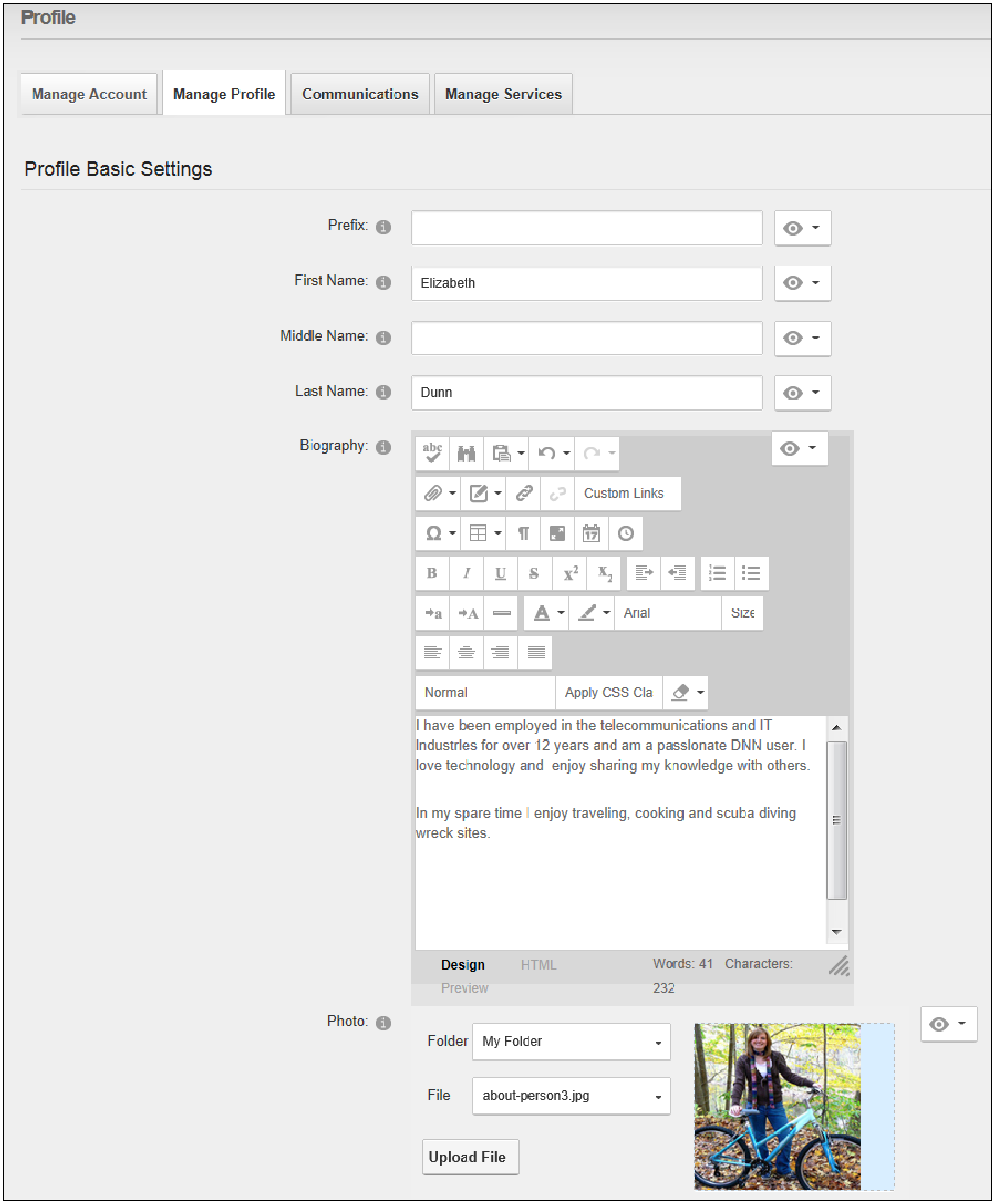
In the default set-up, all name fields (Prefix, First Name, Middle Name, Last Name and Suffix) and the Photo field are set as visible to the Public and all other fields are set as visible to Admin Only.

Tip: Administrators can further modify the Manage Profile page by adding, renaming and modifying fields and set default values. See "Configuring Profile Settings" and See "Adding a New Profile Property"

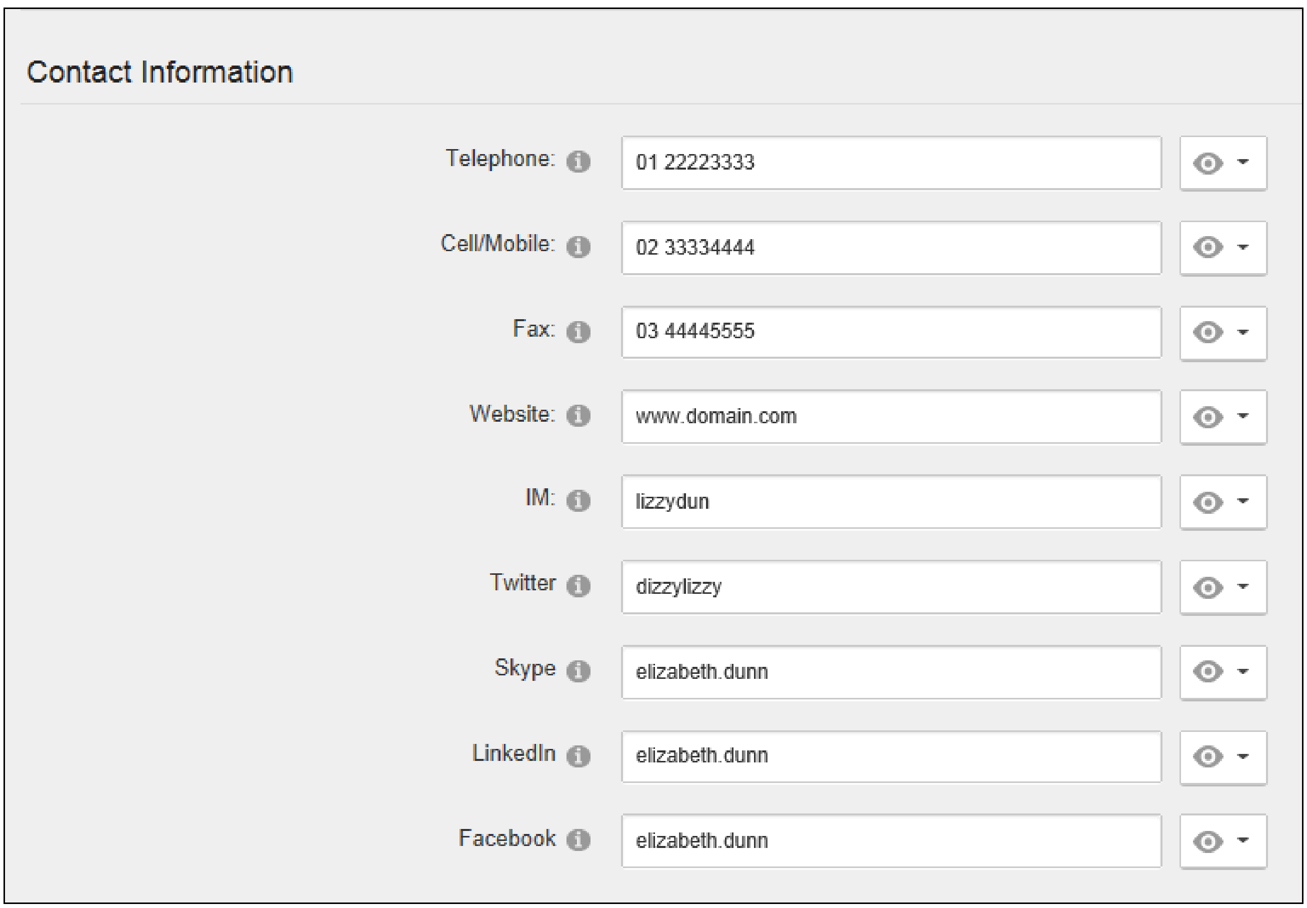


Here's how to update your user profile:

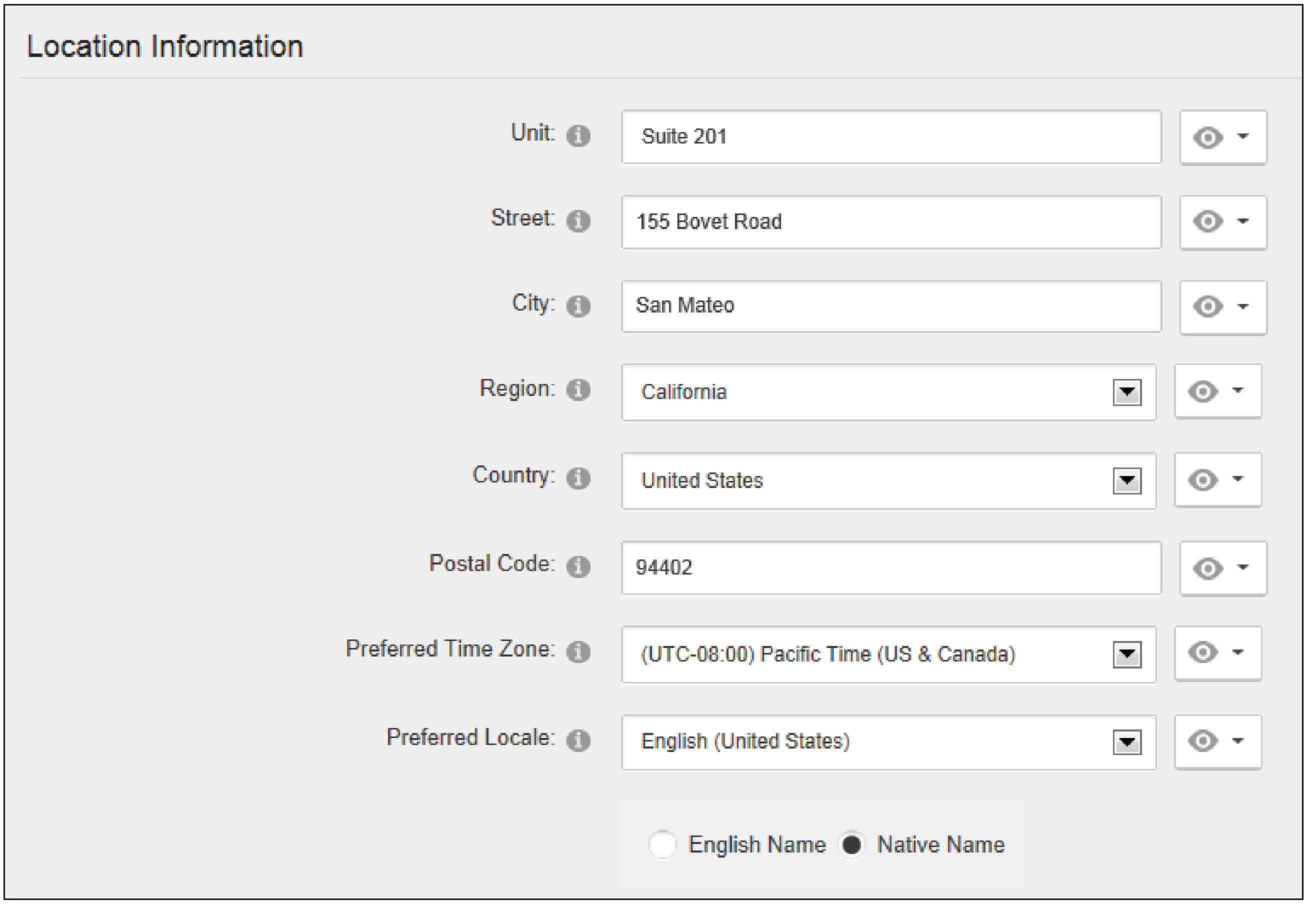
1. Login to the site. See "Logging into a Site"
2. Navigate to user profile page. Typically this is done by clicking on your [Display Name] which is located in the top right corner of the site.
3. Click the **Edit Profile** button.
4. Go to the **Profile Basic Settings** section of the Manage Profile tab and complete or edit any of the following fields and then select the **Visibility** for each field (see note above).
   1. In the **Prefix** text box, enter a prefix for the name. E.g. Mr
   2. In the **First Name** text box, enter the first name. E.g. James
   3. In the **Middle Name** text box, enter the first name. E.g. A
   4. In the **Last Name** text box, enter the first name. E.g. Woolworth
   5. In the **Biography** Editor, enter a biography.
   6. At **Photo**, select, upload or remove a photo or image for your profile. See "Managing your Profile Photo"


Profile
Manage Account
Manage Profile
Communications
Manage Services
Profile Basic Settings
Prefix:
First Name:
Elizabeth
Middle Name:
Last Name:
Dunn
Biography:
Custom Links
Arial
Size
Normal
Apply CSS Cla
I have been employed in the telecommunications and IT industries for over 12 years and am a passionate DNN user. I love technology and enjoy sharing my knowledge with others.
In my spare time I enjoy traveling, cooking and scuba diving wreck sites.
Design
HTML
Preview
Words: 41 Characters: 232
Photo:
Folder
My Folder
File
about-person3.jpg
Upload File

5. Expand the **Contact Information** section.
    1. In the **Telephone** text box, enter your telephone number.
    2. In the **Cell/Mobile** text box, enter your mobile number.
    3. In the **Fax** text box, enter your facsimile number.
    4. In the **Website** text box, enter your web site URL. E.g. www.awesomecycles.biz
    5. In the **IM** text box, enter your instant messenger id. E.g. j.woolworth@awesomecycles.biz
    6. In the **Twitter** text box, enter your twitter account name. This information will automatically be captured if you login using your Twitter account, however it is only visible to Administrators by default.
    7. In the **Skype** text box, enter your Skype account name.
    8. In the **LinkedIn** text box, enter your LinkedIn account name.
    9. In the **Facebook** text box, enter your Facebook name. Your Facebook name is automatically captured if you login using your Facebook account, however it is only visible to Administrators by default.



6. Expand the **Location Information** section.
    1. In the **Unit** text box, enter a unit number. E.g. Suite 36
    2. In the **Street** text box, enter the street address. E.g. 3457 W. Somewhere Street
    3. In the **City** text box, enter the city. E.g. Someplace
    4. In the **Region** text box, enter/select the region. E.g. CA. Note: If your country is either Canada or United States of America, select the Country before selecting a Region as this will pre-populate the Region field.
    5. At **Country**, select a country from the drop down list. United States
    6. In the **Postal Code** text box, enter/select the postal code.
    7. A **Preferred Time Zone**, select your preferred time zone.
    8. At **Preferred Locale**, set the following:
        1. Select **English Name** to display your locale in English (E.g. Italy) - OR - Select **Native Name** to display the native spelling of your locale (E.g. Italia)
        2. Select the name of your preferred locale from the drop down list. Note: To manage the list of available locales, See "Enabling/Disabling a Language".



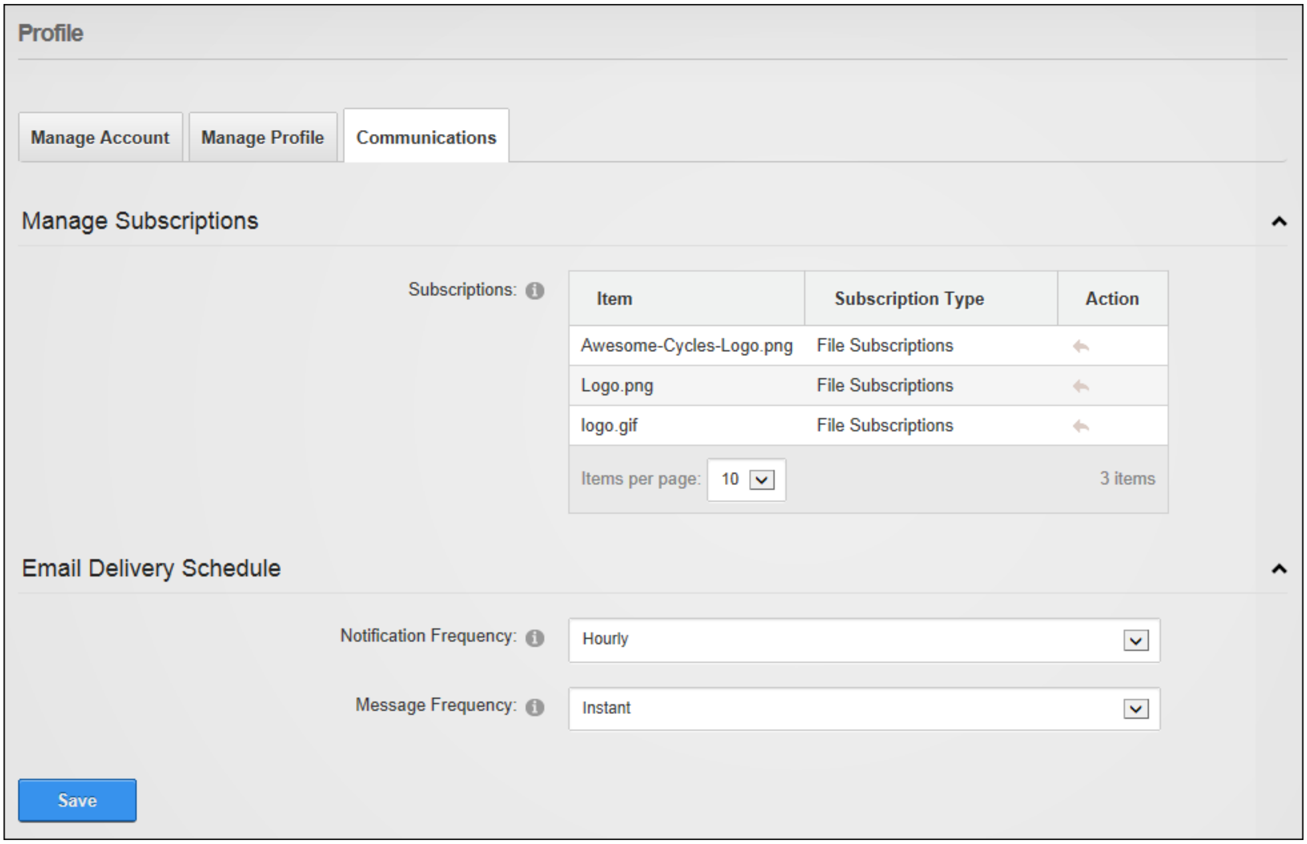
7. Click the **Update** button.

Managing Communications

How to manage communications you have subscribed to on this site and set the delivery schedule for the notification emails. Examples of communications you can subscribe to include file update subscriptions.

1. Login to the site. See "Logging into a Site"
2. Navigate to user profile page clicking on your [Display Name] which is located in the top right corner of the site.
3. Click the **My Account** button. This displays the Profile page.
4. Select the **Communications** tab.
5. In the Manage Subscriptions section, you can see a list of your current subscriptions and can to **Unsubscribe** to one or more.

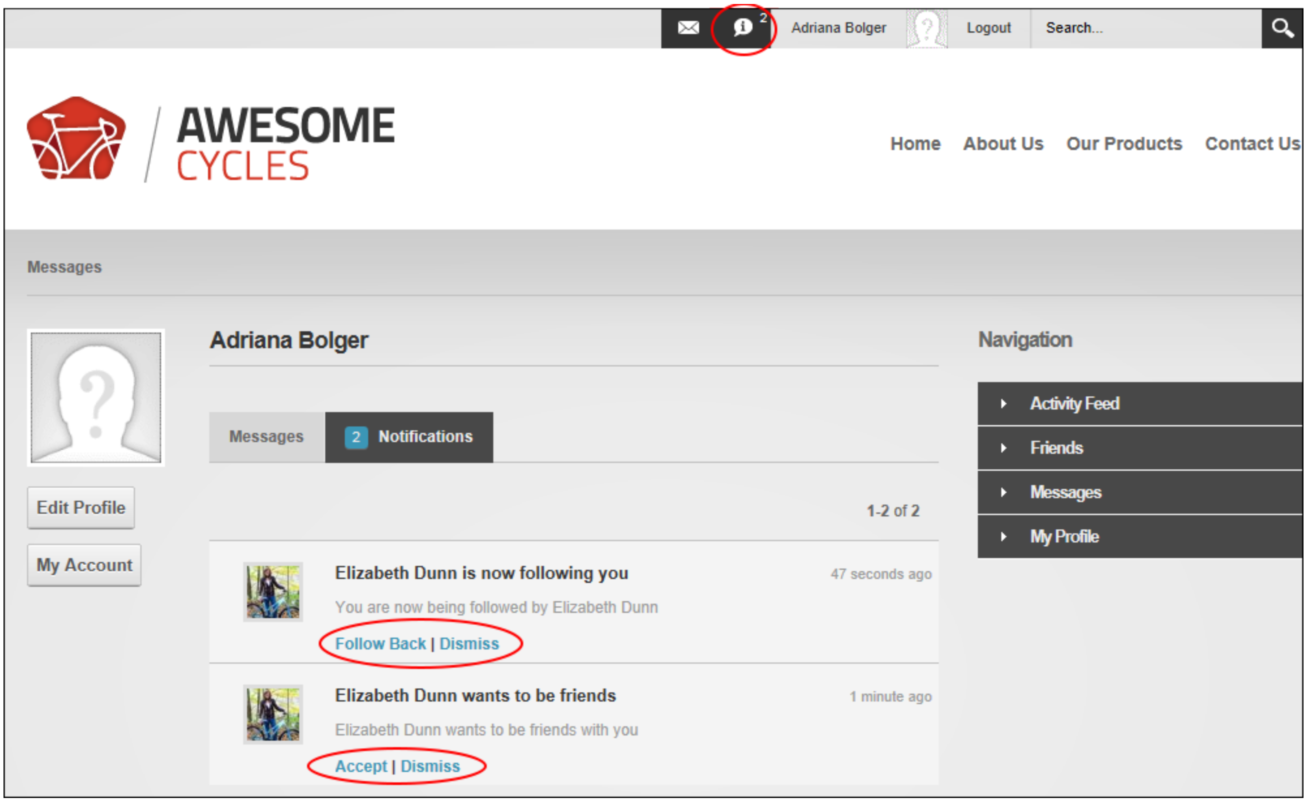
6. Go to the Email Delivery Schedule section.
    1. At **Notification Frequency**, choose how frequently you will receive emails about site notifications
    2. At **Message Frequency**, choose how frequently you will receive emails about new messages from other users.
    3. Click the Save button to save any changes.



Managing Notifications

How to view and respond to notifications of events such as a site member choosing to follow your journal or sending you a friend request.

1. Click the **Check Notifications** button. The number of new notifications, if any, is displayed here.
2. You can now do any of the following:
    - On friend requests, you can choose to Accept or Dismiss each friend request.
    - Where a member has chosen to follow you, you can choose to Follow Back or Dismiss.



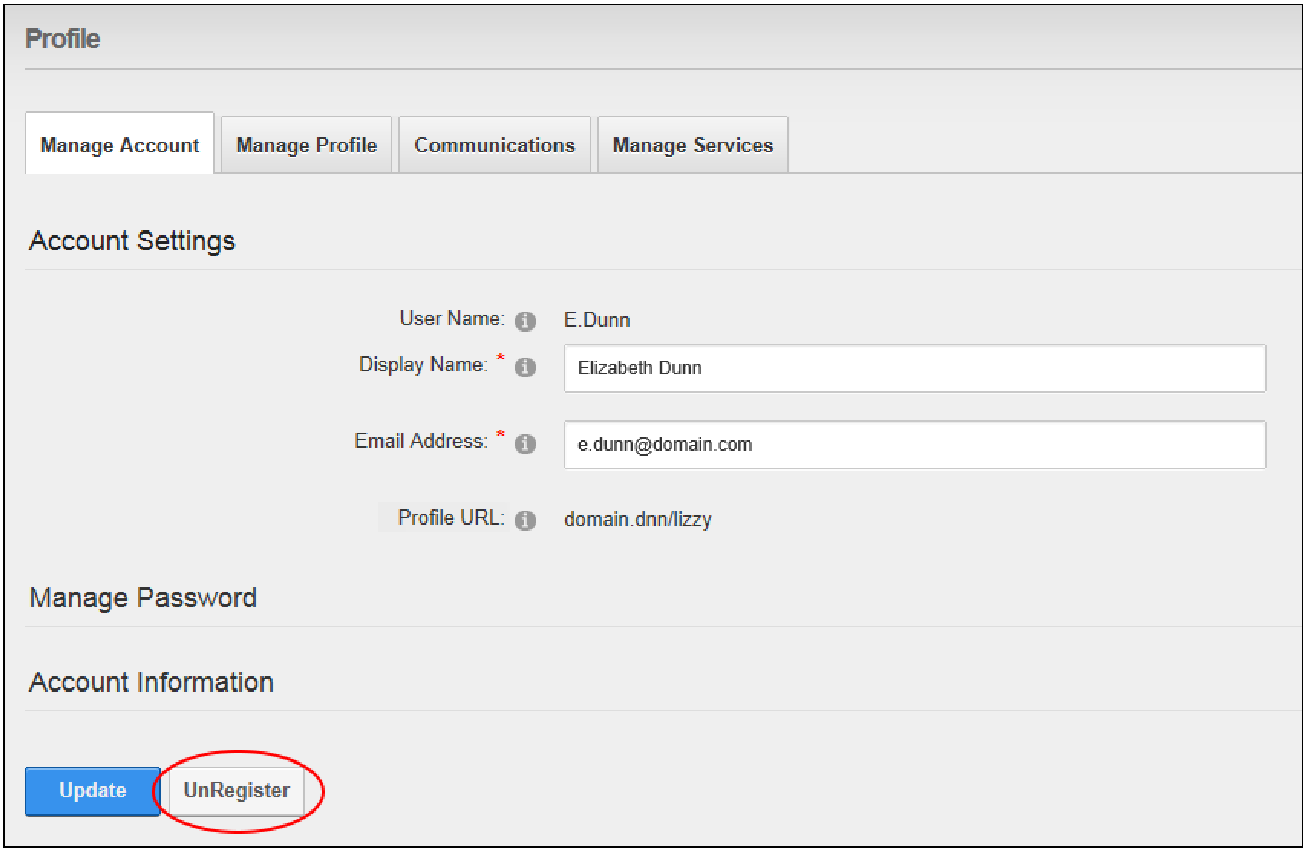
Related Topics:

- See "Connecting with a Member"

Unregistering your User Account

How to unregister from a site. This closes your user account preventing you from accessing areas of the site which are restricted to logged in users. Note: Administrators can restore your account or permanently delete it.

1. Login to the site. See "Logging into a Site"
2. Navigate to user profile page. Typically this is done by clicking on your [Display Name] which is located in the top right corner of the site.
3. Click the **Edit Profile** button and then select the **Manage Account** tab.
4. Click the **UnRegister** button and then click the **Yes** 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.. This displays the message "Are you sure you want to unregister?"



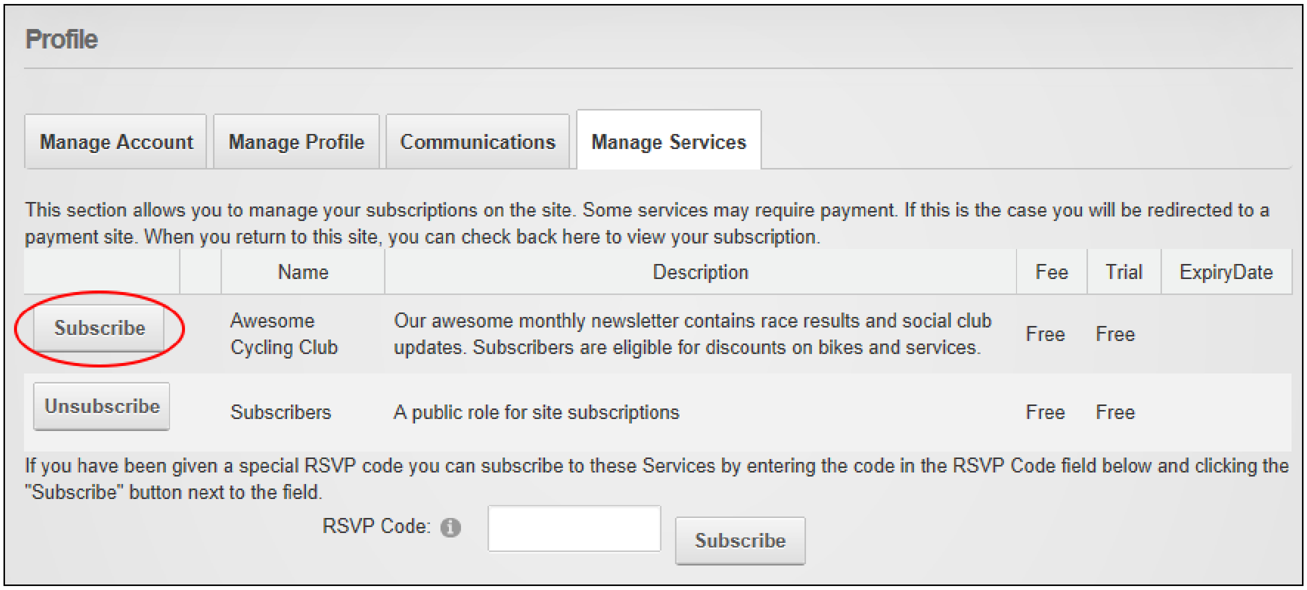
Subscribing to Member Services

Subscribing to a Member Service

How to subscribe to a member's service. Once you have subscribed you will be able to access to any pages or content that is restricted to subscribers.

1. Login to the site. See "Logging into a Site"
2. Navigate to user profile page. Typically this is done by clicking on your [Display Name] which is located in the top right corner of the site.
3. Click the **Edit Profile** button. This displays the Manage Profile page.
4. Select the Manage Services tab. This displays a list of the available services.
5. **Optional.** If you have been supplied with a code, enter it into the **RSVP Code** text box.
6. Click the **Subscribe** button beside the service you want to subscribe to. If a fee is charged for this service you will now be redirected to the payment website to complete the payment process. Once you have successfully

subscribed to the service this message is displayed at the top of the module: "You have successfully subscribed to the [Service Name] role."



7. **Optional.** Refresh (Ctrl+5) your website browser to view any new areas of the site that you are now able to access such as pages or content. If this isn't successful, try logging out and then logging in again.

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.

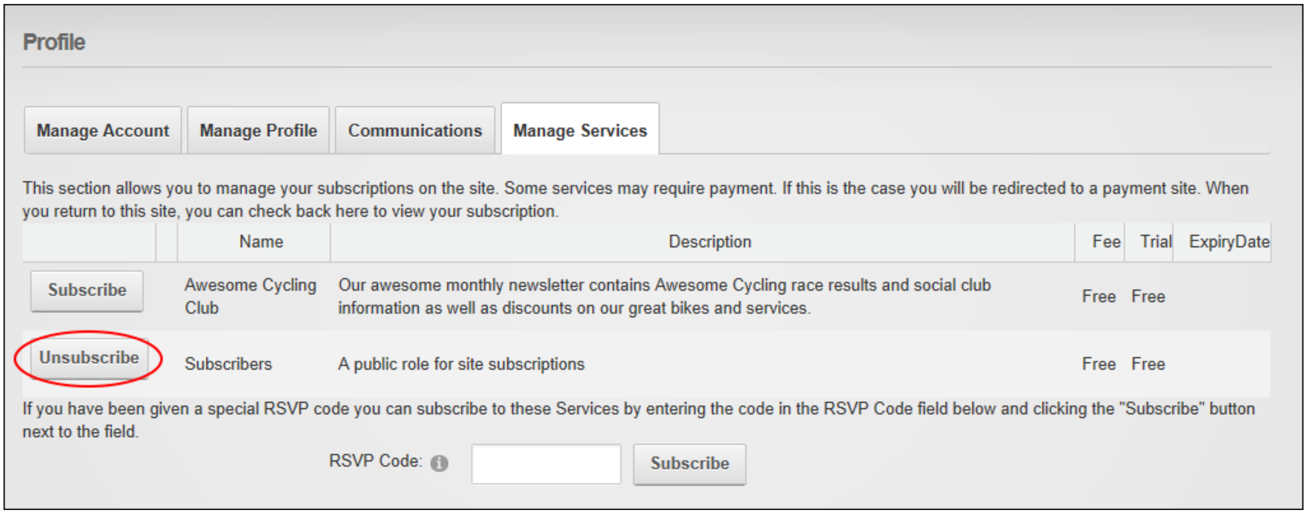
1. Login to the site. See "Logging into a Site"
2. Enter the RSVP link into the Address window or your Web browser - OR - click on the RSVP link in an email message. E.g. http//www.domain.com/Default.aspx?rsvp=rsvpcode&portalid=0
3. Refresh (Ctrl + 5) your website browser to access any new areas such as pages or modules.

Troubleshooting. If the login is unsuccessful, try logging out and then logging in again.

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. See "Logging into a Site"
2. Navigate to user profile page. Typically this is done by clicking on your [Display Name] which is located in the top right corner of the site.
3. Click the **Edit Profile** button. This displays the Manage Profile page.
4. Select the **Manage Services** tab. This displays a list of the available services.
5. Click the **Unsubscribe** button beside the service you want to unsubscribe from. This displays the message "You have successfully unsubscribed from the [Service] role."



Working with Site Content

Minimizing and Maximizing Content

How to minimize or maximize module content. Note: This skin object is not used the default skin provided with DNN.

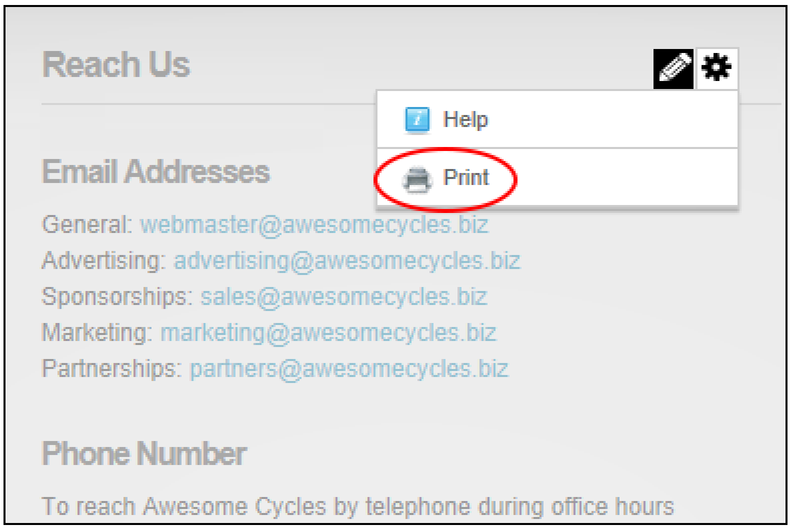
- Click the **Maximize** button to show content.
- Click the **Minimize** button to hide content. Only the title, header and footer are visible.

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

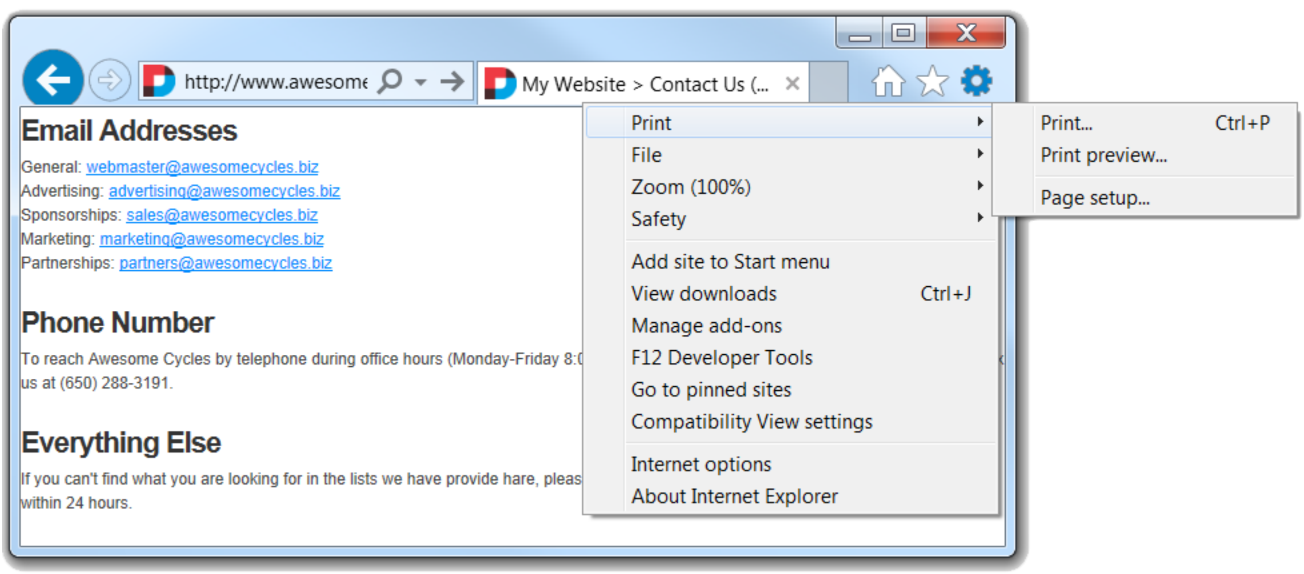
Printing Content

How to print module content. This option may not be available for all content. See "Configuring Basic Page Settings for Modules"

1. Select Manage > Print from the module actions menu. This opens a new Web browser with the content displayed in a print friendly format.



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



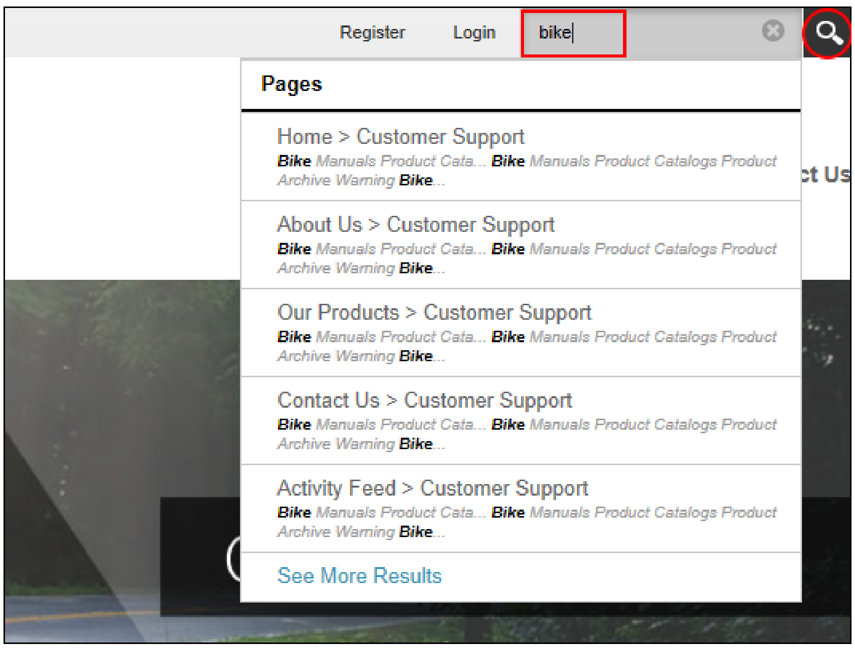
Content displayed in a Web browser ready to print

Searching the Site

How to search for content using the default search box that is typically displayed in the top right corner of each page.

> Tip: Searches are locale aware, meaning they will only search in the locale/language that you are currently using.

1. Enter your search criteria in the search box displayed in the top right corner of any page. The top five results are displayed as you type.



Search Results displaying the first five page matches

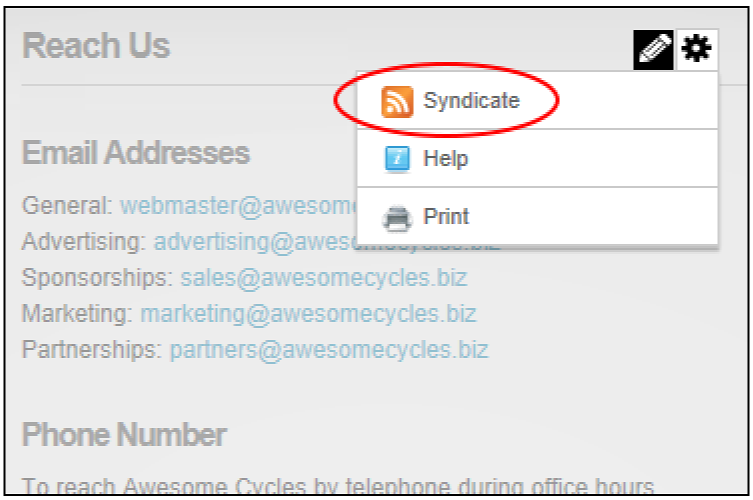
2. Select from these options:
   - Click on one of the top five results to view that result. If the result is a site pages you will be taken to the page. If the result a file such as an image or a document, the file will be opened or available for opening directly from the search results.
   - Click the See More Results link or the **Search** button to go to Search Results page where you can view additional results and configure additional advanced options. See "Performing an Advanced Search"

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. See "Configuring Basic Page Settings for Modules"

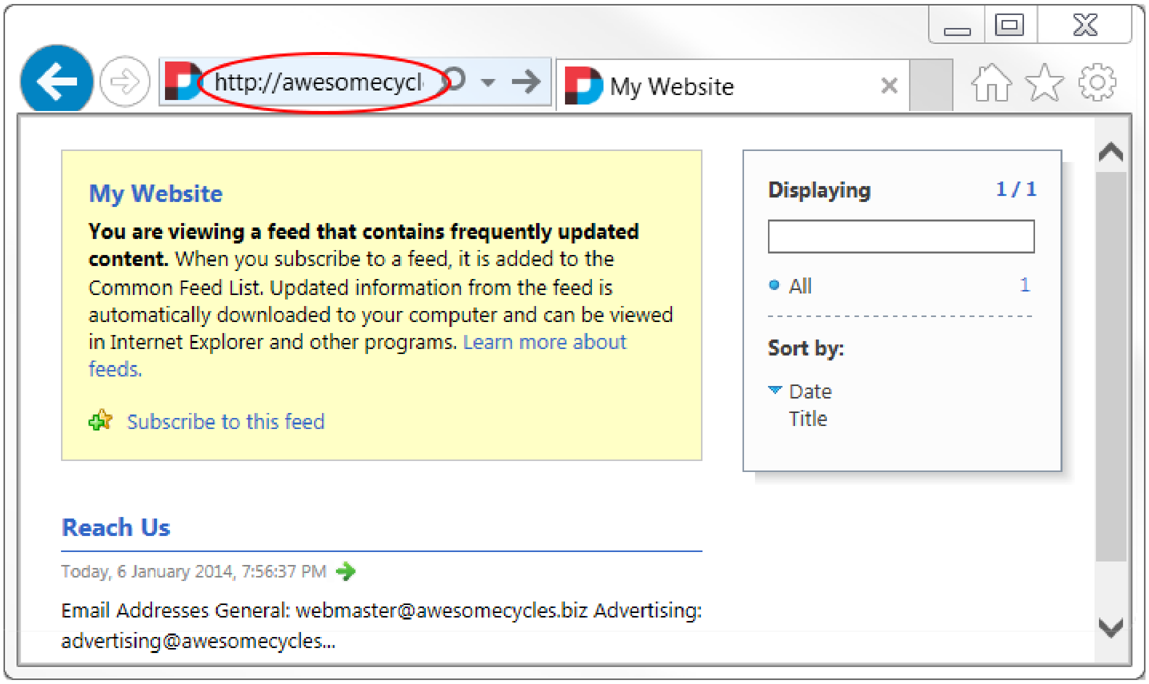
> Tip: You can display syndicated content using News Feeds (RSS). See "Adding News Feeds from Syndicated Modules"

1. Select **Manage** > **Syndicate** from the module actions menu. This displays the XML code for the module content.

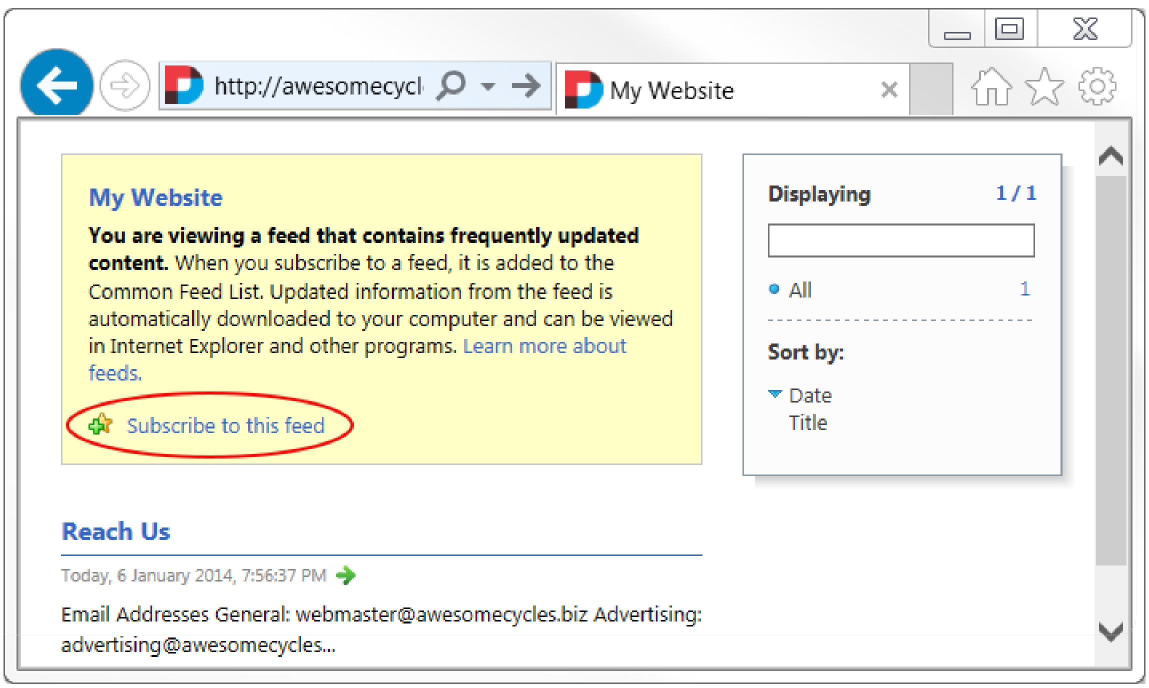


You can now do one of the following:

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



- Click the Subscribe to this feed link and complete the **Subscribe to this Feed** dialog box.



Making Social Connections

Social Collaboration

DNN Platform allows site members to connect and communicate with other site members or groups of members with shared interests.

Prerequisite. The Social Groups and Member Directory modules must be added to a page to allow users to find and connect with one another.

The Journal - Activity feed powers user interactions

The Journal is an interactive activity feed which enables community members to interact in a fashion that has been popularized by familiar social networks like Facebook, Twitter, and LinkedIn. The Journal can be placed on any DNN page and can be used to post and reply to status updates, like, tag users and share links, files, photos and videos. Privacy controls unable users to determine who can view posts. See "About the Journal"

The Message Center - Message center improves communication

The Message Center allows users to send and reply to private messages. DNN includes an integrated message center that enables users to interact with other users or groups through messages that are similar to email. See "About the Message Center"

The Member Directory - Member directory provides foundation for collaboration

A member directory is vital to the success of any collaborative site that is based on user-to-user interaction. It enables users to find and connect with other users on the site. Users can choose to become friends with other members as well as follow other users or groups. See "About the Member Directory"

Social Groups - Social groups and forums increase team collaboration

DNN fosters collaboration through the ability to create topic specific social groups. Users can join groups and share content with group members. See "About Social Groups" and See "Configuring Social Groups"

Social authentication increases community participation

Users and members can now more easily register and sign onto a DNN web site using their credentials from Facebook, Twitter, Live or Google. This makes it easier than ever for customers and prospects to participate in an online community.

- See "Configuring Facebook Authentication"
- See "Configuring Google Authentication"
- See "Configuring Live Authentication"
- See "Configuring Twitter Authentication"
- See "Logging in with External Accounts"

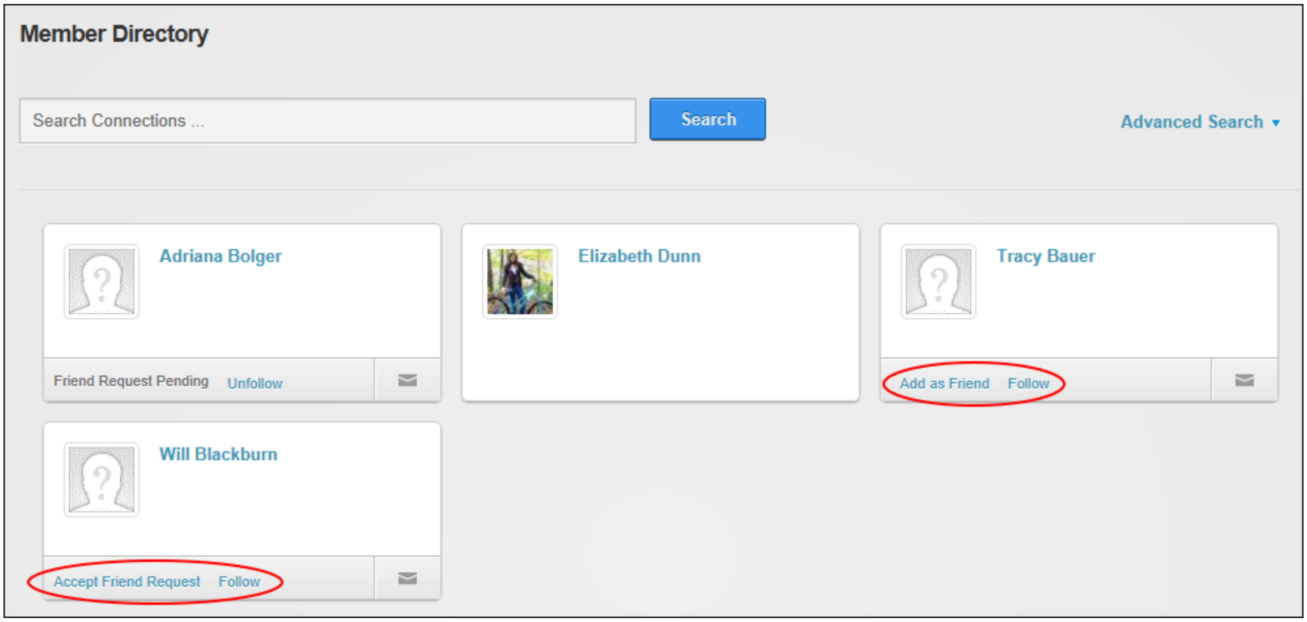
> Tip: The Links module can be configured to display a list of your friendships. See "Displaying Your Friends"

Members Directory

Connecting with a Member

The Members Directory allows site members to form social relationships with other members by sending a request to becoming friends or by following other members or social groups. Members can accept or dismiss friend requests on the Notifications page of their profile and accepted friends will then be listed on the Friends page of their profile.

1. Go to a Members Directory.
2. Search for the required member. See "Searching for Members"
3. Select one or more of the following options:
    - Click the Add as Friend link to send a friend request to the member. The request must now be accepted by the member.
    - Click the Follow link to follow the activity of the member. Note: The Unfollow link will now replace the Follow link, enabling you to remove this connection any time you choose.
    - Click the **Send Message** button to compose a message to the member.
        - In the **Subject** text box, enter the subject of this message.
        - In the **Your Message** text box, enter the body of this message.
        - Click the Send link.



Related Topics:

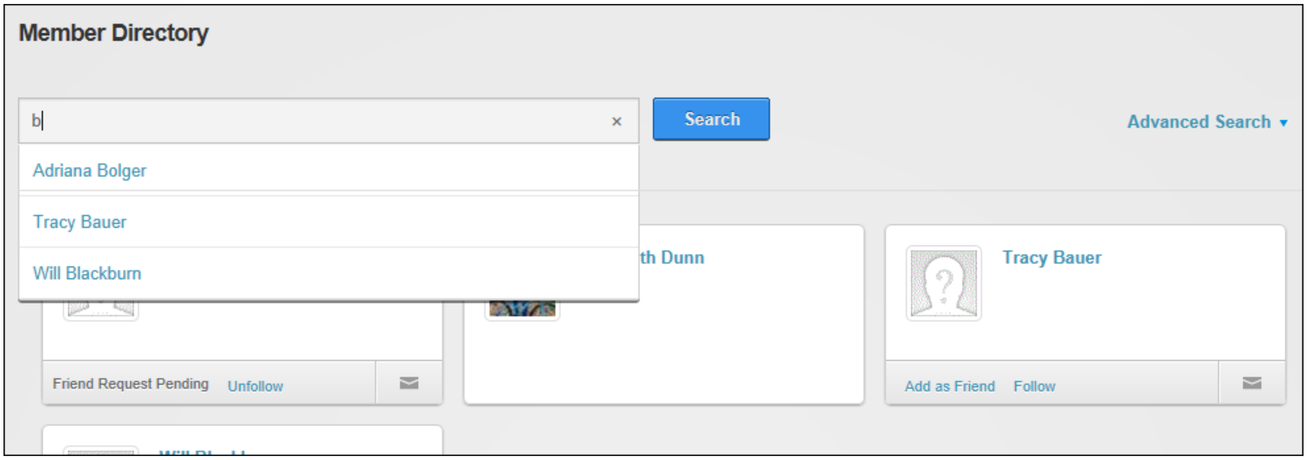
- See "About the Member Directory"
- See "Managing Notifications"

Searching for Members

How to search for site members using the Member Directory.

Basic Search

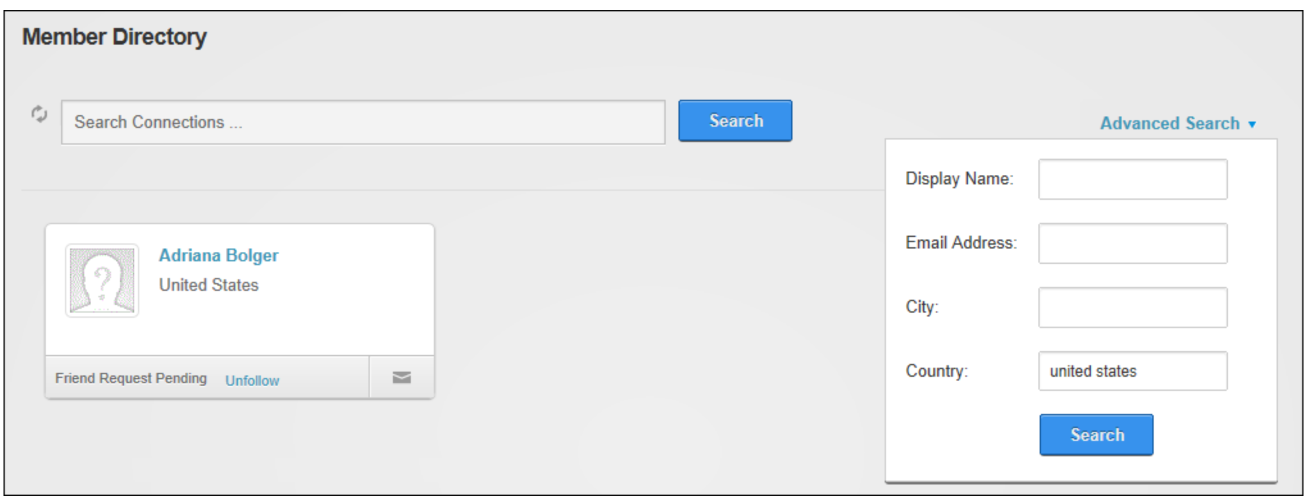
1. Go to a Member Directory module.
2. In the **Search** text box, begin typing in the user name, first name or last name of the message recipient or the name of the Role. This will display a list of the matching users.



3. Click the **Search** button to view all results (as shown below) - OR - Click on a member's name in the list of results to view that member only.

Advanced Search

1. Go to a Member Directory module.
2. Click the **Advanced Search** button. This displays the advanced search options that can include one or more of the below options. Complete one or more search criteria:
   - In the **Display Name** text box, enter all or part of the member's display name.
   - In the **Email Address** text box, enter all or part of the member's email address.
   - In the **City** text box, enter the name of the member's city.
   - In the **Country** text box, enter the name of the member's country.



3. Click the **Search** button to view the matching members.

Related Topics:

- See "Configuring Search Settings"

Messaging

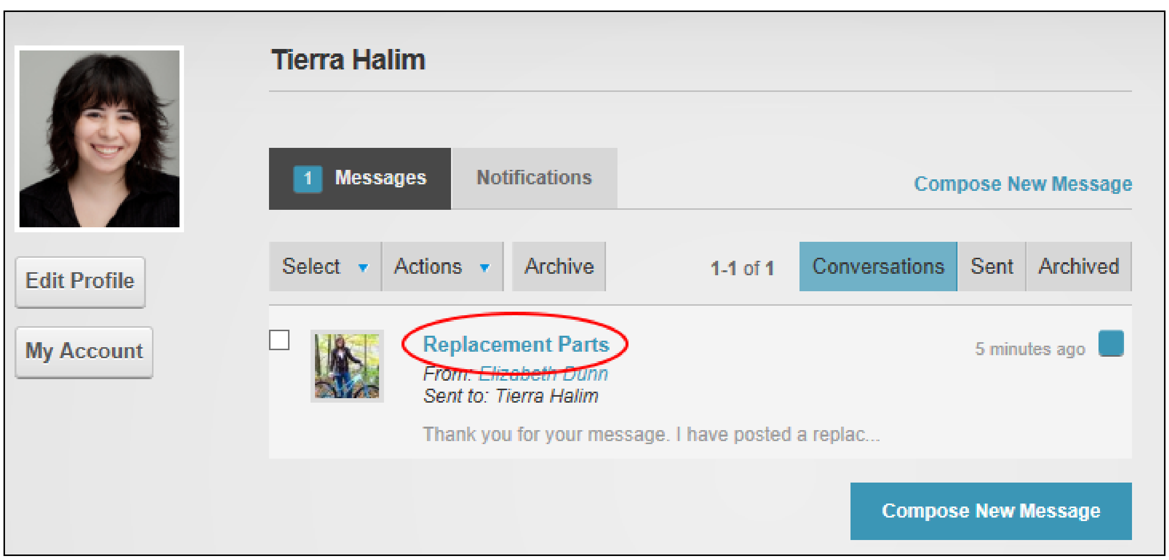
Viewing a Message

How to view a message sent to you using either your User Profile or using a standalone Message Center module.

Note: The images used in this tutorial display the User Profile page, rather than the Message Center module.

1. Click the **Check Messages**  button displayed in the top right corner of each page. Note: The number of new messages is displayed beside this button - OR - Navigate to a Message Center module.

2. The latest messages for the selected folder are now displayed. If the required message isn't displayed, click the Load More link to view additional messages. You can also filter messages by clicking on the **Select** button and then choosing to view either **All**, **None**, **Read** or **Unread** messages. You can also look under the **Sent** or **Archived** tabs to view messages in either of these folders if you can't locate the message inside your Inbox.
3. Click on the message title link to read the message in full. Note: This will mark the message as read, however you can choose to keep the message marked as unread by clicking the Mark as Unread link.



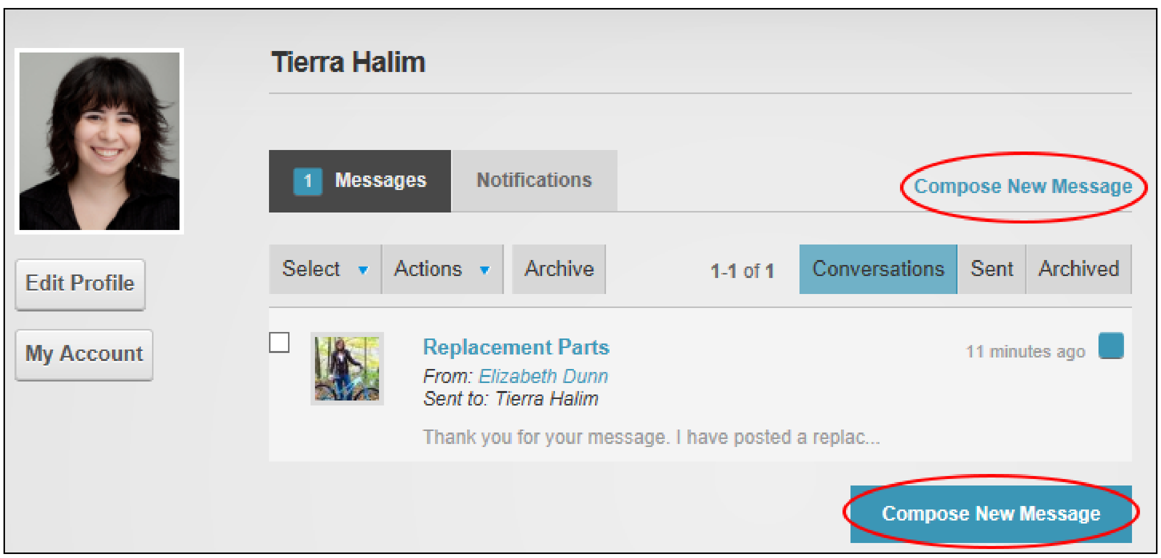
4. **Optional.** Click the Messages link in the Menu or click the Messages tab to return to the Message Center. Alternatively, you can reply to the message. See "Replying to a Message"

Composing a Message

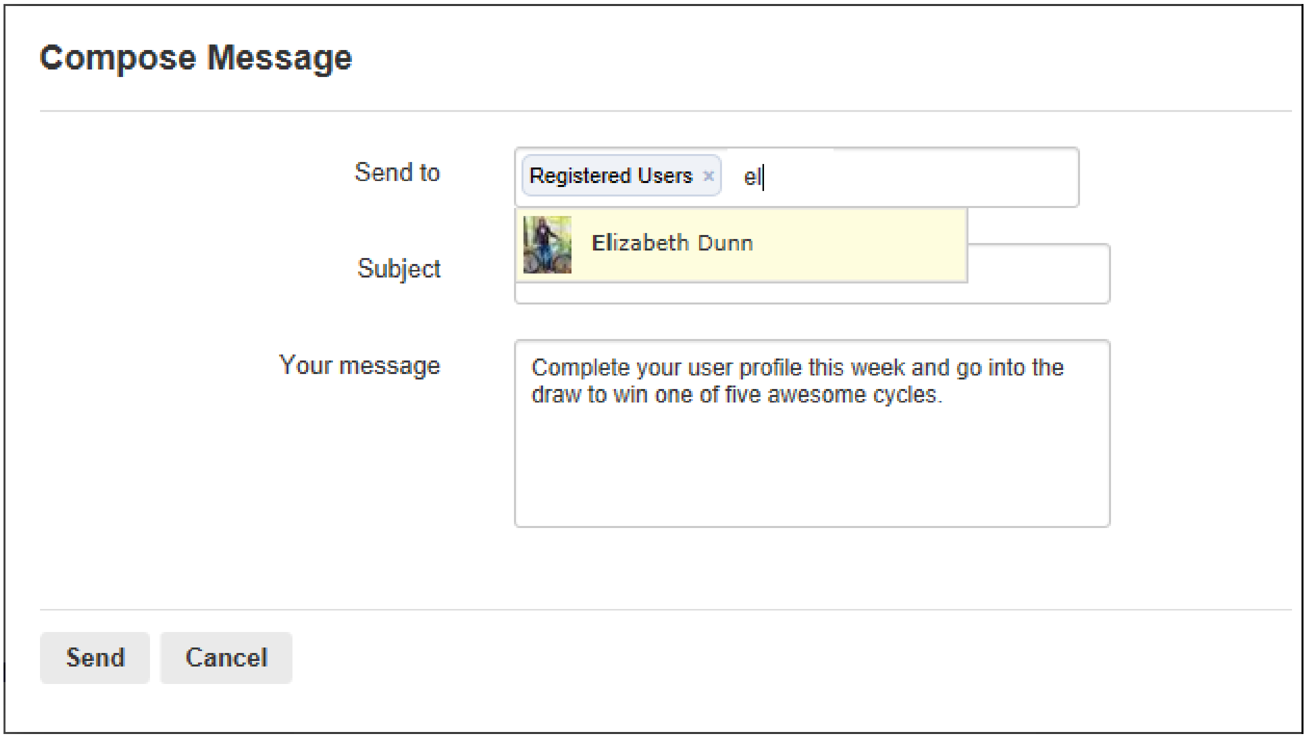
How to compose a message to another site member using the Message Center module. Note: The images used in this tutorial use the User Profile page, rather than the Message Center module.

1. Click the **Check Messages** button displayed in the top right corner of each page - OR - Navigate to a Message Center module.

2. Click the **Compose New Message** button or link.



3. In the **Send to** text box, begin typing in the user name, first name or last name of the intended recipient or the name of the role whose members will receive the message and then select the recipient or recipient group from the list of the matching users and roles. Repeat to add additional recipients.
4. In the **Subject** text box, enter the subject of this message.
5. In the **Your Message** text box, enter the body of this message.



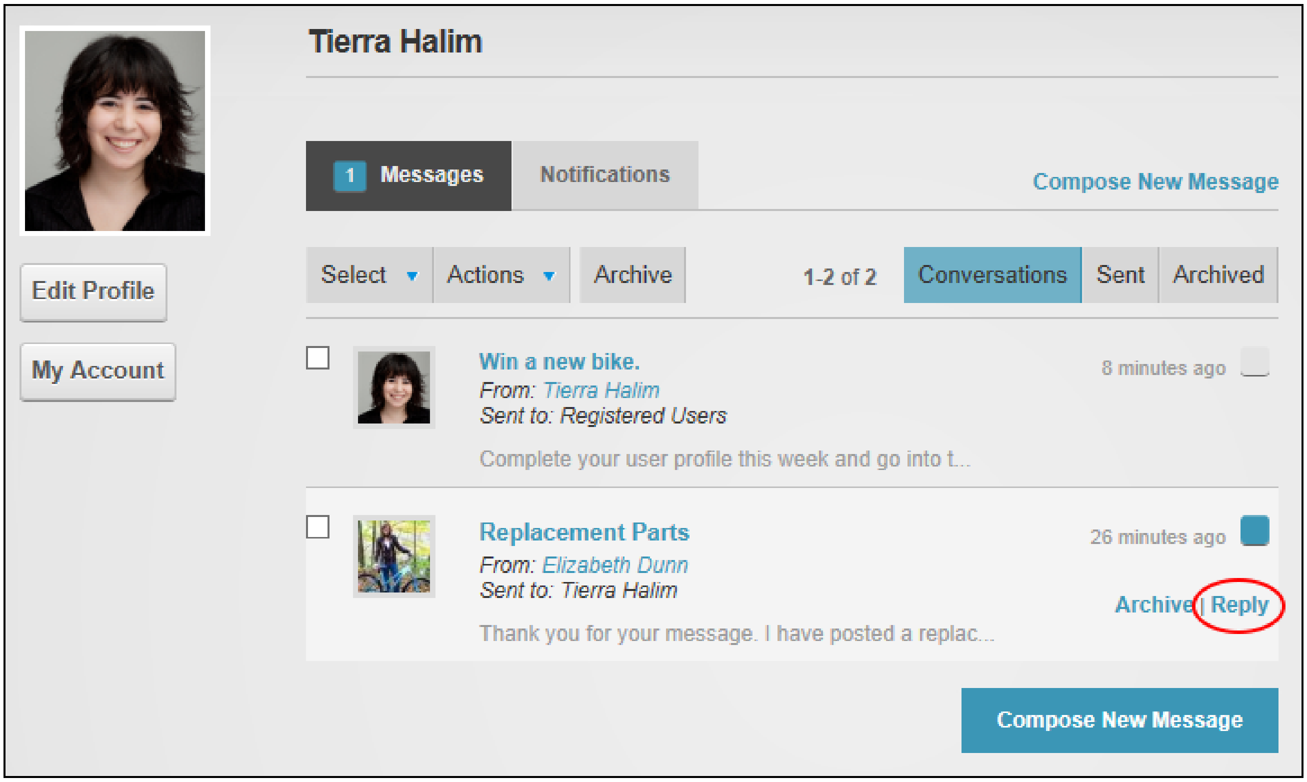
6. Click the **Send** button. A summary of the sent message is now displayed in the Message Center.

Replying to a Message

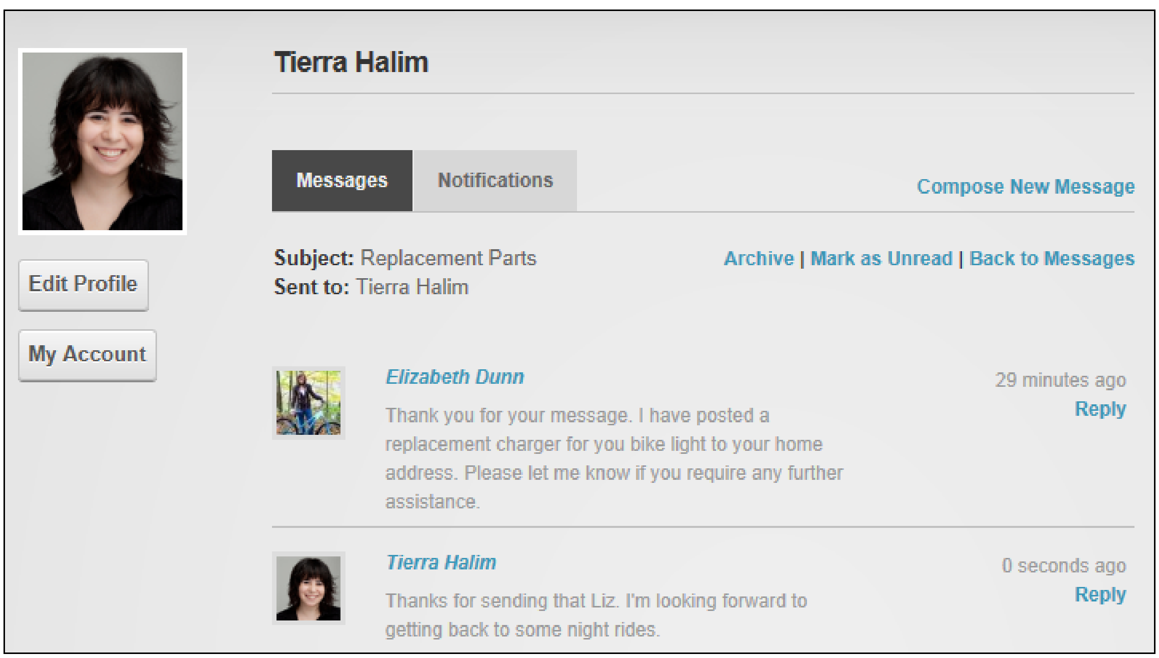
How to reply to a message sent to you using either your User Profile or using a standalone Message Center module.

Note: The images used in this tutorial use the User Profile page, rather than the Message Center module.

1. Click the **Check Messages**  button displayed in the top right corner of each page - OR - Navigate to a Message Center module.
2. The latest messages are displayed. If the required message isn't displayed, click the Load More link to view additional messages.
3. Once the required message is visible, you can either hover your mouse over the message and then click the Reply link that is displayed - OR - Click on the message title to read the message in full.



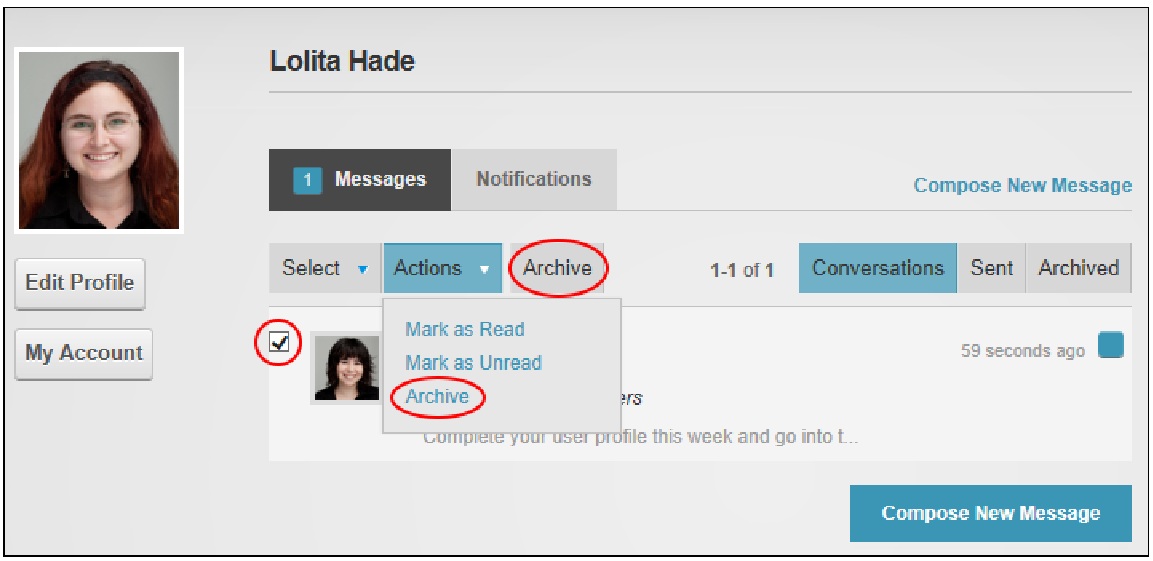
4. Enter your reply into the message text box and then click the **Reply** button. Your reply will now be displayed below the original message.



Archiving a Message

How to archive a message sent to you using either your User Profile or using a standalone Message Center module. Archiving a message moves that message from the Inbox tab to the Archived tab. Note: The images used in this tutorial use the User Profile page, rather than the Message Center module.

1. Click the **Check Messages** button - OR - Navigate to a Message Center module.
2. The latest messages are displayed. If the required message isn't displayed, click the Load More link to view additional messages.
3. Once the required message is visible, you can either hover your mouse over the message and then click the Archive link that is exposed - OR - Click on the message title to read the message in full and then click the Archive link - OR - mark the check box beside multiple messages and then either select **Archive** from the Actions drop down list or click the **Archive** button.

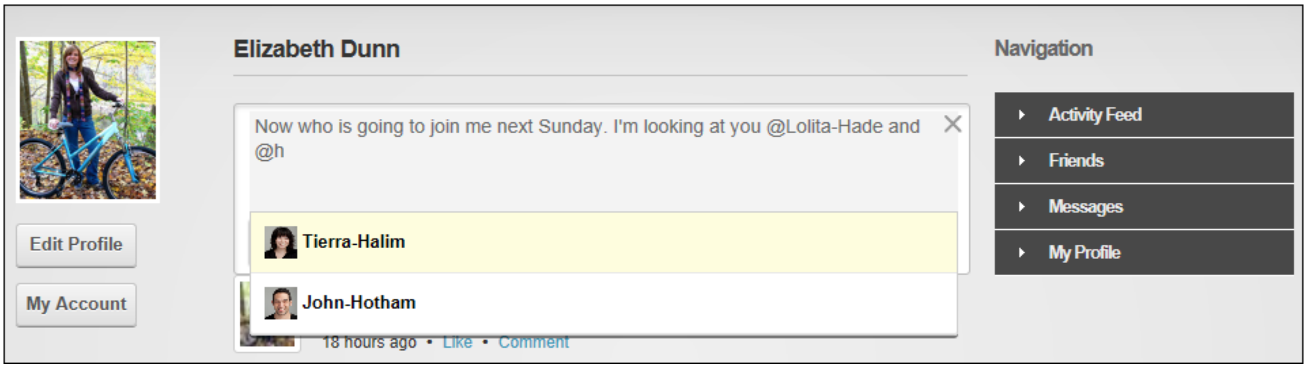


Journal Entries

Adding a Journal Entry

How to add an entry to your Journal. Journal entries can include mentions to other users who are your friends or whom you are following. Users who are mentioned in your entries will receive a notification. In the default setup, one attachment (either a photo or a file) can be added to each entry. Photo attachments are displayed below the post and are scaled up or down to a standard width of 250 pixels. File attachments display as a File icon above the linked file name.

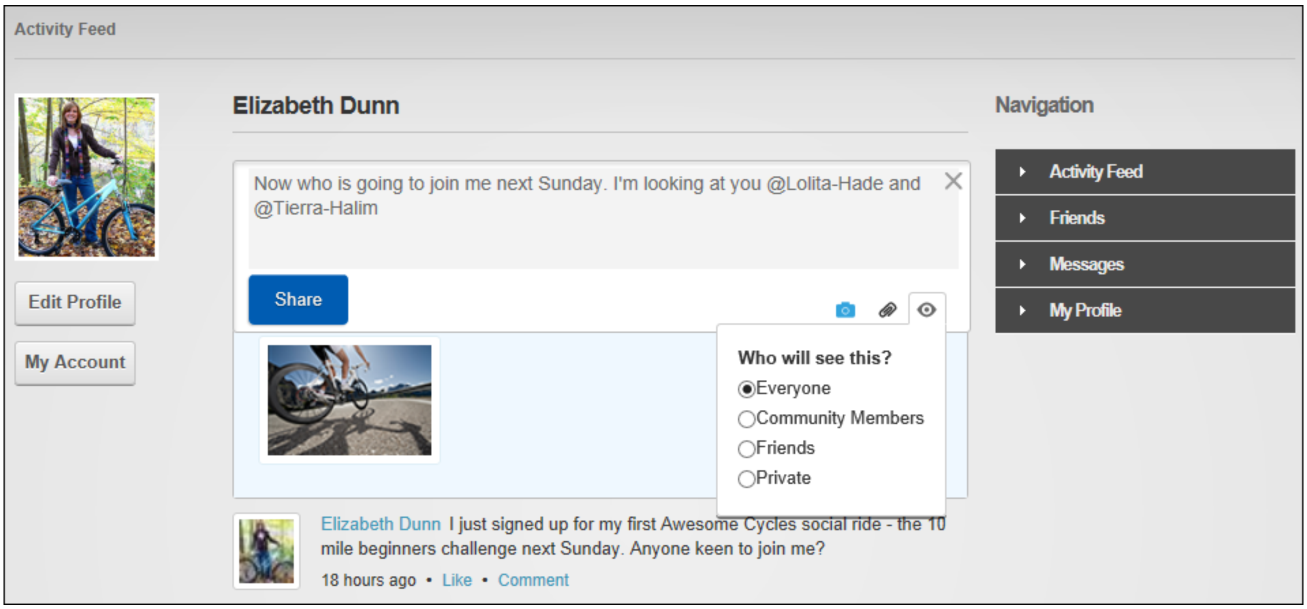
1. Click on your Display Name link - OR - Go to a Journal.
2. In the "Tell the world something..." message box, paste or type in your journal entry. Once the maximum character length is reached additional characters will be trimmed from the end of any pasted text. Mentions to your friends or users that you are following can be included by entering @ and then starting to type the users first name, last name or user name and then selecting the correct user from the list of matches. Note: Mentions must be entered and not pasted into the journal.



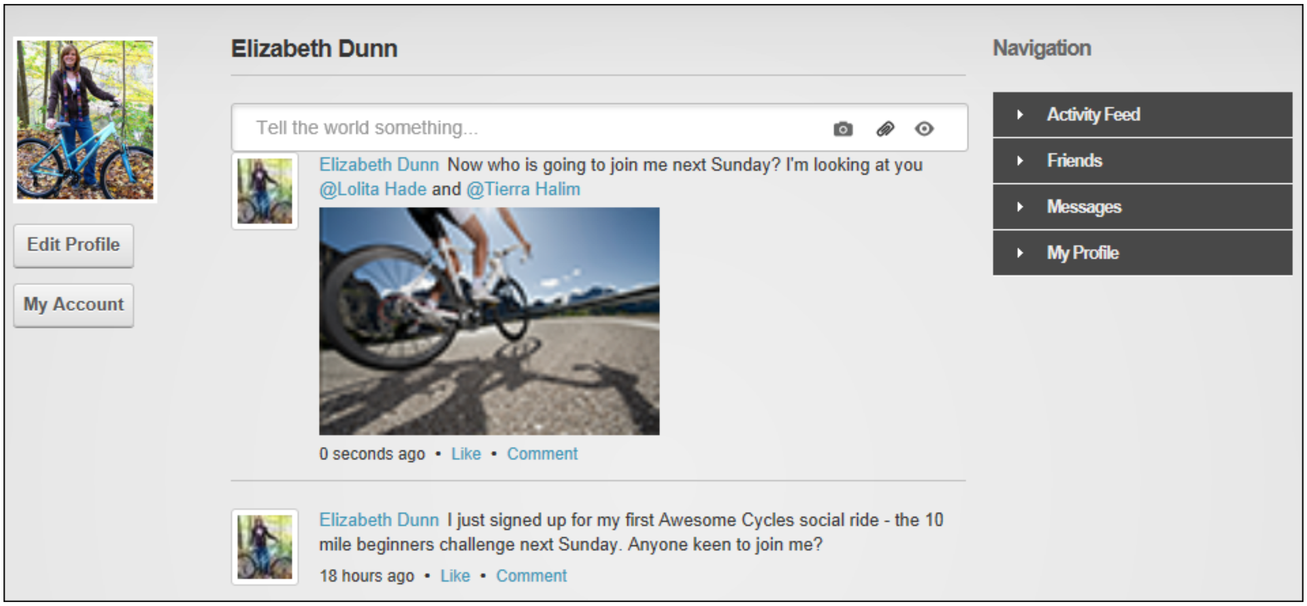
3. **Optional.** Click the **Photo** button to attach a photo to your post. This displays the **Select photo to share** section where you can choose from these options:
   - **Browse from site**: Click this link and then select an image that you have previously uploaded to your personal image folder (called "My Folder") using the Journal module. Note: You cannot manage the files in this folder, only upload new images.
   - **Upload from my computer**: Click this link and then navigate to and select the image. Once you have selected and uploaded the photo it will be displayed on the module.
4. **Optional.** Click the **Attachment** button to attach a file to your post. This displays the **Select file to share** section where you can choose from these options:
   - **Browse from site**: Click this link and then select an image that you have previously uploaded to your personal image folder (called "My Folder") using the Journal. Note: You cannot manage the files in this folder, only upload new images.
   - **Upload from my computer**: Click this link and then navigate to and select the file.

   Once you have selected and uploaded the file a **File** icon is displayed indicating the file is successfully attached. Note: You can select a different image or attachment, or click the **Delete** button displayed beside an image or attachment to remove it from the entry.

5. **Recommended.** Click the **Share** button and choose the users can view this message from these options:
   - **Everyone**: Any user who can view the Journal. This is the default option.
   - **Community Members**: Any authenticated user who can view the Journal.
   - **Friends**: Any user that you have added as a Friend. See "Connecting with a Member"
   - **Private**: Only you can view this message. No other users including Administrators or SuperUsers can view it.



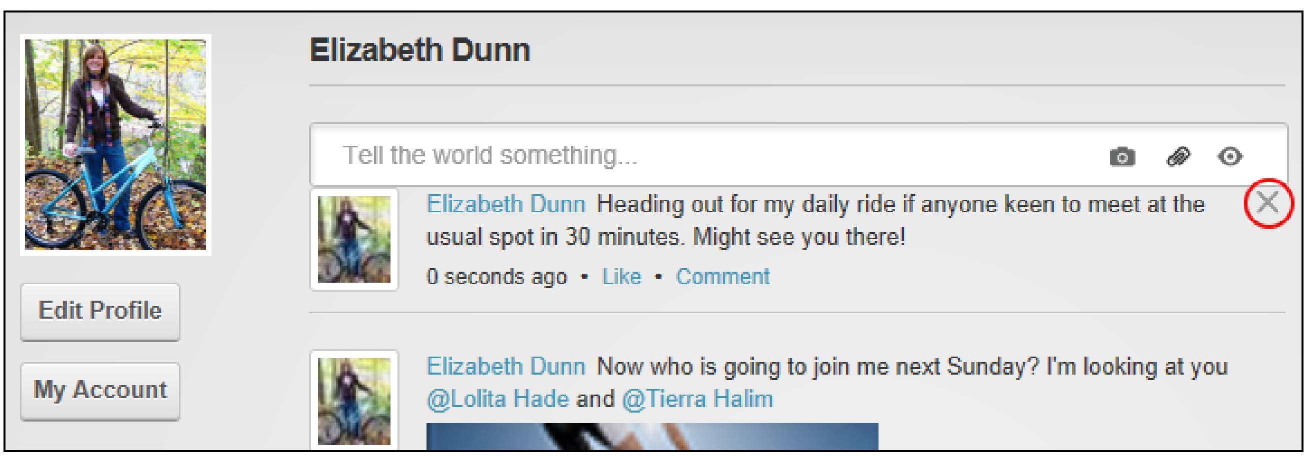
6. Click the **Share** button. The post is now displayed below the message box. In the below example, the new journal entry includes an image.



Deleting a Journal Entry

How to post a Journal entry. Depending on the Journal settings, you may be able to attach a photo or a file to each post. You cannot add more than one attachment (either a photo or a file) to a post. Photo attachments display below the post and are scaled up or down to be as a standard width of 250 pixels. File attachments display as a File icon above the linked file name.

1. Click on your Display Name link - OR - Go to a Journal.
2. Hover your mouse over the entry to be deleted to reveal the **Delete** ✕ button.
3. Click the **Delete** ✕ button and then click the **Yes** button to confirm.



Joining a Social Group

How to join a public social group. Once you are a member of a group you can view journal entries posted to this group by all group members on the Social Groups module and view the profiles of other group members on the Members Directory. Note: Administrators can make any user an owner of a Social Group using the Admin > Security Roles page.

Prerequisite. The Social Groups module must be added to a page and configured.

1. Navigate to a Social Groups module that displays a list of the social groups you can join.
2. Click the Join Group link - OR - Click on the name of the required Social Group to view more information and then click the Join Group link.

Depending on the Social Group, your request to join will be handled in one of these ways:

- You are granted immediate access to the group and are taken to the Group Activity page.
- The Group Administrator (the person who created the group) will need to approve your request to join the group before access is granted. You will be sent an message when your request is processed.

Adding a Social Group Journal Entry

How to post a journal entry that will appear in both your profile and in Social Group. Depending on the Journal settings, you may be able to attach a photo or a file to each post. You cannot add more than one attachment (either a photo or a file) to a post. Photo attachments display below the post and are scaled up or down to be as a standard width of 250 pixels. File attachments display as a File icon above the linked file name. Note: For information on managing Journal posts, See "About the Journal".

1. Navigate to the Social Groups module.
2. Click on the name of the required group.
3. In the "Tell the world something..." message box, paste or type your message. A maximum length is set for each message so if you paste in a message longer than the allowed message length, then the additional characters will be trimmed from the end of the message. Likewise, if you attempt to type in a longer message than is permitted you will be prevented from entering any additional characters once the maximum is reached. Note: You can cancel the new entry by clicking the **Cancel** button that is displayed in the top right corner of the module once you commence entering the message.

4. **Optional.** Click the **Photo** button to attach a photo to your post. This displays the **Select photo to share** section where you can choose from these options:
   - **Browse from site**:
   - **Upload from my computer**: Click this link and then navigate to and select the image.

   Once you have selected and uploaded the photo it will be displayed on the module.
5. **Optional.** Click the **Attachment** button to attach a file to your post. This displays the **Select file to share** section where you can choose from these options:
   - **Browse from site**:

- **Upload from my computer**: Click this link and then navigate to and select the file.

  Once you have selected and uploaded the file a **File** icon is displayed indicating the file is successfully attached

6. **Recommended.** Click the **Share** button and choose the users can view this message from these options:
   - **Everyone**: Any user who can view this social group.
   - **Community Members**: Any authenticated user who belongs to this social group.
   - **Friends**: Any user that you have added as a Friend. See "Connecting with a Member"

7. Click the **Share** button. The post is now displayed below the message box. In the below example, a post with a file attachment has been added.

Leaving a Social Group

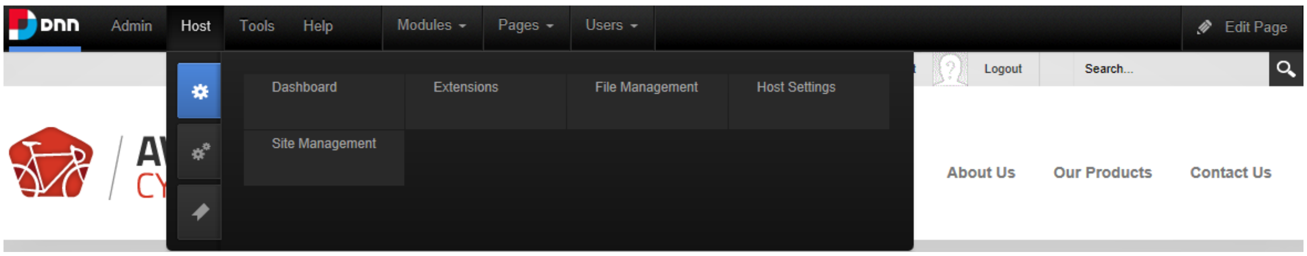
How to leave a social group using the Social Groups module. This removes the user from the security role. There is no message sent to a user who elects to leave a group.

1. Navigate to a Social Groups module.
2. Click on the name of the required Social Group.
3. Click the Leave Group link.

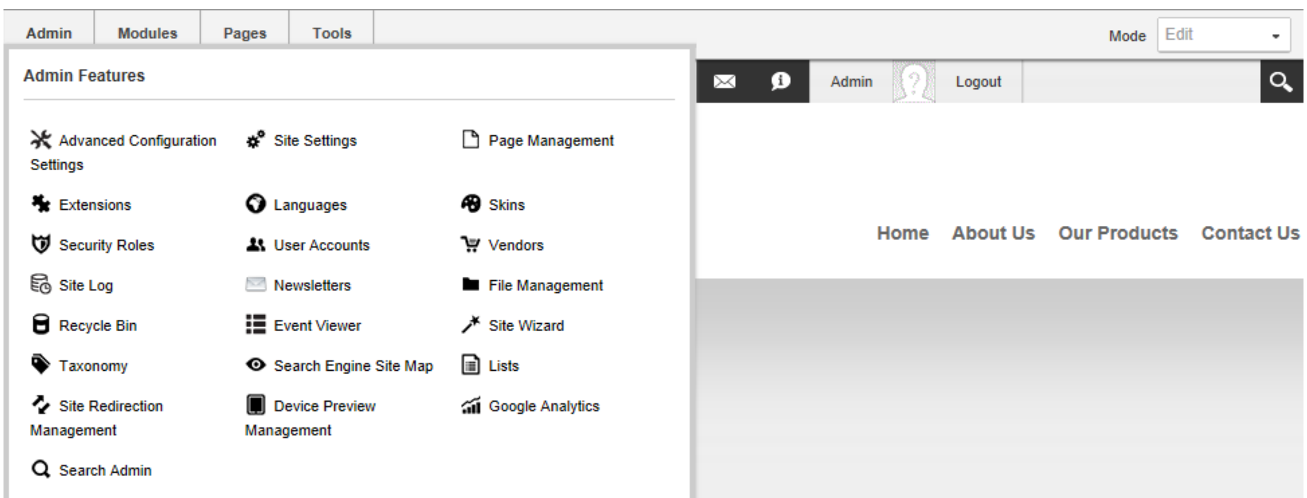
Using the Control Panel

About the Control Panel

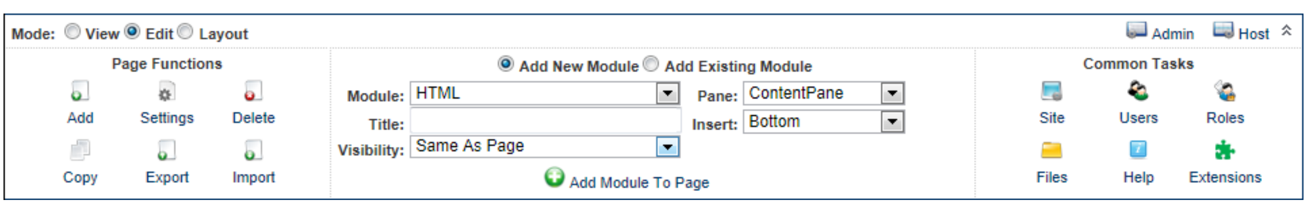
DNN comes with a choice of three Control Panels called the ControlBar (the default setting), RibbonBar and the Iconbar that enable Content Editors (optional), Page Editors, Administrators and SuperUsers to access a range of page management tools and site administrative tasks.



The ControlBar shown with an open Host menu



The RibbonBar shown with an open Admin menu)



The Iconbar Control Panel

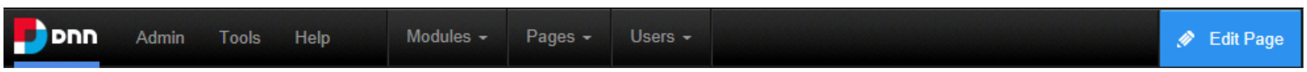
Related Topics:

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

Overview of the ControlBar

The ControlBar Control Panel displays a single row of links with drop down menus across the very top of your web browser above your site. All of the links displayed on the left side have an associated drop down menu. The Admin menu is displayed to Administrators and SuperUsers. Users must have Edit Page permissions granted to access the Modules and Pages menus. Finally, the ControlBar can optionally be displayed to Module Editors providing them with a visual reminder that they can edit the current page.

The ControlBar as it is displayed to users with different editing permissions:



ControlBar as displayed to Administrators

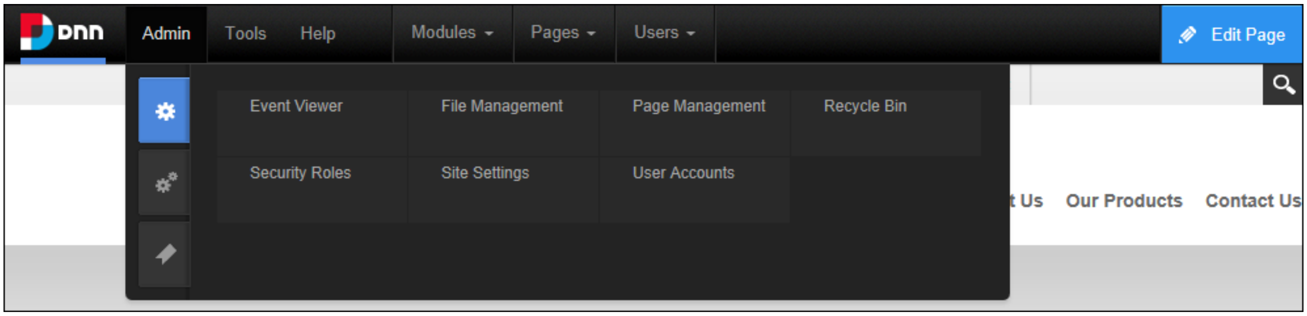
ControlBar as displayed to Page Editors

ControlBar as displayed to Module Editors. This option may be disabled.

On the right hand side of the ControlBar, is the **Edit Page** menu which allows users to change the view of the page, and access the page settings etc.

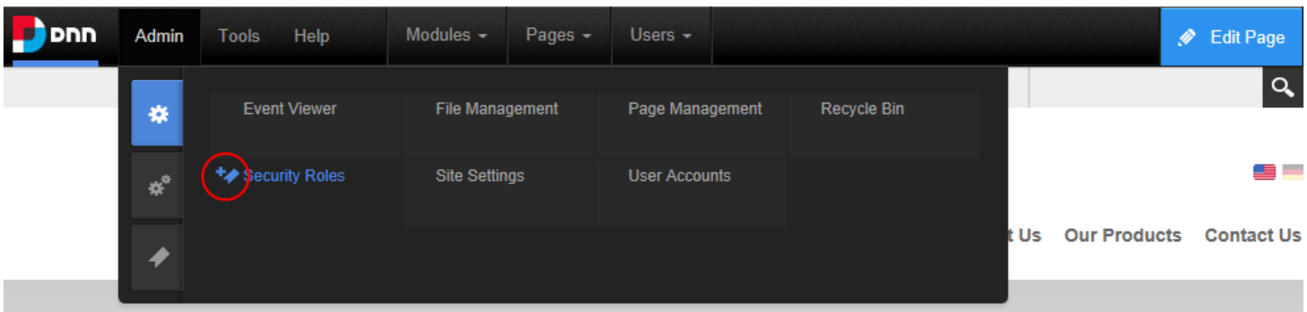
The Admin Menu

Administrators and SuperUsers can click on the Admin link to go to the Admin Console See "About the Admin Pages" - OR - Mouse over the Admin link to view the drop down Admin menu and then select the desired function. Functions are grouped together beneath two tabs, called "Common Settings" and "Advanced Settings", which are displayed down the left side of this drop down menu.



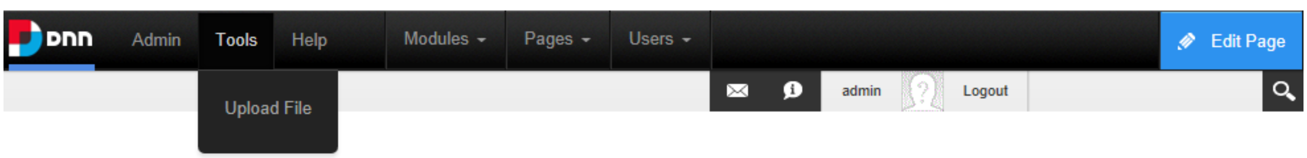
Admin Menu (Common Settings) for DNN Platform

A third tab called "Bookmarked Settings" displays any functions that have bookmarked by the current Administrator. This allows you to add your most commonly used features to this tab, simply by clicking the **Add to Bookmarks** button that is displayed when you hover over an option on the drop down menu.



The Tools Menu

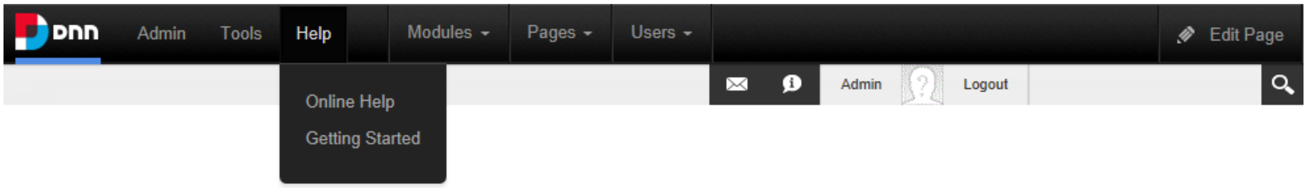
The Tools menu as displayed to Administrators and SuperUsers.



The Tools menu of the ControlBar as displayed to Administrators

- **Upload File**: Opens the upload file interface of Digital Asset Management which is located on the Admin > File Management page. Restricted to Administrators only. See "Uploading Files"

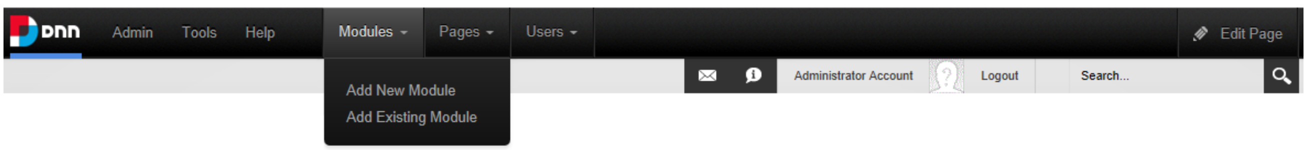
The Help Menu



The Help menu of the ControlBar

- **Online Help**: Opens the Help resource for this site as set by your Host. Restricted to Administrators only.
- **Getting Started**: Select to view the Getting Started with DNN page which contains links to resources including video tutorials, links to personalizing your site and more. This option is only displayed for new DNN installations. Restricted to Administrators only.

The Modules Menu

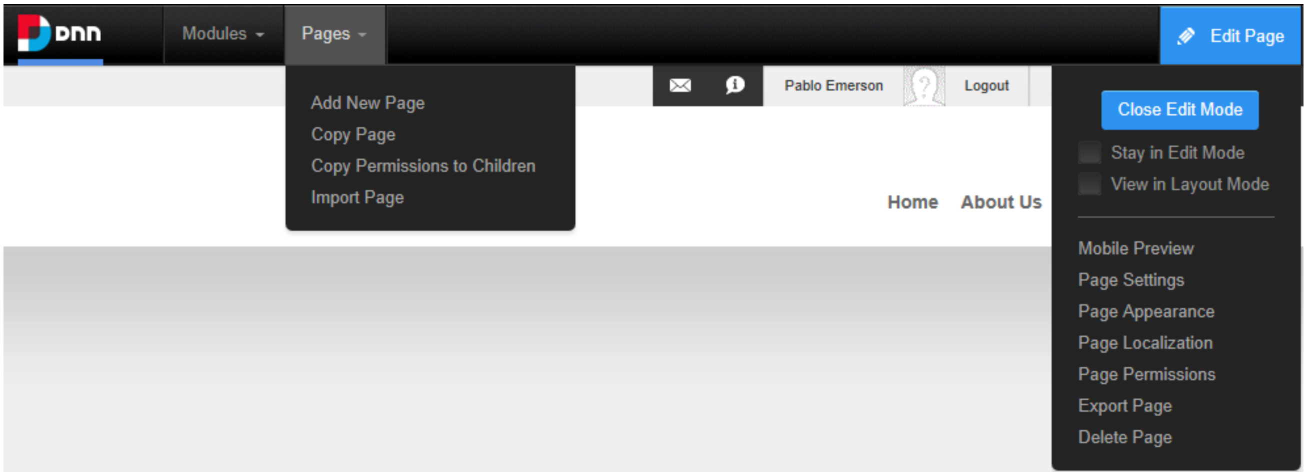


The Modules menu as displayed to Administrators

- **Add New Module**: Select to being the process of adding a new module to the current page. Users must be granted Edit Content rights to the page. See "Adding a New Module (ControlBar)"
- **Add Existing Module**: Select to being the process of adding a new instance of an existing modules to the current page. Users must be granted Edit Content rights to the page. See "Adding an Existing Module (ControlBar)"

The Pages Menu

Page Management features are located beneath the Pages and Edit Page menus. Users must be granted Edit Page permissions to access these tools.



The two Pages Menus of the ControlBar

Pages Menu:

- **Add New Page**: Commence the process of adding a new page to the site. See "Adding a New Page"
- **Copy Page**: Select to copy the current (or any other) page including modifying modules. See "Copying a Page"
- **Import Page**: Link to import a page. See "Importing a New Page"

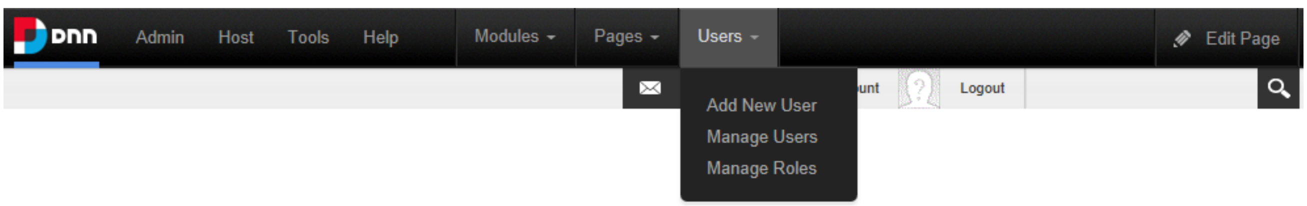
Edit Page Menu:

- **Edit This Page / Close Edit Mode**: Select to enable or disable module editing on the current the page by exposing the module action menus .
- **Stay in Edit Mode**: Mark ☑ the check box to enter and remain in Edit Mode for all pages that you can edit.
- **View in Layout Mode**: Mark ☑ the check box to view the page in Layout Mode. Layout Mode displays the layout of the skin that is applied to the page and shows the location of modules on the page however only the title and module actions menu of each module is shown and module content is hidden. This view allows you to quickly view and change the location of modules on the page. This view is also helpful when you want to delete or move a module but cannot access the module action menu when the content is displayed.
- **Mobile Preview**: Opens the Mobile Preview pop up that allows users to see how the current page is displayed on a mobile device. See "Previewing Your Mobile Device Site"
- **Page Settings**: Opens the Page Settings page for the current page. The Permissions tab is only display to user with Full Control. See "Setting Page Details" and See "Configuring Advanced Page Settings"

- **Page Appearance**: Opens the Page Settings page with the Appearance section of the Advanced Settings tab expanded. See "Configuring Advanced Page Settings"
- **Page Localization**: Opens the Page Settings - Localization tab for the current page. This option is only displayed when content localization is enabled on the site. See "Enabling Localized Content"
- **Page Permissions**: Opens the Page Settings page for this page with the Permissions tab. See "Setting Page Permissions"
- **Export Page**: Link to export a page. See "Exporting a Page"
- **Delete Page**: Link to delete current page. This option is disabled for special pages such as the Home page, Splash page or the User Profile page. See "Deleting a Page"

The Users Menu

The Users menu is restricted to Administrators only.



- **Manage Users**: Opens the Admin > User Accounts page. See "About User Accounts"
- **Manage Role**: Opens the Admin > Security Roles page. See "About Security Roles"
- **Add New User**: Opens the Add New User page. See "Adding a User Account"

Overview of the RibbonBar

The RibbonBar displays a single row of options at the very top of your web browser above your DNN site. The links displayed on the left side of the RibbonBar each have drop down menus. The Mode drop down list on the right side of the RibbonBar allows you to preview your site in a number of ways.

The Admin menu is displayed to Administrators and SuperUsers. In DNN Platform, users must have Edit Page permissions granted to access the Modules and Pages menus.

The collapsed RibbonBar displays a row of links on the left hand side and a Mode drop down list on the right hand side. Depending on the users editing permissions for the current page, there will be between none and five menus displayed on the left side. I.e. Administrators have access four menus (Admin, Modules, Pages and Tools), Page

Editors have access to two menus (Modules and Pages) and Module Editors cannot access any menus, however they may be able to view the Mode drop down list depending on the Control Panel configuration.

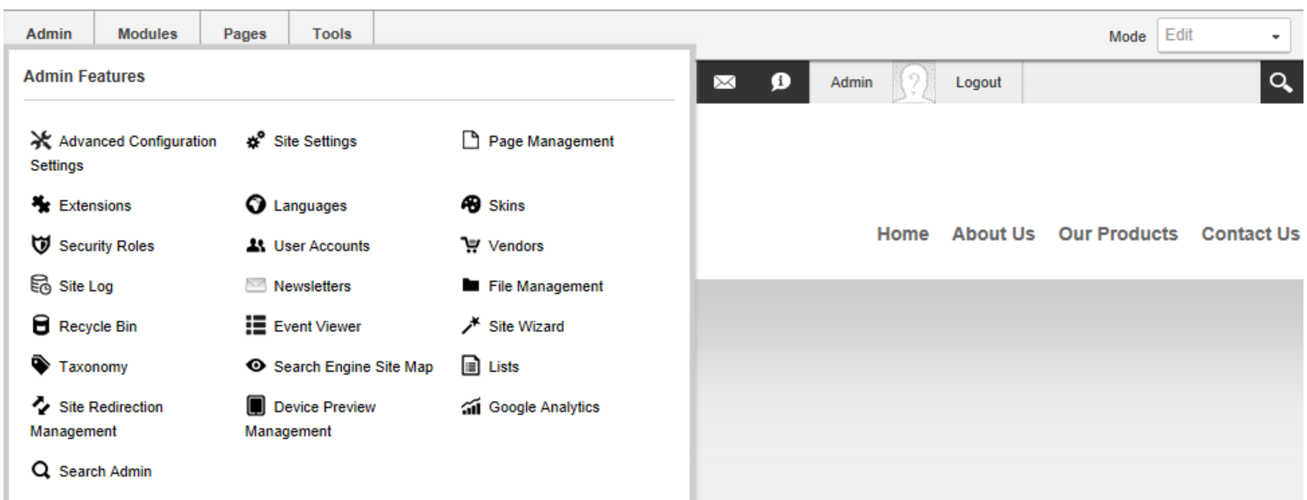
RibbonBar as displayed to Administrators

RibbonBar as displayed to Page Editor

RibbonBar as displayed to Module Editors. This option may be disabled.

The Admin Menu

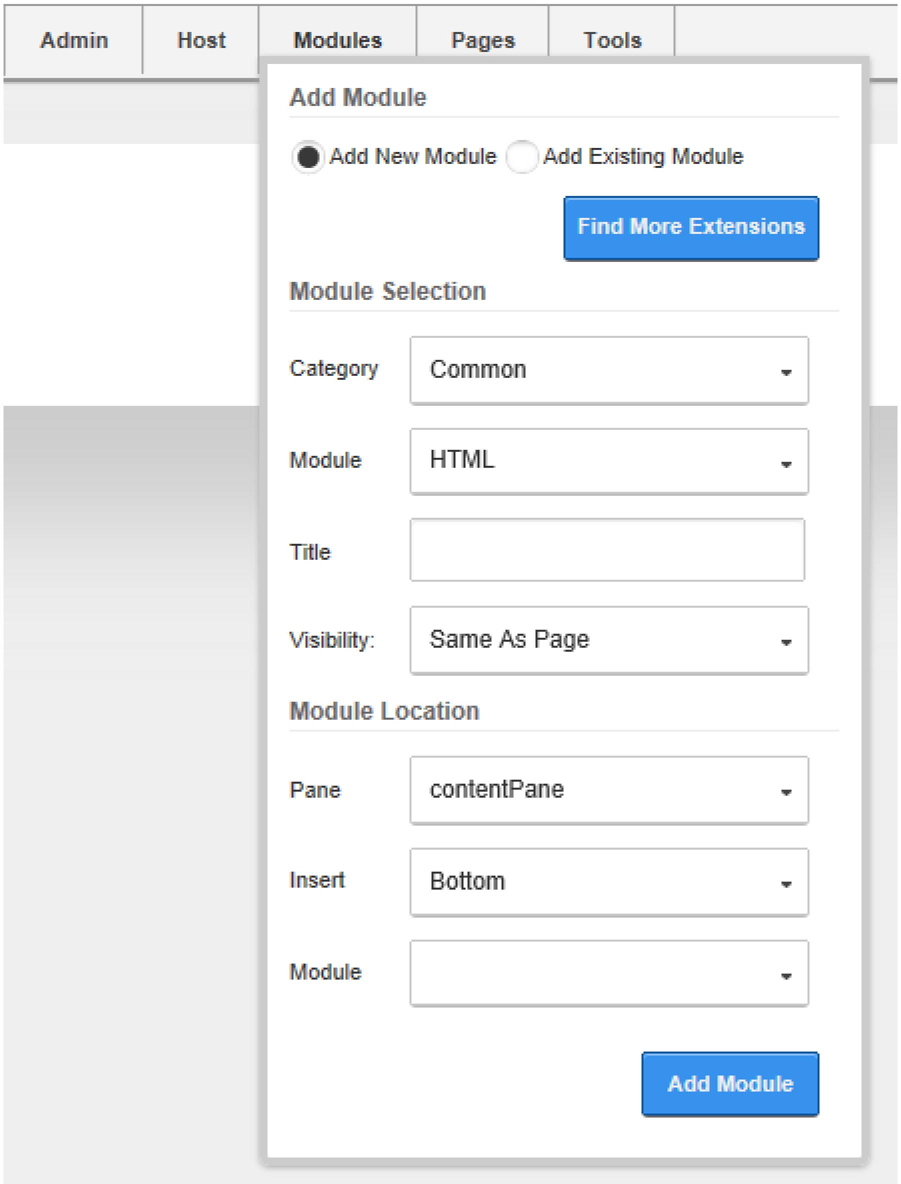
Administrators and SuperUsers can click on the Admin link to go to the Admin Console - OR - Mouse over the Admin link to view the Admin menu and then select the desired featured. See "About the Admin Pages"



DNN Platform Admin Menu

The Modules Menu

- **Add New Module**: Adds a new module to the current page. See "Adding a New Module (RibbonBar)" DNN Platform users must be granted Edit Content permissions.
- **Add Existing Module**: Adds a new instance of an existing module to the current page. See "Adding an Existing Module (RibbonBar)" DNN Platform users must be granted Edit Content permissions.



The Pages Menu

Note: In DNN Platform, user must have Edit Page permissions granted to access these tools.

Actions Section

- **Page Settings**: Link to edit current page settings. See "Editing Page Settings". DNN Platform users must be granted Edit Page permissions.

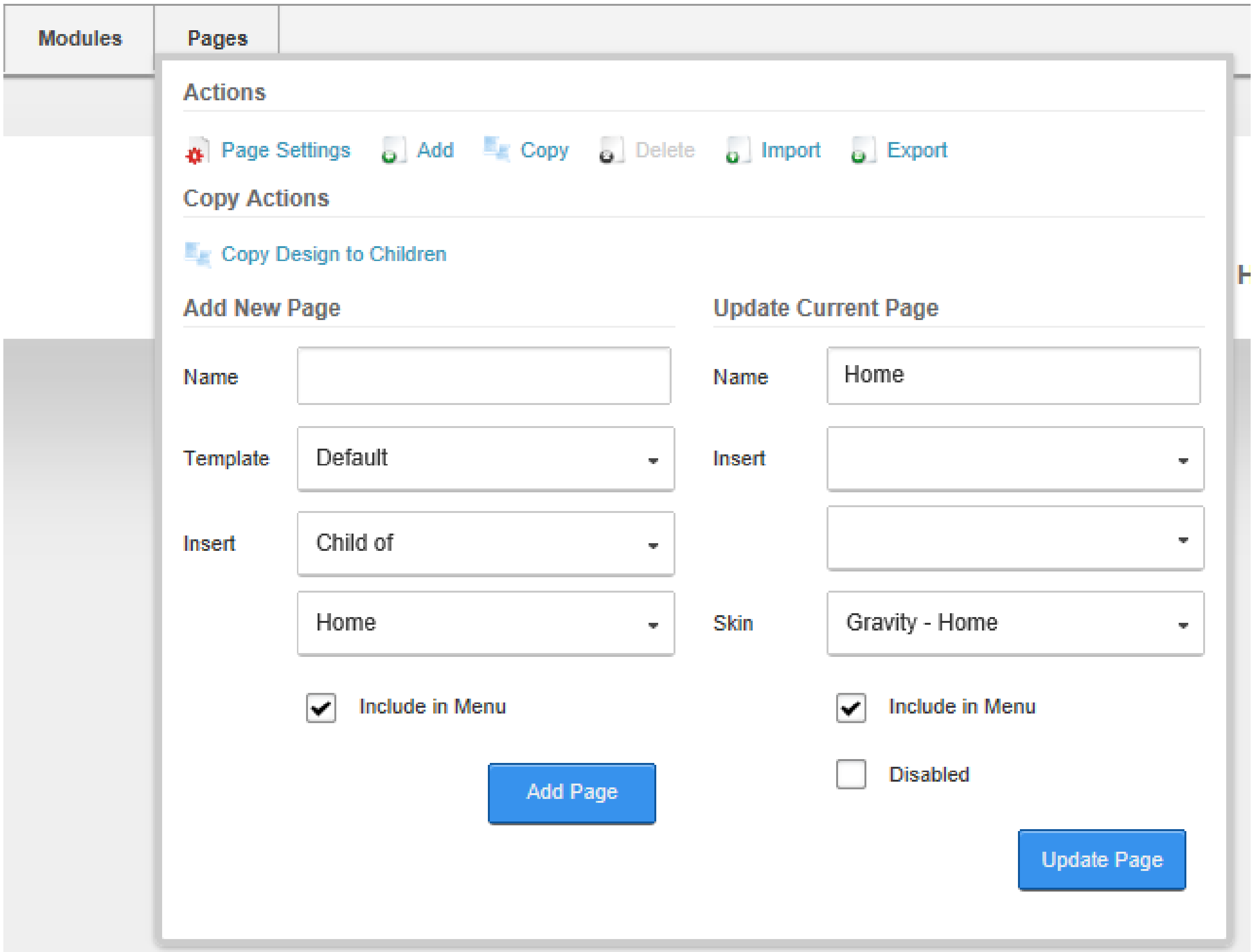
- **Add**: Select to add a new page and configure setting. See "Adding a New Page" DNN Platform users must be granted Edit Page permissions.
- **Copy**: Select to copy the current (or any other) page including modifying modules. See "Copying a Page". DNN Platform users must be granted Edit Page permissions.
- **Delete**: Link to delete current page. See "Deleting a Page" This option is disabled if the current page is a "special page"; which is a page that has been set as the Home, User Profile, Registration, Splash page, etc. DNN Platform users must be granted Edit Page permissions.
- **Import**: Link to import a page. See "Importing a New Page" DNN Platform users must be granted Edit Page permissions.
- **Export**: Link to export a page. See "Exporting a Page" DNN Platform users must be granted Edit Page permissions.

Copy Actions Section

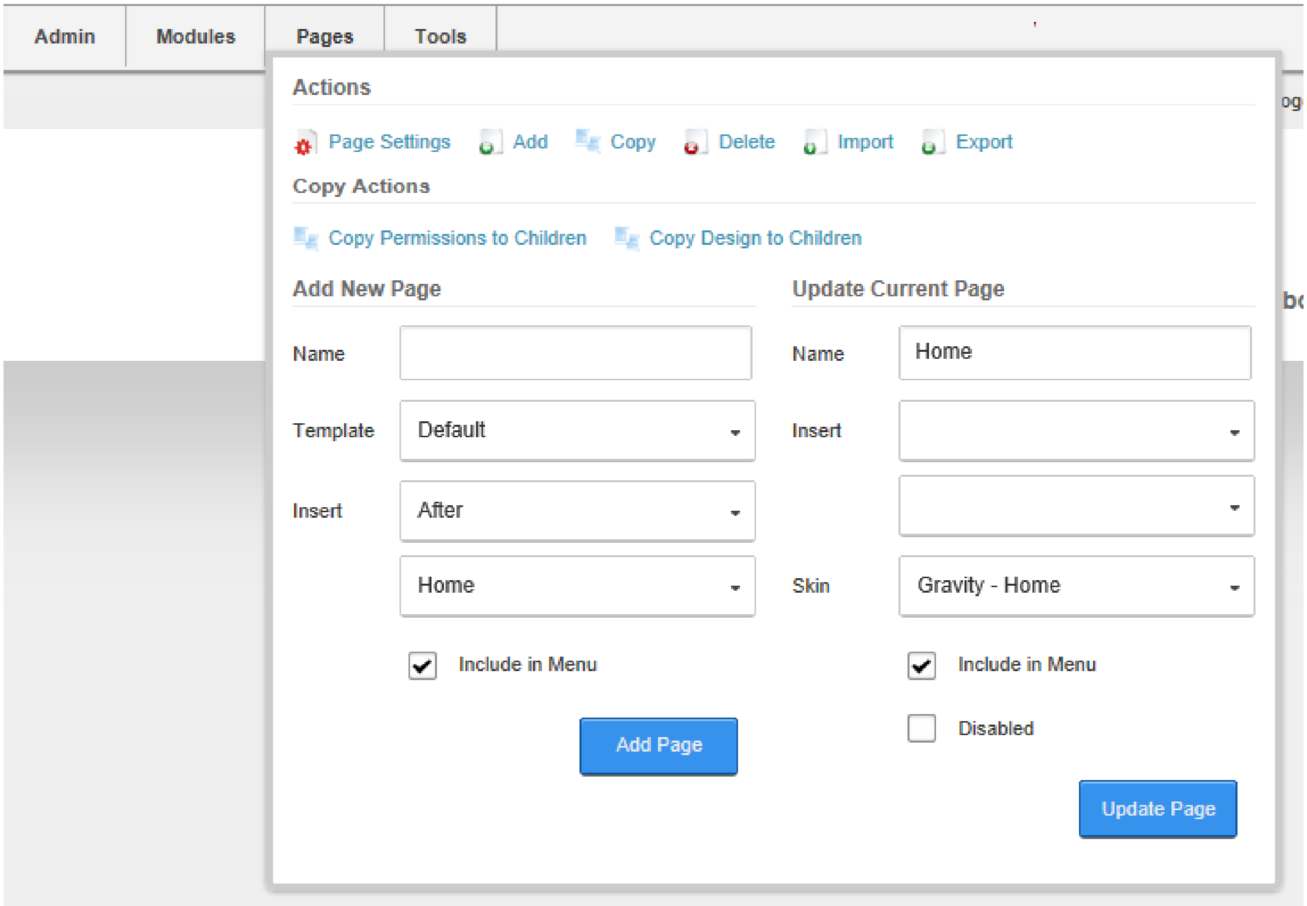
- **Copy Permissions to Children**: Copy current page permission to children pages. See "Copying Permissions to Child Pages" Enabled if page has child pages. In DNN Platform, only Administrator can perform this task.
- **Copy Design to Children**: Copy current page design (skin and container settings) to children. See "Copying Design to Child Pages". DNN Platform users must be granted Edit Page permissions.

Add New Page Section

- **Add New Page**: Add a new page directly from the Control Panel. See "Quick Add a New Page (RibbonBar)"
- **Update Current Page**: Update the page name, menu options and skin for the current page. DNN Platform users must be granted Edit Page permissions.



Pages Menu of the RibbonBar as displayed to Page Editors



Pages Menu of the RibbonBar as displayed to Administrators

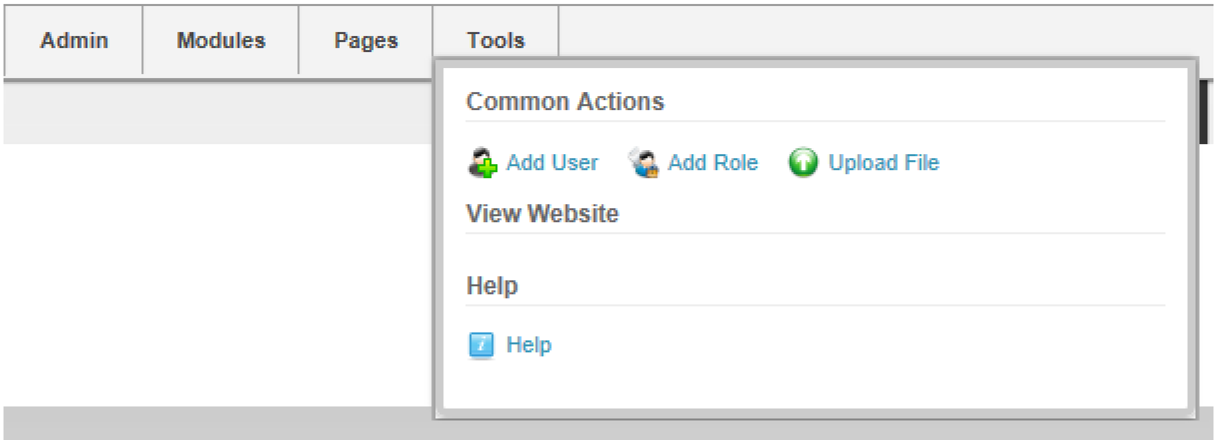
The Tools Menu

Common Actions Section

- **Add User**: Opens the Add User page. See "Adding a User Account" Restricted to Administrators and SuperUsers.
- **Add Role**: Opens the Add Role page. See "Adding a Security Role (Basic Settings)" Restricted to Administrators and SuperUsers.
- **Upload File**: Opens the upload file interface of the site's Digital Asset Management module that is located on the Admin > File Management page. See "Uploading Files" Restricted to Administrators and SuperUsers.

Help Section

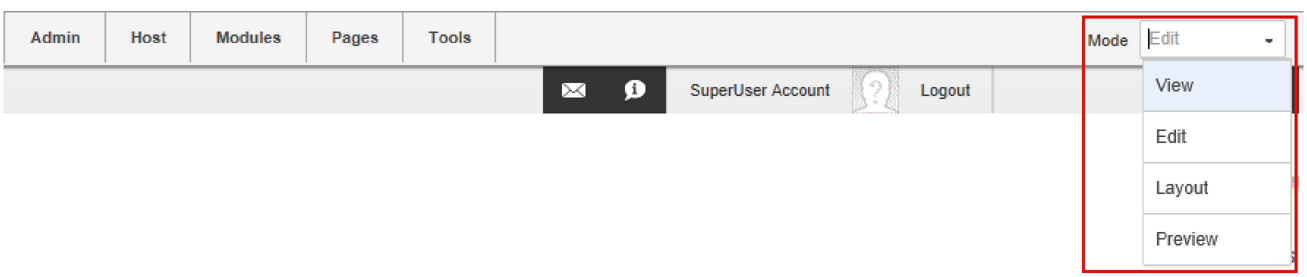
- ℹ **Help**: Opens the Help resource for this site. Link (new window) to Help URL defined in Host Settings. . Restricted to Administrators.



The Tools menu of the RibbonBar as displayed to Administrators

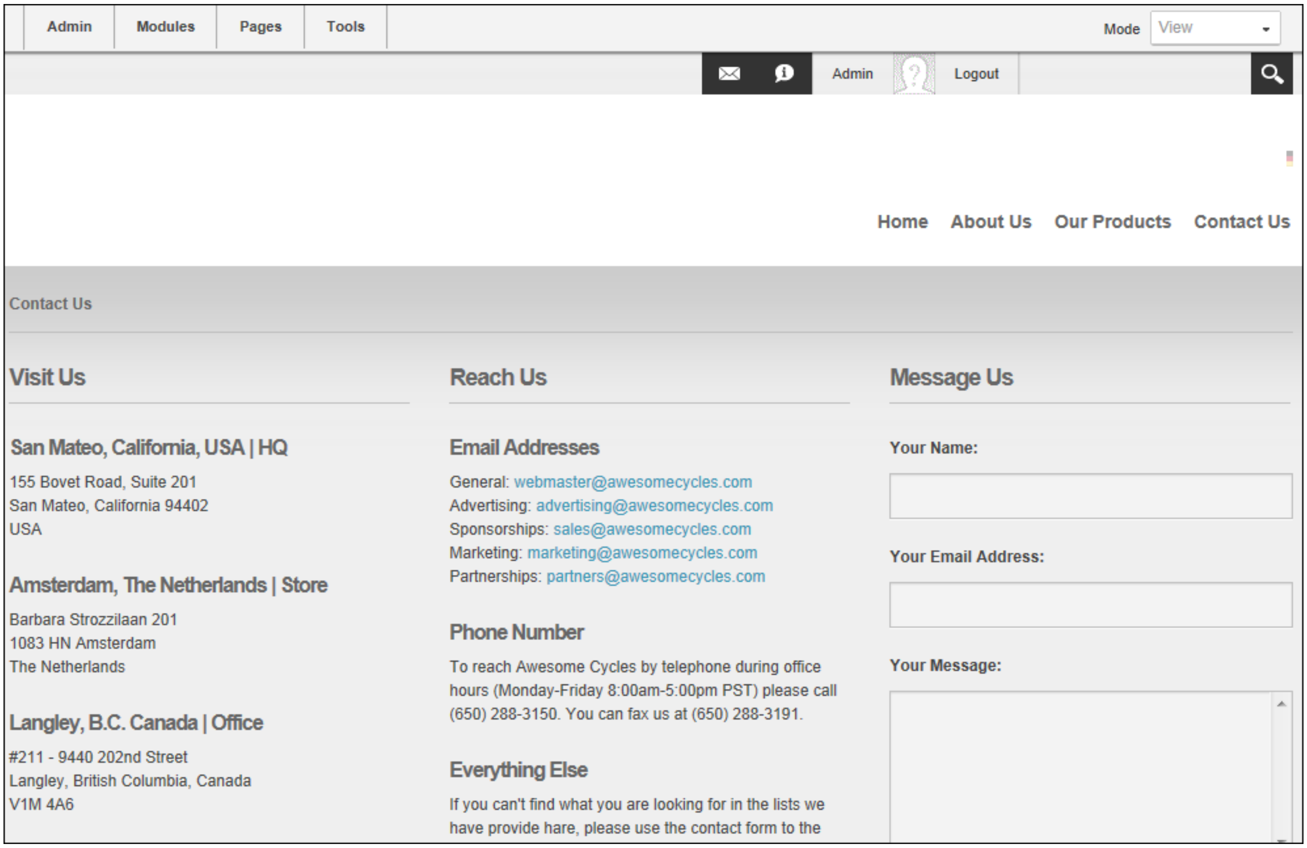
Setting the RibbonBar Mode

How to select the mode that you view your site in. **Important.** You cannot edit module content in View mode. Click on the **Mode** drop down list to view the mode options.

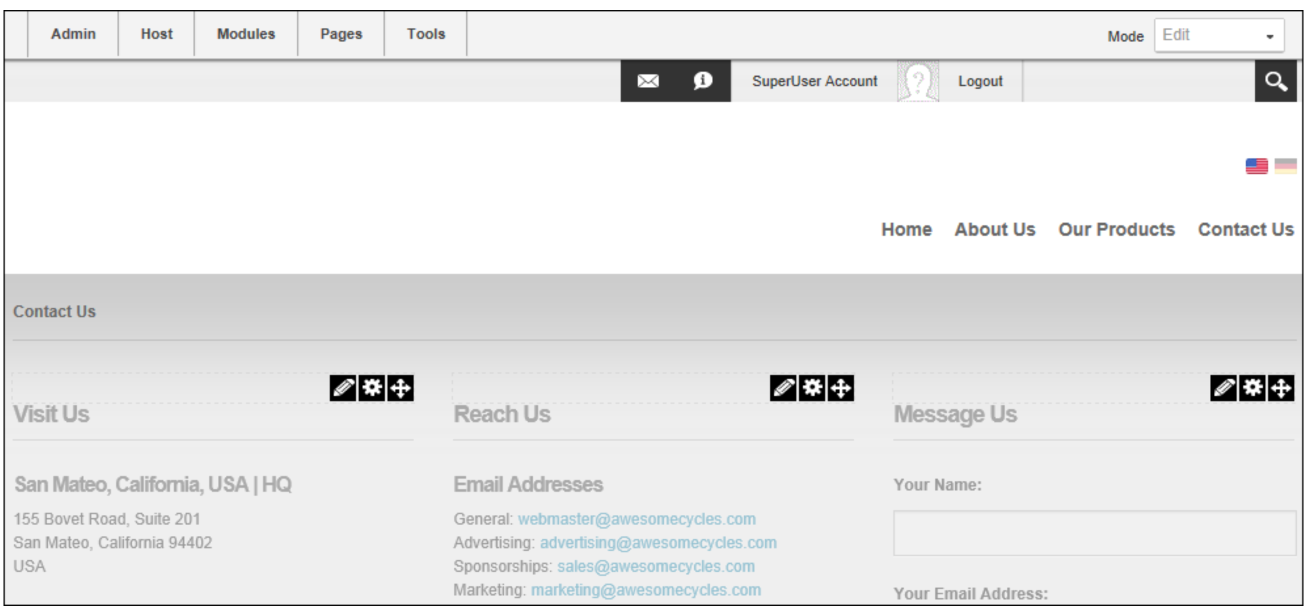


Select from the following modes:

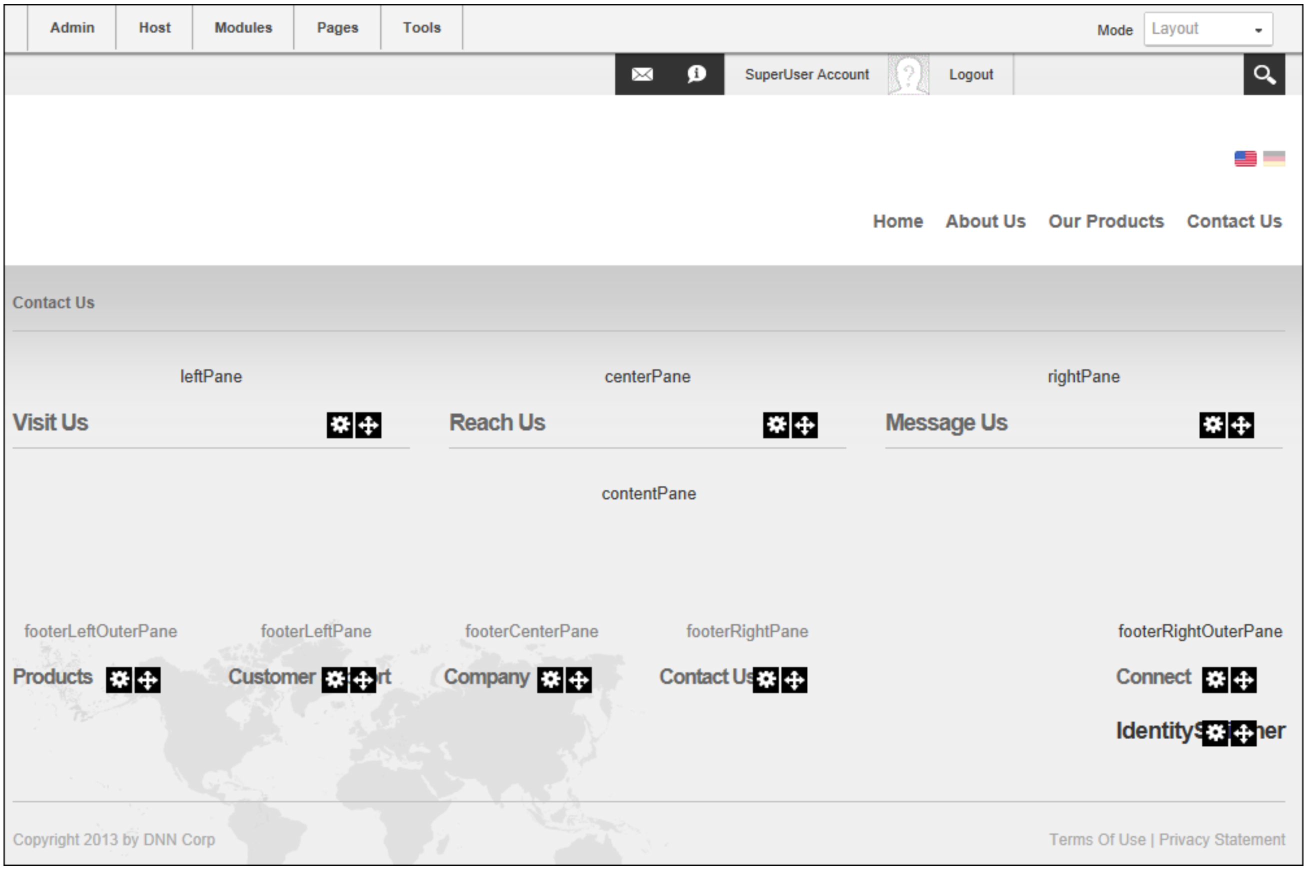
View: Select to view your site as a typical user without editing rights. This hides the module actions menu on all modules and disables the Tools menu.



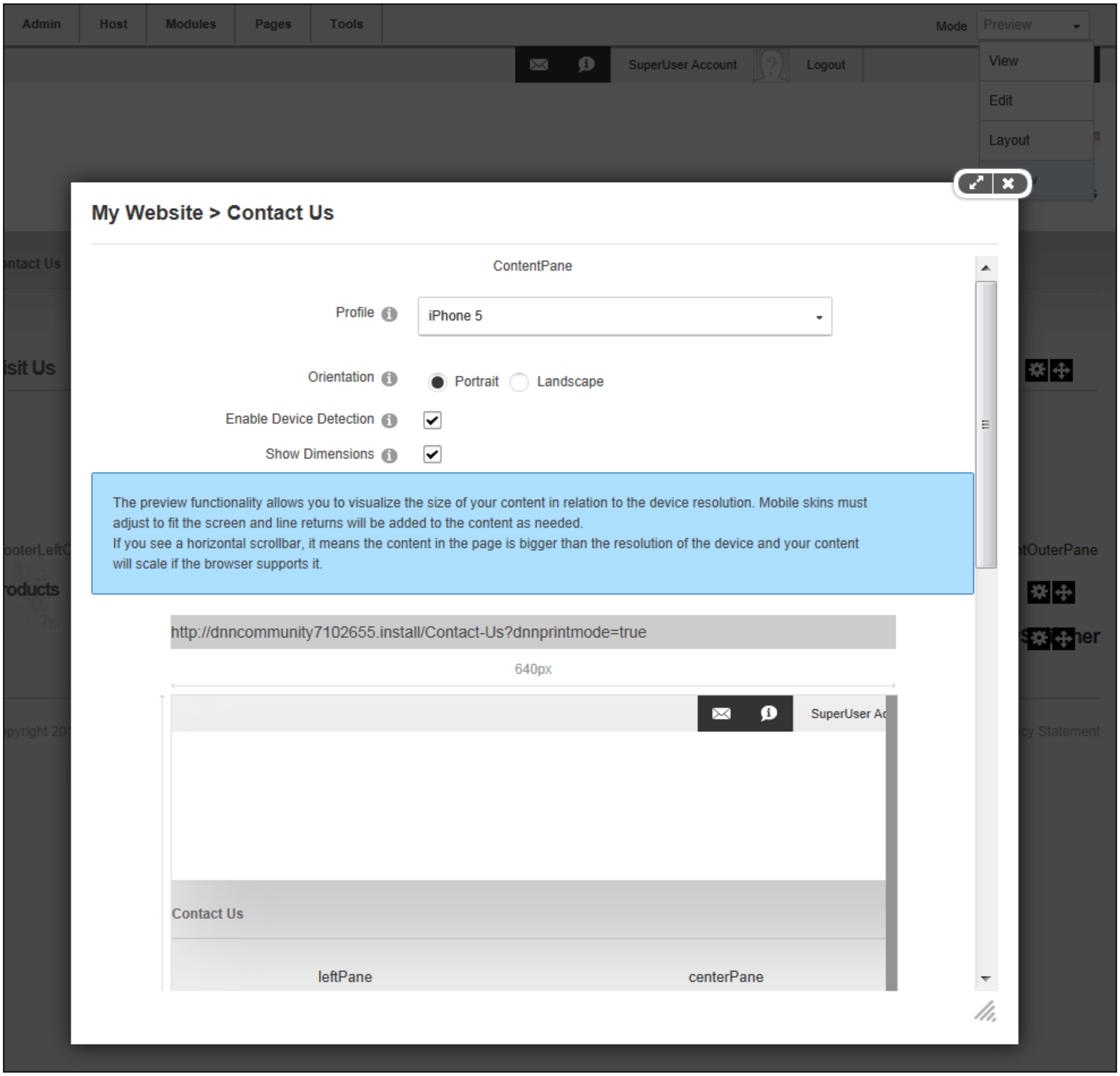
Edit: Select to edit your site. This displays the module actions menu for all modules



Layout: Select to view the layout of the panes within the skin that is applied to this page and the title and module actions menu of each module within each pane. Use this view to quickly view and update the page layout. This view is helpful when you want to delete or move a module but cannot access the module action menu when the content is displayed.



Preview: The Preview mode displays the current page as it would be viewed on a specified mobile device.



Overview of the Iconbar

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

Maximizing/Minimizing the Iconbar

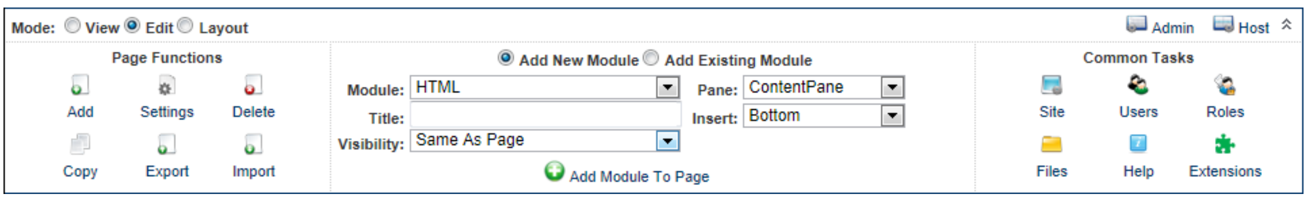
How to hide or display the Iconbar using the Maximize/Minimize button. This functionality isn't available to Module Editors. The default visibility is set by Administrators.

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

The IconBar Minimized

SuperUsers can click either the **Admin** or **Host** links (top right) to view the Admin Console or Host Console respectively.

Administrators can click the **Admin** link (top right) to view the Admin Console page.

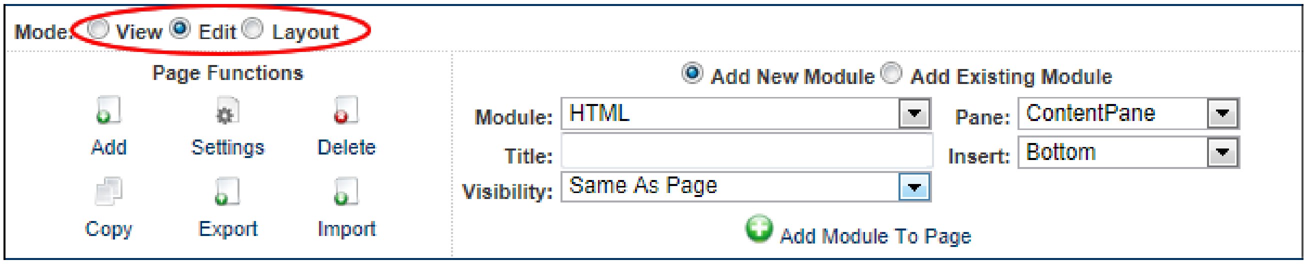


The Iconbar Control Panel as displayed to SuperUsers

Setting the Iconbar Mode

How to set the mode of the Iconbar Control Panel. Note: The Preview mode that displays the current page as it would be viewed on a specified mobile device is not available on the Iconbar.

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



The Iconbar Mode Setting

Page Functions Section

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

Module Insertion Section

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

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

Common Tasks Section

Page Editors can access this icon:

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

Administrators and SuperUsers can access these additional icons:

- **Site**: Opens the Admin > Site Settings page. See "About Site Settings"
- **Users**: Opens the Admin > User Account page. See "About User Accounts"
- **Roles**: Opens the Admin > Security Roles page. See "About Security Roles"
- **Files**: Opens the Admin > File Management page. See "About Digital Asset Management (DAM)"
- **Help**: Opens the Online Help resource associated with the site.
- **Extensions**: Opens the Admin > Extensions page. See "About Admin Extensions"

Building Your Site

Getting Started

This section details how to add pages and modules to create the structure of your site. Before you begin you may like to use the Site Wizard to quickly configure the basic settings for this site and change the site design and apply a template. See "About the Site Wizard". You may also like to find out more about restricting access to view certain site pages and content, See "Understanding Role Based Access"

Adding and Managing Pages

DNN sites are built by adding one or more pages to the site and then adding content (using modules) to each page.

- See "Adding a New Page"
- To add and manage multiple pages and perform other page management tasks. See "About Page Management"

Adding and Managing 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 task.

- See "Adding a New Module (ControlBar)"
- See "Adding an Existing Module (ControlBar)"

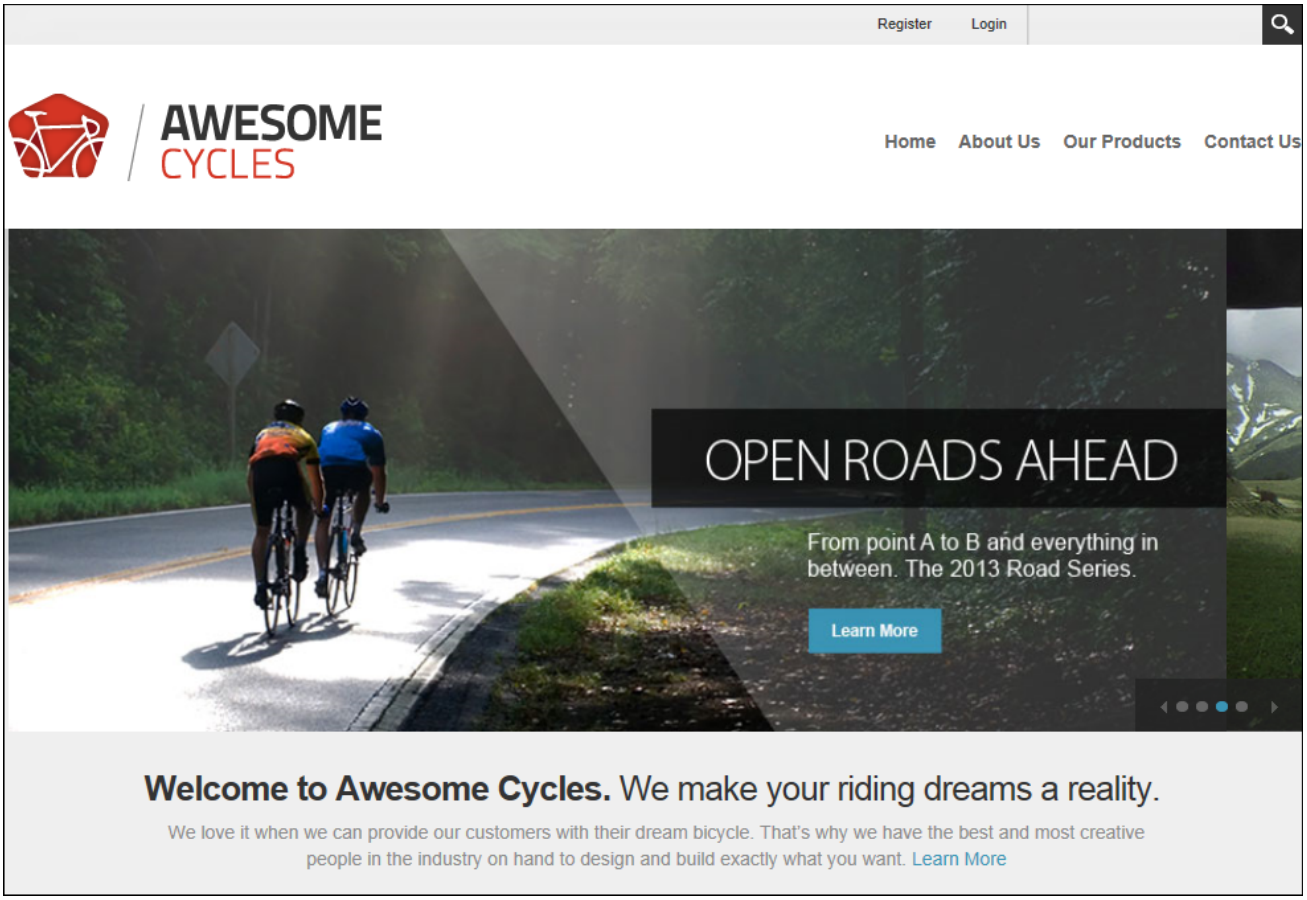
The most commonly used module is the HTML module (typically titled Text/HTML) that allows you display rich text, HTML, images, flash or can perform a script. See "About the HTML Module".

Adding and Managing Pages

About Pages

DNN sites are created by adding one or more pages and then adding modules that display content onto those pages. Administrator, SuperUsers and user with Add permissions can add pages. Pages can be added by clicking Add New

Page in the Pages menu of the ControlBar or via the Admin > Page Management page, See "About Page Management". The below image displays a site with four publicly accessible pages called Home, About Us, Our Services and Contact Us.

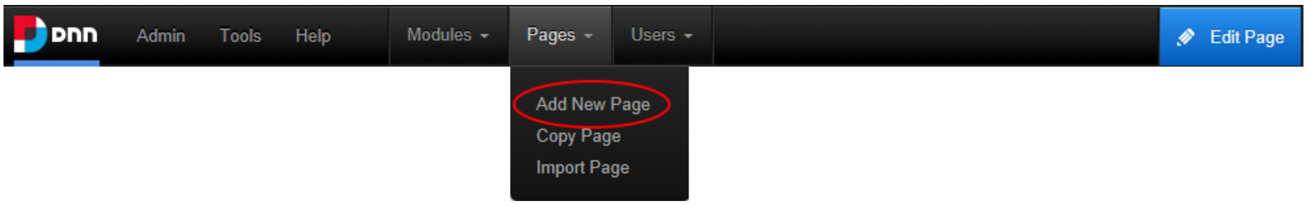


Adding a New Page

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

Note: If a maximum number of pages has been set for your site, the **Add Page** button is disabled when the maximum number of pages is reached. If this happens you will need to contact your Host to allow you to add more pages.

1. Hover over the Pages option in the ControlBar then select **Add New Page**.



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

Related Topics:

- See "Adding a Page to a Multi-Language Site"

Viewing Any Page

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

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

Copying a Page

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

Note 1: The default permissions will set the page as visible and editable by Administrators only. Permissions are only displayed to users who authorized to manage permissions on the page being copied. In this scenario, the new page will inherit permissions from its parent page.

Note 2: When you are located on a page with a different locale setting you will not be able to copy the page.

1. **Optional.** Navigate to the page you want to copy.
2. On the ControlBar, hover over the **Pages** link and then select **Copy Page** from the drop down menu. This displays the Copy Page tab and details the page and modules you are copying.
3. At **Specify Modules**, complete the following fields from left to right for each module listed:
   1. Mark ☑ the check box beside each module to be copied to the new page - OR - unmark ☐ the check box beside any module you do NOT want copy.
   2. **Optional.** In the text box where the Module Title is displayed, edit the title if required.
   3. In the next field you can view the name of the pane where the module will be inserted.
   4. Set the content option for this module:
      - **New**: Select to add the module without any content.
      - **Copy**: Select to add the module with an independent copy of the module content. Modifying copied content doesn't update the content of the original module. Note: This option will be disabled for modules which don't have content which can be copied such as the Feedback and Account Login modules. This is the default option.
      - **Reference**: Select to add the module with a referenced version of the copied content. If you modify the content on either instance this module in the future, the content on both copies of the module are updated.
4. Select the **Page Details** tab.
5. In the **Page Name** text box, enter a name for the new page. The page name is displayed in the menu.

6. **Recommended.** Complete the additional basic settings for this page. See "Setting Page Details"
7. **Optional.** Select the **Permissions** tab to set the roles and users can view and manage this page. See "Setting Page Permissions"
8. **Optional.** Select the **Advanced Settings** tab and complete any of the optional advanced page settings. See "Configuring Advanced Page Settings"
9. **Optional.** In the **Localization** section, select the required option. See "Localization Settings for New Pages"
10. Click the **Add Page** button. You are now taken to the new page.

Copying Design to Child Pages

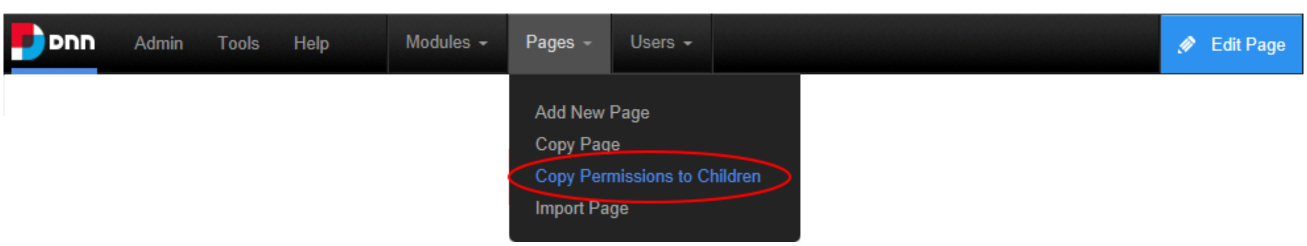
How to copy the design applied to a page to all of its child (descendant) pages using the ControlBar. This applies the Page Skin and Page Container settings of the parent page to all child pages. This setting is only displayed on existing pages that have child pages and is only available to users who have Edit Page/Manage Settings permissions for the child pages.

1. Navigate to the parent page whose design you want to copy.
2. On the **ControlBar**, hover over the **Edit Page** menu option and select **Page Appearance**. This opens the Appearance Section of Advanced Settings tab.
3. At **Copy Design to Descendants**, click the **Copy Design** button and then click the **Yes** button to confirm.

Copying Permissions to Child Pages

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

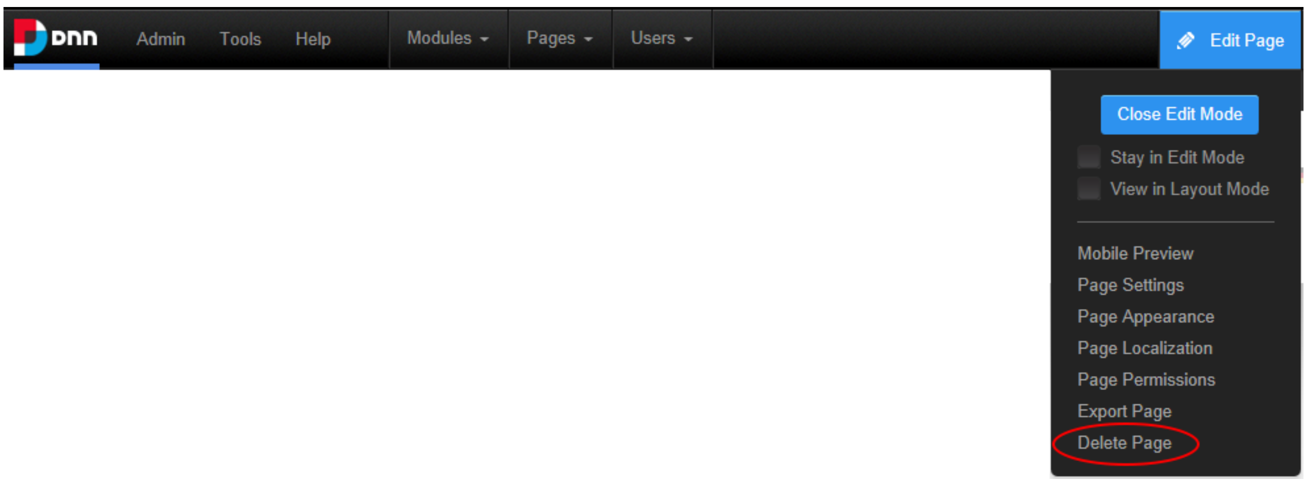
1. Navigate to the parent page whose design you want to copy.
2. On the Control Panel, hover over the **Pages** menu option, select **Copy Permissions to Children** and then click the **Yes** button to confirm.



Deleting a Page

How to delete a page and any child pages it may own 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 site page can also not be deleted. Deleted pages are stored in the Recycle Bin where they can either be restored or permanently deleted.

1. Navigate to the required page.
2. On the **ControlBar**, hover over the **Edit Page** menu and then select **Delete Page**.



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

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

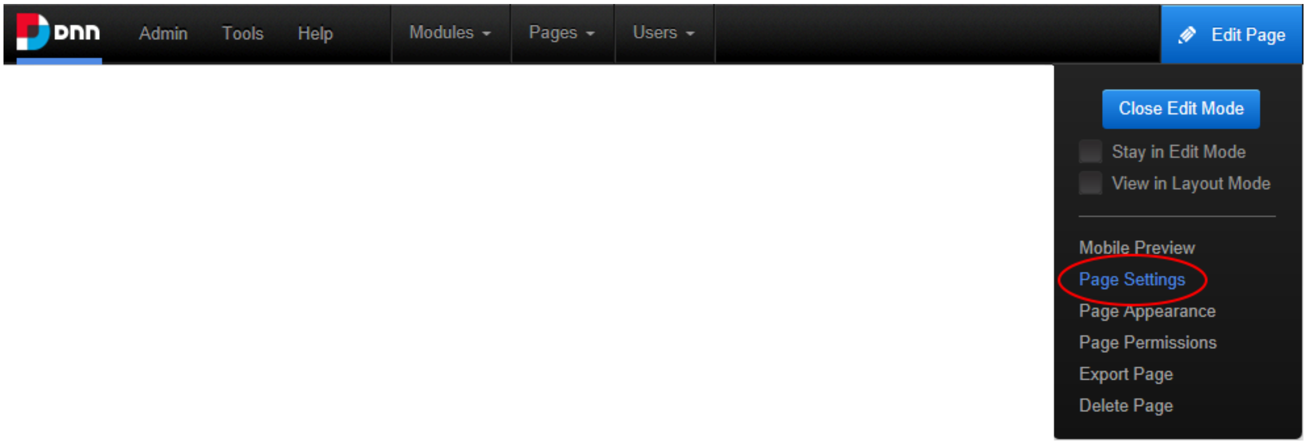
Related Topics:

- See "About the Recycle Bin"

Editing Page Settings

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

1. Go to the required page. See "Viewing Any Page"
2. Hover over the **Edit Page** menu and then select **Page Settings**.

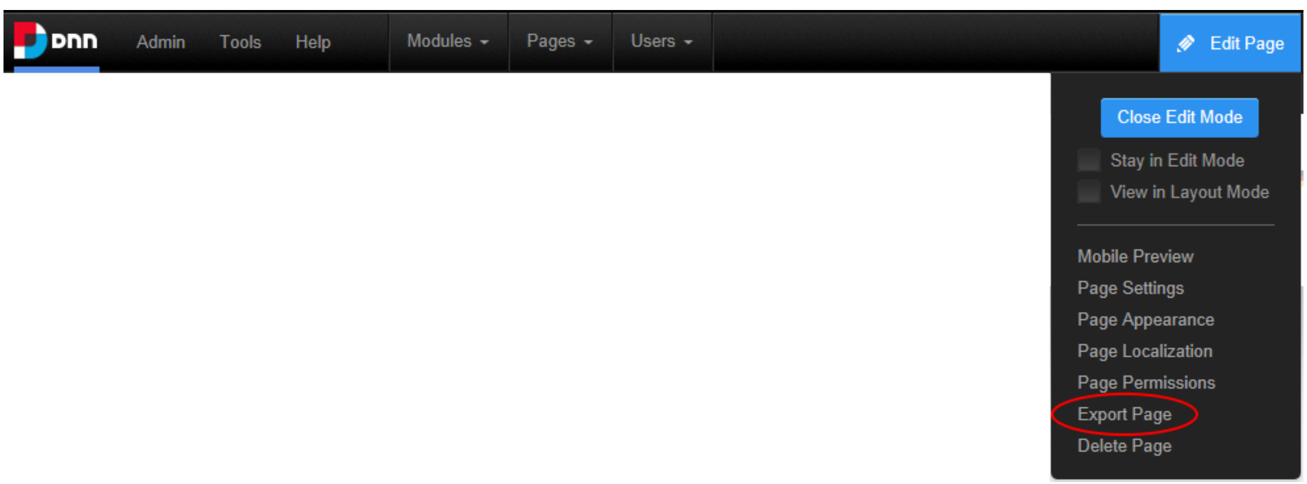


3. Edit page settings as required. See "Setting Page Details", See "Configuring Advanced Page Settings" and See "Localization Settings for Existing Pages"
4. Click the **Update Page** button.

Exporting a Page

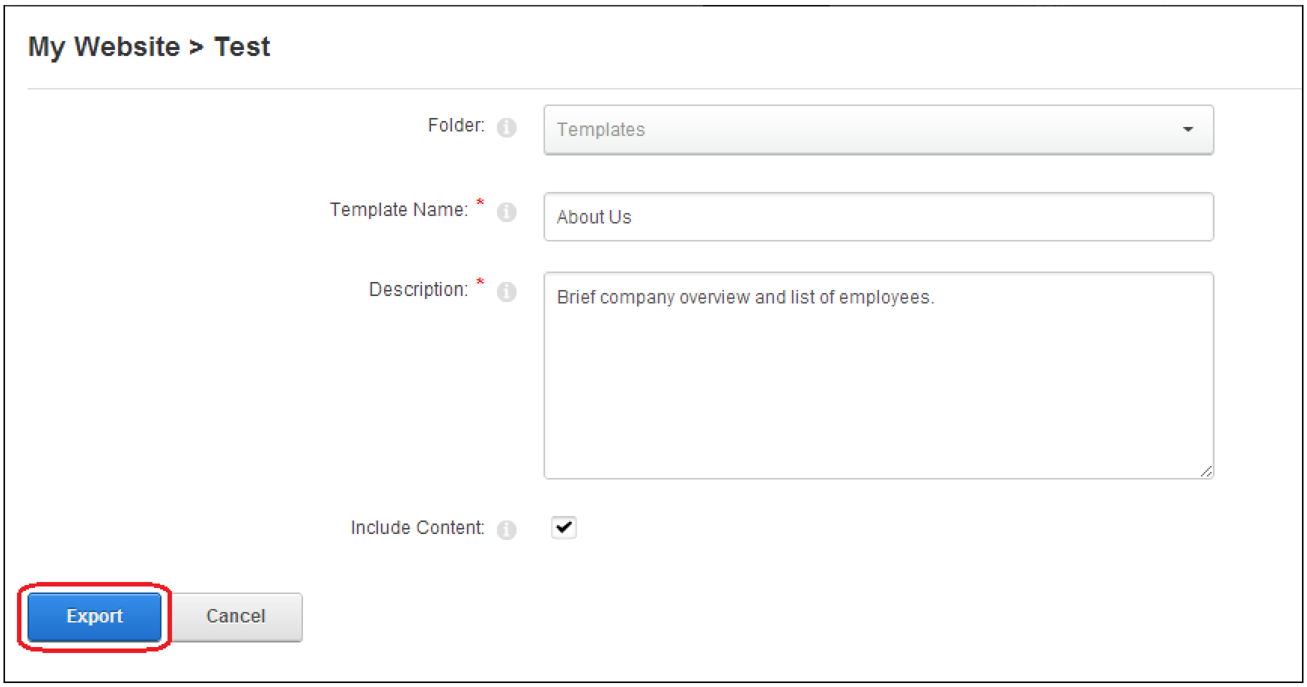
How to export a page which will be saved as a page template which can then be imported into any DNN site.

1. Navigate to the required page. See "Viewing Any Page"
2. On the **ControlBar**, hover over the **Edit Pages** menu option and then select **Export Page**



3. At **Folder**, select a folder of the site's Digital Asset Management module (located on the Admin > File Management page) where the exported page will be stored.

4. In the **Template Name** text box, the name of the exported page is displayed. You can either use this as the name of the page template or change it to a new name.
5. In the **Description** text box, enter a description of the page you are exporting. This description is exported with the page template. Typically the description provides a brief overview of the page and (if included) it's content.
6. **Optional.** At **Include Content?**, mark ☑ the check box to include module content - OR - unmark ☐ the check box to add the modules without any content.
7. Click the **Export** button.

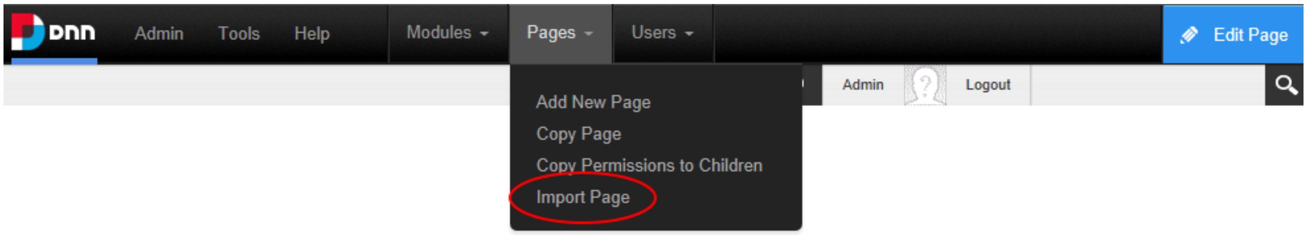


8. The path where the page template has been created is now displayed.

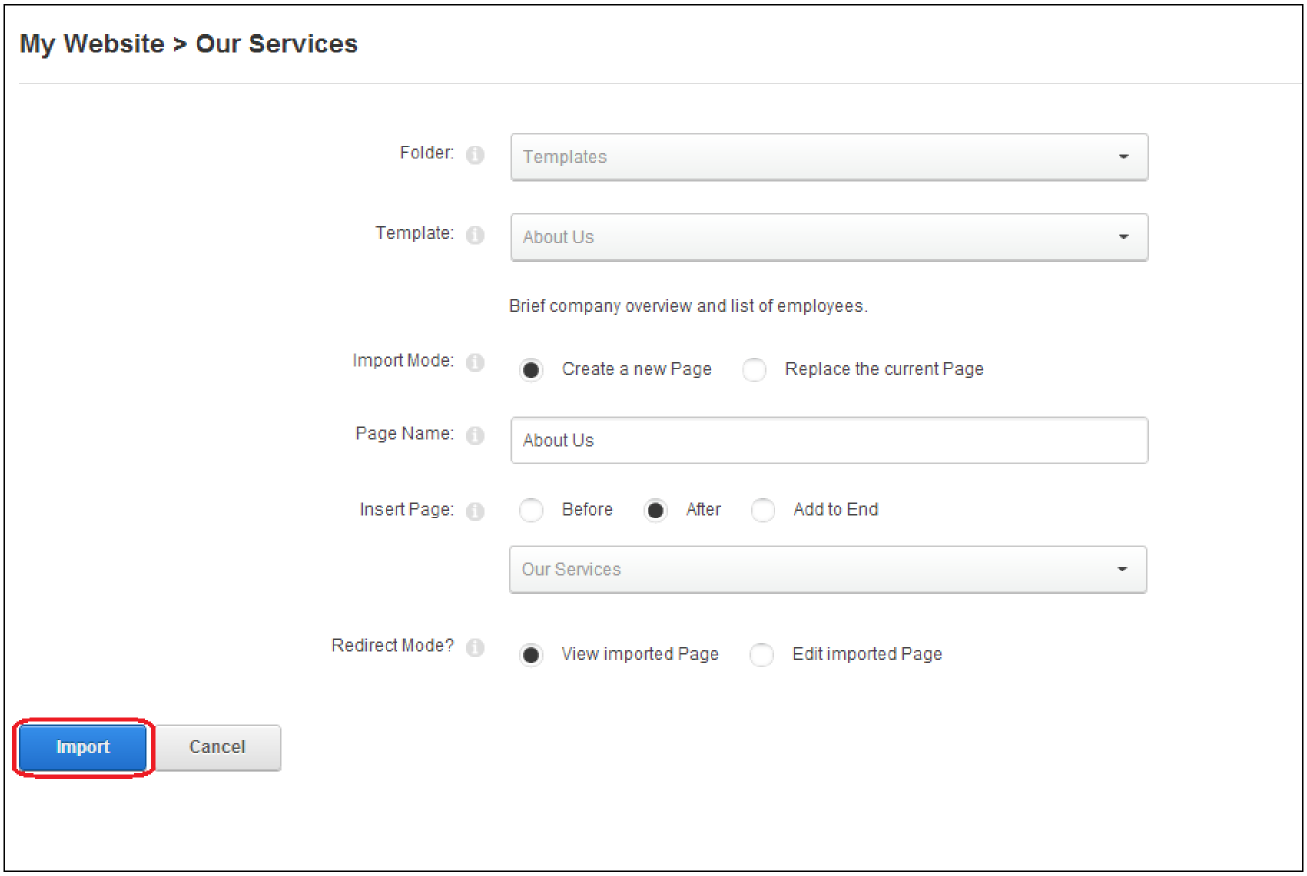
Importing a New Page

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

1. On the **ControlBar**, hover over the **Pages** menu option and select **Import Page**



2. At **Folder**, select the folder of the Digital Asset Management module (Admin > File Management page) where the template is located. This enables the template field below and populates the drop down list with all templates within this folder.
3. At **Template**, select a template from the drop down list. This displays a description of the selected template providing more details of the template.
4. At **Import Mode**, select **Create A New Page.** to add a new page or **Replace the Current Page** to import the content and settings into the page you are currently on.
5. In the **Page Name** text box, the name of the template will be displayed. You can choose to enter a new page name or use this name,
6. At **Parent Page**, select **<None Specified>** to set this page as a parent page - OR - Select the parent page from the drop down list. Note: Page Editors can only select parent pages which they are editors of.
7. At **Insert Page**, select from these options to choose the location of the new page in the menu:
   - Select a page from the drop down list and then select to add the new page either **Before** or **After** that page in the menu on the current level.
   - Select **Add to End** to add the new page to the end of the menu on the current level.
8. At **Redirect Mode?** select from the following options to set where you will be redirected to once you complete this importing:
   1. Select **View Imported Page** to be redirected to the newly created page upon creation (Import).
   2. Select **Edit Imported Page** to be redirected to the Page Settings page of the newly created page upon creation (Import). This enables you to configure the page settings immediately.
9. Click the **Import** button.



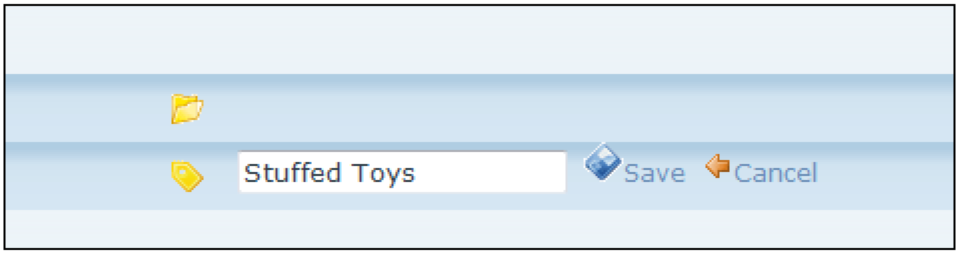
Tip: View the new page to ensure that any modules that are set to display on all pages are not duplicated. This may occur if the selected template includes modules that are displayed on all pages.

Tagging Page Content

How to add a tag to a page. This functionality is only available on sites where tagging is included in page skins.

1. Click the Add Tags link. This link is often located at the base of the page.
2. Enter the tag name into the text box and click Save. The newly added tag will now be listed at this field.

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



Tagging Page Content

Quick Add a New Page (RibbonBar)

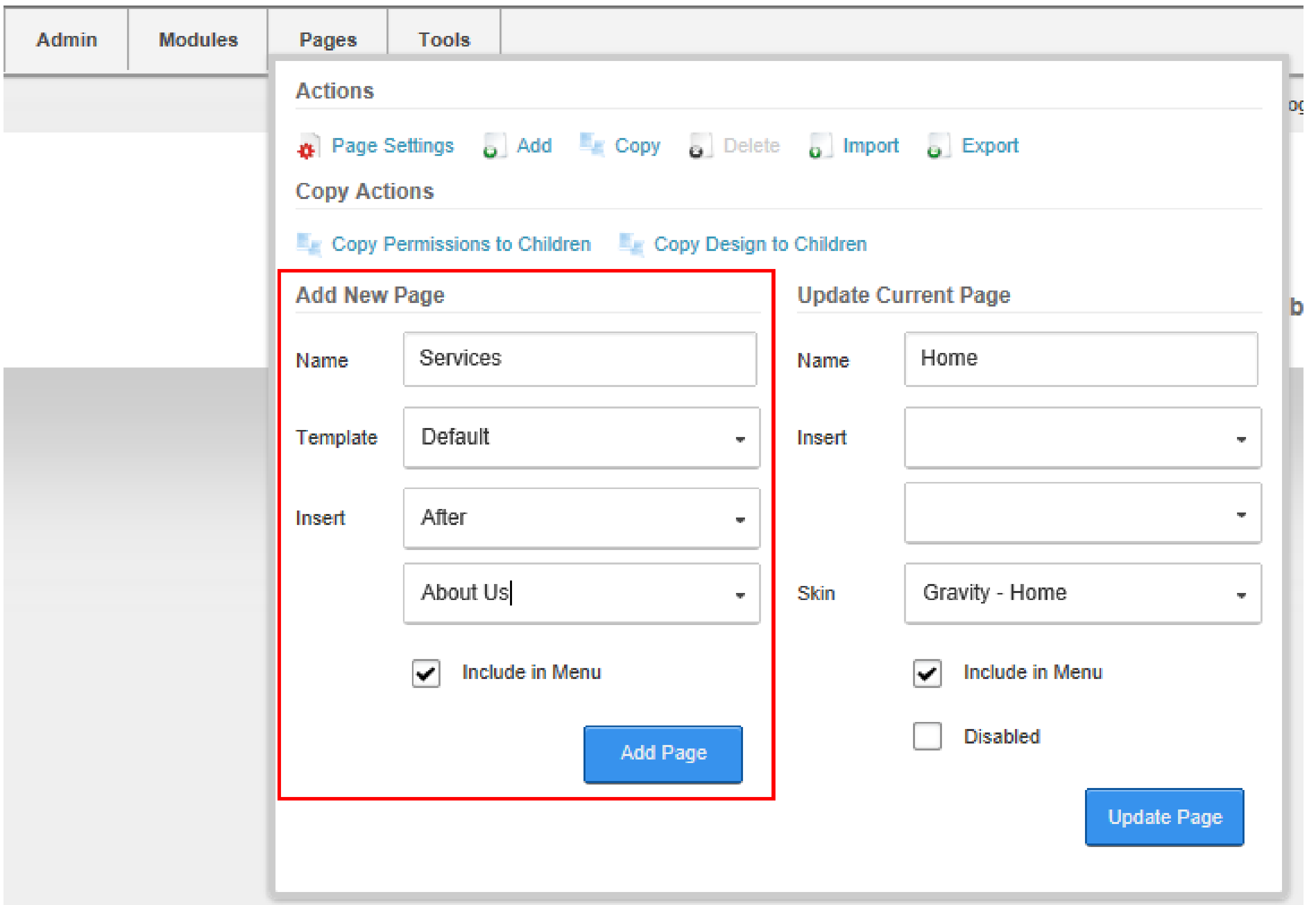
How to add a new page to a site using the RibbonBar that will only visible to Administrators until permissions are updated. Name is the only required field and if you accept all the other default settings the new page will be added to the menu to the right of the page you were located on at Step 1. Pages added using this tutorial are only visible to Administrators, allowing you to add content to the page before setting it as viewable by one or more user roles. See "Setting Page Permissions"

Note 1: If content localization is enabled, the below tutorial will add a neutral culture page that will be used for all languages. This topic assumes you are viewing the site in the default language. To create pages for other cultures, See "Adding a New Page".

Note 2: If a maximum number of pages has been set for your site, the **Add Page** button is disabled when the maximum number of pages is reached. If this happens you will need to contact your Host to allow you to add more pages.

1. Hover over the Pages link until the Pages menu is displayed.
2. Go to the **Add New Page** section.
3. In the **Name** text box, enter a name for the page. This is the name which appears in the menu.
4. **Optional.** At **Template**, select a page template. Page templates add one or more modules with optional content to the page - OR - Select No template. The Default template included with DNN adds an HTML module without any content into the Content Pane.
5. **Optional.** At **Insert**, select from these options:
   - Skip this step to add the page after (to the right of) the page you are currently on.
   - Select to add the page either **Before** (to the left of) or **After** (to the right of) the page name selected in the second drop down list.
   - Select to add the page as a **Child Of** the page name selected in the second drop down list.

6. **Optional.** At **Include In Menu**, mark the check box to include this page in the menu - OR - unmark the check box to hide the page in the menu. Note: You can provide users another way to navigate to the page by adding a link to that page using the HTML or Links module. Administrators can navigate to the page using the Pages module.
7. Click the **Add Page** button.



Adding a New Page using the RibbonBar

Related Topics:

- See "Adding a Page to a Multi-Language Site"

Moving Page Location (Iconbar)

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

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

Page Settings

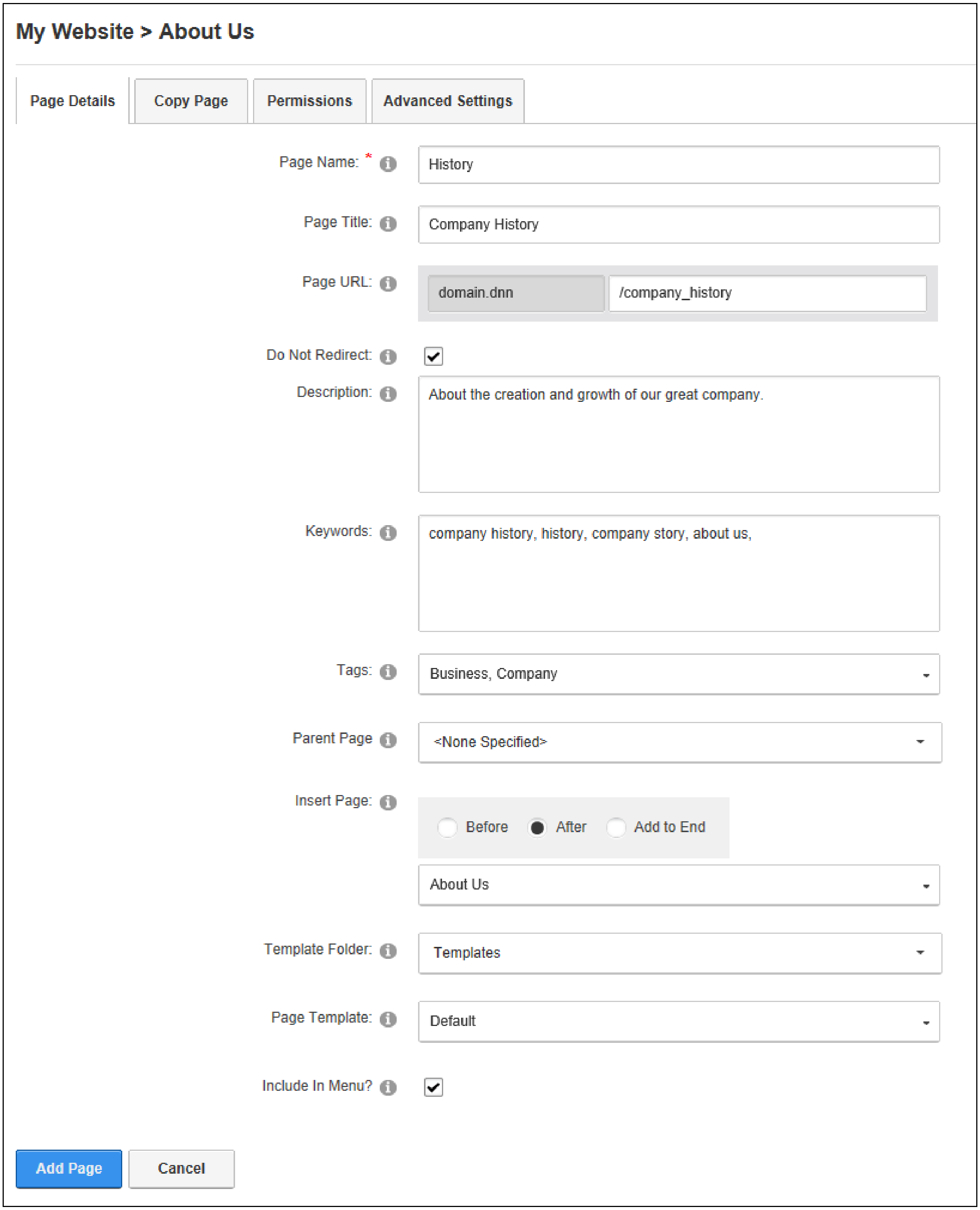
Setting Page Details

How to set page details for new and existing pages using the Page Settings page. Note: The Page Name field is the only mandatory field.

1. If you are updating the settings for an existing page, navigate to page and then select **Page Settings** from the Edit Page menu on the ControlBar. If you are adding a new page you will already by on this page.
2. Select the **Page Details** tab.
3. 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. E.g. About Us
4. 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.
5. The **Page URL** field will display the current site alias next to the URL for existing pages only. When a page is first created, the Page URL field shows the canonical URL for the page as generated by the system, however this URL can be overridden by entering a new URL at this field or by editing this field on existing pages in one of these ways:
   - In the **Page URL** text box, enter a custom URL for this page (e.g. About Our Company). The URL will be checked for validity and any illegal characters will be removed when the page is updated.
   - Leave or change this field to blank to use the Page Name as the URL.
6. At **Do Not Redirect**, mark the check box to exclude this page from any rules that may include it in a redirection - OR - unmark the check box to include this page in redirection rules.

7. 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.
8. In the **Keywords** text box, enter key words for this page separated by comma.
9. At **Tags**, click on the drop down list and mark the check box beside each tag to be associated with the content of this page. Page tagging is a way of categorizing content for more meaningful search results. Tags can be created by users (See "Tagging Page Content") or editors (See "Creating a Vocabulary").
10. At **Parent Page**, select from these options:
    - Select **None Specified** to set this page as a parent page which, if visible in the menu, will be displayed in the top level of the menu.
    - Select the parent page from the drop down list. Pages are listed in the order they appear in the menu by default, however you can choose to order them in **A-Z** or **Z-A** order, or perform a search for all or part of a page name. Users can only choose from select parent pages. In DNN Platform, users must be granted Edit permissions and in Evoq Content and Evoq Content Enterprise, users must be granted either Add or Full Control.
11. For new pages only: 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 list and then select to add the new page either **Before** or **After** that page in the menu on the current level.
    - Select **Add to End** to add the new page to the end of the menu on the current level.

9. **Optional.** Set a page template which allows you to add modules with optional content to a new page. Note: This option is not available when copying a page. Complete the following to set the template for this page:
    1. At **Template Folder**, select the folder where the required template is located.
    2. At **Page Template**, select the required template.
10. At **Include In Menu?**, mark the check box to include this page in the menu - OR - unmark the check box to hide the page.
11. Click the **Update Page** or the **Add Page** button.


My Website > About Us
Page Details
Copy Page
Permissions
Advanced Settings
Page Name: *
History
Page Title:
Company History
Page URL:
domain.dnn
/company_history
Do Not Redirect:
Description:
About the creation and growth of our great company.
Keywords:
company history, history, company story, about us,
Tags:
Business, Company
Parent Page
<None Specified>
Insert Page:
Before
After
Add to End
About Us
Template Folder:
Templates
Page Template:
Default
Include In Menu?
Add Page
Cancel

Related Topics:

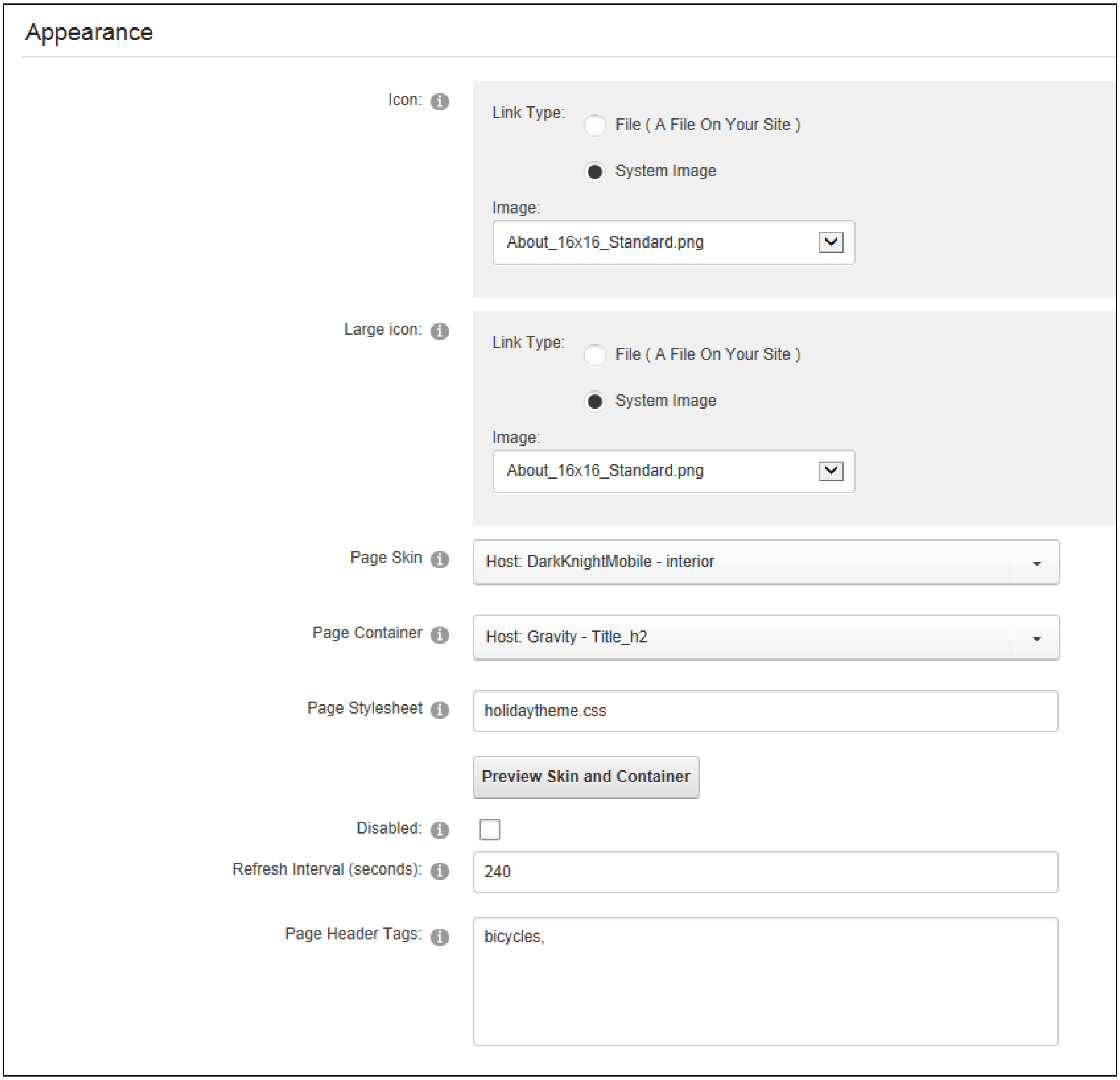
- See "About the Taxonomy Manager"

Configuring Advanced Page Settings

How to set the advanced settings for new and existing pages. Note: All advanced page settings are optional.

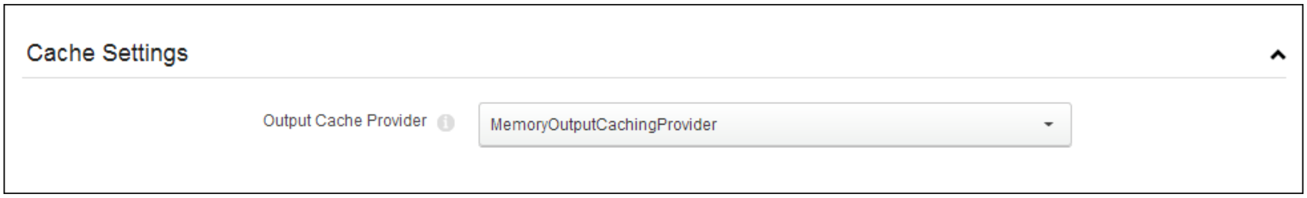
1. If you are updating the settings for an existing page, navigate to page and then select **Page Settings** from the Edit Page menu on the ControlBar. If you are adding a new page you will already by on this page.
2. Select the **Advanced Settings** tab.
3. Go to the **Appearance** section.
    1. At **Icon**/**Link Type**, select the image to be displayed beside the page name in the menu if the menu you are using shows Page icons. 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 image. See "Uploading and Linking to a File".
            1. Set the link to an existing file (See "Setting a File Link") or a new file (See "Uploading and Linking to a File"). Note: You can remove the icon from this and the following field by selecting **< None Specified >** as the File Name when setting a file link.
        - **System Image**: Select this option to use an icon which is part of your DNN application and then select the required image from the drop down list.
    2. 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 that displays this page.
    3. At **Page Skin**, select a skin from the drop down list. The default option of **< None Specified >** uses whichever skin is set as the default for this site. See "Setting the Site Design"
    4. At **Page Container**, select a container from the drop down list. Note: The default option of **< None Specified >** uses the skin is set as the default for this site.
    5. In the **Page Stylesheet** text box, enter the name of the stylesheet to be used for this page only and then click the **Preview Skin and Container** button to view the combination of the styles selected at the above three fields. Note: Stylesheets must be uploaded to Digital Asset Management (Admin > File Management).
    6. Existing pages may display the **Copy Design to Descendants** field that copies the design options saved on this page to all child pages. See "Copying Design to Child Pages"

7. At **Disabled**, select from these options:
   - Mark 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.
   - Unmark the check box for this page name to be a link to the page. This is the default option.
8. 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.
9. 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.

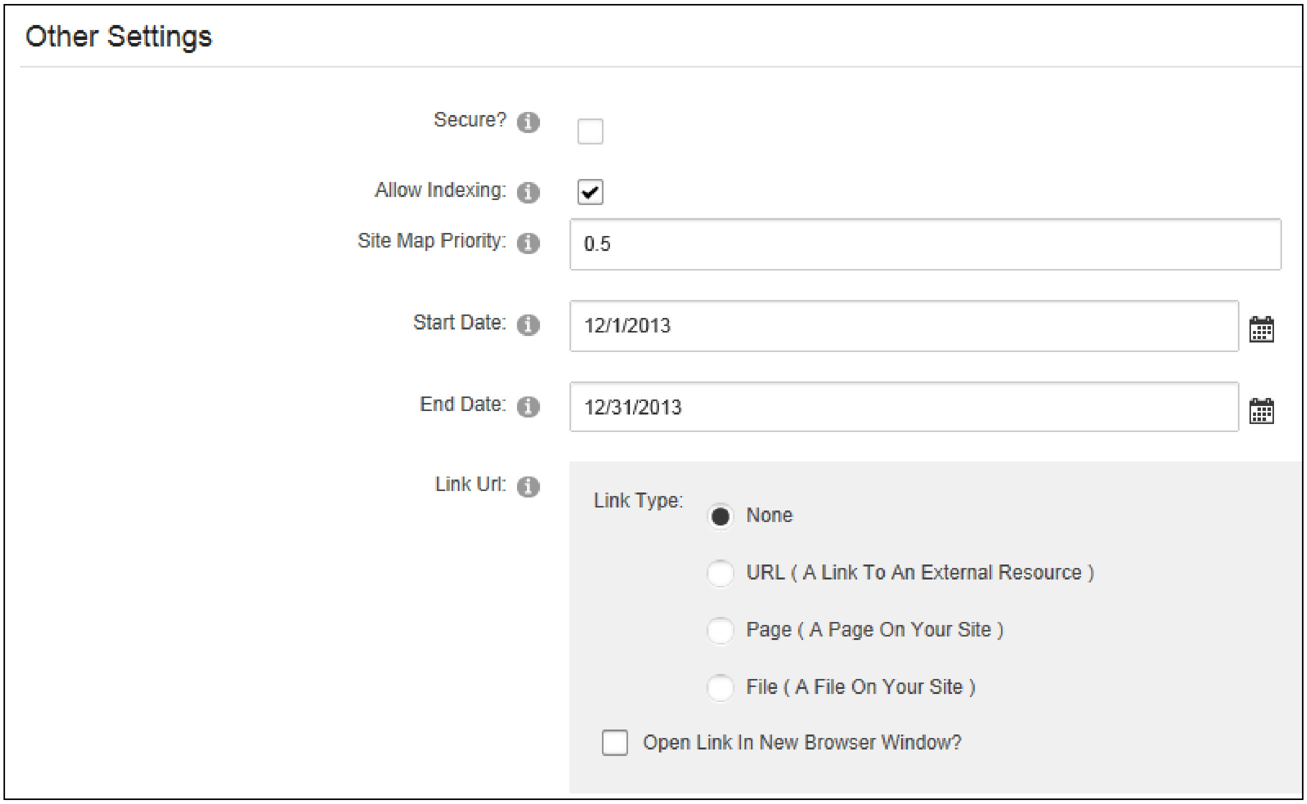


4. Expand the **Cache Settings** section.
   1. At **Output Cache Provider**, select the provider to use for this page from these options:
      - **FileOutputCachingProvider**: Choose this option to save cached items to a file system. This option is suitable for a shared hosting environment.
      - **DatabaseOutputCachingProvider**: Choose this option to save cached items to the database.

- **MemoryOutputCachingProvider**: 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. Expand the **Other Settings** section.
   1. At **Secure?**mark 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.
   2. At **Allow Indexing**, mark the check box if the page should be indexed by search crawlers using the INDEX/NOINDEX values for ROBOTS meta tag - OR - unmark the check box to disable.
   3. 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. The default setting is 0.5.
   4. At **Start Date**, click the **Calendar** button and select the first date the page is viewable. If the start date is in the future then it is only editable by Administrators.
   5. At **End Date**, click the **Calendar** button and select the last date the page is viewable. Note: Expired pages can be viewed by Administrators via the Admin > Pages page. Note: Expired pages can be viewed by Administrators via the Admin > Pages page. See "Viewing any Page (Pages Management)"
   6. 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. See "About the Link Control"
   7. **Optional.** At **Permanently Redirect?**, mark the check box to redirect this URL to the Link URL as set in the previous field. This allows Search Engines to modify their URL's to directly link to the Link URL. Note: This setting is ignored if the Link Type is set to None.



6. Click the **Add Page** or the **Update Page** button.

Related Topics:

- See "Working with the Calendar"
- See "About the Console"

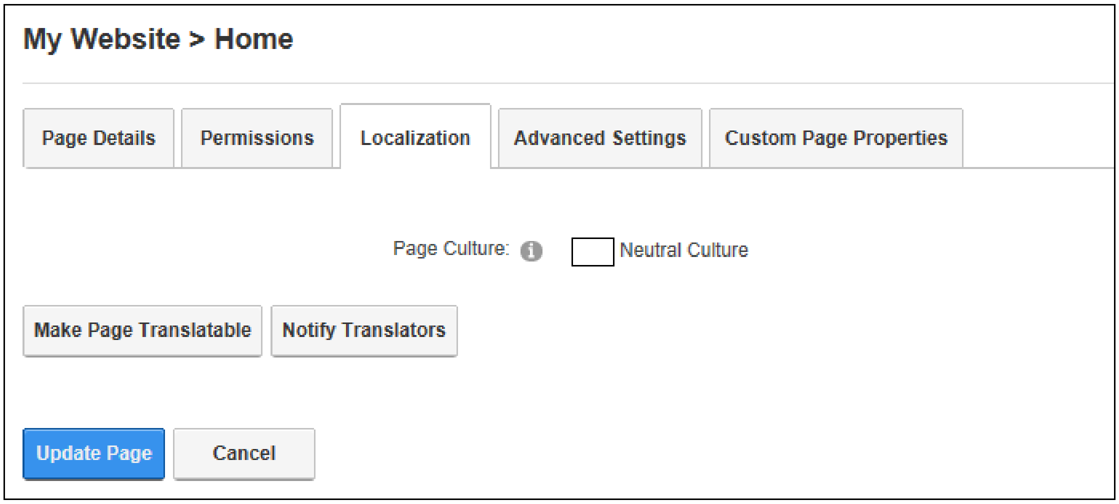
Localization Settings for Existing Pages

How to set the Localization setting for pages on the Page Settings page. These settings can be configured by Page editors and translators for any language.

Prerequisite. The Localization section is only displayed when content localization is enabled on the site. See "Enabling Localized Content"

1. Select **Page Localization** from the Edit Page menu on the ControlBar.
2. Select the **Localization** tab.

3. At **Page Culture**, the culture of the current page is displayed. In the below example, the page is "Neutral Culture" which means that the same page will be used across all cultures on the site.



Next Steps:

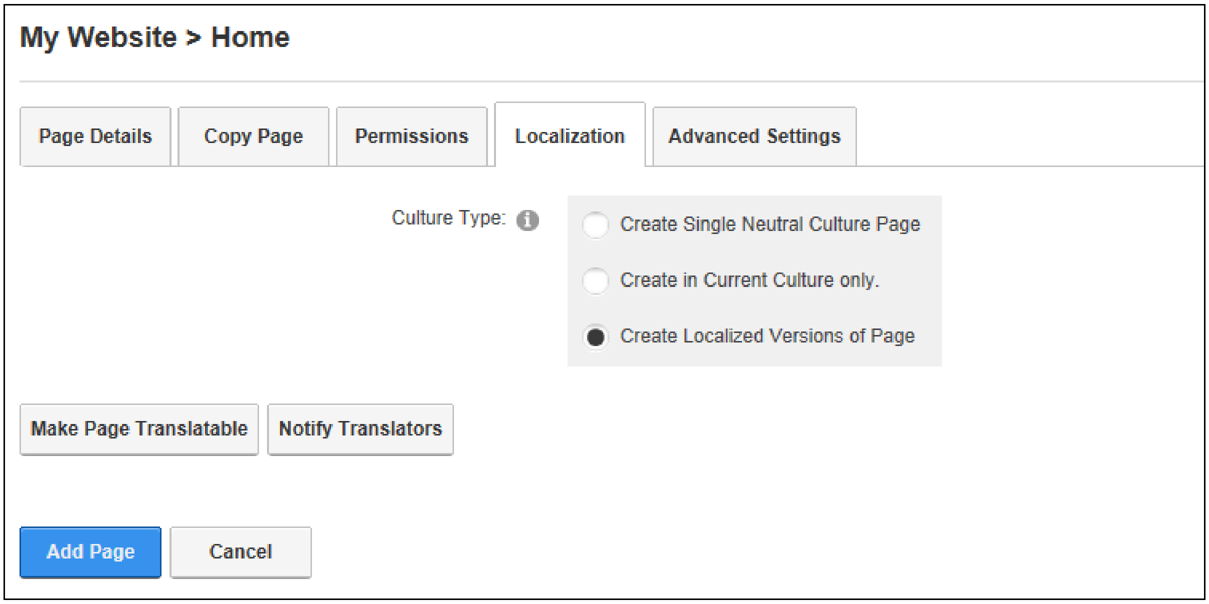
- See "Making a Page Translatable"
- See "Notifying Translators"

Localization Settings for New Pages

How to set the Localization setting for pages on the Page Settings page.

Prerequisite. The Localization section is only displayed when content localization is enabled on the site. See "Enabling Localized Content"

1. Select the **Localization** tab.
2. At **Culture Type**, select from the following:
   - **Create Single Neutral Culture Page**: Select to create "Language Neutral" page that will be visible in every language of the site. Language Neutral pages cannot be translated.
   - **Create in Current Culture Only**: Select to only create a page for the language that you are currently viewing the site in.
   - **Create Localized Versions of Page**: Select to create a version of this page for each language. This is the default option.

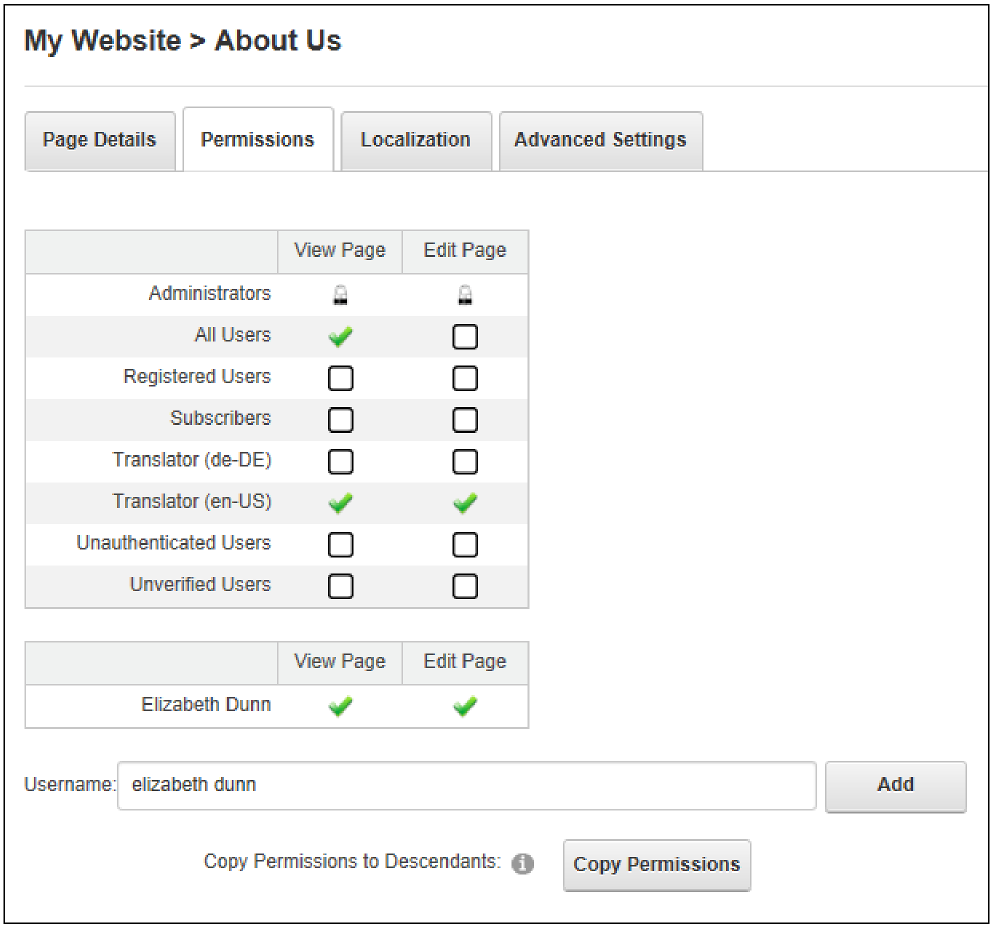


Note: If **Create Localized Versions of Page** is selected, the below information is displayed once the Add Page link is clicked. This will enable you to set pages as Ready for Translation, however you will most likely want to add modules and content beforehand.

About Page Permissions

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

- **View Page**: View permissions enable users to view the page.
- **Edit Page**: Providing Edit permissions provides a user with full administrative rights to the page. This selection will override all other individual permission settings for that user/role, and a user will be prevented from modifying any of the other permissions.



Page Permissions

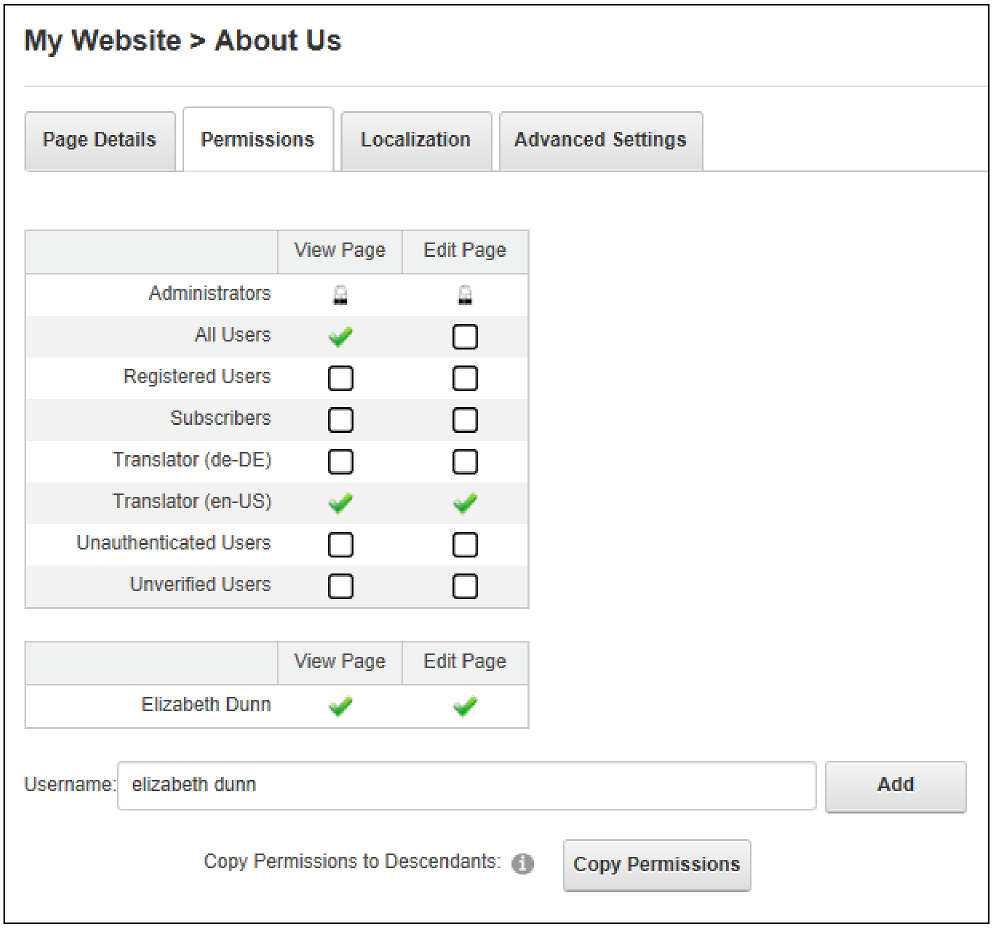
Setting Page Permissions

How to allow or deny a user or a role to view and/or edit a page. Note: Access to view and set page permissions are only available to Administrators and users with Edit Page or Full Control permissions for the page. See "About Page Permissions"

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

1. Select **Page Permissions** from the Edit Page menu on the **Control Bar**.
2. At **Username**, enter the username of a user that you want to grant or deny page permissions to, and then click the **Add** button.

3. **Optional.** At **Filter By Group**, select from the following options:
   - **< All Roles >**: Select to view all roles (both global role and roles groups) in one single list.
   - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. E.g. Administrators, All Users, Registered Users, and Unauthenticated Users.
   - **[Role Group Name]**: Select the name of a Role Group to view the roles within that group.
4. In the **View 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. Deny will always override Grant.
   - **Not Specified**: Permissions are not specified. Users cannot view the page unless they belong to another role/username which has been granted permission, or are granted Full Control/Edit Page permissions.
5. Click the **Update Page** button.



Page Permissions

Related Topics:

- See "Understanding Role Based Access"
- See "About Page Permissions"

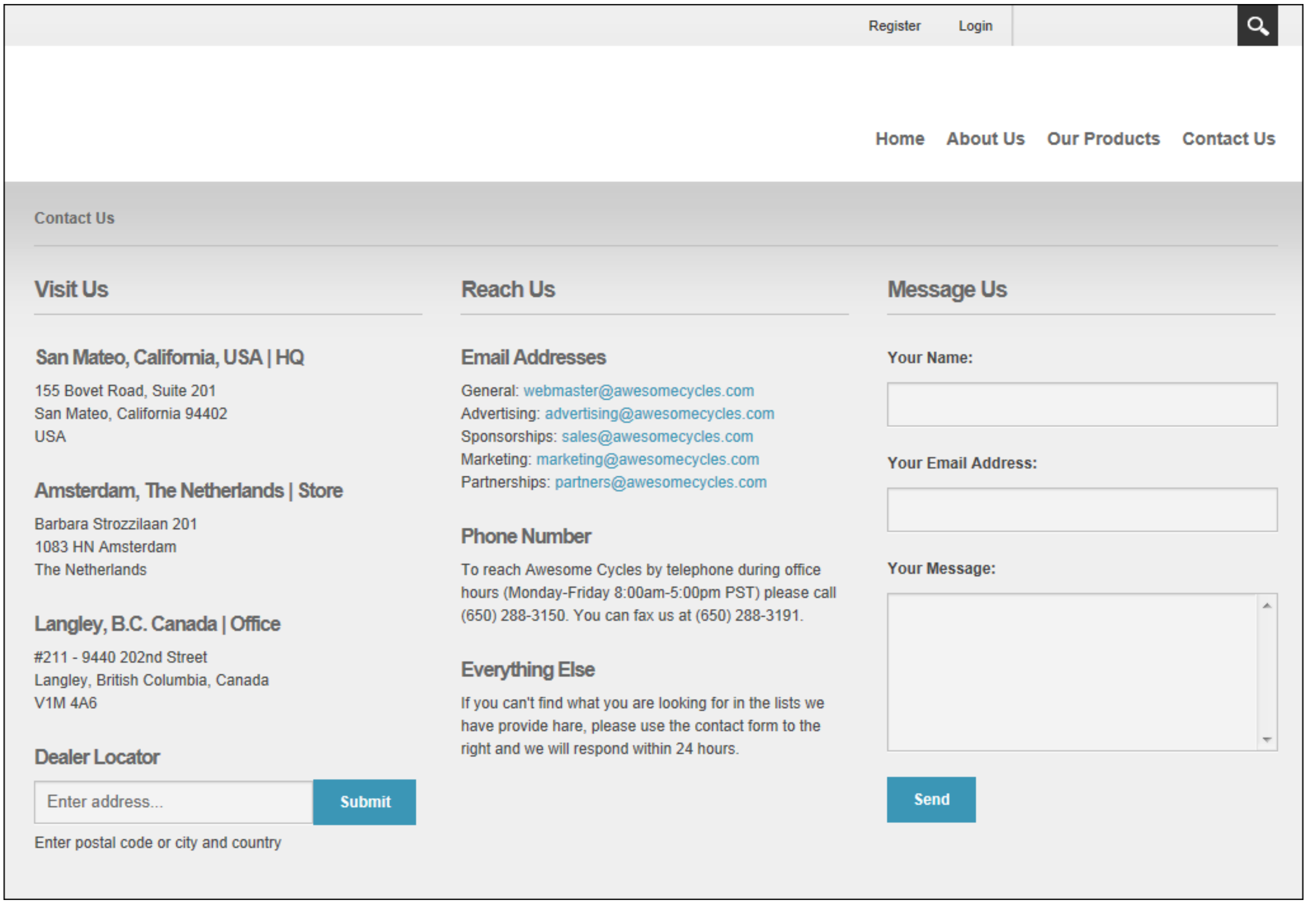
Adding and Managing Modules

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 task.

DNN supports a number of Project Modules which are maintained by active DNN community members and freely distributed as open source projects. These Project Modules can be deployed and installed on your site for no charge. The wider DNN community also produces and sell commercial modules. DNN modules and other types of extensions can be obtained from the DNN Store (http://store.dnnsoftware.com/).

Many of the modules that are located on the Admin Console pages 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 and vendor accounts.



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

- See "Minimizing and Maximizing Content"
- See "Printing Content"

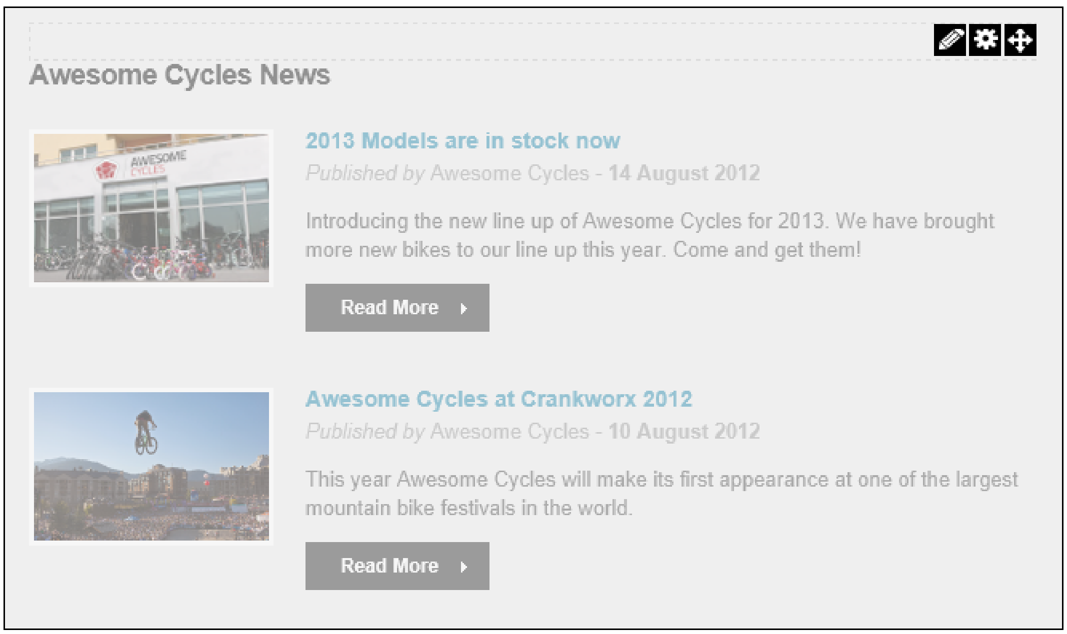
- See "Subscribing to Syndicated Content"
- See "Tagging Page Content"

Related Topics:

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

About the Module Actions Menu

The module actions menu is displayed across the top of a module to users with appropriate permissions and provides quick access to module editing tools, module management tools and the module settings page.



The Module Actions Menu

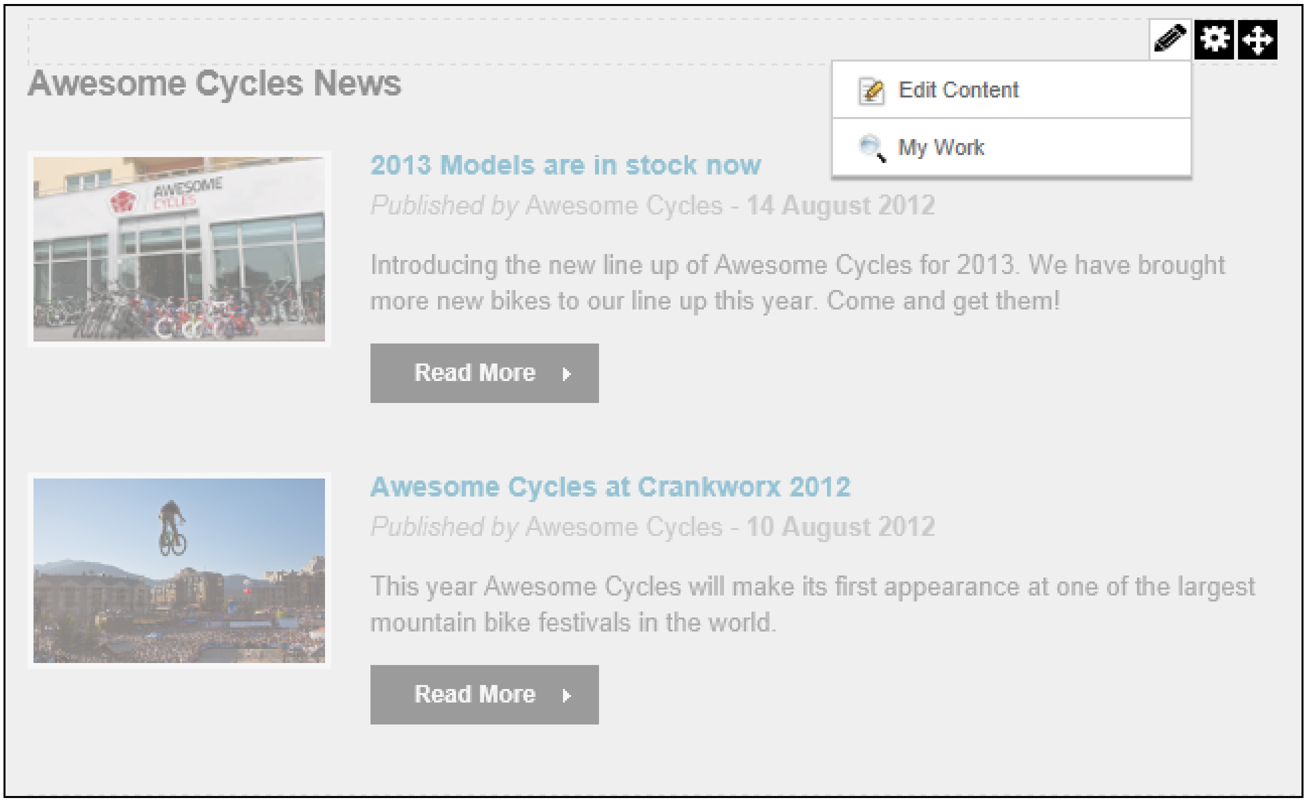
Opening the Module Actions Menu

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

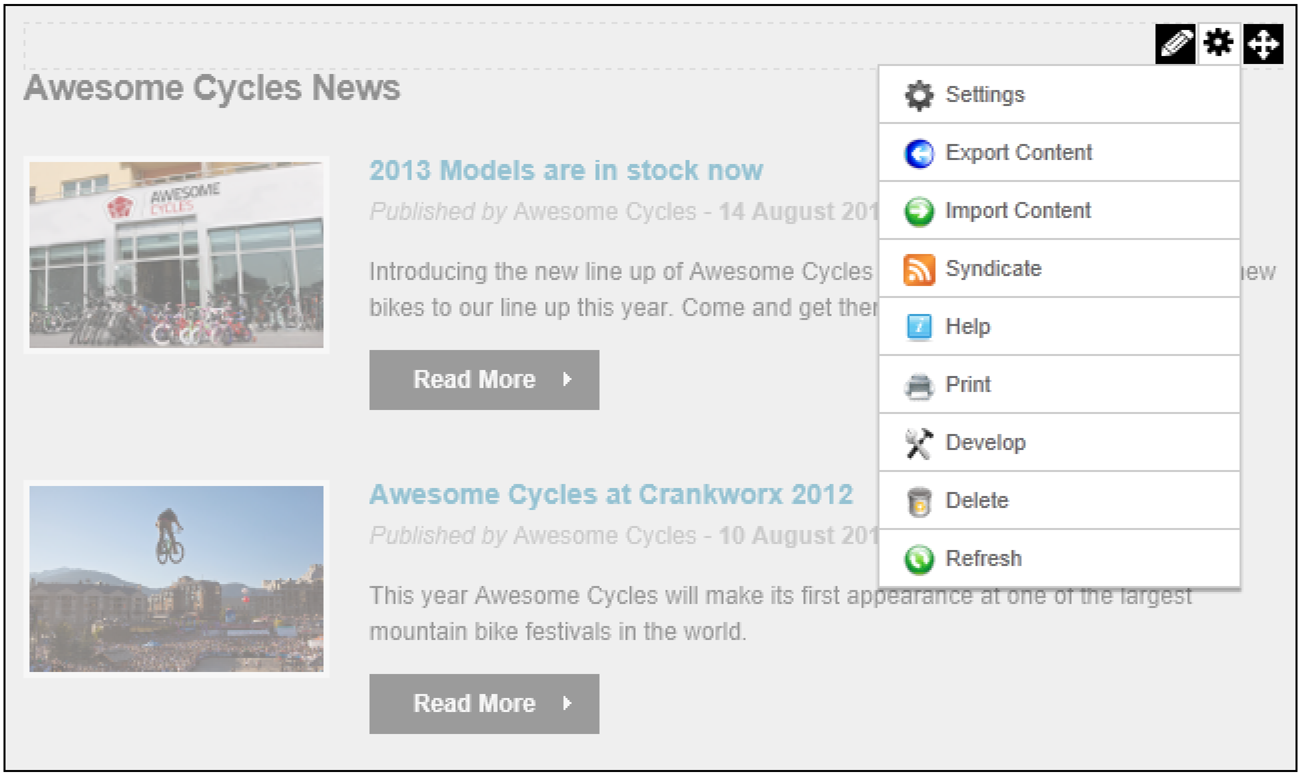
Prerequisite. If the Control Panel is displayed, it must be in Edit Mode to view and access the module action menu.

The tools of the module action menu are divided into the three following groups:

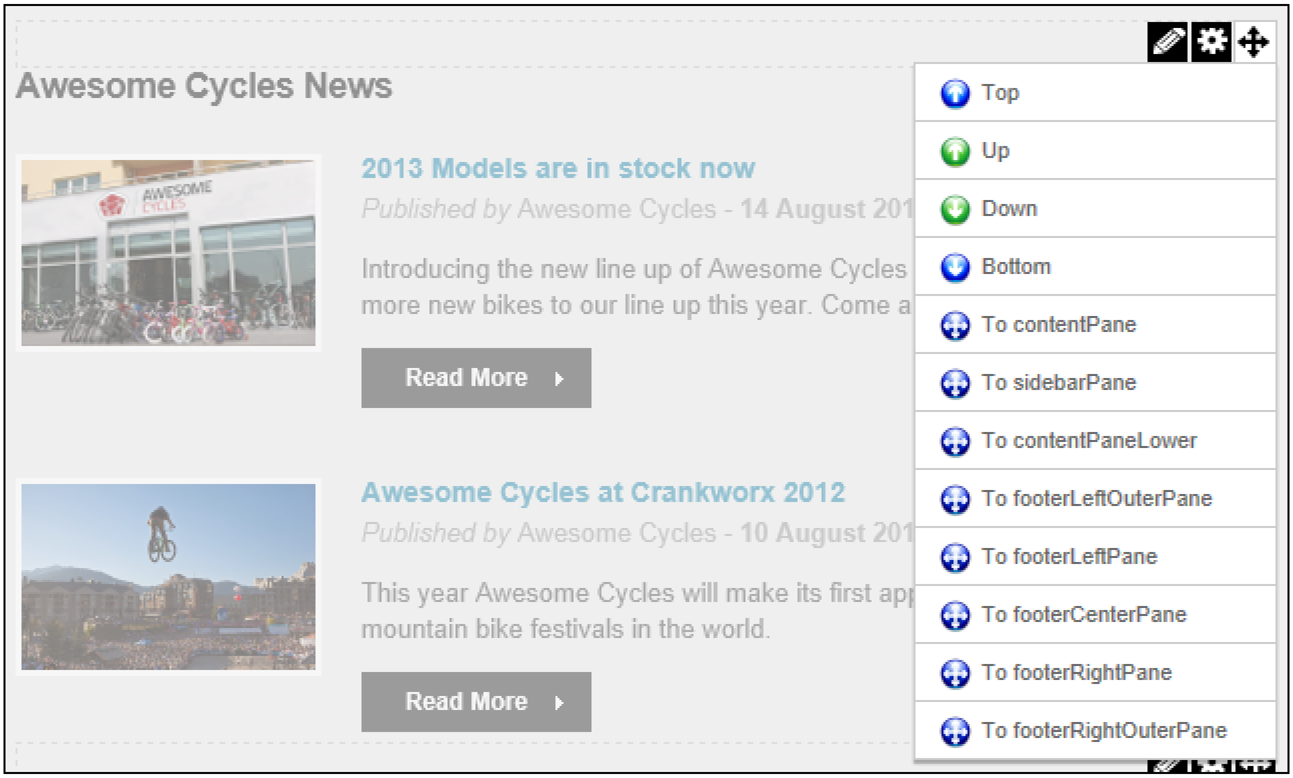
Edit: Mouse over the **Edit** button to display the editing tools available to the current user. Options typically include **Edit Content** and **My Work** for the HTML/HTML Pro modules) and **Add New Item** for other modules.



Manage: Mouse over the **Manage** button to display the module management tools that are available to this user.



Move: Mouse over the **Move** button to display a list of the panes for this page where the user can move this module to.



Edit Tools

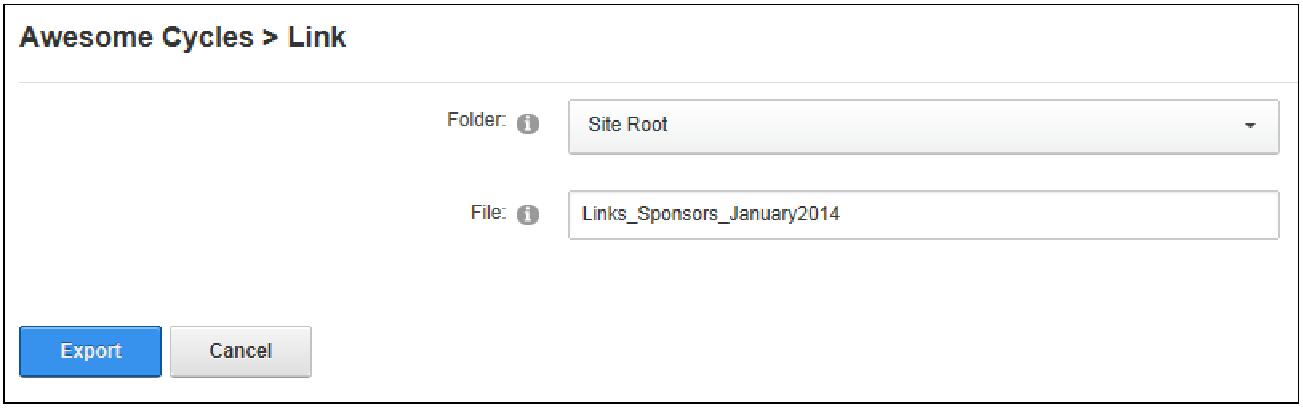
Edit Content: Add new content or edit the existing content to the module. See "Adding Module Content"

My Work: View your current workflow tasks for the HTML/HTML Pro module.

Manage Tools

Settings: Opens the module settings page for this module. This page provides Page Editors and Administrators with access to configure a wide range of module settings. **Important.** Ensure the Mode option is set to Edit on the Control Panel.

Export Content: Exports module content as an XML file so it 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 that allow content import/export are known as IPortable modules. Examples include the Announcements, FAQ, Help, Links, Media, Repository, Survey, HTML/HTML Pro and XML. Note: This option may be disabled in the menu. To export content, select **Manage** > **Export Content** from the module actions menu and choose the folder to export the content to. Enter a name for the file into the File text box and then click the **Export** button. Note that the module type is displayed in the File text box by default. It can be useful to keep the module name as the start of the file name so you can easily identify the module type in the future. E.g. Links_Sponsors_January2014

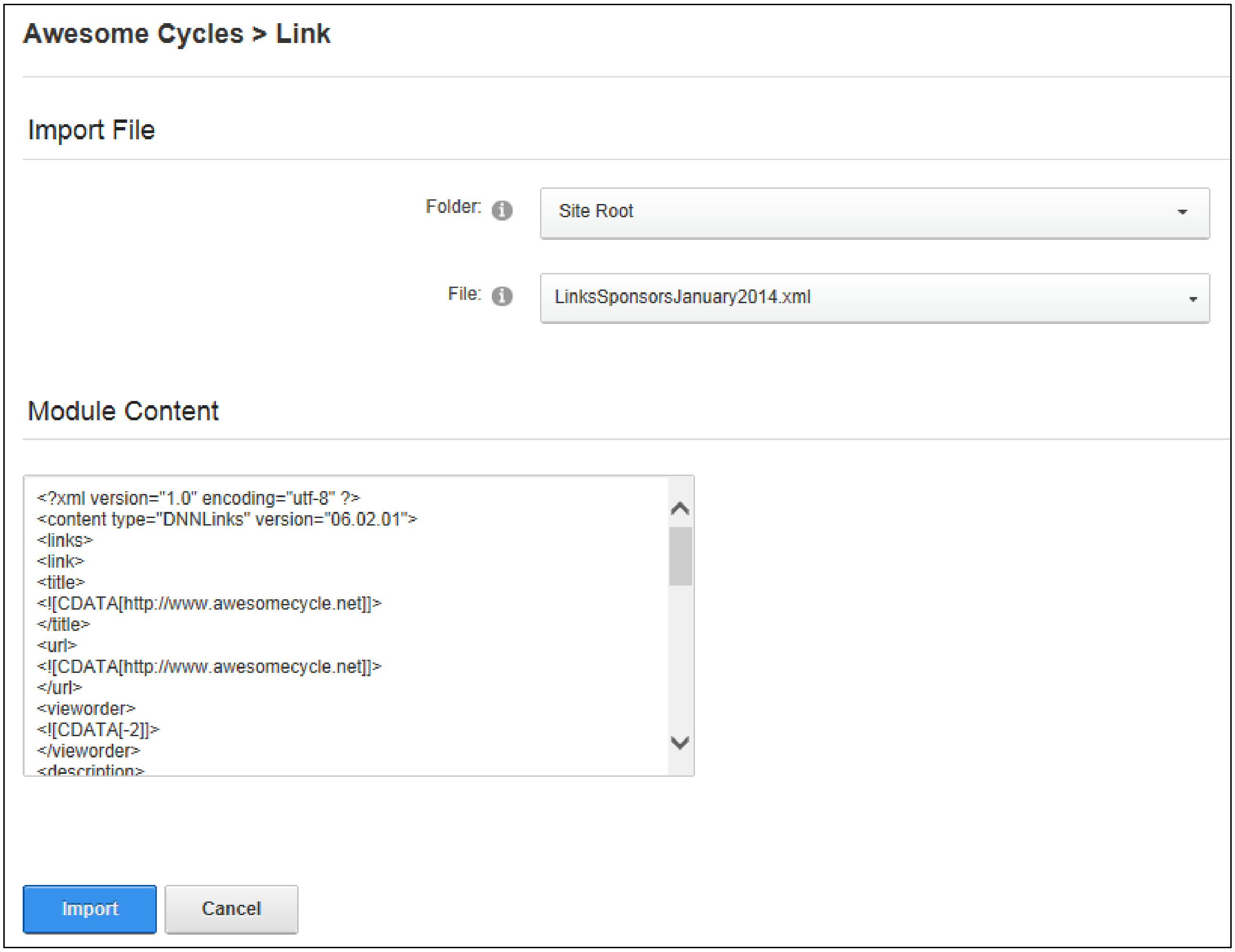


Exporting Module Content

Import Content: Enables exported content to be imported into IPortable modules. Note: Content must first be exported from a module of the same type. E.g. You can only import content from a Links module into another Links module. Note: This option may be disabled in the menu.

1. Select **Manage** > **Import Content** from the module actions menu. This opens the Import Module page.
2. Expand the **Import File** section.
3. At **Folder**, select the folder where exported file is located from the drop down list.
4. At **File**, select the file name from the drop down list.
5. **Optional.** If you want to modify or remove content from the file before importing it, Expand the **Module Content** section and edit the content as required.
6. Click the **Import** button.

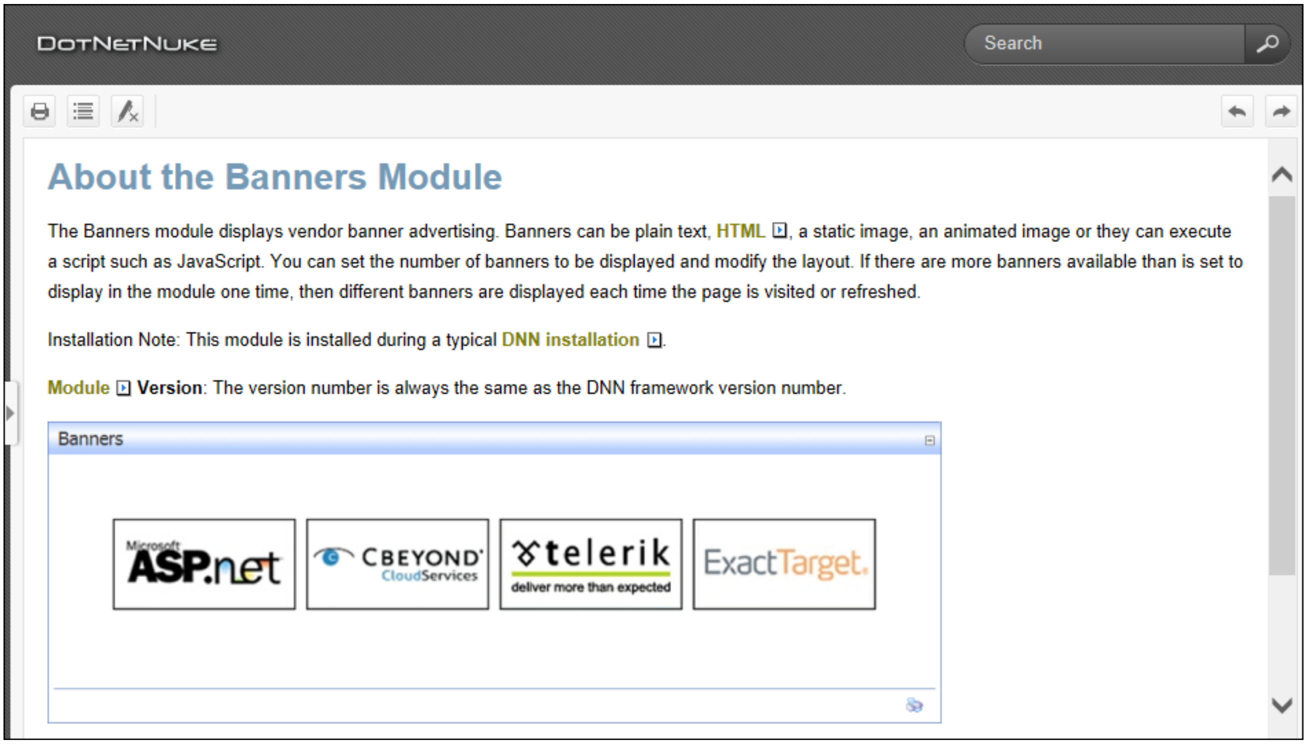
Tip: If the module already contains content, the imported content is merged with the existing content.



Importing Module Content

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

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



Print: Provides a print friendly copy of the module content for printing. Print must be enabled on the Module Setting page. See "Configuring Basic Page Settings for Modules"

Develop: Allows ASP.net and DNN developers to edit and add files.

Delete: Delete the module. See "Restoring Deleted Modules"

Refresh: Refreshes the module with the latest content.

Move Tools

Top: Move the module to the top (above all other modules) within the current pane.

Up: Move the module up one position within the current pane.

Down: Move the module down one position within the current pane.

Bottom: Move the module to the bottom (below all other modules) within the current pane.

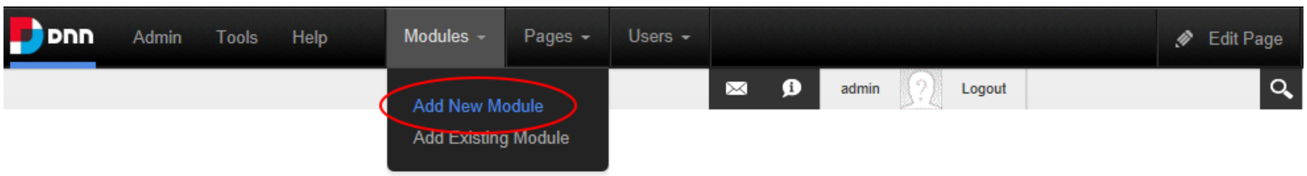
To [PaneName]: Move the module to another pane on the current page. Alternatively, See "Configuring Advanced Page Settings for a Module"

Adding a New Module (ControlBar)

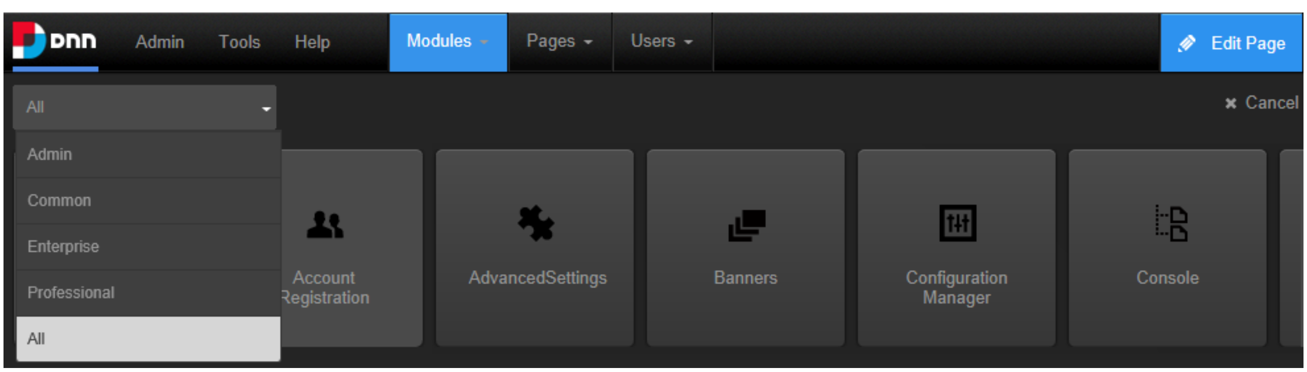
How to add a new module without content into the current page using the ControlBar. Adding a new module inserts a module. Users must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page. **Important.** If content localization is enabled, See "Adding a Module to a Multi-Language Site"

Option One - Drag and Drop Module

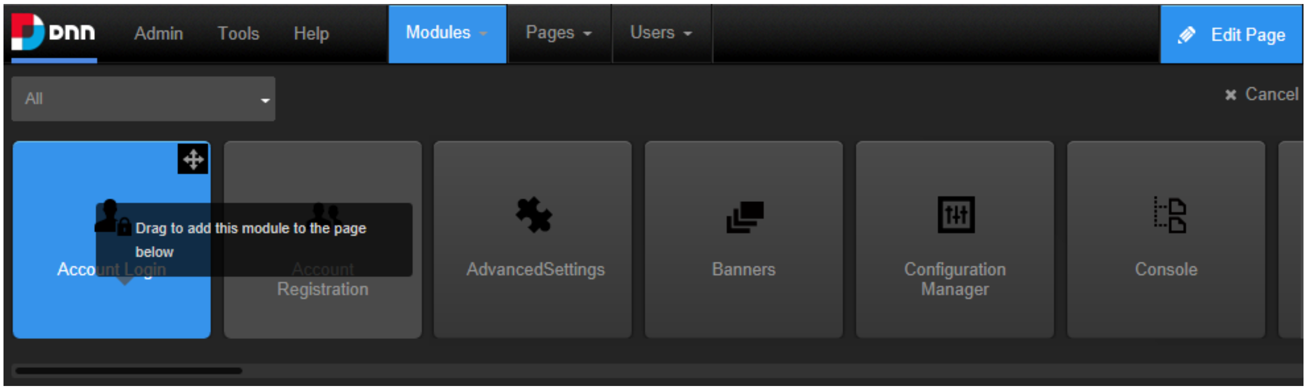
1. On the Control Bar, hover over the **Modules** drop down menu and then select **Add New Module**. This will load and display a list of all modules within All Categories, or the previously selected category.



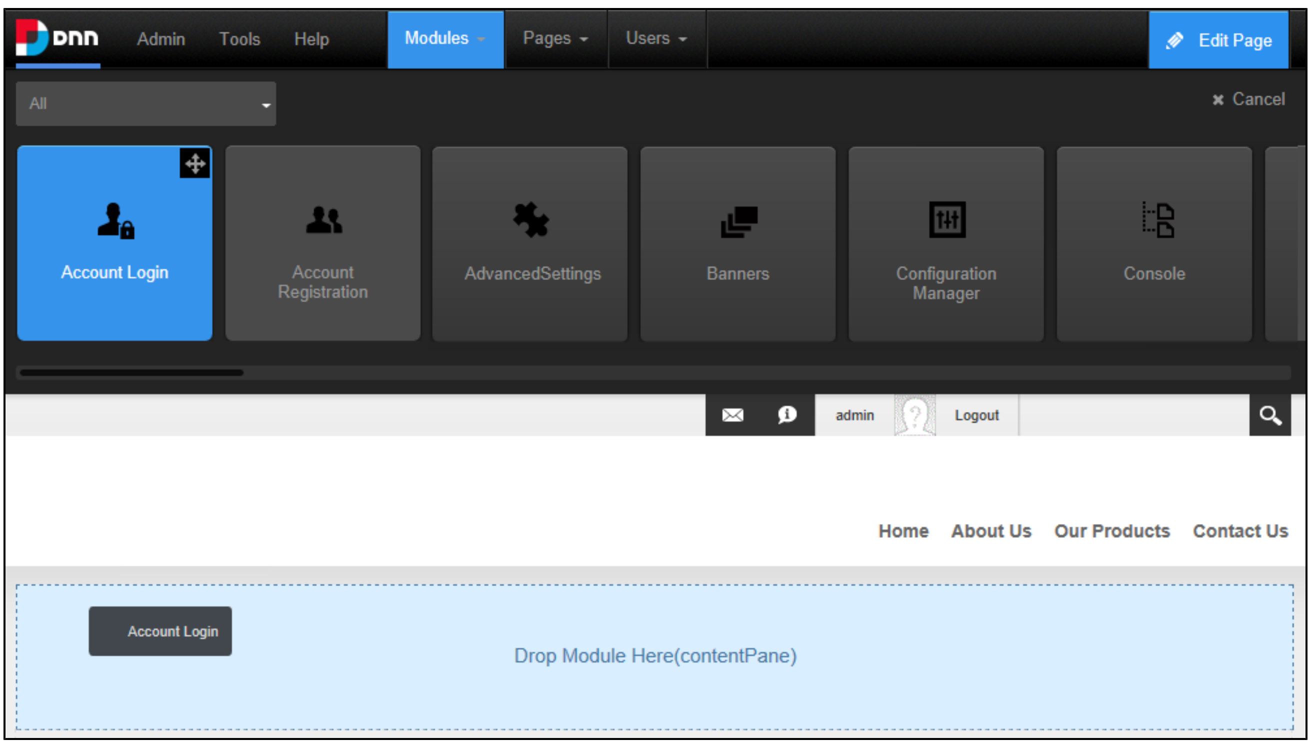
2. **Optional.** Filter the module list by selecting a module category from the drop down box that is displayed above the list of modules. The available categories are:
   - **All**: Modules within all categories including those that haven't been associated with a category. This is the default option.
   - **Admin**: Modules that are typically used for site administration rather than managing content such as the Extensions and Digital Asset Management modules.
   - **Common**: Modules selected as frequently used.
   - **Enterprise**: Modules that are only included with Evoq Content Enterprise.
   - **Professional**: Modules that are only included with Evoq Content.



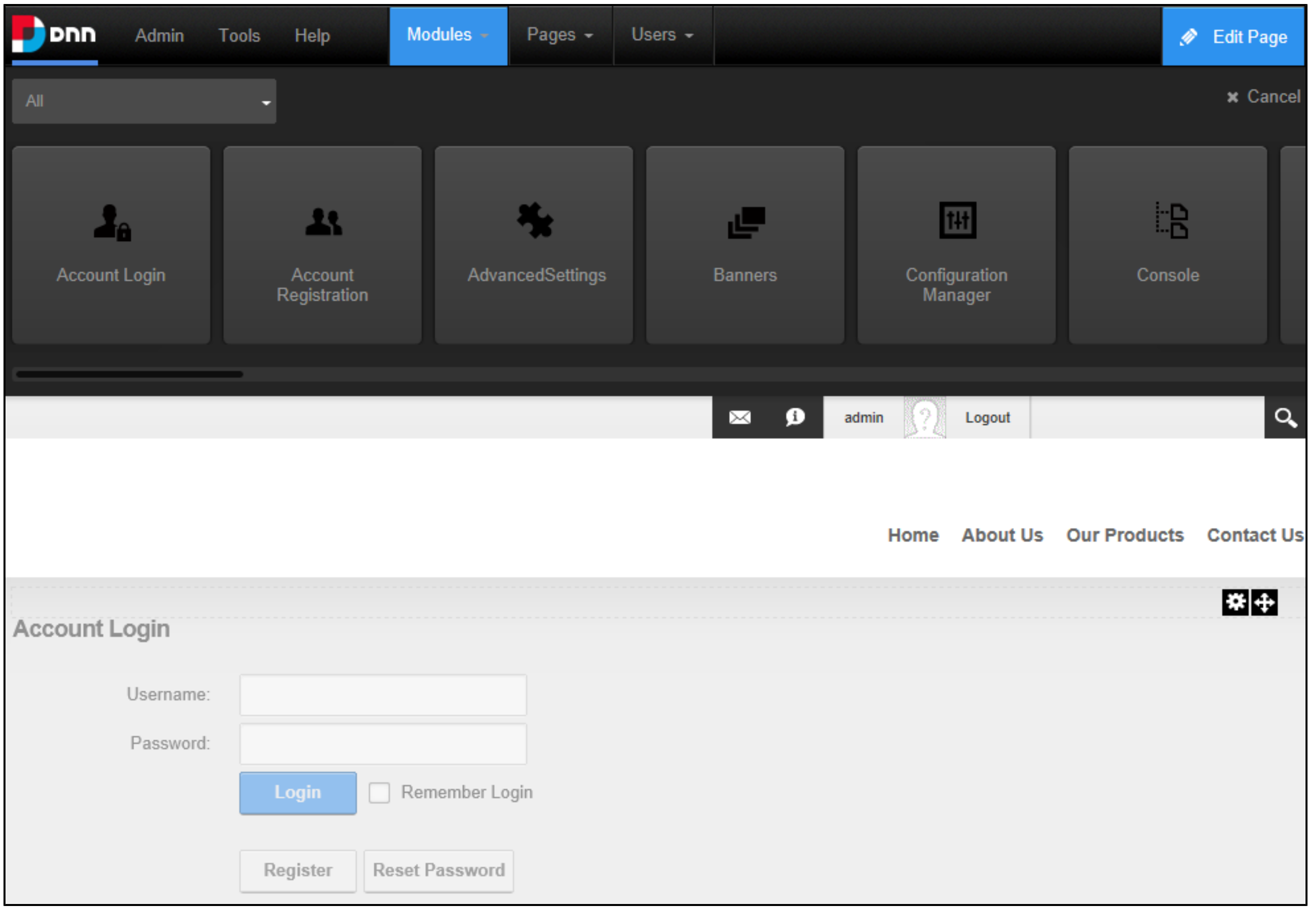
3. Locate the module to be added using the scroll bar located below the module list and then hover your mouse over the module to be added. This displays the message "Drag to add this module to the page below".



4. Left click on the required module and then drag it down the page until the pane you want to add it to is highlighted with the message "Drop Module Here".

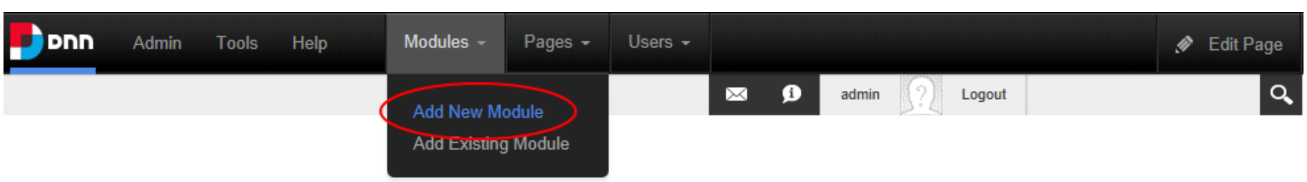


5. Release your mouse button. The module is now added to the page.



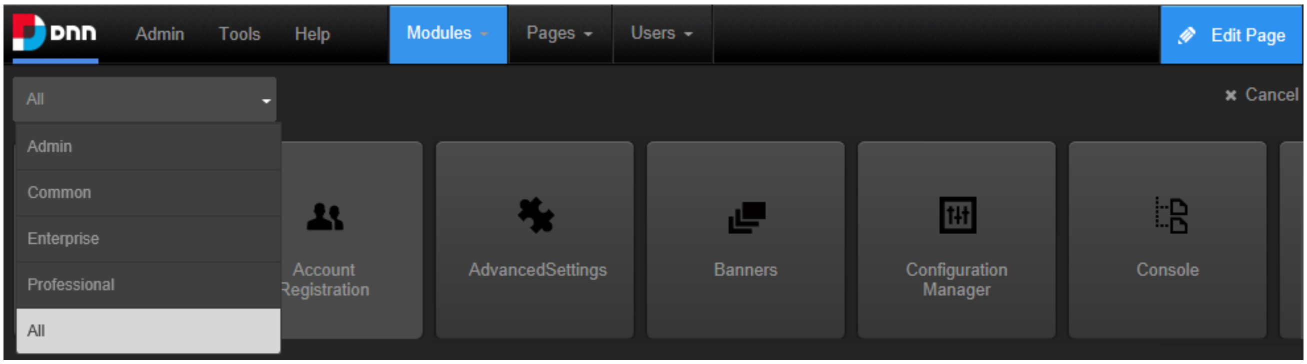
Option Two - Insert Module

1. On the Control Bar, hover over the **Modules** drop down menu and then select **Add New Module**. This will load and display a list of the modules within the Common category, or the previously selected category.

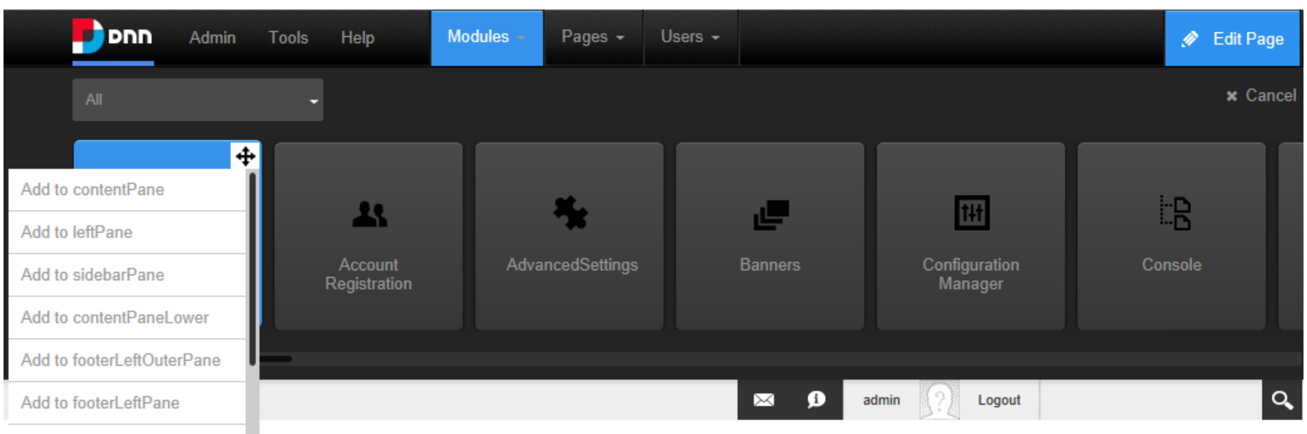


2. **Optional.** If the required module isn't displayed, select the category that the module belongs to from the drop down box which is displayed above the list of modules. The available categories are:
   - **All**: Modules within all categories including those that haven't been associated with a category. This is the default option.

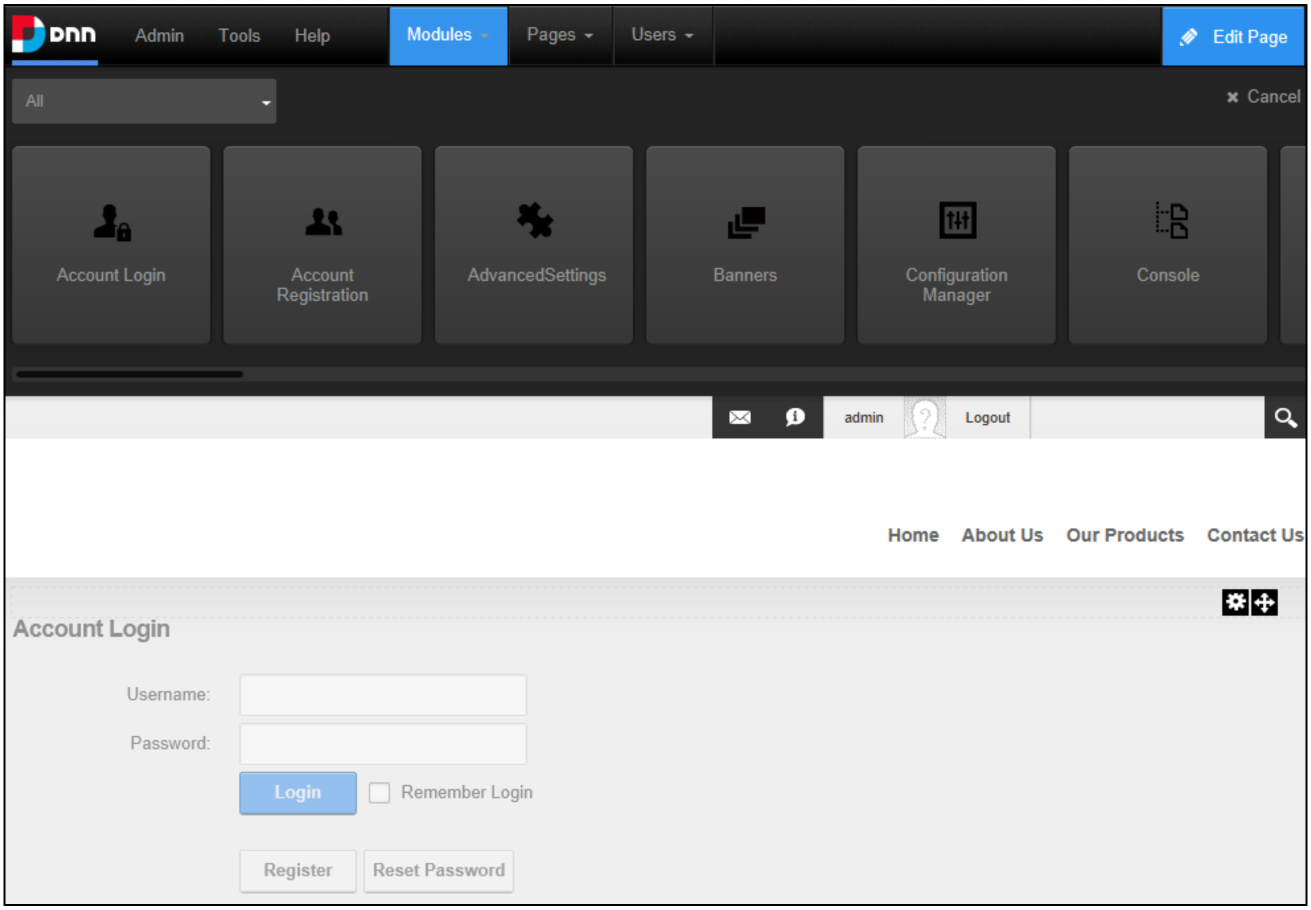
- **Admin**: Modules that are typically used for site administration rather than managing content such as the Extensions and Digital Asset Management modules.
- **Common**: Modules selected as frequently used.
- **Enterprise**: Modules that are only included with Evoq Content Enterprise.
- **Professional**: Modules that are only included with Evoq Content.



3. Locate the module to be added using the scroll bar located below the module list and then hover your mouse over the module to be added. This displays the **Move** icon in the top right corner of the module.
4. Mouse over the **Move** icon to open the drop down menu and then select the pane that you want to add the module.



5. The module is now added to the page.



Related Topics:

- For modules that you can now add content, See "Adding Module Content"
- To change the module title, See "Configuring Basic Module Settings"
- To change the module design, add the module to additional pages and add a module header or footer, See "Configuring Advanced Module Settings"

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.

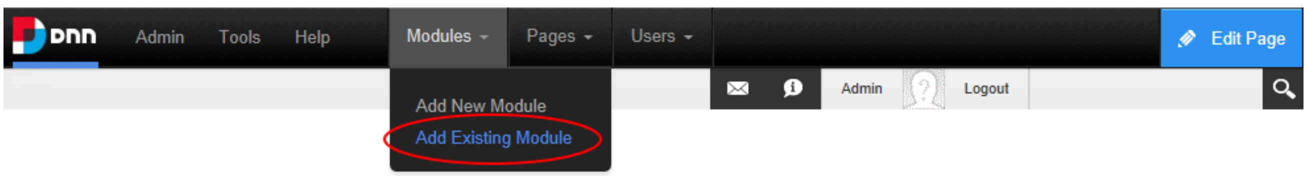
Adding an Existing Module (ControlBar)

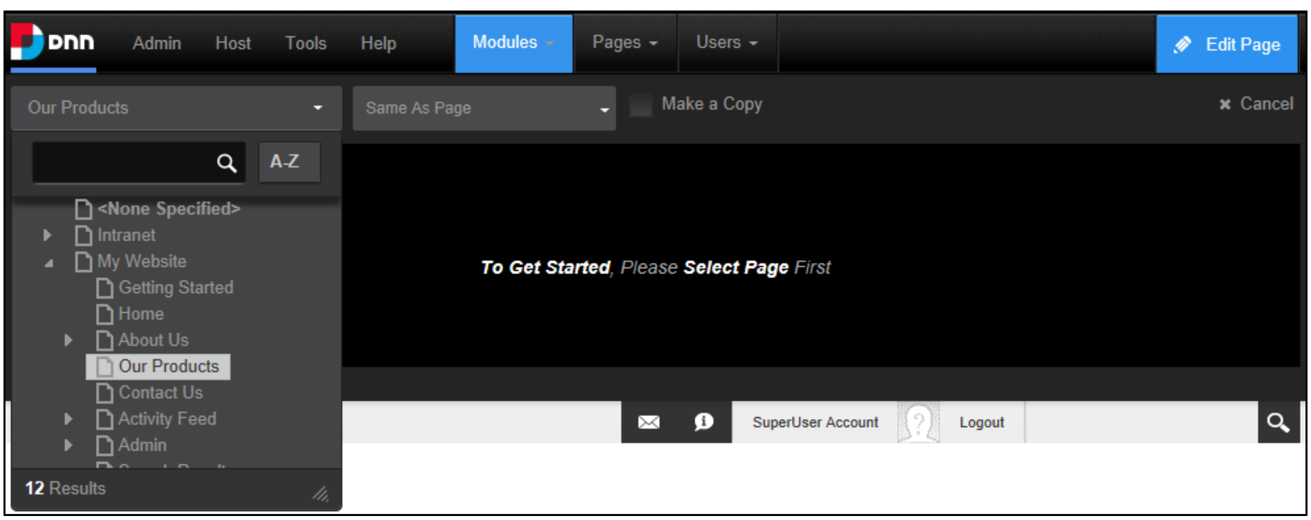
How to add an existing module to the current page using the ControlBar. The module content is shared so if you update the content on one module the content in the other module also updates. Note: You cannot add an existing module to the page where it already exists. Users must be authorized to deploy a module See "Setting Permissions to Deploy a Module" and have the appropriate page editing permissions to add a module to a page. See "Setting Page Permissions"

Important. If content localization is enabled, See "Adding a Module to a Multi-Language Site"

Option One - Drag and Drop Module

1. On the Control Bar, hover over the **Modules** drop down menu and then select **Add Existing Module**.

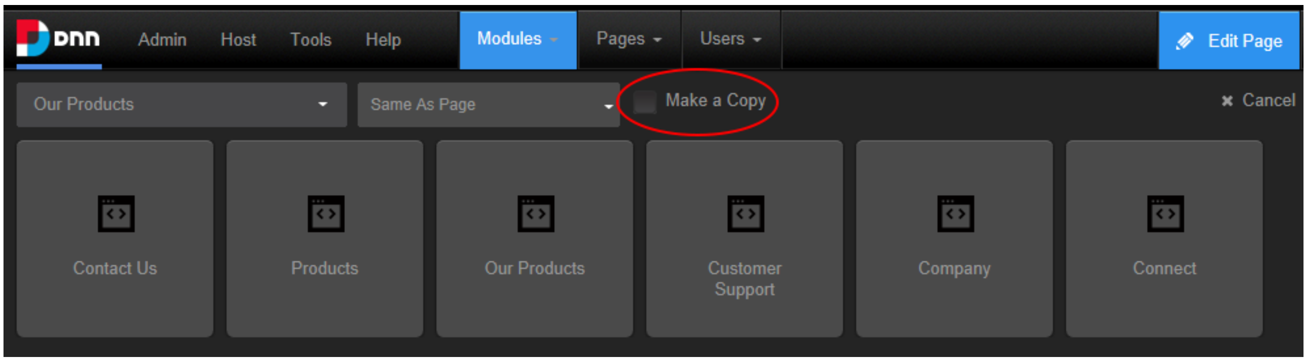




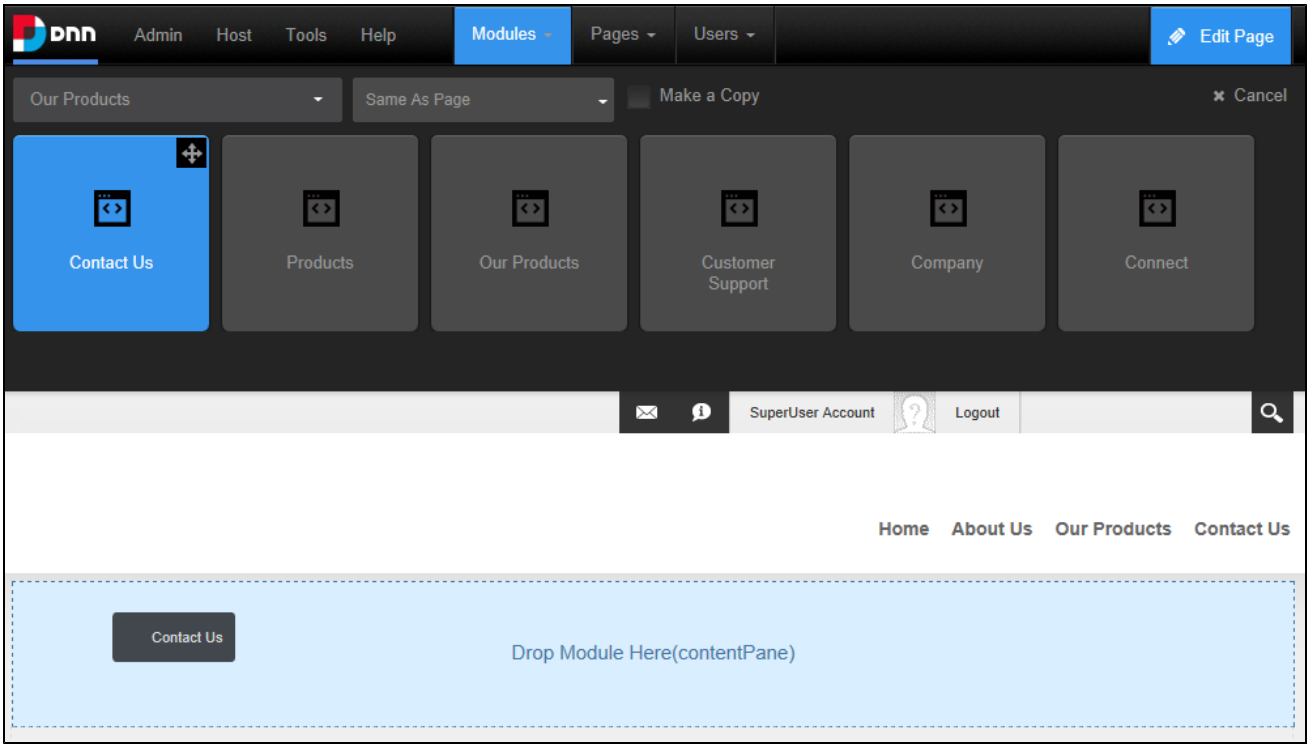
2. At **Select Page**, select the page that the module is located on.
3. Select from these options on the next drop down list:
   - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.

- **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. You might choose this option if you want to add content and configure the module settings before others can view the module.

4. At **Make a Copy**, mark ☑ the check box to create an independent copy of the module content that can be modified without affecting the original existing module - OR - unmark ☐ the check box to use the share the same module content across both instances of the module so that updating content on one module will change the content on both modules. This is the default setting.



5. Locate the module to be added using the scroll bar located below the module list and then hover your mouse over the module to be added. This displays the message "Drag to add this module to the page below". Left click on the required module and then drag it down the page until the pane you want to add it to is highlighted with the message "Drop Module Here"



6. Release your mouse button. The module is now added to the page.

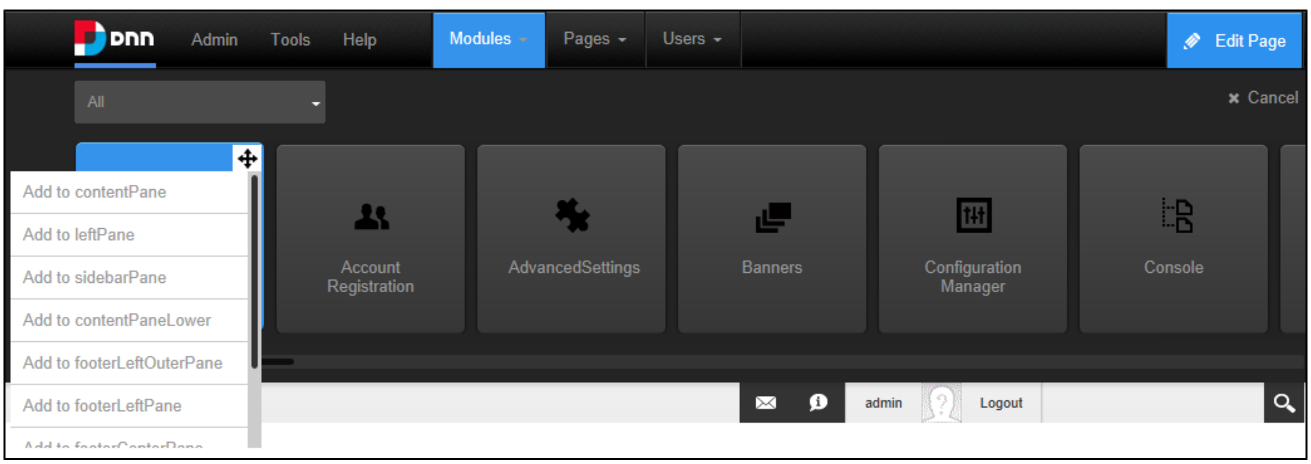
Note: When adding an existing module from another site, a warning message will be displayed advising that the module may not support module sharing. Exceptions are the HTML and Journal modules that have be developed with module sharing capabilities.

Option Two - Insert Module

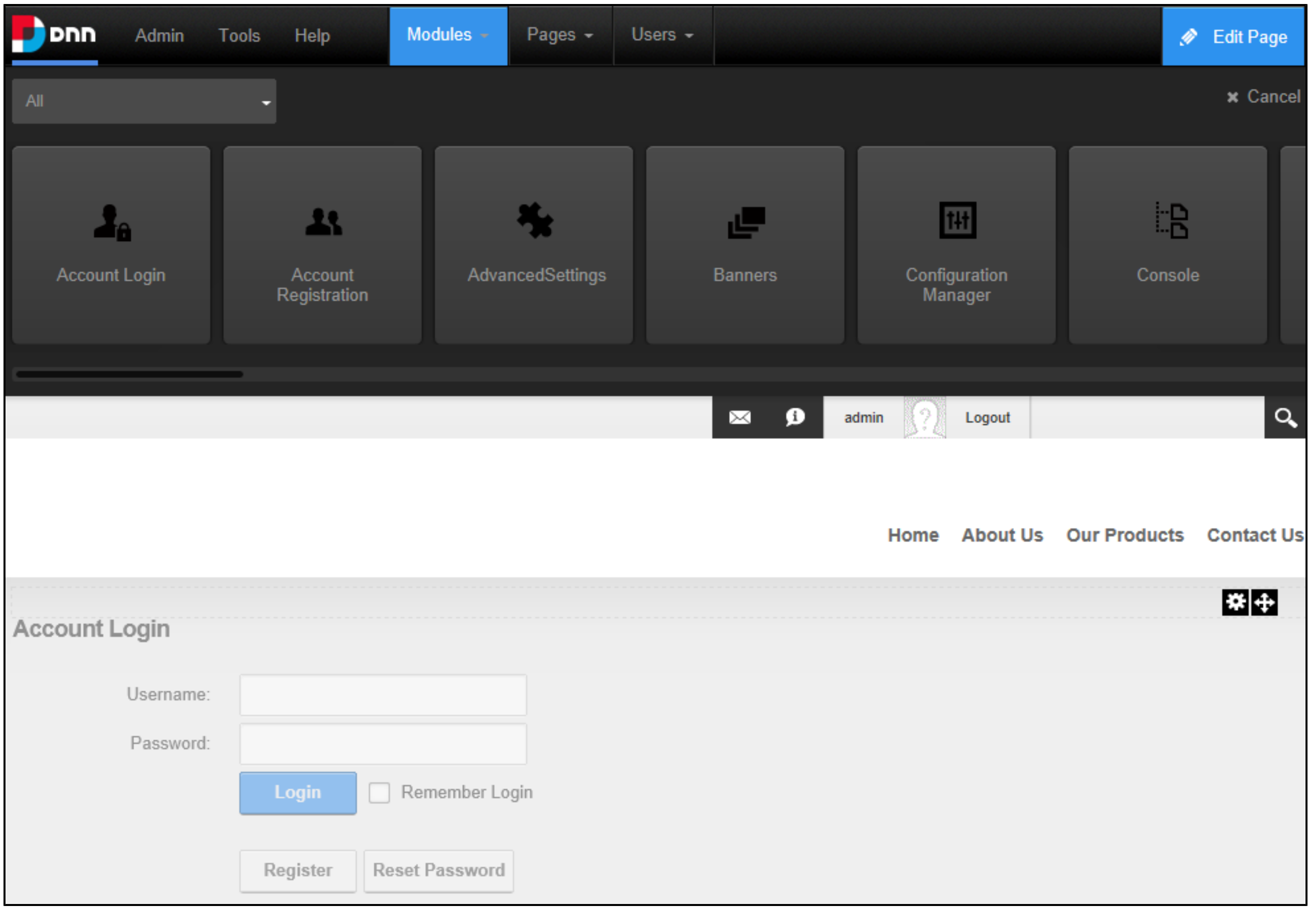
1. On the Control Bar, hover over the **Modules** drop down menu and then select **Add Existing Module**. This will load and display a list of the modules within the Common category, or the previously selected category.
2. **Optional.** If the required module isn't displayed, select the category that the module belongs to from the drop down box which is displayed above the list of modules. The available categories are:
   - **All**: Modules within all categories including those that haven't been associated with a category. This is the default option.
   - **Admin**: Modules that are typically used for site administration rather than managing content such as the

- Extensions and Digital Asset Management modules.
- **Common**: Modules selected as frequently used.

3. At **Select Page**, select the page that the module is located on.
4. Select from these options on the next drop down list:
   - **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. You might choose this option if you want to add content and configure the module settings before others can view the module.
5. At **Make a Copy**, mark the check box to create an independent copy of the module content that can be modified without affecting the original existing module - OR - unmark the check box to use the share the same module content across both instances of the module so that updating content on one module will change the content on both modules. This is the default setting.
6. Locate the module to be added using the scroll bar located below the module list and then hover your mouse over the module to be added. This displays the **Move** icon in the top right corner of the module.
7. Mouse over the **Move** icon to open the drop down menu and then select the pane that you want to add the module.



8. The module is now added to the page.



Related Topics:

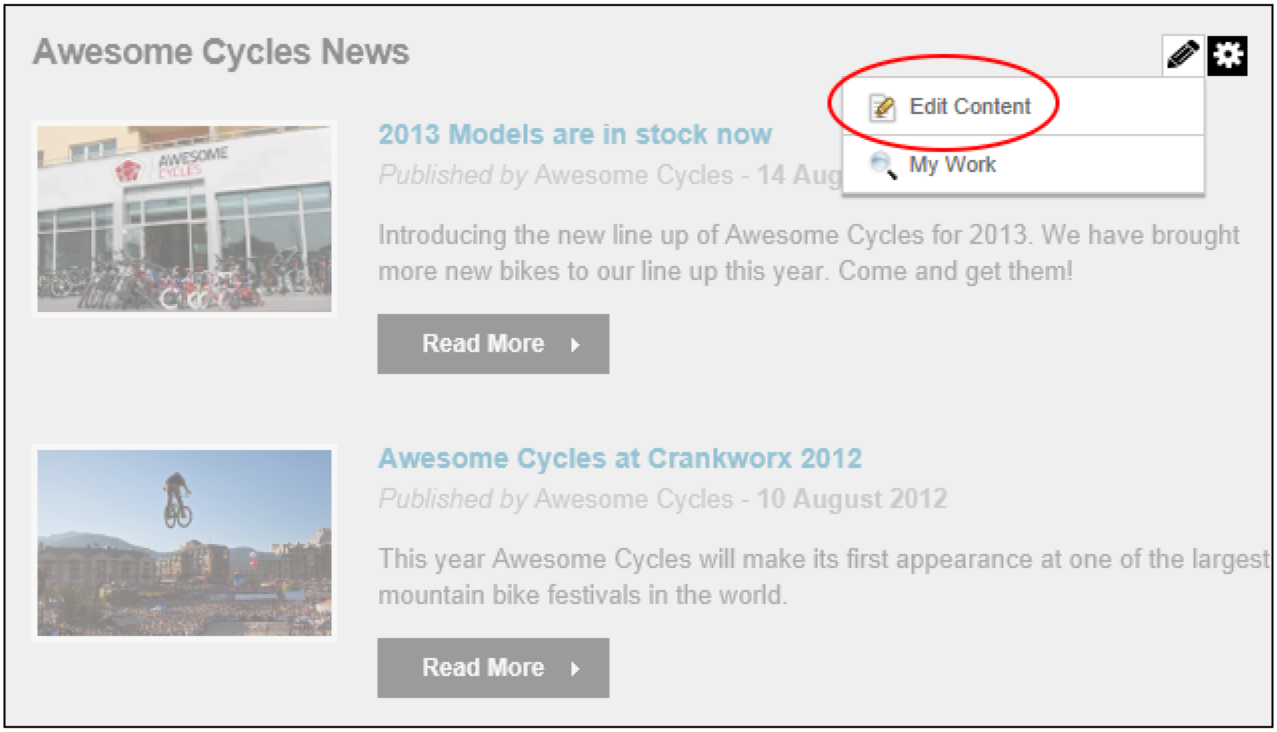
- For modules that allow you to add content, See "Adding Module Content"
- To change the module title, See "Configuring Basic Module Settings"
- To change the module design, add the module to additional pages and add a module header or footer, See "Configuring Advanced Module Settings"
- To set the permissions to view and edit the module, See "Setting Module Permissions"

Adding Module Content

How to add content to a module. This topic demonstrates how content is typically added to modules, however this is not typical of all modules.

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

1. Mouse over the **Edit** button in the module action menu to view the editing options that are available to the current user.
2. Select the **Edit** option displayed for the module. The name beside the button will change depending on the module. E.g. The HTML module displays the **Edit Content** option for editing; the Announcements module displays **Add New Announcement**; and the Banners module displays **Banner Options**. Additional options will also be listed here for modules that have multiple editing choices. For Example, the FAQs module also displays the **Manage Categories** option.



3. Add, edit and update the module content as required.

For details on adding content to specific modules see "Installed Modules" and "Available Modules" sections.

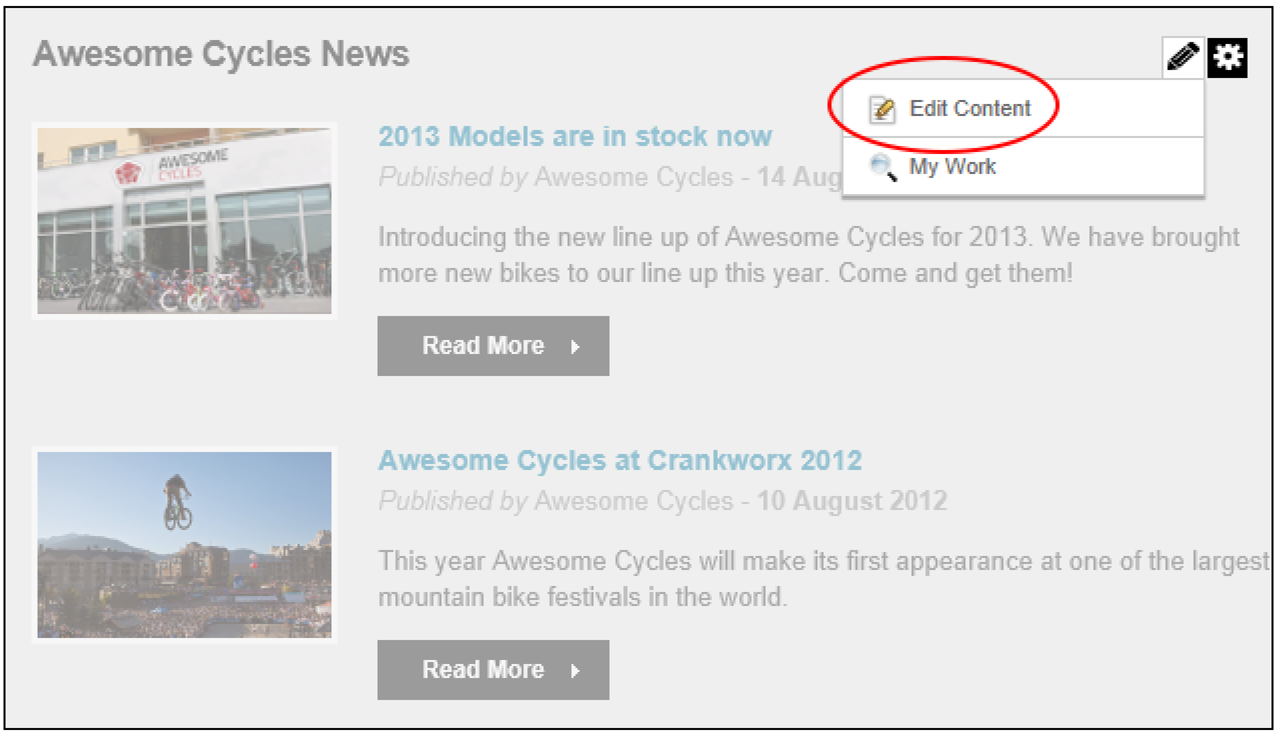
Editing Module Content

How to edit module content. This topic demonstrates how content is typically edited on modules, however this is not applicable to all modules. For detailed information on editing content for individual module types, see the "Installed Modules" and "Available Modules" sections.

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

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

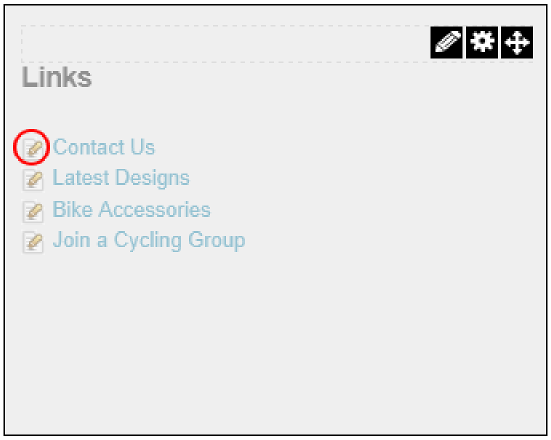
1. Mouse over the **Edit** button in the module action menu. This displays the editing options that are available to the current user.
2. Select the **Edit** option displayed for the module. The name beside the button will change depending on the module. For Example, **Edit Content** is displayed for the HTML/HTML Pro modules; **Add New Announcement** is displayed for the Announcements module and **Banner Options** is displayed for the Banners module. Additional options will also be listed here for modules that have multiple editing choices. For Example, the FAQs module also displays the **Manage Categories** option.



2. Edit the fields.
3. Click the **OK** button to confirm.

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 **OK** button to confirm.

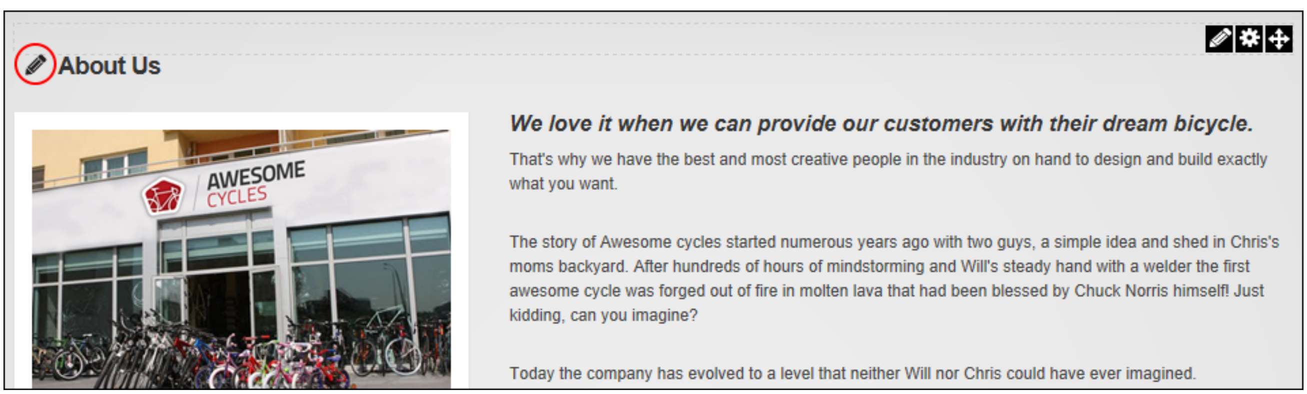
Related Topics:

- See "About Module Settings"
- See "Editing Reference Modules"

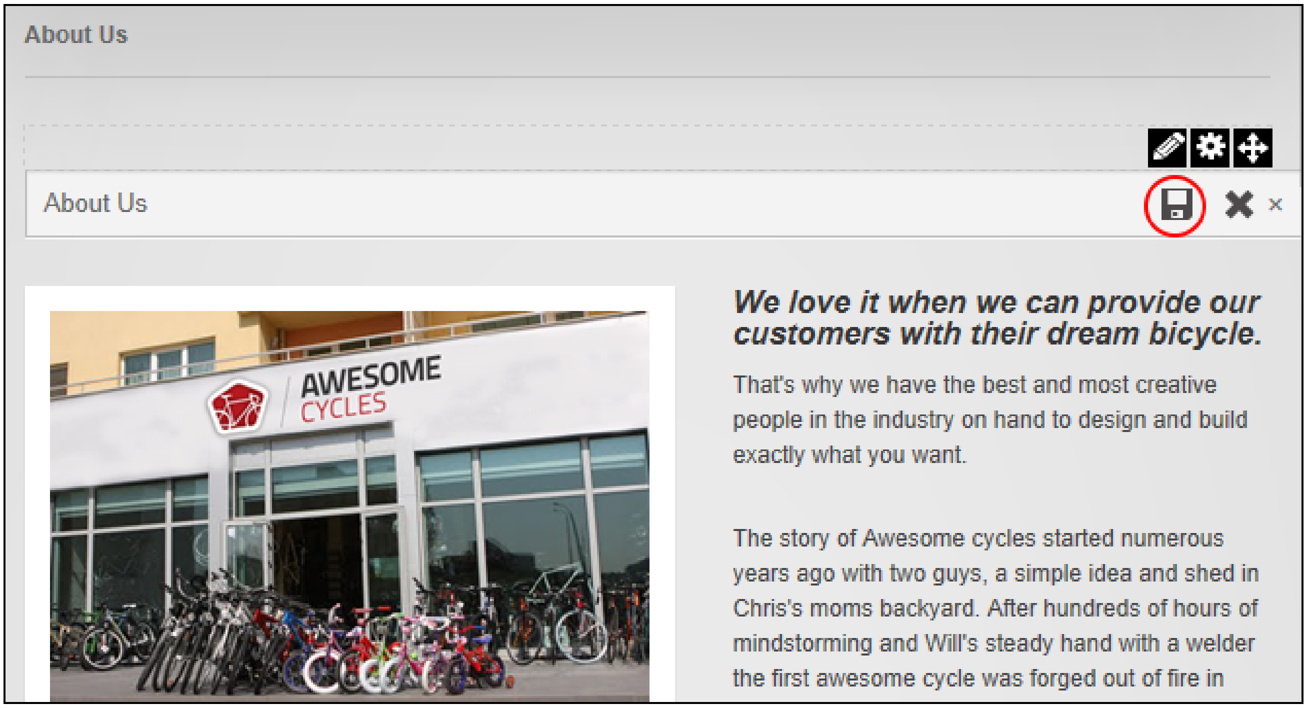
Editing Module Title Inline

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 Administrator on the Module Settings page. For more details, See "About Module Settings"

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



2. Click the **Edit** button to enable inline title editing.
3. Edit the title.
4. Click the **Update** button to save your changes - OR - Click the **Cancel** button to cancel your changes.

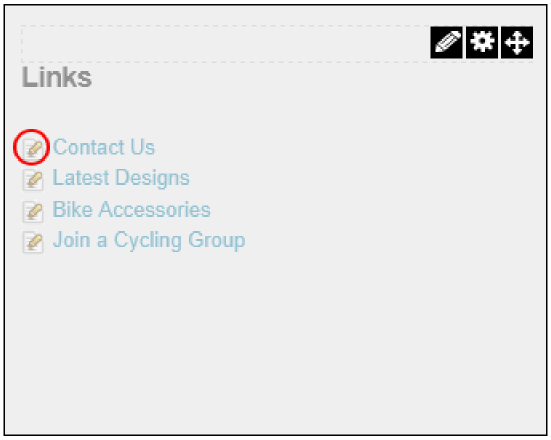


Deleting Module Content

How to delete module content from modules that allow users to add multiple records. This tutorial demonstrated one of the typical ways that module content can be deleted, however many modules handle content differently. For full details on deleting content for individual module types, see the "Installed Modules" and "Project Modules" sections.

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

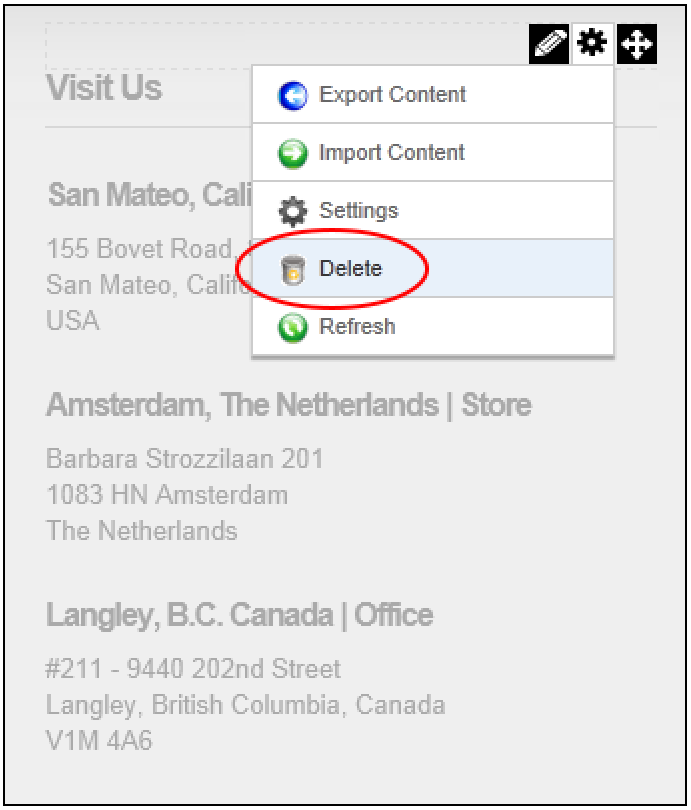
> Tip: To delete content from modules with a single content item such as the HTML and IFrame modules you can either remove all the content or simply delete the module.

Deleting a Module

How to delete a module from a page.

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

1. Mouse over the **Manage** button on the module action menu.
2. Select **Delete** from drop down list. This displays the message "Are You Sure You Wish To Delete This Module?"



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

Related Topics:

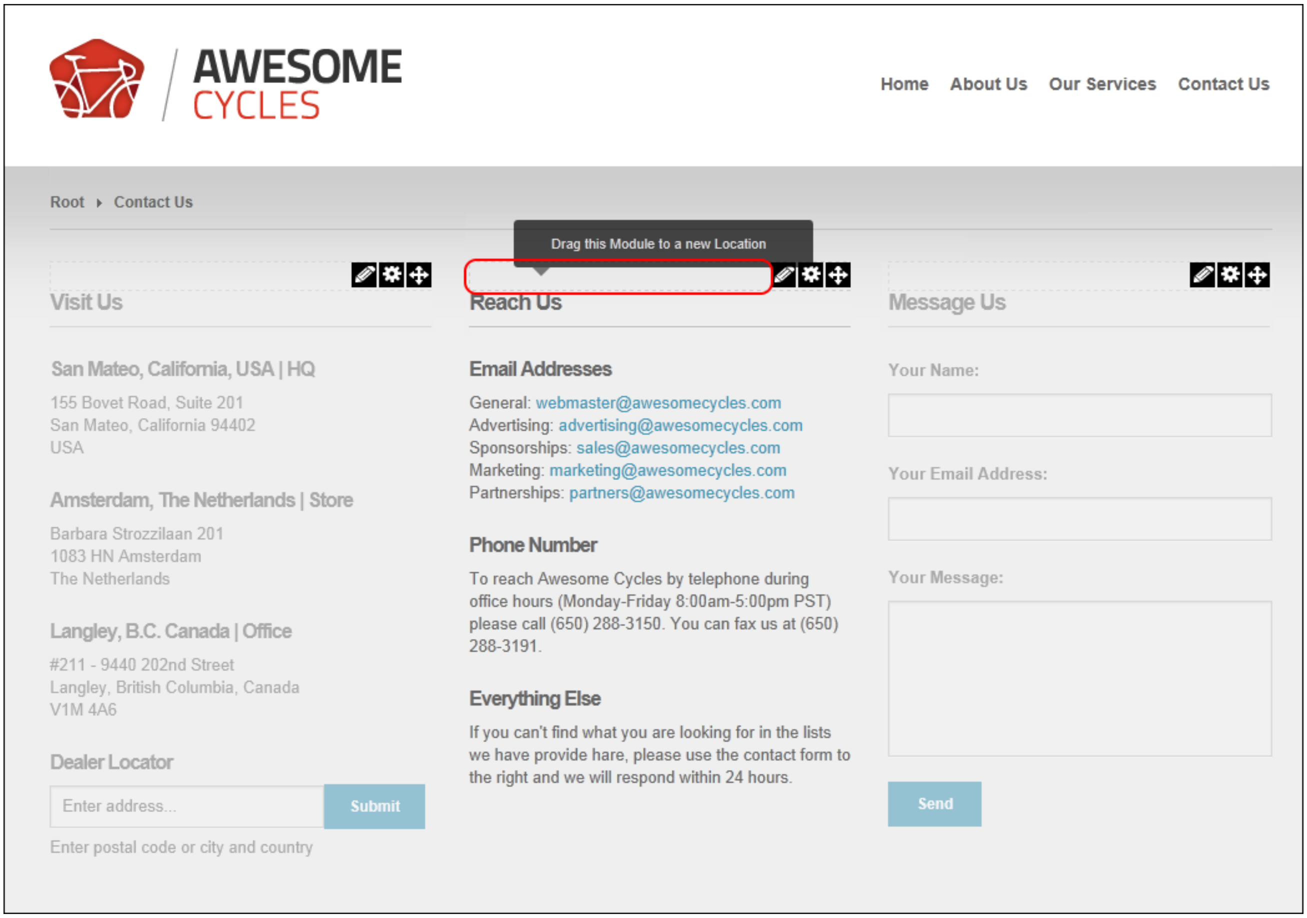
- See "Delete a Module from Secondary Language"
- See "Restoring Deleted Modules"

Drag and Drop Module

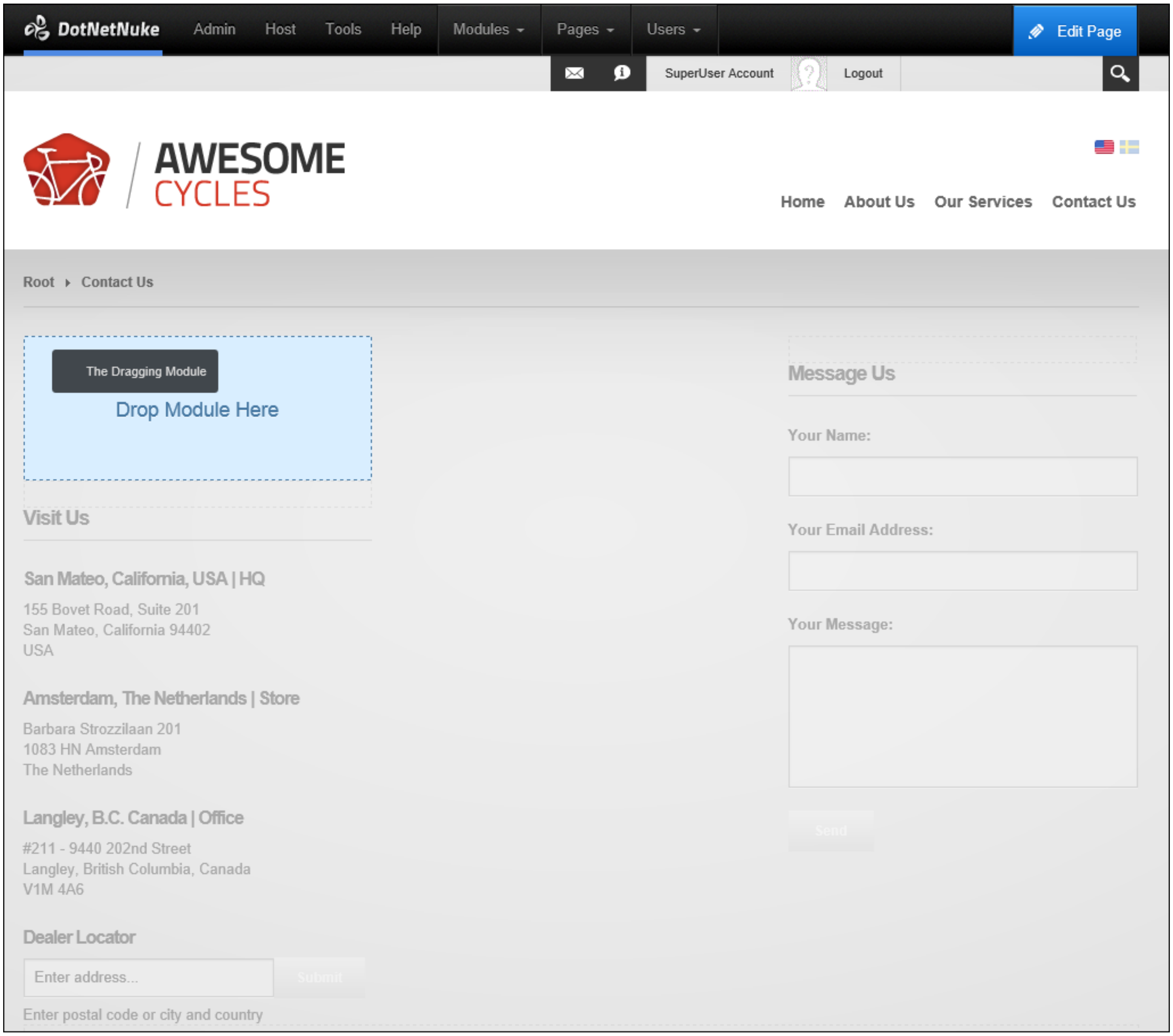
How to drag a module from its current location (pane) on a page to and drop it into another pane.

Prerequisite. You must be in Edit mode and be a Page Editor for the page where the module is located.

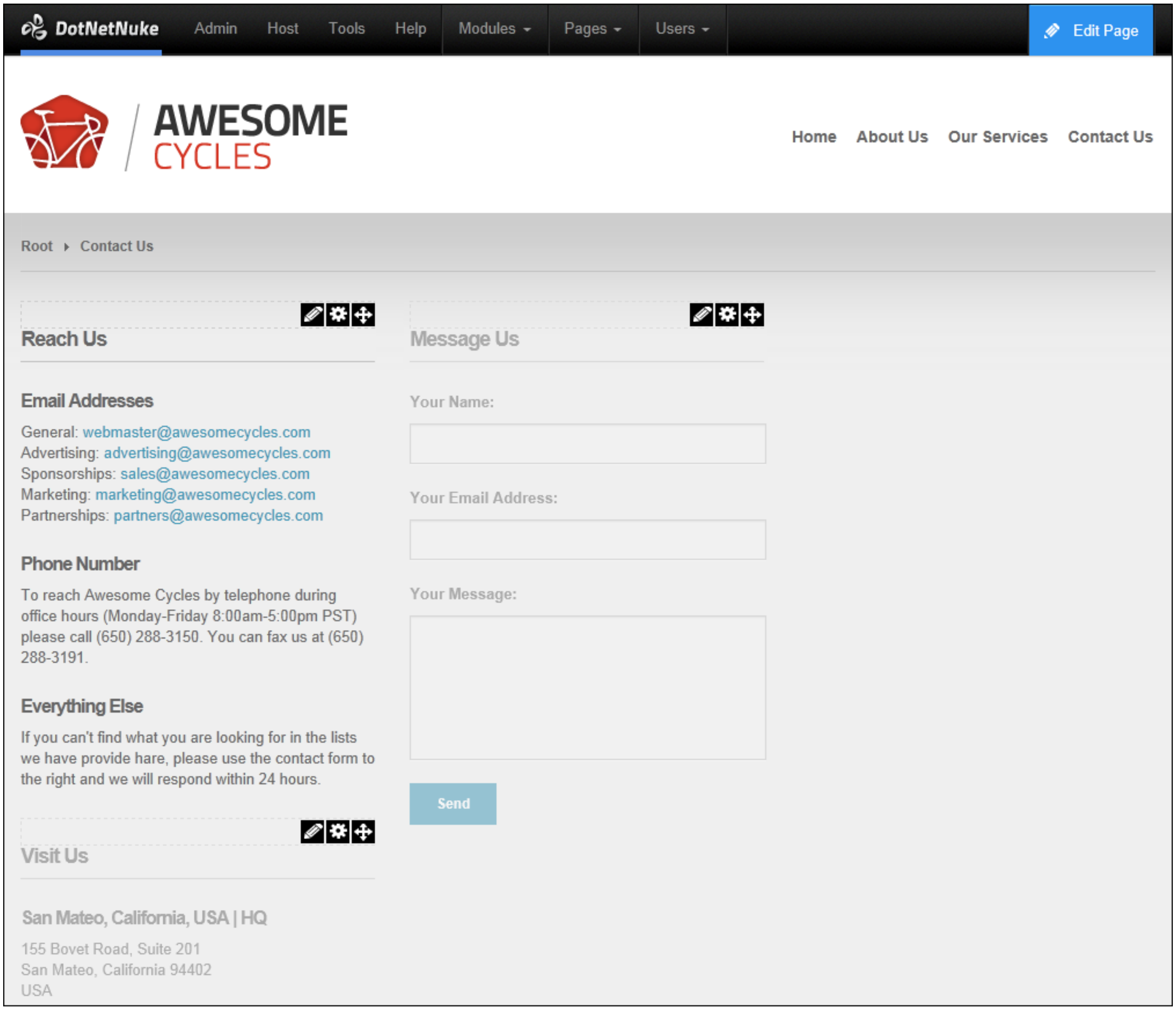
1. Locate the module to be moved.
2. Hover your mouse over the section of the Module Action Bar that doesn't have any icons. This displays the message "Drag this module to a new Location".
3. Click and hold on your mouse to select this module and then drag the module to the required location.



4. When the module is positioned over a pane, the message "Drop Module Here" will be displayed showing the location that the module will be relocated to once the dragging module is released. When the correct pane is highlighted, release the module.



5. The module is now displayed in the chosen location.



Related Topics:

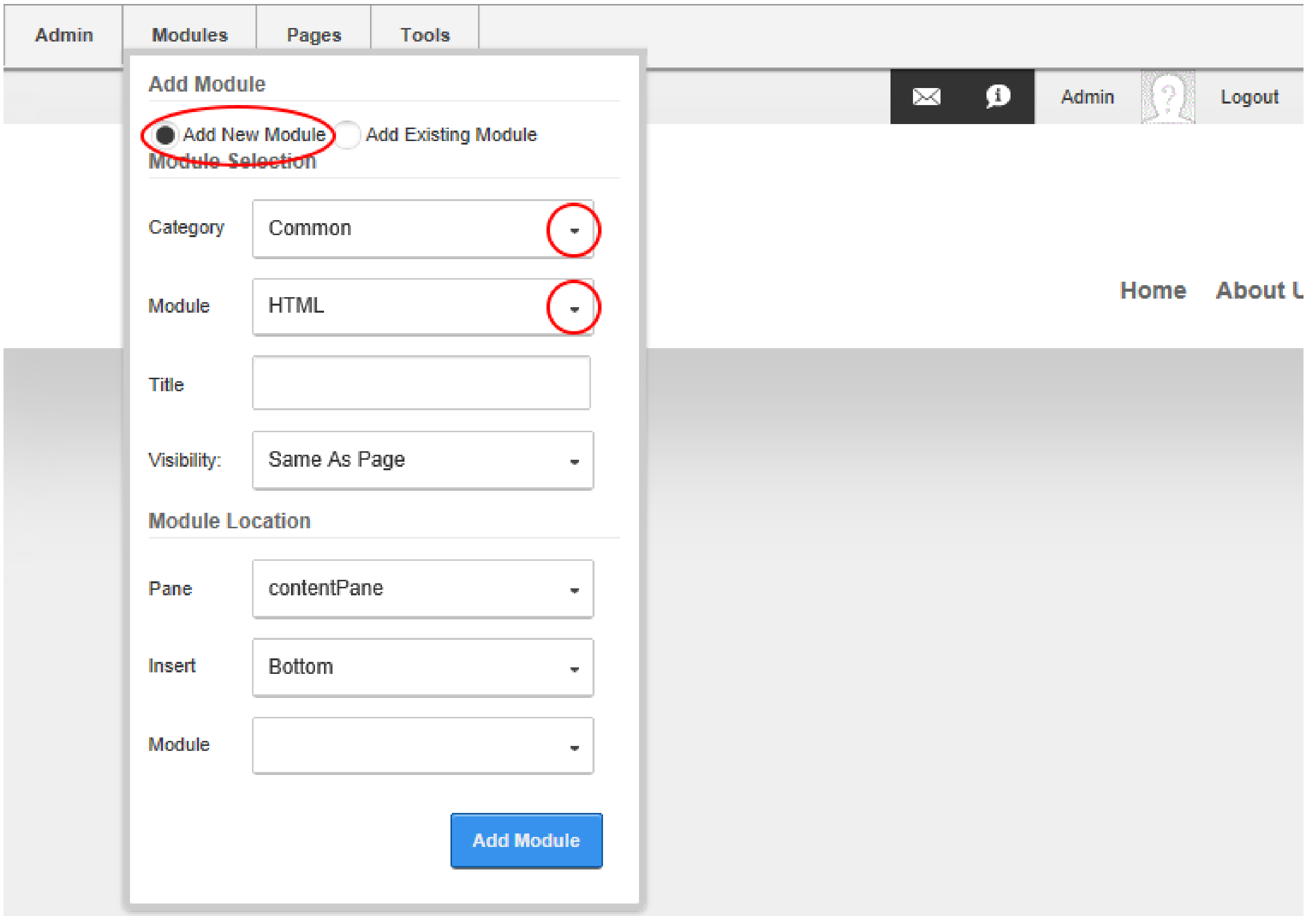
- To move the module to a new page, See "Configuring Advanced Page Settings for a Module"
- To use the module action menu to move a module on the same page, See "About the Module Actions Menu"

Adding a New Module (RibbonBar)

How to a new module to a page using the RibbonBar. Adding a new module inserts a module without content into the current page. Users must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page.

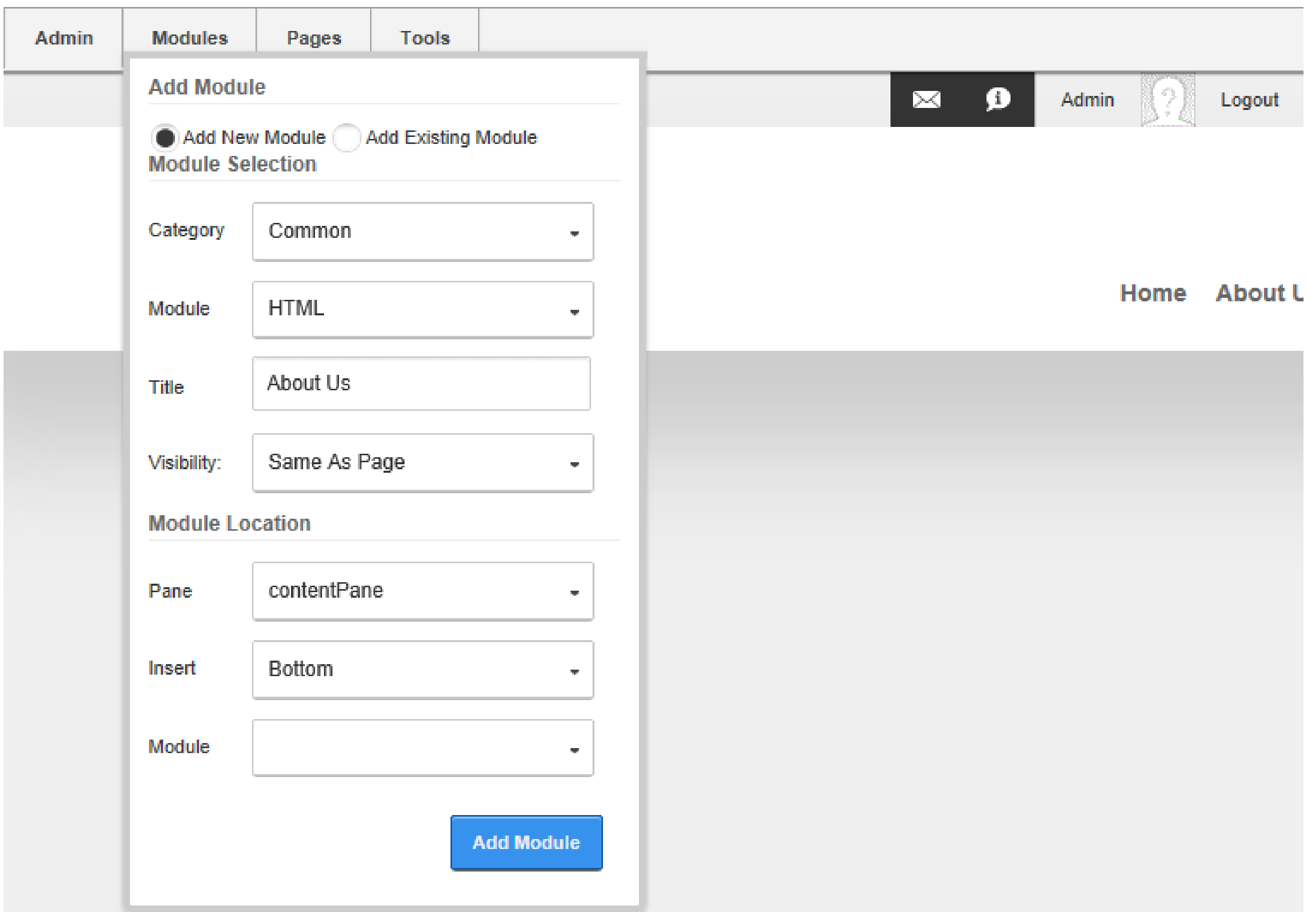
Important. If content localization is enabled, See "Adding a Module to a Multi-Language Site"

1. On the RibbonBar, hover over the **Modules** tab until the Add Module window appears. **Add New Module** is pre-selected.
2. At **Module Selection**, set the following options:
   1. At **Category**, select one of the following module categories from the drop down list to populate the Module field below with the related modules.
      - **All**: Modules within all categories including those that haven't been associated with a category. This is the default option.
      - **Admin**: Modules that are typically used for site administration rather than managing content.
      - **Common**: Modules that have been selected as frequently used by a SuperUser. This is the default option.
      - **Enterprise**: Modules that are only included with Evoq Content Enterprise.
      - **Professional**: Modules that are only included with Evoq Content.
   2. At **Module**, select the module to be added. E.g. HTML

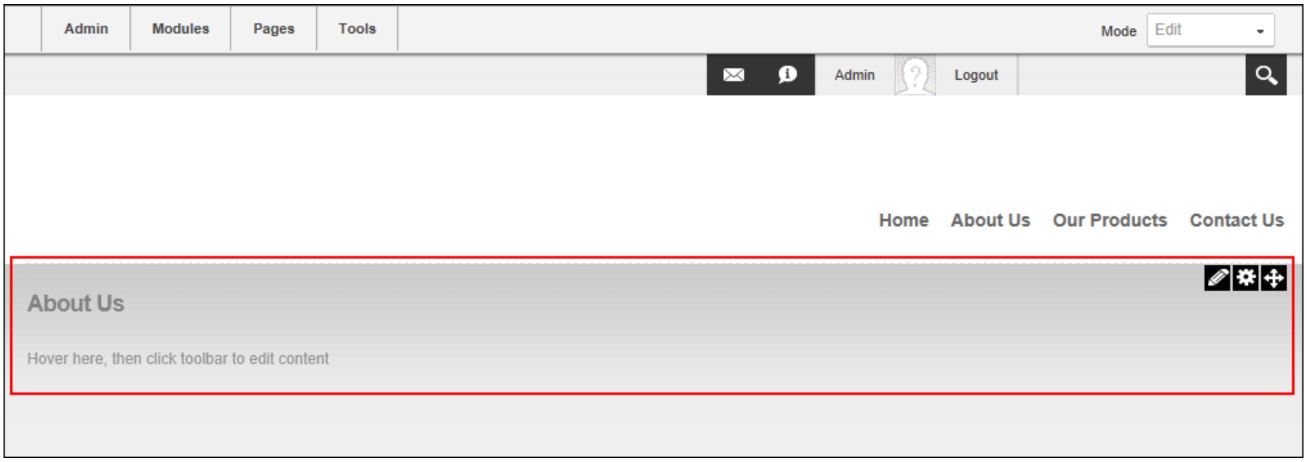


3. **Optional.** In the **Title** text box, enter a title for this module. E.g. About Us. If no title is entered, the module name is used by default.
4. **Optional.** At **Visibility**, select from the following options:
   - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.
   - **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
5. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.

6. **Optional.** At **Insert**, select the placement of the module from the first drop down list. 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.
   - **Above**: Select to add the module above another chosen module within the selected pane.
     1. 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.
     1. At **Module**, select the module the new module will be added below.
   - **Bottom**: This adds the module below all existing modules within the selected pane. This is the default option.
7. Click the **Add Module** button on the RibbonBar.



8. The module is now added to the page. See "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.

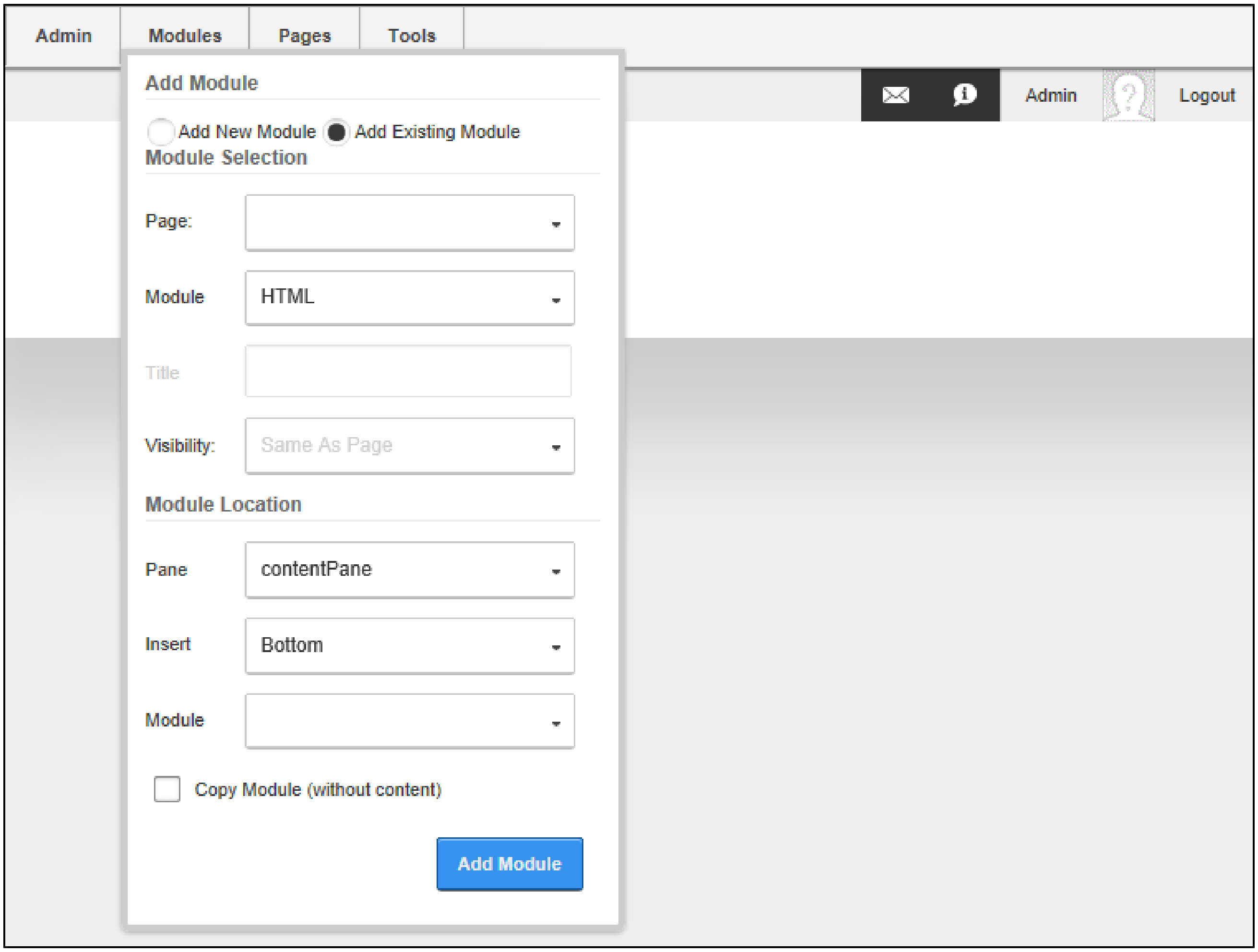
Adding an Existing Module (RibbonBar)

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

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

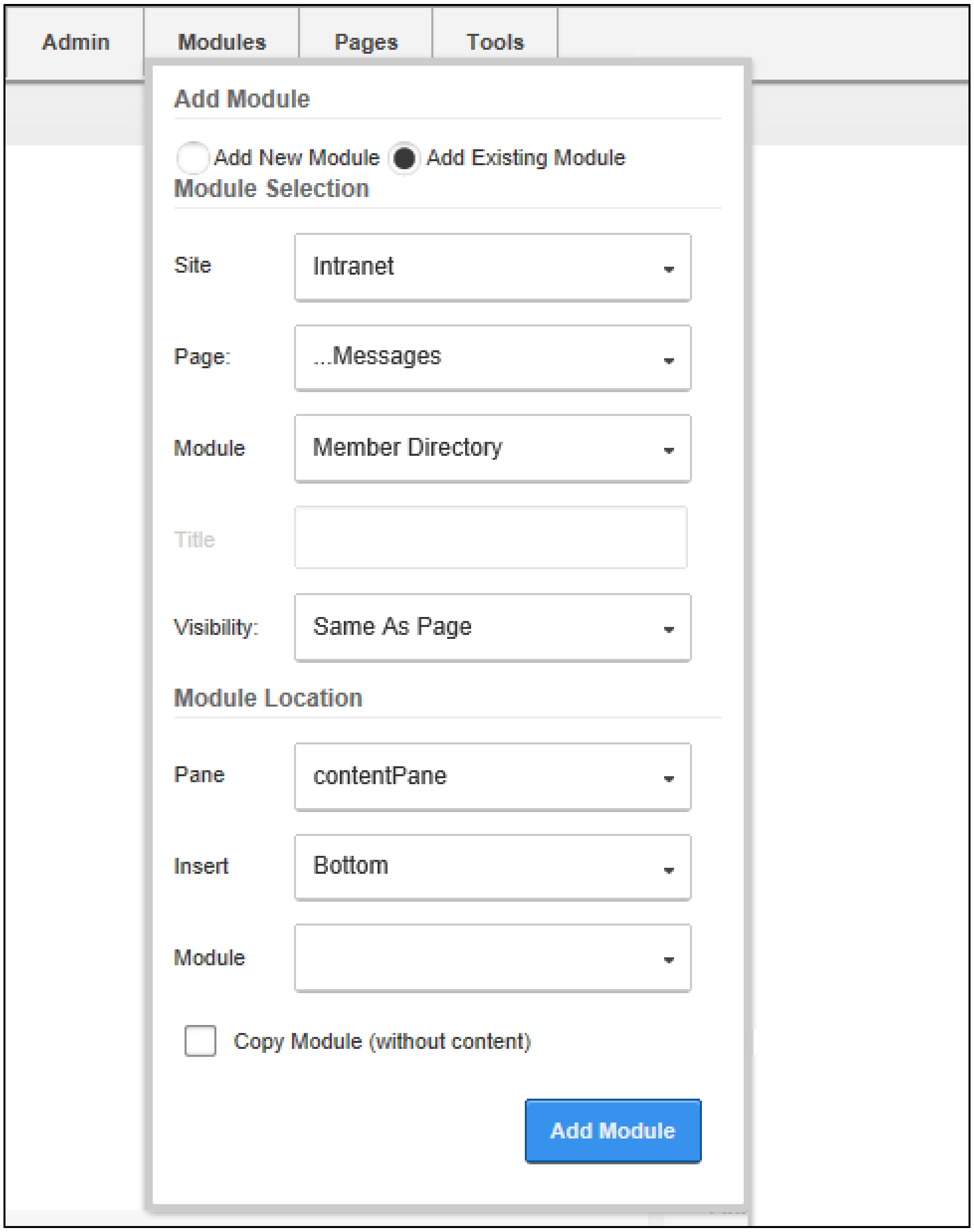
Tip: You must be authorized to deploy a module and have the appropriate page editing permissions to add modules to the current page.

1. Hover over the Modules link until the Module menu is displayed.
2. In the **Add Module** section, select the **Add Existing Module** radio button.



3. Go to the **Add Module** section.
4. At **Page**, select the page where the existing module is located.
5. At **Module**, select the module to be added. Modules are listed by module title. Note: Selecting the module here appends either 'with content' or 'without content' to the Copy Module field below depending on whether the selected module supports copying of content.
6. **Optional.** At **Visibility**, select from the following options:
   - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.
   - **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.

7. Go to the **Module Location** section.
8. **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.
9. **Optional.** At **Insert**, select the placement of the module from the first drop down list. 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.
     1. 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.
     1. 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.
10. At **Copy Module (with content)**, select from these options.
    - mark 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.
    - unmark 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.



11. Click the **Add Module** button.

Note: When adding an existing module from another site, a warning message will be displayed advising that the module may not support module sharing. Exceptions are the HTML/HTML Pro and Journal modules which have be developed with module sharing capabilities.

Related Topics:

- See "Adding Module Content"
- See "Setting Permissions to Deploy a Module"

Adding a New Module (Iconbar)

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

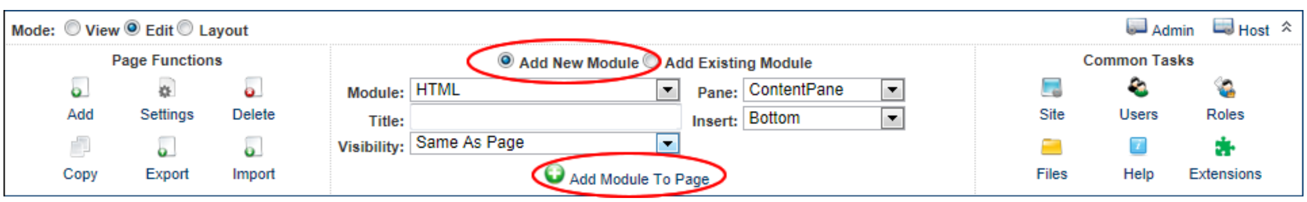
Users must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page.

Important. If content localization is enabled, See "Adding a Module to a Multi-Language Site"

1. On the Iconbar, go to the Module Insertion section and select **Add New Module**.
2. At **Module Selection**, set the following options:
    1. At **Category**, select one of the following module categories from the drop down list to populate the Module field below with the related modules.
        - **All**: Modules within all categories including those that haven't been associated with a category. This is the default option.
        - **Admin**: Modules which are typically used for site administration rather than managing content.
        - **Common**: Modules selected as frequently used.
        - **Enterprise**: Modules that are only included with Evoq Content Enterprise.
        - **Professional**: Modules that are only included with Evoq Content.
    2. At **Module**, select the module to be added. E.g. HTML
3. **Optional.** In the **Title** text box, enter a title for this module. E.g. About Us. If no title is entered, the module name is used by default.
4. **Optional.** At **Visibility**, select from the following options:
    - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.
    - **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.

5. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.
6. **Optional.** At **Insert**, select the placement of the module from the first drop down list. 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.
     1. 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.
     1. At **Module**, select the module the new module will be added below.
   - **Bottom**: This adds the module below all existing modules within the selected pane. This is the default option.
7. Click the **Add Module** button on the RibbonBar - OR - Click the Add Module To Page link on the Iconbar. For modules that enable you to add content, See "Adding Module Content"

> Tip: When you add the module listed as Users and 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 Iconbar

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 to the Module Insertion section and select **Add Existing Module**.
3. At **Page**, select the page where the existing module is located.
4. At **Module**, select the module to be added.
5. **Optional.** At **Visibility**, select from the following options:
   - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.
   - **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
6. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.
7. **Optional.** At **Insert**, select the placement of the module from the first drop down list. 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.
     1. 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.
     1. 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:

- See "Adding Module Content"

Module Settings

About Module Settings

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

The page is divided into these tabs:

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

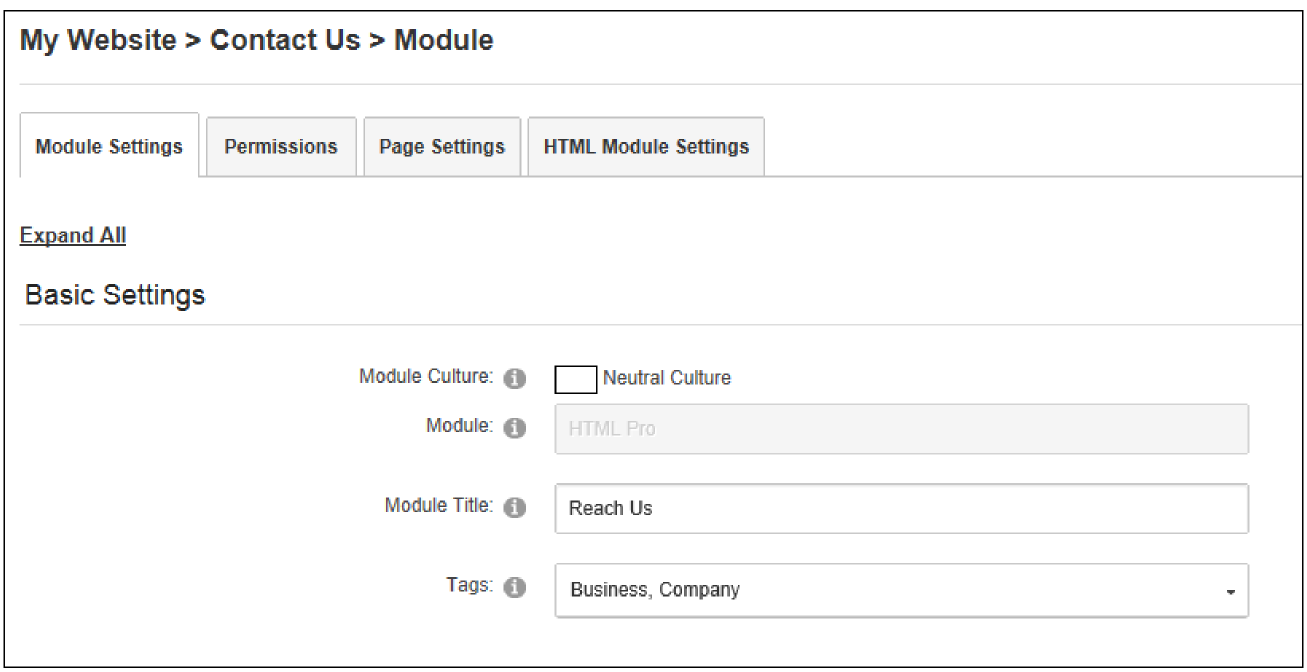
Module Settings

Configuring Basic Module Settings

How to view basic module settings and set the module title and tags. Tags allows site content to be categorized in a meaningful way in search results.

Important. In order to view the Module Title, the "Display Container?" field must be checked and the container applied to the module must include the [TITLE] skin token.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Module Settings** tab.
3. Expand the **Basic Settings** section.
4. At **Module Culture**, the culture associated with this module is displayed.
5. At **Module**, view the name of the module. This field cannot be edited. E.g. Announcements, HTML, etc.
6. In the **Module Title** text box, edit the module title.
7. At **Tags**, click on the drop down list and then mark the check box beside each tag you want to associate with this module. Click off the drop down list to save your selections. Tagging is a way of categorizing content for more meaningful search results. Tags can be created by users (See "Tagging Page Content") or editors (See "Creating a Vocabulary").



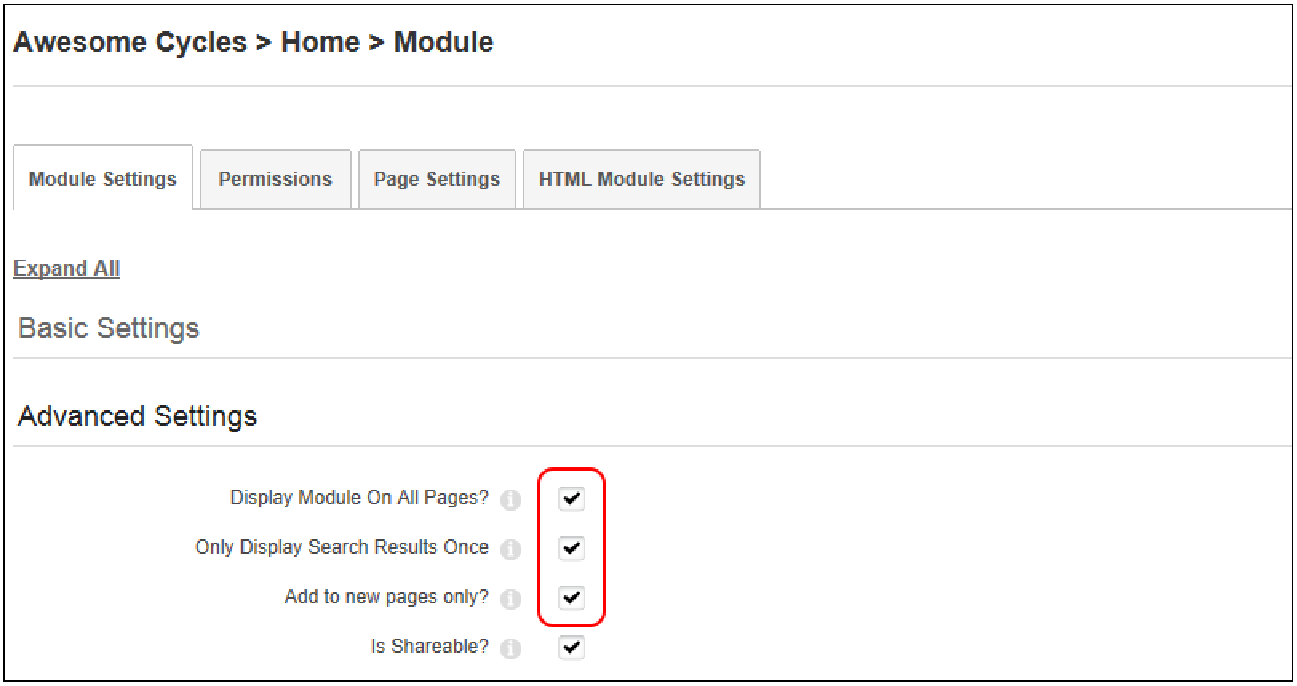
8. Click the **Update** button.

Configuring Advanced Module Settings

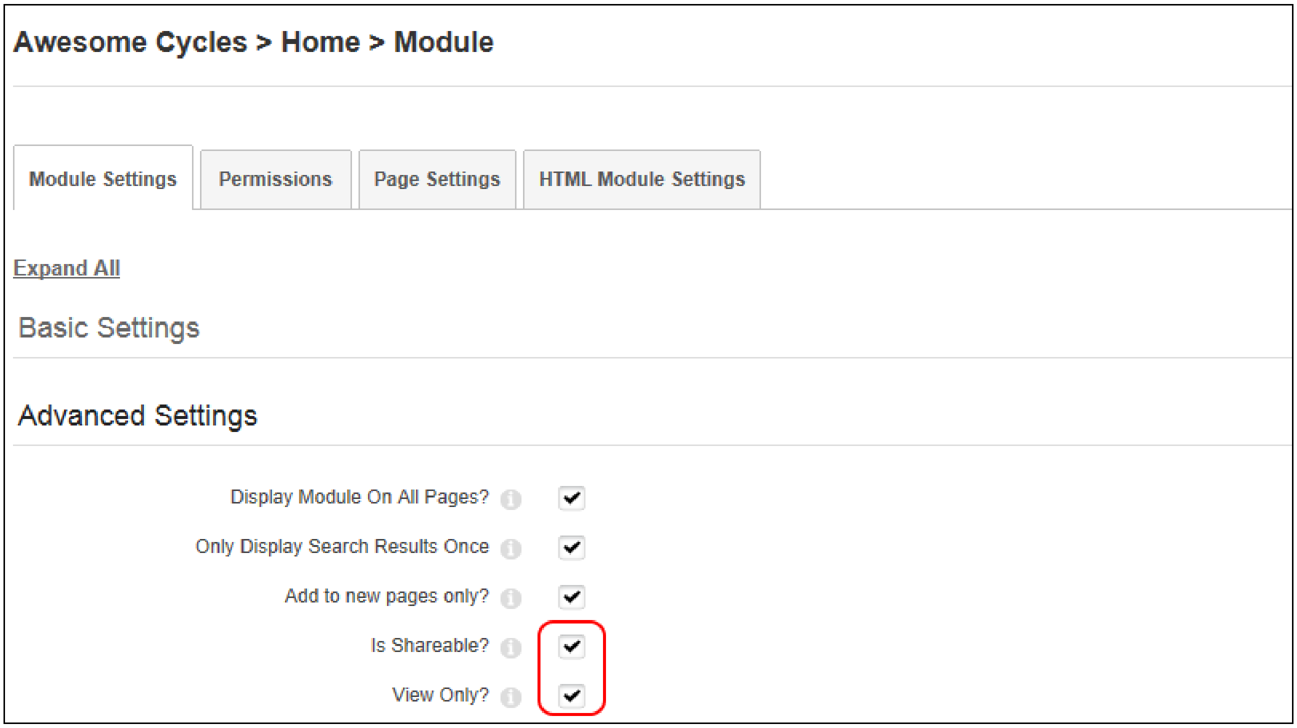
How to configure the advanced module settings for the current module. This section allows you to set the pages this module is displayed on, configure module sharing, set start and end dates for a module and display a header and footer above and below the module content.

This section allows you to display a module on multiple pages including the Admin pages, or to only on newly added pages. Module content is shared therefore changes made on one instance of the module are reflected on all instances of the module. If you choose to only display the module on new pages, this doesn't affect the pages where it is already located. Once a module is set to display on all/new pages, if you make changes to any module settings located on the Module Settings tab, then these changes will be reflected on all copies of the module. However, changes to module settings located on the Page Settings tab are unique to the module that you have changed.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Module Settings** tab.
3. Expand the **Advanced Settings** section.
4. At **Display Module On All Pages?**, select from these options:
   - Mark the check box to add this module to all pages. Note: Once this setting is updated you can delete a single instance of a module from any page and all other instances on other pages will remain and be unaffected. Enabling this setting, reveals two additional fields that allow you to customize this setting.
     1. At **Only Display Search Results Once**, mark the check box to display a single search results for all instances of this module - OR - unmark the check box to display the search results for each instance of this module. For example, if there are five instances of the module on the site and this field is unchecked, whenever a search is made, there will be five search results for the same content with each result going to a different module.
     2. At **Add To New Pages Only?**, mark the check box to add this module to each new pages that is added to the site - OR - unmark the check box to add the module to both existing and new pages. This is the default setting.
   - Unmark the check box to display this module on this page only. This will remove all other instances of this module apart from the one you are currently working on. It doesn't matter which module you choose to enable or disable this feature using.



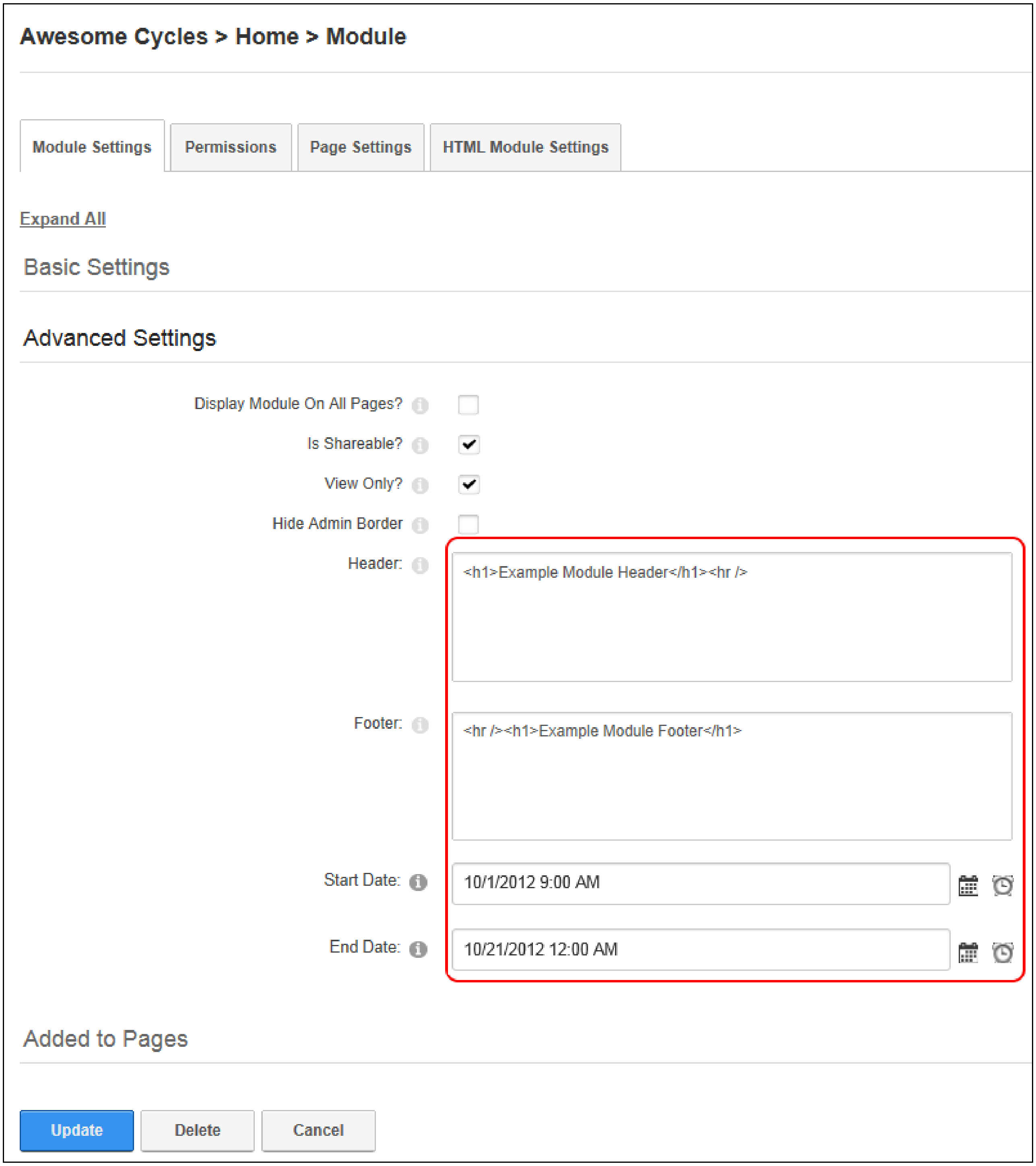
5. At **Is Shareable?** select from these options to configure this settings:
   - Mark the check box to allow this module to be shared. This allows the module to be displayed in the "Add Existing Module" list on the Control Panel. For Evoq Contentand Evoq Content Enterprise, this also allows modules that support module sharing to be shared with other sites that belong to the same Site Group. Module Sharing between sites is available for modules that have been developed to support this feature.
     1. At **View Only?**, mark the check box if this module can only be edited via this site - OR - unmark the check box if this module can be edited from other sites that it is shared with.
   - Unmark the check box if this module to disable module sharing for this module..



6. At **Hide Admin Border**, select from these options to set the visibility of the "Visible By Administrators Only" message. The message is displayed to Administrators and SuperUsers on modules which are only visible to Administrators. This message appears on the page where the module is located as well as on the Module Settings page for that module. This message is also displayed by default for any modules which are added to the Admin pages.
   - Mark the check box to hide the message. This will hide the message even if the module is only visible by administrators.
   - Unmark the check box to display the message. This displays the message even if the module is only visible to members in the Administrator role (which by default includes all hosts).
7. In the **Header** text box, add, edit or delete the header that is displayed above the module content. Plain text and basic HTML such as headings, italic and bold can be used.
8. In the **Footer** text box, add, edit or delete the footer that is displayed below the module content.
9. At **Start Date**, click the **Calendar** button and select the first day that the module will be visible on the site. This displays the date you selected along with the default time of 12:00:00 AM. To modify this default time, click the **Time** button and select a different time. Modules with a start date are only visible to Page Editors and

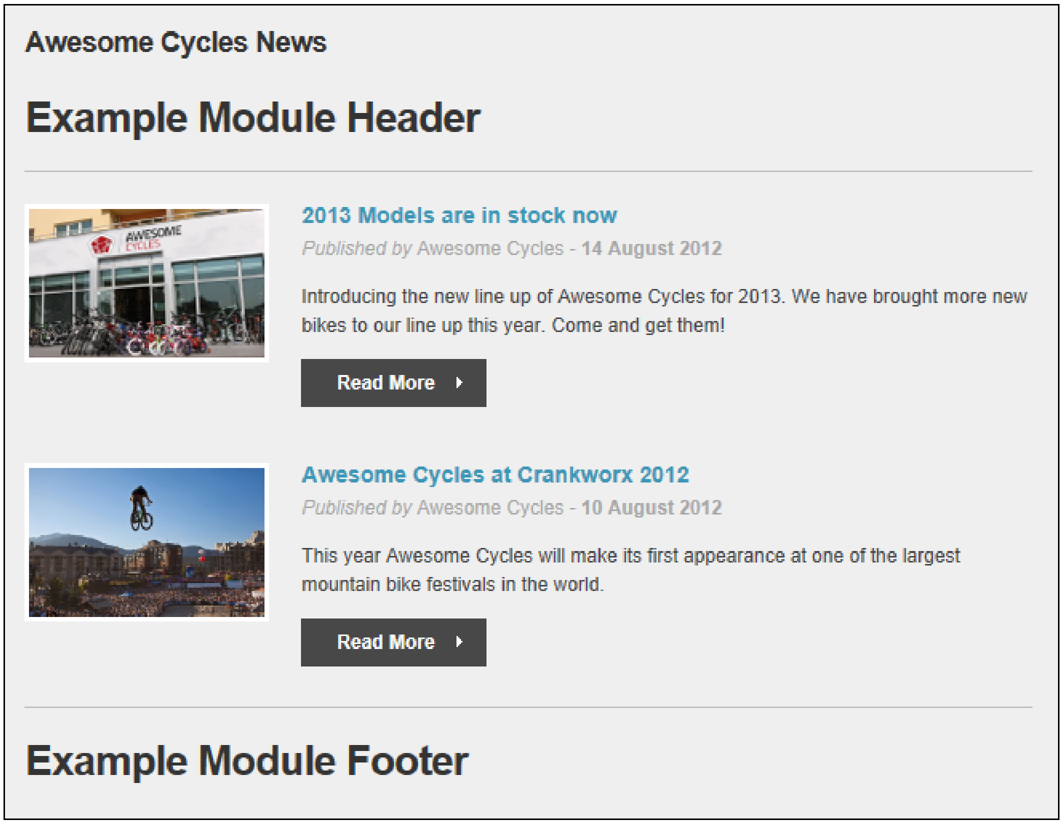
Administrators prior to that date, enabling them to create content in advance. A "Module Effective - [start date]" message is displayed to these users prior to the start date.

10. At **End Date**, click the **Calendar** button and then select the last day that the module will be visible on the site. This displays the date you selected along with the default time of 12:00:00 AM. To modify this default time, click the **Time** button and select a different time. When the end date and time is reached, the module is only visible to Page Editors and Administrators, enabling them to retain, edit and republish the content as desired. A "Module Expired [end date]" message is displayed to these users once the module has expired.

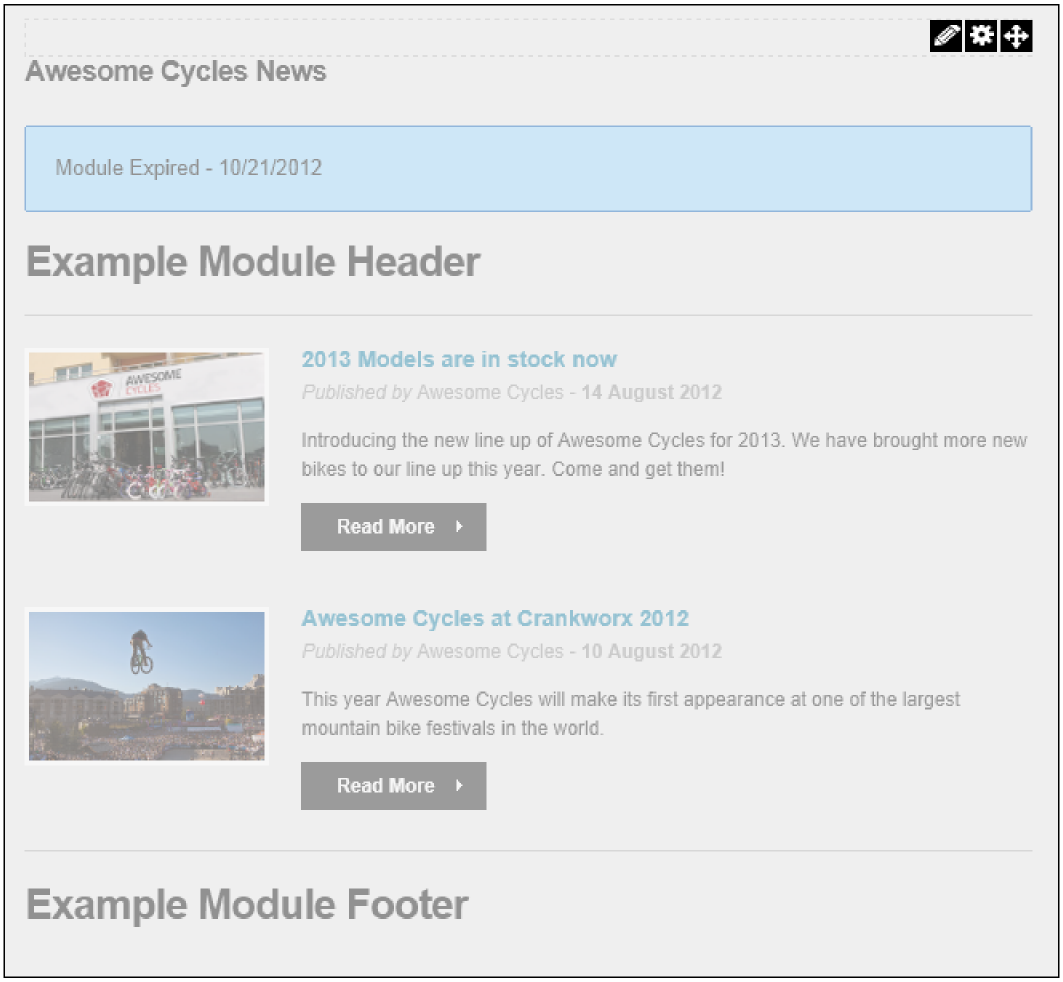


11. Click the **OK** button to confirm.

Below are some examples of modules with some of these Advanced Module Settings applied.



A module with a header and footer displayed above and below the module content

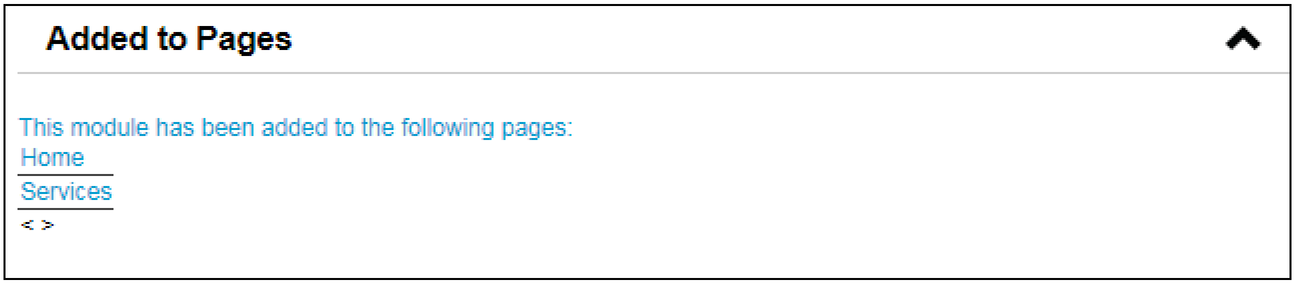


The Module Expired message that is displayed to Administrators once the module has expired.

Viewing Added To Pages Module Settings

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

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



The Added To Pages List

Related Topics:

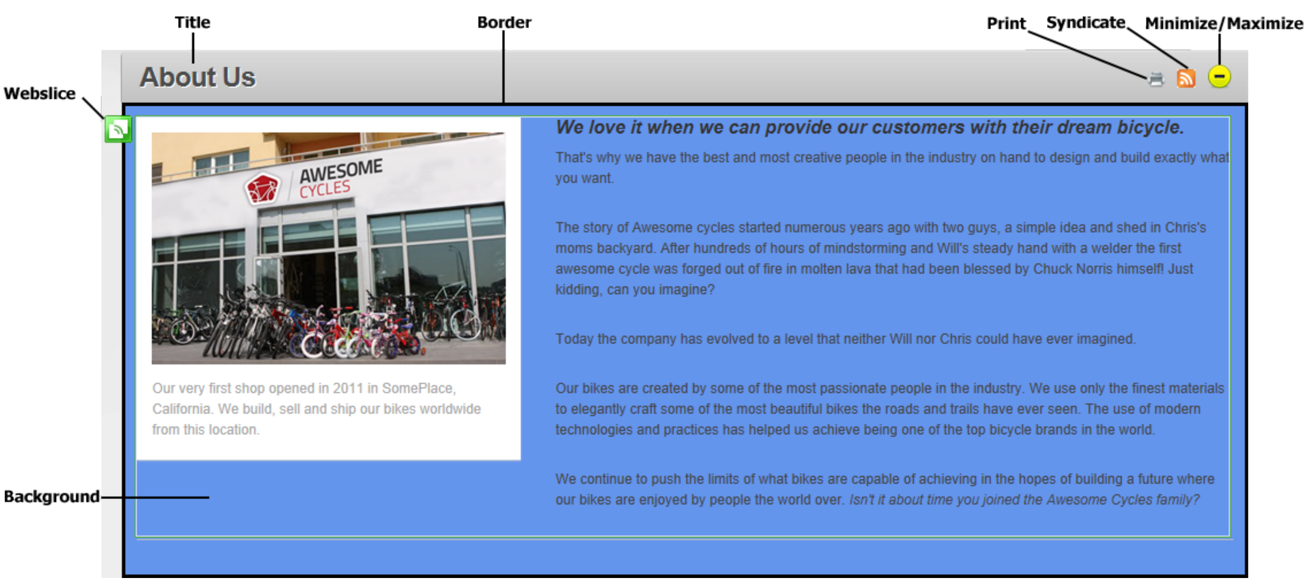
- See "Configuring Advanced Module Settings"

Page Settings

Configuring Basic Page Settings for Modules

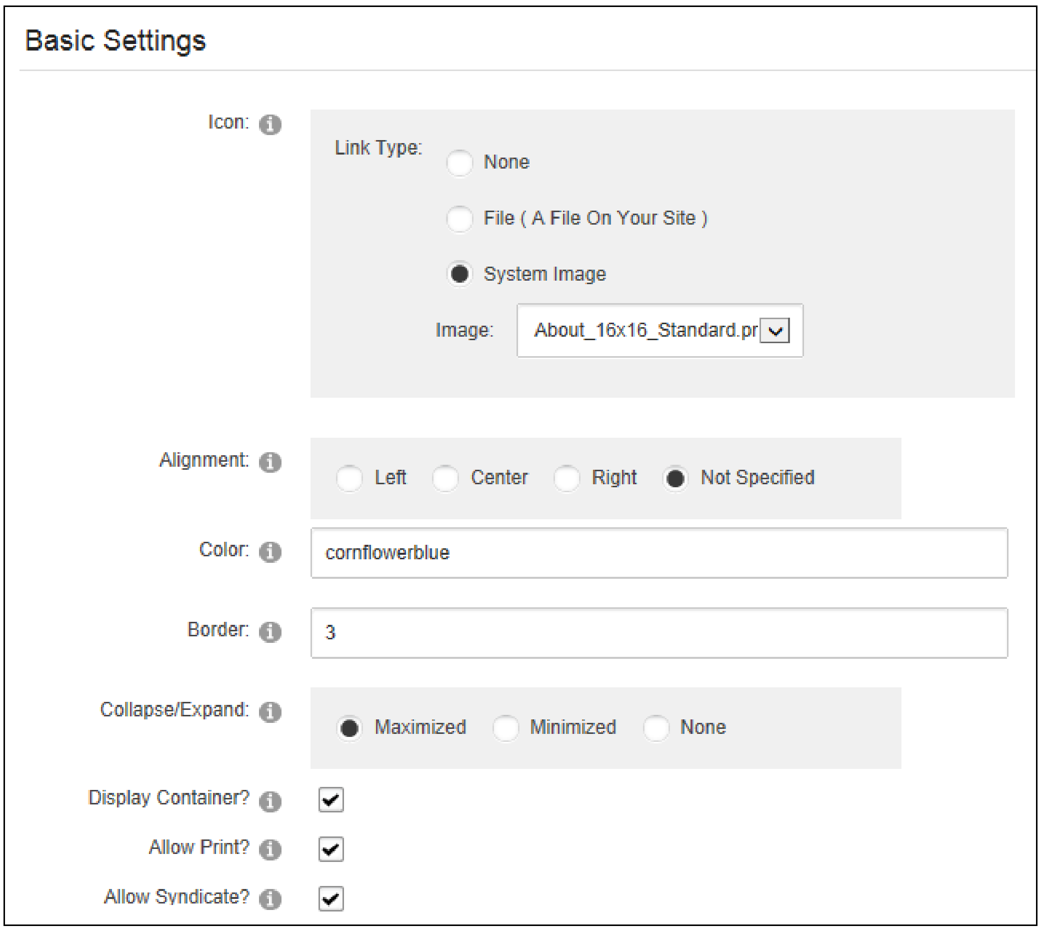
How to set the Module Settings in the Page Settings - Basic Settings section of the Module Settings page. Be aware that the default containers do not include the skin token required to view the icon, Print button or Syndicate buttons however the toggle container does include the Minimize/Maximize option. The **Display Container?** must be marked to display the icon, module title, expand/collapse toggle, or the print and syndicate buttons.

The below image displays several of the settings that can be configured in this section.

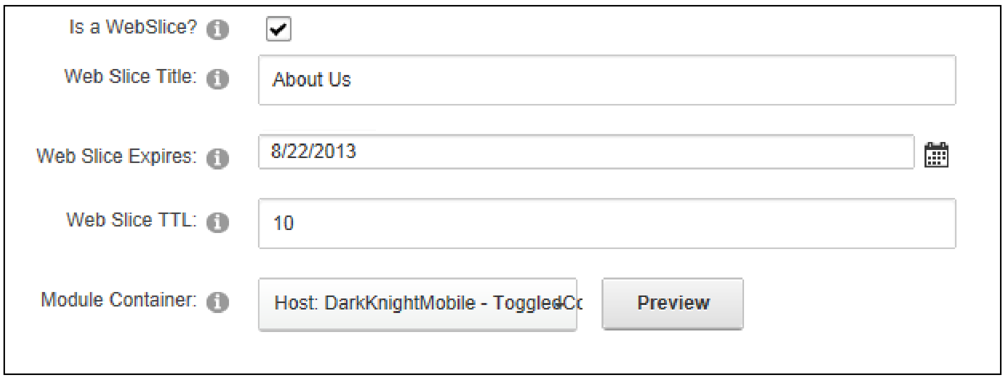


1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Page Settings** tab.
3. Expand the **Basic Settings** section.
4. At **Display Container?**, mark the check box to display the module container - OR - unmark the check box to hide the module container.
5. At **Icon**, choose whether to display an icon in the module container. The icon can be any common image type such as a JPEG, or GIF. The icon is typically displayed to the left of the module title.
   1. At **Link Type**, select from the following:
      - **None**: Select for no icon.
      - **File (A File On Your Site)**: Select to choose an image from the Digital Asset Management module (located on the Admin > File Management page) or upload a file. See "Uploading and Linking to a File"
        1. At **File Location**, select the folder where the file is located.
        2. At **File Name**, select the file from the drop down list. See "Setting a File Link". Note: You can remove the icon later by selecting **<None Specified>**.
      - **System Image**: Select to choose from the system icon library.
        1. At **Image**, select an image from the drop down list.
6. At **Alignment**, select the default alignment for module content. Content which has been formatted using the RTE will override this setting.
   - **Left**, **Center**, **Right**: Select content alignment.
   - **Not Specified**: Select to use default alignment.
7. In the **Color** text box, enter a color name or hex number. E.g. Navy or #CFCFCF. Find Color code charts at http://www.w3schools.com/Html/html_colors.asp.
8. In the **Border** text box, enter a number to set the width of the border in pixels. E.g. 1 = 1 pixel width. Leave this field blank for no border.
9. At **Collapse/Expand**, select from the following options to set the visibility of module content.
   - **Maximized**: Select to display the module content on the page. The **Minimize** button is displayed enabling users to minimize the content.
   - **Minimized**: Select to hide the module content. The module title, header and footer are still visible. The **Maximize** button is displayed enabling users to maximize the content.
   - **None**: Select to display module content and remove the **Maximize** / **Minimize** button.

10. At **Display Container?**, mark the check box to display the module container - OR - unmark the check box to hide the module container including the icon, module title, Minimize/Maximize button, Print button or Syndicate button.
11. At **Allow Print?**, select from the following options to set the visibility of the **Print** button which enables users to print the module content. The Print icon displays in the menu and on the module container.
    - Mark the check box to display the **Print** button and allow printing.
    - Unmark the check box to disable.
12. At **Allow Syndicate?**, select from the following options to enable or disable the **Syndicate** button. Syndication enables users to create an XML syndication of module content.
    - Mark the check box to allow syndication and display the **Syndicate** button.
    - Unmark the check box to disable syndication.



13. At **Is a WebSlice?**, optionally set this module as a Webslice.
    - Mark the check box to enable WebSlice and set any of these optional settings:
        1. **Optional.** In the **Web Slice Title** text box, enter a title for the Web Slice - OR - Leave blank to use the module title.
        2. **Optional.** At **Web Slice Expires**, e nter a date when the Web Slice will expire - OR - Leave blank to use the End date . See "Working with the Calendar"
        3. **Optional.** In the **Web Slice TTL** text box, enter the Time to Live (TTL) for this web slice in minutes - OR - Leave blank to use the default to the cache time (converted as minutes).



    - Unmark the check box to disable WebSlice.
14. At **Module Container**, select the name of the module container you want to use on this module from the drop down list.
    1. **Optional**. Click the **Preview** button to view the module with this container applied in a new browser window.
15. Click the **Update** button.

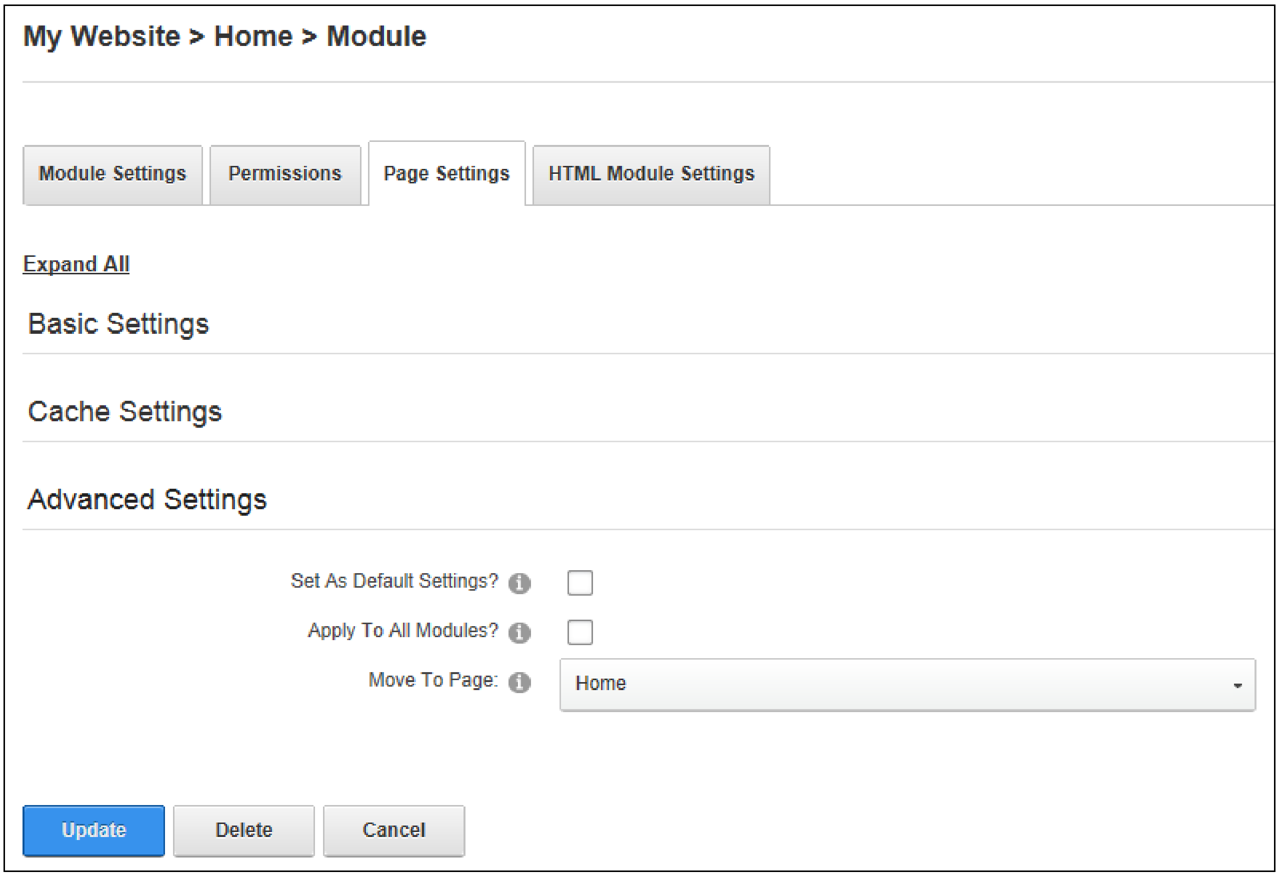
Tip: System icons associated with the Icon field are stored in the Images folder of your DNN Installation.

Configuring Advanced Page Settings for a Module

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

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Page Settings** tab.

3. Expand the **Advanced Settings** section.
4. At **Set As Default Settings?**, mark the check box to use these page settings for all new modules.
5. **Optional.** At **Apply To All Modules?**, mark the check box to apply these page settings to all existing modules.
6. At **Move To Page**, select the page name where the module will be moved to from the drop down list.



7. Click the **Update** button.

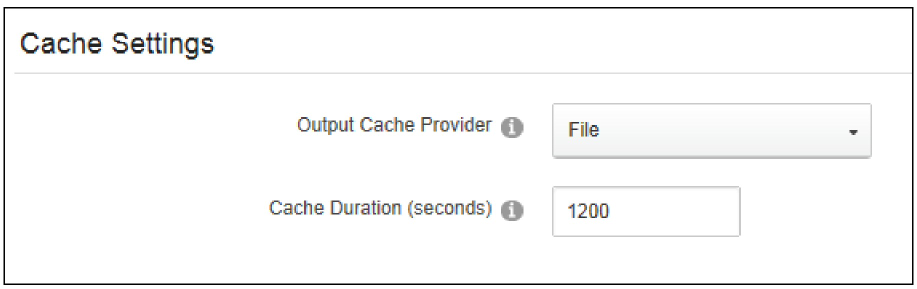
Related Topics:

- See "Drag and Drop Module"
- See "About the Module Actions Menu"

Configuring Cache Settings for a Module

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

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Page Settings** tab.
3. Go to the **Cache Settings** section.
4. At **Output Cache Provider**, select the provider to use for this page from these options:
   - **None Specified**: Select to disable caching. It this option is selected, skip to Step 6.
   - **File**: Choose this option to save cached items to a file system. This option is suitable for a shared hosting environment. This is the default setting.
   - **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) the information for this page will be refreshed. The default setting is 1200. I.e. Entering 60 will mean that every 60 seconds DNN will refresh module content from the database. Set to a low number like 0 if your module content changes frequently or set it to a higher number like 1200 if the content doesn't change all that often and you would like better performance out of your site.



6. Click the **Update** button.

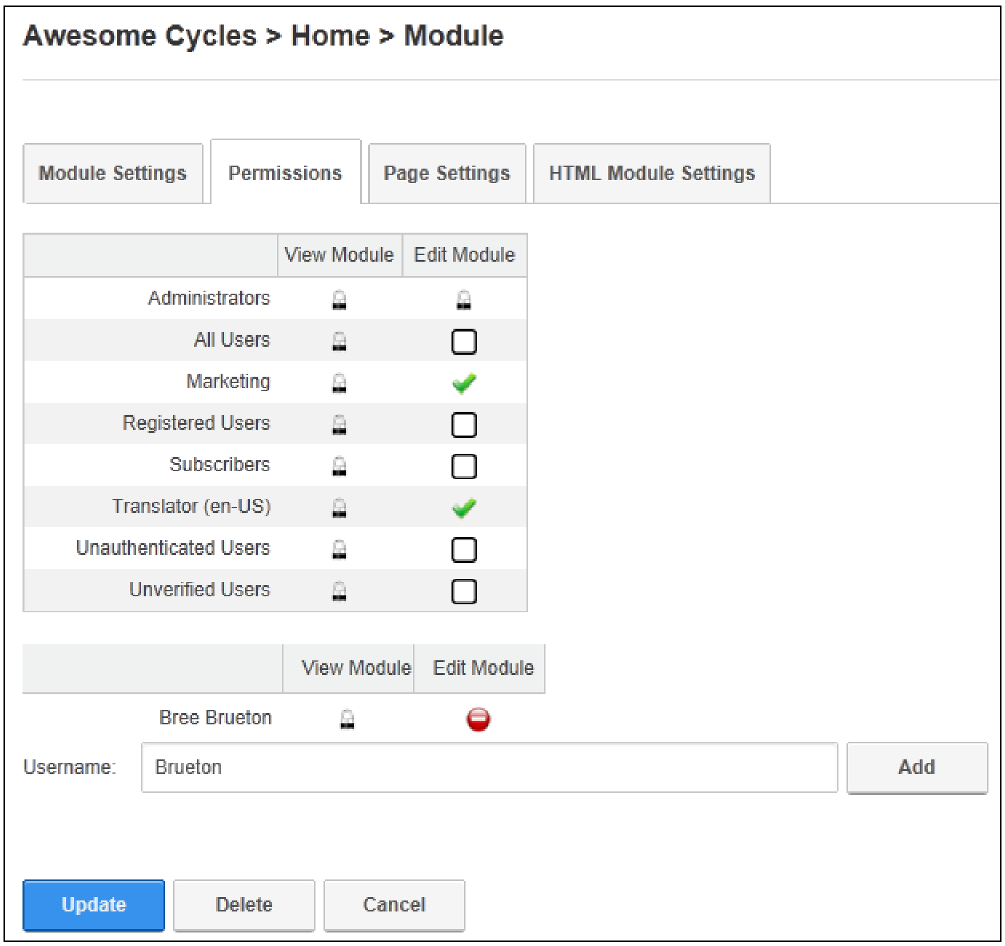
Permissions

About Module Permissions

Page Editors, Administrators and SuperUsers can configure access to view, edit and manage module content by roles and/or usernames. In DNN Platform, module management permissions consist of only two settings: View and Edit. In Evoq Contentand Evoq Content Enterprise, fine grain module management has seven permissions. In this section you will find an overview of the different module permissions available. For details on setting these permissions, See "Setting Module Permissions"

The following module permissions available in DNN Platform:

- **View Module**: Users can view the module on the page.
- **Edit Module**: Users can add and edit the module content.
- **Inherit View Permissions From Page**: Select to inherit the View permissions for the module from Page permissions. This check box is selected by default, and it allows all modules to be made visible to visitors who are allowed to view the page.
  - Module Edit permissions can be inherited from Page permissions. A user that is granted Edit permissions at the Page level automatically inherits Edit at the Module level (unless permissions have been explicitly Denied at the module level).
  - Module permissions that have been explicitly Denied will override Page permissions.



Module Permissions in DNN Platform

Setting Module Permissions

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

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Permissions** tab.
3. **Optional.** In the **Username** text box, enter the username of the user that you want to grant or deny module permissions to and then click the Add link. Repeat this step to add additional usernames.
4. **Optional.** At **Filter By Group**, select from the following options:
   - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
   - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
   - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
5. **Optional.** At **Inherit View permissions from Page**, select from these options:
   - Mark the check box if the users who are authorized to view the page this module is located on are always authorized to view this module. This displays the **Security Locked** image in the View Module column indicating that the view security is 'locked'. Skip to step 7.
   - Unmark the check box to set different permissions for viewing this module than set for the page it is located on. If you choose to uncheck this option, the check boxes at View Module will become available.
6. In the **View 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 that has been granted permission.
   - **Permission Granted**: Users can view the module.
   - **Permission Denied**: Users cannot view the module.
7. In the **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. Users cannot edit content unless they belong to another role/username that has been granted permissions.
   - **Permission Granted**: Users can edit content.

- **Permission Denied**: Users cannot edit content. If these users have been granted permission to edit the content under another role/username, this setting will override those permissions and prevent them editing this module.

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

> 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, permissions to view the module are inherited from the page, permission to edit the module has been granted to the Marketing and Translator roles, however the user Bree Brueton (username Brueton) is denied access to edit the module.

Related Topics:

- See "Understanding Role Based Access"

Adding Site Content

This section details how to add content to your site using both the modules that are included with DNN Platform and the free project modules. The modules that are included with DNN Platform have been categorized into these three groups: General Content, Social Interaction and User Account Management.

Project modules that can be downloaded from https://www.codeplex.com. You will find direct links to download project modules listed below the description of the module.

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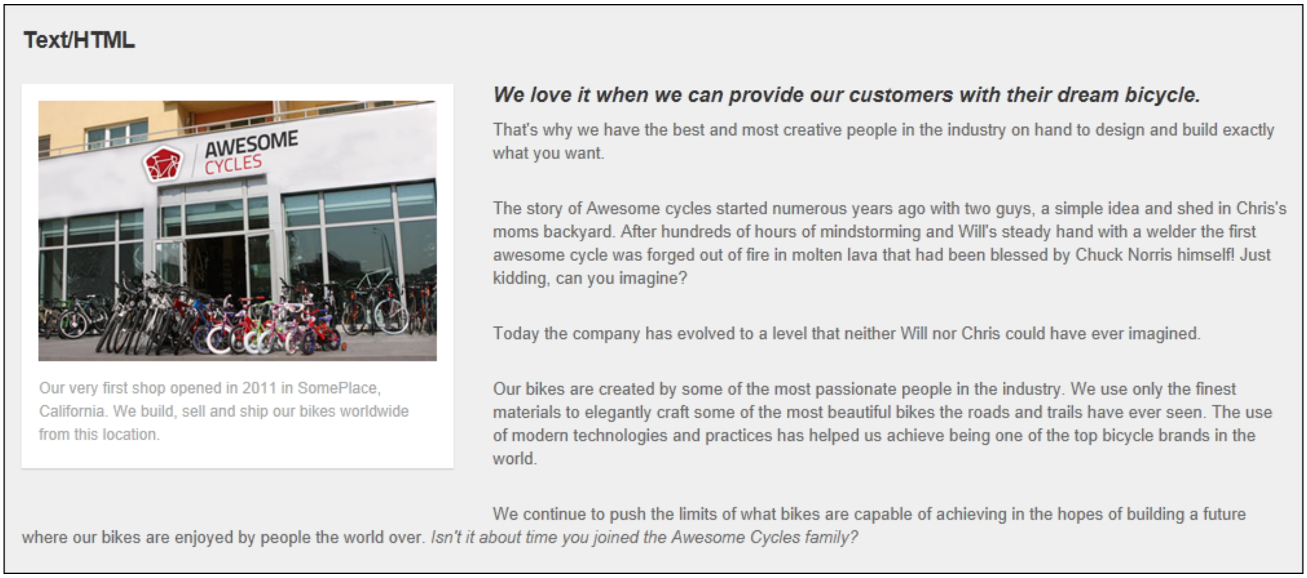
General Content

HTML

About the HTML Module

HTML (typically titled Text/HTML) displays rich text, HTML, images, flash or can perform a script. This is a free form module that uses the Editor control to manage content using either a Basic Text Box or Rich Text Editor.



HTML

Features:

- Replacement Tokens
- IPortable, IUpgradable, ISearchable
- Workflow support for Direct Publish

Related Topics:

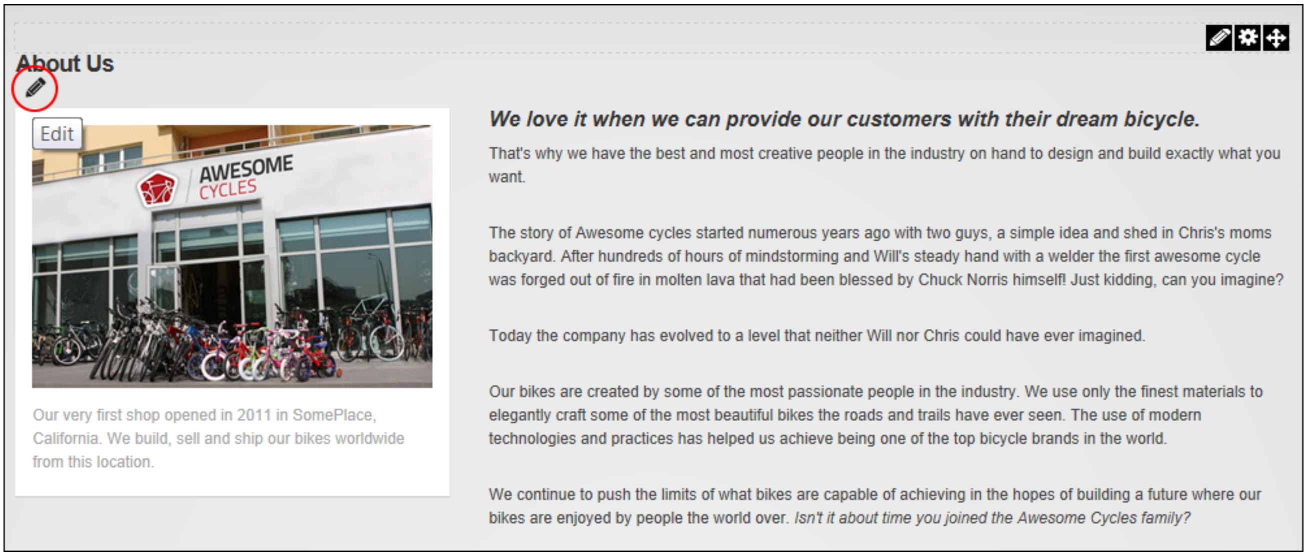
- See "About the HTML Editor"
- See "About the Rich Text Editor"

Module Editors

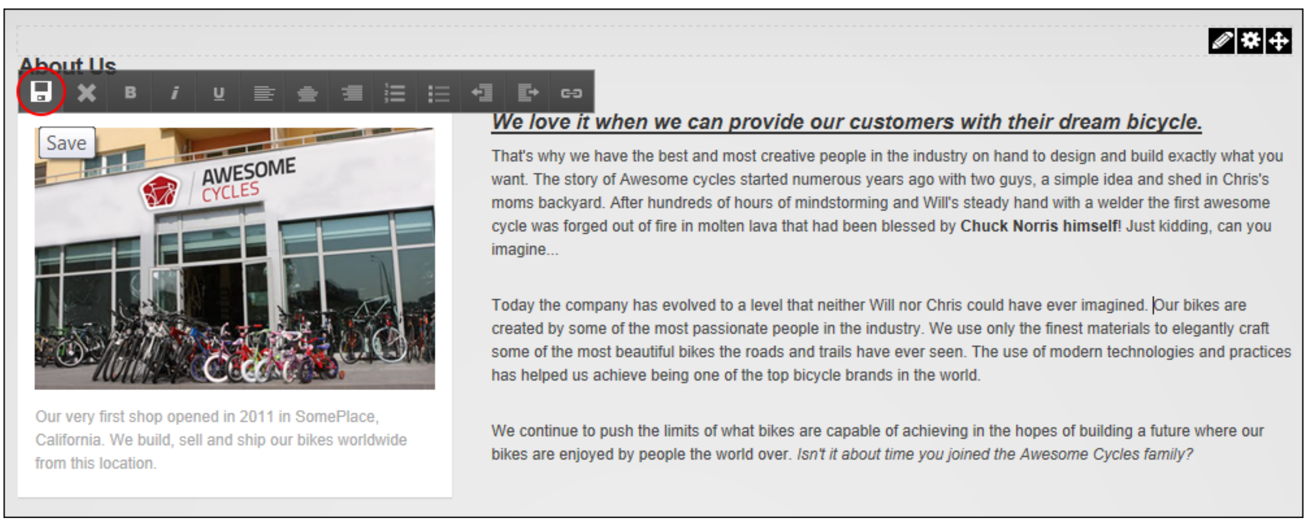
Adding and Editing Content Inline

How to perform inline content editing including basic font and paragraph tools and link insertion using the HTML module. Note: If this setting has been disabled, content can instead be edited via the module action menu.

1. Place your mouse over the content to expose the **Edit** button in the top right corner of the content.



2. Click the **Edit** button to enable content editing and then edit the content as required.
3. Click the **Save** button to save your changes. Content edits are only saved when you press this button. - OR - Click the **Cancel** button to cancel your changes.



Adding and Editing Content

How to add basic text, add rich text or paste HTML into the HTML Editor of the Text/HTML module.

1. Select **Edit** > **Edit Content** from the module actions menu.
2. Enter your content using one of these methods: See "Adding Basic Text and HTML", See "Adding Rich Text" or See "Pasting HTML Content".

3. **Optional.** Click the Preview link located below the Editor. This expands the **Preview** section below and displays the content currently displayed in the Editor. If Direct Publish (rather than Content Staging) is used for this module, then skip to Step 7.
4. At **On Save?** / **Publish Changes?**, select from the below options (Note: This field only displays when Content Staging is enabled. See "Setting a Workflow"):
   - Mark 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.
   - Unmark 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.
5. Click the **Save** button. If Direct Publishing is set for this module, the content changes are now displayed in the HTML Pro module. If Content Approval is enabled, continue to Step 7.
6. **Optional.** In the **Enter Submission Comment** text box, enter a comment relating to this submission.
7. Click the Submit link. This enters these changes into the next stage of content approval and sends out notification messages as set in the workflow. You will be notified when your changes are approved or rejected.

Note: If content approval is enabled and this content is ready to publish, See "Publishing a Draft"

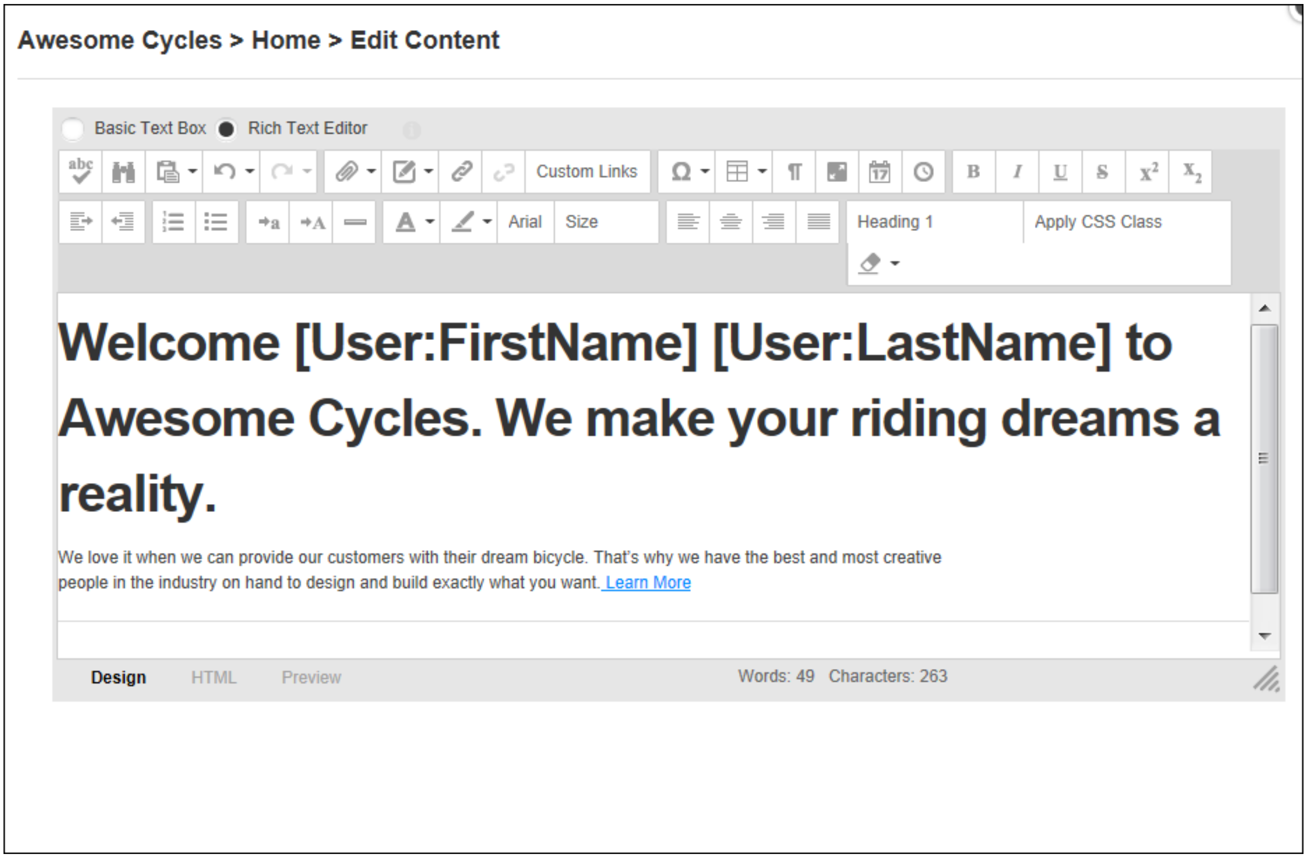
Related Topics:

- See "About the HTML Editor"

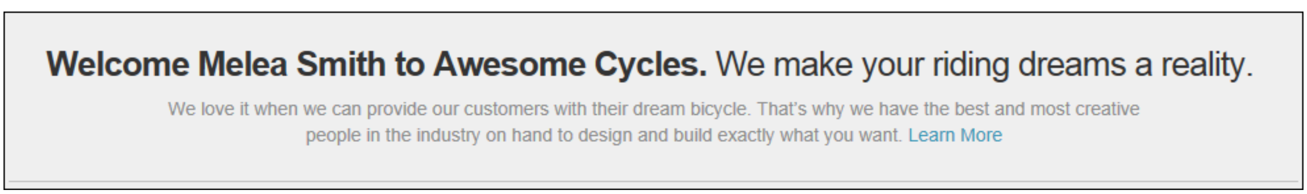
Adding Replacement Tokens

How to add replacement tokens to the content of the HTML module using the Editor .

1. Select **Edit** > **Edit Content** from the module actions menu.
2. Enter the replacement token into the Editor. E.g. [User:FirstName] [User:LastName].



3. If Workflow is enabled, choose the required state. See "Adding and Editing Content" for more details on advancing this content through the workflow process.
5. Click the **Save** button. 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"



Replacement Tokens Displaying the User's Name

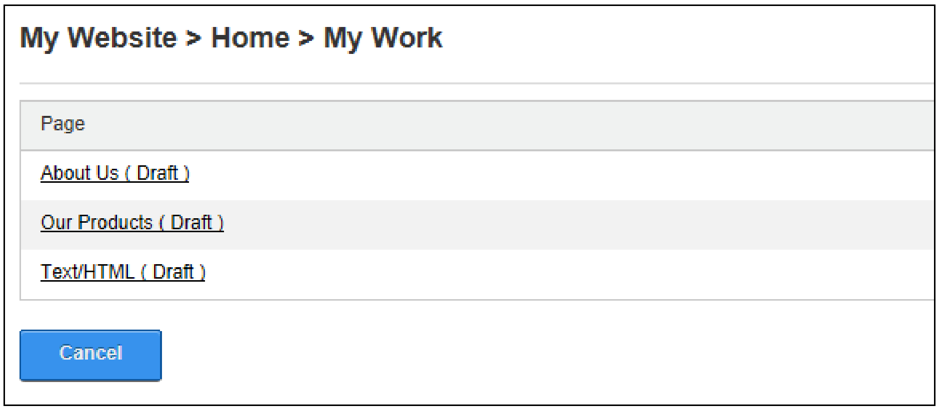
Related Topics:

- See "Enabling/Disabling Token Replacement"
- See "List of Replacement Tokens"

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 **Edit** > **My Work** from the module actions menu. This displays the My Work page and a list of the content to be reviewed and published.
2. Click on one of the listed [Page Name] links. This displays the selected module.



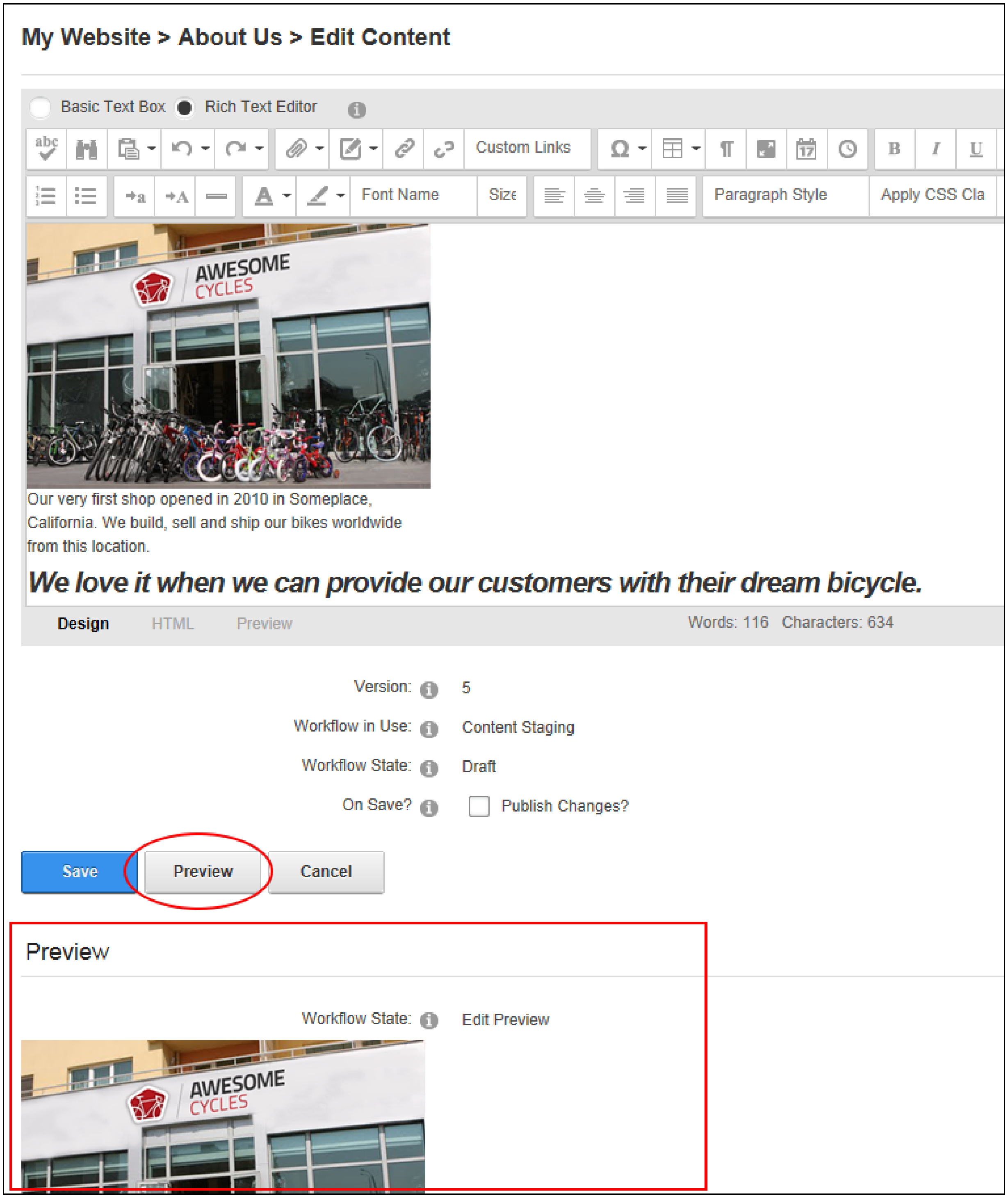
3. You can now choose to edit, preview and/or publish the unpublished content (See "Publishing a Draft"), or you can rollback to a previous version, See "Rolling Back Content"

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** > **Edit Content** from the module actions menu.
2. Click the **Preview** button located below the Editor to expand the **Preview** section below (unless it is already expanded) and displays the content currently displayed in the Editor. Note: The state of the version being previewed is displayed at the Workflow State field. I.e. Edit Preview.
3. You can now return to editing the content, or save/cancel this content.

> Tip: Each time you modify the content in the Editor, you must re-click the Preview link to see the changes.

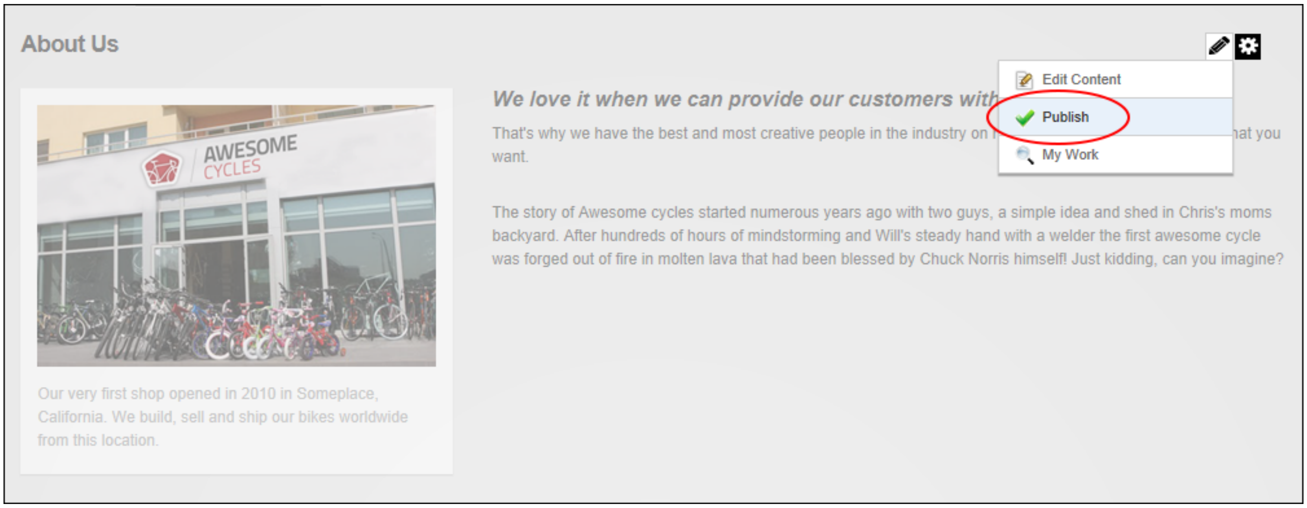


Previewing Current Content in Editor

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 **Edit** > **Publish** from the module actions menu.

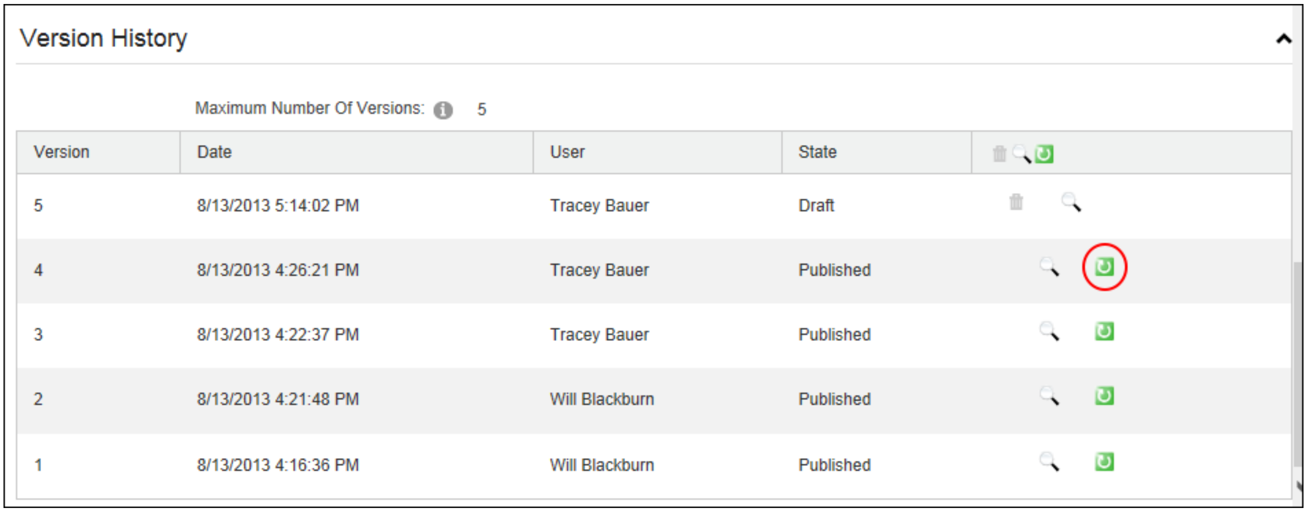


Publishing a Draft

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. See "Setting a Workflow"

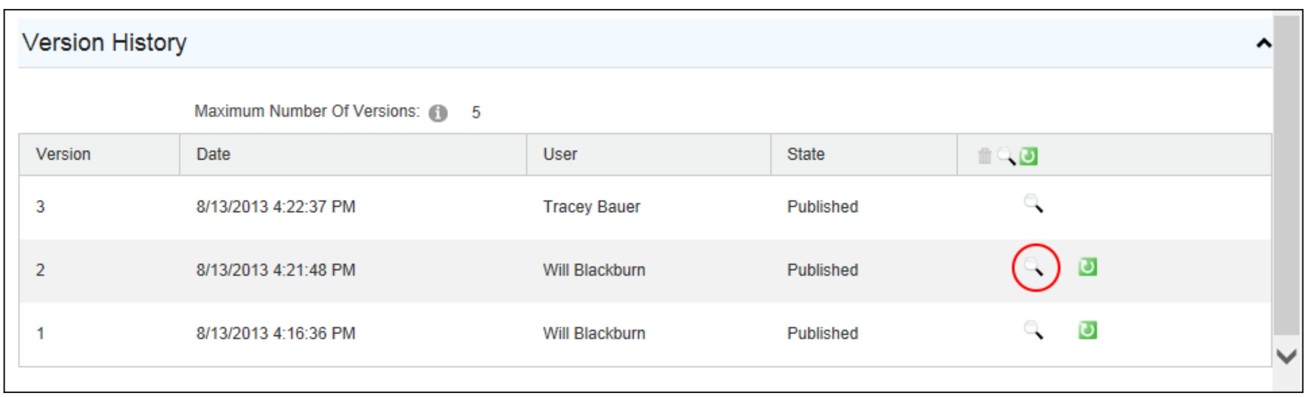
1. Select **Edit** > **Edit Content** from the module actions menu.
2. Expand the **Version History** section.
3. Locate the required version.
4. **Optional.** Click the **Preview** button to preview a version. This expands the Preview section and displays the selected version including details on the 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).



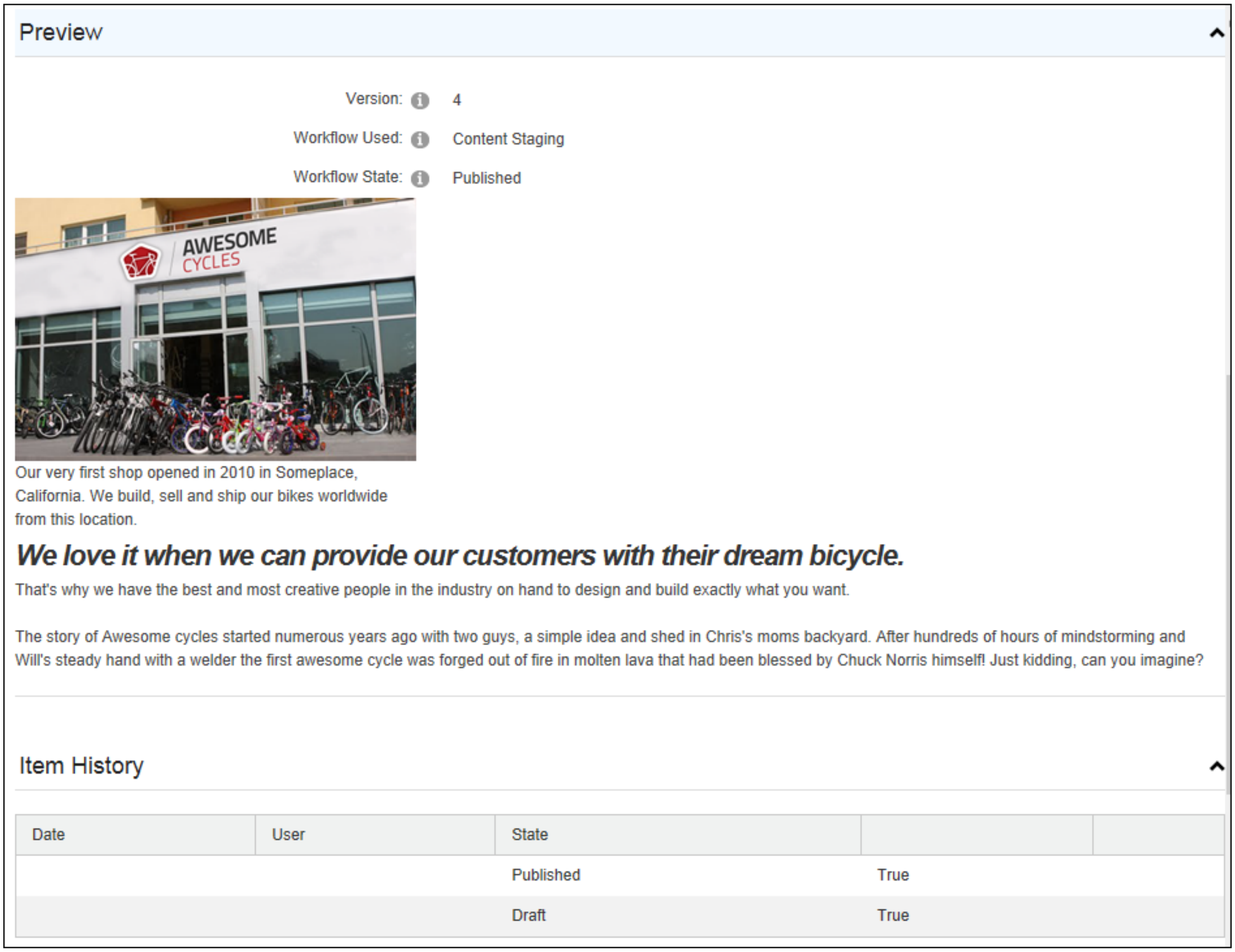
Viewing Previous Versions of Content

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 module actions menu.
2. Expand the **Version History** section located at the bottom of the page.
3. Click the **Preview** button beside the required version.



The Preview section above is now maximized. It displays the content for the selected version and the **Workflow State** set for the version being previewed. In addition, the Item History section can be expanded to view additional details.



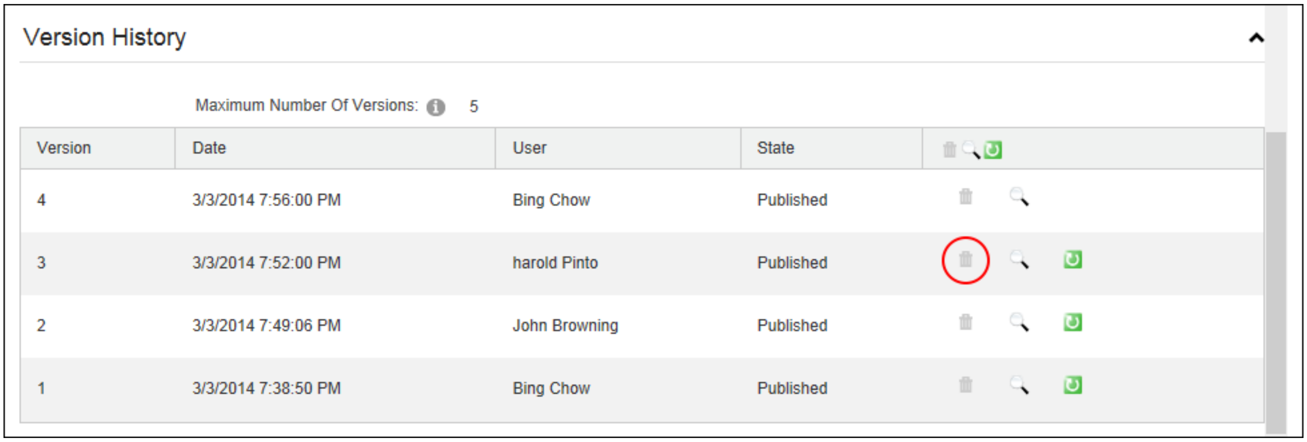
Viewing Previous Versions of Content

Administrators

Deleting a Content Version

How to delete a specific version of content using the HTML module. Administrators can delete all versions, however editors can only delete their own items.

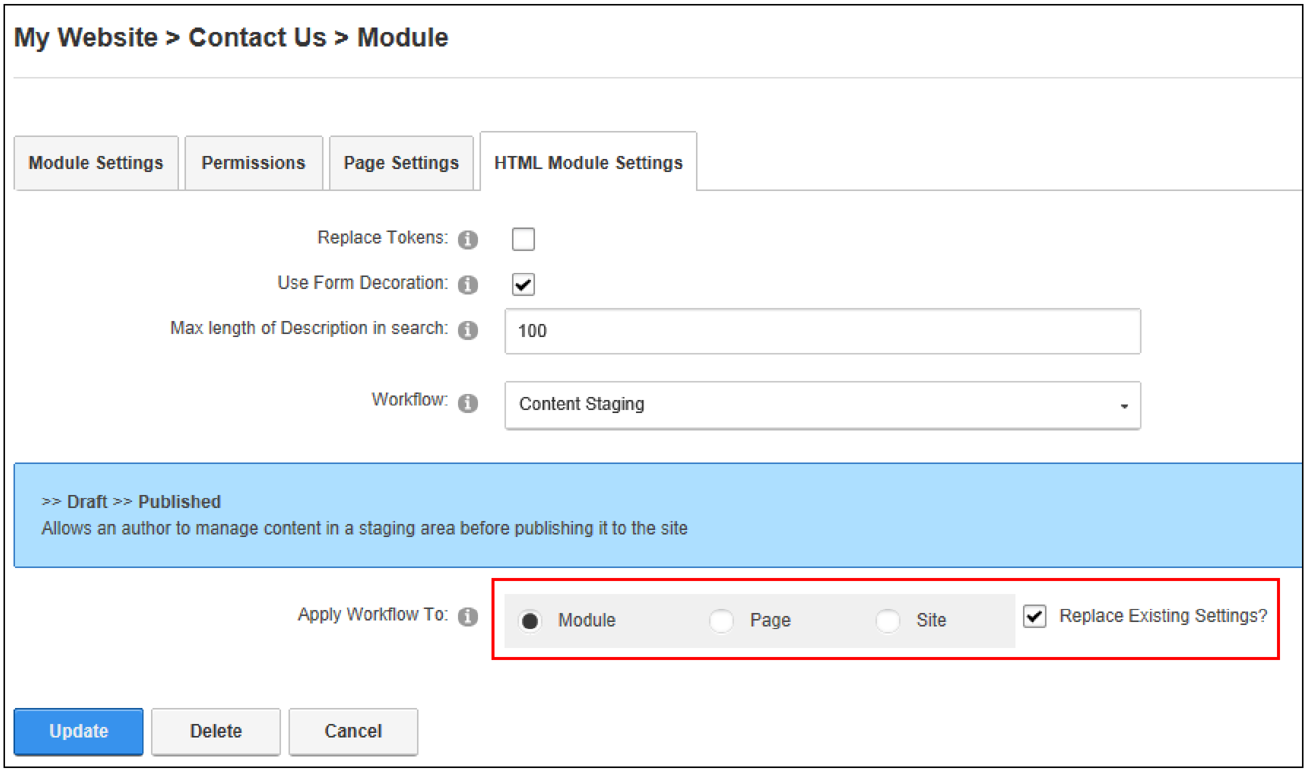
1. Select **Edit** > **Edit Content** from the HTML module actions menu.
2. Expand the **Version History** section and locate the required version.
3. **Optional.** Click the **Preview** button to preview the version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.
4. Click the **Delete** button, review the message and then click the **Yes** button to confirm.



Settings

Applying a Workflow

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Apply Workflow To**, select from these options:
   - **Module**: Select to apply the workflow set on this module to this module only.
   - **Page**: Select to apply the workflow set on this module to all modules on this page.
   - **Site**: Select to apply the workflow set on this module across all modules on the site.
4. At **Replace Existing Settings?**, mark the check box to replace the existing settings for this module, modules on this page, or for all modules across the whole site, depending on the option selected at Step 3.
5. Click the **Update** button.

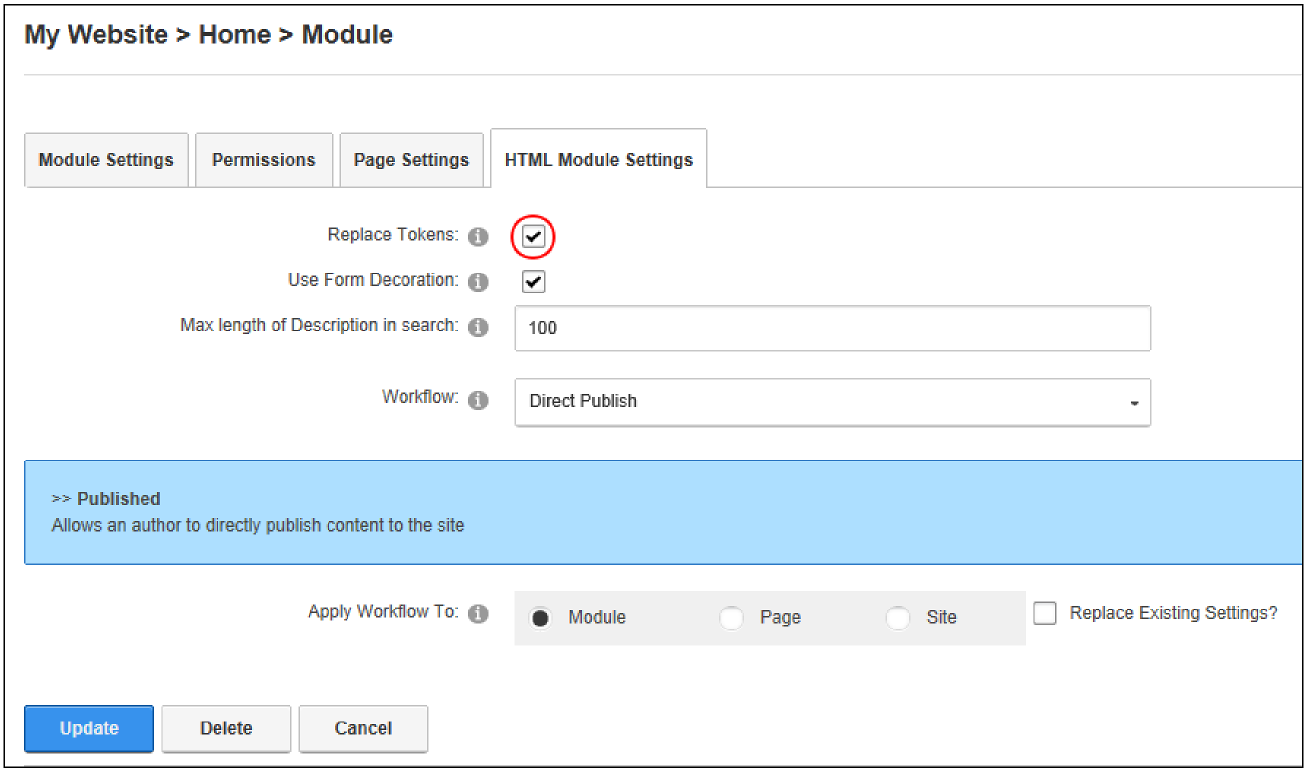


Enabling/Disabling Token Replacement

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, site name, key words, date, time, etc.

Important. Inline editing and module caching are disabled if token replacement is enabled.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Replace Tokens**, select from these options:
    - Mark the check box to enable full token replacement.
    - Unmark the check box to disable token replacement. If tokens have already been entered into the Editor, they will be displayed as text once this setting is updated.



4. Click the **Update** button.

Related Topics:

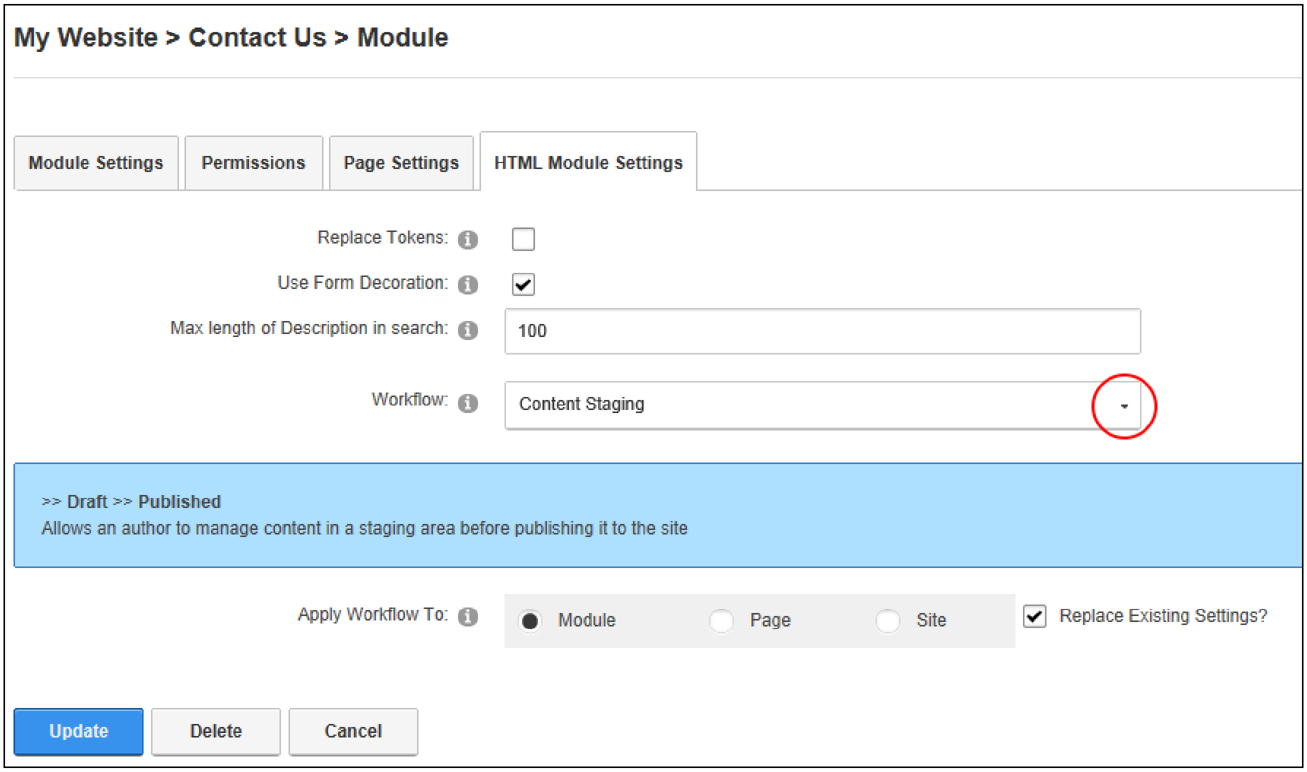
- See "Adding Replacement Tokens"

Setting a Workflow

How to set the workflow for an individual HTML module.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Workflow**, select the workflow you wish to use from these options:
    - **Content Staging**: Content staging allows content to be saved as a draft before it is published. Draft content will only be visible when edit mode is selected by users who can edit the module/page. In view mode the most recent published version of content will be displayed instead of the draft. This is the same for users with view permissions only. 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.

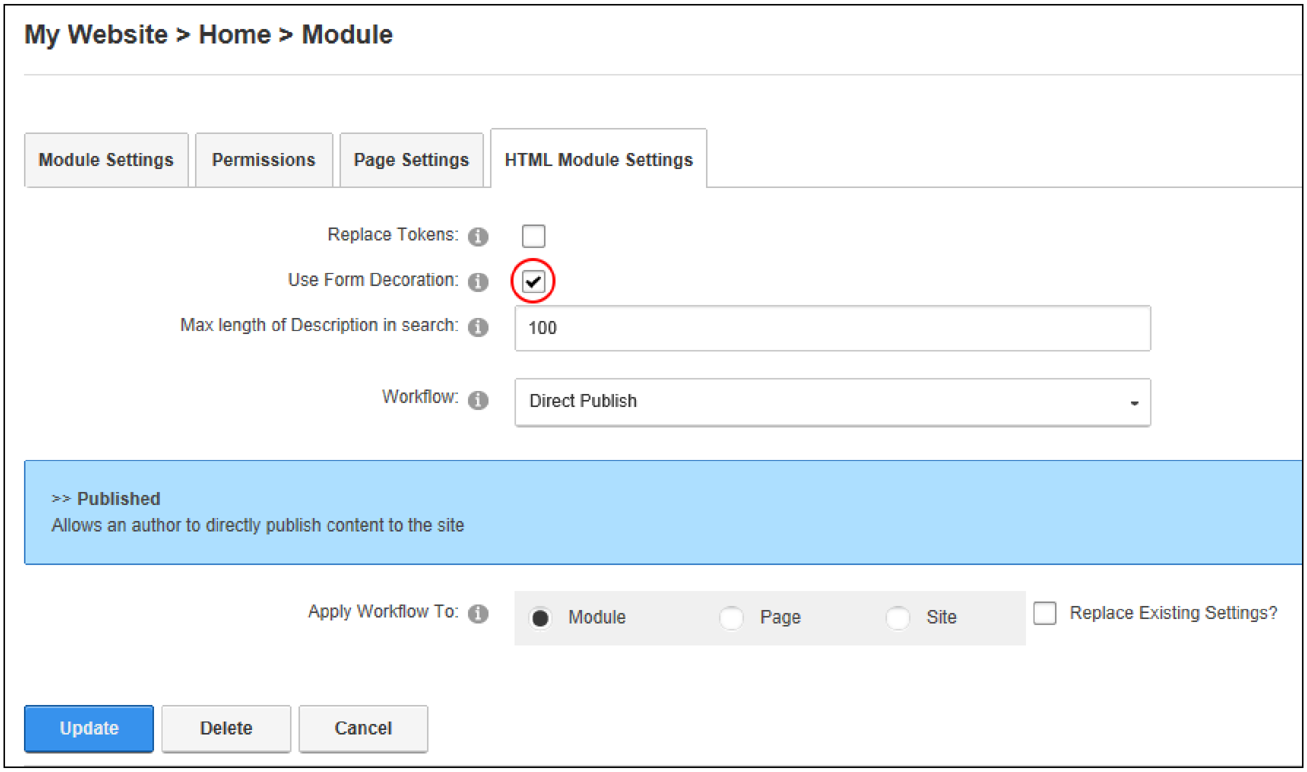


4. Click the **Update** button.

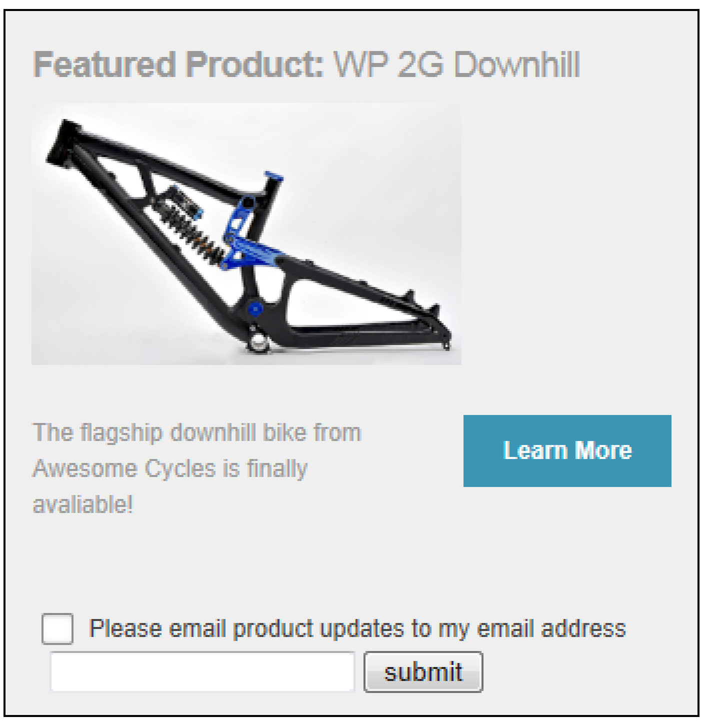
Enabling or Disabling Form Decoration

How to enable or disable decoration on form elements such as check boxes and radio buttons that have been added to this HTML module.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Use Form Decoration**, mark the check box to enable. This is the default setting. - OR - unmark the check box to disable.



4. Click the **Update** button.

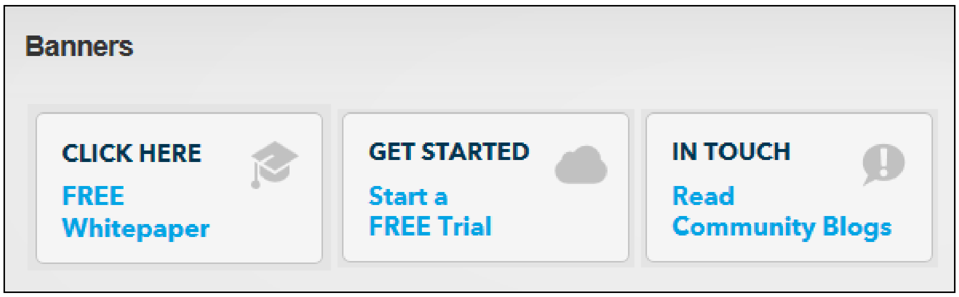


Form decoration is enabled in the left image and disabled in the right image. Note the difference in the appearance of the check boxes

Banners

About Banners

Banners displays vendor banner advertising. Banners can be plain text, HTML, a static image, an animated image or they can execute a script such as JavaScript. The number and layout of banners can be modified and if there are more banners available than the number you have chosen to display, then different banners will be displayed each time the page is visited or refreshed.



Related Topics:

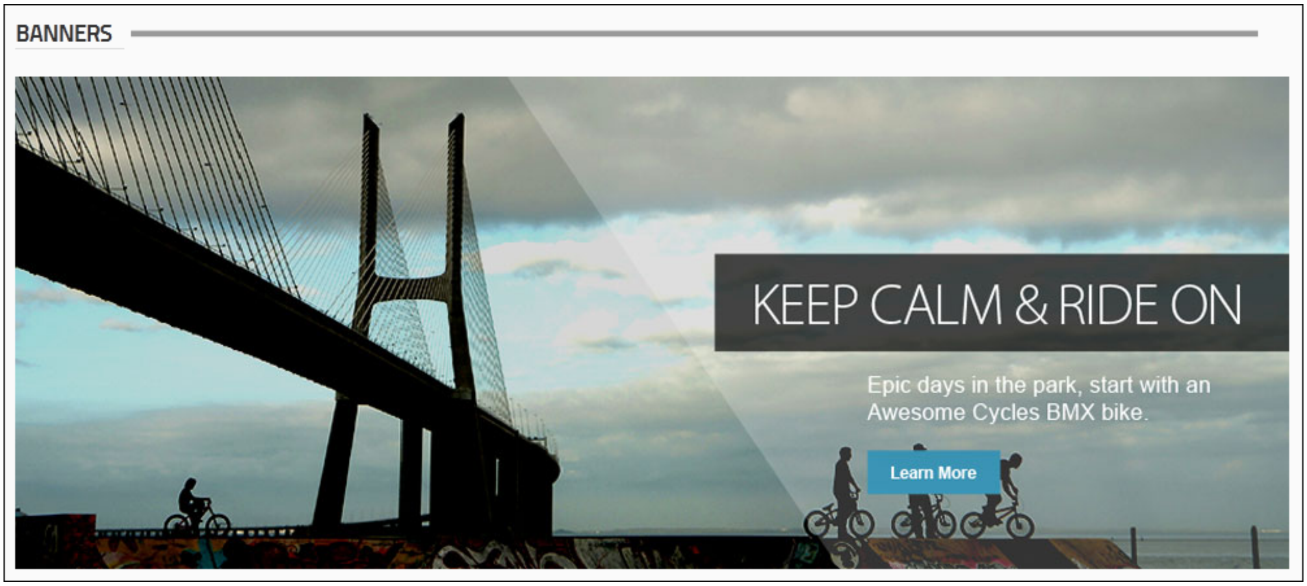
- See "About Admin Vendors"
- See "Enabling/Disabling Banner Advertising"

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 site or to a page of the site. The [BANNER] skin object can be enabled or disabled on the Admin > Site Settings page and is a site 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 pixels. The banner type called "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

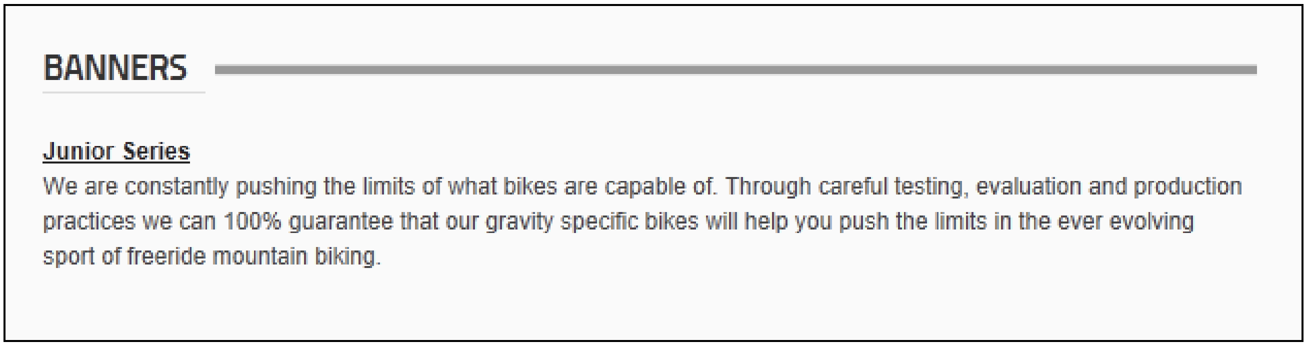
Button: 120 x 90 pixels

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 site.

Text Banner: Text banners can be either plain text or HTML. Stylesheet styles are applied.



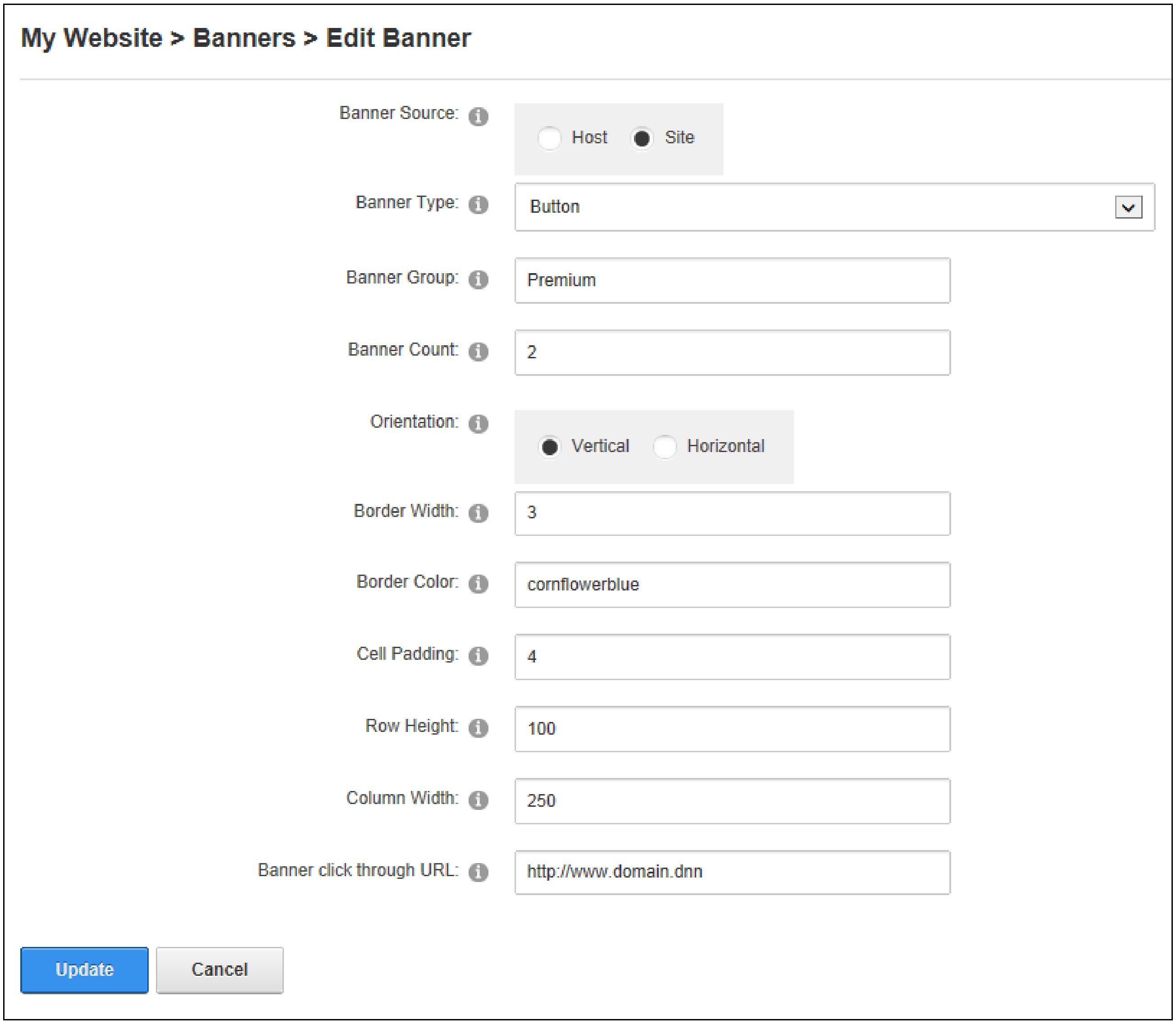
Module Editors

Displaying a Banner

How to display Vendor banners using the Banners module. Banners must be created before they can be displayed in the module. See "About Admin Vendors"

1. Select **Edit** > **Banner Options** from the module actions menu.
2. At **Banner Source**, select from these options:
   - **Host**: Displays banners managed on the Host site. These banners are available to all sites within this DNN installation.
   - **Site**: Displays banners managed on this site. These banners are exclusive to this site.
3. At **Banner Type**, select **< All >** 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:
   1. 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.
   2. 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:
   1. At **Orientation**, select **Vertical** or **Horizontal** to set how the banners are displayed in the module. Vertical is the default setting.

    2. 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.
    3. 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.
    4. 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.
    5. In the **Row Height** text box, enter a number to set the height for each banner cell (pixels).
    6. In the **Column Width** text box, enter the pixel width for each banner cell.
6. In the **Banner Click Through URL** text box, enter a redirect page that applies to all banners in this module.



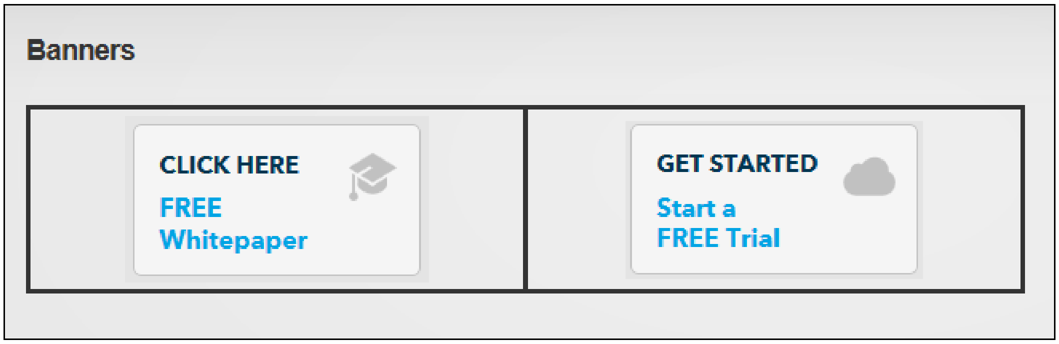
7. Click the **Update** button.

Displaying Banners Horizontally

How to set the Banners module to display banners horizontally across the page.

1. Select **Edit** > **Banner Options** from the module actions menu.
2. At **Orientation**, select **Horizontal**.

3. **Optional.** In the **Column Width** text box, enter a number to set the width of each column cell. If this setting is left empty the banners may not align evenly across the module. E.g. Width is set at 300 pixels in the below image.
4. Click the **Update** button.

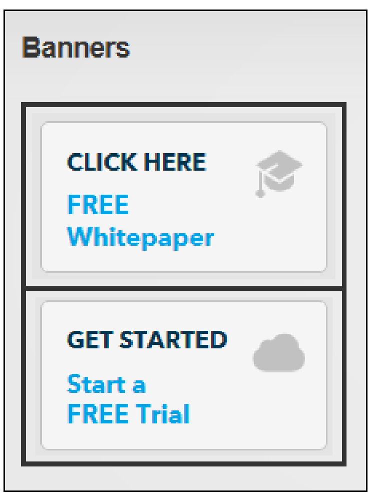


Displaying Banners Horizontally

Displaying Banners Vertically

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

1. Select **Edit** > **Banner Options** from the module actions menu.
2. At **Orientation**, select **Vertical**.
3. Click the **OK** button to confirm.



Displaying Banners Vertically

Editing Banner Options

How to edit the settings applied to the Banners module.

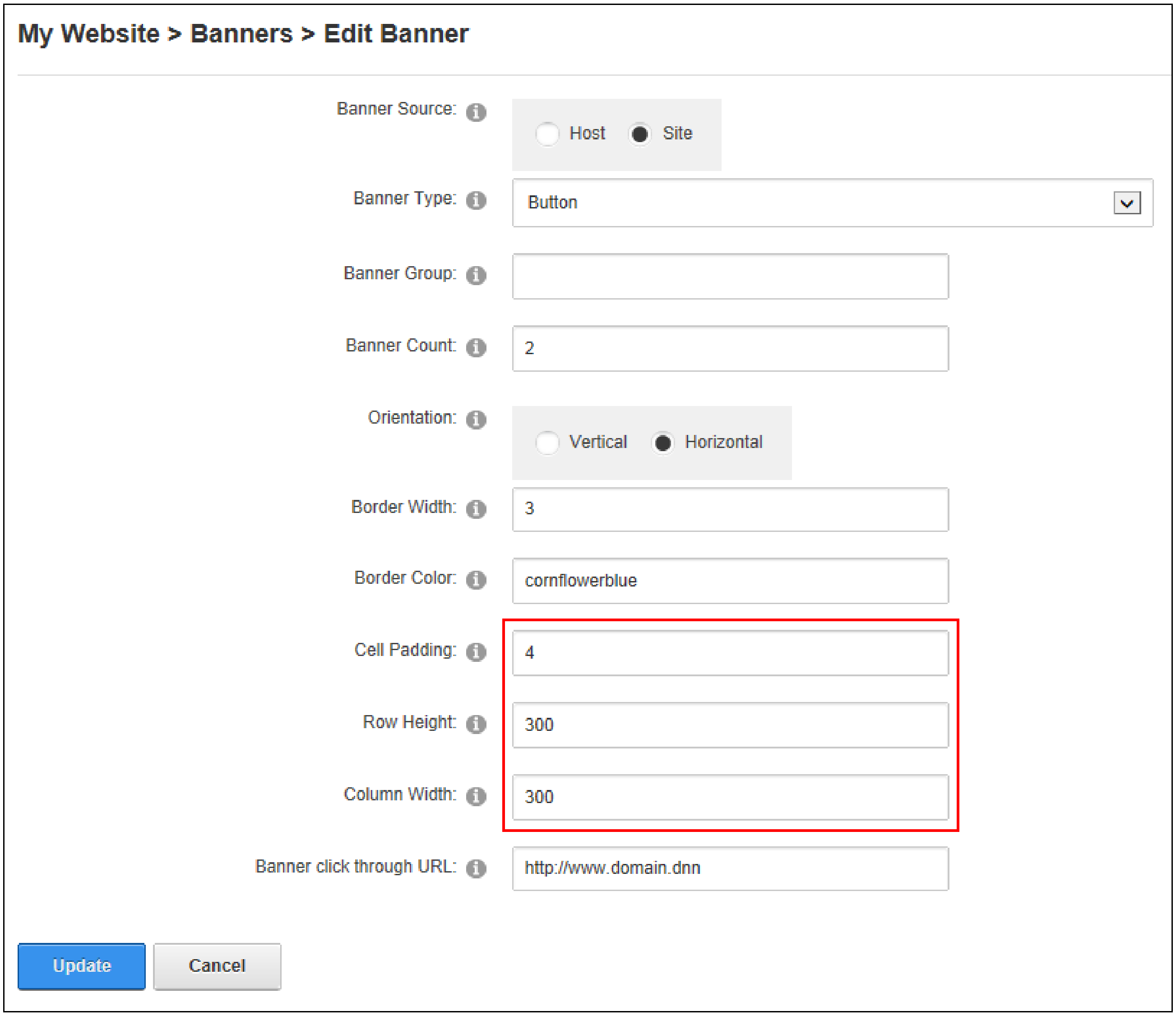
1. Select **Edit** > **Banner Options** from the module actions menu.
2. Edit the options as required.
3. Click the **Update** button.

Setting Banner Spacing

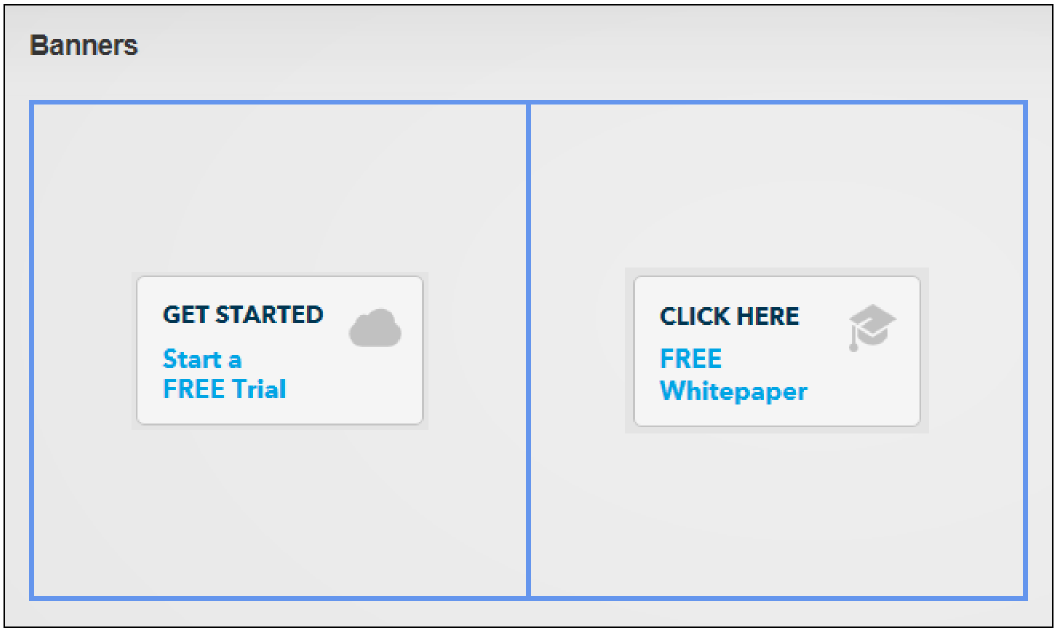
The Banners module uses a table to display banners with each banner located inside its own table cell. You can alter the layout of banners by setting the height and width of each cell and adding cell padding. In this tutorial each cell is set to a height and width of 300 pixels. Table cell are not visible by default, however a cornflower blue border is also set in this tutorial for the purpose of showing the cell size.

Here's how to set the width and height of table cells on the Banners module:

1. Select **Edit** > **Banner Options** from the module actions menu.
2. In the **Cell Padding** text box, enter the pixel height of the row. The default value is 4.
3. In the **Row Height** text box, enter the height for each banner cell in pixels.
4. In the **Column Width** text box, enter the width for each banner cell in pixels.



5. Click the **Update** button.

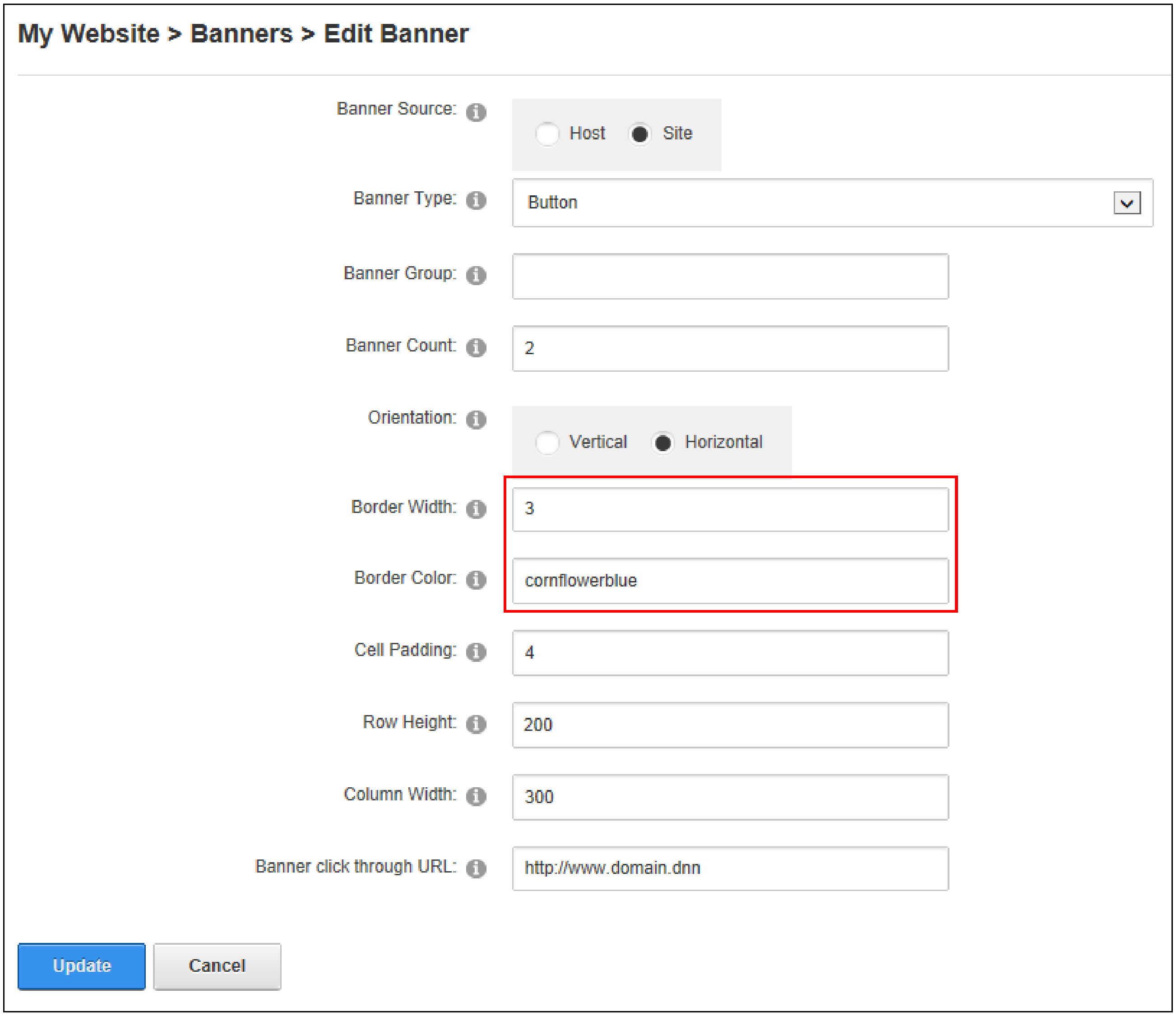


Setting Banner Spacing

Setting the Banner Border

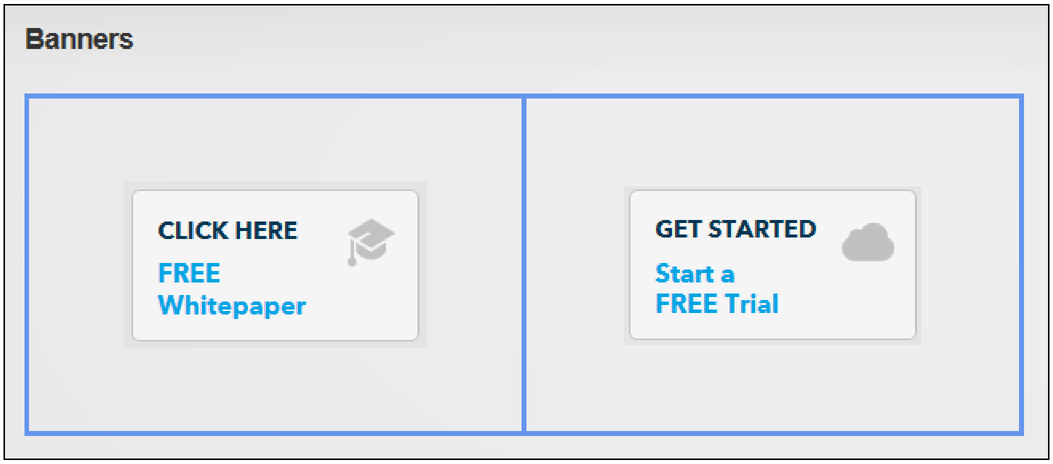
How to set the width and color of the border around each banner that is displayed in a banners module.

1. Select **Edit** > **Banner Options** from the module actions menu.
2. In the **Border Width** text box, enter the pixel width of the border. E.g. 3
3. In the **Border Color** text box, enter a hex number (#6495ED) or color code (CornflowerBlue) to set the color of the border.



4. Click the **Update** button.

> Tip: You may like to unmark ☐ the **Display Container?** check box Module Setting to hide the module container.

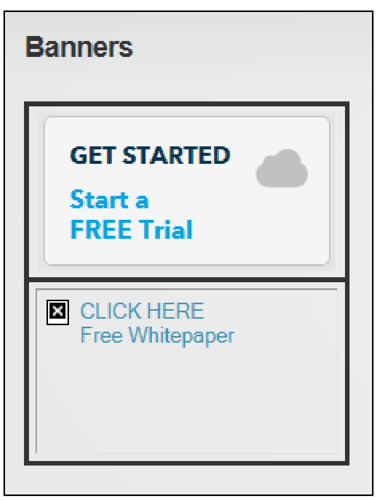


The Banners module with Borders displayed

Troubleshooting: Image Not Displaying

If an image doesn't display in the Banners module, there are a couple of settings you can changes that may fix the problem.

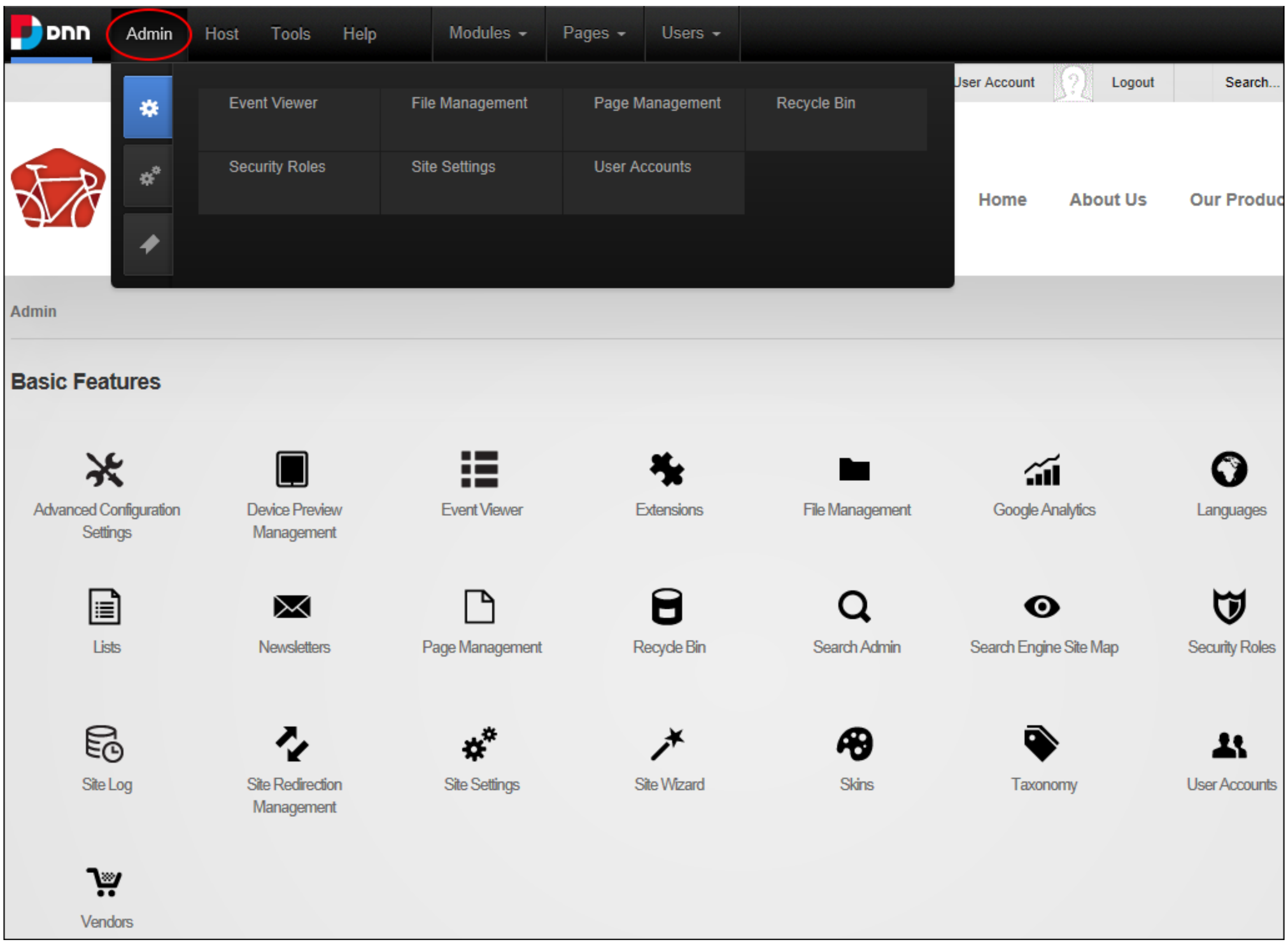
Firstly you should ensure the **Hidden** attribute check box is not selected as this will hide the image. See "Managing File Properties". Once this is done you can return to the image and refresh the browser to see if this fixes the problem changes. If this doesn't work, check to see if module caching is set for too longer period. If so try modifying the caching time as required. See "Configuring Cache Settings for a Module"



Console

About the Console

The Console displays a list of links to the child pages below any parent pages. The Console is added to both the Admin Console and Host Console pages by default and can also be deployed to a site and added to any page. The Console can be configured to display links in a variety of layouts and to display more or less information about the pages that are listed.



The Console on the Admin page

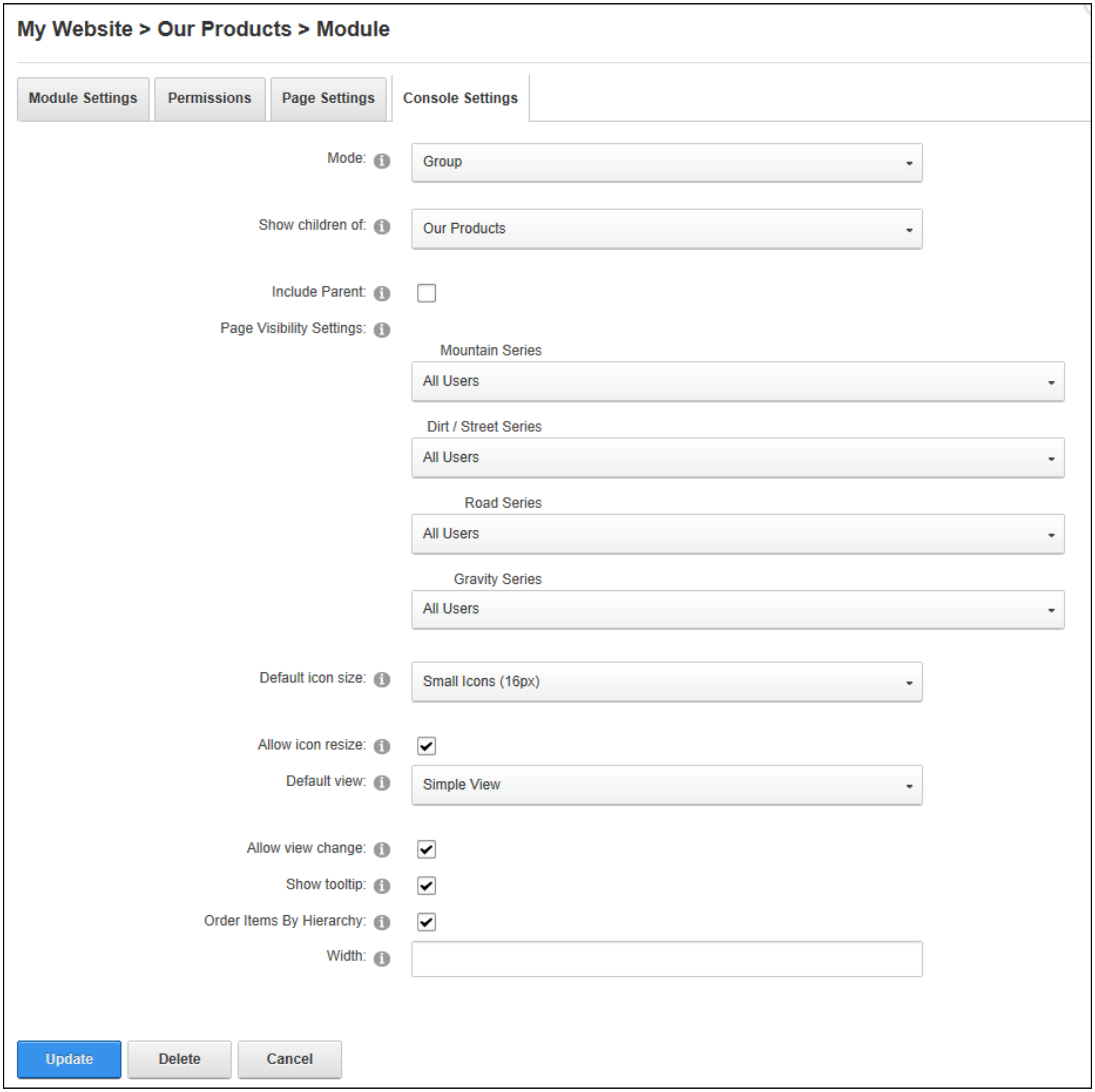
Displaying Groups using the Console

How to restrict the pages that are displayed on the Console by social group. This Console setup would typically be added to a social group page.

1. Go to a Console module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Console Settings** tab.
4. At **Mode**, select **Group**.
5. At **Show Children Of**, select from these options:
   - Leave this field blank to display all child pages for the current page. This is the default setting.
   - Select a page display all child pages for that page.
6. At **Include Parent**, mark the check box to include the parent page selected in the previous step at the top of the pages list - OR - unmark the check box to only include the child pages of the selected page in the list.
7. At **Page Visibility Settings**, select whether a page is visible to **All Users** who are on the current page, the **Owner** of the social group, or **Members** of the social group.
8. At **Default Icon Size**, select from the following:
   - **Small Icons (16 px)**: Select to display a 16 pixel icons. The icon used will either be the default icon provided with the Console module or the "Icon" image set for the page. See "Configuring Advanced Page Settings". This is the default setting.
   - **Large Icons (32 px)**: Select to display a 32 pixel icons. The icon used will either be the default icon provided with the Console module or the "Large Icon" image set for the page. See "Configuring Advanced Page Settings"
   - **No Icons**: Select if you don't want to display an icon on the pages list. Skip the next step.
9. At **Allow Icon Resize**, select from these options:
   - Mark the check box to displays a drop down list at the top of the module that allows users to change the size of the icon. This is the default setting.
   - Unmark the check box to only display the default icon.
10. At **Default View**, select from these options:
    - **Simple View**: Select to display the page name. This is the default setting.
    - **Detailed View**: Select to display the page name and the page description for each item.
11. At **Allow View Change**, select from these options:
    - Mark the check box to display a drop down list at the top of the module that allows users to switch between simple and detailed views. This is the default setting.
    - Unmark the check box to only display the default view.
12. At **Show Tooltip**, select from these options:

- Mark the check box to display the page description as a tool tip when a user hovers over the page name in Simple View. This is the default setting.
- Unmark the check box to hide the tool tip and hide the page description in Simple View.

13. At **Order Items By Hierarchy**, select from these options:
    - Mark the check box to display the pages that don't have child pages in alphabetical order at the beginning of the list, followed by pages that do have child pages at the end of the list. E.g. If there are four parent pages (Pages A, B, C and D) and only Pages A and D have child pages, then the Console would display pages in this order: Page B, Page C, Page A, Page A1, Page A2, Page D, Page D1, Page D2.
    - Unmark the check box to display pages in alphabetical order regardless of whether pages have children. E.g. If there are four parent pages (Pages A, B, C and D) and only Pages A and D have child pages, then the Console would display pages in this order: Page A, Page A1, Page A2, Page B, Page C, Page D, Page D1, Page D2.
14. In the **Width** text box, select from these options:
    - Enter a pixel width to set the width of this module. For example, enter 400px to display 2 columns of icons in the content pane.
    - Leave this field blank to allow the icons to expand horizontally. This is the default setting.



15. Click the **Update** button.

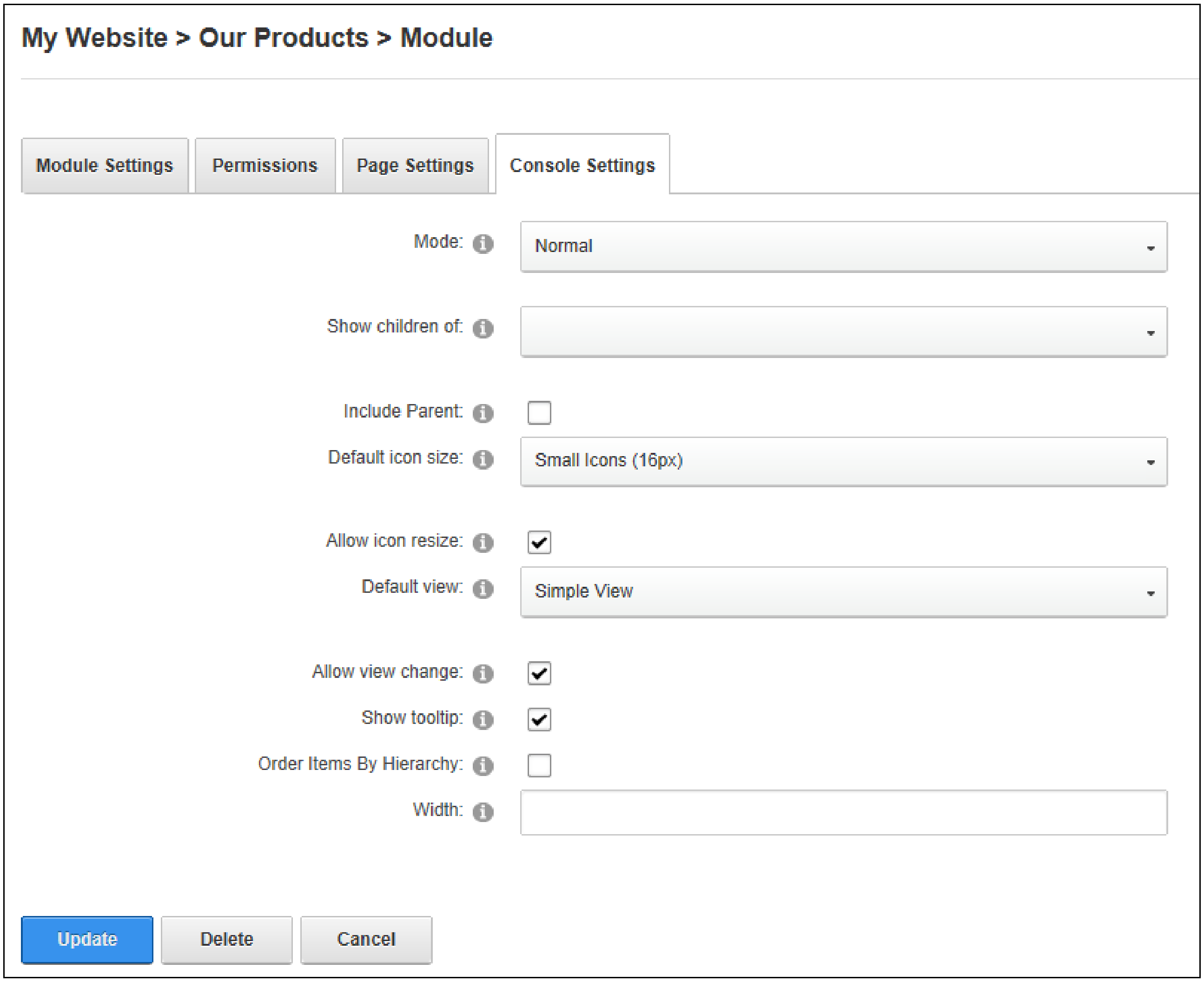
Displaying Child Pages using the Console

How to display a linked list of the child pages associated with a parent page using the Console. The Console displays the page name as the link name and the page description as a tooltip. Pages that are set not to show in the menu will not appear in the console.

1. Go to a Console module.
2. Select Manage > Settings from the module actions menu.
3. Select the **Console Settings** tab.
4. At **Mode**, select **Normal**.
5. At **Show Children Of**, select from these options:
   - Leave this field blank to display all child pages for the current page. This is the default setting.
   - Select a page display all child pages for that page.
6. At **Include Parent**, mark the check box to include the parent page selected in the previous step at the top of the pages list - OR - unmark the check box to only include the child pages of the selected page in the list.
7. At **Default Icon Size**, select from the following:
   - **Small Icons (16 px)**: Select to display a 16 pixel icons. The icon used will either be the default icon provided with the Console module or the "Icon" image set for the page. See "Configuring Advanced Page Settings". This is the default setting.
   - **Large Icons (32 px)**: Select to display a 32 pixel icons. The icon used will either be the default icon provided with the Console module or the "Large Icon" image set for the page. See "Configuring Advanced Page Settings"
   - **No Icons**: Select if you don't want to display an icon on the pages list. Skip the next step.
8. At **Allow Icon Resize**, mark the check box to displays a drop down list at the top of the module that allows users to hide, display or change the size of the icon. This is the default setting. - OR - Unmark the check box to remove the icon resize option and only display the icon selected or no icon, as selected in the previous step.
9. At **Default View**, select from these options:
   - **Simple View**: Select to display an icon and the page name for each item. This is the default setting.
   - **Detailed View**: Select to display an icon, the page name and the page description for each item.
10. At **Allow View Change**, mark the check box to display a drop down list at the top of the module that allows users to switch between simple and detailed views. This is the default setting. - OR - Unmark the check box to only display the default view.
11. At **Show Tooltip**, select from these options:
    - Mark the check box to display the page description as a tool tip when a user hovers over the page name in Simple View. This is the default setting.

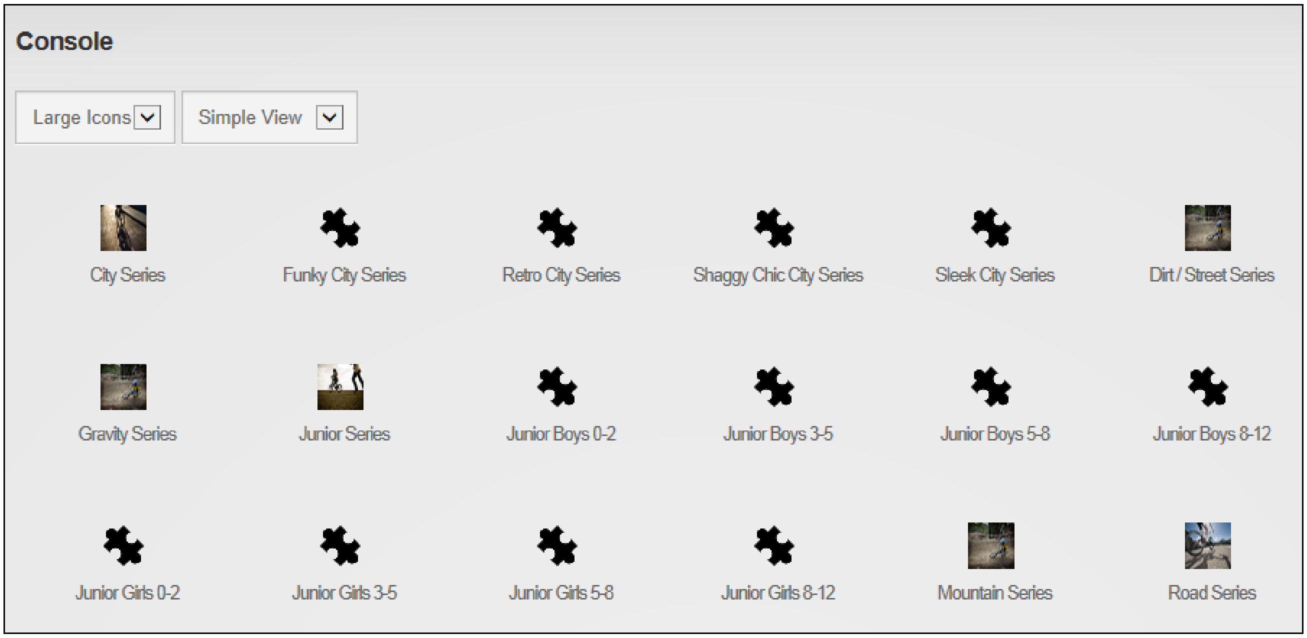
- Unmark the check box to hide the tool tip and hide the page description in Simple View.

12. At **Order Items By Hierarchy**, select from these options:
    - Mark the check box to display the pages that don't have child pages in alphabetical order at the beginning of the list, followed by pages that do have child pages at the end of the list. E.g. If there are four parent pages (Pages A, B, C and D) and only Pages A and D have child pages, then the Console would display pages in this order: Page B, Page C, Page A, Page A1, Page A2, Page D, Page D1, Page D2.
    - Unmark the check box to display pages in alphabetical order regardless of whether pages have children. E.g. If there are four parent pages (Pages A, B, C and D) and only Pages A and D have child pages, then the Console would display pages in this order: Page A, Page A1, Page A2, Page B, Page C, Page D, Page D1, Page D2.
13. In the **Width** text box, select from these options:
    - Enter a pixel width to set the width of this module. For example, enter 400px to display 2 columns of icons in the content pane.
    - Leave this field blank to allow the icons to expand horizontally. This is the default setting.



14. Click the **Update** button.

> Tip: If an icon has not been set on a page then the default icons called "icon_unknown_32px.gif" for the large icon and "icon_unknown_16px.gif" for the small icon will be displayed. An example of this is seen on the parent page "Our Services" in the below image.



The Console module set to display both the parent and child pages with "Order Items By Hierarchy" disabled

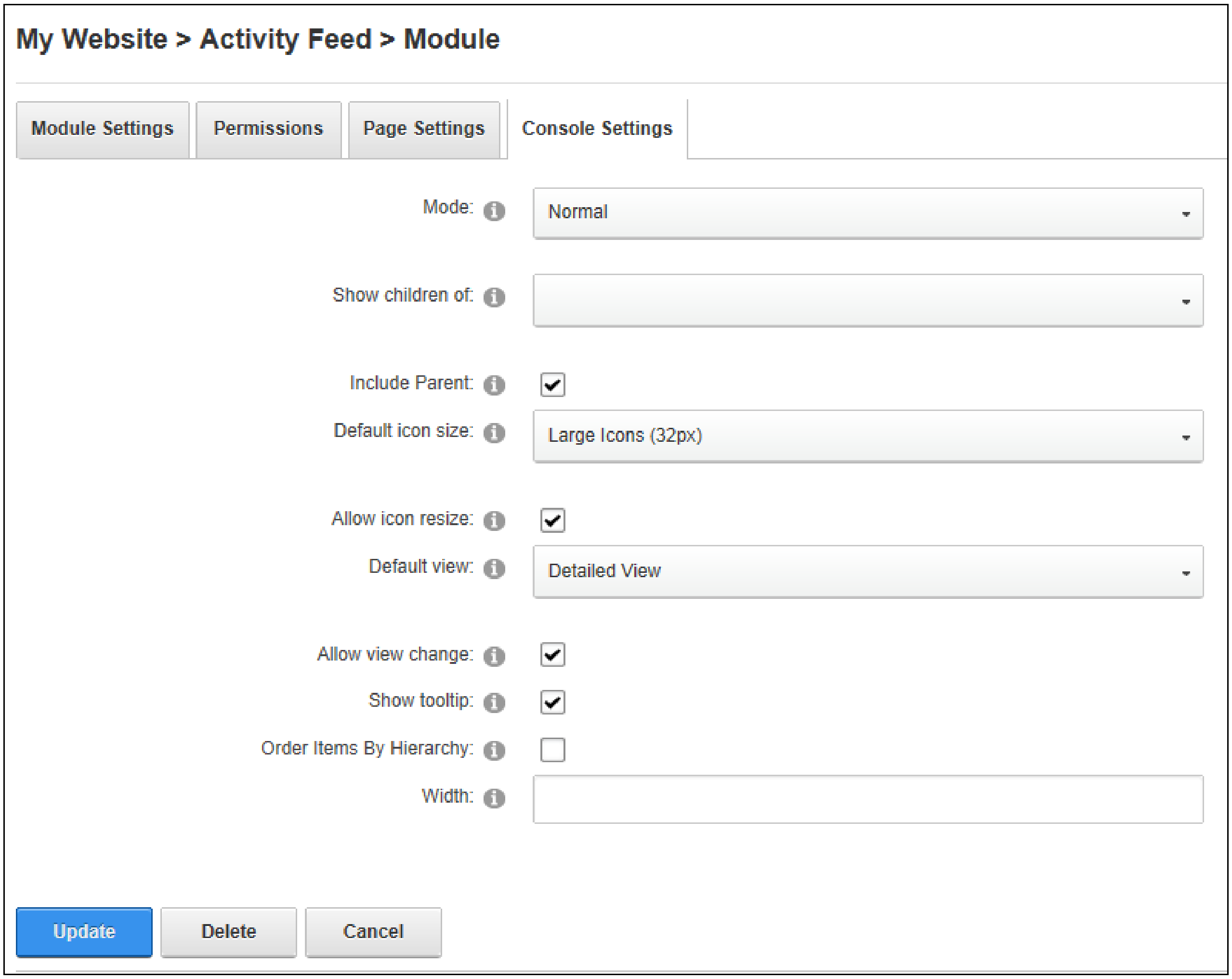
The Console module set to display both the parent and child pages with "Order Items By Hierarchy" enabled

Displaying Profiles using the Console

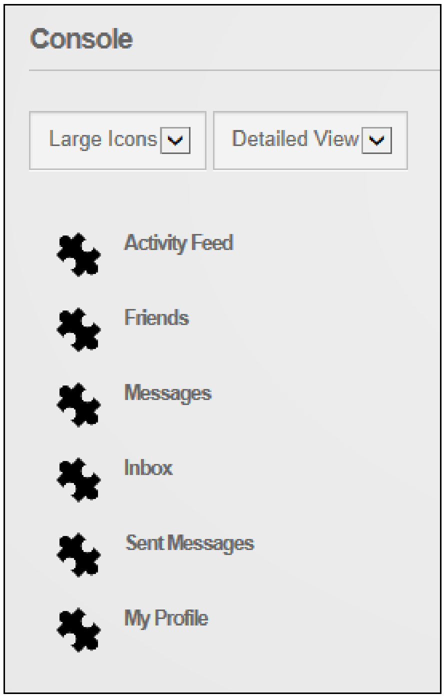
How to display user profiles on the Console.

1. Go to a Console module.
2. Select Manage > Settings from the module actions menu.
3. Select the **Console Settings** tab.
4. At **Mode**, select **Profile**.
5. At **Page Visibility Settings**, select visibility of the following pages:
    1. **My Profile**: Select who can view a member's profile from these options:
        - **All Users**: All logged in users can view the profiles of other site members.
        - **Friends**: Members can only profiles of their friends.
        - **User**: Users can only view their own profile.
    2. **Friends**: select the users who can view friend relationships:
        - **All Users**: All logged in users can view the friends of other site members.
        - **Friends**: Members can only friend relationships of their friends.
        - **User**: Users can only view their own friend relationships.
    3. **Messages**: Select the users who can view messages:
        1. **All Users**: All logged in users can send messages to other site members.
        2. **Friends**: Only site members can send messages.
        3. **User**: Users can only view their own profile.
6. At **Default Icon Size**, select from the following:
    - **Small Icons (16 px)**: Select to display a 16 pixel icons. The icon used will either be the default icon provided with the Console, or the Icon image set for the page (See "Configuring Advanced Page Settings").
    - **Large Icons (32 px)**: Select to display a 32 pixel icons. The icon used will either be the default icon provided with the Console module or the "Large Icon" image set for the page.
    - **No Icons**: Select if you don't want to display an icon on the pages list. Skip the next step.
7. At **Allow Icon Resize**, select from these options:
    - Mark the check box to displays a drop down list at the top of the module that allows users to change the size of the icon. This is the default setting.
    - Unmark the check box to only display the default icon.
8. At **Default View**, select from these options:
    - **Simple View**: Select to display an icon and the page name for each item. This is the default setting.
    - **Detailed View**: Select to display an icon, the page name and the page description for each item.

9. At **Allow View Change**, select from these options:
   - Mark the check box to display a drop down list at the top of the module that allows users to switch between simple and detailed views. This is the default setting.
   - Unmark the check box to only display the default view.
10. At **Show Tooltip**, select from these options:
   - Mark the check box to display the page description as a tool tip when a user hovers over the page name in Simple View. This is the default setting.
   - Unmark the check box to hide the tool tip and hide the page description in Simple View.
11. At **Order Items By Hierarchy**, select from these options:
   - Mark the check box to display the pages that don't have child pages in alphabetical order at the beginning of the list, followed by pages that do have child pages at the end of the list. E.g. If there are four parent pages (Pages A, B, C and D) and only Pages A and D have child pages, then the Console would display pages in this order: Page B, Page C, Page A, Page A1, Page A2, Page D, Page D1, Page D2.
   - Unmark the check box to display pages in alphabetical order regardless of whether pages have children. E.g. If there are four parent pages (Pages A, B, C and D) and only Pages A and D have child pages, then the Console would display pages in this order: Page A, Page A1, Page A2, Page B, Page C, Page D, Page D1, Page D2.
12. In the **Width** text box, select from these options:
   - Enter a pixel width to set the width of this module. For example, enter 400px to display 2 columns of icons in the content pane.
   - Leave this field blank to allow the icons to expand horizontally. This is the default setting.



13. Click the **Update** button.



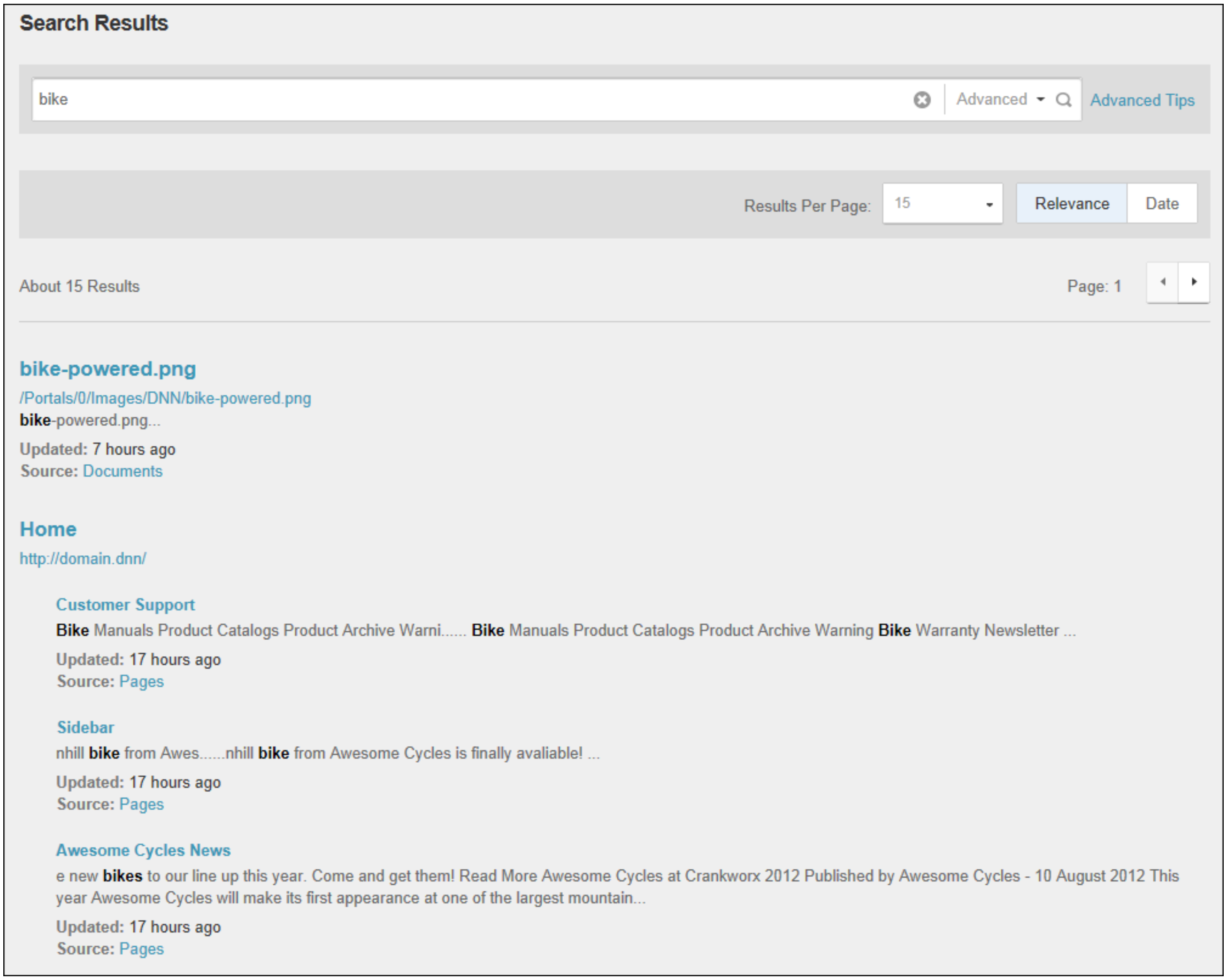
Console set to display both the parent and child profile pages with "Order Items By Hierarchy" disabled

Search Results

About the Search Results Module

The Search Results module allows users to perform a search and view the search results. For sites with multiple languages, the search results will only include the current language. All users who are authorized to view the module can view search results. Page Editors can customize the way results are displayed.

Important. If the Search Result page is deleted, then a new search result page must be created (by adding a new page and adding the Search Results module to the page) so the Search feature will work. See "Setting the Search Results Page" Alternatively, the Search Results page can be restored from the Recycle Bin. See "Restoring Deleted Pages"



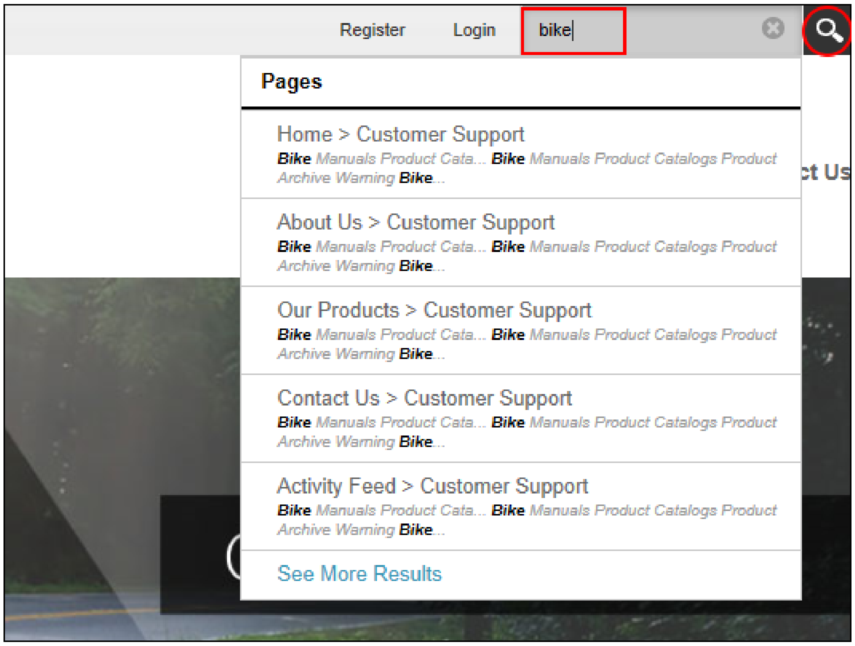
The Search Results Module

Performing an Advanced Search

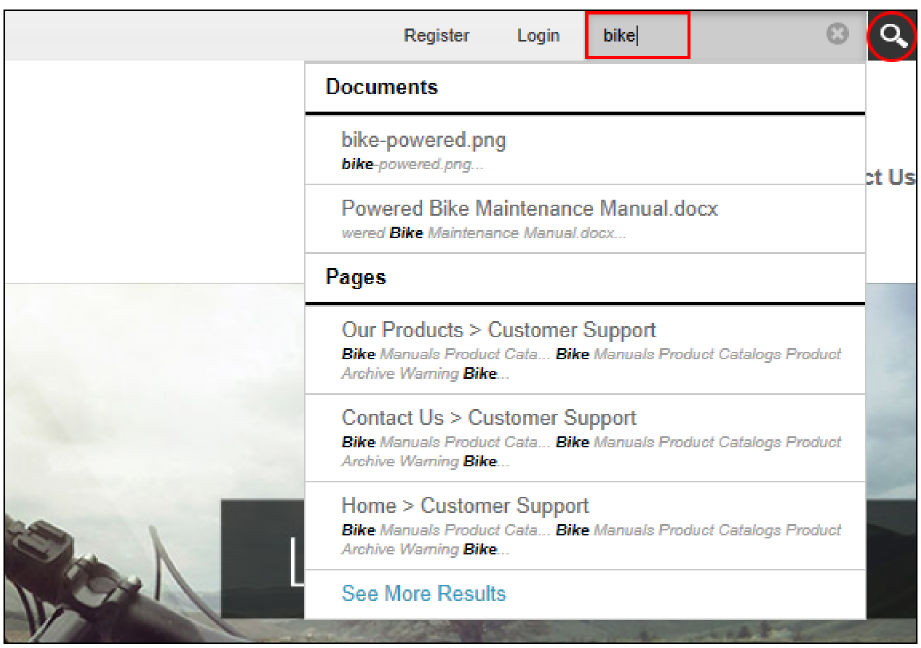
How to perform an advanced search for site content using either the default search box that is typically displayed in the top right corner of each page or using the Search Results module. Searches can be performed in many languages including Arabic, European and Chinese characters. Note: Searches for files other than site pages are only available in Evoq products.

1. Enter your search criteria in the search box displayed in the top right corner of any page or into a Search Results module. The top five results are displayed as you type. If the result you want is displayed, then simply click

on it. If the result is a site pages you will be taken to the page. If the result a file such as an image or a document, the file will be opened or available for opening directly from the search results.

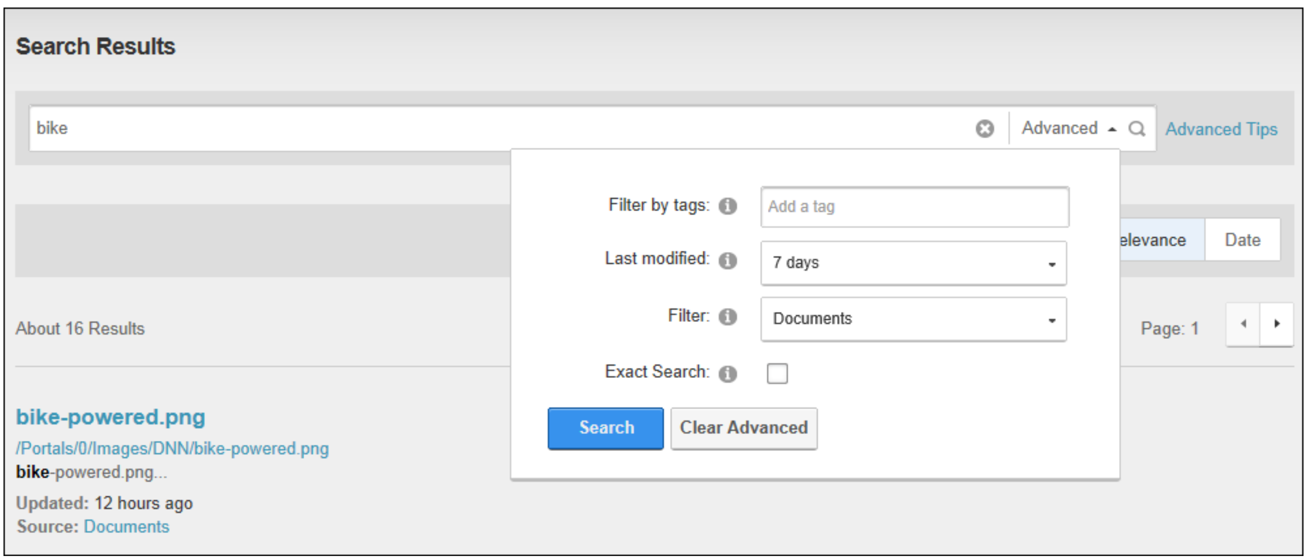


Search Results for DNN Content display the first five page matches

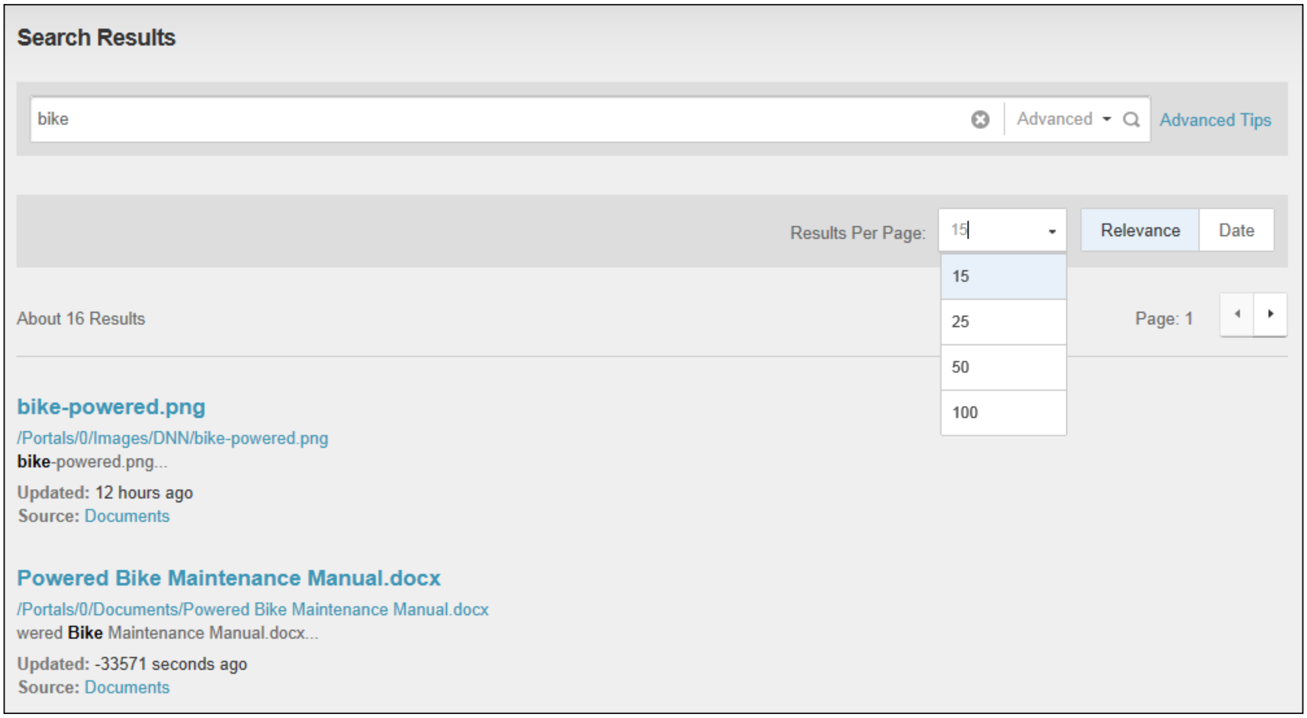


Search Results for DNN Content display the first five matches including indexed file types and file content

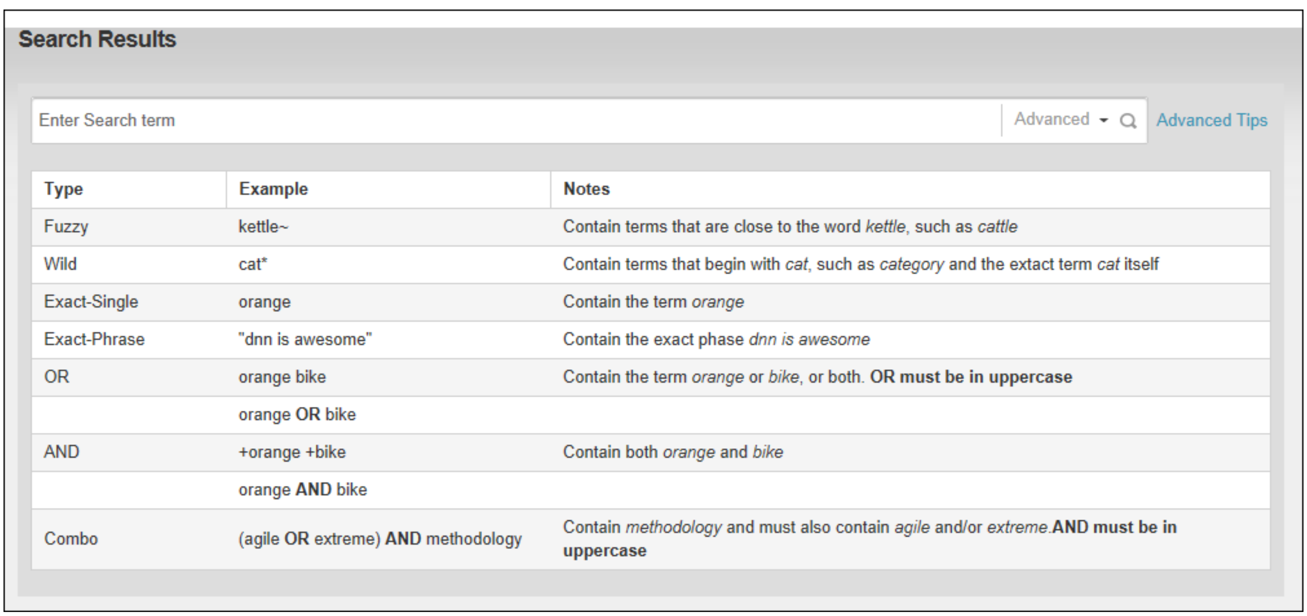
2. Click the See More Results link or the **Search** button to go to Search Results page where you can view additional results and configure additional advanced options.
3. **Optional.** Click the **Advanced** button to open the Advanced options drop down window where you can set one or more of these advanced search criteria:
   1. **Filter by Tags**: Enter one or more tags to only view results that include this tag.
   2. **Last Modified**: Select an option to only view results for items that were modified within the last 1 day, 7 days, 30 days, 90 days or 1 year.
   3. **Filter**: Select to filter results by one or more locations.
   4. **Exact Search**: mark the check box to only view exact matches.
   5. Click the **Search** button.



4. On the Search Results page you can now choose from these options to modify the order and number of current results and view additional results:
   - **Results Per Page**: Select the number of results to be displayed on one page: 15, 25, 50, or 100.
   - **Relevance**: Select to view the most relevant results at the begin of the list.
   - **Date**: Select to view the most recently added results at the begin of the list.
   - **Page [1]**: Click on the **Next** button to view results on the next page.



Tip: Click the Advanced Tips link to view detailed information on how to perform a wide range of advanced searches.



Type	Example	Notes
Fuzzy	kettle~	Contain terms that are close to the word *kettle*, such as *cattle*
Wild	cat*	Contain terms that begin with *cat*, such as *category* and the extact term *cat* itself
Exact-Single	orange	Contain the term *orange*
Exact-Phrase	"dnn is awesome"	Contain the exact phase *dnn is awesome*
OR	orange bike	Contain the term *orange* or *bike*, or both. **OR must be in uppercase**
	orange **OR** bike	
AND	+orange +bike	Contain both *orange* and *bike*
	orange **AND** bike	
Combo	(agile **OR** extreme) **AND** methodology	Contain *methodology* and must also contain *agile* and/or *extreme*.**AND must be in uppercase**

Settings

Configuring Search Results Settings

How to configure the results displayed in the Search Results module.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Search Results Settings** tab.
3. At **Title Link Target**, choose where results will be displayed from these options:
   - **On Same Page**: When you click on a linked search result the details will be displayed on the current page. This is the default setting.
   - **Open New Page**: When you click on a linked search result the details will be displayed in a new site page.
4. At **Results Scope for Content Type(s)**, unmark the check box beside a type of content to limit the Search Results. All Items are checked by default.
5. At **Enable wildcard searches by default**, select from these options:
   - Mark the check box enable searches for partial words. E.g. typing "org" will find "organization" or "organize". This ensures more results and increases a user's chance of finding information. This is the default setting.
   - Unmark the check box to disable wildcard searching if results are taking too long to retrieve.
6. Click the **Update** button.

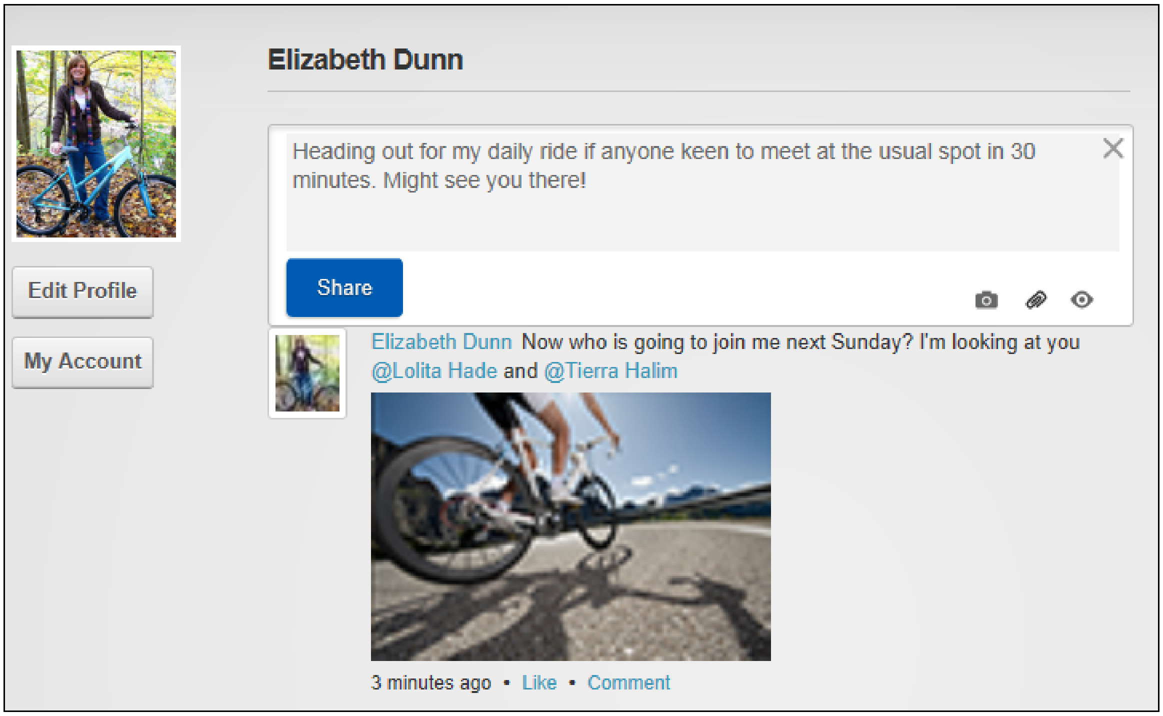
Social Modules

Journal

About the Journal

The Journal allows registered users to write journal entries that can be viewed by all or some site users. A file or image can be attached to journal entries and the module can be configured in a number of layouts. The Journal forms part of each uses profile as well as being a standalone module that can be added to any site page. The Journal is typically installed on the site and cannot be uninstalled.

Details on using the Journal as a site member are located in the "Managing Social Connections" section of this help.



The Journal

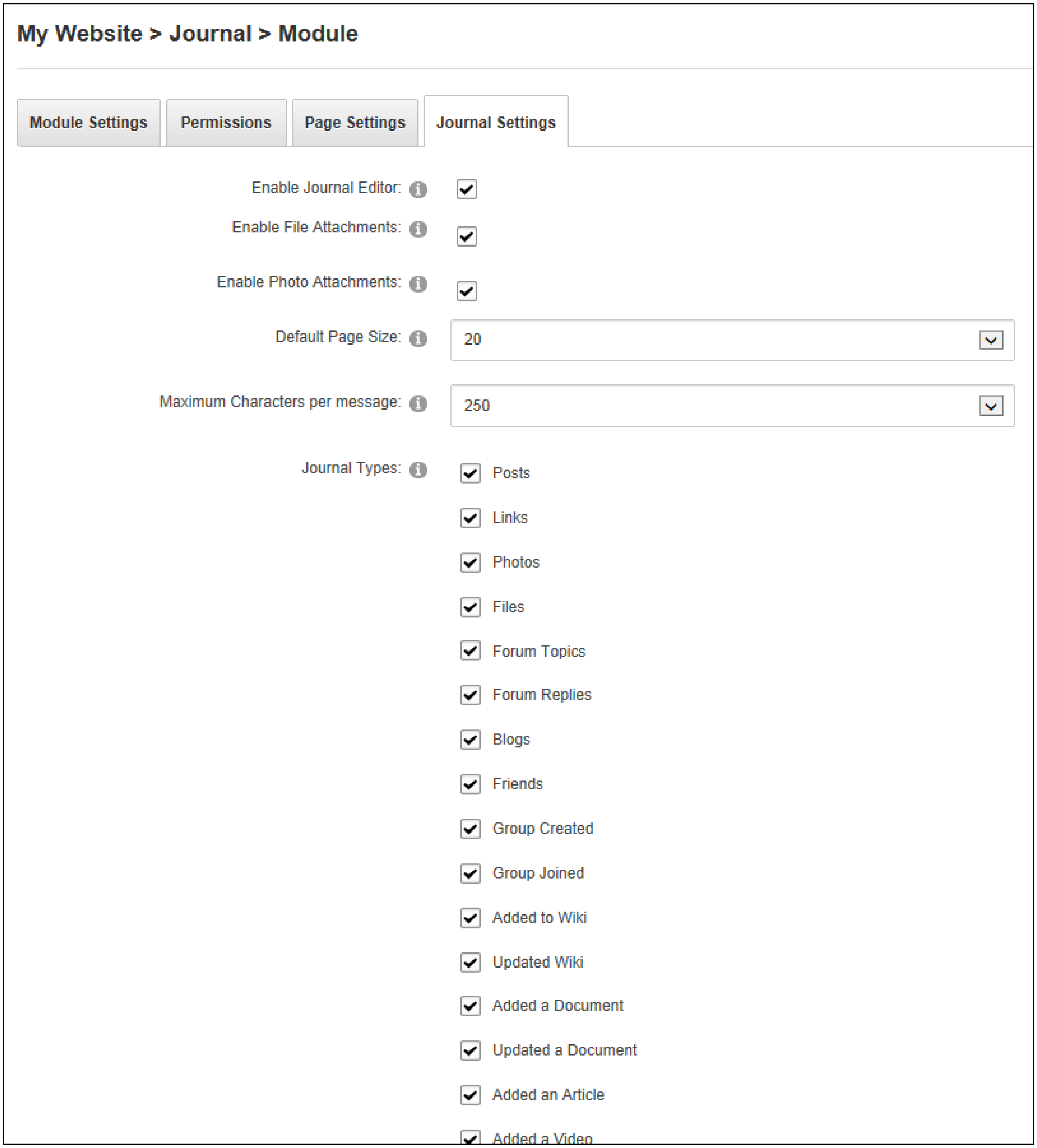
Settings

Configuring Journal Settings

How to configure the settings applied to an instance of the Journal module.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Journal Settings** tab.
3. At **Enable Journal Editor**, select from these options:
   - Mark the check box to enable users to post entries using this module. This enables the following two fields.
     1. At **Enable File Attachments**, select from these options:
        - Mark the check box to allow users to attach files to journal posts. This displays the **Attachment** button below the message entry box. This is the default setting.
        - Unmark the check box to disable file attachments.
     2. At **Enable Photo Attachments**, select from these options:
        - Mark the check box to allow users to attach photographs to journal posts. This displays the **Photo** button below the message entry box. This is the default setting.

        - Unmark the check box to disable photograph attachments.
    - Unmark the check box to disable the journal editor for this module.
4. At **Default Page Size**, select the number of journal items that are displayed per page. The default setting is 20.
5. At **Maximum Characters per message**, select the maximum number of characters for a message. The default setting is 250.
6. At **Journal Types**, select the types of journals you want to display.
7. Click the **Update** button.



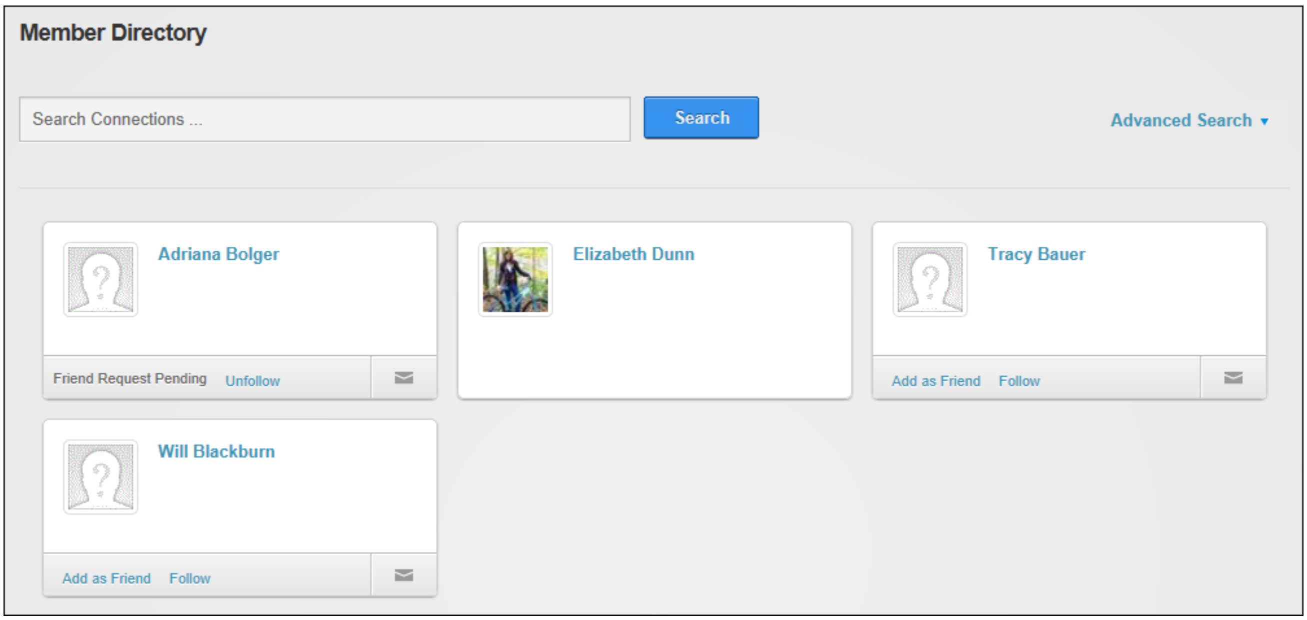
Journal Setting

Member Directory

About the Member Directory

The Member Directory allows users to view a list of registered site members, search for members and choose to follow or friend other members. The Member Directory can be configured to only display members of a particular role or relationship such as friends or members whose activities you are following.

Details on using the Member Directory as a site member are located in the "Managing Social Connections" section of this help.



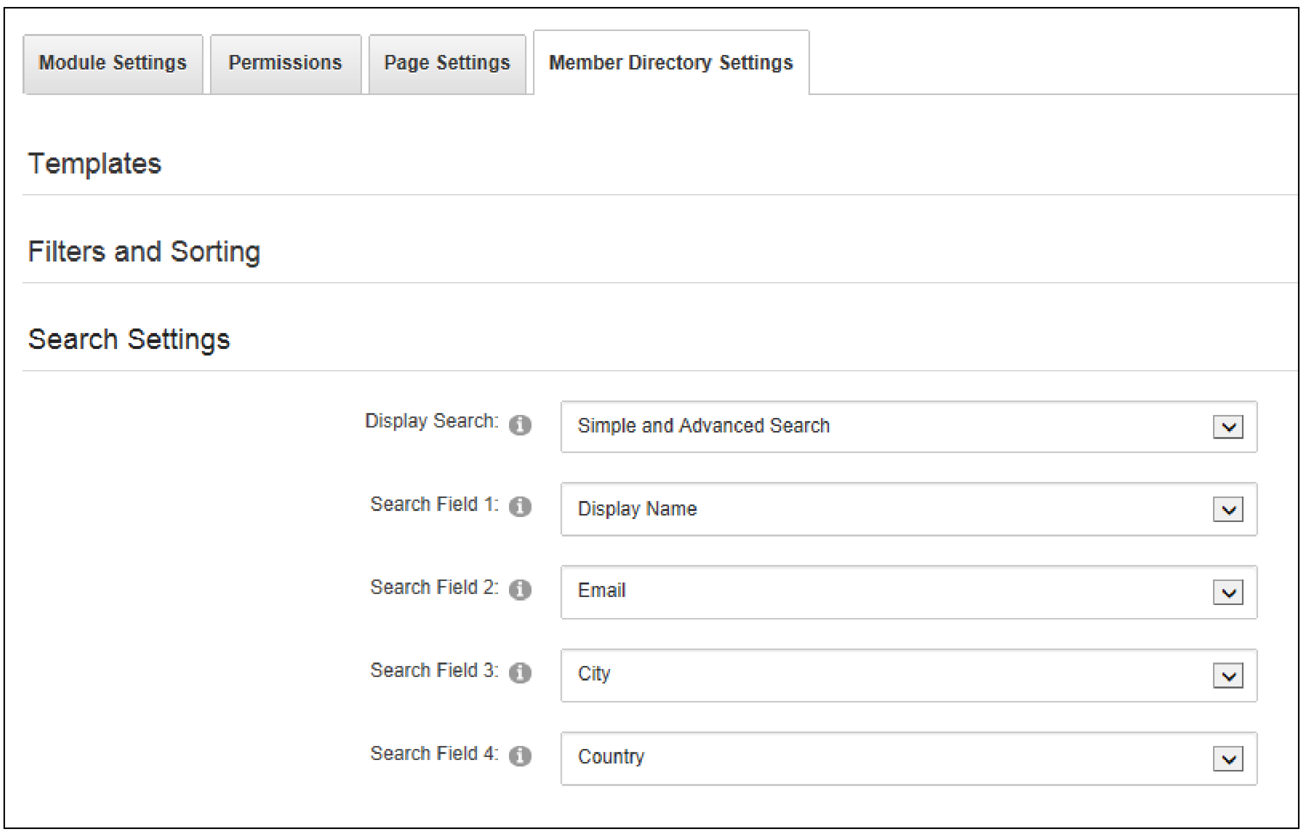
The Member Directory

Settings

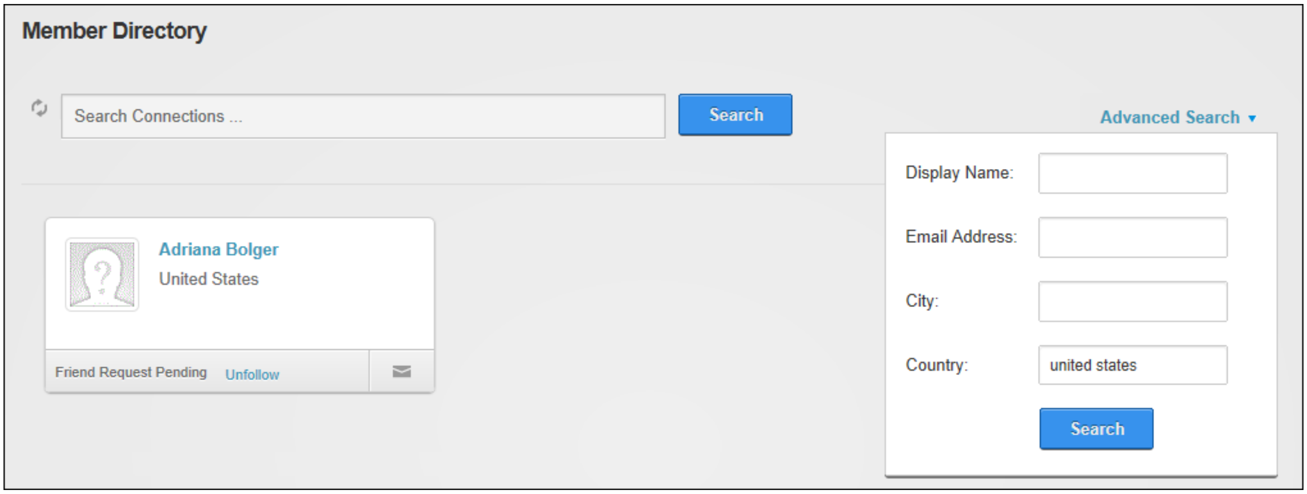
Configuring Search Settings

How to enable/disable search capabilities on the Member Directory and configure the advanced search options. Two search tools can be enabled. The Simple Search tool allows members to search by user name, first name or last name of the message recipient or role name. The Advanced Search tool allows up to four search criteria to be specified for searches. The available options are Display Name, Email, Prefix, First Name, Middle Name, Last Name, Suffix, Unit, Street, City, Region, Country, Postal Code, Telephone, Cell/Mobile, Website, IM, or Fax.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Member Directory Settings** tab.
3. Expand the **Search Settings** section.
4. At **Display Search**, select from these options:
   - **None**: Select to remove both the simple and advanced search tools.
   - **Simple Search**: Select to only display the simple search box.
   - **Simple and Advanced Search** to display both the basic and advanced search boxes.
5. At **Search Field 1**, select the first field displayed on the advanced search box. The default option is Username.
6. At **Search Field 2**, select the second field displayed on the advanced search box. The default option is Email.
7. At **Search Field 3**, select the third field displayed on the advanced search box. The default option is City.
8. At **Search Field 4**, select the fourth field displayed on the advanced search box. The default option is Country.



9. Click the **Update** button.



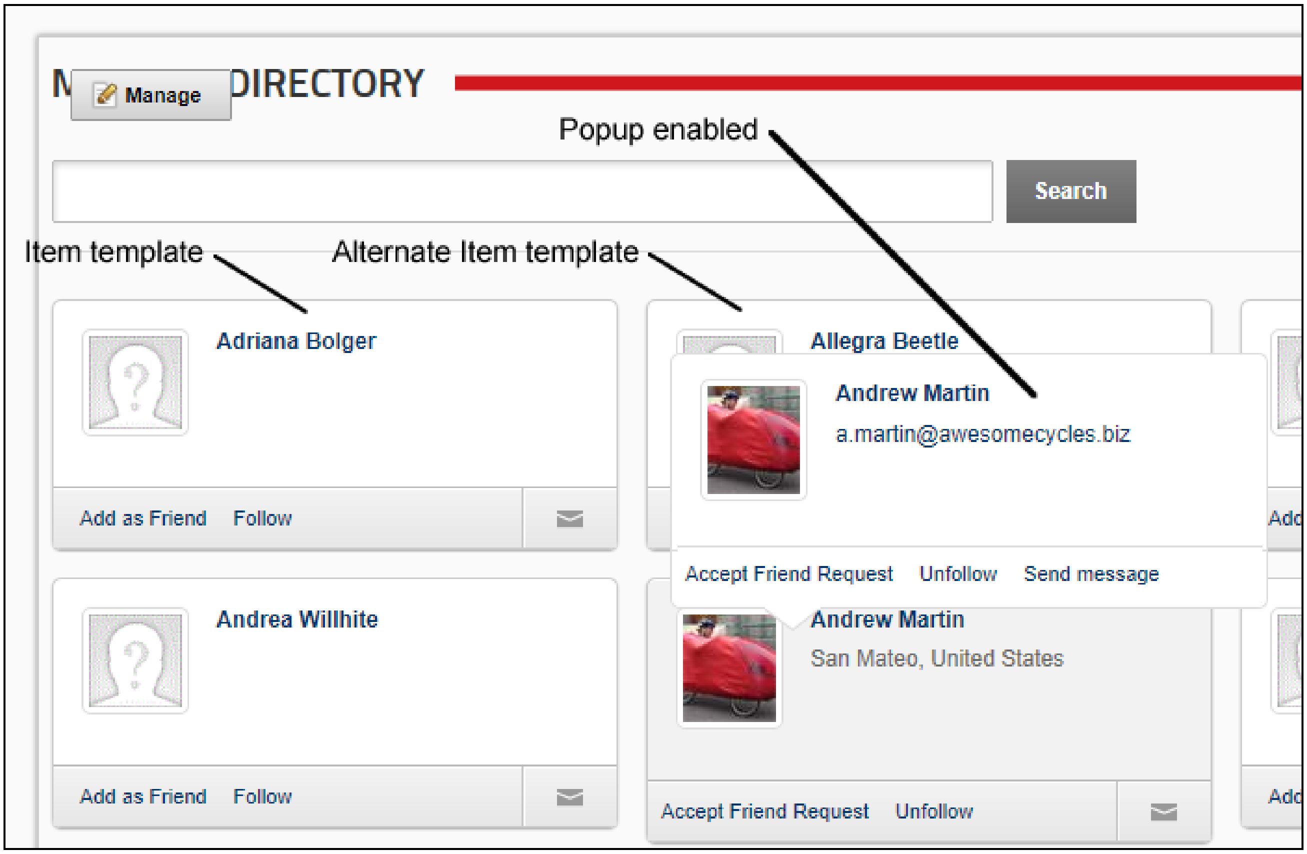
The default search setting for the Members Directory module

Related Topics:

- See "Searching for Members"

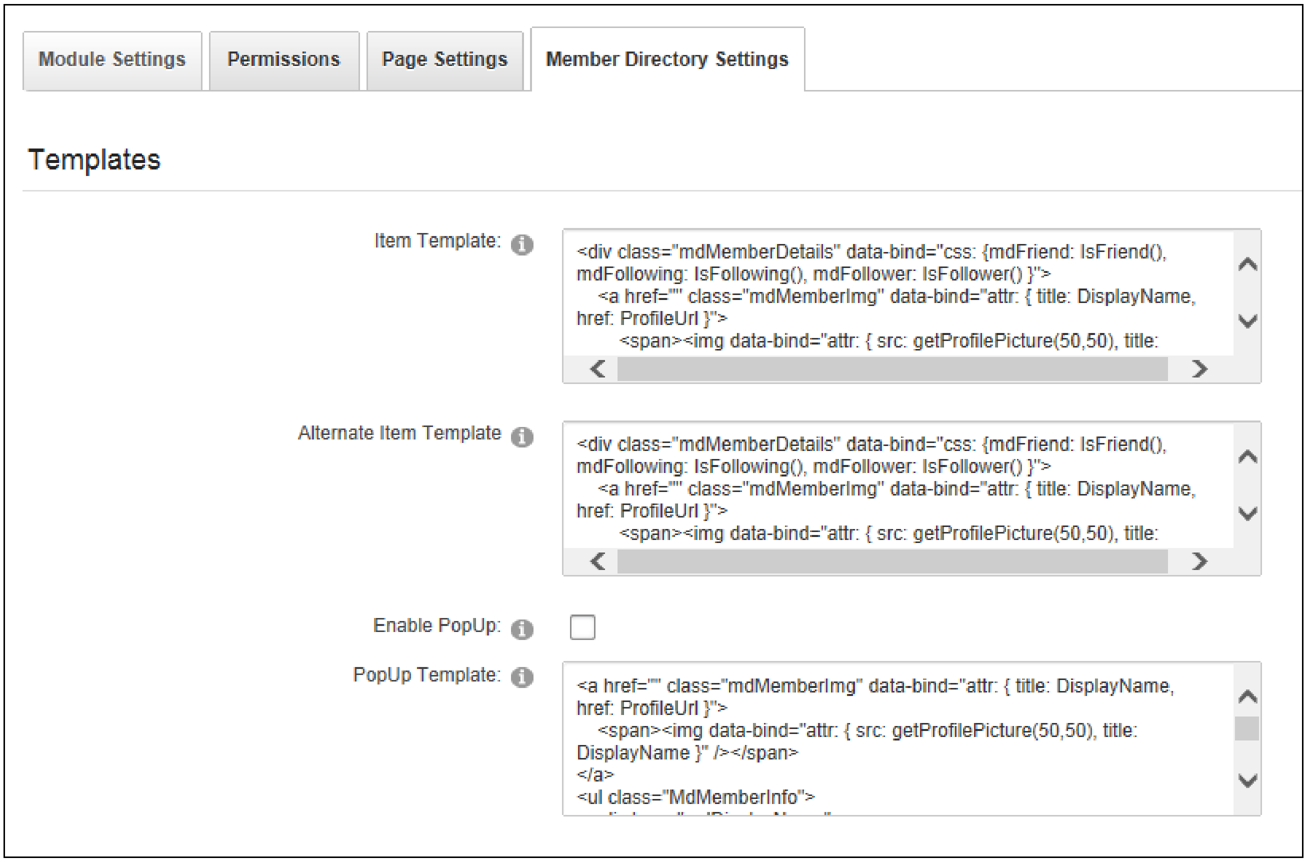
Managing Templates

The layout of the Member Directory can be changed using the templates maintained on the Member Directory Settings page. In the below image the default templates that are provided with DNN are used.



Here's how to configure the Member Directory templates:

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Member Directory Settings** tab.
3. Expand the **Templates** section.
4. In the **Item Template** text box, edit the template for member listings.
5. In the **Alternative Item Template** text box, edit the template for alternate member listings or leave this field blank to use the same layout for all members.
6. At **Enable PopUp**, select from these options:
   - Mark the check box to display member details in a popup window when a user mouses over a member's listing.
   - Unmark the check box to disable popup window.
7. In the **PopUp Template** text box, edit the template used for the PopUp window.

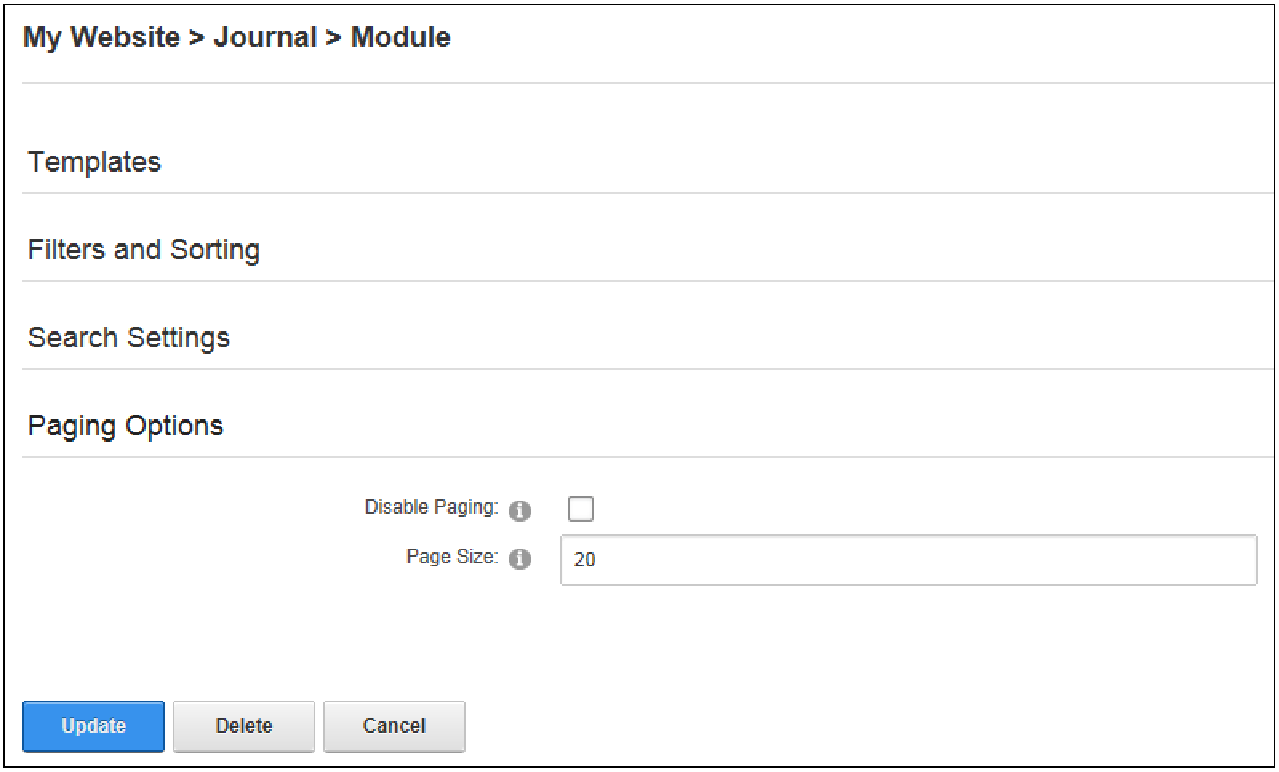


8. Click the **Update** button.

Setting Paging Options

How to set the number of member records displayed on each page of the Member Directory and enable or disable the ability to view more results than displayed on the first page.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Member Directory Settings** tab.
3. Expand the **Paging Options** section.
4. At **Disable Paging**, mark the check box to disable the "Load More" button. This will only display the number of members displayed on the first page.
5. At **Page Size**, select the number of members to be displayed on each page.



6. Click the **Update** button.

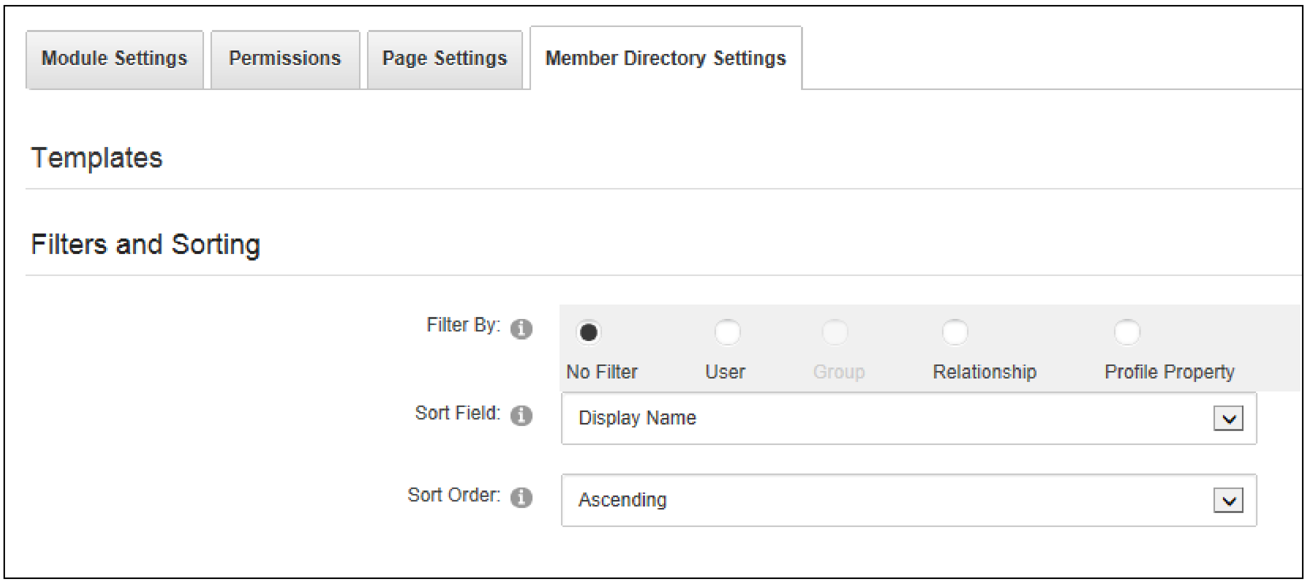
Setting Filters and Sorting

The Member Directory module uses templates to allow authorized users to define the layout of the module. Different filters can also be applied to the Members Directory module to control which member records are displayed.

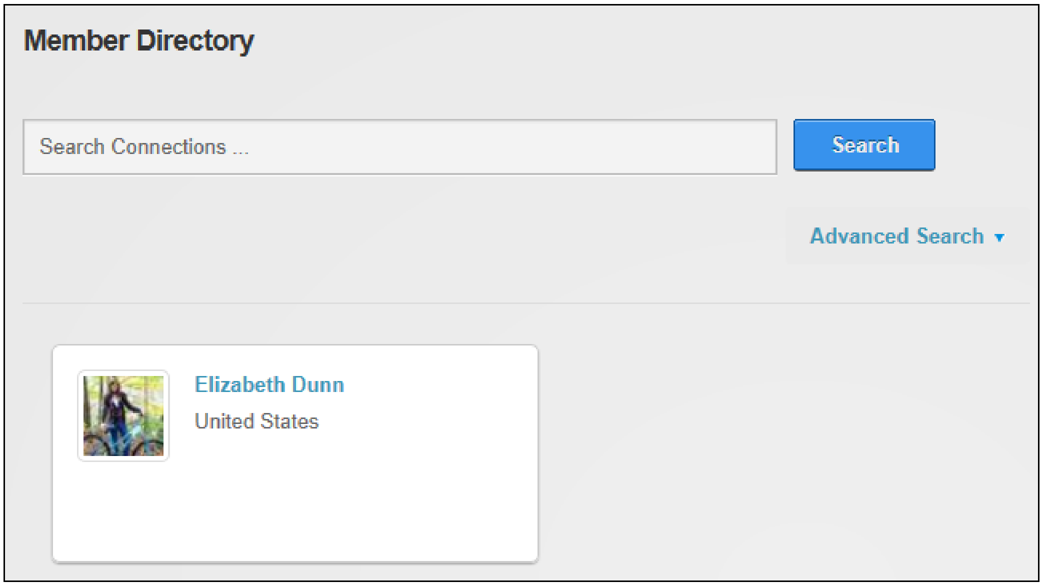
1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Member Directory Settings** tab.
3. Expand the **Filters and Sorting** section.
4. **Optional.** At **Filter By**, you can choose to apply a filter to this instance of the Members Directory module.
   - **No Filter**: Select this option to remove the filter and display all members.
   - **User**: Select this option to only display the profile of the member who is currently logged into the site.
   - **Group**: Select this option and then select a Social Group to only display members who belong to that group.
   - **Relationship**: Select this option to only display members that you have a relationship with. E.g. friend or follower.

- **Profile Property**: Select this option and then choose a profile property to only display matching members. E.g. Select Country and then enter United States to only display members who have set United States as their country.

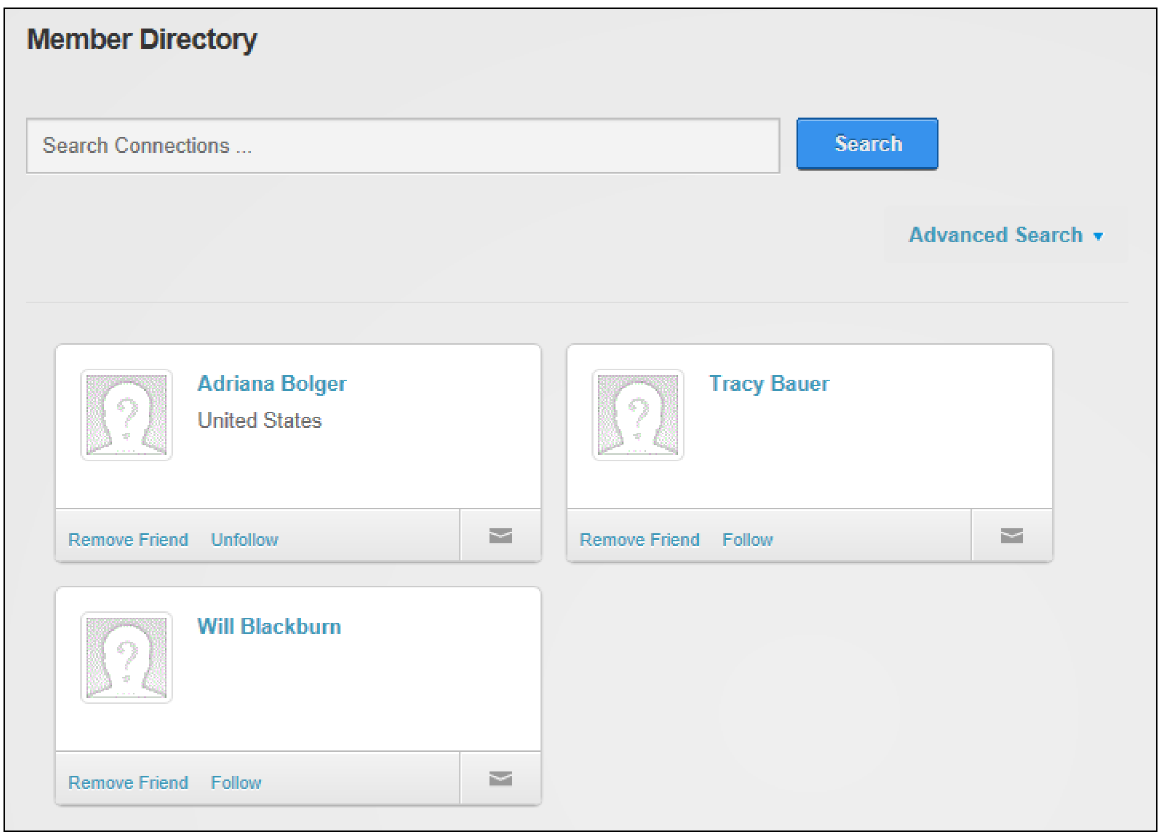
5. At **Sort Field**, choose to sort member cards by User ID, Last Name, Display Name, or Date Created. Display Name is the default setting.
6. At **Sort Order**, choose to sort member cards in ascending or descending order. Ascending is the default setting.



7. Click the **Update** button.



Members Directory set to only display the current user



Members Directory set to only display friends (Relationship filter)

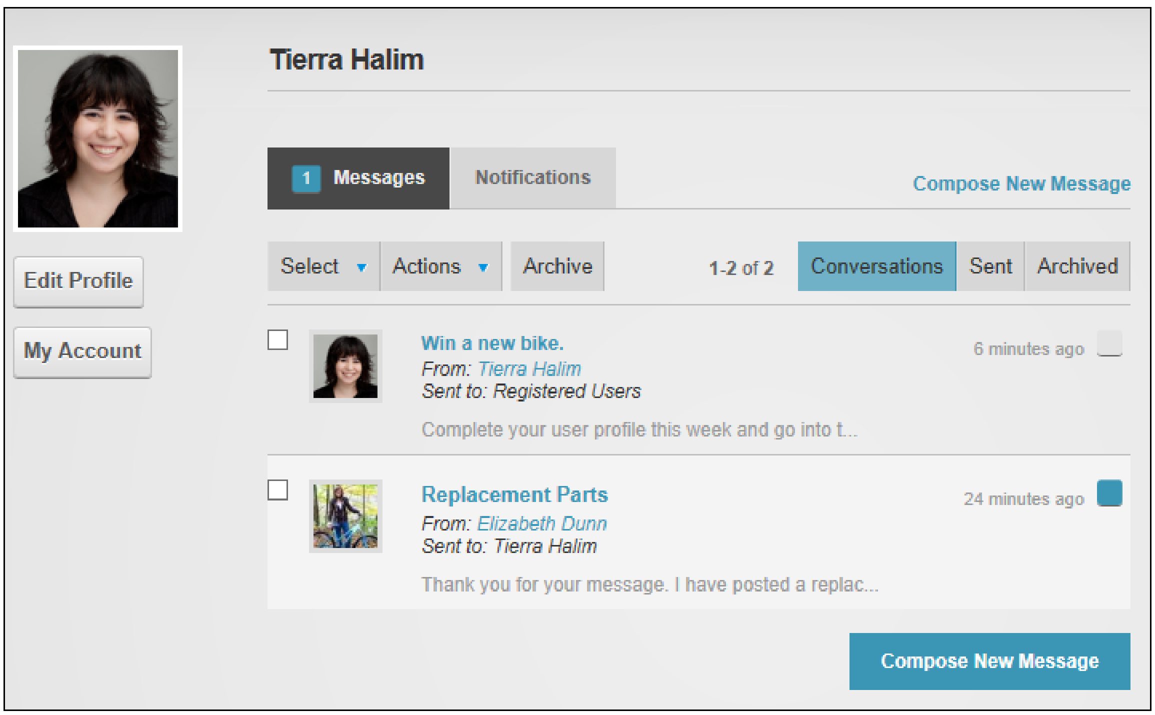
Message Centre

About the Message Center

The Message Center enables registered users to send messages to and receive messages from other site members and Administrators. Users can view their messages from within their DNN site without having to go to an external email provider (Gmail, Yahoo, Hotmail, etc.). The Message Center forms part of the User Profile area that members can access by logging in and clicking on their Display Name. This module is pre-installed on the site and can be added to any site page as long as the correct module permissions are then configured.

Details on using the Message Center as a site member are located in the "Managing Social Connections" section of this help.

> Tip: Administrators can bulk email select roles, social groups, site members or other person using the Admin > Newsletters page.



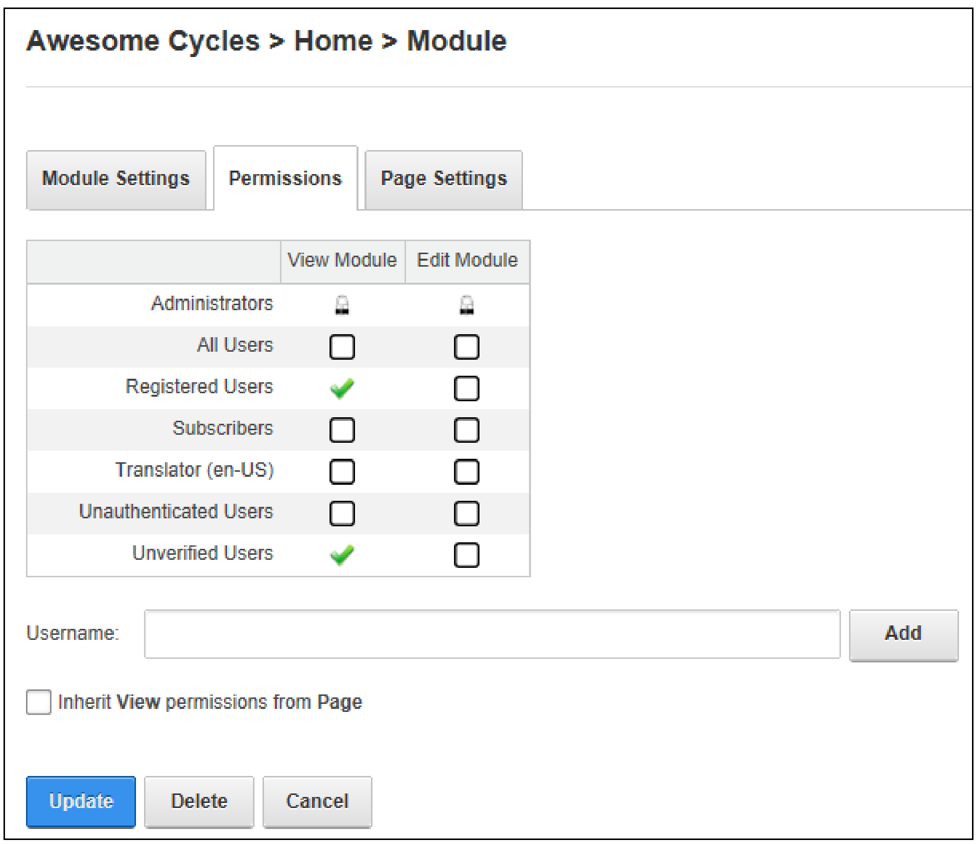
The Message Center

Settings

Configuring Message Center Settings

If you choose to add the Message Center to a page, the correct permissions must be configured for ensure it cannot be viewed by unauthenticated users. If permissions are not correct, a warning message is displayed. Here's how to set the correct permissions:

1. Go to the Message Center module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the Permissions tab.
4. At **Inherit View Permissions from Page**, unmark the check box.
5. In the **View Module** column, click on the **Registered Users** and (optionally) **Unverified Users** check boxes to grant permission to these roles.



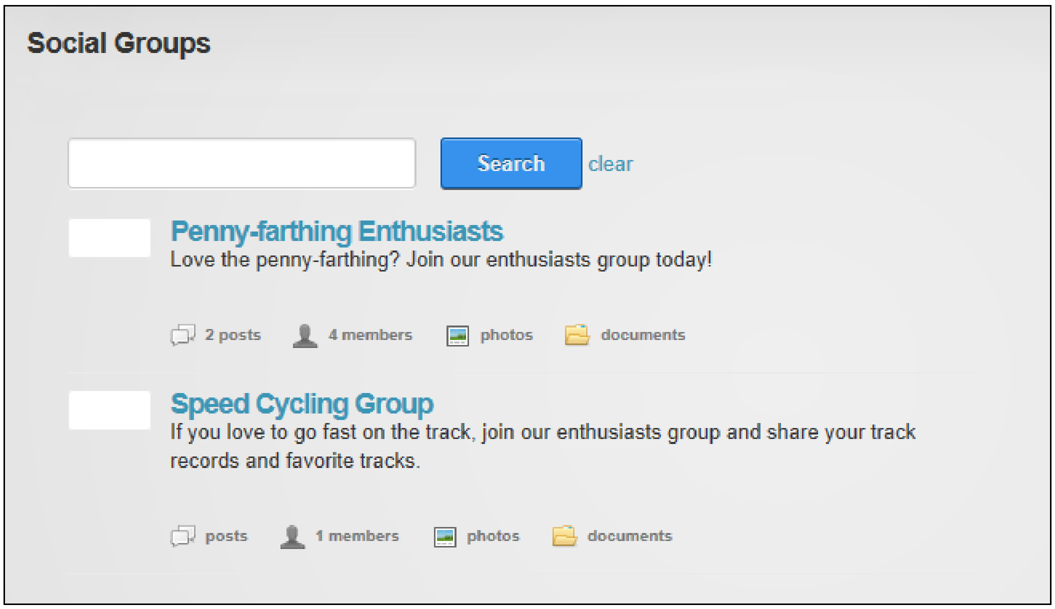
6. Click the **Update** button.

Social Groups

About Social Groups

Social Groups allows authorized users to browse, view, create and join social groups. Members of a group can post journal entries to a group and view details of other group members.

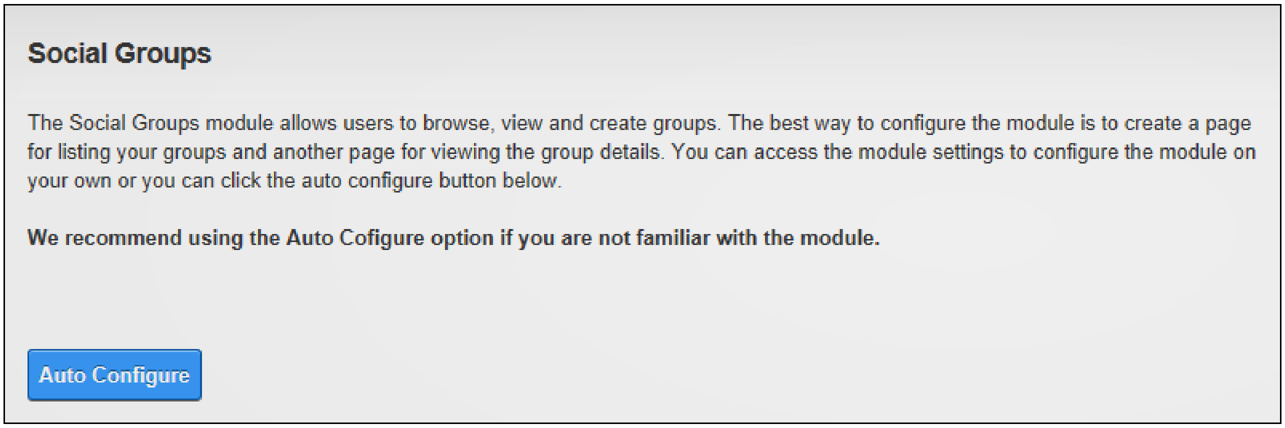
Details on using Social Groups as a site member are located in the "Managing Social Connections" section of this help.



Configuring Social Groups

How to configure the Social Groups module using the recommended auto configuration. The Social Groups module can also be manually configured, however this is recommended for experienced users only. The auto configured settings can be changed. See "Configuring Social Groups Settings"

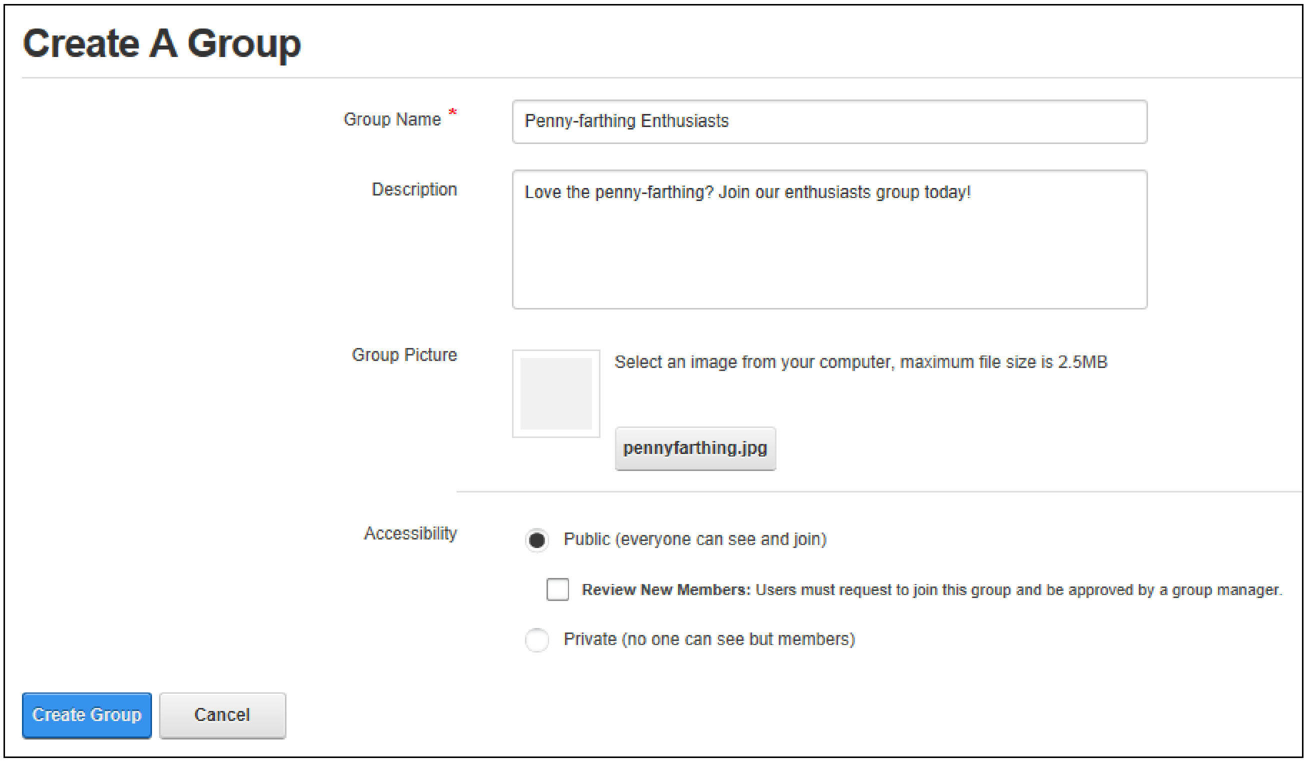
1. Navigate to new instance of the Social Groups module - OR - Add a Social Groups module to a page.
2. Click the **Auto Configure** button.



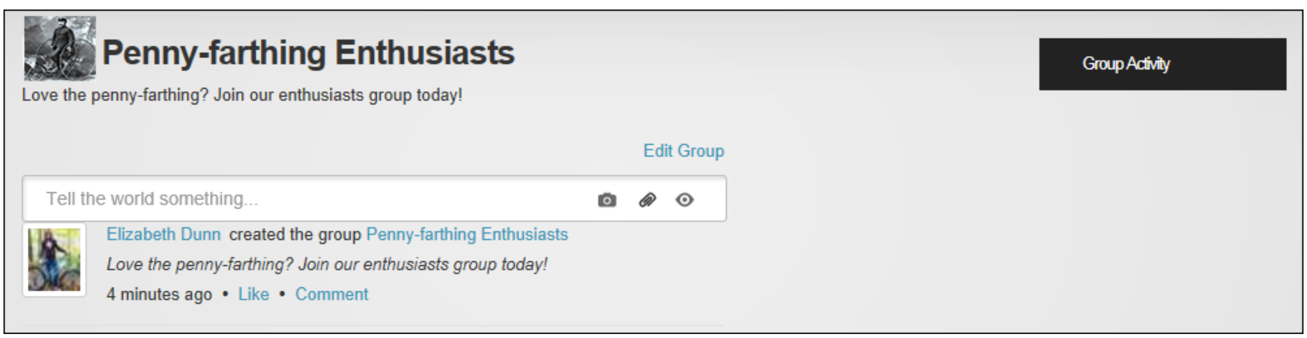
Adding a Social Group

How to add a new Social Group using the Social Groups module. A Social Group is a role that has additional metadata associated with it. These roles can also be created and managed on the Admin > Security Roles page.

1. Go to a configured Social Groups module. See "Configuring Social Groups"
2. Click the Create New Group link.
3. In the **Group Name** text box, enter a name for this group. The name is displayed on the Social Groups module.
4. **Optional.** In the **Description** text box, enter a description of this group. The description is displayed on the Social Groups module.
5. **Optional.** At **Group Picture**, click the **Choose File** button and then select a picture for this group from your computer. The picture is displayed on the Social Groups module.
6. At **Accessibility**, select from these options:
    - **Public (everyone can see and join)**: Select to enable all registered site users to join the group.
        - **Review New Members: Users must request to join this group and be approved by a group manager**: Select this option if new members must have their membership approved by the social group owner or an Administrator.
    - **Private (no one can see but members)**: Select this option if membership to the group is managed using the Admin > Security Roles and the Admin > User Accounts modules.



7. Click the **Create Group** button.



Related Topics:

- See "About Security Roles"
- See "About User Accounts"

Editing a Social Group

How to edit a social group using the Social Groups module. Social Groups can also be managed using the Admin > Security Roles page.

1. Navigate to a Social Groups module.
2. Click on the name of the required Social Group.
3. Click on the Edit Group link.
4. On the Edit Group page, edit one or more fields as required. See "Adding a Social Group"
5. Click the Save Group link.

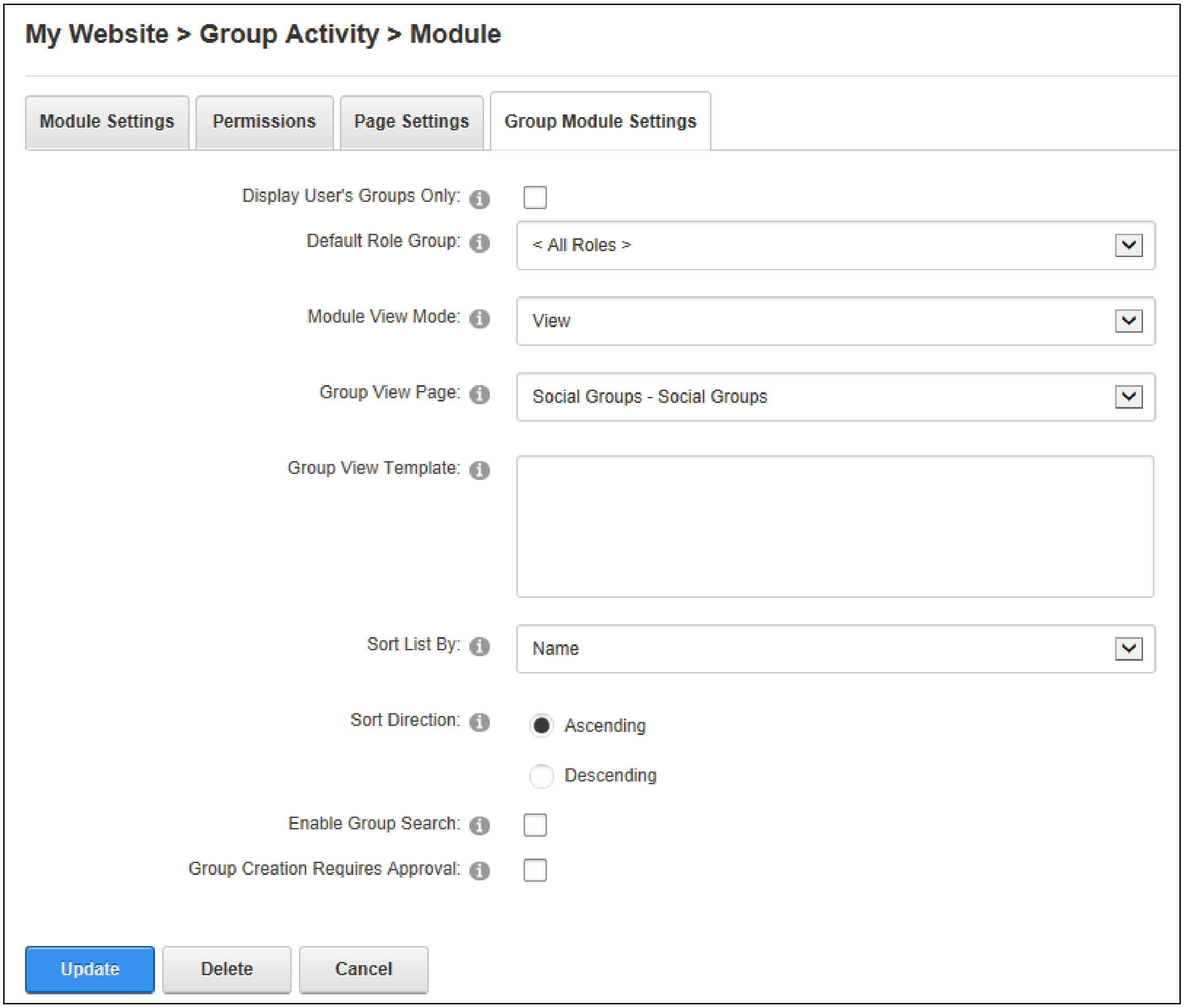
Related Topics:

- See "About Security Roles"

Configuring Social Groups Settings

How to configure the module settings of the Social Groups module. This is an alternative to the recommended auto configuration option that is displayed on newly added Social Groups modules. See "Configuring Social Groups"

1. Navigate to a Social Groups module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Group Module Settings** tab.
4. At **Display User's Groups Only**, mark the check box to only display the groups the current user belongs to. This prevents the user from signing up to other groups using this Social Groups module - unmark the check box to display all groups.
5. At **Default Role Group**, select the role group that contains the roles you want to display.
6. At **Module View Mode**, select to display groups as a list or view.
7. At **Group View Page**, select the page where users will go to view a particular group.
8. At **Group View Template**, you can modify the default template in order to customize the group list display. Common tokens are: [Group View Template], [Groupitem:GroupName],[groupitem:GroupDescription], [groupitem:PhotoURL], [groupviewurl]
9. At **Sort List By**, choose to sort groups by Name (default), Date Created or Member Count.
10. At **Sort Direction**, choose to sort groups in **Ascending** or **Descending** order.
11. At **Enable Group Search**, mark the check box to enable users to filter the groups displayed.
12. At **Group Creation Requires Approval**, mark the check box if new groups must be approval by a Group Moderator.
13. At **Groups Require Approval**, mark the check box if groups must be approved before they are displayed on this module - OR - unmark the check box to display all groups.



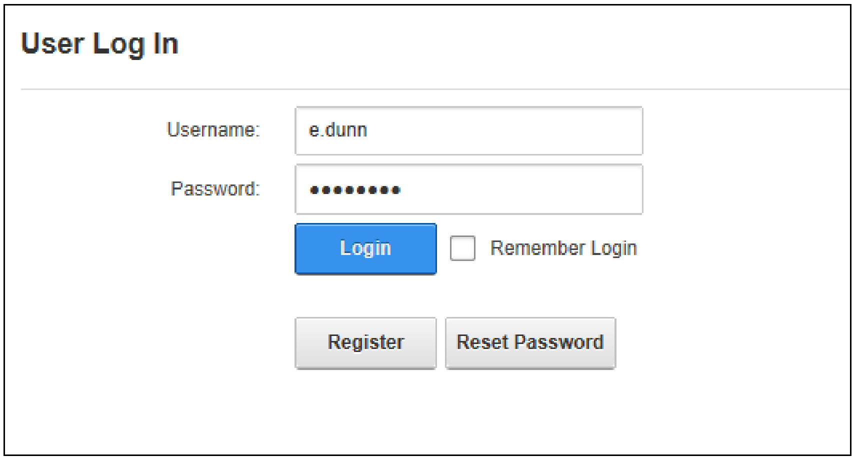
14. Click the **Update** button.

User Account Management

Account Login

About Account Login

Account Login enables registered users to log in to a site using either login credentials specific to this site or other existing credentials from other external sites such as Facebook and Twitter. If registration is enabled on the site a Register link is displayed in the top right corner of all pages as well as on the Account Login module which enables visitors to sign up for a user account. Account Login can be deployed to any page and is automatically displayed on the default User Log In page.



Account Login

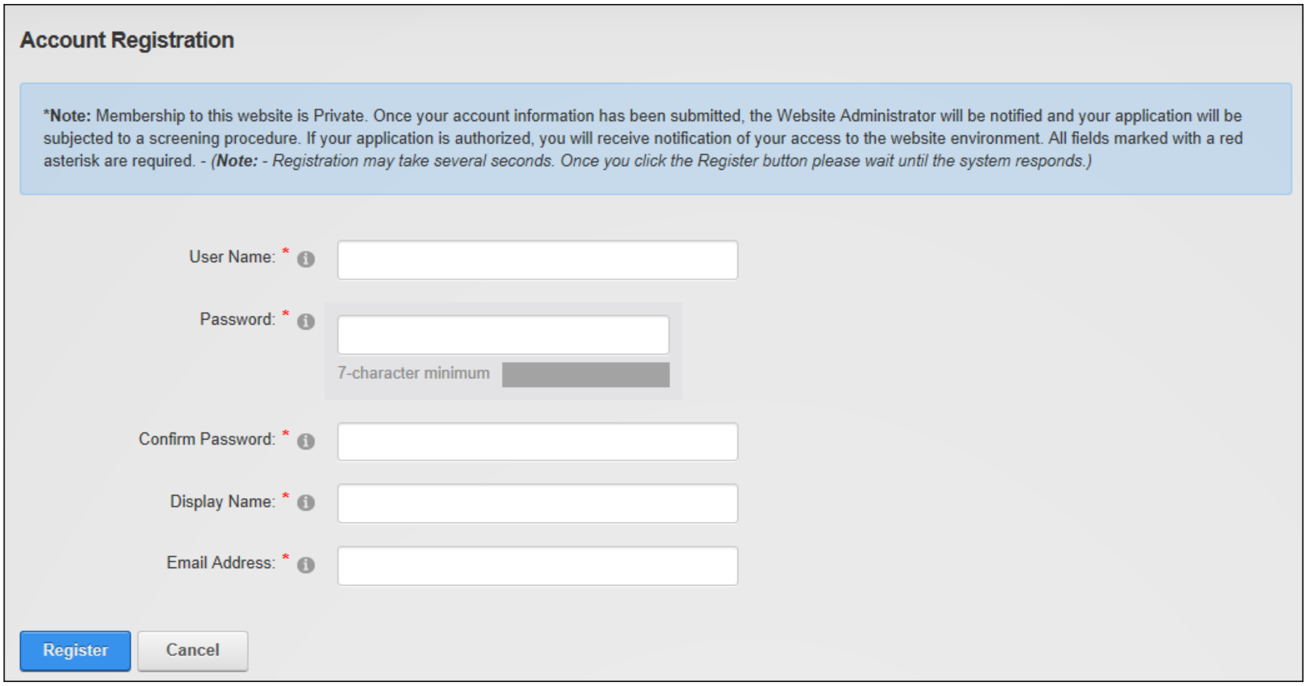
Related Topics:

- See "Logging into a Site"
- See "Logging in with External Accounts"
- See "Adding/Editing the Login Message"
- See "Editing the Password Reminder Email"
- See "Setting the Login Page"

Account Registration

About Account Registration

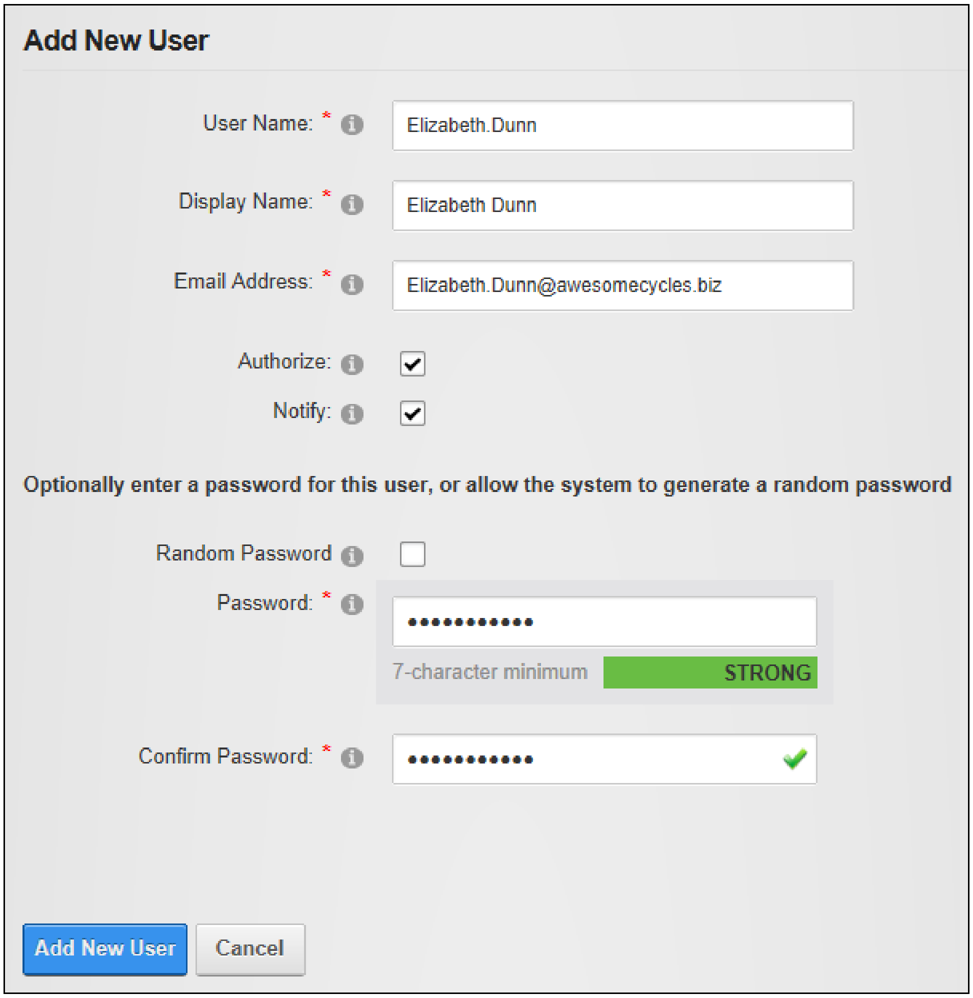
Account Registration can be added to any site page to allow visitors to register for an user account. Once the registration form has been completed and submitted, the site administrator will receive a notification message advising them of the registration. The Administrator can then go and review the registration and authorize the user account. See "Authorizing an Unauthorized User"



Add New User

About Add New User

Add New User enables authorized users to create new user accounts. Once the user account is created, it can be managed using via the Admin >User Accounts page (See "About User Accounts" Note: Because the Add New User module forms part of the Users & Roles module package you must select the module titled "Users & Roles" to add this module to a page and then remove the companion modules as required. The User and Roles module is set as premium module for security purposes, therefore it must be assigned to your site by a SuperUser before it can be added to the site.



Add New User

Adding a New User

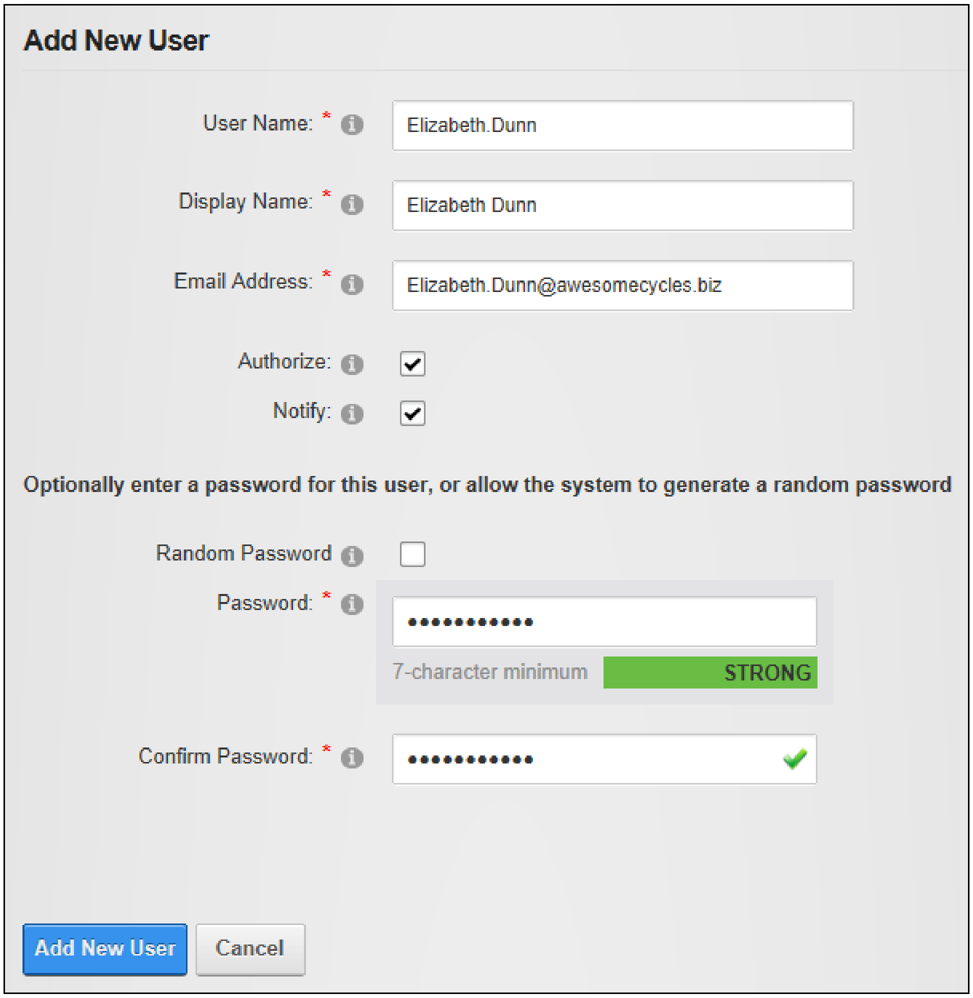
How to create a new user account using the Add New User module. Once added the user account can be managed on the Admin > User Accounts page. Restricted to Administrators.

Note 1: Usernames are unique and cannot be changed. If you attempt to save a user account using an existing username the following message is displayed: "A User Already Exists For the Username Specified. Please Register Again Using A Different Username." In this scenario you should change the username and retry saving the new account.

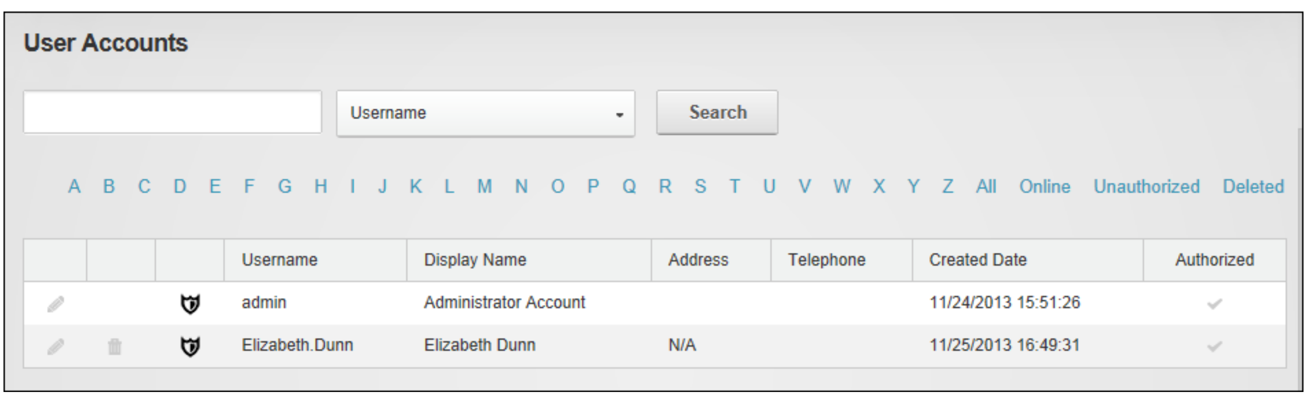
Note 2: The site may be set to only allow unique passwords. If this is the case, you will be asked to choose a new password, or opt for a random password.

Note 3: The Add New User module should be added to any custom Registration page that you create. See "Configuring a Custom Registration Form"

1. Go to an Add New User module.
2. In the **User Name** text box, enter a user name. Notes: Only letters and numbers can be entered.
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. See "Managing Profile Fields"
6. In the **Email Address** text box, enter a valid email address.
7. At **Authorize**, select from the following options:
   - mark the check box if the user is authorized to access the site. This will automatically provide access to the Registered User role and any roles set for Auto Assignment. This is the default setting.
   - unmark the check box if the new user is not yet authorized to access areas of the site that are restricted to Registered Users. In this case an Administrator must authorize the account to grant access to the Registered User role.
8. At **Notify**, select from the following options:
   - mark the check box to send a notification email to the user's email address. This is the default setting.
   - unmark 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, mark the check box at **Random Password**.
   - To create a password manually, unmark the **Random Password** check box and enter the identical password into the **Password** and **Confirm Password** fields.



10. Click the **Add New User** button.



The newly added user account displayed on the Admin > User Accounts page

Users And Roles

Users and Roles Module Suite

The Users and Roles extension consists of three modules that allow authorized users to add users to the site, add and manage existing site users and add and manage security roles. When you add the Users And Roles module to a page, the following modules are added:

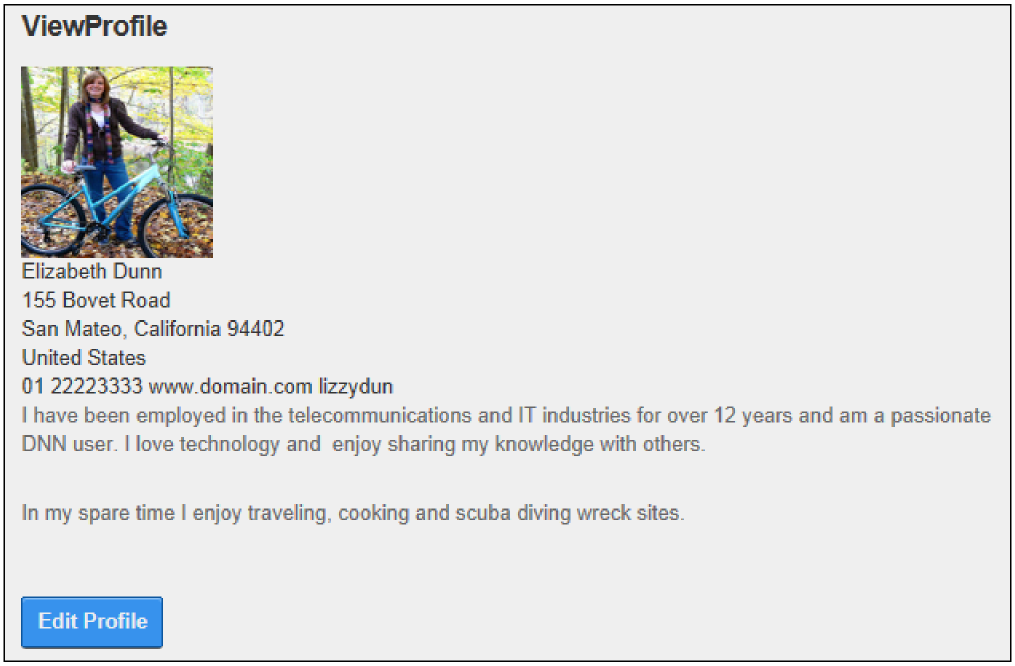
- See "About Add New User"
- See "About Security Roles"
- See "About User Accounts"

Important. The Users and Roles module suite is set as a Premium module in the default DNN configuration. This setting was chosen to reduce the possibility of these modules, which contain confidential user information and manage security access to your site, being added to a page without due consideration. Administrators should contact their Host to change this setting.

ViewProfile

About the ViewProfile Module

The ViewProfile module enables users to manage their user credentials, password, profile and subscriptions to services. View Profile is accessed by clicking on your display name (the name you chose to be displayed to you and to others on the website) which is typically located in the top right hand corner of the website. It can also be added to any site page.



The View Profile module

Related Topics:

- See "Managing your User Profile"
- See "Subscribing to a Member Service"

Project Modules

Announcements

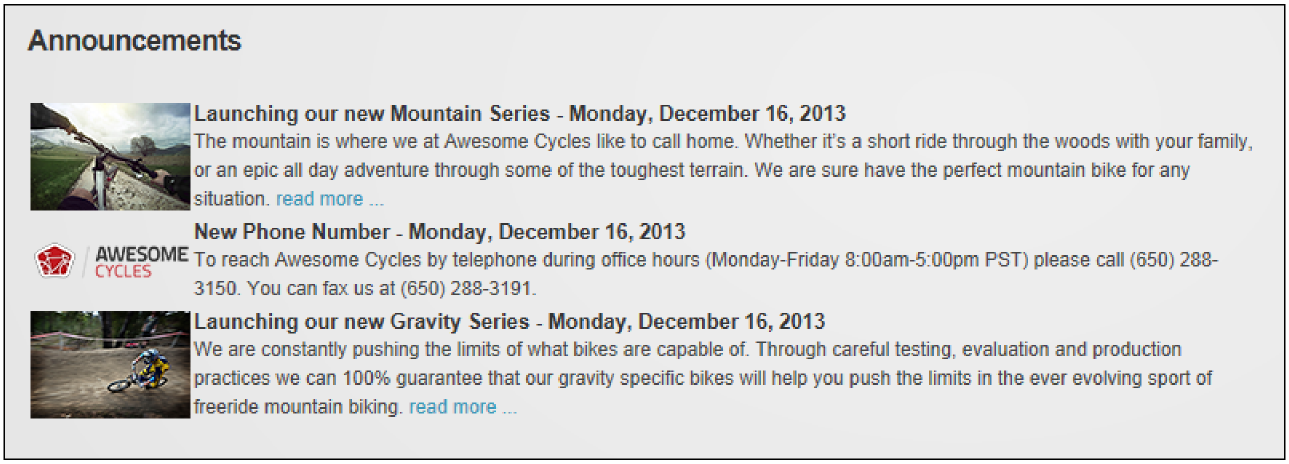
About Announcements

Announcements 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.

Installation Note: Announcements must be deployed and installed on your site by a SuperUser.

Module Version: 04.00.03 / **Minimum DNN Version**: DNN 04.07.00

Features: IPortable, ISearchable



Announcements

Project Links

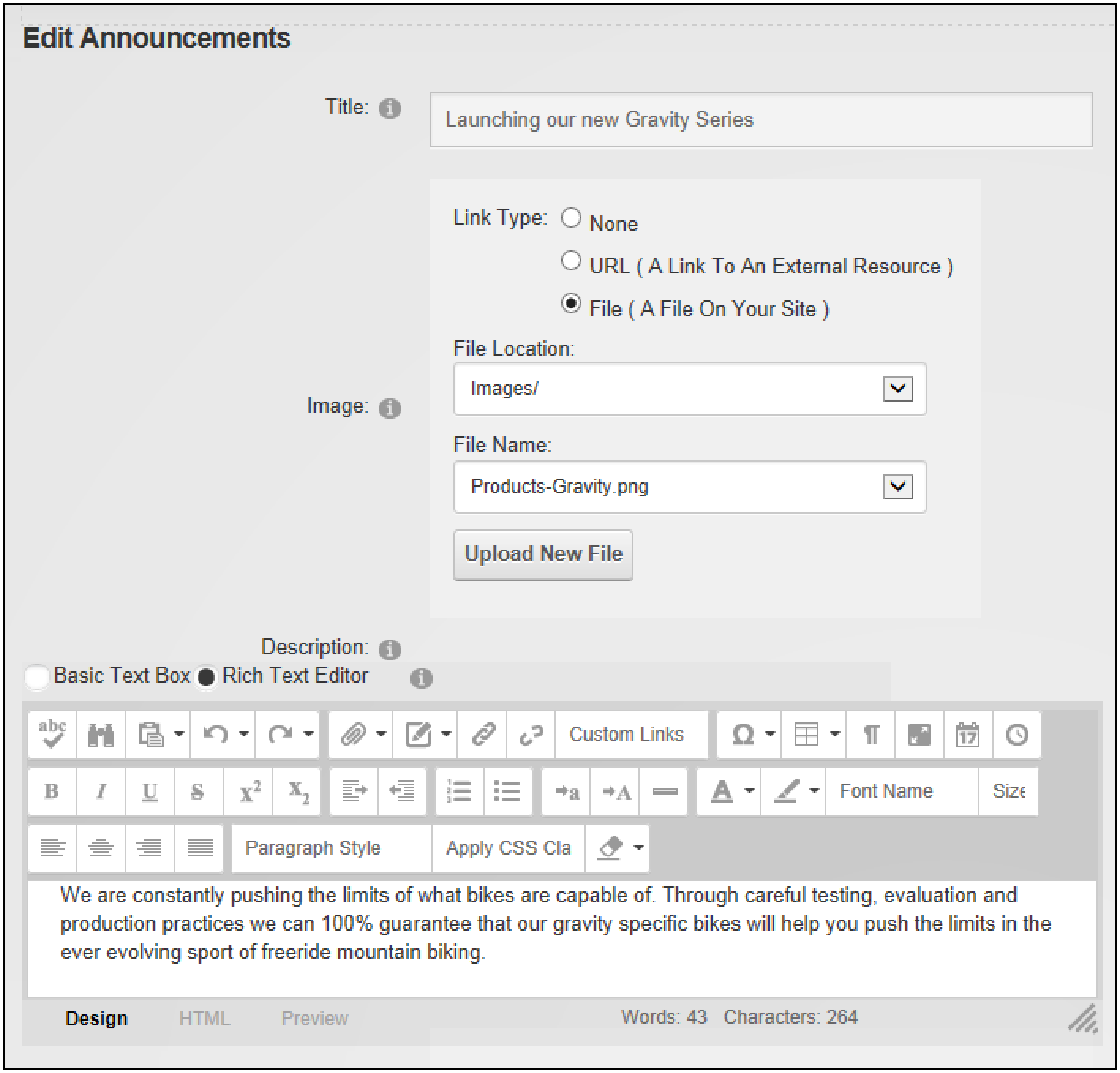
- http://dnnannouncements.codeplex.com/

Module Editors

Adding an Announcement

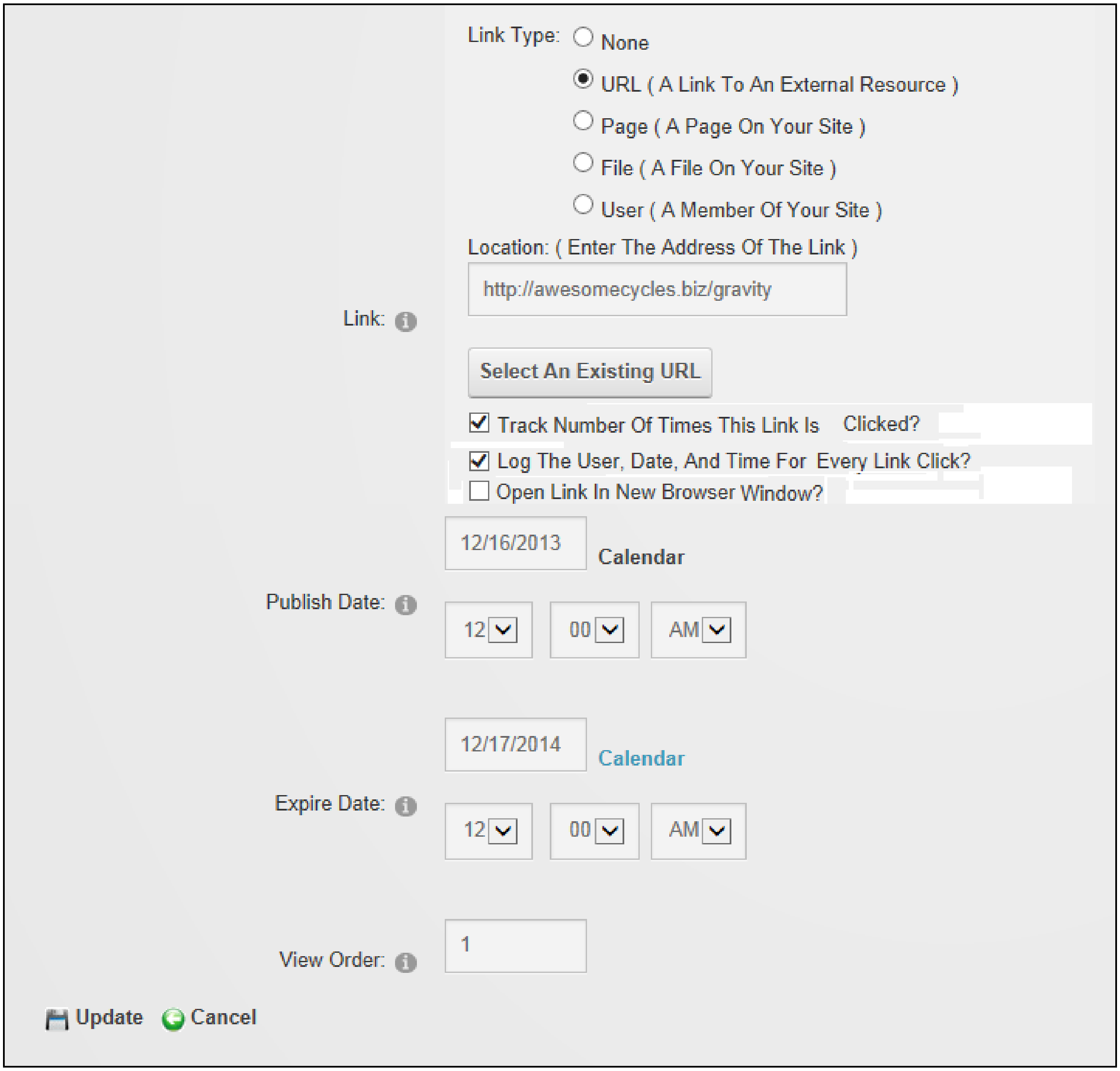
How to add an announcement.

1. Go to an Announcements module.
2. Select **Edit** > **Add New Announcement** from the module actions menu.
3. Complete the following mandatory fields:
   1. In the **Title** text box, enter a title for the announcement.
   2. In the **Description** Editor, enter a description for the announcement.

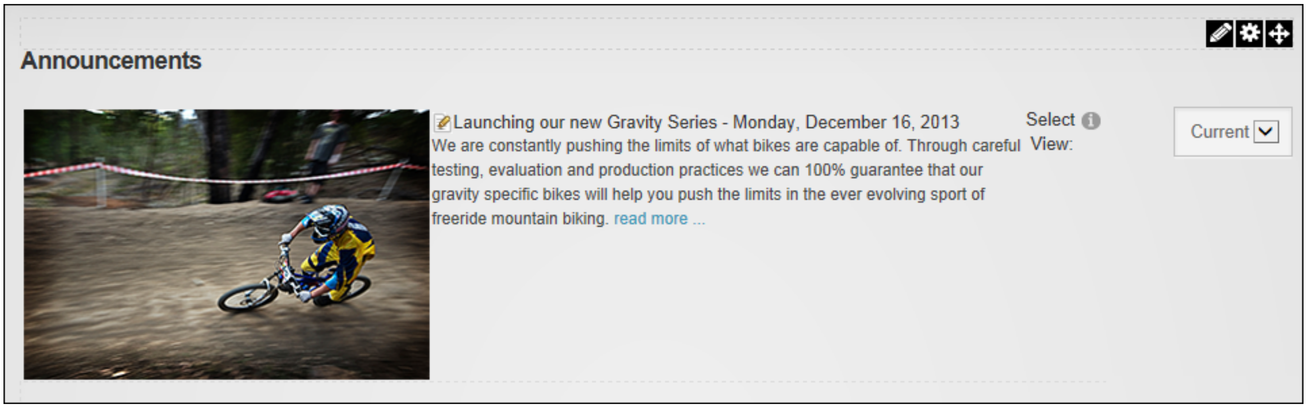


4. The following **optional** settings are also available:
    1. At **Image**, set the link to display an image on this announcement or select **None** if no image is required. See "Setting a File Link"
    2. At **Link** set the Read more... link for this announcement or select **None** for no link. See "About the Link Control"

3. 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.
4. 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.
5. 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 that lists announcements from most recent publish date to oldest publish date.



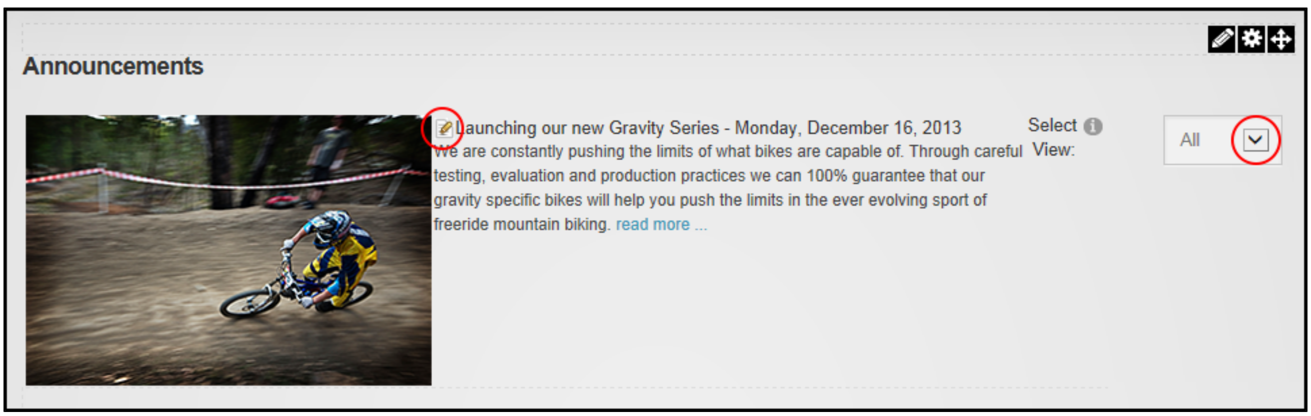
5. Click the **Update** button.



Editing an Announcement

How to edit the content or publish dates for an announcement.

1. Go to an Announcements module.
2. **Optional.** If the announcement isn't displayed go to the **Select View** drop down list and select **All**.
3. Click the **Edit** button beside the announcement.



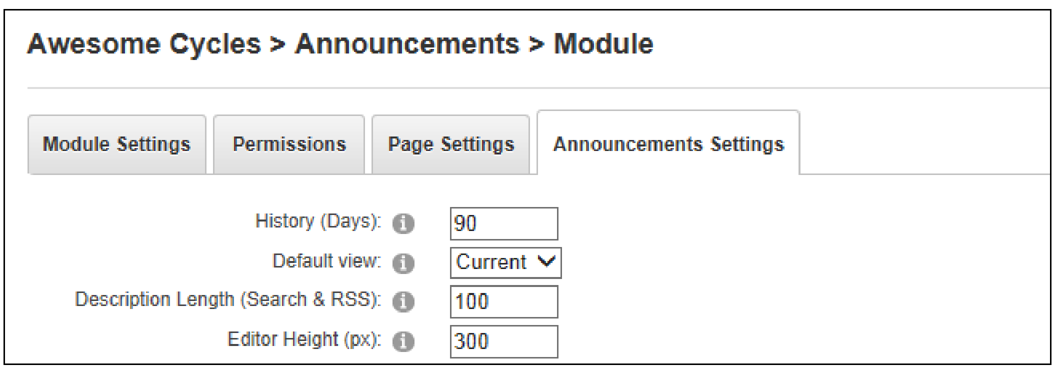
4. Either edit the link and then click the **Update** button, or click the **Delete** button and then click the **Yes** button to confirm.

Settings

Configuring Announcement Settings

How to configure the module settings for this instance of the Announcements module.

1. Go to an Announcements module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Announcements Settings** tab.
4. In the **History (Days)** text box, enter how many days of announcements will be display. E.g. Entering 14 will display announcements with a publish date from 1 to 14 days ago. Announcements that are more than 14 days old will be set as expired and will not display in the current.
5. In the **Default View** text box, select one of the following from the drop down list to set the number of days that each announcement will be displayed. Once the number of days set is reached the announcements are moved to the **Expired** group:
   - **Current**: Select to display the current announcements by default.
   - **Expired**: Select to display the expired announcements by default.
   - **Future**: Select to display the future announcements by default.
   - **All**: All announcements are displayed by default.
6. In the **Description Length (Search & RSS)** text box, enter the maximum number of characters to be included in DNN searches and in RSS feeds - OR - Enter 0 (zero) to allow the maximum number of 2000 characters.
7. In the **Editor Height (px)** text box, enter the height in pixels for the description Editor. The default setting is 300.



8. Click the **Update** button.

Managing Announcement Templates

How to modify any of the five templates that defines the content, layout and style of announcements.

1. Go to an Announcements module.
2. Select Manage > Settings from the module actions menu.
3. Select the **Announcements Settings** tab.
4. In the **Header Template** text box, edit the template as required. This template controls the section before the first announcement item.
5. In the **Item Template** text box, edit the template as required. This template controls each announcement items. For example, to hide the publish date, delete- **[PUBLISHDATE]** from the Template window.
6. 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.
7. In the **Separator** Template text box, edit the template as desired.
8. Click the **Update** button.

Note: You can restore any of the original templates by clicking the Load Default link beside the template to be restored.

Documents

About Documents

Documents displays a list of documents that can be set as downloadable. Each records typically displays the document title, description, category, owner and a link to view or download the document, depending on the access granted to that user. Additional data (modified date, file size, created by, created date, modified by and clicks) is automatically recorded for each document and can be optionally displayed. Link tracking and logging are also available.

Installation Note: Documents must be deployed and installed on your site by a SuperUser.

Module Version: 06.00.01 / **Minimum DNN Version**: 05.01.00

Documents

	Title	Owner	Category	Modified Date	Size	
	Summer 2104	Lucio Arnaude	Catalogs	11/13/2013	101.50 KB	Download
	Winter 2014	Beth Slaton	Catalogs	11/13/2013	101.90 KB	Download
	Autumn 2104	Caroline Aho	Catalogs	11/13/2013	101.30 KB	Download
	Spring 2013	Wade Sieber	Catalogs	11/13/2013	101.47 KB	Download

Documents

Project Links

- http://dnndocuments.codeplex.com/

All Users

Downloading a Document

How to download a document from the Documents module to your computer. Note: The Download column must be visible to perform this task.

1. Go to a Documents module.
2. Click the Download link located beside the required document.

Documents

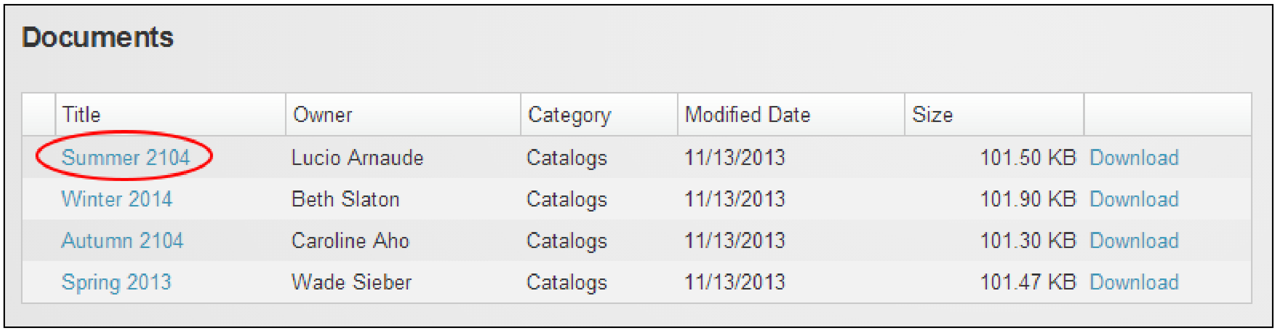
	Title	Owner	Category	Modified Date	Size	
	Summer 2104	Lucio Arnaude	Catalogs	11/13/2013	101.50 KB	Download
	Winter 2014	Beth Slaton	Catalogs	11/13/2013	101.90 KB	Download
	Autumn 2104	Caroline Aho	Catalogs	11/13/2013	101.30 KB	Download
	Spring 2013	Wade Sieber	Catalogs	11/13/2013	101.47 KB	Download

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

Viewing a Document

How to view a document listed in the Documents module. Note: The Title column must be visible and the Title Link enabled to perform this task.

1. Go to a Documents module.
2. In the **Title** column, click on the linked document title.



Documents

	Title	Owner	Category	Modified Date	Size	
	Summer 2104	Lucio Arnaude	Catalogs	11/13/2013	101.50 KB	Download
	Winter 2014	Beth Slaton	Catalogs	11/13/2013	101.90 KB	Download
	Autumn 2104	Caroline Aho	Catalogs	11/13/2013	101.30 KB	Download
	Spring 2013	Wade Sieber	Catalogs	11/13/2013	101.47 KB	Download

3. 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 "Managing Layout Settings"

Module Editors

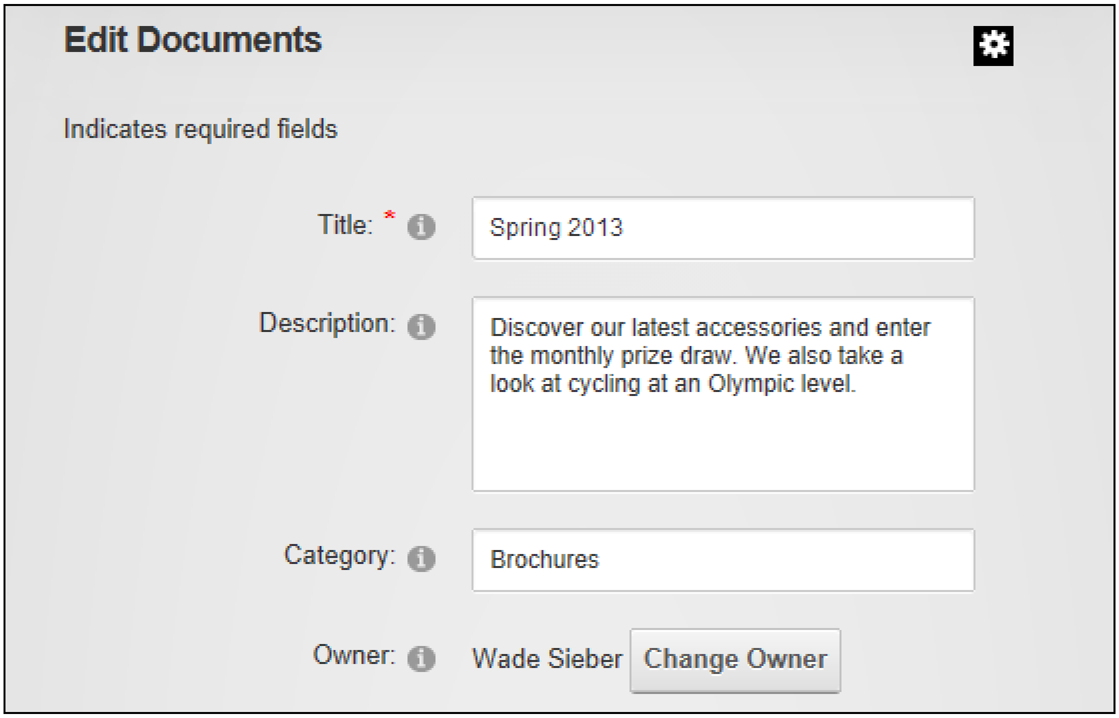
Adding a Document

How to add a document. Note: If the document is located on an external resource such as another website the size of the file will be unknown by your site. As a result the text "Unknown" will be displayed in the Size column.

Prerequisite. Module editors will need to be granted permission if you want them to upload documents to a Digital Asset Management folder (Admin > File Management) other than their personal folder. See "Modifying Folder Permissions"

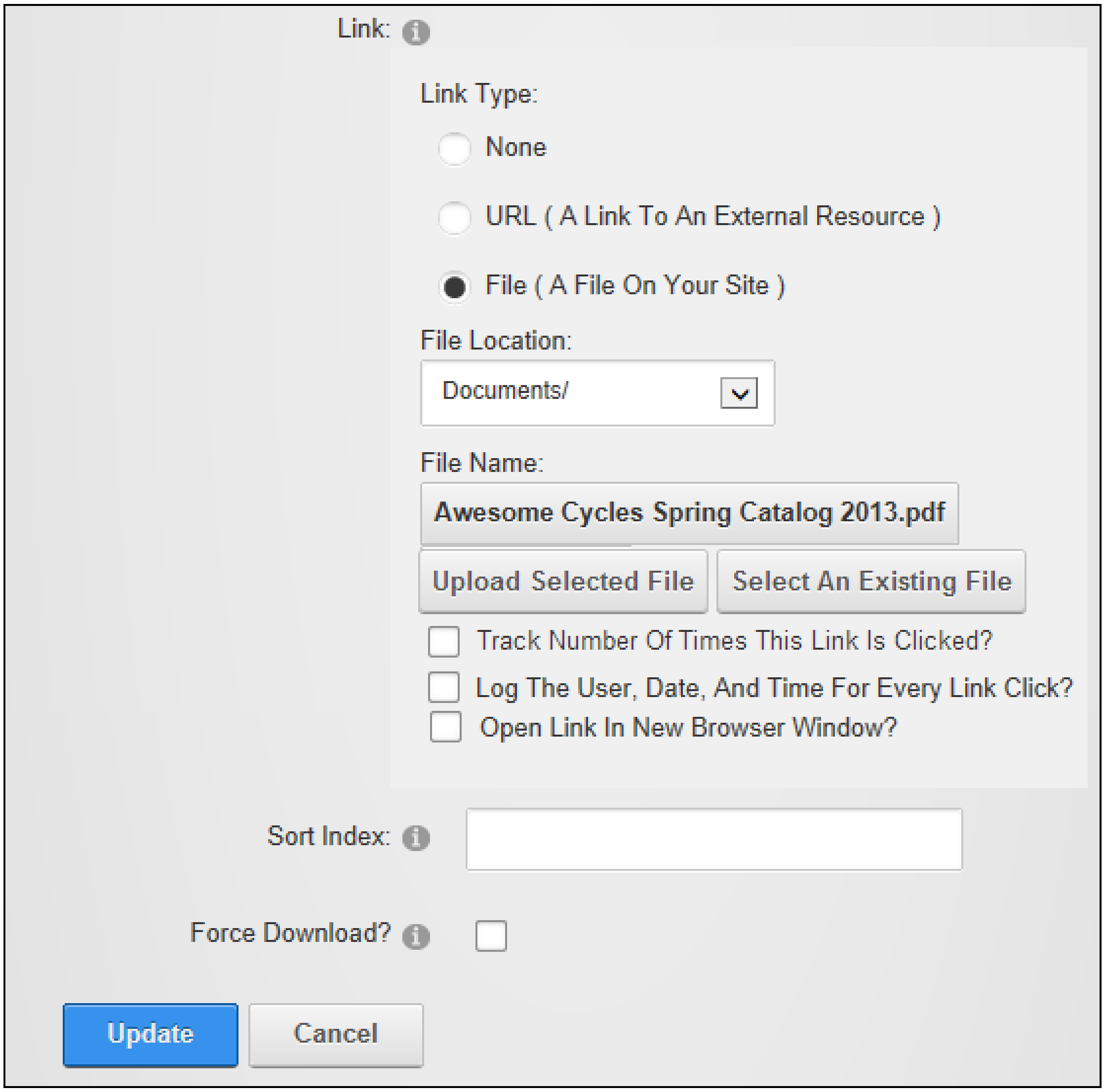
1. Go to a Documents module.
2. Select **Edit** > **Add New Document** from the module actions menu.
3. In the **Title** text box, enter a title for the document. Note: This is the only field required by this page, however you should also set the Link field. Note: If you update this document record now without setting the link, then the first file displayed in the File Name field will be set.
4. **Optional.** In the **Description** text box, enter a description of the document.
5. **Optional.** At **Category**, enter or select a category for the document.

6. **Optional.** At **Owner**, your name is displayed. If you want to change the name, click the **Change Owner** button and select a different user to be listed as the owner of this document - OR - Select **None Specified** to leave the owner field blank.



7. **Recommended**. At **Link**, set the link to this document (See "Setting a URL Link" or See "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"
   1. **Recommended.** At **Track Number Of Times This Link Is Clicked?**, mark the check box to track the number of clicks on this link. See "Tracking Link Clicks"
   2. **Optional.** At **Log The User, Date, And Time For Every Link Click?**, mark the check box to enable the Link Log. See "Logging Links"
   3. **Optional.** At **Open Link In New Browser Window**, mark the check box to open the link in a new window - OR - unmark the check box to open the link in the current browser window.
8. **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. Note: The Sort Index setting is overridden by automatic sorting. See "Adding Document Sorting by Column Name"

9. At **Force Download**, mark the check box to force users to download the document rather than viewing it - OR - unmark the check box to allow the file to be viewed and/or downloaded.

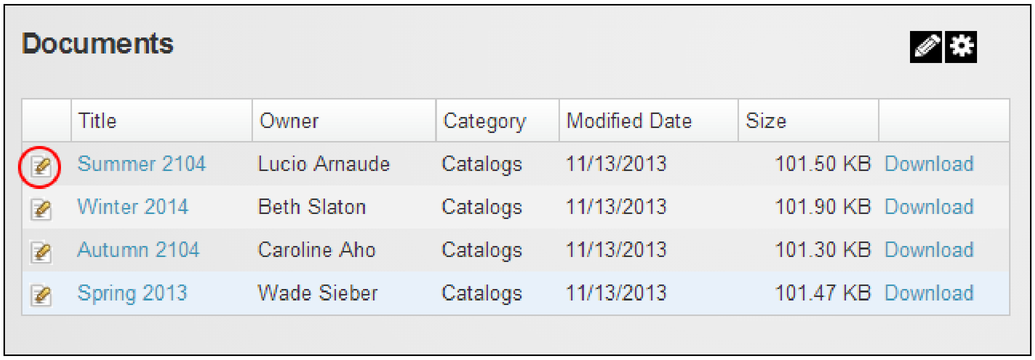


10. Click the **Update** button.

Editing and Deleting Documents

How to edit a document record. Both the details of document and the file associated with a document record can be modified.

1. Go to a Documents module.
2. Click the **Edit** button located to the left of the document record to be edited.

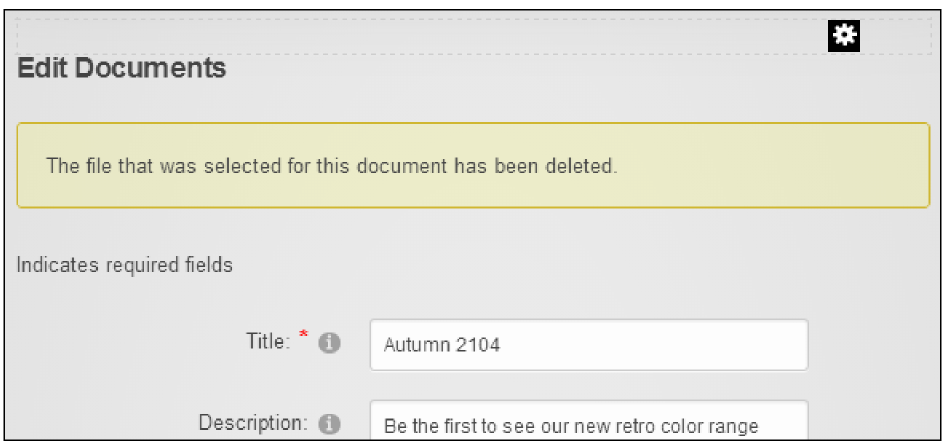


3. Either edit the document and then click the **Update** button, or click the **Delete** button and then click the **Yes** button to confirm.

Troubleshooting

Deleted Files

The message "The file that was selected for this document has been deleted" may display at the top of the Edit Documents page when you begin to edit a document. 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 error) is displayed to users when they attempt to view or download the deleted document.



Security Permissions Warning

The following security permissions warning may be displayed when you attempt to add or edit a document using the Documents module:
"Warning: The security permissions for the selected file do not match this module's configured view roles. The module is configured to allow viewing by role 'All Users', but the file does not. For users who are not members of a role that can view the file, this document row will not be displayed. You can adjust security settings using the File Manager in the admin menu."

Here are the options to fix this problem:

Option One: Using the Selected File

You can choose to use the file you have already selected, however the document will only be displayed to users with the correct permissions to browse or view the file.

1. If you are editing a document, click the **Update** button. This link isn't displayed when adding a document.
2. Click the **Update Anyway** button.

Note: The warning message will continue to display on the Edit Documents page however you will no longer need to confirm "Update Anyway" for the document.

Option Two: Modifying the File Location

How to allow all roles authorized to view the module to access the document. This topic assumes you are currently located on the Edit Documents page and are adding or editing the required document. **Important.** You must have permission to upload files to the folder where you will be uploading the file. See "Modifying Folder Permissions"

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

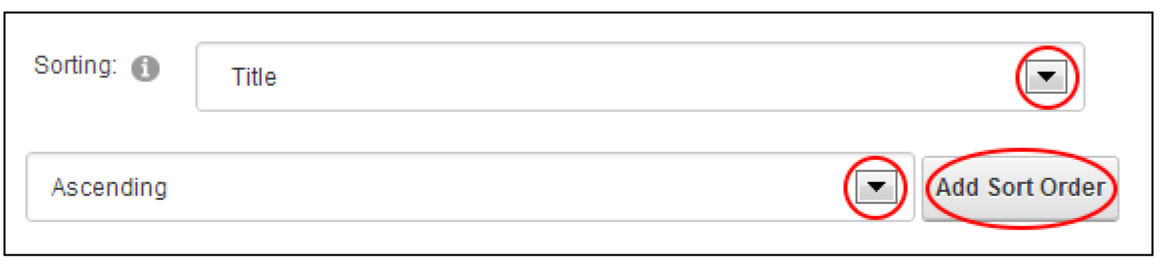
Settings

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. Go to a Documents module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Documents Module Settings** tab.
4. At **Sorting**, if "Sort Index" is displayed below the drop down list, click the Delete Sort Order link.

5. At **Sorting**, select the first column name to sort documents by from the left drop down list. E.g. Title
6. **Optional.** At **Sorting**, select to display documents in either **Ascending** (numeric-alphabetic order. E.g. 0,1,2,3,a,b,c...) or **Descending** (alphabetic-numeric z,y,x,9,8,7...) order using the right drop down list. The default option is ascending.
7. Click the **Add Sort Order** button. The sort order is now listed below.



8. **Optional.** Repeat Steps 5-7 to add additional columns to this sort order.
9. Click the **Update** button.

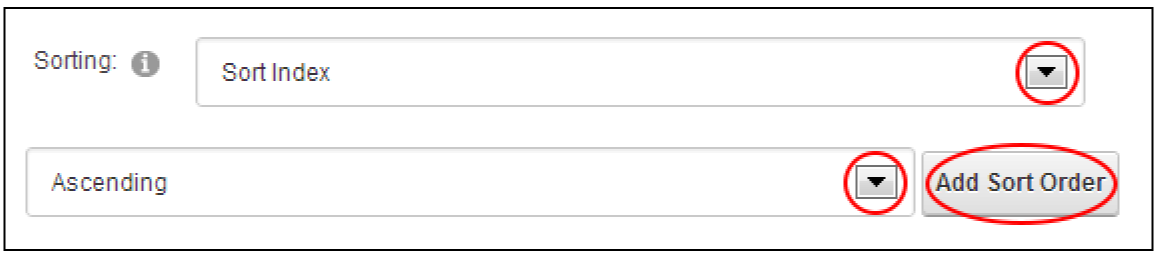
Tip: You can click the Delete Sort Order link beside any column name to delete it from sorting order.

Enabling Manual Document Sorting

How to allow module editors to manually set the sorting of documents. Enabling this setting displays the "Sort Index" text box on the Edit Documents page, allowing module editors to enter a number for each document.

Tip: Manual Sorting is the default setting for newly added modules.

1. Go to a Documents module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Documents Module Settings** tab.
4. At **Sorting**, select **Sort Index** from the drop down list.
5. Click the **Add Sort Order** button.

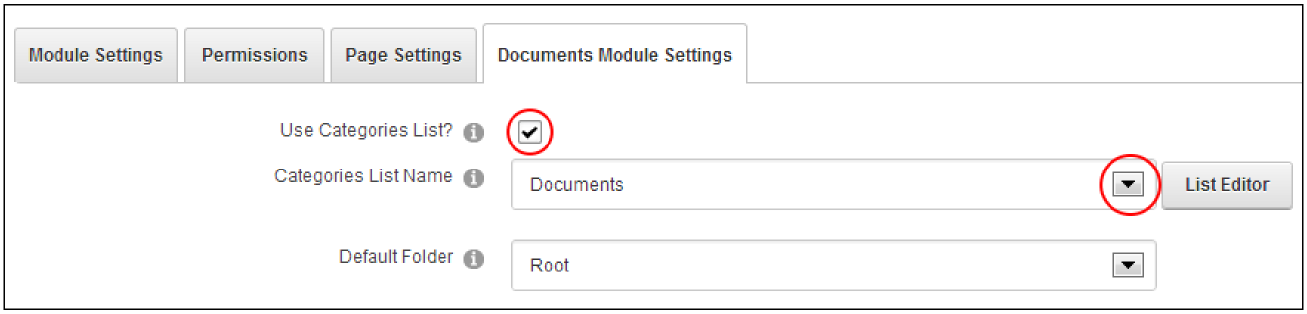


6. This displays a new row of headings and the Delete Sort Order link.
7. If any other sorting orders are displayed, click the Delete Sort Order link beside each one until only "Sort Order" remains.
8. Click the **Update** button.

Enabling/Disabling the Categories List

How to enable or disable the categories list on the Documents module. Selecting this option displays a drop down list beside the Category field on the Edit Documents page. Categories are disabled by default. **Important**: Categories can only be created and maintained by SuperUsers therefore you should organize with your host to create the required categories prior to enabling them.

1. Go to a Documents module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Documents Module Settings** tab.
4. At **Use Categories List?**, mark the check box to enable the categories list - OR - unmark the check box disable it.
5. At **Categories List Name**, select the category list name from the drop down list. E.g. Documents



6. Click the **Update** button.

Allowing Users to Sort Documents

How to allow users sort documents. If this setting is enabled, the column names become links that enable users to sort documents in ascending or descending order by any column title.

1. Go to a Documents module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Documents Module Settings** tab.
4. At **Allow Users To Sort?**, mark the check box to enable user sorting - OR - unmark the check box to disable it.
5. Click the **Update** button.

Managing Layout Settings

How to select which document columns are visible and the order they are displayed in. This section also allows you to set the document title to function as a download link to the associated document. This setting is enabled by default. Note: The Clicks column only displays the number of clicks for documents which have link tracking enabled. I.e. The "Track Number Of Times This Link Is Clicked?" field is marked.

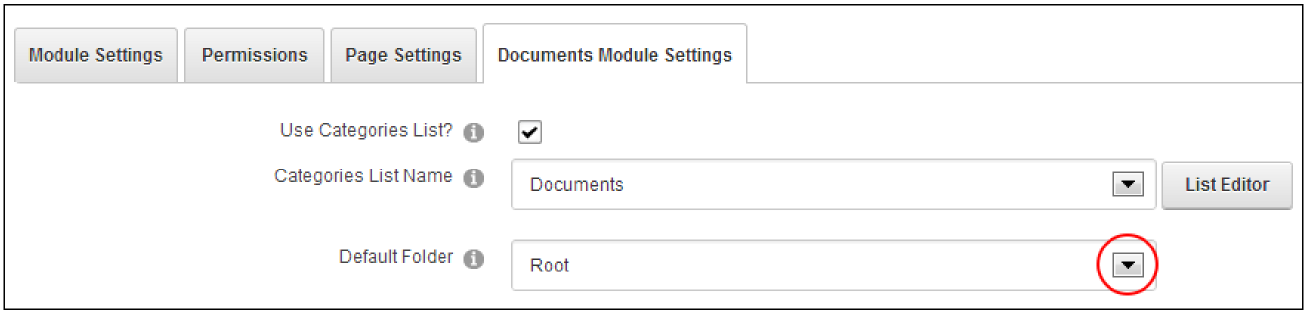
1. Go to a Documents module.
2. Select Manage > Settings from the module actions menu.
3. Select the **Documents Module Settings** tab.
4. At **Show Title Link?**, mark the check box to set the document title to function as a download link to the associated file - OR - unmark the check box to disable the link. Note: Documents cannot be downloaded if the 'Show Title Link' field is disabled and the 'Download Link' isn't visible. In this scenario, the document titles and visible columns display as static text that only allows user to view the list of documents.
5. At **Display Columns**, mark the check box at **Visible** to set a column as visible - OR - unmark the check box to set a column as not visible. Here you can also reorder the columns by clicking the **Up** button to move a column one position up (i.e. one position to the left on the module) and clicking the **Down** button to move a column one position down (i.e. one position to the right on the module).
6. Click the **Update** button.

Setting the Default Folder for Documents

How to set the folder that is displayed to editors when they are adding new documents. This setting pre-populates the **Link - File Location** field on the Edit Documents page with the selected folder. Whilst this setting does not restrict users selecting other folders, it can make it easier for them to find the right documents or encourage them to upload new documents to a central location.

The default folder must have the correct Folder Security Settings granted in Digital Asset Management located on the Admin > File Management page. See "About Folder Security Settings". In DNN Platform, 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 Evoq Contentand Evoq Content Enterprise, 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. Go to a Documents module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Documents Module Settings** tab.
4. At **Default Folder**, select a folder name from the drop down list. E.g. Documents. The default option is typically the Root folder.



5. Click the **Update** button.

Events

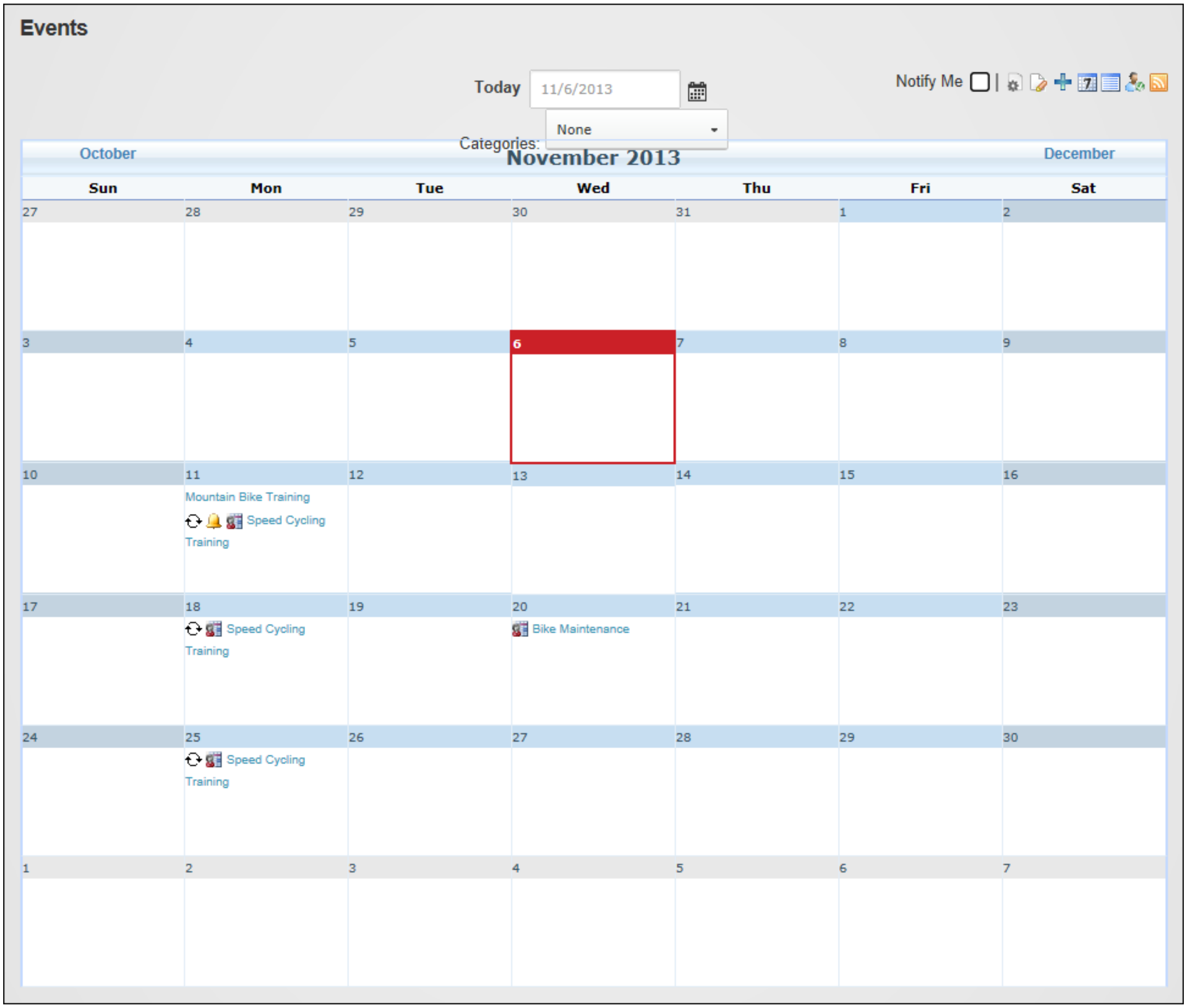
About Events

Events manages the display of upcoming events as a list in chronological order or in calendar format with additional information and links set to automatically expire or re-occur by days, weeks, months or years. Each event includes a title, start and end date/time, a description and an optional image. Event moderation, notification and enrollments are available with moderation required for all event/enrollment changes or only for new items.

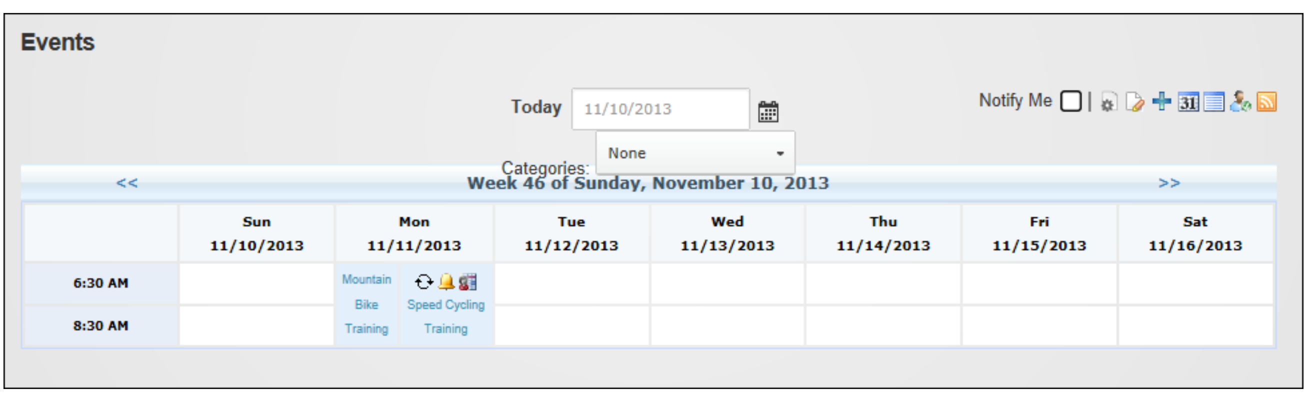
Installation Note: Events must be deployed and installed on your site by a SuperUser.

Module Version: 06.01.04 / **Minimum DNN Version**: 06.02.07 however 07.02.00 is recommended for Internet Explorer users.

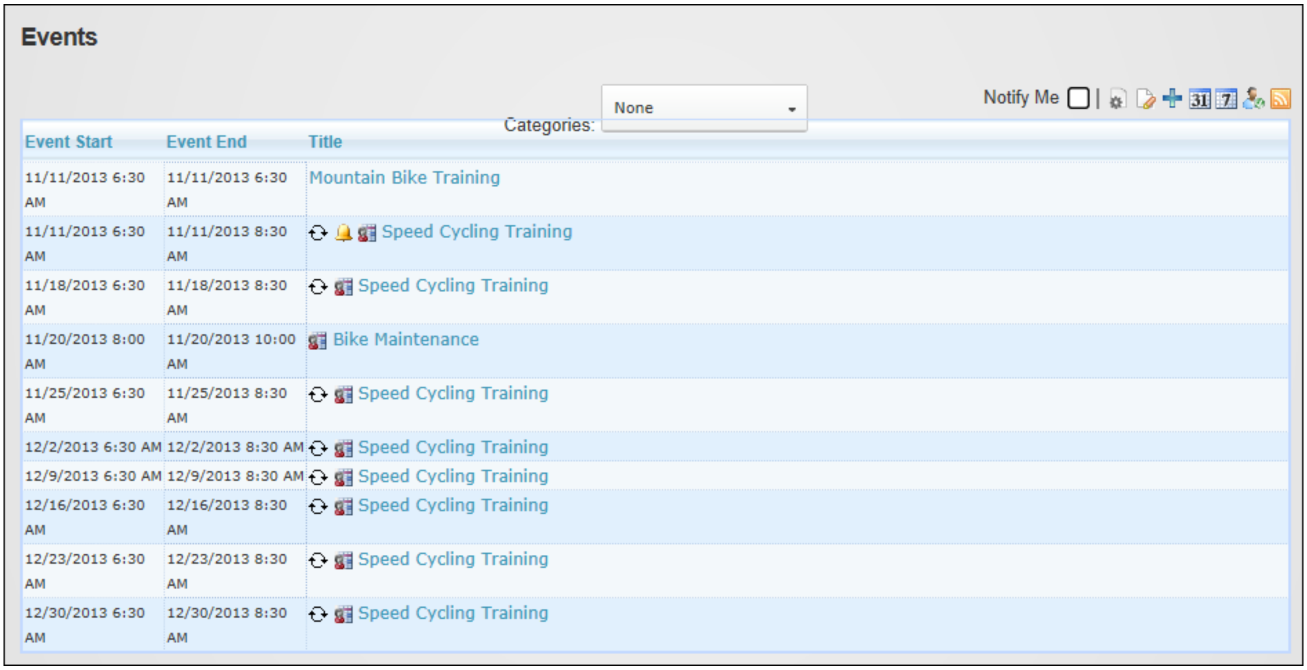
Features: ISearchable



Monthly events



Weekly events



List of events

Project Links

- **Issue Tracker**: http://dnnevents.codeplex.com/

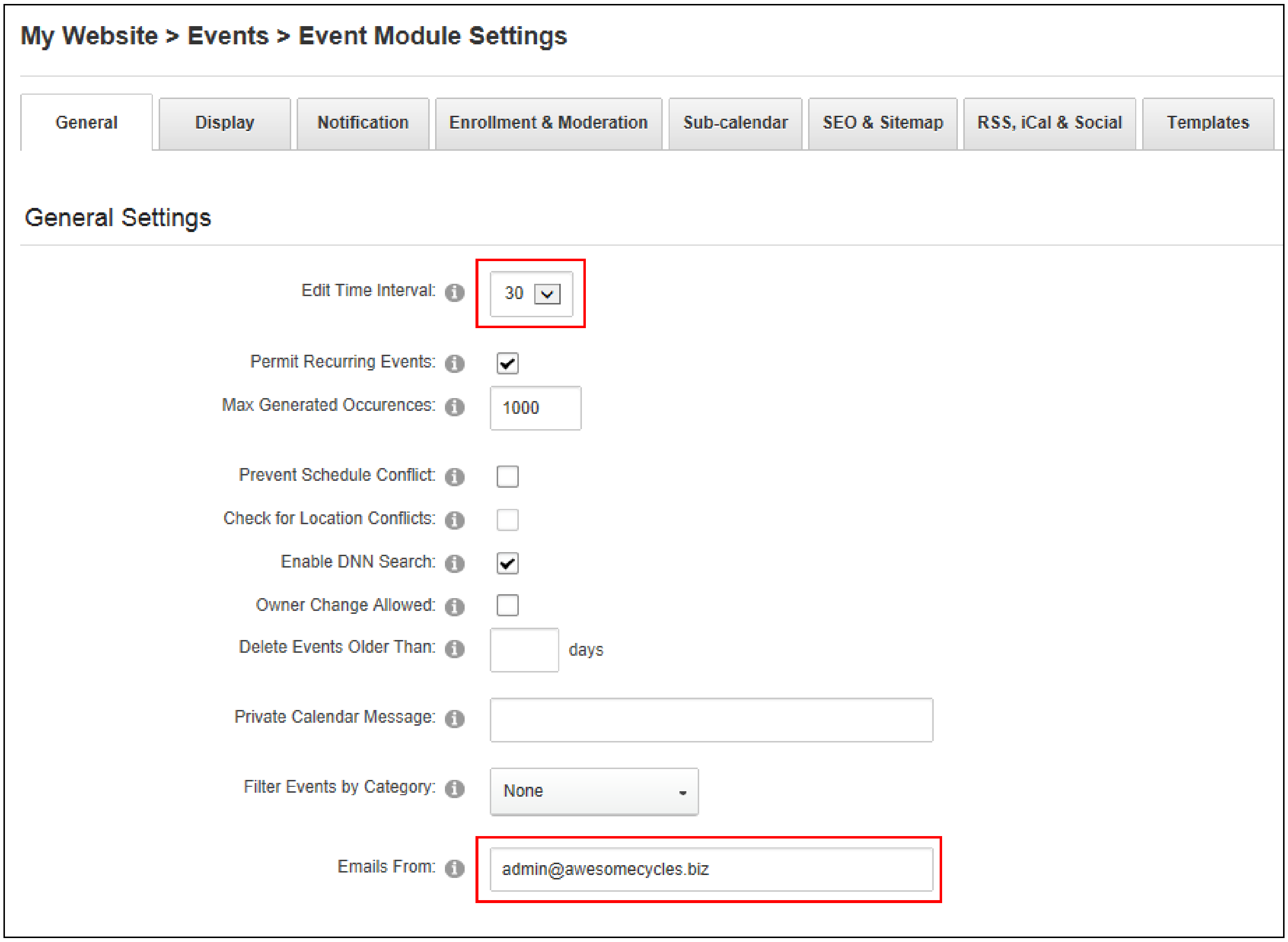
Configuration

Configuring Events

How to quickly configure Events by choosing the time intervals for events which cannot be edited once events are added and by entering the email address used for Events. This quick configuration accepts all of the remaining default settings that can be updated at a later time.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button displayed in the top right corner. This option is only visible if the Icon Bar is displayed which it is when Events are first added to a page. This displays the **Event Module Settings** page.
2. Select the **General** tab.
3. At **Edit Time Interval**, select the time interval in minutes at which events can be scheduled. E.g. Select **15** to set 15 minute intervals. This will enable events to be scheduled at 10:00 AM, 10:15 AM, 10:30 AM, 10:45 AM, etc. The default setting is 30.

4. In the **Emails From** text box, enter the email address that will be used in the From field for any emails sent from this Events module.



5. Click the **Update Settings** button.

All Users

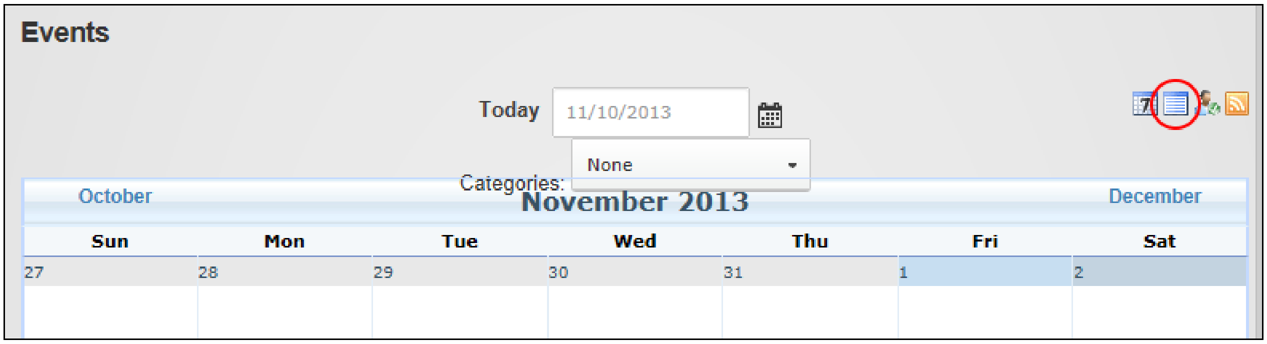
Changing the Event View

The Events module allows you to view events in either a monthly calendar, a weekly list or as a list. All three view options are available in the default configuration, however one or more views can be disabled and the design and fields displayed in each view can also be modified. In the below images, the default configurations are used.

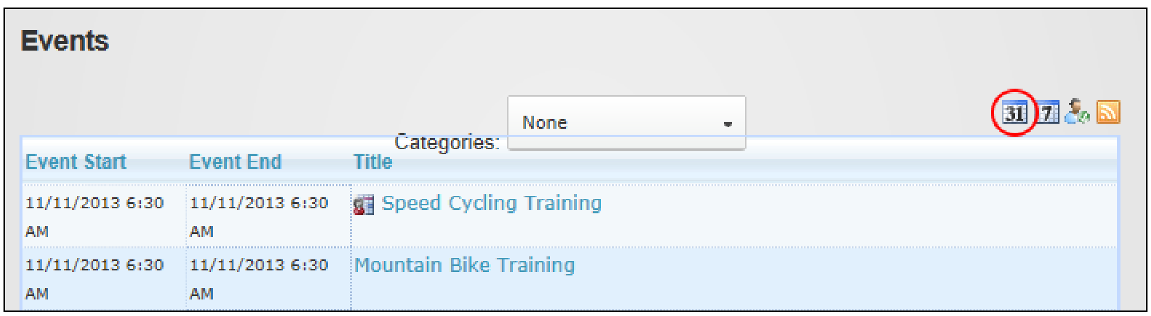
Important. If the Icon Bar has been disabled, unauthenticated users will be unable to change the view because access to the module actions menu is restricted to authenticated users only.

Here are the three different views that can be selected using either the module actions menu or the Event module Icon Bar:

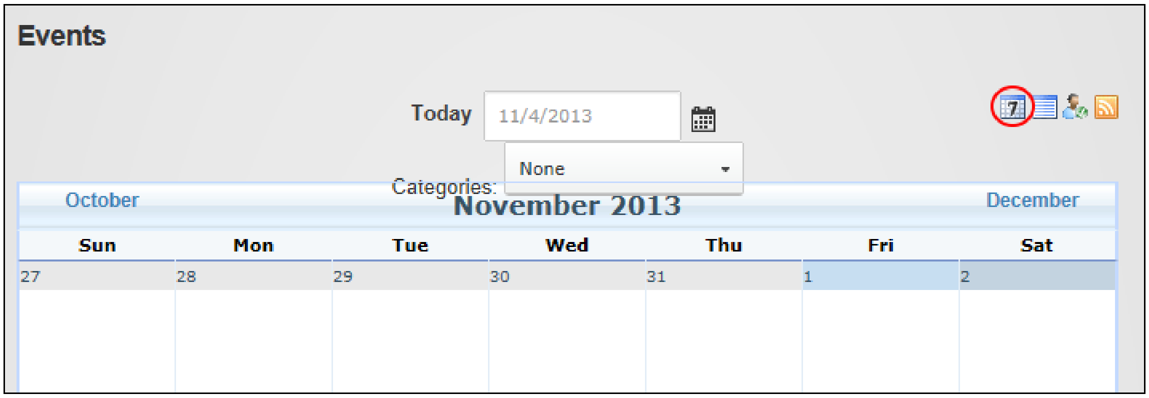
List View: Displays events in a list.



Month View: Displays events in a monthly calendar. By default the current date is highlighted. Links to the previous month and the next month enable you view other months.



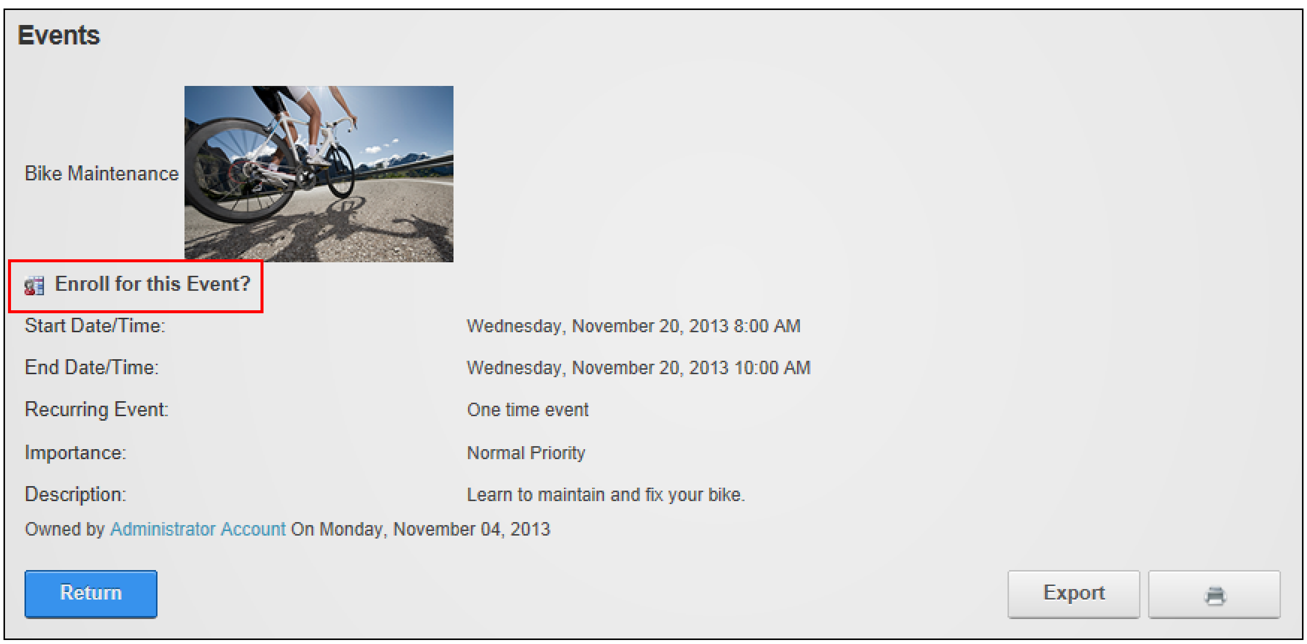
Week View: Displays events for the current week. Click the double arrow links (**<<** and **>>**) located to scroll back and forward one week at a time.



Enrolling for an Event

How to enroll to attend a free or paid event.

1. Go to an Events module.
2. Locate the event. Events that allow enrollment display the **Enroll** icon before the event title. Note: Once the maximum number of attendees have enrolled the **Enroll Full** icon is displayed.
3. Go to the event details page of the required event. See "Viewing Event Details"
4. Click the Enroll for this Event? link and then click the **Yes** button to confirm.

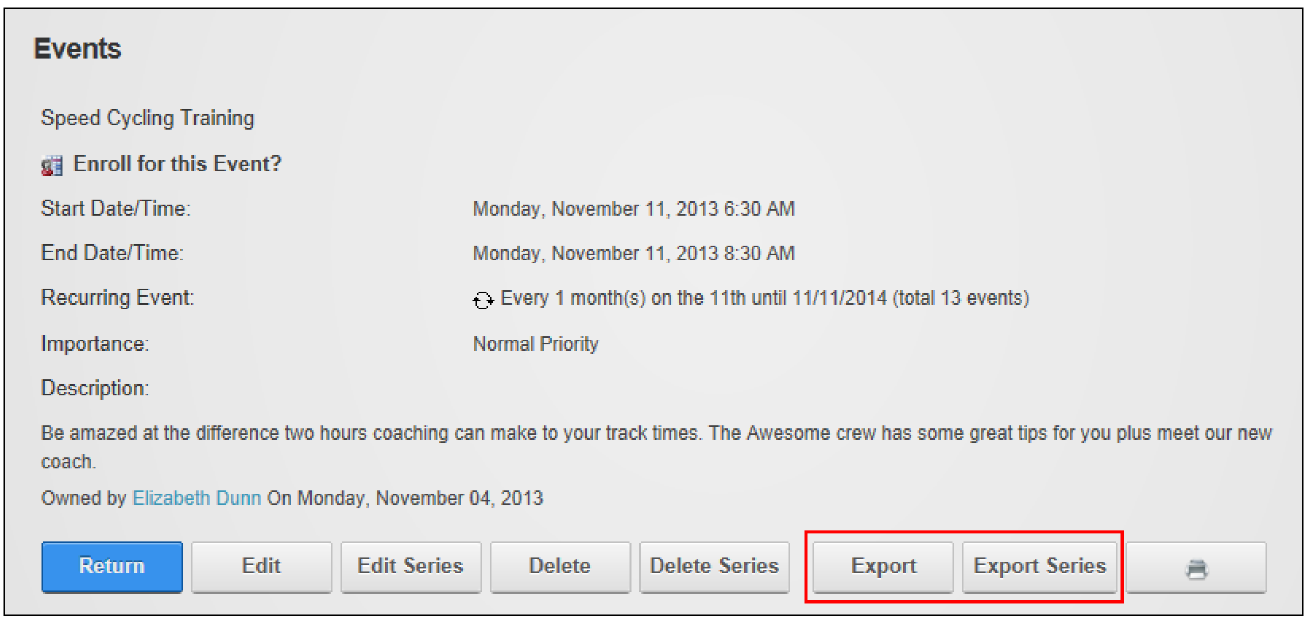


5. **Optional.** If the event requires payment, you will be taken to the **Paypal Event Enrollment** page where you can review the event information and click the **Purchase** button to finalize payment on the PayPal website. Once you have completed the secure payment process you will be returned to the website.
6. Your enrollment has now been submitted. If the event requires approval you will typically be notified by email when your enrollment is approved.

Exporting an Event to your Desktop

How to export an event or event series as an iCalendar file (file extension is .ics) and save it to your computer where it can be imported to calendar applications such as Microsoft Outlook.

1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details"
3. Click the **Export** button to export a single instance of this event - OR - Click the **Export Series** button to export the full series of a recurring event. This option is only displayed for recurring events.

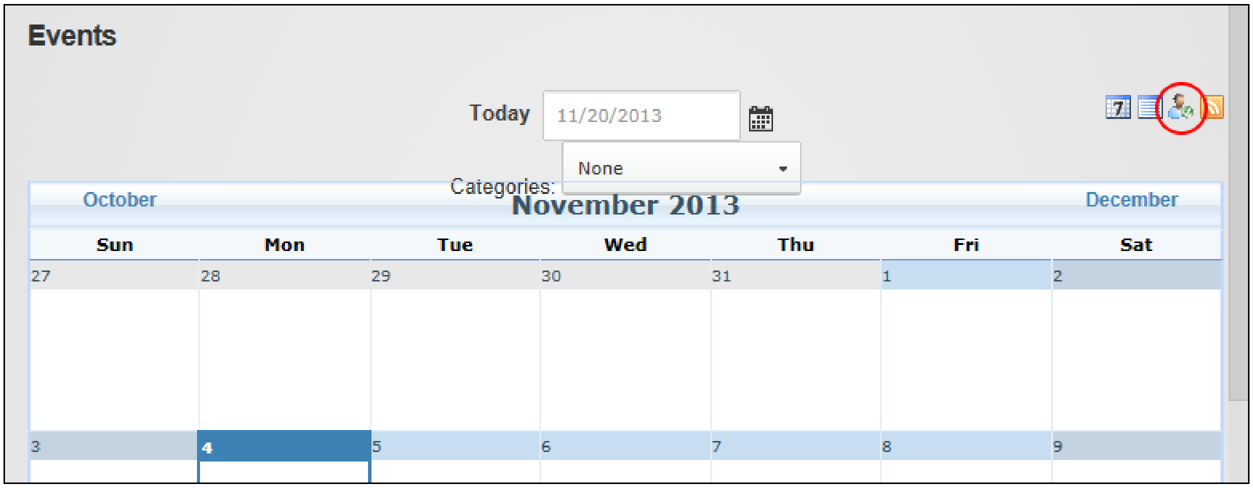


4. Perform one of these actions:
   - To save the file to your computer, click the **Save** button and then save the file to your preferred location.
   - To save the event to your Outlook calendar, click the **Open** button and then click **Save and Close**.

Managing Your Enrollments

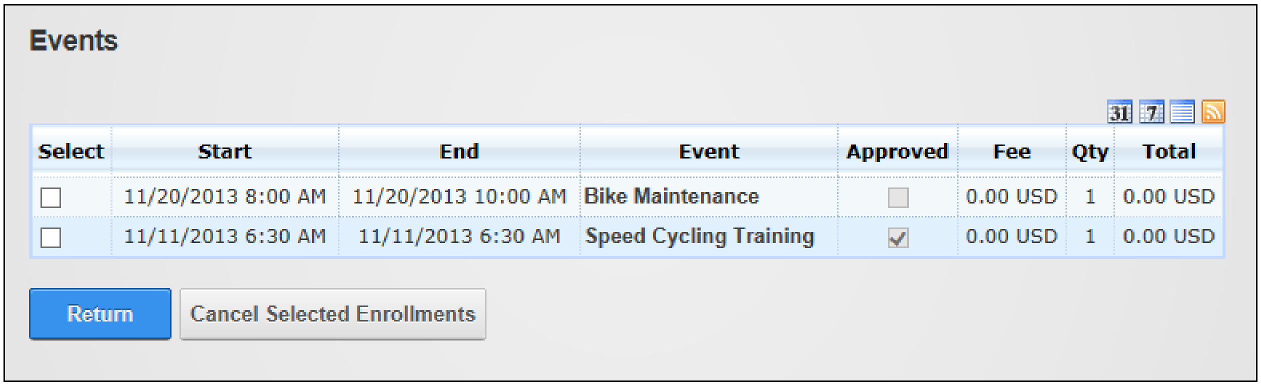
How to view the details your event enrollments and cancel enrollments to free events. Note: You cannot cancel from paid events.

1. Go to an Events module.
2. Click the **My Enrollments** button in the Events icon bar.



The following details are displayed for each event you have enrolled for:

- **Cancel Enrollments**: mark the check box beside each enrollment to be canceled. Click the **Cancel Selected Enrollments** button and then click the Yes button to confirm cancellations.
- **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 or is unapproved .
- **Fee**: Displays the amount (if any) that has been paid to attend the event.
- **Qty**: The number of attendees you have enrolled for this event.
- **Total**: Total amount for this enrollment.



Events

Select	Start	End	Event	Approved	Fee	Qty	Total
☐	11/20/2013 8:00 AM	11/20/2013 10:00 AM	Bike Maintenance	☐	0.00 USD	1	0.00 USD
☐	11/11/2013 6:30 AM	11/11/2013 6:30 AM	Speed Cycling Training	☑	0.00 USD	1	0.00 USD

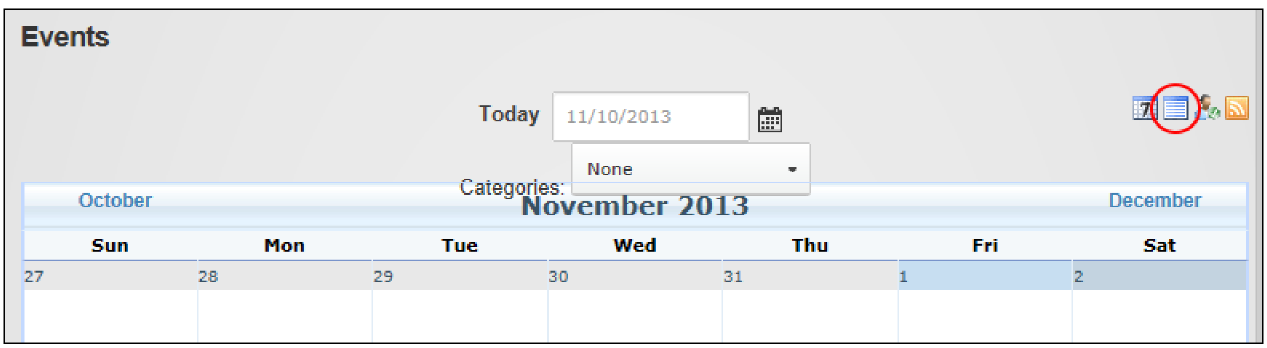
Return   Cancel Selected Enrollments

Navigating to Events

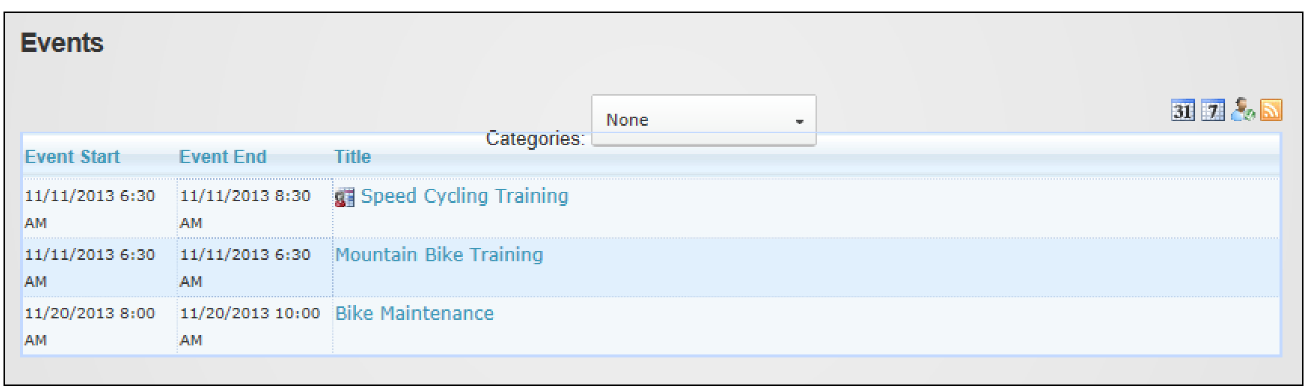
List View

How to navigate to an event using the list view. Note: List view can be disabled, as can some of these navigation options.

1. Click the **List View** button.



2. At **Categories**, select the required category names from the drop down list - OR - **Select All** to view all categories.



Events

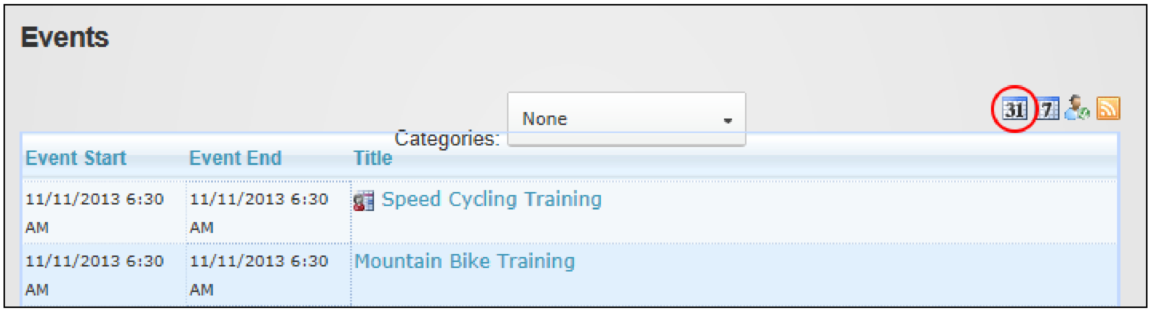
Categories: None

Event Start	Event End	Title
11/11/2013 6:30 AM	11/11/2013 8:30 AM	Speed Cycling Training
11/11/2013 6:30 AM	11/11/2013 6:30 AM	Mountain Bike Training
11/20/2013 8:00 AM	11/20/2013 10:00 AM	Bike Maintenance

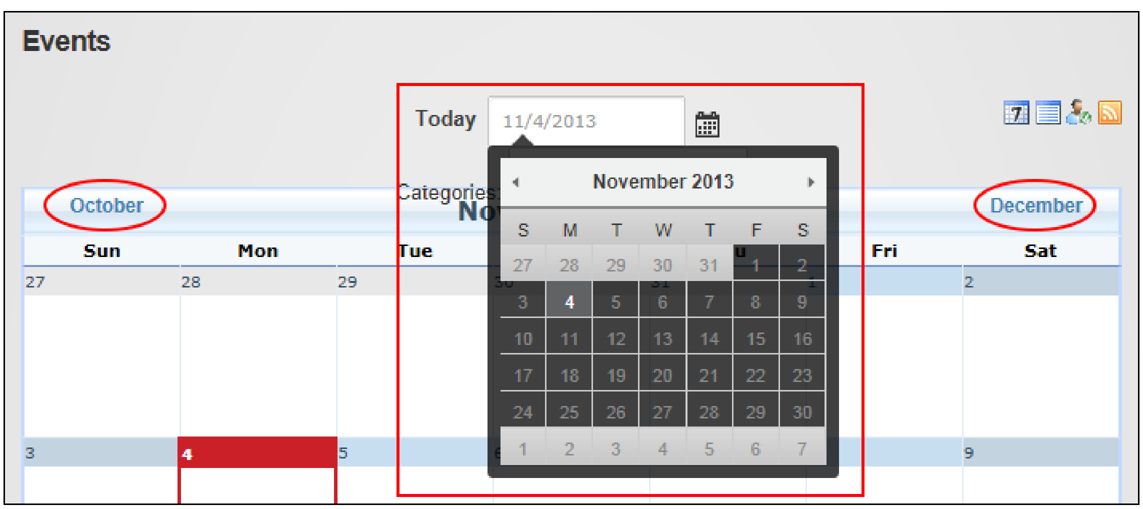
Month View

How to navigate to an event using the month view. Note: Month view can be disabled, as can some of these navigation options.

1. Click the **Month View** button.



2. 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 Calendar** button and then select a date. See "Working with the Calendar"
   - **To filter events by category**: At **Categories**, select the required category names from the drop down list - OR - **Select All** to view all categories.

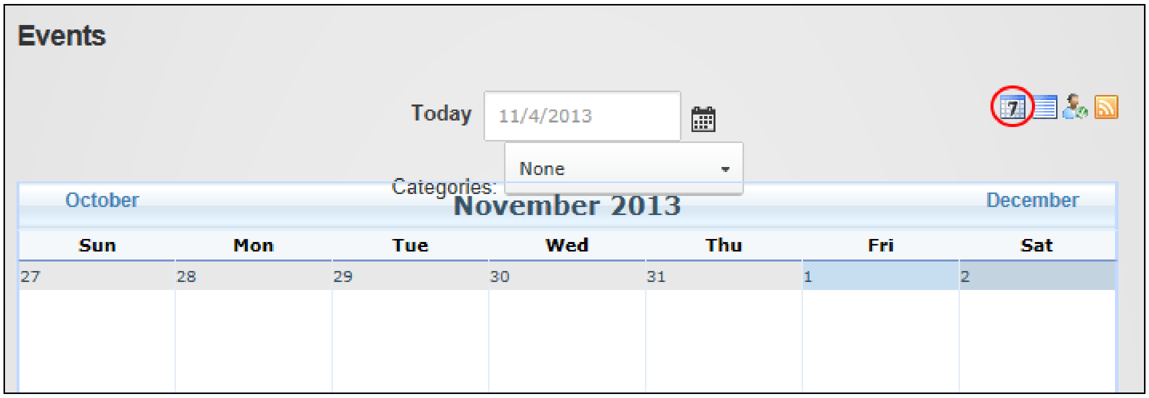


Navigating to Events in Month View

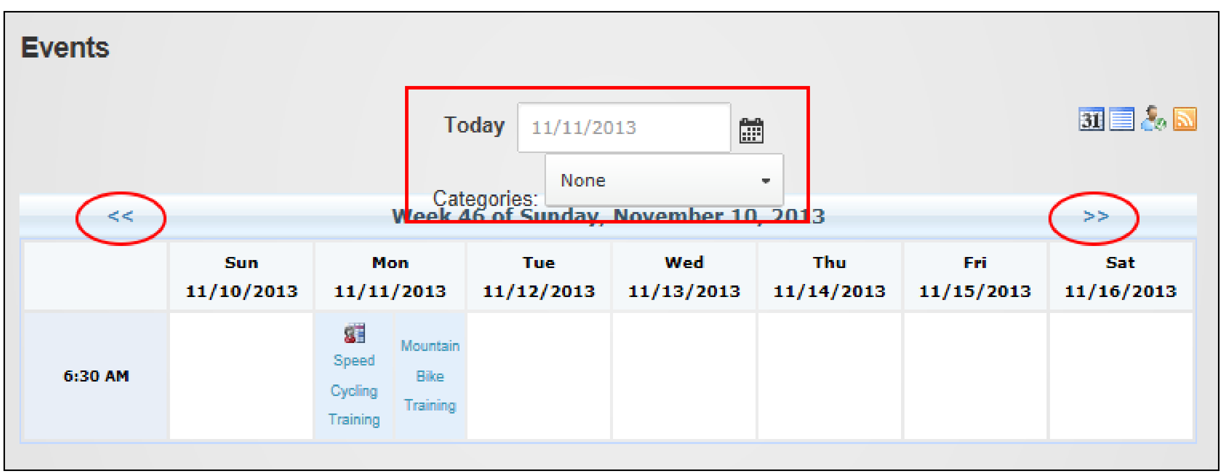
Week View

How to navigate to an event in week view. Note: Week view can be disabled, as can some of these navigation options.

1. Click the **Week View** button.



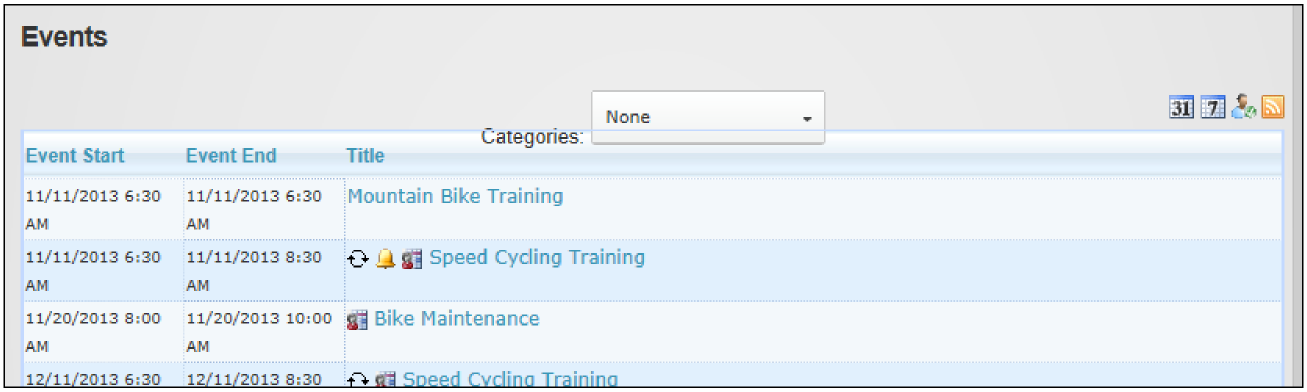
2. Choose from these options:
   - **To go to the previous or next week**: Click on the **Previous<<** or **Next>>** links.
   - **To return to the current week**: Click the Today link. The current date is highlighted.
   - **To view any week**: Click the **Calendar Popup** button and then select a date from the calendar. (See "Working with the Calendar") - OR - Enter the date into the text box and then click the **Go** button.
   - **To filter events by category**: select the required categories from the Categories drop down list.



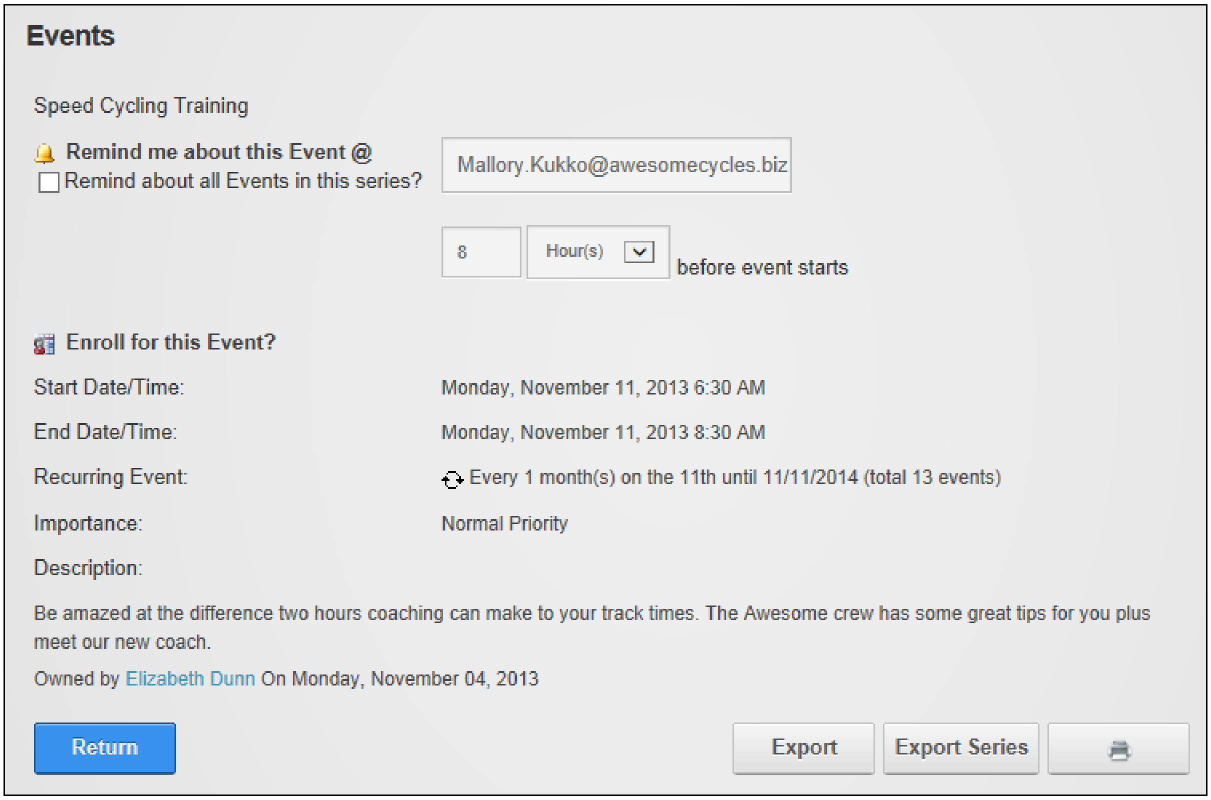
Requesting Event Reminder

How to request notification of an event on the Events module. Note: Reminders may not be available on some or all events. Note: Events that allow notifications typically display the **Reminder** icon.

1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details"



3. In the **Remind me about this Event @** text box, enter the email address to receive this reminder. If you are logged in the field will be pre-populated.
4. **Optional.** At **Remind about all Events in this series?** mark the check box to be reminded of all events in this series - OR - unmark the check box to be notified for this single event only. This option is only displayed for recurring event.
5. Set the number of minutes, hours or days **Before Event Starts** that you want to be notified.



6. Click the Remind me about this Event @ link.

Related Topics:

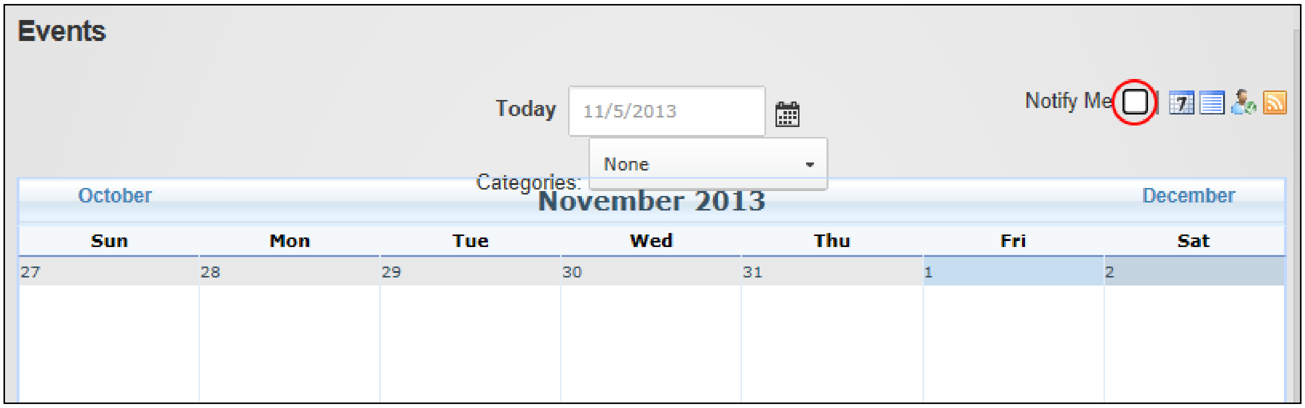
- See "Configuring Event Reminder Settings"
- See "Setting an Event Reminder"

Subscribing to New Event Notifications

How to subscribe to receive a notifications when new event is added. Note: This option may not be available.

Prerequisite. The DNN Events schedule must be enabled by a SuperUser for event/enrollment notifications to be sent.

1. Go to an Events module.
2. Mark the **Notify Me** check box in the Events iconbar to subscribe to notification or unmark the check box to unsubscribe from notifications.



Notification of new events enabled

Related Topics:

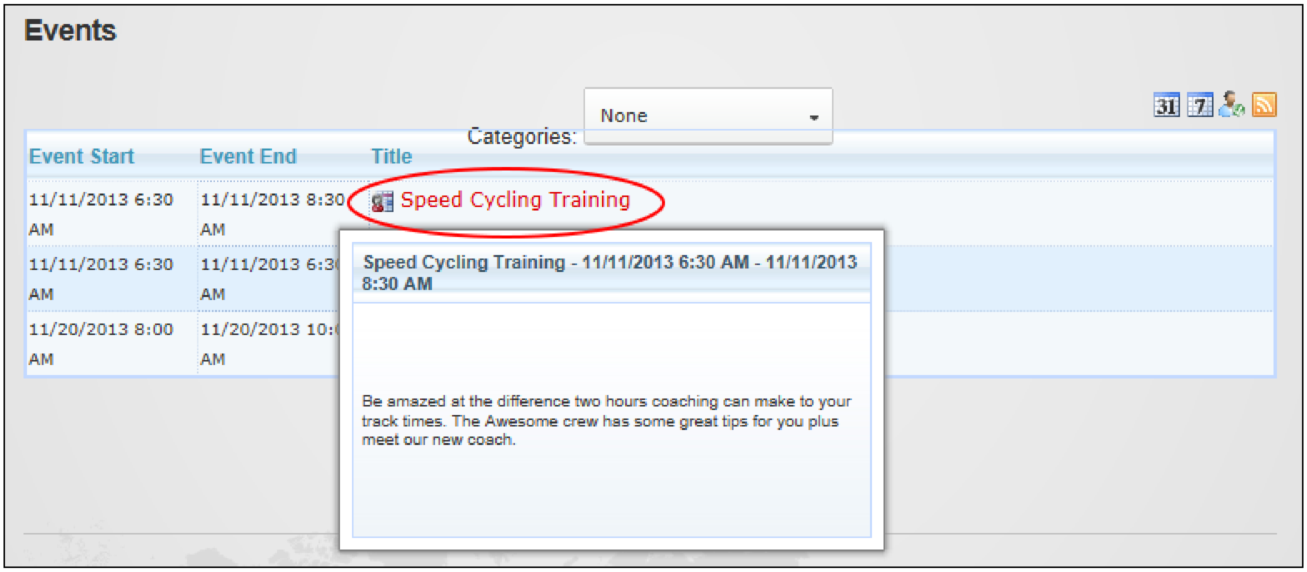
- See "Configuring the Event Email Settings"

Viewing Event Details

List View

How to view the full details of an event when the Events module is set to display events in a list. Note: This view of the Events module, as well as some of the navigation options discussed below may be disabled on this module.

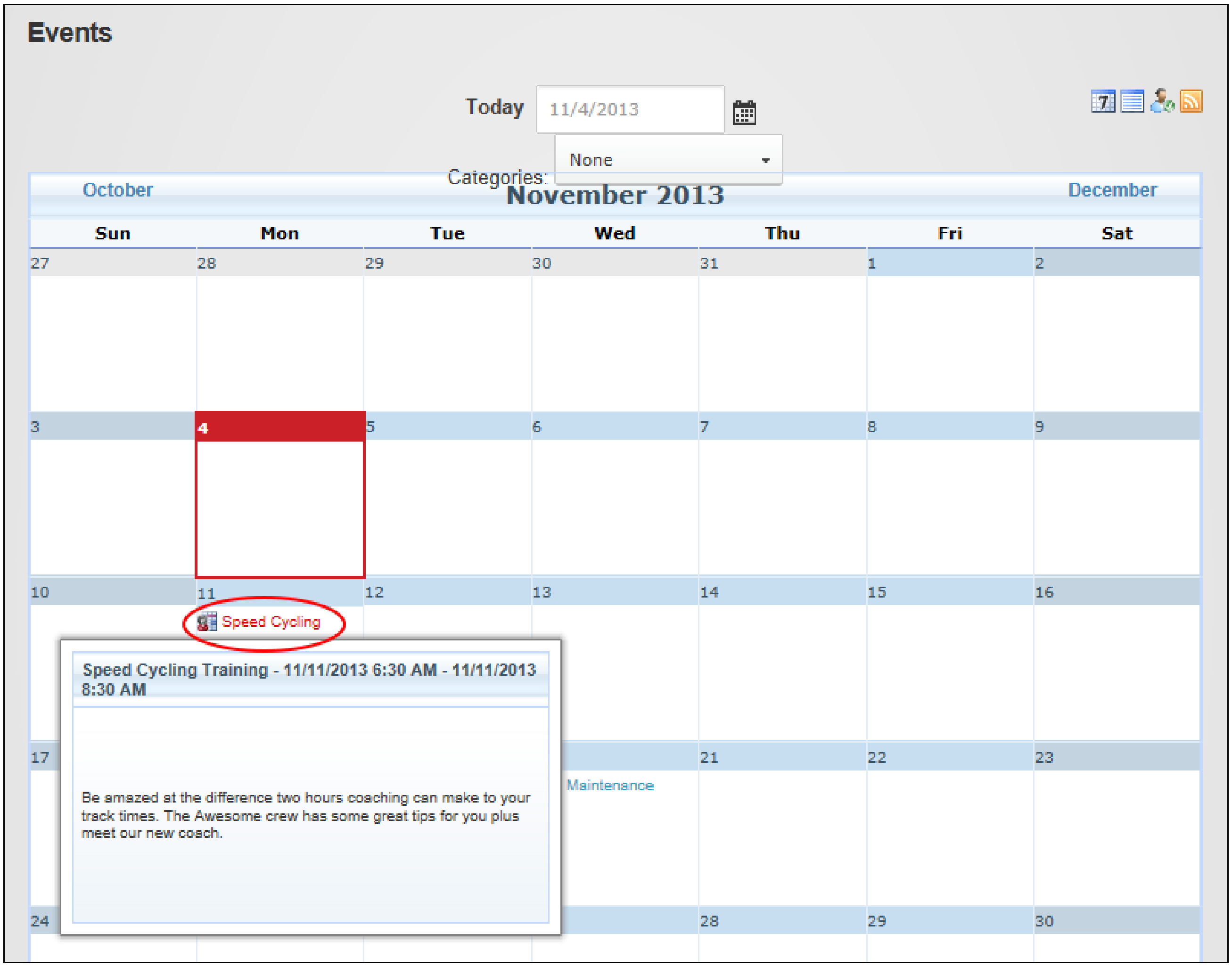
1. Go to an Events module.
2. Click the **List View** button.
3. Event details may be displayed when you position your mouse over the event title as shown in the below image.
4. Click on the [Title] link to view event details in full.



Month View

How to view the full details of an event when events are displayed in a monthly calendar.

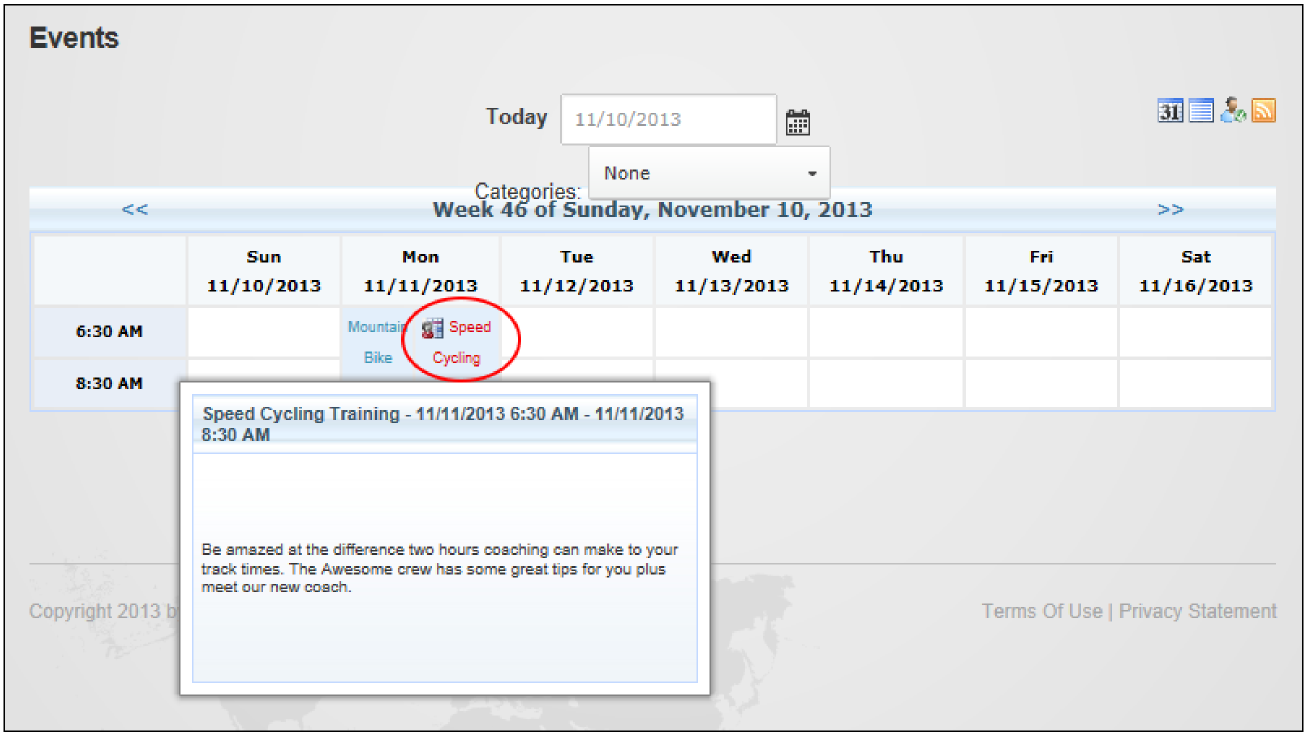
1. Go to an Events module.
2. Click the **Month View** button and navigate to the required date.
   - If event titles are not displayed in calendar cells, place your mouse over the date that is displayed in the required date cell and then click on the date.
   - If event titles are displayed in calendar cells and then click on the linked [Event Title] to view full event details. Event details may be displayed when you position your mouse over the event title as shown in the below image.



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 tools such as event enrollment and adding an event to your calendar.

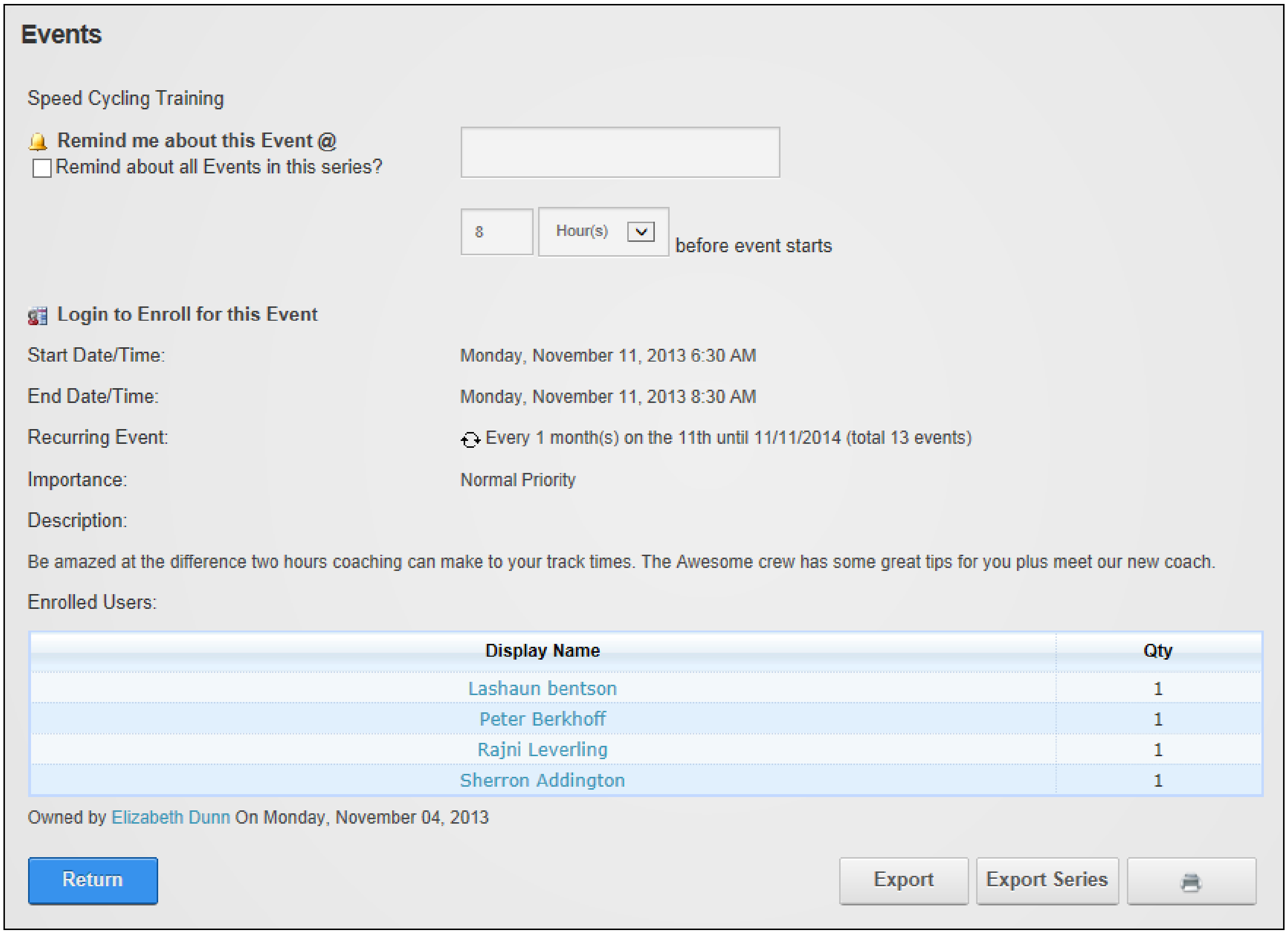
1. Go to an Events module.
2. Click the **Week View** button and navigate to the event. See "Navigating to Events"
3. Click the [Event Title] link. Event details may be displayed when you hover your mouse over the event title.



Viewing Enrolled Users

How to view details of users who are enrolled for an event on the Events module. The Enrolled Users list displays the Display Name, email address and number of attendees enrolled against that user's account, as well as whether the enrollment has been approved. Editors can click on the Display Name to view the attendee's user profile, or click on their email address to send them a message. Note: This option may not be available to all users.

1. Go to an Events module.
2. Go to the event details page of the required event. See "Viewing Event Details"
3. **Optional.** The **Enrolled Users** table may be displayed on this page depending on the module settings.



4. Click on the **Edit** button to view the event details and the Enrolled Users list.

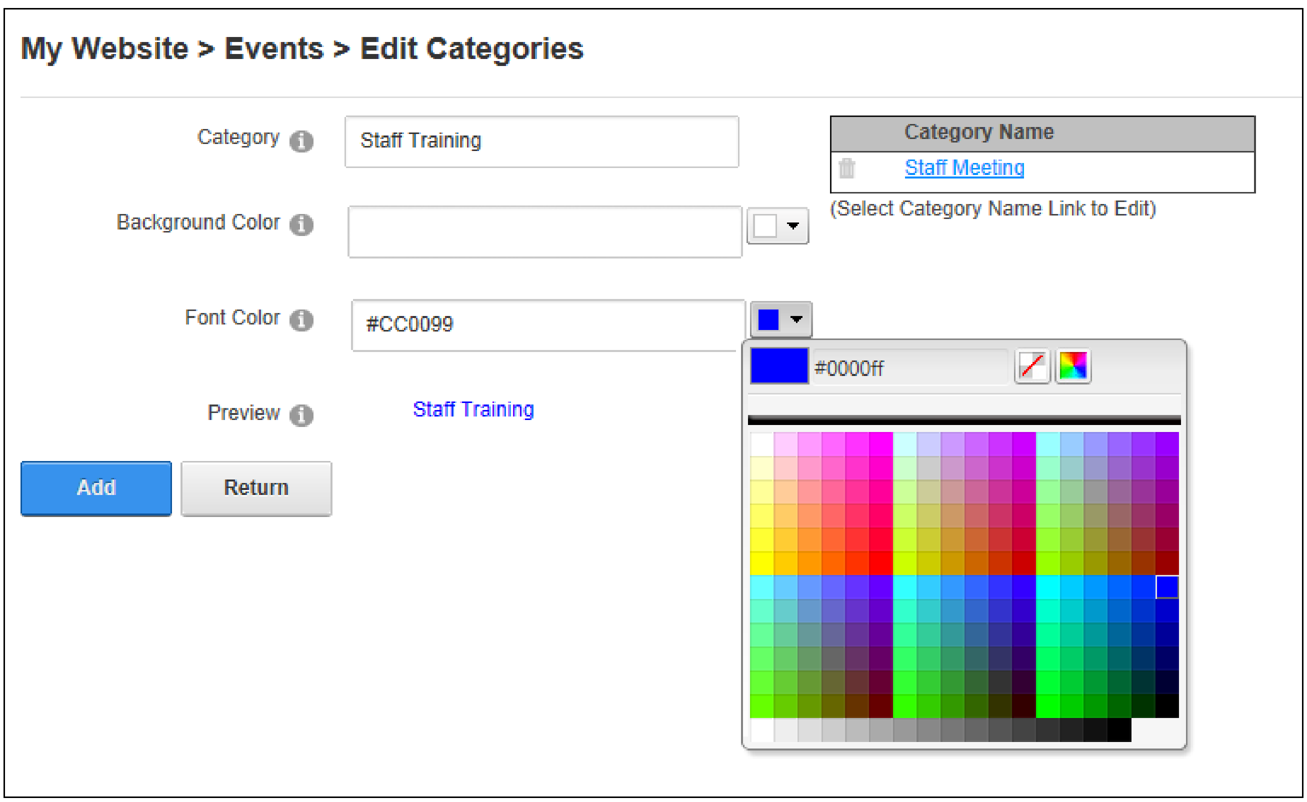
Global Category Editors

Adding Event Categories

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

1. Go to an Events module.
2. Select **Edit** > **Edit Categories** from the module actions menu. This opens the Edit Categories page.
3. In the **Category** text box, enter a category name. To use the default color scheme (white background color and black font color, skip to Step 5.

4. **Optional.** At **Background Color**, perform one of the following to set the background color:
    - **To select a color**: Click the **Color Picker** button and then select a color from the pop-up window. This adds the hexadecimal value of the selected color into the text box.
    - **To select no color**: Click the **Color Picker** button and then click to **No Color** button. This adds the value of #null into the text box and allows you to use the color associated with the applied stylesheet.
    - **To create a custom color**: Click the **Color Picker** button and then click the **Custom Color** button and then drag the **+** button over the color grid and drag the arrow button up or down until the required color is displayed in the top left corner. Click the **OK** button to use your custom color.
    - **To manually set a color**: Enter a web safe hexadecimal color value into the background color. E.g. #99d9ea
5. **Optional.** At **Font Color**, update the font color as required. See Step 3.



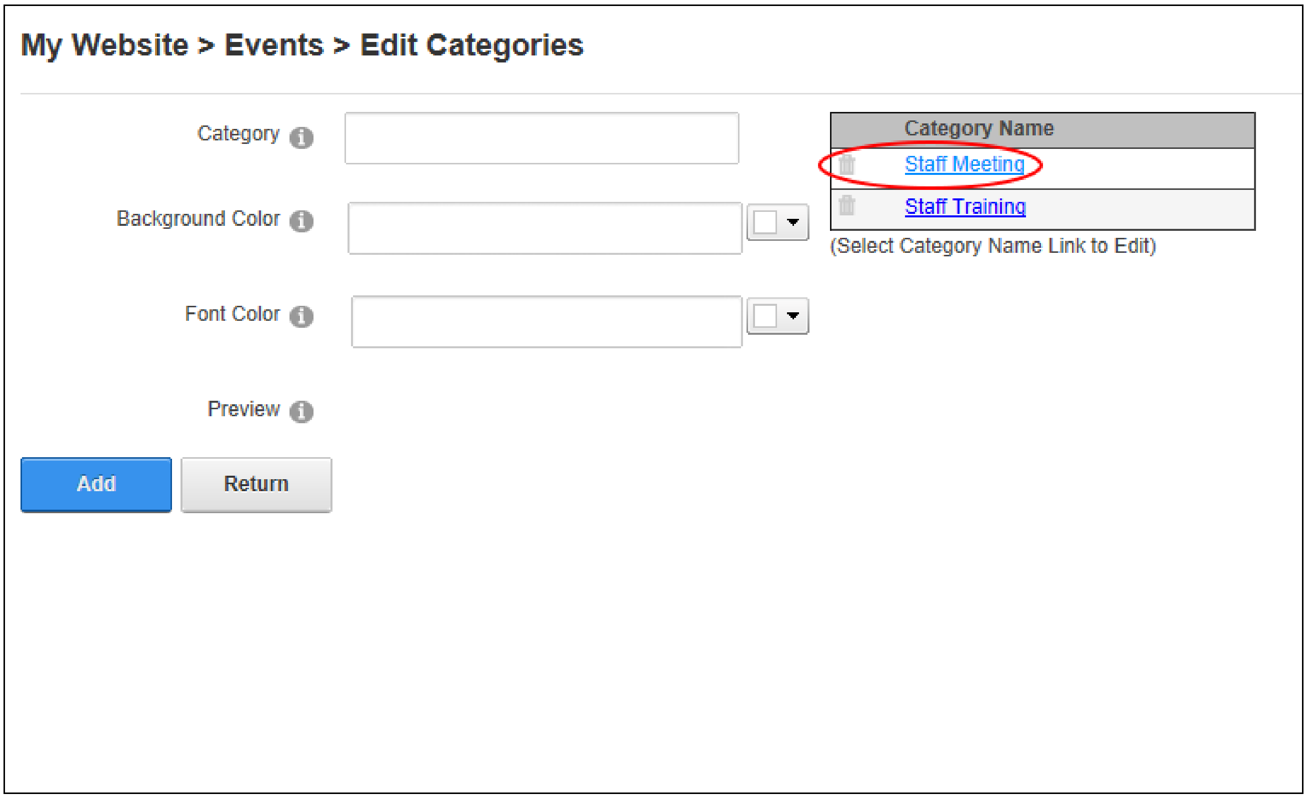
6. Click the **Add** button. This adds the new category in the **Category Name** list to the right.
7. Repeat Steps 2-5 to add additional categories.

Editing or Deleting Event Categories

How to edit or delete one or more event categories.

1. Go to an Events module.
2. Select **Edit** > **Edit Categories** from the module actions menu. This opens the Edit Categories page.

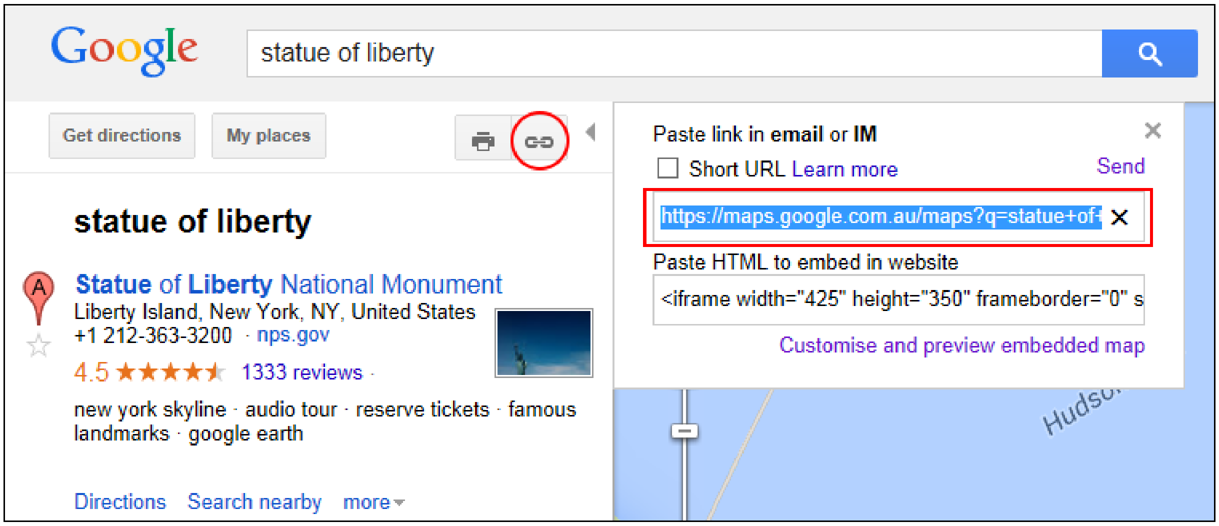
- To edit a category, click on the linked [Category Name], make your edits and then click the **Add** button.
- To delete a category, click the **Delete** button beside a category and then click then **Yes** button to confirm.



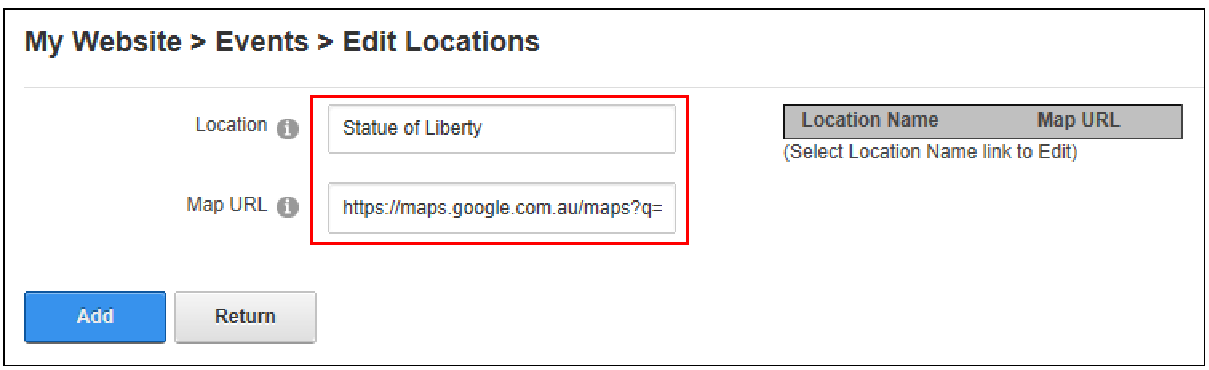
Global Location Editors

Adding Event Locations

How to add one or more locations to the Events module. In the below example, the URL for the map location has been generated by searching for and choosing a map using Google Maps. The link to the map is generated by clicking the **Link** button and then copying the link.



1. Go to an Events module.
2. Select **Edit** > **Edit Locations** from the module actions menu.
3. In the **Location** text box, enter the location name.
4. **Optional.** In the **Map URL** text box, enter the URL which will link to a map of the location.



5. Click the **Add** button. This displays the location in the Location Name list.
6. Repeat Steps 3-5 to add additional locations.

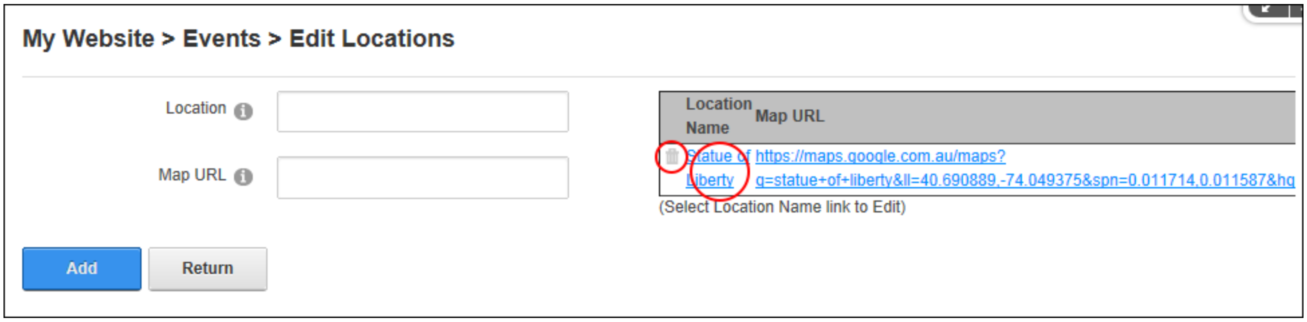
Tip: Once the location is saved, clicking on the Map URL link will allow you to view the map.

Editing or Deleting Event Locations

How to edit or delete one or more event categories.

1. Go to an Events module.
2. Select **Edit** > **Edit Categories** from the module actions menu. This opens the Edit Categories page.

- To edit a location, click on the linked [Location Name], make your edits and then click the **Add** button.
- To delete a location, click the **Delete** button beside a location and then click then **Yes** button to confirm.



Moderators

Moderating Events and Enrollments

Event moderators can approve or deny new events and event enrollments and optionally send a notification email to the person who submitted the event or enrollment. Approving an event makes it visible on the page. Denying an event or and enrollment are permanently deletes all details of the event/enrollment.

Prerequisite. Event and enrollment moderation must be enabled (See "Configuring Moderation Settings"). Moderators must be granted permissions to the Moderator role. See "Setting Event Permissions"

1. Go to an Events module.
2. Select **Moderate Events** from the module actions menu - OR - Click the **Moderate Events** button. This opens the Moderate Enrollment - Events page.
3. At **Select View to Moderate**, select **Moderation Events**- OR - **Moderate Enrollments**. This displays the list of events or enrollments awaiting moderation.
4. **Optional.** In the moderation list, click on an event name to view event details or click a user name to view the user's profile. Note: You can use the back option on your browser to return to this page only you're done.
5. At **Email Action Notification to User?**, select one of these options:
   - Mark the check box to send email notification to the users who submitted the event or enrollment.
     1. **Optional.** In the **Email From** text box, edit the email address that will be displayed in the From field when the user receives the message. The email address of the current moderator is

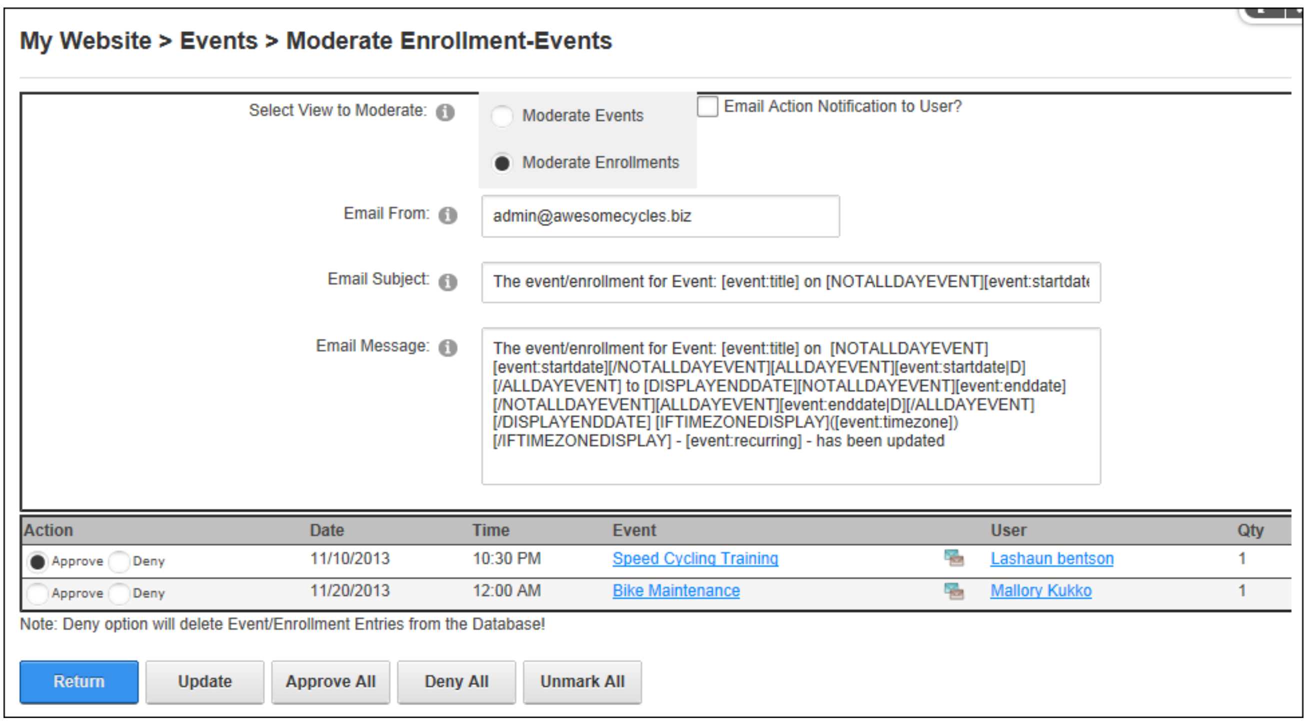
displayed by default.

2. **Optional.** In the **Email Subject** text box, edit the subject of the email.
3. **Optional.** In the **Email Message** text box, edit the message of the email.

- Unmark the check box if you don't want to send email notifications.

6. Select from these options:
   - Select the **Approve** or **Deny** option beside each event/enrollment to be updated. Click the **Update** button and then click the **Yes** button to confirm.
   - In the **Action** column, select **Approve** beside each event/enrollment to be approved. Click the **Update** button and then click the **Yes** button to confirm.
   - Click the **Approve All** button to approve all event/enrollments displayed in the list and then click the **Yes** button to confirm.
   - Click the **Deny All** button to deny all event/enrollments displayed in the list and then click the **Yes** button to confirm.

> Tip: Click the Unmark All link to deselect the **Approve** and **Deny** action for all events.

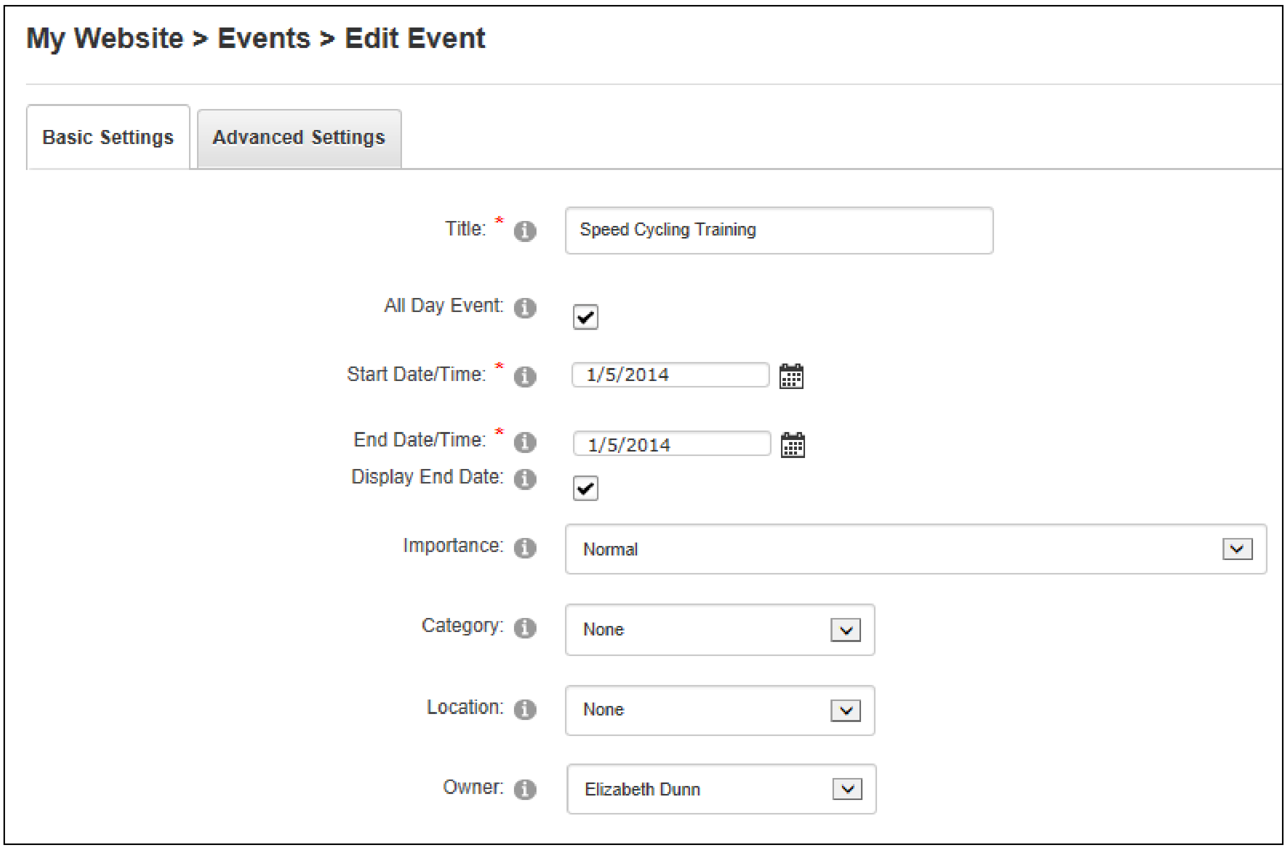


Adding an Event

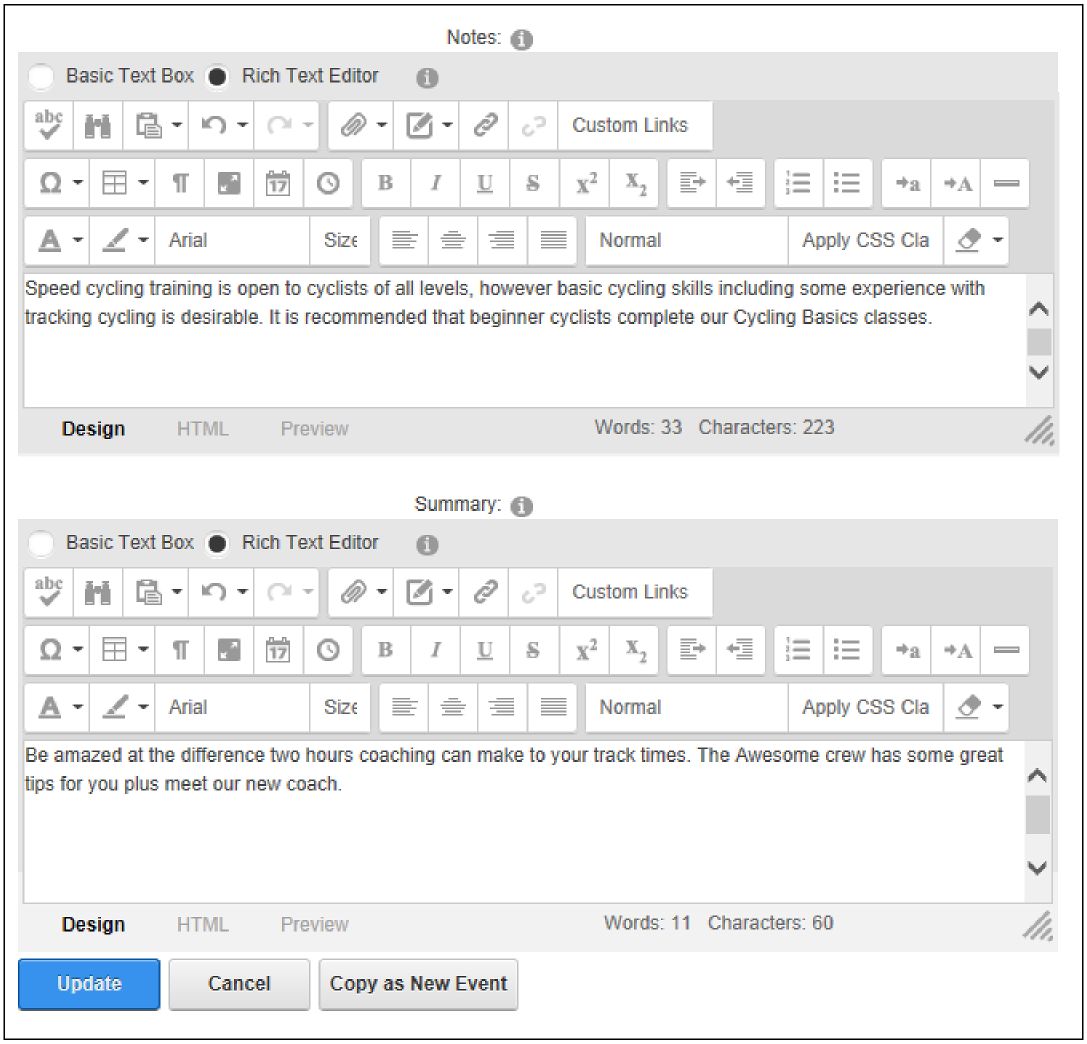
How to add a basic event to the Events module. Newly added events are sorted in the order they are entered within date/time. This topic covers the basic settings that are typically displayed when adding an event. See related topics below for advanced settings that allow you to send reminders, display an image and set recurring events.

1. Go to an Events module.
2. Click the **Add Event** button in the Events Icon Bar - OR - Select **Edit** > **Add Event** from the module actions menu. This opens the Edit Event page.
3. Select the **Basic Settings** tab.
4. Go to the **Event Settings** section. This section name is only displayed if additional sections are enabled.
5. In the **Title** text box, enter a title for this event. Note: Although this is the only required field, 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/time and end date/time will be the current date/time.
6. At **All Day Event**, select from these options:
   - Mark the check box if the event lasts all day. This removes the time fields from the next two fields.
   - Unmark the check box to set a start and end time for the event.
7. At **Start Date/Time**, set the following:
   1. Click the **Calendar** button and select the start date of the event. See "Working with the Calendar"
   2. If the time selection field is displayed, click the **Time View** button and select the start time for the event.
   3. Click the Copy to End Date link. This updates the End Date/Time field so it displays the Start Date you selected.
8. At **End Date/Time**, set the following:
   1. Click the **Calendar** button and select the end date for the event.
   2. If the time selection field is displayed, click the **Time View** button and select the end time for the event.
9. At **Display End Date**, mark the check box to display the end date in all views - OR - unmark the check box to hide the end date in all views.
10. At **Time Zone**, you may be able to select the time zone for this event depending on the settings configured for this Events module. See "Configuring TimeZone Settings"

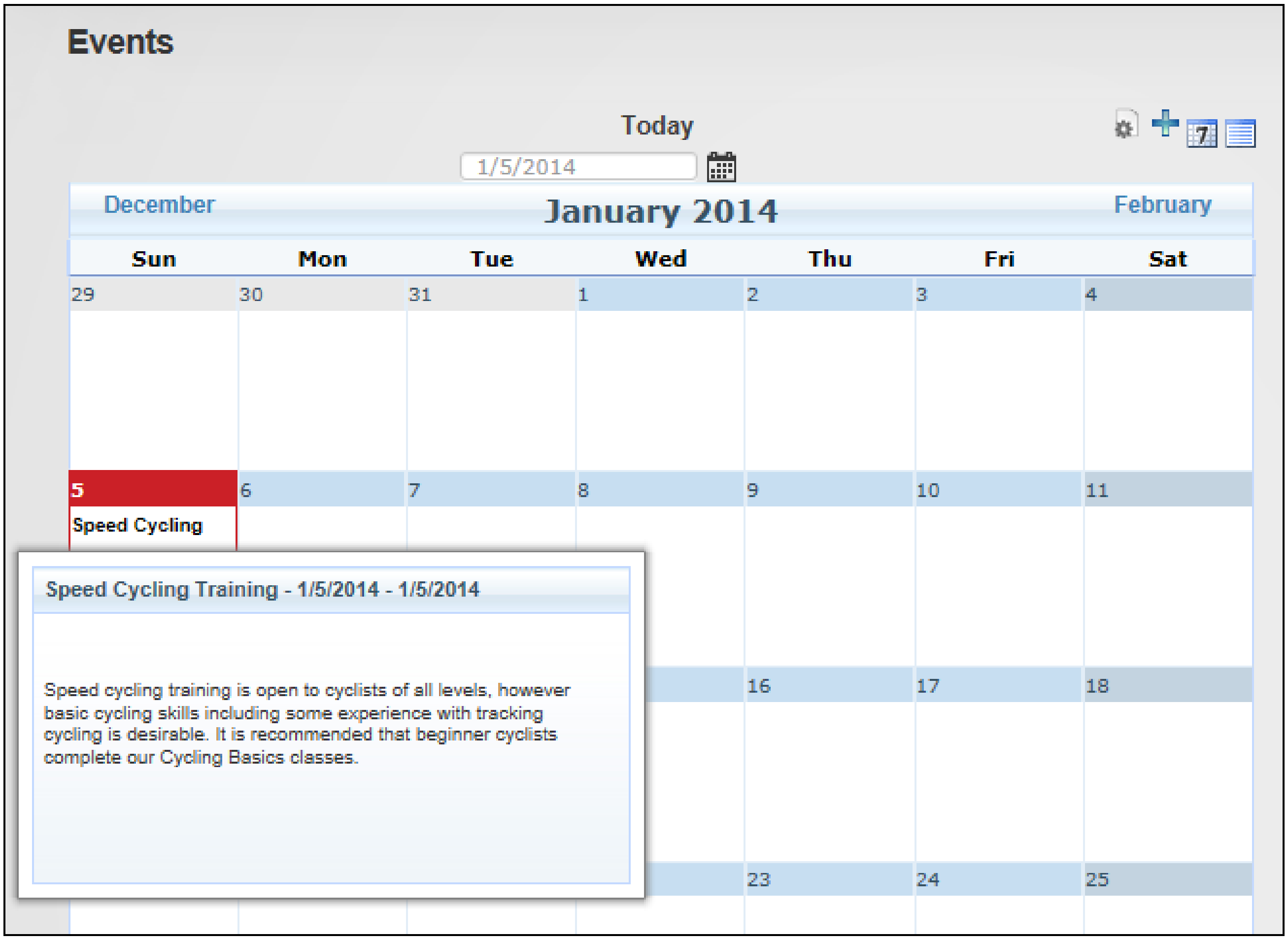
11. **Optional.** At **Importance**, select **Low**, **Normal** or **High** from the drop down list to set the importance of the event. The default setting is Normal.
12. **Optional.** At **Category**, select a category for this event - OR - Select **None** if this event is not associated with any category. See "Adding Event Categories"
13. **Optional.** At **Location**, select a location for this event - OR - Select **None** if this event is not associated with any location. See "Adding Event Locations"
14. **Optional.** At **Owner**, select the name of the module editor who will be listed as the owner of this event.



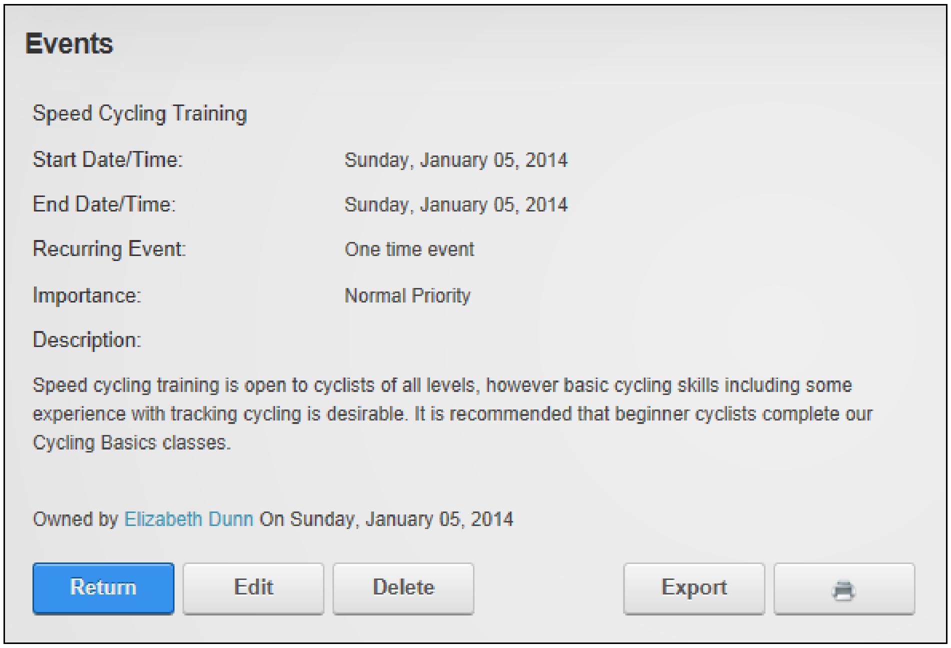
15. **Optional.** In the **Notes** Editor, enter any event notes that will be displayed as a popup message.
16. **Optional.** In the **Description** Editor, enter a description that is displayed on the event details page.



17. **Optional.** Select the Advanced setting tab and complete and of these options:
    - See "Setting an Event Reminder"
    - See "Setting an Event Image"
    - See "Setting Recurring Events"
    - See "Setting Event Enrollment"
18. Click the **Update** button. If the event requires moderation you will be notified when moderation has occurred and whether the event was accepted or rejected. Once moderated events are accepted they are displayed in the module.



The newly added event displayed Notes as a tool tip



The Event Details page displays the event description but not the notes

Copying Existing Events

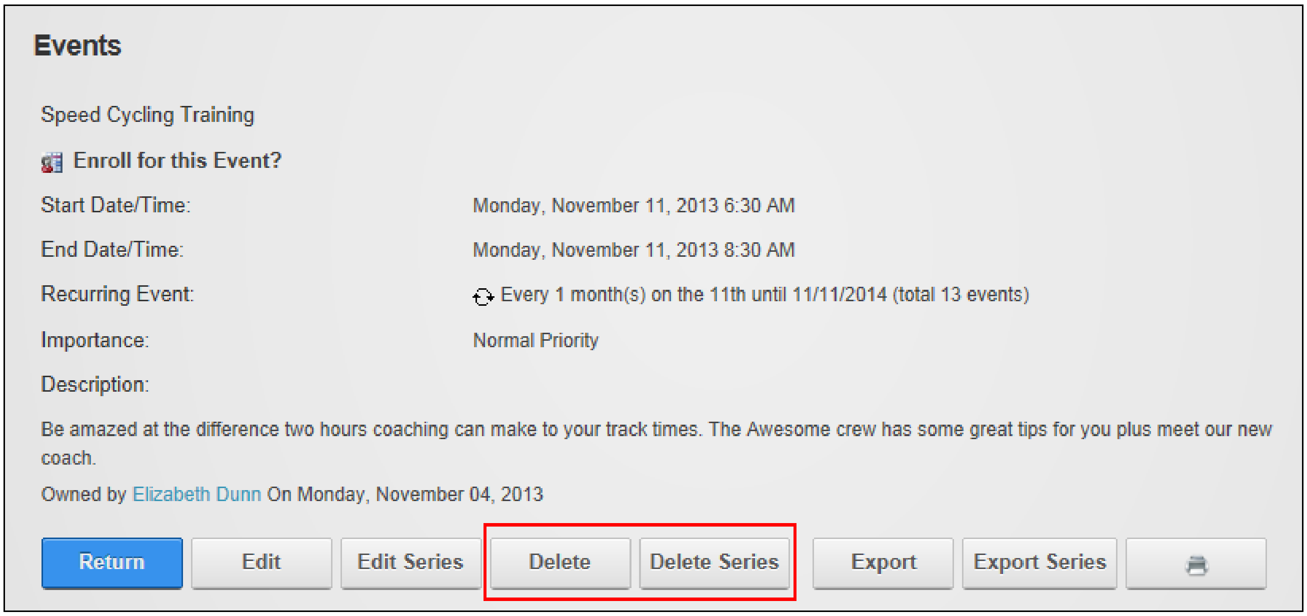
How to copy an existing event or event series and save it as a new event or event series.

1. Go to the event details page of the required event. See "Viewing Event Details"
2. Click either the **Edit** or **Edit Series** button.
3. Edit the event details including the date/time and recurrence schedule and add any advanced settings.
4. **Optional.** At **Owner**, select a new owner for this event.
5. Click the **Copy As New Event** or **Copy As New Event Series** button located at the base of the page.
6. Click the **Yes** button to confirm you have set all the correct details for the new event. If the event requires moderation you will be notified if the event was accepted when it is moderated.

Deleting Events

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.

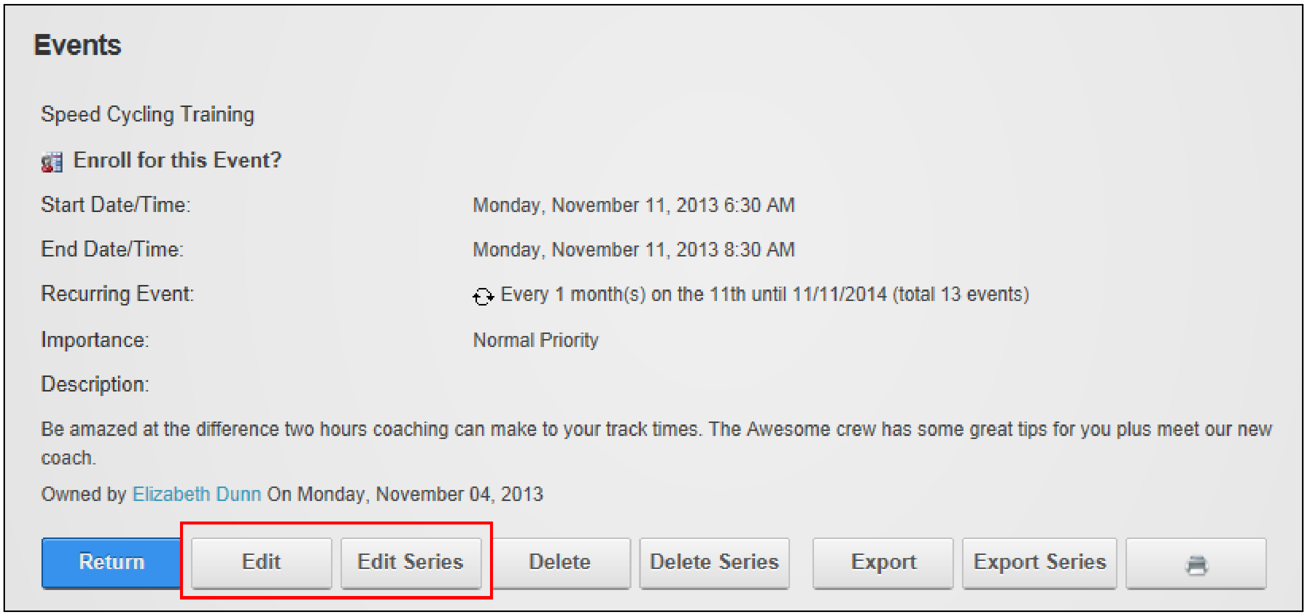
1. Go to the event details page of the required event. See "Viewing Event Details"
2. Select from these options:
   - Click the **Delete** button to delete a one time event or this instance of a recurring event and then click the **OK** button to confirm.
   - Click the **Delete Series** button to delete all instances of this recurring event and then click the **Yes** button to confirm.



Editing Events

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"
2. Select from these options:
   - Click the **Edit** button to edit onetime events or to edit only this single instance of a recurring event.
   - Click the **Edit Series** button to edit all instances of a recurring event.



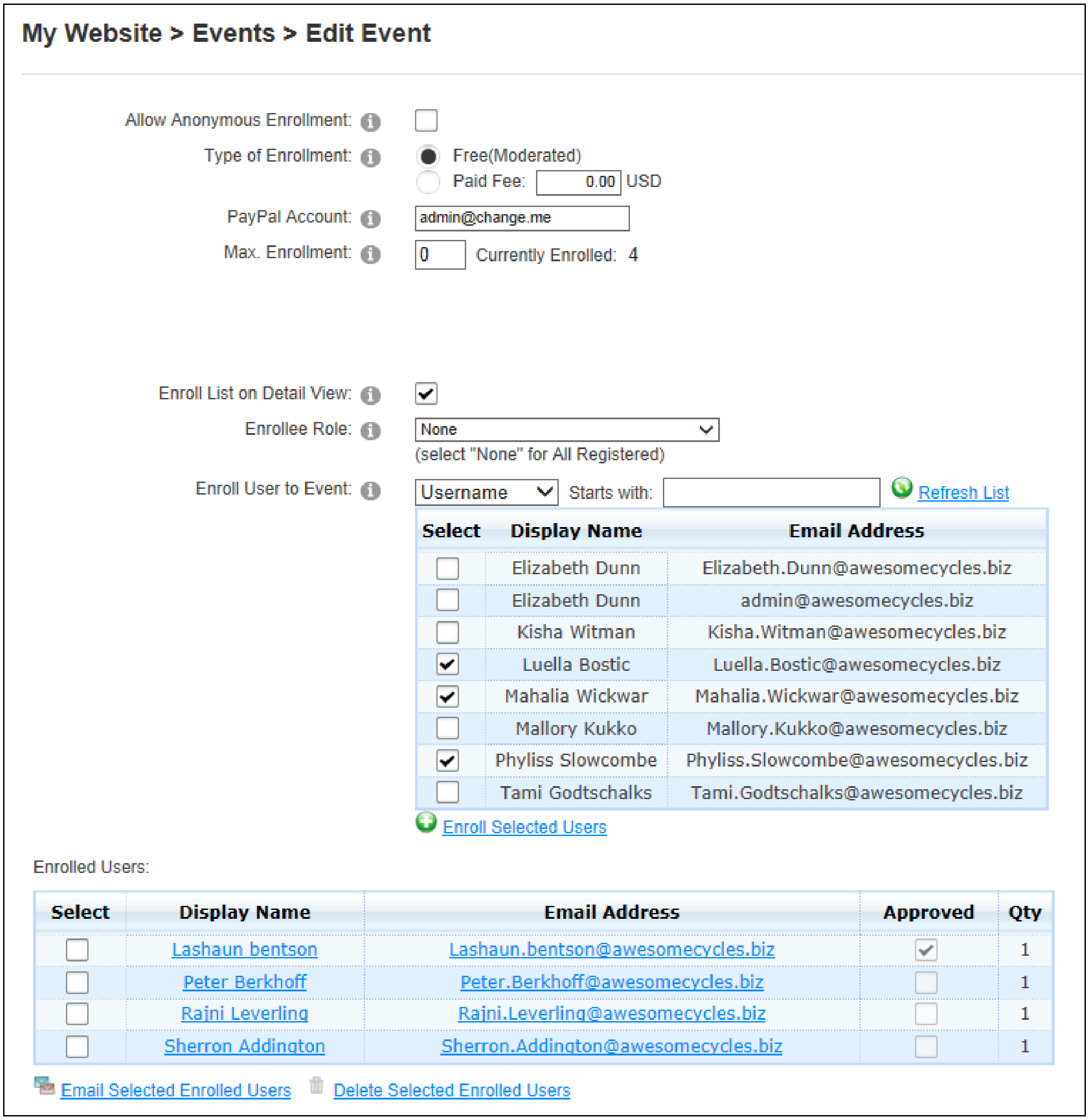
3. Edit the event details as required.
4. **Optional.** At **Owner**, select a new owner for this event.
5. Click the **Update** button.

Enrolling Users to an Event

How to enroll one or more users to an event on the Events module.

Prerequisite. Event enrollment must be enabled for the module (See "Configuring Enrollment Settings") and the event must allow enrollment (See "Setting Event Enrollment").

1. Go to the event details page of the required event. See "Viewing Event Details"
2. Click the **Edit** button.
3. Select the **Advanced Settings** tab.
4. Go to the **Allow Enrollment** section.
5. At **Enroll User To Event**, the names of all users who are authorized to enroll for this event are displayed.
6. **Optional.** Search for user(s) by choosing to search by either their **Username** or **Last Name**, entering the first letter of the name into the **Starts With** text box and then clicking the Refresh List link to view the corresponding users. In the below example, a search has been made for all usernames beginning with G.
7. Mark the check box beside each user to be enrolled.
8. Click the Enroll Selected Users link.



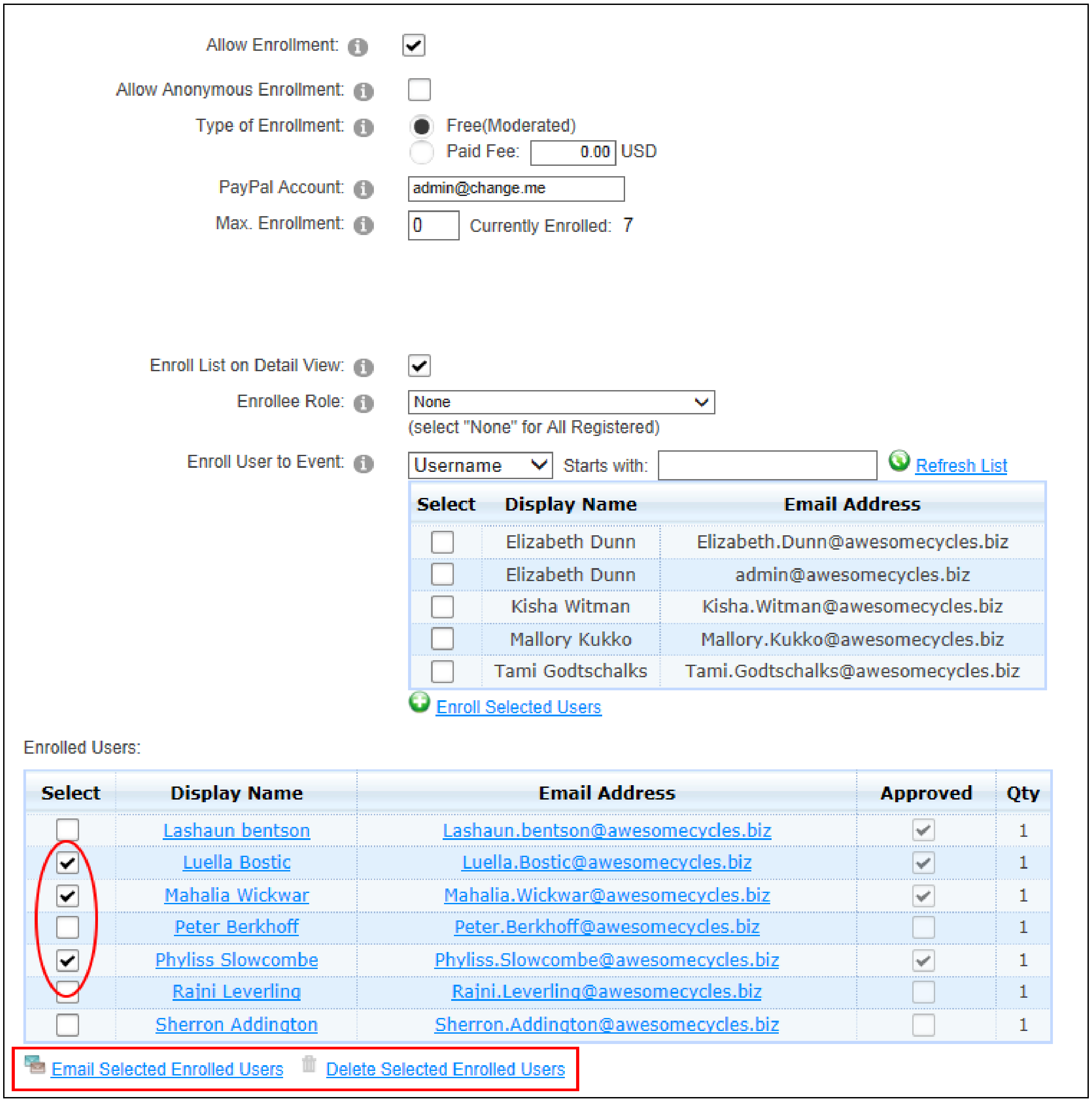
9. The user(s) are now added to the Enrolled Users list below. You can now email details of the enrollment and the event to these or any users. See "Managing Existing User Enrollments"

> Tip: If the list of enrolled users is set to display on the event detail page, you can view the full list of enrolled users there. Otherwise you must edit the event to view the enrolled users list.

Managing Existing User Enrollments

How to perform a management task for users who are enrolled for events using the Events module. Here you can choose to send an email message to enrolled users regarding their enrollment or delete one or more enrolled users including sending an optional email message.

1. Go to the event details page of the required event. See "Viewing Event Details"
2. Click the **Edit** button.
3. Select the **Advanced Settings** tab.
4. Details of any users who are currently enrolled are listed at **Enrolled Users**.
5. In the **Select** column, mark the check box beside the required users and choose from the following tasks:
   - To email enrollment details, click the Email Selected Enrolled Users link.
   - To delete an enrolled user, click the Delete Selected Enrolled Users link.



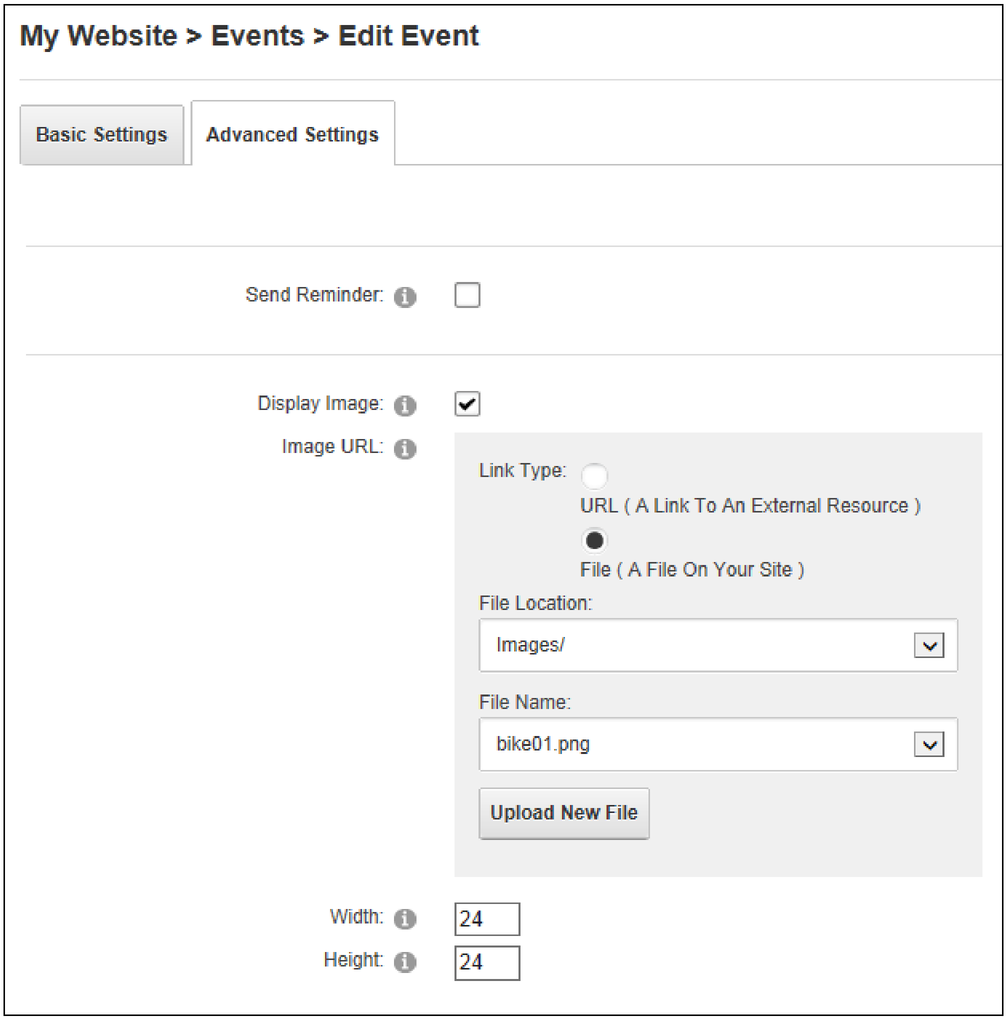
Managing Existing User Enrollments

Setting an Event Image

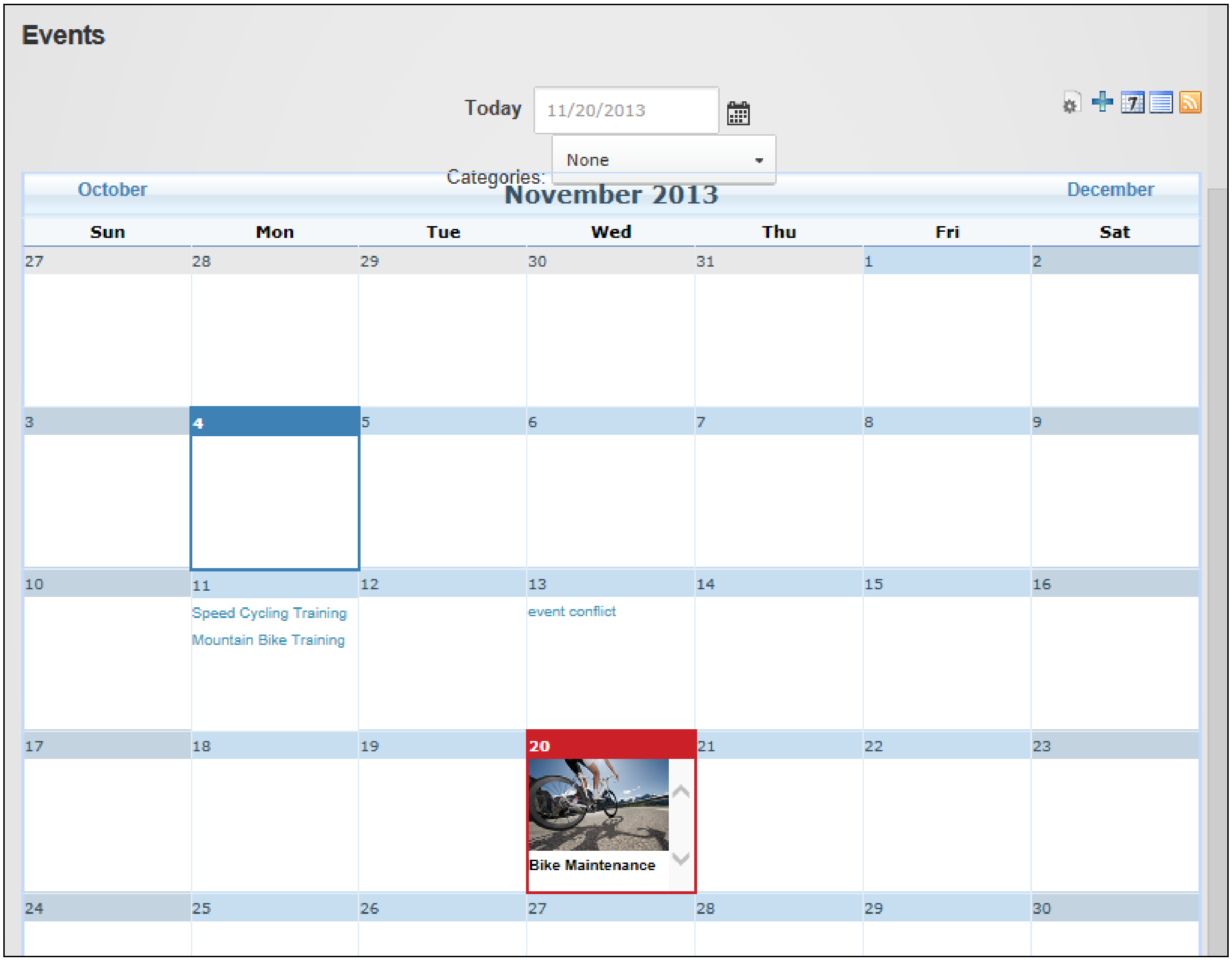
How to show or hide an image for an event in the Events module. The image is typically displayed in both the event calendar/list and in the detailed event view.

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

1. Commence adding a new event (See "Adding an Event") but don't click the **Update** button until completing the below steps - OR - Edit an existing event (See "Editing Events").
2. Go to the **Display Image** section below the Editor.
3. At **Display Image**, select from these options:
   - Mark ☑ the check box to display an image for this event.
     1. At **Image URL** select or enter the link to the image. See "About the Link Control"
     2. **Optional.** In the **Width** text box, enter the pixel width for this image - OR - Leave this field blank for the original image size.
     3. **Optional.** In the **Height** text box, enter the pixel height for this image - OR - Leave this field blank for the original image size.
   - Unmark ☐ the check box for no image. Note: This removes the image from the event listing; however any saved image settings are retained for future use.



4. Click the **Update** / **Update Series** button. If the event requires moderation you will be notified when moderation has occurred whether the event was accepted. Accepted events are displayed following moderation.



An event displaying an image

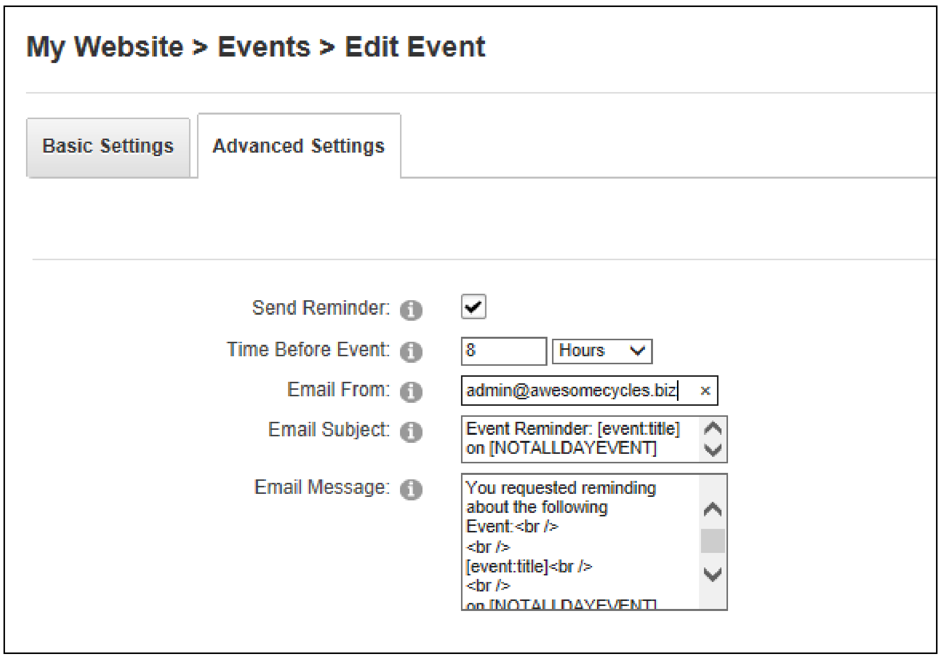
Setting an Event Reminder

How to enable or disable a reminder email to be sent for events.

Prerequisite. Event reminders are disabled by default and must be enabled for each event as required. See "Configuring Event Reminder Settings"

1. Commence adding a new event (See "Adding an Event") but don't **Update** until completing the below steps - OR - Edit an existing event (See "Editing Events")
2. Select the **Advanced Setting** tab.
3. Go to the **Send Reminder** section below the Notes Editor.

4. At **Send Reminder**, select from these options:
   - Mark the check box to enable reminders. This displays the associated settings.
     1. 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.
     2. **Optional.** In the **Email From** text box, modify the email address to be displayed in the From field of in message.
     3. **Optional.** Update the **Email Subject** or **Email Message** as required. Note: The"Reminder Email" email templates can be permanently updated. See "Configuring Template Settings"
   - Unmark the check box to disable reminders. Note: This disables the reminder but any saved reminder settings are retained for future use.
5. Click the **Update** button.



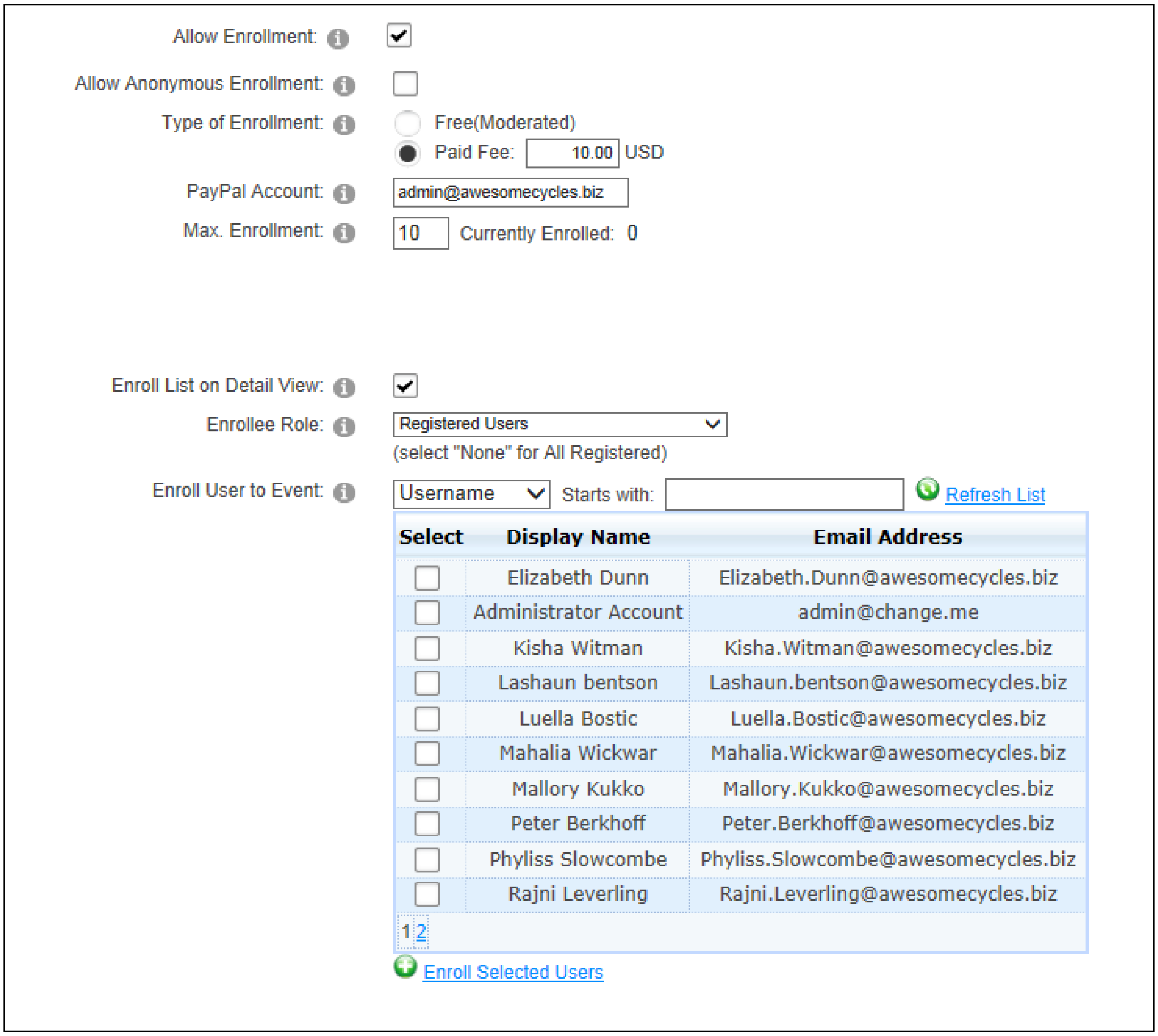
Enabling and Setting Event Reminders

Setting Event Enrollment

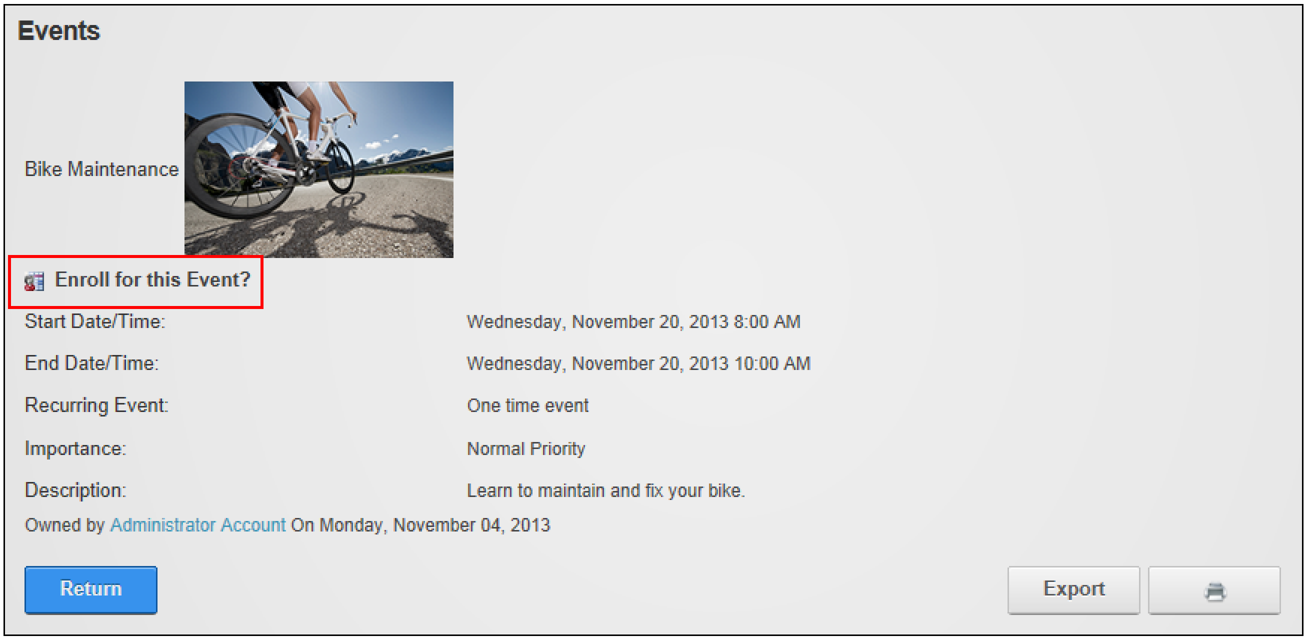
How to enable or disable event enrollment and configure the related settings.

Prerequisite. Enrollment must be enabled by a Page Editor via the Edit Settings page of this module. See "Configuring Enrollment Settings"

1. Add a new event (See "Adding an Event") - OR - Go to the event details page of the required event (See "Viewing Event Details") and then click the **Edit** button to edit either one time events or to edit only this instance of a recurring event, or click the **Edit Series** button to edit all instances of this recurring event.
2. At **Allow Enrollment**, select from these options:
   - Mark the check box to allow enrollment.
   - Unmark the check box to disable enrollment. Skip to Step 7.
3. At **Type of Enrollment**, select from these options:
   - **Free**: Select if there is no fee associated with this event.
   - **Paid Fee**: Select to configure the cost of this event.
     1. In the **Paid Fee** text box, enter the fee amount. Note: The currency type is set by the Administrator.
     2. In the **PayPal Account** text box, edit the PayPal account email address if required.
4. **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).
5. **Optional.** At **Enroll List on Detail View**, mark the check box to display the list of enrolled users on the detailed event view - OR - unmark the check box to disable and display on the Edit Event page only displayed at the Enrolled Users field.
6. **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.



7. Click the **Update** button for a single event - OR - Click the **Update Series** button for an event series. The "Enroll for this Event?" link will now be displayed on this event to authorized users.



The newly added event with enrollment enabled

Related Topics:

- See "Enrolling for an Event"
- See "Managing Your Enrollments"
- See "Viewing Enrolled Users"

Setting Recurring Events

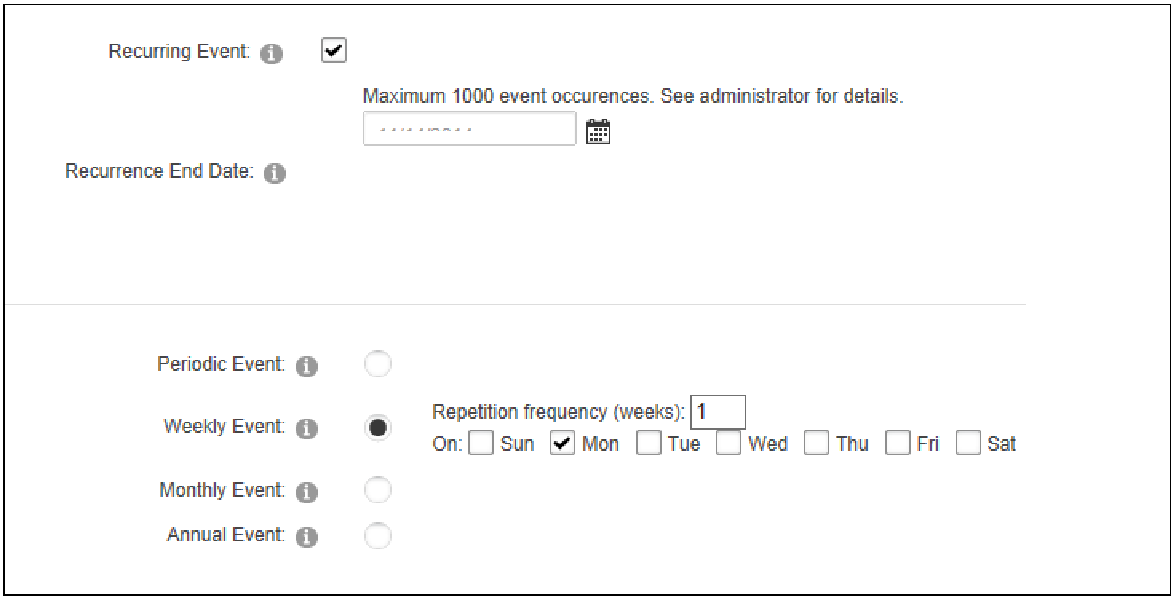
How to enable or disable a recurring event and choose the recurrence schedule. In the below images, the event has been set to reoccur every Monday from November 11., 2013. Note: Recurrences days are localized.

1. Commence adding a new event (See "Adding an Event") but don't **Update** until completing the below steps - OR - Edit an existing event. See "Editing Events"
2. Select the **Advanced Settings** tab.
3. Go to the **Recurring Event** section.
4. At **Recurring Event**, select from these options:
   - Mark the check box to set the event as recurring.
     1. 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

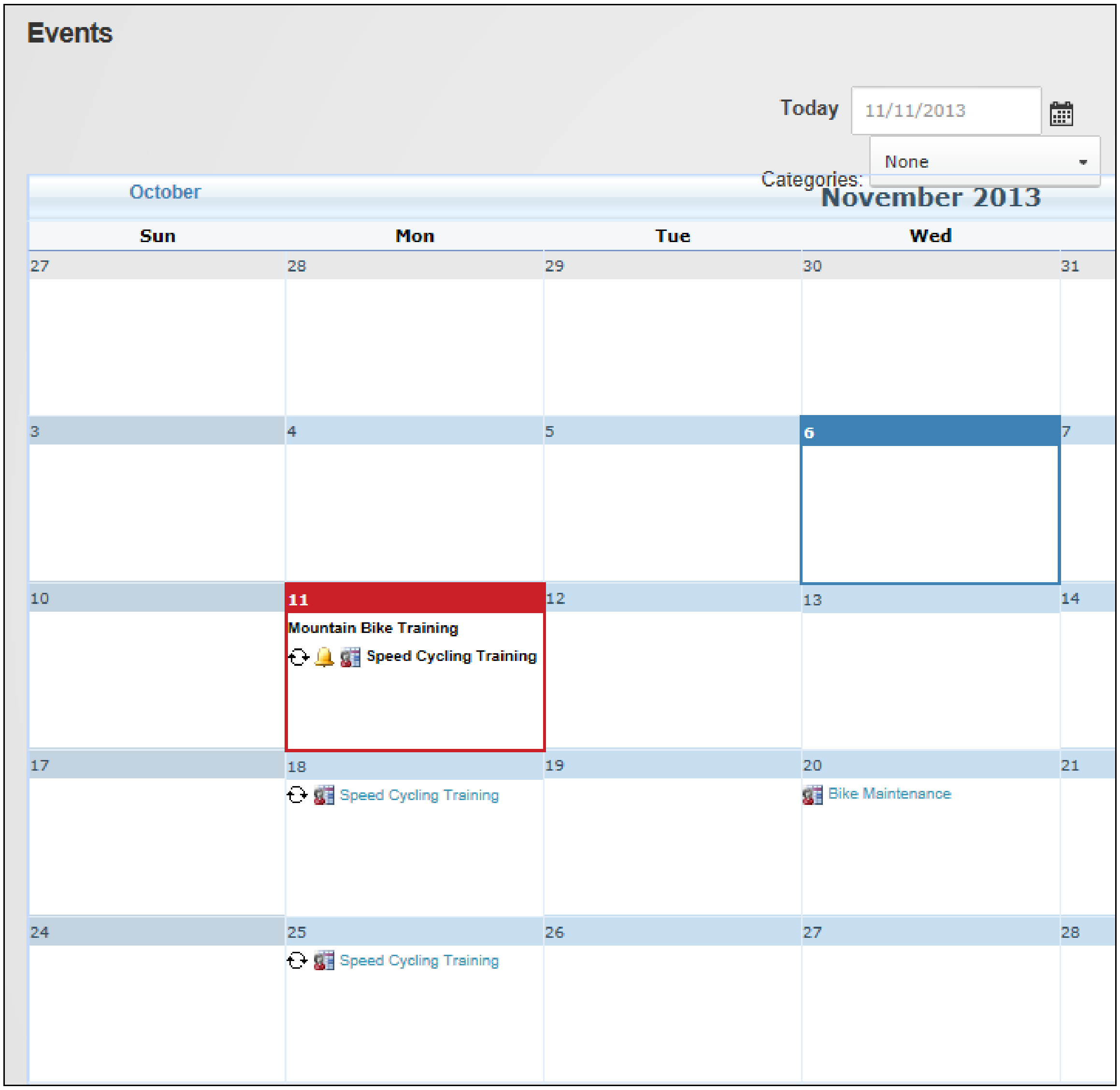
2. Select and set one of the following schedules:
    - To set the event to reoccur periodically:
        1. Select **Periodic Event**.
        2. At the **Repeated every** field, enter the recurrence frequency into the text box, and then select either **Day(s)**, **Weeks(s)**, **Month(s)**, or **Year(s)** to set the period of the recurrence. The default setting is every 1 day.
    - To set the event to reoccur weekly:
        1. Select **Weekly Event**.
        2. In the **Repetition Frequency (Weeks)** text box, enter how frequently the event occurs each week.
        3. Mark the check box for each of the day the event reoccurs.
    - To set the event to reoccur once each month:
        1. Select **Monthly Event**.
        2. 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.
        3. 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:
        1. Select **Monthly Event**.
        2. At **Repeated On Day**, select the date of the month when the event is repeated. The default setting is 1st.
        3. 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:
        1. Select **Annual Event**.
        2. At **Repeat On Date**, click the **Calendar** button and select the date.
- Unmark the check box to set the event as a one time event. Note: Saved settings are retained for future use.

5. Click the **Update** button.



Tip: Recurring events display the **Recurring Event** icon which reveals more details of the recurrence schedule when a user hovers their mouse over the icon.

Tip: You can either edit individual instances of recurring events or the full event series.



A weekly recurring event displayed in the monthly calendar

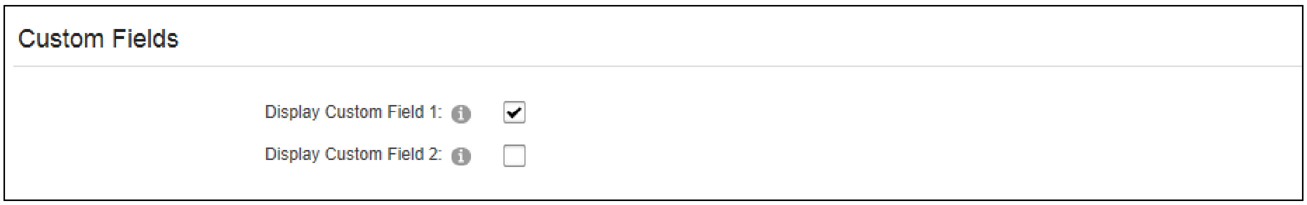
Settings

Display Settings

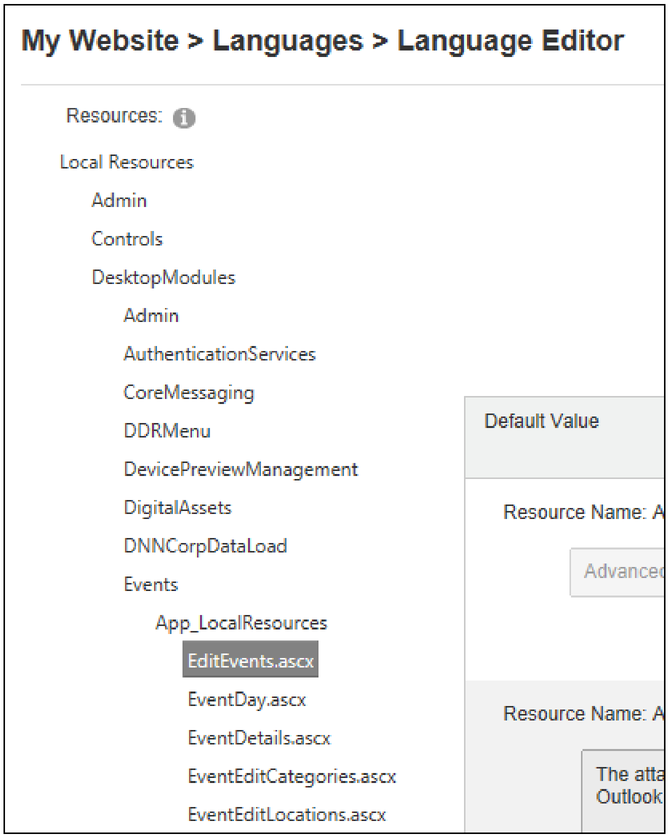
Configuring Custom Fields Settings

How to enable one or two custom text box fields that are displayed when adding and editing events. Once the fields are enabled, the field information can be added for one or more languages via the Admin > Languages page.

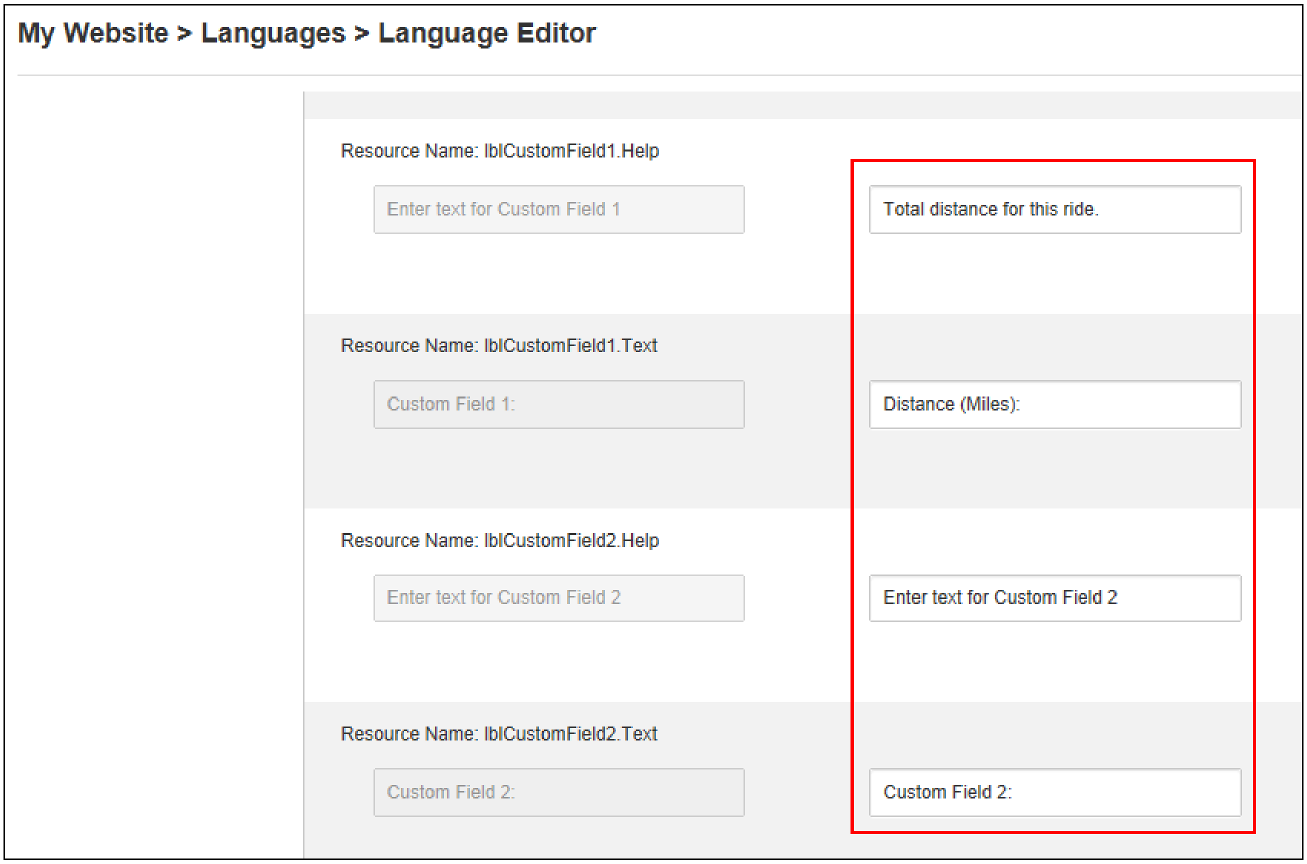
1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Display** tab.
3. Expand the **Custom Fields** section.
4. At **Display Custom Field 1**, mark the check box to enable Custom Field 1 - OR - unmark the check box to disable this field.
5. At **Display Custom Field 2**, mark the check box to enable Custom Field 2 - OR - unmark the check box to disable this field.



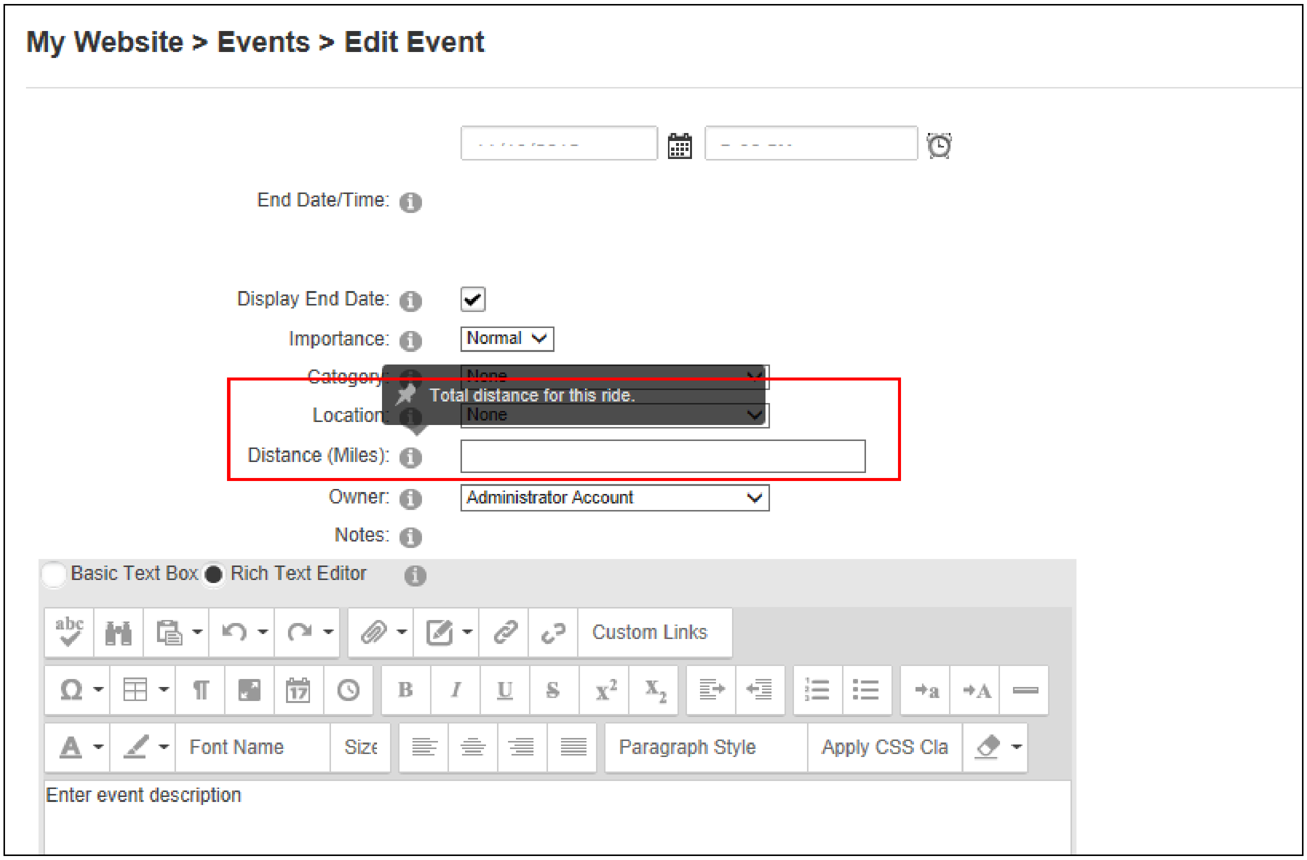
6. Click the **Update Settings** button. The custom field(s) are now displayed on the Edit Event page, ready to have the field names updated.
7. Navigate to Admin > **Languages**.
8. Go to the Culture grid and click on the **Edit** button in the **Static Resources - Site** column. This opens the Language Editor
9. Using **Resources** folder list, navigate to and select this resource file: Local Resources > DesktopModules > Events > App_LocalResources > **EditEvents.ascx**. This will display the language file in the right pane.
10. Locate the resource file named lblCustomField1.Help.



11. At **lblCustomField1.Help** edit the help text for Custom Field 1. E.g. Total cycling distance for this ride.
12. In the **Localized Values** text box for **lblCustomField1.Text** edit the field name for Custom Field 1. E.g. Distance (Miles)
13. Repeat the above steps for Custom Field 2 if required.



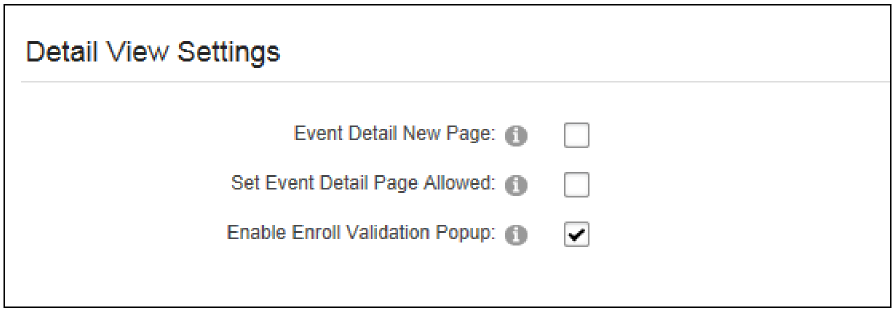
14. Click the **Save Resource File** button.
15. Repeat Steps 11-12 for each the resource file: Local Resources > DesktopModules > Events > App_LocalResources > **EventSettings.ascx**
16. **Optional.** Navigate to Events and then edit/add an event to confirm these fields.



Configuring Detail View Settings

How to configure the Detail View Settings of the Events module.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Display** tab.
3. Expand the Detail View Settings section.
4. At **Event Detail New Page**, mark the check box to display event detail on a new page - OR - unmark the check box to display event details on the same page. This is the default setting.
5. At **Set Event Detail Page Allowed**, mark the check box to allow event editors to set a specific page as event detail page - OR - unmark the check box to disable. This is the default setting.
6. At **Enable Enroll Validation Popup**, mark the check box to display a message box that requires the user to confirm they want to enroll. This is the default setting. - OR - unmark the check box to disable popup box.
7. Click the **Update Settings** button.



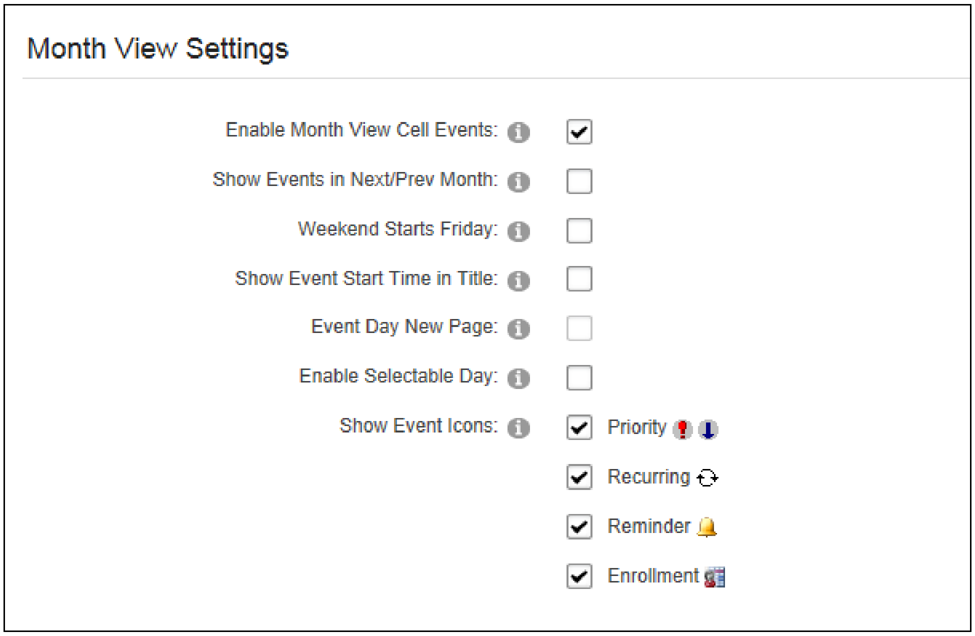
Configuring Detail View Settings

Configuring Event Month View Settings

How to configure the month view settings for events.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Display** tab.
3. Expand the Month View Settings section.
4. At **Enable Month View Cell Events**, mark the check box to display event details in the monthly calendar - OR - unmark the check box to hide event details in the monthly calendar. To view event details users must click on the date in the calendar.
5. At **Show Events in Next/Prev Month**, select from the following options:
   - Unmark the check box to hide events which fall on the previous or the next month from being displayed in the selected month view.
   - Mark 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.
6. At **Weekend Starts Friday**, mark the check box to use Fri/Sat as the weekend - OR - unmark the check box to use Sat/Sun as the weekend.
7. At **Show Events Start Time in Title**, mark the check box display the event start time to be displayed on the link to the event - OR - unmark the check box to hide the event start time.
8. At **Event Day New Page**, mark the check box to enable Event Day to be shown in new Page (not embedded) when Enable Month View Cell Events unchecked - OR - unmark the check box to disable.
9. At **Enable Selectable Day**, mark the check box to enable a day to always be selectable when Enable Month View Cell Events is enabled - OR - unmark the check box to disable.

10. At **Show Event Icons**, mark the check box beside each event icon (Priority, Recurring, Reminder and Enrollment) to enable it to be displayed beside the event title in the month view. All icons are shown by default.
11. Click the **Update Settings** button.



Configuring Event Month 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. Note, you should not enable List mode on the first module, only in the second Events module.

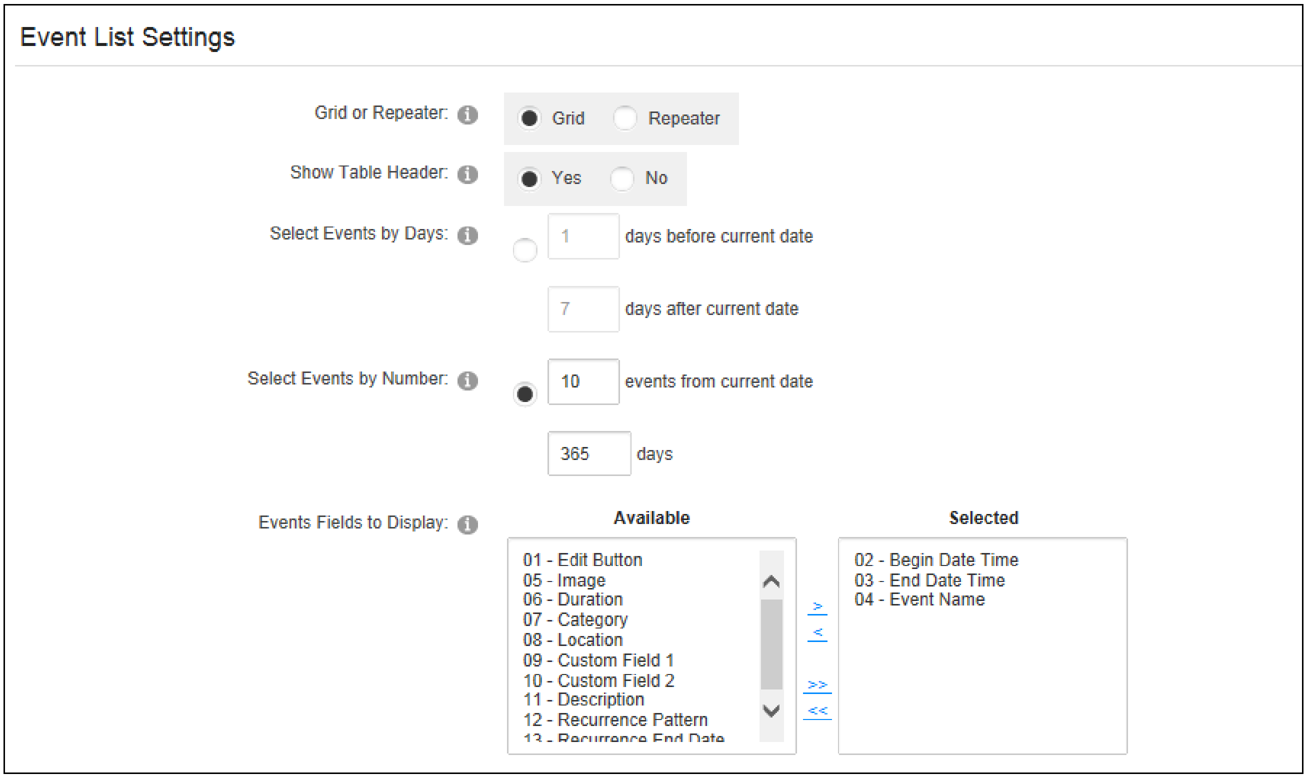
1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **General** tab.
3. Expand the Event List Settings section.
4. At **Grid or Repeater**, select from the following options:
    1. **Grid**: select to display the list as a grid.
        1. At **Show Table Header**, select **Yes** to display a header above the event list - OR - Select **No** to hide the header.

   2. 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:
         1. Select **Select Events By Days**.
         2. Enter the [number of] **days before current date** to be displayed.
         3. Enter the [number of] **days after current date** to be displayed.
      - To display the number of events displayed by the number of events:
         1. Select **Select Events By Number**.
         2. Enter the **Next** [number of] **events to be displayed from the current date**.
         3. 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.
   3. At **Event Fields to Display**, set the fields to be displayed on each event:
      - To **Add a Field**, click on the name of the field in the **Available** box and then click the **Add** > link.
      - To **Add All Fields**, click the **Add All** >> link.
      - To **Remove a Field**, click on the field name in the **Selected** box and then click the **Remove** < link.
      - To **Remove All Field**, click the **Remove All**<< link.
   4. At **Page Size**, select the number of events to be displayed on each page of the Event List.
   5. At **Default Sorting**, select to sort events either **Ascending** or **Descending** by their start date. The default settings is Ascending.
   6. At **Default Sort Column**, select the column by which events in list view will be sorted by default.
   7. At **Collapse Recurring**, mark the check box to collapse recurring events to one row - OR - unmark the check box to disable.
   8. At **Show Event Icons**, mark the check box beside each icon to be displayed beside the event title in list view. All icons are checked by default.
2. **Repeater**: If you choose to use the Repeater option, you will need to update the template applied to the module.

1. 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:
     1. Select **Select Events By Days**.
     2. Enter the [number of] **days before current date** to be displayed.
     3. Enter the [number of] **days after current date** to be displayed.
   - To display the number of events displayed by the number of events:
     1. Select **Select Events By Number**.
     2. Enter the **Next** [number of] **events to be displayed from the current date**.
     3. 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.

2. At **Default Sorting**, select to sort events either **Ascending** or **Descending** by their start date. The default settings is Ascending.
3. At **Default Sort Column**, select the column by which events in list view will be sorted by default.

4. At **Collapse Recurring**, mark the check box to collapse recurring events to one row - OR - unmark the check box disable.
5. At **Show Event Icons**, mark the check box beside each icon to be displayed beside the event title in list view. All icons are checked by default.
6. At **Repeater as Table**, choose from these options:
   - Mark the check box to use traditional Table based layout.
   - Unmark the check box to configure the templates to use a div based layout. Recommended for advanced users only.
7. In **Repeater Columns** text box, enter the number of repeater columns. If row is not completely filled then, extra columns are populated with blank <td></td> pairs. Rows are bracketed by <tr></tr> pair.
8. At **Repeater Rows**, text box, enter the number of repeater rows. If row is not completely filled then, extra columns are populated with blank <td></td> pairs. Rows are bracketed by <tr></tr> pair.
9. At **Use Time in Filter**, mark the check box to use the time when selecting events - OR - unmark the check box use the start of the range begins at midnight on the first day.



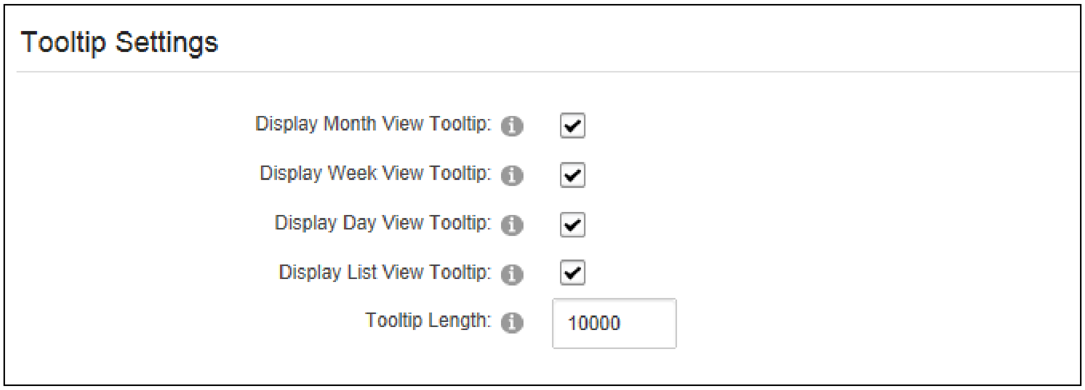
5. Click the **Update Settings** button.

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** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Display** tab.
3. Expand the Tooltip Settings section.
4. At **Display Month View Tooltip**, mark the check box to display the event description as a tool tip in the month view - OR - unmark the check box to hide tool tip.
5. At **Display Week View Tooltip**, mark the check box to display the event description as a tool tip in the week view - OR - unmark the check box to hide tool tip.
6. At **Display Day View Tooltip**, mark the check box to display the event description as a tool tip in the day view - OR - unmark the check box to hide tool tip.

7. In the **Tooltip Length** text box, enter the maximum number of characters included in the tool tip. The default setting is 10000.

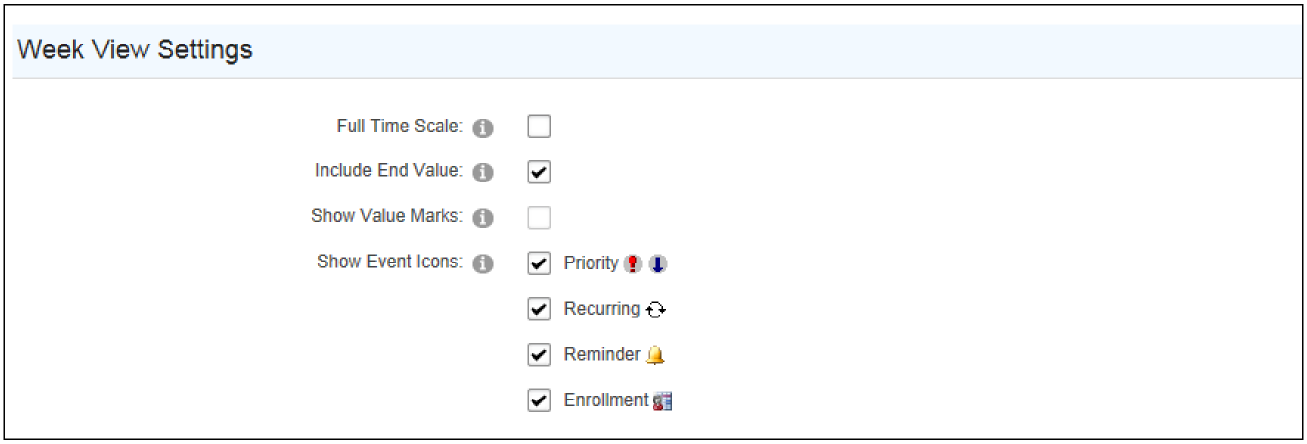


8. Click the **Update Settings** button.

Configuring Week View Settings

How to configure the information that is displayed when Events are displayed in week view.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Display** tab.
3. Expand the Week View Settings section.
4. At **Full Time Scale**, mark the check box to display the full time scale in the week view - OR - unmark the check box to disable.
5. At **Include End Value**, mark the check box to display the end time of the event in the week view - OR - unmark the check box to hide the end time.
6. At **Show Value Marks**, select from these options:
   - Mark 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.
   - Unmark the check box to hide grid lines.
7. At **Show Event Icons**, mark the check box beside each event icon (Priority, Recurring, Reminder and Enrollment) to enable it to be displayed beside the event title in the month view. All icons are shown by default.
8. Click the **Update Settings** button.



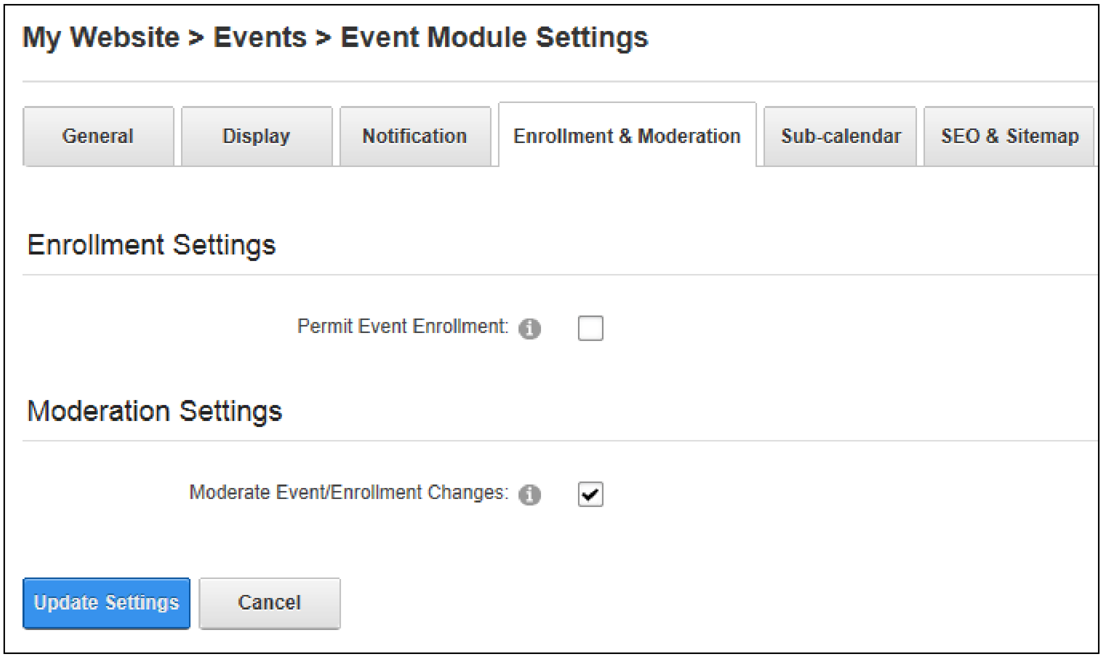
Configuring Week View Settings

Enrollment & Moderation Setting

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** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Enrollment & Moderation Settings** tab.
3. Expand the Moderation Settings section.
4. At **Moderate Event/Enrollment Changes**, mark the check box to enable moderation of all changes to events and enrollments - OR - unmark the check box to disable moderation and immediately display newly added events and event changes.



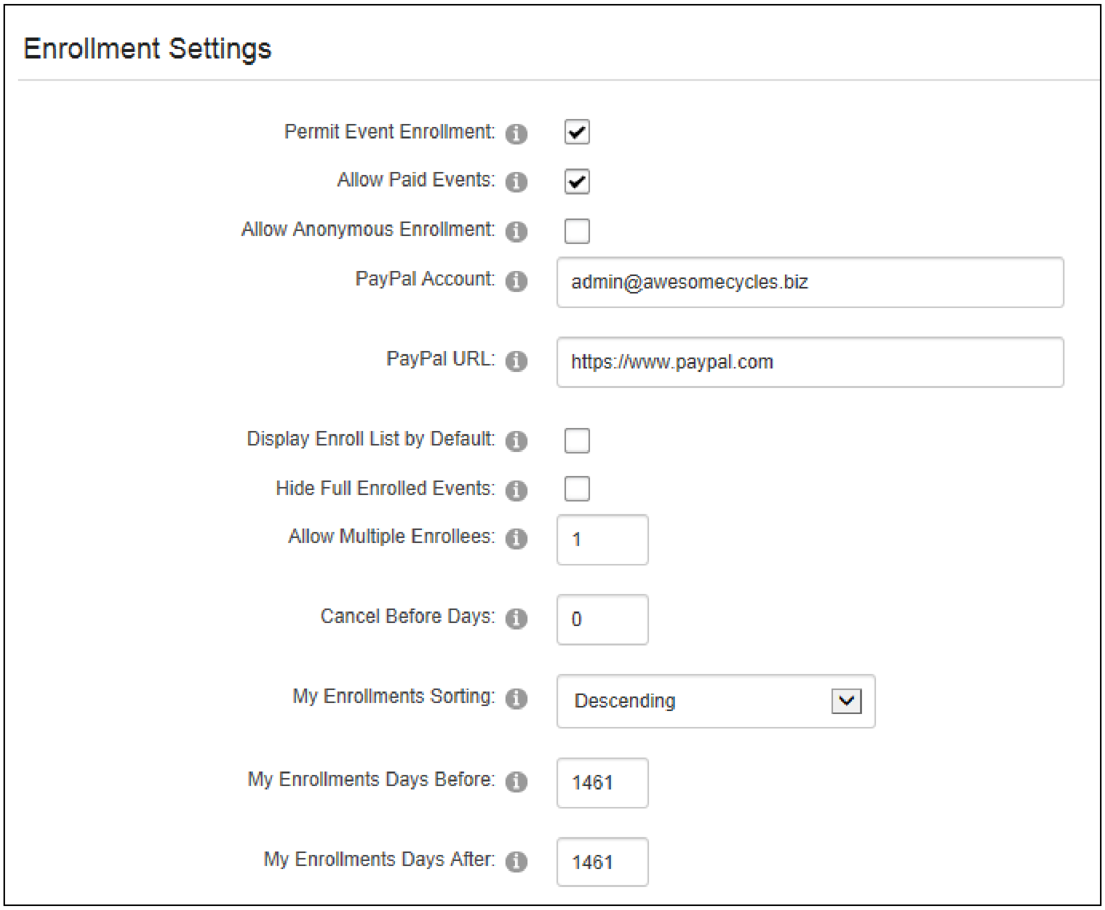
5. Click the **Update Settings** button.

Configuring Enrollment Settings

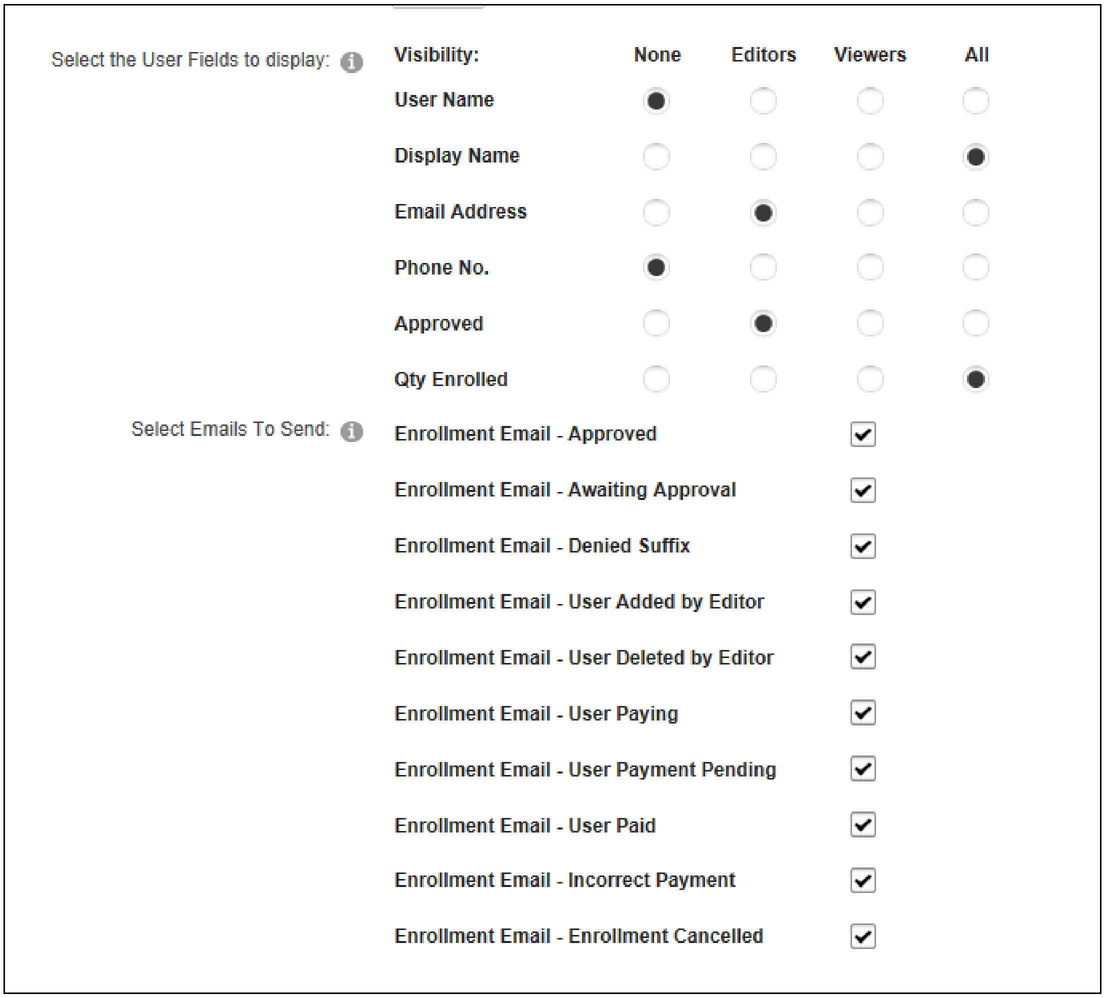
How to configure enrollment settings including PayPal account details for paid events on the Events module.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Enrollment & Moderation Settings** tab.
3. Expand the Enrollment Settings section.
4. At **Permit Event Enrollment**, mark the check box to enable authorized users to sign up for events - OR - unmark the check box to disable event enrollment and then skip to the final step of this tutorial.
5. At **Allow Paid Events**, select from these options:
   - Mark the check box to allow editors to create events that have an enrollment fee that is processed using PayPal.
     - **Optional.** In the **PayPal Account** text box, enter the PayPal Account details (this will be an email address) to be used for collecting fees for paid events. The Host email address is entered by default.

        - **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`
    - Unmark ☐ the check box and skip to the last step.
6. At **Allow Anonymous Enrollment**, mark ☑ the check box to if all site visitors can enroll for event - OR - unmark ☐ the check box if enrollment is restricted to authenticated users.
7. At **Display Enroll List by Default**, mark ☑ the check box to display the enrollment list on the Event Detail Page by default. This can be modified for individual events when adding or editing events - OR - unmark ☐ the check box if it isn't displayed by default.
8. At **Hide Full Enrolled Events**, mark ☑ 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 - unmark ☐ the check box to keep displaying the event.
9. 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.
10. 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.
11. At **My Enrollment Sorting**, choose to display your enrollments in either **Ascending** or **Descending** order.
12. In the **My Enrollments Days Before** text box, enter the number of days before today that events will be displayed for.
13. In the **My Enrollments Days After** text box, enter the number of days after today that events will be displayed for.



14. 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.
15. At **Select Emails To Send**, mark the check box for each of the enrollment events that trigger an email being sent. All emails are selected by default.



16. Click the **Update Settings** button.

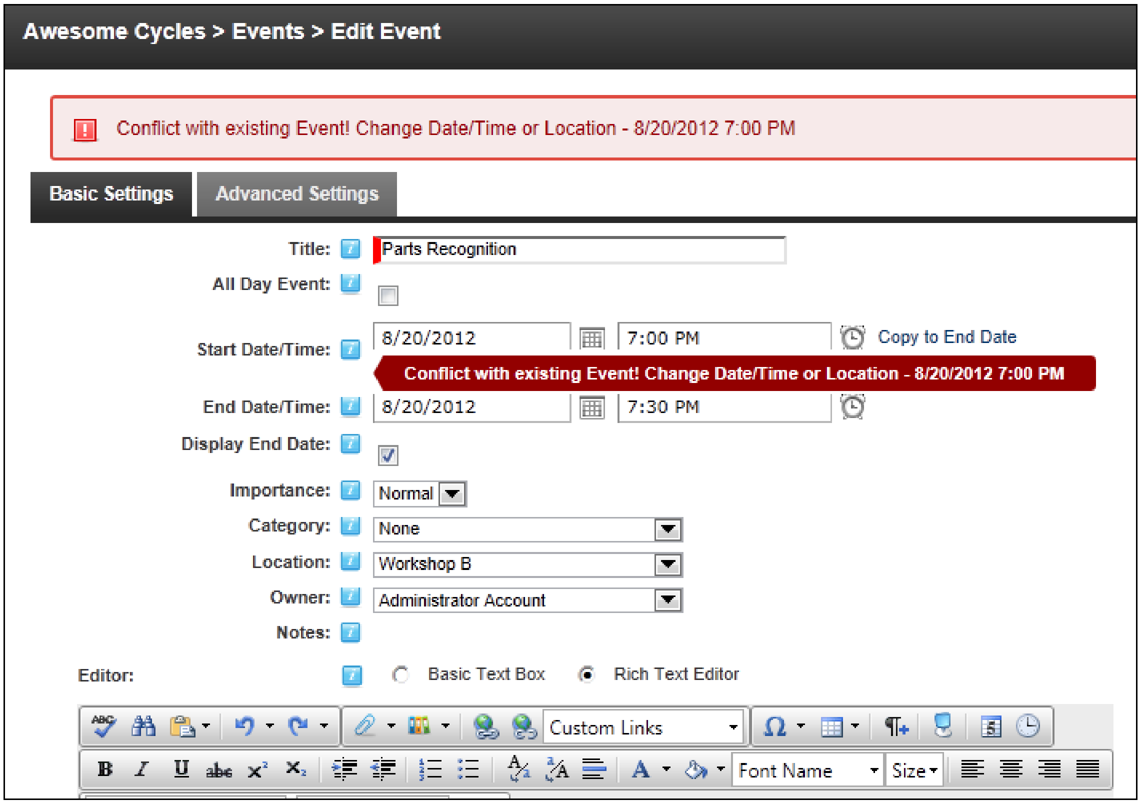
General Settings

Configuring Event General Settings

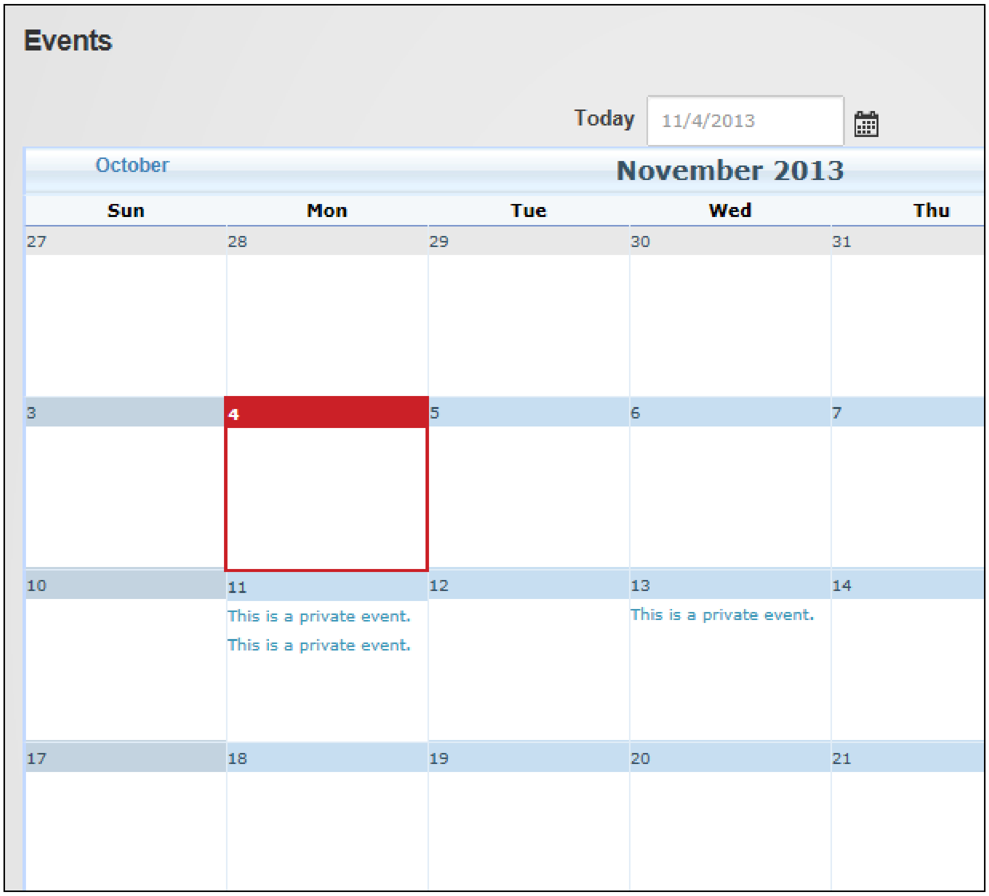
How to configure the general settings of Events.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **General** tab.
3. Expand the General Settings section.

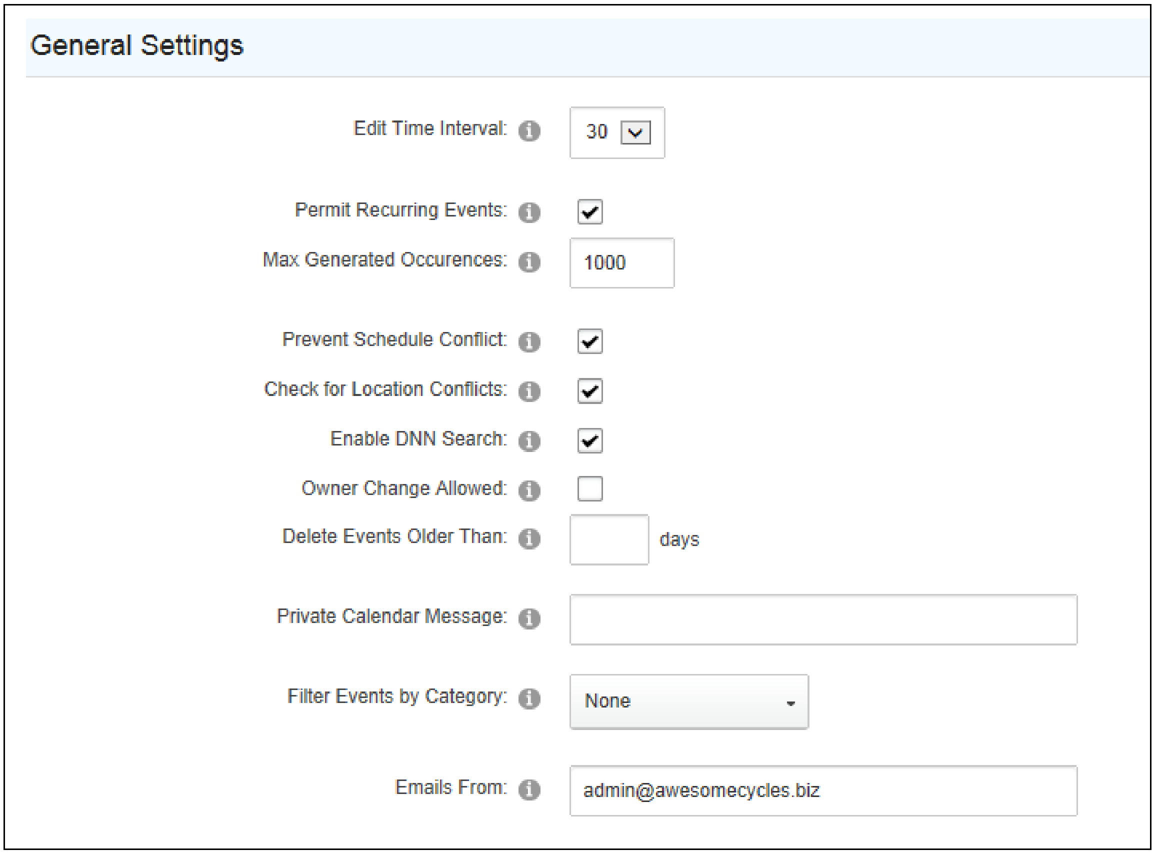
4. At **Edit Time Interval**, select the time interval in minutes at which events can be scheduled. E.g. Select "15" to set 15 minute intervals. The default setting is 30. **Important.** This setting must be set before any events are added. If events exist in the module you will be unable to edit this field.
5. At **Permit Recurring Events**, select from these options:
   - mark the check box to enable recurring events to be created. This enables the Recurring Settings section on the Edit Events page.
     1. In the **Max Generated Occurrences** text box, edit the maximum number of occurrences that will be generated when a reoccurring event is saved - OR - Leave the text box blank for unlimited occurrences. If a limit is reached the "Until Date" field will be set to the date of the last occurrence.
   - unmark the check box to disable recurring events from being added.
6. At **Prevent Schedule Conflict**, select from these options:
   - mark 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 or Location" message is displayed to users when they attempt to add a conflicting event.
     1. At **Check for Location Conflict**, mark the check box to check for a location conflict when checking date conflicts. 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 - OR - unmark the check box to disable.
   - unmark the check box to enable events to be scheduled at the same time.



7. At **Enable DNN Search**, mark the check box to enable site wide searches conducted using the Search modules and the Search skin token to search events - OR - unmark the check box to exclude events from DNN searches.
8. At **Owner Change Allowed**, mark the check box to enable moderators to change the event owner. Note: Administrators can always change the event owner - OR - unmark the check box to disable.
9. 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.
10. In the **Private Calendar Message** text box, enter a message to be displayed to anonymous users instead of event title/details. E.g. "This is a private event", as shown in the below image. Authenticated event editors can only see event title/details of their own events. Moderators/Administrators can see all event details.



11. 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.
12. Click the **Update Settings** button.



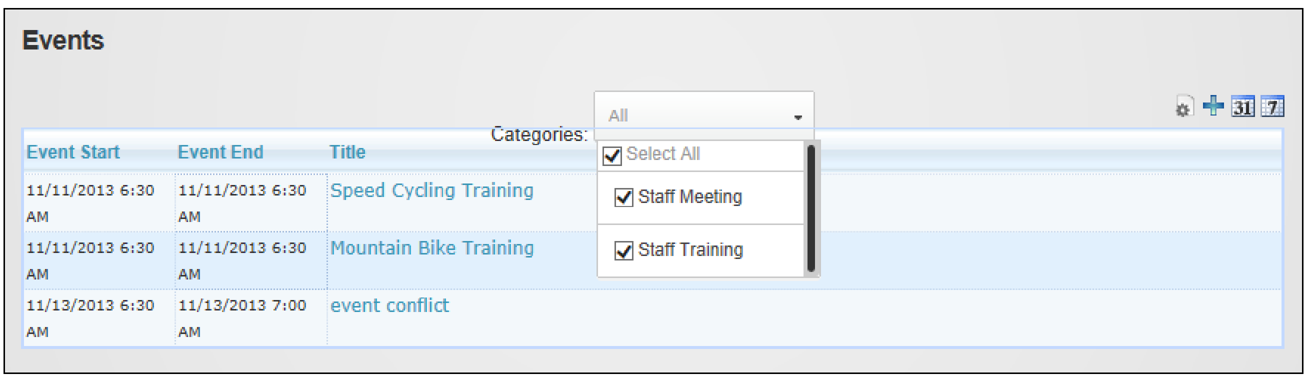
Configuring Event General Settings

Configuring Event Look and Feel Settings

How to configure the look and feel of Events.

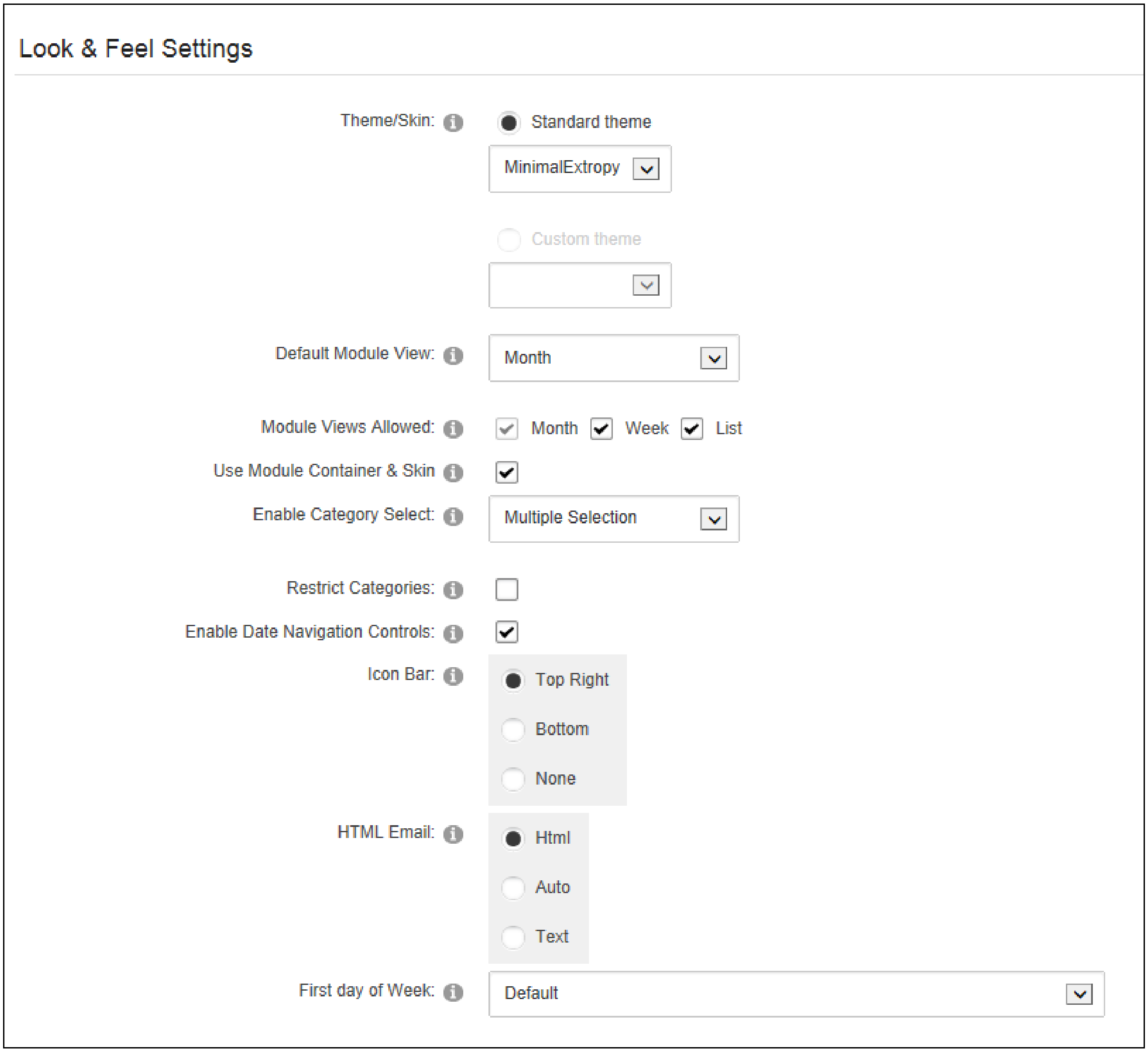
1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **General** tab.
3. Expand the Look & Feel Settings section.
4. At **Theme/Skin**, select a **Standard Theme** (also 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. This enables the Custom Theme setting, allowing you to select your custom theme.
5. At **Default Module View**, select **List**, **Month**, **Week** as the default view for the module. This automatically selects the related check boxes on the next field, and disables them from being deselected.

6. At **Module Views Allowed**, select one or more of the following options:
   - **Month**: mark the check box to enable the month view.
   - **Week**: mark the check box to enable the week view.
   - **List**: mark the check box to enable the list view.
7. At **Use Module Container & Skin**, mark the check box to use the module container and page skin for views that would normally default to the default site container and skin - OR - unmark the check box to enable users to switch between the different views.
8. At **Enable Category Select**, select from these option to control the Category selection drop down list for all forms:
   - **Do Not Display**: Select to hide the Category Selection field all forms.
   - **Single Selection**: Select to allow users to view events for a single category only.
   - **Multiple Selection**: Select to allow users to view events for one or more categories. This is the default setting.



9. At **Restrict Categories**, mark the check box to restricts the categories that can be displayed to those set in the Filter Events by Category setting. See "Configuring Event General Settings"
10. At **Enable Date Navigation Controls**, mark the check box to enable the date navigation controls (links).
11. At **Icon Bar**, choose to display the icon bar **Top Right** above events, **Bottom Center** below events, or select **None** to hide the icon bar.
12. At **HTML Email**, select the format that emails will be sent as from these options:
   - **Html**: Select to force emails to send as HTML.
   - **Text**: Select to force emails to send as text.
   - **Auto**: Select to allow detection based on the content of the email. Note: DNN will not detect all HTML elements.

13. At **First Day of the Week**, select a day of the week to set that day as the first day of the week - OR - Select **Default** to allow the module to detect the user's language and use that language to determine the first day of the week. If the user is not logged in or does not have their language set, then the site language will be used.

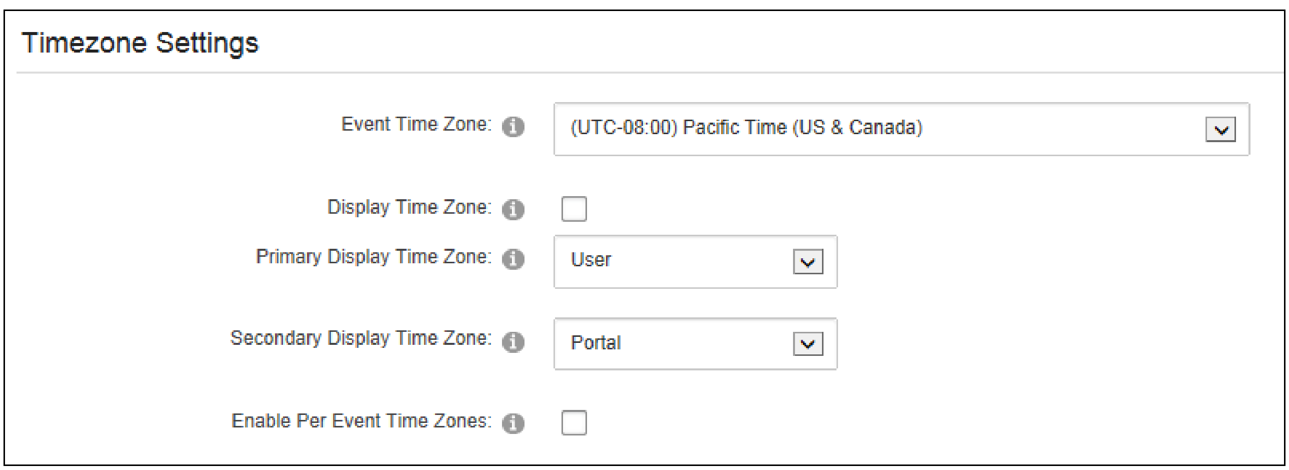


14. Click the **Update Settings** button.

Configuring TimeZone Settings

How to configure the time zone settings for this instance of the Events module.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **General** tab.
3. Expand the TimeZone Settings section.
4. At **Event Time Zone**, select the default time zone to be used for all events.
5. At **Display Time Zone**, mark the check box to display the time zone on the event detail page.
6. At **Primary Display Time Zone**, select the timezone to be displayed beside events:
   - **User**: Select to display the timezone set on the users profile. A user must be logged in for this setting to be applied.
   - **Module**: Select to display the timezone set on the "Event Time Zone" field above for this Events modules.
   - **Portal**: Select to display the timezone set for the site. See "Setting the Site TimeZone"
7. At **Secondary Display Time Zone**, select the fallback time zone (either **User**, **Module** or **Portal**), to be used if primary timezone isn't available.
8. At **Enable Per Event Time Zones**, mark the check box to enable event creators to set the timezone for individual events - OR - unmark the check box to use the "Event Time Zone" setting for all events.



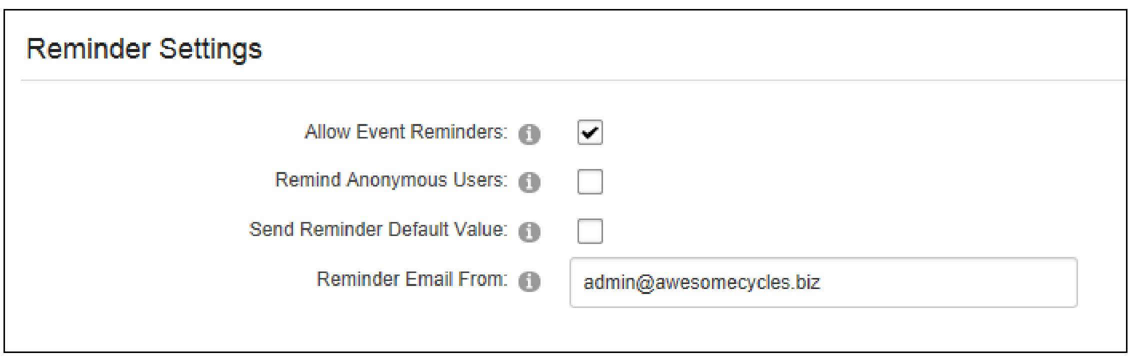
9. Click the **Update Settings** button.

Notification Settings

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** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Notification** tab.
3. Expand the Reminder Settings section.
3. At **Allow Event Reminder**, mark the check box to enable automated event reminders to be send to enrolled users - OR - unmark the check box to disable reminders.
4. At **Reminder Anonymous**, mark the check box to enable anonymous users (i.e. unauthenticated users) to request event reminders - OR - unmark the check box to disable reminders.
5. At **Send Reminder Default Value**, mark the check box to set the Send Reminder field on the Edit Event page as checked by default - OR - unmark the check box to set as unchecked by default.
6. In the **Remind Email From** text box, enter the default email address to be displayed in the From field for reminders. This email address can be modified for each event on the Edit Event page.



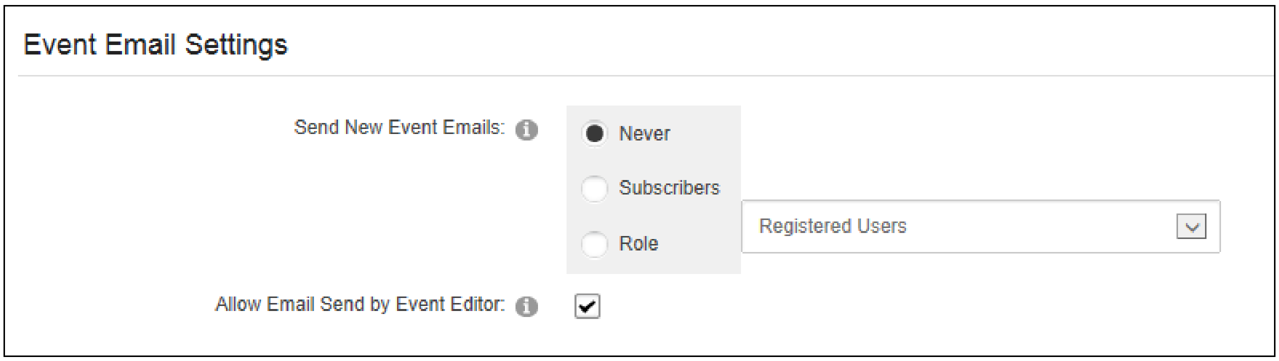
7. Click the **Update Settings** button.

Configuring the Event Email Settings

How to configure the email settings of the Events module.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.

2. Select the **Notification** tab.
3. Expand the Event Email Settings section.
4. At **Send New Event Emails**, select if and to whom email messages are sent 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 and then choose the required role. Users within the selected role will receive email notification when a new event is created.
5. At **Allow Email Send by Event Editor**, mark the check box to allow editors to send an event email to a role - OR - unmark the check box to disallow.



6. Click the **Update Settings** button.

Related Topics:

- See "Subscribing to New Event Notifications"
- See "Setting an Event Reminder"

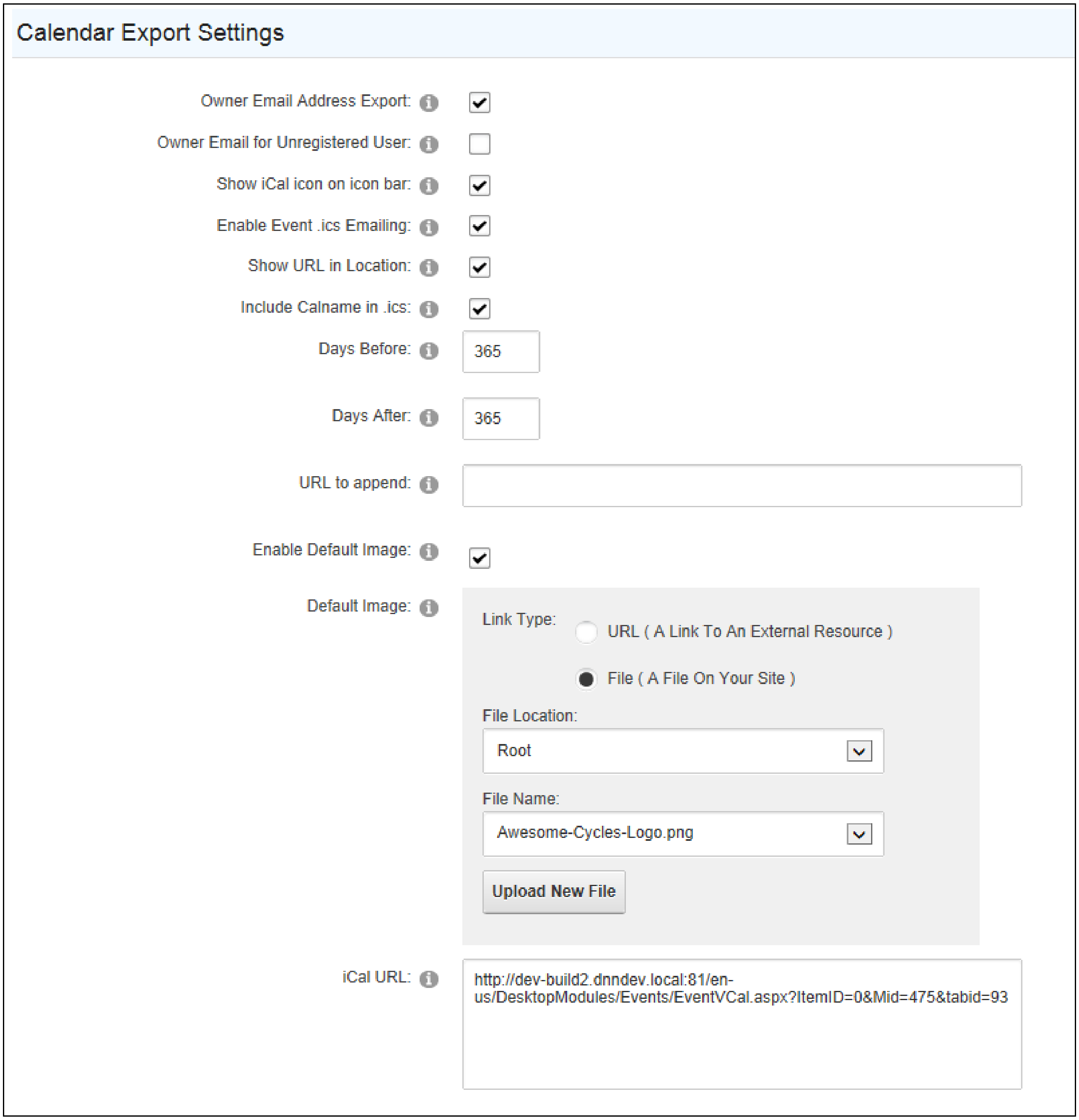
RSS, iCal & Social Setting

Configuring Calendar Export Settings

How to configure the export settings for events on the Events module.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **RSS, iCal & Social** tab.
3. Expand the Calendar Export Settings section.

4. At **Owner Email Address Export**, mark the check box to include the email address of the event owner when a user exports an event - OR - unmark the check box for no email.
5. At **Owner Email For Unregistered User**, mark the check box to include the email address of the event owner when an unregistered user exports an event - OR - unmark the check box for no email.
6. At **Show iCal icon on icon bar**, mark the check box to display the iCal icon in the Events module tool bar - OR - unmark the check box to hide the iCal icon.
7. At **Enable Event .ics Emailing**, mark the check box to enable users to email themselves an iCal file that they can save to their calendar - OR - unmark the check box disable emailing.
8. At **Show URL in Location**, mark the check box to include the URL of the event location in the iCal Location attribute - OR - unmark the check box to disable.
9. At **Include Calname in .ics**, mark the check box to include the calendar name (X-WR-CALNAME attribute) to be included in the generated .ics file. In MS Outlook this will cause events to open as a separate calendar - OR - unmark the check box to disable. In MS Outlook, events will be included in your usual calendar.
10. In the **Days Before** text box, enter the number of days before the current date to be included in the iCal. The default setting is 365 days.
11. In the **Days After** text box, enter the number of days after the current date to be included in the iCal. The default setting is 365 days.
12. In the **URL To Append** text box, enter the string to append to end of URL attribute generated in the iCal file. Useful if you use the iCal as a feed to another site, and want to be able to use Google Analytics parameters.
13. At **Enable Default Image**, mark the check box to set a default image included in the ATTACH attribute of the iCal file. A URL to the image is placed in the ATTACH attribute - OR - unmark the check box for no image. See
14. In the **iCal URL** text box, enter the URL of the iCal for the complete module. Individual event iCals are accessed via the Event Details view.

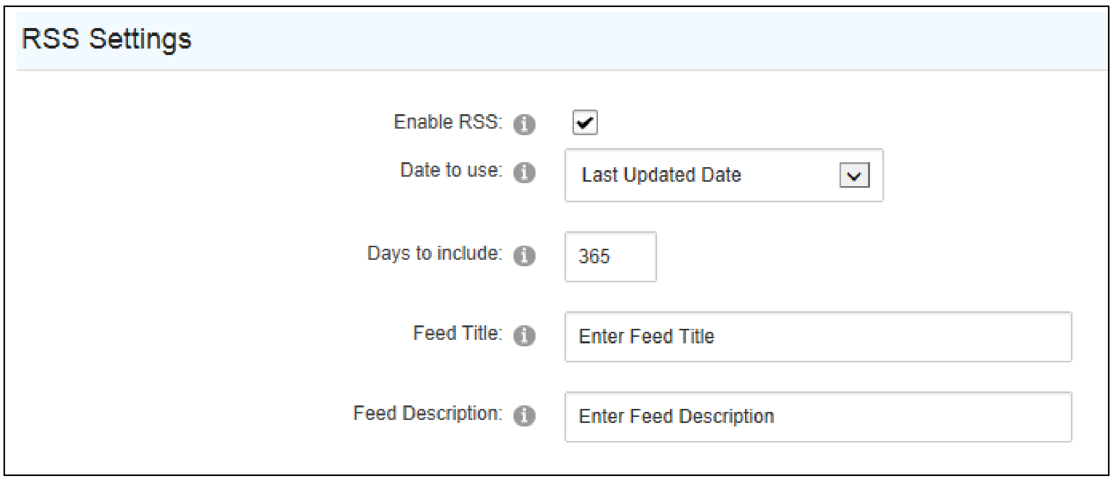


15. Click the **Update Settings** button.

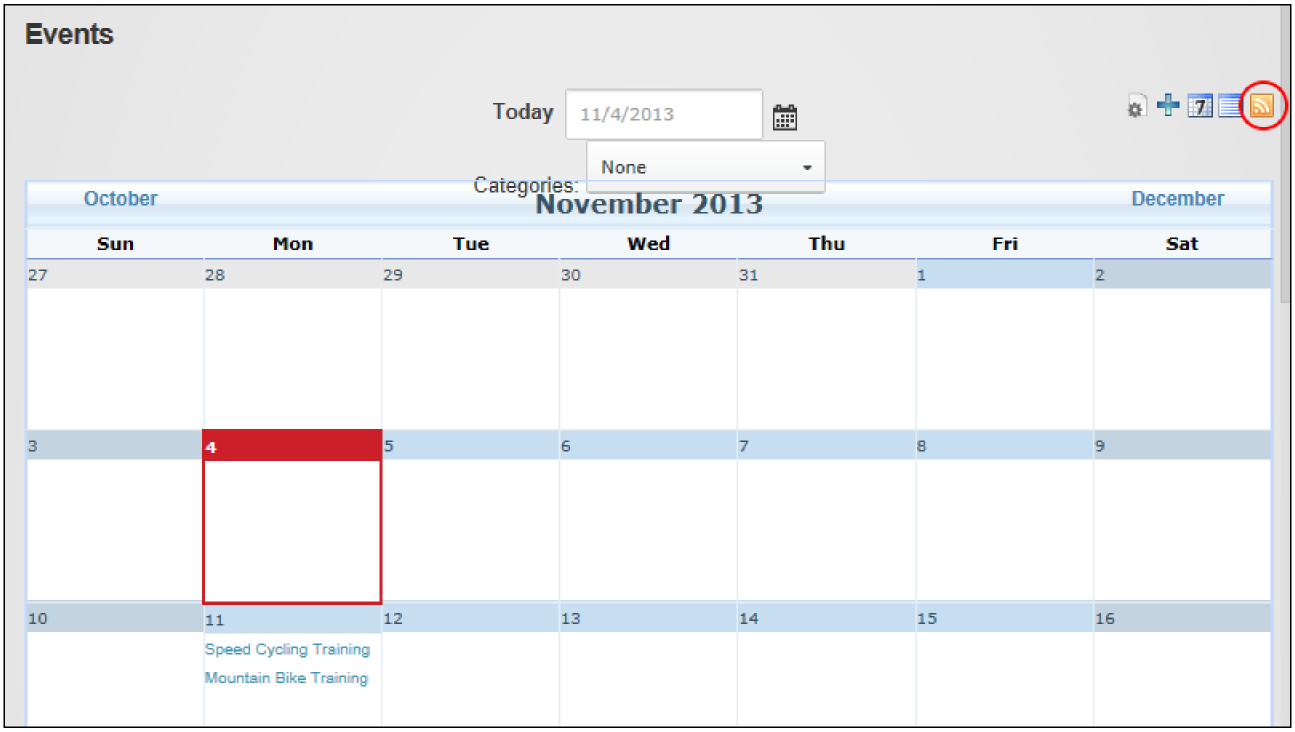
Configuring RSS Settings

How to enable and configure RSS Settings for Events.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **RSS, iCal & Social** tab.
3. Expand the RSS Settings section.
4. At **Enable RSS**, select from these options:
   - Mark the check box to enable RSS.
     1. At **Date To Use**, select which date to use as the Publish Date in the RSS feed.
     2. In the **Days To Include** text box, enter the number of **Days** to include in the RSS from today.
     3. In the **Feed Title** text box, edit the title to be displayed in the RSS feed if desired.
     4. In the **Feed Description** text box, edit the title to be displayed in the RSS feed if desired.
   - Unmark the check box to disable RSS.



5. Click the **Update Settings** button. The **RSS** button is now displayed in the top right corner for this Events module.

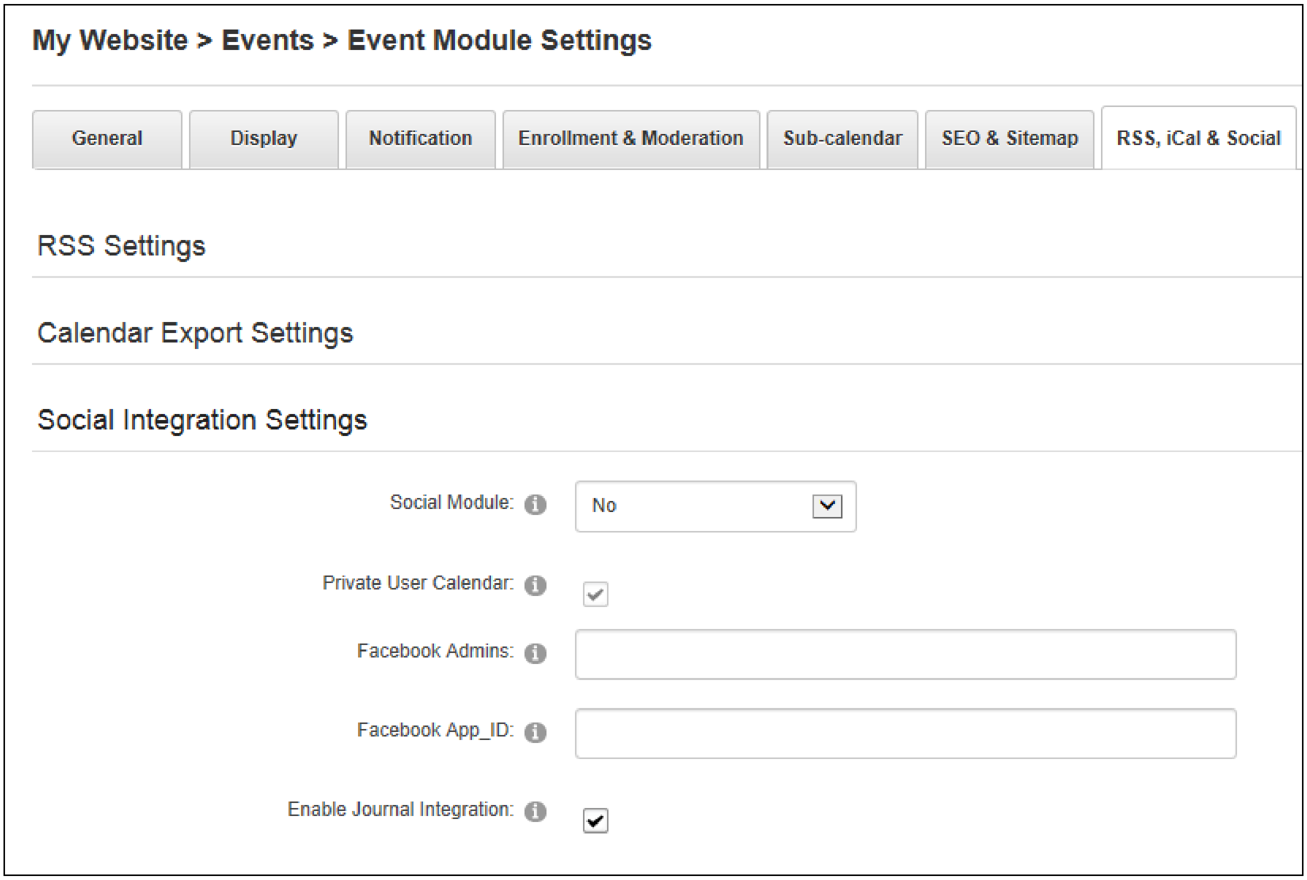


Configuring Social Integration Settings

How to configure social integration for Events.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **RSS, iCal & Social** tab.
3. Expand the Social Integration Settings section.
4. At **Social Module**:
   - **No**: Select for no social integration.
   - **Social Group**: This option will use the 'GroupID' from the URL as the SocialGroupId for new events.
   - **User Profile**: This option will use the' UserID from the URL as the SocialUserId for new events. Note that all module settings are common across all Social Group/User Profile pages for this module instance - there is no localization to an individual Social Group.
5. In **Facebook Admins** text box, Entering a value (or comma separated list) in this field will create a meta property on all pages for fb:admins to support Facebook integration.

6. In **Facebook App_ID** text box, entering a value in this field will create a meta property on all pages for fb:app_id to support Facebook integration
7. At **Enable Journal Integration**, mark the check box to display event creation and user enrollment activities in the Journal.



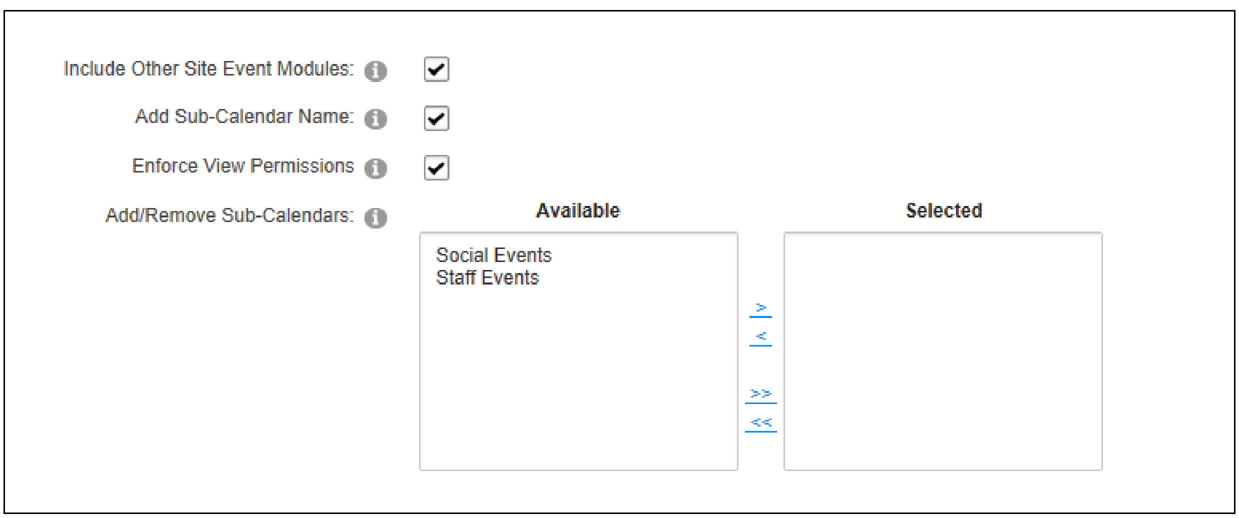
8. Click the **Update Settings** button.

Sub-Calendar Settings

Configuring the SubCalendar Settings

How to display events from one or more Events modules (SubCalendars) within a single instance of an Events module. SubCalendars cannot be located on the same page as the Events module they will be displayed using. A maximum of 1000 SubCalendars can be added.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the **Sub-calendars** tab.
3. At **Include Other Site Event Modules?**, select from these options:
   - Mark the check box to include events from other Events modules on this Events module
     1. At **Add Sub-Calendar Name**, mark 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 - unmark the check box to hide the name of other Events modules in the title of events.
     2. At **Enforce Permissions**, mark the check box to set the View permissions applied to the SubCalendar to be observed in the master calendar - OR - unmark the check box to disable.
     3. 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.
   - Unmark the check box to only display events added using this Events module.



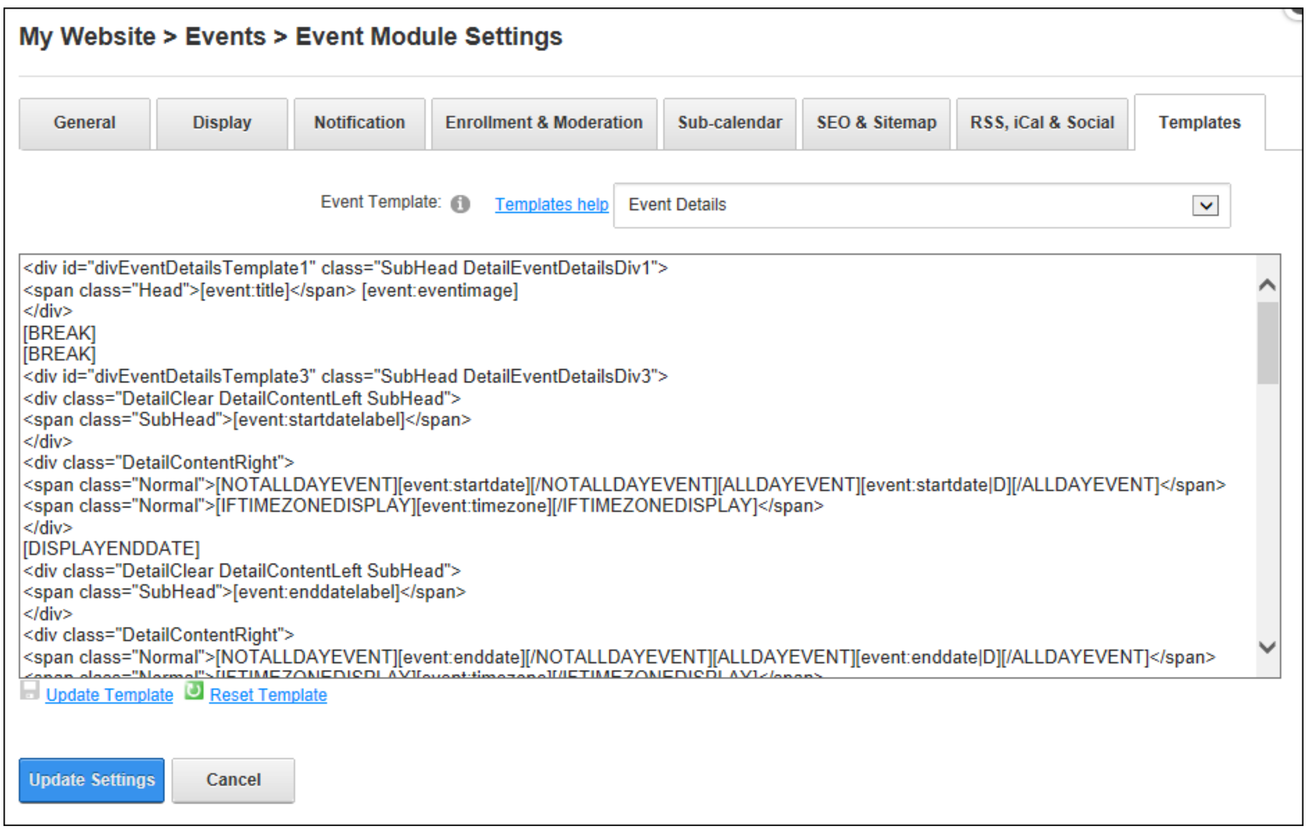
4. Click the **Update Settings** button.

Templates

Configuring Template Settings

How to modify the default event templates used in the Events module.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button on the Icon Bar. This displays the Event Module Settings page.
2. Select the Templates tab.
3. At **Event Template**, select the template to be viewed/modified.
4. **Optional.** Click the Template Help link to view a full list of replacement tokens.
5. Modify the template in the text box.



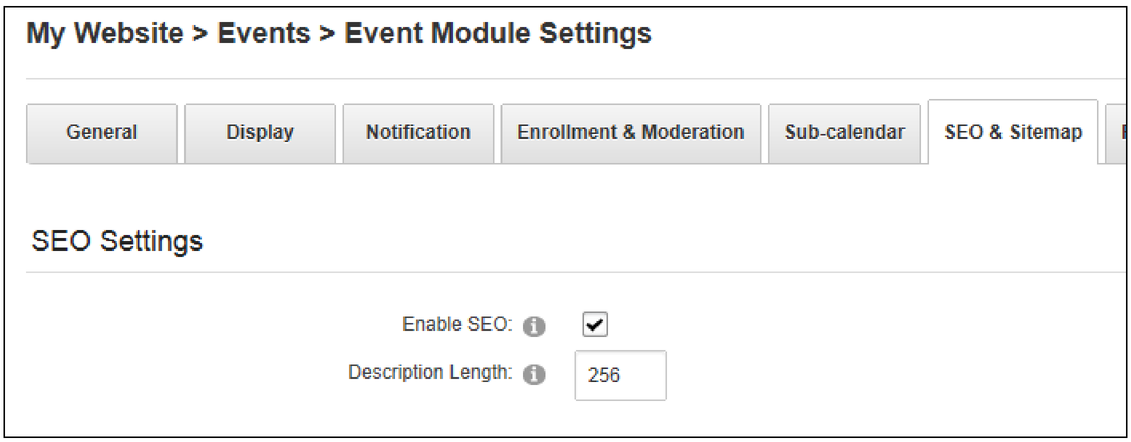
6. Click the Update Template link to save your changes.

> Tip: You can click the Reset Template link to reset to the default template as any time.

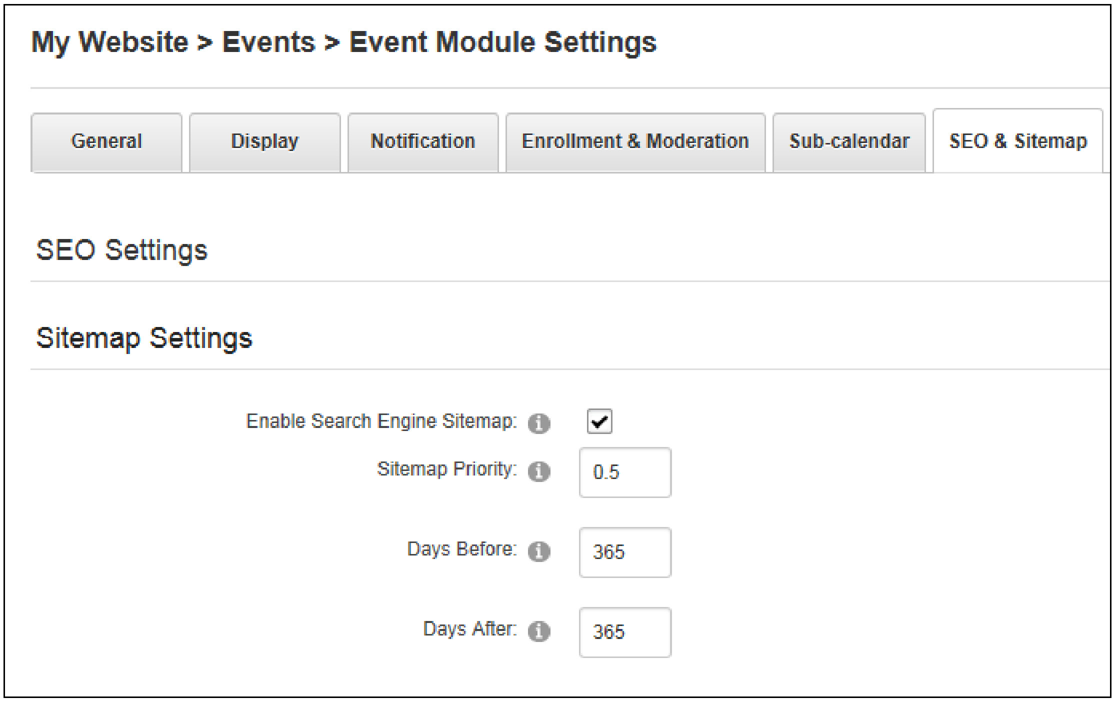
SEO and Sitemap Settings

How to manage Search Engine Optimization (SOE) and SiteMap Settings for an instance of the Events module.

1. Select **Edit** > **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button (only visible if the Icon Bar is displayed). This displays the **Event Module Settings** page.
2. Select the SEO & Sitemap Settings tab.
3. Expand the SEO Settings section.
4. At **Enable SEO**, mark the check box to enable SEO. Page Title and Description are set using the relevant templates in the Template Settings. If the original content of Title or Description is required, then include this using {0}.
5. In the **Description Length** text box, enter the maximum characters for the description.



5. Expand the SiteMap Settings section.
6. At **Enable Search Engine Sitemap**, select from these options:
   - Mark the check box to include this module in the Sitemap.
     1. In the **Sitemap Priority** text box, enter the priority of events module entries in the Sitemap.
     2. In the **Days Before** text box, enter the number of days before current date to include in Sitemap. The default is one year.
     3. In the **Days After** text box, enter the number of days after current date to include in Sitemap. The default is one year.
   - Unmark the check box to disable. See "About the Search Engine SiteMap" and See "Configuring the SiteMap Settings"

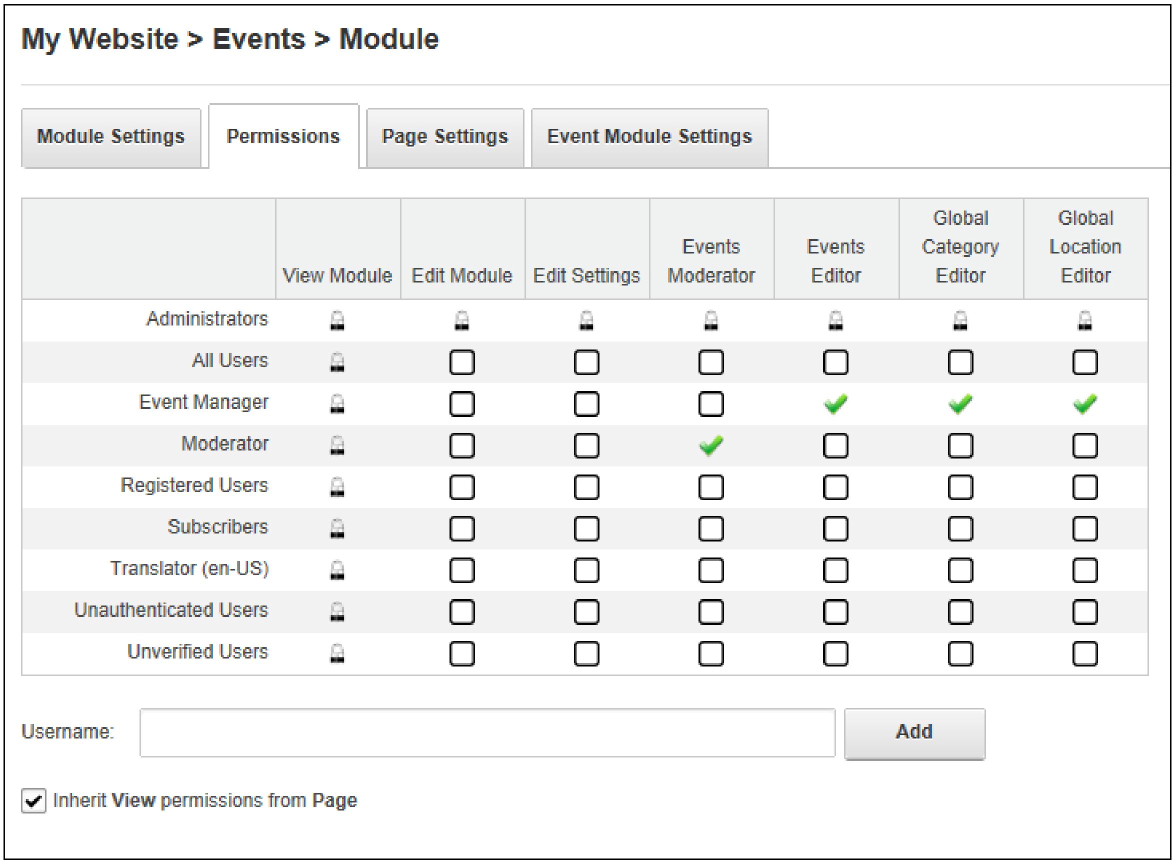


7. Click the **Update Settings** button.

Setting 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 **Manage** > **Settings** from the module actions menu.
2. Select the **Permissions** tab.
3. At **Permissions**, set these unique Event module permissions:
   - **Event Moderators**: Grant this permission to enable roles/users to moderate events.
   - **Event Editor**: Grant this permission to enable users/roles to edit existing events.
   - **Global Category Editors**: Grant this permission to enable users/roles to create and manage event categories.
   - **Global Location Editors**: Grant this permission to enable users/roles to create and manage event categories.
4. Click the **Update** button.



Assigning roles and users as Events Moderators

Related Topics:

- See "Setting Module Permissions"

FAQs

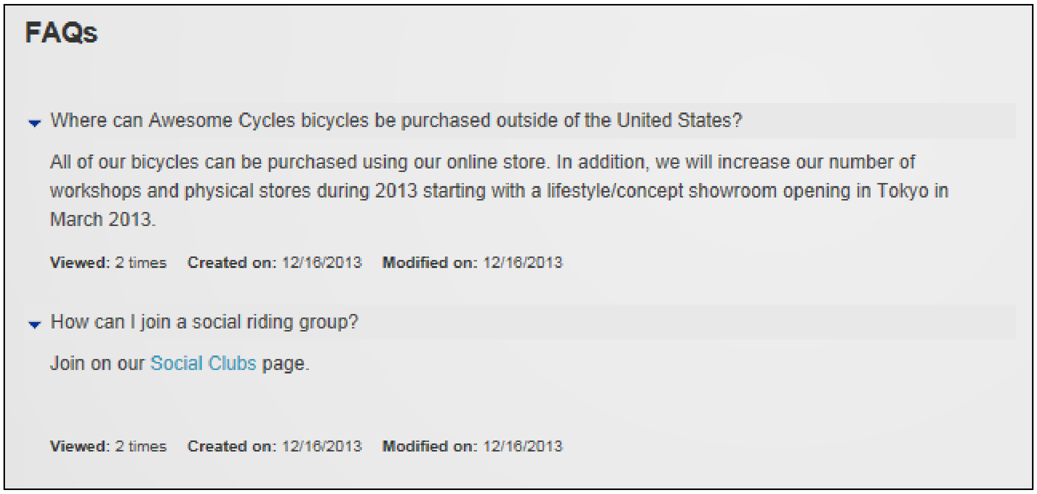
About FAQs

FAQs enables authorized users to manage a list of questions and corresponding answers. The question is displayed as a link, requiring the user to click on a question to view the corresponding answer. FAQ's can be assigned to categories and authorized users can set the default sorting order. The layout is managed using editing templates allowing you to choose the fields to be displayed on the module (question, answer, first and last name of the user who last updated the question, number of times viewed, category name, category description, date created, date modified and the question number).

Installation Note: FAQs must be deployed and installed on your site by a SuperUser.

Module Version: 05.01.01 / **Minimum DNN Version**: 07.00.06

Features: IPortable, ISearchable



FAQs

Project Links

- http://dnnfaq.codeplex.com/

All Users

Viewing Answers

How to view the answer to a frequently asked question.

1. Go to an FAQs module
2. Click on the question or on the **Expand** button to display the answer beneath the question.

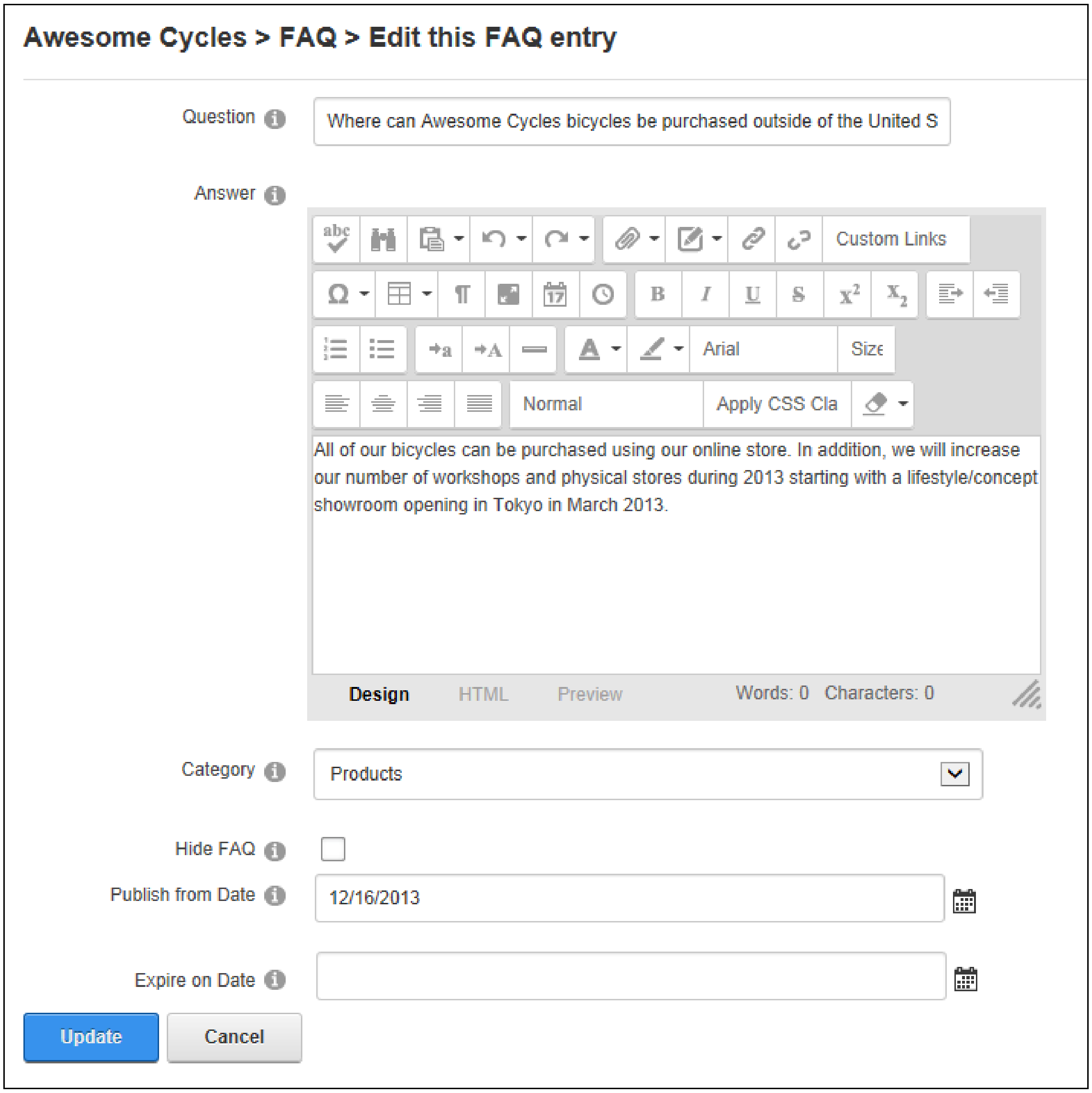
3. **Optional.** Click the question again to hide the answer.

Module Editors

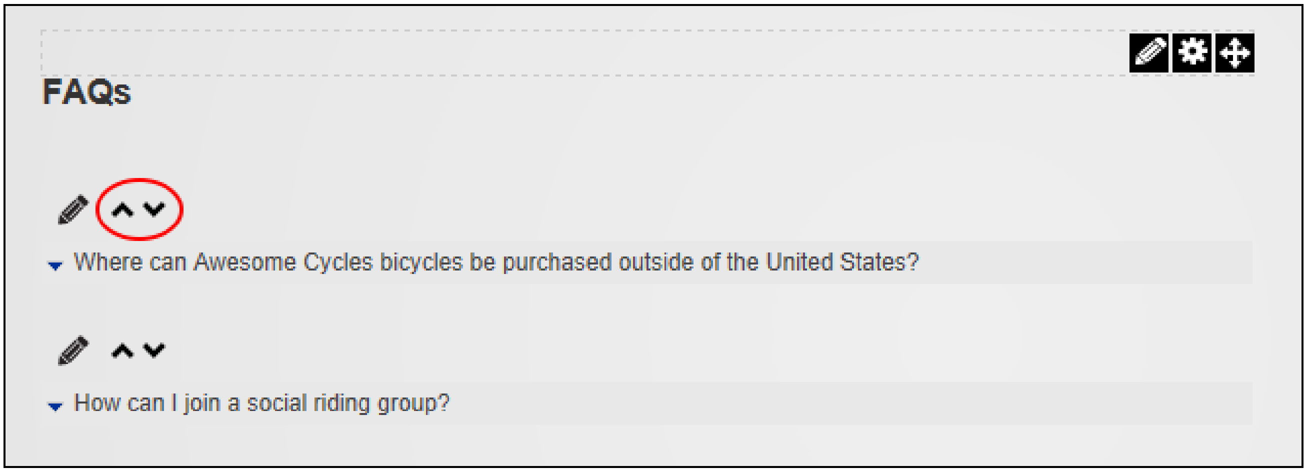
Adding FAQs

How to add a frequently asked question including an optional answer. Images can be added to answers however movies and sound files cannot be added.

1. Go to an FAQs module.
2. Select **Edit** > **Add New FAQ** from the module actions menu. This opens the "Edit This FAQ Entry" page.
3. In the **Question** text box, enter the question. A maximum of 400 characters is permitted.
4. The following **optional** fields are provided:
   1. In the **Answer** text box, enter the answer.
   2. At **Category**, select a category from the drop down list. See "Adding FAQ Categories"
   3. At **Hide FAQ**, mark the check box if you want to hide the FAQ from displaying. The FAQ will still be displayed to editors of this module enabling them to edit or update the FAQ. This feature is useful if an FAQ is unanswered, allowing it to be answered before being published.
   4. At **Publish from Date**, click the **Calendar** button and select the first day this FAQ will be displayed.
   5. At **Expire on Date**, click the **Calendar** button and select the day this FAQ will expire.

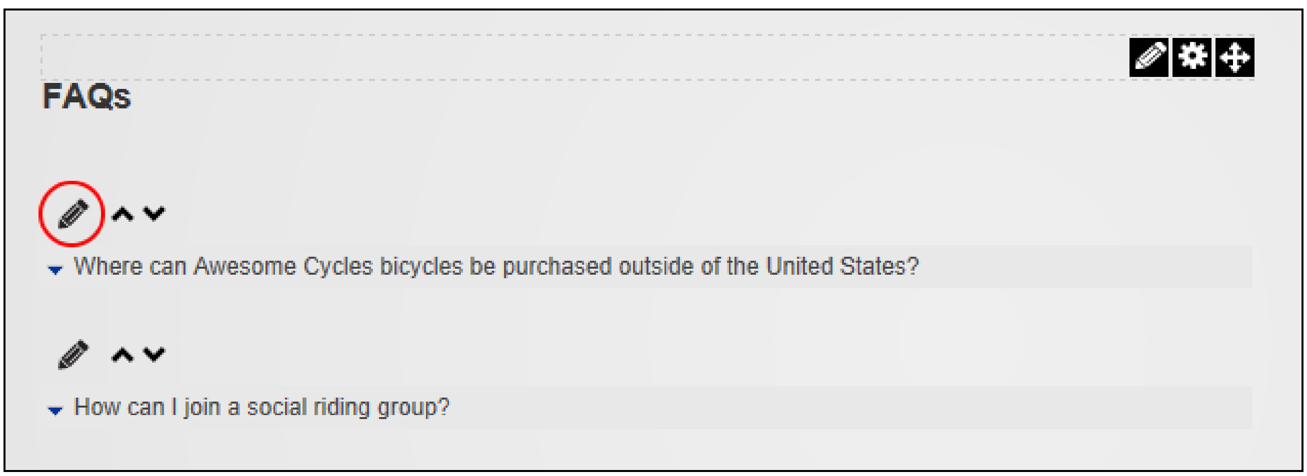


5. Click the **Update** button. The newly added FAQ is now displayed, unless it has been set as hidden.
6. **Optional**. Click the **Down** ⌄ arrow beside the tutorial to move it down the list of FAQs.



Managing FAQs

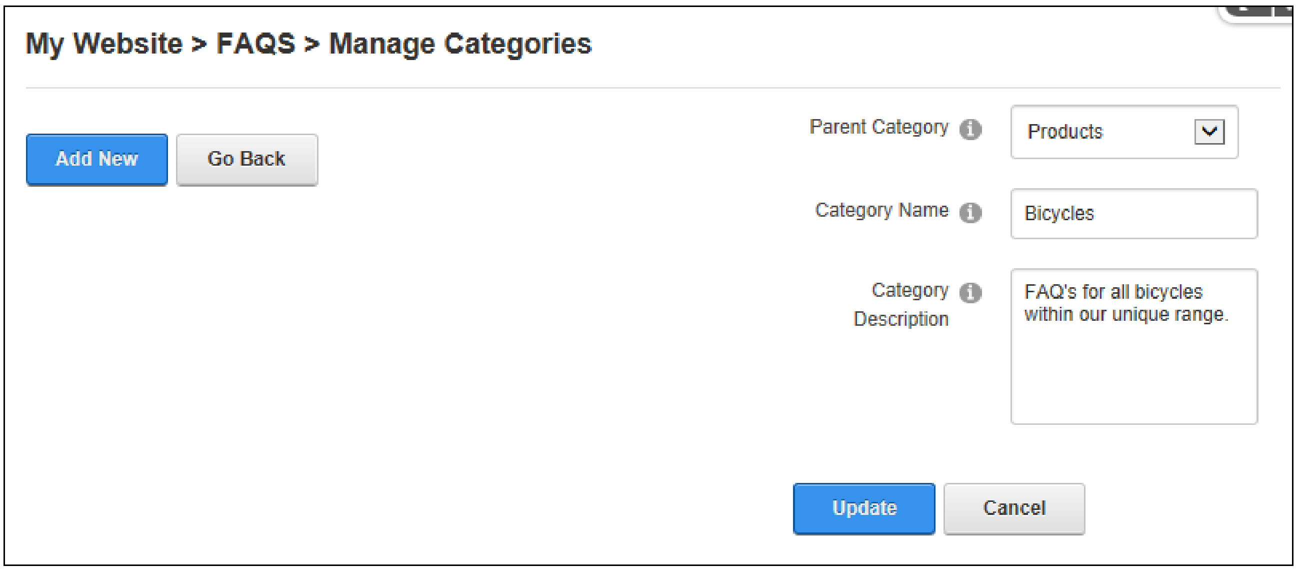
Frequently asked question can be edited or deleted by click the **Edit** button beside the FAQ and then either editing and updating the content or clicking the **Delete** button. FAQs can also be reordered directly on the page by clicking the **Up** or **Down** button beside the FAQ.



Adding FAQ Categories

How to add one or more FAQ categories. FAQ's can only be associated with one category. The category name and description can optionally be displayed on the page by editing the Item Template under Module Settings. See "Editing FAQ Templates"

1. Go to an FAQs module.
2. Select **Edit** > **Manage Categories** from the module actions menu. This opens the Manage Categories page.
3. Click the **Add New** button.
4. **Optional.** At **Parent Category**, select a parent category.
5. In the **Category Name** text box, enter a name for the category.
6. In the **Category Description** text box, enter a description for the category.



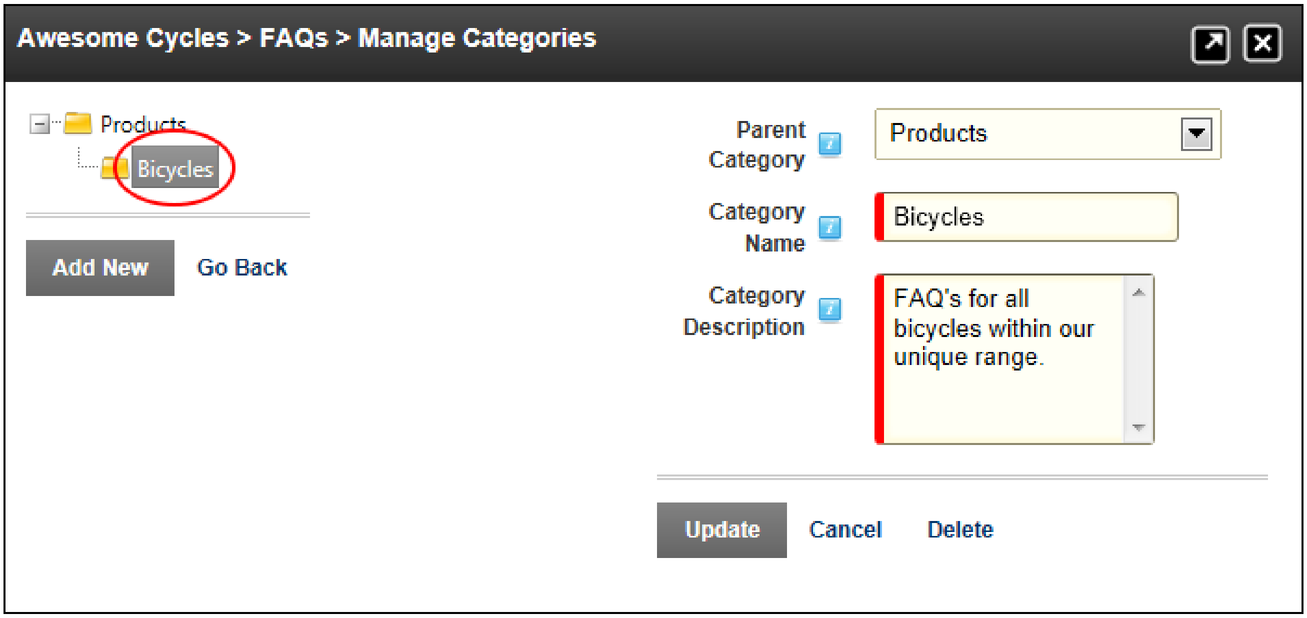
7. Click the **Update** button.
8. Repeat Steps 2-7 to add additional categories.

Managing FAQ Categories

How to edit or delete an FAQ category.

Important. A bug in FAQs 05.01.01 prevents categories from being edited or deleted.

1. Go to an FAQs module.
2. Select **Manage Categories** from the module actions menu. This displays the Manage Categories page.
3. In the category list, click on the name of the category to be edited.



4. The following options are available:
   - To edit the Parent Category, Category Name and/or Category Description, modify the details displayed to the right and then click the **Yes** button to confirm.
   - To change the order of categories, simply drag the selected category to new position. For Example, drag a category on top of another to make it a parent category.
   - To delete a category, click the **Delete** button below the category details.

Settings

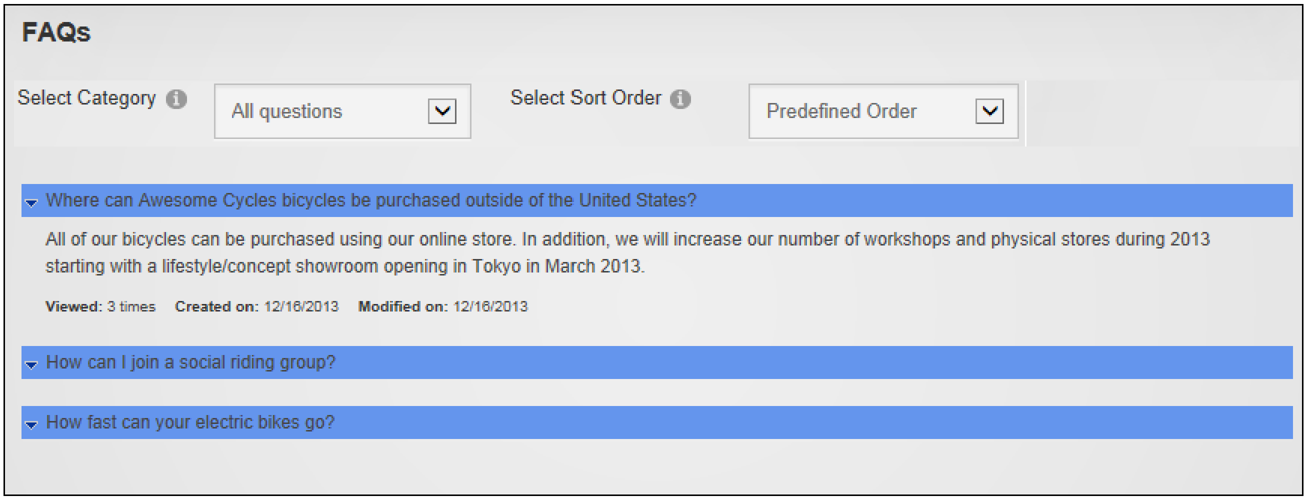
Editing FAQ Templates

How to edit the layout templates for FAQ's. 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 on the Settings page.

1. Go to an FAQs module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **FAQs Module Settings** tab.
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 which is displayed when the user clicks on a Question until the Answer is fully loaded and displayed.
7. Click the **Update** button.

Note: In the below image, the Question Template has been modified to include the FAQ Index before the question and the background color of questions has been changed.



Tip: To restore an original template, add a new module and copy and paste the template from the new module into the module you have edited.

Managing Category Settings

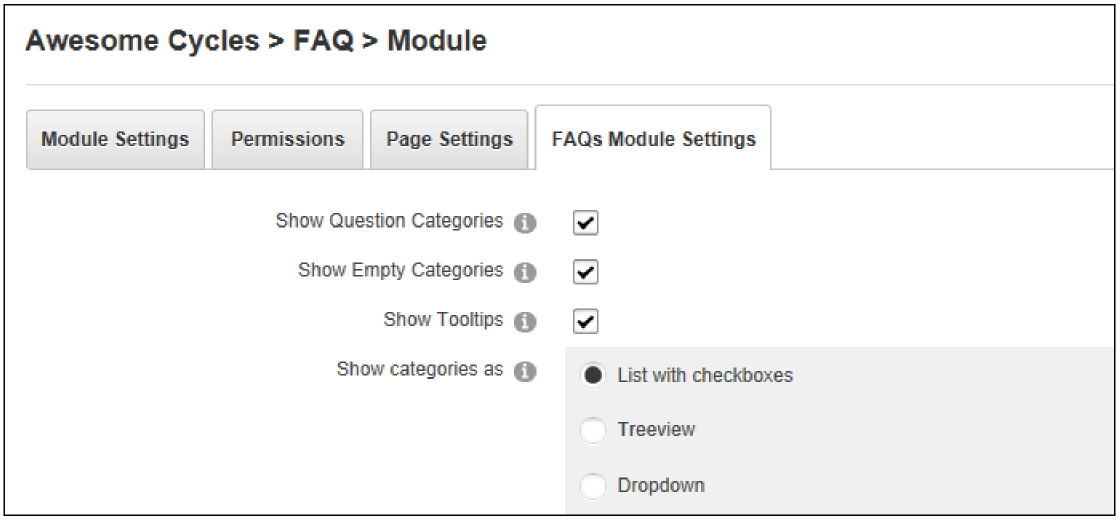
How to optionally display categories on the FAQs module and choose the way categories are displayed. An "Unassigned" category will be displayed if one or more questions haven't been assigned to a category.

1. Go to an FAQs module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **FAQs Module Settings** tab.
4. At **Show Question Categories**, select from these options:
   - Mark the check box to display categories on the module. This will reveal these additional fields:
     1. **Optional.** At **Show Tooltips**, mark the check box to display the category description as a tooltip when a user hovers their mouse over the category name.

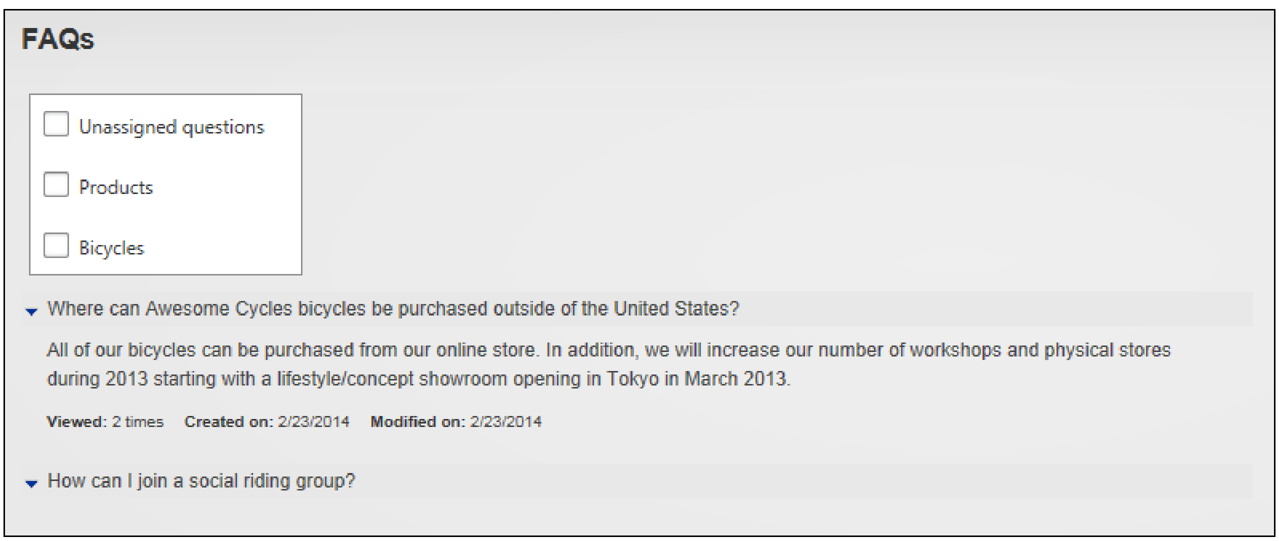
2. At **Show Categories As**, choose to layout categories as a list, in a treeview or as a drop down list.

- Unmark the check box to hide.

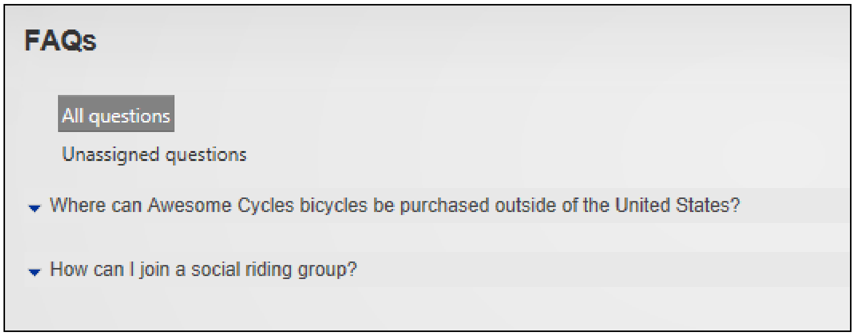
5. **Optional.** At **Show Empty Categories**, mark the check box to display categories that have been created but don't have any FAQs.



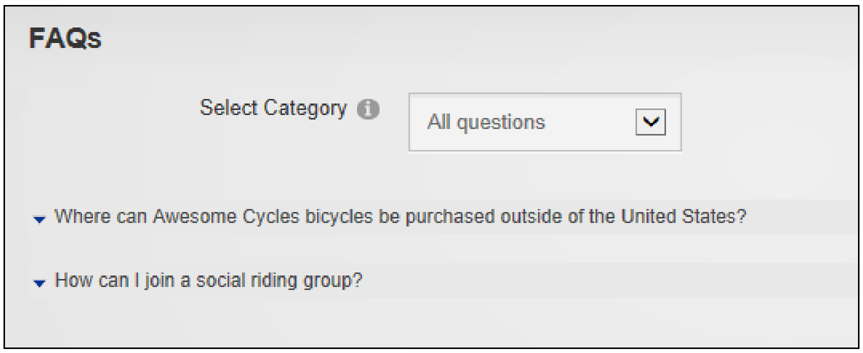
6. Click the **Update** button.



Categories displayed in a list with categories displayed as check boxes



Categories displayed in Treeview



Categories displayed in Dropdown view

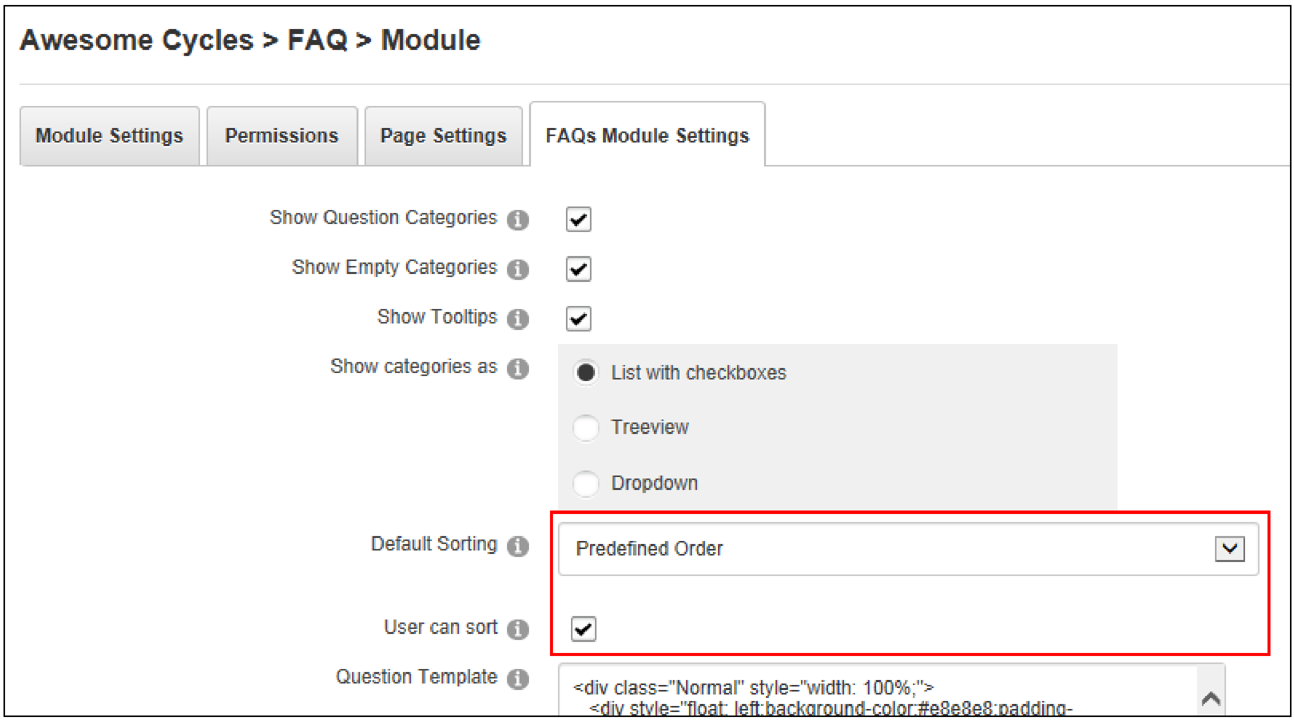
Setting the Default Sorting Order of FAQ's

How to set the default sort order for FAQ's in the FAQs module.

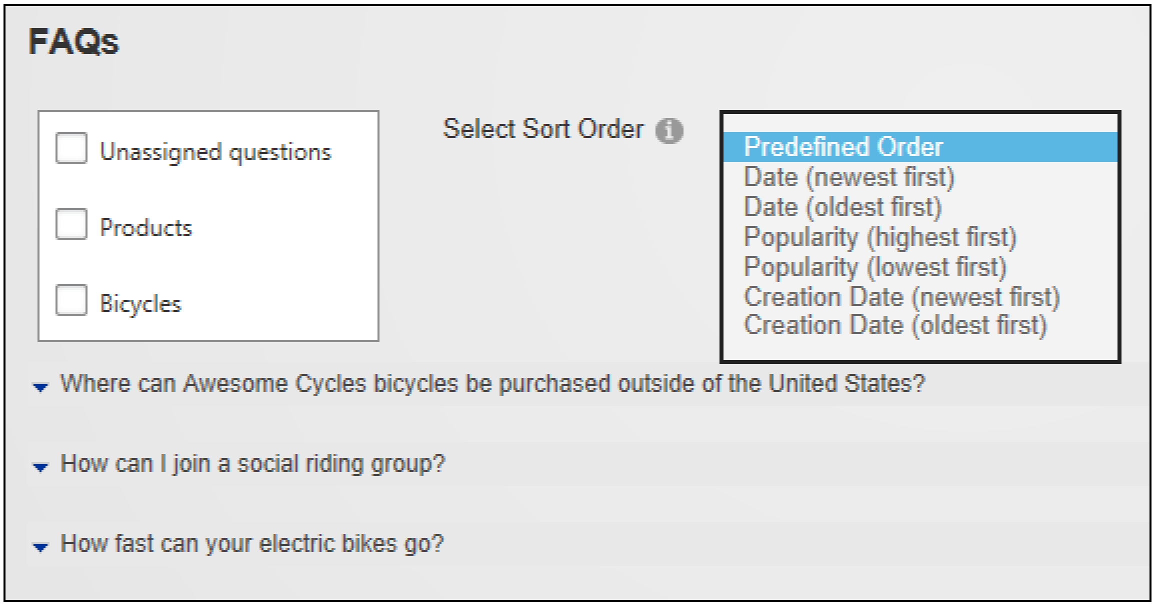
1. Go to an FAQs module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **FAQs Module Settings** tab.
4. At **Default Sorting**, select from the following sorting options:
   - **Predefined Order**: Select to sort FAQ's according to the order predefined by an Administrator or Page Editor. These users can set the order of FAQs using up and down arrows that are visible in edit mode.
   - **Modified Date (newest first)**: Select to sort FAQ's according to the date they were last modified from newest to oldest.
   - **Modified Date (oldest first)**: Select to sort FAQ's according to the date they were last modified from oldest to newest.
   - **Popularity (highest first)**: Sorts FAQ's from the most popular to least popular. Popularity is rated by the number of times the FAQ has been clicked.

- **Popularity (lowest first)**: Sorts FAQ's from the least popular to the most popular. Popularity is rated by the number of times the FAQ has been clicked.
- **Creation Date (newest first)**: Select to sort FAQ's according to the date they were first created from newest to oldest.
- **Creation Date (oldest first)**: Select to sort FAQ's according to the date they were first created from oldest to newest.

5. At **User Can Sort**, mark the check box to display the "Select Sort Order" field that allows users to change the default sort order - OR - unmark the check box to disable.



6. Click the **Update** button.



Feedback

About Feedback and Feedback Comments

Feedback displays a simple form that allows users to send messages to site administrators and can be used independently or together with Feedback Comments which displays the feedback (comments) that have been submitted and published. Feedback Comments can be set to display all comments or comments from selected feedback categories.

Installation Note: Feedback must be deployed and installed on your site by a SuperUser.

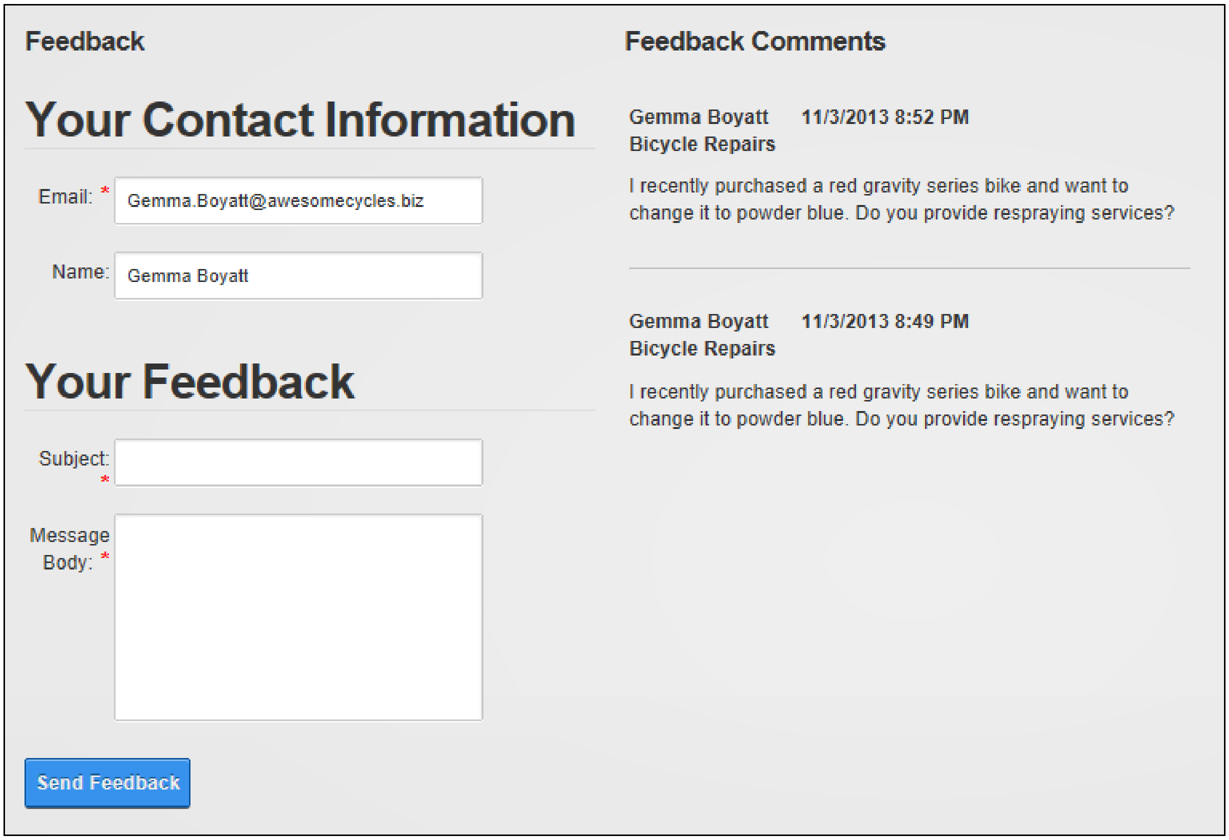
Module Version: 06.04.03 / **Minimum DNN Version**: 06.02.01

Features: ISearchable

Optional Settings:

- 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 and Feedback Comments

Project Links

- http://dnnfeedback.codeplex.com/

Configuration

Configuring Feedback

Feedback can be used as soon as it is added to a page, however it is recommended that caching be disabled to prevent stale data being displayed (See "Configuring Cache Settings for a Module").

If you now choose to use Feedback without any further configuration, the following defaults are used:

- The primary site administrator (See "Setting the Primary Administrator") will receive email notification when feedback is sent.
- All feedback messages are displayed to users who can view Feedback Comments.

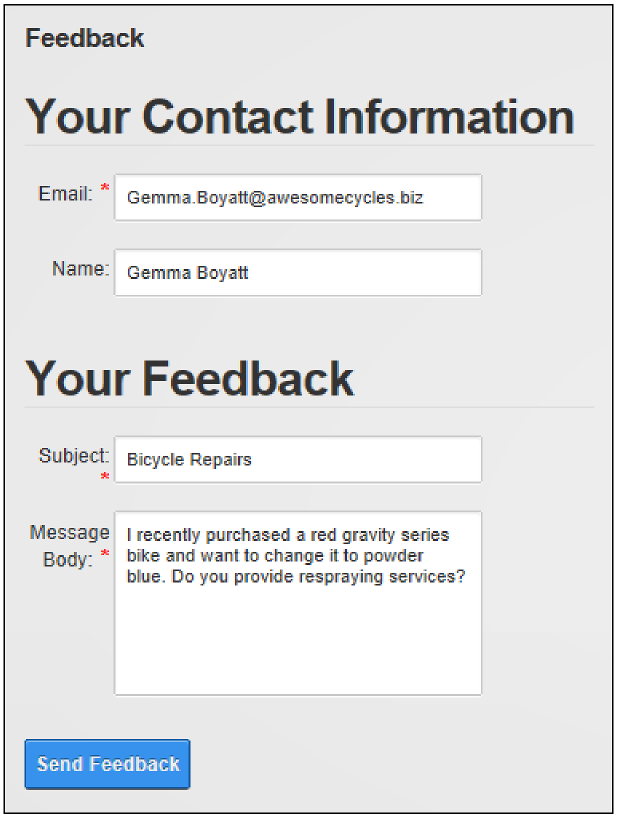
Additional configuration can be done via the Module Settings pages of Feedback and Feedback Comments.

All Users

Sending Feedback

How to send feedback to this site. Feedback may be displayed on the site immediately or may require moderation.

1. Go to a Feedback module.
2. **Optional.** Login to the site. Logging in will populate the form with your name and contact details. This information can then be edited if required.
3. Go to the **Your Contact Information** section.
   1. In the **Email** text box, enter your email address.
   2. In the **Name** text box, enter your name.
   3. Other contact information that may be requested includes **Street**, **City**, **Region or State**, **Country**, **Postal Code** or **Telephone**.
4. Go to the **Your Feedback** section.
5. The following optional fields may also be available:
   1. At **Subject**, enter or select the subject of your message.
   2. At **Category**, select a category from the drop down list.
6. In the **Message** text box, enter your message.
7. The following optional fields may also be available:
   1. At **Send Copy To Yourself?**, mark the check box to have a copy of the message sent to your email address - OR - unmark the check box if you do not wish to receive a copy of your message.
   2. 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 get a different image.



8. Click the **Send Feedback** button.

Feedback Comment Settings

Configuring Comments View Settings

How to modify the various templates that control the appearance of Feedback Comments. A list of the available replacement tokens is displayed on this page at the Available Tokens field. These tokens are also included below this topic for convenience.

1. Go to a Feedback Comments module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Comments View Settings** tab.
4. In the **Header Template** text box, edit the template as required. This template specifies what is displayed at the top of the comments.
5. In the **Item Template** text box, edit the template as required. This template specifies what is displayed for each odd numbered comment.

6. In the **Alternating Item Template** text box, edit the template as required. This template specifies what is displayed for each even numbered comment. If an alternating item template is not specified, the item template is used for both odd and even numbered comments.
7. In the **Separator Template** text box, edit the template as required. This template specifies what displays between each comment.
8. In the **Footer Template** text box, edit the template as required. This template specifies what is displayed below comments.
9. At **Allow Paging**, select from these options:
   - Mark the check box to enable paging.
     1. In the **Default Page Size** text box enter the number of comments to be displayed per page. The Pager control will be added if more comments exist than set here. The default option is 10.
   - Unmark the check box to display all comments on a single page
10. Click the **Update** button.

> 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

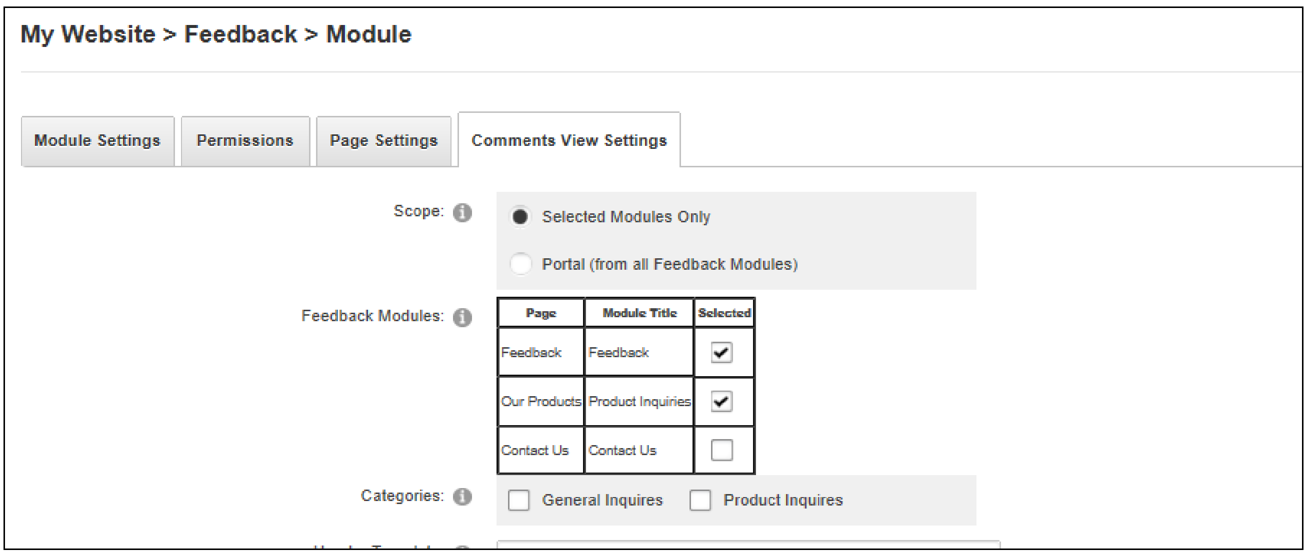
[Feedback:CategoryID], [Feedback:Category], [Feedback:CategoryName], [Feedback:Subject], [Feedback:Message], [Feedback:CreatedOnDate], [Feedback:PublishedOnDate], [Feedback:FeedbackID], [Feedback:SenderName], [Feedback:SenderStreet], [Feedback:SenderCity], [Feedback:SenderRegion], [Feedback:SenderCountry], [Feedback:SenderPostalCode], [Feedback:SenderEmail], [Feedback:SenderTelephone], [Feedback:SenderRemoteAddr], [Feedback:TotalRecords]

Setting Visible Categories

How to restrict the Feedback Comments displayed to one or more categories. This feature allows you to display feedback in a number of filtered way. You could add additional instances of the Feedback Comments module and display feedback for each category in a separate module or on different pages. You could also combine this feature with module permissions to display feedback from different categories to different roles and users. E.g. You might have the

"Sales Inquiries" category displayed in one Feedback Comments on a page that is only visible to staff and have the "Product Feedback" category displayed to all users in a public place.

1. Go to a Feedback Comments module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Go to the **Comment View Settings** section.
4. At **Scope**, select from these options:
   - **Selected Modules Only**: Select to choose which Feedback modules you want to display feedback from and then mark the check box beside each Feedback to be included.
   - **Portal (from all Feedback Modules)**: Select the categories that display feedback from all modules.
5. At **Categories**, select the categories to be displayed.



6. Click the **Update** button.

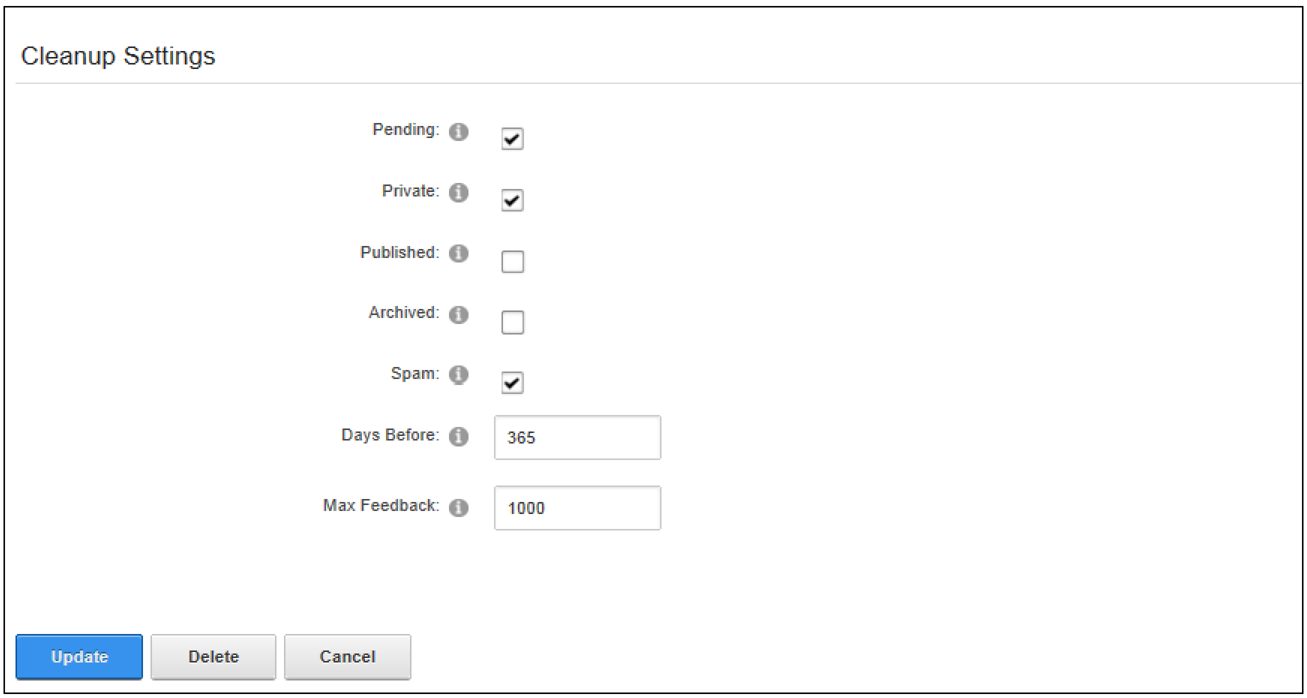
Feedback Settings

Configuring Cleanup Settings

How to automate the deletion of old feedback from Feedback Comments. Clean up is disabled for all feedback groups by default.

1. Go to a Feedback module.
2. Select **Manage** > **Settings** from the module actions menu.

3. Select the **Feedback Settings** tab.
2. At **Pending**, mark the check box to clean up pending feedback - OR - unmark the check box to take no action for pending feedback.
5. At **Private**, mark the check box to clean up private feedback - OR - unmark the check box to take no action for private feedback.
6. At **Archived**, mark the check box to clean up archived feedback - OR - unmark the check box to take no action for archived feedback.
7. At **Spam**, mark the check box to clean up spam - OR - unmark the check box to take no action for spam.
8. In the **Days Before** text box, enter the number of days history comments will be stored for before they are removed. The default is 365 days.
9. In the **Max Feedback** text box, enter the maximum number comments will be stored for all feedback groups (e.g. pending, private, published, archived and spam) before they are removed. The default is 1000 days.

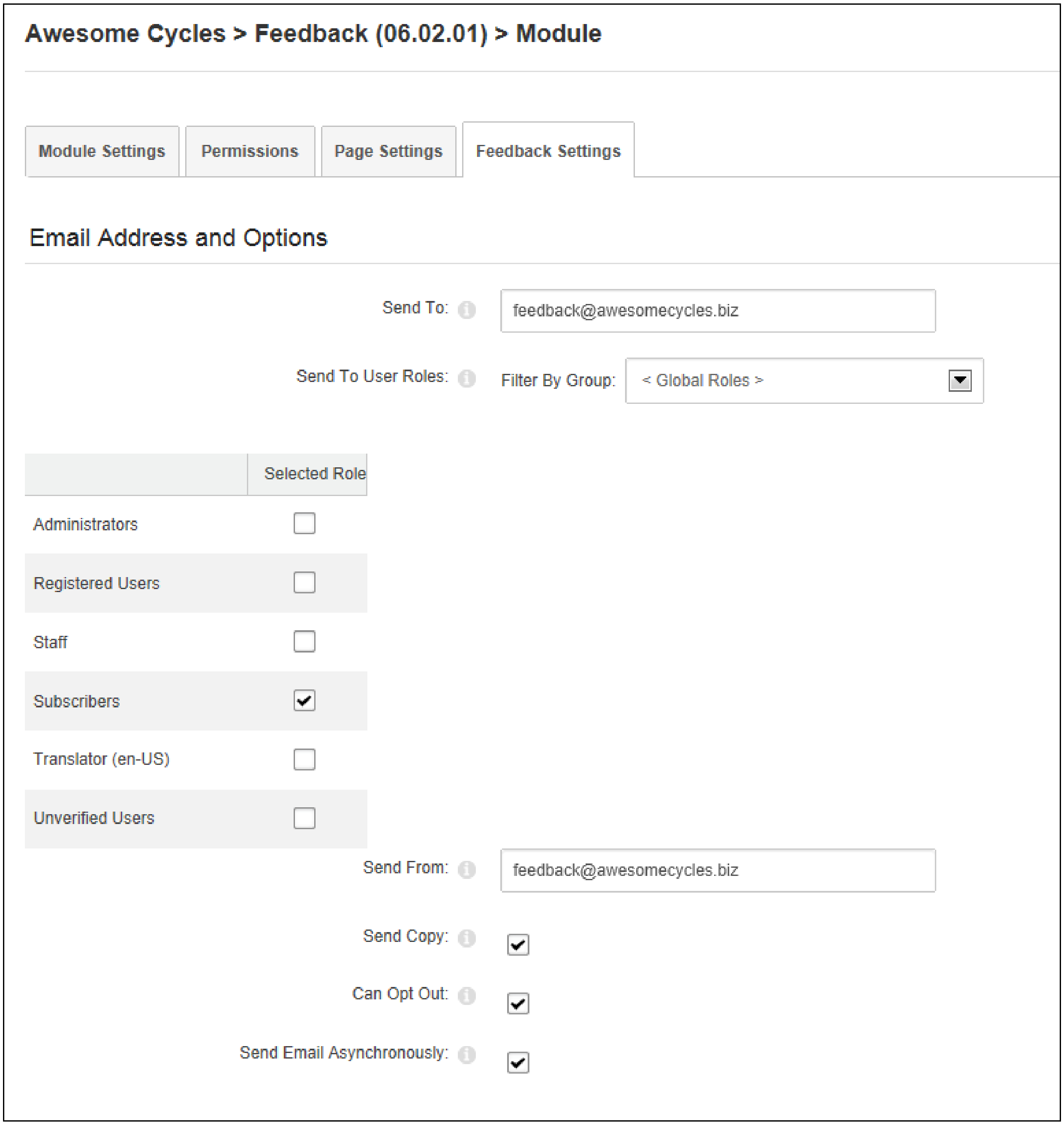


10. Click the **Update** button.

Configuring Email Address 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. Go to a Feedback module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Feedback Settings** tab.
4. Go to the **Email Address and Options Settings** section.
5. In the **Send To** text box, enter the email address of the recipient of feedback sent from this module.
6. At **Send To User Roles**, mark the check box beside each security roles whose users are to be recipients of the feedback.
7. 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.
8. At **Send Copy**, select from these options:
   - Mark the check box to send a copy of the message to the sender.
     1. At **Can Opt Out**, mark 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 - unmark the check box to remove the opt out option and automatically send a copy to the sender.
   - Unmark the check box to disable this feature. If this option is unchecked, skip to Step 9.
9. At **Send Email Asynchronously**, mark the check box to send email asynchronously. Emails are sent as a background task. This can be useful it feedback is emailed to a large number of recipients. - OR - unmark the check box to send emails immediately.



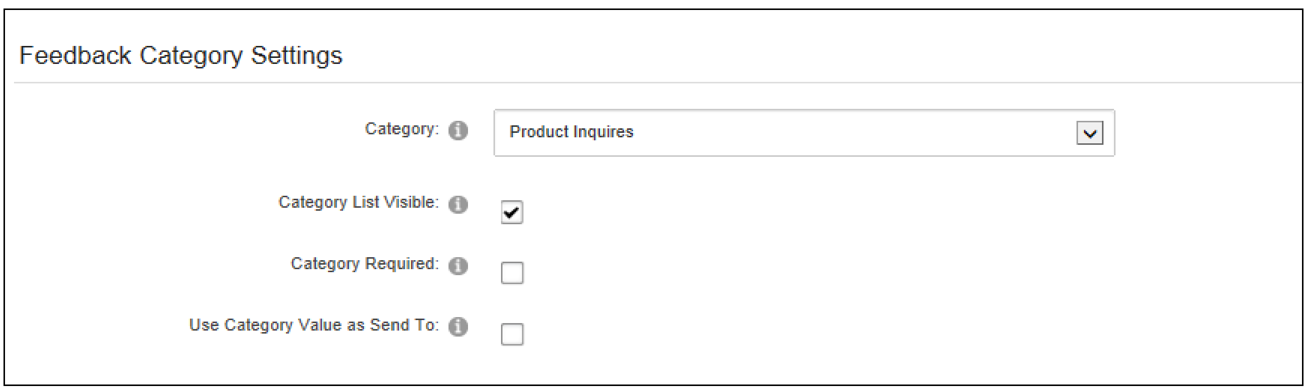
10. Click the **Update** button.

Configuring Feedback Category Settings

How to configure the option settings for Feedback categories.

Prerequisite. One or more categories must be created prior to configuring these settings. See "Adding Feedback Categories"

1. Go to a Feedback module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Feedback Settings** tab.
4. Expand the **Feedback Category Settings** section.
5. At **Category**, select the category associated with this module. This displays the selected category name on the module.
6. At **Category List Visible**, mark the check box to enable users to select an alternative category - OR - unmark the check box to disable category selection.
7. At **Category Required**, mark the check box if it is mandatory to select a category to submit feedback - OR - unmark the check box if selecting a category is optional.
8. At **Use Category Value as Send To**, mark 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 - unmark the check box to disable.



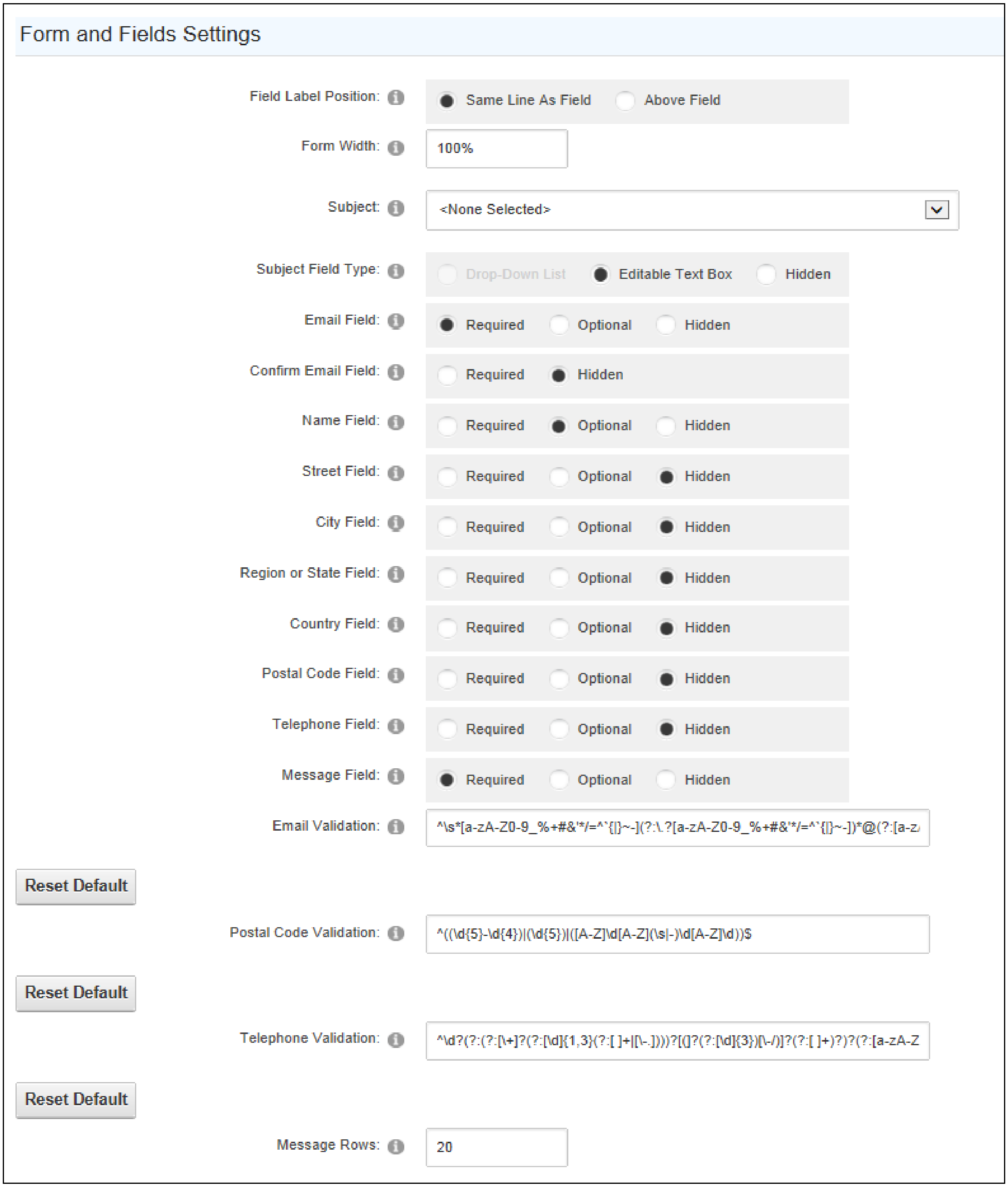
9. Click the **Update** button.

Configuring Form and Fields Settings

How to configure the form and field settings for the Feedback module. Note: Reset the default value for any field by clicking the **Reset Default** button.

1. Go to a Feedback module.
2. Select **Manage** > **Settings** from the module actions menu.

3. Select the **Feedback Settings** tab.
4. **Maximize** ⊞ the **Form and Fields Settings** section.
5. At **Field Label Position**, select to display field names either on the **Same Line As Field** or **Above Field**. The above field option is useful when the Feedback form is placed in a narrow pane on the page.
6. In the **Form Width** text box, enter a pixel value (E.g. 100) or a percentage value (E.g. 100%) to set the width of the message window. The default setting is 100%.
7. 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.
8. 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.
9. Set the email, name, contact information and message fields as either **Required**, **Optional**, or **Hidden**.
10. In the **Email Validation** text box, modify the default .NET regular expression to validate email addresses - OR - Leave blank to disable email validation.
11. In the **Postal Code Validation** text box, modify the default .NET regular expression used validate postal codes if required - OR - Leave blank to disable postal code validation.
12. In the **Telephone Validation** text box, modify the default .NET regular expression to validate telephone numbers. Leave blank to disable telephone number validation.
13. In the **Message Rows** text box, enter a value to set the number of rows for the message window. The default is 20 rows.



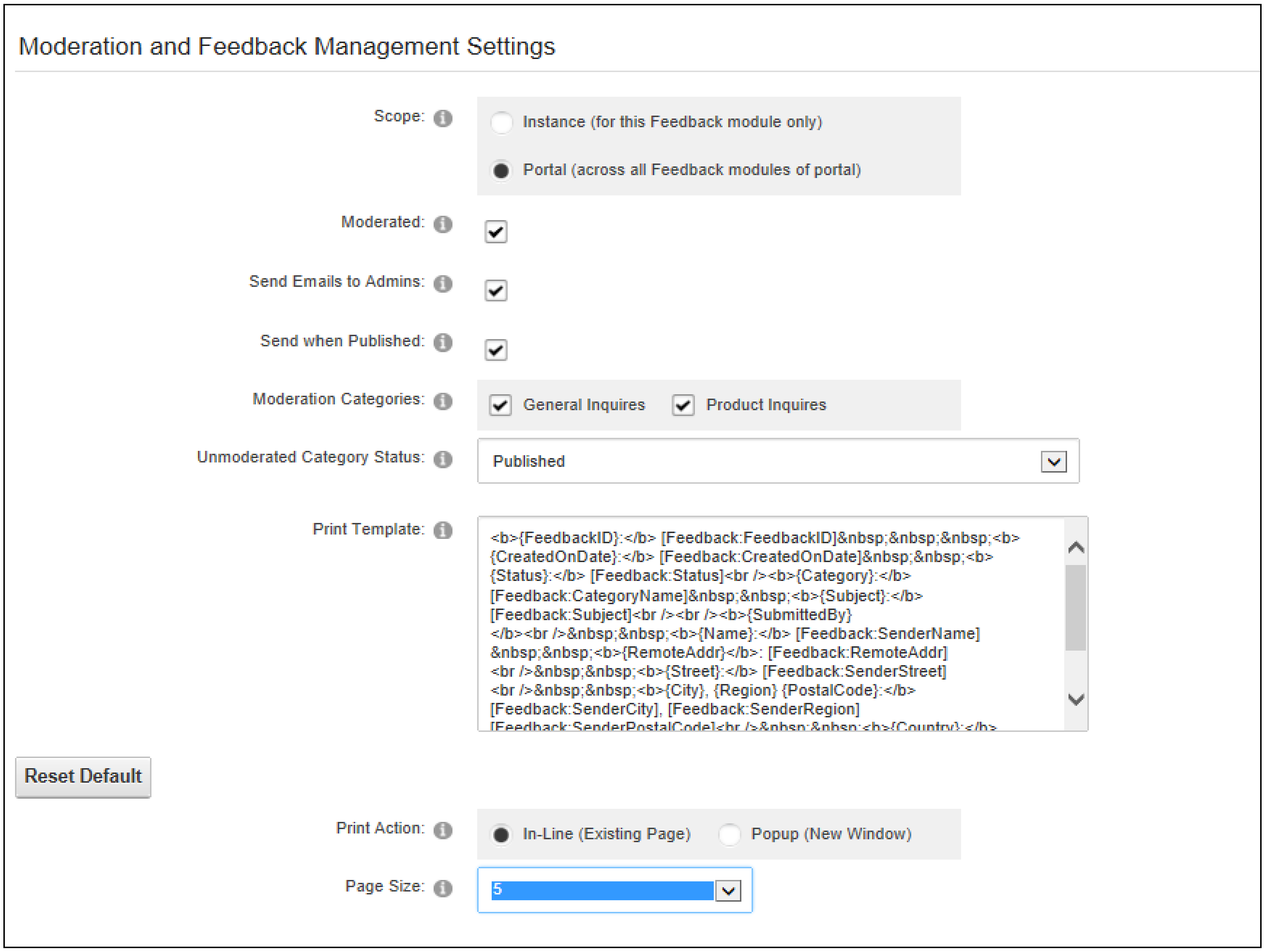
14. Click the **Update** button.

Configuring Moderation and Feedback Management Settings

How to configure the feedback moderation and feedback management settings.

1. Go to a Feedback module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Feedback Settings** tab.
4. Expand the **Moderation and Feedback Management Settings** section.
5. At **Scope**, select the scope of moderation from these options:
   - **Instance (for this Feedback module only)**: Feedback moderators can only view and manage feedback associated with this instance of the Feedback module.
   - **Portal (across all Feedback modules of portal):** Feedback moderators can view and manage feedback for all instances of the Feedback module on this site. This option should be used with caution.
6. At **Moderated**, select from these options:
   - Mark the check box to enable moderation. This displays Moderation Categories List for this module with all categories pre-selected.
     1. At **Send Emails to Admins**, mark the check box to send moderation emails to Administrators - OR - unmark the check box if Administrators don't need to receive moderation emails.
     2. At **Send When Published**, mark the check box if emails are sent when pending and spam items are published - OR - unmark the check box if emails are sent to the recipient as soon as the feedback is submitted.
     3. **Optional.** At **Moderation Categories**, unmark the check box beside any category that will not be moderated. If no categories are selected, then all categories are moderated.
     2. At **Unmoderated Category Status**, select the status for unmoderated posts when not all categories are moderated. The available options are: **Archived**, **Pending**, **Private**, **Published**, or **Deleted**.
   - Unmark the check box to disable moderation.
7. In the **Print Template** text box, view and/or edit the HTML template used for printing a single feedback item from the moderation/management control. You may use the same field value tokens as those available in the guest book settings. For example, the token [Feedback:Subject] will be replaced with the feedback Subject field value. Note: You can reset the default template by clicking the **Reset Default** button.

8. At **Print Action**, select to display print results either **In-Line (Existing Page)** or in a **Popup (New Window)**. This setting relates to the Print button which can be selected when moderating feedback.
9. At **Page Size**, select the number of feedback comments to be displayed on the Moderation page. The default option is 5.



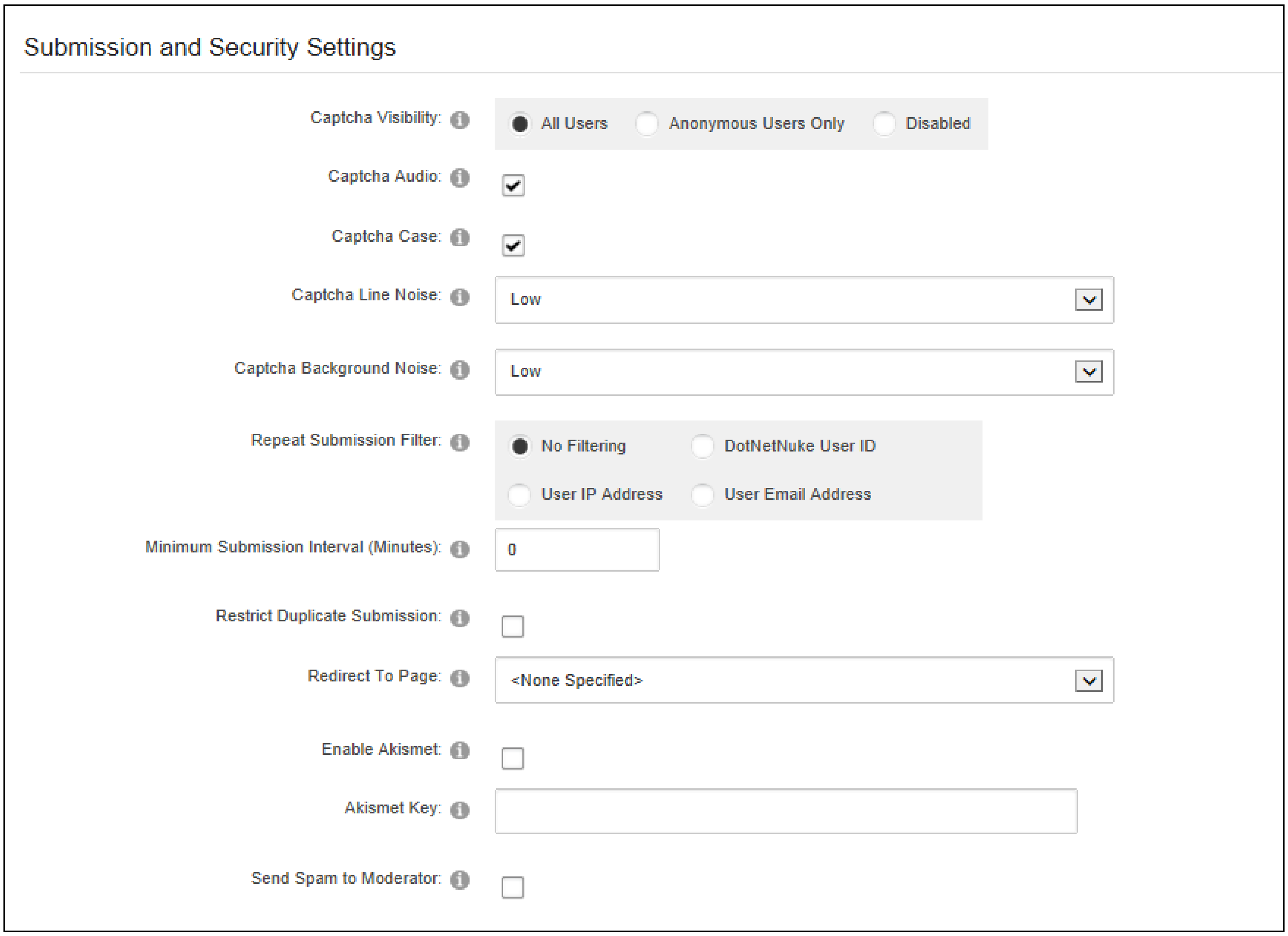
10. Click the **Update** button.

Configuring Submission and Security Settings

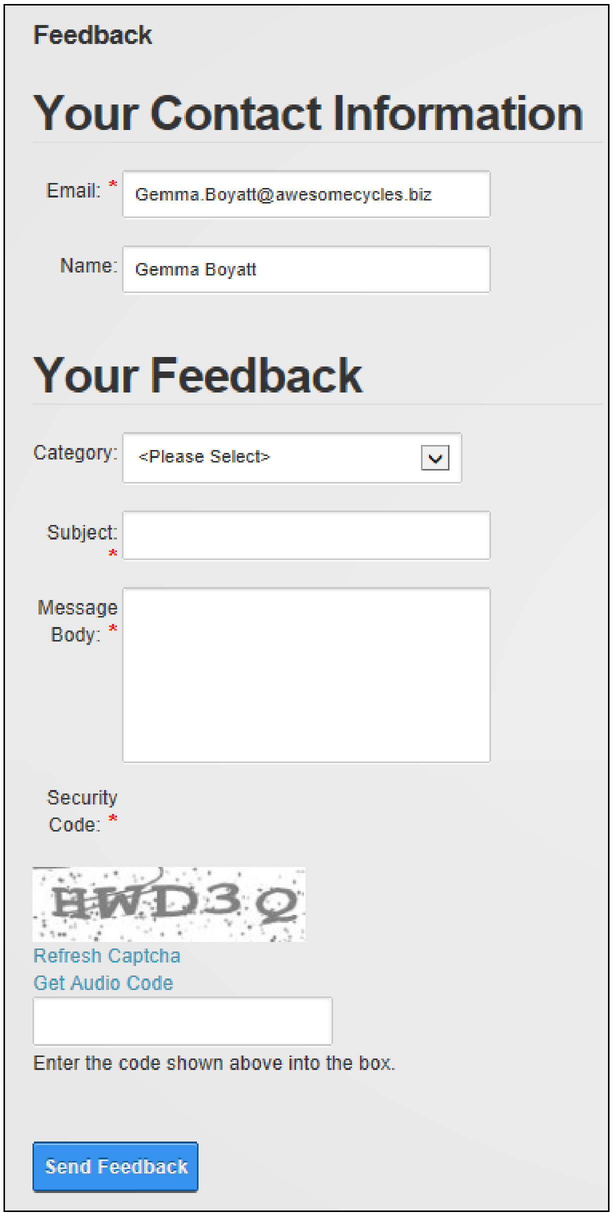
How to submission settings and optionally enable CAPTCHA security on the Feedback module. CAPTCHA is disabled by default.

1. Go to a Feedback module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Feedback Settings** tab.
4. Expand the **Submission and Security Settings** section.
5. At **Captcha Visibility**, choose whether to enable a Security Code field on the Feedback that requires users to enter the code to submit feedback (as shown in the below image). Select from these options:
   - Select **All Users** to display CAPTCHA is all users - OR - Select **Anonymous Users Only** to display CAPTCHA to anonymous users only.
     1. At **Captcha Audio**, mark the check box to allow users to listen to an audio version of the Captcha code.
     2. At **Captcha Case**, mark the check box if the correct upper and lower case must be entered for the code.
     3. At **Captcha Noise Line**, set the noise level.
     4. At **Captcha Background Noise**, set the background noise level.
   - **Disabled**: Select to disable CAPTCHA.
6. 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 8.
   - **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**: Filtering by this option may block legitimate uses behind proxy or firewall sharing same IP.
   - **User Email Address**: Filter by user email address.
7. 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.
8. At **Restrict Duplicate Submission**, mark the check box to prevent duplicate messages being submitted from the same email address.
9. 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.

10. At **Enable Akismet**, mark the check box to enable Akismet spam filtering. Visit http://akismet.com to acquire an API key
    1. In the **Akismet Key** text box, enter your API key.
11. At **Send Spam to Moderator**, mark the check box to send spam items to all users configured as moderators. This setting will persist even if moderation is disabled.



12. Click the **Update** button.



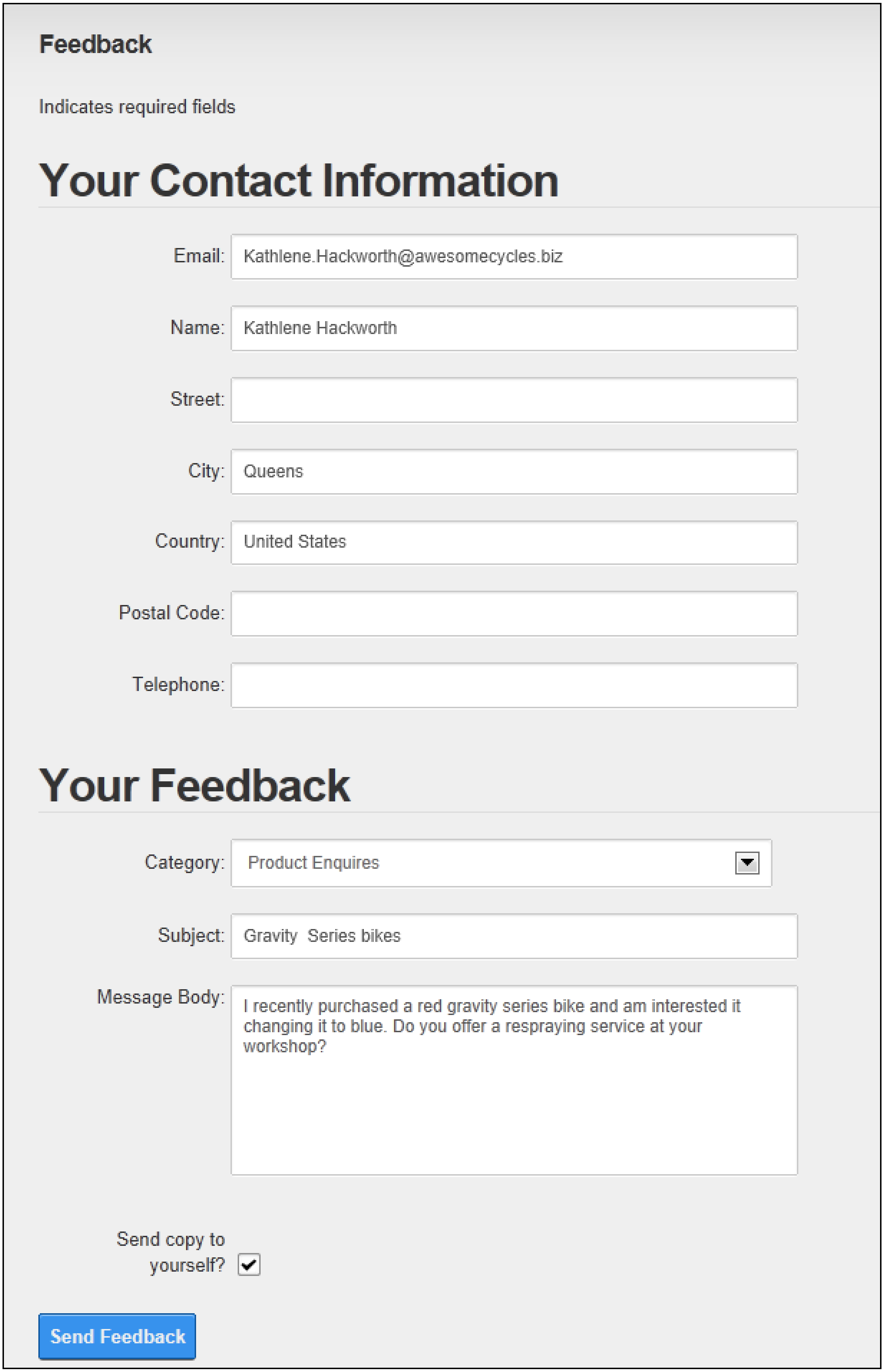
CAPTCHA enabled on the Feedback form

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. Go to a Feedback module.
2. Select **Manage** > **Settings** from the module actions menu.

3. Select the **Permissions** tab.
4. In the **Moderate Feedback Posts** column, set the check boxes in this column to **Grant** ✔ or **Deny** ⊖ a role/user permission to moderate feedback.
5. In the **Manage Feedback Lists** column, set the check boxes in this column to **Grant** ✔ or **Deny** ⊖ a role/user permission to moderate feedback lists. I.e. Subjects and categories


Feedback
Indicates required fields
Your Contact Information
Email:
Kathlene.Hackworth@awesomecycles.biz
Name:
Kathlene Hackworth
Street:
City:
Queens
Country:
United States
Postal Code:
Telephone:
Your Feedback
Category:
Product Enquires
Subject:
Gravity Series bikes
Message Body:
I recently purchased a red gravity series bike and am interested it changing it to blue. Do you offer a respraying service at your workshop?
Send copy to yourself?
Send Feedback

6. Click the **Update** button.

Related Topics:

- See "About Module Permissions"
- See "Setting Module Permissions"

Manage Feedback Lists

Adding Feedback Categories

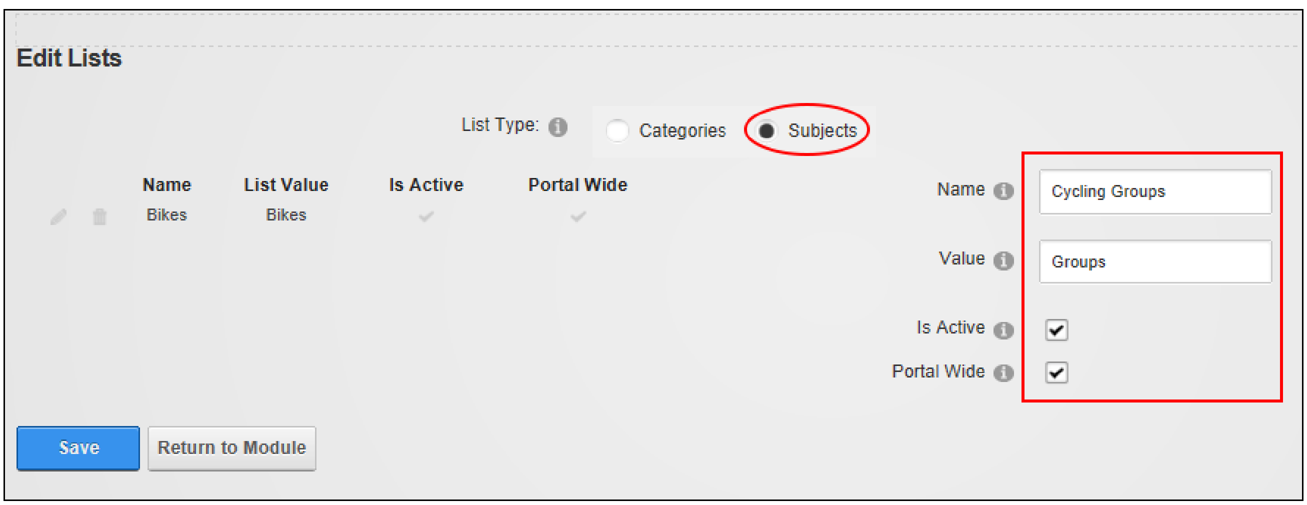
Feedback categories can be created to assist you with organizing your feedback, to help users with defining their purpose and as a filter that can be used for Feedback Comments. Categories can be set to send notification messages to one or more email addresses whenever feedback is submitted to that category.

1. Go to a Feedback module.
2. Select **Edit** > **Edit Category/Subject Lists** from the module actions menu. This opens the Edit Lists page.
3. At **List Type**, select **Categories**.
4. In the **Name** text box, enter a name for this category. E.g. Sales Inquiries
5. In the **Value** text box, enter a value for this category (E.g. General) to be displayed in the Feedback Comments module beside any feedback within this category - OR - Enter one or more email addresses separated by a semi-colon (;) (E.g. sales@domain.com;admin@domain.com) that will be displayed in Feedback Comments beside any feedback within this category.
6. At **Is Active**, mark the check box if this category will show up in the category list on the Feedback module - OR - unmark the check box if this category is currently inactive.
7. At **Is Portal Wide**, mark the check box if this category is available to all Feedback modules across this site - OR - unmark the check box if this category is currently inactive.
8. Click the **Save** button. The category is now displayed to the left.
9. Repeat Steps 3-7 to add additional categories.
10. Click the **Return to Module** button when you are finished.

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. Go to a Feedback module.
2. Select **Edit** > **Edit Category/Subject Lists** from the module actions menu. This opens the Edit Lists page.
3. At **List Type**, select **Subjects**.
4. In the **Name** text box, enter the subject name. E.g. Feedback
5. 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.
6. At **Is Active**, mark the check box if this category will show up in the category list on the Feedback module - OR - unmark the check box if this category is currently inactive.
7. At **Is Portal Wide**, mark the check box if this subject can be viewed and selected using all Feedback modules across this site - OR - unmark the check box if this subject is only displayed on this module.
8. Click the **Save** button. The saved subject will be displayed to the left.

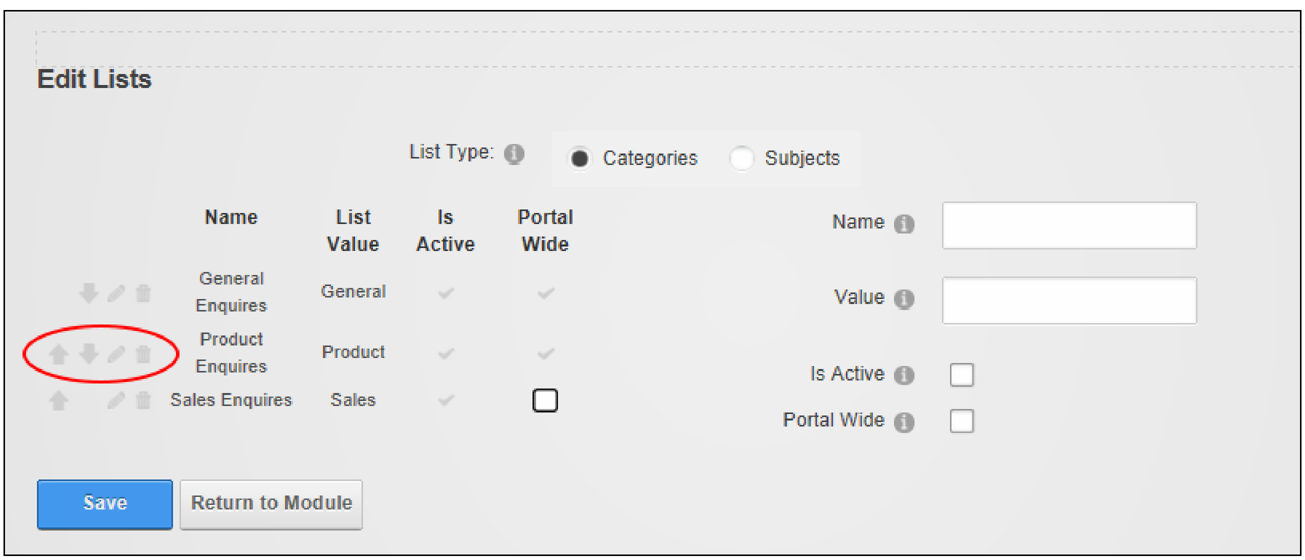


9. Repeat Steps 3-7 to add additional subjects.
10. Click the **Return to Module** button when you are finished.

Managing Feedback Categories

How to edit, delete, activate or deactivate Feedback categories. 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. Note: The "Portal Wide" setting can only be modified using the Feedback instance where the category was created. Likewise this setting cannot be deselect if the category is in use on another instance of the Feedback module.

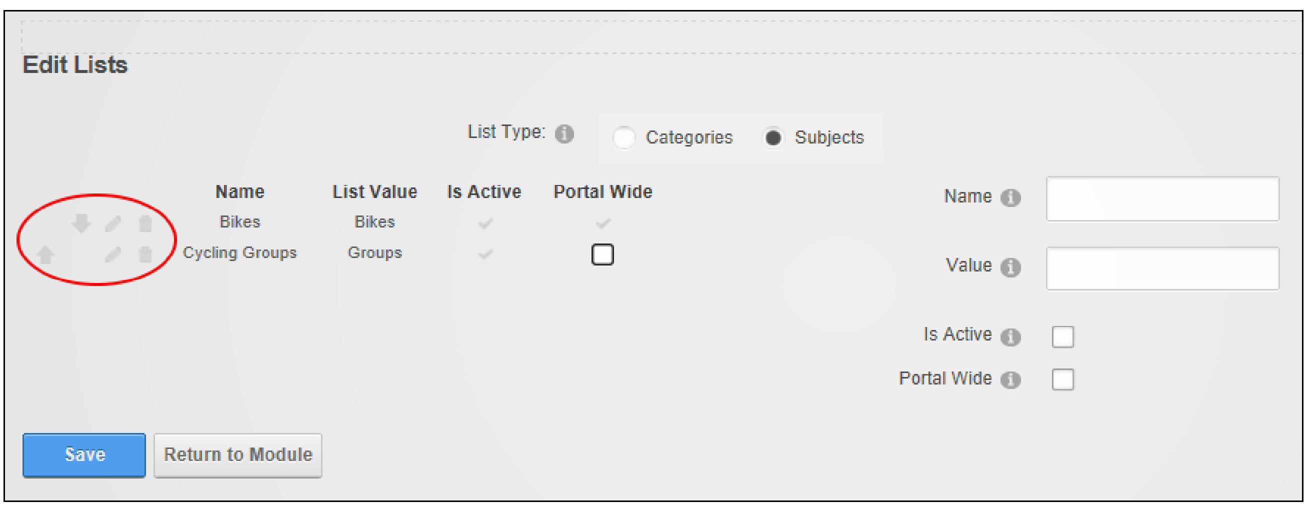
1. Go to a Feedback module.
2. Select **Edit** > **Edit Category/Subject Lists** from the module actions menu. This opens the Edit Lists page.
3. At **List Type**, select **Categories**.
   - To edit category details, click the **Edit** button beside the category, edit any of the category details and then click the **Save** button.
   - To activate or deactivate a category, click the **Edit** button beside the category and mark the **Is Active** check box to activate it - OR - unmark the **Is Active** check box to deactivate it.
   - To reorder categories, click the **Up** or **Down** button beside the category to move it up or down one position in the list and then repeat as required. By default, categories are listed on the Feedback form in the order which they were created.
   - To permanently delete a category, click **Delete** button beside the category and then click the **Yes** button to confirm. An alternative to deletion is to make the category inactive.



Managing Feedback Subjects

How to edit, delete, activate or deactivate Feedback subjects. 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. Note: The "Portal Wide" setting can only be modified using the Feedback instance where the subject was created. Likewise, this setting cannot be deselected if the subject is in use on another instance of the Feedback module.

1. Go to a Feedback module.
2. Select **Edit** > **Edit Category/Subject Lists** from the module actions menu. This opens the Edit Lists page.
3. At **List Type**, select **Categories**.
   - To edit subject details, click the **Edit** button beside the subject, edit any of the subject details and then click the **Save** button.
   - To activate or deactivate a subject, click the **Edit** button beside the subject and mark the **Is Active** check box to activate it - OR - unmark the **Is Active** check box to deactivate it.
   - To reorder subjects, click the **Up** or **Down** button beside the subject to move it up or down one position in the list and then repeat as required. By default, subject are listed on the Feedback form in the order which they were created.
   - To permanently delete a subject, click **Delete** button beside the subject and then click the **Yes** button to confirm. An alternative to deletion is to make the subject inactive.



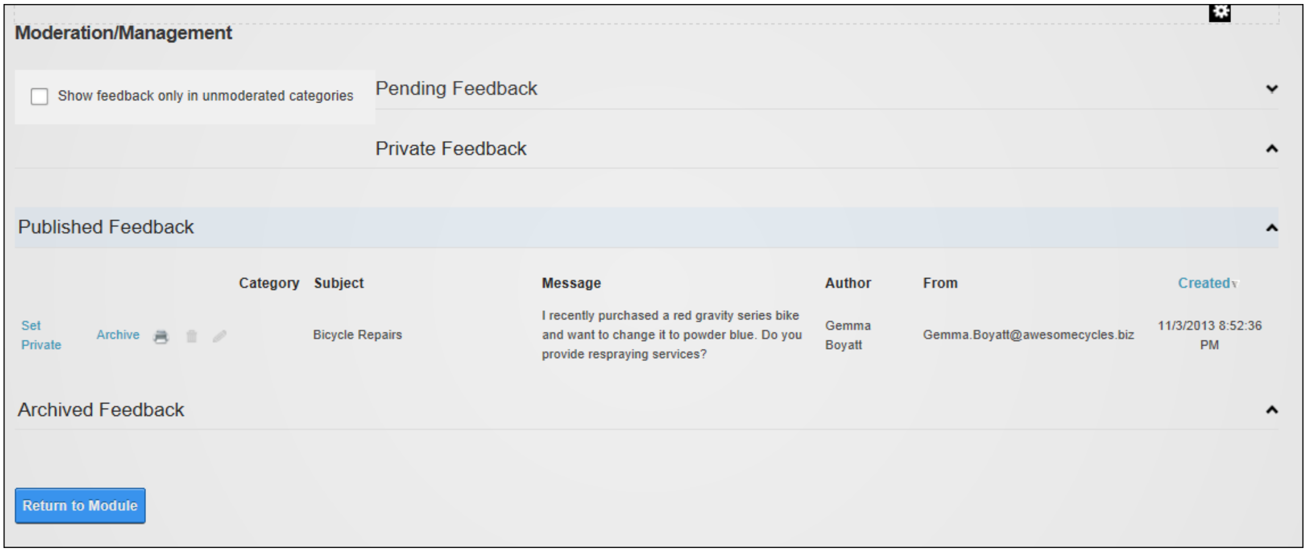
Moderation

Moderating Feedback

Administrators and feedback moderators can edit, publish, unpublish, reclassify and delete feedback that is submitted to the site. Note: Comments in the "Pending Feedback" section consist of these types of feedback:

- If all categories are moderated, then all unmoderated posts are added to the Pending Feedback section.
- If one or more categories are unmoderated, comments from these categories can be set to appear in any section as desired. This means that newly submitted comments that are not associated with a moderated category may never appear in the Pending Feedback section. See "Configuring Moderation and Feedback Management Settings"

1. Go to a Feedback module.
2. Select **Edit** > **Moderation/Management** from the module actions menu.
3. **Optional.** Mark 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.
4. 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.
   - Click the **Print** button to print the comment for reading or reusing.
   - Click the **Delete** button to permanently delete this feedback and then click the **OK** button to confirm.
   - Click the **Edit** button to edit the message



5. Click the **Return to module** button to return to the module.

Form And List

About Form and List

Form and List allows you to display a list of repetitive data, a form that can be submitted, or both a form and a list of the data that was submitted on the same page. Various data types can be added to the form or list (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 Links) and the values that can be added to the list or form can be pre-set. Search capabilities and role restricted fields can be enabled on the list. A range of pre-existing stylesheets allows you to change the look and feel of lists or you can create your own self-made stylesheets using the inbuilt tools.

Installation Note: Form and List must be deployed and installed on your site by a SuperUser.

Module Version: 06.00.07 / **Minimum DNN Version**: 06.01.00

Features: IPortable, ISearchable

Parts Order Form

Personal Information

Title

- ( ) Mr
- (•) Ms
- ( ) Miss
- ( ) Mrs
- ( ) Dr

First Name

Last Name

Shipping Address for Parts

Street Address

City

State/Province: Alabama

Country: United States

Zip Code

Product Details

Part Name

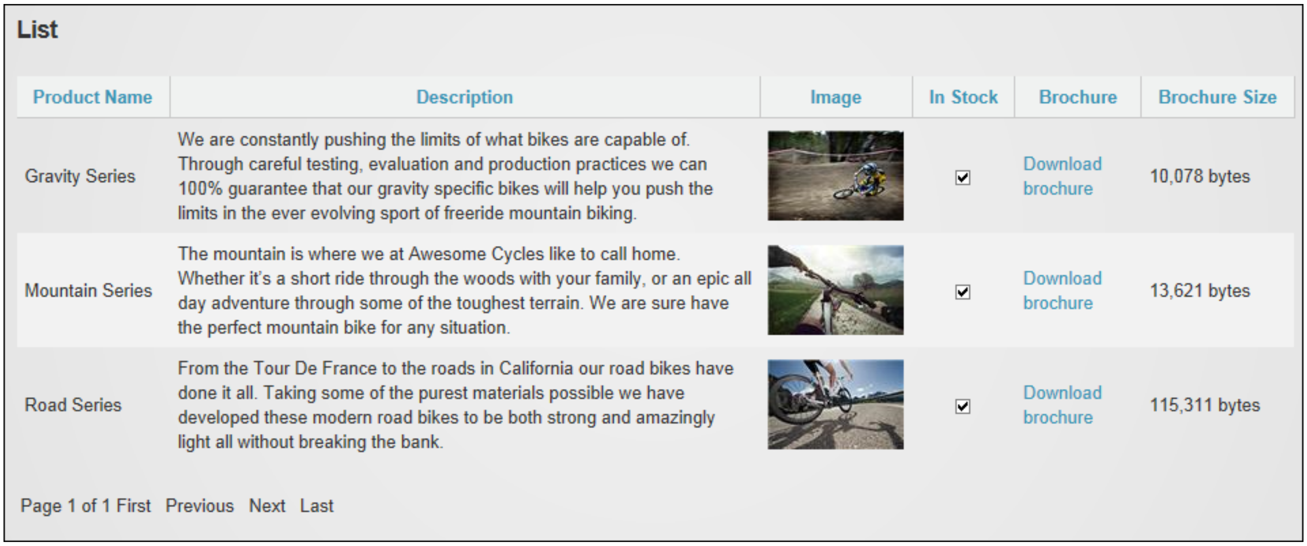
Product Number: 10

Order Date

Delivery Date

Notes: N/A

Displaying a Form



List

Product Name	Description	Image	In Stock	Brochure	Brochure Size
Gravity Series	We are constantly pushing the limits of what bikes are capable of. Through careful testing, evaluation and production practices we can 100% guarantee that our gravity specific bikes will help you push the limits in the ever evolving sport of freeride mountain biking.		☑	Download brochure	10,078 bytes
Mountain Series	The mountain is where we at Awesome Cycles like to call home. Whether it's a short ride through the woods with your family, or an epic all day adventure through some of the toughest terrain. We are sure have the perfect mountain bike for any situation.		☑	Download brochure	13,621 bytes
Road Series	From the Tour De France to the roads in California our road bikes have done it all. Taking some of the purest materials possible we have developed these modern road bikes to be both strong and amazingly light all without breaking the bank.		☑	Download brochure	115,311 bytes

Page 1 of 1 First Previous Next Last

Displaying a List

Project Links

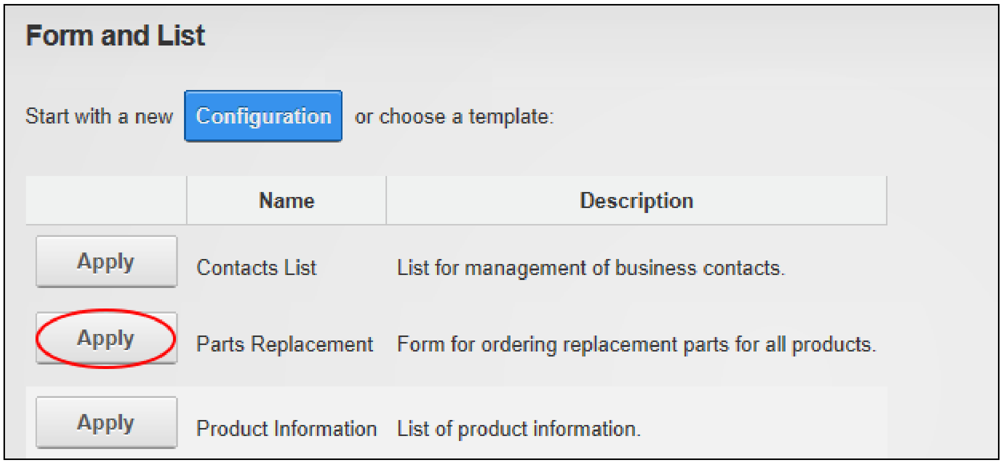
- http://dnnfnl.codeplex.com/

Configuration

Applying a Template

How to apply an existing form or list template to a Form and List module that hasn't yet been configured. Templates can be uploaded to the Templates folder of the site's Digital Asset Management which is located on the Admin > File Management page. Alternatively you can create a new template from a form or list on your site. See "Saving a Template"

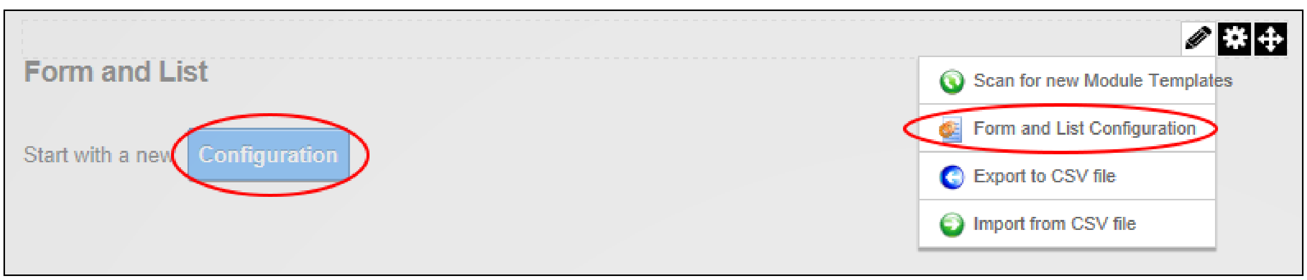
1. Add a Form and List module - OR - Go to a Form and List module that hasn't been configured.
2. A list of the available templates will be displayed. Note: If no templates are listed, select **Edit** > **Scan For New Module Templates** from the module actions menu. This will refresh the templates list to show any newly created and uploaded templates.
3. Click the **Apply** button beside the required template.



Configuring a Form

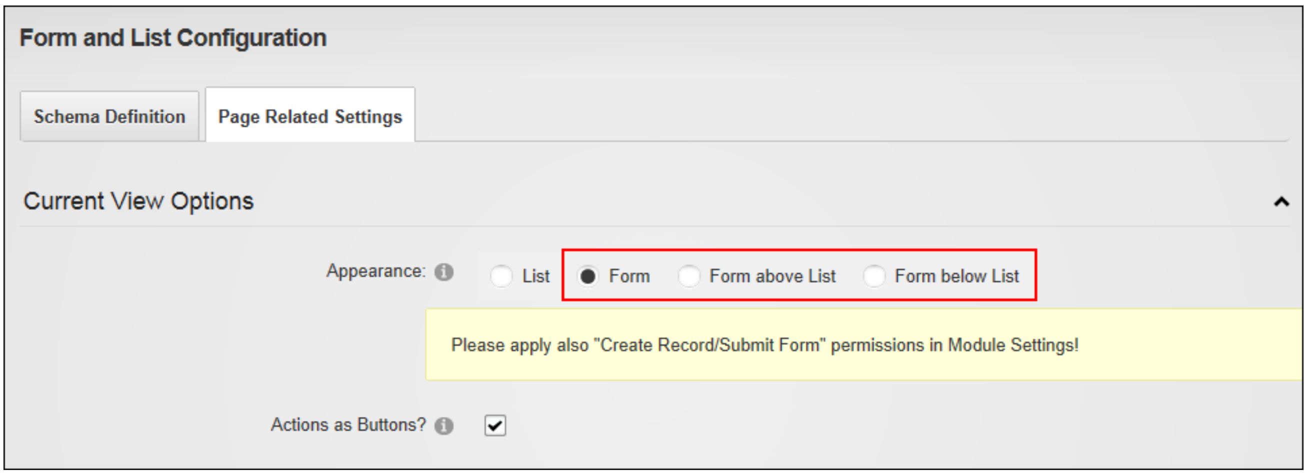
How to configure the Form and List module as a form. Note: Before configuration, the module displays the "Start with a new Configuration" message.

1. Go to a Form and List module.
2. Click the **Configuration** button - OR - Select **Edit** > **Form and List Configuration** from the module actions menu.

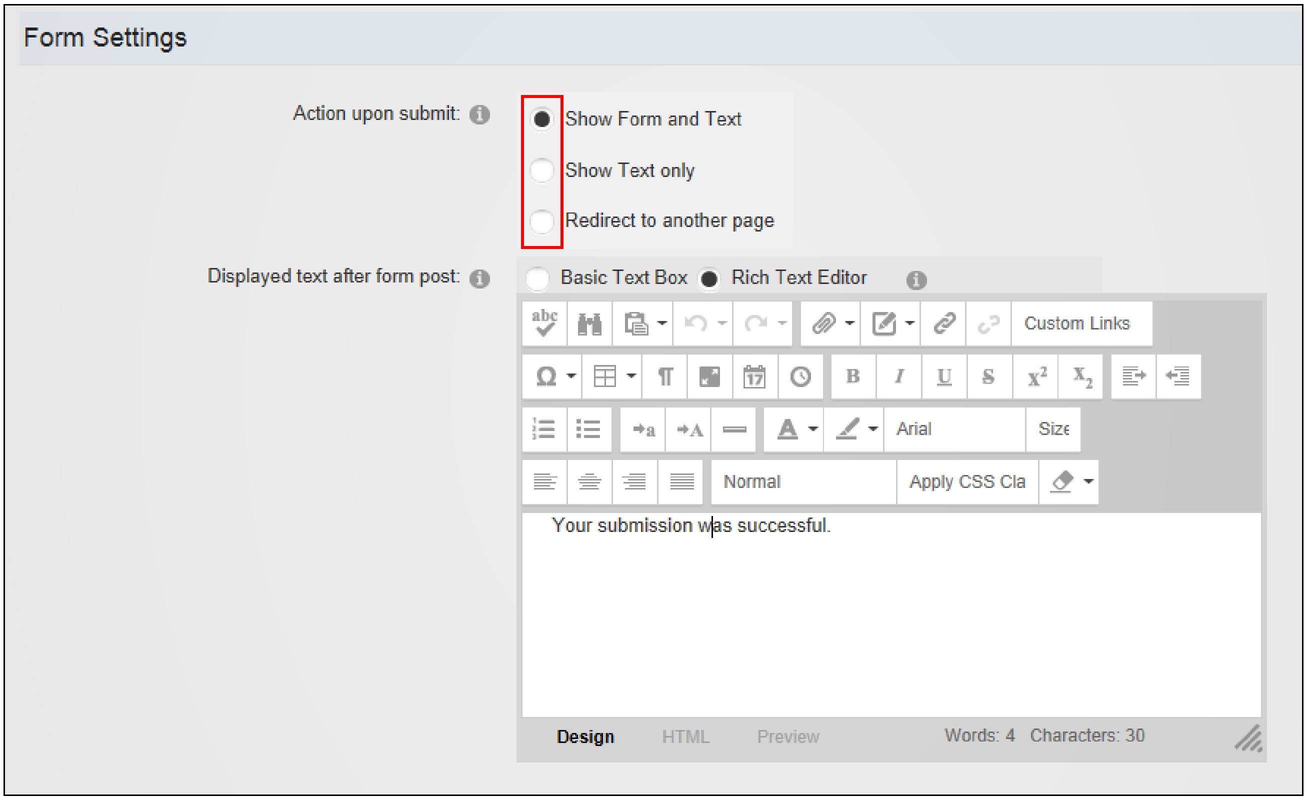


3. Select the **Page Related Settings** tab.
4. Expand the **Current View Options** section.
   1. At **Appearance**, select from these options:
      - **Form**: Select to display a form. Records entered into the form can be viewed using the Show Records option. .
      - **Form Above List**: Select to display a form with a list below. Records created using the form are displayed as a list below the form.

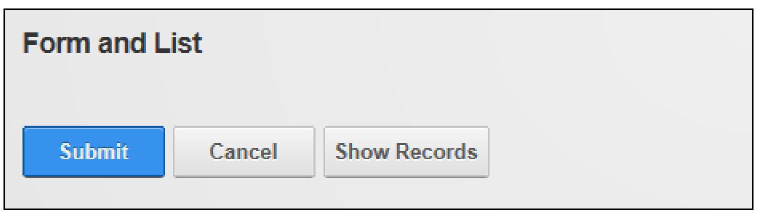
    - **Form Below List**: Select to display a form with a list below. Records created using the form are displayed as a list above the form.
2. At **Actions as Buttons**, mark the check box to use buttons as well as the module action menu for actions such as "Add New Record" and "Show Records". This is the default setting for this field and is the **recommended** setting as it allows users who may not have access to view the module action menu, such as registered users, to add records and submit forms - OR - unmark the check box to only use the module action menu. In this case, you should test that the users you want to submit forms/add records are able to view the module action menu.



5. Expand the **Form Settings** section and complete these optional settings. If these settings are not configured the default options are applied.
    1. At **Action Upon Submit** select from these options to set what happens once the form is submitted:
        - **Show Form and Text**: Select to display both the form and the text entered into the below Editor on the page.
        - **Show Text only**: Select to only display the text entered into the below Editor on the page.
        - **Redirect to another page**: Select to redirect the user to any URL or a page on this site.
            1. At **Redirect Upon Submit**, set the redirection link. See "Setting a Page Link" or See "Setting a URL Link". Skip to Step 5.
    2. In the **Displayed text after form post** Editor, enter the text to be displayed on form after is has been submitted. The default text is "Your submission was successful."



6. Click the **Save Configuration and Return** button to return to the module. The module now displays **Submit** and **Cancel** buttons.



> Tip: You can return to the **Form and List Configuration** page via the module actions menu and modify the Form Settings as desired, however the Appearance field should not be changed from a Form to a List.

You must now complete the following:

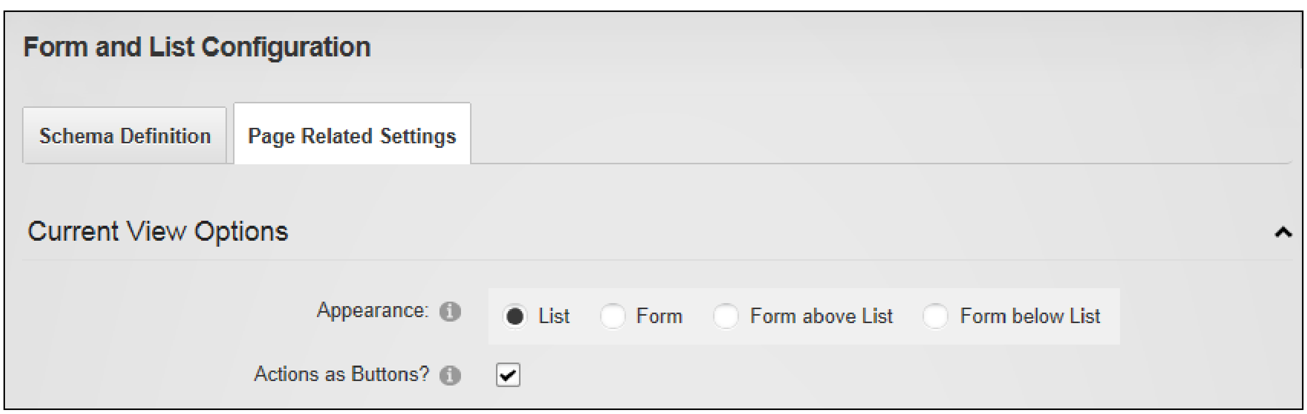
- Set the roles/users that can submit the form and view form results. See "Setting Form Permissions"
- Add one or more fields to your form. See "Creating a Form or List"

Configuring a List

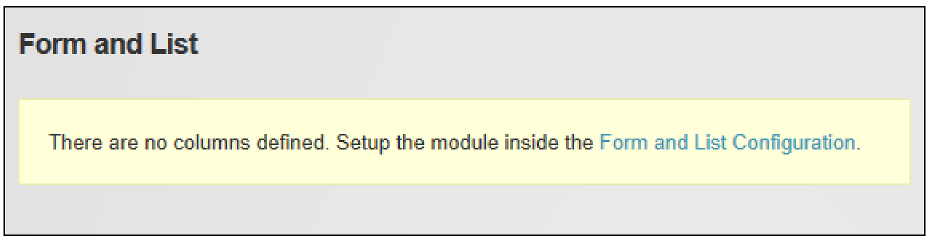
How to configure the Form and List module as a list. Note: Before the Form and List module is configured it displays message: "Create a new Form or List based on a template from the list above, or design your own in Form and List Configuration."

1. Go to a Form and List module.
2. Click the **Configuration** button - OR - Select **Edit** > **Form and List Configuration** from the module actions menu.

3. Select the **Page Related Settings** tab.
4. Expand the **Current View Options** section.
    1. At **Appearance**, select **List**. This will be pre-selected.
    2. At **Actions as Buttons**, mark the check box to use buttons as well as the module action menu for actions such as "Show Records" (the default setting) - OR - unmark the check box to only use the action menu.



5. Expand the **List Settings** section.
6. At **Rendering Method**, select from these options:
    - **Default Grid Table**. Select to create a list using the default layout and CSS classes provided with this module.
    - **XSLT**: Select to use a custom layout and CSS classes. You will need an XSL script.
        1. At **XSL Script**, set the link to an uploaded XSLT file (See "Setting a File Link") - OR - Upload a new XSLT file (See "Uploading and Linking to a File")
7. Click the **Save Configuration and Return** button to return to the module. A message displays saying "There are no columns defined. Setup the module inside the Form and List Configuration."



You must now complete the following:

- Set the roles and users who can add and manage list records. See "Setting List Permissions"
- Define the columns for this list. See "Creating a Form or List"

The following additional options are available for configuring a list:

- See "Setting List Search and Filter Options"
- See "Setting List Search and Filter Options" - by default there is no search option.
- See "Setting Email Settings"

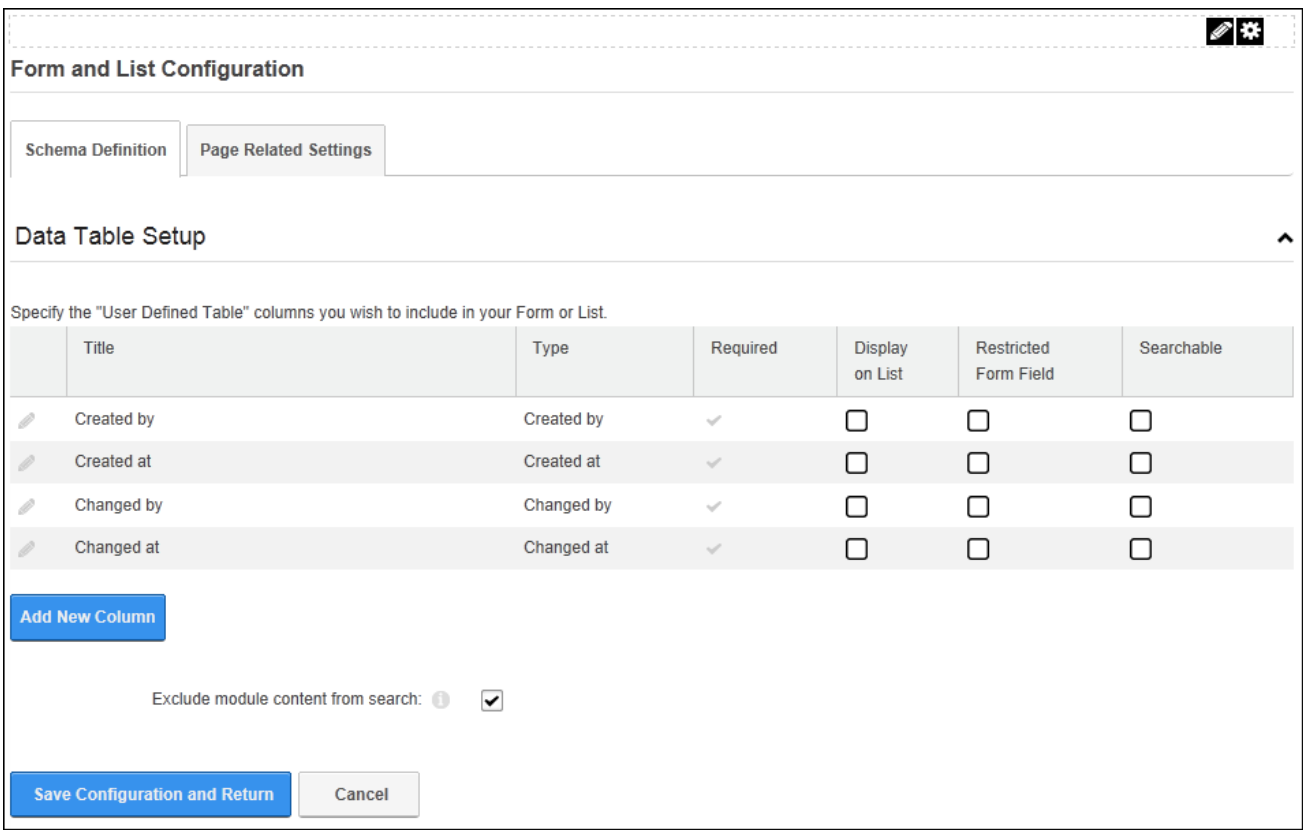
Creating a Form or List

How to add one or more fields to either a form or a list using the Form and List module.

Prerequisite. The module must be configured as either a form or a list. See "Configuring a List" or See "Configuring a Form"

1. Go to a Form and List module.
2. Select **Form and List Configuration** from the module actions menu.

3. Select the **Schema Definition** tab.
4. Expand the **Data Table Setup** section. Four default system columns (Created by, Created at, Changed by, and Changed at) are pre-existing to the form/list. These fields record the name and provide a date stamp each time the form or list is submitted or changed. These fields cannot be deleted however they won't be displayed on the form or list unless you choose to check the "Display on List" check box.
5. **Optional.** To modify one or more of these pre-existing fields, click the **Edit** button to the left of the required column and then edit one or more of these settings:
   1. **Optional.** At **Display on List**, mark the check box if this column is visible on the list. This is the default setting. - OR - unmark the check box if the column is only visible to Administrators
   2. **Optional.** At **Restricted Form Field**, mark the check box if this column is visible to all users - OR - unmark the check box if the column is only visible to users/roles for Restricted fields as set in permissions. This is the default setting. See "Setting Form Permissions"
   3. **Optional.** At **Searchable**, mark the check box if this column searchable. Note: This option is only available for some data types. - OR - unmark the check box it the column is not searchable. This is the default setting.



6. Click the **Add New Column** button to add a new column to the form/list.
7. At **Type**, select the type of data that can be entered into and displayed for this field from the following options and then set the re:
   - **Calculated Column**: This field permits ASP.NET developers to write code to display data that is calculated. See " Adding a Calculated Column Field"
   - **Currency**: Allows editors to enter and display a currency amount. The currency type is displayed to the right of the text box. E.g. 100 USD See "Adding a Currency Field"
   - **Date**: Display a selected date. E.g. 6/30/2013. See "Adding a Date Field"
   - **Date and Time**: Displays a selected date and an entered time. E.g. 6/30/2006 9:00 AM. See "Adding a Date and Time Field"
   - **Decimal**: Enter and display a decimal number. 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. E.g. 8.25. See "Adding a Decimal Field"
   - **Download**: Select and display a file for download. See "Adding a Download Field"
   - **Email**: Enter and display a valid email address. E.g. john.doe@domain.com. See "Adding an Email Field"
   - **Image**: Displays an image that has been uploaded to the website or is located on an external URL. See "Adding an Image Field"
   - **Integer**: Enter and display a whole number. Only whole numbers can be entered into an integer field. Numbers can be positive, negative or zero amounts. E.g. 8, -8, 0. E.g. 8. See "Adding an Integer Field"
   - **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. See "Adding a Link to User's Profile Field"
   - **Look-Up** See "Adding a Look-Up Field"
   - **Rich Text (Html)**: Enter and display any keyboard characters into the RTE. This field was not working at the time of writing. See "Adding a Rich Text Field"
   - **Separator**: Displays a separator line. See "Adding a Look-Up Field"
   - **Text**: Enter and display any keyboard characters. This is the default option. See "Adding a Text Field"
   - **Time**: Display an entered time. E.g. 12:30 PM. See "Adding a Time Field"
   - **True/False**: Enter and display a true or false statement. E.g. False. See "Adding a True-False Field"
   - **URL**: Enter and display a valid URL. E.g. http://www.domain.com. See "Adding a URL Field"

8. Repeat Steps 4-6 to add additional columns.
9. At **Exclude module content form search**, unmark the check box to include the content within this module in DNN site global searches - OR - mark the check box to include module content in DNN site search. This setting is checked by default. Note: You can include or exclude the data for individual fields when adding them to the module at Step 4 above.
10. Click the **Save Configuration and Return** button to return to the module.

Resetting to the Default Configuration

How to reset the configuration of a form or list to the default configuration on the Forms and Lists module.

1. Go to a Form and List module.
2. Select **Form and List Configuration** from the module actions menu. This opens the Form and List Configuration page.
3. Select **Reset To Default Configuration** from the module actions menu. This displays the message "Are You Sure Wish To Reset All Page Related Settings For This Module?"
4. Click the **OK** button to confirm.

Saving a Configuration as the Default

How to save the configuration of a form or list which you have created as the default configuration the Forms and 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 be used.

If you add the module also on a second page, the tab module settings are still empty and the saved default wins.

1. Go to a Form and List module.
2. Select **Form and List Configuration** from the module actions menu. This opens the Form and List Configuration page.
3. Select **Save Configuration As Default** from the module actions menu. The configuration is now saved as the default.

To use this configuration you can add a copy of the Form and List module to a new page. See "Adding a New Module (ControlBar)", See "Adding an Existing Module (RibbonBar)" or See "Adding an Existing Module (Iconbar)"

Managing the Default Configuration

You can save the configuration of any form or list as the default configuration. This feature has no influence on new modules, rather it allows you to place the (existing) module on other pages. See "Adding an Existing Module (ControlBar)", See "Adding an Existing Module (RibbonBar)" or See "Adding an Existing Module (Iconbar)". 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 tab module settings be used. If you also add the module on a second page, the tab module settings are still empty and the saved default wins.

These options are available:

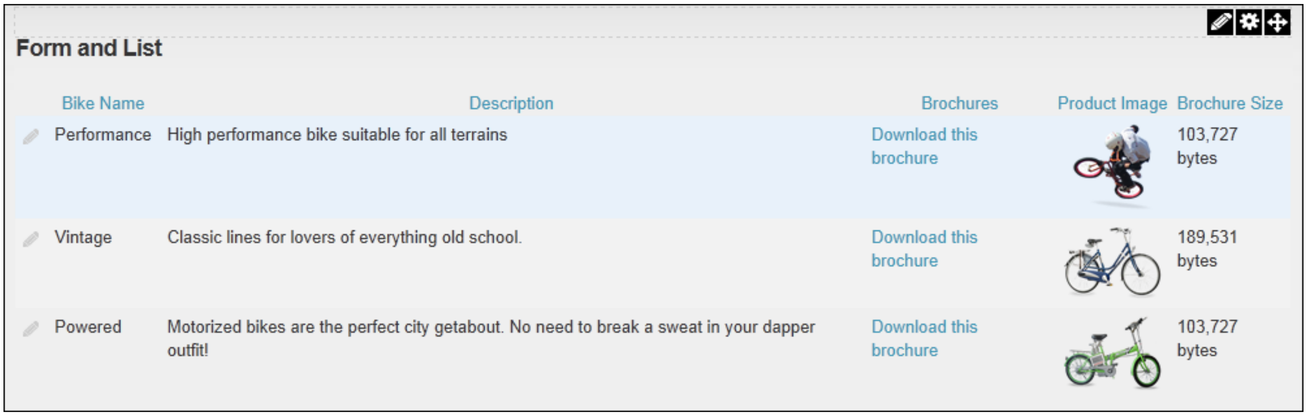
1. Go to a Form and List module.
2. Select **Form and List Configuration** from the module actions menu. This opens the Form and List Configuration page.
    - Select **Save Configuration As Default** from the module actions menu.
    - Select **Reset To Default Configuration** from the module actions menu to reset a form or list to the default configuration and then click **Yes** to confirm.

List Settings

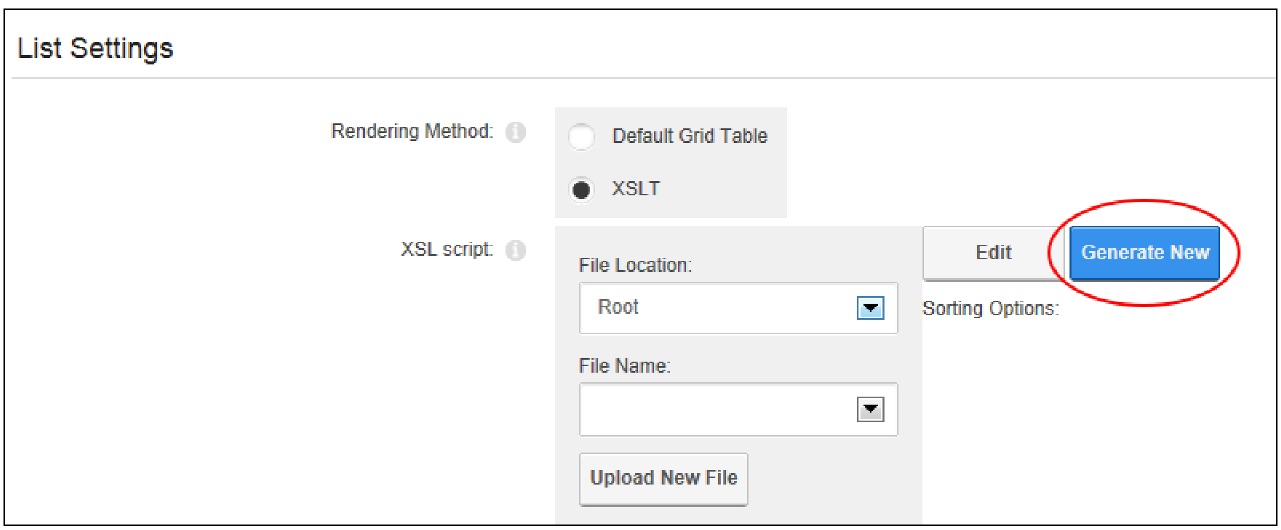
Generating a New XSL Transformation

How to create a new XSL Transformation file for the Form and List module. In the below example, a column that displays the name of the user who created the record will be added to the right of this existing list design by inserting the DisplayName of the user who is currently logged in.

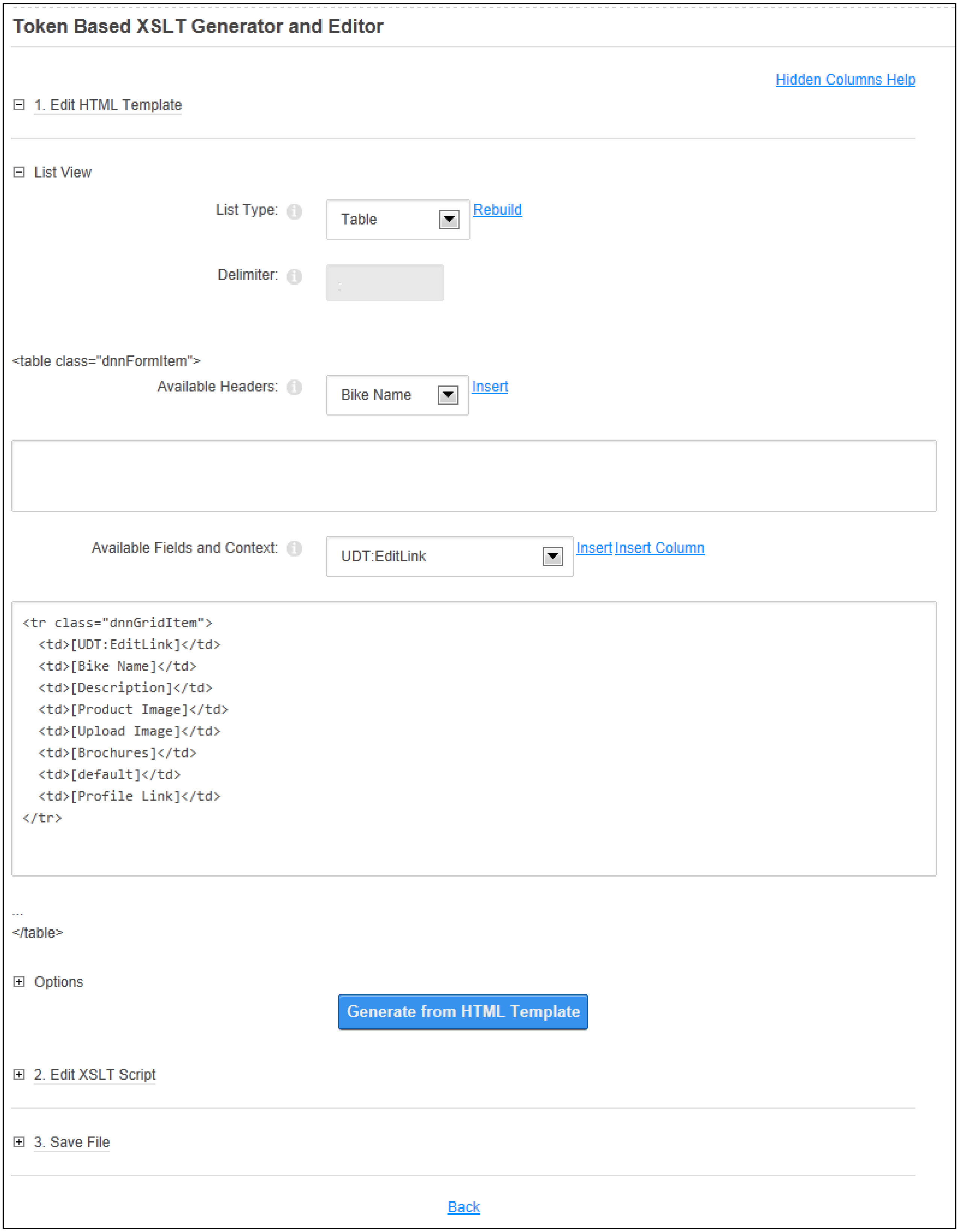
The below image displays an image prior to generating the new XSL transformation:



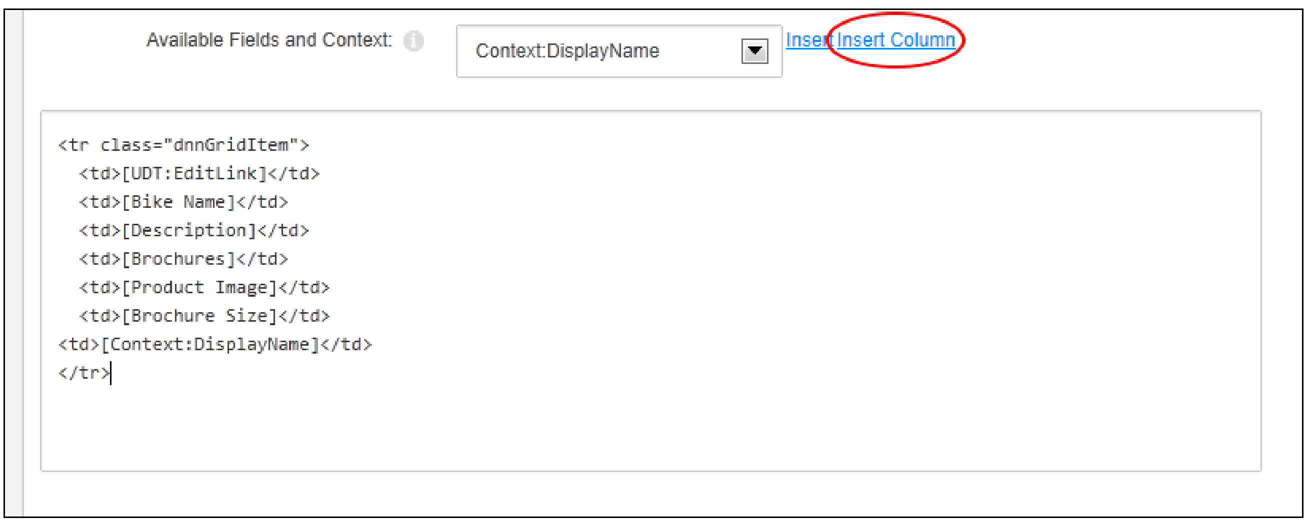
1. Go to a Form and List module
2. Select **Edit** > **Form and List Configuration** from the module actions menu.
3. Select the **Page Related Settings** tab.
4. Go to the **List Settings** section.
5. At **Rendering Method**, select **XSLT**.
6. At **XSL Script**, click the **Generate New** button to open the Token Based XSLT Generator and Editor page.



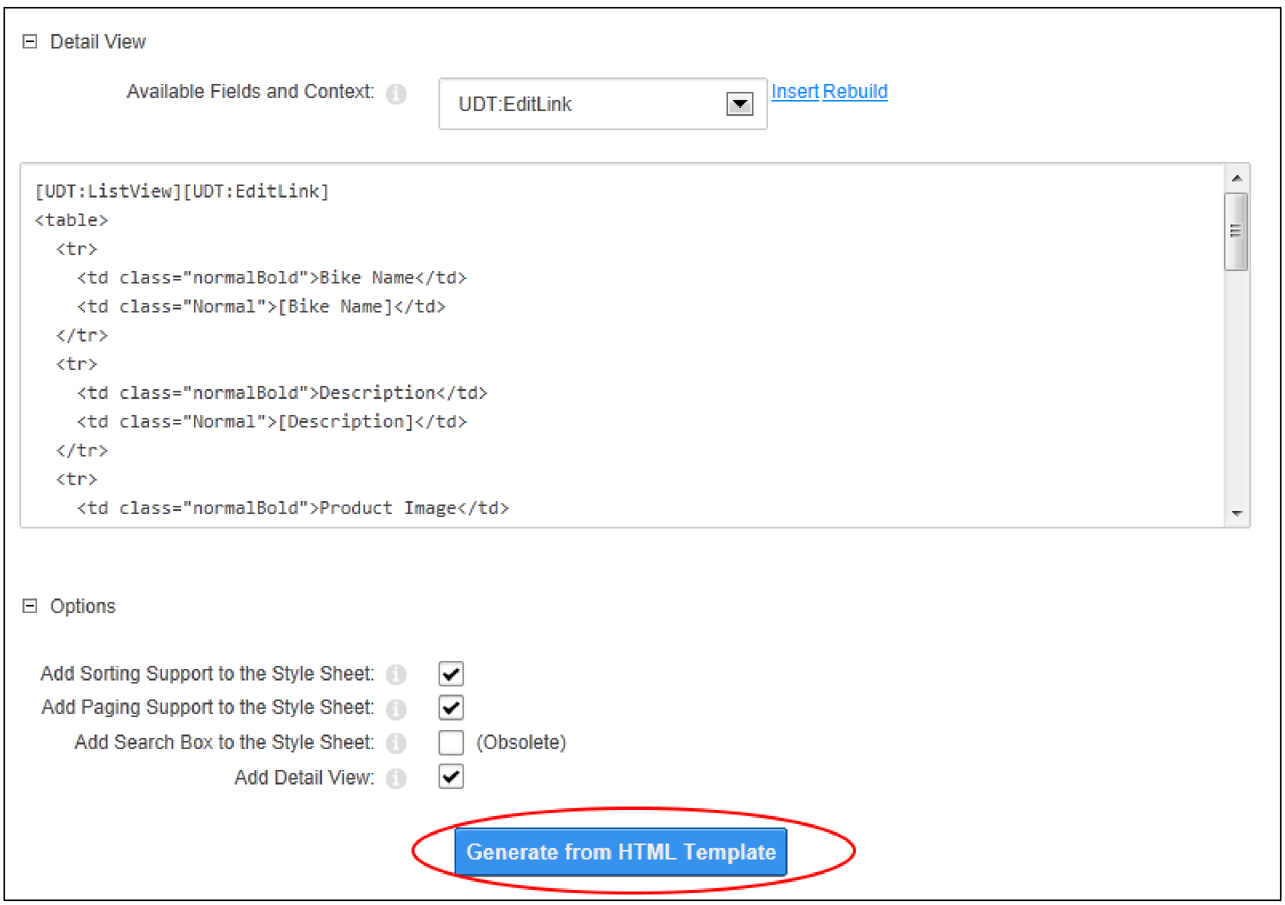
7. Go to the **1. Edit HTML Template** section. The text box displays the HTML for a table which includes an Edit Link and each of the columns which have added to the table.


Token Based XSLT Generator and Editor
Hidden Columns Help
1. Edit HTML Template
List View
List Type:
Table
Rebuild
Delimiter:
<table class="dnnFormItem">
Available Headers:
Bike Name
Insert
Available Fields and Context:
UDT:EditLink
Insert
Insert Column
<tr class="dnnGridItem">
<td>[UDT:EditLink]</td>
<td>[Bike Name]</td>
<td>[Description]</td>
<td>[Product Image]</td>
<td>[Upload Image]</td>
<td>[Brochures]</td>
<td>[default]</td>
<td>[Profile Link]</td>
</tr>
...
</table>
Options
Generate from HTML Template
2. Edit XSLT Script
3. Save File
Back

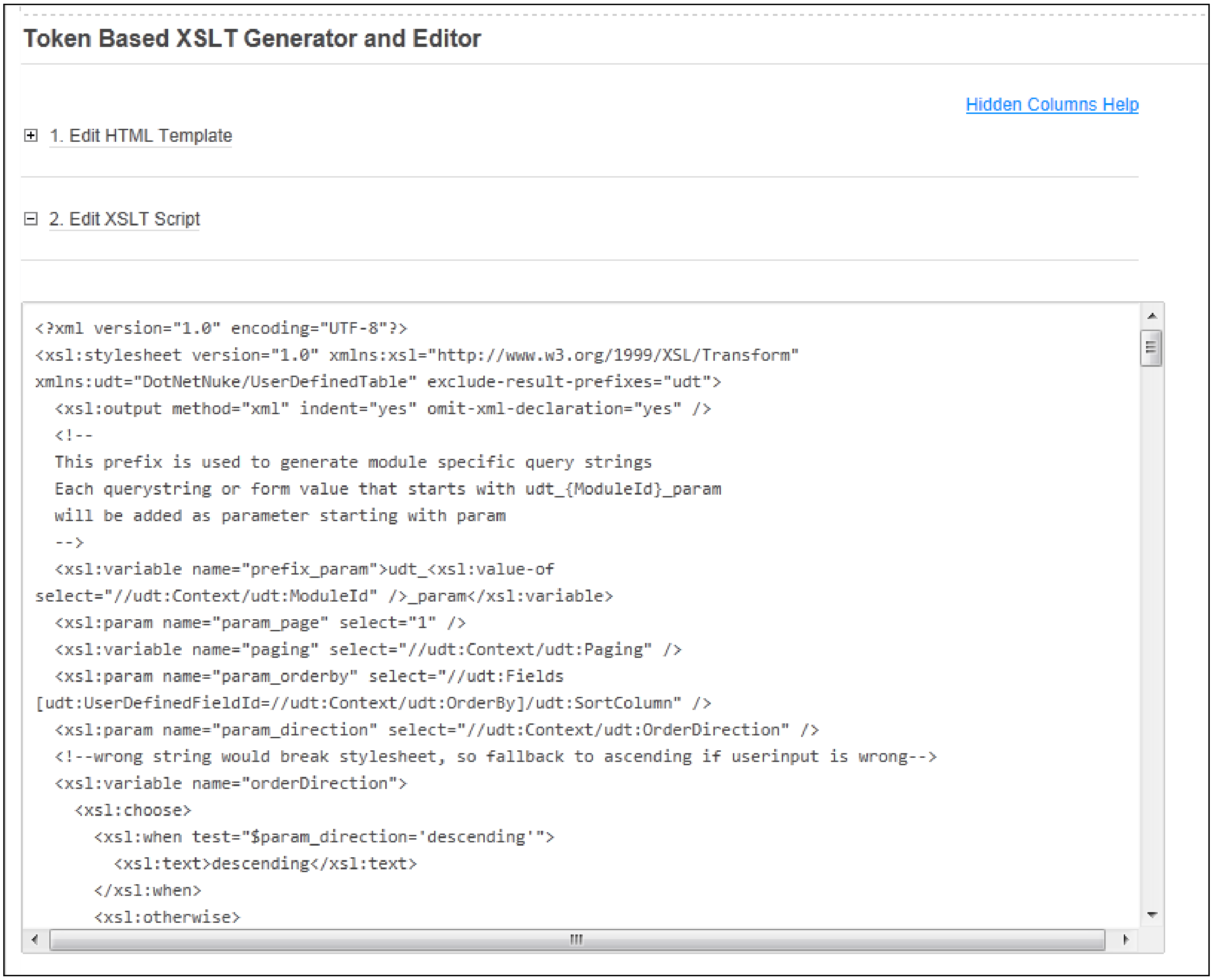
8. In the **List View** section, complete the following to edit the displayed HTML to create your custom XSL transformation:
    1. At **List Type**, select the layout for the content. The following options are available:
        - **Table**: Renders all records inside a single table.
        - **Division**: 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.)
    2. 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.
    3. At **Available Headers**, select the column to be the header.
    4. At **Available Fields and Context**, insert one or more fields or columns as follows:
        - **To insert a field**: Click inside the text box, select a field from the drop down list and then click the Insert link.
        - **To insert a column**: Click inside the text box in the location where you want to insert the column, select a field from the drop down list (E.g. Context:DisplayName) and then click the Insert Column link. This option is only enabled when Table is set as the List Type.



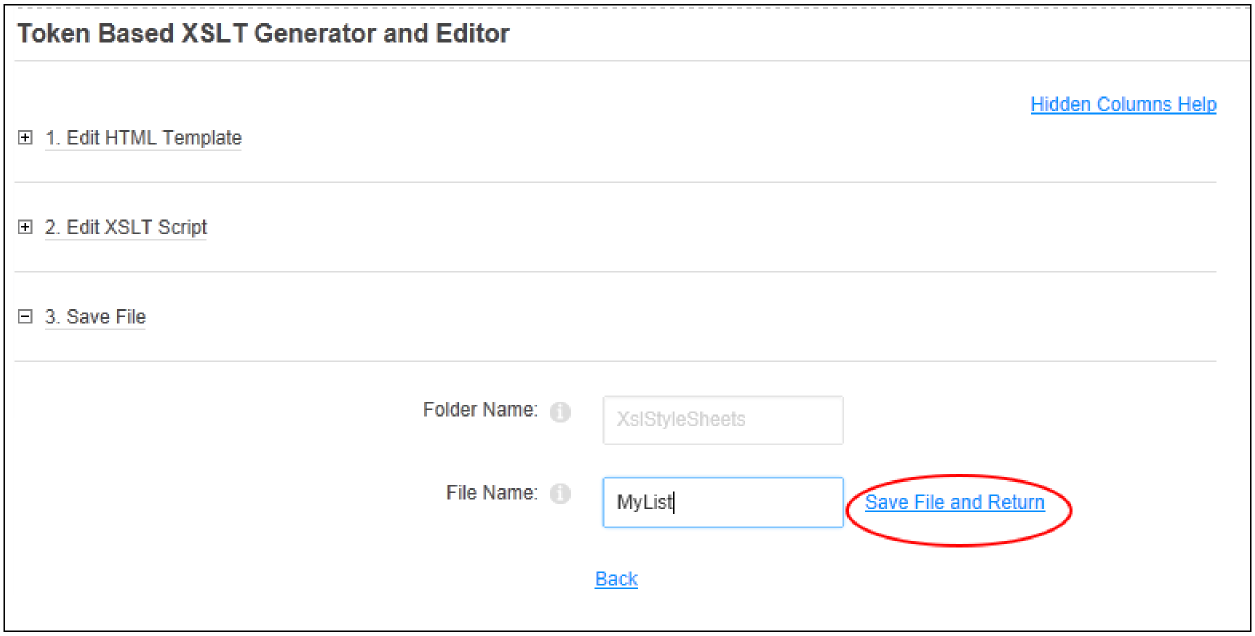
9. **Optional. Maximize** the **Options** section, complete the following optional settings:
    1. **Optional.** At **Add Sorting Support to the Style Sheet**, mark the check box to sort displayed records according to sort column and direction specified in Manage User Defined Table.
    2. **Optional.** At **Add Paging Support to the Style Sheet**, mark the check box to add a pager for the displayed list. Page size is specified in Manage User Defined Table.
    3. **Optional.** At **Add Detail View**, mark 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:
        - **To insert a new field**: Click inside the Text Box where you want to insert the field and select the field you wish to insert from the **Available Fields and Content** drop down list and then c lick the Insert link.
        - **To restore the default Detail View template**: Click the Rebuild link to the left.
10. Click the **Generate from HTML Template** button.



11. **Optional.** In the **2. Edit XSLT Script** section, view and edit the XSLT script that is now displayed if required.

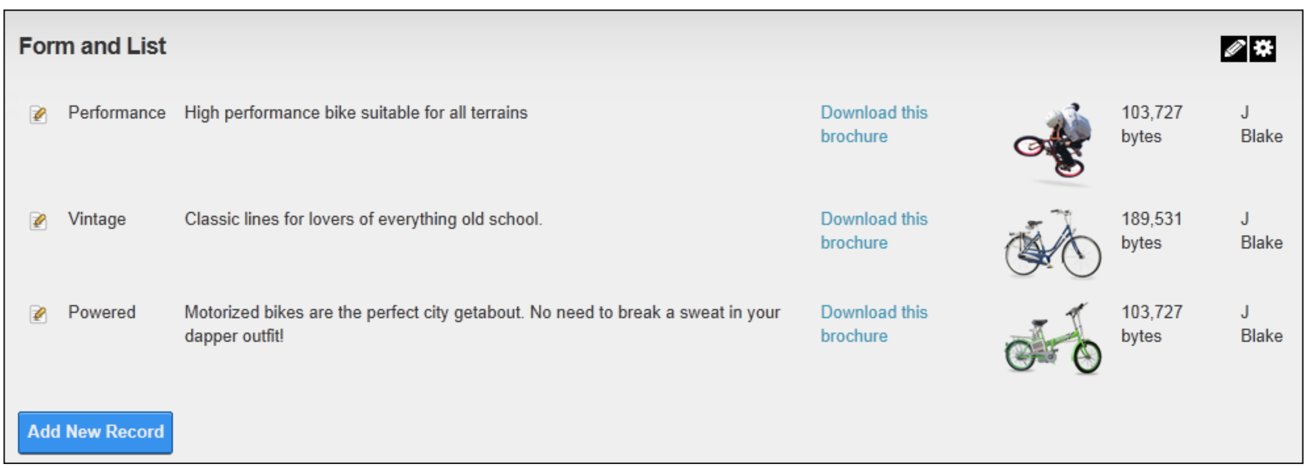


12. Go to the **3. Save File** section.
    1. In the **File Name** text box, enter a file name.
    2. Click the Save File and Return link.



13. Click the **Save Configuration and Return** button to return to the module.

Here is the list after generating the new XSL transformation which includes the name of the user who submitted the row:

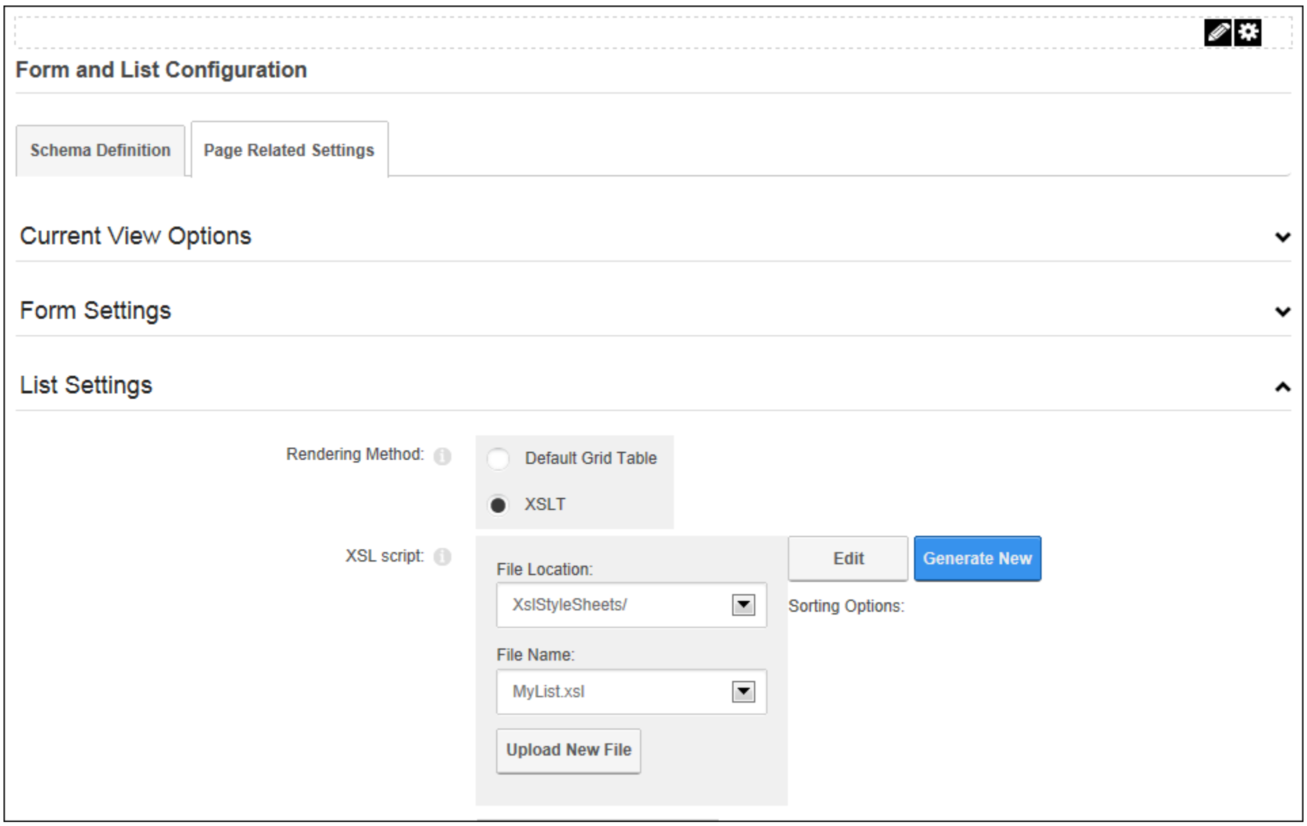


Tip: Click the Rebuilt link in the "1. Edit HTML Template" section to rebuild the HTML template if required. Note: All changes will be lost.

Using a Self Made Stylesheet

How to render a list using a stylesheet you have created. See "Generating a New XSL Transformation"

1. Go to a Form and List module.
2. Select **Edit** > **Form and List Configuration** from the module actions menu.
3. Maximize the **List Settings** section.
4. At **Rendering Method**, select XSLT using self made or generated stylesheets.
5. At **XSL Script**, set the link to your XSLT file. See "Setting a File Link"
6. Click the **Save Configuration and Return** button to update these settings and return to the module.



Rendering a List using Self Made Stylesheets

Editing a Self-Made Stylesheet

How to edit the XSL Transformation file for a list stylesheet that you have created and set for this module. See "Generating a New XSL Transformation"

1. Go to a Form and List module.
2. Select **Edit** > **Form and List Configuration** from the module actions menu.
3. Select the **Page Related Settings** tab.
4. Go to the **List Settings** section.
5. At **XSL Script**, click the Edit link. This displays the Token Based XSLT Generator and Editor page.
6. **Optional. Maximize** the **1. Edit HTML Template** section to edit the HTML template for this XSL file.
   1. **Maximize** the **List View** section to view the HTML of the XSL file you are editing. Complete the following to edit the file:
      1. 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.
         - **Paragraph**: Renders each record inside its own paragraph tag.
         - **Ordered List**: Renders each record inside its own list item tag.
         - **Unordered List**: Renders each record inside its own list item tag.
         - **Nothing**: Renders all records separated by the delimiter (as selected at Delimiter below.)
      2. 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.
      3. At **Available Fields and Context**, insert one or more fields or columns as follows:
         1. To insert a field:
            1. click inside the Text Box where you want to insert the field
            2. Select a field from the drop down list.
            3. Click the Insert link.
         2. To insert a column:
            1. Click inside the Text Box where you want to insert the field.
            2. Select a 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.
      4. **Maximize** the **Options** section, complete the following optional settings:
         1. Click the **Generate from HTML Template** button.

        2. **Optional.** At **Add Sorting Support to the Style Sheet**, mark the check box to sort displayed records according to sort column and direction specified on the Form and List Configuration page.
        3. **Optional.** At **Add Paging Support to the Style Sheet**, mark the check box to add a pager for the displayed list. Page size is specified on the Form and List Configuration page.
        4. **Optional.** At **Add Search Box to the Style Sheet**, mark the check box to add a text box above the displayed list, where users can enter a text to search for in the records.
        5. **Optional.** At **Add Detail View**, mark 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:
        6. 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.
        7. To restore the default Detail View template:
            1. Click the Rebuild link to the left.
7. **Optional.** In the **2. Edit XSLT Script** section, view and edit the XSLT script if required.
8. Go to the **3. Save File** section.
    5. **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.
9. Click the Save File and Return link.
    1. 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:
        1. **Yes**: Select to override the existing file.
        2. **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.
    2. Click the Save Configuration and Return link to continue.

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

Editing Current XSL Script

How to edit the XSL Transformation file for a stylesheet that you have created and have set for this module. See "Using a Self Made Stylesheet"

1. Go to a Form and List module.
2. Select **Edit Current XSL Script** from the Form and List module actions menu. This opens the Token Based XSLT Generator and Editor page.
3. **Optional. Maximize** ⊞ the **1. Edit HTML Template** section to edit the HTML template for this XSL file.
    1. **Maximize** > ⊞ the **List View** section to view the HTML of the XSL file you are editing. Complete the following to edit the file:
        1. 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.
            - **Paragraph**: Renders each record inside its own paragraph tag.
            - **Ordered List**: Renders each record inside its own list item tag.
            - **Unordered List**: Renders each record inside its own list item tag.
            - **Nothing**: Renders all records separated by the delimiter (as selected at Delimiter below.)
        2. **Optional.** Click the Rebuild link if you want to restore the default Detail View template.
        3. 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.
        4. At **Available Fields and Context**, insert one or more fields or columns as follows:
            - To insert a field:
                1. Click inside the Text Box where you want to insert the field.
                2. Select a field from the drop down list.
                3. Click the Insert link.
        5. To insert a column:
            1. Click inside the Text Box where you want to insert the field.
            2. Select a 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.

2. **Maximize** the **Options** section, complete the following optional settings:
    1. **Optional.** At **Add Sorting Support to the Style Sheet**, mark the check box to sort displayed records according to sort column and direction specified on the Form and List Configuration page.
    2. **Optional.** At **Add Paging Support to the Style Sheet**, mark the check box to add a pager for the displayed list. Page size is specified on the Form and List Configuration page.
    3. **Optional.** At **Add Detail View**, mark 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:
3. Click the **Generate from HTML Template** button.

4. **Optional.** In the **2. Edit XSLT Script** section, view and edit the XSLT script that is now displayed if required.
5. Go to the **3. Save File** section.
    1. **Optional.** In the **File Name** text box, enter a new file name to create a new file or leave the file name as it to edit the existing file.
    2. Click the Save File and Return link. If you didn't change the File Name you will be asked to confirm that you want to override the existing file.

> 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.

Restoring the Default Grid Table

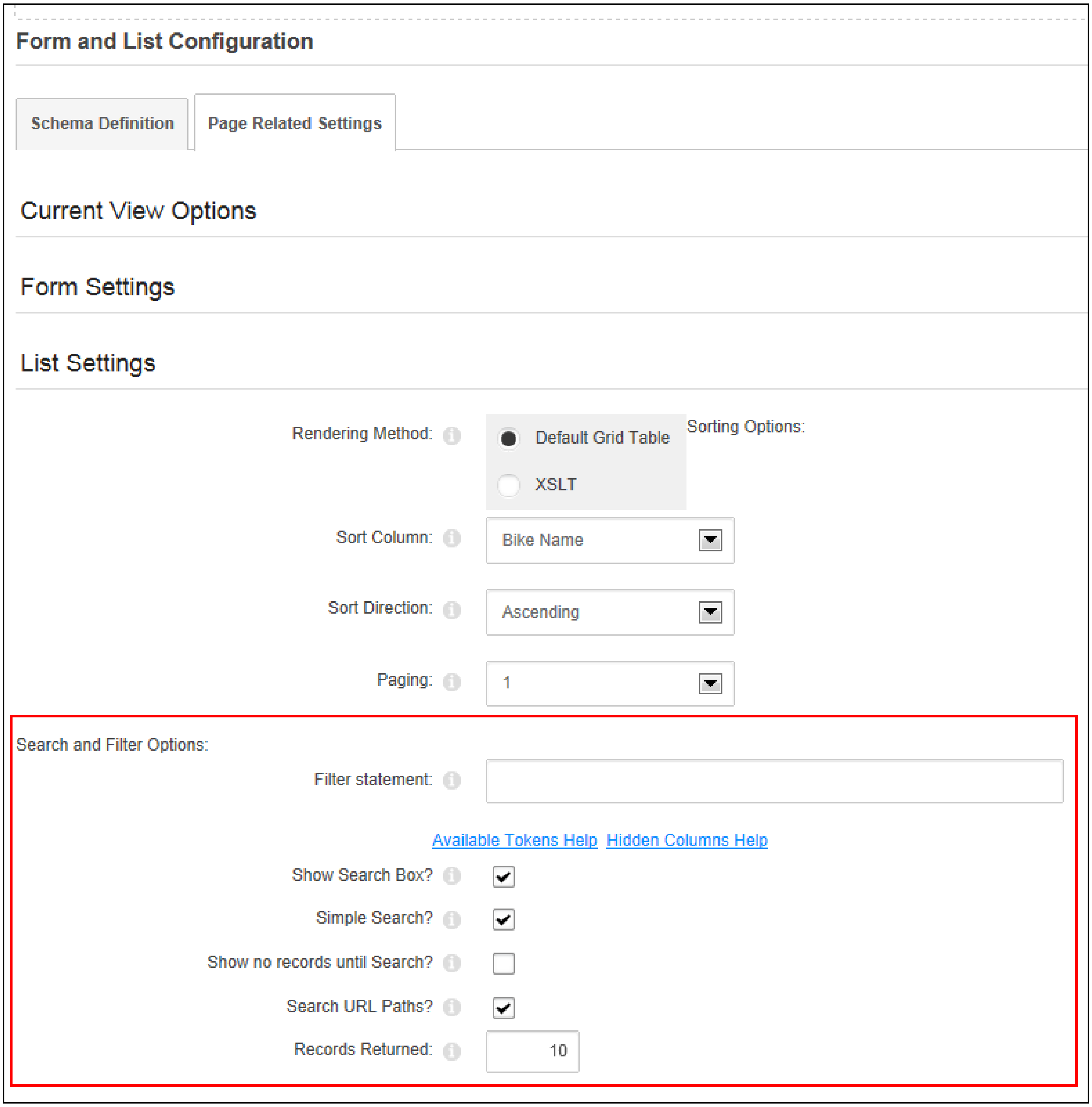
How to set the layout and design of a list using one of the included designs.

1. Go to a Form and List module.
2. Select **Edit** > **Form and List Configuration** from the module actions menu.
3. Select the Page Related Settings tab.
4. Expand the **List Settings** section.
5. At **Rendering Method**, select **Default Grid Table**. This displays the CSS Classes field.
6. Click the **Save Configuration and Return** button.

Setting List Search and Filter Options

How to set the search and filter options for lists.

1. Go to a Form and List module.
2. Select **Edit** > **Form and List Configuration** from the module actions menu.
3. Expand the **List Settings** section.
4. Go to the **Search and Filter Options** section.
5. 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** buttons for a list of available tokens or hidden column details.
6. At **Show Search Box**, select from these options:
   - Mark the check box display a search box which enables users to search the data within any search-able 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:
     1. **Optional.** At **Simple Search**, mark the check box to use a simple search box - OR - unmark the check box to use the standard Search Box.
     2. **Optional**. At **Show No Records Until Search**, mark the check box to hide all records until a successful search has been made - OR - unmark the check box to display all records by default.
     3. **Optional**. At **Search URL Paths**, mark the check box to include URL paths in search results - OR - unmark the check box to disable.
   - Unmark the check box to disable the search box.
7. 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.
8. Click the **Save Configuration and Return** button.



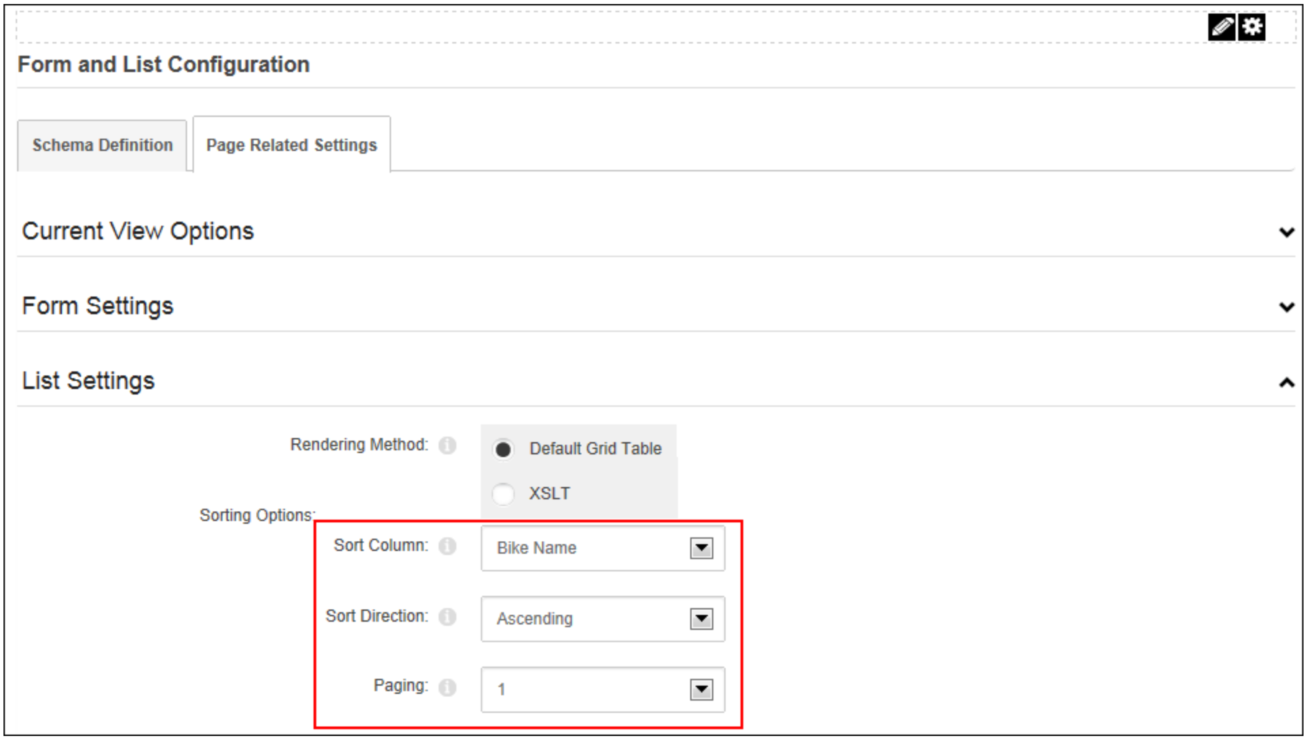
Enabling the list search box

List displaying the results of a Simple Search

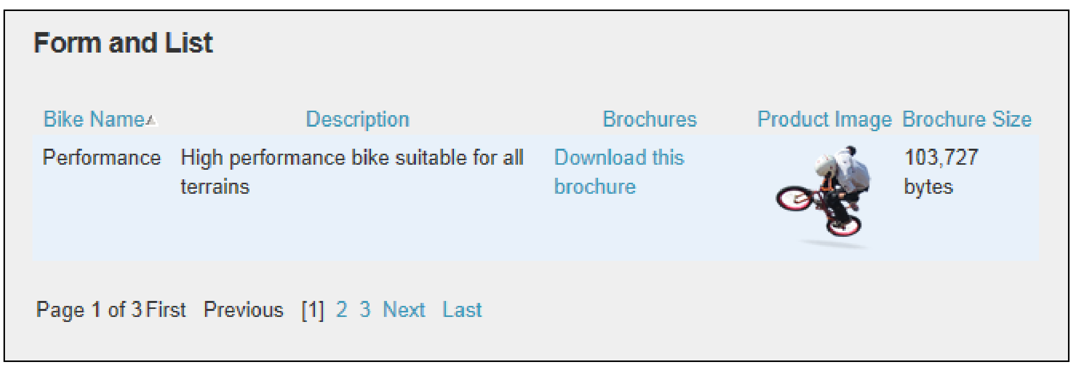
Setting List Sorting Options

How to set the default sort order and direction of list records.

1. Go to a Form and List module.
2. Select **Form and List Configuration** from the module actions menu.
3. Expand the **List Settings** section.
4. Go to the **Sorting Options** section.
5. At **Sort Column**, select a column title from the drop down list to set the column list record are sorted by - OR - Select **Not Specified** to sort records in the order they are entered.
6. At **Sort Direction**, select from these options:
   - **Ascending**: Sorts records in ascending order. E.g. Z-A. This displays the **Ascending** button beside the title of the sort column.
   - **Descending**: Sorts records in ascending order. E.g. A-Z. This displays the **Descending** button beside the title of the sort column.
7. At **Paging**, Select **<no paging>** to disable paging and display all records on the site page or select the number of records to be displayed per page.



8. Click the **Save Configuration and Return** button to update these settings and return to the module.



Setting column sorting and direction

Email Settings

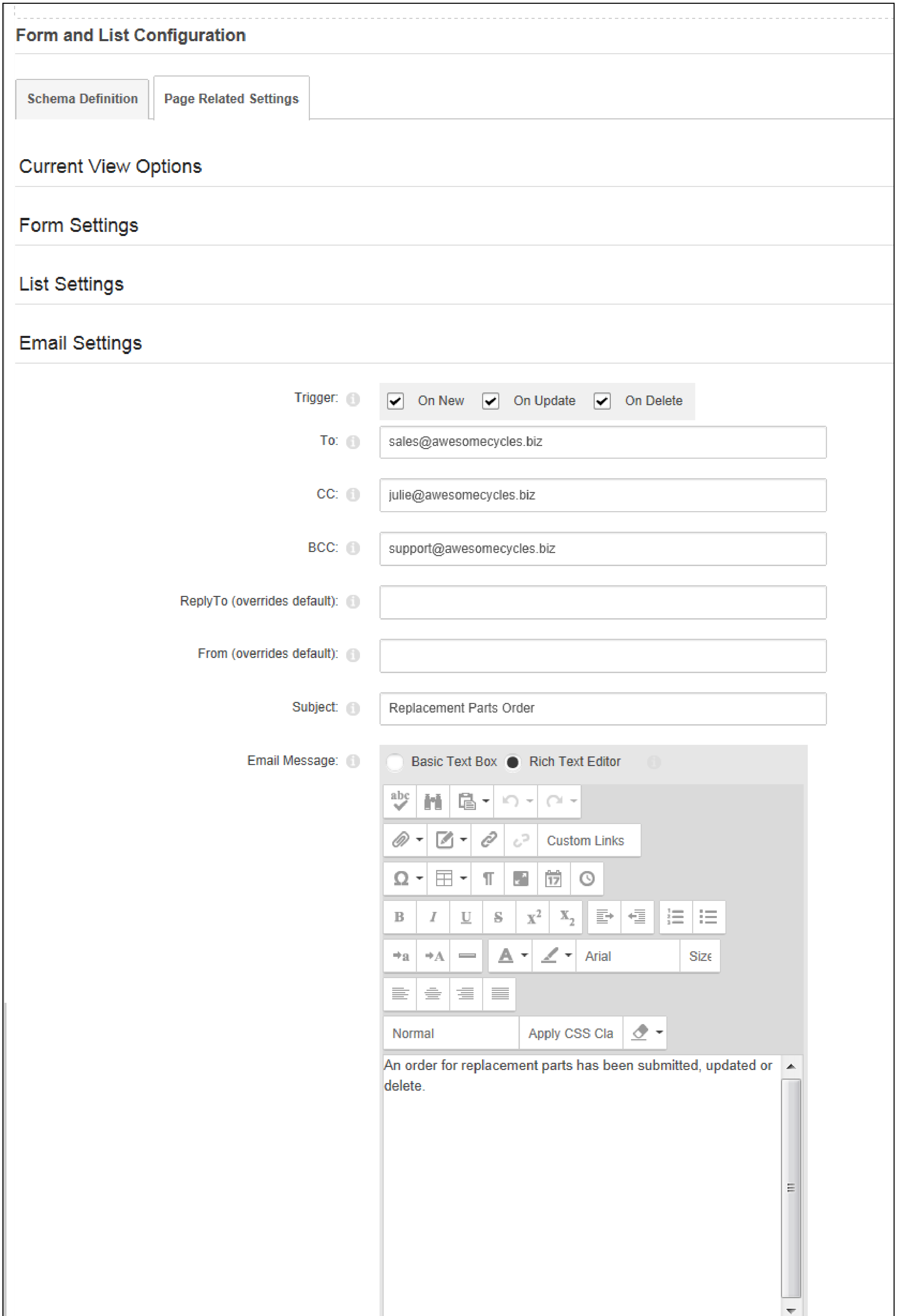
Setting Email Settings

How to configure email settings for a form or list.

1. Select **Form and List Configuration** from the module actions menu.
2. Select the **Page Related Settings** tab.

3. Expand the **Email Settings** section.
4. **Optional.** At **Trigger**, select one or more of the following options to set which actions will trigger a notification email.
   - **On New**, mark the check box if you want to send a notification email when a new record is created.
     1. **Optional.** In the **On New Text** text box, enter the message to display in the body of the notification email. Note: This field is displayed near the bottom of this section.
   - **On Update**, mark the check box if you want to send a notification email when an existing record is updated.
     1. **Optional.** In the **On Update Text** text box, enter the message to display in the body of the notification email. Note: This field is displayed near the bottom of this section.
   - **On Delete**, mark the check box if you wannt to send a notification email when an existing record is deleted.
     1. **Optional.** In the **On Delete Text** text box, enter the message to display in the body of the notification email. Note: This field is displayed near the bottom of this 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 email address associated with the primary Administrator user account. 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 Primary 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. 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.
        1. At **Tracking XSL Script**, set the link to your XSL file, upload a new file or generate a new XSL Script.
13. Click the **Save Configuration and Return** button.

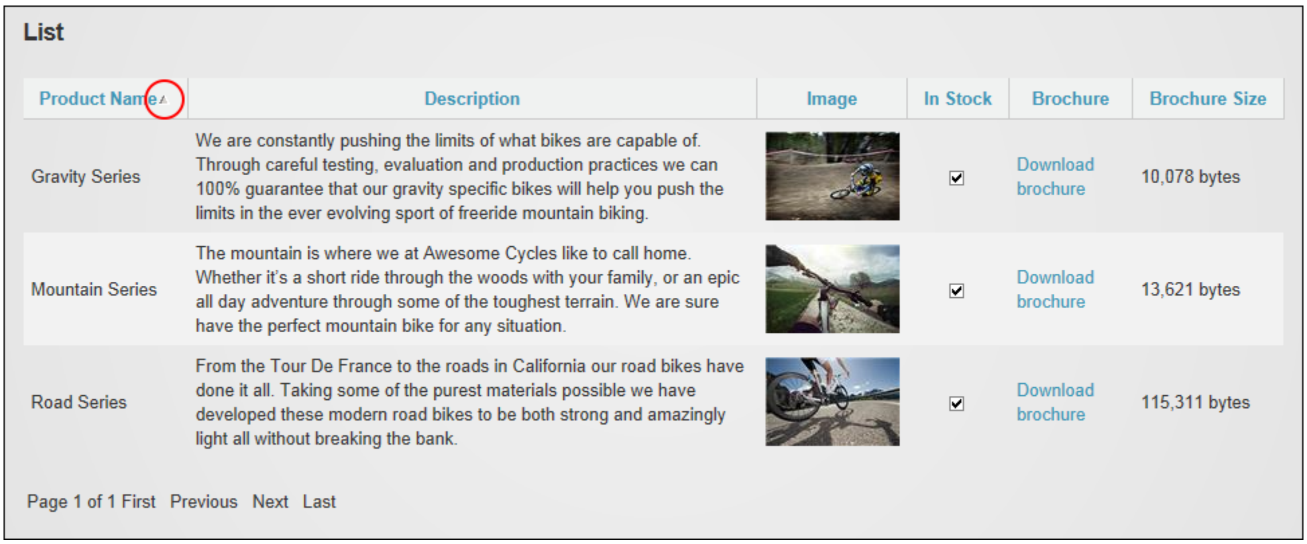

Form and List Configuration
Schema Definition
Page Related Settings
Current View Options
Form Settings
List Settings
Email Settings
Trigger:
On New
On Update
On Delete
To:
sales@awesomecycles.biz
CC:
julie@awesomecycles.biz
BCC:
support@awesomecycles.biz
ReplyTo (overrides default):
From (overrides default):
Subject:
Replacement Parts Order
Email Message:
Basic Text Box
Rich Text Editor
Custom Links
Arial
Size
Normal
Apply CSS Cla
An order for replacement parts has been submitted, updated or delete.

All Users

Re-ordering List Records

How to re-order list records by column on the Form and List module. Note: This option may not be available for some lists.

1. Go to a Form and Lists module.
2. Click on a [Column Name] to order list records by that column. For Example, in the below image, the **Up** arrow is displayed beside the "Bike Name" column indicating that it is sorted in ascending order.
3. Click the [Column Name] a second time to reverse the order. In this example this would reorder the records in descending order and display the **Down** arrow beside the "Bike Name" column.


List

Product Name	Description	Image	In Stock	Brochure	Brochure Size
Gravity Series	We are constantly pushing the limits of what bikes are capable of. Through careful testing, evaluation and production practices we can 100% guarantee that our gravity specific bikes will help you push the limits in the ever evolving sport of freeride mountain biking.		☑	Download brochure	10,078 bytes
Mountain Series	The mountain is where we at Awesome Cycles like to call home. Whether it's a short ride through the woods with your family, or an epic all day adventure through some of the toughest terrain. We are sure have the perfect mountain bike for any situation.		☑	Download brochure	13,621 bytes
Road Series	From the Tour De France to the roads in California our road bikes have done it all. Taking some of the purest materials possible we have developed these modern road bikes to be both strong and amazingly light all without breaking the bank.		☑	Download brochure	115,311 bytes

Page 1 of 1 First Previous Next Last

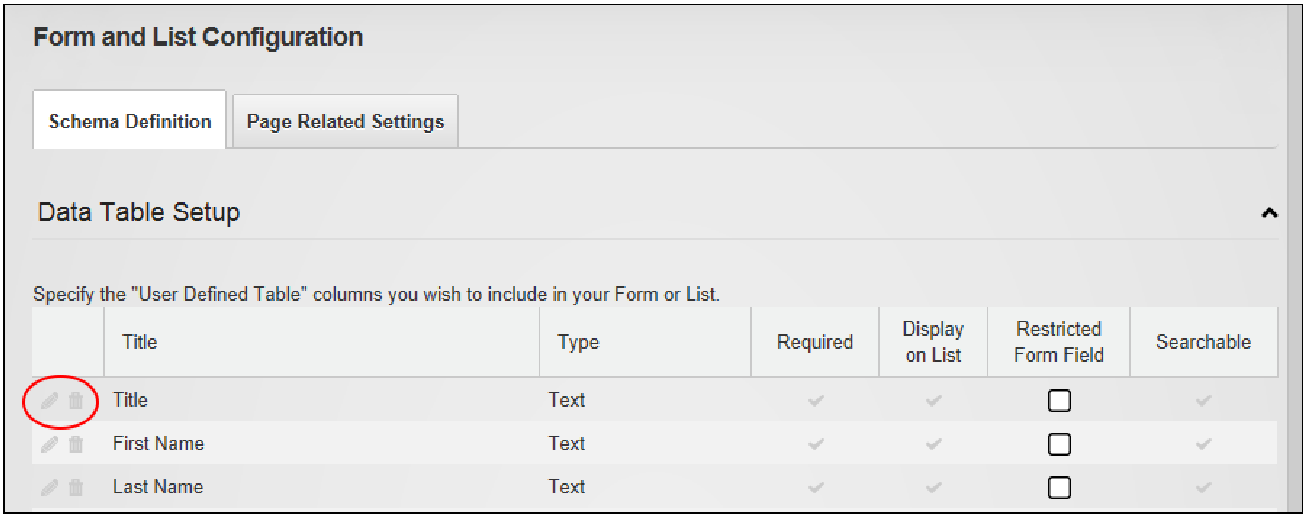
Editors

Managing Columns

How to edit, reorder and delete list and form columns. **Warning.** You should not change the Type field of any column once data has been entered into a list as it may cause an error.

1. Go to a Form and List module.
2. Select **Edit** > **Form and List Configuration** from the module actions menu.

3. Select from these options:
   - Click the **Edit** button beside a column and click the **Save** button once you have made your changes.
   - Click on Title of a row and drag the row to the desired location in the list and then release to move.
   - Click the **Delete** button beside a column and the click the **Yes** button to confirm.



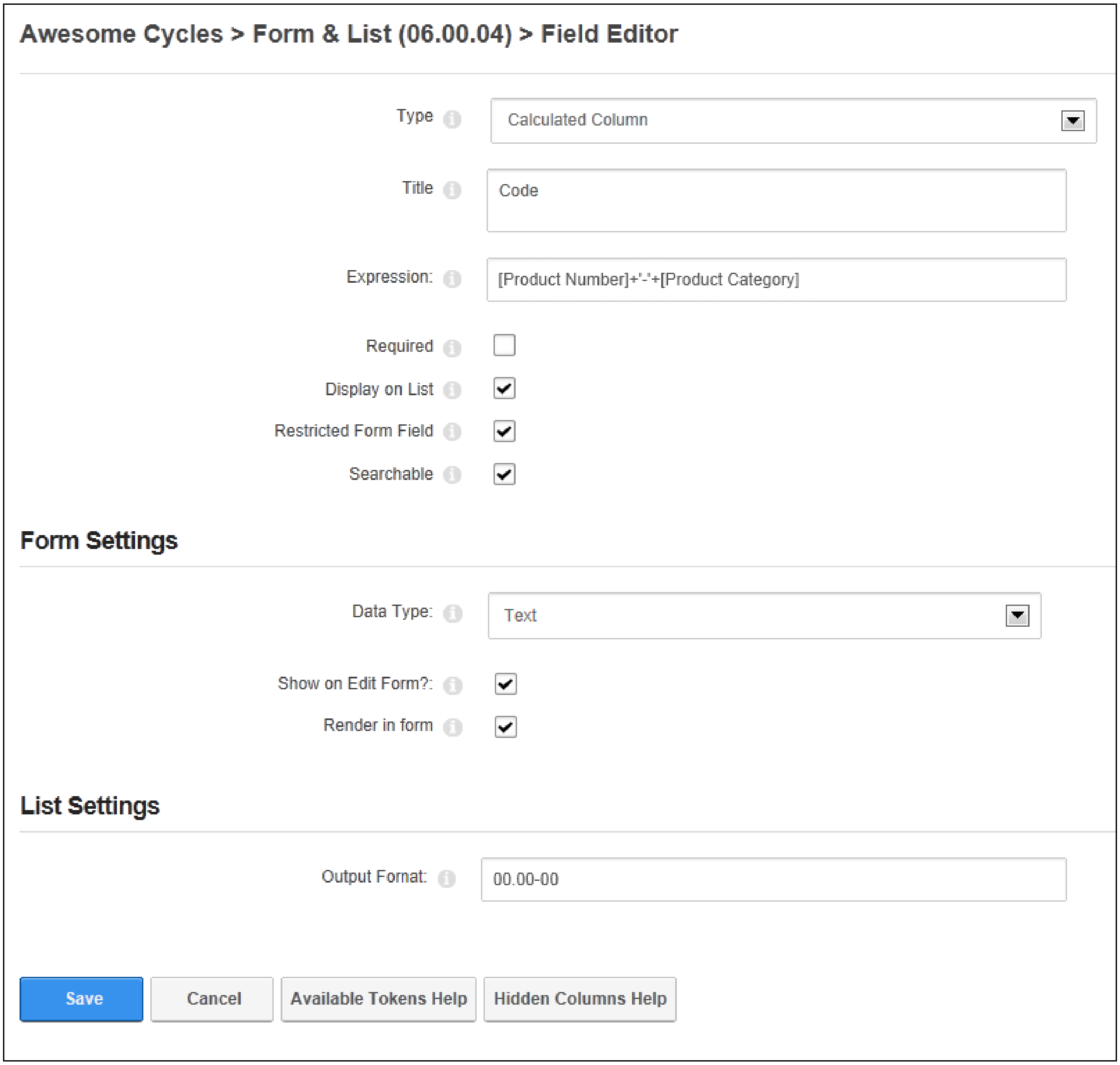
Column Types

Adding a Calculated Column Field

How to add a calculated column that displays the result of an expression on a form or a list. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

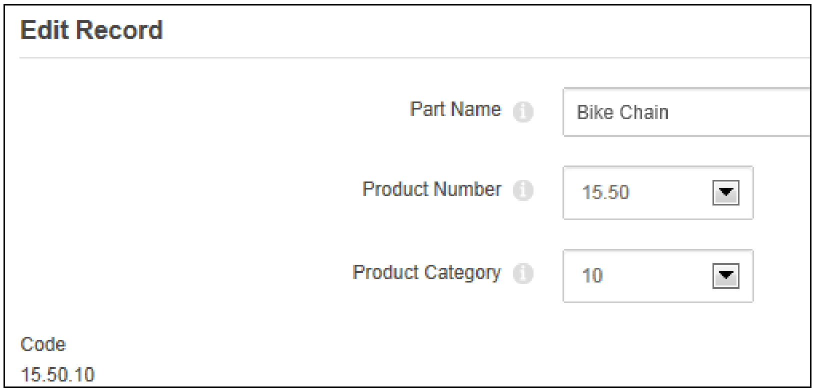
1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Expression** text box, enter an expression formula (appropriate for the data type) which will be evaluated at runtime. See MSDN Library for more on expressions.
3. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field is optional. This is the default setting.
4. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
5. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles who have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.

6. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark the check box if the column is not included in the module search. This is the default setting.
7. Go to the **Form Settings** section.
    1. At **Data Type** select the result type from one of the following options:
        - **Date and Time**: Displays the results as a date/time value.
        - **Decimal**: Displays the results as a decimal value.
        - **Integer**: Displays the results as an integer value.
        - **Text**: Displays the results as a text value. This is the default setting
        - **True/False**: Displays the results as a true or false value.
    2. At **Show on Edit Form?**, mark the check box to display this field on the edit form - OR - unmark the check box to hide this field on the edit form. This prevents the data that was originally added to the field from being edited.
    3. At **Render In Form**, mark the check box render the result of the calculated data in the form - OR - unmark the check box render the full expression in the form.
8. Go to the **List Settings** section.
    1. In the **Output Format** text box, enter an output format string suitable for this data type. E.g. 00.00
9. Click the **Save** button to save the field and return to the Form & List Configuration page.

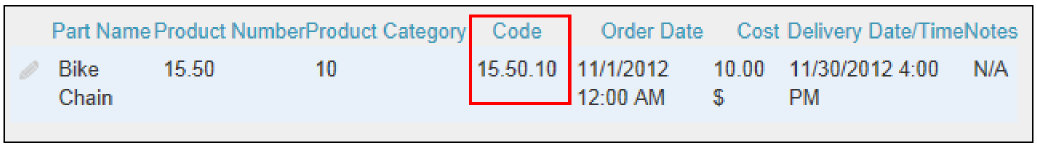


Adding/editing a Calculated Column field

> The below image shows the Edit , the "Product Number" and "Product Category" of this list have been set so that users enter the Product Number and the Product Category data into separate fields, however the information is displayed as a truncated code on the list by using a Calculated Column.



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



The Calculated Column Displayed in a List

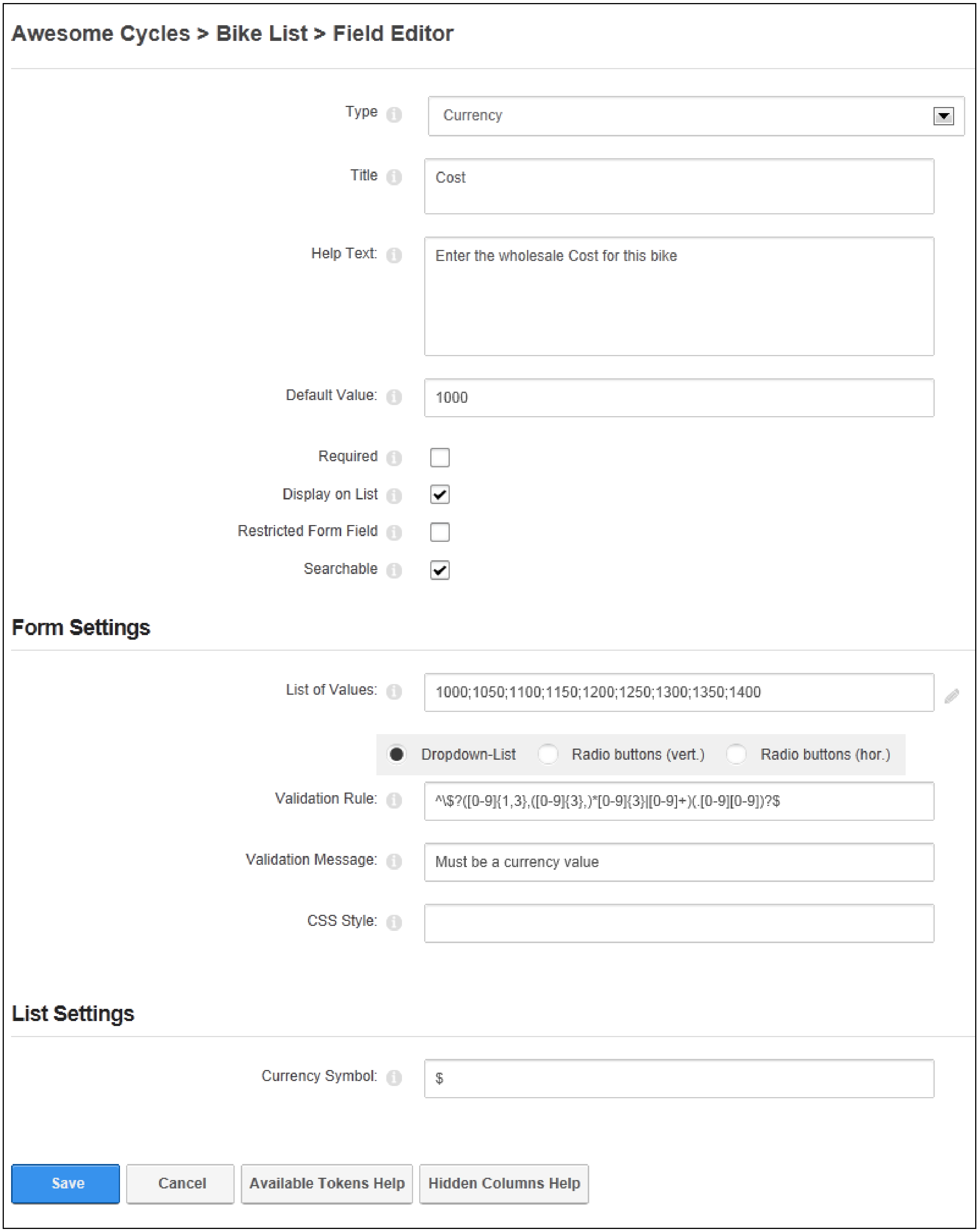
Adding a Currency Field

How to add a currency field to a form or a list. The currency field can be set to allow form or list editors to enter any currency amount or to select an amount from predetermined list. The chosen currency amount is then displayed on either the form or list along with the chosen currency symbol. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

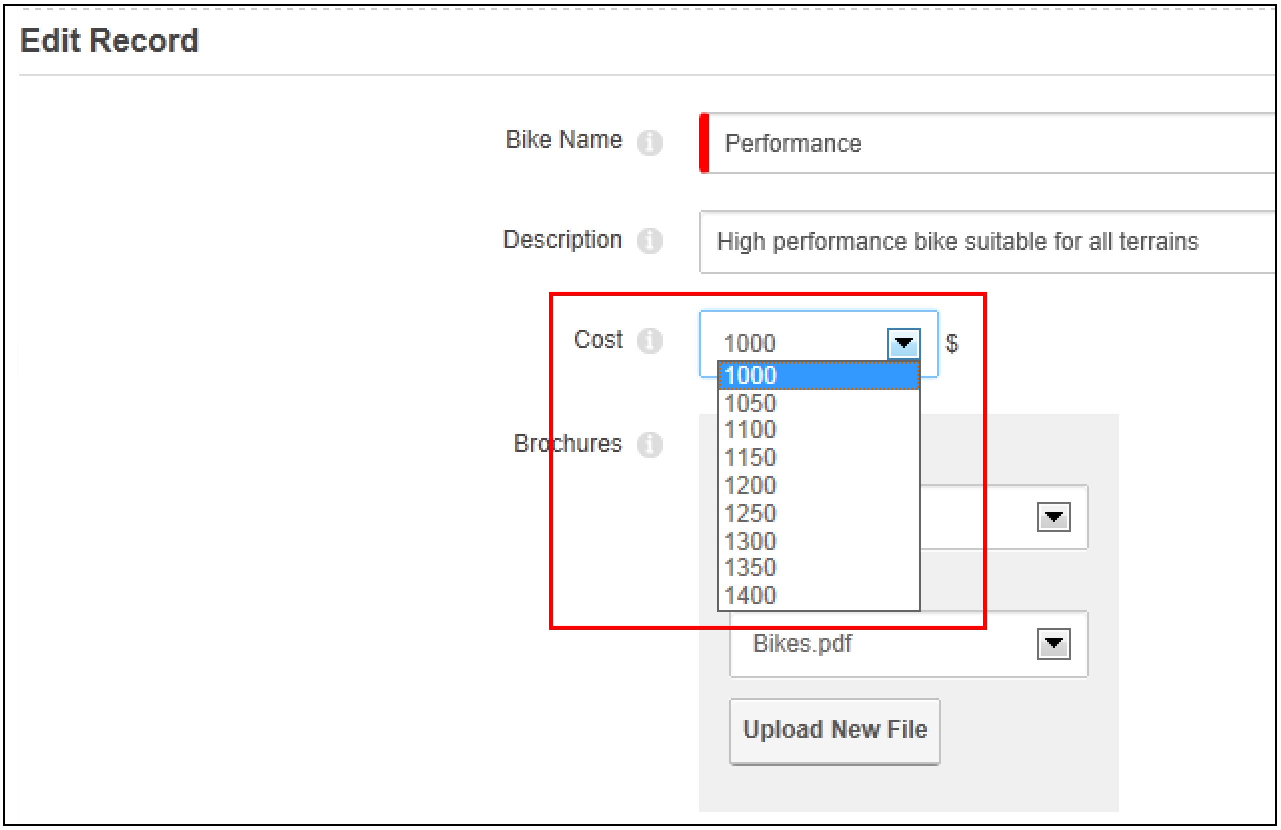
Note: Both the "Default Value" and "List of Values" fields must be left blank to enable users to enter any currency value.

1. In the **Title** text box, enter the title to be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the default currency value for this field - OR - Leave blank to enable users to enter any currency value or to use the first value entered in the "List of Values" field.
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.

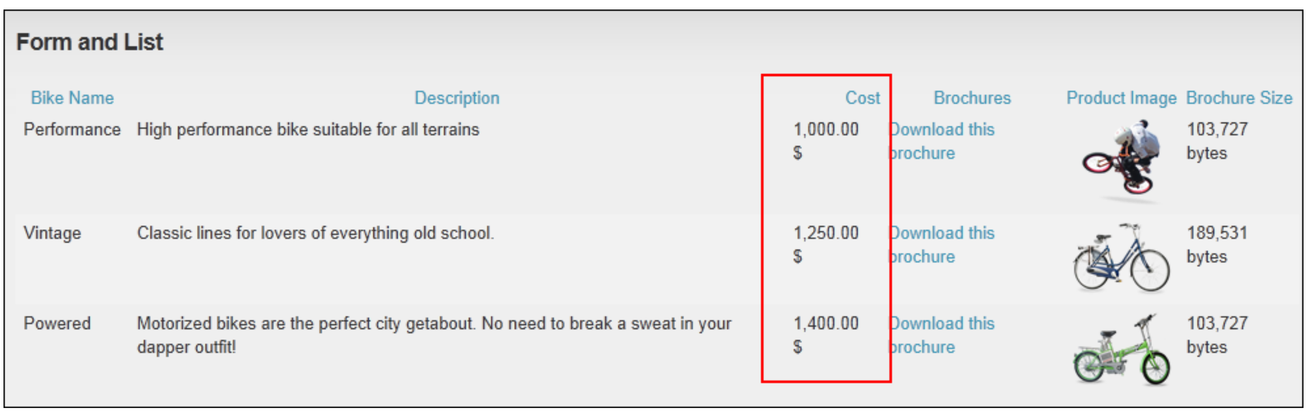
6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles who have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
   1. In the **List of Values** select from the following:
      - Leave this field blank to display a text box that allows any value to be entered.
      - Enter one or more values separated by a semi-colon (;) (E.g. 10;15;20;25;30;35;40;45;50) and then select how the list options are displayed
        - **Dropdown-List**: Display values in a drop down selection list. This is useful when there are a lot of values.
        - **Radio Buttons (Vert.**: Display values in a vertical list with radio buttons.
        - **Radio Buttons (Hor.)**: Display values in a horizontal list with radio buttons.
   2. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See MSDN Library for more on expressions.
   3. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
   4. In the **CSS Style** text box, enter the style that is applied to the text box or list control in form.
9. Go to the **List Settings** section.
   1. In the **Currency Symbol** text box, enter the currency symbol that you want to display in the Table. E.g. EUR - OR - Leave this field blank to display the currency set for this site. See "Setting the Payment Processor"
10. Click the **Save** button to save the field and return to the Form & List Configuration page.


Awesome Cycles > Bike List > Field Editor
Type
Currency
Title
Cost
Help Text:
Enter the wholesale Cost for this bike
Default Value:
1000
Required
Display on List
Restricted Form Field
Searchable
Form Settings
List of Values:
1000;1050;1100;1150;1200;1250;1300;1350;1400
Dropdown-List
Radio buttons (vert.)
Radio buttons (hor.)
Validation Rule:
^\$?([0-9]{1,3},([0-9]{3},)*[0-9]{3}|[0-9]+)(.[0-9][0-9])?$
Validation Message:
Must be a currency value
CSS Style:
List Settings
Currency Symbol:
$
Save
Cancel
Available Tokens Help
Hidden Columns Help

Adding/editing a Currency field



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



The currency column displayed in a list

Adding a Date and Time Field

How to add a date and time field to a form or a list. The date and time field allows form or list editors to choose a date using the Calendar control and select a date using a Time Picker control. The selected date and time are displayed on the list in one of a range of date/time formats, as set below. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

Note: Any of the below date formats are also acceptable, however the Calendar Control is recommended to avoid confusion

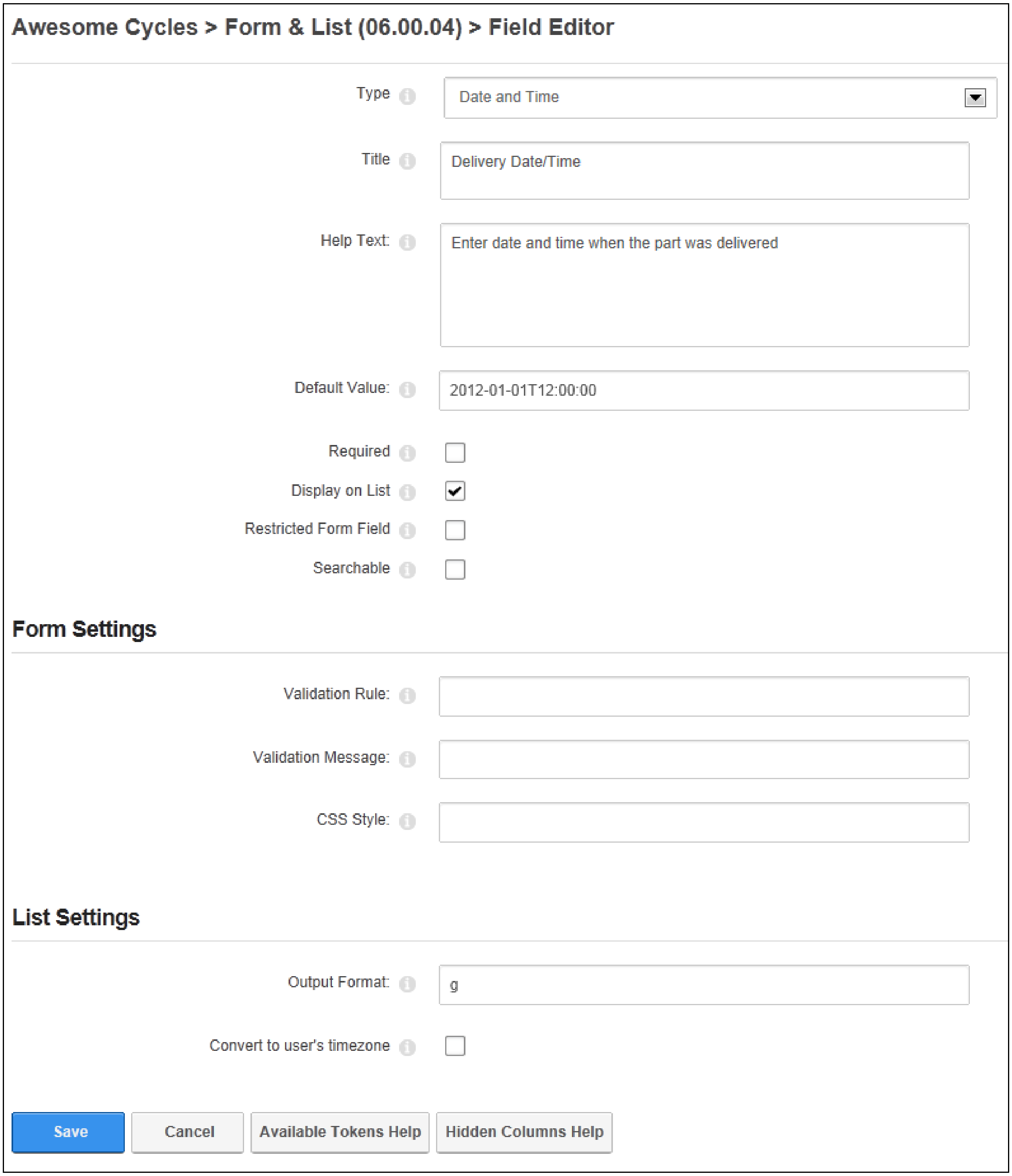
- 12 February 2004
- 12 Feb 2004
- Feb 12 2004
- Feb 12, 2004
- 2/12/2004

Any of the below time formats are acceptable and will display as 11:00 PM:

- 11pm
- 11:00pm
- 23:00

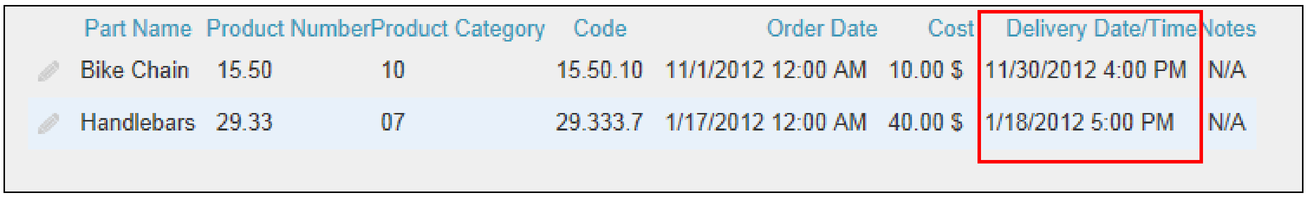
1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the default date and time to be displayed for this field (E.g. 2012-01-01T12:00:00) - OR - Leave blank to display the date and time fields as empty.
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark the check box if the column is not included in the module search. This is the default setting.

8. Go to the **Form Settings** section.
    1. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library]() for more on expressions.
    2. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
    3. In the **CSS Style** text box, enter the style to be applied on the text box or list control in the form or list.
9. Go to the **List Settings** section.
    1. In the **Output Format** text box, leave blank to display the short date and short time format (E.g. 2/21/2011 8:00 AM) - OR - Enter one of the following options to set the date format:
        - **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
    2. At **Convert to user's timezone?**, mark ☑ the check box to display date/time according to the users' time zone as set in their user profile - OR - unmark ☐ the check box to use default site time zone.
10. Click the **Save** button to save the field and return to the Form & List Configuration page.



Adding/Editing a Date and Time field

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



The Date and Time field displayed in a List

Adding a Date Field

How to add a date field to a form or a list. The date and time field allows form or list editors to select a date using the Calendar control. The selected date is then displayed in the list. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

Note 1: Both the "Default Value" and "List of Values" fields must be left blank to display the current month/day on the Date Picker.

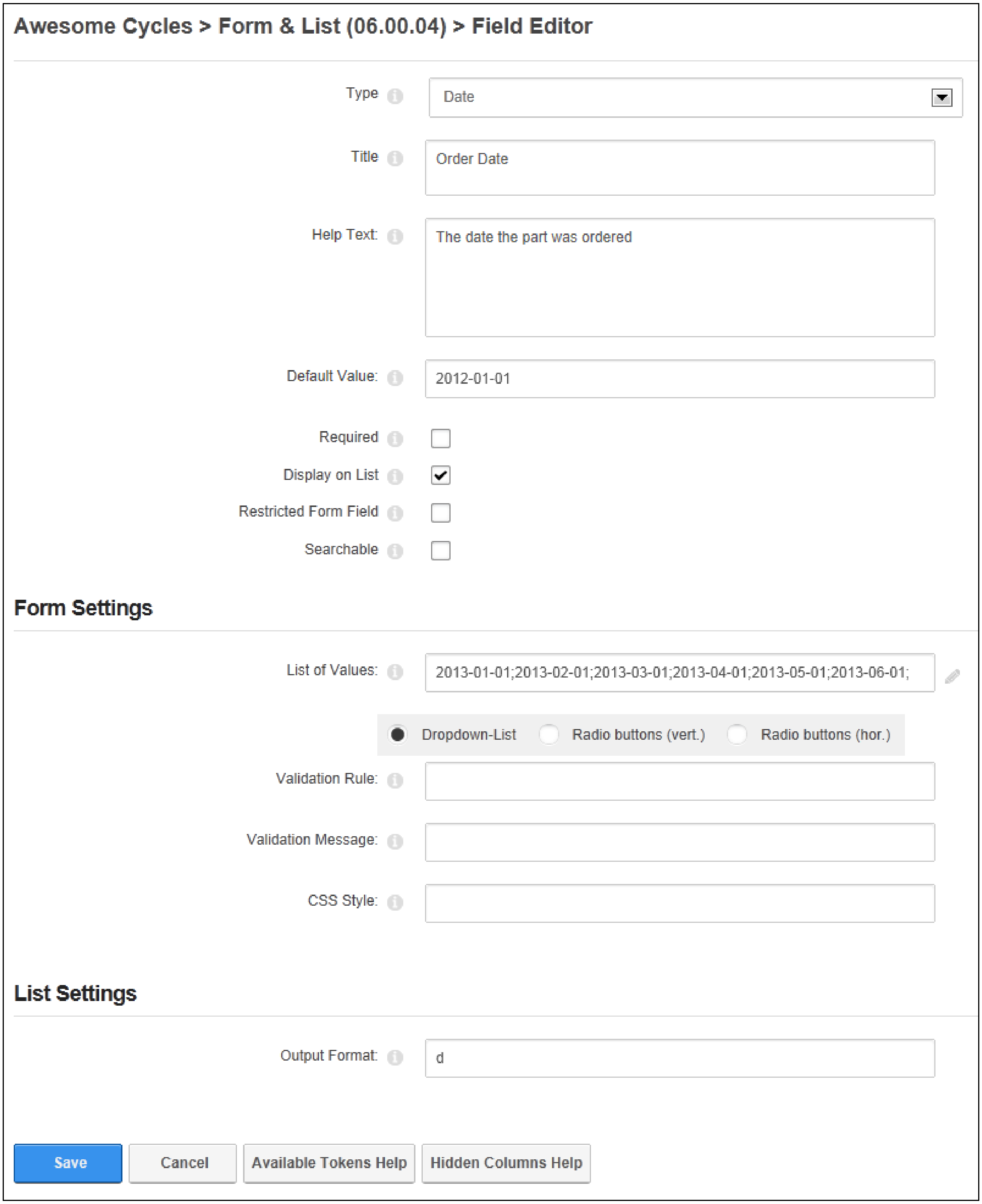
Note 2: Any of the below date formats are also acceptable, however the Calendar Control is recommended to avoid confusion:

- 12 February 2004
- 12 Feb 2004
- Feb 12 2004
- Feb 12, 2004
- 2/12/2004

1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.

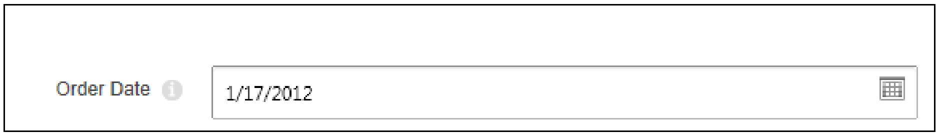
3. In the **Default Value** text box, enter the default date to be displayed for this field. E.g. 2013-01-01 - OR - Leave blank to display the date field as empty. Note: The Date Picker control will be displayed for both these options, allowing any date to be selected.
4. At **Required**, mark ☑ the check box if this field must be completed to submit the form or add a record to a list - OR - unmark ☐ the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark ☑ the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark ☐ the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, check ☑ the check if this column is only visible to users/roles who have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark ☐ the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark ☑ the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark ☐ the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
    1. In the **List of Values** choose one of the following options:
        - Leave the field blank to display the Date Picker control. The Date Picker will open on the month/day set in the "Default Value" field or if that field is blank it will open to the current month/day. This is the default option for this setting.
        - Enter a list of dates that can be selected from a drop down list (E.g. 2012-01-01;2012-02-01;2012-03-01) and then select how the list options are displayed. Note: This setting removes the user's ability to enter other values.
            - **Dropdown-List**: Display values in a drop down selection list. This is useful when there are a lot of values.
            - **Radio Buttons (Vert.**: Display values in a vertical list with radio buttons.
            - **Radio Buttons (Hor.)**: Display values in a horizontal list with radio buttons
    2. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See MSDN Library for more on expressions.
    3. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
    4. In the **CSS Style** text box, enter the style to be applied on the text box or list control in the form or list.

9. Go to the **List Settings** section.
    1. In the **Output Format** text box, leave blank to display short dates (E.g. 2/21/2013) - OR - Enter one of the following options to set the date format:
        - **d**: Enter to display a short date. E.g. 2/21/2013
        - **D**: Enter to display a long date. E.g. Thursday, February 21, 2013
        - **M**: Enter to display the month and day. E.g. February 21
        - **Y**: Enter to display year and month. E.g. February, 2013
10. Click the **Save** button to save the field and return to the Form & List Configuration page.

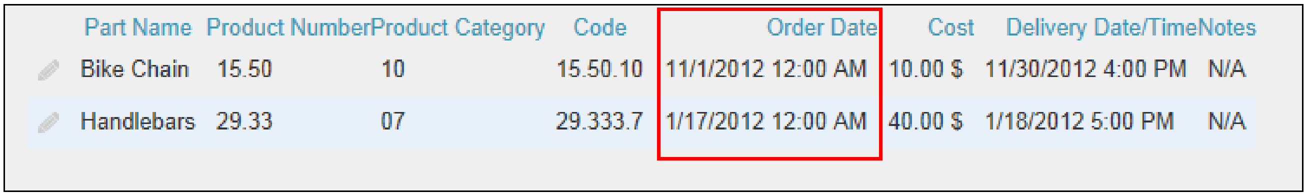


Awesome Cycles > Form & List (06.00.04) > Field Editor
Type
Date
Title
Order Date
Help Text:
The date the part was ordered
Default Value:
2012-01-01
Required
Display on List
Restricted Form Field
Searchable
Form Settings
List of Values:
2013-01-01;2013-02-01;2013-03-01;2013-04-01;2013-05-01;2013-06-01;
Dropdown-List
Radio buttons (vert.)
Radio buttons (hor.)
Validation Rule:
Validation Message:
CSS Style:
List Settings
Output Format:
d
Save
Cancel
Available Tokens Help
Hidden Columns Help

Adding/Editing a Date field



Setting a date field on a form or list



	Part Name	Product Number	Product Category	Code	Order Date	Cost	Delivery Date/Time	Notes
	Bike Chain	15.50	10	15.50.10	11/1/2012 12:00 AM	10.00 $	11/30/2012 4:00 PM	N/A
	Handlebars	29.33	07	29.333.7	1/17/2012 12:00 AM	40.00 $	1/18/2012 5:00 PM	N/A

The Date field displayed in a List

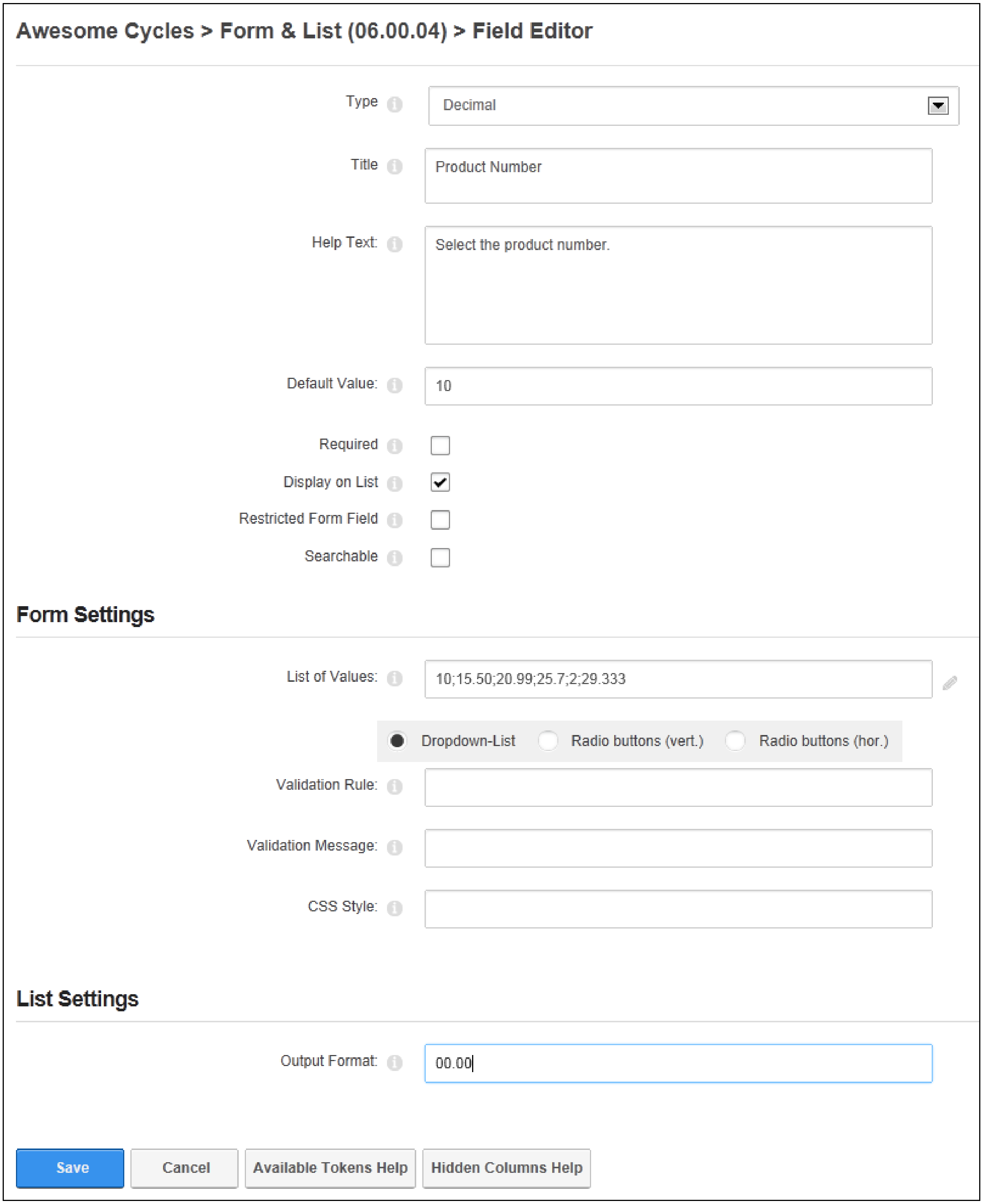
Adding a Decimal Field

How to add a decimal field to a form or a list. The decimal field allows form or list editors to enter a decimal number or choose from a predetermined list of numbers. The selected number is then displayed in the list. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

Note: Both the "Default Value" and "List of Values" fields must be left blank to enable users to enter any decimal value.

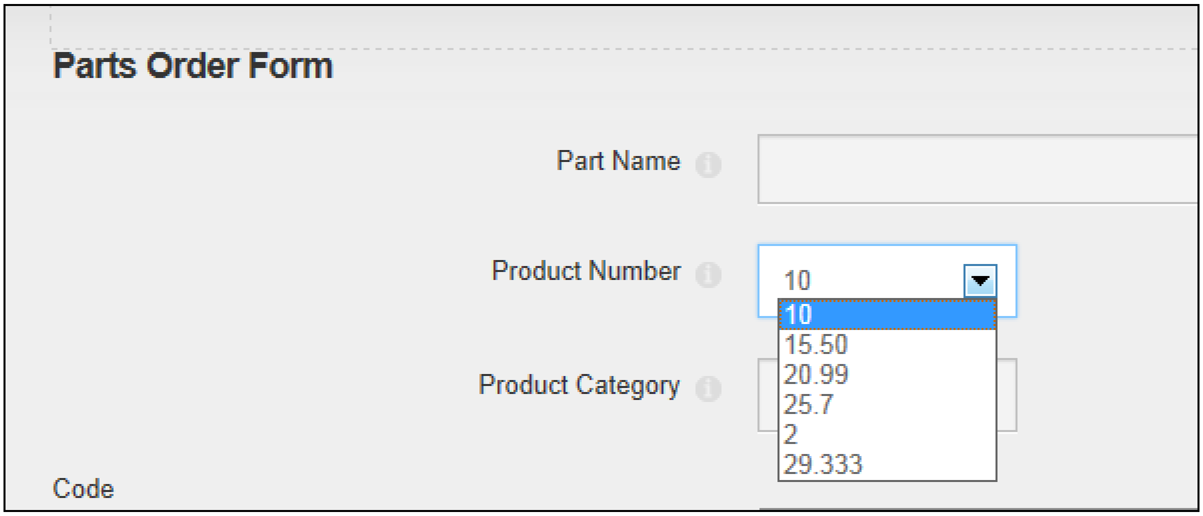
1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the default date to be displayed for this field. E.g. 10 - OR - Leave blank to display an empty field.
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.

7. At **Searchable**, mark ☑ the check box if this column searchable using the Search Options configured for this module. This setting has no influence whether the field is indexed for the side wide search - OR - unmark ☐ the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
    1. In the **List of Values** choose one of the following options:
        - Leave the field blank to allow users to enter any decimal value.
        - Enter a list of decimal values that can be selected (E.g. 10;15.50;20.99;25.7;2;29.333) and then select how the list is displayed. Note: This setting removes the user's ability to enter other values.
            - **Dropdown-List**: Display values in a drop down selection list. This is useful when there are a lot of values.
            - **Radio Buttons (Vert.**: Display values in a vertical list with radio buttons.
            - **Radio Buttons (Hor.)**: Display values in a horizontal list with radio buttons.
    2. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library] for more on expressions.
    3. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
    4. In the **CSS Style** text box, enter the style to be applied on the text box or list control in the form or list.
9. Go to the **List Settings** section.
    1. In the **Output Format** text box, enter the format that the decimal value will be displayed. E.g. 0.00 or 0.0
10. Click the **Save** button to save the field and return to the Form & List Configuration page.

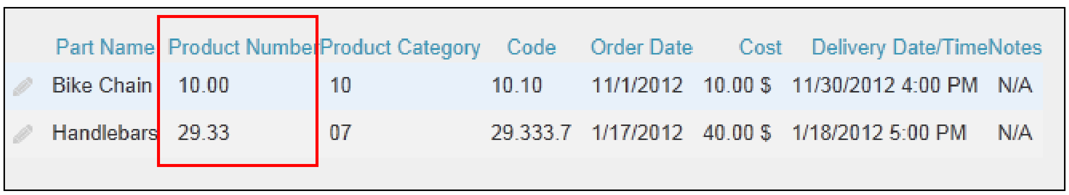


Awesome Cycles > Form & List (06.00.04) > Field Editor
Type
Decimal
Title
Product Number
Help Text:
Select the product number.
Default Value:
10
Required
Display on List
Restricted Form Field
Searchable
Form Settings
List of Values:
10;15.50;20.99;25.7;2;29.333
Dropdown-List
Radio buttons (vert.)
Radio buttons (hor.)
Validation Rule:
Validation Message:
CSS Style:
List Settings
Output Format:
00.00
Save
Cancel
Available Tokens Help
Hidden Columns Help

Adding/Editing a Decimal field



Selecting a pre-set decimal value on a form or list



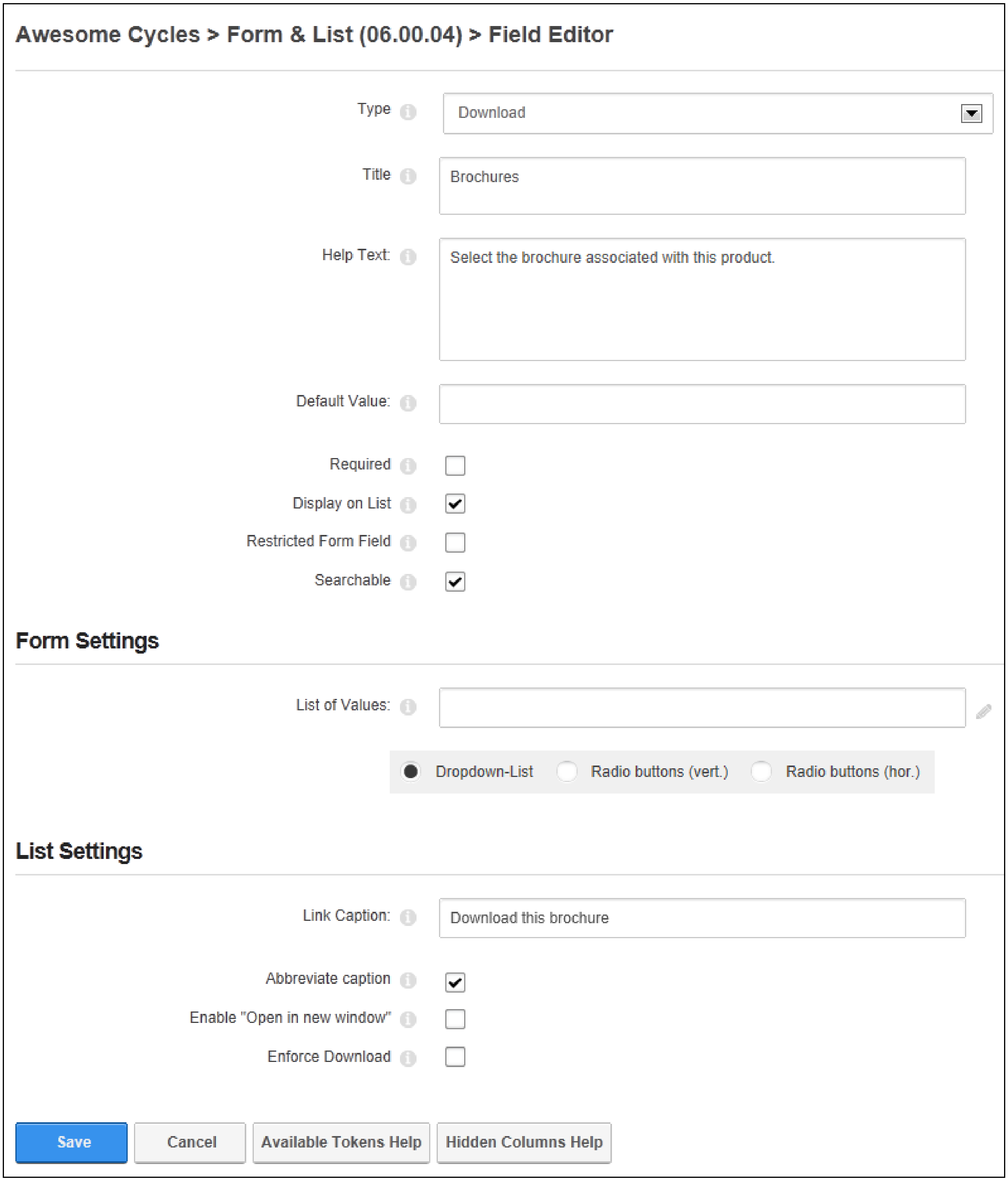
The Decimal field displayed in a list

Adding a Download Field

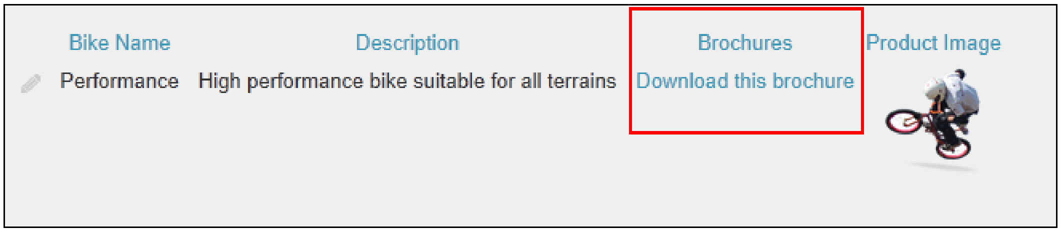
How to add a download field to a form or a list. This column type allows form or list editors to select (and optionally upload) a file. The chosen download file is displayed as a link on the list. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the URL where the file to be set as the default download is located - OR - Leave blank to display all downloadable files in a drop down list.
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.

6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles who have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search - OR - unmark the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
    1. In the **List of Values** text box, leave this field blank to display the Link Control that allows users to select a file (and uploaded if permissions allow) from the site's Digital Asset Management module (Admin > File Management).
9. Go to the **List Settings** section.
    1. In the **Link Caption** text box, enter the text to be displayed instead of the Download URL. E.g. Download this brochure. This text will be a link to the download the associated file.
    2. At **Abbreviate Caption**, select from the below options (Note: If the "Link Caption" field is used then it will override this field):
        - Mark the check box to display only the file name in the form/list. E.g. The file "http://awesomecycles.biz/bikes.pdf" will be displayed as "bikes.pdf"
        - Unmark the check box to display the full URL. Note: If the "Link Caption" field is used then it will override this field.
    3. At **Enable "Open in new window"**, mark the check box to open the file in a new web browser window - OR - unmark the check box to open the file in the current web browser window. This is the default setting.
    4. At **Enforce Download**, mark the check box to automatically download the file. This option is recommended when a list of files is entered in the "List of Values" column above. - OR - unmark the check box to set file download as optional. This is the default setting.
10. Click the **Save** button to save the field and return to the Form & List Configuration page.



Adding/editing a Download field



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

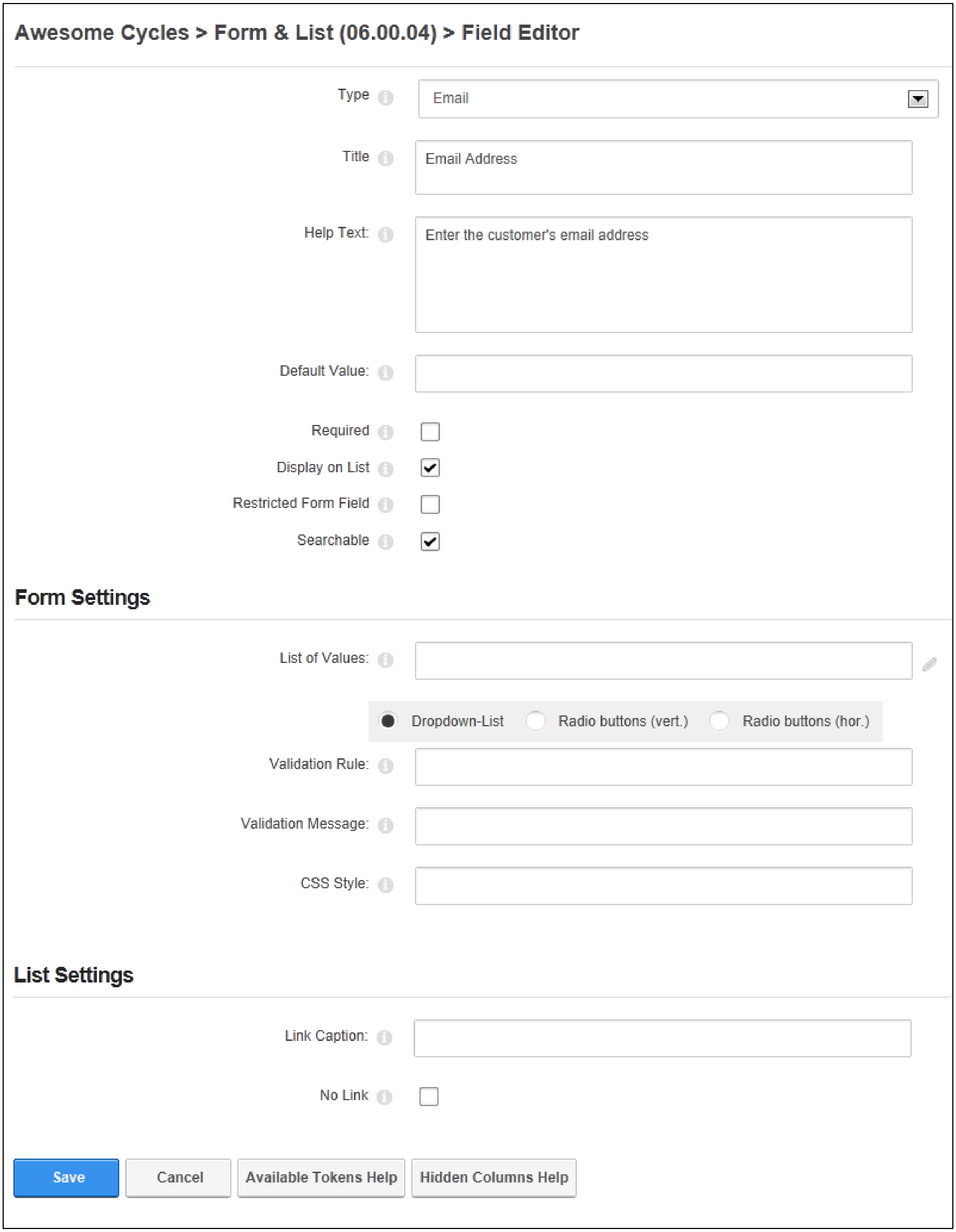
Adding an Email Field

How to add an email field to a form or a list. This column type allows form or list editors to either choose an email address from a predetermined list or enter any email address into a text field. The chosen email address is displayed as a link on the list. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

Note: Both the "Default Value" and "List of Values" fields must be left blank to enable users to enter any email address.

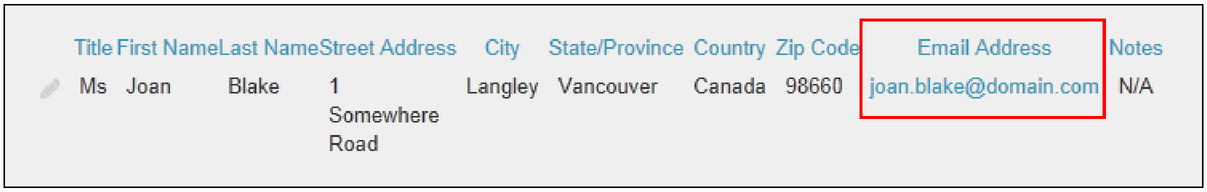
1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the default email address to be displayed for this field. E.g. sales@awe-somecycles.biz - OR - Leave blank to enable users to enter any email addresses.
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
    1. In the **List of Values** text box, leave this field blank to display a text box into which any email address can be entered - OR - Enter one or more values for this field separated by a semi-colon (;) E.g.

    admin@domain.com;sales@domain.com;marketing@domain.com and then select how the list options are displayed:
    - **Drop Down List**: Select to display values in a drop down list. This is useful for when there are lots of list 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.
  2. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library] for more on expressions.
  3. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
  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
9. In the **List Settings** section.
  1. In the **Link Caption** text box, enter the text to be displayed instead of the email address. E.g. Contact this person. This text displays as a "mailto" link.
  2. At **No Link**, mark the check box to disable the "mail to" hyperlink and display the email address as static text - OR - unmark the check box to enable the mailto hyperlink. Note: If the Link Caption field is used it will override this field and the hyperlink will be enabled.
10. Click the **Save** button.


Awesome Cycles > Form & List (06.00.04) > Field Editor
Type
Email
Title
Email Address
Help Text:
Enter the customer's email address
Default Value:
Required
Display on List
Restricted Form Field
Searchable
Form Settings
List of Values:
Dropdown-List
Radio buttons (vert.)
Radio buttons (hor.)
Validation Rule:
Validation Message:
CSS Style:
List Settings
Link Caption:
No Link
Save
Cancel
Available Tokens Help
Hidden Columns Help

Adding/editing an Email field

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



The email column with a Link Caption in a list

Adding an Image Field

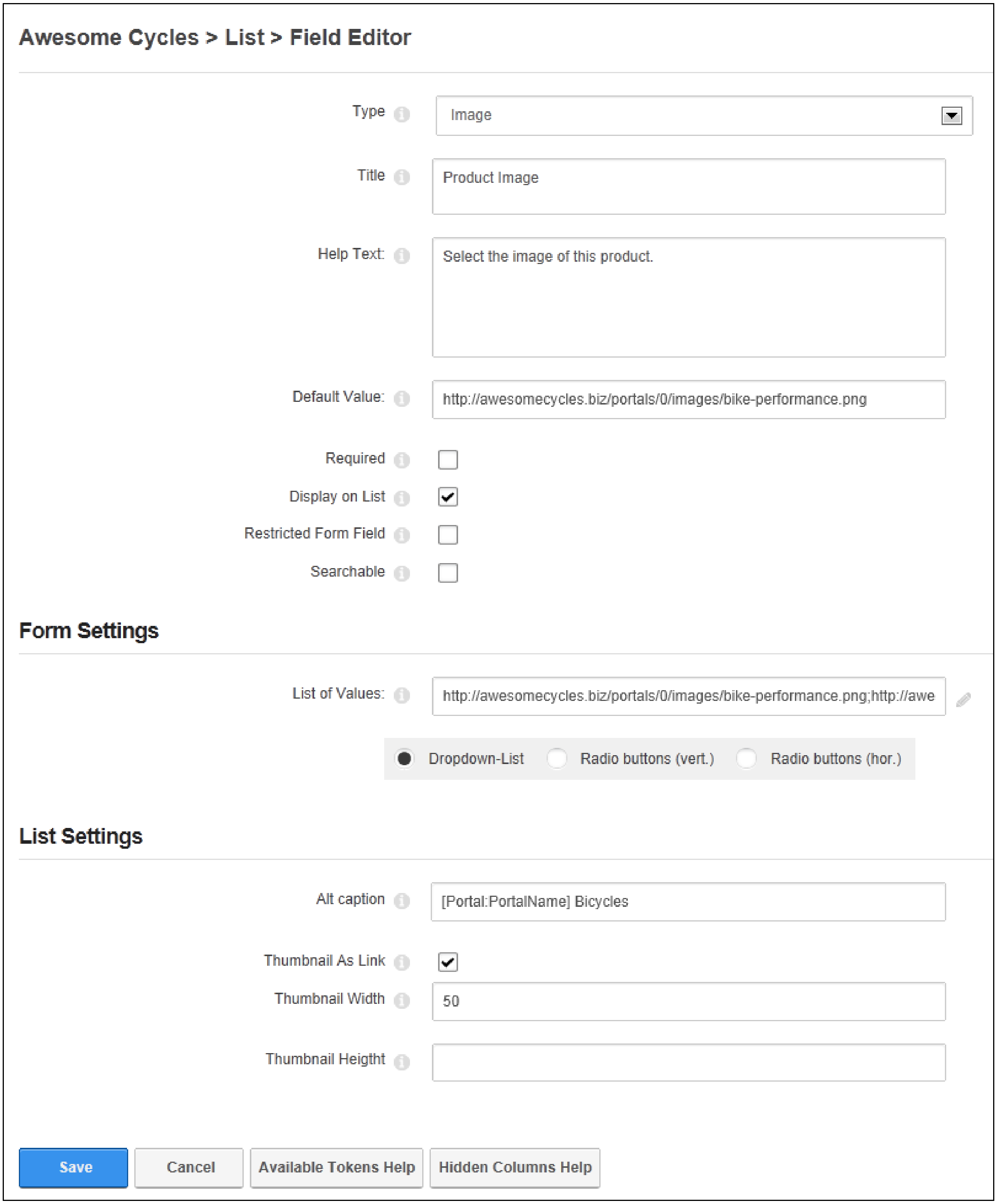
How to add an image field to a form or a list. This column type allows form or list editors to either choose an image from a predetermined list or select (and optionally upload depending on user permission) an image from the site's Digital Asset Management module that is located on the Admin > File Management page using the Link Control. The chosen image is displayed on the list. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

Note: Both the "Default Value" and "List of Values" fields must be left blank to enable the Link Control that enables users to enter any URL or upload and/or select images from the site's Digital Asset Management module, located on the Admin > File Management page.

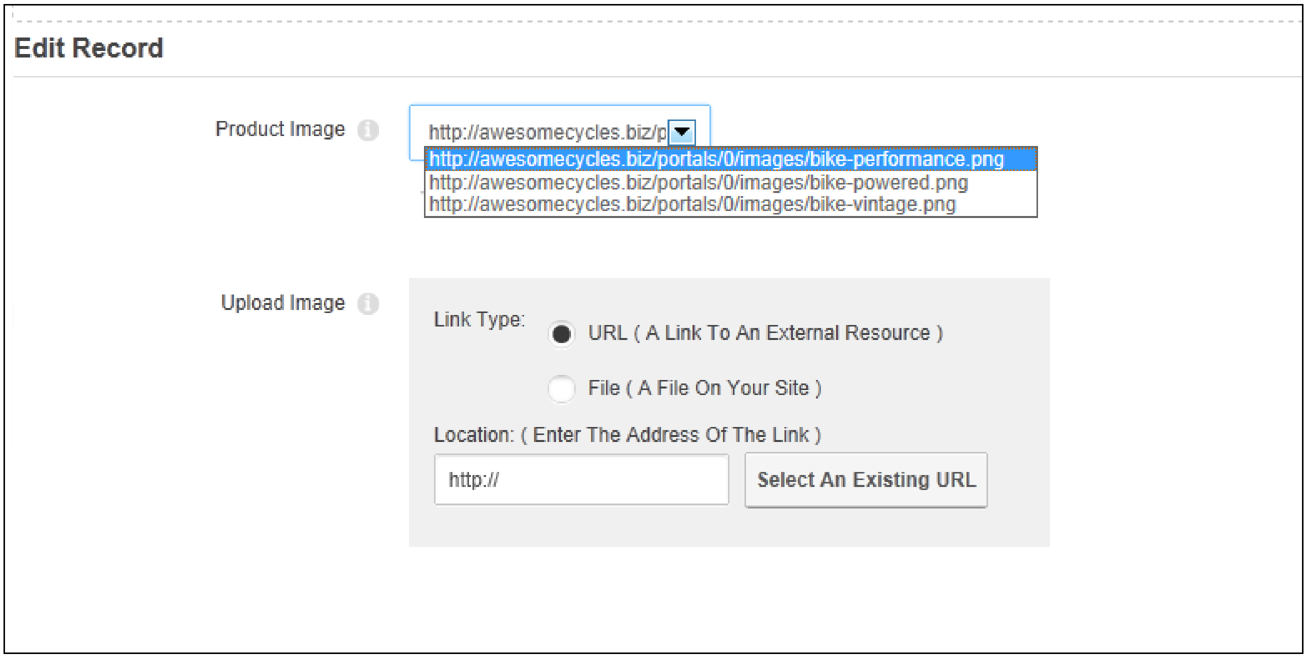
1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the URL to the image that will be selected as the default for this field - OR - Leave this field blank to either display the first image entered into the "List of Values" below or, if the "List of Value" is blank, to display the Link Control which enables users to enter any image URL or select/upload an image from the Digital Asset Management module (located on the Admin > File Management page) depending on the user's permissions.
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.

5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.>
7. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
    1. In the **List of Values** text box, leave this field blank to display the Link Control and allow users to select a file (and uploaded if permissions allow) from the Digital Asset Management module that is located on the Admin > File Management page. Skip to Step 9 - OR - Enter a definitive list of URL's separated by a semi-colon (;) to set the images that can be selected. (E.g. http://www.awesomecycles.biz/bike-performance.png;http://www.awesomecycles.biz/bike-vintage.png) and then select how the list is displayed from these options:
        - **Dropdown-List**: Display values in a drop down selection list. This is useful when there are a lot of values.
        - **Radio Buttons (Vert.**: Display values in a vertical list with radio buttons.
        - **Radio Buttons (Hor.)**: Display values in a horizontal list with radio buttons
9. Go to the **List Settings** section.
    1. In the **Alt Caption** text box, enter the alterative text for this image. Token replacement is enabled for this field.
    2. At **Thumbnail as Link**,
        - Mark the check box to display a thumbnail of the image in the list that links to the original file. This field only applies to images uploaded and/or selected using the Link Control. Images listed in the "List of Values" will display as their original size.
            1. In the **Thumbnail Width** text box, enter the width for the thumbnail. Larger or smaller images will be scaled accordingly.

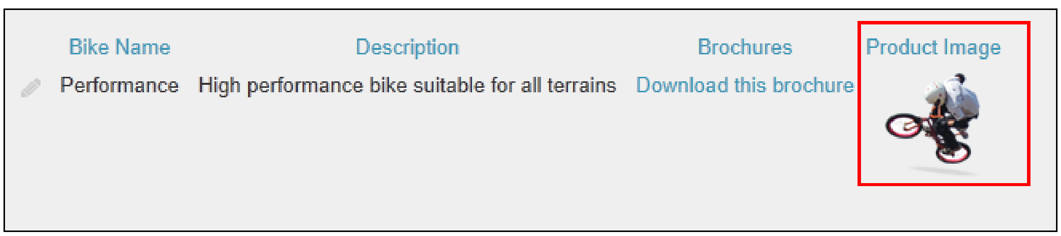
        2. In the **Thumbnail Height** text box, enter the height for the thumbnail. Larger or smaller images will be scaled accordingly. If the Image Width field is also set it will override this field rather than using both dimensions.
    - Unmark the check box to display the original image in the list.
10. Click the **Save** button to save the field and return to the Form & List Configuration page.



Adding/editing an Image field



Setting an image on the Edit Record page. The "Product Image" field is the data entered into the Field Editor in the first image. The "Upload Image" field shows how the Image field can be used to enter any URL or select/upload any site file.



The Image field displayed in a List

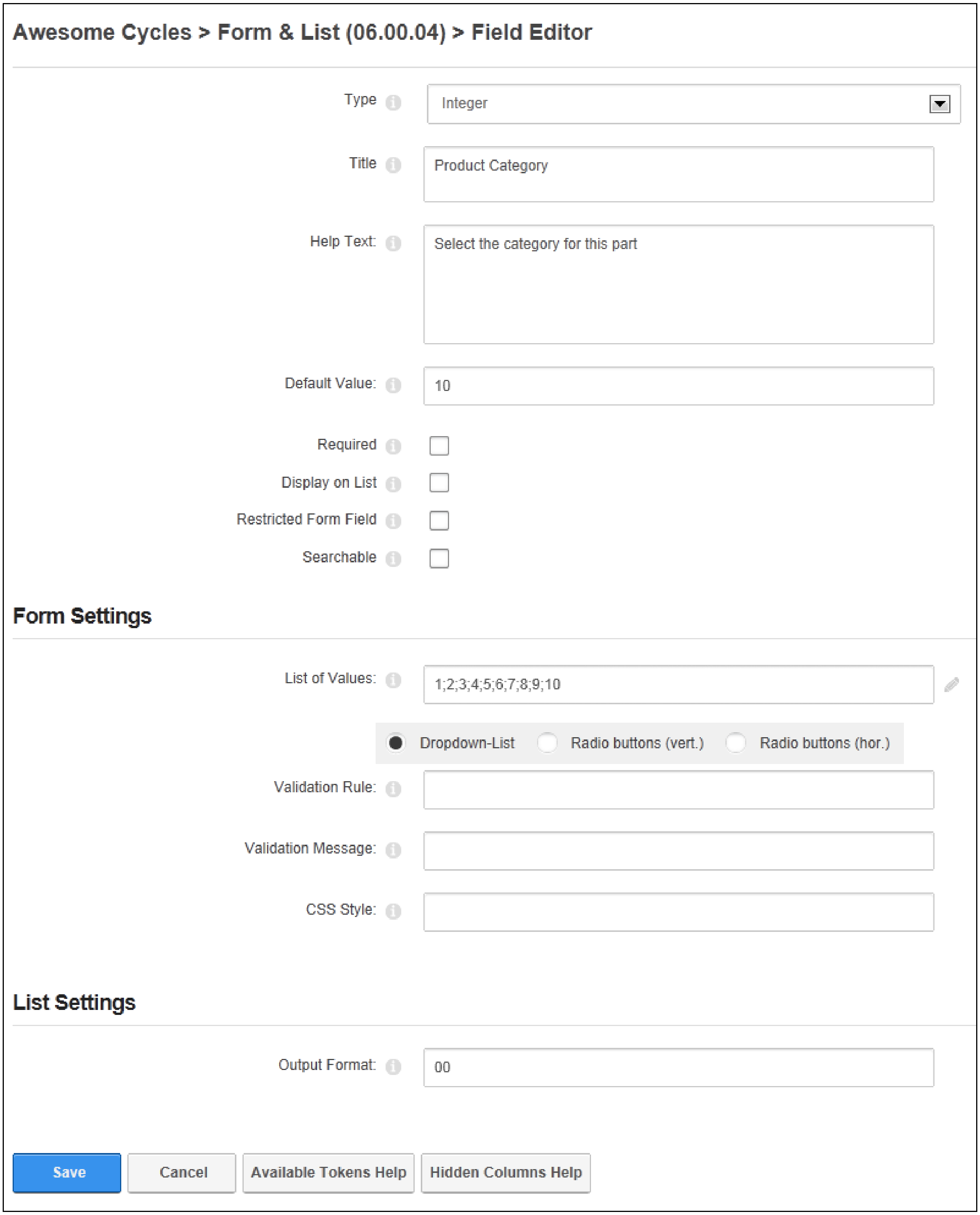
Adding an Integer Field

How to add an integer field to a form or a list. This column type allows form or list editors to either choose an integer from a predetermined list or enter any integer into a text field. The chosen integer is displayed on the list. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

Note: Both the "Default Value" and "List of Values" fields must be left blank to enable users to enter any integer.

1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.

3. In the **Default Value** text box, enter the default date to be displayed for this field. E.g. 10 - OR - Leave blank to display an empty field.
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
   1. In the **List of Values** choose one of the following options:
      - Leave the field blank to allow users to enter any integer value.
      - Enter a list of number that can be selected (E.g. 5;10;15;20;25;30) and then select how the list is displayed. Note: This setting removes the user's ability to enter other values.
        - **Dropdown-List**: Display values in a drop down selection list. This is useful when there are a lot of values.
        - **Radio Buttons (Vert.**: Display values in a vertical list with radio buttons.
        - **Radio Buttons (Hor.)**: Display values in a horizontal list with radio buttons.
   2. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See MSDN Library for more on expressions.
   3. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
   4. In the **CSS Style** text box, enter the style to be applied on the text box or list control in the form or list.
9. Go to the **List Settings** section.
   1. In the **Output Format** text box, enter the format that the decimal value will be displayed. E.g. 0.00 or 0.0
10. Click the **Save** button to save the field and return to the Form & List Configuration page.



Awesome Cycles > Form & List (06.00.04) > Field Editor

Type: Integer

Title: Product Category

Help Text: Select the category for this part

Default Value: 10

Required

Display on List

Restricted Form Field

Searchable

Form Settings

List of Values: 1;2;3;4;5;6;7;8;9;10

Dropdown-List | Radio buttons (vert.) | Radio buttons (hor.)

Validation Rule:

Validation Message:

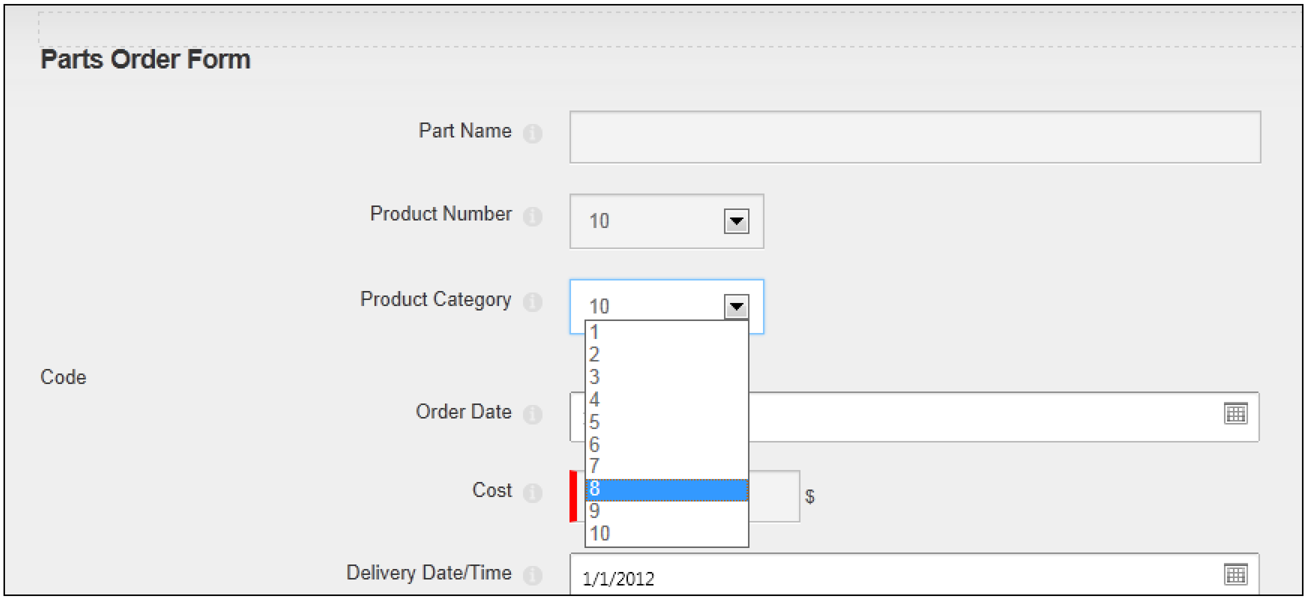
CSS Style:

List Settings

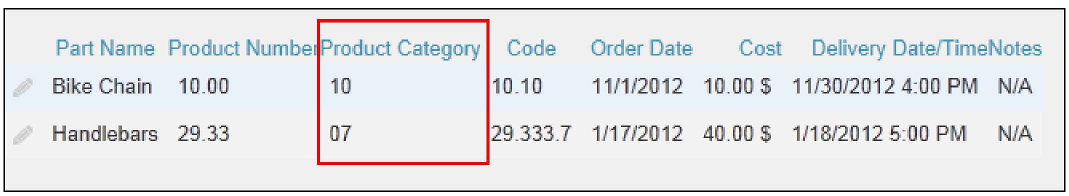
Output Format: 00

Save | Cancel | Available Tokens Help | Hidden Columns Help

Adding/editing an Integer field



The Integer column on the Edit Record page of a list



The Integer Column displayed in a List

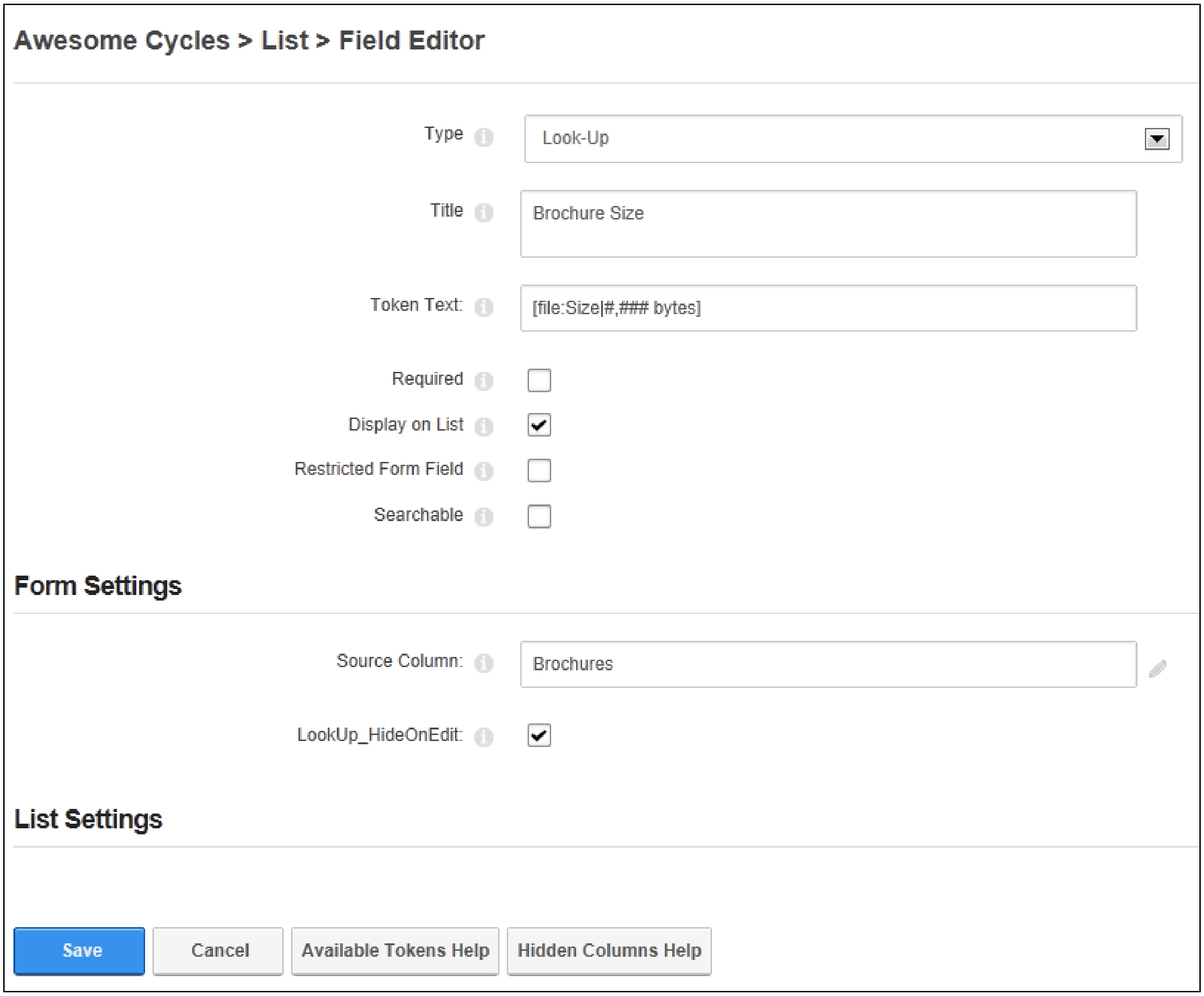
Adding a Look-Up Field

How to add a look-up field to a form or a list. This column type displays the result of an SQL query against an existing user or file column and displays the result in the form or list. For Example, the below tutorial queries the size of files displayed in the Brochures column and displays the result in the Brochure Size column. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Token Text** text box, enter the token text to query the User or File object.
3. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.

4. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
5. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles who have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.
6. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark the check box if the column is not included in the module search. This is the default setting.
7. Go to the **Form Settings** section.
    1. At **Source Column,** enter the name of the column containing a ref to a user or local file.
    2. At **LookUp_HideOnEdit?**, mark the check box if this value will be displayed to all users when editing - OR - unmark the check box to hide the field on the Edit Form.
8. Click the **Save** button to save the field and return to the Form & List Configuration page.

> Tip: In the below example, the Look-Up column is set to display the size of the file selected in the Brochure column.



Adding/editing a Look-up field

The Look-Up column displayed in a List displays the size of the files displayed in the Brochures column

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 Forms and Lists 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**: The Date fields displays a Calendar link allowing users to select a date. The Time provides a text box to enter the time. Any of the following date formats are also acceptable, however using the Calendar link is recommend 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**: mark ☑ the check box to display the **True** ☑ icon - OR - unmark ☐ 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 settings on the Manage User Defined Table page to set whether http:// is displayed for URL's.

- **User Profile**: Enter the username of a registered user. E.g. Admin

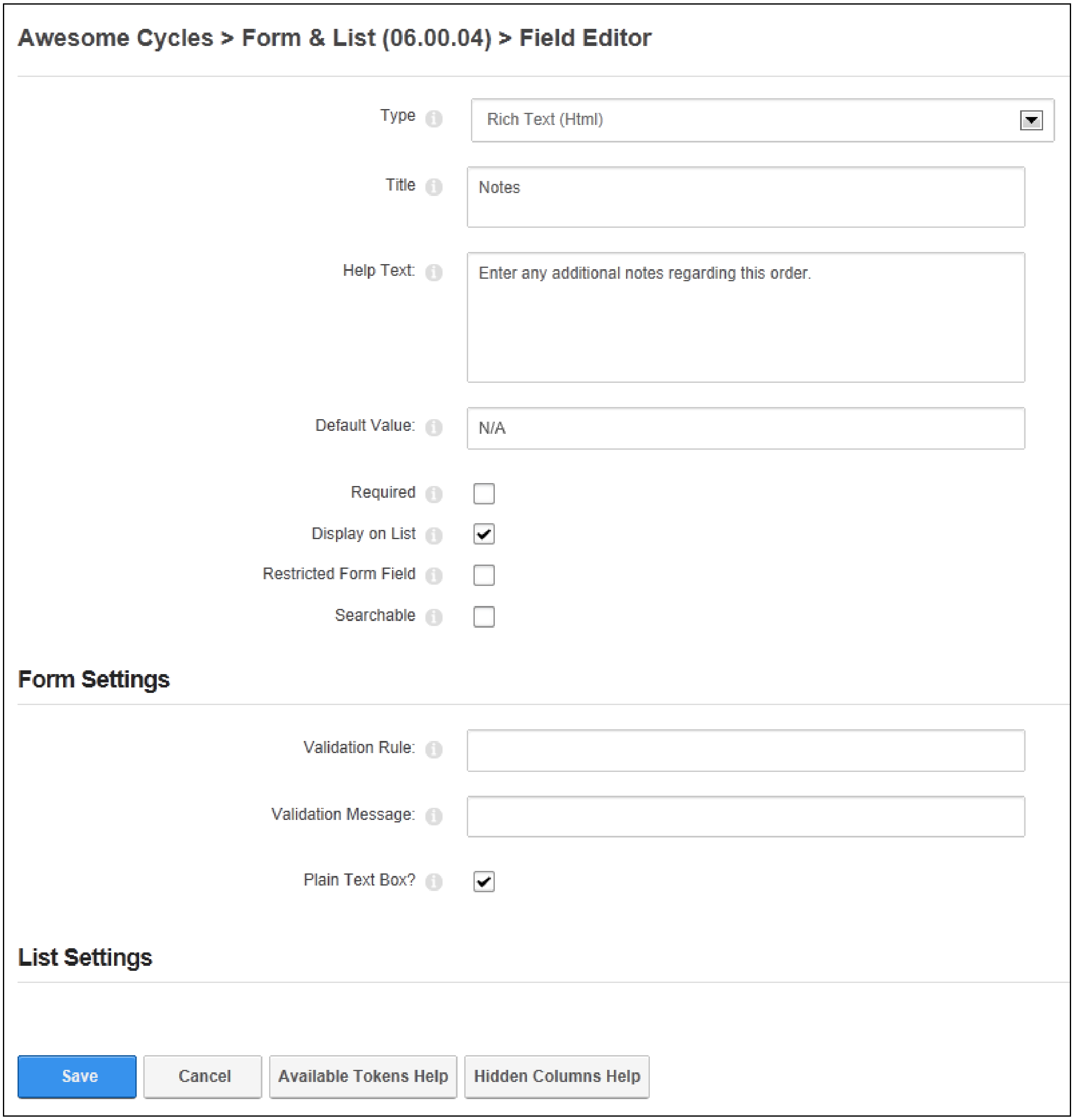
Adding a Rich Text Field

How to add a rich text field to a form or a list. This column type displays a multi-line text box that can be set to allow form or list editors to enter either plain text or rich text. The rich or plain text is displayed in the list as entered. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

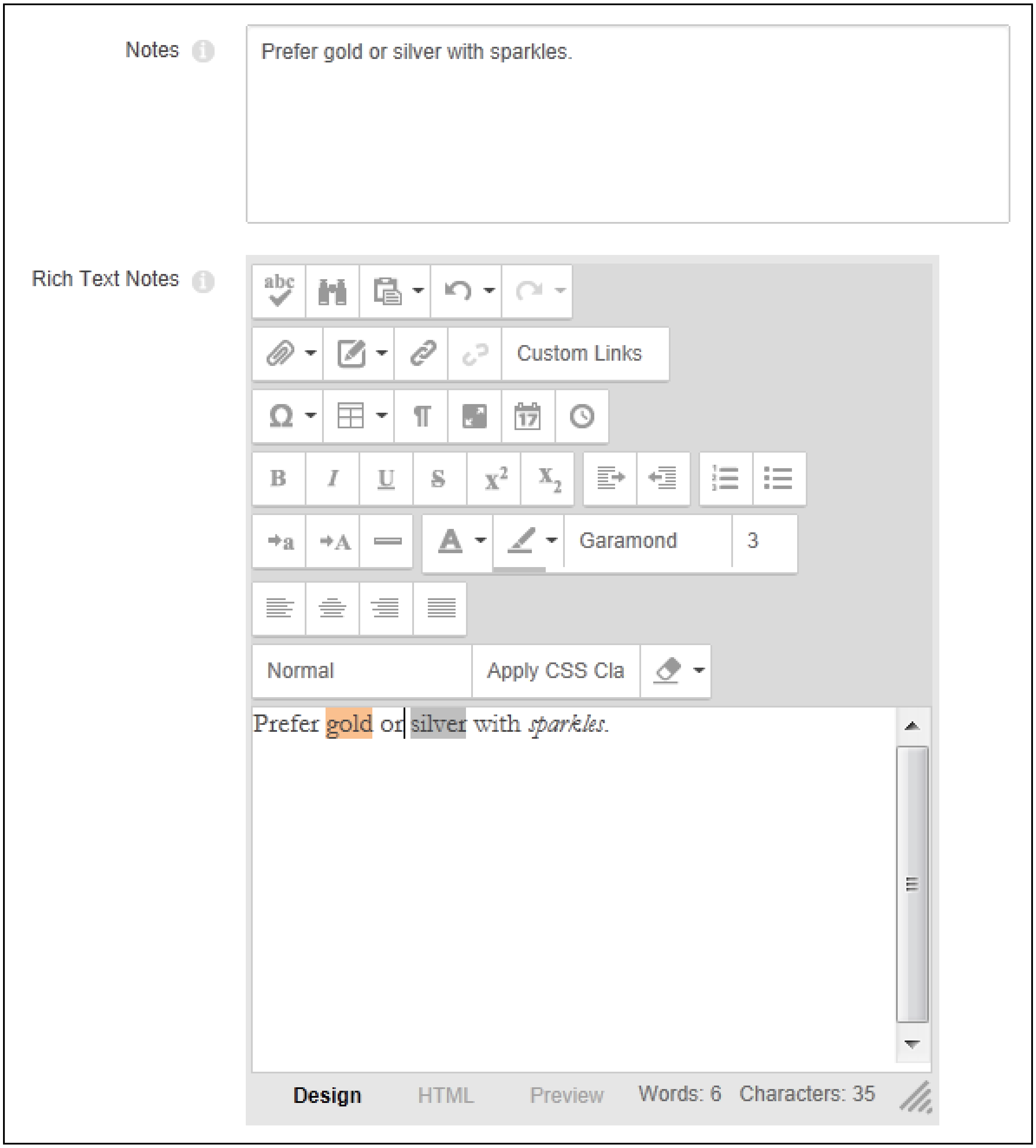
> Tip: As an alternative to this field type, you can choose the Text field which displays a single line plain text box. See "Adding a Text Field"

1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the default text to be displayed for this field - OR - Leave blank to display an empty text box.
4. At **Required**, mark ☑ the check box if this field must be completed to submit the form or add a record to a list - OR - unmark ☐ the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark ☑ the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark ☐ the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark ☑ the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark ☐ the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark ☑ the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark ☐ the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
    1. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See MSDN Library for more on expressions.
    2. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.

3. At **Plain Text Box**, mark the check box to display a multi-line plain text box - OR - unmark the check box to display a multi-line rich text box with rich text editing capabilities.
9. Click the **Save** button.



Adding/editing a Rich Text (Html) field



Two examples of the Rich Text field on the Edit Record page. The first is set to Plain Text, the second to Rich Text

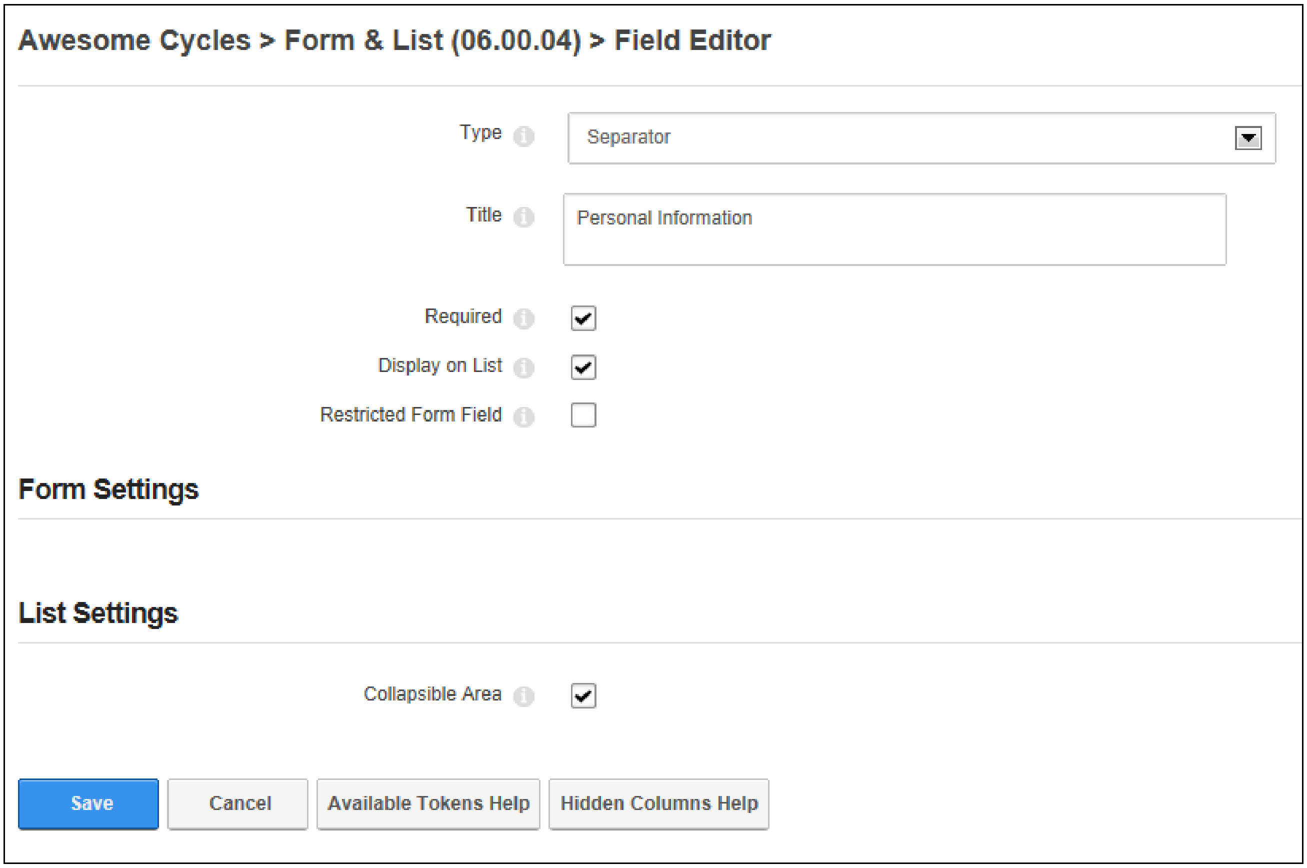
Part Name	Product Number	Product Category	Code	Order Date	Cost	Delivery Date/Time	Notes	Rich Text Notes
Bike Chain	10.00	10	10.10	11/1/2012	10.00 $	11/30/2012 4:00 PM	N/A	N/A
Handlebars	29.33	07	29.333.7	1/17/2012	40.00 $	1/18/2012 5:00 PM	Prefer gold or silver with tassles and sparkles	Prefer gold or silver with tassles and *sparkles*

The Rich Text Columns displayed in a List

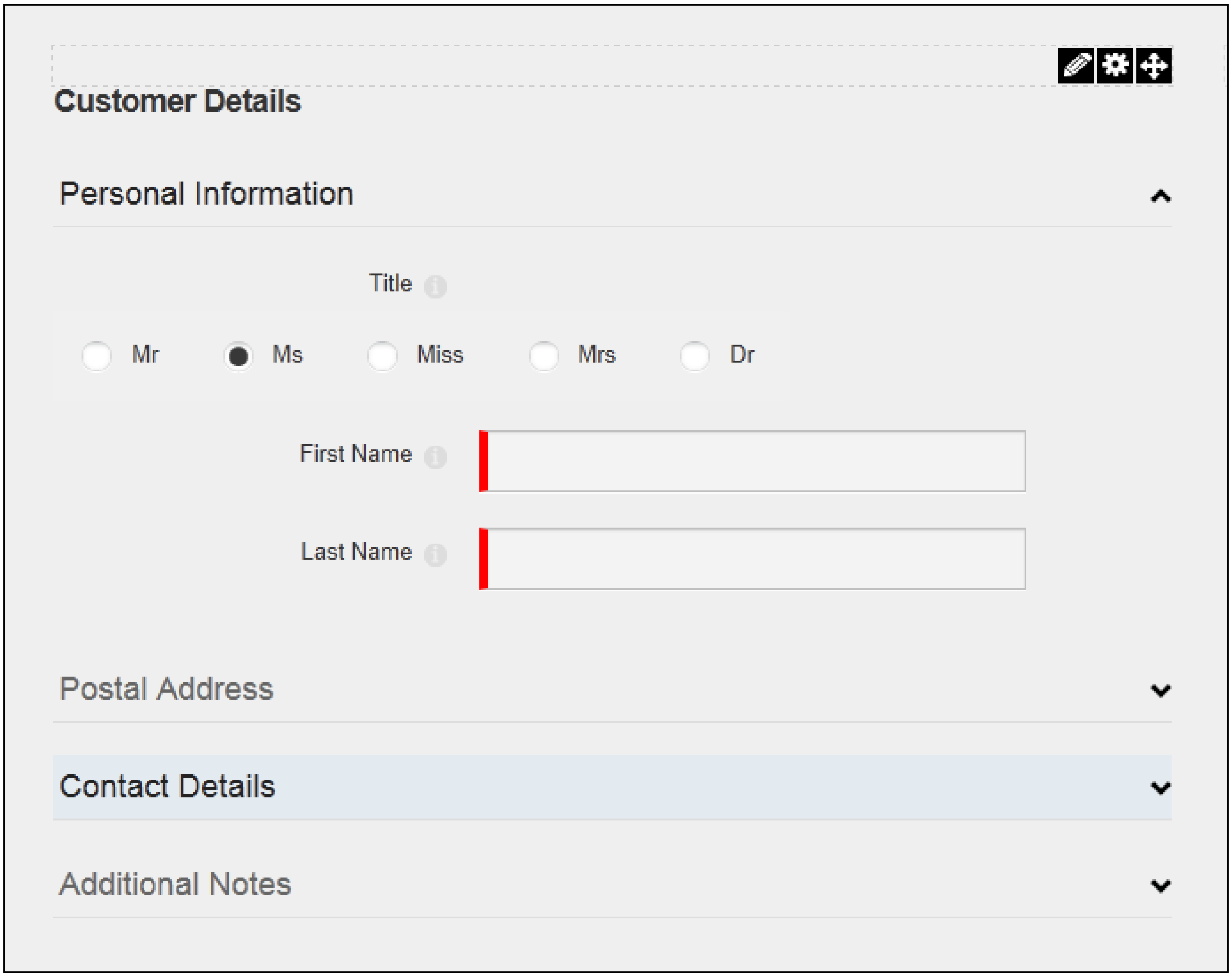
Adding a Separator Field

How to add a separator field to a form or a list. This column type displays a separator (line break) on the form or list which is useful for grouping similar fields and providing visual cues to users. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

1. In the **Title** text box, enter a title that will be displayed above the separator.
2. At **Required**, mark ☑ the check box to set the field as mandatory - OR - unmark ☐ the check box to set the field as optional. This is the default setting.
3. At **Display on List**, mark ☑ the check box if this column is visible on the list. This is the default setting. - OR - unmark ☐ the check box to set the field as visible to Administrators only.
4. At **Restricted Form Field**, mark ☑ the check box if this column is visible to all users - OR - unmark ☐ the check box if the column is only visible to users/roles for Restricted fields as set in permissions. This is the default setting. See "Setting Form Permissions"
5. Go to the **List Settings** section.
6. At **Collapsible Area**, mark ☑ the check box if the fields within this separated section can be collapsed. This creates a collapse/expand section that continues to either the next Separator or the end of the form or list - OR - unmark ☐ the check box it if the area cannot be collapsed. This is the default setting.
7. Click the **Save** button.



Setting the Advanced Options for a Separator



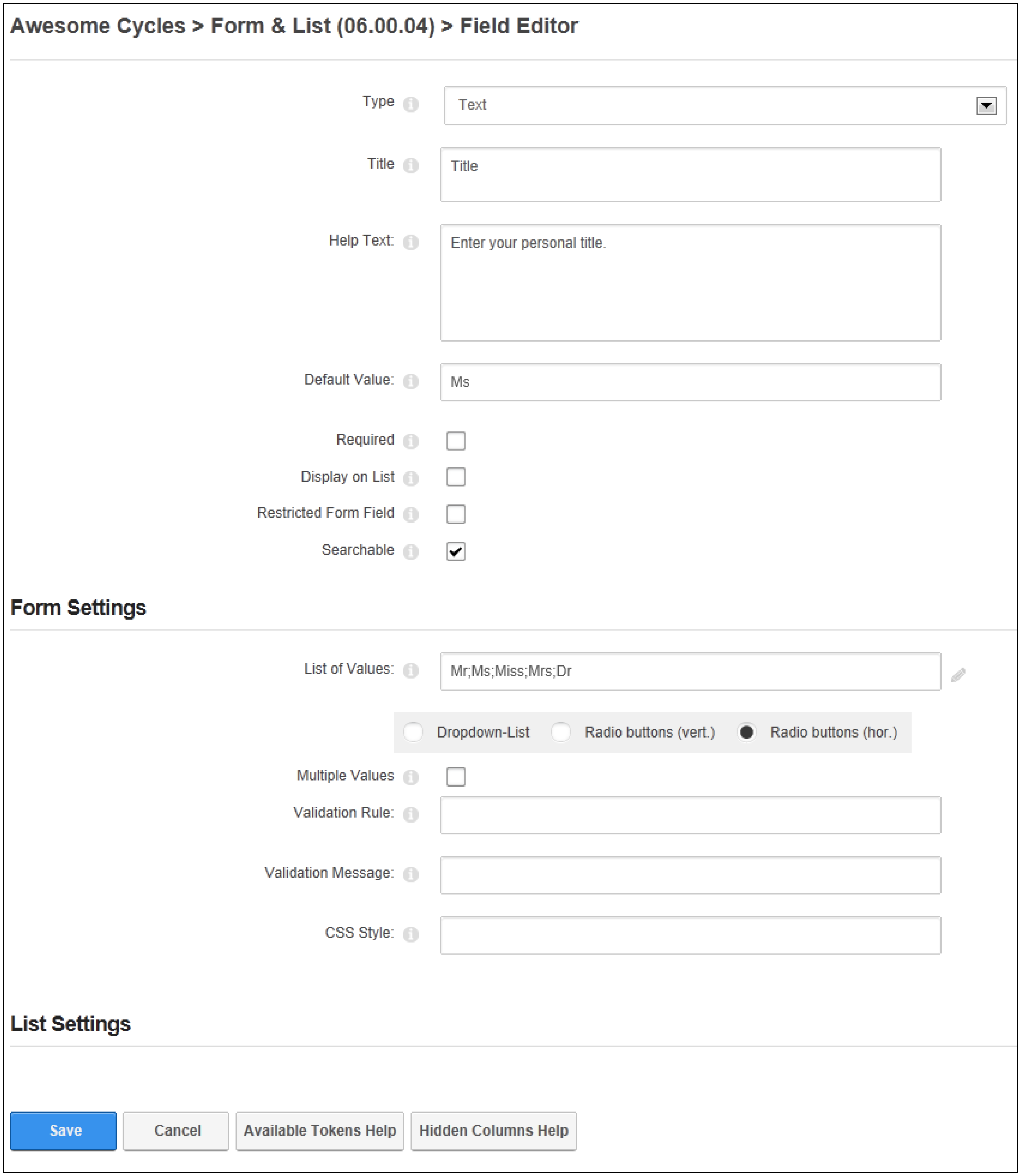
A form with four collapsible separators - Personal Information, Postal Address, Contact Details and Additional Notes

Adding a Text Field

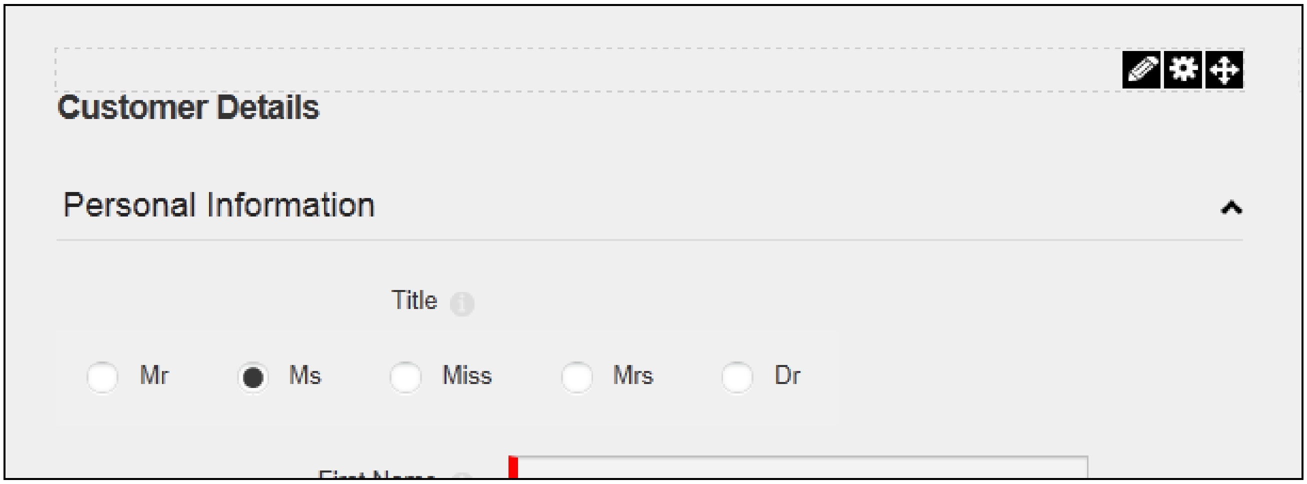
How to add a text field to a form or a list. This column type displays a single text box that allows form or list editors to enter plain text into the form or list or chose from a predetermined list of text. The plain text is displayed in the list as entered. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

> Tip: As an alternative to this field type, you can choose the Rich Text (Html) field which displays a multi-line text box that can be set as either plain text or rich text. See "Adding a Rich Text Field"

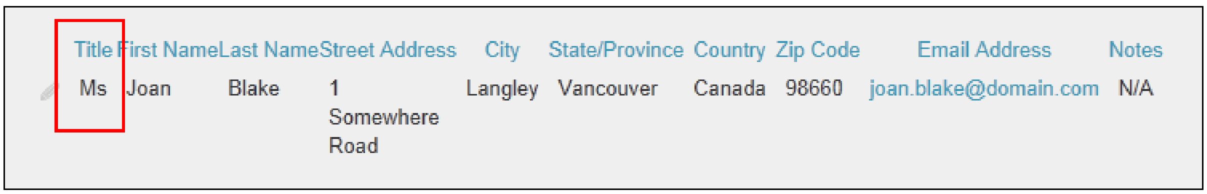
1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the default text to be displayed for this field. E.g. Ms - OR - Leave blank to display an empty text box.
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module.This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
    1. In the **List of Values** choose one of the following options:
        - Leave the field blank to allow users to enter any text.
        - Enter a definitive text list that can be selected from (E.g.: Mr;Ms;Miss;Mrs;Dr) and then select how the list is displayed. Note: This setting removes the user's ability to enter other values.
            - **Dropdown-List**: Display values in a drop down selection list. This is useful when there are a large number of values.
            - **Radio Buttons (Vert.**: Display values in a vertical list with radio buttons.
            - **Radio Buttons (Hor.)**: Display values in a horizontal list with radio buttons.
    2. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See MSDN Library for more on expressions.
    3. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
    4. In the **CSS Style** text box, enter the style to be applied to the text box or list control in the form or list.
9. Click the **Save** button.



Adding/editing a Text field



The Text field displayed in a form



Text displayed in a List

Adding a Time Field

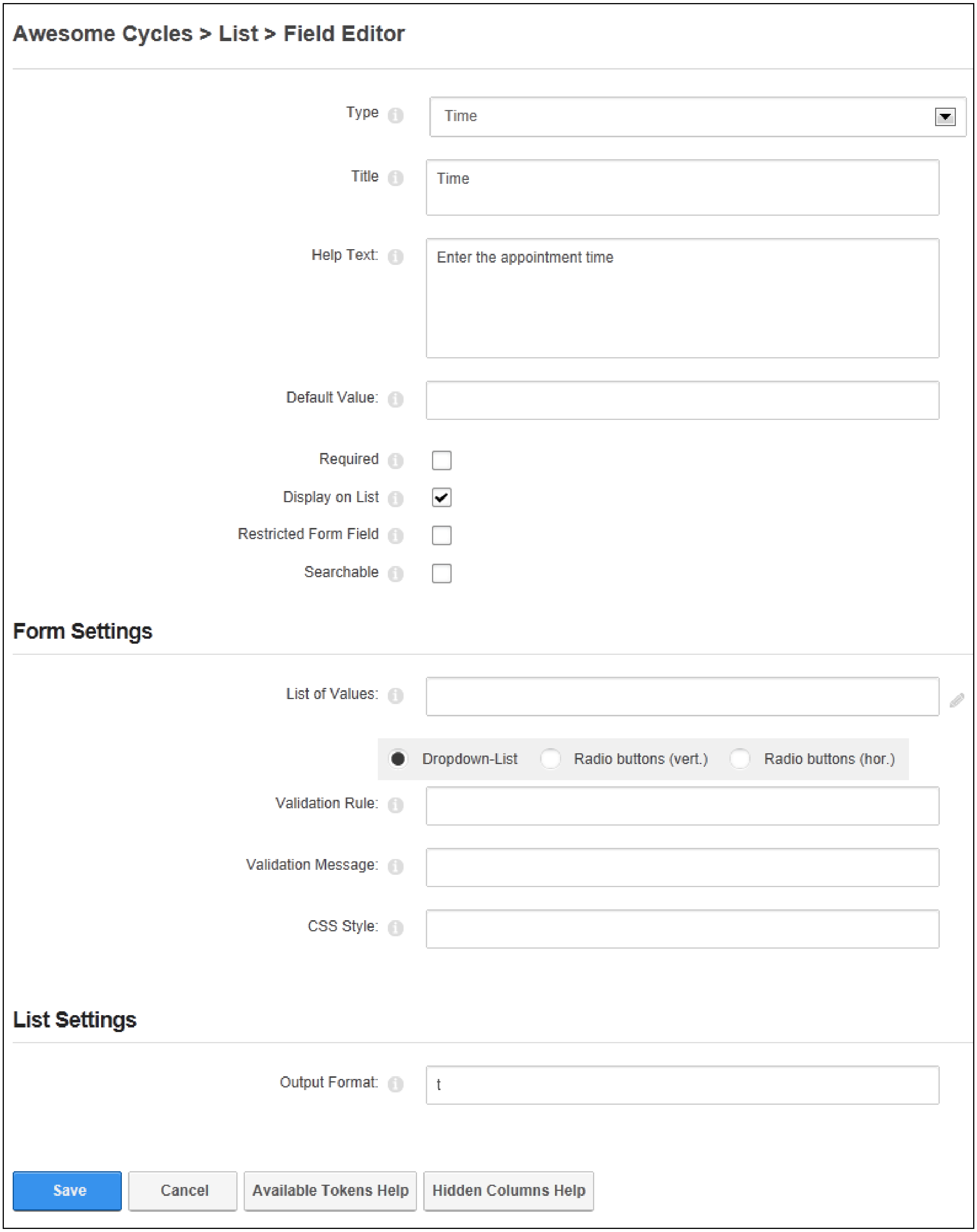
How to add a time field to a form or a list. This column type allows form or list editors to select a date using a Time Picker control or select from a predetermined list of times. The selected time is displayed on the form or list in one of two formats. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

Note: Any of the below time formats are acceptable and will display as 11:00 PM:

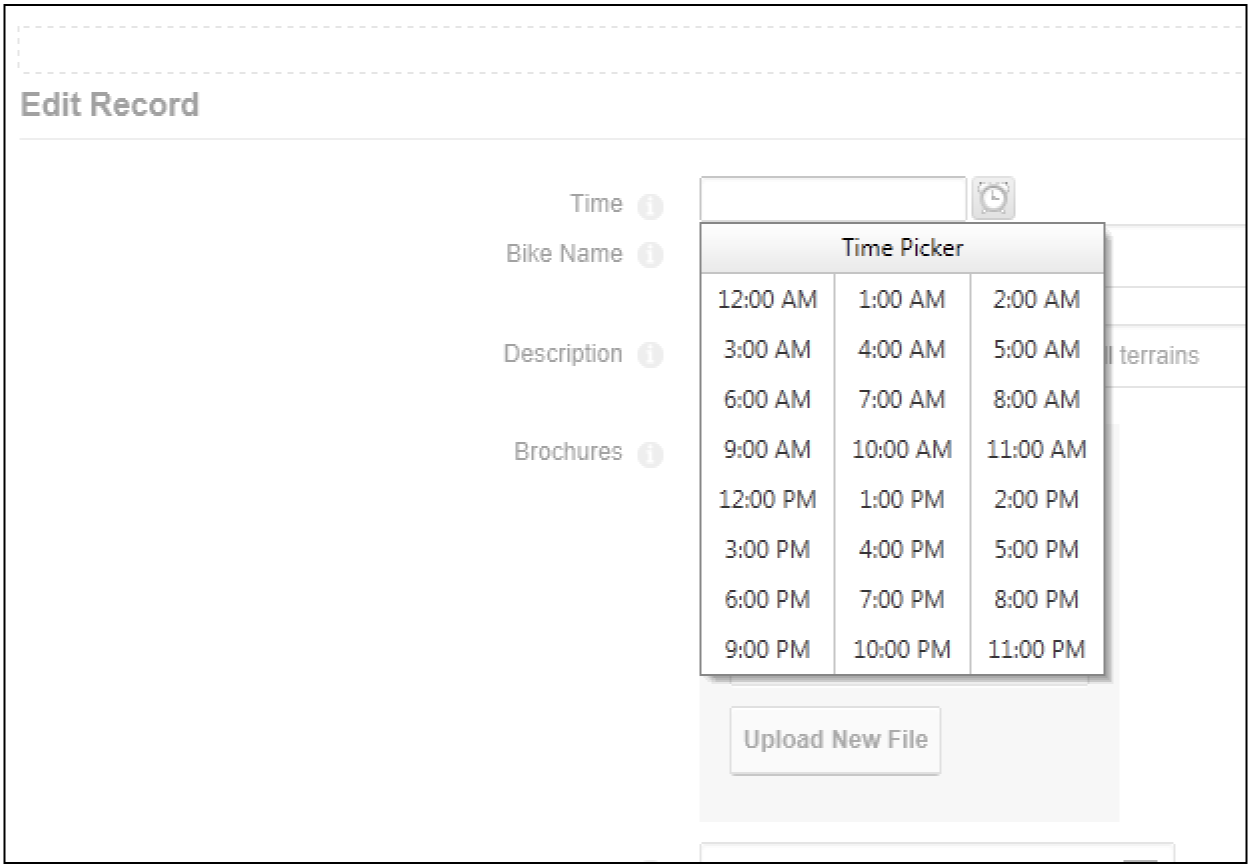
- 11pm
- 11:00pm
- 23:00

1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the default date and time to be displayed for this field (E.g.12:00:00) - OR - Leave blank to display an empty time field.

4. At **Required**, mark ☑ the check box if this field must be completed to submit the form or add a record to a list - OR - unmark ☐ the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark ☑ the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark ☐ the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark ☑ the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark ☐ the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark ☑ the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark ☐ the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
9. In the **List of Values** text box choose one of the following options:
   - Leave the field blank to allow users to select any time using the Time Picker control.
   - Enter a definitive list of times that can be selected (E.g. 12:00;12:01;12:02) and then select how the list options are displayed:
     - **Drop Down List**: Display values in a drop down list. This is useful for lists with 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.
10. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See MSDN Library for more on expressions.
11. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
12. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
13. Go to the **List Settings** section.
    1. 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 the short time format. E.g. 8:00 AM.
       - **T**: Enter to display standard format long time - OR - Leave this field blank. E.g. 8:00:00 AM.
14. Click the **Save** button.


Awesome Cycles > List > Field Editor
Type
Time
Title
Time
Help Text:
Enter the appointment time
Default Value:
Required
Display on List
Restricted Form Field
Searchable
Form Settings
List of Values:
Dropdown-List
Radio buttons (vert.)
Radio buttons (hor.)
Validation Rule:
Validation Message:
CSS Style:
List Settings
Output Format:
t
Save
Cancel
Available Tokens Help
Hidden Columns Help

Adding/editing a Time field to a form or list



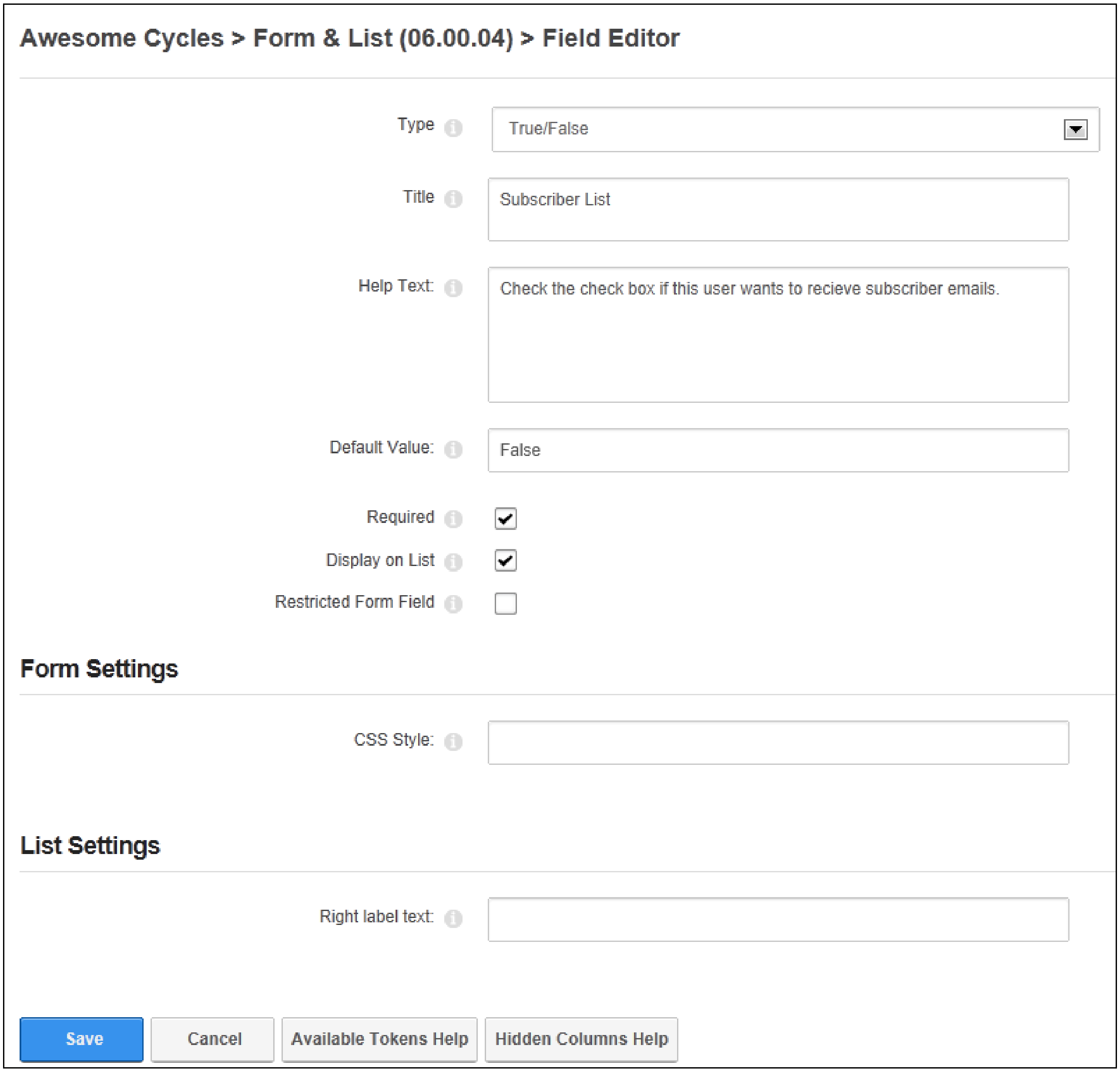
Adding/editing a time record on the Edit Record page

Adding a True-False Field

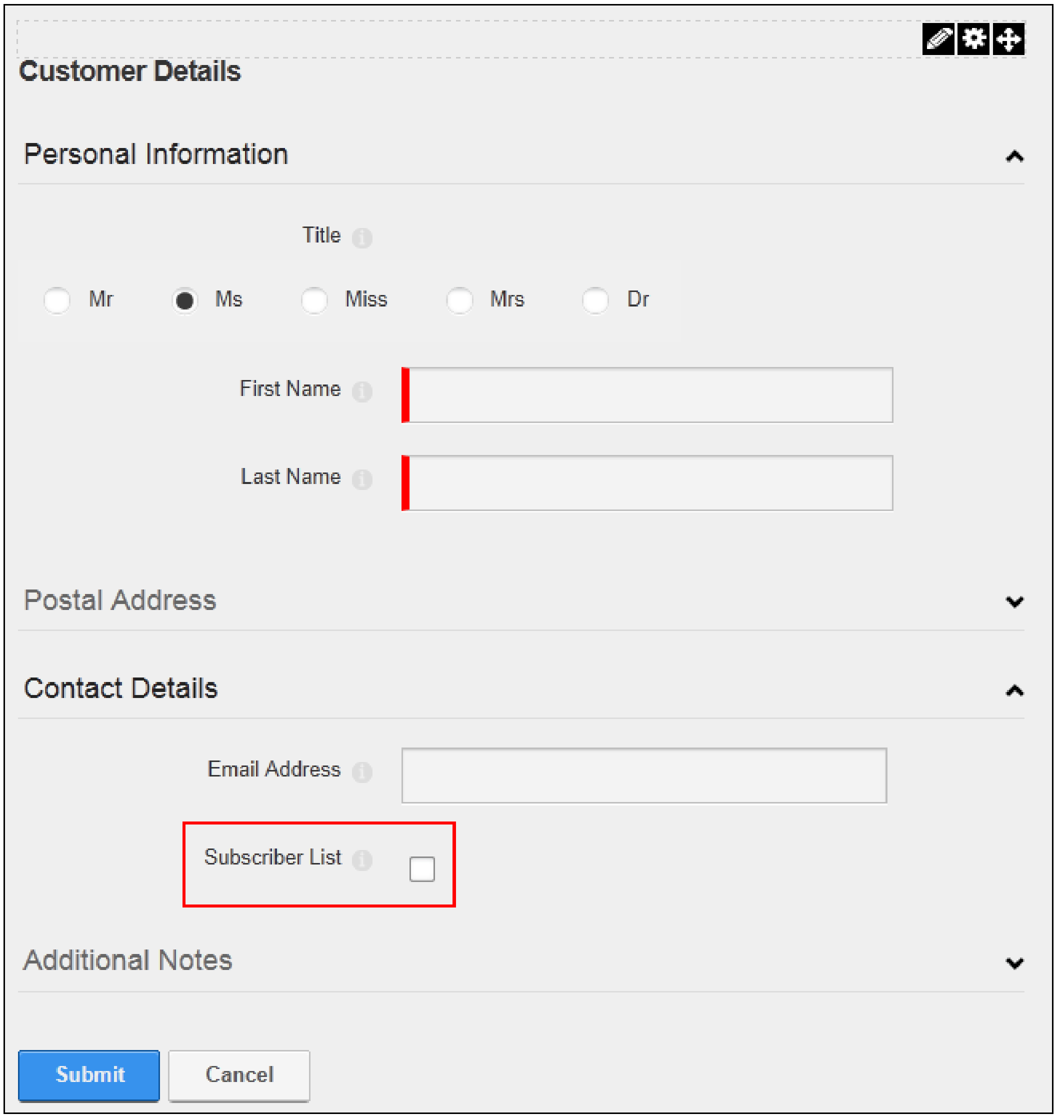
How to add a true/false check box to a form or a list. This column type allows form or list editors to mark a check box as selected or deselected which is then displayed in the list accordingly. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing this field.
3. In the **Default Value** text box, enter "True" or "False" to set the default value for this field - OR - Leave this field blank to use the default value of "False"
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.

5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.
7. Go to the **Form Settings** section.
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. Go to the **List Settings** section.
    1. **Optional.** In the **Right Label Text** text box, enter the text you want to appear to the right of the true/-false check box. This text appears on both the edit page and in the form or list.
10. Click the **Save** button.



Adding/editing a True/False field to a form or list



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

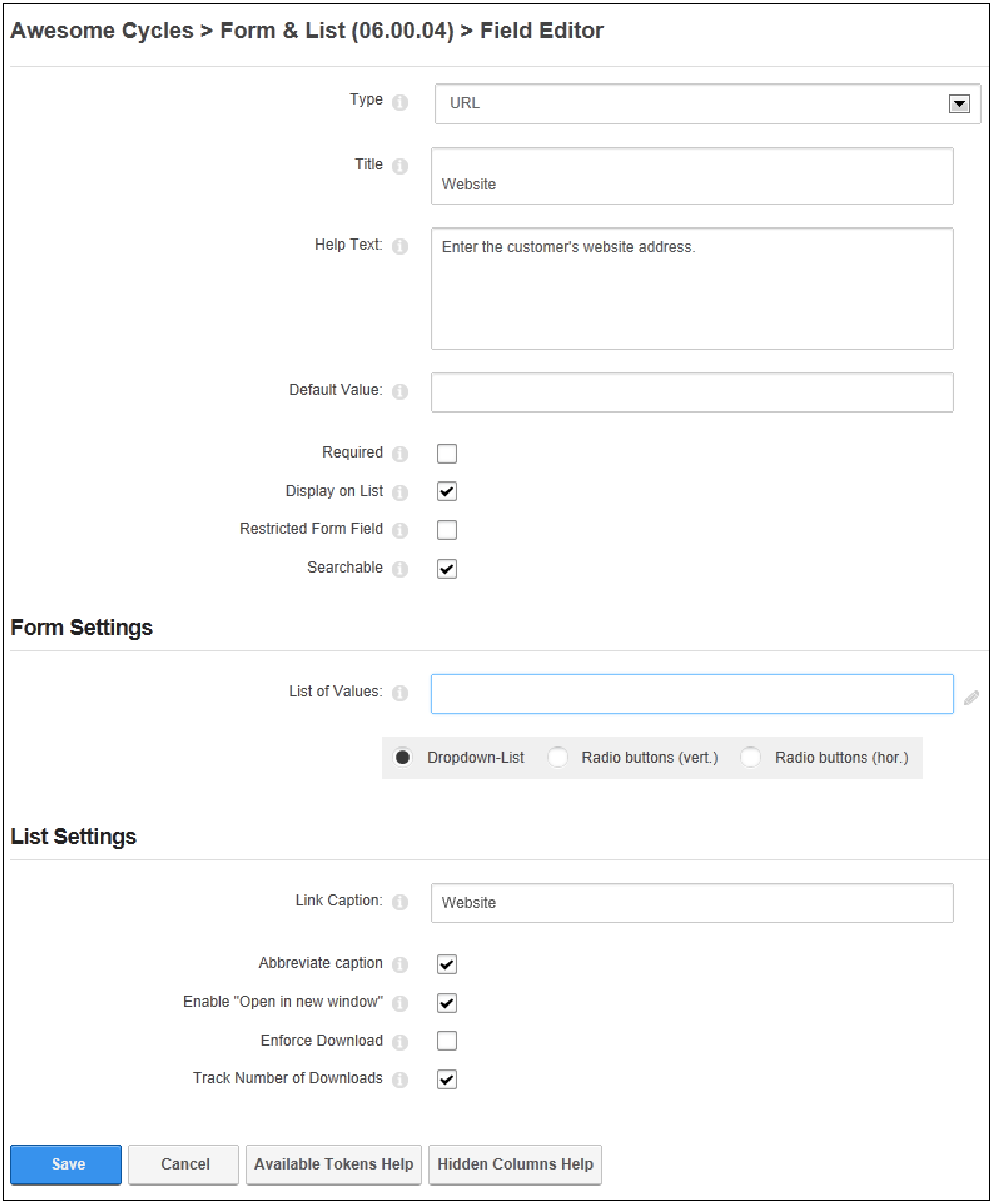
The True/False Column displayed in a List

Adding a URL Field

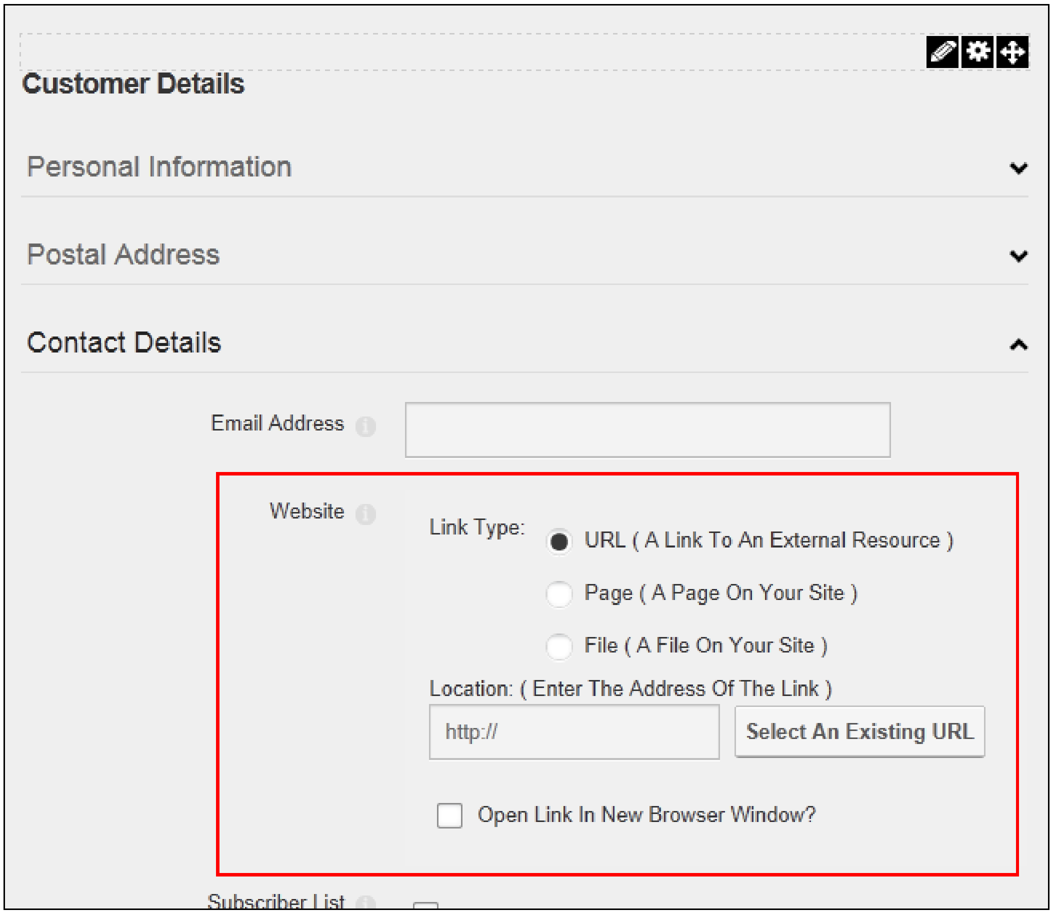
How to add a URL selector to a form or a list. This column type allows form or list editors to select a URL from a predetermined list or enter any URL. The chosen URL is displayed as a link on the list. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the default URL to be displayed for this field - OR - Leave blank to display an empty field.
4. At **Required**, mark ☑ the check box if this field must be completed to submit the form or add a record to a list - OR - unmark ☐ the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark ☑ the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark ☐ the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark ☑ the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark ☐ the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark ☑ the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark ☐ the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
    1. In the **List of Values** text box, leave this field blank to allow any URL to be entered - OR - Enter a definitive list of URLs that can be selected (E.g. www.domain.com;www.awesomecycles.biz) and then select and then select how the list is displayed. Note: This setting removes the user's ability to enter other values.
        - **Dropdown-List**: Display values in a drop down selection list. This is useful when there are a lot of values.
        - **Radio Buttons (Vert.**: Display values in a vertical list with radio buttons.
        - **Radio Buttons (Hor.)**: Display values in a horizontal list with radio buttons.

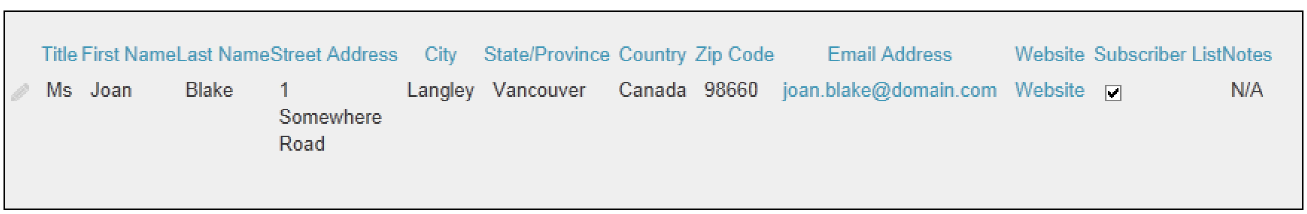
9. Go to the **List Settings** section.
    1. In the **Link Caption** text box, enter the text to be displayed instead of the Download URL. E.g. Download this brochure. This text will be a link to the download the associated file.
    2. At **Abbreviate Caption**, select from the below options (Note: If the "Link Caption" field is used then it will override this field):
        - Mark the check box to display only the file name in the form/list. E.g. The file "http://awesomecycles.biz/bikes.pdf" will be displayed as "bikes.pdf"
        - Unmark the check box to display the full URL. Note: If the "Link Caption" field is used then it will override this field.
    3. At **Enable "Open in new window"**, mark the check box to open the file in a new web browser window - OR - unmark the check box to open the file in the current web browser window. This is the default setting.
    4. At **Enforce Download**, mark the check box to automatically download the file. This option is recommended when a list of files is entered in the "List of Values" column above - OR - unmark the check box if file download is optional. This is the default setting.
    5. At **Track Number of Downloads**, mark the check box to enable the Link Tracker - OR - unmark the check box for no link tracking. This is the default setting.See "Tracking Link Clicks"
10. Click the **Save** button to save the field and return to the Form & List Configuration page.



Adding/editing a URL field



The URL field set above as displayed on a form or Edit List page



The URL field set above as displayed on a list

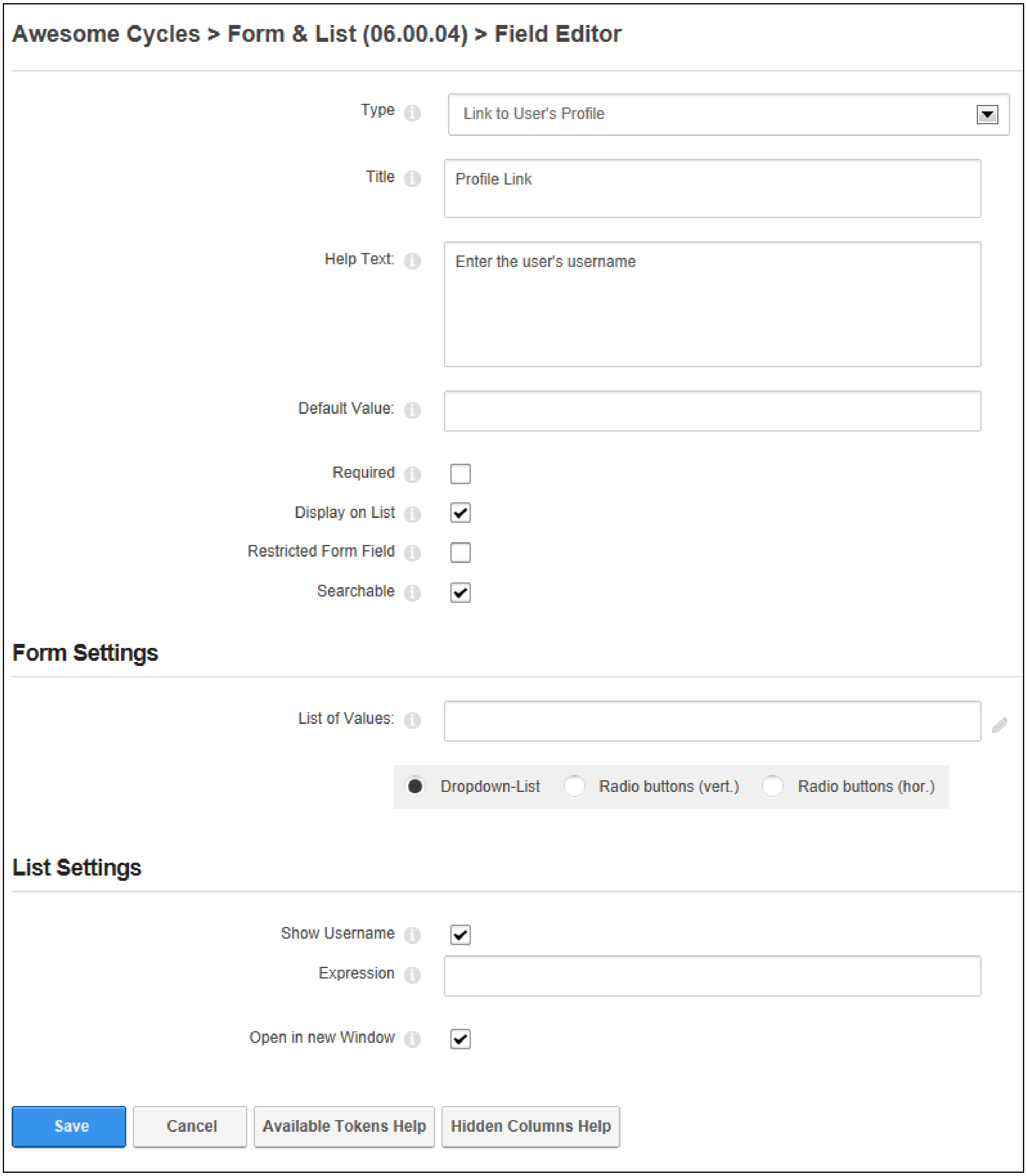
Adding a Link to User's Profile Field

How to add link to a user's profile on a form or a list. This column type allows form or list editors to enter the username of a site member into the form or list and then displays the username with a link to the user's profile in the form or list. This topic assumes you are either adding a new field (See "Creating a Form or List") or editing an existing field (See "Managing Columns") on a form or list.

1. In the **Title** text box, enter a title that will be displayed on the form or list for this field.
2. In the **Help Text** text box, enter a help message to assist users who are adding or editing the data for this field.
3. In the **Default Value** text box, enter the default username to be displayed for this field - OR - Leave blank to display an empty field.
4. At **Required**, mark the check box if this field must be completed to submit the form or add a record to a list - OR - unmark the check box if this field as optional. This is the default setting.
5. At **Display on List**, mark the check box if this column is visible on the list in the normal grid view. This is the default setting. - OR - unmark the check box to set the field as visible to Administrators only.
6. At **Restricted Form Field**, mark the check box if this column is only visible to users/roles that have been added to the "Edit Also Restricted Columns" permission (See "Setting Form Permissions") - OR - unmark the check box if the column is visible to all users. This is the default setting.
7. At **Searchable**, mark the check box if this column searchable using the Search Options configured for this module. This setting has no influence on whether the field is indexed for the side wide search. - OR - unmark the check box if the column is not included in the module search. This is the default setting.
8. Go to the **Form Settings** section.
    1. In the **List of Values** text box, leave this field blank to allow any username to be entered - OR - Enter a definitive list of usernames (separated by a semi-colon (;)) that can be selected (E.g. joan;jack;johnny) and then select how the list is displayed. Note: This setting removes the user's ability to enter other values.
        - **Dropdown-List**: Display values in a drop down selection list. This is useful when there are a lot of values.
        - **Radio Buttons (Vert.**: Display values in a vertical list with radio buttons.
        - **Radio Buttons (Hor.)**: Display values in a horizontal list with radio buttons.
9. Go to the **List Settings** section.
    1. At **Show Username**, mark the check box to display username - OR - unmark the check box to display the user's display name.
    2. In the **Expression** text box, enter an expression including tokens to change the details rendered for this field. Note: Click the **Available Tokens Help** button below for a list of the available tokens - OR - Leave this field blank to use the username or display name as set in the above field.

   3. At **Open in new window**, mark ☑ the check box to open the file in a new web browser window - OR - unmark ☐ the check box to open the file in the current web browser window. This is the default setting.

10. Click the **Save** button to save the field and return to the Form & List Configuration page.



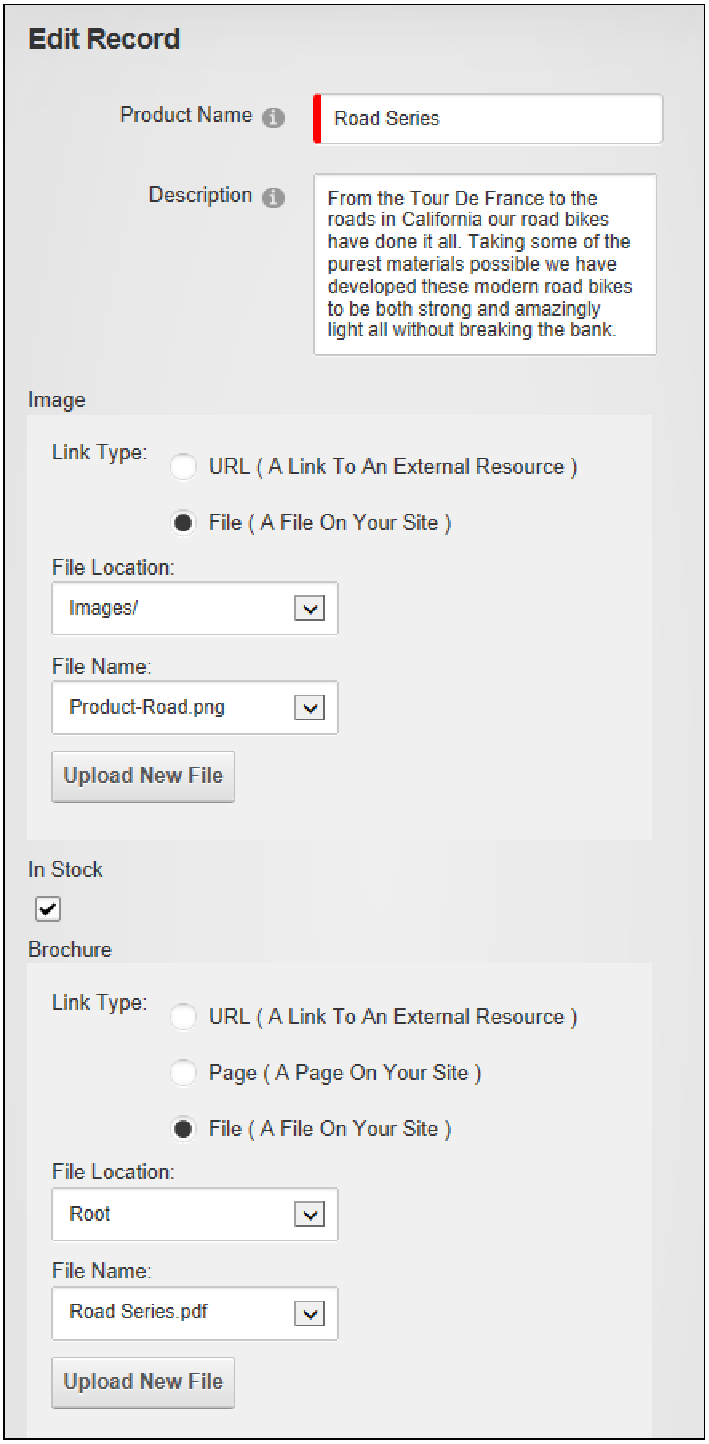
Adding/editing a Link to User Profile field

The User Profile field displayed in a List

Adding a List Record

How to add a record to a list. The ability to add rows may be restricted.

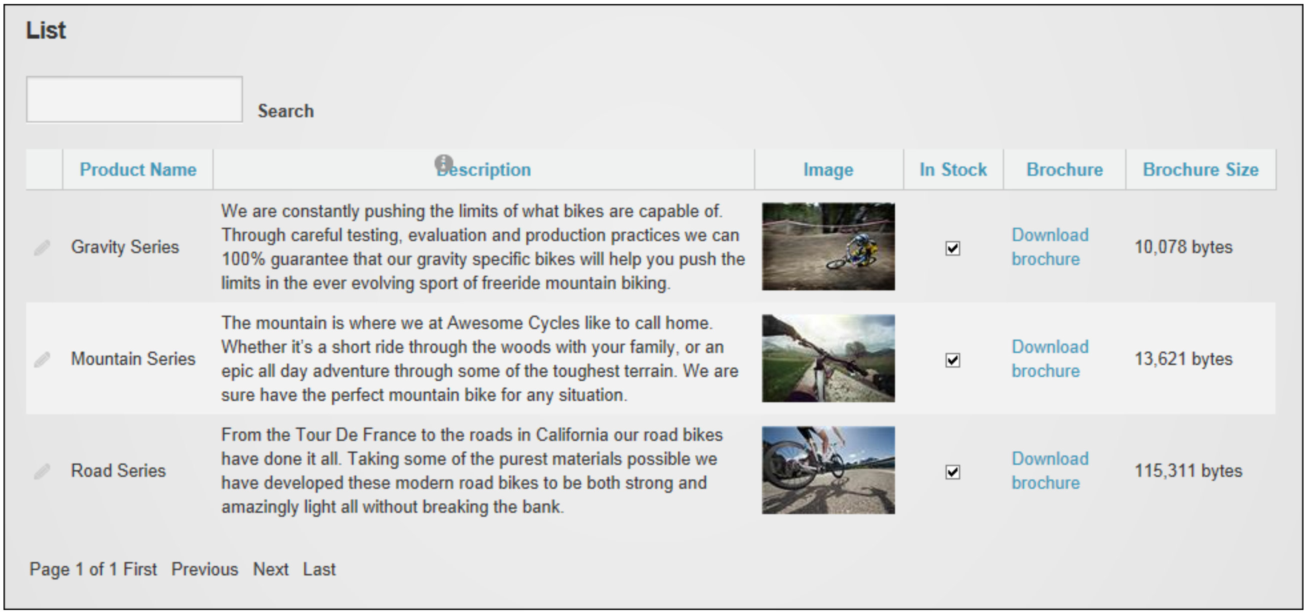
1. Go to a Form and List module.
2. Select **Edit** > **Add New Record** from the module actions menu - OR - Click the **Add New Record** button.
3. Enter or select your data.



4. **Optional.** If a security code is required, enter the code into the **Security Code** text box. 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.

5. Click the **Update** button.

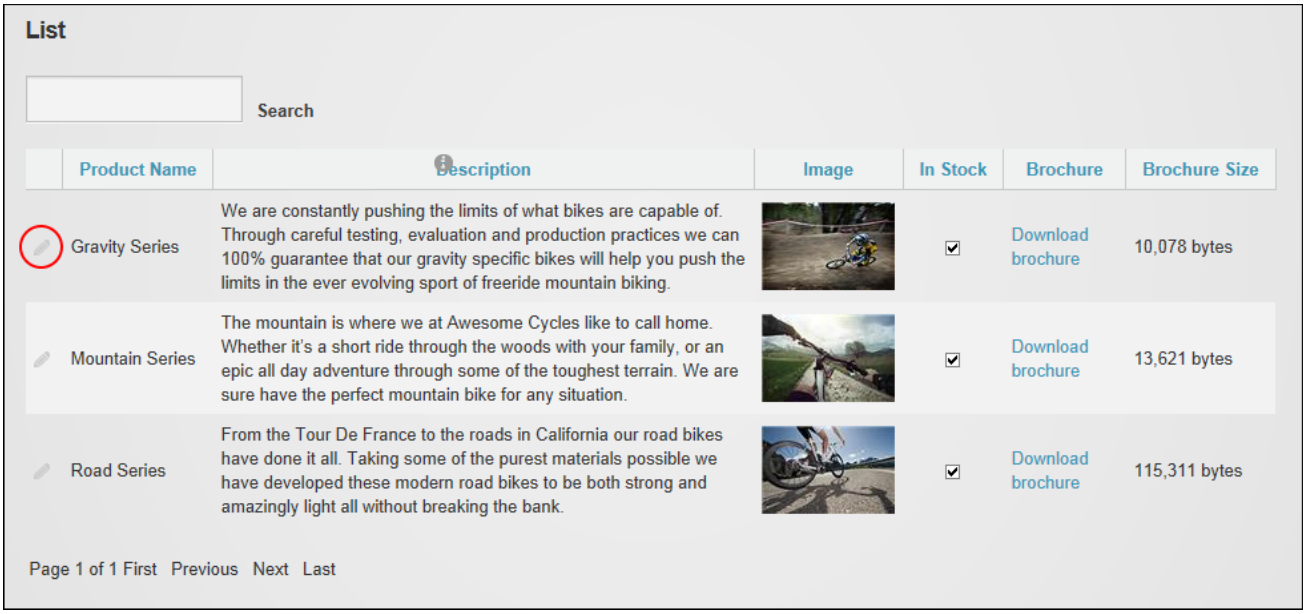


The newly added list record

Editing and Deleting List Records

How to edit or delete a single record from a list, or delete all records at once. Note: The ability to edit or delete records may be restricted by users/roles or you may only be able to edit and delete your own records.

1. Go to a Form and List module.
2. Click the **Edit** button beside the record.



3. Edit and update data as required, or click the **Delete** button to permanently delete the data.

Alternatively, you can delete all records at once by selecting **Edit** > **Delete All Records** from the module actions menu. You will need to refresh (F5) your page to see the records disappear.

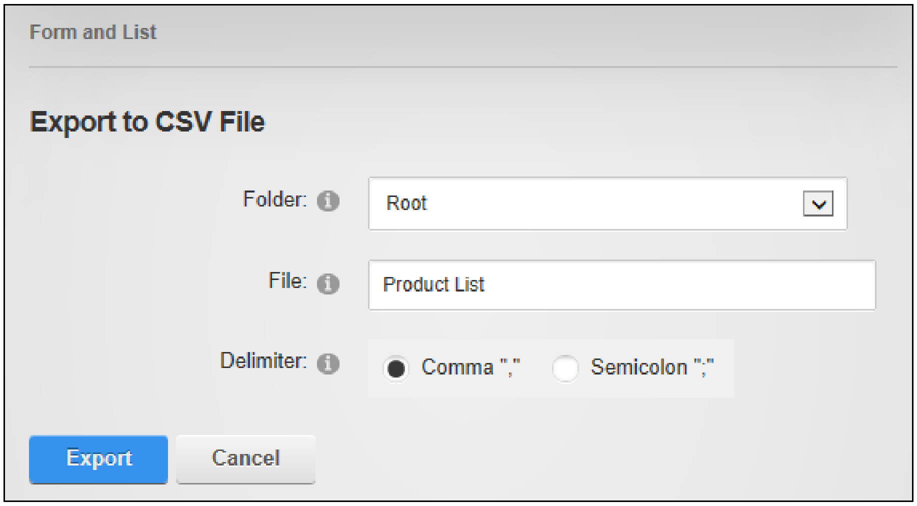
Importing and Exporting Data to CSV

Records that have been added to a form or a list can be exported as a csv file and imported into another form or list.

Warning. Existing records will be deleted from a form or list during import.

Here's how to export records:

1. Go to a Form and List module.
2. Select **Edit** > **Export to CSV File** from the module actions menu
3. Select the folder to save the file into.
4. In the **File** text box, enter a descriptive name for the file.
5. At **Delimiter**, select the character that will separate records in the file. The default option **Comma** is used for US-English.
6. Click the **Export** button.



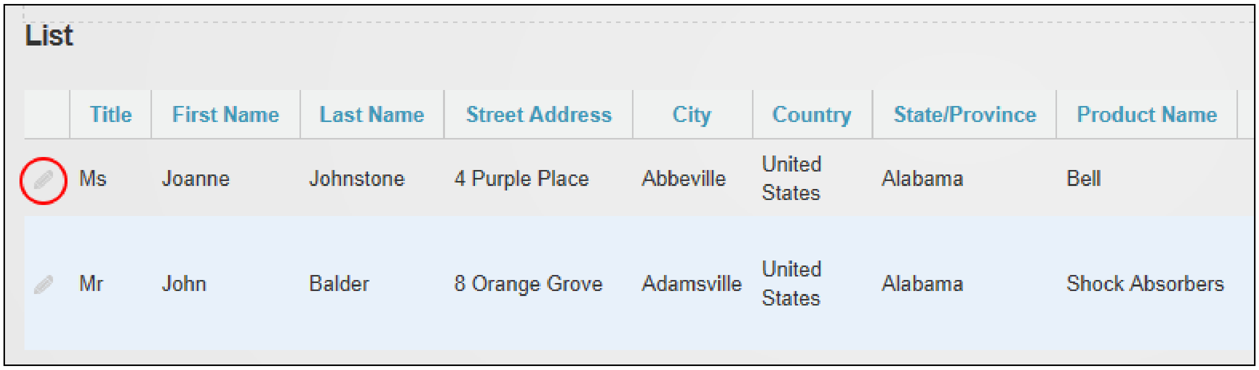
Here's how to import records:

1. Go to a Form and List module.
2. Select **Edit** > **Import from CSV File** from the module actions menu.
3. Select the folder where the exported file is located and then select the file.
4. At **Delimiter**, select the character delimiter character use in the export file. The default option of **Comma** is used for US-English fields.
5. Click the **Import** button.

Managing Form Records

How to view and edit the records that have been submitted to a form.

1. Go to a Form and List module.
2. Click the **Show Records** button below the form - OR - Select **Edit** > **Show Records** from the Form and List module actions menu.
3. The records that have been submitted to the form are now displayed. If you don't need to edit any records, select **Edit** > **Back to Form** from the module actions menu or click on the page name in the menu to return to the page.
4. Click the **Edit** button beside the record to be edited.



List

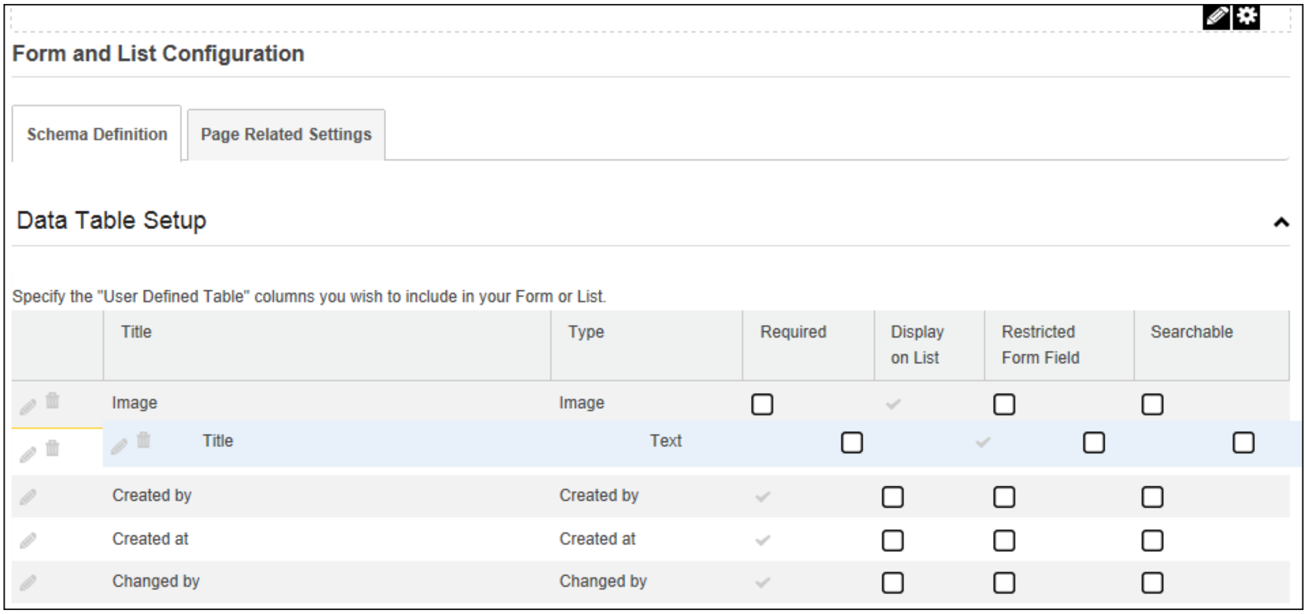
	Title	First Name	Last Name	Street Address	City	Country	State/Province	Product Name
	Ms	Joanne	Johnstone	4 Purple Place	Abbeville	United States	Alabama	Bell
	Mr	John	Balder	8 Orange Grove	Adamsville	United States	Alabama	Shock Absorbers

5. Edit the record in the form.
6. Click the **Update** button.

Re-ordering List or Form Columns

How to modify the order of columns in either form or a list created using the Form and List module.

1. Go to a Form and List module.
2. Select **Edit** > **Form and List Configuration** from the module actions menu.
3. Select the **Schema Definition** tab.
4. Expand the **Data Table Setup** section.
5. Hover your mouse over the **Title** field of the column to be moved. Your cursor will typically change to a "Move" pointer.
6. Left click and hold on the column title and drag and drop the column to the new position. A yellow line located between two columns indicates where the column will be moved to. For example, in the below image the column called "Title" is being dragged and dropped after the column called "Image"
7. Repeat Step 3 until all columns are ordered as desired.
8. Click the **Cancel** button to return to the module.

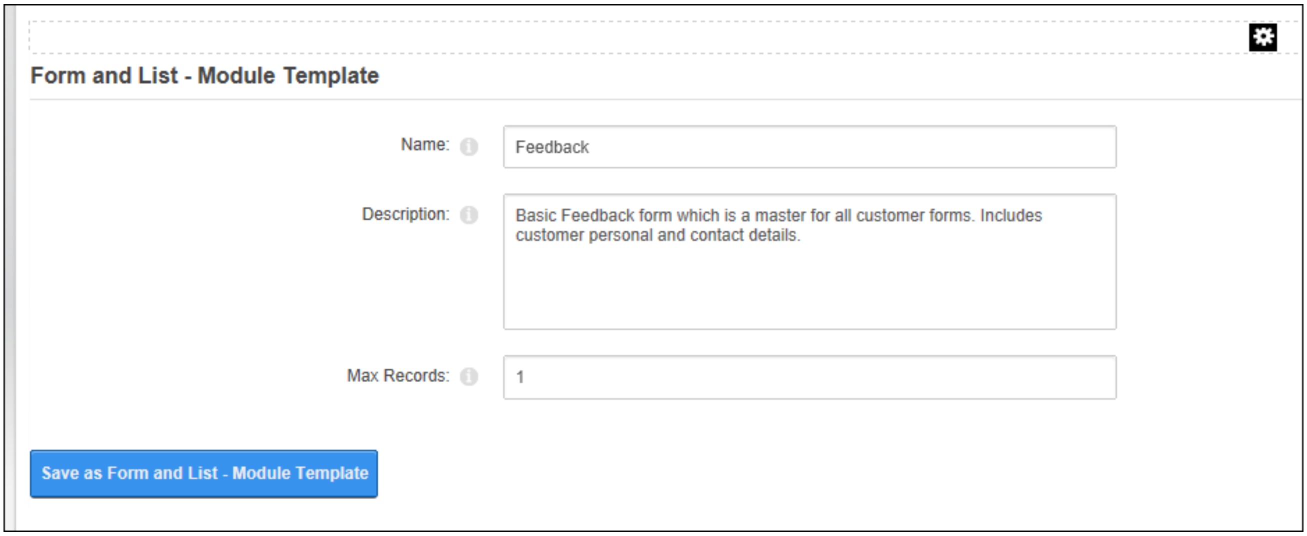


Re-ordering list or form columns

Saving a Template

How to save a template of an existing form or a list. Templates are saved into the Templates folder of the site's Digital Asset Management which is located on the Admin > File Management page. Once a template is saved it will be listed on Form and List modules which are yet to be configured.

1. Go to a Form and List module.
2. Select **Edit** > **Save as Template** from the Form and List module actions menu. This opens the Form and List - Module Template page.
3. In the **Name** text box, enter a name for the template.
4. In the **Description** text box, enter a description for the template.
5. 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.
6. Click the **Save as Form and List - Module Template** button.



Saving a List as a Template

Showing All Data as XML

How to view the data of a list created using the Forms and Lists module in XML format. This data can be saved and used as required. Users must be granted page edit permissions.

1. Go to a Form and List module.
2. Select **Edit** > **Show All Data As XML** from the Forms and Lists module actions menu. This displays the XML data in a new Web browser window.
3. Click the **Back** button on your Web browser to return to the page.

Settings

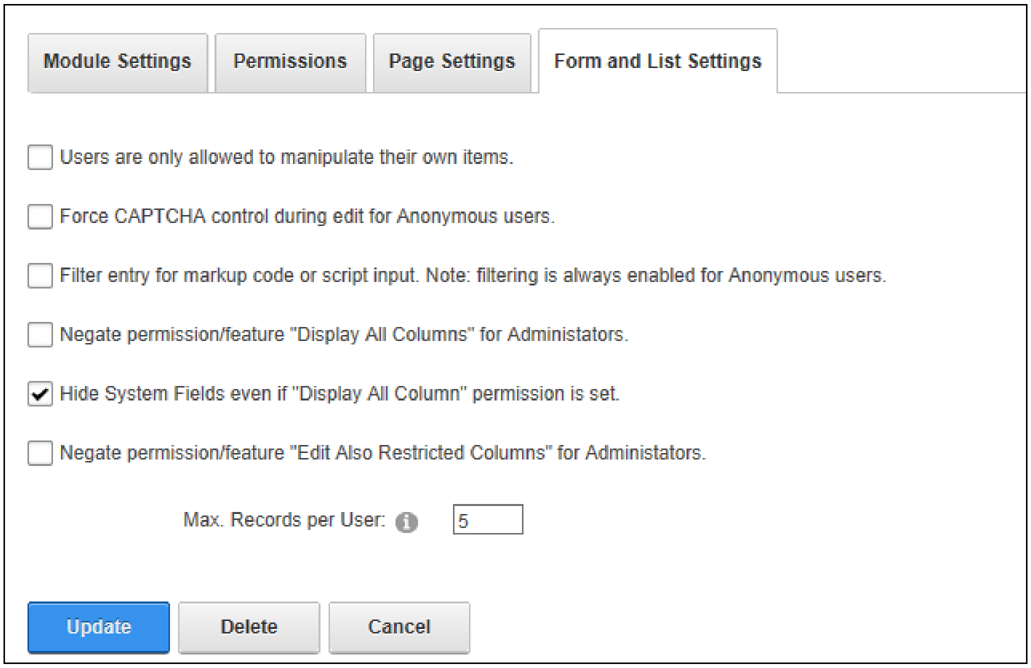
Configuring Form and List Settings

How to configure the module settings that apply to this Form And List module. Several of these settings work in conjunction with the permissions set for this module to provide finer grain editing and viewing permissions. See "Setting List Permissions" and See "Setting Form Permissions"

1. Go to a Form and List module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Form and List Settings** tab.
4. At **Users are only allowed to manipulate their own items**, mark the check box if users can only edit and/or delete their own items - OR - unmark the check box if users can edit and/or delete all items. This field

works in conjunction with module permissions that allow you to set which users/roles can edit and delete records.

5. At **Force CAPTCHA control during edit for Anonymous users**, mark the check box to display the CAPTCHA security field to unauthenticated users who have been granted permission to manage list records or submit a form - OR - unmark the check box to remove CAPTCHA.
6. At **Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.**, mark the check box to enable filtering of data that contains markup code or scripts that is entered into a form or list - OR - unmark the check box to remove filtering. Note: Filtering is always enabled for Anonymous users.
7. At **Negate permission/feature "Display All Columns" for Administrators**, mark the check box to negate the "Display All Columns" permission for Administrators - OR - unmark the check box to apply this permission at set.
8. At **Hide System Fields even if "Display All Columns" permission is set**, mark the check box to hide system fields (Created by, Created at, Changed by, and Changed at) even if the "Display All Columns" permissions is selected. - OR - unmark the check box to display system fields when this permission is selected.
9. At **Negate permission/feature "Edit Also Restricted Columns" for Administrators** mark the check box to negate "Edit Also Restricted Columns" settings for Administrators. - OR - unmark the check box to apply this permission as set.
10. 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.



11. Click the **Update** button.

Setting Form Permissions

How to set user and role permissions to manage form columns and submit a form. Form and List includes additional module settings that work in conjunction with these permissions to provide finer grain editing and viewing permissions. See "Configuring Form and List Settings"

1. Go to a Form and List module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Permissions** tab.
4. Set the typical DNN module permissions. See "Setting Module Permissions"
5. Complete these additional role and/or username permissions:
    1. **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.

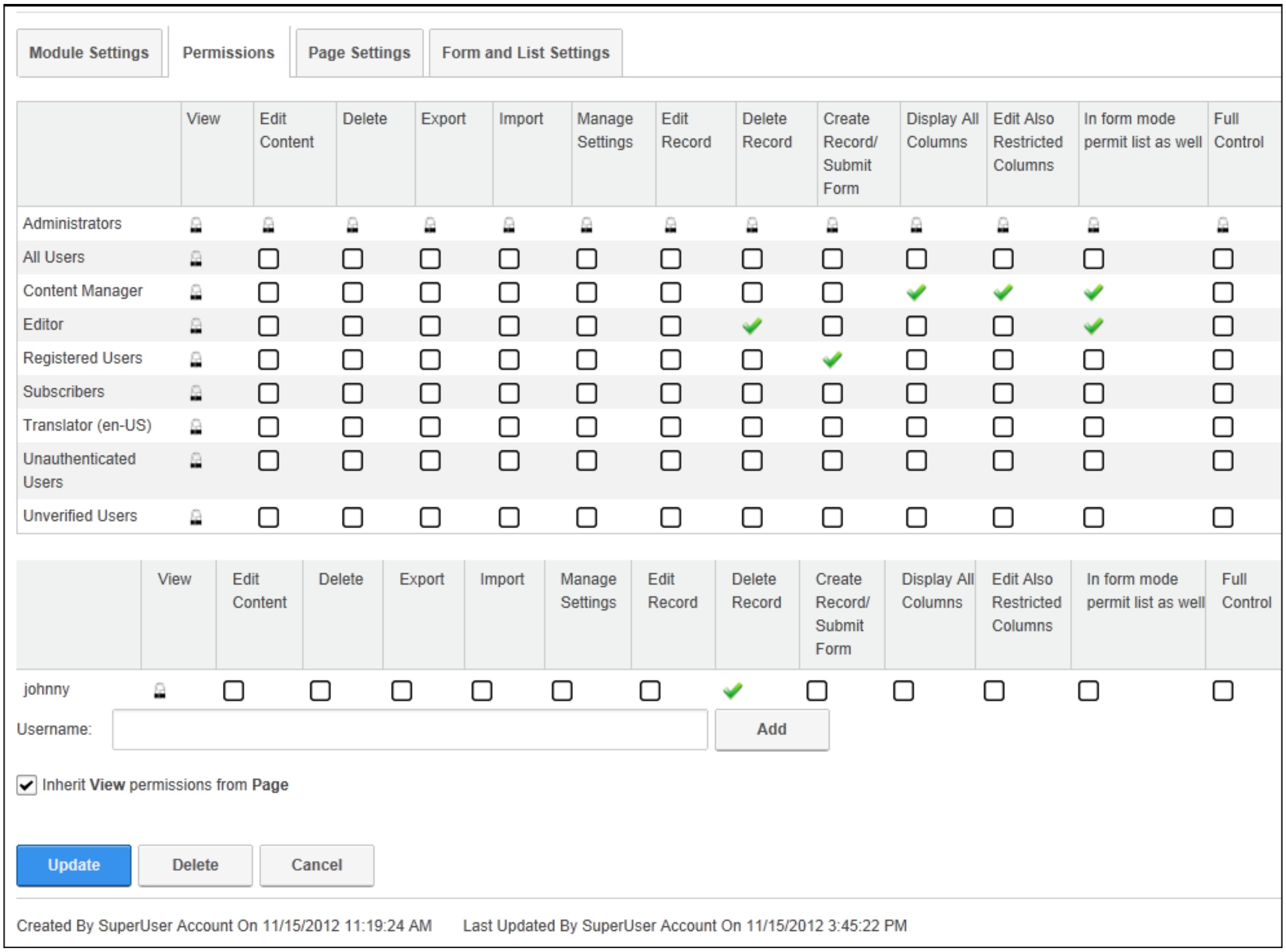
3. **Delete Record**, set the following for each role/username:
   - ☐ **Not Specified**: Permissions are not specified. Role members/usernames are unable to delete form records unless they belong to another role which has been granted permission, or if their username has been granted permission.
   - ✔ **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.
4. **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.
5. **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.
6. **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 that has been granted permission, or if their username has been granted permission. Private (restricted) columns can be set as 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.

7. **In form mode permit list as well**, set the following for each role/username:
    - ☐ **Not Specified**: Permission to view the submitted forms (Show Records) is unspecified and will be controlled based on the form configuration.
    - **Permission Granted**: Permission to view the submitted forms (Show Records) is granted to role members/username.
    - **Permission Denied**: Permission to view the submitted forms (Show Records) is denied to role members/username. This setting overrides the Permission Granted setting.

6. Click the **Update** button.



Module Settings | Permissions | Page Settings | Form and List Settings

	View	Edit Content	Delete	Export	Import	Manage Settings	Edit Record	Delete Record	Create Record/ Submit Form	Display All Columns	Edit Also Restricted Columns	In form mode permit list as well	Full Control
Administrators	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒	🔒
All Users	🔒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Content Manager	🔒	☐	☐	☐	☐	☐	☐	☐	☐	✓	✓	✓	☐
Editor	🔒	☐	☐	☐	☐	☐	☐	✓	☐	☐	☐	✓	☐
Registered Users	🔒	☐	☐	☐	☐	☐	☐	☐	✓	☐	☐	☐	☐
Subscribers	🔒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Translator (en-US)	🔒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Unauthenticated Users	🔒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Unverified Users	🔒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

	View	Edit Content	Delete	Export	Import	Manage Settings	Edit Record	Delete Record	Create Record/ Submit Form	Display All Columns	Edit Also Restricted Columns	In form mode permit list as well	Full Control
johnny	🔒	☐	☐	☐	☐	☐	☐	✓	☐	☐	☐	☐	☐

Username: [ ] Add

☑ Inherit **View** permissions from **Page**

Update | Delete | Cancel

Created By SuperUser Account On 11/15/2012 11:19:24 AM Last Updated By SuperUser Account On 11/15/2012 3:45:22 PM

Setting Form Permissions for Evoq Contentand Evoq Content Enterprise

Setting List Permissions

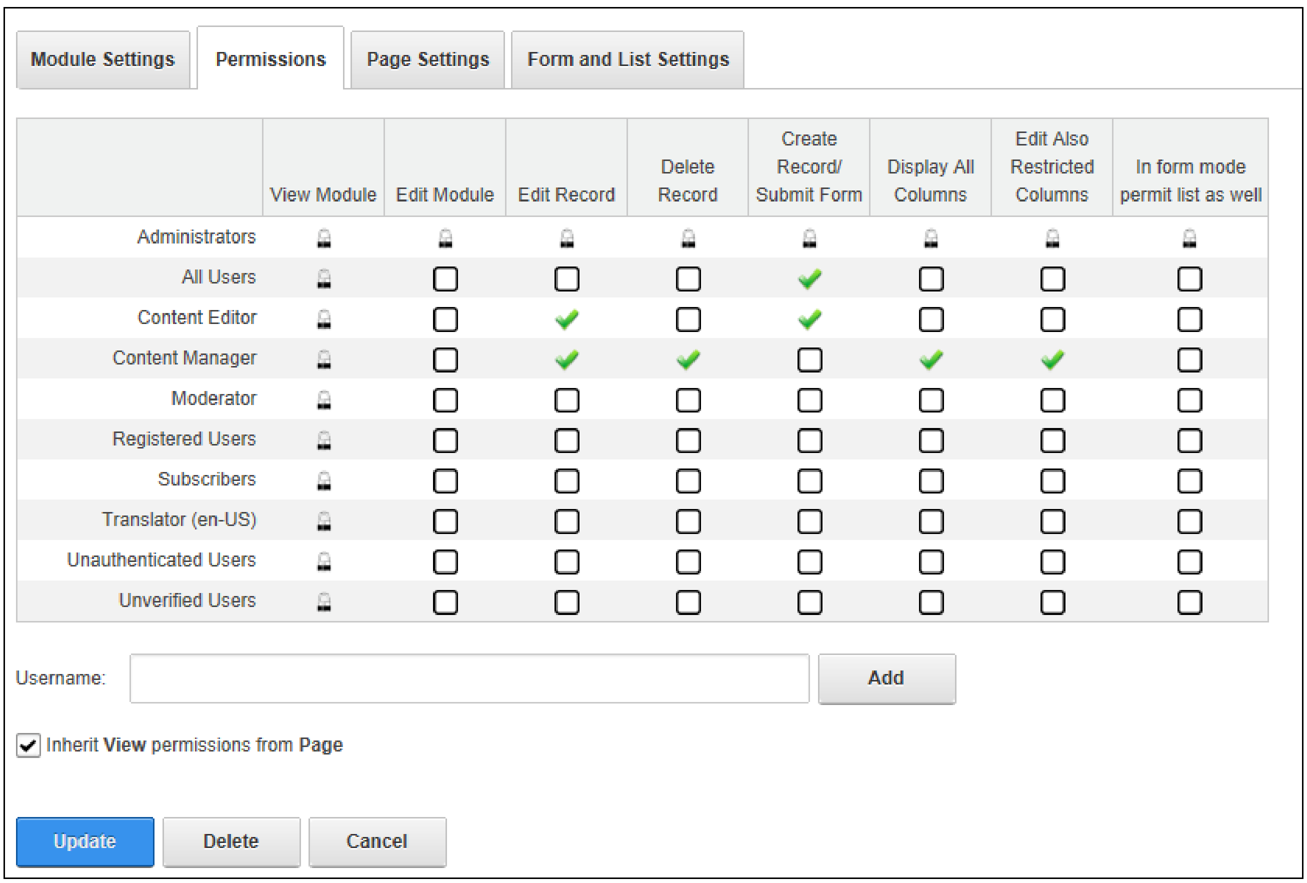
How to select that role members and users who can manage list records and columns. Form and List includes additional module settings that work in conjunction with these permissions to provide finer grain editing and viewing permissions. See "Configuring Form and List Settings"

1. Go to a Form and List module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Permissions** tab.
4. At **Permissions**, set the typical DNN module permissions as usual. See "Setting Module Permissions". You may need to select **at Filter By Group** to view the full list of permissions.
5. At **Permissions**, complete these additional role and/or username permissions:

1. **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.
2. **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.
3. **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.
4. **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** marked as Display On List) is granted to role members/username.

- **Permission Denied**: Permission to view all list records (including those **not** marked as Display On List) is denied to role members/username. This setting overrides the Permission Granted setting.

5. **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. PPrivate (restricted) columns can be set as 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.
6. Click the **Update** button.



Managing Additional List Permissions on the Form & List Module

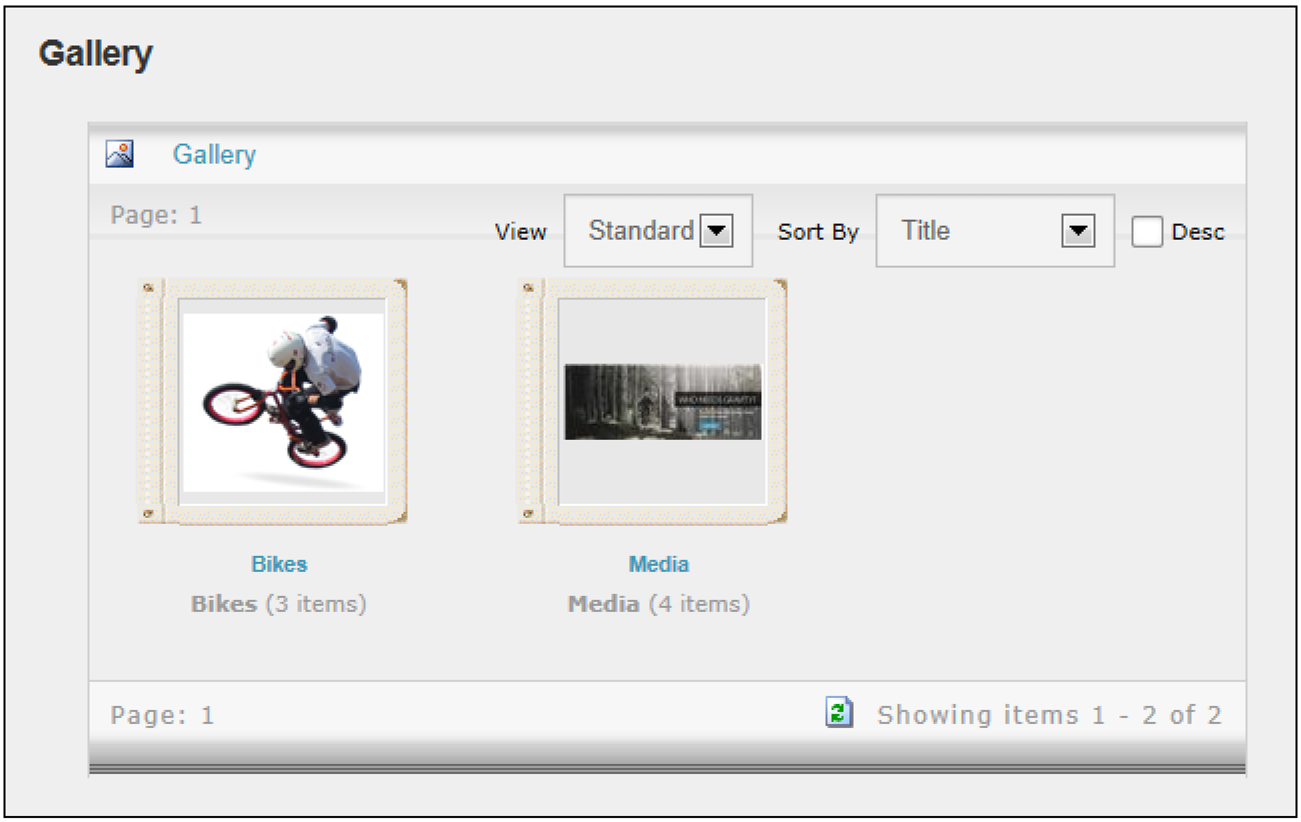
Gallery

About the Gallery

The Gallery manages multiple media formats. Media files can be categorized into albums and displayed in different views including a slideshow. The Gallery can be added to a page and registered users can being adding media to the default album without any configuration.

Installation Note: The Gallery must be deployed and installed on your site by a SuperUser.

Module Version: 04.04.00 / **Minimum DNN Version**: 05.06.02



The Gallery

Project Links

- http://dnngallery.codeplex.com/

All Users

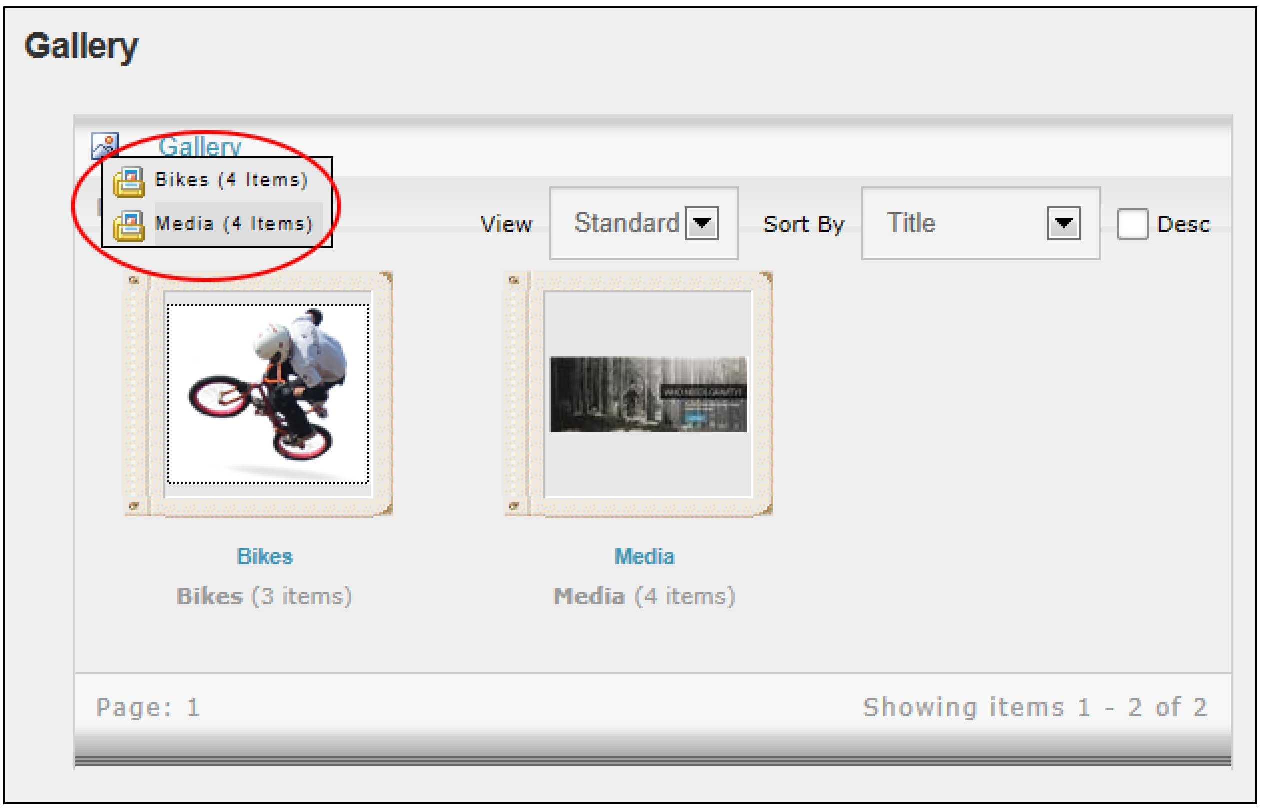
Opening Albums

All site visitors can navigate to and open Gallery albums.

Option One:

1. Go to a Gallery module.
2. Mouse over the **Gallery** icon located in the top left corner of all gallery screens to view the gallery menu.
3. Click on the Album Name to open that album. This displays the files and sub-albums within this album.

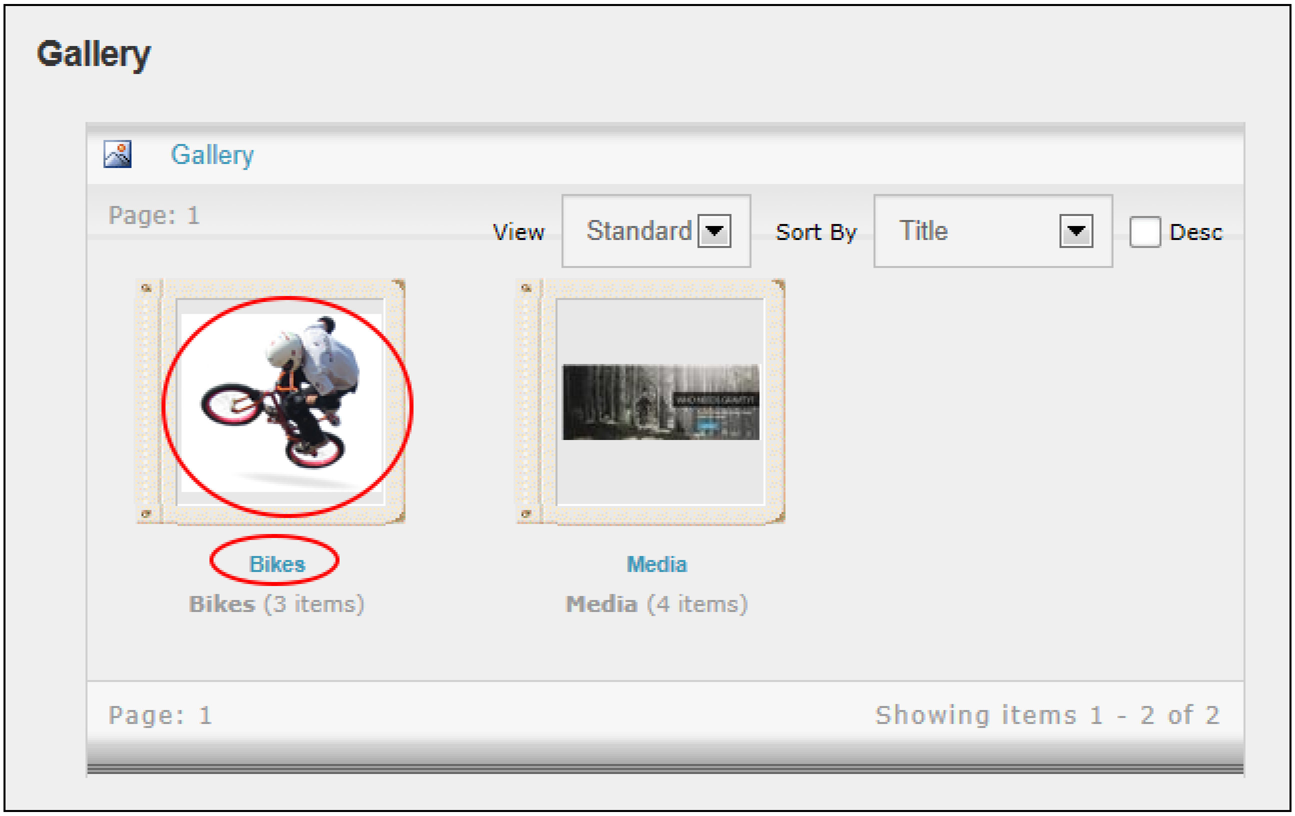
> Tip: The multi-level navigation (as pictured below) which displays all of the albums including sub-albums within the current album may be disable. In this case, only the top level navigation is displayed which lists the albums directly below the current album.



Select an Album to Open

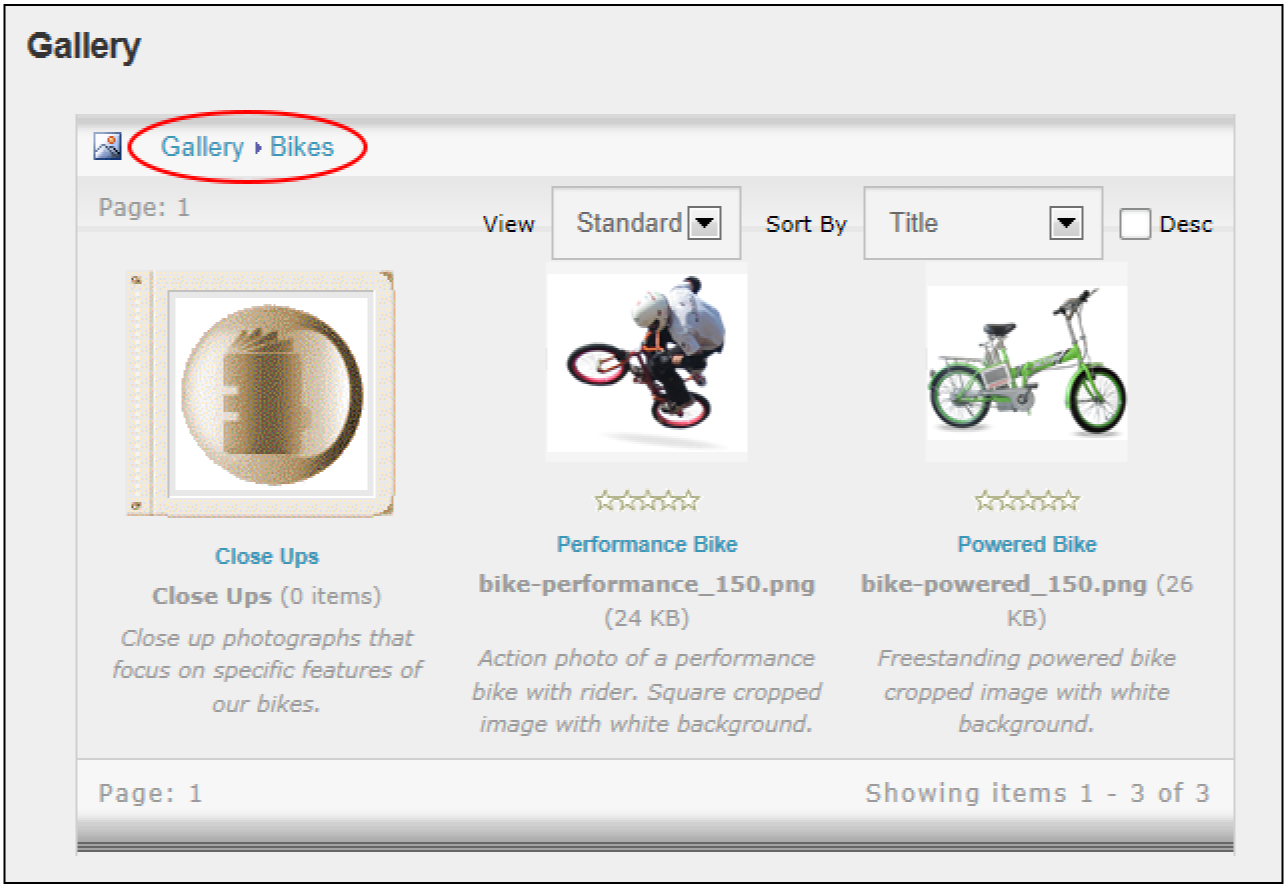
Option Two

1. On the Gallery home page, click on the Album Name - OR - Click on the album cover. This displays the files and sub-albums within this album.
2. Repeat to open sub-albums.



Opening Albums

Tip: Click on the Gallery Name located in the top left corner of the module to go to the Gallery home page. Breadcrumb links to albums may be enabled.



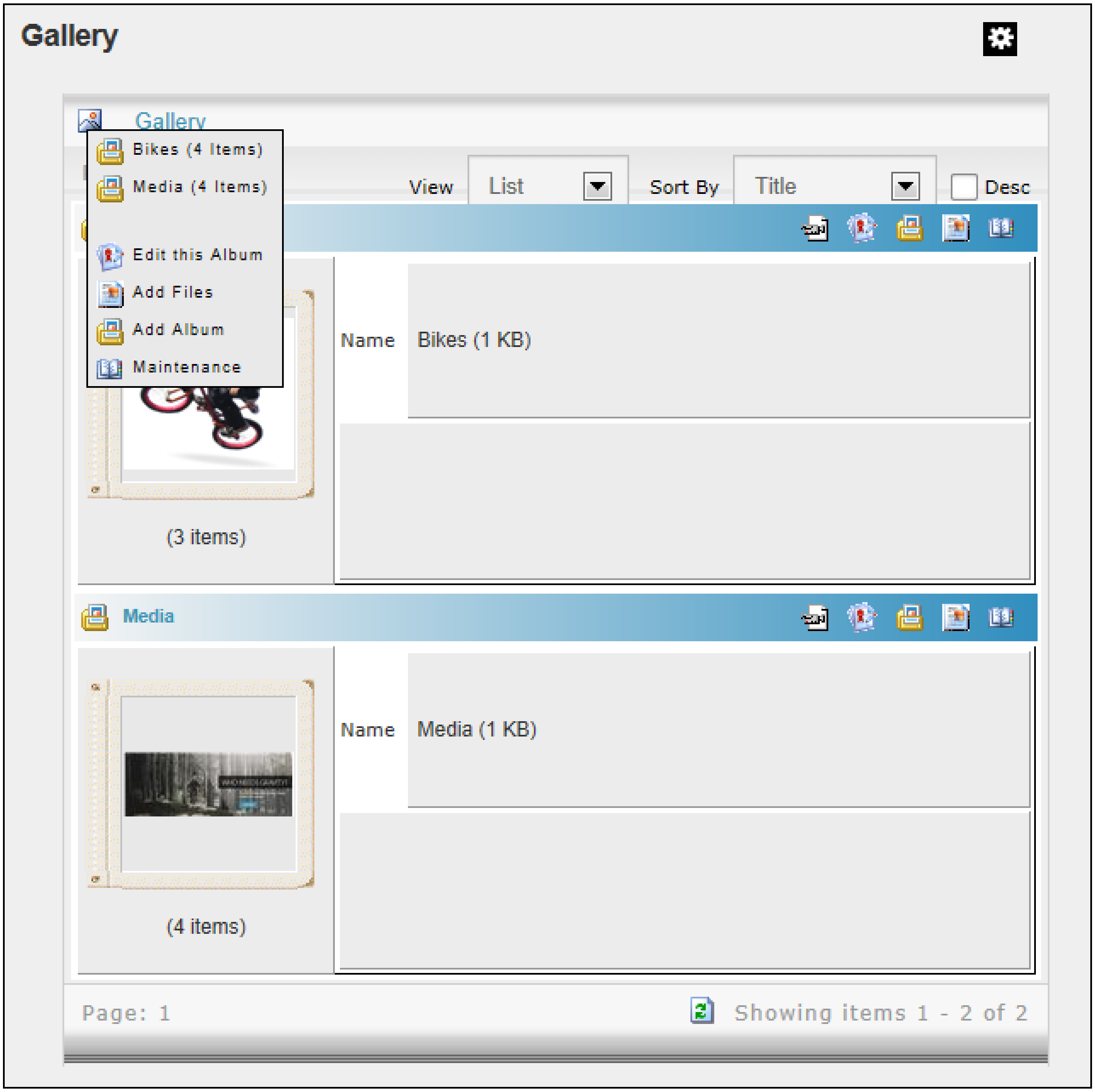
Gallery Home Link and Album Breadcrumbs

Opening the Album Menu

How to open the menu associated with an album using the Gallery Menu. All site visitors can view the menu however the menu options will depend on the permission granted to the user. In the below examples the user has Edit Module permission granted.

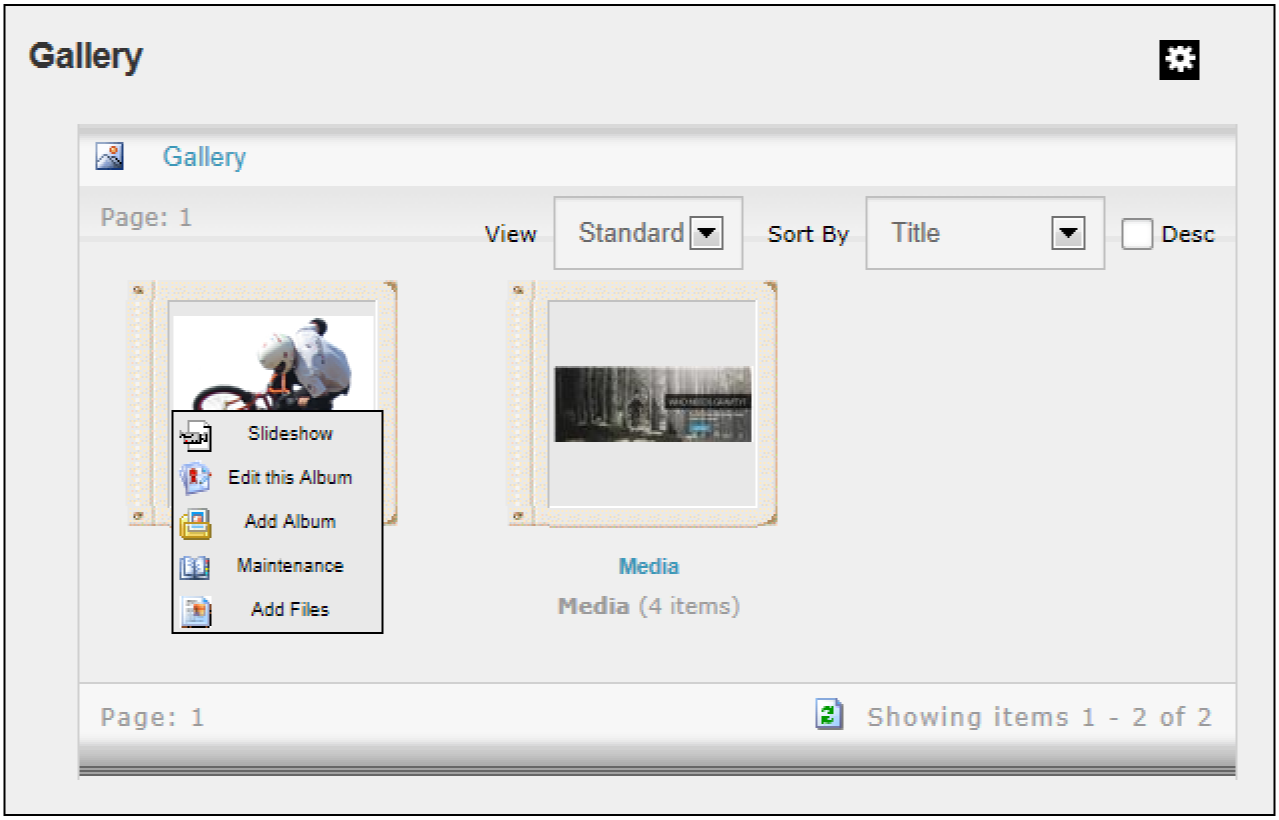
Default Album

The default album that is included with the Gallery module can be accessed by hovering your mouse over the **Gallery** icon the Gallery Home page. From here you can begin adding media without any configuration.



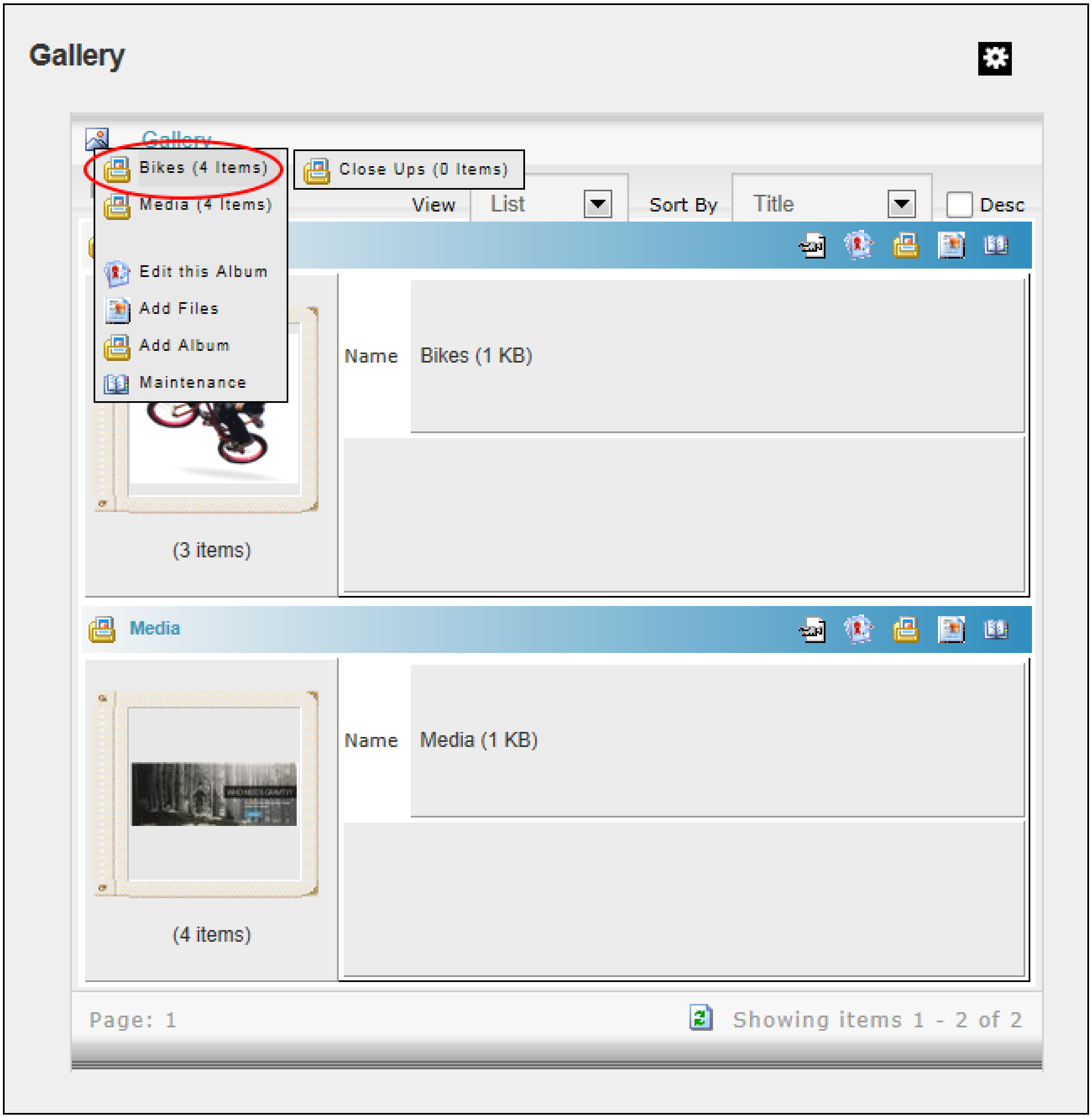
Parent Albums

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.

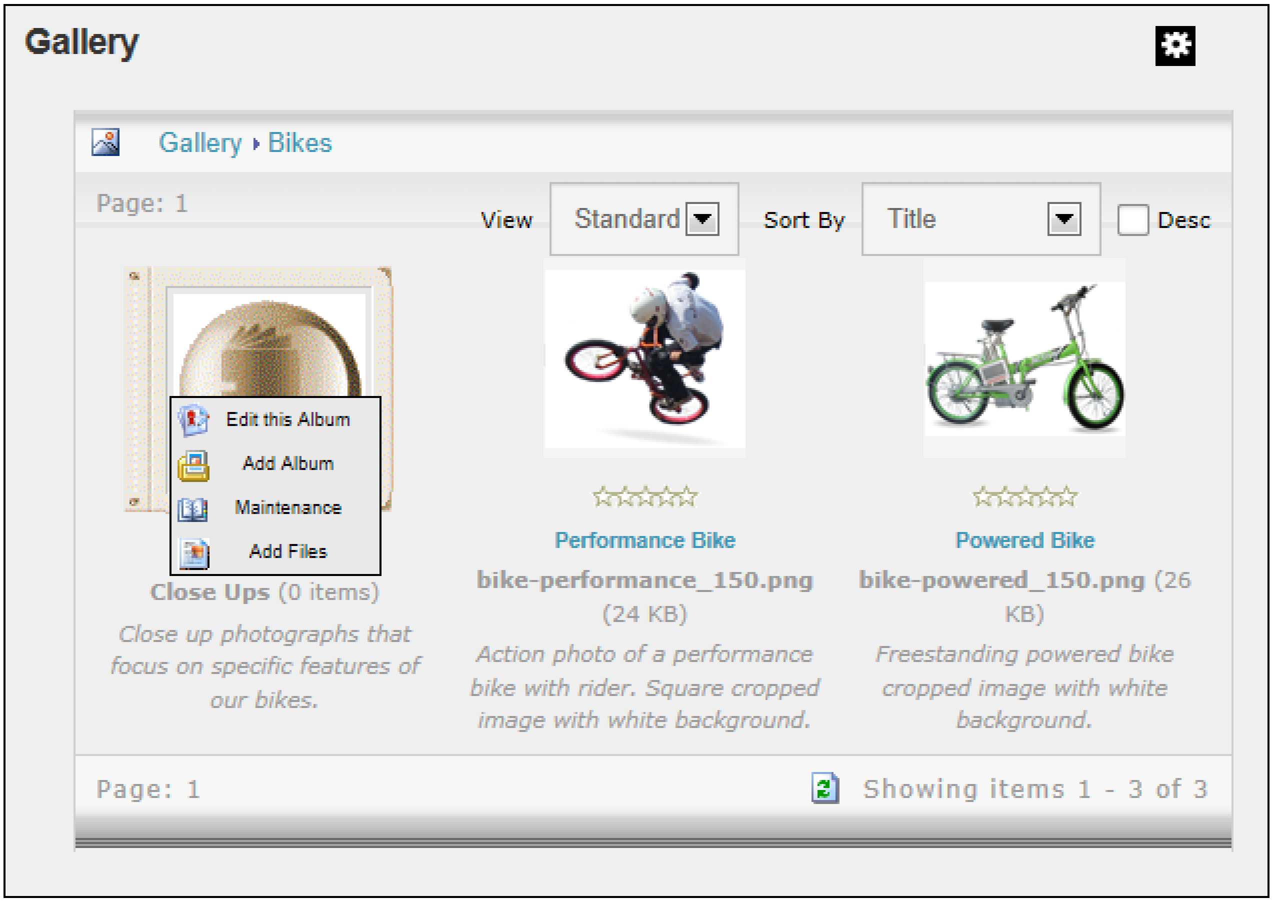


Sub-Albums (Child Albums)

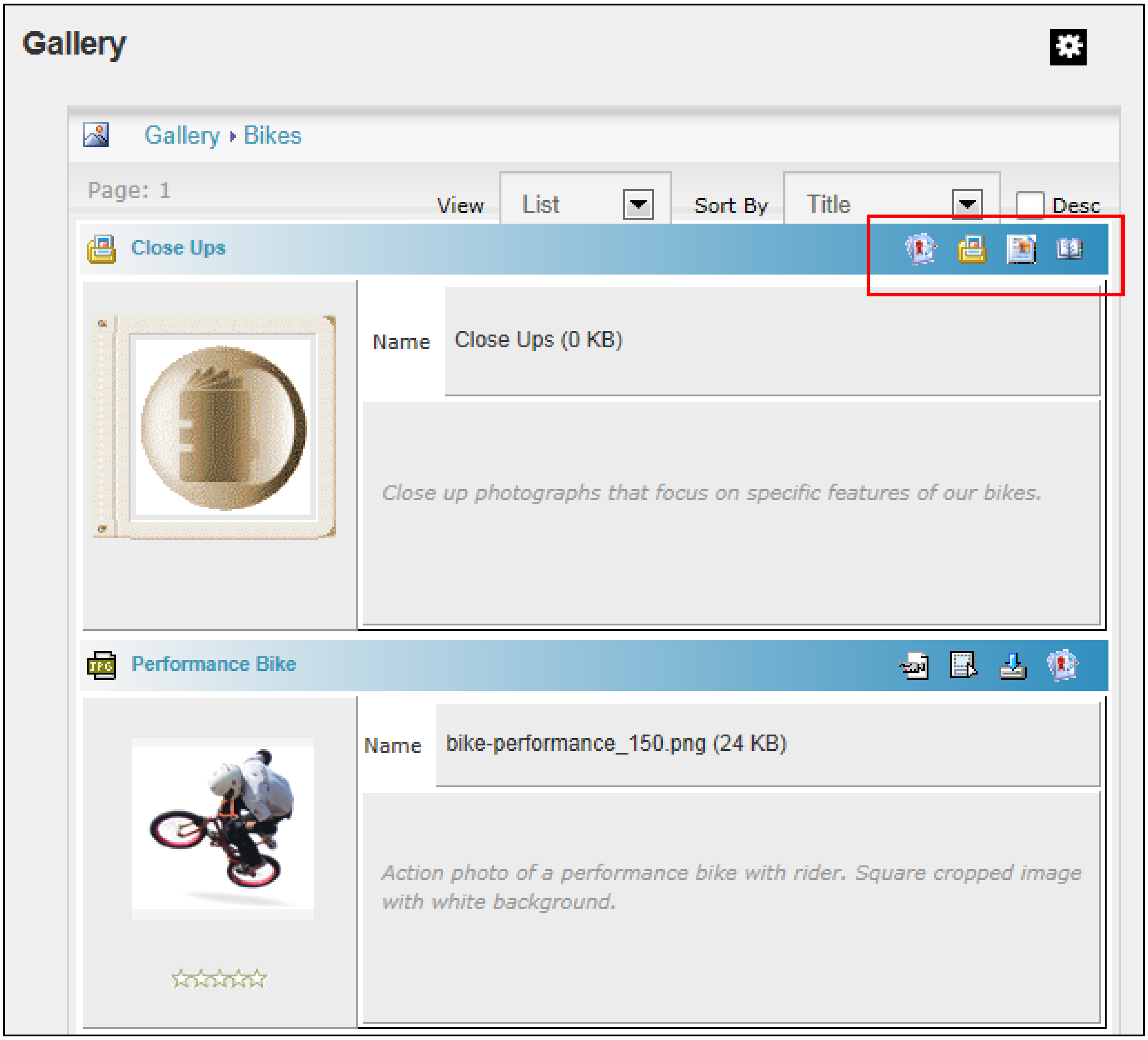
1. Go to the Gallery Home page.
2. Mouse over the Gallery icon to view the gallery main menu.
3. Select the parent of the required sub-album. E.g. In the below image, select the Bikes album to access the Close Ups album menu.



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, mouse over the album cover to view the menu.



The Album Menu in Standard View or Card View



The Album Menu in List View

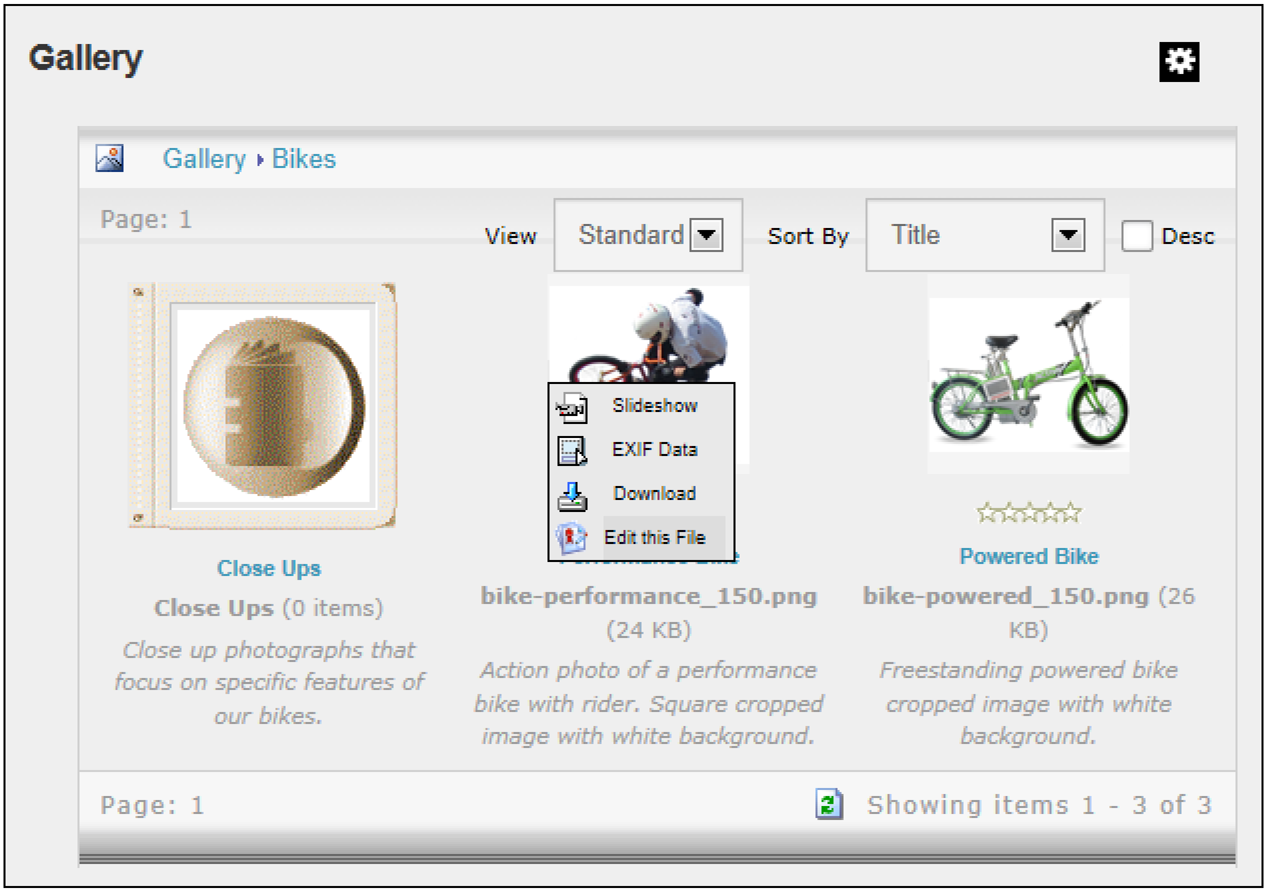
Opening the File Menu

How to open the Gallery file menu. Note: The menu options displayed will depend on the gallery set-up as well as your level of access.

Standard and Card View:

1. Go to a Gallery module.
2. Open the required album or sub-album. See "Opening Albums"

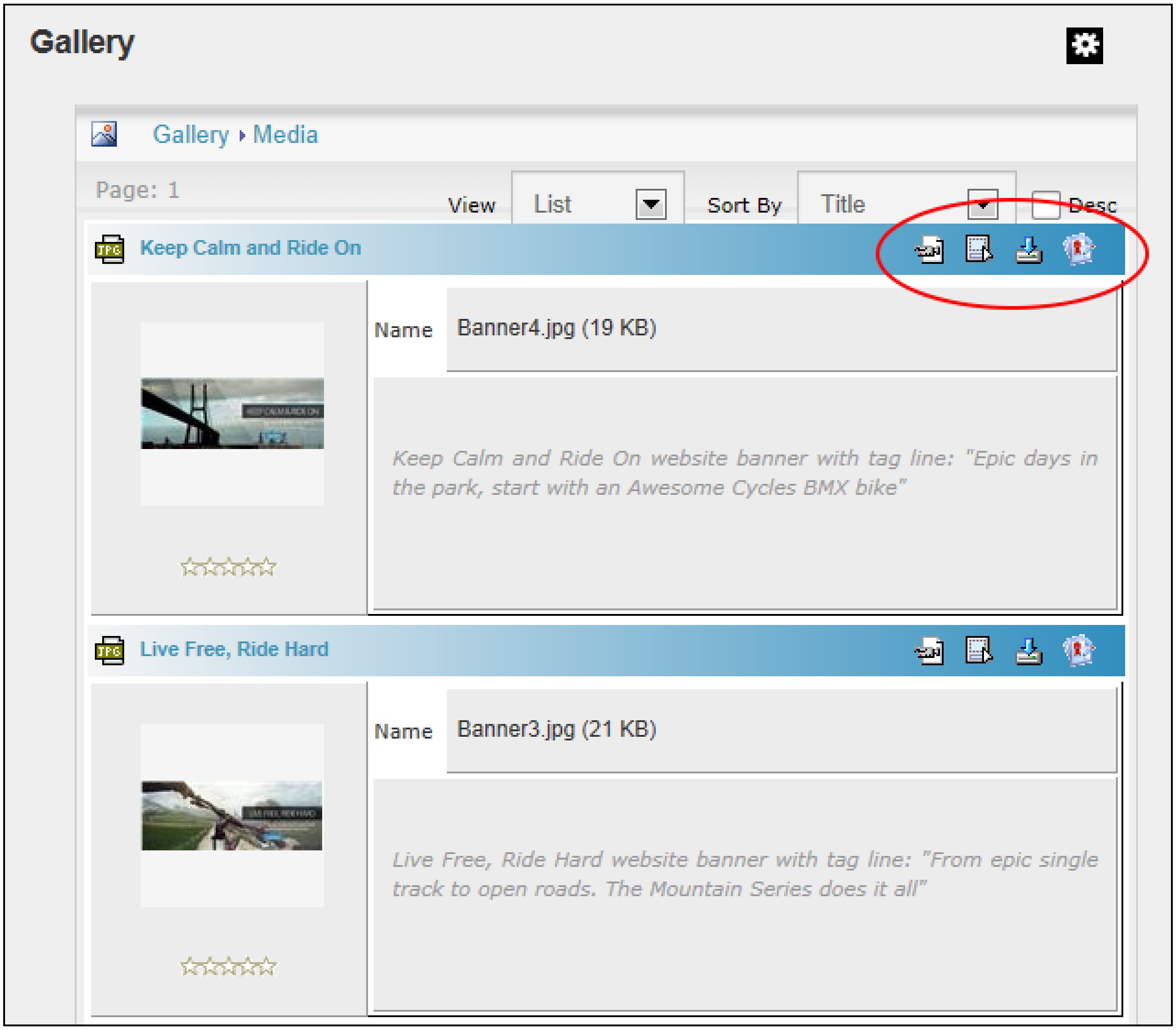
3. Mouse over the file thumbnail.



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.



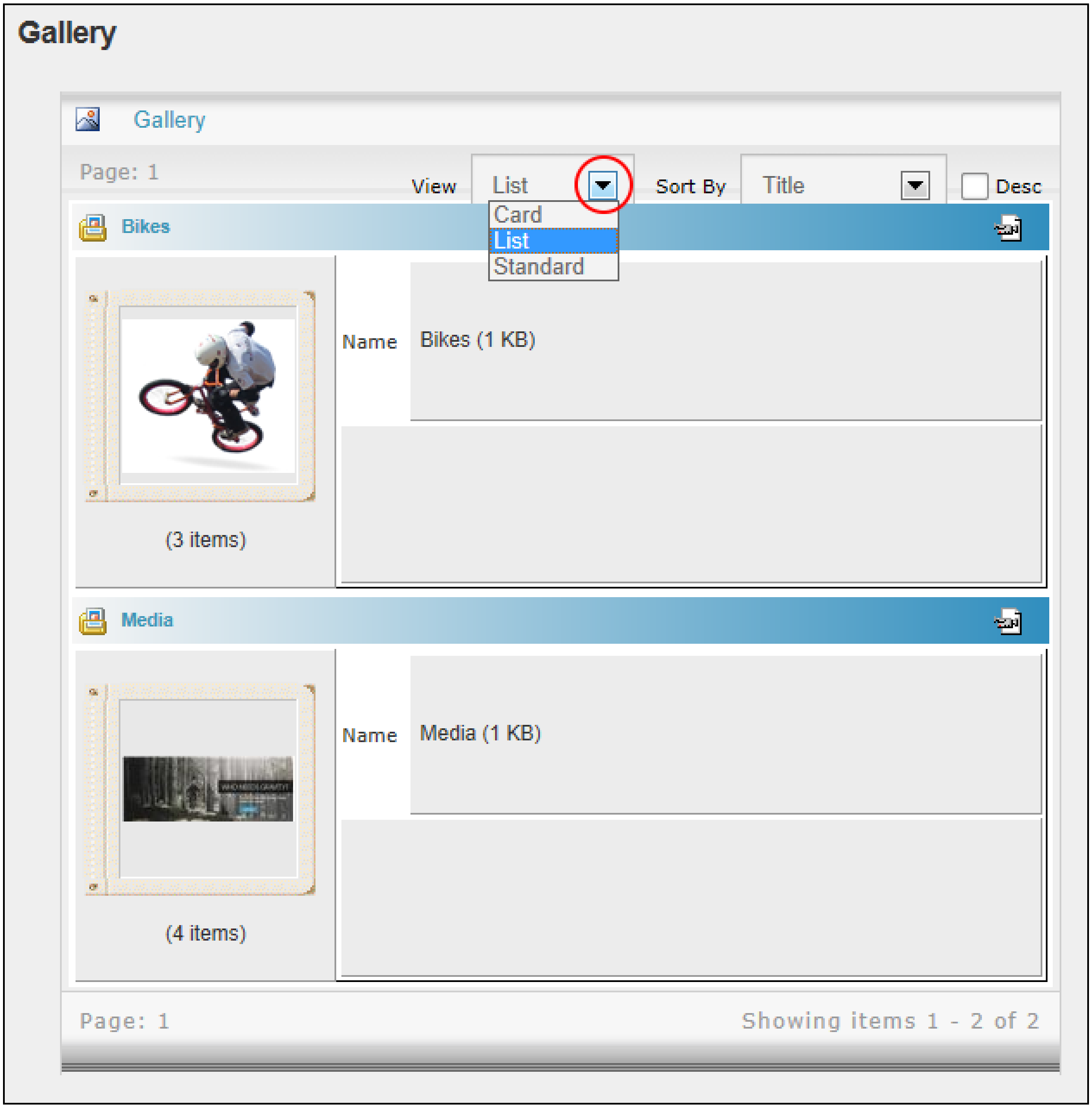
Displaying the File Menu in List View

> Tip: Alternatively, users with edit rights can click the **Edit** button on the Edit Album page.

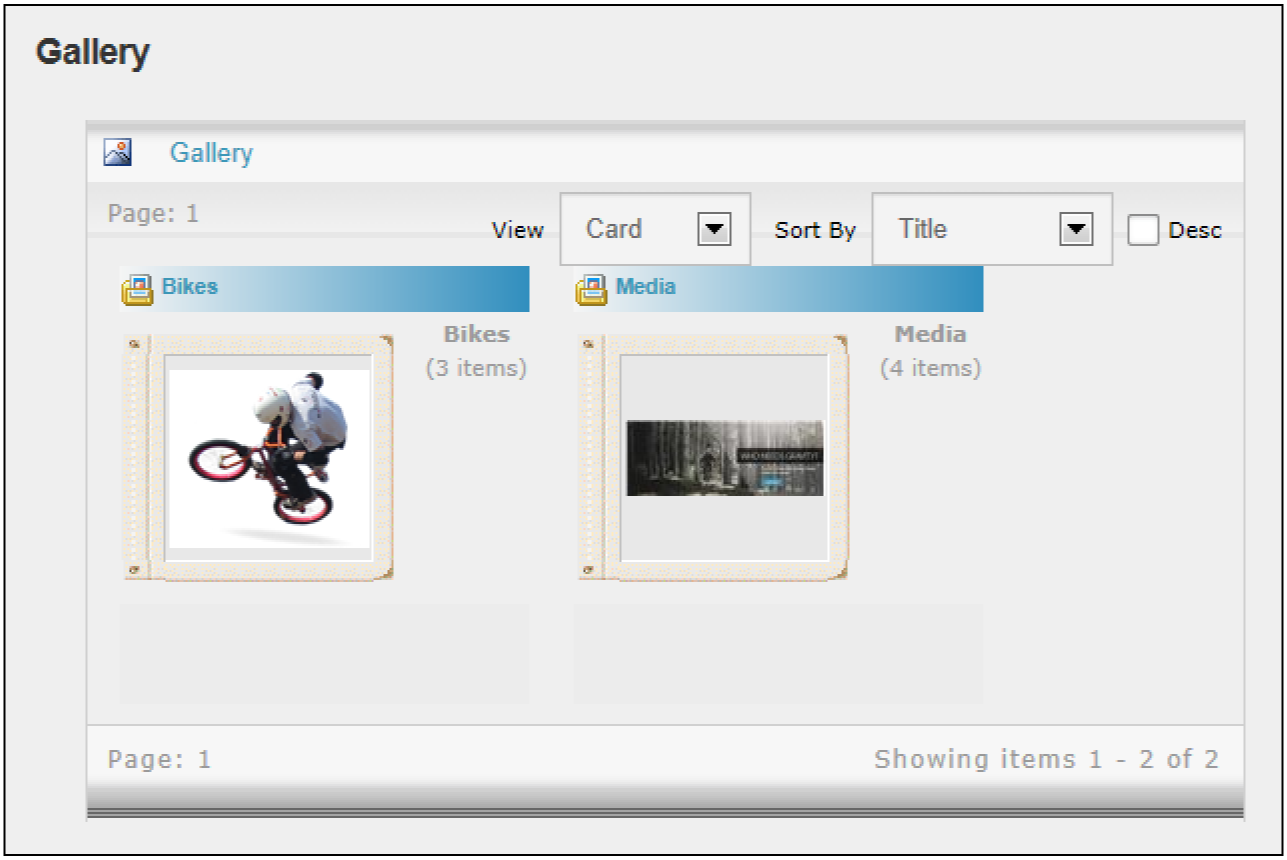
Setting Gallery View

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

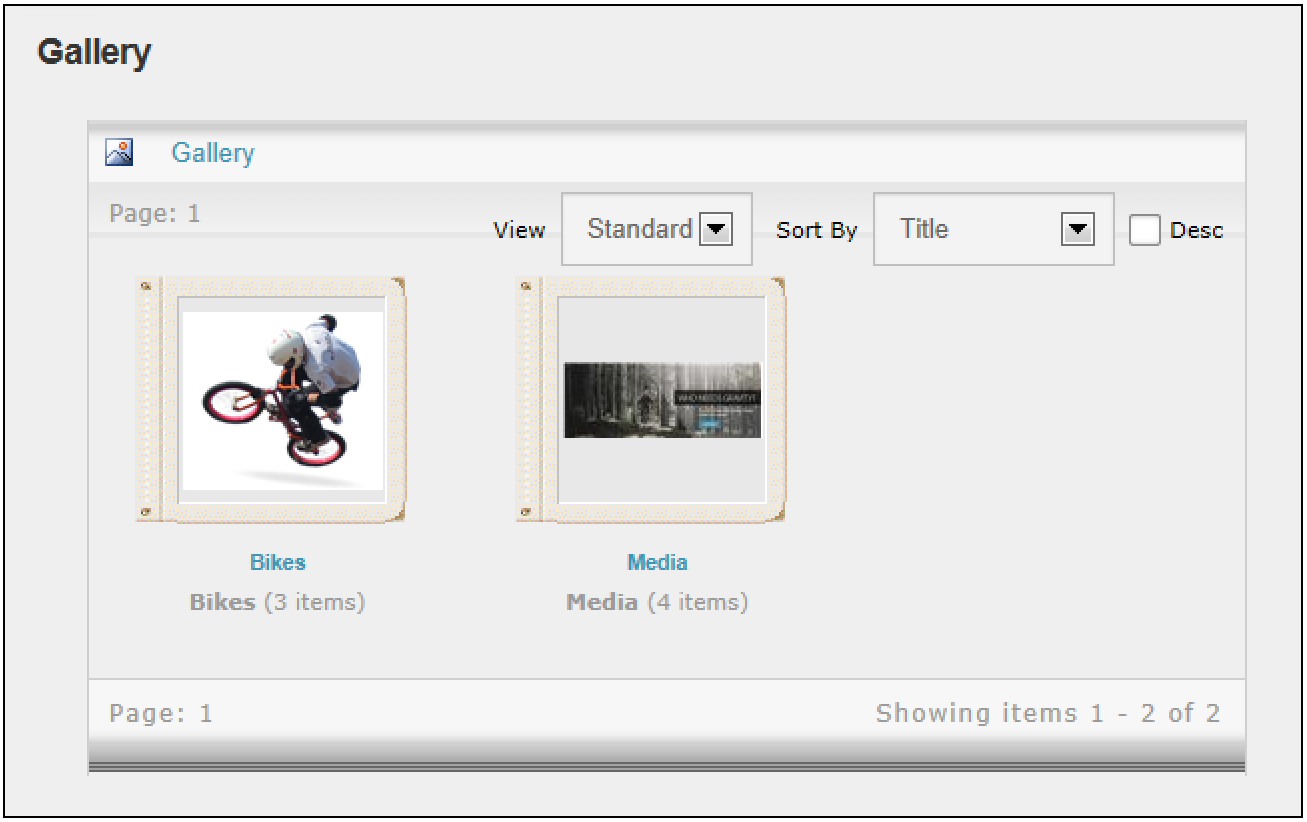
1. Go to a Gallery module.
2. At **View**, select from **Card**, **List** or **Standard**.



Gallery displayed in List View



Gallery displayed in Card View



Gallery displayed in Standard View

Related Topics:

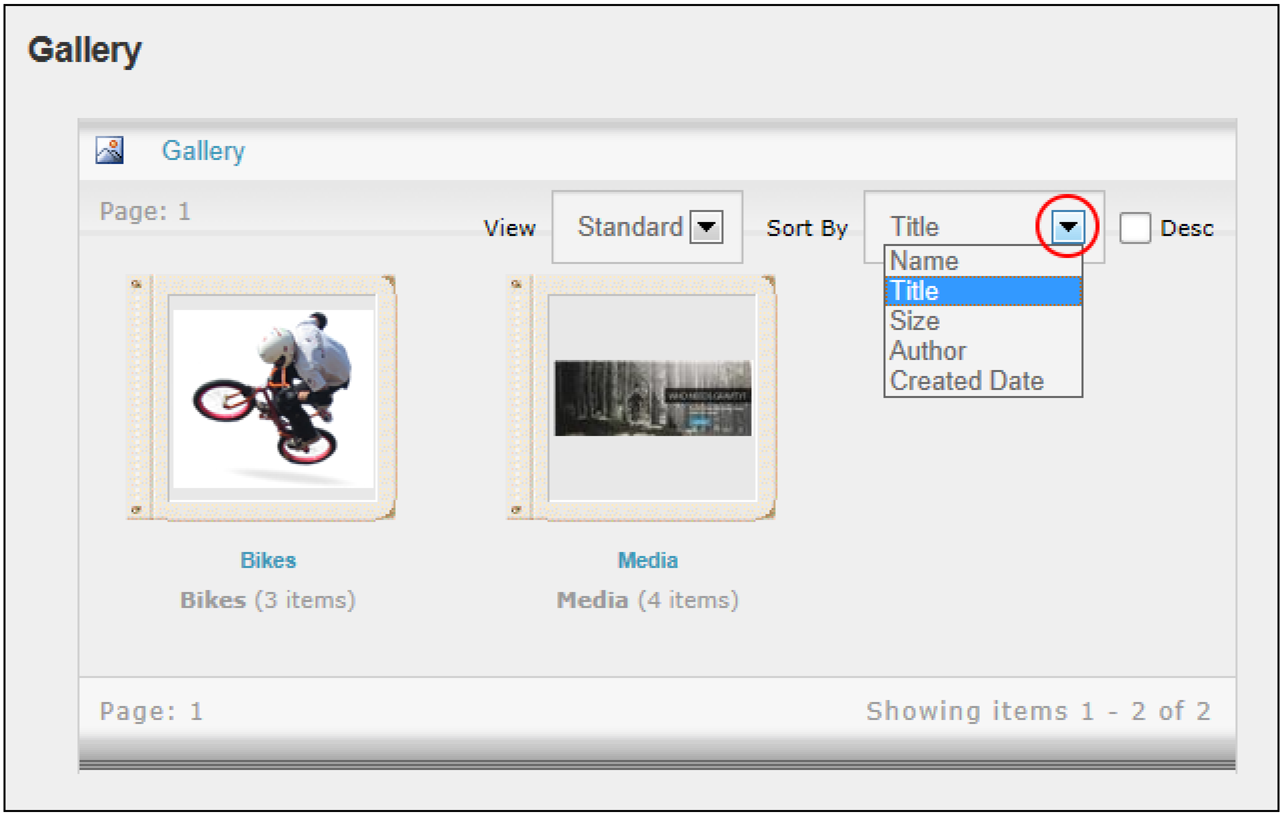
- See "Configuring Display Settings"

Sorting Gallery Files

How to sort the files within Gallery albums. 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. Go to a Gallery module.
2. At **Sort By**, select the field to sort files by. The default setting is Title.
3. **Optional.** At **Desc**, mark  the check box to sort albums in descending order.



Sorting Albums

Related Topics:

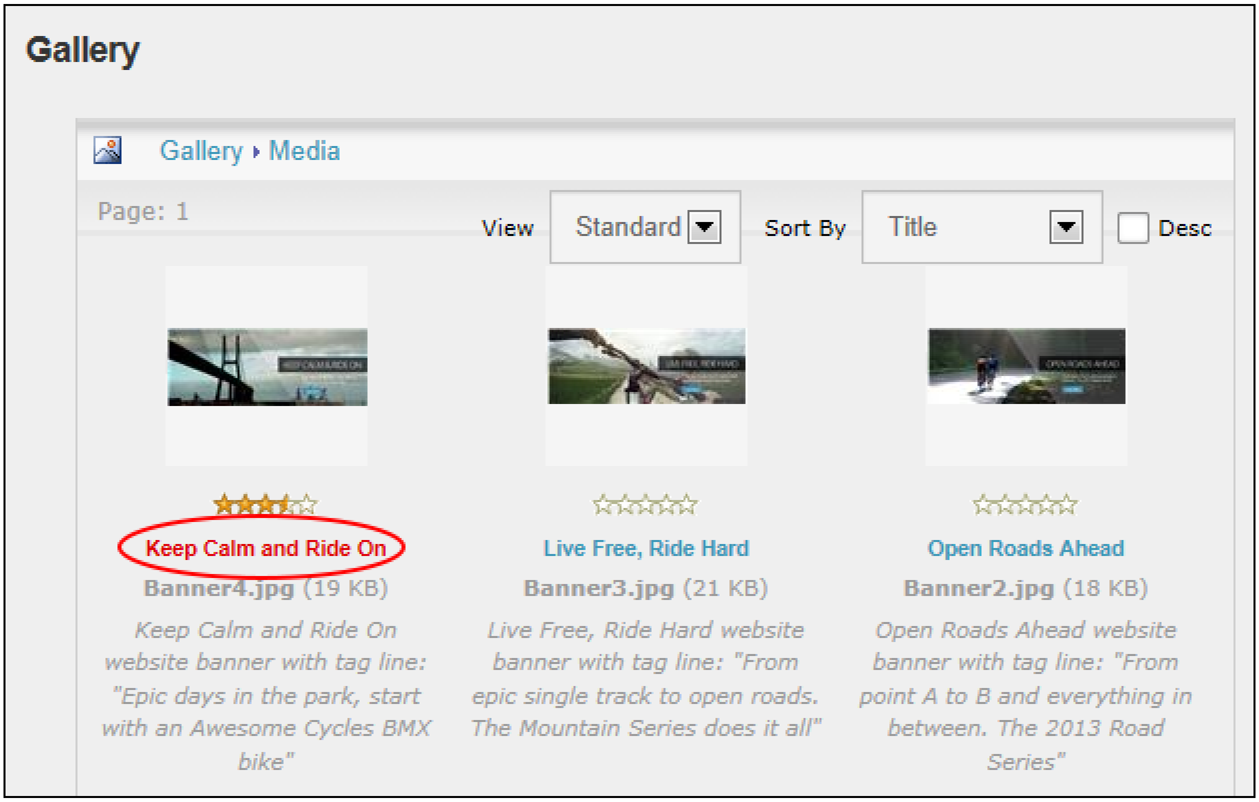
- See "Configuring Display Settings"

Viewing and Manipulating an Image

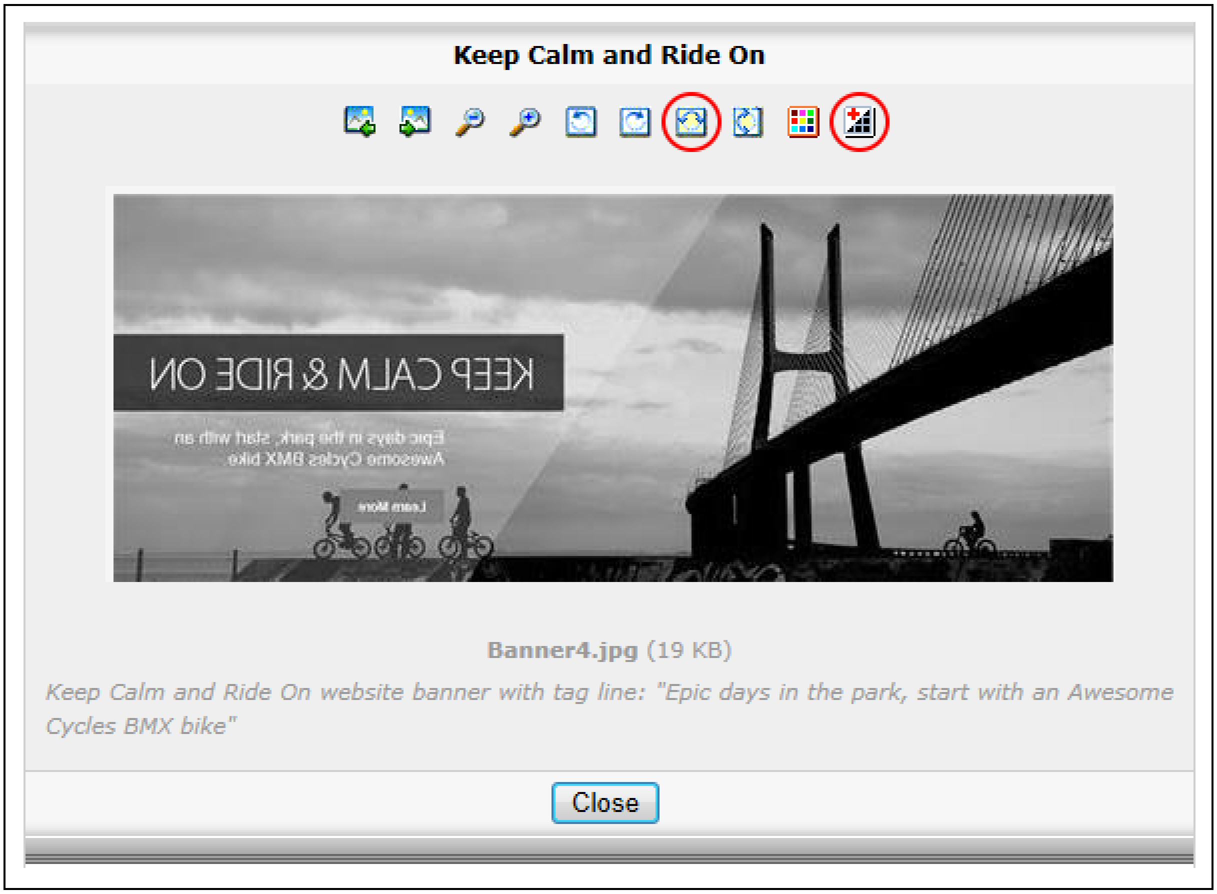
How to manipulate Gallery images.

> Tip: Changes can only be saved by administrators or the owner of the top level gallery or child album. See "Editing Image Properties"

1. Go to a Gallery module.
2. Open the required album. See "Opening Albums"
3. Click on the required image thumbnail or the linked File Name.



4. The Gallery Image Viewer is now displayed. 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.
5. Click the **Close** button to exit.

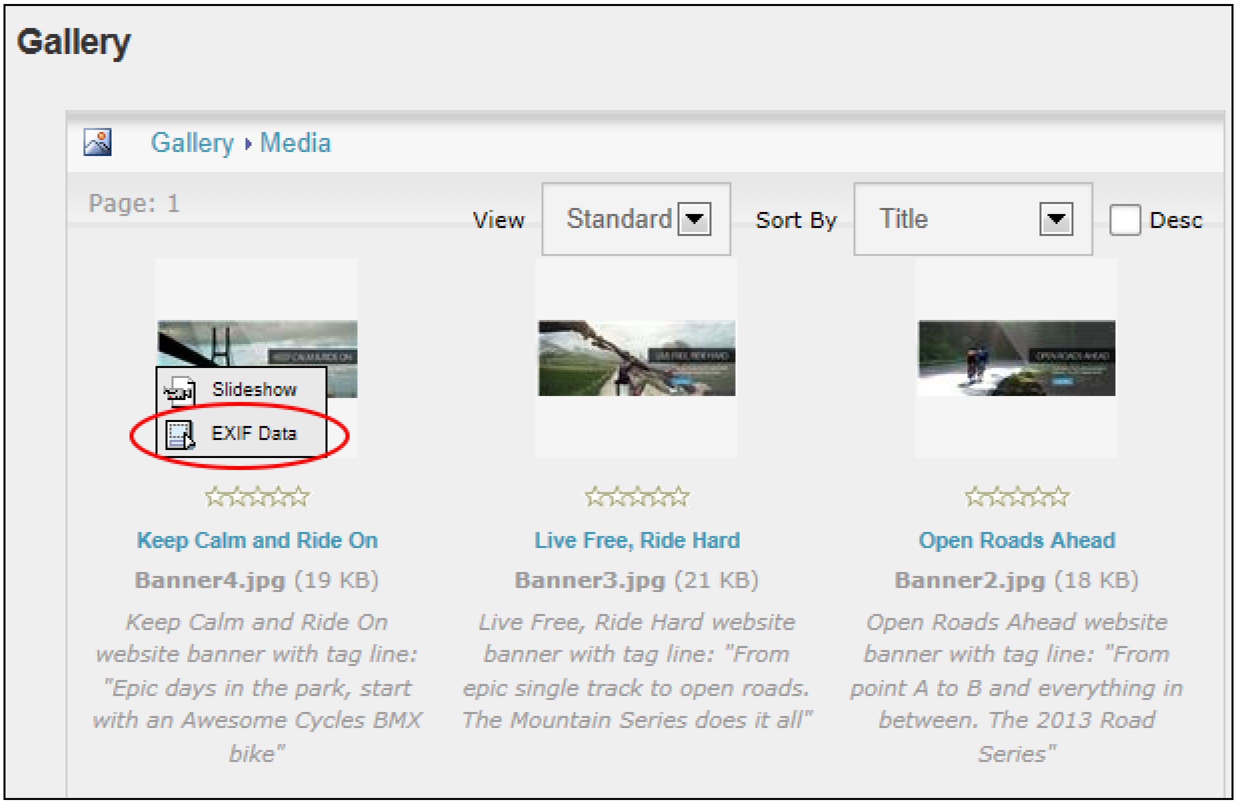


An image manipulated by flipping it horizontally and displaying it in black and white

Viewing Exif Metadata

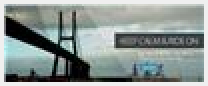
All site visitors can view the Exif metadata of an image in the Gallery module. Exif (Exchangeable Image File Format) is a variation of the JPEG format and is used by most digital cameras. When you take a picture Exif Metadata information is stored for each picture. This information varies between cameras but can include information such as the date, time, camera settings, shutter speed, etc.

1. Go to a Gallery module.
2. Open the required album. See "Opening Albums"
3. Select the **EXIF Data** button from the File Menu. See "Opening the File Menu"



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

Keep Calm and Ride On



ID	Category	Name	Value
20624		LuminanceTable	6 4 4 6 9 11 12 16 4 5 5 6 8 10 12 12 4 5 5 6 10 12 14 19 6 6 11 12 15 19 28 9 8 10 12 16 20 27 31 11 10 12 15 20 27 31 31 12 12 14 19 27 31 31 31 16 12 19 28 31 31 31 31
20625		ChrominanceTable	7 7 13 24 26 31 31 31 7 12 16 21 31 31 31 31 13 16 17 31 31 31 31 31 24 21 31 31 31 31 31 31 26 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31

Banner4.jpg (19 KB)

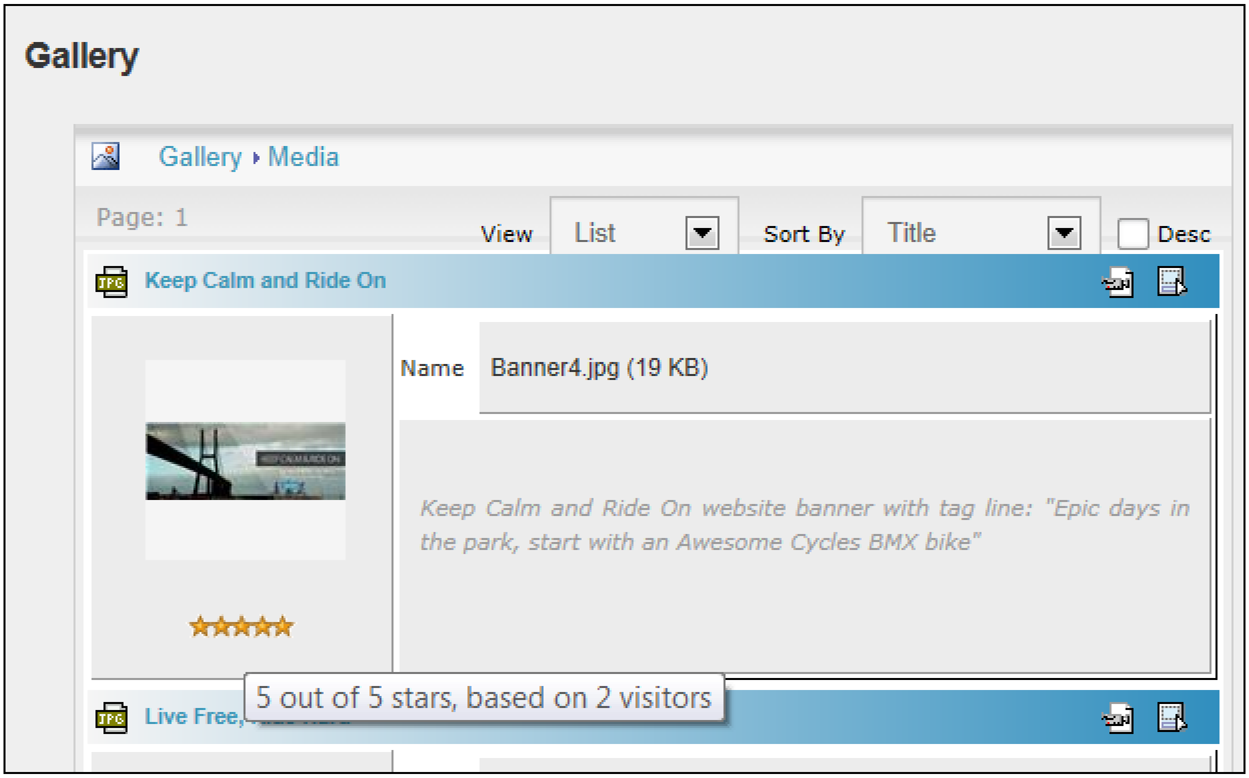
Keep Calm and Ride On website banner with tag line: "Epic days in the park, start with an Awesome Cycles BMX bike"

Close

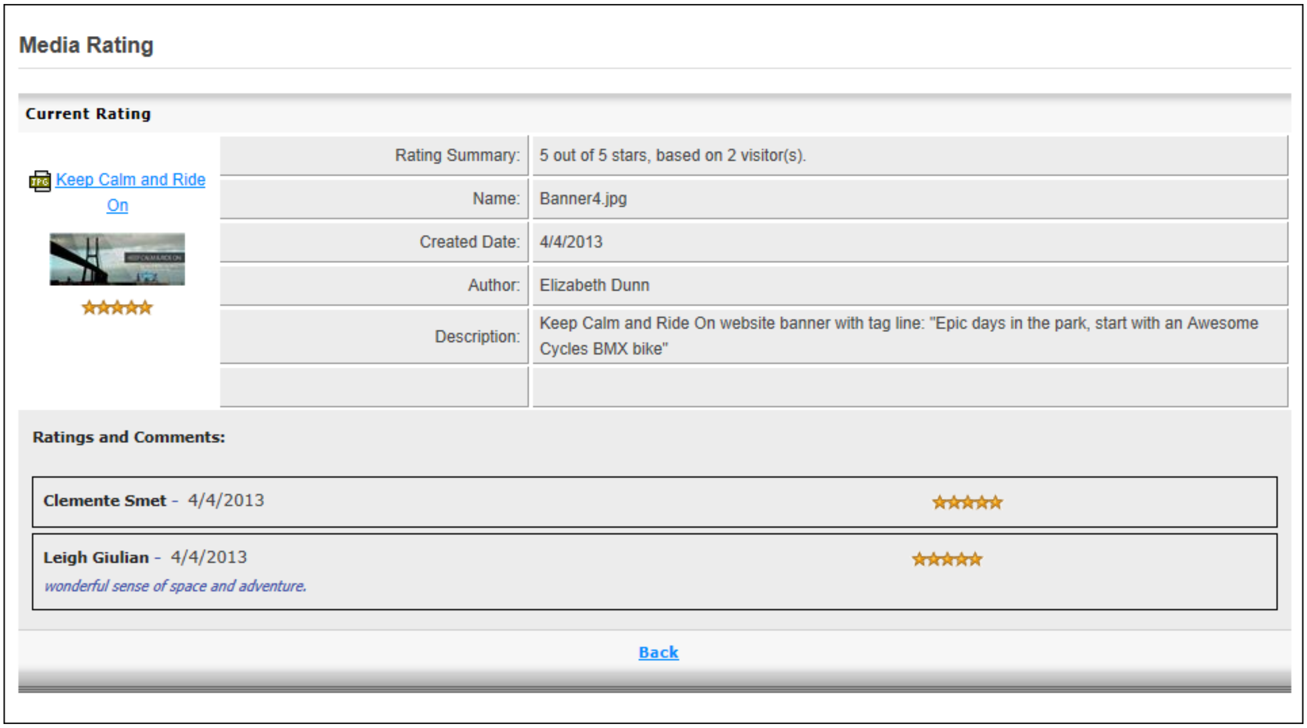
Viewing File Ratings

All site visitors can 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. A rating of 0 (zero) stars indicates that the file is not yet rated. Ratings may be disabled or restricted to authorized users.

1. Open the required album. See "Opening Albums"
2. The overall rating between 0-5 stars is displayed below the thumbnail image for each file. Hovering your mouse over the stars will display a tool tip stating the rating out of 5 and the number of users who have voted on this file.



3. **Optional.** To view more rating details, click the **Rating** ★★★★★ icons below the required image. This opens the Media Rating page which displays the current rating information for this file including the overall rating and how it was calculated and a list of all individual ratings.

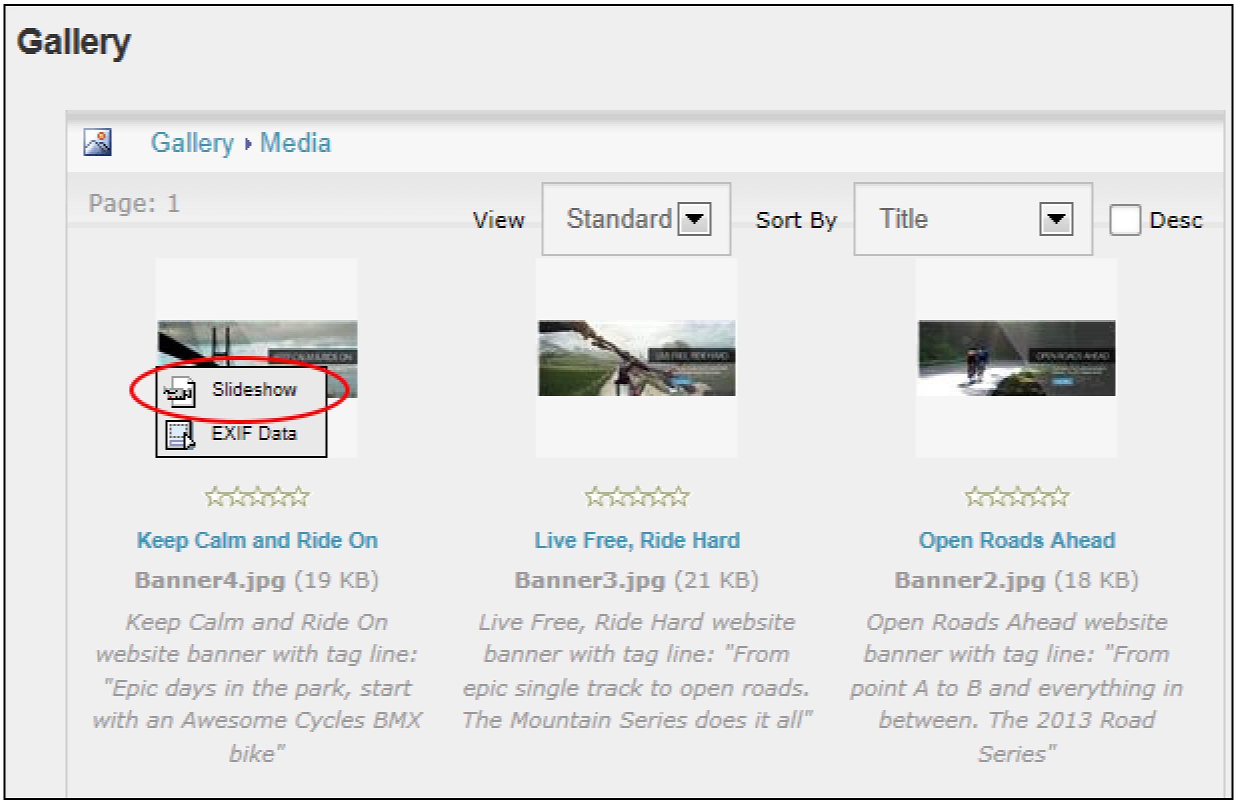


4. Click the Back link to return.

Viewing Image Slideshow

All site visitors can view a slideshow of images inside an album of the Gallery module. Note: Slideshow may not be enabled.

1. Navigate to the required album. See "Opening Albums"



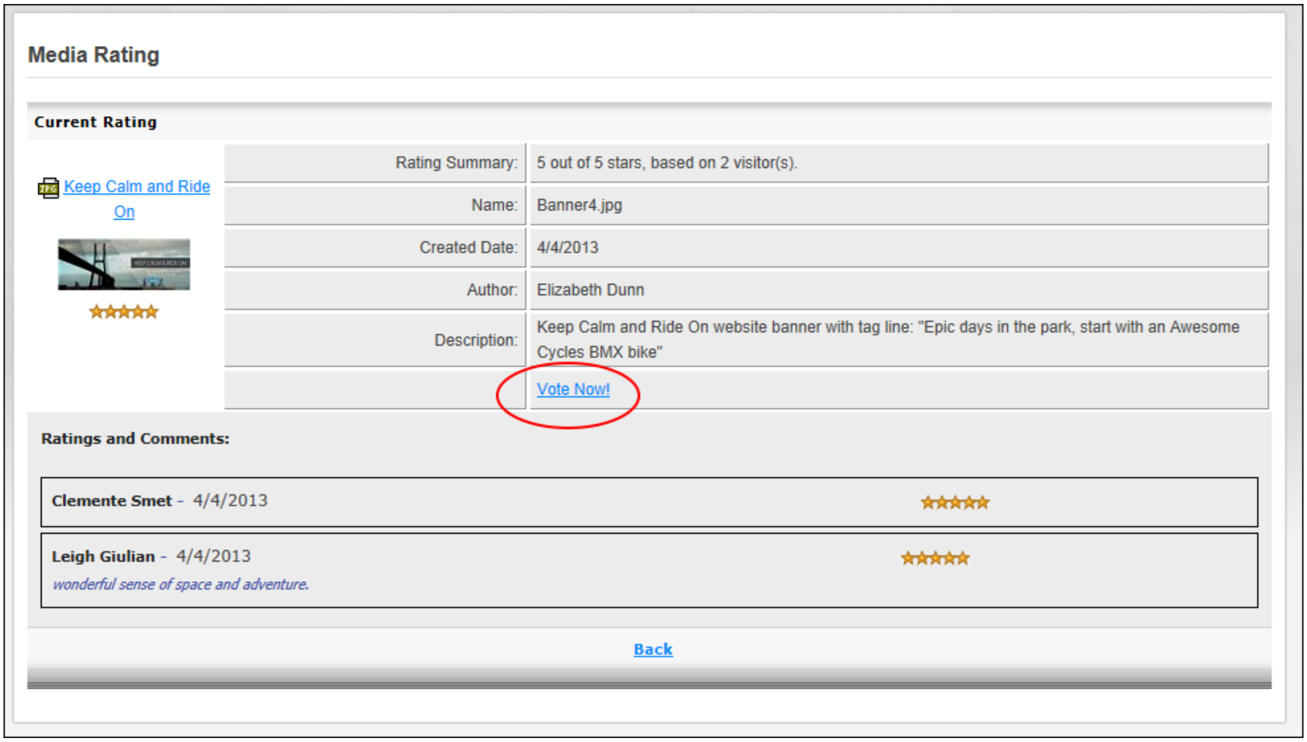
2. In Standard View/Card View, mouse over any image thumbnail and select **Slideshow** - OR - In List View, click the **Slideshow** button. This commences the slideshow from the chosen image. Images are displayed in accordance with the order in which they are sorted including descending order if enabled.
3. Click the **Back** button when you have finished.

Registered Users

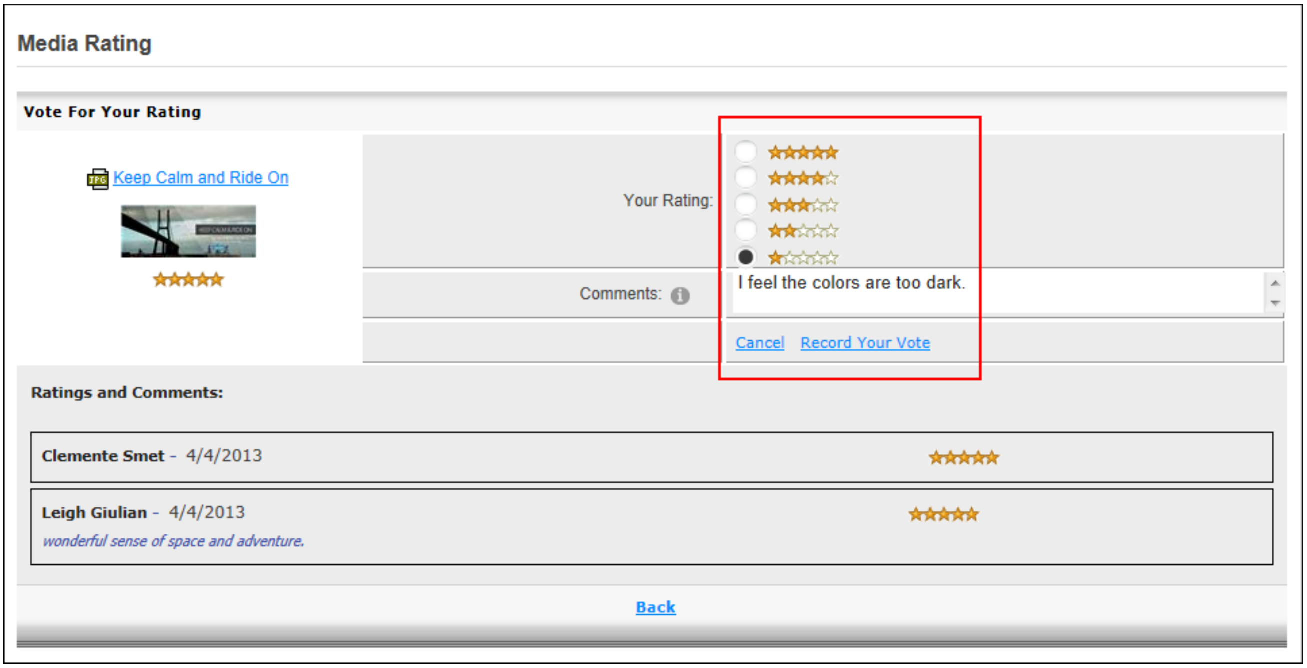
Rating Files

Users can apply a rating from one to five to Gallery files. Only one vote is permitted per user. Note: Ratings may be disabled, or restricted to authorized users. Login is required.

1. View the rating details of the required file. See "Viewing File Ratings"
2. Click on the rating stars.
3. Click the Vote Now! link.



4. At **Your Rating**, select a rating of between 1 and 5 stars. The default selection is 5 stars.
5. **Optional.** In the **Comments** text box, enter your comments.
6. Click the Record Your Vote link.



Adding a Rating

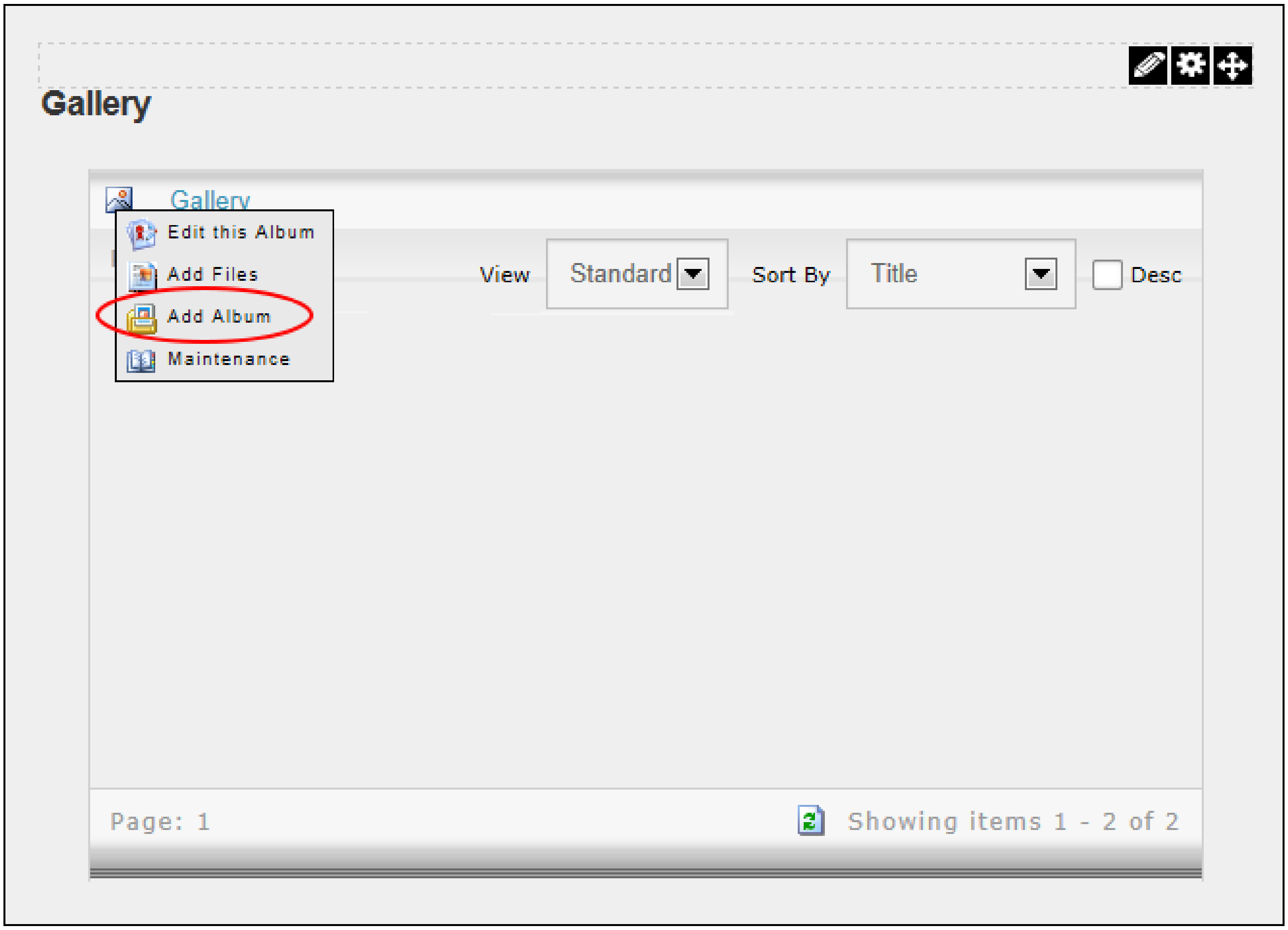
Module Editors

Adding a Parent Album

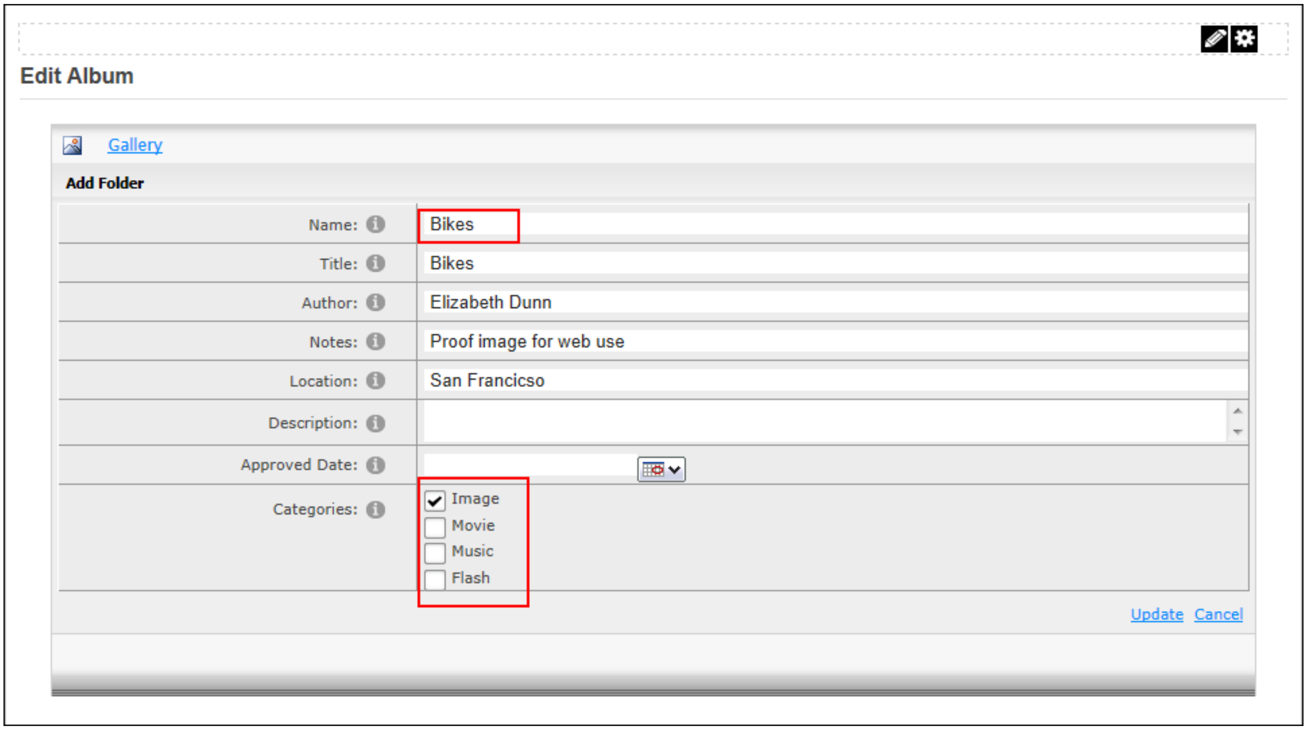
Module Editors can add a parent album to the gallery module. Note: Album names may not include the following characters that are invalid in either a Windows folder name or web URL: \ / : * ? ! " > < | &

Prerequisite. The maximum height and width of images is set to 500 pixels by default and the maximum height and width of thumbnails is set to 100 pixels by default. Page Editors can only modify these settings prior to adding albums and images to the Gallery. See "Configuring Display Settings"

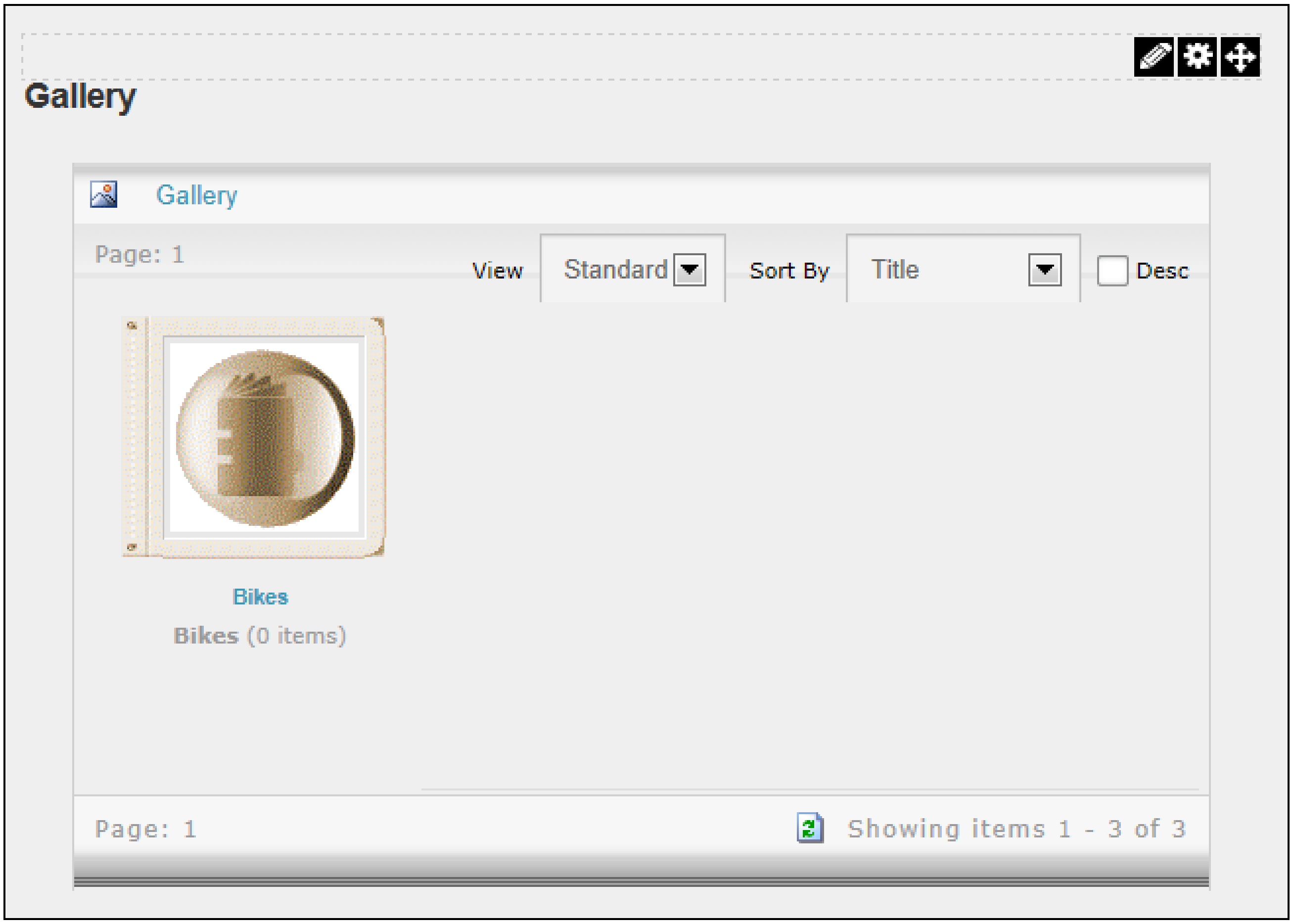
1. Go to a Gallery module.
2. Go to the Gallery home page.
3. Mouse over the **Gallery** icon and then select **Add Album**. This opens the Edit Album page.



4. In the **Name** text box, enter a name for the album using plan text. E.g. Close Ups. **Important**: The Name field cannot be edited.
5. The following settings are optional:
   1. In the **Title** text box, enter a title for the album.
   2. In the **Author** text box, enter a name for the author of the images.
   3. In the **Notes** text box, enter any notes about this gallery.
   4. In the **Location** text box, enter the location where the media was taken.
   5. In the **Description** text box, enter a description of this gallery.
   6. 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. At **Categories**, select the media categories to be added to this album.



7. Click the **Update** button.

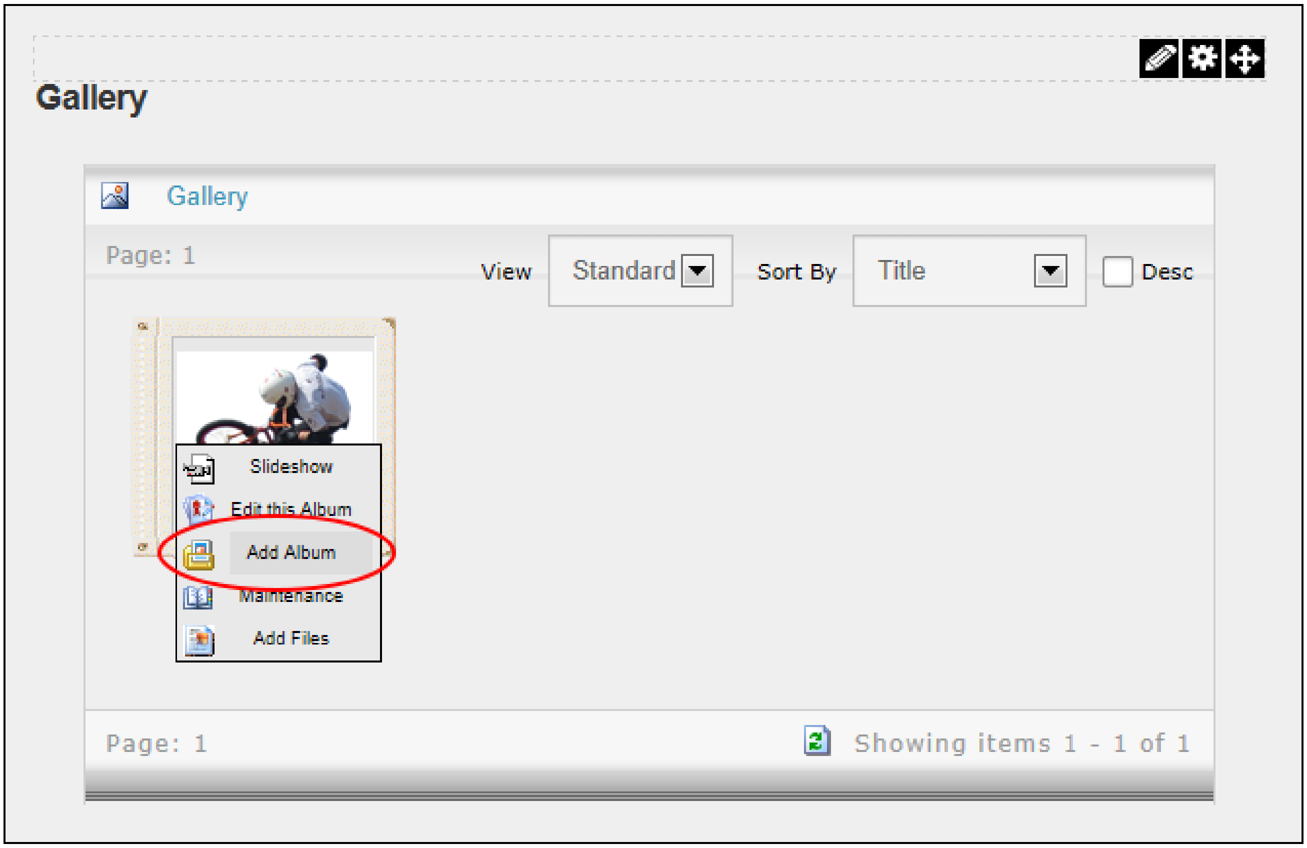


Adding a Parent Gallery

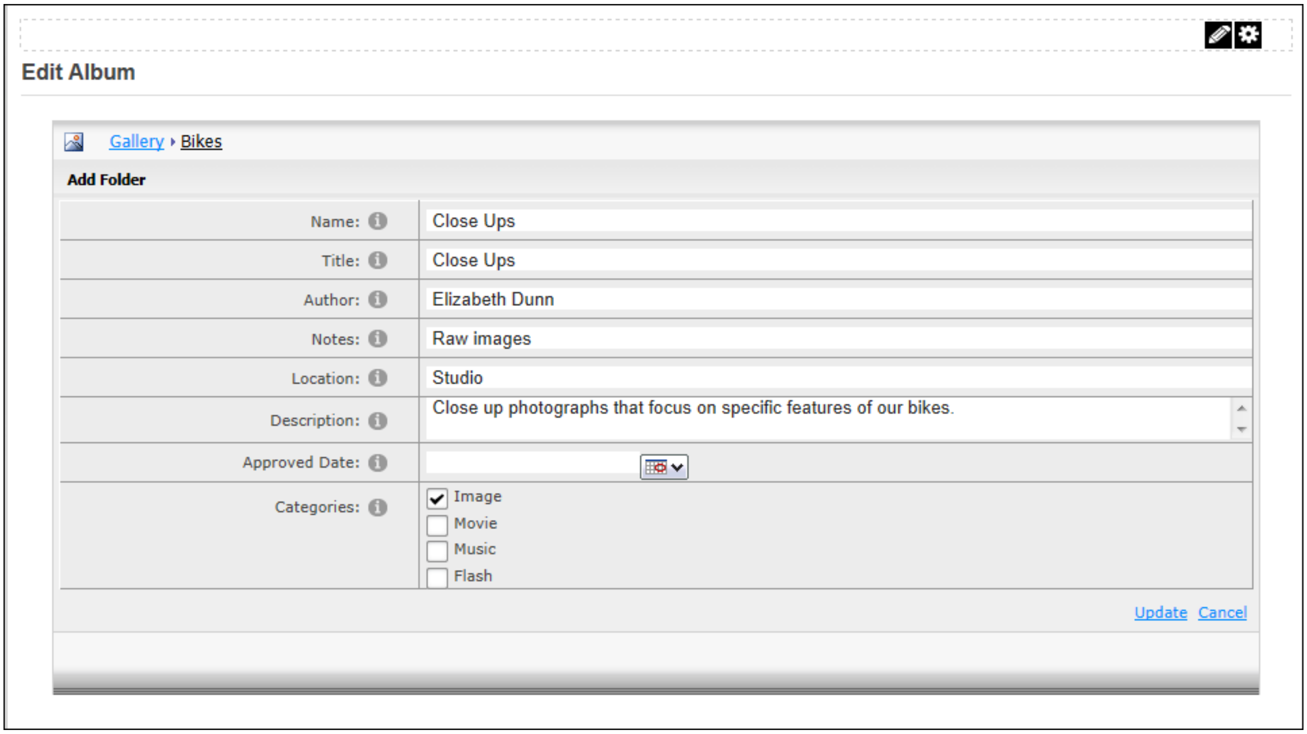
Adding a Sub-Album

Module Editors can add a sub-album (also known as a child album) to an album on the Gallery module.

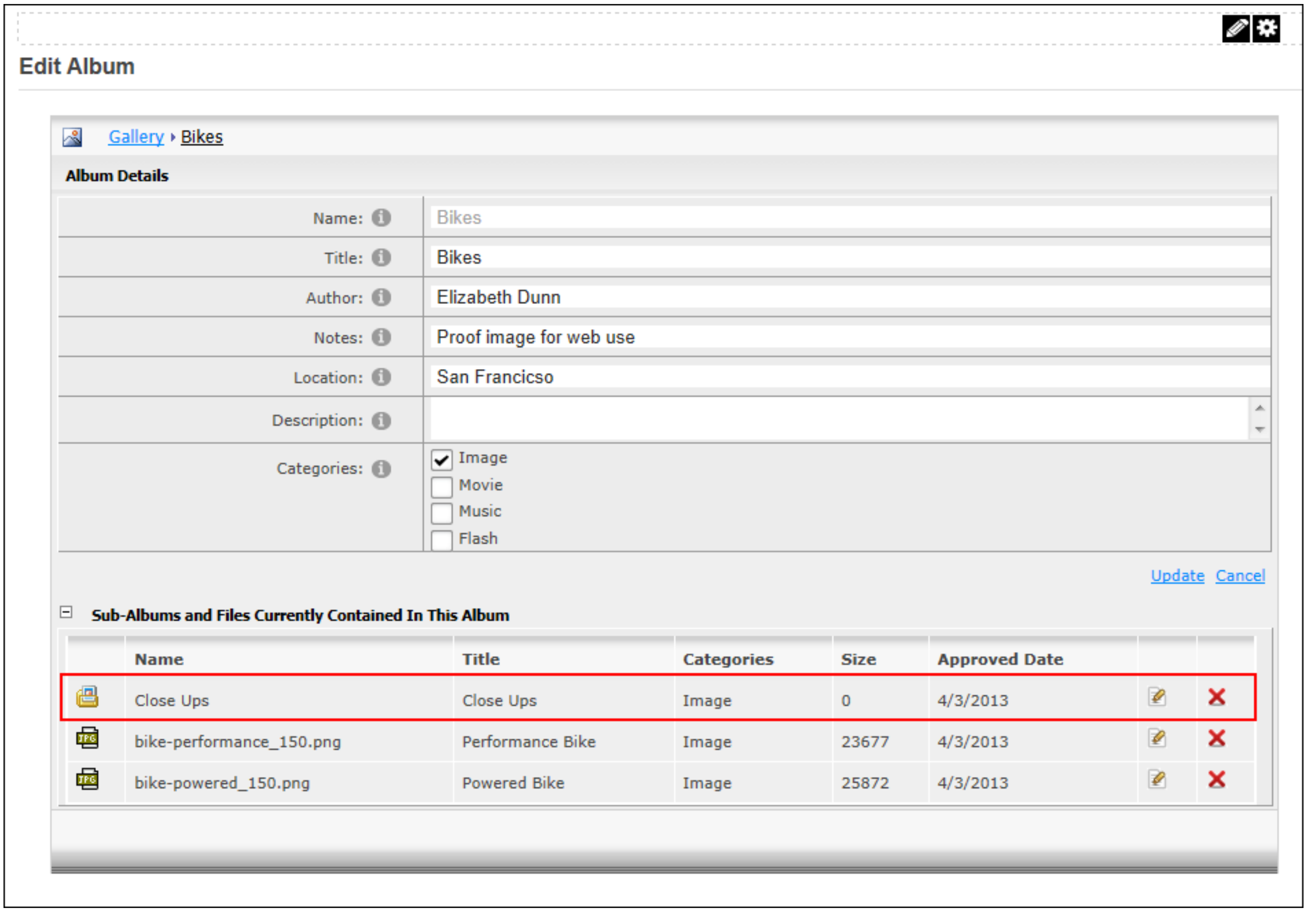
1. Navigate to the parent album for this new album and then open the album menu. See "Opening the Album Menu"
2. Select **Add Album** from the album menu.



3. In the **Name** text box, enter a name for the album using plan text. E.g. Close Ups. Note: This 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:
    1. In the **Title** text box, enter a title for the album.
    2. In the **Author** text box, enter a name for the author of the images.
    3. In the **Notes** text box, enter any notes about this gallery.
    4. In the **Location** text box, enter the location where the media was taken.
    5. In the **Description** text box, enter a description of this gallery.
    6. 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** button. The child album is now in the **Sub-Albums and Files Currently Contained In This Album** section at the base of this page.
7. Click the **Cancel** button to return to the page.



A Newly Added Child Album (Sub-Album)

Editing Albums

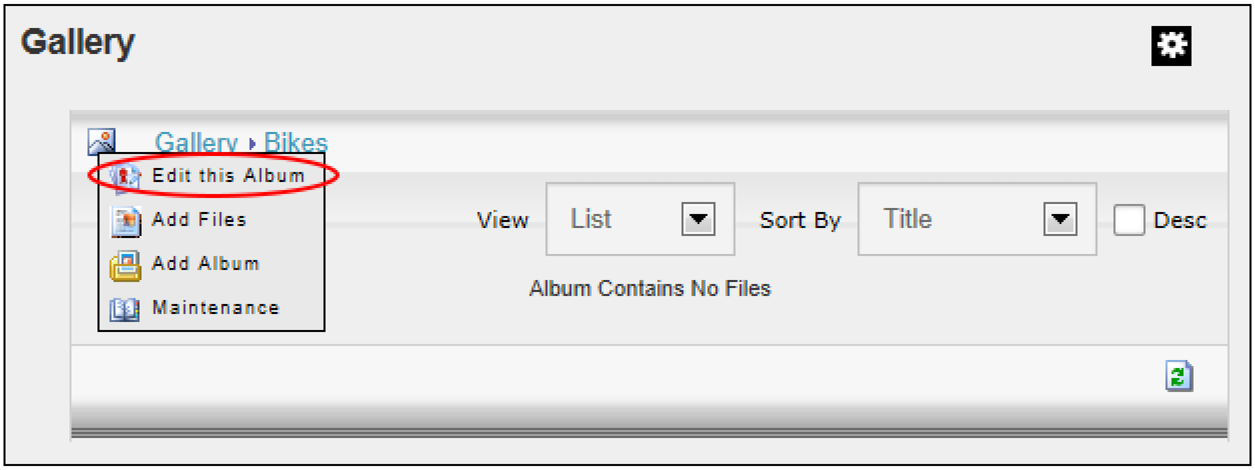
Module Editors can edit the settings of the albums in the Gallery module. Note: The name of sub-album galleries cannot be edited.

Editing the Parent Gallery

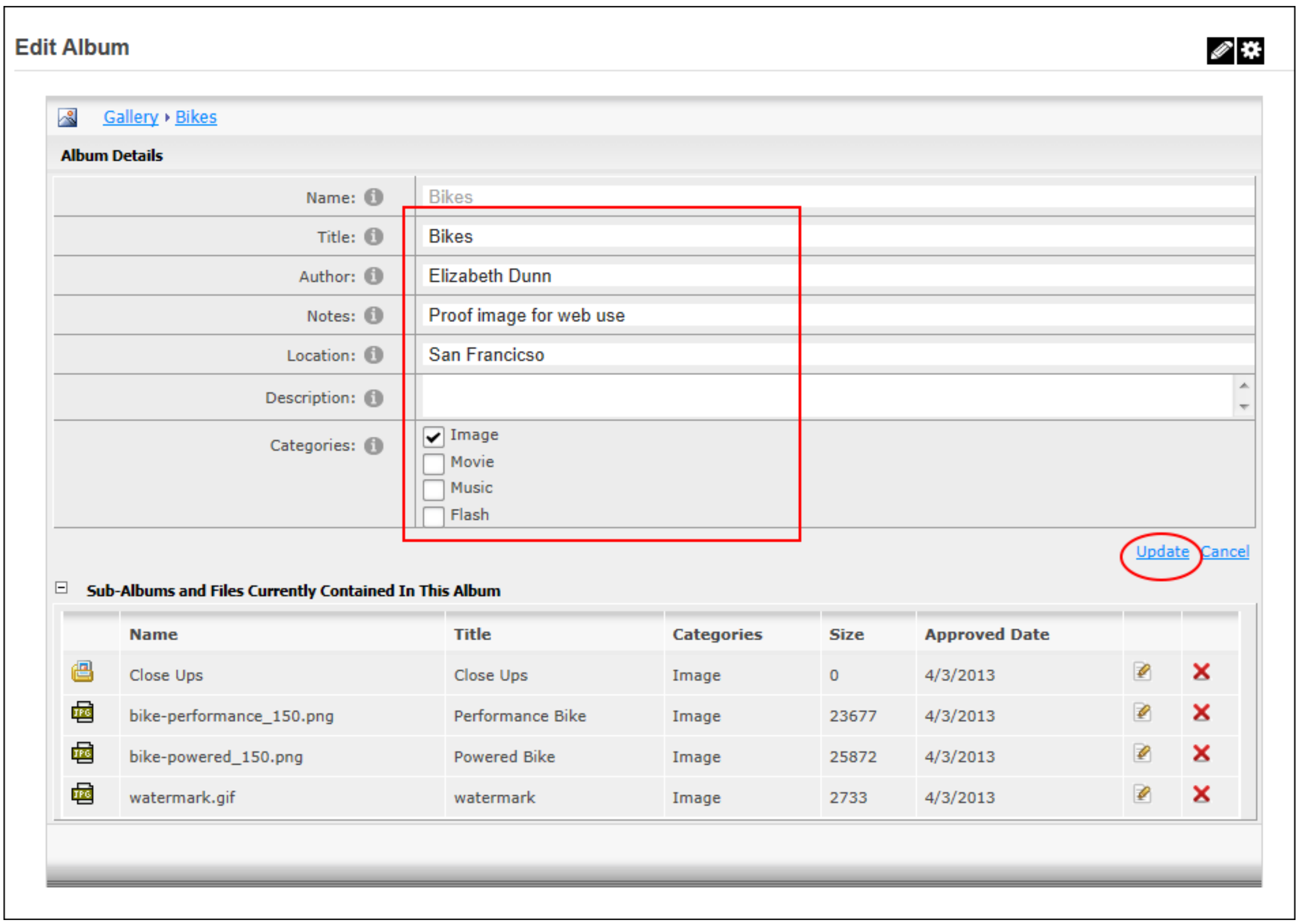
- See "Configuring Display Settings"

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** button.

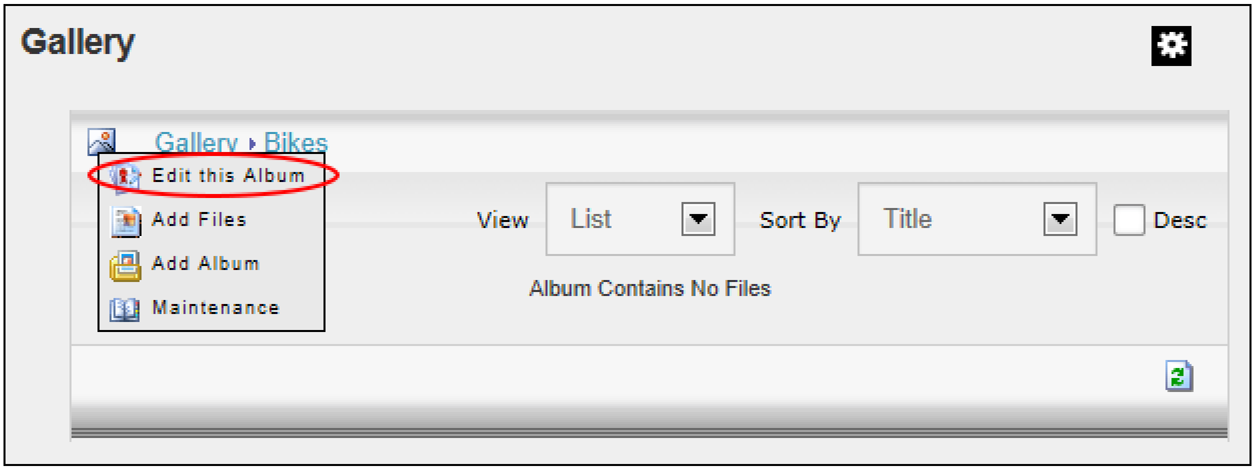


Editing Album Properties

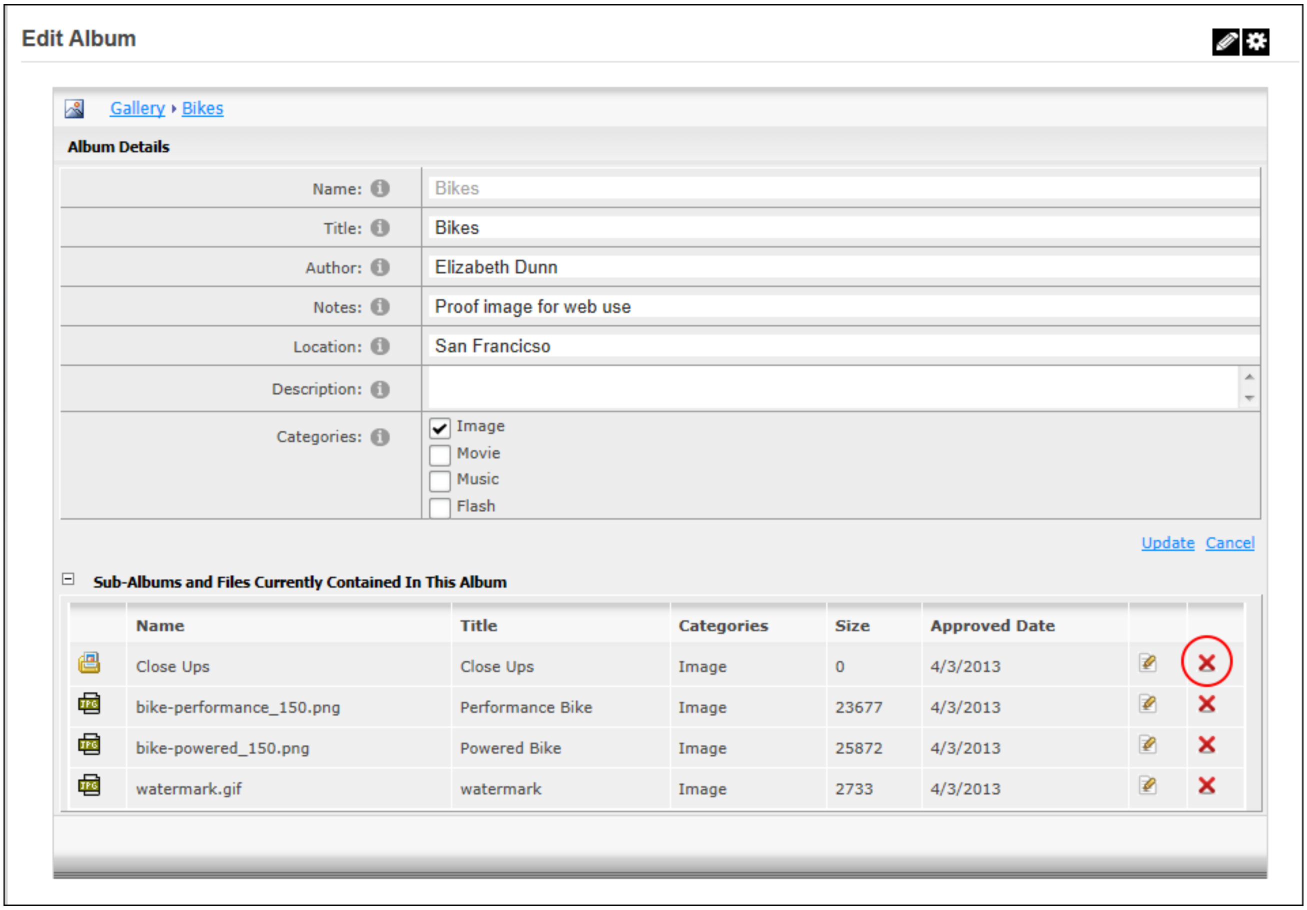
Deleting a Sub-Album

Module Editors can delete a sub-album (child album) from the Gallery module.

1. Navigate to the parent album of the sub-album to be deleted and open menu. 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 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.

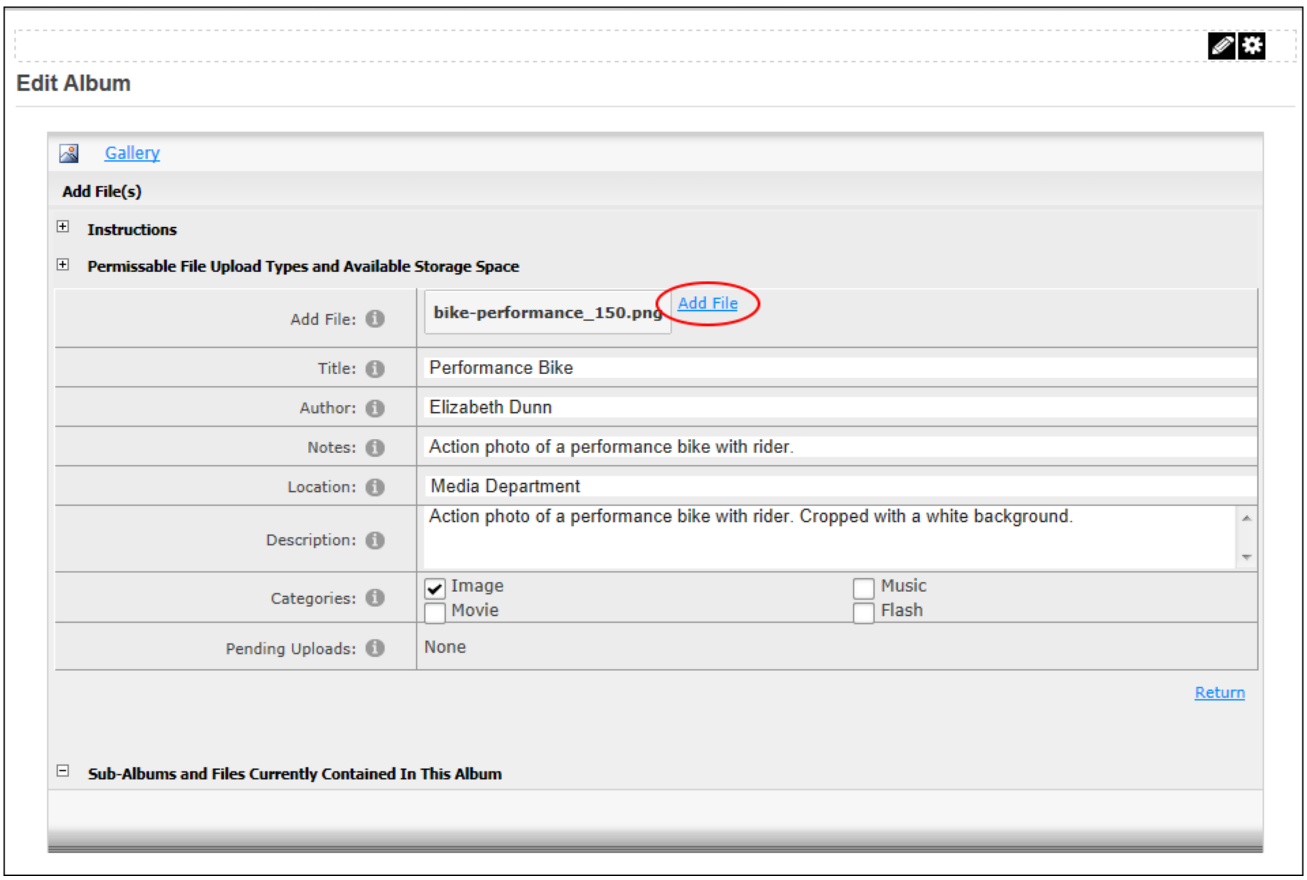
Adding Files to an Album

Module Editors can add one or more files to an album of the Gallery module. In the below example, two files are uploaded to an album titled "Bikes"

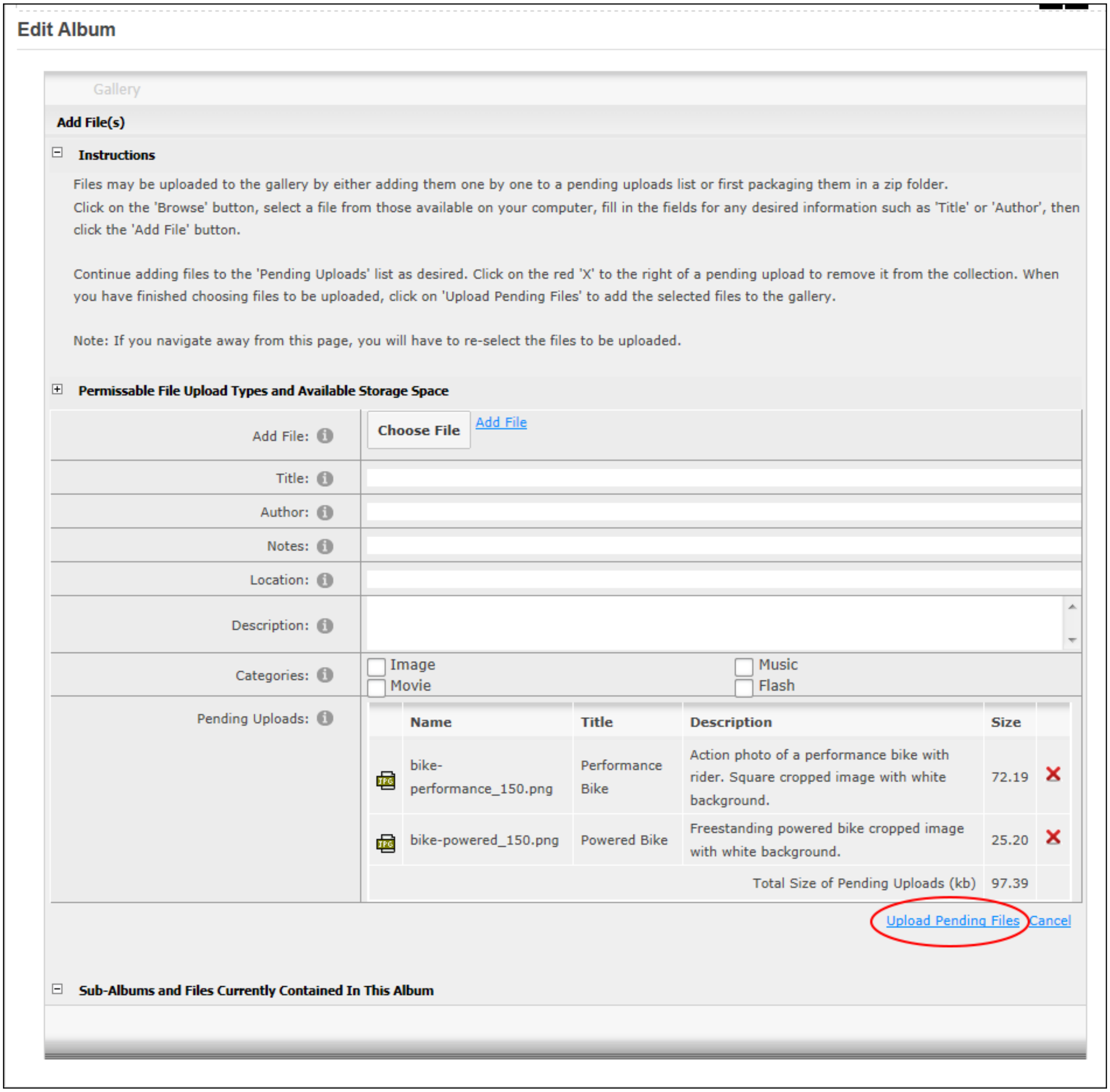
Prerequisite. The maximum height and width of images is set to 500 pixels by default and the maximum height and width of thumbnails is set to 100 pixels by default. Page Editors can only modify these settings prior to adding albums and images to the Gallery. See "Configuring Display Settings"

1. Go to a Gallery module.
2. Navigate to and open the menu of the required album. See "Opening the Album Menu"
3. Select **Add Files** from the menu.

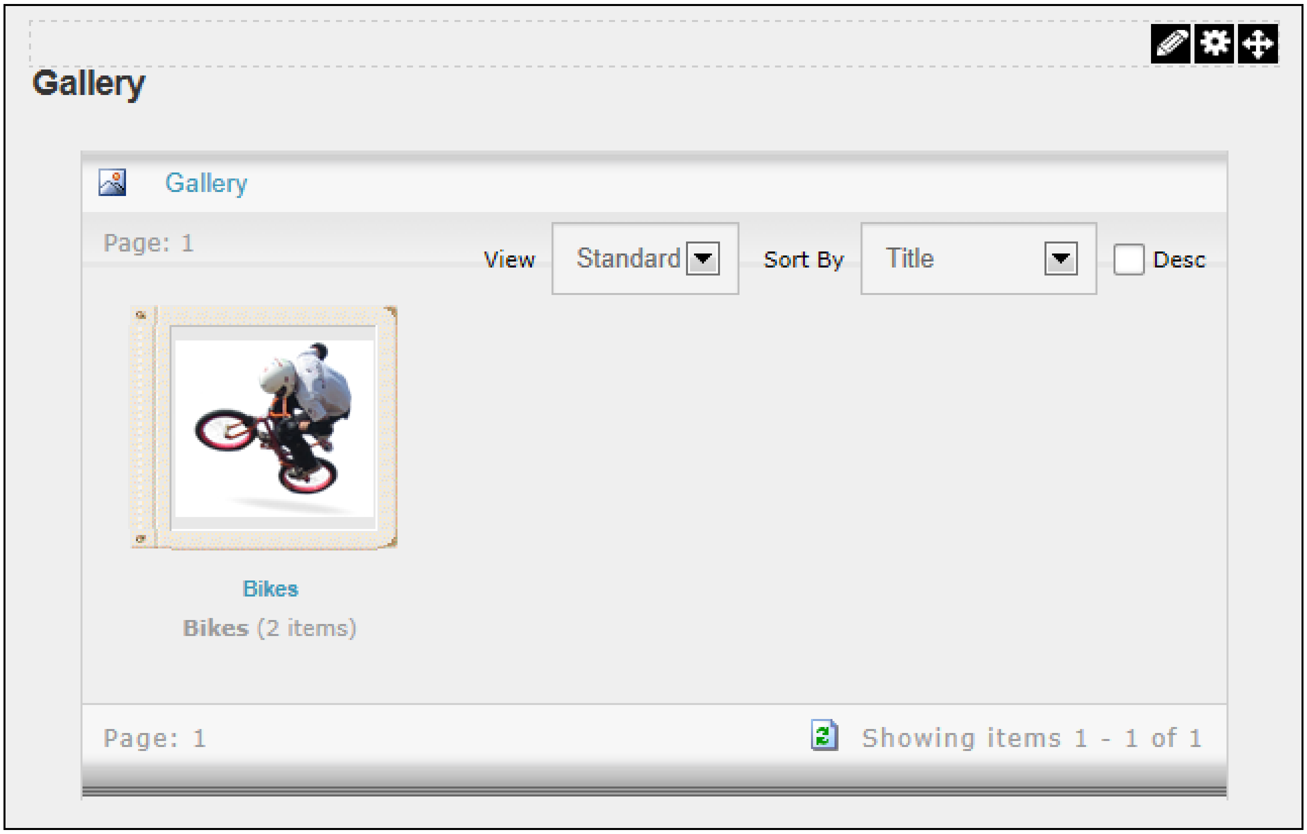
4. **Optional. Maximize** ⊞ either the **Instructions** or **Permissible File Upload Types and Available Storage Spaces** section for further assistance with uploading files or to view the types of files that can be uploaded and the available storage space.
5. At **Add File**, click the **Choose File** button and select the file from your computer.
6. Complete any of these optional fields.
    1. **Recommended.** In the **Title** text box, enter a title for the file.
    2. In the **Author** text box, enter the author of the file.
    3. In the **Notes** text box, enter any notes for this file.
    4. In the **Location** text box, enter the location where the file was acquired.
    5. In the **Description** text box, enter a description of the file.
    6. **Recommended.** At **Categories**, deselect one or more media categories.
7. Click the Add File link displayed beside the Add File field.



8. The file is now listed at **Pending Uploads**. Repeat Step 4-6 to add additional files. Note: You must reselect the categories you require each time you add a file.
9. Click the Upload Pending Files link to upload the added file(s) to the album.



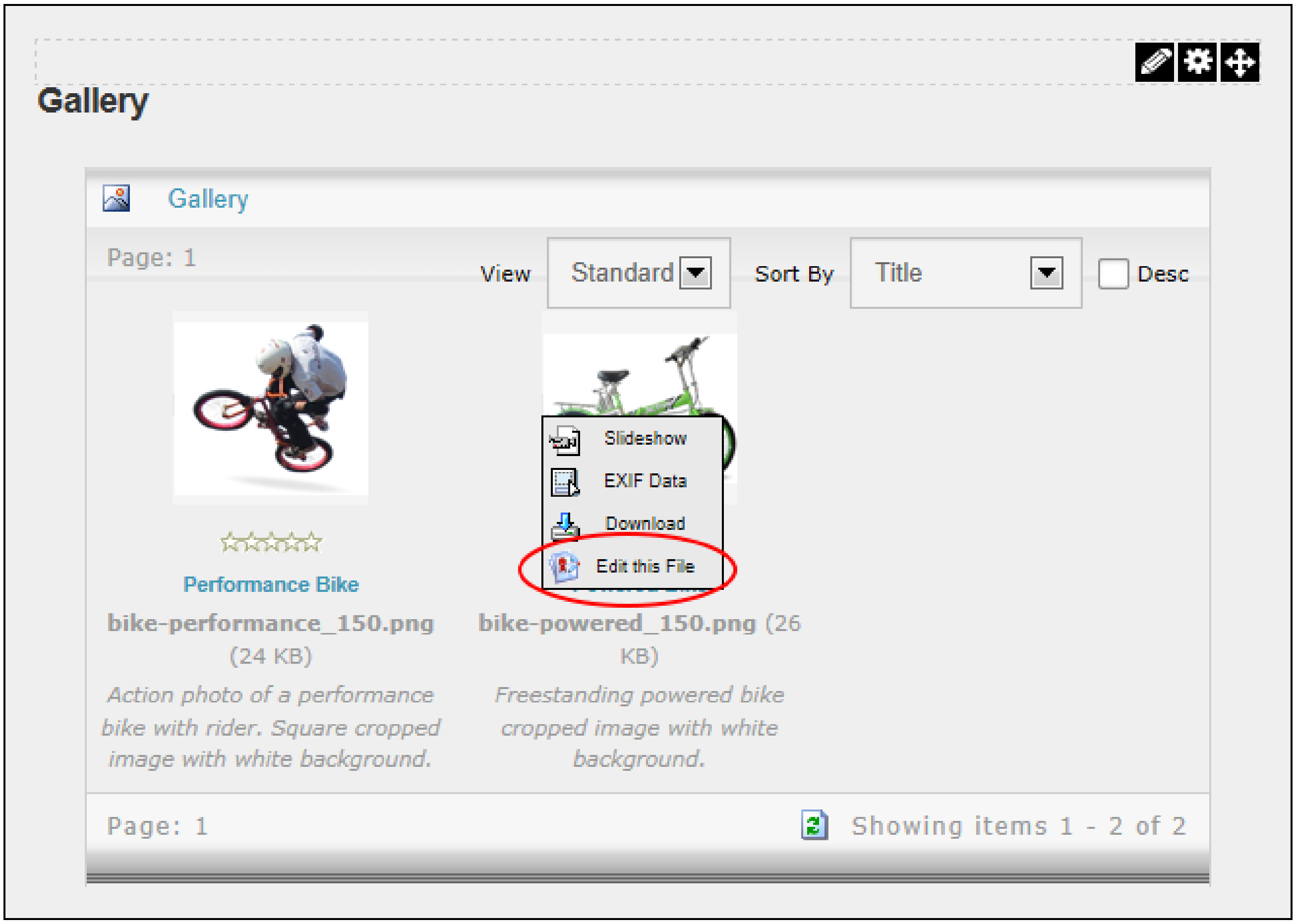
10. Click the Return link to return to the gallery. The below image shows the two images that were uploaded to the "Bikes" album.



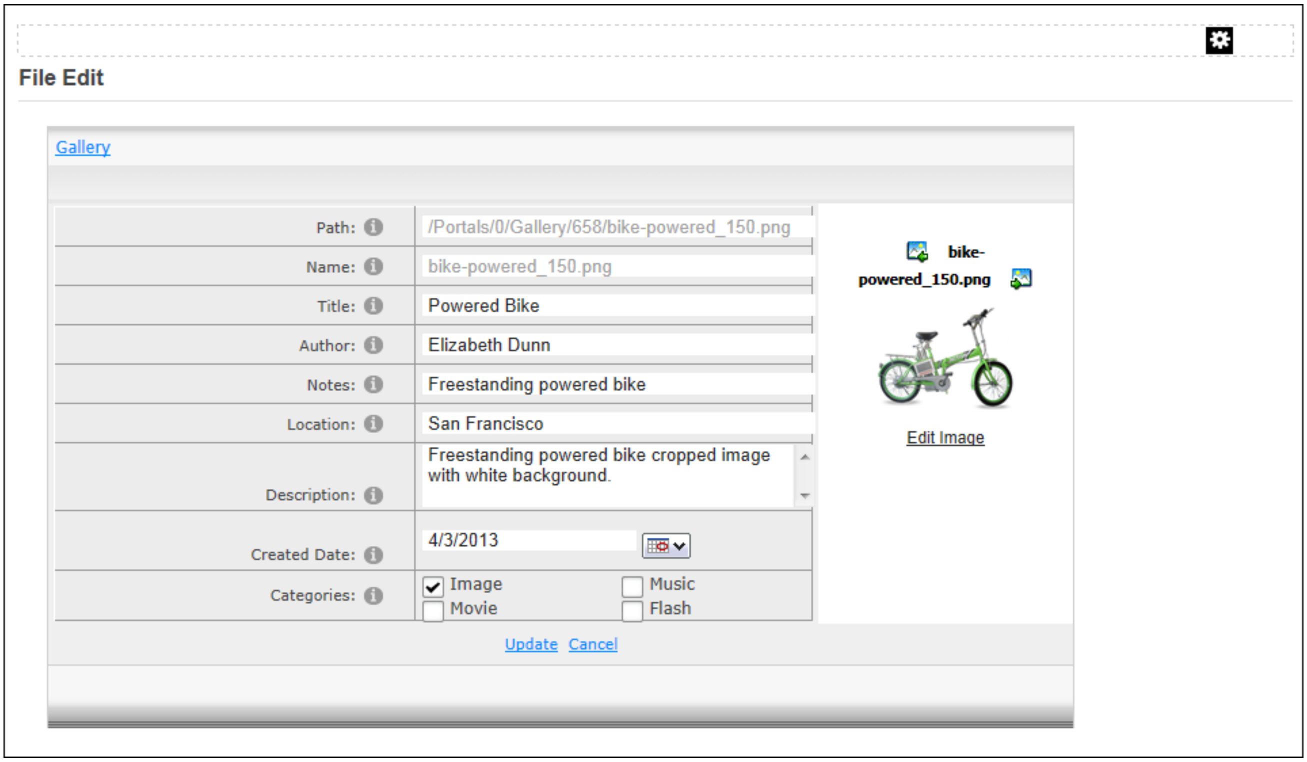
Editing File Details

Module Editors can 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** button.



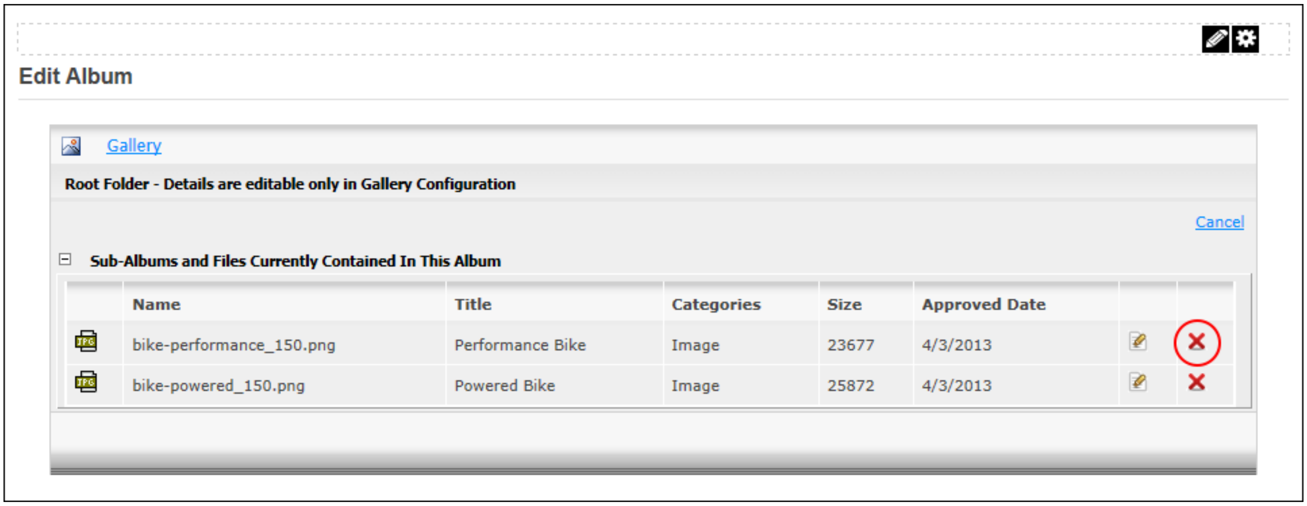
Editing File Details

Deleting a File from an Album

Module Editors can delete a file from a Gallery module album.

Option One

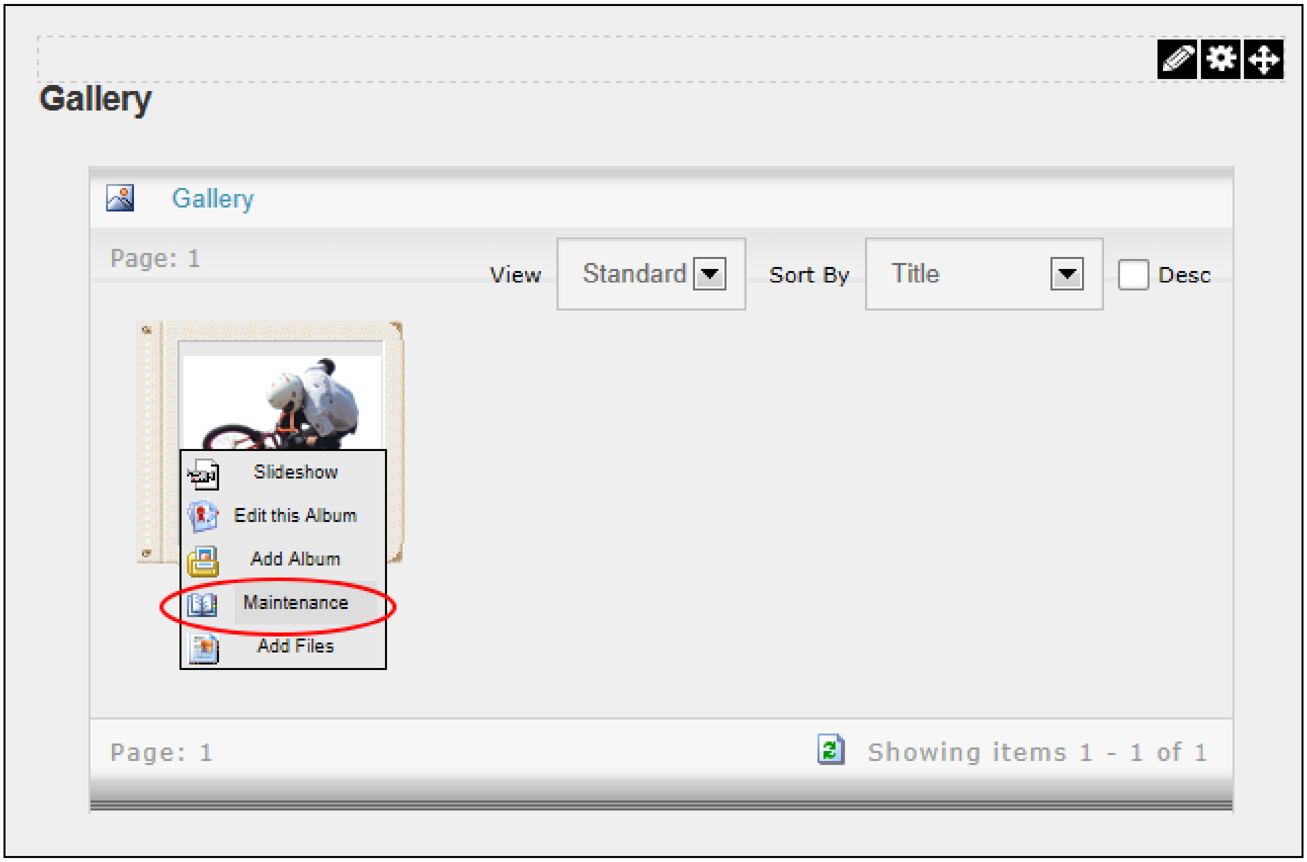
1. Open the menu of the required album. See "Opening the Album Menu"
2. Select **Edit This Album** from the album menu.
3. Go to the **Sub-Albums and Files Currently Contained In This Album** section.
4. Click the **Delete** button beside the file to be deleted. This displays the message "Are You Sure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



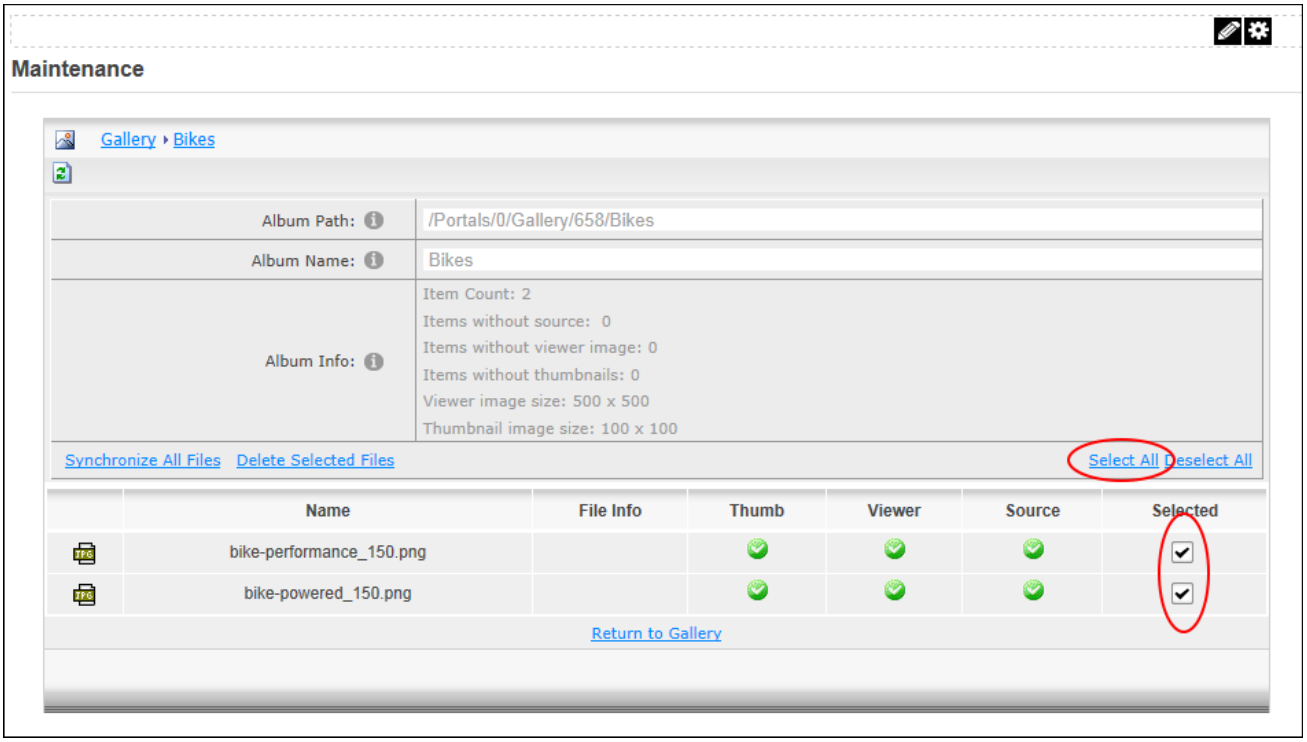
5. Click the **OK** button to confirm.
6. Repeat Steps 4-5 to delete additional files from this album.

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. At the base of the page, check ☑ the check box beside each file to be deleted - OR - Click the Select All link to select all files for deletion.

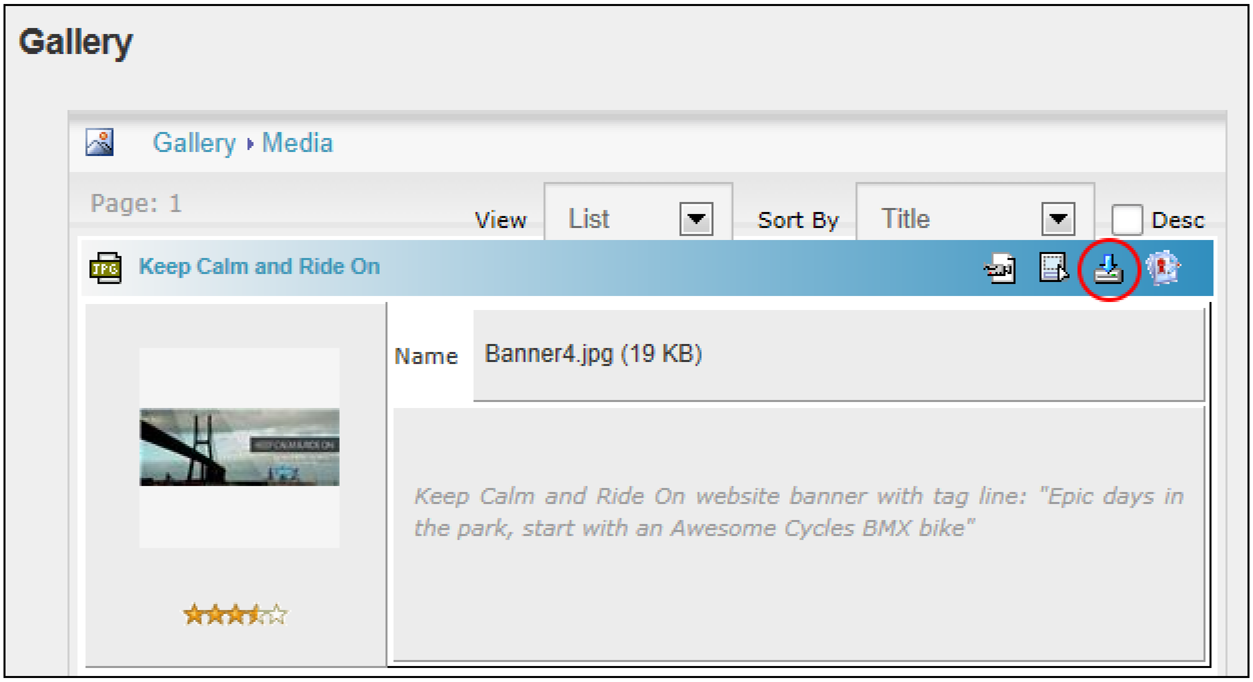


5. Click the Delete Select Files link.

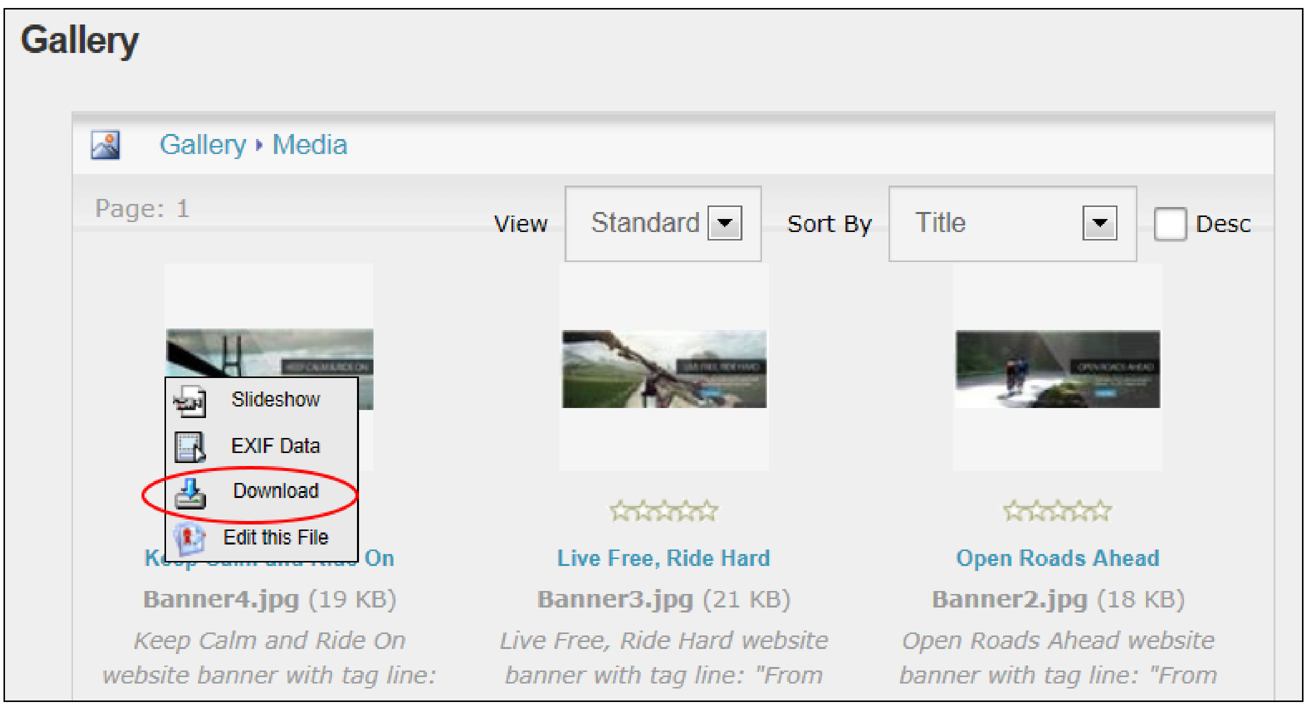
Downloading a File

Module Editors can download a file from the Gallery module. Note: You must be in one of the download roles (which may include "All Users") specified in the Gallery configuration to download files.

1. Open the required album. See "Opening Albums"
2. Locate the required file. Then perform one of the following:
   - In List View, select then **Download This File** button.



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

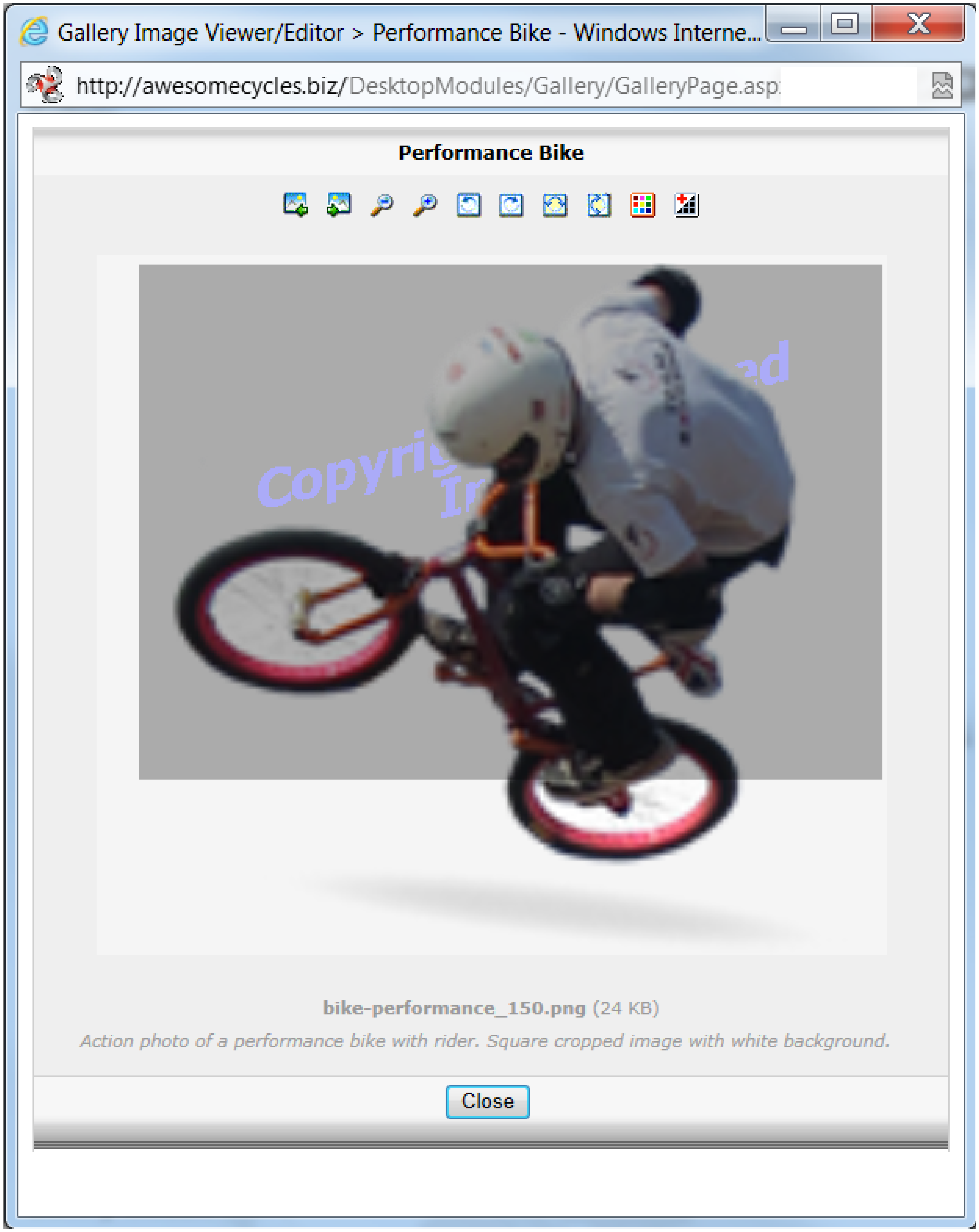


Tip: For image file types, the file to be downloaded will be the full-resolution file which was originally uploaded rather than a reduced resolution file such as that presented when viewing the image.

Adding a Watermark

Module Editors can 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 Files to an Album"

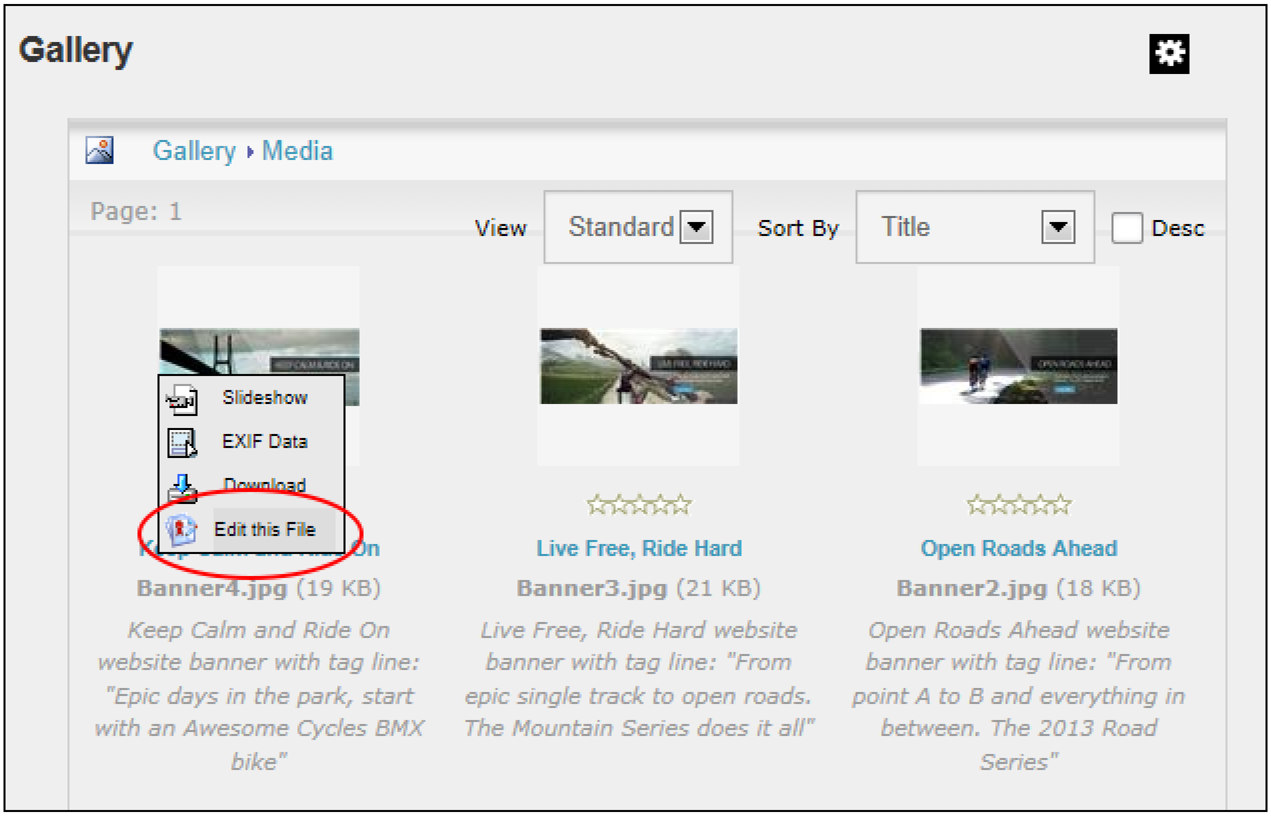

Gallery Image Viewer/Editor > Performance Bike - Windows Interne...
http://awesomecycles.biz/DesktopModules/Gallery/GalleryPage.asp
Performance Bike
bike-performance_150.png (24 KB)
Action photo of a performance bike with rider. Square cropped image with white background.
Close

Editing Image Properties

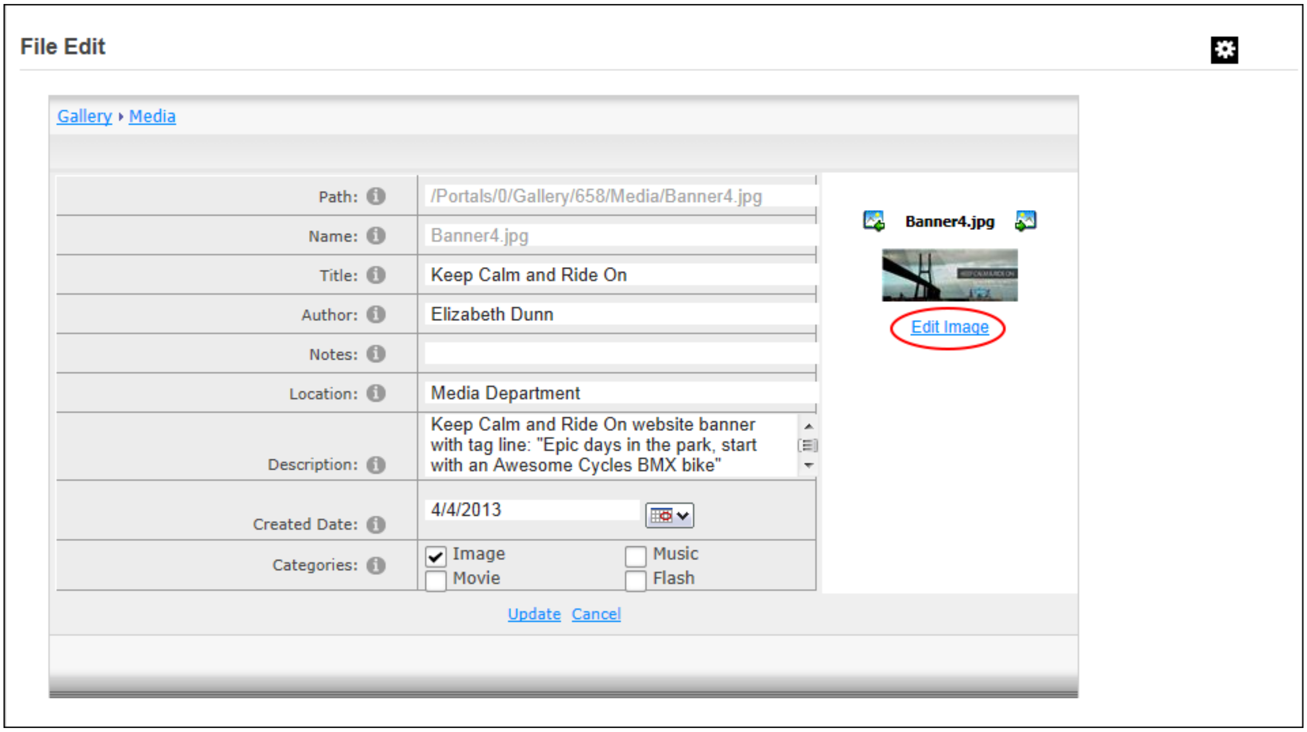
Module Editors can edit the properties of an image in the Gallery module. The Save button is hidden from users who aren't authorized to edit properties.

Important. If a color image is saved as black and white the color cannot be restored to that file.

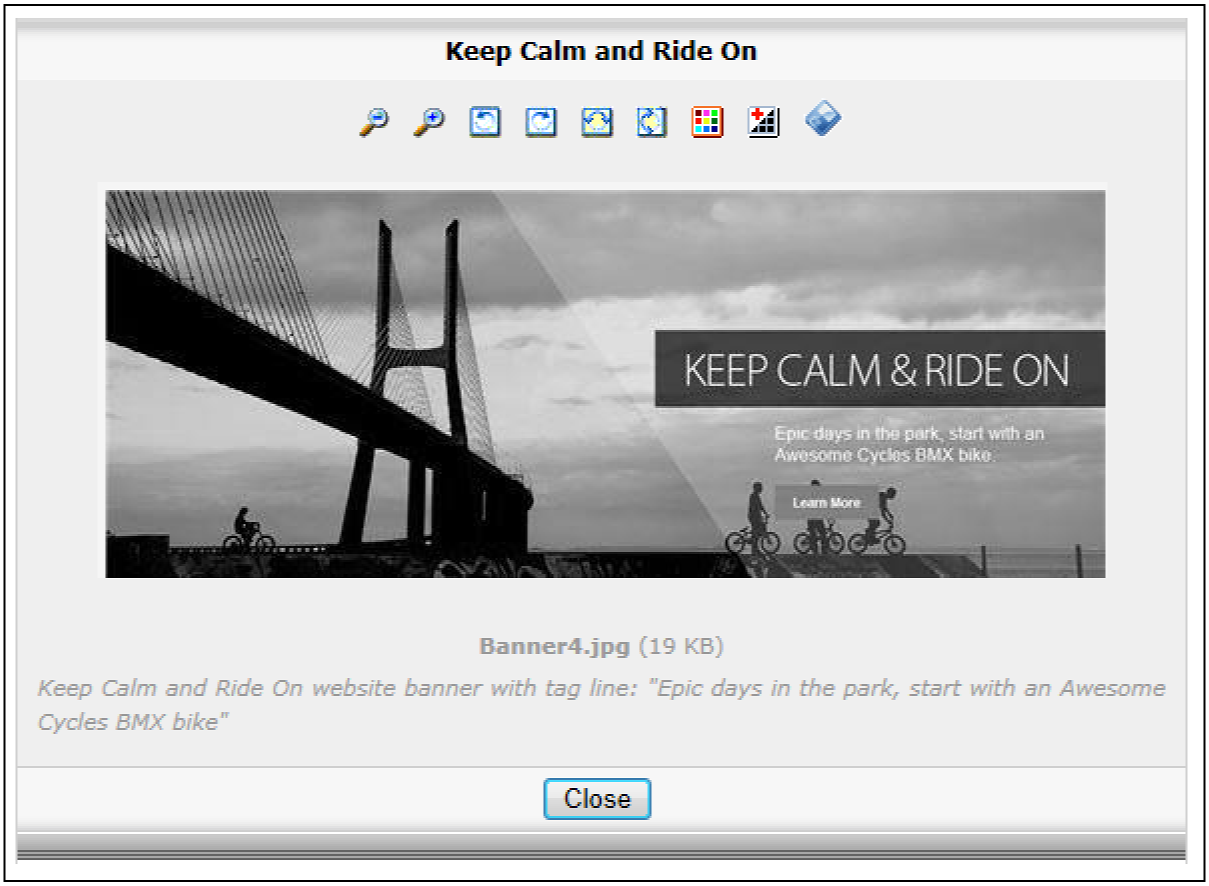
1. Navigate to and open the required album. See "Opening Albums"



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



3. Click the Edit Image link below the image thumbnail. This opens the Gallery Image Viewer/Editor.
4. Select one or more of these image editing tools as required:
   - **Zoom Out**: View a smaller version of the image.
   - **Zoom In**: View an enlarged version of the image.
   - **Rotate Left**: Rotate the image counter clockwise 90 degrees.
   - **Rotate Right**: Rotate the image clockwise 90 degrees.
   - **Flip Horizontally**: Flip the image in the horizontal plane.
   - **Flip Vertically**: Flip the image in the vertical plane.
   - **Show In Color**: Restore the color to colored images.
   - **Black & White Add**: Click once to change a color image to black and white (as shown below). 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.



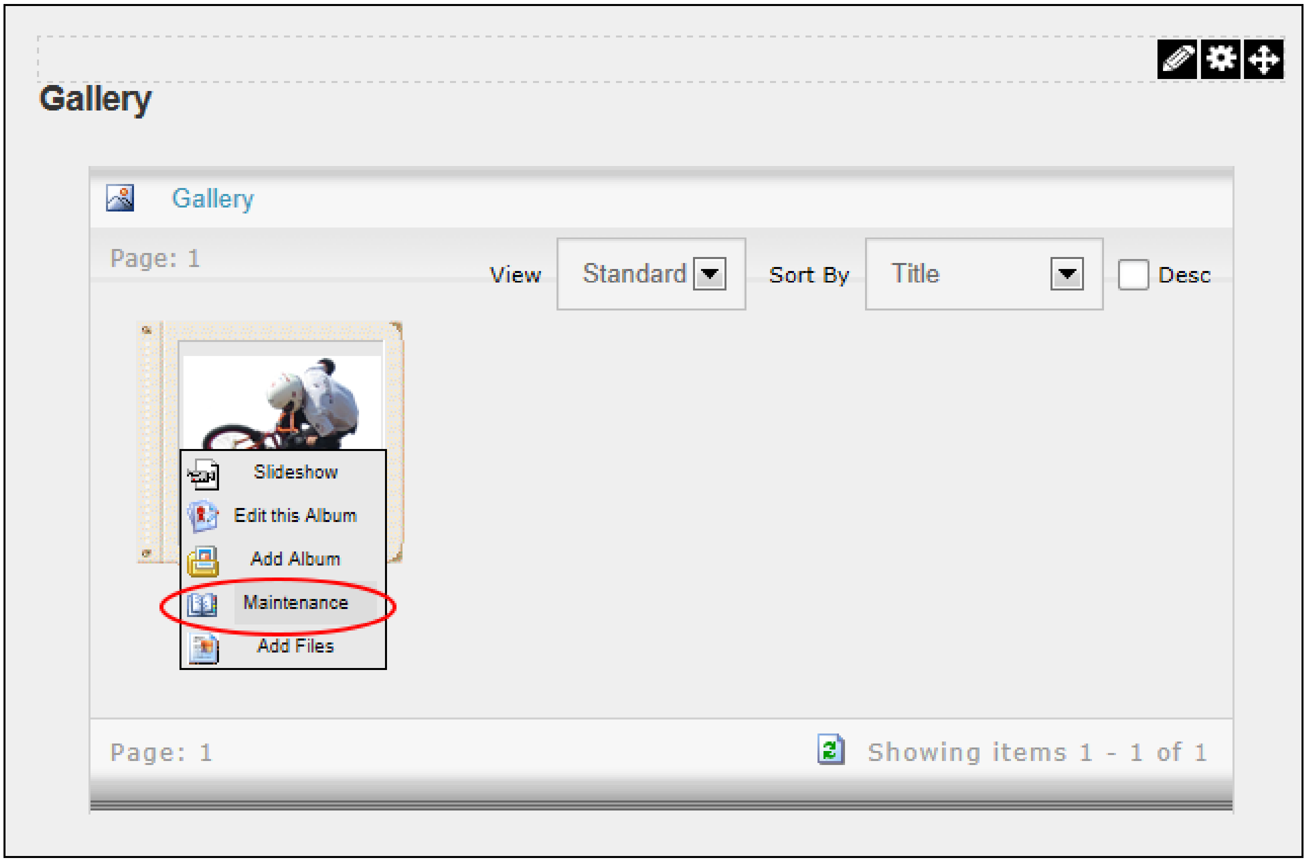
5. Click the **Save** button. This displays the message "Are you sure you wish to save the changes to this item?"
6. Click the **OK** button to confirm.
7. To edit additional images, use the **Previous** and **Next** buttons to move to other images and then repeat Steps 4-6.
8. Click the **Close** button to exit the Gallery Image Viewer/Editor.

Refresh Gallery

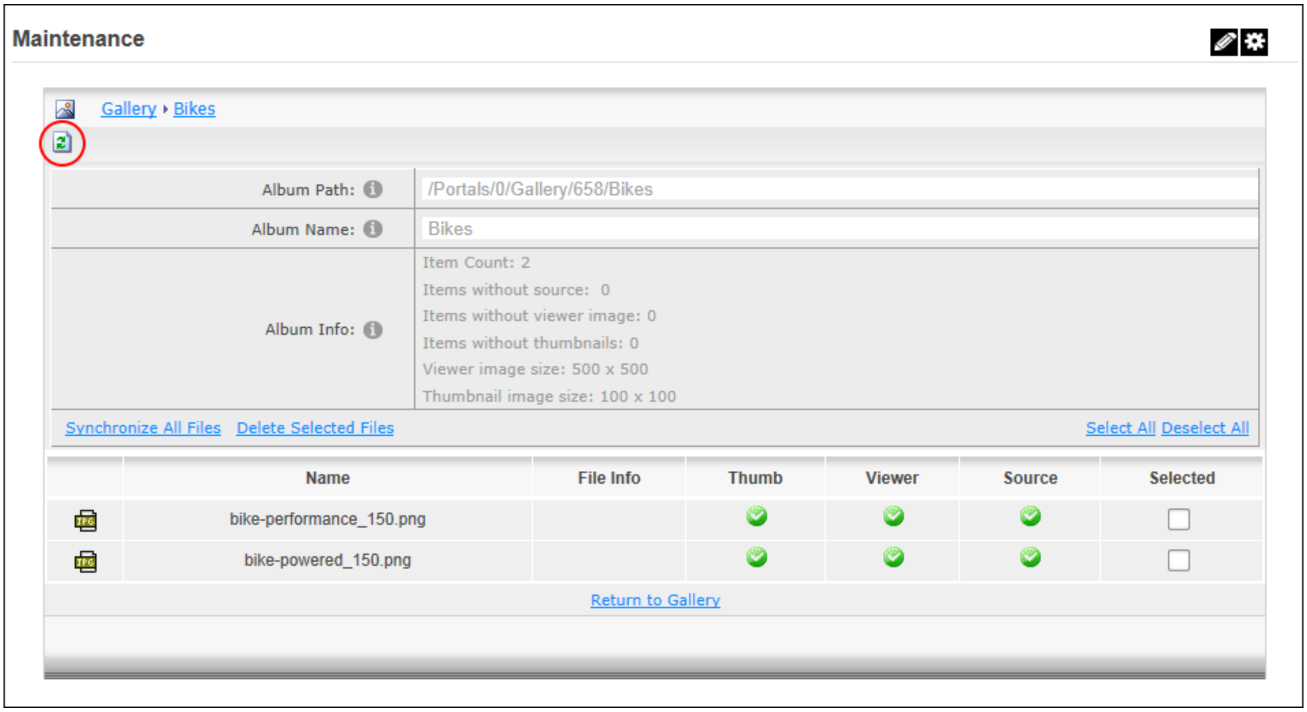
Module Editors can clear cached files from an album of the Gallery module. This synchronizes the gallery and updates any album or file changes which have been made outside of the normal gallery user interface, or if the physical location of the gallery is changed.

Option One:

1. Select **Maintenance** from the Album menu. See "Opening the Album Menu"



2. Click the **Clear Cache** button.



Clearing the cache

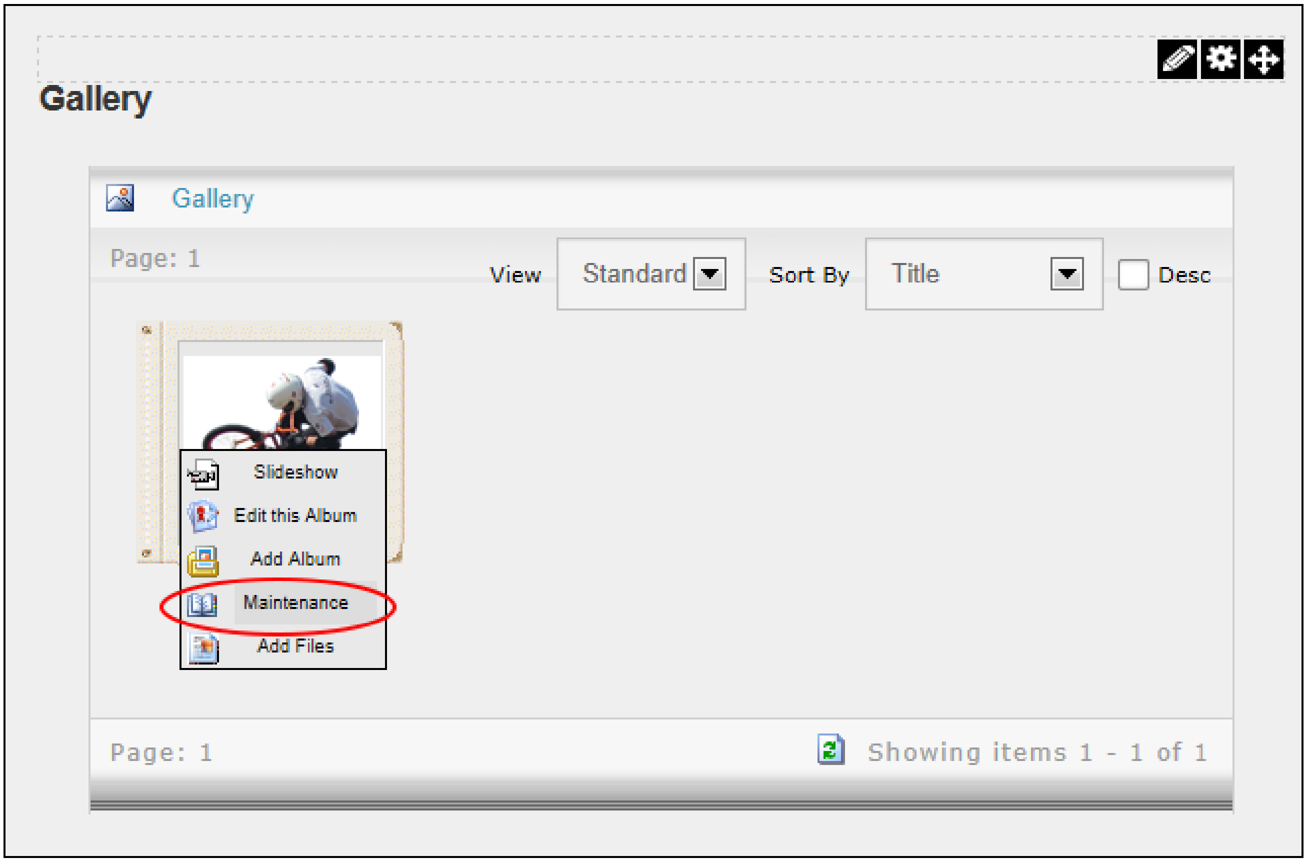
Option Two:

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

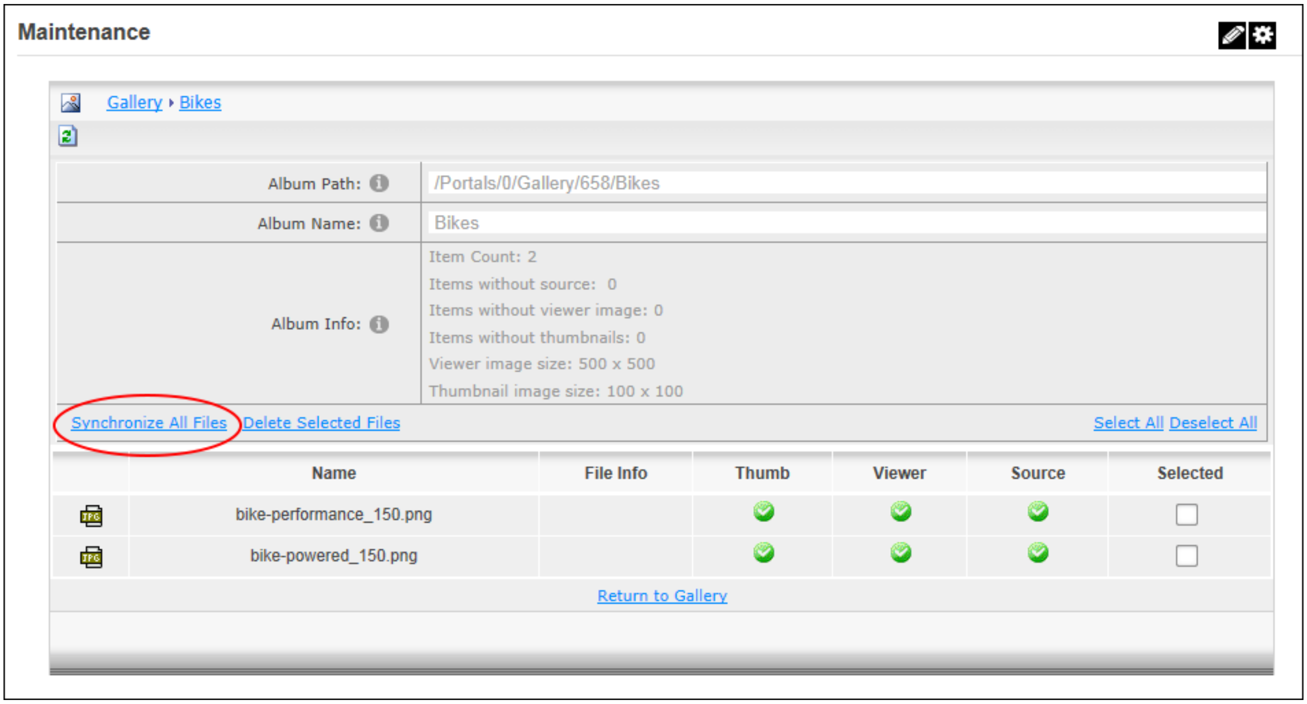
Synchronizing Album Files

Module Editors can synchronize all files within an album of the Gallery module. Restricted to module editors.

1. Open the menu of the required album. See "Opening the Album Menu"
2. Select **Maintenance** from the album menu.



3. Click the Synchronize All Files link.



Synchronizing Album Files

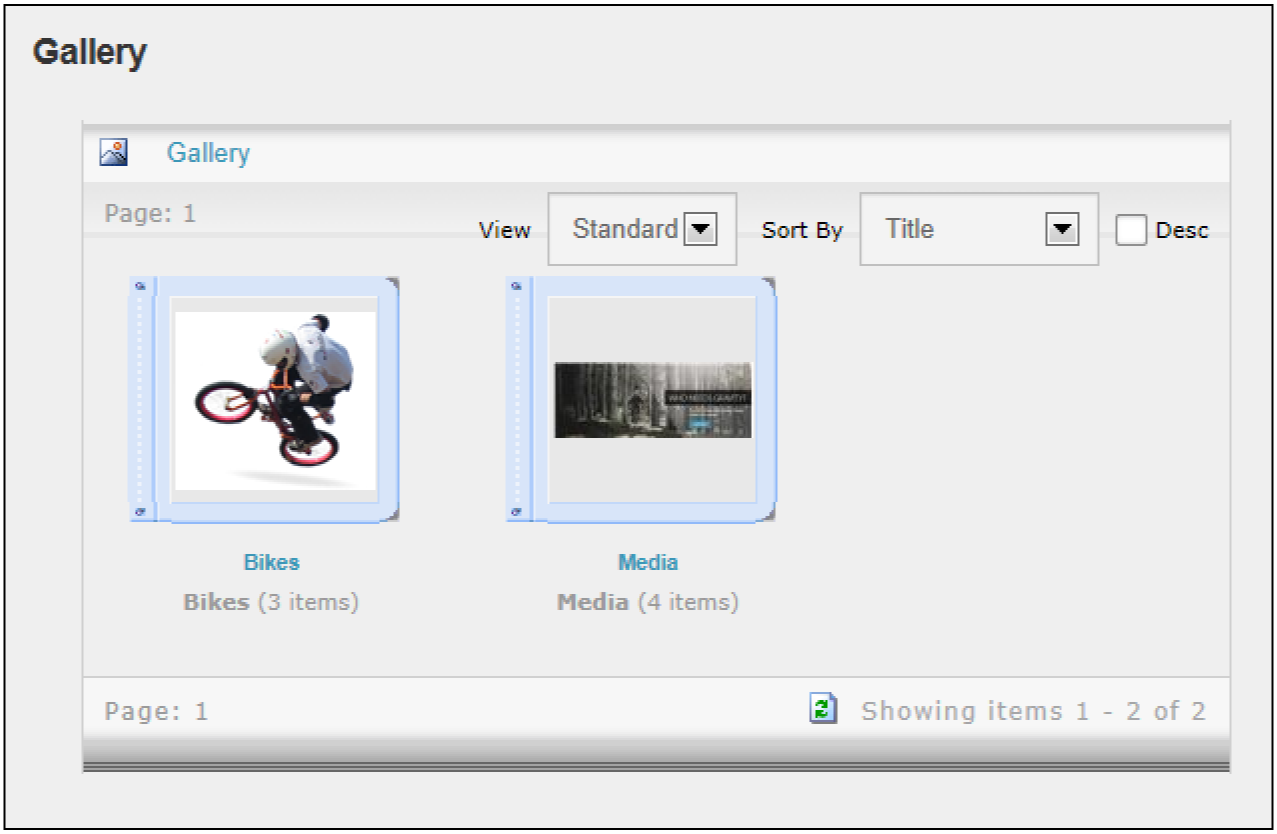
Page Editors

Overview of Gallery Themes

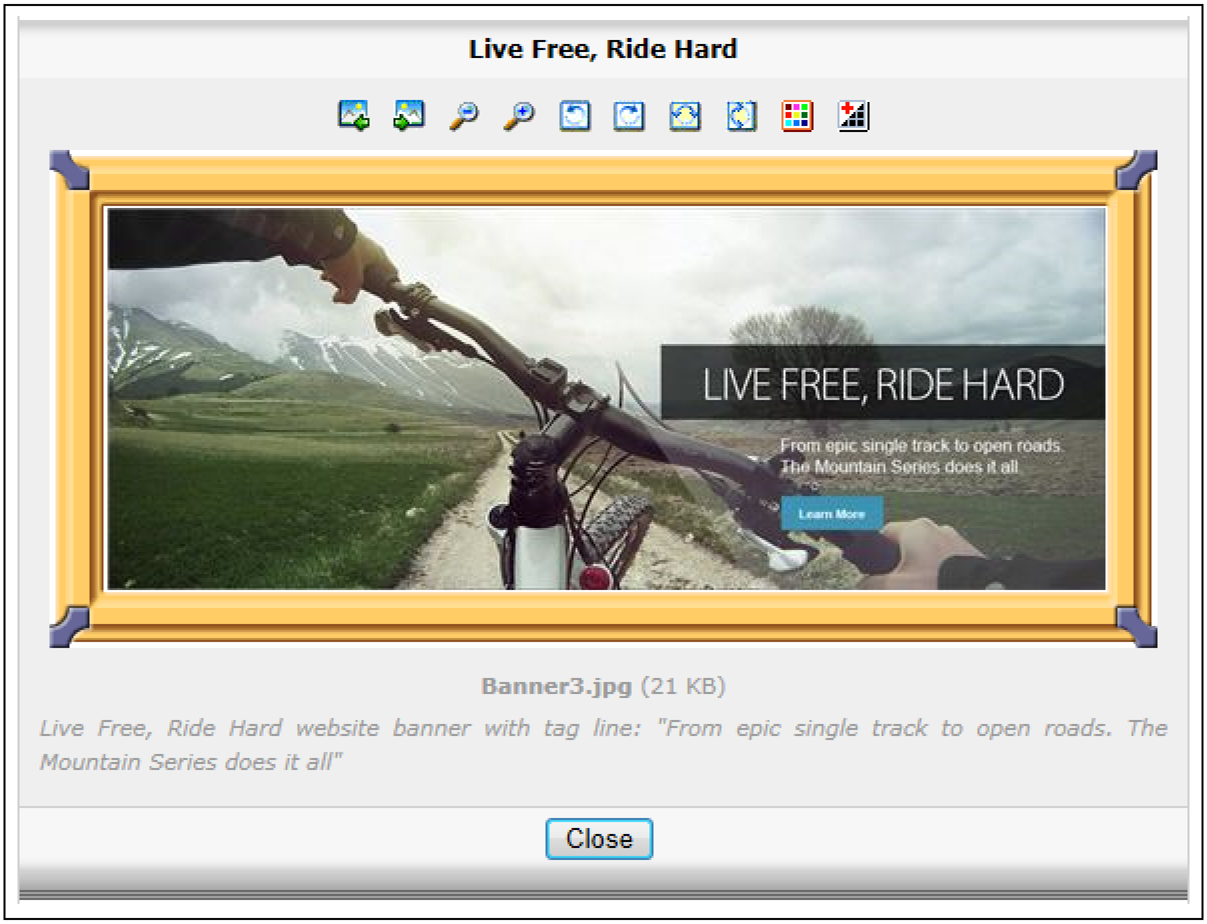
A look at the four themes included with the Gallery module.

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



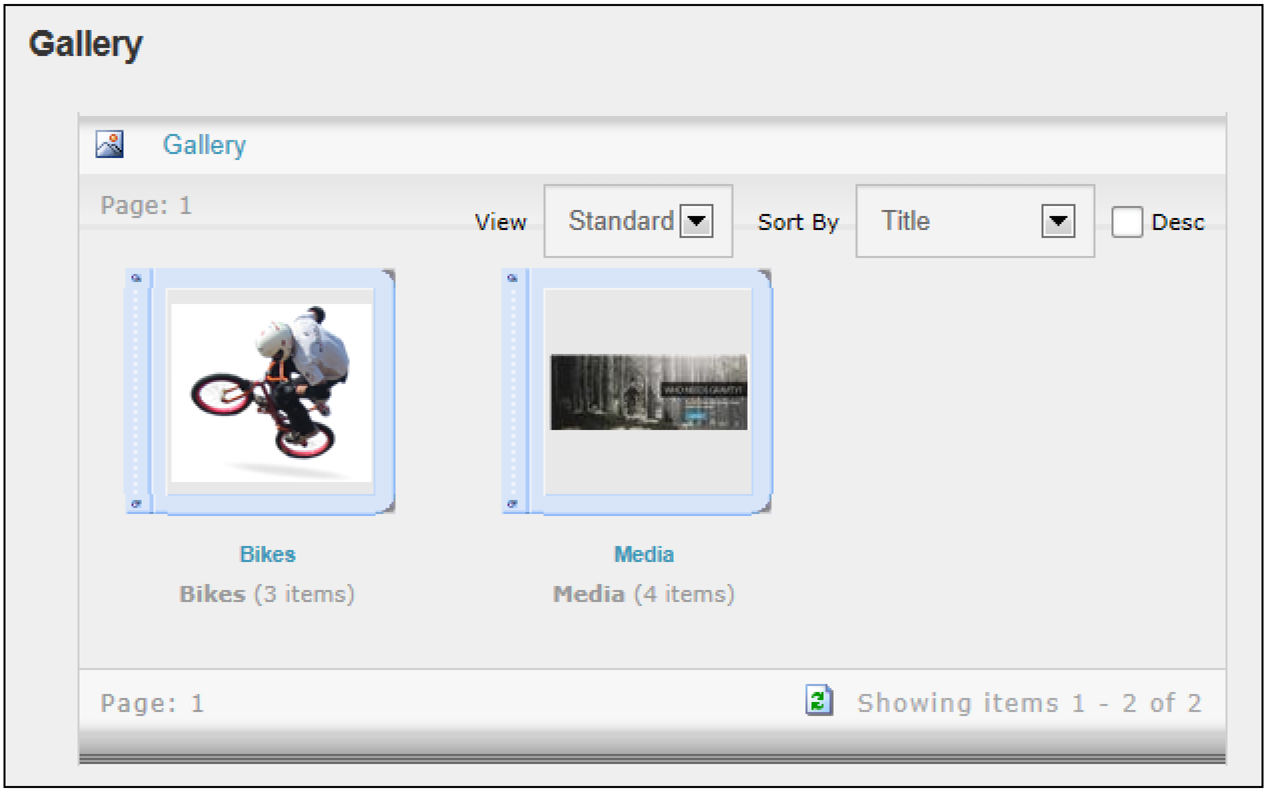
DNNGray Gallery



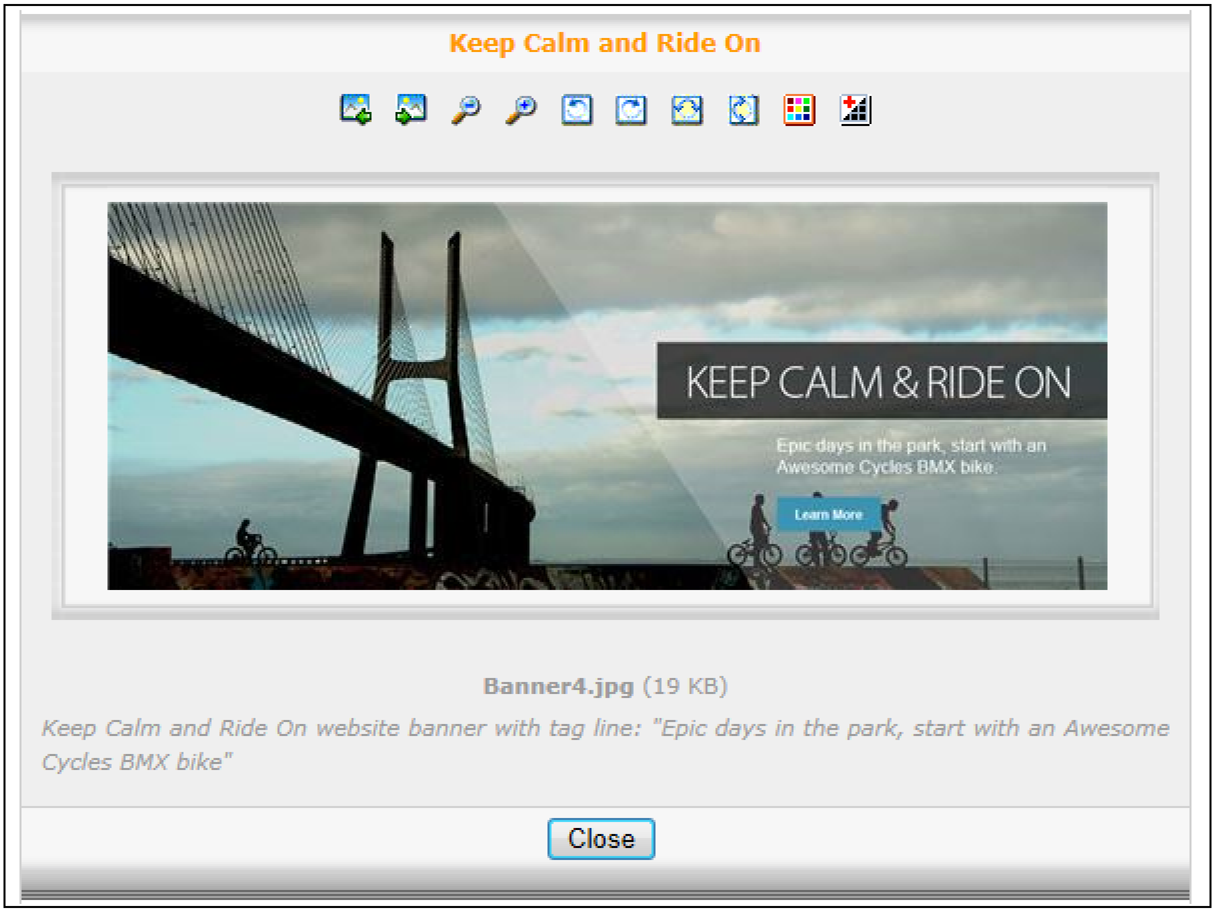
DNNGray Image Viewer

DNNSilver Theme

- Gray gallery with blue and gray text.
- Gray album covers
- Blue and yellow image frames in albums
- Gray frames and orange text in Image Viewer



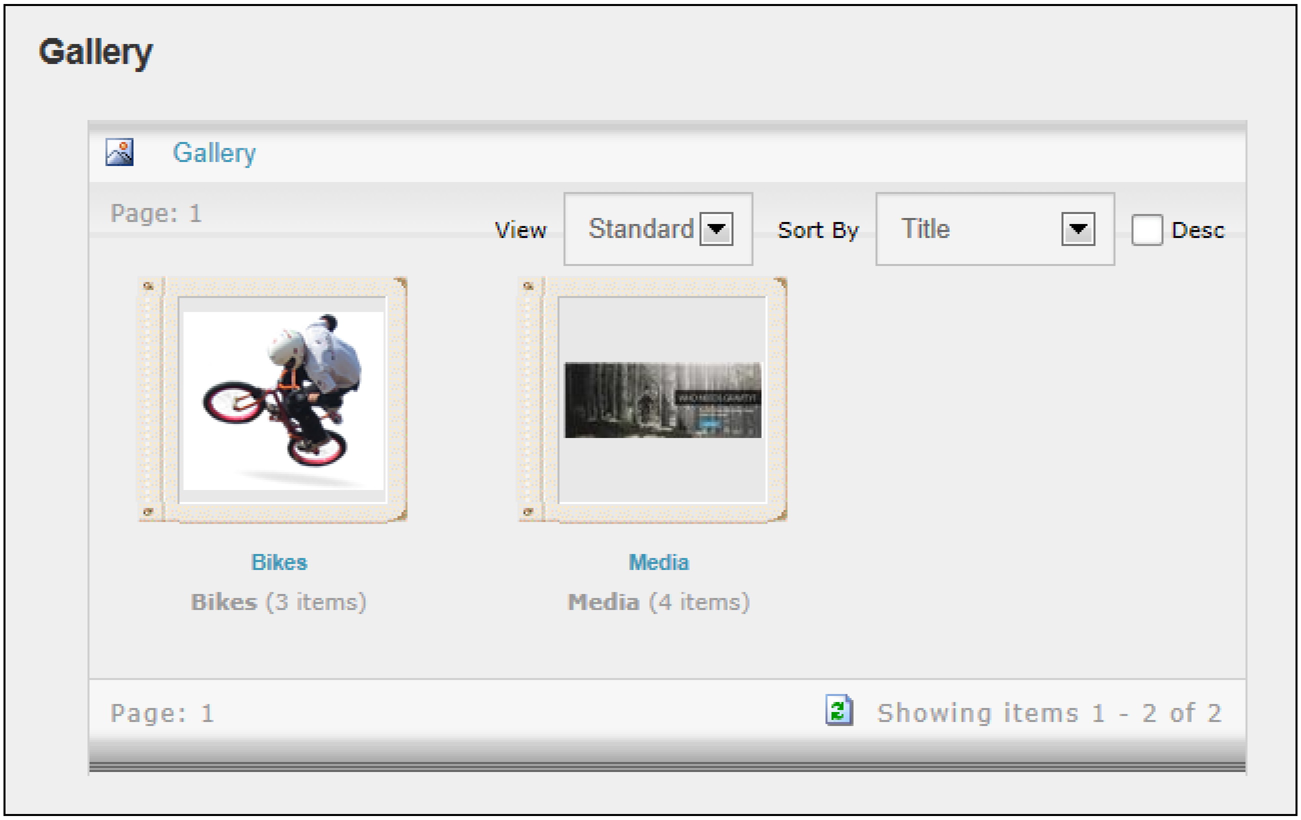
DNNSilver Theme Gallery



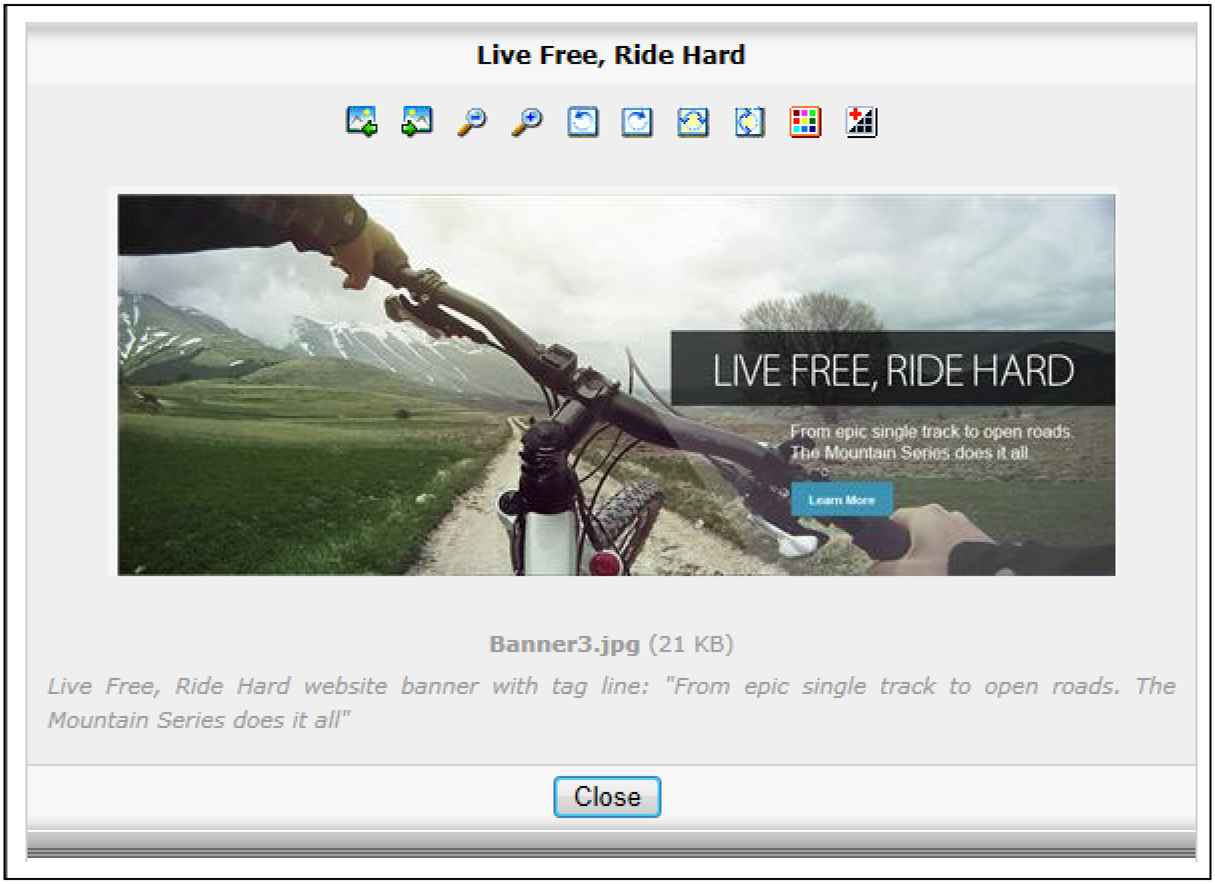
DNNSilver Theme Image Viewer

DNNSimple Theme

- Gray gallery with blue and gray text.
- Gray album covers
- No image frames in albums
- No frames and black text in Image Viewer



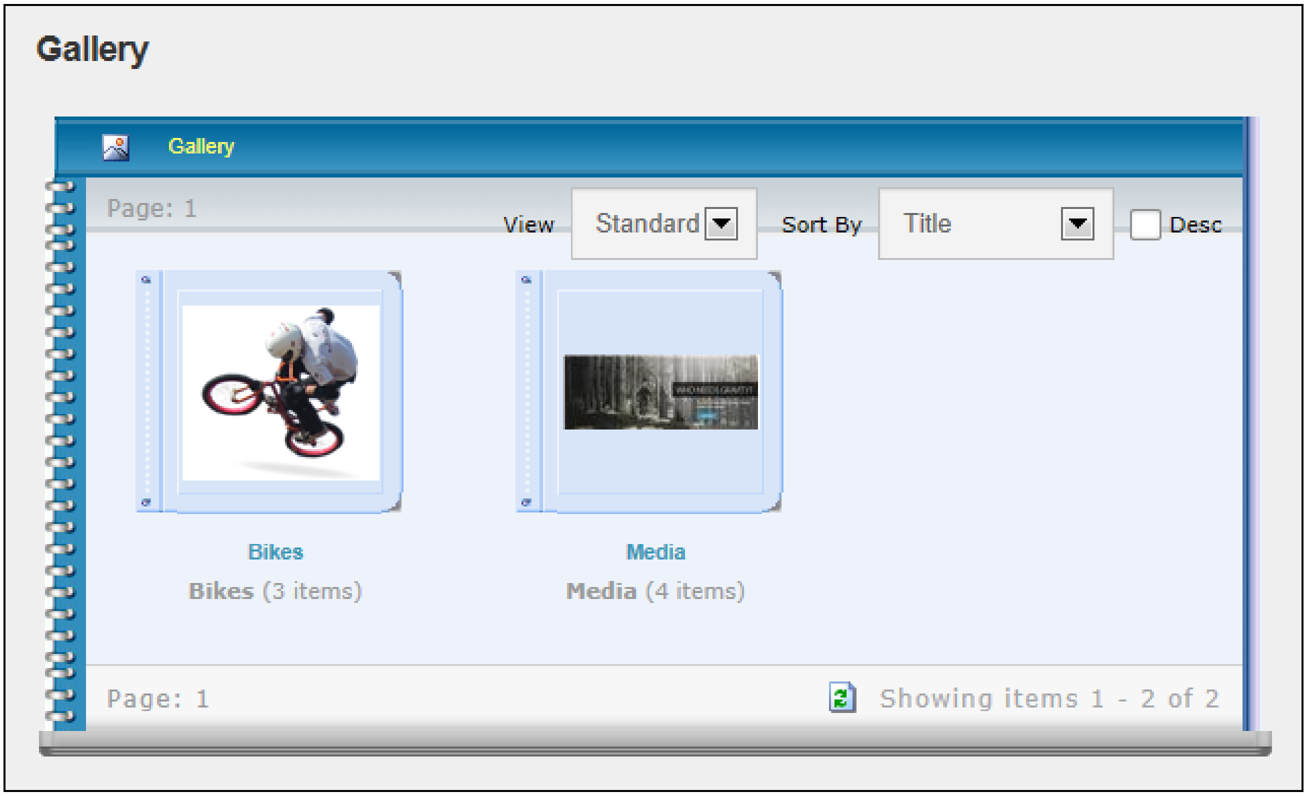
DNNSimple Theme Gallery



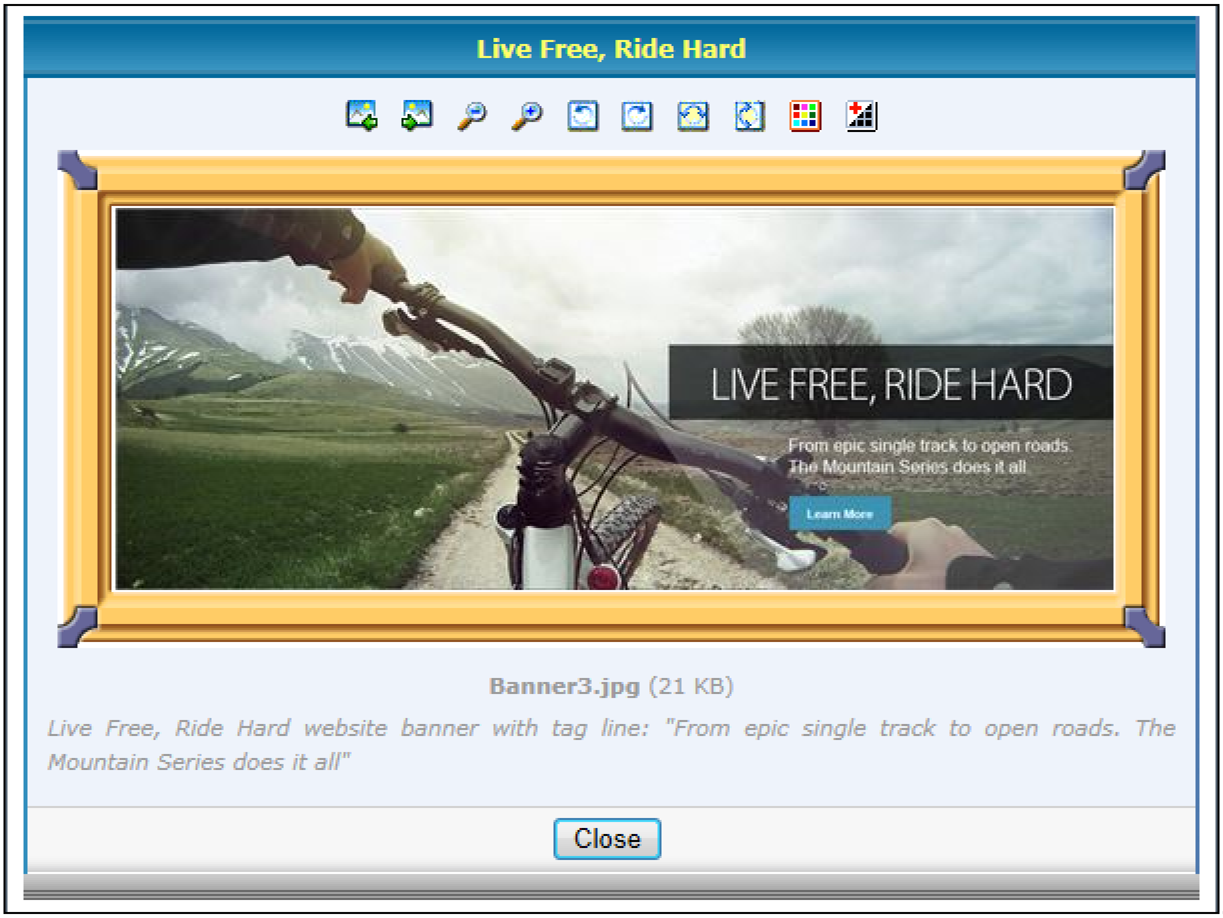
DNNSimple Theme Image Viewer

DotNetNuke Theme

- Gray gallery with yellow, blue and gray text.
- Gray album covers
- Blue and yellow image frames
- Yellow frames with yellow text in Image Viewer



DotNetNuke Theme



DotNetNuke Theme Image Viewer

Related Topics:

- See "Configuring Display Settings"

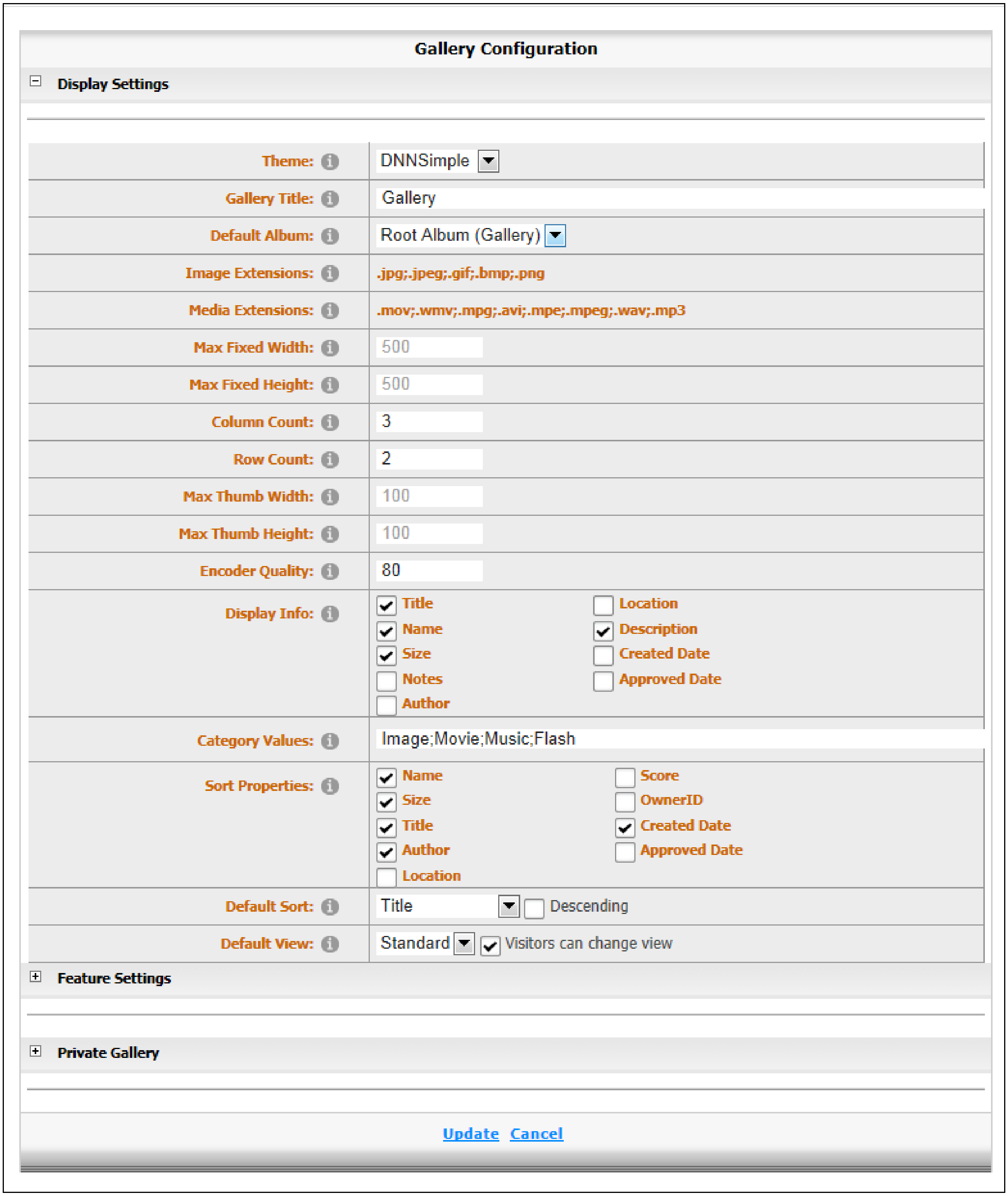
Configuring Display Settings

Page Editors can configure the display settings that define the design and layout of the Gallery. SuperUsers can modify the image and media extensions that can be uploaded to the Gallery. .

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 **Edit** > **Configuration** from the Gallery module actions menu - OR - Click the **Configuration** button (typically located at the bottom right corner of the module). This displays the Gallery Configuration page.
2. **Maximize** the **Display Settings** section and edit any of the following default settings.
3. At **Theme**, select the theme to change the layout and design for this module. The default theme is DNNSimple. See "Overview of 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. At **Image Extensions** you can view the file extensions permitted for image files.
6. In the **Media Extensions** you can view the file extensions permitted 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 compression level (encoder quality) that JPEG images will be saved as. E.g.: Enter 10 for a 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**, mark 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**, mark 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 list.
    1. At **Descending**, mark the check box to set default sort order of files to descending order - OR - unmark 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.
    1. At **Visitors can change view**, mark the check box if users change views - OR - unmark the check box to only use the default view.
19. Click the **Update** button.



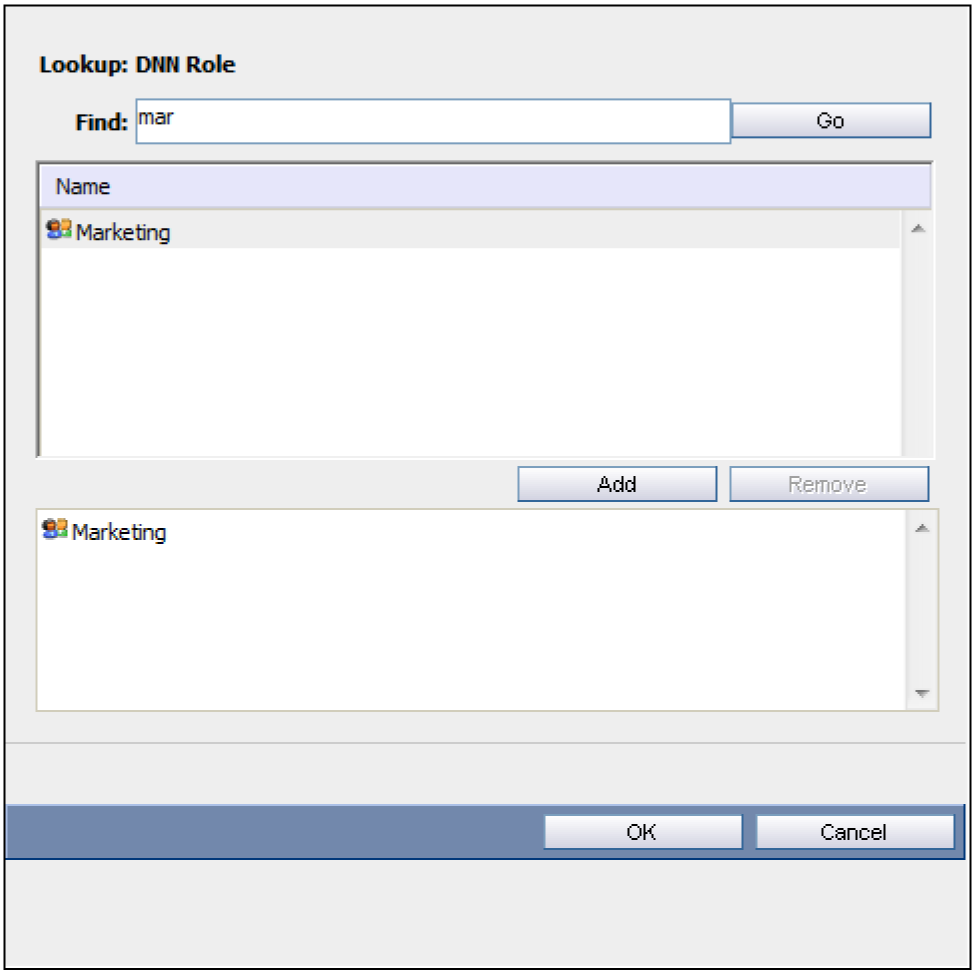
Display Settings for the Gallery module

Configuring Feature Settings

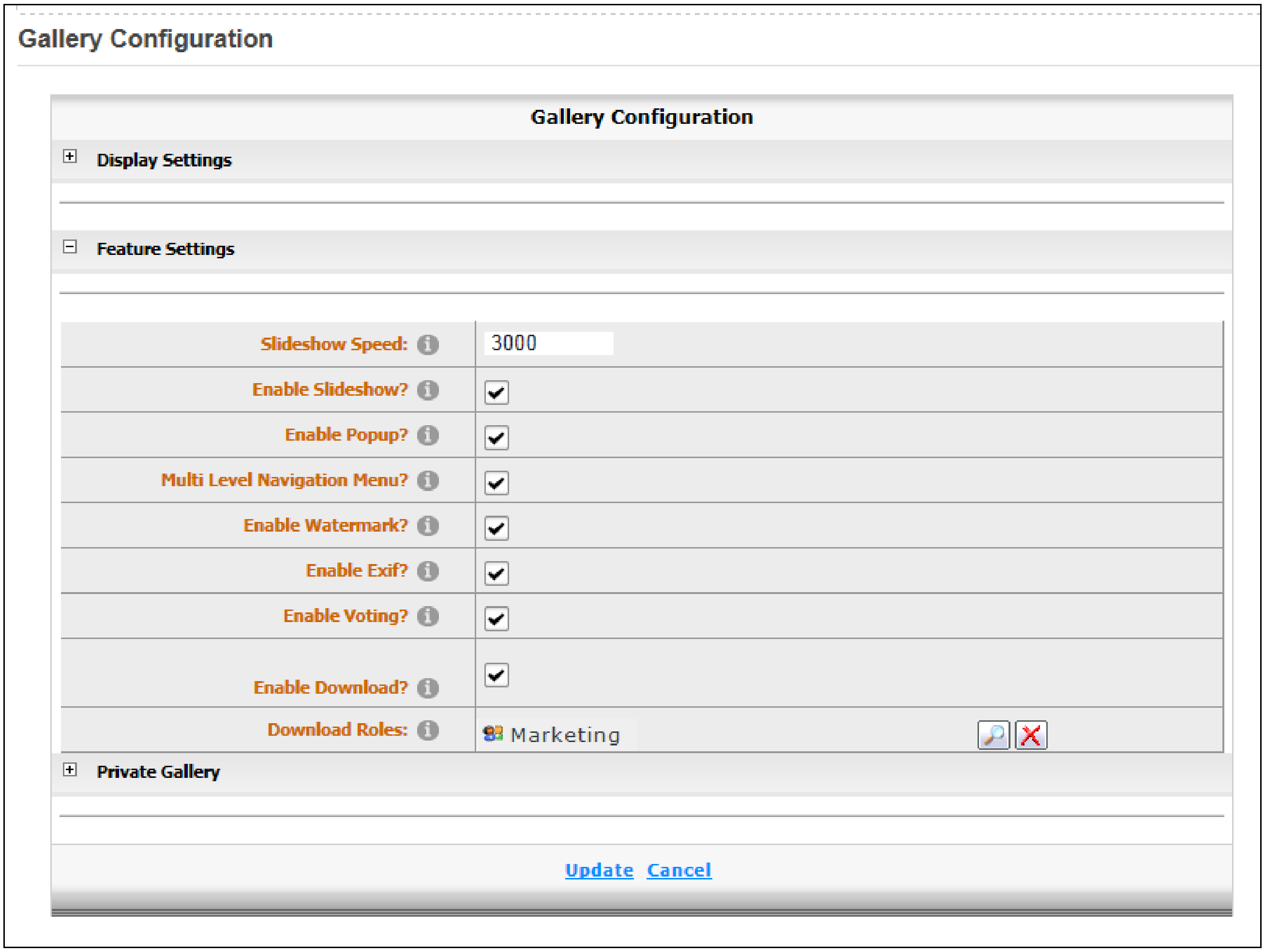
Page Editors can to configure the feature settings of the Gallery module such as slideshow speed, watermarking, voting, downloading, etc.

1. Select **Edit** > **Configuration** from the Gallery module actions menu - OR - Click the **Configuration** button which is 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 that the slideshow will move. The default setting is 3000.
4. At **Enable Slideshow?**, mark the check box to enable the slideshow option - OR - unmark the check box to disable.
5. At **Enable Popup?**, mark the check box to enable the gallery popup viewer - OR - unmark the check box to display images in the page.
6. At **Multi Level Navigation Menu?**, mark the check box to enable breadcrumbs of menu levels. (E.g. Gallery > Parent Album > Child Album) - OR - unmark the check box to only display the current level. E.g. Child Album
7. At **Enable Watermark?**, mark the check box to enable watermarking of images. See "Adding a Watermark" - OR - unmark the check box to disable watermarks.
8. At **Enable Exif?**, mark the check box to enable users to view Exif metadata information - OR - unmark the check box to hide this data.
9. At **Enable Voting?**, mark the check box to enable users to add votes and comments to images - OR - unmark the check box to disable.
10. At **Enable Download?**, mark the check box to enable users to download files- OR - unmark 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:
        1. Click the **Search** button.
        2. 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.

3. Click the **Go** button. This displays the matching roles is the Name list below.
4. Select the required role.
5. Click the **Add** button to add the role.
6. Repeat the above 5 steps to add additional roles.
7. Click **OK** to save roles.



12. Click the **Update** button.



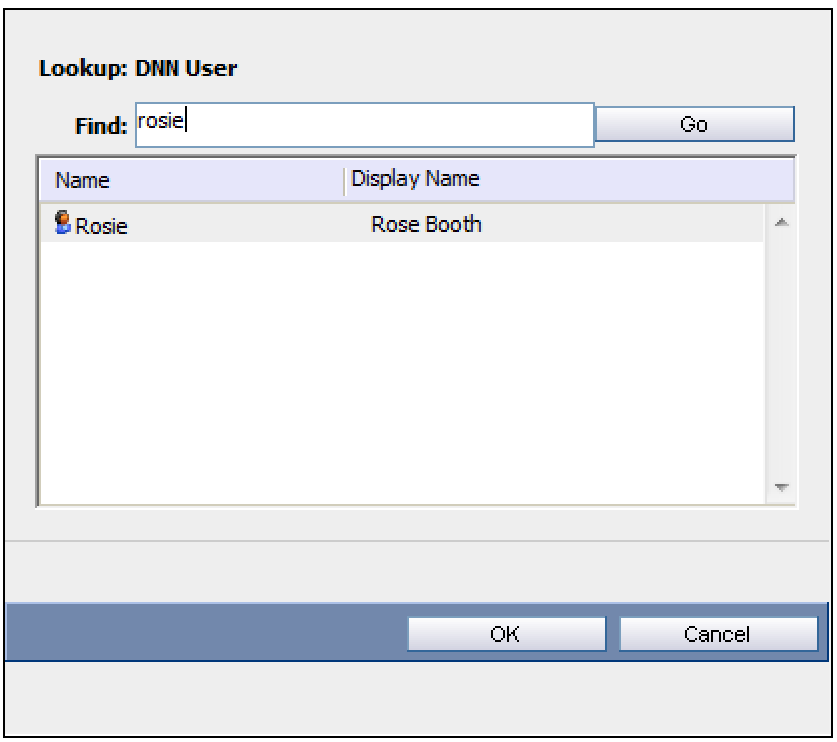
Feature Settings for the Gallery Module

Configuring Private Gallery

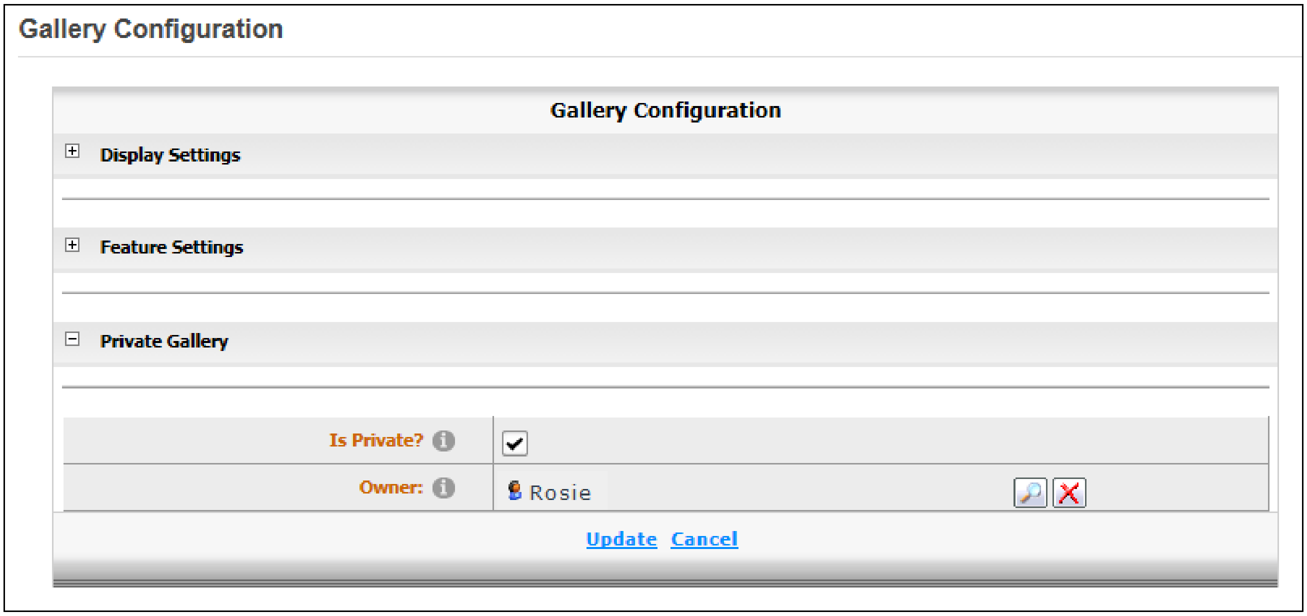
Page Editors can create a private gallery using the Gallery module. This restricts the adding of files and sub albums to the selected gallery owner. Users who are authorized to view the gallery can view all approved files.

1. Select **Edit** > **Configuration** from the Gallery module actions menu - OR - Click the **Configuration** button which is 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:
   - Mark the check box to set the gallery as private.
   - Unmark the check box to set the gallery as public. Skip to Step 5.

4. Click the **Update** button.
5. Select **Edit** > **Configuration** from the Gallery module actions menu to return to the Private Gallery.
6. **Maximize** the **Private Gallery** section.
7. At **Owner** the name of the user who created the Private Gallery is displayed as the owner. You can select a different the gallery owner as follows:
   1. Click the **Search** button.
   2. In the **Find** text box, enter the username - OR - just the first letter(s) of the username - OR - Leave blank to view all users.
   3. Click the **Go** button. This displays the matching users in the Name/Display Name list.
   4. Select the required user.
   5. Click the **OK** button to confirm.



8. Click the **Update** button.



Configuring a Private Gallery

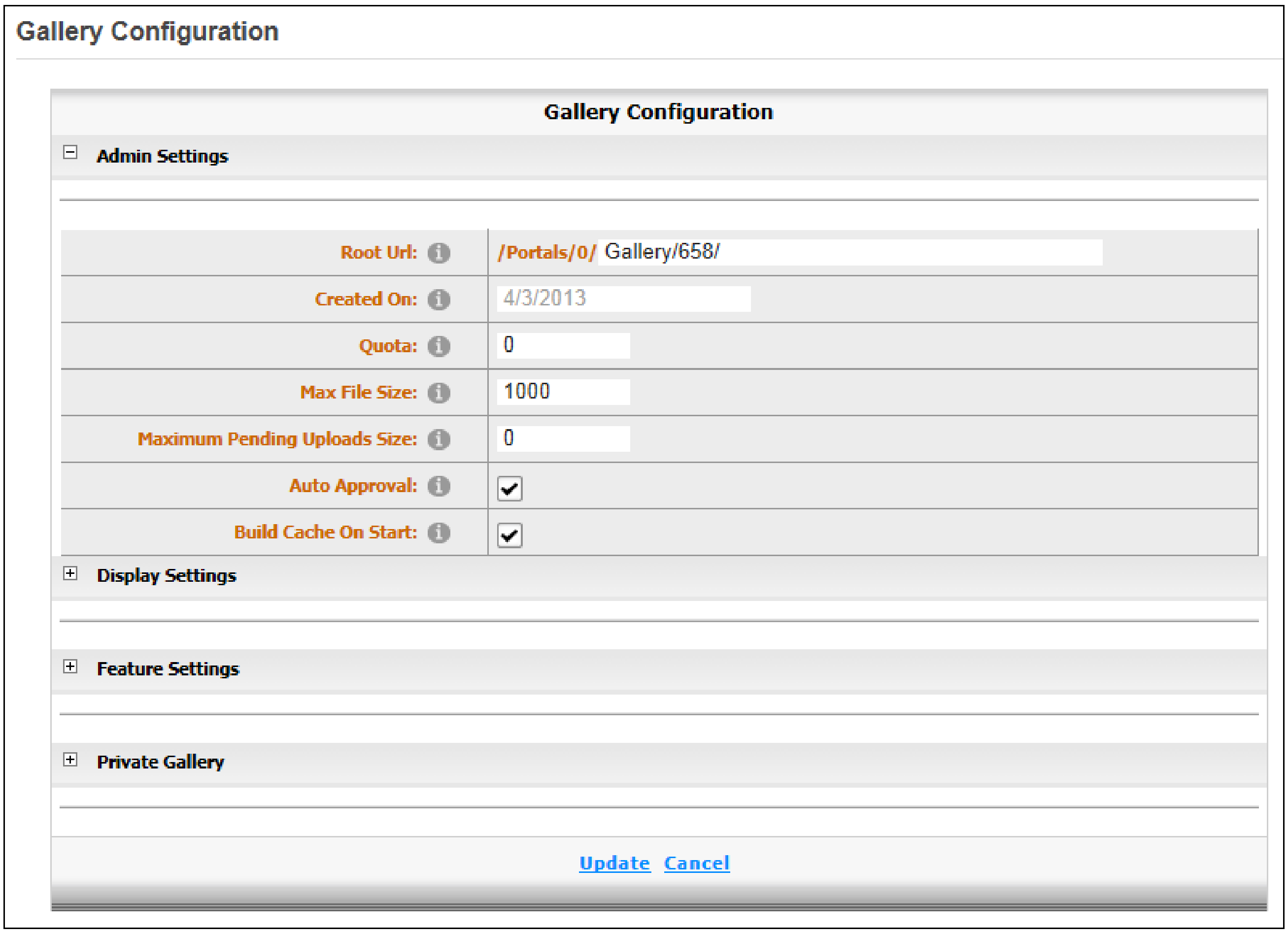
Adminstrators

Configuring Admin Settings

How to configure the administrative settings of the Gallery including file upload size, available categories, themes and auto approval. Restricted to Administrators only.

1. Go to a Gallery module.
2. Select **Edit** > **Configuration** from the module actions menu. 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 site home directory. E.g. Portals/site/. Therefore, it is not possible to share media across multiple sites.
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**, mark the check box to automatically approve uploaded files - OR - unmark the check box to require files to be approved by a module administrator.
8. At **Build Cache On Start**, mark the check box to cache file and module configuration data and enhance performance (recommended) - OR - unmark the check box to remove caching.
9. Click the **Update** button.



Admin Settings for the Gallery module

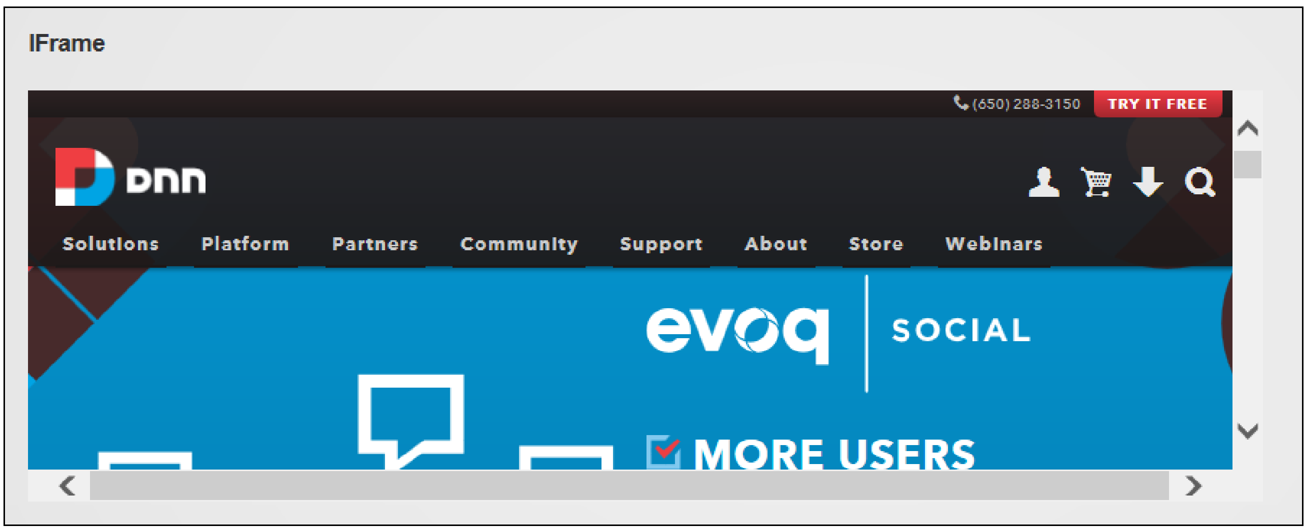
IFrame

About the IFrame

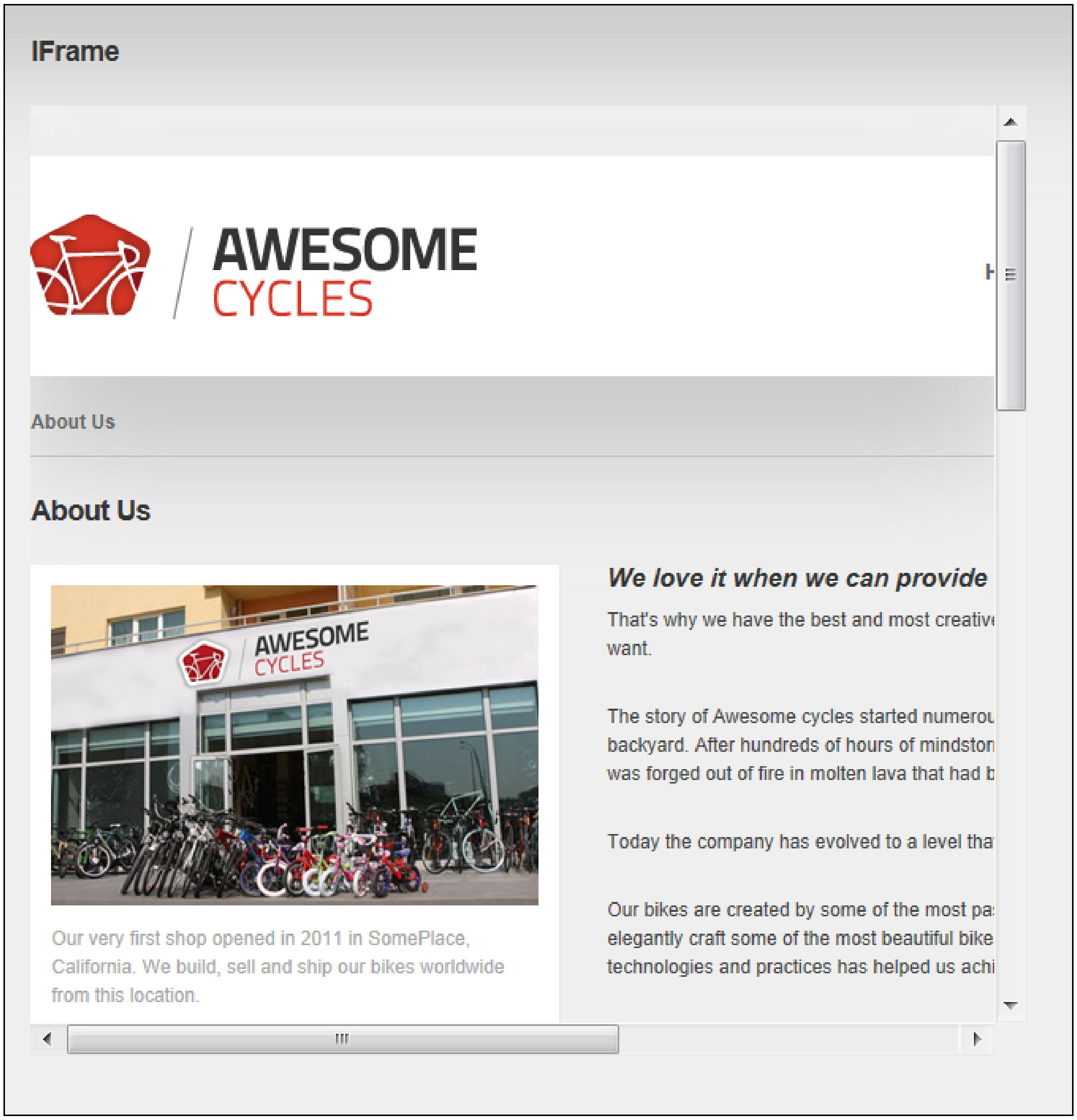
The IFrame displays content from your website or another website within a frame inside a page. The IFrame can be used to frame content such as documents, PDF files, images or website pages. Optional settings include displaying a frame border or adding a scroll bar. The width and height of the IFrame can be set as required. A number of querystring parameters can also be set to customize the contents of the IFrame.

Installation Note: The IFrame must be deployed and installed on your site by a SuperUser.

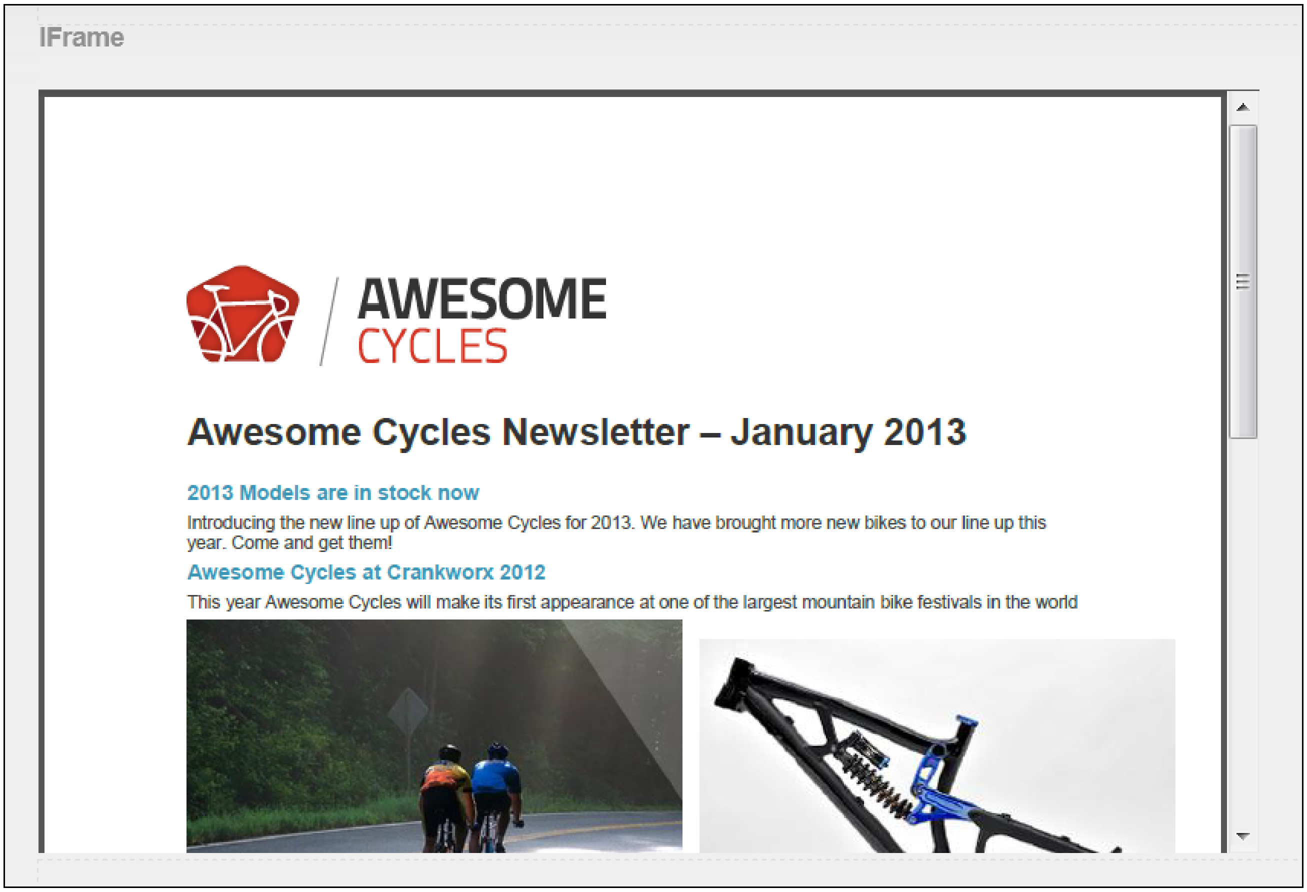
Module Version: 04.05.00 / **Minimum DNN Version**: 06.01.00



A website displayed in an IFrame



Displaying a Site Page in an IFrame



The Internal File displayed in an IFrame

Project Links

- http://dnniframe.codeplex.com/

Module Editors

Displaying a Page or a File

How to display a page or file (such as an image or document) that is located on this or another website within an IFrame. Note: It is advisable to request permission from a site owner before framing their content. Note: Files may open in a new window depending on your Web browser settings.

1. Select **Edit** > **Edit IFrame Options** from the module actions menu to opens the Edit IFrame page.
2. Go to the **Options** section.

3. At **Source**, select from these options:
    - **URL (A Link To An External Resource)**: Select to frame a page or file that is located on another website or web resource.
        1. 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
    - **Page (A Page On Your Site)**: Select to frame a page of this site.
        1. At **Select A Web Page From Your Site**, select the required page name.
    - **File (A File On Your Site)**: Select to frame a file that is located on this site.
        1. At **File Location/File Name**: select or upload the required file. See "Setting a File Link" or See "Uploading and Linking to a File"
4. The following optional settings are recommended:
    1. 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.
    2. 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.
    3. At **Auto Height**, mark ☑ the check box to automatically display the IFrame at 100% for this file - OR - unmark ☐ the check box to disable. Skip this step for external URLs as this option only works for pages and files located on your site.
    4. 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.
    5. At **Border**, select **No** to display the file without a border - OR - Select **Yes** to display a border around the IFramed content.
5. **Optional. Maximize** ⊞ the **Other Options** section to set any of the following fields:
    1. At **Allow Transparency**, mark ☑ the check box to enable transparency on the IFrame - OR - unmark ☐ the check box to disallow transparency.
    2. 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).

3. In the **Tool Tip** text box, enter the tool tip to be displayed when the user hovers their mouse over the IFrame.
4. In the **Css Style** text box, enter a CSS style to be used.
5. 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") that will pop up an alert box.
6. Click the **Save** button.

Editing IFrame Options

How to edit the settings of the IFrame.

1. Select **Edit** > **Edit IFrame Options** from the module actions menu to opens the Edit IFrame page.
2. Edit one or more settings as required.
3. Click the **Save** button.

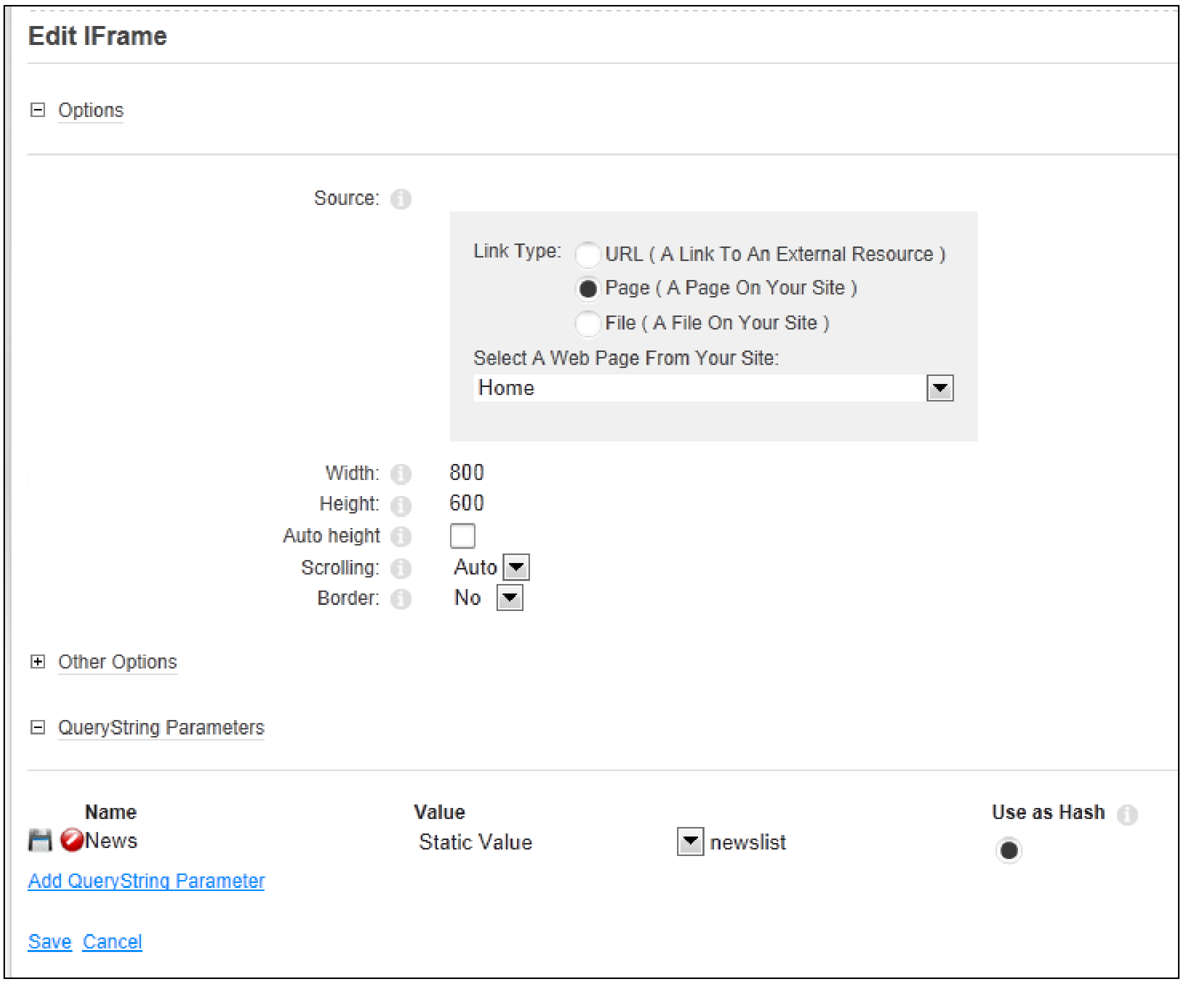
Adding QueryString Parameters

QueryString parameters can be added to IFrames. They are useful for passing information from your DNN site to the source website displayed in the IFrame. For example: Let's say the website 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 website 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 website can use from the QueryString.

1. Select **Edit** > **Edit IFrame Options** from the module actions menu to opens the Edit IFrame page.
2. Set IFrame options as required. See "Displaying a Page or a File"
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

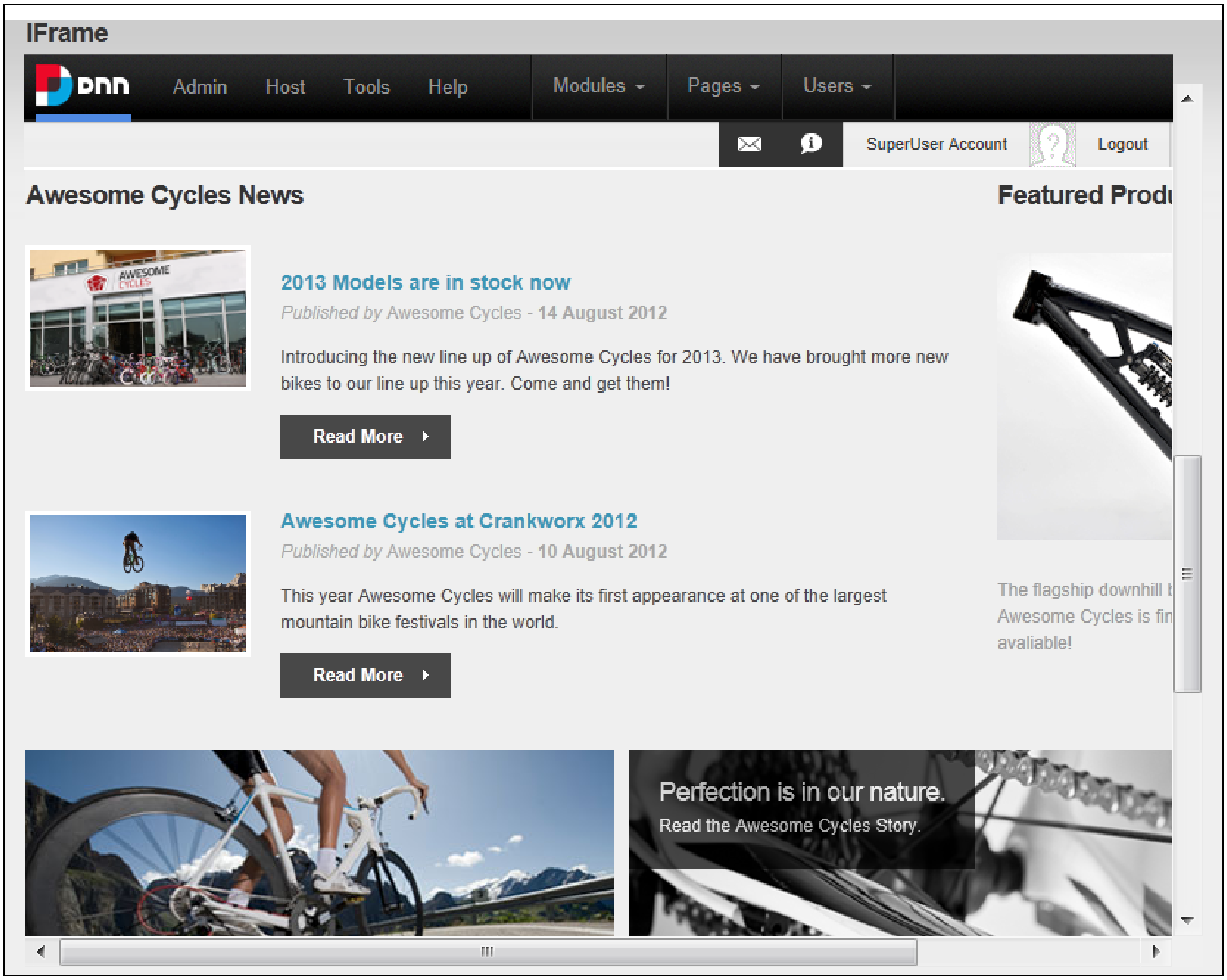
Website, User's IM, User's Street, User's Unit, User's City, User's Country, User's Region, User's Postal Code, User's Phone, User's Cell, User's Fax, User's Locale, User's TimeZone, User's Authorized Flag, User's Lock Out Flag, or User's SuperUser Flag.

7. **Optional.** Enter a value in the third text box that will be displayed if Static Value, Pass-Through QueryString, Pass-Through Form Post, or Custom User Property are selected.
8. **Optional.** At **Use As Hash**, select this option to pass the querystring parameter through to the IFrame as a bookmark/anchor. E.g. Default.aspx#787. This replaces the usual format of Default.aspx?tabid=787.
9. Click the **Save** button.



10. Repeat Steps 4-9 to add additional QueryStrings.

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 and Deleting QueryString Parameters

How to edit or permanently delete QueryString Parameters from an IFrame.

1. Select **Edit** > **Edit IFrame Options** from the module actions menu to opens the Edit IFrame page.
2. **Maximize** the **QueryString Parameters** section.

3. Click the **Edit** button beside a parameter to edit it and then click the **Save** button, or click the **Delete** button to delete it and then click the Yes button to confirm.

Administrators

Troubleshooting: IFrame Redirects

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 website. 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 website can be framed, we suggest the following precautions:

1. Create a new page and test the source URL on this page.
2. If the website does not permit framing, log in as the Administrator on the home page of the site.
3. Navigate to Admin > **Page Management**.
4. Locate the test page and delete it.

Links

About Links

Links displays a list of page links, file links, user profile links or a list of links to any URL. Links can alternatively be configured to display a menu that lists all of the child pages belonging to a parent page; a list of the files within a folder of DAM (Admin > File Management); or a list of users that you are 'friends' with or have friends request from.

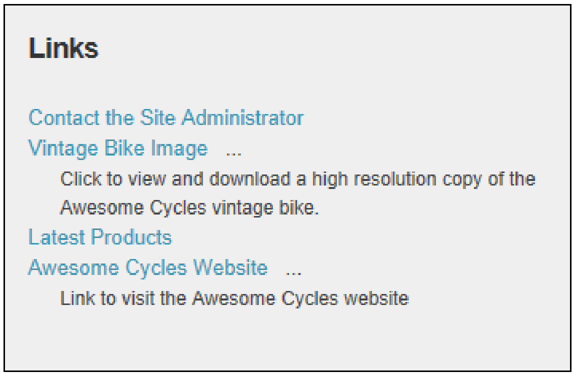
Optional Settings:

- Display links either vertically, horizontally, or in a drop down list
- Display the link description to allow users to find out more before clicking a list
- Link titles can be prevented from wrapping
- An icon can be displayed beside each link

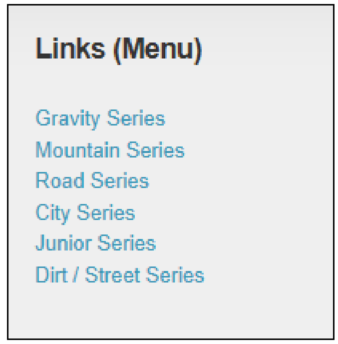
Installation Note: Links must be deployed and installed on your site by a SuperUser.

Module Version: 06.02.03 / **Minimum DNN Version**: 07.02.00

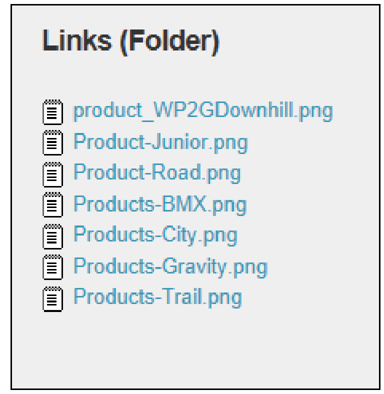
Features: IPortable, ISearchable



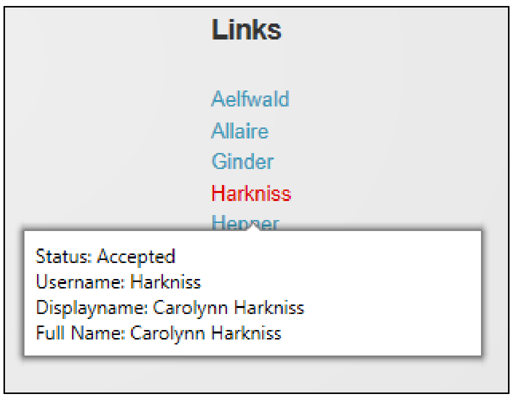
Displaying a list of manually created links



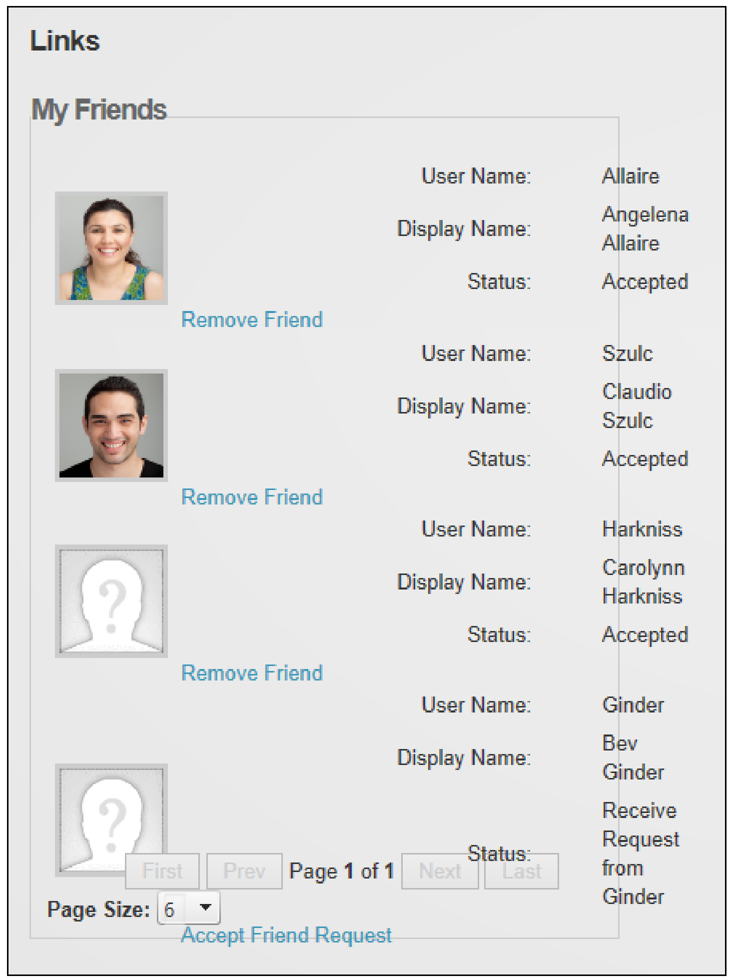
Displaying a list of child page



Displaying a list of files



Displaying your friends in a list with popup info links



Displaying your friends as business cards

Project Links

- http://dnnlinks.codeplex.com/

All Users

Viewing Info Link

Module Editors

Adding a Link

How to manually create a link to any internal or external URL or to any site page, file or user profile. Note: The Links module does not prevent you from adding a link to a page that has been set as disabled therefore it is recommended that you test your links once you have created them. If you do create a link to a page that is disabled or becomes disabled, the link will function normally for Administrators and SuperUsers, however registered users and visitors will be redirected to the site's Home page.

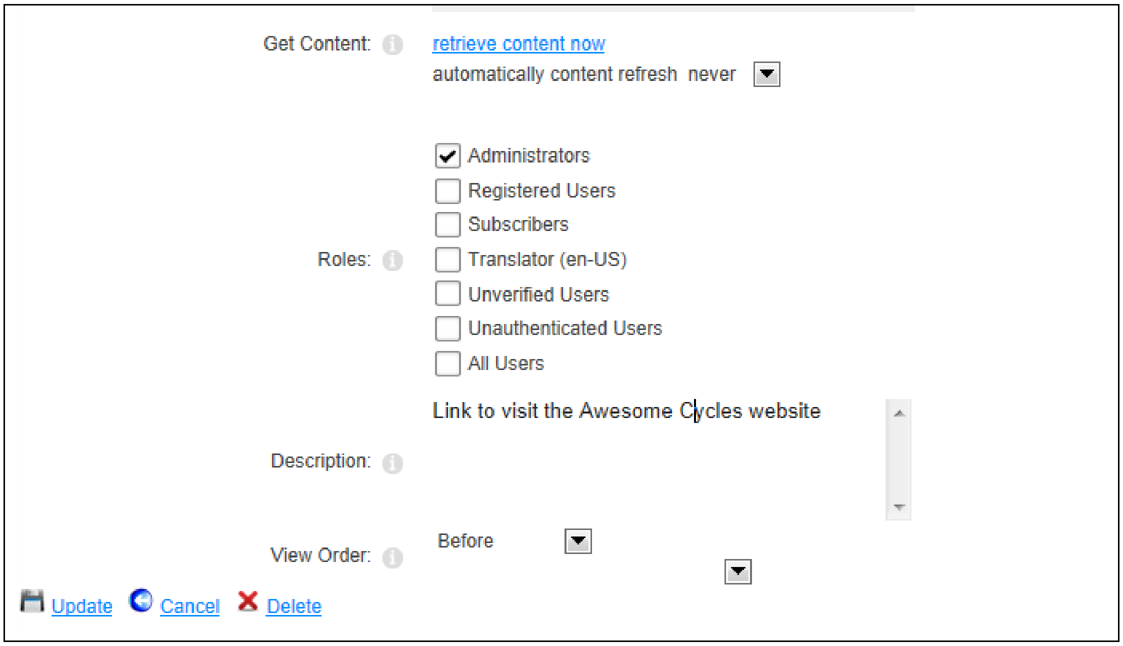
> Tip: An alternative way to add links is to use the Rich Text Edior which will prevent links being created to disabled pages. See "Setting a Page Link"

Prerequisite. The Link module must be set to use the default Link Mode to create and manage individual links.

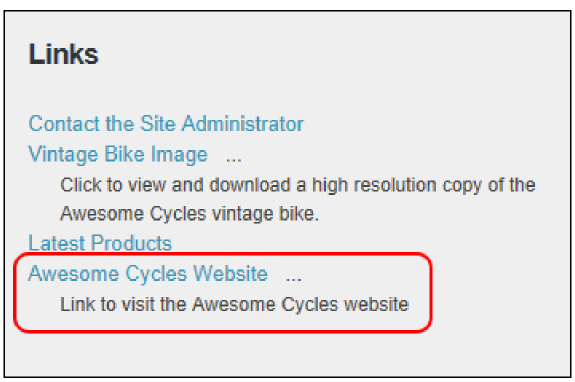
1. Go to a Links module.
2. Select **Edit** > **Add Link** from the module actions menu.
3. In the **Title** text box, enter a title for the link as it will appear in the module.
4. At **Link/Link Type**, select and set either a **URL** (See "Setting a URL Link"), **Page** (See "Setting a Page Link"), **File** (See "Setting a File Link" or See "Uploading and Linking to a File"), or **User** link (See "Setting a User Profile Link").

5. **Optional.** At **Track Number Of Times This Link Is Clicked?** mark the check box to enable link tracking. See "Tracking Link Clicks"
6. **Optional.** At **Log The User, Date, And Time For Every Link Click?**, mark the check box to enable the Link Log. See "Logging Links"
7. **Optional.** At **Open Link In New Browser Window?**, mark the check box to open this link in a new Web browser window - OR - unmark the check box to open the link in the current Web browser.
8. **Optional.** At **Get Content**, select how frequently the content of the URL link should be refreshed to ensure the latest content is displayed when the link is click. Choose a frequency that reflects how regularly the content of the URL is updated. The options are: Never, 15 minutes, 30 minutes, 1 hour, 1 day or 1 week. The default setting is Never. Note: This field is only available when setting URL links.
9. **Optional.** At **Roles**, mark the check box beside each role that is permitted to view this link or select **All Users**. **Important.** This field is only applied when role permissions are enabled on this Links module, although the Roles field always remains visible on this edit page. See "Applying Role Restrictions" for more details on enabling and managing role permissions. **Important.** If you choose to accept the default options for this field, only the Administrators role will be selected. This restricts who can view these links if permissions are set at a later time.

10. **Optional.** In the **Description** text box, enter a description for the link. Note: This description is displayed when the Info Link is used.
11. **Optional.** At **View Order**, select to add the new link either **Before** or **After** the page name displayed in the right drop down list. If the default option is used the new link is added to the top of the list.



12. Click the **Update** button.



The newly added Link

Editing and Deleting Links

How to edit or delete a manually created link.

1. Go to a Links module.
2. If the links are displayed in a drop down list, choose the link to be edited or deleted from the drop down list.
3. Click the **Edit** button beside the required link.

4. Edit the link and then click the **Update** button, or click the **Delete** button and then click the **Yes** button to confirm.

Settings

Displaying Any Links

How to display a list of manually created links using the Links module.

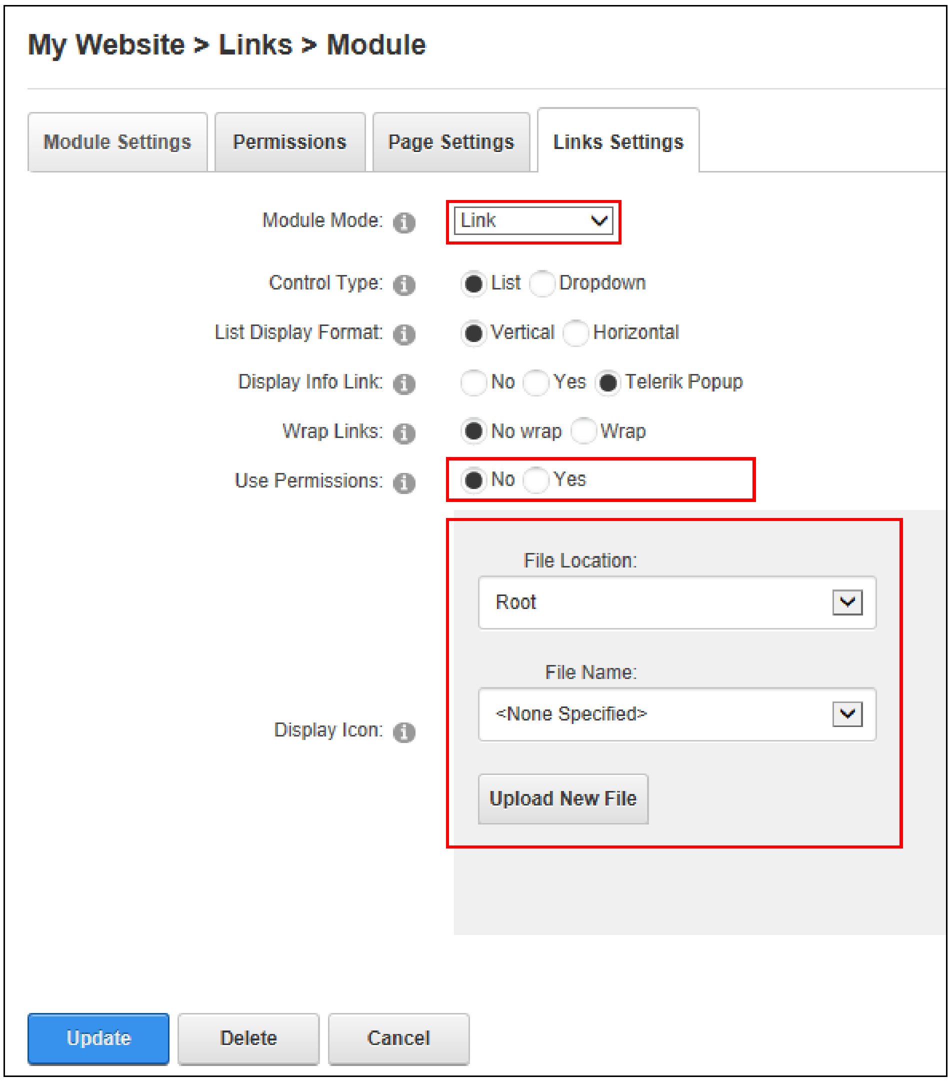
> Note: If a list of links is manually created in Links mode and the mode is then changed to either Menu or Folder, the links are maintained even though they are no longer displayed in the module. This allows you to reset the mode to Links at a later time and once again view the links.

1. Go to a Links module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Links Settings** tab.
4. At **Module Mode**, select **Link**. This is the default option.
5. **Optional.** See "Setting the Appearance of Links" to change the way these links are displayed on the page by modifying any of the next four settings.
6. At **Use Permissions**, select from these options:
   - **Yes**: Select to apply the role permissions that have been for each link. **Important.** Applying this setting to a module with existing links may change the visibility of those links depending on the permissions that were selected when the links were added. The default permissions used when adding a new link is to set

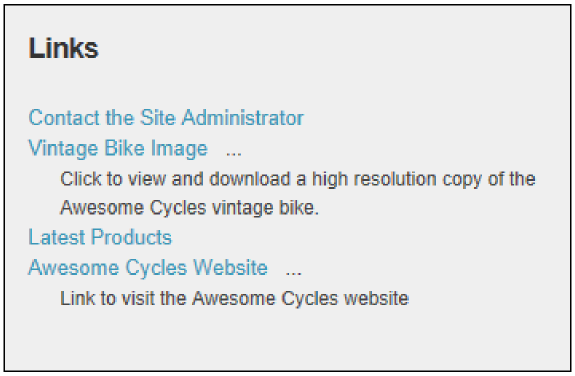
the link as visible to the Administrators role only. If permissions aren't used, then these links remain visible to all users who are authorized to view the module, however this setting is applied at a later time, then these links will only be visible to Administrators.

- **No**: Select to disable any permissions that have been set on individual links. This displays all links to all visitors who are able to view the Link module, regardless of the roles selected.

7. At **Display Icon**, upload and/or select an image to be displayed beside each link (See "Setting a Page Link" or See "Uploading and Linking to a File") - OR - Select **None** at the **File Name** field to remove the images.



8. Click the **Update** button.

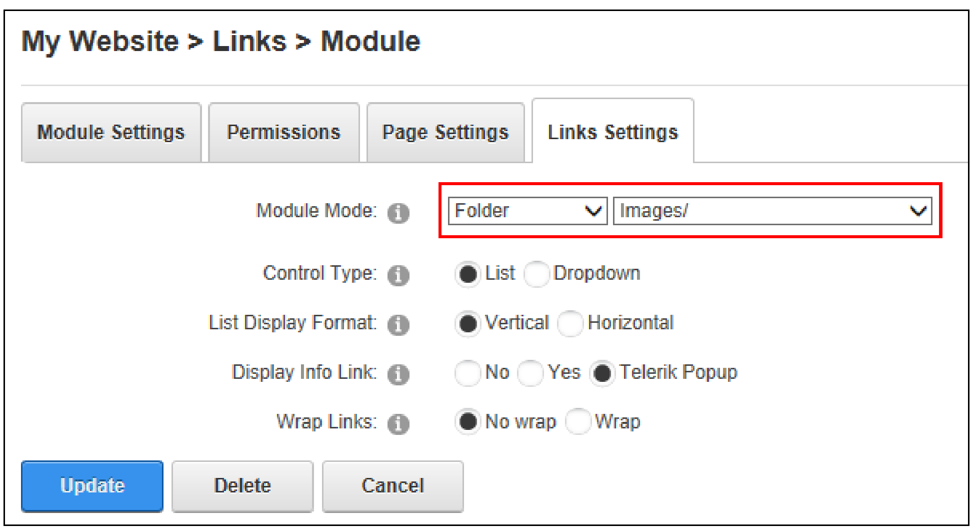


Links with some opened info links

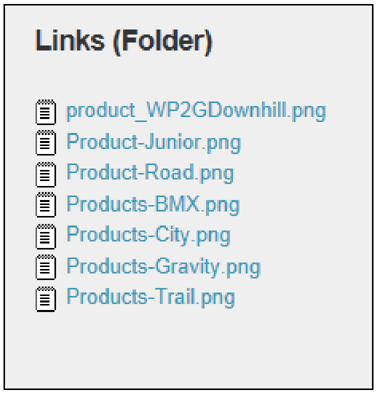
Displaying File Links

How to display a list of the files within a selected folder of DAM (Admin > File Management) using the Links module. The icon associated which each file type is automatically displayed beside each file.

1. Go to a Links module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Links Settings** tab.
4. At **Module Mode**, select **Folder** and then choose the folder that contains the files to be listed.



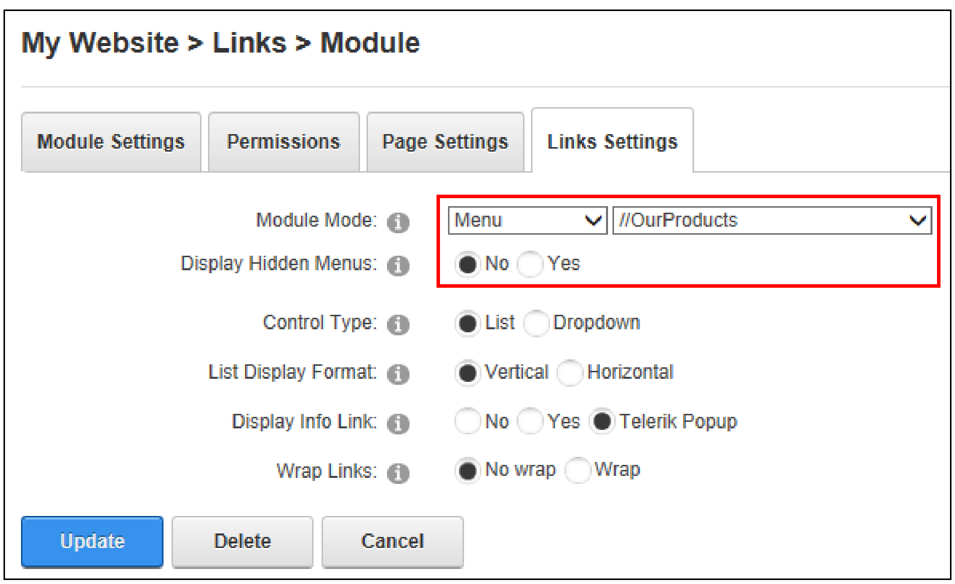
5. **Optional.** See "Setting the Appearance of Links" to change the way these links are displayed on the page by modifying any of the next four settings.
6. Click the **Update** button.



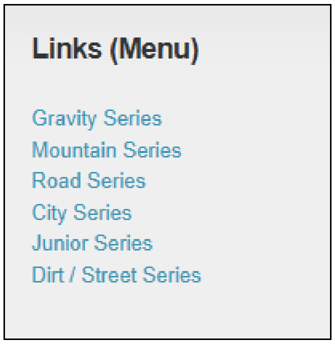
Displaying Page Links

How to display a list of links to the child pages beneath the selected parent page.

1. Go to a Links module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Links Settings** tab.
4. At **Module Mode**, select **Menu** and then select the parent page from the second drop down list that is revealed.
5. At **Display Hidden Menus**, select **Yes** to include pages that have been set as hidden in the menu in this list of page links- OR - select **No** to keep pages hidden.



6. **Optional.** See "Setting the Appearance of Links" to change the way these links are displayed on the page by changing one or more of the following four settings.
7. Click the **Update** button.



Displaying Your Friends

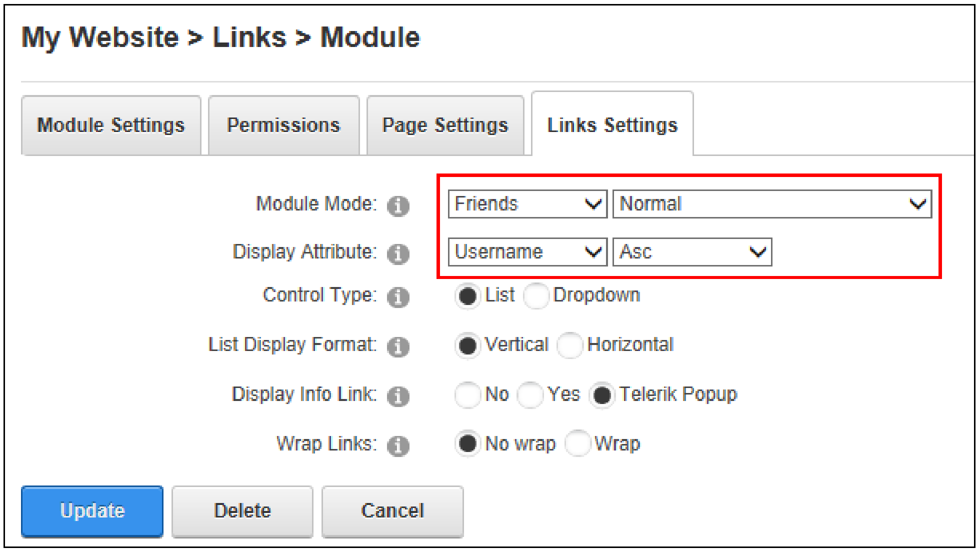
How to display a list of your current friends and users who have sent you a friends request.

> Note 1: If a list of links is manually created in Links mode and the mode is then changed to either Menu or Folder, the links are maintained even though they are no longer displayed in the module. This allows you to reset the mode to Links at a later time and once again view the links.

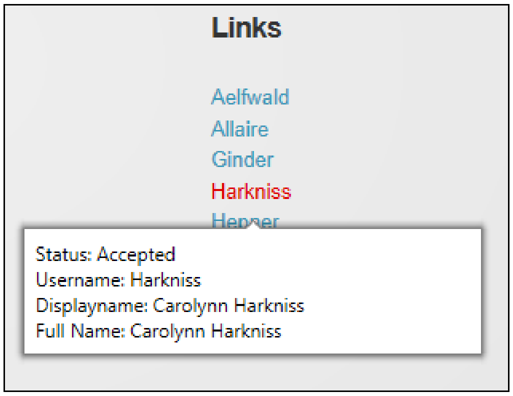
> Note 2: In Folder mode, the icon associated which each file type is automatically displayed for each file.

1. Go to a Links module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Links Settings** tab.
4. At **Module Mode**, select **Friends** and then choose from these layout options:
   - **Normal**: Select to display your friends in a list and then complete the **Display Attribute** field that allows you to list friends by **Username**, **Display Name**, **First Name** or **Last Name** in either **Asc** (ascending) or **Desc** (descending) order. See "Setting the Appearance of Links" to define the way these links are displayed on the page.
   - **Business Card**: Select to view friend's profiles in a business card layout. This layout display additional information such as the status of your friendship (E.g. pending or accepted) and information about your

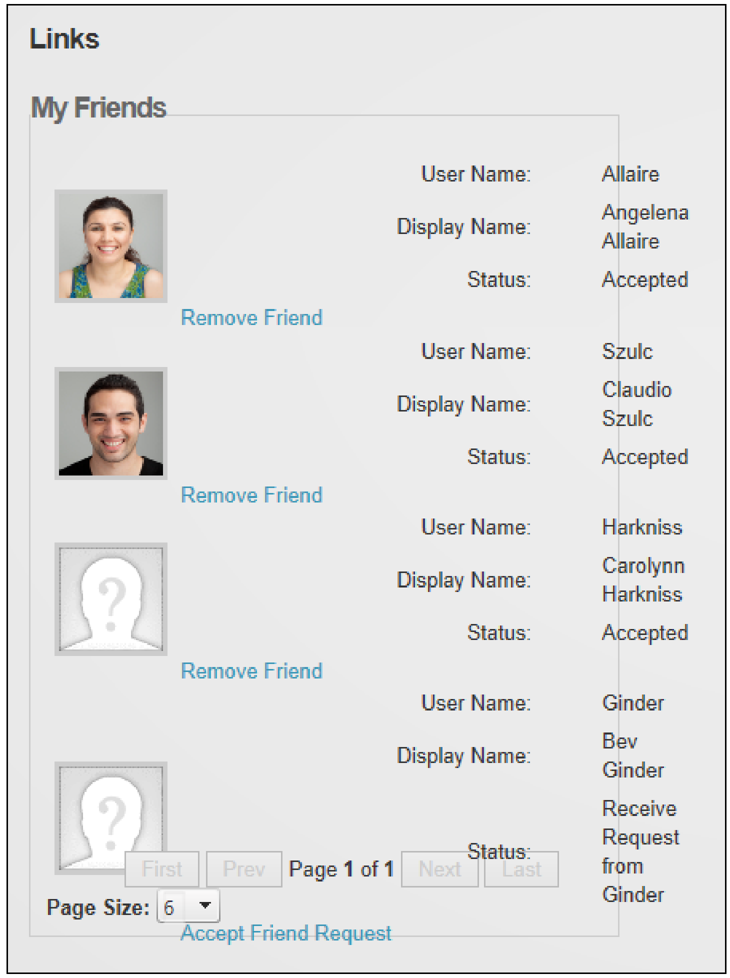
friends.



5. **Optional.** See "Setting the Appearance of Links" to change the way these links are displayed on the page by modifying any of the next four settings.
6. Click the **Update** button.



Friends displayed in a list



Friends displayed as business cards

Applying Role Restrictions

How to use or ignore the permissions set for individual links that have been manually added to a Links module.

Important. Applying this setting to a module with existing links may change the visibility of those links depending on the permissions that were selected when the links were added. The default permissions used when adding a new link is to set the link as visible to the Administrators role only. If permissions aren't used, then these links remain visible to all users who are authorized to view the module. However if permissions are applied at a later time, then these links will only be visible to Administrators.

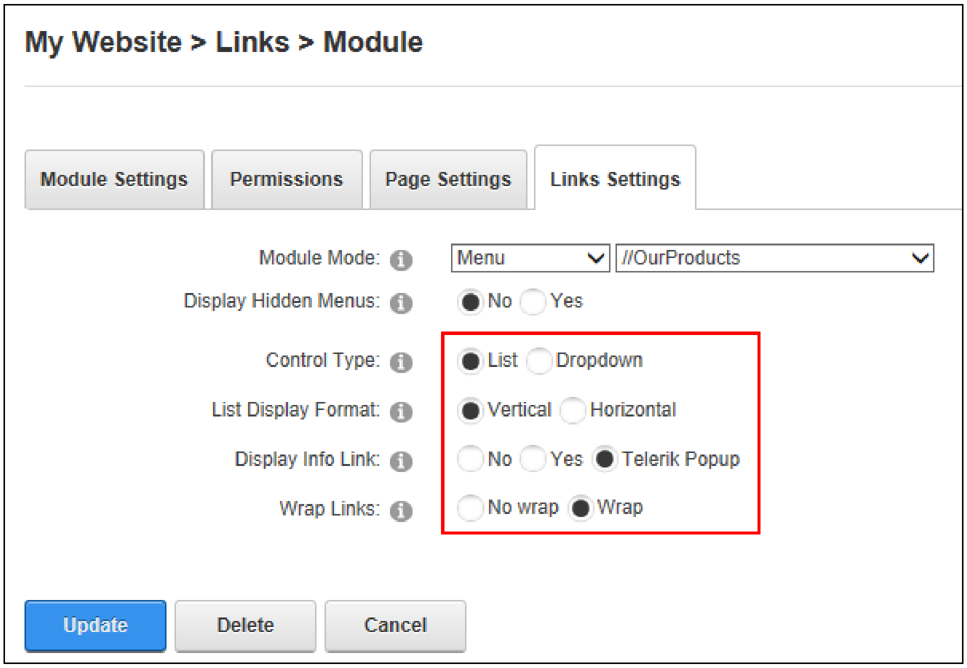
1. Go to a Links module.
2. Select **Manage** > **Settings** from the module actions menu.

3. Select the **Links Settings** tab.
4. At **Use Permission**, select **Yes** to apply the role permissions that have been for each link - OR - Select **No** to disable any permissions that have been set on individual links. This displays all of the links on the module regardless of the roles selected.
5. Click the **Update** button.

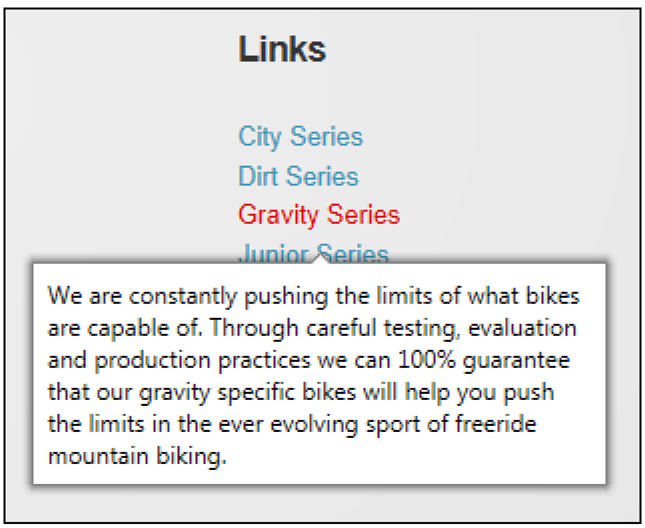
Setting the Appearance of Links

How to modify the appearance of links by configuring the optional settings that are available in all of the four link modes.

1. Go to a Links module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Links Settings** tab.
4. At **Control Type**, select from these options:
   - **List**: Select list to display links in a list. This reveals the **List Display Format** setting where you can choose to display links in as **Vertical** list down the page or a **Horizontal** list across the page.
   - **Drop Down**: Select to display links in a drop down list.
5. At **Display Info Link**, select from these options to display additional information for each link. In Link mode the info link displays the link description; in Menu mode the page description is displayed; in Folder mode the file size is displayed; and in Friend mode the info link displays your friendship status with the user and their display name, user name and full name. Note: If a page or link description hasn't been entered then the info link isn't displayed on those links.
   - **Yes**: Select to display a series of three leader dots (i.e. ...) beside a link that displays more details above this link.
   - **No**: Select to hide the info link.
   - **Telerik Popup**: Select to display the link description in a popup window when a user hovers their mouse over the link title.
6. At **Wrap Links**, select **Wrap** to allow link titles to display on more than one line to suit the width of the pane where the module is located - OR - **No Wrap** to force links to be display in a single line regardless of the pane width. As a result, the module may expand the pane width to accommodate the longest link. Note: This option isn't available for links displayed in a drop down list.



7. Click the **Update** button.



Page menu with display options as selected above

Media

About Media

Media displays a single media file that can be an image, movie or sound file. The displayed file can be located on the site, at any URL or on Microsoft Azure. A large number of media types are supported including Flash, Windows media, Media AVI, MPEG, MPG, MP3, MP4, ASF, ASX, WMA, WMV, WAV, QuickTime and Real Video. Optional settings include linking an image to another resource such as another page, file, or website.

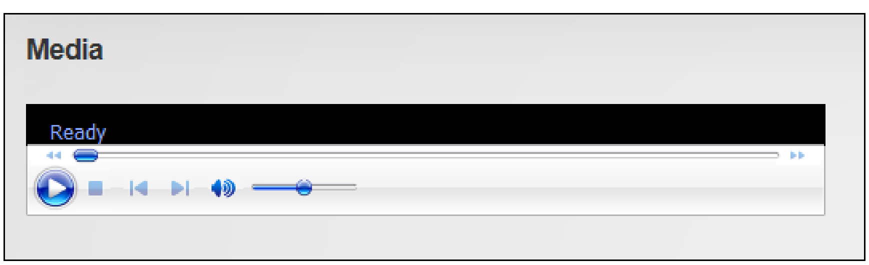
Media is integrated with social collaboration tools to allow media updates to be posted to the Journal.

Installation Note: Media must be deployed and installed on your site by a SuperUser.

Module Version: 04.04.01 / **Minimum DNN Version**: 07.00.02

Features: IPortable, ISearchable

Media displaying an image



Media displaying a sound file

Project Links

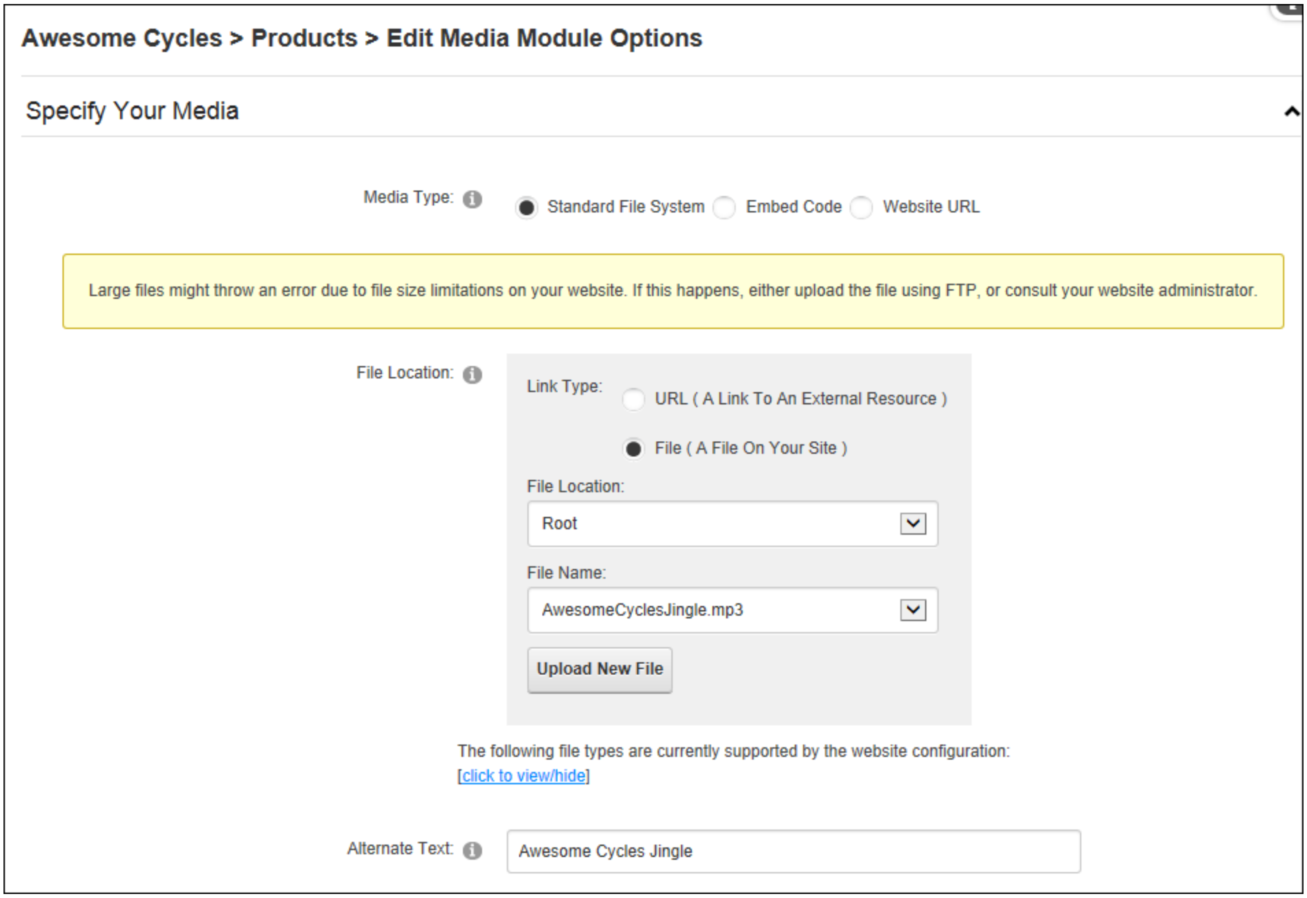
- http://dnnmedia.codeplex.com/

Module Editors

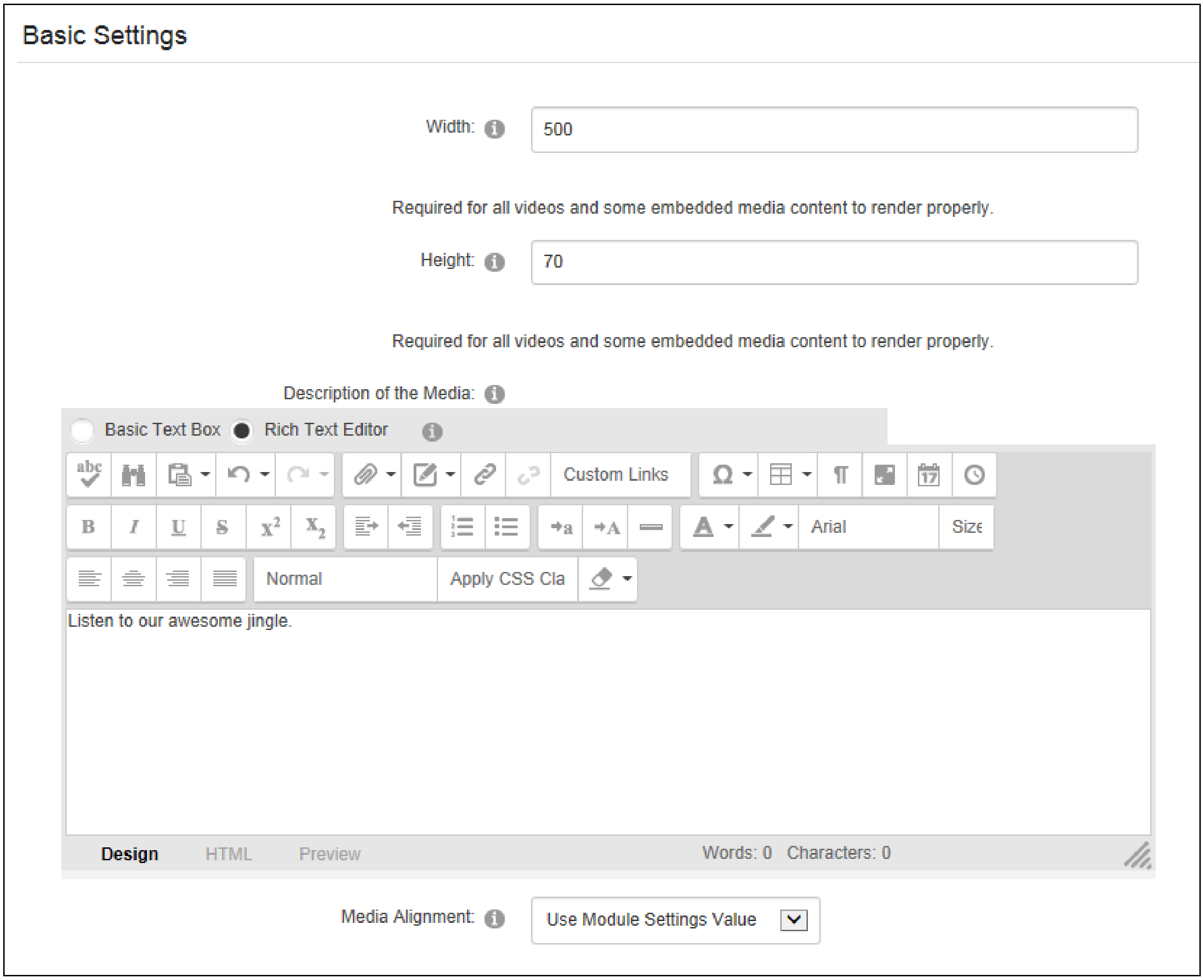
Displaying a Sound File

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 site, you may need the Host to enable you to upload some file types.

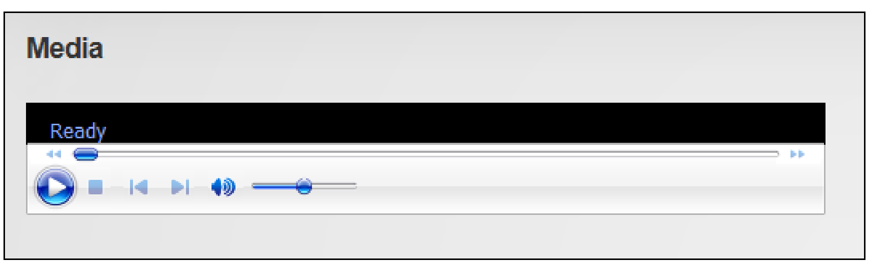
1. Go to a Media module.
2. Select **Edit** > **Edit Media Options** from the module actions menu.
3. Expand the **Specify Your Media** section.
    1. At **Media Type**, select **Standard File System**.
    2. At **File Location/Link Type** select either a URL or File link to the sound file. See "Setting a URL Link", See "Setting a File Link", or See "Uploading and Linking to a File"
4. In the **Alternate Text** text box, enter alternative text to describe the sound file. This text is not displayed on the module.



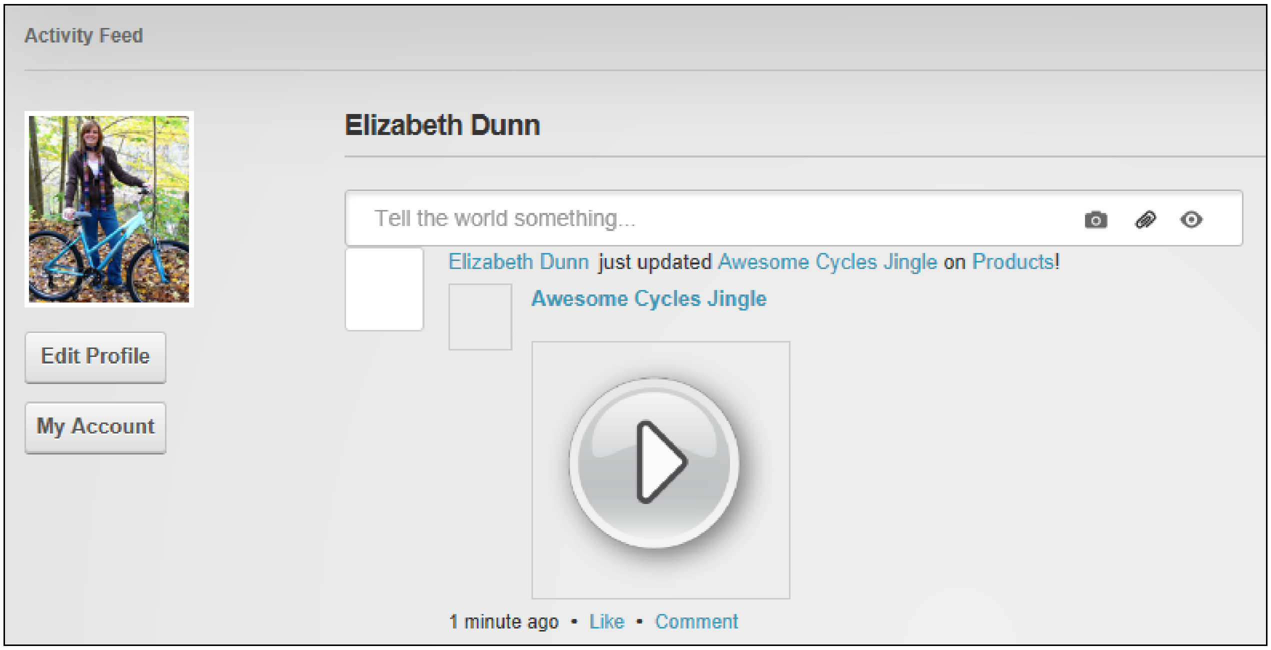
5. Expand the **Basic Settings** section.
    1. **Required.** In the **Width** text box, enter the pixel number to set the length of the sound file control panel. If no value is entered, the width will default to 0 (zero) and the sound file control panel will not be accessible.
    2. **Required.** In the **Height** text box, enter a pixel number to set the height of the sound file control panel. If no value is entered, the height will default to 0 (zero) and the sound file control panel will not be accessible.
    3. **Optional.** In the **Description of the Media** Editor, enter and format the text to be displayed below this image.
    4. **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.



6. **Optional.** Expand the **Social Integration** section to post this media to your Journal. See "Displaying an Image with an optional Link"
7. Click the **Update** button.



Displaying a Sound File

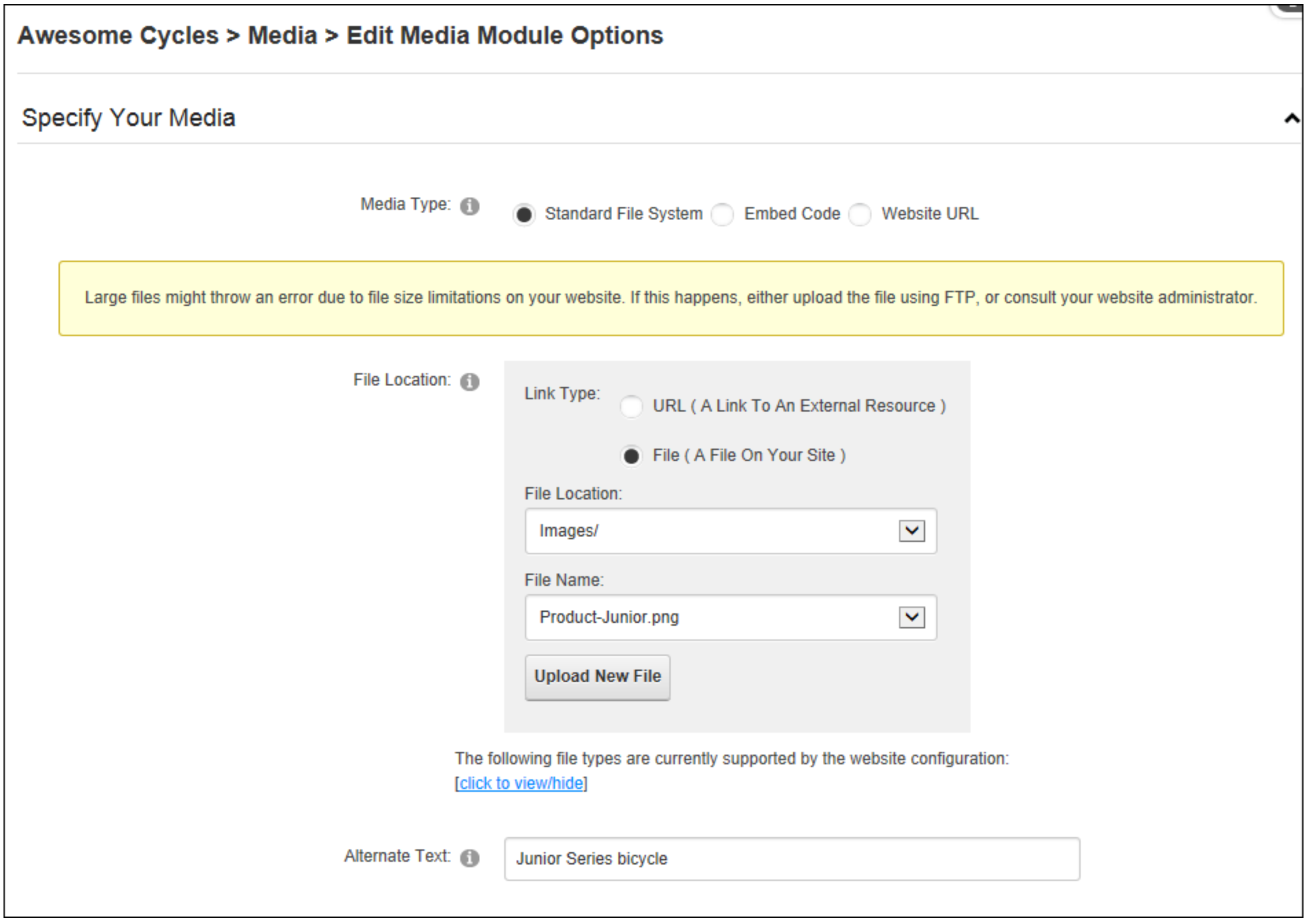


A sound file posted to the Journal module

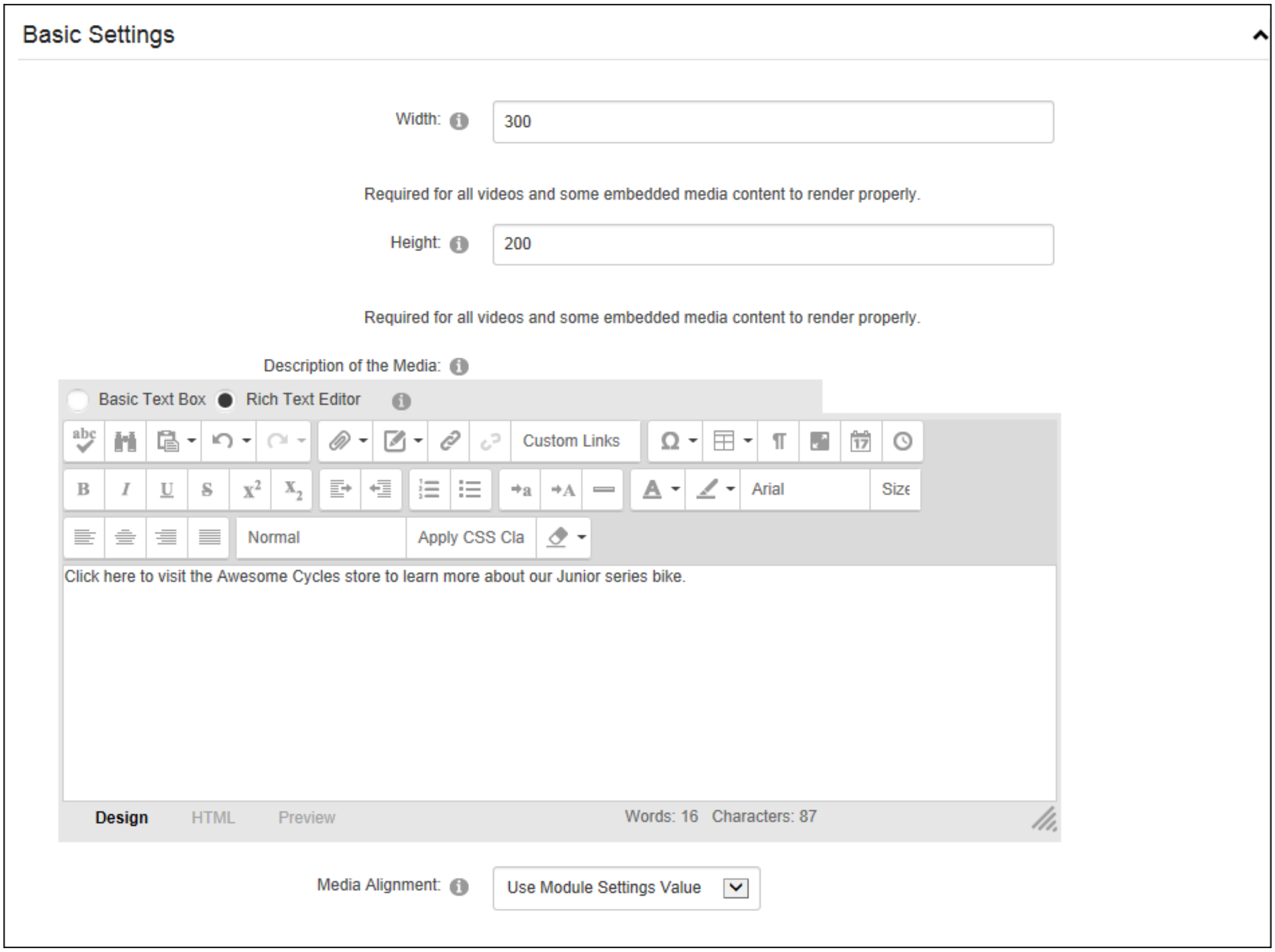
Displaying an Image with an optional Link

The Media module can be set to display an image that can be located either within your site or an external web resource. A link can be associated with the image allowing the image to function as a button. A rich text description that will be displayed below the image can also be added.

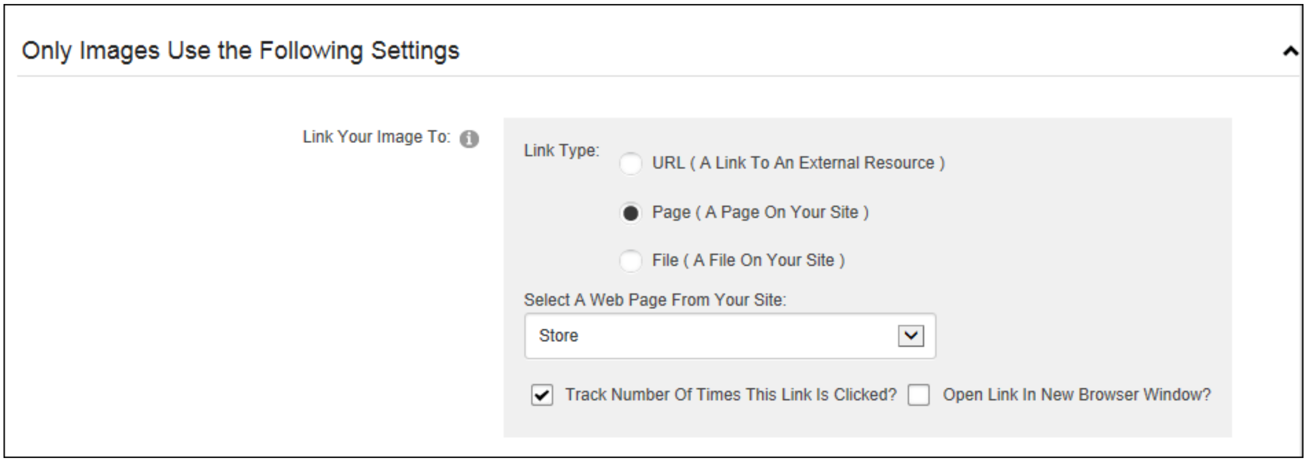
1. Go to a Media module.
2. Select **Edit** > **Edit Media Options** from the module actions menu.
3. Expand the **Specify Your Media** section.
   1. At **Media Type**, select **Standard File System**.
   2. At **File Location/Link Type** select either a URL or File link to the image. See "Setting a URL Link", See "Setting a File Link", or See "Uploading and Linking to a File"
   3. In the **Alternate Text** text box, enter the text to be displayed when a user hovers their mouse over the image.



4. **Optional.** Expand the **Basic Settings** section.
    1. In the **Width** text box, enter a width in pixels to override the actual image size.
    2. In the **Height** text box, enter a height in pixels to override the actual image size.
    3. In the **Description of the Media** Editor, enter and format text to be displayed below this image.
    4. 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.



5. **Optional.** Complete the following steps to add a link to this image, or skip to Step 5 if there is no link on this image.
    1. Expand the **Only Images Use the Following Settings** section.
    2. At **Link / Link Type**, select **URL**, **Page** or **File** as the link type and then set the link. See "About the Link Control"
    3. **Optional.** At **Track Number Of Times This Link Is Clicked?**, mark the check box to display the number of times this link is clicked on this screen once the record has been updated.
    4. **Optional.** At **Open Link In New Browser Window?**, mark the check box to display the media in a new Web browser - OR - unmark the check box to display in the existing Web browser.

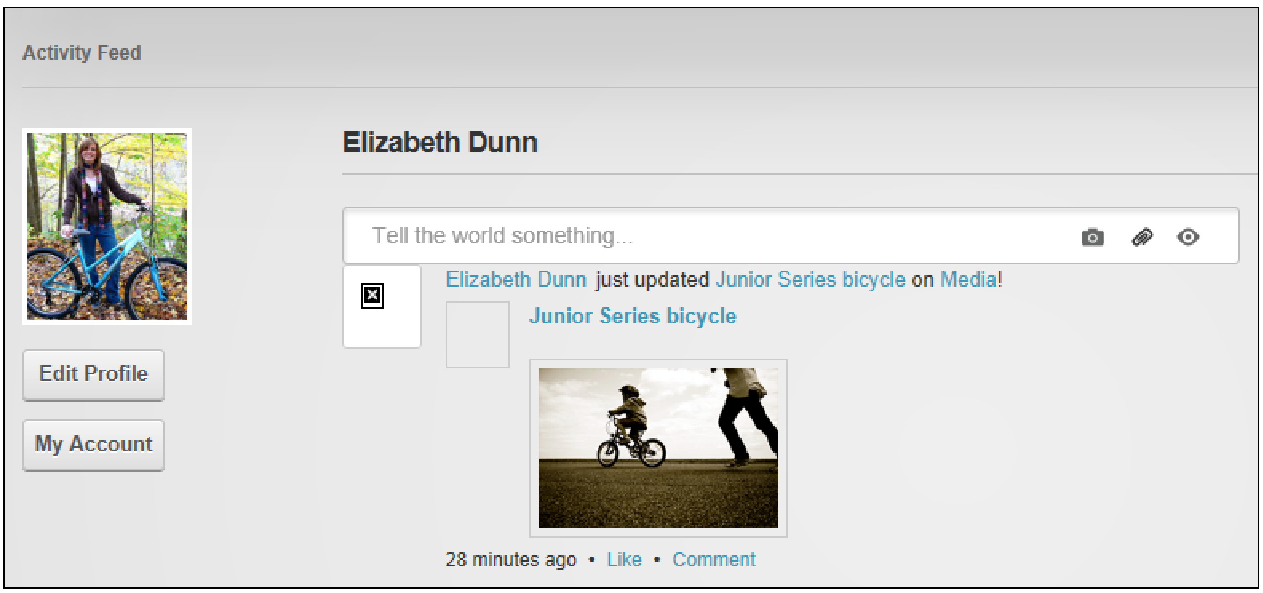


6. **Optional.** To share this media on your Journal, expand the **Social Integration** section and complete the settings. Note: Additional options are displayed to Administrators. See "Configuring Social Integration Settings"
   1. At **Post To Journal**, mark the check box to post details of this media to your Journal - OR - unmark the check box to add the media without posting to your Journal. Note: If this setting has been pre-set by an Administrator for all Media modules on this site, then you will be prevented from changing this setting without first checking the "Override Site Settings" check box below.
   2. At **Override Site Settings**, mark the check box to override the site wide settings for Media modules that has been set by an Administrator - OR - unmark the check box to use the site wide settings.

7. Click the **Update** button. The image will now be displayed and (if chosen) posted to your journal.

Image displayed on the Media module

Note: A one (1) pixel border has been set on the module pictured above. See "Configuring Basic Page Settings for Modules"

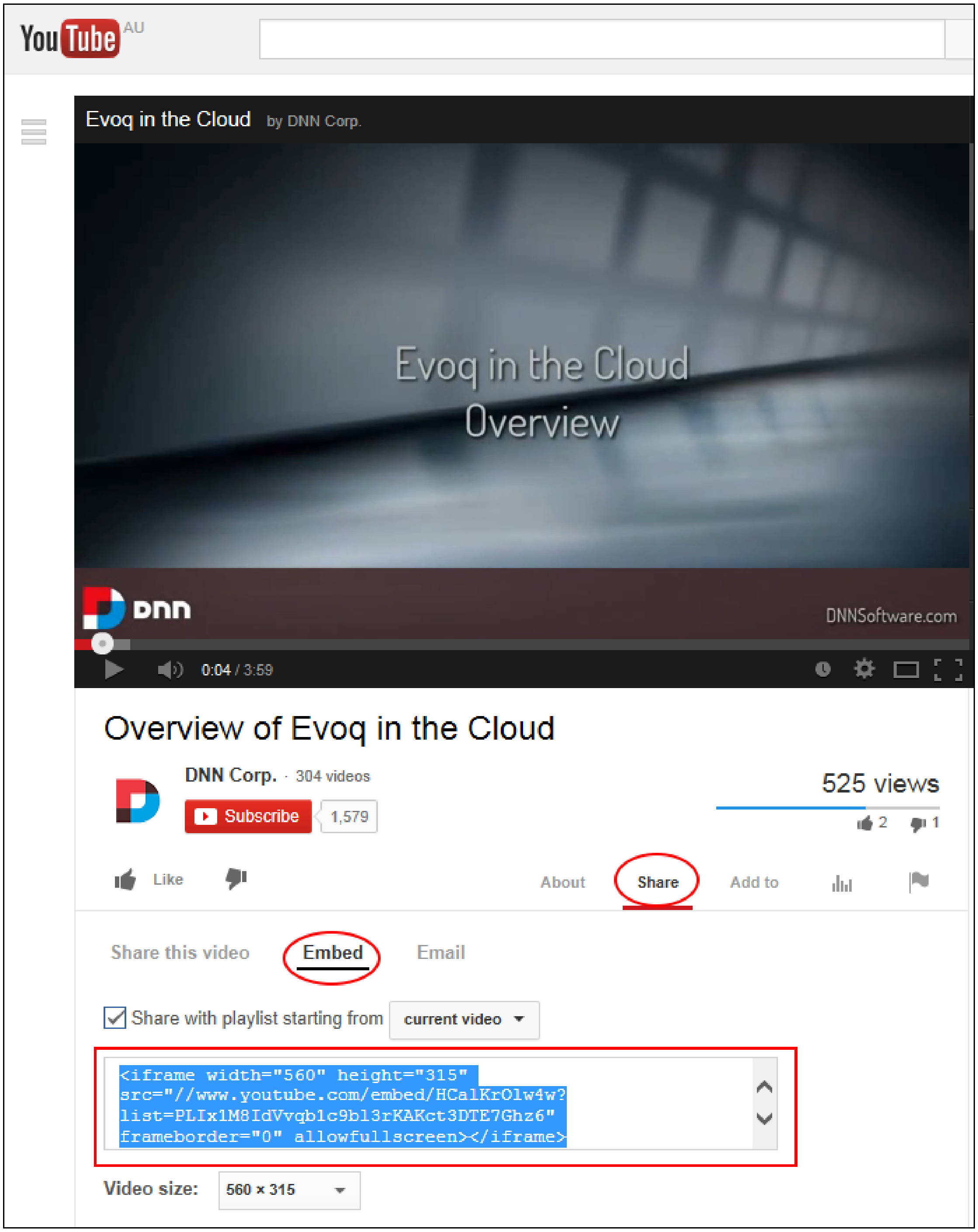


The Journal post (displayed on the user's profile page)

Displaying Embedded Code

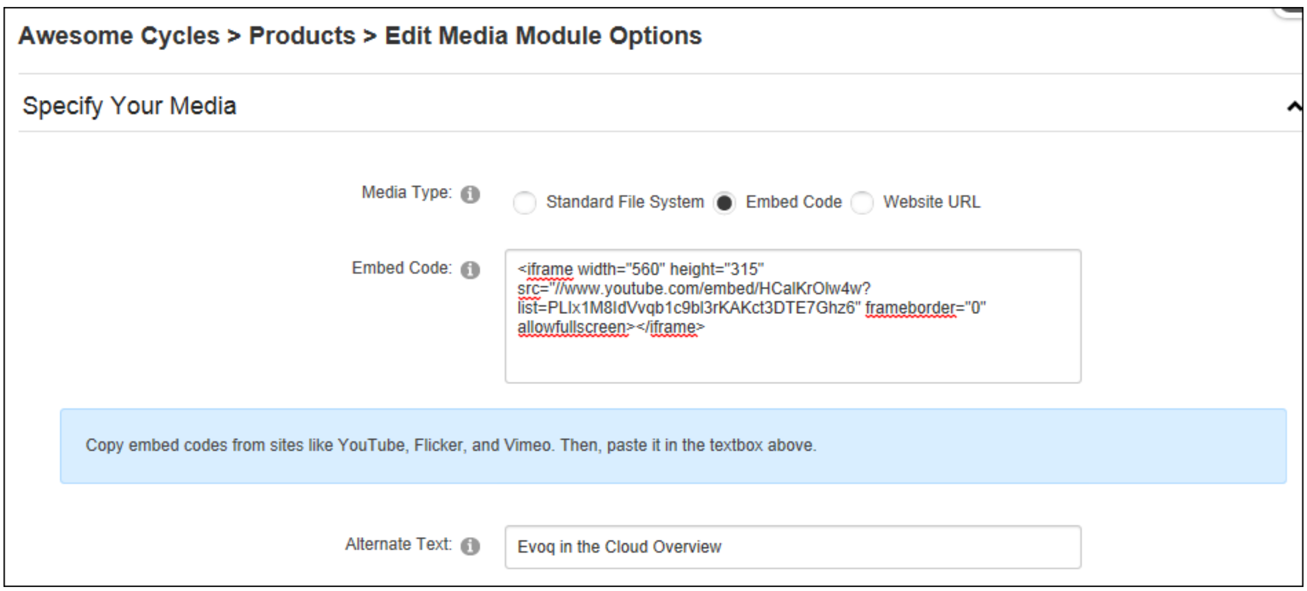
How to embed media from existing sites and social media outlets such as YouTube, Vimeo, or Twitter in the Media module. The way you obtain embedded code will depend on the site you obtain it from, however it is typically as easy as copying and pasting the embed code from the site. E.g. To obtain the embed code from YouTube, simply click the

Share button, typically displayed below the media and then copy the embed code that is displayed. You might like to change some of the default options such as media size.



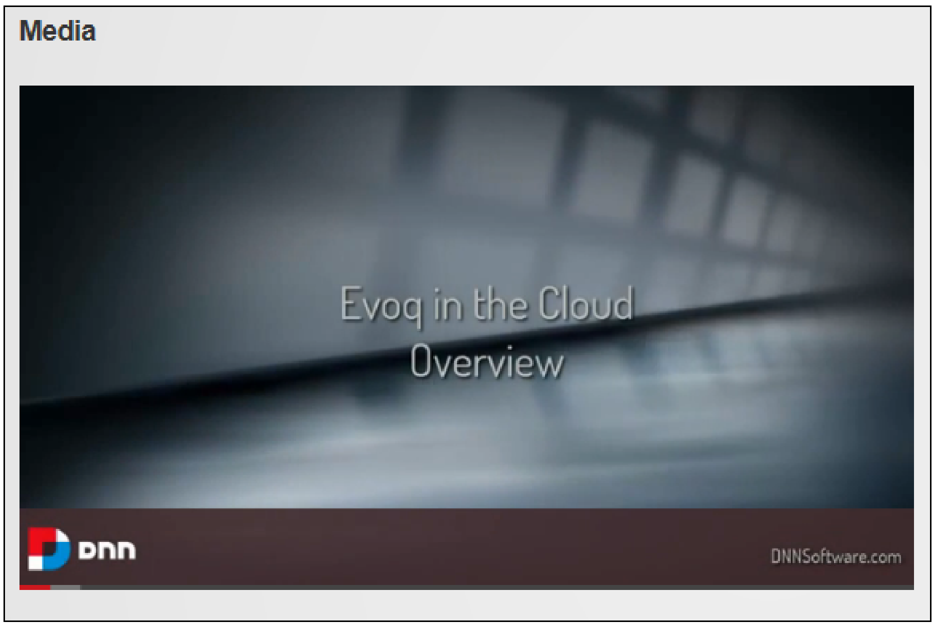
Tip: Once embedded code has been set on a module, you may be unable to edit it if the module action menu is hidden behind the video. A workaround solution is to switch your Control Panel to Layout mode, delete the module and then add and set-up a new Media module.

1. Go to a Media module.
2. Select **Edit** > **Edit Media Options** from the module actions menu.
3. Expand the **Specify Your Media** section.
   1. At **Media Type**, select **Embed Code**.
   2. In the **Embed Code** text box, enter or paste the code to be embedded.
   3. In the **Alternate Text** text box, enter text describing the video, image, etc. This text is not displayed but is a required field.



4. **Optional.** Expand the **Basic Settings** section and set the following options, skipping the Width and Height text boxes as these are set in the embed code.
   1. **Optional.** In the **Description of the Media** Editor, enter and format text to be displayed below this image.
   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.

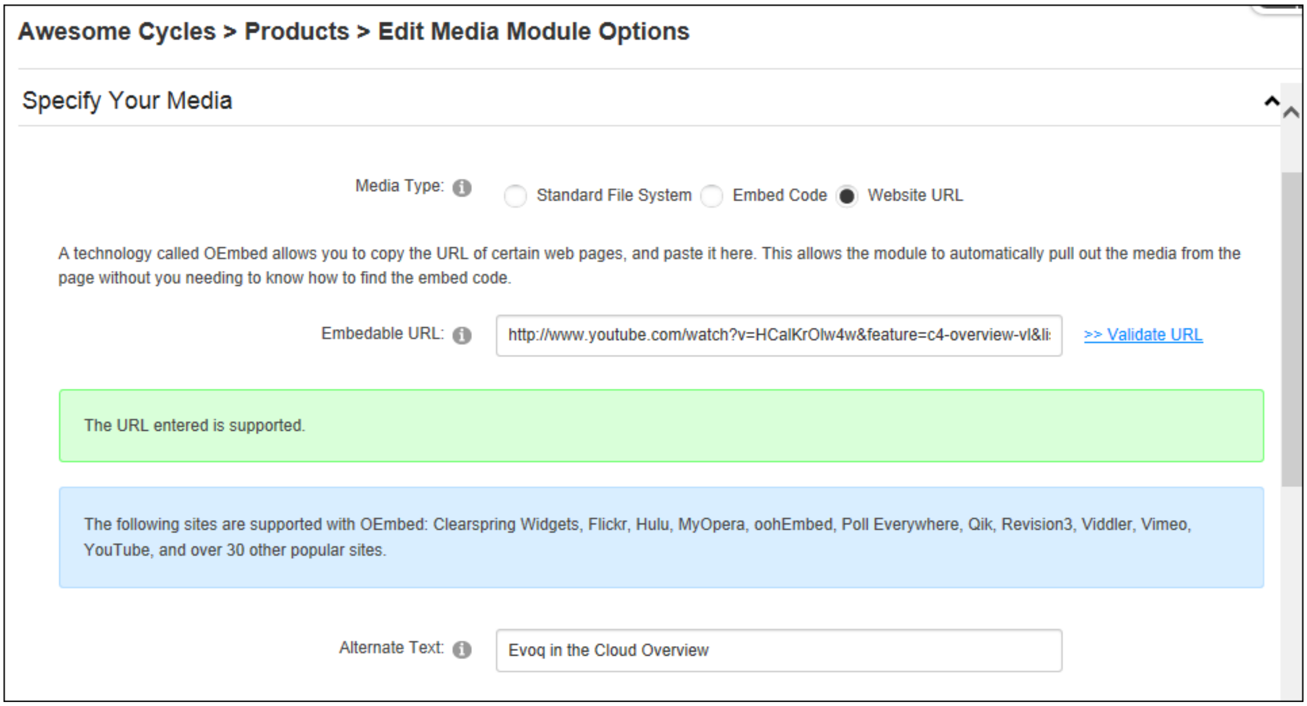
5. In the **Only Videos and Flash Use the Following Settings** section, review the message and then set the following:
   1. **Optional.** At **Auto-Start Videos**, mark the check box to automatically start the video when the page loads - OR - unmark the check box to require the user to manually start the video.
   2. **Optional.** At **Loop Videos**, mark the check box to automatically loop the video when it ends - OR - unmark the check box to only play the video once. User can choose to replay videos that are not looped using the controls.
6. **Optional.** Expand the **Social Integration** section to post this media to your Journal. See "Displaying an Image with an optional Link"
7. Click the **Update** button.



Displaying Media using OEmbed Link

How to display media using an OEmbedded link from existing sites and social media outlets such as YouTube using the Media module. This method is widely supported and only requires the URL where the movie is located. Note: Once the media has been set on a module, you may be unable to edit it if the module action menu is hidden behind the video. A workaround solution is to switch your Control Panel to Layout mode, delete the module and then add and set-up a new Media module.

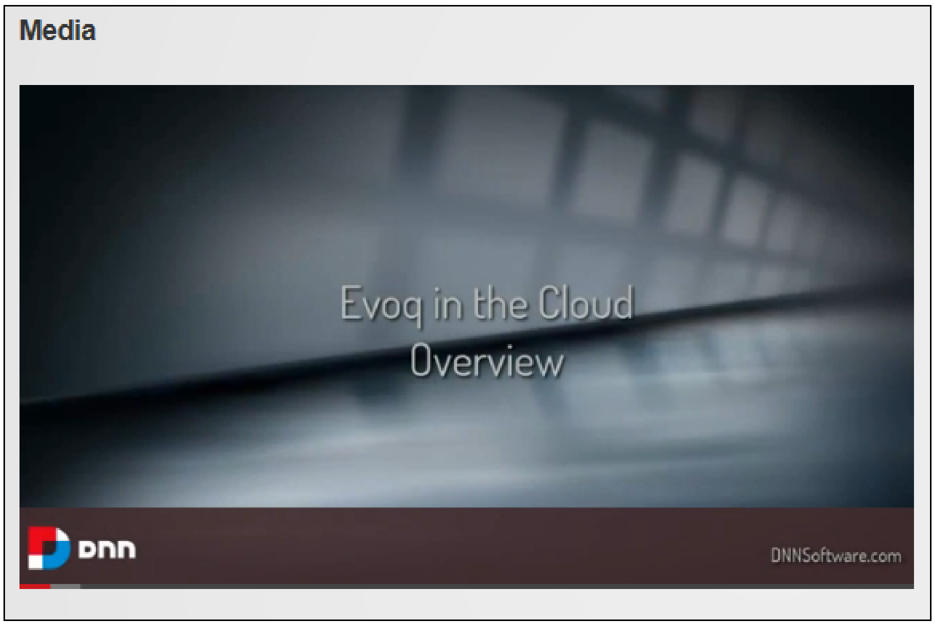
1. Go to a Media module.
2. Select **Edit** > **Edit Media Options** from the module actions menu.
3. Expand the **Specify Your Media** section.
   1. At **Media Type**, select **Website URL**.
   2. In the **Embedable URL** text box, enter or paste the URL and then click the >> Validate URL link to check if the URL you enter is supported or not. If the URL is not supported, you may instead be able to access and embed the code. See "Displaying Embedded Code"
   3. In the **Alternate Text** text box, enter text describing the video, image, etc. This text is not displayed but is a required field.



4. Expand the **Basic Settings** section.
   1. **Optional.** In the **Description of the Media** Editor, enter and format text to be displayed below this image.
   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.
5. In the **Only Videos and Flash Use the Following Settings** section, review the message and then set the following:

1. **Optional.** At **Auto-Start Videos**, mark the check box to automatically start the video when the page loads - OR - unmark the check box to require the user to manually start the video.
2. **Optional.** At **Loop Videos**, mark the check box to automatically loop the video when it ends - OR - unmark the check box to only play the video once. User can choose to replay videos that are not looped using the controls.

6. **Optional.** Expand the **Social Integration** section to post this media to your Journal. See "Displaying an Image with an optional Link"
7. Click the **Update** button.

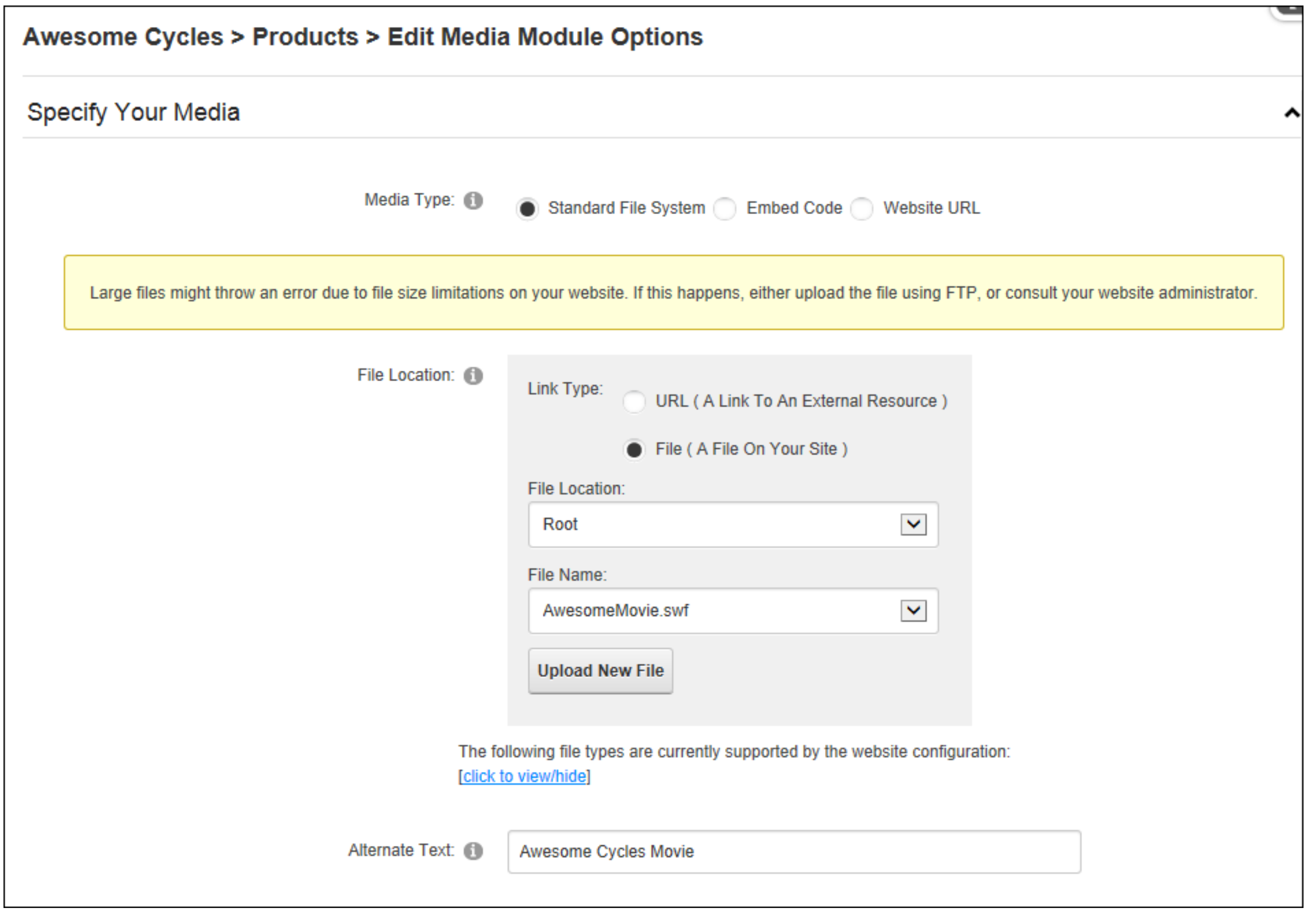


Displaying Video and Flash

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 site, you may need the Host to enable you to upload some file types.

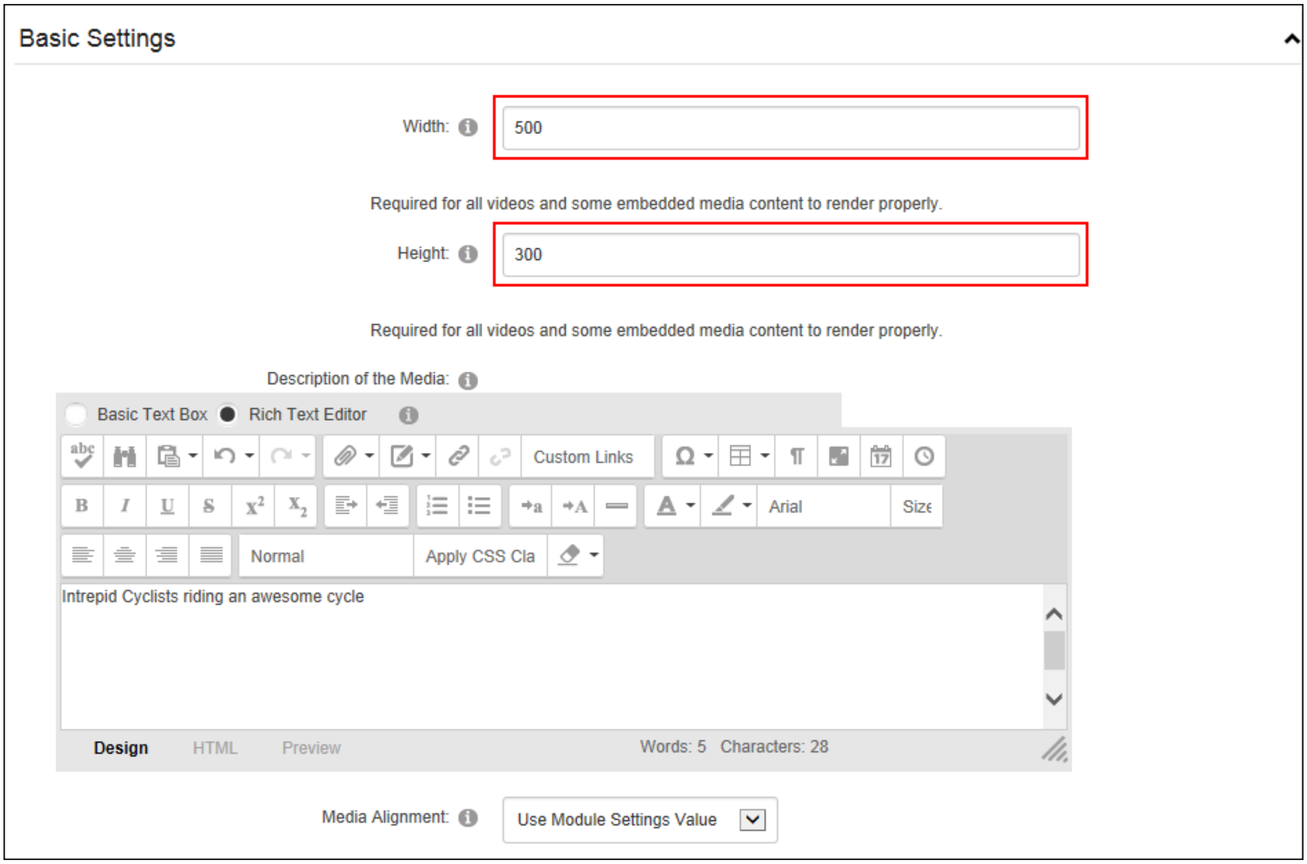
1. Go to a Media module.
2. Select **Edit** > **Edit Media Options** from the module actions menu.

3. Expand the **Specify Your Media** section.
    1. At **Media Type**, select **Standard File System**.
    2. At **File Location/Link Type** select **URL** or **File** as the file location and then set the link. See "Setting a URL Link", See "Setting a File Link", or See "Uploading and Linking to a File"
    3. In the **Alternate Text** text box, enter the alternate text for this file. This text is not displayed on the module.

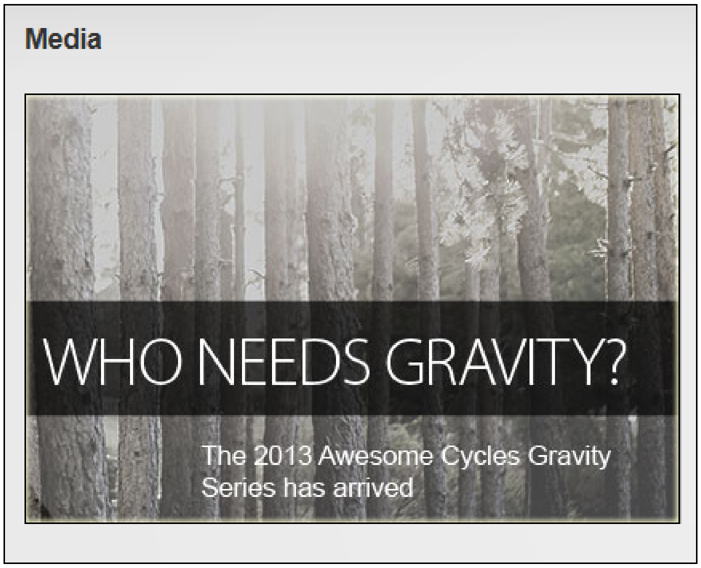


4. Expand the **Basic Settings** section.
    1. **Required.** In the **Width** text box, enter a pixel width for this video.
    2. **Required.** In the **Height** text box, enter a pixel height for this video.
    3. **Optional.** In the **Description of the Media** Editor, enter and format text to be displayed below this movie.

4. **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.



5. In the **Only Videos and Flash Use the Following Settings** section, read the warning message and then set the following options:
   1. At **Auto-Start Videos**, mark the check box to automatically start the video when the page loads - OR - unmark the check box to require the user to manually start the video.
   2. At **Loop Videos**, mark the check box to automatically loop the video when it finishes - OR - unmark the check box to only play the video once. Users must Refresh the page to replay videos that aren't looped using the controls.
6. **Optional.** Expand the **Social Integration** section to post this media to your Journal. See "Displaying an Image with an optional Link"
7. Click the **Update** button.



A movie displayed in the Media module

Editing Media Options

How to edit the media that has been set to display in the Media module.

1. Go to a Media module.
2. Select **Edit** > **Edit Media Options** from the module actions menu.
3. Edit the required fields. Note: To reset images to their original size, remove the Width and Height values from those fields.
4. Click the **Update** button.

Message: Restricted File Type

You may receive a Restricted File Type warning message when attempting to upload a file using the Link Control that has an extension that you are not enabled to upload such as a movie or a sound file. E.g. .avi, .wma. You will need to contact a SuperUser to allow additional file types.

Administrators

Configuring Social Integration Settings

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 site, you may need the Host to enable you to upload some file types.

1. Select **Edit** > **Edit Media Options** from the module actions menu.
2. Expand the **Social Integration** section. Here you can see the settings applied to this instance of the Media module and whether those settings are applied to all instances of the Media module. For example, in the below image you can see that media updates will be posted to a user's Journal for all media modules on this site. Users will have the ability to override this setting if they don't want to post the media to their journal, however this is the default selection given to them.
   1. At **Override Site Settings**, mark the check box if you want to change the default settings applied to all Media modules.
   2. At **Post To Journal**, mark the check box to post details of new and updated Media to the user's Journal as the default setting - OR - unmark the check box to add and update media without posting to a user's Journal as the default setting.
   3. At **For All Media Modules**, mark the check box to set this as the site wide setting for all Media modules.
   4. At **Notify Administrators on Update**, mark the check box to notify all Administrators whenever there is an update made on any Media module on this site - OR - unmark the check box
3. Click the **Update** button.

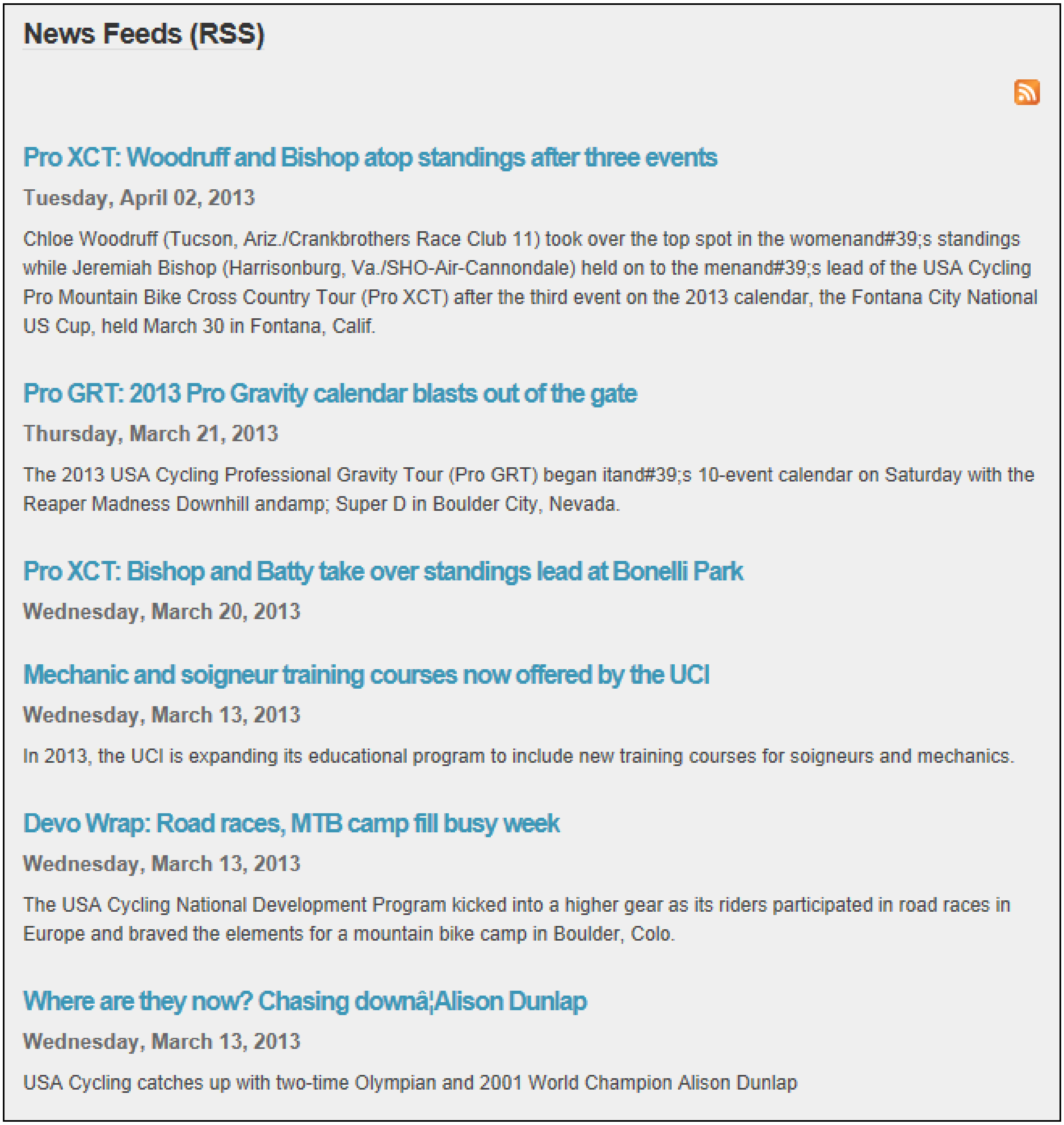
News Feeds

About News Feeds

News Feeds (RSS) 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.

Installation Note: News Feeds (RSS) must be deployed and installed on your site by a SuperUser.

Module Version: 05.00.01 / **Minimum DNN Version**: 07.00.00



News Feeds (RSS)

Pro XCT: Woodruff and Bishop atop standings after three events

Tuesday, April 02, 2013

Chloe Woodruff (Tucson, Ariz./Crankbrothers Race Club 11) took over the top spot in the womenand#39;s standings while Jeremiah Bishop (Harrisonburg, Va./SHO-Air-Cannondale) held on to the menand#39;s lead of the USA Cycling Pro Mountain Bike Cross Country Tour (Pro XCT) after the third event on the 2013 calendar, the Fontana City National US Cup, held March 30 in Fontana, Calif.

Pro GRT: 2013 Pro Gravity calendar blasts out of the gate

Thursday, March 21, 2013

The 2013 USA Cycling Professional Gravity Tour (Pro GRT) began itand#39;s 10-event calendar on Saturday with the Reaper Madness Downhill andamp; Super D in Boulder City, Nevada.

Pro XCT: Bishop and Batty take over standings lead at Bonelli Park

Wednesday, March 20, 2013

Mechanic and soigneur training courses now offered by the UCI

Wednesday, March 13, 2013

In 2013, the UCI is expanding its educational program to include new training courses for soigneurs and mechanics.

Devo Wrap: Road races, MTB camp fill busy week

Wednesday, March 13, 2013

The USA Cycling National Development Program kicked into a higher gear as its riders participated in road races in Europe and braved the elements for a mountain bike camp in Boulder, Colo.

Where are they now? Chasing downâ¦Alison Dunlap

Wednesday, March 13, 2013

USA Cycling catches up with two-time Olympian and 2001 World Champion Alison Dunlap

News Feeds (RSS)

Project Links

- http://dnnnewsfeeds.codeplex.com/

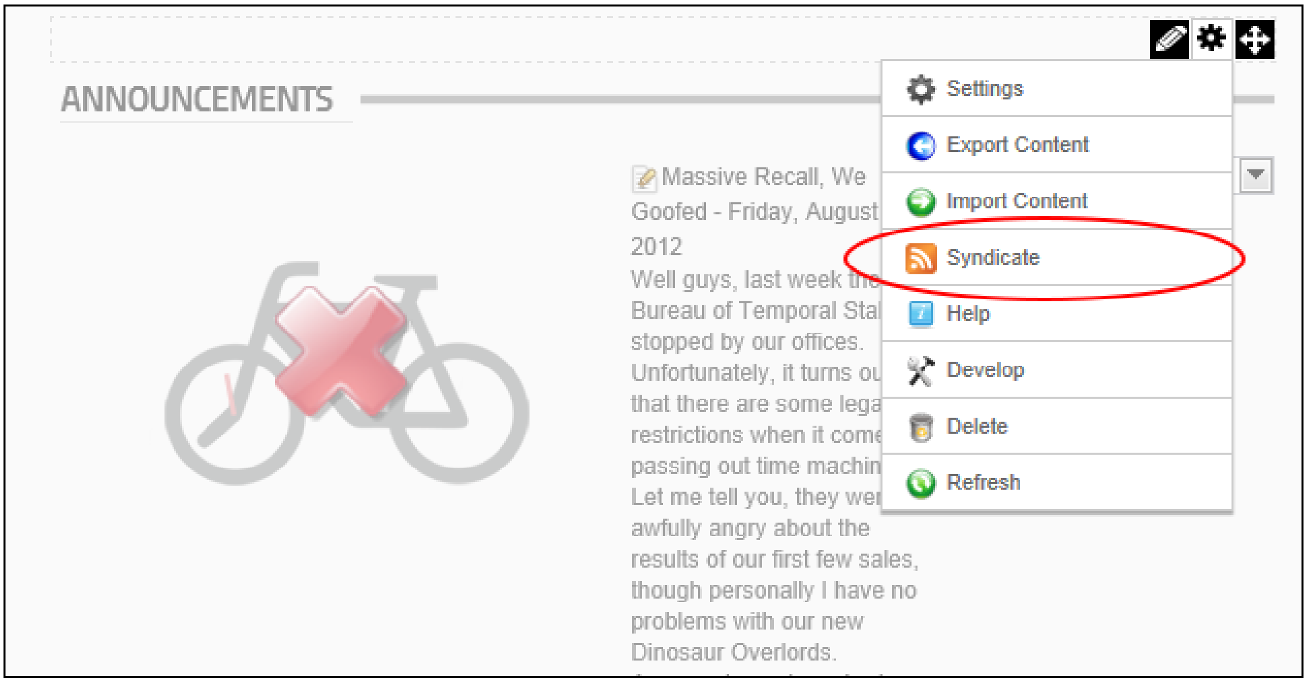
Module Editors

Adding News Feeds from Syndicated Modules

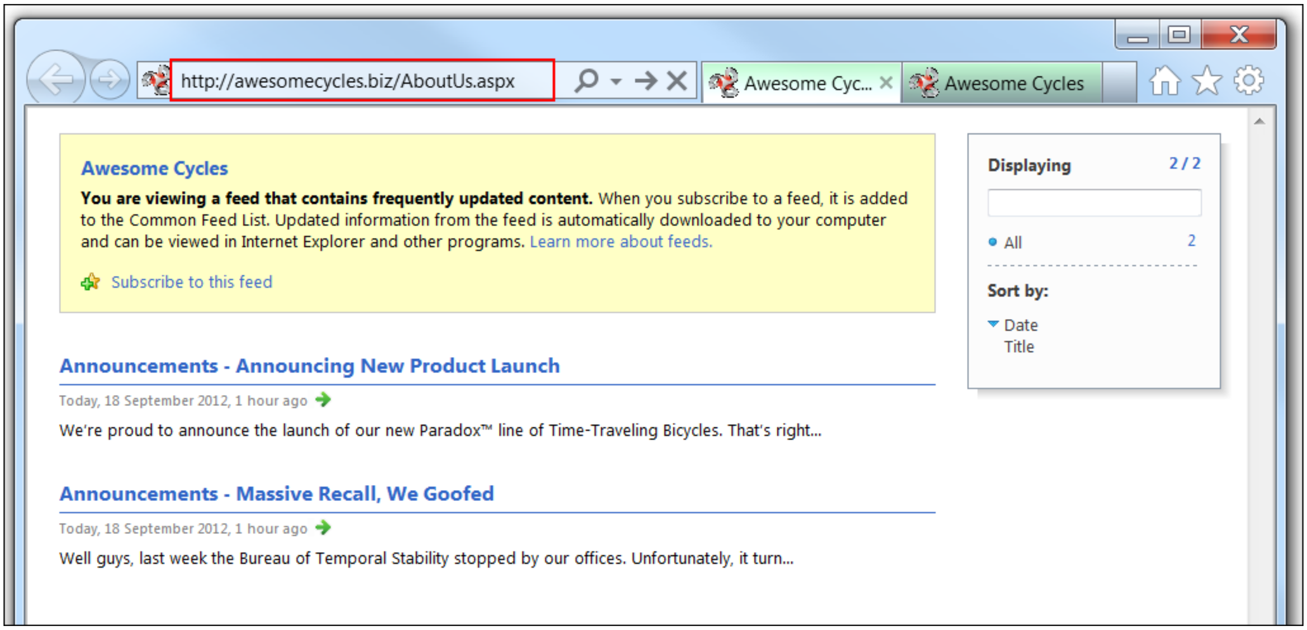
How to add news feeds from syndicated modules on your website using the News Feeds (RSS) module.

Prerequisite. Syndication must be enabled for the required module. See "Configuring Basic Page Settings for Modules"

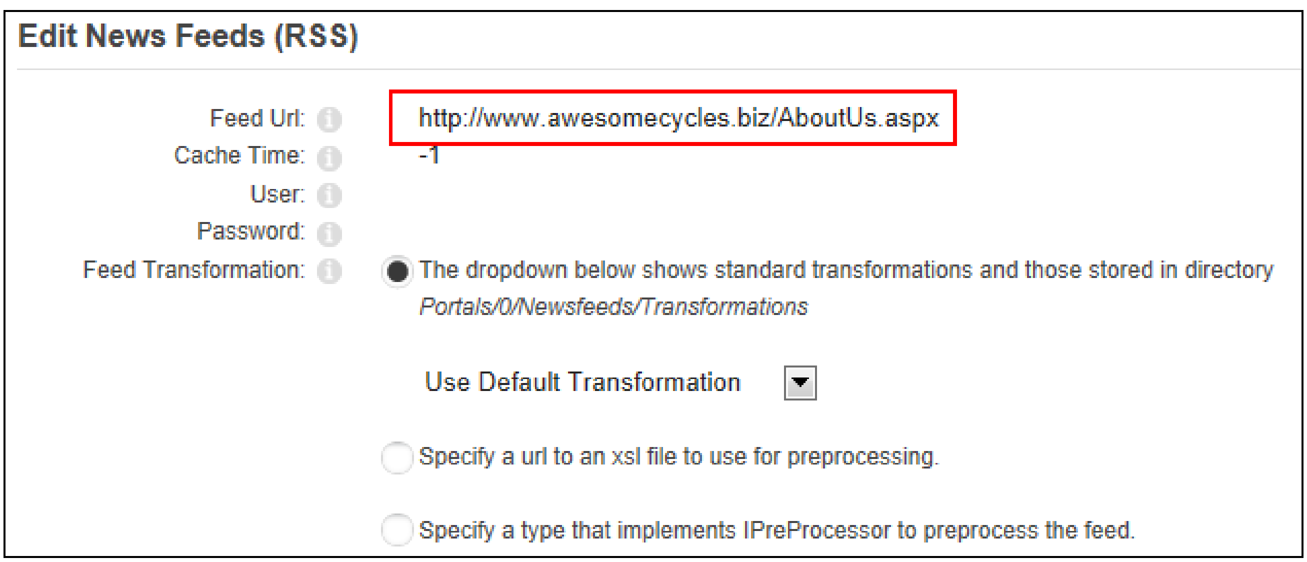
1. Go to a syndicated module. In this example an Announcements module is used.
2. Select **Manage** > **Syndicate** from the module actions menu.



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 that is displayed in the Address bar of the Web browser and paste it to your clipboard.

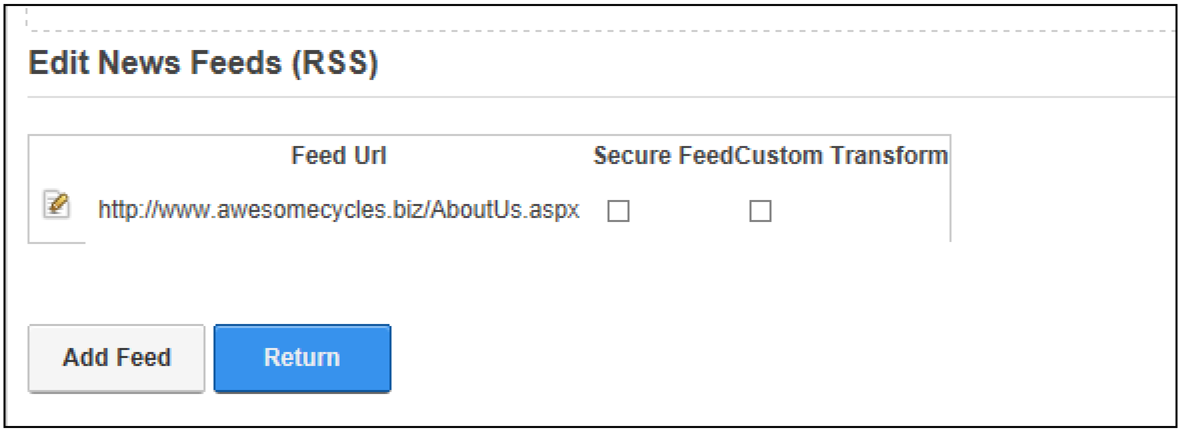


5. Click the **Back** button on the Web browser to return to the site and then go to a News Feed (RSS) module.
6. Select **Edit** > **Edit Newsfeeds** from the module actions menu.
7. Click the **Add Feed** button.
8. In the **Feed Url** text box, enter/paste the copied URL.

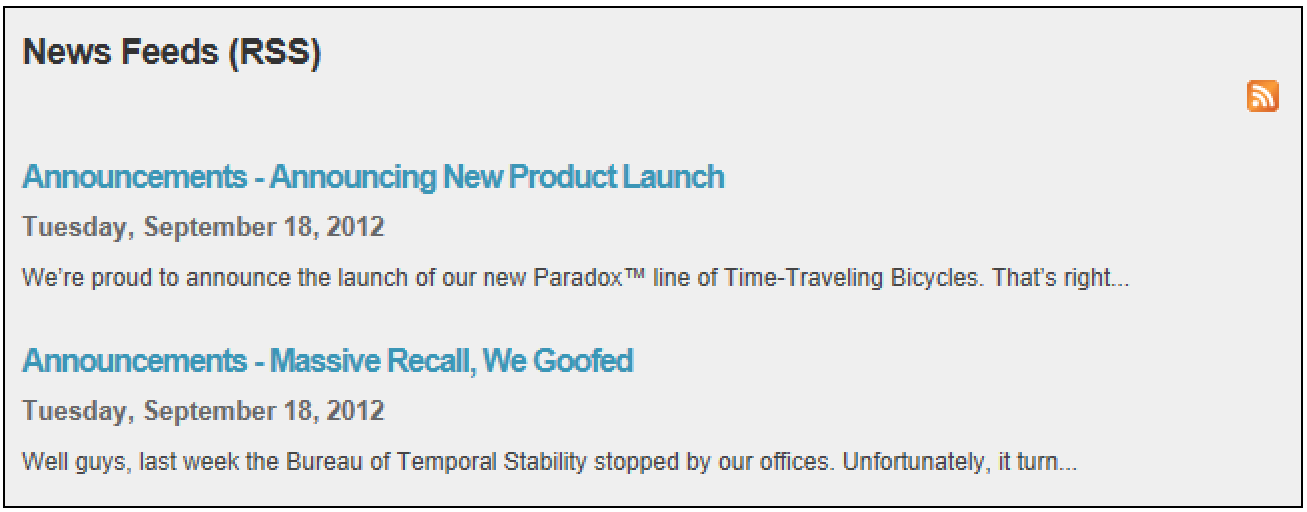


9. In the **Cache Time** text box, enter the number of minutes between refreshes of this feed - OR - Leave this field as -1 to use the default setting for this feed.

10. Click the **Update** button. This displays the name of the newly added feed.



11. **Optional.** Repeat Steps 7-10 to add additional feeds.
12. Click the **Return** button to return to the module.



Related Topics:

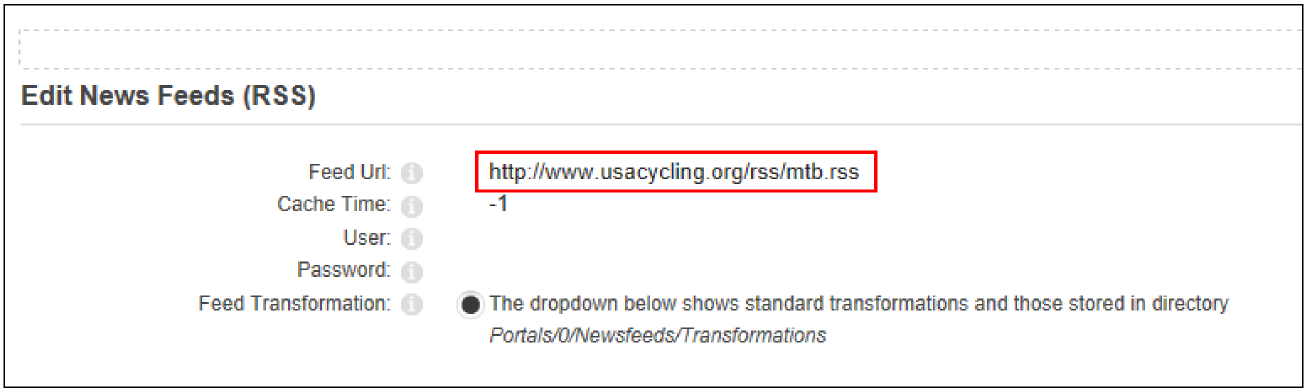
- See "Configuring Basic Page Settings for Modules"

Adding News Feeds

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

1. Select **Edit** > **Edit Newsfeeds** from the module actions menu. This opens the Edit News Feeds (RSS) page.

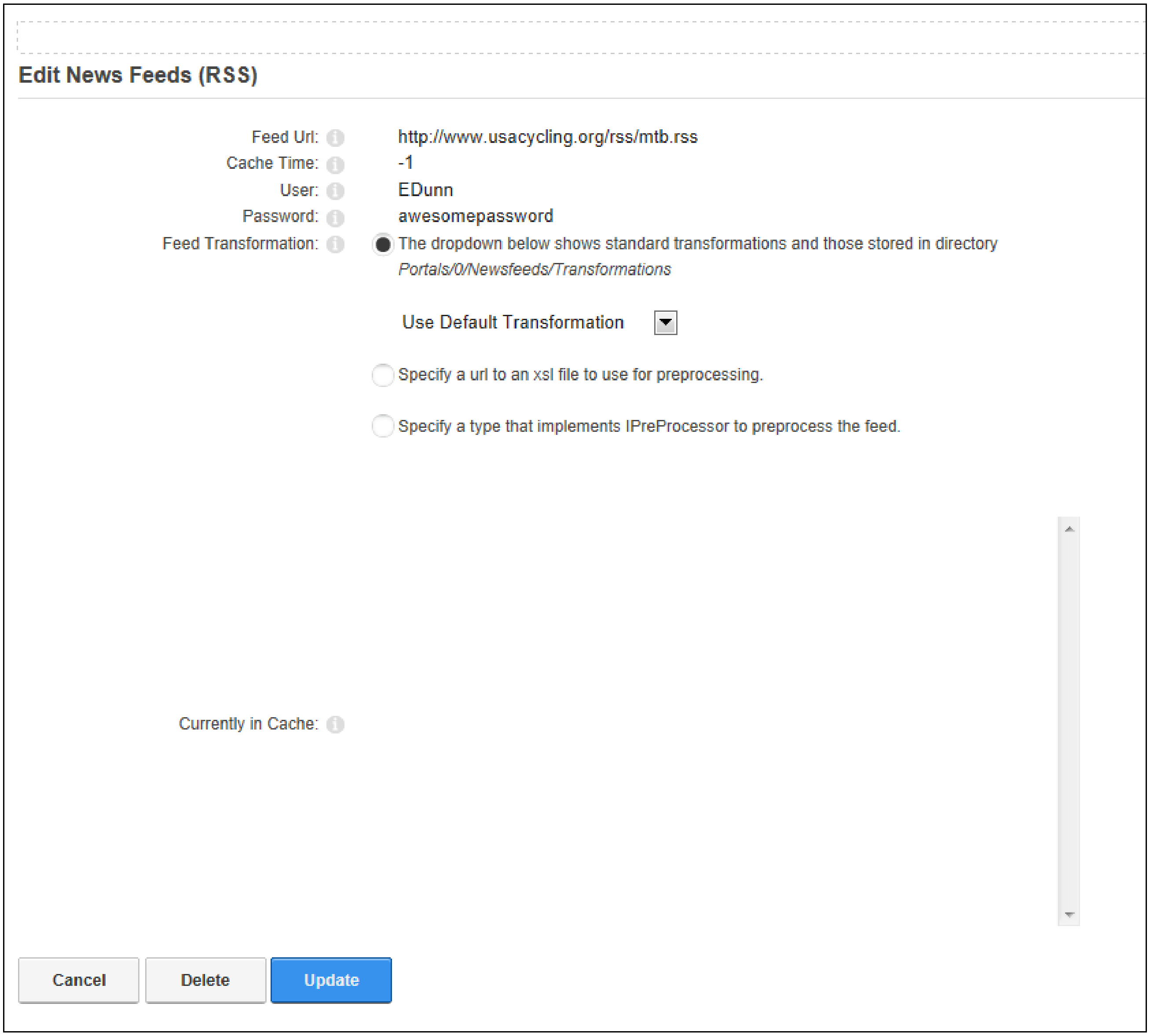
2. Click the **Add Feed** button. This displays the input fields for adding a news feed.
3. In the **Feed URL** text box, enter the URL of the news feed. This is the only required field unless authentication (user and password details) is required to access the feed. If authentication isn't required, you can skip to Step 7 to accept the default settings.



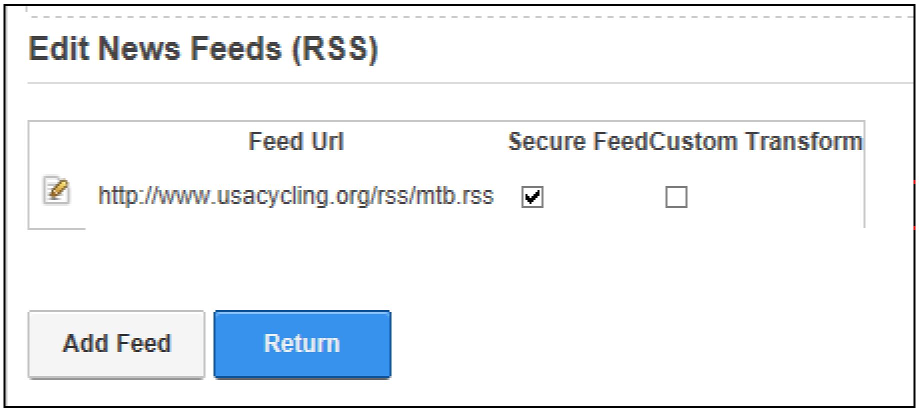
4. **Optional.** In the **Cache Time** text box, enter the number of minutes between refreshes of this feed - OR - Enter **-1** to use the default setting as set by the feed provider.
5. **Optional.** If security information is required to authenticate your access to the news feed, complete the following fields:
   1. In the **User** text box, enter the user account details supplied by the news feed provider.
   2. 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 list:
   - The dropdown below shows standard transformations and those stored in directory**../../../../Resources/Newsfeeds/Transformations**: Select a standard transformation type from these options:
     - **Use Default Transformation**: Select to use the default transformation. This is the default option.
     - **ATOM 1.0 Transformation**: Select for feeds using this transformation type.
     - **RDF Transformation**: Select for feeds using this transformation type.
     - **RSS 0.91 Transformation**: Select for feeds using this transformation type.
     - **Internal Twitter Transformation**: Select for a Twitter RSS feed. This transforms tweets into correctly formatted links to tags and people.
   - **Specify a URL to an XSL file to use for preprocessing**: Select this option to define a pre-processor for the feed. This allows you to make non-compliant feeds compliant using an XSL transformation (also called a pre-processor).

- Set the link to the URL where the transformation (XSL) file is located (See "Setting a URL Link") - OR - Set the link to the internal file (See "Setting a File Link"). Note: A "failure to compile the XSL" error may be displayed. In this case, use the URL option to point to the XSL sheet.

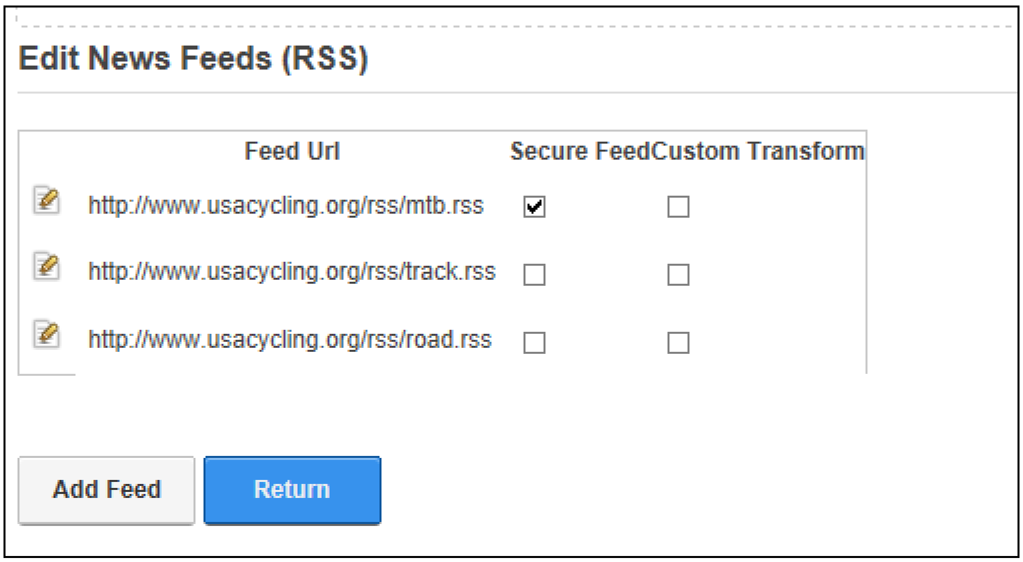
- **Specify a type that implements IPreProcessor to preprocess the feed**: Select this option if you have a custom preprocessor that implements the IPreProcessor interface. You will need a developer to create one.
  - In the text box, enter the name of your preprocessor. E.g. CustomPreprocessor



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



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



9. Click the **Return** button to return to the page.

News Feeds (RSS)

Pro XCT: Woodruff and Bishop atop standings after three events

Tuesday, April 02, 2013

Chloe Woodruff (Tucson, Ariz./Crankbrothers Race Club 11) took over the top spot in the womenand#39;s standings while Jeremiah Bishop (Harrisonburg, Va./SHO-Air-Cannondale) held on to the menand#39;s lead of the USA Cycling Pro Mountain Bike Cross Country Tour (Pro XCT) after the third event on the 2013 calendar, the Fontana City National US Cup, held March 30 in Fontana, Calif.

Pro GRT: 2013 Pro Gravity calendar blasts out of the gate

Thursday, March 21, 2013

The 2013 USA Cycling Professional Gravity Tour (Pro GRT) began itand#39;s 10-event calendar on Saturday with the Reaper Madness Downhill andamp; Super D in Boulder City, Nevada.

Pro XCT: Bishop and Batty take over standings lead at Bonelli Park

Wednesday, March 20, 2013

Mechanic and soigneur training courses now offered by the UCI

Wednesday, March 13, 2013

In 2013, the UCI is expanding its educational program to include new training courses for soigneurs and mechanics.

Devo Wrap: Road races, MTB camp fill busy week

Wednesday, March 13, 2013

The USA Cycling National Development Program kicked into a higher gear as its riders participated in road races in Europe and braved the elements for a mountain bike camp in Boulder, Colo.

Where are they now? Chasing downâ¦Alison Dunlap

Wednesday, March 13, 2013

USA Cycling catches up with two-time Olympian and 2001 World Champion Alison Dunlap

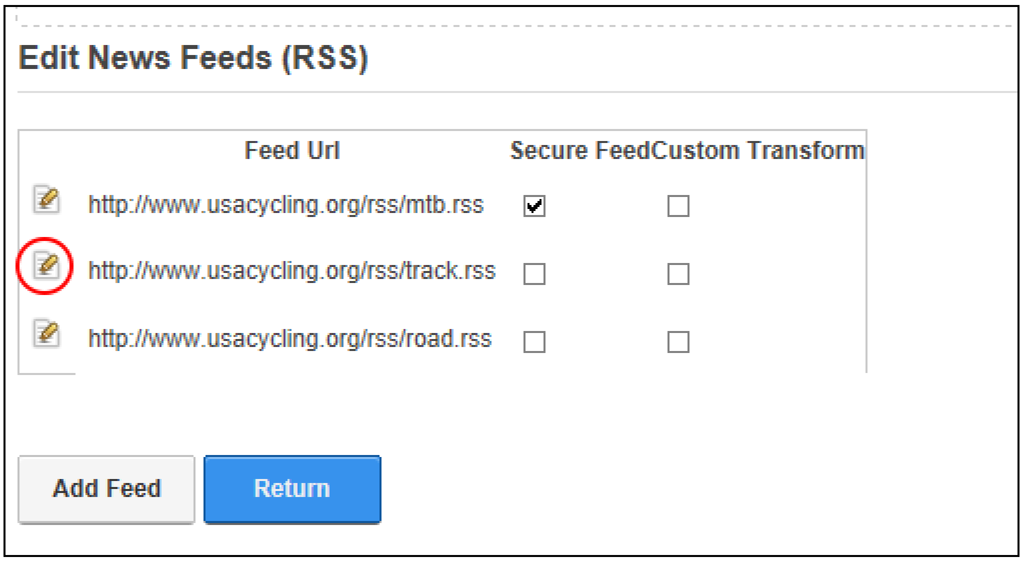
The Newly Added News Feed

Tip: You can also add your own XSL transformations to portals/[id]/Newsfeeds/Transformations/ and they will show in the drop down list.

Editing and Deleting News Feeds

How to edit or delete a news feed.

1. Select **Edit** > **Edit Newsfeeds** from the module actions menu.
2. Click the **Edit** button beside the required feed.

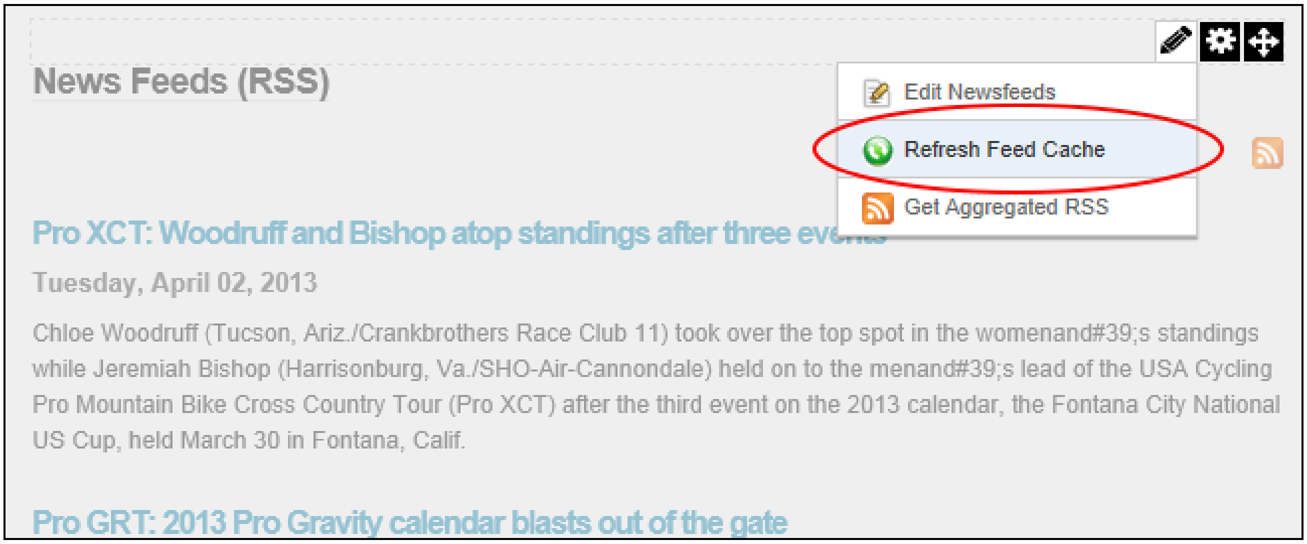


3. Edit and update the feed, or click the Delete button and confirm.

Refreshing the Feed Cache

How to reload all feeds from their original source location to ensure the latest information is displayed on the page.

1. Select **Edit** > **Refresh Feed Cache** from the module actions menu.



Refreshing the Feed Cache

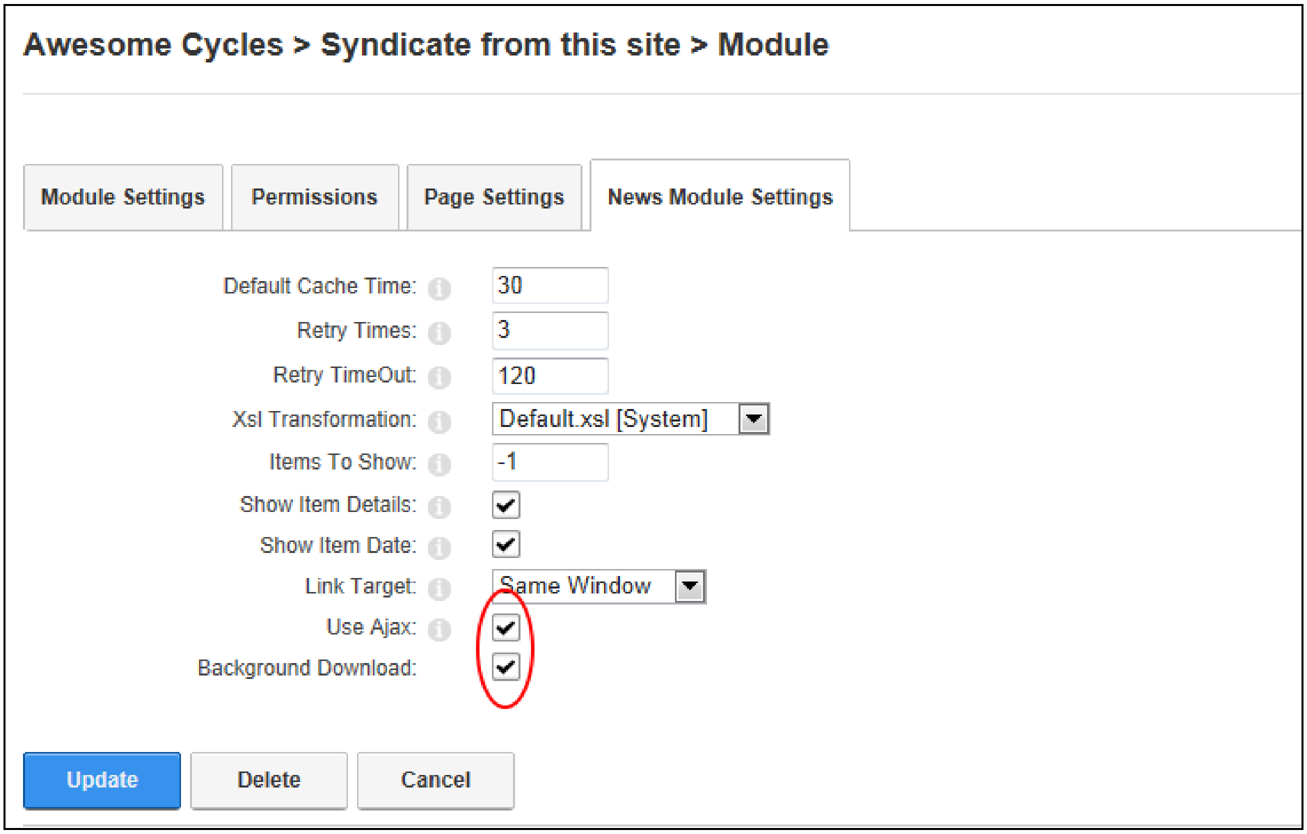
Settings

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 **Manage** > **Settings** from the module actions menu.
2. Select the **News Module Settings** tab.
3. At **Use Ajax**, mark the check box to enable Ajax - OR - unmark the check box to disable Ajax.
4. At **Background Download**, mark the check box to enable background loading - OR - unmark the check box to disable.

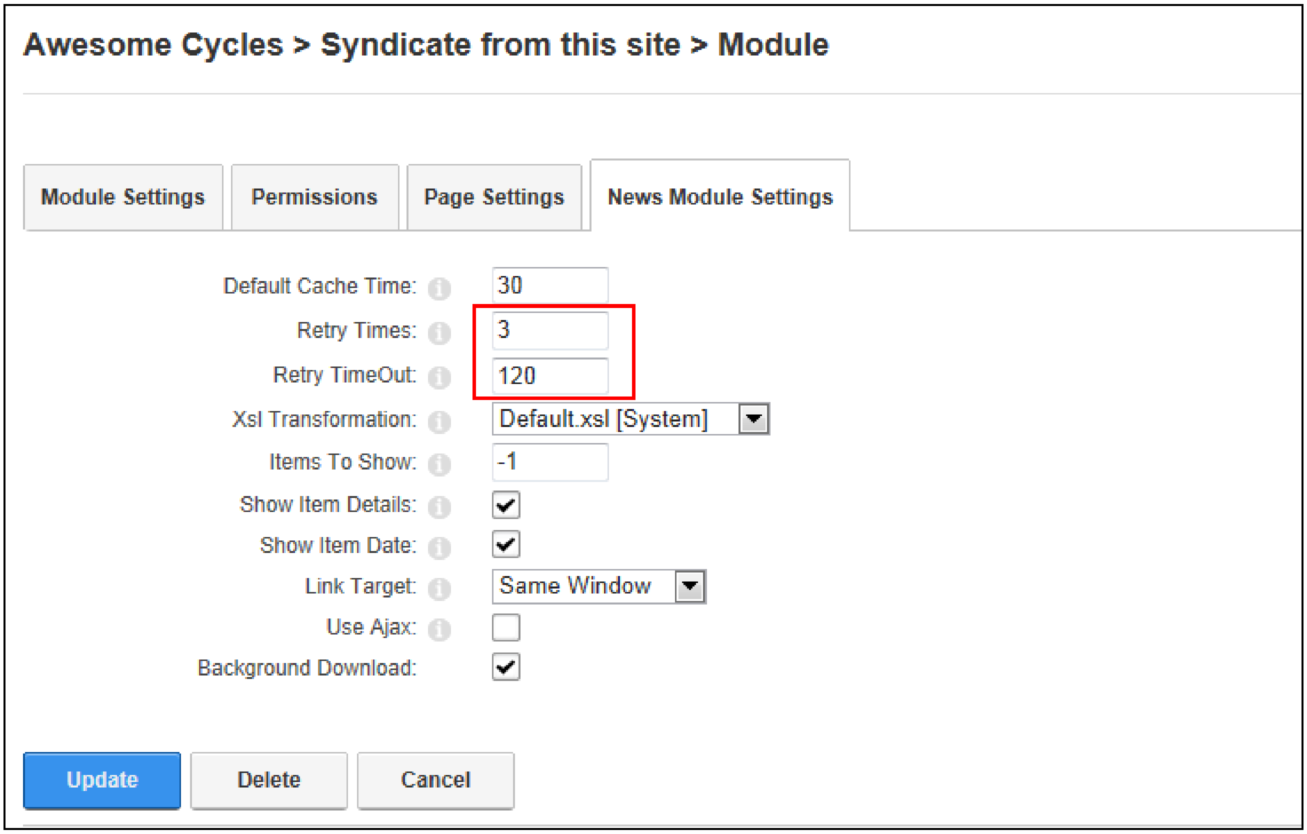


5. Click the **Update** button.

Configuring News Retry Settings

How to configure the retry settings for retrieving news feeds on the News Feeds (RSS) module.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **News Module Settings** tab.
3. In the **Retry Times** text box, enter the number of times the module should attempt to load a feed before waiting for a longer period. The default setting is 3.
4. In the **Retry TimeOut** text box, enter the number of minutes between retries. The default setting is 120.

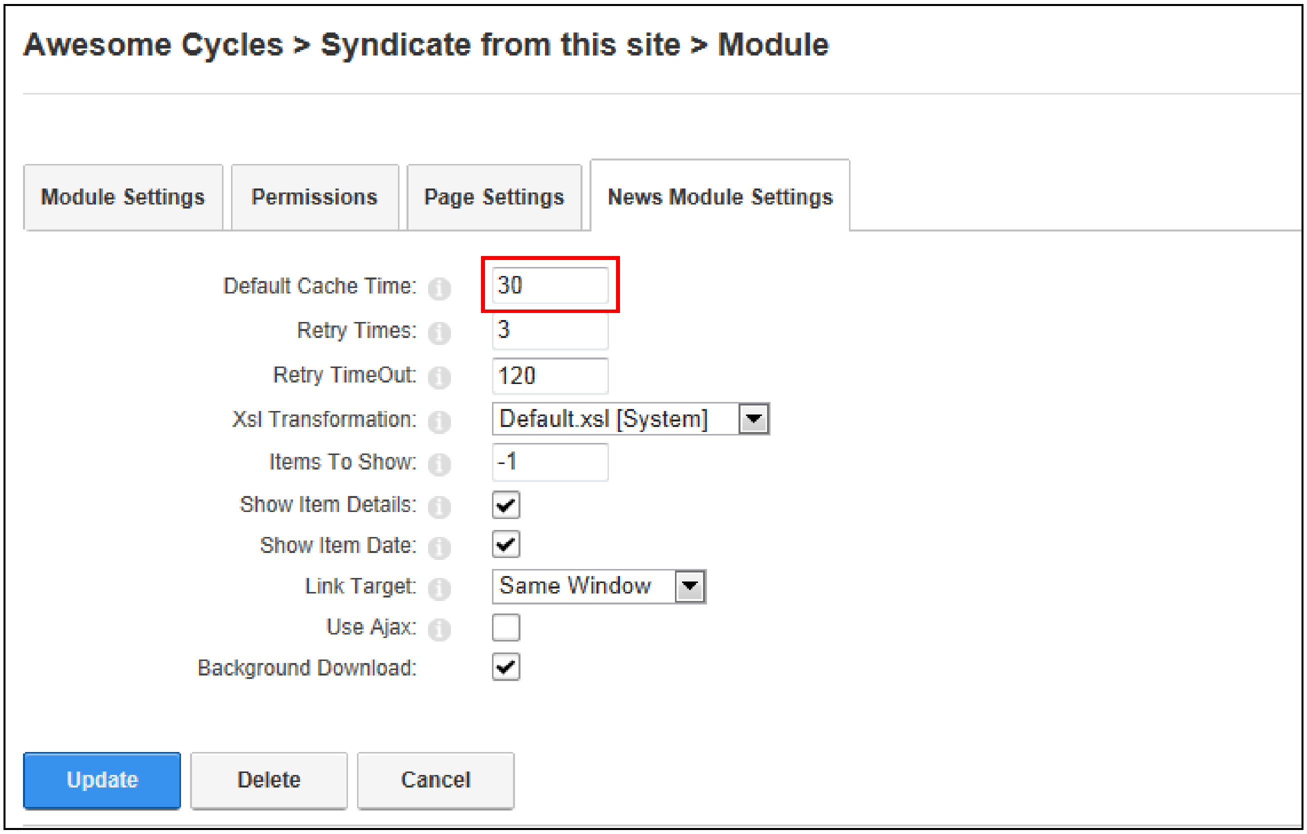


5. Click the **Update** button.

Setting Default News Caching

How to set the default cache time for all news items within the News Feeds (RSS) module.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **News Module Settings** tab.
3. In the **Default Cache Time** text box, enter the default cache time for all news items. This setting is overridden by the cache time set for each news feed. The default setting is 30.

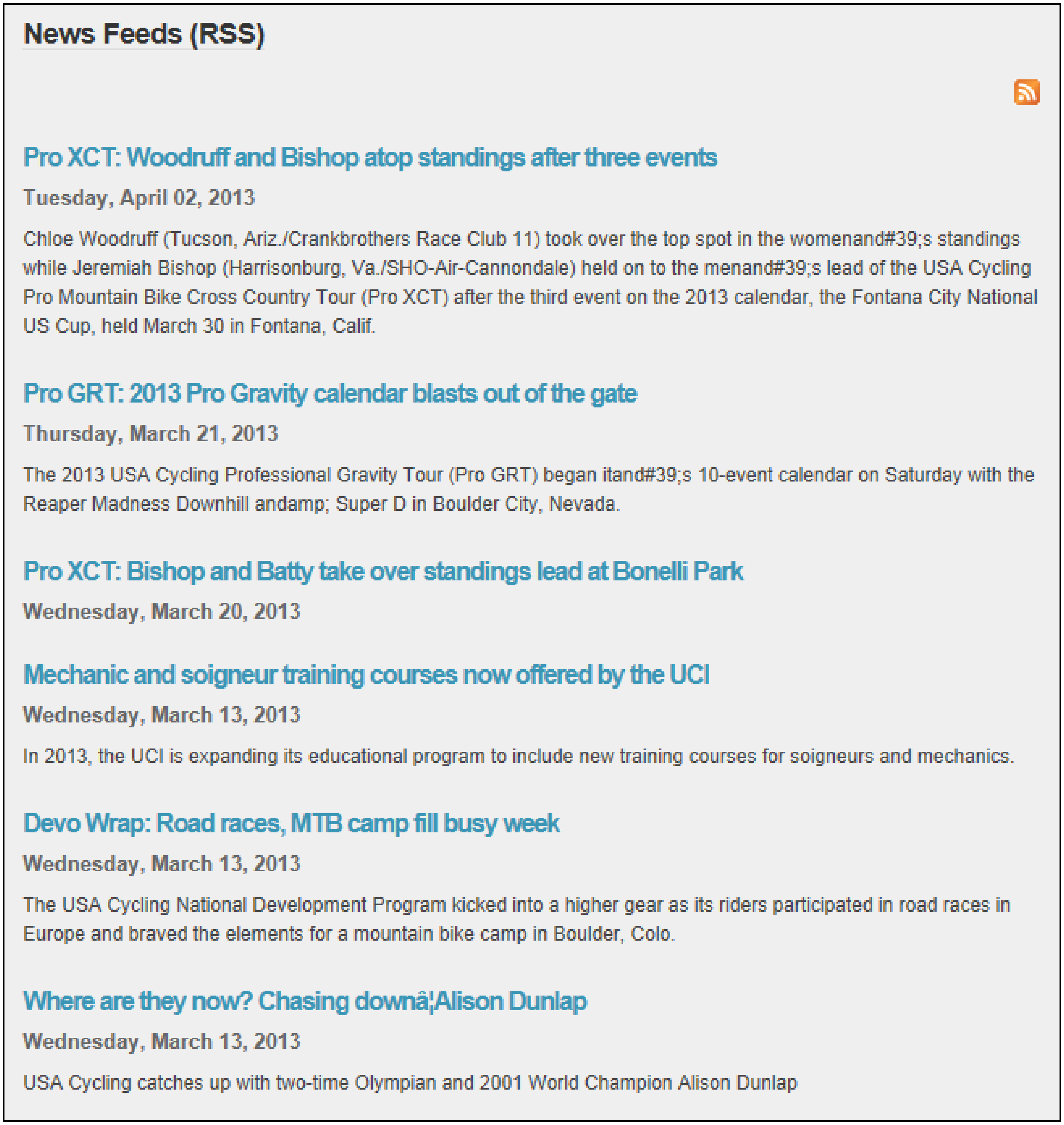


4. Click the **Update** button.

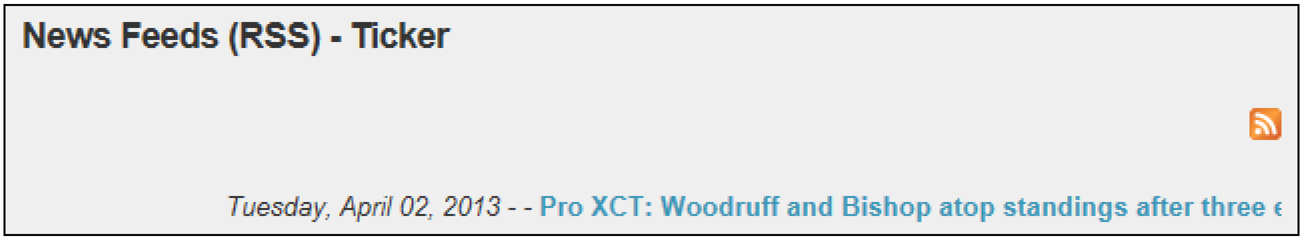
Setting News Layout

How to change the layout of news items in a News Feeds (RSS) module by changing the XSL Transformation file applied to the module.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **News Module Settings** tab.
3. At **Xsl Transformation**, select a XSL transformation from these options:
   - **Default.xsl [System]**: News items display in a static list down the module.

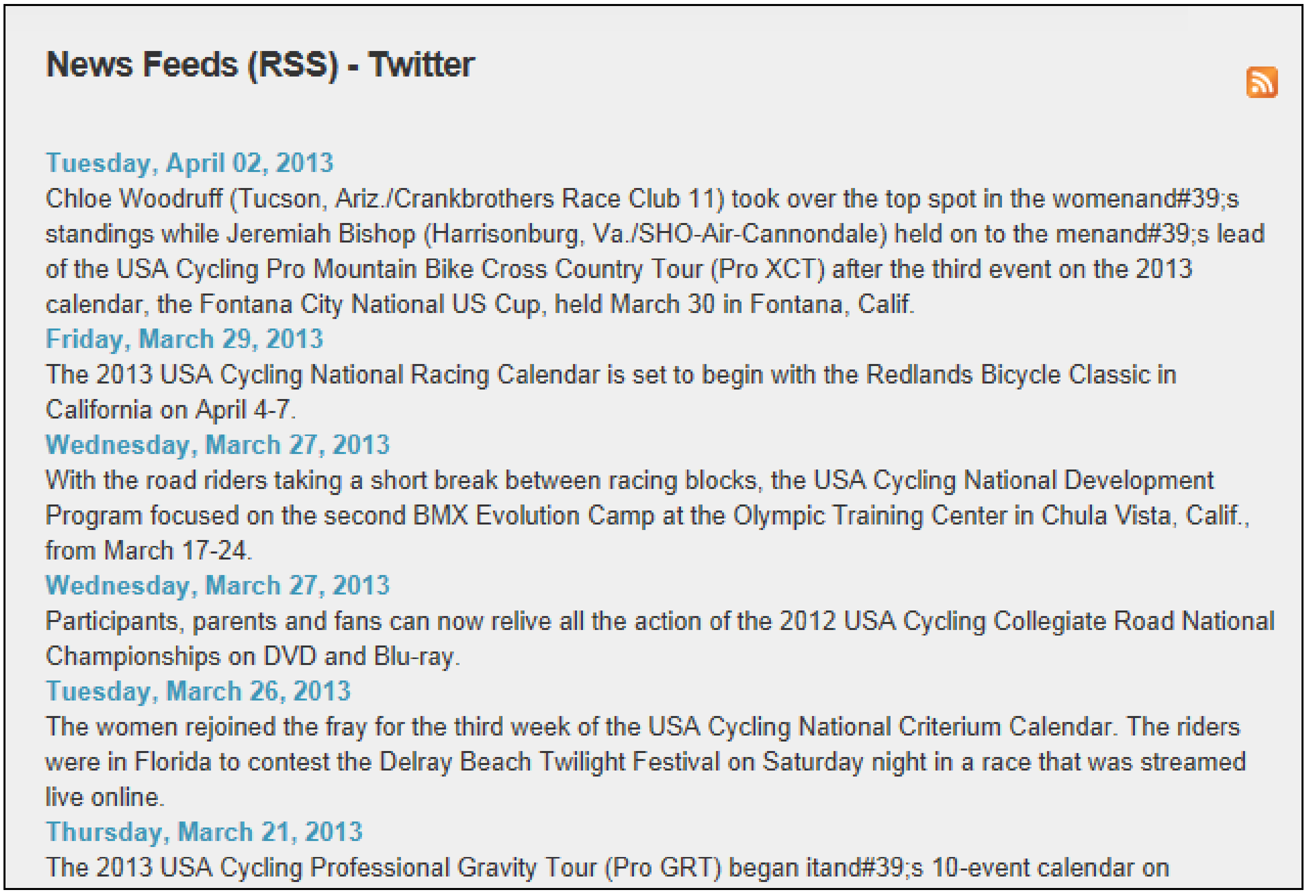


- **Ticker.xsl [System]**: News items display in a single line that repeatedly scrolls from left to right across the module. Item details are Date and Time, and Title.

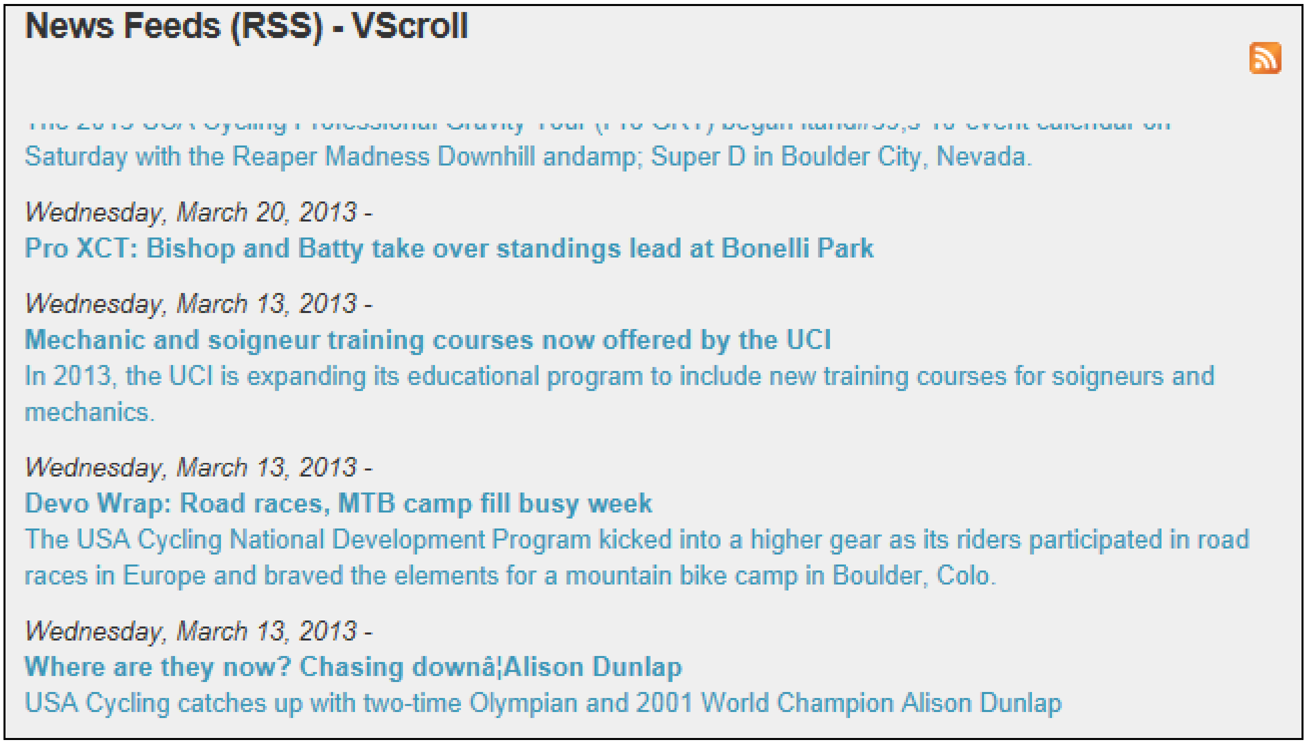


- **Ticker2.xsl [System]**: News items display in a single line that repeatedly scrolls from left to right across the module. Item details are Date and Time, and Title.

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

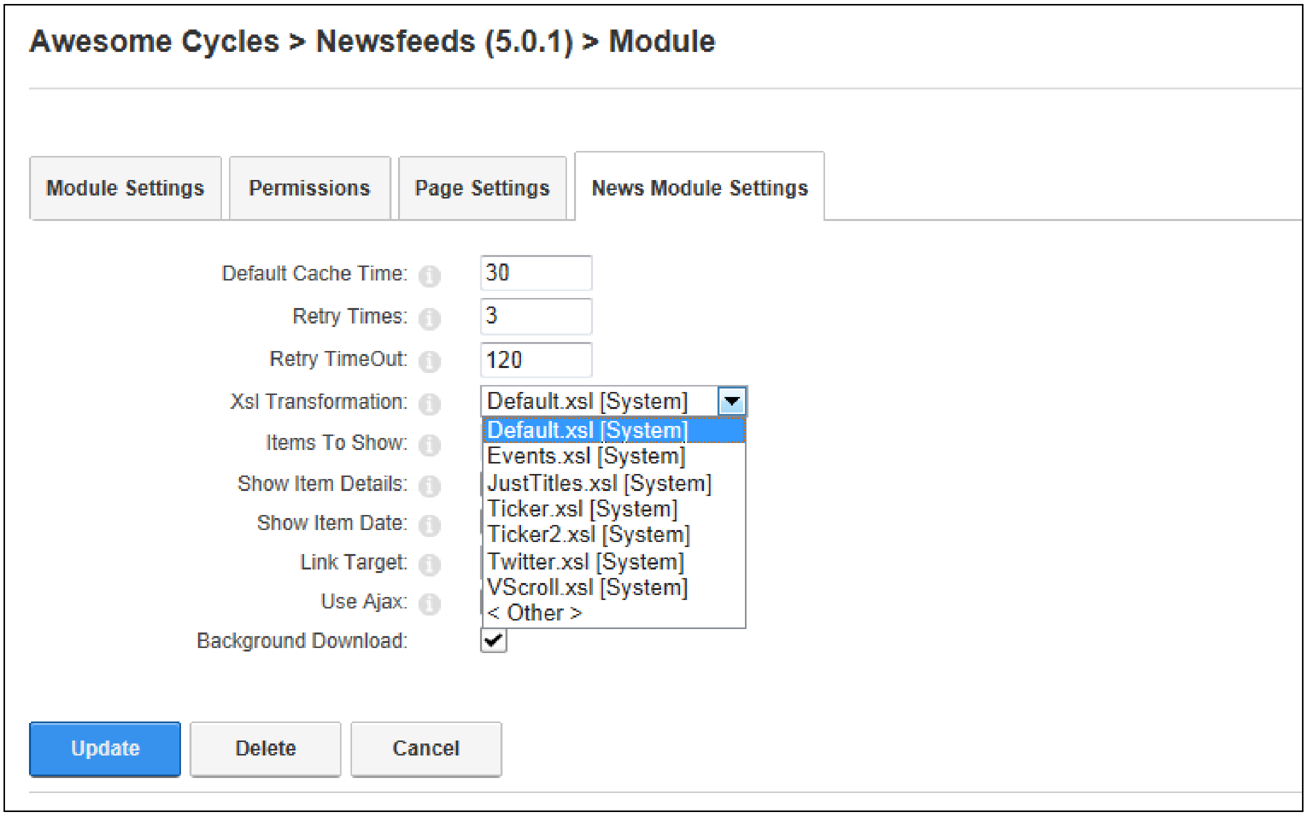


- **VScroll.xsl [System]**: News items display in a list which repeatedly scrolls up from the base to the top of the module.



- **< Other >**: Select this option to set a link to a custom XSL transformation. The link can be set to a URL (See "Setting a URL Link"); to a file on your site (See "Setting a File Link"); or you can upload an .XSL file if you have the required permissions (See "Uploading and Linking to a File").

4. Click the **Update** button.



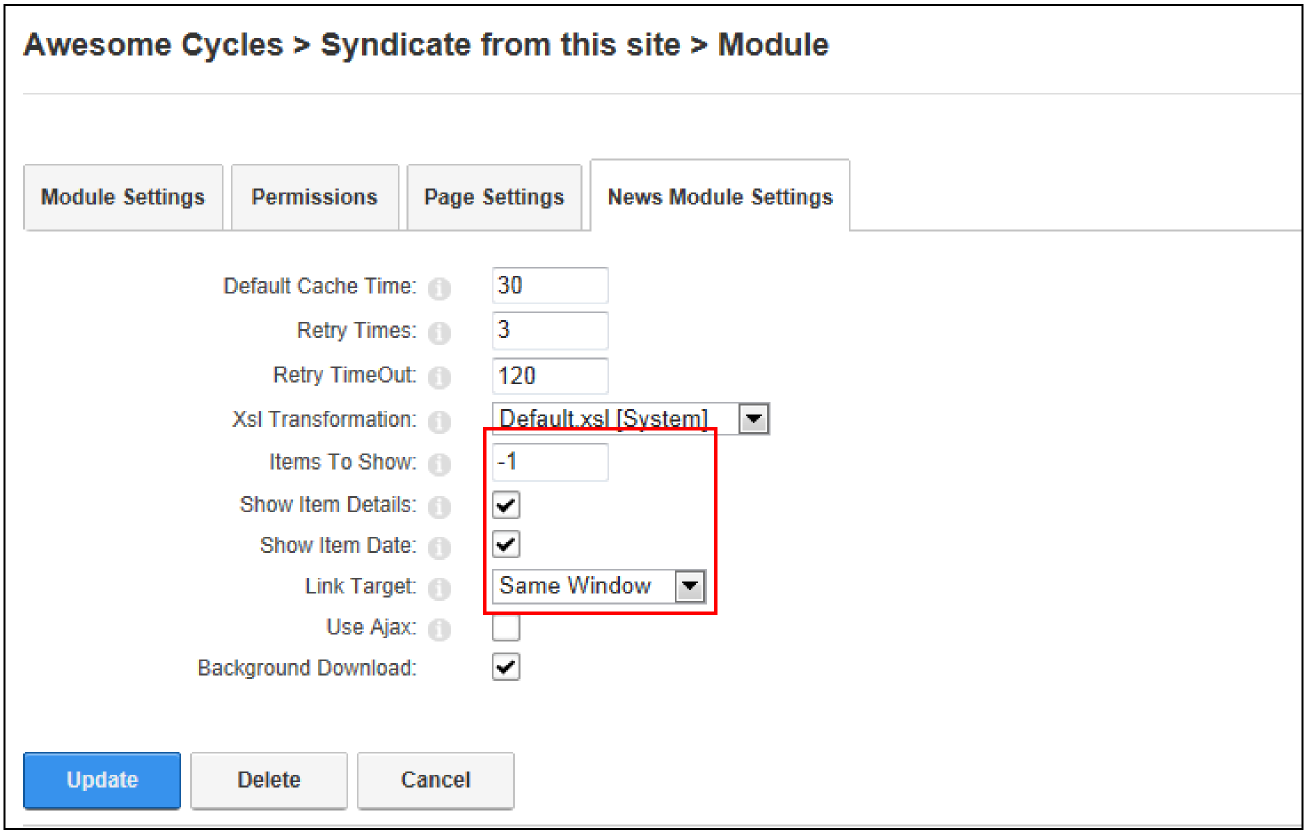
Setting the layout of news feeds using an XSL transformation

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 **Manage** > **Settings** from the module actions menu.
2. Select the **News Module Settings** tab.
3. In the **Items To Show** text box, enter the number of news items to be displayed - OR - Enter `-1` to use the number set by the news feed provider.
4. At **Show Item Details**, select from the following:
   - Mark the check box to display a brief description of each item. The description is the beginning of the news item.
   - Unmark 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.
   - Unmark the check box to hide the date and time.



6. Click the **Update** button.

Reports

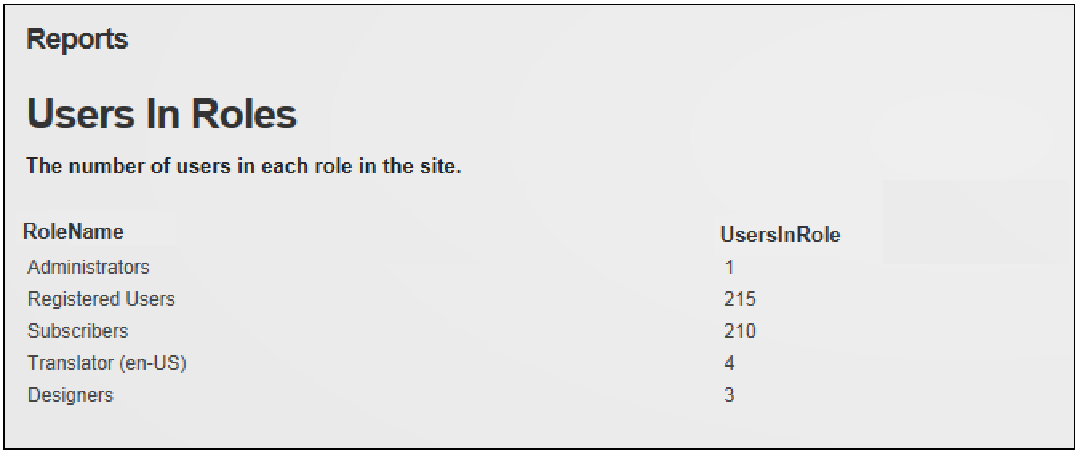
About Reports

Reports displays the results of an SQL query to the database of the site. The resulting report is displayed as a series of records. Reports is designed to query a tabular data store (such as a Relational Database like Microsoft SQL Server) and visualize the results. Page Editors can modify the way reports are displayed however only SupeUsers can create reports.

Note: The Warning Message "For security and privacy reasons, only Host Users (SuperUsers) are permitted to edit these settings" which informs users that only SuperUsers can able to edit Reports Data Source Settings is displayed to Page Editors and Administrators on the Module Settings page.

Installation Note: Reports must be deployed and installed on your site by a SuperUser.

Module Version: 05.06.00 / **Minimum DNN Version**: 07.00.00



Reports

> Tip: Reports 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

- http://dnnreports.codeplex.com/

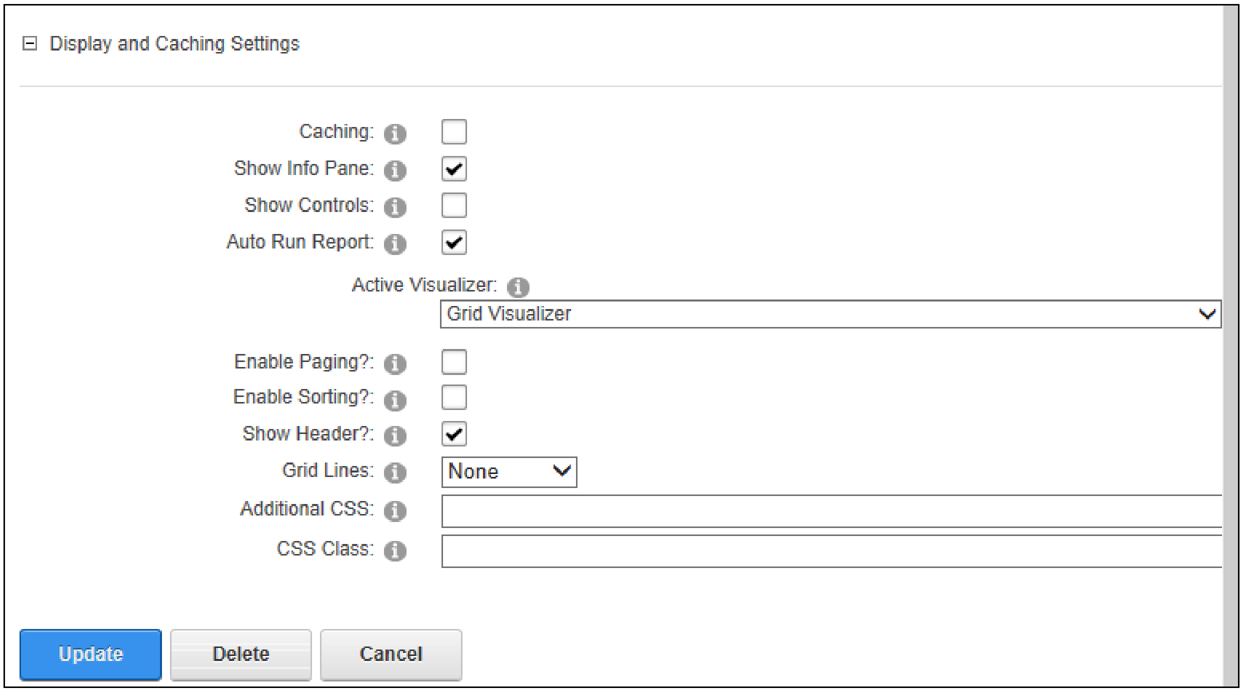
Settings

Configuring Display and Caching Settings

How to configure the Display and Caching Settings on the Reports module. Note: Data Source Settings must first be configured by a SuperUser to display any data.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Report Settings** tab.
3. Go to the **Display and Caching Settings** section.

4. At **Caching**, select from the following options:
   - Mark 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 ".
   - Unmark the check box to disable data caching.
5. At **Show Info Pane**, mark the check box to display the title and description of the Report to users - OR - unmark the check box to hide the Info pane.
6. At **Show Controls**, mark the check box to display the Run Report and Hide Report Result links - OR - . unmark the check box to hide the Run Report and Hide Report Result links.
7. At **Auto Run Report**, select from the following options:
   - Mark 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.
   - Unmark 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", See "Configuring the Grid Visualizer Settings", See "Configuring the HTML Template Visualizer Settings", See "Configuring the XSL Transformation Visualizer Settings" and See "Configuring the Microsoft Report Viewer Visualizer Settings".

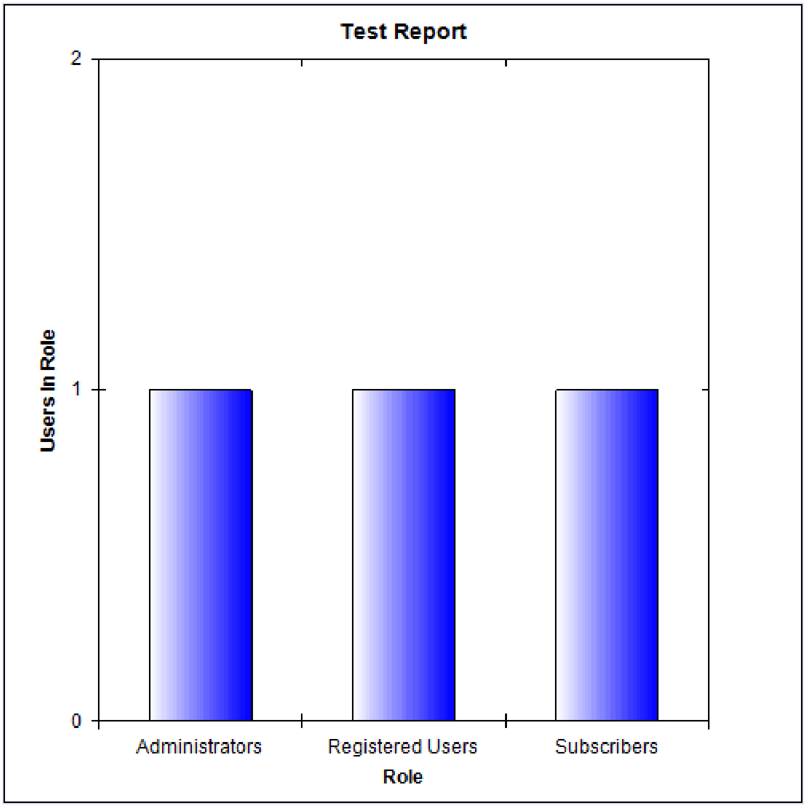


9. Click the **Update** button.

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:

Prerequisite. The Chart Visualizer must be installed and configured by a SuperUser.



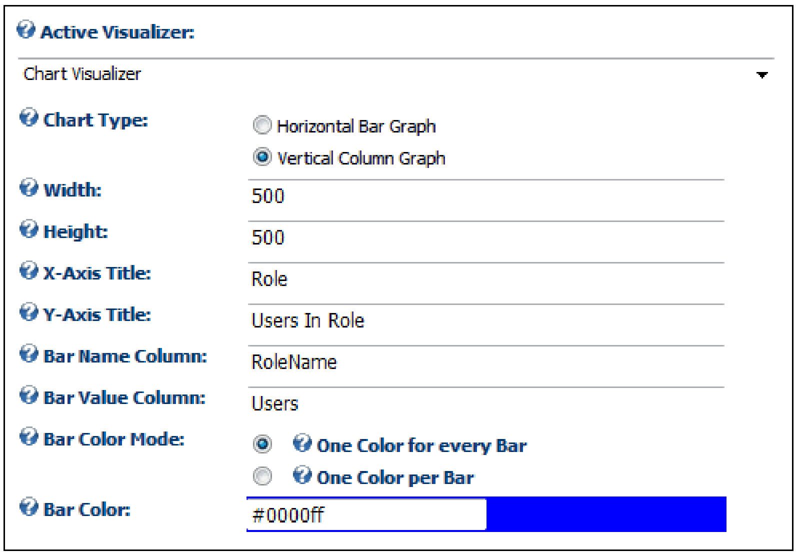
The Chart Visualizer

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:
10. 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
11. 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.



12. Click the **Update** button.

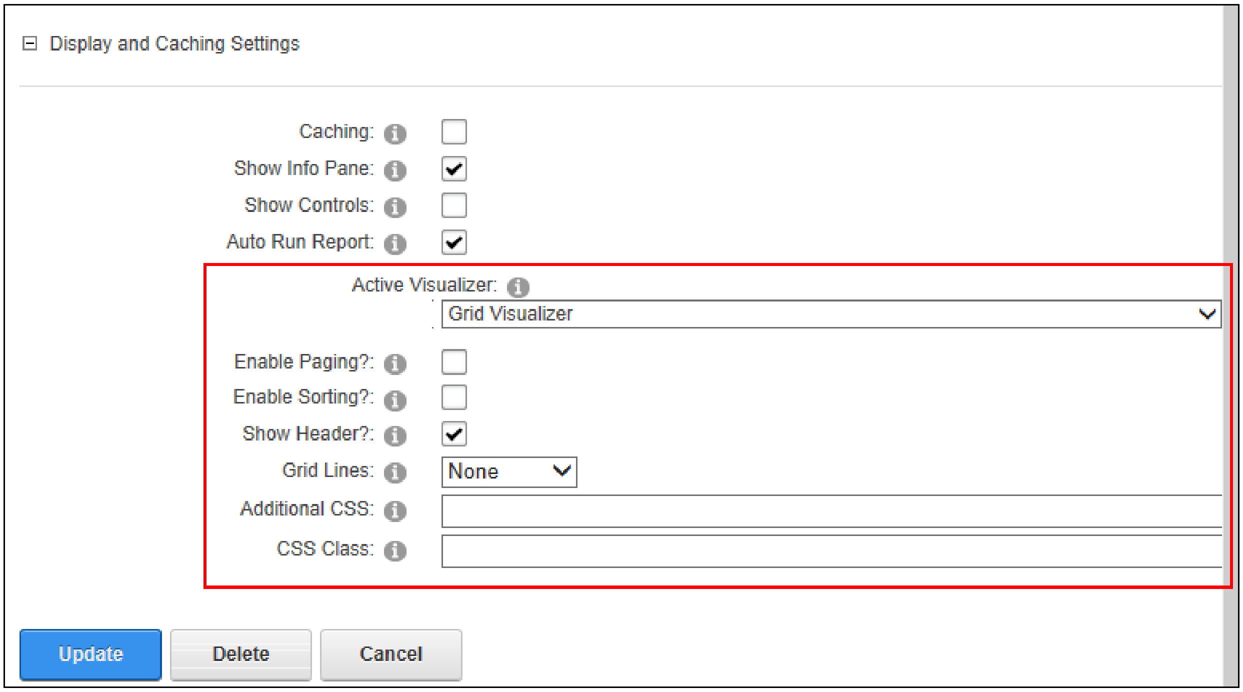
Tip: In its current version, the Chart Visualizer is limited to displaying this form of Bar Chart. It is limited to displaying the value of one column as the height of the bar. The Chart Visualizer is not installed by default. After installing Reports, the installation packages can be found in the DesktopModules/Reports/Install/Visualizers folder. See the section on installing the Chart Visualizer for details. See Managing Reports Module Add-Ins for information on installing Visualizers and Data Sources.

Configuring the Grid Visualizer Settings

The Grid Visualizer displays data in a tabular grid. This setting supports paging and sorting of data and includes display options that control the appearance of grid lines as well as finer grained control over the appearance of the grid, through attaching CSS Classes and CSS Attributes to the entire grid.

Here's how to set the Grid Visualizer settings on the Active Visualizer:

1. At **Active Visualizer**, select **Grid Visualizer**. The following additional setting are displayed:
2. At **Enable Paging?**, mark the check box to enable paging on the grid - OR - unmark the check box 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?**, mark the check box to enable users to sort data by clicking on a column header to sort by that column- OR - unmark the check box to disable sorting. If Show Header? is not checked, this setting has no effect.
4. At **Show Header?**, mark the check box to display of column headers on the Grid- OR - unmark the check box to hide headers.
5. At **Grid Lines**, select an option to control the appearance of grid lines on reports. Select from the following options:
   - **Both**: Select to display both horizontal and vertical lines.
   - **Horizontal**: Select to display horizontal lines only.
   - **None**: Select to hide all lines.
   - **Vertical**: Select to display vertical lines only.
6. In the **Additional CSS** text box, enter any additional CSS attributes to be placed in the 'style' attribute of the 'table' element produced by this visualizer.
7. In the **CSS Class** text box, enter a list (separated by single spaces) of CSS classes to apply to the 'table' element produced by this visualizer. For more details see CSS Formatting below.



8. Click the **Update** button.

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.

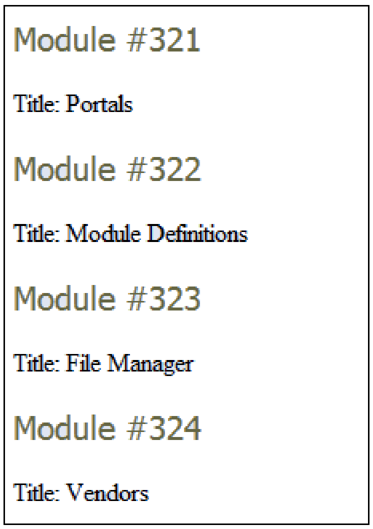
Here's how to configure the HTML Template Visualizer settings on the Active Visualizer:

1. Go to the Display and Cache settings section.
2. At **Active Visualizer**, select **HTML Template Visualizer**. This displays the Template File fields.
3. 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.
    1. At **File Location**, select the folder where the file is located. The file must have previously been uploaded to the Digital Asset Management module for this site, which is located on the Admin > File Management page. Alternatively, if you have access to upload files, select the name of a folder you have access to

   upload files to.
   2. At **File Name**, select the name of the HTML file - OR - Click the **Upload New File** button and upload the new file.
4. Click the **Update** button.

E.g. The following HTML Template was used to produce the output seen below which lists the ID number and title of each module on the site.

```
<h1>Module #[ModuleID]</h1>
<p>Title: [ModuleTitle]</p>
```



Example of HTML Template

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 of which are 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 site 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:
    1. **Data Source Name**: The name of the data source, defined in the RDLC file, to populate with data from the Reports Module Data Source.
    2. **Report File**: The location of the RDLC file defining the Report to display.
    3. **Enable External Images**: mark the check box to allow the visualizer to load images from other sites referenced by the Report.
    4. **Enable Hyperlinks**: mark the 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:
    1. **Server Url**: A URL referring to the Web Service interface to an SSRS instance.
    2. **Server Report Path**: The path, within the SSRS server, to the Report you wish to display.
    3. **User Name**: The user name to use when authenticating to the SSRS server.

4. **Password**: The password to use when authenticating to the SSRS server.
5. **Domain**: The Active Directory domain to use when authenticating to the SSRS server.

7. Click the **Update** button.

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:stylesheetversion="1.0"xmlns:xsl="http://www.w3.org/-1999/XSL/Transform">
<xsl:outputmethod="xml"indent="yes"doctype-system="http://www.w3.or-
g/TR/xhtml1/DTD/xhtml1-tran-sitional.dtd"doctype-public="-//W3C//DTD XHTML 1.0
Transitional//EN"/>
<xsl":template match="/DocumentElement/QueryResults">
<h1>Module =<xsl:value-ofselect="ModuleID"/></h1>
<p>Title: <xsl:value-ofselect="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. See "About the Link Control"
4. Click the **Update** button.

Repository

About the Repository

The Repository 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 applied to the module, 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 Repository offers fine grained permissions to control the download, upload, rating and commenting of items. Features such as moderation and personal are also included.

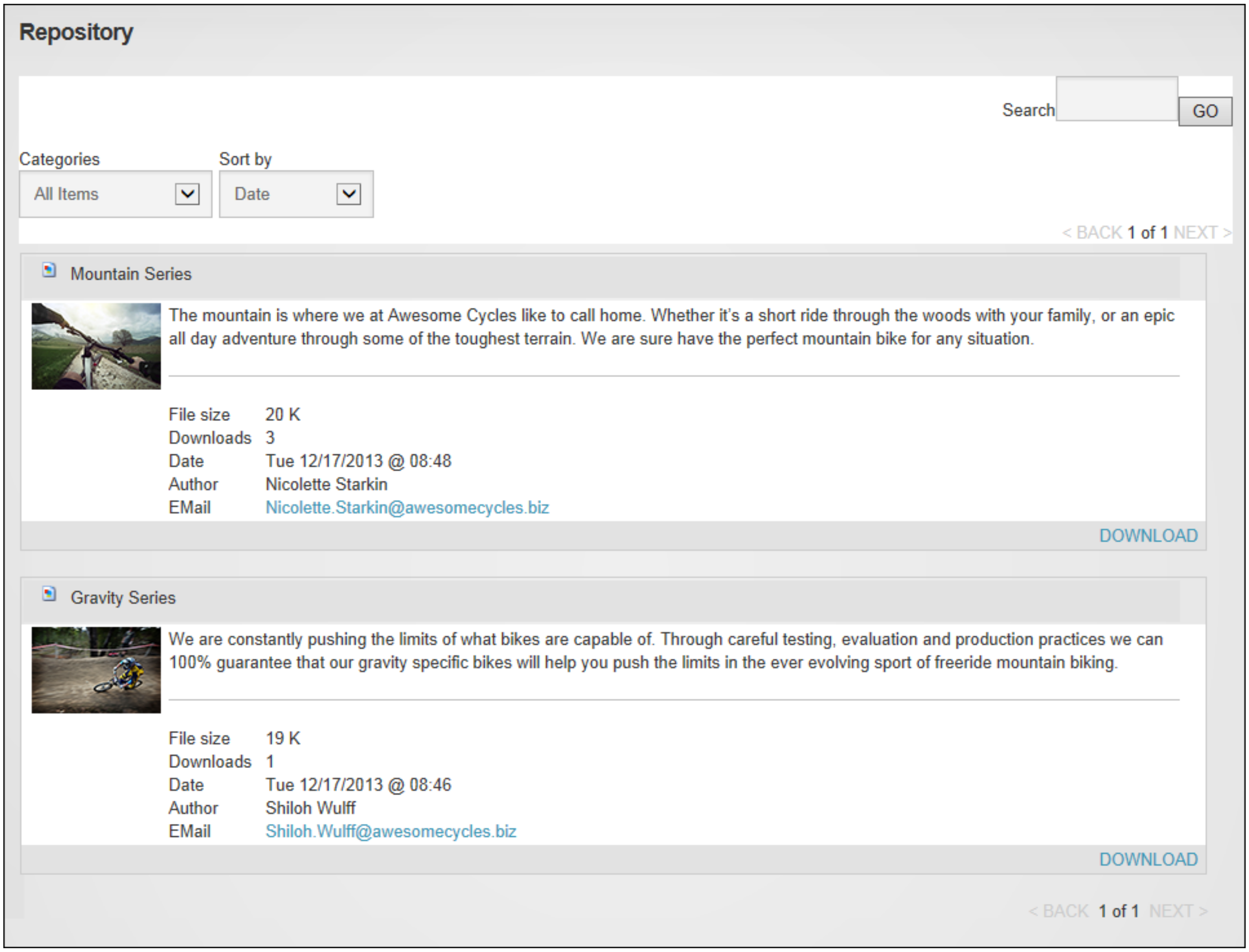
Installation Note: The Repository must be deployed and installed on your site by a SuperUser.

Module Version: 03.05.06 / **Minimum DNN Version**: 05.03.01

Features: ISearchable

Optional settings (not available on all skin designs):

- Category management
- Item ratings
- Item comments



The Repository

Project Links

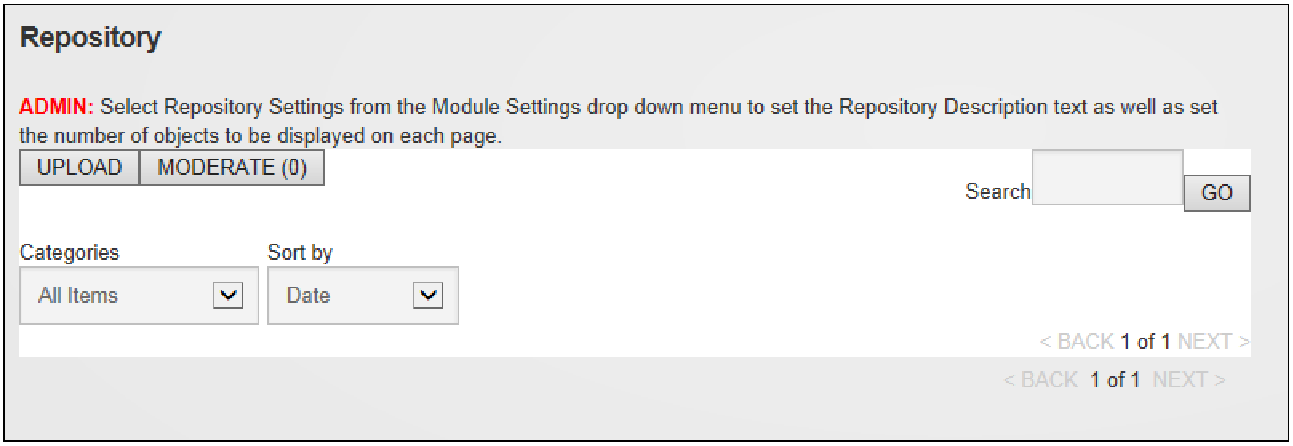
- http://dnnrepository.codeplex.com/

Configuration

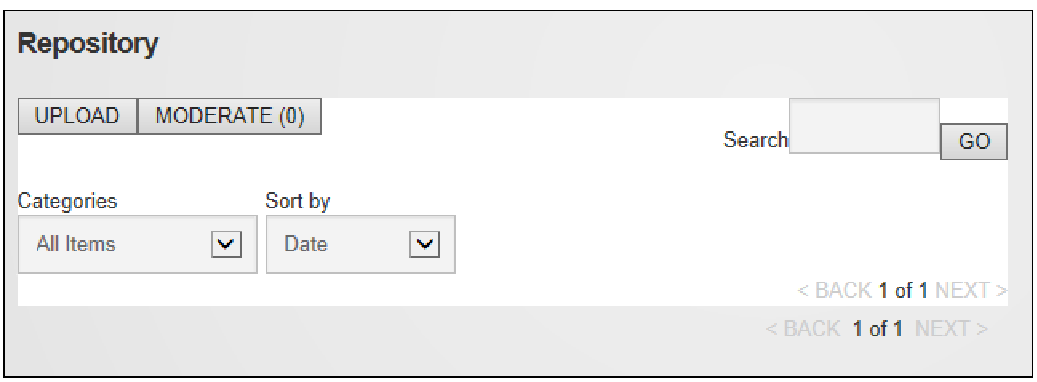
Configuring the Repository

How to quickly configure the Repository by accepting all of the default settings.

1. Add a new Repository or navigate to an existing Repository that requires configuration. Unconfigured Repositories display the message "ADMIN: Select Repository Settings from the Module Settings drop down list to set the Repository Description text as well as set the number of objects to be displayed on each page."



1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Repository Settings** tab.
3. **Recommended.** At **No Image**, select the default image to be displayed when no image is uploaded for an item. See "Setting a File Link" or See "Setting a URL 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 the selected skin.
4. Click the **Update** button. The newly configured Repository is now displayed without the Admin message.

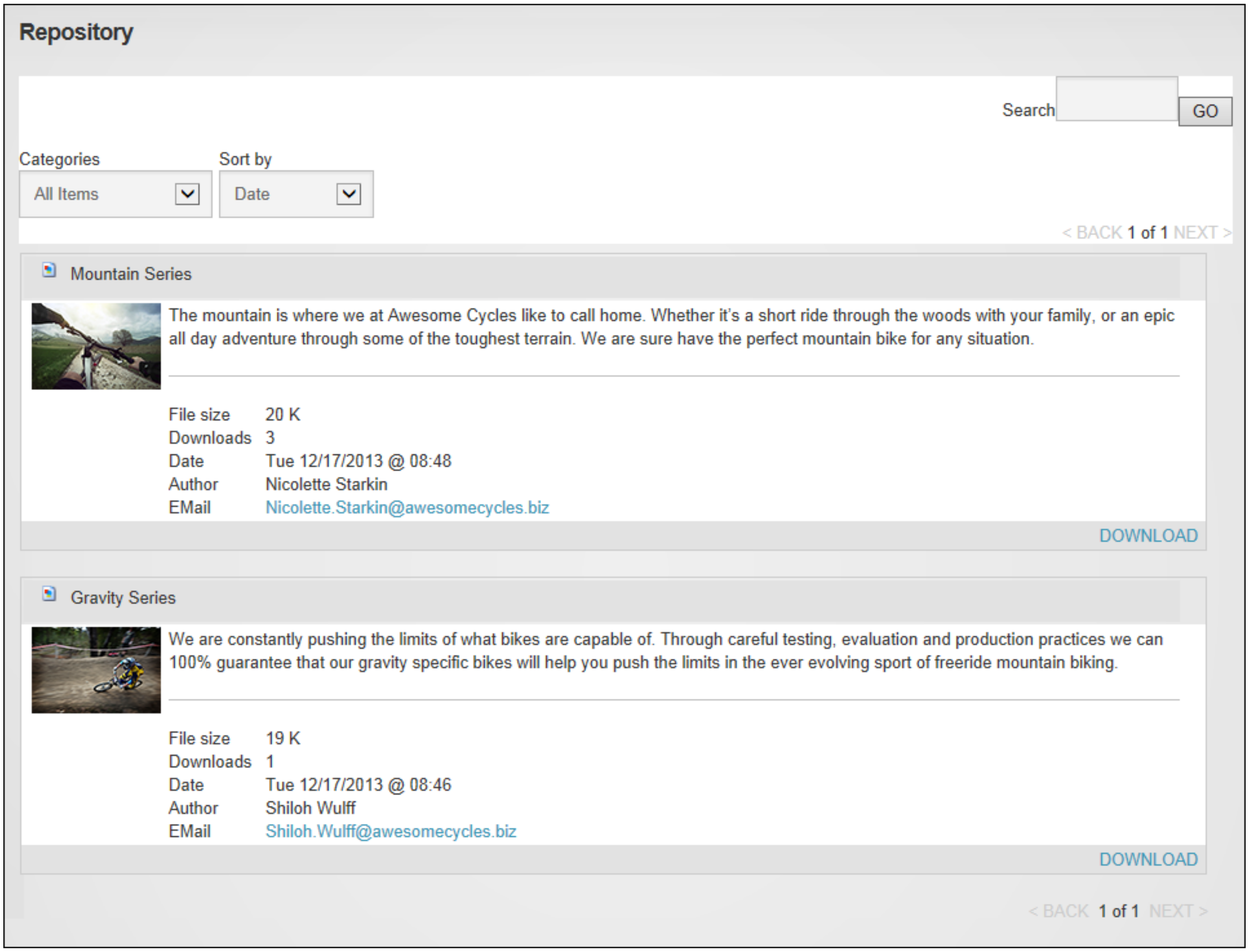


Repository with Default Configuration Settings

The default permissions set for this configuration allow Administrators to upload, moderate, download, rate and comment on files. Authorized users can view repository items, comments and ratings. See "Setting Repository Role Access" to modify these permissions.

Default Design Settings

- The default skin is used. See "Overview of the Default, Default 2 and Nifty Repositories"
- The repository description field is not displayed.
- All items will be added to the All Items category. There are no other categories.
- Items are sort by date by default.
- Five (5) items are displayed per page.



File Management

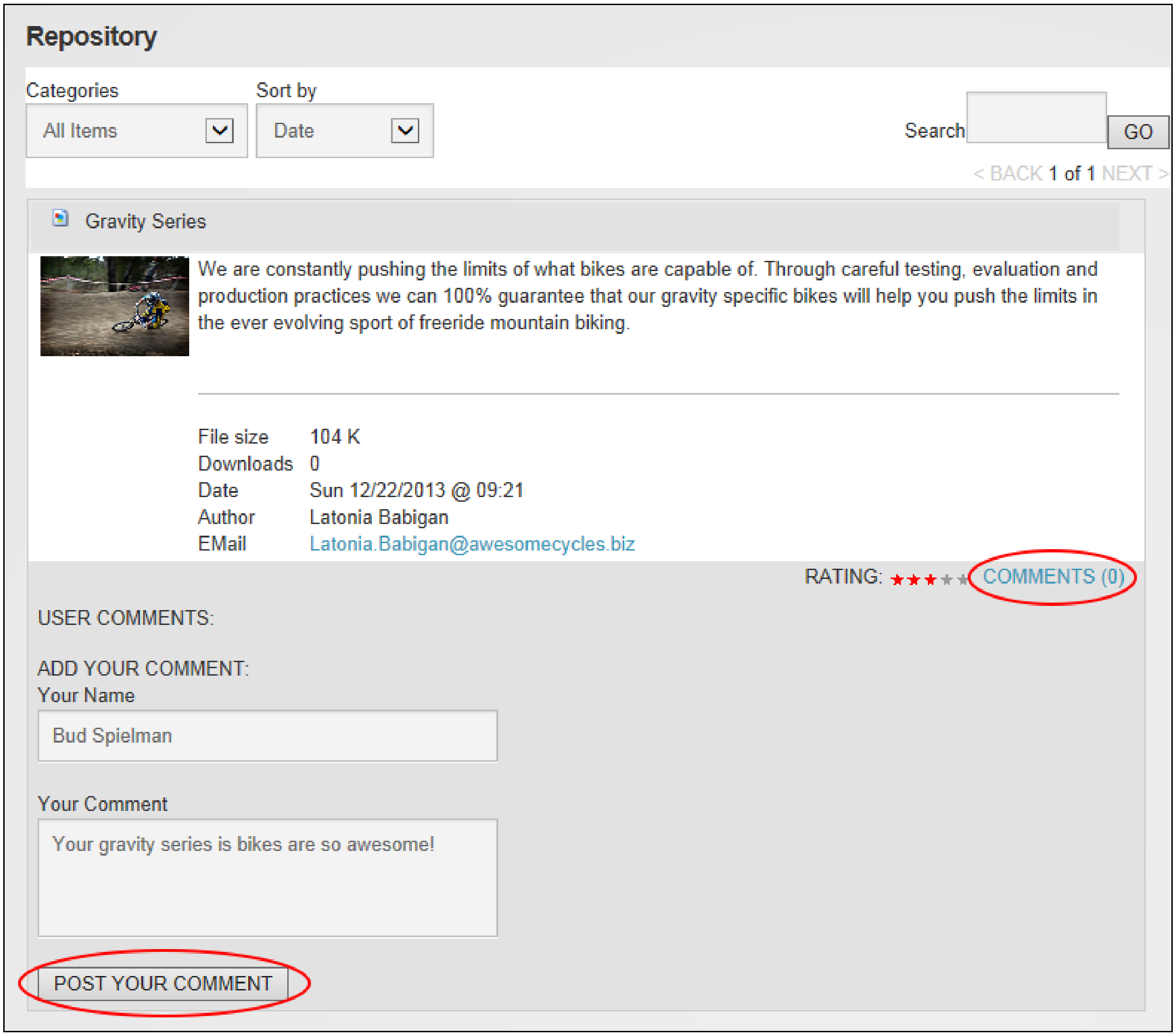
- Approved, unapproved and anonymous file are stored in the default Repository folder.
- The first image listed in the Root folder will be used when there is no image selected.

All Users

Adding Comments

How to add a comment to a Repository item. Commenting is not available on all types of Repositories and can be restricted to specific user roles.

1. Go to a Repository and locate the required item. See "Searching for an Item"
2. Click the COMMENTS link located below the item. 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 website your display name is displayed here and cannot be edited.
4. Enter your comment into the **Your Comment** text box.
5. Click the **POST YOUR COMMENT** button.

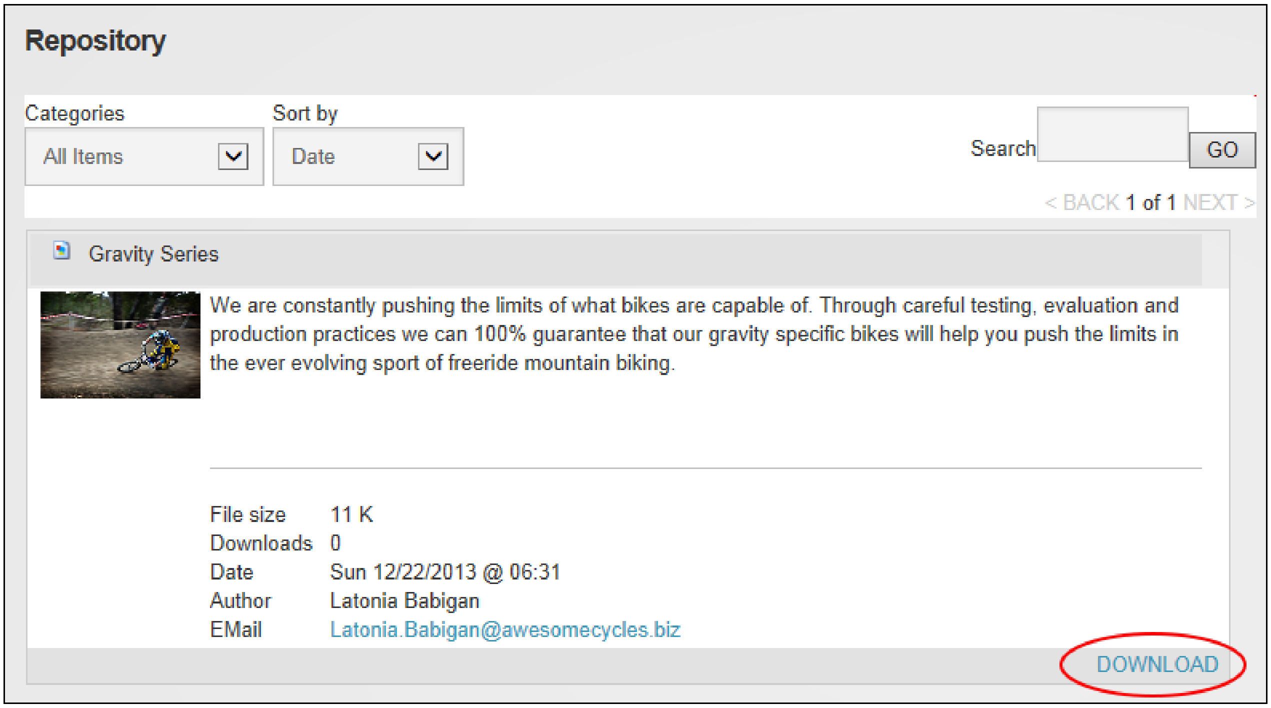


Adding Comments

Downloading a File

How to download a file from a Repository. Downloads are not provided on all Repositories and downloading can be restricted to specific user roles.

1. Go to a Repository and locate the required item. See "Searching for an Item"
2. Click the DOWNLOAD link. This displays the File Download dialog box, enabling you to save the file to your computer.

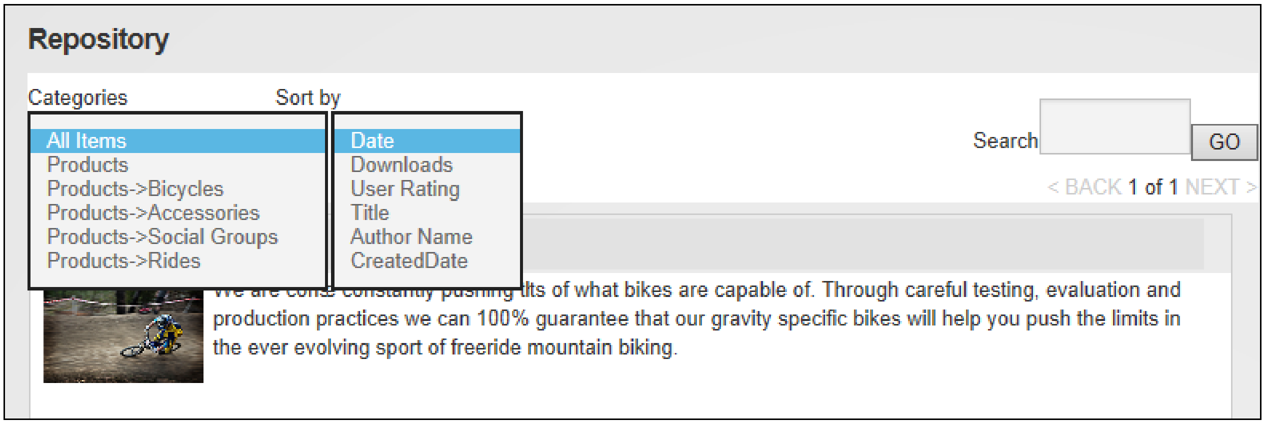


Downloading a File

Filtering and Sorting Items

How to filter Repository items by category and choose the field they are sorted by. Items are sorted by date by default. The sort order selected is not persistent if the page is refreshed or navigated away from. The Categories filter is not available on Repositories.

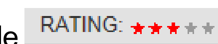
1. Go to a Repository.
2. At **Categories**, select the category to search within - OR - Select **All Items** to search all categories. Note: All items may not be available.
3. **Optional.** At **Sort By**, select the field you want to sort the items by. The following options are available: Date, Downloads, User Rating, Title, Author Name and Created Date.



Filtering Items by Category

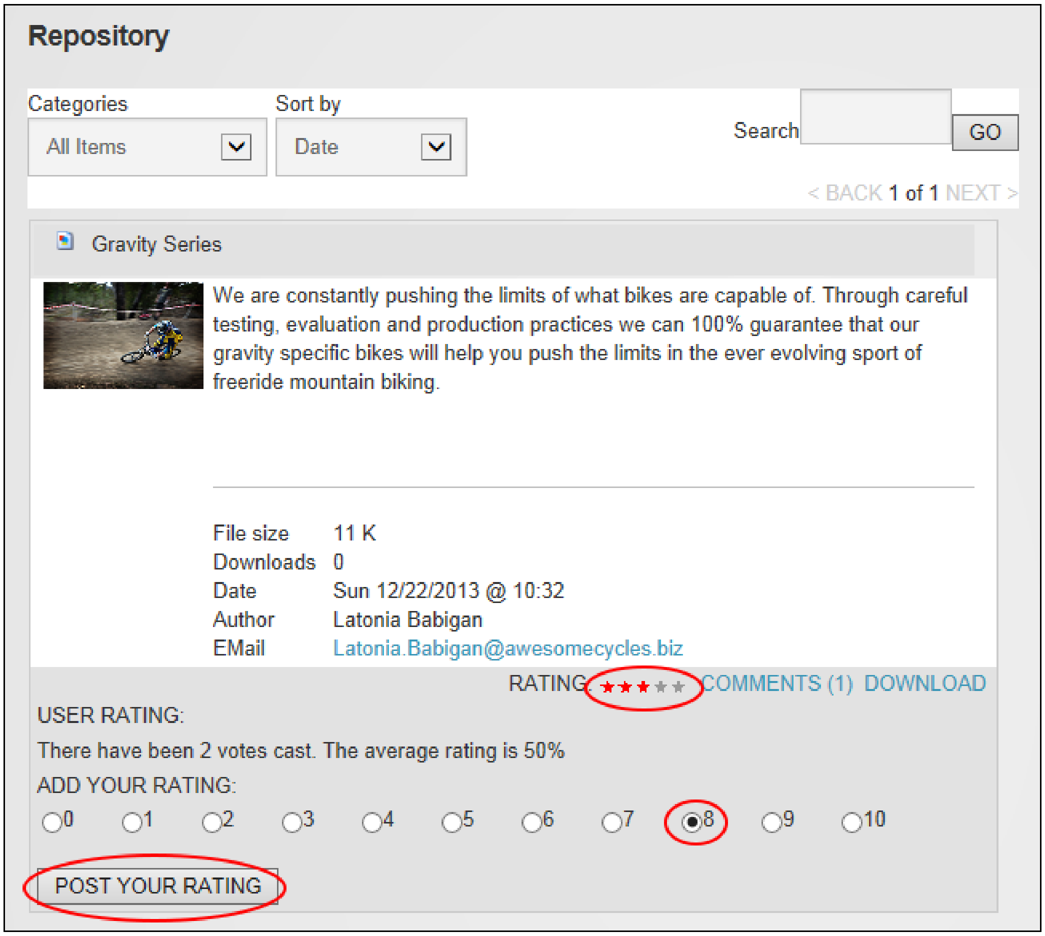
Rating an Item

How to rate a Repository item in the module. Rating can be restricted to specific user roles.

1. Go to a Repository and locate the required item. See "Searching for an Item"
2. At **RATING**, click on the Rating bar that is either a 5 star rating scale 

or a 1-10 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.

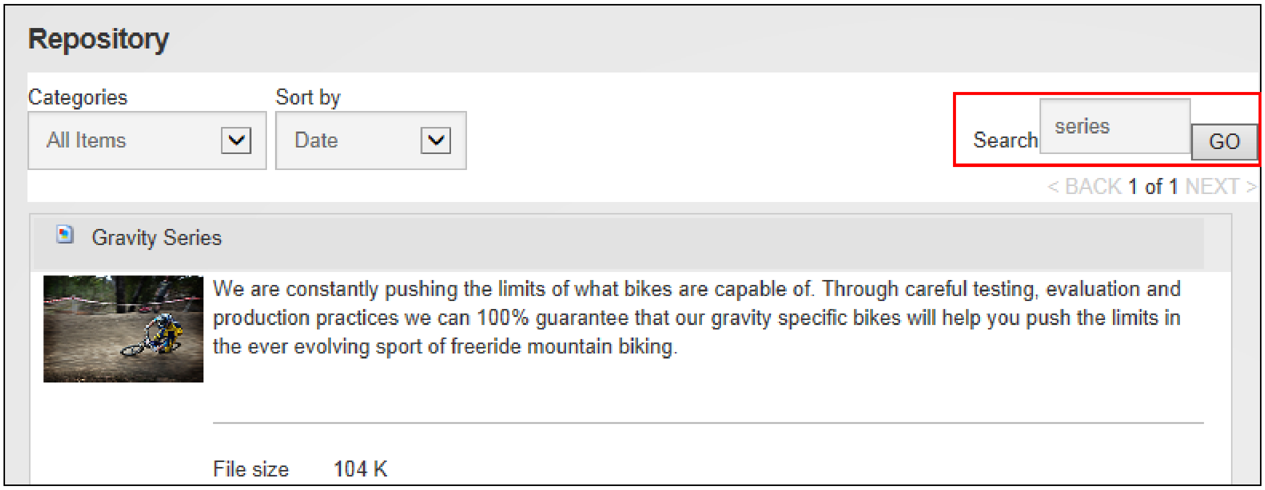


Posting your Rating

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. Go to a Repository and locate the required item. See "Searching for an Item"
2. At **Categories**, select the category to search within - OR - Select **All Items** to search all categories. Note: All items may not be available.
3. In the **Search** text box, enter your search criteria. E.g. gum trees
4. Click the **GO** button.

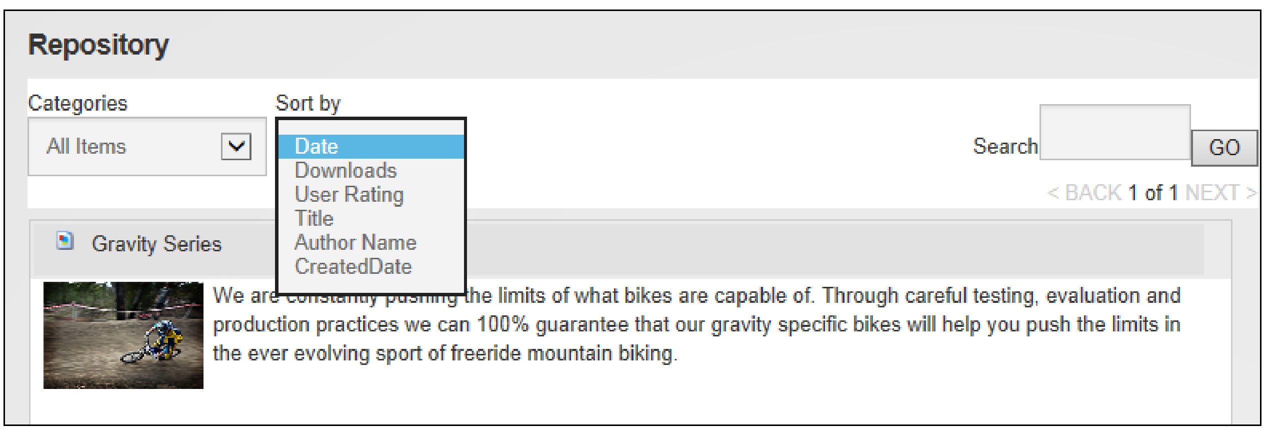


Searching Repository Items

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. Go to a Repository and locate the required item. See "Searching for an Item"
2. 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.
3. **Optional.** At **Categories**, select a category to filter items - OR - Select **All Items** to view all items. Note: The all items option may not be available.

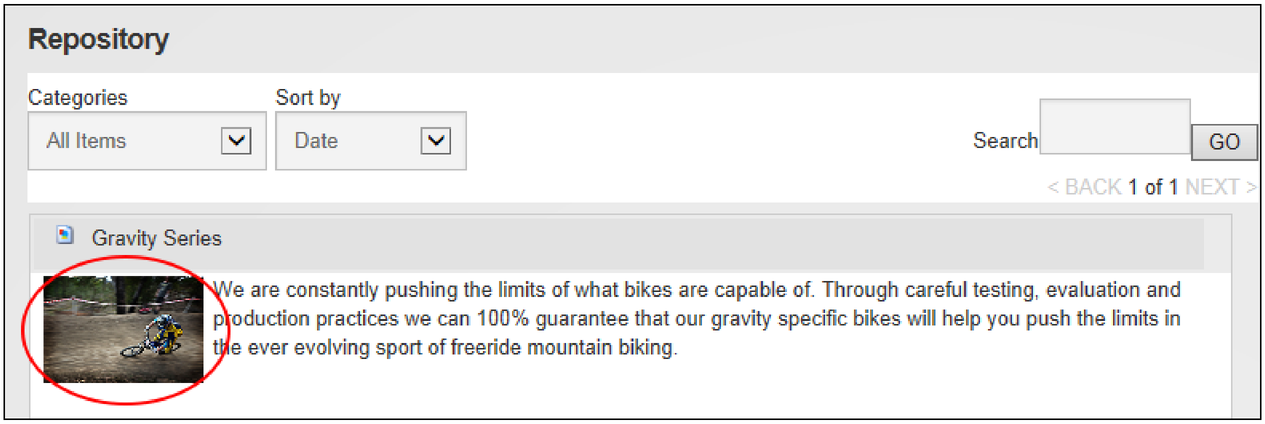


Sorting Repository Items by Category

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. Go to a Repository and locate the required item. See "Searching for an Item"
2. Click on the image displayed to the left. This displays the image in a new Web browser.

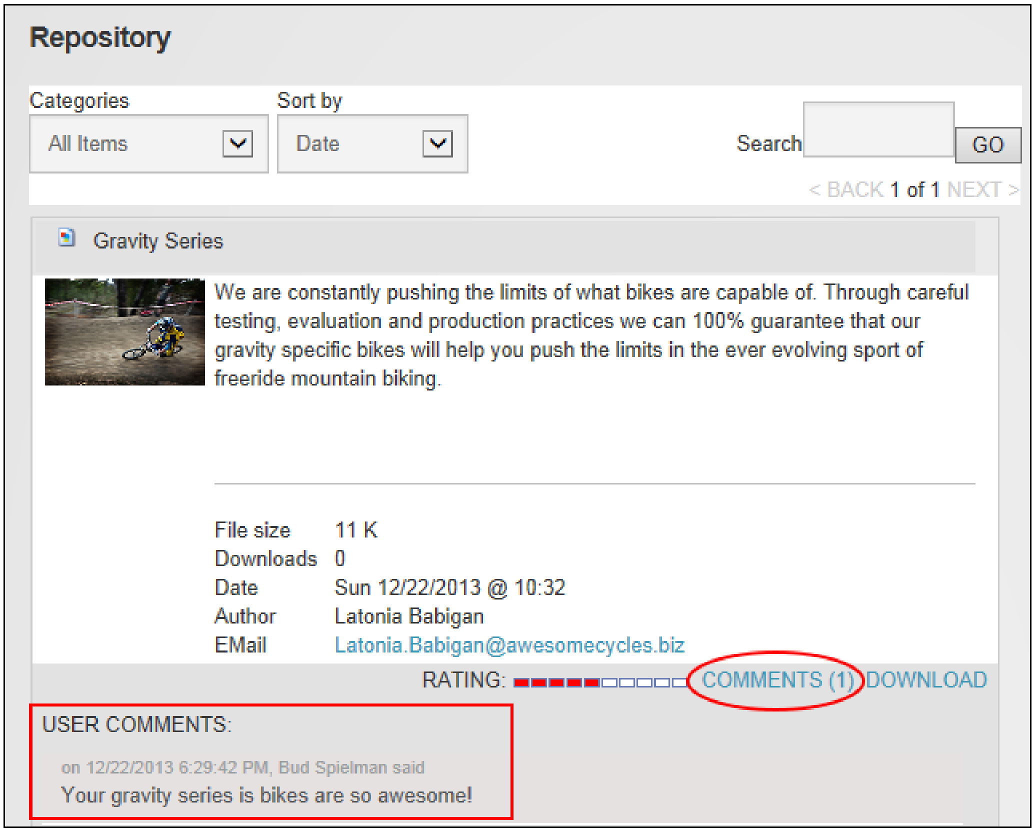


Viewing an Image

Viewing Comments

How to view comments added to an item in the Repository module. Note: Comment viewing may not be available to all users. The number of comments added to an item will be displayed on the COMMENTS link. E.g. COMMENTS (0) indicates no comments, COMMENTS (2) indicates 2 comments.

1. Go to a Repository and locate the required item. See "Searching for an Item"
2. Click the COMMENTS link for that item. This displays the comments for this item.



Viewing comments

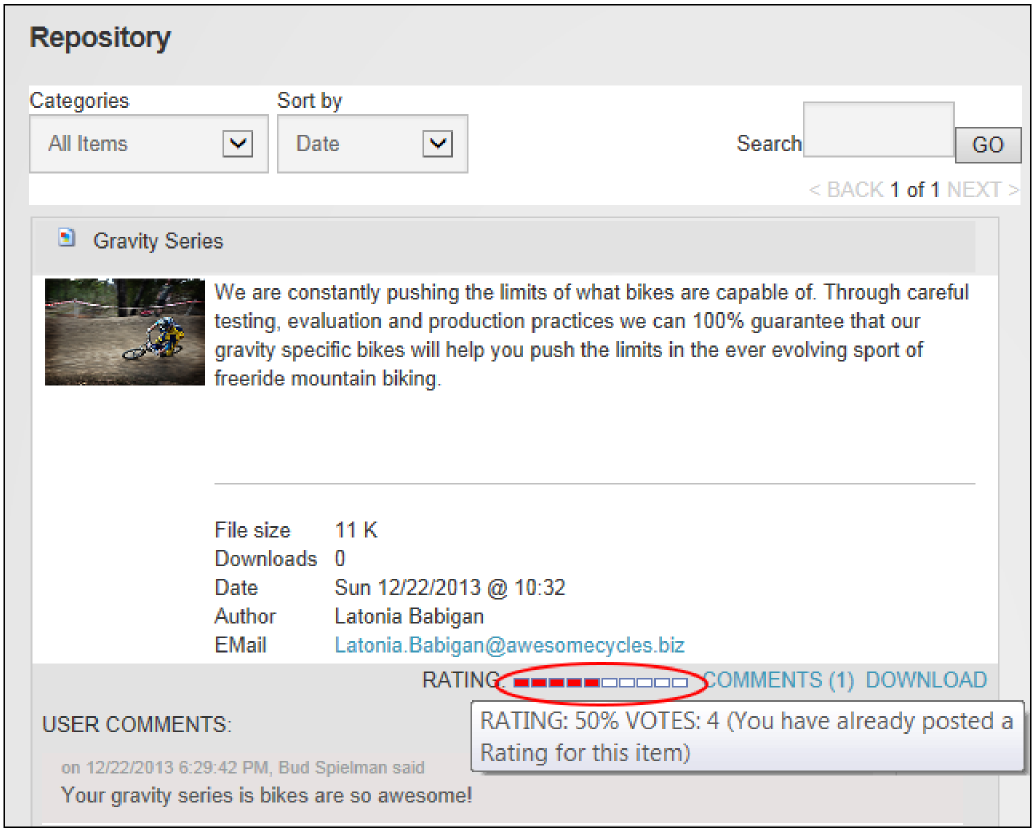
Viewing Ratings

How to view the rating of an item in the Repository module. Ratings can be displayed as either a 5 star rating 

or a 10 Dash rating 

. Ratings may not be visible to all users.

1. Go to a Repository and locate the required item. See "Searching for an Item". The RATING score is typically displayed below each item.
2. Mouse over the rating stars/dashes to view the rating %, and the total number of votes.



Viewing Ratings

Contributors

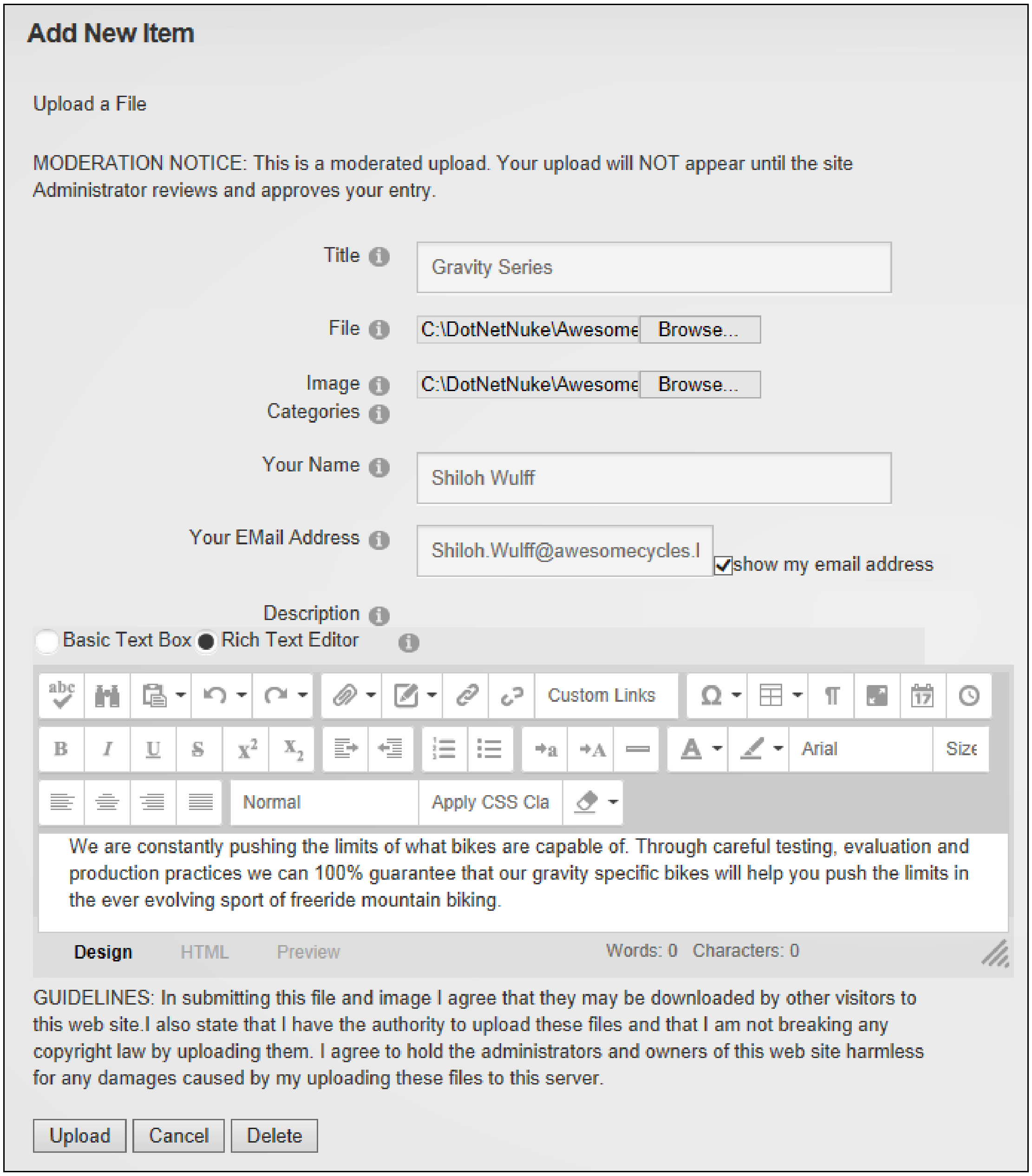
Uploading an Item

How to add a new item to a Repository that is using the Default, Default 2 or Nifty skin. See "Overview of the Default, Default 2 and Nifty Repositories". Note: Upload may not be available to all users.

> Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove any file you have selected at the File field. For this reason perform any Editor switches before selecting this file.

1. Go to the Repository that is using the Default, Default 2 or Nifty skin.
2. Click the **UPLOAD** button. This will open the Add New Item page.
3. In the **Title** text box, enter a title for the file.
4. At **File**, click the **Browse...** button and then locate and select the downloadable file.

5. **Recommended.** At **Image**, click the **Browse...** button and then locate and select the image file to be displayed in this module. If you don't select an image the "No Image" default image will be displayed.
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 website, your First Name and Last Name are displayed, but these can be edited if required.
8. **Optional.** 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. Note: You can ignore the **Show my email address** field as the contributor's name and email address are NOT displayed on this type of repository.
9. In the **Description** Editor, enter a description for this item.



10. Click the **Upload** button. If a moderation message is displayed, review the message and then click the **OK** button to confirm

Editing an Item

How to edit the details of a Repository item. Authenticated users who are authorized to upload items are able to edit their items. Unauthenticated users may be able to edit the items of other unauthenticated users, depending on the permissions set. See "Setting Repository Role Access"

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. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the website. You will receive an email when your upload has been approved" is displayed.
5. Click the **OK** button to confirm.

Deleting an Item

How to permanently delete an item from the Repository. 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 located at the base of the page and then click the **Yes** button to confirm.

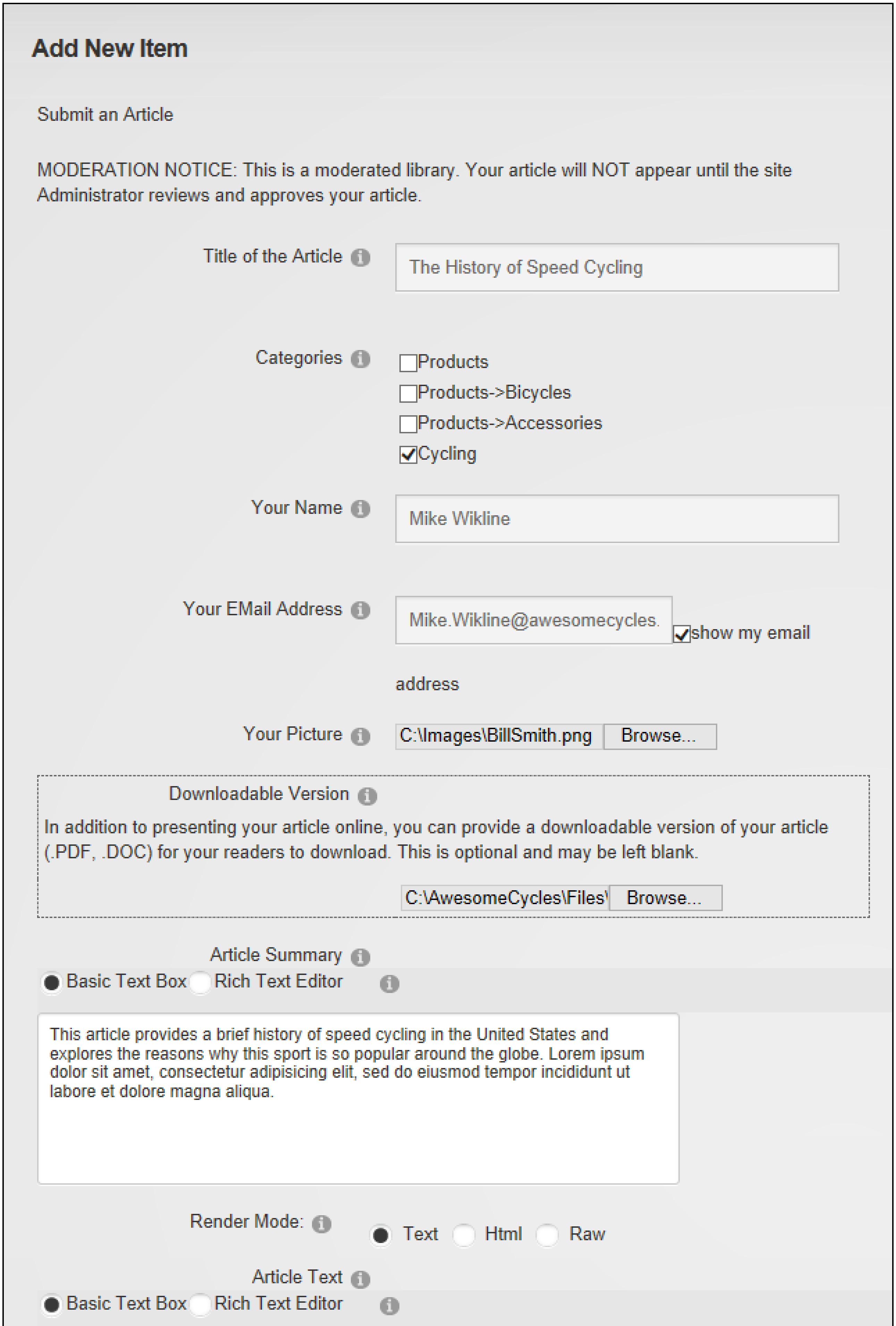
Uploading an Article

How to upload an article to the Articles Repository. See "Overview of the Articles Repository". Note: Upload may not be available to all users.

> Tip: Changing the Editor from Basic Text Box to Rich Text Editor or back will remove any files you have selected from the Downloadable Version and Your Picture fields. This means you will need to reselect these files. For this reason these tasks should be performed last.

1. Go to an Article Repository.
2. Click the **UPLOAD** button.
3. In the **Title of the Article** text box, enter the title for the article.
4. **Optional.** At **Categories**, select one or more categories if available.
5. **Optional.** In the **Your Name** text box, enter your name. If you are logged in to the website, your First Name and Last Name are displayed, but can be edited if required.

6. **Optional.** 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. Note: You can ignore the **Show my email address** field as the contributor's name and email address are NOT displayed in this type of repository.
7. **Optional.** 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.
8. **Optional.** At **Downloadable Version**, click the **Browse...** button and select a downloadable version of your article such as a .pdf or .docx file.
9. 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.
10. In the **Article Text** 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.
11. Click the **Upload** button. If a moderation message is displayed, review the message and then click the **OK** button to confirm.

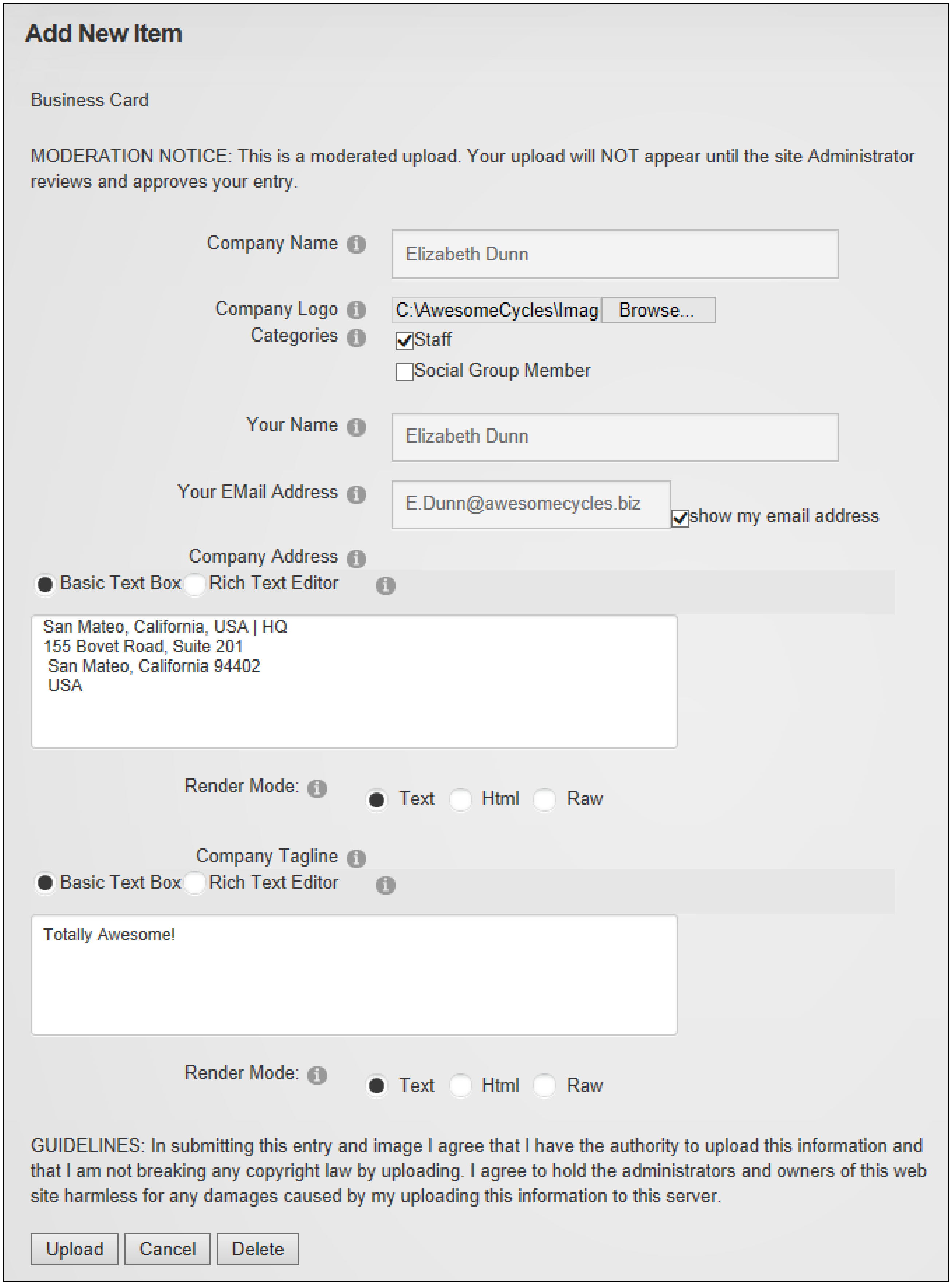

Add New Item
Submit an Article
MODERATION NOTICE: This is a moderated library. Your article will NOT appear until the site Administrator reviews and approves your article.
Title of the Article
The History of Speed Cycling
Categories
Products
Products->Bicycles
Products->Accessories
Cycling
Your Name
Mike Wikline
Your EMail Address
Mike.Wikline@awesomecycles.
show my email address
Your Picture
C:\Images\BillSmith.png
Browse...
Downloadable Version
In addition to presenting your article online, you can provide a downloadable version of your article (.PDF, .DOC) for your readers to download. This is optional and may be left blank.
C:\AwesomeCycles\Files\
Browse...
Article Summary
Basic Text Box
Rich Text Editor
This article provides a brief history of speed cycling in the United States and explores the reasons why this sport is so popular around the globe. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Render Mode:
Text
Html
Raw
Article Text
Basic Text Box
Rich Text Editor

Uploading a Business Card

How to create a business card listing to a Business Card Repository. See "Overview of the Business Card Repository". Note: Upload may not be available to all users.

> Tip: Changing the Editor to a Basic Text Box works best for adding a business card, however you should do this before adding data to other fields because changing the Editor removes the file you have selected at the Company Logo field.

1. Go to a Business Card Repository.
2. Click the **UPLOAD** button.
3. In the **Company Name** text box, enter the company name.
4. In the **Company Address**editor, enter the company address.
5. In the **Company Tagline** editor, enter the company tagline.
6. **Optional.** 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.
7. **Optional.** At **Categories**, select one or more categories if available.
8. **Optional.** 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 website, however these details can be edited.
9. **Optional.** 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 website, however it can be edited. Note: You can ignore the **Show my email address** field as the contributor's name and email address are NOT displayed in this type of repository.
10. Click the **Upload** button. If a moderation message is displayed, review the message and then click the **OK** button to confirm.



Add New Item

Business Card

MODERATION NOTICE: This is a moderated upload. Your upload will NOT appear until the site Administrator reviews and approves your entry.

Company Name: Elizabeth Dunn

Company Logo: C:\AwesomeCycles\Imag Browse...

Categories: Staff (checked), Social Group Member

Your Name: Elizabeth Dunn

Your EMail Address: E.Dunn@awesomecycles.biz — show my email address (checked)

Company Address

Basic Text Box | Rich Text Editor

San Mateo, California, USA | HQ
155 Bovet Road, Suite 201
San Mateo, California 94402
USA

Render Mode: Text | Html | Raw

Company Tagline

Basic Text Box | Rich Text Editor

Totally Awesome!

Render Mode: Text | Html | Raw

GUIDELINES: In submitting this entry and image I agree that I have the authority to upload this information and that I am not breaking any copyright law by uploading. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading this information to this server.

Upload | Cancel | Delete

Uploading a Directory Listing

How to upload a listing to a Directory Repository. See "Overview of the Directory Repository". Note: Upload may not be available to all users.

> Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove any files you have selected at the Resource URL and Image fields. For this reason perform any Editor switches before selecting these files.

1. Go to a Directory Repository.
2. Click the **UPLOAD** button.
3. In the **Title** text box, enter a title for this directory listing.
4. In the **Resource URL** text box, enter the URL to this resource. E.g. http://www.domain.com/resource.aspx
5. **Optional.** 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.
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 website, 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 the email address associated with your user account is displayed but can be edited if required. Note: You can ignore the **Show my email address** field as the contributor's name and email address are NOT displayed in this type of repository.
9. In the **Description** Editor, enter a description of this directory listing.
10. Click the **Upload** button. If a moderation message is displayed, review the message and then click the **OK** button to confirm.

Add New Item

Upload a File

MODERATION NOTICE: This is a moderated upload. Your upload will NOT appear until the site Administrator reviews and approves your entry.

Title: The League of American Bicyclists

Resource URL: http://www.bikeleague.org/

Image: C:\AwesomeCycles\Imag [Browse...]

Categories

Your Name: Lamonica Hannon

Your EMail Address: Lamonica.Hannon@awesomec

☑ show my email address

Description

◉ Basic Text Box ○ Rich Text Editor

The League represents bicyclists in the movement to create safer roads, stronger communities, and a bicycle- friendly America. Through information, advocacy and promotion, we work to celebrate and preserve the freedom cycling brings to our members everywhere.

Render Mode: ◉ Text ○ Html ○ Raw

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site.I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

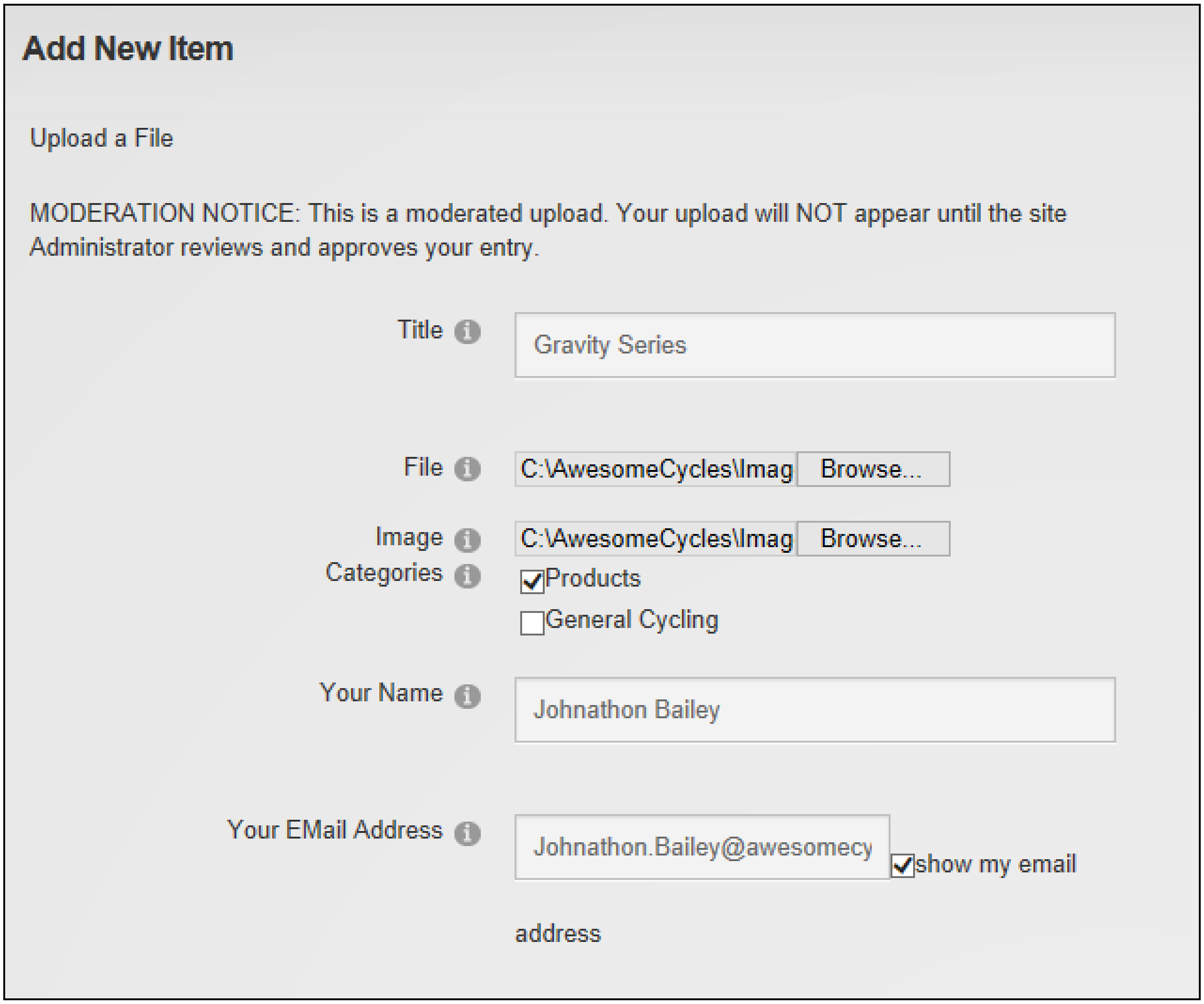
[Upload] [Cancel] [Delete]

Uploading a File (Nifty Toggle Skin)

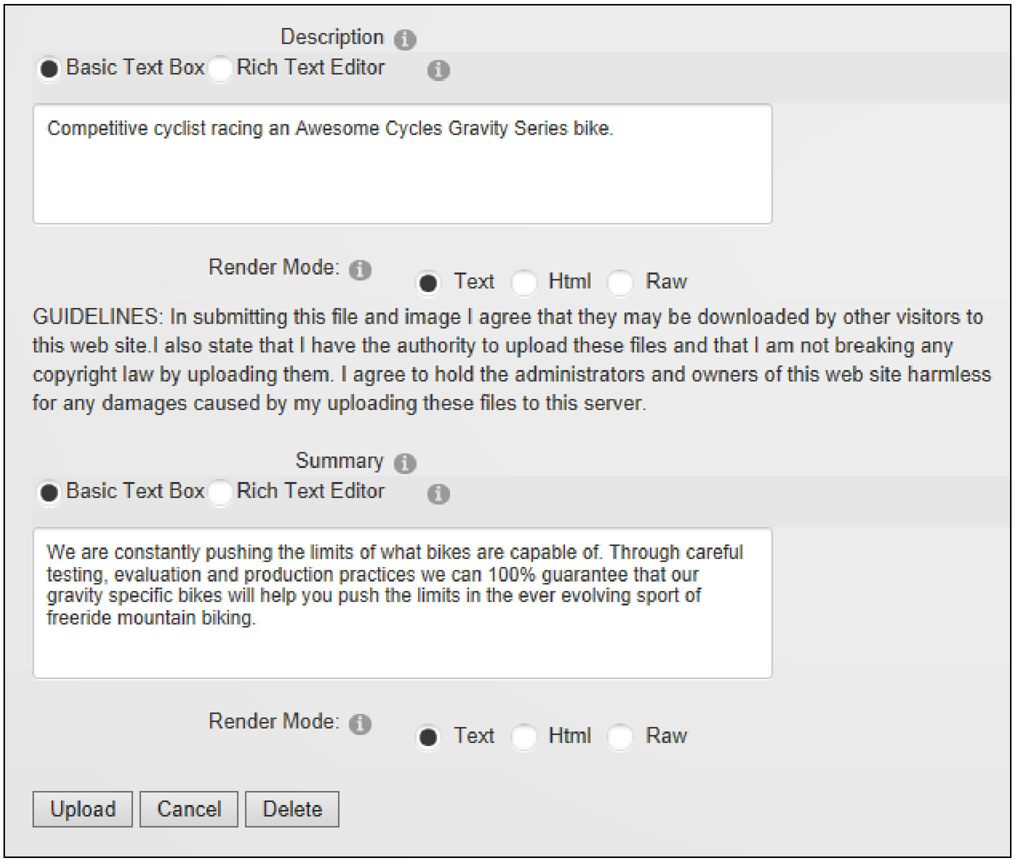
How to upload a file to the Nifty Toggle Repository. See "Overview of the Nifty Toggle Repository". Note: Upload may not be available to all users.

> Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove any files you have selected at the File and Image fields. For this reason perform any Editor switches before selecting these files.

1. Go to a Nifty Toggle Repository.
2. Click the **UPLOAD** button.
3. In the **Title** text box, enter the title for the item.
4. At **File**, click the **Browse...** button and select the file.
5. **Optional.** 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.
6. **Optional.** At **Categories**, select one or more categories if available.
7. **Optional.** In the **Your EMail Address** text box, enter your email address. If you are logged in to the website, the email address associated with your user account is displayed but it can be edited if required. Note: You can ignore the **Show my email address** field as the contributor's name and email address are NOT displayed in this type of repository.
8. **Optional.** In the **Your EMail Address** text box, enter your email address. If you are logged in to the website, the email address associated with your user account is displayed but it can be edited if required.



9. In the **Summary** editor, enter a summary description of the file.
10. In the **Description** editor, enter a description of the file.



11. Click the **Upload** button. If a moderation message is displayed, review the message and then click the **OK** button to confirm.

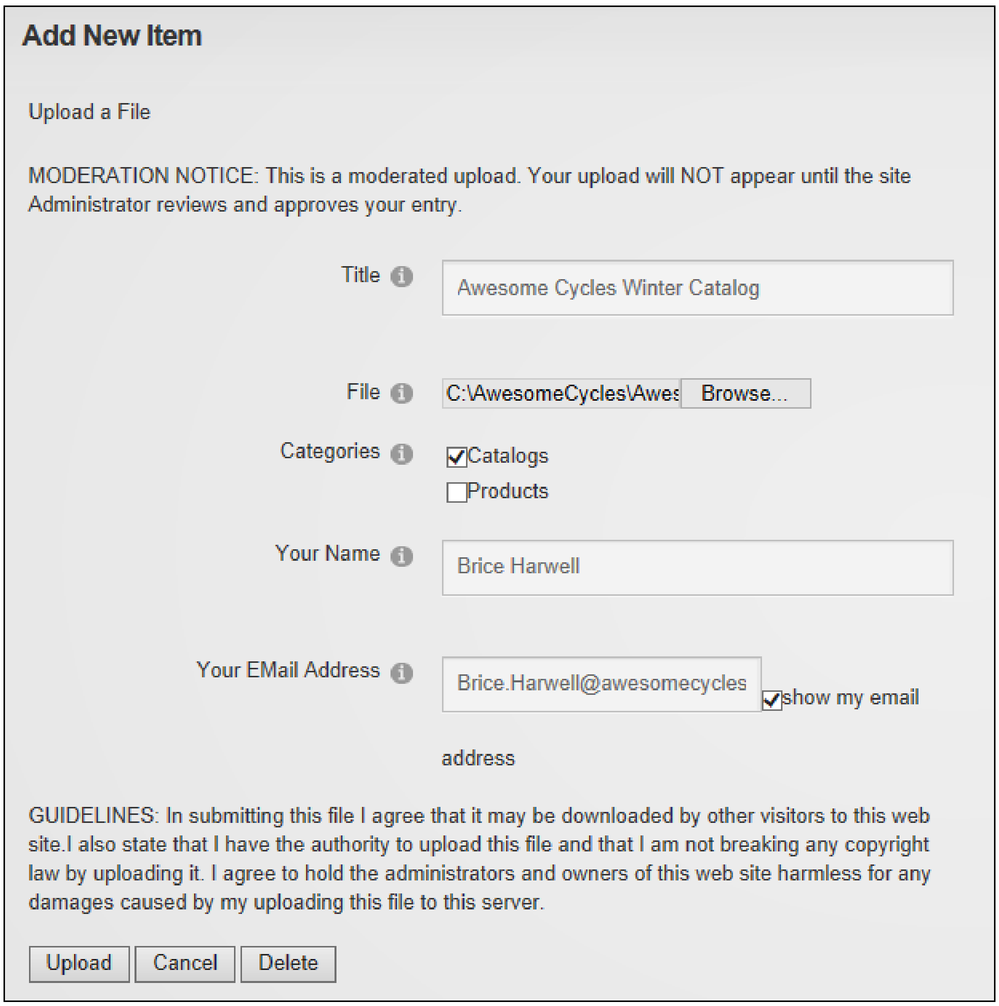
Uploading a File Listing

How to upload a file to the File Listing Repository. See "Overview of the File List Repository". Note: Upload may not be available to all users.

> Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove any files you have selected at the File and Image fields. For this reason perform any Editor switches before selecting these files.

1. Go to a File Listing Repository.
2. Click the **UPLOAD** button.
3. In the **Title** text box, enter the title for the item.

4. At **File**, click the **Browse...** button and select the file.
5. **Optional.** At **Categories**, select one or more categories if available.
6. **Optional.** In the **Your Name** text box, enter your name. If you are logged in to the website, your First Name and Last Name are displayed but can be edited if required.
7. **Optional.** In the **Your EMail Address** text box, enter your email address. If you are logged in to the website, the email address associated with your user account is displayed but it can be edited if required. Note: You can ignore the **Show my email address** field as the contributor's name and email address are NOT displayed in this type of repository.
8. Click the **Upload** button. If a moderation message is displayed, review the message and then click the **OK** button to confirm.



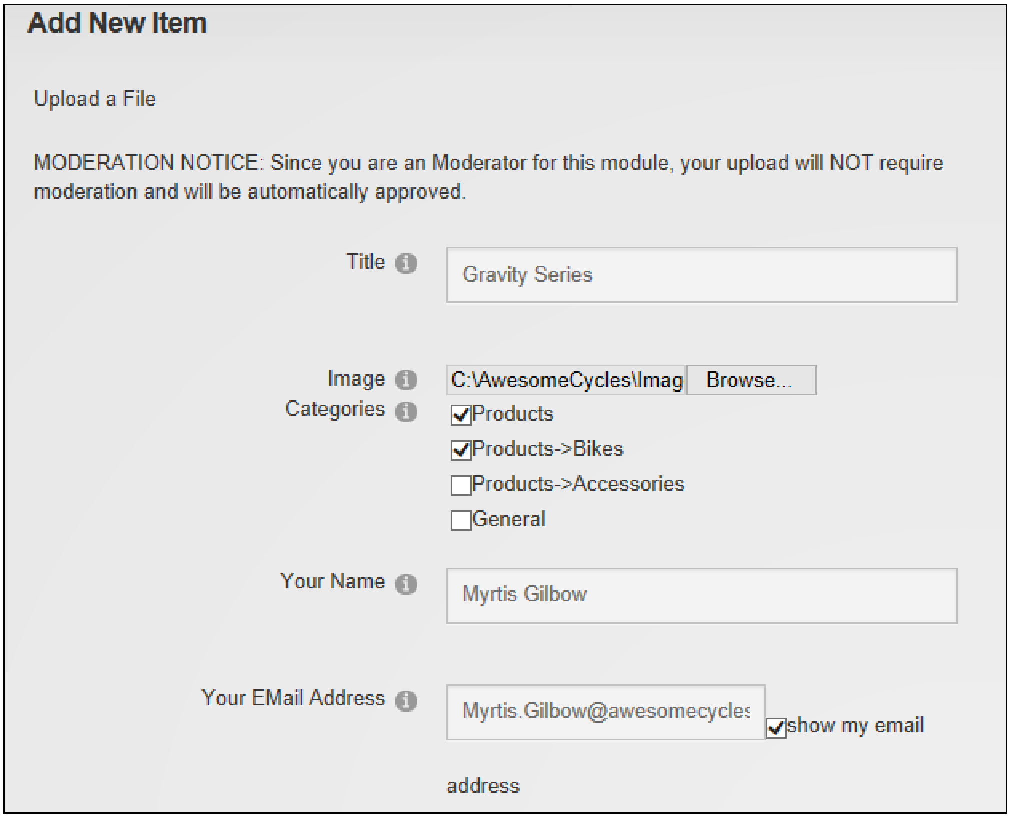
Uploading a File Listing

Uploading a Portfolio Listing

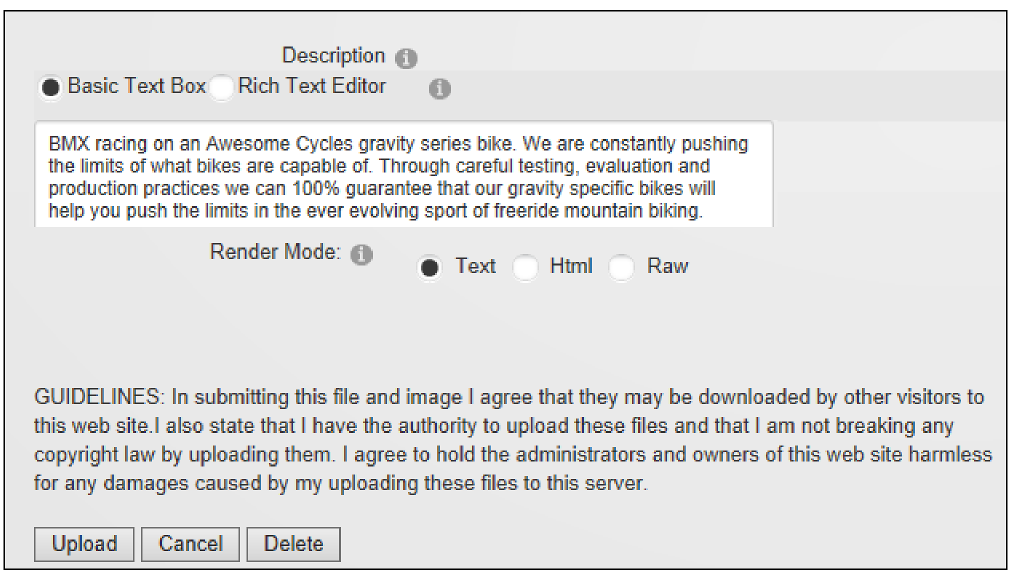
How to upload a listing to a Portfolio Repository. See "Overview of the Portfolio Repository". Note: Upload may not be available to all users.

> Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove the file selected at the Image field. For this reason perform any Editor switches before selecting this file.

1. Go to a Portfolio Repository.
2. Click the **UPLOAD** button.
3. In the **Title** text box, enter the title for the item.
4. **Optional.** 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.
5. **Optional.** At **Categories**, select one or more categories if desired. Note: Category filtering is not available on the Portfolio Repository.
6. **Optional.** In the **Your Name** text box, enter your name. If you are logged in to the website, your First Name and Last Name are displayed but can be edited if required.
7. **Optional.** In the **Your EMail Address** text box, enter your email address. If you are logged in to the website, the email address associated with your user account is displayed but it can be edited if required. Note: You can ignore the **Show my email address** field as the contributor's name and email address are NOT displayed in this type of repository.



8. In the **Description** editor, enter a description of the file.



9. Click the **Upload** button. If a moderation message is displayed, review the message and then click the **OK** button to confirm.

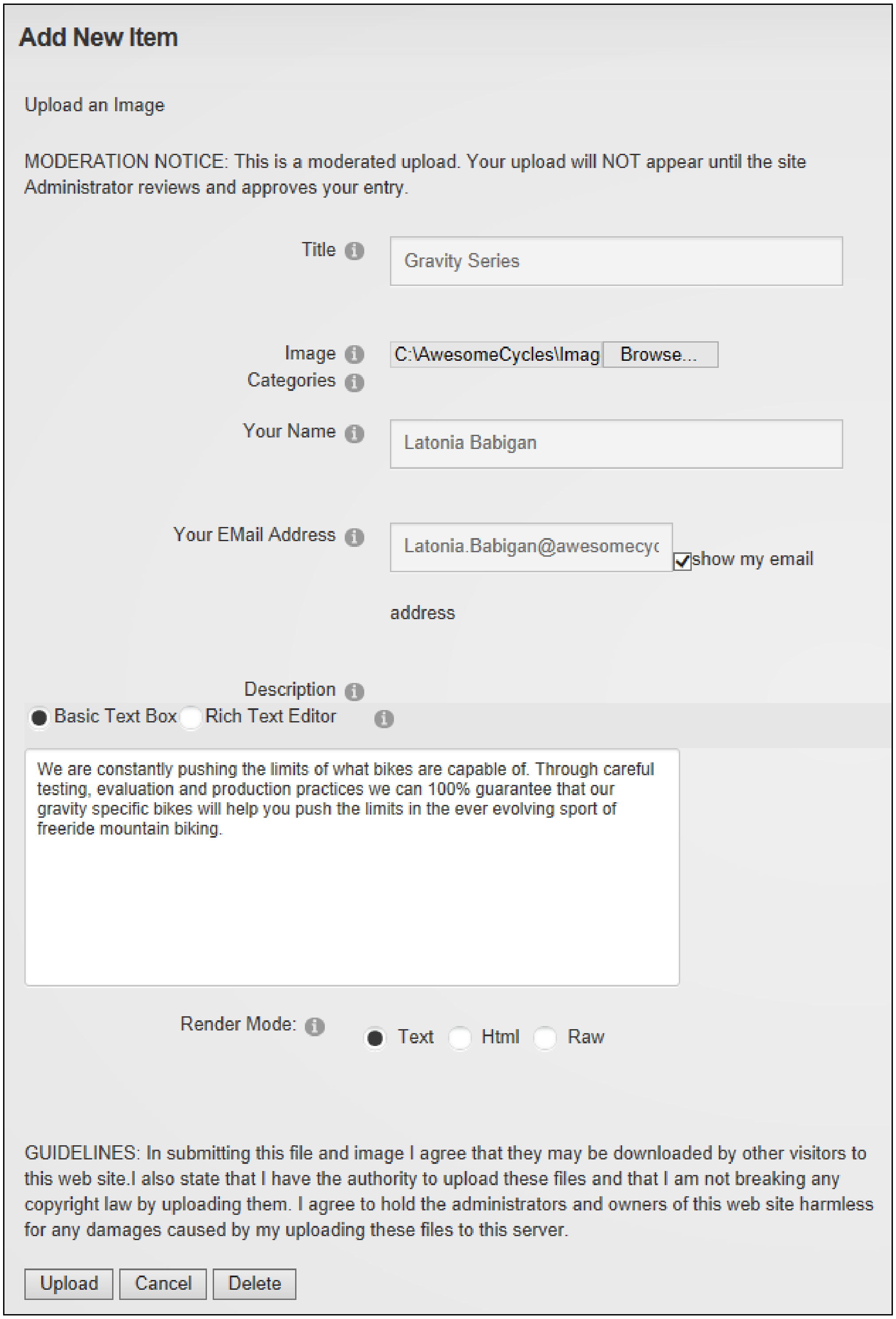
Uploading a Slide Image

How to upload a image to the Repository that is using the Slides skin. Note: Upload may not be available to all users.

> Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove the file selected at the Image field. For this reason perform any Editor switches before selecting this file.

Important: This skin has been designed for landscape images. Images that are orientated as portrait do not display correctly inside the slide frame.

1. Go to a Slide Repository.
2. Click the **UPLOAD** button.
3. In the **Title** text box, enter the title for the item.
4. 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.
5. **Optional.** At **Categories**, select one or more categories if available. Note: Category filtering is not available on the Slides Repository.
6. **Optional.** In the **Your Name** text box, enter your name. If you are logged in to the website, your First Name and Last Name are displayed but can be edited if required.
7. **Optional.** In the **Your EMail Address** text box, enter your email address. If you are logged in to the website, the email address associated with your user account is displayed but it can be edited if required.
8. **Optional.** At **Show my email address**, mark the check box to display your email address on this item listing- OR - unmark the check box to keep your email address private.
9. In the **Description** Text Editor, enter a description of the file.


Add New Item
Upload an Image
MODERATION NOTICE: This is a moderated upload. Your upload will NOT appear until the site Administrator reviews and approves your entry.
Title
Gravity Series
Image
C:\AwesomeCycles\Imag
Browse...
Categories
Your Name
Latonia Babigan
Your EMail Address
Latonia.Babigan@awesomecyc
show my email address
Description
Basic Text Box
Rich Text Editor
We are constantly pushing the limits of what bikes are capable of. Through careful testing, evaluation and production practices we can 100% guarantee that our gravity specific bikes will help you push the limits in the ever evolving sport of freeride mountain biking.
Render Mode:
Text
Html
Raw
GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site.I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.
Upload
Cancel
Delete

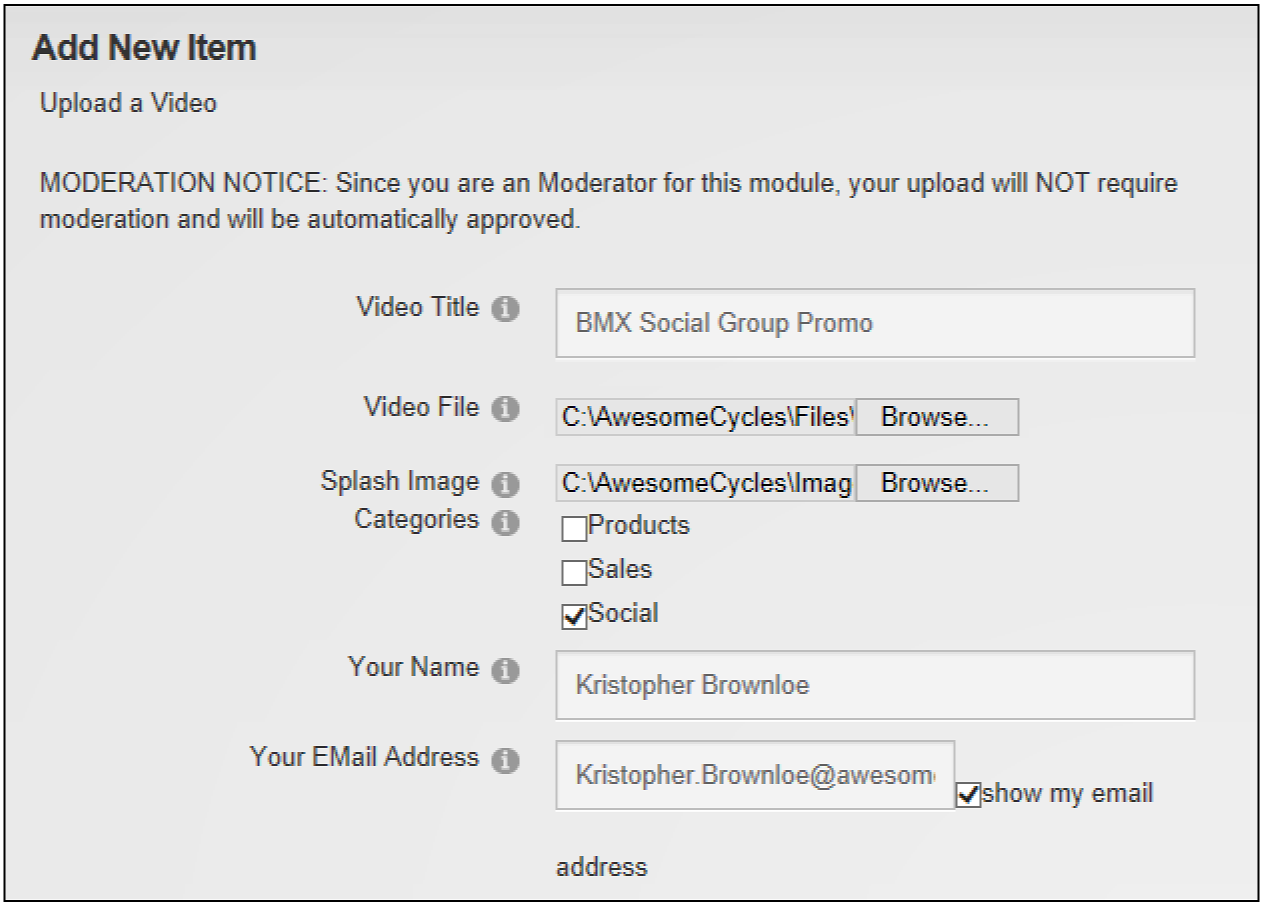
10. Click the **Upload** button. If a moderation message is displayed, review the message and then click the **OK** button to confirm.

Uploading a Video Listing

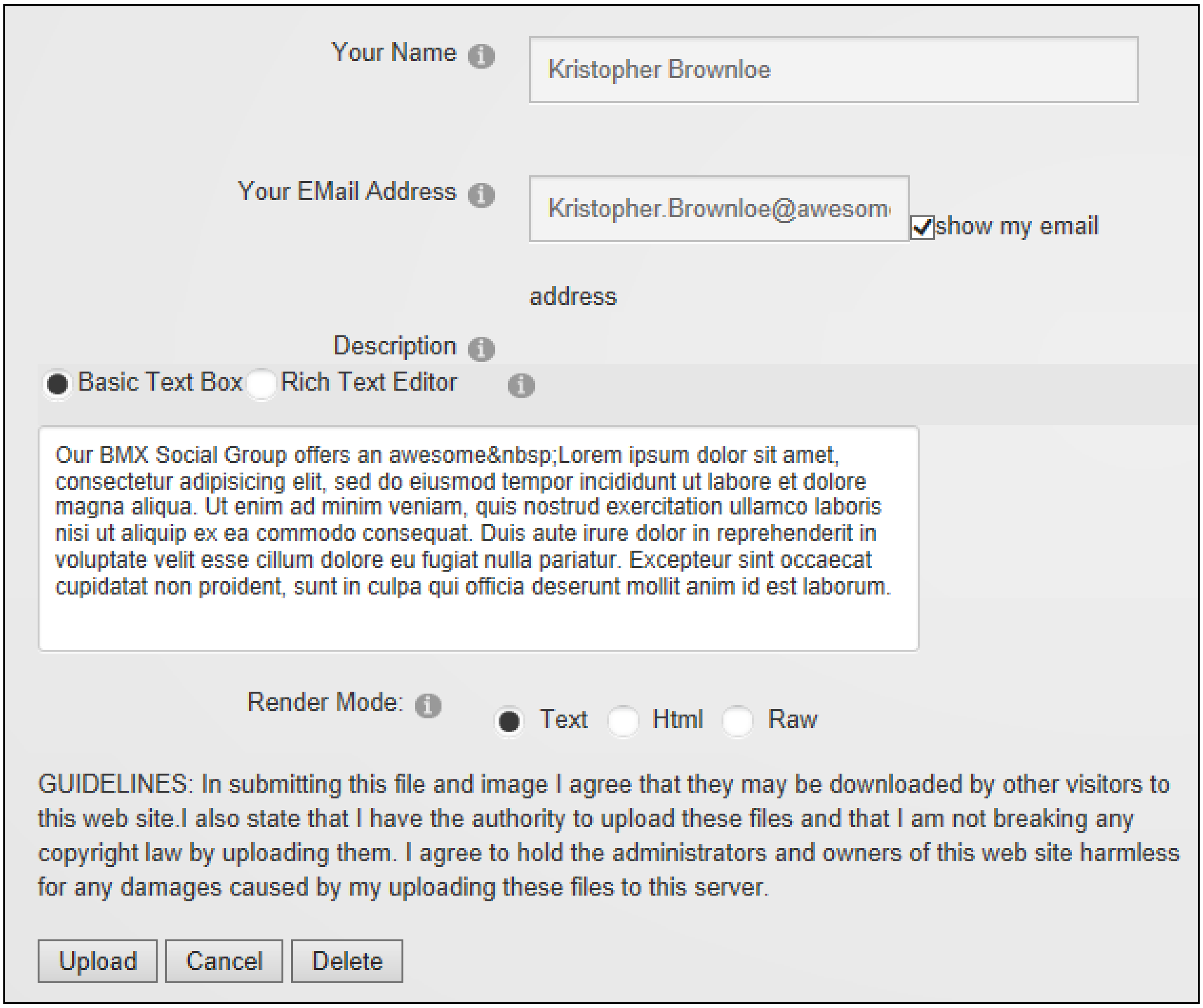
How to upload a video to the Nifty Video Repository. See "Overview of the Nifty Video Repository". Note: Upload may not be available to all users.

> Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove the file selected at the Image field. For this reason perform any Editor switches before selecting this file.

1. Go to a Video Repository.
2. Click the **UPLOAD** button.
3. In the **Video Title** text box, enter the title for the video.
4. At **Video File**, click the **Browse...** button and then locate and select the video.
5. In the **Description** Text Editor, enter a description of the file.
6. **Optional.** 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.
7. **Optional.** At **Categories**, select one or more categories if available.



8. **Optional.** In the **Your Name** text box, enter your name. If you are logged in to the website, your First Name and Last Name are displayed but can be edited if required.
9. **Optional.** 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. Note: You can ignore the **Show my email address** field as the contributor's name and email address are NOT displayed on this type of repository.



10. Click the **Upload** button. If a moderation message is displayed, review the message and then click the **OK** button to confirm.

Moderators

Overview of the Repository Moderator Role

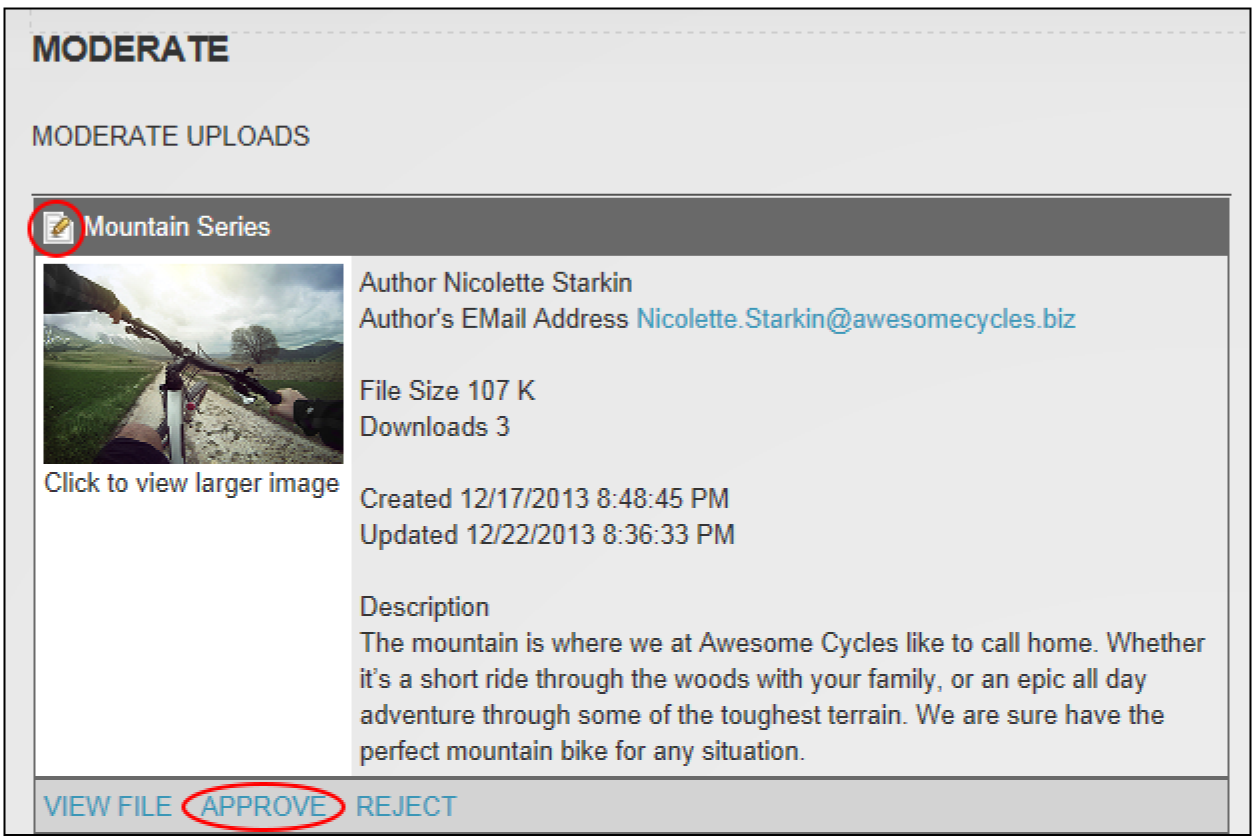
One or more security roles can assigned to the Moderator role for each Repository. See "Setting Repository Role Access". Moderators have the following capabilities:

- 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

Approving Items

How to approve Repository items that are awaiting moderation.

1. Go to a Repository.
2. Click the **MODERATE** button. The number of items awaiting moderation is displayed on this button.
3. **Optional.** To click the VIEW FILE link to view the file before approving it.
4. **Optional.** To edit the item before approving it, click the **Edit** button to the left of the item title; edit one or more fields and then click the **Upload** button. Note: Edit mode must be selected on the ControlBar.
5. Click the APPROVE link. An approval notification will be emailed to the author's email address.

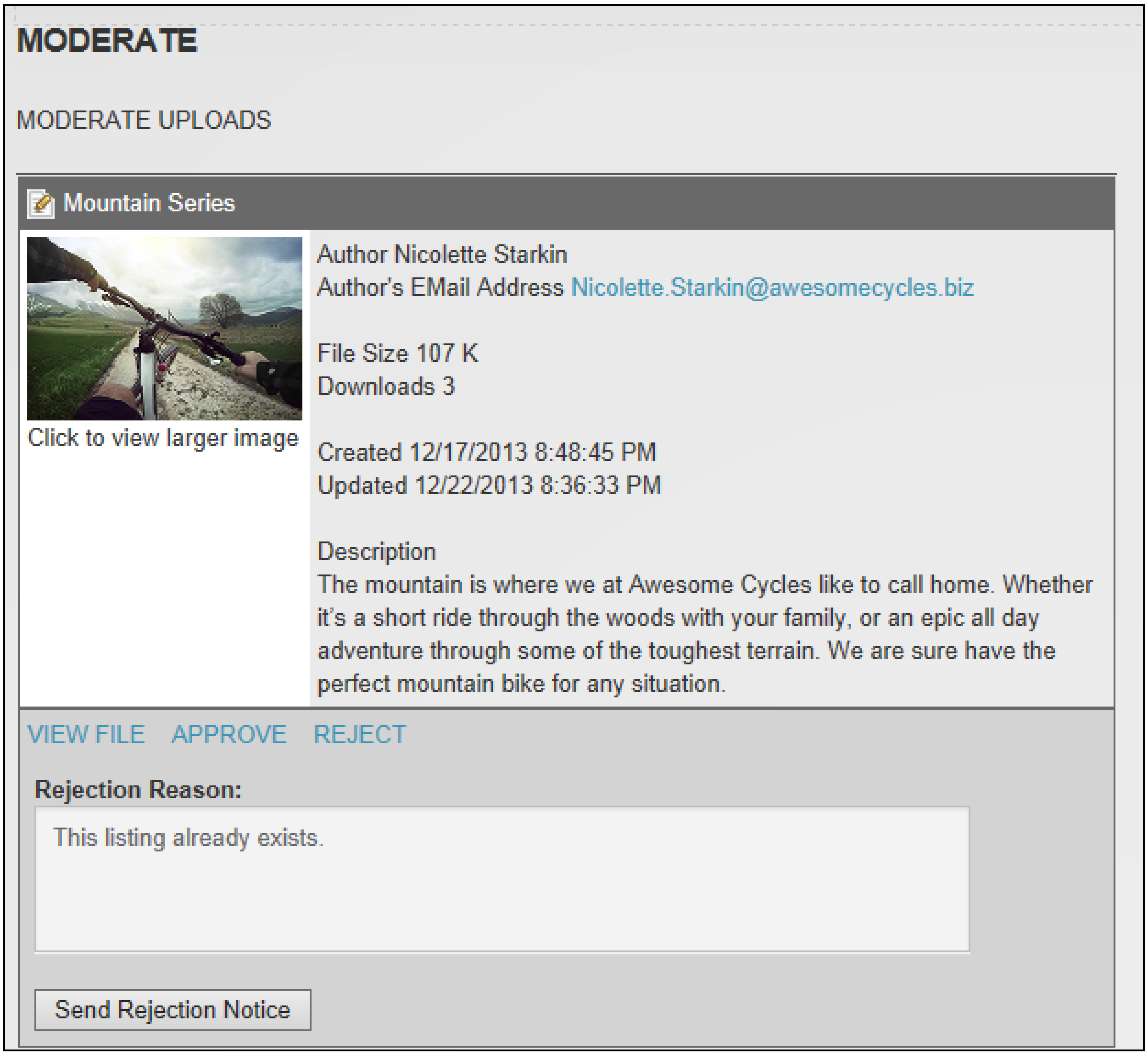


Editing and Approving an Item

Rejecting an Item

How to reject Repository items that are awaiting moderation.

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 now emailed to the Author's email address.



Settings

Managing Attributes

How to manage attributes that can be exposed in the Repository by creating a skin that includes the [ATTRIBUTES] token.

> Tip: You do not need to click the **Update** button to save these changes.

Adding Attributes

How to add attributes and attribute values to the Repository.

1. Go to a Repository.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Repository Settings** tab.
4. In the **Attributes** text box, enter an attribute name in the text box.
5. Click the ADD ATTRIBUTE link.
6. Repeat Steps 3-4 to add additional attributes.
7. To add **Attribute Values** to an existing attribute:
    1. In the **Attributes** list, click on the attribute name.
    2. In the **Attribute Values** text box, enter an attribute value.
    3. Click the ADD VALUE link.
8. Repeat Step 6 to add additional attribute values.
9. Click the **Update** button.

Editing Attributes

How to edit Repository attributes and attribute values.

1. Go to a Repository.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Repository Settings** tab.
4. In the **Attributes** text box, select the attribute to be edited.

5. To edit the attribute:
    1. Click the **Edit** button beside it in the Attributes list.
    2. In the **Attributes** text box, edit the attribute.
    3. Click the SAVE link.
6. To edit an Attribute Value:
    1. In the **Attributes** list, select the attribute.
    2. In the **Attribute Values** list, select the attribute value.
    3. In the **Attributes Values** text box, edit the attribute value.
    4. Click the SAVE link.

Deleting Attributes

How to permanently delete Repository attributes and/or attribute values.

1. Go to a Repository.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Repository Settings** tab.
4. At **Attributes**, the following options are available:
5. To delete an attribute including all related attribute values:
    - Click on the attribute name in the Attributes list.
    - Click the **Delete** button and then click the **Yes** button confirm.
6. To delete a single Attribute Value:
    - In the **Attributes** list, click on the attribute name.
    - In the **Attribute Values** list, click on the attribute value name.
    - Click the **Delete** button and then click the **Yes** button confirm.
7. Click the **Update** button.

Managing Categories

How to create, edit and delete categories that will be unique to the current Repository. Categories are displayed on the upload page for all Repositories and are available as a filter on more types of Repositories.

> Tip: You do not need to click the **Update** button to save changes to categories.

Adding a Category

1. Go to a Repository.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Repository Settings** tab.
4. At the **Categories** drop down list, select **root** to create a parent category, or select an existing category to create a child category.
5. In the **Categories** text box, enter a name for the new category.
6. Click the ADD CATEGORY link.
7. Repeat Steps 3-5 to add additional categories.

Editing a Category

1. Go to a Repository.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Repository Settings** tab.
4. At **Categories**, select **root** from the drop down list to edit a root category- OR - Select a parent category to edit a child category.
5. In the **Categories** box below, select the category to be edited.
6. Click the **Edit** button.
7. In the **Categories** text box, edit the category name.
8. Click the SAVE link.

Deleting a Category

1. Go to a Repository.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Repository Settings** tab.
4. At the **Categories** drop down list, select **root** to delete a root category - OR - Select a parent category to delete its child category.
5. In the **Categories** box below, select the category to be deleted.
6. Click the **Delete** button and the click the **Yes** button confirm.

Reordering Categories

1. Go to a Repository.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Repository Settings** tab.
4. At the **Categories** drop down list, select **<root>** to reorder parent categories or select a parent category to reorder its child categories.
5. In the **Categories** text box, select the category to be moved.
6. Click the **Up** or **Down** buttons to re-order.

Enabling/Disabling the All Items Category

How to enable or disable the . If this option is enabled, all items added to the Repository are automatically assigned to an All Items category and the 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.

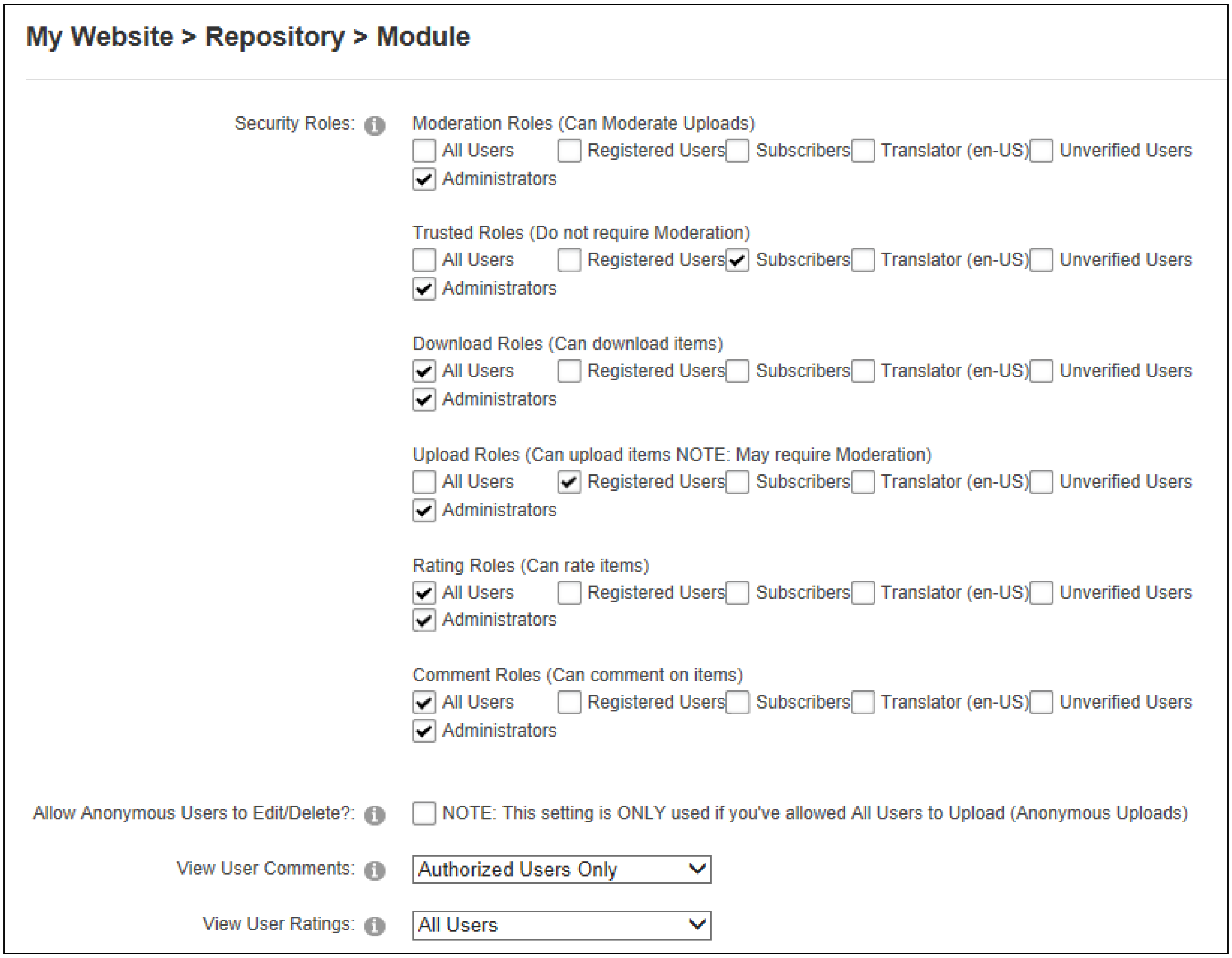
1. Go to a Repository.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Repository Settings** tab.
4. At **Include All Files**, mark the check box to enable the All Items category - OR - unmark the check box disable the All Items category.
5. Click the **Update** button.

Setting Repository Role Access

How to set the roles which can perform uploading, downloading, rating, commenting and moderation on the Repository. 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 **Manage** > **Settings** from the module actions menu.
2. Select the **Repository Settings** tab.
3. Go to the **Security Roles** field.

4. At **Moderation Roles**, mark the check box 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**, mark the check box for each role that can download files.
6. At **Upload Roles**, mark the check box for each role that can upload files.
    1. If you choose to allow anonymous uploads, that is you have chosen to allow All Users to upload files, then go to the **Allow Anonymous Users to Edit/Delete?** field located below the Security Roles field andmark the check box if any anonymous user can edit and delete items uploaded by any other anonymous user.
7. At **Rating Roles**, mark the check box for each role that can add ratings.
8. At **Comment Roles**, mark the check box for 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** button.



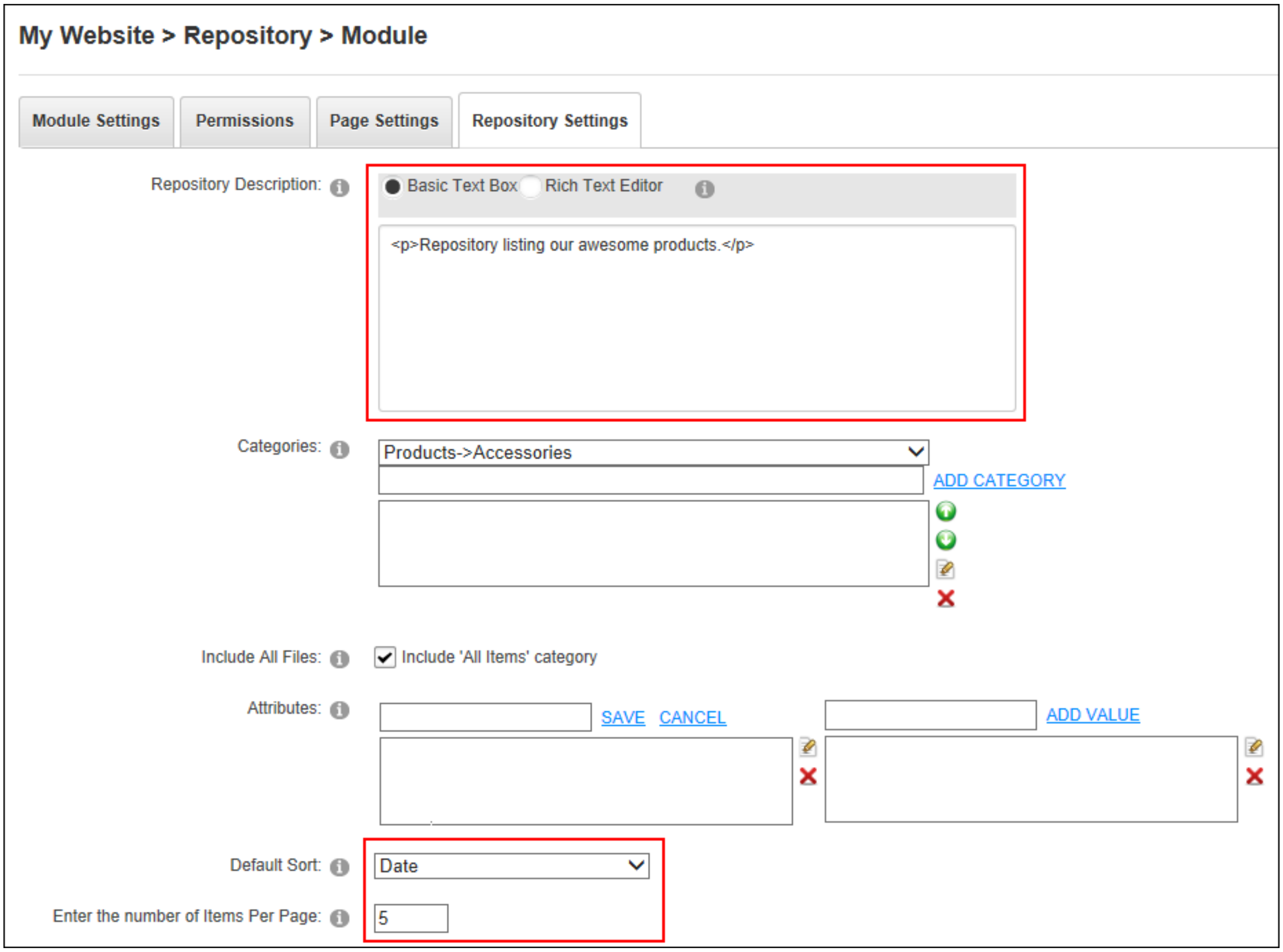
Configuring the Repository Security Roles

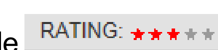
Setting the Repository Design

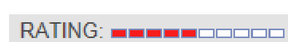
How to set the layout and design of the Repository.

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Repository Settings** tab.
3. In the **Repository Description** Editor, enter a description for this repository. This description is displayed at the top of the module.
4. At **Default Sort**, select the default field to sort Repository files by. The default setting is Date. Users can modify the sort order using the Sort By field that is displayed on most of the skins provided.

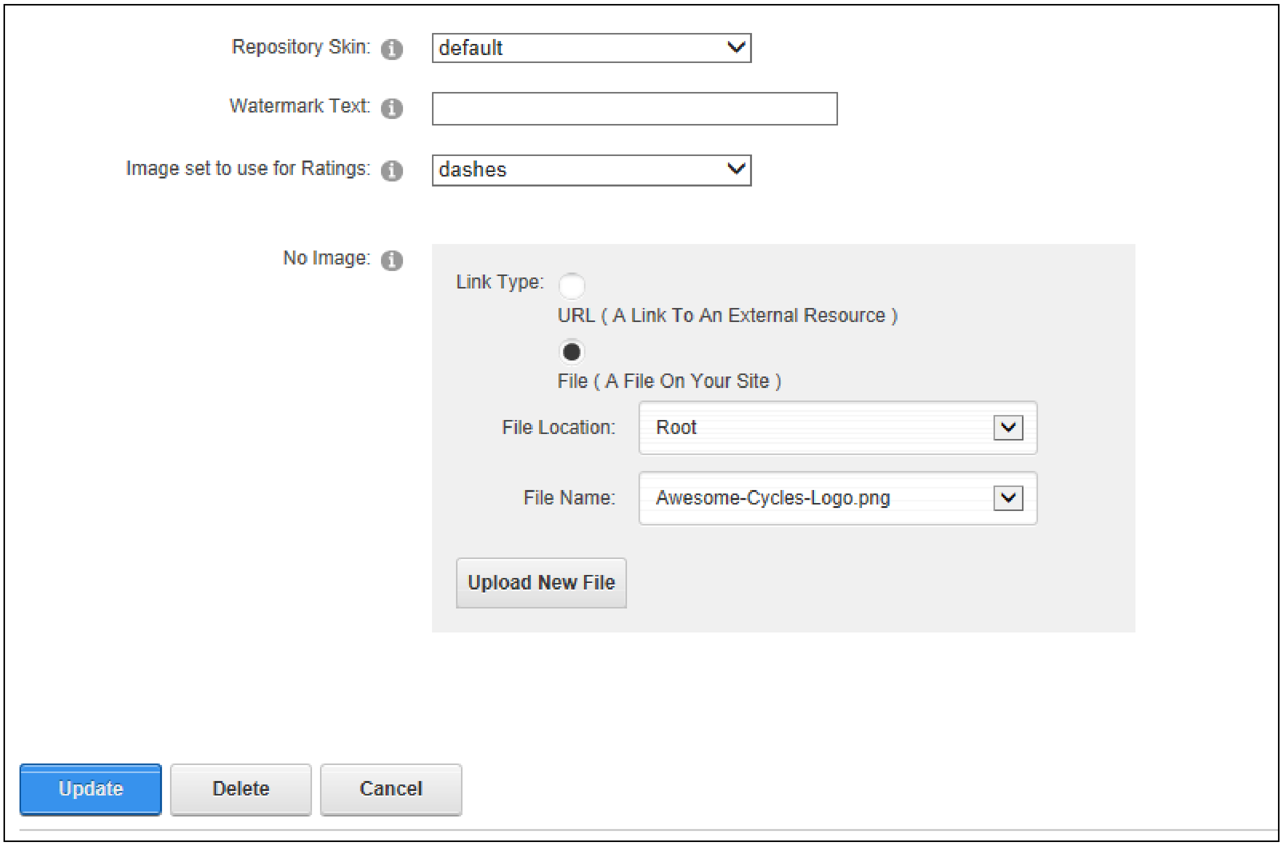
5. In the **Enter the number of Items Per Page** text box, enter the number of items to be displayed on each page of the repository. The default setting is 5.



6. At **Repository Skin**, select a skin for this Repository. Changing the skin changes the purpose of the Repository. See "Setting the Repository Skin" for more details. The default skin is Default.
7. **Optional.** In the **Watermark Text** text box, enter the text to be displayed as a watermark over images.
8. At **Image set to use for Ratings**, select **Default** to display a five star rating scale 

for files (This is default setting) - OR - Select the **Dashes** to display a ten dash rating scale. 

9. 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. See "Setting a URL Link" or See "Setting a File Link"



10. Click the **Update** button.

* Note: When uploaded images are displayed on the Repository, they appear as a thumbnail image that is scaled down to a uniform width. This width varies between different skins. However the image you select at the "No Image" field 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.

Setting the Repository Skin

How to set the skin used on the Repository. 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. Go to a Repository.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Repository Settings** tab.
4. At **Repository Skins** select one of these skins:
   - **Articles**: Repository for articles. See "Overview of the Articles Repository"
   - **Blog**: Repository for blog posts. See "Overview of the Blog Repository"
   - **Business Card**: Repository that displays business details in a card design. See "Overview of the Business Card Repository"
   - **Default** and **Default 2**: Repository for files with image previewing. See "Overview of the Default, Default 2 and Nifty Repositories"
   - **Directory**: Repository for a list of resources that link to a URL. See "Overview of the Directory Repository"
   - **File List**: Repository which displays a compact list of files. See "Overview of the File List Repository"
   - **Metro**
   - **Nifty Toggle**: Repository for files with image previewing. Similar functionality to the default skin. See "Overview of the Nifty Toggle Repository"
   - **Nifty Video**: Repository for viewing videos. See "Overview of the Nifty Video Repository"
   - **Portfolio**: Repository for viewing portfolio images. See "Overview of the Portfolio Repository"
   - **Slides**: Repository for viewing images inside frames that looks like traditional slide. See "Overview of the Slides Repository"
4. Click the **Update** button.

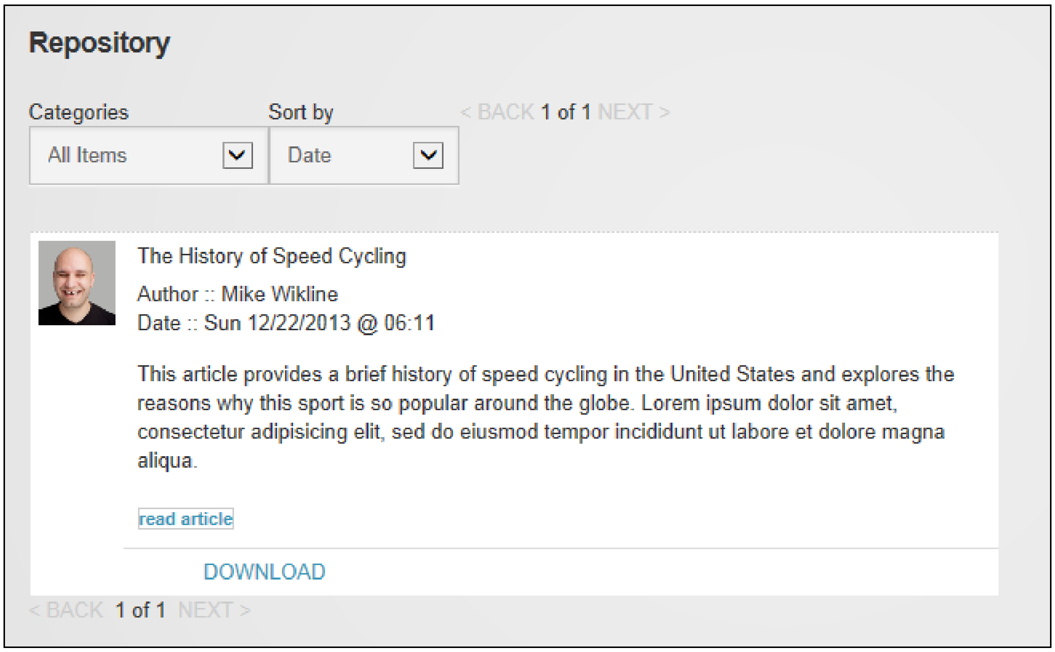
Related Topics:

- See "Setting the Repository Design"

Skin Designs

Overview of the Articles Repository

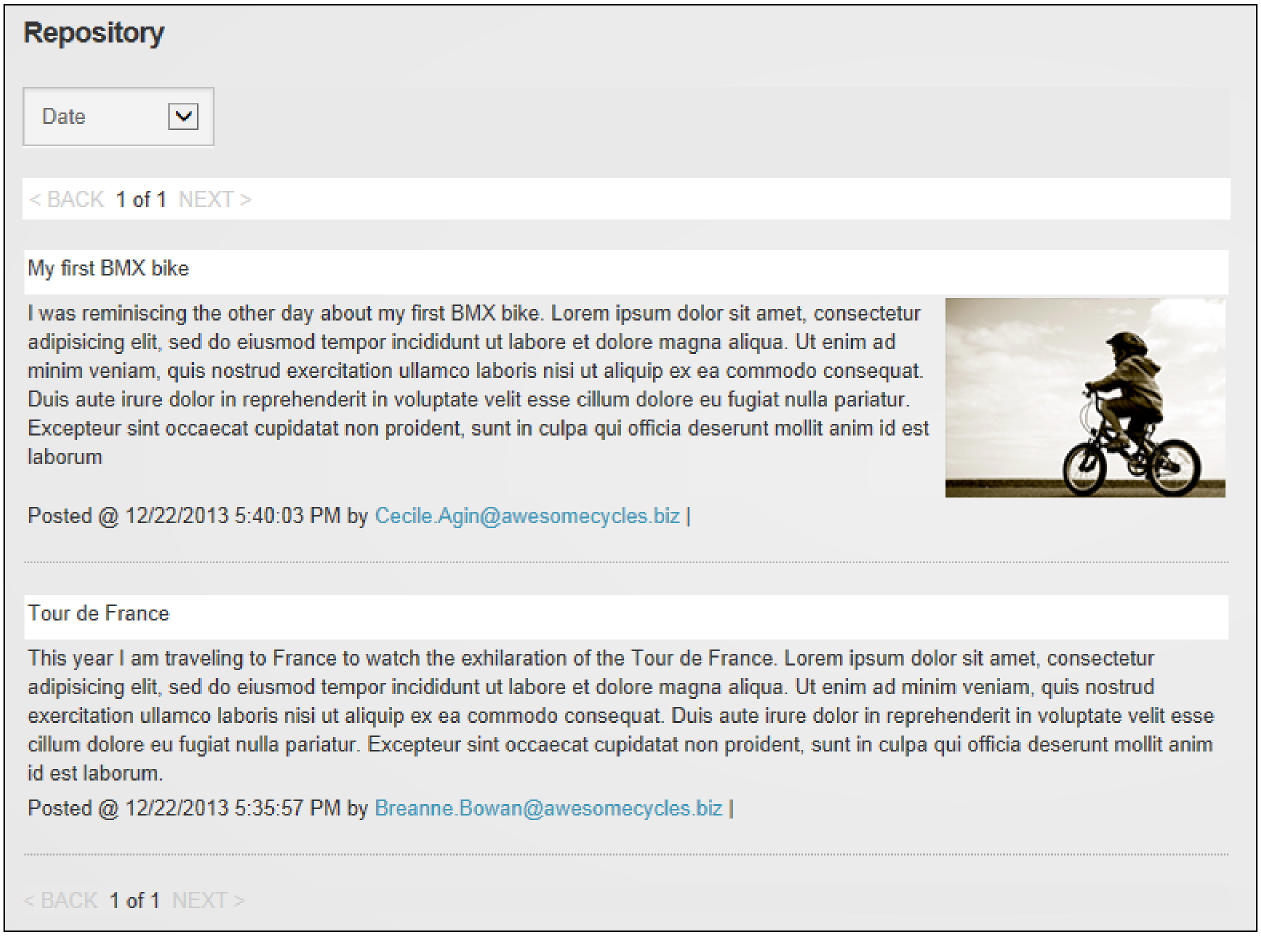
The Repository can be used as a repository for articles. Each listing displays the article title, a thumbnail image of the author, the author's name, the date and time when the item was last updated, a summary of the article and a **read article** button that displays the full article in the module. A downloadable version of the article can be downloaded by users in the download role. Categories, sorting, ratings and comments are enabled.



The Articles Repository

Overview of the Blog Repository

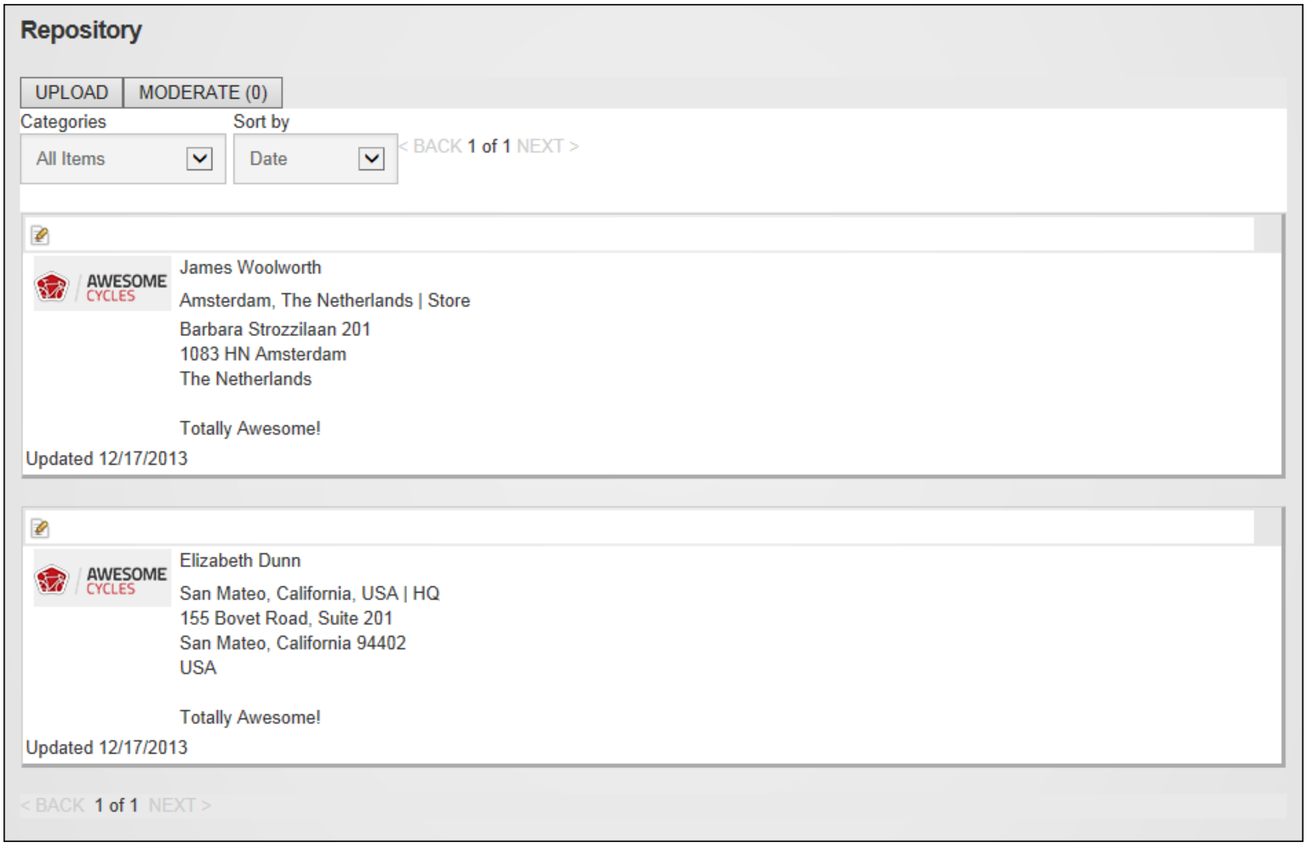
The Blog Repository is a simple blog that includes a title and content for each post and records the date and time of each entry. The blog author can optionally display their email address. Posts are listed from the most recently updated to the oldest. There are no downloads associated with this repository. Sorting and comments are enabled.



The Blog Repository

Overview of the Business Card Repository

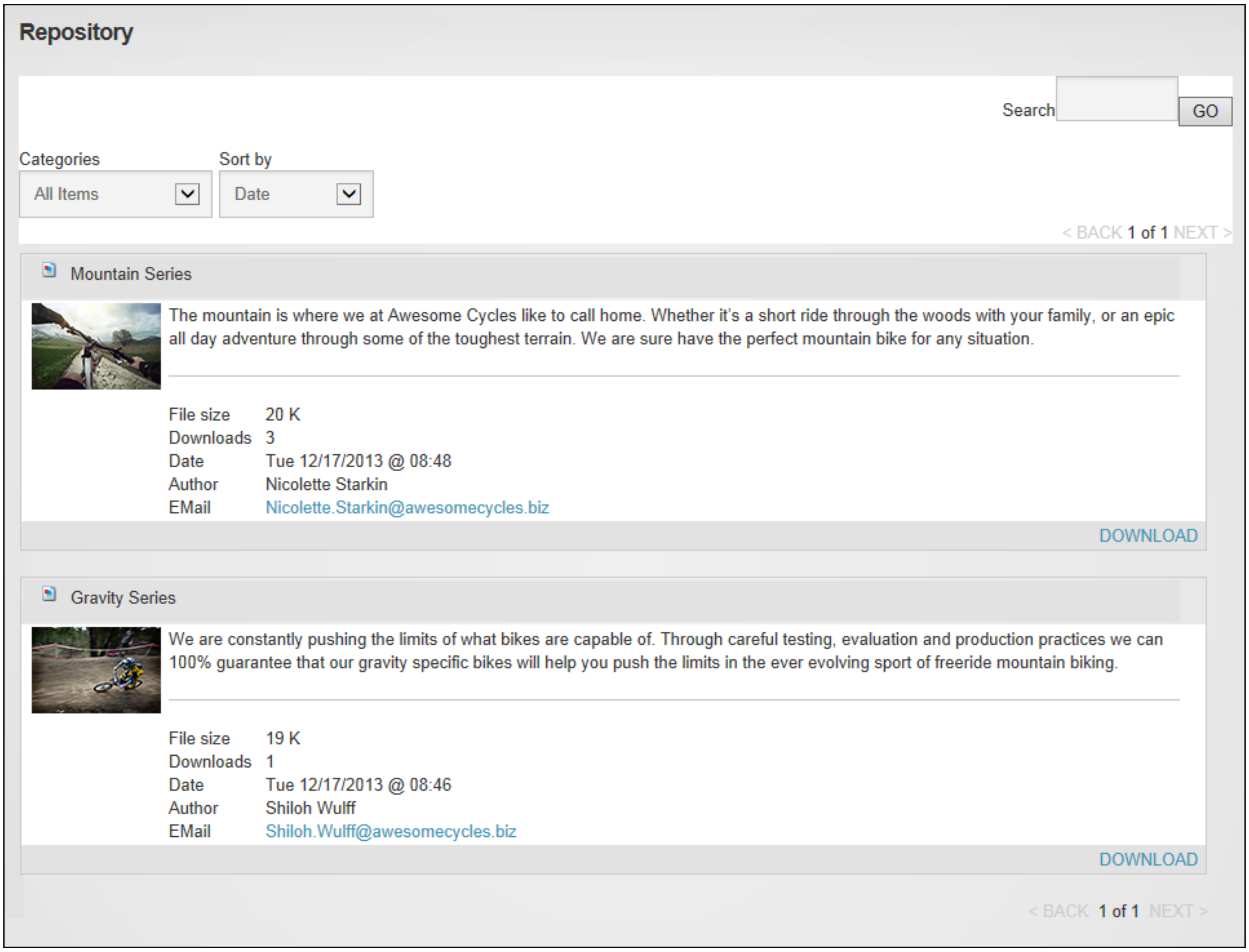
The Repository can be used to display a list of company details in a business card layout. Each business card displays the company name, company address (this field uses the Rich Text Editor so other details such as email addresses, phone numbers, can be entered), the company tagline, and the date when the card was last updated. A company logo can optionally be displayed. There are no downloads associated with this repository. Categories and sorting are enabled.



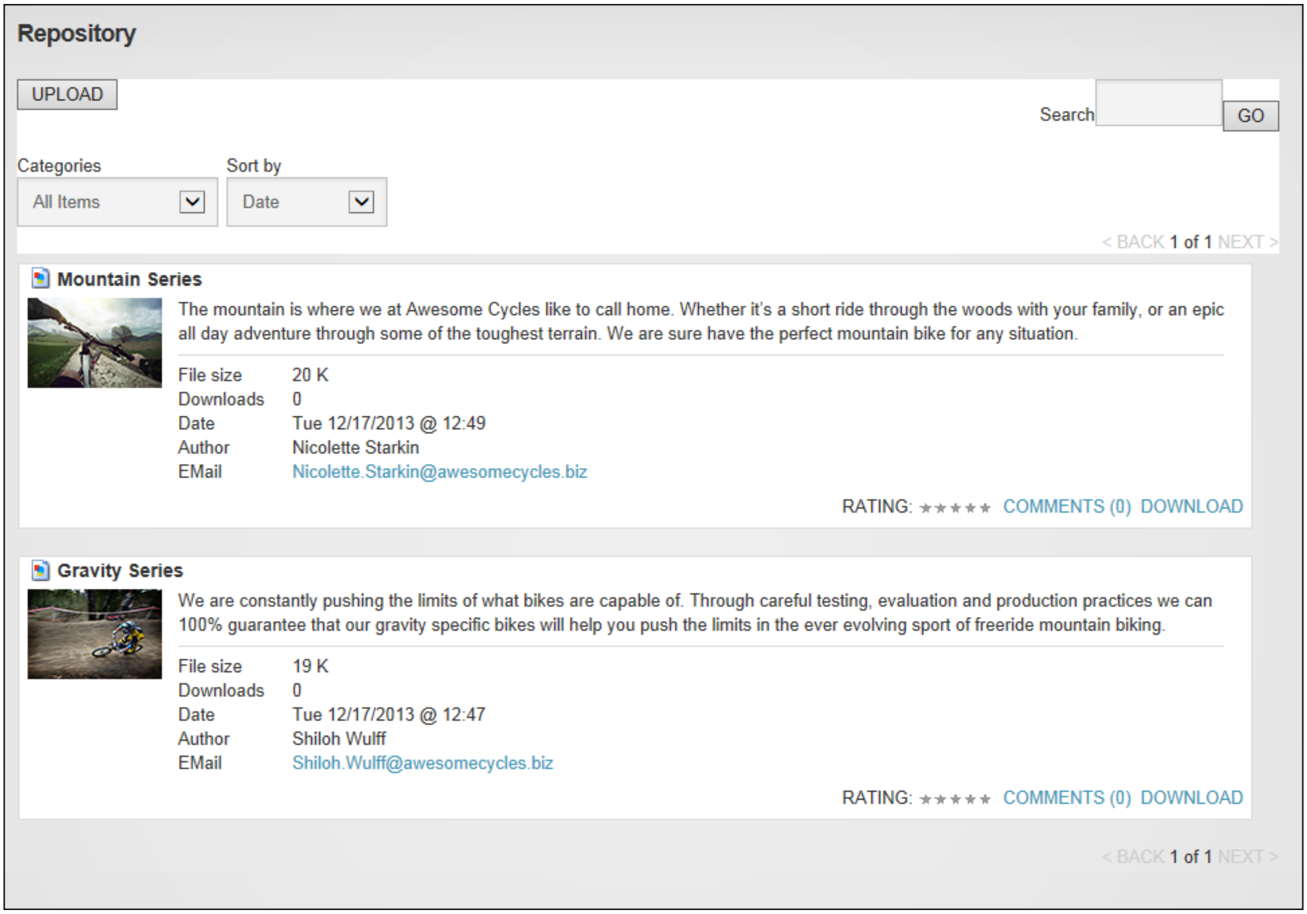
The Business Card Repository

Overview of the Default, Default 2 and Nifty Repositories

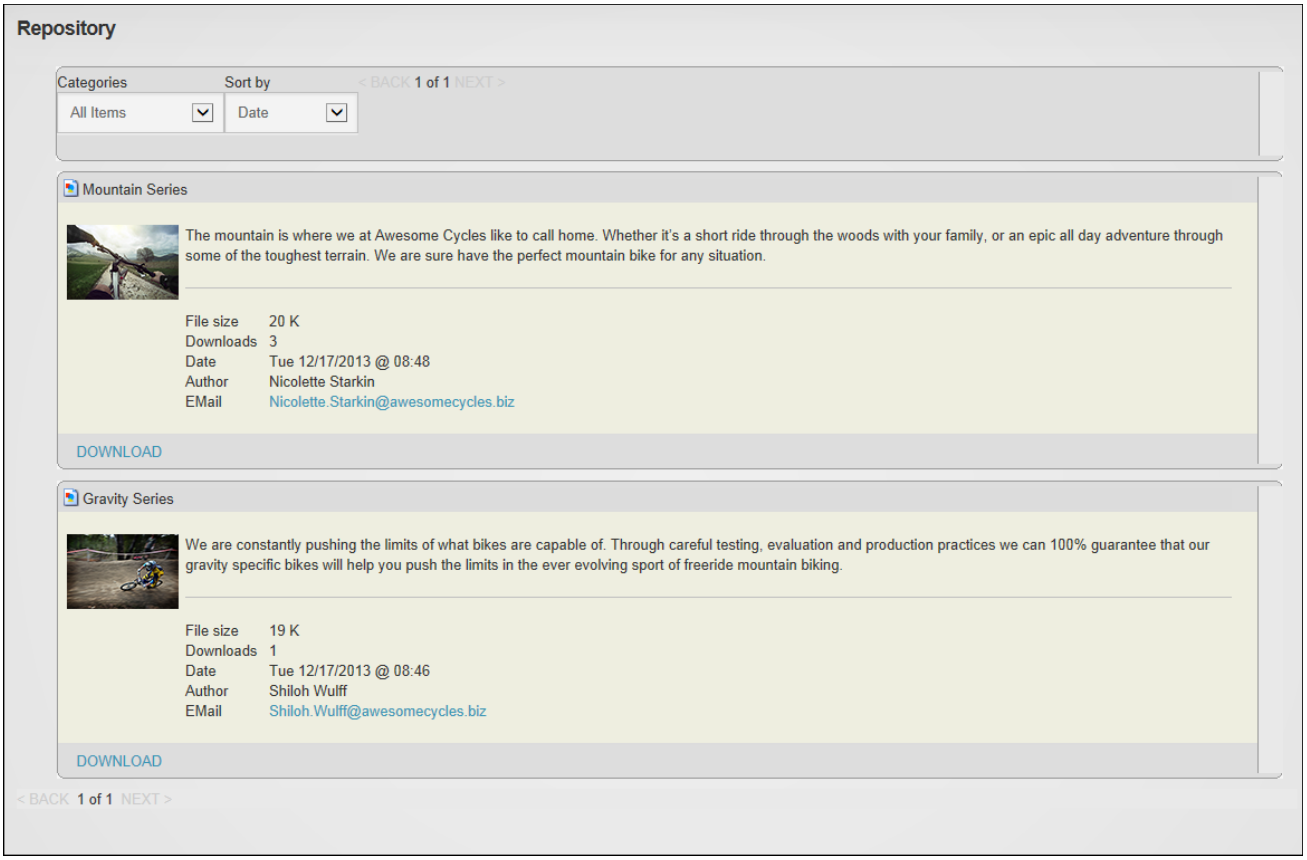
The Repository can be used to display of list of files with a corresponding image using the Default, Default 2 or Nifty skins. Nifty is similar to Nifty Toggle however it doesn't include the summary field. Each listing displays the item title, thumbnail image, description, the contributor's name, the 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 repositories.



The Default Repository



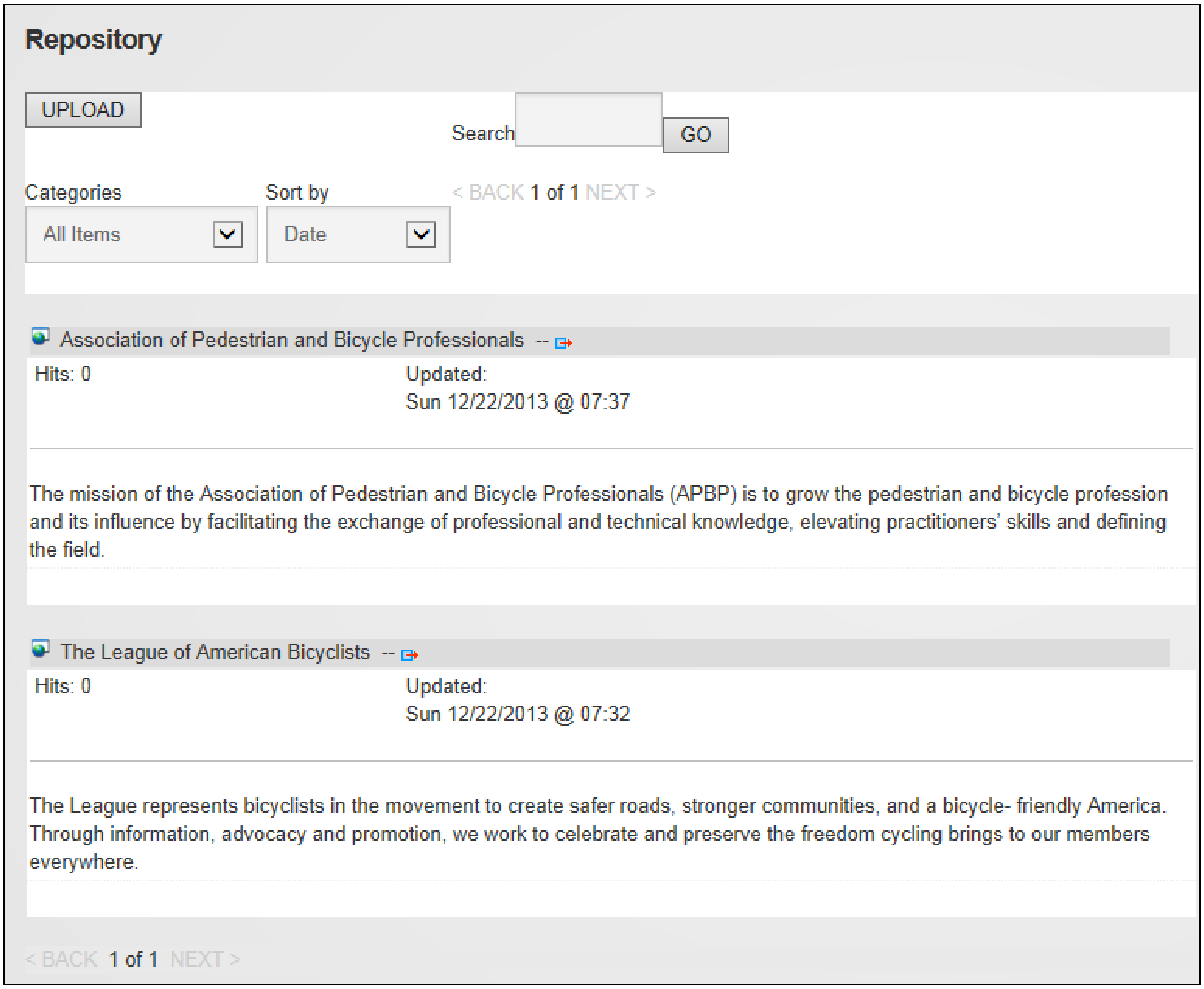
The Default 2 Repository



The Nifty Repository

Overview of the Directory Repository

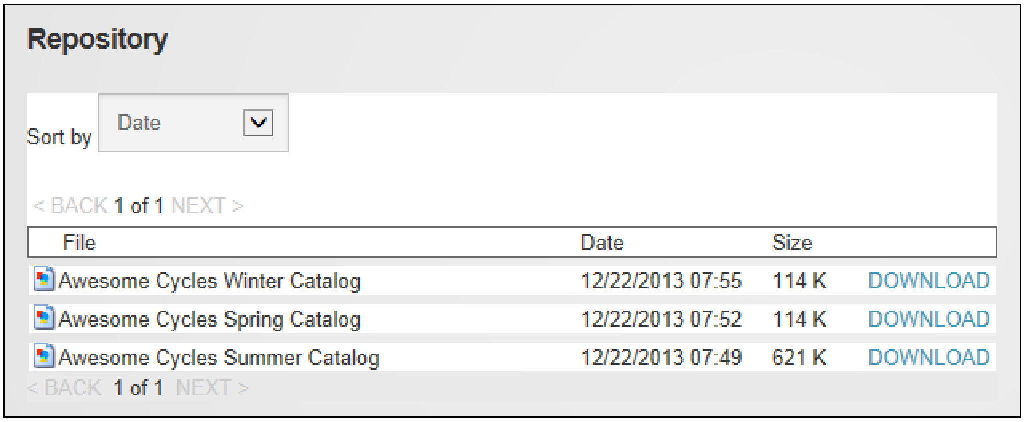
The Directory skin sets the Repository to display a list of resources that link to a URL or file. Each listing displays the resource title, description, the date and time when the listing was last updated, and the number of times the URL has been hit (i.e. visited from this page). A link to download the file is displayed to users in the download role. Categories, sorting, ratings and comments are enabled.



The Directory Repository

Overview of the File List Repository

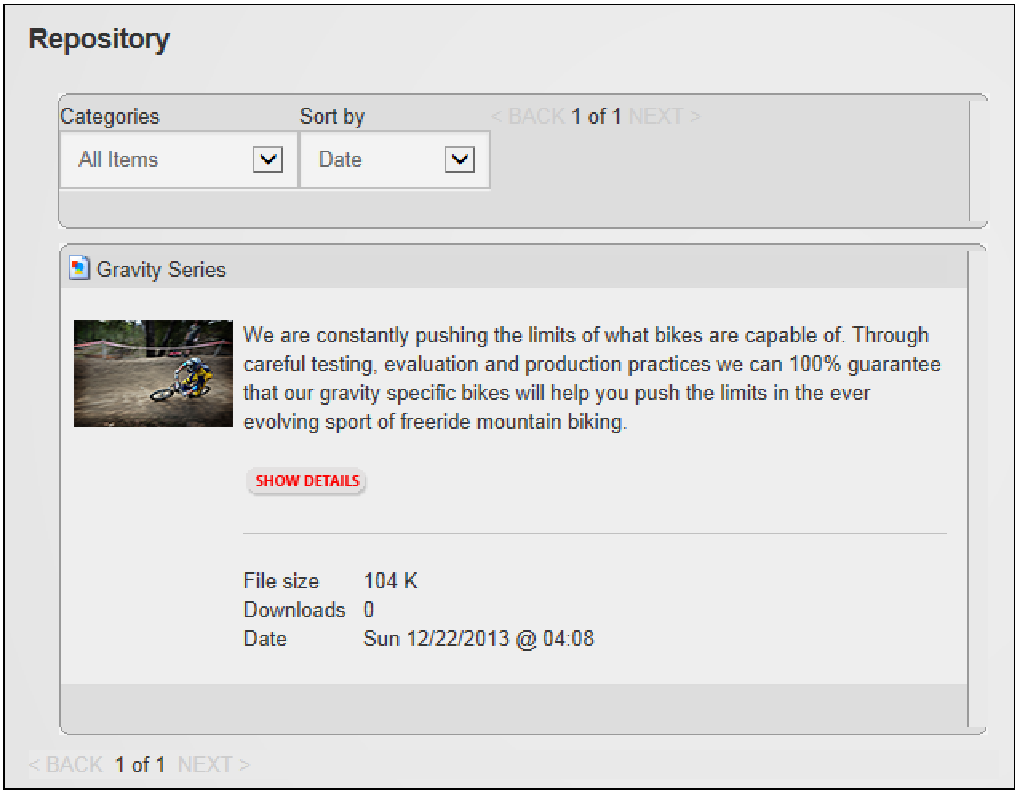
The File List skin displays a compact list of files in the Repository. Each listing displays the file name, the date and time when the file was last updated, and the file size. A link to download the file is displayed to users in the download role. Sorting is enabled for this repository, however ratings, comments and categories are not.



The File List Repository

Overview of the Nifty Toggle Repository

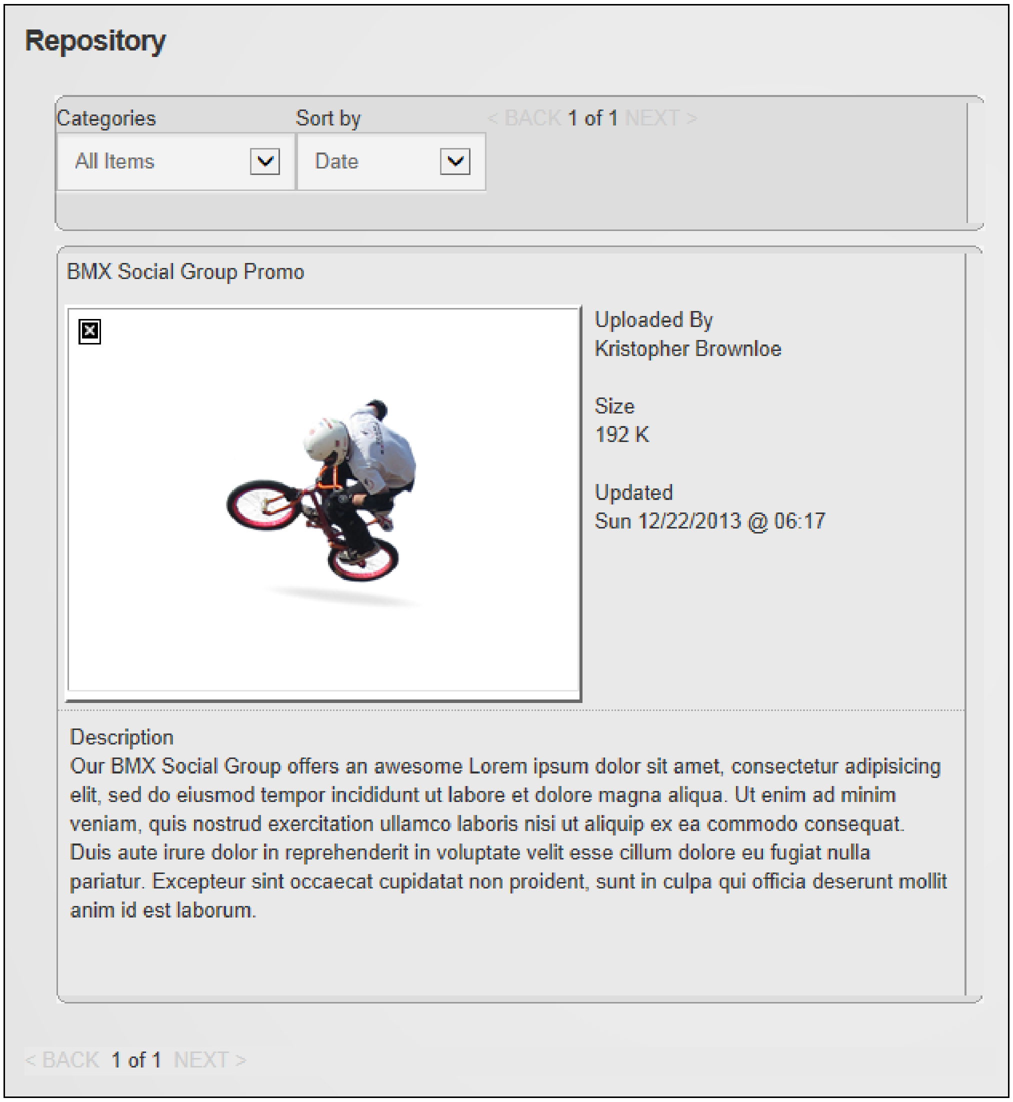
The Nifty Toggle displays of list of files with a corresponding image in the Repository. This repository skin is similar to the Default and Nifty skins however it includes a summary field. Each listing displays the item title, image, summary, file size, number of times the file has been downloaded, and 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.



The Nifty Toggle Repository

Overview of the Nifty Video Repository

The Nifty Video skin displays a list of video in the Repository. 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.

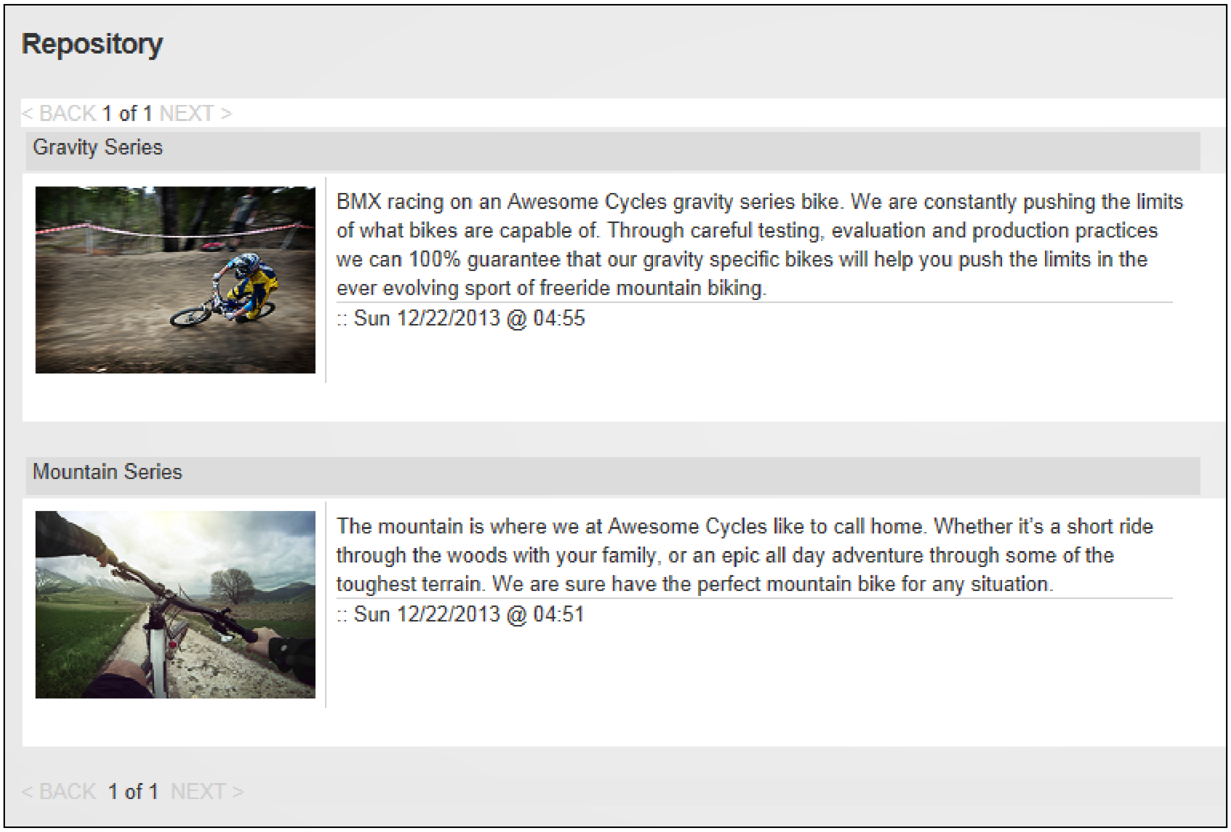


The Nifty Video Repository

Overview of the Portfolio Repository

The Portfolio skin displays a portfolio of images within the Repository. Each listing displays the item title, image, description, and the date and time when the item was last updated. There are no downloads associated with the portfolio.

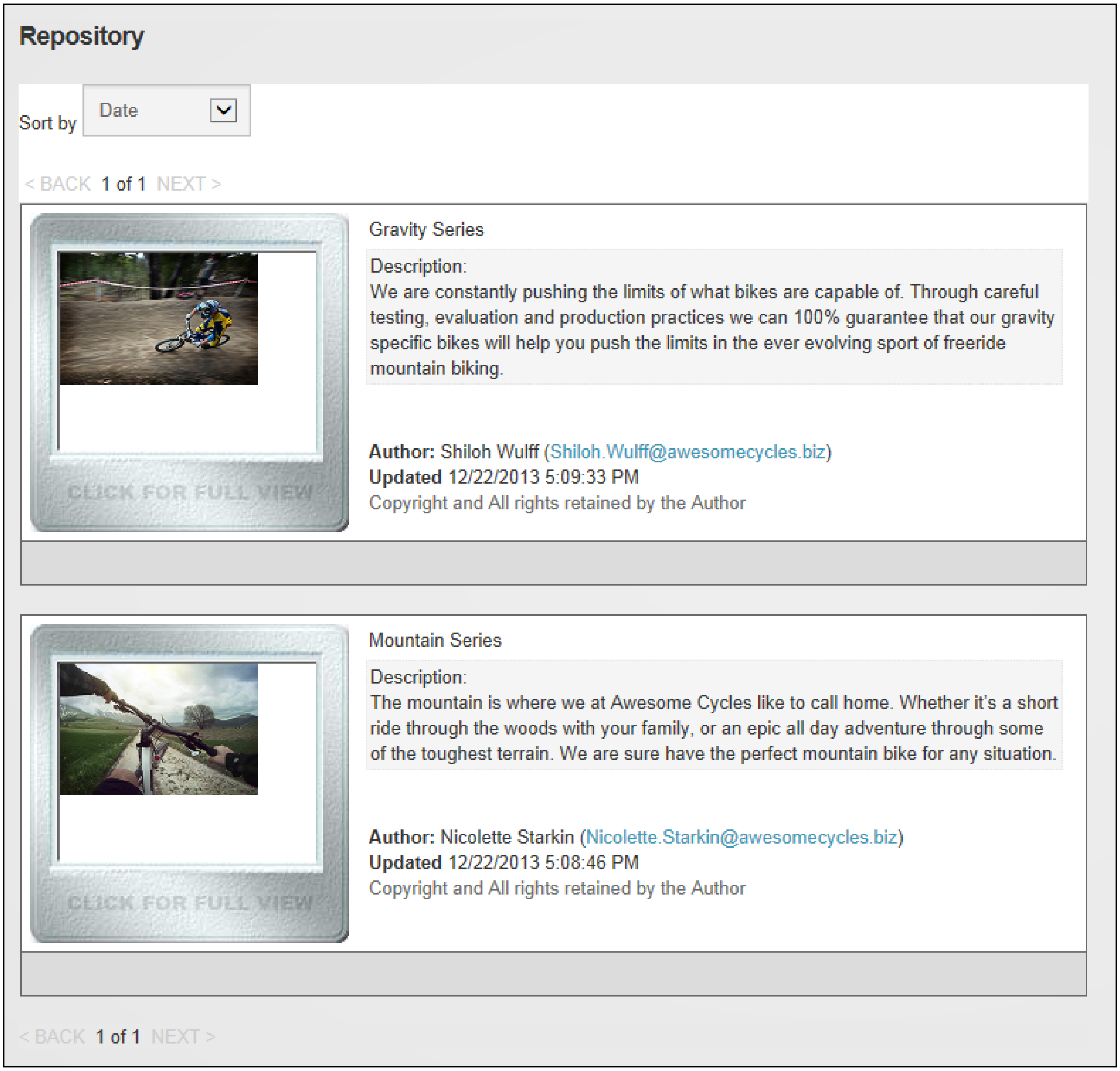
Ratings and comments are enabled on this skin.



The Portfolio Repository

Overview of the Slides Repository

The Slides skin can be used to display a list of images inside frames that looks like traditional slides in the Repository. Each listing displays an image thumbnail, description, author name, the date and time when the slide was last updated, and a copyright notice. The author's email address can optionally be displayed. Users can click on the image thumbnail to view the full size image in a new Web browser. Ratings and comments are enabled on this skin.



The Slides Repository

Administrators

Enabling a Personal Repository

How to configure the Repository so users can only view the files that they have uploaded. This means you can have one Repository that is available to multiple users, however the Repository appears to be private to each contributor. Administrators can view files uploaded by all users.

1. Go to a Repository.
2. Select Manage > Settings from the module actions menu.
3. Select the **Repository Settings** tab.
4. At **Personal Repository**, mark the **Allow users to see ONLY the files that THEY uploaded (Admins can see all files)** check box.
5. At **Security Roles**, select the roles that are "Trusted Roles" and "Upload Roles". You can also set the "Rating Roles" and "Comment Roles" to allow users to comment and rate their own uploads. See "Setting Repository Role Access"
6. Click the **Update** button.

Managing Comments

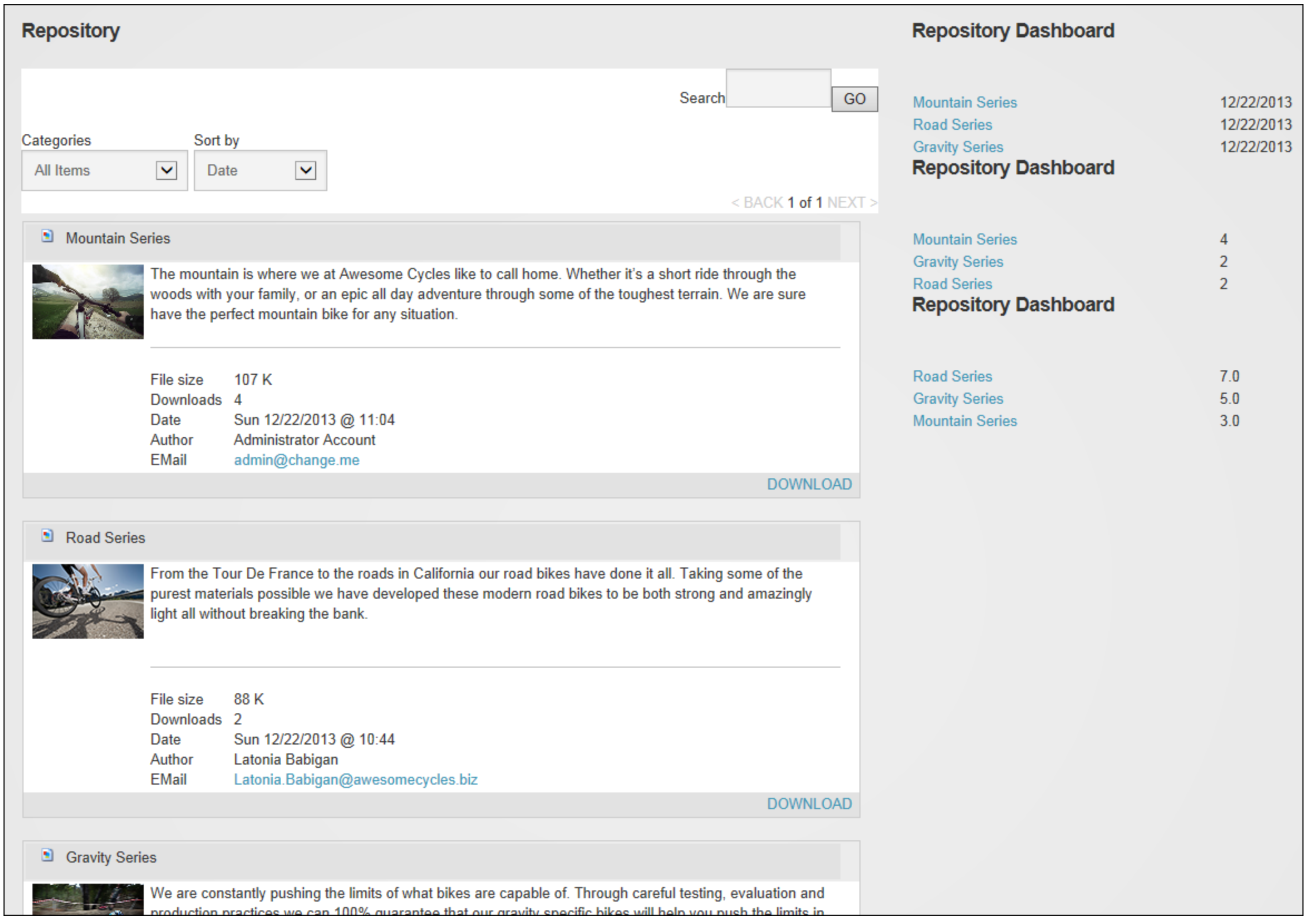
How to edit or delete Repository comments.

1. Go to a Repository.
2. Search for the required item. See "Searching for an Item"
3. Click the COMMENTS link. Existing comments for this item are now displayed in the User Comments panel.
4. Click the **Edit** button beside the required comment to be edited or deleted.
5. Edit the comment and then click the **Update** button to save or click the Delete link to delete the comment and then click **OK** to confirm.

Repository Dashboard

About the Repository Dashboard

The Repository Dashboard is a companion module to the Repository. The Repository Dashboard works with a single instance of a Repository and 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. Multiple Repository Dashboards can be set as companions for the same Repository as shown below.



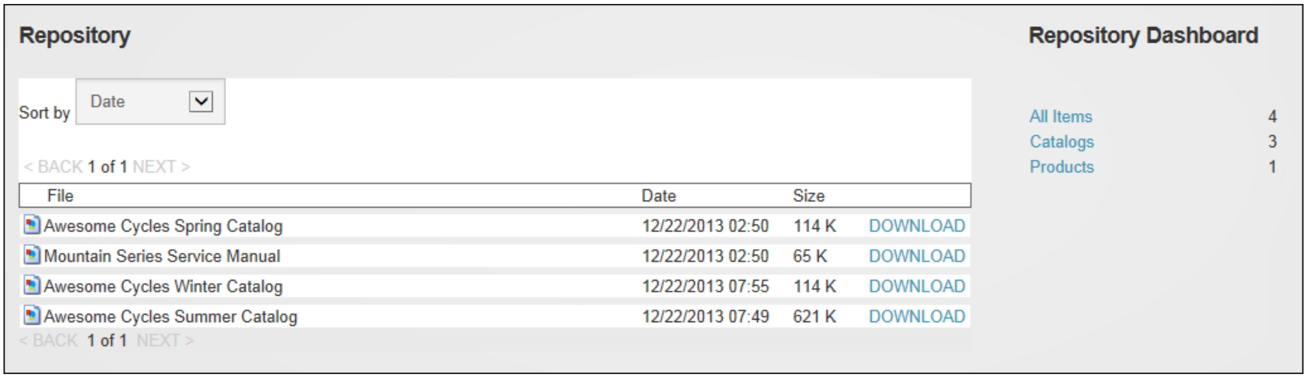
Displaying Repository Categories

How to display the parent categories of a Repository in the Repository Dashboard.

1. Go to a Repository Dashboard.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Dashboard Settings** tab.
4. At **Select Repository**, select the Repository that this Dashboard will display categories for. Repositories are listed by their Tab Name/Module Title. E.g. Home/Repository.
5. 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, as shown below.
   - **Categories (double-column)**: Select to display the categories of the selected Repository in a double column layout.

6. Click the **Update** button.

Note: The below example uses the Module Header field to display the category type displayed in each module.

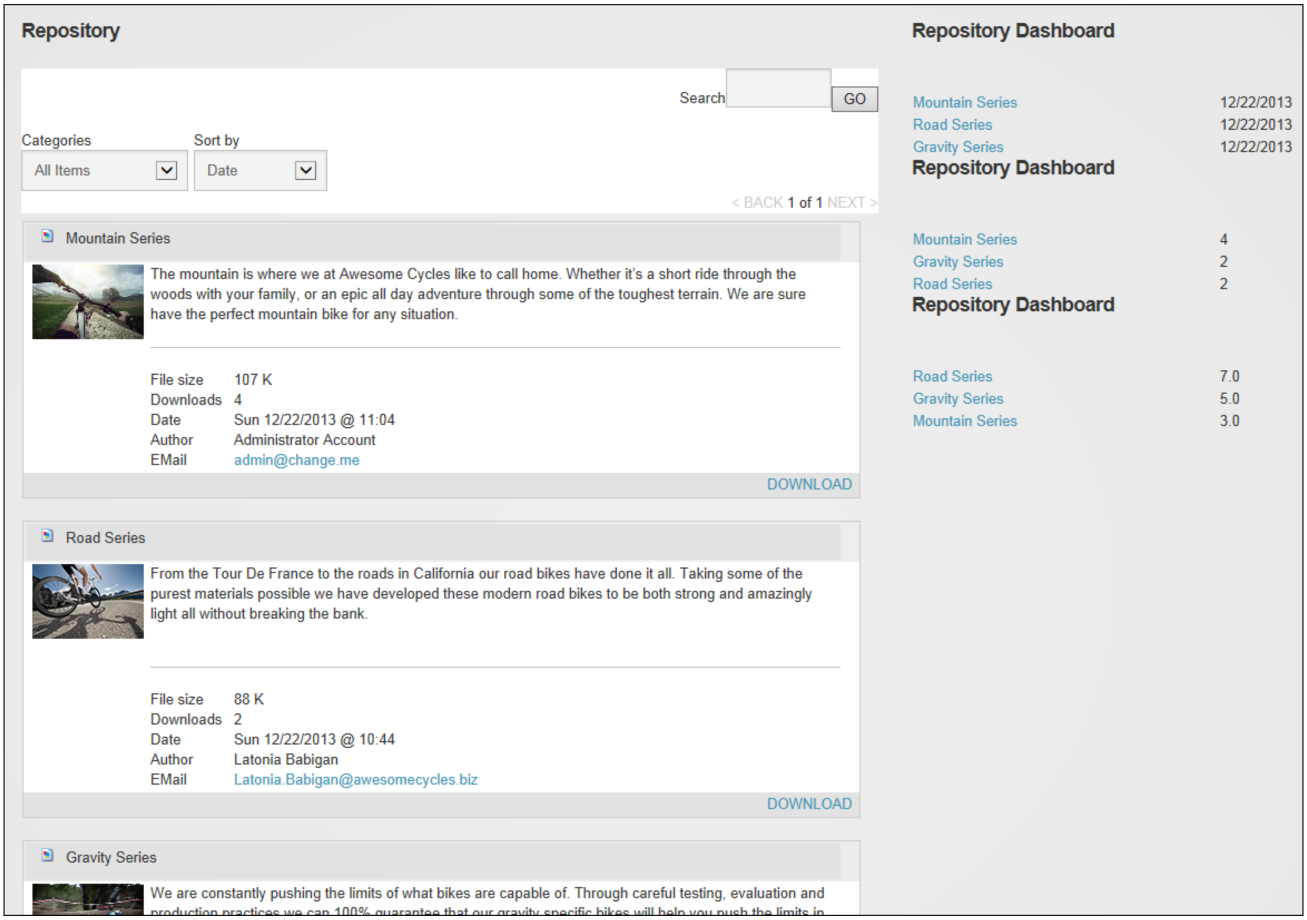


The Repository Dashboard offers two category layouts

Displaying the Latest or Top Items

How to display a select number of the latest uploads, top downloads, or top rated items in the Repository Dashboard.

1. Go to a Repository Dashboard.
2. Select **Manage** > **Settings** from the module actions menu.
3. **Maximize** the **Dashboard Settings** section.
4. At **Select Repository**, select the Repository to be associated with this module. Repository modules are listed by their TabName/ModuleTitle. E.g. Home/Repository
5. At **Dashboard Mode**, select one of the following options:
   - **Latest Uploads**: Select to display the latest uploads to the selected Repository.
   - **Top Downloads**: Select to display the most downloaded items from the selected Repository.
   - **Top Rated**: Select to display the items with the highest in the selected Repository.
6. In the **Indicate the number of items to be displayed** text box, enter the number of items to be displayed on the Repository Dashboard or leave blank to display all items.
7. Click the **Update** button.



Store

About the Store

The Store suite consists of the following five (5) integrated modules which are used together to create an online shopping experience.

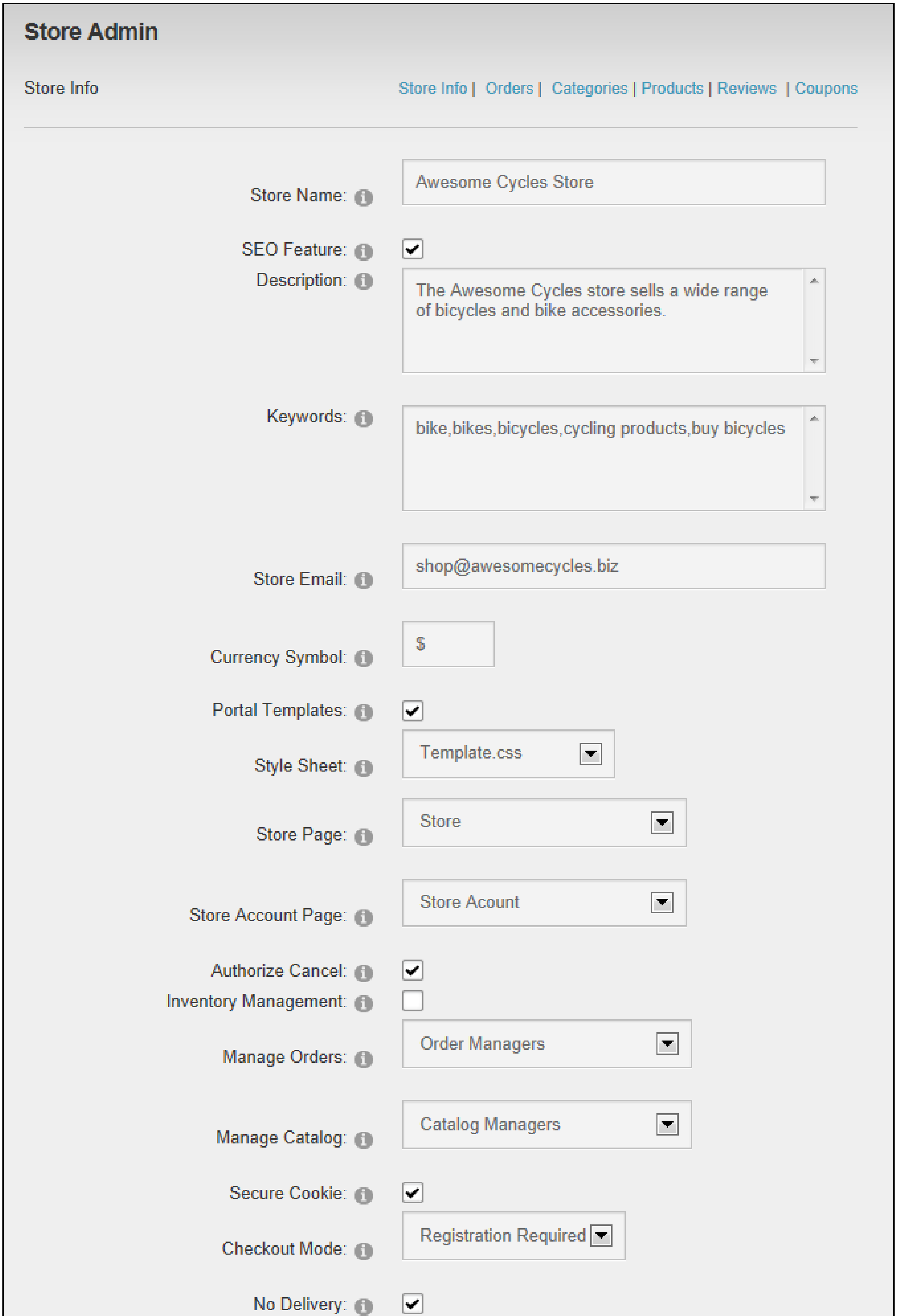
Installation Note: This module must be deployed and installed on your site by a SuperUser. . This module is only available for download from CodePlex (http://dnnstore.codeplex.com).

Module Version: 03.07.07 / **Minimum DNN Version**: 04.06.02

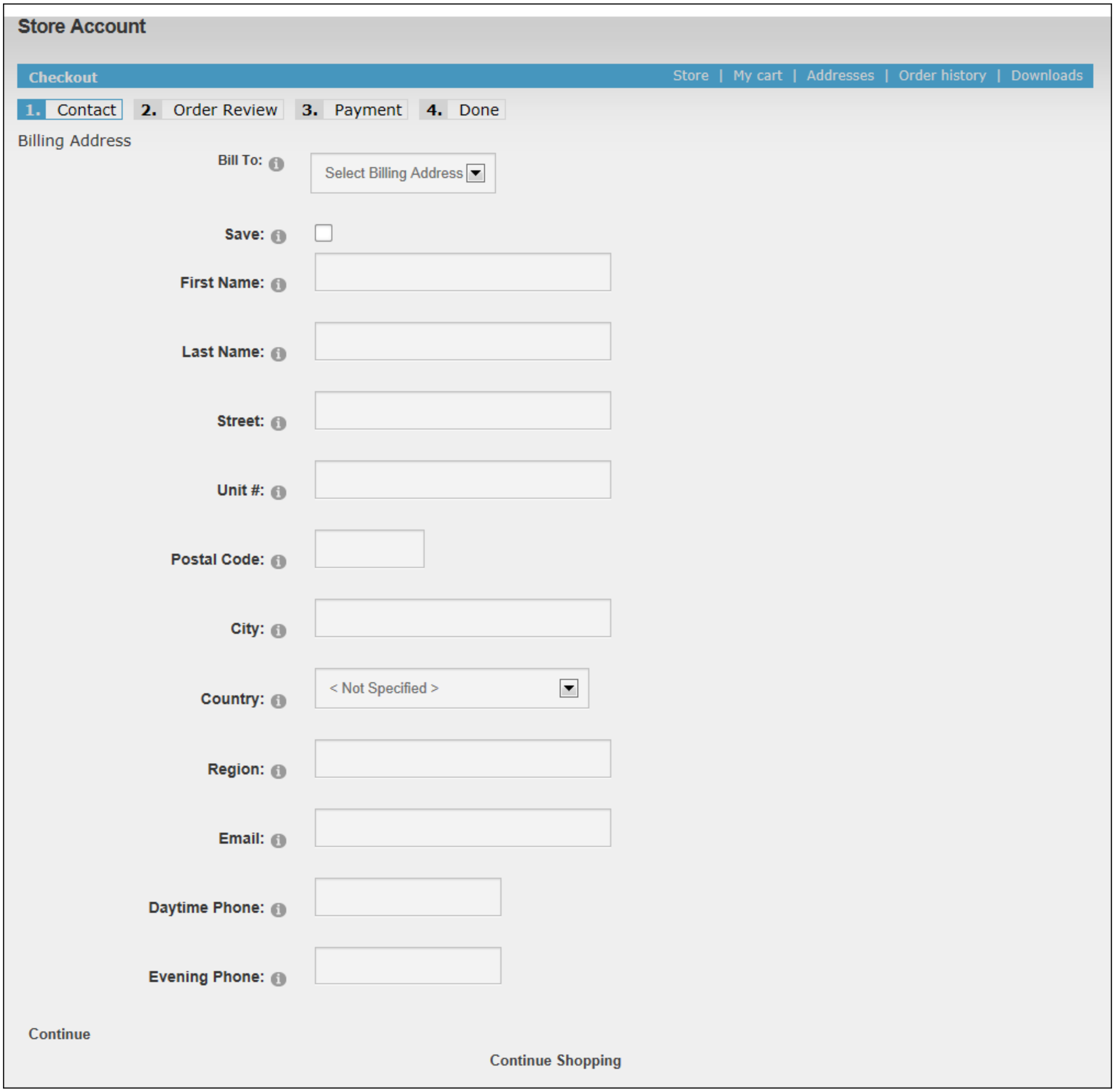
Features: ISearchable

Here's a summary of the five store modules:

Store Admin: This module allows Administrators to configure the store including payment processor details, manage products and categories and product reviews. Users in the Manage Orders role can only view Orders on this module and similarly users in the Manage Catalog role can only view Categories, Products and Reviews.

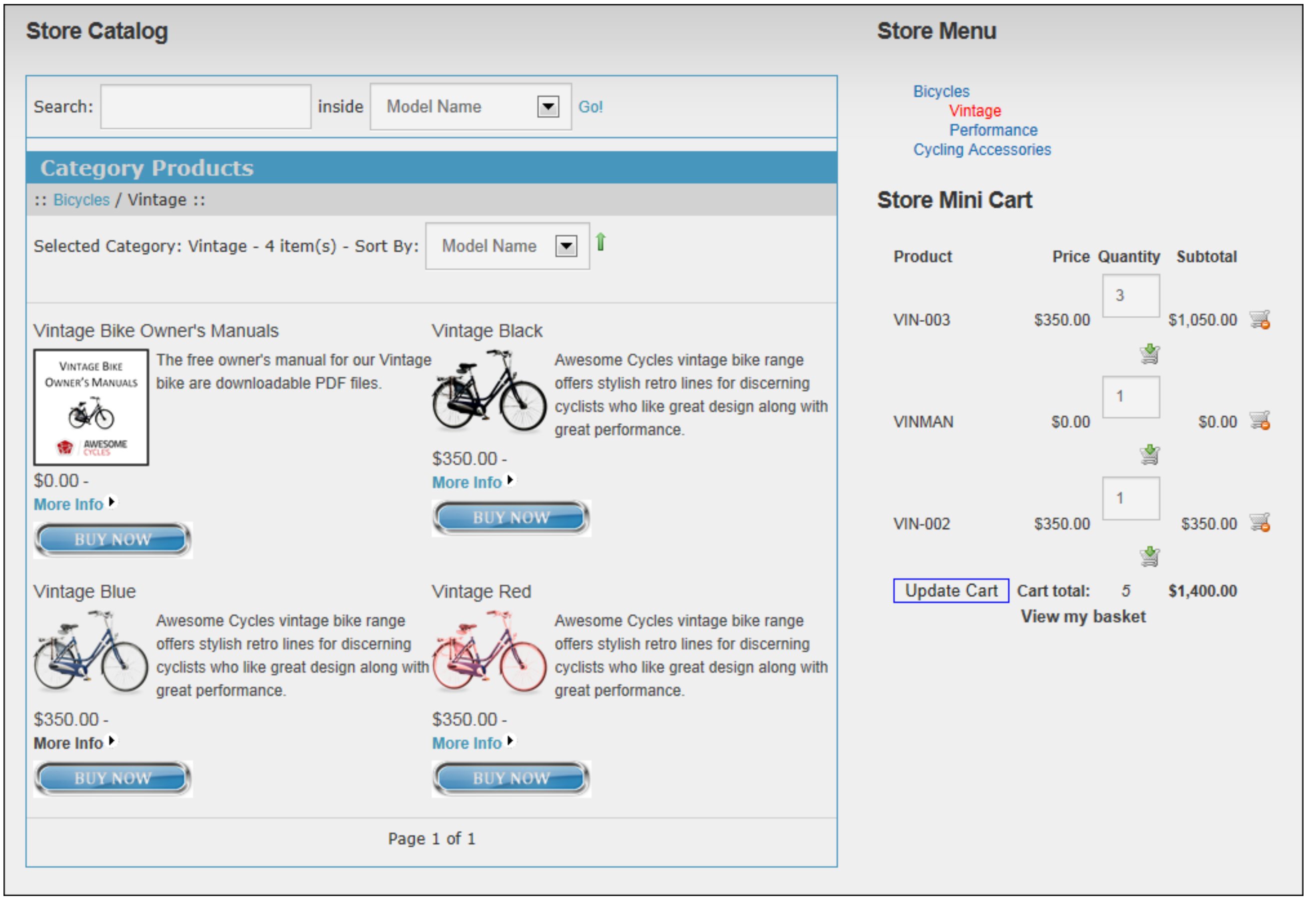

Store Admin
Store Info
Store Info | Orders | Categories | Products | Reviews | Coupons
Store Name:
Awesome Cycles Store
SEO Feature:
Description:
The Awesome Cycles store sells a wide range of bicycles and bike accessories.
Keywords:
bike,bikes,bicycles,cycling products,buy bicycles
Store Email:
shop@awesomecycles.biz
Currency Symbol:
$
Portal Templates:
Style Sheet:
Template.css
Store Page:
Store
Store Account Page:
Store Acount
Authorize Cancel:
Inventory Management:
Manage Orders:
Order Managers
Manage Catalog:
Catalog Managers
Secure Cookie:
Checkout Mode:
Registration Required
No Delivery:

Store Account: This module enables customers to manage their current and previous orders, including the addresses associated with order.



The following three modules are typically used on one page to create the shopping experience:

- **Store 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 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.



The Store Catalog, Menu and Mini Cart

Project Links

- http://dnnstore.codeplex.com/

Configuration

Configuring the Store Module

How to configure the five (5) store modules to enable you to begin adding categories and products to the Store modules. For more comprehensive installation information, download the DNN Store Installation Guide from http://dnnstore.codeplex.com/releases/view/61524. Restricted to Administrators only.

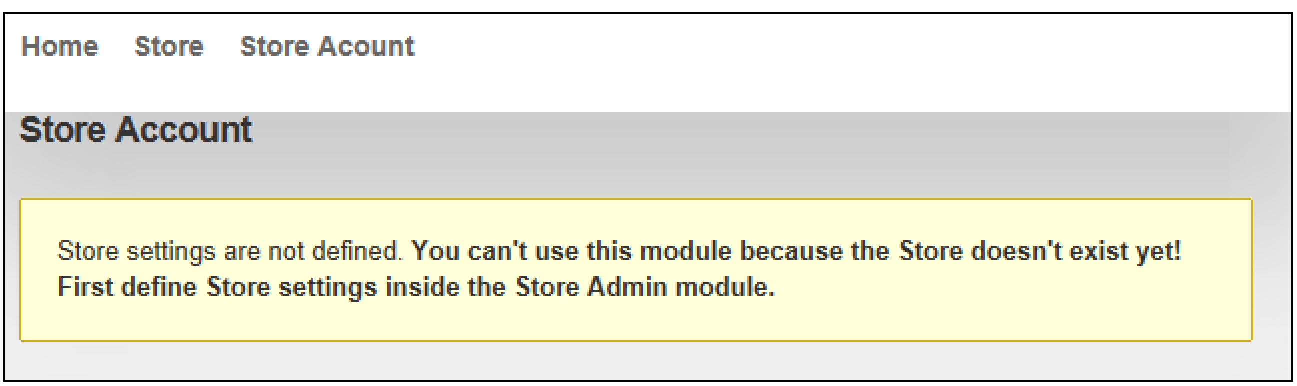
Prerequisite. See "Important Information About Roles" before configuring the Store.

Step 1: Creating the Store

1. Add a new page (E.g. Store) and grant page permission to the roles or users who can use the store (See "Adding a New Page"). For Example, you might choose to grant View Page permissions to all users to enable all site visitors to browse the products in your store before they become a registered user. Alternatively, you may choose to set the page or module as only viewable by registered users. This will depend upon your chosen business model. Another option is to only make the page visible to customers once you have populated your store.
2. Add the Store Catalog module to a wide pane.
3. Add the Store Menu to a pane that is preferably to the left or right of the Store Catalog.
4. Add the Store Mini Cart to the same pane as the Store Menu.

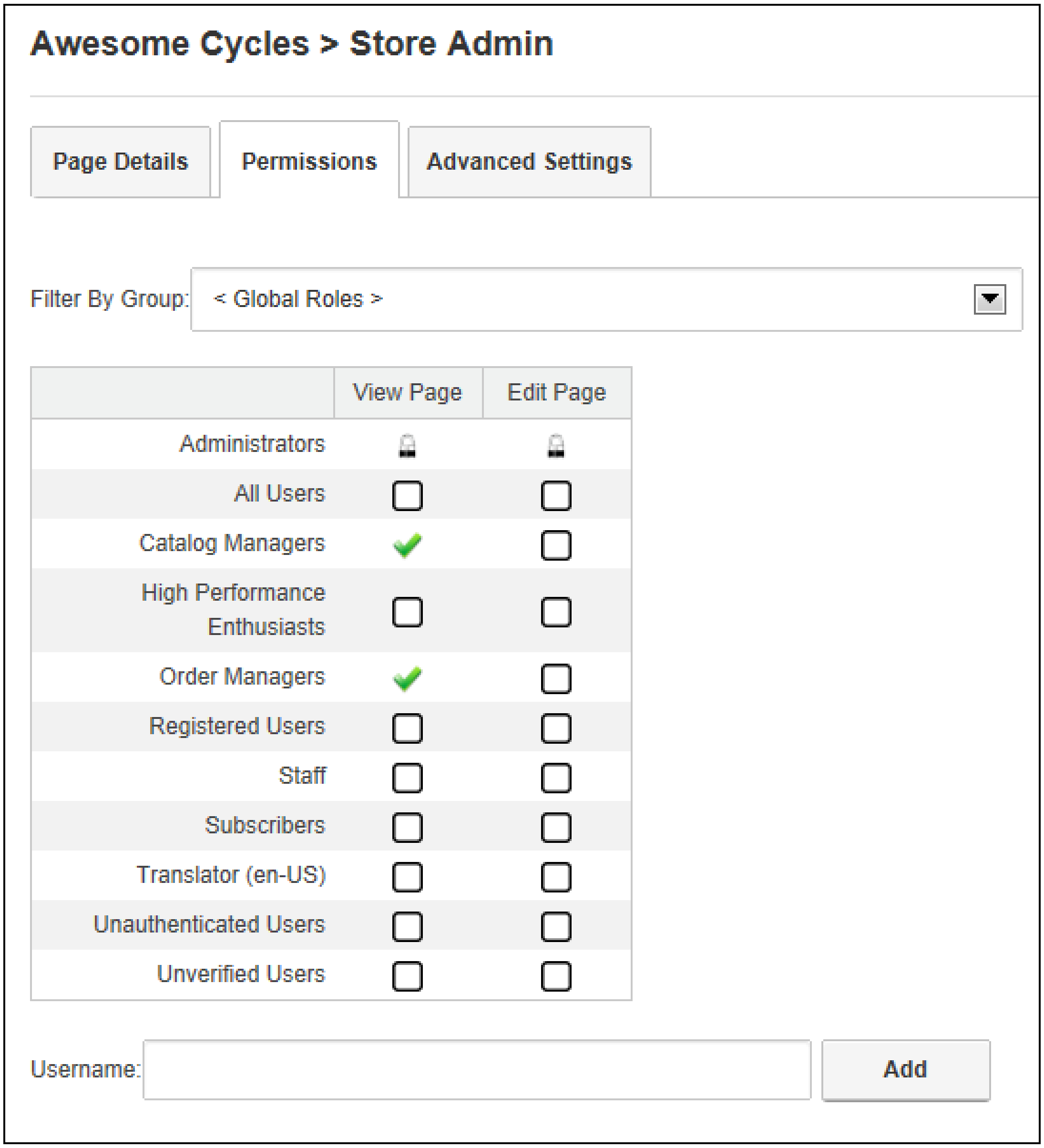
Step 2: Configuring the Store Account module where Customers manage their Account and Orders

1. Add a new page (E.g. Store Account) where customers can access their account information, set the page as visible to users that are authorized to go shopping.
2. Add the Store Account module to a full width or wide pane.



Step 3: Creating the Store Administration Area

1. Add a new page (E.g. Store Admin), restricting View Permissions to the users and roles that can manage orders (such as managing order status), manage the full product catalog (includes managing categories, products and reviews) and manage store information (includes important and private business information such as your PayPal/Authorize.net banking details). In the below example, new roles called "Catalog Manager" and "Order Manager" have been created for this store. See "Adding a New Page"



2. Add the **Store Admin** module to the page. See "Adding a New Module (RibbonBar)"

> Tip: You can use addition instances of these modules on other pages as you like. For example, you might choose to add a second Store Menu module to the Home page of your site to promote sales.

Step 4: Linking the Store Modules together and Setting Additional Permissions

1. See "Setting Store Info"

Step 5: Setting taxation and shipping rates.

- See "Managing Taxation on Orders"
- See "Adding Shipping Rates"

Step 6: Add product categories and products to your store.

- See "Adding a Product Category"
- See "Adding a Product"

Important Information About Roles

The Store Admin module can be configured to enable a single role to Manage Orders (update order status and send messages to the customer) and another (or the same) role to Manage Catalog (create and manage categories and products and well as manage reviews). In this way, the Store Admin module can handle all store administrative tasks from one place and provide different levels of access to different users.

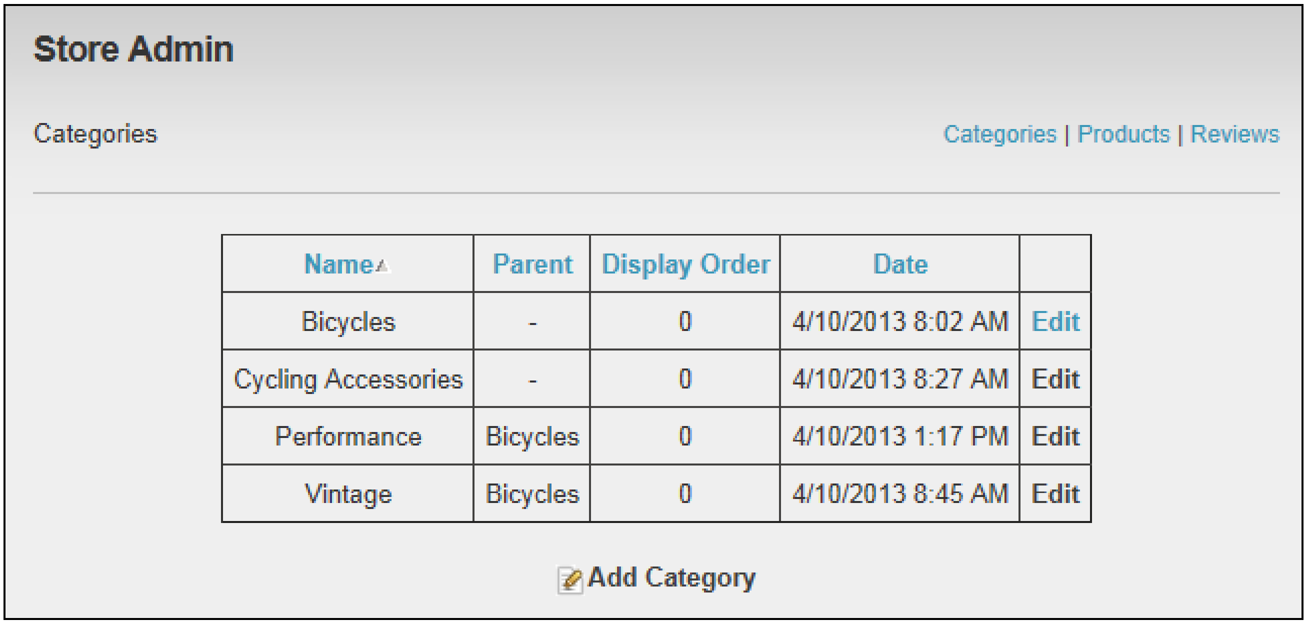
Details on granting page and module permissions for the Store Admin module are covered in this tutorial.

To set this up now, you should create the role you want to manage orders and the one you want to manage the catalog before beginning this tutorial. See "Adding a Security Role (Basic Settings)" These permissions can however be configured at any time.

For the purpose of this manual, the following names are used when referring to these user groups:

Customers: Users who are members of role(s) that have been granted view permissions on the Store page.

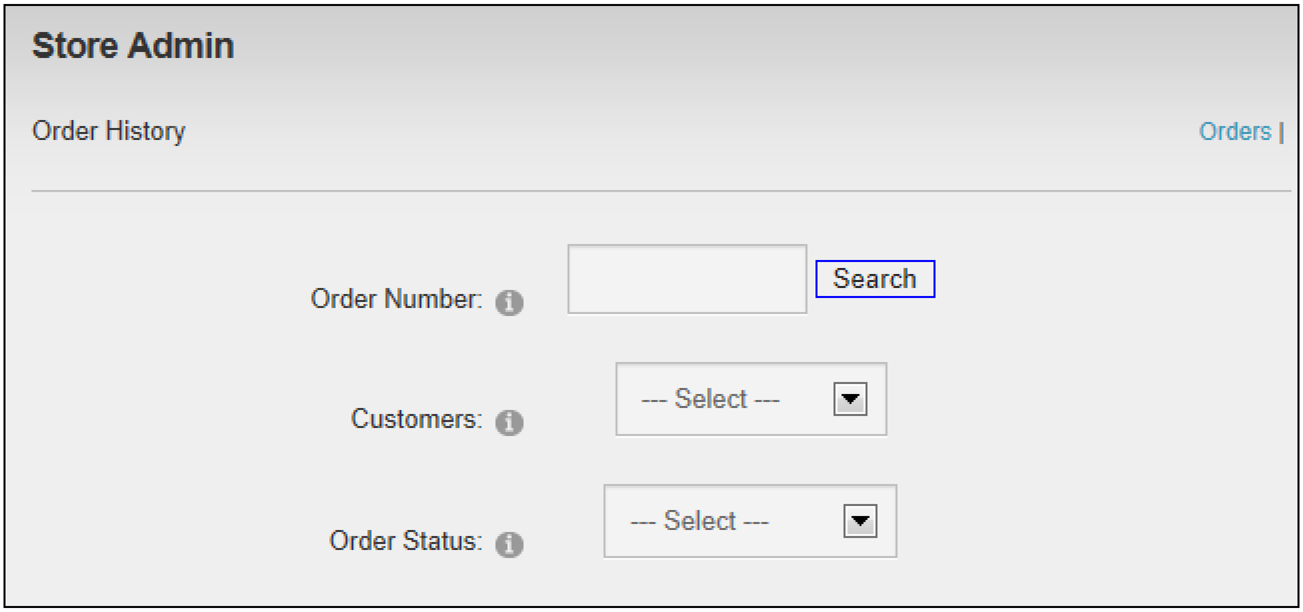
Catalog Managers: Users who are members of the role which has been selected at the Manage Catalog field on the Store Info page of the Store Admin module. These users can access the Categories, Products and Review pages on the Store Admin module. These users don't have access to view and manage orders, coupons or store info.



Name	Parent	Display Order	Date	
Bicycles	-	0	4/10/2013 8:02 AM	Edit
Cycling Accessories	-	0	4/10/2013 8:27 AM	Edit
Performance	Bicycles	0	4/10/2013 1:17 PM	Edit
Vintage	Bicycles	0	4/10/2013 8:45 AM	Edit

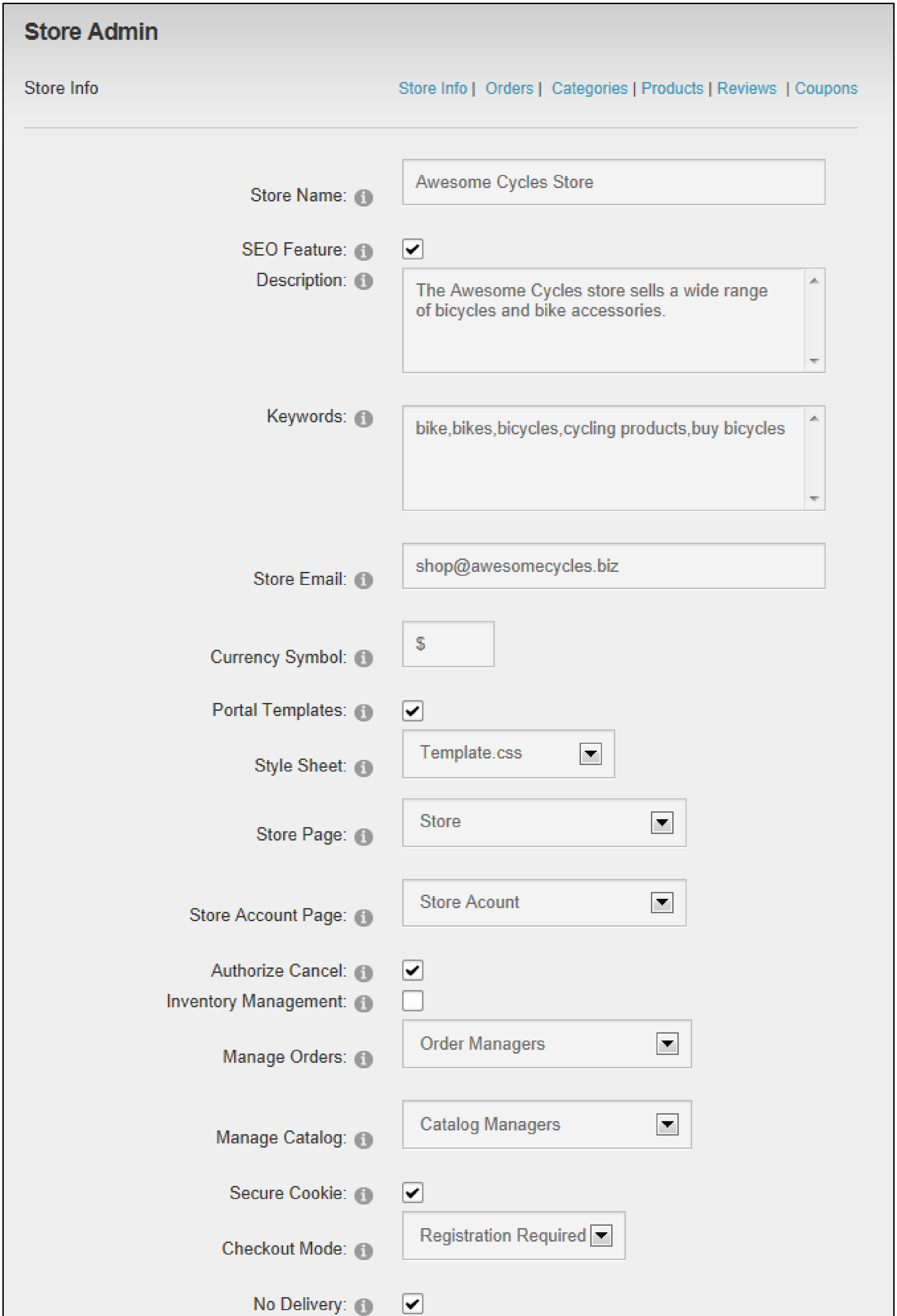
Store Admin module as viewed by a Catalog Manager

Order Managers: Users who are members of the role which has been selected at the Manage Orders field on the Store Info page of the Store Admin module. These users can access the Orders pages on the Store Admin module.



Store Admin module as viewed by an Order Manager

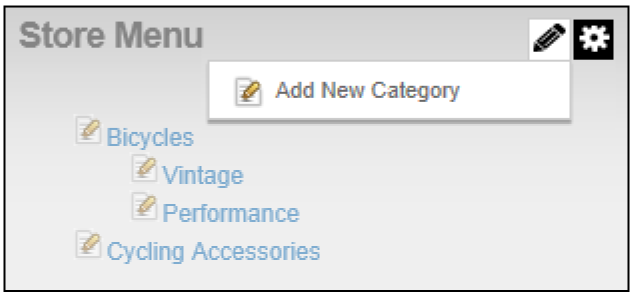
Administrators: Users who are members of the Administrator or SuperUser role. These users can access all pages of the Store Admin module.


Store Admin
Store Info
Store Info | Orders | Categories | Products | Reviews | Coupons
Store Name:
Awesome Cycles Store
SEO Feature:
Description:
The Awesome Cycles store sells a wide range of bicycles and bike accessories.
Keywords:
bike,bikes,bicycles,cycling products,buy bicycles
Store Email:
shop@awesomecycles.biz
Currency Symbol:
$
Portal Templates:
Style Sheet:
Template.css
Store Page:
Store
Store Account Page:
Store Acount
Authorize Cancel:
Inventory Management:
Manage Orders:
Order Managers
Manage Catalog:
Catalog Managers
Secure Cookie:
Checkout Mode:
Registration Required
No Delivery:

Store Admin Module as viewed by an Administrator

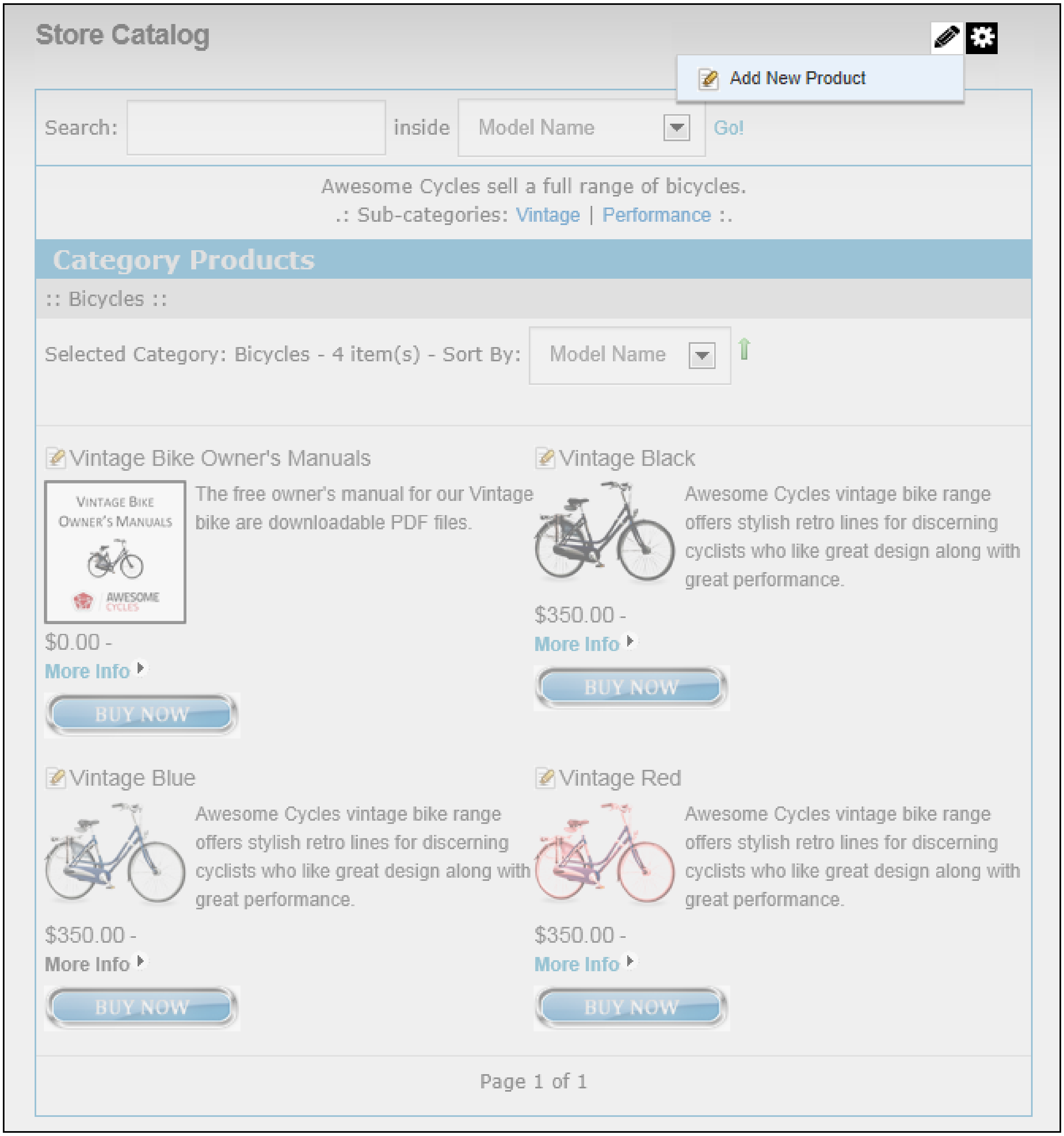
The following additional user groups have been superseded by the Catalog Managers role. They provide limited access to performing category and product management tasks. They are included here to provide details of what tasks are enabled when the below permissions are provided on these modules.

Category Managers: Users who are members of the role(s) which have been granted Edit Content/Edit permissions on the Store Menu module. Members of this role can add categories and manage parent categories. This role has been superseded by the Catalog Managers role but is still covered in this manual.



Store Menu module as viewed by a Category Manager

Product Managers: Users who are members of the role(s) which have been granted Edit Content/Edit permissions on the Store Catalog module. Members of this role can perform most product manager tasks; however they cannot restore archived products. This role has been superseded by the Catalog Managers role but is still covered in this manual.



Store Catalog module as viewed by a Product Manager

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 sites 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 DNN localization standards. This provides translation capabilities to other languages. But it may also be used to change the texts and build your own 'pack', adjusting your text to the site's audience.

For additional information on setting up site templates, templates hierarchy, understanding CSS and using store skin objects visit: http://dnnstore.codeplex.com/documentation.

Working with Product Images

Image Formats and Locations

Five standard bitmap file formats can be used for products images (BMP, GIF, JPEG, PNG, and TIF). They can be stored anywhere in the portal subfolder (E.g.: ...\Portals\n\).

The PNG transparency is fully supported (PNG-8 and PNG-24). We recommend using PNG-8 for wider compatibility, included Internet Explorer 6. Because the .NET Framework does not natively support the GIF transparency, therefore you have to define the "GIF Background" setting if you want to use GIF images with transparency.

You might want to facilitate their management by grouping them into sub-folders by category, and use the product model number as a basis for their file name. You can also use external image files, but the DNN instance may require the full trust level. . Visit the Microsoft MSDN website 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 website. 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 See "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 Settings"

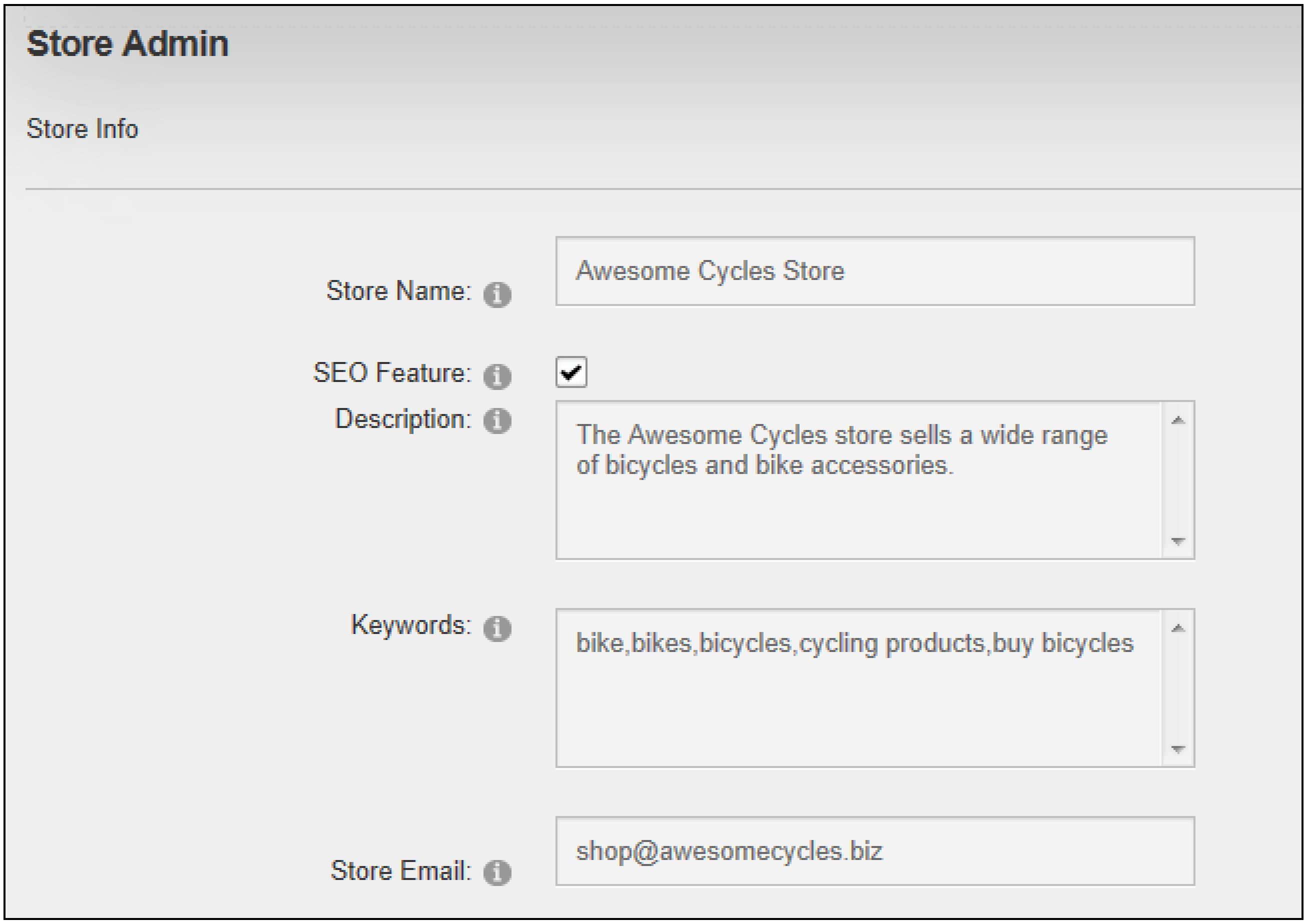
Administrators

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 "Deleting a User from a Security Role" before beginning this tutorial. Alternatively, you can set up these permissions at any time.

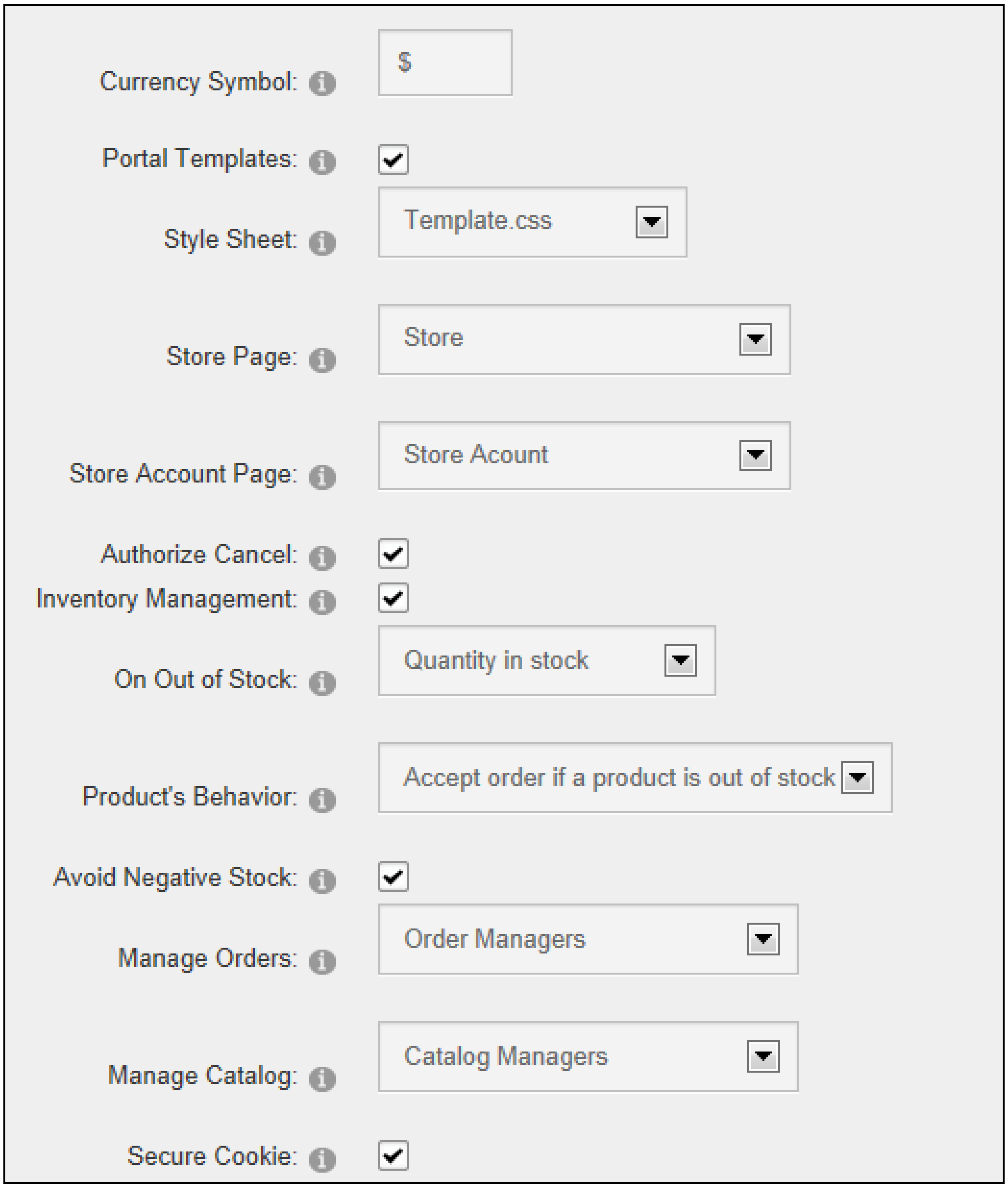
1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. In the **Store Name** text box, enter a name for your store. E.g. Awesome Cycles Store
4. **Recommended.** At **SEO Feature**, select from these options:
   - Mark the check box to inject the 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.
     1. In the **Description** text box, enter a description of your store.
     2. In the **Keywords** text box, enter one or more key words or phrases separated by a comma.
   - Unmark the check box to disable.
5. In the **Store Email** text box, enter the email address to be used in emails sent by the store. Order details will also be sent to this address.



6. In the **Currency Symbol** text box, enter the symbol to be displayed for product prices. E.g. $
7. **Optional.** At **Portal Templates**, mark the check box to enable site templates on your store.
8. At **Style Sheet**, select the style sheet to be used for the store.
9. At **Store Page**, select the page name where the Store Catalog and Store Menu modules are located.
10. At **Store Account Page**, select the page name where the Store Account module is located.
11. **Optional.** At **Authorize Cancel**, mark the check box to enable customers to cancel their orders.
12. **Optional**. At **Inventory Management**, mark the check box to enable inventory management. This displays these additional fields:
    1. At **On Out of Stock**, select the message to be displayed when a product is out of stock. Note: This feature only works when the [STOCKQUANTITY] token is used in templates.

   2. At **Product's Behavior**, select the behavior for out of stock products from these options:
      - Accept order if a product is out of stock
      - Hide quantity, links and buttons. This hides the field quantity, links/buttons "Add to Cart" and "Buy now!"
      - Hide the Product
   3. **Optional**. At **Avoid Negative Stock**, mark the check box to enable an additional availability test to be performed when a product is added to shopping cart. Note: There is no guarantee of stock availability due to the nature of the Internet.

13. At **Manage Orders**, select the role which is allowed to manage orders. By default, Administrators and Super-Users are allowed to manage orders.
14. 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.
15. **Optional.** At **Secure Cookies**, mark the check box to encrypt cookie values.



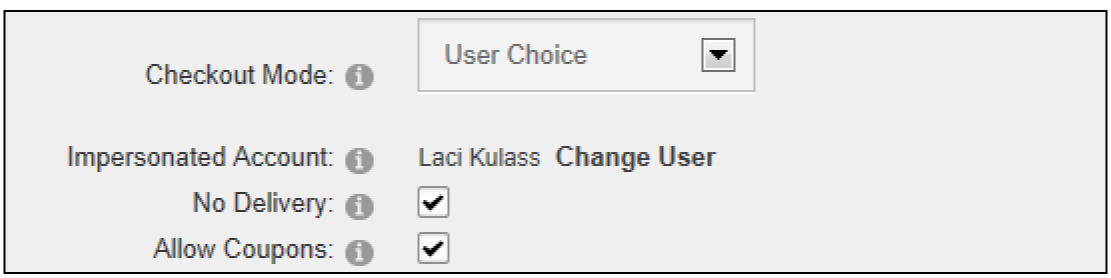
16. At **Checkout Mode**, select one of the following options:
    - **Registration Required**: Select if shoppers must be registered users to complete the checkout process.

        1. **Optional**. At **No Delivery**, mark the check box if there is no delivery option available. This will disable shipping management. Note: If you do provide delivery and are selling both virtual and physical products, you will need create a Virtual Products shipping rate with a zero cost to handle

virtual products. See "Adding Shipping Rates"

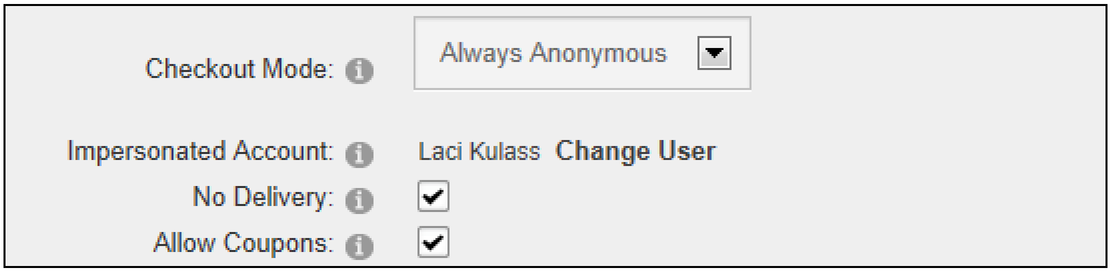
2. **Optional**. At **Allow Virtual Products**, mark the check box to allow virtual products. Registration is required for virtual products because a user account is required to save the download counter.
3. **Optional**. At **Allow Coupons**, mark the check box if discounts are available using shopping coupons.

- **User Choice**: Select if shopper can be either registered users or anonymous users to complete the checkout process.
  1. At **Impersonated Account**, select the security role and then the user within that role whose account will be used for processing orders by anonymous users.
     1. Click the Validate User link to ensure the user account is valid.
  2. **Optional**. At **No Delivery**, mark the check box if there is no delivery option available. This will disable shipping management.
  3. **Optional**. At **Allow Coupons**, mark the check box if discounts are available using shopping coupons.

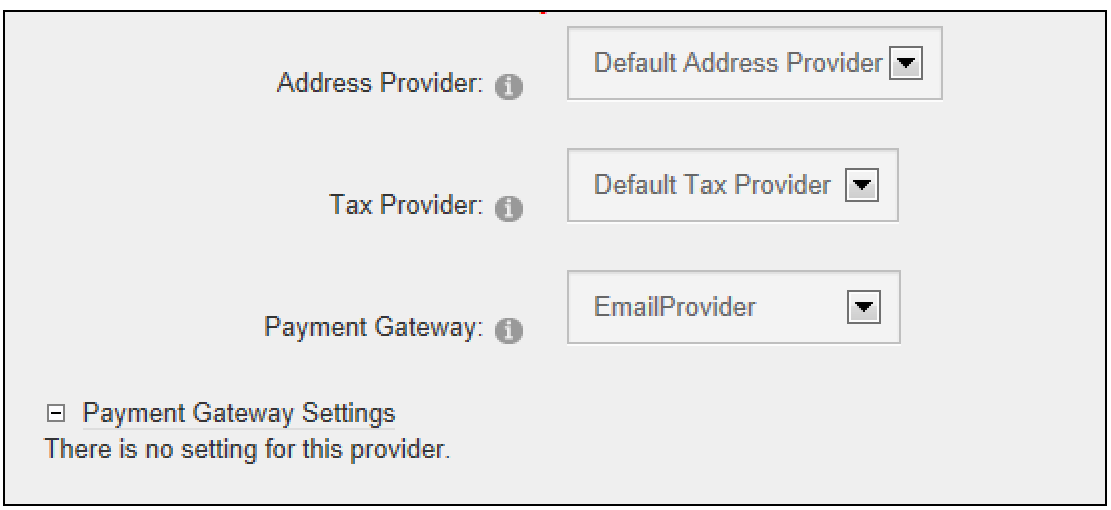


- **Always Anonymous**: Shoppers are always anonymous when completing the checkout process.
  1. At **Impersonated Account**, select the security role and then the user within that role whose account will be used for processing orders by anonymous users.

    1. Click the Validate User link to ensure the user account is valid.
  2. **Optional**. At **No Delivery**, mark the check box if there is no delivery option available. This will disable shipping management.
  3. **Optional**. At **Allow Coupons**, mark the check box if discounts are available using shopping coupons.



17. At **Address Provider**, select the address provider to use.
18. At **Tax Provider**, select the tax provider to use.
19. At **Shipping Provider**, select the shipping provider to use.
20. At **Payment Gateway**, select the payment gateway provider to use. If EmailProvider is selected, you can skip to Step 21. All other providers require additional configuration. The additional settings that must be configured will be displayed in the Payment Gateway Settings section. See "Configuring Atos as the Payment Gateway", See "Configuring Authorize.Net as the Payment Gateway" and See "Configuring PayPal as the Payment Gateway Provider".



21. Click the **Update** button. This displays the Orders, Categories, Products, Reviews and (optional) Coupons links at the top of the Store Admin module and the Address Provider Settings, Tax Provider Settings, and (optional) Shipping Provider Settings sections at the base of the module.

Next Steps:

- See "Adding Shipping Rates"
- See "Managing Taxation on Orders"

Configuring Atos as the Payment Gateway

How to set and configure Atos as the payment provider for your Store using the Store Admin module.

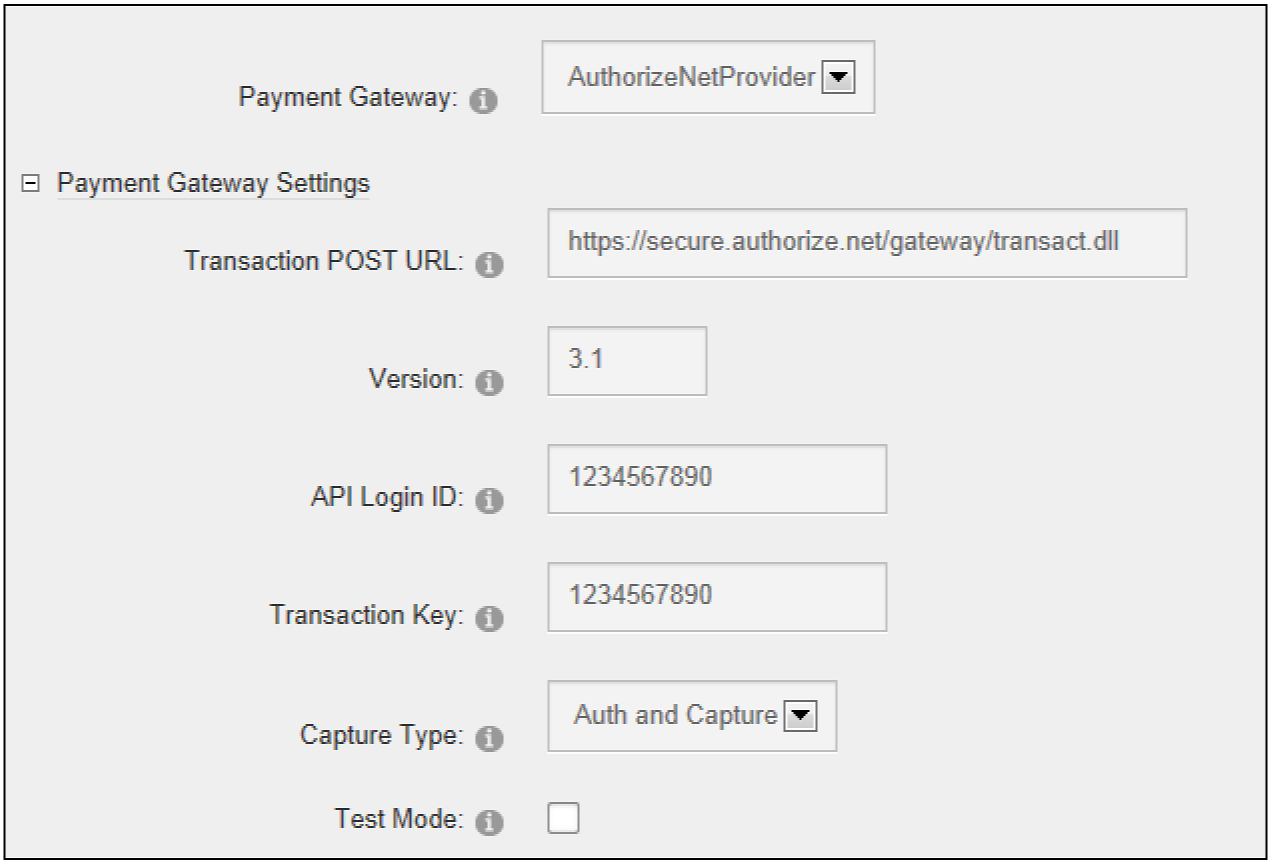
Important. Before configuring this setting, you must register for an account at http://www.sips-atos.com/fr/1/Accueil.html to obtain a Merchant ID and Merchant certificate. To test your integration with ATOS Payment Gateway, you can use the demonstration Merchant ID - Certificate file pair. To process real payments, you should change the demonstration Merchant ID into the production Merchant ID in your configuration form and upload the production certificate file using this form.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. At **Payment Gateway**, select **AtosProvider**.
4. In the **Merchant ID** text box enter ID provided to you by SIPS at the time of the registration of its shop. This ID allows the identification of a shop SIPS. It generally corresponds to the SIRET preceded by 0.
5. In the **PathFile Folder** text box, click the Load Pathfile link and upload your Merchant Certificate.
6. At **PathFile Folder**, select the file you just uploaded at Step 5.
7. At **Bank Logo**, select the logo.
8. Click the **Update** button.

Configuring Authorize.Net as the Payment Gateway

How to set and configure Authorize.Net as the payment provider for your Store using the Store Admin module.
Important. Before configuring this setting, you must create an account at http://www.authorize.net to obtain the account information.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. At **Payment Gateway**, select **AuthorizeNetProvider**.
4. In the **Transaction POST URL**, text box enter the POST URL provided to you by Authorize.Net.
5. **Optional**. In the **Version** text box, edit the version number of the AIM gateway you are posting to if required. This field is pre-populated with the version number "3.1" which is the typical choice, unless you are told otherwise.
6. In the **API Login ID** text box, enter the API Login ID provided by authorize.Net.
7. In the **Transaction Key** text box, enter the transaction key provided by authorize.Net.
8. At **Capture Type**, select from the following options:
   - **Auth and Capture**: This option authorizes the payment and captures the funds.
   - **Auth Only**: This option authorizes the payment but does not capture the funds. This is the default option.
   - **Capture Only**: This option captures the funds but does not authorize the payment.
9. At **Test Mode**, select from these options:
   - Mark the check box to use the store in test mode only. Transactions are not live in this mode.
   - Unmark the check box to begin accepting payments.

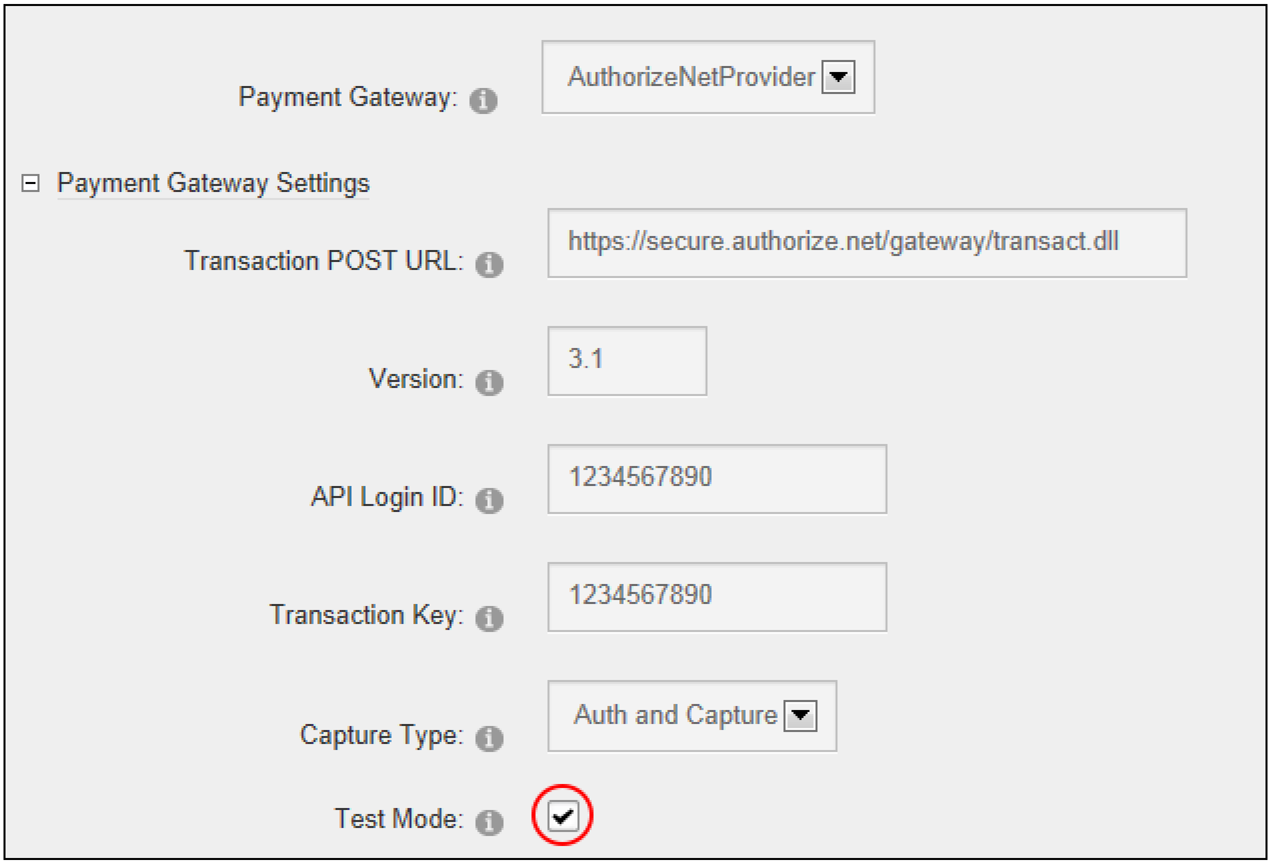


10. Click the **Update** button.

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:
   - Mark the check box to use the store in test mode only (Transactions are not live in this mode).
   - Unmark the check box to begin accepting payments.



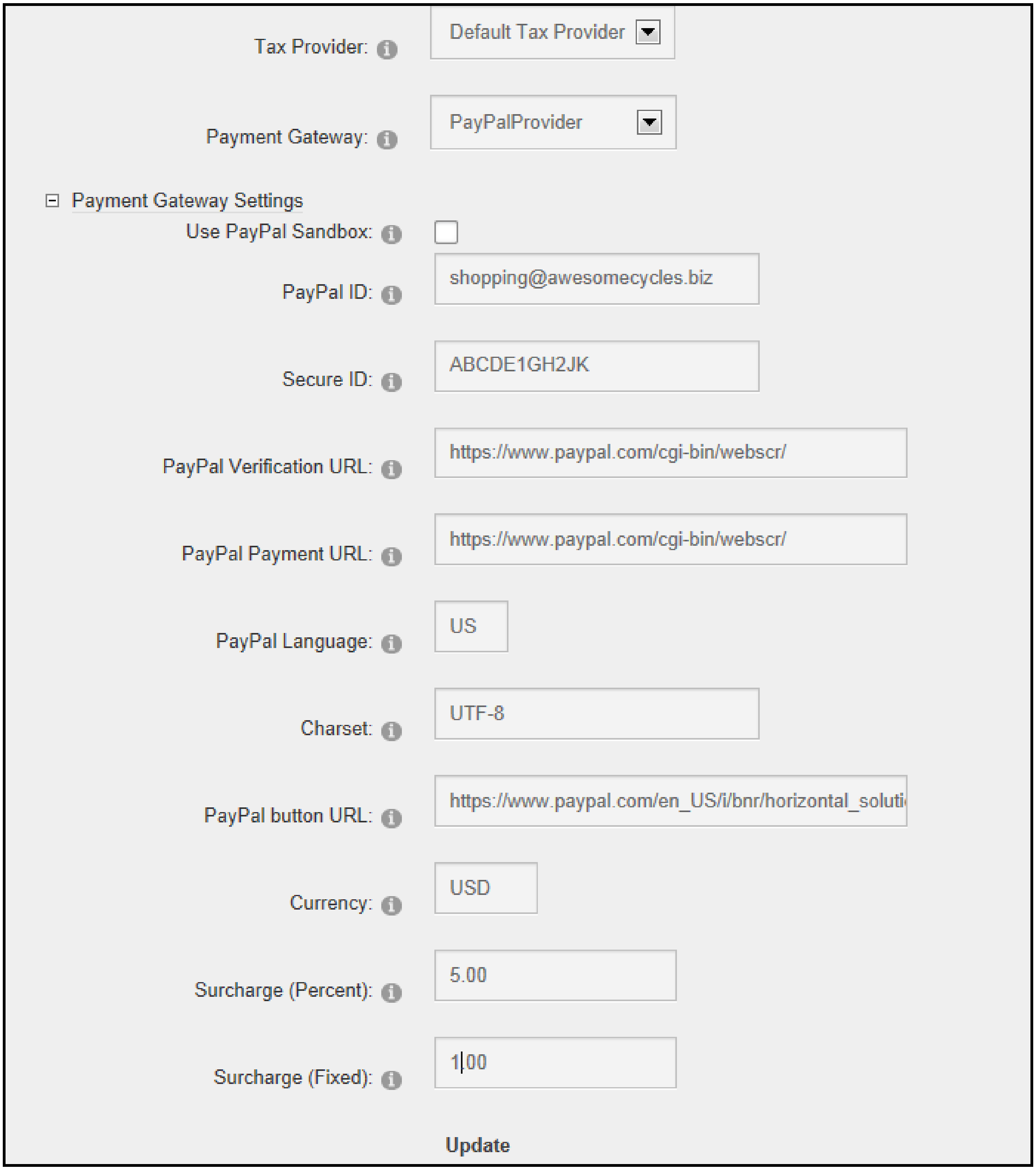
4. Click the **Update** button.

Configuring PayPal as the Payment Gateway Provider

How to set and configure PayPal as the payment provider for your Store using the Store Admin module. **Important.** Before completing this tutorial you must first obtain a PayPal account at http://www.paypal.com/.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. At **Gateway**, select **PayPalProvider**.
4. At **Use PayPal Sandbox**, select from these options:
   - Mark the check box to use the store in test mode only. Transactions are not live in this mode.
   - Unmark the check box to begin accepting payments.
5. In the **PayPal ID** text box, enter the email address associated with this account.

6. **Recommended.** In the **Secure ID** text box, enter the Secure Merchant Account ID displayed on your profile summary at PayPal. Complete this field to harden your security.
7. **Optional**. In the **PayPal Verification URL** text box, edit the PayPal URL used for verifying payments if required. This default value should not require editing.
8. **Optional**. In the **PayPal Payment URL** text box, edit the PayPal URL used for processing payments if required. This default value should not require editing.
9. In the **PayPal Language** text box, enter an abbreviation to represent the language to be used on the PayPal site. E.g. US. Options are:
   - **AU**: Australian English
   - **DE**: German
   - **ES**: Spanish
   - **FR:** French
   - **GB**: United Kingdom English
   - **IT**: Italian
   - **US**: American English. This is the default option.
10. **Optional**. In the **Charset** text box, edit the character set to be used for the transferring data. A default value of UTF-8 is provided.
11. **Optional**. In the **PayPal Button URL** text box, edit the URL of the default PayPal button if you want to use your own button. Note: You must first upload the button to a secure page on your website.
12. In the **Currency** text box, enter the three character PayPal currency code. A default value of USD for United States Dollars is provided.
13. **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.
14. **Optional.** In the **Surcharge (Fixed)** text box, enter the fixed surcharge cost for using PayPal. This amount will be added at the checkout. Enter 0 or leave blank for no fixed surcharge is charged. This option can be combined with a percentage surcharge as above.



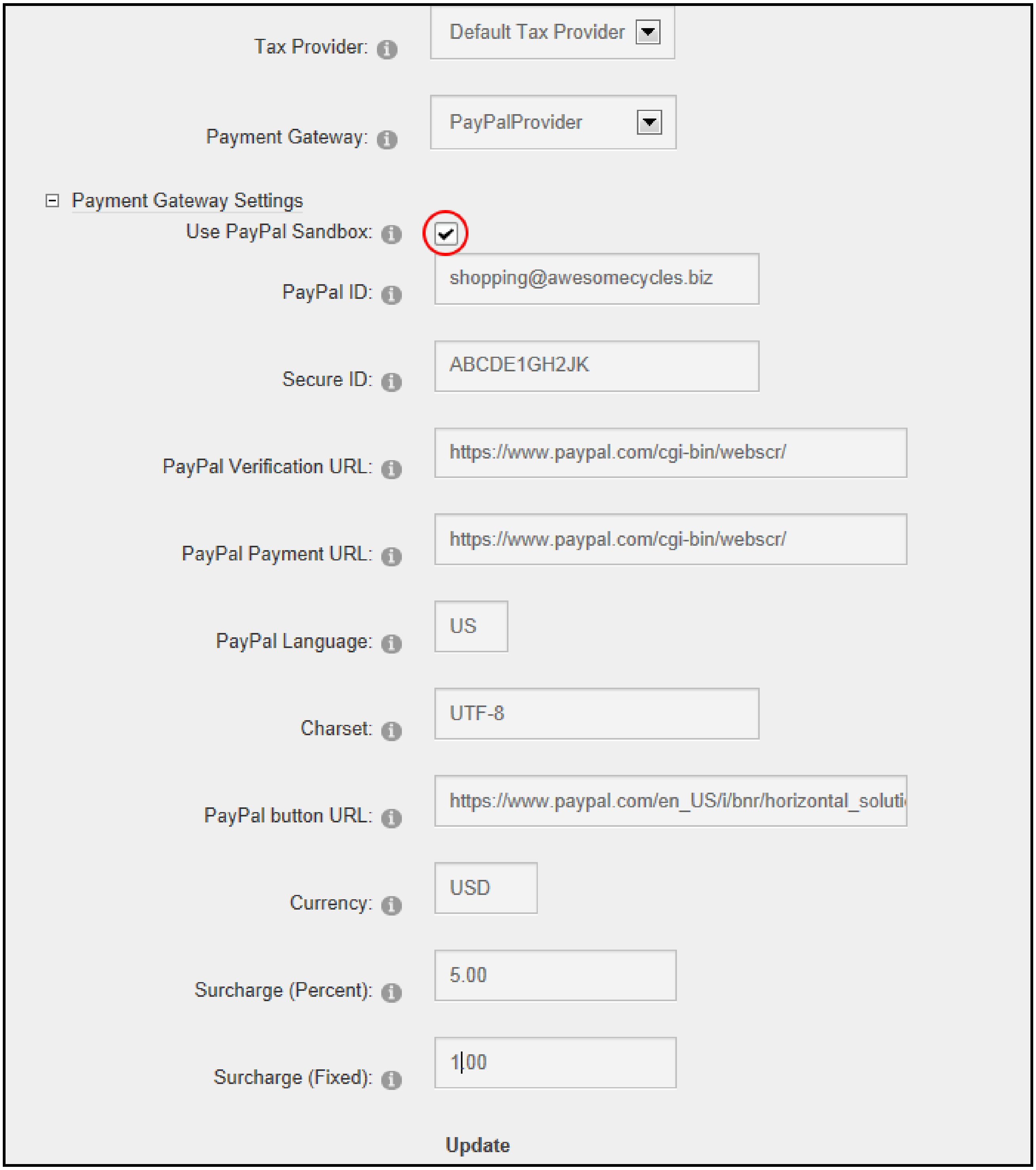
15. Click the **Update** button.

Tip: Don't forget to unmark ☐ the "Use PayPal Sandbox" check box when you are ready to begin taking live transactions.

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:
    - Mark ☑ the check box to use the store in test mode only. Transactions are not live in this mode.
    - Unmark ☐ the check box to begin accepting payments.



4. Click the **Update** button.

Setting the Store Gateway as Email Only

How to use email notifications to process orders placed using the Store module. Note: There are no additional Payment Gateway Settings associated with this provider.

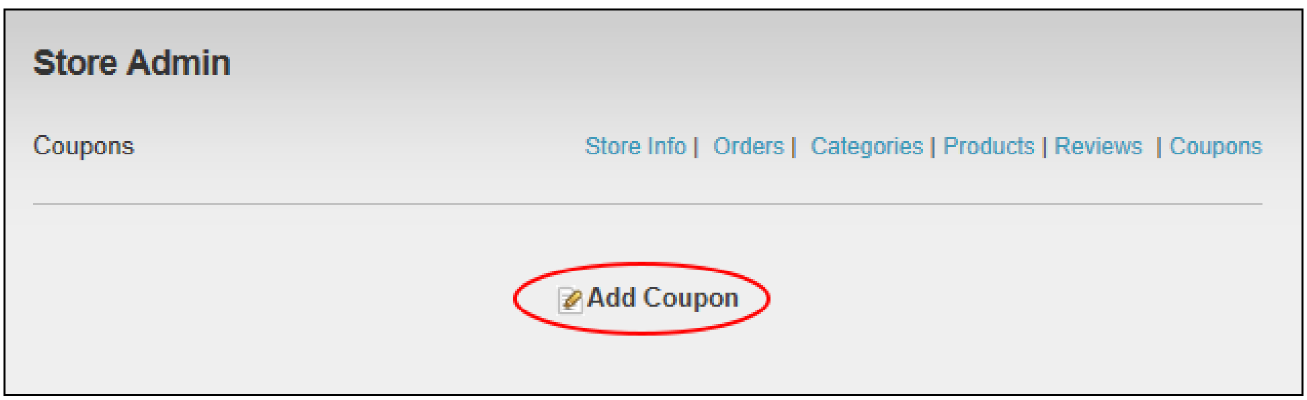
1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. At **Gateway**, select **EmailProvider**.
4. Click the **Update** button.

Coupons

Adding a Coupon

How to create a coupon that can be redeemed by Store customers during checkout.

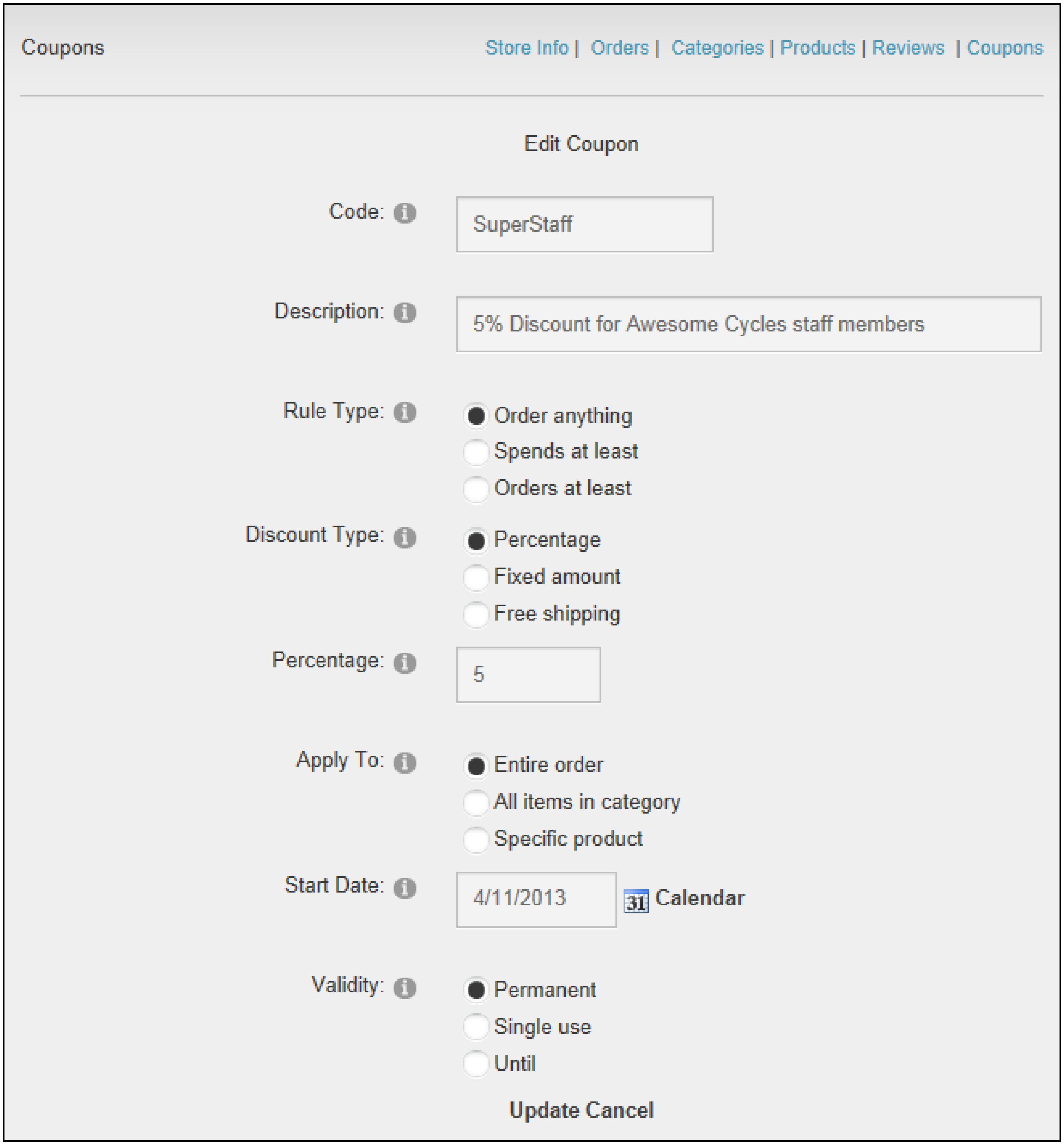
1. Go to the Store Admin module.
2. Click the Coupons link.
3. Click the Add Coupon link.



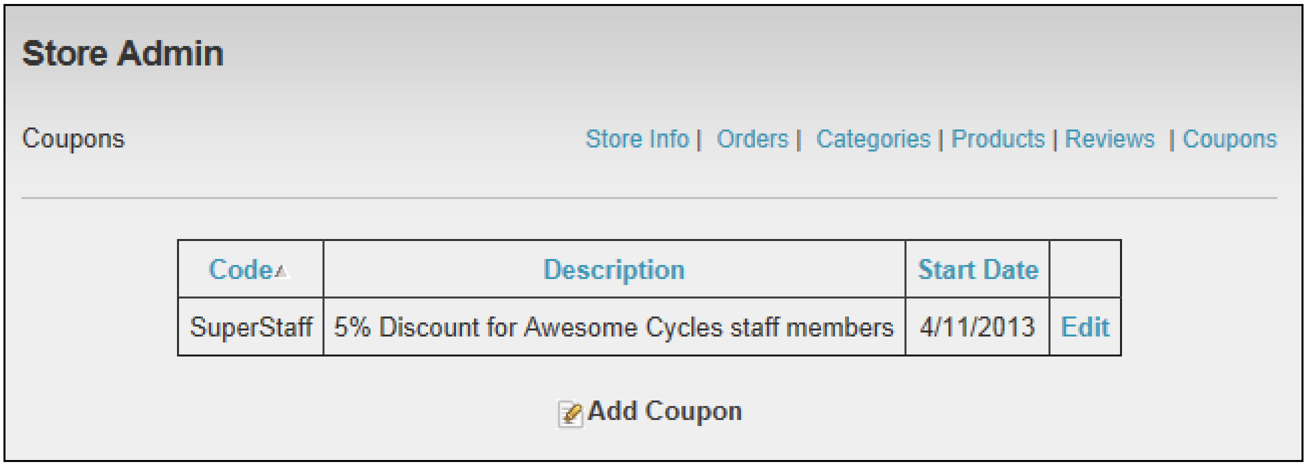
4. In the **Code** text box, enter the code that users must supply to redeem the coupon.
5. In the **Description** text box, enter a description of the coupon.
6. At **Rule Type**, select from the following options:
   - **Order Anything**: Select to apply the coupon discount to any order without any restrictions.
   - **Spends At Least**: Select to only apply the coupon discount for orders of or above a certain amount.
     1. In the **Minimum Amount** text box, enter the minimum amount that must be spent to receive the discount.

- **Orders At Least**: Select to only apply the coupon discount for orders of or above a certain amount.
    1. In the **Minimum Amount** text box, enter the minimum amount that must be spent in a single order to receive the discount.

7. At **Discount Type**, select from the following:
    - **Percentage**: Select if the discount calculated as a percentage of the entire order.
        1. In the **Percentage** text box, enter the percentage.
    - **Fixed Amount**: Select if the discount is a fixed amount regardless of the size of the order.
        1. In the **Amount** text box, enter the discount amount as a decimal value.
    - **Free Shipping**: Select if free shipping is applied to the order.
8. At **Apply To**, select from these options:
    - **Entire Order**: Apply the discount type to the entire order.
    - **All Items In Category**: Only apply the discount to products within a single category.
        1. At **Category**, select the category that the discount will be applied to and then click the Validate link.
    - **Specific Product**: Only apply the discount to products within a single category
        1. At **Category**, select the category that the discount will be applied to and then click the Validate link.
        2. At Product, select the product that the discount will be applied to and then click the Validate link.
9. At **Start Date**, click the Calendar link and then select the first date that the coupon can be redeemed.
10. At **Validity**, select from the following options:
    - **Permanent**: Select if there is no end date for this coupon.
    - At **Single Use**: Select if the coupon can only be used one time by each user.
    - **Until**: Select if the coupon is valid until a specific date.
        1. At **End Date**, click the Calendar link and then select the last day the coupon can be redeemed.



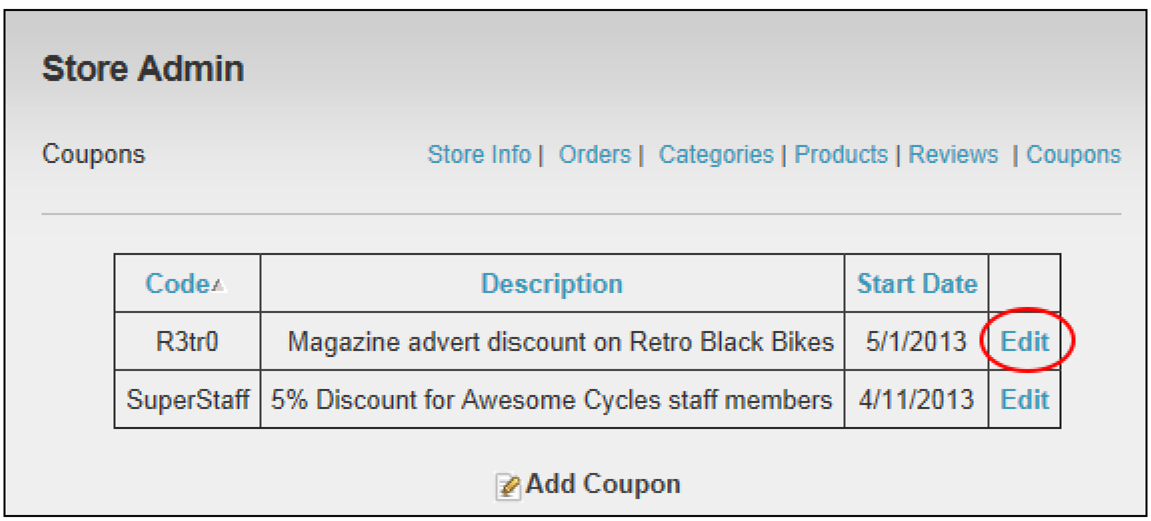
11. Click the **Update** button.



Editing a Coupon

How to edit a Store coupon.

1. Go to the Store Admin module.
2. Click the Coupons link.
3. Click the Edit link beside the required coupon.



4. Update one or more fields as required. See "Adding a Coupon"
5. Click the **Update** button.

Deleting a Coupon

How to delete a Store coupon.

1. Go to the Store Admin module.
2. Click the Coupons link.
3. Click the Edit link beside the required coupon.
4. Click the Delete link located at the base of the page. This displays the message "Are You Sure You Want To Delete This Item?"
5. Click the **OK** button.

Shipping Settings

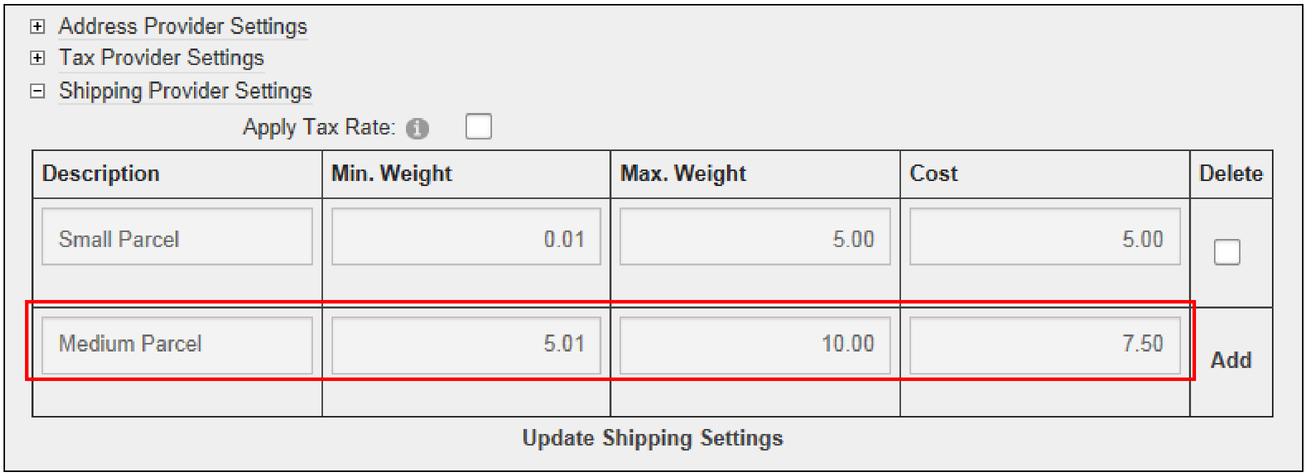
Adding Shipping Rates

How to add one or more shipping rates for the default shipping provider of the Store module. Different rates can be created for different weight ranges. Shipping rates are added to the price of orders at checkout.

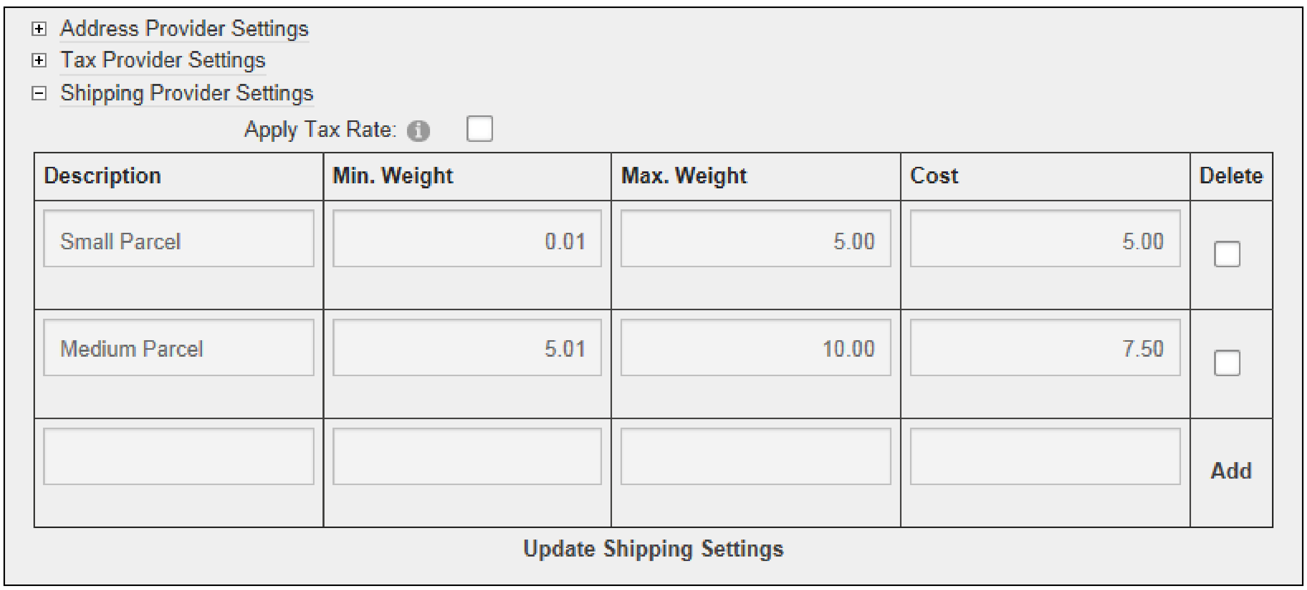
Prerequisite. "No Delivery" setting must be disabled to input shipping rates. See "Setting Store Info"

> 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 Provider Settings** section located at the bottom of the page.
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

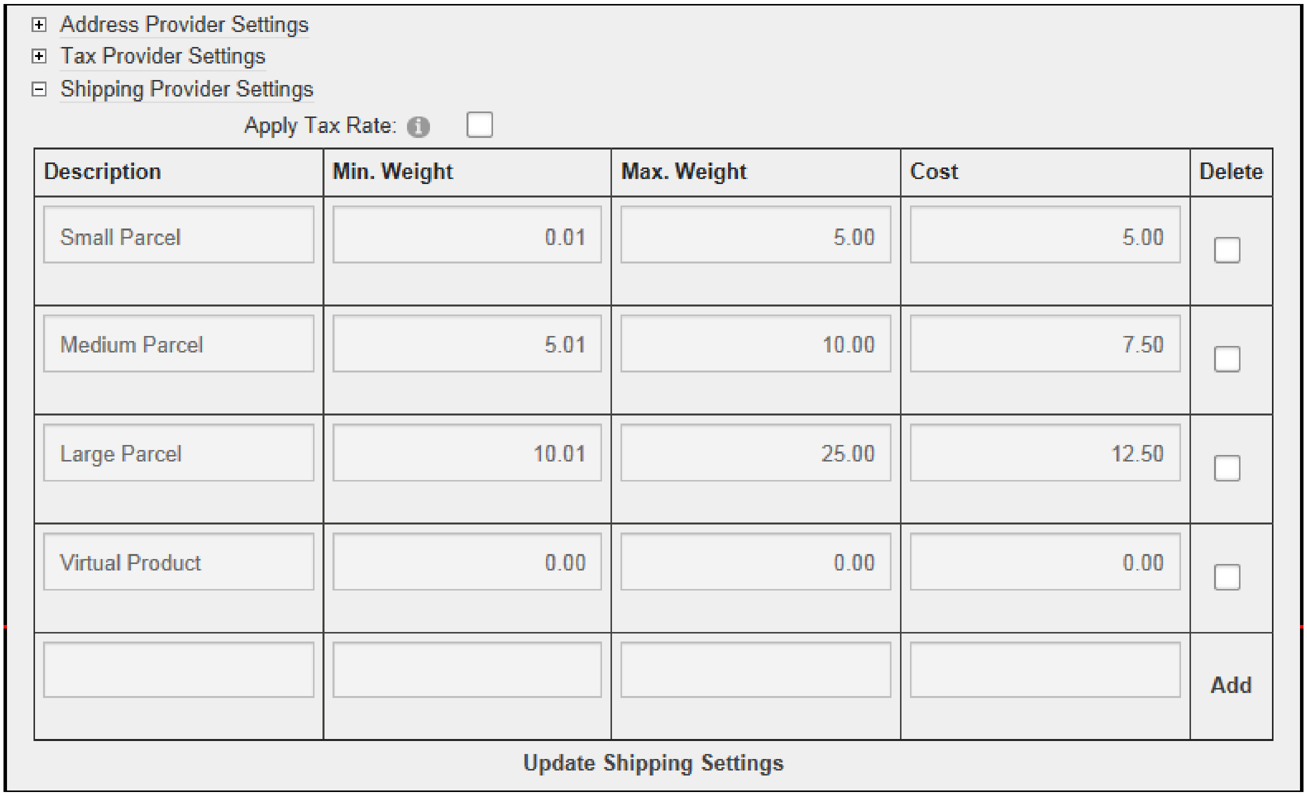


8. Click the Add link. The newly added shipping rate is now displayed in the Shipping Settings section and a new blank row is added allowing you to input further rates.



9. Repeat Steps 4-8 to add additional rates.

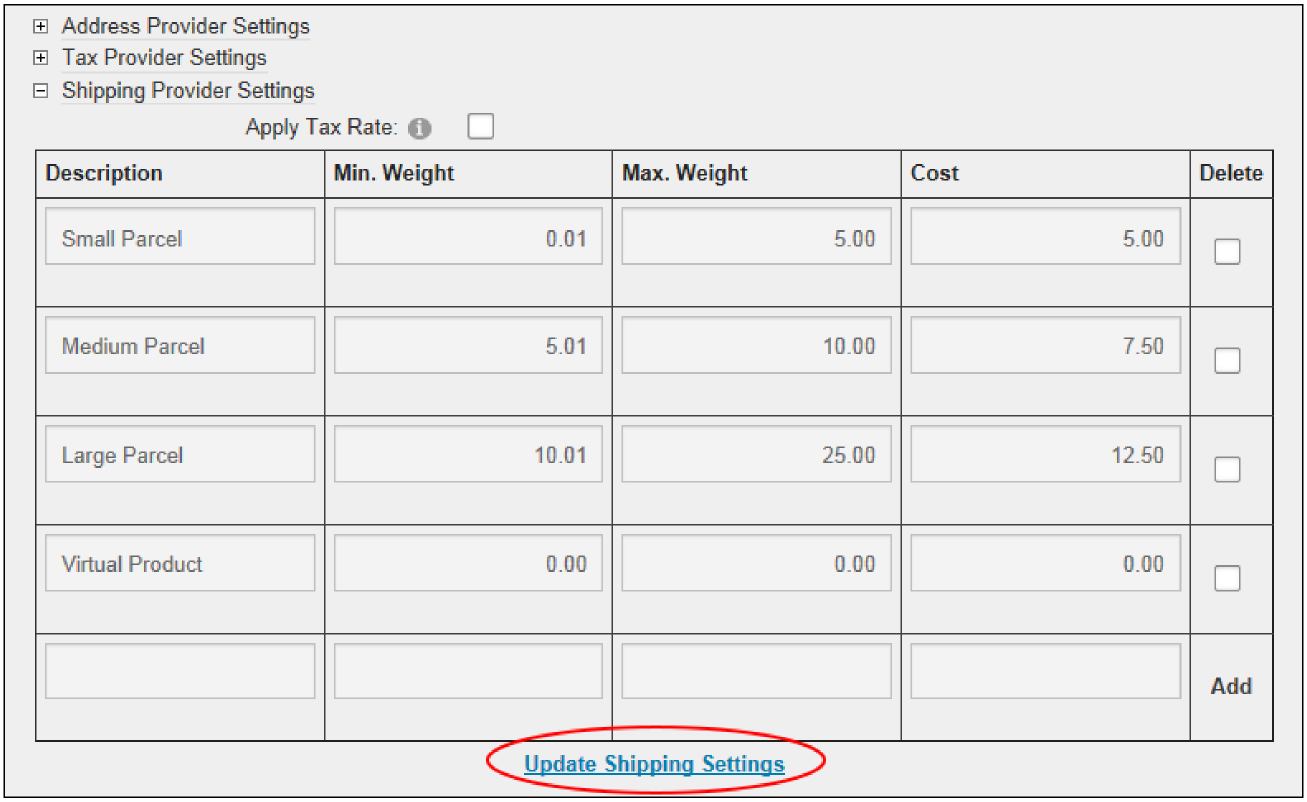
Important. If virtual products are enabled on your store, you must create a shipping rate for a zero (0) weight range as shown below.



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 Provider Settings** section.
4. Edit one or more field as required.
5. Click the Update Shipping Settings link.

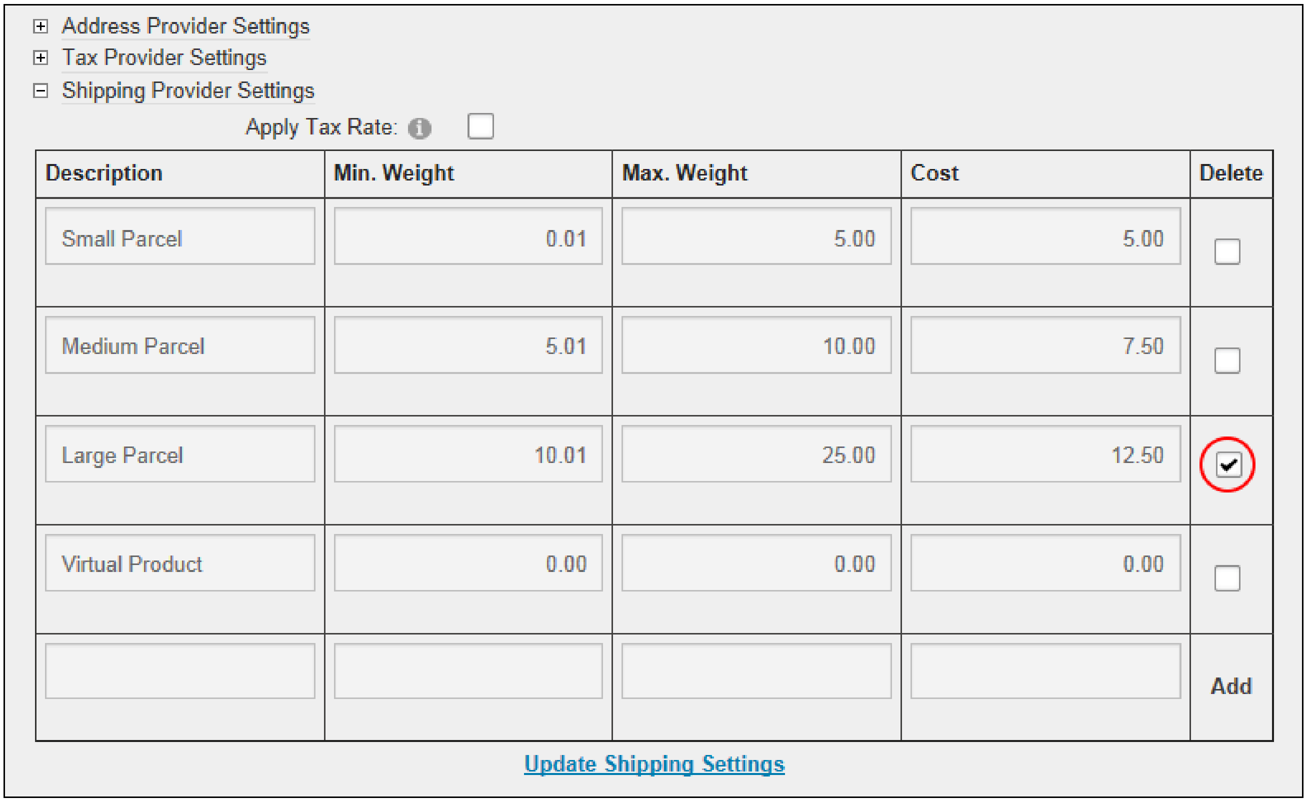


Editing Shipping Rates

Deleting a Shipping Rate

How to permanently delete one or more shipping rates from the Store module.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. **Maximize** ⊞ the **Shipping Provider Settings** section.
4. In the **Delete** column, mark ☑ the check box beside each shipping rate to be deleted.



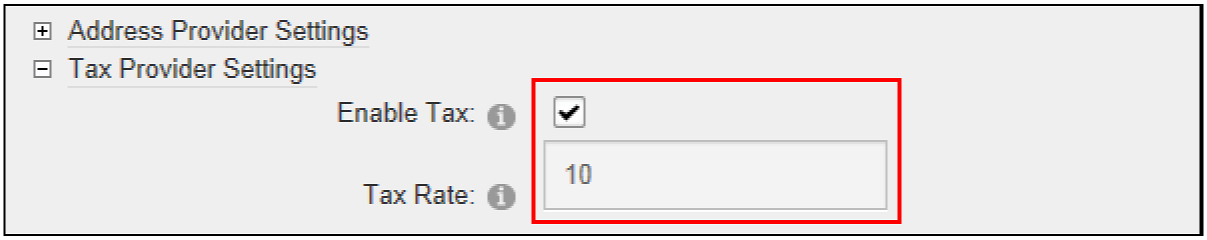
5. Click the Update Shipping Settings link.
6. Repeat Steps 4-5 to delete additional rates.

Tax Settings

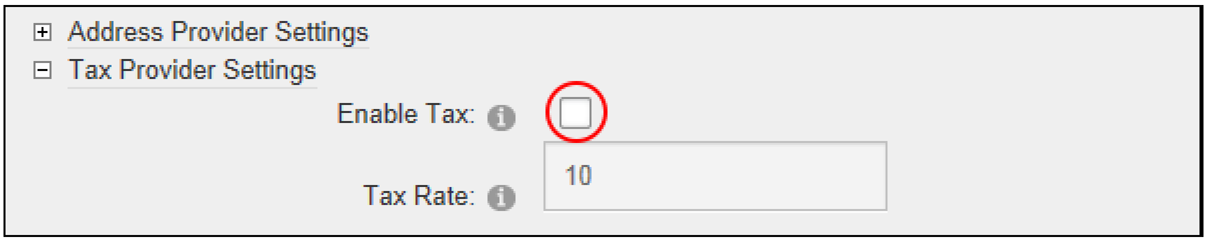
Managing Taxation on Orders

How to enable and set or disable taxation for orders created using the Store module. This tutorial is for the default taxation provider. Taxation is added to an order when the customer proceeds to the checkout.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. **Maximize** the **Tax Provider Settings** section.
4. At **Enable Tax**, select from these options:
   - Mark the check box to enable taxation.
     1. In the **Tax Rate** text box, enter the taxation rate as a percentage. E.g. 10



- Unmark the check box to disable taxation.



5. Click the Update Tax Settings link.

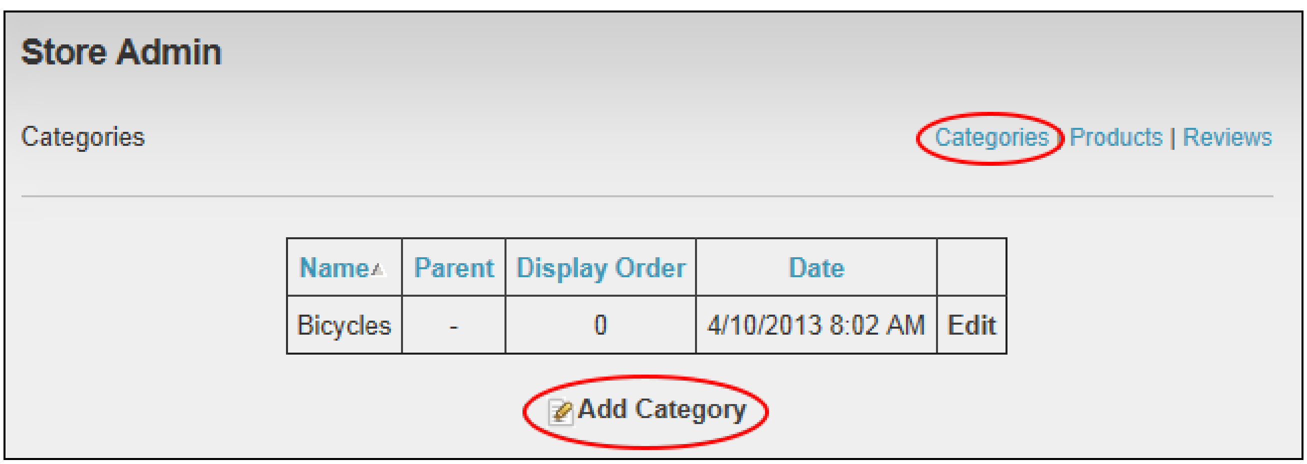
Catalog Managers

Categories

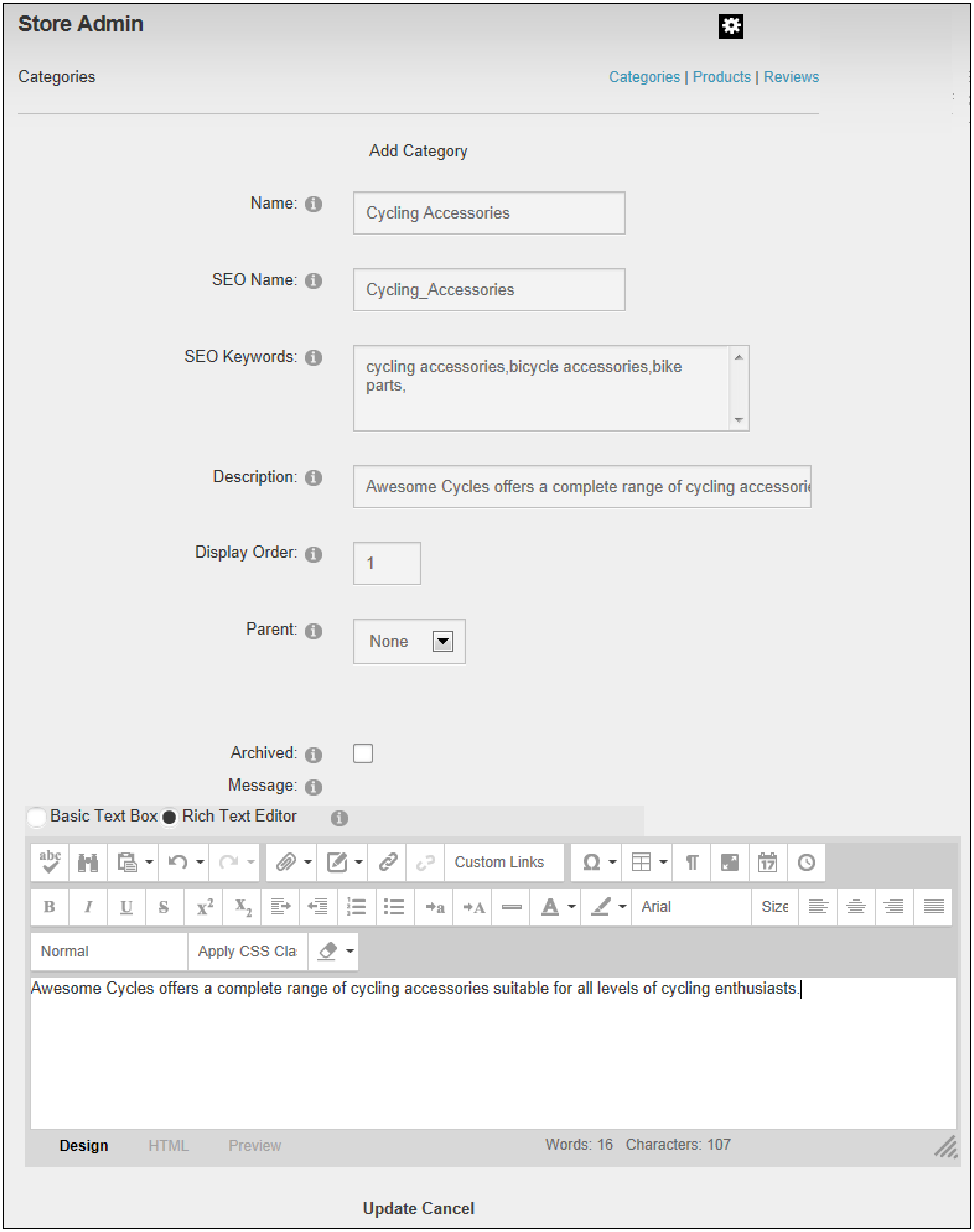
Adding a Product Category

Catalog Managers can to add a product category to the store using the Store Admin module.

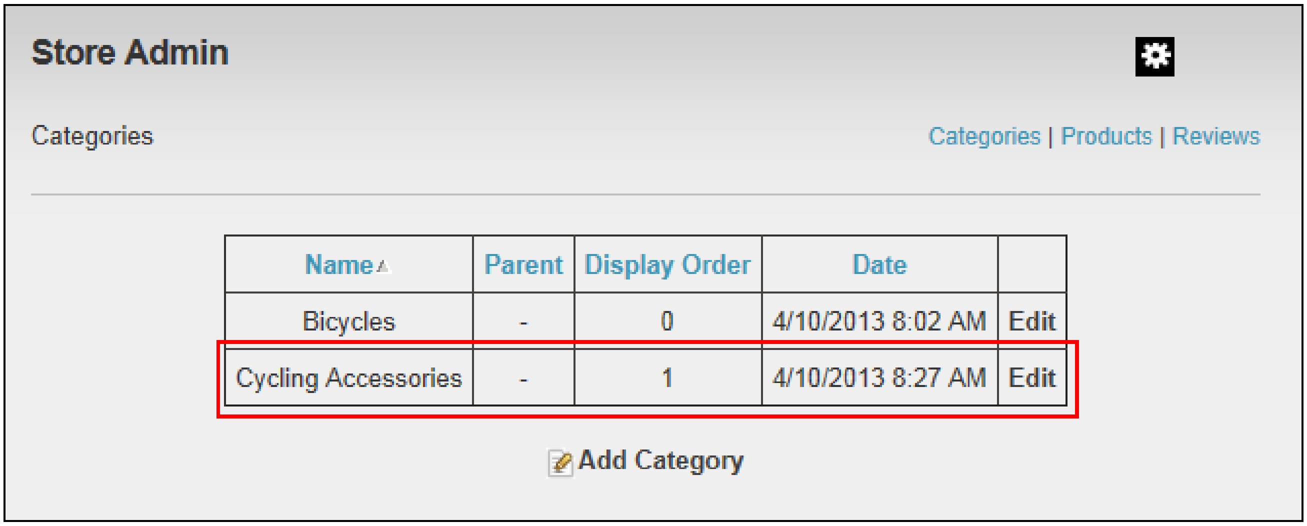
1. On the Store Admin module, click the Categories link.
2. Click the Add Category link.



3. In the **Name** text box, enter a name for the category.
4. **Optional.** In the **SEO Name** text box, enter the search engine optimization name to be appended to the URL for this category. Only alpha-numerical characters without spaces can be entered.
5. **Optional.** In the **SEO Keywords** text box, enter keywords separated by a comma. This value will be inserted in the META Keywords when the catalog page is displayed. The SEO Feature setting must be enabled in the Store settings for works.
6. **Optional.** In the **Description** text box, enter a full description of the category.
7. In the **Display Order** text box, enter a number to set the order of this category. E.g. Enter 1 to display this product first, Enter 2 to display this product second, etc. Leave the field blank to display categories in the order they are created.
8. At **Parent**, leave this field set to **None** - OR - Select the name of parent category from the drop down list.
9. **Optional.** In the **Message** Editor, enter a message for this category. This message displayed near the top of the Store Catalog when a customer selects the category.


Store Admin
Categories
Categories | Products | Reviews
Add Category
Name:
Cycling Accessories
SEO Name:
Cycling_Accessories
SEO Keywords:
cycling accessories,bicycle accessories,bike parts,
Description:
Awesome Cycles offers a complete range of cycling accessori
Display Order:
1
Parent:
None
Archived:
Message:
Basic Text Box
Rich Text Editor
Custom Links
Arial
Size
Normal
Apply CSS Cla
Awesome Cycles offers a complete range of cycling accessories suitable for all levels of cycling enthusiasts.
Design
HTML
Preview
Words: 16 Characters: 107
Update Cancel

10. Click the **Update** button. You can now view the newly added category details by click the category name in the Store Menu module. This displays the category name and description in the Store Catalog module as shown below.

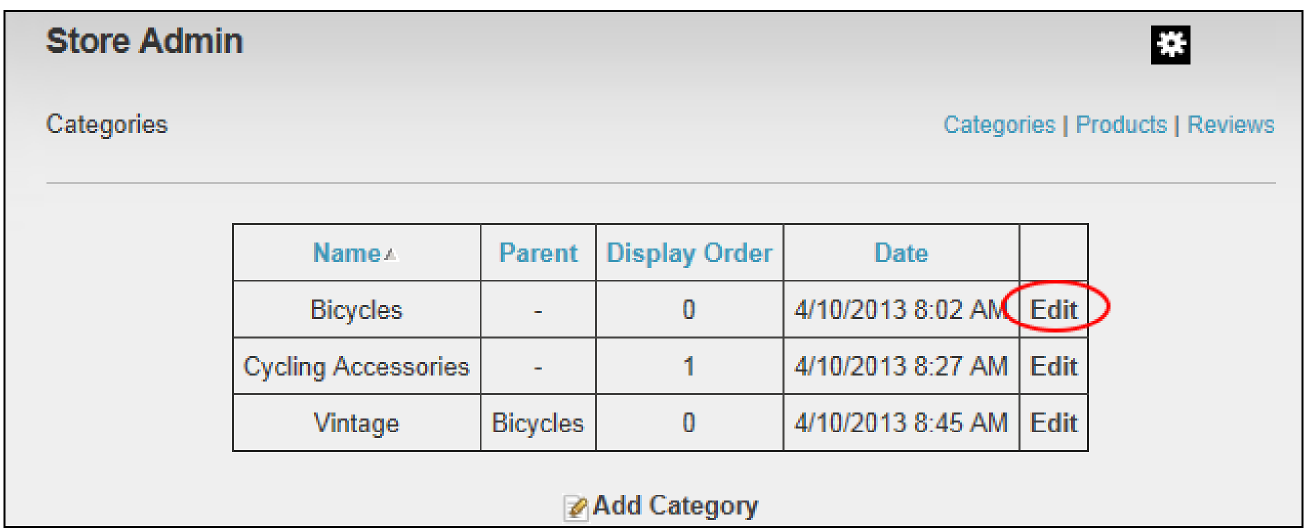


The Newly Added Category

Editing a Product Category

Catalog Managers can edit a product category in the Store module using the Store Admin module.

1. On the Store Admin module, click the Categories link.
2. Click the Edit link beside the category to be edited.



3. Edit one or more fields as required.
4. Click the **Update** button.
5. Repeat Steps 2-4 to edit additional categories.

Deleting a Product Category

Catalog Managers can delete a product category from the Store module using the Store Admin module.

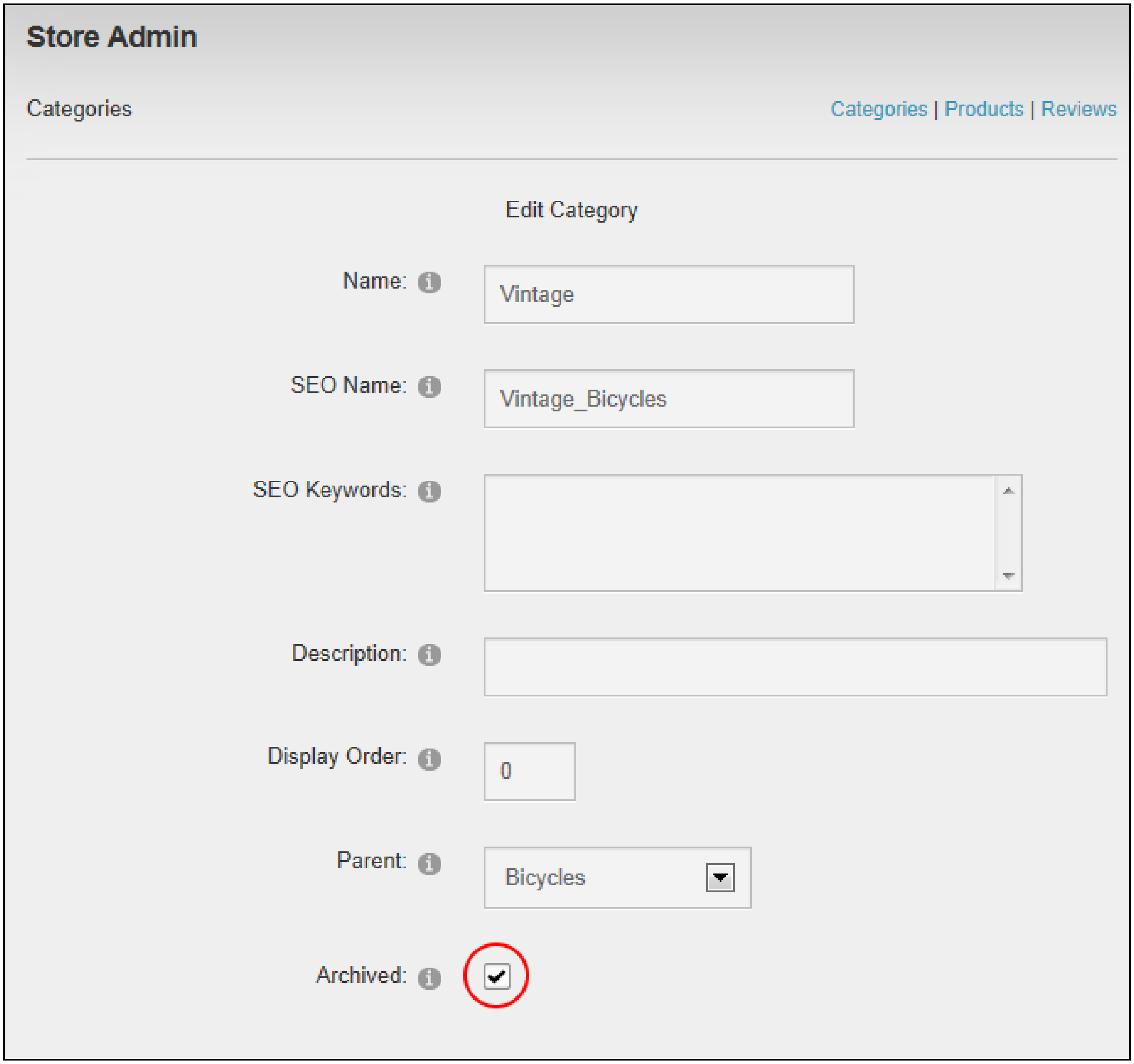
> Tip: You cannot delete categories with child categories. In this scenario, you must first delete the child category, change the child category to a parent category, or associate the child category with a different parent category.

1. On the Store Admin module, click the Categories link.
2. Click the Edit link beside the category to be deleted.
3. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button.
5. Repeat Steps 2-4 to delete additional categories.

Managing Product Category Archiving

Catalog Managers can enable or disable archiving of a product category on the Store module using the Store Admin module.

1. On the Store Admin module, click the Categories link.
2. Click the Edit link beside the category to be archived.
3. At **Archived**, select from these options:
   - Mark ☑ the check box to archive the product. Archiving a category removes it and its associated products from the Store Menu module. Archiving a parent category, will archive all of its child categories.
   - Unmark ☐ the check box to remove archiving. Restoring a category will display it in the Store Menu module. Restoring a parent category also restores all child categories unless they are individually set as archived.
4. Click the **Update** button.



5. Repeat Steps 2-4 to modify archive status for additional categories.

Products

Adding a Product

Catalog Managers can add a product to the Store using the Store Admin module.

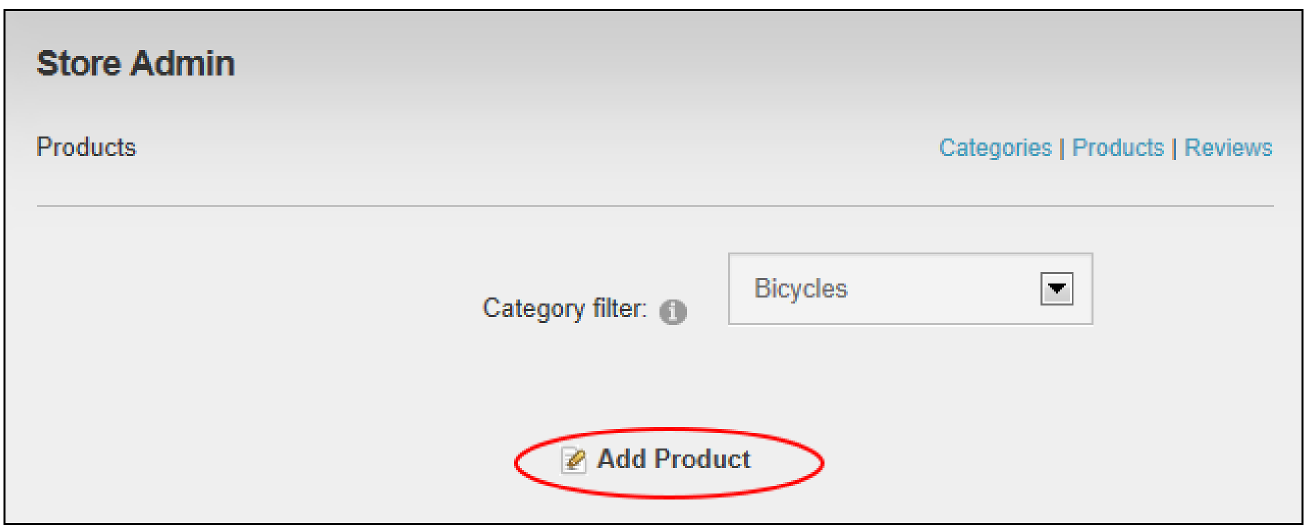
To add customers who purchase this product to a Security Role, you must create the role before beginning this tutorial.

Note 1: The SEO Feature option must be enabled to use the SEO Name and SEO Keywords fields. See "Setting Store Info"

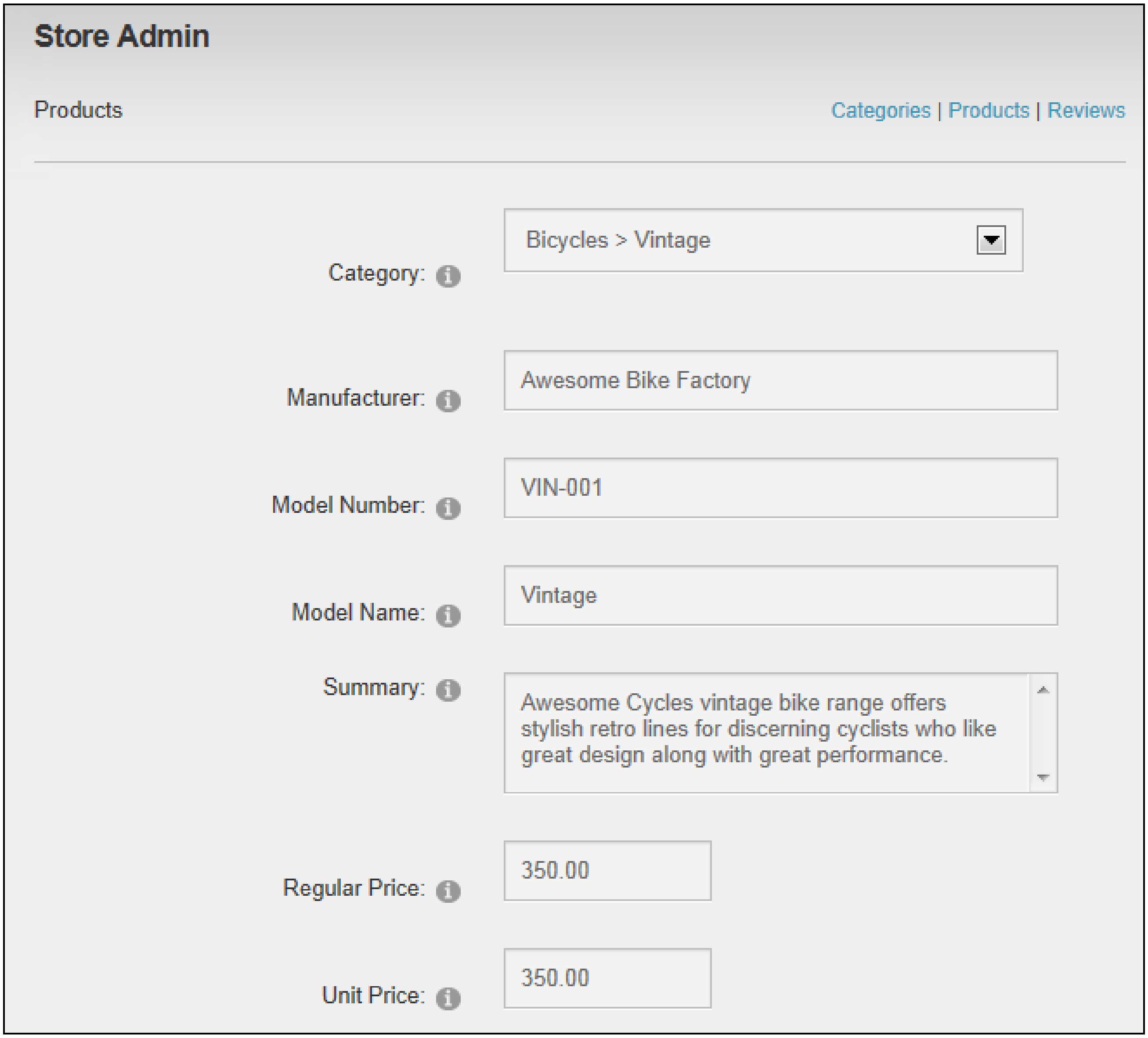
Note 2: Before you begin adding products, consider how you want to manage your product images which will be stored in the site's Digital Asset Management module (Admin > File Management). Typically, images are uploaded to the Portal Root/Store folder. If you have a large number of products, consider creating a child folder for each category See "Adding a SubFolder". See "Working with Product Images" for more detailed information.

Tip: If you are adding multiple products at once, it is quickest to upload all of your store images before adding your products. Don't forget to set Folder Security Permissions for your Catalog Managers if you want to enable them to add images.

1. On the Store Admin module, click the Products link.
2. Click the Add Product link.



3. **Strongly Recommended.** At **Category**, select the category for this product from the drop down list.
4. In the **Manufacturer** text box, enter the name of the product manufacturer.
5. In the **Model Number** text box, enter a model number.
6. **Strongly Recommended.** In the **Model Name** text box, enter the product name.
7. **Optional**. In the **SEO Name** text box, enter the search engine optimization name to be appended to the URL for this product. Only alpha-numerical characters without spaces can be entered.
8. **Recommended.** In the **SEO Keywords** text box, enter one or more keywords separated by a comma. This value is inserted in the META Keywords when the detailed product page is displayed. Note: SEO Feature setting must be enabled. See "Setting Store Info"
9. **Recommended.** In the **Summary** text box, enter a short description of the product.
10. **Recommended.** In the **Unit Price** text box, enter the price of this product.

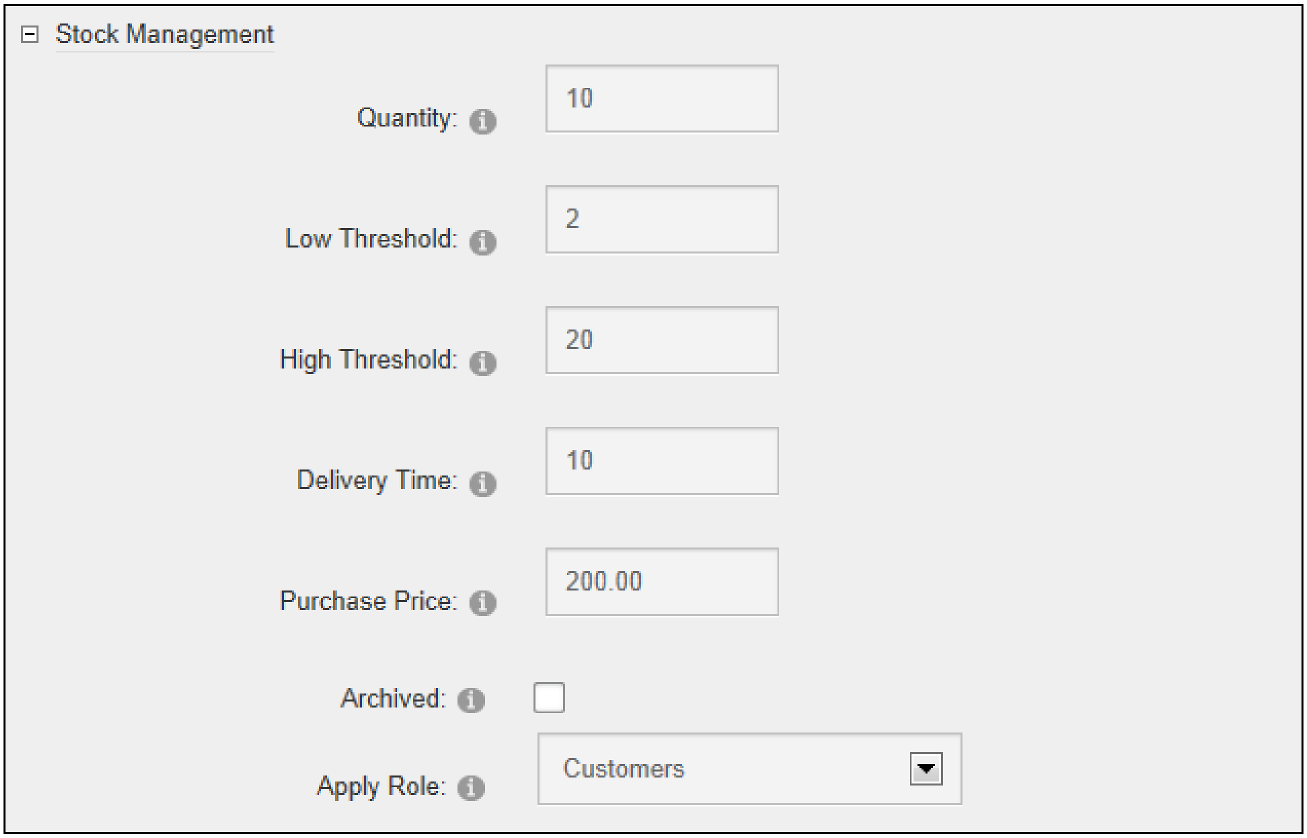


11. In the Product Dimension section, complete the following fields:
    1. **Recommended.** In the **Shipping Weight** text box, enter the weight of this product. This weight is used for shipping costs by weight range. This is the default shipping provider. See "Adding Shipping Rates"
    2. **Optional.** 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

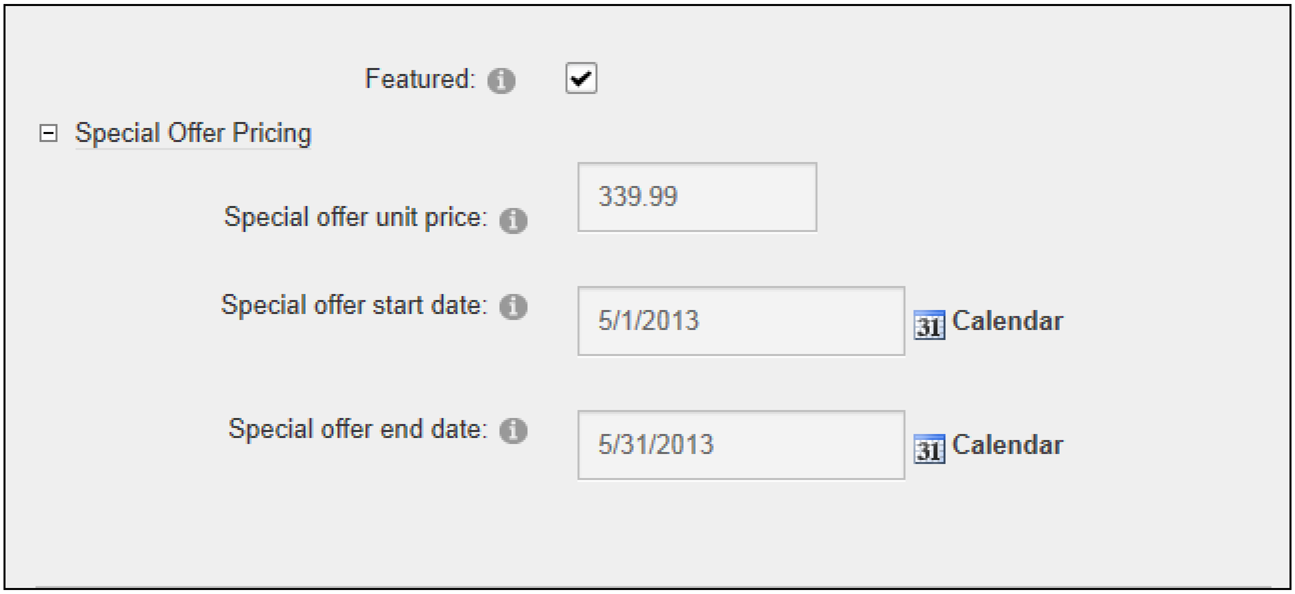
own shipping and/or gateway provider using these values.

1. In the **Shipping Height** text box, enter the height of this product.
2. In the **Shipping Length** text box, enter the length of this product.
3. In the **Shipping Width** text box, enter the width of this product.

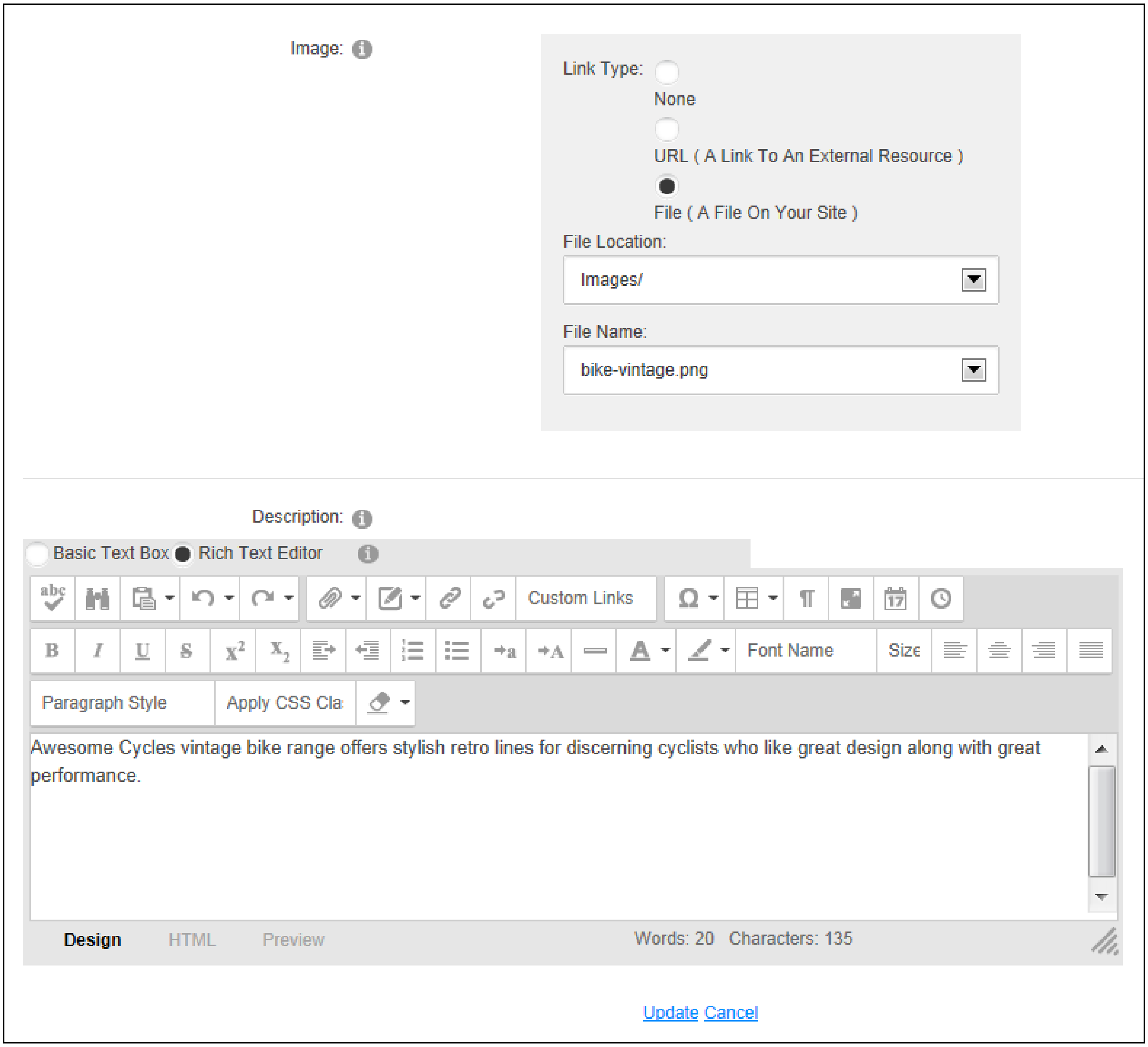
12. If Inventory Management has been enabled for this store, then the Stock Management section will be displayed and the following fields will need completing:
    1. **Strongly Recommended.** In the **Quantity** text box, enter the quantity of this product currently in stock. If the value is zero (0) then the product may not be displayed. See "Setting Store Info" for details on how zero quantity is configured in your store set-up.
    2. In the **Low Threshold** text box, enter the minimum quantity in stock before reorder.
    3. In the **High Threshold** text box, enter the maximum quantity in stock.
    4. In the **Delivery Time** text box, enter the number of days required to receive a new delivery of this product.
    5. In the **Purchase Price** text box, enter the price you have must pay to purchase this product from its original supplier.
13. Skip the **Archived** field.
14. At **Apply Role**, select the role users are added to when they purchase this product.



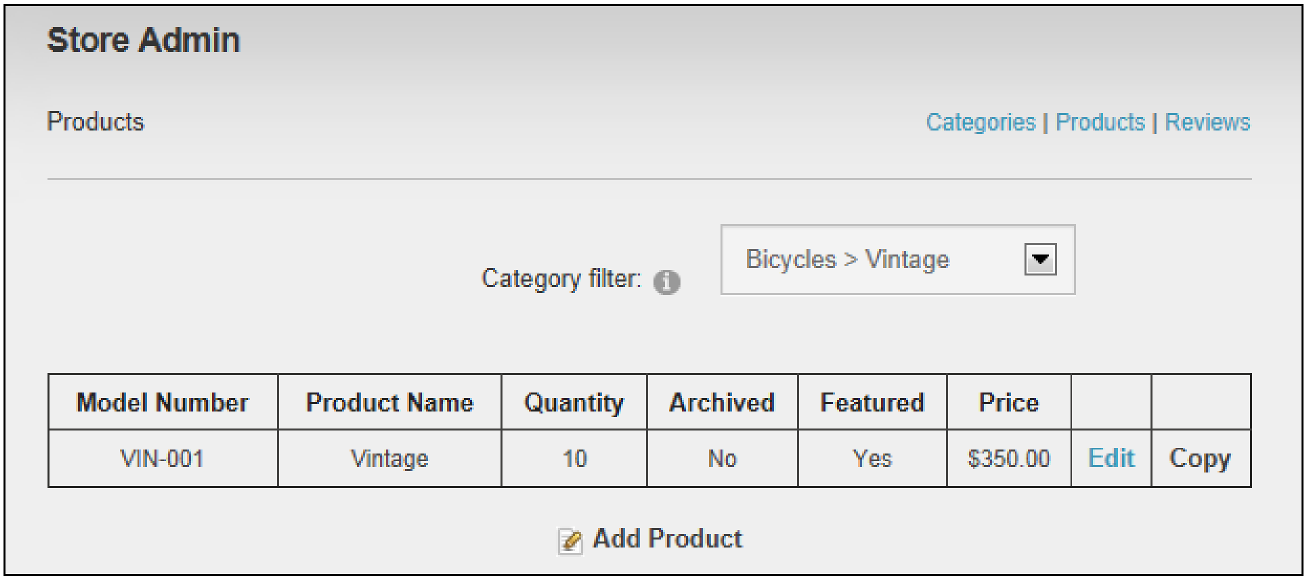
15. At **Featured**, select from these option:
    - Mark the check box to set the product as featured. This displays the Special Offer Pricing section where you can complete the following fields:
        1. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
        2. At **Special Offer Start Date**, click the Calendar link and navigate to and select the first date for this offer price. If no start date is selected the offer will commence immediately.
        3. At **Special Offer End Date**, click the Calendar link and navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.
    - Unmark the check box to remove the product from the featured list.



16. **Recommended.** At **Image**, select or upload an image for this product. If no image is selected, then the first image listed in the Root folder will be used by default. See "Setting a File Link", See "Uploading and Linking to a File", or See "Setting a URL Link".
17. **Recommended.** In the **Description** text box, enter the full description of the product including any addition images, etc.



18. Click the **Update** button. The new product is now displayed in the Store Catalog module and a summary is displayed to Catalog Managers in the Product list.



Adding a Virtual Product

Catalog Managers can add a virtual product such as a document or an image to the Store using the Store Admin module.

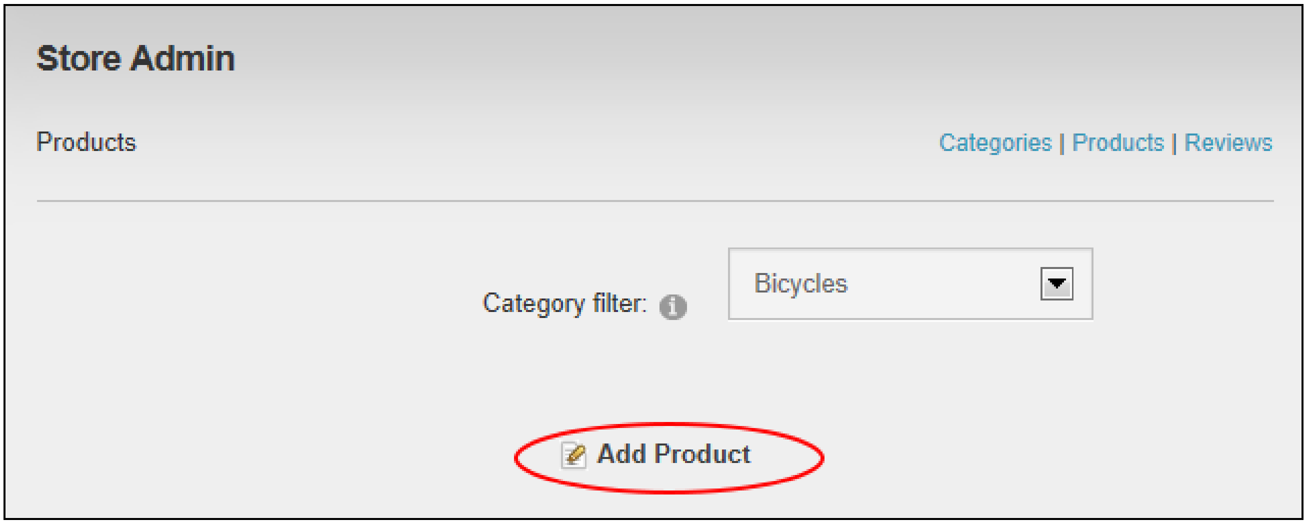
Note 1: The SEO Feature option must be enabled to use the SEO Name and SEO Keywords fields. See "Setting Store Info"

Note 2: Before you begin creating virtual products, consider how you want to manage your product downloads and product images which are stored in the Digital Asset Management module located on the Admin > File Management page. Typically, downloads and images are uploaded to the Portal Root/Store folder. However if you have a large number of products, you may want to create a child folder See "Adding a SubFolder" for each category and/or for your downloads. See "Working with Product Images"

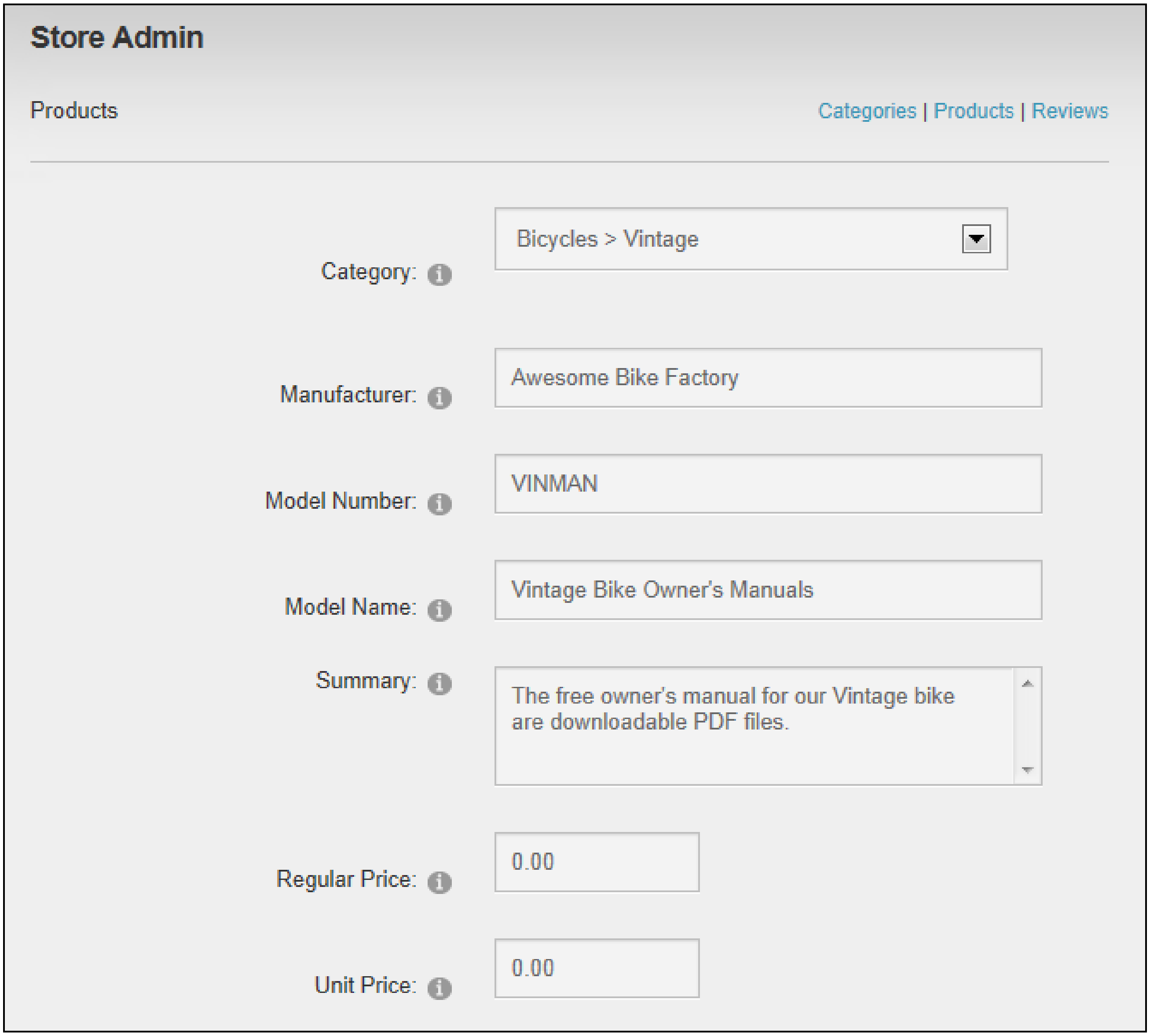
Note 3: If you wish to add customers who purchase this product to a Security Role, you should create this role before adding the product.

Tip: If you are adding multiple products at once, it is quickest to upload all of your images or downloads before adding your products. Don't forget to set Folder Security Permissions for your Catalog Managers if you want to enable them to add images.

1. On the Store Admin module, click the Products link.
2. Click the Add Product link.

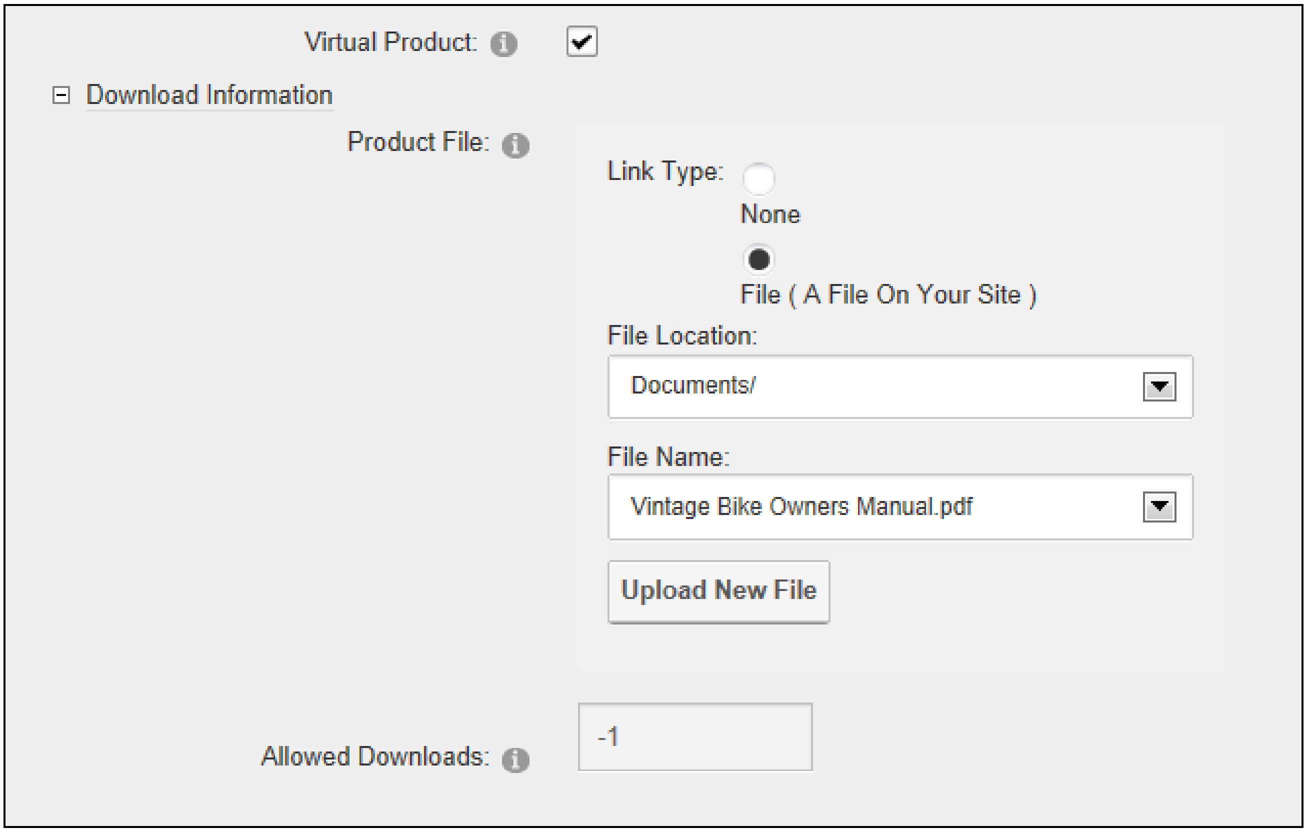


3. **Strongly Recommended.** At **Category**, select the category for this product from the drop down list.
4. In the **Manufacturer** text box, enter the name of the product manufacturer.
5. In the **Model Number** text box, enter a model number.
6. **Strongly Recommended.** In the **Model Name** text box, enter the product name. E.g. Train Engine
7. **Optional**. In the **SEO Name** text box, enter the search engine optimization name to be appended to the URL for this product. Only alpha-numerical characters without spaces can be entered.
8. **Recommended.** In the **SEO Keywords** text box, enter one or more keywords separated by a comma. This value is inserted in the META Keywords when the detailed product page is displayed. Note: SEO Feature setting must be enabled. See "Setting Store Info"
9. **Recommended.** In the **Summary** text box, enter a short description of the product.
10. **Recommended.** In the **Unit Price** text box, enter the price of this product.

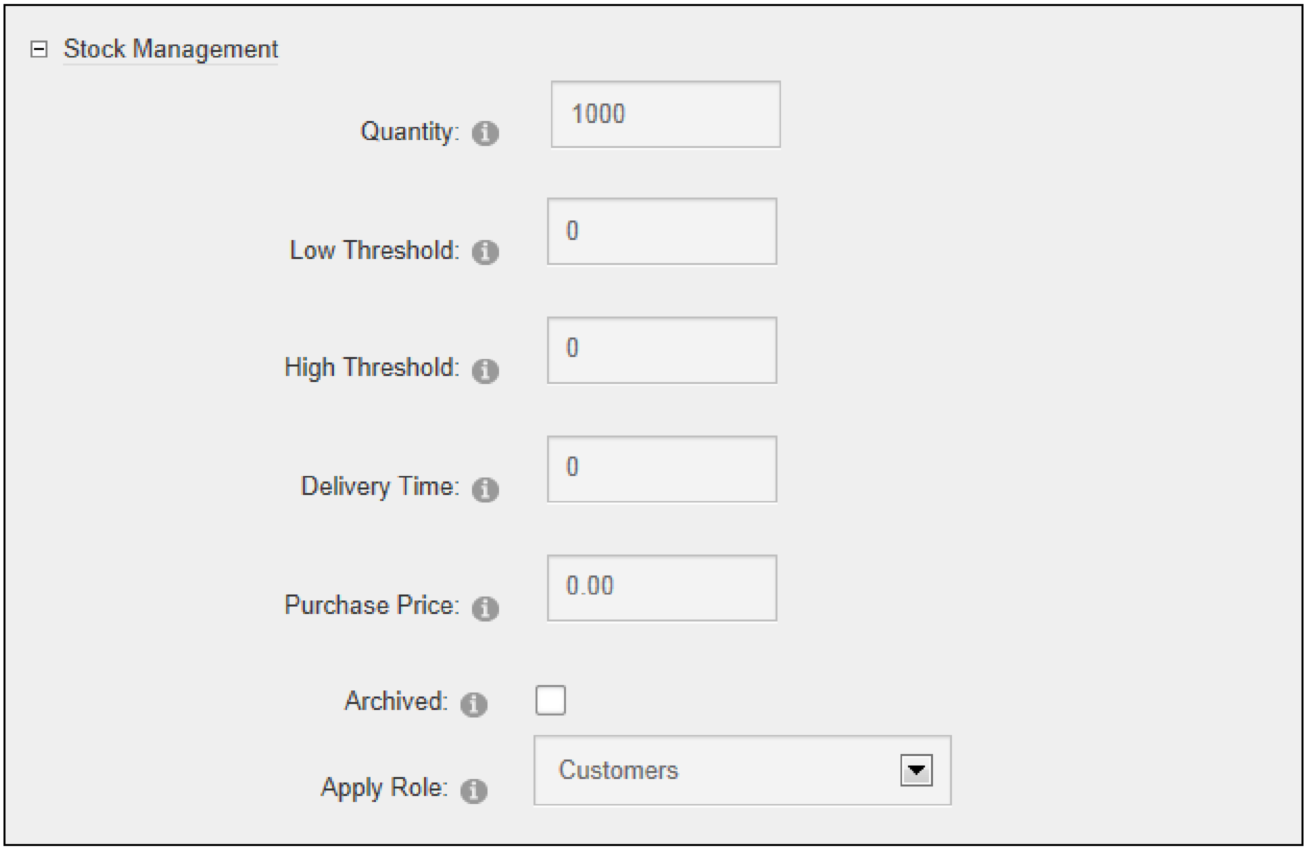


11. At **Virtual Product**, mark the check box. This displays the Download Information section.
12. In the Download Information section, complete the following fields:
    1. At **Product File**, select from these options:
        - **None**: Select if there is no downloadable file associated with this product.
        - **File (A File On Your Site)**: Select to associate a file with this product. See "Setting a File Link" or See "Uploading and Linking to a File"

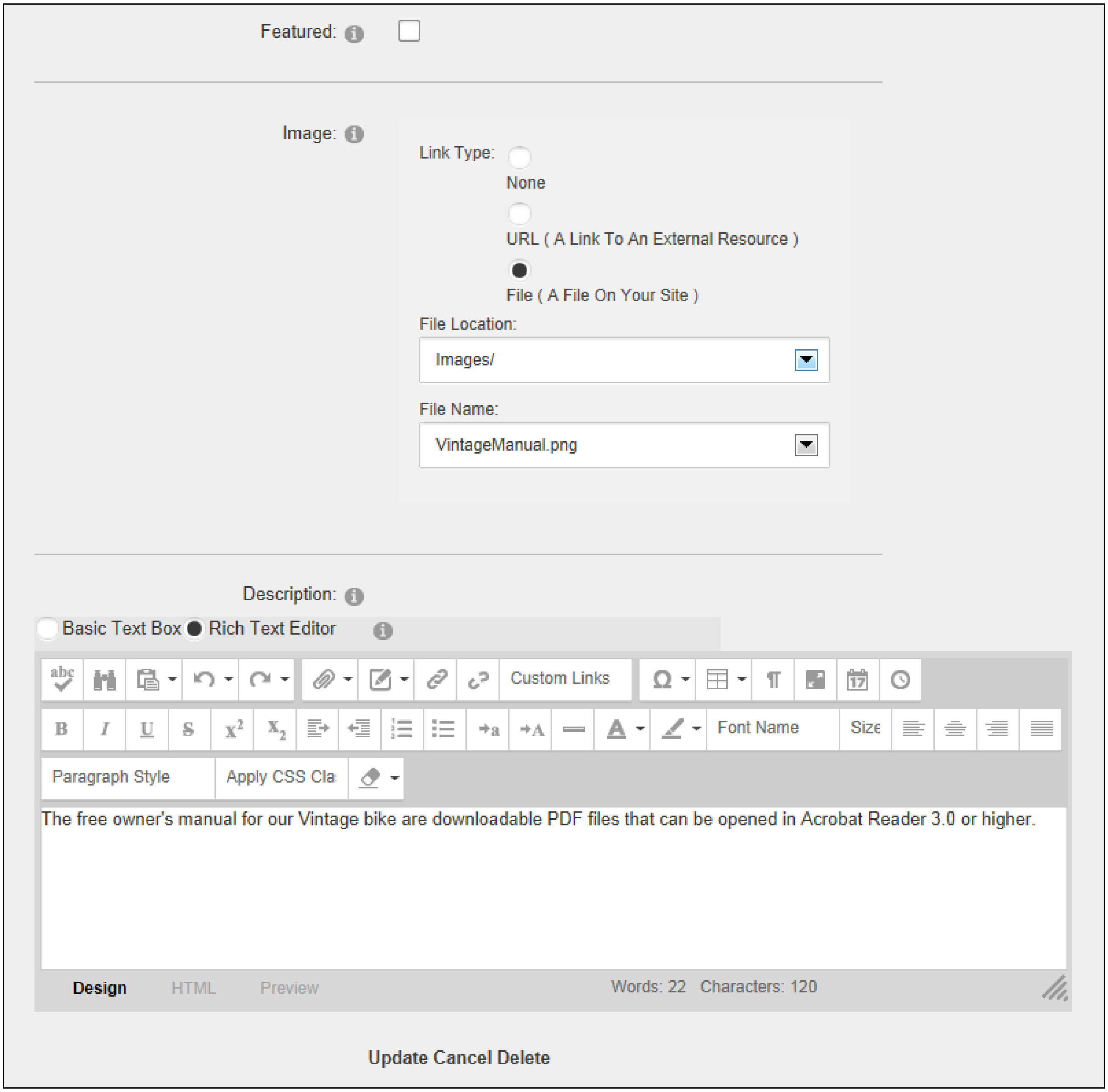
   2. In the **Allowed Downloads** text box, enter the maximum numbers of downloads permitted. If there is no limit, enter -1. The default settings is for unlimited downloads.



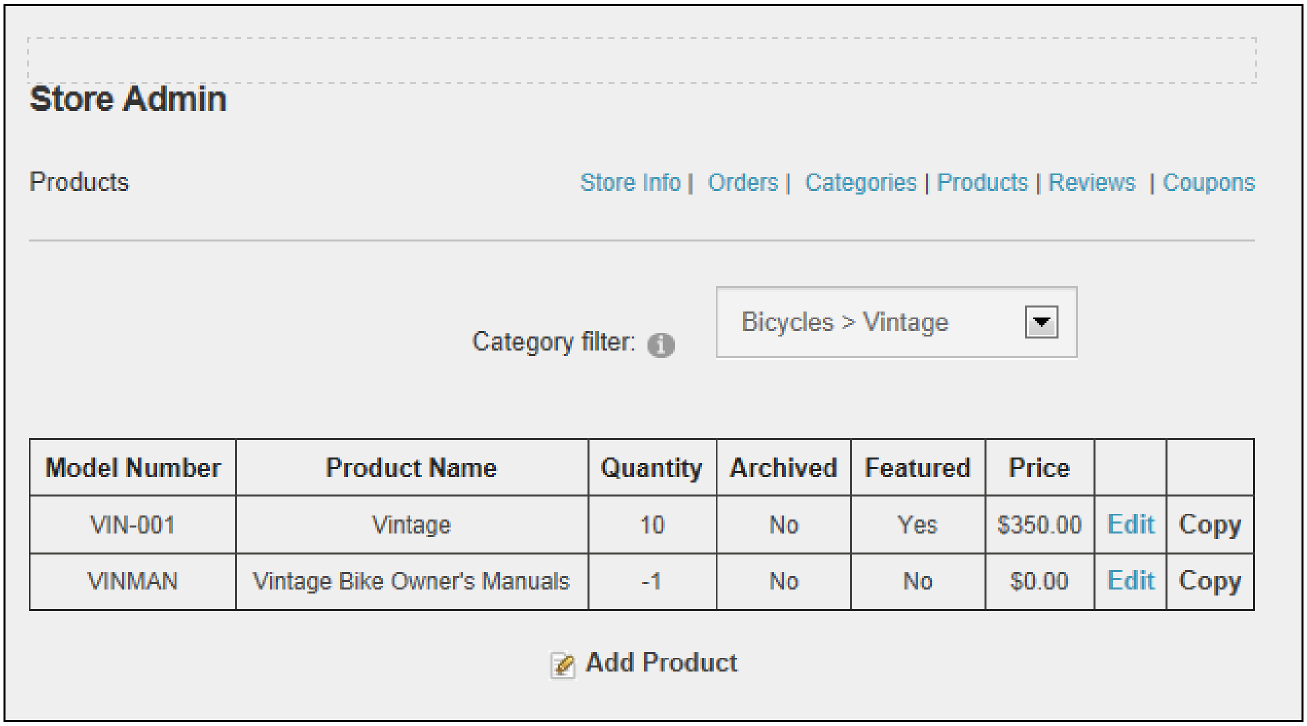
13. In the Stock Management section, complete the following fields:
    1. **Strongly Recommended.** In the **Quantity** text box, enter the quantity of this product currently in stock. If the value is zero (0) then the product may not be displayed. See "Setting Store Info" for details on how zero quantity is configured in your store set-up.
    2. In the **Low Threshold** text box, enter the minimum quantity in stock before reorder.
    3. In the **High Threshold** text box, enter the maximum quantity in stock.
    4. In the **Delivery Time** text box, enter the number of days required to receive a new delivery of this product.
    5. In the **Purchase Price** text box, enter the price you have must pay to purchase this product from its original supplier.
14. At **Apply Role**, select the role users are added to when they purchase this product.



15. At **Featured**, select from these option:
    - Mark the check box to set the product as featured. This displays the Special Offer Pricing section where you can complete the following fields:
        1. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
        2. At **Special Offer Start Date**, click the Calendar link and navigate to and select the first date for this offer price. If no start date is selected the offer will commence immediately.
        3. At **Special Offer End Date**, click the Calendar link and navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.
    - Unmark the check box to remove the product from the featured list as shown in the below image.
16. **Recommended.** At **Image**, select or upload an image for this product. See "Setting a File Link", See "Uploading and Linking to a File" or See "Setting a URL Link"
17. **Recommended.** In the **Description** text box, enter the full description of the product including any addition images, etc.



18. Click the **Update** button. The new product is now displayed in the Store Catalog module and a summary is displayed to Catalog Managers in the Product list.



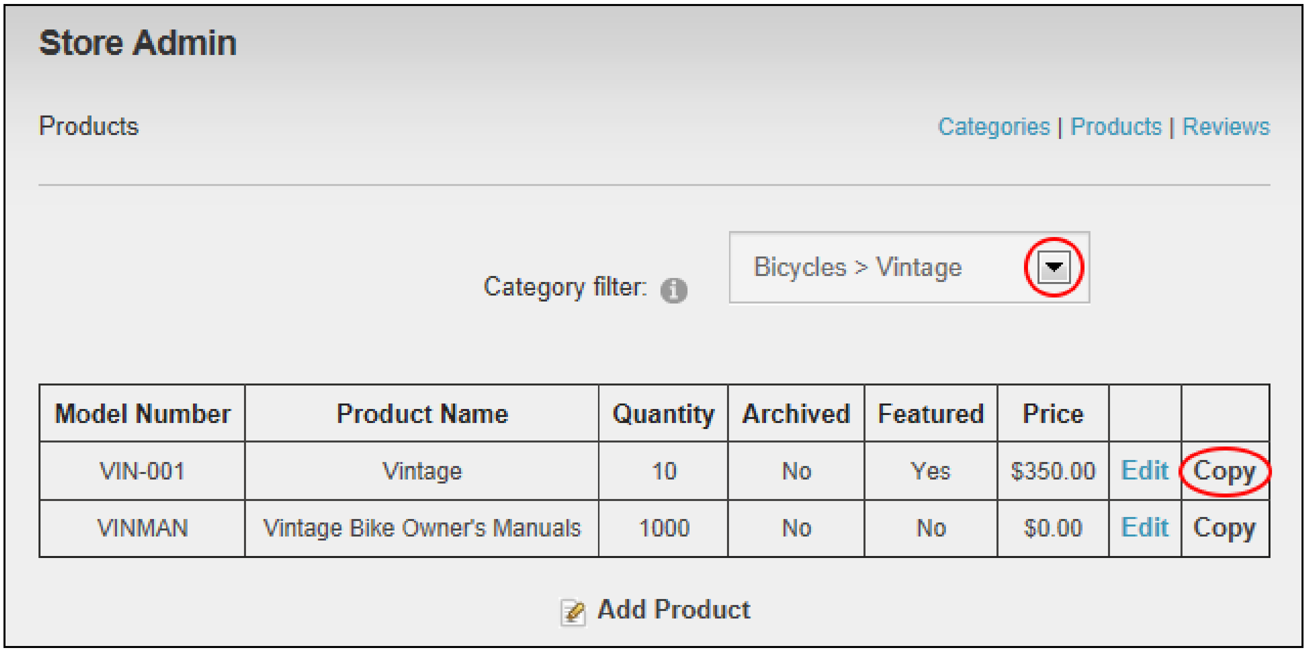
The newly added product

Copying a Product

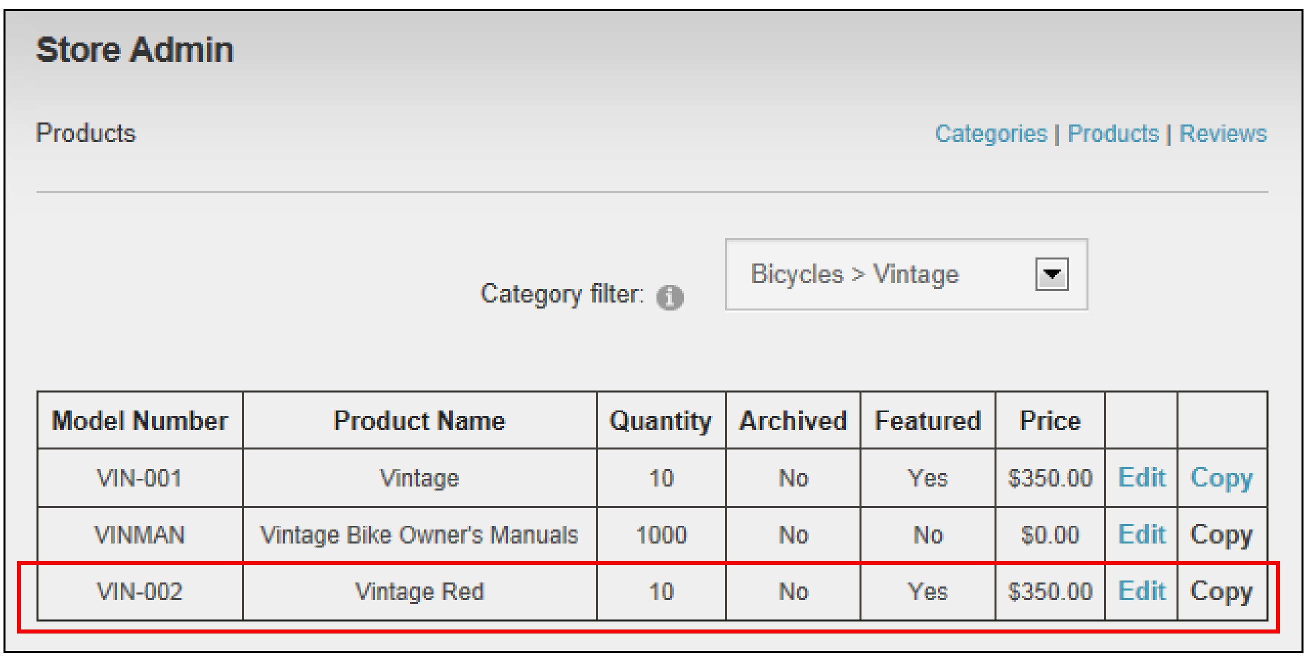
Catalog Managers can copy an existing product in the Store and modify one or more fields to create a new product using the Store Admin module.

Prerequisite. If you wish to add customers who purchase this product to a Security Role, you must create the role before beginning this tutorial.

1. On the Store Admin module, click the Products link.
2. At **Category Filter**, select the category of the product you want to copy.
3. Click the Copy link.



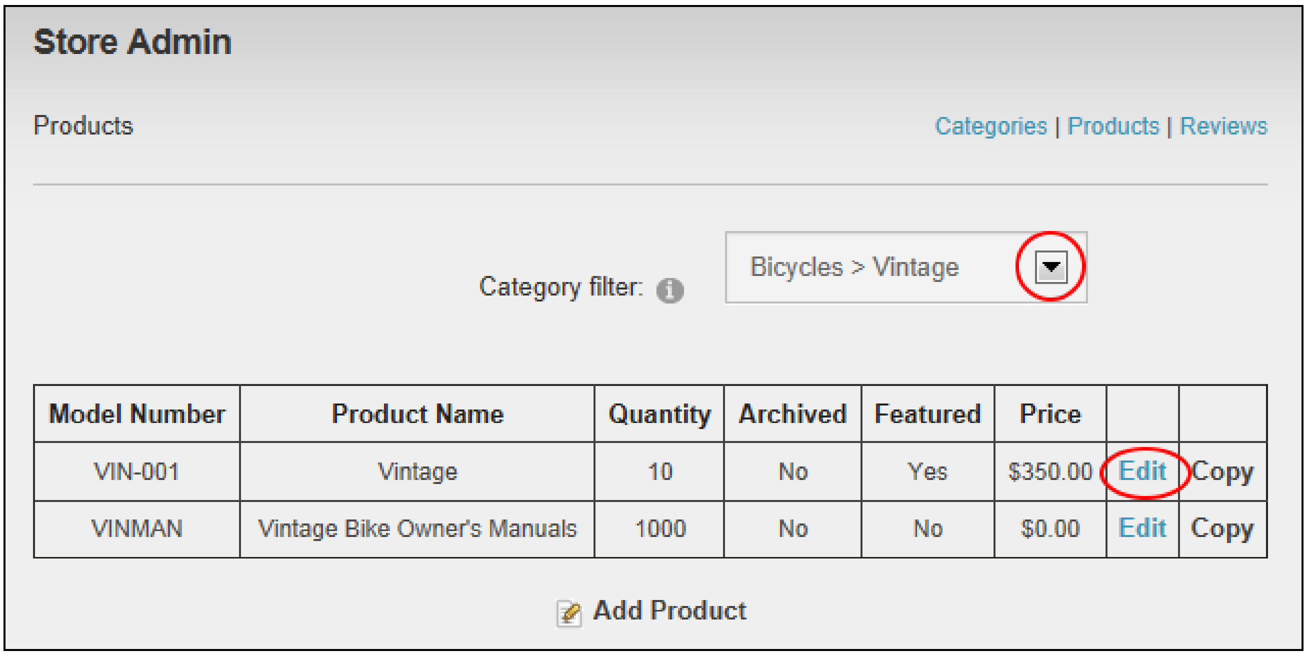
4. Modify one or more fields as required to create the new product.
5. Click the **Update** button. The new product is now displayed in the Store Catalog module and a summary is displayed to Catalog Managers in the Product list.



Editing a Product

Catalog Managers can edit a product in the Store using the Store Admin module.

1. On the Store Admin module, click the Products link.
2. At **Category Filter**, select the category associated with the required product.
3. Click the Edit link beside the product.

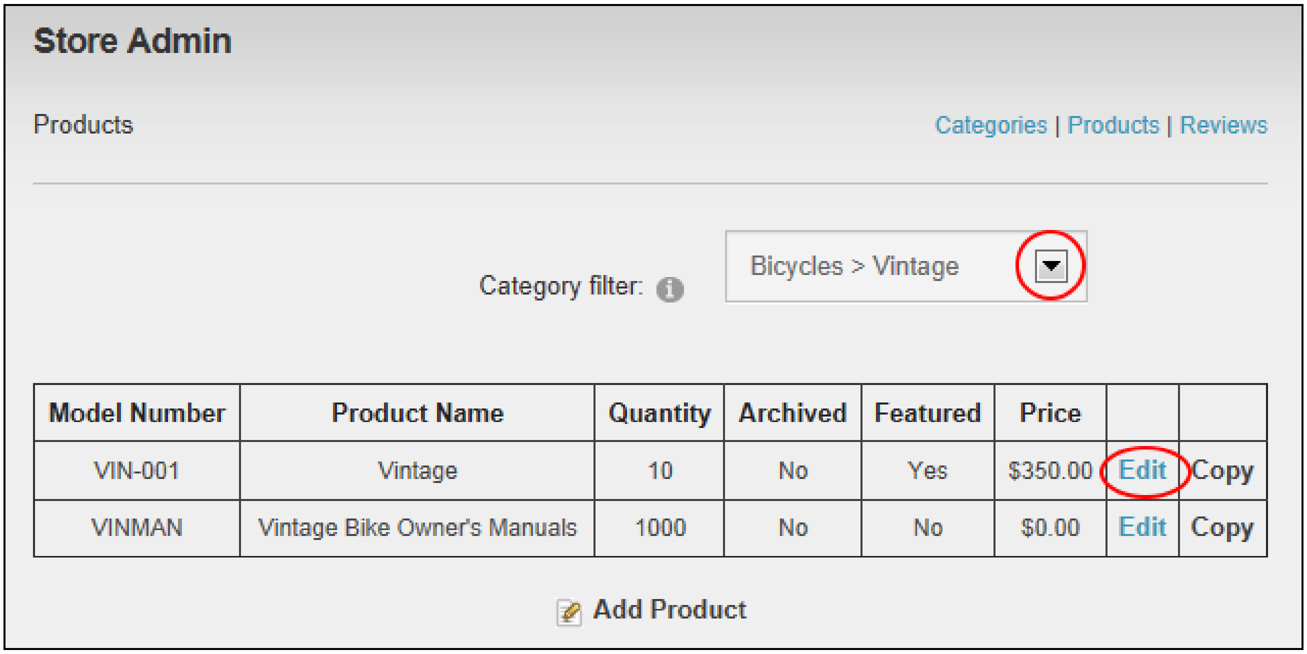


4. Edit the required fields. See "Adding a Product (Product Manager)" for details of available fields.
5. Click the **Update** button.

Deleting a Product

Catalog Managers can delete a product from the Store using the Store Admin module. Deleted products cannot be restored. If you plan to offer the product in the future you should archive the product instead. See "Managing Product Archiving"

1. On the Store Admin module, click the Products link.
2. At **Category**, select the category the product belongs to.
3. Click the Edit link beside the product.



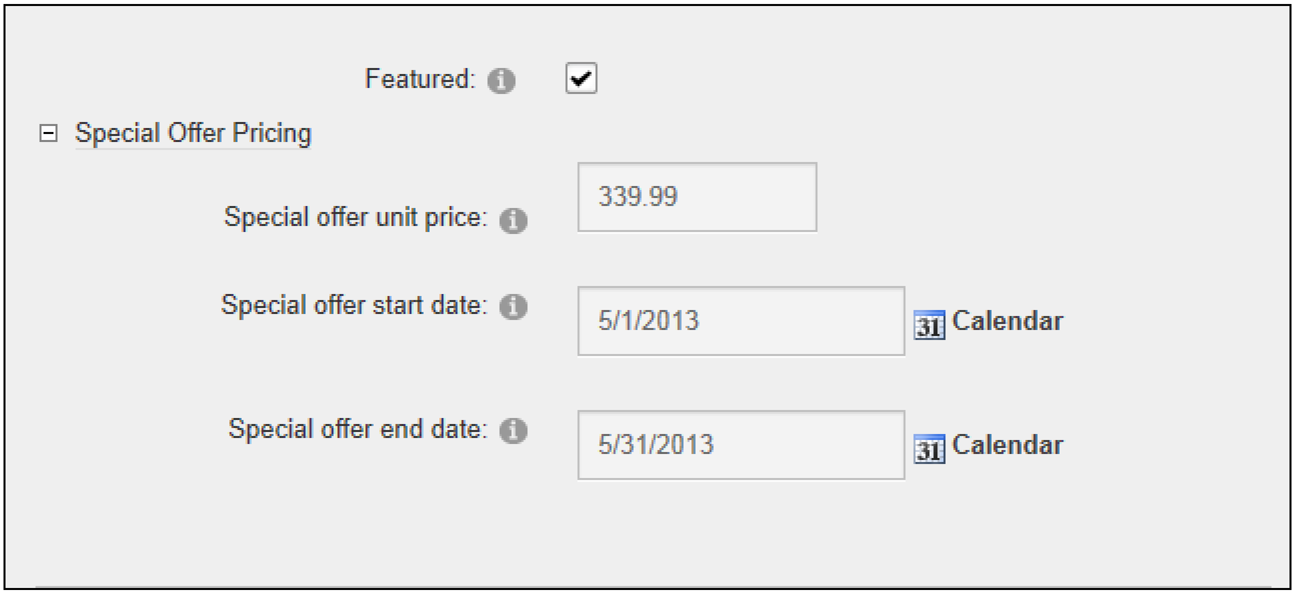
4. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **OK** button.

Managing Featured Products

Catalog Managers can "feature" a product using the Store Admin module. Featured products are typically displayed at the top of the Store Catalog module and can include a special offer price with optional start and end dates for the offer.

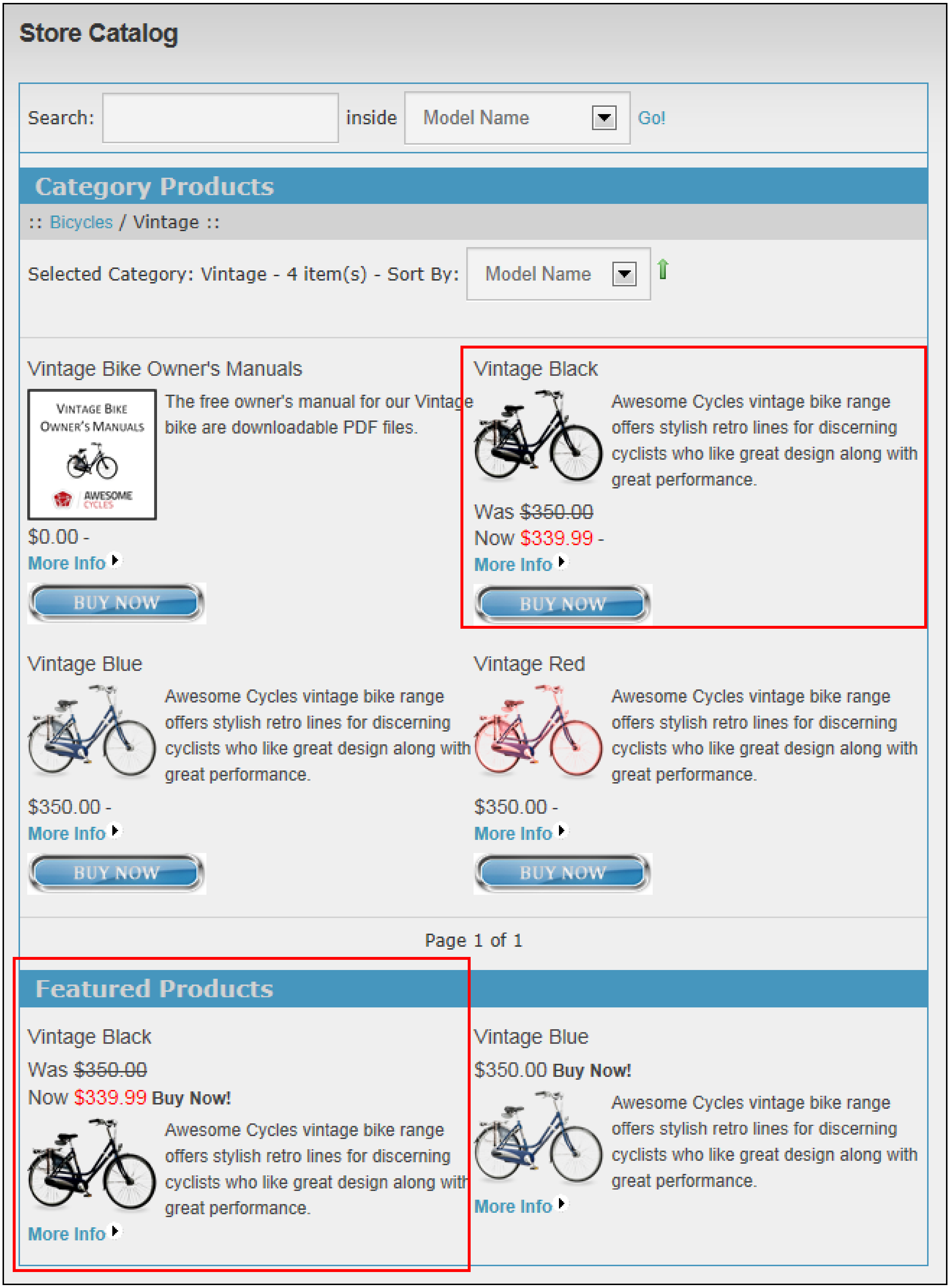
1. On the Store Admin module, click the Products link.
2. At **Category**, select the category of the required product.
3. Click the Edit link beside the product.
4. At **Featured**, select from these option:
   - Mark the check box to set the product as featured. This displays the Special Offer Pricing section.
     1. **Optional**. Go to the **Special Offer Pricing** section and complete any of the following settings:
        1. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
        2. At **Special Offer Start Date**, click the Calendar link and select the commencement date for this offer price. If no start date is selected the offer will commence immediately.

3. At **Special Offer End Date**, click the Calendar link and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.



- Unmark the check box to remove the product from the featured list. Any special offer pricing which has been entered will now be ignored.

5. Click the Update link.


Store Catalog
Search:
inside
Model Name
Go!
Category Products
:: Bicycles / Vintage ::
Selected Category: Vintage - 4 item(s) - Sort By:
Model Name
Vintage Bike Owner's Manuals
VINTAGE BIKE OWNER'S MANUALS
AWESOME CYCLES
The free owner's manual for our Vintage bike are downloadable PDF files.
$0.00 -
More Info
BUY NOW
Vintage Black
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
Was ~~$350.00~~
Now $339.99 -
More Info
BUY NOW
Vintage Blue
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
$350.00 -
More Info
BUY NOW
Vintage Red
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
$350.00 -
More Info
BUY NOW
Page 1 of 1
Featured Products
Vintage Black
Was ~~$350.00~~
Now $339.99 Buy Now!
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
More Info
Vintage Blue
$350.00 Buy Now!
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
More Info

Featured Product Displayed in the Store Catalog

Related Topics:

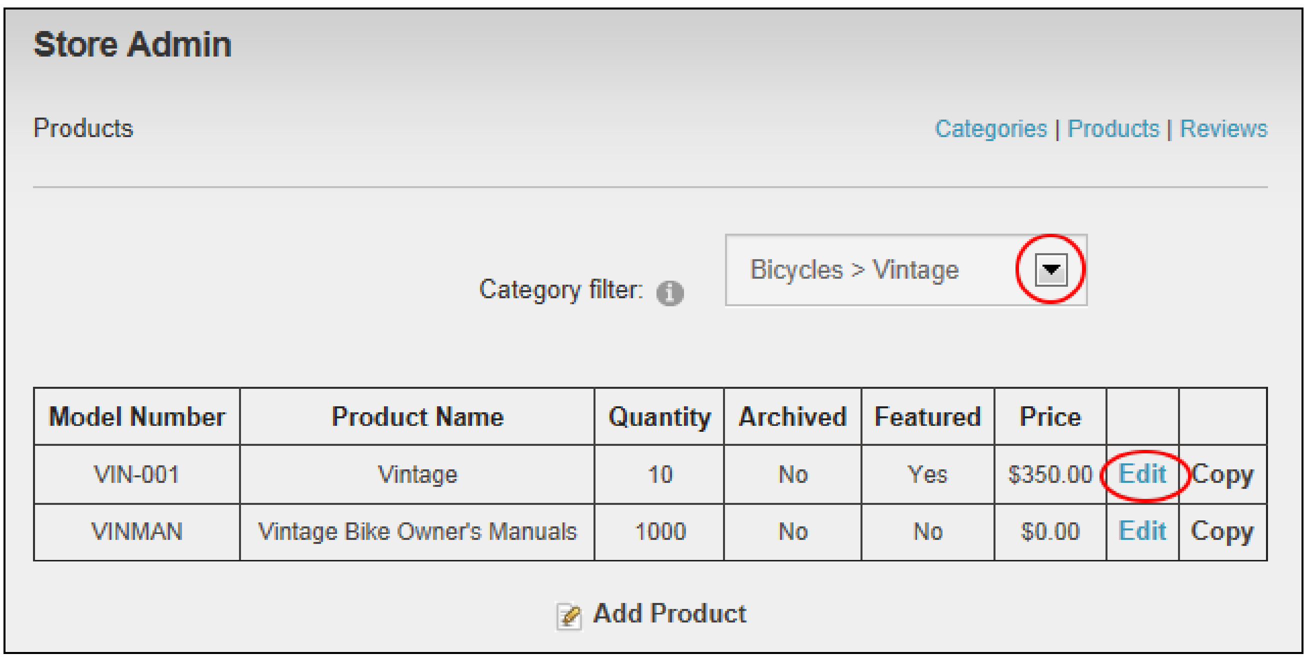
- See "Working with the Calendar"

Managing Product Archiving

Catalog Managers can archive a store product or remove it from the archive using the Store Admin module. Archived products are not displayed in the Store Catalog module.

> Tip: You can archive a product rather than delete it if you may want to restore at a later time. See "Managing Product Archiving"

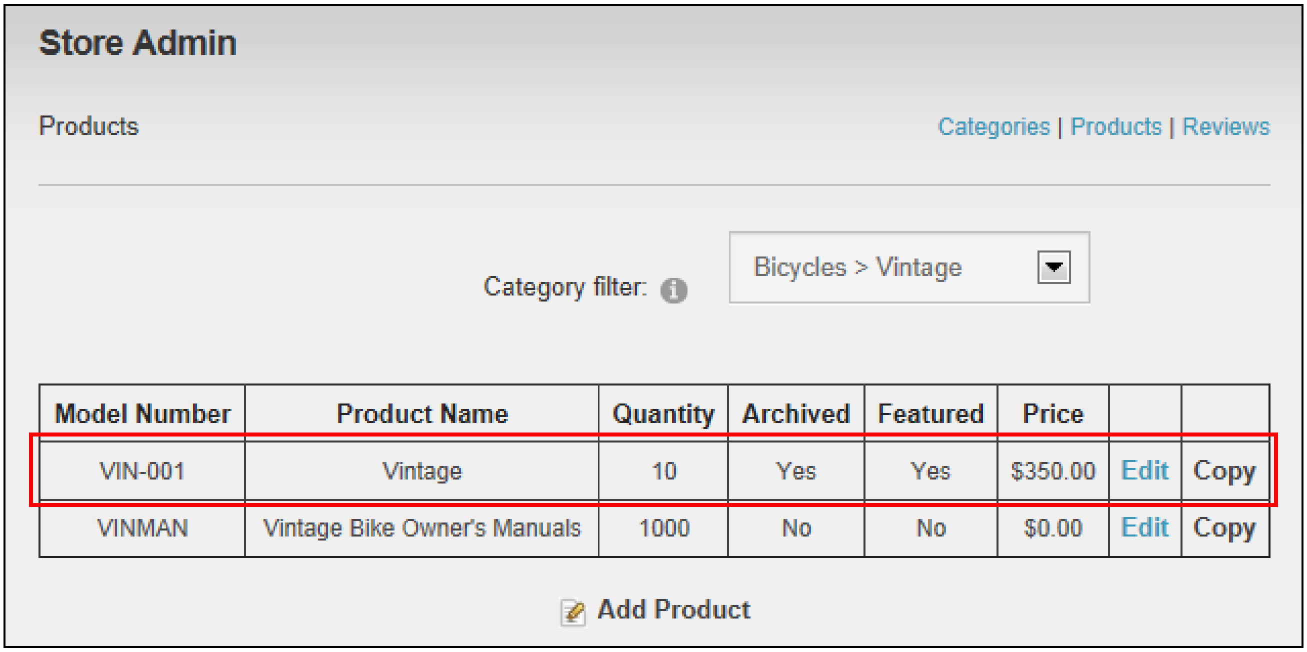
1. On the Store Admin module, click the Products link.
2. At **Category**, select the category of the required product.
3. Click the Edit link beside the product.



4. At **Archived**, select from these options
   - Mark 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.

- Unmark the check box to remove archiving. This displays the product in the Store Catalog module.

5. Click the **Update** button. The product is now marked as archived.

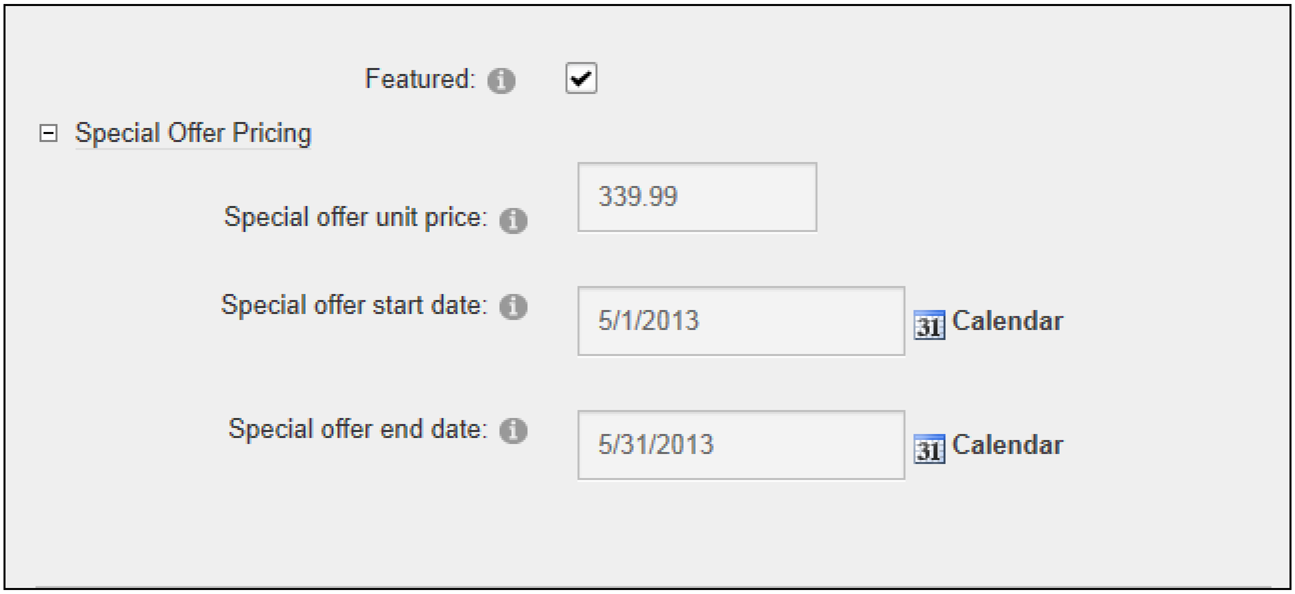


The Archived Product

Managing Special Offer Pricing on Products (Store Admin Only)

Catalog Managers can enable or disable a special offer price for a store product 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:
    1. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
    2. 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.
    3. At **Special Offer End Date**, navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.



5. Click the **Update** button.

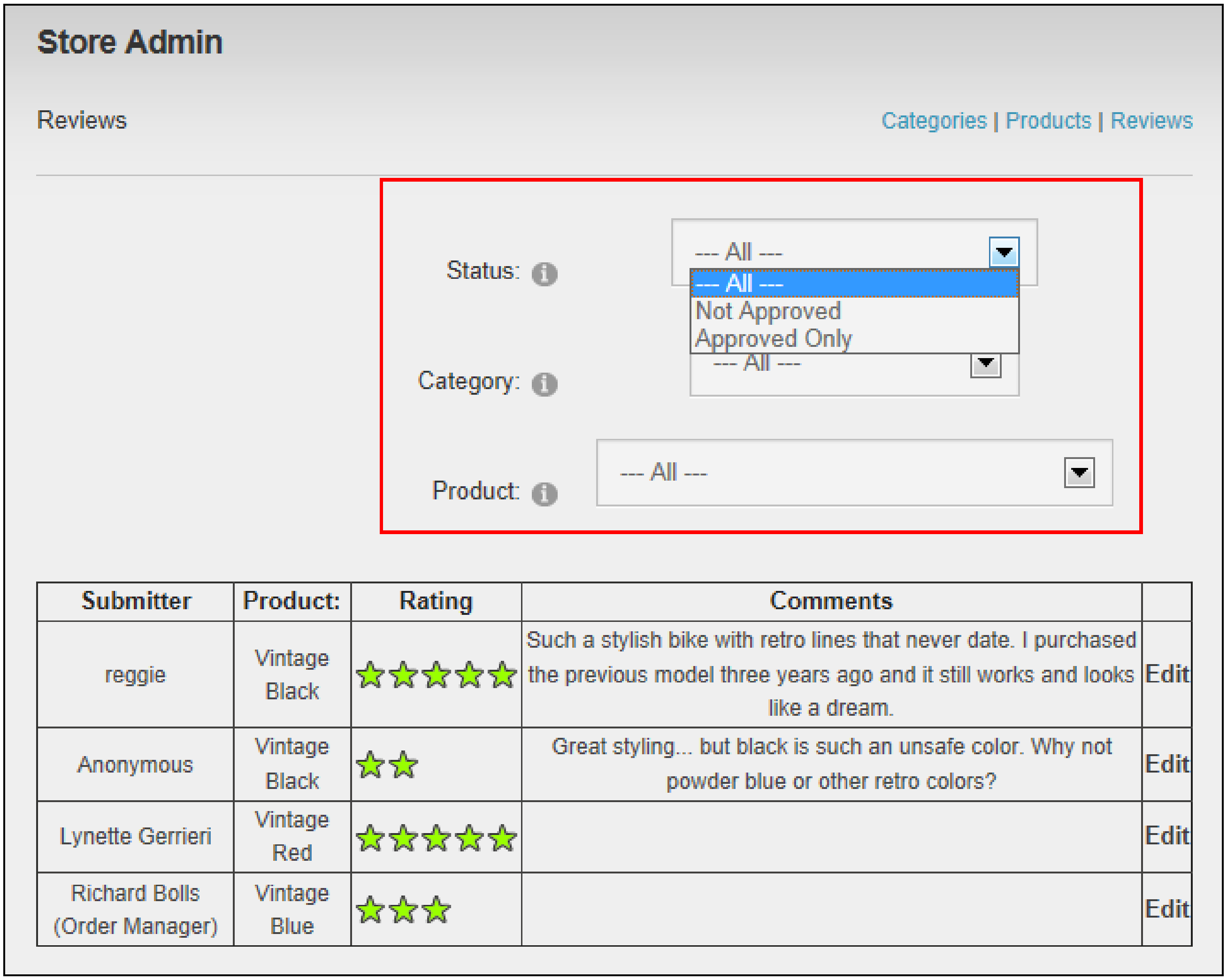
Tip: To clear a start or end date, click either the **Clear Start Date** or **Clear End Date** buttons respectively.

Reviews

Filtering Product Reviews

Catalog Managers can filter product reviews using the Store Admin module.

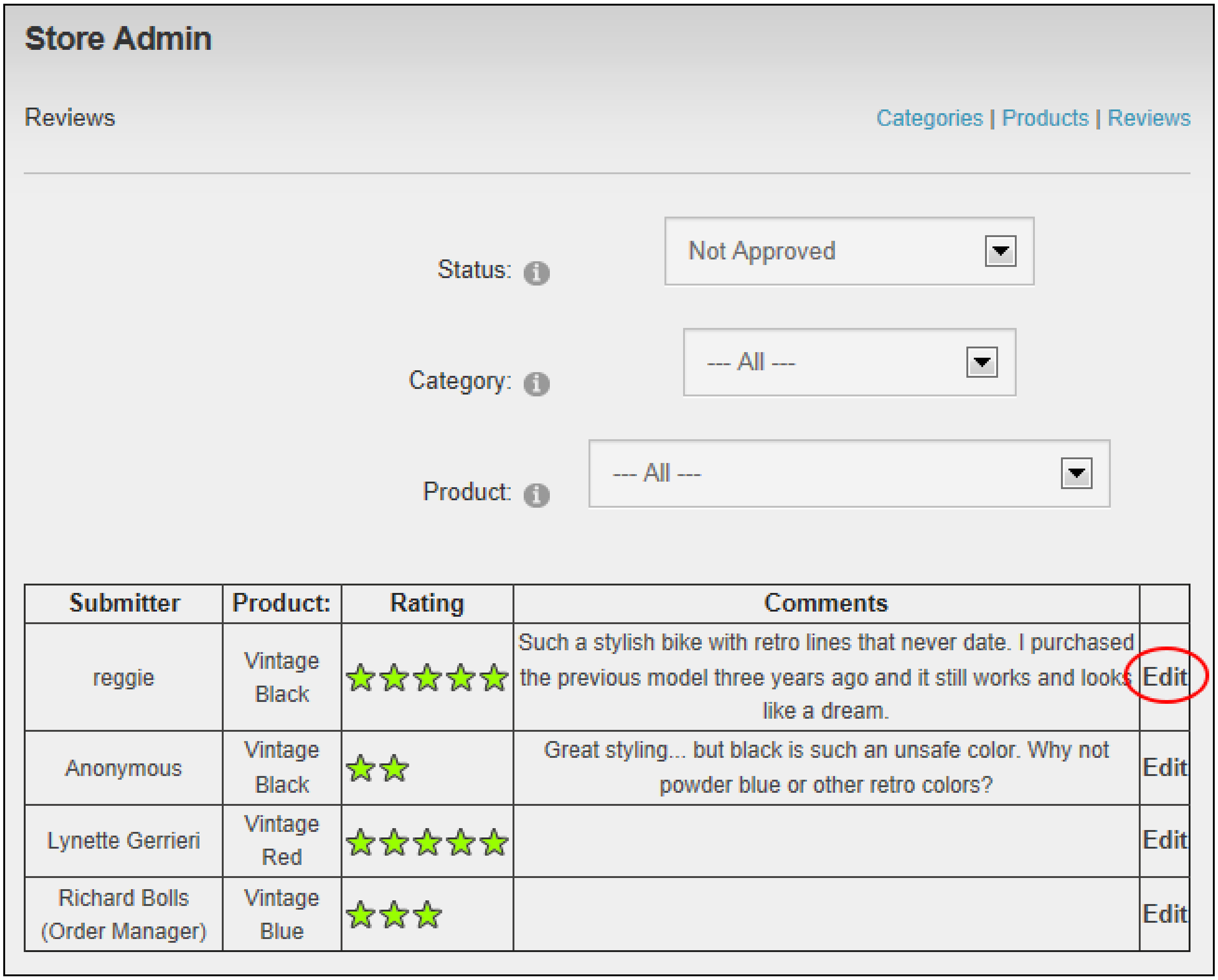
1. On the Store Admin module, click the Reviews link and then apply one or more of these filters.
2. At **Status**, select from these options:
   - **--- ALL ---**: Select to view both approved and unapproved reviews.
   - **Not Approved**: Select to only view unapproved reviews. These reviews are not visible to customers.
   - **Approved Only**: Select to view only reviews that are approved. These reviews are visible to customers.
3. At **Category**, select **--- ALL ---** to view reviews for products in all categories - OR - Select a category to only view reviews for products within that category.
4. At **Product**, select **--- ALL ---** to view reviews for all products - OR - Select a product to only view reviews for that product.



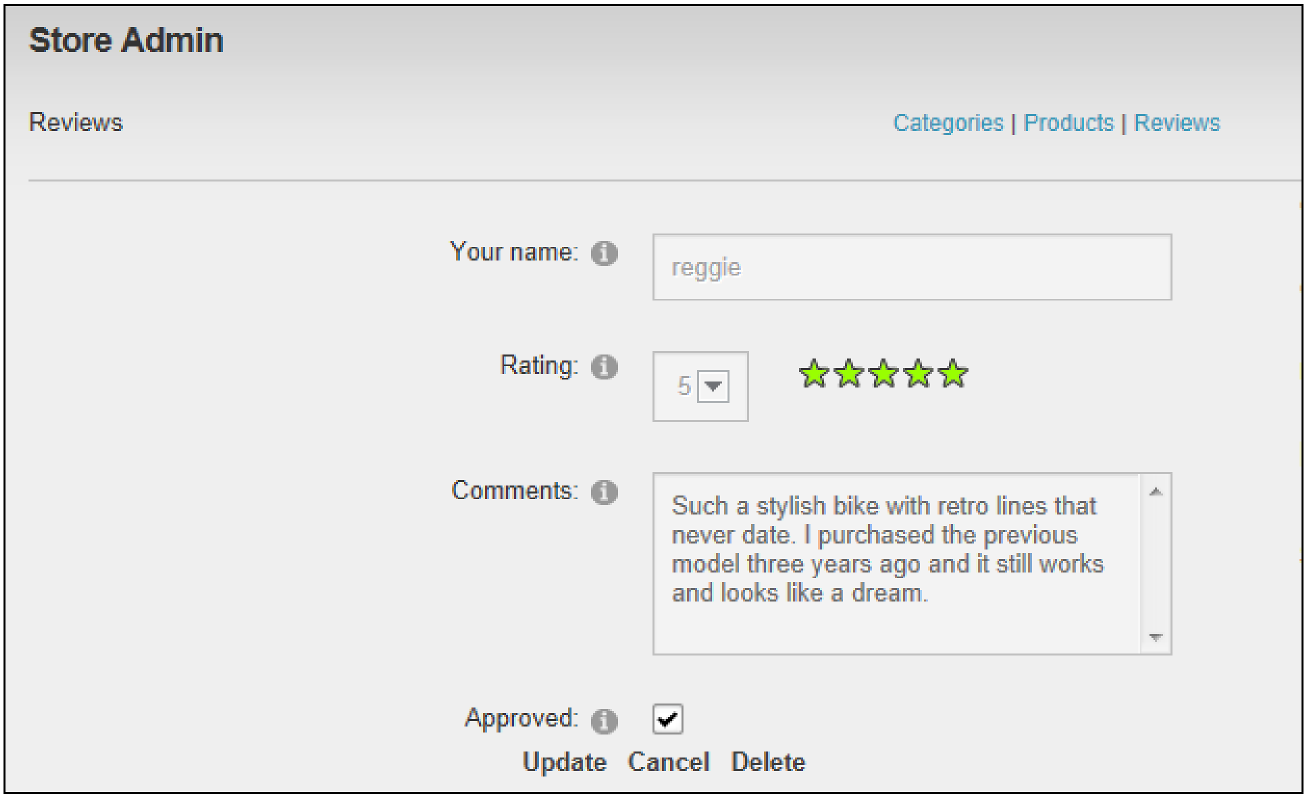
Approving Product Reviews

Catalog Managers can approve one or more store product reviews 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. On the Store Admin module, click the Reviews link.
2. **Recommended.** At **Status**, select **Not Approved**.
3. **Optional.** Filter reviews by **Category** and/or **Product** as required. See "Filtering Product Reviews"
4. Click the Edit link beside the required review.



5. **Optional.** In the **Comments** text box, edit the comments if required.
6. At **Approved**, mark the check box to approve the review and display it on the product detail page.

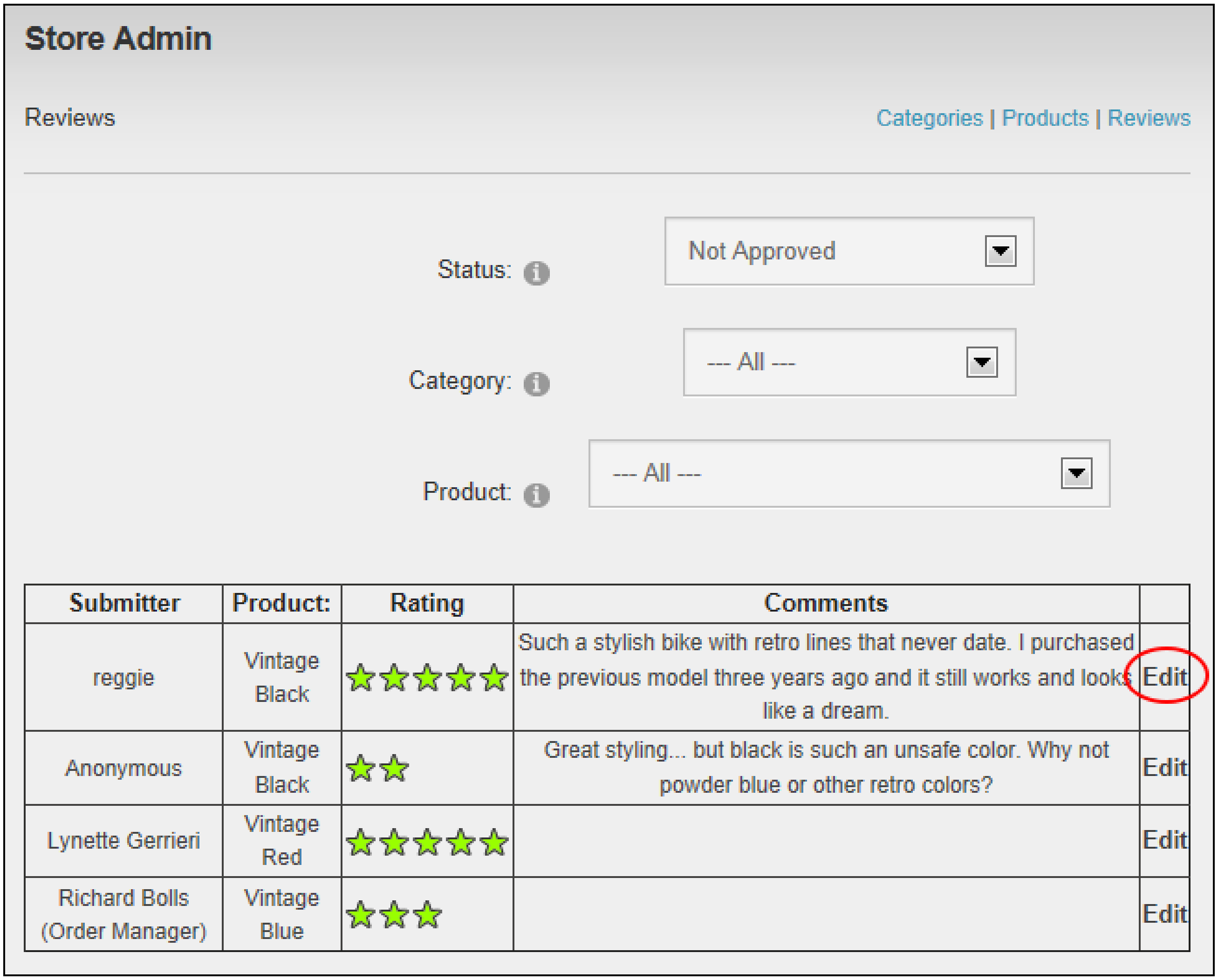


7. Click the Update link to approve this comment.
8. Repeat Steps 3-7 to approve additional reviews.

Editing Product Reviews

Catalog Managers can edit product reviews submitted to the Store using the Store Admin module. Note: Ratings cannot be edited.

1. On the Store Admin module, click the Reviews link.
2. **Optional.** Filter reviews by Status, Category and/or Product as required. See "Filtering Product Reviews"
3. Click the Edit link beside the required review.

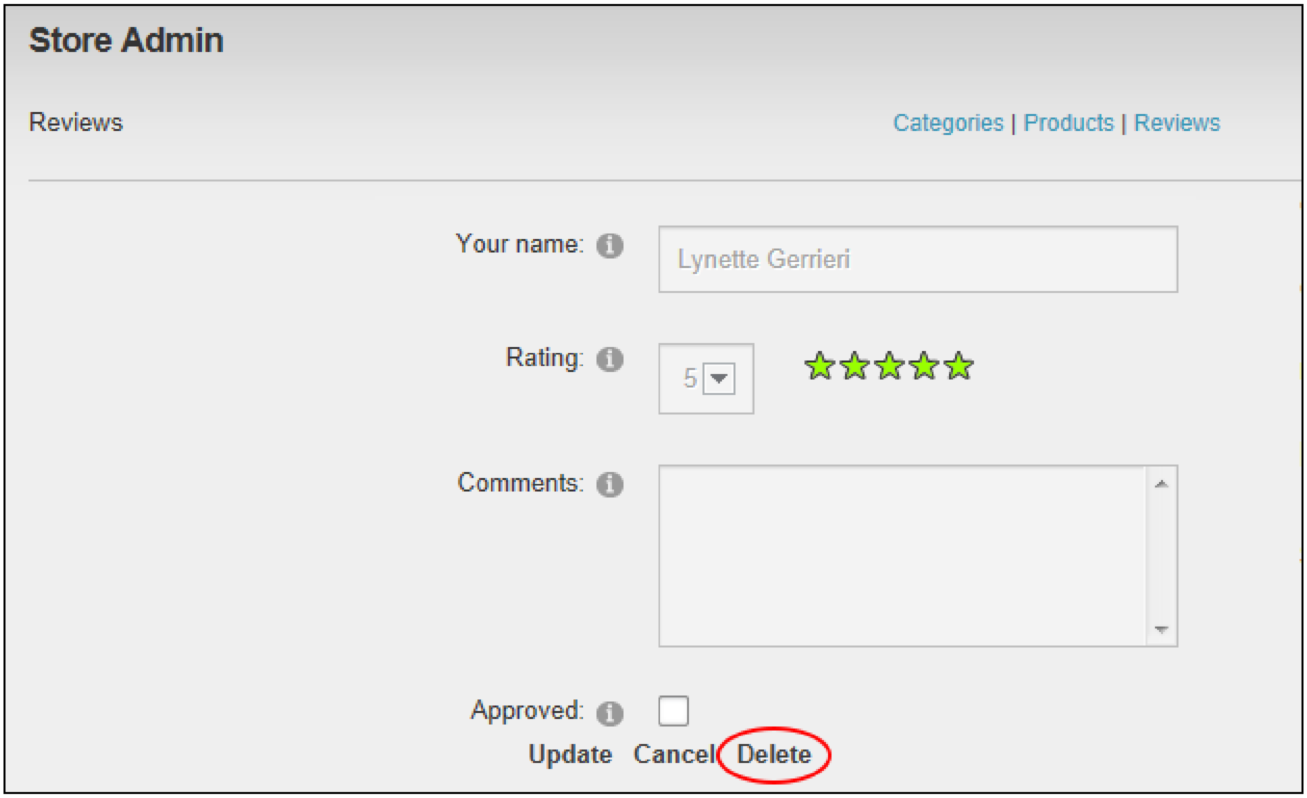


4. In the **Comments** text box, edit the comments as required.
5. Click the **Update** button.
6. Repeat Steps 2-5 to edit additional reviews.

Deleting Product Reviews

Catalog Managers can permanently delete product reviews from the store using the Store Admin module.

1. On the Store Admin module, click the Reviews link.
2. Filter reviews by Status, Category and/or Product as required. See "Filtering Product Reviews"
3. Click the Edit link beside the required review.
4. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"

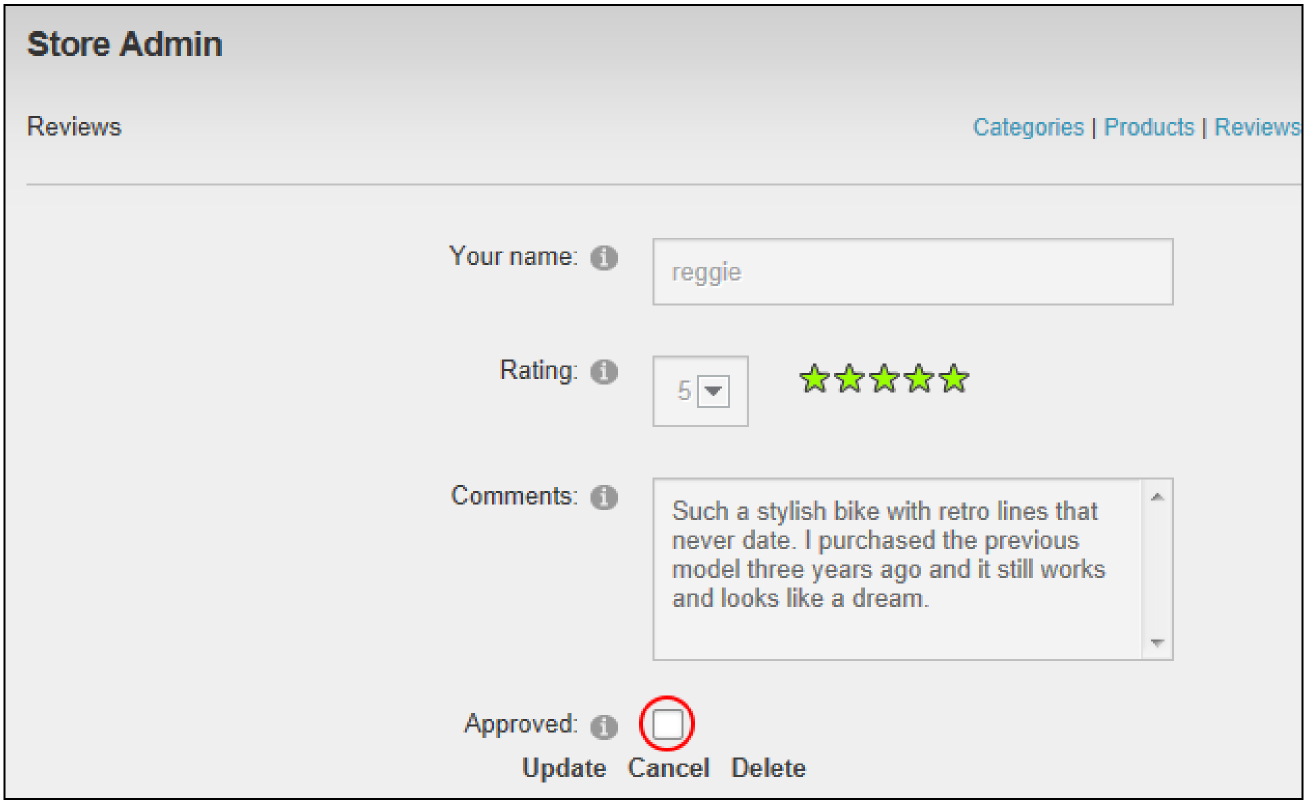


5. Click the **OK** button.
6. Repeat Steps 2-5 to delete additional reviews.

Unapproving Product Reviews

Catalog Managers can unapprove product reviews using the Store Admin module. This 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**, unmark the check box.



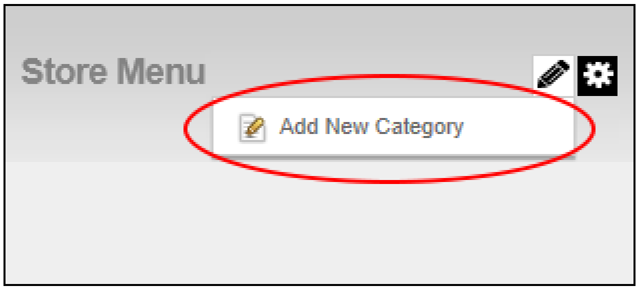
6. Click the **Update** button.
7. Repeat Steps 3-6 to set additional reviews as unapproved.

Category Managers

Adding a Product Category

Category Managers and Catalog Managers can add a category to the Store using the Store Menu. **Important.** The SEO Feature option must be enabled to use the SEO Name and SEO Keywords fields. See "Setting Store Info"

1. On the Store Menu, select **Edit** > **Add New Category** from the Store Menu module actions menu. This opens the Edit Catalog page.

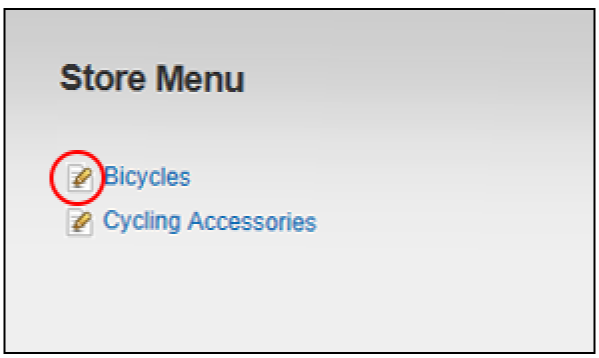


2. Complete Steps 3 onwards in See "Adding a Product Category"

Editing a Parent Category

Category Managers and Catalog Managers can edit a parent category in the store using the Store Menu. Note: Child categories can only be edited using the Store Admin. See "Editing a Product Category"

1. On the Store Menu, click the **Edit** button beside of the required parent category. This opens the Edit Catalog page.



2. Edit one or more fields as required.
3. Click the **Update** button.

Deleting a Parent Category

Category Managers and Catalog Managers can delete a parent category from the store using the Store Menu. 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, click the **Edit** button beside of the required parent category. This displays the Edit Catalog page.

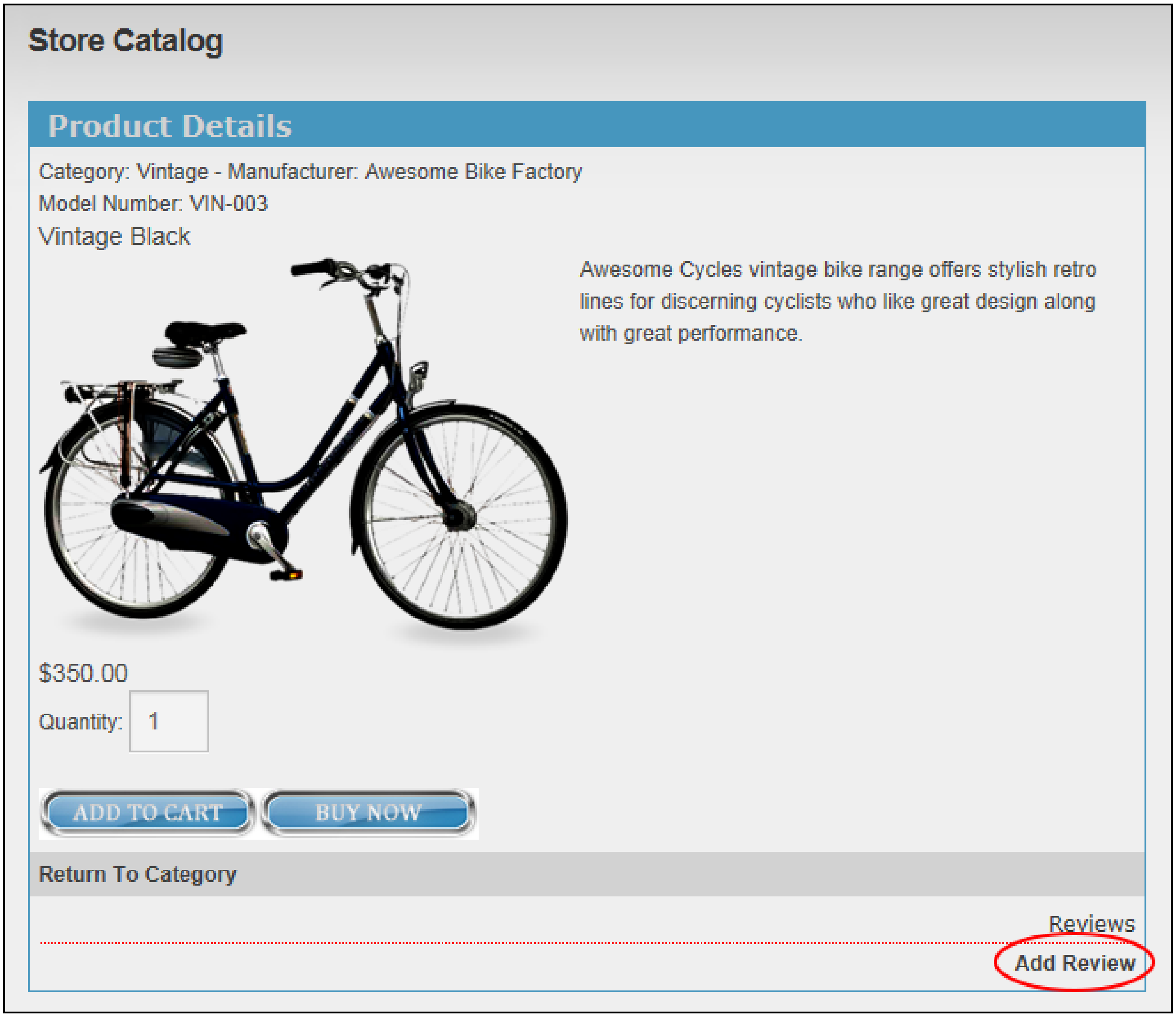
2. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
3. Click the **OK** button.

Customers

Adding a Product Review

How to review a Store product. Submitted reviews must be approved before it is displayed in the store.

1. Go to a Store.
2. Locate the required product.
3. Click the More Info link to view product details. This displays all approved reviews below the product details.
4. Click the Add Review link which is typically located at the bottom right corner of this page.



5. In the **Your Name** text box, enter your name. If you are logged in, this field is pre-populated with your display name.
6. At **Rating**, select a rating the drop down list. This updates the number of stars displayed at this field.
7. **Optional.** In the **Comments** text box, enter your comments.

Store Catalog

Product Details

Category: Vintage - Manufacturer: Awesome Bike Factory
Model Number: VIN-003
Vintage Black

Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.

$350.00

Quantity: 1

ADD TO CART BUY NOW

Return To Category

Reviews

Your name: reggie

Rating: 5

Comments: Such a stylish bike with retro lines that never date. I purchased the previous model three years ago and it still works and looks like a dream.

Update **Cancel**

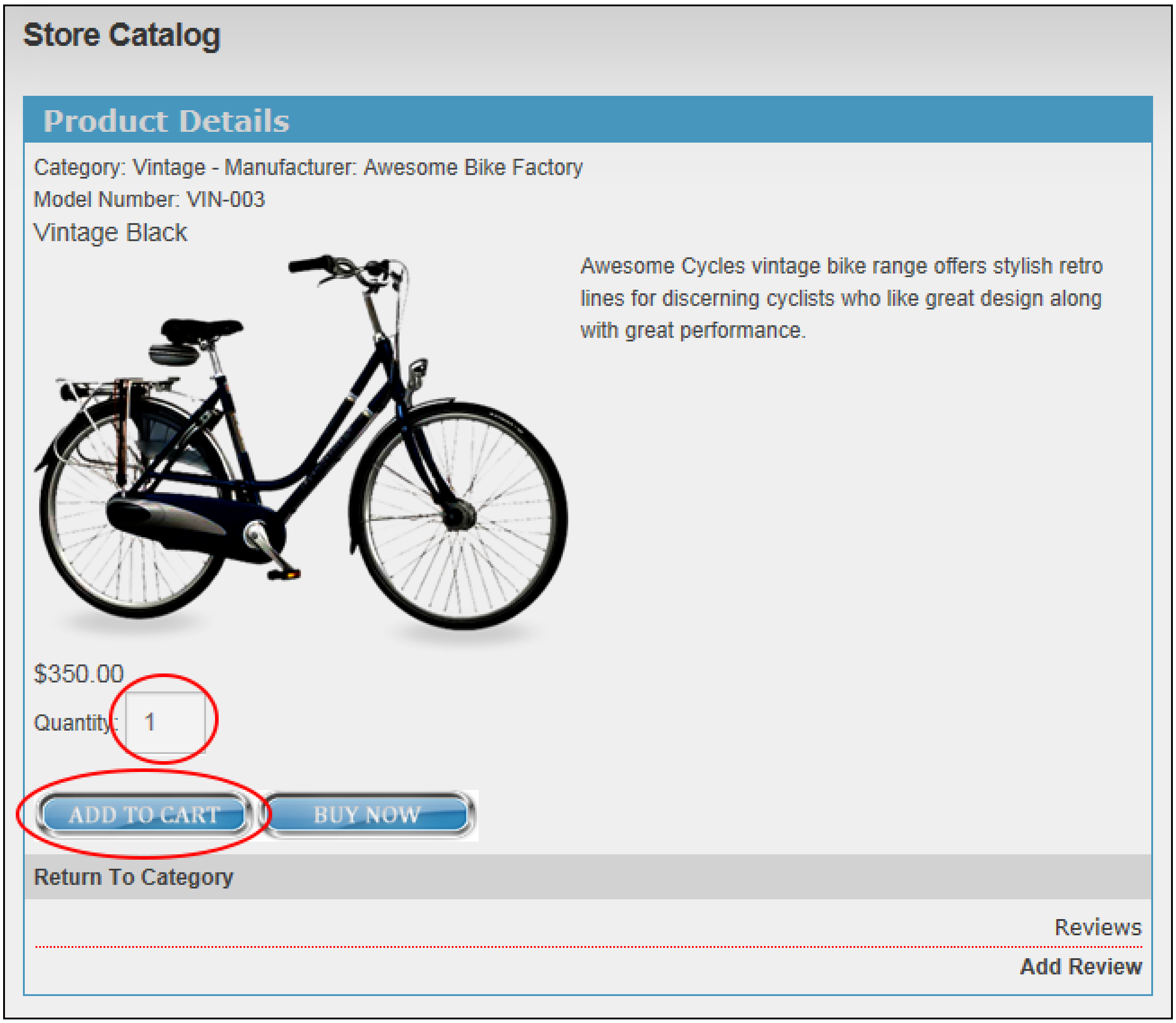
Your opinion will be added to the list after approval by the administrator of the store.

8. Click the **Update** button. The review will not be displayed until it is approved.

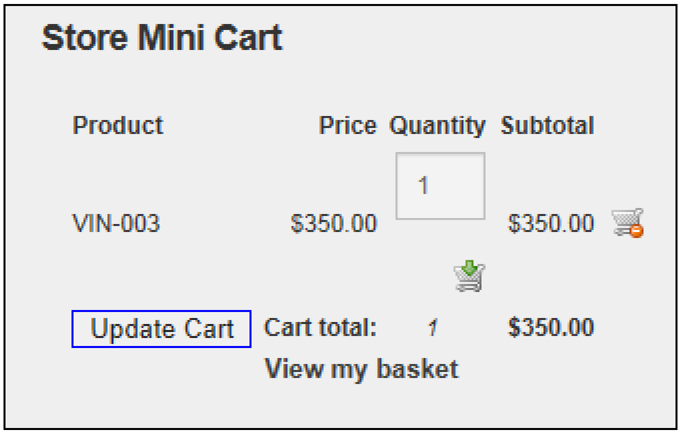
Adding a Product to the Cart

How to add a product to your shopping cart.

1. Go to a Store.
2. Go to the Product Detail page of the required product. See "Viewing Product Details"
3. **Optional.** In the **Quantity** text box, edit the number of items required.
4. Click the **Add To Cart**  button.



5. The product has now been placed in your shopping basket and details of the item can be seen in the Store Mini Cart. The Store returns to the selected category allowing you to continue shopping.

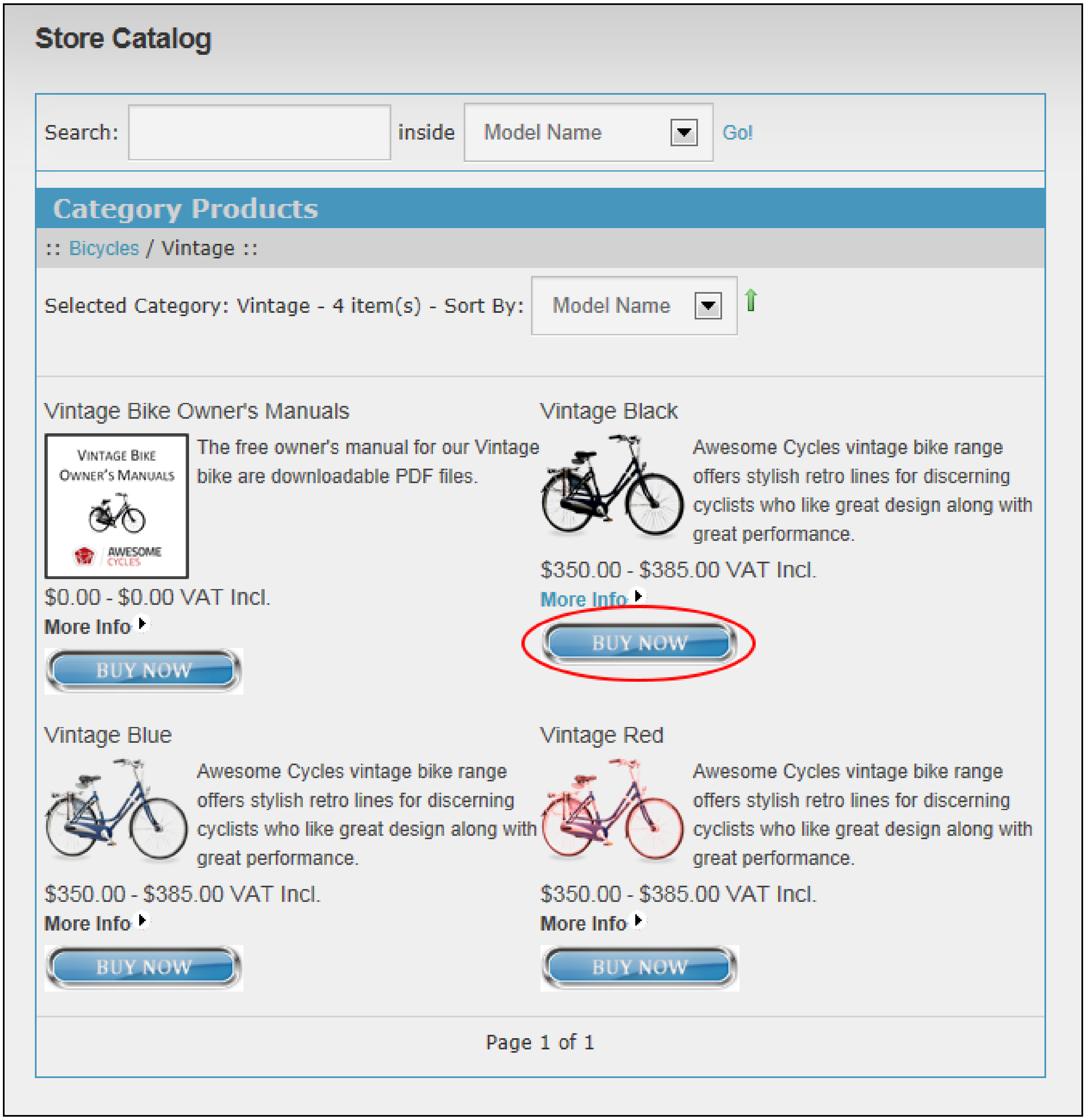


Buying a Product Now

How to select a product and proceed directly to the checkout to purchase it using the Store module. This adds one unit of the item to your cart and displays your Store Account, enabling you to proceed to the checkout.

1. Go to a Store.
2. Locate the required product. See "Viewing Products"
3. Click the More Info link beside a product to view product details.
4. Click the **Buy Now** 

button.



5. **Optional.** If registration is required to buy products and you aren't logged into the site, the User Log In will be displayed allowing you to login or register to continue the buy process.
6. The Store Account module is now displayed, enabling you to proceed to the checkout. See "Completing Check-out - Managing Contact Addresses"

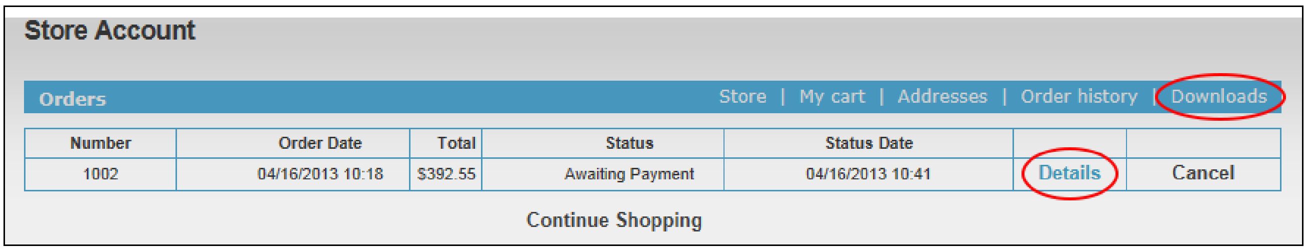
Canceling an Order

How to cancel an order placed in the Store using the Store Account module. This option may not be available on all stores.

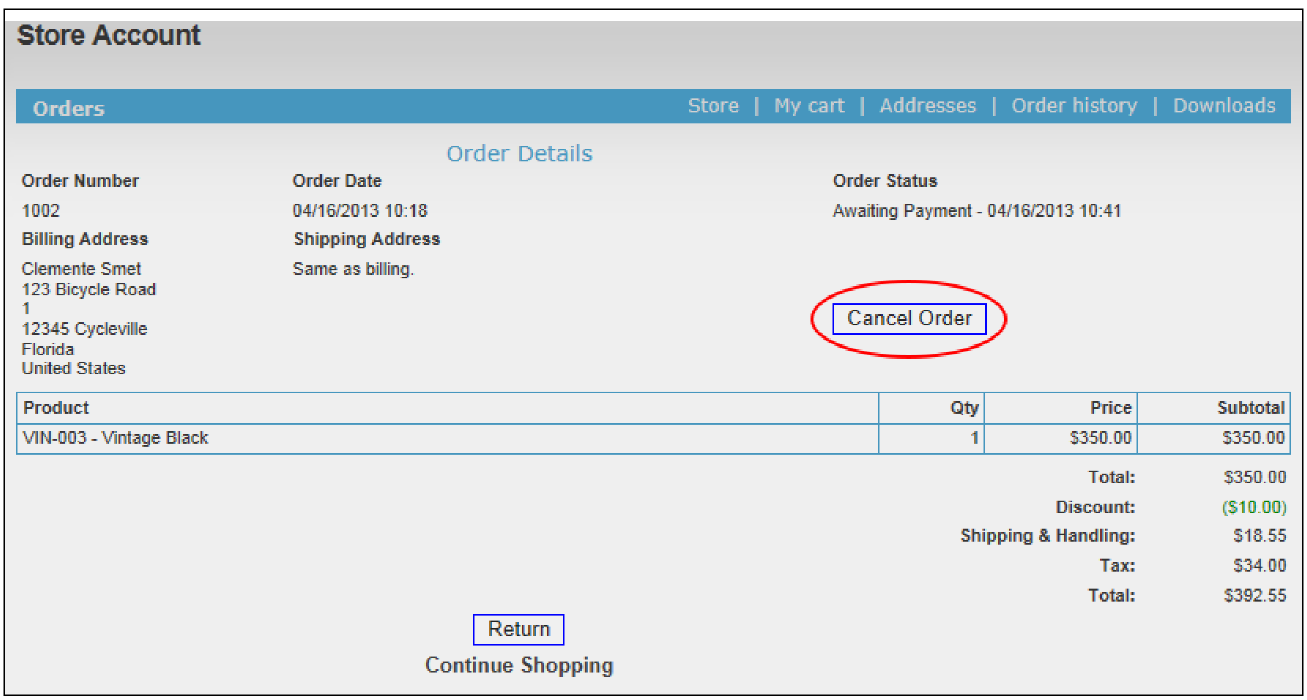
Prerequisite. Order cancellation must be authorized. See "Setting Store Info"

Option One:

1. Go to the Store Account module.
2. Click the Order History link.
3. Click the Details link beside the required order.

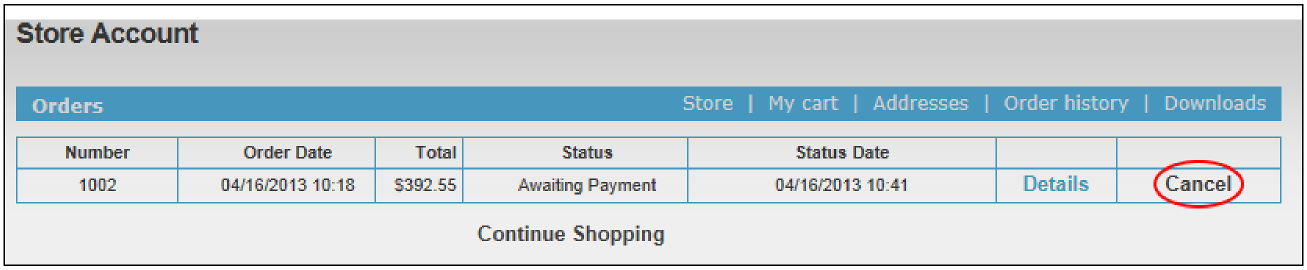


4. Click the **Cancel Order** button. The order status is updated to "Canceled".



Option Two:

1. Go to the Store Account module.
2. Click the Order History link.
3. Click the **Cancel** button beside the required order.



Canceling an Order

Completing Checkout - Atos Payment

How to complete the checkout process when Atos is the payment method for the Store.

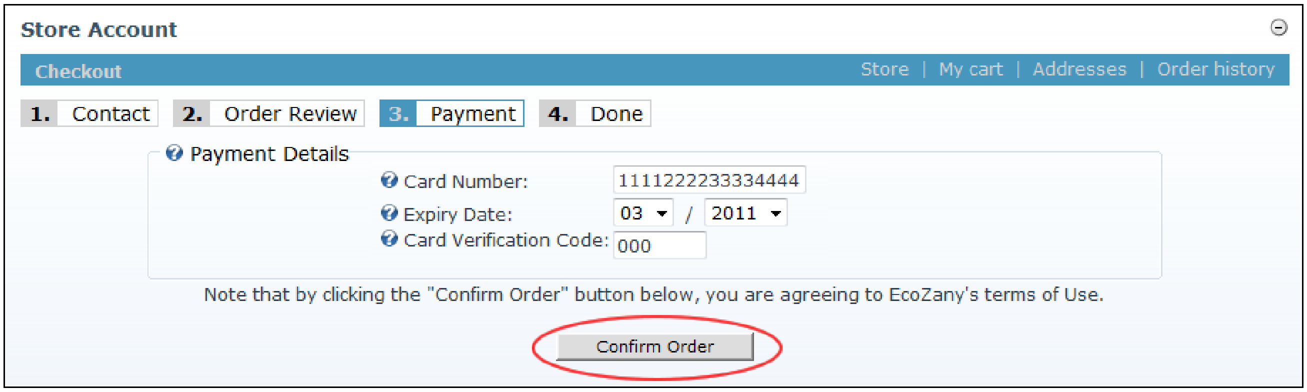
1. Complete See "Completing Checkout - Order Review". Once you complete this step, you will be located on the Payment tab of the Checkout page.

Note: Once the order is complete you will receive confirmation via email.

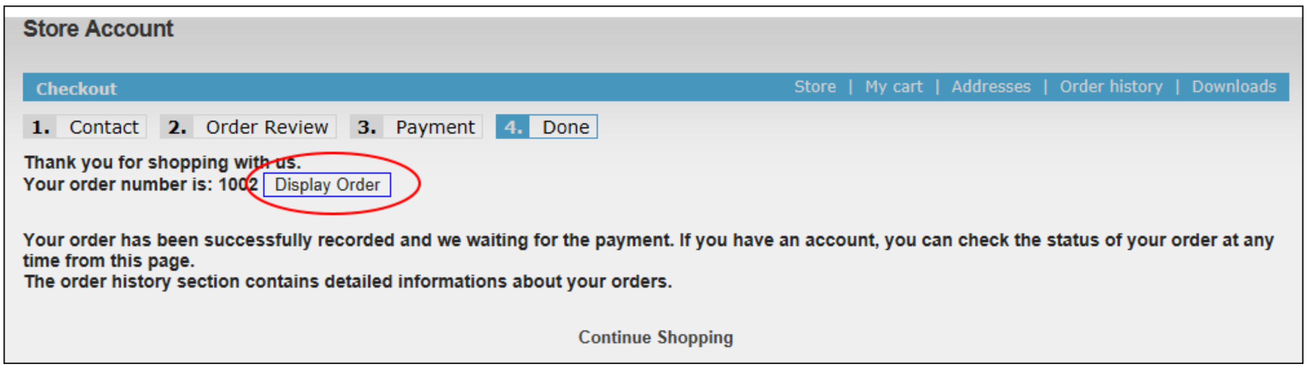
Completing Checkout - Authorize.Net Payment

How to complete the checkout process when Authorize.Net is the payment method for the Store.

1. Complete See "Completing Checkout - Order Review". Once you complete this step, you will be located on the Payment tab of the Checkout page.
2. Complete these Payment Details:
   1. **Card Name**: Enter the name on your credit card
   2. **Expiry Date**: Select the month / year when this card expires.
   3. **Card Verification Code**: Enter the 3 digit verification code displayed on the back of your card.
3. Click the **Confirm Order** button to complete this order. Once the order is complete you will receive confirmation via email.



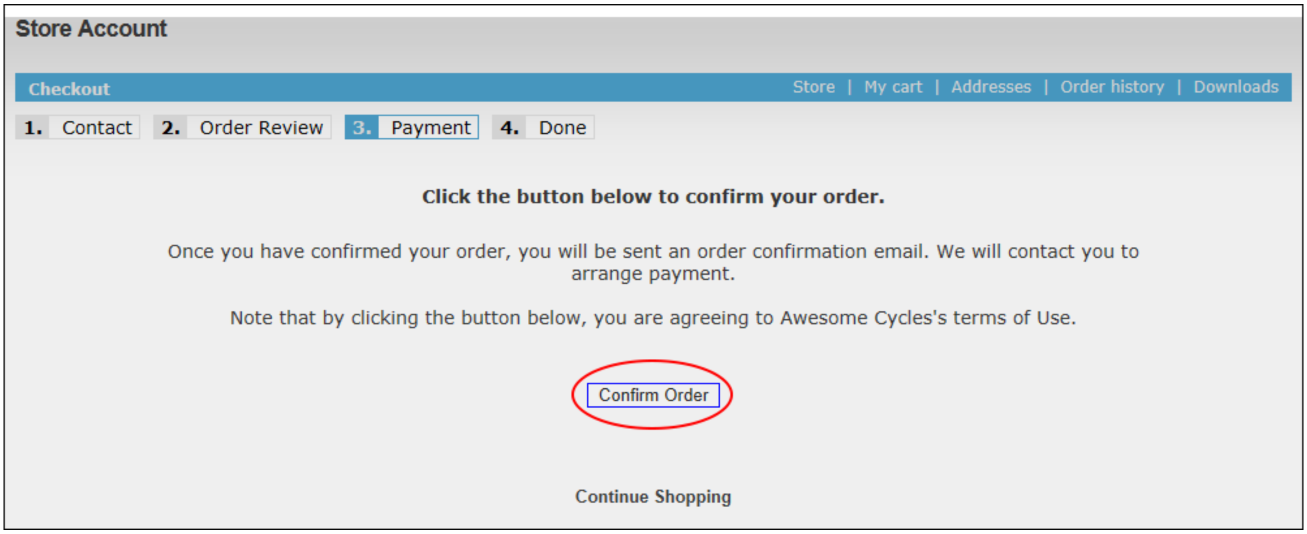
4. Review the details of the order.
5. **Optional.** You can now choose display details of your order.



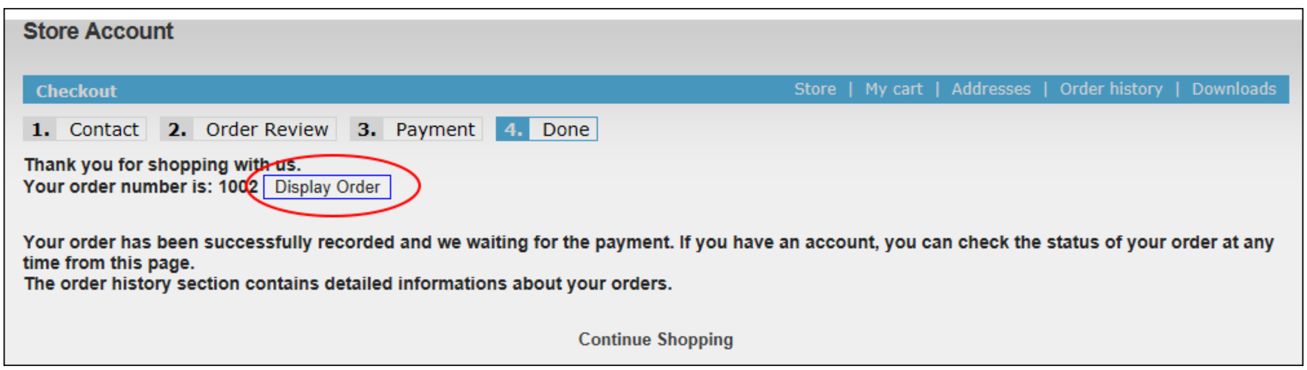
Completing Checkout - Email Payment

How to complete the checkout process when email is the payment method for the Store.

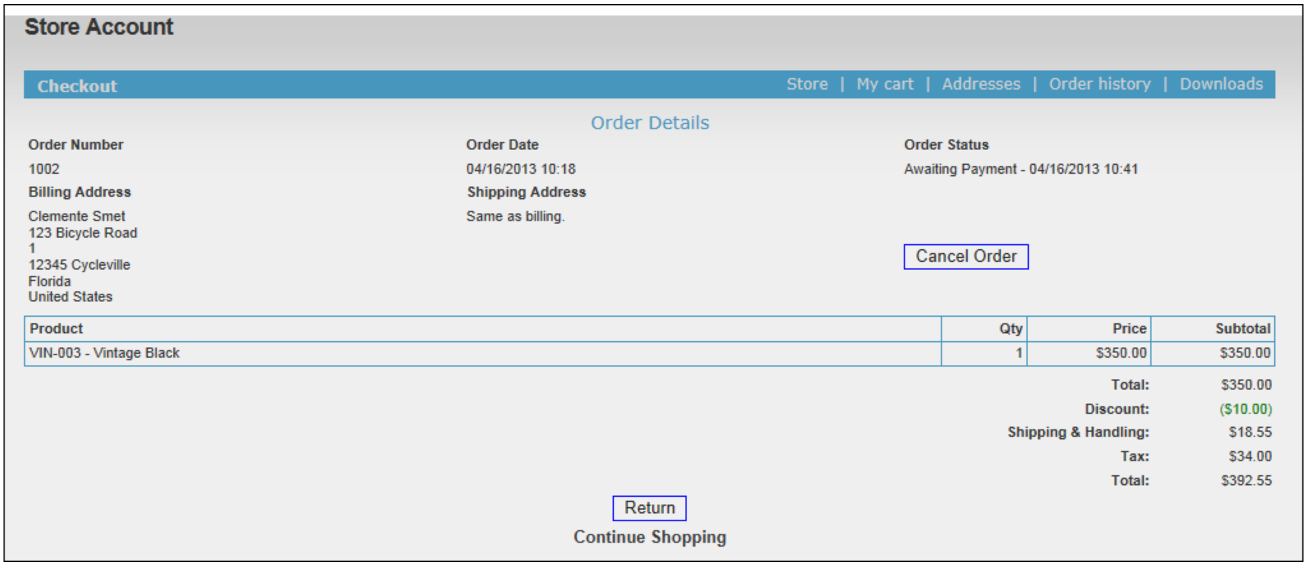
1. Complete See "Completing Checkout - Order Review". Once you complete this step, you will be located on the Payment tab of the Checkout page.
2. Click the **Confirm Order** button to complete this order. You will now receive confirmation via email.



3. Review the details of the order.
4. **Optional.** Click the Display Order link to view the full details of your order.



5. This displays the order in detail.

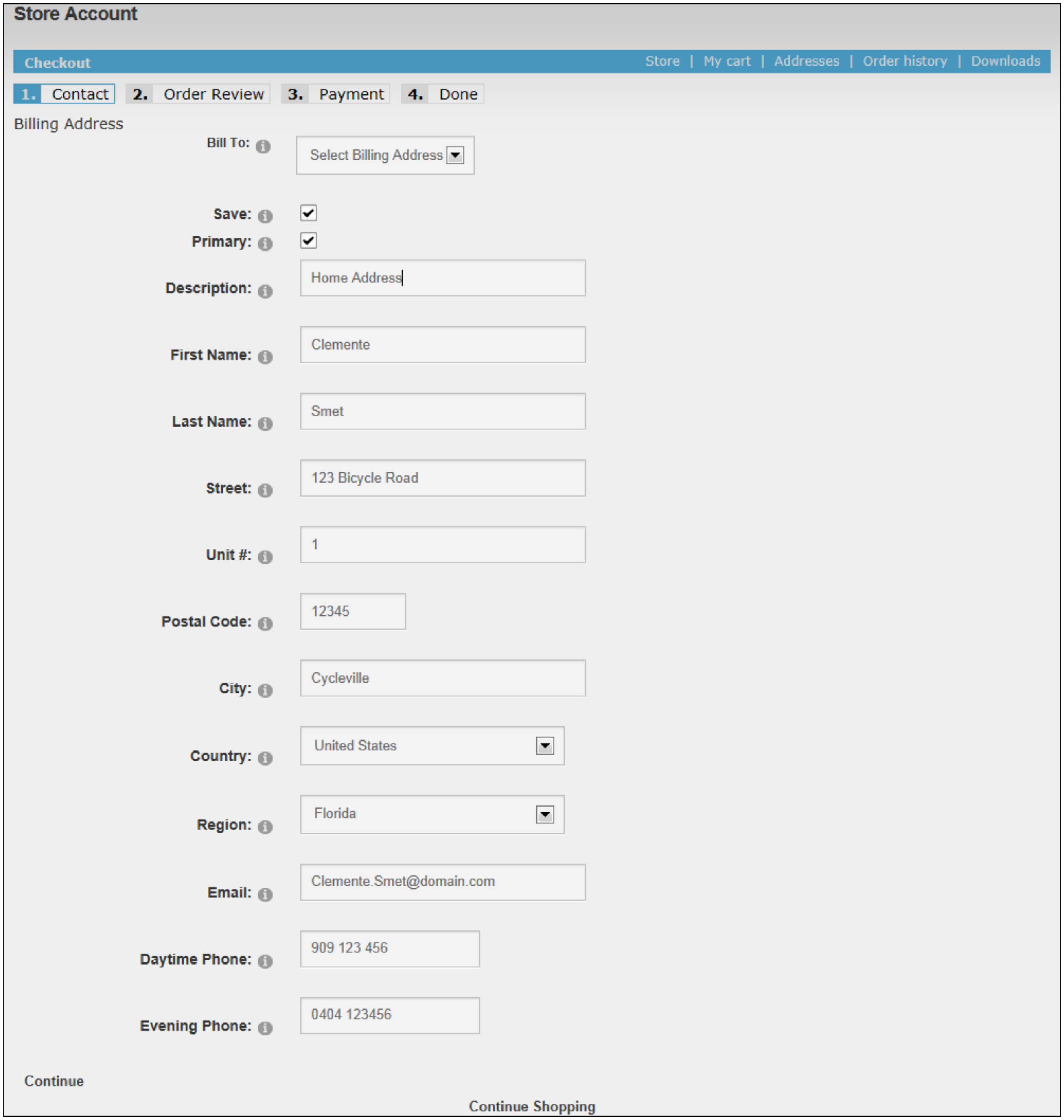


Completing Checkout - Managing Contact Addresses

How to add a new address or edit an existing address using the Store Account module. You can add multiple addresses to use for billing and shipping orders. Note: Your Registration address is managed under your user profile. See "Managing your User Profile"

1. Go to a Store.
2. Click the View My Basket link on the Store Mini Cart module - OR - Go to the Store Account module. This displays the Contact tab of the Checkout page.
3. At **Bill To**, select the address you wish to use from the drop down list. If this is the first time you have made a purchase, or if you haven't saved any additional addresses, only your **Registration Address** (the address associated with your user profile) will be available.
4. Complete or edit these **Billing Address** fields:
    1. **Optional.** At **Save**, mark the check box to save this address for later use. Saved addresses are displayed on the Bill To field on this page.
        1. **Optional.** At **Primary**, mark the check box if this is your primary address.
        2. In the **Description** text box, enter a name for this address. E.g. Work, Home, Shop.
    2. In the **First Name** text box, enter the first name of the person associated with this address. E.g. Elizabeth
    3. In the **Last Name** text box, enter the last name associated with this address. E.g. Smith
    4. In the **Street** text box, enter the street address. E.g. 101 Blackburn Road

    5. **Optional.** In the **Unit #** text box, enter a unit number. E.g. Flat 2
    6. In the **Postal Code** text box, enter the postal code. E.g. 12345
    7. In the **City** text box, enter the city. E.g. New York
    8. At **Country**, select a country from the drop down list. Depending on your selection, this may populate the Region field below with the regions associated with this country.
    9. At **Region**, enter or select the region. E.g. New York
    10. In the **Email** text box, enter the email address associated with this address.
    11. In the **Daytime Phone** text box, enter the daytime telephone number for this address.
    12. In the **Evening Phone** text box, enter the evening telephone number for this address.
5. Complete or edit these **Shipping Address** fields:
    1. At **Shipping Address Options**, select from these options:
        - **Ship the order to the billing address**: Select if the shipping address is the same as the billing address and then Skip to Step 6.
        - **Separate shipping address**: Select if the shipping address is different to the billing address and then complete all shipping address fields.

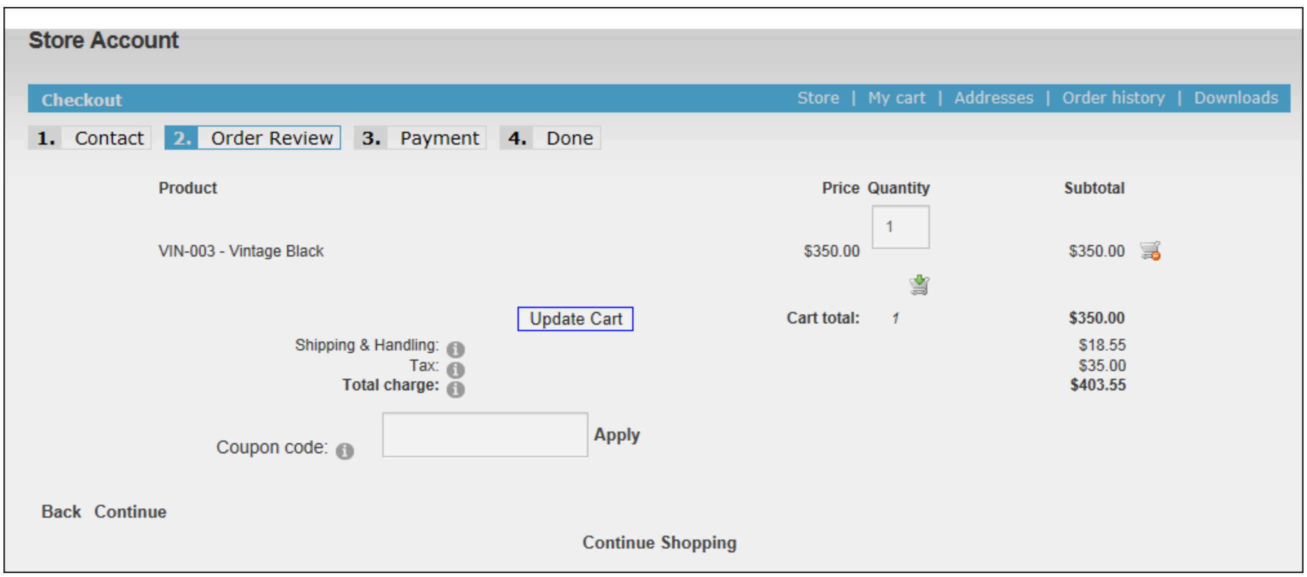


6. Click the Continue link to save any changes and advance to the Checkout Order Review page (See "Completing Checkout - Order Review") - OR - Click the Continue Shopping link to save any changes and return to the Store to continue shopping.

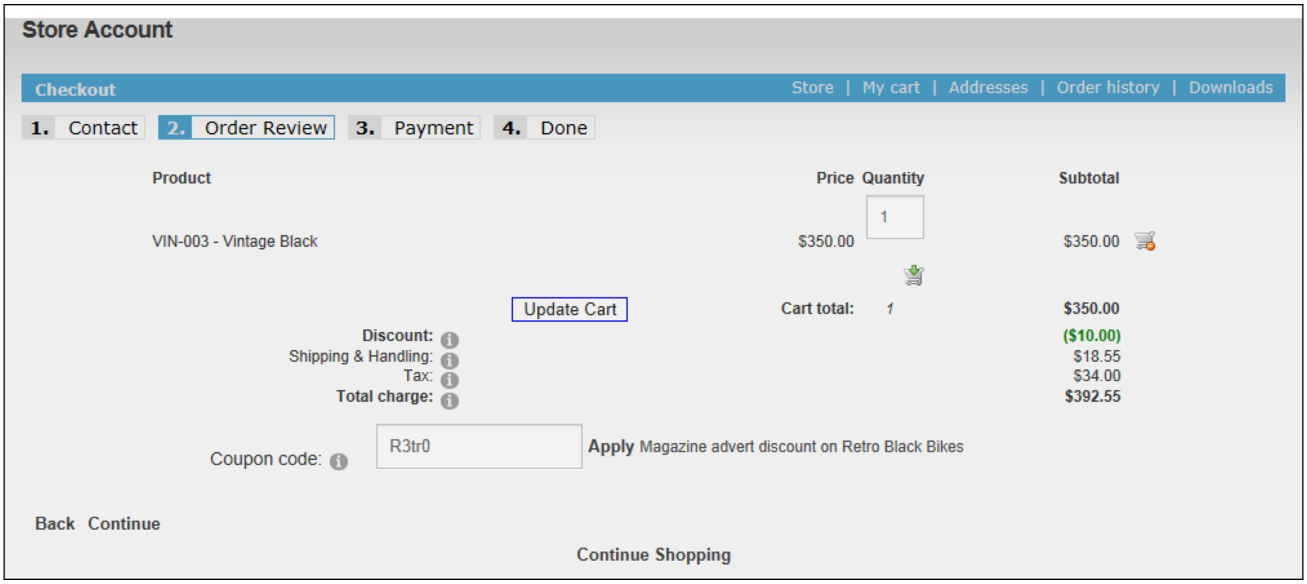
Completing Checkout - Order Review

How to review your order during the checkout process using the Store Account module.

1. Complete See "Completing Checkout - Managing Contact Addresses". Once you complete this step, you will be taken to the Order Review tab of the Checkout page. Alternatively, you can get to the Order Review page by clicking on the View My Basket link on the Store Mini Cart and, once you have completed your addresses, click the Continue link at the base of the page.
2. Review the products you are about to purchase and any related shipping and handling costs.
3. **Optional.** Adjust product quantities or delete products as required. See "Managing Products in your Cart"



4. **Optional.** In the **Coupon Code** text box, enter the code for any coupons you can redeem and then click the Apply link. This will display the coupon description beside the Coupon Code field apply the discount to the order.

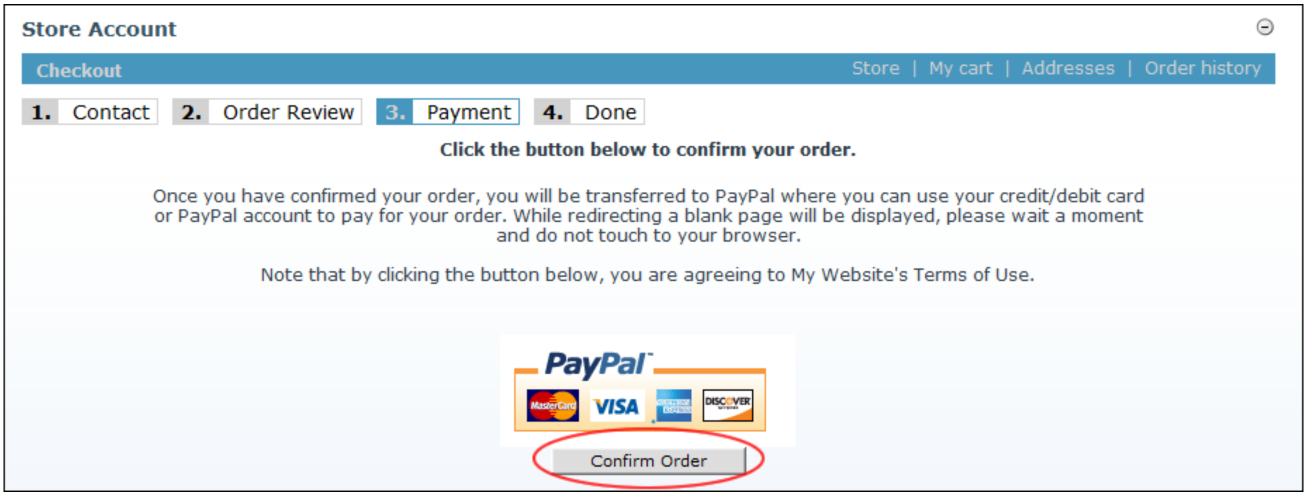


5. Click the Continue Shopping link to return to the Store - OR - Click the Continue link to proceed to the Payment tab and then complete one of these checkout processes, depending on the payment provider used:
   - See "Completing Checkout - Atos Payment"
   - See "Completing Checkout - Authorize.Net Payment"
   - See "Completing Checkout - Email Payment"
   - See "Completing Checkout - PayPal Payment"

Completing Checkout - PayPal Payment

How to complete the checkout process when PayPal is the payment method for the Store.

1. Complete See "Completing Checkout - Order Review". Once you complete this step, you will be located on the Payment tab of the Checkout page.
2. Click the **Confirm Order** button to proceed to the PayPal website.

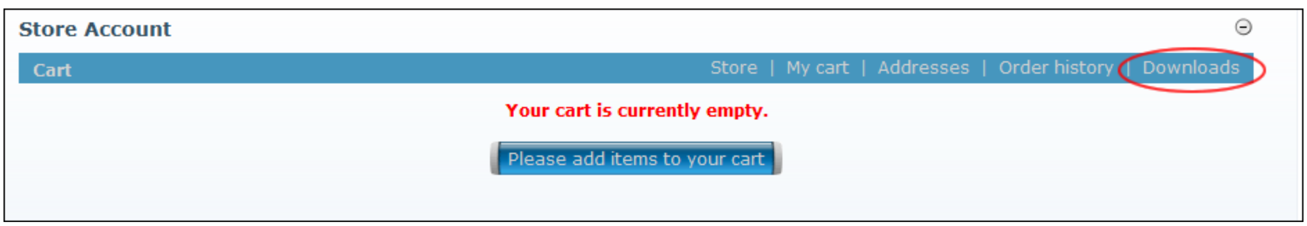


3. Create a PayPal account (if you don't already have one) and then login and complete the transaction on PayPal. Once the order is complete you will receive confirmation via email.

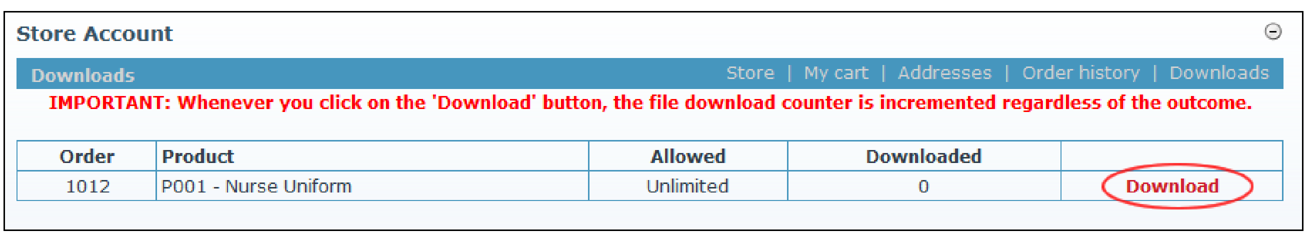
Downloading Virtual Products

How to download virtual products which have been ordered using the Store module.

1. Go to the Store Account module.
2. Click the Downloads link.



3. **Optional.** Click the Download link to download the file and follow the prompts on your computer.



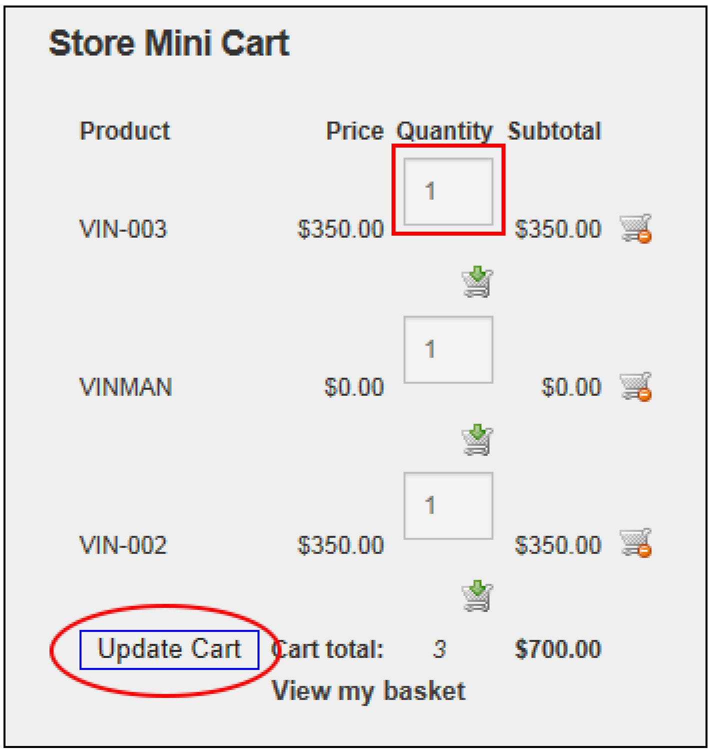
Important. Whenever you click on the 'Download' button, the file download counter is incremented regardless of the outcome.

Managing Products in your Cart

How to delete or modify the quantity of one or more products in your Cart using either the Store Mini Cart module or the Store Account module. The images used in this tutorial are from the Store Mini Cart; however the process is the same for both locations.

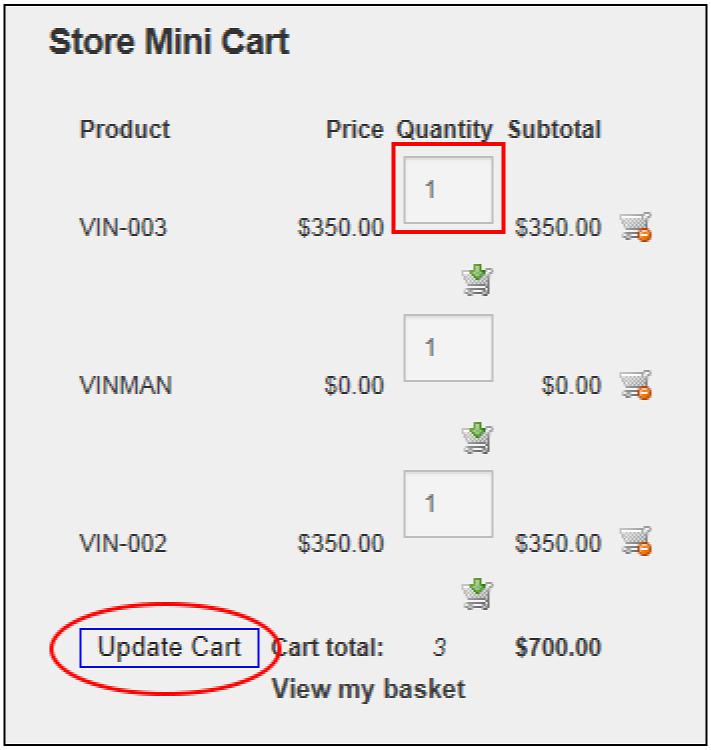
To modify the quantity of a single product:

1. In the **Quantity** text box, the edit the quantity of this product.
2. Click the **Click To Update Entered Quantity** button.



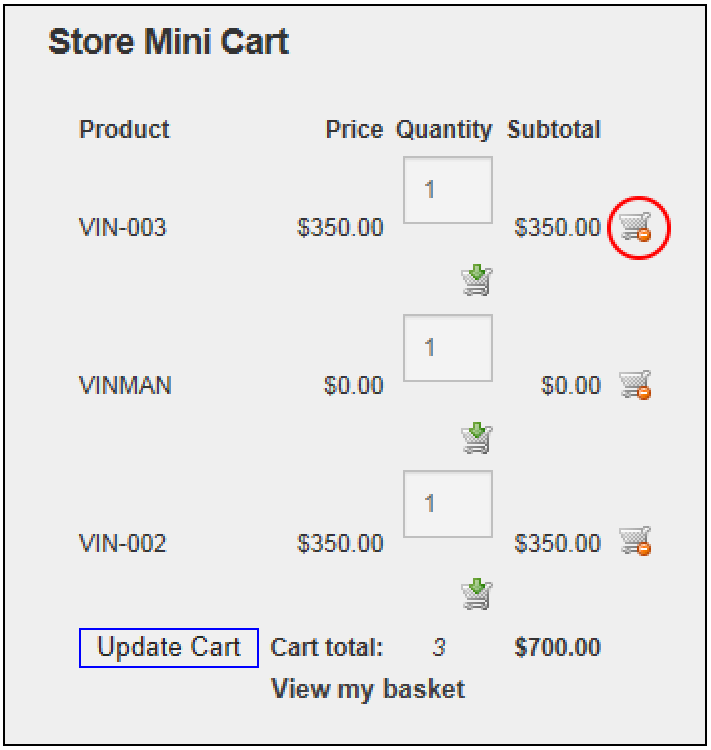
To modify the quantity of multiple products:

1. In each **Quantity** text box, the edit the quantity of products required. Note: Enter zero (0) to remove a product.
2. Click the **Update Cart** button to apply changes and update Subtotal and Cart Total values.



To delete a product:

1. Click the **Click To Remove This Product From Your Cart** button.

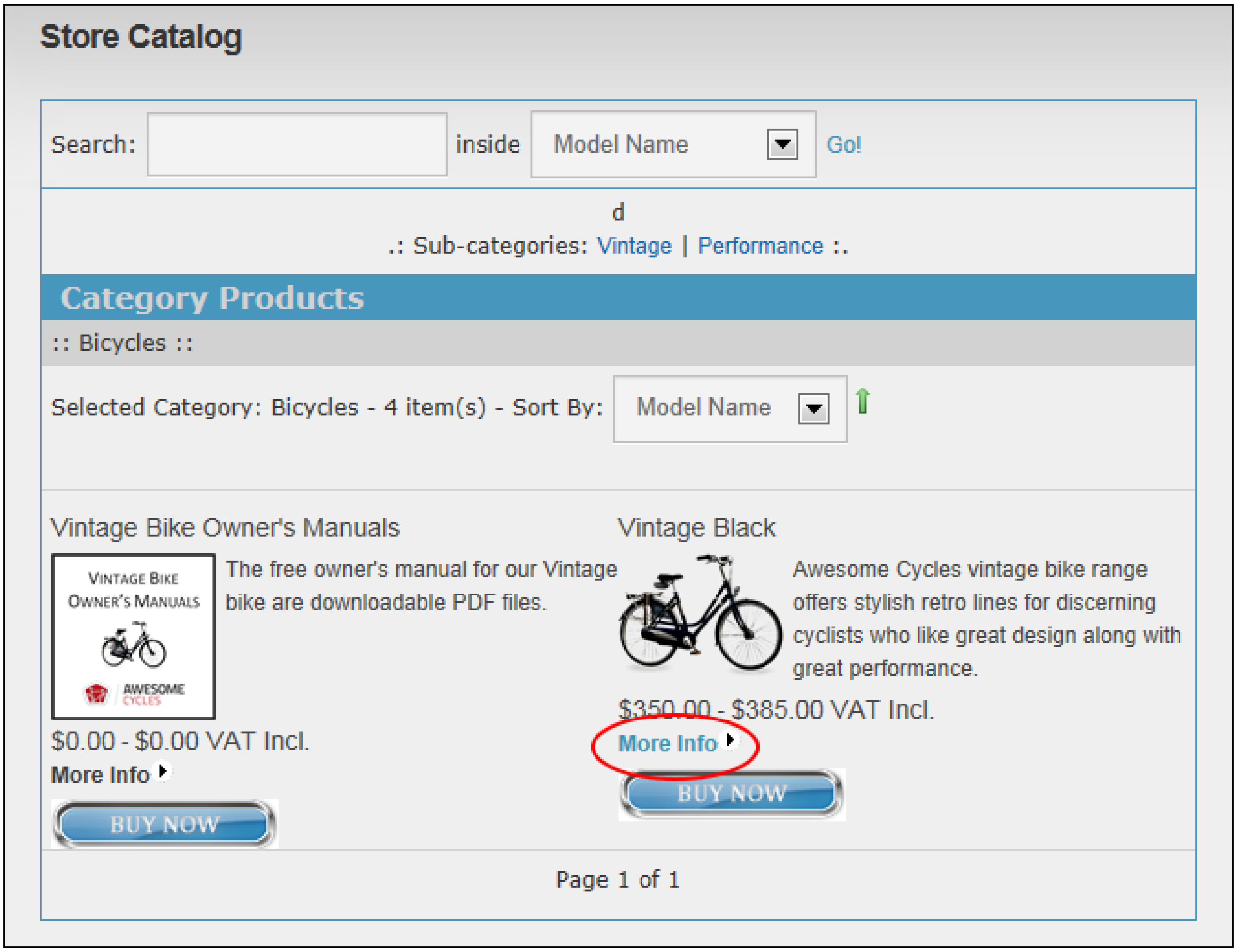


Tip: You can also modify quantities when reviewing your order on the Store Account module.

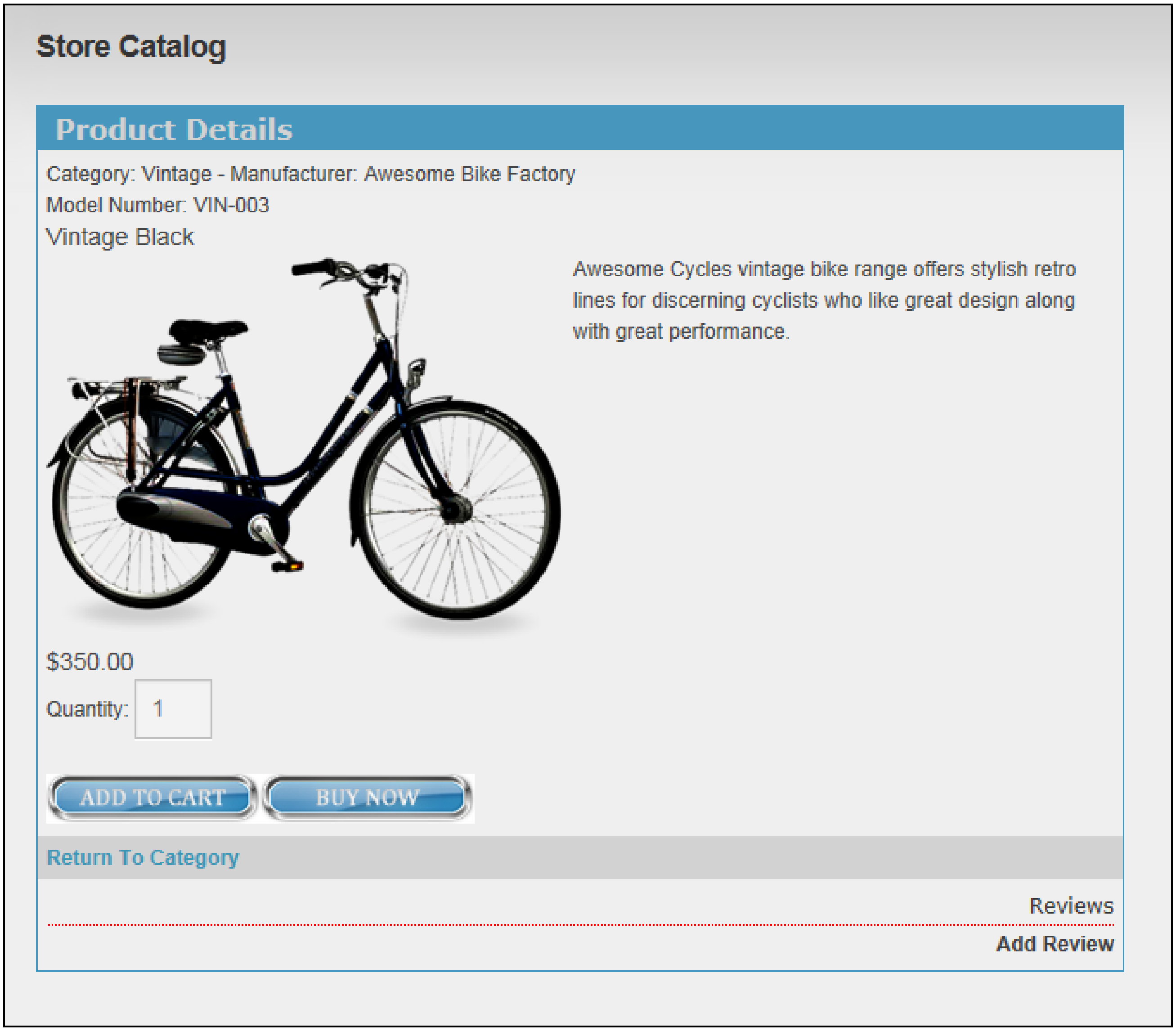
Viewing Product Details

How to navigate to and view store products.

1. Go to a Store.
2. Locate the required product. See "Viewing Products"
3. Click the More Info link beside a product to view product details.



4. The Product Detail page is now displayed with any existing reviews displayed below the product details.

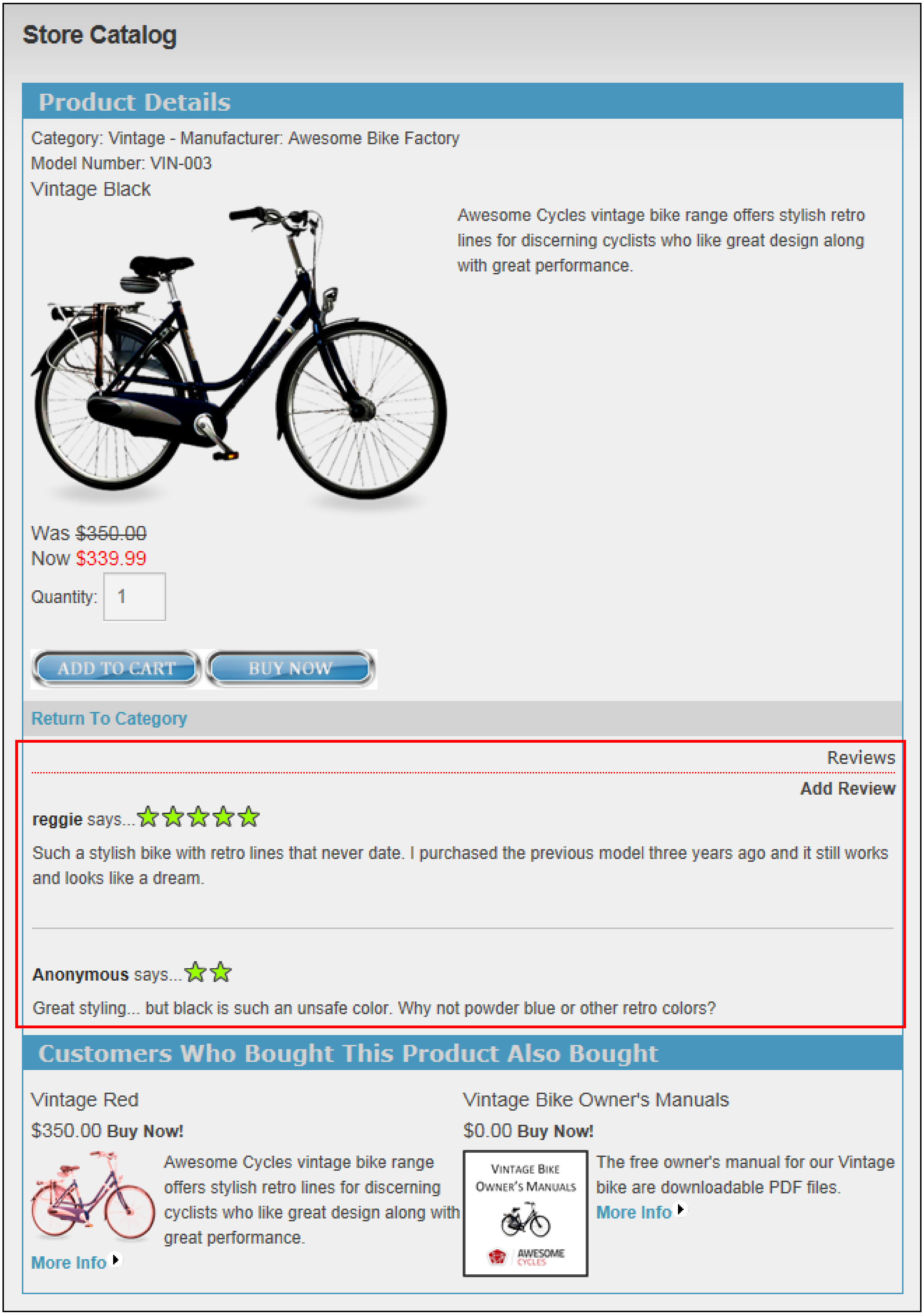


Tip: Click the Return To Category link to return to the category.

Viewing Product Reviews

How to view reviews of a product within the store. Only approved reviews are displayed.

1. Go to the Product Details page for the required product. See "Viewing Product Details". This displays any approved reviews at the base of the module.

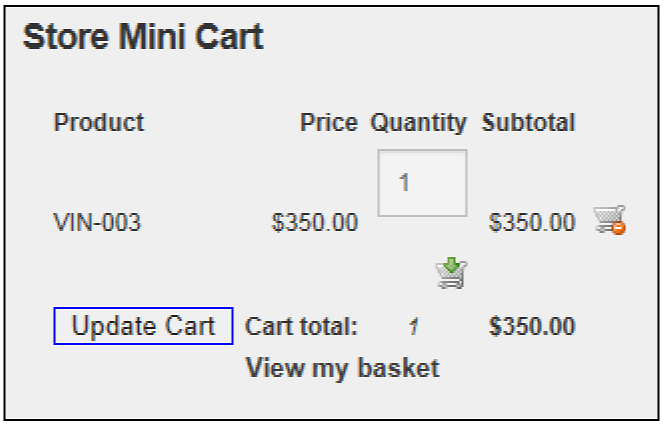

Store Catalog
Product Details
Category: Vintage - Manufacturer: Awesome Bike Factory
Model Number: VIN-003
Vintage Black
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
Was ~~$350.00~~
Now $339.99
Quantity: 1
ADD TO CART
BUY NOW
Return To Category
Reviews
Add Review
reggie says...
Such a stylish bike with retro lines that never date. I purchased the previous model three years ago and it still works and looks like a dream.
Anonymous says...
Great styling... but black is such an unsafe color. Why not powder blue or other retro colors?
Customers Who Bought This Product Also Bought
Vintage Red
$350.00 Buy Now!
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
More Info
Vintage Bike Owner's Manuals
$0.00 Buy Now!
Vintage Bike Owner's Manuals
Awesome Cycles
The free owner's manual for our Vintage bike are downloadable PDF files.
More Info

Viewing Products in your Cart

How to view the products in the shopping basket using the Store module suite.

Option One:

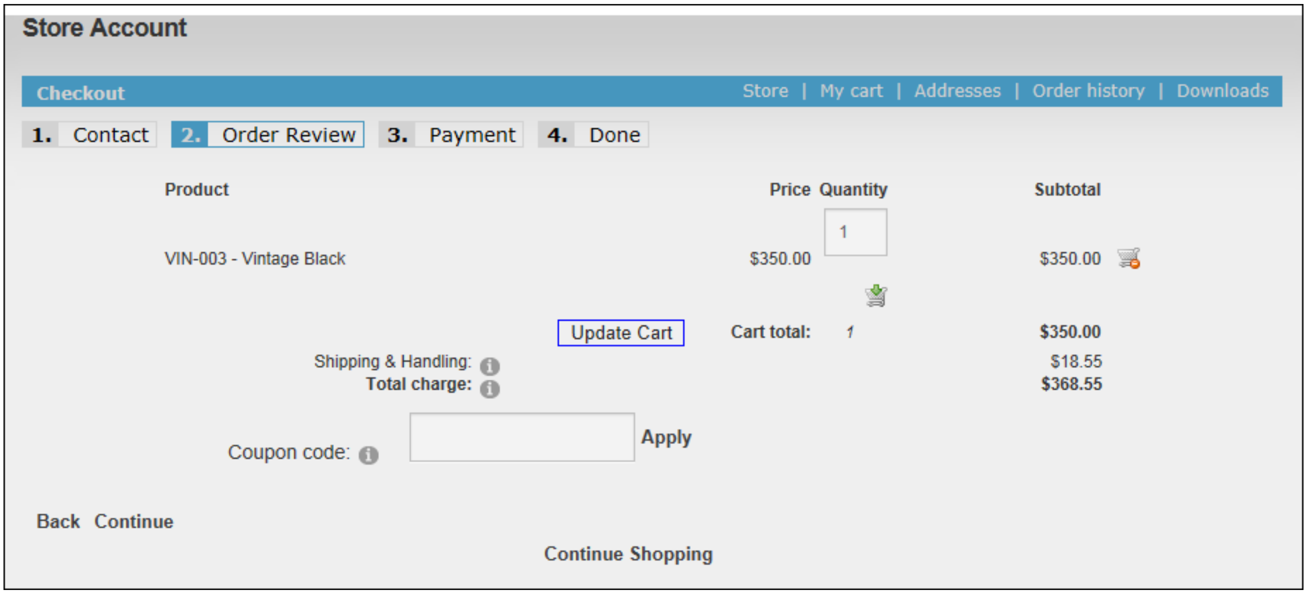
1. Go to the Store Mini Cart module. Her you can view a summary list of products added to your basket.
2. Click the View My Basket link to view additional product details.



Note: You may need to complete the Contact details before continuing to the Order Review tab where product details are displayed.

Option Two:

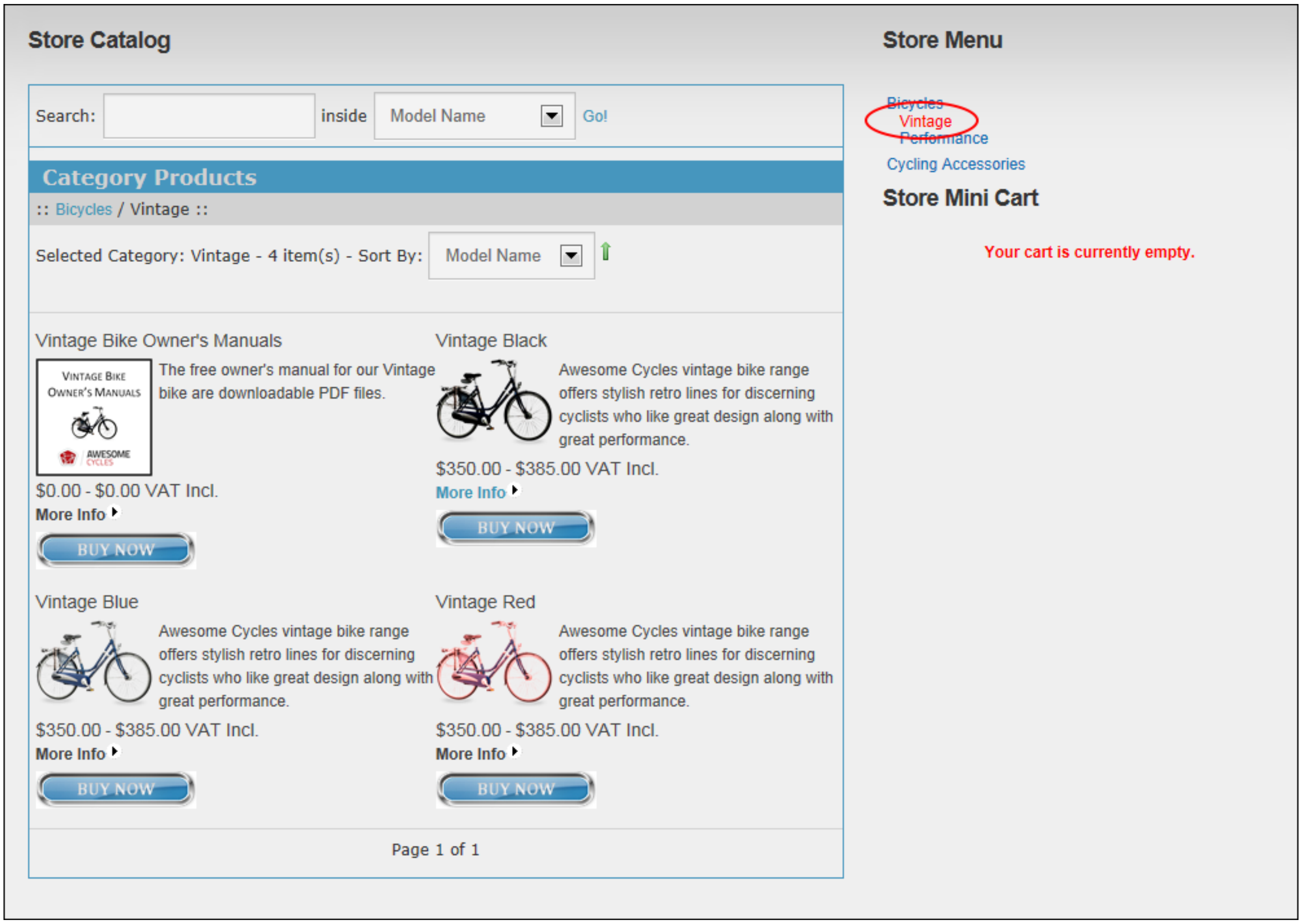
1. Navigate to the Store Account module.
2. **Optional**. Complete any incomplete contact details. This may not be required depending on the setup of this store.
3. Click the Continue link.
4. The Order Review tab now displays product details and any additional costs.



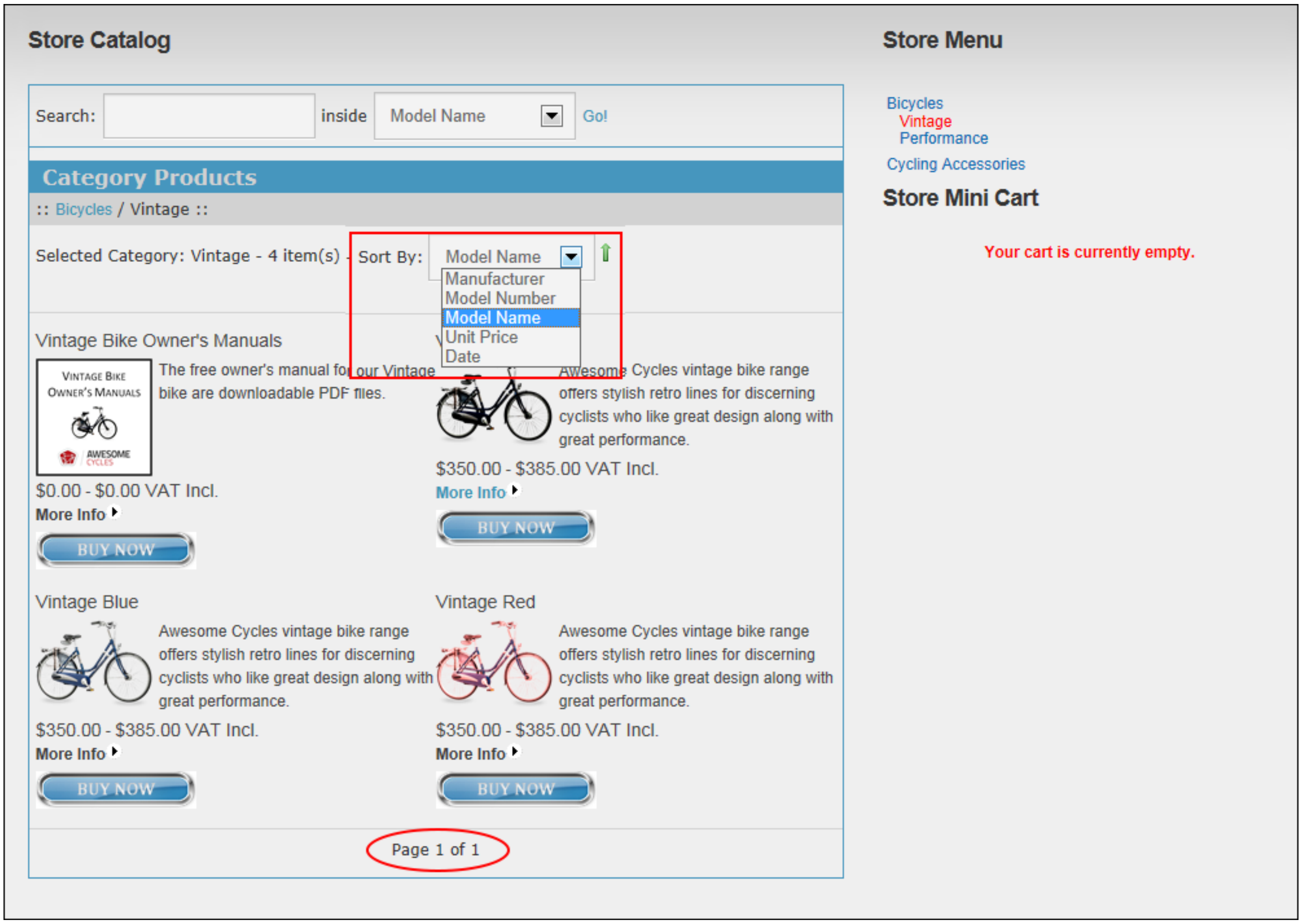
Viewing Products

How to navigate to and view products associated with a category in the Store module.

1. In the Store Menu, select a Category. This display the products within this category in the Store Catalog. If the selected category is a parent category, products within all related child categories are also displayed.
2. **Optional.** If available, click on a Child Category in either the Store Menu or using the category breadcrumbs displayed above the products in the Store Catalog to only view products for that child category.



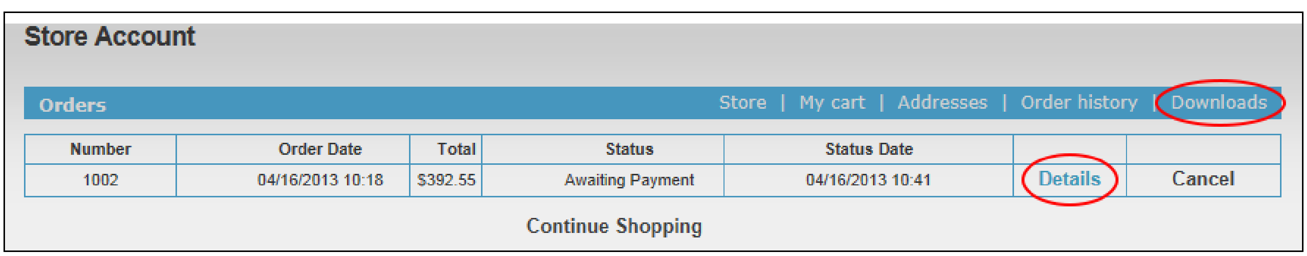
3. **Optional.** To view products not displayed on the first page of the category, click on the [Page Number] link located at the base of the module.
4. **Optional.** At **Sort By**, select to sort products by Manufacturer, Model Number, Model Name, Unit Price, or Date. You can also click the related icon to view product in either **Ascending** ⇑ or **Descending** ⇓ order.



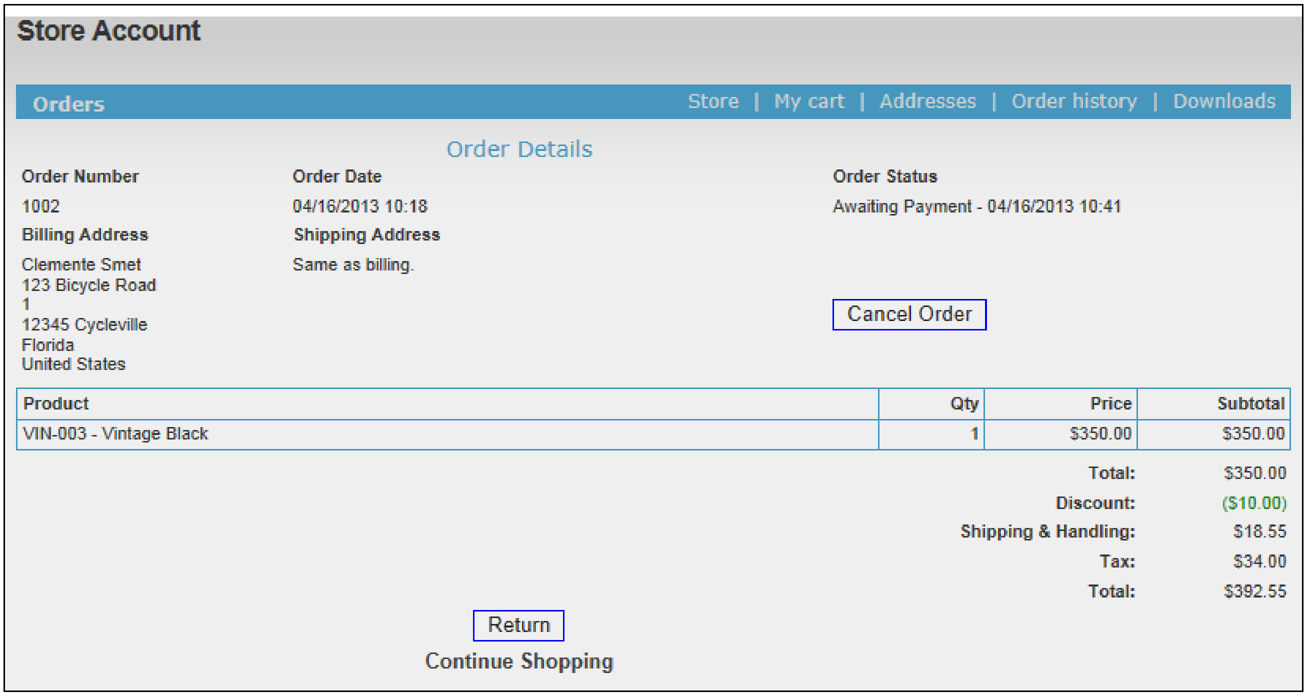
Viewing your Order History

How to view your order history as a customer of the Store using the Store Account module

1. Go to the Store Account module.
2. Click the Order History link.



3. **Optional.** Click the Details link to view details of any order.



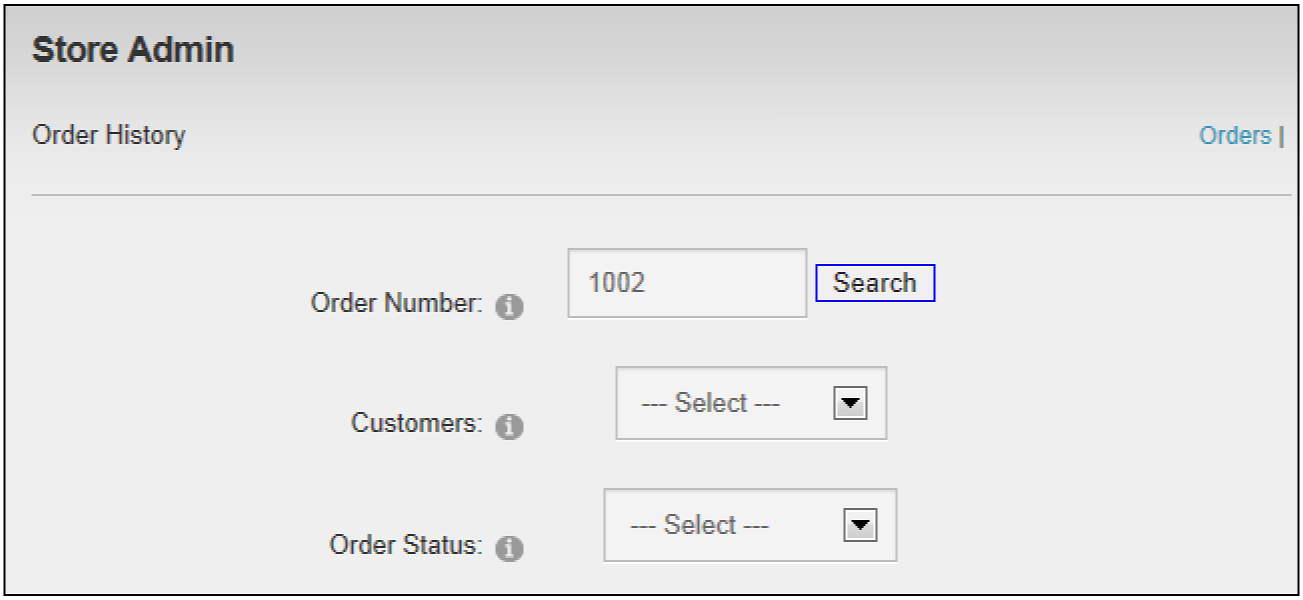
Viewing Order Details

Order Managers

Viewing a Customer Order

Order Managers can view details of a single customer order using the Store Admin module.

1. On the Store Admin module, click the Orders link. This displays the Order History page.
2. In the **Order Number** text box, enter the number of the required order.



3. Click the **Search** button.

- If the order is found, then the details of the selected order are displayed below in the Order Details section.
- If the order number selected is not found, then a message reading "Order number not found" is displayed. In this scenario, enter a new order number and retry your search, or use a filter to locate the order.

Store Admin

Order History

Orders |

Order Number: 1002 Search

Customers: Smet, Clemente

Order Status: --- Select ---

Order Details

Order Number

1002

Order Date

04/16/2013 10:18

Order Status

Awaiting Payment - 04/16/2013 10:41

Billing Address

Clemente Smet
123 Bicycle Road
1
12345 Cycleville
Florida
United States

Shipping Address

Same as billing.

Clemente.Smet@awesomecycles.biz

Product	Qty	Price	Subtotal
VIN-003 - Vintage Black	1	$350.00	$350.00

Total:	$350.00
Discount:	($10.00)
Shipping & Handling:	$18.55
Tax:	$34.00
Total:	$392.55

Order Status Management

Comment to the customer (optional):

Change Status: Awaiting Payment ☑ Confirm by email **Save**

Order Details displayed on the Order History page

> Tip: Click on the customers email address to send them an email message.

Canceling Customer Orders

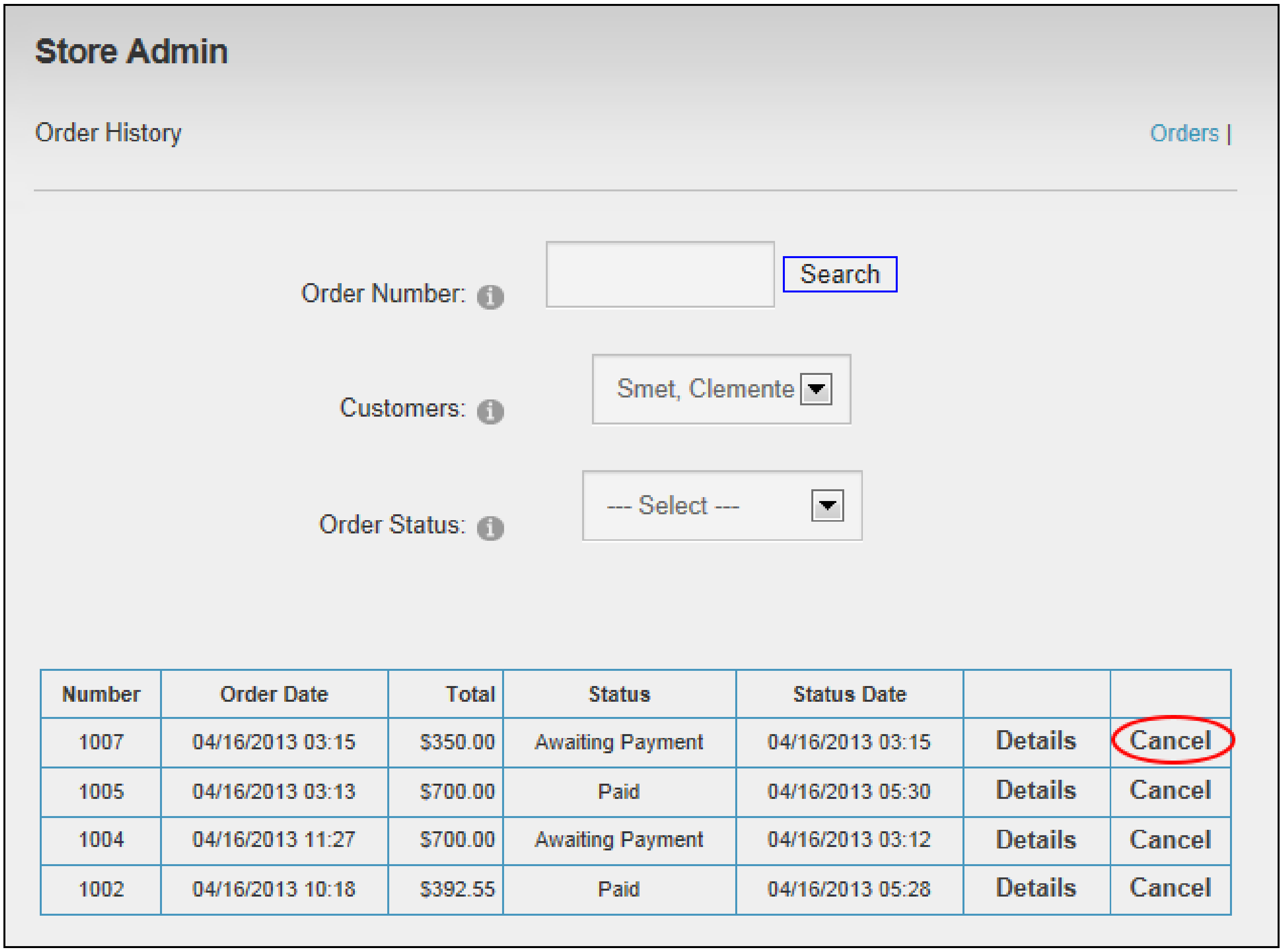
How to cancel one or more customer orders using the Store Admin module.

Prerequisite. "Authorize Cancel" must be enabled on the Store Admin module. See "Setting Store Info"

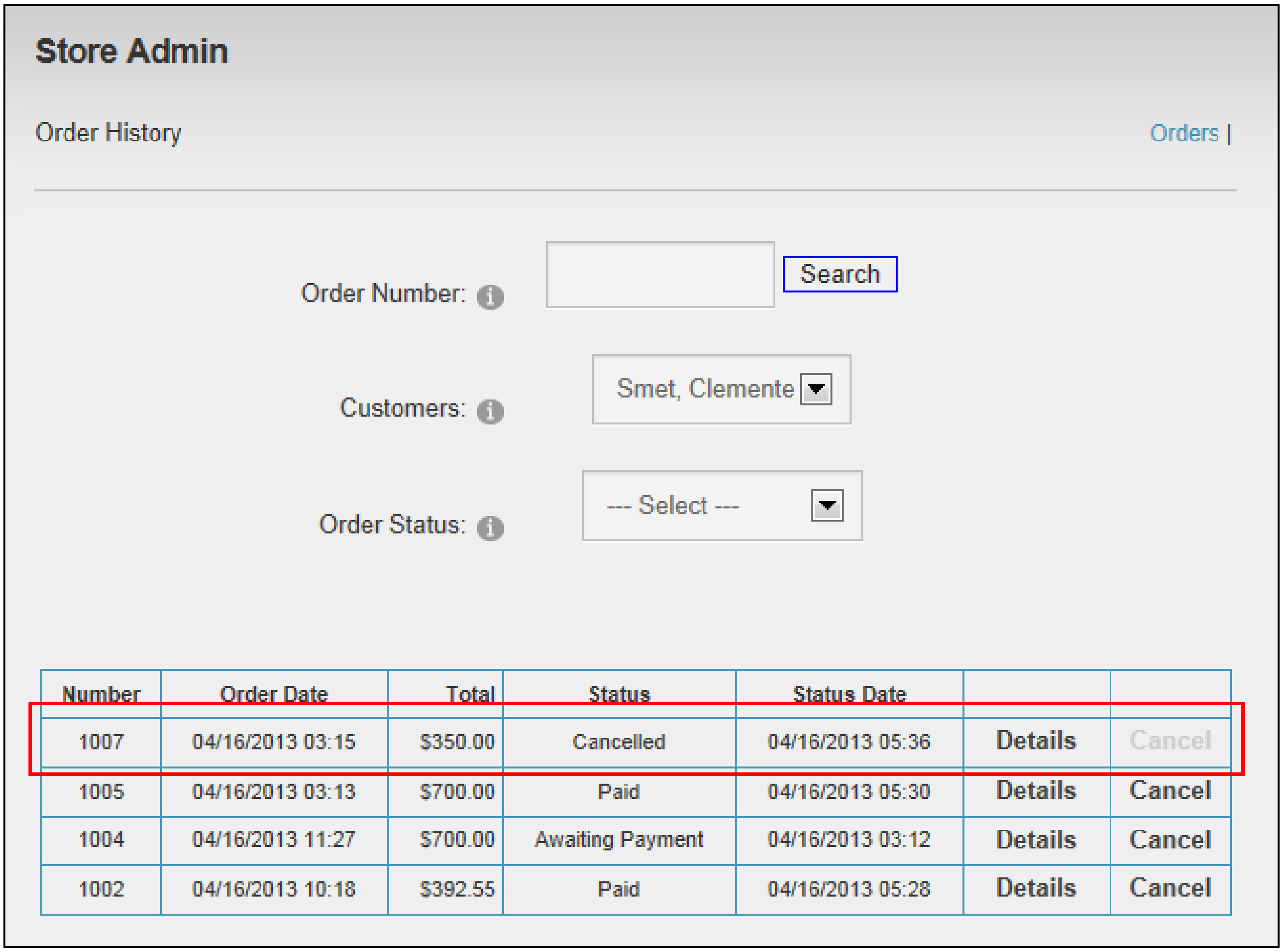
> Note: Orders cannot be canceled once they have been dispatched, however they can be canceled following payment, in this case the associated role is removed. The Store module doesn't manage payment refunds. These must be managed using your back office payment system.

Option One:

1. Filter orders. See "Filtering Customer Orders"
2. Click the **Cancel** button beside the required order.



3. This updates the order status to Canceled.



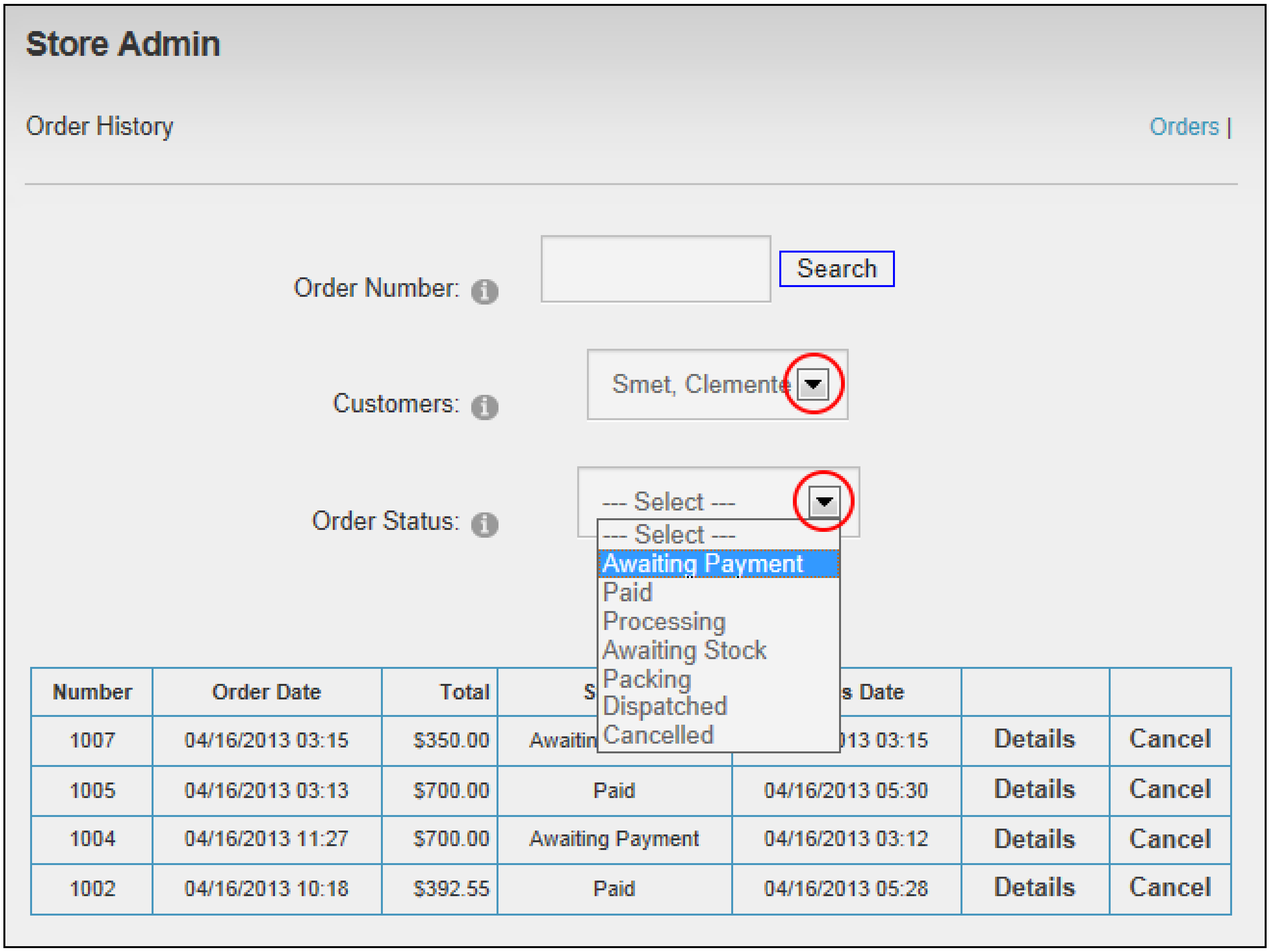
Option Two:

1. Modify order status to **Canceled**. See "Modifying Order Status"

Filtering Customer Orders

How to filter customer orders by customer or order status using the Store Admin module.

1. On the Store Admin module, click the Orders link. This displays the Order History page.
2. Select one of these filters:
   - At **Customers**, select to view all orders placed by the selected customer.
   - At **Order Status**, select to view all orders set to the selected status. Available options are: **Awaiting Payment**, **Paid**, **Processing**, **Awaiting Stock**, **Packing**, **Dispatched**, or **Canceled**.

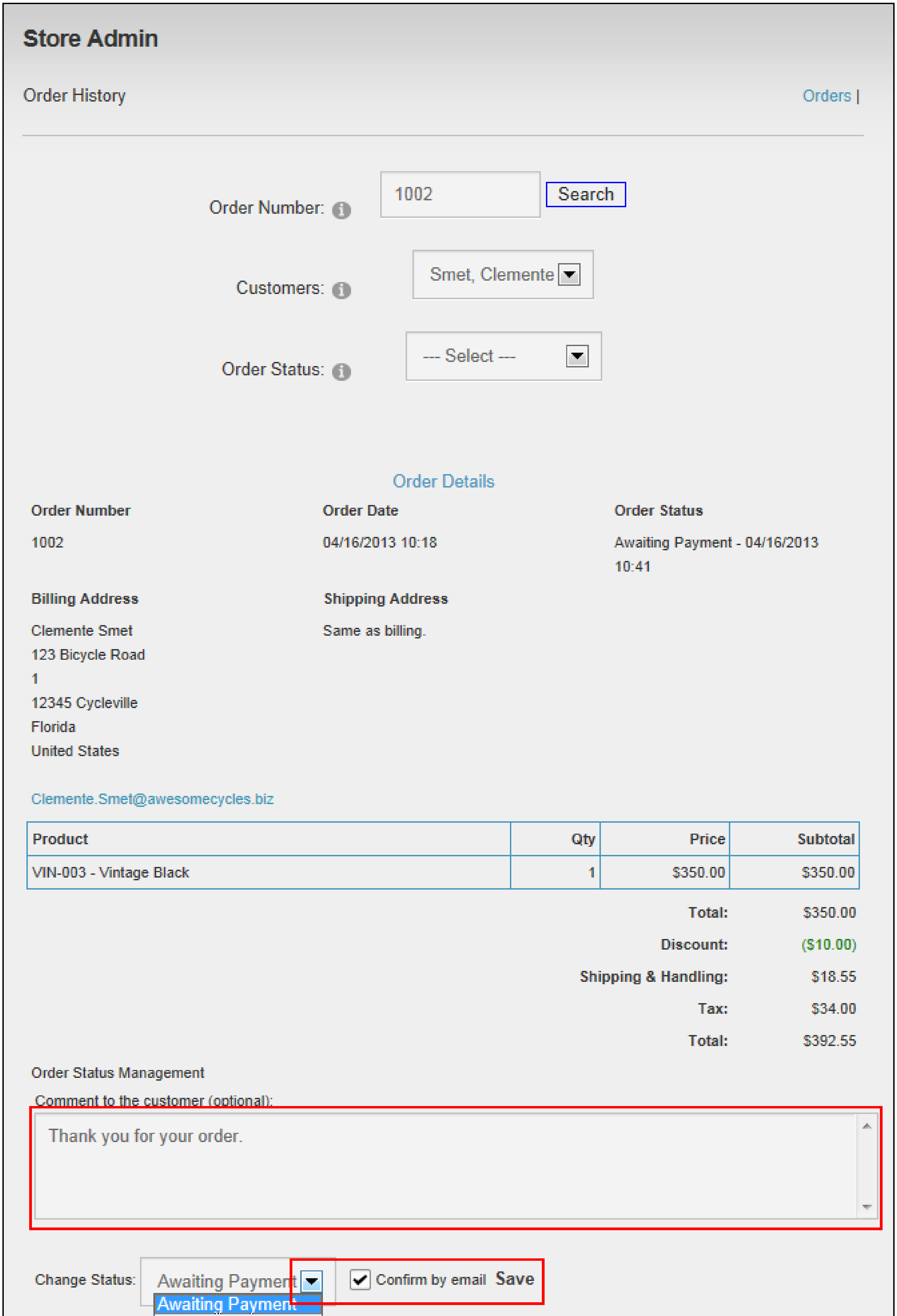


3. **Optional.** Click the Details link beside an order to view more details and/or modify the order.

Modifying Order Status

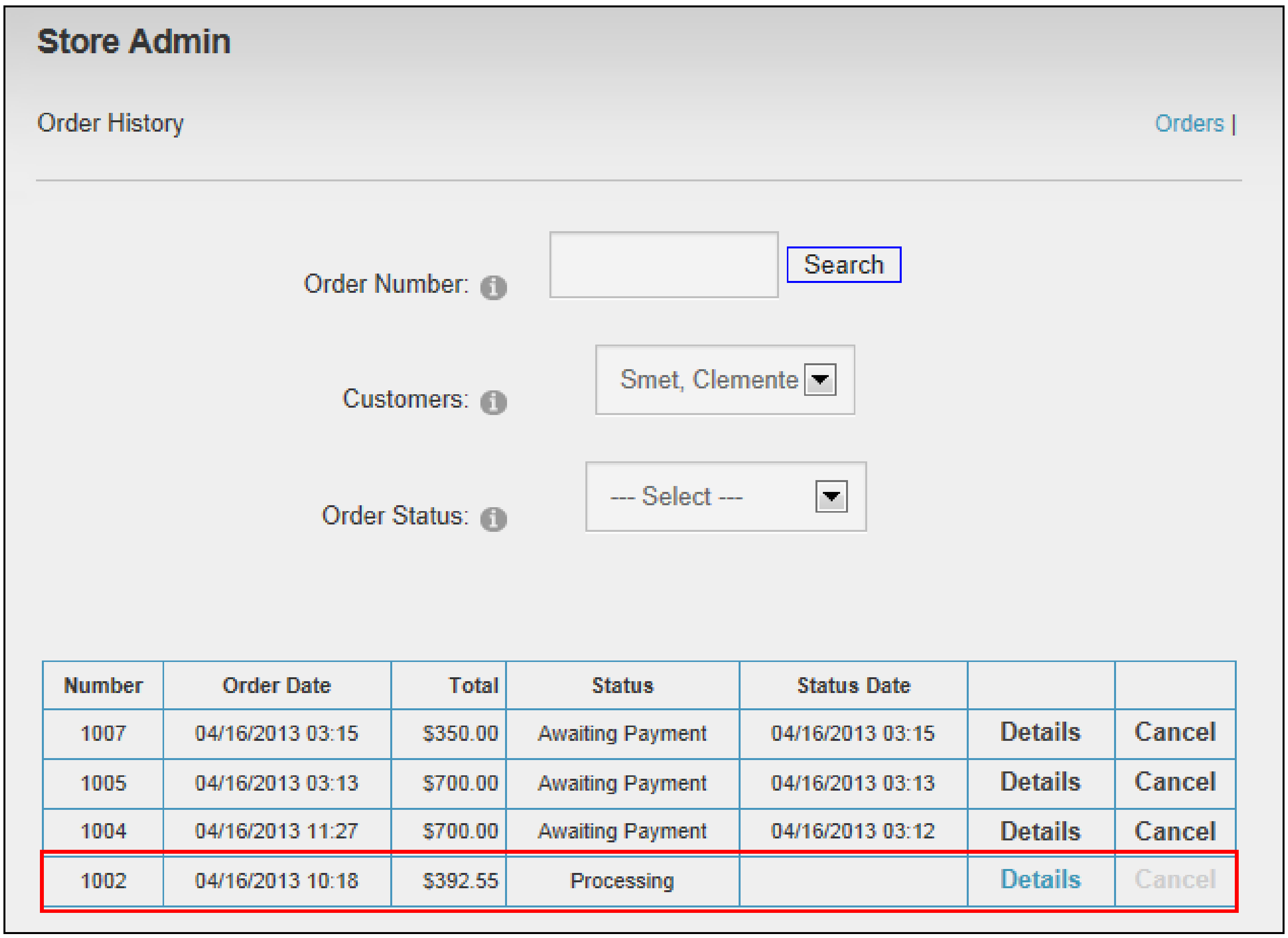
How to modify the status of a customer order using the Store module. The customer is sent an email informing them of the new status of their order. Note: You cannot reverse a canceled order.

1. Locate the required order and go to the Order Details page. See "Viewing a Customer Order" or See "Filtering Customer Orders". Note: The current status of the selected order is displayed at the Order Status field.
2. Optional. In the Comment to the Customer text box, enter a comment to be included in the email and/or recorded against this order.
3. At **Change Status**, change the order status to **Awaiting Payment**, **Paid**, **Processing**, **Awaiting Stock**, **Packing**, **Dispatched**, or **Canceled**.



Store Admin
Order History
Orders |
Order Number: 1002 Search
Customers: Smet, Clemente
Order Status: --- Select ---
Order Details
Order Number
1002
Order Date
04/16/2013 10:18
Order Status
Awaiting Payment - 04/16/2013 10:41
Billing Address
Clemente Smet
123 Bicycle Road
1
12345 Cycleville
Florida
United States
Shipping Address
Same as billing.
Clemente.Smet@awesomecycles.biz
Product
Qty
Price
Subtotal
VIN-003 - Vintage Black
1
$350.00
$350.00
Total: $350.00
Discount: ($10.00)
Shipping & Handling: $18.55
Tax: $34.00
Total: $392.55
Order Status Management
Comment to the customer (optional):
Thank you for your order.
Change Status: Awaiting Payment
Awaiting Payment
Confirm by email
Save

4. At **Confirm By Email**, select from these option:
   - Mark the check box to send email notification to the customer of this status change. This is the default option.
     1. **Optional.** In the **Order Status Management** text box, enter a comment to be included in the email message to this customer.
   - Unmark the check box if you don't want to send a message informing the customer of the status change.
5. Click the Save link. This returns you to the Order History page where you can view the updated Status.
   Note: Status Date field does not update for Processing status.



Number	Order Date	Total	Status	Status Date		
1007	04/16/2013 03:15	$350.00	Awaiting Payment	04/16/2013 03:15	Details	Cancel
1005	04/16/2013 03:13	$700.00	Awaiting Payment	04/16/2013 03:13	Details	Cancel
1004	04/16/2013 11:27	$700.00	Awaiting Payment	04/16/2013 03:12	Details	Cancel
1002	04/16/2013 10:18	$392.55	Processing		Details	Cancel

Modified Orders Status on the Order History page

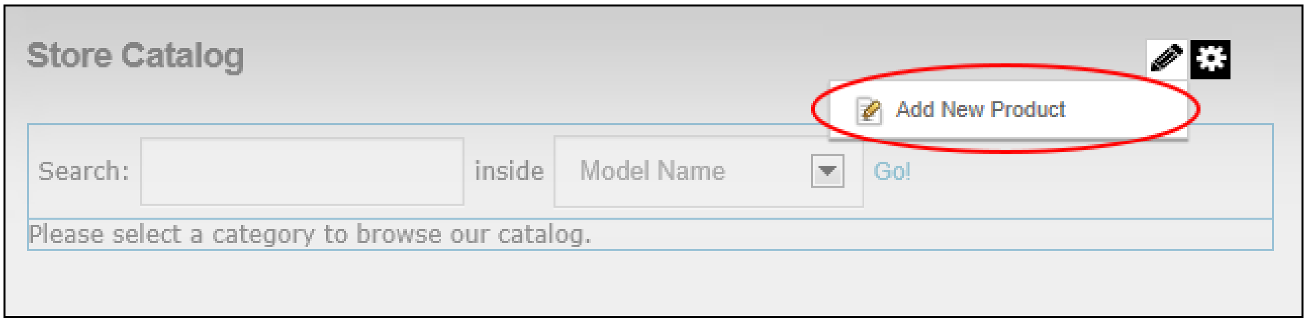
Product Managers

Adding a Product (Product Manager)

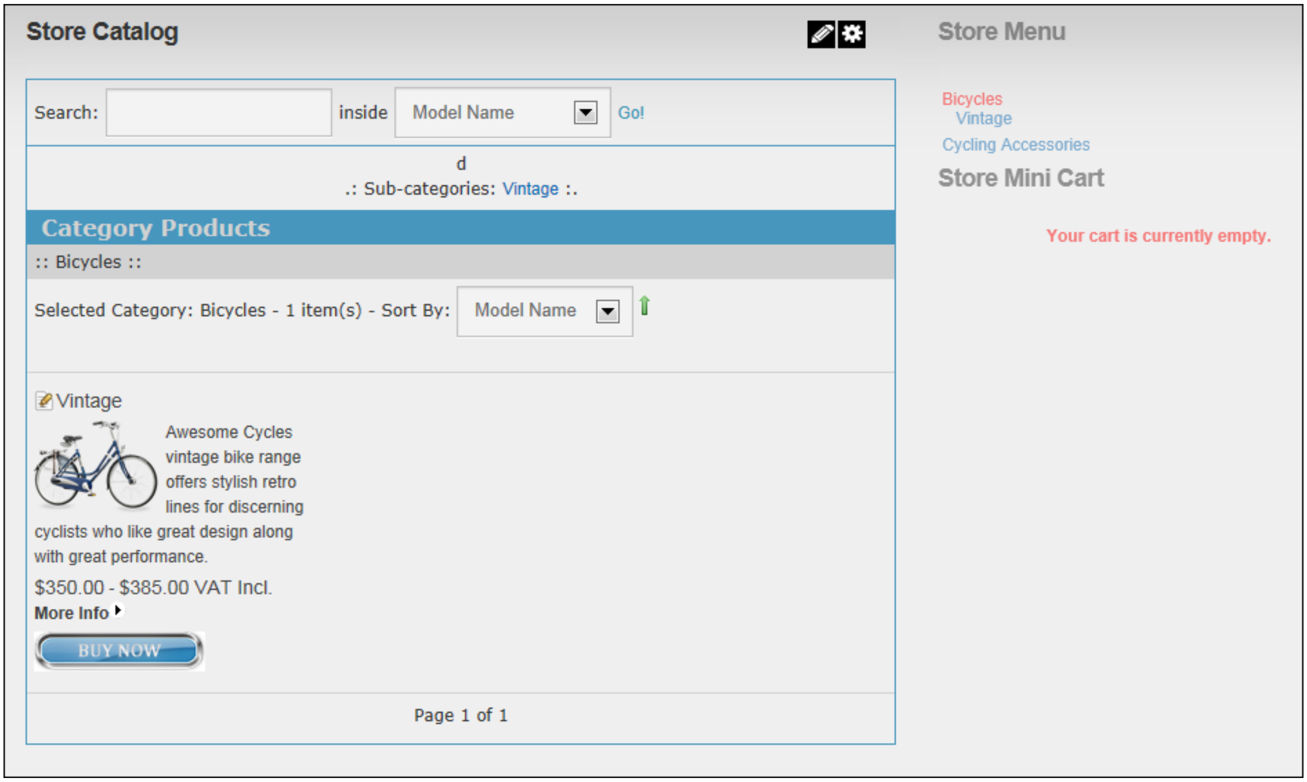
How to add a product to the store using the Store Catalog module.

Prerequisite. If you wish to add customers who purchase this product to a Security Role, you must create this role before beginning this tutorial.

1. On the Store Catalog module, select **Edit** > **Add New Product** from the module actions menu.



2. Complete Steps 3 onwards in See "Adding a Product" or See "Adding a Virtual Product". Once you have completed all steps, click on the name of the category that the product was added to view the newly added product in the Store Catalog.



Editing a Product

How to edit a product as a Catalog Manager using the Store module.

1. Go to the Store page.
2. Using the Store Menu module, navigate to and select the category where the product is located.
3. In the Store Catalog module, locate the required product.
4. Click the **Edit** button beside the title of the required product.
5. Edit one or more product details. See "Adding a Product Category" for details of available fields.
6. Click the **Update** button.

Managing Products (Product Manager)

How to manage product using the Store Menu and Store Catalog modules.

1. Go to the Store page.
2. Using the Store Menu module, navigate to and select the category where the product is located.
3. In the Store Catalog module, locate the required product.

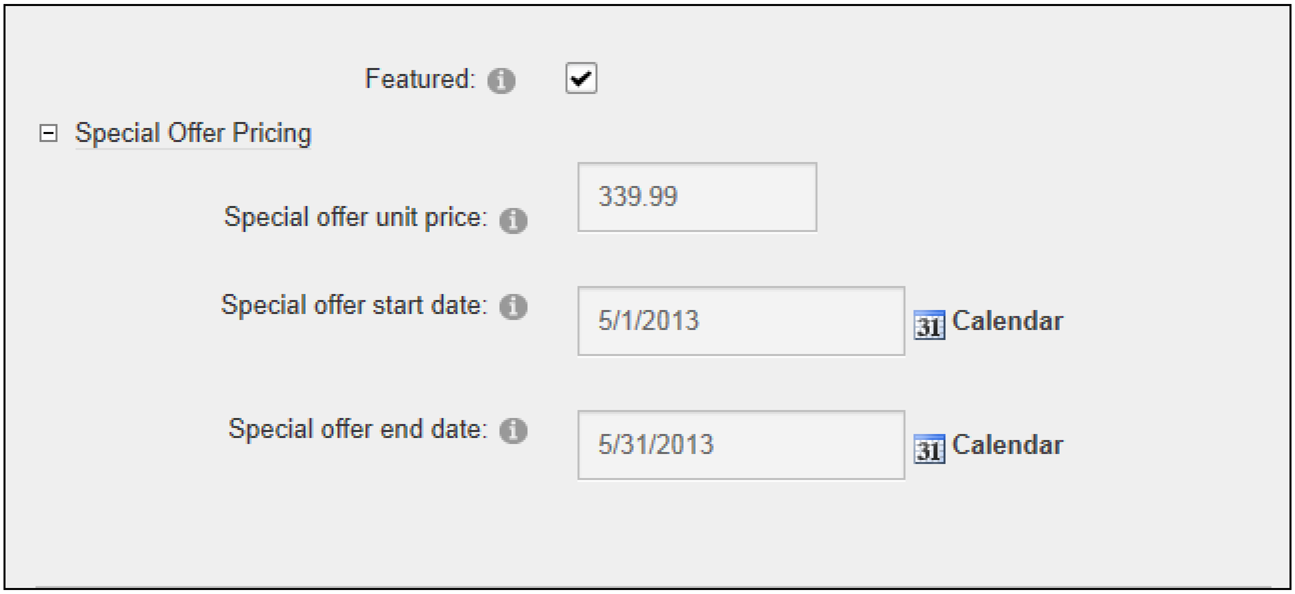
4. Click the **Edit** button beside the title of the required product.
5. You can now perform any of these product managements tasks by completing the below tutorials from Step 4 onwards.
   - See "Editing a Product"
   - See "Deleting a Product"
   - See "Managing Product Archiving" Note: Archived products can only be restored by Administrators using the Store Admin module.
   - See "Managing Featured Products"

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:
   1. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
   2. 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.
   3. 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** button.

> Tip: To clear a start or end date click the **Clear Start Date** or **Clear End Date** buttons respectively.



Settings

Catalog Settings

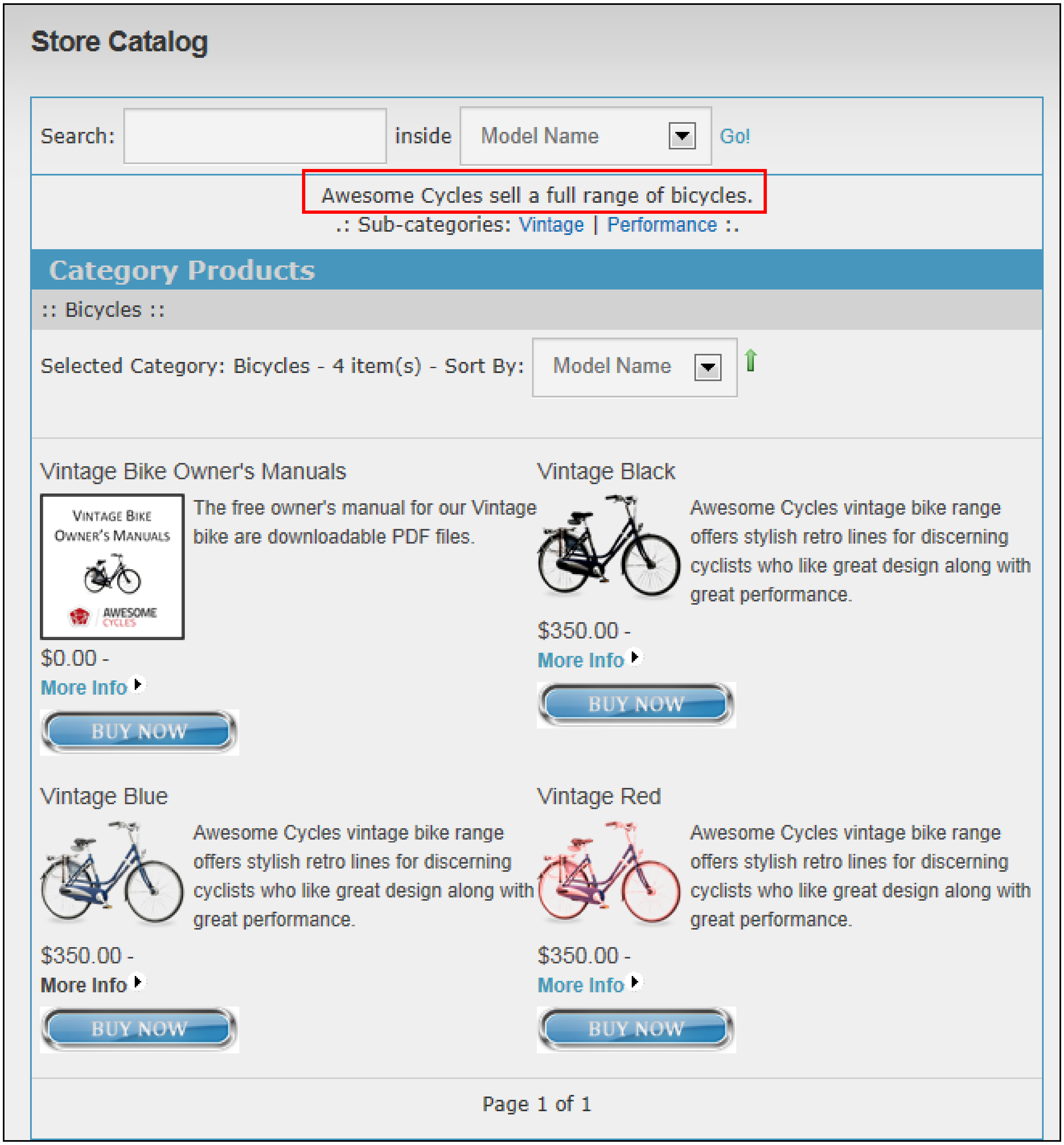
Managing Store Catalog General Settings

How to set the general settings applied to the Catalog of the Store module.

1. Go to the Store Catalog module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Catalog Settings** tab.
4. Go to the General Settings section and modify any of the following settings:
   1. At **Catalog Template**, select the template to be applied to the default Catalog page. The default setting is Catalog.htm, which is used in Store images throughout this manual. For details on using other templates, See "Templating and Design Guide"
   2. At **Use Default Category**, select from these options:
      - Mark the check box to set a default category to be displayed on the default catalog page.
        1. At **Default Category**, select the default category - OR - Select **(None)** to display no category and therefore no products by default.

- Unmark the check box to use the option set in the catalog template select above. In the default Catalog.htm new products and featured products are displayed by default. This is the default setting.

3. At **Show Category Message**, select from these options:
   - Mark the check box to display the message entered in the Message field of the category (as shown in the next image). This is the default setting.



- Unmark the check box to hide the message.

4. At **Show Category Products**, select from these options:
   - Mark the check box to displays products in the Store Catalog module. See "Managing Category Product Settings", See "Managing Search Settings" and See "Managing Sort Settings".
   - Unmark the check box to hide products in the Store Catalog module. **Warning.** Users cannot view products in the Store Catalog if this option is selected.
5. At **Show Product Detail**, select from these options:
   - Mark the check box to enable the Product Details page associated with the More Info link on the Store Catalog. See "Managing Product Details Settings" to manage the related settings. This option also enables you to manage the Show Also Bought Products field and its related settings.
     1. At **Show Also Bought Products**, select from these options:
        - Mark the check box to display the "Customers Who Bought This Product Also Bought" section on the Product Details page. See "Managing Also Bought Product Settings" to manage the related settings.

Store Catalog

Product Details

Category: Vintage - Manufacturer: Awesome Bike Factory
Model Number: VINMAN

Vintage Bike Owner's Manuals

The free owner's manual for our Vintage bike are downloadable PDF files that can be opened in Acrobat Reader 3.0 or higher.

$0.00

Quantity: 1

ADD TO CART BUY NOW

Return To Category

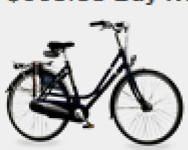
Revi

Add Rev

Customers Who Bought This Product Also Bought

Vintage Black

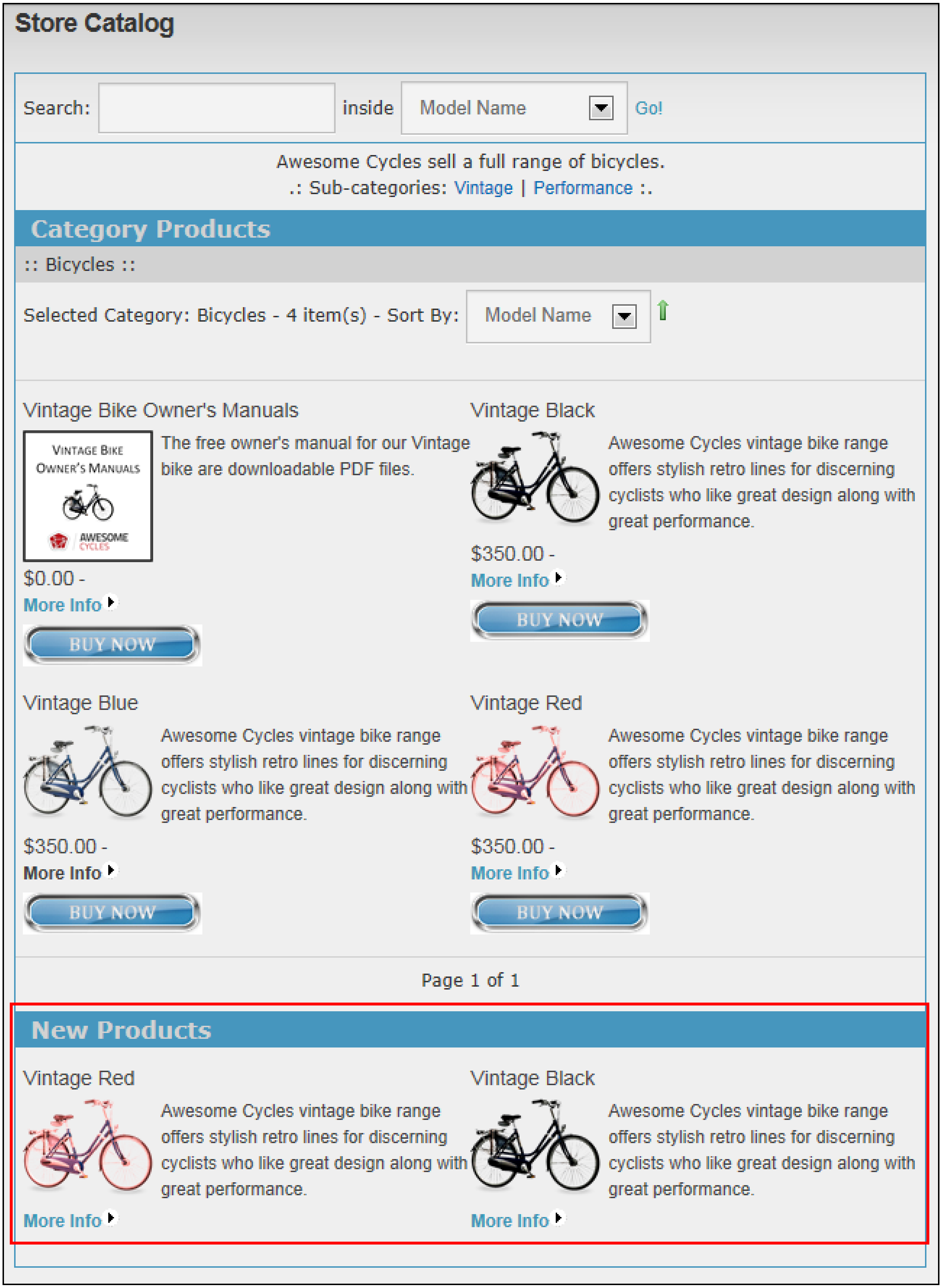
$350.00 **Buy Now!**



Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.

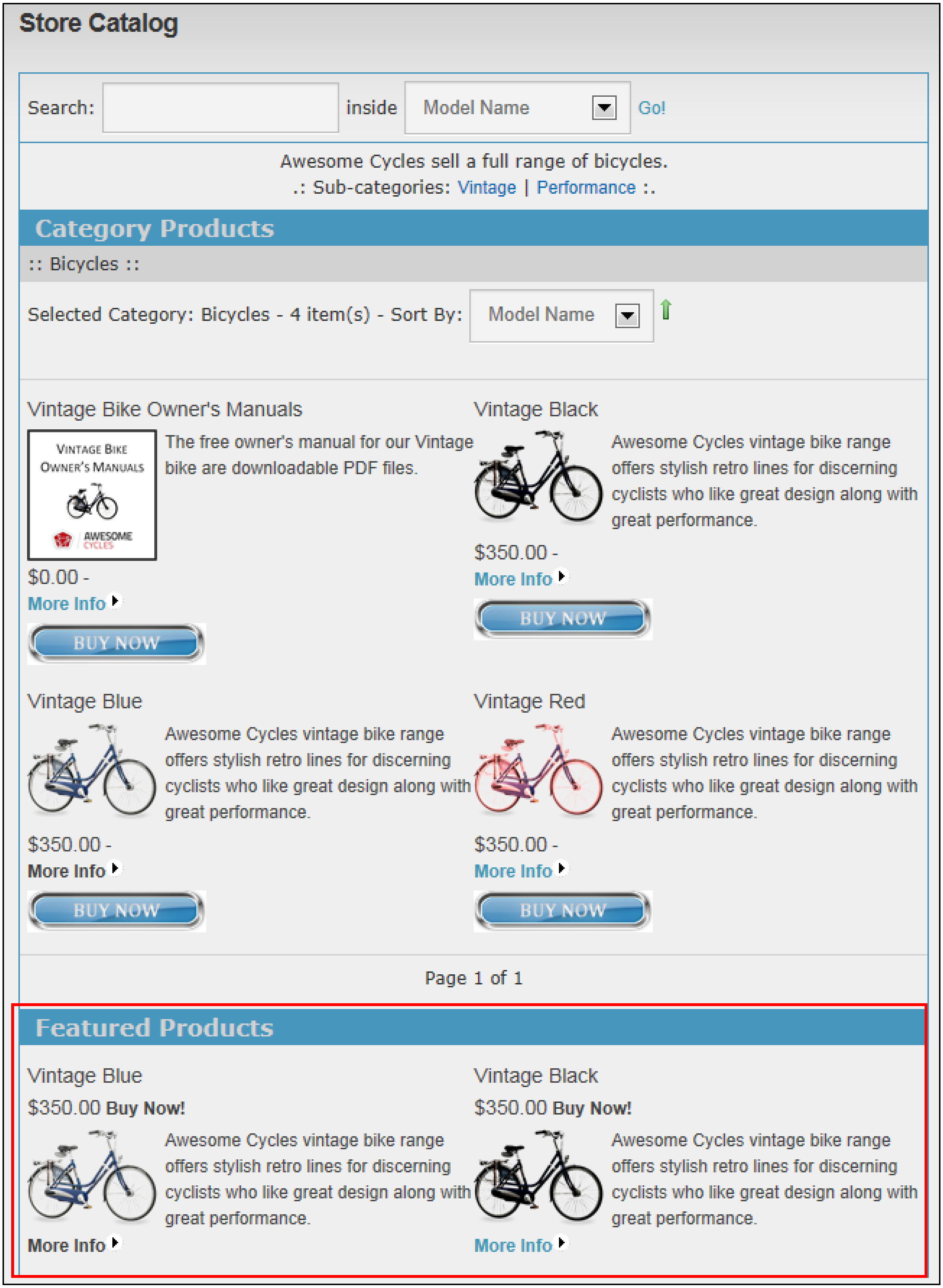
More Info

    - Unmark the check box to disable the Also Bought Products field.
  - Unmark the check box to hide the Product Details page. If this option is selected, it is recommended that you trial this setting with different Catalog Templates to find the correct combination for your store.
6. At **Show New Products**, select from these options:
  - Mark the check box to display the New Products section. New Products are shown when a customer first navigates to the Store Catalog and on the relevant category page. See "Managing New Product Settings" to manage the related settings.


Store Catalog
Search:
inside
Model Name
Go!
Awesome Cycles sell a full range of bicycles.
.: Sub-categories: Vintage | Performance :.
Category Products
:: Bicycles ::
Selected Category: Bicycles - 4 item(s) - Sort By:
Model Name
Vintage Bike Owner's Manuals
Vintage Bike Owner's Manuals
Awesome Cycles
The free owner's manual for our Vintage bike are downloadable PDF files.
$0.00 -
More Info
BUY NOW
Vintage Black
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
$350.00 -
More Info
BUY NOW
Vintage Blue
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
$350.00 -
More Info
BUY NOW
Vintage Red
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
$350.00 -
More Info
BUY NOW
Page 1 of 1
New Products
Vintage Red
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
More Info
Vintage Black
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
More Info

- Unmark ☐ the check box to disable the New Products section.

7. At **Show Featured Products**, select from these options:
   - Mark ☑ the check box to display featured products in the Store Catalog module. See "Managing Featured Product Settings" to manage the related settings.


Store Catalog
Search:
inside
Model Name
Go!
Awesome Cycles sell a full range of bicycles.
.: Sub-categories: Vintage | Performance :.
Category Products
:: Bicycles ::
Selected Category: Bicycles - 4 item(s) - Sort By:
Model Name
Vintage Bike Owner's Manuals
Vintage Bike Owner's Manuals
Awesome Cycles
The free owner's manual for our Vintage bike are downloadable PDF files.
$0.00 -
More Info
BUY NOW
Vintage Black
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
$350.00 -
More Info
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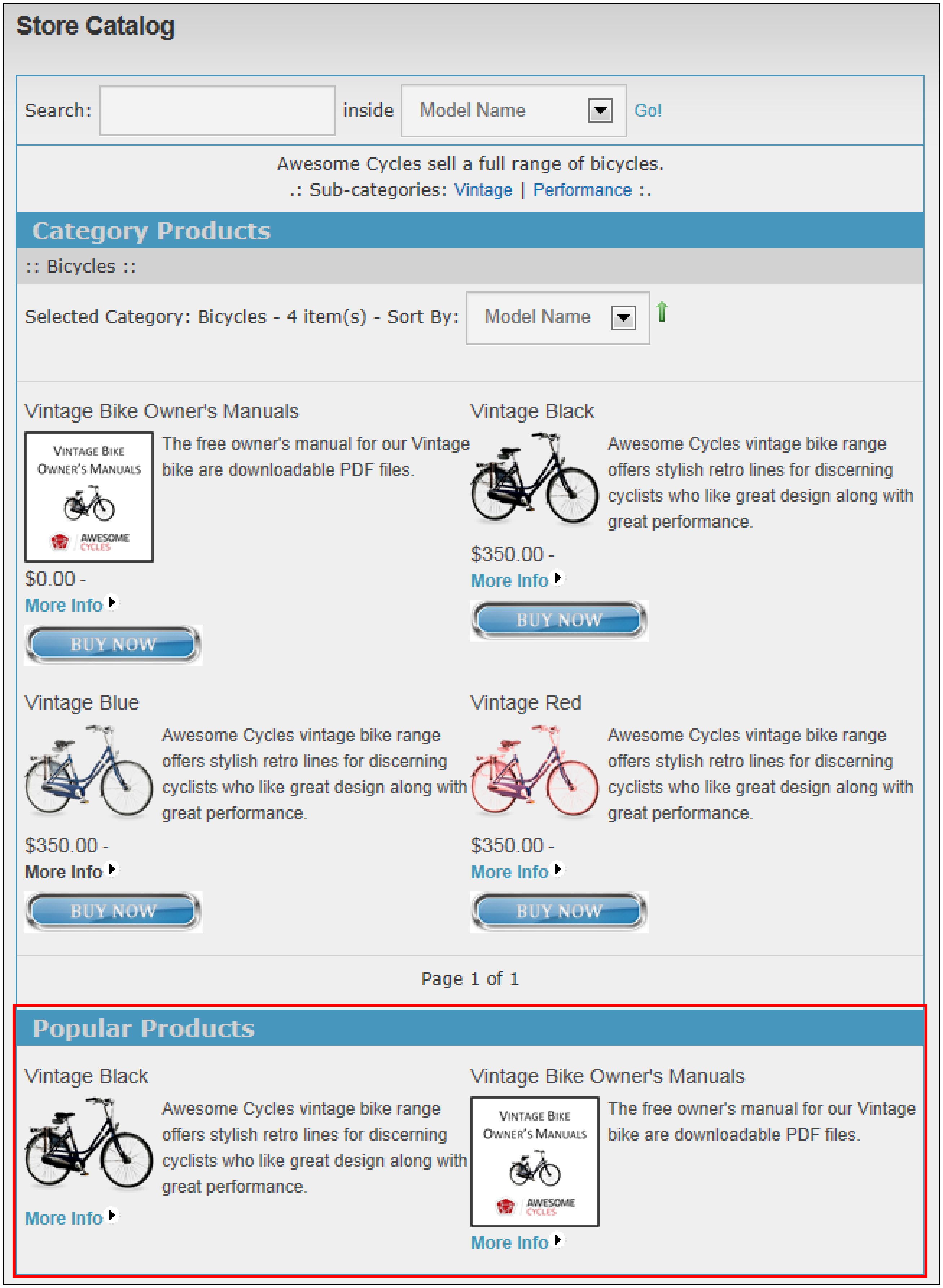
- Unmark the check box to disable featured products.

8. At **Show Popular Products**, select from these options:
    - Mark the check box to display popular products in the Store Catalog module. See "Managing Popular Product Settings" to manage the related settings.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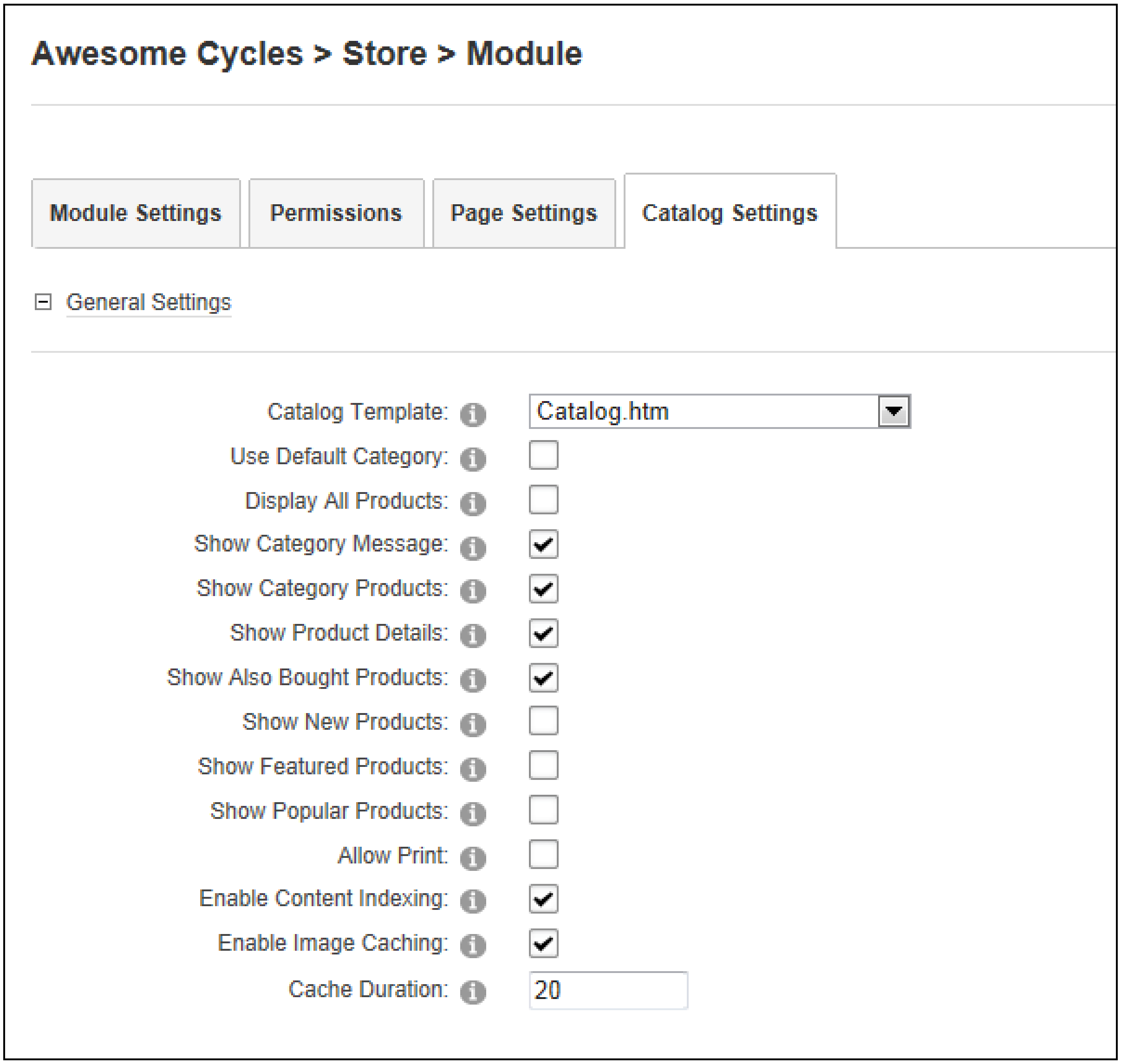
Vintage Bike Owner's Manuals
Awesome Cycles
The free owner's manual for our Vintage bike are downloadable PDF files.
More Info

- Unmark the check box to hide popular products.

9. At **Allow Print?**, select from these options:
    - Mark 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"
    - Unmark the check box to use default print option.
10. At **Enable Content Indexing**, select from these options:
    - Mark the check box to enable content indexing by the DNN search engine. If you use several Store Catalog modules, you should check this setting on ONLY one Store Catalog module instance. Otherwise, your products will indexed twice (or more) by the search engine.
    - Unmark the check box to disable DNN Search.
11. At **Enable Image Caching**, select from these options:
    - Mark the check box to enable image caching. Note: This option should be unmarked 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).
    - Unmark the check box to disable image caching.
12. In the **Cache Duration** text box, enter the number of minutes images will be cached for. The default setting is 2.



5. Click the **Update** button.

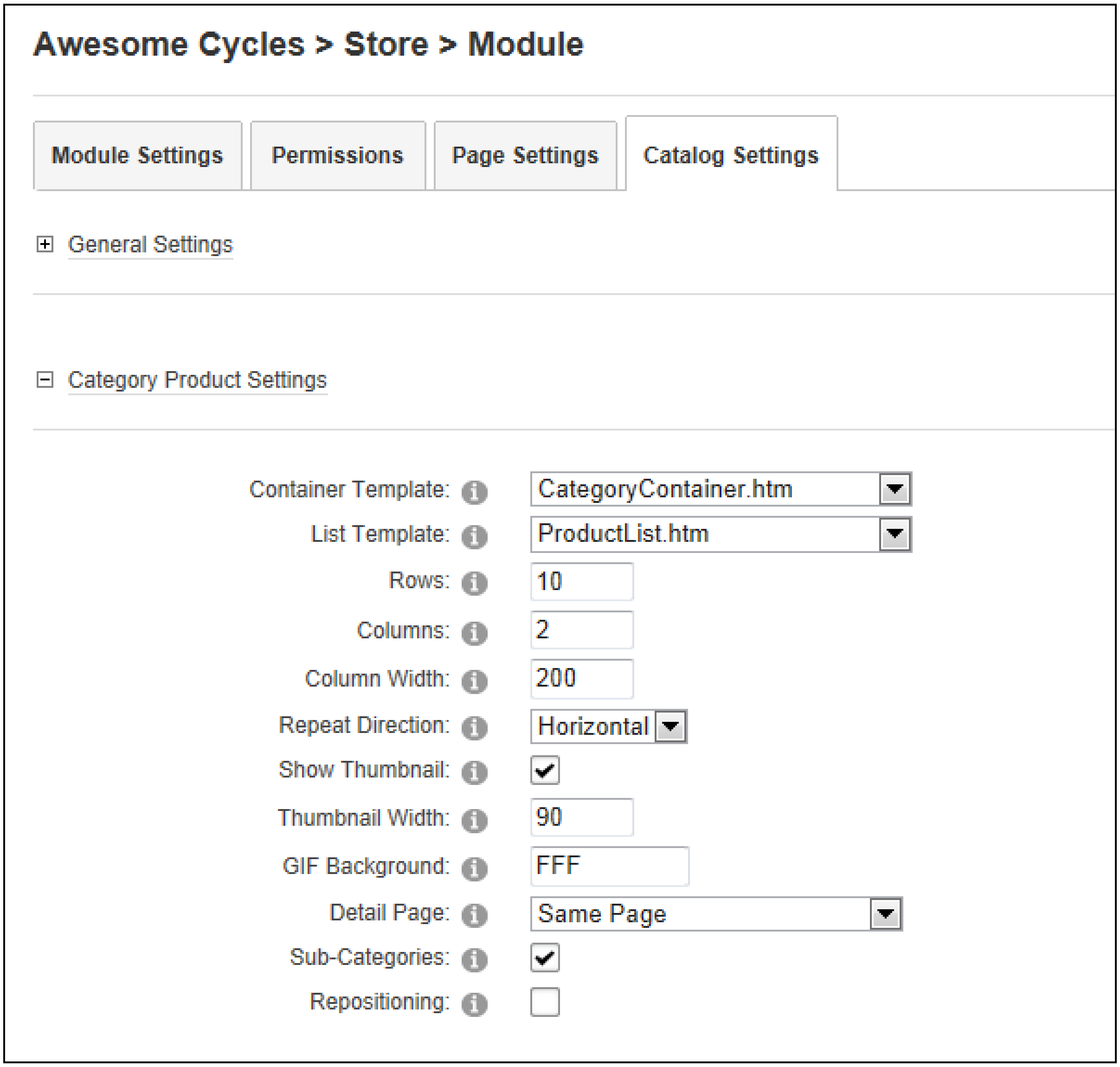
Managing Category Product Settings

How to manage the layout of category product listings in the Store Catalog module.

Prerequisite. The "Show Category Products" field must be checked in the General Settings section to configure these settings. See "Managing Store Catalog General Settings"

1. Go to the Store Catalog module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Catalog Settings** tab.
4. **Maximize** the **Category Product Settings** section and modify any of the following settings.
   1. At **Container Template**, select the template to be applied to the default Catalog page. The template included with the Store is called CategoryContainer.htm.
   2. At **List Template**, select the template to be applied to the default Catalog page. The templates included with the Store are called ProductList.htm and ProductListFullInfo.htm templates. The default setting is ProductList.htm.
   3. In the **Rows** text box, enter the number of row of items to be displayed across the page. The default setting is 10.
   4. In the **Columns** text box, enter the number of columns of items to be displayed down the page. The default setting is 2.
   5. In the **Column Width** text box, enter the pixel width of each column. The default setting is 200.
   6. 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.
   7. At **Show Thumbnail**, select from these options:
      - Mark the check box to display a thumbnail image. This is the default setting.
      - Unmark the check box to hide the thumbnail image. If this option is selected, skip the next step.
   8. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image. The default setting is 90.
   9. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. Valid values: #FFFFFF, #f00, FF0000, F09, etc.
   10. 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.
   11. At **Sub-Categories**, select from these options:
       - Mark the check box to include in the list products of the sub categories of the selected category.
       - Unmark the check box to disable.

12. At **Repositioning**, select from these options:
   - Mark the check box to apply repositioning at the top of the module rather than at the top of the page when a user is viewing the catalog.
   - Unmark the check box to disable repositioning.



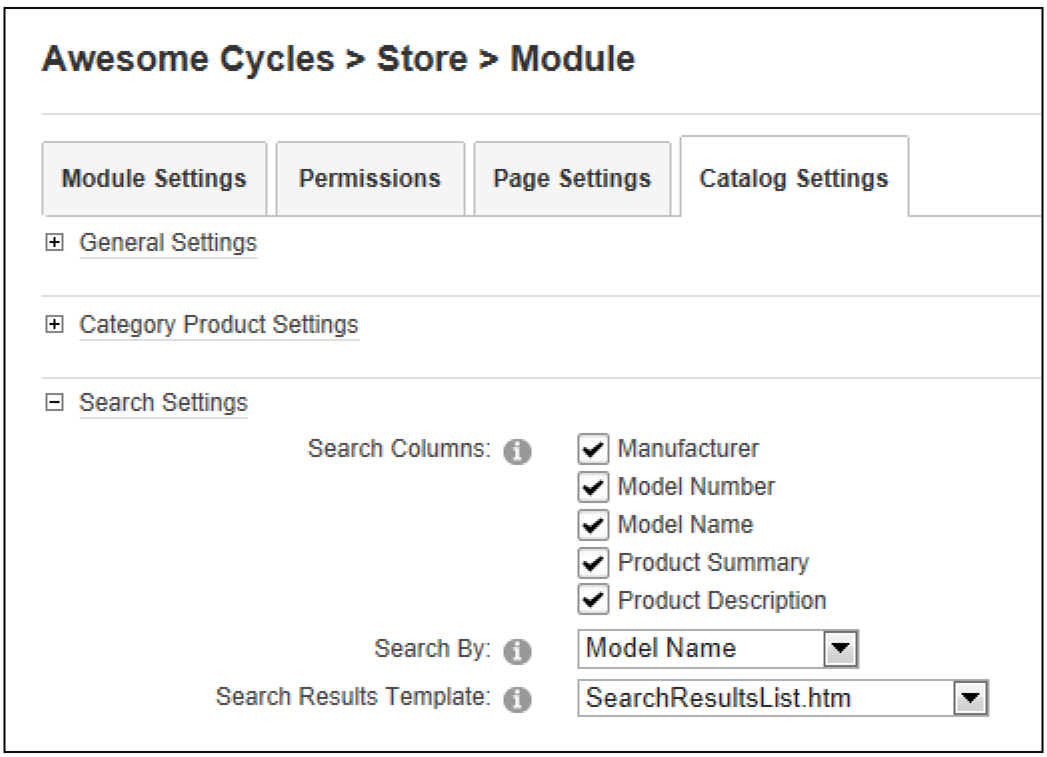
5. Click the **Update** button.

Managing Search Settings

How to manage search setting for the Store Catalog module.

Prerequisite. The "Show Category Products" field must be checked in the General Settings section to configure these settings. See "Managing Store Catalog General Settings"

1. Go to the Store Catalog module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Catalog Settings** tab.
4. **Maximize** the **Sort Setting** section and modify any of the following settings:
    1. At **Search Columns**, mark 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.
    2. At **Search By**, select the default search column.
    3. At **Search Results Template**, select the search results template. The SearchResultsList.htm template is included with the Store.



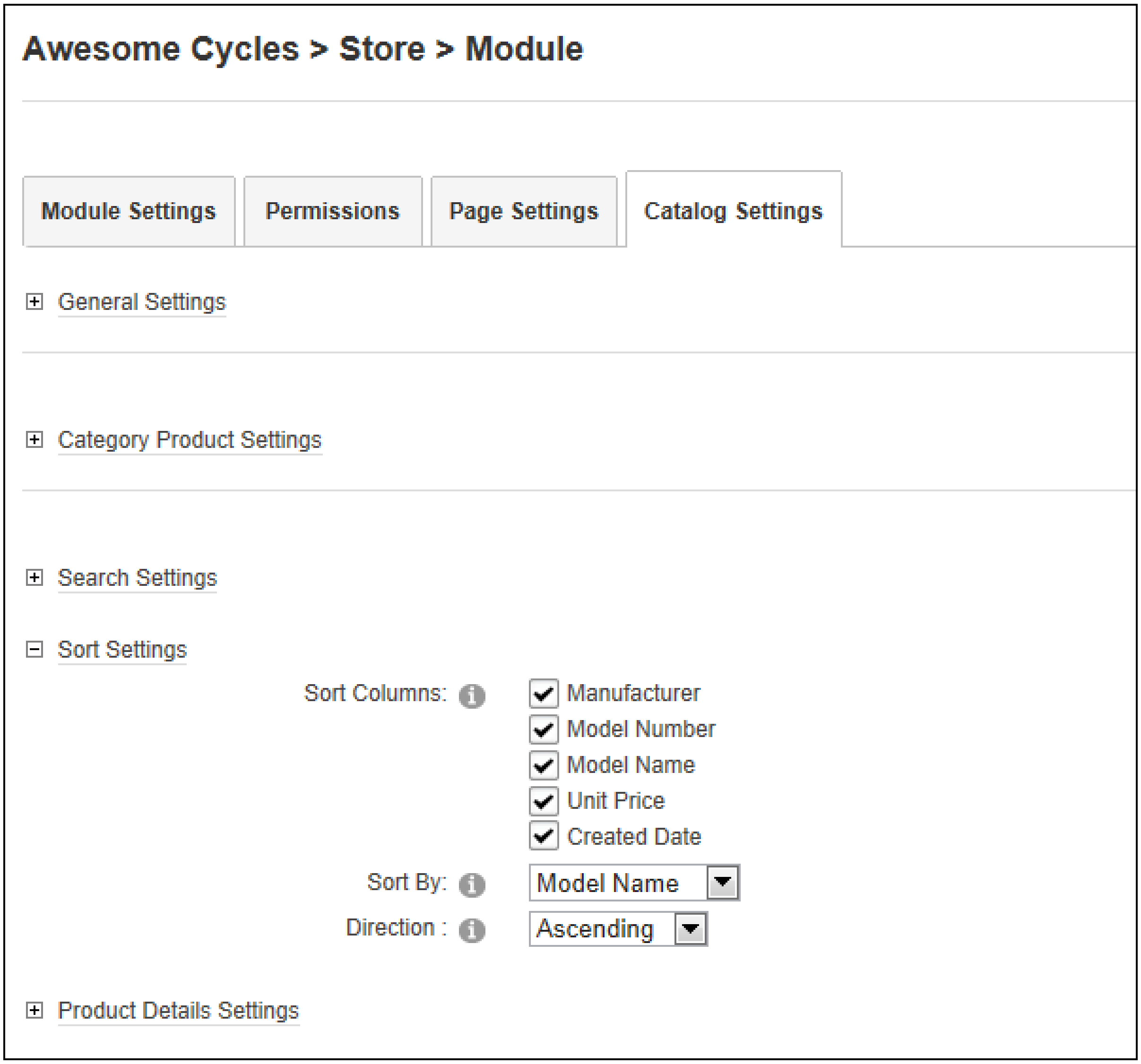
5. Click the **Update** button.

Managing Sort Settings

How to manage the way product sorting is managed in the Store Catalog module.

Prerequisite. The "Show Category Products" field must be checked in the General Settings section to configure these settings. See "Managing Store Catalog General Settings"

1. Go to the Store Catalog module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Catalog Settings** tab.
4. **Maximize** the **Sort Setting** section and modify any of the following settings:
    1. At **Sort Columns**, mark 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.
    2. At **Sort By**, select the default field that products are sorted by.
    3. At **Direction**, select the default direction, Ascending or descending that products are displayed in.



5. Click the **Update** button.

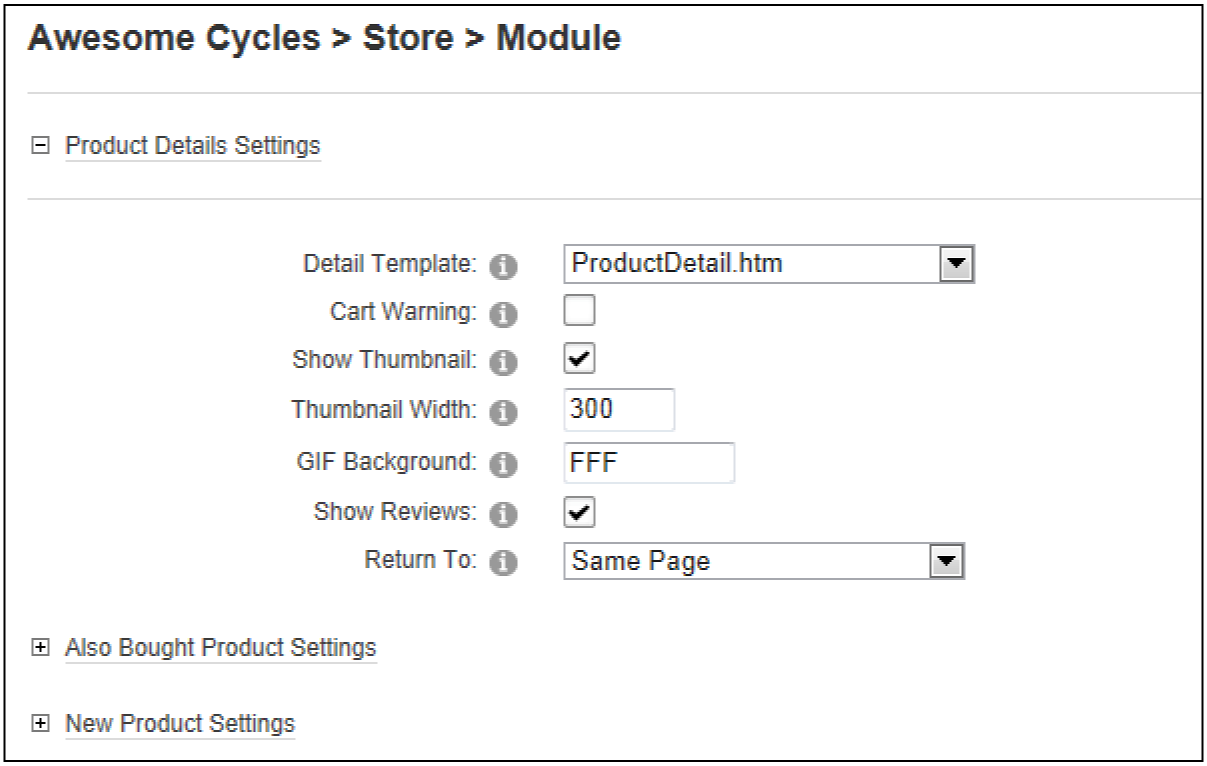
Managing Product Details Settings

How to manage the layout of product details in the Store Catalog module.

Prerequisite. The "Show Product Detail" field must be checked in the General Settings section to configure these settings. See "Managing Store Catalog General Settings"

1. Go to the Store Catalog module
2. Select **Manage** > **Settings** from the module actions menu.

3. Select the **Catalog Settings** tab.
4. **Maximize** ⊞ the **Product Details Settings** section and modify any of the following settings.
    1. At **Detail Template**, select the template to be applied to the product details page. The templates included with the Store are called ProductDetail.htm and ProductDetailFullInfo.htm. The default setting is ProductDetail.htm.
    2. At **Cart Warning**, select from these options:
        - Mark ☑ the check box to display a warning message when the selected product is already in cart.
        - Unmark ☐ the check box to hide warning message.
    3. At **Show Thumbnail**, select from these options:
        - Mark ☑ the check box to display a thumbnail image.
            1. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image. The default setting is 300.
            2. In the **GIF Background** text box, enter a hexadecimal value to set the background color for GIF images. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f00, FF0000, F09, etc.
        - Unmark ☐ the check box to hide the thumbnail image.
    4. At **Show Reviews**, select from these options:
        - Mark ☑ the check box to show reviews on the Product Details page.
        - Unmark ☐ the check box to hide reviews. If reviews are hidden then only Administrators can read review using the Store Admin module.
    5. 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.



5. Click the **Update** button.

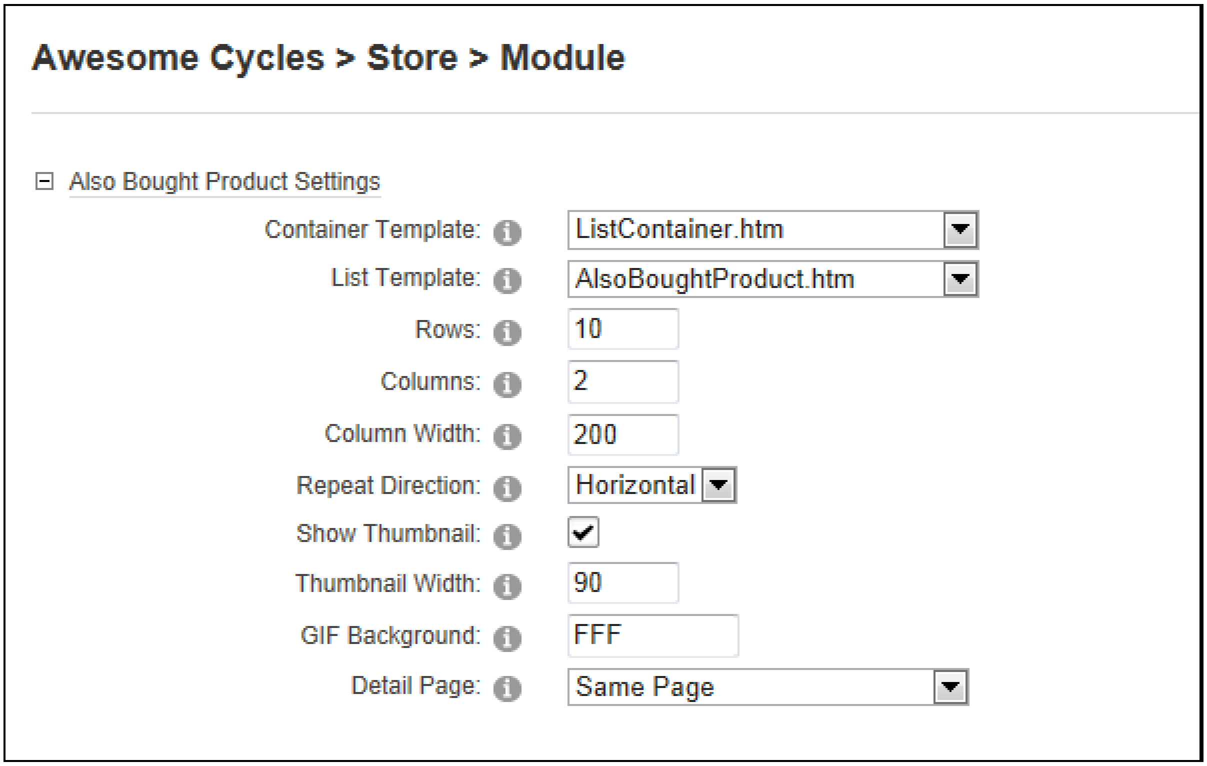
Managing Also Bought Product Settings

How to manage the layout of the Customers Who Bought This Product Also Bought section in the Store Catalog module.

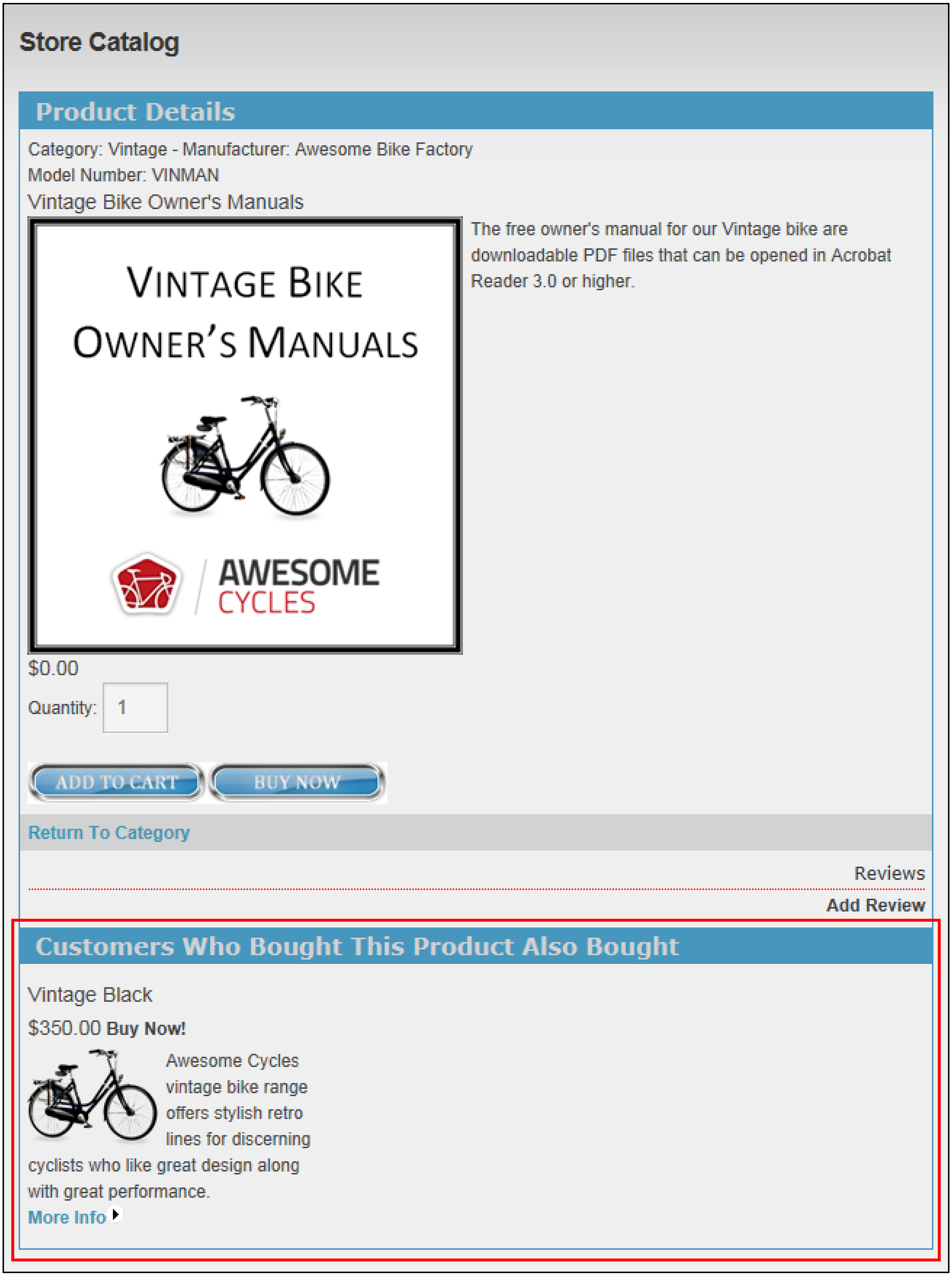
Prerequisite. Both the "Show Product Detail" and "Show Also Bought Products" fields must be checked in the General Settings section to configure these settings. See "Managing Store Catalog General Settings"

1. Go to the Store Catalog module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Catalog Settings** tab.
4. **Maximize** the **Also Bought Product Settings** section and modify any of the following settings:
   1. At **Container Template**, select the template to be applied to the container of the Also Bought Products section. The template included with the Store is called ListContainer.htm.

2. At **List Template**, select the template to be applied to the Also Bought Products section list. Templates included with the Store are AlsoBoughtProduct.htm and AlsoBoughtProduct_Small.htm. The default setting is AlsoBoughtProduct.htm
3. In the **Rows** text box, enter the number of row of items to be displayed across the page. The default setting is 10.
4. In the **Columns** text box, enter the number of columns of items to be displayed down the page. The default setting is 2.
5. In the **Column Width** text box, enter the pixel width of each column. The default setting is 200.
6. 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.
7. At **Show Thumbnail**, select from these options:
   - Mark the check box to display a thumbnail image. This is the default setting.
     1. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image. The default setting is 90.
     2. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f00, FF0000, F09, etc.
   - Unmark the check box to hide the thumbnail image.
8. At **Detail Page**, select the page where you want to display the product details page. The page must have a Store Catalog module on it. Typically this will be set to **Same Page**, unless you are using multiple Store Catalog modules.



5. Click the **Update** button.

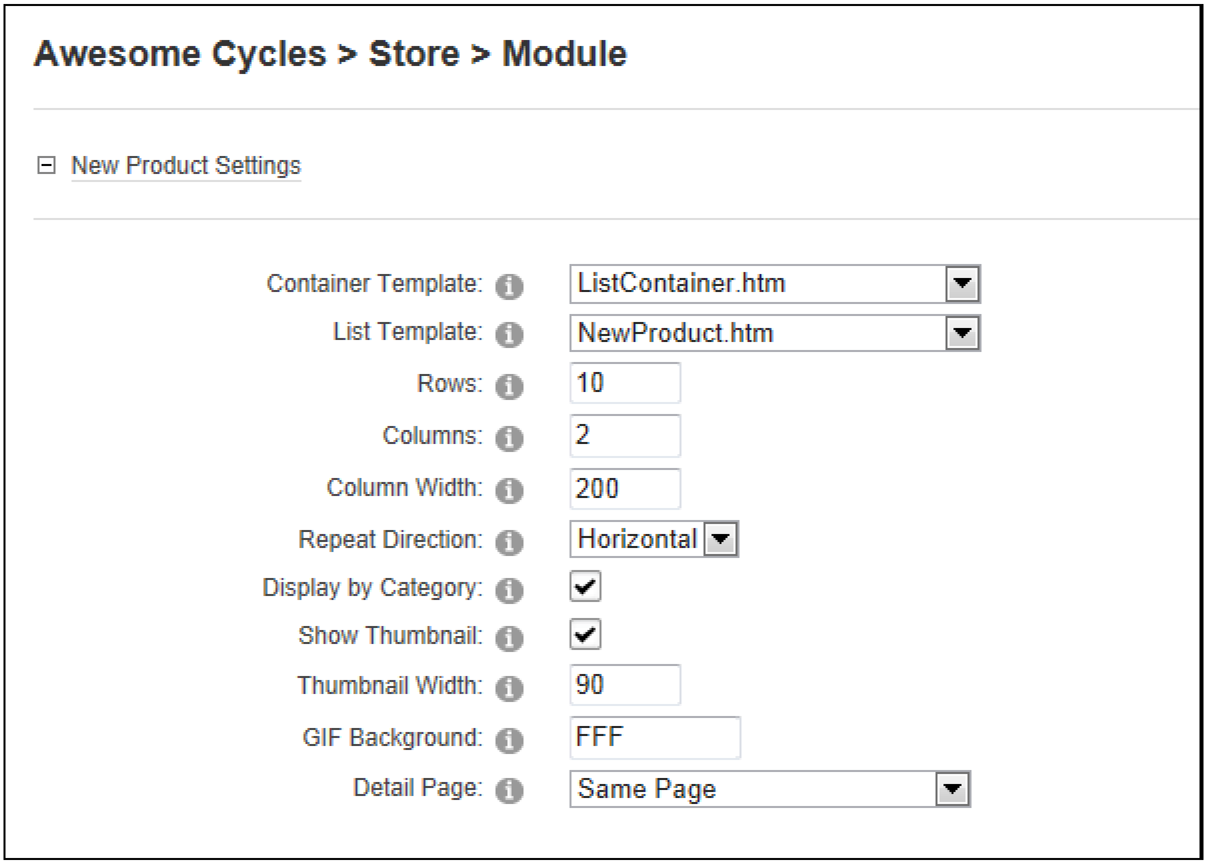

Store Catalog
Product Details
Category: Vintage - Manufacturer: Awesome Bike Factory
Model Number: VINMAN
Vintage Bike Owner's Manuals
VINTAGE BIKE
OWNER'S MANUALS
AWESOME
CYCLES
The free owner's manual for our Vintage bike are downloadable PDF files that can be opened in Acrobat Reader 3.0 or higher.
$0.00
Quantity: 1
ADD TO CART
BUY NOW
Return To Category
Reviews
Add Review
Customers Who Bought This Product Also Bought
Vintage Black
$350.00 Buy Now!
Awesome Cycles vintage bike range offers stylish retro lines for discerning cyclists who like great design along with great performance.
More Info

Managing New Product Settings

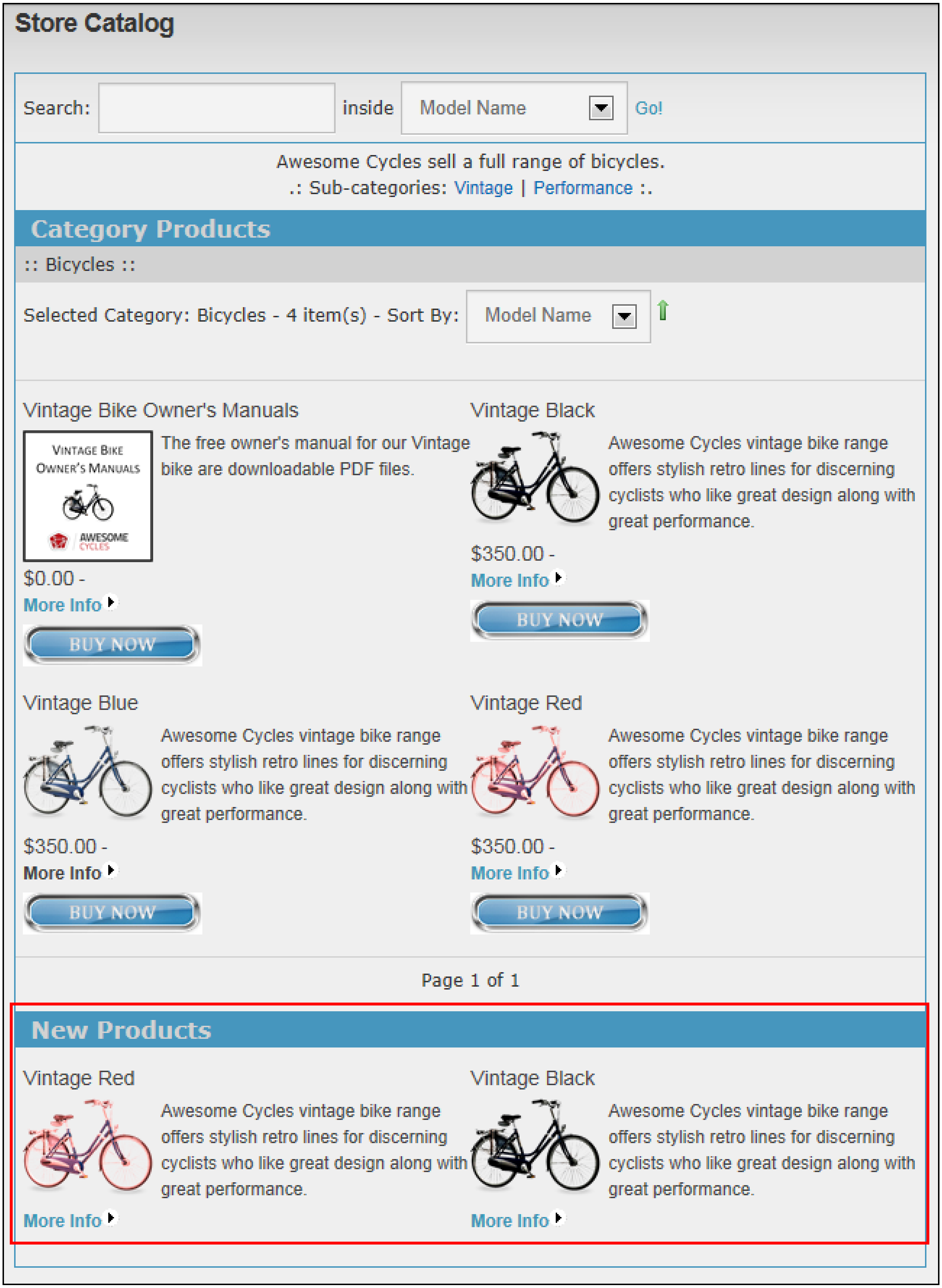
How to set the layout of new product listings in the Store Catalog module.

Prerequisite. The "Show New Products" field must be checked in the General Settings section to configure these settings. See "Managing Store Catalog General Settings"

1. Go to the Store Catalog module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Catalog Settings** tab.
4. **Maximize** the **New Product Settings** section and modify any of the following settings:
   1. At **Container Template**, select the template to be applied to the default Catalog page.
   2. At **List Template** select the template to be applied to the default Catalog page.
   3. In the **Rows** text box, enter the number of row of items to be displayed across the page. The default setting is 10.
   4. In the **Columns** text box, enter the number of columns of items to be displayed down the page. The default setting is 2.
   5. In the **Column Width** text box, enter the pixel width of each column. The default setting is 200.
   6. In the **Repeat Direction** text box, select either **Horizontal** or **Vertical** to set the direction that items incrementally repeat. I.e. Either down or across the page respectively.
   7. At **Show Thumbnail**, select from these options:
      - Mark the check box to display a thumbnail image.
        1. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image.
        2. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f00, FF0000, F09, etc.
      - Unmark the check box to hide the thumbnail image.
   8. 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** button.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More Info
Vintage Black
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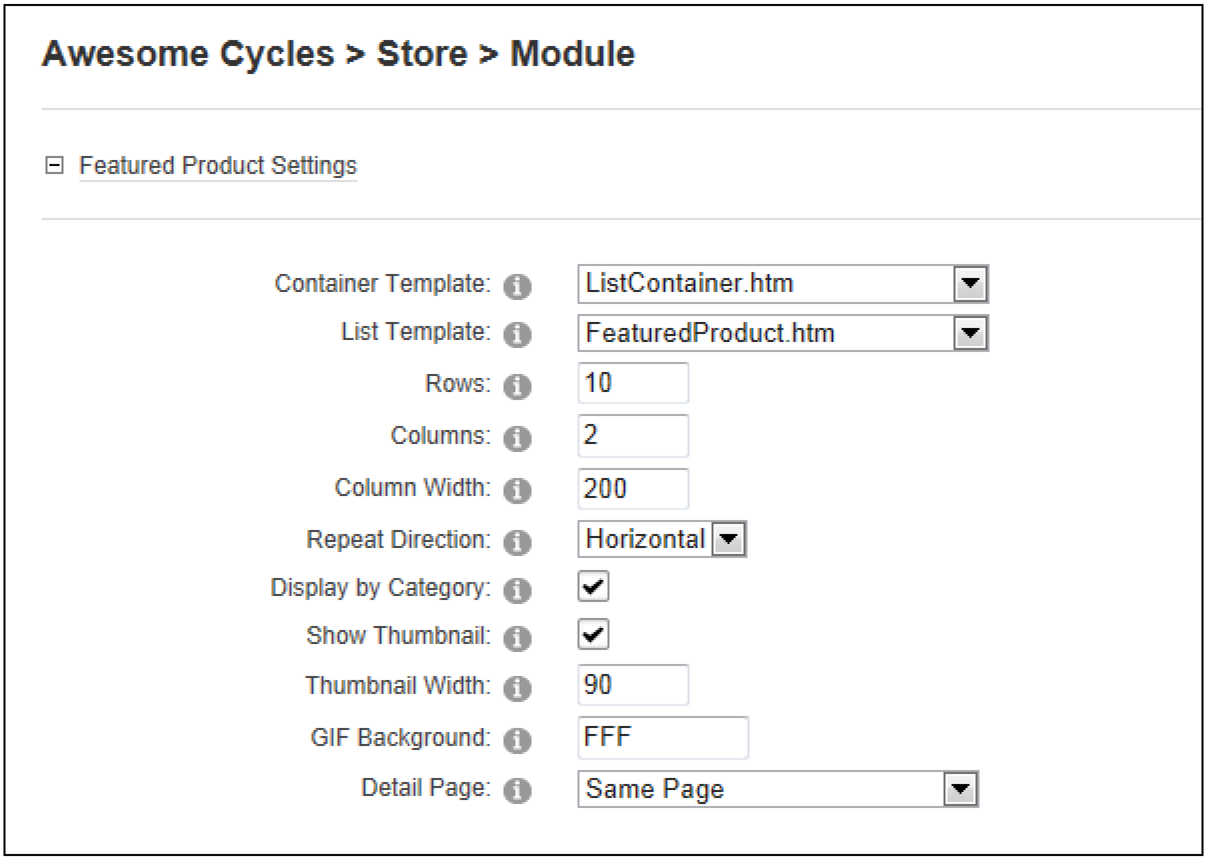
Managing Featured Product Settings

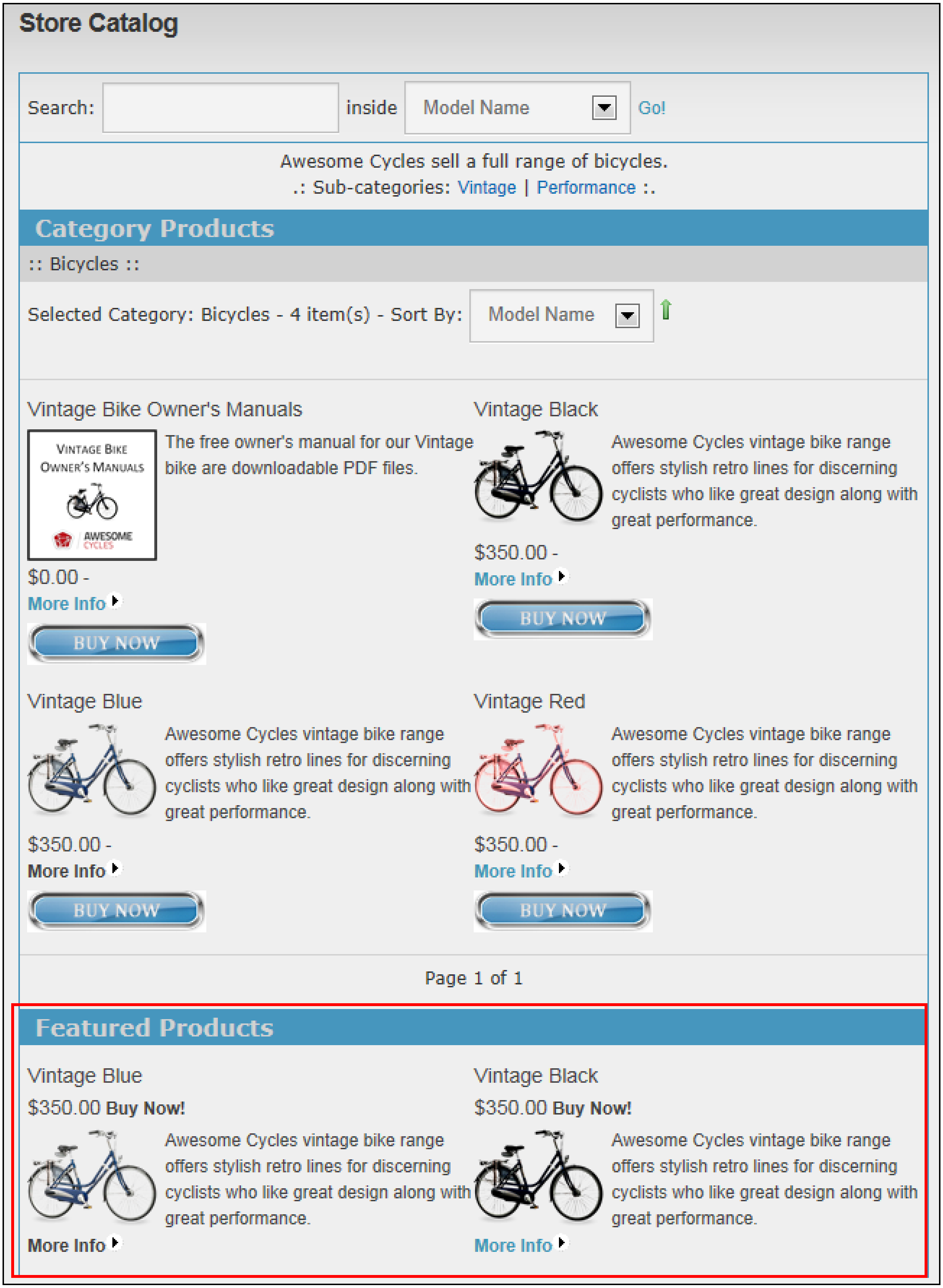
How to set the layout of featured product in the Store Catalog module.

Prerequisite. The "Show Featured Products" field in the General Settings section must be checked to configure these settings. See "Managing Store Catalog General Settings"

1. Go to the Store Catalog module.
2. Select **Manage** > **Settings** from the module actions menu.
3. **Maximize** the **Sort Setting** section and modify any of the following settings:
   1. At **Container Template**, select the template to be applied to the default Catalog page.
   2. At **List Template** select the template to be applied to the default Catalog page.
   3. In the **Rows** text box, enter the number of row of items to be displayed across the page.
   4. In the **Columns** text box, enter the number of columns of items to be displayed down the page.
   5. In the **Column Width** text box, enter the pixel width of each column.
   6. 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.
   7. At **Show Thumbnail**, select from these options:
      - Mark the check box to display a thumbnail image.
        1. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image.
        2. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f00, FF0000, F09, etc.
      - Unmark the check box to hide the thumbnail image.
   8. 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** button.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Model Name
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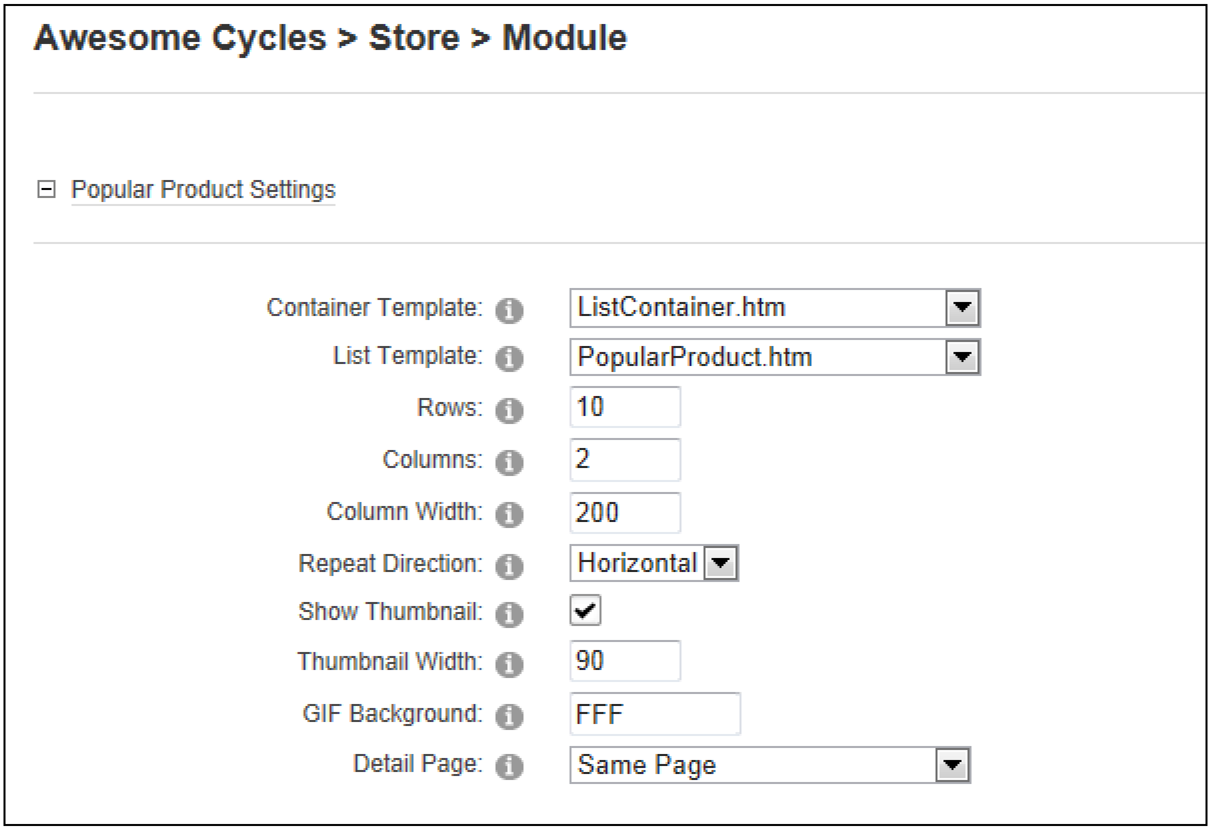
Managing Popular Product Settings

How to manage the layout of popular product listings in the Store Catalog module.

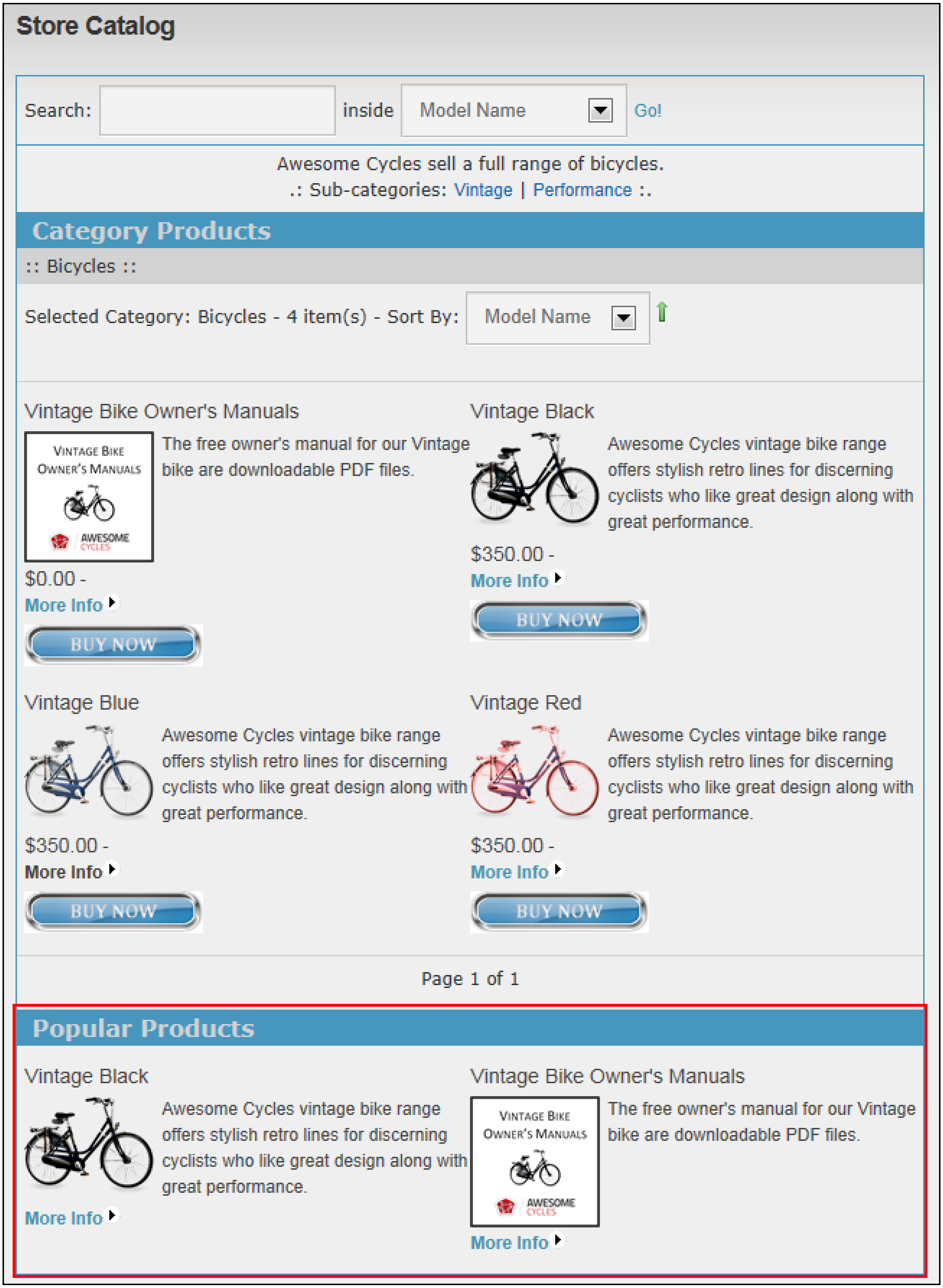
Prerequisite. The "Show Popular Products" field in the General Settings section must be checked to configure these settings.

1. Go to the Store Catalog module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Catalog Settings** tab.
4. **Maximize** the **Popular Product Settings** section and modify any of the following settings.
   1. At **Container Template**, select the template to be applied to popular products in the Catalog. Default template is ListContainer.htm
   2. 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.
   3. In the **Rows** text box, enter the number of row of items to be displayed across the page.
   4. In the **Columns** text box, enter the number of columns of items to be displayed down the page.
   5. 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.
   6. 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.
   7. At **Show Thumbnail**, select from these options:
      - Mark the check box to display a thumbnail image.
        1. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image.
        2. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f00, FF0000, F09, etc.
      - Unmark the check box to hide the thumbnail image. If this option is selected, skip the next step.
   8. 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 Cata-

log 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** button.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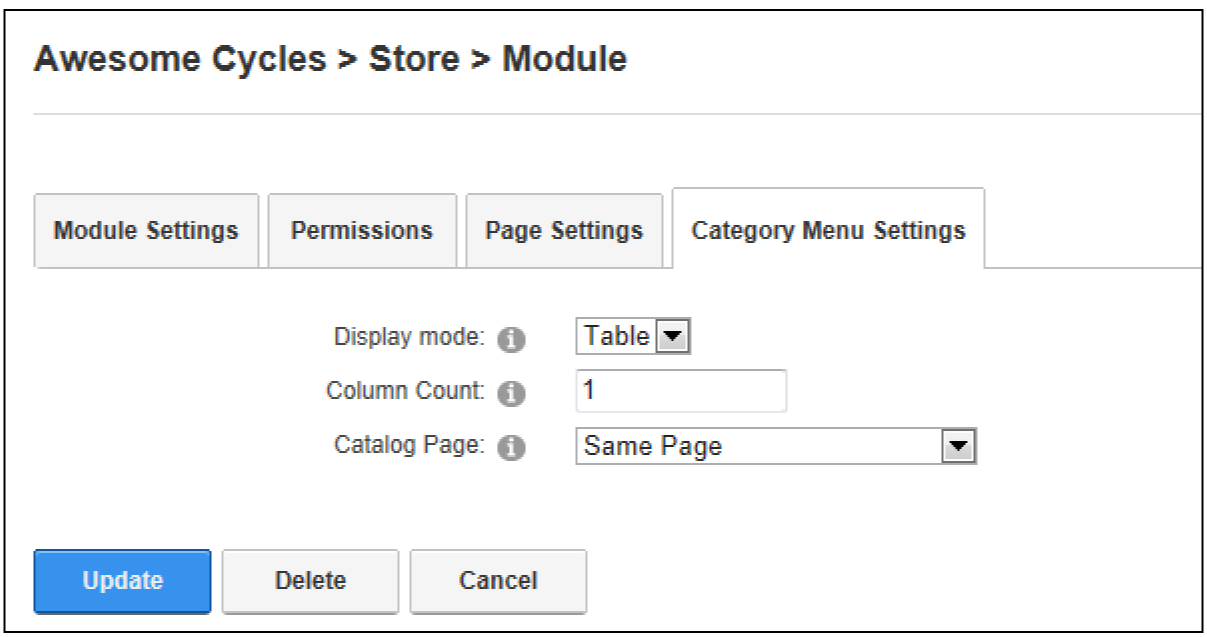
Menu Settings

Managing Category Menu Settings

How to manage the category menu settings of the Store module.

1. Go to the **Store Menu** module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Category Menu Settings** tab.
4. At **Display Mode**, select from these options:
   - **Table**: Displays categories inside an HTML table. Customers must click on a parent category to view any child categories. This is the default settings.
   - **List**: Displays all categories on the page at the same time. Child categories are indented below their parent categories. This option allows web designers use jQuery or Java.
5. In the **Column Count** text box, enter the number of columns to use when displaying categories. In the below example, a column count of two (2) is used.
6. At **Catalog Page**, select the page where the Store Catalog module is located. Typically this will be **Same Page**, which is the default setting. You may however prefer to have two Store Menus for your store. E.g. You may have one Store Menu module on the Home page of your site that drives people to your store. In this case, you would set Store Menu module on the Home page to direct to the page name of your Store.



7. Click the **Update** button.

Survey

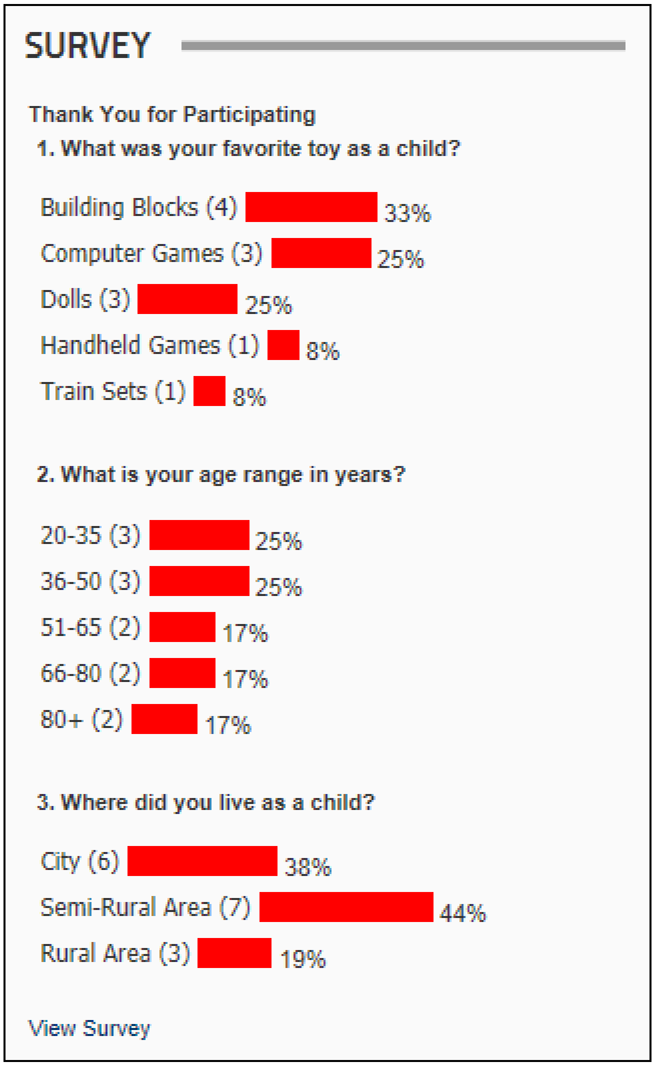
About the Survey

The Survey 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. The Survey 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.

Installation Note: The Survey must be deployed and installed on your site by a SuperUser.

Module Version: 04.70.00 / **Minimum DNN Version**: 05.06.02

Features: ISearchable



The Survey

Project Links

- http://dnnsurvey.codeplex.com/

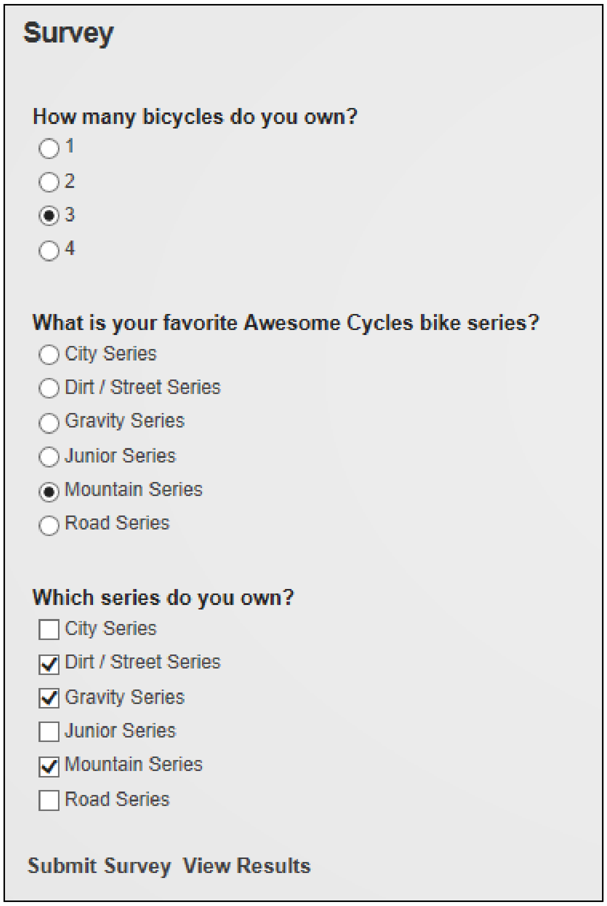
All Users

Submitting Survey Response

How to submit a response to a survey on the Survey module. Note: Access to view results may be restricted.

1. Go to a Survey module.
2. Login if required.

3. Click in the selection boxes to select your answer(s) for each question.
4. Click the Submit Survey link.

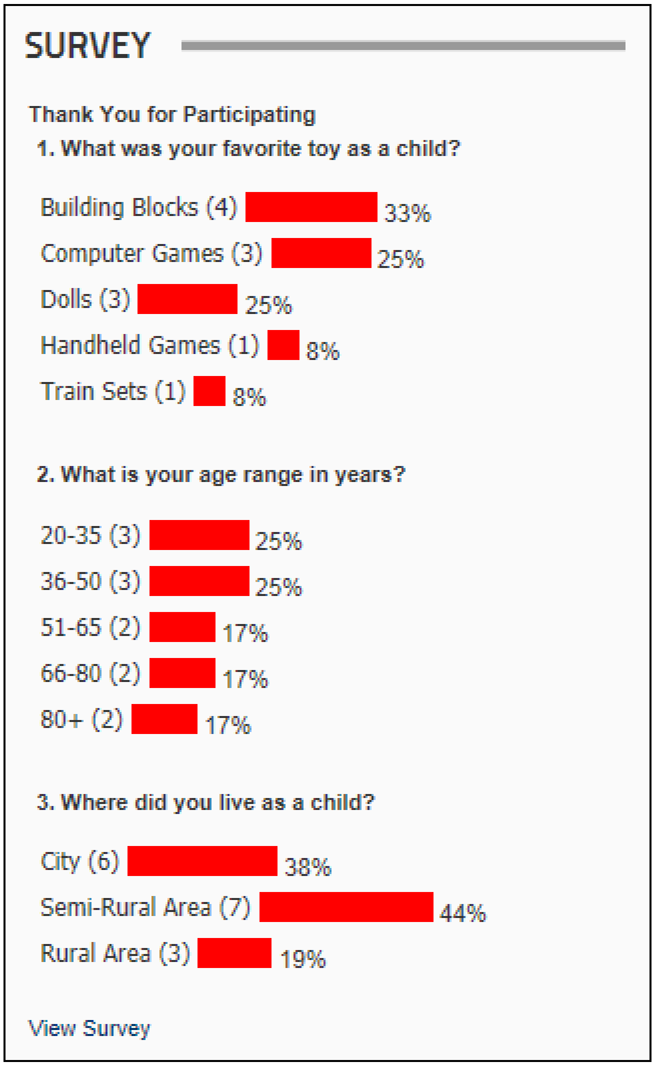


5. If you are authorized to view survey results, the accumulative results are displayed. If you are unable to view results the message "Thank You for Participating" is displayed.

Viewing Survey Results

How to view survey results. Note: Access to view results may be restricted.

1. Go to a Survey module.
2. Click the View Results link. You can return to the survey at any time by click the View Survey link.



> Tip: If a correct answer is provided a question, it will be indicated as **>CorrectAnswer<**.

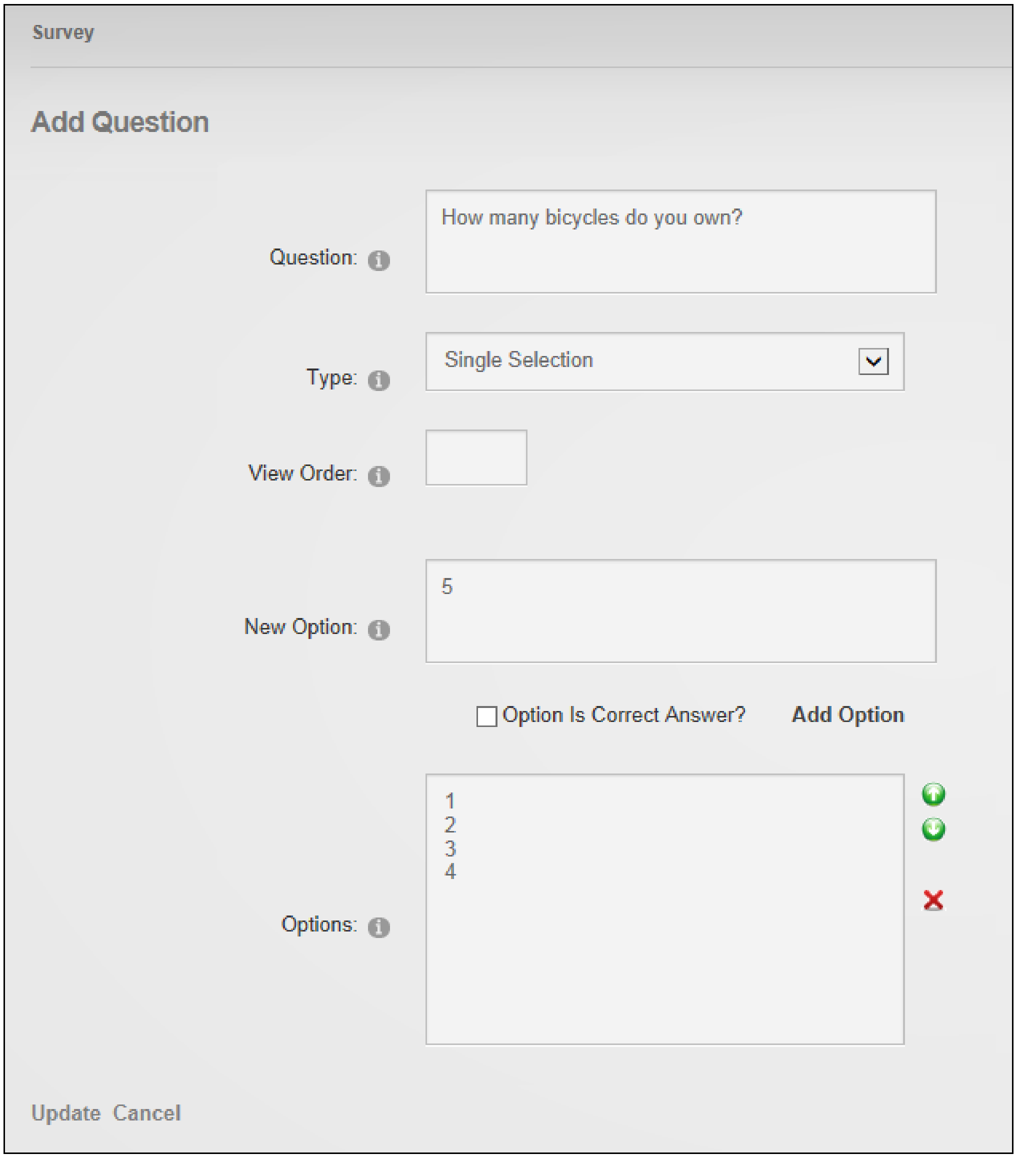
Module Editors

Adding a Question

How to add a survey question. Single selection questions permit users to select only one answer to a question.

1. Go to a Survey module.
2. Select **Edit** > **Add Question** from the module actions menu.
3. In the **Question** text box, enter the question. E.g. How many bicycles do you own?

4. At **Type**, select **Single Selection** to restrict users to selecting only one answer - OR - Select **Multiple Selection** to permit users to select multiple answers.
5. **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 list questions in the order they are entered.
6. In the **New Option** text box, enter an option that the user can choose.
7. **Optional.** At **Option Is Correct Answer?** mark ☑ the check box to mark this option as the correct answer- OR - unmark ☐ 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.
8. Click the Add Option link.



9. Repeat Steps 6-8 to add additional options.
10. Click the Update link to save the question and the associated answer options.

Editing a Survey Question

How to edit a question in the Survey module. Existing options cannot be edited, therefore you must delete and/or add options to change the available options.

1. Go to a Survey module.
2. Click on the **Edit** button beside the question.

3. Edit any of the following question properties:
    1. In the **Question** text box, edit the question.
    2. At **Type**, change the selection type if required.
    3. In the **View Order** text box, modify the view order of the question.
    4. To manage question options, perform any of the following:
        - To add an option: enter the option name into the New Option text box and then click the Add Option link.
        - To delete an option: select the option and then click the **Delete** button.
        - To reorder an option: select the option and then repeatedly click the **Move Option Up** or **Move Option Down** button to move the selected option up or down one or more positions respectively.
4. Click the Update link.

Deleting a Survey Question

How to permanently delete a Survey question.

1. Go to a Survey module.
2. Click the **Edit** button beside the question.
3. Click the Delete link and then click the **Yes** button to confirm.

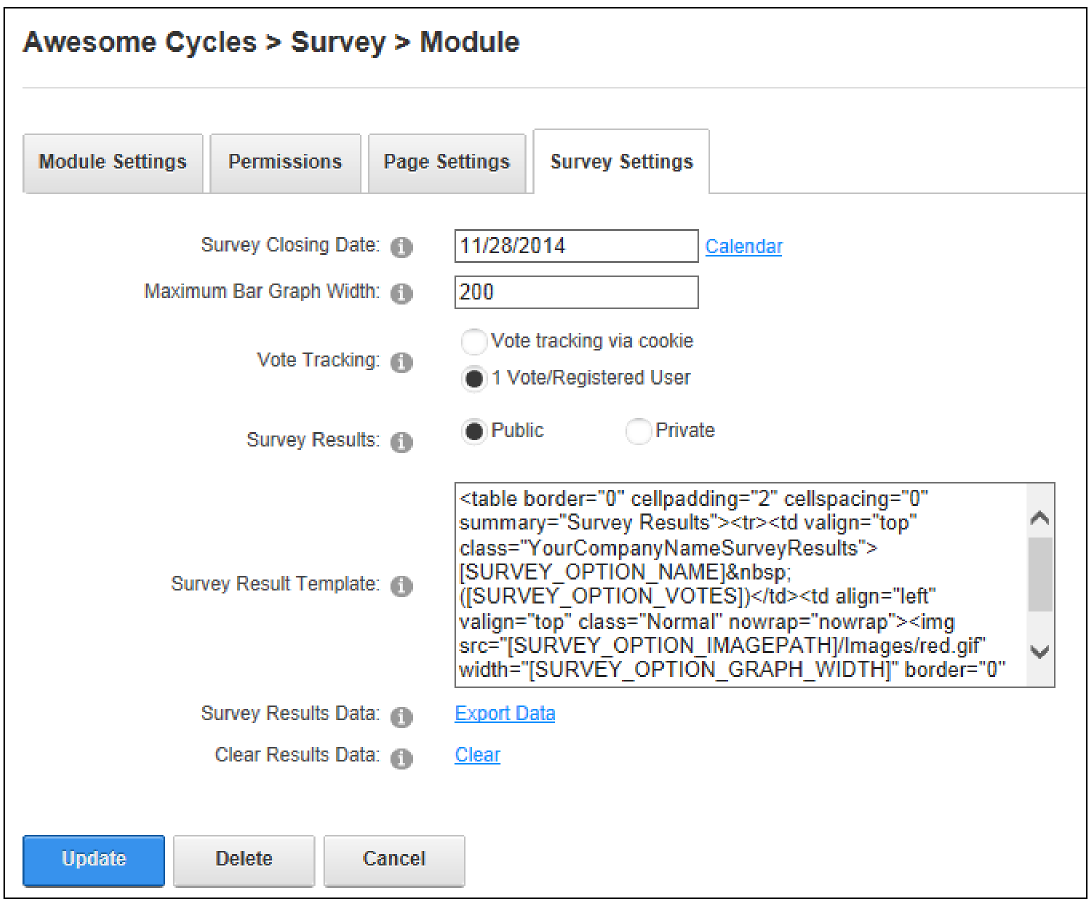
Settings

Configuring the Survey

How to configure the survey settings. Here you can choose a closing date for survey responses, determine who can view survey results, and choose how votes are tracked. You can also modify the look of the survey by setting the maximum bar graph width of survey results.

1. Go to a Survey module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Survey Settings** tab.
4. At **Survey Closing Date**, click the Calendar link and select the final date that a response can be submitted. Once the closing date is reached, the "Submit Survey" link is hidden.

5. In the **Maximum Bar Graph Width** text box, enter the maximum pixel width for the bar graph. For example, if you set the width to 200 pixels then the maximum width of the graph bar will be 200 pixels for a 100% response. The default width of the survey bar graph is 100% of the module width.
6. 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.
7. At **Survey Results**, select **Public** to allow all users who are authorized to view the Survey to view results - OR - Select **Private** to only allow Administrators to view the results.
8. In the **Survey Results Template** text box, edit the HTML template that defines the content, layout and style of survey results.



9. Click the **Update** button.

Related Topics:

- See "Working with the Calendar"

Clearing Survey Results

How to clear any existing Survey votes. This allows you to restart the survey and is useful if you have been testing or demonstrating the survey.

1. Go to a Survey module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Survey Settings** tab.
4. At **Clear Results Data**, click the Clear link. The link is now disabled, indicating there are currently no existing results.
5. Click the **Update** button.

Exporting Survey Results

How to export the votes of registered users submitted to the Survey module. Results are saved as a csv (comma separated values) file.

1. Go to a Survey module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Survey Settings** tab.
4. At **Survey Results Data**, click the Export Data link.
5. Save the file to your computer as required.

Modifying the Survey Result Template

How to modify the template that defines the content, layout and style of survey results.

1. Go to a Survey module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Survey Settings** tab.

4. In the **Survey Results Template** text box, edit the HTML as desired.
5. Click the **Update** button.

Here is a list of the replacement tokens that can be added to the survey results template.

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

Users Online

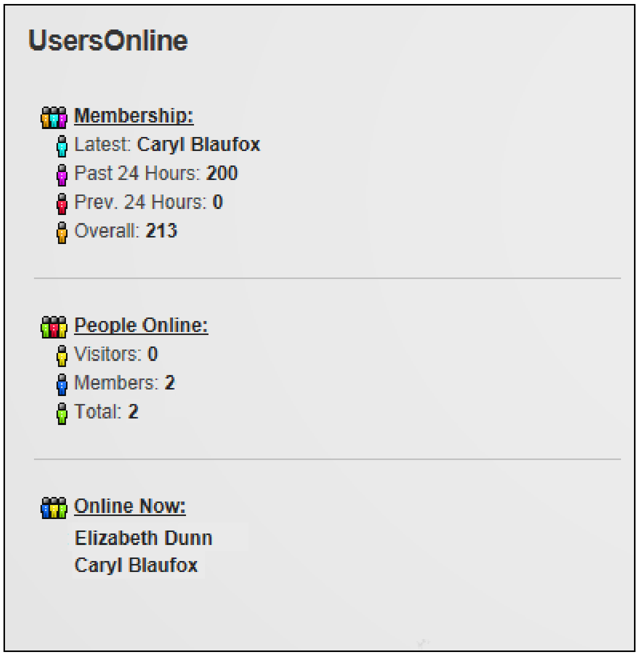
About Users Online

Users Online displays information about users on your DNN site including total membership, number of users online now, online user list.

Installation Note: This module must be deployed, installed and enabled on your site by a SuperUser.

Module Version: 05.01.00 / **Minimum DNN Version**: 05.01.00

Features: ISearchable



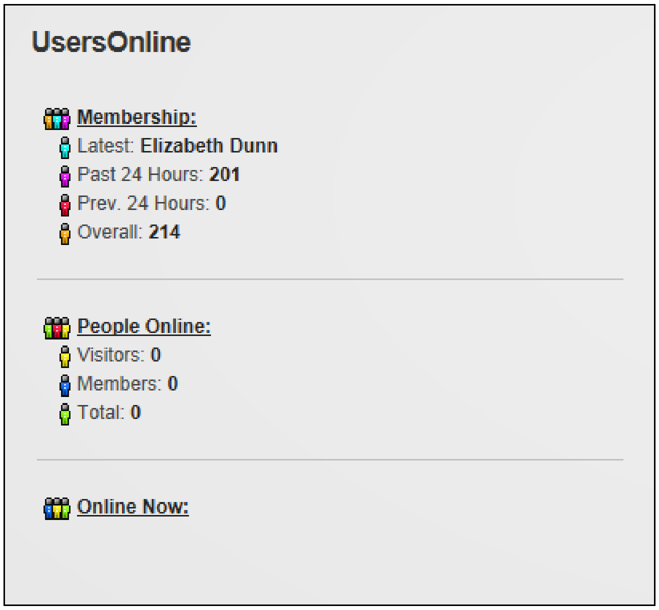
Users Online

Project Links

- https://dnnusersonline.codeplex.com/

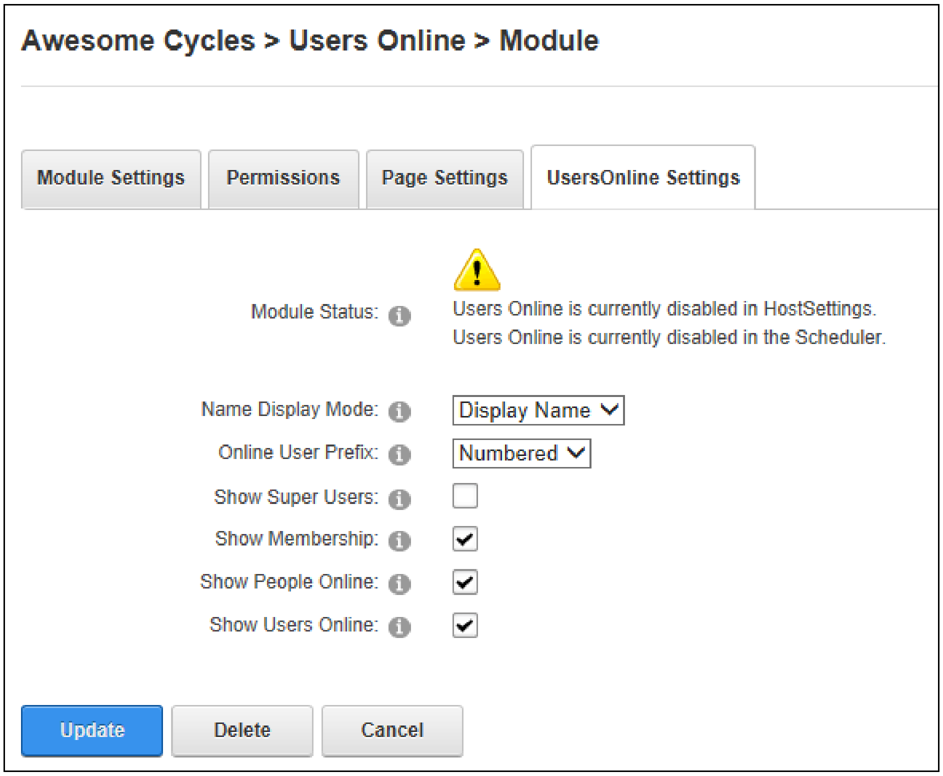
Configuring Users Online

Users Online can be set to display Membership, People Online and Online Now details however it must be enabled and configured by a SuperUser before all of this information can be accessed by DNN. If Users Online is added to a page before it is enabled only Membership information is displayed.

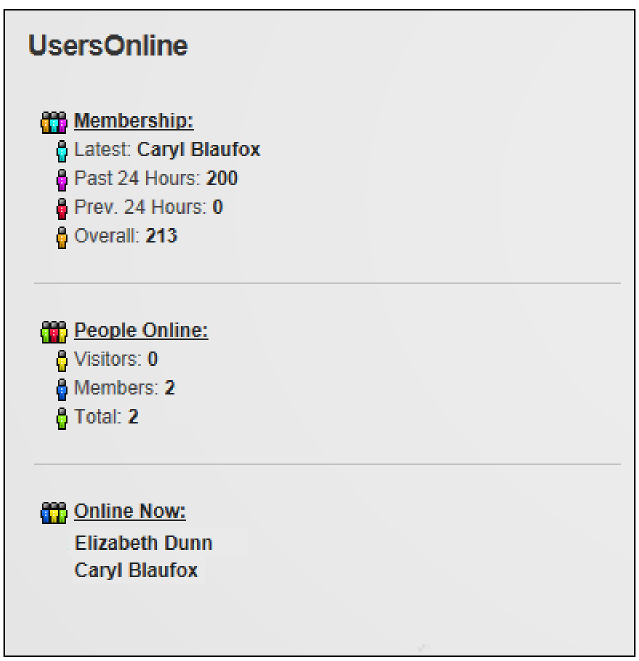


The following messages are displayed on the UsersOnline Settings page of all Users Online modules if the module is disabled:

- Users Online is currently disabled in Host Settings.
- Users Online is currently disabled in the Scheduler.



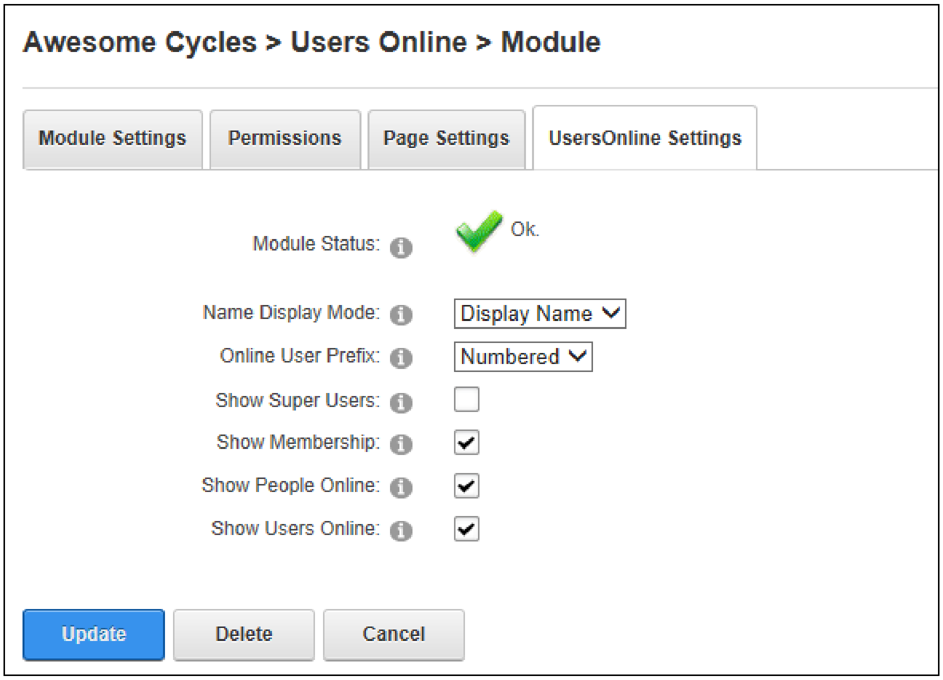
Once the Users Online module has been enabled the People Online and Online Now information are also displayed.



Setting Membership Details

How to select the member details that are displayed for Users Online.

1. Go to a Users Online module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **UsersOnline Settings** tab.
4. At **Name Display Mode**, select the format for user's names from these options:
   - **Display Name**: The display name chosen by the user. This is the default option.
   - **Username**: Select to display the user's unique username.
   - **First Name**: Select to display the user's first name.
   - **Last Name**: Select to display the user's last name.
   - **Full Name**: Select to display both the user's first and last names.
5. At **Online User Prefix**, select from these options to choose what is displayed before each user listed in the "Online Now" section:
   - **<None>**: Displays names only.
   - **Image**: Display the **Users Online** image beside each name. This is the default option.
   - **Numbered**: Display names in a number listed.
6. At **Show Super Users**, mark the check box to include SuperUser accounts - OR - unmark the check box to exclude SuperUser accounts. SuperUser accounts are excluded by default.
7. At **Show Membership**, mark the check box to display the **Membership** section - OR - unmark the check box to hide this section. This section is displayed by default.
8. At **Show People Online**, mark the check box to display the **People Online** section - OR - unmark the check box to hide this section. This section is displayed by default.
9. At **Show Users Online**, mark the check box to display the **Online Now** section - OR - unmark the check box to hide this section. This section is displayed by default.



10. Click the **Update** button.

Wiki

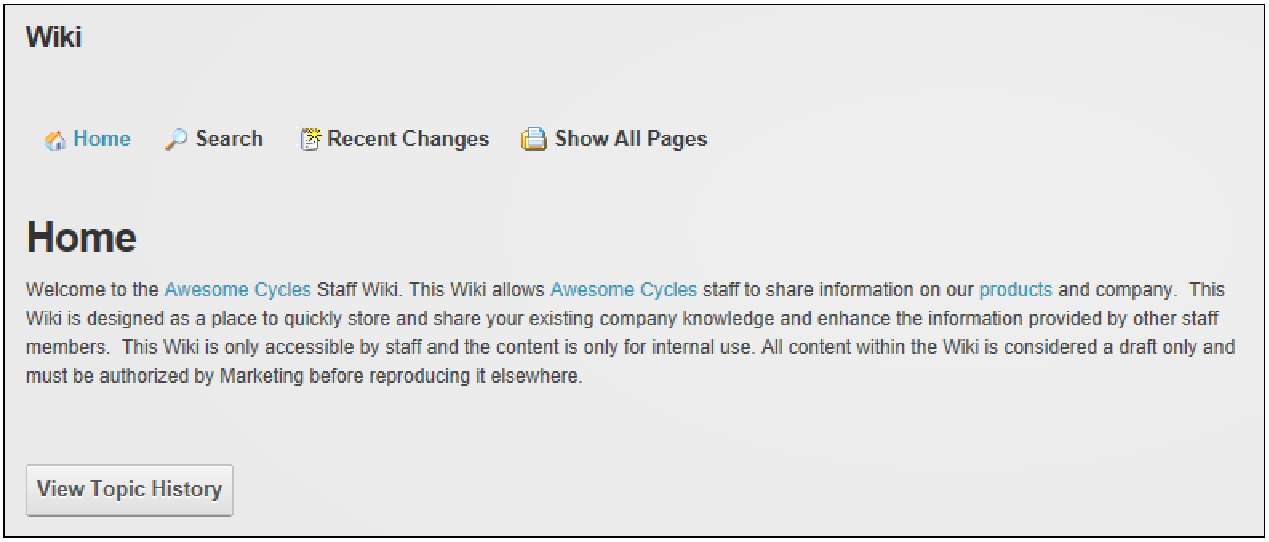
About the Wiki

The Wiki enables authorized users to create and manage a Wiki website. 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. Note: This module is intended for production use only.

Installation Note: The Wiki must be deployed and installed on your site by a SuperUser.

Important. It is recommended that the module is configured prior to use.

Module Version: 05.00.01 / **Minimum DNN Version**: 06.00.00



The Wiki

Project Links

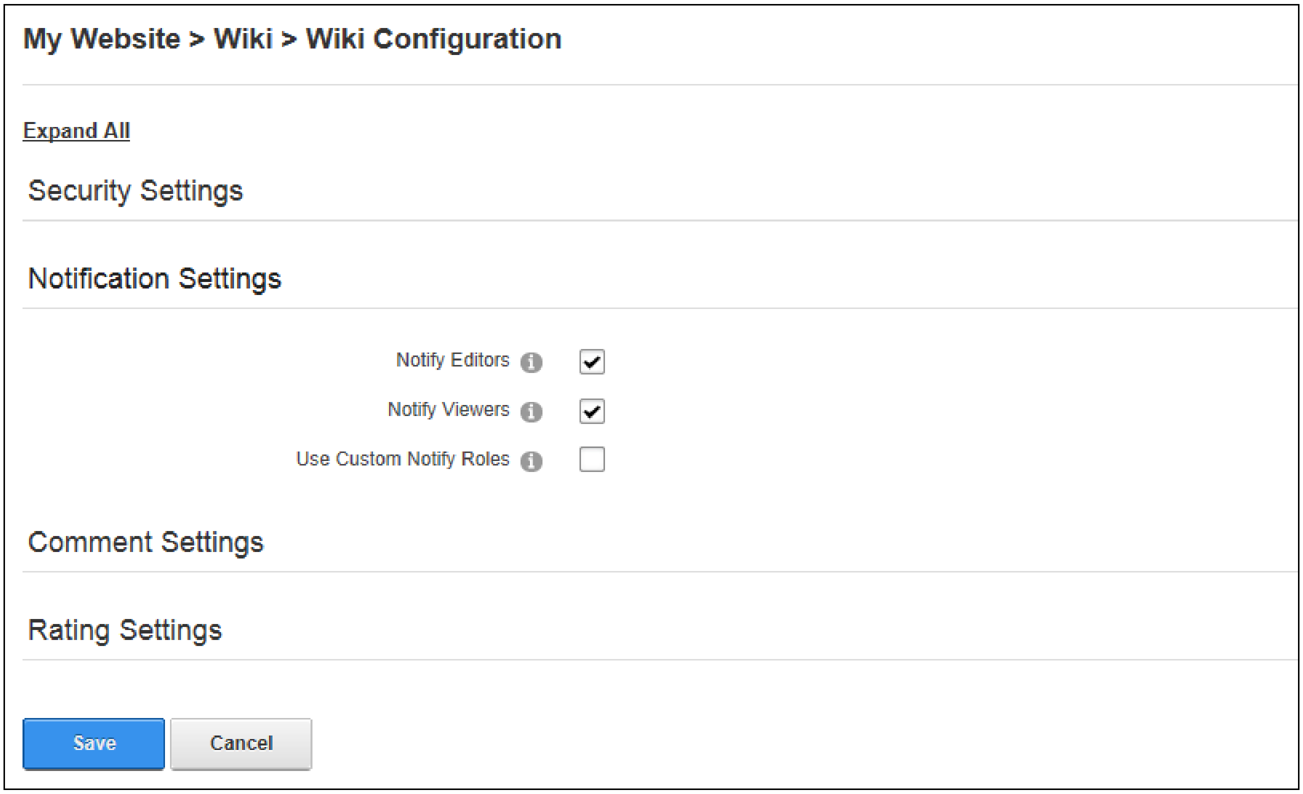
- http://dnnwiki.codeplex.com/

Configuration

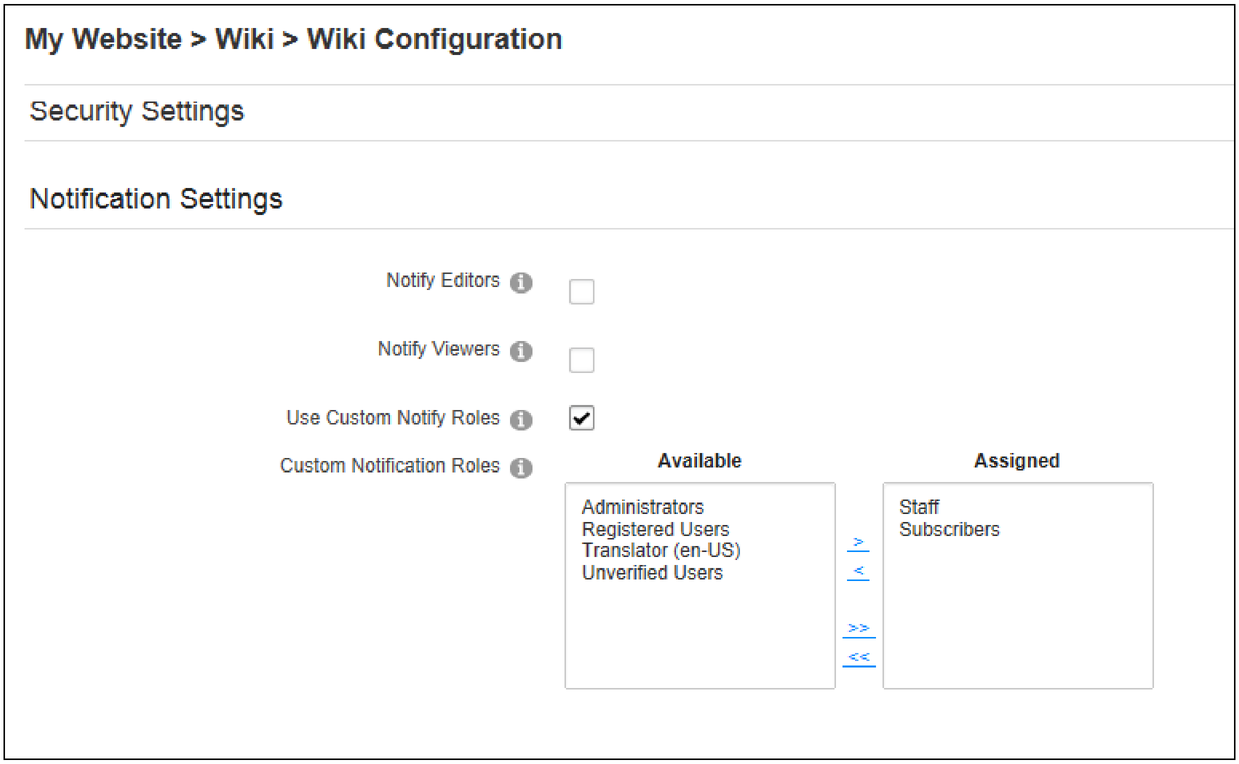
Configuring Notification Settings

How to enable user groups to receive notification when a Wiki page is updated.

1. Go to a Wiki module.
2. Select **Edit** > **Wiki Configuration** from the module actions menu.
3. Expand the **Notification Settings** section and select from these options:
   - To use the typical notifications, enable either or both of these settings:
     - At **Notify Editors**, mark the check box to allow all users with editing rights to subscribe to notifications.
     - At **Notify Viewers**, unmark the check box to allow all users who can view the Wiki to subscribe to notifications.



- To create your own set of custom permissions, mark the **Custom Roles** check box and set these options:
  - To assign a role as an editor, click on the role name in the Available list and click the **Add selected Available Item to Assigned>** link.
  - To remove a role as an editor, click on the role name in the Assigned list and click the **Remove selected Assigned Item** < link.
  - To assign all roles as editors, click the **Add All Available Items to Assigned>>** link.
  - To remove all roles as editors, click the **Remove All Assigned Items>>** link.



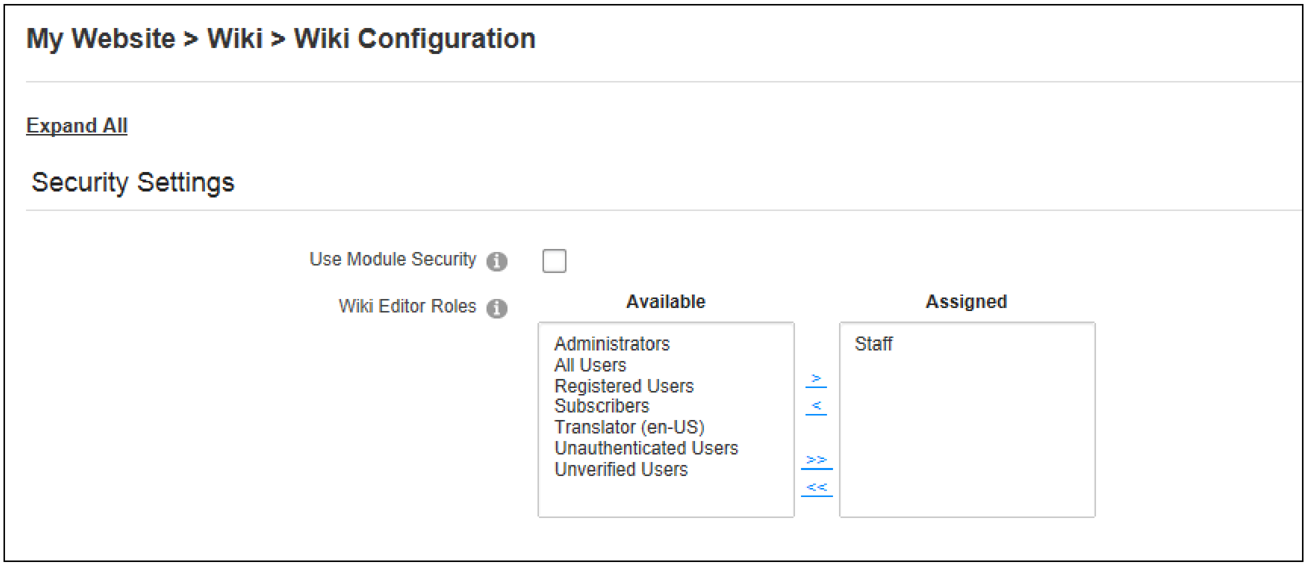
4. Click the **Save** button.

Configuring Security Settings

How to select the roles whose members can add and edit Wiki content. You can use either the standard module permissions as set on the Module Settings page, or create a unique set of editing permissions. Only Administrators and SuperUsers can access manage configuration.

1. Go to a Wiki module.
2. Select **Edit** > **Wiki Configuration** from the module actions menu.
3. Expand the **Security Settings** section.
4. At **Module Security**, select from these options:
   - Mark the check box to allow the users who have been granted permissions to Edit this module to edit the Wiki. See "Setting Module Permissions" to view and manage these users.
   - Unmark the check box to create custom permissions. This displays the "Wiki Edit Roles" field where you can set the custom permissions. For example, in the below image editing rights have been assigned to all users in the Staff role.

- To assign a role as an editor, click on the role name in the Available list and click the **Add selected Available Item to Assigned>** link.
- To remove a role as an editor, click on the role name in the Assigned list and click the **Remove selected Assigned Item<** link.
- To assign all roles as editors, click the **Add All Available Items to Assigned>>** link.
- To remove all roles as editors, click the **Remove All Assigned Items>>** link.



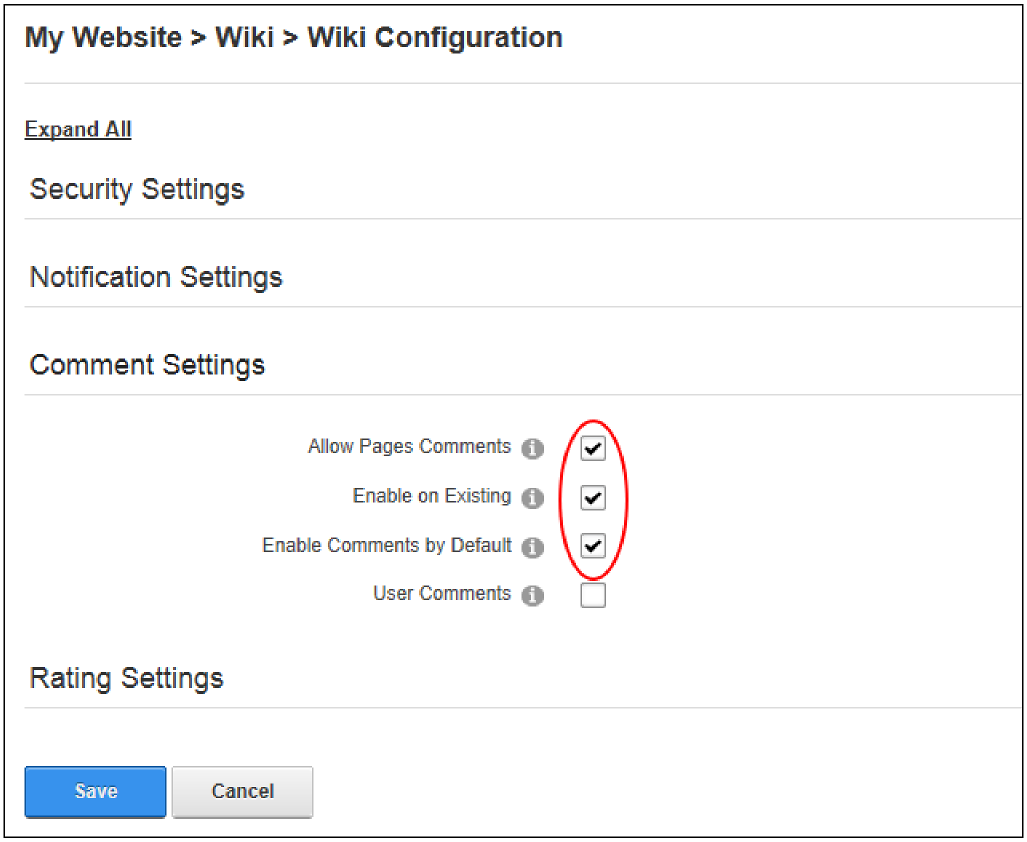
5. Click the **Save** button.

Enabling/Disabling Comments on All Pages

How to enable or prevent users from adding comments to all Wiki pages.

1. Go to a Wiki module.
2. Select **Edit** > **Wiki Configuration** from the module actions menu.
3. Expand the **Comment Settings** section.
4. At **Allow Page Comments**, mark the check box to allow comments to be added to Wiki pages - OR - unmark the check box to disable comments. Skip to Step 8.
5. At **Enable on Existing**, mark the check box allow comments to be added to both new and existing Wiki pages - OR - unmark the check box to only enable comments on new pages.
6. At **Enable Comments by Default**, mark the check box to enable comments by default for all new pages. When adding or edit a Wiki page, the editor will still have the option of disabling comments for that page.

7. **Optional.** At **User Comments**, mark the check box to send a notification message when a comment is added. Notifications will be sent to one or more roles as set in the Notification Settings section. See "Configuring Notification Settings"

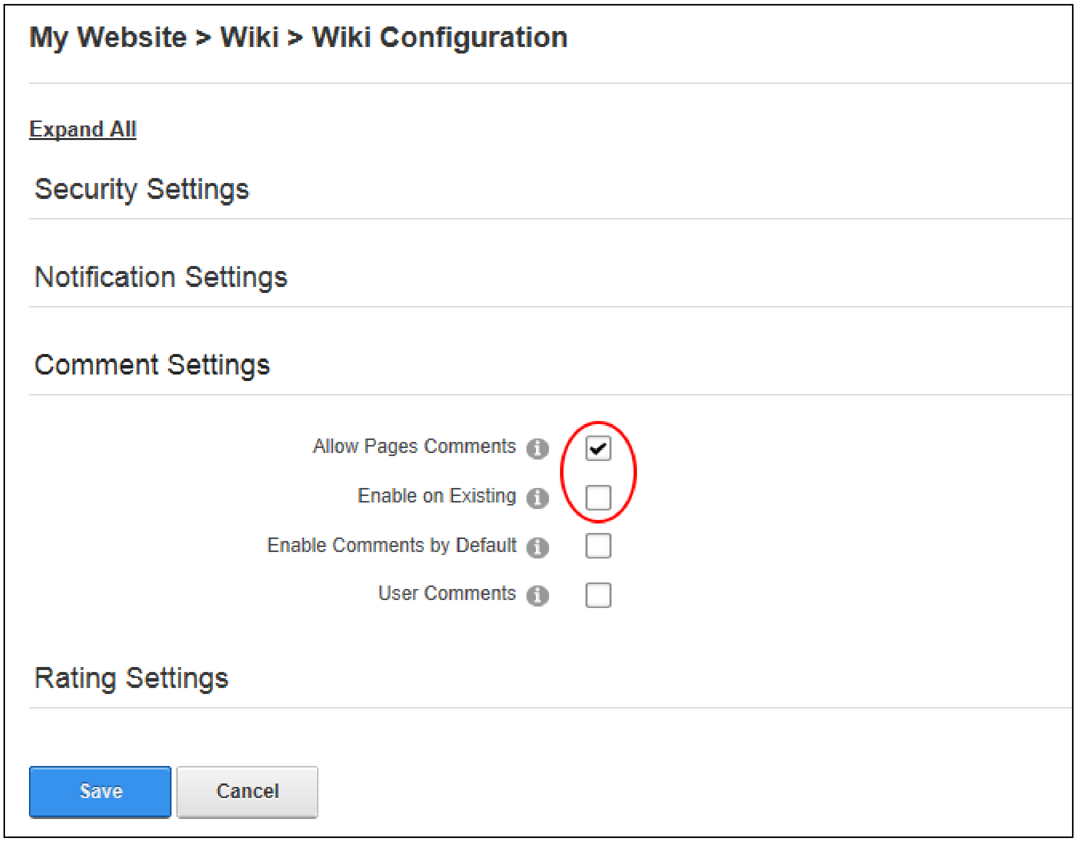


8. Click the **Save** button.

Allowing Comments for Individual Pages

How to allow users to add comments to one or more pages of the Wiki module. This setting enables the "Enable Page Comments" field on the Add Wiki Topic page, enabling you to enable or disable rating for individual pages when adding or editing a page. Alternatively, See "Enabling/Disabling Comments on All Pages"

1. Go to a Wiki module.
2. Select **Edit** > **Wiki Configuration** from the module actions menu.
3. Expand the **Comment Settings** section.
4. At **Allow Page Comments**, mark the check box .



5. At **Enable on Existing**, unmark the check box.
6. At **Enable Comments by Default**, unmark the check box to deselect the "Enable Page Comments" field that is displayed when you add a new page. This allows you to enable comments on individual pages.
7. **Optional.** At **User Comments**, mark the check box to send a notification message when a comment is added. Notifications will be sent to role(s) as set in the Notification Settings section. See "Configuring Notification Settings"
8. Click the **Save** button. You can now enable comments on one or more pages. See "Enabling/Disabling Page Comments"

Enabling/Disabling Ratings on All Pages

How to enable or prevent users from add ratings to all Wiki pages.

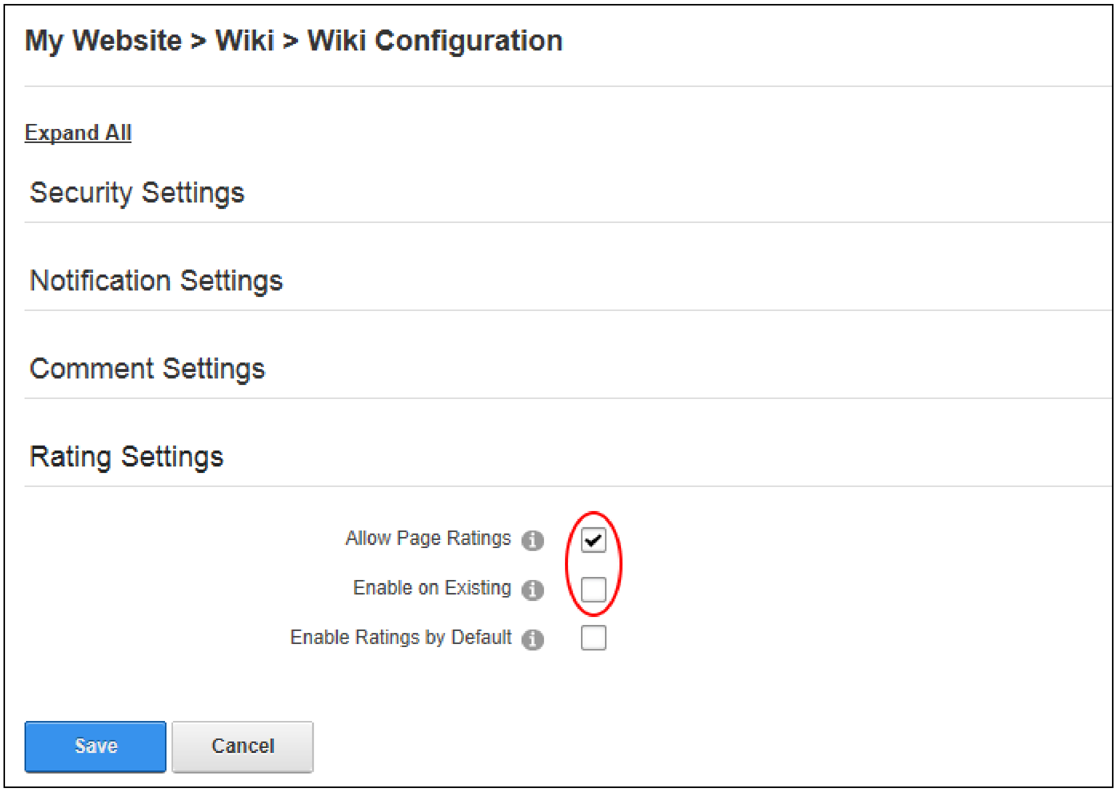
1. Go to a Wiki module.
2. Select **Edit** > **Wiki Configuration** from the module actions menu.
3. Expand the **Rating Settings** section.

4. At **Allow Page Ratings**, mark the check box to enable ratings - OR - Unmark the check box to disable ratings.
5. Click the **Save** button. If you are disabling ratings this is now complete. If you are enabling ratings complete the next steps.
6. Select **Edit** > **Wiki Configuration** from the module actions menu.
7. Expand the **Rating Settings** section.
8. At **Enable on Existing**, mark the check box allow ratings to be added to both new and existing Wiki pages - OR - unmark the check box to only enable ratings on new pages.
9. **Optional.** At **Enable Ratings by Default**, mark the check box to pre-select the Enable Page Ratings field when adding a new page. When adding or edit a Wiki page, the editor will still have the option of disabling ratings for that page.
10. Click the **Save** button.

Allowing Ratings for Individual Pages

How to allow users to add ratings to one or more pages of the Wiki module. This setting enables the "Enable Page Ratings" field on the Add Wiki Topic page, enabling you to enable or disable rating for individual pages when adding or editing a page. Alternatively, See "Enabling/Disabling Ratings on All Pages"

1. Go to a Wiki module.
2. Select **Edit** > **Wiki Configuration** from the module actions menu.
3. Expand the **Rating Settings** section.
4. At **Allow Page Ratings**, mark the check box.
5. At **Enable on Existing**, unmark the check box.



6. At **Default Rating Mode**, select from these options:
   - Mark the check box to preselect the "Enable Page Ratings" field on both existing and new pages.
   - Unmark the check box to deselect the "Enable Page Ratings" field when adding a new page. This will not change this setting on existing pages. Selecting this option allows you to enable ratings on individual pages.
7. Click the **Save** button. You can now enable comments on one or more pages. See "Enabling/Disabling Page Ratings"

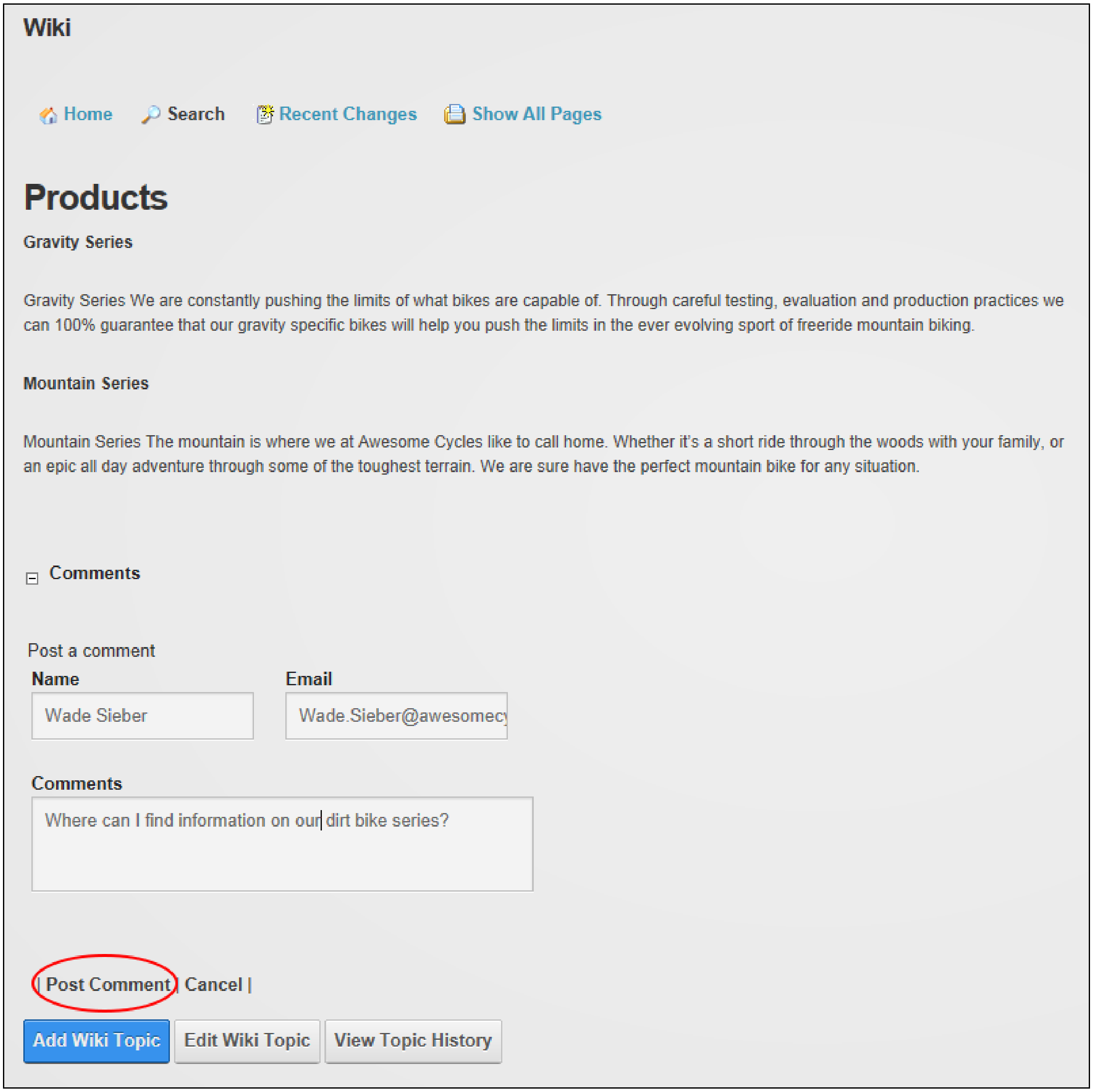
All Users

Adding a Comment

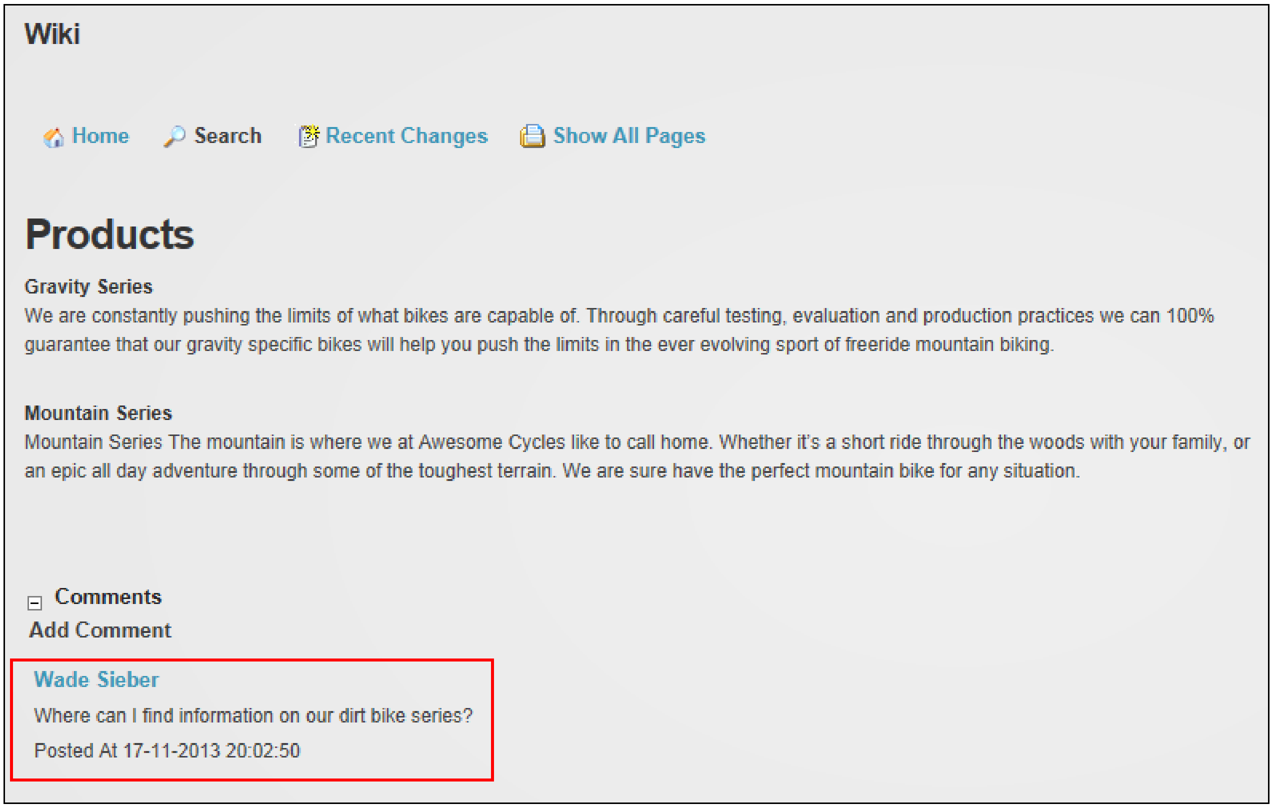
How to add a comment to a Wiki page. Commenting must be enabled by an Administrator and may not be available on some or all pages.

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:
    1. In the **Name** text box, enter your name.
    2. In the **Email** text box, enter your email address.
4. In the **Comments** text box, enter your comment.



5. **Optional.** At **Subscribe to E-Mail Notifications** mark the check box to be notified of updates to this Wiki page.
6. Click the Post Comment link. This displays the comment including the date and time it was posted in the Comments section.

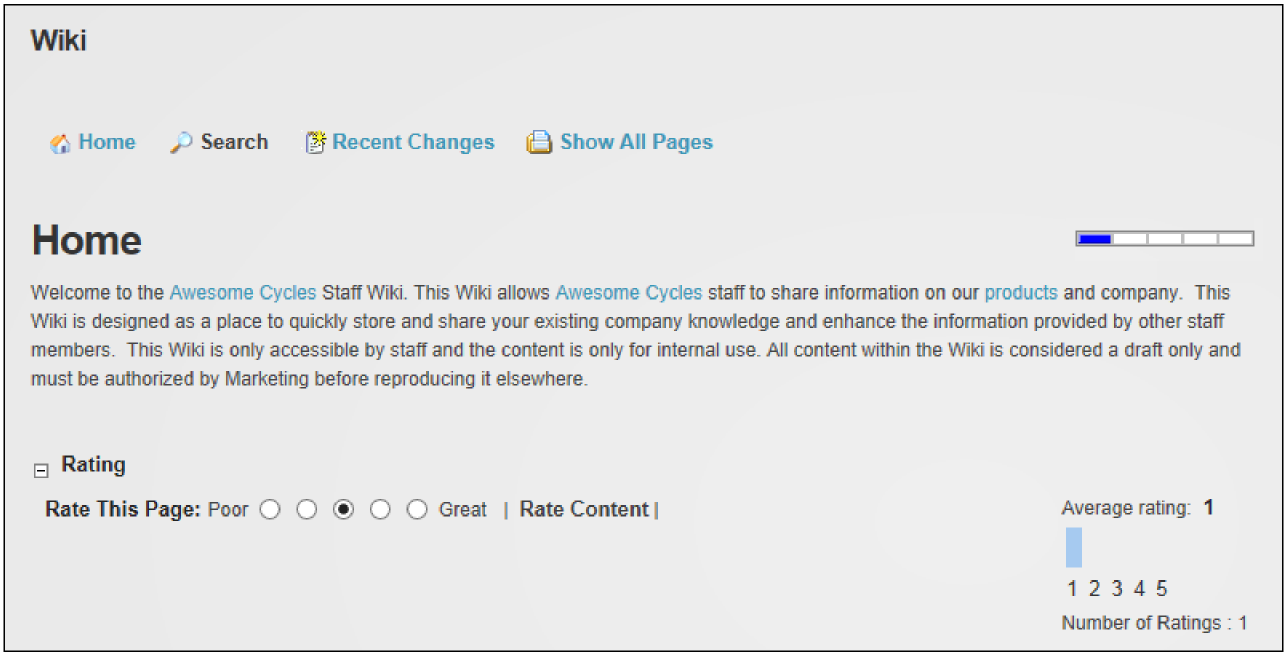


The newly added Comment

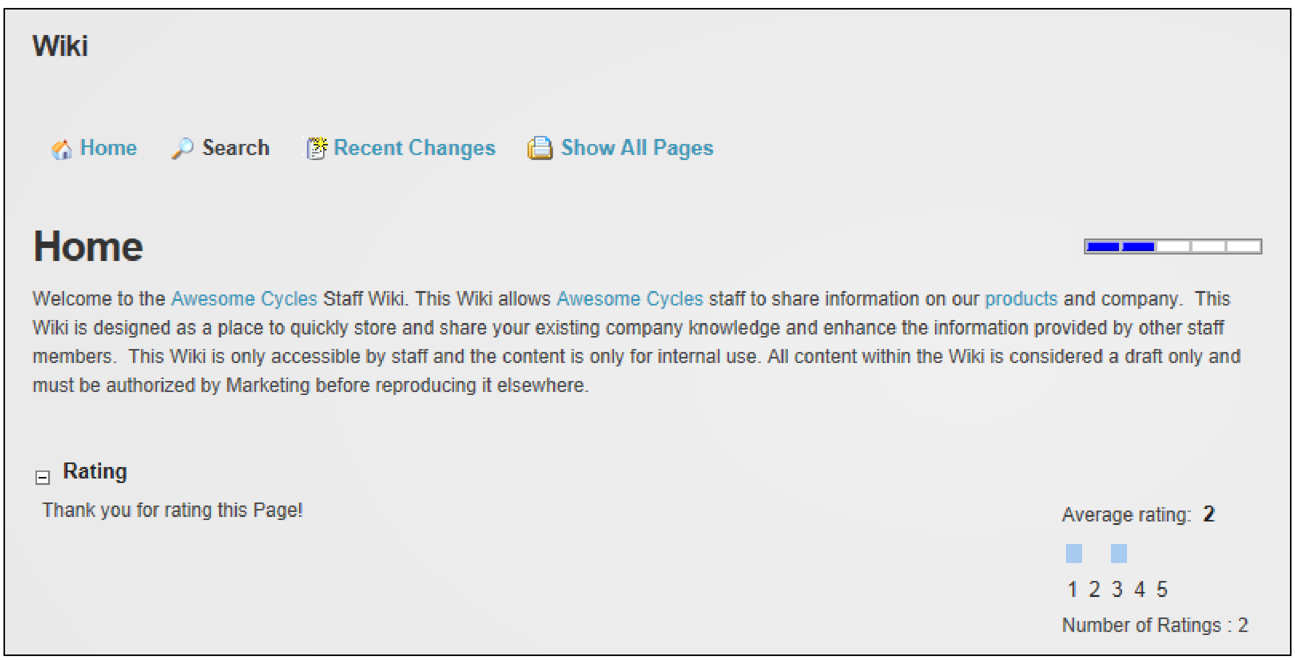
Adding a Rating

How to rate the content of a Wiki page. Users are restricted to one rating per page which is tracked by computer using a cookie. Note: Ratings may be disabled on some or all pages.

1. Navigate to the required page. See "Navigating the Wiki"
2. In the **Rating** section, click inside one of the five radio boxes to select your rating from one to five where one is poor and five is great.



3. Click the Rate Content link. Your rating is now added to the rating tally and a message reading "Thank you for rating this Page!" is displayed.



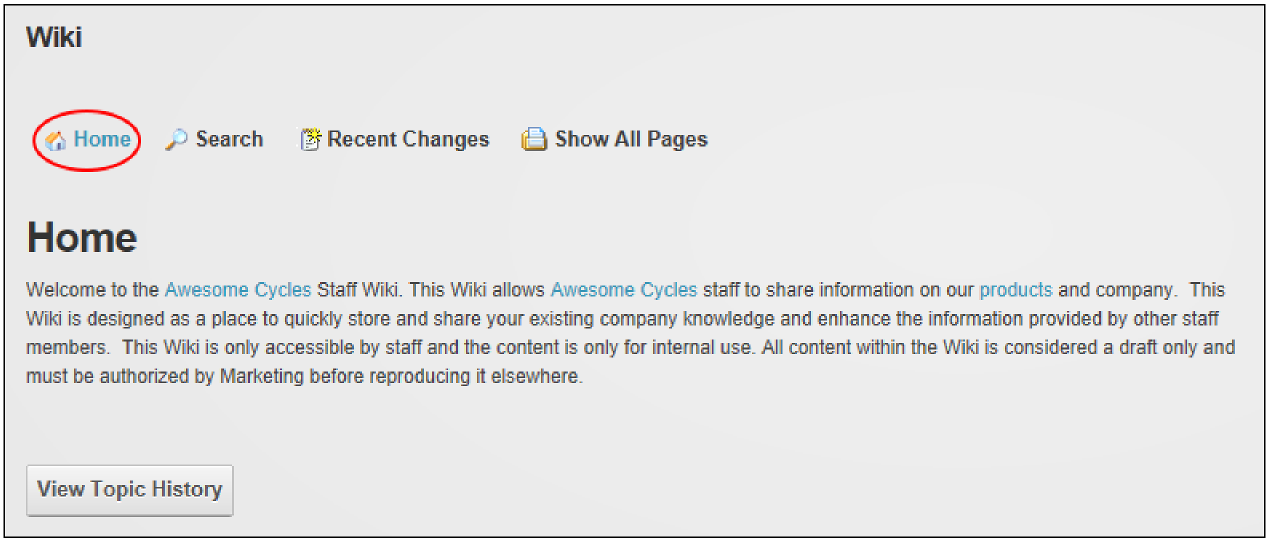
The ratings thank you page

Navigating the Wiki

How to navigate to all pages and locate topics within the Wiki module.

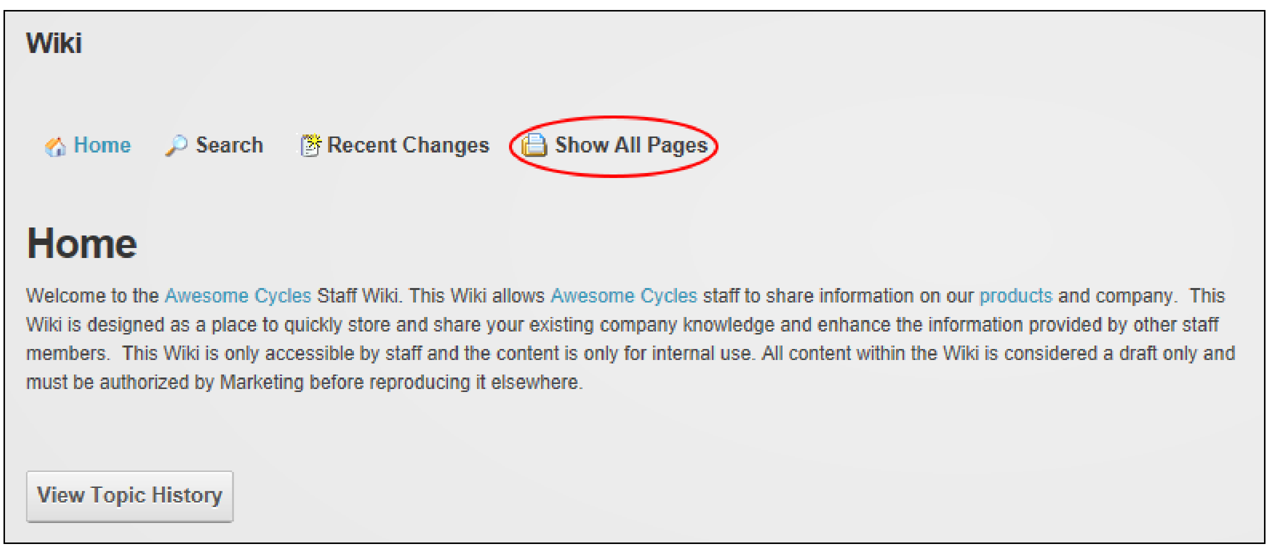
Viewing Wiki Home Page

1. Click the Home link.



Viewing all Wiki Pages

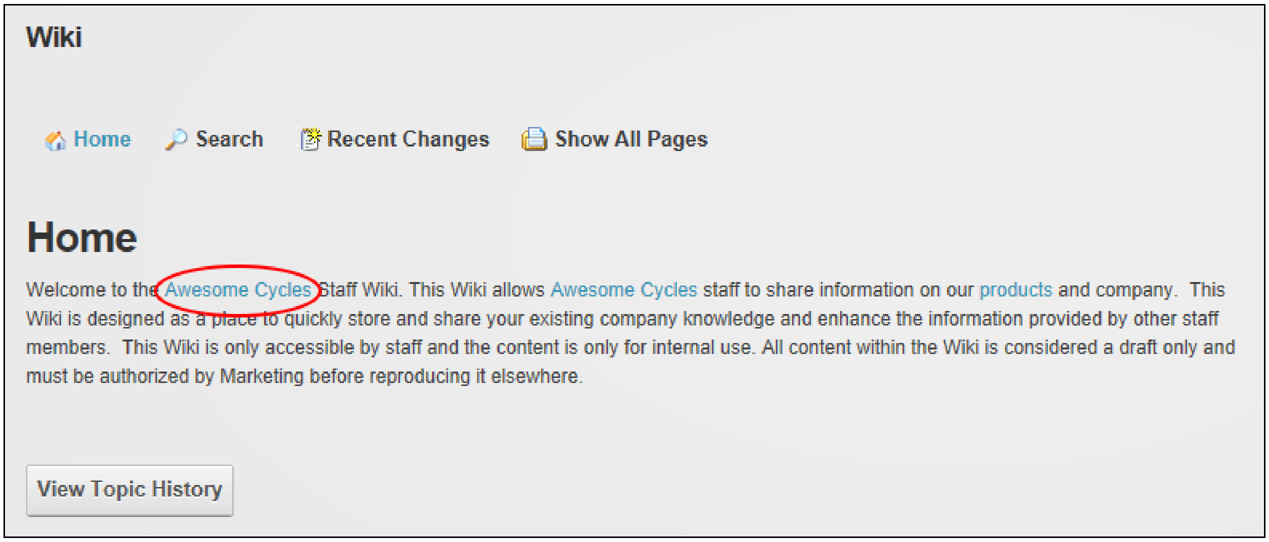
1. Click the Show All Pages link to display links to all Wiki pages. Click on a link to visit that page.



Navigating the Wiki Module

Locating Wiki Topics without Pages

1. Navigate to the page which has a link to the topic.
2. Click on the linked Topic Name.

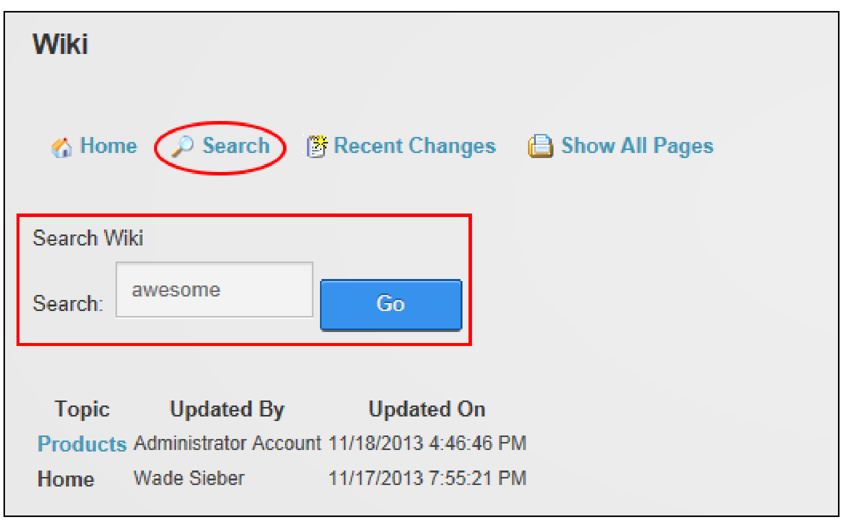


Navigating to the "Awesome Cycles" Wiki page

Searching the Wiki

How to search the Wiki module. Searches return results for all or part of the search criteria.

1. Click the Search link.
2. In the **Search** text box, enter your search criteria.
3. Click the **Go** button. This displays the search results below.

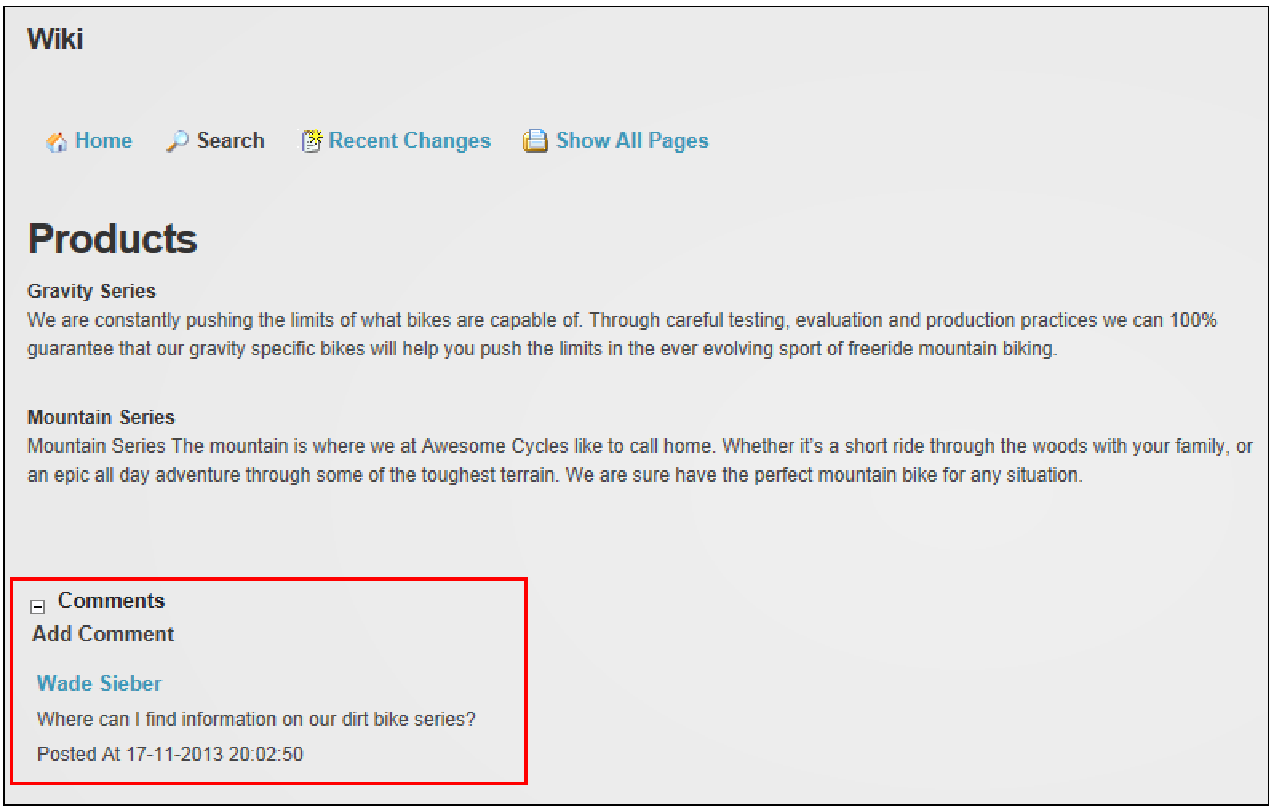


4. To visit a page, click on the linked page name in the Topic column.

Viewing Comments

How to view the comment added to a Wiki page. Note: Comments may be disabled.

1. Navigate to the required page. See "Navigating the Wiki"
2. **Maximize** ⊞ the **Comments** section located below the page content. All comments for this page are displayed in the **Comments** section.

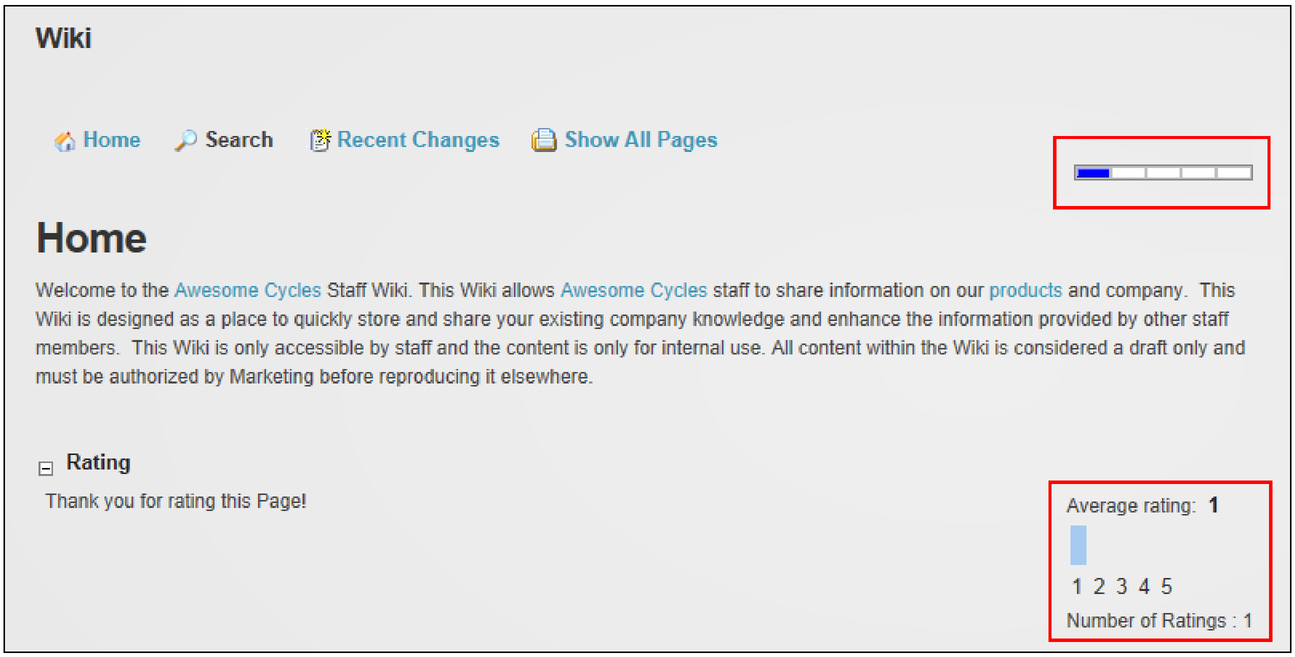


Tip: You can send an email to the person who posted a comment by clicking on their name which is displayed above their comment.

Viewing Ratings

How to view the average rating and total number of ratings for a page in the Wiki module. Note: Ratings may be disabled on some or all pages.

2. Navigate to the required page. See "Navigating the Wiki"
3. Click on the required page name. The average rating tally is displayed in the top right corner of the page. For example, the below image displays two blue bars from a possible five in the top right corner, indicates an average rating of 2 out of a total of 5.
4. **Maximize** ⊞ the **Rating** section (if required) to view the number of ratings included in the tally. In the below image only one rating has been submitted by the current user. If the user viewing the rating has not rated the page, they will be able to do so.

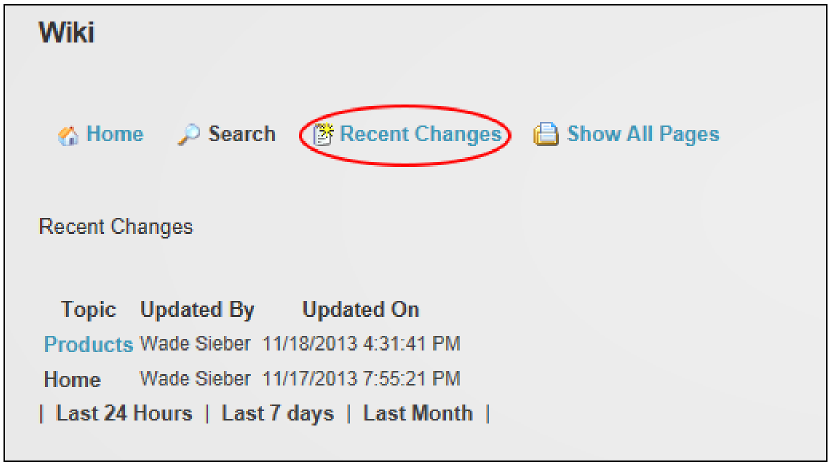


Viewing Page Ratings

Viewing Recent Changes

How to view recent changes that have been made to topics within a Wiki module.

1. Click the Recent Changes link. This displays all recent changes.

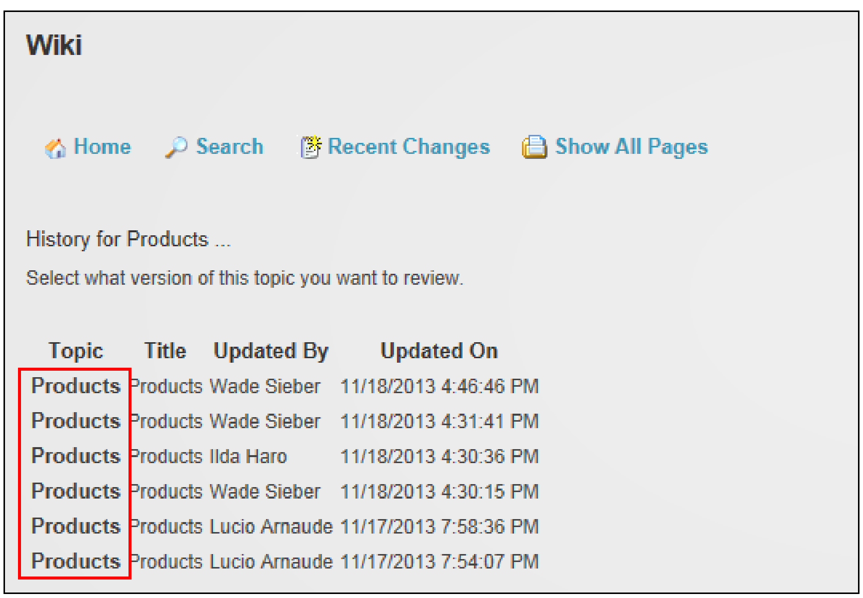


2. **Optional.** Click one of the following links to filter recent changes by one of these time periods:
    - Last 24 Hours
    - Last 7 Days
    - Last Month

Viewing Topic History

How to view the history of the changes made to a page in the Wiki module.

1. Go to a Wiki module.
2. Navigate to the required page (See "Navigating the Wiki") and click the **View Topic History** button.
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.

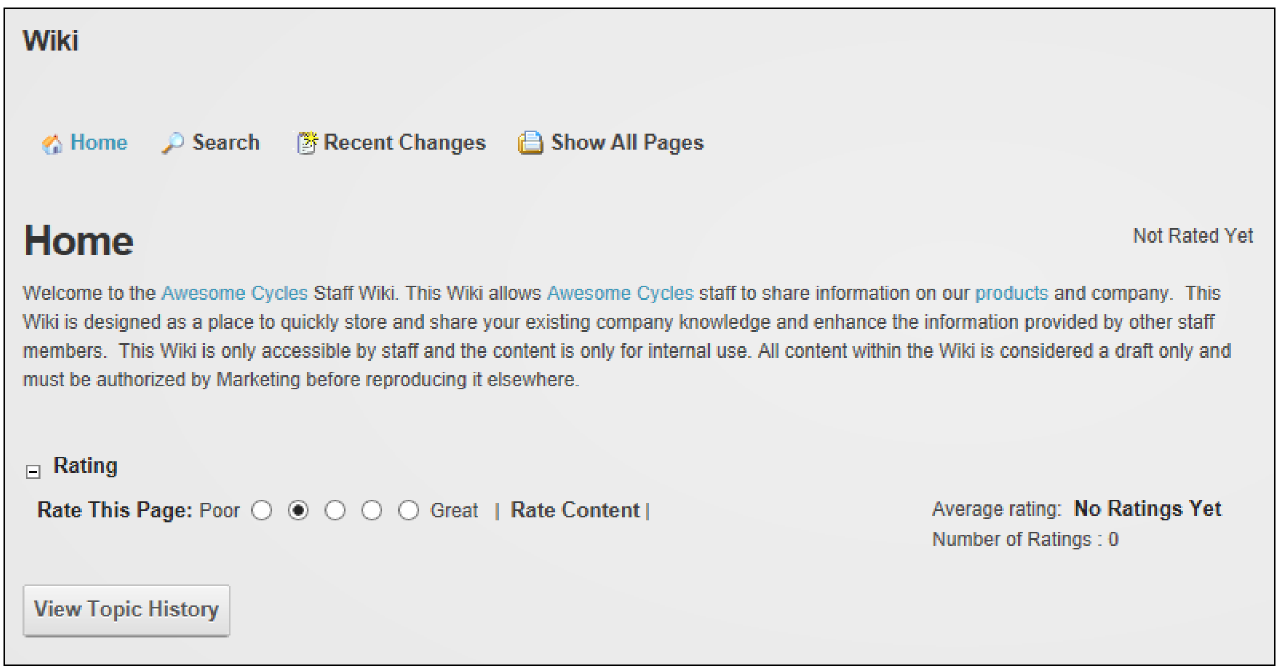
Module Editors

Adding a Wiki Page

How to add a new Wiki page. Page Name is the only required field so you can create one or more pages to create the skeleton outline for your Wiki and then return add content at a later stage. Expand the "Wiki Text Directions" section for more help.

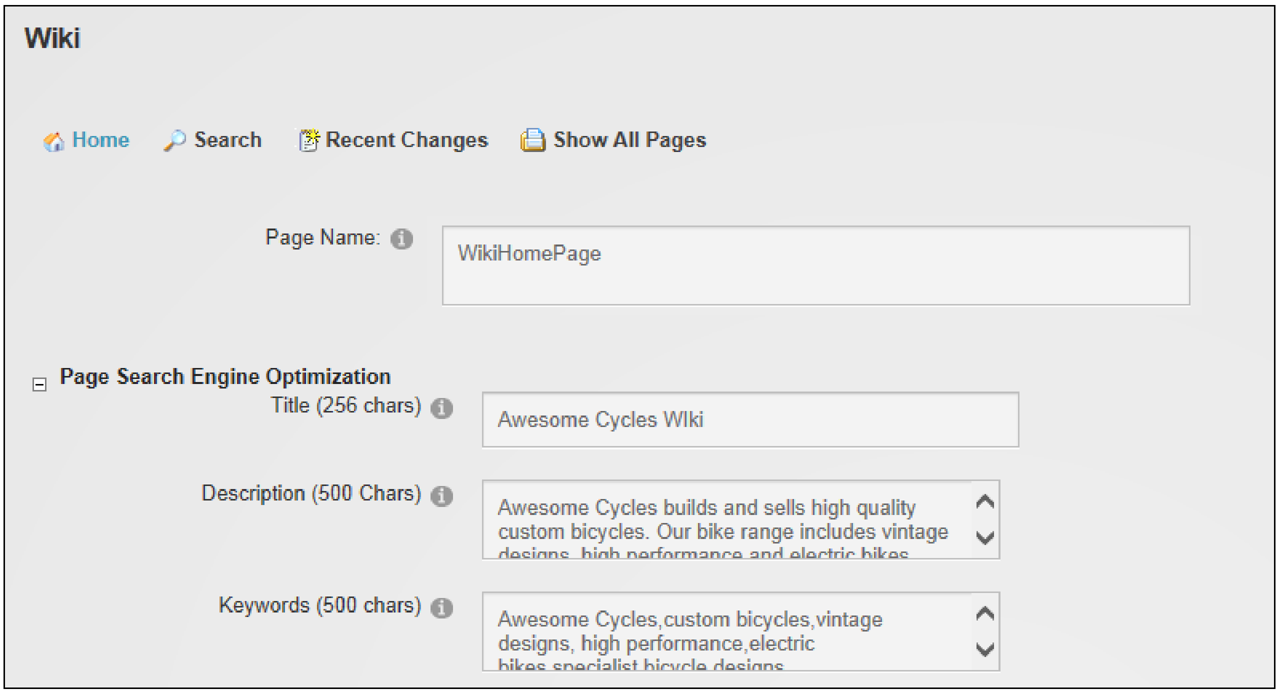
Important. To add content to the Home page of your Wiki, you must add a new page using the Page Name **WikiHomePage**. Once this has been done the first time, the **Edit Wiki Topic** button will be visible on the Home page.

1. Go to a Wiki module.
2. Click the **Add Wiki Topic** button.

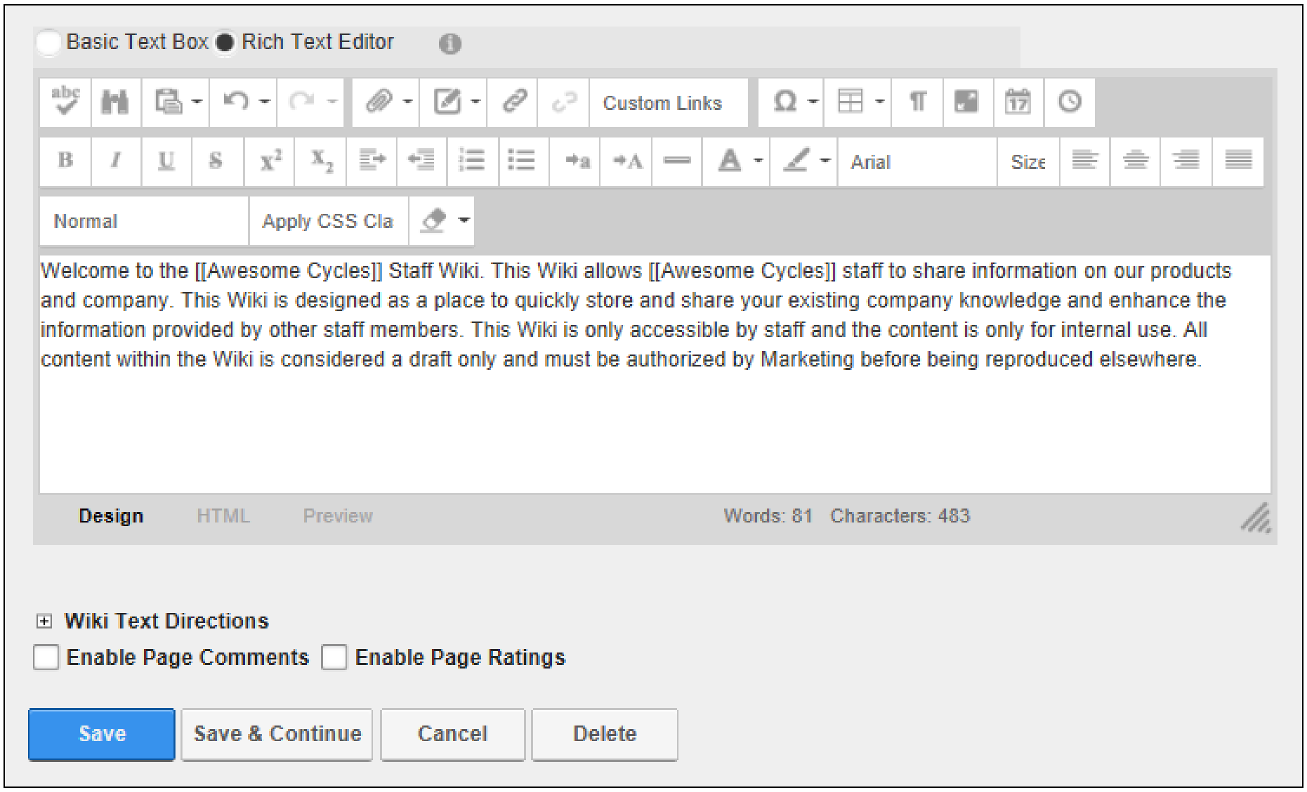


3. In the **Page Name** text box, enter the page name that will appear in the Wiki Index using the capitalization entered here. A maximum of 50 characters is permitted.

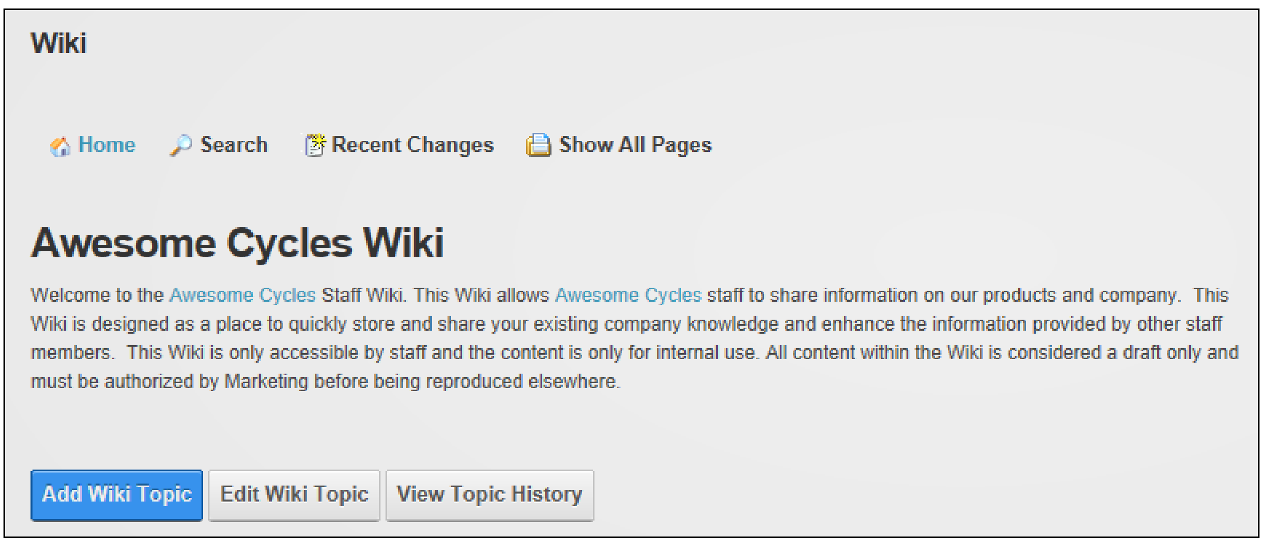
4. **Optional. Maximize** the **Page Search Engine Optimization** section.
    1. In the **Title** text box, enter a title that will be displayed on this Wiki page and in the web browser title for this page. A maximum of 256 characters is permitted.
    2. In the **Description** text box, enter a description to be used in the Meta-Description tag for the HTML of the page where this module is located. A maximum of 500 characters is permitted.
    3. In the **Keywords** text box, enter a description to be used in the Meta-Description tag for the HTML of the page where this module is located. A maximum of 500 characters is permitted.



5. In the **Editor**, enter the page content. Note: When you create a link to a page which does not yet exist, the page will not appear in the Wiki Index until content is added to it. For help on adding page links, **Maximize** the **Wiki Text Directions** section.
6. **Optional.** Mark the **Enable Page Comments** check box to enable users to post comments to this page.
7. **Optional.** Mark **Enable Page Ratings** the check box to enable users to rate this page.
8. **Optional.** Click the **Save and Continue** button to save the details entered so far and immediately continue adding content.



9. Click the **Save** button.



Adding Content to a Topic

How to add content to a topic which has been created as a link on another Wiki page but has not yet had content created. These topics don't have an associated Wiki Page, and are therefore not displayed in the Show All Pages list.

Option One:

1. Navigate to the page with the topic link. See "Navigating the Wiki"
2. Click on the [Topic Name] link.
3. See "Adding a Wiki Page" and complete Step 2 onwards.

Option Two:

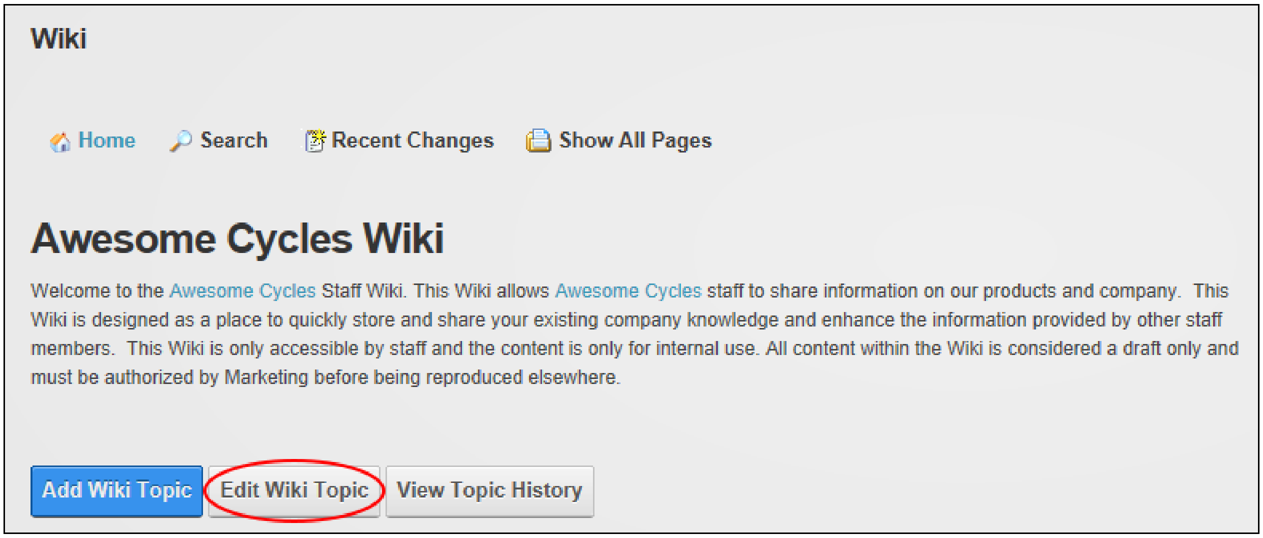
You can also simply add a Wiki page (See "Adding a Wiki Page"), however you need to ensure the spelling of the Page Name is exactly the same as linked Topic Name.

Editing and Deleting Wiki Pages

How to edit the content of a Wiki page, add content to an existing page that has no content or delete a page. Deleting a Wiki page deletes all of the page history however links to the deleted page that exist on other pages are not deleted. The Home page cannot be deleted.

Important. To add content to the Home page of your Wiki, you must add a new page (See "Adding a Wiki Page") with the Page Name **WikiHomePage**. Once this has been done the first time, the **Edit Wiki Topic** button will be visible on the Home page.

1. Navigate to or search for the required page. See "Navigating the Wiki" or See "Searching the Wiki"
2. Click the **Edit Wiki Topic** button.



3. To edit the page, add or edit page content in the Editor and then either click the **Save & Continue** button to save your changes to date and continue editing or click the **Save** button to save and view the edited page; or to delete the page click the **Delete** button at the base of the page.

Enabling/Disabling Page Comments

How to allow or prevent users from adding comments to a Wiki page.

Prerequisite. Comments must be allowed by an Administrator. See "Allowing Comments for Individual Pages"

1. Go to a Wiki module.
2. Navigate to the required page. See "Navigating the Wiki"
3. Click the **Edit Wiki Topic** button.
4. Go to the **Enable Page Comments** field located below the page content and mark the check box to enable comments - OR - unmark the check box to disable comments.
5. Click the **Save** button.

Enabling/Disabling Page Ratings

How to allow or prevent users from adding ratings to a Wiki page.

Prerequisite. Ratings must be allowed by an Administrator. See "Allowing Ratings for Individual Pages"

1. Go to a Wiki module.
2. Edit an existing Wiki page. See "Editing and Deleting Wiki Pages". Note: This task can also be performed when adding a new page.
3. Go to the **Enable Page Ratings** field located below the page content andmark the check box to enable page ratings - OR - unmark the check box to disable ratings.
4. Click the **Save** button.

Managing Comments

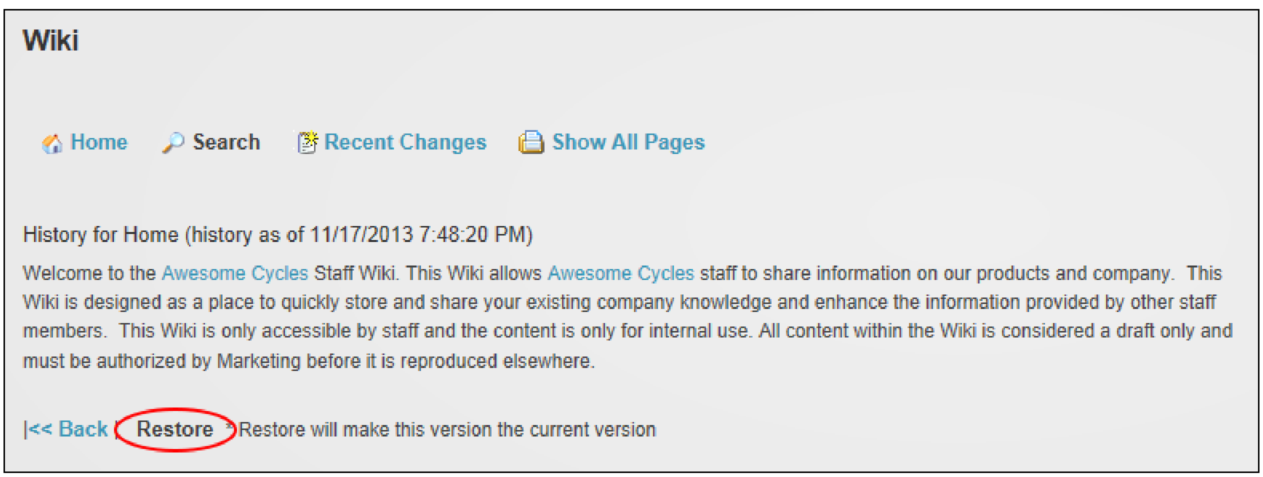
How to add and delete comments. Commenting must be enabled by an Administrator. See "Enabling/Disabling Comments on All Pages" and See "Enabling/Disabling Page Comments"

1. Navigate to the required page. See "Navigating the Wiki"
2. Maximize the **Comments** section.
3. To add a comment, click the **Add Comment** button, enter your comment into the text box and then click the Post Comment link or to delete a comment simply click the Delete Comment link.

Restoring Previous Versions

How to restore the previous version of a Wiki page.

1. Go to the Topic History page and locate the previous version to be restored. See "Viewing Topic History"
2. When you are viewing the version you want to restore, click the Restore link.



Restoring Previous Page Version

XML

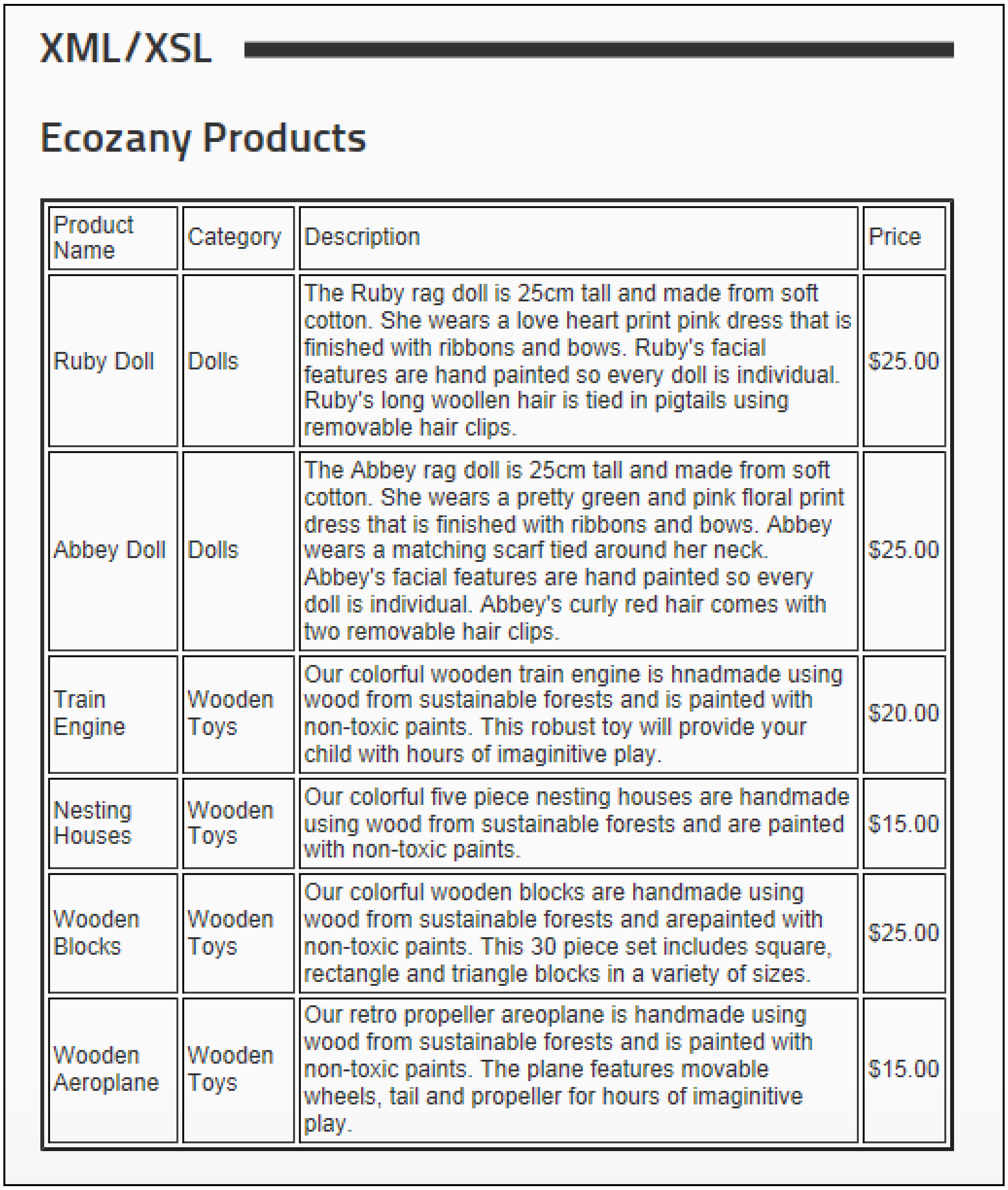
About XML

XML, also called the XML/XSL or DNN/XML, 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) file. XML allows you can create multiple output formats from the same XML document. The results can be displayed inside the module as HTML, accessed by clicking a download link on the module or as a direct download.

Installation Note: XML must be deployed and installed on your site by a SuperUser.

XML can be extended using additional XML data providers and rendering providers other than XSL such as Razor and Pretty Print. These providers are not part of the project and must be downloaded separately. See the XML project page (http://dnnxml.codeplex.com/documentation) for more details.

Module Version: 06.00.01 / **Minimum DNN Version**: 05.06.02



XML/XSL

Ecozany Products

Product Name	Category	Description	Price
Ruby Doll	Dolls	The Ruby rag doll is 25cm tall and made from soft cotton. She wears a love heart print pink dress that is finished with ribbons and bows. Ruby's facial features are hand painted so every doll is individual. Ruby's long woollen hair is tied in pigtails using removable hair clips.	$25.00
Abbey Doll	Dolls	The Abbey rag doll is 25cm tall and made from soft cotton. She wears a pretty green and pink floral print dress that is finished with ribbons and bows. Abbey wears a matching scarf tied around her neck. Abbey's facial features are hand painted so every doll is individual. Abbey's curly red hair comes with two removable hair clips.	$25.00
Train Engine	Wooden Toys	Our colorful wooden train engine is hnadmade using wood from sustainable forests and is painted with non-toxic paints. This robust toy will provide your child with hours of imaginitive play.	$20.00
Nesting Houses	Wooden Toys	Our colorful five piece nesting houses are handmade using wood from sustainable forests and are painted with non-toxic paints.	$15.00
Wooden Blocks	Wooden Toys	Our colorful wooden blocks are handmade using wood from sustainable forests and arepainted with non-toxic paints. This 30 piece set includes square, rectangle and triangle blocks in a variety of sizes.	$25.00
Wooden Aeroplane	Wooden Toys	Our retro propeller areoplane is handmade using wood from sustainable forests and is painted with non-toxic paints. The plane features movable wheels, tail and propeller for hours of imaginitive play.	$15.00

XML/XSL

Project Links

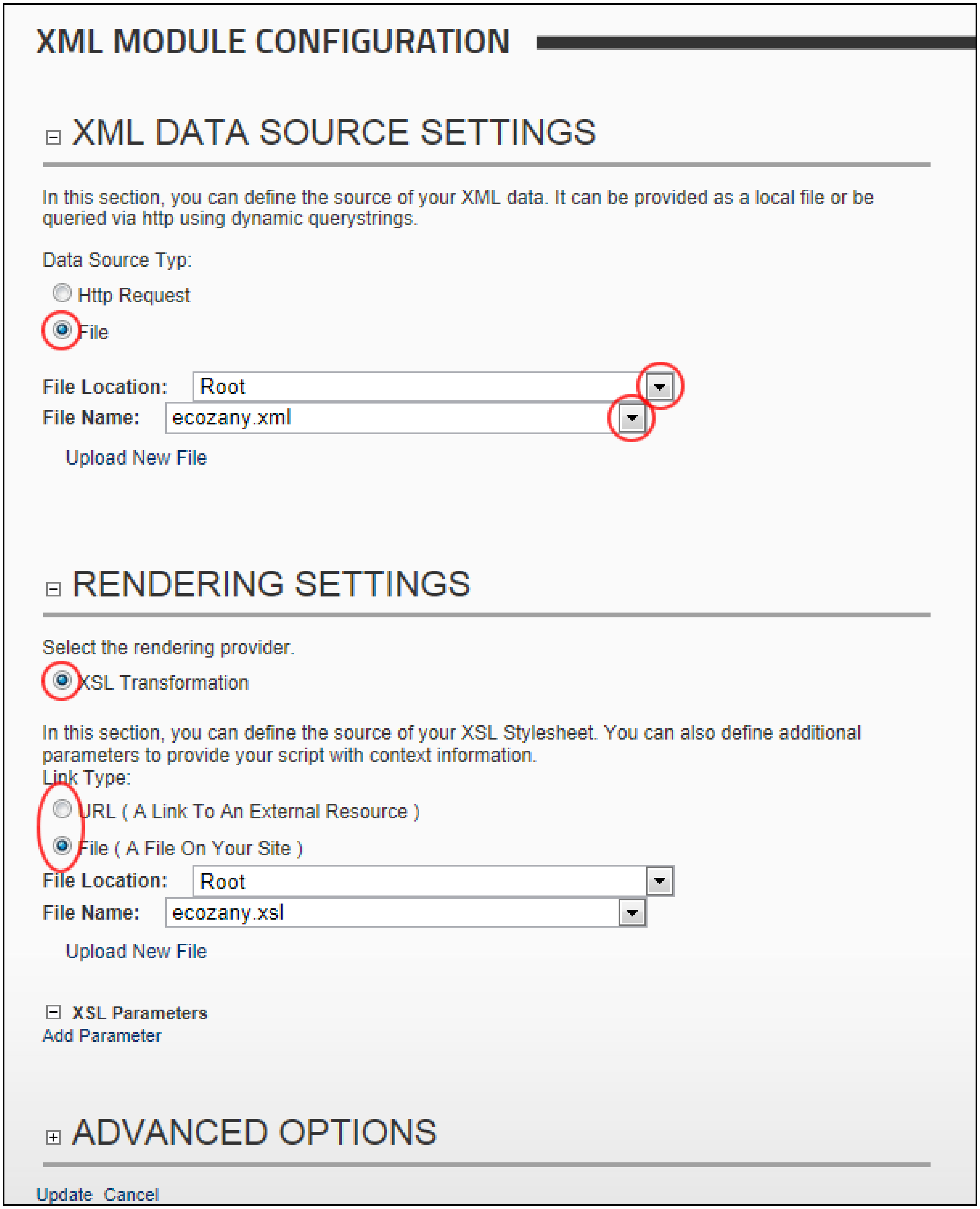
- http://dnnxml.codeplex.com
- http://dnnxml.codeplex.com/documentation

Module Editors

Creating a XML/XSL Transformation Using an Internal XML File

How to create an XML/XSL transformation using an XML file that has been uploaded to the Digital Asset Management module that is located on the Admin > File Management page. This tutorial uses the default settings that display the results as HTML inside the XML/XSL module. In the below example, both the XML and XSL files are located in the Digital Asset Management module that is located on the Admin > File Management page.

1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the XML/XSL module actions menu.
3. **Maximize** the **XML Data Source Settings** section.
4. At **Data Source Typ**, select **File** and then set the file link. See "Setting a File Link" or See "Uploading and Linking to a File"
5. Go to the **Rendering Settings** section. The **XSL Transformation radio** button is selected by default.
6. Set the link to the XSL file. See "Setting a URL Link", See "Setting a File Link" or See "Uploading and Linking to a File". Skip to Step 8 to use the default options and skip the optional settings.


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.
Data Source Typ:
Http Request
File
File Location:
Root
File Name:
ecozany.xml
Upload New File
RENDERING SETTINGS
Select the rendering provider.
XSL Transformation
In this section, you can define the source of your XSL Stylesheet. You can also define additional parameters to provide your script with context information.
Link Type:
URL (A Link To An External Resource)
File (A File On Your Site)
File Location:
Root
File Name:
ecozany.xsl
Upload New File
XSL Parameters
Add Parameter
ADVANCED OPTIONS
Update
Cancel

7. **Optional. Maximize** ⊞ the **XSL Parameters** section to add XSL parameters. See "Managing XSL Parameters"
8. **Optional. Maximize** ⊞ the **Advanced Options** section and set any of these optional settings:
   1. Render the output as link to download (See "Setting XML/XSL Output as a Download Link") or set a direct download. See "Setting XML/XSL Output to Download"
   2. Set query string parameters. See "Setting Query String Parameter Value Pair"
   3. Include output in DNN site searches. See "Enabling/Disabling XML Search Indexing"
9. Click the **Update** button.

XML/XSL

Ecozany Products

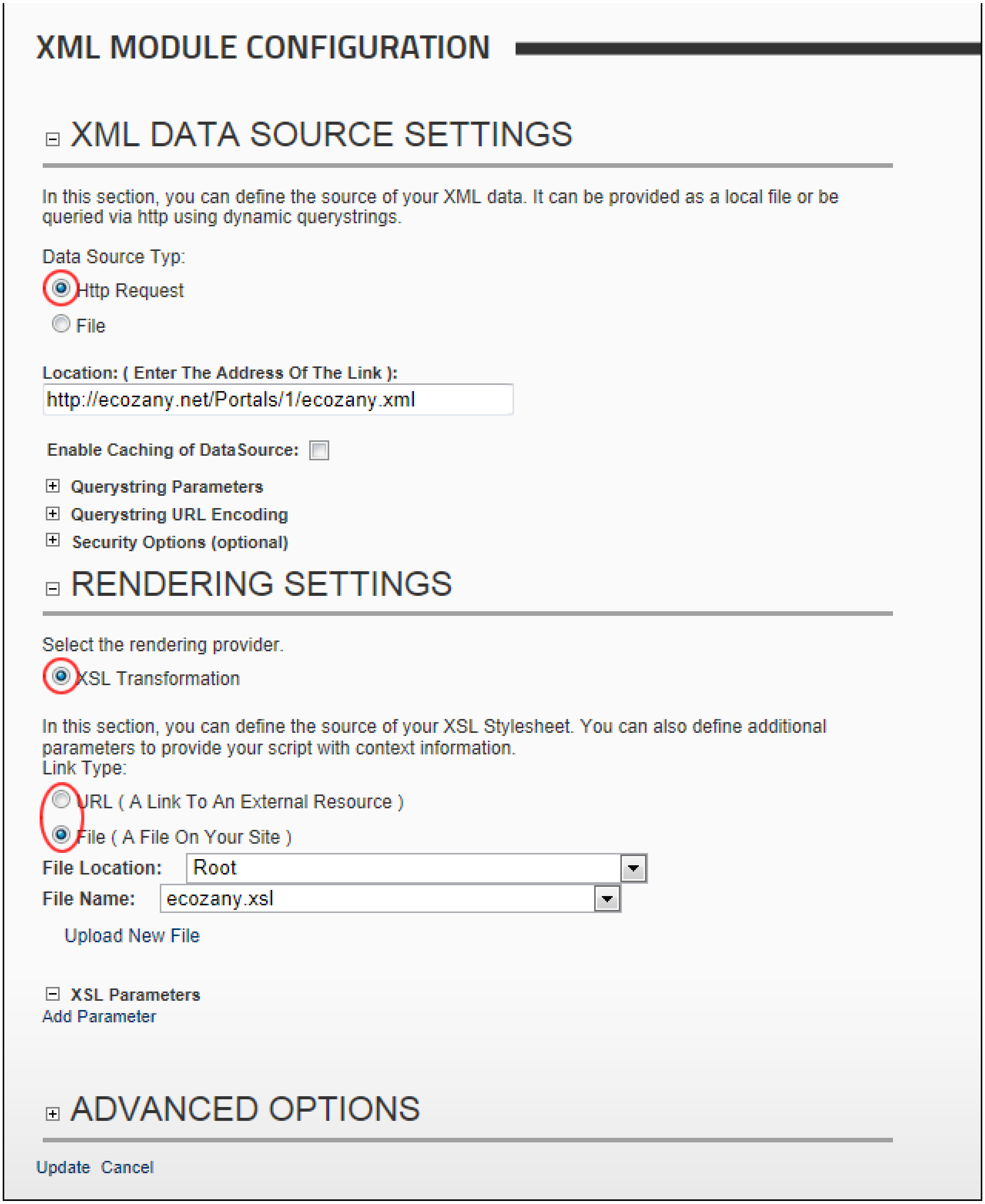
Product Name	Category	Description	Price
Ruby Doll	Dolls	The Ruby rag doll is 25cm tall and made from soft cotton. She wears a love heart print pink dress that is finished with ribbons and bows. Ruby's facial features are hand painted so every doll is individual. Ruby's long woollen hair is tied in pigtails using removable hair clips.	$25.00
Abbey Doll	Dolls	The Abbey rag doll is 25cm tall and made from soft cotton. She wears a pretty green and pink floral print dress that is finished with ribbons and bows. Abbey wears a matching scarf tied around her neck. Abbey's facial features are hand painted so every doll is individual. Abbey's curly red hair comes with two removable hair clips.	$25.00
Train Engine	Wooden Toys	Our colorful wooden train engine is hnadmade using wood from sustainable forests and is painted with non-toxic paints. This robust toy will provide your child with hours of imaginitive play.	$20.00
Nesting Houses	Wooden Toys	Our colorful five piece nesting houses are handmade using wood from sustainable forests and are painted with non-toxic paints.	$15.00
Wooden Blocks	Wooden Toys	Our colorful wooden blocks are handmade using wood from sustainable forests and arepainted with non-toxic paints. This 30 piece set includes square, rectangle and triangle blocks in a variety of sizes.	$25.00
Wooden Aeroplane	Wooden Toys	Our retro propeller areoplane is handmade using wood from sustainable forests and is painted with non-toxic paints. The plane features movable wheels, tail and propeller for hours of imaginitive play.	$15.00

The XML/XSL Transformation

Creating a XML/XSL Transformation Using an External XML File

How to configure the basic settings required to create an XML/XSL transformation which is displayed as HTML inside the XML module. In the below example, both the XML and XSL files are located in the Digital Asset Management module that is located on the Admin > File Management page.

1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
3. **Maximize** the **XML Data Source Settings** section.
4. At **Data Source Typ**, select **Http Request**:
   1. In the **Location: (Enter The Address Of The Link)** text box, enter the URL including the **http://** prefix. Skip to Step 8 to use the default options and skip the optional settings.
5. **Optional.** At **Enable Caching of DataSource**, select from these options:
   - Mark the check box to cache the data within XML file. Select this option if the data doesn't change.
   - Unmark the check box to disable caching. Select this option if the data changes regularly to ensure the current information is displayed.
6. **Optional. Maximize** the **Querystring Parameters** section and create one or more query string parameters. See "Managing XML Query String Parameters"
7. **Optional. Maximize** the **Querystring URL Encoding** section if you want to change the encoding from **UTF 8** to either **ASCII** or **Windows Default** encoding. This option shouldn't need to be changed and is only included for legacy support.
8. **Optional. Maximize** the **Security Options (optional)** section if a username/password is required to retrieve the XML file. For example, this will allow you access secure services that provide XML such as weather or stock prices services.
   1. In the **Domain\username** text box, enter the domain name or username given to you by the service provider.
   2. In the **Password** text box, enter the associated password.
9. Go to the **Rendering Settings** section. The **XSL Transformation** radio button is selected by default.
10. Set the link to the XSL file. See "Setting a URL Link", See "Setting a File Link" or See "Uploading and Linking to a File". Skip to Step 12 to skip the optional settings.
11. **Optional. Maximize** the **XSL Parameters** section to add XSL parameters. See "Managing XML Query String Parameters"

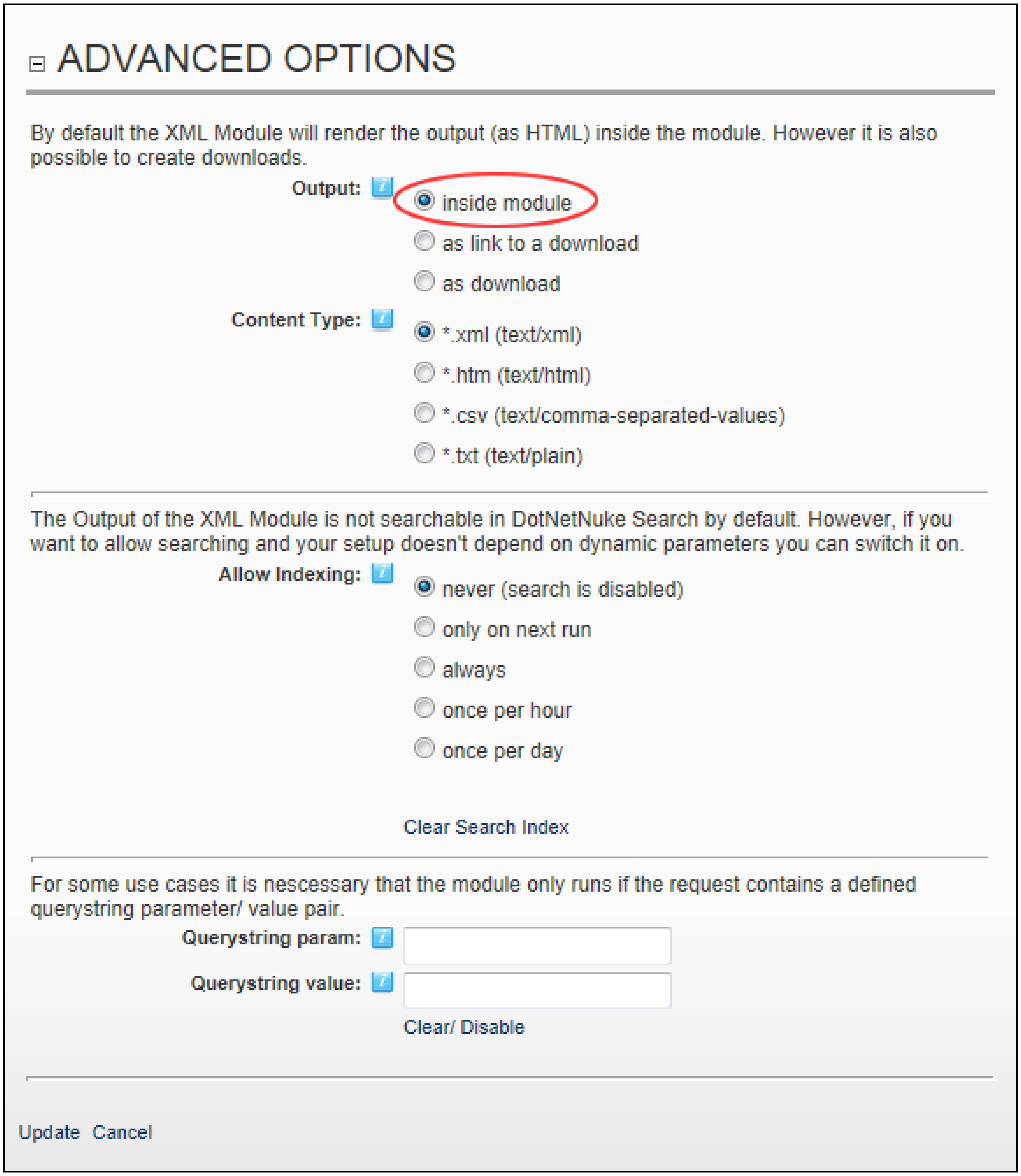

XML MODULE CONFIGURATION
XML DATA SOURCE SETTINGS
In this section, you can define the source of your XML data. It can be provided as a local file or be queried via http using dynamic querystrings.
Data Source Typ:
Http Request
File
Location: (Enter The Address Of The Link):
http://ecozany.net/Portals/1/ecozany.xml
Enable Caching of DataSource:
Querystring Parameters
Querystring URL Encoding
Security Options (optional)
RENDERING SETTINGS
Select the rendering provider.
XSL Transformation
In this section, you can define the source of your XSL Stylesheet. You can also define additional parameters to provide your script with context information.
Link Type:
URL (A Link To An External Resource)
File (A File On Your Site)
File Location: Root
File Name: ecozany.xsl
Upload New File
XSL Parameters
Add Parameter
ADVANCED OPTIONS
Update Cancel

12. **Optional. Maximize** ⊞ the **Advanced Options** section and set any of these optional settings:
    1. See "Setting XML/XSL Output to Download"
    2. See "Setting Query String Parameter Value Pair"
    3. See "Enabling/Disabling XML Search Indexing"
13. Click the **Update** button.

Displaying XML/XSL Output In the Module

How to set the results of an XML/XSL transformation as HTML content inside the XML module.

1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
3. **Maximize** ⊞ the **Advanced Options** section.
4. At **Output**, select **Inside Module**.

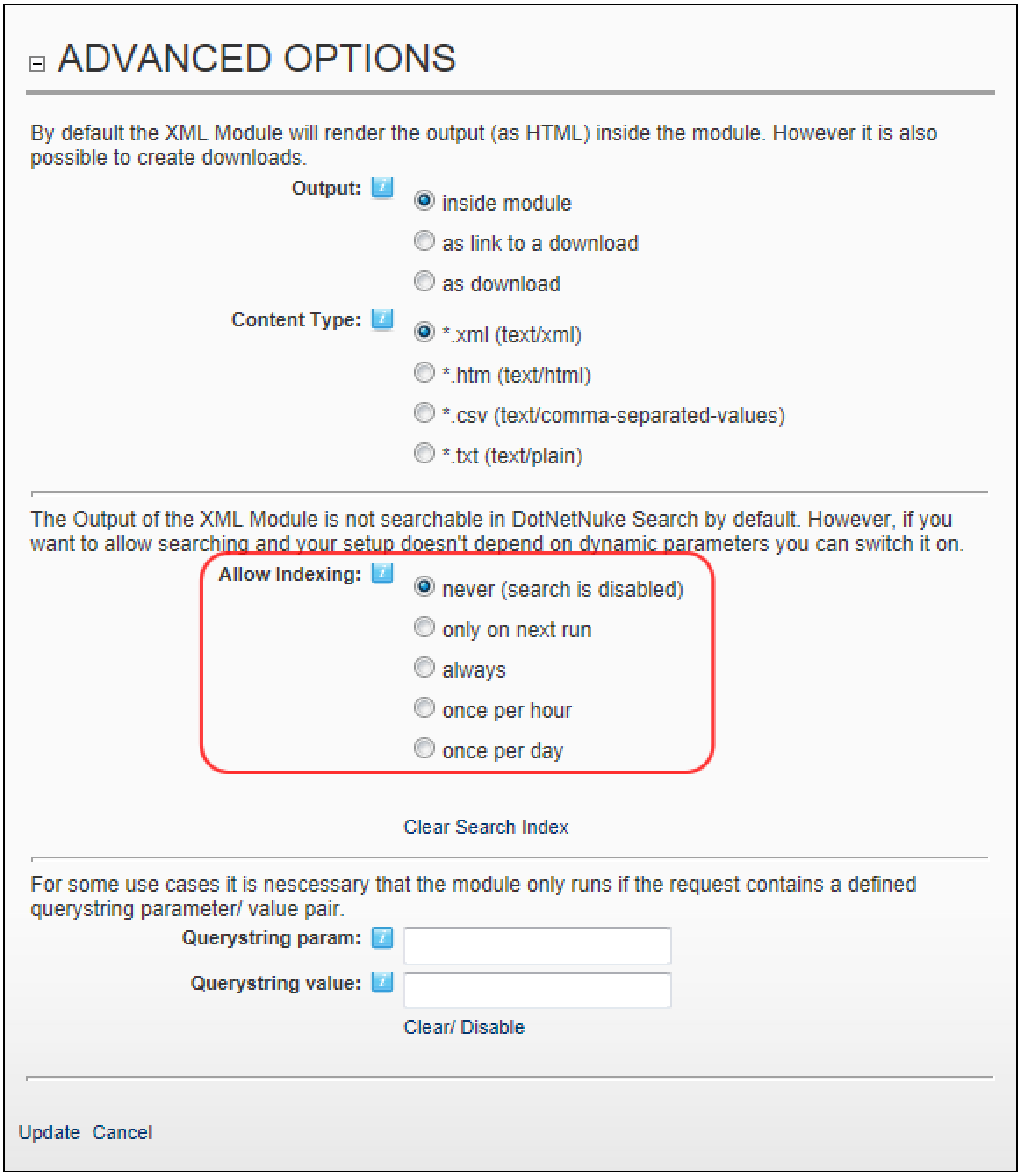


5. Click the **Update** button.

Enabling/Disabling XML Search Indexing

How to enable or disable the DNN Search for the XML/XSL module. Note: Parameters must not be set to allow the module to be included in DNN search.

1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
3. **Maximize** the **Advanced Options** section.
4. At **Allow Indexing**, select one of the following search options to set how often this module is updated in search:
   - **Never (search is disabled)**: Select to disable search. Skip to Step 5.
   - **Only on next run**: Select to update search results the next time a search is run.
   - **Always**: Select to update search results each time a search is run.
   - **Once per hour**: Select to update search results one time per hour.
   - **Once per day**: Select to update search results one time per day.

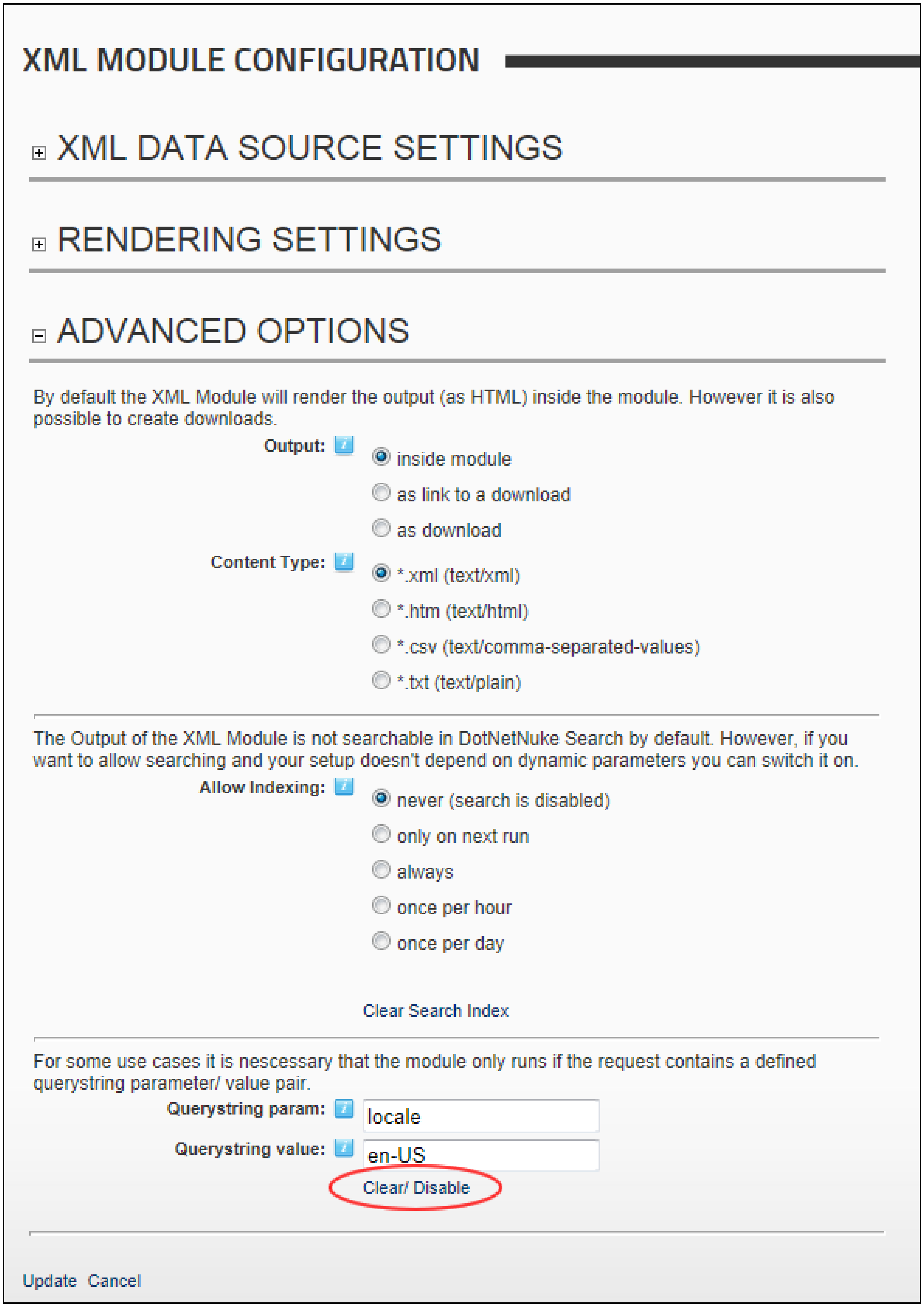


5. **Optional.** Click the Clear Search Index link if you want to clear cached search information. This will run a new search the next time a search is made.
6. Click the **Update** button.

Managing Query String Parameter/Value Pair

How to clear or disable a defined query string parameter/value pair that is required for the XML/XSL module.

1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
3. **Maximize** the **Advanced Options** section.
4. Click the Clear/Disable link.


XML MODULE CONFIGURATION
XML DATA SOURCE SETTINGS
RENDERING SETTINGS
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)
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
For some use cases it is nescessary that the module only runs if the request contains a defined querystring parameter/ value pair.
Querystring param:
locale
Querystring value:
en-US
Clear/ Disable
Update
Cancel

Managing XML Query String Parameters

How to add, edit and delete query string parameters that have been added to an XML/XSL transformation. 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.

1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the module actions menu. This opens the XML Module Configuration page.
3. **Maximize** the **XML Data Source Settings** section and perform one of the following:
   - To add an XML Parameter:
     1. Click the Add Parameter link.
     2. In the **Name** text box, enter a name for this query string parameter.
     3. **Optional.** At **Required**, mark the check box if this parameter is required.
     4. At **Data Origin**, select a value from the drop down list.
     5. Click the **Save** button.
   - To edit an XML Parameter:
     1. Click the **Edit** button beside the parameter to be edited.
     2. Edit the **Name**, **Required** and/or **Data Origin** fields as required.
     3. Click the **Save** button.
   - To delete an XML Parameter:
     1. 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."
     2. Click the **OK** button.

Managing XSL Parameters

How to add, edit or delete an XSL parameter to be applied to the XSL file which is used in an XML/XSL transformation on the XML/XSL module.

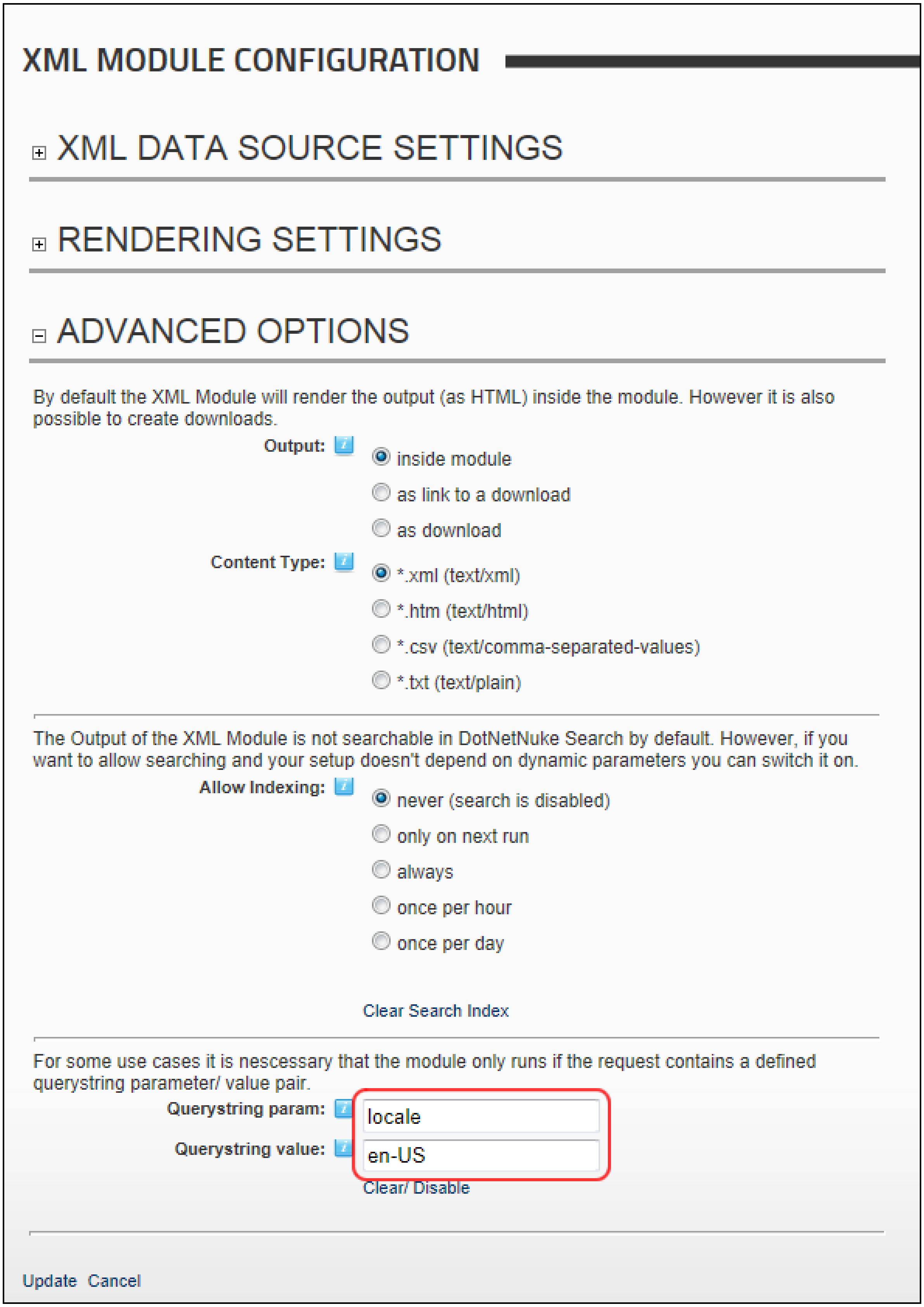
1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the module actions menu. This opens the XML Module Configuration page.
3. **Maximize** the **Rendering Settings** section.
4. **Maximize** the **XSL Parameters** section and perform one of the following:
   - To add an XSL Parameter:
     1. Click the Add Parameter link.
     2. In the **Name** text box, enter a name for this query string parameter.
     3. At **Required**, mark the check box if this parameter is required- OR - unmark the check box if this parameter is optional.
     4. At **Data Origin**, select a value from the drop down list.
     5. Click the **Save** button.
   - To edit an XSL Parameter:
     1. Click the **Edit** button beside the parameter to be edited.
     2. Edit the **Name** and/or **Data Origin** as required.
     3. Click the **Save** button.
   - To delete an XSL Parameter:
     1. 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."
     2. Click the **OK** button.

Setting Query String Parameter Value Pair

How to set a defined query string parameter/value pair that is required for the XML/XSL module. 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 Advanced Options section set Querystring Param to locale and set Querystring Value = en-US, this will then only show the content to users from the US.

1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the XML/XSL module actions menu. This opens the XML Module Configuration page.

3. **Maximize** ⊞ the **Advanced Options** section.
4. In the **Querystring Param** text box, enter the query string parameter.
5. In the **Querystring Value** text box, enter the query string value.

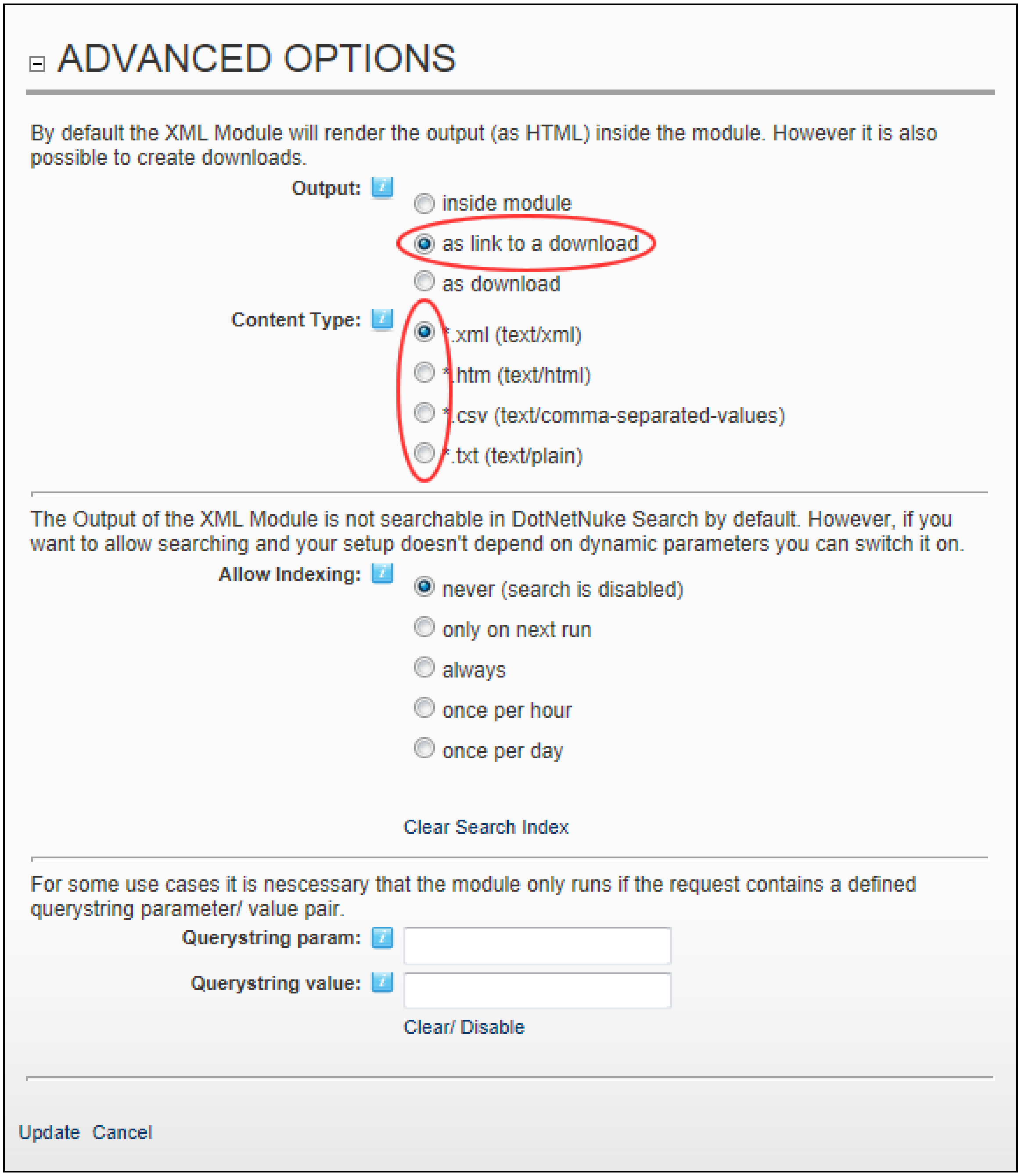

XML MODULE CONFIGURATION
XML DATA SOURCE SETTINGS
RENDERING SETTINGS
ADVANCED OPTIONS
By default the XML Module will render the output (as HTML) inside the module. However it is also possible to create downloads.
Output:
inside module
as link to a download
as download
Content Type:
*.xml (text/xml)
*.htm (text/html)
*.csv (text/comma-separated-values)
*.txt (text/plain)
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
For some use cases it is nescessary that the module only runs if the request contains a defined querystring parameter/ value pair.
Querystring param:
locale
Querystring value:
en-US
Clear/ Disable
Update
Cancel

6. Click the **Update** button.

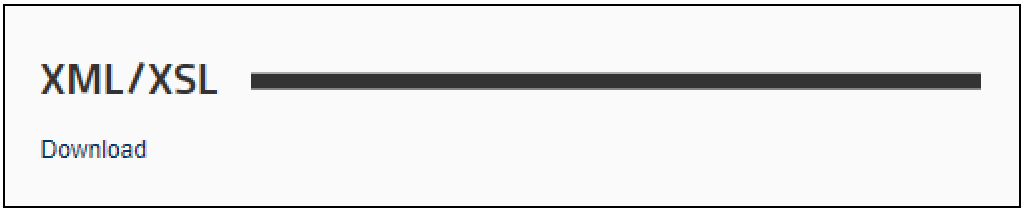
Setting XML/XSL Output as a Download Link

How to set the results of an XML/XSL transformation to be downloaded via a link displayed on the XML module. The content of the download file can be set to a number of formats.

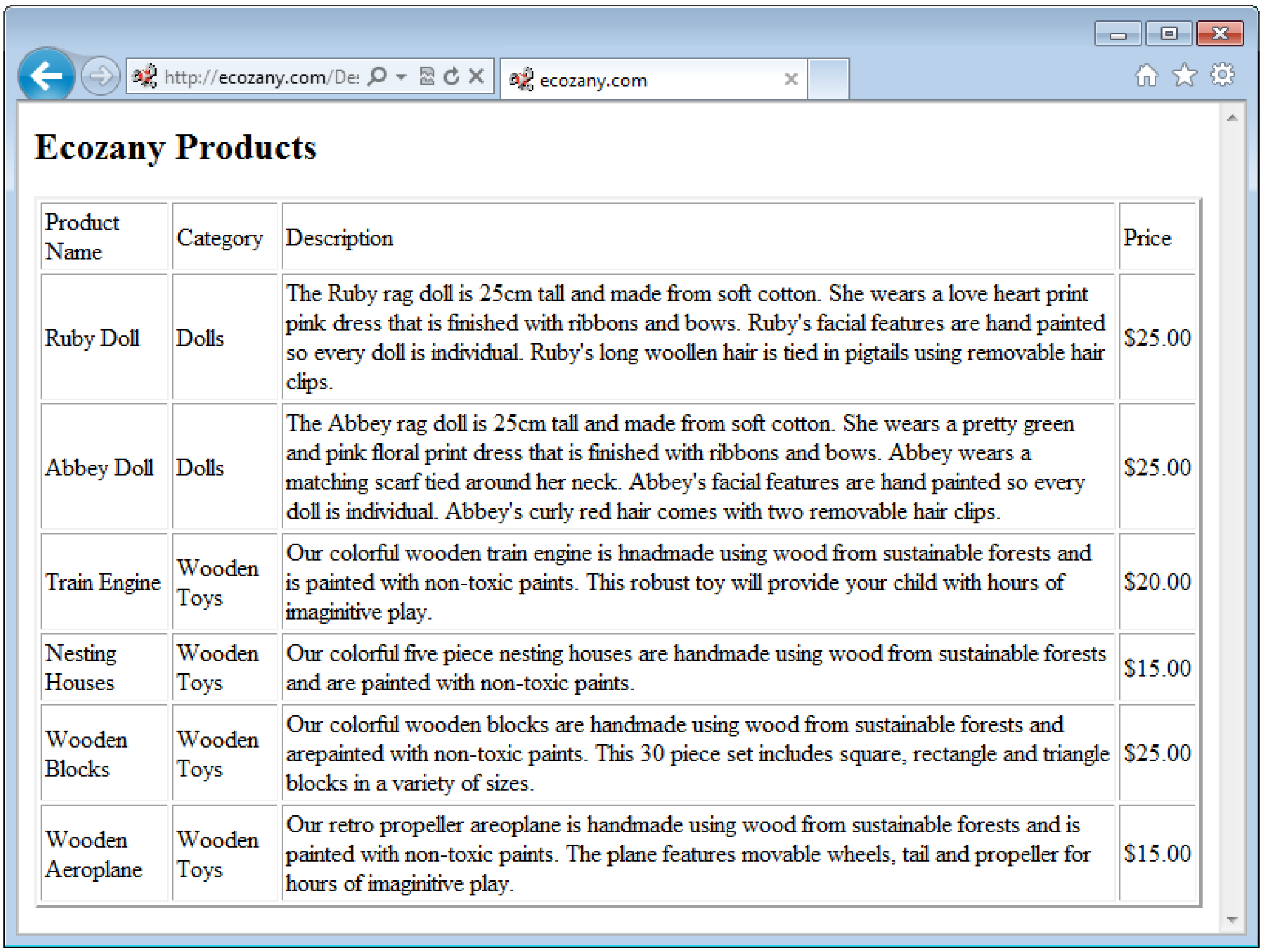
1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
3. **Maximize** the **Advanced Options** section.
4. At **Output**, select **As Link To A Download**.
5. At **Content Type**, select the type of file for the download from these options: ***.xml (text/xml)**, ***.htm (text/html)**, ***.csv (text/comma-separated-values)**, or ***.txt (text/plain)**



6. Click the Update link. This returns you to the XML module which displays the Download link.



7. **Optional.** Click the Download link to view the output in the current web browser.



Ecozany Products

Product Name	Category	Description	Price
Ruby Doll	Dolls	The Ruby rag doll is 25cm tall and made from soft cotton. She wears a love heart print pink dress that is finished with ribbons and bows. Ruby's facial features are hand painted so every doll is individual. Ruby's long woollen hair is tied in pigtails using removable hair clips.	$25.00
Abbey Doll	Dolls	The Abbey rag doll is 25cm tall and made from soft cotton. She wears a pretty green and pink floral print dress that is finished with ribbons and bows. Abbey wears a matching scarf tied around her neck. Abbey's facial features are hand painted so every doll is individual. Abbey's curly red hair comes with two removable hair clips.	$25.00
Train Engine	Wooden Toys	Our colorful wooden train engine is hnadmade using wood from sustainable forests and is painted with non-toxic paints. This robust toy will provide your child with hours of imaginitive play.	$20.00
Nesting Houses	Wooden Toys	Our colorful five piece nesting houses are handmade using wood from sustainable forests and are painted with non-toxic paints.	$15.00
Wooden Blocks	Wooden Toys	Our colorful wooden blocks are handmade using wood from sustainable forests and arepainted with non-toxic paints. This 30 piece set includes square, rectangle and triangle blocks in a variety of sizes.	$25.00
Wooden Aeroplane	Wooden Toys	Our retro propeller areoplane is handmade using wood from sustainable forests and is painted with non-toxic paints. The plane features movable wheels, tail and propeller for hours of imaginitive play.	$15.00

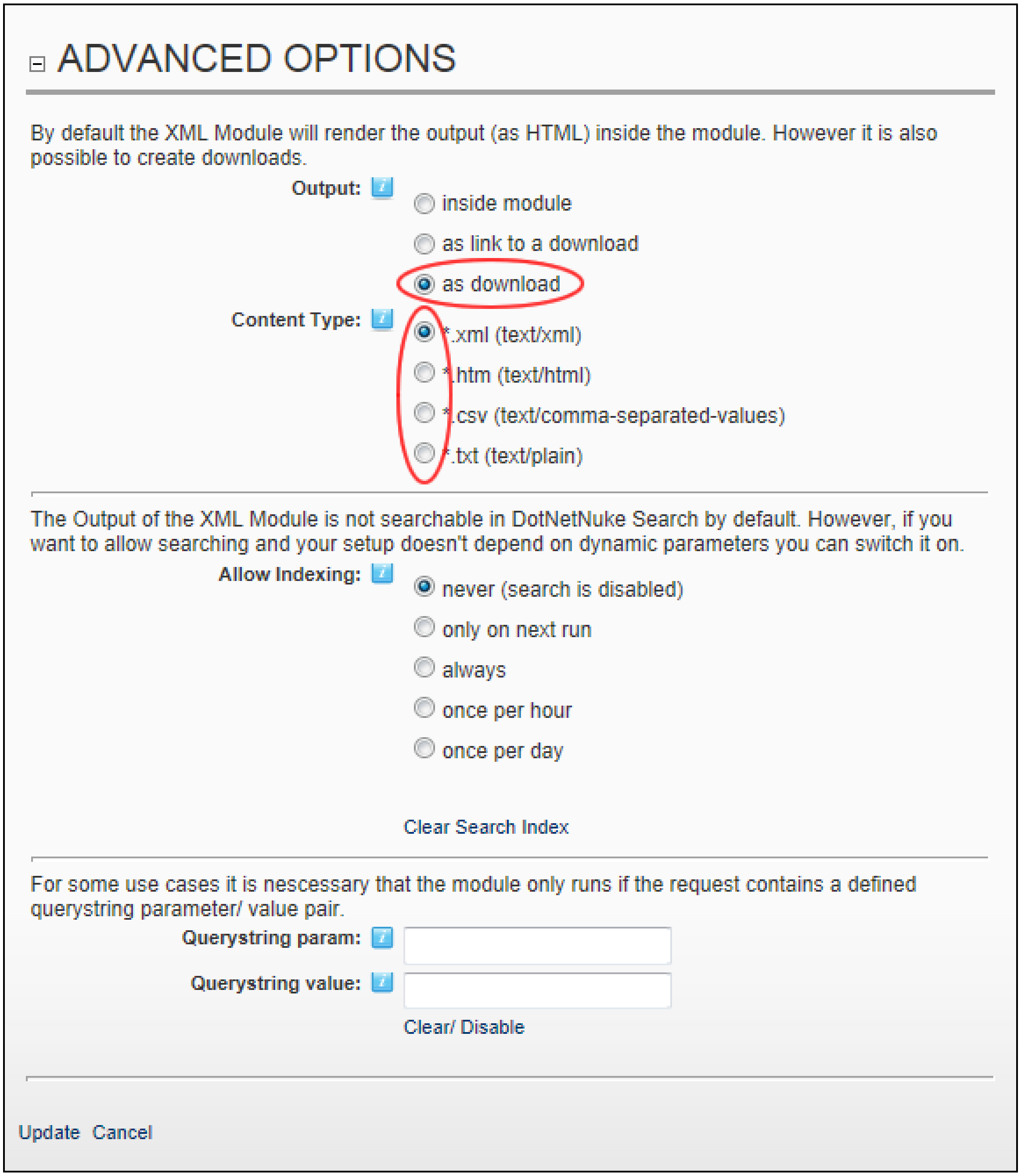
Results of XML module set as Link to a Download

Setting XML/XSL Output to Download

How to set the results of an XML/XSL transformation to automatically download from a page.

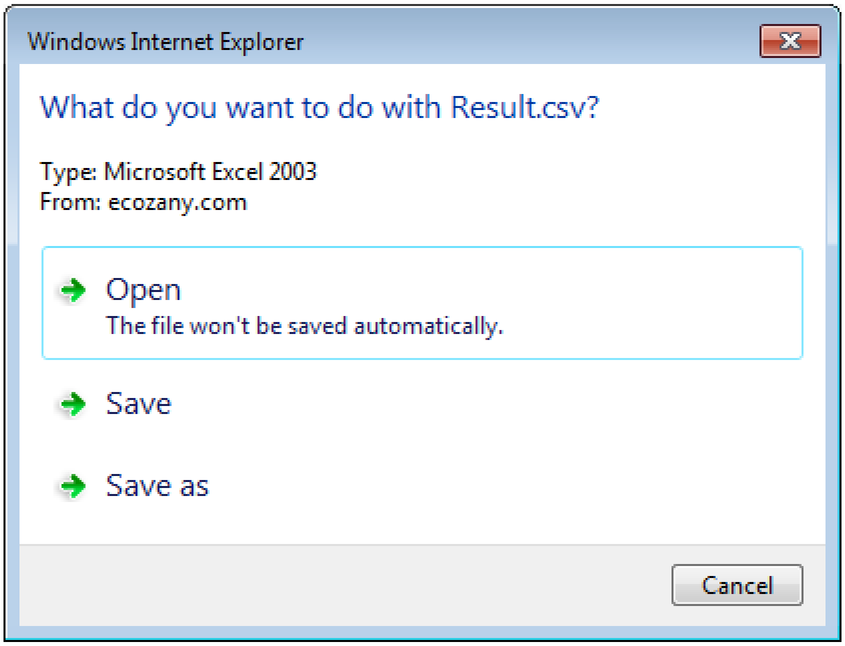
Warning. This setting changes the way page navigation typically works. When a user chooses to navigate to the page where this module is located a file download message is displayed rather than the site page. This prevents you from navigating to the page and managing the content of modules on that page. It is recommended that XML modules which are set As Download are the only module on the page. A workaround for this problem is to display the site in Layout Mode (See "Overview of the ControlBar" or See "Overview of the RibbonBar") and then navigate to the page. In Layout mode you can access the Module Settings page for any module and then move it to a new page. For example, this allows you to move the XML module to a page where no other modules are located.

1. Go to an XML/XSL module.
2. Select **Edit Module Configuration** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
3. **Maximize** the **Advanced Options** section.
4. At **Output**, select **As download** to automatically download the output.
5. At **Content Type**, select the type of file for the download from these options: ***.xml (text/xml)**, ***.htm (text/html)**, ***.csv (text/comma-separated-values)**, or ***.txt (text/plain)**



6. Click the **Update** button.

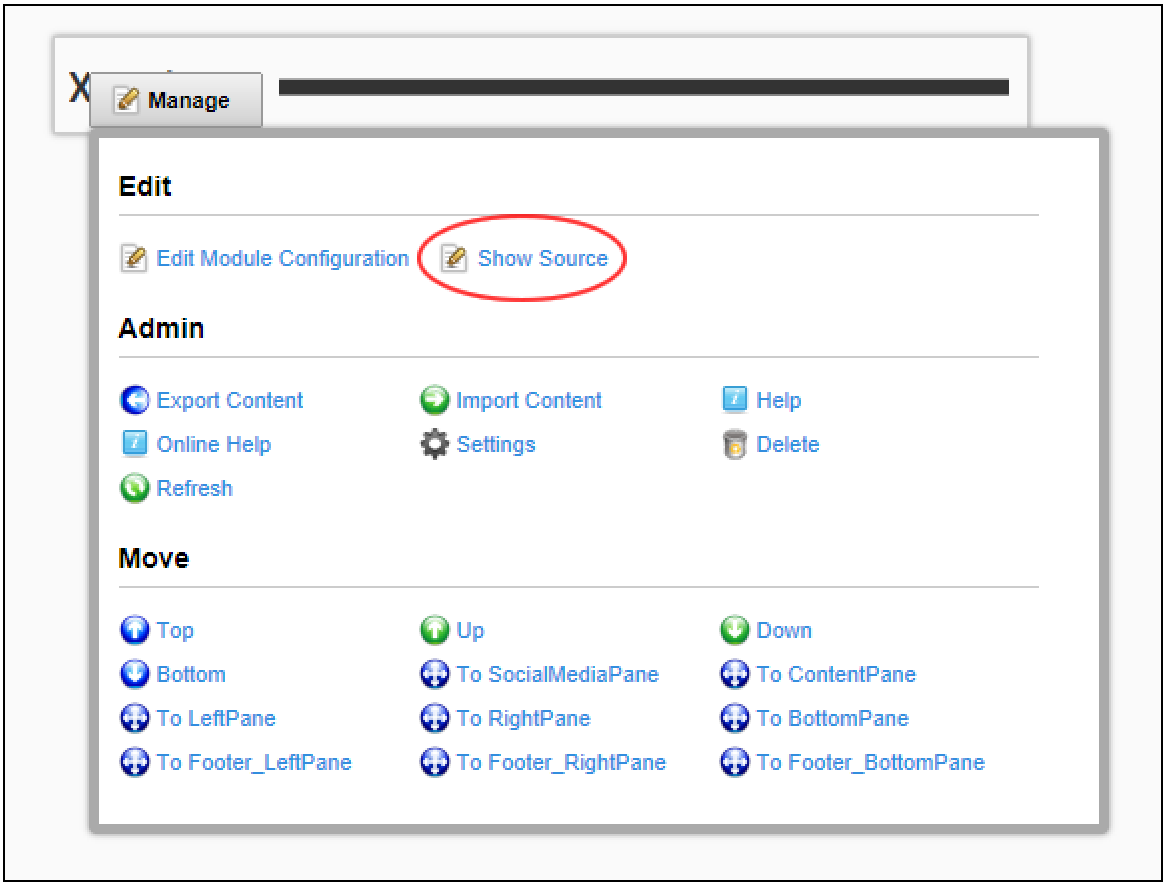
To test this setting, navigate to the page where the module is located. A download message similar to the image below is displayed.



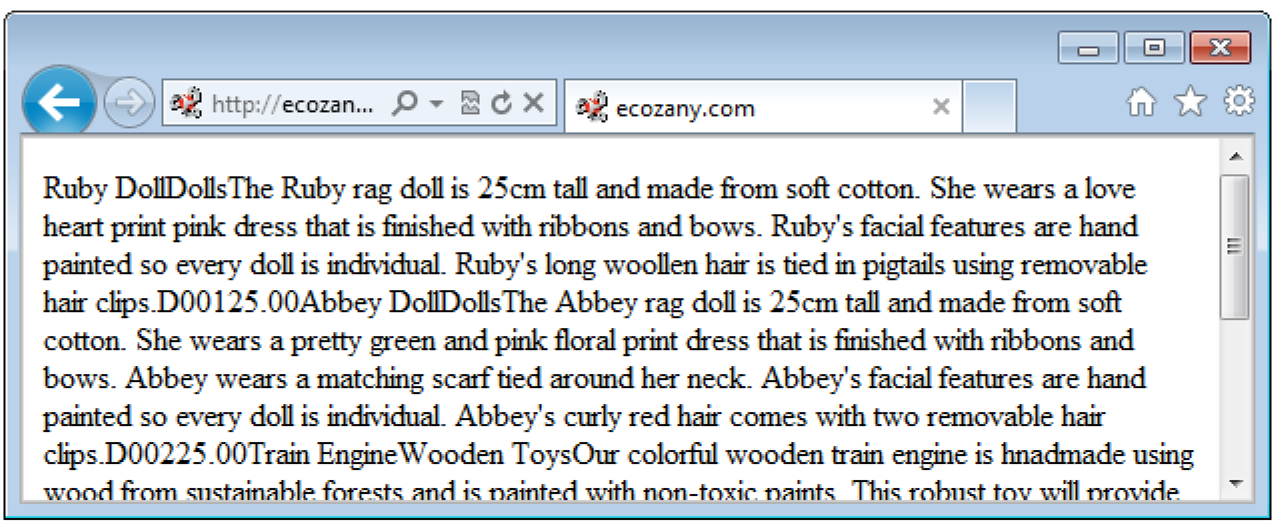
Viewing the XML Source File

How to view the XML file that is being used to perform an XML/XSL transform using the XML module. This menu option allows you to view either the data with the XML or XML source file.

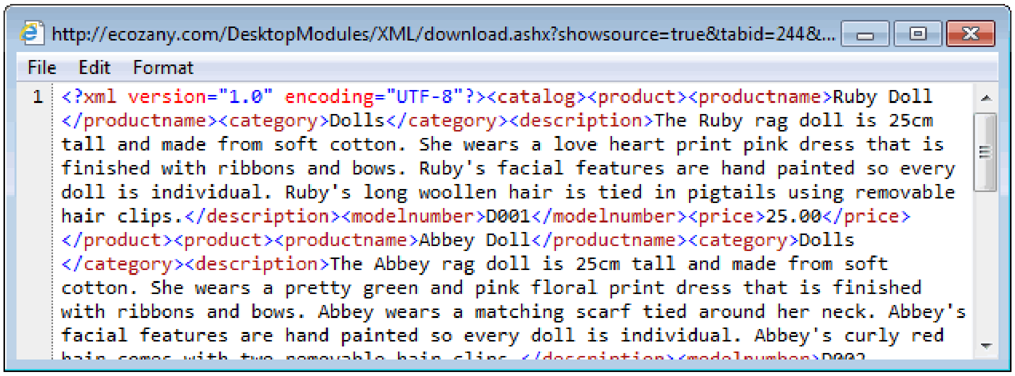
1. Go to an XML/XSL module.
2. Select **Show Source** from the XML module actions menu.



3. This displays the data within XML file inside the current Web browser.



4. **Optional.** To view the XML source, right click inside the web browser and then select **View Source** from the drop down menu. This displays the XML source file in a new web browser.

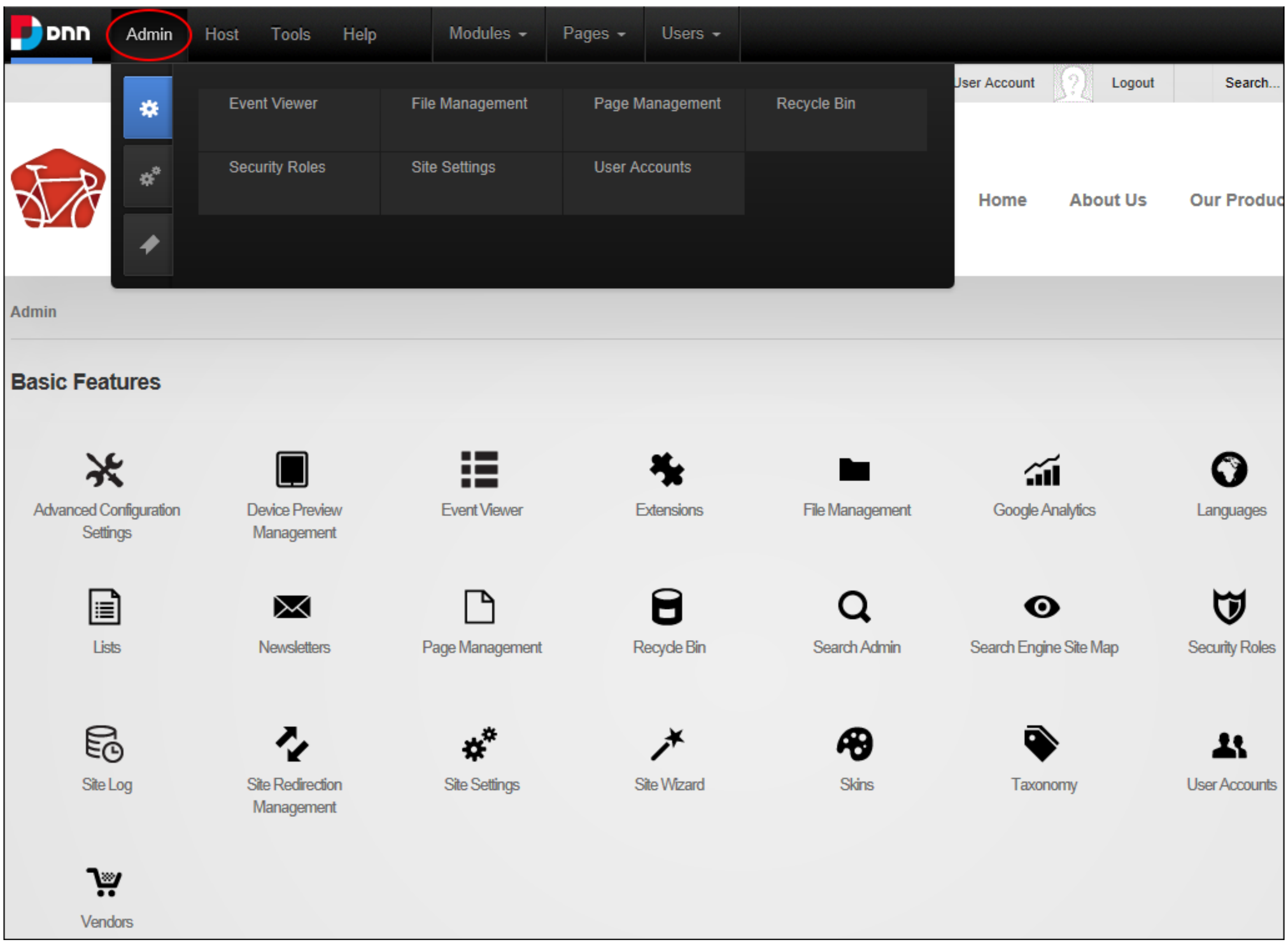


The Admin Pages

About the Admin Pages

The Admin pages (or Admin Console) allows Administrators and SuperUsers to access all Administrator level settings and tools for this site. The Admin Console can be accessed either by hovering over or clicking on the Admin link in the Control Panel.

> Tip: You can choose to display the Admin Console as a page in the menu by setting the page as visible in the menu using the Admin > Page Management page. See "Hiding/Showing a Page in Site Navigation"



The Admin Console - DNN Platform

Overview of the Admin Child Pages

Icon	Page Name	Description and Tutorial Link
	Advanced Configuration Settings	Advanced Settings for configuring your site. Includes skinning, outgoing mail settings, languages, authentication systems, providers and optional modules.
	Device Preview Management	The Admin > Device Preview Management page enables Administrators to manage a list of profiles for viewing your site in different devices such as mobile phones. See "About Device Preview Management"
	Event Viewer	The Admin > Event Viewer page provides a log of database events. This page includes tasks that are only available to SuperUsers. See "About the Log Viewer"
	Extensions	The Admin > Extensions page enables Administrators to manage extensions that have been installed on the site by the Host. Additional extension management can be accessed by SuperUsers. See "About Admin Extensions"
	File Management	The Admin > File Management page enables management of site files. See "About Digital Asset Management (DAM)"
	Google Analytics	The Admin > Google Analytics page enables you to improve your site results online. See "About Google Analytics"
	Languages	The Admin > Languages page allows Administrators and SuperUsers to enable and manage the languages files associated with a site. See "About Language Management". Tip: A large section of language packs are available from the DotNetNuke Store (http://store.dnnsoftware.com/).
	Lists	The Admin > Lists page allows Administrators to maintain lists of information that can be identified by a key value and a data value. See "About Admin Lists"
	Newsletters	The Admin > Newsletters page enables sending bulking email messages to individual email addresses and security roles. See "About Newsletters"
	Page Management	The Admin > Page Management page provides full page management including the ability to modify page hierarchy. SuperUsers can also manage Host Tabs from this page. See "About Page Management"
	Recycle Bin	The Admin > Recycle Bin page enables users to restore or permanently delete pages and mod-

Icon	Page Name	Description and Tutorial Link
		ules. This module can be deployed on site pages. See "About the Recycle Bin"
	Search Admin	The Search Admin page allows the SuperUsers to specify the search settings that will be applied to all sites. SuperUsers can assign Search Admin to one or more sites as desired and then configure the search capabilities for individual sites. See "About Search Admin"
	Search Engine Site Map	The Admin > Search Engine SiteMap page allows users to configure a SiteMap that can then be submitted to search engines for improved search optimization. See "About the Search Engine SiteMap"
	Security Roles	The Admin > Security Roles page enables the management of security roles as well as role assignment. See "About Security Roles"
	Site Log	The Admin > Site Log page enables viewing of statistical reports for the site. See "About the Site Log"
	Site Redir-ection Man-agement	The Admin > Site Redirection Management page enables Administrators to create site redir-ection paths for mobile devices. See "About Site Redirection Management"
	Site Settings	The Admin > Site Settings page allows Administrators to configure setting for this site including default design, special pages, etc. See "About Site Settings". Additional settings can be accessed by SuperUsers.
	Site Wizard	The Admin > Site Wizard page enables authorized to view the module to configure basic site set-tings, page design as well as apply a template to the site using a simple step-by-step wizard. See "About the Site Wizard"
	Skins	The Admin > Skins page displays the Skins Editor and the Skin Designer. The Skin Editor enables authorized users to preview and apply skins to the site. The Skin Designer enables Administrators to set container and skin token values. See "About the Skins Editor" and See "About the Skin Designer". Note: Skin installation is managed by SuperUsers via the Host > Extensions page.
	Taxonomy	The Admin > Taxonomy page enables the creation and management of tags that are used to classify site content. This page includes tasks that are only available to SuperUsers. See "About the Taxonomy Manager"

Icon	Page Name	Description and Tutorial Link
	User Accounts	The Admin > User Accounts page enables the creation and management of user accounts, as well as configuration of user settings relating to authentication. See "About User Accounts"
	Vendors	The Admin > Vendors page 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 Admin Vendors"

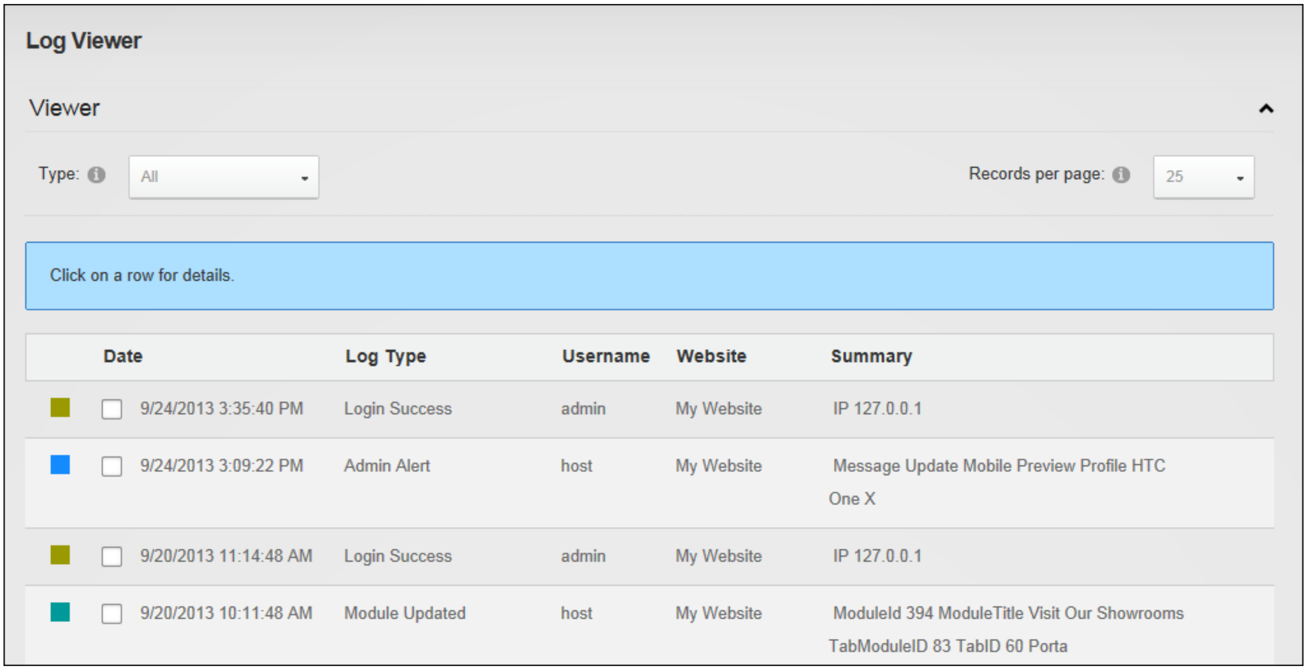
Common Settings

Event Viewer

About the Log Viewer

The Admin > Event Viewer page displays the Log Viewer that provides an historical log of database events such as events which are scheduled, exceptions, account logins, module and page changes, user account activities, security role activities, etc. Authorized users can send exceptions to any email address. SuperUsers can add, edit and delete event records for all sites.

The Log Viewer can be deployed to sites and be added to site pages. Once it is located on a site page, all users who can view the module can perform all tasks.

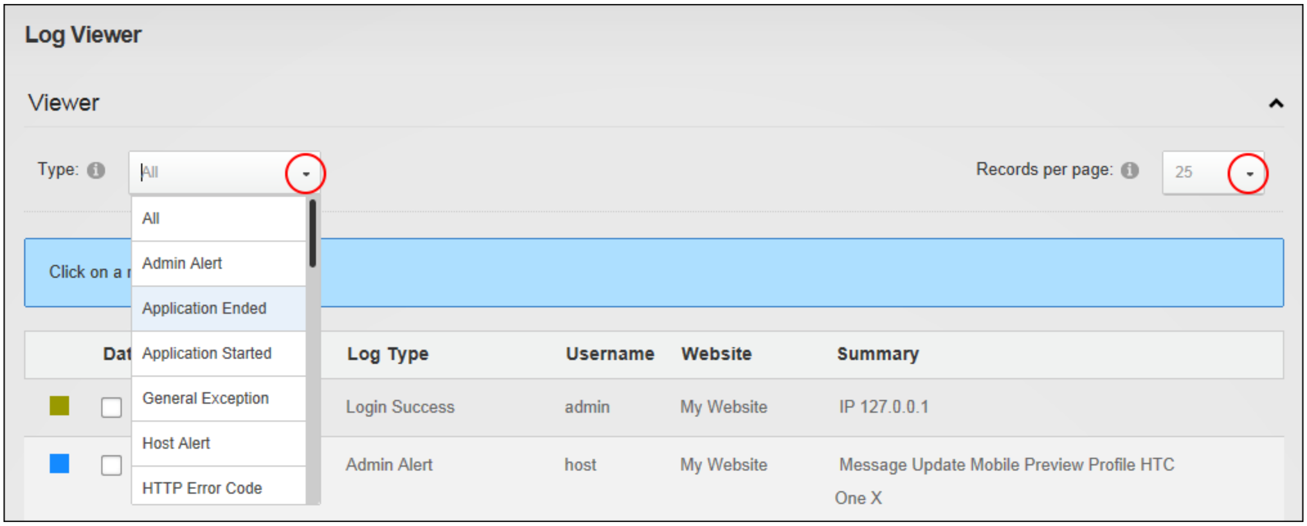


The Log Viewer as displayed to SuperUsers

Filtering Events

How to filter the events displayed in the Log Viewer.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Expand the **Viewer** section.
3. At **Type**, select an event type from the drop down list. The matching records will then be displayed below.
4. At **Records per page**, select the number of records to be displayed per page from the drop down list. You can choose to display up to 250 records per page however the viewer will default back to 25 records each time the page is refreshed.

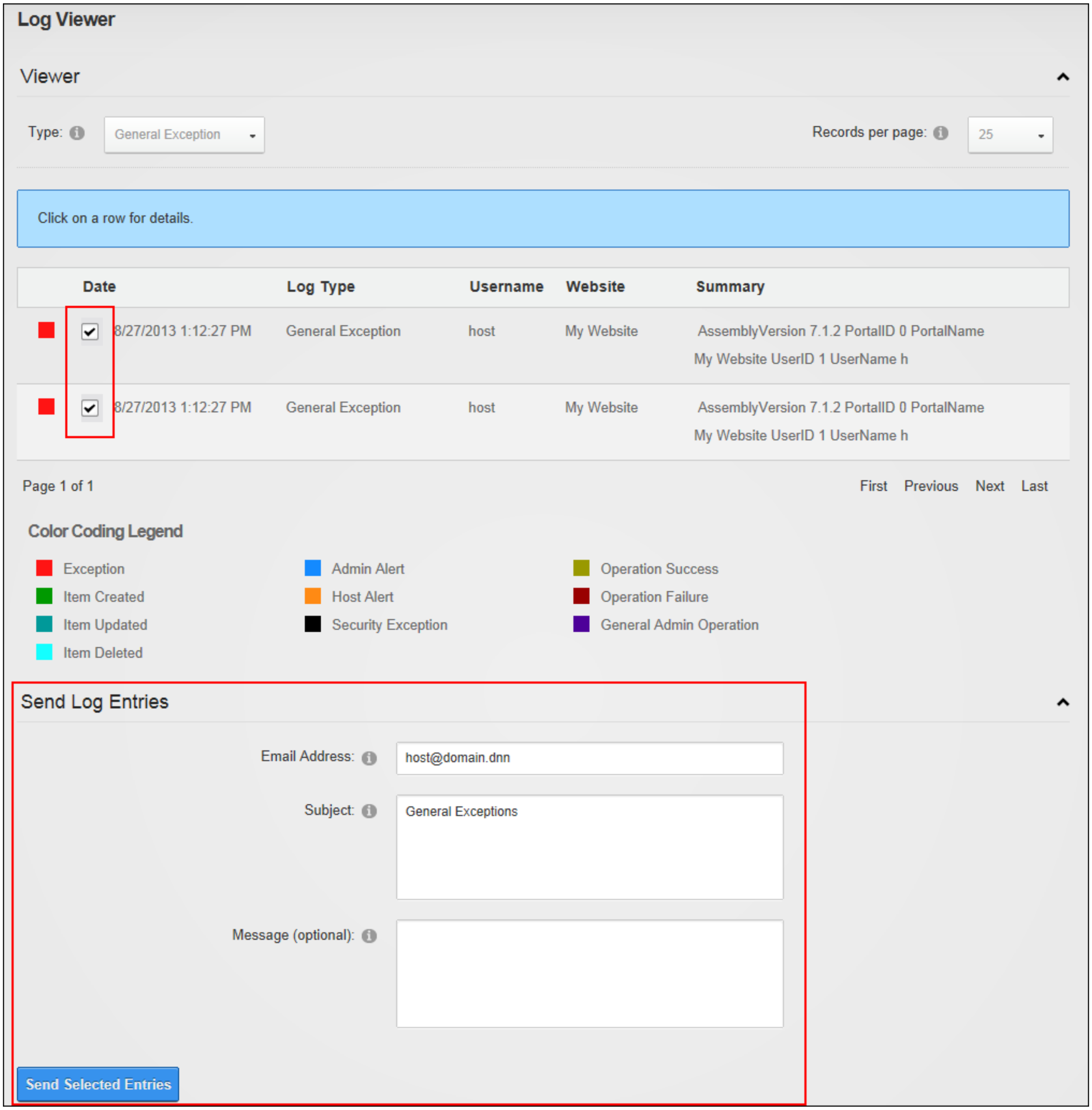


Filtering Log Viewer records by event type

Sending Exceptions by Email

How to send one or more selection exception records via email using the Event Viewer module. **Warning.** 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 Log Viewer module.
2. Expand the **Viewer** section.
3. 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.
4. Mark the check box beside each record to be emailed.
5. Expand the **Send Log Entries** section.
6. In the **Email Address** text box, enter one or more email addresses separated by a semi-colon (;). E.g. host@domain.com;host@domain.dnn
7. **Optional.** In the **Subject** text box, enter a subject for the message. Leave blank to use "[Site Name] Exceptions".
8. **Optional.** In the **Message (optional)** text box, enter a message.
9. Click the **Send Selected Entries** button.

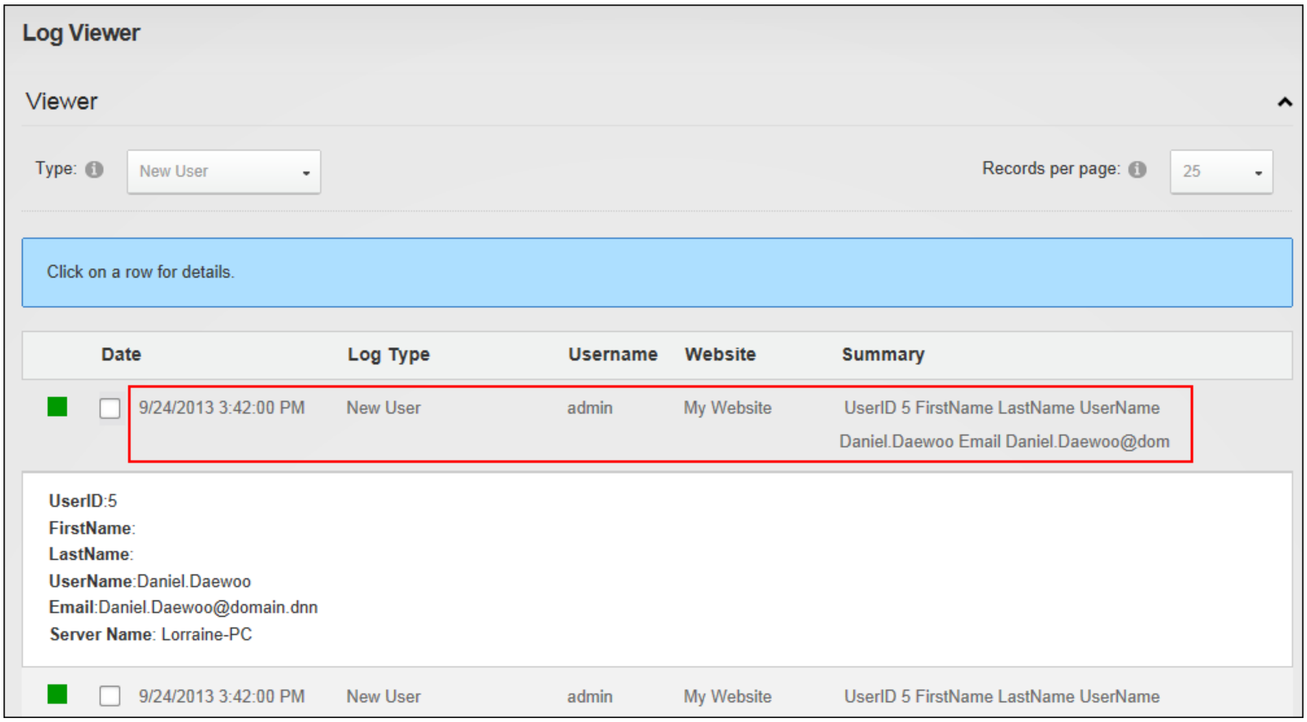


Sending Exceptions by Email

Viewing Event Details

How to display a detailed report of a logged event using the Log Viewer module.

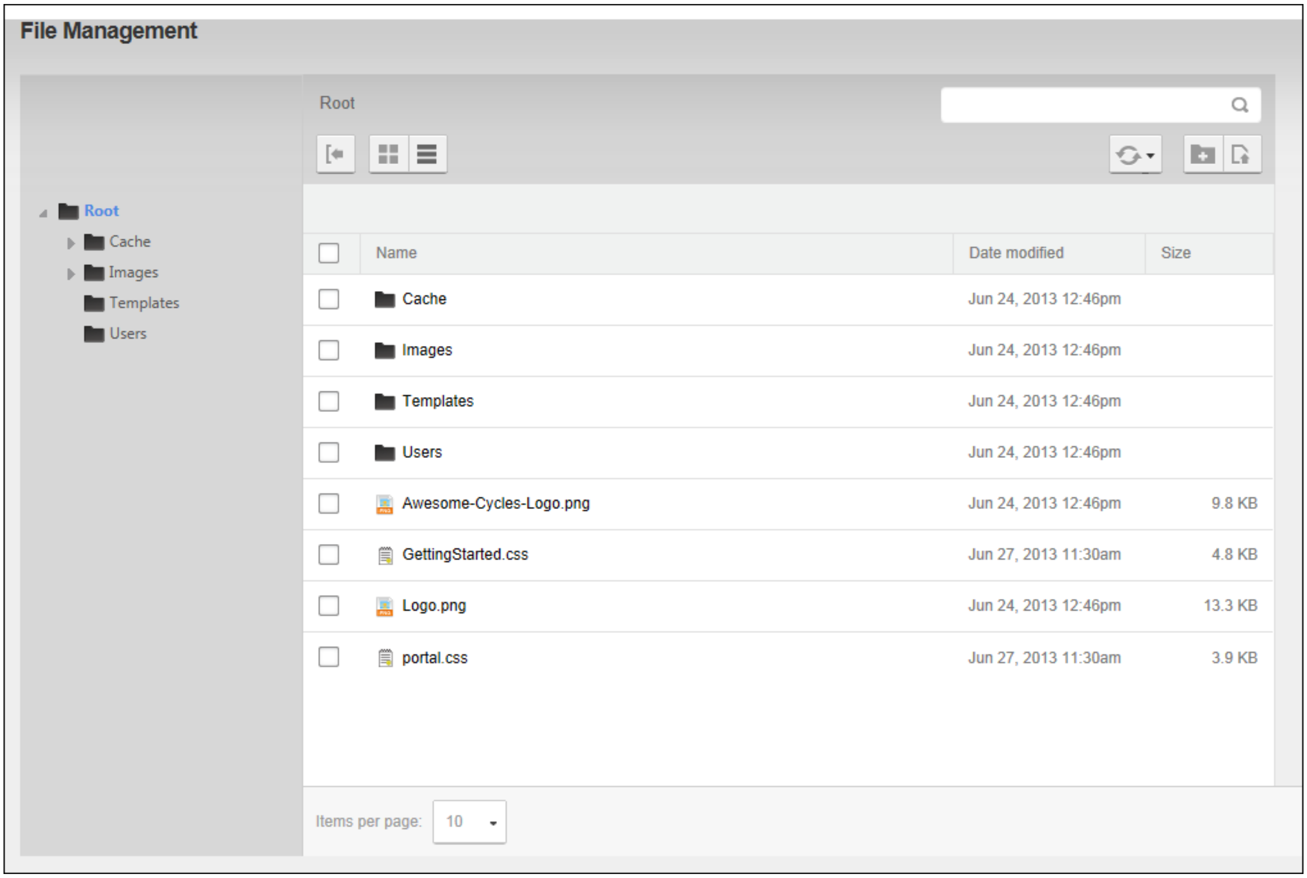
1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Expand the **Viewer** section.
3. **Optional.** At **Type**, select the required event type to filter records.
4. Click on the colored bar of a record to view a detailed report.
5. **Optional.** Click the record a second time to close the detailed report.



File Management

About Digital Asset Management (DAM)

Digital Asset Management (DAM) allows users to manage site files. This Admin module is located on the Admin > Common Settings > **File Management** page and can be added to additional pages.



Digital Asset Management (DAM) - DNN Platform

Getting Familiar with DAM

Here's an overview of the different areas of DAM:

Folder List: The list of the folders where files are stored is displayed down the left hand side of the module. Clicking on a folder name displays the items within that folder in the File Window. Right clicking on a folder name opens a drop down menu of actions that can be performed by the user against that folder such as view properties and add sub-folder.

Toolbar: The toolbar displays the address of the current folder and allows users to create subfolders, and manage and upload files. Here's a complete list of the available tools:

- **Toggle**: Open or close the File or Tag List.
- **Icons**: Display the items within the file window as icons.
- **List**: Display the items within the file window in a list. This is the default view.

- **Refresh**: Refresh or sync the items within the current folder.
- **Create New Folder**: Create a subfolder of the current folder.
- **Upload Files**: Upload files to the current folder.

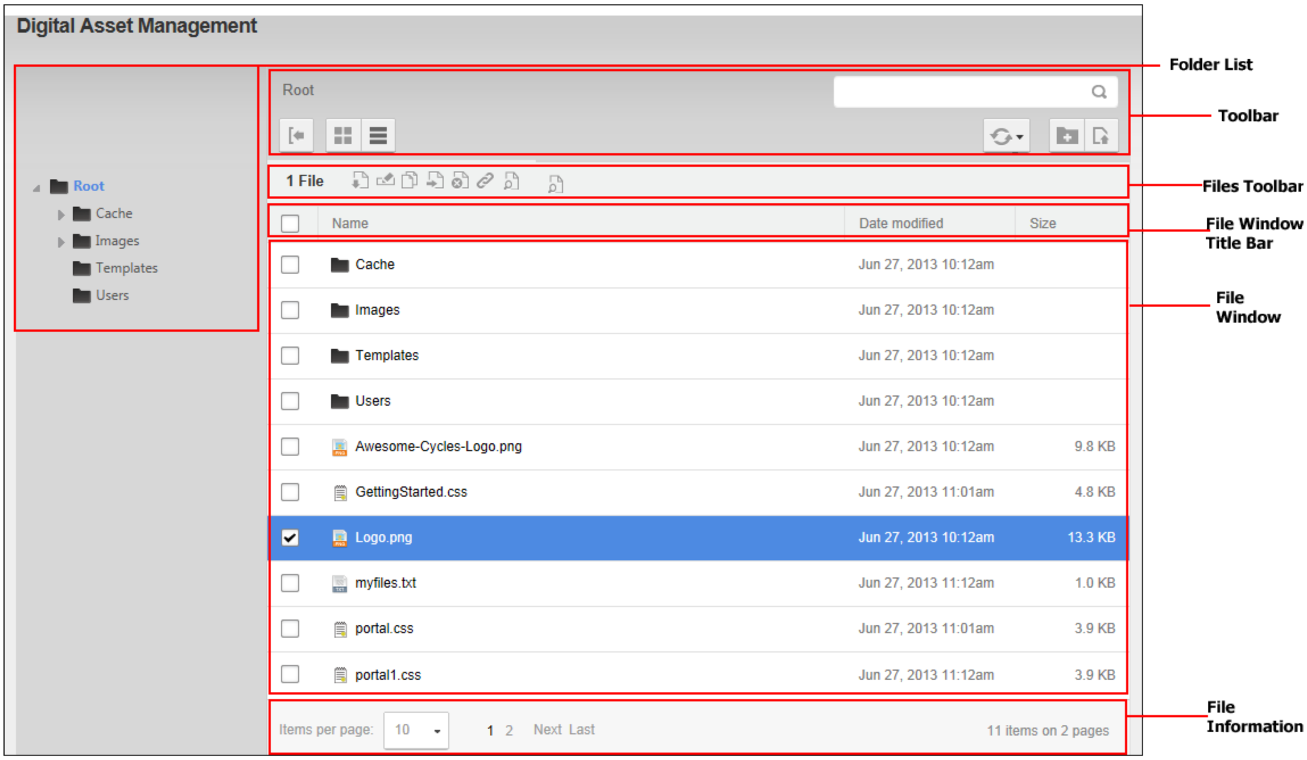
Files Toolbar: This context sensitive toolbar only displays when one or more items in the file window is selected. Here's a complete list of the available tools:

- **Download**: Download the selected file.
- **Rename**: Rename the selected file or folder.
- **Copy**: Download the selected file(s).
- **Move**: Move the selected file(s).
- **Delete**: Delete the selected files or folders.
- **Get URL**: Get the URL for the selected file.
- **View Properties**: View the properties of the selected file or folder.
- **Subscribe / Unsubscribe**: Subscribe to receive notification of changes to selected files or folders.

File Window Title Bar: Displays the column names of the Files window. Clicking on a column name will sort the files by that column. A **Select All** ☑ check box located to the left of all columns names allows users to select all of the folders and files on the current page.

File Window: This window lists all of the subfolders and files within the selected folder. A **Locked** icon is displayed beside any file that is locked from editing, either because it is not yet published or is in the workflow process.

File Information: Located below the Files Window, this bar allows users to navigate to other pages of files, change the page size and view the total number of items in the current folder.



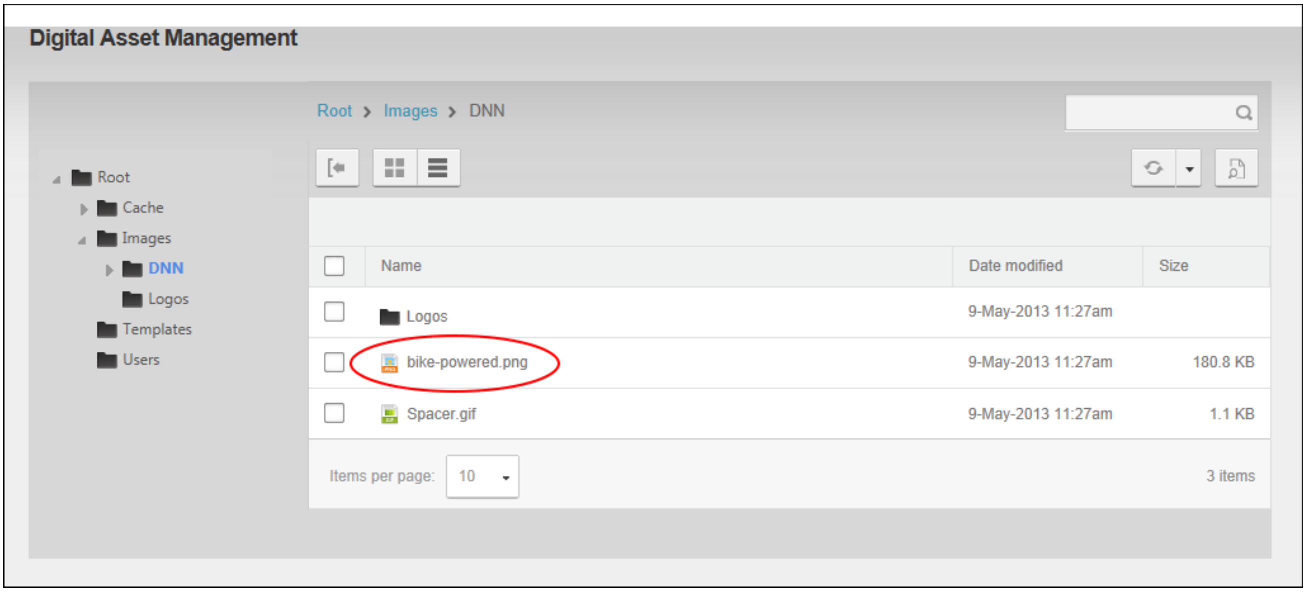
DAM - DNN Platform

All Users

Downloading one or more Files

How to download files from DAM. All users can perform this task.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to and select the folder containing the file to be downloaded. See "Navigating to and Selecting Folders"
3. Select and download files using one or these methods:
    - To download a single file, either click the linked file name - OR - Right click on the file row and click the **Download** button from the drop down menu - OR - mark the check box beside the file and then click the **Download** button in the Files Window Tool Bar.

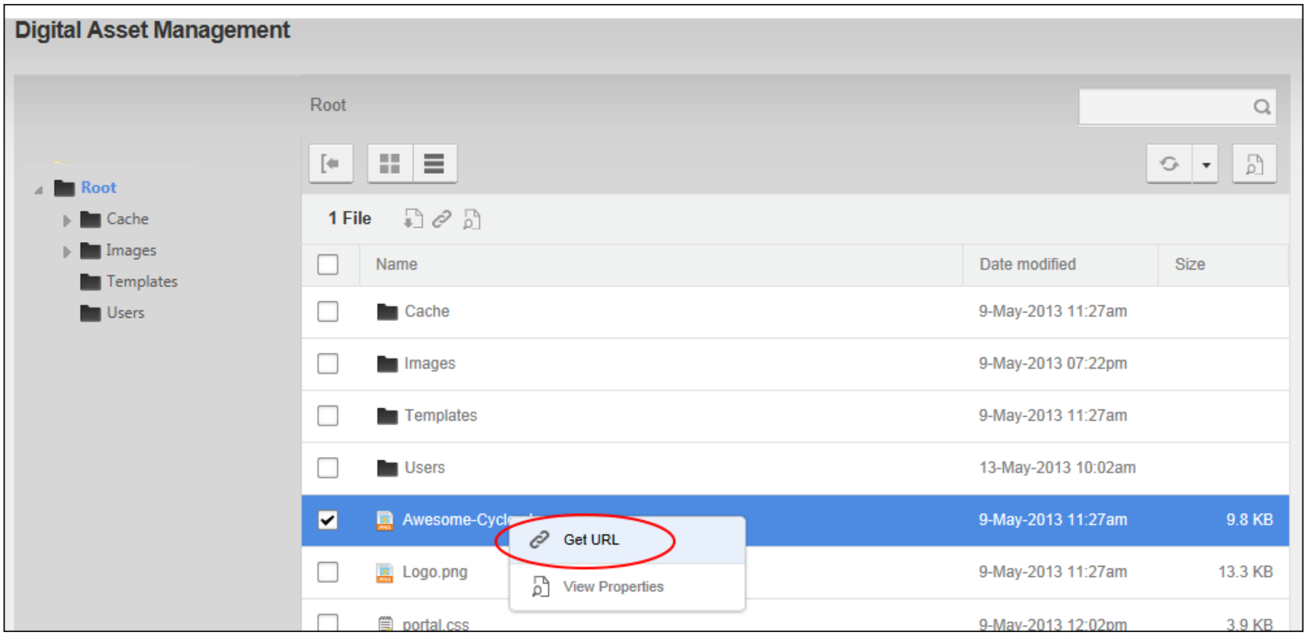


4. Save the file to your computer.

Getting a File URL

How to obtain the full URL path to a file within the Digital Asset Management module. The full URL path allows the user to share a link to the file in a number of way such as sending an email that includes a link to the file, copying the URL into a Word document (or other file), or copying the URL and pasting it in an HTML / HTML Pro module. All users can perform this task.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management / Digital Asset Management Pro module.
2. Navigate to and select the folder where the file is located. See "Navigating to and Selecting Folders"
3. In the File Window, perform one of the following options:
   - Right click on the name of the file and select **Get URL** from the drop down menu
   - Select a file and then click the **Get URL** button in the Files Window Tool Bar.



4. In the **File URL Is** text box, click on the URL and then press CTRL + C to copy - OR - Right click on the URL path and copy.
5. Click the **Close** button.

Navigating to and Selecting Folders

How to navigate to and select a folder using DAM. All users can perform this task.

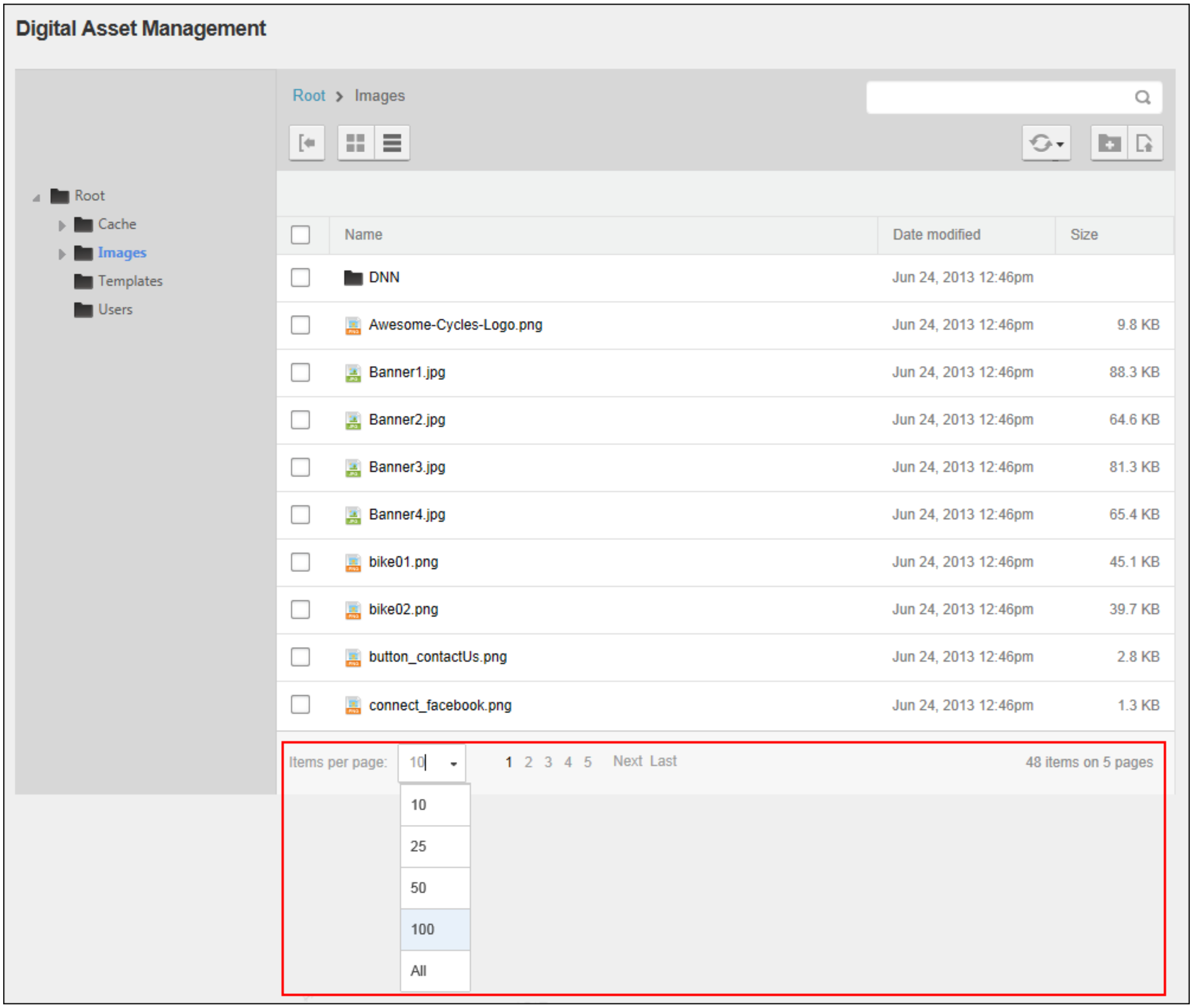
- **To view a subfolder**: Click the **Open** button beside a folder to view its subfolders.
- **To hide a subfolder**: Click the **Close** button beside a folder to close it and hide its subfolders.
- **To select a folder**: Click on the folder name in the navigation tree. This highlight the selected folder name and displays the associated files in the Files Window. If you navigate away from DAM and then return to the page, the last folder that you selected will be displayed.

Navigating to Files

DAM 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 on the Files Navigation Bar located at the base of the module, allowing you to navigate to the additional files as well as change the default number of files displayed. All users can perform this task.

- **Items per Page**: Select the number of files (10, 25, 50, 100 or All) to be displayed in the Files Window. This setting will be retained when a new folder is selected, however it will default back to ten (10) files whenever the Digital Asset Management module is refreshed.
- **Page Links**: When there is more than one page of files within the selected folder, a list of linked page numbers enables users to navigate to other pages.
- **Total Items**: The total number of items and whether the items are displayed on multiple pages. E.g. 48 items on 5 pages.

> Tip: When performing a task such as delete or copy against multiple files, you can select to view up to 100 file or All files on one page. This allows you to perform the task on all those files at one time.

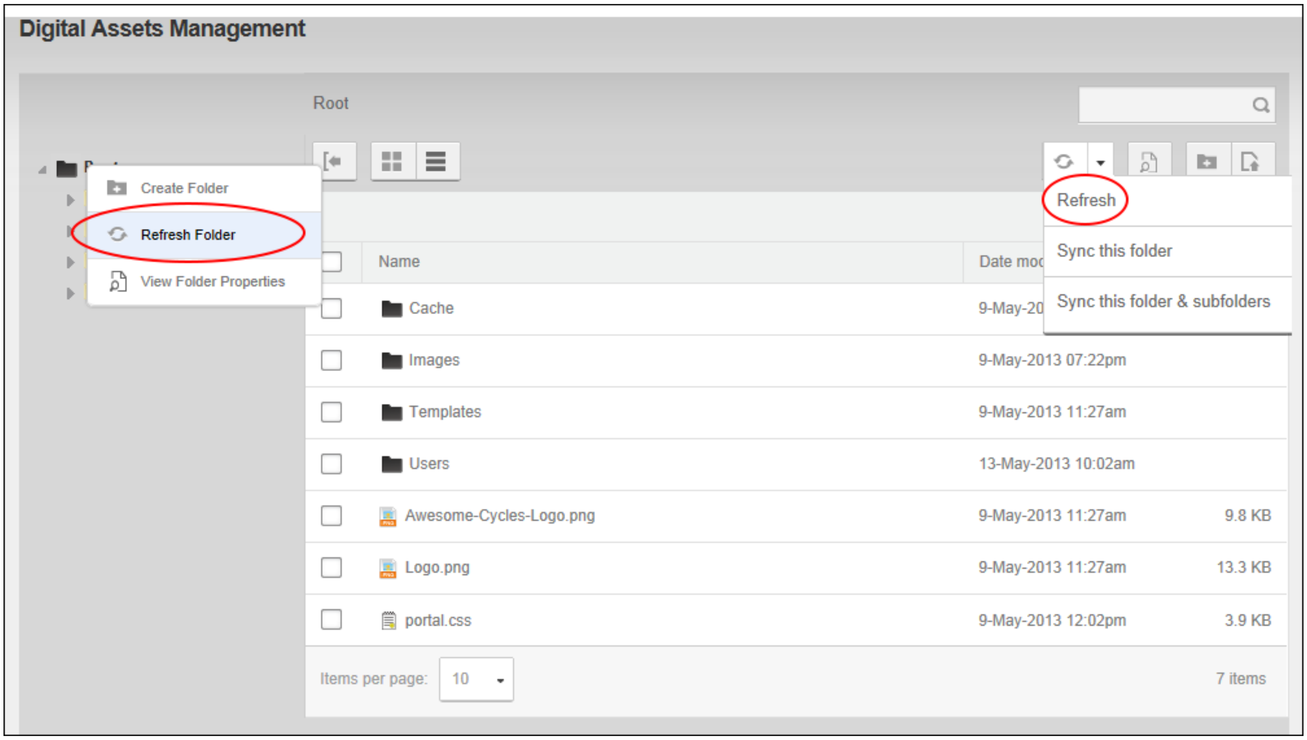


Selecting Items Per Page

Refreshing All Files within a Folder

How to refresh the files within a selected folder of DAM so the file information in the database matches the files on the server. This may be required if files have been uploaded via FTP. All users can perform this task.

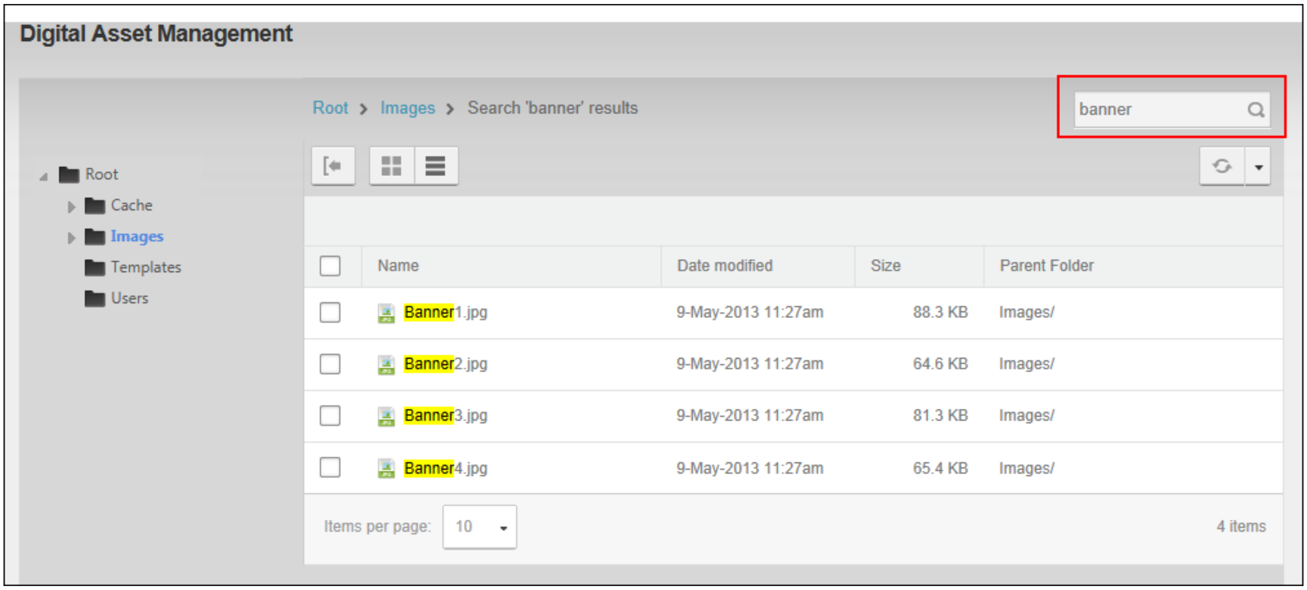
1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to and select the required folder. See "Navigating to and Selecting Folders"
3. Right click on the folder name and select **Refresh Folder** - OR - Click the **Refresh** button in the toolbar and then select **Refresh** from the drop down list.



Searching for Files

How to search for files within DAM by all or part of the file name, or by entering a wildcard search for a file extension such as *.docx. Search results will include all files that match the entered criteria and are within the currently selected folder and any of its subfolders. All users can perform this task.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to and select a folder to search for files within both the selected folder and any subfolders. See "Navigating to and Selecting Folders"
3. Enter the search criteria into the **Search** text box.
4. Strike the **Enter** key. The matching files are now displayed in the Files Window below with the search term highlighted in yellow.

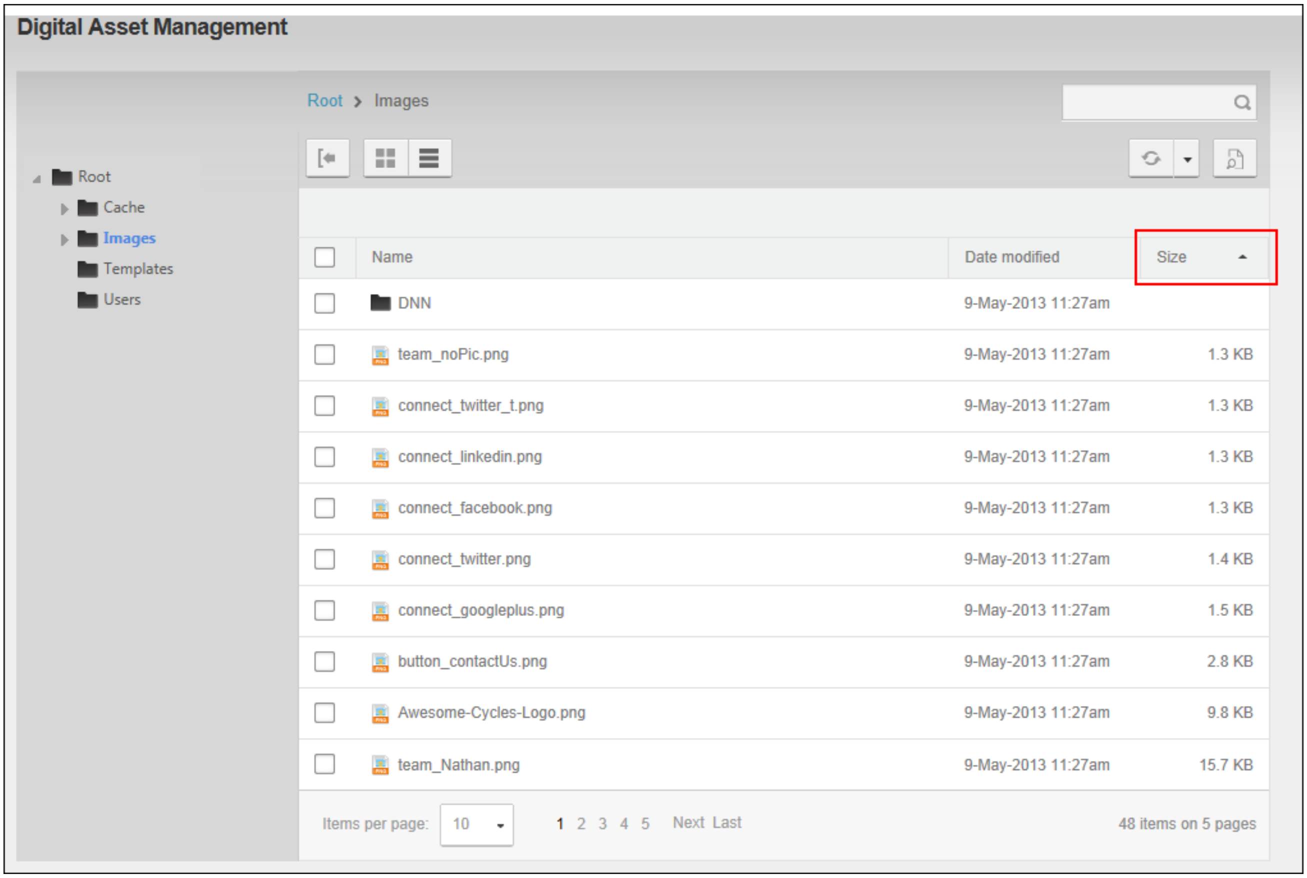


Searching for Files

Setting Sort Order of Files

The files displayed in the Files Window of DAM can be sorted alpha-numerically in either ascending or descending order by either the Name, Date Modified or Size column. The default sort order is in ascending order by file name (Name column) by default. All users can perform this task.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. In the Title Bar of the Files Window, click on the Name, Date Modified, or Size column name to sort files by that column. This sorts the files in the selected column in ascending order and displays the **Sorted Asc** icon beside the selected column.
3. **Optional.** Click the same column name a second time to reorder files in descending order. The **Sorted Des** icon will then be displayed beside the selected column.



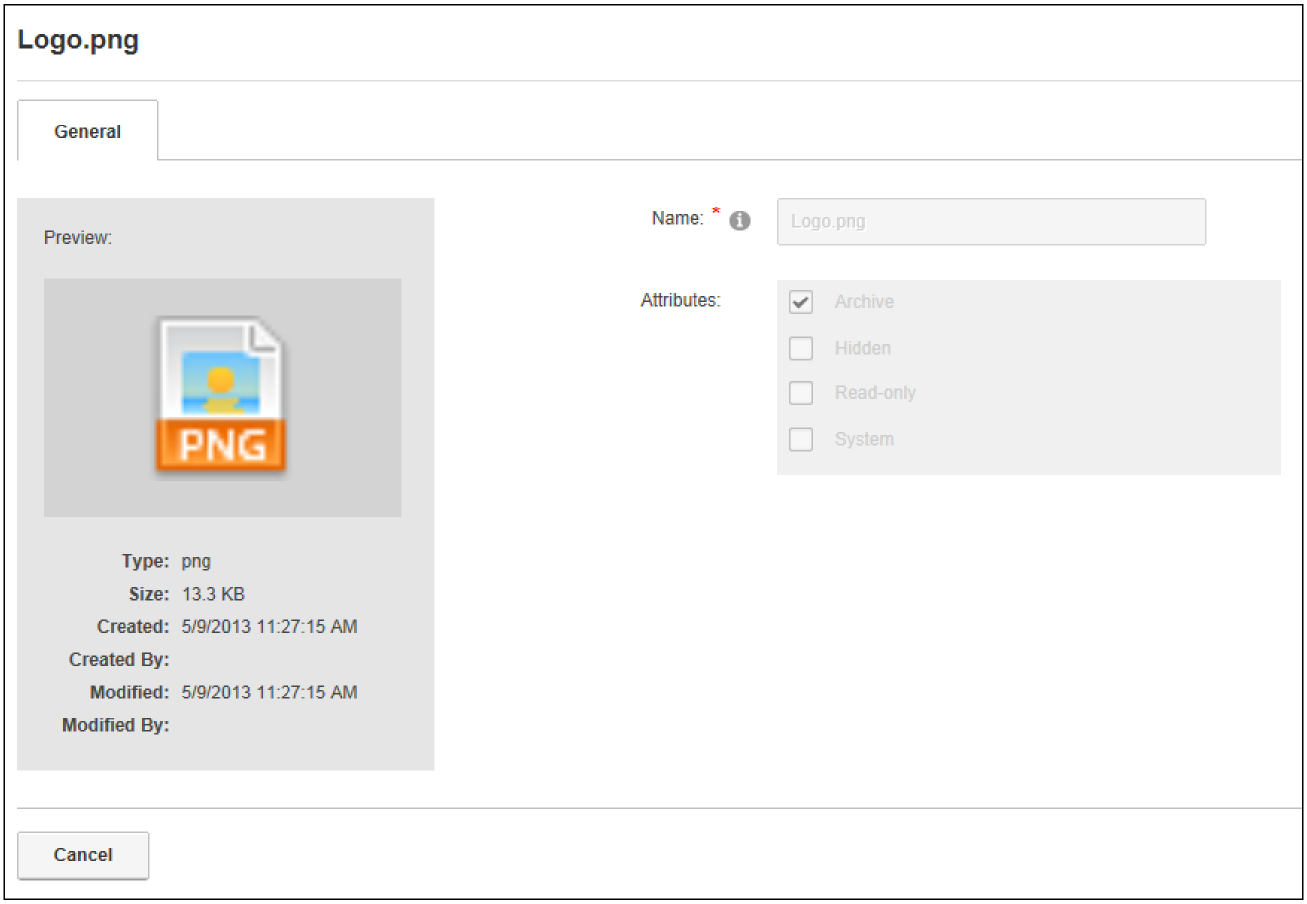
Files ordered by file size in ascending order

Viewing File Properties

How to view the general properties of a file within DAM. All users can view file properties. Folder Editors have additional rights to manage the file properties. See "Managing File Properties"

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to the required folder. See "Navigating to and Selecting Folders"
3. Right click on the file row and select **View Properties** - OR - Mark the check box beside a file and click the **View Properties** button in the Files Window Tool Bar.
4. The following information is displayed on the General tab:
    - **Type**: The file extension type. E.g. png, gif, txt, etc.
    - **Size**: The file size.
    - **Created**: Date and time when this file was uploaded.

- **Created By**: First and last name of the user who uploaded this file. This field will be blank for folders that were generated when the site was built.
- **Modified**: Date and time when this file was last uploaded. E.g. A newer version of this file.
- **Modified By**: First and last name of the last user to modify the file.
- **Name**: The file name.
- **Attributes**
  - **Archive**: Indicates whether this file can be archived by the operating system. This option is selected by default.
  - **Hidden**: Indicates whether the file is hidden. Hidden files don't display on your site in modules such as HTML / HTML Pro, they are also not displayed on vendor banners, nor are they displayed for selection from the Rich Text Editor image or file galleries. This option is disabled by default.
  - **Read-only**: Indicates whether the file is Read Only. This option is disabled by default.
  - **System**: Indicates whether the file can be indexed by the system. Enable this option to include this file in the Indexing Service of your computer. Indexing this file will make it return faster in search results on your computer. This option is disabled by default.



5. Select the Statistics tab to view the number of times the file has been download from the site. Various filters are included allowing you to change the date range of the statistics or you can specify an exact date range. The download statistic tracks all downloads from DNN including both direct downloads made by navigating to the file URL and downloads made using modules such the Document Viewer or if the file was added as link using HTML Pro.

Viewing Folder Properties

How to view the properties of a folder within DAM. All users can view folder properties. Folder Editors have additional rights to manage folder properties. See "Managing Folder Properties"

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to the required folder. See "Navigating to and Selecting Folders"

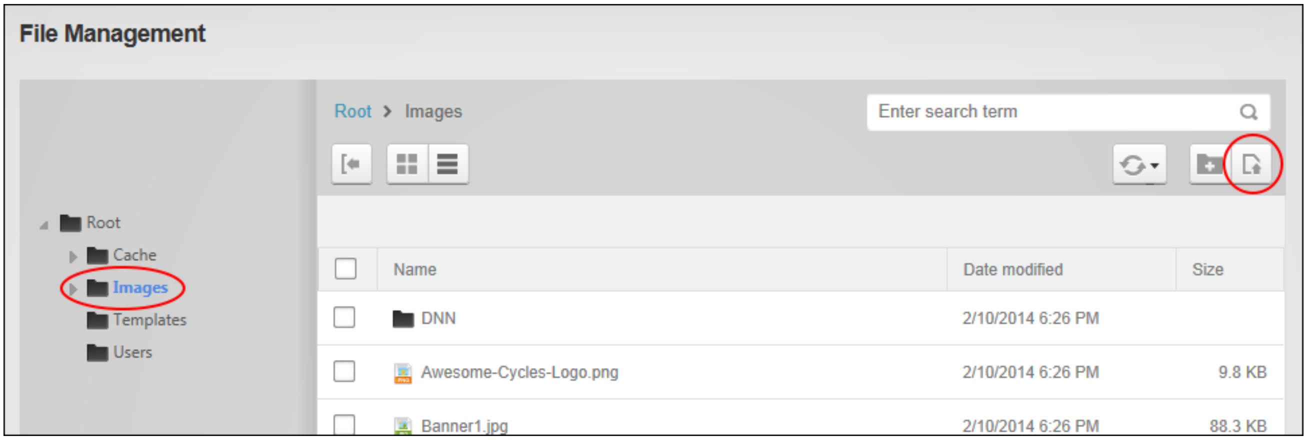
3. Select the folder and click the **View Folder Properties** button in the toolbar - OR - Right click on the folder and select **View Folder Properties**.
4. The following information is displayed:
   - **Size**: Total size of all the files within this folder.
   - **Total Files**: Total number of the files within this folder.
   - **Created**: Date and time when this folder was created. This field will be blank for folders that were generated when the site was built.
   - **Created By**: First and last name of the user who created this folder. This field will be blank for folders that were generated when the site was built.
   - **Modified**: Date and time when this folder was last modified.
   - **Modified By**: First and last name of the last user to modify the properties of this folder.
   - **Folder Type**: Indicates the type of folder. I.e. Standard, secure, database, Amazon Folder Provider, Azure Folder Provider or UNC Folder Provider.
   - **Folder Name**: Displays the folder name.

Folder Editor

Uploading Files

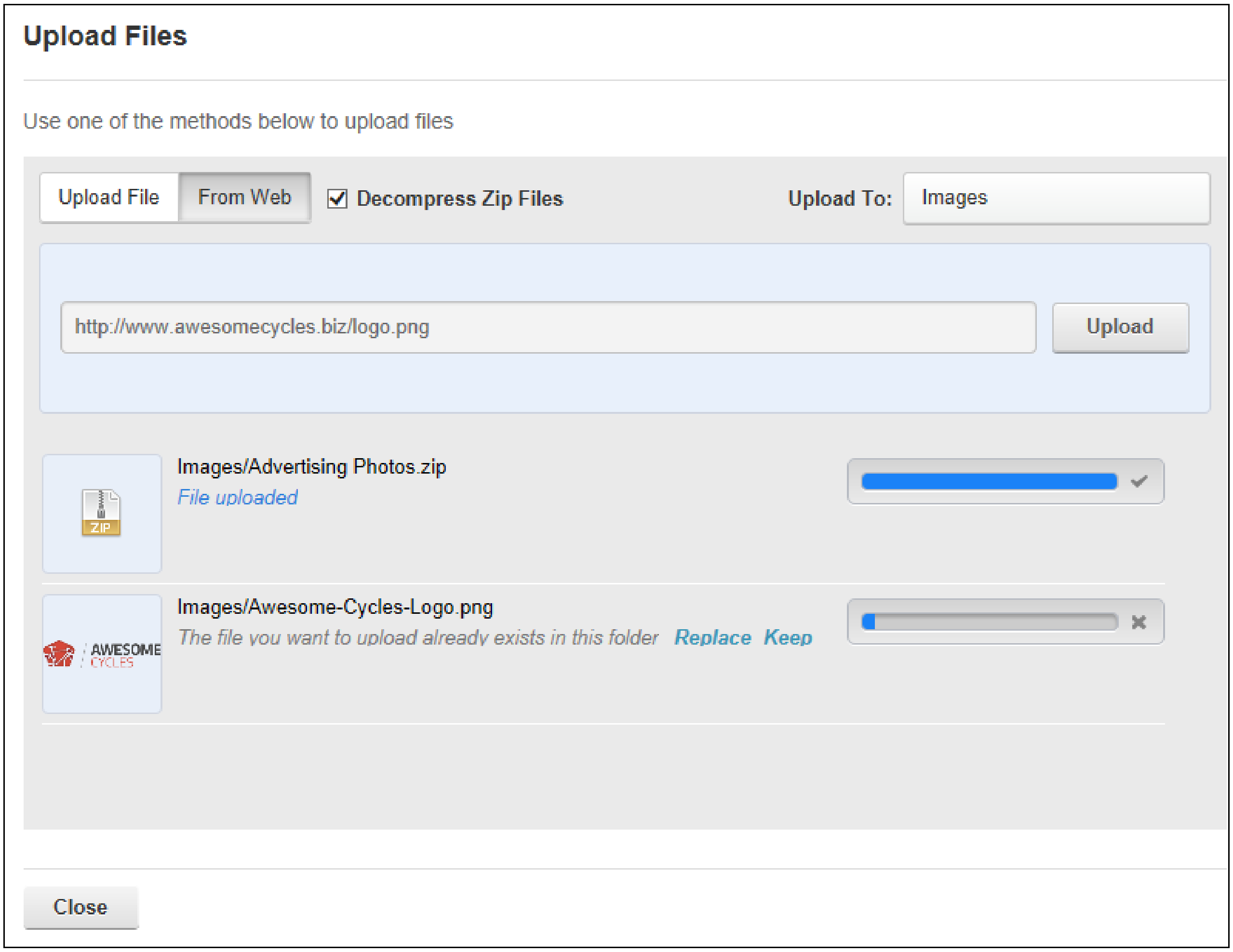
How to upload one or more individual files or a zipped (compressed) file to DAM. These files can then be selected and viewed using various modules such as Links, Media, HTML / HTML Pro, etc. Authenticated users must be granted Write to Folder permission to the folder where the file is being uploaded to and Edit Module permissions to upload compressed zip files.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to and select a folder that you are authorized to upload files to. See "Navigating to and Selecting Folders". In this example, the selected folder has Content Approval enabled.
3. Click the **Upload Files** button located on the toolbar. This opens the Upload Files page.

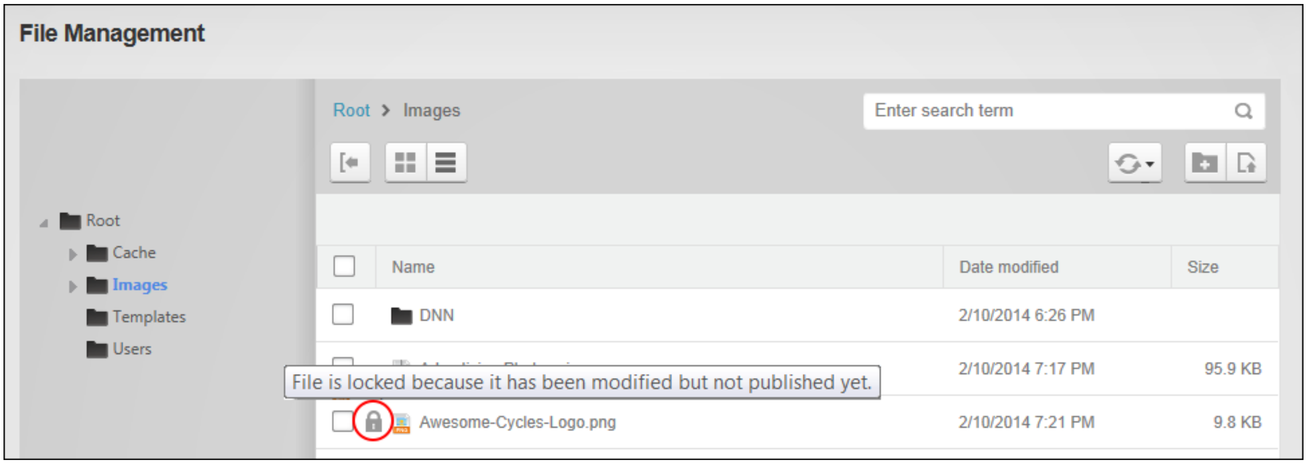


4. At **Decompress Zip Files**, mark the check box if you are uploaded a zipped file and you want to extract the files and upload them as separate files - OR - unmark the check box to keep these files zipped.
5. Choose the location of the files you want to upload from these options:
   - **Upload File**: Choose this option to upload files from your computer and then drag one or more files from your computer over the blue box or click on the box and then browse and select files from your computer.
   - **From Web**: Enter the URL of any file and then click the **Upload** button. Repeat to add more files.

Note: If a file with the same name already exists, the message "The file you want to upload already exists in this location" is displayed. Select **Replace** to upload the new version of this file. If workflow is enabled on the selected folder, this will begin the workflow process for the file - OR - Select **Keep** to keep the original file and cancel upload of the current file.



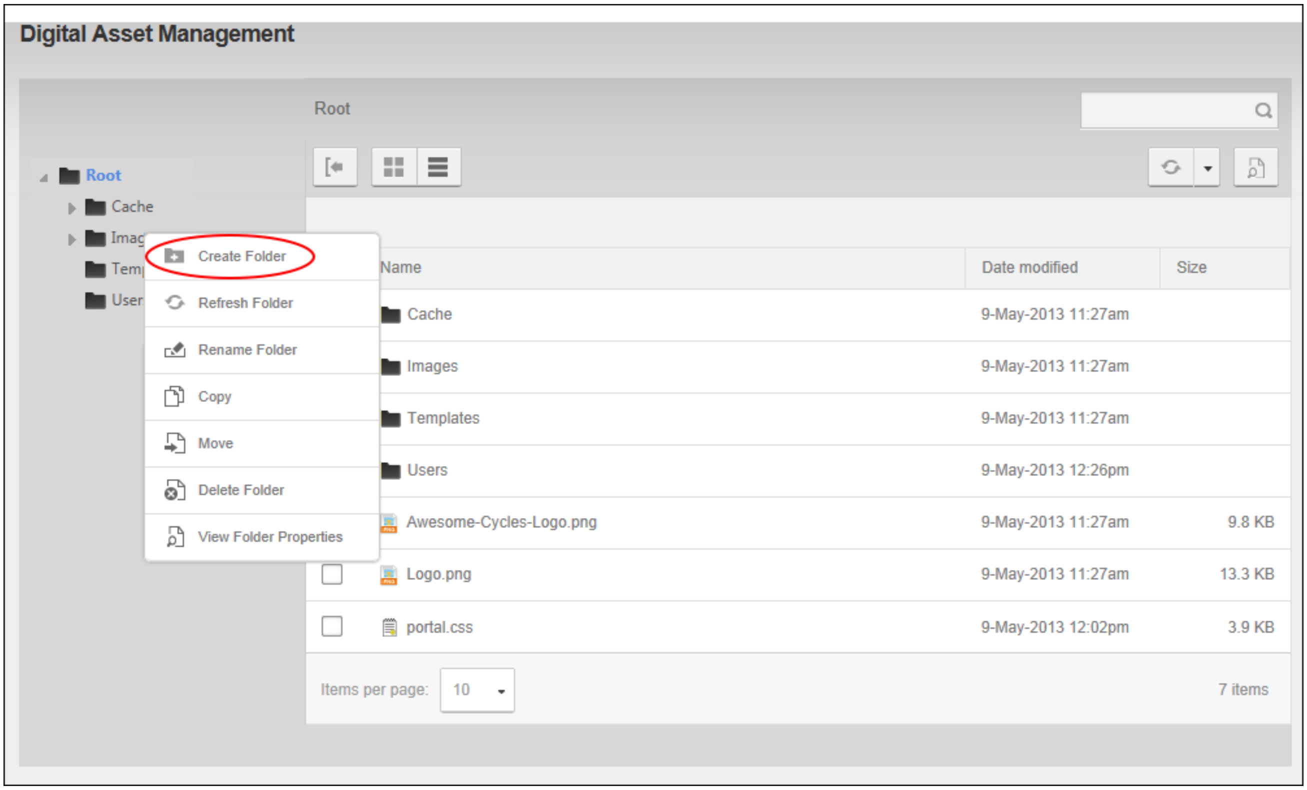
6. Click the **Close** button once you have chosen all the files to be uploaded. The uploaded files are now added to the Files Window of the selected folder. For this example, notice that the bike-icon.png file now displays the **Locked** icon which indicates it is in the workflow process. Also notice that the Icons.zip file is still compressed.



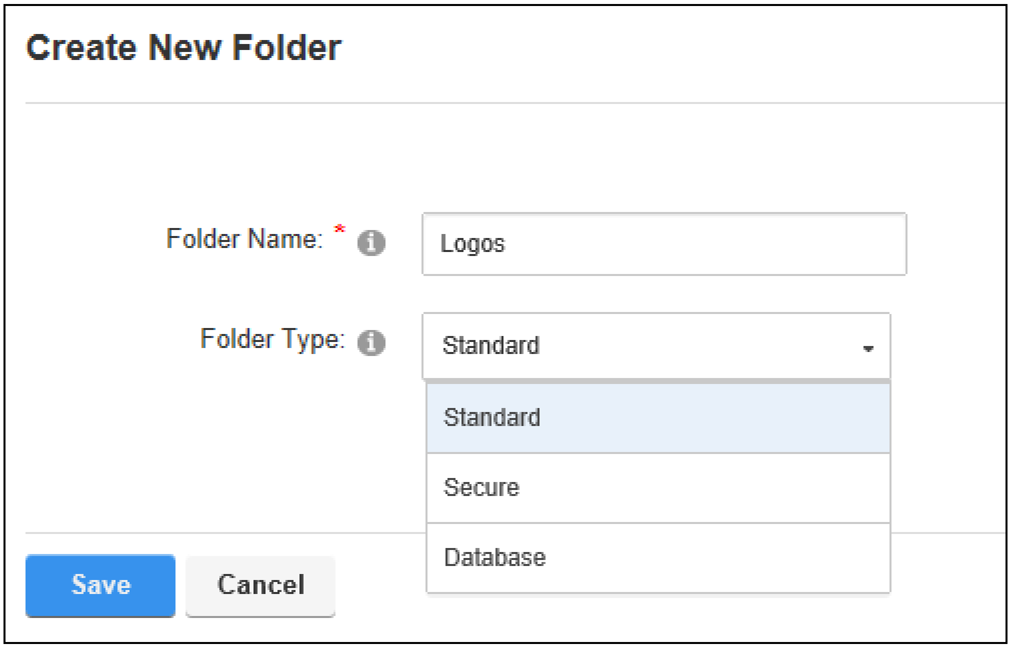
Adding a SubFolder

How to add a subfolder to DAM. The new folder will inherit the permissions assigned to its parent folder. All DNN Platform users who have been granted Write to Folder permission to a folder can add subfolders. All Evoq Content users who have been granted Add permission to a folder can add subfolders.

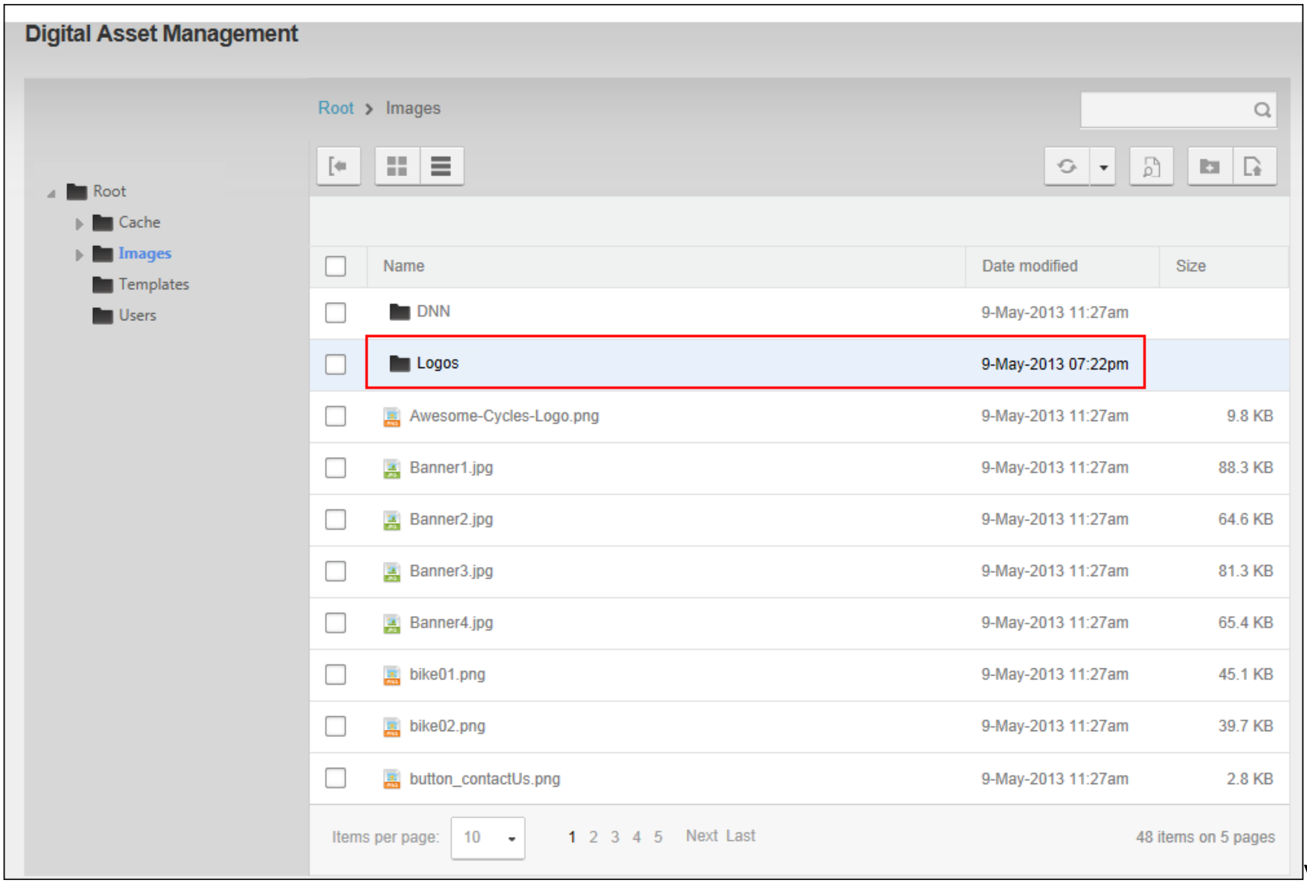
1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to the folder that you want to add a subfolder beneath. See "Navigating to and Selecting Folders"
3. Right click on the folder name and select **Create Folder** - OR - Click the **Create New Folder** button on the toolbar.



4. In the Create New Folder window complete the following:
    1. In the **Folder Name** text box, enter a name for the new folder.
    2. At **Folder Type**, select the type of folder you want to create. The default option displayed will be inherited from the parent folder or if you are adding a folder to the root folder, the default type will be Standard unless otherwise configured. See "Configuring DAM Settings" The available options are:
        - **Standard**: Select this option to store most of your files.
        - **Secure**: Select this option if you want to encrypt the file name to prevent direct linking to this file.
        - **Database**: Stores files as a byte array in the database rather than in the usual file system.



5. Click the **Save** button. The new folder is now added and displayed in the Files Window.
6. **Optional.** If this folder requires different permissions than its parent folder, See "Modifying Folder Permissions". To set file versioning and/or workflow for this folder, See "Managing Folder Properties"



v

The Newly Added Folder displayed in the Folder Explorer

Overview of Folder Types

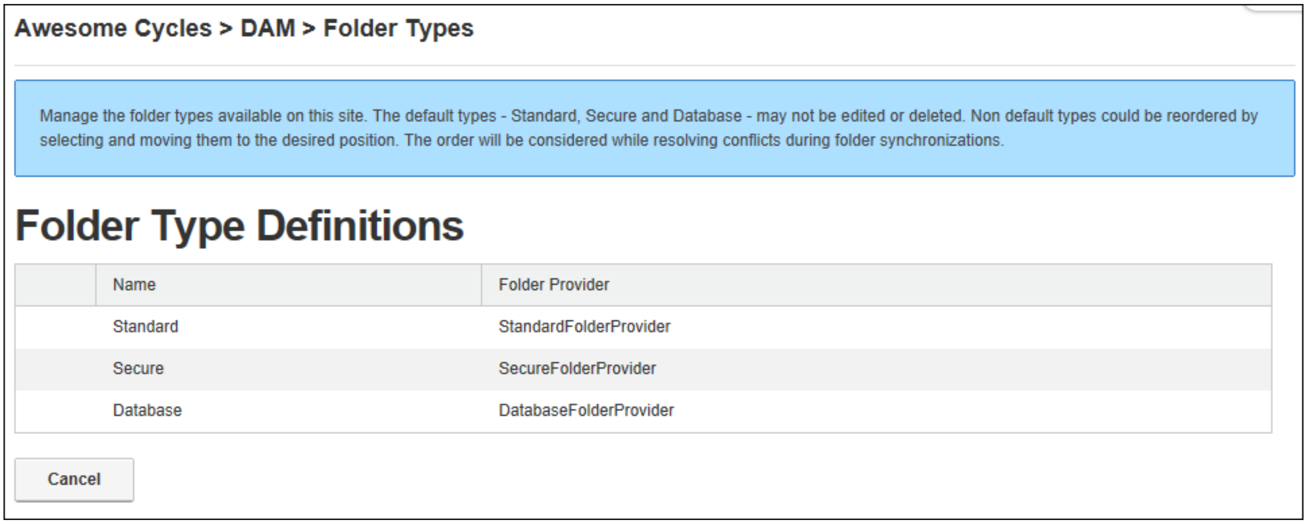
The DAM module comes with the following folder types:

Overview of the folder types:

- **Standard - File System**: Location to store most of your files. This is the default option.
- **Secure - File System**: This folder encrypts file names to prevent direct linking to files.
- **Secure - Database**: Stores files as a byte array in the database rather than in the usual file system.

To view the folder types available on your site:

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Select **Edit** > **Mange Folder Types** from the module action menu.



The Folder Type Definitions page

About Folder Security Settings

DAM enables authorized users to manage access to one or more folders by setting Folder Security Settings. Here's a description of the different permissions that can be set:

- **Open Files in Folder**: Grant this permission to enable users to view the files within this folder when they are displayed on the site or linked to from the site. All Users are granted this permission by default.
- **Browse Files in Folder**: Grant this permission to enable users to browse and select the files within this folder. Users are granted this permission to their personal folder by default which 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.

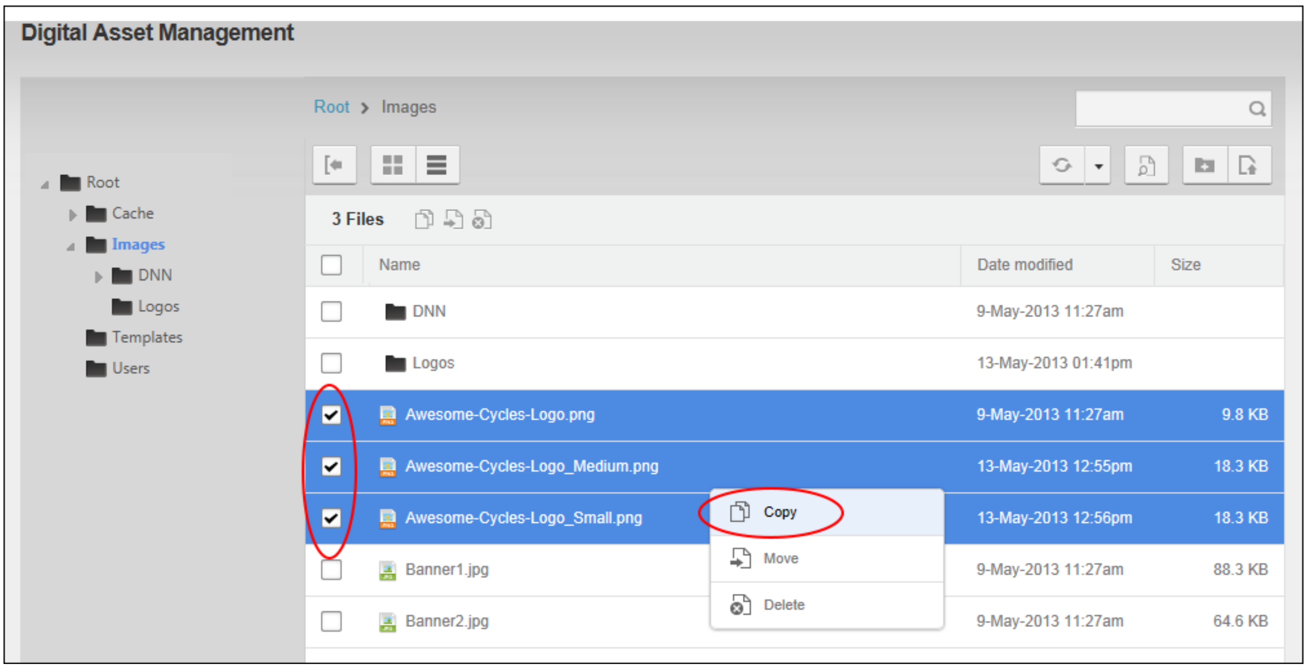
Related Topics:

- See "Adding a SubFolder"
- See "Modifying Folder Permissions"

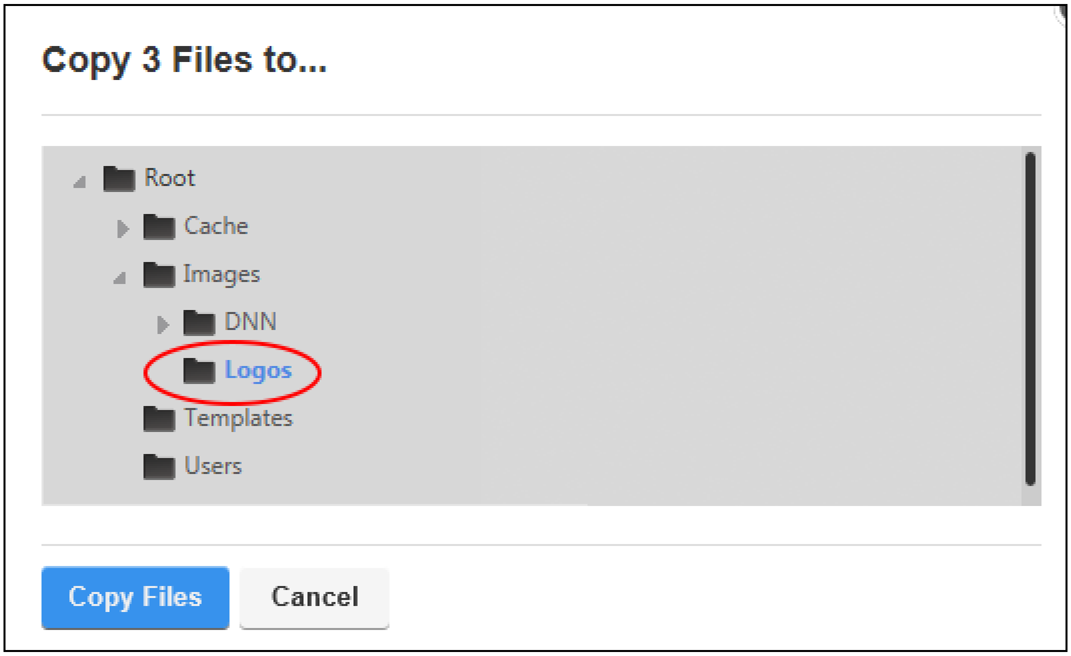
Copying Files

How to copy one or more files from one folder to another folder of the DAM module. DNN Platform users (including anonymous users) must be granted Write to Folder permission to both the folder where the file is located and the folder that the file is being copied to.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to and select the folder where the files to be copied are located. See "Navigating to and Selecting Folders"
3. In the File Window, mark the check box beside each file to be copied - OR - mark the check box in the File Window Title Bar to select all items that are currently displayed and then deselect any folders than have been selected. This is required because folders cannot be copied and the Copy option will not display until the folders are deselected. Tip: See "Navigating to Files" learn how to select different or additional files than those on the current page.
4. Right click on a selected item and select **Copy** from the drop down menu - OR - Click the **Copy** button in the Files Window Tool Bar.



5. This displays the Folder Navigation Tree in a new window. Choose the folder where the files will be copied too.



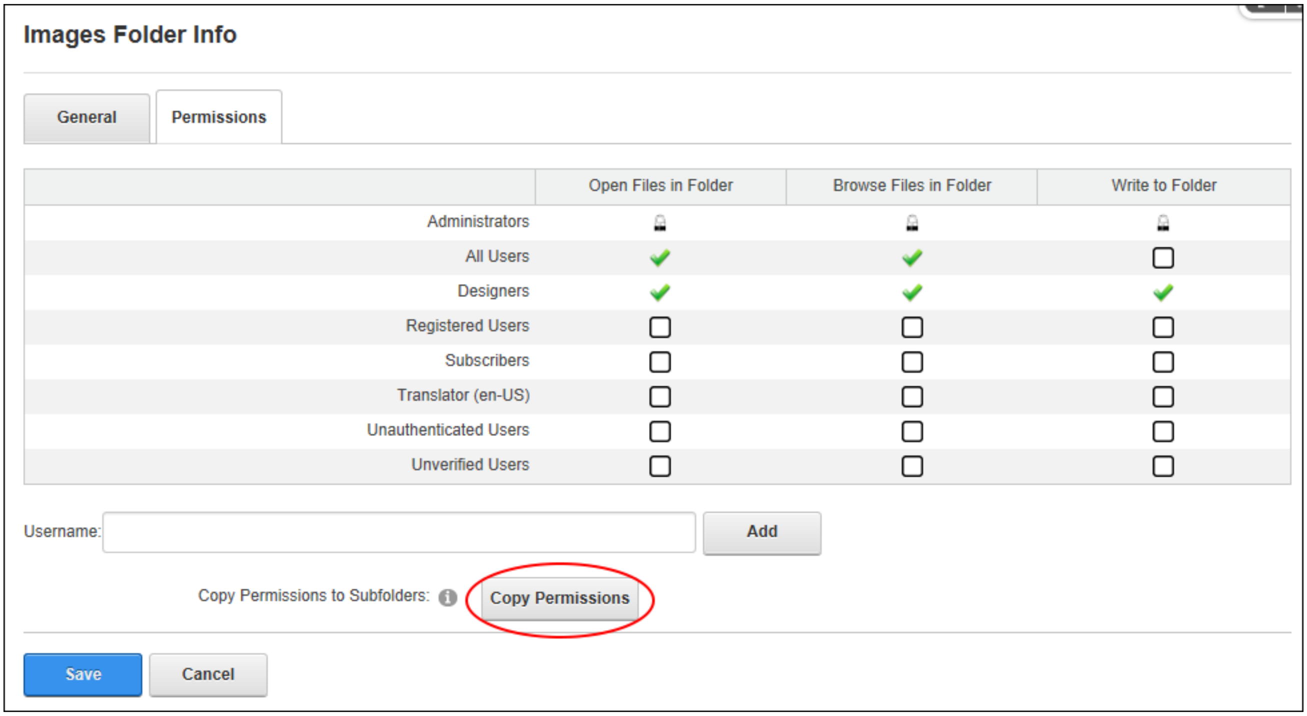
6. Click the **Copy Files** button.

Tip: If you are only coping one file you can simply right click on the item and select **Copy** from the drop down list.

Copying Permissions to Subfolders

How to copy the permissions assigned to a DAM folder to all of its subfolders. All users who have been granted Write to Folder permission to a folder can copy the permissions to subfolders.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to and select the required folder.
3. Right click on the folder name and select **View Folder Properties** - OR - Click the **View Folder Properties** button on the toolbar.
4. Select the **Permissions** tab. The current permission settings are displayed.
5. **At Copy Permissions to Subfolders**, click the **Copy Permissions** button.

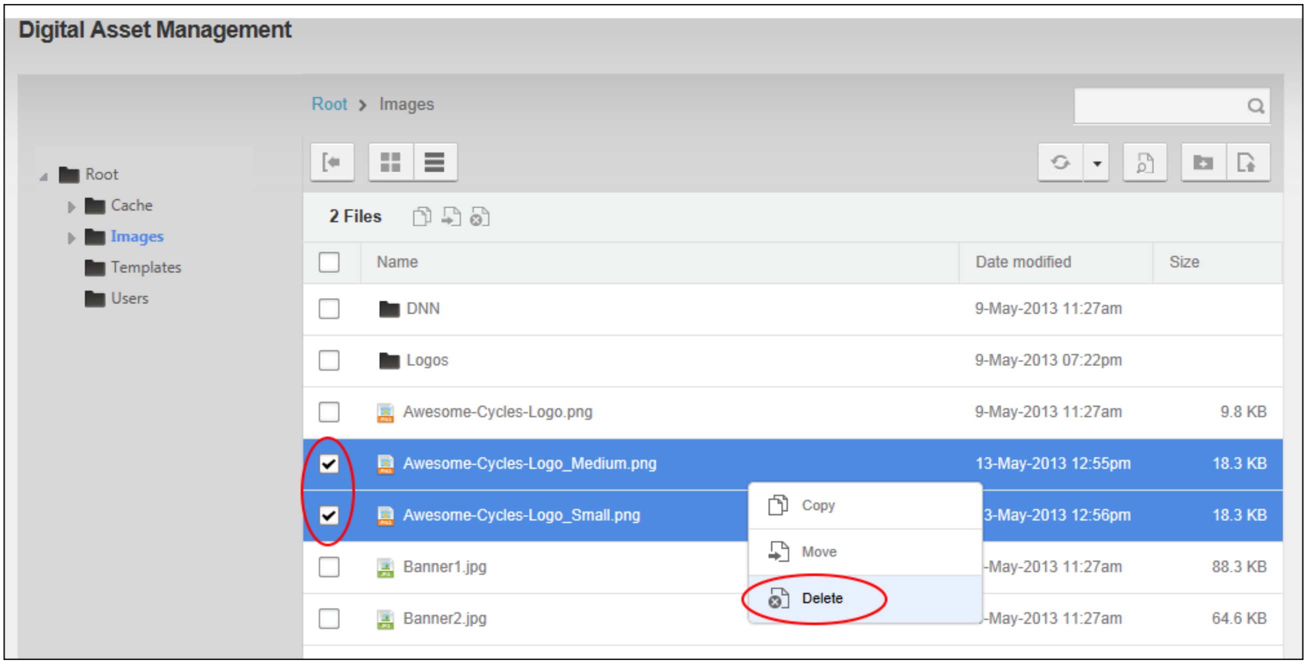


Deleting one or more Files and/or Folders

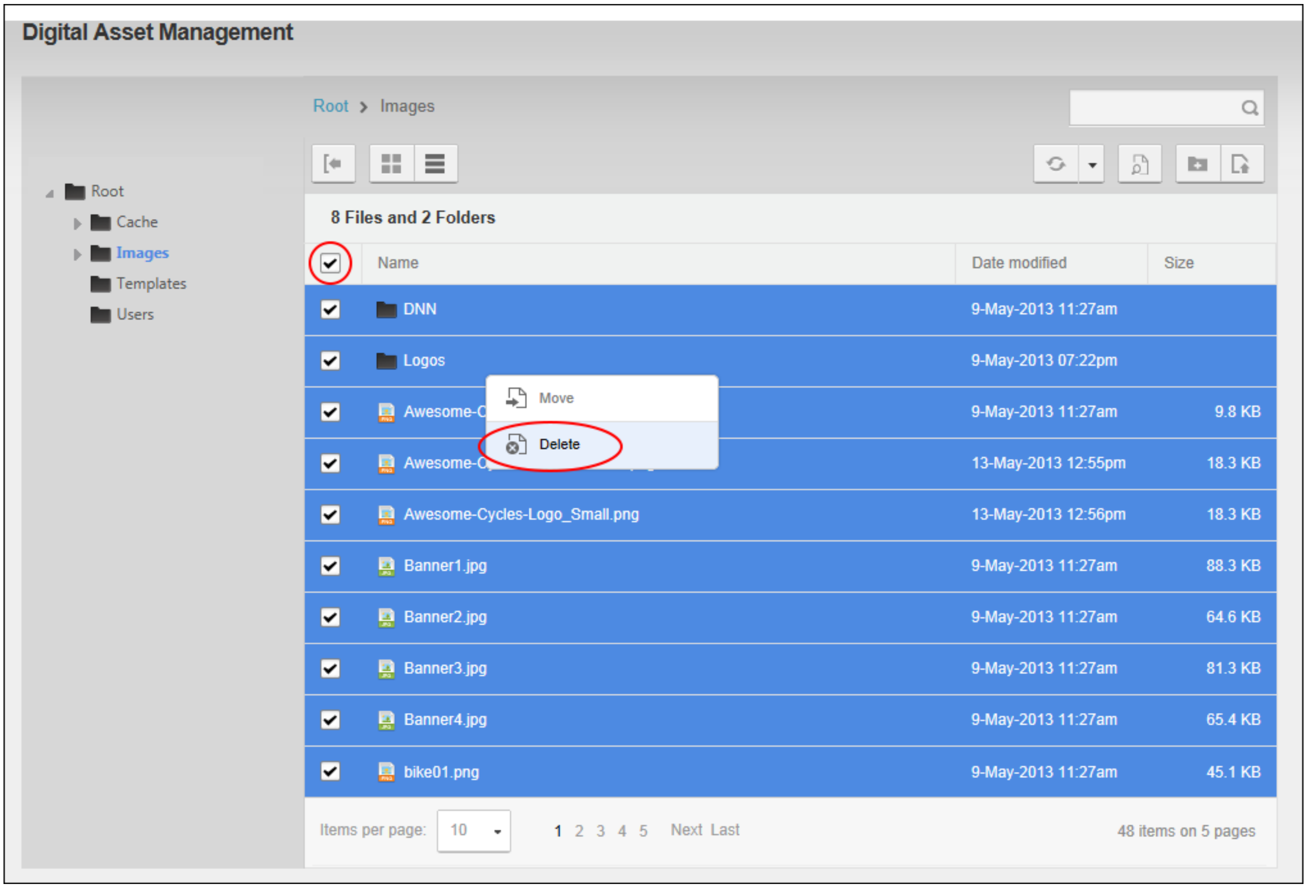
How to permanently delete one or more files and/or one or more folders including all the subfolders and files within that folder from DAM.

Users (including anonymous users) must be granted Write to Folder permission to the folder that the subfolders or files are located.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to and select the folder containing the folders or files to be deleted. See "Navigating to and Selecting Folders"
3. **Optional.** At **Page Size** increase the number of files displayed to view and delete more folders and/or files at one time.
4. In the Files Window, mark the check box beside each item to be deleted - OR - mark the check box in the File Window title bar to select all items on the current page for deletion.
5. Right click on a selected item and select **Delete** from the drop down menu - OR - Click the **Delete** button in the Files Window Tool Bar.



Deleting the selected items



Deleting all items displayed on this page

6. This displays the message "Are you sure you want to delete [number of] Folders and [number of] Files?"
7. Click the **Delete** button to confirm deletion.

> Tip: If you are only deleting one file or folder, you can simply right click on the item and select **Delete** from the drop down list.

Managing File Properties

How to modify the properties of files with Digital Asset Management including adding file tags, setting file attributes and setting publishing schedules. DNN Platform users (including anonymous users) must be granted Manage Settings permissions to the folder where the file is located.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to the required folder. See "Navigating to and Selecting Folders"
3. Select the folder and click the **View Folder Properties** button in the toolbar - OR - Right click on the folder and select **View Folder Properties**.
4. The following properties can be edited:
   1. In the **Name** text box, enter a new file name. **Warning.** Renaming a file does not update any references to this file across your site. E.g. If the file is an image that is displayed in the HTML module, renaming the file will break the path to the image and you will need to manually update the image path by editing the content of that module. Because of this, it is recommended that you only rename a file when it is first uploaded to the site and has not yet to be used on the site.
   2. In the **Tags** text box, enter one or more tags separated by a comma.
   3. At **Attributes**, modify any of the following file attributes:
      - At **Archive**, mark the check box to allow the file to be archived by the operating system. This option is enabled by default.
      - At **Hidden**, mark the check box to hide this file on the site. Hidden files don't display on your site in modules such as the HTML module, they are also not displayed on vendor banners, nor are they displayed for selection from the Rich Text Editor image or file galleries. This option is disabled by default.
      - At **Read-only**, mark the check box to set the file as read only. This option is disabled by default.
      - At **System**: mark the check box to disable hidden option in file properties (Windows). For fast searching, allow Indexing Service to index this file. This option is disabled by default.
5. Click the **Save** button to save any modifications.

Managing File Tags

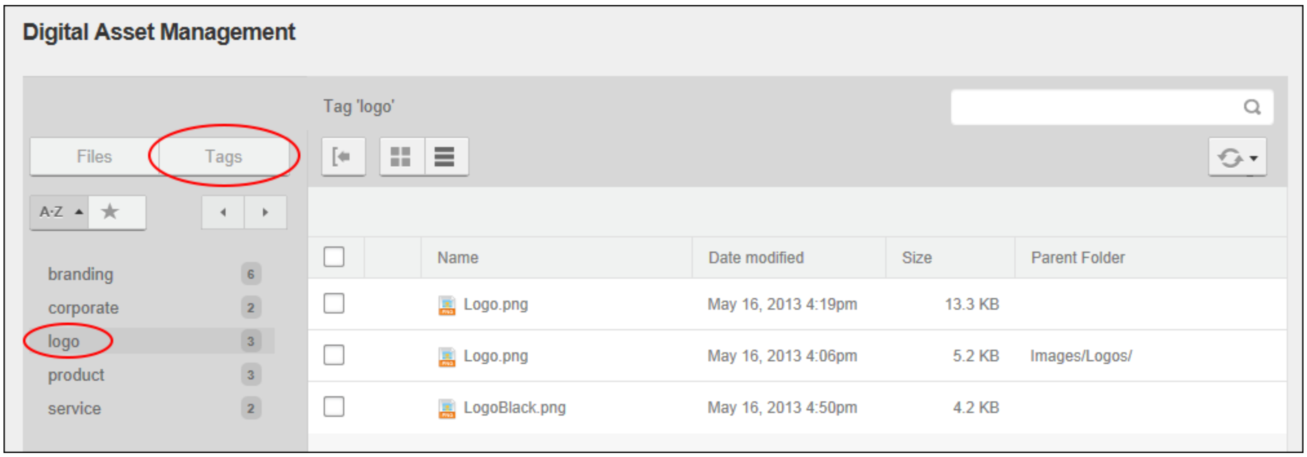
How to work with tagged files in the Digital Asset Management Pro module. Registered users must be granted Manage Settings permissions to the folder where the file is located.

Viewing Tags

Users (including anonymous users) must be granted view rights to the module.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management Pro module.
2. Select the **Tags** button in the top left corner to view the Tags List.

3. Click on a tag name to view results in the File Window.
4. Tags can be sorted in the following orders:
    - A-Z **A-Z**: Click to sort tags in ascending or descending order alphabetically.
    - ★ **Order by Number of Results**: Click to sort tags by frequency of use in either ascending or descending order.
    - **Back** and **Forward**: Click to move back or forward through the list of tags. These buttons will be enabled when more than ten (10) tags are in use.



Adding Tags

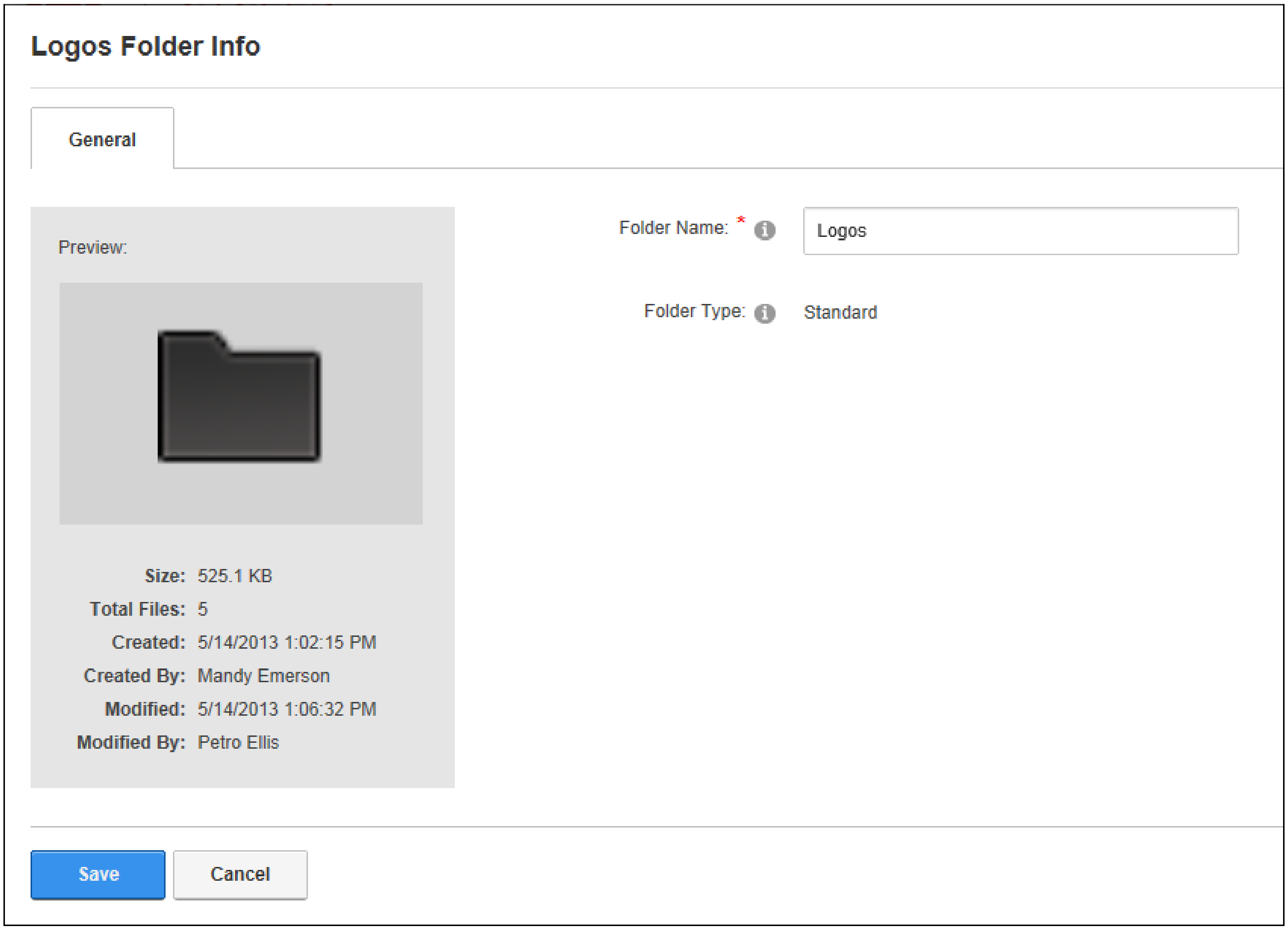
Registered users must be granted Manage Settings permissions to the folder where the file is located.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management Pro module.
2. Navigate to the required folder. See "Navigating to and Selecting Folders"
3. Right click on the file row and select **View Properties** - OR - mark the check box beside a file and click the **View Properties** button in the Files Window Tool Bar.
4. In the **Tags** text box, enter one or more tags separated by a comma.
5. Click the **Save** button.

Managing Folder Properties

How to modify the properties and permissions of a folder within DAM including enabling and configuring file versioning and workflow. Users (including anonymous users) must be granted Write to Folder permission to the folder.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to the required folder. See "Navigating to and Selecting Folders"
3. Select the folder and click the **View Folder Properties** button in the toolbar - OR - Right click on the folder and select **View Folder Properties**.
4. The following information is displayed:
   - **Preview**: Displays a thumbnail image of the folder.
   - **Size**: Total size of all the files within this folder.
   - **Total Files**: Total number of the files within this folder.
   - **Created**: Date and time when this folder was created. This field will be blank for folders that were generated when the site was built.
   - **Created By**: First and last name of the user who created this folder. This field will be blank for folders that were generated when the site was built.
   - **Modified**: Date and time when this folder was last modified.
   - **Modified By**: First and last name of the last user to modify the properties of this folder.
   - **Folder Type**: Indicates the type of folder. I.e. Standard, secure, database, Amazon Folder Provider, Azure Folder Provider or UNC Folder Provider.
5. The following properties can be edited:
   1. In the **Folder Name** text box, enter a new folder name. **Warning.** Renaming a folder does not update any references to the files within the folder across your site. E.g. If a file within this folder is an image that is displayed in the HTML / HTML Pro module, then renaming the file will break the path to the image and you will need to manually update the image by editing the content of that module. Because of this, it is recommended that you only rename folders before the file within them are used on the site.



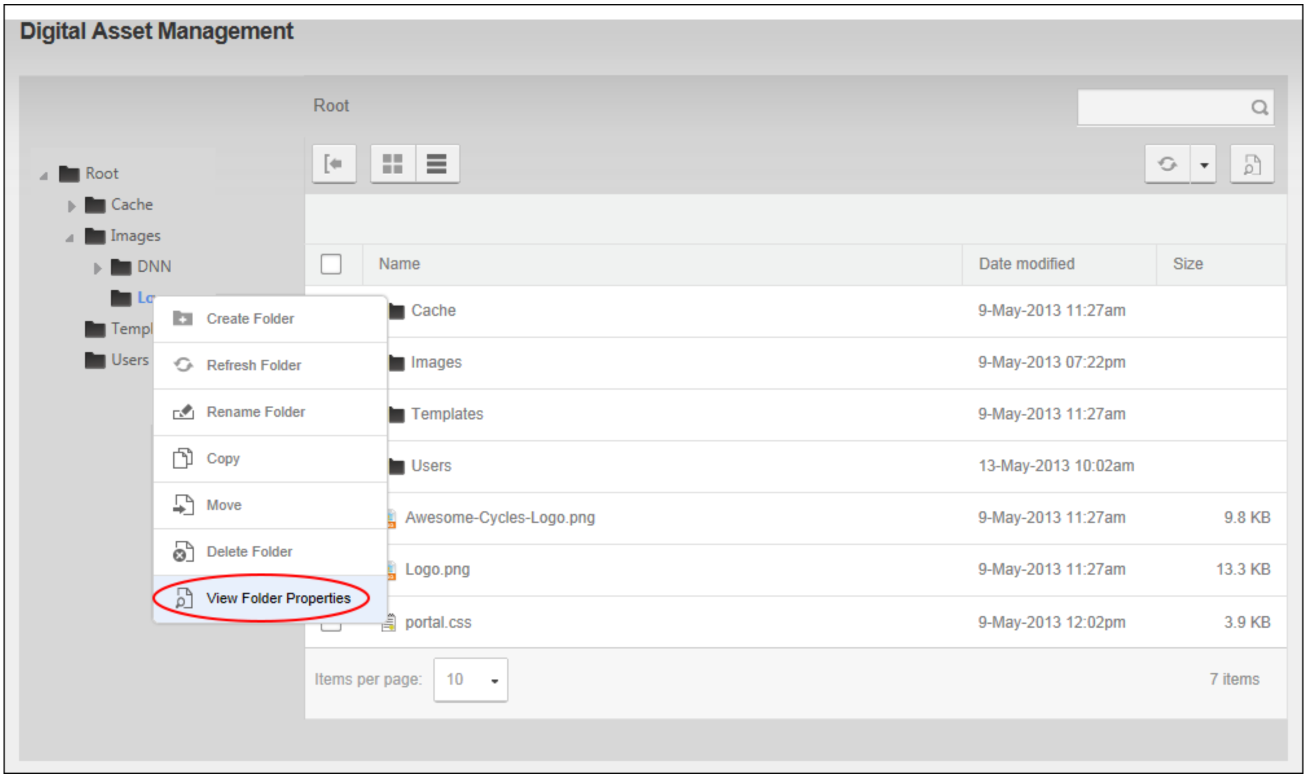
General Properties of a Digital Asset Management folder

6. Click the **Save** button to save any modifications.

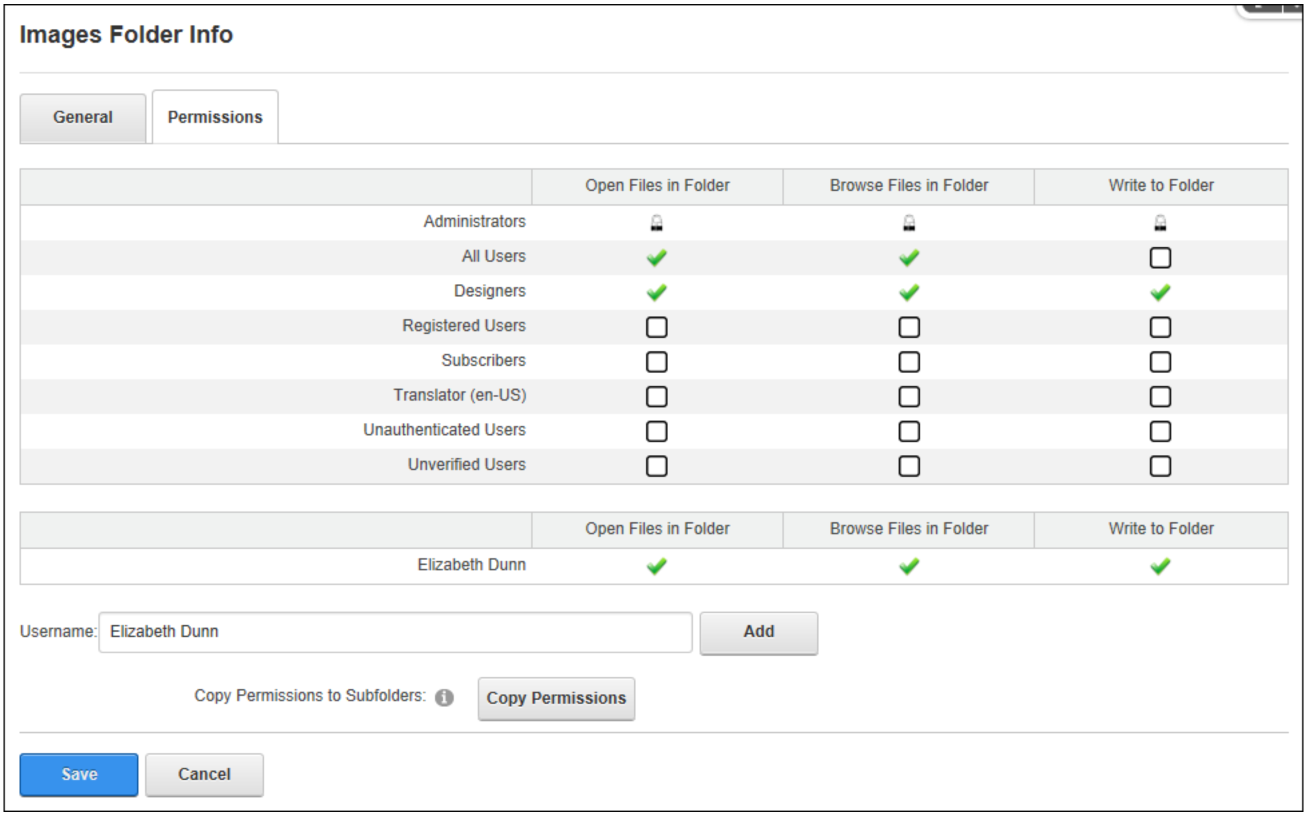
Modifying Folder Permissions

How to modify the permissions assigned to a DAM folder. All users who have been granted Write to Folder permission to a folder can modify the permissions for that folder.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to and select the required folder.
3. Right click on the folder name and select **View Folder Properties** - OR - Click the **View Folder Properties** button on the toolbar.



4. Select the **Permissions** tab. The current permission settings are displayed.
5. **Optional.** At **Filter By Group**, select **< All Roles >** from the drop down list to view a list of all available roles or select a specific role to set permissions for that role only.
6. **Optional.** In the **Username** text box, enter the username of the user to have permissions assigned and then click the **Add** button. This adds the user's name.
7. Click on a check box beside a user/role repeatedly until the correct permission (**Permission Granted**, **Permission Denied**, or **Not Specified**) is displayed for viewing files (Opening Files in Folder), browsing files (Opening Files in Folder), or uploading files (Write To Folder).
8. **Optional.** At **Filter By Group**, select another role, role group or Global Roles to set permissions for additional roles.

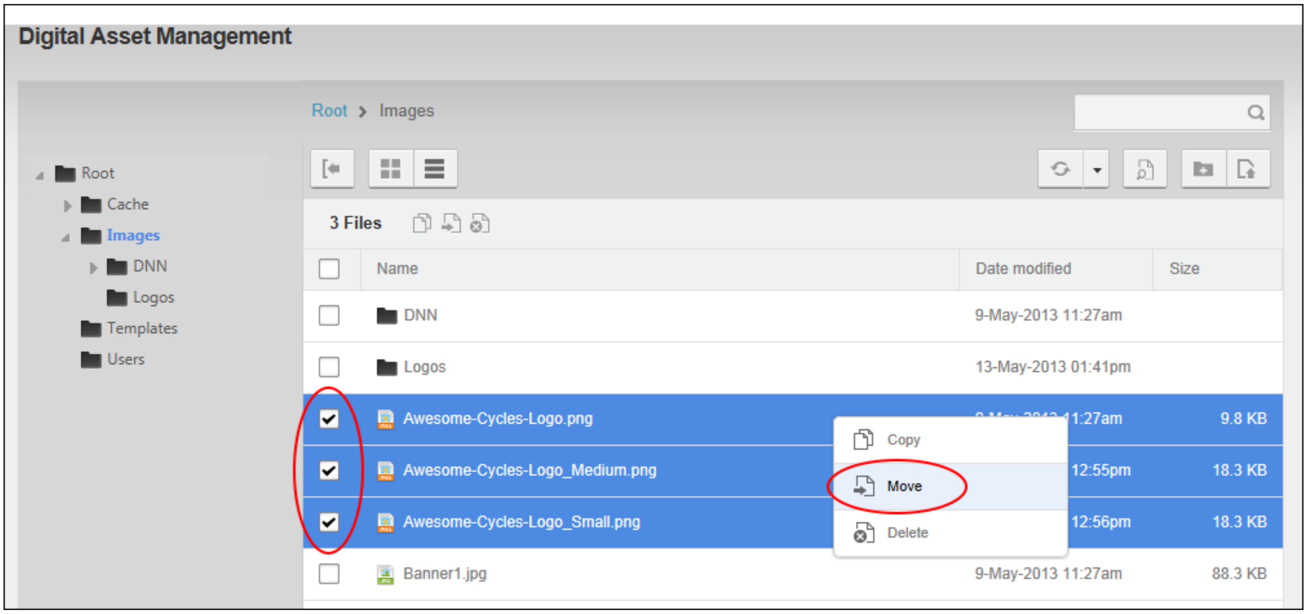


9. Click the **Save** button.

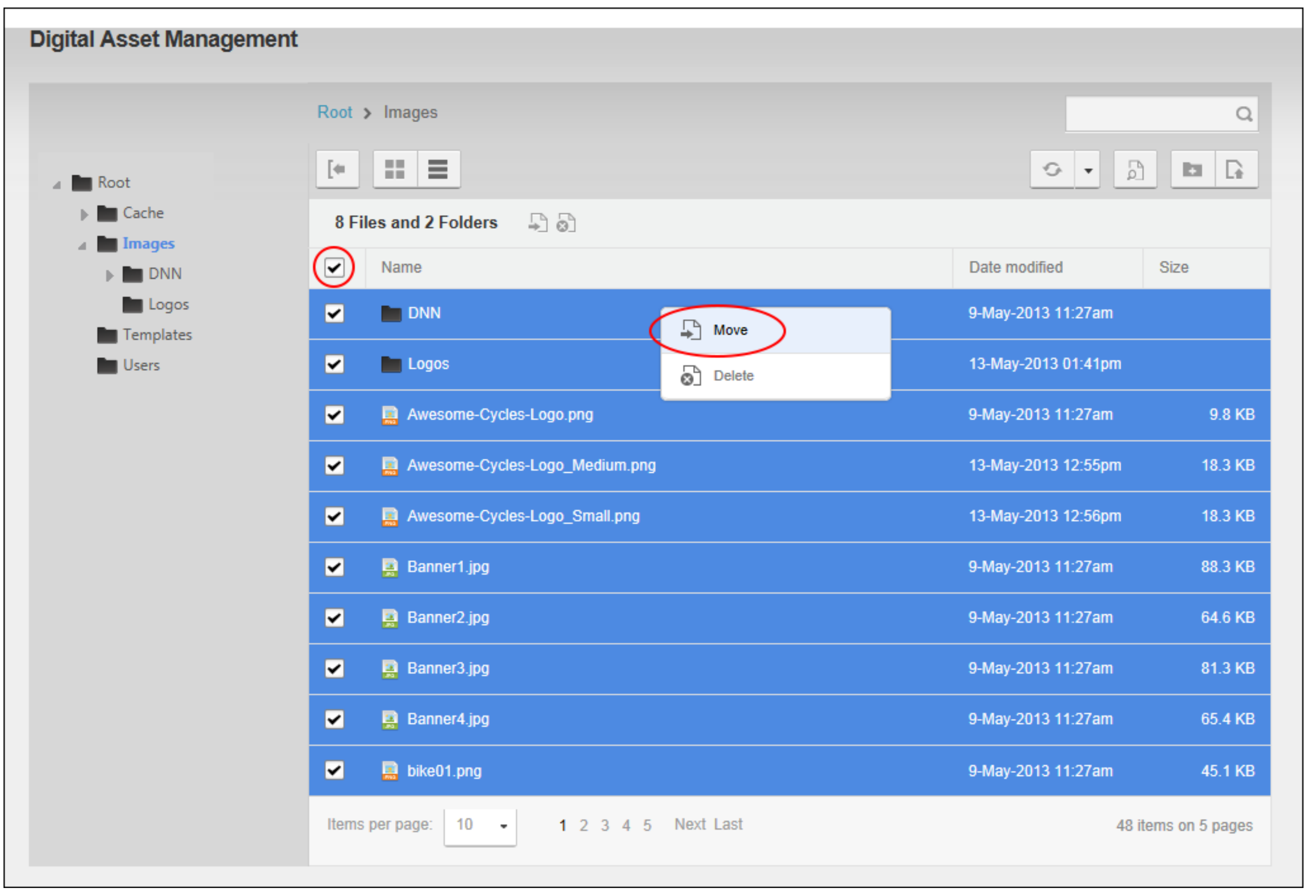
Moving Files and/or Folders

How to move one or more files and/or one or more folders including all the subfolders and files within that folder of DAM. Users (including anonymous users) must be granted Write to Folder permission to both the folder where the file or folder is located and the folder that the file or folder is being moved to.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
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, mark the check box beside each item to be moved - OR - mark the check box in the File Window Title Bar to select all items on the current page. Tip: See "Navigating to Files" learn how to select different or additional files and folders than those on the current page.
4. Right click on the row of a selected item and select **Move** from the drop down menu - OR - Click the **Move** button in the Files Window Tool Bar.

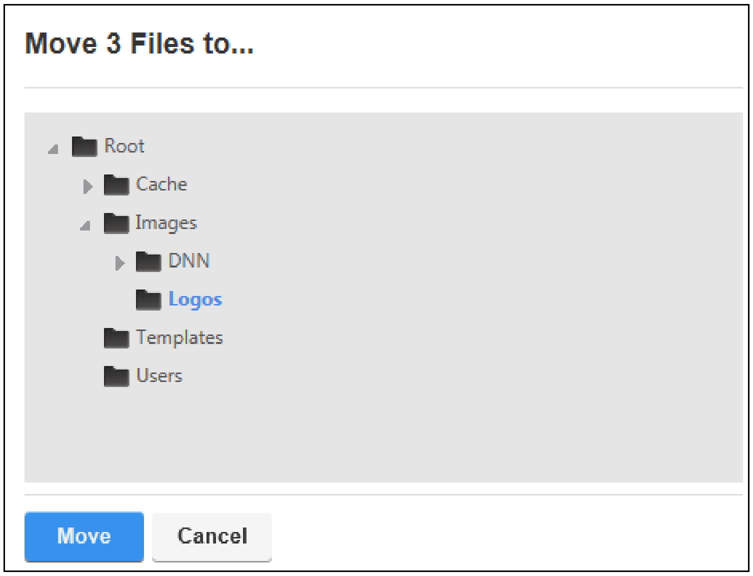


Moving selected items



Moving all items displayed on this page

5. This displays the Folder Navigation Tree in a new window. Choose the folder where the files and/or folders will be moved too.



6. Click the **Move** button.

> Tip: If you are only moving one file or folder, you can simply right click on the item and select **Move** from the drop down list.

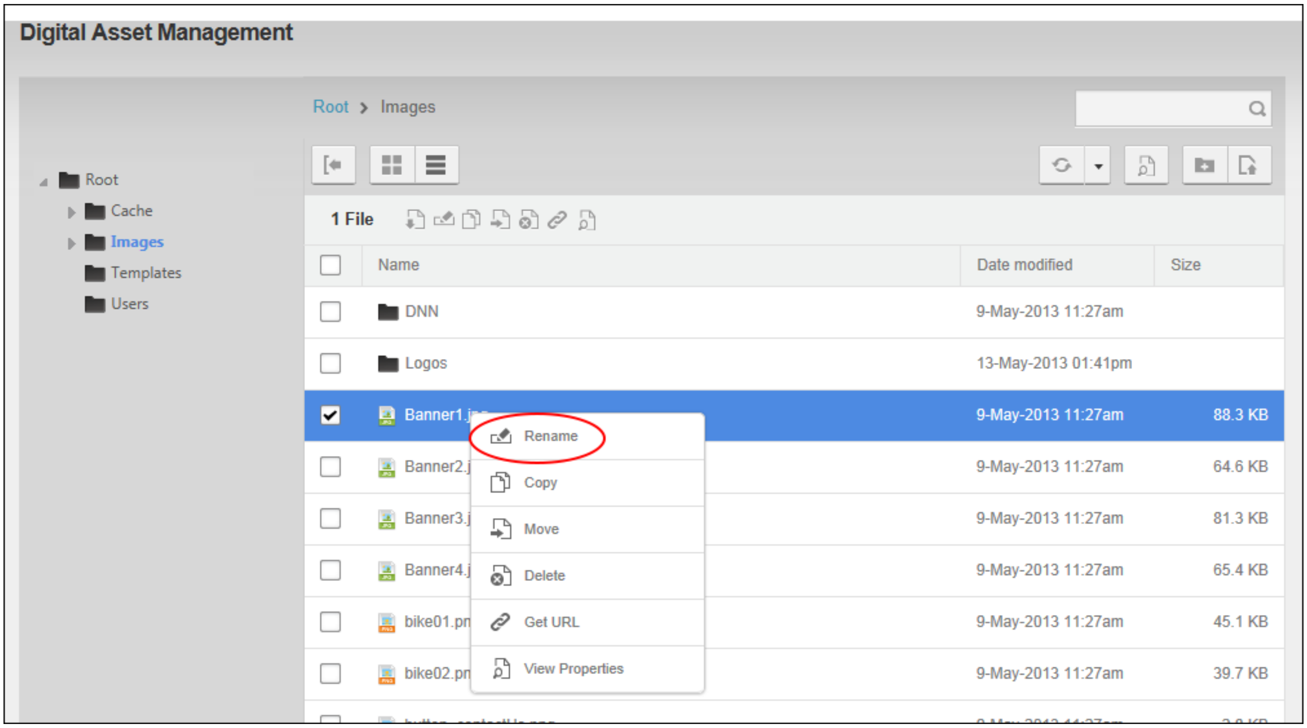
Renaming a File

How to rename a file within DAM. Users must be granted Write to Folder permission to the folder where the file is located.

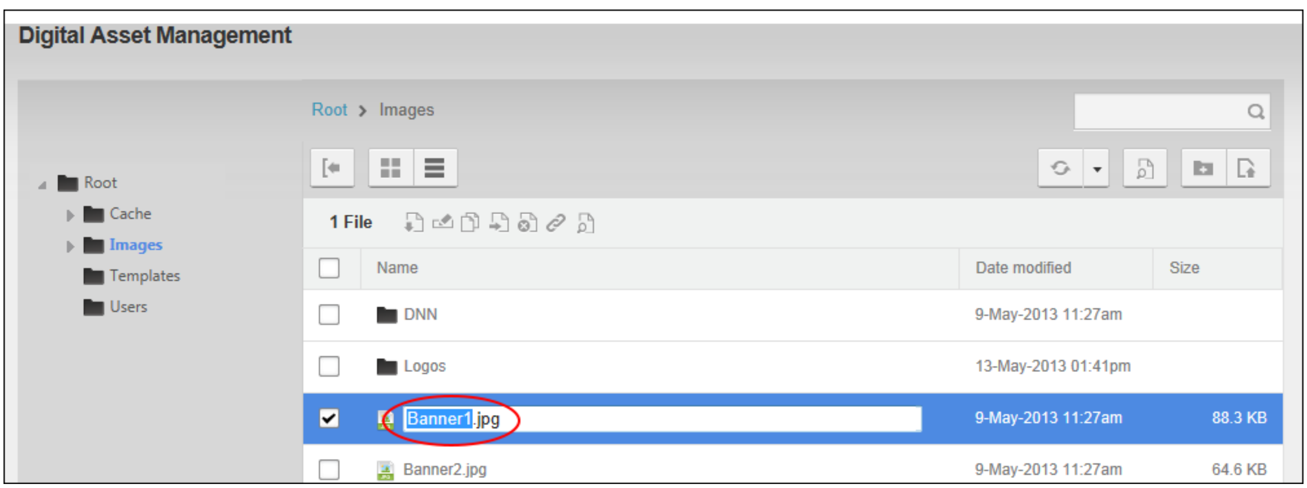
Warning. Renaming a file does not update any references to this file across your site. E.g. If the file is an image that is displayed in the HTML / HTML Pro module, renaming the file will break the path to the image and you will need to manually update the image path by editing the content of that module. Because of this, it is recommended that you only rename a file when it is first uploaded to the site and has not yet to be used on the site.

1. Navigate to Admin > **File Management** - OR - Go to a Digital Asset Management module.
2. Navigate to and select the folder where the file is located. See "Navigating to and Selecting Folders"
3. In the Files Window, right click on the name of the file.

4. Right click on the file row and select **Rename** from the drop down menu - OR - mark the check box beside the file and then click the **Rename** button in the Files Window Tool Bar.



5. The name of the selected file is now highlighted.



6. Enter the new file name and strike the **Enter** key.

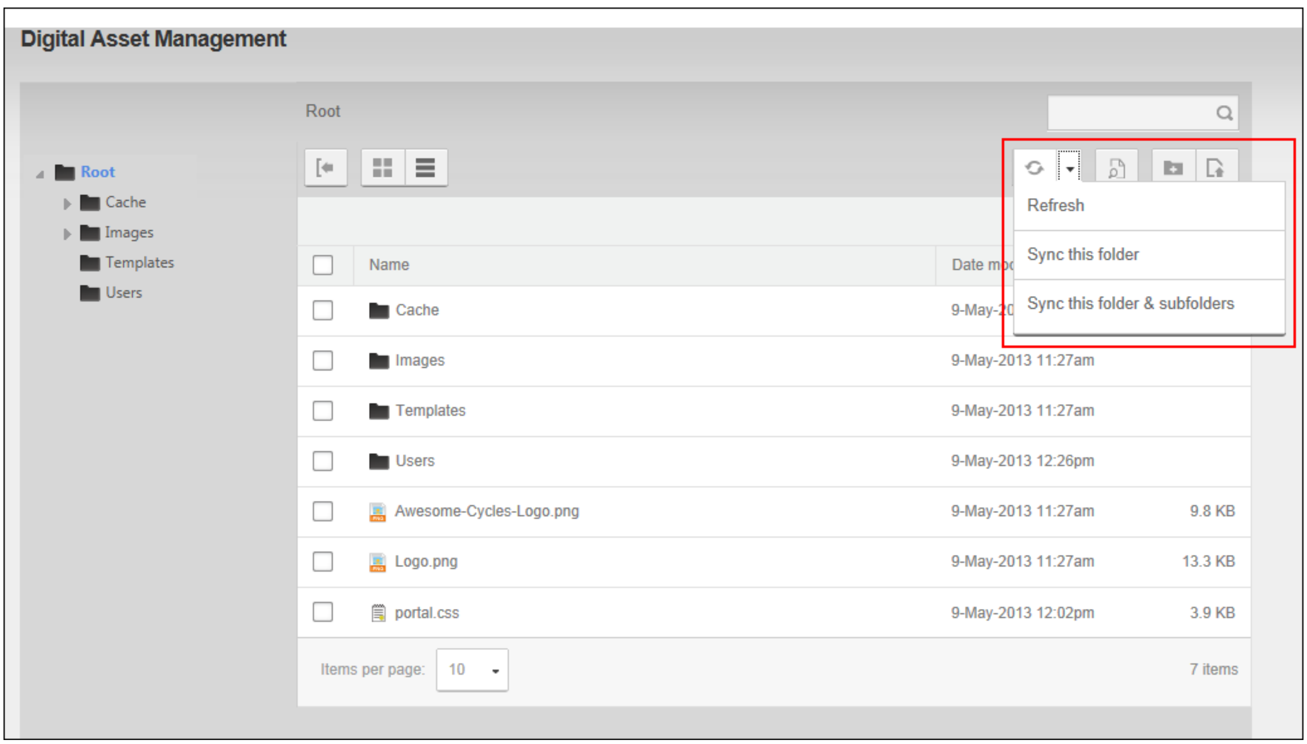
Administrators

Synchronizing Folders

How to synchronize one or more folders of DAM to ensure the folders listed match the folder structure within the database. This may be required when folders are uploaded using FTP directly to the database. Restricted to Administrators.

1. Navigate to Admin > **File Management** - OR - Go to a DAM module.
2. Click the **Sync** button on the toolbar and then select one of these options from the drop down list:
    - **Refresh**: Select to refresh the files within a selected DAM folder to ensure the file information in the database matches the files on the server. This may be required if files have been uploaded via FTP
    - **Sync this folder**: Select to synchronize the folder structure and files of the selected folder only.
    - **Sync this folder & subfolders**: Select to synchronize the folder structure and files of the selected folder and all subfolders.

> Tip: Click on the **Sync** button again to close the drop down menu.

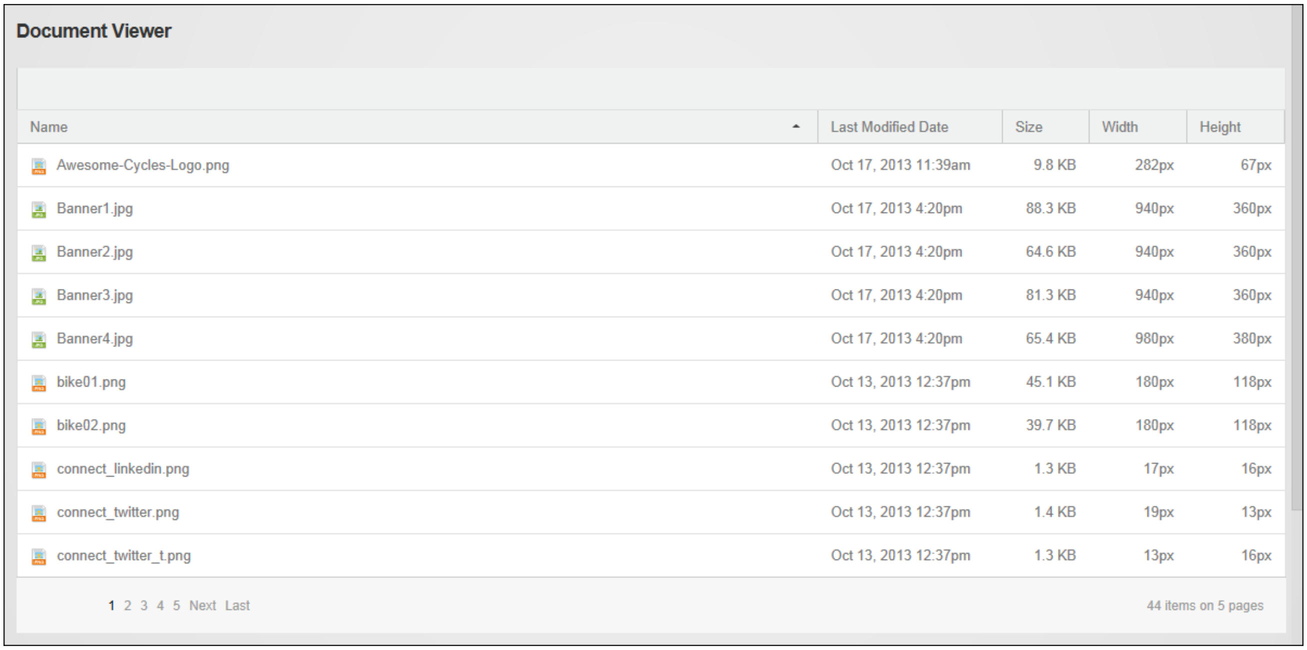


Settings

Configuring DAM Settings

How to configure the settings applied to an instance of the DAM module.

1. Go to a Digital Asset Management module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Digital Asset Management** tab.
4. At **Default Folder Type**, select **Standard**, **Secure**, or **Database** as the default folder type that will be used when adding a new folder to this DAM.
5. At **Mode**, select from these options:
   - **Normal**: Select for the typical use.
   - **Group**: Select for group use only. Skip to Step 7.
   - **User**: Select to only display the files of the current user. This means when a user logs into the site they can use this instance of DAM to view the files within their personal folder. Skip to Step 7.
6. At **Set View Condition** you can choose to add or remove a filter that will limit the files that are displayed from these options:
   - **Not Set**: Select to remove all filters and display all folders the user is authorized to browse.
   - **Filter by Folder**: Select to only display the files within the selected folder and then select the folder name from the drop down list.
     - **Exclude subfolders**: Select to only display files within the selected folder and hide all subfolders and files within those subfolders.
     - **Include Subfolders (Files Only)**: Select to display all files within the selected folder and its sub-folders in one single list.



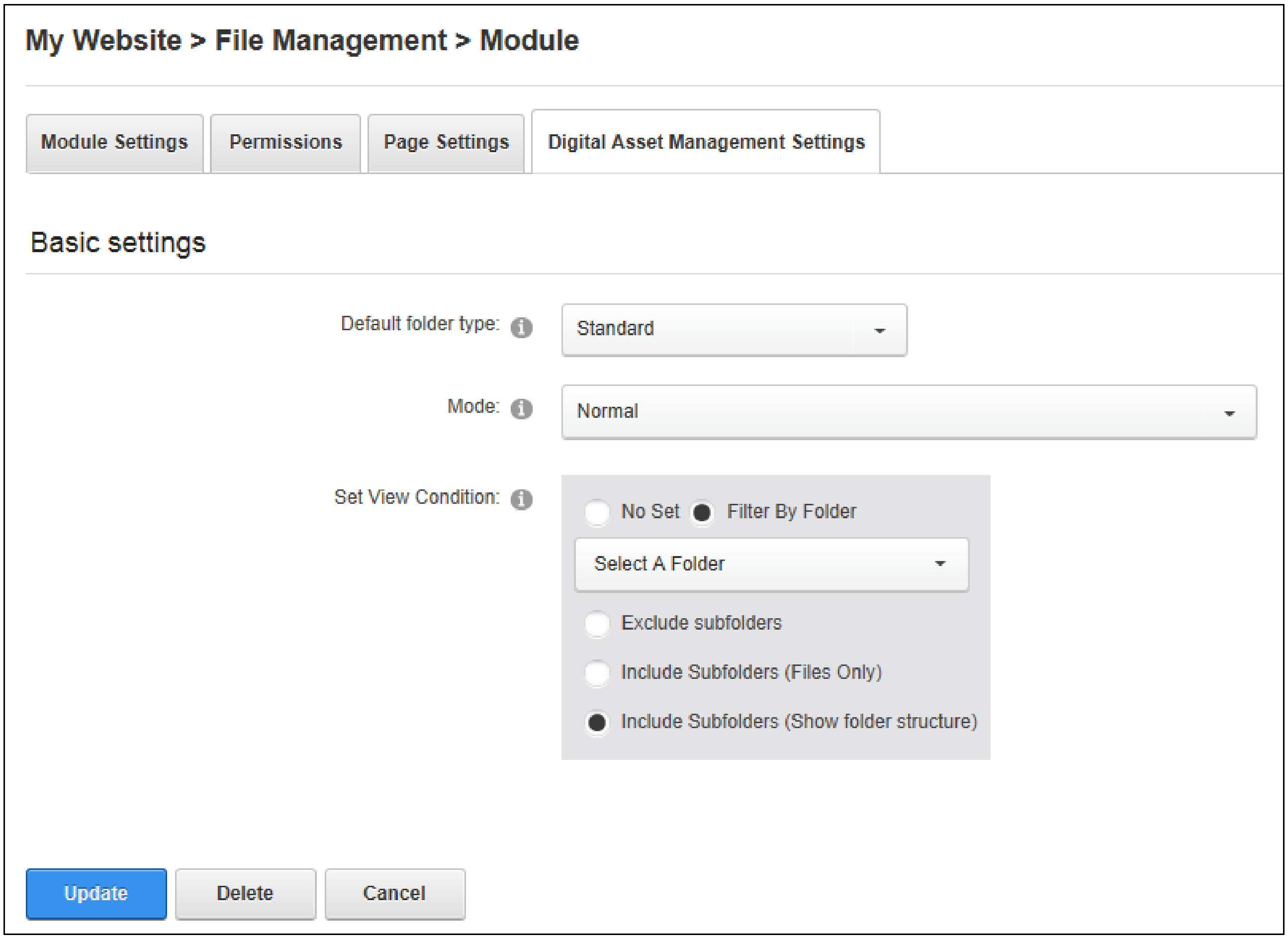
Document Viewer

Name	Last Modified Date	Size	Width	Height
Awesome-Cycles-Logo.png	Oct 17, 2013 11:39am	9.8 KB	282px	67px
Banner1.jpg	Oct 17, 2013 4:20pm	88.3 KB	940px	360px
Banner2.jpg	Oct 17, 2013 4:20pm	64.6 KB	940px	360px
Banner3.jpg	Oct 17, 2013 4:20pm	81.3 KB	940px	360px
Banner4.jpg	Oct 17, 2013 4:20pm	65.4 KB	980px	380px
bike01.png	Oct 13, 2013 12:37pm	45.1 KB	180px	118px
bike02.png	Oct 13, 2013 12:37pm	39.7 KB	180px	118px
connect_linkedin.png	Oct 13, 2013 12:37pm	1.3 KB	17px	16px
connect_twitter.png	Oct 13, 2013 12:37pm	1.4 KB	19px	13px
connect_twitter_t.png	Oct 13, 2013 12:37pm	1.3 KB	13px	16px

1 2 3 4 5 Next Last

44 items on 5 pages

- **Include Subfolders (Show folder structure)**: Select to display the selected folder and any subfolders on the page, allows users to navigate to the parent or subfolders.



7. Click the **Update** button.

Related Topics:

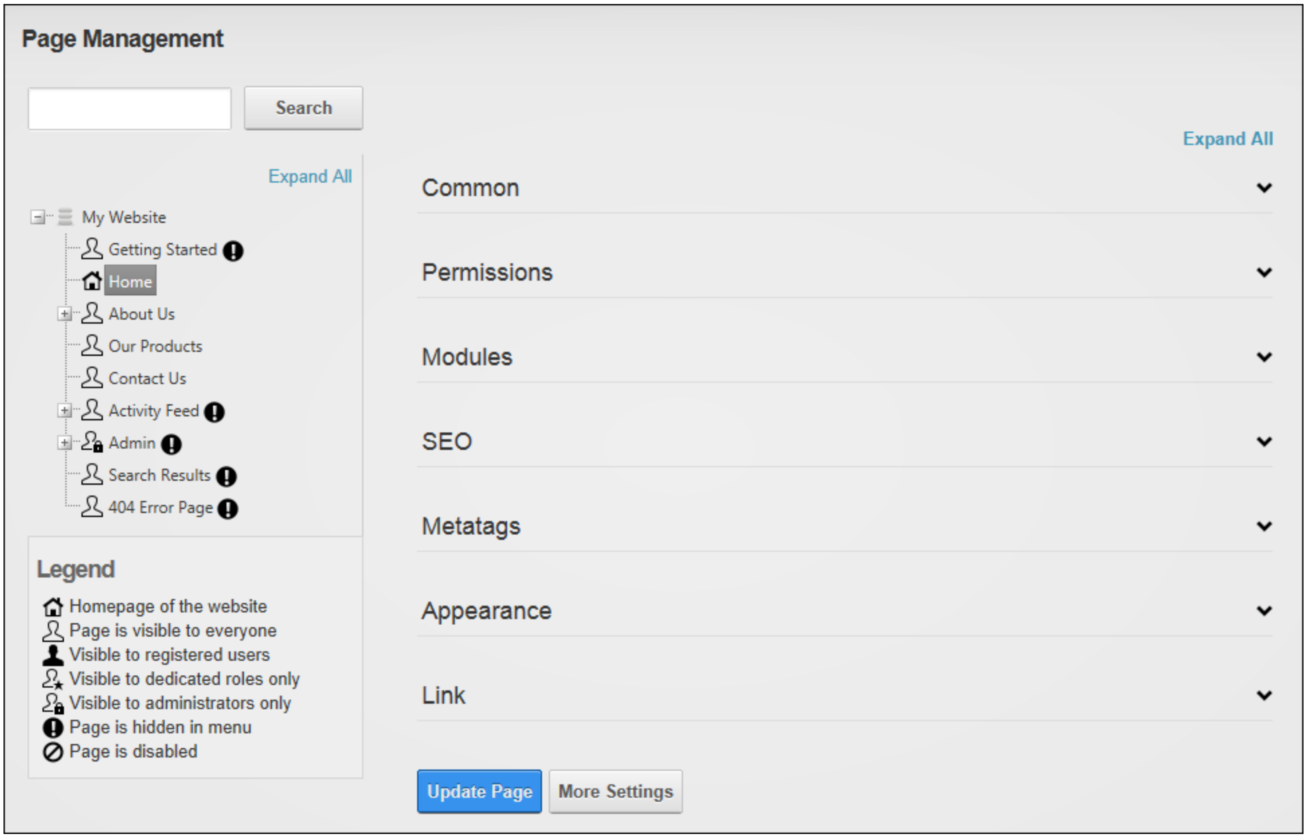
- See "Overview of Folder Types"

Page Management

About Page Management

The Admin > Page Management page displays a complete list of all pages on the site including hidden pages, disabled pages and the Admin pages, and allows authorized users to create and manage pages. The Pages module offers additional page management tools than the Pages section of the Control Panel, including the ability to modify page hierarchy and add multiple pages on multiple levels in a single update. Page Management and can be added to site pages.

Only Page Editors and Administrators can access pages where the Pages module is located. Users must be granted Edit Page permission in DNN Platform, or Add Content permissions in Evoq Contentand Evoq Content Enterprise, to the page where the Pages module is located to access the module. This permission enables these users to manage any pages that they are Page Editors for.



The Pages Module as viewed by Admin

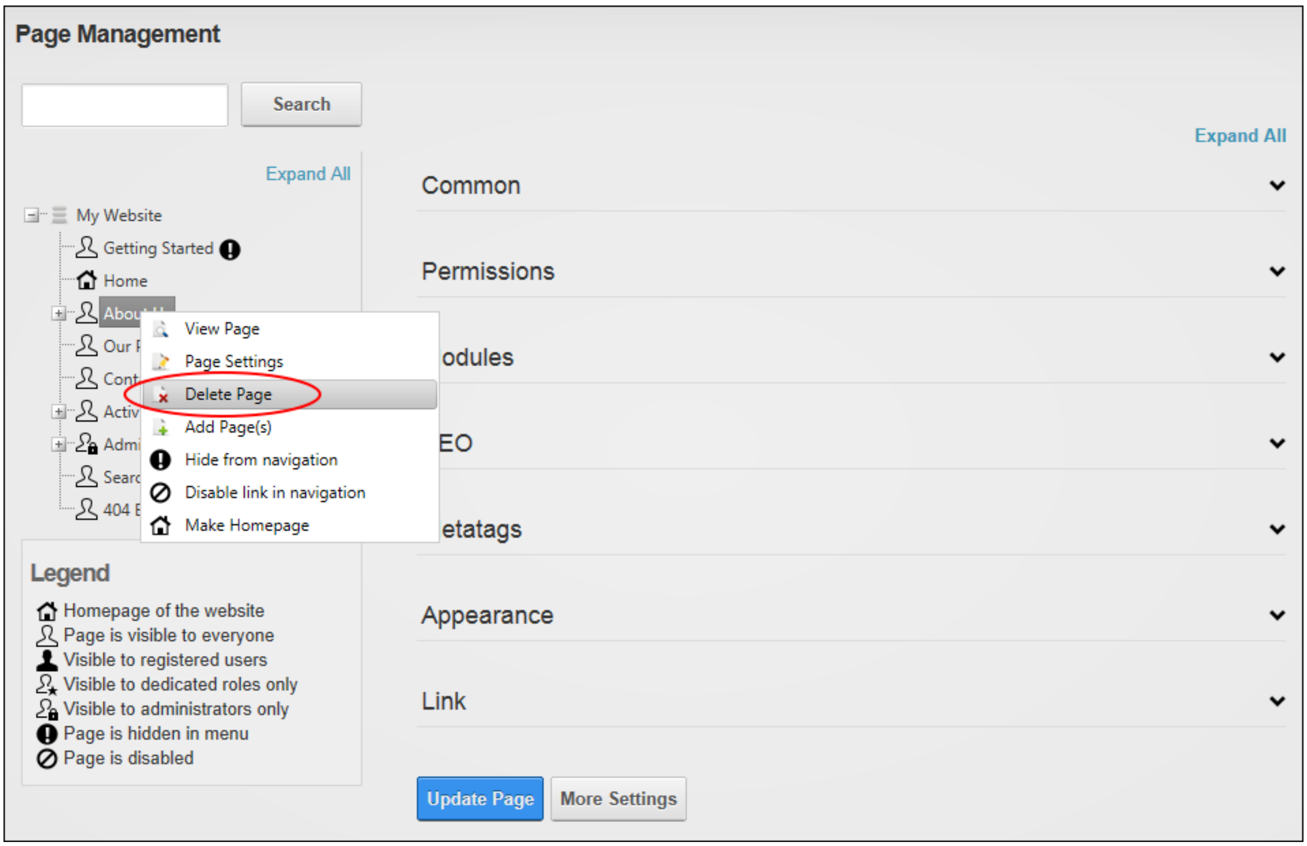
Page Editors

Deleting a Page (Pages Module)

How to delete a page including any child pages using the Pages module. Deleted pages are stored in the Recycle Bin where they can be restored or permanently deleted. See "About the Recycle Bin" DNN Platform users must be granted Edit Page permissions to the page where the Pages module is located and Edit Page permissions to the page that is being deleted.

> Note: The following pages cannot be deleted: any of the Admin and Host pages; any page defined as the Home, Splash, Login, User Registration or the Profile page; or the last visible site page.

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, right-click on the page to be deleted and then select **Delete Page** from the drop down list.



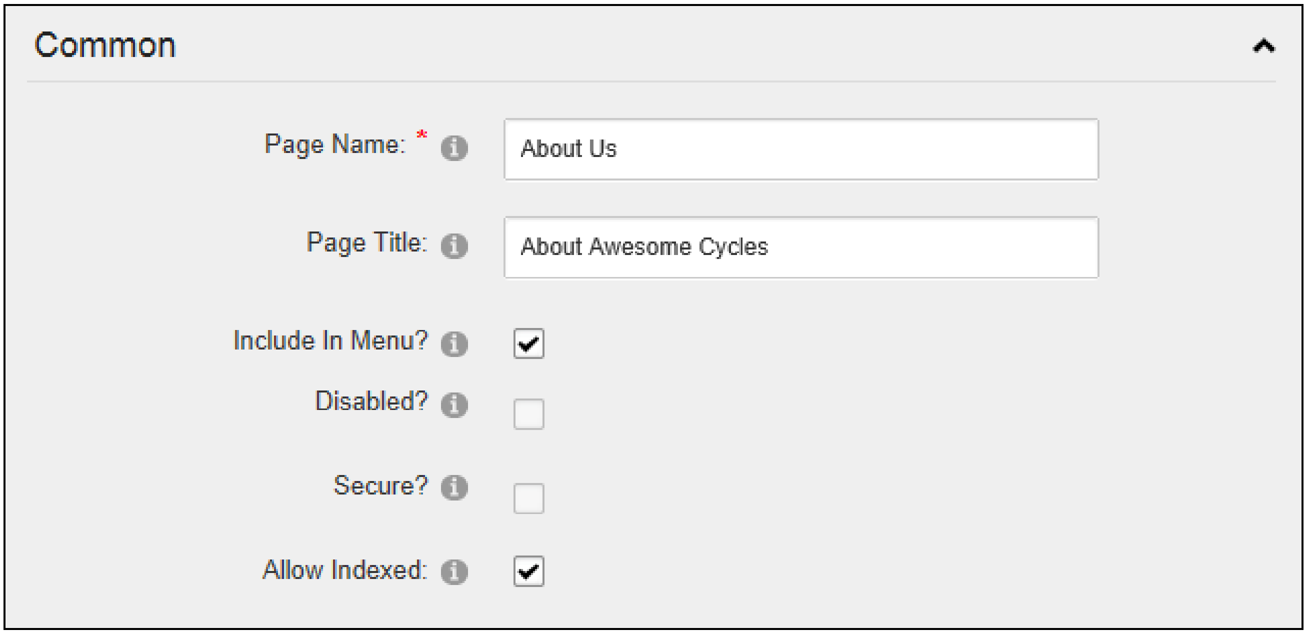
3. Click the **OK** button to confirm.

Editing Page Settings

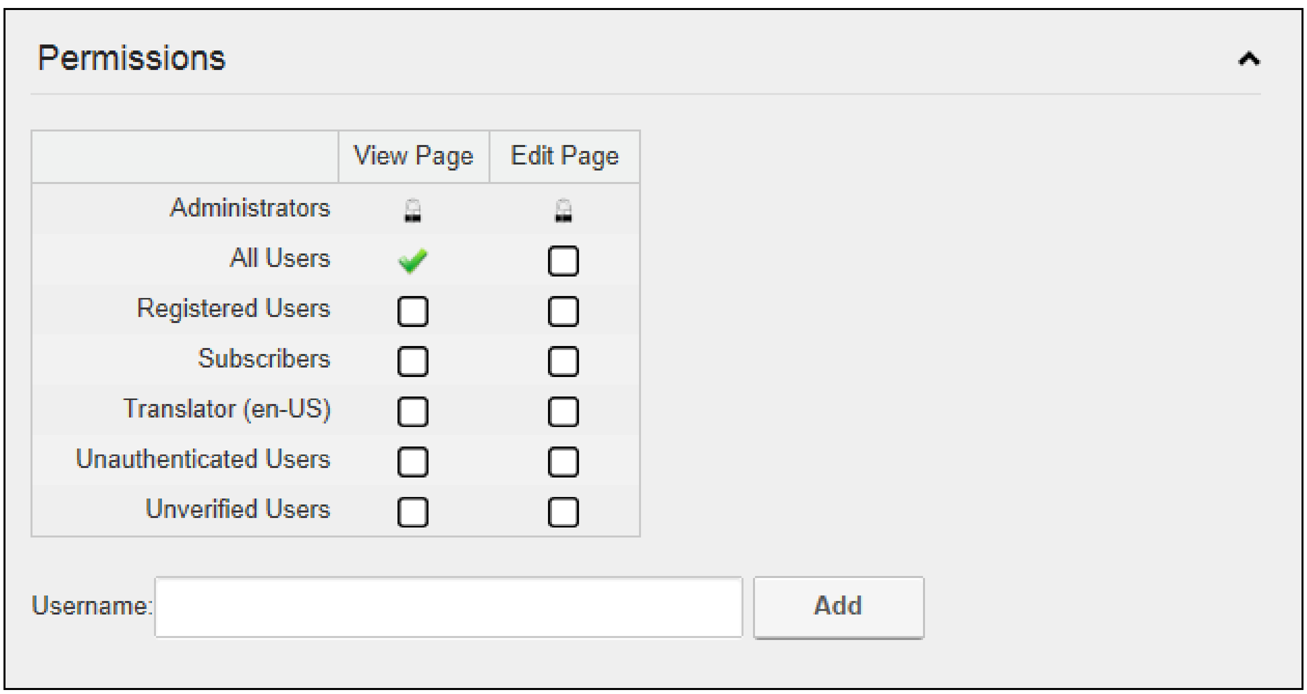
How to view and or edit a selection of page settings for any page using the Pages module. DNN Platform users must be granted Edit Page permissions to the page where the Pages module is located and the page that is being edited.

Option One

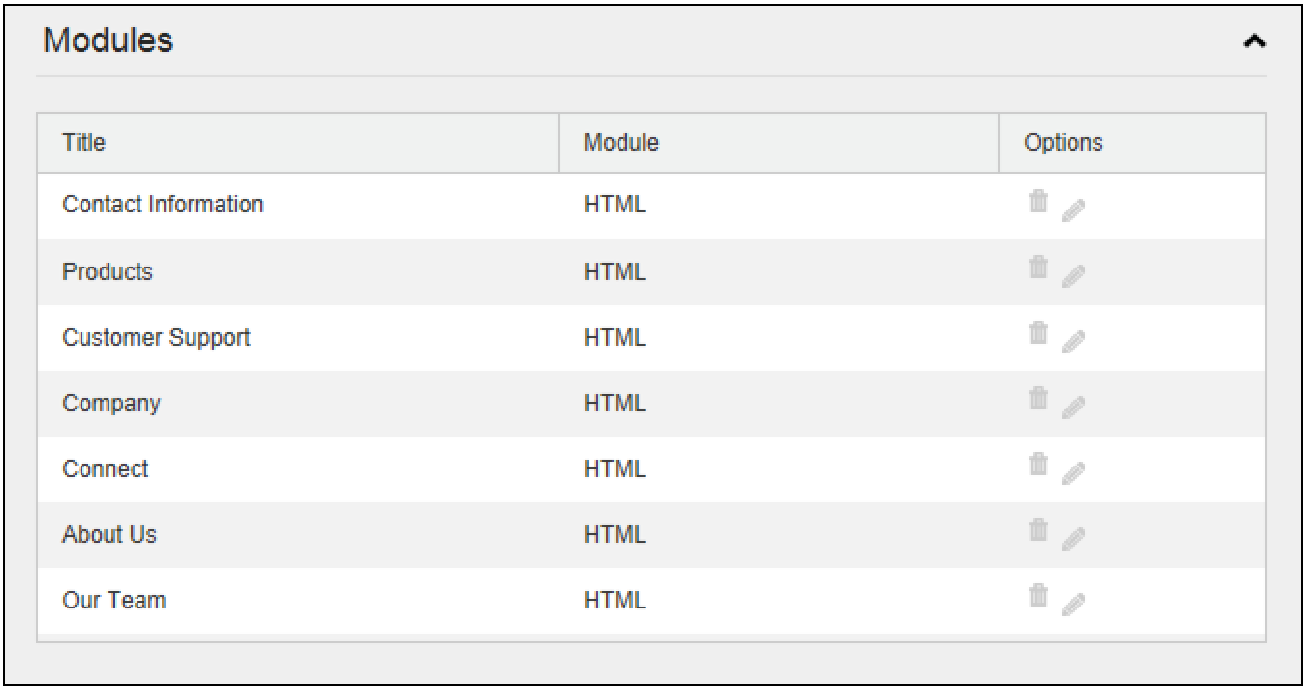
1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, click on a required page name. This displays the settings for this page to the right.
3. Go to the **Common** section and enter/edit any of the following settings:
    1. In the **Page Name** text box, enter a name for the page. If this page is displayed in the menu, this will be the name in the menu.
    2. 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.
    3. At **Include In Menu?**, mark the check box to include this page in the menu- OR - unmark the check box to hide the page.
    4. At **Disabled**, select from these options:
        - Mark 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.
        - Unmark the check box for this page name to be a link to the page. This is the default option.
    5. **Optional.** At **Secure?** mark 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.
    6. **Optional.** At **Allow Indexed**, mark the check box to allow this page to be indexed by the search spider. See "About the Search Engine SiteMap"



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



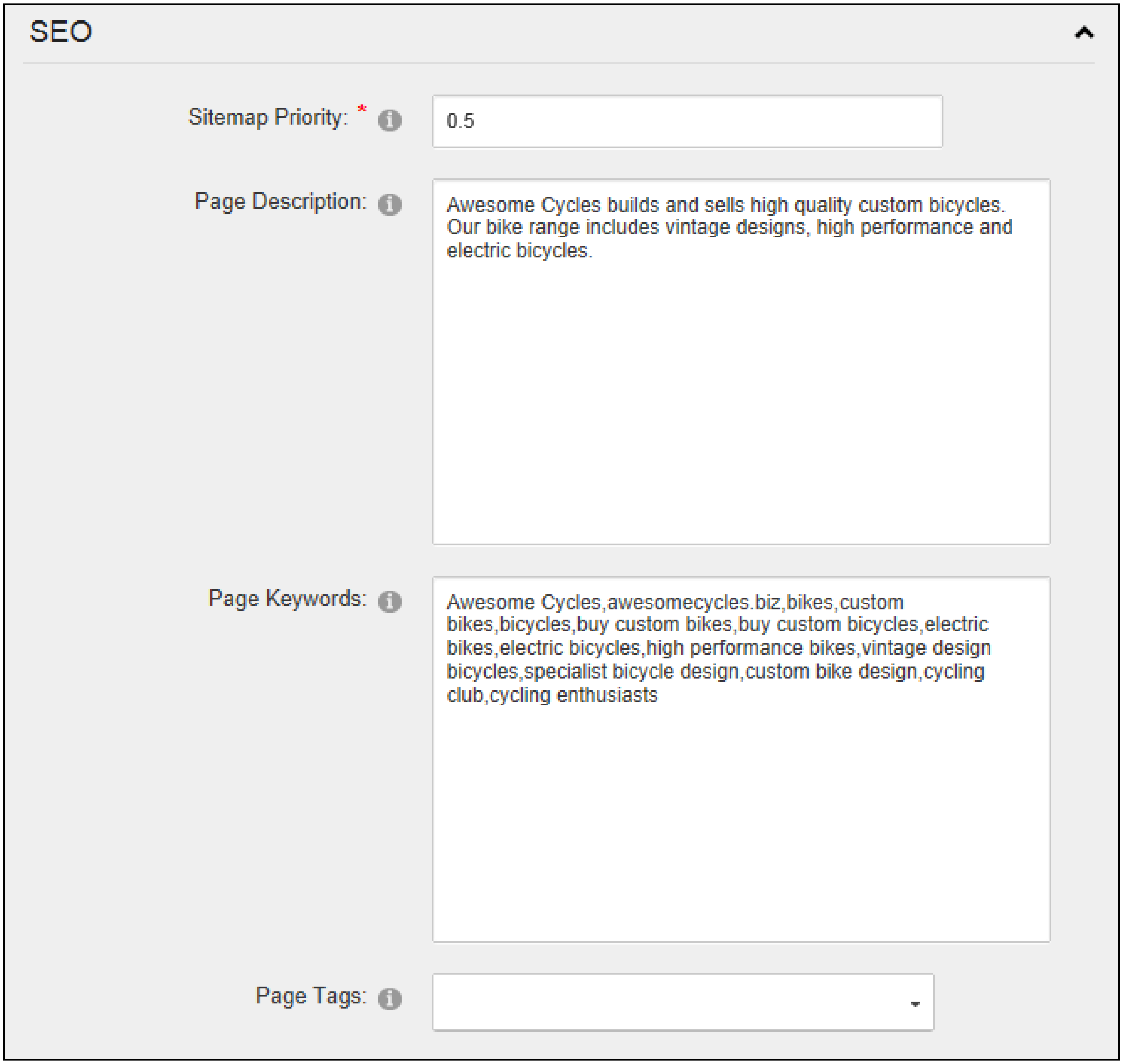
5. Expand the **Modules** section to view a list of all modules on this page.
   - Click the **Delete** button to delete the related module.
   - Click the **Edit** button to go to the Module Settings page for the related module.



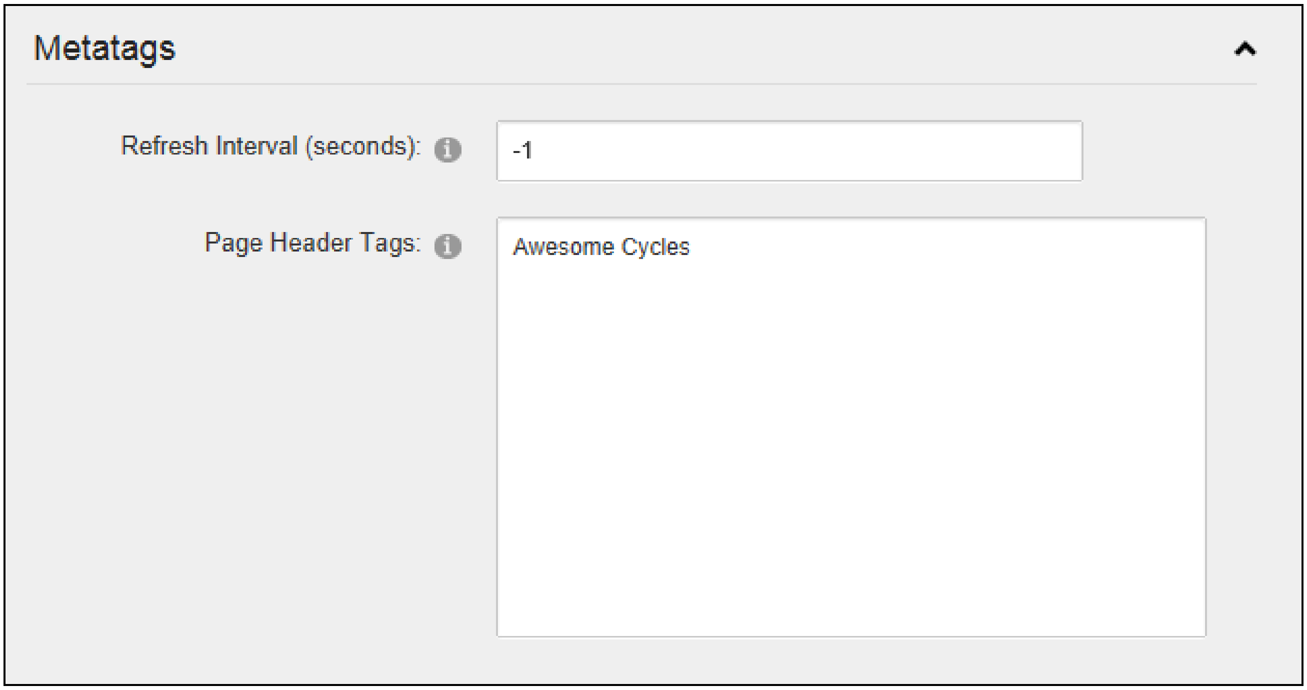
Modules

Title	Module	Options
Contact Information	HTML	
Products	HTML	
Customer Support	HTML	
Company	HTML	
Connect	HTML	
About Us	HTML	
Our Team	HTML	

6. Expand the **SEO** section and enter/edit any of the following settings:
   1. In the **Sitemap Priority** text box, enter a number between 0.1- 1.0 that is used to determine the SEO SiteMap priority.
   2. In the **Page Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.
   3. In the **Page Keywords** text box, enter key words for this page separated by comma.
   4. In the **Page Tags** text box, select one or more tags associated with this page. Page tagging is a way of categorizing content for more meaningful search results.

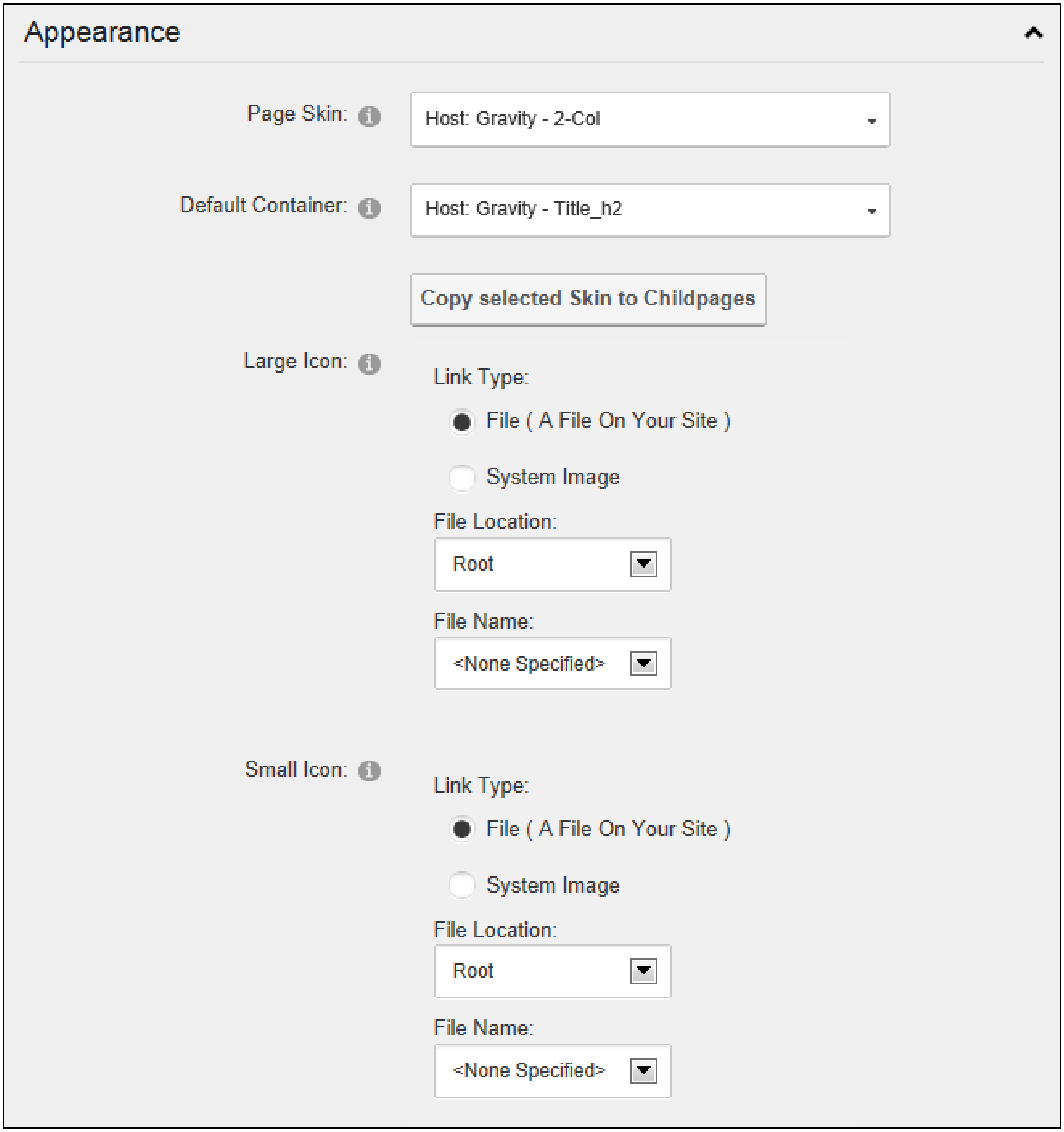


7. Expand the **Metatags** section and enter/edit any of the following settings:
   1. In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
   2. In the **Page Header Tags** text box, enter any tags that should be rendered in the "HEAD" tag of the HTML for this page.

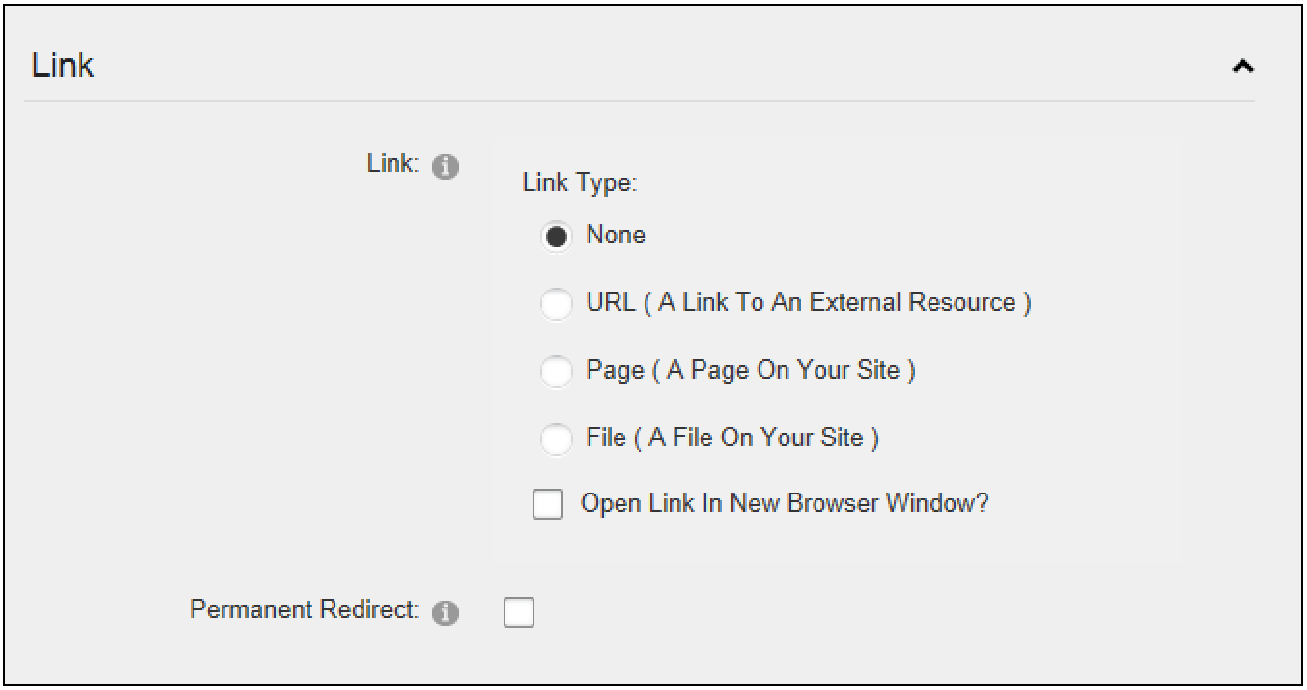


8. Expand the **Appearance** section and edit/set any of these optional settings:
   1. At **Page Skin**, select a skin from the drop down list or select **[Default Skin]** to use the default skin set for the site. See "Setting the Site Design"
   2. At **Default Container**, select a container from the drop down list or select **[Default Container]** to use the default container set for the site.
   3. At **Large Icon**, select an image to be used as the Large Icon for any Console module relating to this page. Select the location of the required icon from these options:
      - **File (A File On Your Site)**, select to insert any image from the site's Digital Asset Management module, or upload a new file.
        1. Set the link to an existing file (See "Setting a File Link") or a new file (See "Uploading and Linking to a File"). Note: You can remove the icon from this and the following field by selecting **< None Specified >** as the File Name when setting a file link.
      - **System Image**: Select to choose an icon which is part of your DNN application. This displays a list of available images.
        1. Select the required image.

4. At **Small Icon**, using the same steps as for the above field, select the image to be displayed beside the page name in the menu. This image is also used as the Small Icon for any Console module relating to this page.



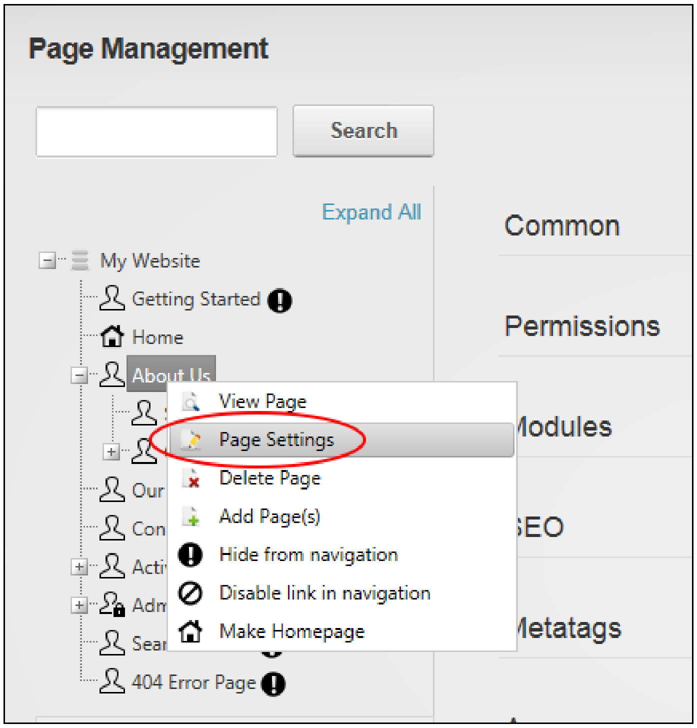
9. Expand the **Link** section and edit/set any of these optional settings:
    1. At **Link URL**, to set this page to be a navigation link to another resource (rather than displaying the page itself), select or add the link here. See "About the Link Control"
    2. At **Permanently Redirect?**, mark the check box to notify the web browser that this page should be considered as permanently moved. This enables Search Engines to modify their URLs to directly link to the resource. Note: This setting is ignored if the Link Type is set to None.



10. Click the **Update Page** button.

Option Two

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, right-click on the required page and then select **Page Settings** from the drop down list. This will open the settings page for this page in a new window.



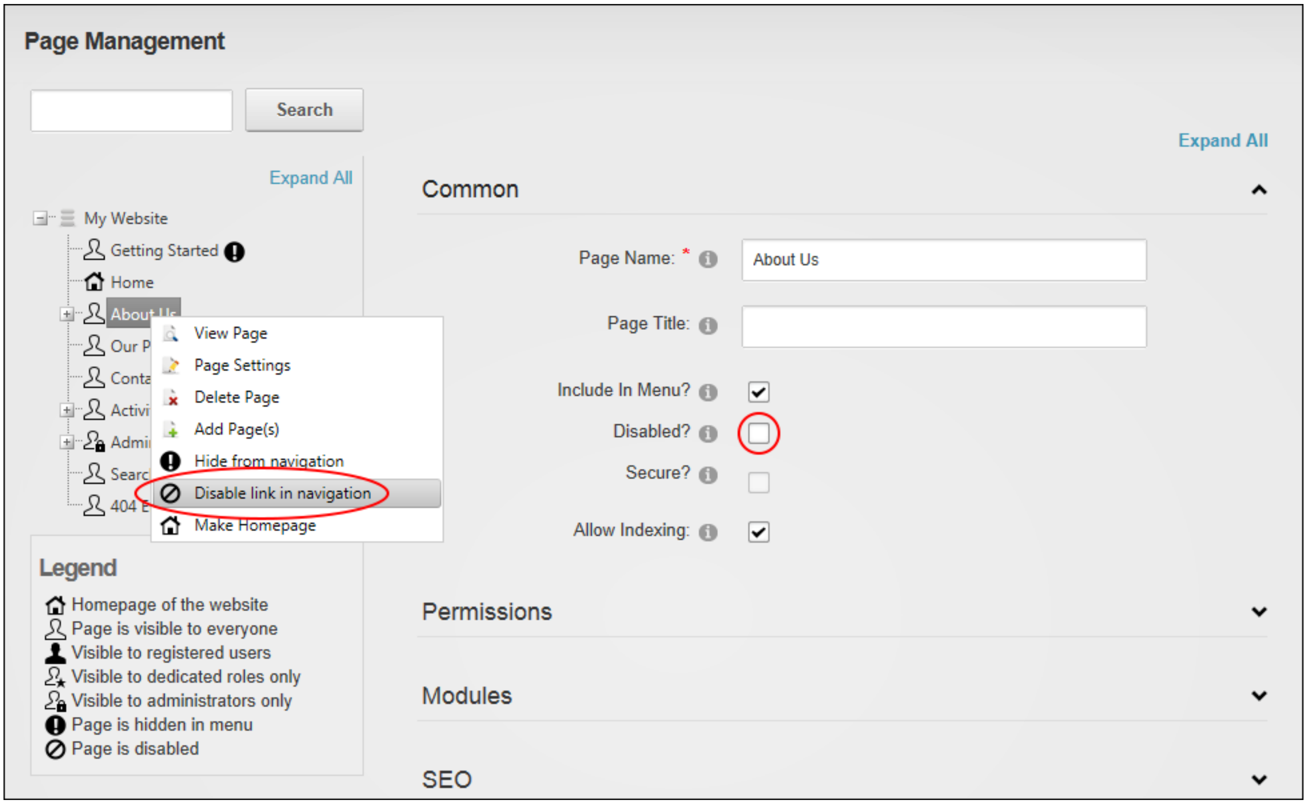
3. Update page settings as required. See "Setting Page Details", See "Configuring Advanced Page Settings", or See "Setting Page Permissions"
4. Click the **Update Page** button.

Enabling/Disabling Page Link (Pages Module)

How to prevent or allow a page to functioning as a link in the site menu using the Pages module. Pages with linking disabled are still visible in the menu; however no action is taken when a user clicks on the page in the menu. An example of when you might disable a link is when you have a parent page that doesn't have any content, but still allows users to navigate to its children. DNN Platformusers must be granted Edit Page permissions to the page where the Pages module and Edit Page permissions to the page that is being edited.

1. Navigate to Admin > 🗋 **Page Management** - OR - Go to a **Pages** modules.
2. Select from these methods:
   - In the left-hand navigation tree, right-click on the required page and then select either ⊘ **Disable Link In Navigation** or ⊘ **Enable Link In Navigation** as required.

- Select the required page.
   1. Expand the **Common** section to the right.
   2. At **Disabled?** mark the check box to disable link - OR - unmark the check box to enable link.
   3. Click the **Update Page** button.

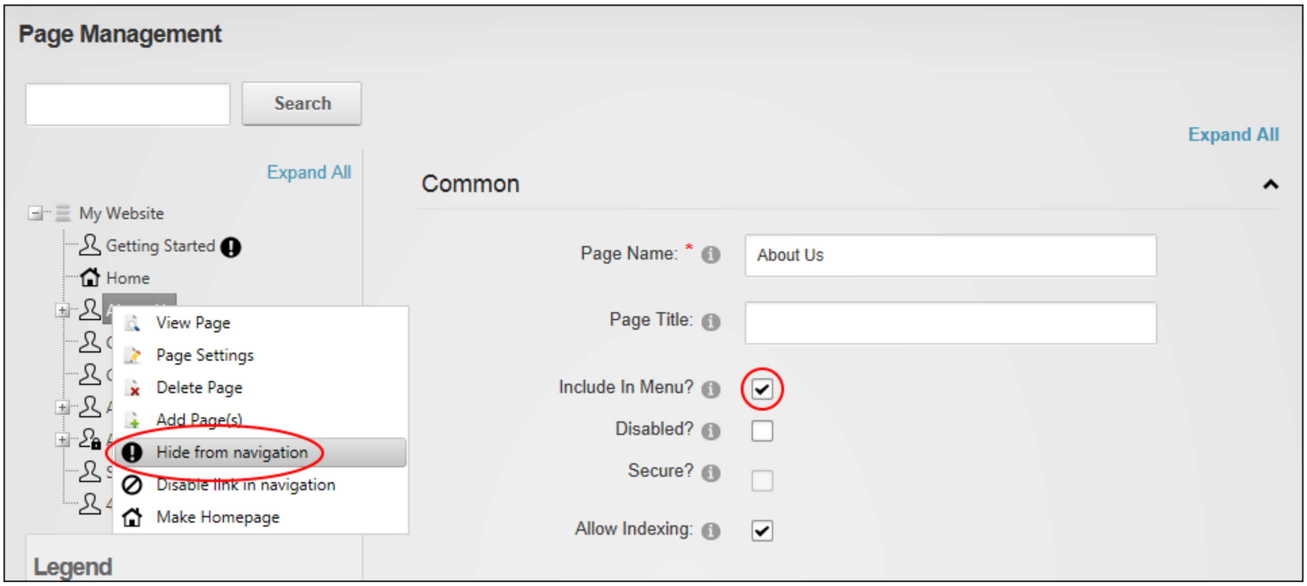


Hiding/Showing a Page in Site Navigation

How to hide or show a page to in the site menu using the Pages module. Note: Hidden pages display the **Hidden** icon in the Pages module for quick reference. However, if the page is also disabled, then the **Disabled** icon will displayed instead. DNN Platform users must be granted Edit Page permissions to both the page where the Pages module is located and the page that is being edited.

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. Select from these methods:
   - In the left-hand navigation tree, right-click on the required page and then select either **Hide From Navigation** or **Show In Navigation** from the drop down list.

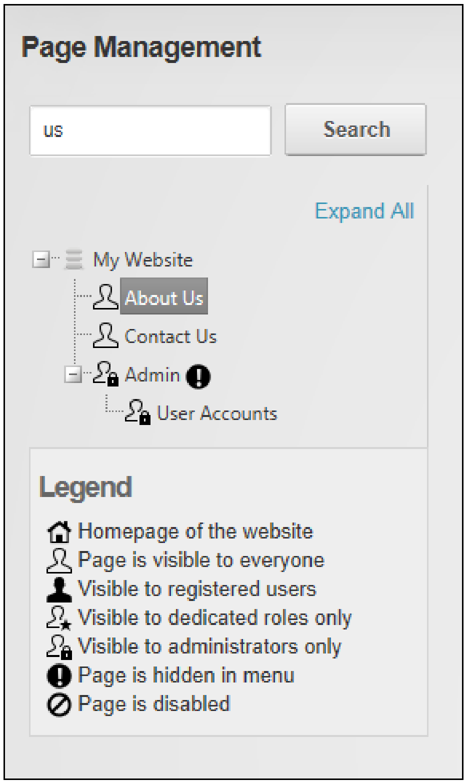
- Select the required page.
  1. Expand the **Common** section to the right.
  2. At **Include In Menu?**, mark the check box to include this page in site navigation - OR - unmark the check box to exclude this page.
  3. Click the **Update Page** button.



Searching for a Page (Pages Module)

How to search for all or part of a page name using the Pages module. DNN Platform users must be granted Edit Page permissions to the page where the Pages module is located as well as View Page / View permissions to see the page in the search results.

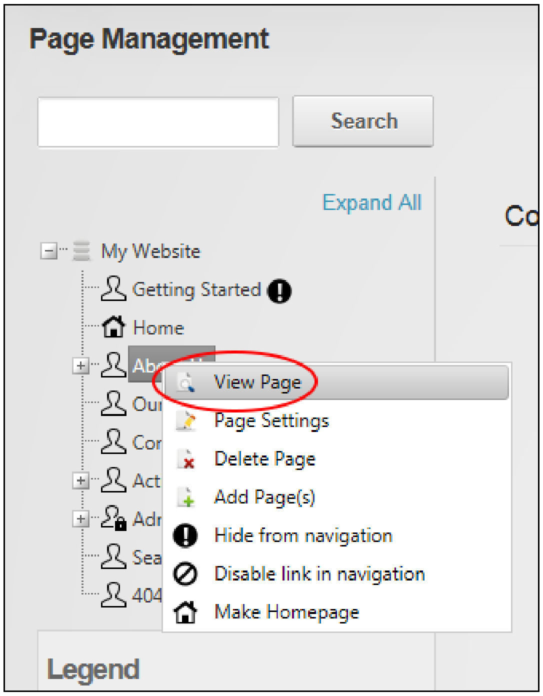
1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the **Search** text box, enter all or part of the page name.
3. Click the **Search** button. All of the pages that contain the search criteria will now be displayed in the pages list. E.g. A search for "us" returns the pages "About Us", "Contact Us" and "User Accounts"



Viewing any Page (Pages Management)

How to view any page on your site including pages which aren't displayed in the site menu using the Page Management (Pages) module. Users must be granted Edit Page (DNN Platform) / Add Content (Evoq Content) permissions to the page where the Pages module is located as well as View Page (DNN Platform) / View permissions (Evoq Content) to the page to be viewed.

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, right-click on the page name and then select **View Page** from the drop down list.

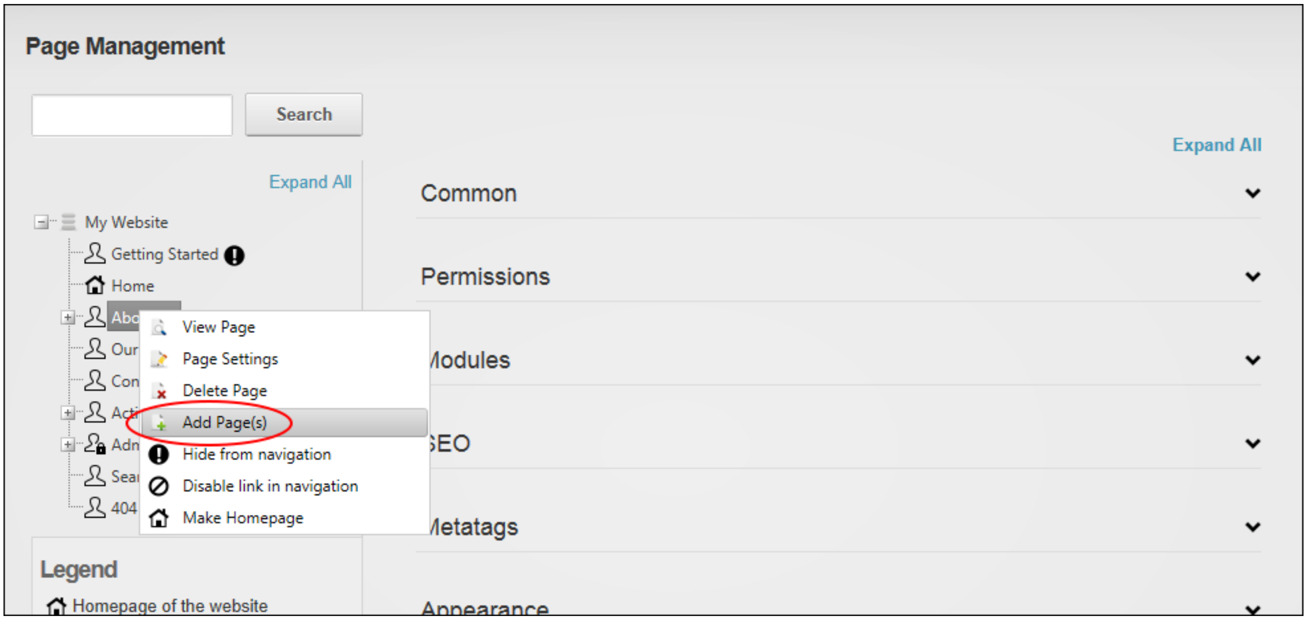


Administrators

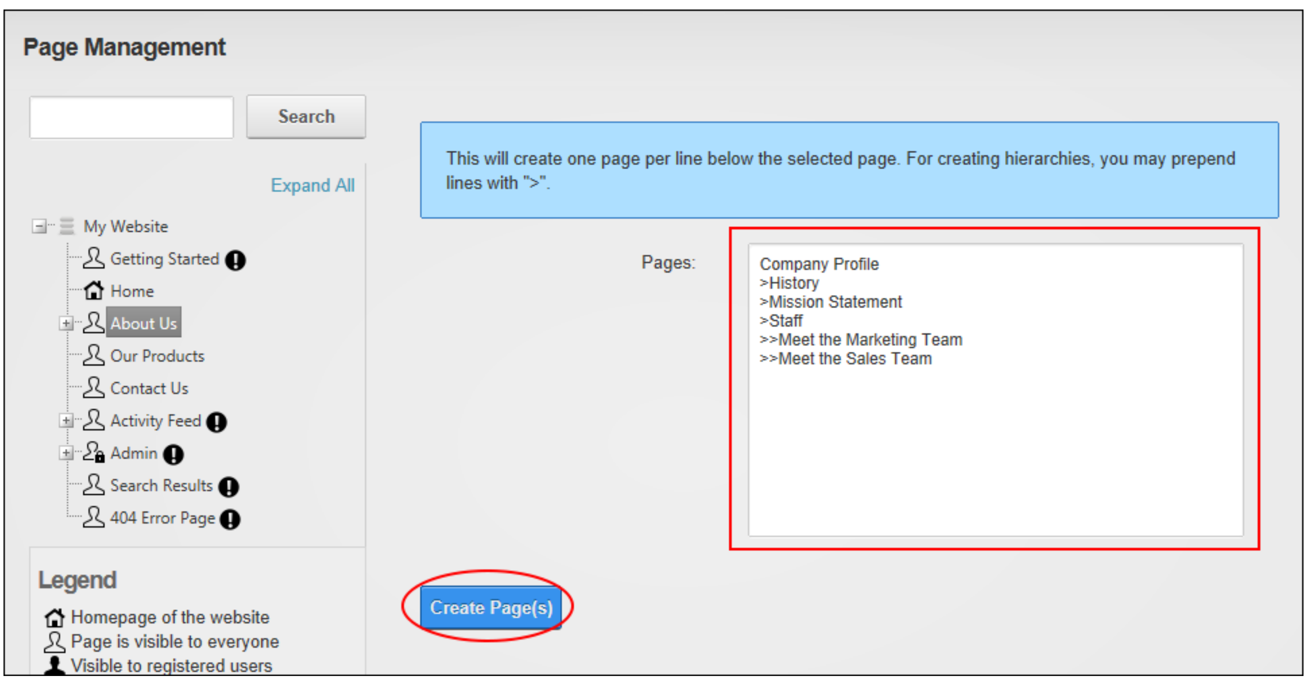
Adding Multiple Pages

How to add one or more new pages to a site using the Pages module.

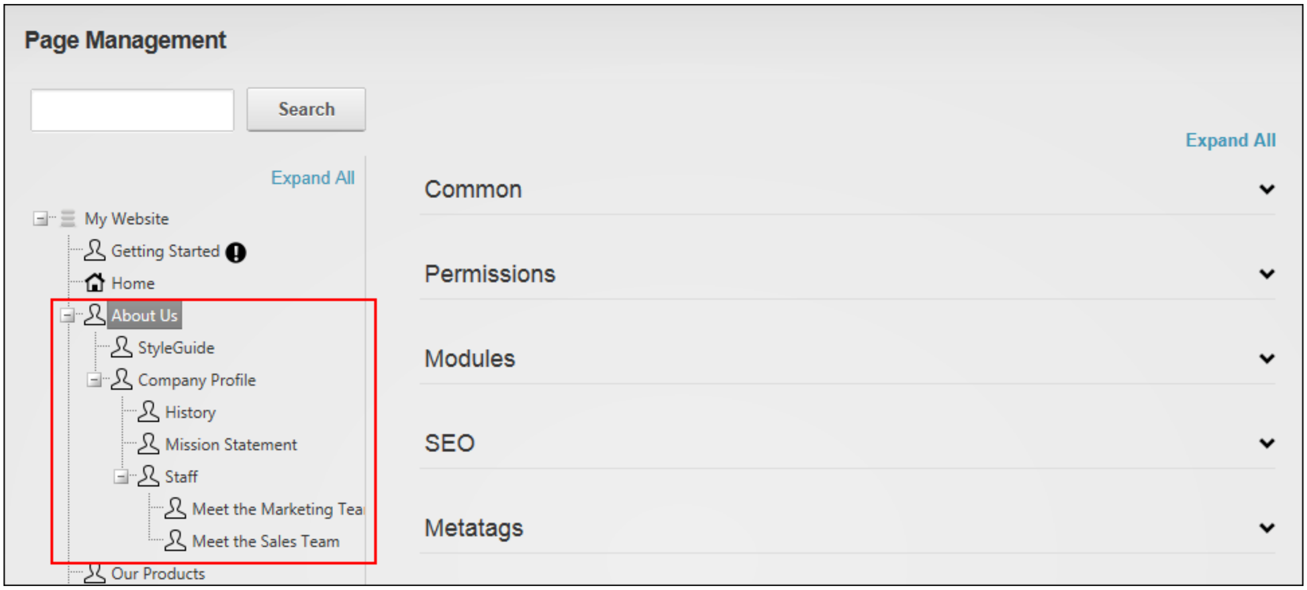
1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, right-click on a page name and then select **Add Page(s)** from the drop down list.



3. In the **Pages** multi-line text box, enter each page name on a separate line. If you wish to create a page hierarchy, simply add one right chevron characters (**>**) for each child level.
4. Click the **Create Page(s)** button.



5. The new pages are now added to the site menu, the Pages module navigation tree.

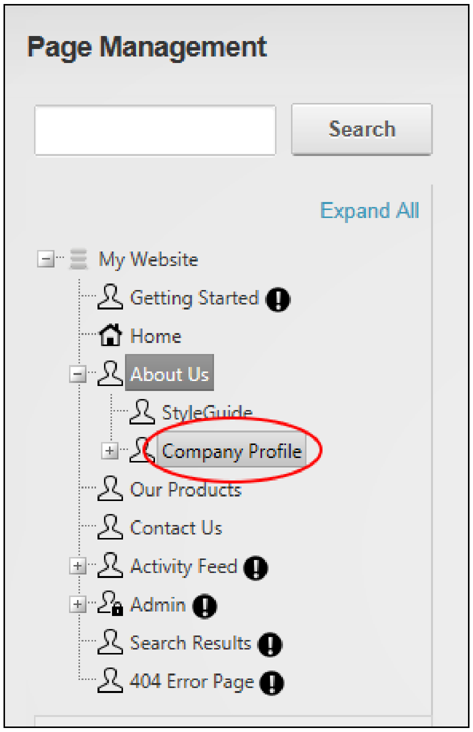


Moving Page Position in Menu

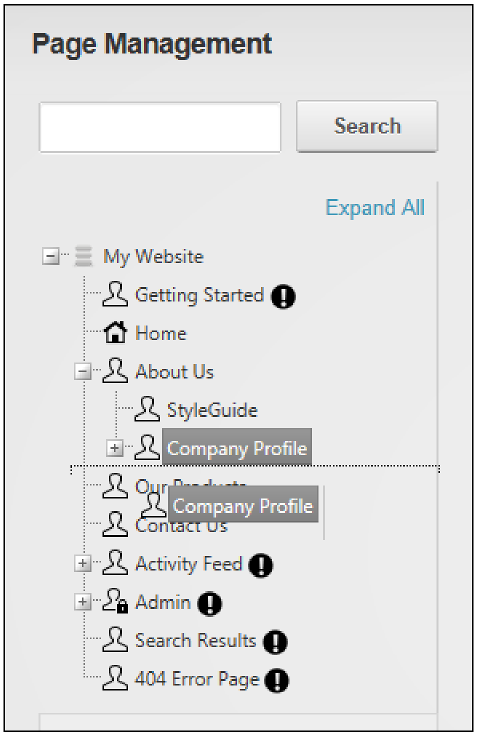
How to move a page to a new position in the site menu using the Pages module. DNN Platform users must be granted Edit Page permissions to the page where the Pages module is located and Edit Page permissions to the page that is being moved.

Moving a Page to a Parent Position

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. Click and hold on the name of the page to be moved.



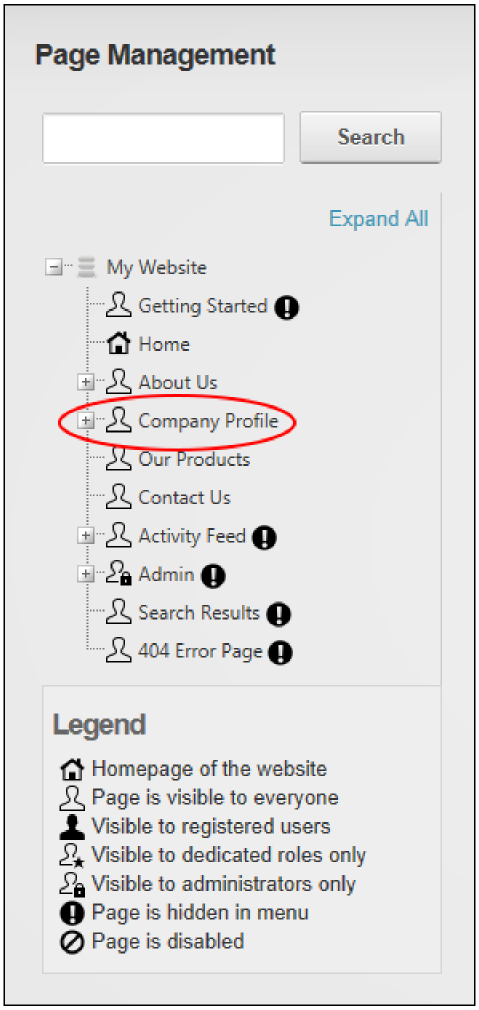
3. Drag the page to the new location. The place where the page will be inserted is indicated by a dotted line. In this example, the page is being moved to the parent level and will be located between the About Us and Our Products page.



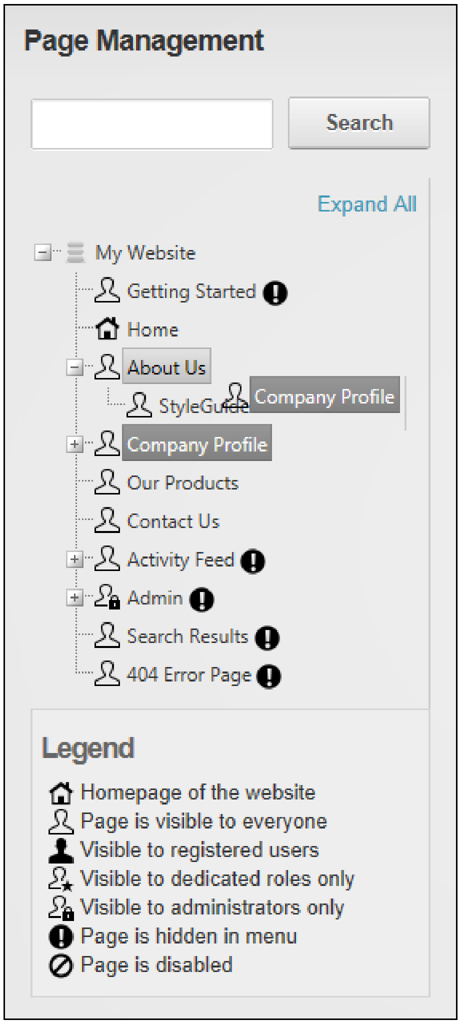
4. Release to insert the page.

Moving a Page to a Child Position

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. Ensure the new parent page is visible.
3. Click and hold on the name of the page to be moved.



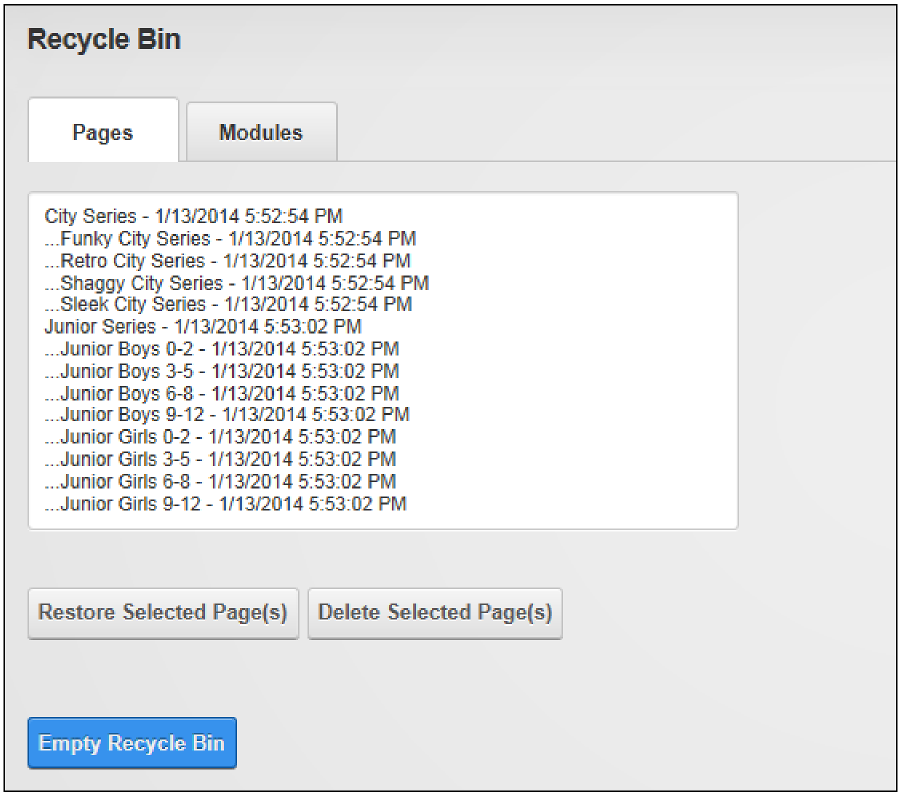
4. Drag the page over the top of the new parent page and when the parent page becomes highlighted, release the page to drop it in the chosen location.



Recycle Bin

About the Recycle Bin

The Recycle Bin, located on the Admin > **Recycle Bin** page, stores lists the pages and modules that have been deleted from a site along with the date and time of deletion. These pages and modules can be restored to the site or permanently removed. The Recycle Bin can be added to any site page. Unauthenticated users who can view the page where the Recycle Bin is located can view details of all pages and modules within in the Recycle Bin, however, they cannot perform any tasks. Users require Edit Module (DNN Platform / Edit Content (Evoq Content) permissions to manage perform tasks.



The Pages Tab

- Lists pages by page name
- Lists pages in deletion order from most recently deleted to first deleted

The Modules Tab

- Lists modules by Page Name - Module Title. E.g. Home - Announcements
- Lists modules in deletion order 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, but all modules (including content) will not be restored, unless user restores them separately
- A module (including content) is restored to a selected page

Deleting Modules and Pages

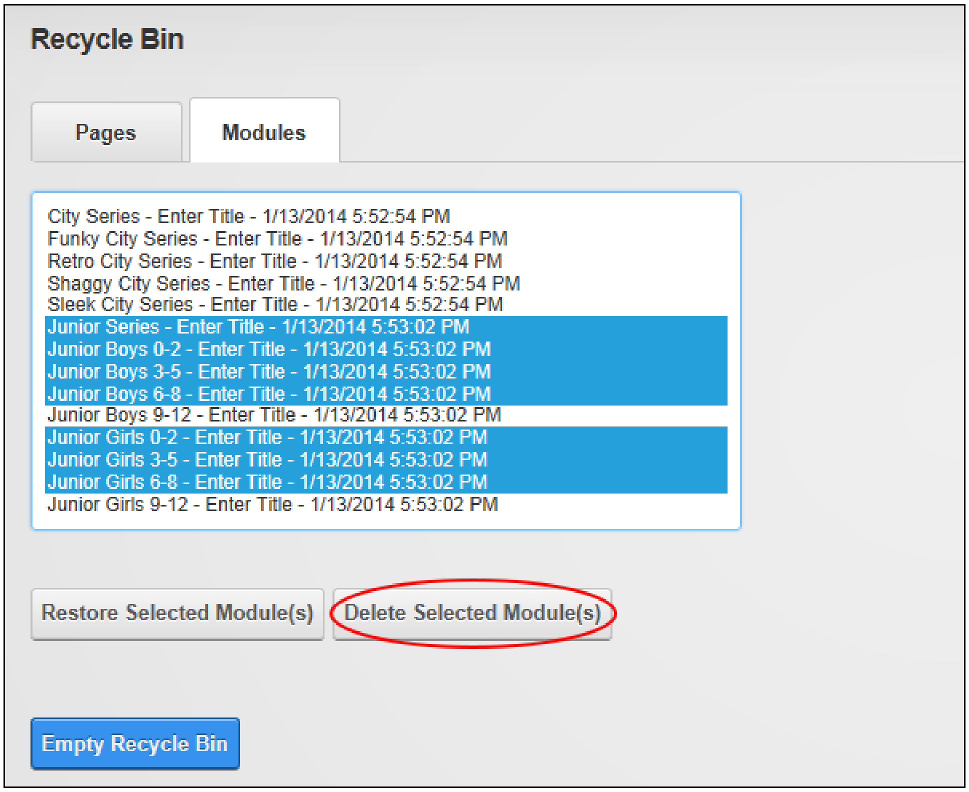
- Deletion is permanent
- Page deletion includes modules and content
- Module deletion includes content

> Tip: It is recommended that unwanted pages and module are regularly deleted from the recycle bin. This will ensures that the Recycle Bin doesn't become so large that Site Administrators must search through a large number of modules and pages to find the required item.

Permanently Deleting Modules

How to permanently delete one or more modules including the content within those modules for the Recycle Bin.

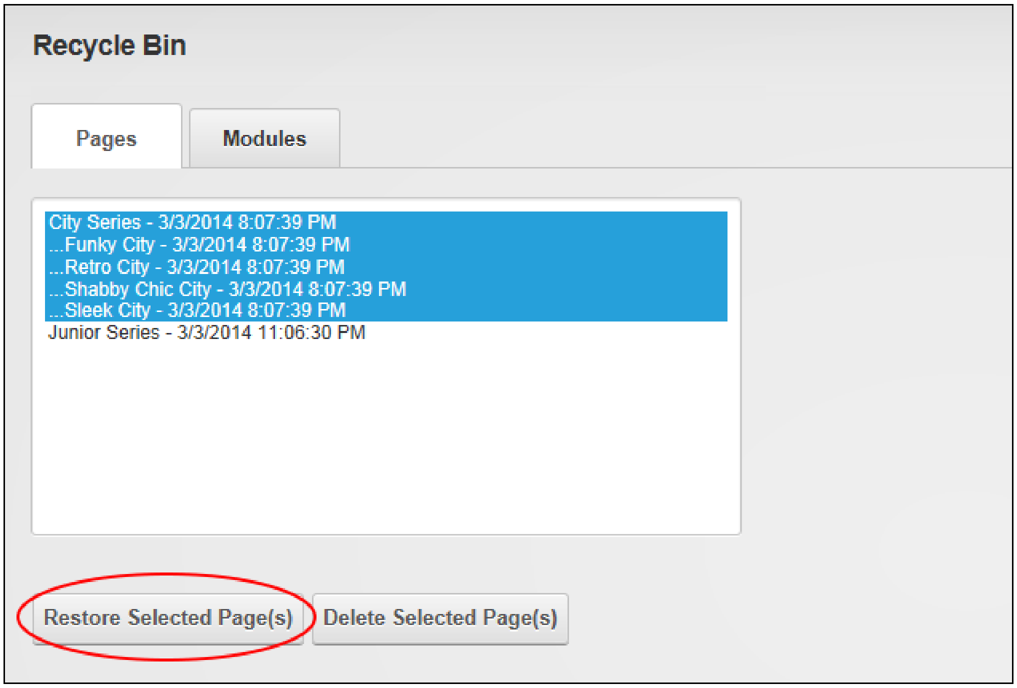
1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin.
2. Select the **Modules** tab.
3. **Optional.** If multiple languages are enabled on your site, select one of the following options:
   - Show pages and modules from all languages
   - Show pages and modules in current language only
4. Click on a module name to select it. To select multiple modules, hold down the Ctrl key when selecting.
5. Click the **Delete Selected Module(s)** button and then click the **Yes** button to confirm.



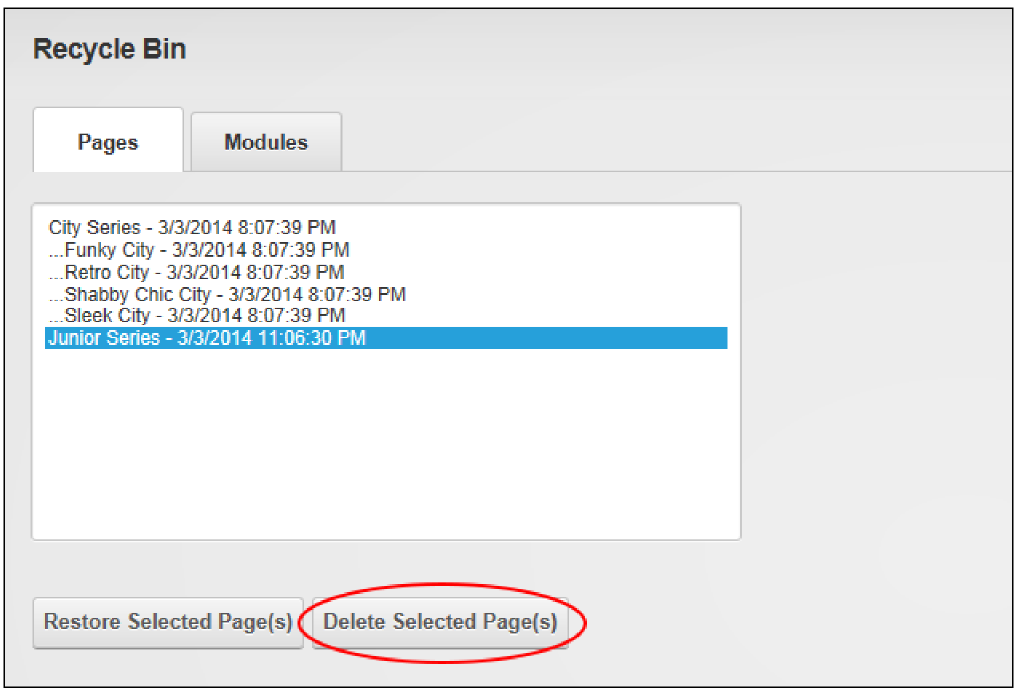
Permanently Deleting Pages

How to permanently delete one or more pages including any modules that were located on those pages from the Recycle Bin. Authenticated users must be granted Edit Module (Edit Content) permissions.

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin.
2. Select the **Pages** tab.
3. **Optional.** If multiple languages are enabled on your site, choose to either "Show pages and modules from all languages" or "Show pages and modules from all languages".
4. Click on a page name to select it for deletion. To select multiple pages, hold down the Ctrl key when selecting. Note: If a page has one or more child pages associated with it, the child pages must be deleted first and then the parent pages can be deleted.
5. Click the **Delete Selected Page(s)** button and then click the **Yes** button to confirm.



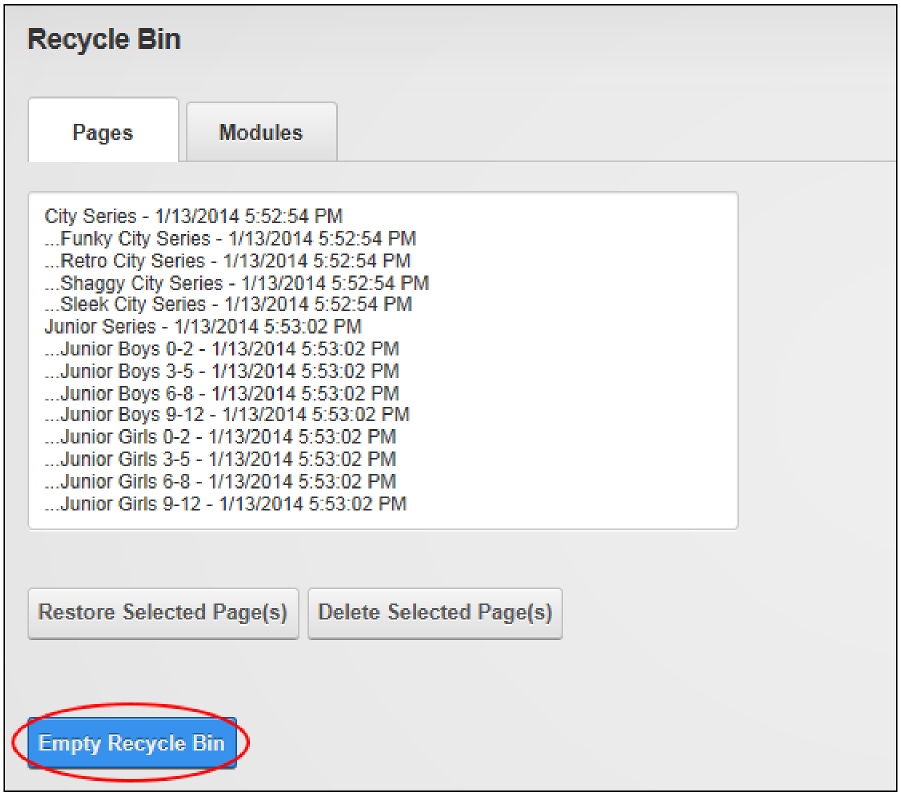
6. **Optional.** Repeat Steps 4-5 to delete parent pages.



Emptying the Recycle Bin

How to permanently delete all pages and modules from the Recycle Bin. Authenticated users must be granted Edit Module (Edit Content) permissions.

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin.
2. Click the **Empty Recycle Bin** button and then click the **Yes** button to confirm.

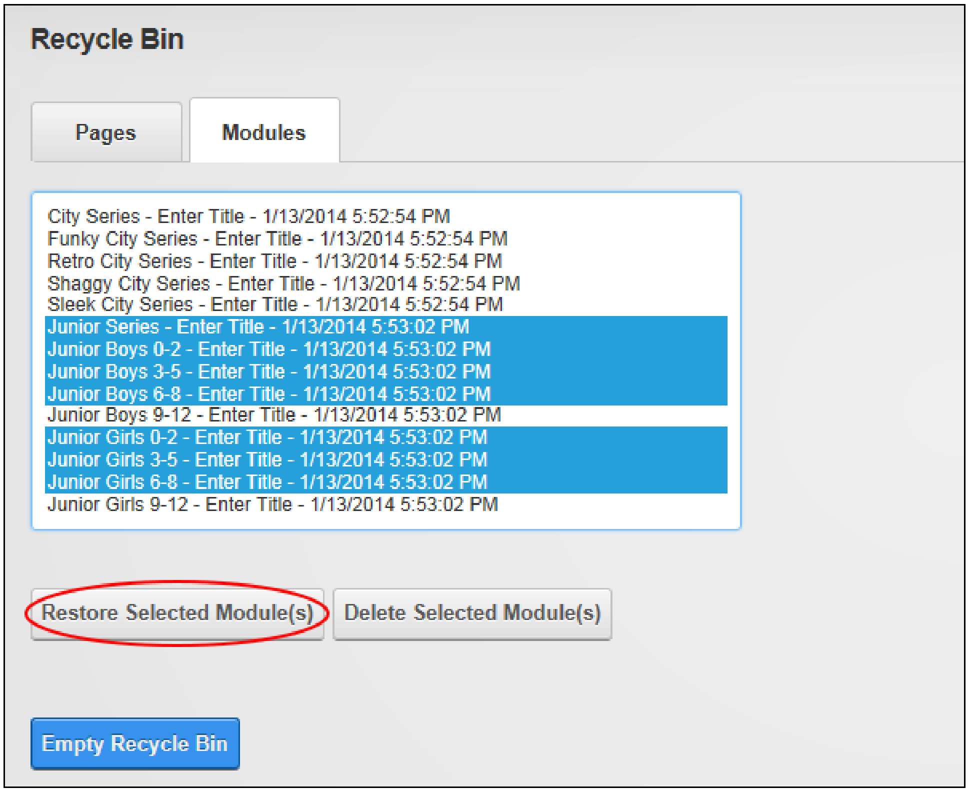


Restoring Deleted Modules

How to restore one or more deleted modules to the page that it was originally located on using the Recycle Bin.

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin.
2. **Optional.** If multiple languages are enabled on your site, select one of the following options:
   - Show pages and modules from all languages.
   - Show pages and modules in current language only.
3. Select the **Modules** tab.

4. Click on a child page name to select it. To select multiple pages (as shown below) hold down the Ctrl key when selecting pages.
5. Click the **Restore Selected Module(s)** button.

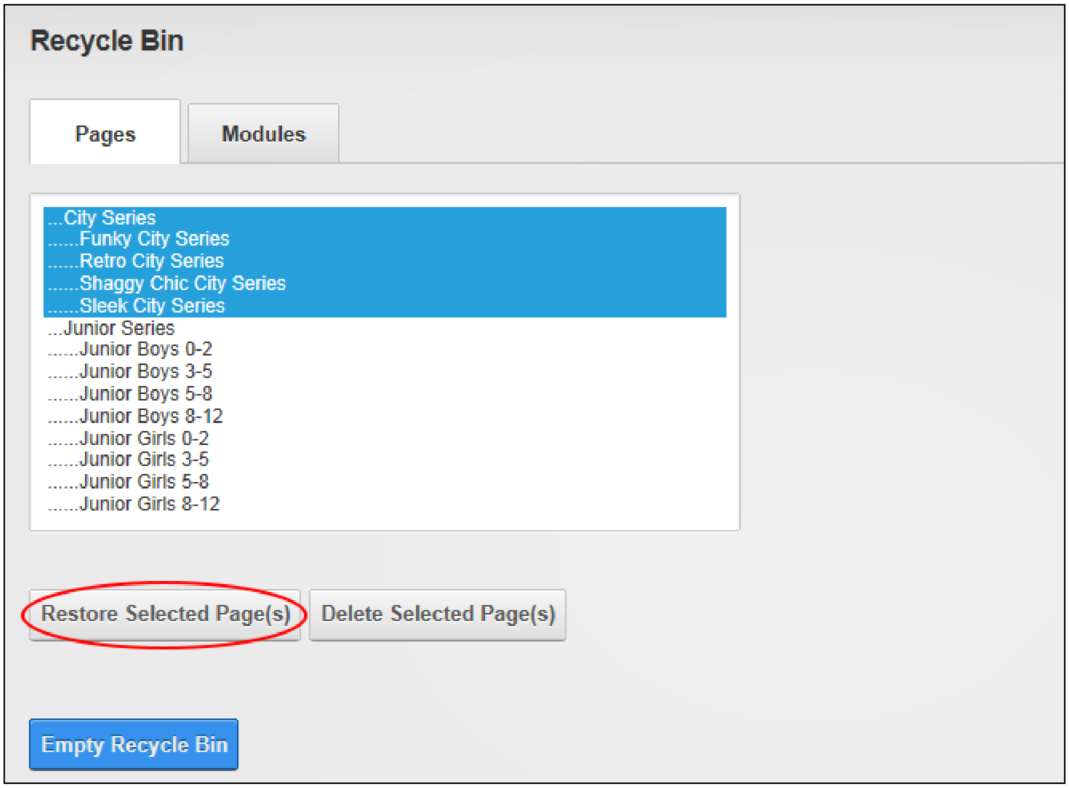


Restoring Deleted Pages

How to restore one or more deleted pages to their previous location in the site menu and their previous location in the pages list on the Admin > Page Management page. Restoring pages also restores the modules that were located on the pages. Authenticated users must be granted edit module permissions.

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin.
2. Select the **Pages** tab.
3. Select one or more pages as well as any of the associated child pages that you want to restore. Child pages are indented below their parent page.
4. Click the **Restore Selected Page(s)** button. This displays the message "Do you want to also restore child pages of selected pages?".

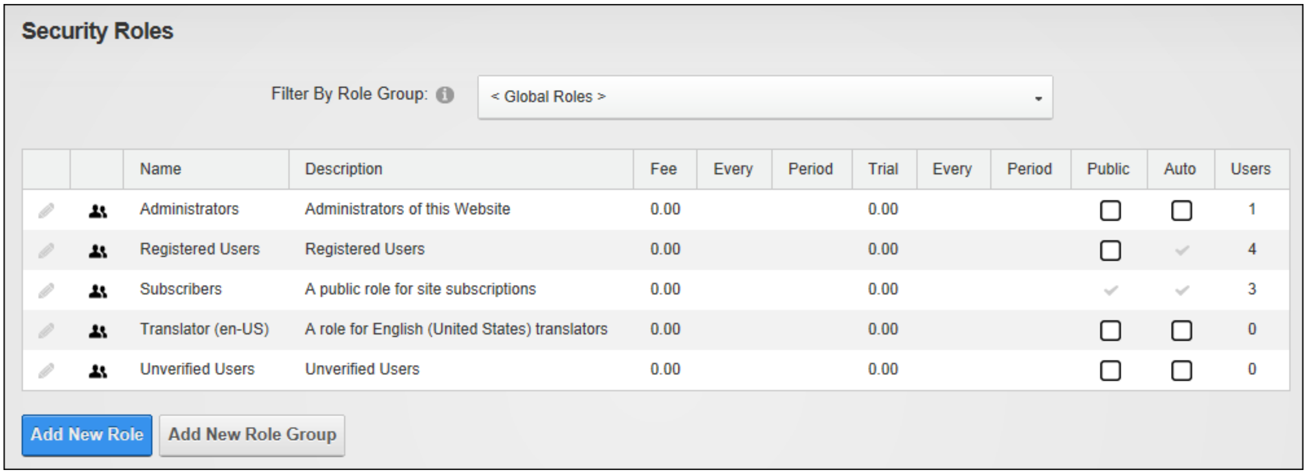
5. Select **Yes** to restore all of the child pages associated with every page selected - OR - Select **No** to only restore the parent and child pages you have selected at Step 3.



Security Roles

About Security Roles

The Admin > **Security Roles** page allows authorized users to create and manage security roles and security role groups and assign or remove users from those roles. Security Roles which forms part of the Users & Roles module package and can be added to any site page. Users must be granted Edit Module (DNN Platform) or Edit Content (Evoq Content) permissions to perform tasks.


Security Roles

Filter By Role Group: < Global Roles >

		Name	Description	Fee	Every	Period	Trial	Every	Period	Public	Auto	Users
		Administrators	Administrators of this Website	0.00			0.00			☐	☐	1
		Registered Users	Registered Users	0.00			0.00			☐	✓	4
		Subscribers	A public role for site subscriptions	0.00			0.00			✓	✓	3
		Translator (en-US)	A role for English (United States) translators	0.00			0.00			☐	☐	0
		Unverified Users	Unverified Users	0.00			0.00			☐	☐	0

Add New Role | Add New Role Group

Security Roles

The following details of each role are displayed on the Security Roles by default:

- 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
- The number of users belonging to the role

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.

Understanding Role Based Access

Access to view and manage the site content and settings is controlled using role based access. By associating a user account with one or more security roles (also called roles) you can control which users can access which pages and modules.

The Security Roles module has three (3) following default security roles: Administrators, Registered Users and Subscribers.

- **Administrators**: Members of this role have full access to manage everything on their specific site. This includes access to add, delete and edit all pages and modules on the site. Members of this role also have access to the Admin Console, which enable users to access all of the Site Administration modules which other users can be authorized to access as well as the additional Pages, Solutions Explorer, What's New, Pages and Site Settings pages. This role cannot be deleted or modified.
- **Registered Users**: Everyone who is a registered user of this site is a member of this role. Members of this role can manage their User Profile and may be granted rights to view pages and modules which are only displayed to logged in users. Registered user accounts can be set as either Authorized or Unauthorized. If an account is Unauthorized, then the user cannot access pages/modules that are restricted to this role. This role cannot be deleted or modified.
- **Subscribers**: All Registered Users are added to this role by default. 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 delete and modify this role.

The following terms are used throughout DNN and in this manual. They refer to groups of users as well as their authentication 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 user or members of a role that has been granted permission to add one or more types of modules to site pages. This term is used on the Extensions page.
- **Module Editors**: A user who has been granted Edit (DNN Platform) / Edit Content (Evoq Content) permissions to a module.
- **Page Editors**: A user who has been granted Edit (DNN Platform) / Edit Content (Evoq Content) permissions to a page.
- **SuperUsers**: SuperUsers (also referred to as “host”) have full access to every entity in every site in the entire installation. SuperUsers can only be created by other SuperUsers.

Restricting access and manage site files, pages and modules:

- Create and manage roles. See "About Security Roles"
- Create and manage user accounts. See "About User Accounts"
- Add users to roles. See "Adding a User to a Security Role"
- Restrict access to files which have been uploaded to the site. See "Uploading Files"
- Restrict access to view and manage modules. See "Setting Module Permissions"
- Restrict access to view and manage pages. See "Setting Page Permissions"

Related Topics:

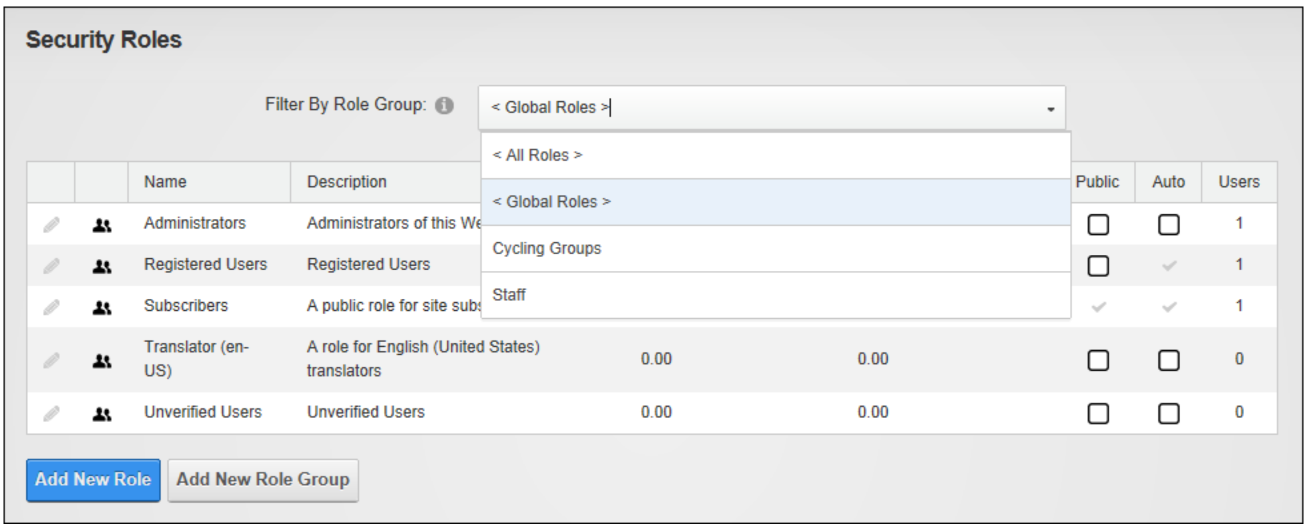
- See "Setting Permissions to Deploy a Module"
- See "Enabling/Disabling User Registration"

All Users

Filtering Security Roles

How to filter the security roles displayed in the Security Roles module. You can choose to view all roles, global roles or roles belonging to a role group . Note: One or more role groups must already exist to enable the filter drop down list.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. At **Filter By Role Group**, select one of the following options from the drop down list:
   - **< 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. The default global roles are Administrators, Registered Users, Subscribers and Translator (en-US)
   - **[Role Group Name]**: Select the name of a role group to view each of the roles within that Role Group. For example, the below image displays a Staff role group.



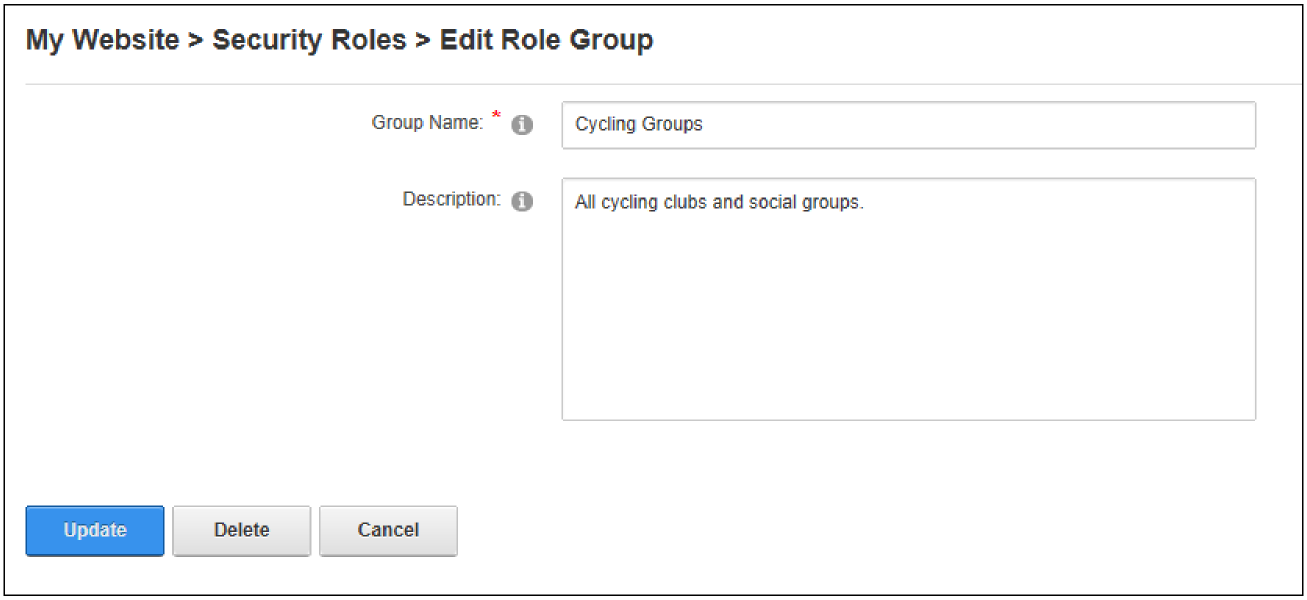
Filtering by Role Group

Module Editors

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 a large number of roles. Once a role group has been added, one or more security roles can be added to the role group. See "Adding a Security Role (Basic Settings)" and See "Editing or Deleting a Security Role"

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Add New Role Group** button.
3. In the **Group Name** text box, enter a name for the Security Role Group. E.g. Staff
4. In the **Description** text box, enter a brief description of the Security Role Group.



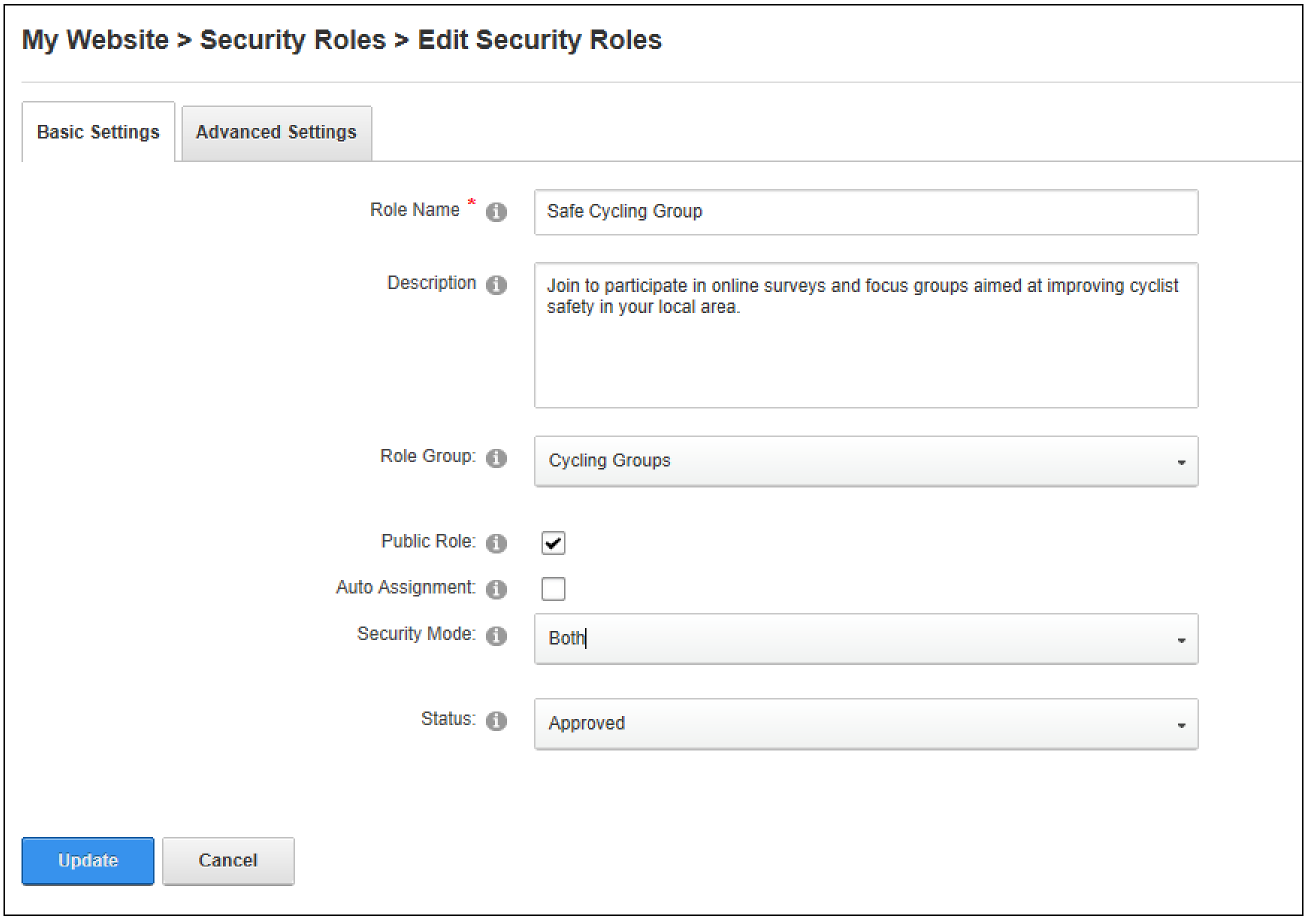
5. Click the **Update** button.

Adding a Security Role (Basic Settings)

How to add a basic security role to a site using the Security Roles module.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Add New Role** button.
3. Select the **Basic Settings** tab.
4. In the **Role Name** text box, enter a name for the Security Role. This is the only required field. Choosing to update this role now and accept the default settings will add a private role that users cannot subscribe to.
5. **Optional.** In the **Description** text box, enter a brief description of this role.

6. **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"
7. At **Public Role?**, select one of the following options:
   - Mark 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.
   - Unmark 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) that has been supplied to the user.
8. At **Auto Assignment**, select one of the following options:
   - Mark the check box if users are automatically assigned to this role. This will expose the "Assign to existing users" field.
     - At **Assign to Existing Users**, mark the check box to assign all current and future users to this role - OR - unmark the check box to only assign any new users that are created to this role.
   - Unmark the check box if users must be manually added to the role. If the role is public, then users can add themselves. If the role is not public, then only Administrators and SuperUsers can add user to the role.
9. At **Security Mode**, select one of the following options:
   - **SecurityRole**: Select to add a security role.
   - **SocialGroup**: Select to add a social group. Social groups are displayed on the Social Groups module allowing site members to join, follow and participate in groups.
   - **Both**: Select to add a role that is both a social group and a security role.
10. At **Status**, select one of the following options:
    - **Disabled**: The Role Group is not available regardless of the "Public Role" setting.
    - **Approved**: The Role Group is available dependent upon the "Public Role" setting.
    - **Pending**: The Role Group is available to non-Administrators/SuperUsers regardless of the "Public Role" setting. However, the Group is not permitted until it is moved to "Approved" status.



11. Click the **Update** button.

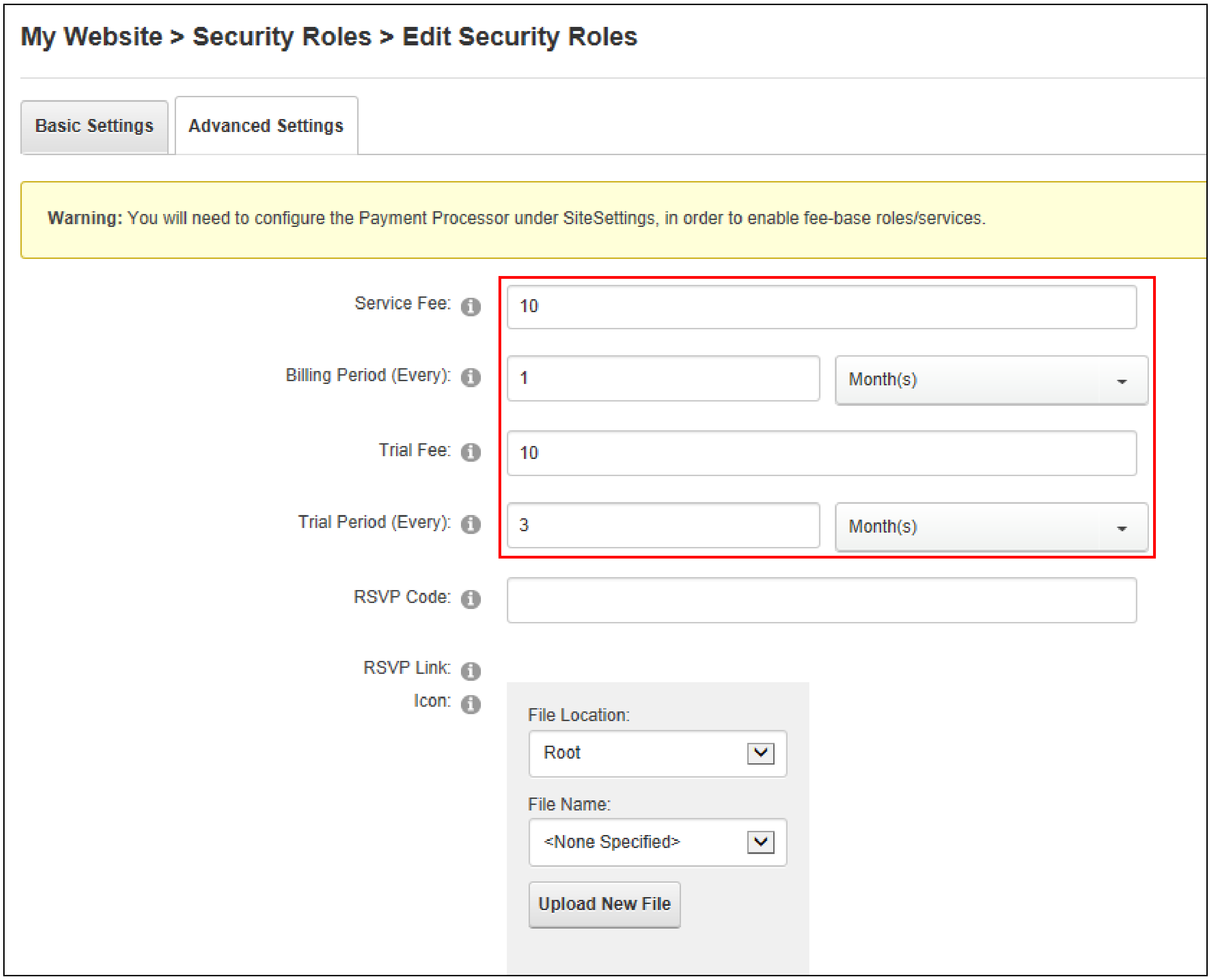
Adding a Security Role with a Fee

How to create a security role that 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. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Add New Role** button.
3. Expand the **Basic Settings** section and set all fields. See "Adding a Security Role (Basic Settings)"
4. Select the **Advanced Settings** tab and complete any of the following fee settings.

5. In the **Service Fee** text box, enter the fee amount charged to become a member of the Security Role. This will enable the "Bill Period (Every)" field below.
   1. In the **Billing Period (Every)** text box, enter a number and select a billing period. For example, enter '1' and select 'Month(s)' for a monthly billing period.
6. **Optional.** In the **Trial Fee** text box, enter the fee amount charged to access this role for a trial period.
   1. 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. For Example, the below image shows a trial fee of $10.00 that will be charged for the first 3 months, after which the fee will revert to the standard Service Fee of $10.00 per month.
7. **Optional.** In the **RSVP Code** text box, enter a code that enables users to subscribe to this role.
8. **Optional.** At **Icon**, select or upload an image for the role. See "Setting a File Link"



9. Click the **Update** button.

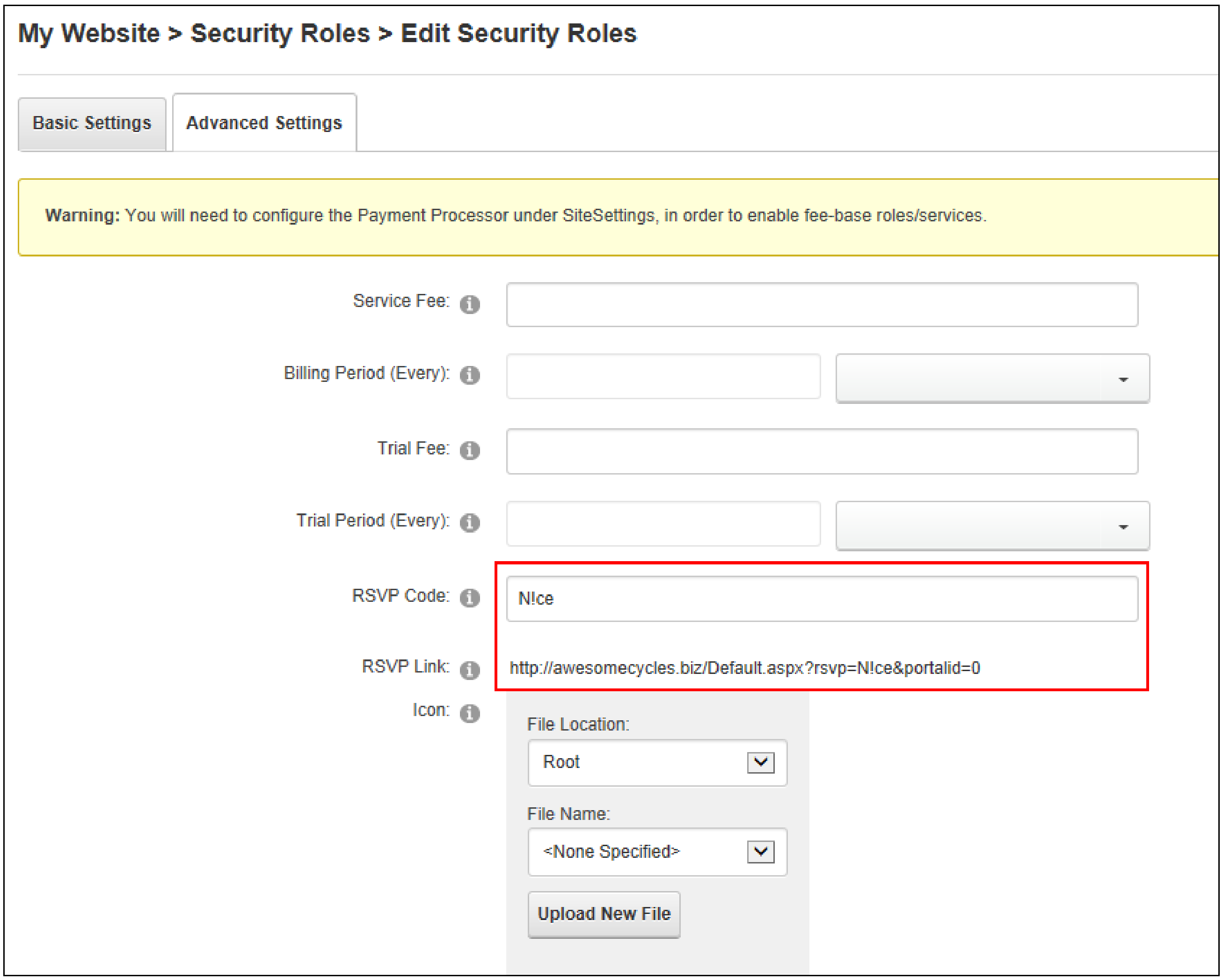
Related Topics:

- See "Creating an RSVP Code"

Creating an RSVP Code

How to enter an RSVP code that will generate a link that you can share with users to give them an easy way to join a role. The RSVP link can be sent to your users allowing them to subscribe to the role simply by clinking on the link. Alternatively, users can join a role by entering the RSVP code on the Manage Services page of their user account.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Add New Role** link.
3. On the **Basic Settings** tab, complete the required fields. See "Adding a Security Role (Basic Settings)"
4. Select the **Advanced Settings** tab.
5. In the **RSVP Code** text box, enter a code that will enable users to subscribe to this role. The code can be any combination of letters and numbers. E.g. N!ce
6. Click anywhere on the page to generate or update the RSVP link that is displayed at the **RSVP Link** field.



7. Click the **Update** button.

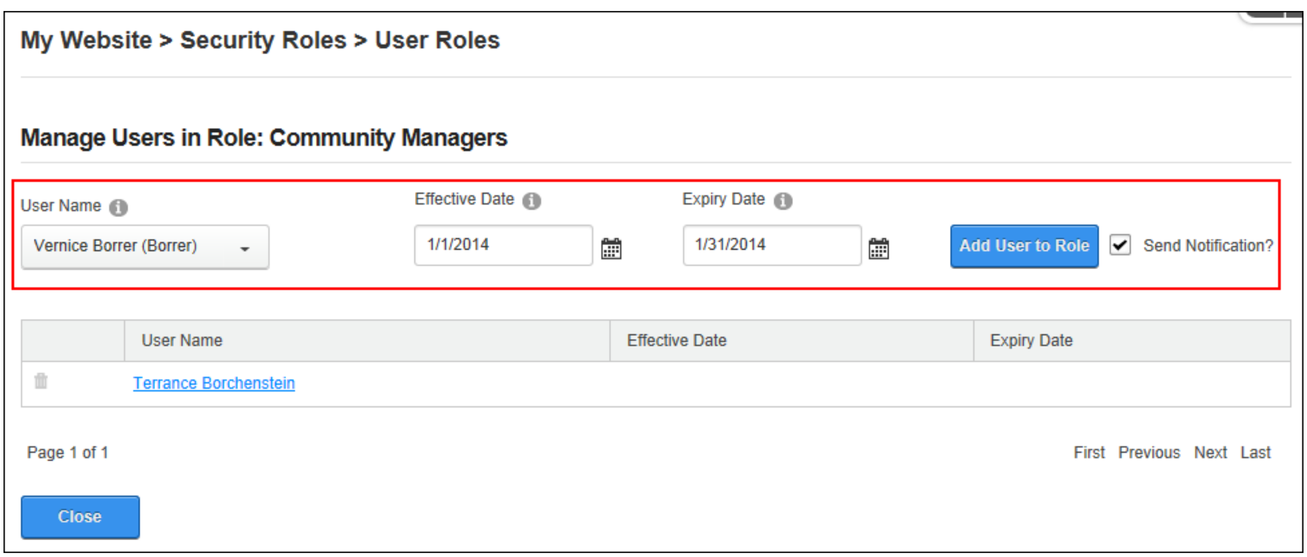
Related Topics:

-
- See "Subscribing to a Service with an RSVP Link"

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. There is no limitation on the number of roles that a user can belong to.

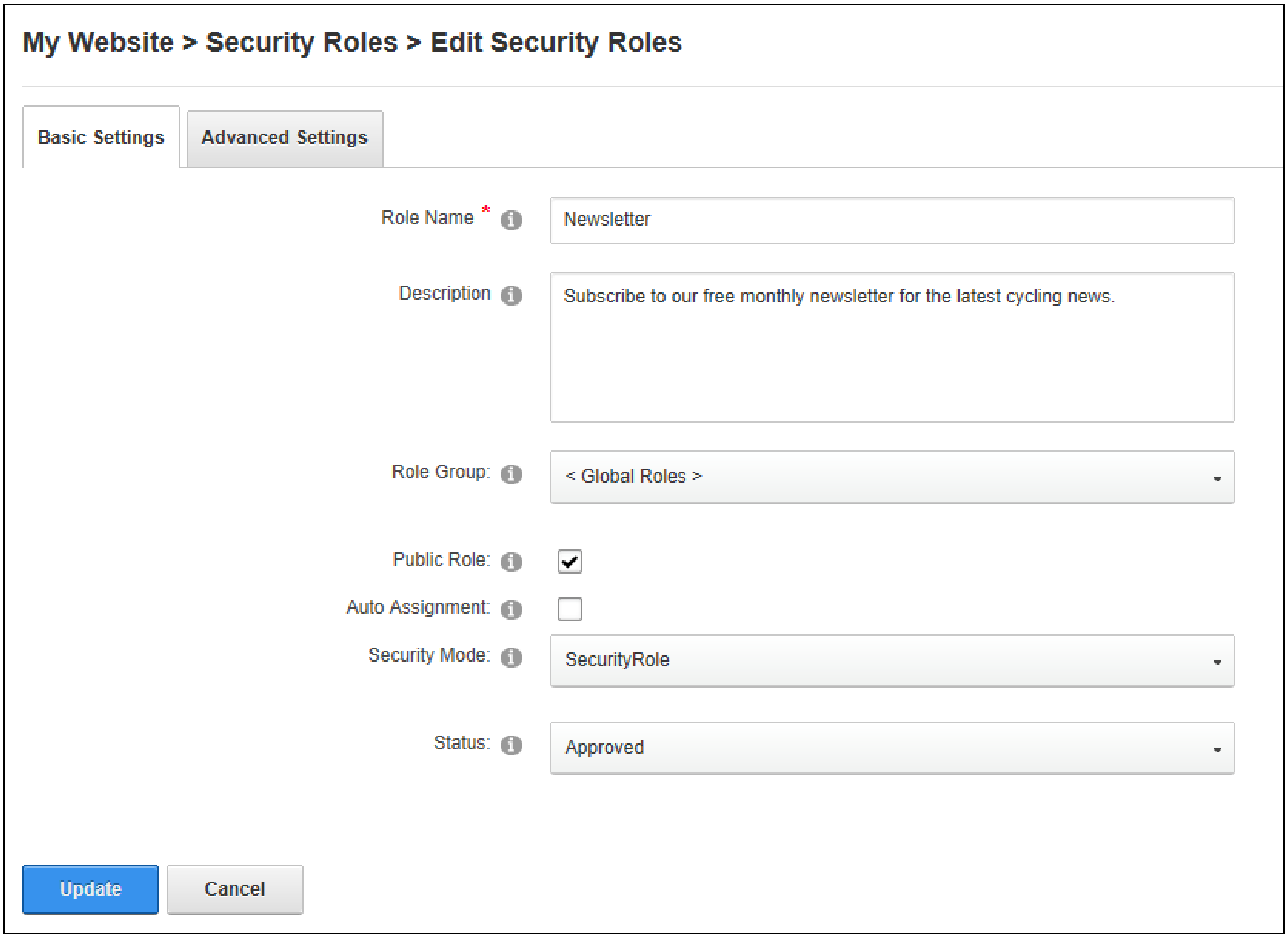
1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Manage Users** button beside the required role.
3. At **User Name**, select a user name from the drop down list - OR - Enter a user name and then click the Validate link. If the user name remains in the text box then it is 'valid'.
4. **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. See "Working with the Calendar"
5. **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.
6. **Optional.** At **Send Notification?**, mark the check box to send a notification email to the user (default option) - OR - unmark the check box to add the user to a role without sending them notification.
7. Click the **Add User to Role** button. The name of the user will be added to the list of users associated with this role.



Creating a Membership Service

How to create a publicly available security role that users can subscribe to via the Manage Services page of their user profile. A trial period, trial fee, service period, and service fee can also be set for membership services. See "Adding a Security Role with a Fee"

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Add New Role** button.
3. Go to the **Basic Settings** section.
4. In the **Role Name** text box, enter a name for the role.
5. **Optional.** In the **Description** text box, enter a brief description of the role.
6. **Optional.** At **Role Group**, select a role group for this role if required.
7. At **Public Role?**, mark the check box to set this role as a Membership Service.
8. **Optional.** At **Auto Assignment**, select from the following options:
   - Mark the check box to assign all users to this role. This includes both existing and new users.
   - Unmark the check box if users must subscribe to the role.
9. At **Security Mode**, select one of the following options:
   - **Security Role**: Select to add a security role.
   - **Social Group**: Select to add a social group. Social groups are displayed on the Social Groups module allowing site members to join, follow and participate in groups.
   - **Both**: Select to add a role that is both a social group and a security role.
10. At **Status**, select one of the following options:
    - **Disabled**: The role is not available regardless of the "Public Role" setting.
    - **Approved**: The role is available dependent upon the "Public Role" setting.
    - **Pending**: The role is available to non-Administrators/SuperUsers regardless of the "Public Role" setting. However access to the role isn't permitted until it is moved to "Approved" status.



11. Click the **Update** button. The new role is now displayed as a member's service on the user's account.

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. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. 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 >**.
3. Click the **Manage Users** button beside the required role. This opens the Manage Users In Role page for the selected role.
4. Locate the user, click the **Delete** button located to the left of their name and then 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.

Editing or Deleting a Role Group

How to edit or delete a security role group. Note: If a role group has associated roles, the delete option will not be displayed until you remove all roles belonging to a 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. See "Editing or Deleting a Security Role"

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. At **Filter By Role Group**, select the role group from the drop down list.
3. Click the **Edit** button or the **Delete** button as required.

Editing or Deleting a Security Role

How to edit the settings and details of a security role using the Security Roles module.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. If the required role is not displayed, at **Filter By Role Group** select the role from the drop down list.
3. Click the **Edit** button beside the role to be edited.
4. Edit and update the role - OR - Click the **Delete** button to delete.

Editing a User's Security Role Access

How to modify the date range that a user is able to access a security role using the Security Roles module.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Manage Users** button beside the role.
3. At **User Name**, select the required user from the drop down list - OR - Enter the user's User Name into the text box and then click the Validate link. If the user name remains in the text box then it is 'valid'.
4. **Optional.** At **Effective Date**, click the **Calendar** button and select the first date the user can access this role. Leave this field blank for immediate access to the role.

5. **Optional.** At **Expiry Date** click the **Calendar** button and select the last date the user can access this role. Leave this field blank if access to the role does not expire.
6. At **Send Notification?**, select from the following options:
   - Mark the check box to send a notification email to the user informing them of their new role access. This is the default setting.
   - Unmark the check box to add the user to the role without notifying them.
7. Click the **Add User To Role** button. This either adds a new record for this user in the User Name table below, or updates the existing record.
8. Click the **Cancel** button to return to the module.

Related Topics:

- See "Working with the Calendar"

Managing User Account Settings

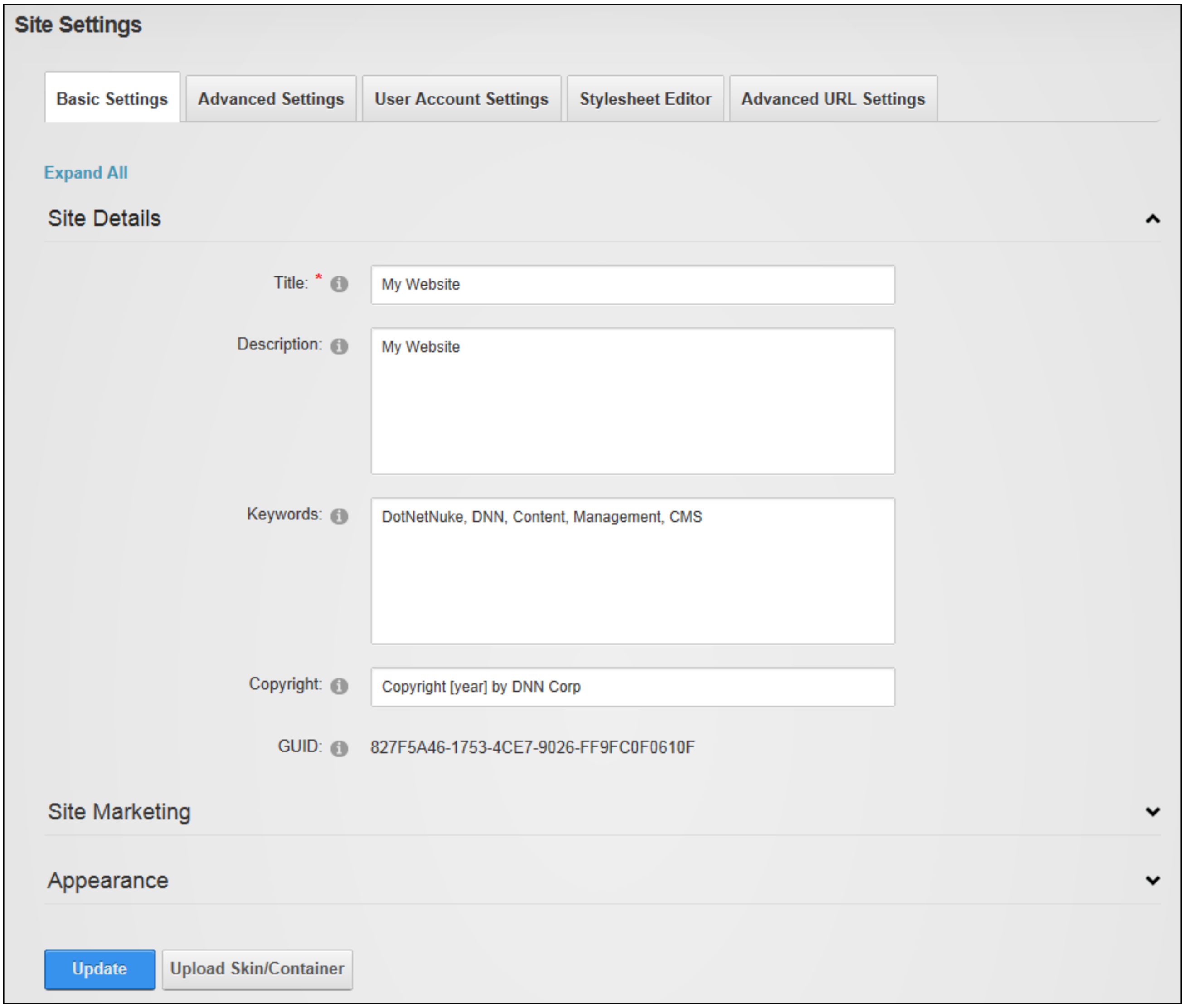
How to view and manage the settings applied to the User Accounts module. These settings can be accessed using either the User Accounts or Security Roles module.

- See "Configuring a Custom Registration Form"
- See "Configuring the Standard Registration Form"
- See "Managing Login and Logout Settings"
- See "Configuring Profile Settings"
- See "Managing Profile Fields"

Site Settings

About Site Settings

The Admin > Site Settings page allows 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. Site Settings cannot be deployed on site pages and is therefore only accessible to Administrators and SuperUsers.



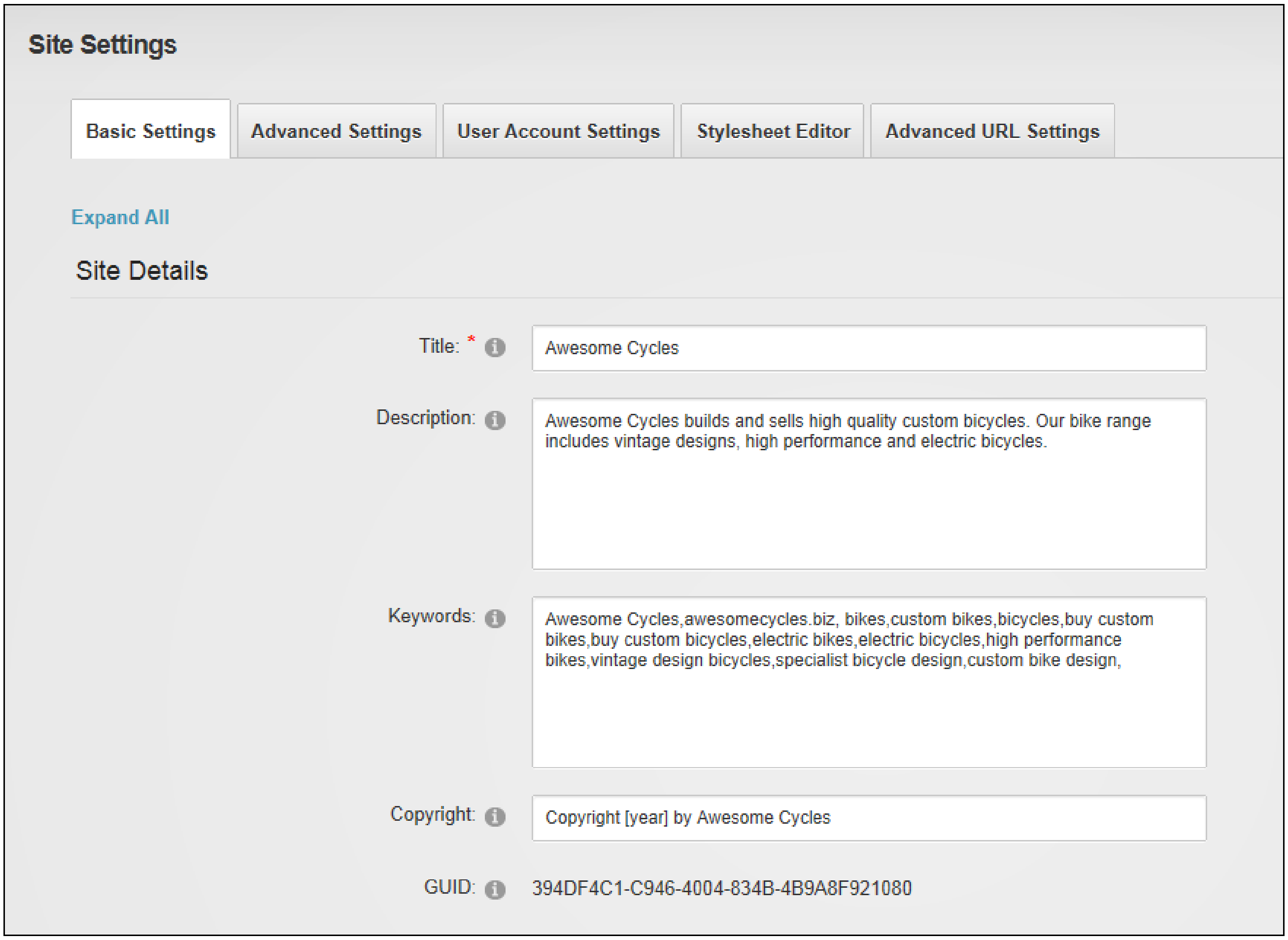
Site Settings

Basic Settings

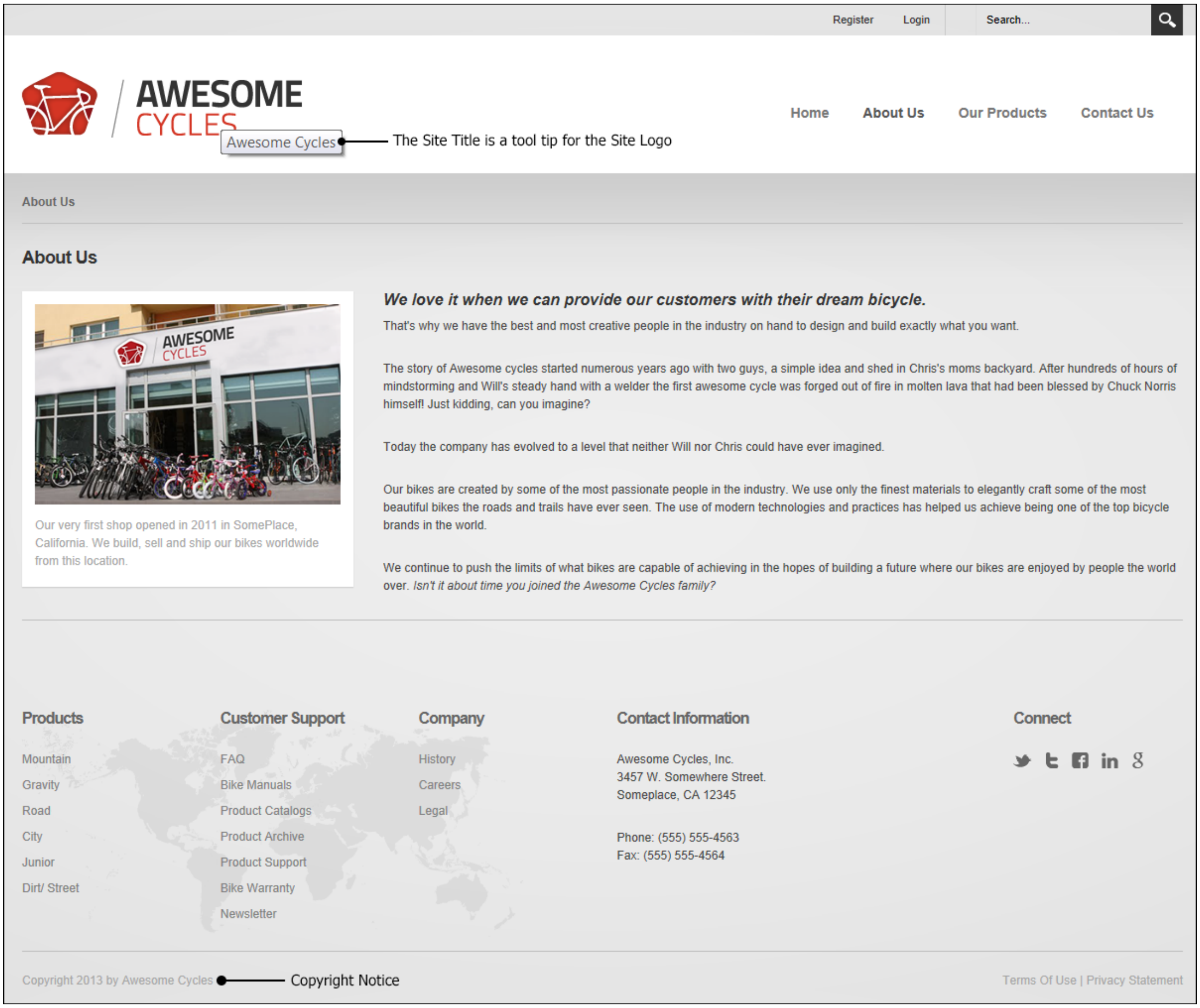
Configuring the Site Details

How to modify the title, description, keywords and copyright notice for your site via the Site Settings page. You can also view the GUID for your site in this section. Note: 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 left corner of all pages.

1. Navigate to Admin > **Site Settings**.
2. Select the **Basic Settings** tab.
3. Expand the **Site Details** section.
4. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
5. In the **Title** text box, enter a title for the site. This title displays in the title bar of the Web browser and is used in language files such as the Privacy Statement, Terms of Use, etc. Note: This title is also used as a tool tip when a user places their mouse over the site logo, as shown in the image beneath this tutorial. See "Setting the Logo, Background and FavIcon"
6. **Optional.** In the **Description** text box, enter a description that will be used by search engines to index this site.
7. **Optional.** In the **Keywords** text box, enter one or more keywords separated by commas which will be used by search engines to index this site. E.g. toys,eco-friendly,organic toys,fair trade toys,fair labor toys,
8. **Optional.** In the **Copyright** text box, set the copyright notice for the site in one of the following way:
   - **Dynamic Copyright Notice**: Leave the Copyright field blank to automatically display the current year and the site title as the copyright notice. E.g. Entering "Awesome Cycles" in the Title field above will display the copyright notice 'Copyright (c) 2012 Awesome Cycles'. If the Title field is blank, then the copyright notice displays as 'Copyright (c) 2012'
   - **Custom Copyright Notice**: Enter the text of your copyright message. To include the current year in the notice, enter [year] into the notice. E.g. Enter 'Copyright (C) [year] Awesome Cycles.biz' to display 'Copyright (C) 2013 Awesome Cycles.biz', as shown in the image beneath this tutorial.



9. At **GUID**, you can view the GUID (globally unique identifier) which can be used to identify this site. [Wikipedia.org](#) 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".
10. Click the **Update** button.



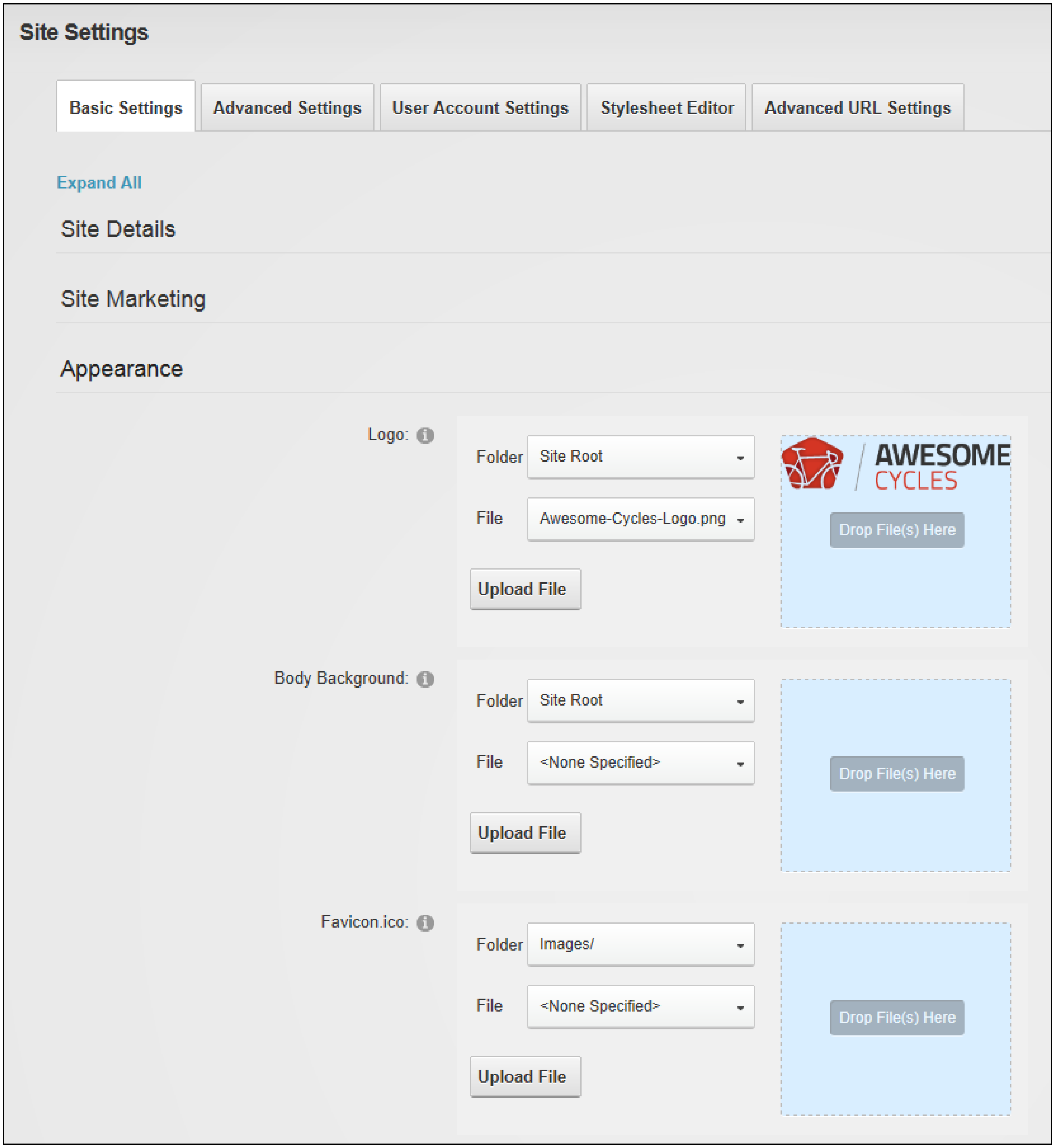
Appearance

Setting the Logo, Background and FavIcon

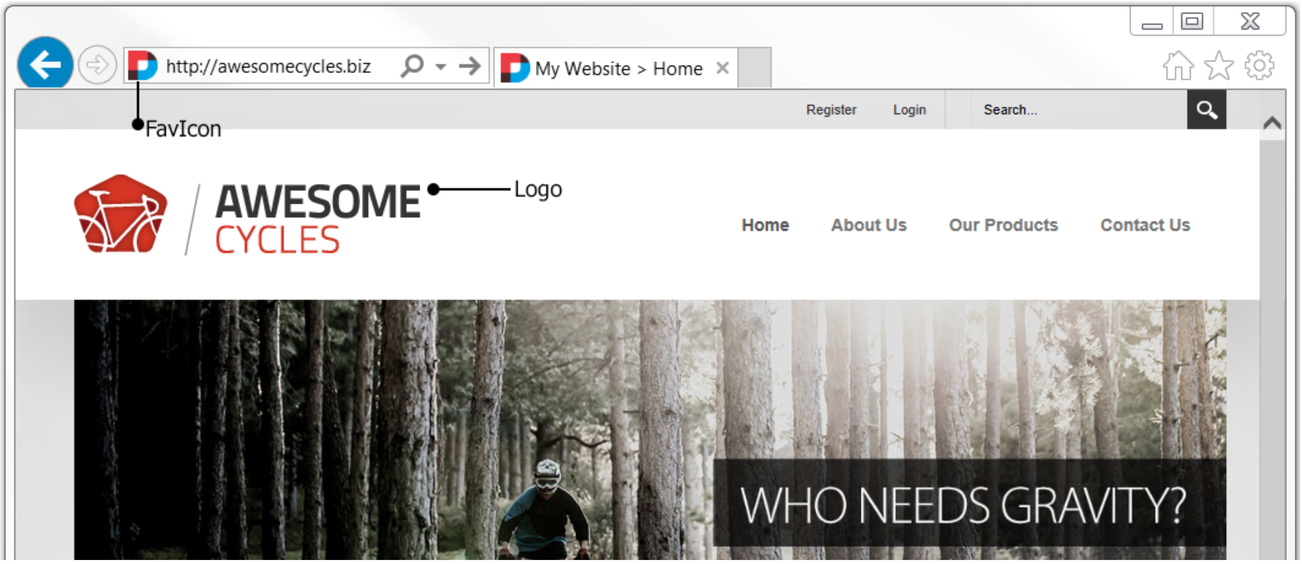
How to set the site logo, page background image and favicon image that will be used across the site. The site logo displays in the top left corner on each page in the default skin. On custom skins it displays where ever the Logo skin object is added. The favicon (short for favorites icon) is an icon file, most commonly 16x16 pixels, associated with a particular website or web page. A web designer can create such an icon and install it into a web site (or web page) by several means, and graphical web browsers will then make use of it. Browsers that provide favicon support typically display a page's favicon in the browser's address bar and next to the page's name in a list of bookmarks. Browsers that support a tabbed document interface typically display the favicon next to the page title on the tab, and site-specific browsers use the favicon as desktop icon. The favicon is an important aspect of a site's brand identity and is an important attribute which needs to be customized for marketing purposes.

> Note 1: If no favicon is set and there is a favicon.Ico file in the root of the site that favicon.Ico will be detected by browsers and used. DNN comes with a favorites icon (named "favicon.ico") that is located in the root folder of the site's Digital Asset Management is located on the Admin > File Management page.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab and expand the **Appearance** section.
4. At **Logo**, select from these options:
   - To select an existing image, select the folder where the file is located from the **Folder** drop down list and then select the required file from the **File** drop down list.
   - To upload a new file, either click the **Upload File** button and select the file from your computer, or drag an image from your computer and release it over the "Drop File(s) Here" window.
5. At **Body Background**, select a new or existing image as detailed above. The background image will be tiled on all site pages, unless the skin applied to the page includes a background image.
6. At **Favicon.ico**, select a new or existing image as detailed above. Only files with an *.ico extension can be selected at this field, as these are the only files supported by Internet Explorer.



7. Click the **Update** button.



Setting the Site Design

How to set the design that is applied to all site pages including the Admin pages and set container that is applied to all existing and new modules on these pages.

These defaults can be overridden for individual site pages (See "Configuring Advanced Page Settings") and individual modules (See "Configuring Advanced Page Settings for a Module"). A separate skin and container can also be set for the DNN editing pages. E.g. module editing pages, module settings pages, page settings pages, etc. It is a good idea to select an edit skin and container that has minimal design and images as it will load quickly into your Web browser and reduce the editing time.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. **Optional.** To upload a new skin or container, click the **Upload Skin/Container** button located at the base of the page and complete the upload wizard.
4. Select the **Basic Settings** tab and expand the **Appearance** section.
5. At **Site Skin**, select the default skin to be used on all site pages from the drop down list.
6. At **Site Container**, select the default container to be used for all modules from the drop down list.
7. **Optional.** Click the **Preview Site Skin and Container** button to preview the selected skin and container in a new Web browser.
8. At **Edit Skin**, select an editing skin from the drop down list.

9. At **Edit Container**, select an editing container from the drop down list.
10. **Optional.** Click the **Preview Edit Skin and Container** button to preview the selected skin and container in a new Web browser.
11. Click the **Update** button.

Enabling/Disabling Skin Widgets

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

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab and expand the **Appearance** section.
4. At **Enable Skin Widgets**, mark the check box to enable skin widgets - OR - unmark the check box to disable skin widgets.
5. Click the **Update** button.

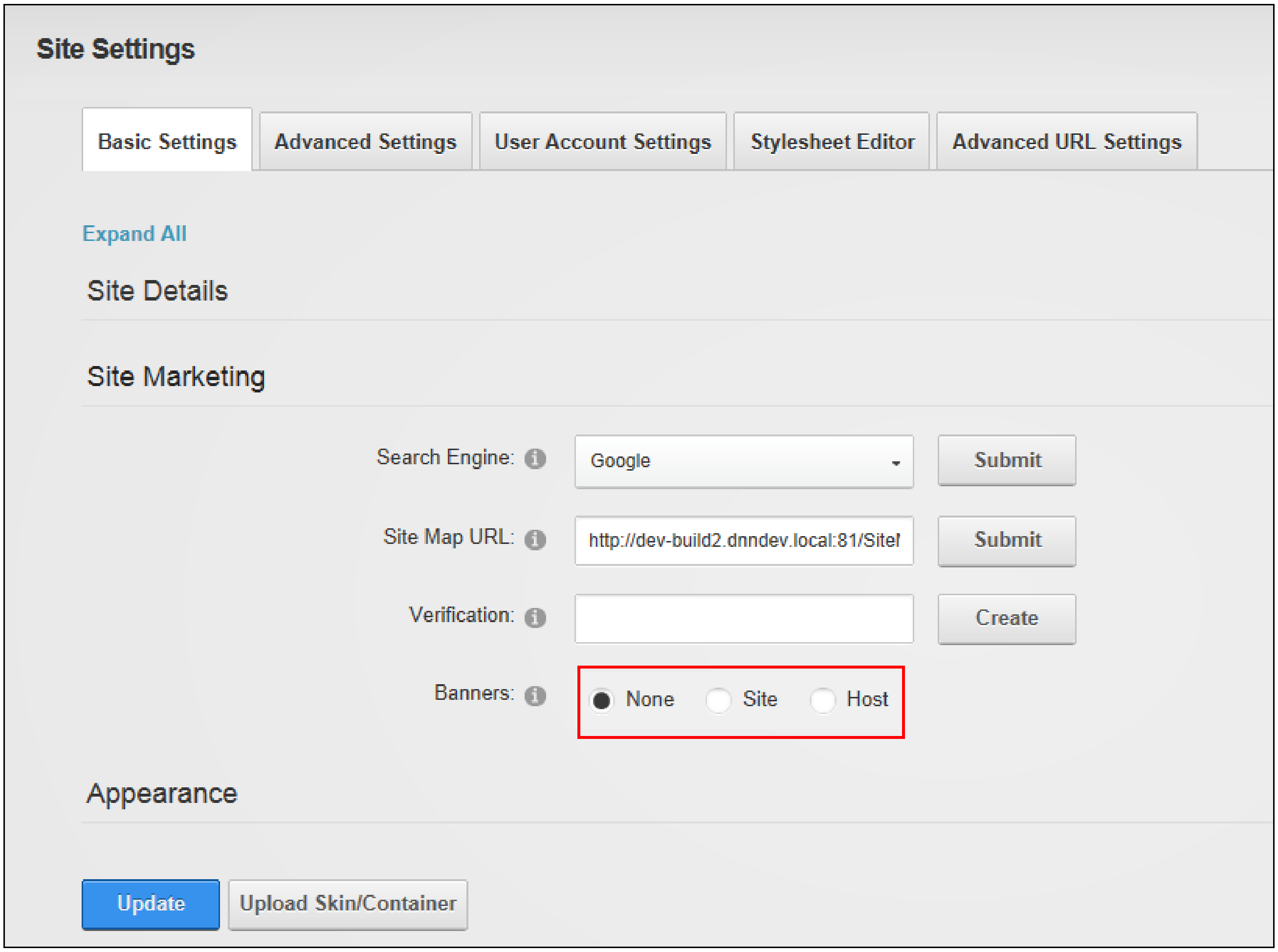
Site Marketing

Enabling/Disabling Banner Advertising

How to enable or disable banner advertising for a site. Enable this setting to display an advertising banner on each site page where the skin object [Banner] is included in the page skin design. The banner changes each time a page is refreshed or revisited. Banners can be created and managed using the Vendors page, however only banners associated with the banner type called 'banner' are displayed at this field.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab and expand the **Site Marketing** section.
4. At **Banners**, select from these options:
   - **None**: Select to disable banner advertising. This is the default setting.
   - **Site**: Select to enable Vendors banners that are unique to this site and are managed on the Admin > Vendors page that has been added to a page.

- **Host**: Select to enable Vendors banners that are shared across all sites in this installation and are maintained on the Host > Vendors page.



5. Click the **Update** button.

Related Topics:

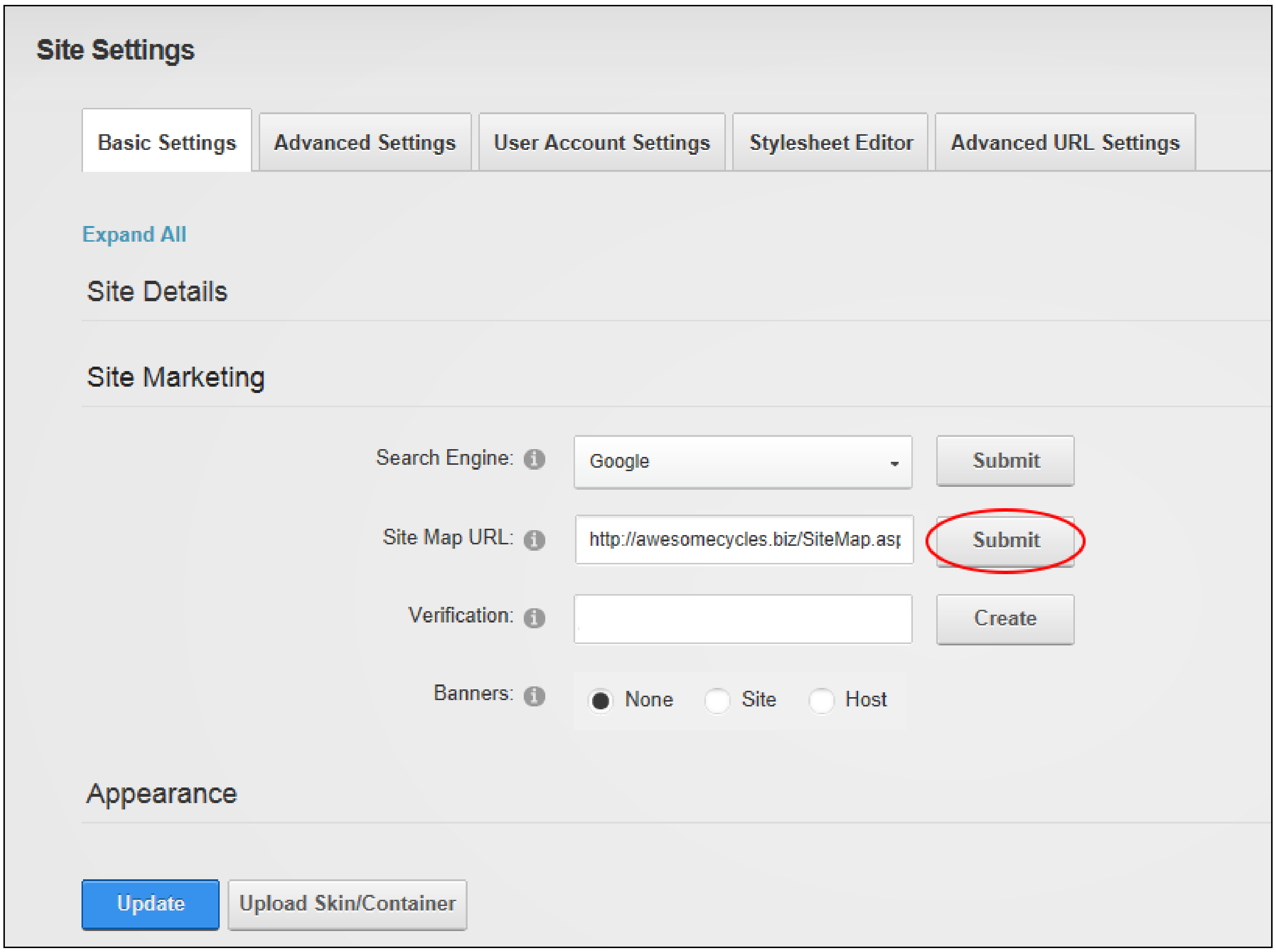
- See "About Admin Vendors"

Submitting your Site Map URL to Google

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

Prerequisite. Site name, description and keywords must been completed. See "Configuring the Site Details"

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language". This field only displays when multiple languages are enabled.
3. Select the **Basic Settings** tab and expand the **Site Marketing** section.
4. At **Site Map URL**, click the **Submit** button. This opens the Google Webmaster Tools web page in a new Web browser.



5. On Google Webmaster Tools web page, complete the following steps:
   1. If you do not have a Google Account, sign up for one.
   2. Sign in to **Google Webmaster Tools** with your Google account.
   3. Go to the **Dashboard**.

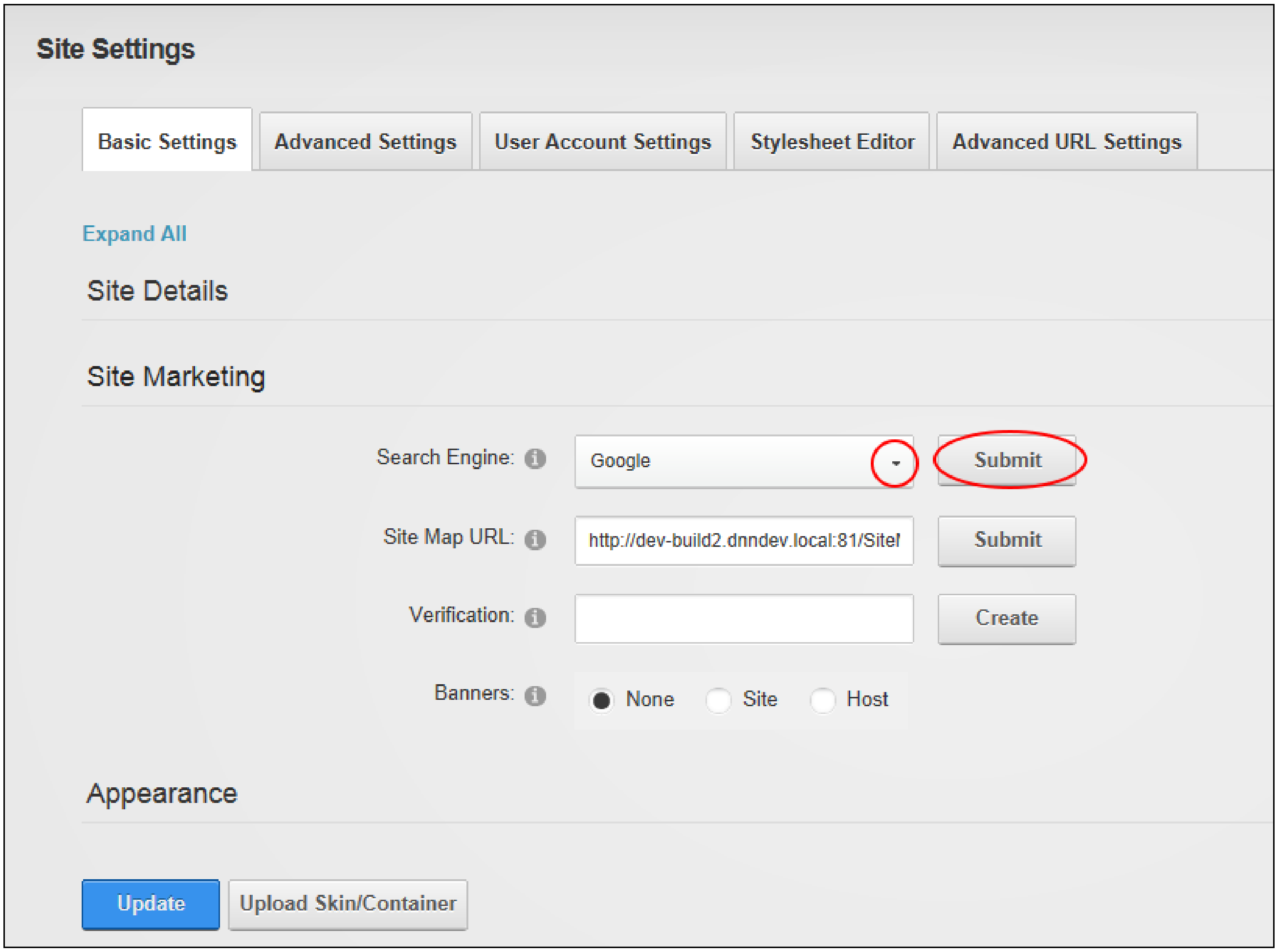
    4. In the **Add Site** text box, enter the URL of your site. E.g. http://www.domain.com/
    5. Click the **OK** button to confirm.
    6. Click the Verify link.
    7. Select **Upload an HTML file**. This will display a unique file name. Copy this name.
6. Return to the Site Settings page of your DNN site and complete the following steps:
    1. In the **Verification** text box, paste or enter the file name that you just copied.
    2. Click the **Create** button.
7. On Google Webmaster Tools web page, complete the following steps:
    1. Click the **Verified** button.
    2. On the **Google Sitemaps** tab, select **Add General Web Sitemap**.
    3. Copy the URL that is now displayed.
8. Return to the Site Settings page of your DNN site and paste the URL you just copied into the **Site Map URL** text box.
9. Click the **Update** button.

Submitting your Site to Search Engines

How to submit the site to a search engine which will add the site to the search engine's list of sites to be indexed.

Prerequisite. Site name, description and keywords must been completed. See "Configuring the Site Details"

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab and expand the **Site Marketing** section.
4. At **Search Engine**, select **Google**, **Yahoo** or **Microsoft** search engines.



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

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

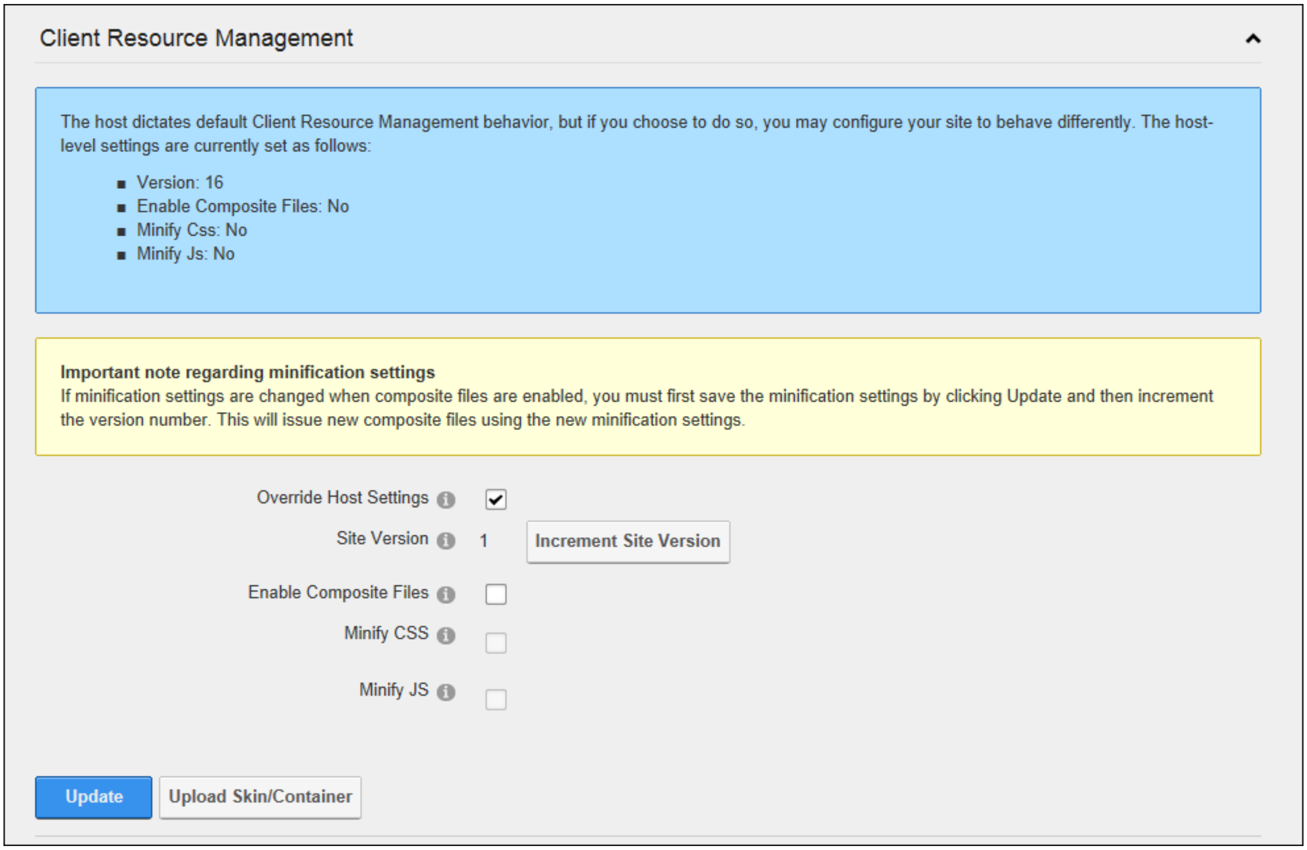
Advanced Settings

Client Resource Management

Setting Client Resource Management

How to configure the Host Settings for Client Resource Management.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Client Resource Management** section.
3. At **Current Host Version**, here you can view the version number that is assigned to client resources to assign with browser caching. This number is increased when an extension is installed, portal.css is updated, or when the server cache is cleared. This number applies to any processed file (combined and/or minified). Click the Increment Version link if you want to manually increase the number and force browsers to download new copies of the resource files.
4. At **Enable Composite Files**, select from these options:
5. Check the check box to enable composite files. The will combine files of the same type so the number of and size of files is reduced and this will reduce the number of file requests by the browser. This will significantly increase the page loading speed.
6. At **Minify CSS**, select from the following options:
   - Mark the check box to enable CSS minification. This will reduce the size of individual files by removing comments, whitespace and CSS files that are no longer in use.
   - Unmark the check box to disable.
7. At **Minify JS**, mark the check box to enable JS minification which will reduce the size of the JavaScript code using JSMin - OR - unmark the check box to disable composite file.
8. Click the **Update** button.

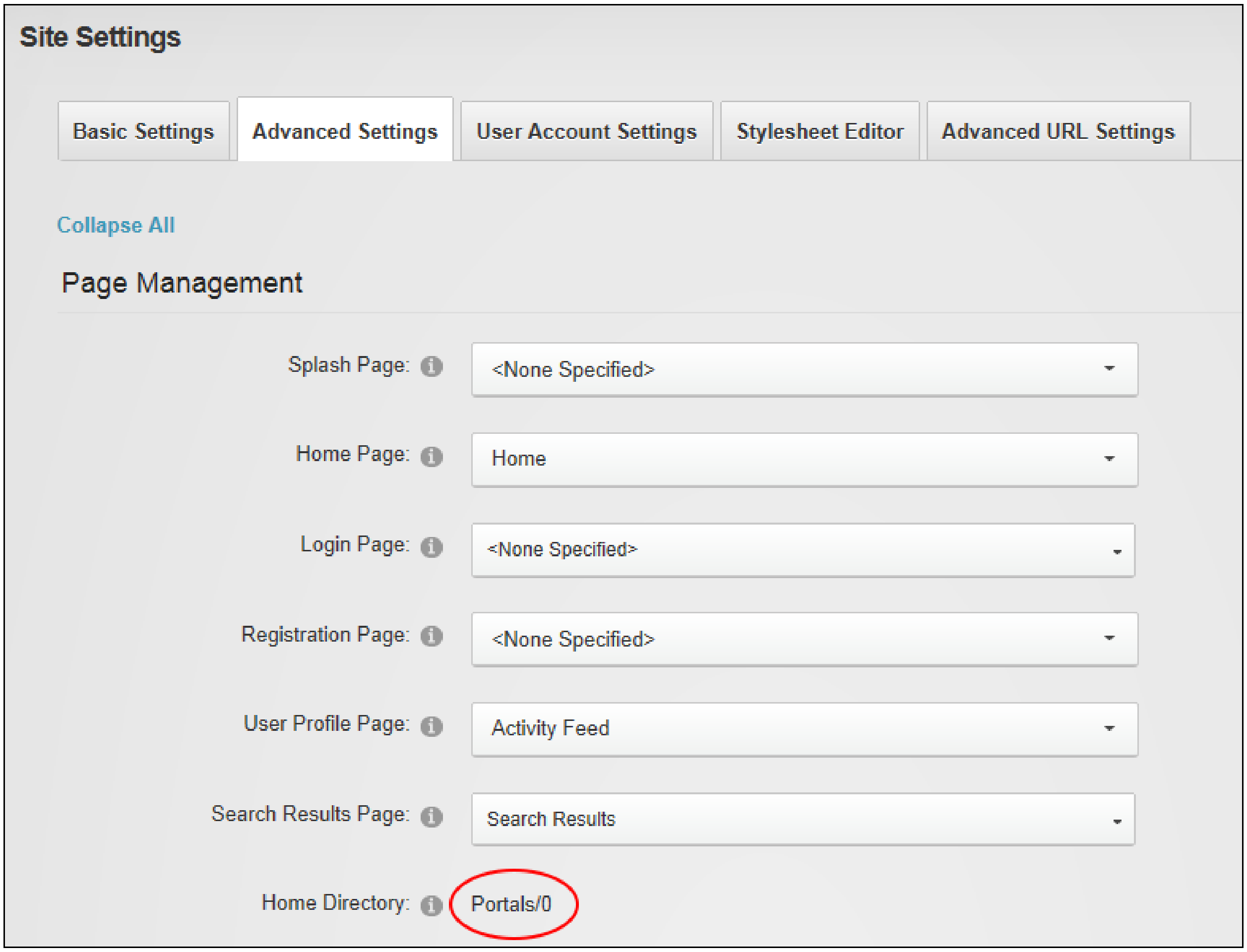


Page Management

Viewing the Home Directory

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

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Page Management** section.
3. At **Home Directory** you can view the home directory. E.g. ../../../../../Resources



Viewing the Home Directory

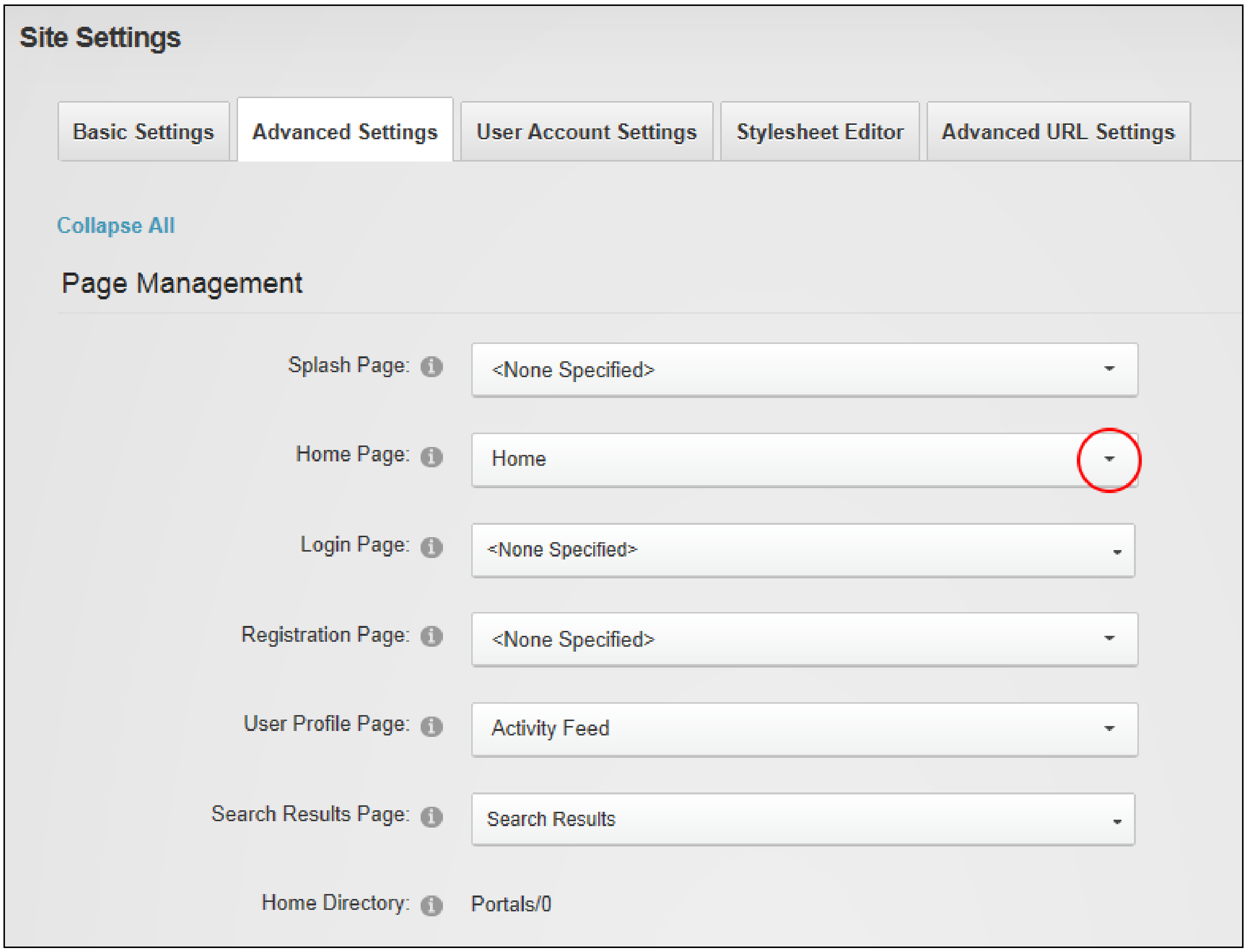
Setting the Home Page

How to set 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.awesomecycles.biz` or `http://www.awesomecycles.biz/default.aspx`), unless a Splash page is displayed. Visitors are also taken to the Home page when they click on the site logo.

Note 1: On the default DNN site, a page called "Getting Started" has been set as the Home page.

Note 2: You cannot delete the page that has been set as the Home page. If you want to do so, you must first select an alternative home page.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab and expand the **Page Management** section.
4. At **Home Page**, select from the following options:
   - To set any page as the Home page, select the page name from the drop down list. The page can be called Home but it could also be any other page name.
   - To set the first page that is visible on the site menu page as the default Home page, select **<None Specified>** This will set either the page that is located on the far left or the top of the menu as the Home page.

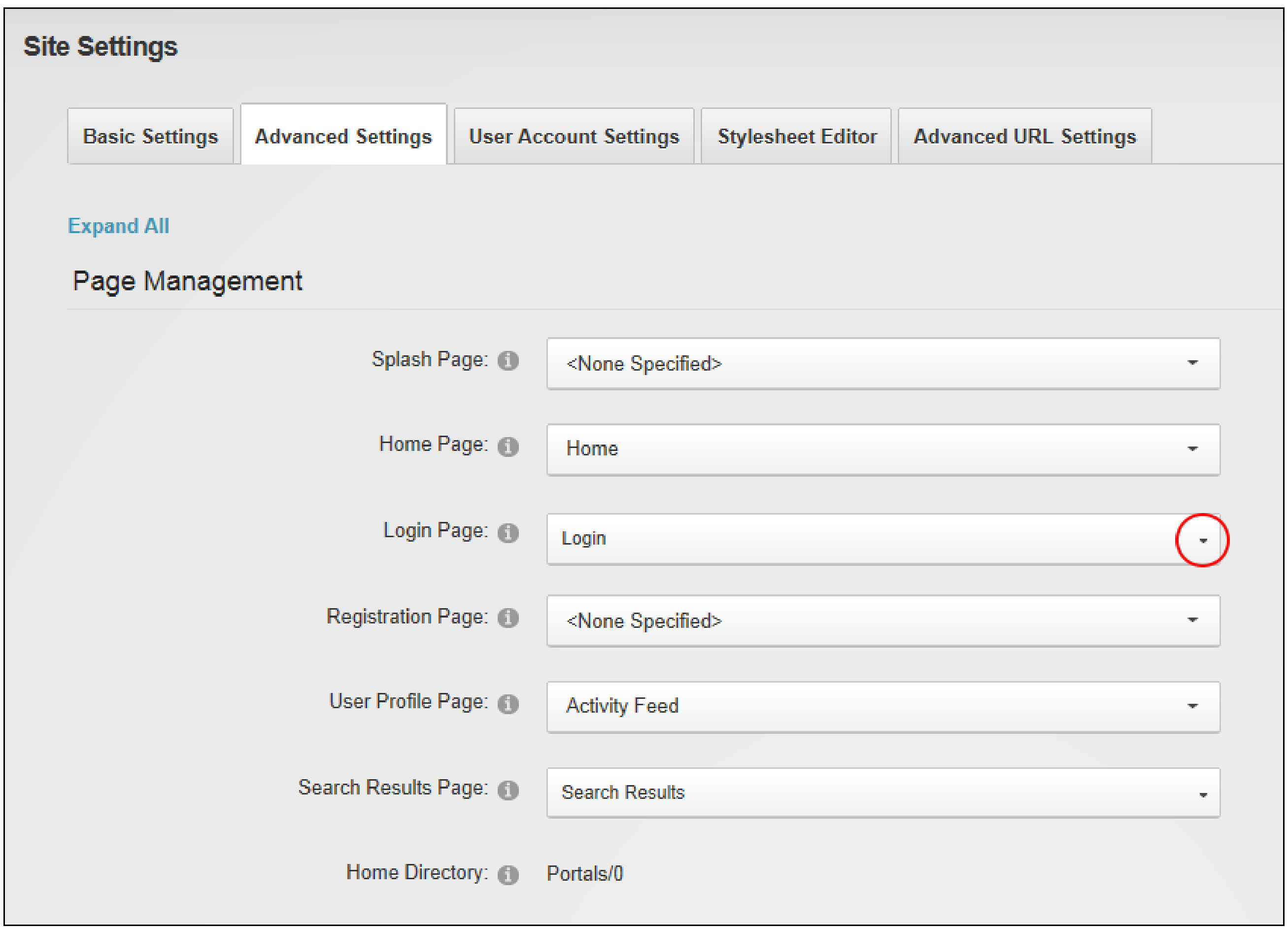


5. Click the **Update** button.

Setting the Login Page

Administrators can set any page as Login page for the site. This allows Administrators create a custom Login page rather than using the default login page provided with DNN. The default login page requires the Login skin object to be included in the skin. **Warning.** The Custom login page must be set as visible to all users.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab and expand the **Page Management** section.
4. At **Login Page**, select from these options:
   - Select the name of the custom Login page you created from the drop down list. Only pages that have the Account Login added will be displayed in the drop down list.
   - Select **<None Specified>** to restore the default login page.

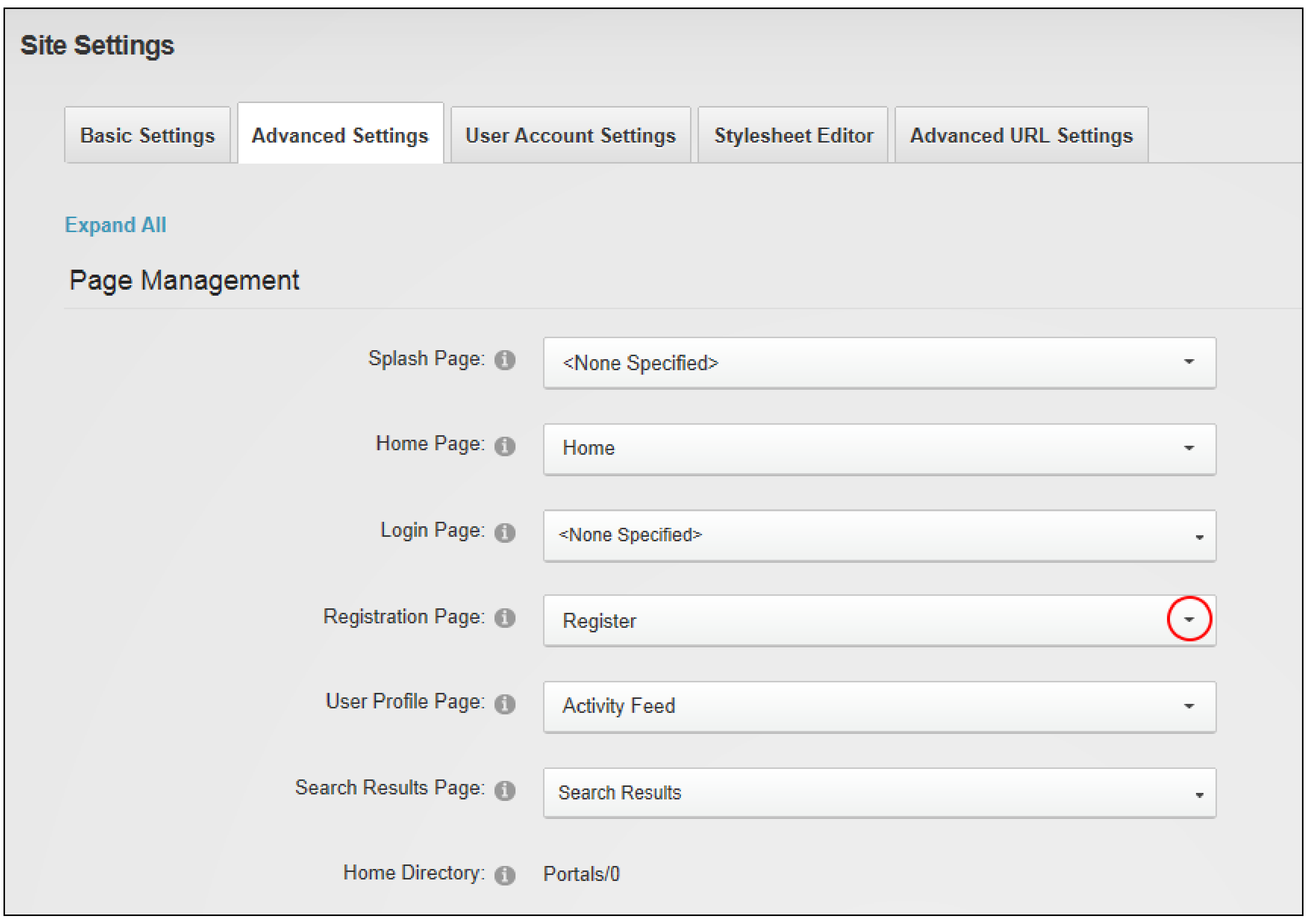


5. Click the **Update** button.

Setting the Registration Page

The registration page enables visitors to register for a user account. This setting allows you to choose between the default registration page or a custom registration page that you have created. **Important.** The page that you set as the registration page must have the Account Registration module added to it and all users must be granted permission to view both the page and the Account Registration module.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab and expand the **Page Management** section.
4. At **Registration Page**, select the registration page you created from the drop down list - OR - Select **<None Specified>** to restore the default page.

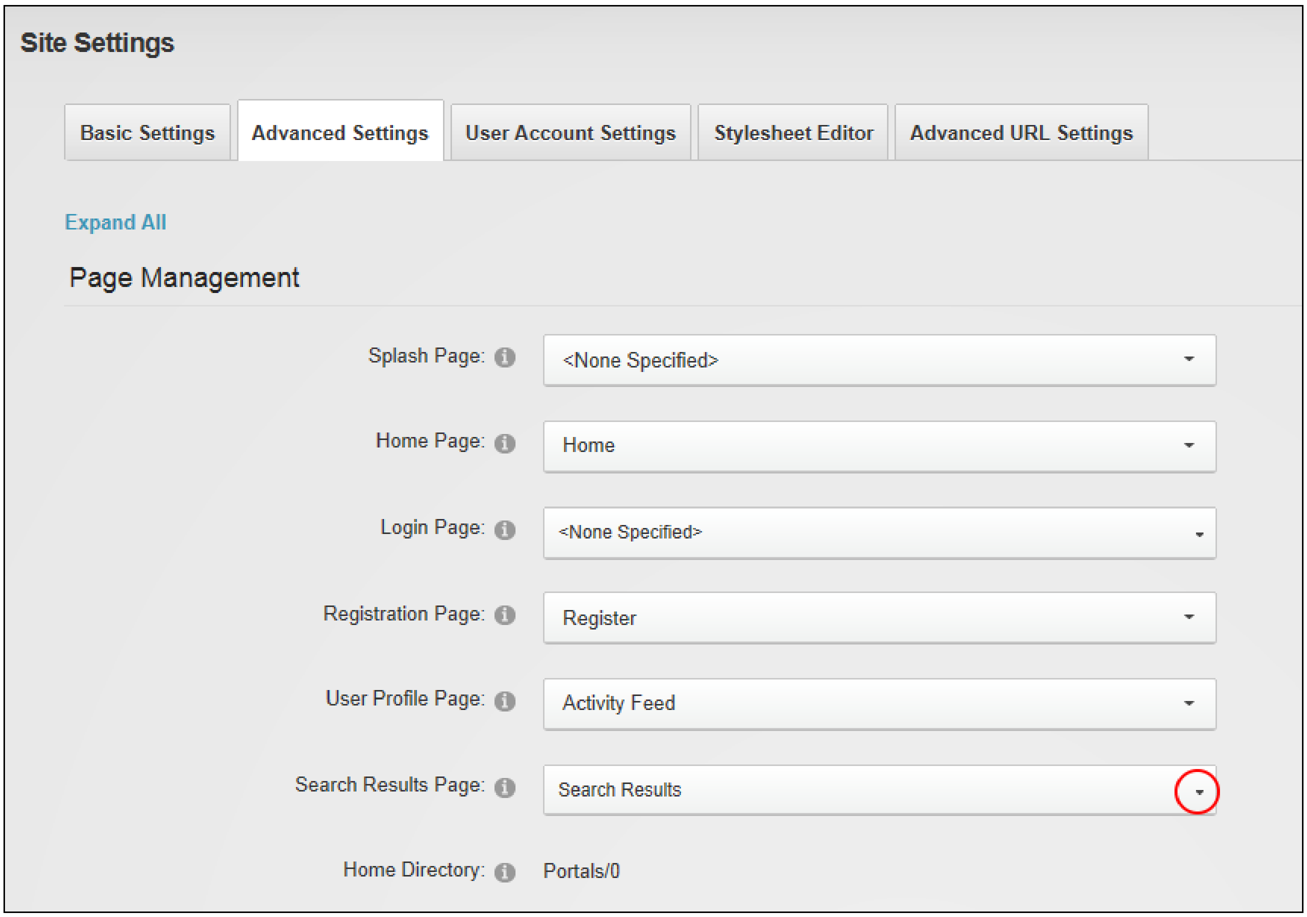


5. Click the **Update** button.

Setting the Search Results Page

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

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Page Management** section.
3. At **Search Results Page**, select from the following options:
   - To set a custom search results page, select the page name from the drop down list. The selected page ***must*** have a Search Results module on the page in order for the search results to be displayed.
   - To use the default search results page, select **Search Results**.



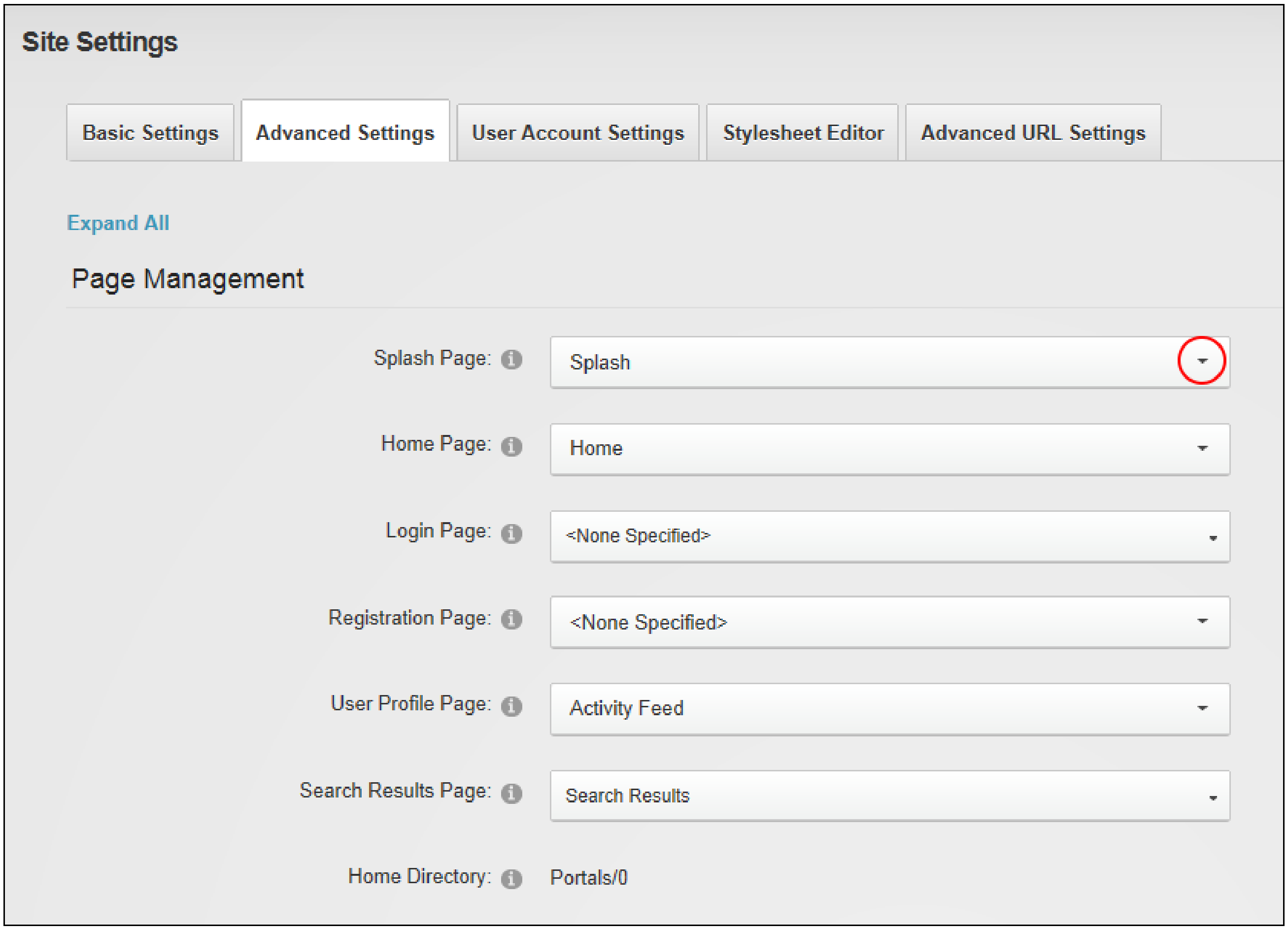
4. Click the **Update** button.

Setting the 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.awesomecycles.biz` or `http://www.awesomecycles.biz`) rather than a specific page (E.g. `http://www.awesomecycles.biz/ContactUs/tabid/103/Default.aspx`) the Splash page is displayed.

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

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab.
4. Expand 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>** from the drop down list.



6. Click the **Update** button.

Setting the User Profile Page

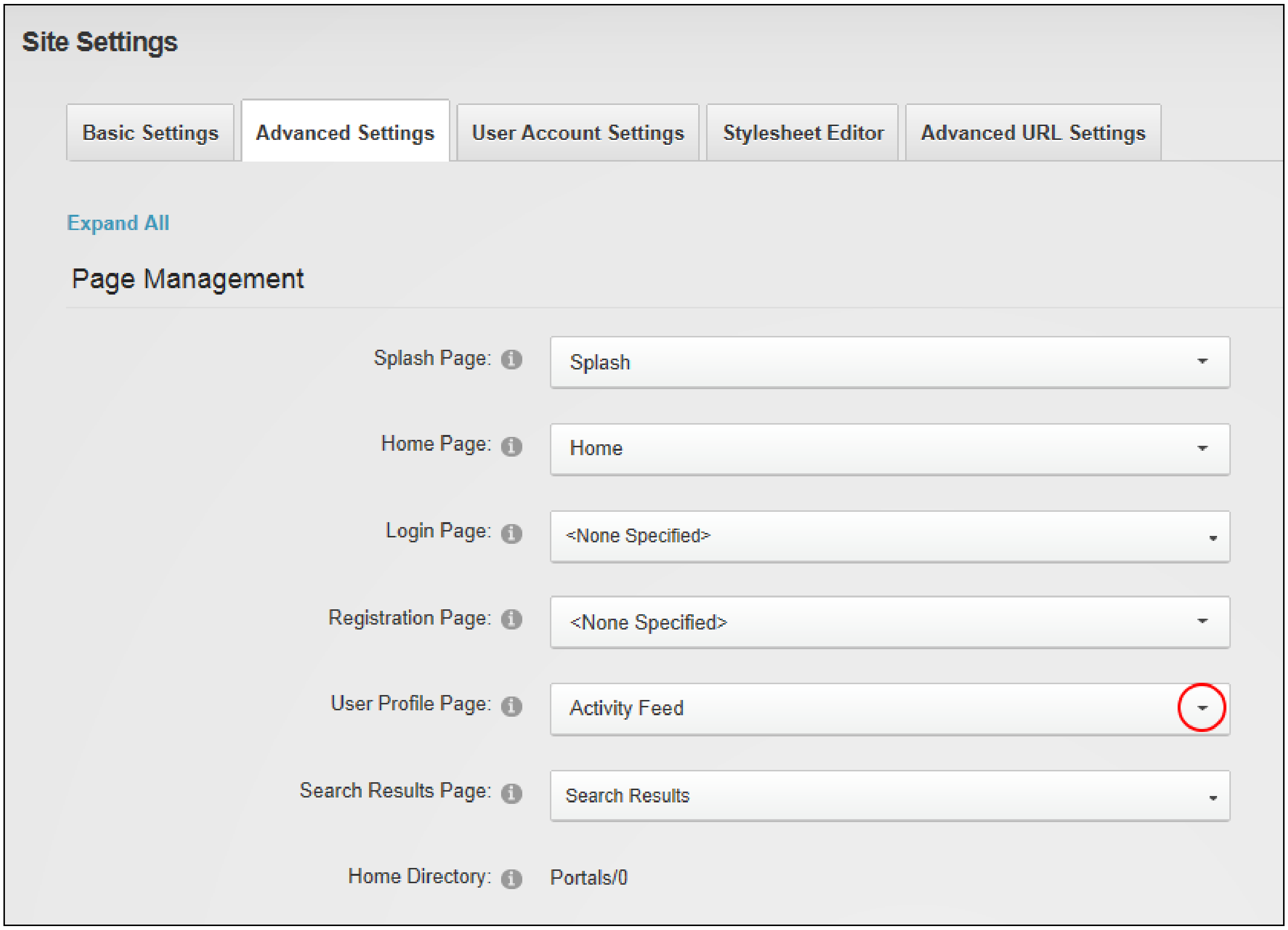
The User Profile page allows Authorized users to maintain their user credentials, profile, password and services from this page as well as manage messages to and from other site members. This setting allows you to choose between a custom user profile page or restore the default user profile page for this site.

Prerequisite. Create a User Profile page:

1. Create a new page to your site (E.g. Awesome Users), ensuring permission to view the page is granted to All Users. You may like to set the page as not included in the menu. See "Adding a New Page"
2. Add a View Profile module to the page that is visible to all users. See "Adding a New Module (RibbonBar)"
3. Add any other modules and content as desired.

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

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab and expand the **Page Management** section.
4. At **User Profile Page**, select your custom user profile page from the drop down list - OR - Select **Activity Feed** to restore the default page.



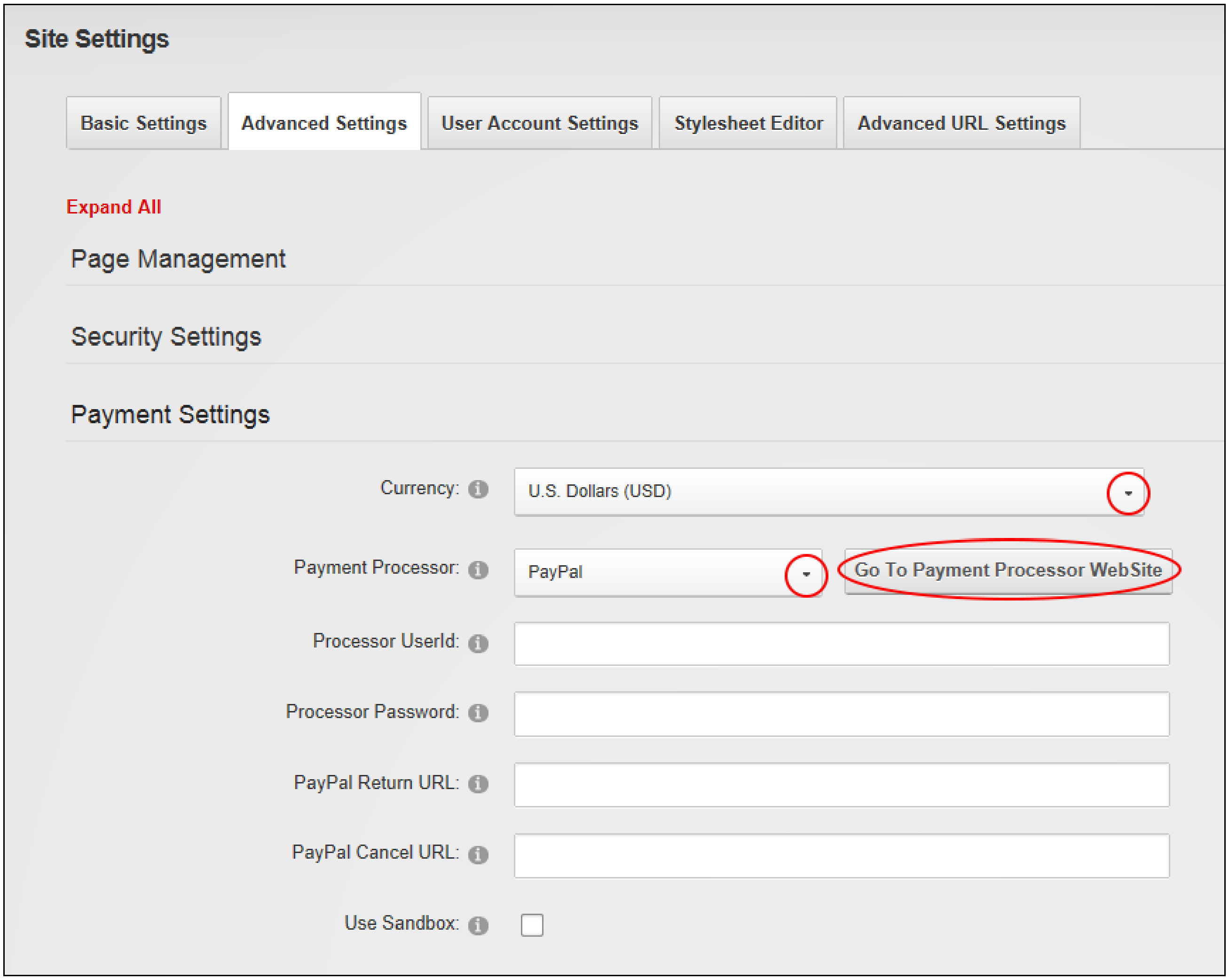
5. Click the **Update** button.

Payment Settings

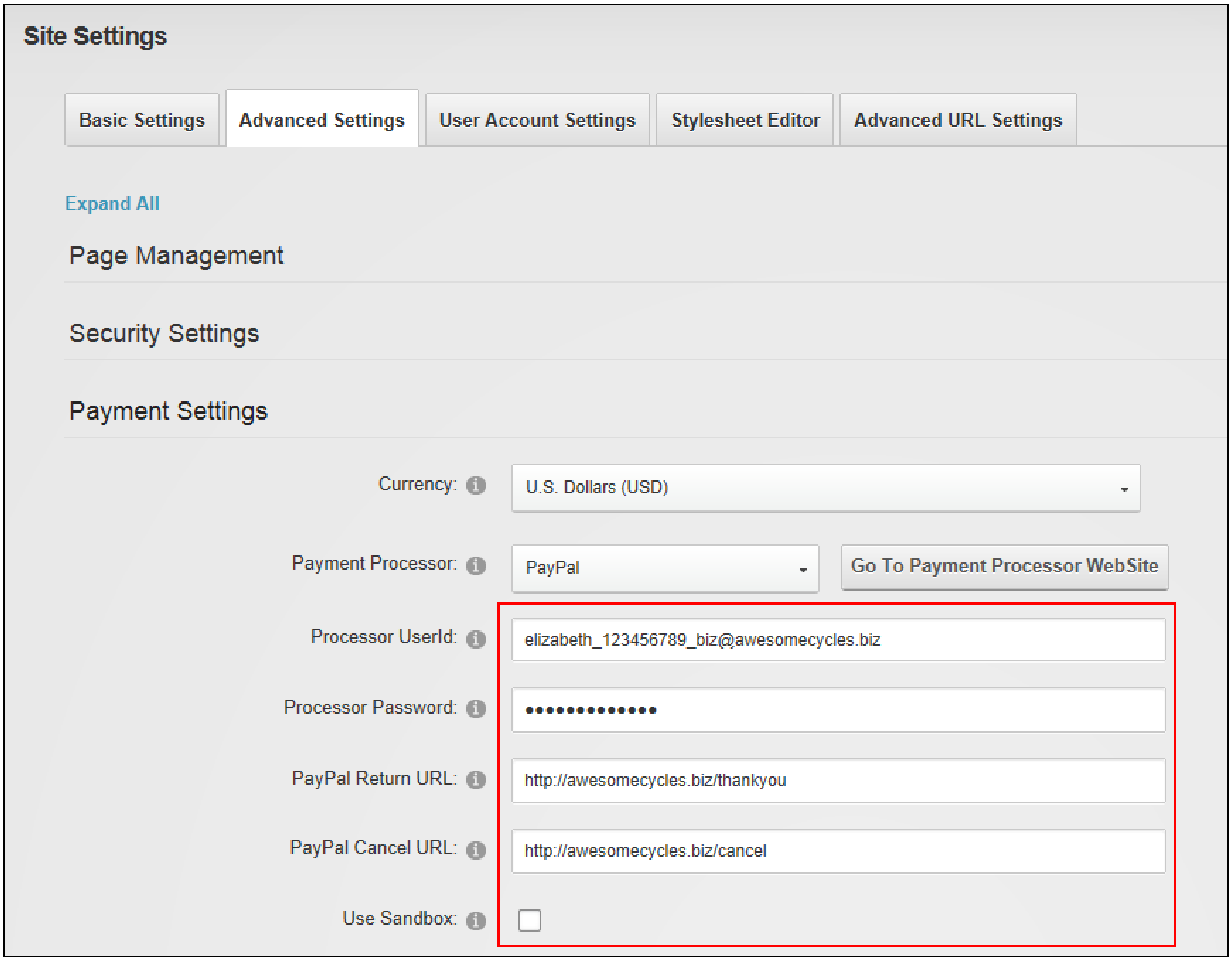
Setting the Payment Processor

How to configure payment processing for this site and 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. The PayPal Sandbox (https://developer.paypal.com) allows you to test PayPal and have test orders sent to the payment gateway without taking live transactions. Enabling the PayPal Sandbox allows you to create paid subscriptions and test the process without spending any real money. To use this system you must sign up for a Sandbox account and use those credentials in the Payment Settings section shown below.
See "Adding a Security Role with a Fee" for more details on setting up subscriptions.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Payment Settings** section.
3. At **Currency**, select the currency to process payments with.
4. At **Payment Processor**, select a payment processing company from the drop down list. E.g. PayPal
5. Click the **Go To Payment Processor Web Site** button and sign up for an account.



6. In the **Processor UserId** text box, enter the UserID code provided by PayPal.
7. In the **Processor Password** text box, enter the Password provided by PayPal.
8. **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.
9. **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.
10. At **Use Sandbox?**, select from these options
    - mark the check box to enable PayPal Sandbox.
    - unmark the check box to disable Sandbox and enable live transactions.



11. Click the **Update** button.

Security Settings

Setting the Primary Administrator

How to set the Primary Administrator who will receive 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). In new DNN installations, the Host user account that is created is selected by default for the first site that is created.

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").

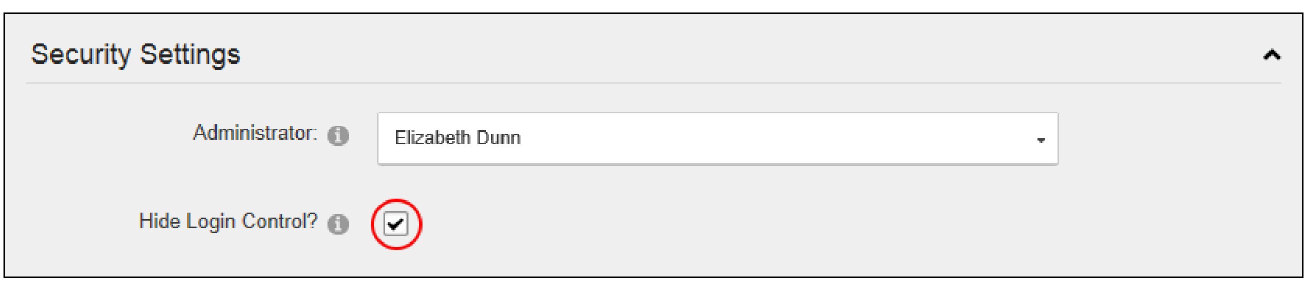
1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Security Settings** section.
3. At **Administrator**, select the display name of the required administrator from the drop down list.

4. Click the **Update** button.

Setting the Visibility of the Login Control

This setting is useful for site owners do not want a Login option visible on their public website. Rather than forcing a site to have a Login option on their pages this setting provides a hidden URL where privileged users can log into the system. Note that this URL does not offer any true security benefits as it simply obscures the location of the Login page for casual website visitors.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Security Settings** section.
3. At **Hide Login Control**, mark the check box to display the Login control - OR unmark the check box to hide the Login control. This option requires users to navigate to the /login.aspx page to view the login control. E.g. www.awesomecycles.biz//login.aspx.



4. Click the **Update** button.

Related Topics:

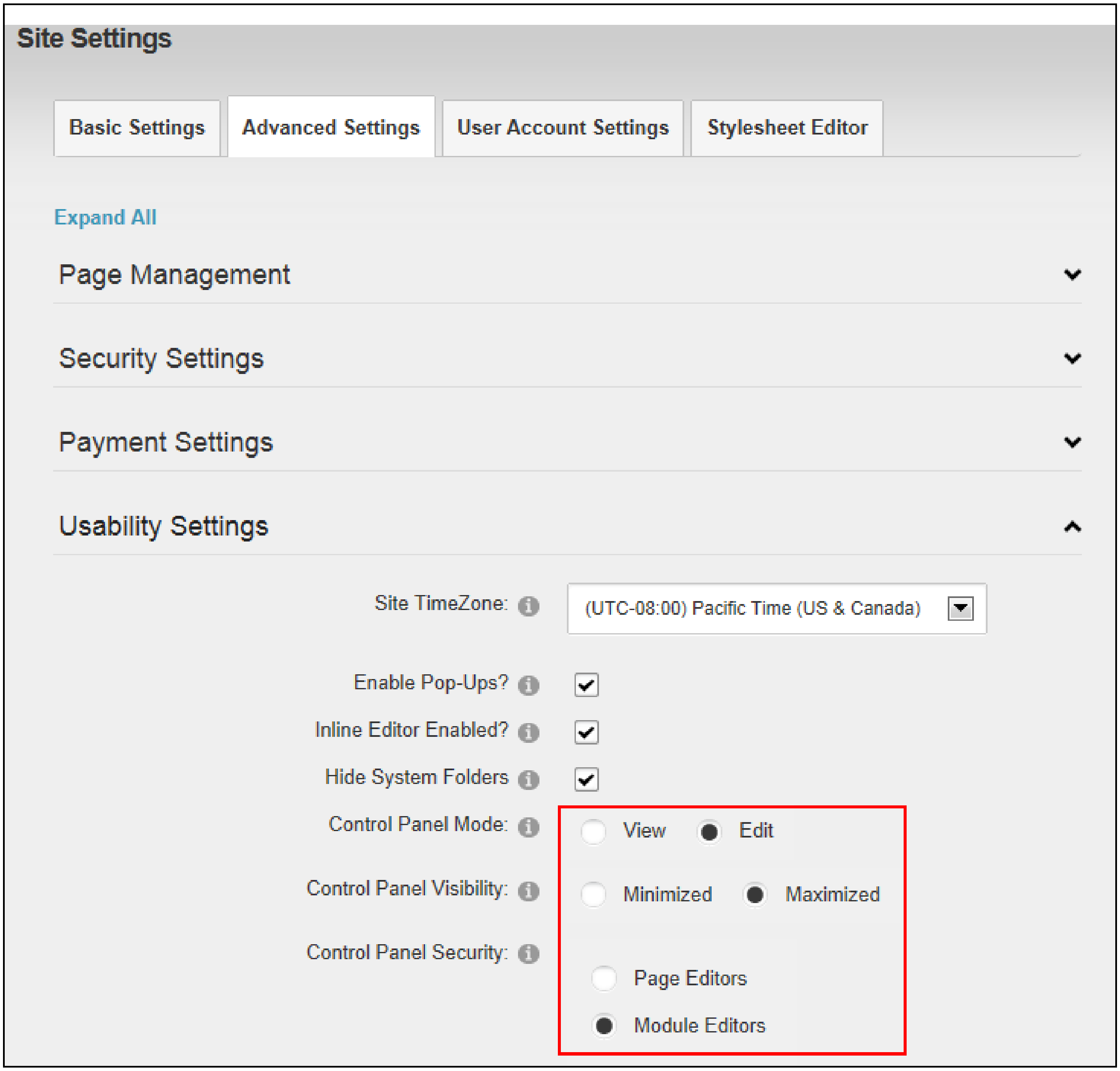
- See "Managing Login and Logout Settings"

Usability Settings

Configuring the Control Panel Options

How to configure the default settings for the Control Panel. Whenever an authorized user interacts with the Control Panel the mode and visibility last selected by that user will be applied the next time.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Usability Settings** section.
3. At **Control Panel Mode**, select either **View** or **Edit** as the default mode for the Control Panel.
4. At **Control Panel Visibility**, select either **Minimized** or **Maximized** as the default view for the Iconbar ControlBar only. This setting is not relevant to either the ControlBar or the RibbonBar Control Panels.
5. At **Control Panel Security**, select from the following options to set which groups of site editors can view the Control Panel.
   - **Page Editors**: Select to display the Control Panel to Page Editors only. A Page Editor is any user that is authorized to create and manage pages and page settings.
   - **Module Editors**: Select to display the Control Panel to both Page Editors and Module Editors. A Module Editor is any user that is authorized to edit and/or manage content on one or module modules. Choosing this option will allow these users to view the site in either **View** or **Edit** mode.



6. Click the **Update** button.

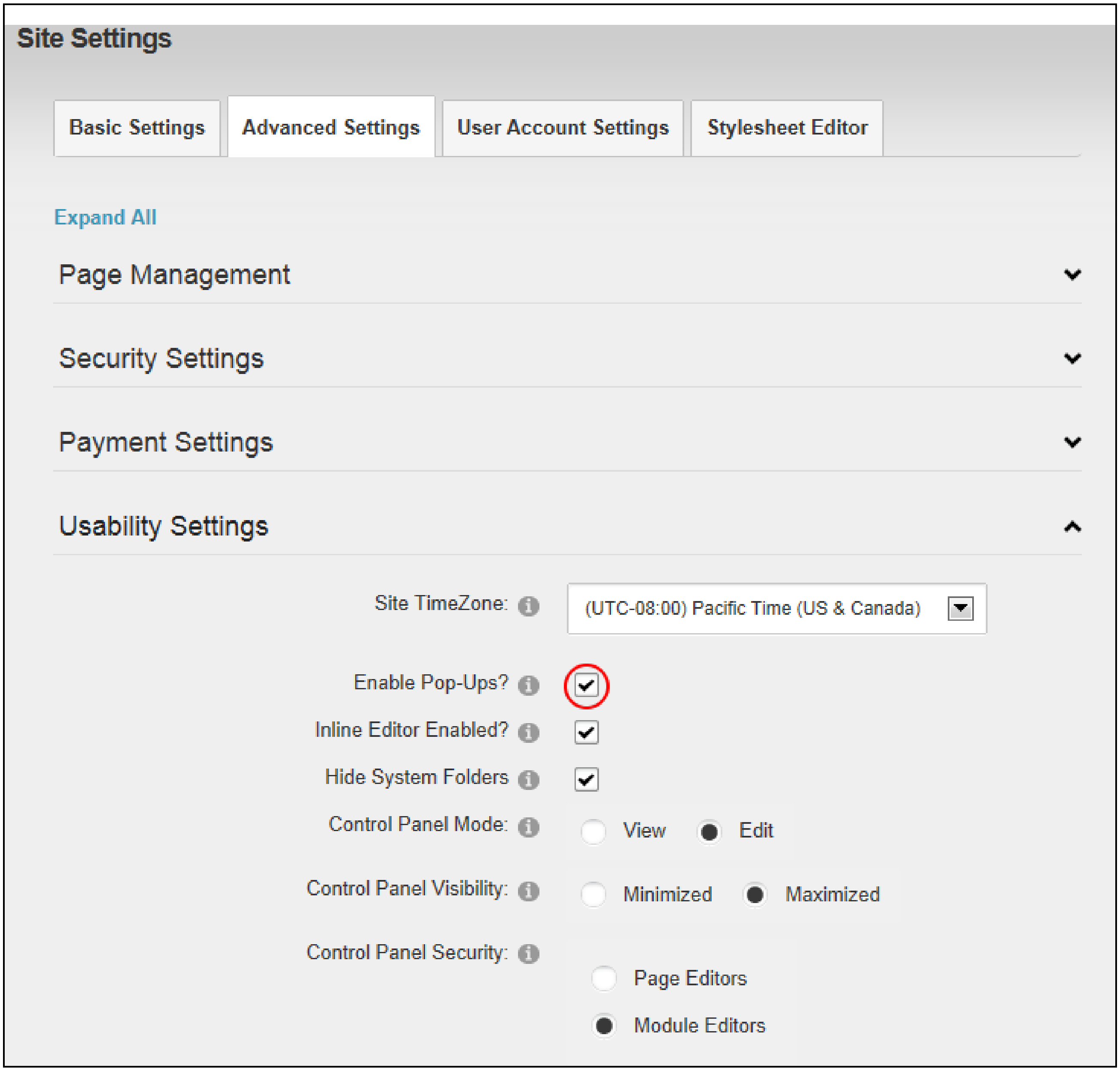
Related Topics:

- See "Overview of the ControlBar"
- See "Overview of the RibbonBar"

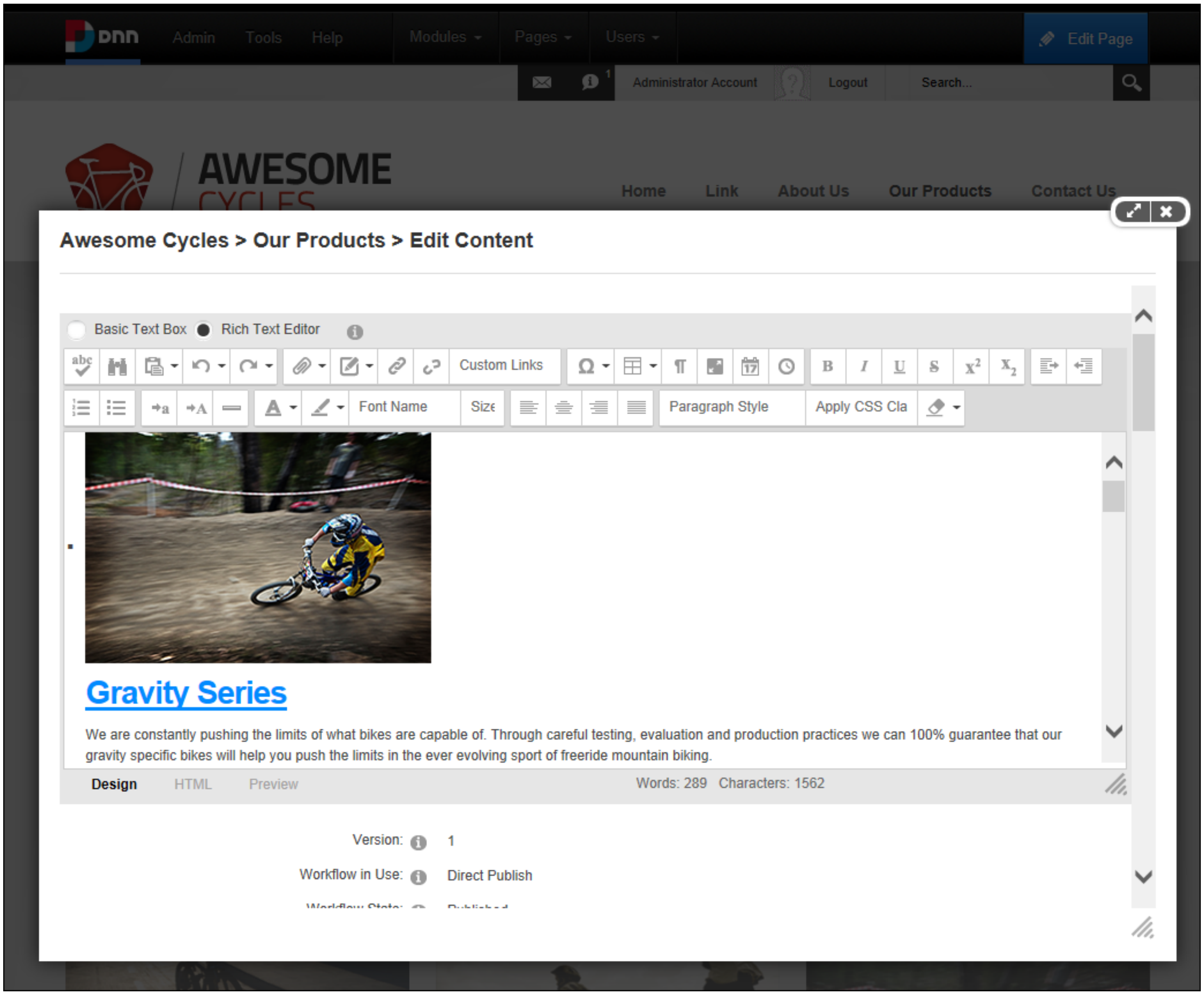
Enabling/Disabling Pop-Ups for Editing

How to optionally enable pop-up edit pages throughout this site.

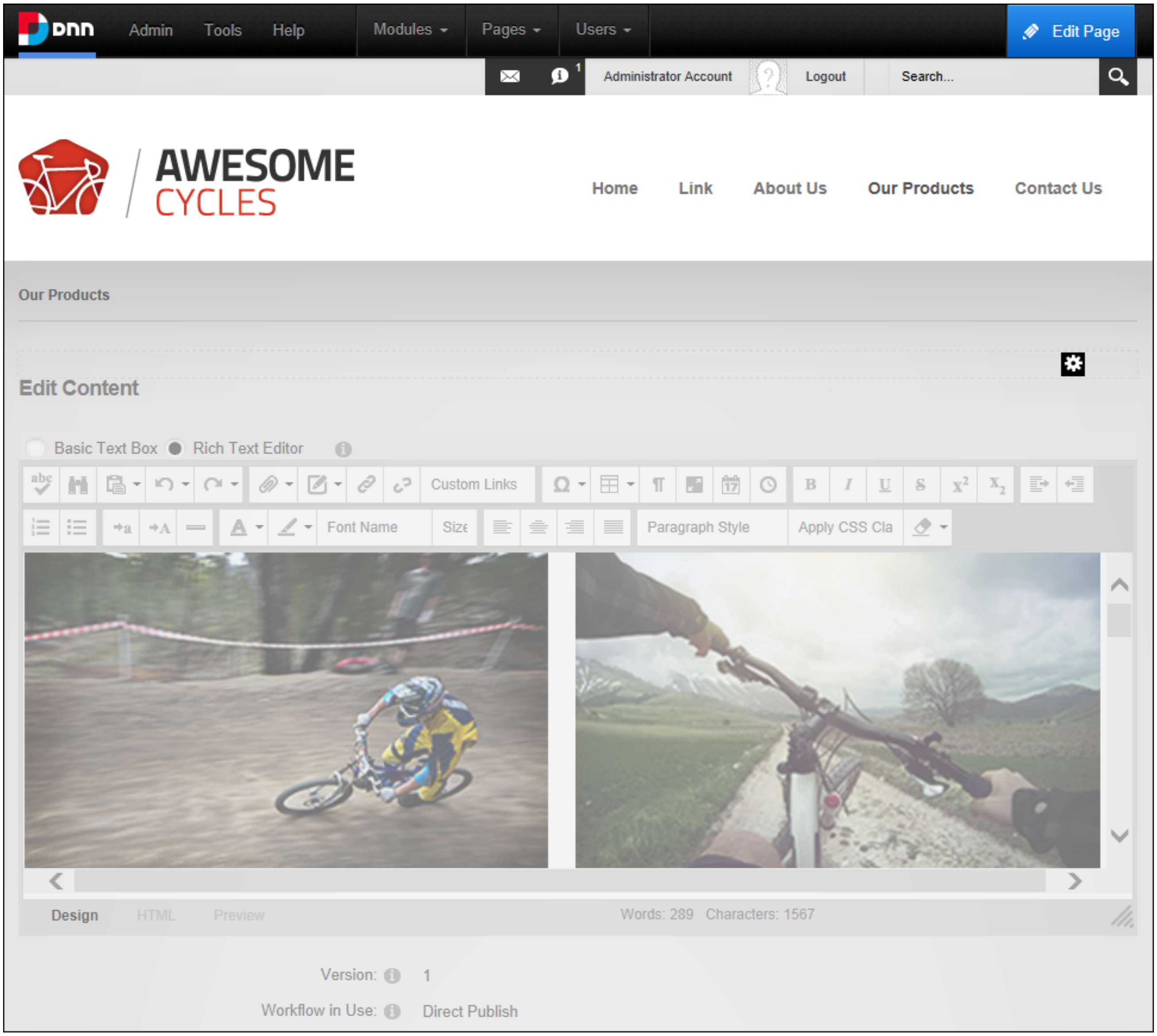
1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Usability Settings** section.
3. At **Enable Pop-Ups?**, select from these options: mark the check box to pop-up a new window that is separate to the web browser when performing editing tasks. unmark the check box to perform editing tasks within the web browser.



4. Click the **Update** button.



Pop-ups enabled when editing module content



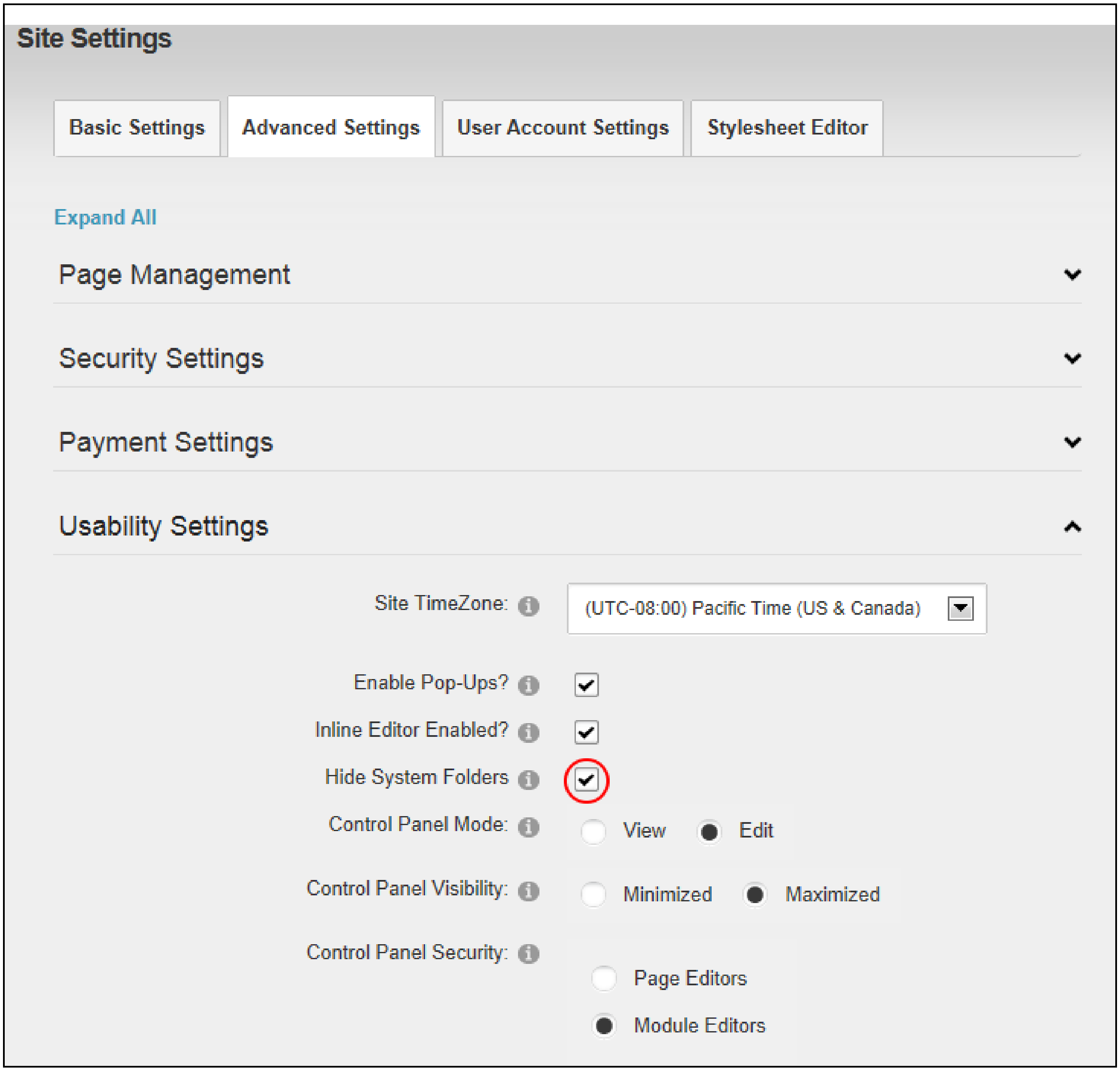
Pop-ups disabled when editing module content

Hiding System Folders

How to optionally prevent hidden folders or folders that start with an underscore from being included during folder synchronization.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Usability Settings** section.

3. At **Hide System Folders**, select from these options:
   - mark the check box to prevent adding hidden and underscore folders.
   - unmark the check box to allow.



4. Click the **Update** button.

Enabling/Disabling Inline Editing

How to enable or disable site wide inline editing of the title of any module and the content of the HTML /HTML Pro module. Inline editing allows editors to make edits directly on the page. If inline editor is disabled users must select an option from the module action menu to make changes. Note: This feature is enabled by default in DNN Platform but is disabled by default in Evoq Content upon upgrade to 7.2+ and on new installations.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Usability Settings** section.
3. At **Inline Editor Enabled?** mark the check box to enable inline editing - OR - unmark the check box to disable inline editing.
4. Click the **Update** button.

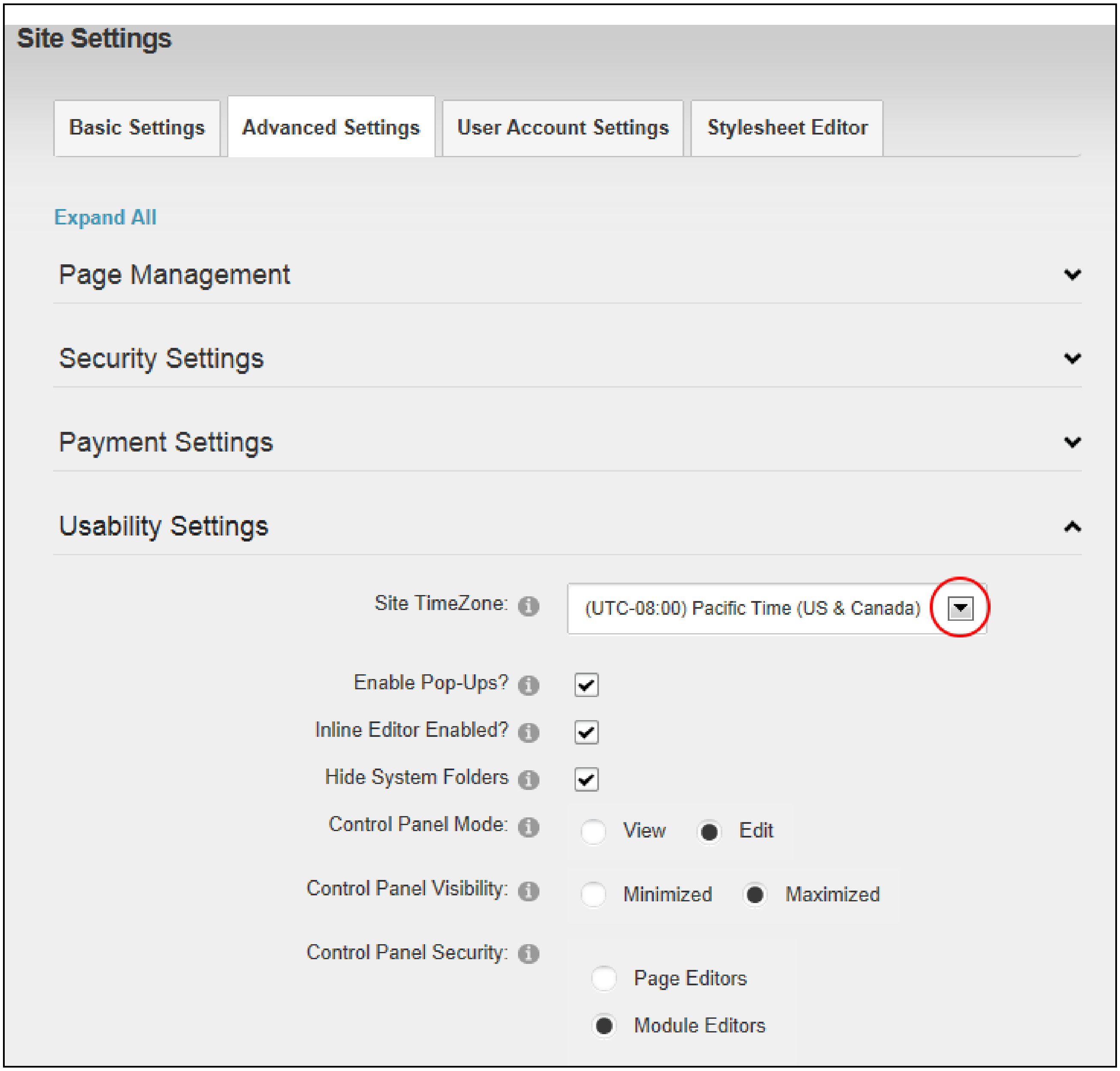
Related Topics:

- See "Adding and Editing Content Inline"

Setting the Site TimeZone

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

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab and expand the **Usability Settings** section.
3. At **Site TimeZone**, select the time zone for the location of this site from the drop down list.



4. Click the **Update** button.

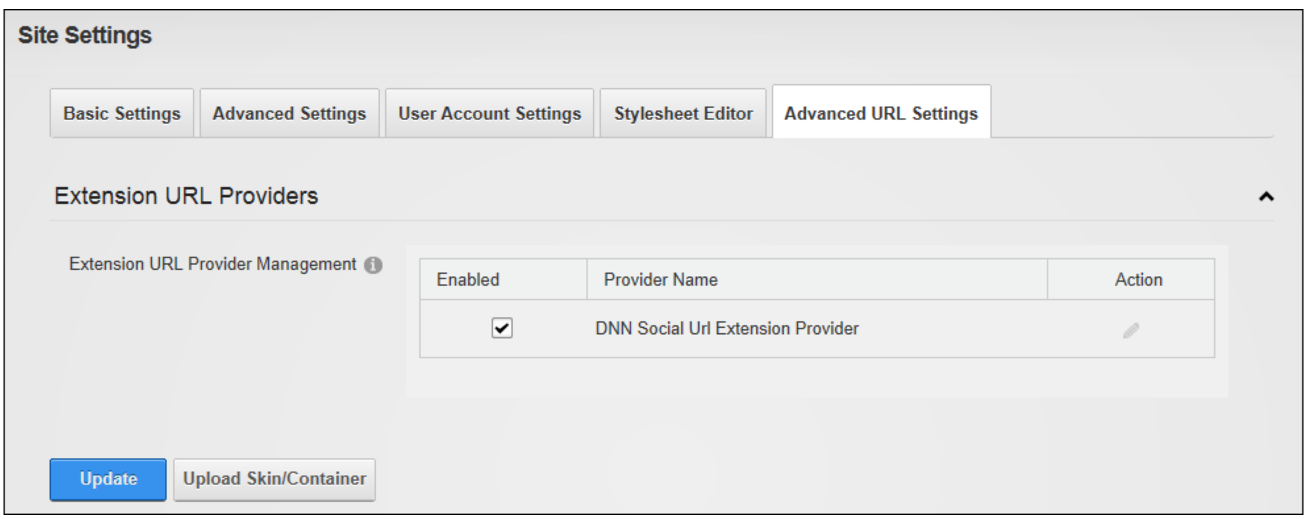
Tip: Users can choose their Time Zone on their profile. See "Managing your User Profile"

Advanced URL Settings

Managing Extension URL Providers

How to manage the URL behaviors of module providers that have been installed on this site. Module providers are a type of extension that allows Administrators to extend the URL behaviors for a specific module. The DNN Social URL Extension Provider that creates friendly URL's for Evoq Social features is used in the below example. This provider is not included with your DNN installation, however it can be downloaded from Codeplex at http://dnnurlproviders.codeplex.com.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced URL Settings** tab and expand the **Extension URL Providers** section to view a list of any extension URL providers that are installed on this site.
3. In the **Enabled** column, mark the check box beside a module provider to enable it. - OR - unmark the check box beside a module provider to disable it.
4. In the **Action** column, click the **Edit** button to load any provider-specific Settings page that the provider developer has included. Here you can edit these settings as required.
5. Click the **Update** button.



Stylesheet Editor

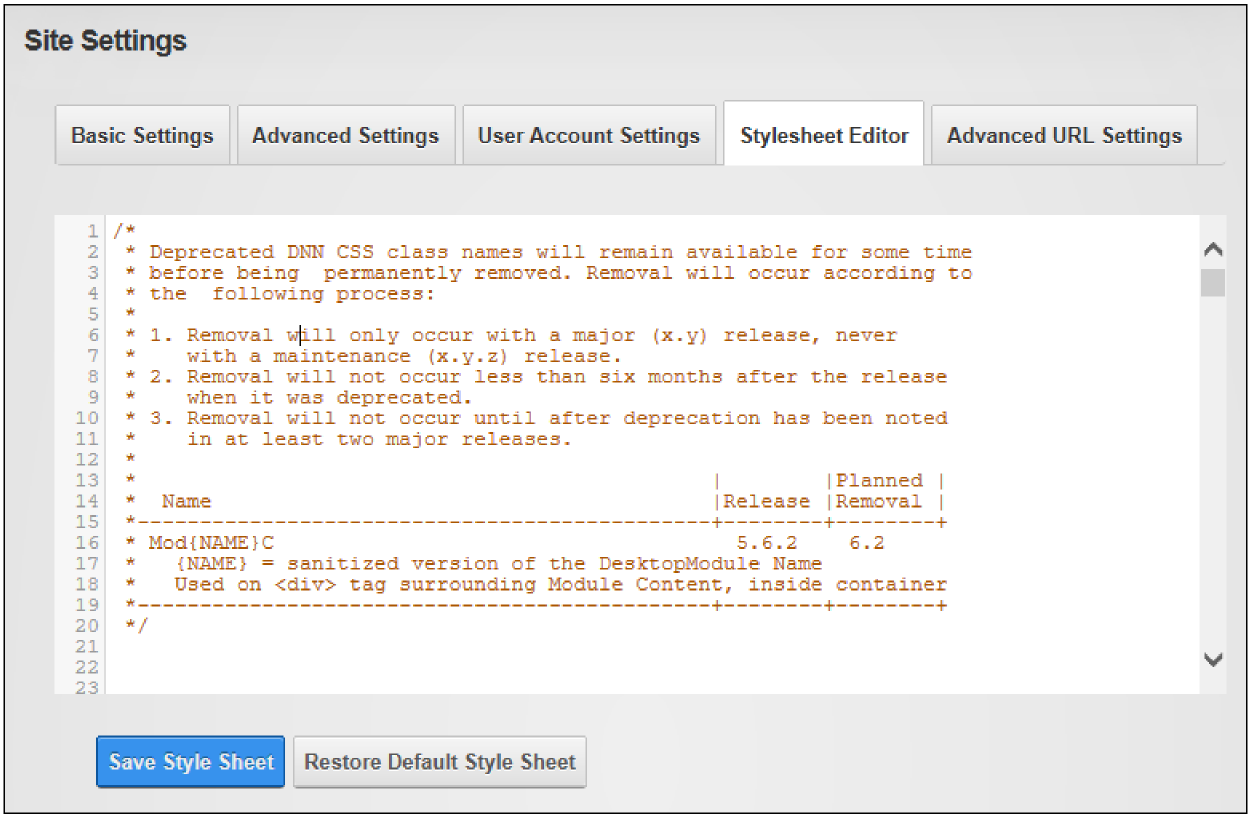
About the Stylesheet Editor

DNN uses a CSS (cascading style sheet) to control the fonts, styles and colors applied across the site. The CSS maintained in this editor is the default CSS applied to all site pages. Where a skin package containing a CSS file is applied to a page or the site, this CSS will override the CSS maintained on the Admin > Site Setting page. The default stylesheet can be edited and saved by Administrators without affecting the styles that are part of uploaded skin packages. The default stylesheet can be restored at any time however this will delete any modifications made on this page. For information on using CSS, visit http://www.w3.org/Style/CSS/

1. Navigate to Admin > **Site Settings**.
2. Select the **Stylesheet Editor** tab.

- To edit the current stylesheet enter your changes directly into the editor and then click the **Save Style Sheet** button.
- To restore the style sheet click the **Restore Style Sheet** button.

Tip: Hold down the **Ctrl** button and press the **F5** button - OR - Click the **Refresh** button on your Web browser to view the changes.



The Stylesheet Editor

Related Topics:

- See "About the Skins Editor" to view skins and apply them to the site
- See "About the Skin Designer" to manage skin design

User Account Settings

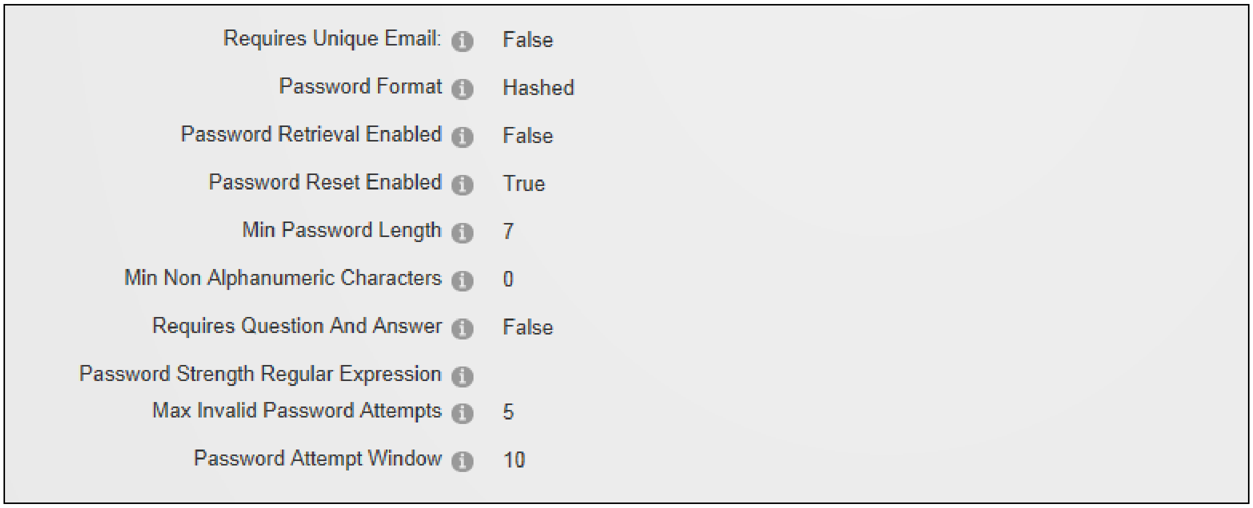
Registration Settings

Viewing Pre-Configured Registration Settings

The following read only registration settings determine how new registrations are handled by this site. These settings can be configured in the web.config file or using the Host > Configuration Manager.

1. Navigate to Admin > **Site Settings**
2. Select the **User Account Settings** tab and expand the **Registration Settings** section. Scroll down to view the following read only settings that are displayed in the lower half of this section.

- **Requires Unique Email**: If set to **True**, each user will be required to provide a unique email address when registering. This prevents people from registering multiple times with the same email address. Note: This feature is only available with Standard Registration.
- **Password Format**: Displays the password format. The default option is Encrypted.
- **Password Retrieval Enabled**: If checked users can retrieve their password using the account login module.
- **Password Reset Enabled**: If checked Administrators can reset user passwords.
- **Min Password Length**: Displays the minimum number of characters required for a valid password.
- **Min Non Alphanumeric Characters**: Displays the minimum number of non-alphanumeric characters required for a valid password.
- **Requires Question and Answer**: Displays whether it is True or False that a user must answer a question to retrieve their password. If **True**, Administrators will be prevented from adding new users and editing user accounts on the site. The default setting is False.
- **Password Strength Regular Expression**: Displays the regular expression used to evaluate password complexity from the provider specified in the Provider property.
- **Max Invalid Password Attempts**: Displays the maximum number of times a user may attempt to login with invalid credentials before they are locked out of their account. If a user is locked out an Administrator must unlock the account.
- **Password Attempt Window**: The maximum number of minutes that invalid login attempts can be made before lock out occurs. The maximum number of attempts which is set at the previous field is applied to this setting.

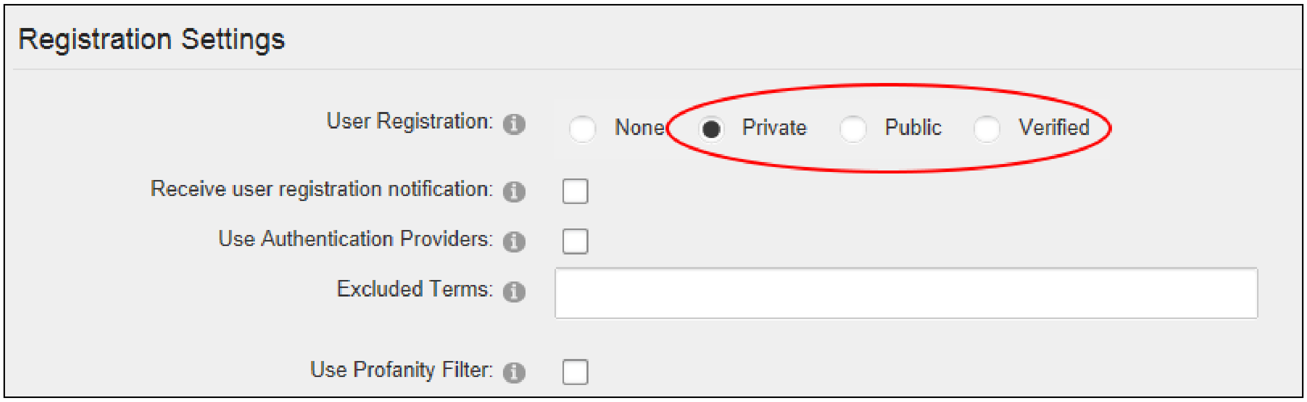


Pre-configured Registration Settings with the Standard registration form displayed

Enabling/Disabling User Registration

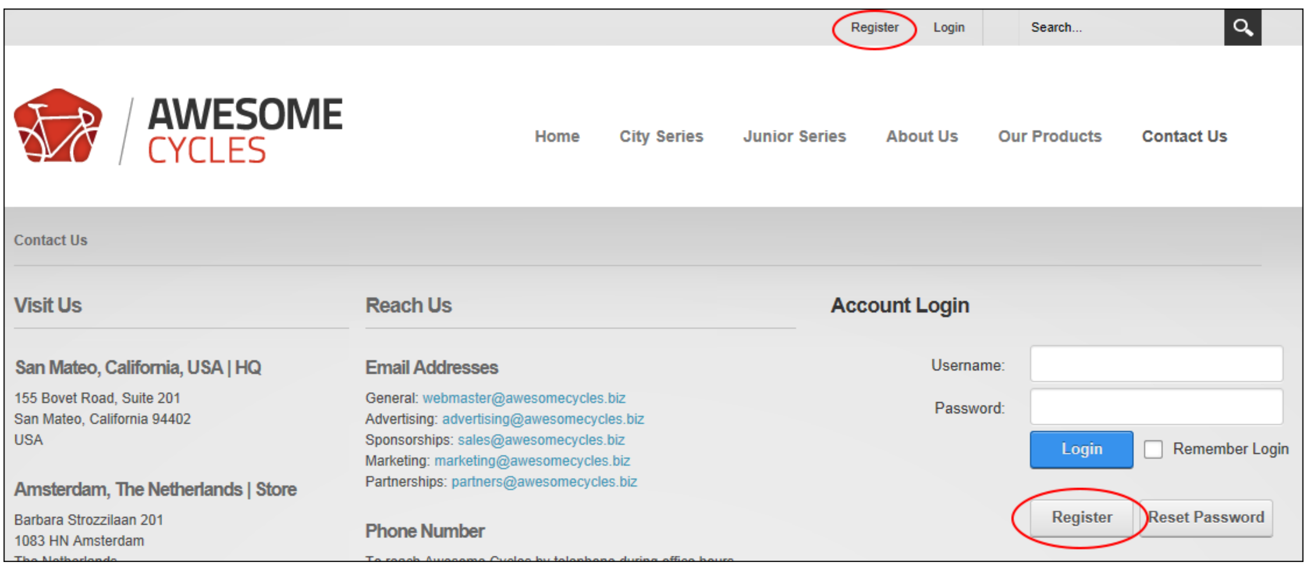
How to allow or prevent your site visitors to register as members of the site. Enabling user registration displays the Register button on the Account Login module and a Register link on site pages. When a visitor registers a welcome message is sent to them containing their account and login details. A notification message is also sent to the primary administrator. User Registration is enabled and set as Private on new DNN installations.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab and expand the **Registration Settings** section.
3. At **User Registration**, select from the following registration types:
    - **Private**: Visitors can apply to become a site member. DNN creates a user account for them, however access to the Registered User role is restricted until the account is authorized.
    - **Public**: Visitors who successfully register gain immediate access to the Registered User security role. This is the default option, as shown in the below images. This is the default option.
    - **Verified**: Visitors who successfully register must verifying their account by entering a verification code the first time they log in to the site. Once the account is verified the user gains access to the Registered User security role. This allows you to verify that the email address provided during registration is correct.
    - **None**: Select to disable registration. This will remove the Register link from your site pages, the Account Login page and any other Account Login modules. Skip to Step 6.



4. **Optional.** At **Receive User Registration Notification**, mark the check box to send a notification email to the user when they register. Note: A registration email will always be sent if the User Registration field above is set to Private because the Administrator will need to receive the notification to approve the user account.
5. Click the **Update** button.

> Tip: If you have enabled registration you might want to customize the registration settings for your site. See "Configuring the Standard Registration Form" or See "Configuring a Custom Registration Form"



The Register link is displayed on site pages when registration is enabled

Configuring the Standard Registration Form

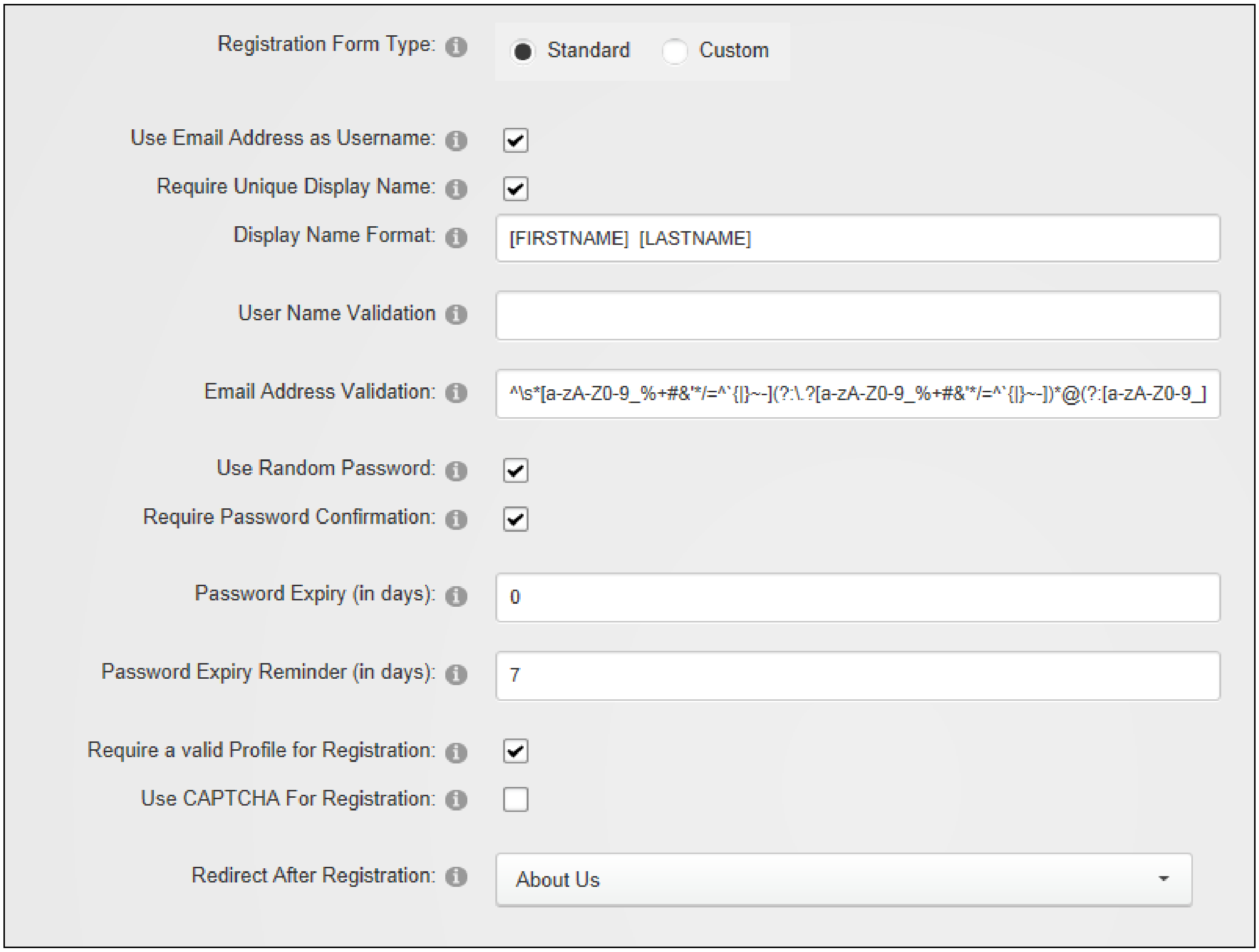
How to set the user registration options for this site. Settings include choosing the page users are redirected to after registration, optionally enabling the CAPTCHA security code feature and adding validation requirements.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab and expand the **Registration Settings** section and then modify one or more settings.
3. At **User Registration**, select either **Private**, **Public** or **Verified** user registration. See "Enabling/Disabling User Registration" for more information.
4. **Optional.** At **Receive User Registration Notification**, mark the check box to send a notification email to the user when they register. Note: A registration email will always be sent if the User Registration field above is set to Private because the Administrator will need to receive the notification to approve the user account.
5. **Optional.** At **Use Authentication Providers**, mark the check box to use Authentication providers during registration. Note: This setting may not be supported by all providers.
6. **Optional.** In the **Excluded Terms** text box, enter a comma-delimited list of terms that users will be prevented from using in their Username or Display Name. This is useful to prevent profanities or other unwanted words. Any excluded terms added here are in addition to those included with any profanity filters set.
7. **Optional.** At **Use Profanity Filter**, mark the check box to enforce the profanity filter for both the Username and Display Name fields during registration.

8. At **Registration Form Type**, select the **Standard** registration form.
   1. **Optional.** At **Use Email Address as Username**, mark the check box to use the email address as a user name. This will remove the user name field from the registration form.

2. At **Require Unique Display Name**, mark the check box to set display names as unique. If a user chooses a name that exists already this will suggest a modified name based on the user's first name and last name - OR - unmark the check box if more than one user can have the same display name. This option is unchecked by default.
3. In the **Display Name Format** text box, enter tokens to set the format of the users display name. Setting this option will prevent users from editing their display name. You can optionally specify a format for the users display name. The format can include tokens for dynamic substitution such as [FIRSTNAME] [LASTNAME] and [USERNAME]. If a display name format is specified, the display name will no longer be editable through the user interface.
4. In the **User Name Validation** text box, modify the user name validation expression if required. E.g. [a-zA-Z0-9_]*$
5. In the **Email Address Validation** text box, modify the provided email validation expression.
6. **Optional.** At **Use Random Password**, mark the check box to generate random passwords during registration, rather than displaying a password entry field.
7. **Optional.** At **Require Password Confirmation**, mark the check box to require the registration form to display a password confirmation box.
8. **Optional.** In the **Password Expiry (in days)** text box, enter the number of days until a user's password expires. Users will be prompted to change their password the next time they login. Enter 0 if the password never expires. Note: This field is only enforced if the user is using the regular DNN Authentication method. (I.e. They enter their User Name and Password when logging in). If the user logs in using alternate authentication methods such as Facebook, Live, Yahoo or Google, this setting will be ignored.
9. In the **Password Expiry Reminder (in days)** text box, enter the number of days warning given to a user notifying them that their password is about to expire and they are required to change it.
10. At **Require a Valid Profile for Registration**, mark the check box 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, any other fields that have been set as required in the Profile Setting section are required when registering on the site. See "Managing Profile Fields" - OR - unmark the check box to disable. This is the default setting.
11. At **Use CAPTCHA For Registration**, mark the check box to use the CAPTCHA security code box during registration - OR - unmark the check box to remove CAPTCHA.

12. At **Redirect After Registration**, select the name of the page that users are redirected to after registering on the site - OR - Select **< None Specified >** to disable redirection.



9. Note: The remaining read only settings can be managed using the Configuration Manager. See "Viewing Pre-Configured Registration Settings".
10. Click the **Update** button.

Configuring a Custom Registration Form

How to set the user registration options for this site. Settings include choosing the page users are redirected to after registration, optionally enabling the CAPTCHA security code feature and adding validation requirements.

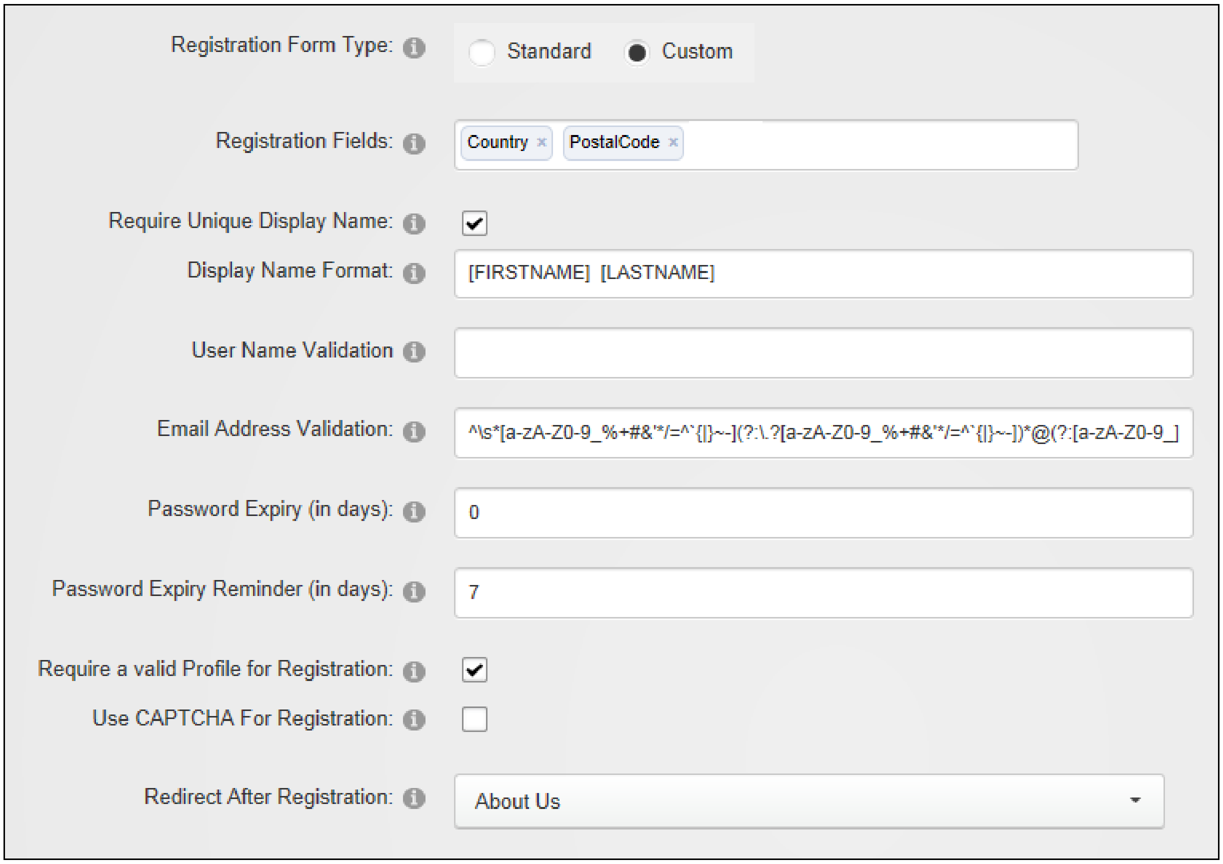
1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab and expand the **Registration Settings** section and then modify one or more settings.
3. At **User Registration**, select **Private**, **Public** or **Verified** user registration. See "Enabling/Disabling User Registration" for more information.
4. **Optional.** At **Receive User Registration Notification**, mark the check box to send a notification email to the user when they register. Note: A registration email will always be sent if the User Registration field above is set to Private because the Administrator will need to receive the notification to approve the user account.
5. **Optional.** At **Use Authentication Providers**, mark the check box to use Authentication providers during registration. Note: This setting may not be supported by all providers.
6. In the **Excluded Terms** text box, enter a comma-delimited list of terms that user will be prevented from using in their Username or Display Name.
7. **Optional.** At **Use Profanity Filter**, mark the check box to use the profanity filter for the Username and DisplayName fields during registration.

8. At **Registration Form Type**, select **Custom** and modify one or more settings as required.
    1. In the **Registration Fields** text box, begin enter the name of a user account field that is required during registration. When the correct matching field is displayed, click on the field name to select it. If this setting is used, this will take precedence over the other settings. The possible fields include Username, Email, Password, ConfirmPassword, DisplayName and all the Profile Properties.
    2. At **Require Unique Display Name**, select from these options:
        - Mark the check box if each user will have a unique display name. If a user chooses a name that exists already this will suggest a modified name based on the user's first name and last name.

Note: If this option is selected, you **must** ensure both Email and DisplayName are added to the Registration Fields text box above.

- Unmark the check box .if multiple users can have the same display name. This is the default setting.

3. In the **Display Name Format** text box, specify a format for the users display name. The format can include tokens for dynamic substitution such as [FIRSTNAME] [LASTNAME]. If a display name format is specified, the display name will no longer be editable through the user interface.
4. In the **User Name Validation** text box, modify the user name validation expression if required.
5. In the **Email Address Validation** text box, modify the provided email validation expression.
6. At **Password Expiry (in days**) the number of days before a user's password expires is displayed. Users will be prompted to change their password the next time they login. Note 1: 0 = no expiry. Note: This field is only enforced if the user is using the regular DNN Authentication method. (I.e. They enter their User Name and Password when logging in). If the user logs in using alternate authentication methods such as Facebook, Live, Yahoo or Google, this setting will be ignored.
7. At **Password Expiry Reminder (in days)** the number of days warning given to a user that they will be required to change their password is displayed.
8. At **Require a Valid Profile for Registration**, select from these option:
   - Mark the check box to 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, any other fields that have been set as required on in the Profile Setting section are required when registering on the site. See "Configuring Profile Settings", See "Adding a New Profile Property" and See "Managing Profile Fields".
   - Unmark the check box to disable. This is the default setting.
9. At **Use CAPTCHA For Registration**, mark the check box to use the CAPTCHA security code box during registration - OR - unmark the check box to remove CAPTCHA.
10. At **Redirect After Registration**, select the name of the page that users are redirected to after registering on the site - OR - Select **< None Specified >** to disable redirection.



9. Note: The remaining read only settings can be managed using the Configuration Manager. See "Viewing Pre-Configured Registration Settings".
10. Click the **Update** button.

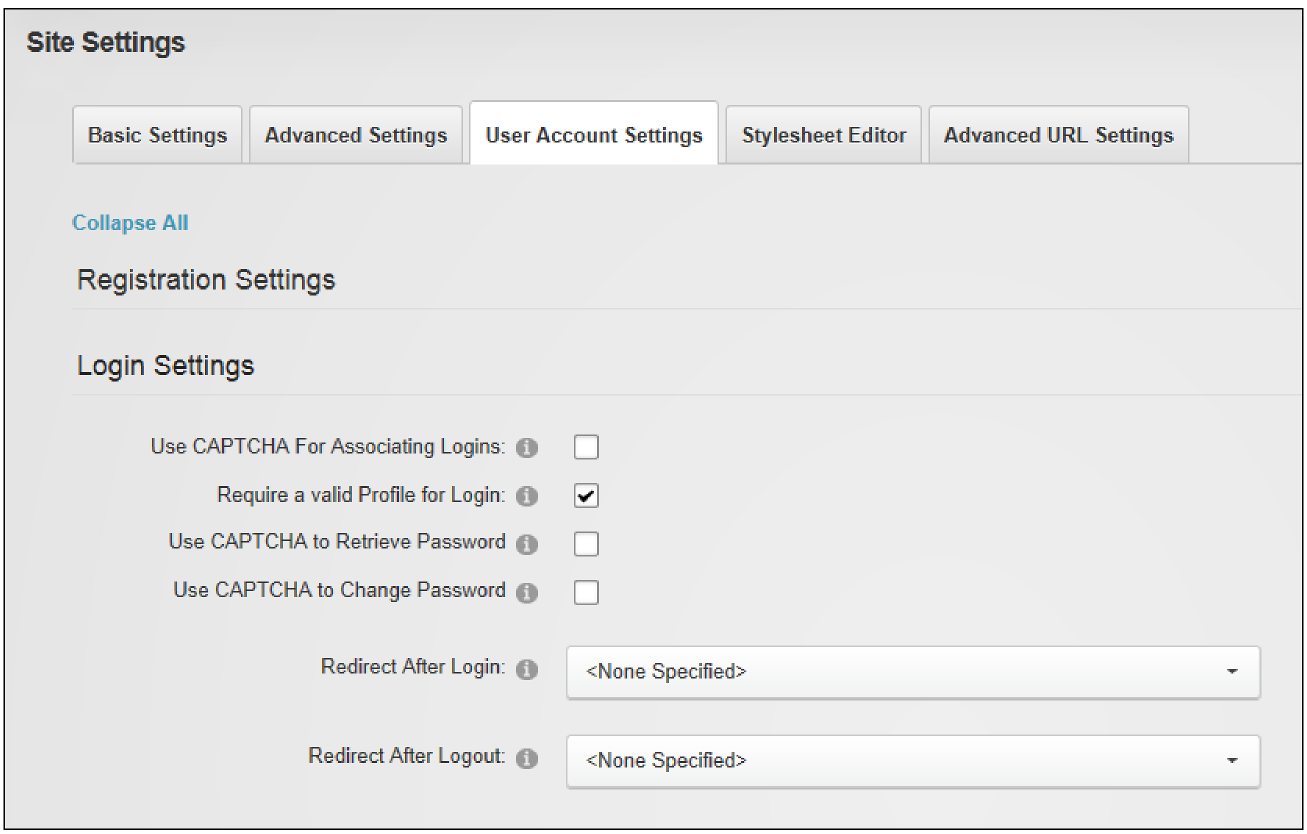
Login Settings

Managing Login and Logout Settings

How to set login and logout options for this site using the Site Settings page.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab and expand the **Login** section. You can set any of the following options.
3. At **Use CAPTCHA For Associating Logins**, mark the check box to use the CAPTCHA security code for every authentication system that is enabled on this site - OR - unmark the check box to remove CAPTCHA from associated logins. CAPTCHA can optionally be enabled on the default DNN authentication method.

4. At **Require a Valid Profile for Login**, mark the check box 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 - OR - unmark the check box if a valid profile is now required to login. This is the default setting.
5. At **Use CAPTCHA to Retrieve Password**, mark the check box to display the CAPTCHA security box on the Retrieve Password page - OR - unmark the check box to disable CAPTCHA. This is the default setting.
6. At **Use CAPTCHA to Change Password**, mark the check box to display the CAPTCHA security box on the user's profile when changing a password - OR - unmark the check box to disable CAPTCHA. This is the default setting.
7. At **Redirect After Login**, select a page to redirect users to when they login to the site - OR - Select **<None Specified>** to disable redirection.
8. At **Redirect After Logout**, select a page to redirect users to when they log out of the site - OR - Select **<None Specified>** to disable redirection.



9. Click the **Update** button.

Related Topics:

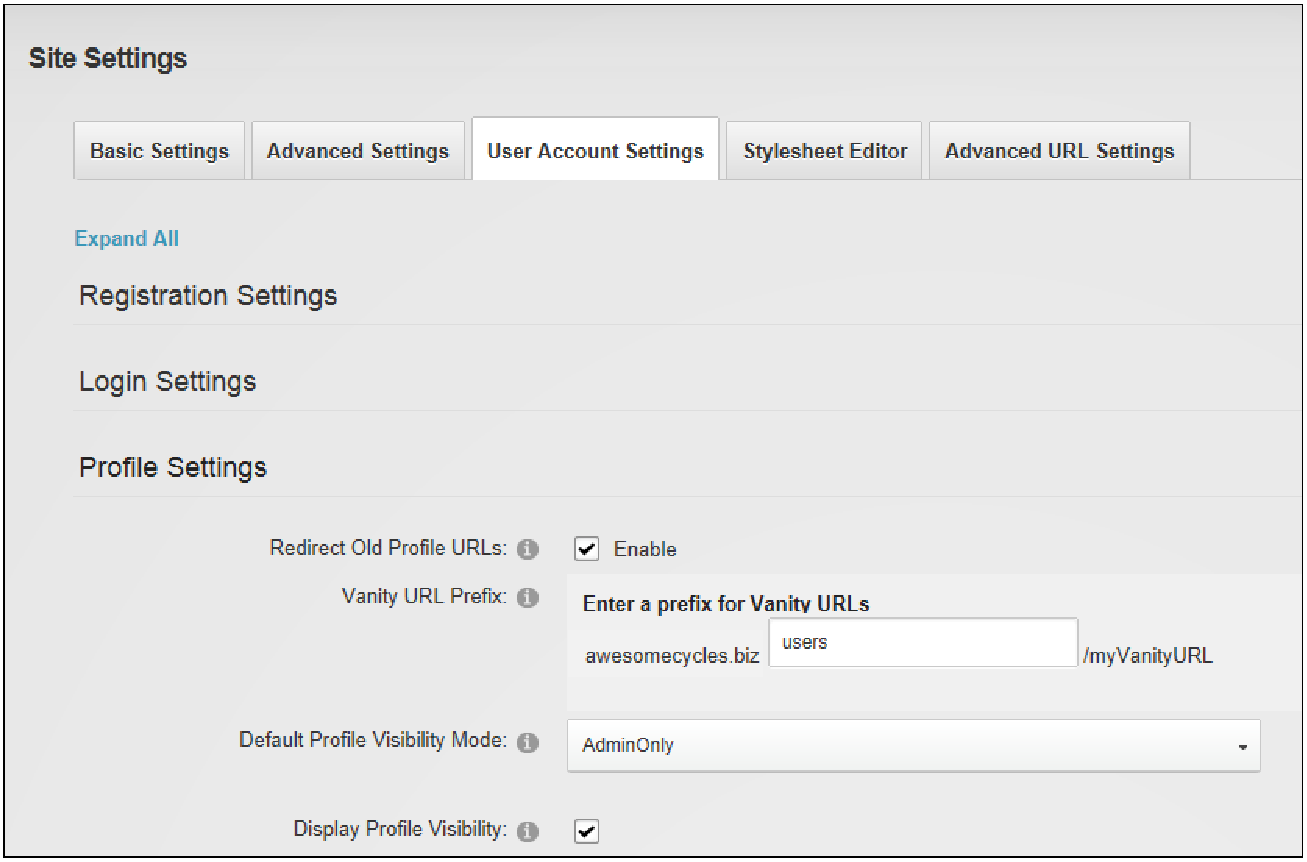
- See "Setting the Visibility of the Login Control"

Profile Settings

Configuring Profile Settings

How to configure the default settings that apply to all user profile fields on this site. These defaults can be overridden for each field. See "Managing Profile Fields"

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab and expand the **Profile Settings** section.
3. **Optional.** At **Redirect Old Profile URL's**, mark the check box to redirect old profile URLs to the new custom profile URLs. This is the default setting. E.g. This would redirect an old URL such as http://domain.com/activityfeed/tabid/45/userID/4/default.aspx to the custom profile URL created by the user such as http://domain.com/james.
4. In the **Vanity URL Prefix** text box, enter a prefix that will be used for Vanity URLs. This setting prevents users setting desirable URLs such as http://www.awesomecycles.biz/shop as their vanity URL. The default setting is "users" which creates URLs such as http://www.awesomecycles.biz/users/shop
5. At **Default Profile Visibility Mode**, select the default visibility for profile fields:
   - **All Users**: Fields will be visible to all users.
   - **Members Only**: Fields will be visible to authenticated users only.
   - **Admin Only**: Fields will only be visible to Administrators and SuperUsers. This is the default setting.
   - **Friends And Groups**: Fields will only be visible to friends of the user and members of any groups the user has joined.
6. At **Display Profile Visibility**, mark the check box to allow users to modify the visibility of their profile fields by displaying the Visibility control to them on their user profile page. This is the default setting. - OR - unmark the check box to prevent users from modifying the visibility of profile fields by removing the Visibility control.



7. Click the **Update** button.

Related Topics:

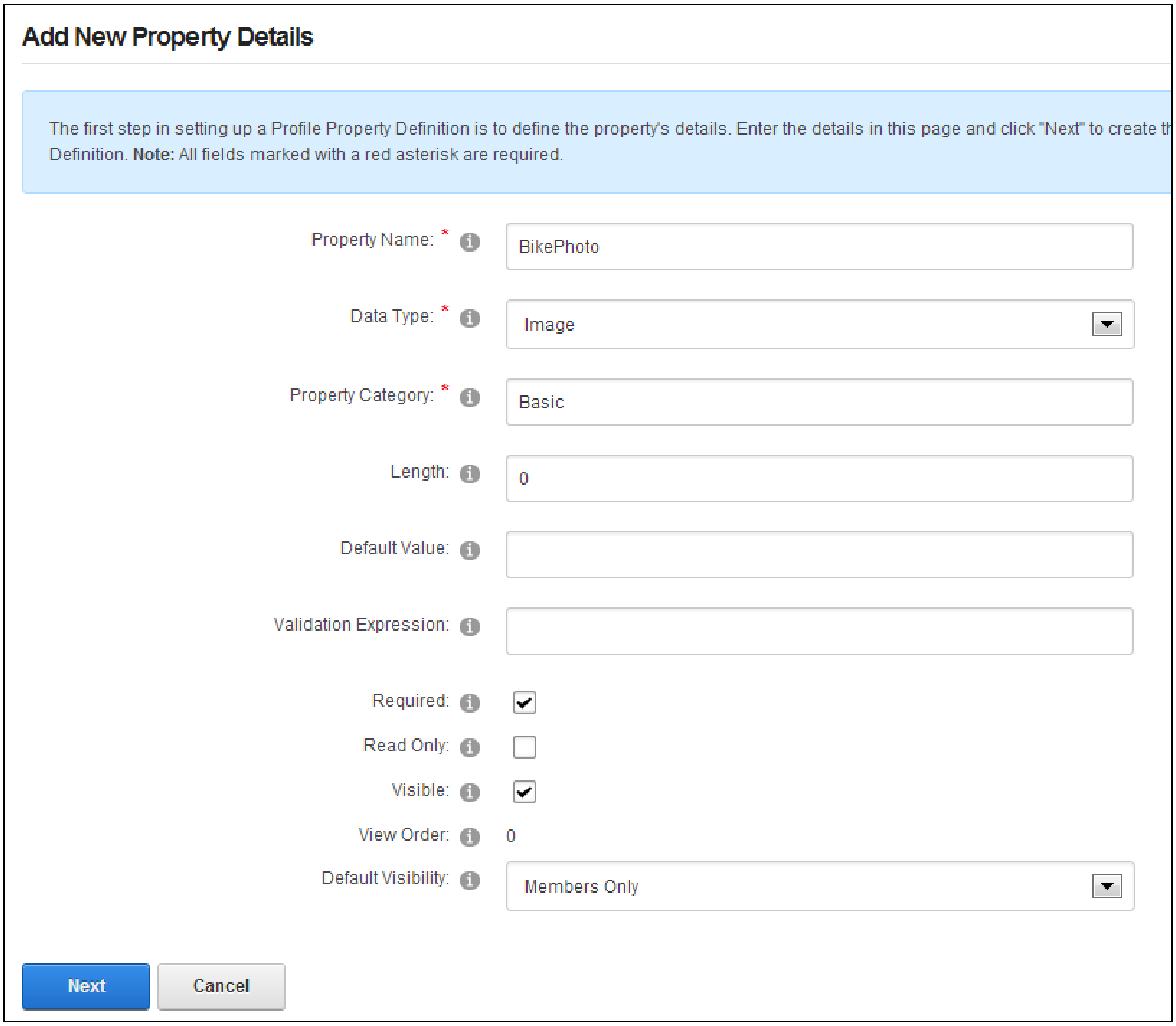
- See "Managing your User Profile"

Adding a New Profile Property

How to add a new field to the Manage Profile page using the Site Settings page.

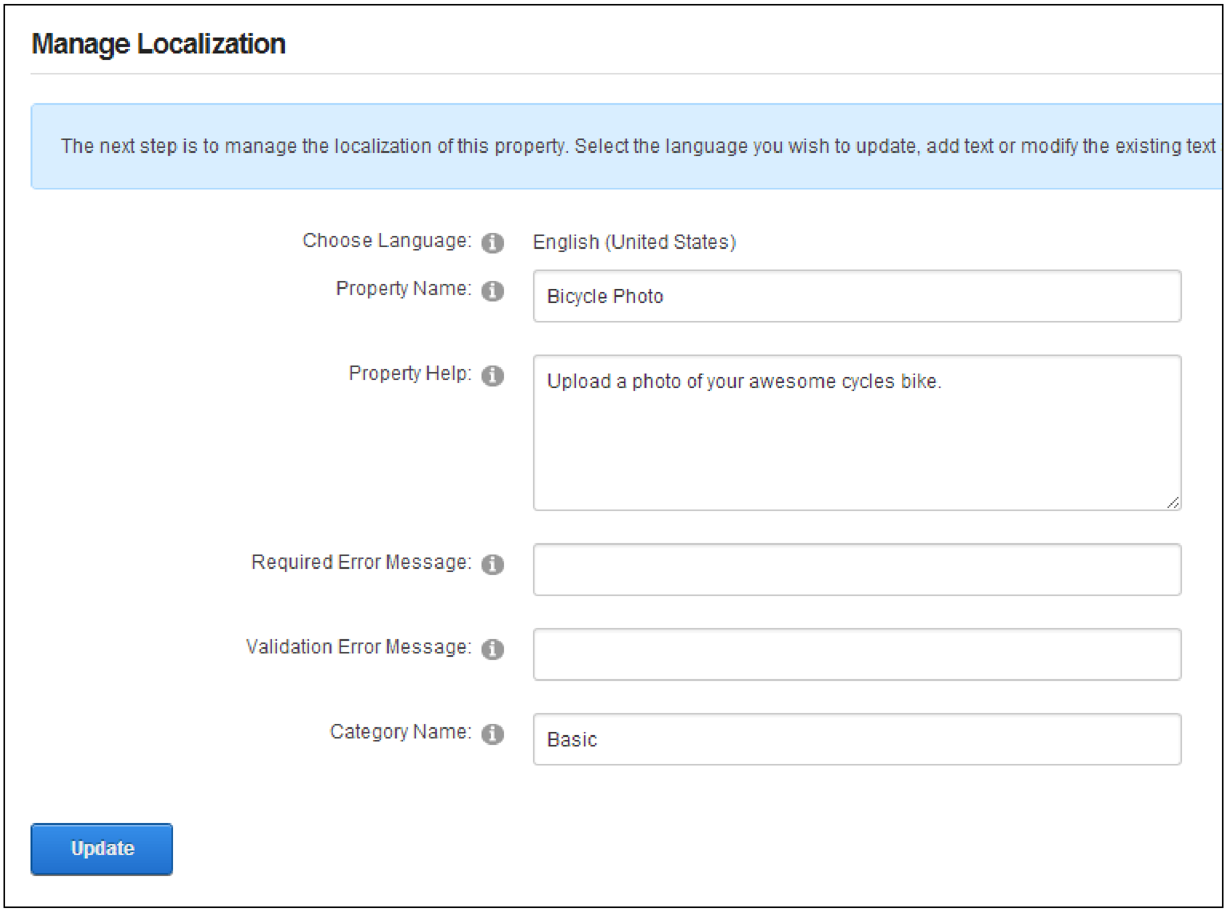
1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab and expand the **Profile Settings** section.
3. Click the **Add New Profile Property** button.
4. On the Add New Property Details page, complete the following fields.
5. In the **Property Name** text box, enter a name for this property as it will appear on the Manage Profile page.

6. 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.
7. 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.
8. **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.
9. **Optional.** In the **Default Value** text box, enter the default value for this field.
10. **Optional.** In the **Validation Expression** text box, enter a regular expression to validate data entered into this field.
11. **Optional.** At **Required**, select from these options:
    - Mark the check box to if users must complete this field. Existing users will need to complete the field the next time they login to the site.
    - Unmark the check box to set this field as optional. Users can choose to complete this field on their profile at any time.
12. **Optional.** At **Read Only**, mark the check box to set the field as editable by Administrators only. Other users can view this field but cannot edit it.
13. **Optional.** At **Visible**, mark the check box to set the field as visible in the User Accounts module - OR - unmark the check box to hide it.
14. **Optional.** In the **View Over** text box, enter the view order for this property.
15. 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.
16. Click the **Next** button. This saves this property information entered above and opens the Manage Localization page.

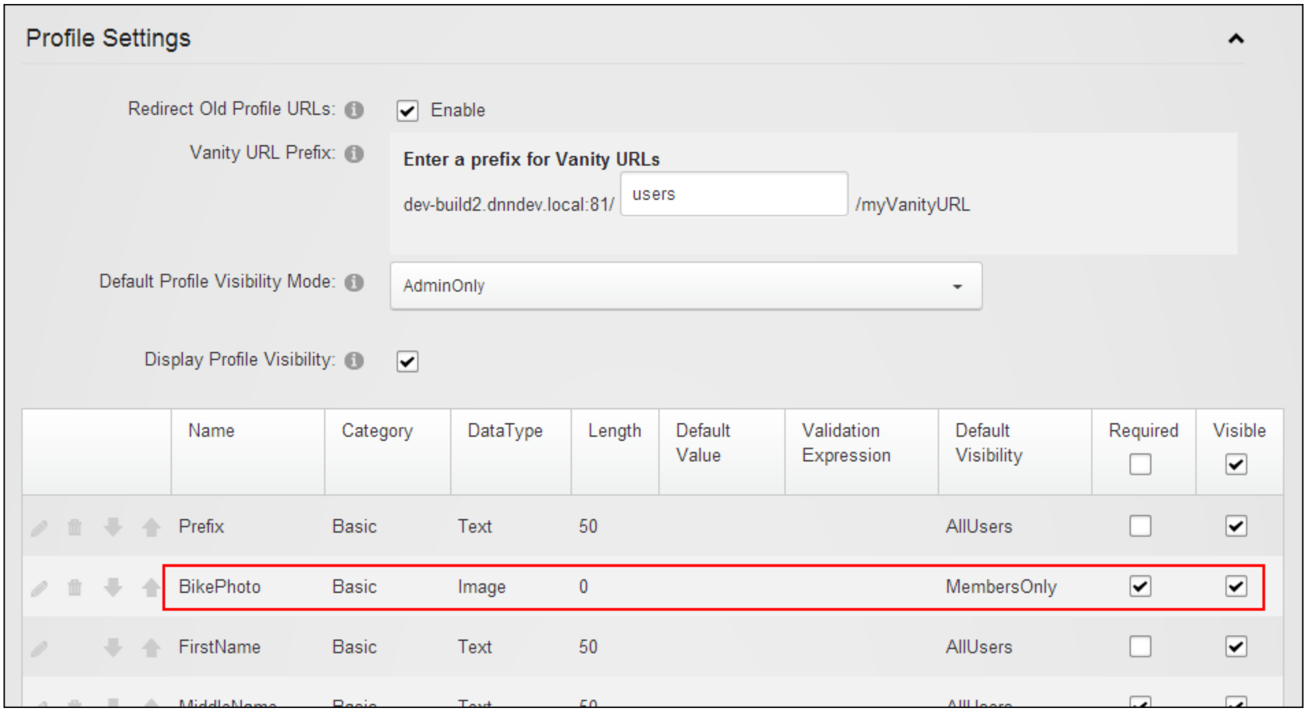


17. On the Manage Localization page, complete these following fields:
    1. At **Choose Language**, select the language that this localized text will be used for from the drop down list.
    2. In the **Property Name** text box, enter a name for this field as it will appear on the profile page. Leave blank to use the Property Name entered at Step 6.
    3. In the **Property Help** text box, enter the text to display when the user mouses over the Help icon.
    4. In the **Required Error Message** text box, enter the error message.

5. In the **Validation Error Message** text box, enter the validation error message.
6. In the **Category Name** text box, enter an existing or new category for this field.



18. If more than one language is enabled, then repeat Step 18 selecting a new language in Step 18a and then creating localized text each additional languages.

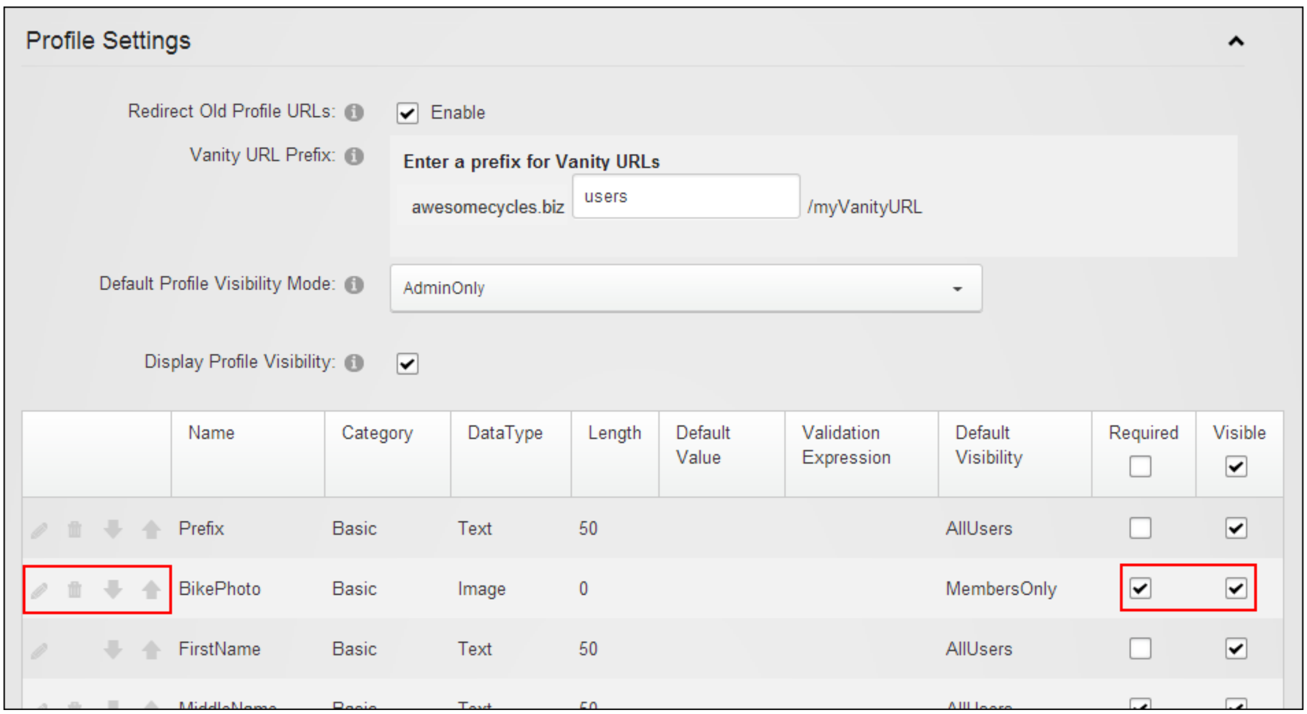


Managing Profile Fields

How to reorder, modify, edit or delete profile property fields.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab and expand the **Profile Settings** section.
3. **Optional.** Click the **Refresh Grid** button located at the base of the module if you have been idle on the page for some time and there are two or more Administrators on this site, or a SuperUser has been making updates. This refreshes the grid with any recent changes.
4. Choose from these on pages options:
   - To edit property details: Click the **Edit** button beside the profile field complete the wizard.
   - To delete a field: Click the **Delete** button beside a profile field and then click the **Yes** button to confirm.
   - Click the **Down** button to move a field down one position on the profile page.
   - Click the **Up** button to move a field up one position on the profile page.
5. The following options require updating to be saved:
   - In the **Required** column, perform any of the following to set the fields that are required for a valid profile:
     - Mark the check box at the top of this column to set all fields as required - OR - unmark the check box at the top of this column to set all fields as optional.

- Mark 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 "Configuring a Custom Registration Form" and See "Configuring the Standard Registration Form") - OR - unmark the check box beside a field to set it as optional.
- At **Visible**, select from the following options to set the visibility of fields on the Manage Profile page:
  - Mark the check box located at the top of this column to set all fields as visible - OR - unmark the check box at the top of this column to hide all fields.
  - Mark the check box beside a field to set it as visible - OR - unmark the check box beside a field to set it as not visible.

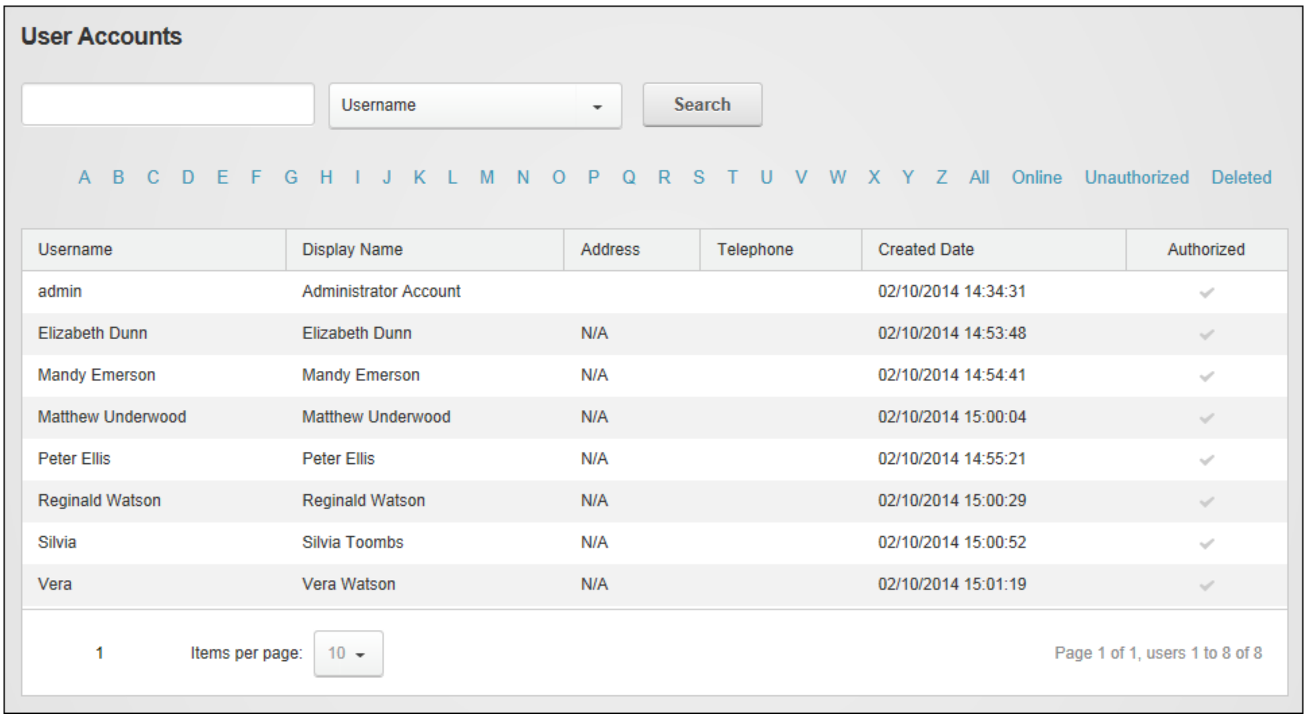


6. Click the **Update** button if you have updated either of the "Required" or "Visible" fields.

User Accounts

About User Accounts

User Accounts, located on the Admin > User Accounts page, enables the creation and management of registered user accounts, 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. New profile properties can be created. User Accounts can be deployed to any page by an authorized however because it forms part of the Users & Roles module package it is set as a premium module by default to reduce the instance of it being accidentally added to a page and revealing personal user information it will not be displayed in the add module area by default.



User Accounts

Related Topics:

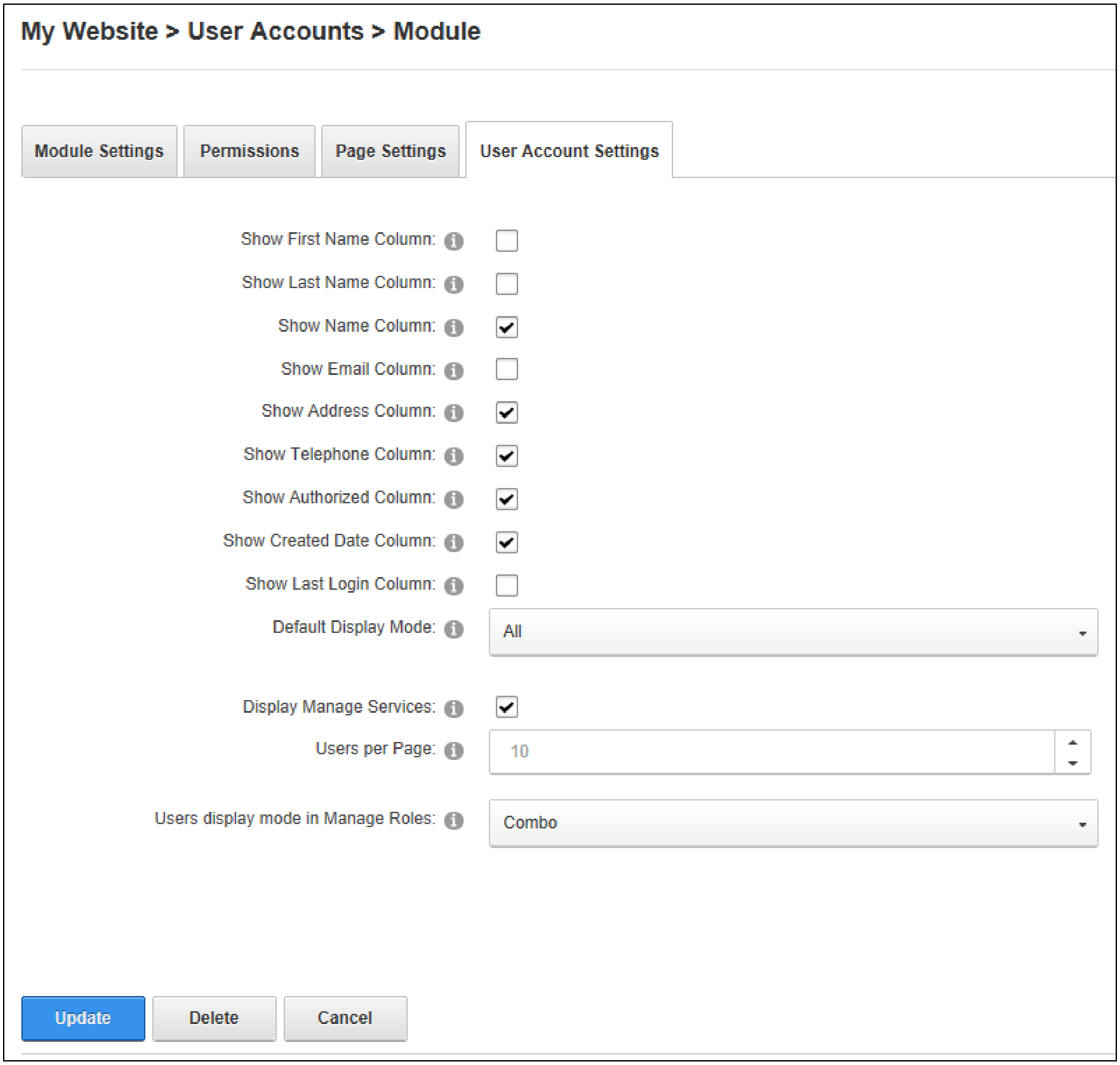
- See "Understanding Role Based Access"

Configuring User Account Settings

How to select the default layout and choose the user information that is displayed on User Accounts. The Username, Display Name, Address, Telephone, Created Date and Authorized columns are displayed on this module by default.

Additional user information that can be displayed on User Accounts are the First Name, Last Name, Email and Last Login columns.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **User Accounts Settings** tab.
4. **Optional.** Mark the check box beside each field to be displayed on the User Accounts module.
   - **Show First Name Column**. This column is hidden by default.
   - **Show Last Name Column**. This column is hidden by default.
   - **Show Name Column**. This column is visible by default.
   - **Show Email Column**. This column is hidden by default.
   - **Show Address Column**. This column is visible by default.
   - **Show Telephone Column**. This column is visible by default.
   - **Show Authorized Column**. This column is visible by default.
   - **Show Created Date Column**. This column is visible by default.
   - **Show Last Login Column**. This column is hidden by default.
5. At **Default Display Mode**, choose which records that are displayed on User Accounts by default:
   - **All**: Select to display user accounts in alpha-numerical order. E.g. 1,2,3,a,b,c.
   - **First Letter**: Select to display user accounts in alphabetical order. E.g. a,b,c. Tip: If this option is selected, you will need to click the All link to view usernames that begin with a number.
   - **None**: Select to hide all user account records.
6. At **Display Manage Services**, mark the check box to display the Manage Services section in the user profile.
7. At **Users per Page**, click the **Up** and **Down** icons to set the number of records that are displayed on each page of User Accounts. The default setting is 10 records.
8. At **Users Display Mode in Manage Roles**, select from these options to set the Manage Users page of Security Roles:
   - **Combo**: Select to display all usernames alphabetically in a drop down list. This is the default settings.
   - **TextBox**: Select to display a text box where the required username can be entered and then validated as correct.



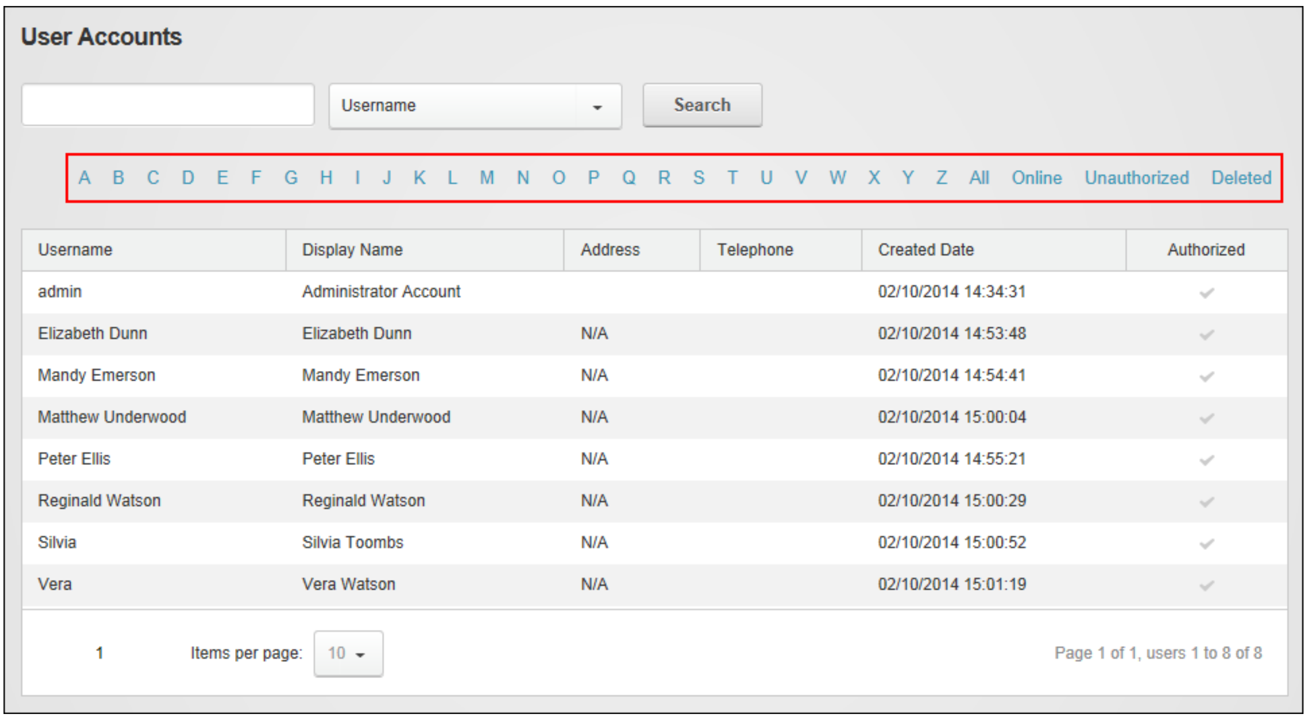
9. Click the **Update** button.

All Users

Filtering User Accounts

How to filter the user accounts that are displayed in the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Select from these options:
   - **View All Users**: Click the All link to view all user accounts. Results are listed in alphabetical order by username.
   - **View Deleted Users**: Click the Deleted link to view users whose account has been deleted and have had their access removed however their user account information has not yet been removed.
   - **View Users Online**: Click the Online link to view users who are currently logged in to this site. This filter is integrated with Users Online which must be enabled by a SuperUser for this filter to work.
   - **Filter by Letter**: Click on the linked [letter of the alphabet] that is the first letter of the person's username. Results are displayed alphabetically by first name.
   - **View Authorized Users**: Click the Unauthorized link to display unauthorized user accounts in alphabetical order by username.

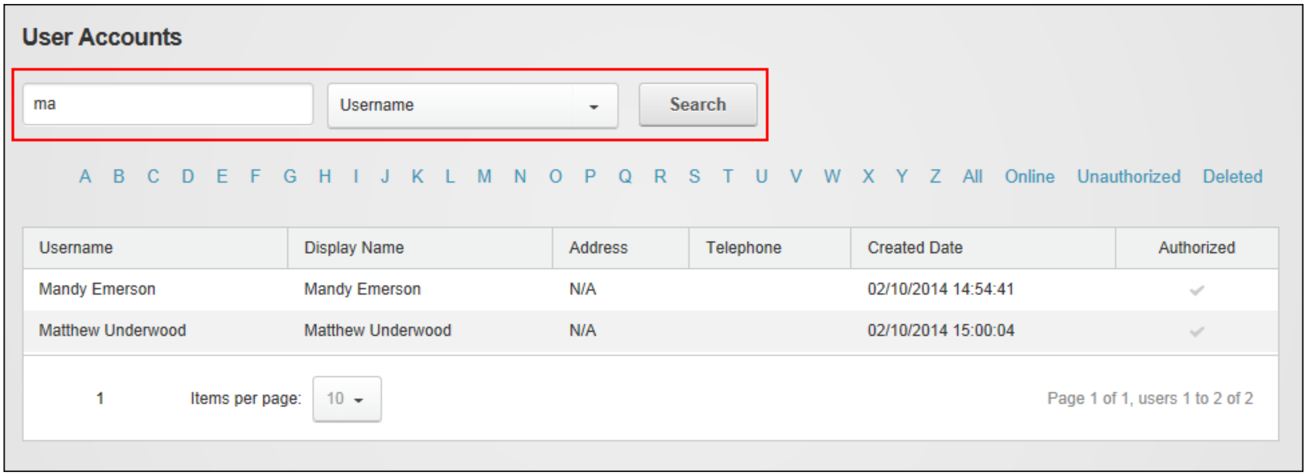


Username	Display Name	Address	Telephone	Created Date	Authorized
admin	Administrator Account			02/10/2014 14:34:31	✓
Elizabeth Dunn	Elizabeth Dunn	N/A		02/10/2014 14:53:48	✓
Mandy Emerson	Mandy Emerson	N/A		02/10/2014 14:54:41	✓
Matthew Underwood	Matthew Underwood	N/A		02/10/2014 15:00:04	✓
Peter Ellis	Peter Ellis	N/A		02/10/2014 14:55:21	✓
Reginald Watson	Reginald Watson	N/A		02/10/2014 15:00:29	✓
Silvia	Silvia Toombs	N/A		02/10/2014 15:00:52	✓
Vera	Vera Watson	N/A		02/10/2014 15:01:19	✓

Searching for a User Account

How to search for a user account 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.
2. In the **Search** text box located at the top right of the module, 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**, **First Name**, **Middle Name** and **Last Name**: Searches for exact matches and all or part of the beginning of the prefix or 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**, **Region** and **Country**: Searches for exact matches and all or part of the beginning of the city, region or country name. E.g. Entering Aus will return Austria and Australia.
   - **Postal Code**, **Telephone**, **Cell** and **Fax**: Searches for exact matches and all or part of the beginning of the code or number.
   - **Website**: Searches for exact matches only as displayed on the user's profile. E.g. If the user's website 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.
   - **Biography**: Search for both exact matches and text that matches the beginning of a word.
   - **Preferred Time Zone**: Searches for user's within this time zone.
   - **Preferred Locale**: Searches for user's who have selected this locale on their user profile.
4. Click the **Search** button.



Searching for a User Account

Module Editors

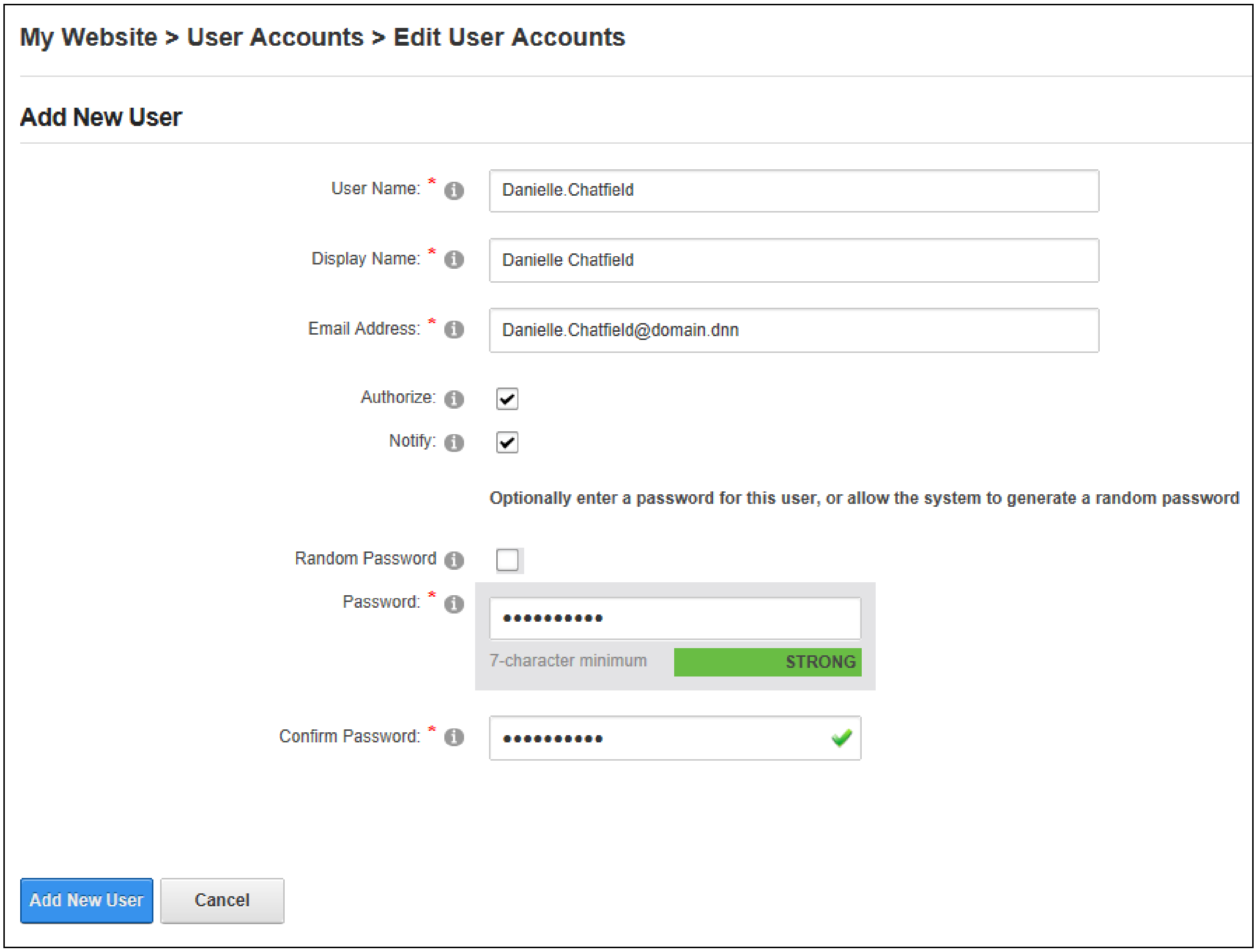
Adding a User Account

How to add new user account to the site. **Important.** If this site requires users to answer a question to retrieve their password adding or edit users, so these features have been disabled for this website.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click the **Add New User** button. This opens the Add New User interface.
3. In the **User Name** text box, enter a user name. Notes: Only letters and numbers can be entered. Usernames are unique and cannot be changed. If you attempt to save a user account using an existing username the following message is displayed: "A User Already Exists For the Username Specified. Please Register Again Using A Different Username." In this scenario you should change the username and retry saving the new account.
4. In the **First Name** text box, enter the person's first name.
5. In the **Last Name** text box, enter the person's last name.
6. In the **Display Name** text box, enter the name to be displayed to other site members. Note: This field may not be displayed. See "Configuring User Account Settings"
7. In the **Email Address** text box, enter a valid email address.
8. At **Authorize**, select from the following options:
   - Mark the check box if the user is authorized to access the site. This will automatically provide access to the Registered User role and any roles set for Auto Assignment. This is the default setting.

- Unmark ☐ the check box if the new user is not yet authorized to access the site. The Administrator is required to authorize this account at a later date.

9. At **Notify**, select from the following options:
   - Mark ☑ the check box to send a notification email to the user's email address. This is the default setting.
   - Unmark ☐ 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.
10. To create the user's password, select from these options:
    - To generate a random password, mark ☑ the check box at **Random Password**.
    - To create a password manually:
      1. Unmark ☐ the check box at **Random Password**.
      2. In the **Password** text box, enter a password.
      3. In the **Confirm Password** text box, re-enter the same password. Note: The site may be set to required unique passwords or they may need to fulfill certain criteria such as minimum character length. If the password you enter doesn't meet the site's criteria, you will be asked to enter a new password or opt for a random password.
11. Click the **Add New User** button.

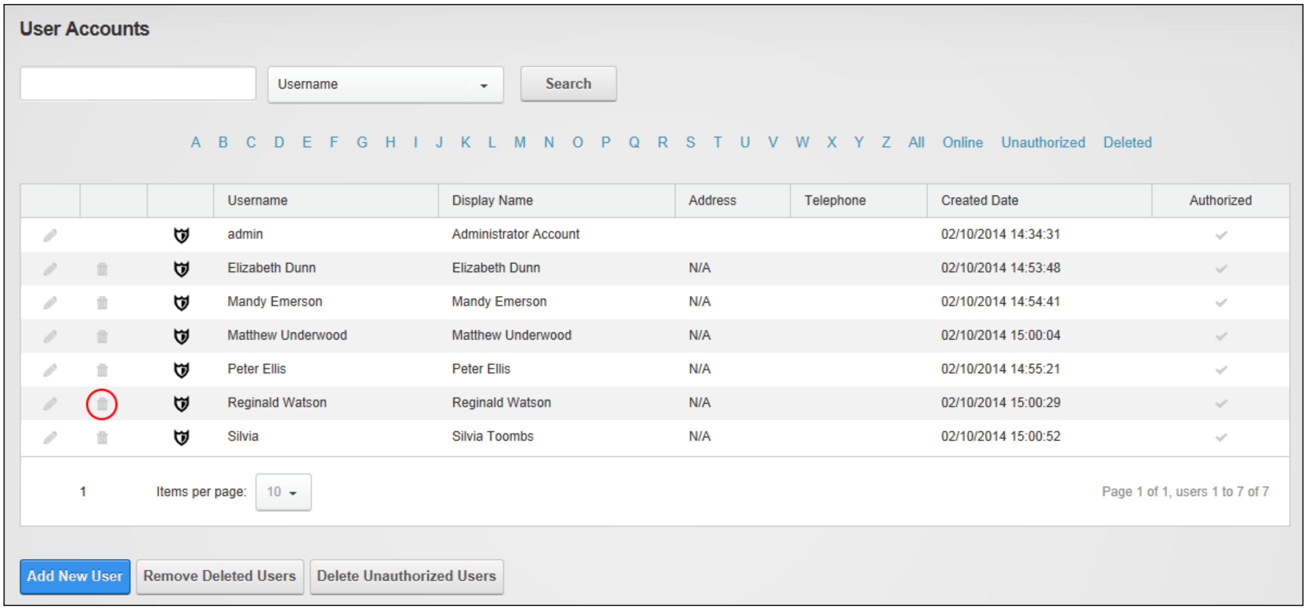


Adding a new user with a randomly generated password

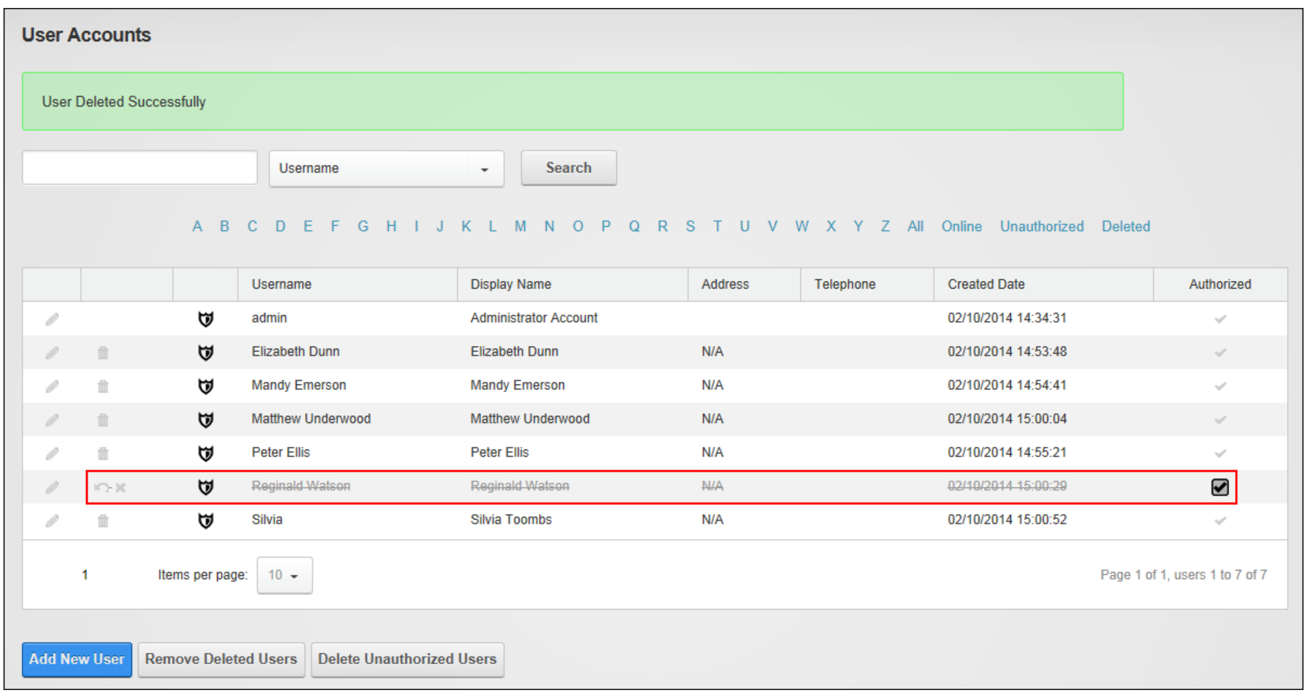
Deleting a User Account

How to "soft" delete a user account from a site. This will prevent the user from logging into their account whilst retaining the user's account information in the User Account module. Soft deleted accounts can be restored at any time. Users must be granted Edit Module permissions to perform this task. **Warning.** Any page and module permissions that have been set for this user by username will be removed when the user account is deleted. Permissions set by user role will not be deleted.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Locate the required user. See "Filtering User Accounts" or See "Searching for a User Account"
3. Click the **Delete** button beside their record and then click the **Yes** button to confirm.



The soft deleted user now displays a strikethrough across the record. See "Removing a Deleted a User Account"



Editing a User Account

How to edit the details of any user account.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Locate the required user. See "Filtering User Accounts" or See "Searching for a User Account"
3. Click the **Edit** button beside their record. This opens the Edit User Accounts page.
4. Select the **Manage Account** tab to edit a user's display name or email address.
5. Select the **Manage Profile** tab to edit or add information to the user's profile.
6. Click the **Update** button.

Forcing a Password Change

How to force a user to change their password next time they login to the site. Users must be granted both Edit Module and Manage User permissions to perform this task.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Locate the required user. See "Filtering User Accounts" or See "Searching for a User Account"
3. Click the **Edit** button beside their user account.
4. Select the **Manage Account** tab.
5. Click the **Force Password Change** button. This displays the "User must update password on next login" message.

Managing a User Profile

How to manage all fields of a user's profile. Editable fields include address information, contact information, biography, time zone and preferred locale. Users must be granted both Edit Module and Manage User permissions to perform this task.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Locate the required user. See "Filtering User Accounts" or See "Searching for a User Account"
3. Click the **Edit** button beside their user account.
4. Select the **Manage Profile** tab.
5. Edit any fields as required. Edit any fields as required. See "Managing your User Profile"
6. Click the **Update** button.

Managing a User's Password

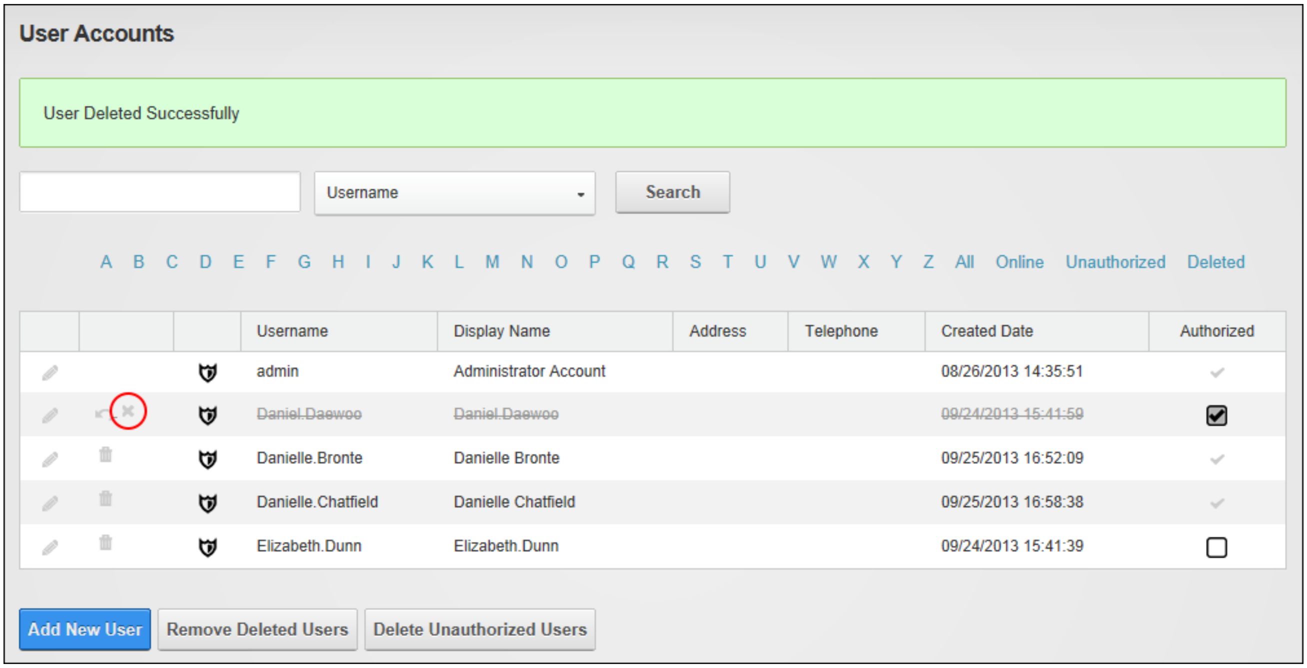
How to change or reset a user's password as well as view details regarding the user's current password settings.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Locate the required user. See "Filtering User Accounts" or See "Searching for a User Account"
3. Click the **Edit** button beside the required user account.
4. Select the **Manage Password** tab. The following details regarding the user's password are displayed near the base of the page:
   - **Password Last Changed**: Displays the date the password was last changed.
   - **Password Expires**: Displays the date the password will expire, if any.
5. Select one of the following options:
   - To change the password, perform the following in the Change Password section:
     1. In the **New Password** text box, enter a new password.
     2. In the **Confirm Password** text box, re-enter the new password.
     3. Click the **Change Password** button.
   - To reset the password, perform the following in the Send Password Reset Link section:
     1. Click the **Send Password Reset Link** button to send a password reset message to the user's email address which allows the user to reset their password anytime within the next 24 hours.

Removing a Deleted a User Account

How to remove a "soft" deleted user account and permanently delete all information related to this account from your site's database. Users must be granted Edit Module permissions to perform this task.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Locate the required user. See "Filtering User Accounts" or See "Searching for a User Account"
3. Click the **Remove** button beside their record and then click the **Yes** button to confirm.



Removing Multiple Deleted User Accounts

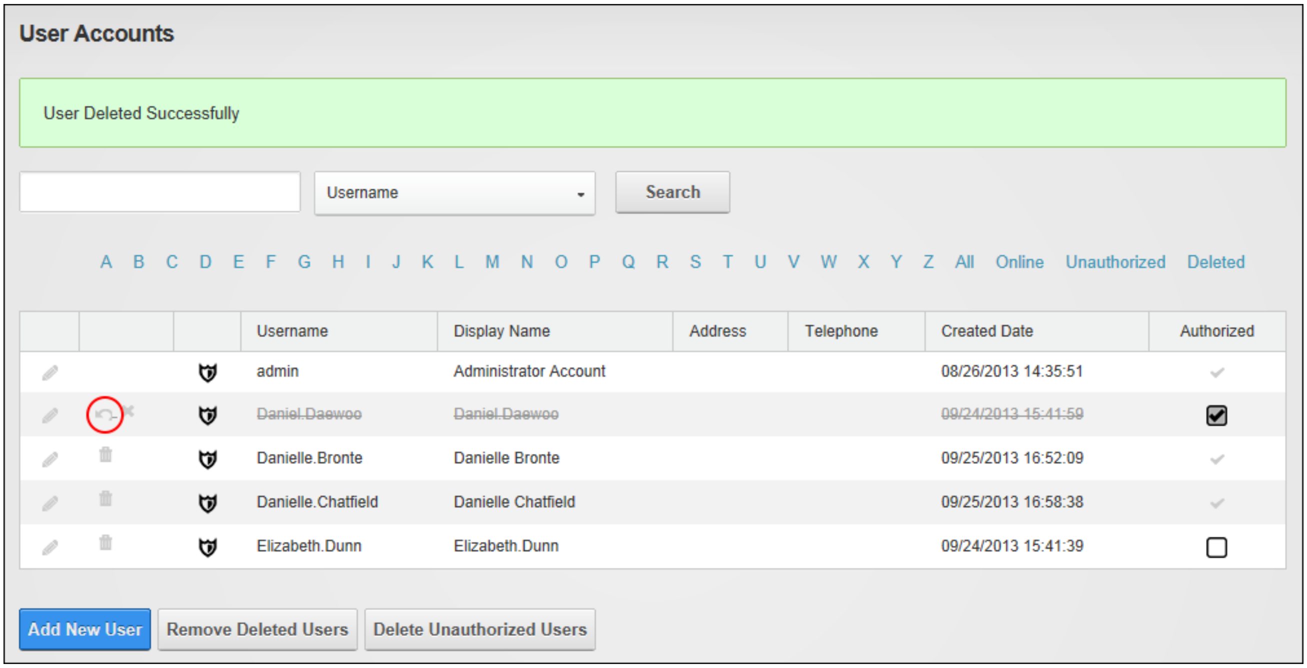
How to remove multiple user accounts which have been "soft" deleted. This action permanently removes all information related to these accounts. Users must be granted Edit Module permissions to perform this task.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click the **Remove Deleted Users** button at the base of the module and then click the **Yes** button to confirm.

Restoring a Deleted User Account

How to restore a deleted user account. Users must be granted Edit Module permissions to perform this task.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Locate the required user. See "Filtering User Accounts" or See "Searching for a User Account"
3. Click the **Restore** button beside their record and then click the **Yes** button to confirm.

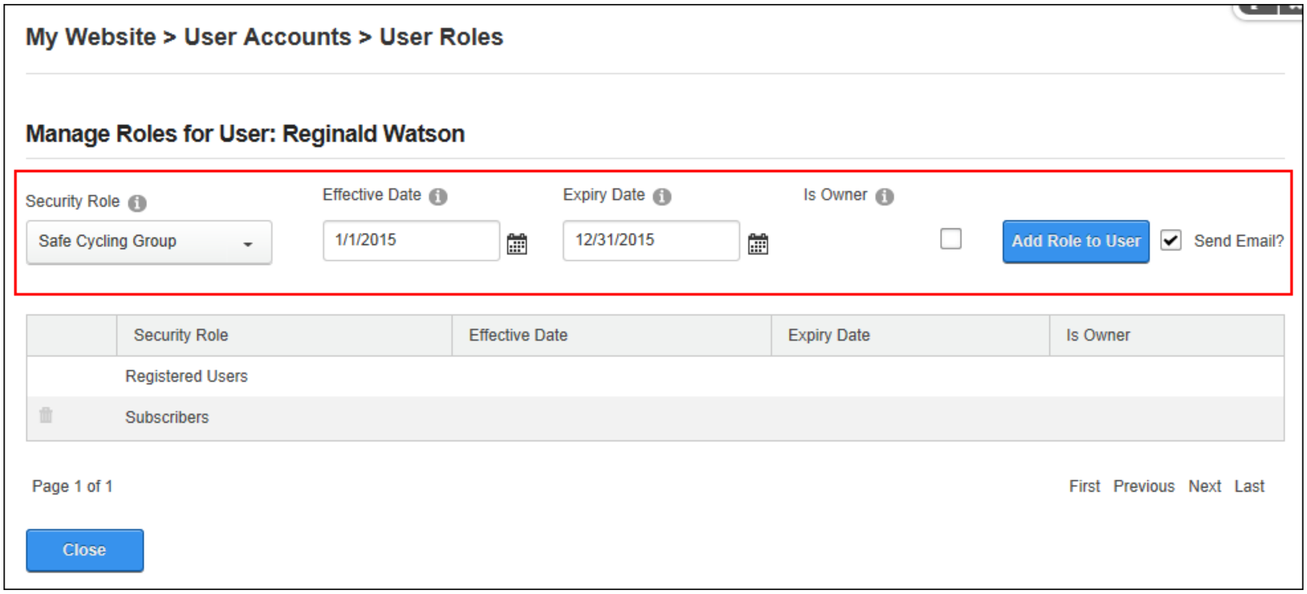


Administrators

Adding a User to a Role

How to add a user to a role or change a user's role access.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the required user by using a filter or by performing a search.
3. Click the **Manage Roles** button beside the required user account.
4. At **Security Role**, select the role you want to add this user to.
5. **Optional.** At **Effective Date**, click the **Calendar** button and select the first date the user can access this role or leave blank to grant immediate access. See "Working with the Calendar"
6. **Optional.** At **Expiry Date**, click the **Calendar** button and select the last date the user can access this role or leave blank if access doesn't expire.

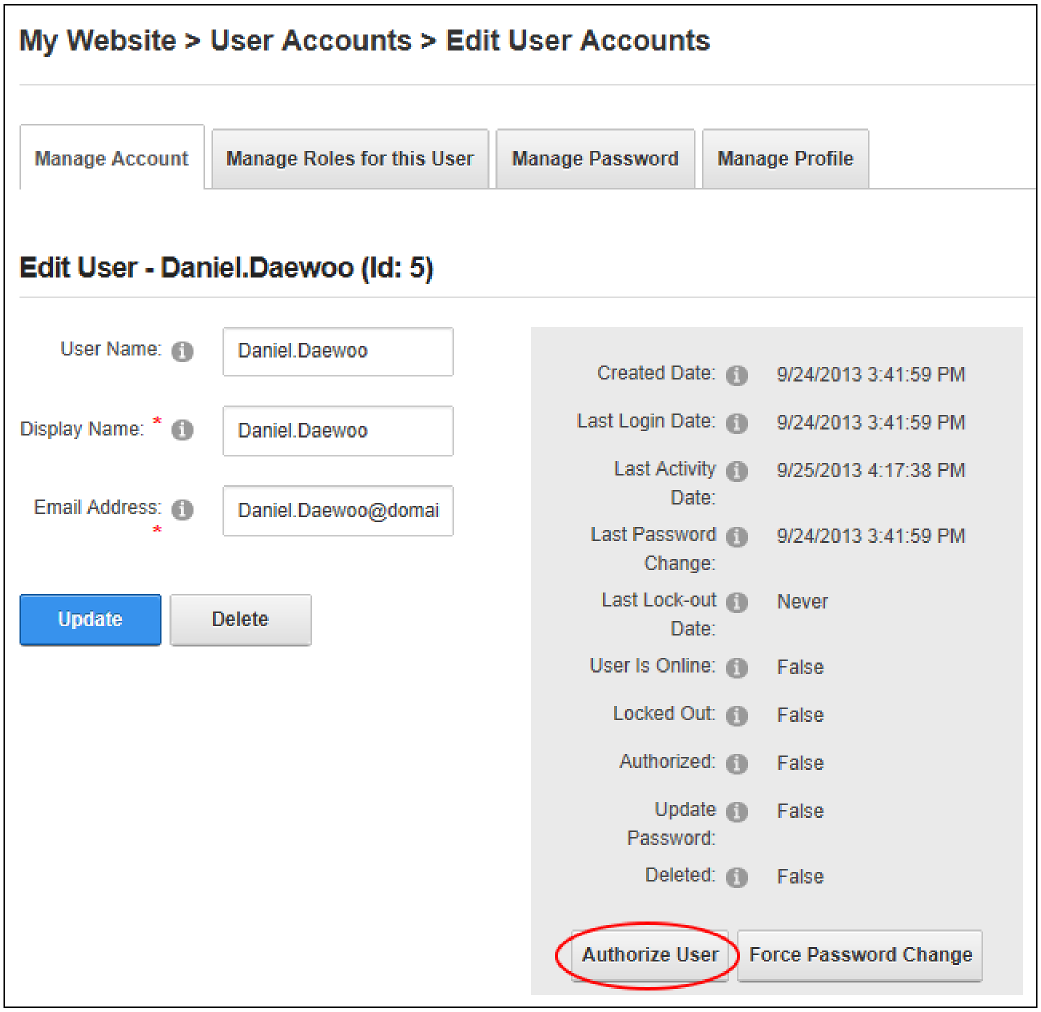


7. **Optional.** If the role is a social group, then mark the check box at **Is Owner?** if the user is an owner of the role - OR - unmark the check box to disable.
8. At **Send Email?**, mark the check box to send a notification email to the user informing them of their new role access. This is the default setting. - OR - unmark the check box to add the user to the role without notifying them.
9. Click the **Add Role To User** button. The updated role details are now displayed in the list below.
10. Repeat Steps 3-9 to add this user to additional roles.

Authorizing an Unauthorized User

How to authorize an unauthorized user account. This restores all of the user's site access.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click the Unauthorized link to display only unauthorized accounts and find the required account.
3. Click the **Edit** button beside their record.
4. Click the **Authorize User** button. This displays the message "User Successfully Authorized" and sets the Authorized field to True.

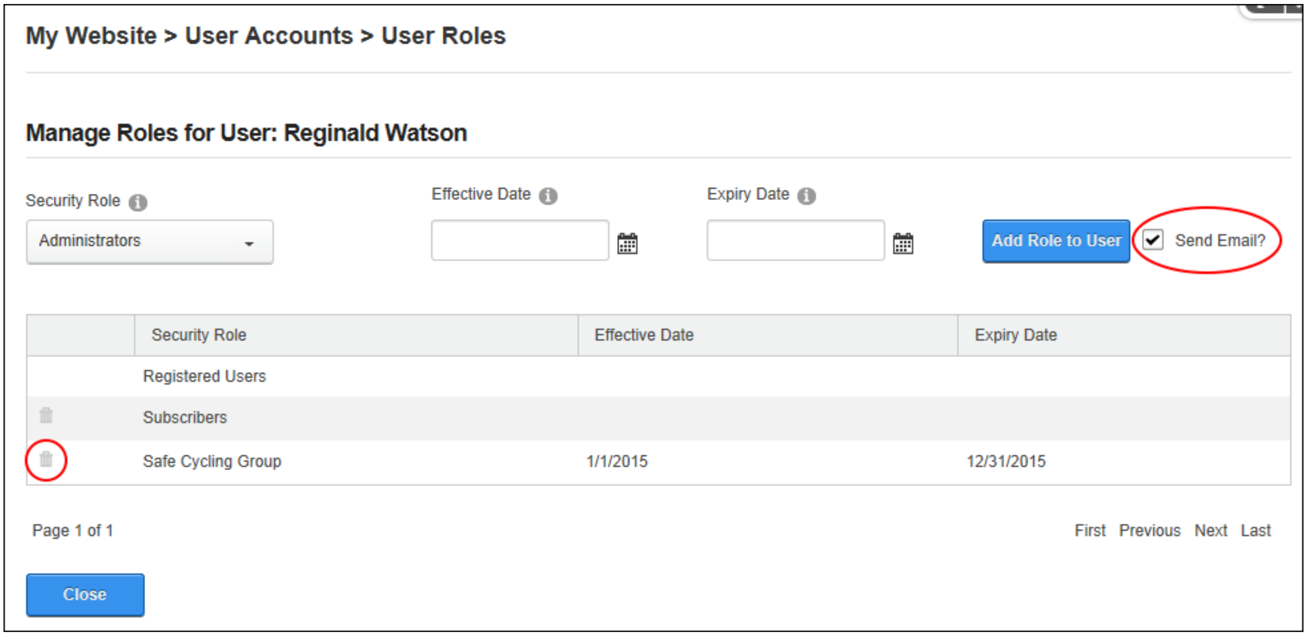


Removing a User from a Security Role

How to remove a user from a security role.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Locate the required user using a filter or by performing a search.
3. Click the **Manage Roles** button beside the required user account.
4. At **Send Email?**, select from the following options:
   - Mark 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.
   - Unmark the check box to delete role access without sending a notification email.

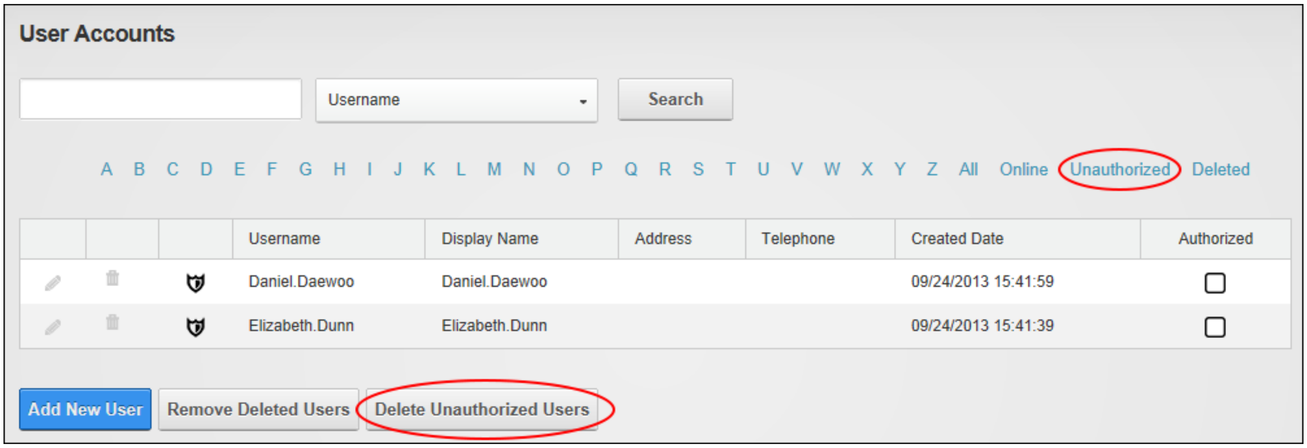
5. Click the **Delete** button beside the role the user is to be deleted from and then click the Yes button to confirm.



Deleting all Unauthorized User Accounts

How to soft delete all unauthorized user accounts. Users must be granted Edit Module permissions to perform this task.

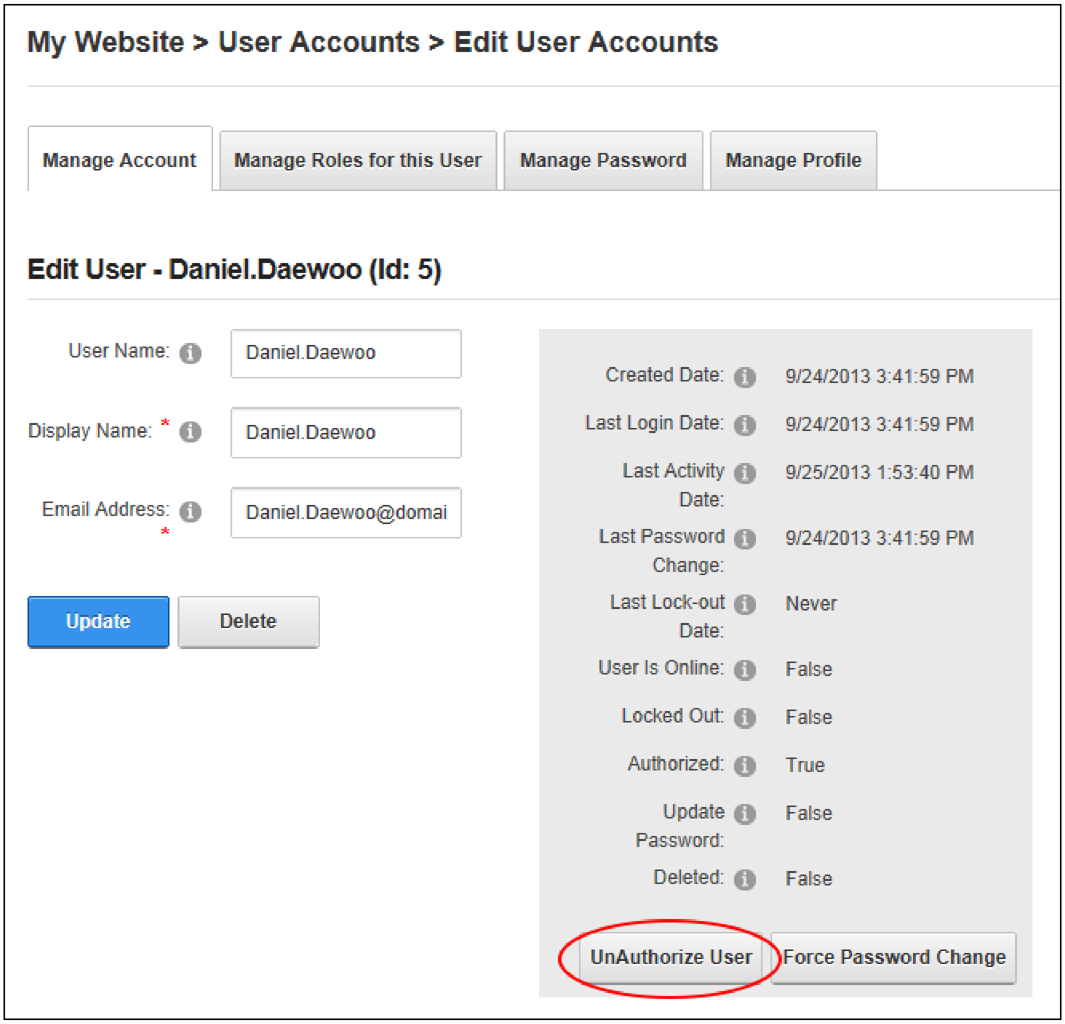
1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. **Optional.** Click the Unauthorized link to view a list of unauthorized users before deleting them.
3. Click the **Delete Unauthorized Users** button at the base of the module and then click the **Yes** button to confirm deletion. To permanently delete these unauthorized account, See "Removing Multiple Deleted User Accounts"



UnAuthorizing a User

How to unauthorize a user's account using the User Accounts module. Unauthorized users will be unable to login to the site, thereby removing their access to all role restricted areas.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the user to be unauthorized using a filter or by searching.
3. Click the **Edit** button beside their record. This opens the Edit User Accounts page.
4. Select the **Manage Account** tab.
5. Click the **UnAuthorize User** button. This displays the message "User Successfully UnAuthorized" and sets the Authorized field to False.



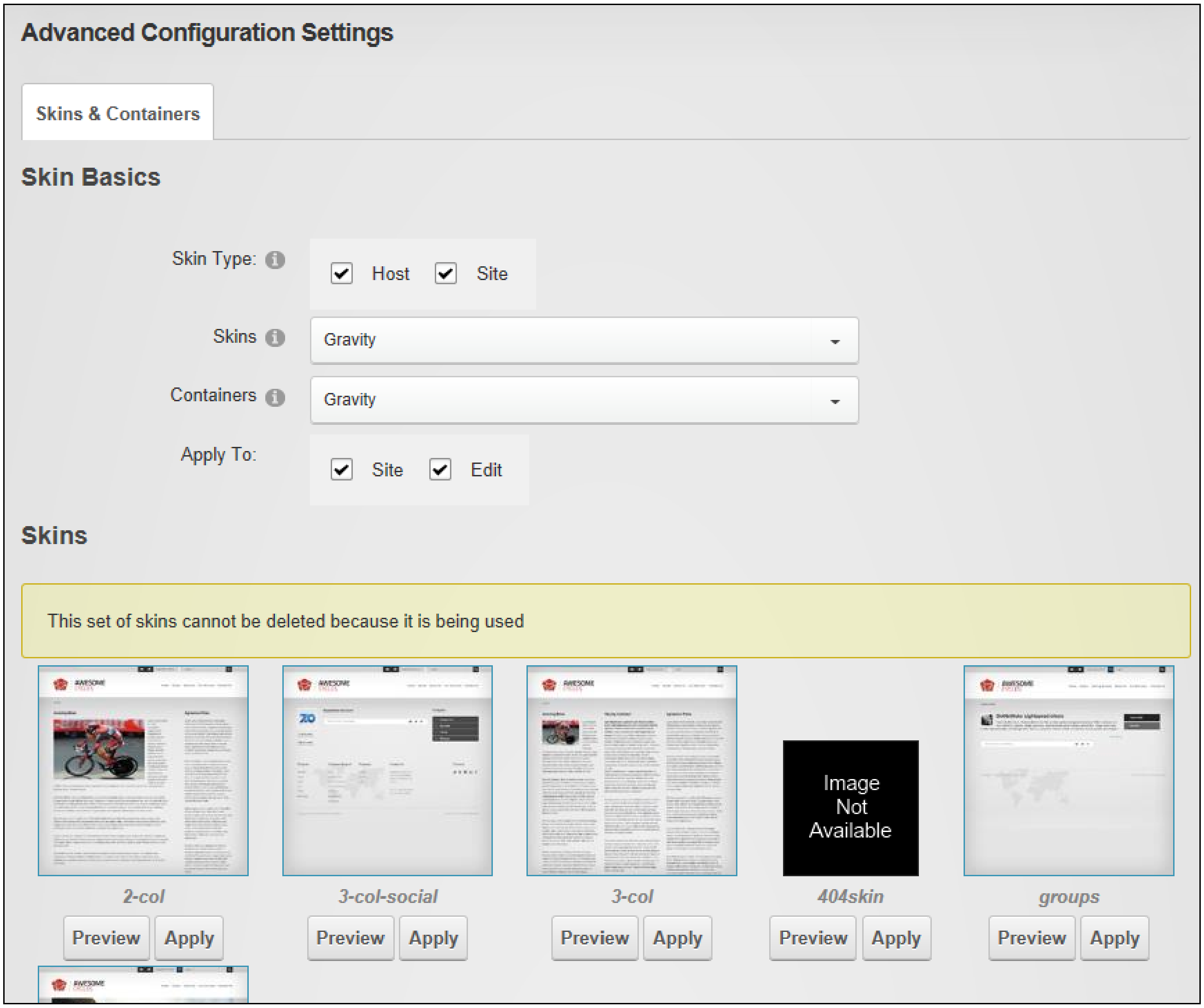
Unauthorizing a User Account

Advanced Settings

Advanced Configuration Settings

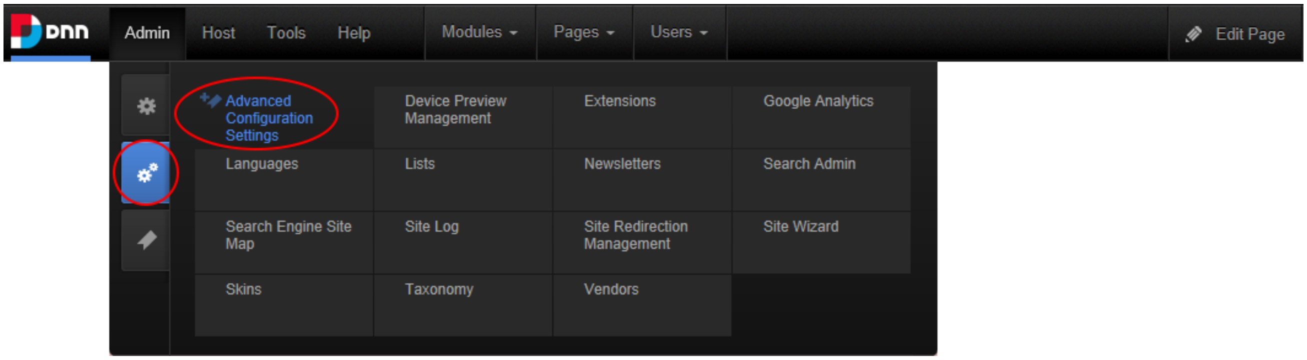
About Advanced Configuration Settings

The Advanced Configuration Settings section provides Administrators with an alternative location where they can change the Skins and Containers applied to the current site, setup site email and install language packs, authentication systems, providers and optional modules.



Advanced Configurations Settings page for Administrators

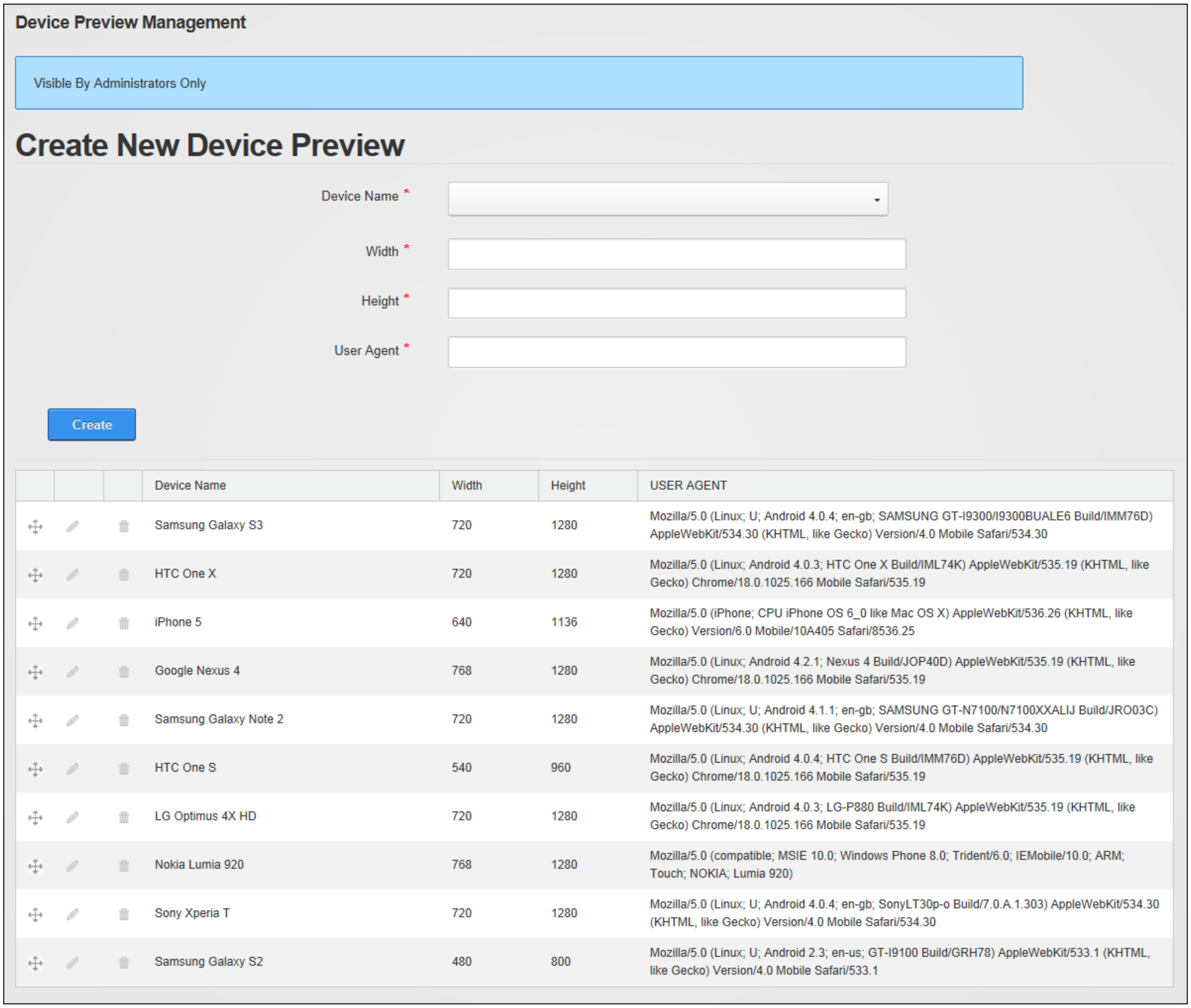
The Advanced Configuration Settings section is accessed from the ControlBar by selecting Admin > Advanced Settings > Advanced Configuration Settings or via the Admin Console page.



Device Preview Management

About Device Preview Management

Device Preview Management (Admin > Advanced Settings >  Device Preview Management) allows Administrators and the Host to preview their mobile device site as it will appear on different mobile devices. A pre-existing list of preview profiles for commonly used devices is included which can be edited or deleted. New preview profiles can also be created using either a pre-configured list of common profiles or you can create a new profile from scratch. Device Preview Management cannot be added to site pages.



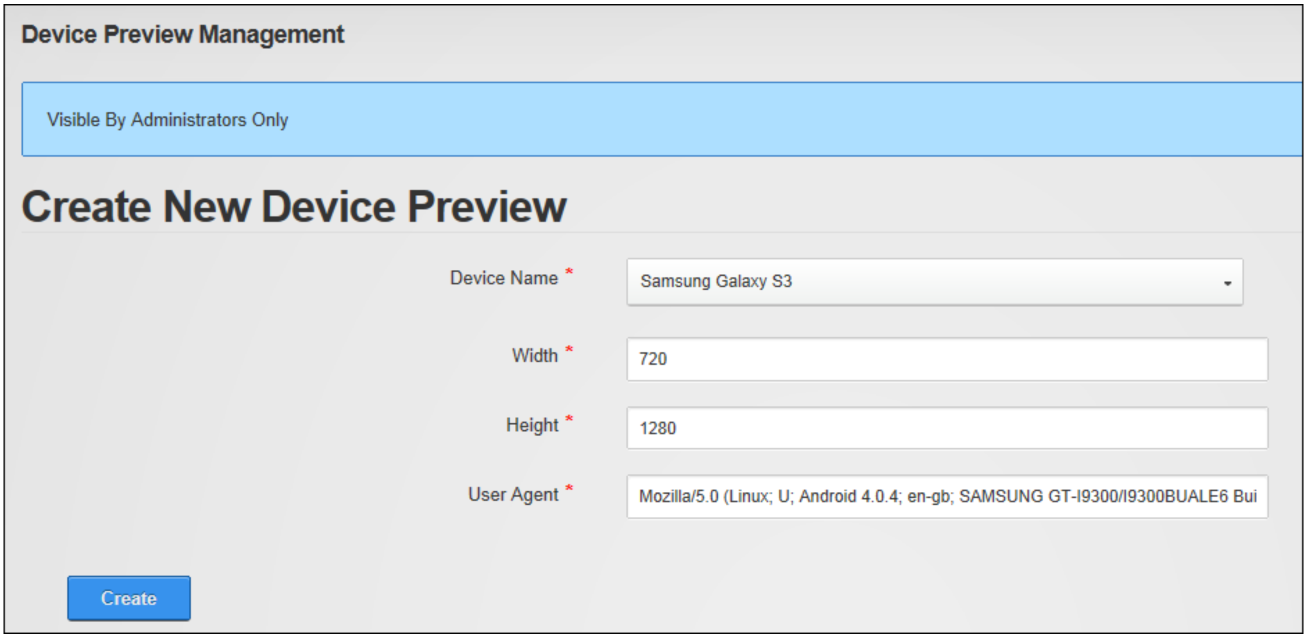
			Device Name	Width	Height	USER AGENT
			Samsung Galaxy S3	720	1280	Mozilla/5.0 (Linux; U; Android 4.0.4; en-gb; SAMSUNG GT-I9300/I9300BUALE6 Build/IMM76D) AppleWebKit/534.30 (KHTML, like Gecko) Version/4.0 Mobile Safari/534.30
			HTC One X	720	1280	Mozilla/5.0 (Linux; Android 4.0.3; HTC One X Build/IML74K) AppleWebKit/535.19 (KHTML, like Gecko) Chrome/18.0.1025.166 Mobile Safari/535.19
			iPhone 5	640	1136	Mozilla/5.0 (iPhone; CPU iPhone OS 6_0 like Mac OS X) AppleWebKit/536.26 (KHTML, like Gecko) Version/6.0 Mobile/10A405 Safari/8536.25
			Google Nexus 4	768	1280	Mozilla/5.0 (Linux; Android 4.2.1; Nexus 4 Build/JOP40D) AppleWebKit/535.19 (KHTML, like Gecko) Chrome/18.0.1025.166 Mobile Safari/535.19
			Samsung Galaxy Note 2	720	1280	Mozilla/5.0 (Linux; U; Android 4.1.1; en-gb; SAMSUNG GT-N7100/N7100XXALIJ Build/JRO03C) AppleWebKit/534.30 (KHTML, like Gecko) Version/4.0 Mobile Safari/534.30
			HTC One S	540	960	Mozilla/5.0 (Linux; Android 4.0.4; HTC One S Build/IMM76D) AppleWebKit/535.19 (KHTML, like Gecko) Chrome/18.0.1025.166 Mobile Safari/535.19
			LG Optimus 4X HD	720	1280	Mozilla/5.0 (Linux; Android 4.0.3; LG-P880 Build/IML74K) AppleWebKit/535.19 (KHTML, like Gecko) Chrome/18.0.1025.166 Mobile Safari/535.19
			Nokia Lumia 920	768	1280	Mozilla/5.0 (compatible; MSIE 10.0; Windows Phone 8.0; Trident/6.0; IEMobile/10.0; ARM; Touch; NOKIA; Lumia 920)
			Sony Xperia T	720	1280	Mozilla/5.0 (Linux; U; Android 4.0.4; en-gb; SonyLT30p-o Build/7.0.A.1.303) AppleWebKit/534.30 (KHTML, like Gecko) Version/4.0 Mobile Safari/534.30
			Samsung Galaxy S2	480	800	Mozilla/5.0 (Linux; U; Android 2.3; en-us; GT-I9100 Build/GRH78) AppleWebKit/533.1 (KHTML, like Gecko) Version/4.0 Mobile Safari/533.1

Adding a Preview Profile

How to add a new preview profile to Device Preview Management.

1. Navigate to Admin > Advanced Settings > **Device Preview Management**.
2. Go to the **Create New Device Preview** section.
3. Click inside the **Device Name** text box to view the full list of devices with existing profiles from the drop down list. Alternatively, begin typing the name of the required device to filter the list and then make your selection. If the device required is not listed, enter the device name into the text box.

4. Once you have made your selection from the pre-existing options the **Width**, **Height** and **User Agent** fields are all populated with the correct information. Alternatively, if you are creating a new preview profile from scratch, enter your information into each of these fields.



5. Click the **Create** button. The newly created profile is now added to the list below. Note: You can click on the **Drag and Drop** button and drag this item to a new position in the list if desired.

Managing Preview Profiles

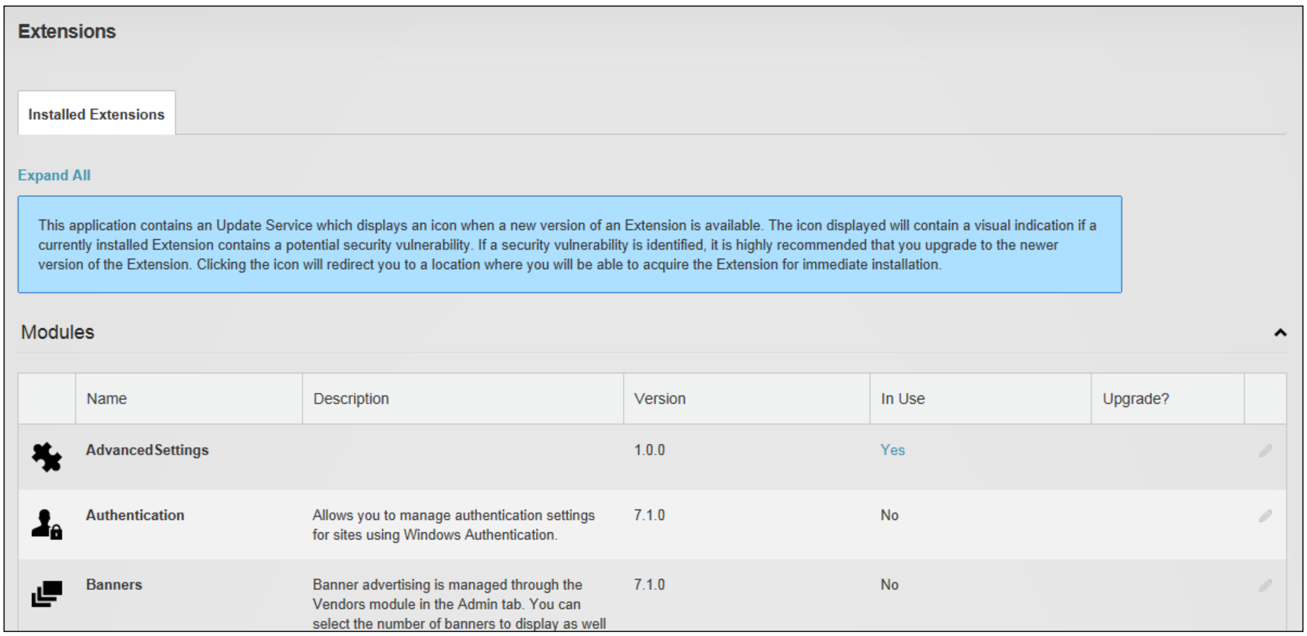
How to edit, move and delete a preview profile that is listed in Device Preview Management.

1. Navigate to Admin > Advanced Settings > **Device Preview Management**.
    - Click the **Edit** button beside profile to be edited, make your edits and then click the **Save** button to save your changes.
    - Click the **Delete** button beside the profile to be deleted and then click the **Yes** button to confirm.
    - Click on the **Drag and Drop** icon beside a profile and drag it to a new position in the list.

Extensions

About Admin Extensions

The Admin Extensions page allows users to view and manage the extensions that have been installed on the site and see which extensions are in use on this site. For security reasons, the Extensions module can be only added to site pages by a SuperUser. Administrators can perform all extension management tasks. Users who have been granted edit rights to an Extensions module can view basic information about the installed extensions and update some authentication settings. Users who have been granted edit rights to the page where the Extensions module is located can view additional information about the installed extensions.



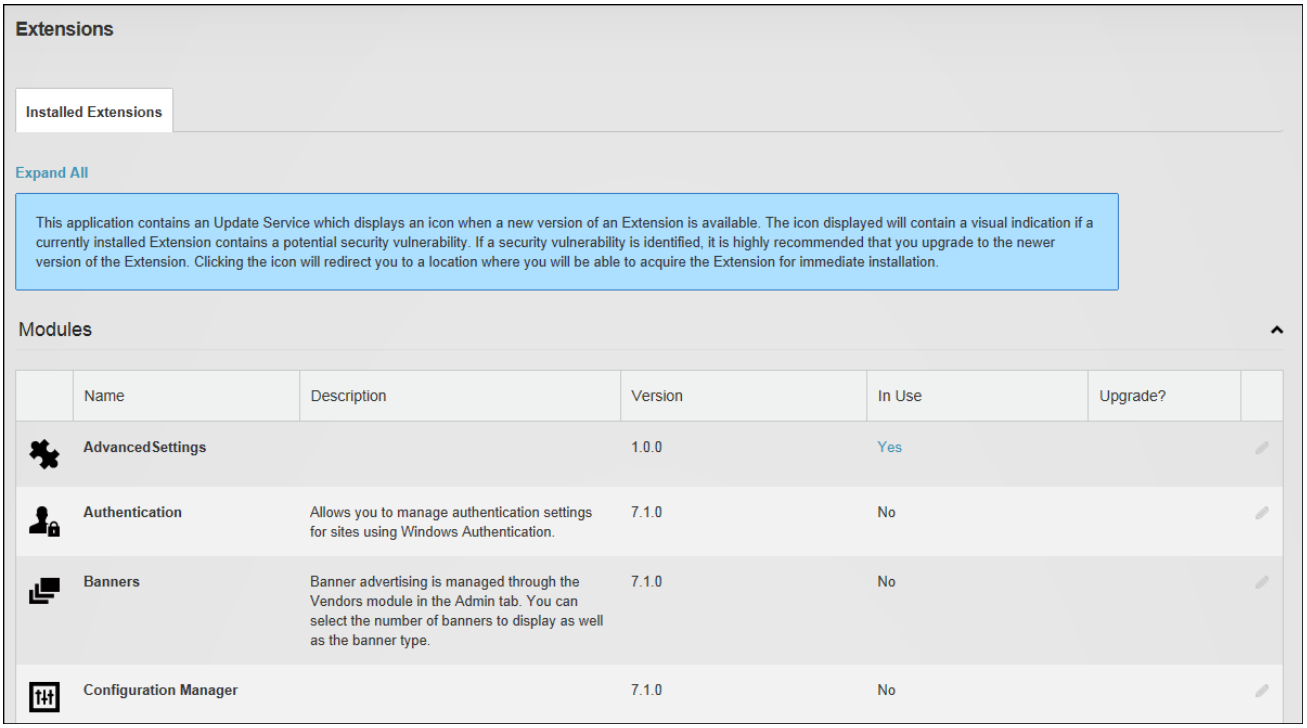
The Admin Extensions page

All Users

Viewing Installed Extensions List

The Extensions displays a list of the all the extensions that are installed on this site. All users who can view the Extensions module can view the icon, name, description and version number of each installed extension and see if a module is currently in use on the site. Additional tools are available to authenticated users with module and page editing rights.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Navigate to an **Extensions** module.
2. Click on a section heading to view the related extensions or click the Expand All link in the top right corner of the module to view all extension types. Extensions types are: Authentication Systems, Containers, Core Language Packs, Dashboard Controls, Extension Language Packs, Libraries, Modules, Providers, Skins, Skin Objects and Widgets.



Related Topics:

- See "Viewing Added To Pages Module Settings"

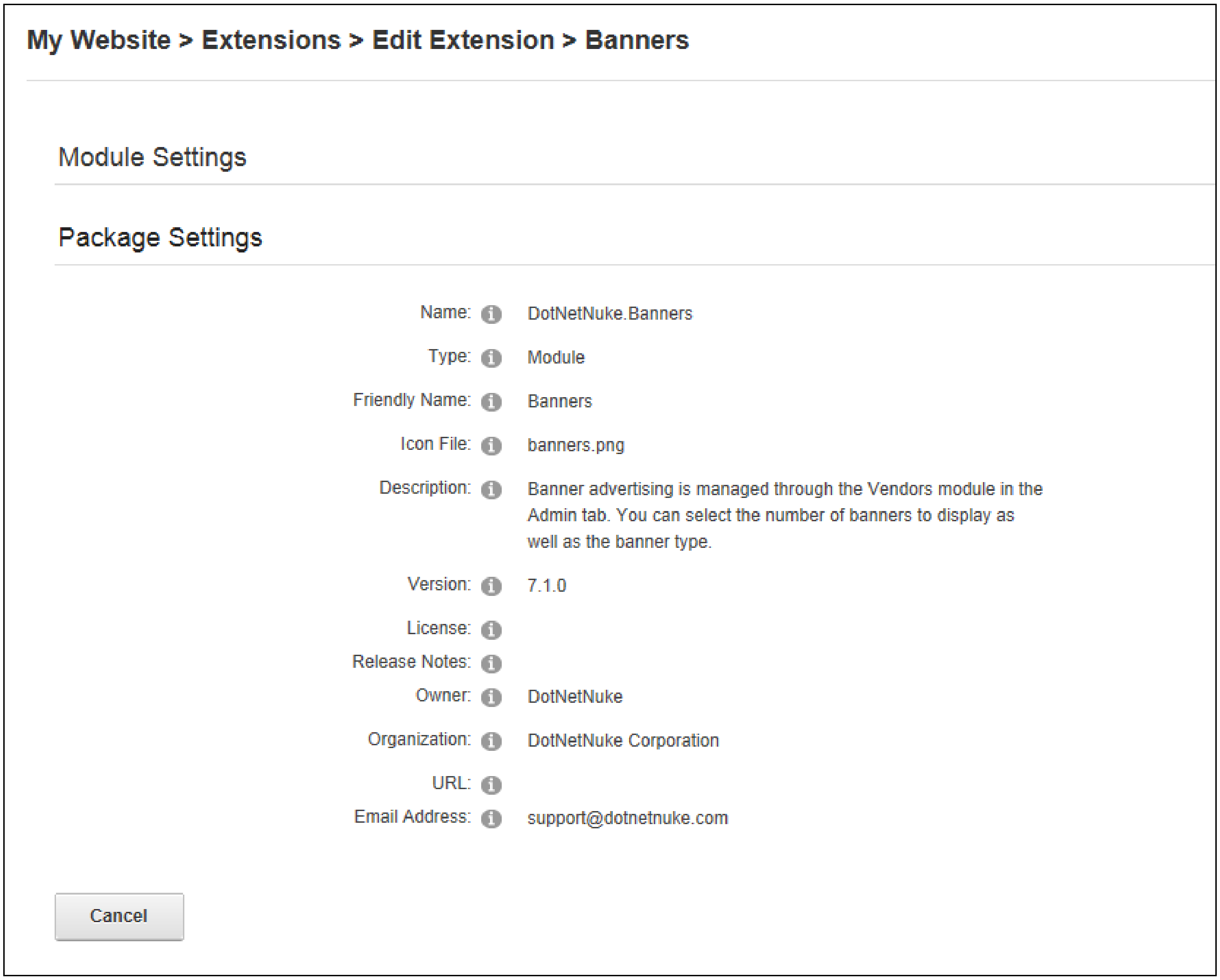
Module Editors

Viewing Package Settings

How to view the package settings of any extension using the Admin Extensions page. Package Settings provide detail such as the friendly name, description, version, license, release notes, owner, organization name and contact details. Users must be granted Edit (DNN Platform) / Edit Content (Evoq Content) rights to the Admin Extensions.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the required section.

3. Click the **Edit** button beside an extension.
4. Expand the first section that is named according to the extension type. E.g. Module Settings, Container Package Settings, etc. Here you can view some basic information for the extension such as the container or skin name. Where a task can be performed, see the related topics links below for more.
5. Go to the **Package Settings** section to view the following details about this extension:
   - **Name**: The name of this container package.
   - **Type**: The type of extension. E.g. Module, Container, etc.
   - **Friendly Name**: The friendly name of this package.
   - **Icon Name**: The name of the image associated with this extension. This image is displayed beside the extension on the default page of the Extensions module.
   - **Description**: The description of this package.
   - **Version**: The package version number.
   - **License**: The license for this package.
   - **Release Notes**: Any release notes for this package.
   - **Owner**: The name of the owner of this package.
   - **Organization**: The name of the organization responsible for this package.
   - **URL**: The URL of the organization.
   - **Email Address**: A contact email address for this package.



6. Click the **Cancel** button to return to the module.

Related Topics:

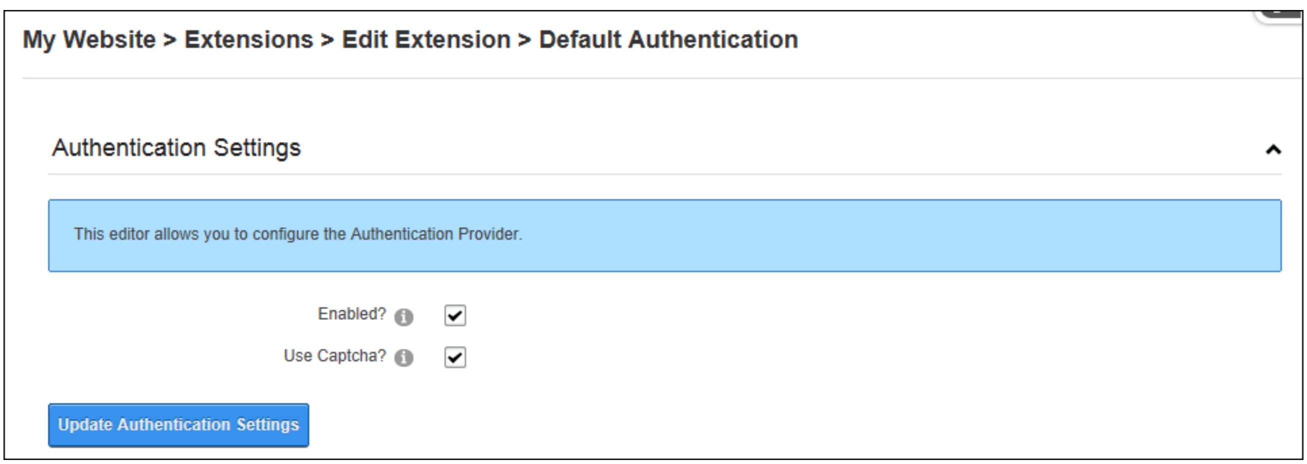
- See "Configuring Default Authentication"
- See "Configuring Facebook Authentication"
- See "Configuring Google Authentication"
- See "Configuring Live Authentication"
- See "Configuring Twitter Authentication"
- See "Setting Permissions to Deploy a Module"

Configuring Default Authentication

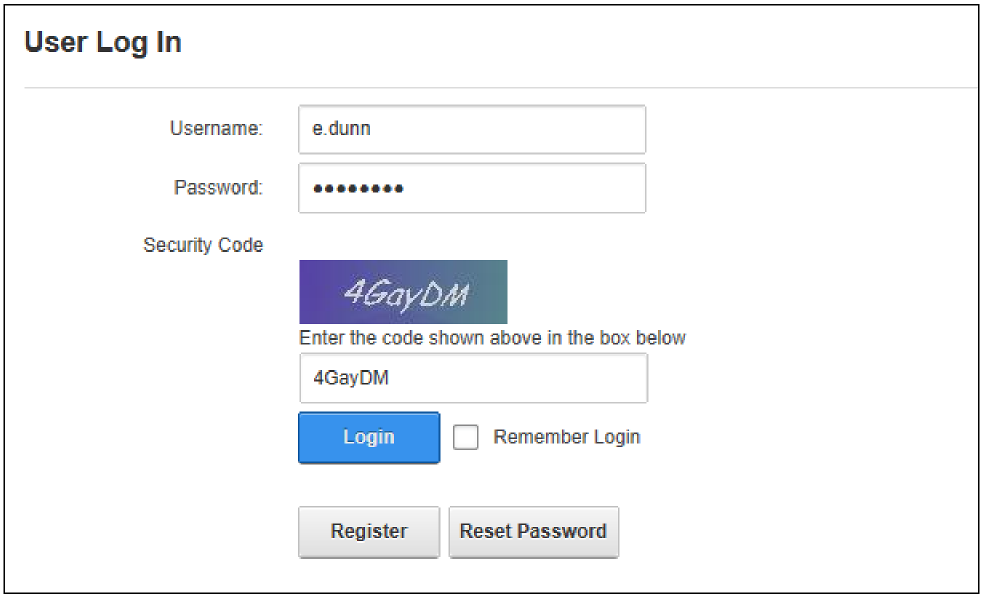
How to enable or disable the DNN default authentication system (also called Default Authentication) and set the associated authentication settings including enabling the CAPTCHA security code. Note: Unlike the other authentication providers included with DNN, the Default authentication provider displays the User Log In control as a pop-up window, rather than within the page.

Important. Do not disable DNN authentication until one or more alternative authentications systems have been enabled.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication Systems** section.
3. Click the **Edit** button beside **Default Authentication**.
4. Expand the **Authentication Settings** section.
5. At **Enabled?**, select from these options:
   - Mark the check box to enable DNN authentication.
     1. **Optional.** At **Use Captcha?**, mark the check box to required users to enter a security code when they login - OR - unmark the check box to remove Captcha.
   - Unmark the check box to disable.



7. Click the **Update Authentication Settings** button to save your changes and return to the Extensions page.



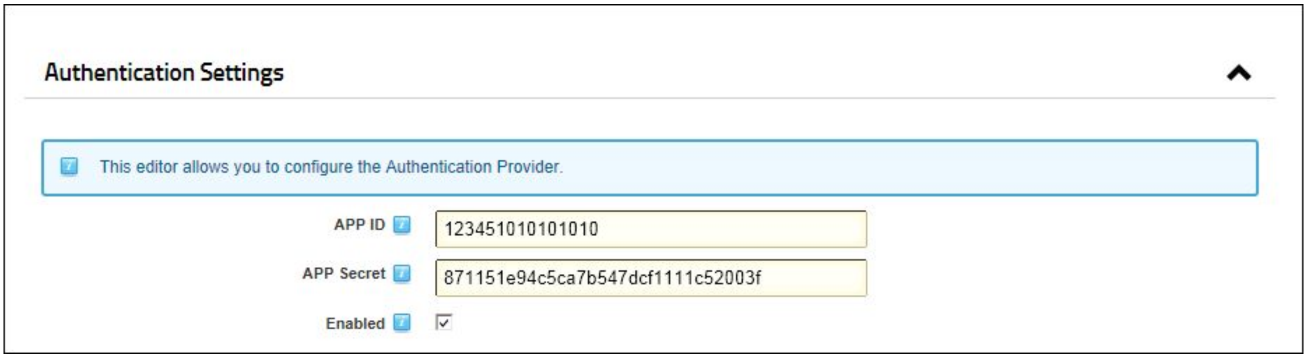
DNN authentication with CAPTCHA enabled

Configuring Facebook Authentication

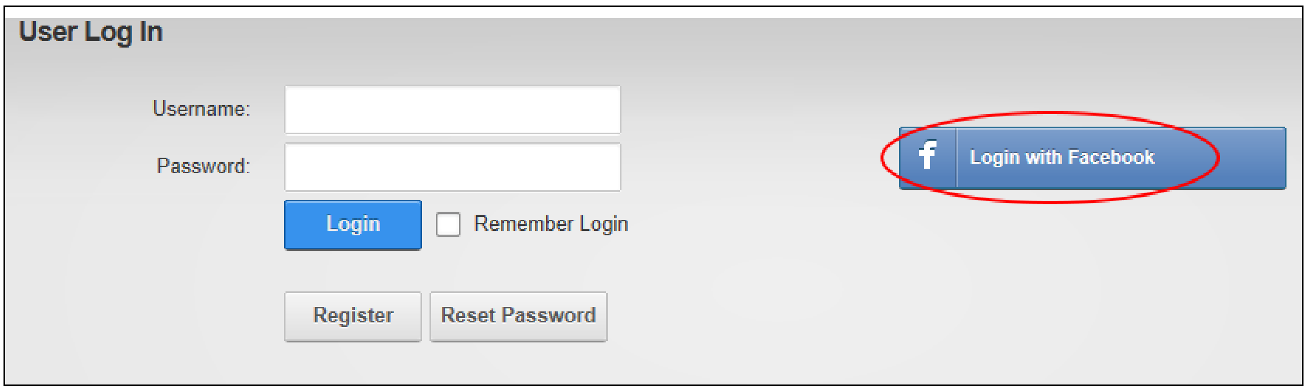
How to enable or disable the DotNetNuke Facebook authentication system that allows users to login to DNN using their existing Facebook account.

Prerequisite. You will need to sign up for a Facebook Authentication account before you can complete this tutorial. This authentication system must be enabled by a SuperUser before it can be viewed and configured.

1. Navigate to Admin > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication System** section.
3. Click the **Edit** button beside **DotNetNuke Facebook Authentication Project**.
4. Expand the **Authentication Settings** section.
5. At **Enabled?**, select from these options:
   - Mark the check box to enable Facebook authentication.
     1. In the **APP ID** text box, enter the information provided to you by Facebook.
     2. In the **APP Secret** text box, enter the secret code provided to you by Facebook.
   - Unmark the check box to disable Facebook authentication. Note that any ID and Secret information you have added will not be removed from these fields unless you manually remove them. This allows you to re-enable this authentication system at any time without re-entering this information.



6. Click the **Update Authentication Settings** button to save your changes and return to the Extensions page. The Facebook login button is now displayed on the Login page and any Account Login modules.



Related Topics:

- See "Logging in with External Accounts"

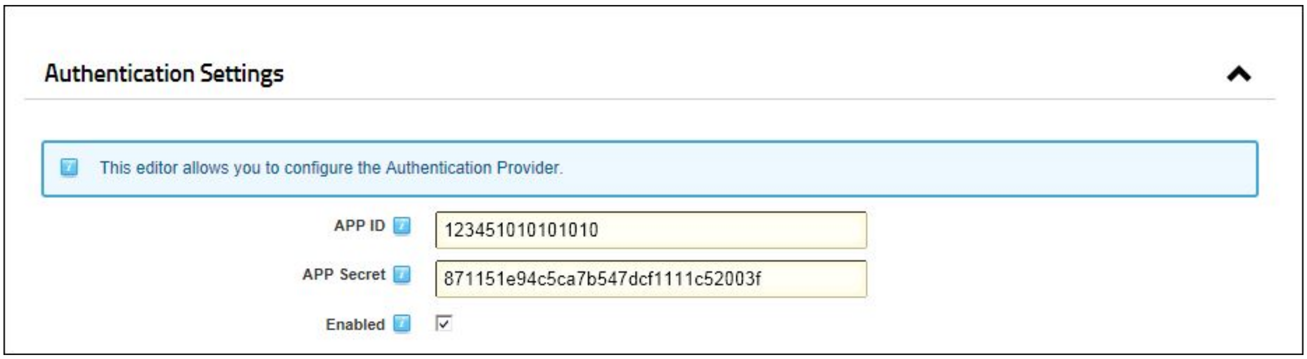
Configuring Google Authentication

How to enable or disable the DotNetNuke Google authentication system that allows users to login to DNN using their existing Google account to login to DotNetNuke.

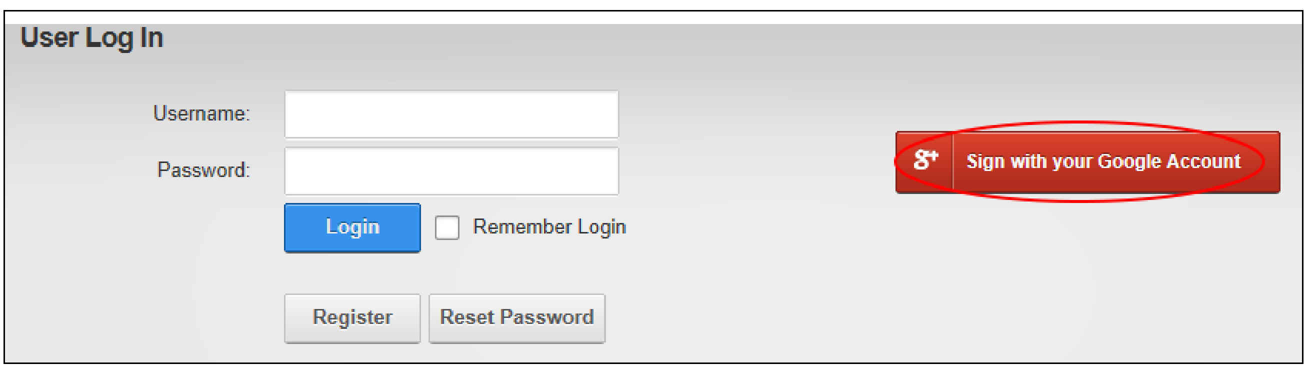
Prerequisite. You will need to sign up for a Google Authentication account to complete this tutorial. This authentication system must be enabled by a SuperUser before it can be viewed and configured. At Google API Console, add your login page to the redirect URL's. If you have multiple languages, you will also need to add those URL's too. E.g. http://www.yoursite.com/de-de/login

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication Systems** section.

3. Click the **Edit** button beside **DotNetNuke Google Authentication Project**.
4. Expand the **Authentication Settings** section.
5. At **Enabled?**, select from these options:
   - Mark the check box to enable Google authentication.
     1. In the **APP ID** text box, enter the information provided to you by Google.
     2. In the **APP Secret** text box, enter the secret code provided to you by Google.
   - Unmark the check box to disable Google authentication. Note that any ID and Secret information you have added will not be removed from these fields unless you manually remove them. This allows you to re-enable this authentication system at any time without re-entering this information.



6. Click the **Update Authentication Settings** button to save your changes and return to the Extensions page. The Google login button is now displayed on the Login page and any Account Login modules.



Related Topics:

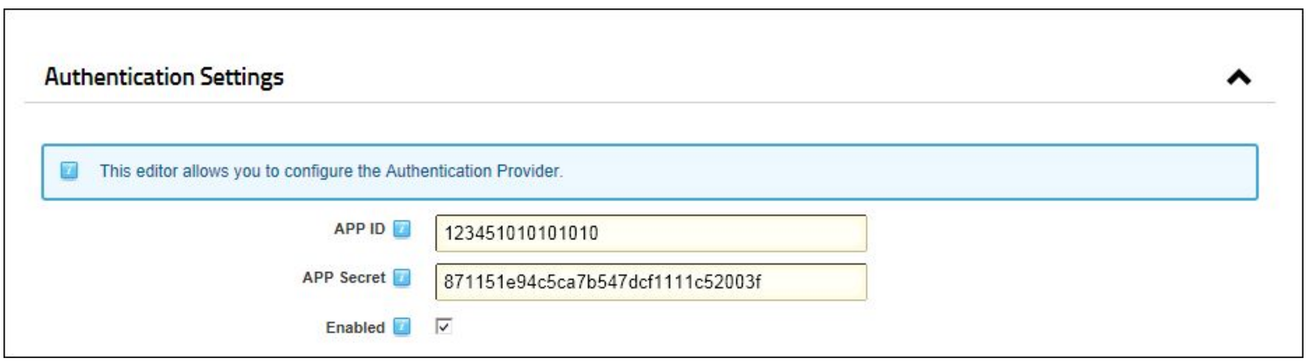
- See "Logging in with External Accounts"

Configuring Live Authentication

How to enable or disable the DotNetNuke Live authentication system that allows users to login to DNN using their existing Live account. Note: The authentication providers included with DNN open the User Log In control within the page. The exception is DNN default authentication which uses a pop-up window for authentication.

Prerequisite. You will need to sign up for a Live Authentication account to complete this tutorial. This authentication system must be enabled by a SuperUser before it can be viewed and configured.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication System** section.
3. Click the **Edit** button beside **DotNetNuke Live Authentication Project**.
4. Expand the **Authentication Settings** section.
5. At **Enabled?**, select from these options:
   - Mark the check box to enable Live authentication.
     1. In the **APP ID** text box, enter the information provided to you by Live.
     2. In the **APP Secret** text box, enter the secret code provided to you by Live.
   - Unmark the check box to disable Live authentication. Note that any ID and Secret information you have added will not be removed from these fields unless you manually remove them. This allows you to re-enable this authentication system at any time without re-entering this information. Skip to Step 8.



6. Click the **Update Authentication Settings** button to save your changes and return to the Extensions page. The Live login button is now displayed on the Login page and any Account Login modules.

Related Topics:

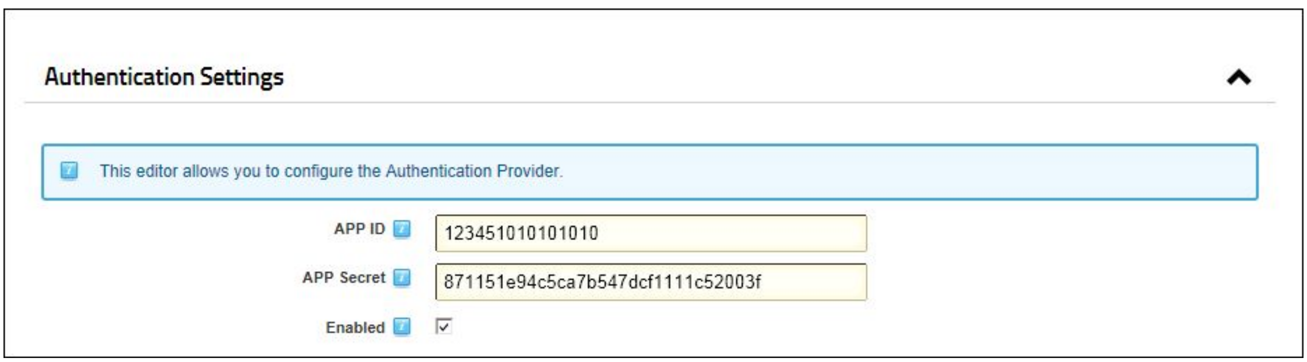
- See "Logging in with External Accounts"

Configuring Twitter Authentication

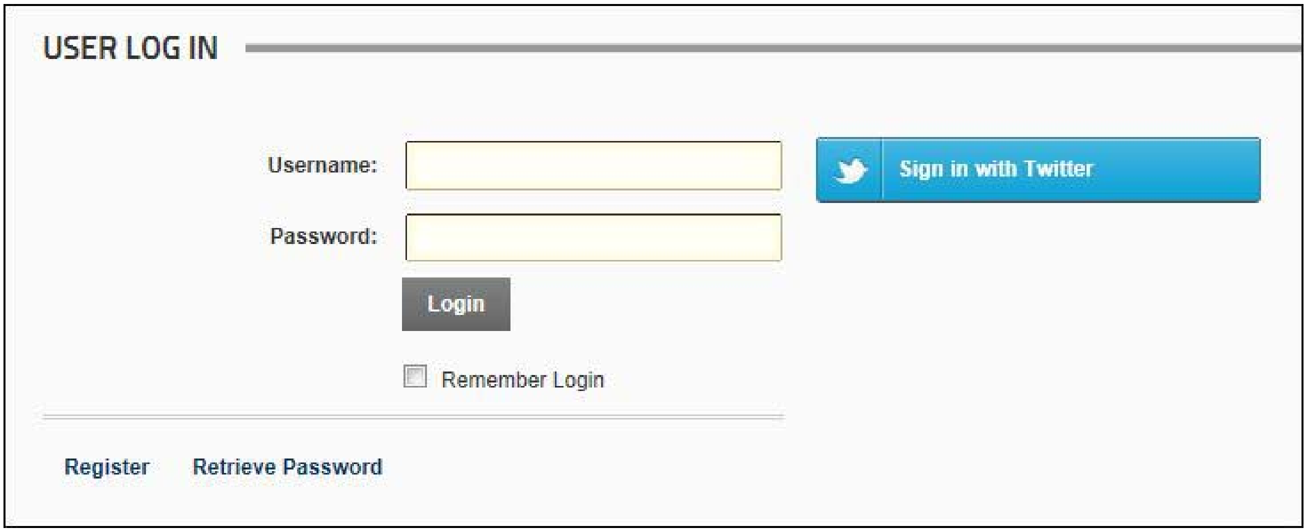
How to enable or disable the DotNetNuke Twitter authentication system that allows users to login to DNN using their existing Twitter account. Note: The authentication providers included with DNN open the User Log In control within the page. The exception is DNN default authentication which uses a pop-up window for authentication.

Prerequisite. This authentication system must be enabled by a SuperUser before it can be viewed and configured. You will also need to sign up for a Twitter Authentication account to complete this tutorial.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication System** section.
3. Click the **Edit** button beside **DotNetNuke Twitter Authentication Project**.
4. Expand the **Authentication Settings** section.
5. At **Enabled**, select from these options:
   - Mark the check box to enable Twitter authentication.
     1. In the **APP ID** text box, enter the information provided to you by Twitter.
     2. In the **APP Secret** text box, enter the secret code provided to you by Twitter.
   - Unmark the check box to disable Twitter authentication. Note that any ID and Secret information you have added will not be removed from these fields unless you manually remove them. This allows you to re-enable this authentication system at any time without re-entering this information.



6. Click the **Update Authentication Settings** button to save your changes and return to the Extensions page. The Live login button is now displayed on the Login page and any Account Login modules.



Related Topics:

- See "Logging in with External Accounts"

Setting 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. Note: The authentication providers included with DNN open the User Log In control within the page. The exception is DNN default authentication which uses a pop-up window for authentication.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication System** section.
3. Click the **Edit** button beside **DNN_ActiveDirectoryAuthentication**.
4. Go to the **Authentication Settings** section.
5. At **Enabled?**, mark the check box to enable default authentication - OR - unmark the check box to disable default authentication and kip to Step 9.
6. At **Hide Login Controls?**, mark the check box to hide the Windows Login button on the Login page - OR - unmark the check box to display the Windows Login button on the Login page.
7. At **Synchronize Role?**, mark the check box to synchronize the user's role with the Windows Active Directory security group each time user logs on - OR - unmark the check box to disable role synchronization.

8. At **Do Not Automatically Create Users?** mark ☑ the check box to prevent Active Directory users from log into the DNN site until an account is created - OR - unmark ☐ the check box to disable.
9. At **Provider**, select the authentication provider for this site. E.g. ADSIAuthenticationProvider
10. At **Authentication Type**, select the Authentication type for this site. Note: Delegation is recommenced.
11. In the **Root Domain** text box, enter your Root Domain in the format `yourdomain.com` or `DC=-=yourdomain,DC=com`. Leave this value blank if you want to obtain Active Directory objects from root forest. **Optionally**, you can explicitly define the Organizational Unit (OU) you want to authenticate your users against. Once you define the Organizational Unit, the authentication will verify against all users belonging to the Organizational Unit, as well as the users of Sub-Units belonging to it. The lowest level of Organization Unit you wish to validate against must be listed first. (E.g. "OU=Admin Users,OU=All Users,DC=yourdomain,DC=com" – which will only validate Admin Users as authenticated.)
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** button to save your changes and return to the Extensions page.

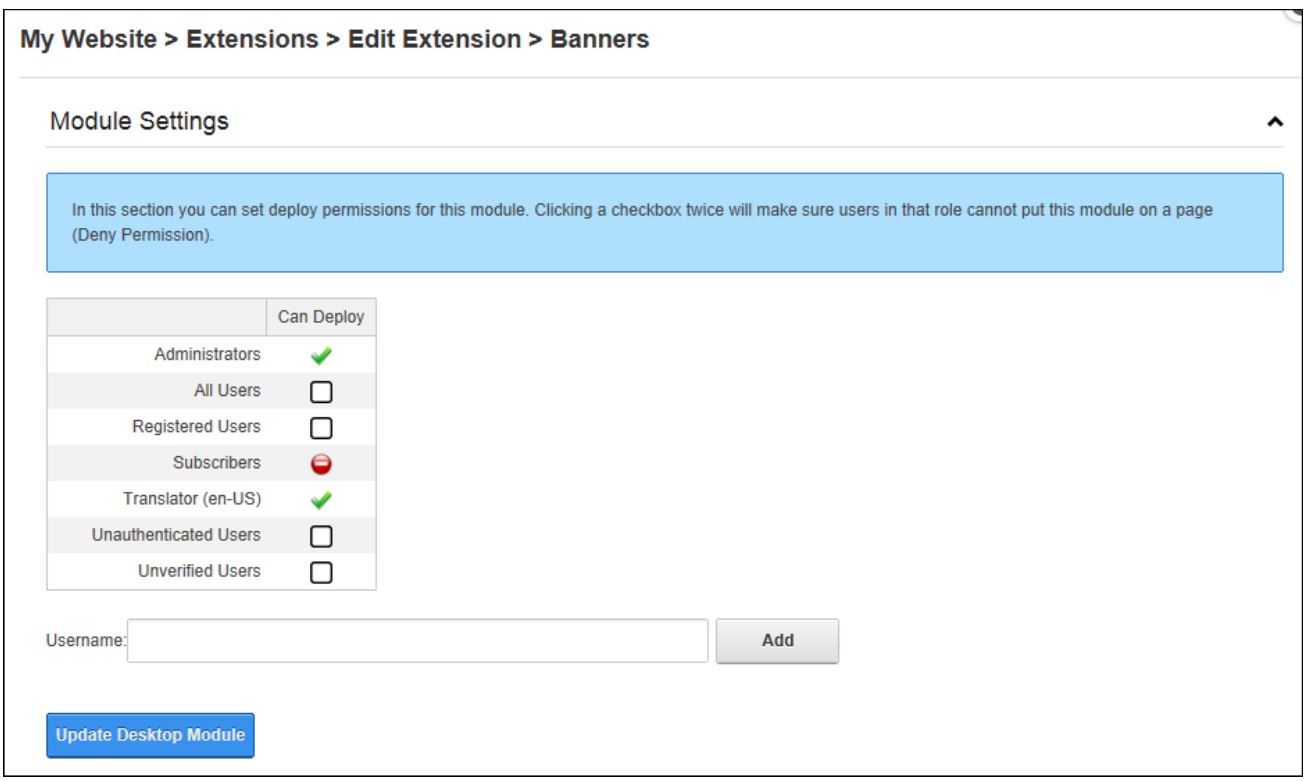
Administrators

Setting Permissions to Deploy a Module

How to assign permissions to deploy (add) a module to a page using the Admin Extensions module.

1. Navigate to Admin > Advanced Settings > **Extensions**.
2. Expand the **Modules** section.
3. Click the **Edit** button beside the required module.

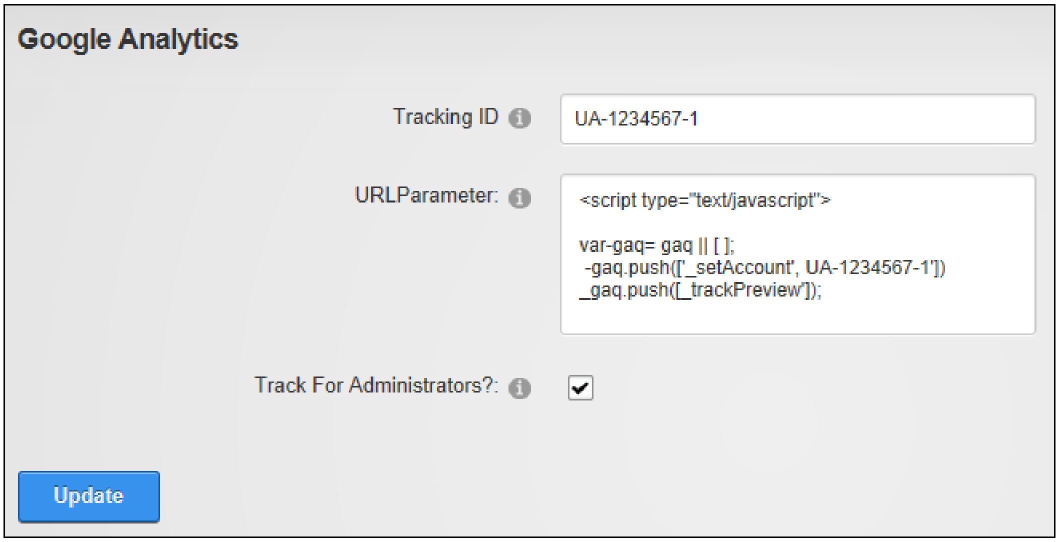
4. Expand the **Module Settings** section.
5. **Optional.** To set permission for individual users, complete the following:
    1. In the **Username** text box, enter a username.
    2. Click the **Add** button.
6. **Optional.** At **Filter By Group**, select a **Role Group** to view the related roles. Note: This field is only displayed if one or more role groups have been created. If you do choose to filter roles by a group, you can choose to make another role group selection or return to the main roles at any time. Any changes you make to permissions will be retained ready for you to update.
7. In the **Can Deploy** column, set the permissions for each role/username as follows:
    - **Permission Granted**: Permission is granted to deploy 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 to deploy this module is denied. 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** button.



Google Analytics

About Google Analytics

Google Analytics enables Administrators and authorized users to analyze and improve online search results. Google Analytics is pre-installed on the Admin > Advanced Settings Google Analytics page and can be added to any site page.



Google Analytics

Related Topics:

Other DNN modules that allow you to optimize search results both within your site and for search engines.

- See "About the Search Engine SiteMap"

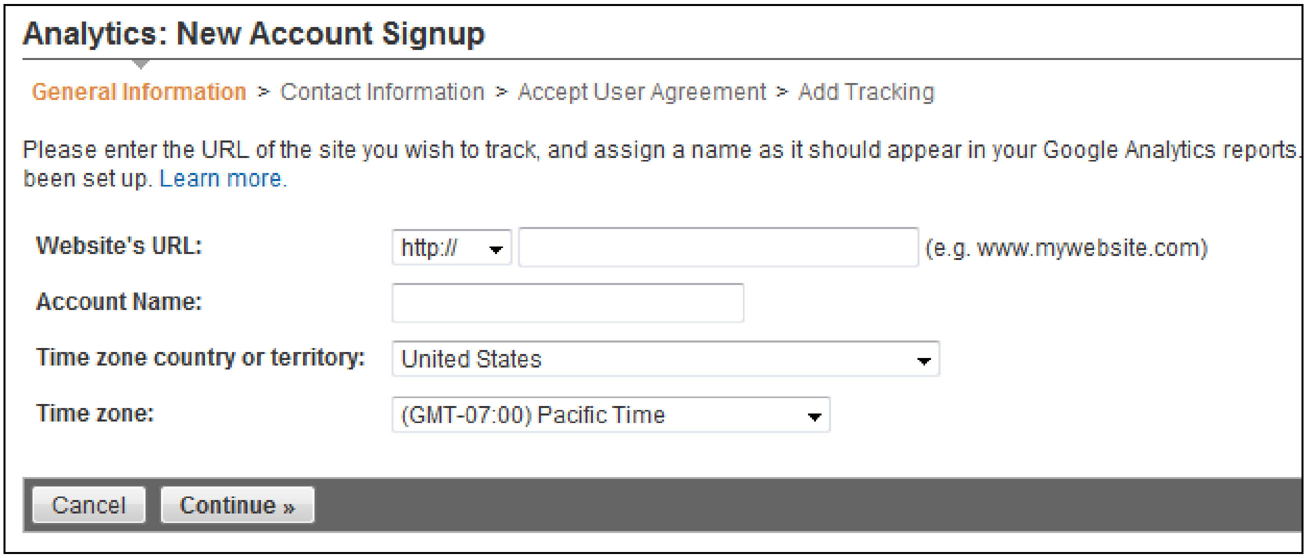
Signing Up for Google Analytics

How to sign up for a Google Analytics account.

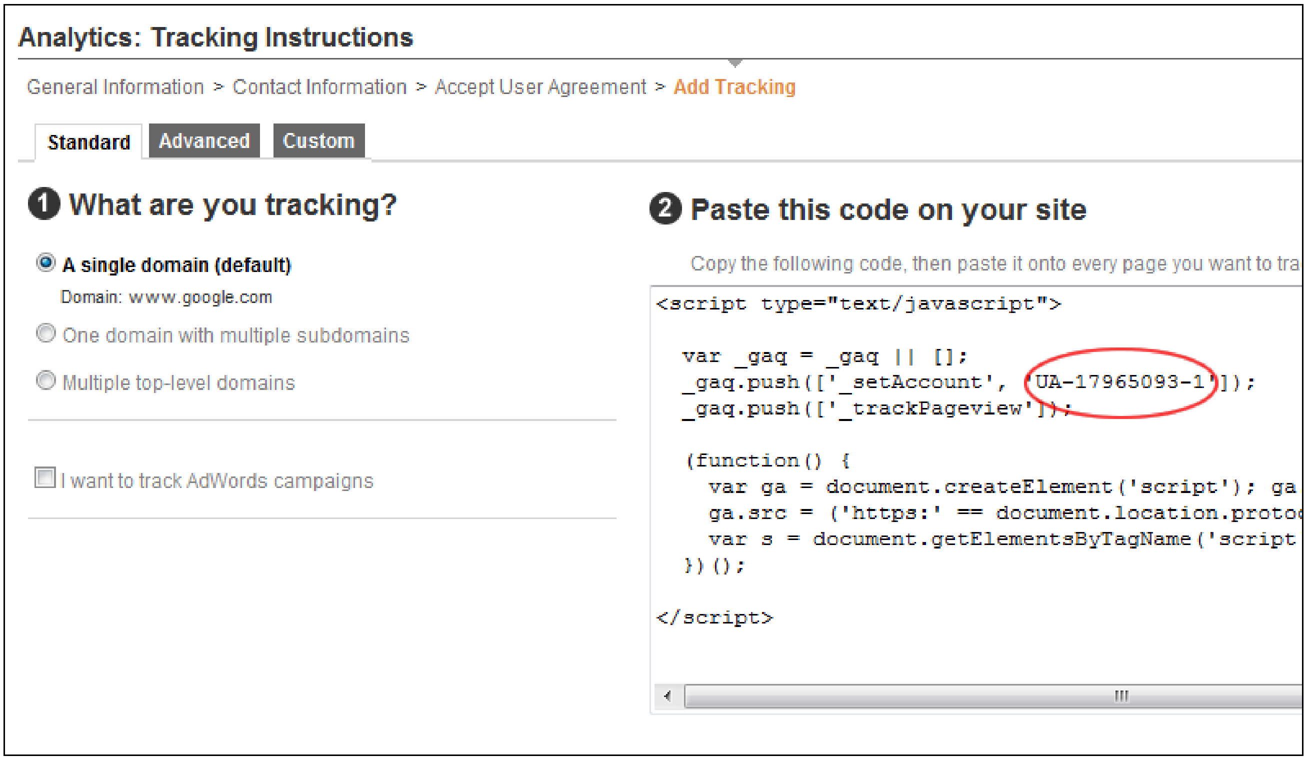
1. Go to http://www.google.ca/analytics/, click the Sign Up Now link and follow the prompts. Once you gain access to the Google Analytics dashboard, go ahead and create an account for your site. There are different pathways for new users and existing Google Analytics users.

New Users

1. At **My Analytics Accounts** (located on the top right) select "Create New Account" from the drop down list and then click the **Sign Up** button. This displays the "Analytics: New Account Signup" page.
2. Complete the "Analytics: New Account Signup" information as per your requirements, along with the Contact Information, and User Agreement pages.

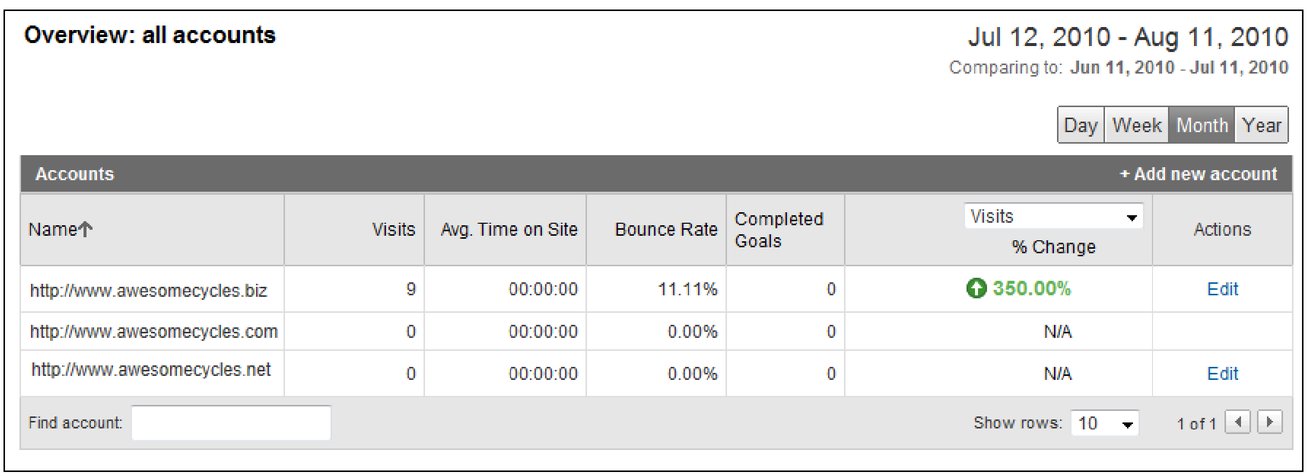


3. Once complete, you will end up on the "Add Tracking" page, which should resemble something similar to the below image. The single most important piece of information on this page is the Tracking ID, based on the above screen shot our new Tracking ID is: “UA-17965093-1”. Copy this down in a safe place.

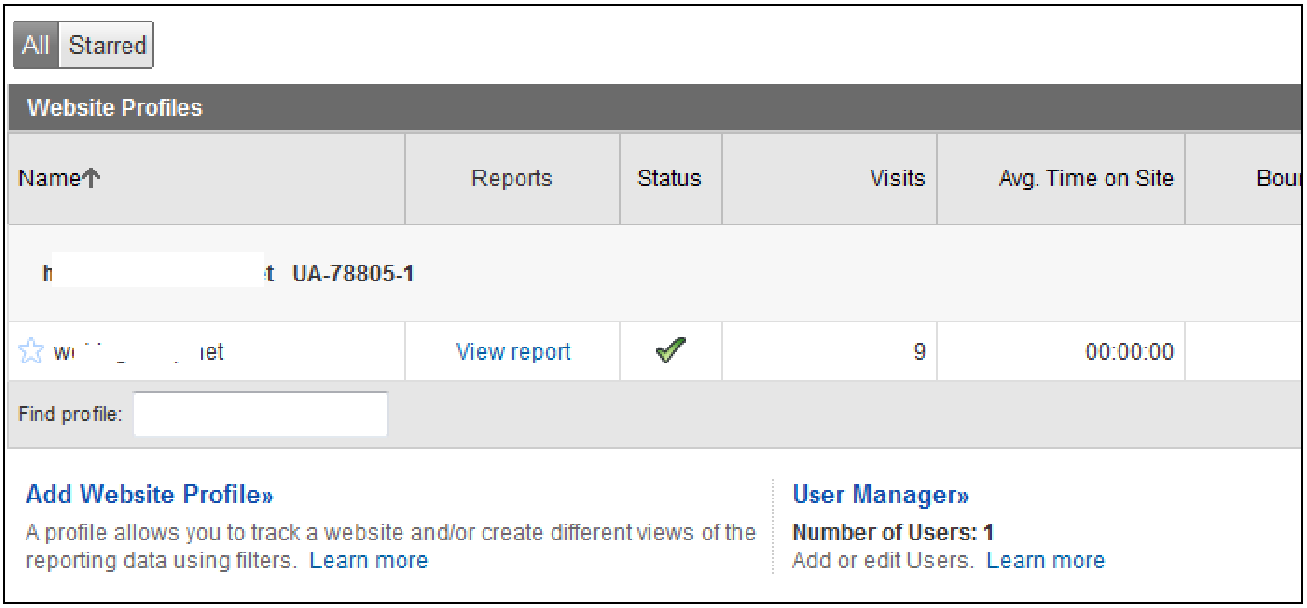


Existing Users

1. Existing Users should see their account on the home page of Google Analytics, something similar to this image:



2. Under the **Name** field, click the relevant Domain which you need to start tracking. It should switch over, and now the Name field includes the URL along with the tracking code to the right. Similar to:



3. As you can see above, the tracking code is “UA-78805-1”, copy this down into a safe place. You are now ready to begin configuring Google Analytic on your DNN site.

- See "Configuring Google Analytics"

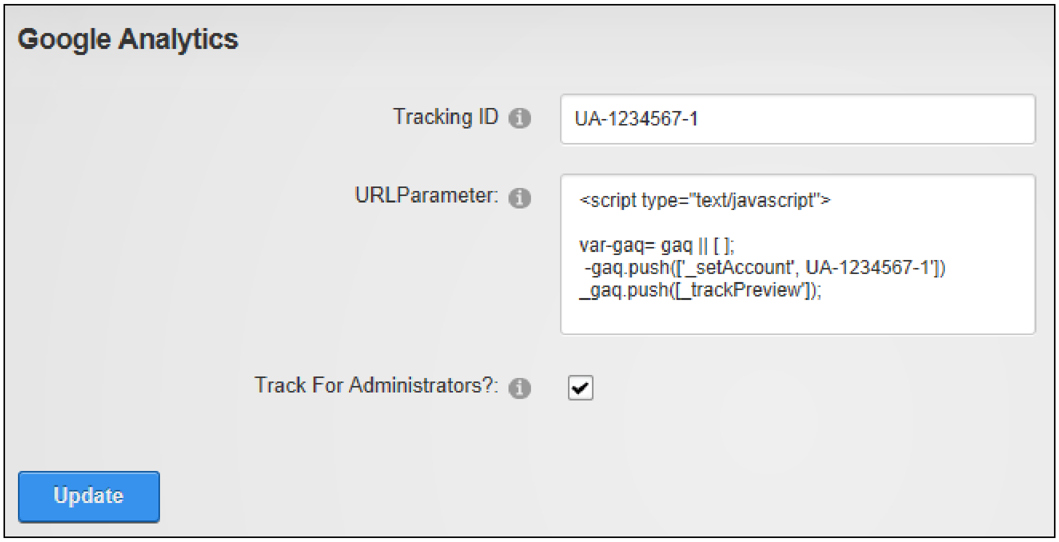
Module Editors

Configuring Google Analytics

How to configure Google Analytics.

Prerequisite. You must have an existing Google Analytics account. Visit the Google Analytics website at http://www.google.com/analytics and click the **Create an Account** button.

1. Navigate to Admin > Advanced Settings > **Google Analytics** - OR - Go to a **Google Analytics** module.
2. In the **Tracking ID** text box, enter the website tracking ID that you obtained from the welcome message sent by Google when you signed up for an account.
3. **Optional.** In the **URL Parameter** text box, enter the JavaScript code fragment that will be passed as a parameter to the page tracker. This is used to customize the value tracked in Google Analytics instead of the default location.
4. At **Track For Administrators**, mark the check box to include Administrator and SuperUsers in results - OR - unmark the check box to exclude these users.



5. Click the **Update** button.

Languages

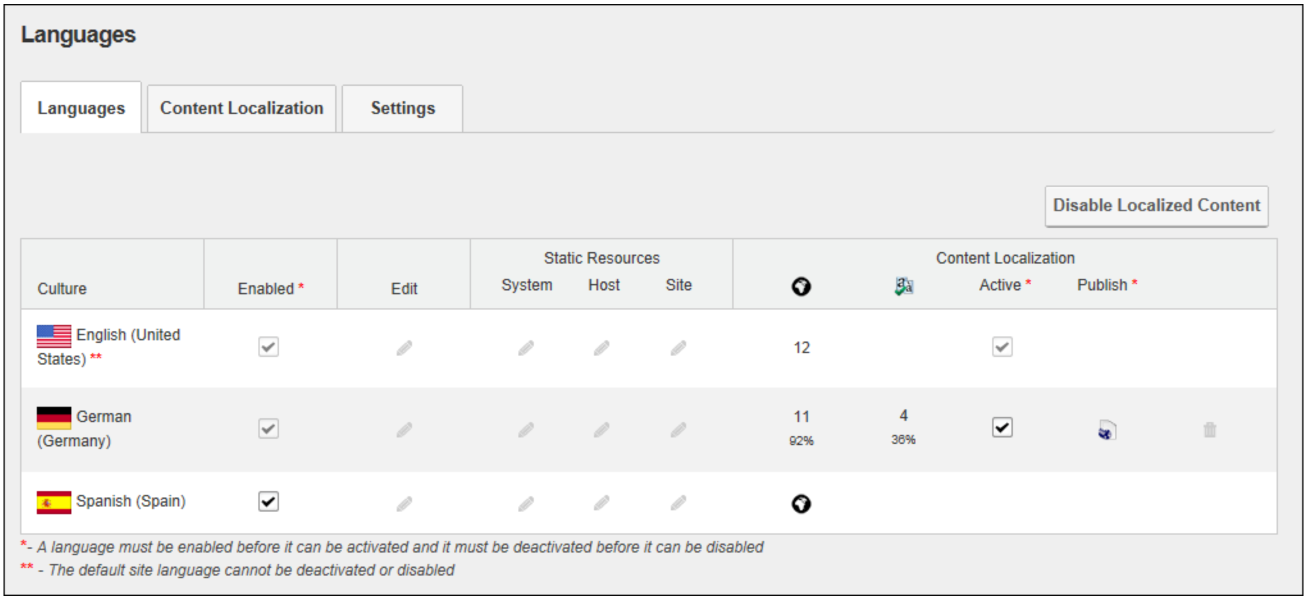
About Language Management

The Language Management page allows users to manage multi-language site and language translations. Five languages (German, French, Spanish, Italian and Dutch) are provided with the default installation of DNN. 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 the Content Localization section. See "About Content Localization"
- SuperUsers can install, create and manage languages and language localization

Languages is pre-installed on the Admin > Advanced Settings > Languages page and can be added to site pages.

> Tip: A large section of language packs are available from the DotNetNuke Store (http://store.dnnsoftware.com/).



The Languages page

Related Topics:

- See "Overview of Language Files"

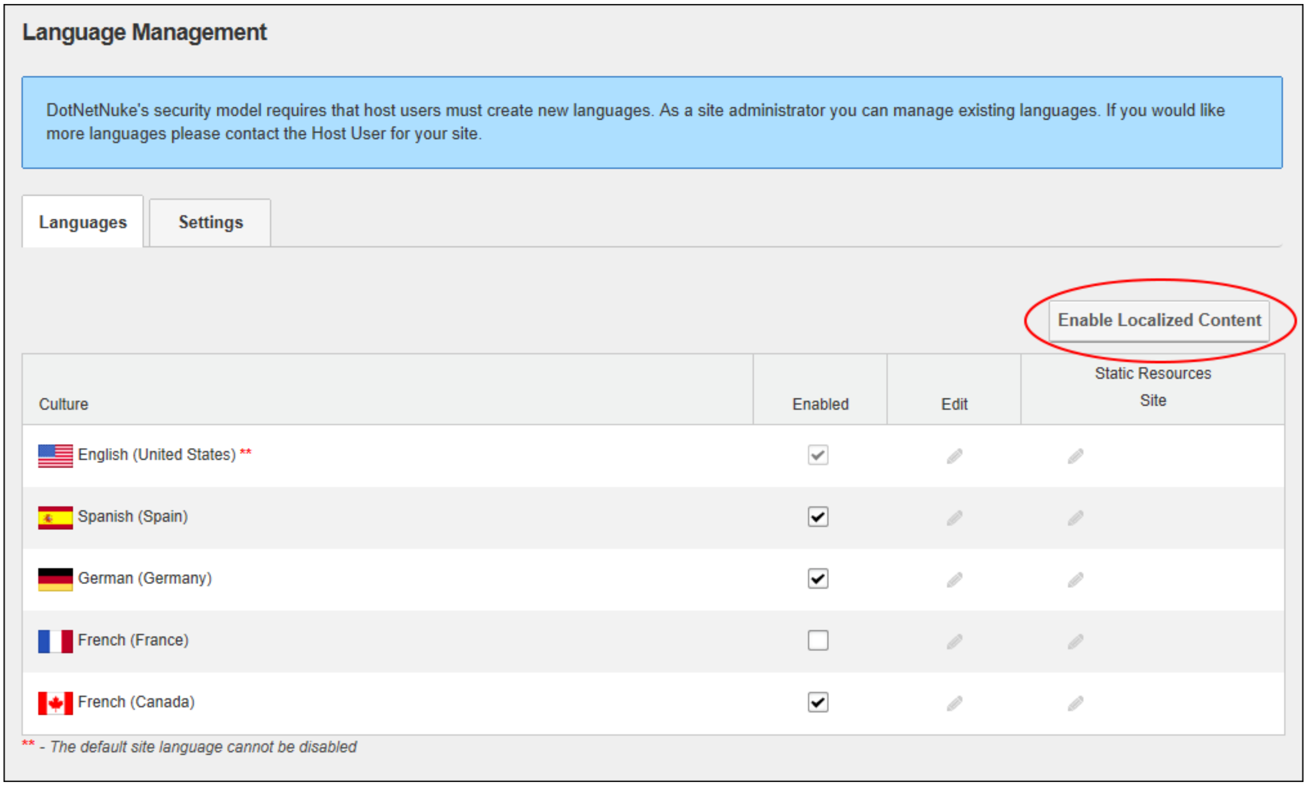
Module Editors

Enabling Localized Content

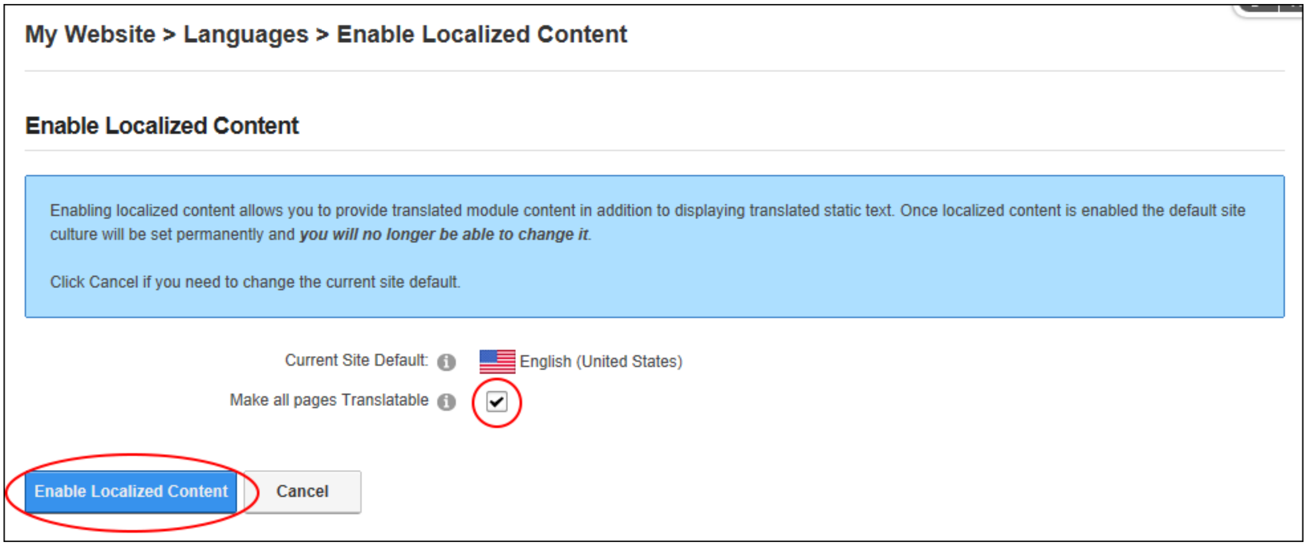
How to create a localized copy of the current site content for each of the enabled languages using the Languages module. This creates a translator role (titled Translator and then appended with the country code. E.g. Translator (EN-AU)) for each enabled language. This also enables the Localization tab under Page Settings for all site pages. See "Localization Settings for New Pages" DNN Platform users (including anonymous users) must be granted Edit Module permissions.

Prerequisite. Localized content must be enabled by a SuperUser. Localized content cannot be disabled once it has been enabled.

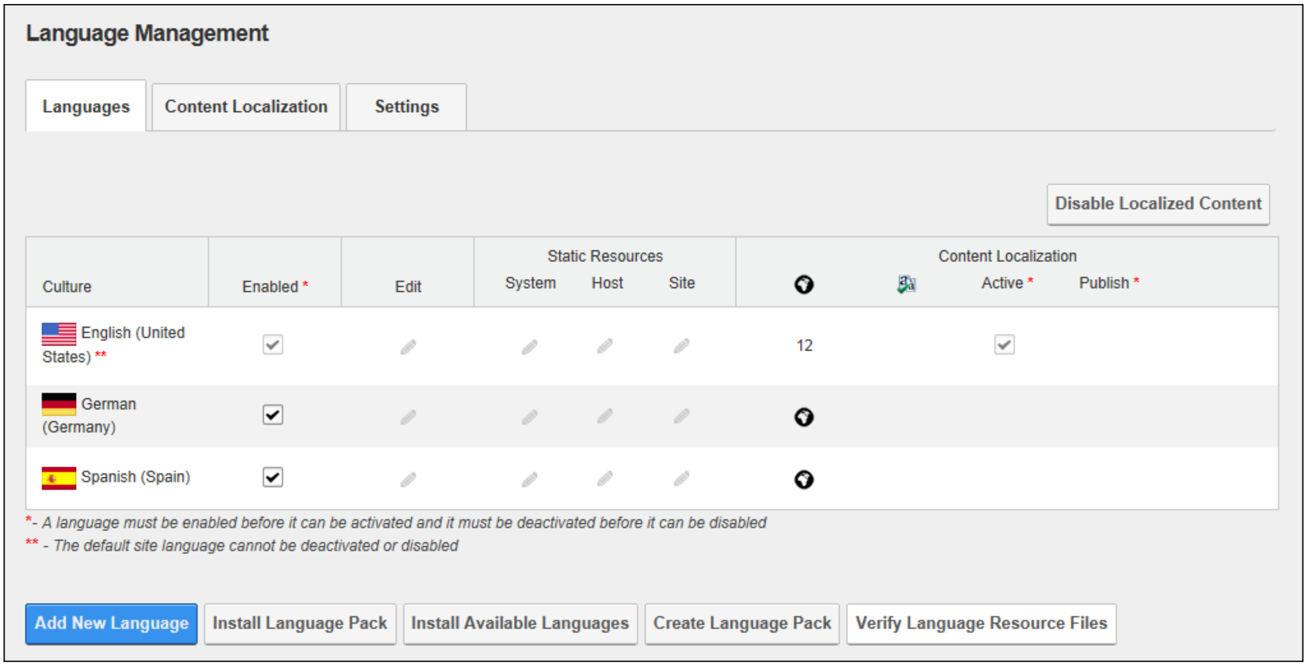
1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Languages** tab.
3. Click the **Enable Localized Content** button.



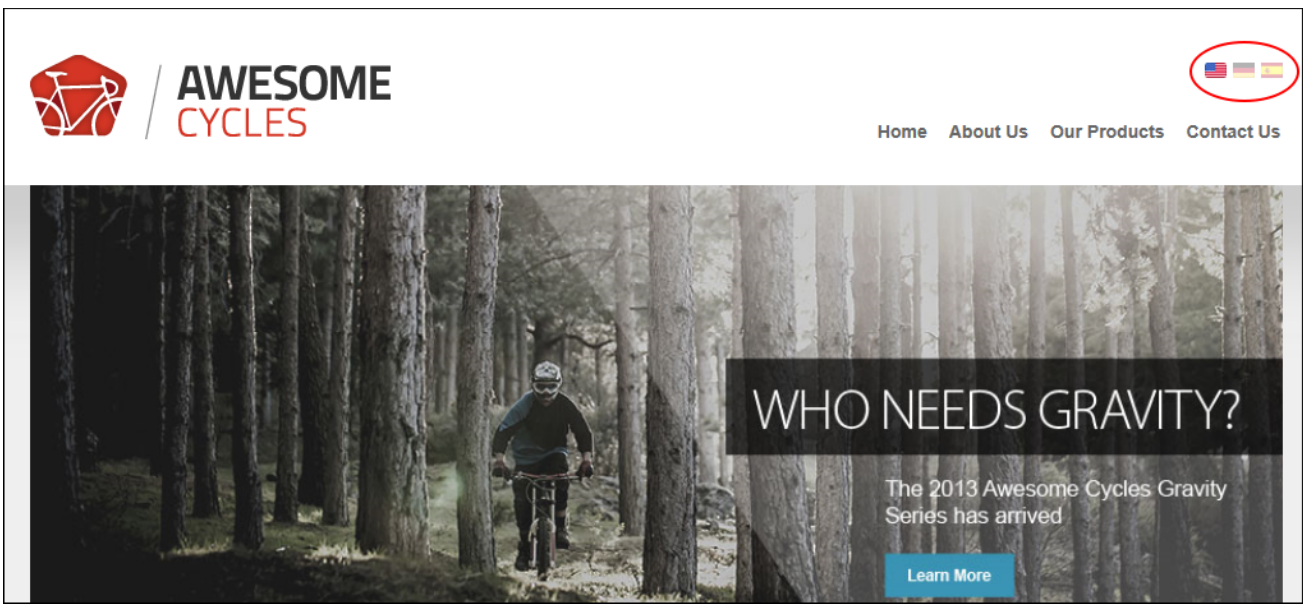
4. The Enable Localized Content message box is now displayed listing the Current Site Default language and informing you that this language cannot be changed once localized content is enabled. If you wish to change the default site culture, you must select Cancel now and change the default language.
5. At **Make all pages Translatable**, select from these options:
   1. Mark the check box if all pages that are in the default language will be made translatable. This creates a copy of all translatable pages for each of the enabled languages.
   2. Unmark the check box if you only want to translate some of the pages that are in the default language into other languages. This allows you to maintain some or most of the site in the default language and only manage selected pages, such as the contact page or pages that don't frequently change content, into other languages. This is the default setting.



6. Click the **Enable Localized Content** button. This displays progress bars that show the languages and pages being created for each of the enabled languages and 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 this step is complete, a new tab called "Content Localization" is available on the Languages module and a new section titled Content Localization is displayed in the culture grid with the following new fields:
   - **No of Pages**: This displays the number of pages and the percentage of pages that have been localized. Note: In this example, the number of pages is shown is zero (0) for the default language of English (United States) as no pages have been localized as yet. For each of the other enabled languages, the **No of Pages** button is displayed as a link that you can click to create localized pages for that language. Each enabled language displays this button, allowing you to choose different pages to localize for each language as required.
     If all pages were chosen from translation then the number of pages that were localized (e.g. 12) would be the same for the default language of English (United States) and all other enabled languages and percentage of localized pages would be 100%.
   - **Translated Pages**: This displays the number of page and the percentage of pages that have been translated.
   - **Active**: Localized content is activated / not activated.
   - **Publish**: The **Publish Pages** icon enables editors to publish pages that are marked as translated for this language.



To view the newly created localized copies for this language, click on the country flag for this language (typically located in the top right corner of the site above the menu). This displays the localized copies of these pages in the menu. Note: Page names are appended with the country code. E.g. For Australia it is (EN-AU). You can modify these names as you like by editing the Page Name. See "Setting Page Details"



A translator role named Translator (en-AU) is now displayed in the Security Roles module for each language that is enabled. 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 Role"

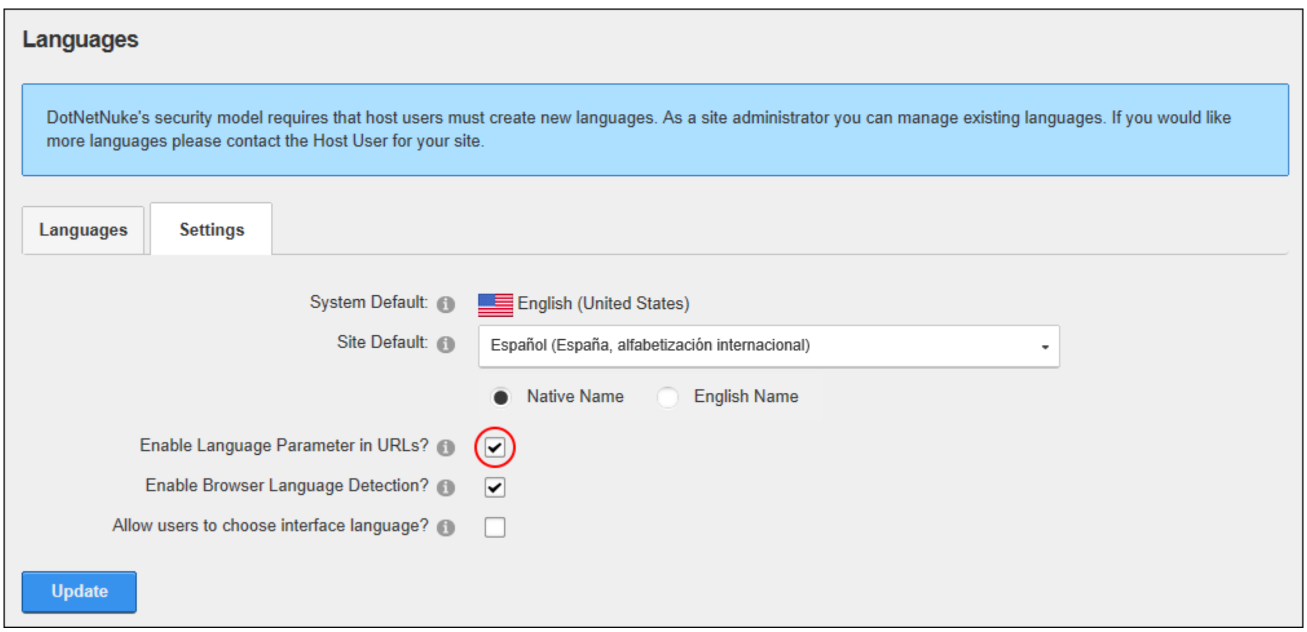
> Tip: You can also assign other roles as translators for a language. See "Setting Translator Roles"

Next Step: You are now ready to begin translation. See "Translating a Page" or See "Translating a Module".

Enabling/Disabling Users to Choose the Interface Language

How to enable or disable users from selecting a different language for the DNN application (e.g. on the Control Panel) than the site content. DNN Platform users (including anonymous users) must be granted Edit Module permissions.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Settings** tab.
3. At **Allow Users to Choose Interface Language?**, mark the check box to enable. - OR - unmark the check box to disable. This is the default setting.

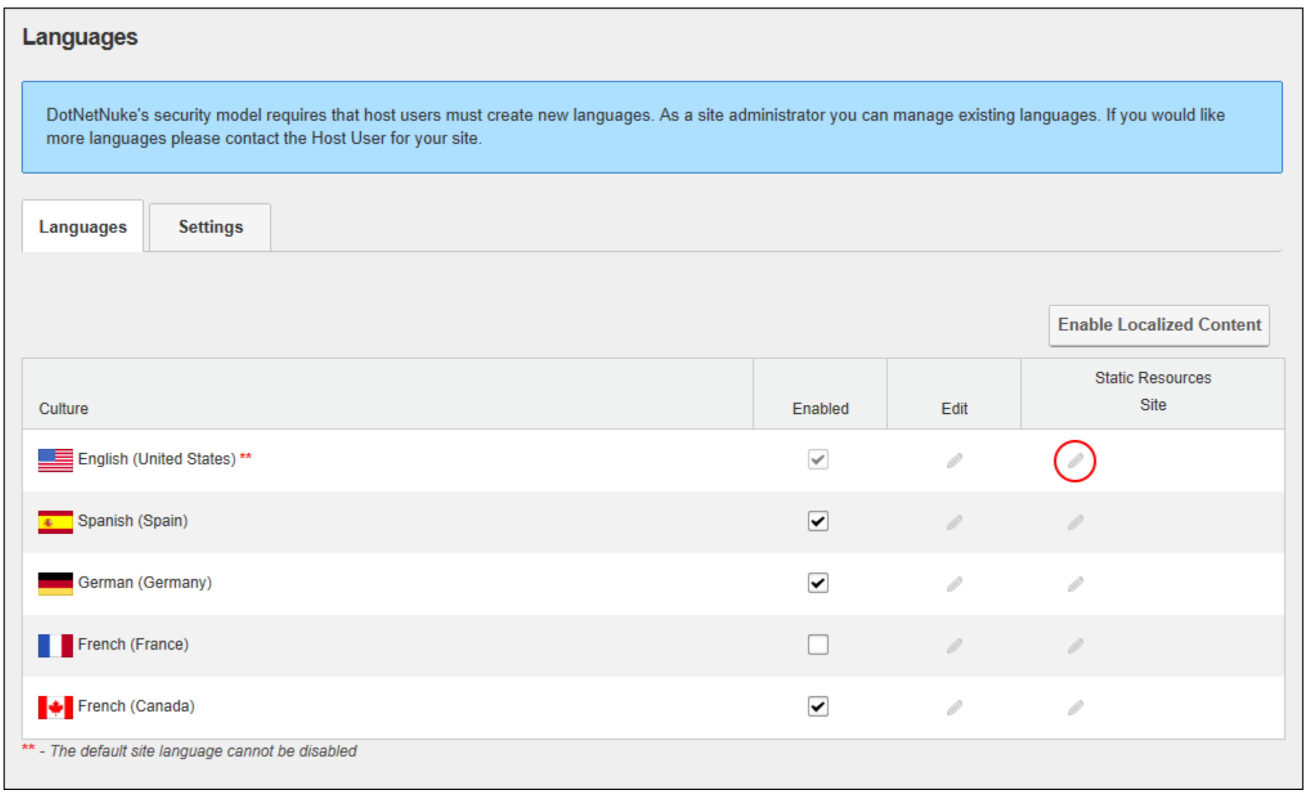


4. Click the **Update** button.

Deleting a Resource File

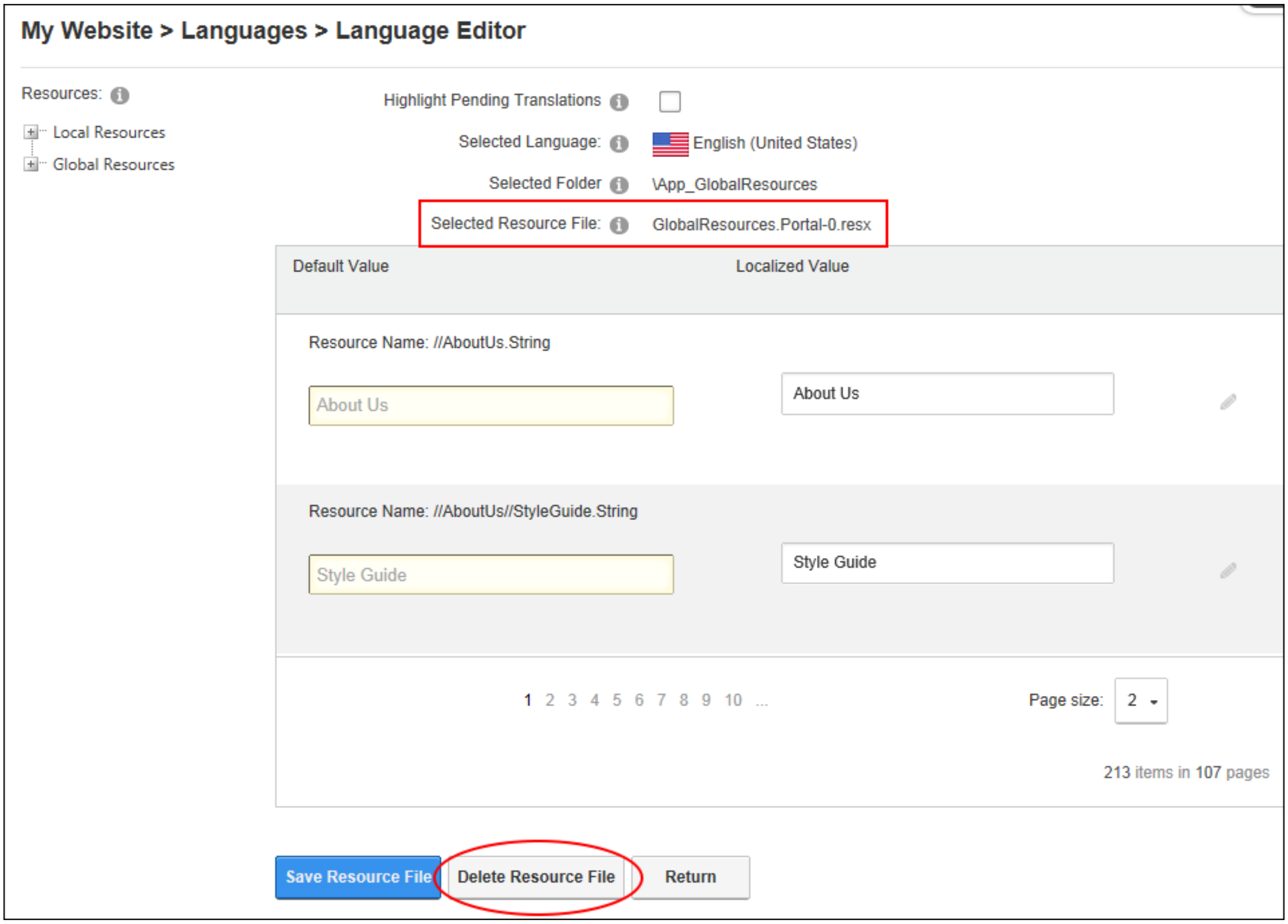
How to delete the resource file associated with a Language Pack on your site using the Languages module. The **Resources** folder list contains the Local and Global resources sub-folders. The Local Resources folder includes files that are related to specific Admin controls, modules (desktop modules), controls, installation and Host skins. The Global Resources folder includes files that are used across the site. This is divided into Exceptions, GlobalResources, SharedResources and WebControls. Note: The GlobalResources sub-section is where you can edit system messages which are sent to users, error messages, site messages, etc. DNN Platform users (including anonymous users) must be granted Edit Module permissions.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Languages** tab.
3. In the **Static Resources - Site** column, click the **Edit** button beside the language associated with the resource file to be deleted.



4. In the **Resources** folder list, navigate to and select the required file.
5. The name of the file you selected for deletion at Step 3 is now displayed at **Selected Resource File.**

6. Click the **Delete Resource File** button to delete the file.



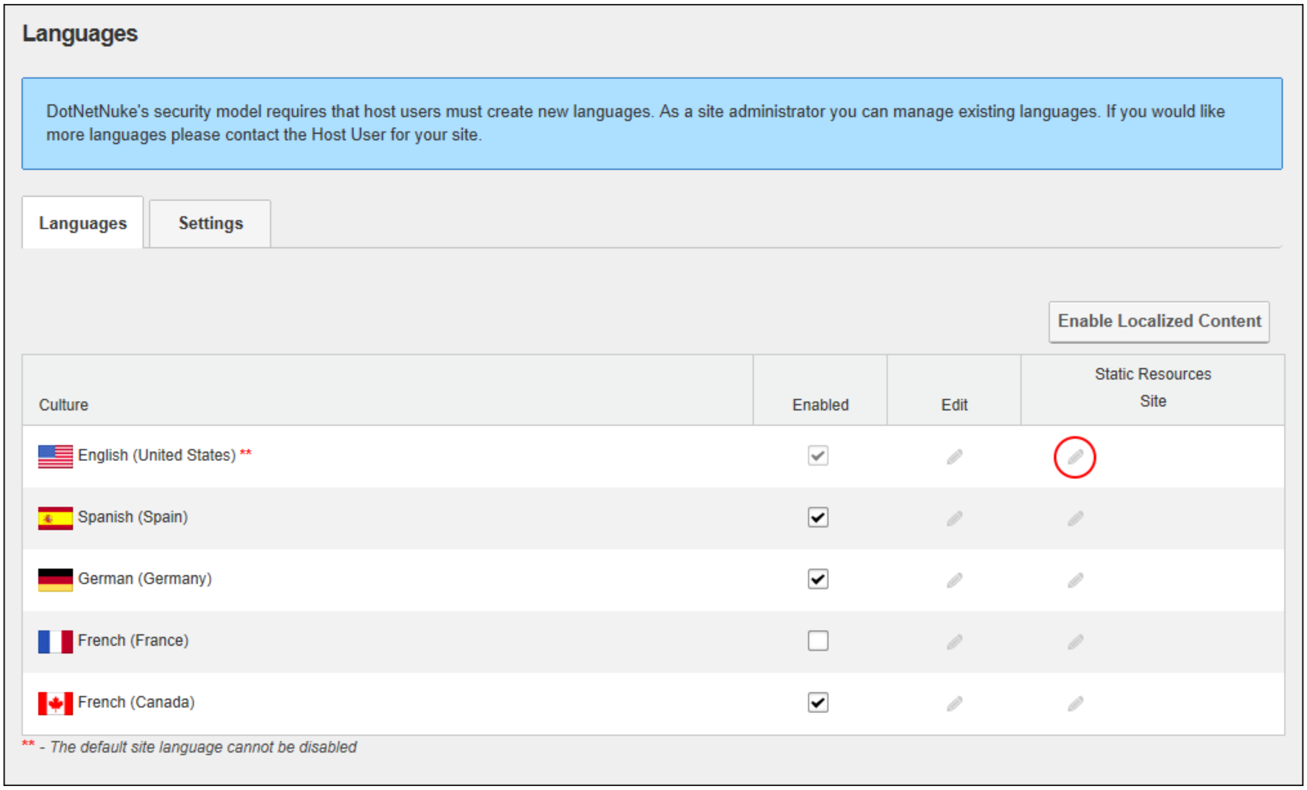
7. This displays the message "Are You Sure You Wish To Delete This Item?"
8. Click the **OK** button to confirm.

Editing Site 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 site messages which can be edited as well as examples for editing files which are commonly updated. DNN Platform users (including anonymous users) must be granted Edit Module permissions.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Languages** tab.

3. 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.



4. **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 that 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, site messages, etc.
5. Locate the required resource file. Note: If Paging is enabled, the file may be located on another page.
6. To edit a resource file, perform one of the following options:
   1. In the **Localized Value** text box, edit the text.

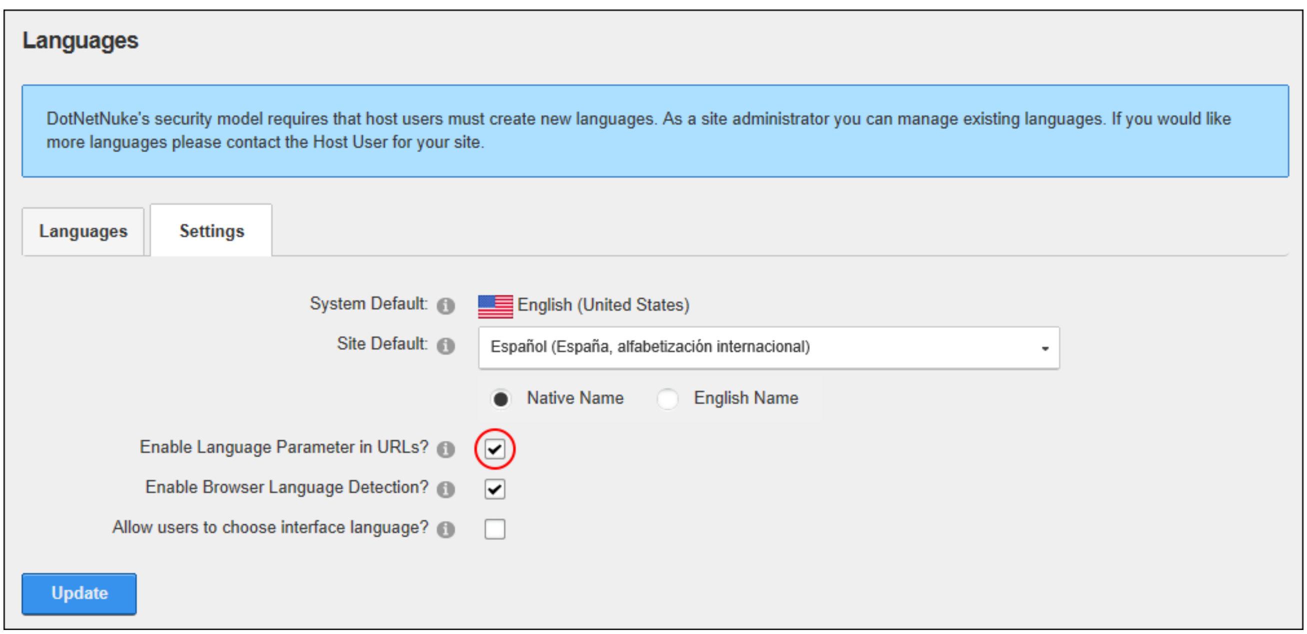
      - OR -

    2. Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
        1. Click the **OK** button to confirm.
        2. In the Editor, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.
        3. Click the **Update** button.
7. **Optional.** To edit the subject associated with email messages, edit the associated Subject resource file which will be listed above the Body resource file.
8. Repeat steps 5-7 to edit additional files.
9. Click the **Save Resource File** button to save your changes.

Enabling/Disabling Language Parameter in URL

How to enable or disable the language parameter to be detected in URL's for this site. DNN Platform users (including anonymous users) must be granted Edit Module permissions.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Settings** tab.
3. At **Enable Language Parameter in URLs?**, mark the check box to enable browser language detection. This is the default setting. - OR - unmark the check box to disable.



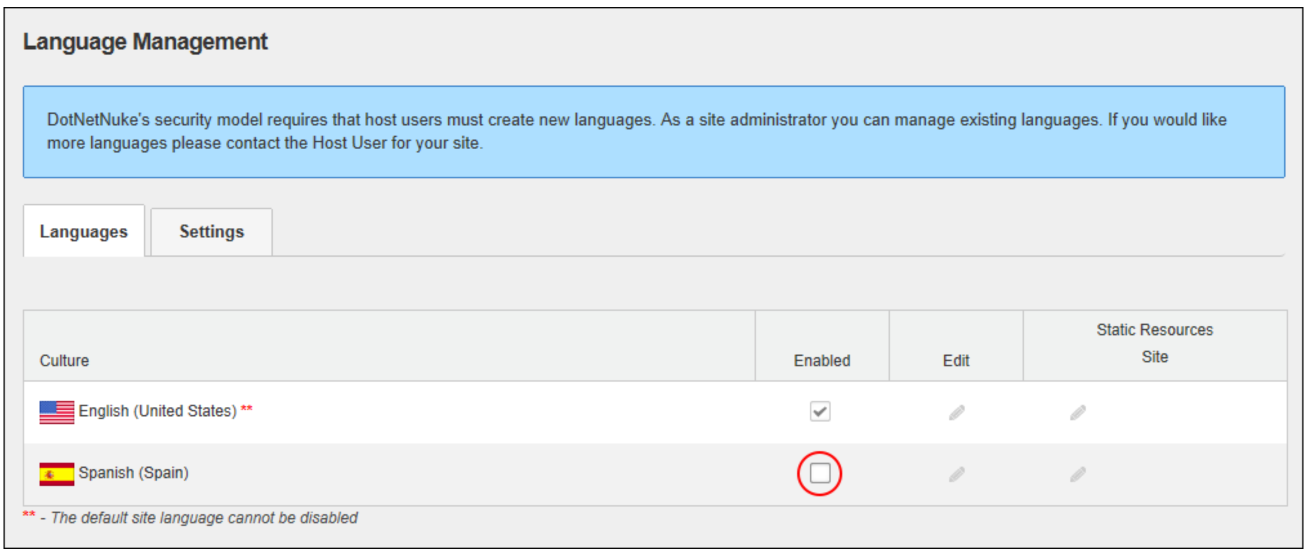
4. Click the **Update** button.

Enabling/Disabling a Language

How to enable or disable a language on your site using the Languages module. A site can be enabled or disabled before or after content localization is enabled. DNN Platform users (including anonymous users) must be granted Edit Module permissions.

Prerequisite. More than one language must be added as at least one language must always be enabled.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Languages** tab.
3. In the **Enabled** column, mark the check box beside the language to be enabled - OR - unmark the check box to disable a language. Note: The default language cannot be disabled.

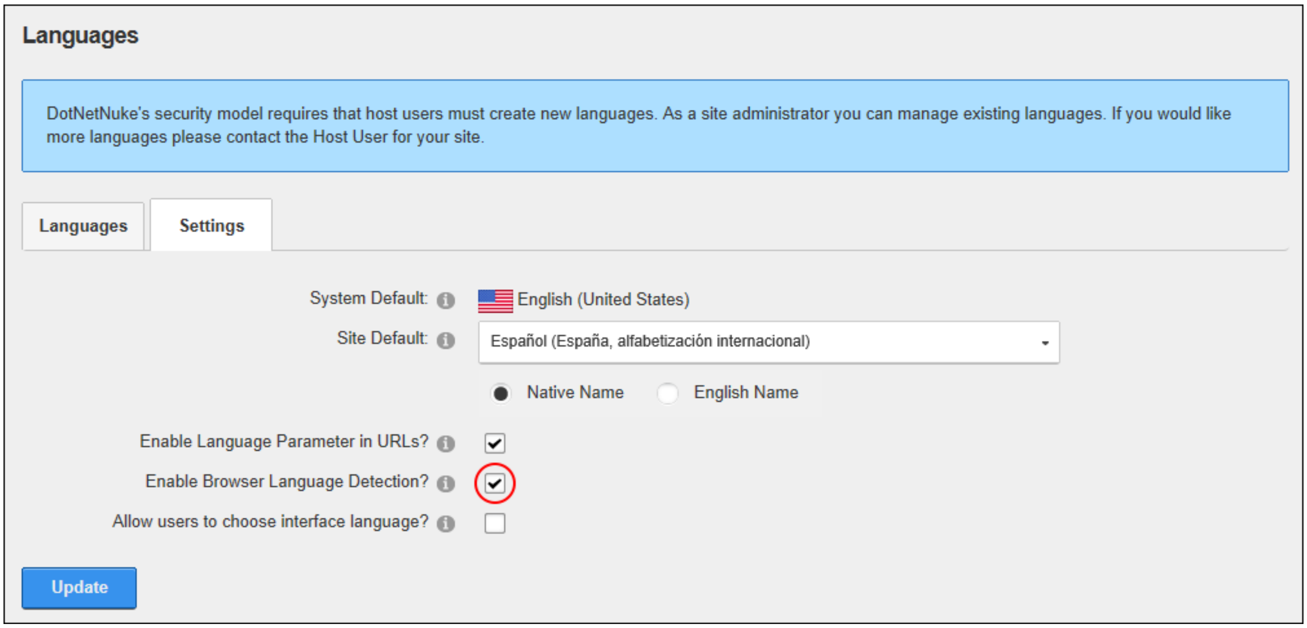


> Tip: Once two or more languages are enabled on a site, users can set their preferred language on their user profile and different settings can be configured for each language using the Site Settings page.

Enabling/Disabling Browser Language Detection

How to enable or disable Web browser Language Detection for a single site. If enabled, the user's Web browser language is used to detect the user's preferred language. DNN Platform users (including anonymous users) must be granted Edit Module permissions.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Settings** tab.
3. At **Enable Browser Language Detection?**, mark the check box to enable browser language detection. This is the default setting. - OR - unmark the check box to disable.

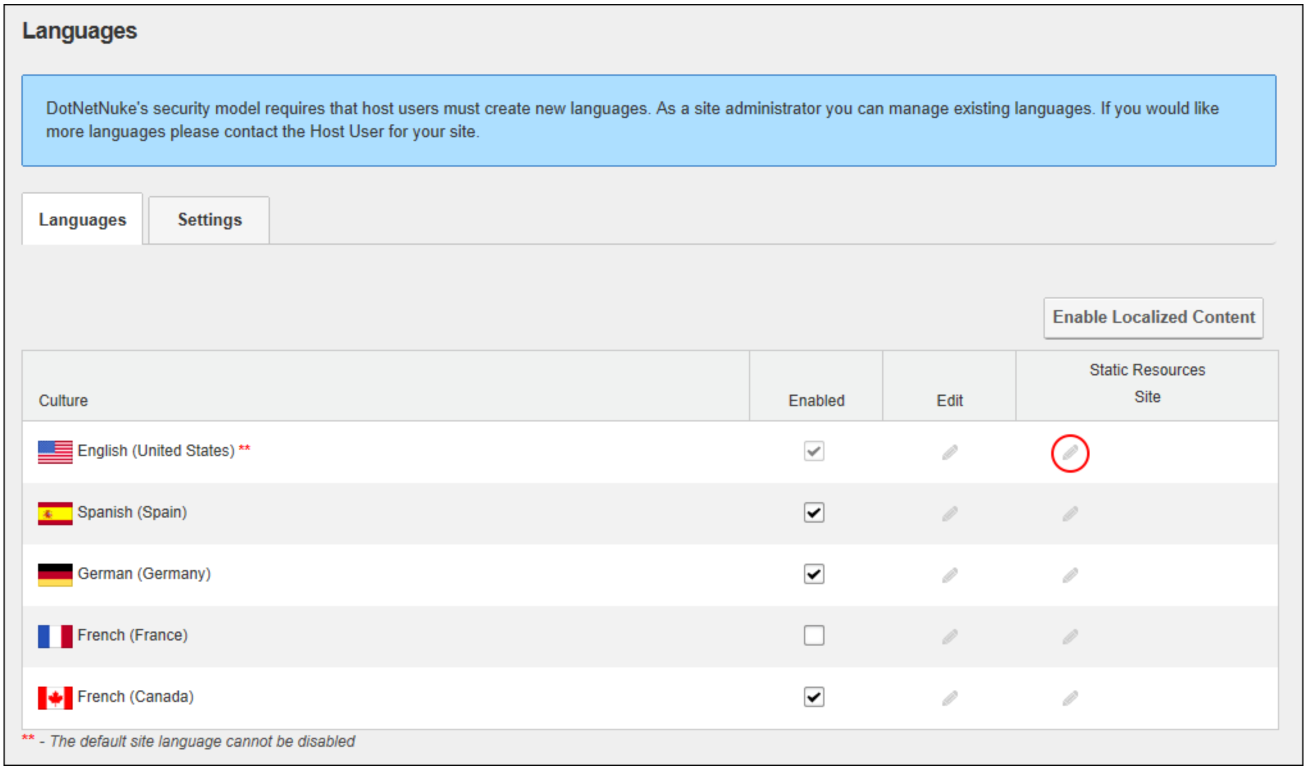


4. Click the **Update** button.

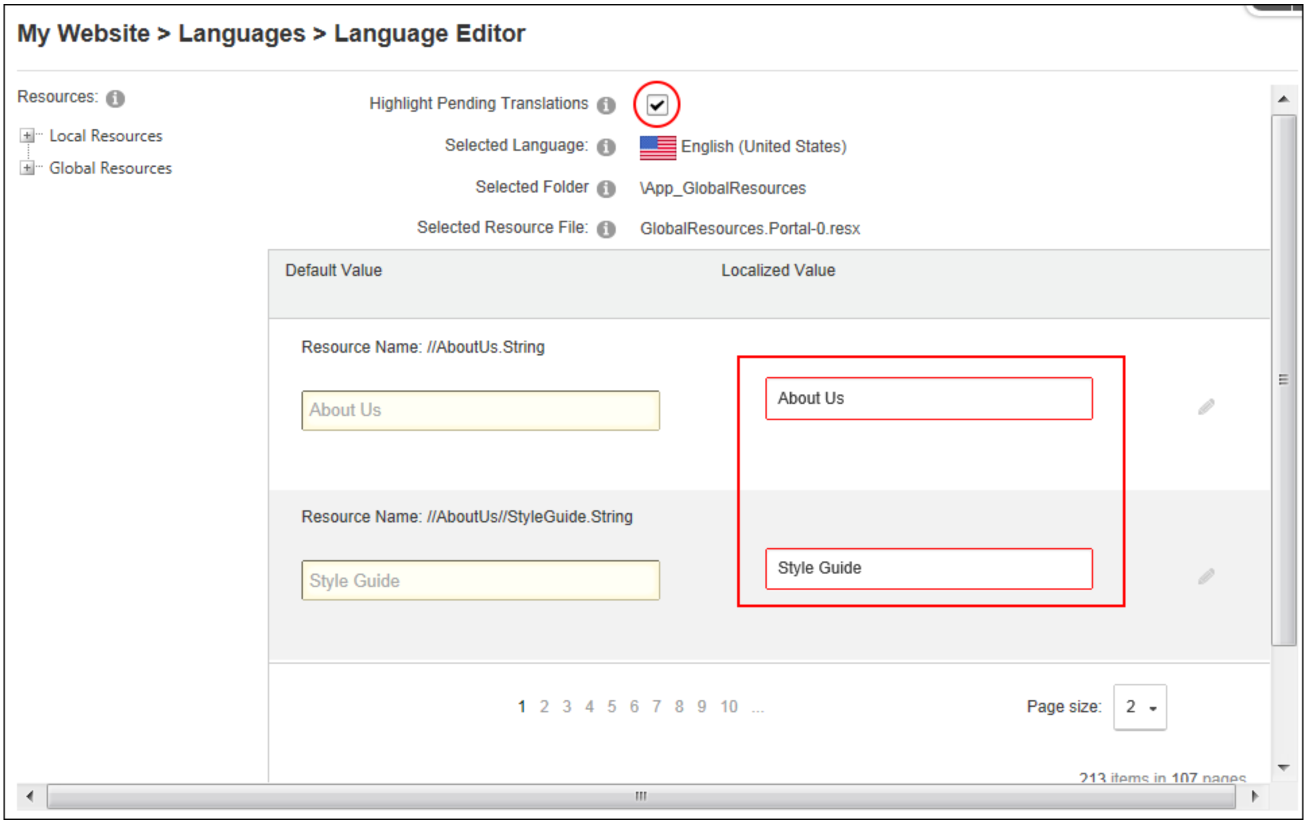
Setting Language Files as Pending Translation

How to set the values (language files) associated with a language package as pending translation using the Languages module. DNN Platform users (including anonymous users) must be granted Edit Module permissions.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Languages** tab.
3. 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.



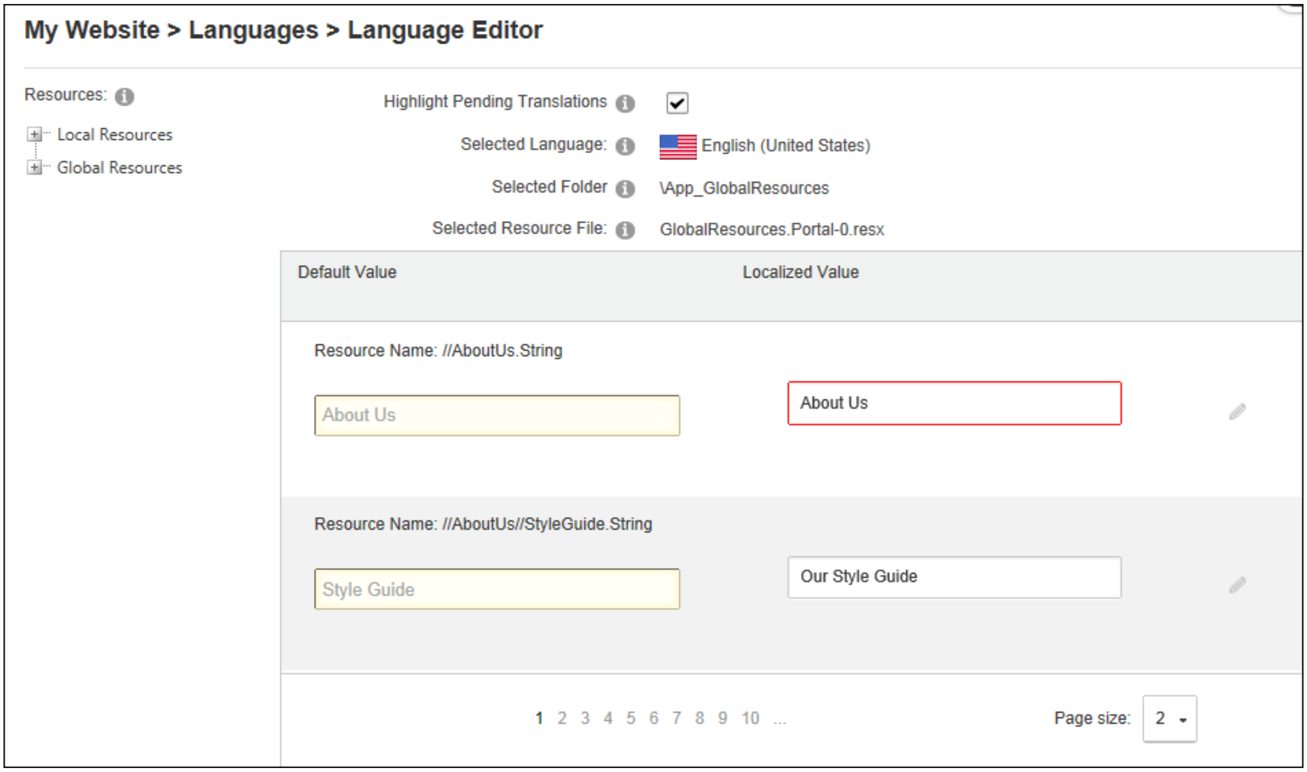
4. At **Highlight Pending Translations**, mark the check box to set all values as pending translation. This highlights the Localized Value text boxes in red making it easy to identify that they are pending translation.



5. To edit a resource file, perform one of the following options:
    1. In the **Localized Value** text box, edit the text.
    2. Click the **Save Resource File** button to save your changes. This will remove highlight from the translated files.

    - OR -

    1. Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
        1. Click the **OK** button to confirm.
        2. In the **Editor**, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.
        3. Click the **Update** button. Note: The red highlight is removed from the box each time you update a value using the Editor.
6. Repeat Step 5 to edit additional files.



7. At **Highlight Pending Translations**, unmark the check box once translations are completed - OR - mark the check box to maintain the highlighted of files for future translation.
8. Click the **Return** button.

> Tip: Whenever you select "Highlight Pending Translations" each of the fields that haven't been translated are once again highlighted.

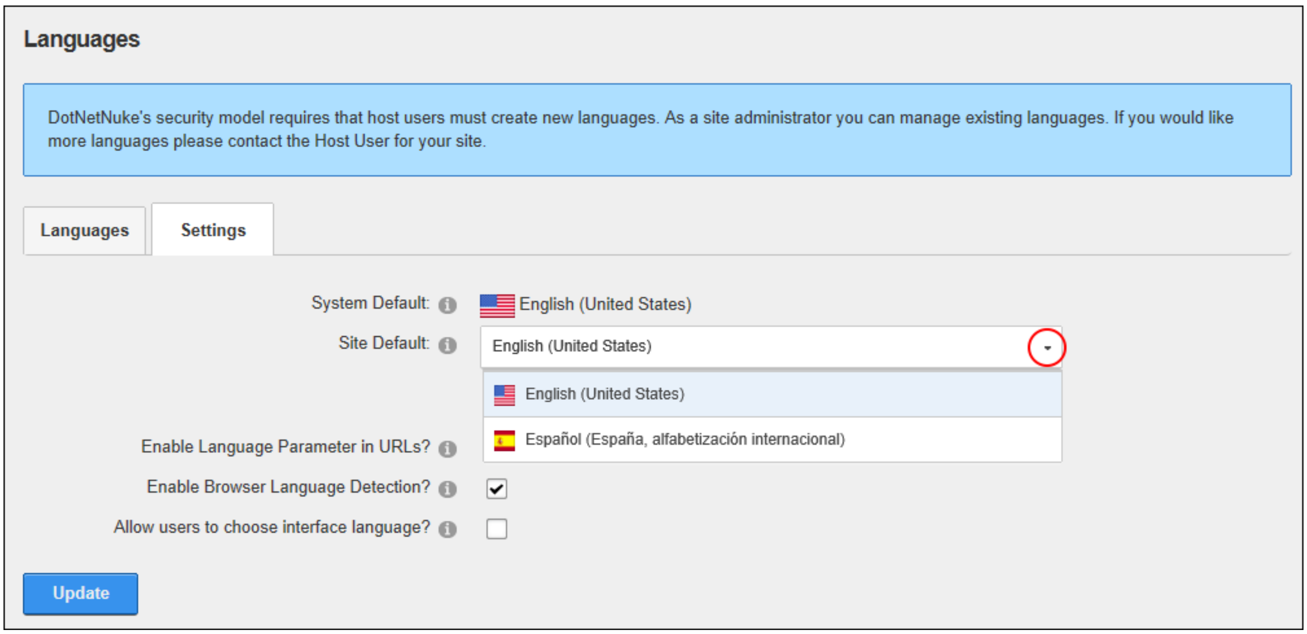
Setting the Default Site Language

Once a language that has been deployed to the site it can be set as the default language for this site. The default site language is allocated to site members upon registration, or when the regional language that they select is unavailable. SuperUsers can add additional languages that can then be enabled or disabled by Administrators. More language packs are freely available from the www.dnnsoftware.com website and the DotNetNuke Store (http://store.dnnsoftware.com/). DNN Platform users (including anonymous users) must be granted Edit Module permissions.

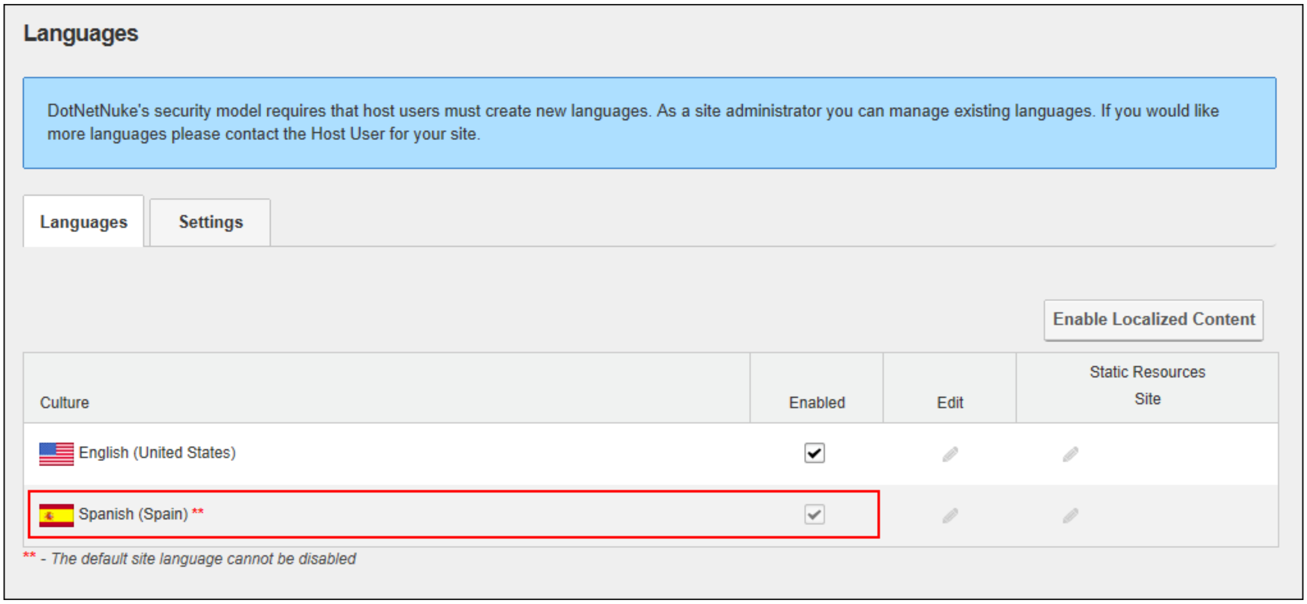
Prerequisite. A language must be enabled before it can be set as the default site language. If it is not already enabled, it will be automatically enabled when you set it as the default.

> Note: Changing the default language doesn't update the language allocated to existing users. Only English (United States) is installed by default.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Settings** tab.
3. At **Site Default**, select the default language for this site from the drop down list.



4. Click the **Update** button. The default site language is now updated on the Languages tab and cannot be disabled.

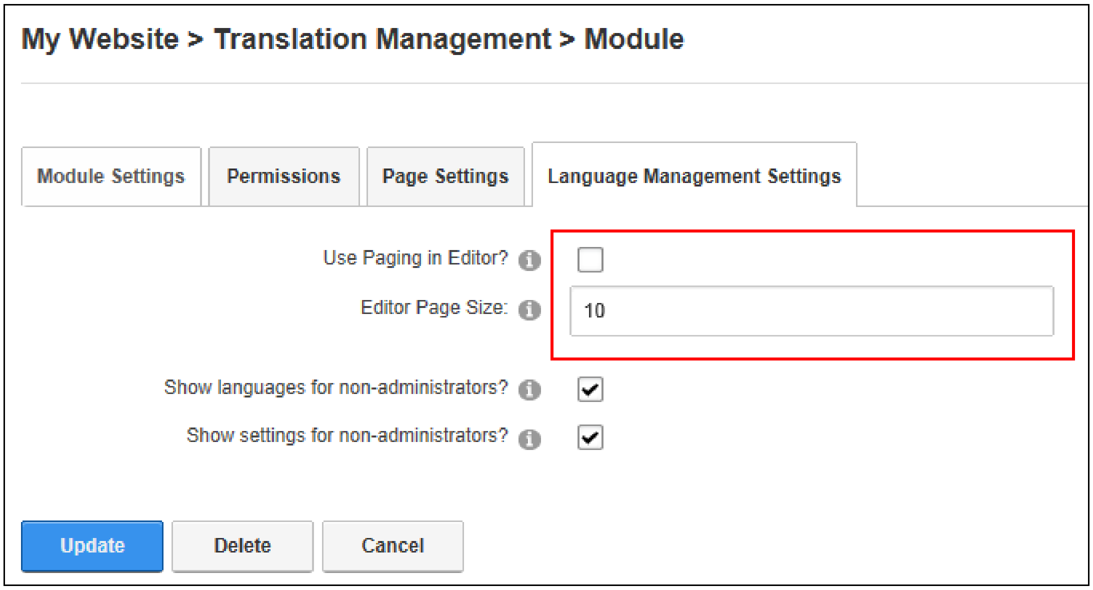


Settings

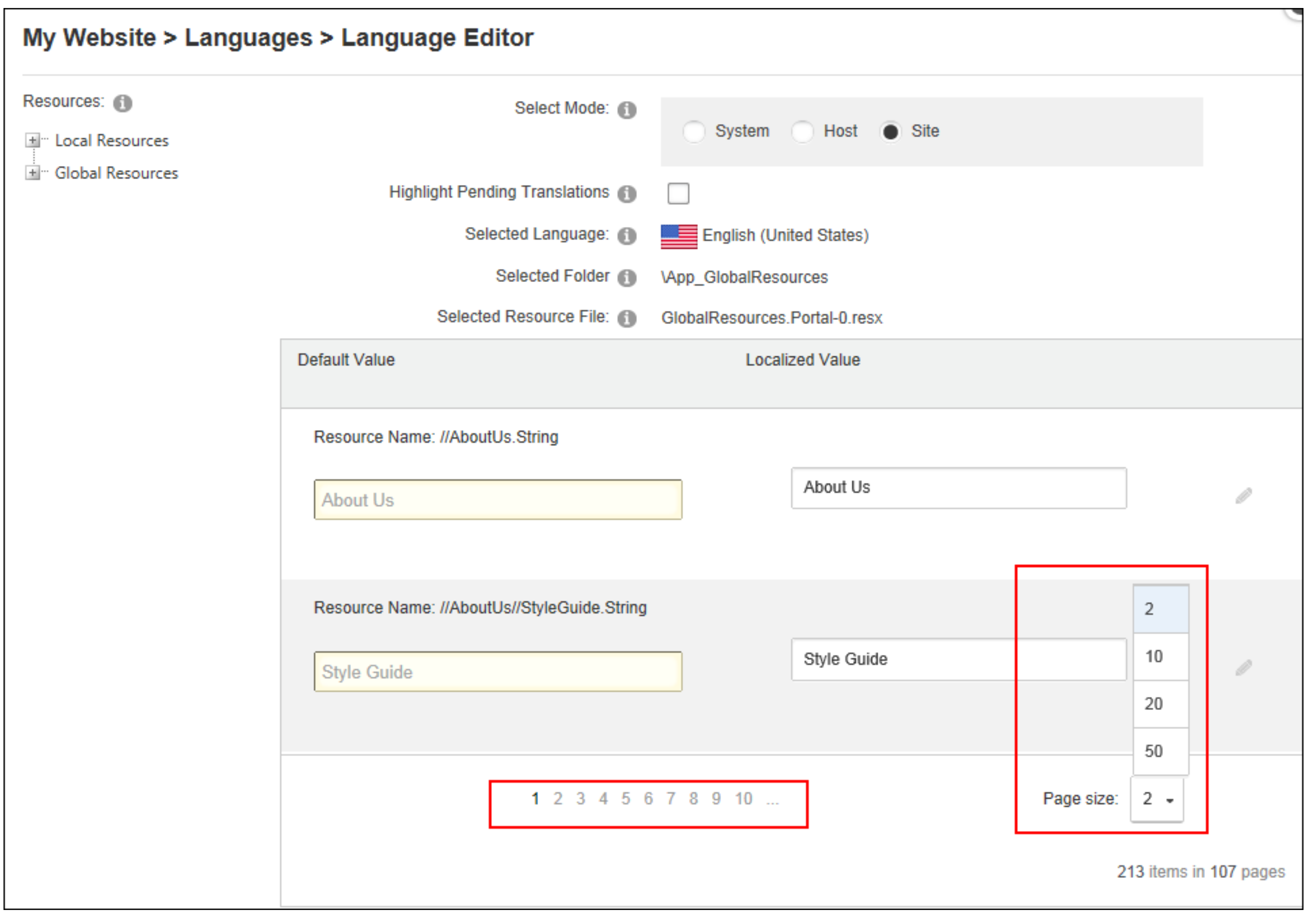
Configuring Language Editor Settings

How to configure settings for the Language Editor for a single site. DNN Platform users (including anonymous users) must be granted Edit Page permissions to the page where the Languages module is located.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Language Management Settings** tab.
4. At **Use Paging in Editor?**, select from these options:
   - Mark the check box to enable paging on the Language Editor. Use paging to reduce the size of the page.
     1. At **Editor Page Size** enter the number of items to be displayed on each page of the editor. The default setting is 10. A drop down box will also be available in the editor allowing you to modify the page size to 10, 20 or 50.
   - Unmark the check box to disable paging. This is the default setting.



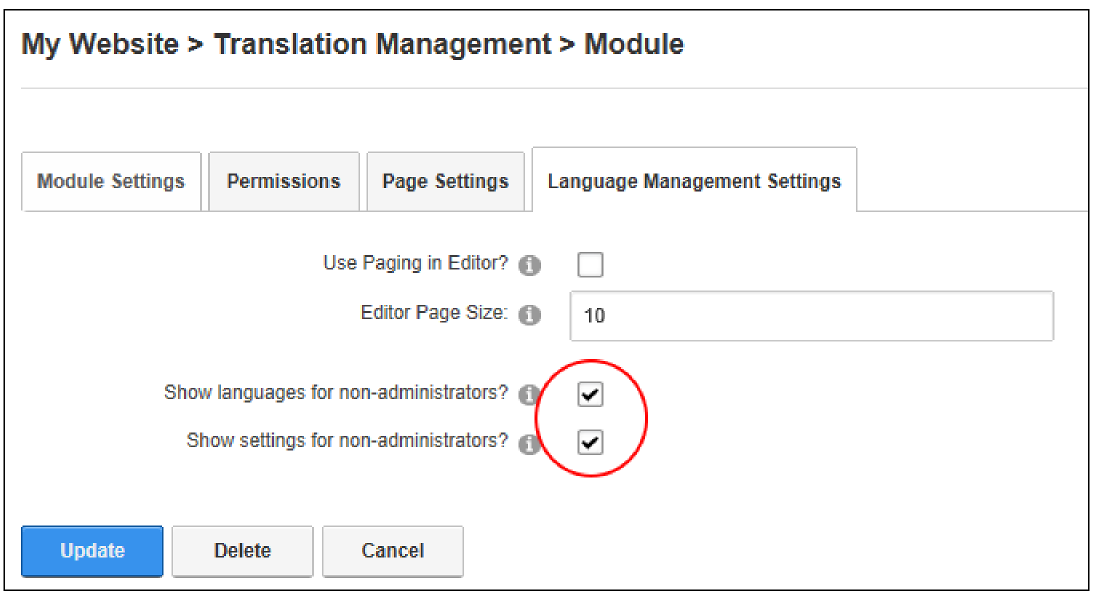
5. Click the **Update** button.



Setting Language Permissions for Non Administrators

The Languages module should be added to a site page to allow non-Administrator translators to manage translations via the Content Localization tab. Additional settings on the Languages module can be enabled to allow non-administrators to also view either or both the Languages and Settings tabs to non-Administrators.

1. Go to a Languages module that has been added to a site page. See "Providing Access to the Languages module"
2. Select **Manage** > **Settings** from the module actions menu.
3. Select the **Language Management Settings** tab.
4. **Optional.** At **Show languages for non-administrators?**, mark the check box to display the Languages tab to non-administrators that may have access to this module. This allows these users to perform additional tasks including enabling and activating languages as well as publishing translations and disabling localized content. Administrators and SuperUsers will always see the Languages tab.
5. **Optional.** At **Show settings for non-administrators**, mark the check box to display the Settings tab also to non-administrators that may have access to this module. Administrators and SuperUsers will always see the Settings tab.



6. Click the **Update** button.

Language Files

Overview of Language Files

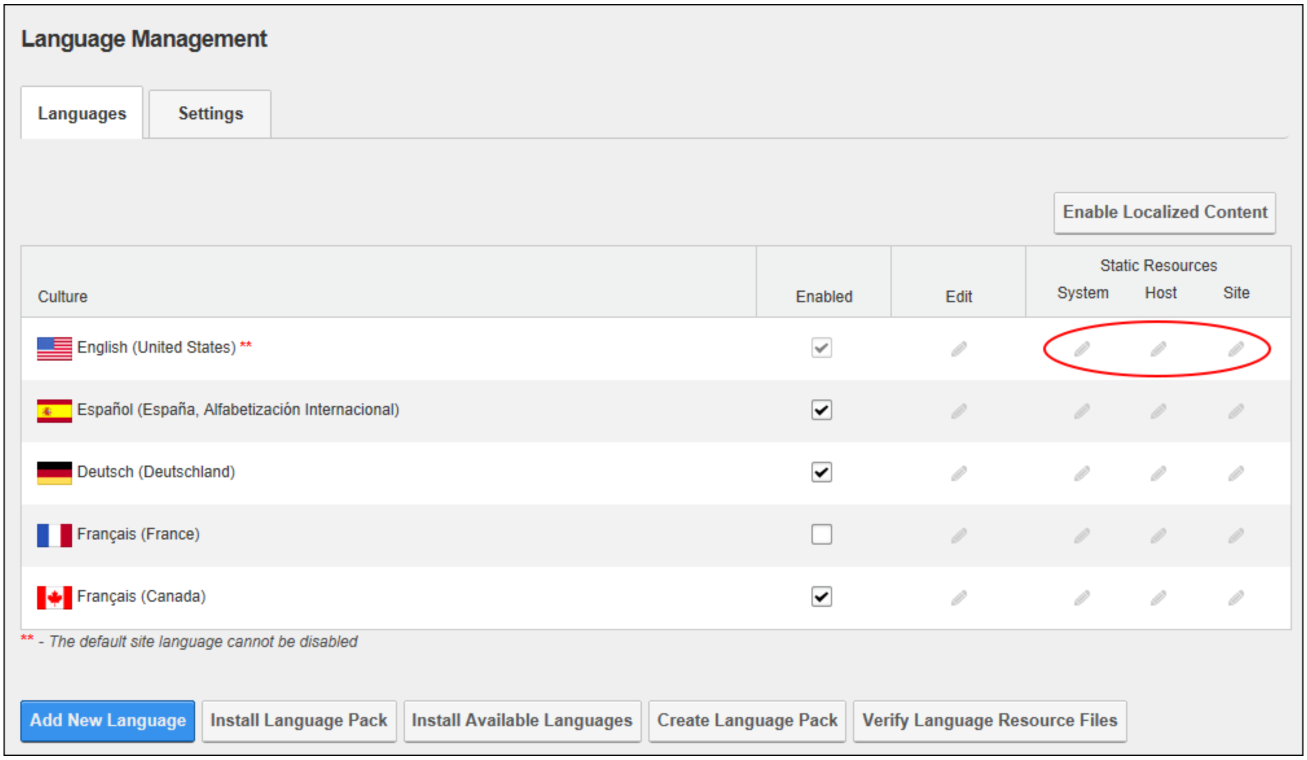
The Core Language Pack included with DNN includes language files that can be modified. Here's a list of the types of language files which can be edited using the Admin > Language Management page.

- **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.

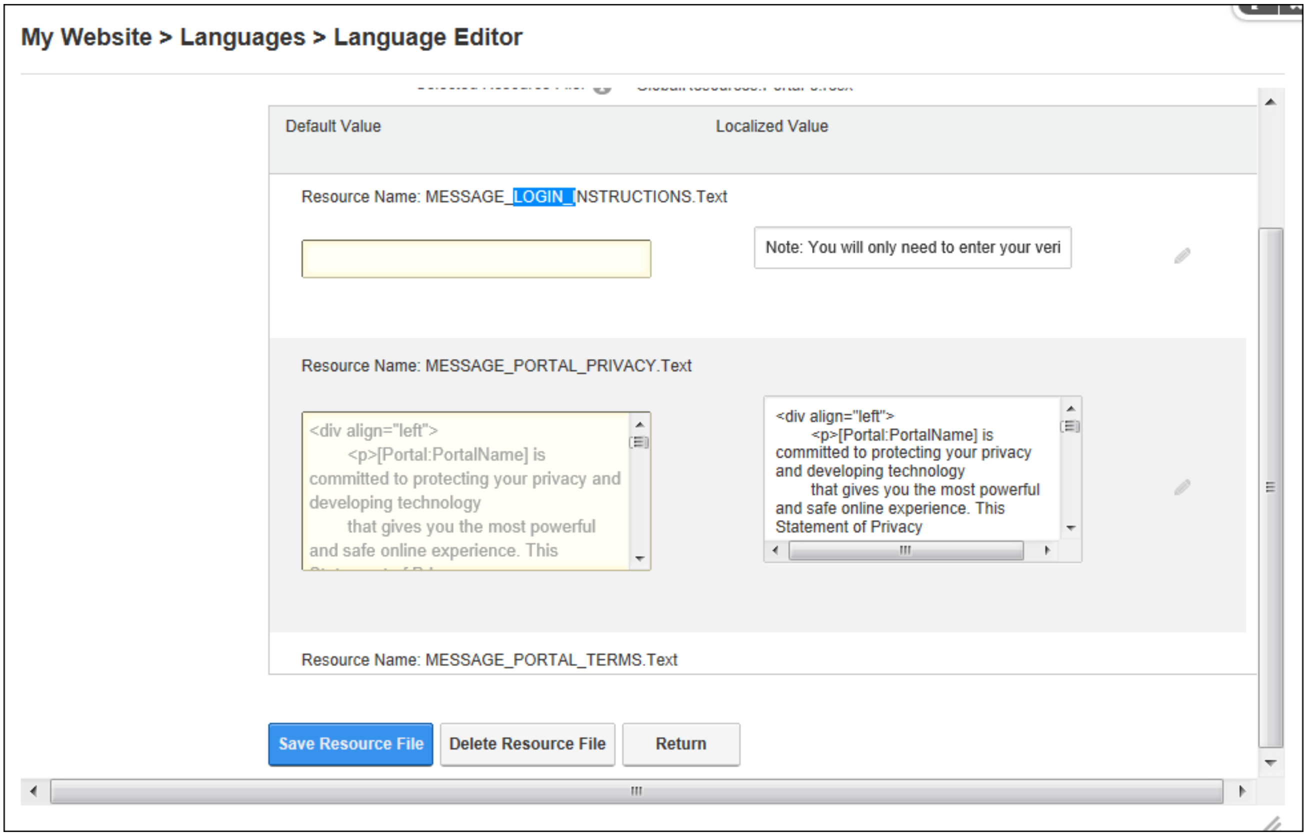
Adding/Editing the Login Message

How to edit the login instructions displayed on the Account Login module using the Languages module. No message is displayed by default.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Static Resources** section, click the **Edit** button beside the required resource. Select to either edit the statement for this **Site**, the **Host** site or the full **System** (all current and future sites) and then the language file to be edited. This displays GlobalResources.Portal-0.resx at Selected Resource File as the files ready for editing. Note: This is where you will find the files most commonly desired for editing such as portal and email messages.



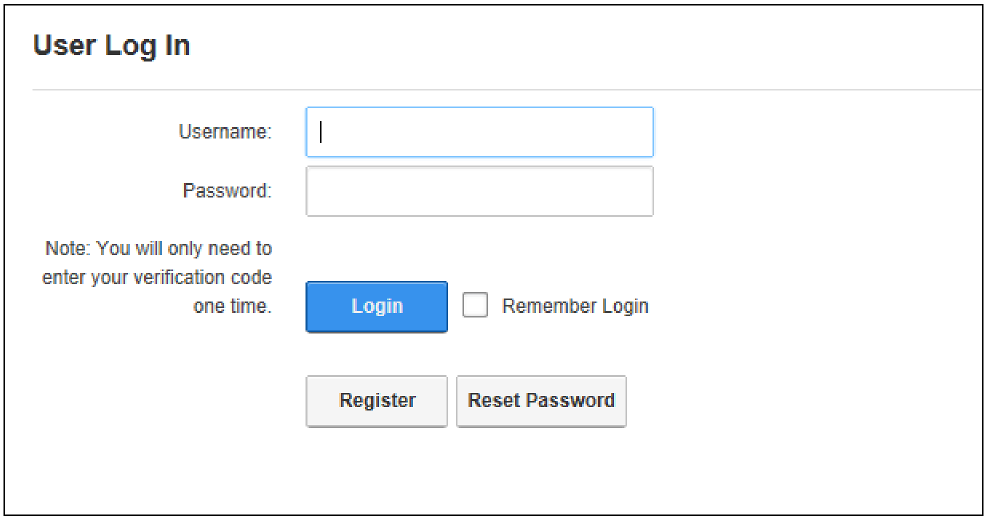
3. Find (Crtl + F) **Resource Name: MESSAGE_LOGIN_INSTRUCTIONS.Text**. Note: If Paging is enabled then it may be located on a subsequent page.
4. To edit the message, perform one of the following options:
   - Edit the message body using HTML tags in the Localized Value text box below.



- 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?"
  1. Click the **OK** button.
  2. Enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
  3. Click the **Update** button. This will return you 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 **Save Resource File** button.
7. **Optional.** Repeat all of the above steps to update this message for another language.

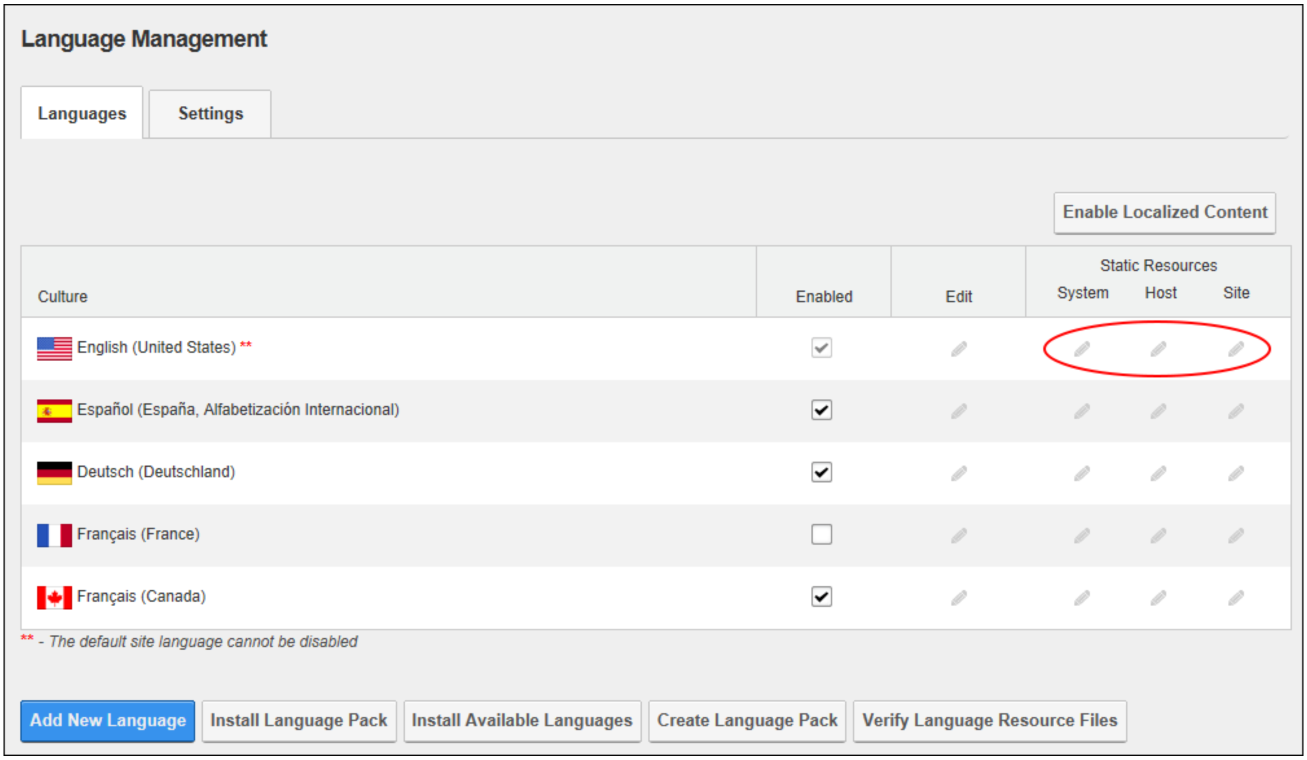


Login Instructions on the User Log In page

Editing Privacy and Terms of Use Statements

How to edit the Privacy statement and/or the Terms of Use Statements.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Static Resources** section, click the **Edit** button beside the required resource. Select to either edit the statement for this **Site**, the **Host** site or the full **System** (all current and future sites) and then the language file to be edited. This displays GlobalResources.Portal-0.resx at Selected Resource File as the files ready for editing. Note: This is where you will find the files most commonly desired for editing such as portal and email messages.



3. Find **Resource Name: MESSAGE_PORTAL_PRIVACY.Text** or **MESSAGE_PORTAL_TERMS.Text** as desired. Note: If Paging is enabled then it may be located on a subsequent page. See "Configuring Language Editor Settings"
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 and then click the **Yes** button to confirm.
     1. Enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
     2. Click the **Update** button. This will return you 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** button.
7. **Optional.** Repeat all of the above steps to update this message for another language.

Editing the Password Reminder Email

How to edit the message sent to users when they request a password reminder.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Static Resources** section, click the **Edit** button beside the required resource. Select to either edit the statement for this **Site**, the **Host** site or the full **System** (all current and future sites) and then 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.
4. Find **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 -

   1. Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
   2. Click the **OK** button to confirm.
   3. 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.
   4. Click the **Update** button. This will return you to the Language Editor.
8. To edit the email subject go to **Resource Name: EMAIL_PASSWORD_REMINDER_SUBJECT.Text** which is the next field down the list.
9. Edit the subject in the **Localized Value** text box.
10. Click the **Update** button.
11. Repeat all of the above steps to update this message for another language.

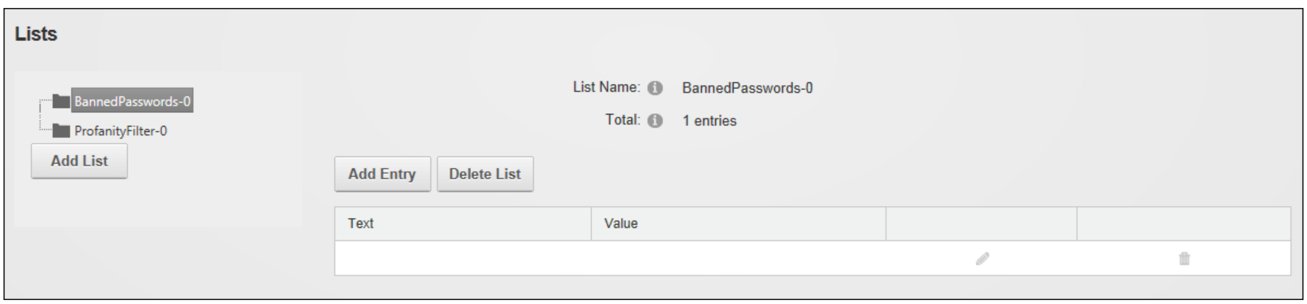
Lists

About Admin Lists

The Admin > Advanced Settings > Lists page allows Administrators to maintain lists of information that can be identified by a key value and a data value. List uses the structure of Lists and Entries, which are in effect the same, but their usage defines their differences:

- A List is a collection of Entries that has a Key Identifier and a Data Portion.
- An Entry is an individual item of data that 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
- Entries 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.

A related copy of Lists is maintained on the Host > Advanced Settings > Lists page. Admin Lists can access entries from Host List page, but Host Lists cannot access Admin List. The Host Lists stores site-wide lists, such as Country, State and Region. Administrators can add new entries to lists maintained on the Host List menu as well as create new lists.



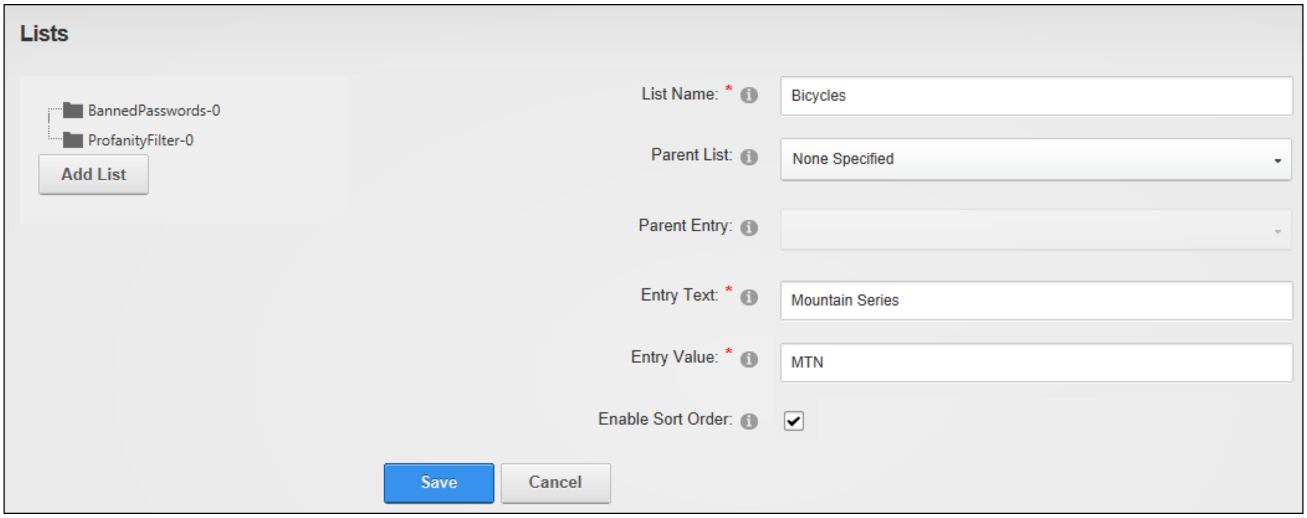
The Admin Lists page

Adding a Parent List

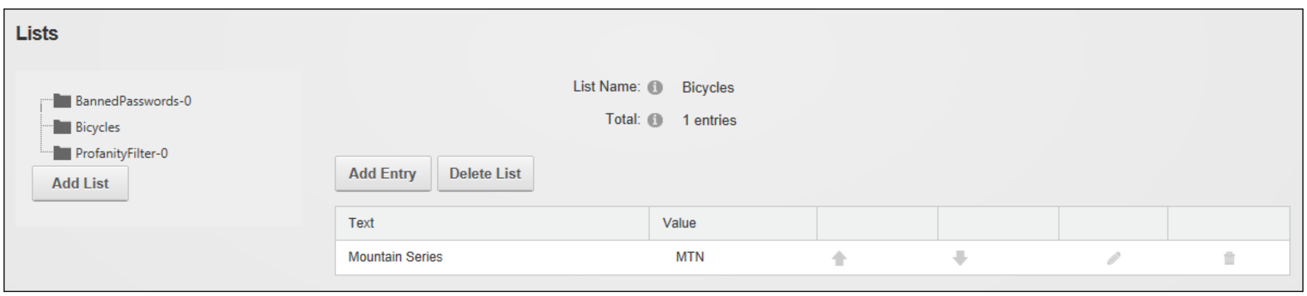
How to add a parent list to the site using the Admin Lists page. This task can be used for custom modules that use lists. Lists created by users other than SuperUsers are automatically encoded for security purposes to prevent HTML and JavaScript being injected into the page.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. Click the **Add List** button.
3. In the **List Name** text box, enter a name for the list. E.g. Bicycles
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. Mountain Series
6. In the **Entry Value** text box, enter the identifier or code for the first entry. E.g. MTN

7. **Optional.** At **Enable Sort Order**, mark the check box if you want to be able to reorder the entries in this list - OR - Unmark the check box to use alphabetical sort order for list entries.



8. Click the **Save** button. This displays the new list on the left side of the module.



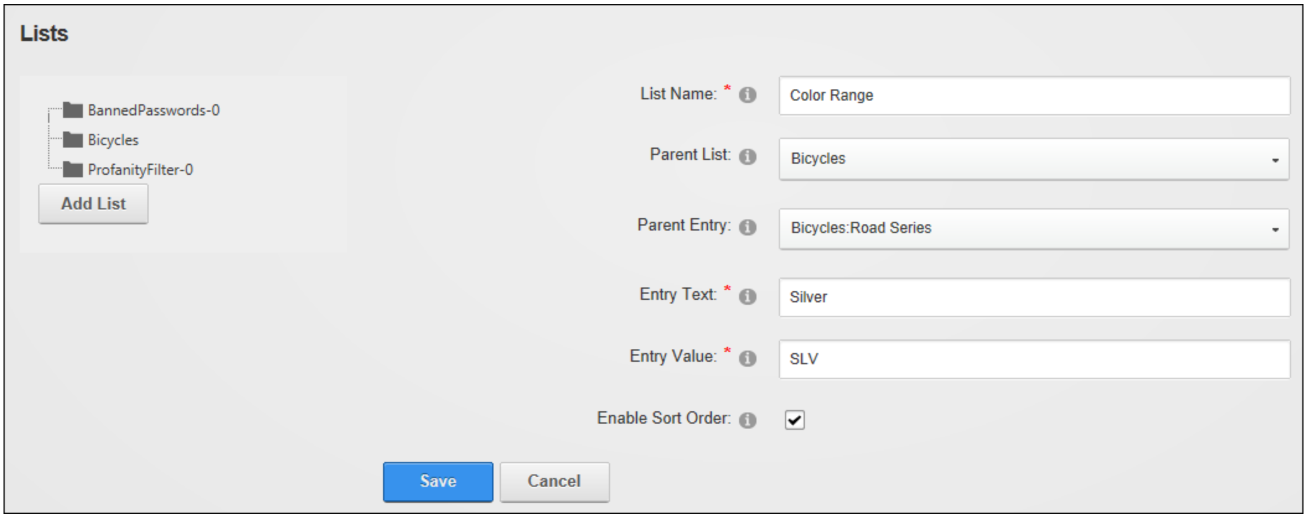
9. You can now add additional list entries to this list. See "Adding a List Entry"

Adding a Child List

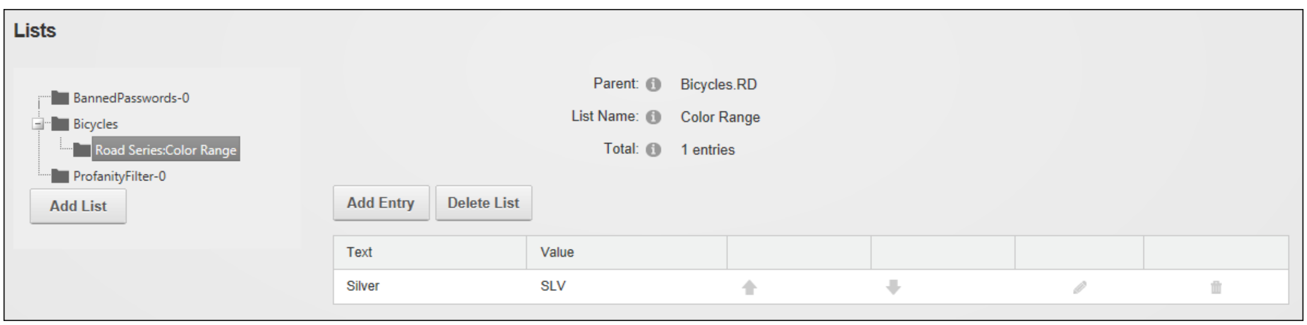
How to add a child list beneath a parent list that is maintained on either the Admin Lists module or the Host Lists module. Lists created by users other than SuperUsers are automatically encoded for security purposes to prevent HTML and JavaScript being injected into the page.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. Click the **Add List** button.
3. In the **List Name** text box, enter a name for the list. E.g. Color Range
4. At **Parent List**, select the list to add the new list under. E.g. Bicycles

5. At **Parent Entry**, select the entry you to use as the new list. E.g. Bicycles.RoadSeries
6. In the **Entry Text** text box, enter a name for the first entry in this list. E.g. Silver
7. In the **Entry Value** text box, enter the identifier of the first entry of the list. E.g. SLV
8. **Optional.** At **Enable Sort Order**, mark the check box if you want to be able to reorder the entries in this list - OR - Unmark the check box to use alphabetical sort order for list entries.



9. Click the **Save** button. The new list and the first entry for this list are now displayed, as shown below.

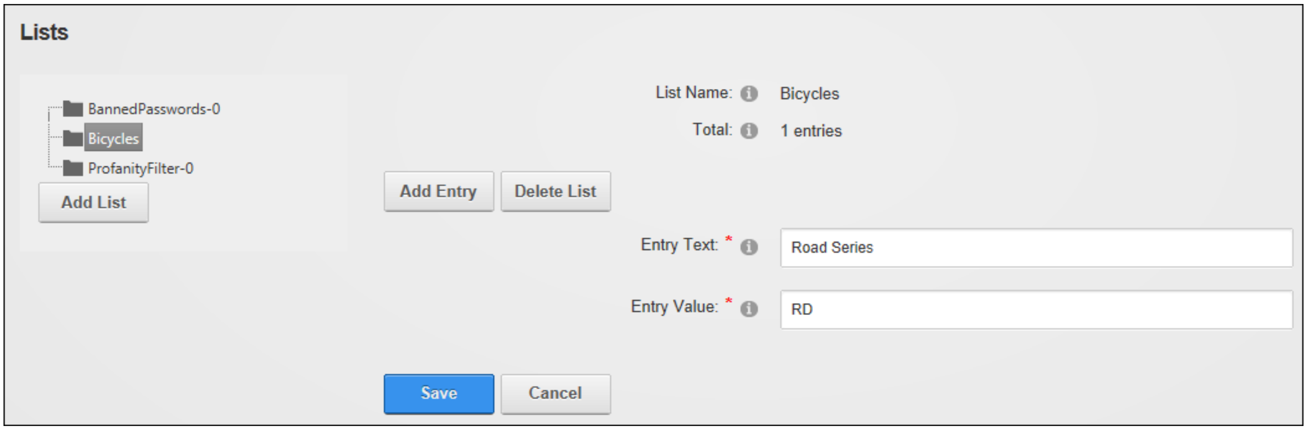


Adding a List Entry

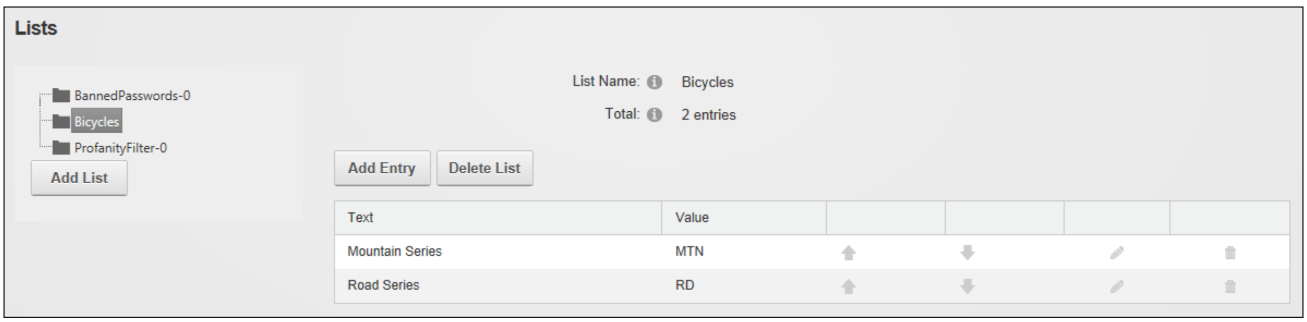
How to add a new list entry to an existing list using the Admin Lists page. Lists are automatically encoded for security purposes to prevent HTML and JavaScript being injected into the page.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. Navigate to and select the required list. E.g. Bicycles
3. Click the **Add Entry** button. This displays fields enabling you to enter the details for the new entry.

4. In the **Entry Text** text box, enter the data for the entry E.g. Road Series
5. In the **Entry Value** text box, enter the identifier for the entry E.g. ROAD



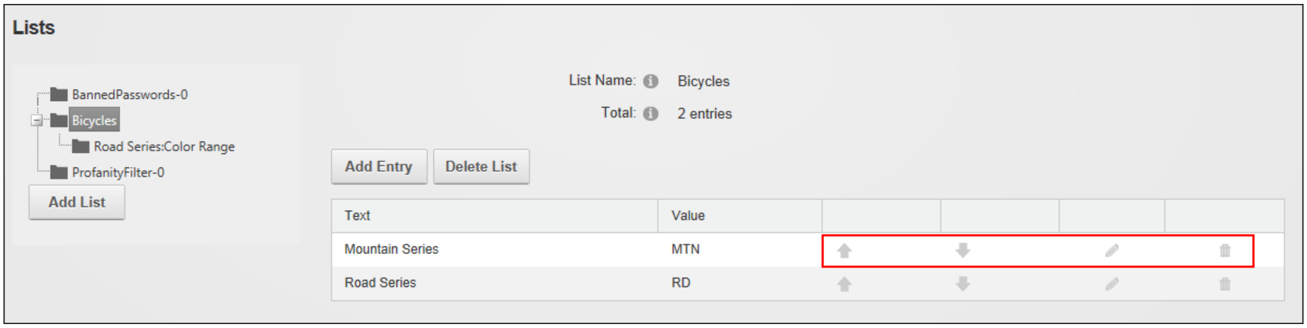
6. Click the **Save** button.



Editing or Deleting a List Entry

How to edit or delete entries within a list using the Admin > Lists page. In the below example only one of the list entries can be edited because the Currency list is maintained by SuperUsers using the Host List.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. Go to the folder list and navigate to and then select the required list. This displays the details of this list.
3. Use the **Edit** or **Delete** button beside the list entry to edit or delete it. Lists with sort order enabled also display the **Move Entry Up** and **Move Entry Down** buttons that allow you to reorder list entries.



Deleting a List

How to delete a list from the Admin Lists page.

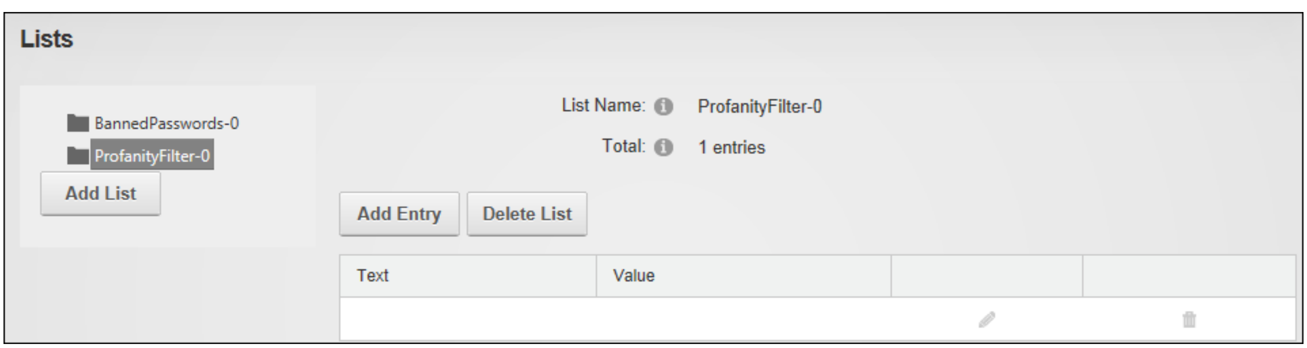
1. Navigate to Admin > Advanced Settings > **Lists**.
2. Navigate to and select the required list.
3. Click the **Delete List**. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **Yes** button confirm.

Managing the Profanity List

How to create and manage a list of replacement words for a site. This list allows you to replace unwanted or profane words that are added to messages sent using the Message Center module. Note: You can enter any keyboard characters into both the replaced and replacement fields. E.g. ****

Prerequisite. Profanity filters are disabled by default and therefore must be enabled on a site by a SuperUser in order to use this list.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. Select the **ProfanityFilter** list.



The first time you manage this list

1. Click the **Edit** button beside the blank list entry that has been added as an example and should be updated with real information.
2. In the **Entry Text** text box, enter the text to be replaced.
3. In the **Entry Value** text box, enter the replacement word.
4. Click the **Save** button.

Adding a filtered word

1. Click the **Add Entry** button.
2. In the **Entry Text** text box, enter the text to be replaced.
3. In the **Entry Value** text box, enter the replacement word.
4. Click the **Save** button.

Editing a filtered word

1. Click the **Edit** button beside the list entry called "FindThisText". This list entry has been added as an example and should be updated with real information.
2. In the **Entry Text** text box, enter the text to be replaced.
3. In the **Entry Value** text box, enter the replacement word.
4. Click the **Save** button.

Deleting a filtered word

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

Related Topics:

- See "About the Message Center"
- See "Configuring Message Center Settings"

Newsletters

About Newsletters

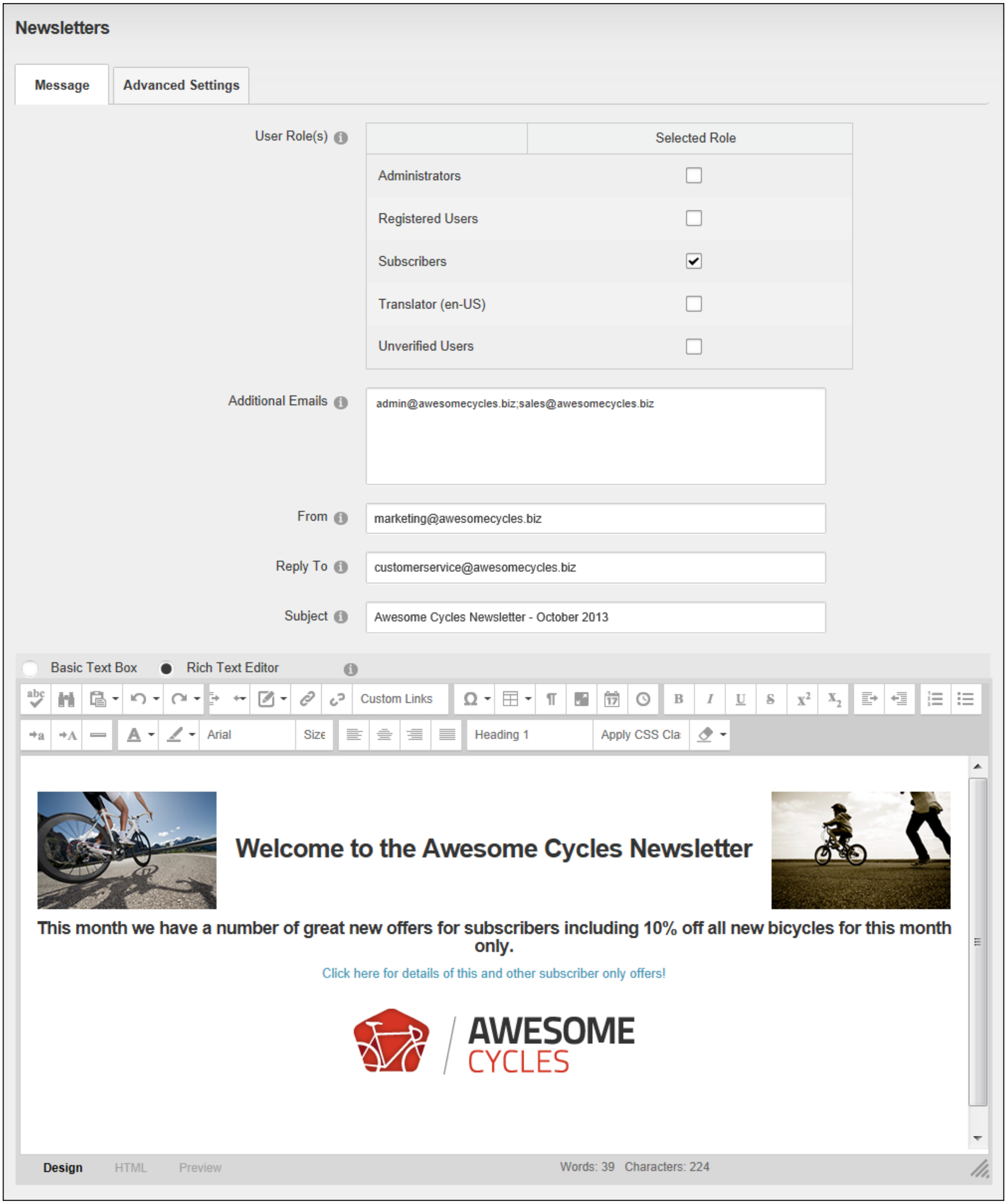
Newsletters (located on the Admin > ✉ Newsletters) allows individual or bulk email messages (newsletters) to be sent to the members of one or more security roles and/or to one or more email addresses. Messages are sent to each recipient separately to prevent recipients from seeing each other's details. Newsletters identifies when a newsletter is set to send to an email address more than once and ensures only one copy of the newsletter is sent to that address. The message can be either plain text or HTML format. Files can be attached and replacement tokens can be included. A Successful or Not Successful message is displayed once the message is sent. For messages sent synchronously, the message displays once all emails have been sent. For messages sent asynchronously, the message displays when the send action has successfully commenced. An email confirmation message is also emailed to the sender, See "The Bulk Email Report"

The Newsletter module can be deployed to sites and added to pages.

All users who are authorized to view Newsletters can send emails. Authenticated users must to have permissions granted to one or more folders of the site's Digital Asset Management (Admin > File Management) to upload and/or select files. Unauthenticated users cannot attach files to messages. See "Modifying Folder Permissions"

Prerequisites. Newsletters require the following settings to be completed to function correctly:

1. Ensure you have a valid email address on your user account. This will be the default email address for newsletters, however you can specify a different from address when required. See "Managing your User Profile"
2. Ensure your Host has correctly configured you SMTP mail settings.

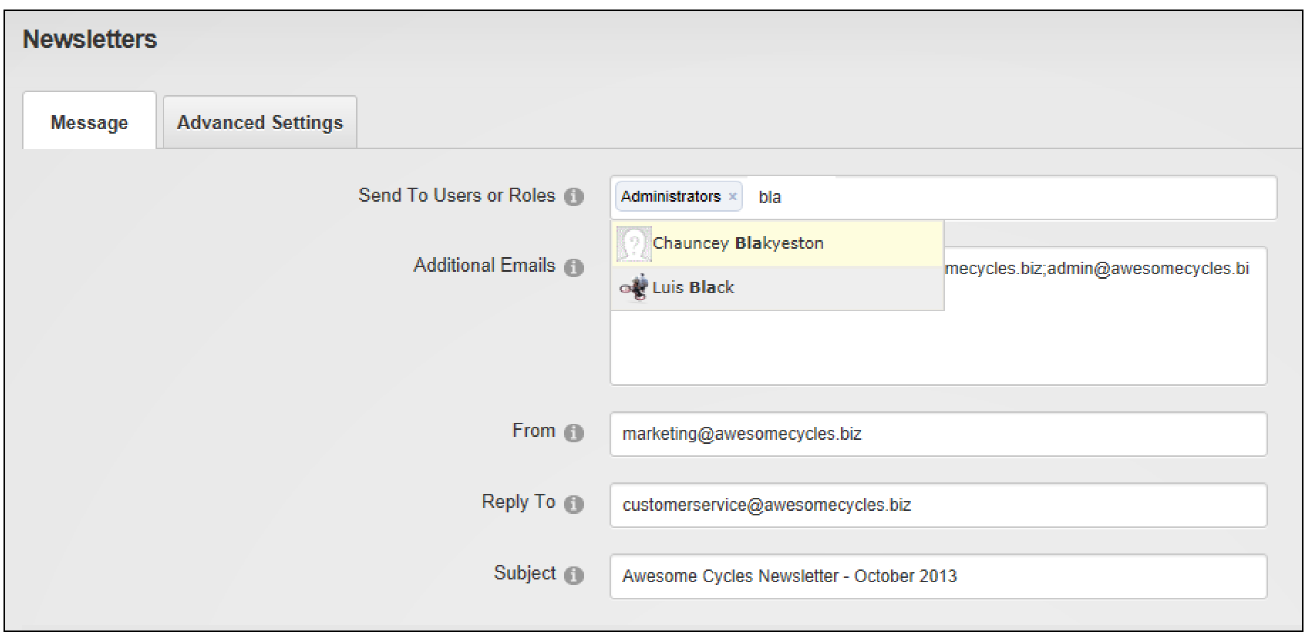


Newsletters

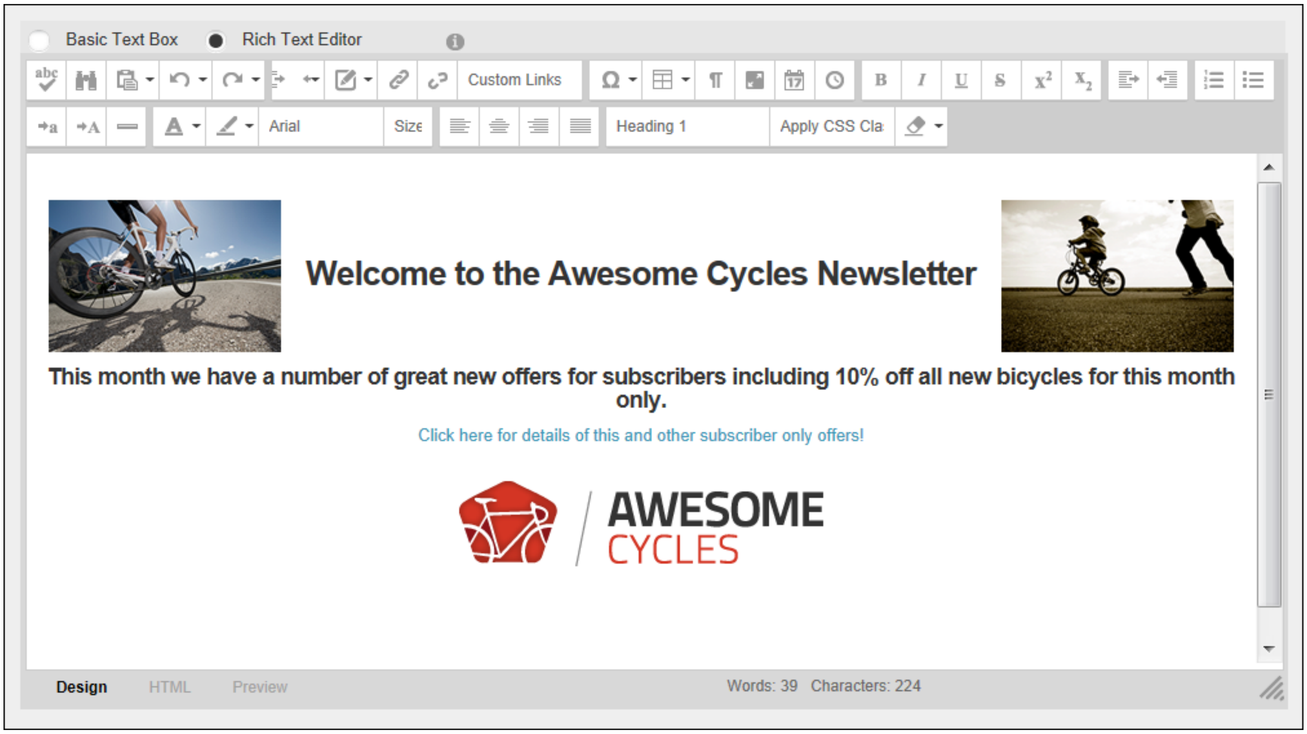
Sending a Basic Newsletter

How to send a basic newsletter without using See "List of Replacement Tokens" or adding personalization.

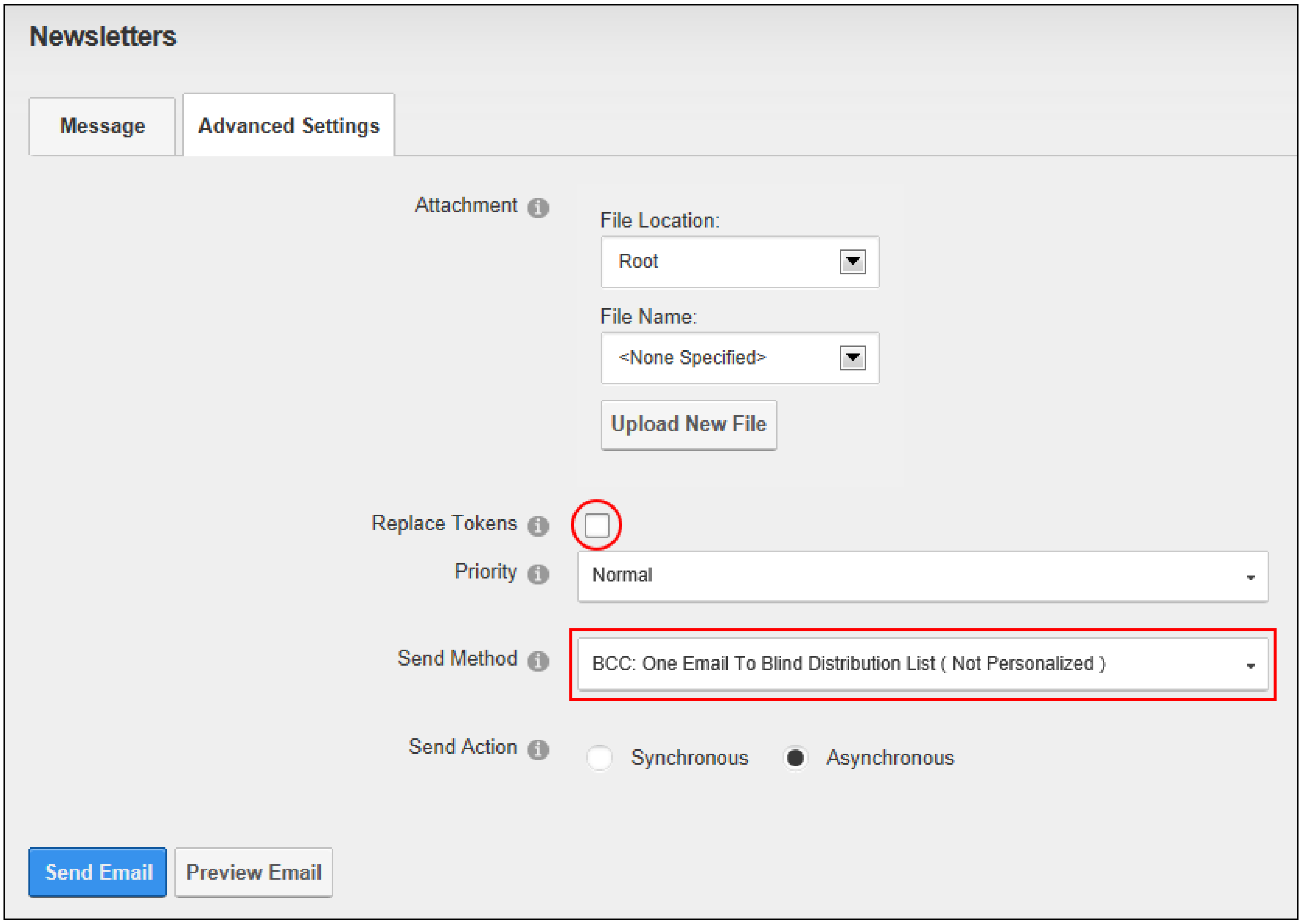
1. Navigate to Admin > Advanced Settings > ✉ **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab.
3. Complete one or both of these address fields:
   1. At **Send To Users or Role**, begin entering the name of a security role, a social group or the first name or last name of a user that you want to send the newsletter to. The field will provide you with a list of matches to choose from. Select the matching result and repeat to add more recipients. Note: Users in multiple roles will only receive one copy of the newsletter.
   2. In the **Additional Emails** text box, enter each of the email addresses to receive the newsletter separated by a semi-colon (;). E.g. admin@awesomecycles.biz;sales@awesomecycles.biz
4. **Optional.** In the **From** text box, enter/modify the email address to be displayed in the From field of this newsletter. If you are logged in to the site, the email address associated with your user account is displayed here by default.
5. **Optional.** In the **Reply To** text box, enter the reply to email address for the email.
6. In the **Subject** text box, enter a subject title for the email.



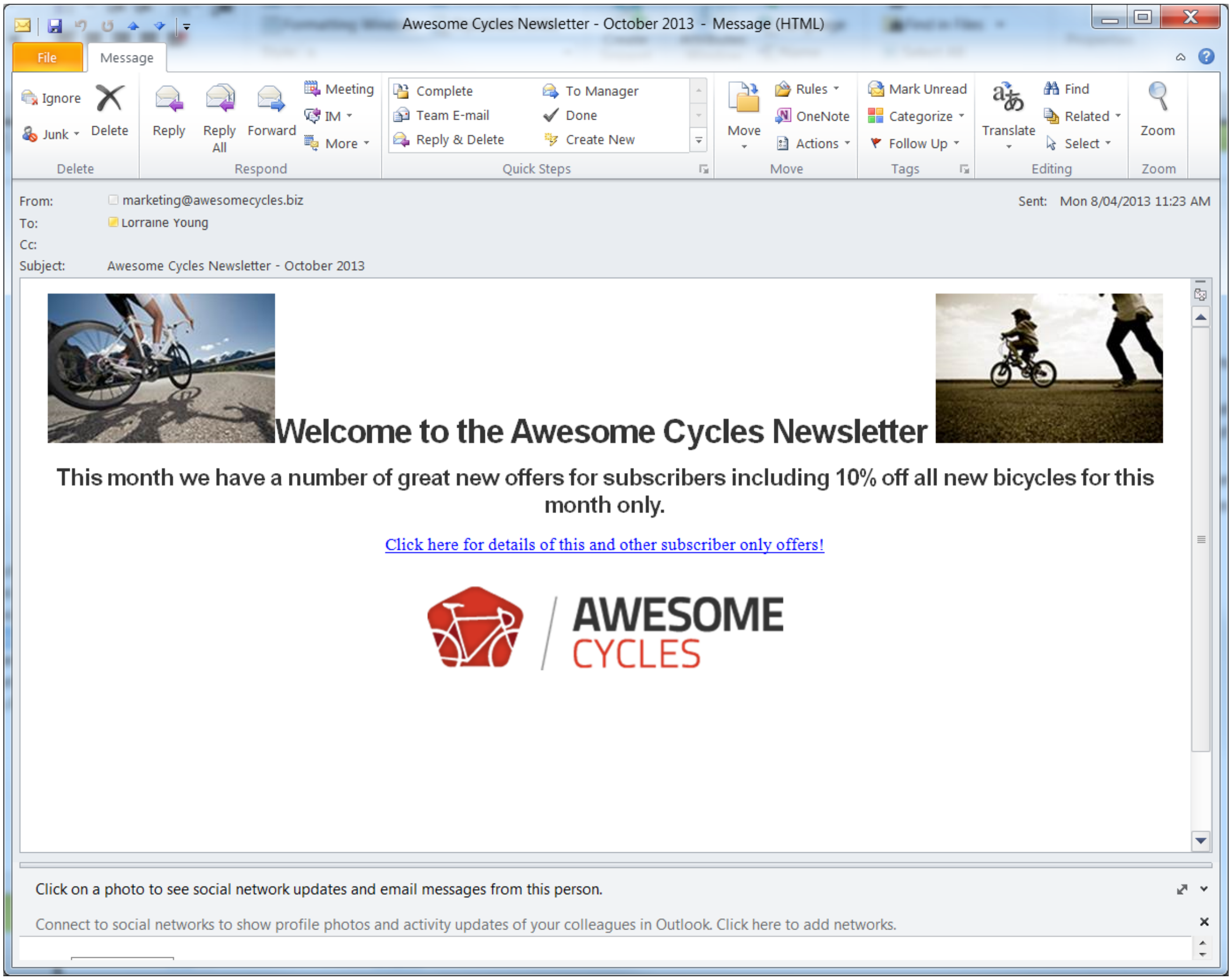
7. At **Editor**, select **Basic Text Box** to send a plain text email - OR - Select **Rich Text Editor** to send an HTML email with formatting and images.
8. In the **Editor** text box, enter the body of the newsletter.
9. **Optional.** Click the **Preview Email** button located at the base of the module to preview the newsletter before sending it.



10. Select the **Advanced Settings** tab and then set these required settings:
    1. At **Replace Tokens?**, unmark the check box.
    2. At **Send Method**, select **BCC: One Email To Blind Distribution List (Not Personalized)**.



11. Set any of these **Optional** Advanced Settings:
    1. At **Attachment**, select the required attachment. See "Setting a File Link" or See "Uploading and Linking to a File".
    2. At **Priority**, select the priority of the email (**High**, **Normal**, or **Low**) from the drop down list. This setting will be associated with the message.The default setting is Normal.
    3. 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.
12. Click the **Send Email** button.



The newsletter in the recipient's mailbox

Sending a Newsletter to a Relay Service

How to send a newsletter via SMS ("Short Message Service" commonly known as phone texting), IM (instant messaging), fax or other non-email service using a relay service.

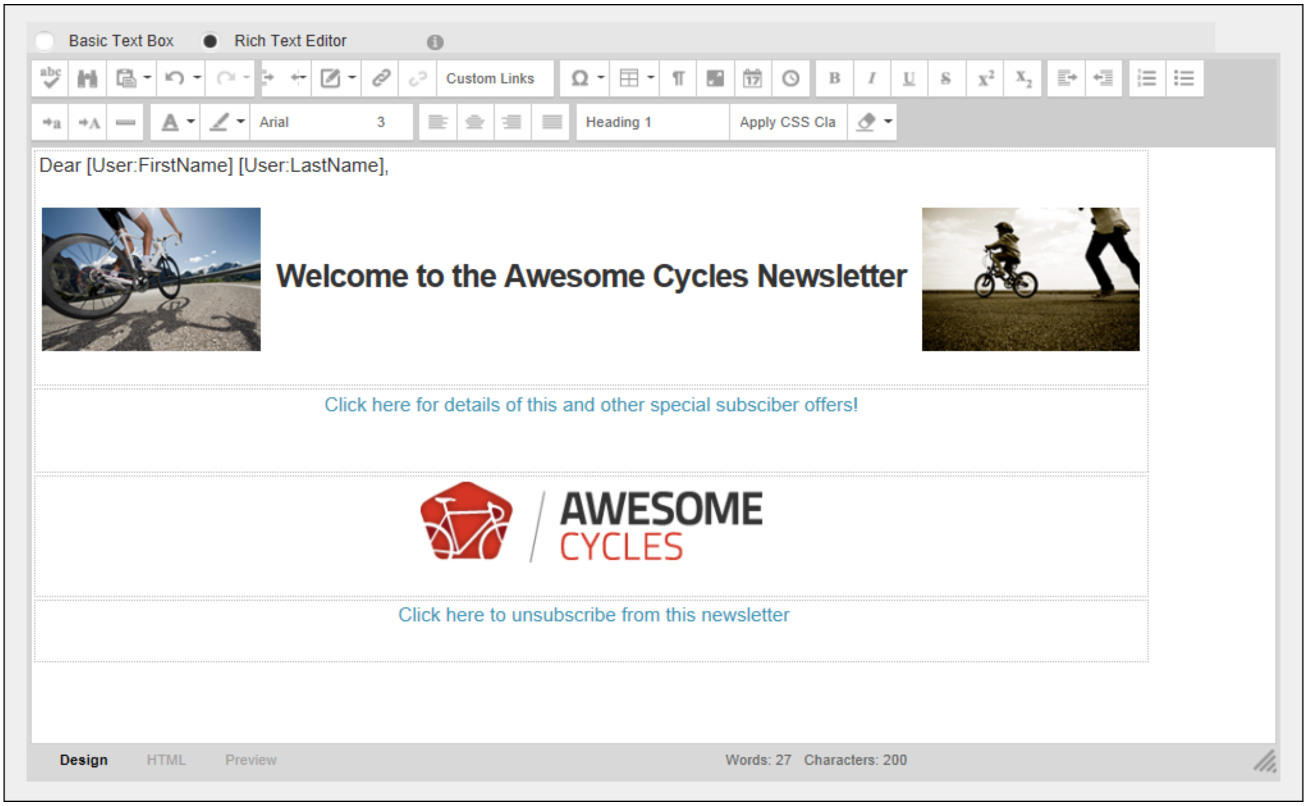
1. Navigate to Admin > Advanced Settings > ✉ **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab.
3. Complete required fields and enter the message into the Editor. See "Sending a Basic Newsletter"

4. Select the **Advanced Settings** tab and then set these required settings:
    1. At **Send Method**, select **Relay: One Message Per Email Address (Personalized) to a specified relay server**.
    2. In the **Relay Address** text box, enter the address of the relay service.
5. Complete the additional **Advanced Settings** as required.
6. Click the **Send Email** button.

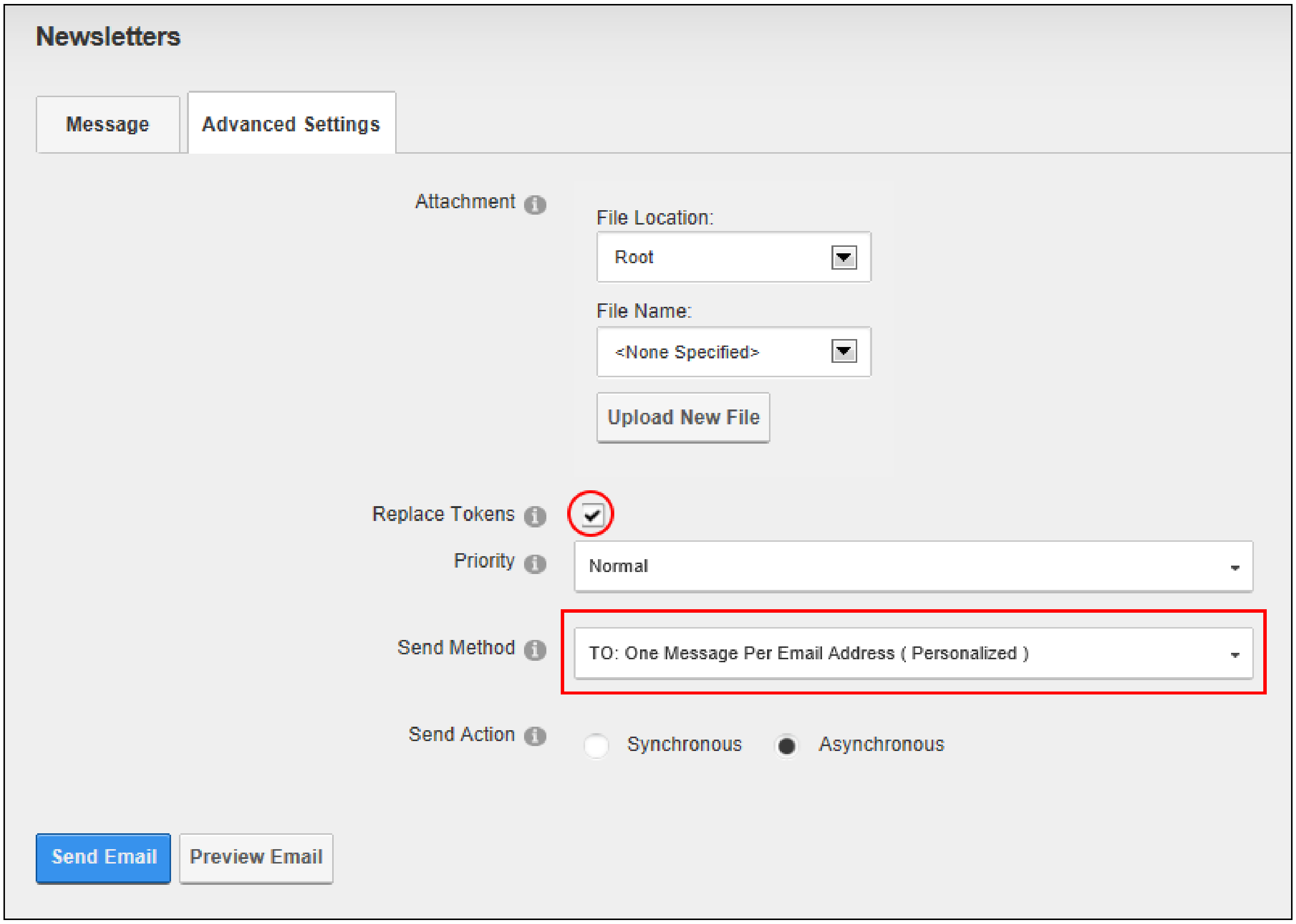
Sending a Newsletter with Tokens

How to send a newsletter using replacement tokens that allows you to include relevant and up-to-date information in your messages. For example, you can display the recipient's name in the salutation, or include information such as the site name or description in the body of your message. By using replacement tokens instead of static content, you can be sure that details which may change, such as the site administrators email address are always current. See "List of Replacement Tokens" for a list of tokens that can be used.

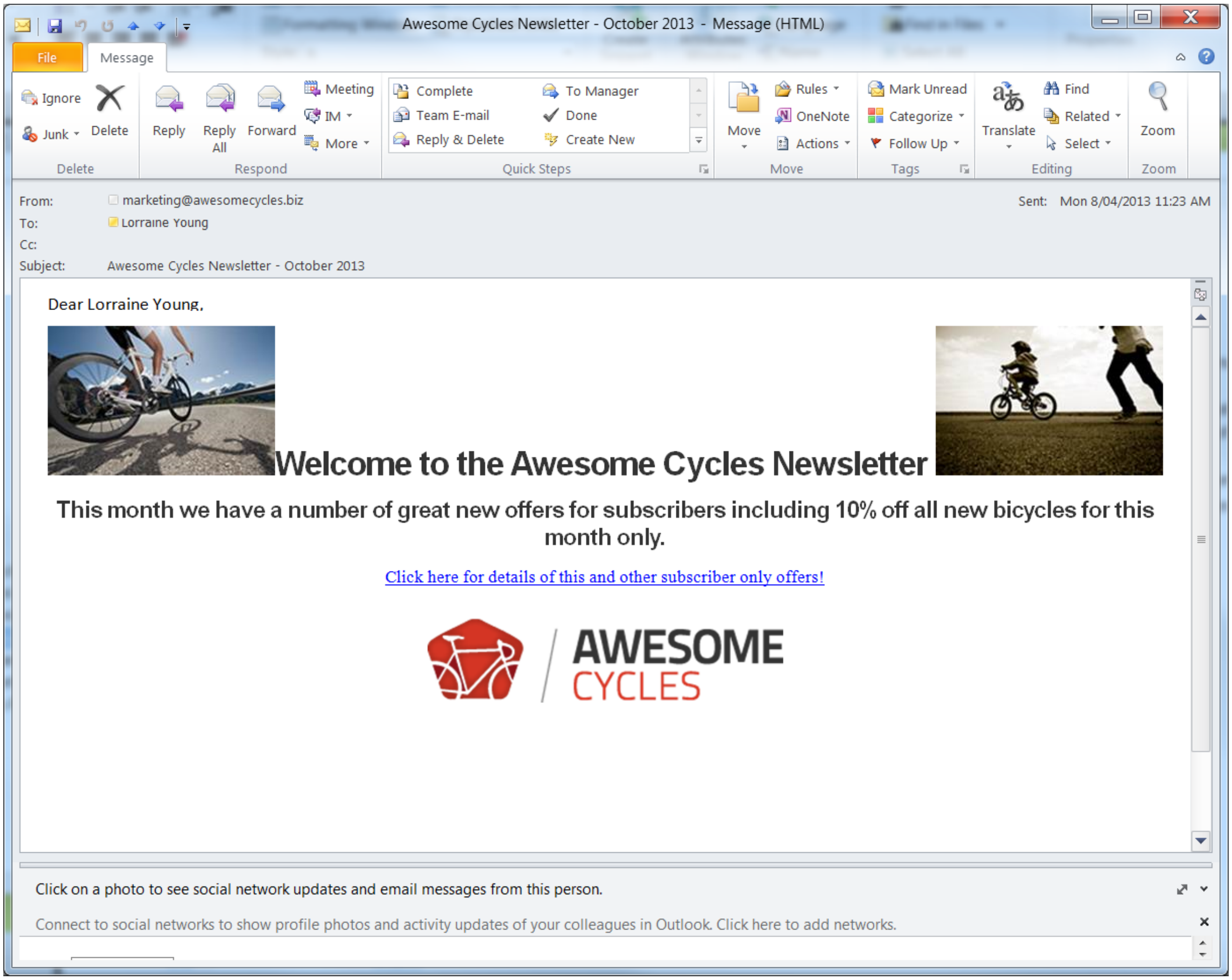
1. Navigate to Admin > Advanced Settings > ✉ **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab and complete the required settings. See "Sending a Basic Newsletter"
    1. At **Editor**, select **Basic Text Box** to send a plain text email - OR - Select **Rich Text Editor** to send an HTML email with formatting and images.
    2. Enter the body of the newsletter into the Editor including replacement tokens. E.g. [User:FirstName] [User:LastName]. See "List of Replacement Tokens"



3. Select the **Advanced Settings** tab and then set these required settings:
    1. At **Replace Tokens?**, mark ☑ the check box.
    2. At **Send Method**, select **To: One Message Per Email Address (Personalized)**.



4. Set any of the optional Advanced Settings, See "Sending a Basic Newsletter"
5. Click the **Send Email** button.



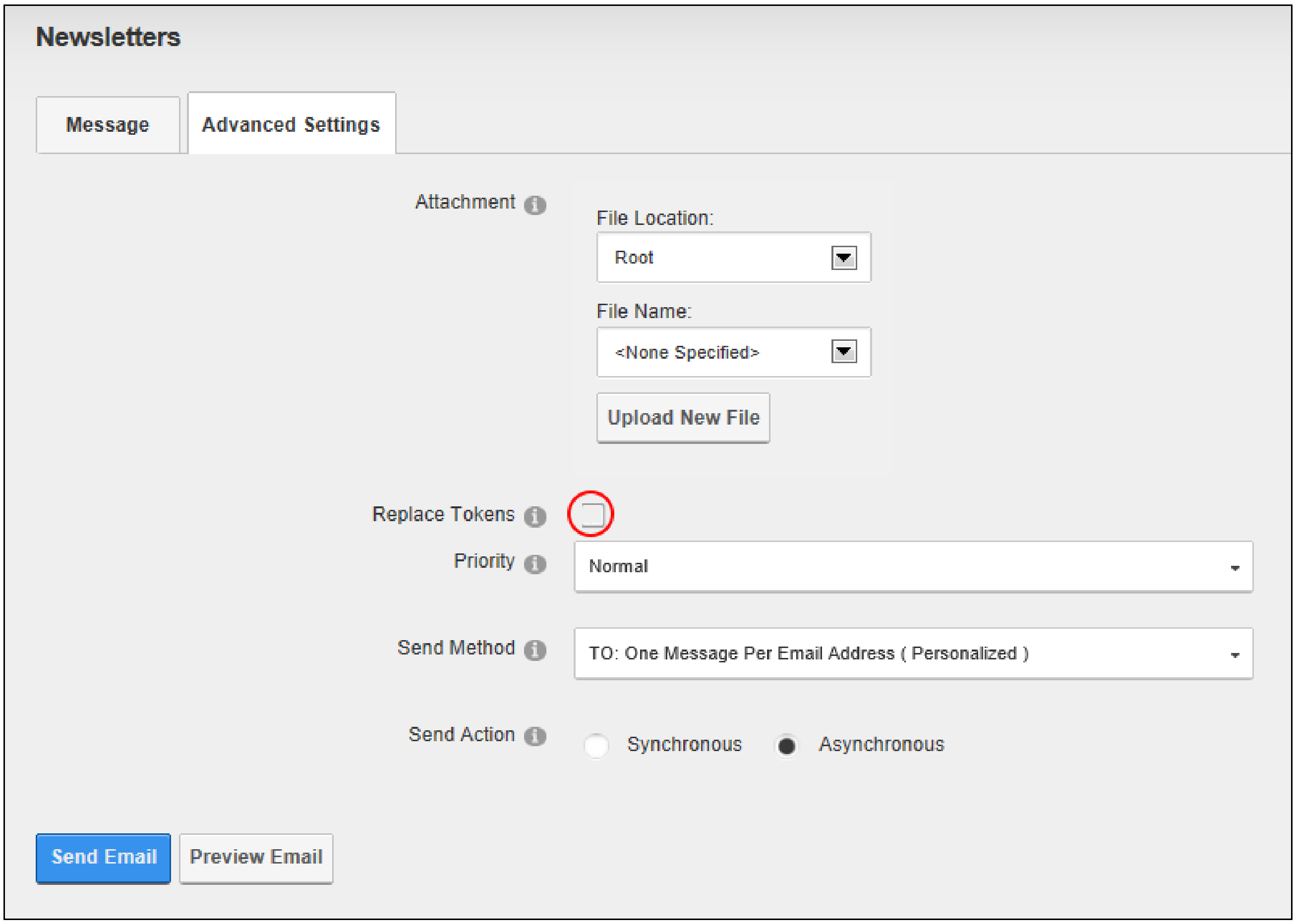
The Received Message. Note the recipients first and last name are included

Sending a Personalized Newsletter without Tokens

How to send a personalized newsletter without enabling token replacement. 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 > Advanced Settings > ✉ **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab and complete the required fields. See "Sending a Basic Newsletter"

3. Select the **Advanced Settings** tab and then set these required settings:
    1. At **Replace Tokens?**, unmark the check box.
    2. At **Send Method**, select **To: One Message Per Email Address (Personalized)**.
4. To set any of the optional Advanced Settings, See "Sending a Basic Newsletter"



5. Click the **Send Email** button.

Sending Newsletters in a User's Preferred Culture

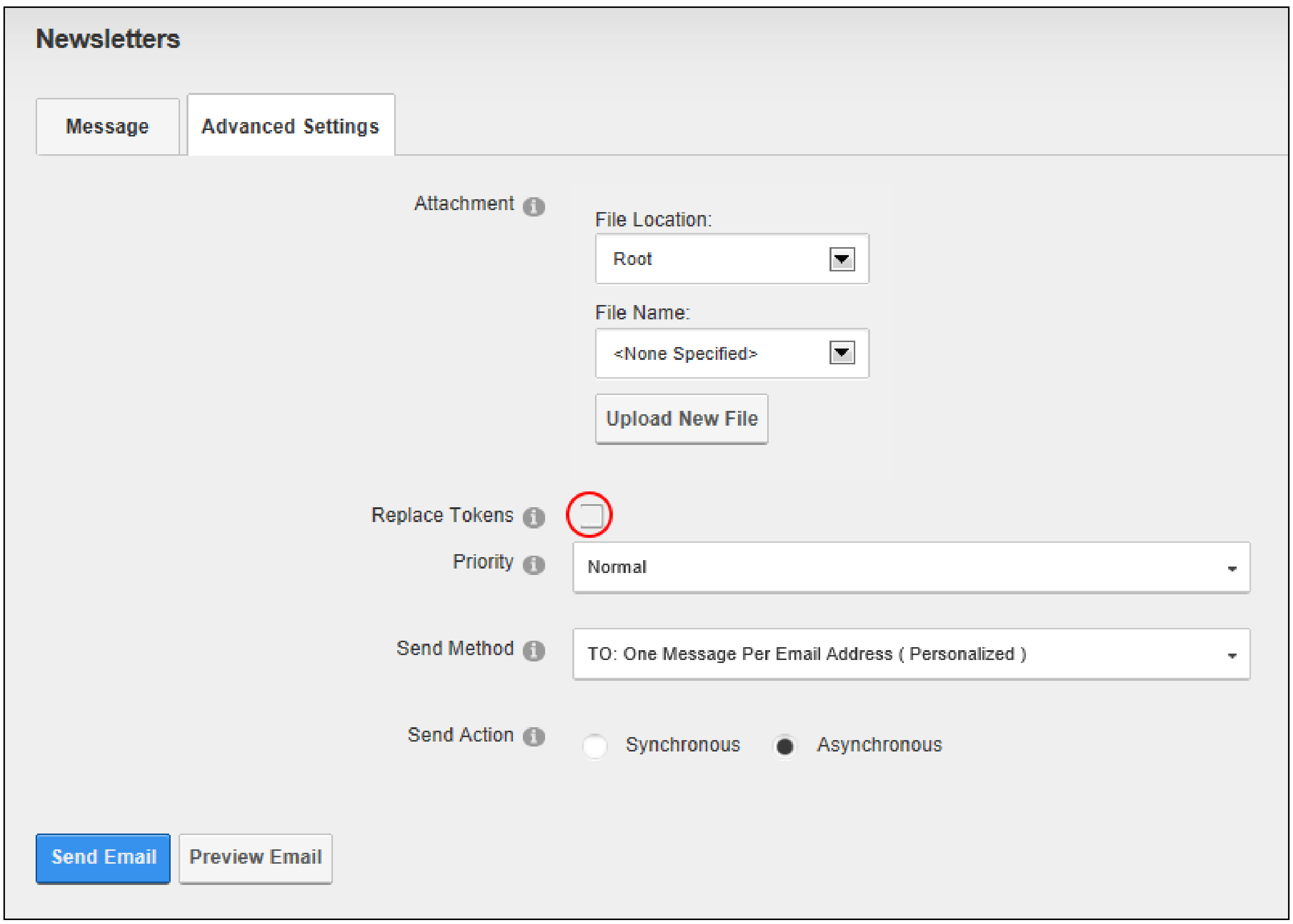
How to send a newsletter to user's in their preferred culture.

Prerequisite. More than one language must be installed and enabled on this site.

Important. When you select a Language Filter, only users associated with that language will receive a newsletter. E.g. If you select English (United States) as the language filter, then only users who have selected English (United

States) as their Preferred Locale in their profile will receive the newsletter. Users who have selected English (Australia) will not receive a newsletter. If a user has not set a preferred language, they will only receive newsletters sent to the default site language.

1. Navigate to Admin > Advanced Settings > **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab and complete all fields and enter the message into your Editor. See other tutorials in this section for full details.
3. At **Language Filter**, mark the check box beside the language(s) to receive this newsletter. If no language is selected then no filter is applied and all users will receive this newsletter.
4. Select the **Advanced Settings** tab and then set these required settings:
    1. At **Replace Tokens?**, unmark the check box.
    2. At **Send Method**, select **To: One Message Per Email Address (Personalized)**.

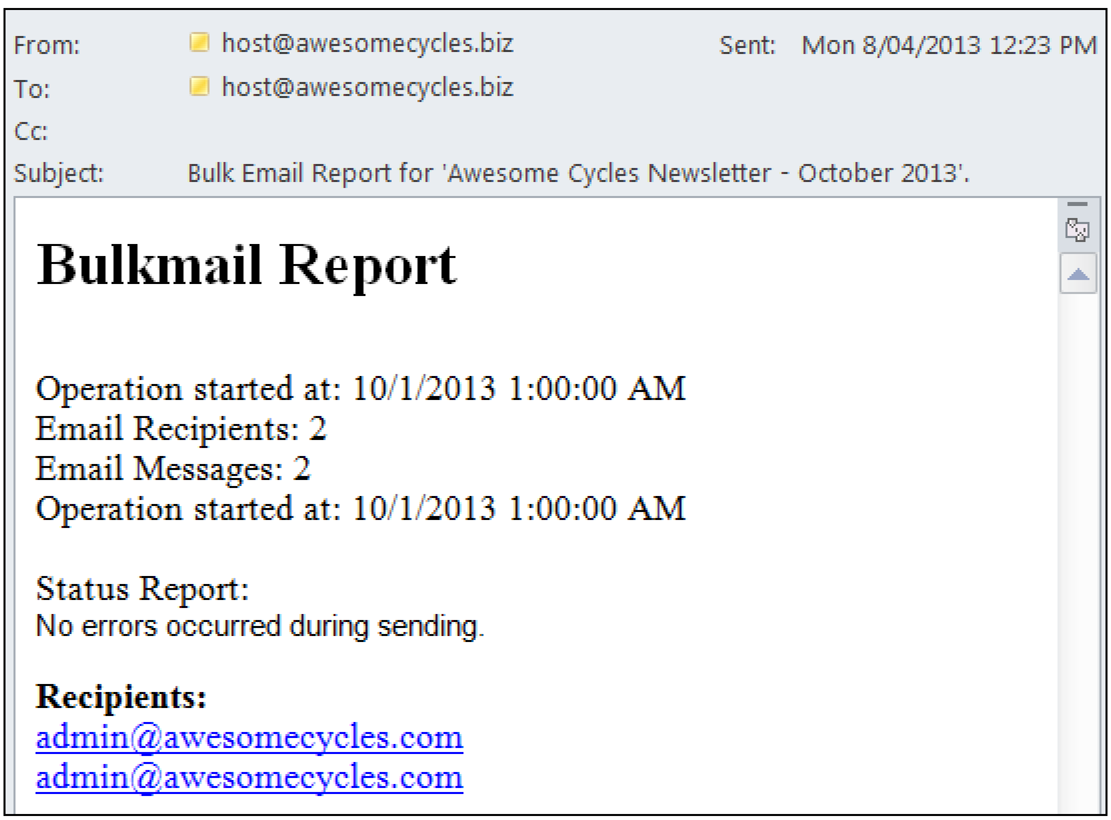


5. To set any of the optional Advanced Settings, See "Sending a Basic Newsletter"
6. Click the **Send Email** button.
7. Repeat Steps 2-6 to send the newsletter in other languages.

The Bulk Email Report

When a bulk email is sent using the Newsletters module, the email address displayed in the From field of the Newsletters module will receive the "Bulk Email Report for [Newsletter Subject]" message which contains the following details:

- The date and time when the bulk email operation commenced
- Number of Email Recipients
- Number of Email Messages
- The date and time when the bulk email operation was completed
- Status Report listing any errors which occurred
- List of Recipients

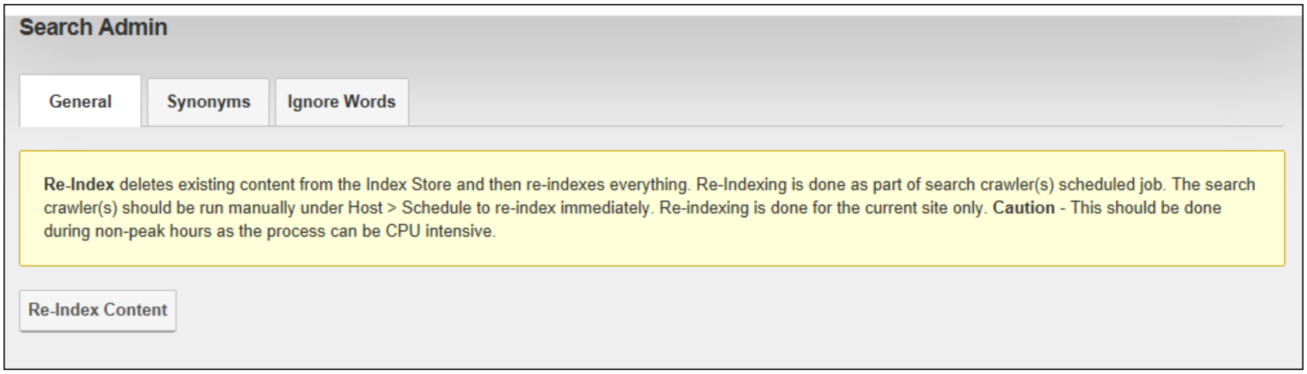


The Bulk Email Report

Search Admin

About Search Admin

Search Admin, located on the Admin > Advanced Settings > **Search Admin** page, enables Administrators to specify the settings associated with DNN's search capabilities. Search Admin enables search content to be re-indexed if there have been significant changes since the last indexing, manage synonym lists and select words to be ignored in searches.

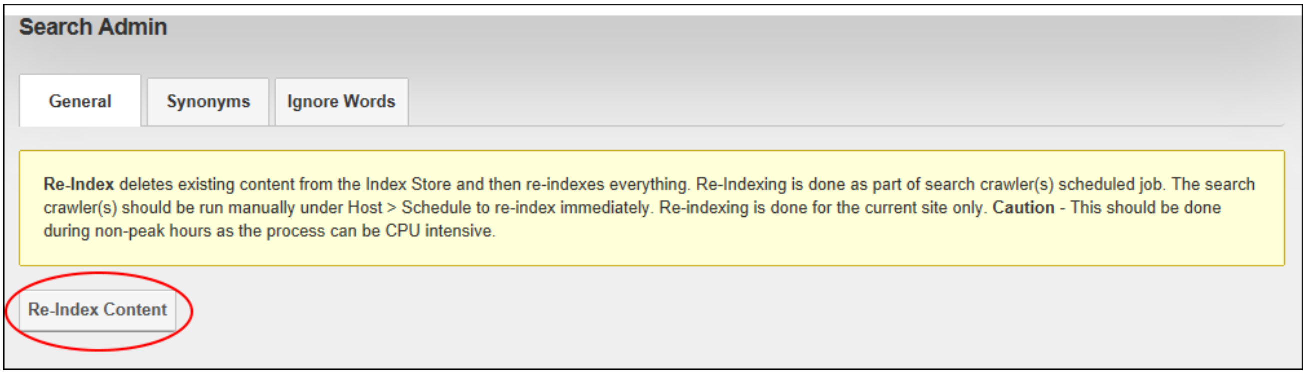


Search Admin

Re-Indexing Searched Content

How to manually re-index search content for a single site using the Search Admin module. Re-indexing content maximizes the efficiency of the search engine and ensures all new content is included in searches. Although search content is scheduled to re-index every 30 minutes by default using the Host > Scheduler module, it is recommended that content be re-indexed manually if there have been significant changes since the last indexing. Note: SuperUsers can disable or modify the automatic re-indexing task called "Search Engine Scheduler".

1. Navigate to Admin > Advanced Settings > **Search Admin** - OR - Go to a Search Admin module.
2. Select the **General** tab.
3. Click the **Re-Index Content** button. This displays the message "Re-Index will cause existing content in the Index Store to be deleted. Re-index is done by search crawler(s) and depends on their scheduling frequency. Are you sure you want to continue?"



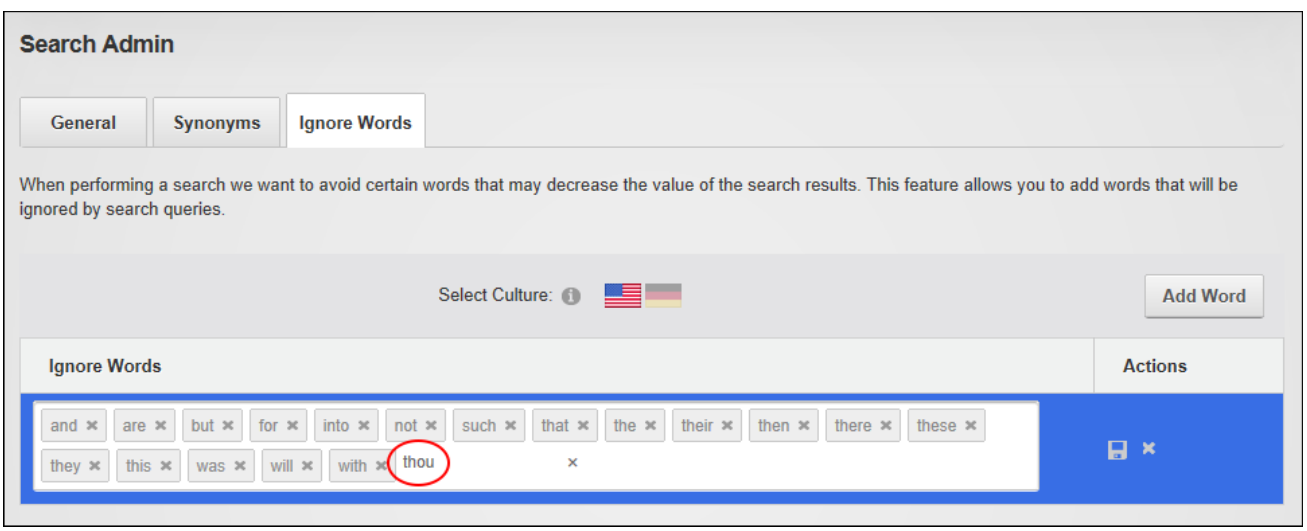
4. Click the **Continue** button to continue.

Ignoring Words

How to manage the words that will be ignored in searches. Note: These words should be equal to or longer than the Minimum Word Length set for your site. Administrators should contact their Host to find out what this value is.

Adding Ignored Words

1. Navigate to Admin > Advanced Settings > **Search Admin** - OR - Go to a Search Admin module.
2. Select the **Ignore Words** tab.
3. If multiple cultures are enabled on the site, select the culture to be updated at the **Select Culture** field.
4. Click the **Add Word** button to words to the ignored words list.
5. In the **Ignore Words** text box, enter each word followed by a comma or by striking the Enter key. Each word can be up to 50 characters long.



6. Click the **Save** button once all words are entered. The newly added words will now be included in the Ignore Words list.

Editing Ignored Words

Ignored words can be edited or deleted from Search Admin. To edit the list, click the **Edit** and add or delete one or more listed words as required.

Deleting Ignored Words

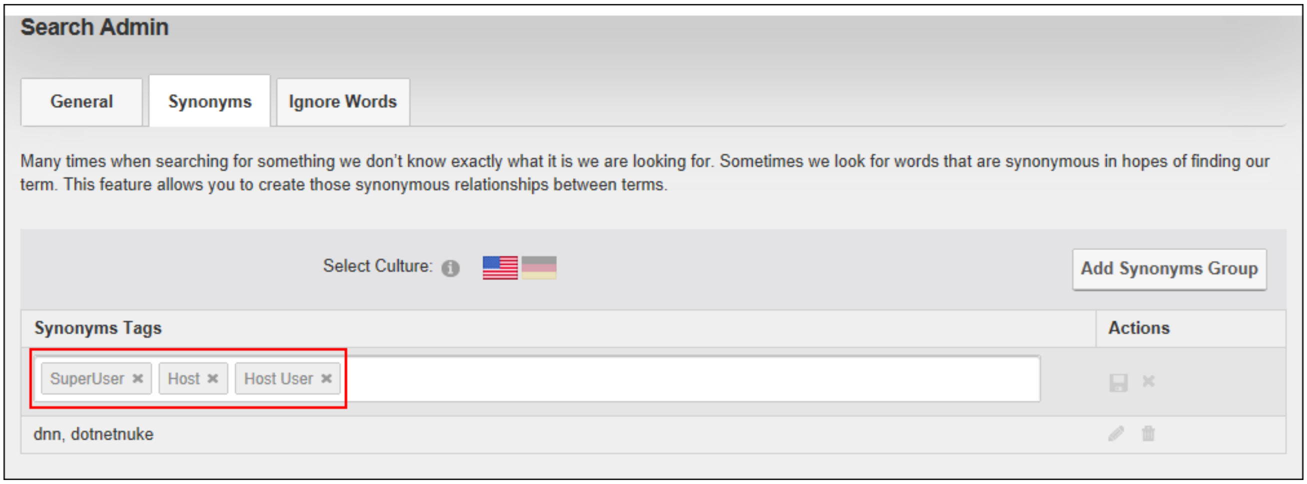
The full list of ignored words can be deleted by clicking **Delete** button, however you will not be able to restore the pre-existing list of words without manually entering them. As an alternative, you can delete one or more words by editing the list and clicking the **Delete** button beside each unwanted word.

Managing Synonyms

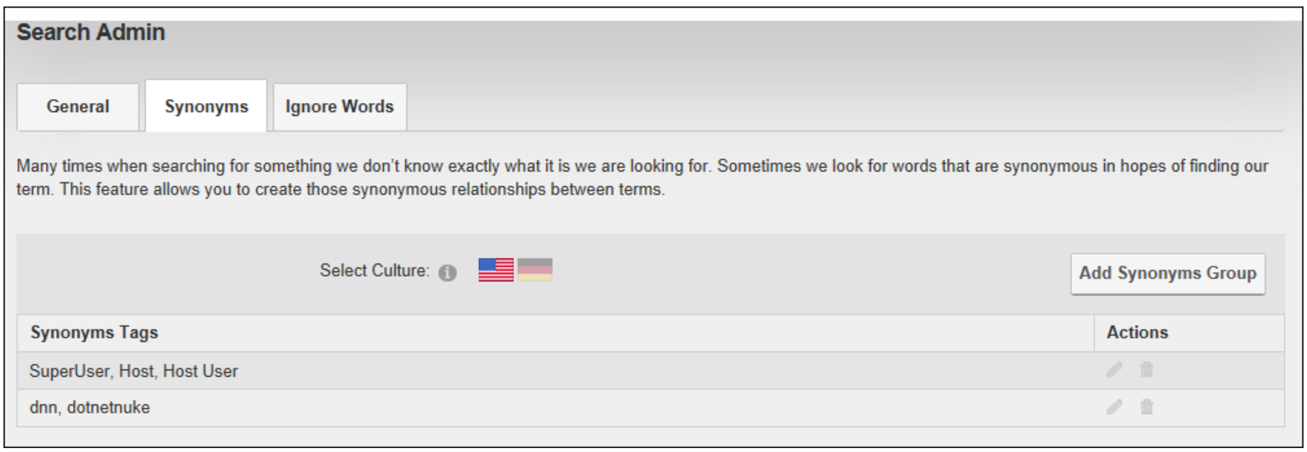
How to create and manage a list of synonyms that can be used for searches. For example, if a user enters the word "Host" into the search box the site will return results for synonymous words such as "SuperUser".

Adding Synonyms

1. Navigate to Admin > Advanced Settings > **Search Admin** - OR - Go to a Search Admin module.
2. Select the **Synonyms** tab.
3. If multiple cultures are enabled on the site, select the culture to be updated at the **Select Culture** field.
4. Click the **Add Synonyms Group** button to add a synonym to the list.
5. In the **Synonyms Tags** text box, enter each synonymous word or phrase followed by a comma or by striking the Enter key.

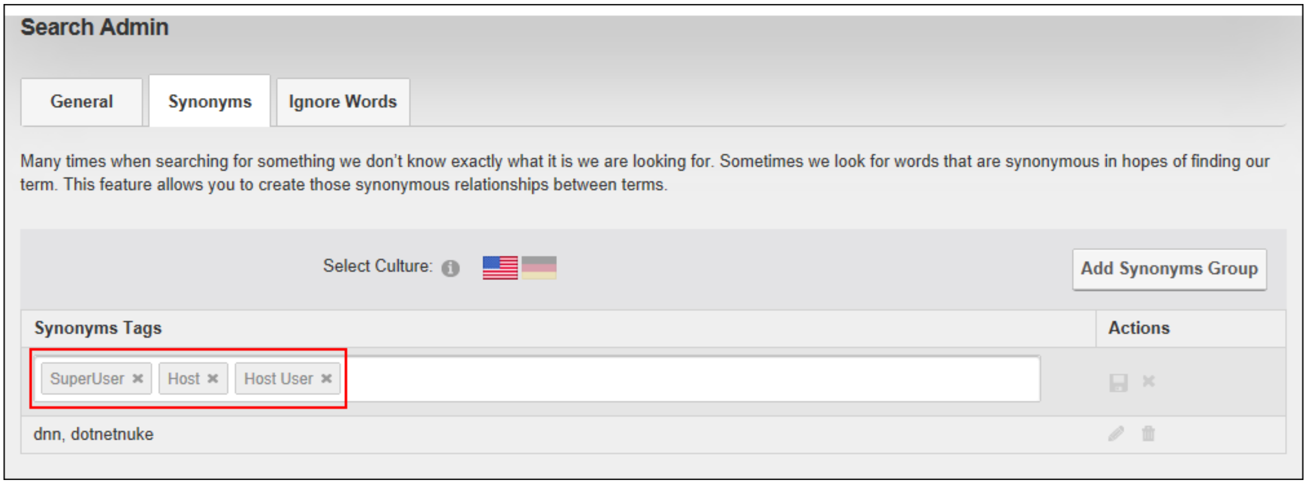


6. Click the **Save** button once all words are entered.

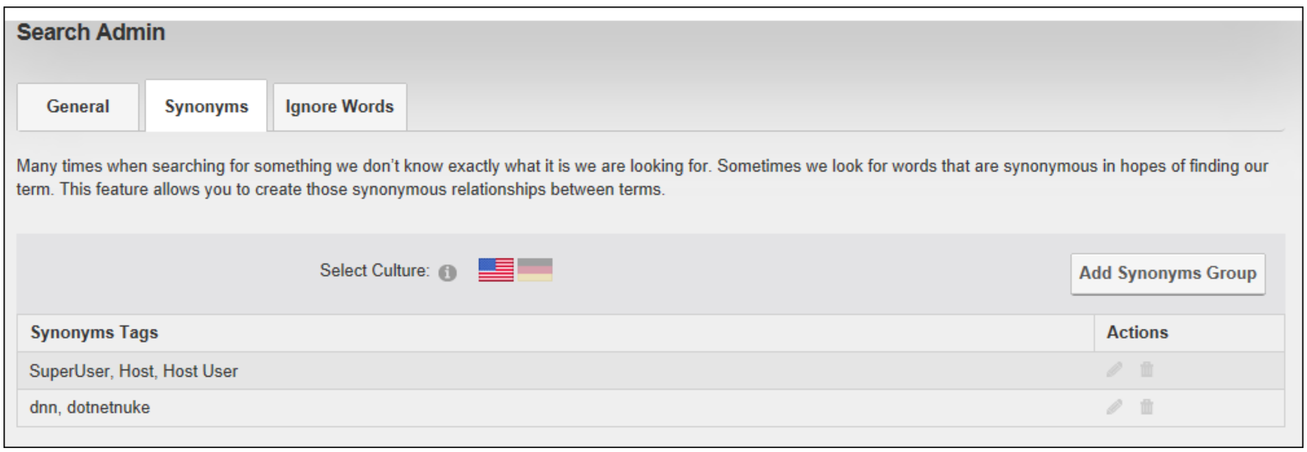


Editing Synonyms

1. Navigate to Admin > Advanced Settings > **Search Admin** - OR - Go to a Search Admin module.
2. Select the **Synonyms** tab.
3. Click the **Edit** button beside the required group.
4. In the **Synonyms Tags** text box, add or remove synonymous words.



5. Click the **Save** button to save your changes.



Deleting Synonyms

1. Navigate to Admin > Advanced Settings > **Search Admin** - OR - Go to a Search Admin module.
2. Select the **Synonyms** tab.
3. Click the **Delete** button beside the synonym group to be removed.

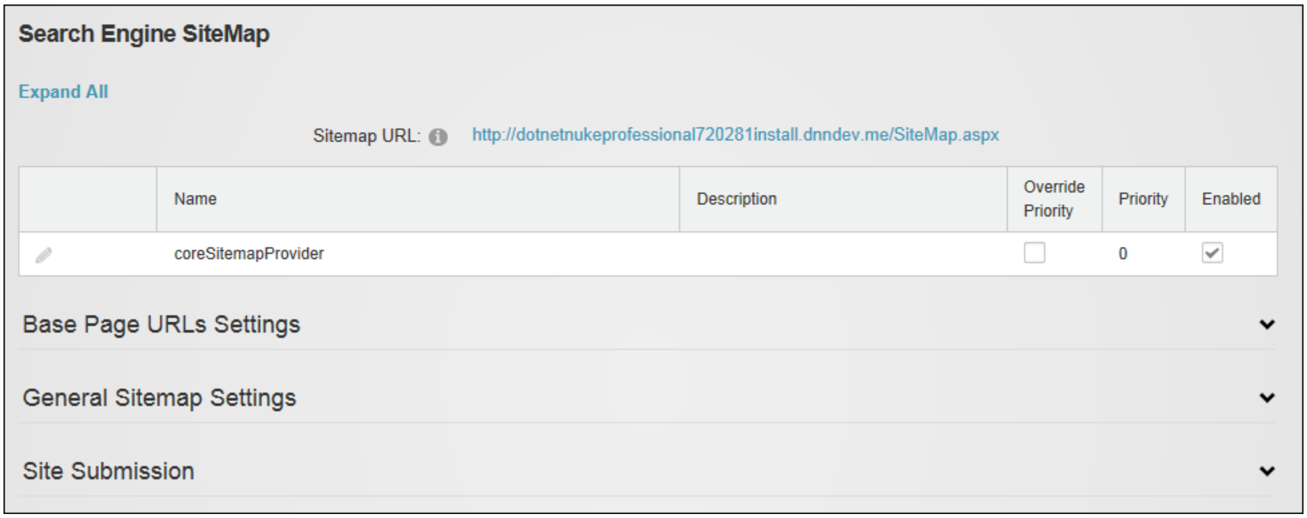
Search Engine Site Map

About the Search Engine SiteMap

The Search Engine SiteMap (titled "Sitemap" in the ControlBar and when you add it to a site page) allows users to configure a SiteMap that can then be submitted to one or more search engines for improved search optimization.

Sitemap providers for DNN allow any DNN module to participate into the Google/Yahoo!/Bing Sitemap generation for your site. Sitemap files generated by DNN Sitemap provider are fully compliant with protocol specification published at http://www.sitemaps.org/protocol.php.

Authenticated users who can view the module can configure and submit the SiteMap.



The Search Engine Sitemap

Related Topics:

Other DNN modules that allow you to optimize search results both within your site and for search engines.

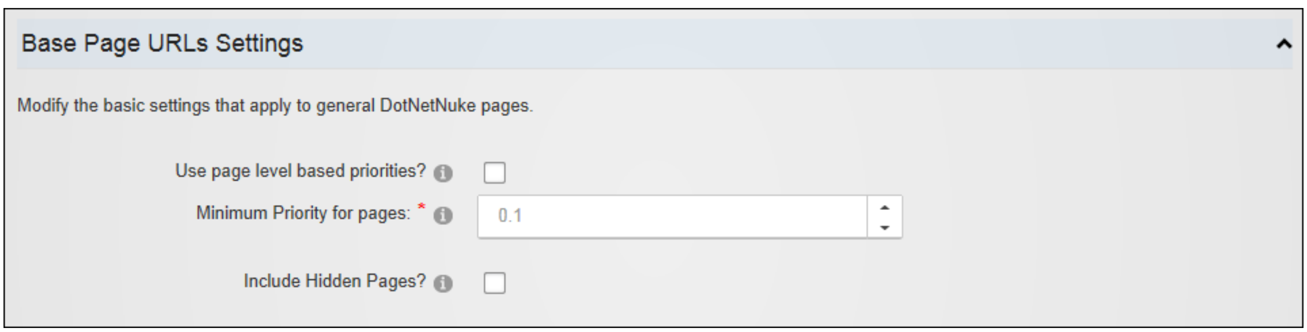
- See "About Google Analytics"

Configuring the SiteMap Settings

How to configure the search engine settings and priorities using the Sitemap.

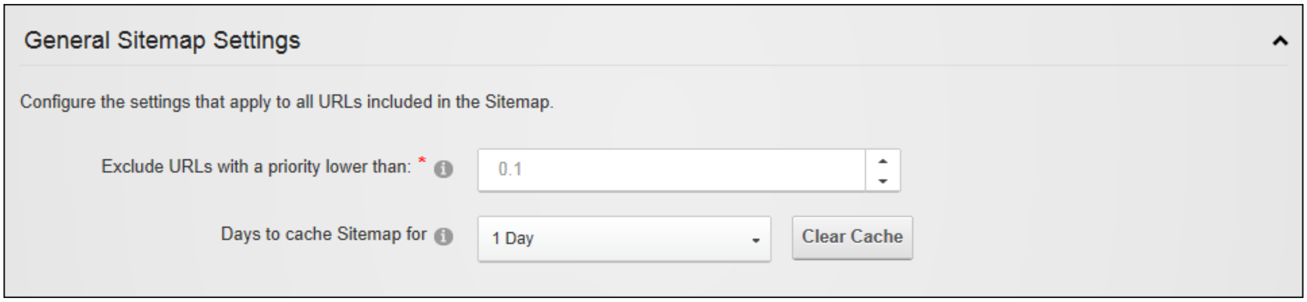
1. Navigate to Admin > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.
2. The **Sitemap URL** field located at the top of the module displays the URL of your Sitemap as well as the Sitemap providers that are enabled. E.g. http://awesomecycles.biz/SiteMap.aspx
3. **Optional.** Expand the Base Page URLs Settings section. Here you can modify the basic settings that apply to general DNN pages.

1. At **Use page level based priorities?**, select from these options:
    - Mark 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.
        1. In the **Minimum Priority for pages** text box, if **Use page level based priorities?** is marked, this field allows you set the lowest priority that will be used on low level pages. The default option is 0.1.
    - Unmark the check box if you don't wish to use page level based priorities.
2. At **Include Hidden Pages?** select from these options:
    - Mark the check box to include hidden pages (those not visible in the menu) in the Sitemap.
    - Unmark the check box to exclude hidden pages from the Sitemap. This is the default setting.
3. Click the **Refresh Page Priorities** button.



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.
    1. 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.
    2. 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 50000 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

3. Click the **Save Sitemap Configuration** button.



Configuring Sitemap Settings

Purging Cached Sitemap

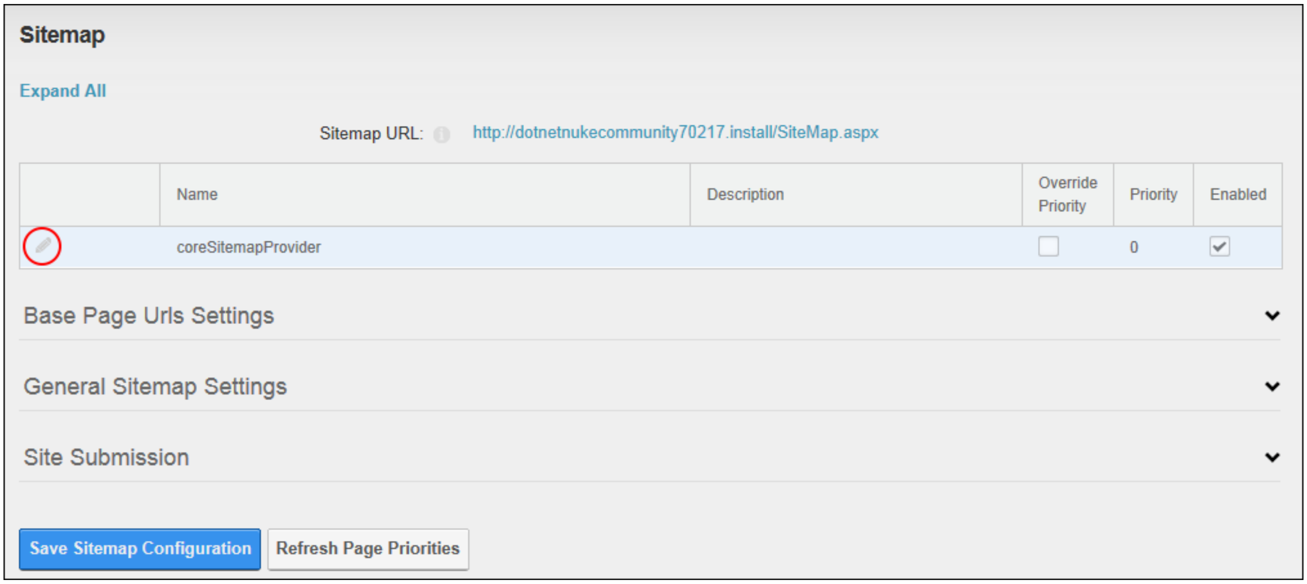
How to purge the currently cached Sitemap forcing it to be regenerated on the next request.

1. Navigate to Admin > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.
2. Expand the **General Sitemap Settings** section.
3. At **Days To Cache Sitemap For**, click the **Clear Cache** button.

Setting the SiteMap Providers

How to enable and configure one or more SiteMap providers to be used for your DNN site. DNN comes with a default provider named coreSitemapProvider. It also uses a provider model to allow third-party modules to participate in SiteMap generation.

1. Navigate to Admin > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.
2. Below the **Sitemap URL** field, you can view details SiteMap provider that is in use on this site.
3. Click the **Edit** button beside the Sitemap Provider to be modified.



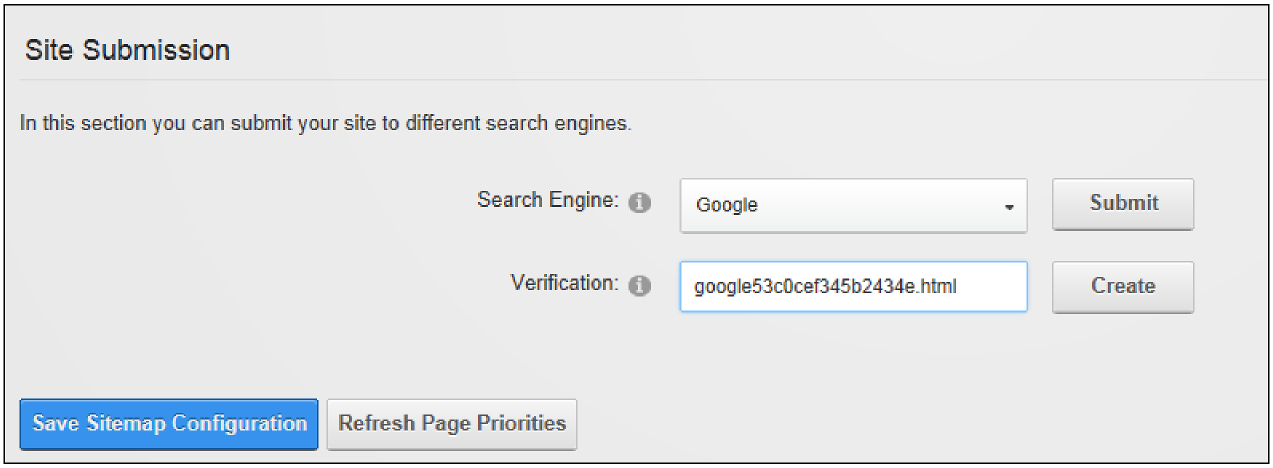
4. At **Enabled**, select from these options:
   - mark the check box to enable this SiteMap provider. If only one provider is enabled, skip to Step 5.
     1. **Optional.** At **Override Priority**, mark the check box to override the priority given to pages crawled by a SiteMap provider - OR - unmark the check box to use the priority given to pages crawled by a SiteMap provider.
     2. **Optional.** In the **Priority** text box, enter a numerical value to set the priority for this provider.
   - unmark the check box .to disable it.
5. Click the **Update** button.

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 > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.
2. Expand the Site Submission section.
3. At **Search Engine**, select **Google**. 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.
4. In the **Verification** text box, enter the file name displayed. E.g. google53c0cef435b2b81e.html
5. Click the **Create** button.
6. Return to Google and select the **Verify** button.

7. Return to the Sitemap module.
8. At **Search Engine**, click the **Submit** button.



Submitting Site to Google

Submitting Site to Yahoo! or Bing

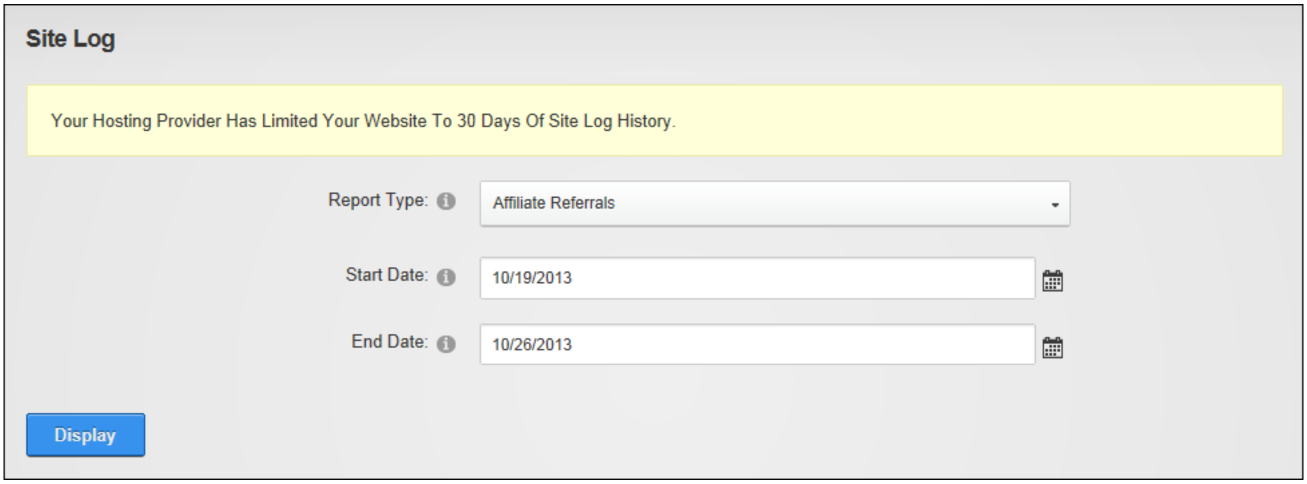
How to submit a site for indexing to either the Yahoo! or Bing search engine using the Sitemap module.

1. Navigate to Admin > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.
2. Expand 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 Log

About the Site Log

The Site Log enables users to view twelve statistical reports on site activity. 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. SuperUsers can enable the Site Log and restrict the number of days log history is kept for.



The Site Log Module

Enabling the Site Log

The Site Log is disabled by default and must be enabled and configured by a SuperUser before it can be used to generate reports. When displayed the Site Log displays the message "Your Hosting Provider Has Disabled the Site Log History Feature For Your Website".

Viewing a Site Report

How to view a site report using the Site Log.

1. Navigate to Admin > Advanced Settings > **Site Log** - OR - Navigate to a Site Log.
2. At **Report Type**, select the required report. You can now skip to Step 5 if you want to view a report for last seven days including today.
3. **Optional.** At **Start Date**, click the **Calendar** button and select the start date for the report.
4. **Optional.** At **End Date**, click the **Calendar** button and select the end date for the report.
5. Click the **Display** button to view the report results. If there aren't any matching results for the selected report and date range, then the "No records were found" message is displayed at the top of the module.

Related Topics:

- See "Working with the Calendar"

Affiliate Referrals Report

The Affiliate Referrals report tracks referrals from affiliates that include an affiliate ID = number in the URL to your site.

Report Fields:

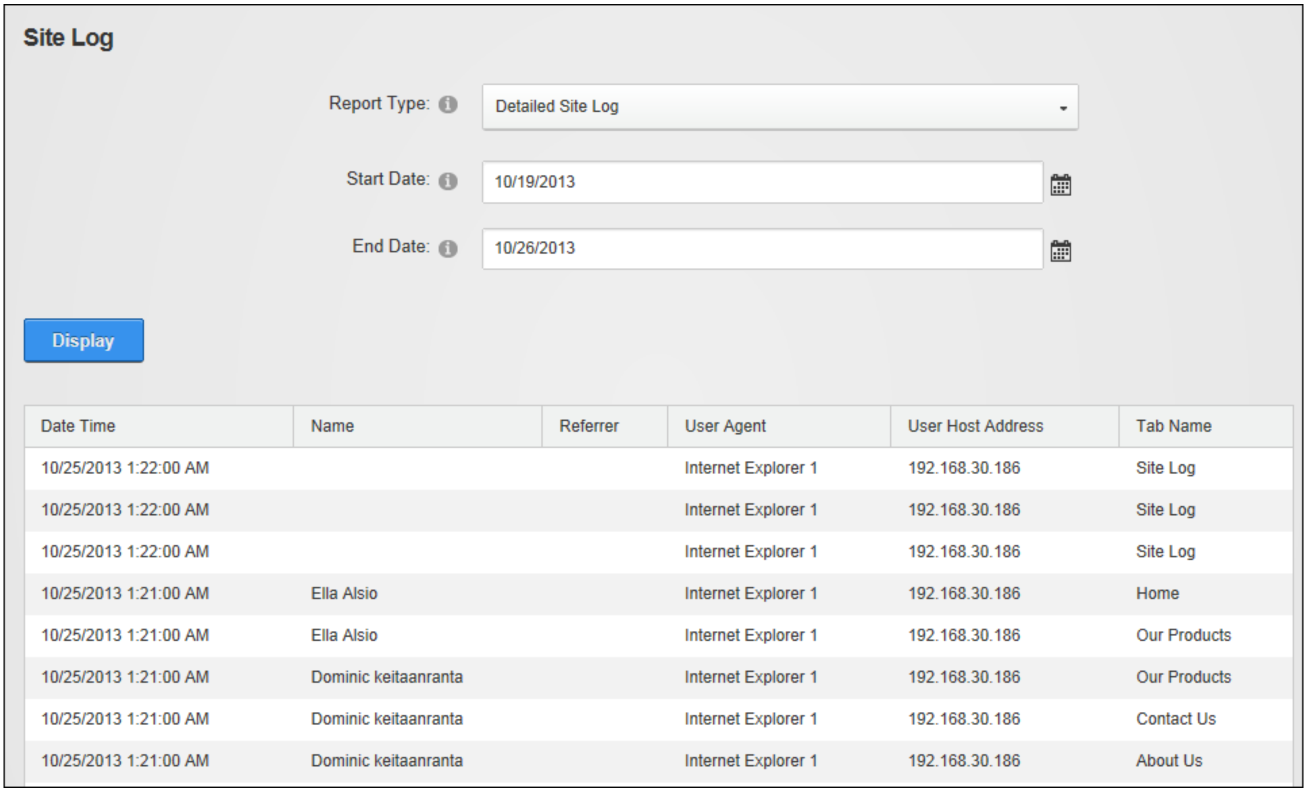
- **Affiliate Id**: The ID number of the affiliate
- **Requests**: Number of requests associated with this affiliate
- **Last Referral**: Date and time when the last referral occurred

Detailed Site Log Report

The Detailed Site Log report displays a detailed log of all site activity. This report includes activity for all users, including Administrators and SuperUsers.

Report Fields:

- **Date Time**: Date and time of the visit
- **Name**: Displays the user name of authenticated users
- **Referrer**: The previous website the user visited during this session
- **User Agent**: The type of Web browser used
- **User Host Address**: The Host address of the user
- **Tab Name**: The name of the page being visited



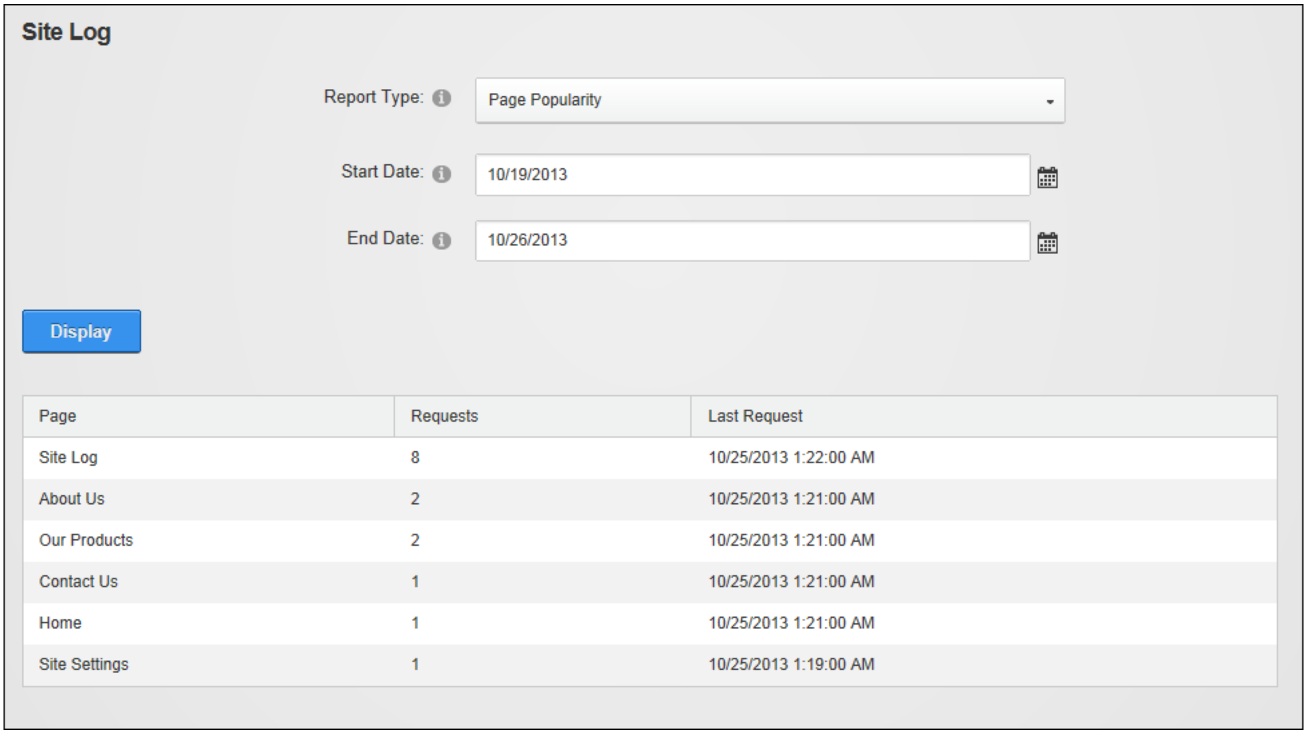
The Detailed Site Log Report

Page Popularity Report

The Page Popularity report displays a summary list of the most visited pages.

Report Fields:

- **Page Name**: The page being visited
- **Requests**: The number of times the page has been visited
- **Last Request**: The last time the page was visited



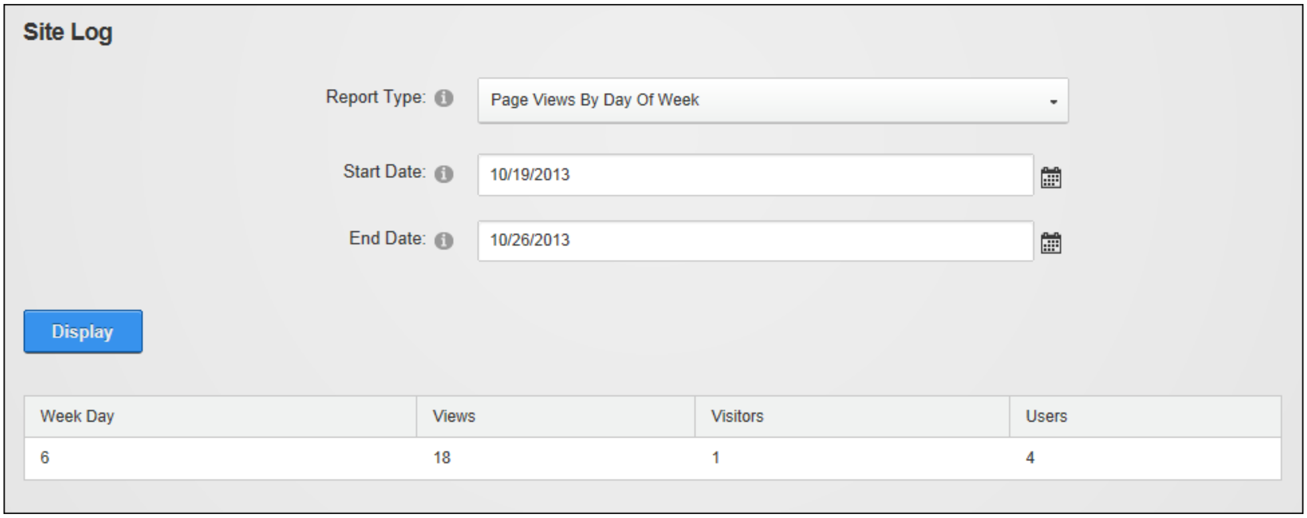
The Page Popularity Report

Page Views By Day Of Week Report

The Page Views By Day Of Week 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



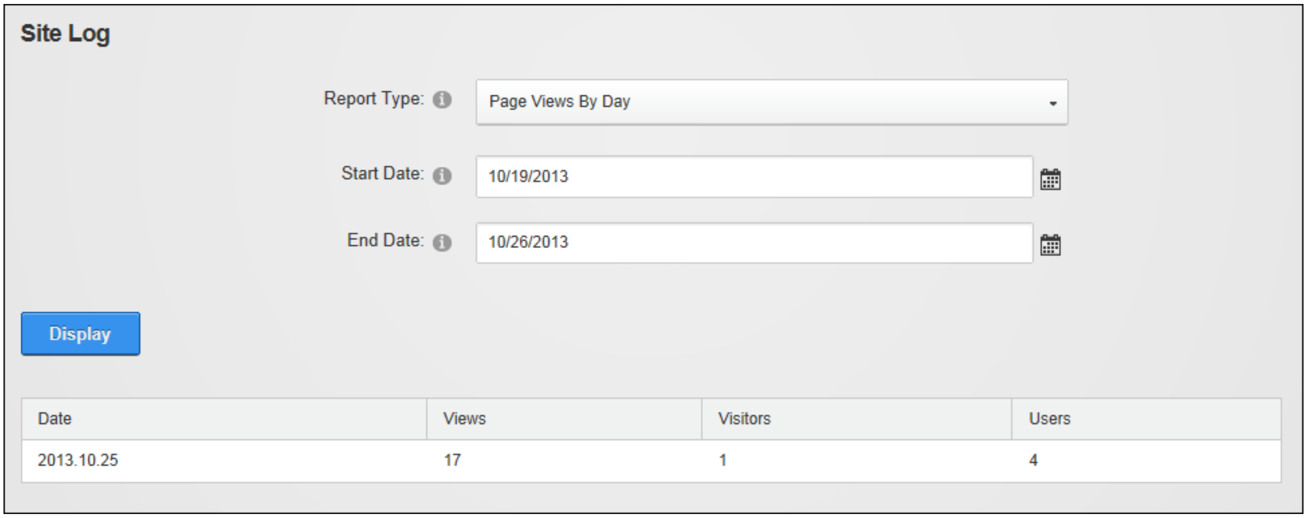
The Page Views By Day Of Week Site Log Report

Page Views By Day Report

The Page Views By Day report provides a summary list of the number of visitors and users who viewed the site for the selected day range.

Report Fields:

- **Date**: Date of the visit
- **Views**: Number of views for the day
- **Visitors**: Number of all visitors for the day
- **Users**: Number of registered user visits for the day



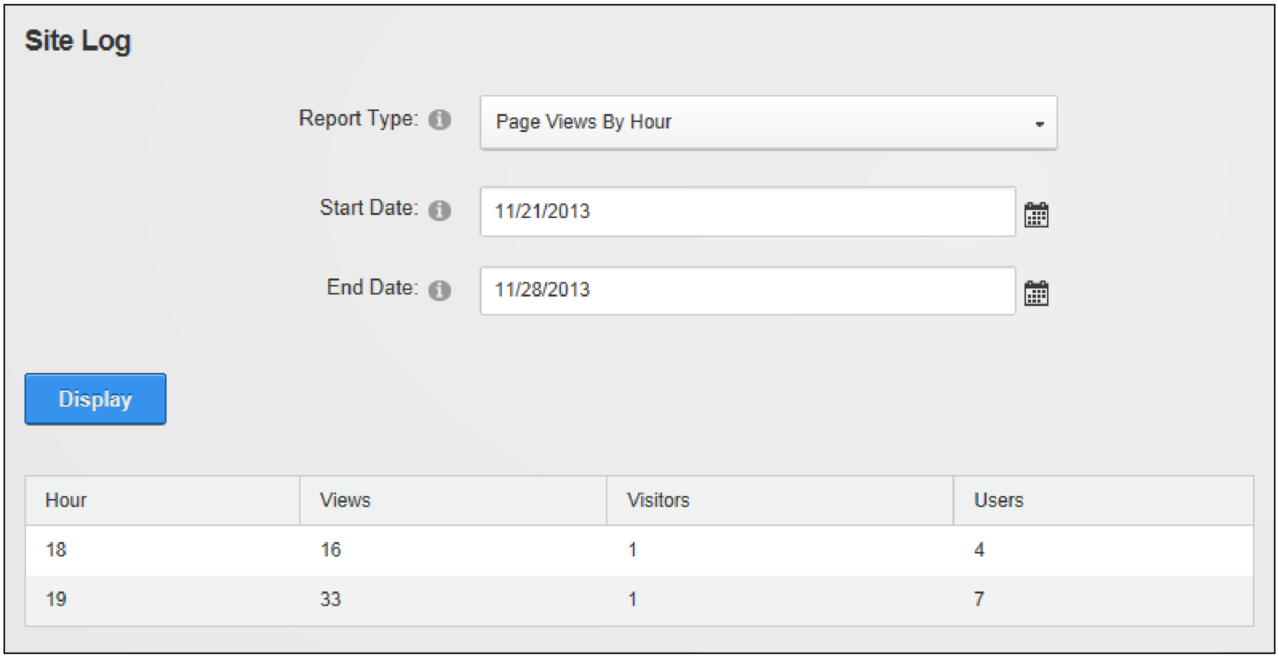
The Page Views By Day Report

Page Views By Hour Report

The Page Views By Hour 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 that the visitor first came to the site. This field uses a 24 hour clock
- **Views**: Number of views for the hour
- **Visitors**: The total number of all visitors for the hour
- **Users**: Number of registered user visits for the hour



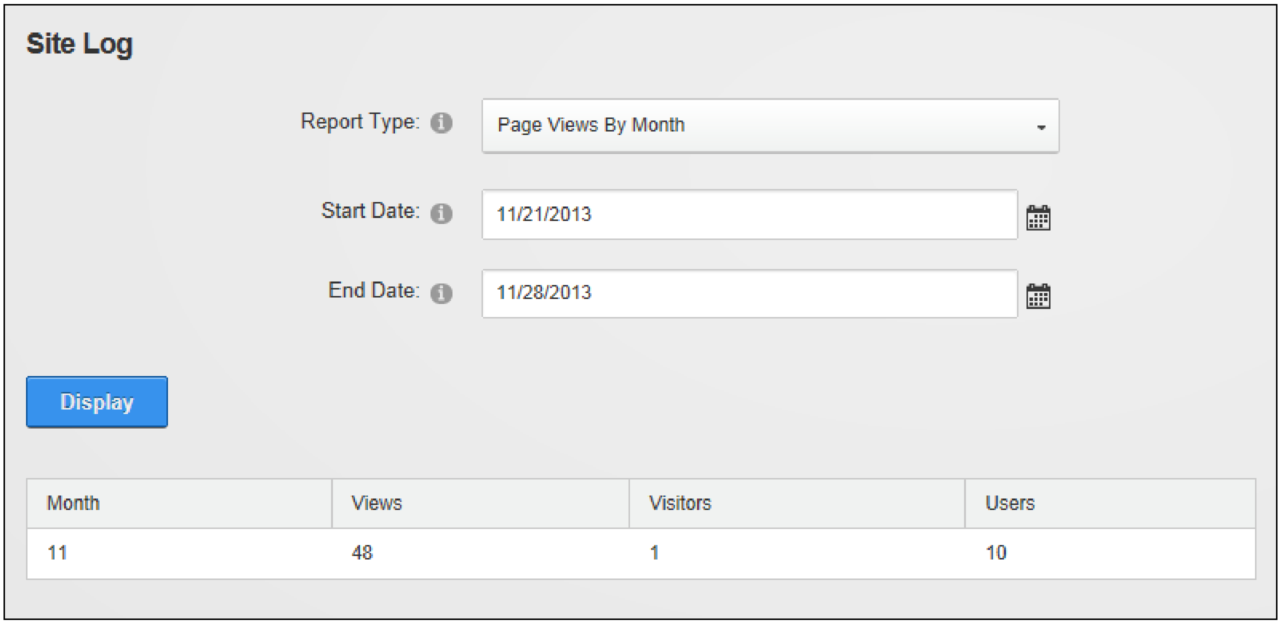
The Page Views By Hour Report

Page Views By Month Report

The Page Views By Month report displays the total number of visitors and users who viewed the site each month for the selected range of months.

Report Fields:

- **Month**: The number of the current calendar month. E.g. 1 = January
- **Views**: Number of views for the month
- **Visitors**: Total number of all visitors for the month
- **Users**: Number of visits by registered user for the month



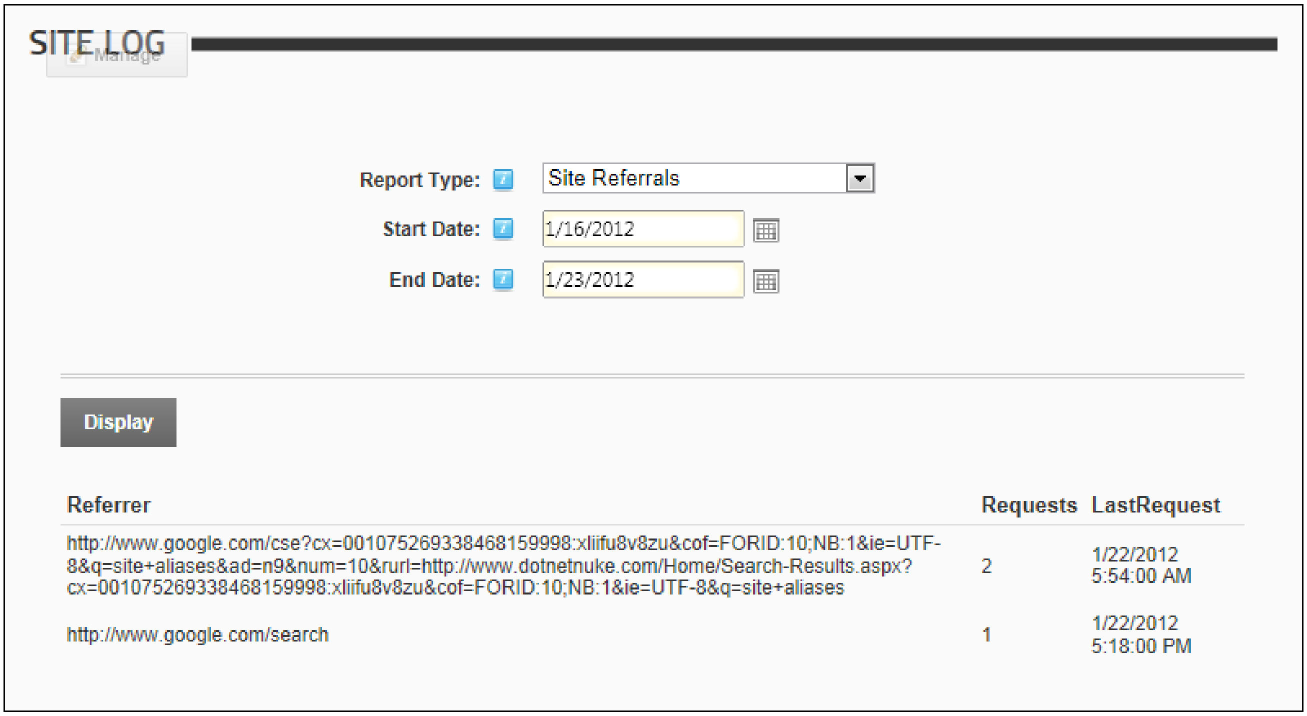
The Page Views By Month Site Log Report

Site Referrals

The Site Referrals report displays a summary list of the website or search engine that visitors were on prior to visiting the site.

Report Fields:

- **Referrer**: The URL of the referring website
- **Requests**: Number of requests
- **Last Request**: Date and time of the last request



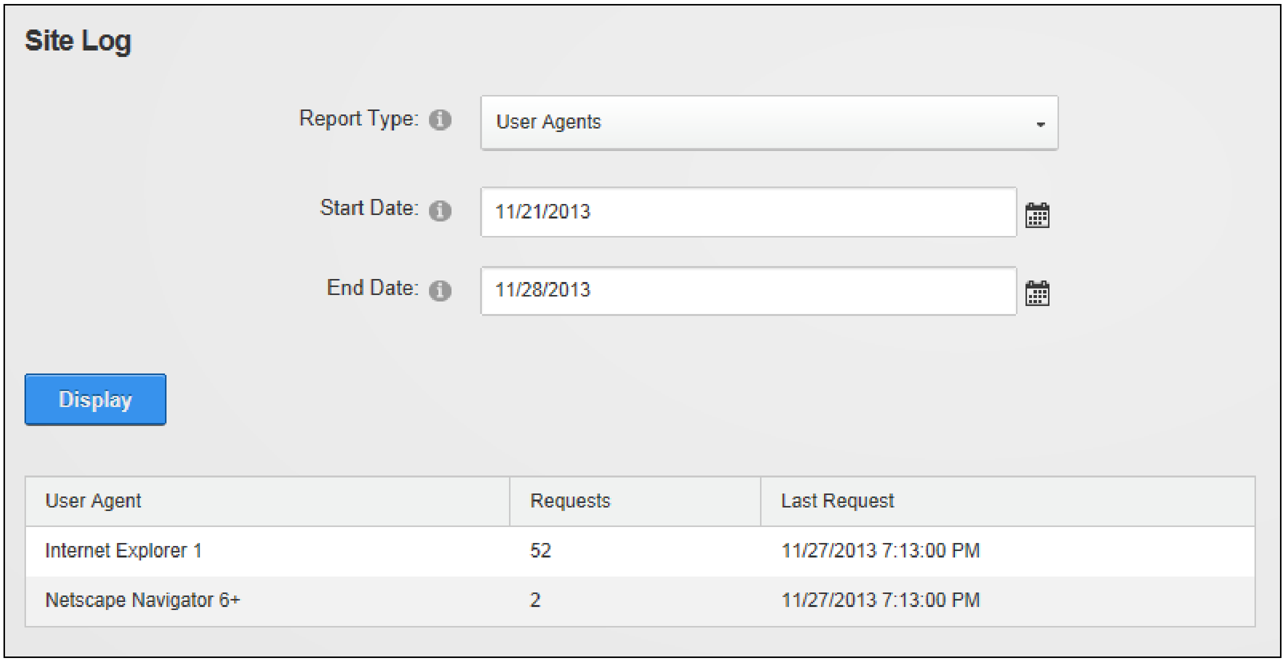
The Site Referrals Report

User Agents Report

The User Agents report displays a summary list of the search engine bots and Web browsers that visitors were using when they visited the site.

Report Fields:

- **User Agent**: Search engine or Web browser
- **Requests**: Number of requests
- **Last Request**: Date and time of the last request



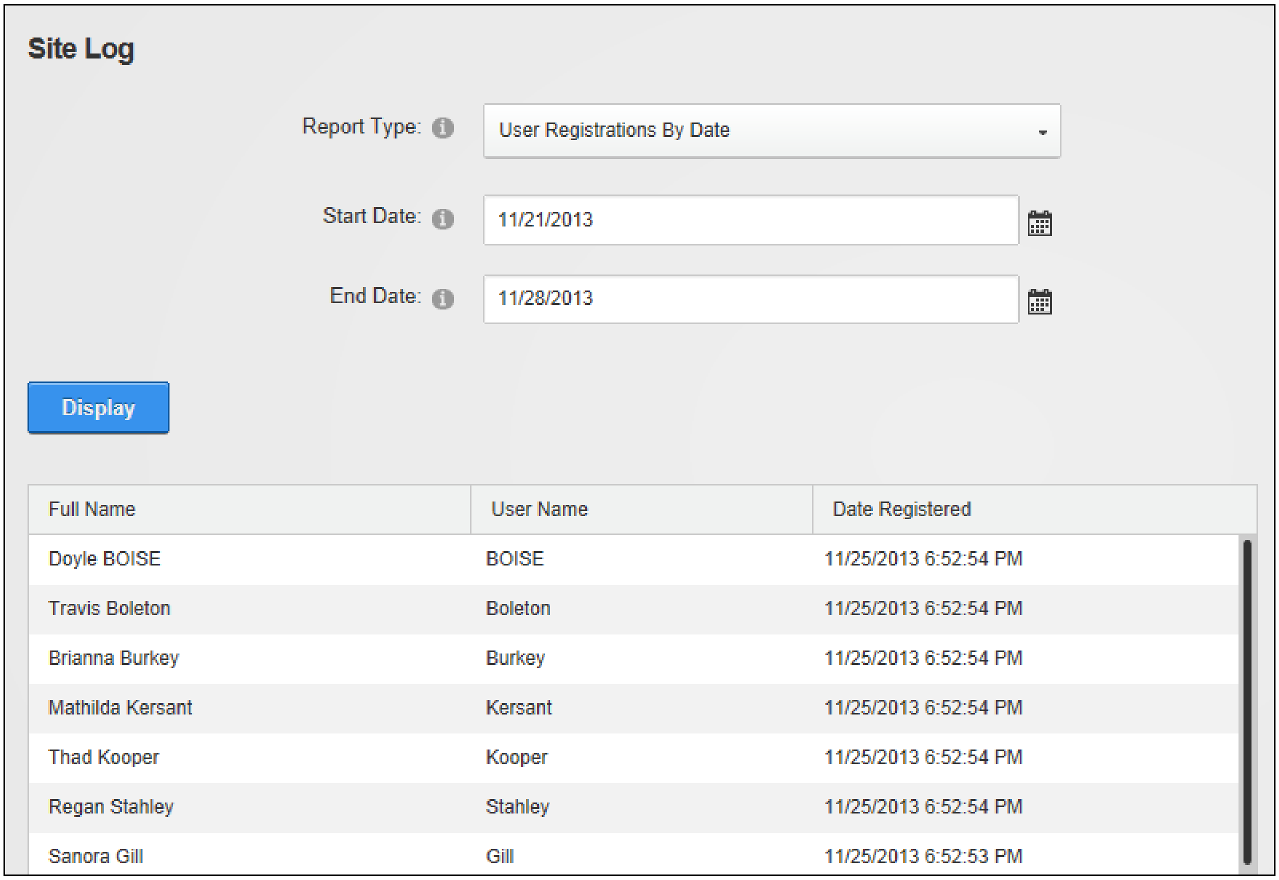
The User Agents Report

User Frequency Report

The User Frequency report displays a list of registered users and shows how many pages they have visited as well as the time of their last visit.

Report Fields:

- **Name**: First name and last name of the user
- **Requests**: The total number of page requests by this user
- **Last Request**: Date and time of the last request



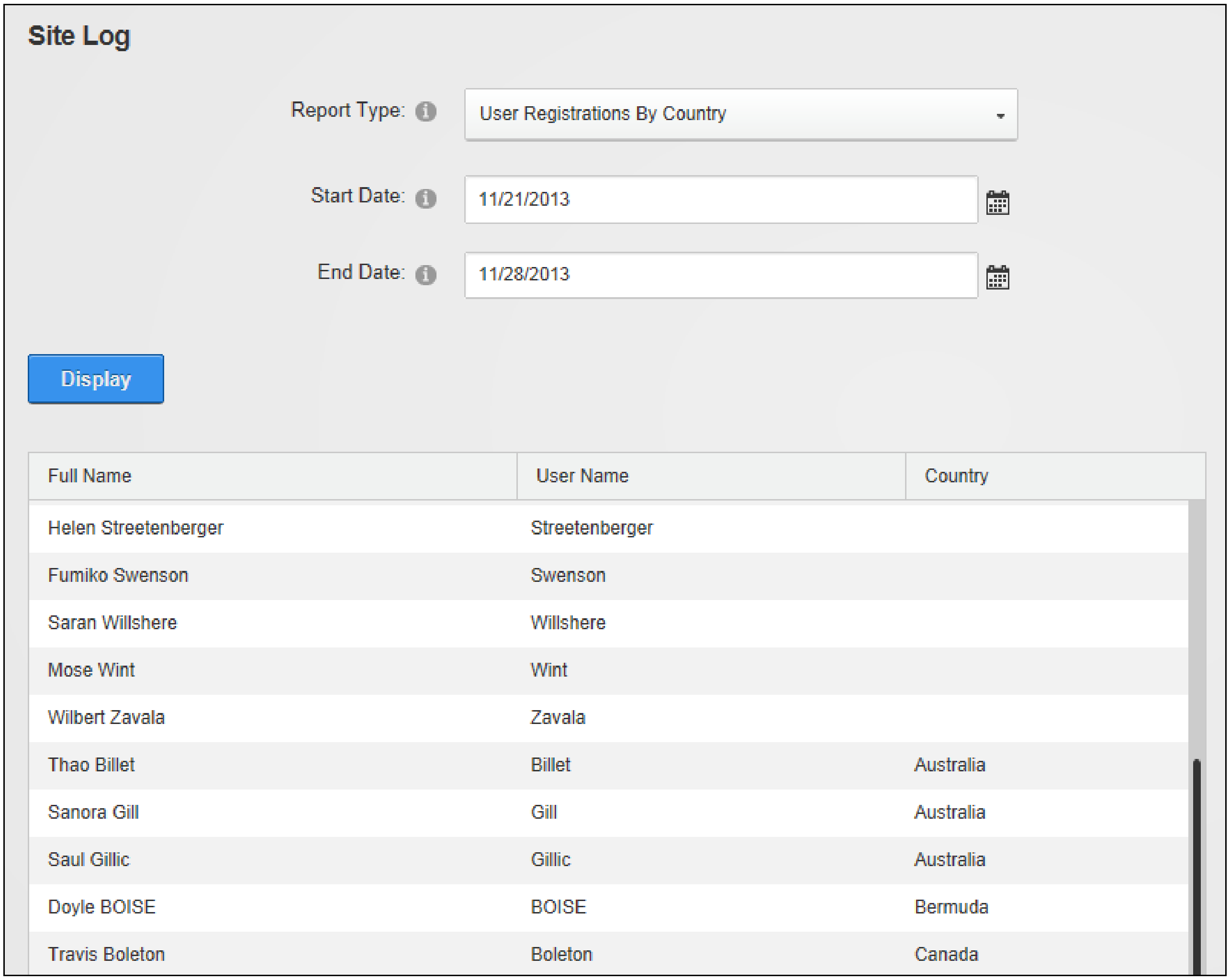
The User Frequency Report

User Registrations By Country Report

The User Registrations By Country 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 selected by a user on their user profile



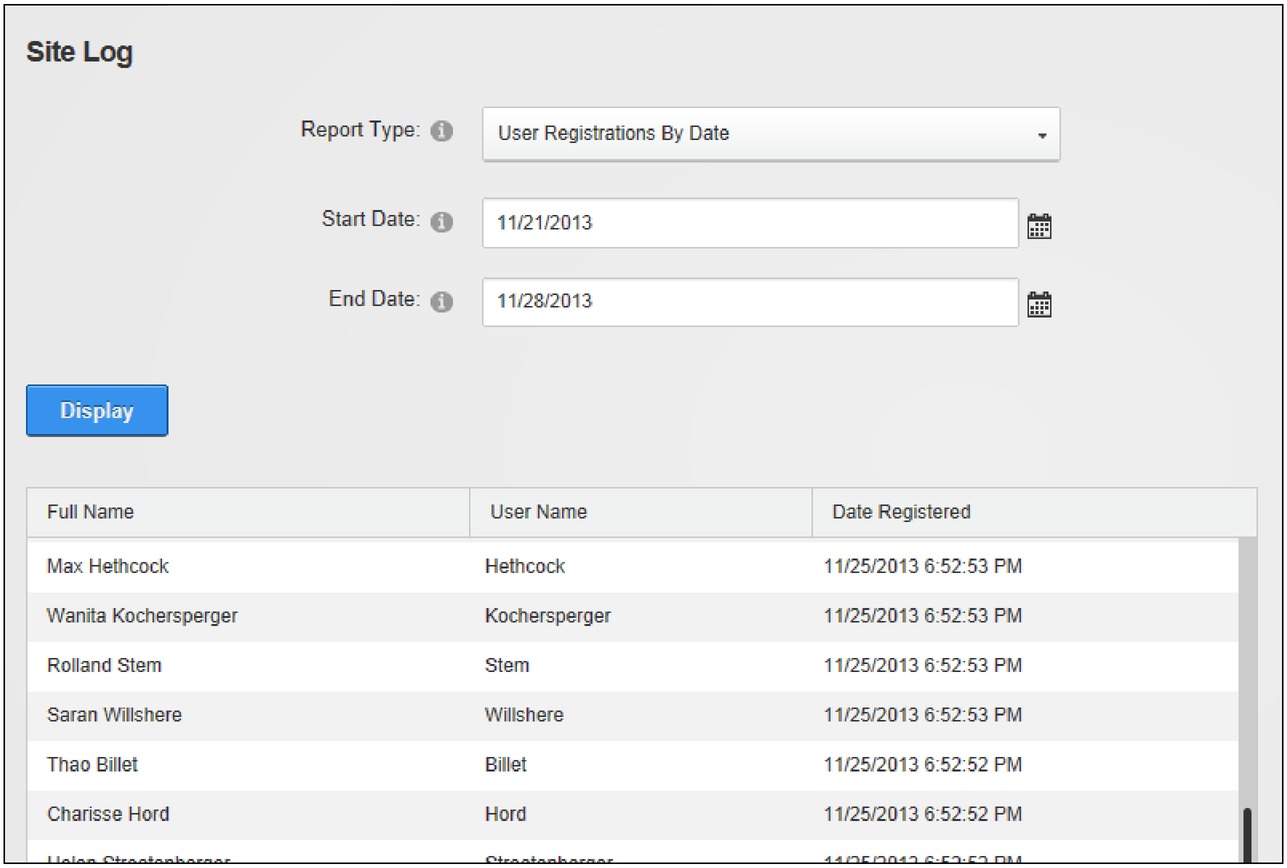
The User Registrations By Country Report

User Registrations By Date Report

The User Registrations By Date 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 when the user registration occurred

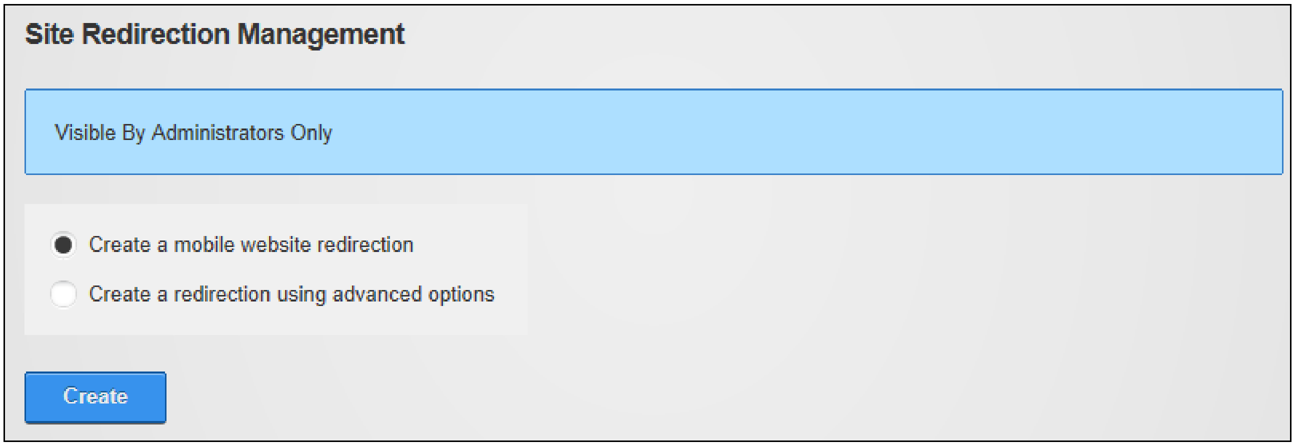


The User Registrations By Date Report

Site Redirection Management

About Site Redirection Management

Site Redirection Management (Admin > Advanced Settings > Site Redirection Management) allows Administrators to direct users to different sites or site pages depending on the type of device they are using to browse your site. By configuring site redirection rules you can ensure users are always sent to the site that provides optimum viewing for their mobile device. DNN Platform comes with device data that provides the ability to configure site redirection paths for mobile phones, however you will need to obtain additional data to create redirection paths for other types of mobile devices such as smartphones, eBook readers, tablets, etc. DNN Platform users can upgrade to this premium data service by purchasing a license from the DNNStore. Site Redirection Management cannot be added to other pages.

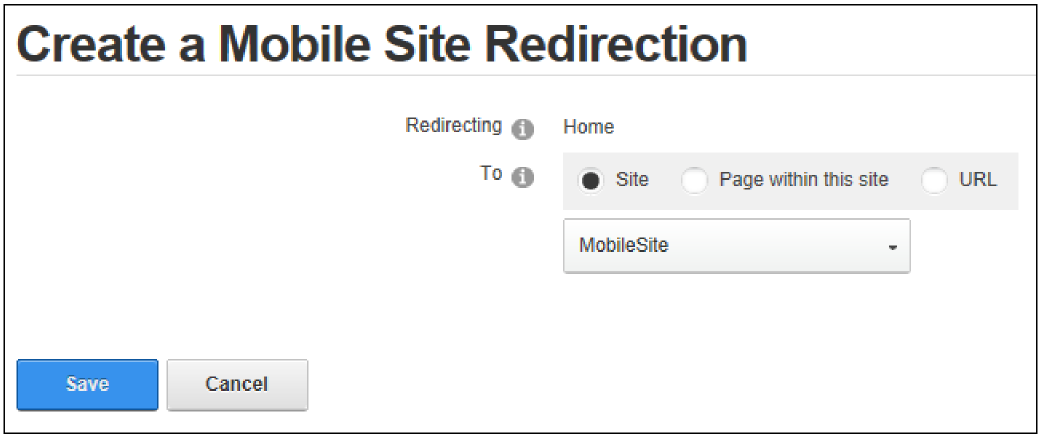


Site Redirection Management

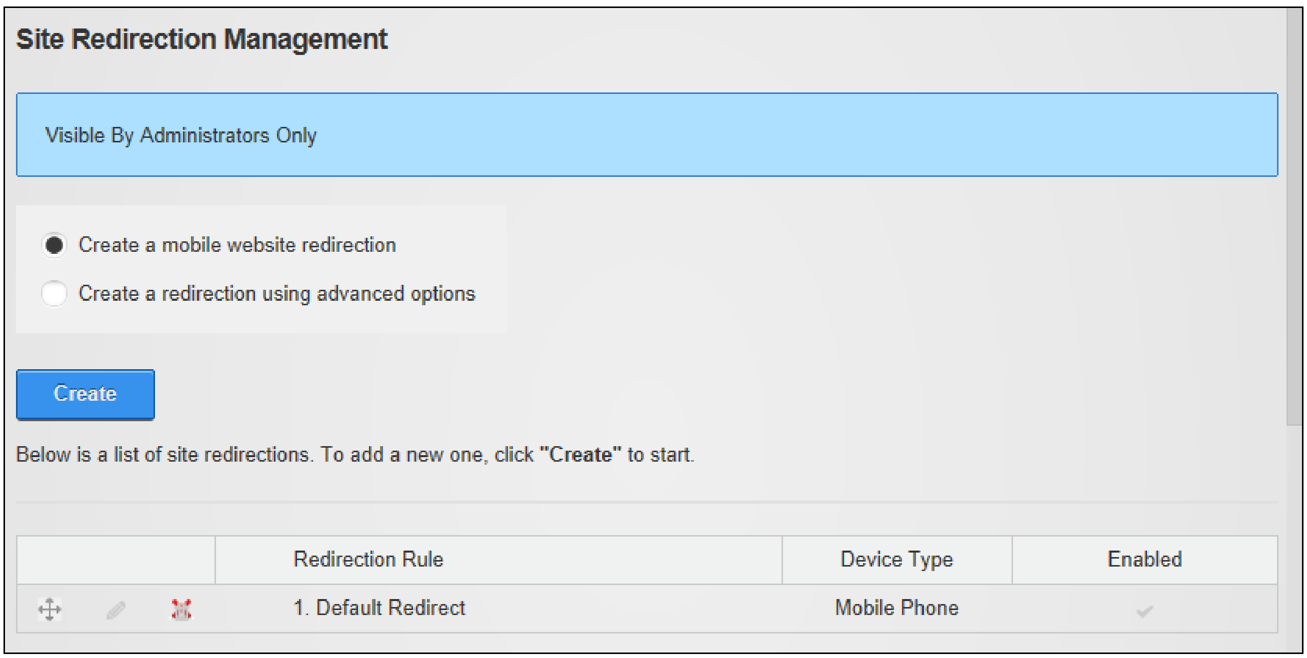
Adding a Mobile Site Redirection

How to create a redirection path for your mobile site.

1. Navigate to Admin > Advanced Settings > **Site Redirection Management**.
2. Select the **Create a mobile website redirection** option.
3. Click the **Create** button.
4. At **Redirecting**, the name of the page currently set as the Home page is displayed.
5. At **To**, select the location you want to redirect users to from these options:
   - **Site**: Select to redirect users to another site within this installation.
     1. Select the site name from the drop down list. As shown in the below image.
   - **Page within this site**: Select to redirect users to a particular page within the current site.
     1. Select the page name from the drop down list.
   - **URL**: Select to redirect users to an external URL.
     1. In the URL text box, enter the redirection URL.



6. Click the **Save** button. The newly created redirection is now listed.

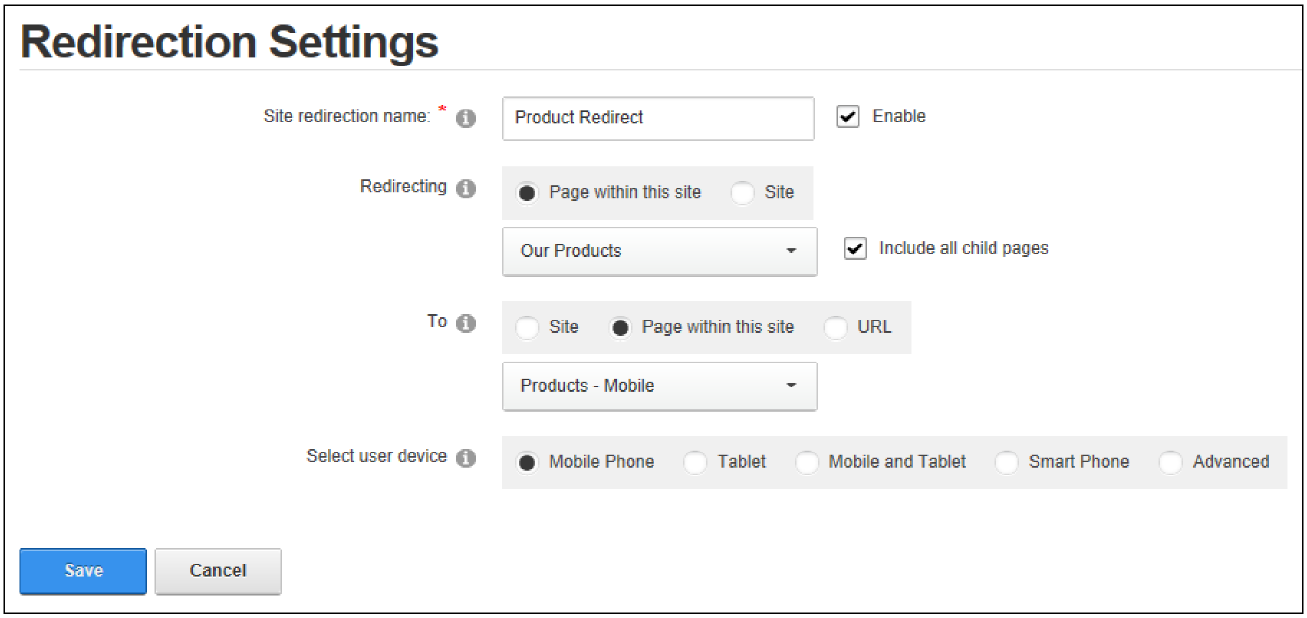


Adding Advanced Site Redirections

How to create advanced redirection paths for a site. Advanced options include the ability to create a redirection that only applies to a page and its child pages or a redirection that applies to a full site. Redirections can be associated with one or more types of user devices or a set of rules can be applied to further limit a redirection. The below example shows a redirection which redirects all users who browse the Products page of the site (including any of its child page) to another page of the site called "Products - Mobile".

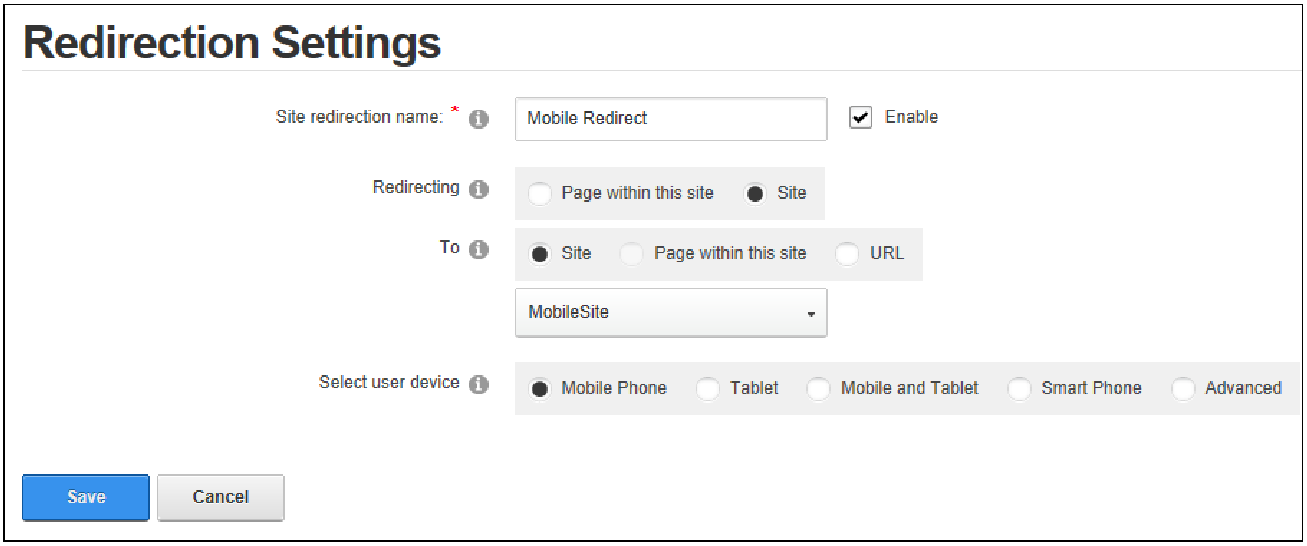
1. Navigate to Admin > Advanced Settings > **Site Redirection Management**.
2. Select the **Create a redirection using advanced options** option.
3. Click the **Create** button.
4. In the **Site Redirection Name** text box, enter a name for this redirection. This redirection is automatically enabled, however if you wish to disable it you can unmark the check box at **Enable**.
5. At **Redirecting**, select from these options:
   - **Page within this site**: Choose this option to redirect users from a site page:
     1. Select the page name from the drop down list. The current Home page of the site is selected by default.
     2. **Optional.** mark the check box at **Include all child pages** if you wish apply this redirection to all of the child pages.
     3. At **To**, select the location you want to redirect uses to from these options:
        - **Site**: Select to redirect users to another site within this installation and then select the site from the drop down list.
        - **Page within this site**: Select to redirect users to another page with this site and then select the page name from the drop down list.
        - **URL**: Select to redirect users to an external URL and then enter the redirection URL into the **URL** text box.
   - **Site**: Select to create a redirection for the entire site.
     1. Select the site name from the drop down list.
     2. At **To**, select the location you want to redirect uses to from these options:
        - **Site**: Select to redirect users to another site within this installation and then select the site from the drop down list.
        - **URL**: Select to redirect users to an external URL and then enter the redirection URL into the URL text box.
6. At **Select User Device**, choose the device for this redirection from these option:
   - **Mobile Phone**: Redirects mobile phone users. This is the default option.
   - **Tablet**: Redirects tablet users. This option on available for premium data users.
   - **Mobile and Tablet**: Redirects users of both mobile phones and tablets. This option on available for premium data users.
   - **Smart Phone**: Redirects mobile phone users.

- **Advanced**: Select to create multiple rules for this redirection:
  1. At **Capability**, select a condition for this rule from the drop down list.
  2. At **Matching Value**, select the matching value for this rule.
  3. Click the **Add** button to add this rule.
  4. Repeat the above 3 steps to add additional rules.



7. Click the **Save** button. The newly created redirection is now listed.

In another example the below image shows a redirection which redirects all mobile phone users to another site within this DNN installation. This redirection applies to all site pages.



Managing Redirections

How to edit, reorder and delete redirection paths within Site Redirection Management.

1. Navigate to Admin > Advanced Settings > **Site Redirection Management**.
   - Click the **Edit** button associated with the rule to be edited, edit one or more fields and then click the **Save** button.
   - Click the **Delete** button beside the redirection rule to be deleted and then click the **Yes** button to confirm.
   - Click on the **Drag and Drop** icon beside a profile and drag it to a new position in the list.

Site Wizard

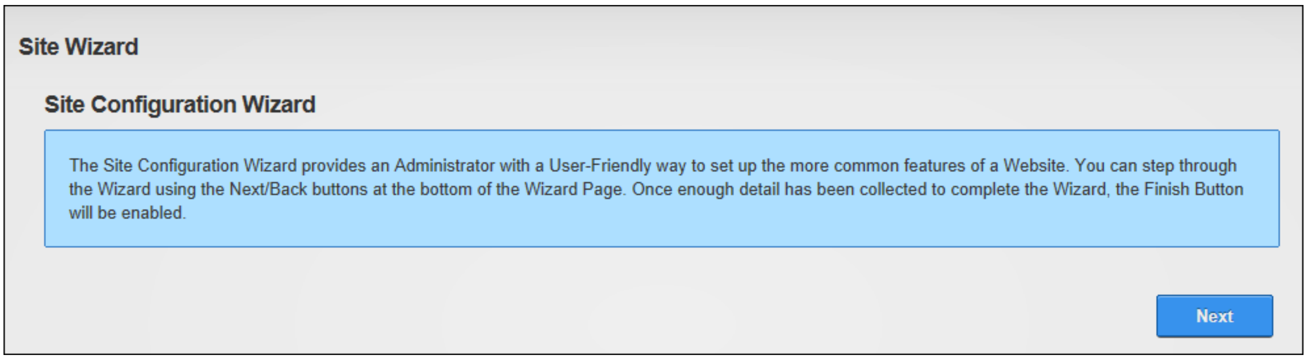
About the Site Wizard

The Site Wizard is a simple step-by-step wizard that allows you to configure basic site setting, choose a site design and use a site template that can include site content. All users who are authorized to view the Site Wizard can complete the wizard, however only authenticated users can change the site logo and must have file upload permission to upload a new logo image.

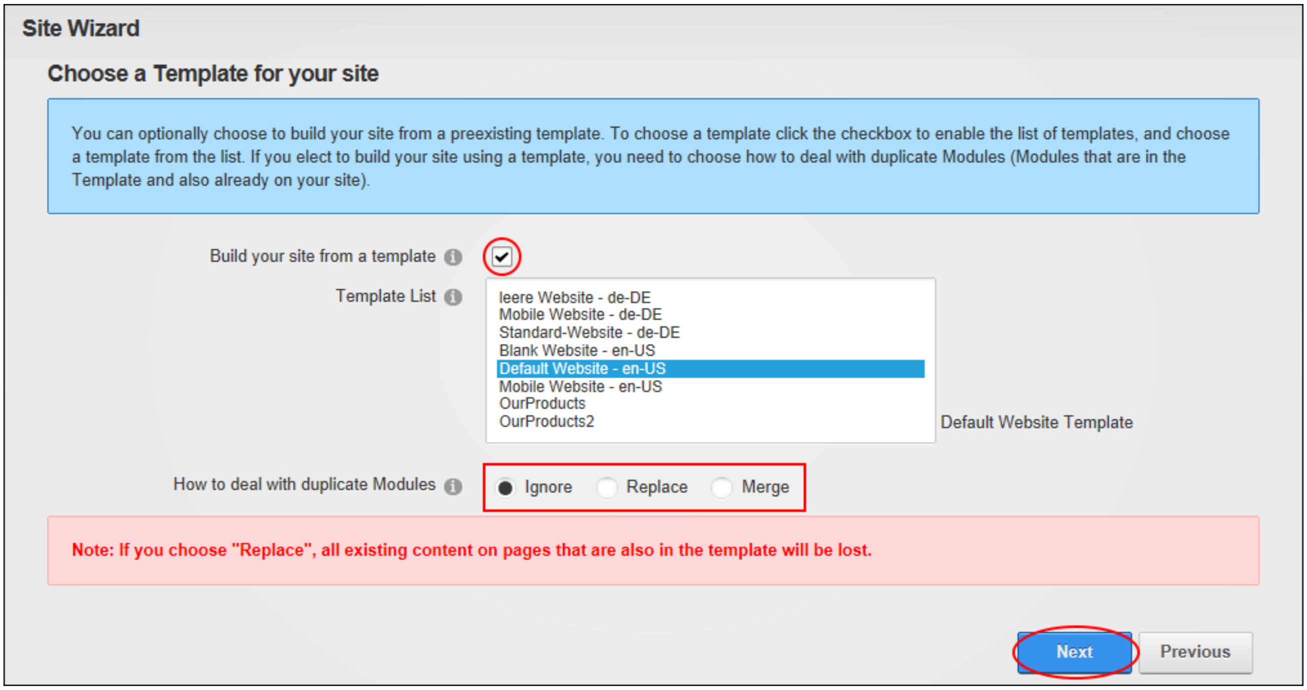
Using the Site Wizard

> Tip: All pages of the Site Wizard are options. If you don't want to perform a change on a particular screen, simply click the Next link to skip to the next page of the Site Wizard.

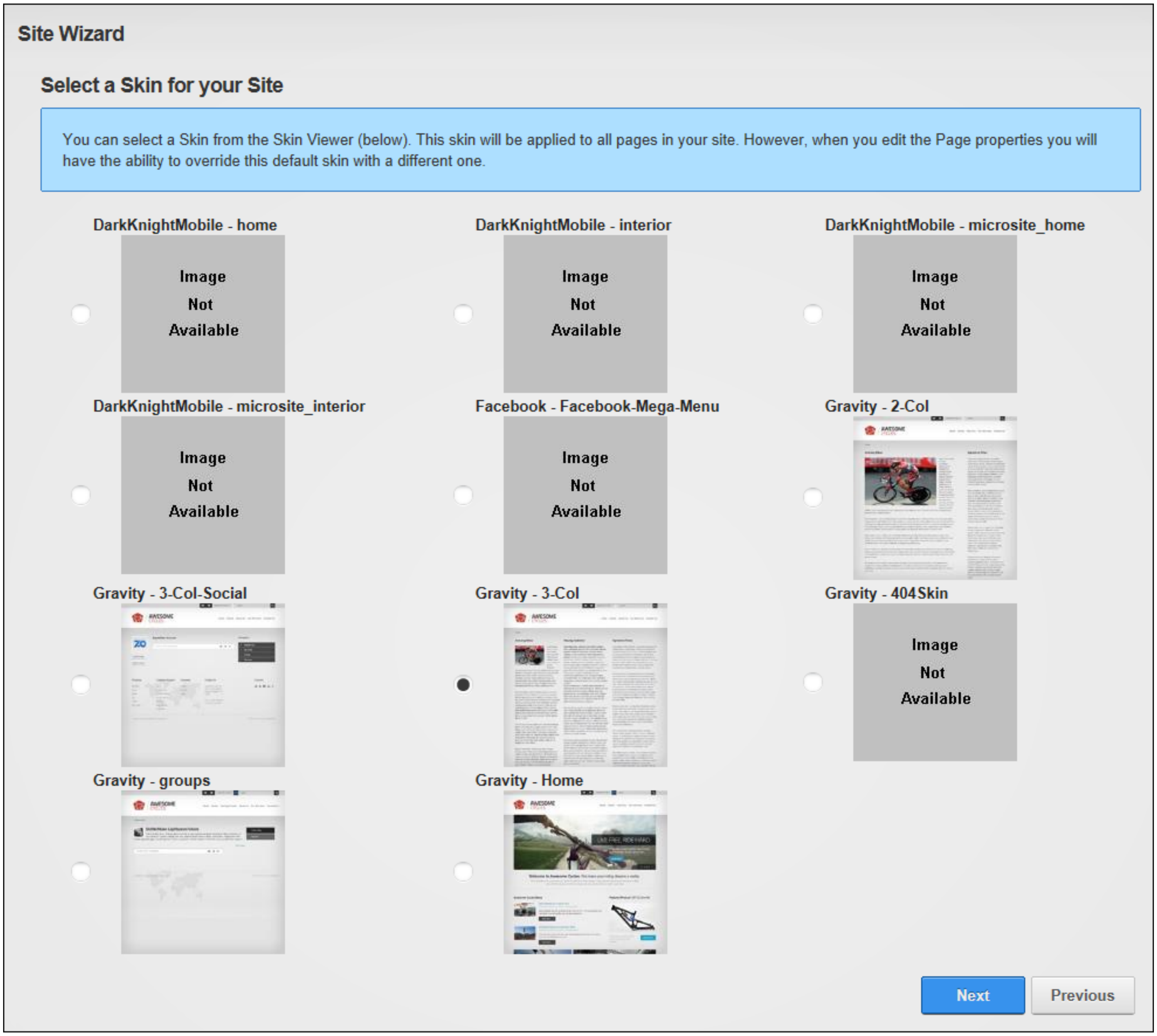
1. Navigate to Admin > Advanced Settings > **Site Wizard** - OR - Go to a **Site Wizard**.
2. On the **Site Configuration Wizard** page, review the introduction and then click the **Next** button.



3. On the **Choose a Template for your site** page, you can choose to change the site template. Templates include pages and modules that may or may not include content. If you don't want to change templates, click the **Next** button to continue.
   1. At **Build your site from a template (below)**, mark the check box to display a list of templates for all languages installed on the site.
   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. Deleted pages are moved to the Recycle Bin and the page name appended with _Old. E.g. The replaced Home page will be called Home_Old. Restoring these pages will only restore the page and not the modules or module content.
      - **Merge**: Combines the existing information and template information into one module.
   4. Click the **Next** button.

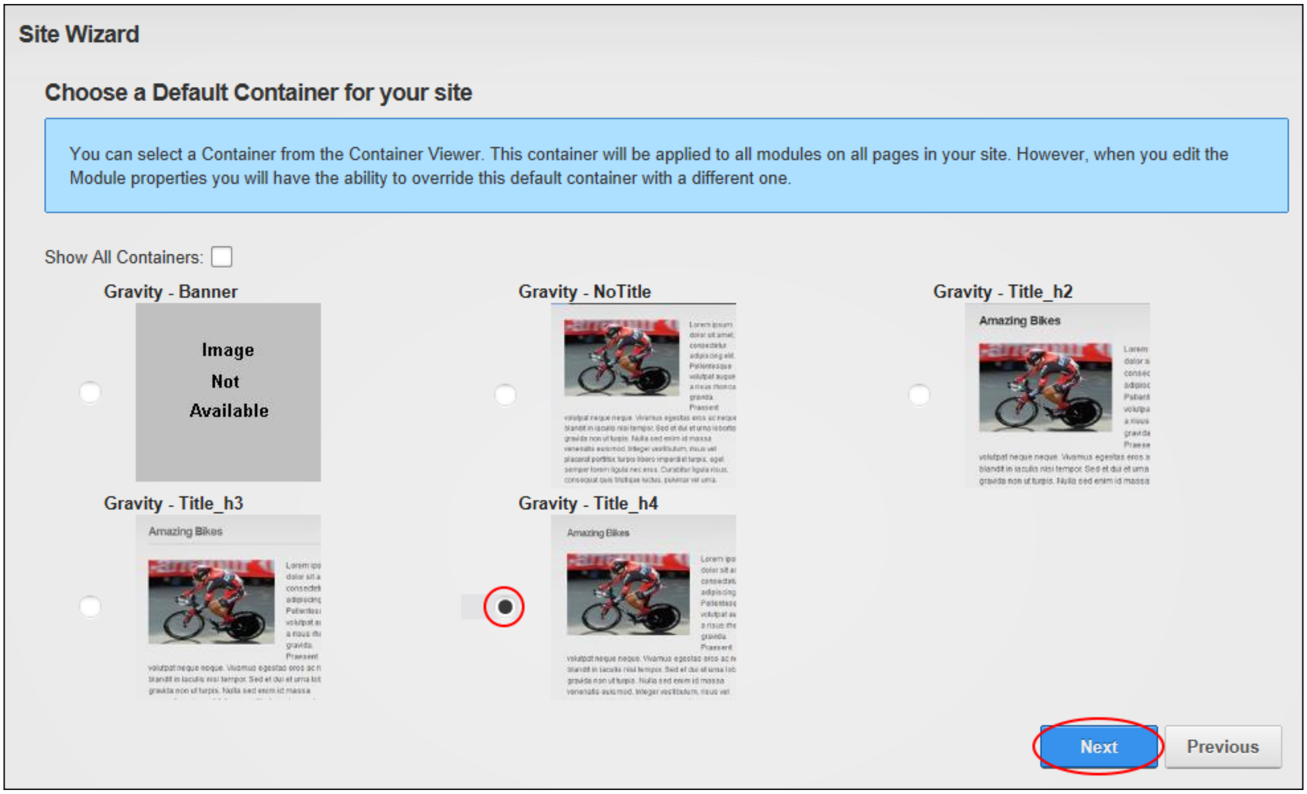


4. On the **Select a Skin for your Site** page, you can select a new default skin for site pages. This won't change the skin used on pages that aren't using the default skin. Note: From this page onwards, you can click the Previous link to return to the previous page.
   1. **Optional.** To preview a 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** button.

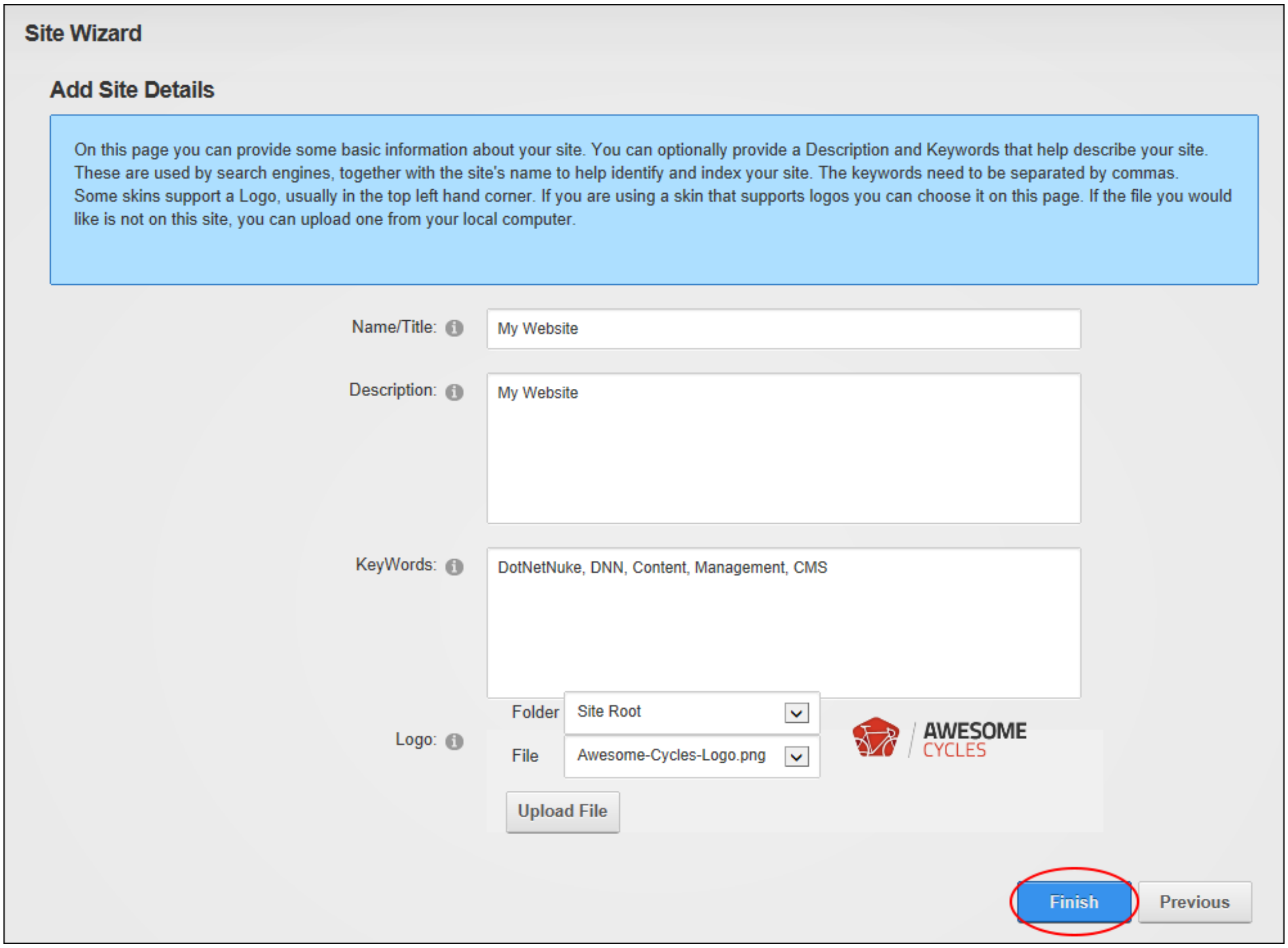


5. On the **Choose a Default Container for your site** page, select a new default container to be used for modules. This won't change the container used on modules that aren't using the default container.
   1. If you selected a skin at Step 3, the matching containers are displayed here and the default container is pre-selected.
   2. **Optional.** mark the check box at **Show All Containers** 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** button.



6. On the **Add Site Details** page, 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**, upload and/or select a new site logo. See "Setting a File Link" or See "Uploading and Linking to a File"
   5. Click the **Finish** button.

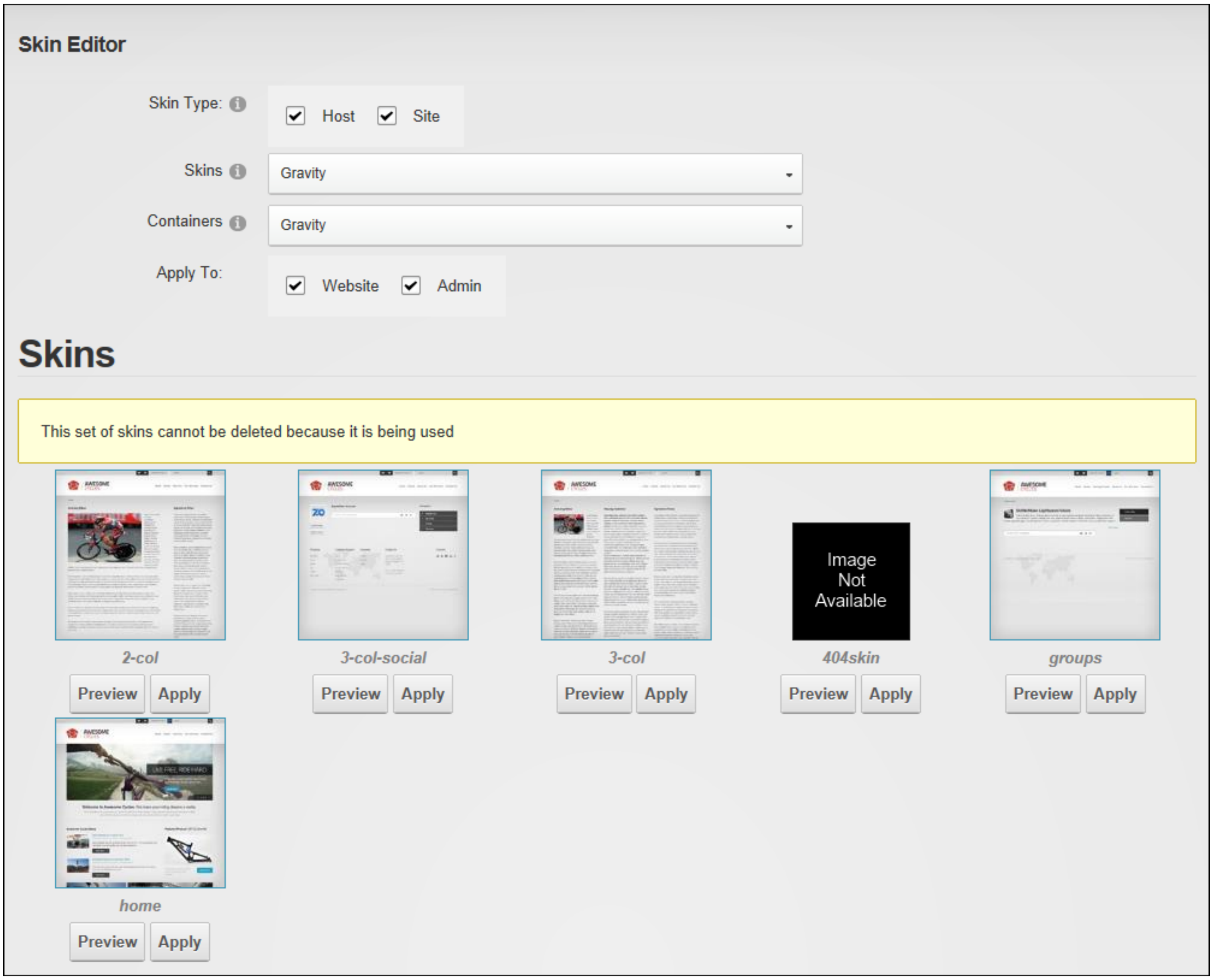


7. You will not be redirected to the Home page of your site and any changes you made will be visible.

Skins

About the Skins Editor

The Skins Editor enables users to manage skin packages, skins and containers. Skins that have been installed on this site are available to all sites within this DNN installation. The Skins Editor is located on the Admin > Advanced Settings > **Skins** page and can be added to site pages.



Related Topics:

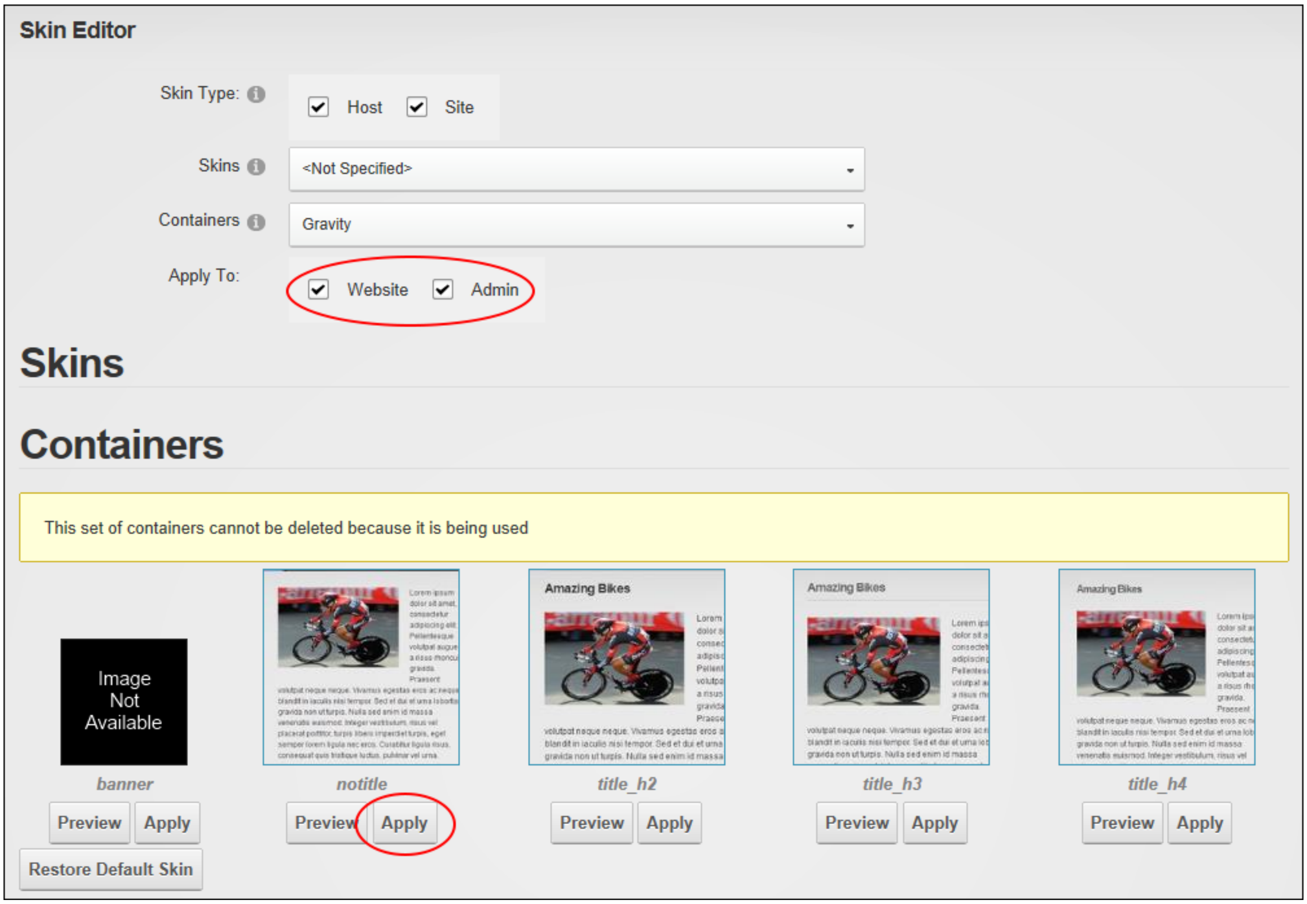
- See "About the Skin Designer" to manage skin design
- See "About the Stylesheet Editor"

All Users

Applying a Default Site Container

How to apply a container as the default container for all modules on a site. This setting does not override containers set for individual modules on the module settings page.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor - OR - Go to a **Skins** module.
2. Locate and optionally preview the required container. See "Previewing a Container Package"
3. At **Apply To**, select one or both of the following options:
   - **Website**: mark the check box to apply the container to all site pages.
   - **Admin**: mark the check box to apply the container to all Admin Console pages.
4. Click the **Apply** button below the chosen container.



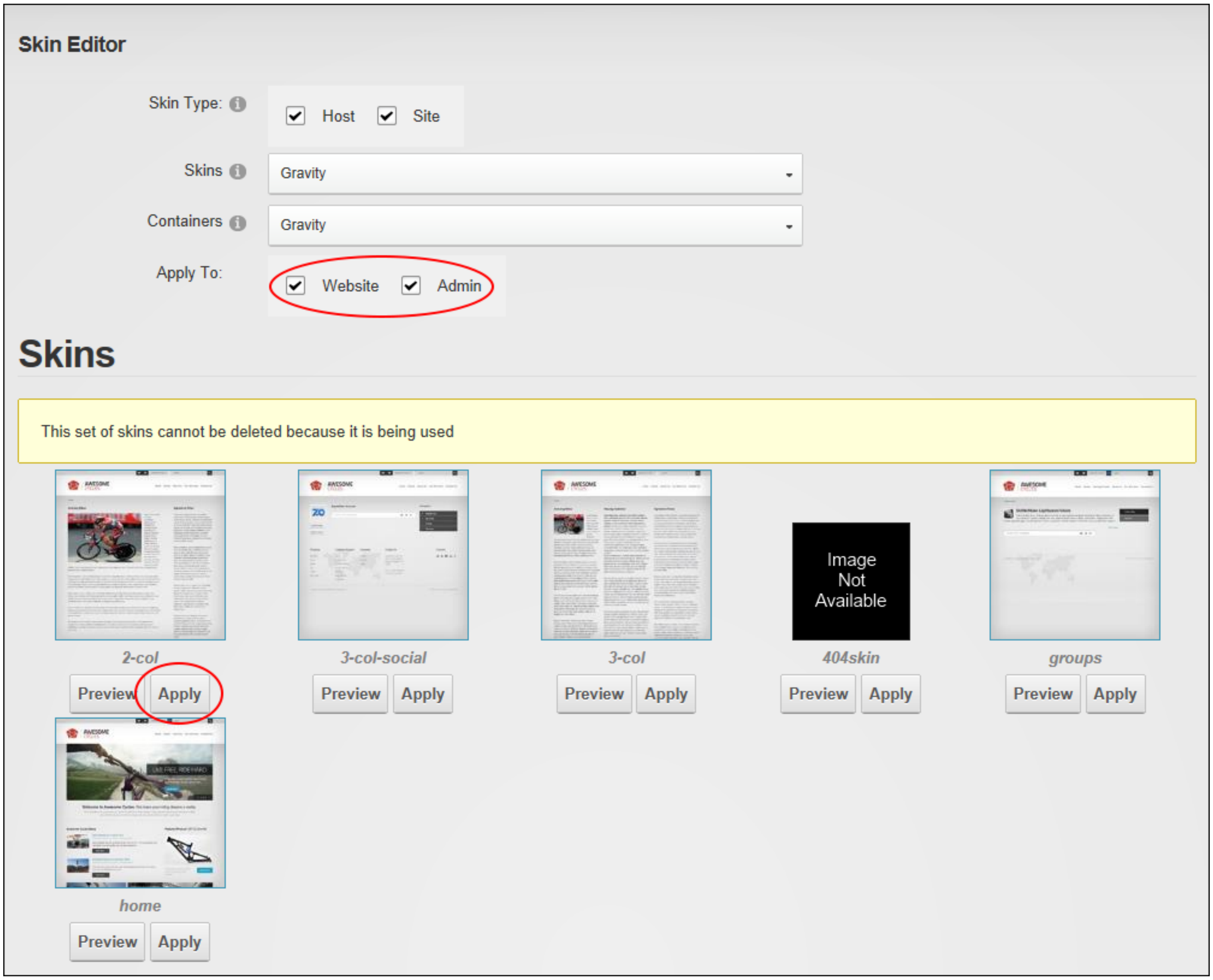
Applying the Default Site Container

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 "Configuring Advanced Page Settings"

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor - OR - Go to a Skins module.
2. Locate and optionally preview the required skin. See "Previewing a Skin Package"

3. At **Apply To**, mark ☑ **Website** the check box to apply the skin to all site pages - OR - mark ☑ the **Admin** check box to apply the skin to all Admin Console pages.
4. Click the **Apply** button.



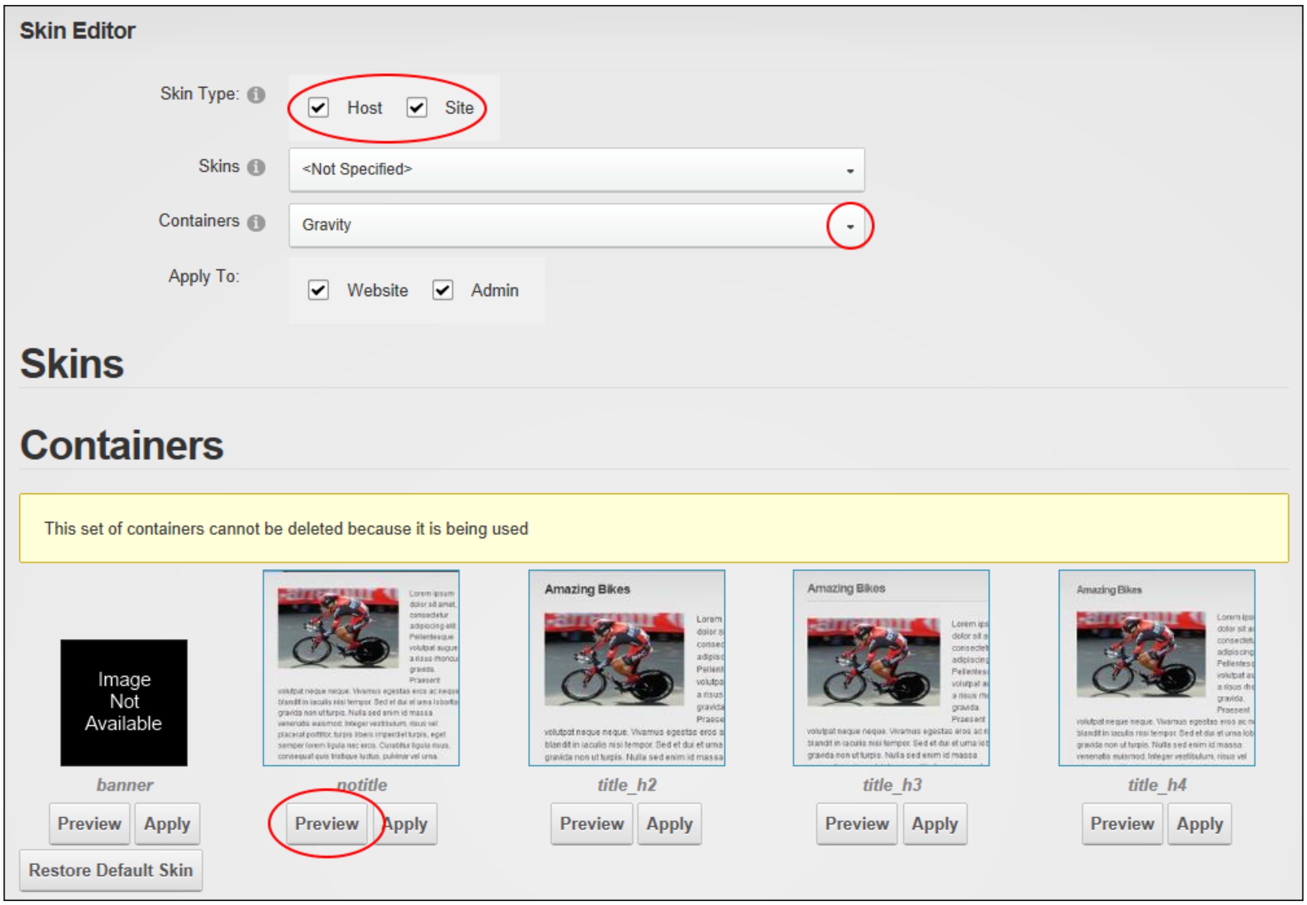
Applying the Default Site Skin

Previewing a Container Package

How to preview all of the containers within a container package.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor - OR - Go to a **Skins** module.
2. At **Skin Type**, Select **Host** to view skins which are available to all sites, or select **Site** to view skins that are only available to the current site.

3. At **Skins**, select from these options:
   - Select a skin package from the drop down list to view the skins and containers within with this selected skin.
   - Select **<Not Specified>** to hide all skins and only view a list of available containers.
4. At **Containers**, select a container package from the drop down list. A thumbnail image for each container is displayed.
5. Click the **Preview** button to preview a container. This will open a new Web browser displaying a preview of the container.
6. Repeat Step 5 to preview additional containers.



Previewing a Container Package

Previewing a Skin Package

How to view a preview of any skin and container within a skin package.

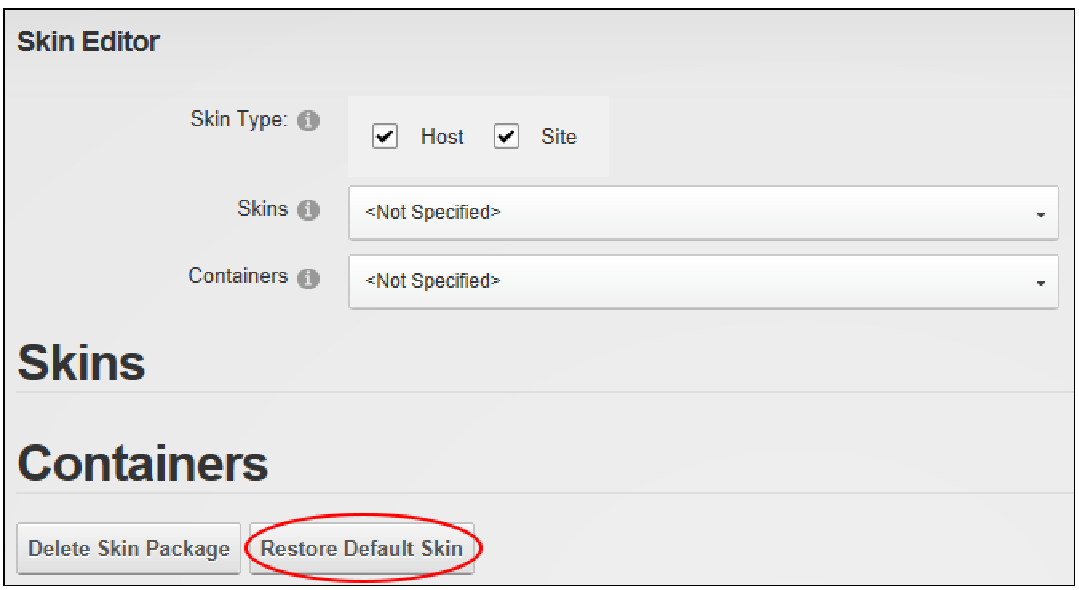
1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor - OR - Go to a **Skins** module.
2. At **Skin Type**, Select **Host** to view skins which are available to all sites, or select **Site** to view skins that are only available to the current site.
3. At **Skins**, select a skin package from the drop down list. A thumbnail image for each skin and container is displayed.
4. Click the **Preview** button below the skin or container you want to preview. This will open a new Web browser displaying a preview of the container.
5. Repeat Step 4 to preview additional skins.

Previewing Skins

Restoring the Default Skin

How to restore the default skin to a site. See "Setting the Site Design" to choose the default skin.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor - OR - Go to a **Skins** module.
2. Click the **Restore Default Skin** button located at the base of the module.

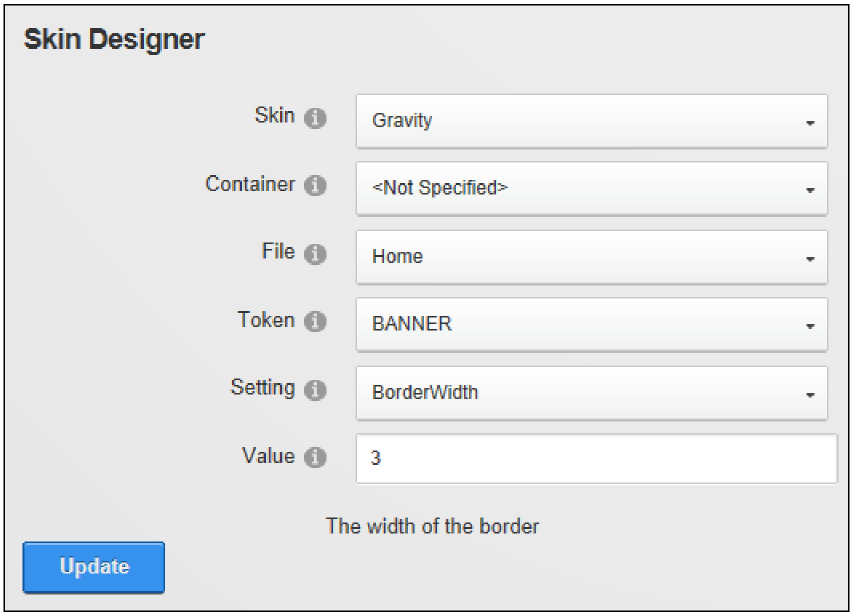


Restoring the Default Skin

Skin Designer

About the Skin Designer

The Skin Designer is only located on the Admin > Advanced Settings > Skins page. It enables Administrators to set container and skin token values.



The Skin Designer

Related Topics:

- See "About the Skins Editor" to view skins and apply them to the site
- See "About the Stylesheet Editor"

Setting Container Token Values

How to set the values of container tokens using the Skin Designer module.

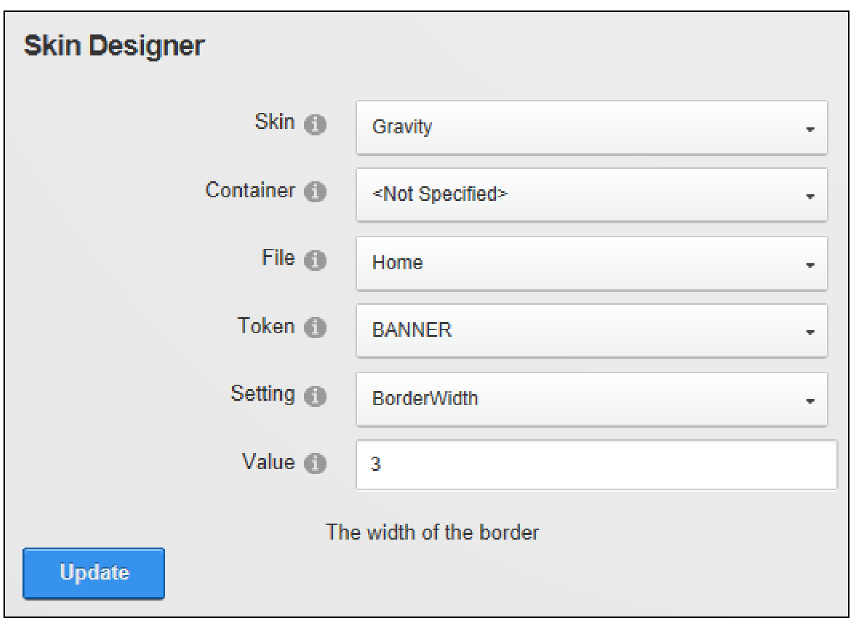
1. Navigate to Admin > Advanced Settings > **Skins**.
2. Go to the **Skin Designer**.
3. At **Skin**, select a skin package. This lists all skins within this package at the **File** field below.
4. At **Container**, select a container package.
5. At **File**, select the name of the required container.

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."
7. At **Setting**, select a setting from the options. This displays a description of this setting below.
8. In the **Value** text box, enter the value for the setting.
9. Click the **Update** button.

Setting Skin Token Values

How to set the values of skin tokens using the Skin Designer module.

1. Navigate to Admin > Advanced Settings > **Skins**.
2. Go to the **Skin Designer**.
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 the message "Object Selected Does Not Have Settings Defined" is displayed this means that there are no values associated with that token. In this case, reselect a new token. If the message "You Must Select A Token Setting" is displayed on the Host Skins, this indicates that one or more settings are incomplete.
6. 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** button.



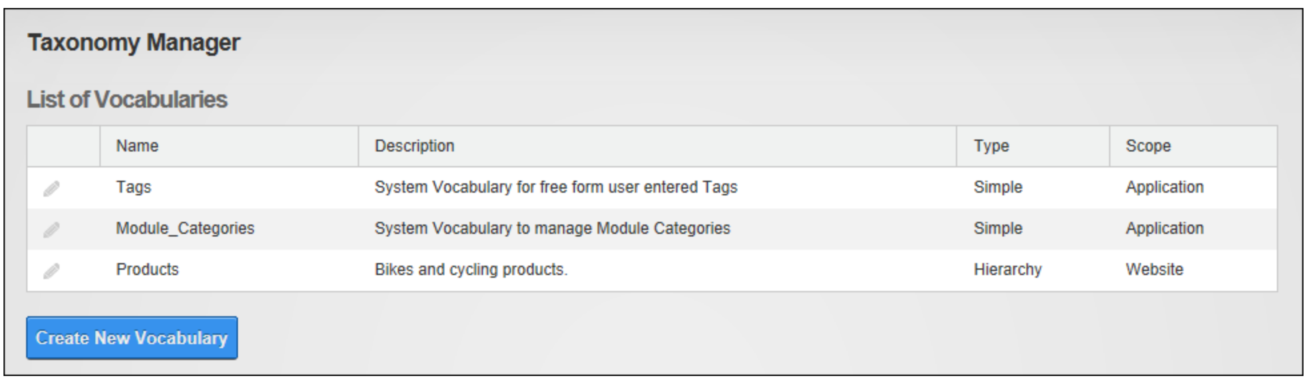
Taxonomy

About the Taxonomy Manager

The Taxonomy Manager (Admin > Advanced Settings > Taxonomy) enables the creation and management of tags that can be associated with pages See "Setting Page Details") and modules to classify site content. Depending on the skin used on your site, users may be able associate content with existing tags or create their own tags. The Taxonomy Manager can be added to any site page. Authenticated users who have been granted view rights to module can see the list of existing vocabularies. Editors and Administrators can create and manage site specific vocabularies.

The Taxonomy Manager displays the following information:

- **Name**: The Vocabulary name
- **Description**: The description given to the vocabulary
- **Type**: Lists whether the vocabulary is a simple list or hierarchical list



Taxonomy Manager

List of Vocabularies

	Name	Description	Type	Scope
	Tags	System Vocabulary for free form user entered Tags	Simple	Application
	Module_Categories	System Vocabulary to manage Module Categories	Simple	Application
	Products	Bikes and cycling products.	Hierarchy	Website

Create New Vocabulary

The Taxonomy Manager

Related Topics:

Other Administrator modules that allow to optimize search results both within your site and for search engines.

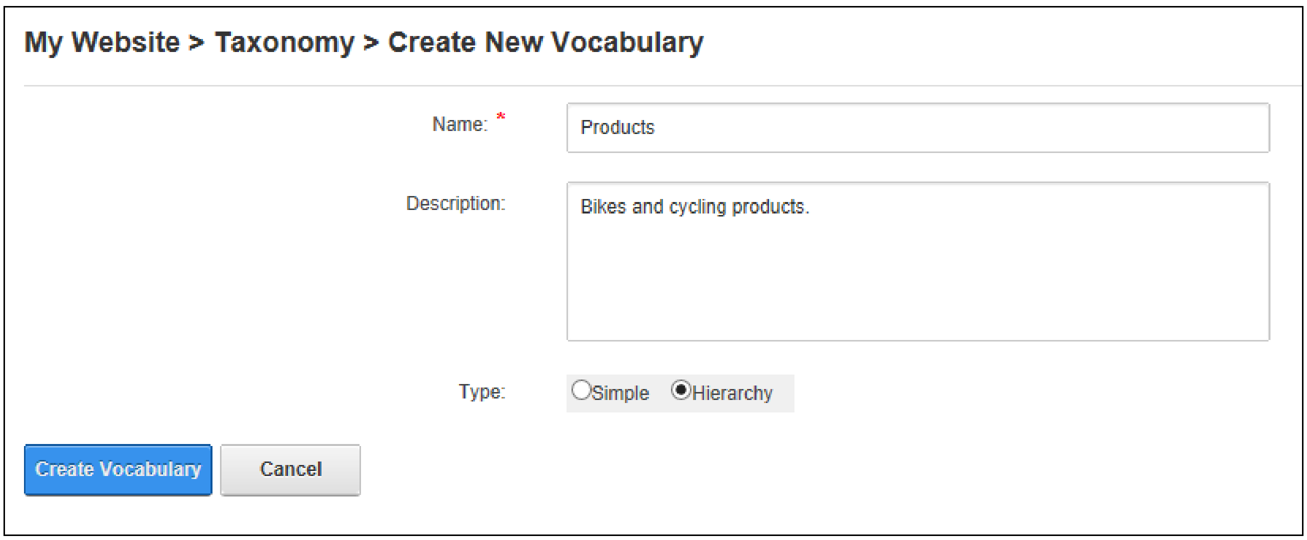
- See "About Google Analytics"
- See "About the Search Engine SiteMap"

Module Editors

Creating a Vocabulary

How to create a new vocabulary using the Taxonomy Manager. Note: Only the Description field can be edited once the vocabulary is saved.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the **Create New Vocabulary** button located at the base of the Taxonomy Manager. This opens the Create New Vocabulary page.
3. In the **Name** text box, enter the name for this vocabulary.
4. In the **Description** text box, enter the description of this vocabulary.
5. At **Type**, select **Simple** to create a flat list - OR - **Hierarchy** to create a hierarchical tree list.



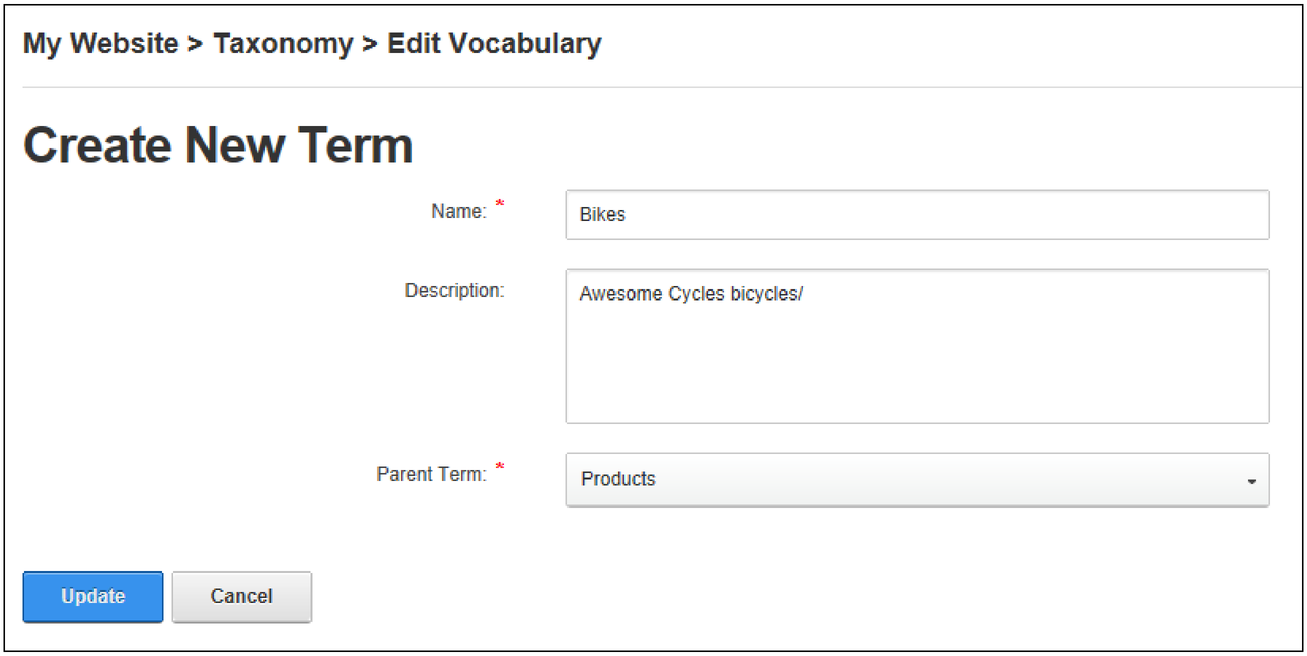
6. Click the **Create Vocabulary** button. You can now add terms to this vocabulary. See "Adding Terms"

Adding Terms

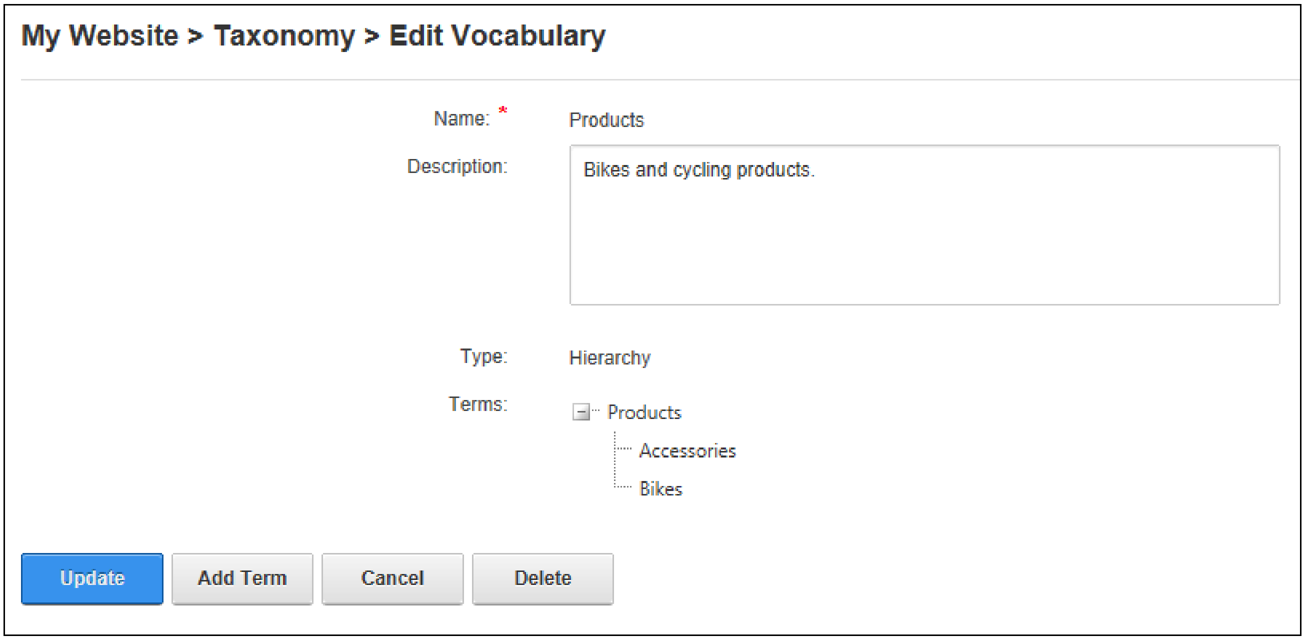
How to add terms to a hierarchical vocabulary using the Taxonomy Manager.

Important. It is recommended that you name the first term of hierarchical vocabularies the same as the Vocabulary name as this allows you to create many branched hierarchical tree. If you don't set up terms in this way you will be restricted to a single top level parent term.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the **Edit** button beside the vocabulary for this term. This opens the Edit Vocabulary page.
3. Click the **Add Term** button. This displays the Create New Term page.
4. Enter a name and description for the term.
5. At **Parent Term**, select the parent for this term. This field is only displayed hierarchical vocabularies and only once you have created the first term.



6. Click the **Update** button.The new term is now displayed in the Terms field which can be expanded to view all terms in the tree. Terms are listed in alpha-numerical order in the tree.
7. Repeat Steps 3-6 to add additional terms.



Editing or Deleting a Vocabulary

How to edit the description of a vocabulary created using the Taxonomy Manager or delete the entire vocabulary. Editors cannot delete vocabularies created by Administrators or SuperUsers. Similarly, Administrators cannot delete vocabularies created by SuperUsers.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the **Edit** button beside the required vocabulary. This opens the Edit Vocabulary page.
3. To edit the vocabulary, edit the description and then click the **Update** button - OR - Click the **Delete** button to delete the vocabulary and then click the **Yes** button to confirm.

Editing and Deleting Terms

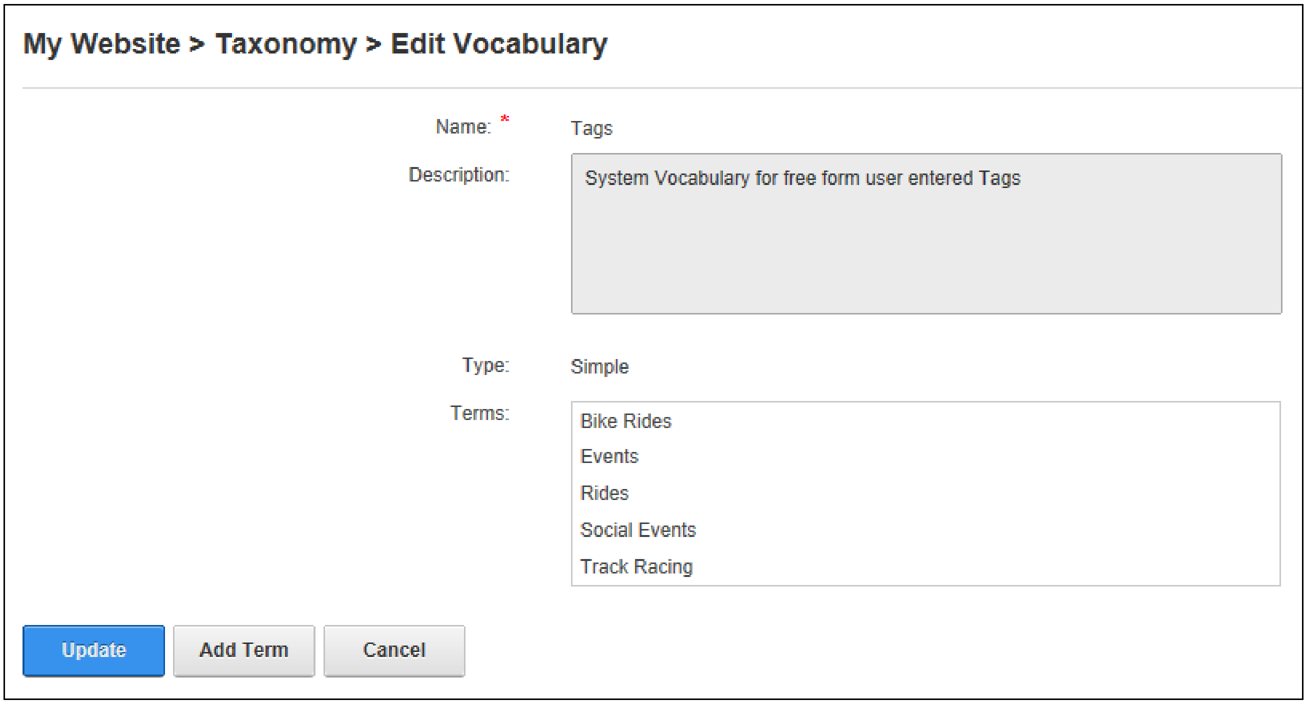
How to edit or delete the terms associated with a vocabulary created using the Taxonomy Manager.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the **Edit** button beside the vocabulary that the term is associated with. This opens the Edit Vocabulary page.
3. Expand the Terms list and select the required term. This displays the Edit Term page.
4. To edit the term, edit the name, description or parent and then click the **Update** button - OR - Click the **Delete** button to delete the term and then click the **Yes** button to confirm.

Viewing User Entered Tags

How to view the free form tags that have been entered by users. Only SuperUsers can edit and delete tags.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the **Edit** button beside the "Tags" vocabulary. This opens the Edit Vocabulary page where all of the tags are listed at the Terms list.



3. Click on a tag name in the Terms list to view the tag description.

Vendors

About Admin Vendors

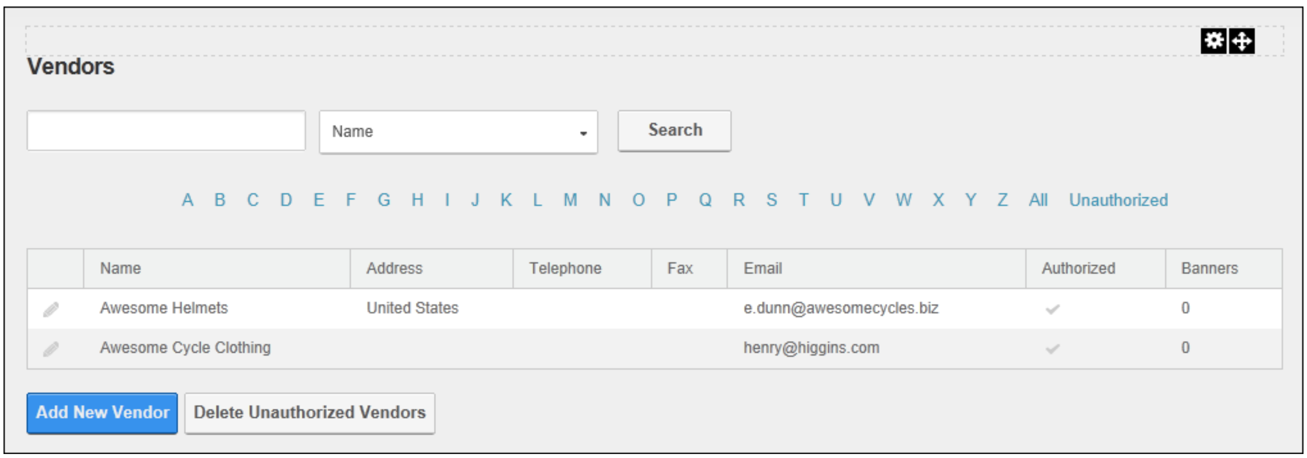
Vendors, located on the Admin > Advanced Settings > Vendors page, allows Administrators to create and manage vendor accounts, vendor banners and affiliate accounts. The vendor accounts and banners created on this page are exclusive to this site. Another instance of the Vendors module is located on the Host > Vendors page which allows SuperUsers to create banners that can be displayed on any site within this DNN installation.

Banners can be images, text or script. They can be displayed on the site using either the [BANNER] skin token or using the Banners module. Vendors collects banner statistics including tracking of clicks, views and impressions and tracks commission for banner advertising on other sites and commissions received from banner advertisement on this site.

Vendors can be deployed to any site page allowing other users to manage vendor accounts exclusive to this site. Users with view permissions can view, search and filter vendor accounts. DNN Platform users require Edit permissions to create and manage vendors, banners and affiliate accounts.

Installation Note: This module is pre-installed on the site.

Module Version: The version number is always the same as the DNN framework version number.



Host Vendors

Related Topics:

- See "About Banners"
- See "About Banner Types"
- See "Enabling/Disabling Banner Advertising"

Filtering and Searching Vendor Accounts

How to filter and search for vendor accounts. Filtering and searching displays the first ten (10) matching records listed alphabetically by name. If there are more than ten matching records use the Pager Control at the base of the page to access the more records or adjust the number of records per page.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. The following options are available:
   - **View All Vendors**: Click the All link remove all filters.
   - **Filter by letter**: Click on the letter of the alphabet that corresponds with the first letter of a vendor's name (company name).
   - **Unauthorized**: Click the Unauthorized link to only view unauthorized vendor accounts. Note: The Unauthorized link only displays when there are one or more unauthorized vendors.
   - **Name Search**: Enter all or part of the Vendor's company name into the Search box, select **Name** from the drop down list and then click the **Search** button.
   - **Email Search**: Enter the Vendor's full email address into the Search box, select **Email** from the drop down list and then click the **Search** button. Only exact matches are returned.

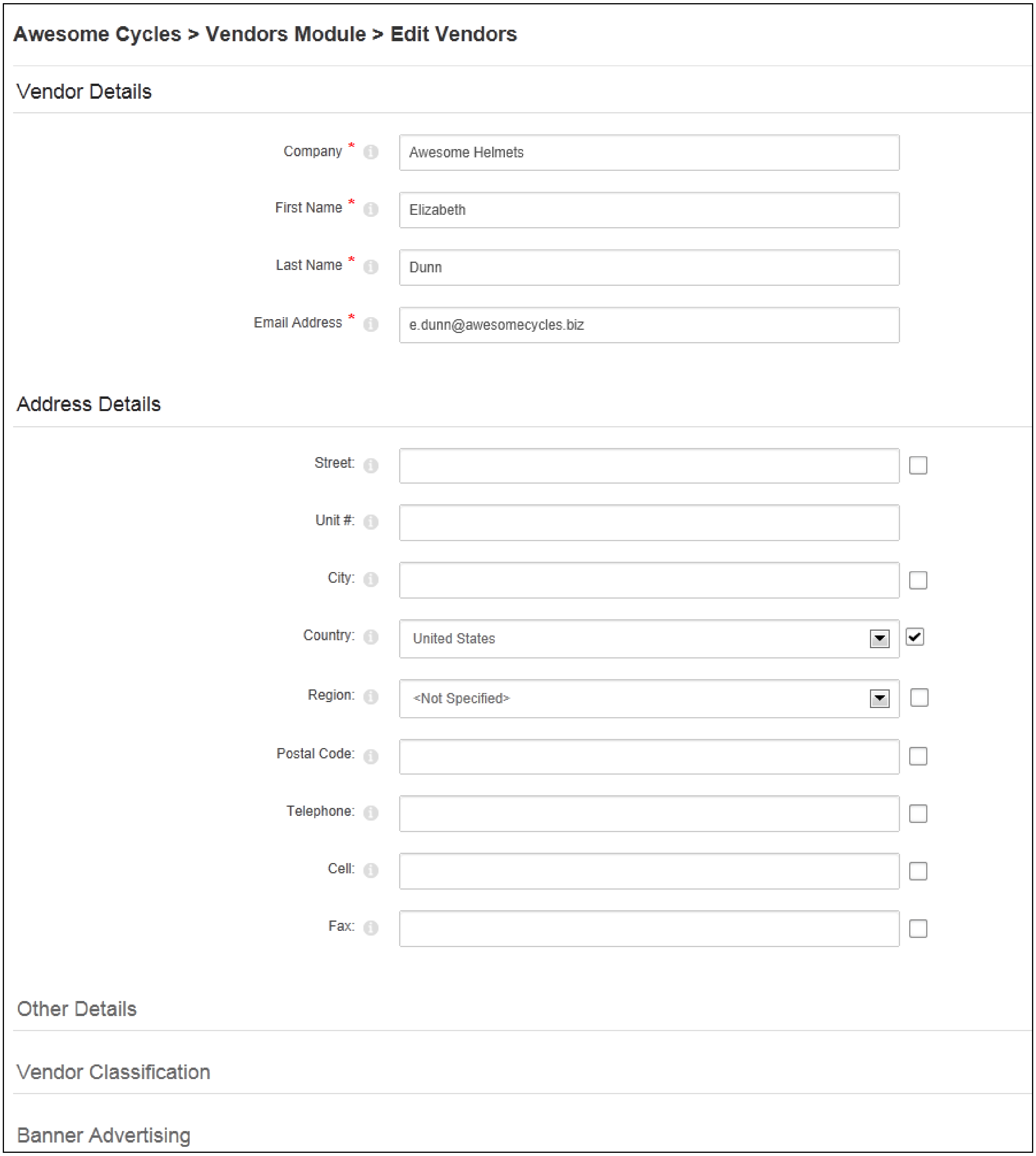
Module Editors

Vendor Accounts

Adding a New Vendor

How to add a vendor account.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Click the **Add New Vendor** button. This opens the Edit Vendors page.
3. In the **Vendor Details** section, complete all of these fields:
   1. In the **Company** text box, enter the company name of the vendor.
   2. In the **First Name** text box, enter the first name of the contact person for the vendor.
   3. In the **Last Name** text box, enter the last name of the contact person for the vendor.
   4. In the **Email Address** text box, enter the email address of the contact person listed above.
4. Expand the **Address Details** section and complete any of the contact details. You can unmark a check box beside a field to make it optional or mark a check box is the field is required. These selections will be retained when adding and editing other vendor accounts.
5. **Optional.** Expand the **Other Details** section, the following optional field is available:
   1. In the **Website** text box, enter the Vendor's website address. E.g. http://www.domain.com.
6. Click the **Update** button.

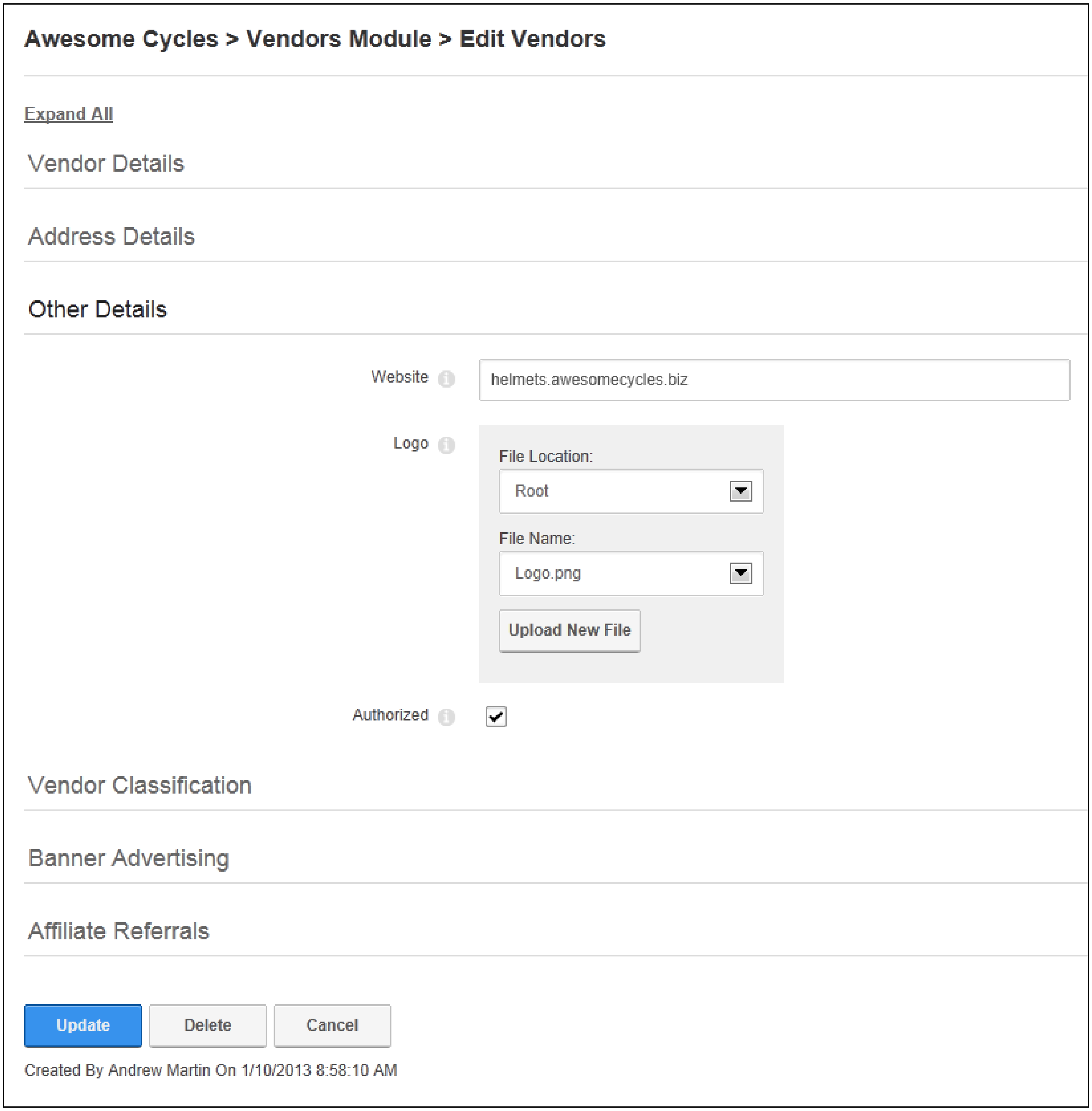

Awesome Cycles > Vendors Module > Edit Vendors
Vendor Details
Company *
Awesome Helmets
First Name *
Elizabeth
Last Name *
Dunn
Email Address *
e.dunn@awesomecycles.biz
Address Details
Street:
Unit #:
City:
Country:
United States
Region:
<Not Specified>
Postal Code:
Telephone:
Cell:
Fax:
Other Details
Vendor Classification
Banner Advertising

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.

Managing Vendor Accounts

How to edit or permanently delete a vendor account. Once a vendor account new fields such as setting a vendor logo are available to be set.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Locate the required vendor account by selecting a filter or doing a search. See "Filtering and Searching Vendor Accounts"
3. Click the **Delete** button to delete the account and then click the **Yes** button to confirm - OR - Click the **Edit** button beside the required vendor account and edit any fields as required.
4. In the **Vendor Details** section, edit any of the required fields.
5. In the **Address Details** section, edit/complete any the address fields.
6. In the **Other Details** section, edit/complete any of the following optional fields:
   1. In the **Website** text box, enter the Vendor's website address.
   2. At **Logo**, select or upload a logo for this vendor. See "Uploading and Linking to a File"
   3. At **Authorized**, mark the check box if the vendor account is authorized - OR - unmark 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.
7. Expand the **Vendor Classification** section to access these fields which are not implemented:
   1. In the **Classifications** box, define the classifications for the Vendor. This setting is not currently enabled.
   2. In **Key Words** text box, enter key words for the Vendor.
8. Click the **Update** button.

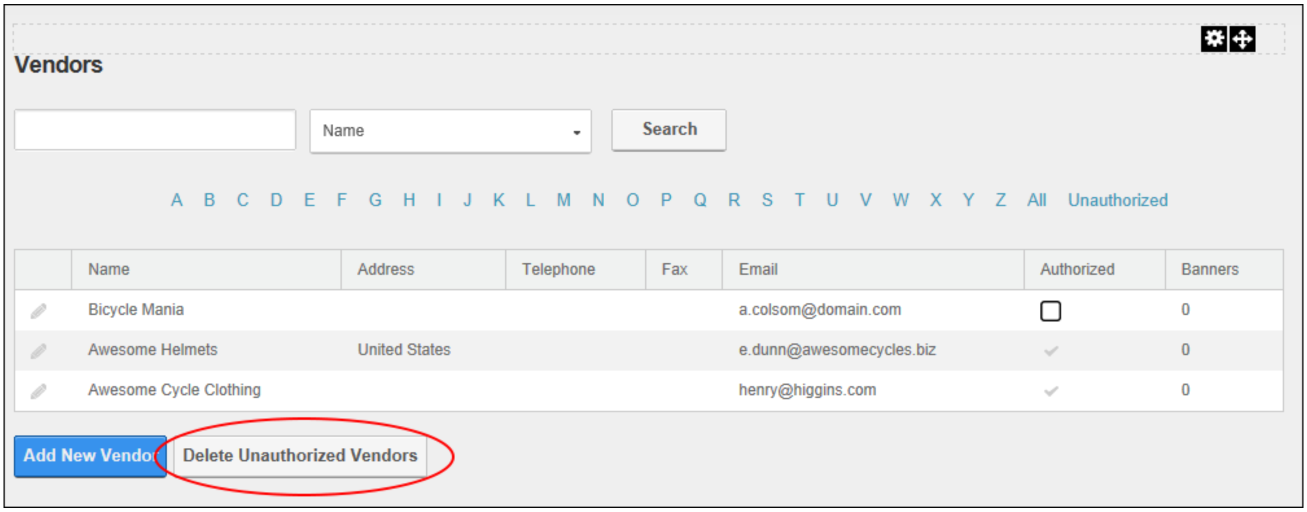


Editing a Vendor Account

Deleting all Unauthorized Vendors

How to permanently delete all unauthorized vendors. Deleting a vendor does not delete any related Vendor banners from the site's Digital Asset Management (located on the Admin > File Management page) however the banners will no longer be displayed in the Banners module.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. **Optional.** Click the Unauthorized link to view unauthorized vendor accounts before deleting them.
3. Click the **Delete Unauthorized Vendors** button and the click the **Yes** button to confirm.



Deleting all Unauthorized Vendors

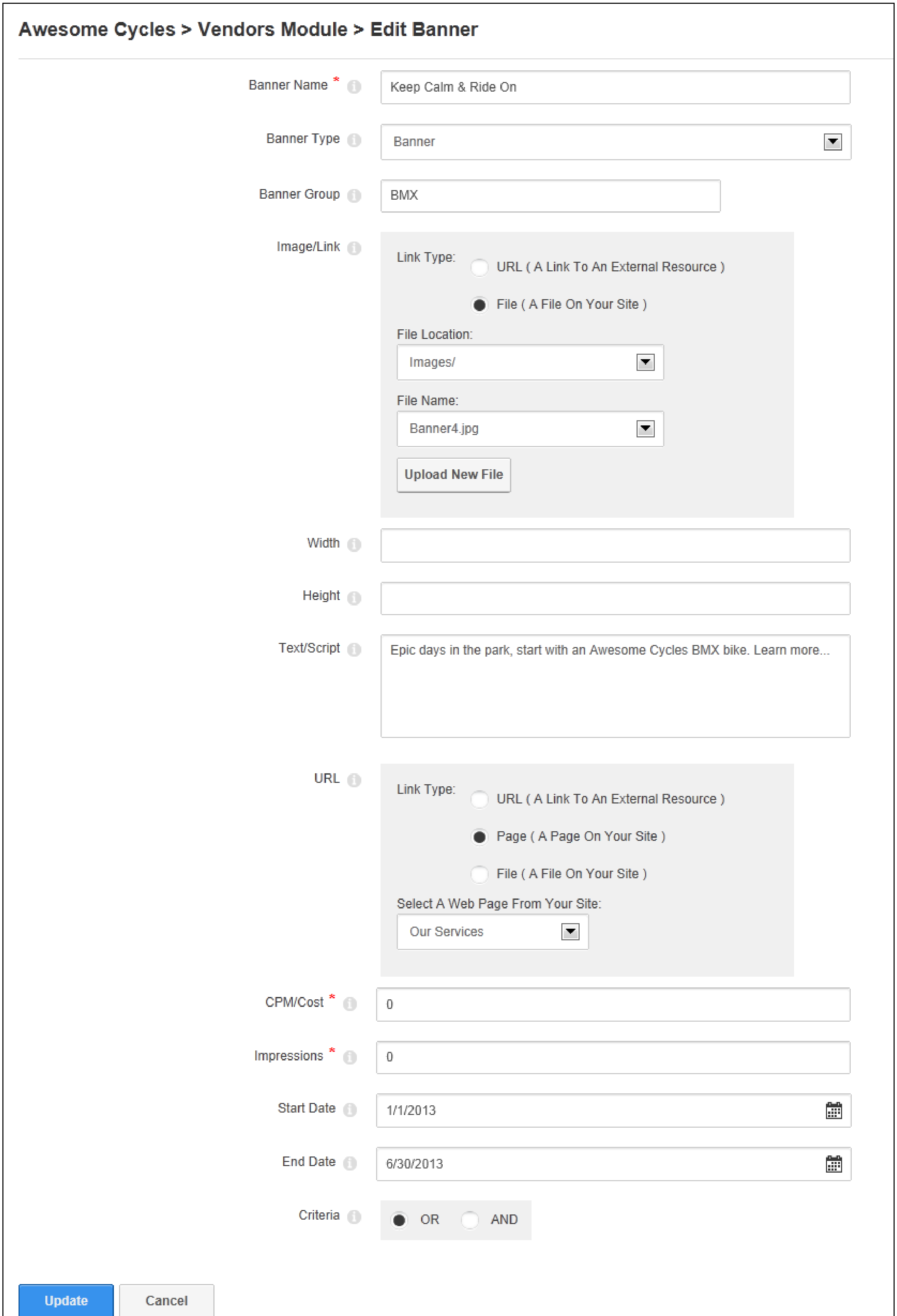
Vendor Banners

Adding an Image Banner

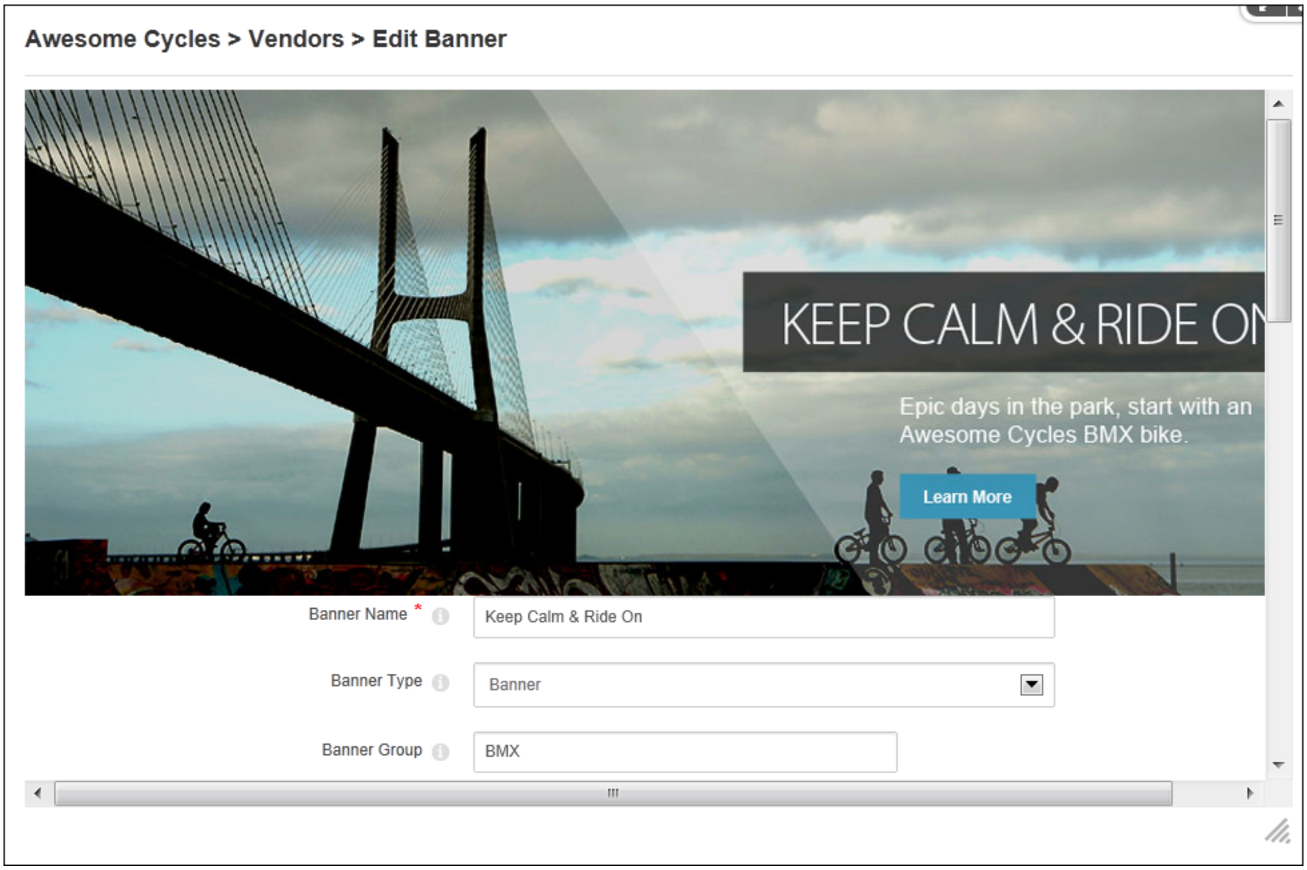
How to add an image banner to a vendor account.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Locate the required vendor account by using a filter or by searching. See "Filtering and Searching Vendor Accounts"
3. Click the **Edit** button beside the required Vendor. This opens the Edit Vendor page.
4. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
5. Click the Add New Banner link. This displays the Edit Banners page.
6. 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.
7. At **Banner Type**, select **Banner**, **MicroButton**, **Button**, **Block**, or **Skyscraper**.
8. **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.

9. At **Image/Link**, select the image for this banner. See "Setting a File Link"
10. Complete any of the following **optional** settings - OR - Skip to Step 11.
    1. 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.
    2. At **URL**, select one of the following options:
        - Select **URL (A Link To An External Resource)** and leave the text box empty to the Vendors website - OR - 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.
    3. 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.
    4. In the **Impressions** text box, enter the number of impressions the banner will display for. An impression is made each time a banner is displayed on the page.
    5. At **Start Date**, click the **Calendar** button and select the first date the banner will be displayed.
    6. At **End Date**, click the **Calendar** button and select the last date the banner will be displayed.
    7. 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 it has expired.


Awesome Cycles > Vendors Module > Edit Banner
Banner Name *
Keep Calm & Ride On
Banner Type
Banner
Banner Group
BMX
Image/Link
Link Type:
URL (A Link To An External Resource)
File (A File On Your Site)
File Location:
Images/
File Name:
Banner4.jpg
Upload New File
Width
Height
Text/Script
Epic days in the park, start with an Awesome Cycles BMX bike. Learn more...
URL
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:
Our Services
CPM/Cost *
0
Impressions *
0
Start Date
1/1/2013
End Date
6/30/2013
Criteria
OR
AND
Update
Cancel

11. Click the **Update** button. This returns you to the Edit Vendor page.
12. **Optional.** To view a preview of the newly added banner:
    1. Expand the **Banner Advertising** section.
    2. Click the **Edit** button beside the new banner. This opens the Edit Banner page which displays a preview of the banner.



Previewing a newly added image banner

Related Topics:

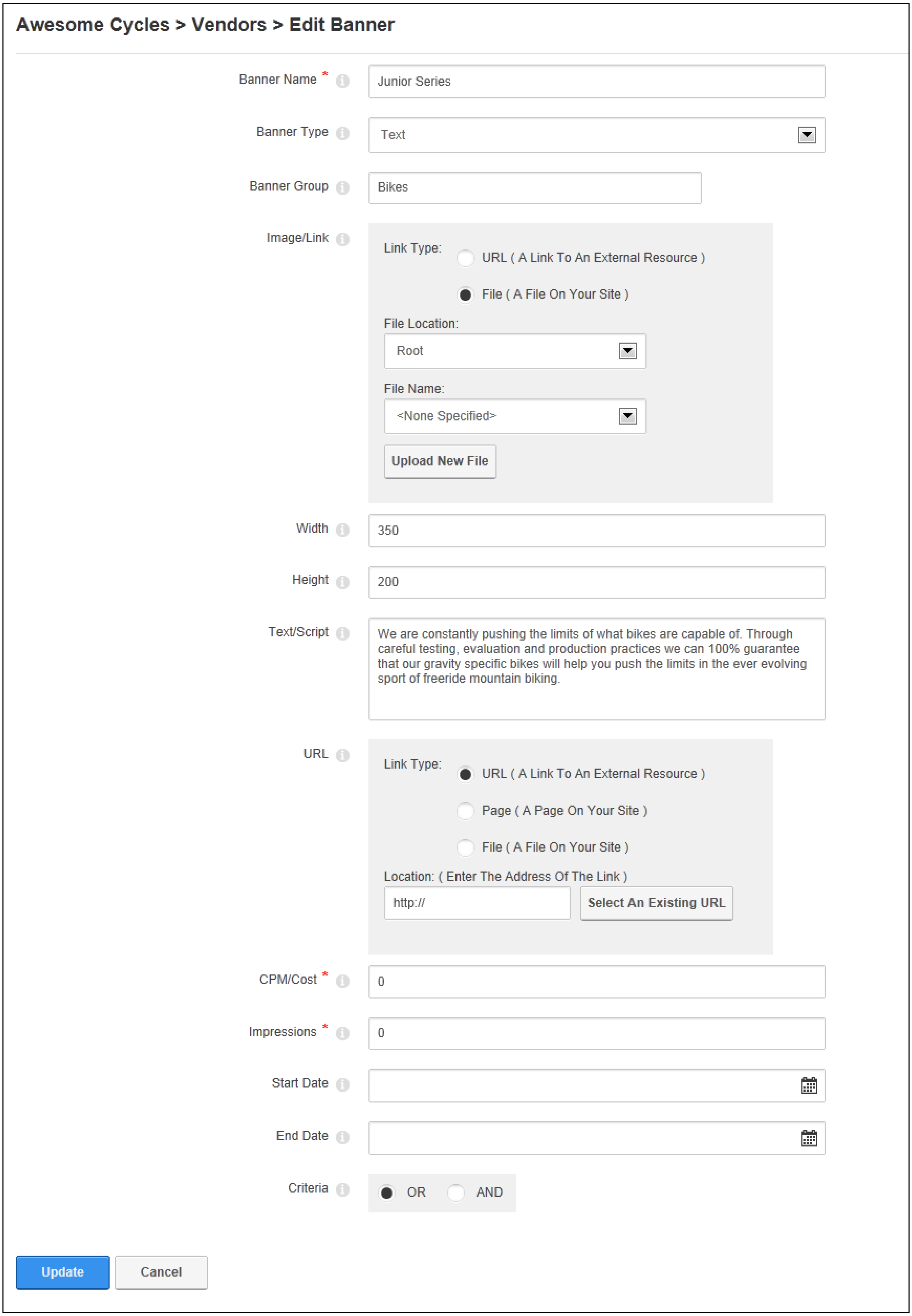
- See "Working with the Calendar"
- See "Displaying a Banner"

Adding a Text Banner

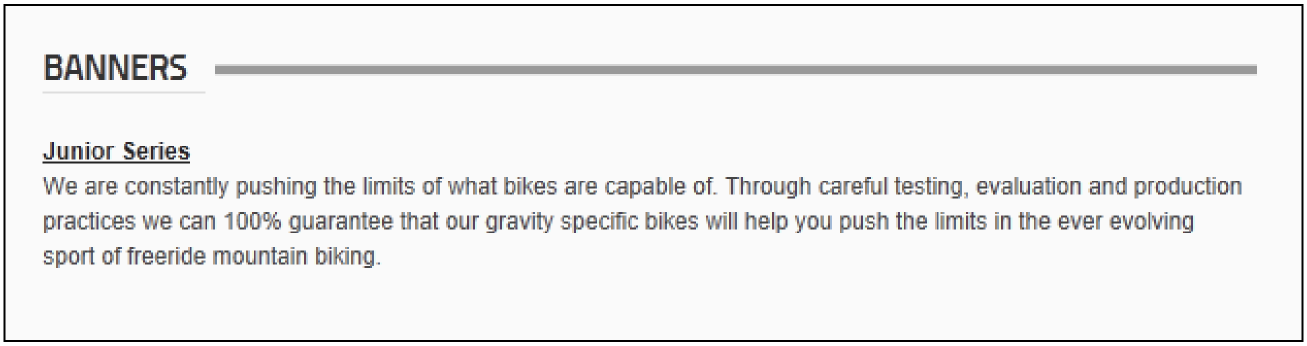
How to add a text banner to a vendor account.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Locate the required vendor account by using a filter or by searching. See "Filtering and Searching Vendor Accounts"
3. Click the **Edit** button beside the required Vendor. This opens the Edit Vendor page.
4. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
5. Click the **Add New Banner** button. This opens the Edit Banner page.
6. 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 website or to the URL, Page or File as set at the URL field below.
7. At **Banner Type**, select **Text**.
8. **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.
9. **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. See "Setting a File Link", See "Setting a Page Link" or See "Setting a URL Link".
10. In the **Text/Script** text box, enter the text of the banner. HTML formatting can be used.
11. Complete any of the following **Optional** settings - OR - Skip to Step 16.
12. At **URL**, select one of the following options:
    - Select **URL (A Link To An External Resource)** and leave the text box empty to link to the Vendor's website- OR - 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.
13. 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.
14. In the **Impressions** text box, enter the number of impressions the banner will display for.
15. At **Start Date**, click the **Calendar** button and select the first date the banner is displayed.
16. At **End Date**, click the **Calendar** button and select the last date the banner is displayed.

17. 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.


Awesome Cycles > Vendors > Edit Banner
Banner Name *
Junior Series
Banner Type
Text
Banner Group
Bikes
Image/Link
Link Type:
URL (A Link To An External Resource)
File (A File On Your Site)
File Location:
Root
File Name:
<None Specified>
Upload New File
Width
350
Height
200
Text/Script
We are constantly pushing the limits of what bikes are capable of. Through careful testing, evaluation and production practices we can 100% guarantee that our gravity specific bikes will help you push the limits in the ever evolving sport of freeride mountain biking.
URL
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
CPM/Cost *
0
Impressions *
0
Start Date
End Date
Criteria
OR
AND
Update
Cancel

18. Click the **Update** button.



Text Banner (with a one pixel border)

Related Topics:

- See "Working with the Calendar"
- See "Displaying a Banner"

Adding a Script Banner

How to add a JavaScript banner to a vendor account.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Locate the required vendor account by using a filter or by searching. See "Filtering and Searching Vendor Accounts"
3. Click the **Edit** button beside the required Vendor. This opens the Edit Vendor page.
4. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
5. Click the **Add New Banner** button. This displays the Edit Banner page.
6. In the **Banner Name** text box, enter a name for this banner.
7. At **Banner Type**, select **Script**.
8. **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.
9. In the **Text/Script** text box, enter the script for this banner.
10. Complete any of the following **Optional** settings - OR - Skip to Step 10.
    1. At **URL**, select one of the following options:
        - Select **URL (A Link To An External Resource)** and leave the text box empty to link to the Vendors website - OR - Enter the URL the 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.

2. 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.
3. In the **Impressions** text box, enter the number of impressions the banner will display for. An impression is made each time a banner is displayed on the page.
4. At **Start Date**, click the **Calendar** button and select the first date the banner will be displayed.
5. At **End Date**, click the **Calendar** button and select the last date the banner will be displayed.
6. 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.

11. Click the **Update** button. This returns you to the Edit Vendor page.
12. **Optional.** To view a preview of the newly added banner:
    1. Expand the **Banner Advertising** section.
    2. Click the **Edit** button beside the new banner. A preview of the banner is now displayed.

Related Topics:

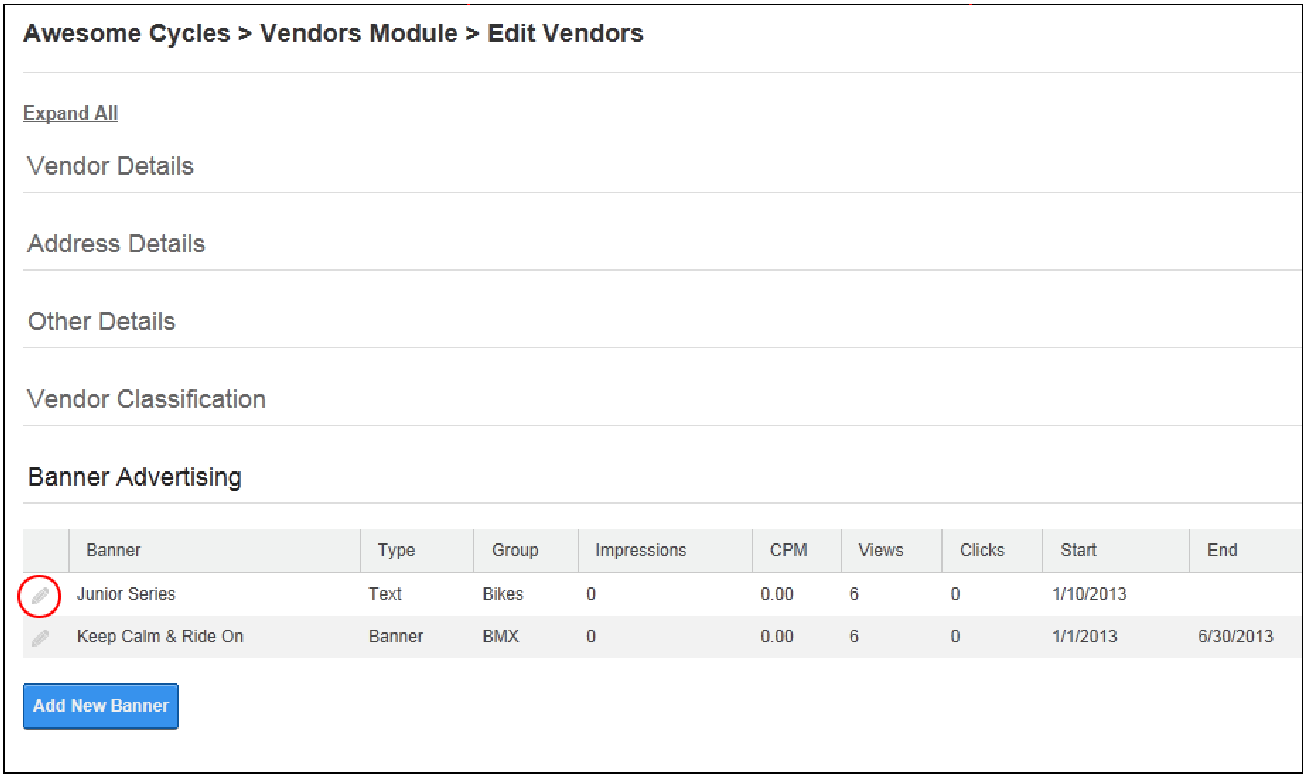
- See "Working with the Calendar"
- See "Displaying a Banner"

Editing and Deleting Banners

How to edit or delete a vendor banner.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Locate the required vendor account by using a filter or by searching. See "Filtering and Searching Vendor Accounts"

3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
4. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
5. Click the **Edit** button beside the banner.



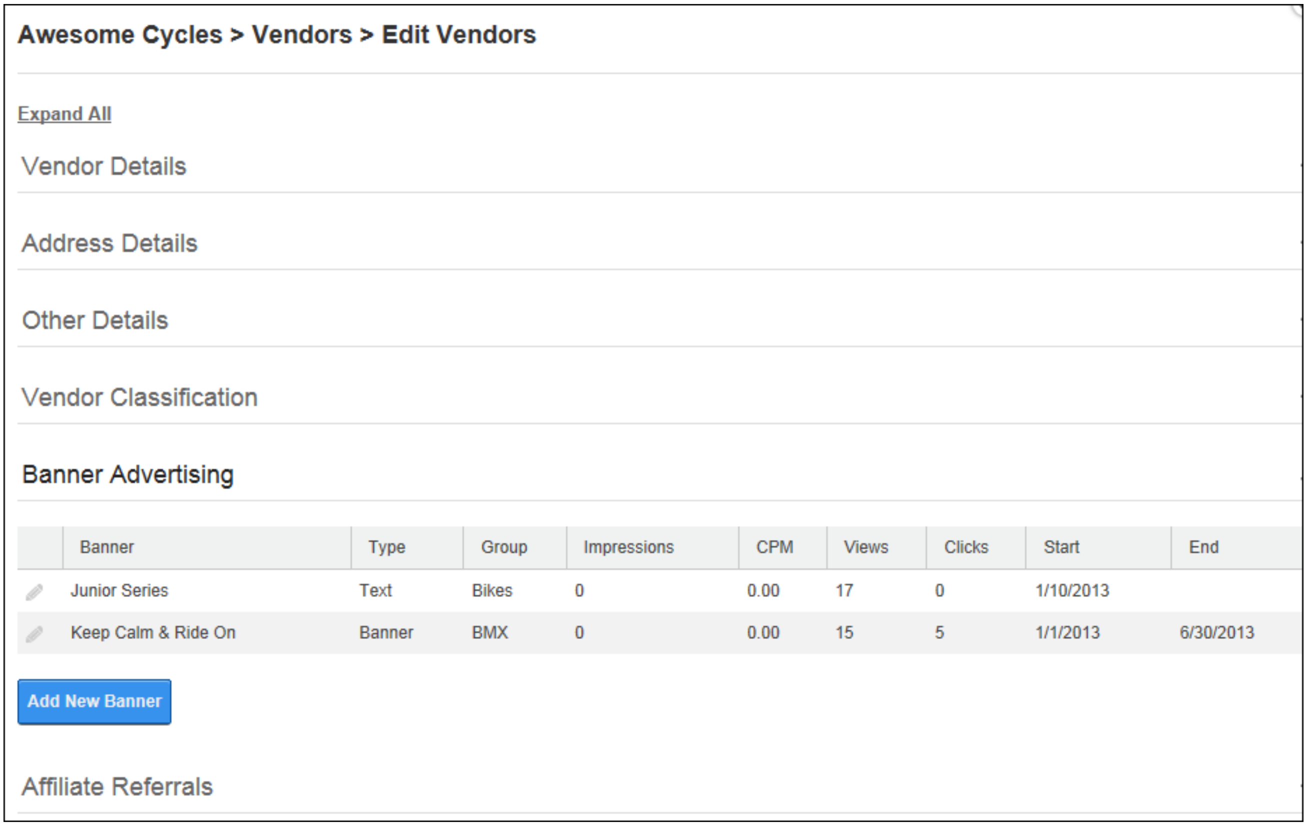
6. Edit one or more fields as required and then click the **Update** button - OR - Click the **Delete** button and then click **Yes** to confirm.

Viewing the Banner Status Report

How to view the number views and clicks that a vendor banner has received. This information can then be sent to the vendor along with the Banner name, description, image name, number of CPM/Cost, number of impressions, state and end dates.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Locate the required vendor account by using a filter or by searching. See "Filtering and Searching Vendor Accounts"
3. Click the **Edit** button beside the required Vendor. This opens the Edit Vendor page.

4. Expand 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.



5. **Optional.** To send this information to the vendor, click the **Edit** button beside the required banner and then click the **Email Status to Vendor** button.

Affiliate Accounts

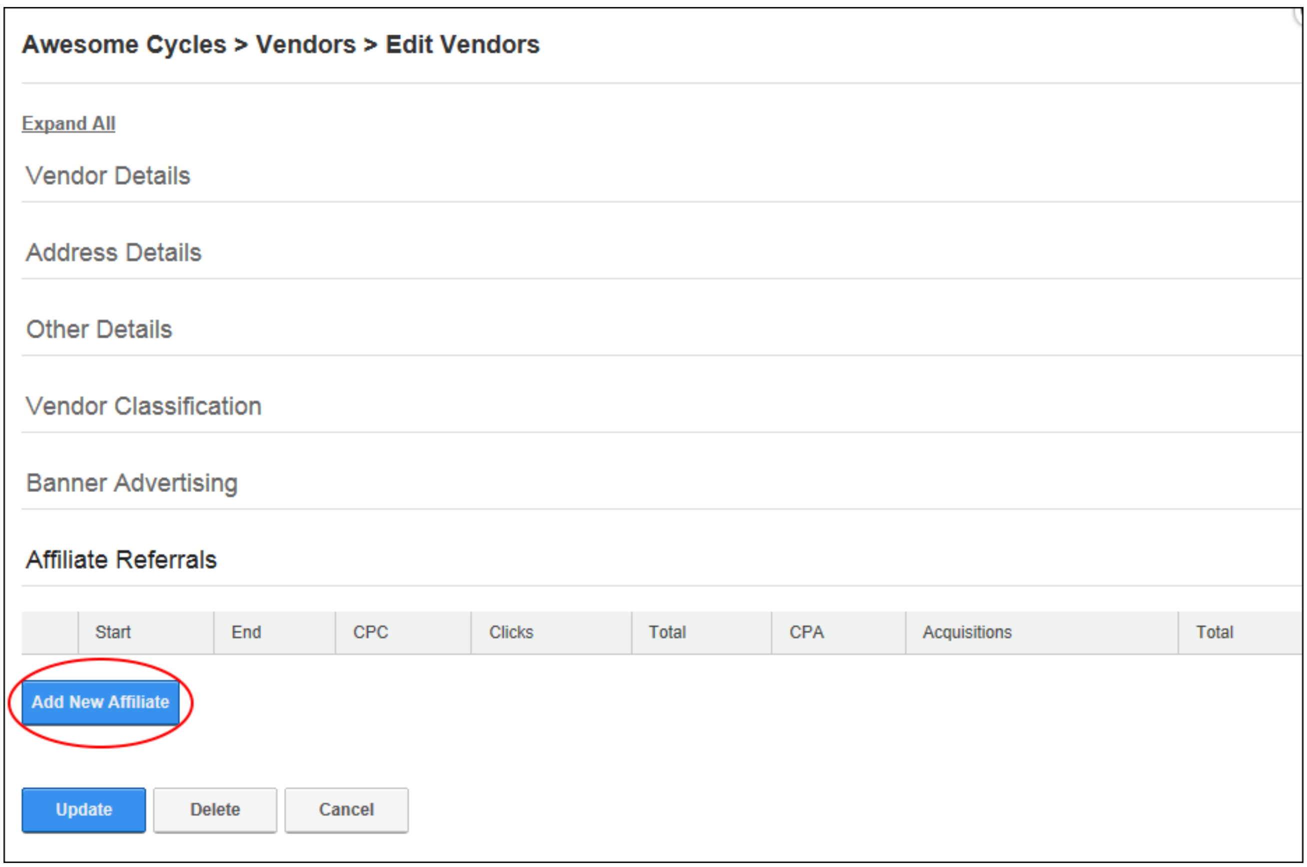
About Affiliate Accounts

One or more affiliate referral accounts can be created and associated with a Vendor using the Vendors module. These accounts are used for tracking advertising of this site on other websites. DNN generates the link for other websites to use, so that it can track each time a visitor clicks through to the site, from an advertising website, so that the difficulty in collecting information for commissions to be paid can be easily managed.

Adding an Affiliate

How to add new affiliate referral account to a vendor. Once the account is created, a link will be generated that can be provided to the vendor which they can add to their website. The Vendors module then records the number of clicks and acquisitions for the link, which can be used to track the commission owing to the vendor.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Locate the required vendor account by selecting a filter or by doing a search. See "Filtering and Searching Vendor Accounts"
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
4. Expand the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
5. Click the **Add New Affiliate** button.



6. **Optional.** At **Start Date**, click the Calendar link and select a start date.
7. **Optional.** At **End Date**, click the Calendar link and select an end date.
8. In the **Cost Per Click (CPC)** text box, enter the amount of commission paid to the vendor when a visitor is referred to the site.
9. In the **Cost Per Acquisition (CPA)** text box, enter the commission that will be paid to the vendor when a visitor becomes a member of the site.
10. Click the **Update** button.

Related Topics:

- See "Working with the Calendar"

Editing and Deleting Affiliates

How to edit the details of an affiliate referral account or delete the account and all associated information.

1. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Locate the required vendor account by selecting a filter or by doing a search. See "Filtering and Searching Vendor Accounts"
3. Click the **Edit** button beside the required vendor account.
4. Expand the **Affiliate Referrals** section.
5. Click the **Edit** button beside the required affiliate.
6. Edit one or more fields as required and then click the **Update** button - OR - Click the **Delete** button and then click **Yes** to confirm.

Sending an Affiliate Report

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. Navigate to Admin > Advanced Settings > **Vendors** - OR - Go to a Vendors module.
2. Locate the required vendor account by selecting a filter or by doing a search. See "Filtering and Searching Vendor Accounts"
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
4. Expand the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.

5. Click the **Edit** button beside the required record.
6. Click the **Send Notification** button.
7. Click the **Cancel** button to return to the module.

Building Multi-Language Sites

About Content Localization

Content Localization allows Administrators and translators to create localized module content in multiple languages (cultures).

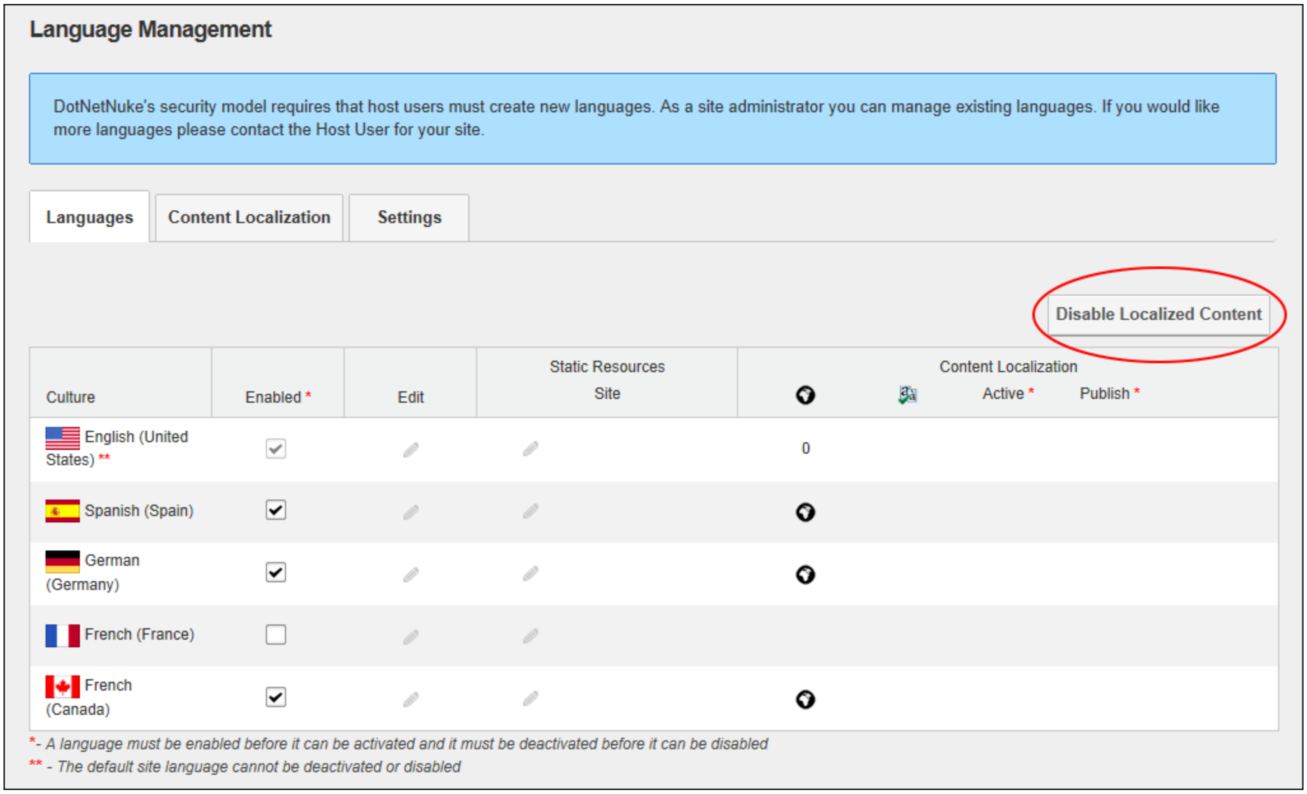
Prerequisite. More than one language must be deployed by a SuperUser and enabled on the siteSee "Enabling/Disabling a Language"

Content localization must also be allowed on the site by a SuperUser.

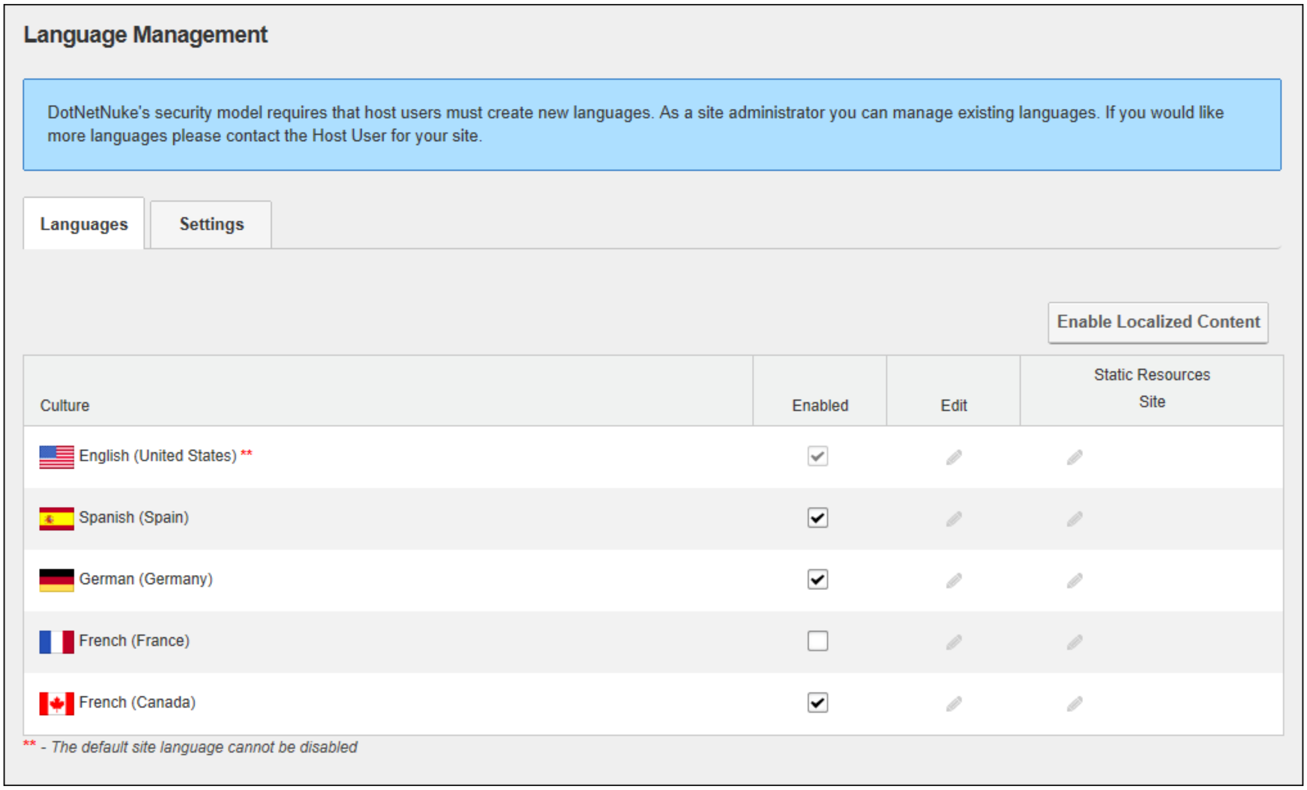
Disabling Localized Content

How to disable localized content for this site. In DNN Platform, users (including unauthenticated users) be granted Edit Module permissions. In Evoq Content and Evoq Content Enterprise, users (including unauthenticated users) must be granted Edit Content permissions.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the **Disable Localized Content** button.



3. This displays the message "Are you sure you want to disable Content Localization for this web site? This action will delete all translated pages, and cannot be undone."



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

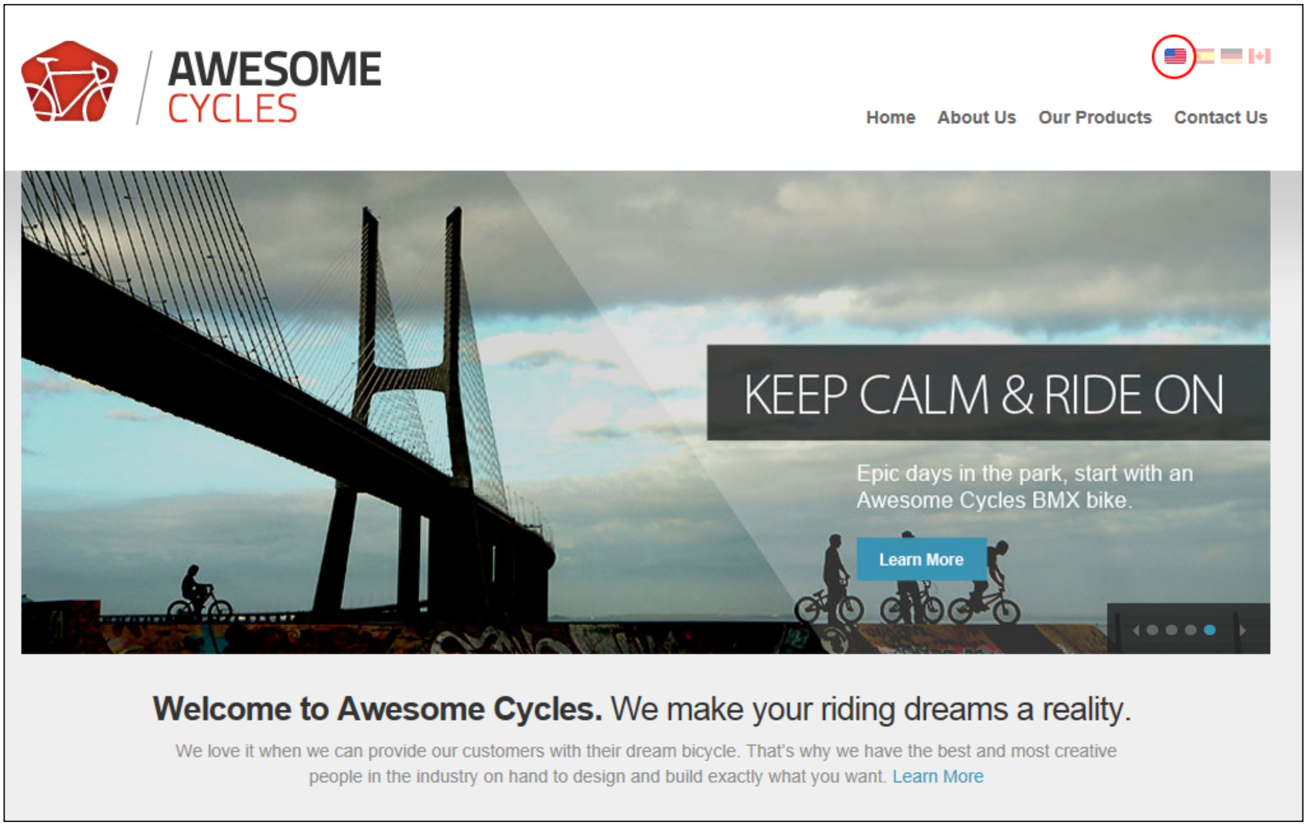
Working with Multi-Language Sites

Viewing a Site in the Default Language

How to view a site in the default site language.

Prerequisite. Two or more languages are enabled on the site and content localization is enabled.

1. Click on the first (left hand side) country flag icon that is displayed in the list of enabled languages.



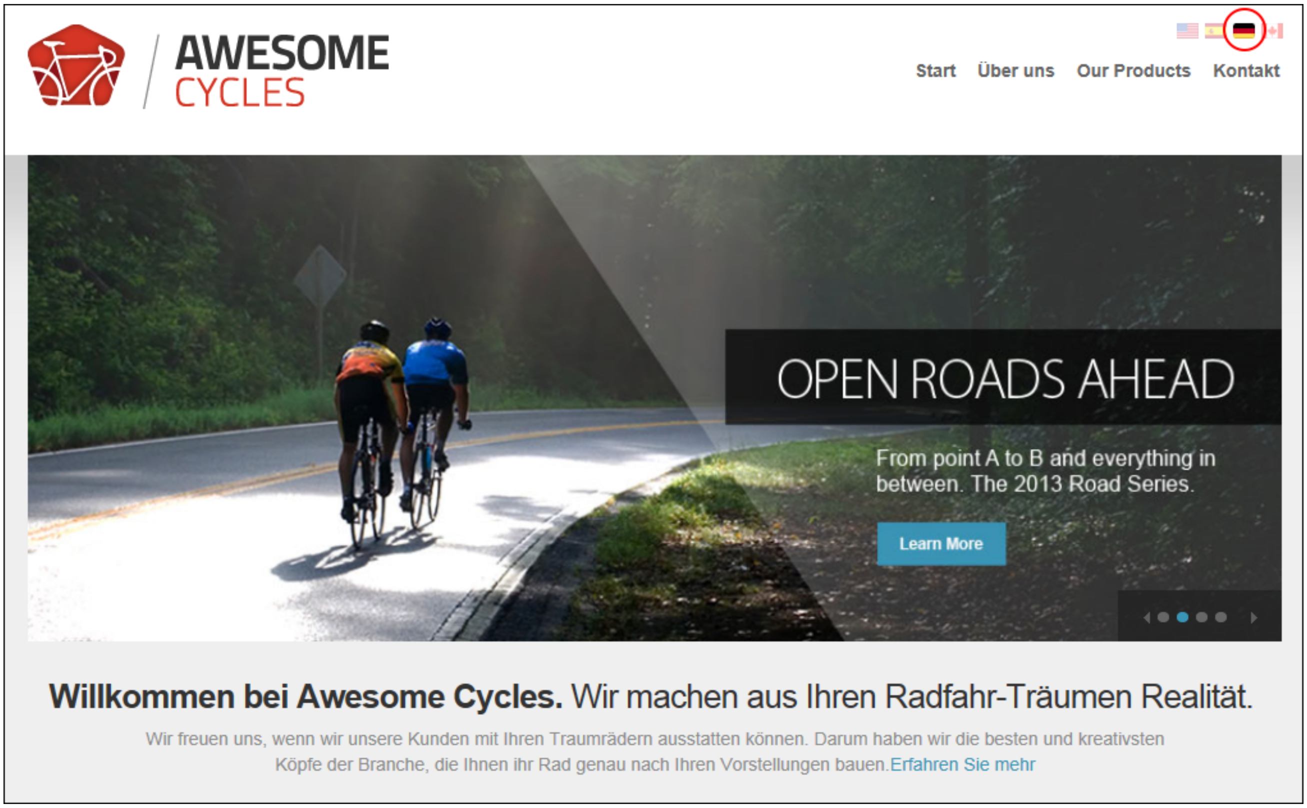
Viewing a Site in the Default Language

Viewing a Site in a Secondary Language

How to view the site in a secondary culture. E.g. a culture other than the default site language.

> Tip: Translators can view unpublished culture that they are authorized to translate. Administrators and SuperUsers can view all unpublished cultures.

1. Click on the country flag icon associated with the required secondary culture.



Viewing a Site in a Secondary Culture

Adding a Page to a Multi-Language Site

How to add a page to a multi-language site for the default language. This will create a single page for all cultures, a page in the current culture or a localized version for all cultures depending on the Localization settings you choose.

1. View the site in the default language. See "Viewing a Site in the Default Language"
2. Add the new page as per usual (See "Adding a New Page") ensuring you set the Permissions (See "Setting Page Permissions") and Localization settings (See "Localization Settings for New Pages") as required.
3. Add modules and content to this page as required.

> Tip: If you have chosen to create localized versions of the page, once the content is completed, you can notify the translators. See "Notifying Translators"

Adding a Module to a Multi-Language Site

How to add a new module to a multi-language site. The module will only display for the language that it was added to however you can then choose to add the module to additional languages and choose whether the module content will be a copy of the original content or whether it needs to be translated.

1. View the site in the language you want to add the module to. See "Viewing a Site in the Default Language" or See "Viewing a Site in a Secondary Language"
2. Navigate to the page where you want to add the module. See "Viewing Any Page" or See "Viewing any Page (Pages Management)"
3. Add the module. See "Adding a New Module (ControlBar)", See "Adding a New Module (RibbonBar)" or See "Adding a New Module (Iconbar)"
4. Add module content as required. See "Editing Module Content"
5. Now that the module is added and you have created the content, you can choose from these options:
   - Copy the module and its contents to one or more additional languages.
   - Attach or detach the module content.

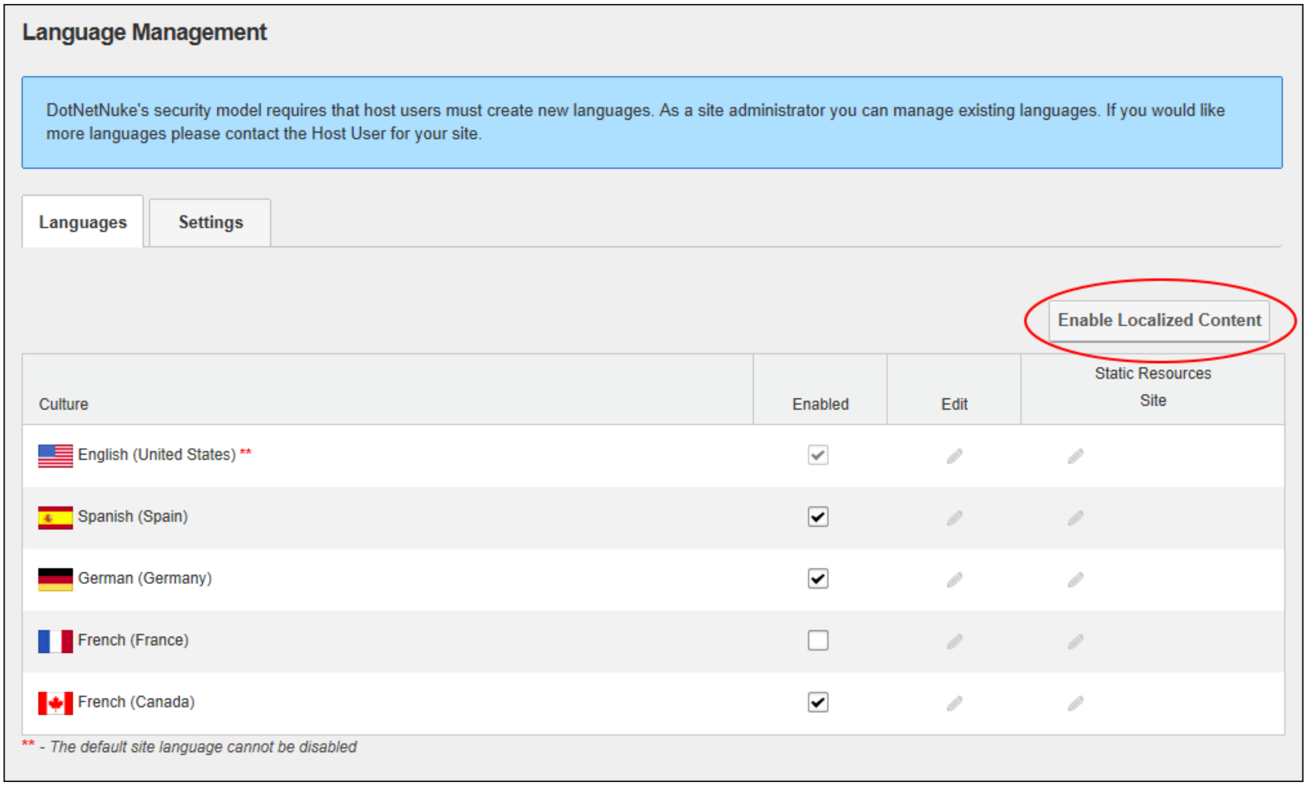
Configuring Content Localization

Enabling Localized Content

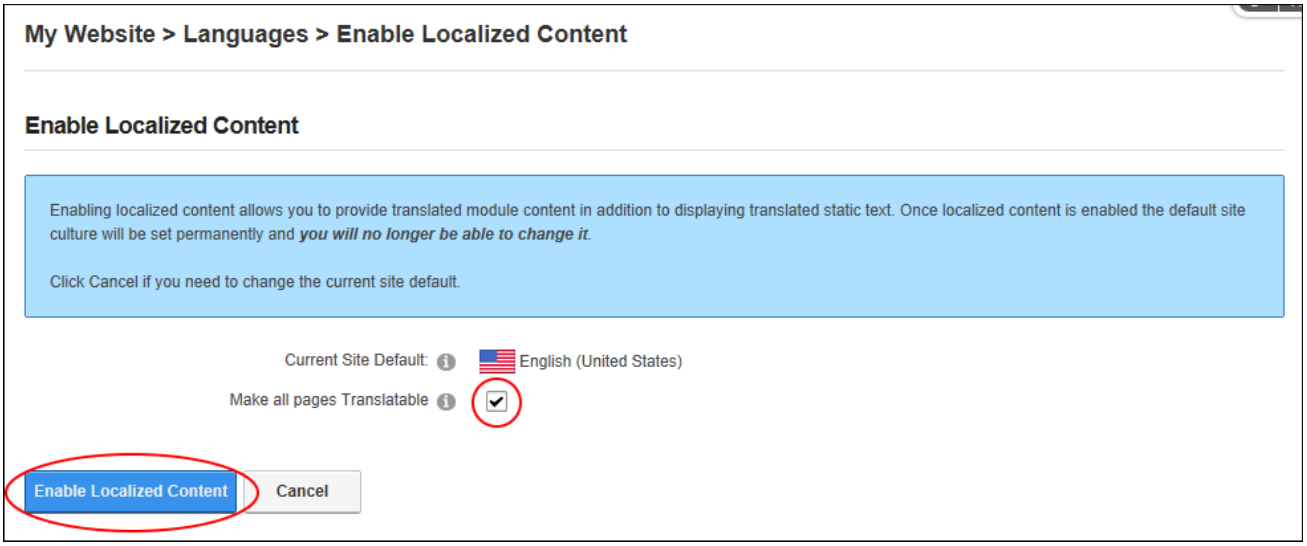
How to create a localized copy of the current site content for each of the enabled languages using the Languages module. This creates a translator role (titled Translator and then appended with the country code. E.g. Translator (EN-AU)) for each enabled language. This also enables the Localization tab under Page Settings for all site pages. See "Setting Page Details". In DNN Platform, users must bes granted Edit Module permissions. In Evoq Content and Evoq Content Enterprise, users must be granted Edit Content permissions.

Prerequisite. Localized content must be enabled by a SuperUser. Localized content cannot be disabled once it has been enabled.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Languages** tab.
3. Click the **Enable Localized Content** button.



4. The Enable Localized Content message box is now displayed listing the Current Site Default language and informing 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.
5. At **Make all pages Translatable**, select from these options:
    1. Mark the check box if all pages that are in the default language will be made translatable. This creates a copy of all translatable pages for each of the enabled languages.
    2. Unmark the check box if you only want to translate some of the pages that are in the default language into other languages. This allows you to maintain some or most of the site in the default language and only manage selected pages, such as the contact page or pages that don't frequently change content, into other languages. This is the default setting.
6. Click the **Enable Localized Content** button.

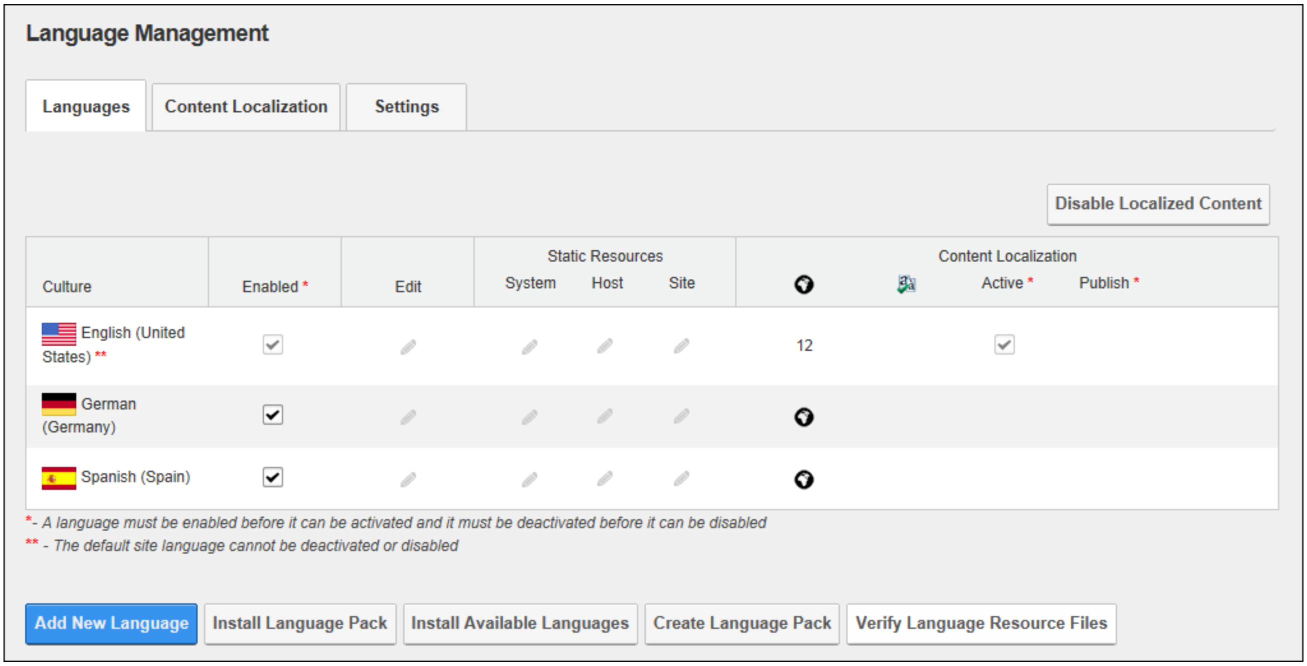


7. A progress bar is now displayed that shows the languages and pages being created for each of the enabled languages. In this example all pages have been chosen as translatable so a copy of each page (including the modules and content on these pages) for each language is created. A translator role for each language is also created at this step. Once this step is complete, a new tab called "Content Localization" is available on the Languages module and a new section titled Content Localization is displayed in the culture grid with the following new fields:
   - **No of Pages**: This displays the number of pages and the percentage of pages that have been localized.

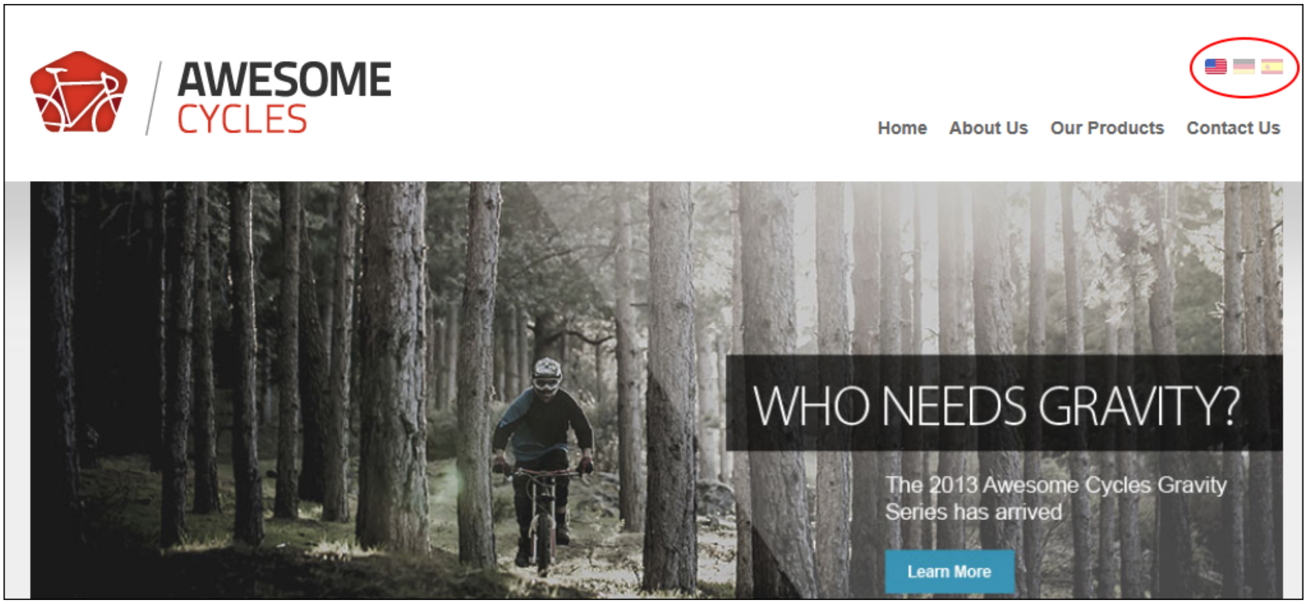
     Note: In the below image, because all pages were chosen from translation the number of pages that were localized (e.g. 12) is the same for the default language of English (United States) and all other enabled languages and percentage of localized pages would be 100%.

     If we had elected to choose the pages to be localized at a later step, then the number of pages would show as zero (0) for the default language of English (United States) as no pages had been localized as yet. For each of the other enabled languages, the **No of Pages** button is displayed as a link that you can click to create localized pages for that language. Each enabled language displays this button, allowing you to choose different pages to localize for each language as required.
   - **Translated Pages**: This displays the number of page and the percentage of pages that have been translated.

- **Active**: Localized content is activated / not activated.
- **Publish**: The **Publish Pages** icon enables editors to publish pages that are marked as translated for this language.



To view the newly created localized copies for this language, click on the country flag for this language (typically located in the top right corner of the site above the menu). This displays the localized copies of these pages in the menu. Note: Page names are appended with the country code. E.g. For Australia it is (EN-AU). You can modify these names as you like by editing the Page Name. See "Setting Page Details"



A translator role named Translator (en-AU) is now displayed in the Security Roles module for each language that is enabled. 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" or See "Adding a User to a Role"

> Tip: You can also assign other roles as translators for a language. See "Setting Translator Roles"

Next Steps:

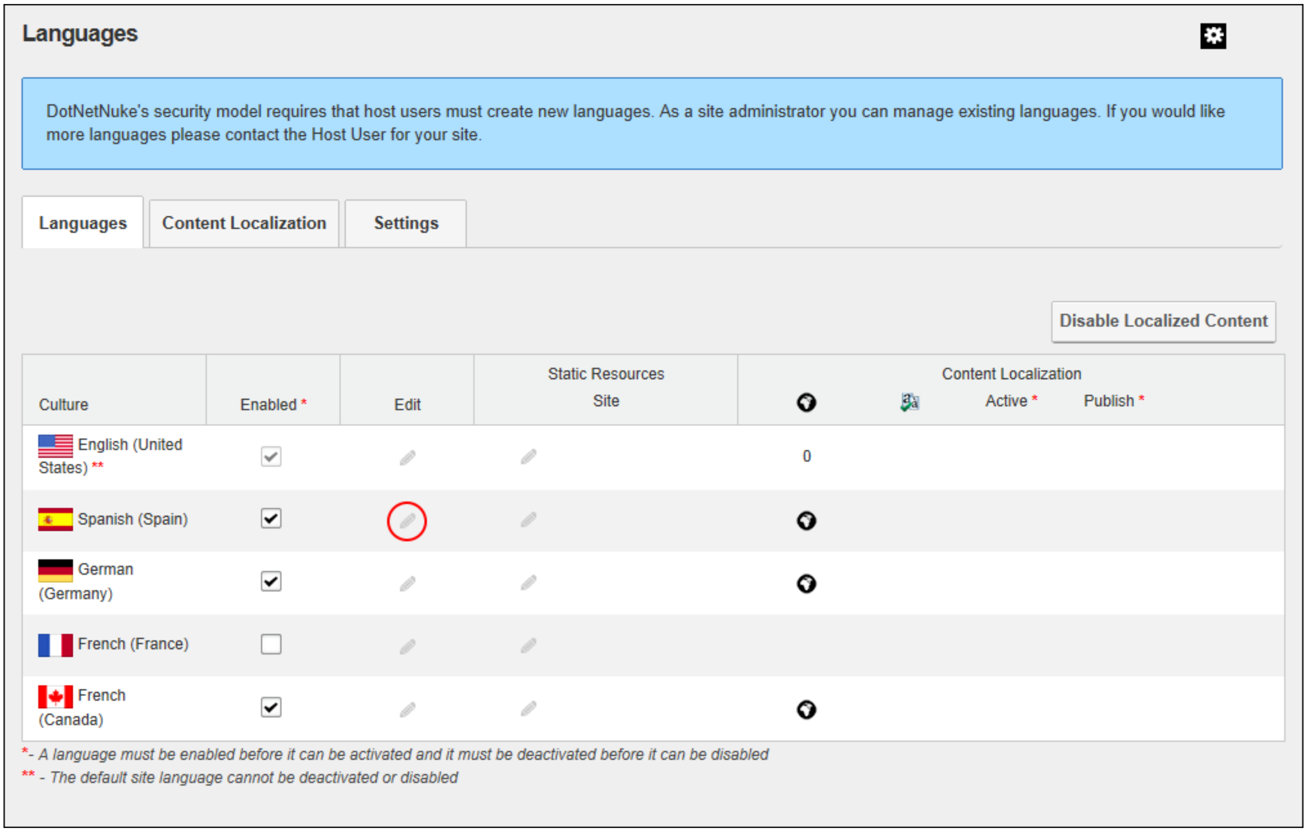
Create one or more translatable page in a language. See "Making a Page Translatable"

Setting Translator Roles

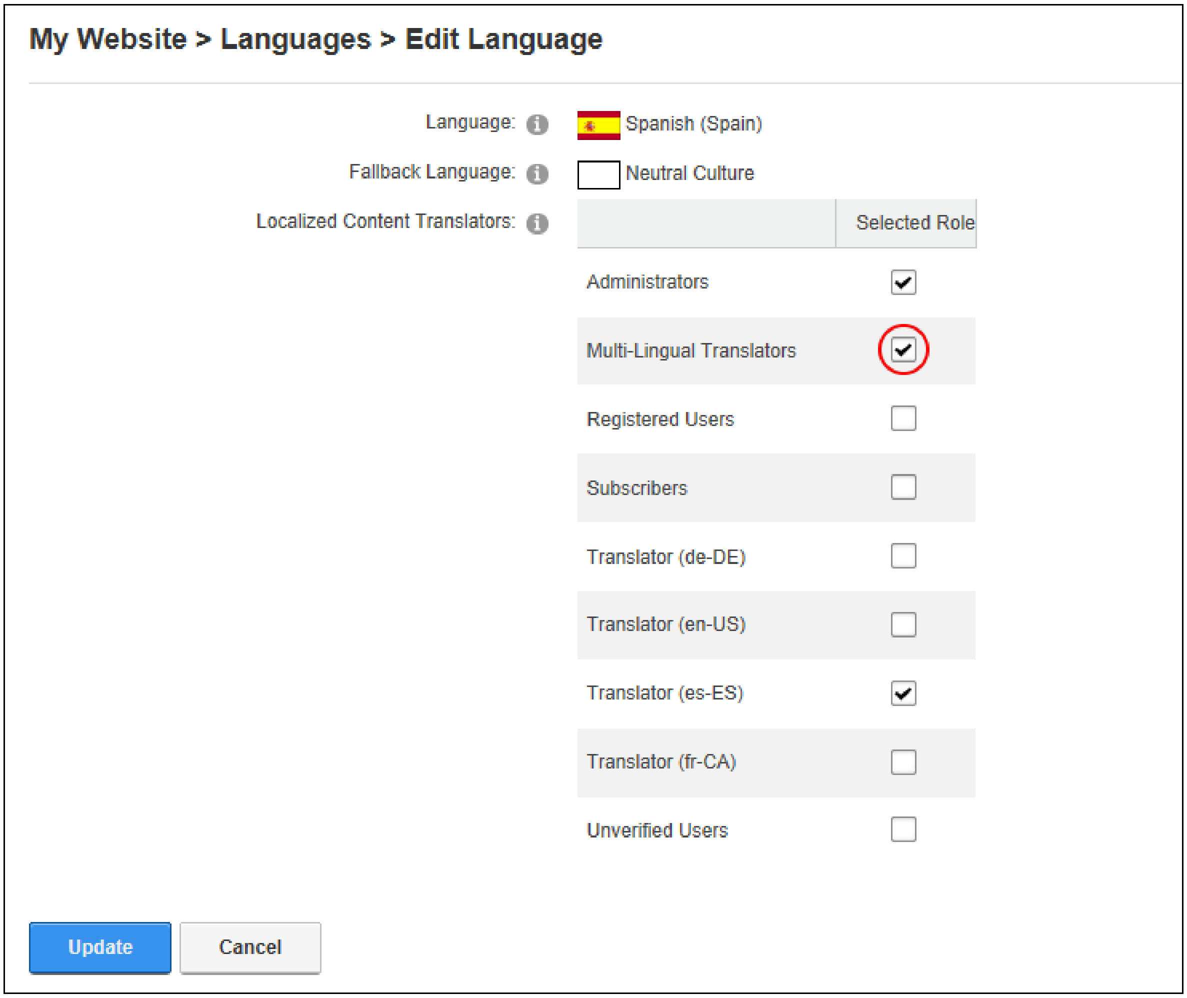
How to enable or disable one or more roles to have Edit Rights to translate all new pages and localized modules for a language using the Languages module. Note: A translator role is automatically created for each language upon creation of localized content. This tutorial explains how to add additional roles if required. In DNN Platform, users must be granted Edit Module permissions. In Evoq Content and Evoq Content Enterprise, users must be granted Edit Content permissions.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Languages** tab.

3. In the Edit column of the Culture grid, click the **Edit This Language** button beside the required language. This opens the Edit Language page.



4. At **Localized Content Translators** go to the **Selected Role** column and mark the check box beside each role that can translate this language. Note: The translator role associated with this role (e.g. Translator (es-ES)) is selected by default. - OR - unmark the check box beside a role to remove it.

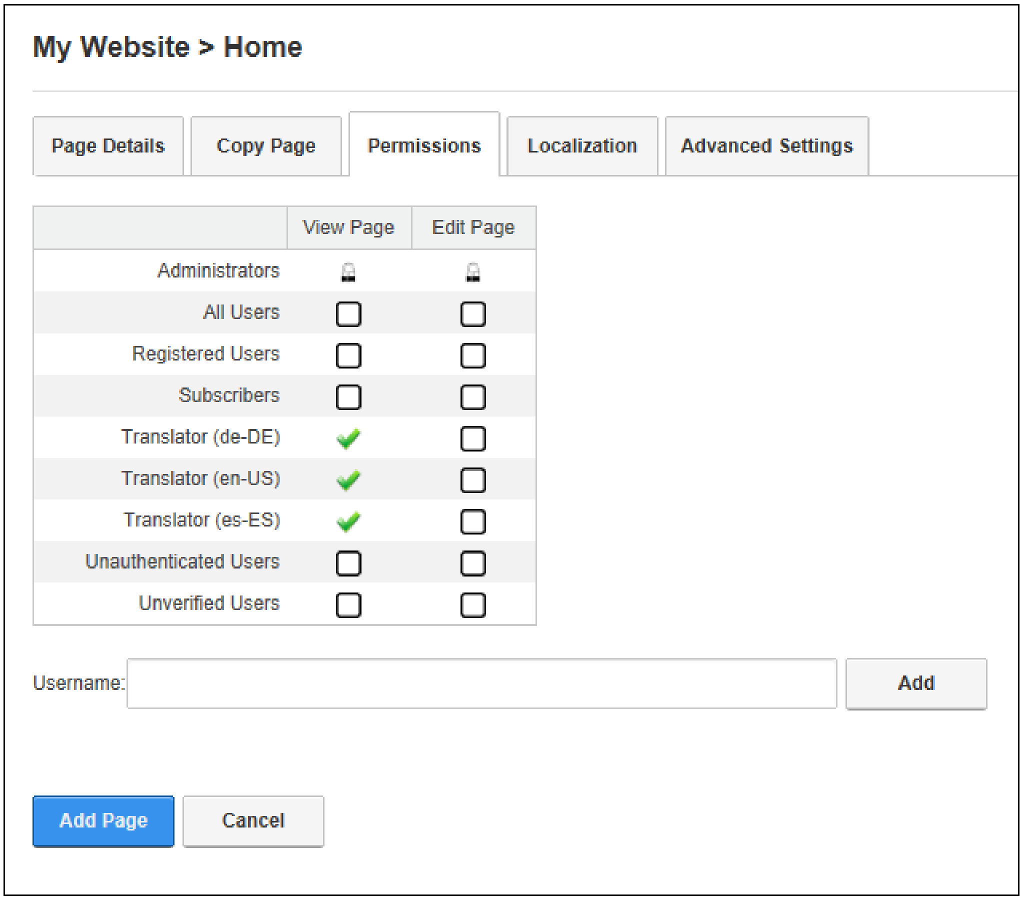


5. Click the **Update** button.

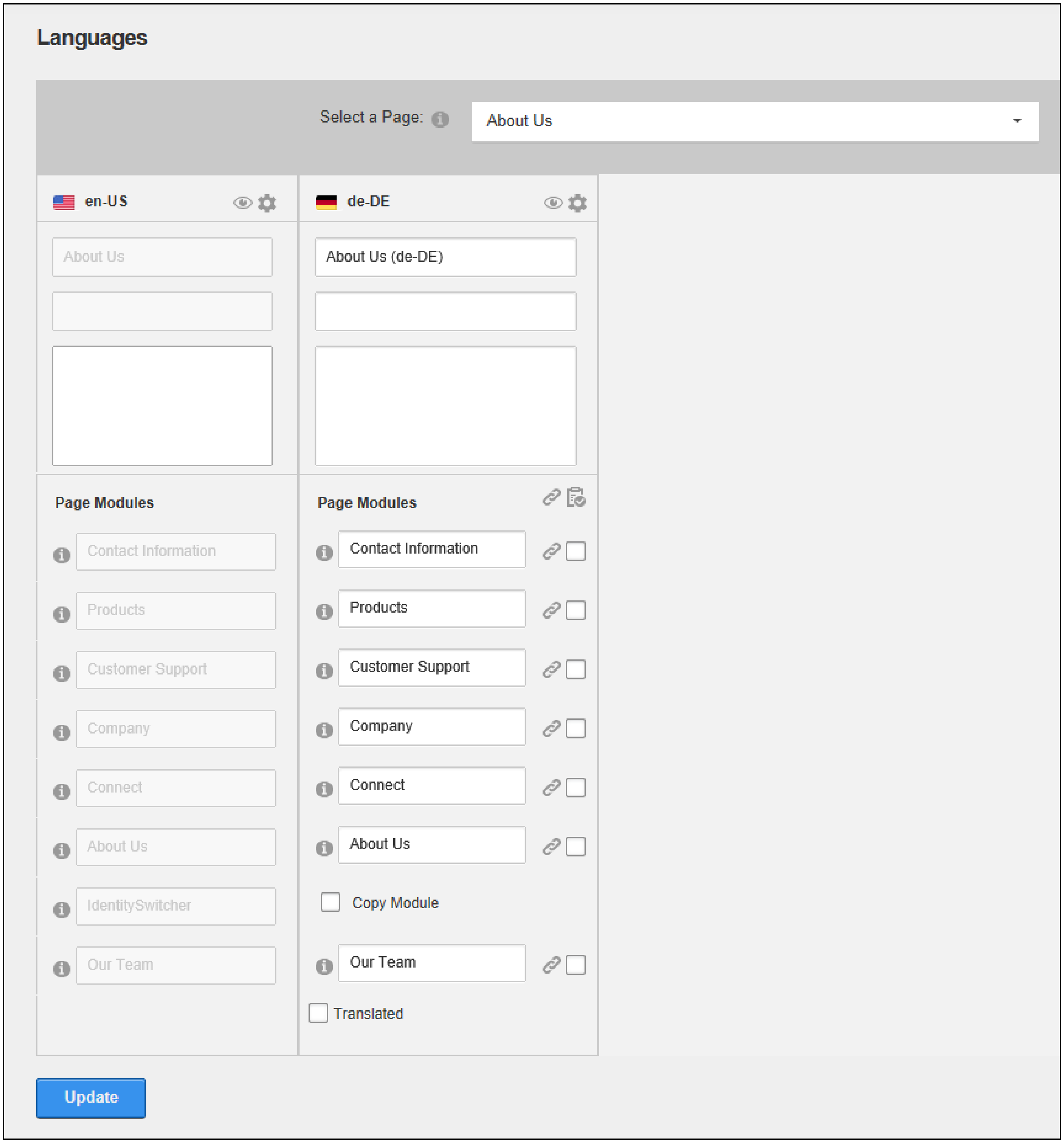
Providing Access to the Languages module

The Languages module should be added to a site page to allow non-Administrator translators to manage translations via the Content Localization tab. Once the module has been added to the site as detailed below, then all users associated with a translator role will be able to view and manage the status of translations for their language.

1. Create a new site page and grant View Page permissions to each of the translator roles and any additional usernames as required.



2. Add a Languages module to the page. In the below image, the user who is viewing the module is only a member of the "Translator (de-DE)" role, therefore they can only see and manage the German language translations.


Languages
Select a Page:
About Us
en-US
de-DE
About Us
About Us (de-DE)
Page Modules
Page Modules
Contact Information
Products
Customer Support
Company
Connect
About Us
IdentitySwitcher
Our Team
Contact Information
Products
Customer Support
Company
Connect
About Us
Copy Module
Our Team
Translated
Update

> Tip: Additional settings on the Languages module can be enabled to allow non-administrators to also view either or both the Languages and Settings tabs to non-Administrators. See "Setting Language Permissions for Non Administrators"

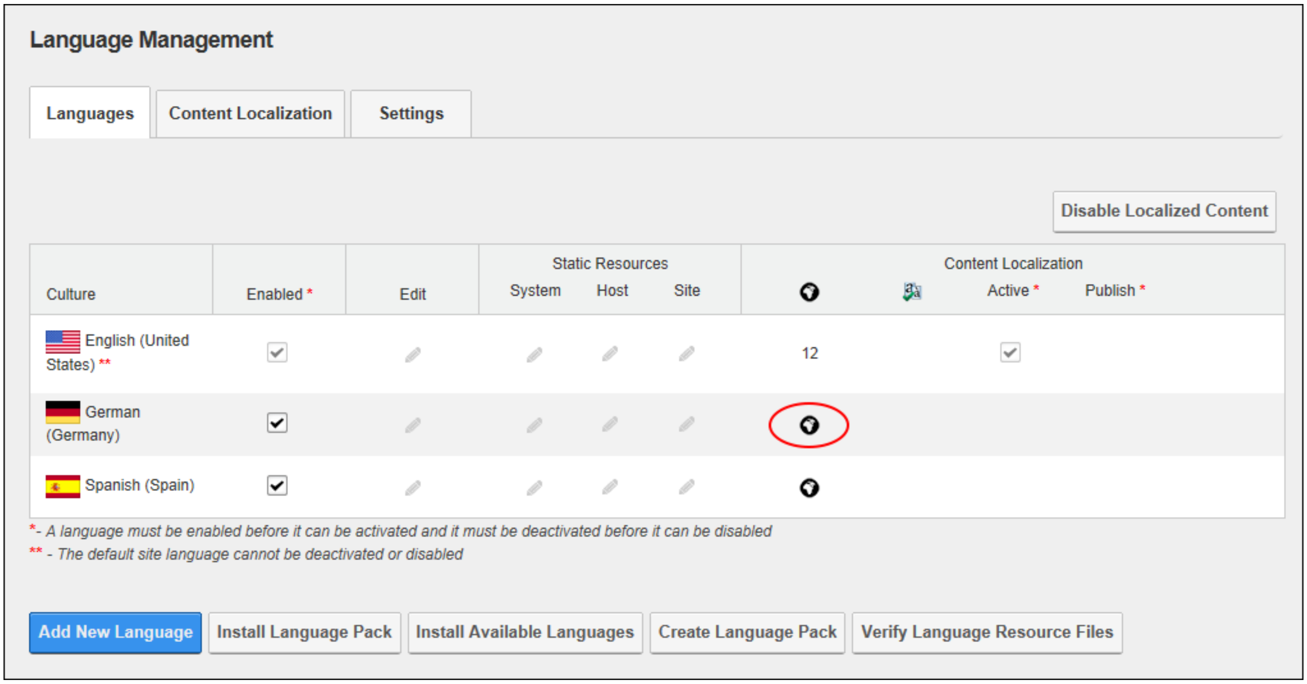
Choosing Translations

Creating Localized Pages for a Language

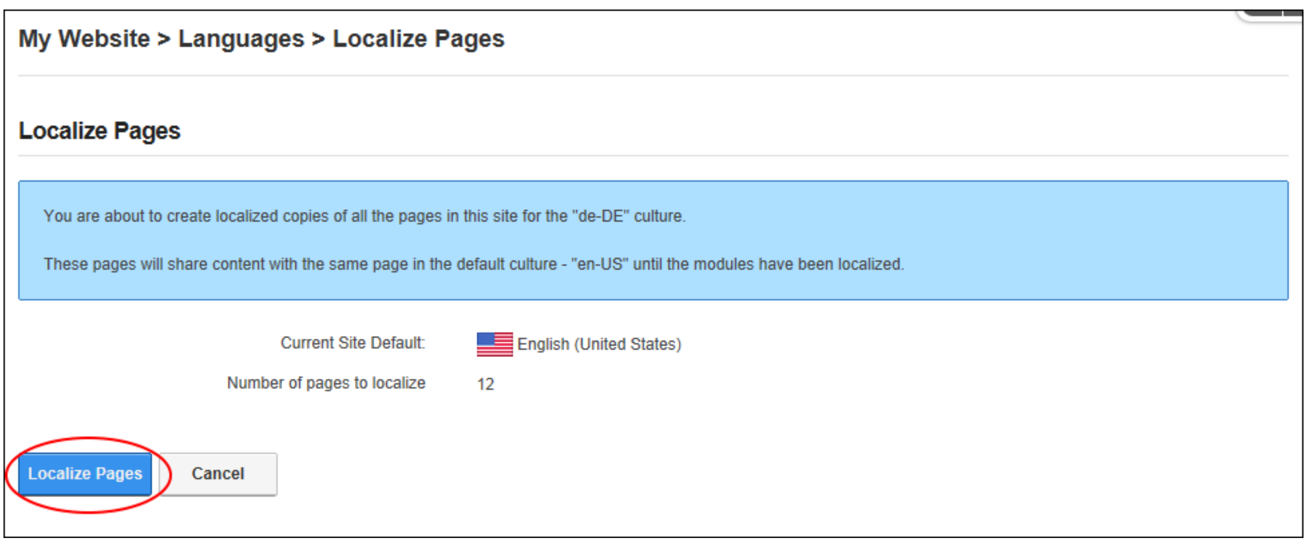
How to create localized pages for a language that has been added to the site but does not yet have localized pages created. This can occur if localization was enabled when a language was disabled or if localization was enabled but not all pages were set as translatable, therefore the individual pages need to be chosen. Users must be granted Edit Module/Add Content permissions to the Languages module.

Prerequisite. Localized content must be enabled. See "Enabling Localized Content"

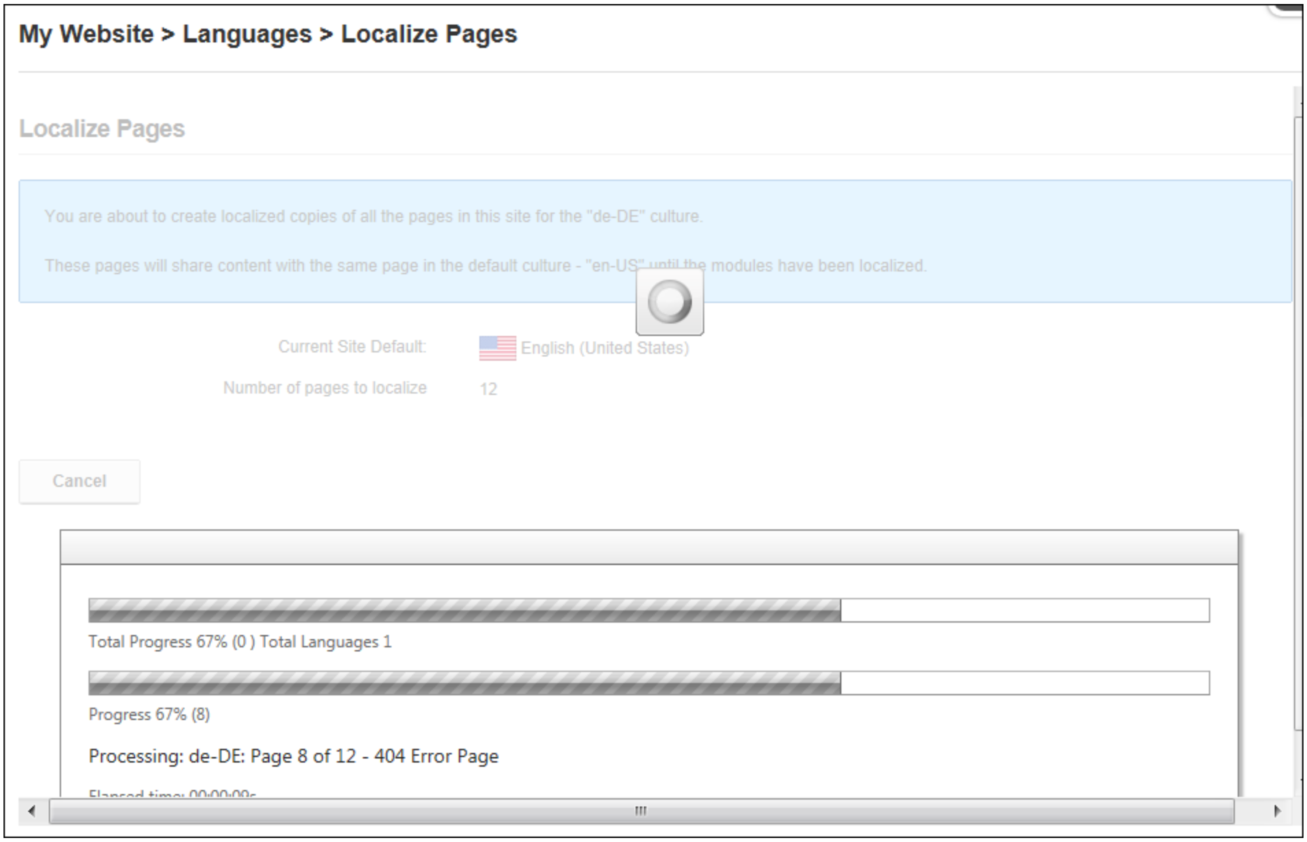
1. Navigate to Admin > Advanced Settings > **Languages - OR -** Go to a Languages module.
2. Select the **Languages** tab.
3. **Optional.** In the **Enabled** column of the Culture grid, mark the check box beside the language if it is not yet enabled.
4. In the **Content Location - No of Pages** column of the Culture grid, click the **Create Pages In This Language** button beside the required language.



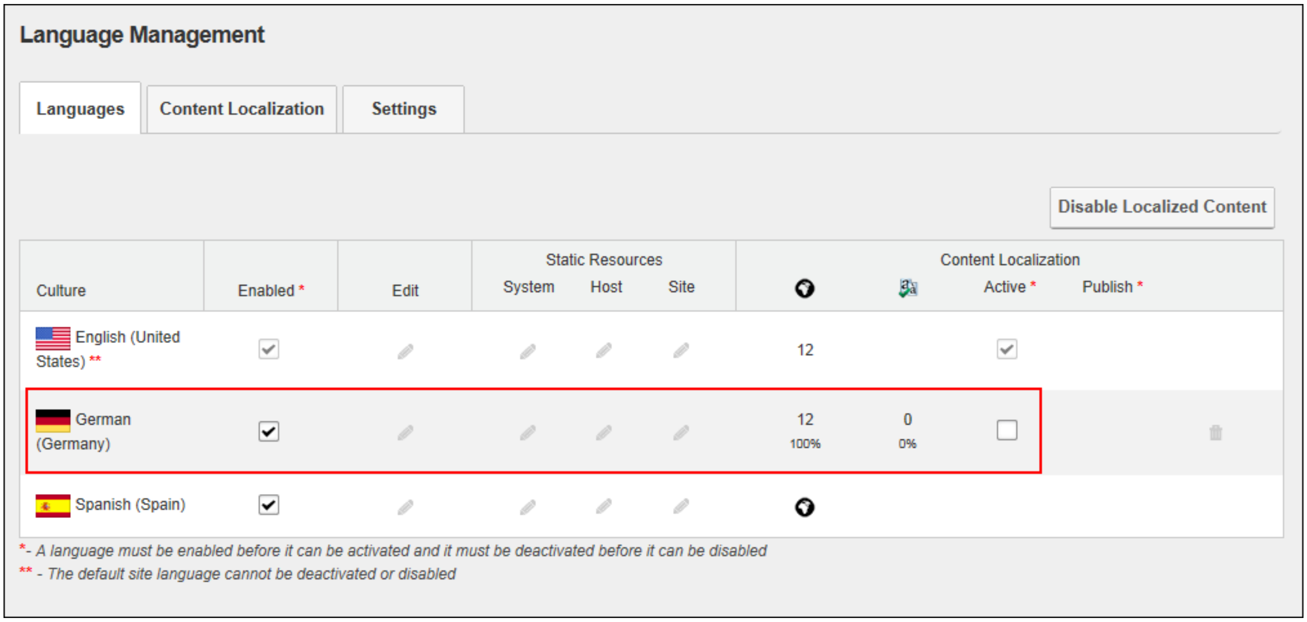
5. This opens the Localize Pages page that displays the number of pages that will be localized at the "Number of Pages to Localize" field.
6. Click the **Localize Pages** button.



7. This displays a progress bar that lists each of the pages and content that is being created for the chosen language.



8. Once all the translations are completed, you are returned to the Languages module and you can see the current status of translations for the language. E.g. There are 12 pages of translations created which is 100% of the total number of site pages and of those 12 pages, zero percent (0%) have been marked as translation completed. The language is not active on the site.

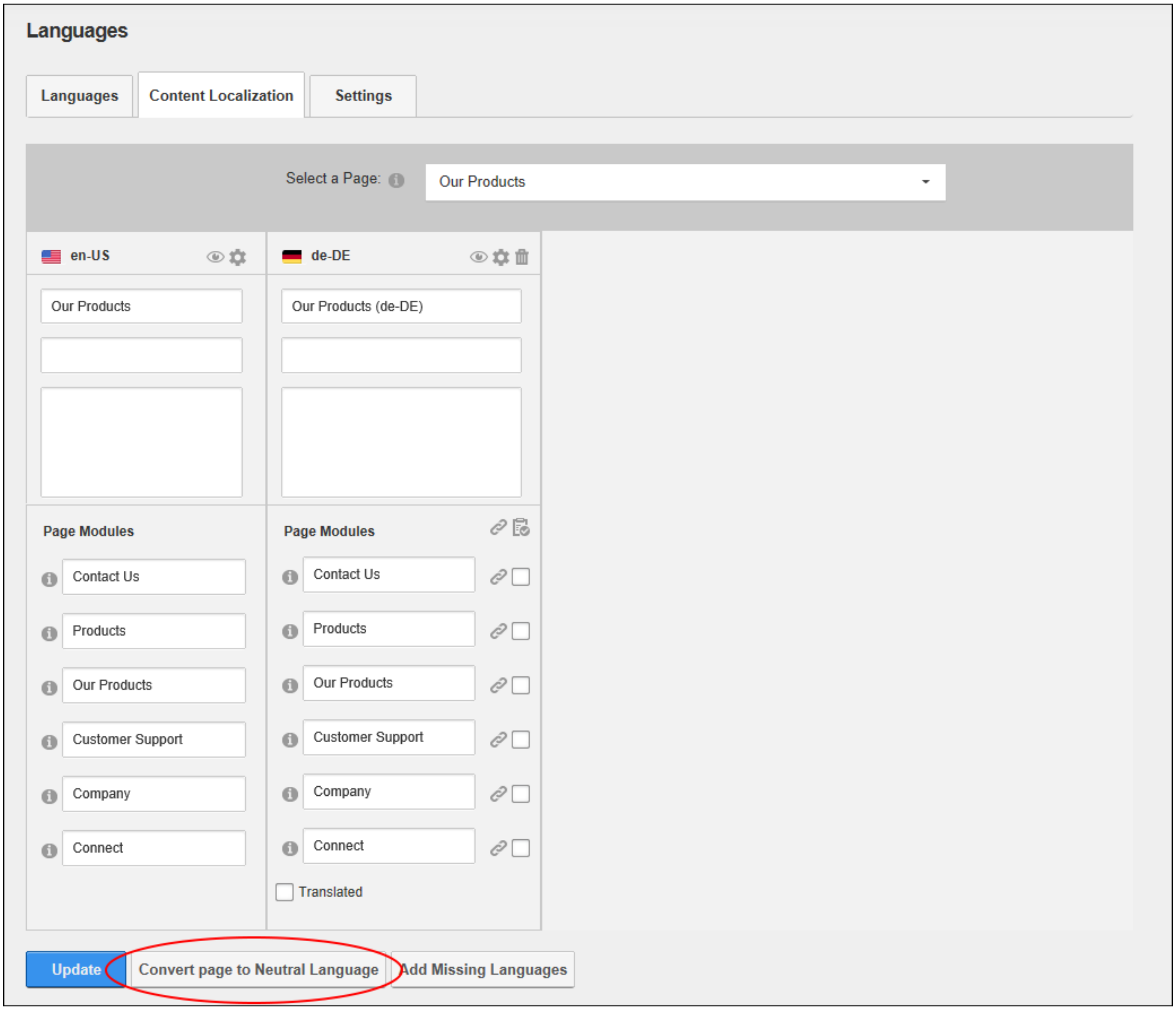


Next Steps: You are now ready to begin translations for this language. See "Translating a Page" and See "Translating a Module"

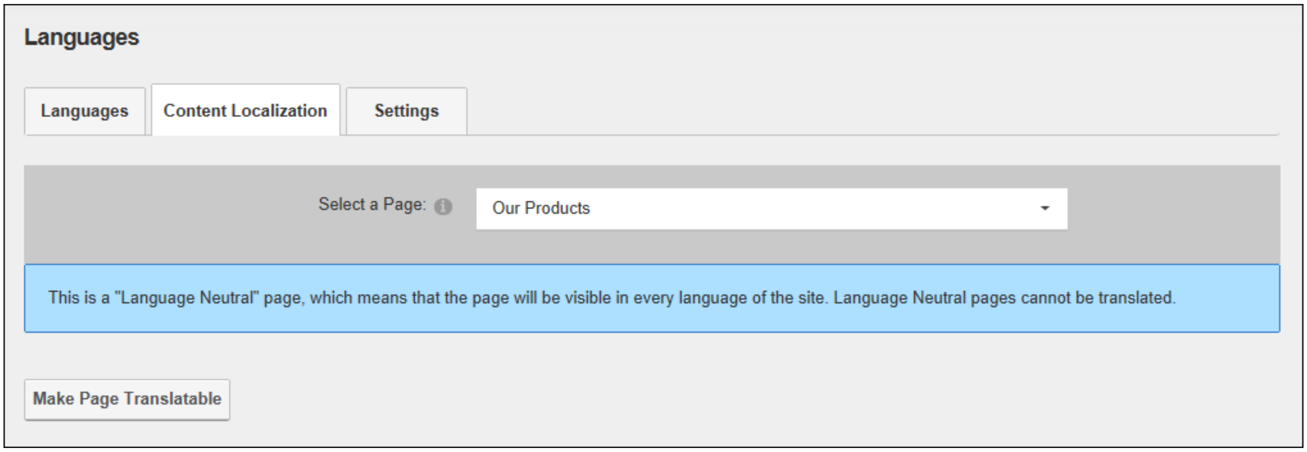
Converting a Page to a Neutral Language

Administrators can restore a page that has translations back to a "Language Neutral" page so only the default language version of the page will exist and that page will be visible in every language of the site. Language Neutral pages cannot be translated. Restricted to Administrators only.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Content Localization** tab.
3. At **Select a Page**, find or select the required page.
4. Click the **Convert Page to Neutral Language** button located at the base of the module. This displays the confirm message "This will delete all translations of the page. Only the default language version of the page will remain. Are you sure you want to do this?"



5. Click the **Yes** button.



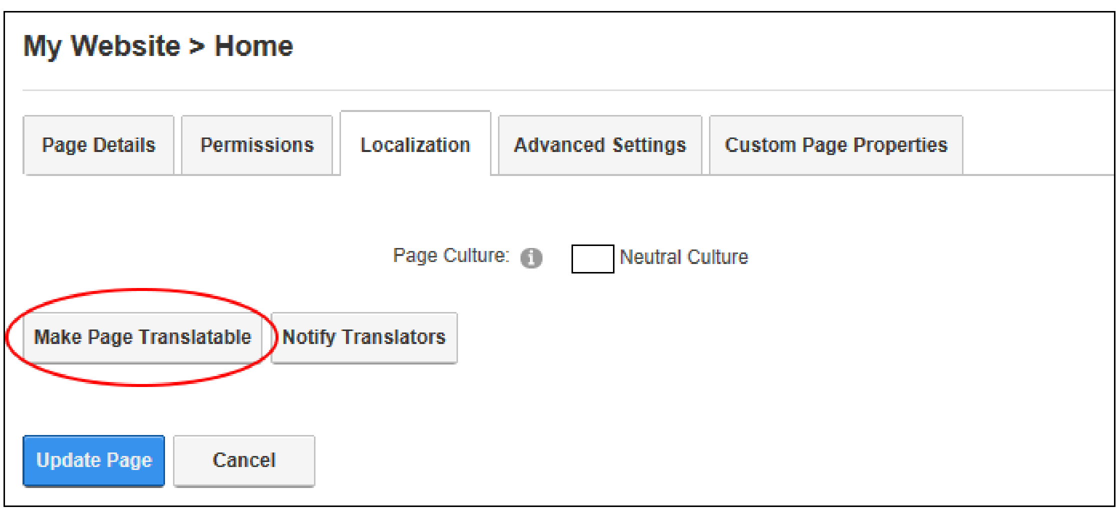
Making a Page Translatable

How to make a page translatable by creating a translatable version of the page and all modules on that page in each of the enabled languages.

Prerequisite. A translation for a page can be created by either an Administrator or a translator. If this task is performed by an Administrator a translation will be made for each culture. Translators can use this feature to create translatable version of a page my language only. Translations for other cultures can later be added by other translators or Administrators using the Languages module. See "Adding Missing Language Translations to a Page"

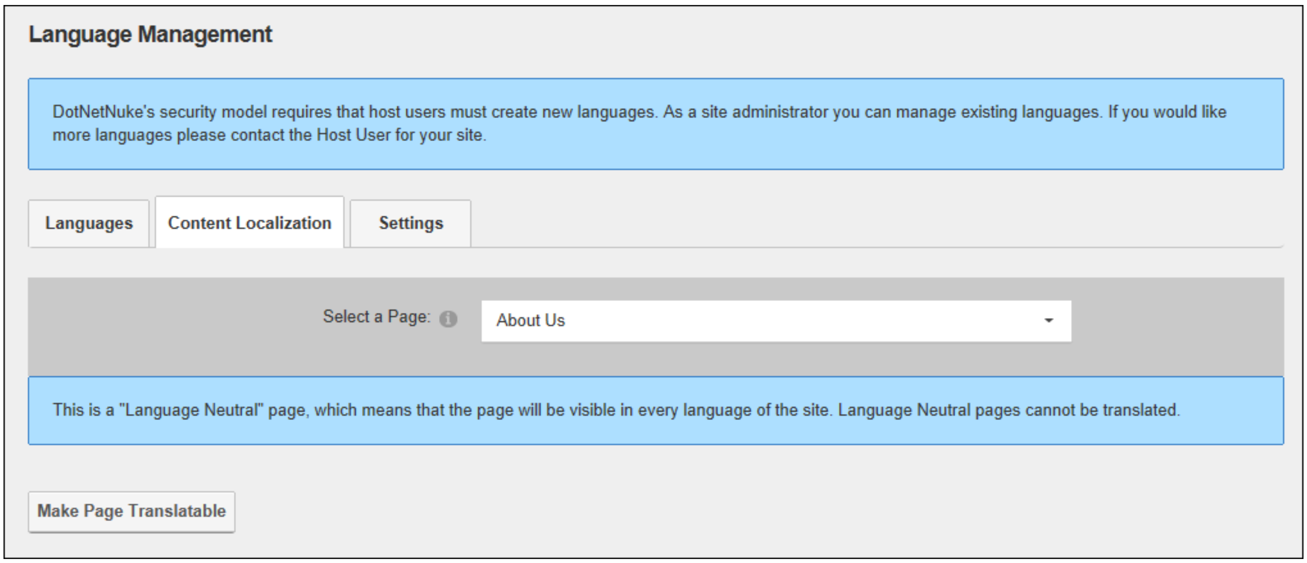
Via Page Localization Settings

1. Select **Page Localization** from the Edit Page menu of the ControlBar.
2. Click the **Make Page Translatable** button.

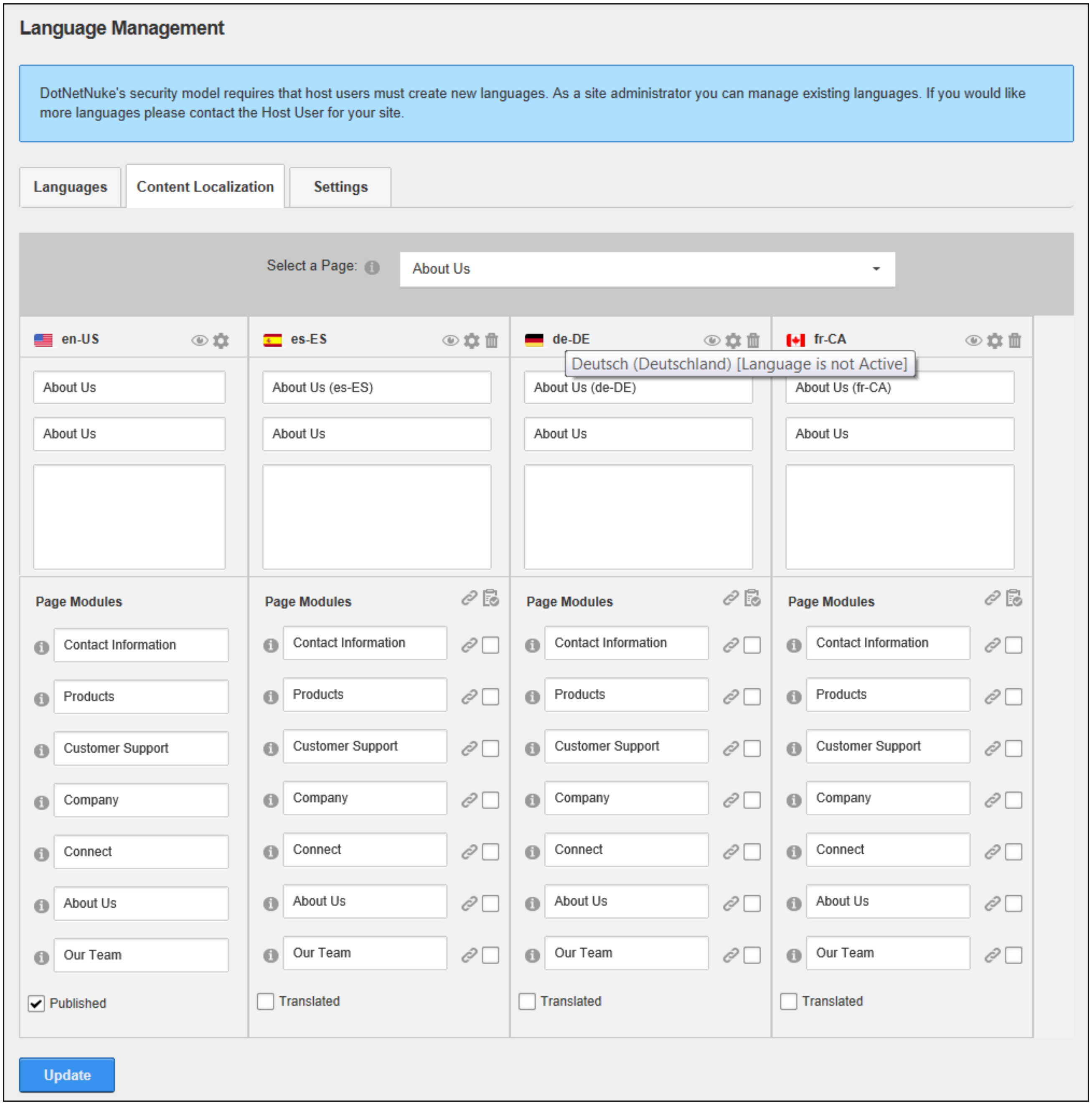


Using the Languages Module

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Content Localization** tab.
3. At **Select a Page**, find or select the required page. Pages are listed in the order they appear in the menu by default, however you can choose to order them in **A-Z** or **Z-A** order. You can click the **Expand** button beside a parent page to view a list of child pages below to and select the required page, or finally you can perform a search for all or part of a page name.



4. Click the **Make Page Translatable** button. This displays a grid with a column for each of the enabled languages and lists all of the translatable modules on that page. The default language, in this case en_US, is always displayed on the left hand side and cannot be deleted. Note: If you hover your mouse over the flag icon for a language you can see information regarding the status of that translation. For example, in the below image you can see that the German (Deutsch) language is not active.



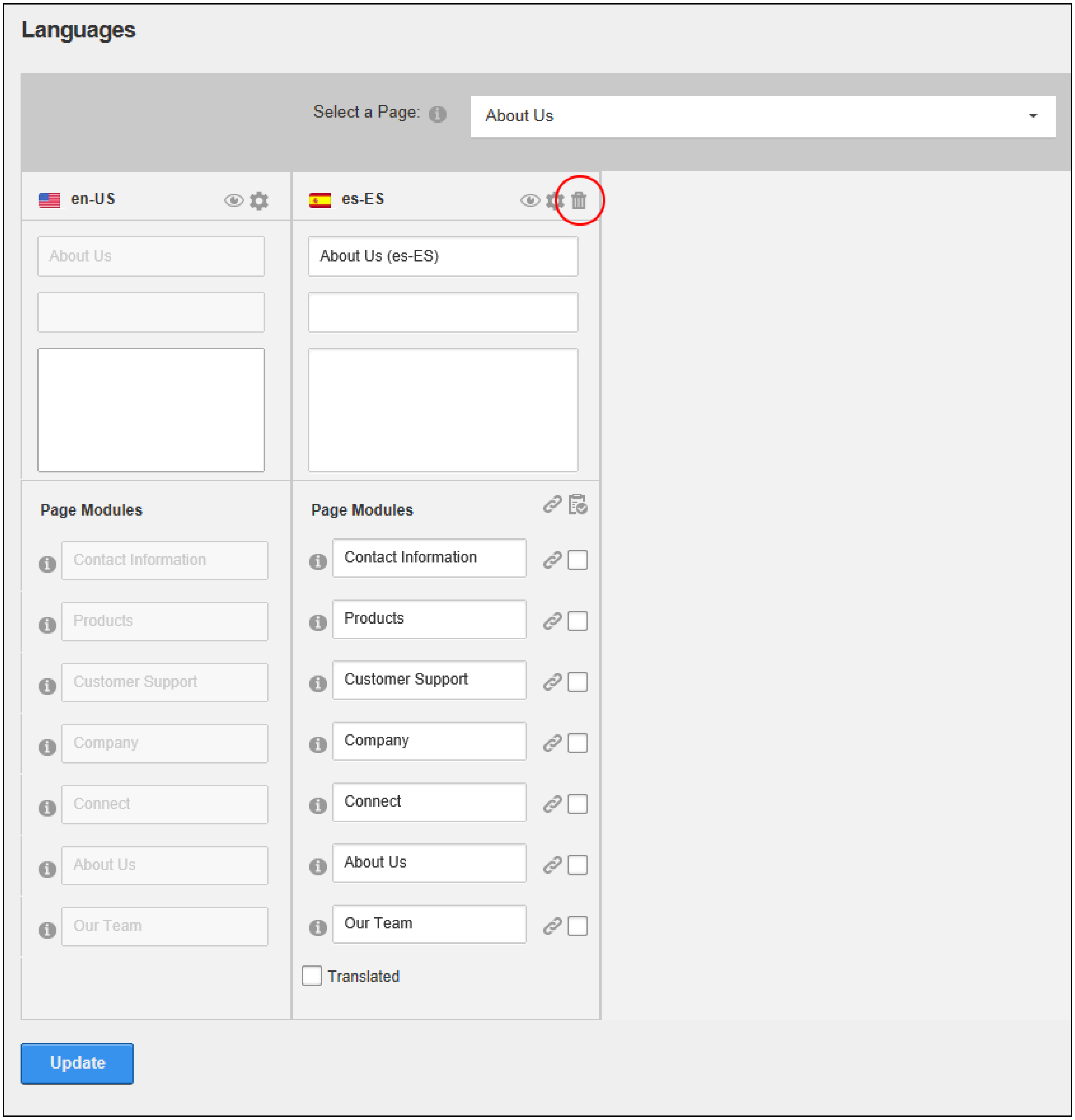
Next Step:

- If you don't want to translate this page into all of these languages, See "Removing Translations for a Page"
- Administrators can quickly update multiple module names for one or more languages simply by typing the new module titles into this page and then clicking the **Update** button.

Removing Translations for a Page

How to remove translations for a language from a page. This allows you to choose which pages are translated into each enabled culture, and which to translate for some cultures only. This is useful when different site information is targeted towards different cultures and languages. Removed translations can also be added back to the page, allowing you to restart a translation from scratch.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Content Localization** tab.
3. At **Select a Page**, find or select the required page.
4. Click the **Delete** button beside each translation to be deleted.

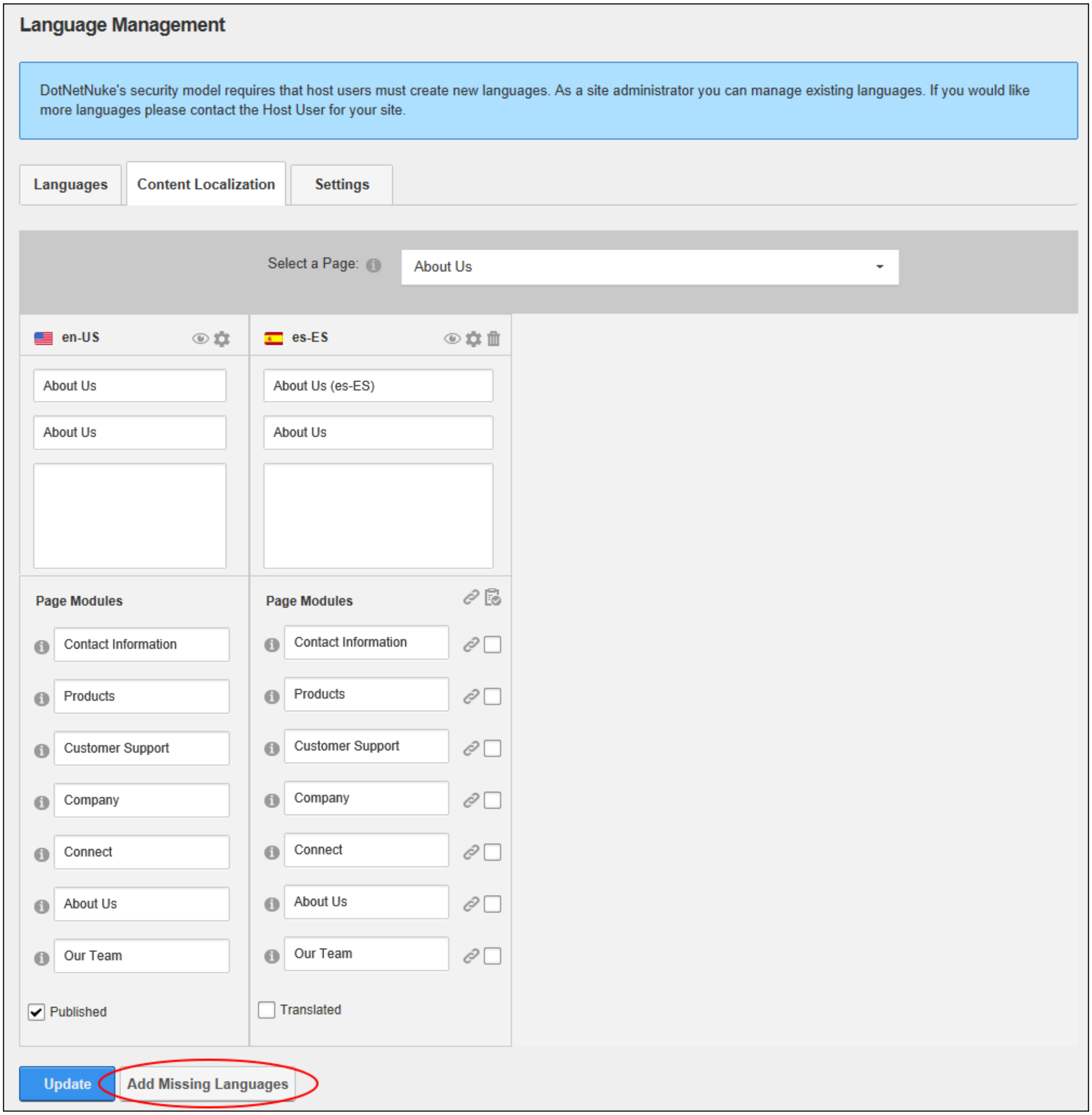


5. This displays the message "You are about to permanently remove the 'fr-CA' translation of this page. Are you sure about this?"
6. Click the **Yes** button to confirm.

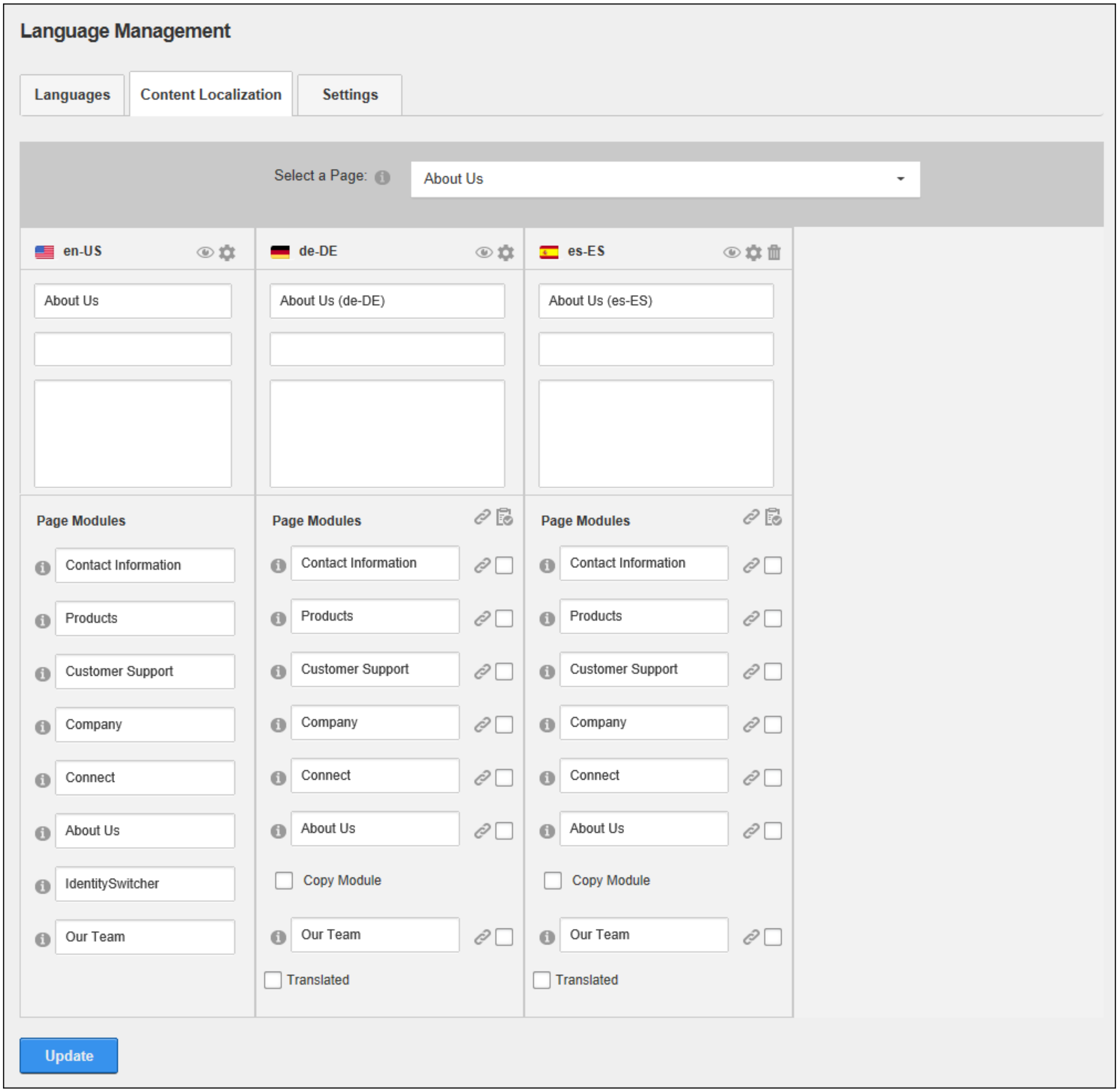
Adding Missing Language Translations to a Page

How to add each language translation that is missing back to a page. The translation could be missing if it had been deleted or if a new language was enabled after the initial translations were created. The translation that is added will be a new version based on the current content of the default language.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Content Localization** tab.
3. At **Select a Page**, find or select the required page.
4. Click the **Add Missing Languages** button located at the base of the module.



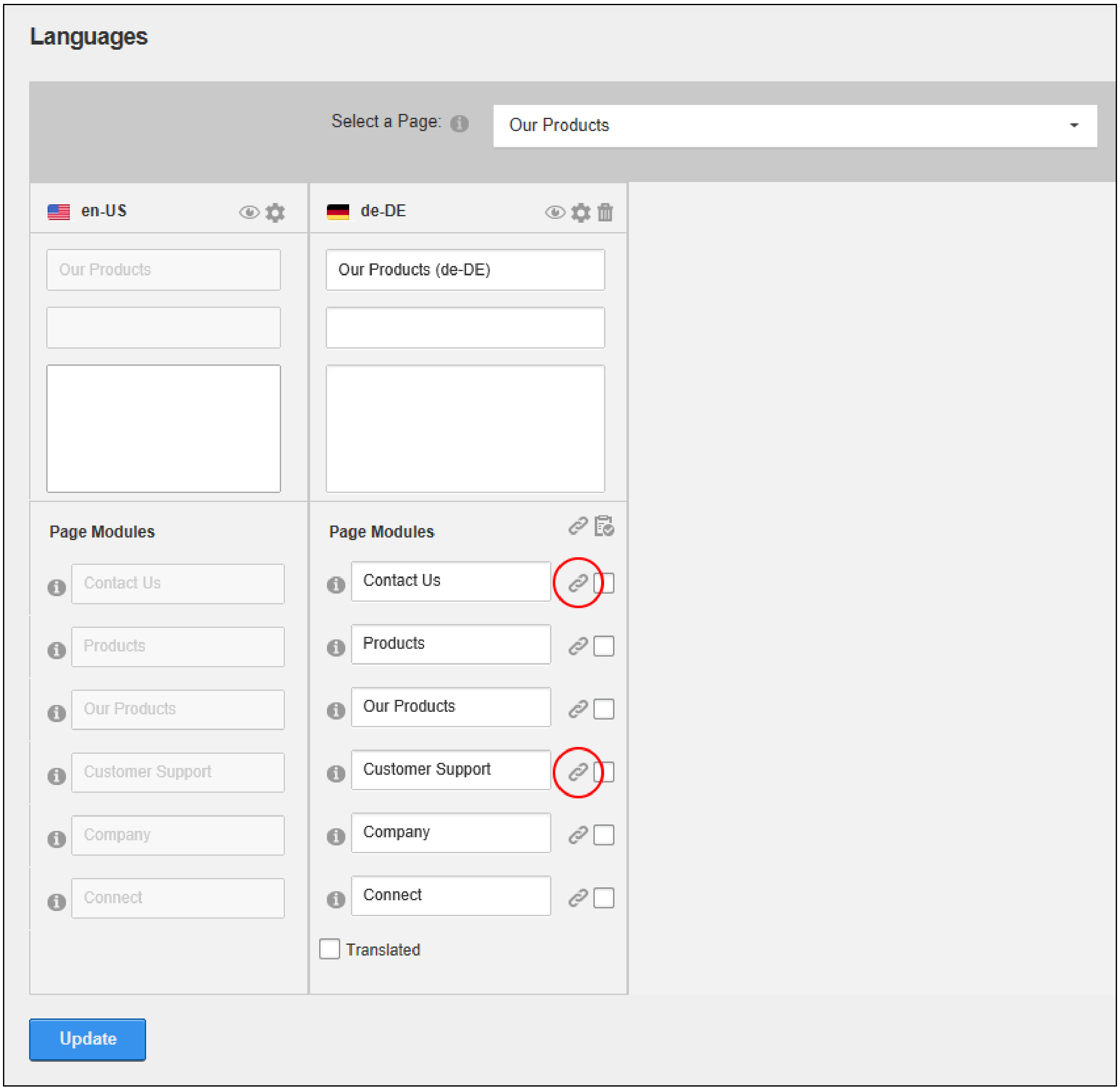
5. Each missing translation is now added back to the page.



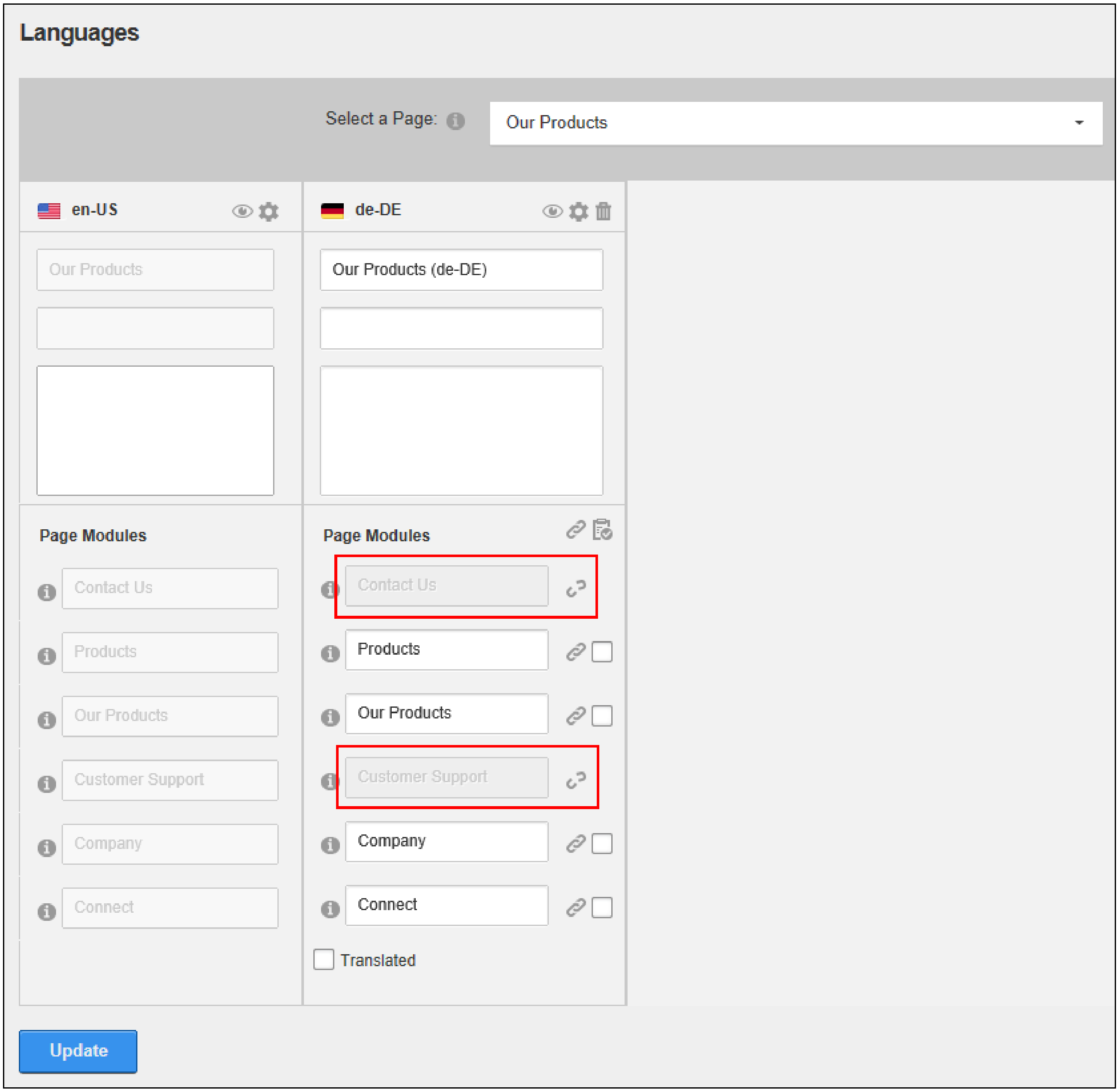
Changing Translatable Modules to Reference Modules

How to change a translatable module for a secondary language into a reference module that shares the same content as the default language module. This permanently deletes any translated content and displays default language version of this module to users who are viewing the site in the secondary language. Translators and Administrators only.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Content Localization** tab.
3. At **Select a Page**, find or select the required page.
4. Locate the required language and click the **Detach** button located beside the title of each module to be modified.



5. Click the **Update** button. The selected module is now a reference copy of the default language module and the module name cannot be edited.



Delete a Module from Secondary Language

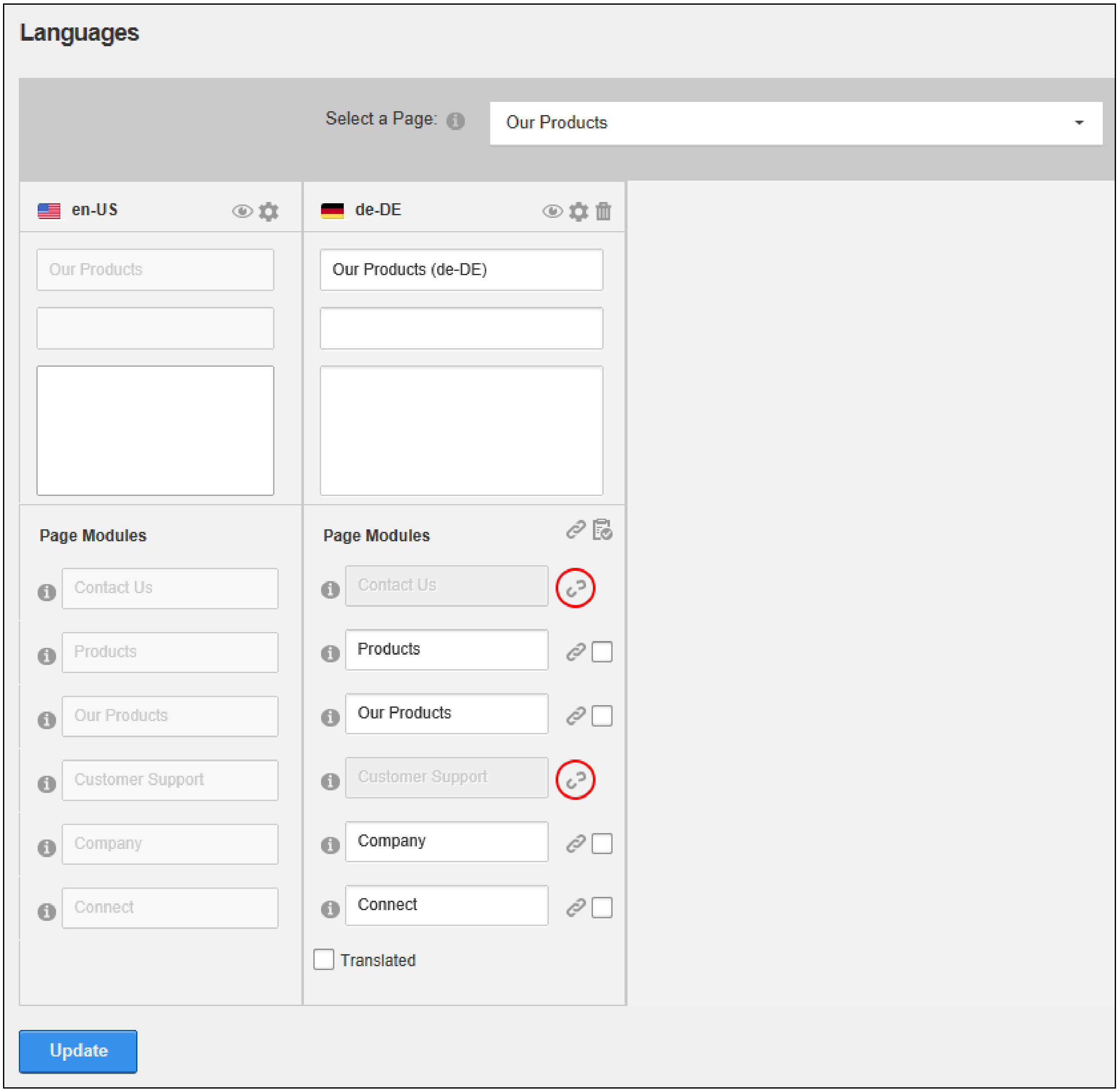
How to only delete a module a page that is available in a secondary culture so that the module is still available in the default language and any other cultures it has been added to.

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" or See "Viewing any Page (Pages Management)"
3. Delete the module from this page. See "Deleting a Module"

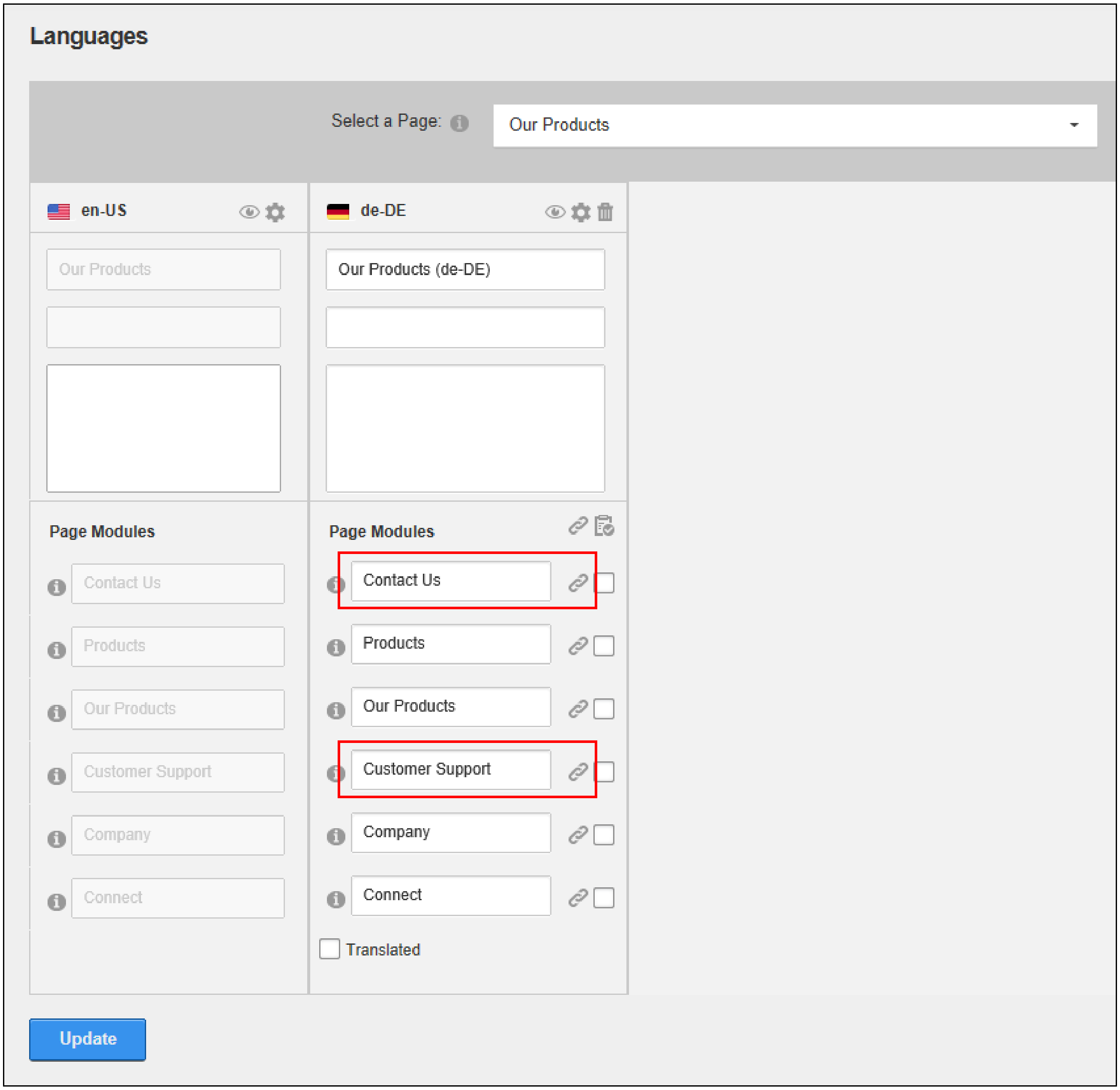
Changing Reference Modules to Translatable Modules

How to change a secondary language module that references the content of the default language so that a separate version of the module content is created that can then be translated. Translators and Administrators only.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Content Localization** tab.
3. At **Select a Page**, find or select the required page.
4. Click the **Reference Default Language** button located beside the title of each module to be modified



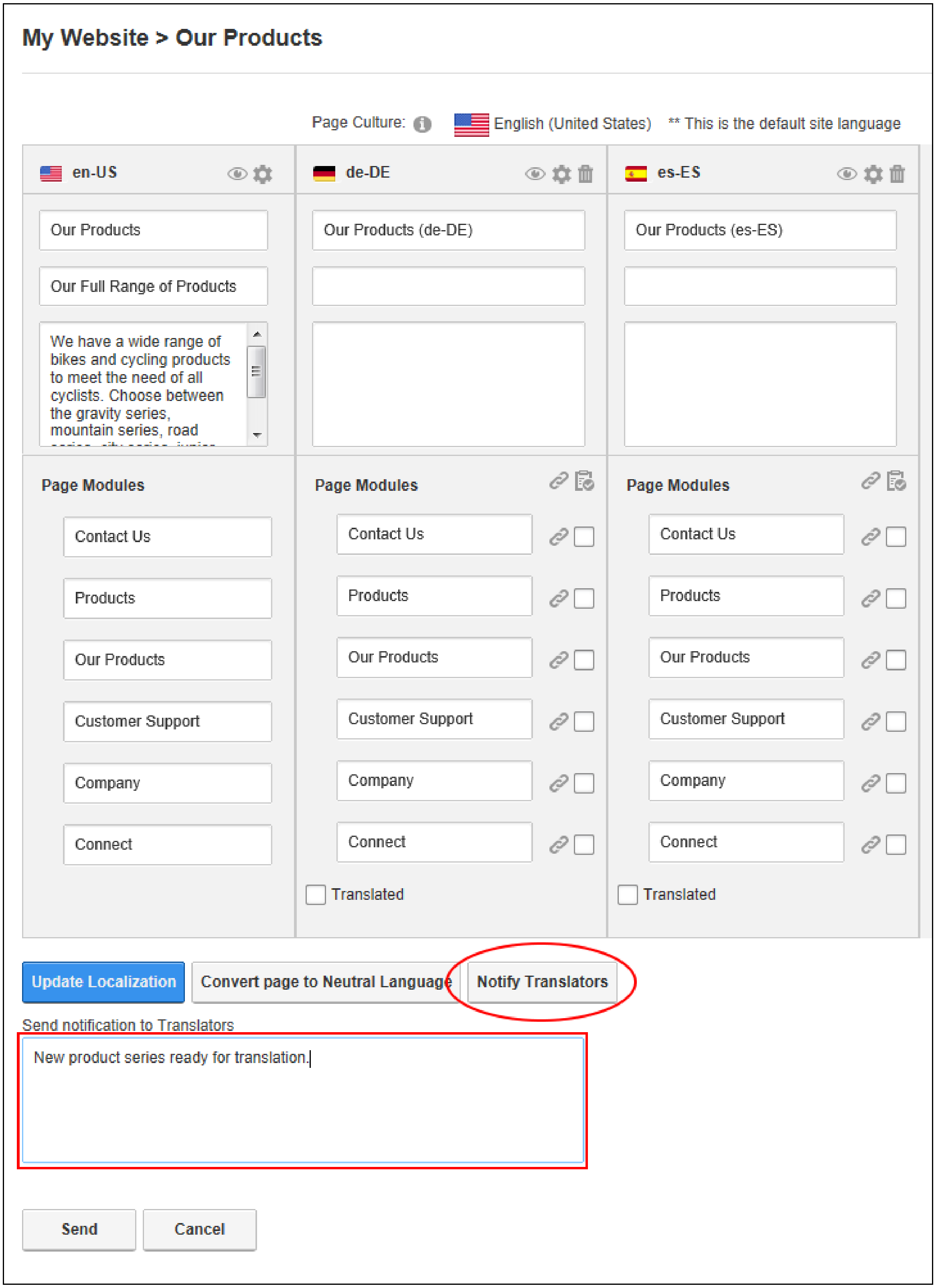
5. Click the **Update** button.



Notifying Translators

Once a page is ready to be translated, translators can be notified using the localization settings section for the page. Users with permissions to the Languages module can also perform this task. Translators and Administrators only.

1. Navigate to the page that is ready for translation.
2. Select **Page Localization** from the Edit Page menu of the ControlBar.
3. Click the **Notify Translators** button. This will display the comment window.
4. In the Send notification to Translators text box, enter a message that will be sent to translators.
5. Click the **Send** button.


My Website > Our Products
Page Culture:
English (United States)
** This is the default site language
en-US
de-DE
es-ES
Our Products
Our Products (de-DE)
Our Products (es-ES)
Our Full Range of Products
We have a wide range of bikes and cycling products to meet the need of all cyclists. Choose between the gravity series, mountain series, road
Page Modules
Page Modules
Page Modules
Contact Us
Products
Our Products
Customer Support
Company
Connect
Contact Us
Products
Our Products
Customer Support
Company
Connect
Contact Us
Products
Our Products
Customer Support
Company
Connect
Translated
Translated
Update Localization
Convert page to Neutral Language
Notify Translators
Send notification to Translators
New product series ready for translation.
Send
Cancel

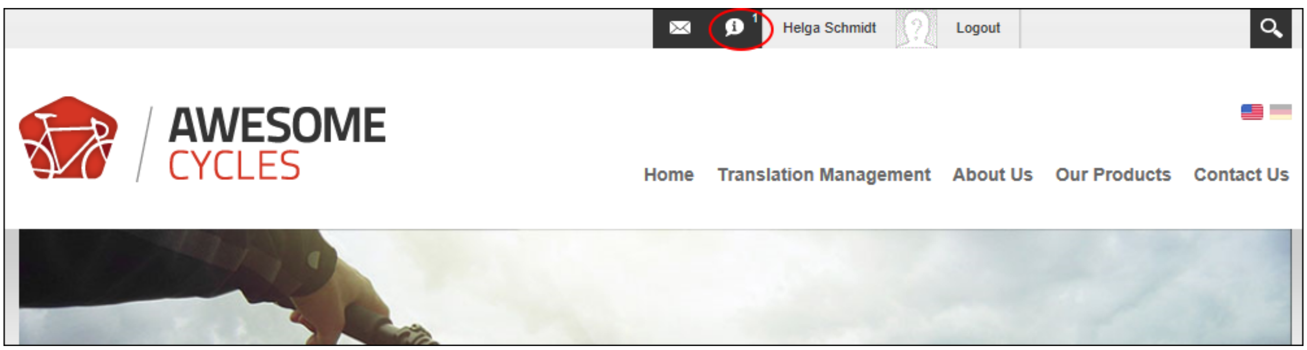
Translating a Page

How to fully translate all translatable elements of a page into a language other than the default language. Translators are able to translate the page name, page title, page description and the titles and the content of any translatable modules.

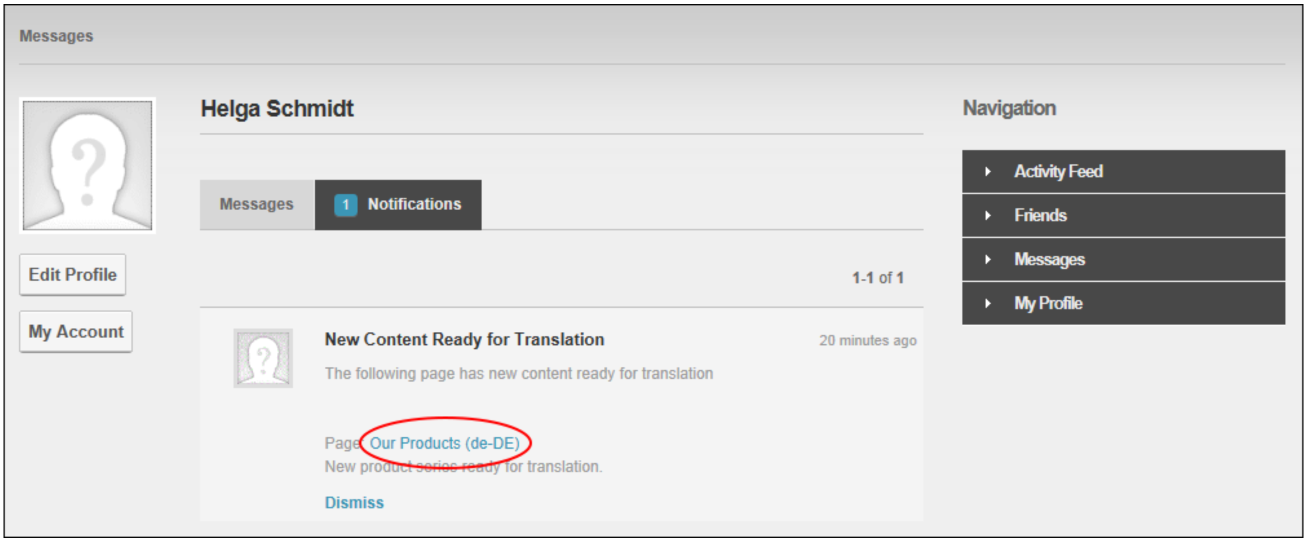
A user must belong to one or more translator roles to translate pages for one or more languages.

Translating a Page directly on the Page

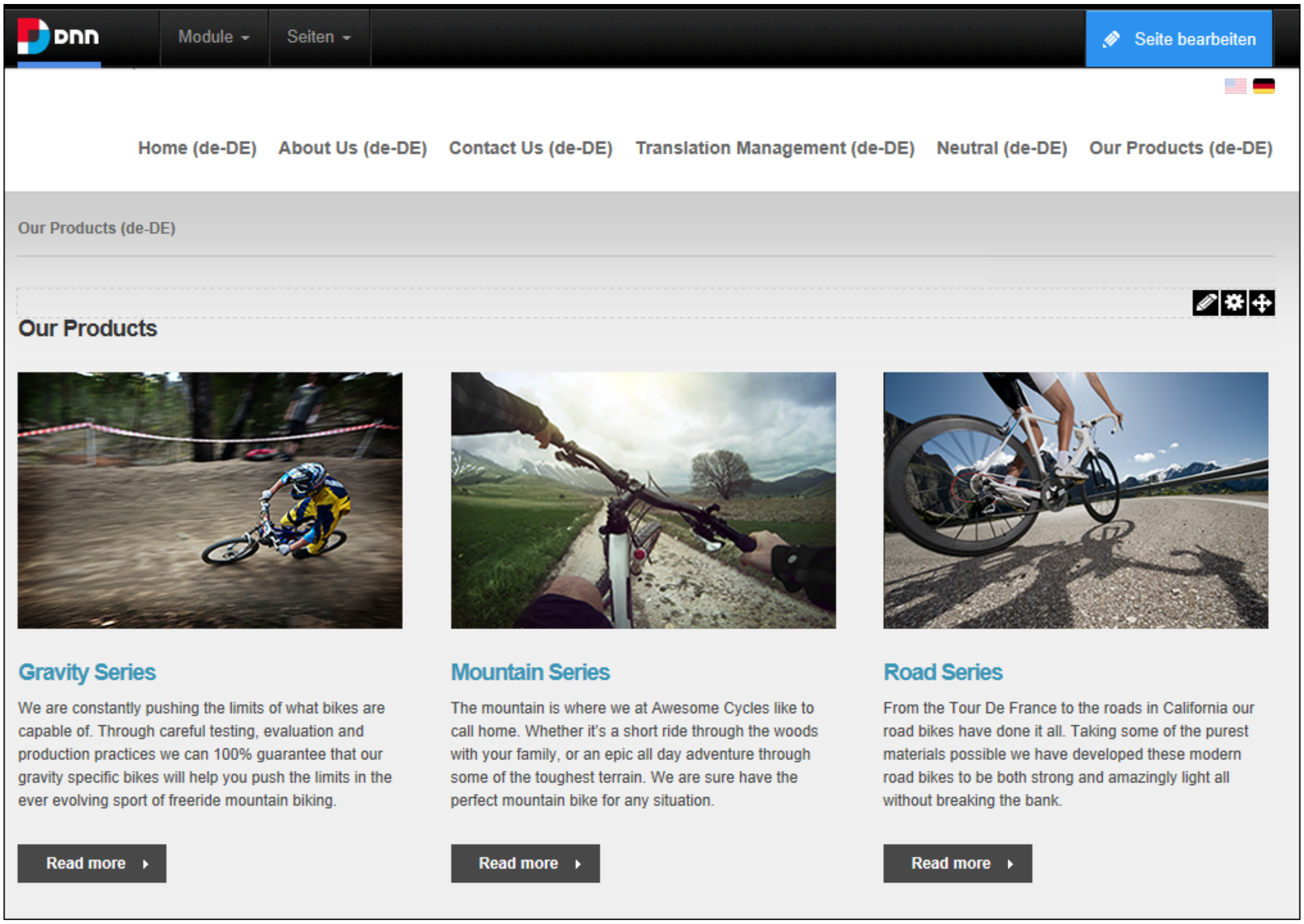
1. Login to your user account. See "Logging into a Site". Note: The language flag for the site you are a translator for is now displayed above the control panel.
2. Click the **Check Notifications** button to view details of waiting translations. As a translator, you will receive a message whenever content is awaiting translation. See "Viewing a Message"



3. Select the Notifications tab and locate any notifications titled "New Content Ready for Translation".
4. Click on the linked Page Name to go to the page that requires translation. E.g. Our Products (de-DE)



5. This will take you to the page that requires translation. Note that the page and module names are appended with the language (e.g. de-DE) that the content must be translated into. The DNN application is also automatically changed to this language.

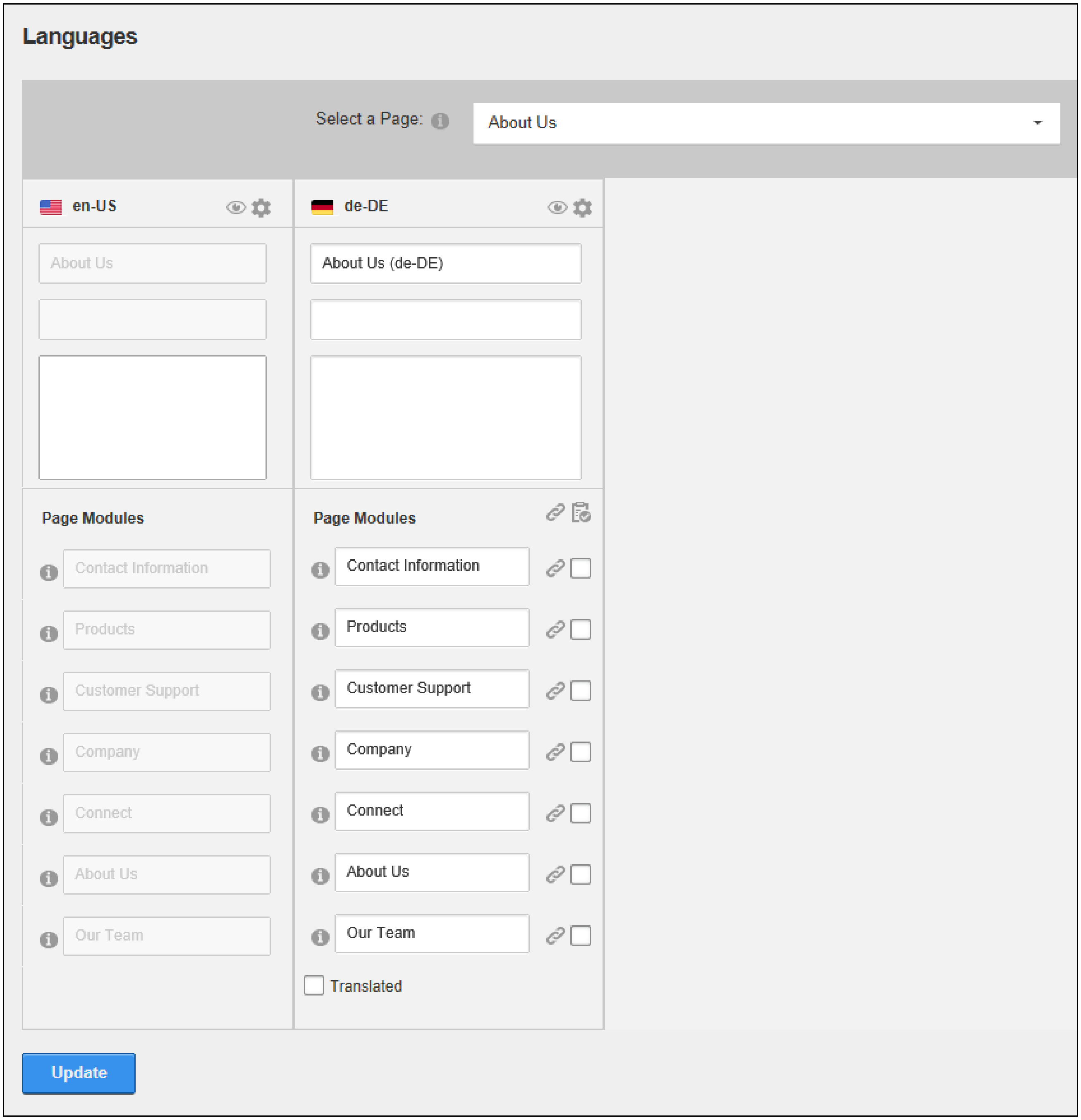


6. Translate the page and module titles in one of the following ways:
    - Translate the Page Name, Page Title and Page Description fields (See "Setting Page Details") and then translate all module titles (See "Configuring Basic Module Settings") on the page.
    - Select **Page Localization** from the Edit Page menu of the ControlBar and translate the page name, page title and page description (top three fields) and then go to the Page Modules section and translate the module titles for each translatable module.
7. Translate the content of any module that you are able to edit. Modules that cannot be edited use a copy the default language content. See "Editing Module Content"

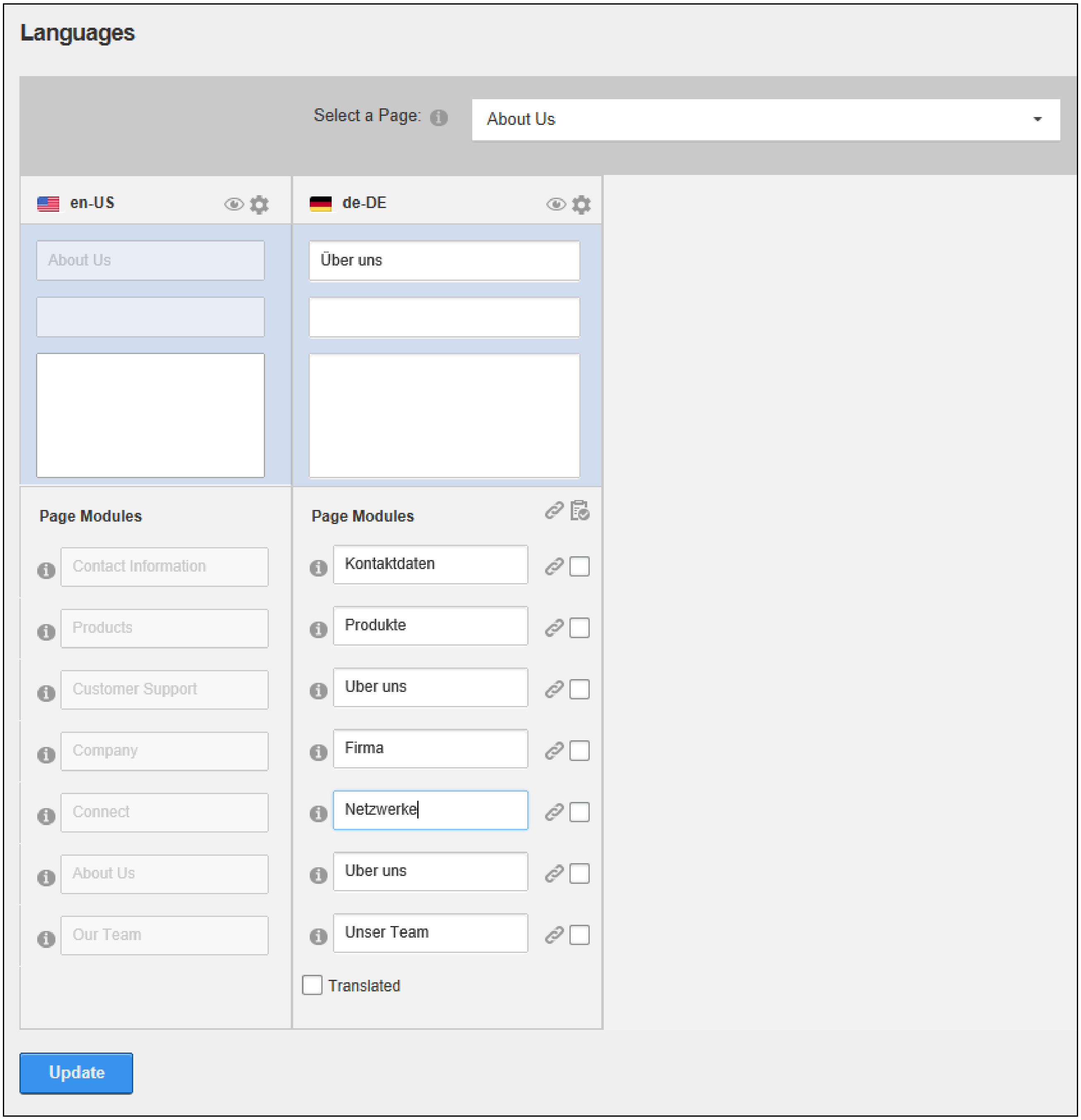
Translating a Page using the Languages module

Once you have been notified of the page or pages that require translations, you can use the Languages module to manage translations.

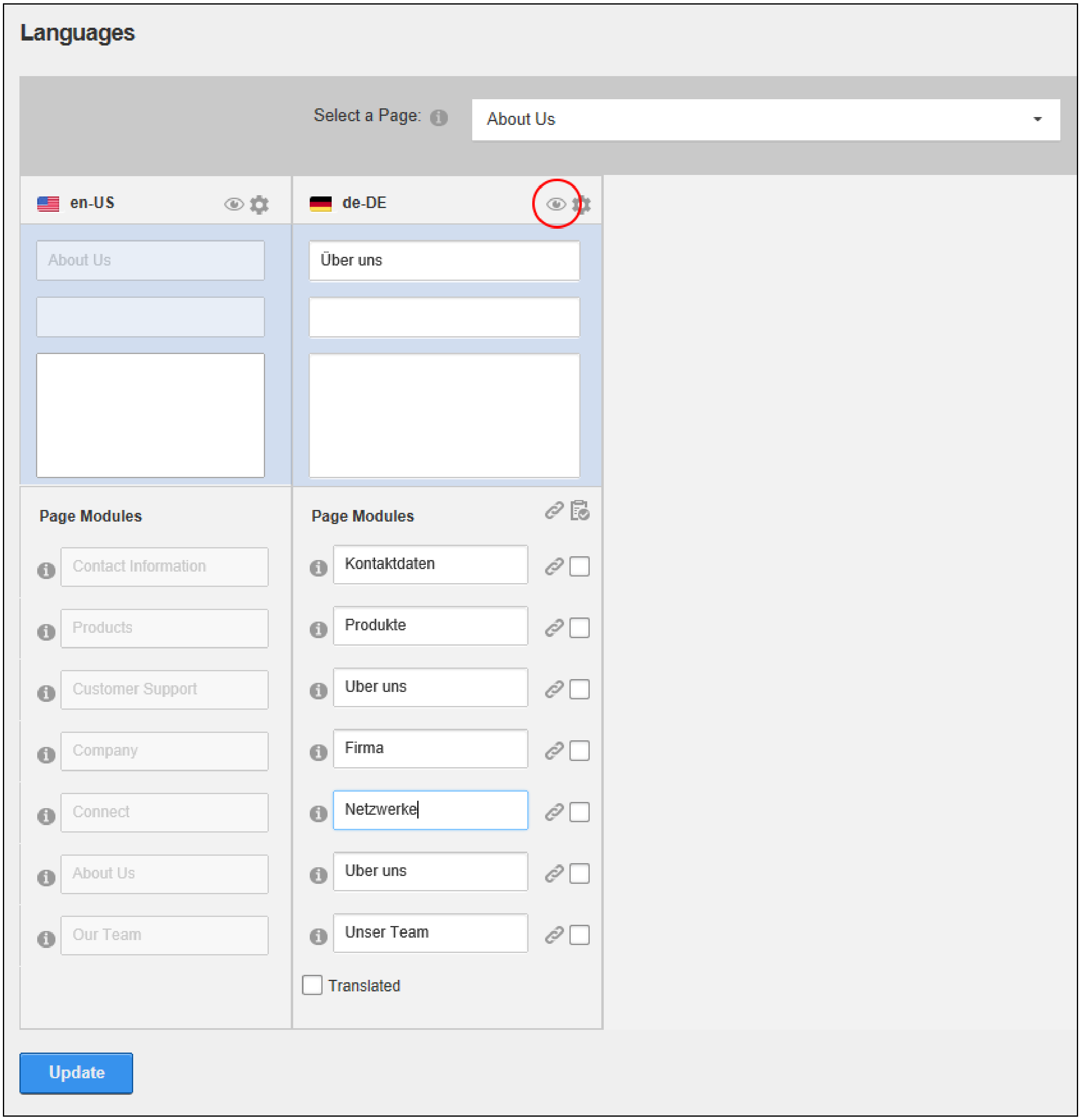
1. See Steps 1-3 above to identify the page or pages that require translations.
2. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
3. At **Select a Page**, find or select the required page.



4. Translate the page name, page title and page description (top three fields) and then go to the Page Modules section and translate the module titles for each translatable module.



5. Click the **Update** button.
6. Click the **View Page** button to go to the page and then translate module content. See "Editing Module Content"



Related Topics:

- See "Translating a Module"

Next Step: See "Setting a Page as Translated"

Setting a Page as Translated

How to set a page and all of the modules on the page as translated.

Prerequisite. The page content should be translated. See "Translating a Page"

1. Select **Page Localization** from the Edit Page menu of the ControlBar - OR - Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Perform one of the following options:
   - Go to the Page Modules section of the required language and click the **Translated?** button. This sets all translatable modules as translated.
   - At **Translated**, mark the check box to set the full page as translated.
3. Click the **Update Localization** button.

Next Step: If this page is now ready to publish live on your site, See "Publishing a Single Page Translation".
Note: A language must be activated before pages can be published. See "Activating/Deactiving a Language"

Translating a Module

How to translate module content into a language other than the default site language.

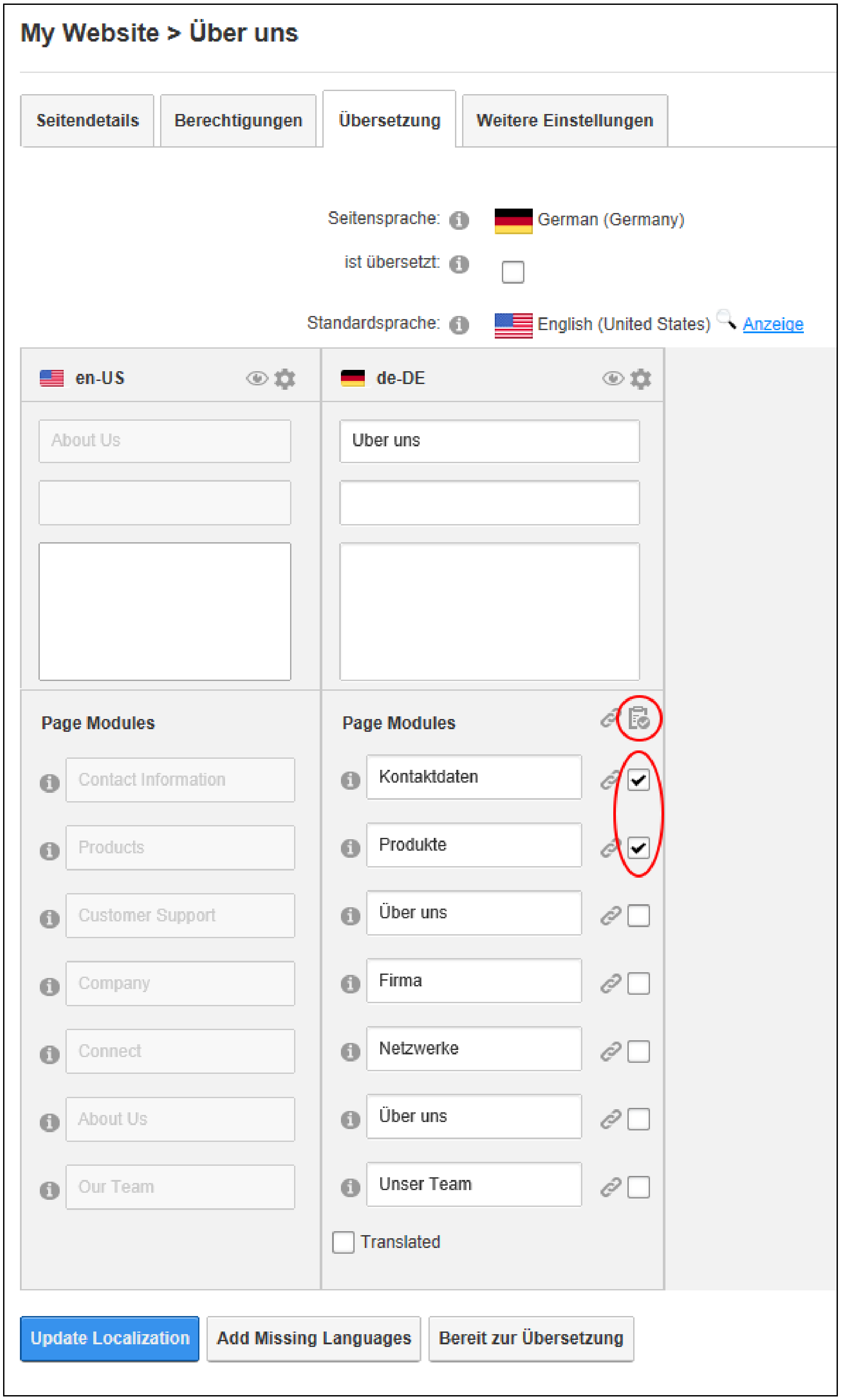
Prerequisite. A translatable version of the module must exist. See "Changing Reference Modules to Translatable Modules"

1. View the site in the culture that you will be creating the translation for. See "Viewing a Site in a Secondary Language"
2. Select the edit option for the module. See "Editing Module Content"
3. Translate text as required.

Setting Modules as Translated

How to set one or one or more modules as translated.

1. Select **Page Localization** from the Edit Page menu of the ControlBar - OR - Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Go to the Page Modules section of the required language.
3. In the **Translated?** column, mark the check box beside each module that is translated, or click the **Translated?** button to set all translatable modules as translated.


My Website > Über uns
Seitendetails
Berechtigungen
Übersetzung
Weitere Einstellungen
Seitensprache:
German (Germany)
ist übersetzt:
Standardsprache:
English (United States)
Anzeige
en-US
de-DE
About Us
Uber uns
Page Modules
Page Modules
Contact Information
Kontaktdaten
Products
Produkte
Customer Support
Über uns
Company
Firma
Connect
Netzwerke
About Us
Über uns
Our Team
Unser Team
Translated
Update Localization
Add Missing Languages
Bereit zur Übersetzung

4. Click the **Update Localization** button.

Next Step... Translate the remaining modules and then See "Setting a Page as Translated"

Editing Reference Modules

How to edit the content of a reference module whose content is shared across all languages. Updating the content of this module will also update the content displayed on any the pages where a reference copy of this module is located.

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 (Pages Management)" or See "Viewing Any Page"
3. Edit the module content. See "Editing Module Content"

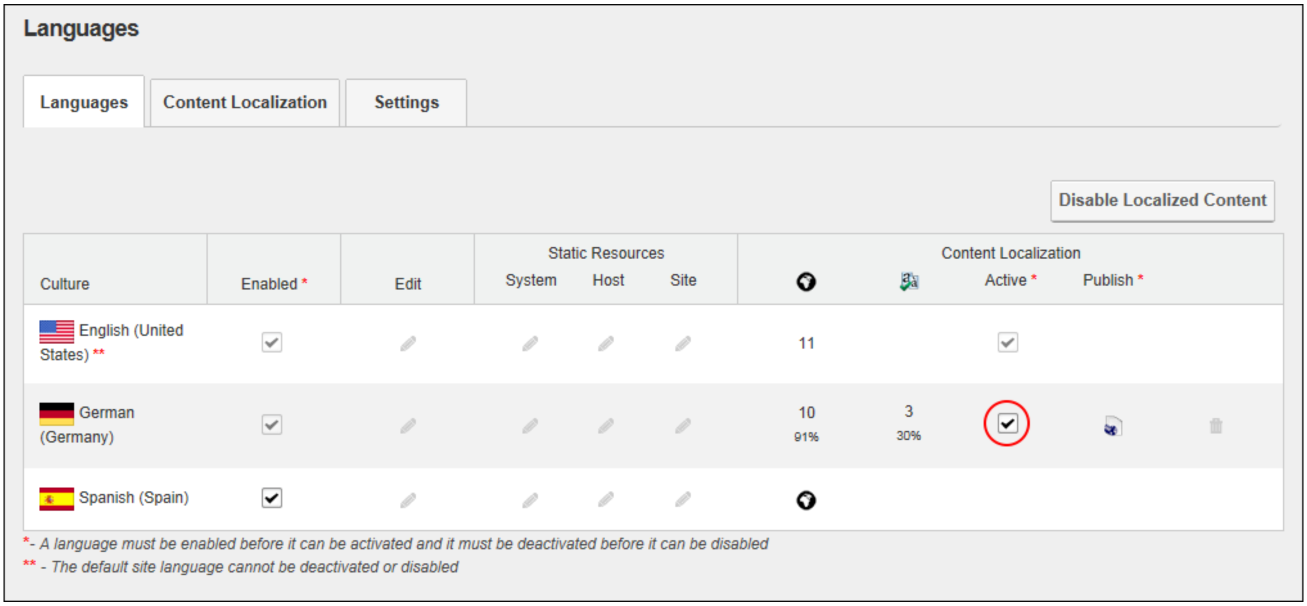
Publishing

Activating/Deactiving a Language

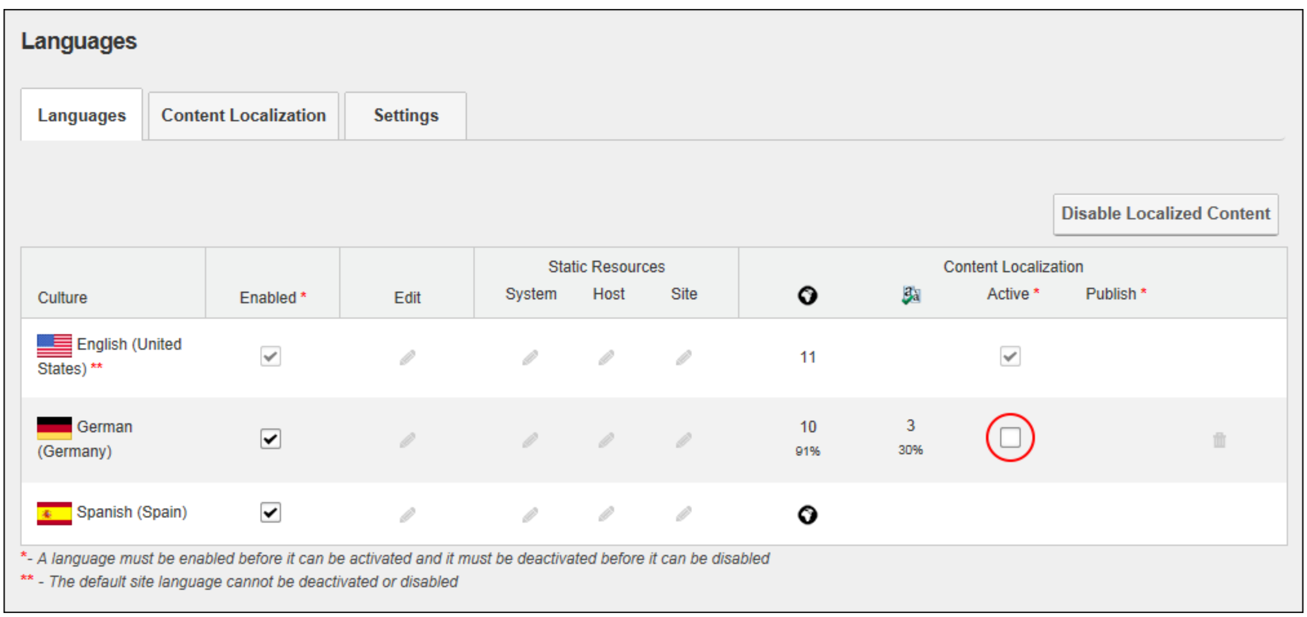
How to activate or deactivate a language using the Languages module. Site visitors can view the site in any of the active languages as well as any translated content for that language. A language is typically activated once the relevant pages have been translated (See "Translating a Page"). Note: The skin applied to the site (or any individual site pages) must include the Languages skin token to view flag icons.

In DNN Platform, users (including unauthenticated users) must be granted Edit Module permissions or have been granted Non-Administrator permissions to the Languages tab. IN Evoq Content and Evoq Content Enterprise, users (including unauthenticated must be granted Edit Content permissions or have been granted Non-Administrator permissions to the Languages tab. See "Providing Access to the Languages module"

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module. This displays the list of available languages.
2. Select the **Languages** tab.
3. In the **Content Localization - Active** column, select from these options:
    - Mark the check box beside a language to activate the language and allow users to select it on the site. This also enables the **Publish** button on the Language module that allows you to publish any new translations.



- Unmark the check box to deactivate a language and hide it from site users. This also disables the **Publish** button preventing new translations from being to be published until the language is reactivated.



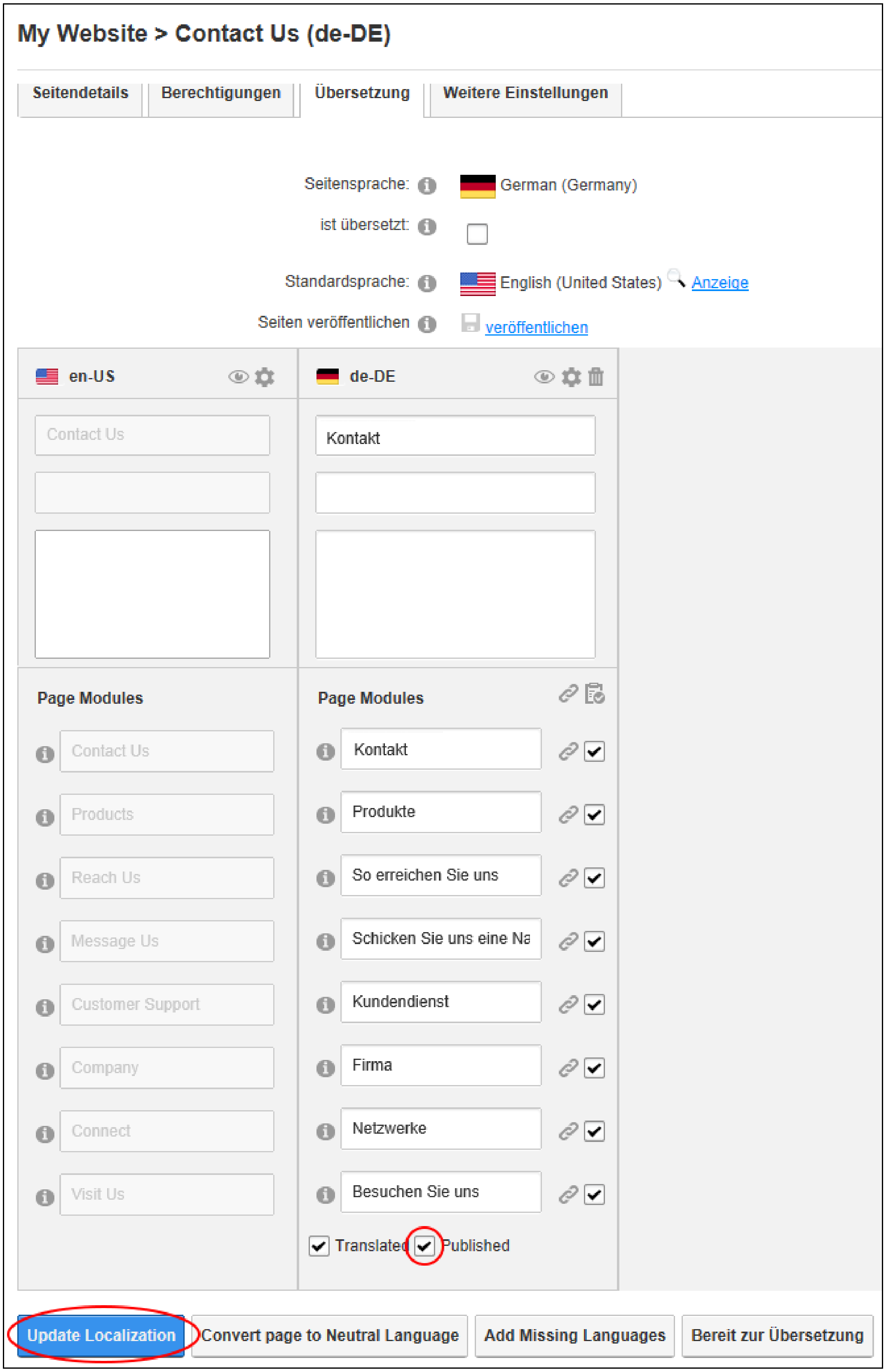
Publishing a Single Page Translation

How to publish individual translations of a single page. This updates the view permissions for the selected page so they are the same as the default language version of the page.

Prerequisite. The page must be translated. See "Setting a Page as Translated"

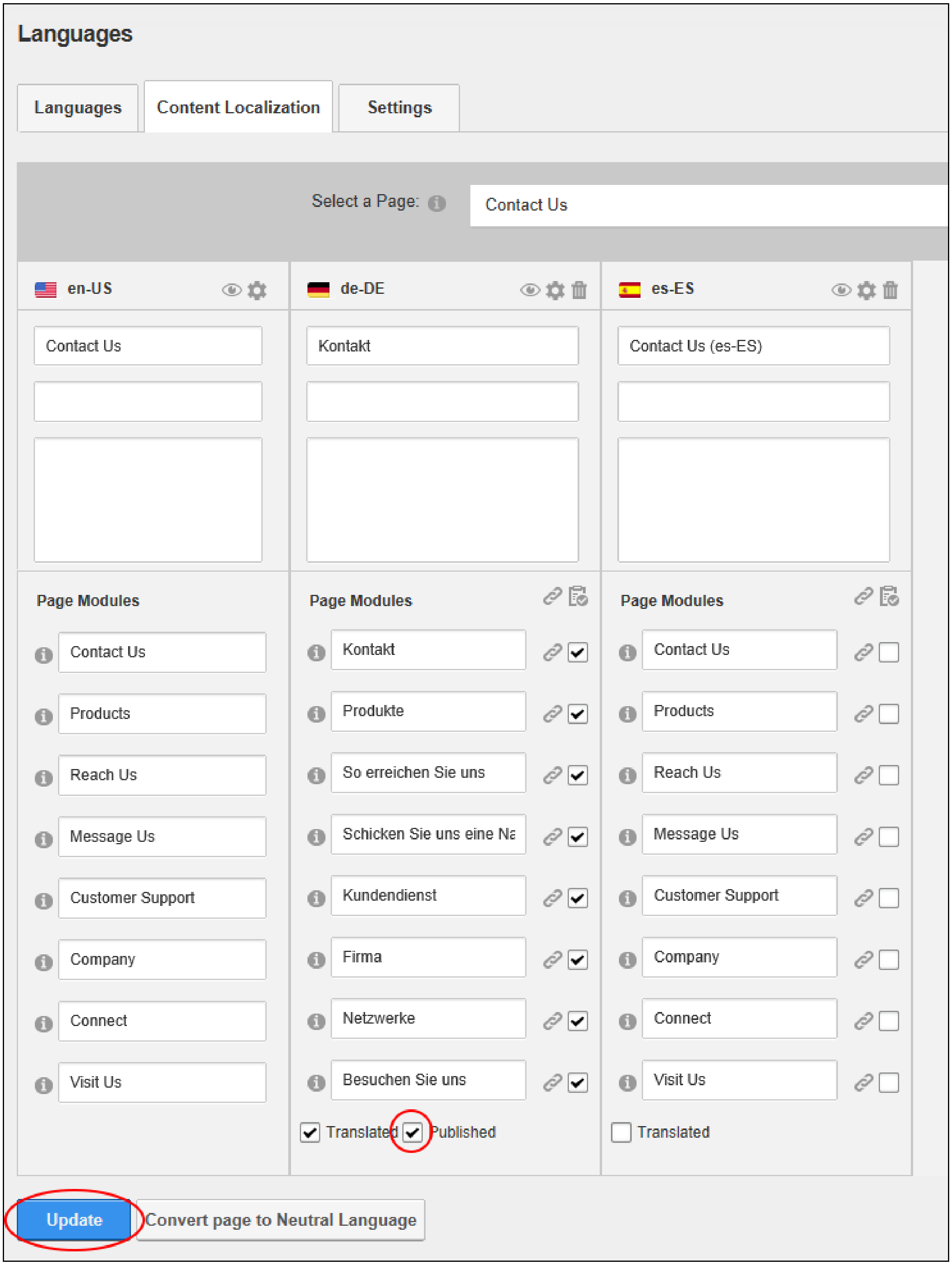
Using the ControlBar

1. View the page in the language you are publishing.
2. Navigate to the required page.
3. Select **Page Localization** from the Edit Page section of the ControlBar.
4. At **Published**, mark the check box.
5. Click the **Update Localization** button.


My Website > Contact Us (de-DE)
Seitendetails
Berechtigungen
Übersetzung
Weitere Einstellungen
Seitensprache:
German (Germany)
ist übersetzt:
Standardsprache:
English (United States)
Anzeige
Seiten veröffentlichen
veröffentlichen
en-US
de-DE
Contact Us
Kontakt
Page Modules
Page Modules
Contact Us
Kontakt
Products
Produkte
Reach Us
So erreichen Sie uns
Message Us
Schicken Sie uns eine Na
Customer Support
Kundendienst
Company
Firma
Connect
Netzwerke
Visit Us
Besuchen Sie uns
Translated
Published
Update Localization
Convert page to Neutral Language
Add Missing Languages
Bereit zur Übersetzung

Using the Languages Module

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Content Localization** tab.
3. At **Select a Page**, find or select the required page.
4. At **Published**, mark the check box to translate the page.



Languages
Languages
Content Localization
Settings
Select a Page:
Contact Us
en-US
de-DE
es-ES
Contact Us
Kontakt
Contact Us (es-ES)
Page Modules
Page Modules
Page Modules
Contact Us
Products
Reach Us
Message Us
Customer Support
Company
Connect
Visit Us
Kontakt
Produkte
So erreichen Sie uns
Schicken Sie uns eine Na
Kundendienst
Firma
Netzwerke
Besuchen Sie uns
Contact Us
Products
Reach Us
Message Us
Customer Support
Company
Connect
Visit Us
Translated
Published
Translated
Update
Convert page to Neutral Language

5. Click the **Update** button.

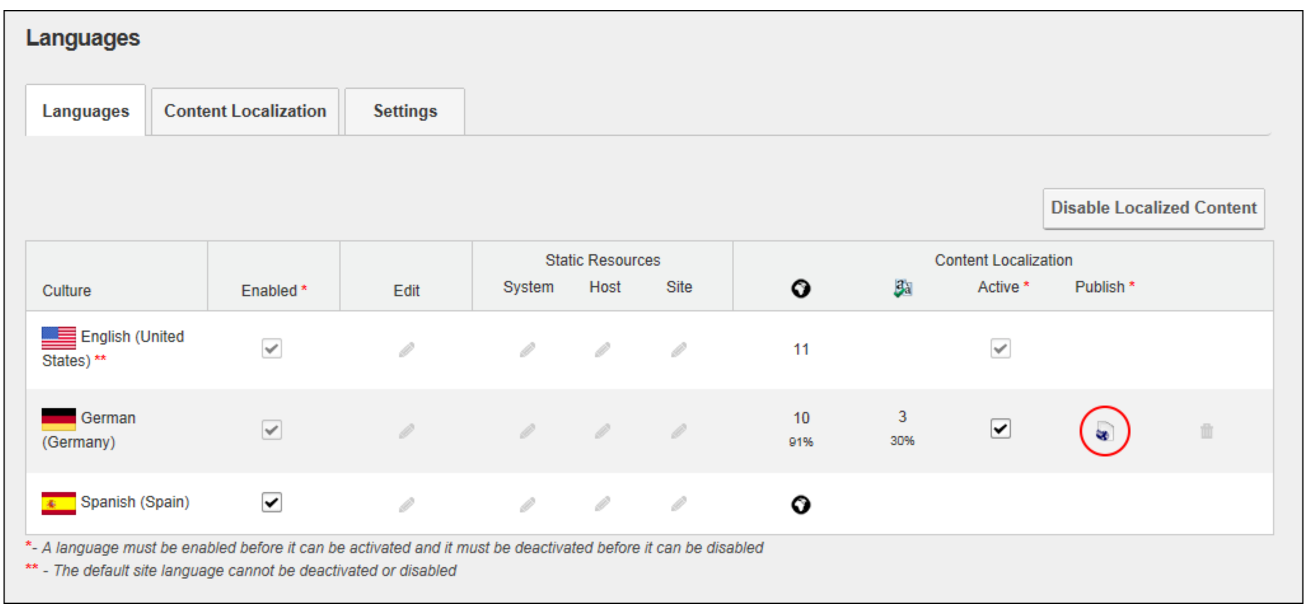
Publishing All Translated Pages for a Language

How to publish translated pages using the Languages module. Publishing only affects the pages that have been marked as translated (See "Setting a Page as Translated"). Once pages are published, the view permissions of published pages are updated to be the same as for the default language.

In DNN Platform, any user (including unauthenticated users) who has been granted Edit Module permissions. In users (including unauthenticated users, any user (including unauthenticated users) who has been granted Edit Content permissions.

Prerequisite. A language must be set as "Active" before it can be published (See "Activating/Deactiving a Language"). Pages should be translated prior to publishing, See "Translating a Page"

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Languages** tab.
3. In the Culture grid, go to the **Content Localization - Publish** column.
4. Click the **Publish Pages** button. This displays the message "Would you like to publish all pages in the [selected] language?"



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

Supporting Mobile Devices

About Mobile Devices Support

DNN empowers business people, developers and designers to quickly create and update mobile versions of their websites. DNN allows you to create either a separate Standalone Mobile Site () or a MicroSite (See "Creating a MicroSite") that is a part of your main site.

Once you've created your mobile site, you can create redirection paths for different mobile devices, See "About Site Redirection Management"

To preview your mobile device site, Evoq Content and Evoq Content Enterprisecustomers can use the emulator on the Control Panel. DNN Platform users can use an emulator (E.g. http://www.electricplum.com/dlsim.html) to emulate the experience of your site visitors.

Related Topics:

- See "Creating a MicroSite"
- See "About the Mobile Skin"
- See "Previewing Your Mobile Device Site"
- See "About Site Redirection Management"

About the Mobile Skin

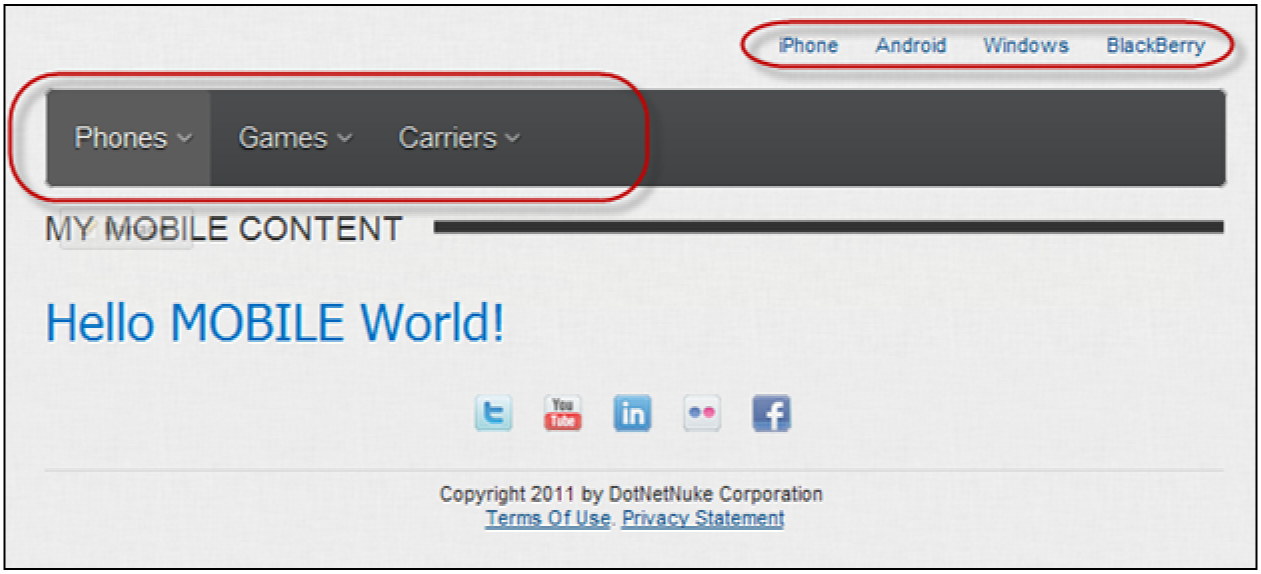
A mobile site skin package called DotNetNuke.DarkKnightMobile is included with DNN. These skins are suitable for use for a mobile website. This skin package includes skin objects appropriate for an independent mobile website and skin objects that are appropriate for a mobile microsite.

Mobile Friendly Menu

The mobile friendly skin will present the website menu in two different styles in order to maximize the viewing experience on mobile devices.

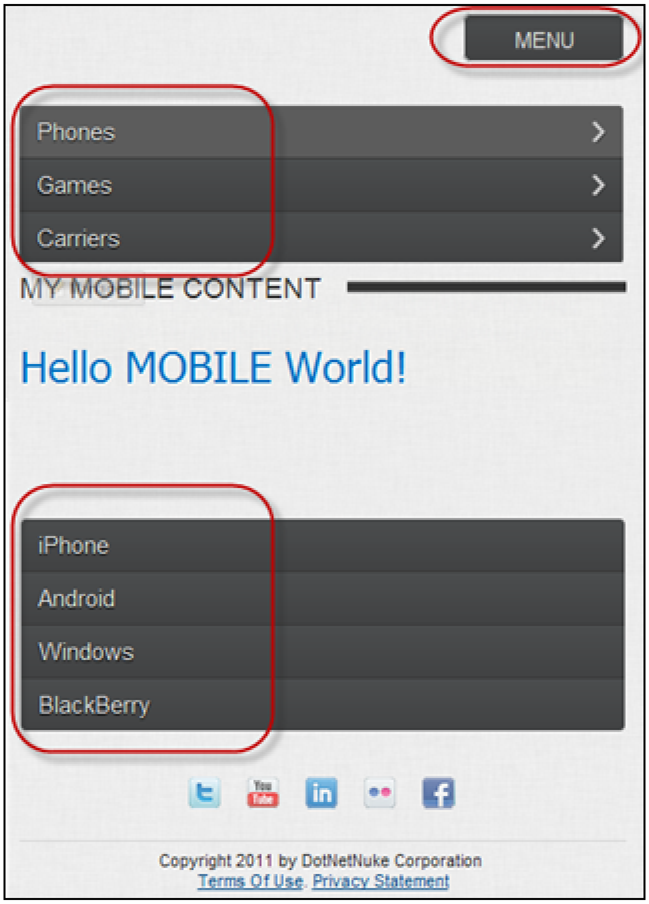
Landscape Mode

For devices with a wide aspect ratio, the menu will show across the top of the page with the direct children pages showing as links above the main menu.



Portrait Mode

For devices with narrower aspect ratio, the menu will initially be hidden with a button which will expand to show the top level pages. Direct child pages will be shown in a stacked styled-menu at the bottom of the page.

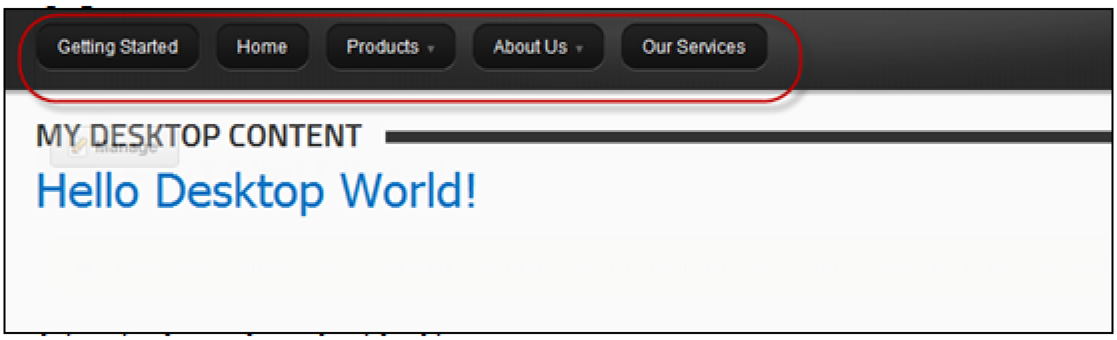


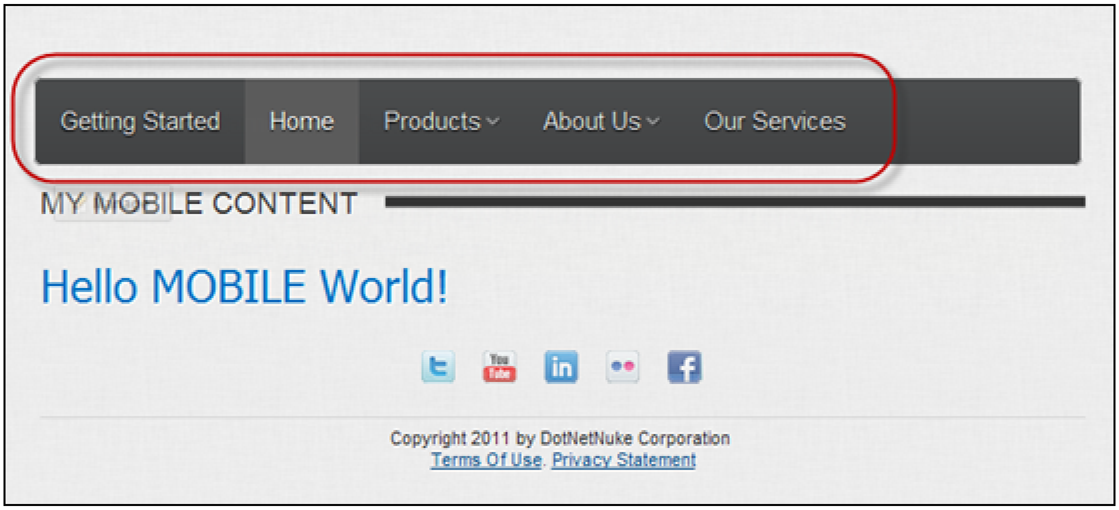
Mobile Website

The mobile skin package will contain two types of mobile friendly skins, one for use with standalone mobile websites and one for use with microsites. The only difference between the two types of skins is what shows in the menu.

Standalone Mobile Website

Using the **DarkKnightMobile - Home** and **DarkKnightMobile - Interior** page skins. All pages of the website are shown in the mobile skin menu.



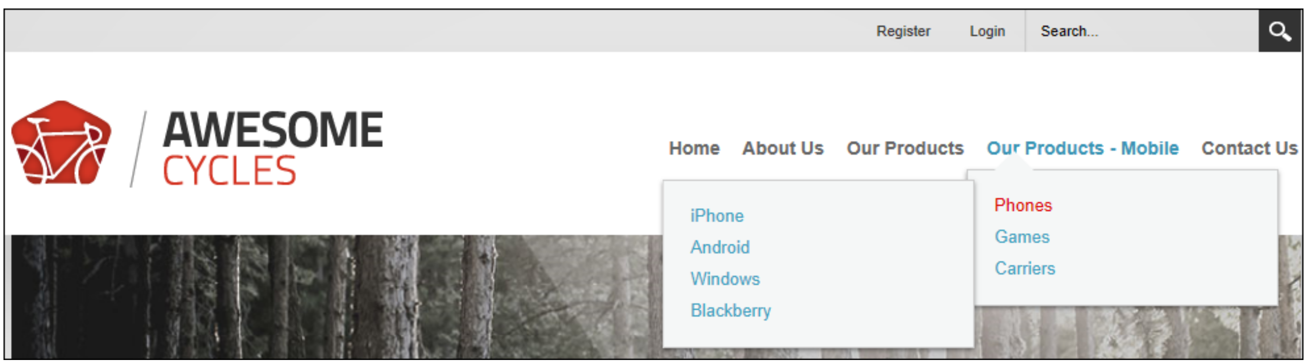


Website using DarkKnightMobile Skin for standalone mobile website shows ALL pages

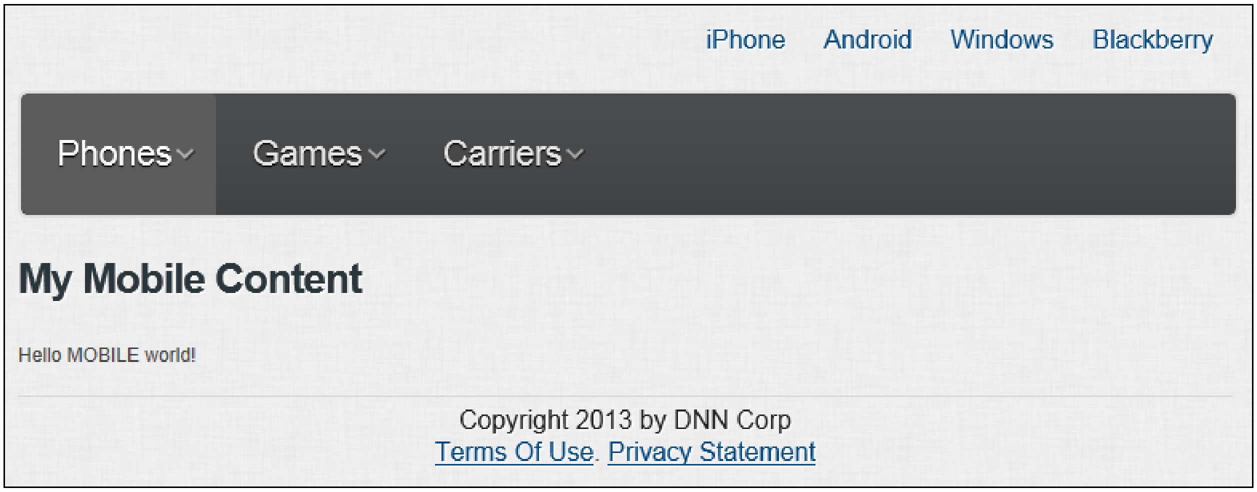
MicroSite

Using the **DarkKnightMobile - Microsite_Home** and **DarkKnightMobile - Microsite_Interior** page skins.

Only child pages of the parent mobile page will show in the mobile skin menu.



Products - Mobile is our parent mobile page for this MicroSite



Mobile menu only shows the child pages of the Products-Mobile parent mobile page

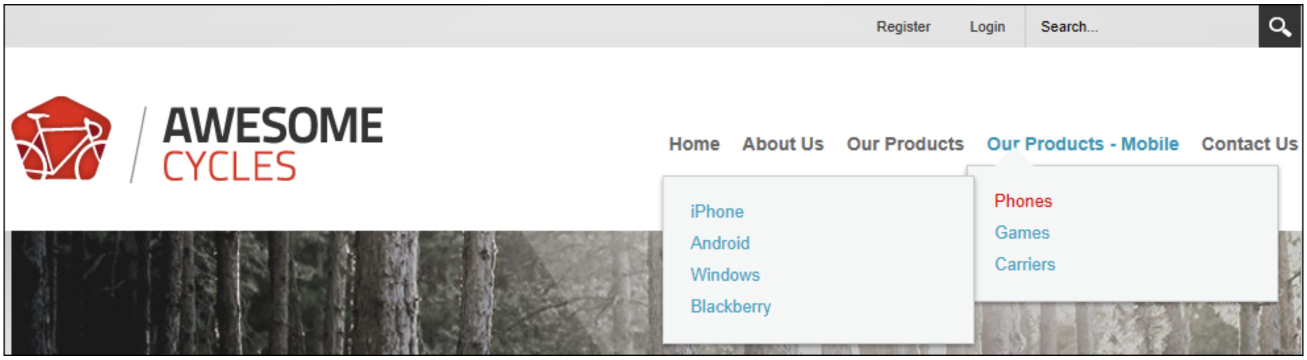
Creating a MicroSite

If you want to manage your mobile device web presence from a single site, you can create a MicroSite that forms part of your main site but is only visible to mobile device users. A MicroSite consists of a single parent page and multiple child pages that can be created and managed from your main site in the same way as you would normally create site pages.

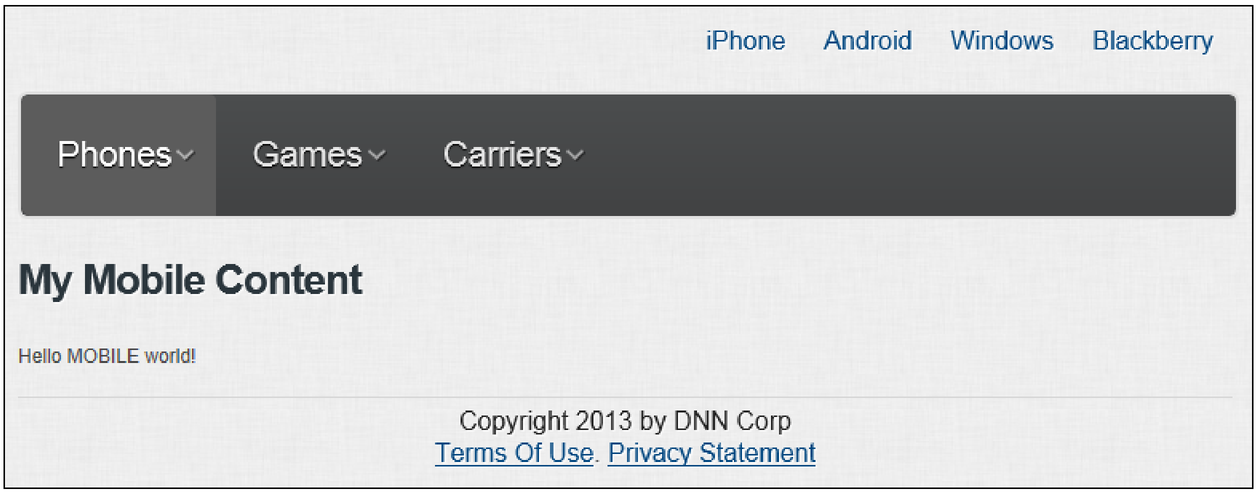
Here's how to build a MicroSite:

1. Add a new page to your current site (See "Adding a New Page"), ensuring you choose the **DarkKnightMobile - Microsite_Home** page skin. This page will be the parent page of your mobile micrometer.
2. Add one or more child pages beneath the parent page you created at Step 1, ensuring you choose the **DarkKnightMobile - Microsite_Interior** page skin.
3. Repeat Step 2 to add child pages below the child pages and complete your MicroSite structure.

In the below example, the parent page of the MicroSite is called "Products - Mobile"



Notice that when you select a child page of the MicroSite that the child page displays in the mobile skin menu.



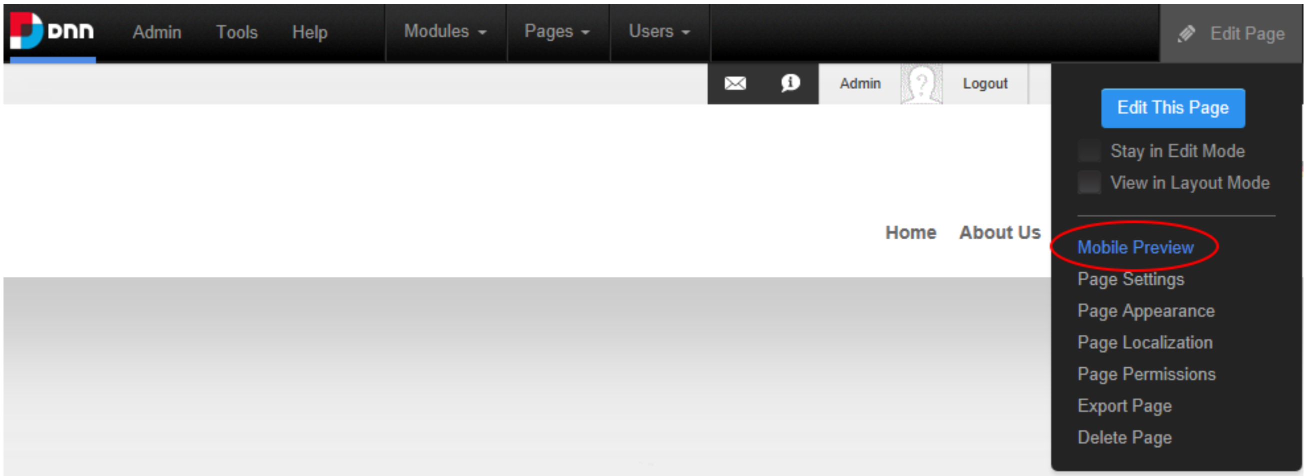
Related Topics:

- See "About Mobile Devices Support"
- See "About the Mobile Skin"
- See "Previewing Your Mobile Device Site"

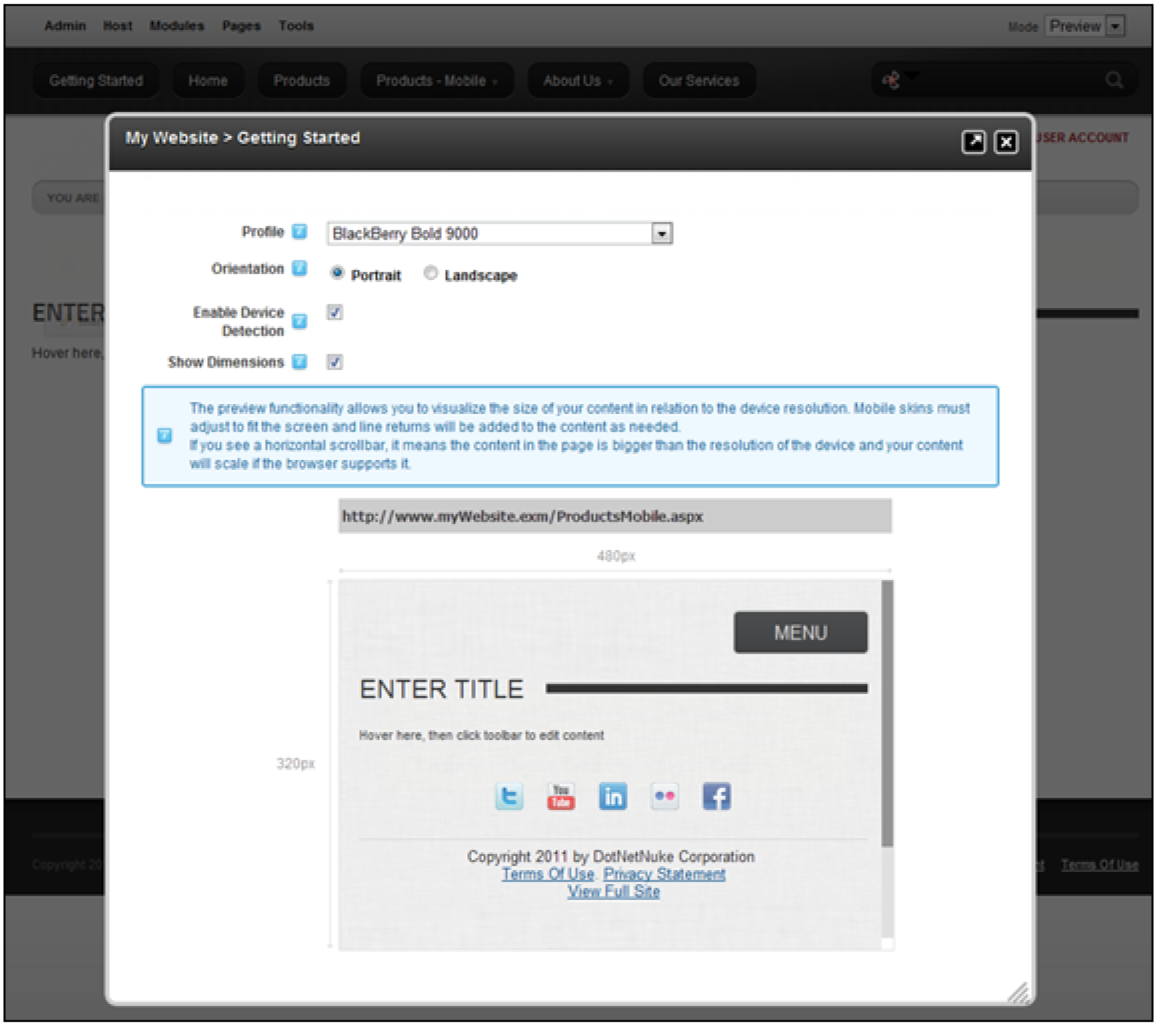
Previewing Your Mobile Device Site

How to preview your mobile device site using the Preview mode on the Control Panel.

1. Select Edit Page > **Mobile Preview** from the ControlBar Control Panel. Alternatively, if you are using the RibbonBar, select **Preview** mode. See "Overview of the RibbonBar"



2. Select a device profile from the **Profile** drop down list.
3. These profiles are the same Device Profiles found in the Device Preview Management Module.
4. At **Orientation**, choose the viewing angle.
   - **Portrait** or **Landscape**
   - Depending on the particular device profile, Portrait mode can be a wider viewing angle than Landscape, one example is the BlackBerry Playbook default profile.
5. At **Enable Device Detection**, select this to enable Redirections on the previewed page.
   - Enabling this option will simulate the device experience. If the selected device profile from Step 1 satisfies any of the defined Redirection Rules, the Preview will show the page that it would be redirected to.
   - Disabling this option, the preview will only show the current page in the defined aspect ratio, no redirects will occur.
   - Redirects will also occur if the current viewing device satisfies any of the defined Redirection Rules.
6. At **Show Dimensions**, shows the screen dimensions defined for the specified device profile.



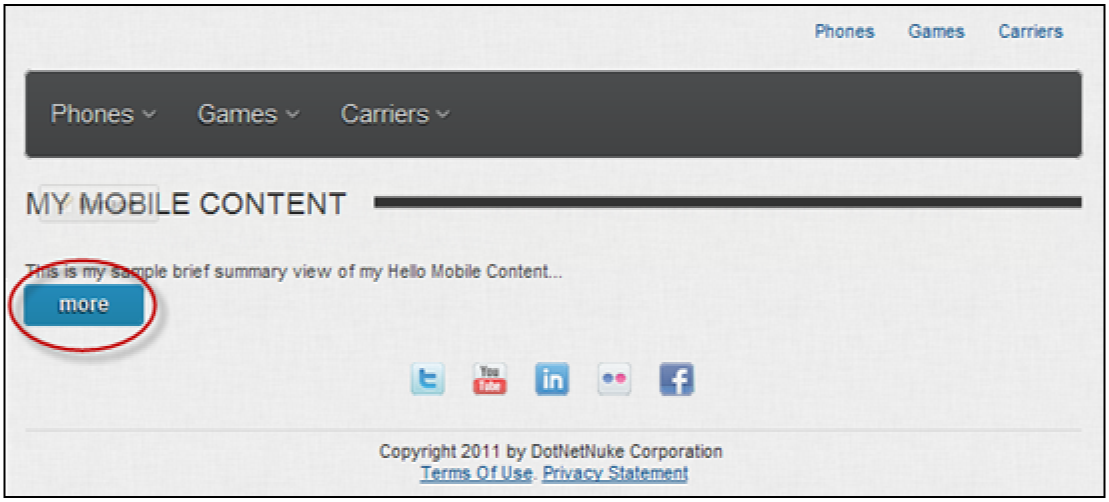
Preview Mode: Showing the Products page being redirected to Products-Mobile page in a BlackBerry Bold 9000 Portrait aspect ratio.

Related Topics:

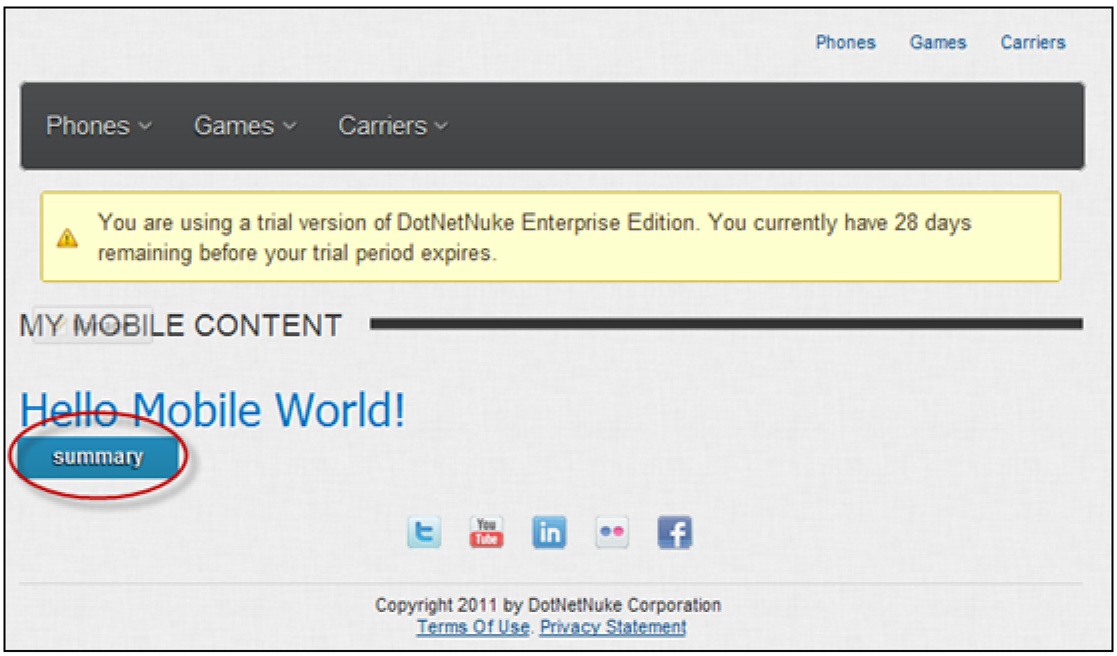
- See "About Mobile Devices Support"
- See "Creating a MicroSite"
- See "About the Mobile Skin"

Summary View and Full View

If summary view for the HTML content is enabled, it will show the Summary View by default. To view the full HTML content click on the **More** button. To switch back to the Summary View click the **Summary** button.



Content shown in Summary View



Content shown in Full View

Common Tools

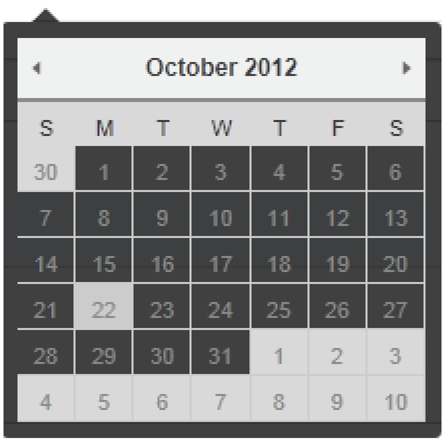
An overview of common tools that are used across a number of modules and site management areas

Working with the Calendar

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

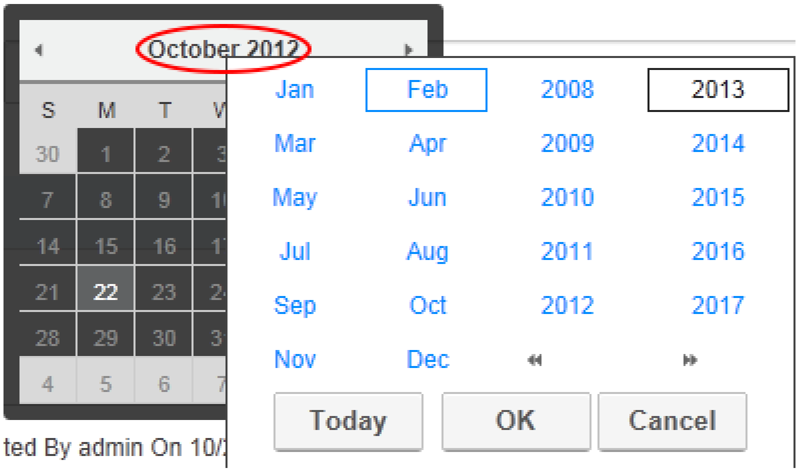
Default Calendar

The default Calendar control is used throughout the DNN Framework and across several modules. To view the Calendar, click the Calendar link or the **Calendar** button. The current date is highlighted in a lighter gray. i.e. The current date on the below Calendar is 22 October, 2012.

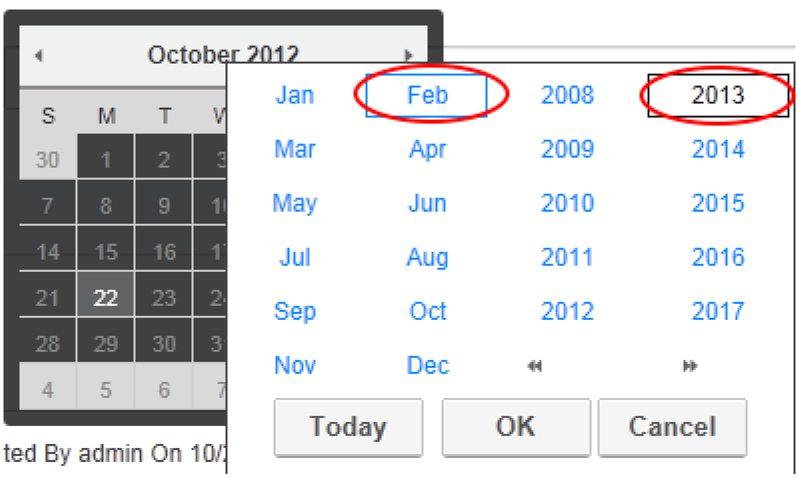


Step One: Locating the required date

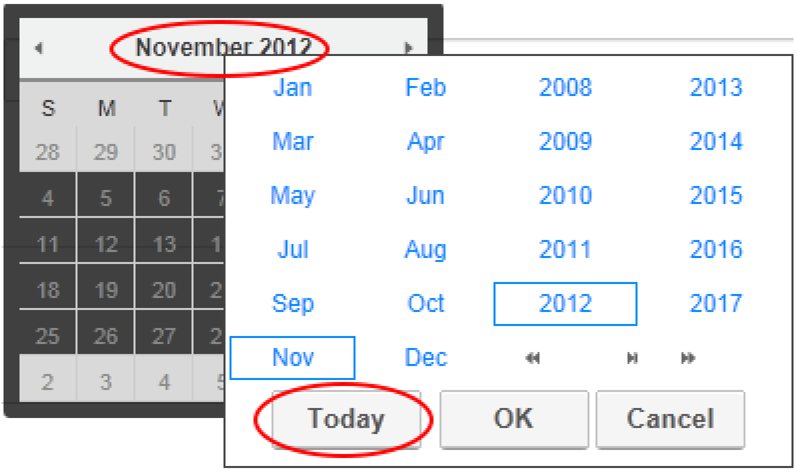
- **Modify the Month and/or Year**:
  1. Click on the **Month Year** information located above the monthly calendar. This will open a popup list of months and years.



2. **Optional.** If the required year isn't displayed, use the **Double Right Arrow** or **Double Left Arrow** buttons to view the other years.
3. Select the required month and/or year and then click the **OK** button to select. This closes the pop-up list with the selected month/year calendar displayed, allowing you to choose the required date.



Viewing Today's Date: Click on the **Month Year** information located above the monthly calendar and then click the **Today** button to view the current month/year with Today's date.



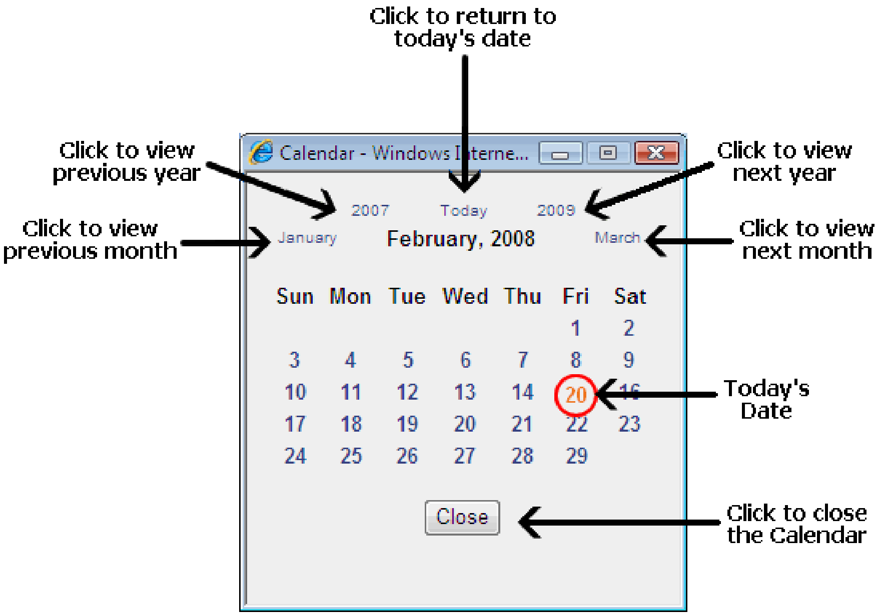
Navigating to Other Months: Click the **Left Arrow** and **Right Arrow** buttons located above the calendar month to view the calendar for the previous or next month respectively.

Step Two: Selecting the Required Date

Click on the date cell in the calendar to select that date. This will close the calendar and the selected date will be displayed in the associated text box. Note: You may be unable to select dates prior to today, depending on where the Calendar is in use. If you want to close the Calendar without selecting a date, simply click off the calendar.

Module Calendar

Several DNN Project modules use the Calendar control that was standard in previous versions on DNN. These modules are currently being updated to use the default calendar.



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

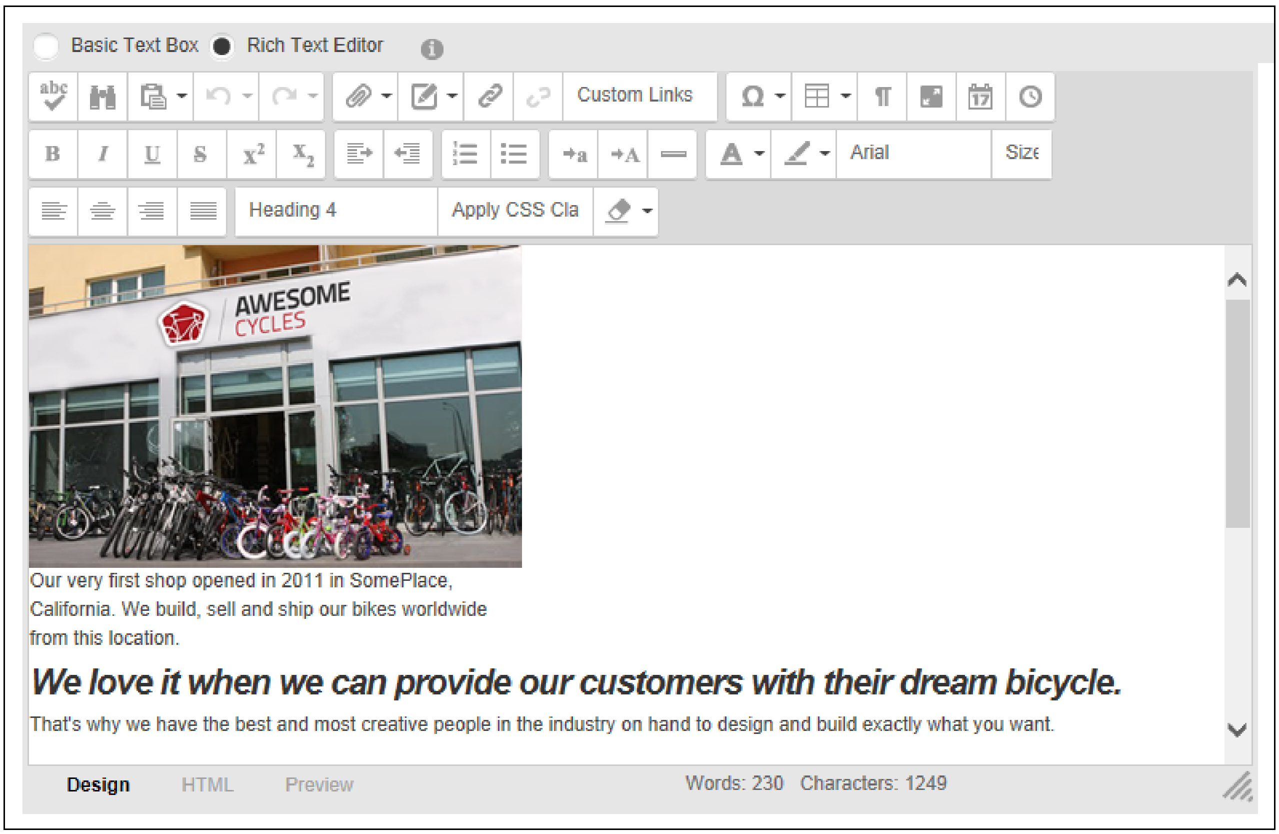
1. Click the Calendar link or the **Calendar** button.
2. To locate the required date, perform any of the following options:
   - **Go to the Previous Year**: Click the previous year (E.g. 2007) located at the top left of the calendar.
   - **Go to Today's Date**: Click Today located in the top center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

HTML Editor

About the HTML Editor

The HTML Editor provides basic and rich text editing capabilities to modules such as Announcements, FAQ, Events and HTML. It is also used within the DNN application for managing HTML in areas including the language file editor and user profiles. The HTML Editor can be switched between a Basic Text Box, a Rich Text Editor (RTE), or a HTML view. associated with the Editor provider will depend upon the DNN version and edition of you are using.

This manual details how to use the RadEditor (DotNetNuke.RadEditorProvider) rich text editor, however other editors can be integrated with DNN such as FCKEditor, the TelerikEditorProvider and Free Text Box.

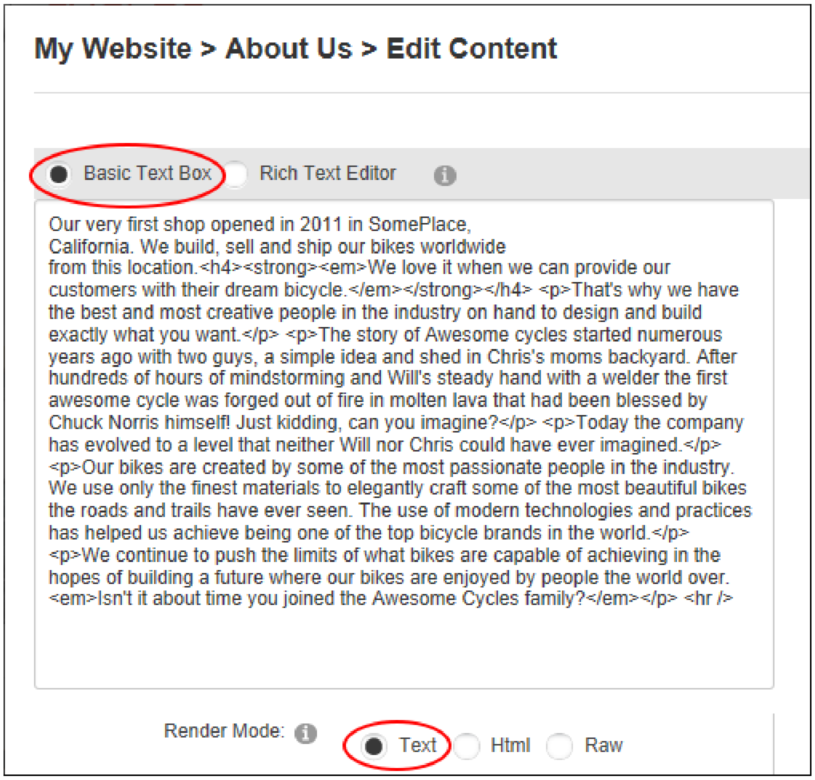


The HTML Editor

Adding Basic Text and HTML

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

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

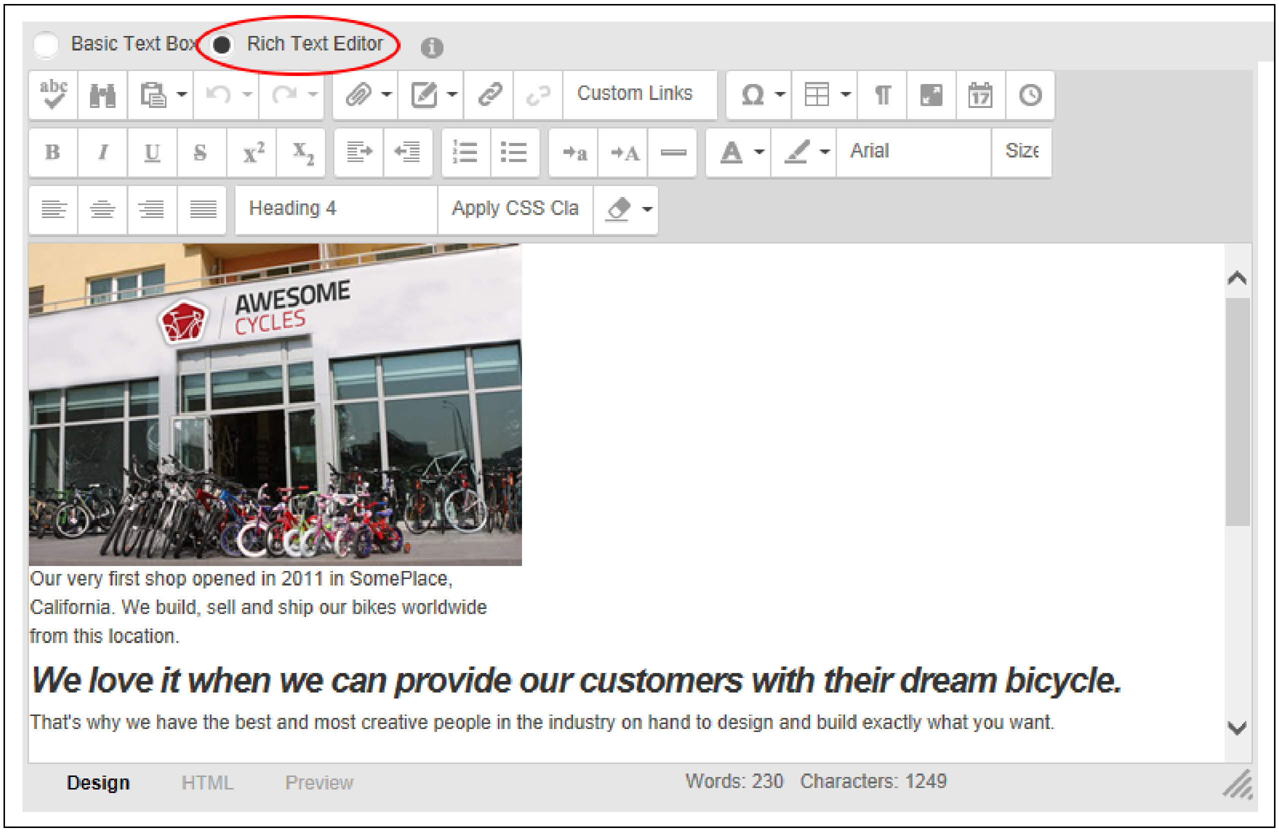


3. Click inside the Editor and then enter or paste (Ctrl + V) your text.

Adding Rich Text

How to add rich text using the Rich Text Editor.

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



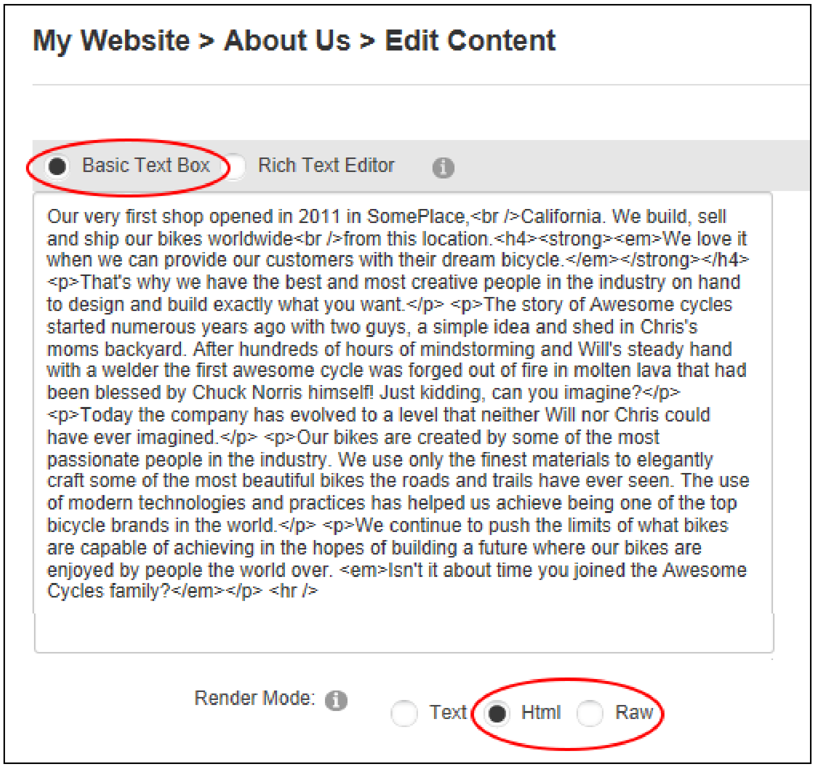
2. Click inside the Rich Text Editor and then enter your text, insert images, links, etc. Here are links to some commonly used features: See "Inserting Images", See "Inserting Media"See "Linking to a Site Page" or See "Inserting a Table"

> Tip: You can view the content as HTML by choosing the **HTML** tab located below the Editor.

Pasting HTML Content

How to paste HTML content into the Editor.

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



Pasting HTML using the Editor

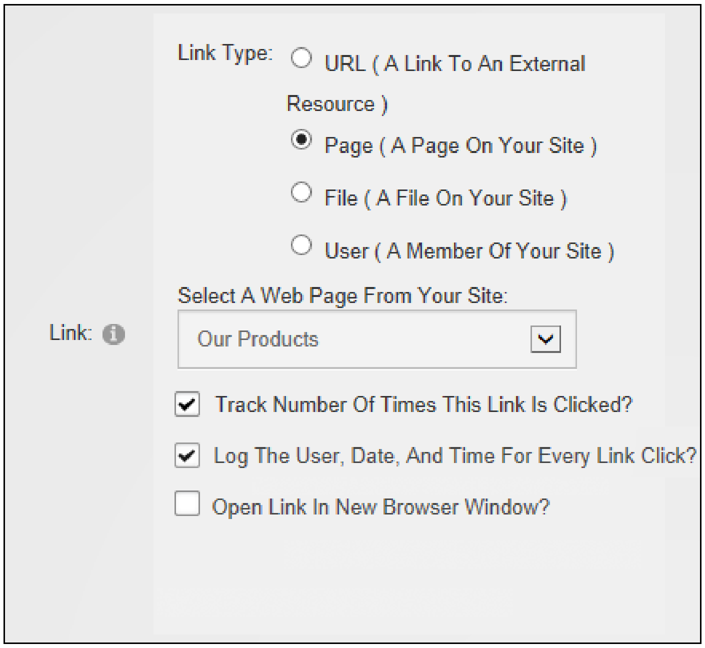
Link Control

About the Link Control

The Link Control allows editors to set a link to a page on this site, a file that has been uploaded to the Digital Asset Management (Admin > File Management), the profile of a registered user or any external URL. The Link Control can also be used to disable a link field on a module, such as Announcements. The Link Control is displayed on the add page and edit page of many modules including Announcement, Documents, Links, Media and Vendors.

Optional Settings:

- Track the number of times a link is clicked. See "Tracking Link Clicks"
- Log the user, date and time for every link click. See "Logging Links"



The Link Control as displayed on the Edit page of the Links module

Related Topics:

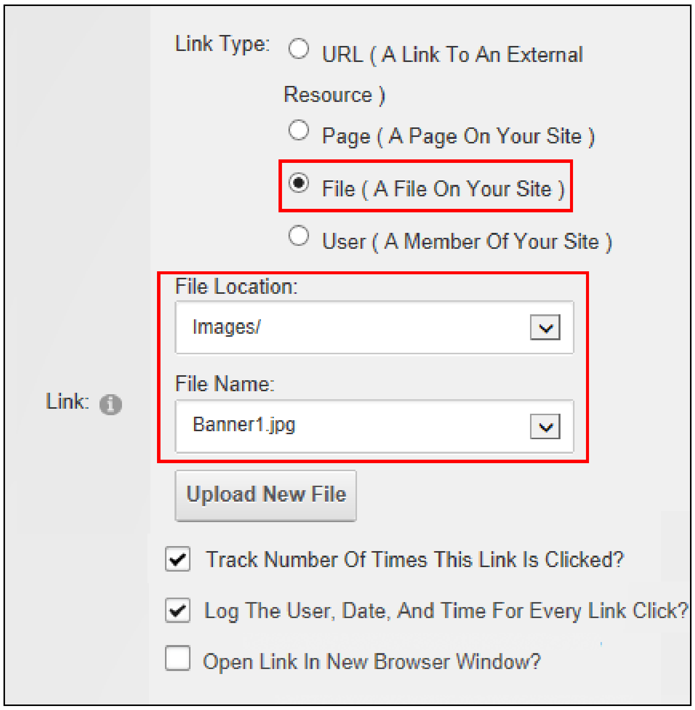
- See "Setting a File Link"
- See "Setting a Page Link"
- See "Setting a URL Link"
- See "Setting a User Profile Link"

Module Editors

Setting a File Link

How to set a link to a file that has been uploaded to the site using the Link Control. This topic assumes the file has already been uploaded to the Digital Asset Management module that is located on the Admin > File Management page and you are currently viewing the Link Control. Note: You may receive a Restricted File Type warning message when attempting to upload a file via the Link Control. This message is displayed when you attempt to upload a file with an extension that you are not enabled to upload such as a movie or a sound file. E.g. .avi, .wma. Contact a Super-User (to resolve this error.

1. At **Link Type**, select **File (A File On Your Site)**. Note: This field may not be displayed on some modules.
2. At **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 **File Name**, select the file from the drop down list.



Uploading and Linking to a File

How to upload a file and then set a link to that file using the Link Control. Users must be granted permission to upload files to at least one folder of Digital Asset Management that is located on the Admin > File Management page. Users must also be granted permission to upload to their personal folder folder of Digital Asset Management by default.

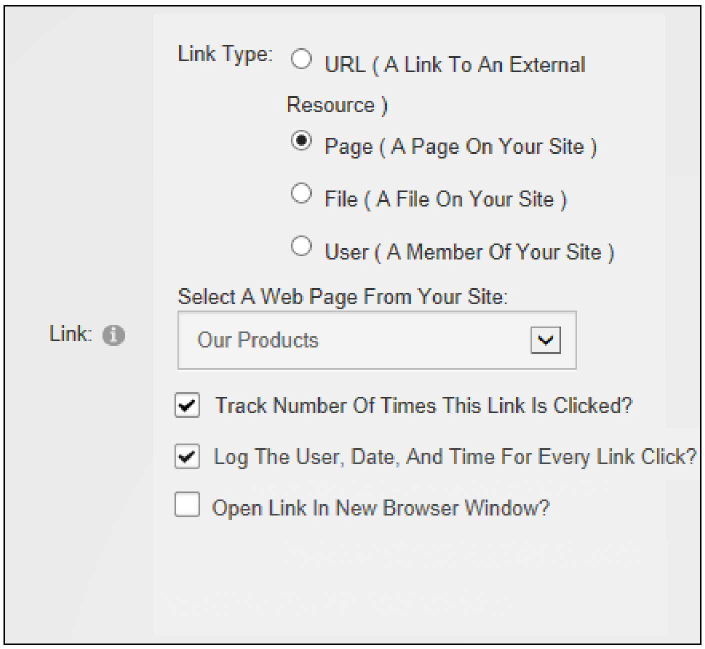
1. At **Link Type**, select **File (A File On Your Site)**. Note: This field may not be displayed on some modules.
2. At **File Location**, select a folder that you have access to upload files to. When you select a folder that you have access to upload files to the **Upload New File** button is displayed. 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. Click the **Upload New File** button and then click the **Browse** button.

4. Locate and select the required file from your computer.
5. Click the **Uploaded Selected File** button.

Setting a Page Link

How to set a link to an existing page on the site using the Link Control.

1. At **Link Type**, select **Page (A Page On Your Site)**.
2. At **Select A Web Page From Your Site**, select the page from the drop down list. Note: Pages that are not included in the menu and which have not been given a Parent page will be displayed at the end of this list.



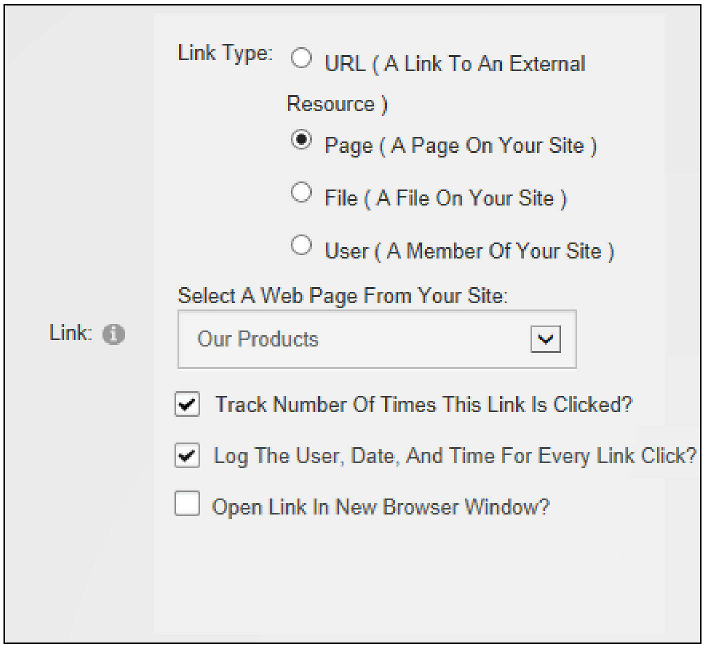
Tip: Pages that are set as disabled are displayed in the list of pages. Only Administrators and SuperUsers will be able to visit disabled pages. Other users will see the link but nothing will happen when they click on it. It is therefore recommended that you test page links.

Setting a URL Link

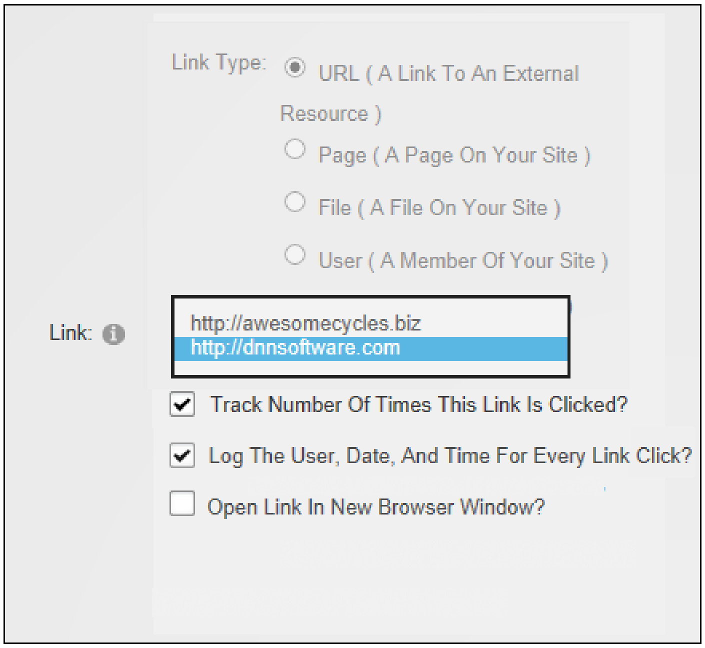
How to set a URL link to any resource or file available on the Internet including website domains, web pages, files, or images. If a URL has already been links to using the Link Control, it may be available to select from a drop down list.

Note: This tutorial assumes you are currently viewing the Link Control, which means you are either editing/adding an item on the Edit Page of a module or are on a Settings page.

1. At **Link Type**, select **URL (A Link To An External Resource)**.
2. In the **Location (Enter The Address Of The Link)** text box, enter a new URL into the text box.



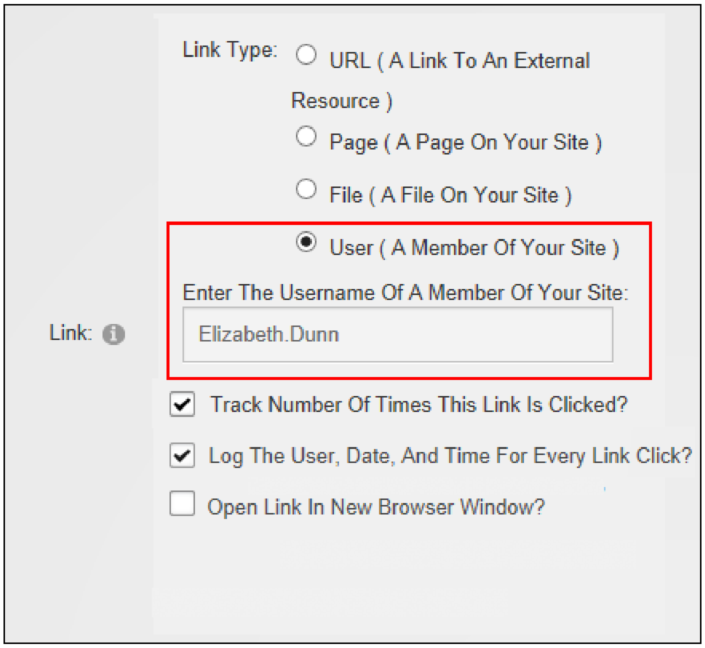
- OR - Click the **Select An Existing URL** button and select a URL from the list of the existing URLs.



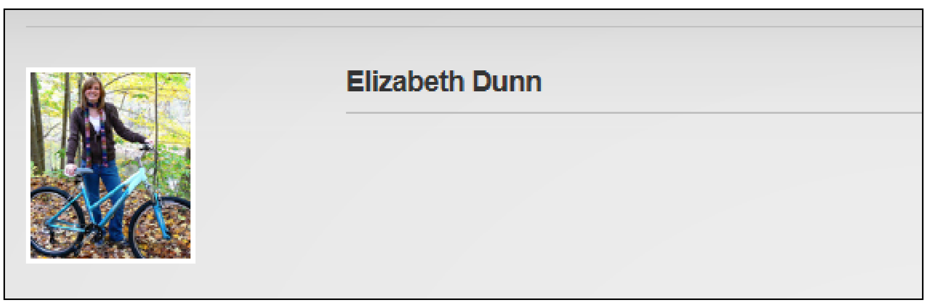
Setting a User Profile Link

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 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.



Tip: If you enter a username that does not exist in the User Accounts module a message reading "Username entered does not match a User in this web site" is displayed when you attempt to update the item.



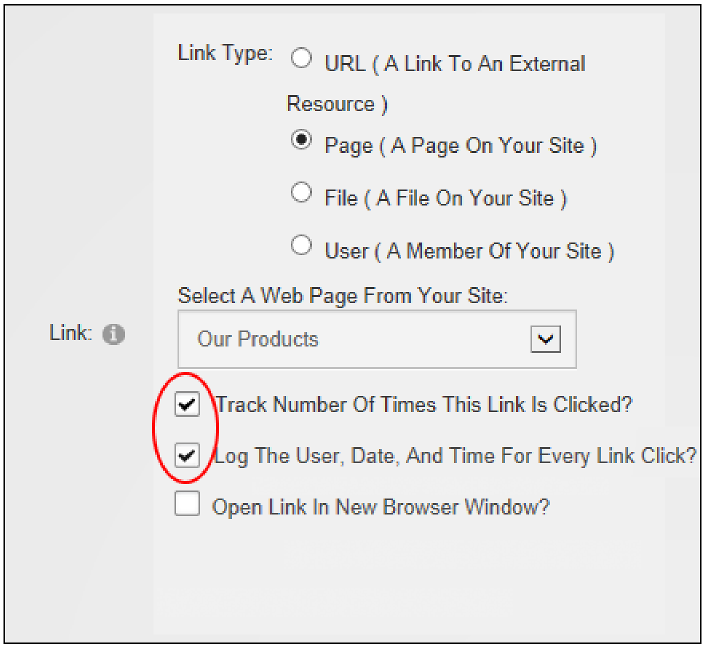
Logging Links

The Link Log, which forms part of the Link Control, can be enabled for any link. Once enabled it records and displays the date and time that the link is clicked, as well as the first and last name of authenticated users on the edit page of the link. Note: The following topic assumes you are viewing the Link Control, on a page or module settings page or are adding/editing a content item such as a document to a module.

Important. The RadEditor has a different method for adding and managing link tracking. See "Setting a Page Link"

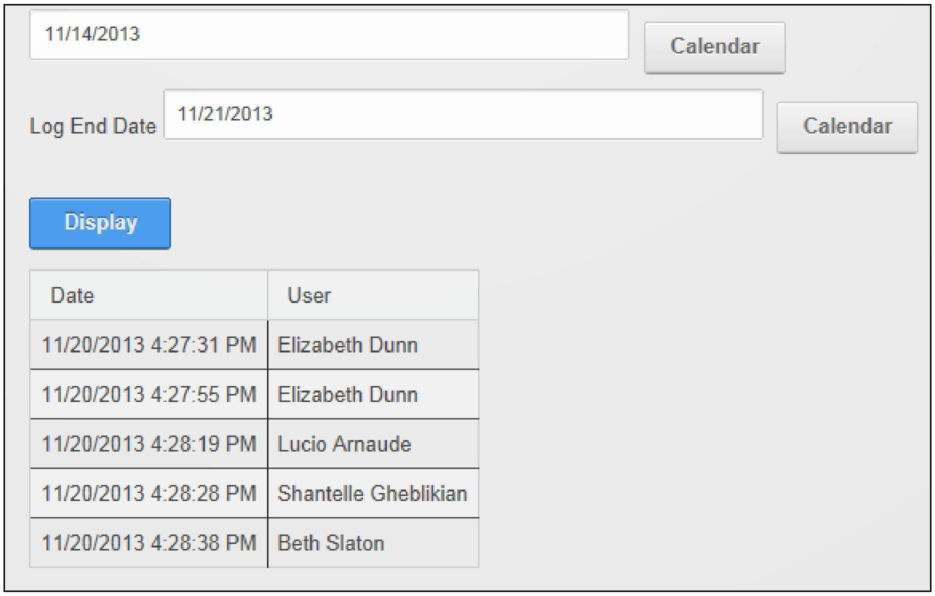
Here's how to enable the Link Log:

1. **Recommended.** At **Track Number Of Times This Link Is Clicked?** mark the check box to ensure the best performance from the Link Log.
2. At **Log The User, Date, And Time For Every Link Click?** mark the check box to enable the Link Log.



3. Click the **Update** button.

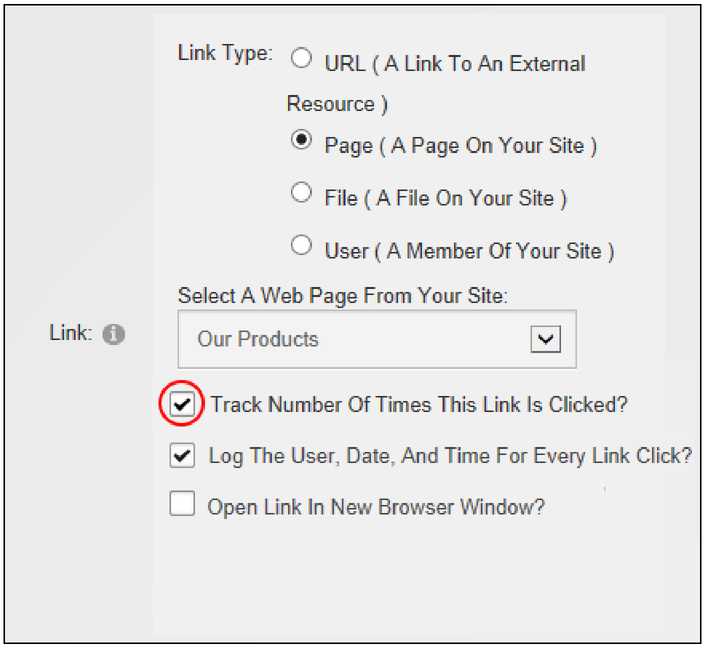
The Link Log can be viewed any time by going to the Edit page associated with the logged link and clicking the Click the **Display** button. The last seven days are logged by default, however you can choose an alternate date range by clicking the **Calendar** button to selecting a different start and/ or end date. See "Working with the Calendar"



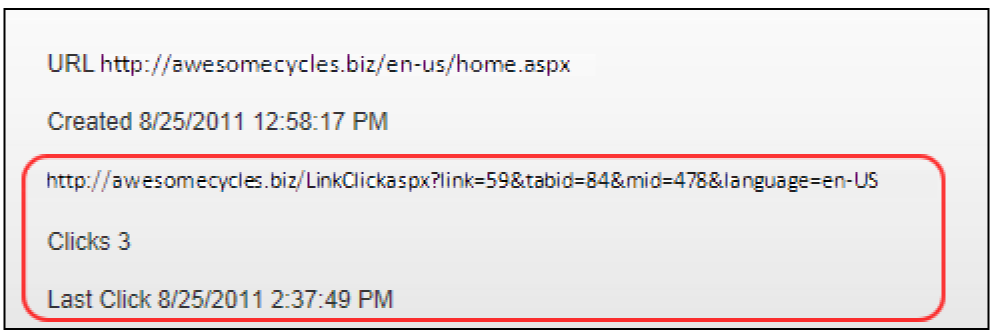
Tracking Link Clicks

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). Link Tracking information is displayed on the Edit Item page of any link it is enabled for. Note: This tutorial assumes you are viewing the Link Control, typically located on a Settings page or displayed on an Edit Item page when adding/editing an item such as a link on a module.

1. At **Track Number Of Times This Link Is Clicked?** mark the check box to enable link tracking. - OR - unmark the check box to disable it.



2. Click the **Update** button. Note: Link tracking isn't enabled and displayed until the item is updated and you return to the Edit Page for this item.



Enabling this setting records and displays the following additional link information:

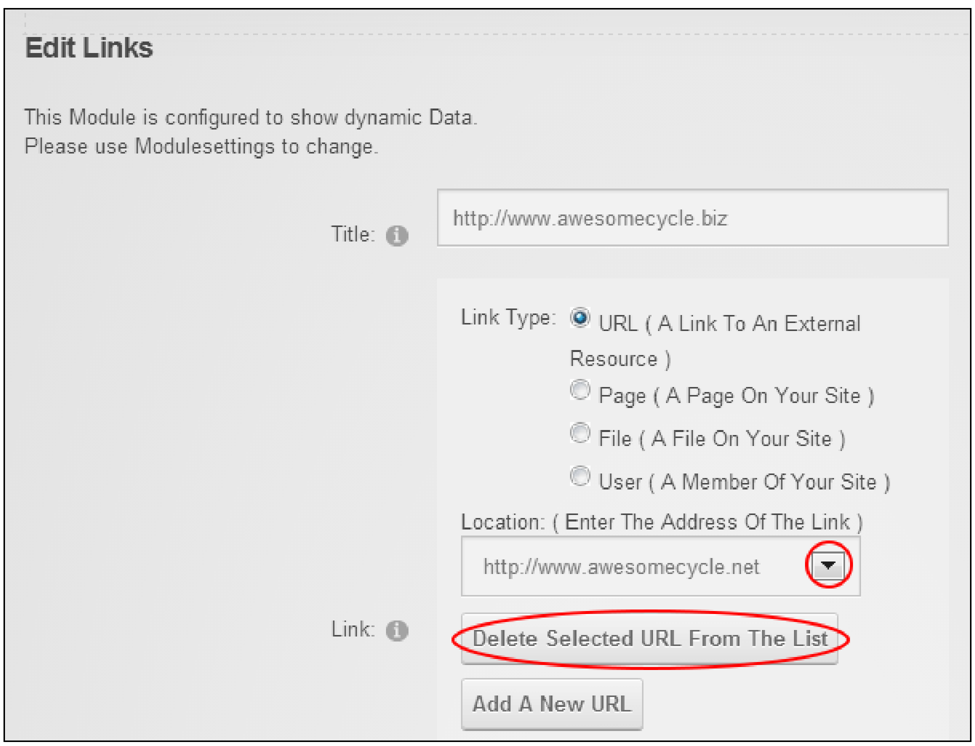
- **URL**: Displays the URL that will be tracked. E.g. http://awesomecycles.biz/LinkClick.aspx?link=59&tabid=84&mid=478&language=en-US. Note: In the below image, more than one language is enabled for the site, therefore the link includes the associated language.
- **Clicks**: The total number of times this link has been clicked. This total includes clicks on other occurrences of this link on this module. However it does not include clicks on this link for other Links modules or any other types of modules. E.g. Click 3
- **Last Click**: The time and date when the link was last clicked. E.g. 8/25/2011 2:37:49 PM

Administrators

Deleting Existing URLs

How to delete a URL from the existing URLs list on the Link Control. URLs that have been set using the Link Control are stored on the Link Control. These URLs can then be selected by Editors to quickly and easily reuse without re-entering the URL. Administrators can delete URLs from this list. Deleting a URL will not remove any links that have been set to the URL using a module.

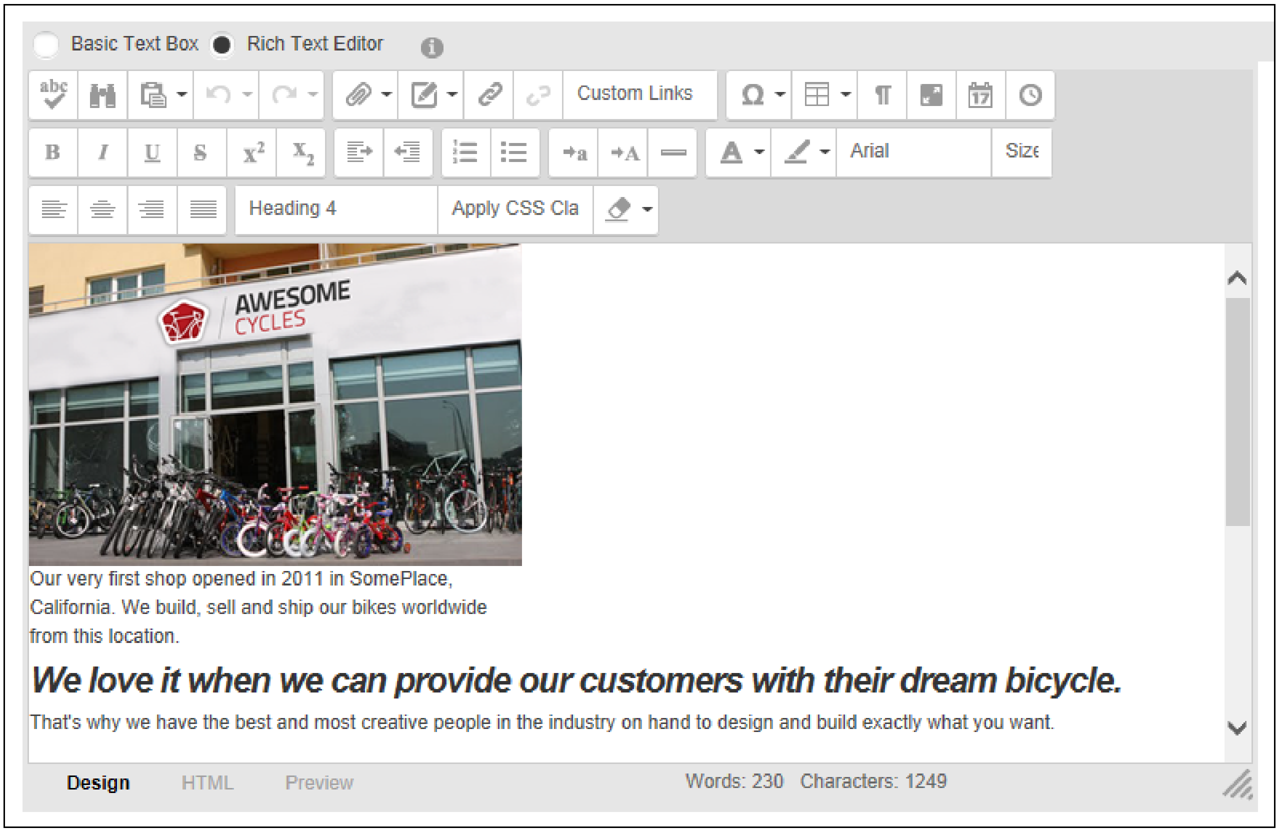
1. At **Link / Link Type**, select **URL (A Link To An External Resource)**.
2. Below the **Link / Location: (Enter The Address Of The Link)** text box, click the **Select An Existing URL** button. This displays a list of the existing URLs in the **Link / Location: (Enter The Address Of The Link)** drop down list.
3. At **Link / Location: (Enter The Address Of The Link)**, select the URL to be deleted.
4. Click the **Delete Selected URL From The List** button and then click the **Yes** button to confirm.



Rich Text Editor

About the Rich Text Editor

The Rich Text Editor provides rich text editing capabilities including extensive text formatting tools, page links, images, flash, script and table insertion for numerous modules including the HTML, FAQ, Announcements and Events modules.



The Rich Text Editor (RadEditor)

Rich Text Toolbars

The Rich Text Editor comes packaged with these following toolbars:

AJAX Spellchecker, Find & Replace, Paste Options, Undo, Redo

Insert Media, Templates, Hyperlink Manager, Remove Link, Custom Links

Insert Symbol, Insert Table, New Paragraph, Toggle Full Screen Mode, Insert Date, Insert Time

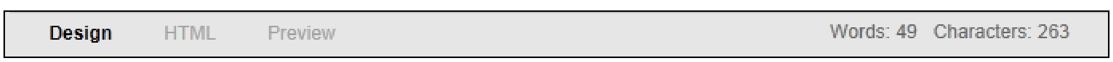
Bold, Italic, Underline, Strikethrough, Superscript, Subscript

Indent, Outdent, Numbered List, Bullet List

Convert to Lower Case, Convert to Upper Case, Horizontal Rule

Foreground Color, Background Color, Font Name, Size

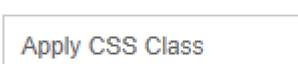
Align Left, Align Center, Align Right, Justify



Design, HTML, Preview, Words, Characters

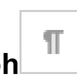
List of tools

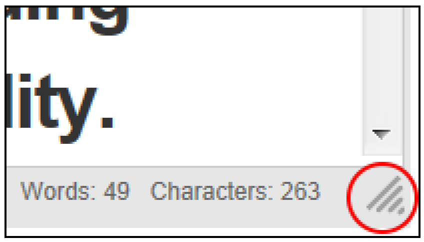
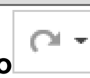
A list of the tools included with the default Rich Text Editor, listed alphabetically in order of button name:

Tool	Icon	Description
AJAX Spellchecker		Click to enable Spell checking mode. Misspelled words are highlighted in yellow. See "Check Spelling"
Apply CSS Class		Select the CSS Class to be applied to the selected content.

Tool	Icon	Description
Bold (CTRL + B)	B	Add/remove bold formatting from selected content.
Bullet List		Create a bullet list.
Characters	Characters: 263	Displays the number of characters inside the RadEditor. This field is updated with the current information whenever you click inside the editor.
Convert to Upper Case	→A	Transforms all letters in the select text to upper case.
Convert to Lower Case	→a	Transforms all letters in the select text to lower case.
Copy (CTRL + C)	N/A	Copy selected content.
Custom Links	Custom Links	Link to a site of your page. See "Linking to a Site Page"
Cut (CTRL + X)	N/A	Cut selected content.
Design	Design	Click to view content in design mode. This enables all toolbars.
Document Manager*	N/A	Opens the Document Manager that enables you to insert a document link into the Editor. Additional link settings are available. See "Inserting Documents"
Find And Replace (CTRL + F)		Click the **Find and Replace** icon (or CTRL + F) to open the Find / Find And Replace dialog box and then choose to either find, find and replace, or find and replace all instances of the text entered into the Find text box. Additional options include Match Case, Match Whole Words, and search up or down from the current cursor position.
Flash Manager*	N/A	Opens the Flash Manager that enables you to insert Flash (*.swf) into the Editor. The properties tab enables you to set properties of the flash to be inserted. See "Inserting Flash"
Format Stripper		Select the content you want to strip formatting from (such as font color, font heading) and click the **Arrow** icon beside the **Strip Formatting** button.

Tool	Icon	Description
		Select the type of formatting to be stripped from these options: Strip All Formatting, Strip Css Formatting, Strip Font Elements, Strip Span Elements, Strip Word Formatting
Horizontal Rule		Inserts a horizontal rule where the cursor is currently located.
HTML	HTML	Click to view, add or edit the HTML for this content. This disables all tools and toolbars with the exception of the Design button.
Hyperlink Manager (CTRL + K)*		Insert a link, anchor or email link. Additional settings are available. See "Adding an Email Link", See "Adding a URL Link", or See "Adding an Anchor"
Image Manager*	N/A	Opens the Image Manager that enables you to insert images into the Editor. The properties tab enables you to set the properties of the image to be inserted. See "Inserting Images"
Image Map Editor	N/A	Opens the Image Map Editor that enables you to create an image map. You must first select the image to be mapped. See "Creating an Image Map"
Indent		Indent selected content.
Insert Media		Click Insert Media the **Insert Media** icon to open the drop down list of media insertion tools and then select Insert Media, Document Manager, Flash Manager, Media Manager, or Image Map Editor. Once you have selected an option, the icon associated with that option is displayed in the toolbar. This icon changes each time you make a new selection, which means the last selected option is always displayed. To choose an option other that the one displayed in the toolbar, click the **Arrow** icon.
Insert Symbol		**Option One:** Click the **Arrow** associated with the **Insert Symbol** icon to open the symbol gallery and then select the symbol to be inserted from the

Tool	Icon	Description
		options.   **Option Two:** Click the **Insert Symbol**  icon to insert the symbol that was inserted previously.
Insert Table		Click the **Insert Table**  icon to insert a table in the current location - OR - Select Table Wizard to design a more complex table. See "Inserting a Table"
Italicize (CTRL + I)		Add/remove italics to selected content.
Media Manager*	N/A	Opens the Media Manager which enables you to insert media into the Editor. The properties tab enables you to set properties of the media to be inserted. See "Inserting Media"
New Paragraph		Place your cursor in the required location and then select the **New Paragraph**  icon (or CTRL + M) to insert a paragraph break.
Numbered List		Create a numbered list.
Outdent		Outdent selected content.
Paste (CTRL + V)	N/A	CTRL + V to paste cut or copied content into the Editor.
Paragraph Style		Select the paragraph style for the selected text.
Paste Options		Paste copied content into the Editor. Paste options are Paste; Paste From Word; Paste from Word, Strip Font; Paste Plain Text; Paste As Html, PasteHTML.

Tool	Icon	Description
Preview		Click to preview content inside editor. This disables all tools and toolbars with the exception of the Design and Preview buttons.
Resize Editor		How to increase or decrease the size of the Editor. 1. Position your mouse over the bottom right corner of the Editor until it becomes a two directional arrow. 2. Click and drag the Editor larger or smaller as desired. Release your mouse button when you are finished.  Tip: An alternative option is to click the  **Toggle Full Screen Mode (F11)** button to toggle Editor to/from full screen mode.
Redo (CTRL + Y)		**Option One:** Click the **Redo**  icon to redo the last action. **Option Two:** Click the **Arrow** icon to view a list of previous actions and redo multiple actions at one time.
Remove Link (CTRL +SHIFT + K)		Removes a link from selected content. See "Deleting a Link"
Save Template		Save the content in the Editor as a new template. See "Saving a Template"
Select All (CTRL + A)	N/A	Select all content within the Editor.
Strikethrough		Add/remove strikethrough to selected content.
Template	N/A	Opens the Template Manager enabling you to insert a template (*.ht-

Tool	Icon	Description
Manager*		mtemplate) into the Editor. See "Inserting a Template"
Toggle Full Screen Mode (F11)		Select to toggle the Editor to/from full screen mode. If modal pop-up are enabled, you will also need to expand the pop-up window to use the full screen.
Underline (CTRL + U)	U	Add/remove underline to selected content.
Undo (CTRL + Z)		**Option One:** Click the **Undo** icon to undo the last action. **Option Two:** Click the **Arrow** icon to view a list of previous actions and undo multiple actions at one time.
Words	Words: 49	Displays the number of words inside the RadEditor. This field is updated with the current information whenever you click inside the editor.

* These tools provide access to the Digital Asset Management that is located on the Admin > File Management page. A user's ability to upload files and create and manage files and folders will depend on the permissions granted to them on the Digital Asset Management module.

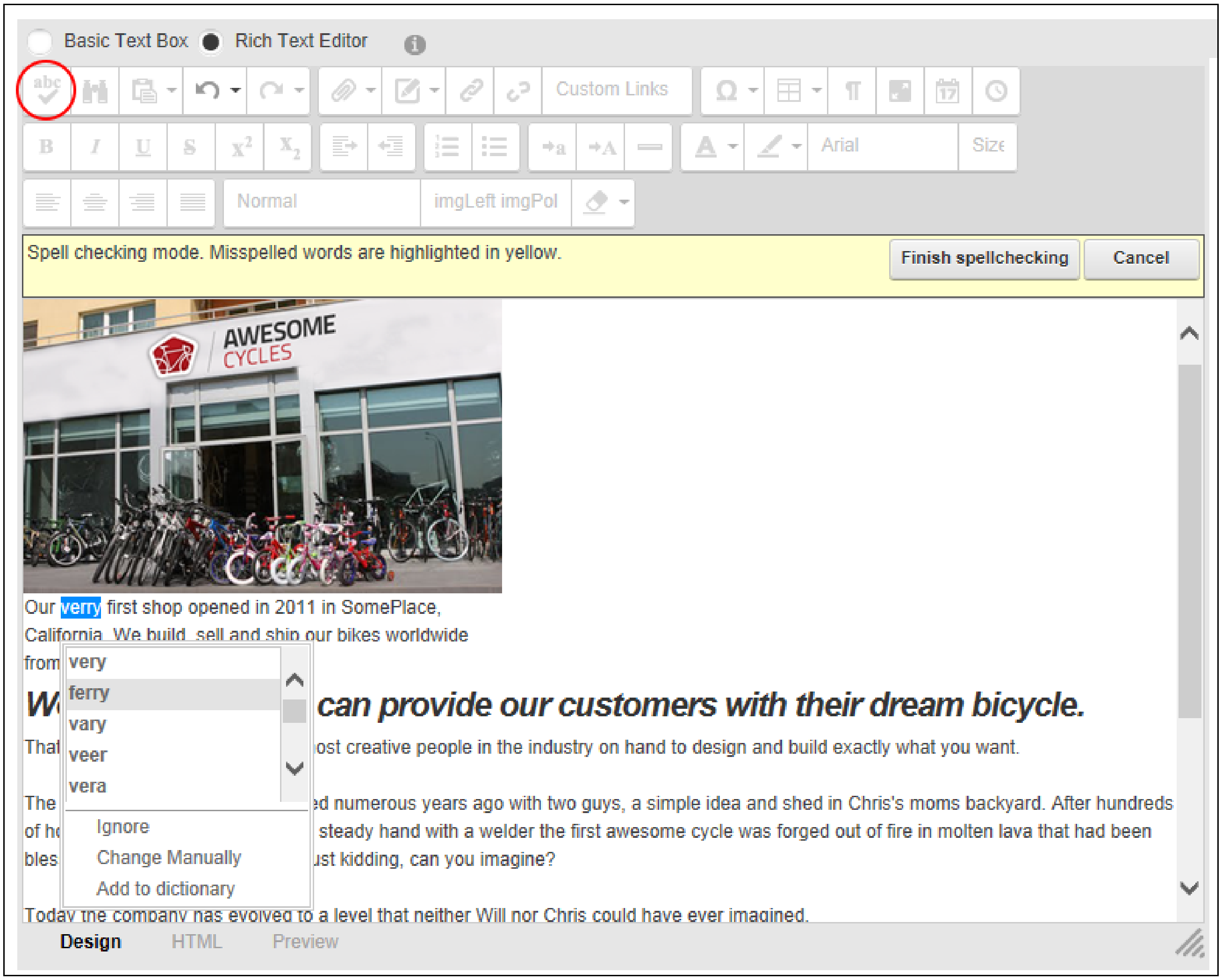
Check Spelling

How to check spelling using the Rich Text Editor.

1. Place your cursor inside the Editor and click the **AJAX Spellchecker** icon to start spell checking. Misspelled words will be highlighted in yellow and the first misspelt word is ready to perform one of the following actions against:
   - **Choose Suggested**: Click on the correct word from the list of suggested words. If no suggestions are available, then (no suggestions) is displayed.
   - **Ignore/Ignore All**: Select this option to ignore this word and continue with spell checking.
   - **Change Manually**: Select this option and then enter word into the provided text box and then click **Change Manually** .
   - **Add to Dictionary**: Select this option to add the word to your dictionary.
2. Repeat for each misspelt word.

3. Click the **Finish Spellchecking** button when you are finished - OR - Click the **Cancel** button to exit Spell checking mode.

Tip: You can edit any misspelt word by clicking on it.

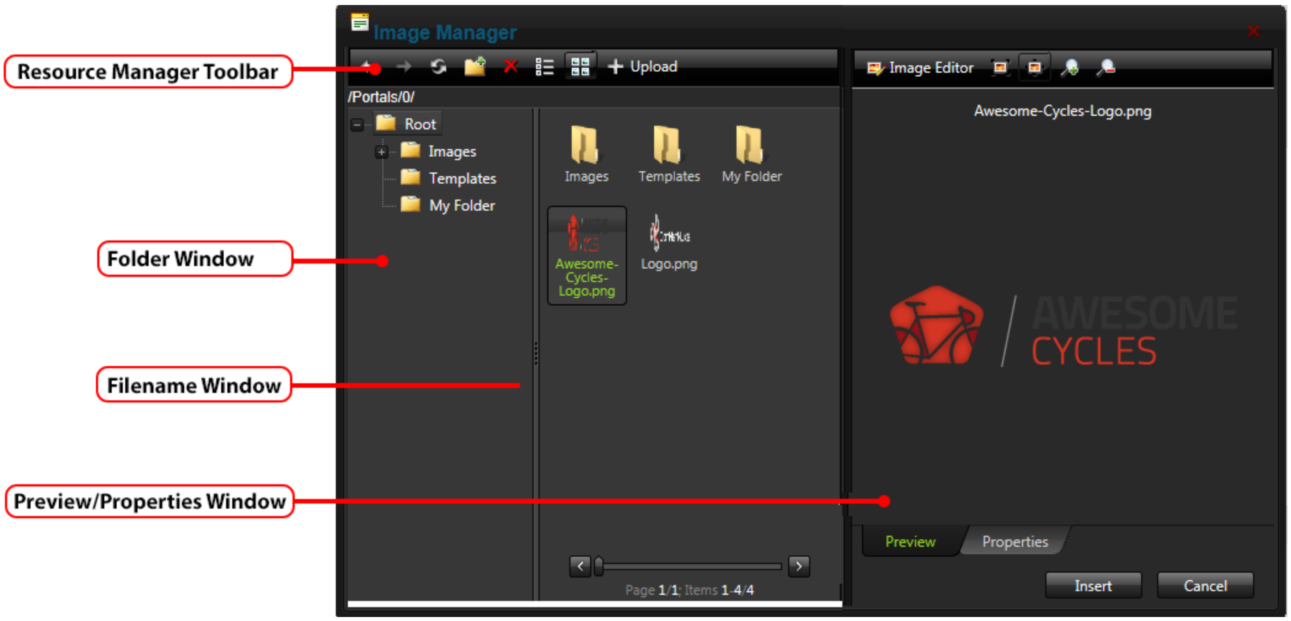


Checking spelling in the Rich Text Editor

Using the Resource Manager

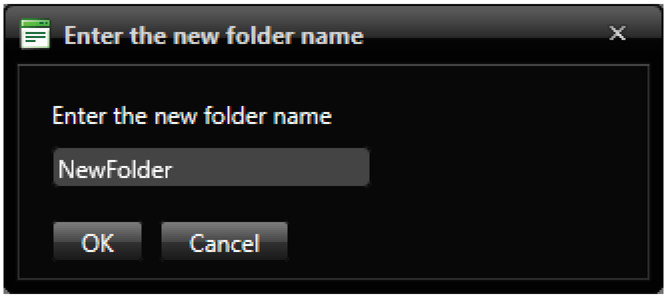
How to navigate to, select or manage folders and files using the Resource Manager of the Rich Text Editor. The Resource Manager is commonly used for the Image Manager, Document Manager, Flash Manager, Media Manager and Template Manager of the RadEditor. Note: Access to some tools is restricted by role.

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



Resource Manager Toolbar

Tool	Icon	Description
Back		Click to go back by one folder in the Folders window.
Forward		Click to move forward by one folder in the Folders window.
Refresh		Click to refresh to retrieve newly updated files.
New Folder		1. In the Folder window, select the parent folder and then click the **New Folder**  button. 2. In the **Enter the new folder name** dialog box, overwrite the text "NewFolder" with the name for this new folder. 3. Click the **OK** button.

Tool	Icon	Description
		
Delete		1. Select the image or folder to be deleted and then click the **Delete**  button. This displays the message "Are you sure you want to delete the selected file? The selected file may be in use. If deleted, some pages will not be displayed properly. 2. Click the **OK** button.
Grid View		Click to view the files in the Filename window in a compact grid without thumbnail images.
Thumbnails View		Click to view the files in the Filename window with large folder icons and thumbnail images.
Upload		Clicking the **Upload** button will open the Upload dialog box. Here you can select one or more files to upload and view the settings for uploading files. Note 1: The maximum file size that can be uploaded is listed at the base of the Upload dialog box at **Max file size allowed**. The default setting is 1,000KB. If you attempt to upload a file of a greater size then the following message is displayed "[FileName]: The size of the uploaded file exceeds max size allowed." Note 2: The list of file extensions that can be uploaded is listed at the base of the Upload dialog box at **File extensions allowed**. If you attempt to add a file not listed here the following message is displayed "[FileName]: The extension of the uploaded file is not valid. Please provide a valid file!" The list of allowed file extensions reflects the settings configured for this site by your Host. 1. In the Folder window, navigate to and select the Folder you want to upload the new file to. 2. Click the **Upload**  button. This opens the Upload dialog box. 3. In the Upload dialog box, click the **Select** button and choose the required file from

Tool	Icon	Description

your computer.

4. Repeat Step 3 to add additional files.
5. **Optional.** To upload more than three files, click the **Add** button and then repeat Step 3.
6. At **Overwrite if file exists?**, mark the check box if you wish to overwrite a file of the same name which has been previously uploaded - OR - unmark the check box if you don't want to overwrite an existing version of this file. If the file with this name does exist you will be notified with a dialog box when you upload the file. In this case, the new file selected for upload will not be uploaded.
7. Click the **Upload** button.

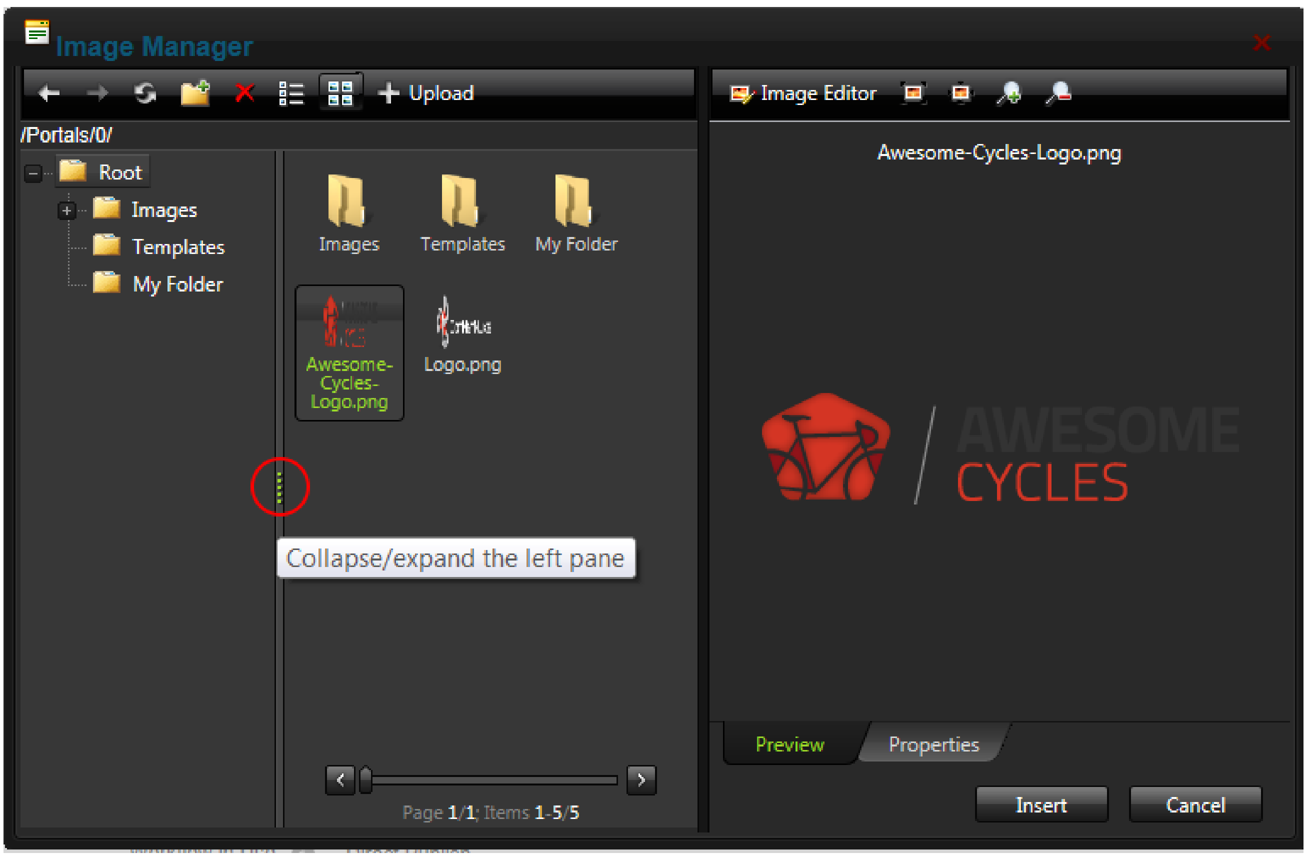
> Tip: Click the **Remove** ×Remove button to remove a file which has been selected for upload.

Folder Window: This window displays the folders of the Digital Asset Management module that is located on the Admin > File Management page using a hierarchical tree structure. A folder named "My Folder" is displayed to all users (with the exception of SuperUsers) that allows users to view and manage their personal images. This folder is unique to the individual user and cannot be accessed or edited by other users.

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 on an image or folder to perform Delete, Rename, New Folder or Upload.

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



Collapse/Expand the left pane

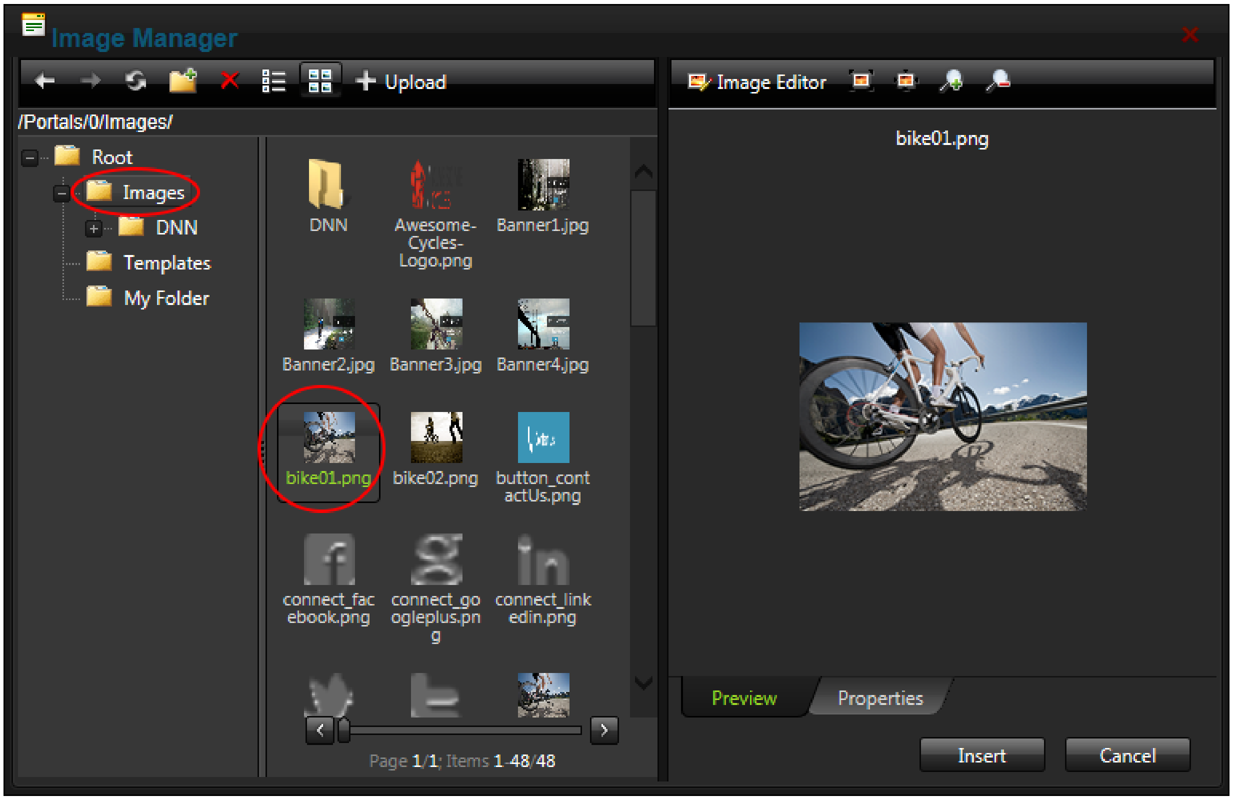
Preview/Properties Window: Displays a preview and/or properties of the selected file. Properties can be modified as required.

Managing Images

Inserting Images

How to insert an image using the Rich Text Editor.

1. Click the **Insert Media**  button and select **Image Manager** from the drop down list - OR - Use the keyboard shortcut CTRL + G. This opens the Image Manager.
2. Navigate to and select the required image. See "Using the Resource Manager"
3. **Optional.** In the Image Editor, use the **Best Fit**, **Actual Size**, **Zoom In** and **Zoom Out** buttons to modify the previewed image - these changes cannot be saved.
4. **Optional.** Click the **Image Editor** button to edit the way the image is displayed. See "Working with the Image Editor"
5. **Optional.** Click the **Properties** tab and set image properties. See "Setting Image Properties"
6. Click the **Insert** button.



The Image Manager

Editing an Image

How to edit an image using the Rich Text Editor.

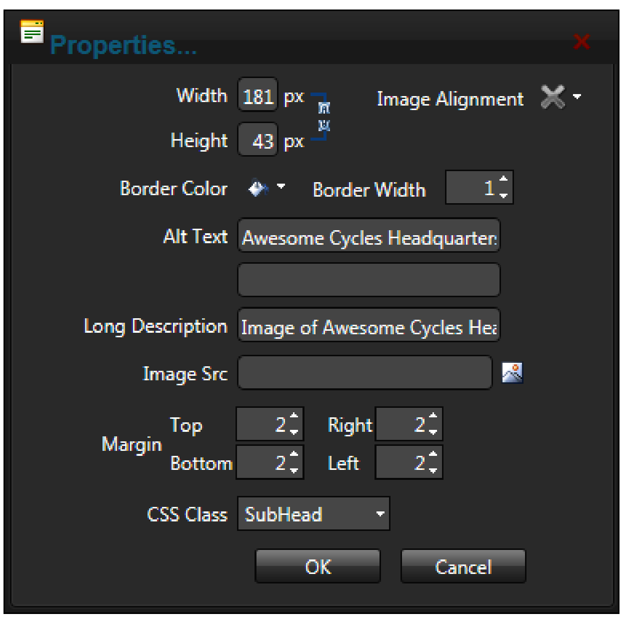
1. Right-click on the image and select **Properties...** from the drop down list to open the Properties window.
   - To change the image click the **Image Manager**  button displayed at the **Image Src** field and then locate and select the new image.
   - Modify any other properties as required. See "Setting Image Properties"
2. Click the **OK** button.

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

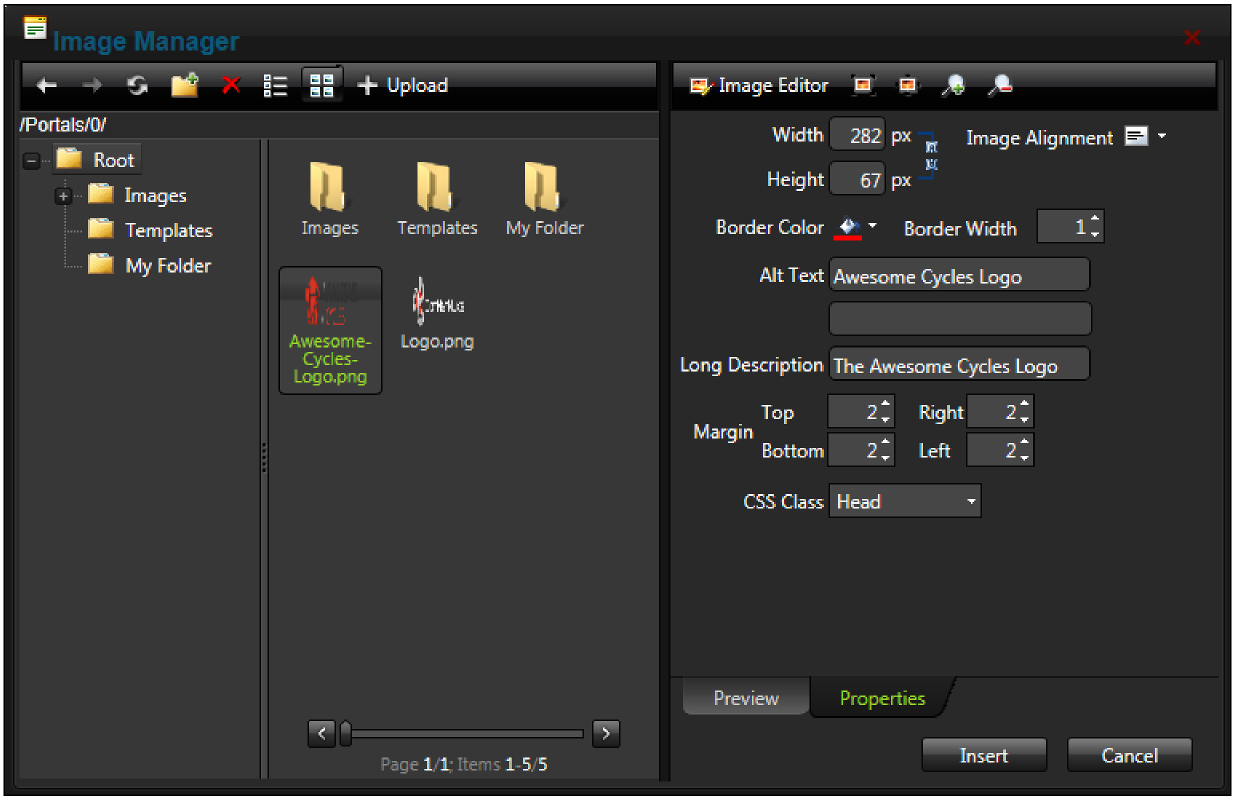
Setting Image Properties

How to set the optional properties of an image using the Image Manager of the Rich Text Editor.

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



Setting the properties of an existing image



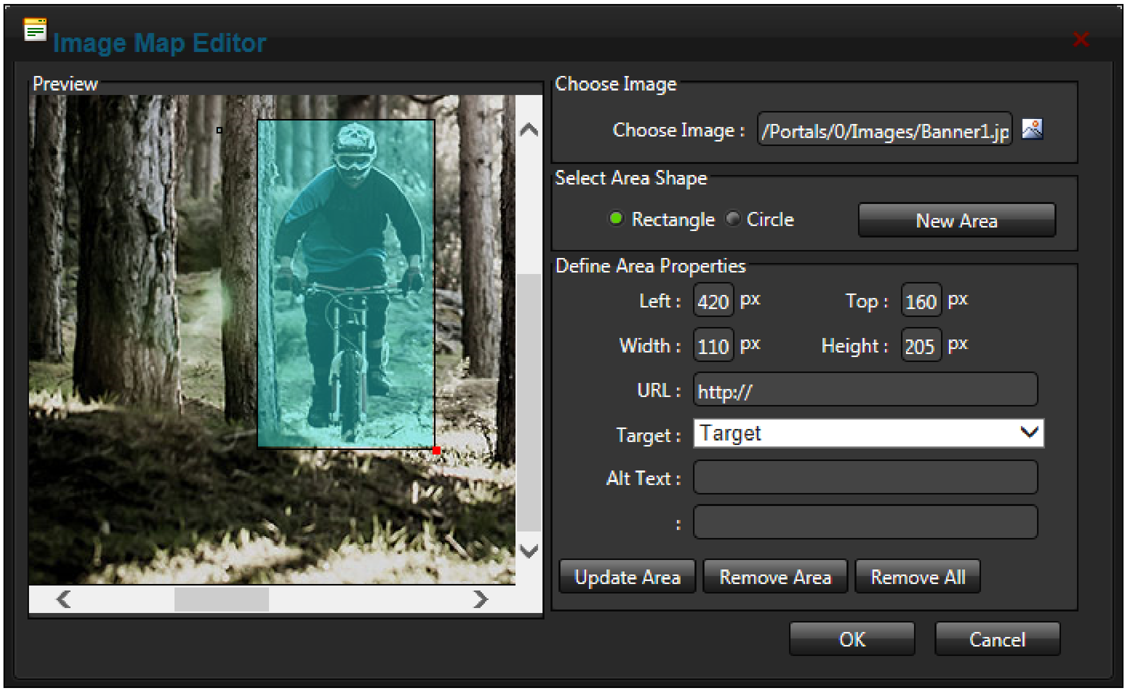
Setting the properties of an image during insertion

Creating an Image Map

How to create an image map using the Rich Text Editor.

1. Insert an image.
2. Select the image and click the **Insert Media**  button and select **Image Map Editor** from the drop down list - OR - Right click on the image and select **Image Map Editor** from the actions toolbar. This will open the Image Map Editor.
3. To create an area:
    1. At **Select Area Shape**, select **Rectangle** or **Circle**.
    2. Click the **New Area** button. This displays a gray box defining the area.
    3. Move and resize the area as required. This updates the Define Area Properties fields for Left, Width, Top and Height.

4. **Optional.** In the **URL** text box, enter the URL to open when a user clicks on this Area.
    1. At **Target**, select the target for the URL from these options:
        - **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**: The link will open in the pane called Search.
        - **Media Pane**: The link will open in the pane called Media.
    2. In the **Alt Text** text box, enter the text to be displayed for this area.
    3. Click the **Update Area** button.
4. Repeat Step 3 to add additional areas.
5. These additional editing options are available:
    - To edit an existing area, click on it in the preview window, edit the properties as required and then click the **Update Area** button.
    - To remove an area, click the **Remove Area** button.
    - To remove all areas, click the **Remove All** button.
6. Click the **OK** button.



Creating an Image Map

Editing an Image Map

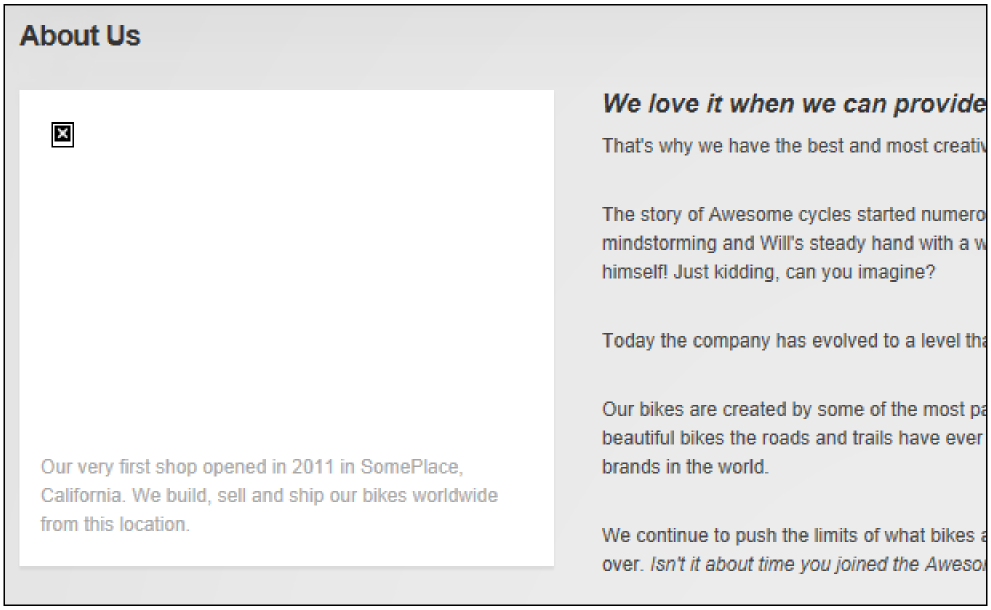
How to edit an image map using the Rich Text Editor.

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

Troubleshooting: Image Not Displaying

If an image doesn't display in the Editor, there are a couple of settings you can changes that may fix the problem.

Firstly, you should ensure the **Hidden** attribute check box is not selected as this will hide the image. See "Managing File Properties". Once this is done you can return to the image and refresh the browser to see if this fixes the problem changes. If this doesn't work, check to see if module caching is set for too longer period. If so try modifying the caching time as required. See "Configuring Cache Settings for a Module"



Working with the Image Editor

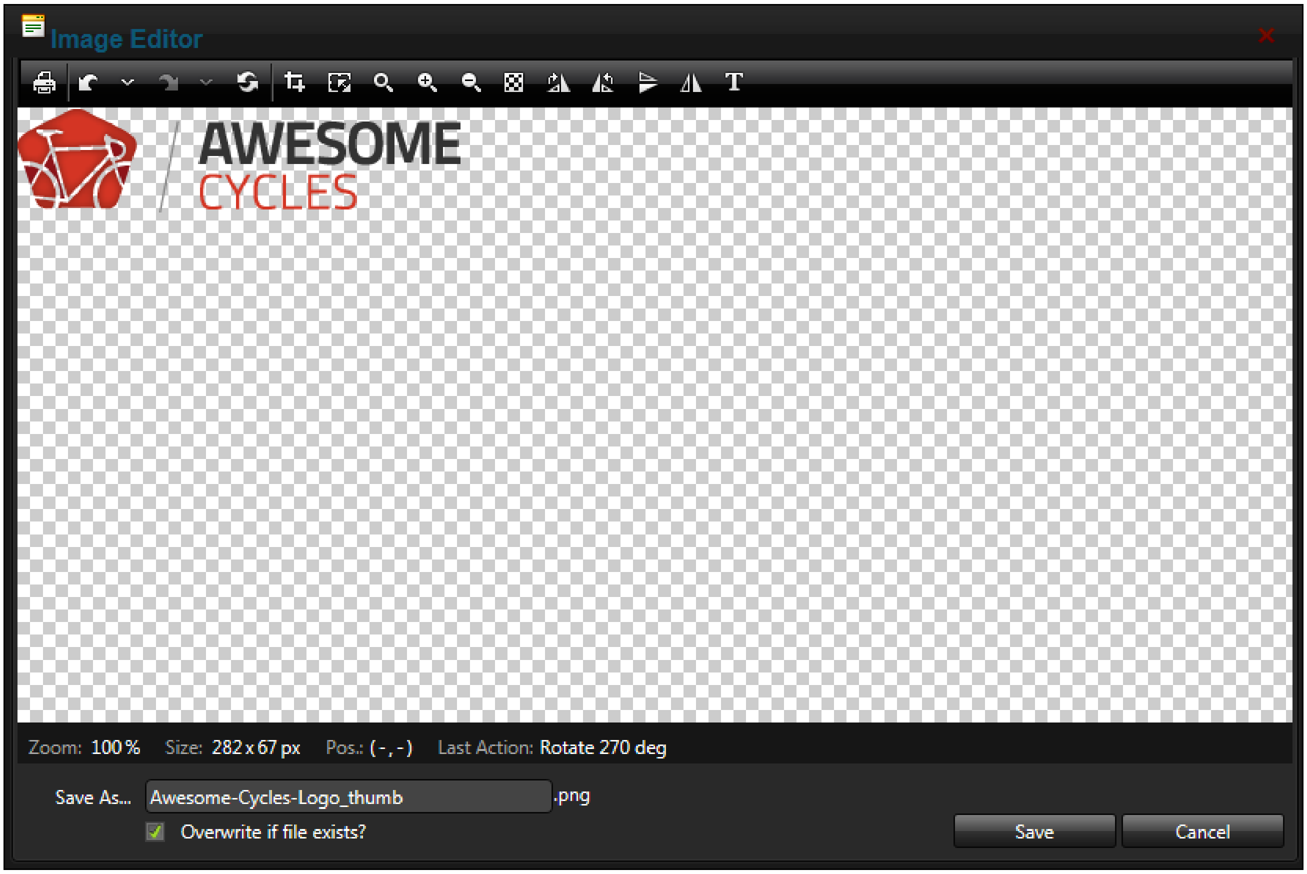
How to use the Image Editor tool in the Image Manager of the Rich Text Editor.

1. Click the **Insert Media** button and then select **Image Manager** from the drop down list - OR - Use the CTRL + G keyboard shortcut. This opens the Image Manager.
2. Select the required image. See "Inserting Images"
3. Click the **Image Editor** Image Editor button to open the Image Editor.
4. Select from these editing tool. Once you make a selection a dialog will be displayed enabling you to set the properties:
   - **Print**: Select to print the image.
   - **Opacity**: Select and drag the slider to the preferred percentage (%) - OR - Enter the opacity percentage into the **%** text box.
   - **Undo**: Select to undo the previous step or select a step from the drop down list to unto the selected step and all steps before to it.
   - **Redo**: Select to restore the last step that was undone or select a step from the drop down list to redo the selected step and all steps before to it.
   - **Crop**: Select to crop the image. This will displays a selection box at the top left corner of the image that defines the area to be cropped. You can now change the area to be cropped by either dragging and

resizing the crop area on the image - OR - Enter the **X** (vertical) and **Y** (horizontal) coordinates for the crop area and then entering the pixel **Width** and **Height** for the crop area. You can also choose to unlock the **Constrain proportions** setting to modify the width height fields independently or leave it locked to keep the original scale.

- **Resize**: Select to change the image size using one of these methods:
  - Select a Preset Size.
  - Unlock the **Constrain proportions** setting to modify the width height fields independently or leave it locked to keep the original scale. Enter a new pixel value into the **Width** and/or **Height** fields or scale the image by entering a percentage into the **Percentage** text box.
- **Zoom**: Select to either zoom in or out on the image using the slider, return the image to its original size, or click **Best Fit** to automatically zoom the image in or out to fit the Image Editor. These selections are not saved on the image.
- **Rotate Right by 90 degrees** or **Rotate Left by 90 degrees**: Click repeatedly to rotate the image to the right or left.
- click repeatedly to rotate the image to the left.
- **Flip Vertically** or **Flip Horizontally**: Select to flip the image vertically or horizontally.
- **Text**: Select to add some text to the image.

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?** mark the check box to overwrite a file that exists with the name entered in the **Save As...** text box - OR - unmark 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. Note: If the message "A file with a name same as the target already exists!" is displayed, you are being prevented from overwriting an existing image and will need to repeat Steps 4 and 5.



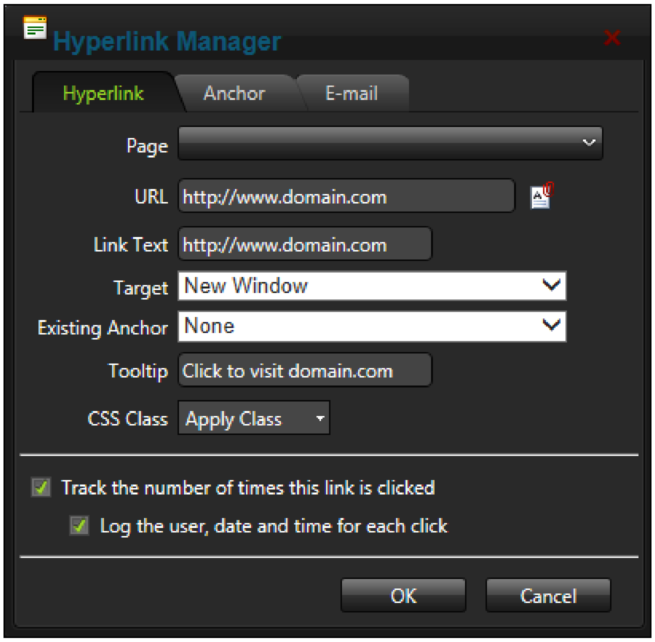
Managing Links

Adding a URL Link

How to insert a link to a URL located on another web site using the Rich Text Editor.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab pre-selected.
3. In the **URL** text box, enter the URL address for this link.
4. **Optional.** In the **Link Text** text box, enter the text for this link. If you highlighted text at Step 1, then this field will be pre-populated with that text. Note: This field is not displayed when adding a link to an image.
5. **Optional.** At **Target**, select the target window for this link.

6. **Optional.** In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
7. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.



8. Click the **OK** button.

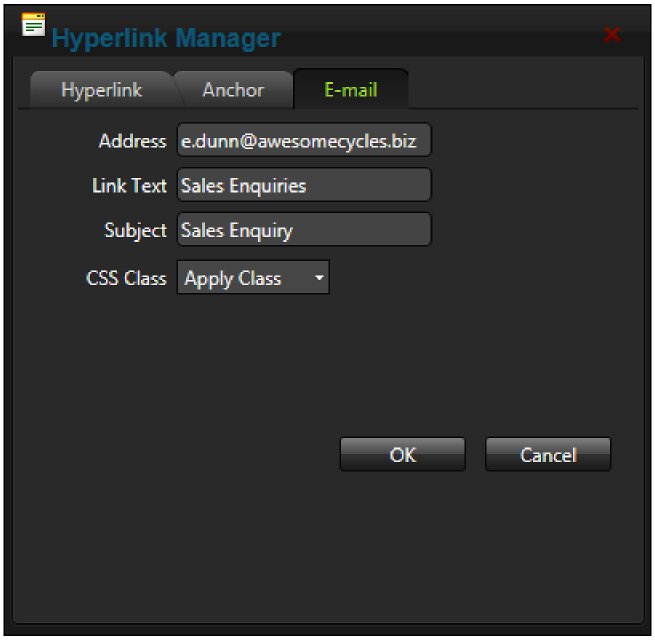
Adding an Email Link

How to add an email link to text or an image using the Rich Text Editor. Clicking the link opens the user's email program with the selected email address in the "Send To" field.

> Tip: If you type an email address with a recognized extension directly into the Editor it will automatically add a "send to" link to the address.

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

5. In the **Link Text** text box, enter the text for this link. Note: This field is not displayed when adding a link to an image.
6. In the **Subject** text box, enter a subject which will populate the subject field of the email message.
7. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.



8. Click the **OK** button.

Linking to a Site Page

How to link to any page of your site using the Rich Text Editor. Note: You can only select links which you are authorized to view. E.g. Only Administrators can link to the Admin Console pages.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Custom Link** button in the toolbar to view the drop down list.
3. **Maximize** ⊞ the **Portal Links** heading to display a list of your site pages.
4. Locate and select the page for this link.

> Tip: If you didn't select any text/object at Step 1, then the page name is used as the linked text. E.g. If you link to the Home page, then a Home link is inserted.

Editing a Site Page Link

How to edit a link to a page in your site in the Rich Text Editor.

1. Click on or highlight the linked text/object.
2. Click the **Custom Link** drop down list and then select a new link.

Editing an Email or URL Link

How to edit a link in the Rich Text Editor.

Option One:

1. Select the linked text or object.
2. Click the **Hyperlink Manager**  button or use the keyboard shortcut CTRL + K to open the Hyperlink Manager.
3. Edit the link as required. For more details on the available fields, See "Adding an Email Link" or See "Adding a URL Link"
4. Click the **OK** button.

Option Two:

1. Right-click on the linked text or object and select **Properties...** from the drop down list. This opens the Hyperlink Manager.
2. Edit the link as required. For more details on the available fields, See "Adding an Email Link" or See "Adding a URL Link"
3. Click the **OK** button.

Deleting a Link

How to remove a link from the Rich Text Editor.

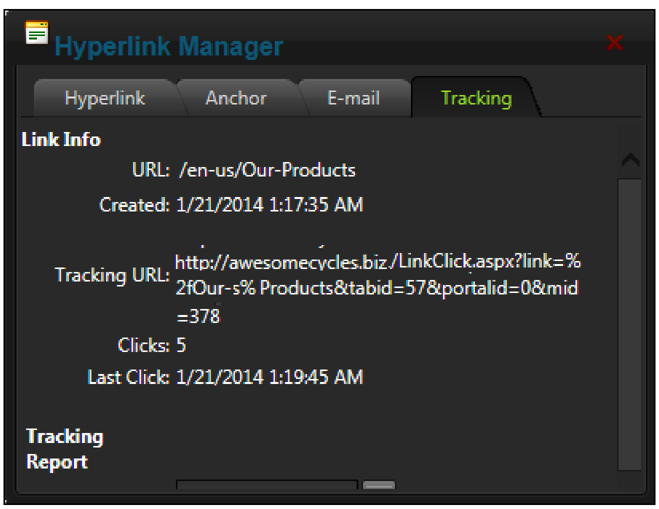
Option One: Select the linked text or object and then either click the **Remove Link**  button, or use the keyboard shortcut CTRL + SHIFT + K.

Option Two: Right-click on the linked text or object and then select **Remove Link** from the drop down list.

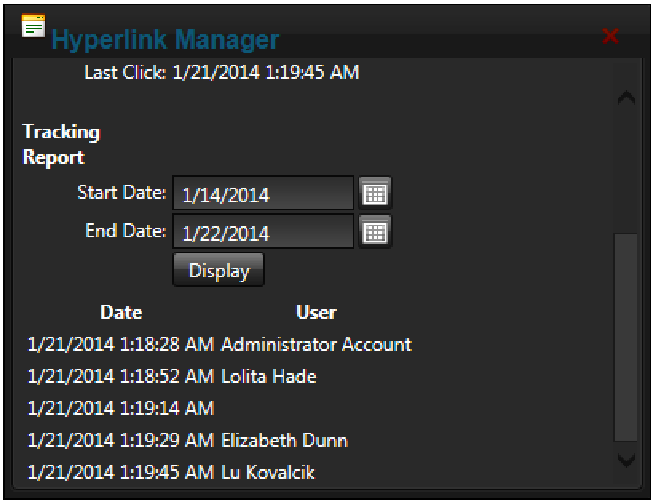
Viewing the Link Tracking Report

How to view tracking information for a tracked link within the Rich Text Editor. 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 list. 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://awesomecycles.biz/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://awesomecycles.biz/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, click the **Calendar** button and set the start and end dates for the report. See "Working with the Calendar"
5. Click the **Display** button to view date and time when the link was clicked and the first and last name of authenticated users.



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

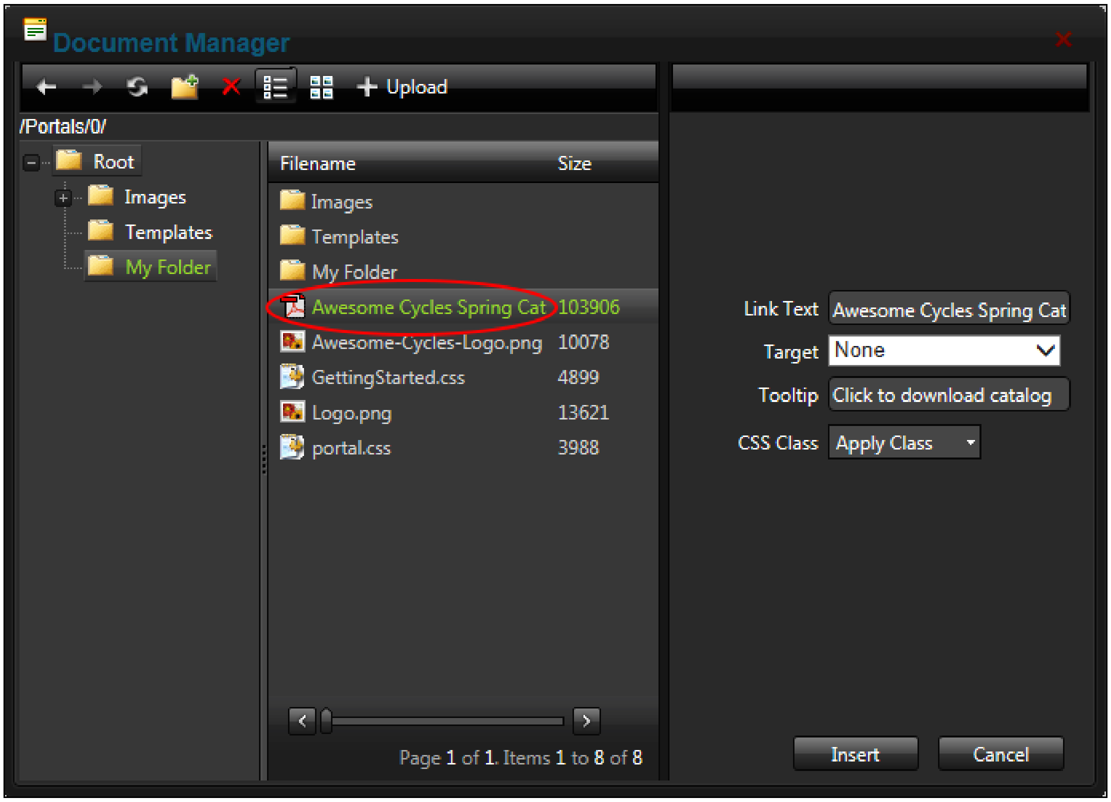
Managing Media

Inserting Documents

How to insert a document using the Rich Text Editor.

1. Click the **Insert Media**  button in the toolbar and select **Document Manager** from the drop down list. 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"



The Document Manager

Setting Document Properties

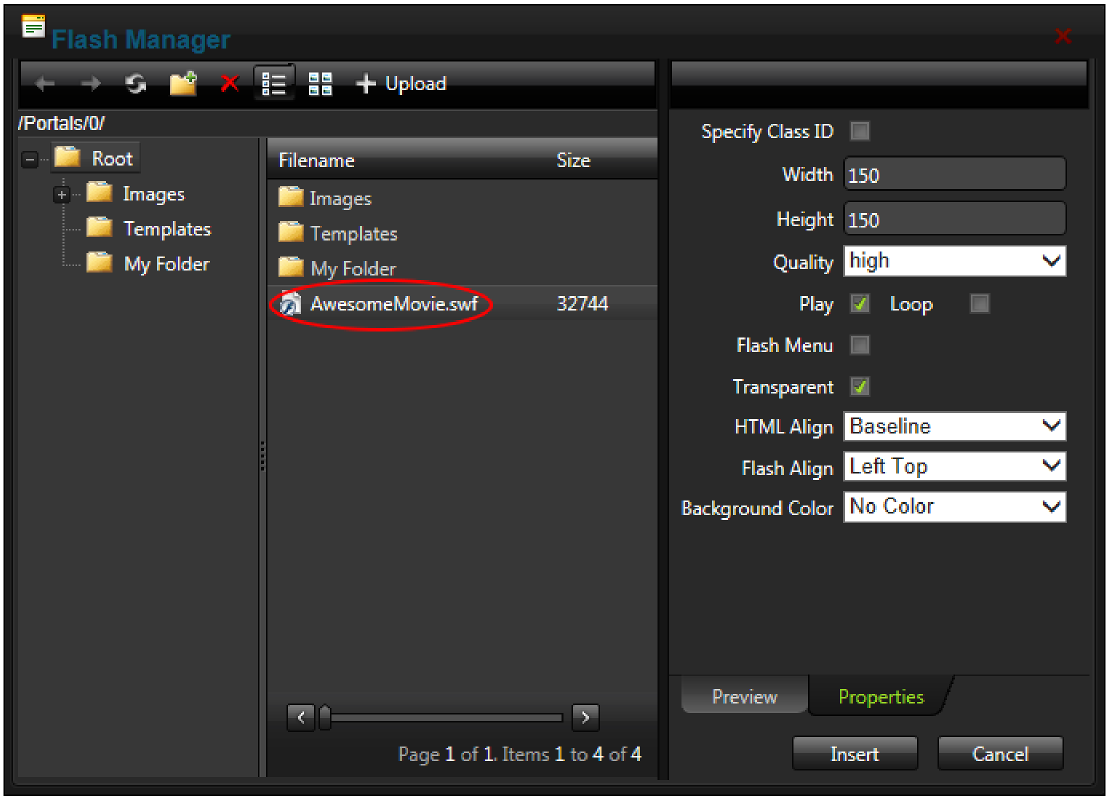
How to set/edit the optional properties of documents inserted using the Rich Text Editor.

1. Right-click on the document and select the **Properties...** button from the drop down list to open the Hyperlink Manager.
2. Add/edit the link, anchor or email address as required.
3. Click the **OK** button.

Inserting Flash

How to insert Flash media using the Rich Text Editor.

1. Click the **Insert Media**  button and then select **Flash Manager** from the drop down list to open the Flash Manager.
2. Navigate to and select the required Flash file. See "Using the Resource Manager"



3. **Optional.** Click the **Properties** tab and set the properties.
   1. At **Specify Class ID**, select from these options:
      - Mark the check box to set a class for this media. This reveals the Class ID text box.
        1. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.
        2. Unmark the **Specify Class ID** to hide the Class ID field and ensure all other fields can be set.
      - Unmark the check box to use the default class.
   2. 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.
   3. 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.
   4. At **Quality**, select **High**, **Medium** or **Low** as the quality of the Flash.
   5. At **Play**, mark the check box to auto play the Flash - OR - unmark the check box if the user must select to play the Flash.

6. At **Loop**, mark ☑ the check box to automatically loop the Flash movie repeated - OR - unmark ☐ the check box if the user must select to replay the Flash.
7. At **Flash Menu**, mark ☑ the check box to display the Flash menu - OR - unmark ☐ the check box to hide it.
8. At **Transparent**, mark ☑ the check box for a transparent background - OR - unmark ☐ the check box to disable.
9. At **HTML Align**, select the HTML alignment.
10. At **Flash Align**, select the Flash alignment.
11. At **Background Color**, select **No Color** for no background color or select a color from the drop down list.

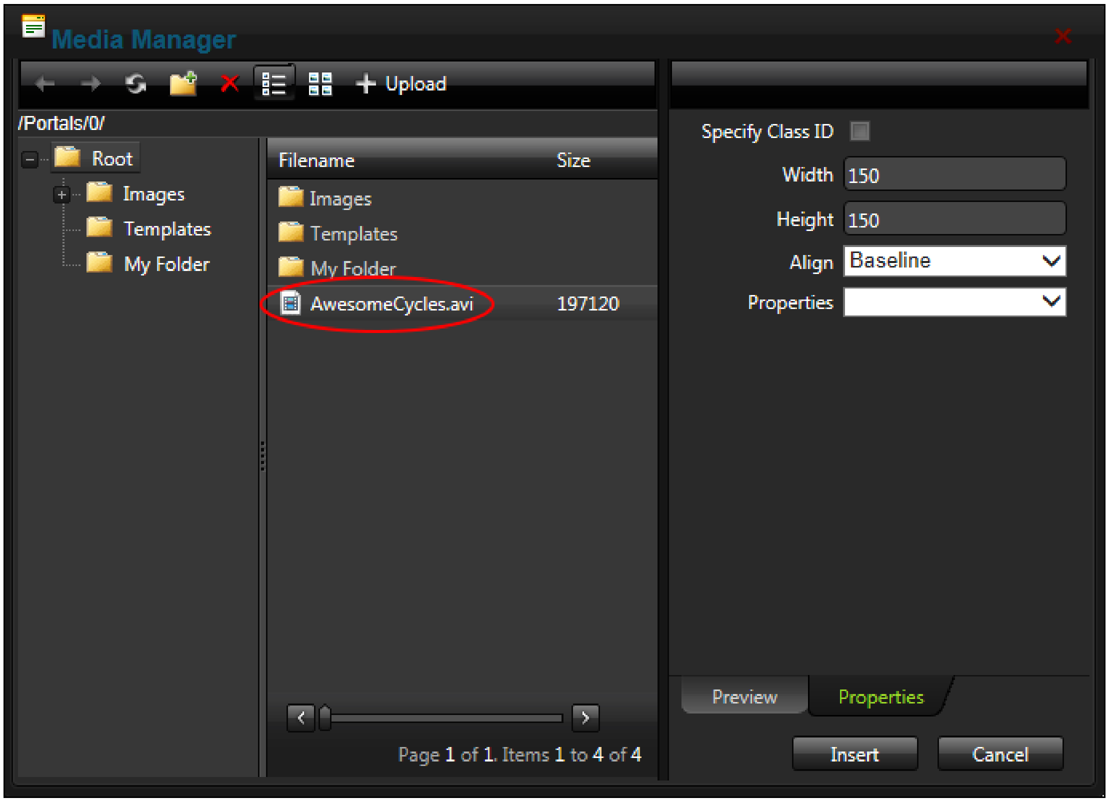
4. Click the **Insert** button.

> 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 Media

How to insert media (such as sound and movie files) using the Rich Text Editor. Note: 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.

1. Click the **Insert Media** button and select **Media Manager** from the drop down list to open the Media Manager.
2. Navigate to and select the required media. See "Using the Resource Manager"



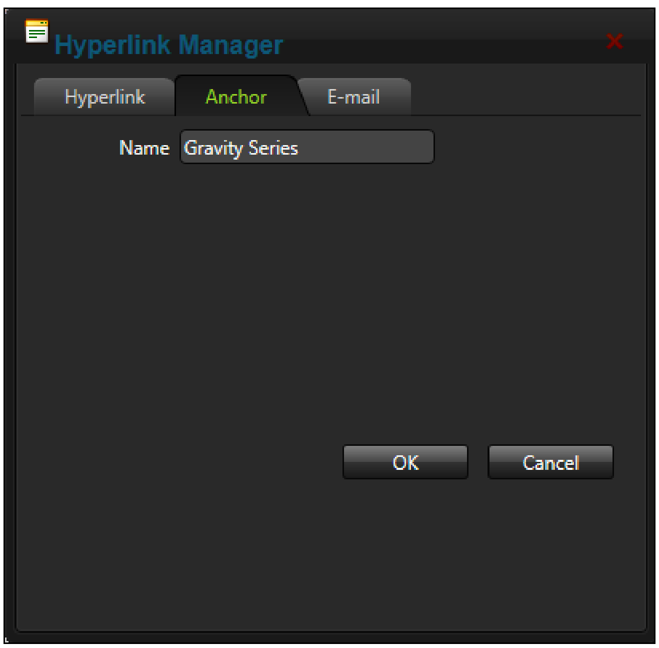
3. **Optional.** Click the **Properties** tab and set the properties.
   1. At **Specify Class ID**, select from these options:
      - Mark the check box to set a class for this media. This reveals the Class ID text box.
        1. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.
        2. Unmark the check box at **Specify Class ID** to hide the Class ID field and ensure all other fields can be set.
      - Unmark the check box to use the default class.
   2. In the **Width** text box, enter the pixel value to set the media width. Leave blank to use the actual media size.
   3. In the **Height** text box, enter the pixel value to set the media height. Leave blank to use the actual media size.
   4. At **Align**, select the alignment.
   5. 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.

Managing Anchors

Adding an Anchor

How to create an anchor using the Rich Text Editor. An anchor is a location within this content which can be linked to using the Hyperlink Manager. Note: Links to this anchor can only be created in this instance of this module.

1. Place your cursor where you want to insert the anchor - OR - Highlight the text or object for the anchor. Note: Text may display link formatting even though there is no link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **Anchor** tab.
4. In the **Name** text box, enter an anchor name.



5. Click the **OK** button.

Deleting an Anchor

How to delete an anchor (bookmark) from the Rich Text Editor.

Option One: If the anchor has been created by first selecting text or an object, select the linked text or object and then click the **Remove Link**  button or use the keyboard shortcut CTRL + SHIFT + K.

Option Two: If the anchor has been added to the editor by placing the cursor in a location within the Editor, then select the **HTML** tab, locate and delete the anchor HTML which looks something like this

Editing an Anchor

How to edit an anchor using the Rich Text Editor.

1. Select the anchored text or object and then either click the **Hyperlink Manager** button, use the keyboard shortcut CTRL + K - OR - Right-click on the linked text or object and select **Properties...** from the drop down list
2. Edit the anchor as required.
3. Click the **OK** button.

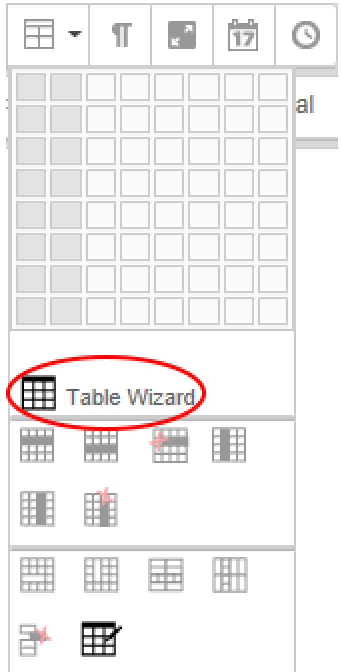
Managing Tables

Inserting a Table

How to insert a table into the Rich Text Editor.

1. Place you cursor where you want to insert the table.
2. Click the **Insert Table** button.
3. 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 - OR - Click the **Table Wizard** button to design a more complex table,. See "Setting the Table Design"

Inserting a basic table

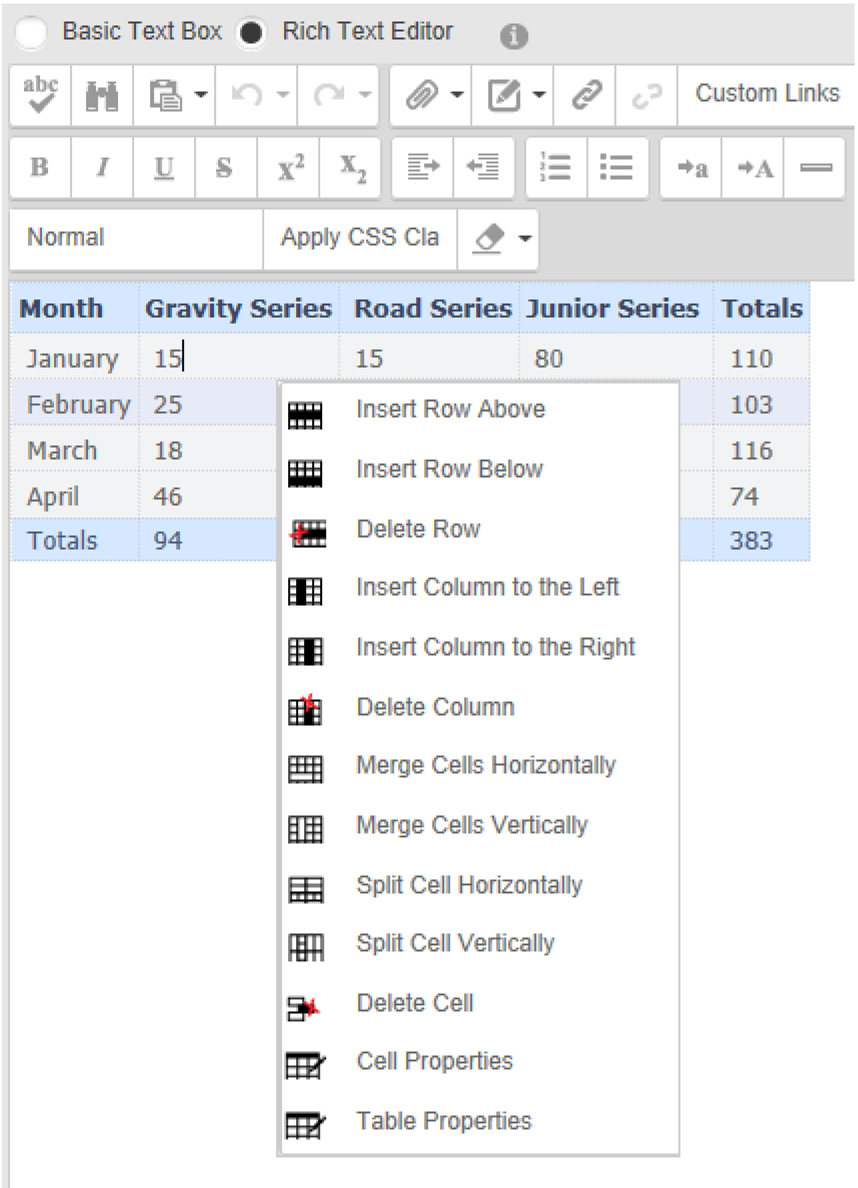


Choose the Table Wizard to build an advanced table

Editing a Table

How to edit a table using the right click menu or the Table Wizard of the Rich Text Editor.

1. Place your cursor inside the table. Note: If you want to use the drop down list to modify the table design (rather than the Table Wizard) then place your cursor in the cell where you want to perform the modification.
2. Right-click using your mouse. This displays the drop down list.
3. Select an option to modify the rows, columns or cells of the table - OR - Select either **Table Properties** or **Cell Properties** to use the Table Wizard to modify the table.



Editing a Table

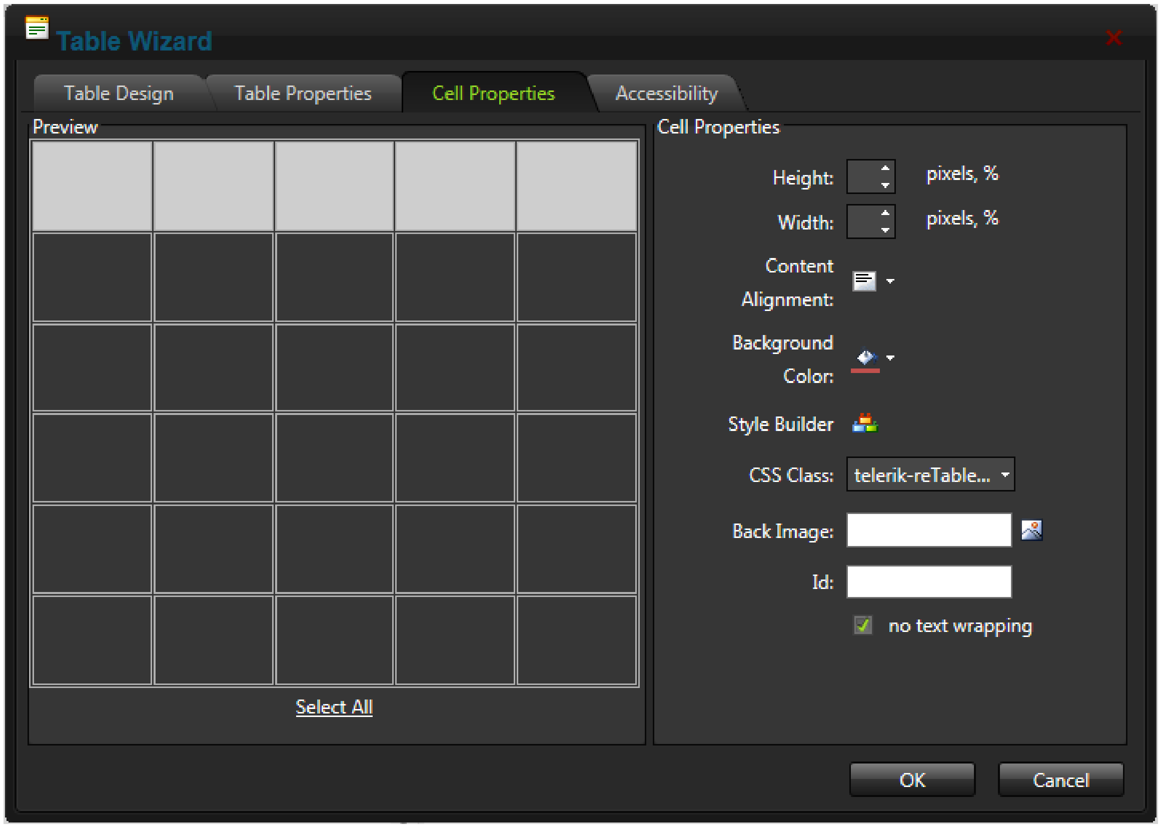
Deleting a Table

To delete a table from the rich text editor, switch to the HTML view by clicking the HTML tab at the base of the Editor and then deleting all the content between the <table> and </table> tags. You may also need to delete any styles that have been added.

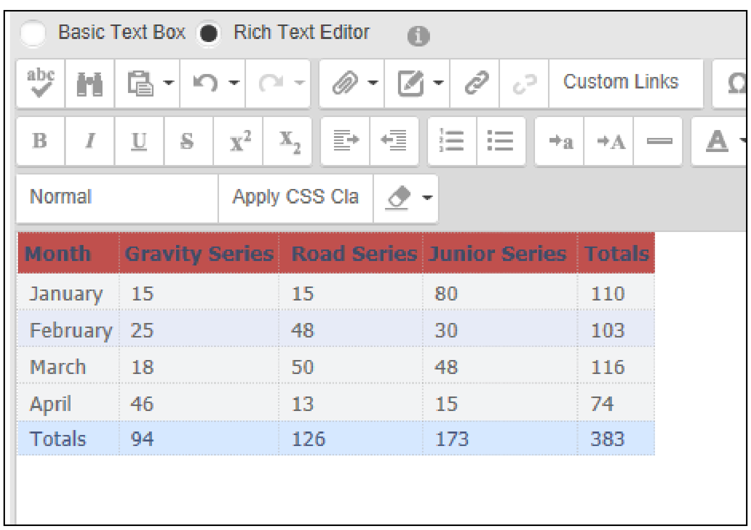
Setting Cell Properties

How to set the optional cell properties of a new or existing table using the Table Wizard of the Rich Text Editor. The below tutorial demonstrates how to add a background color to the first row of your table.

1. Right-click inside a cell of an existing table and select **Cell Properties** from the drop down list. This opens the Cell Properties tab of the Table Wizard which shows the cell as selected.
2. In the **Preview** view, click inside the cell you want to edit. You can choose multiple cells by holding down the Ctrl key and click on cell to select it - OR - Click the Select All link displayed below the table preview and then hold down the Ctrl key and click on one or more cells to deselect any if required. The selected cells will now be highlighted.
3. In the **Cell Properties** section, set any of the following:
    1. 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.
    2. 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.
    3. At **Content Alignment**, click the arrow beside the **Alignment Selector** button and select the alignment of content.
    4. At **Background Color**, click the **Back Picker** button and select the background color.
    5. At **Style Builder**, click the **Style Builder** button and build one or more styles. See "Using the Style Builder"
    6. At **CSS Class**, select a class for this/these cells.
    7. At **Back Image**, click the **Image Manager** button and select a background image for the table.
    8. In the **Id** text box, enter an Id reference for this/these cells.
    9. At **No Text Wrapping**, mark the check box to prevent text within this/these cells from wrapping to another line - OR - unmark the check box to allow text to wrap across multiple lines.



4. Click the **OK** button to save these changes or select another tab of the Table Wizard to set more properties.

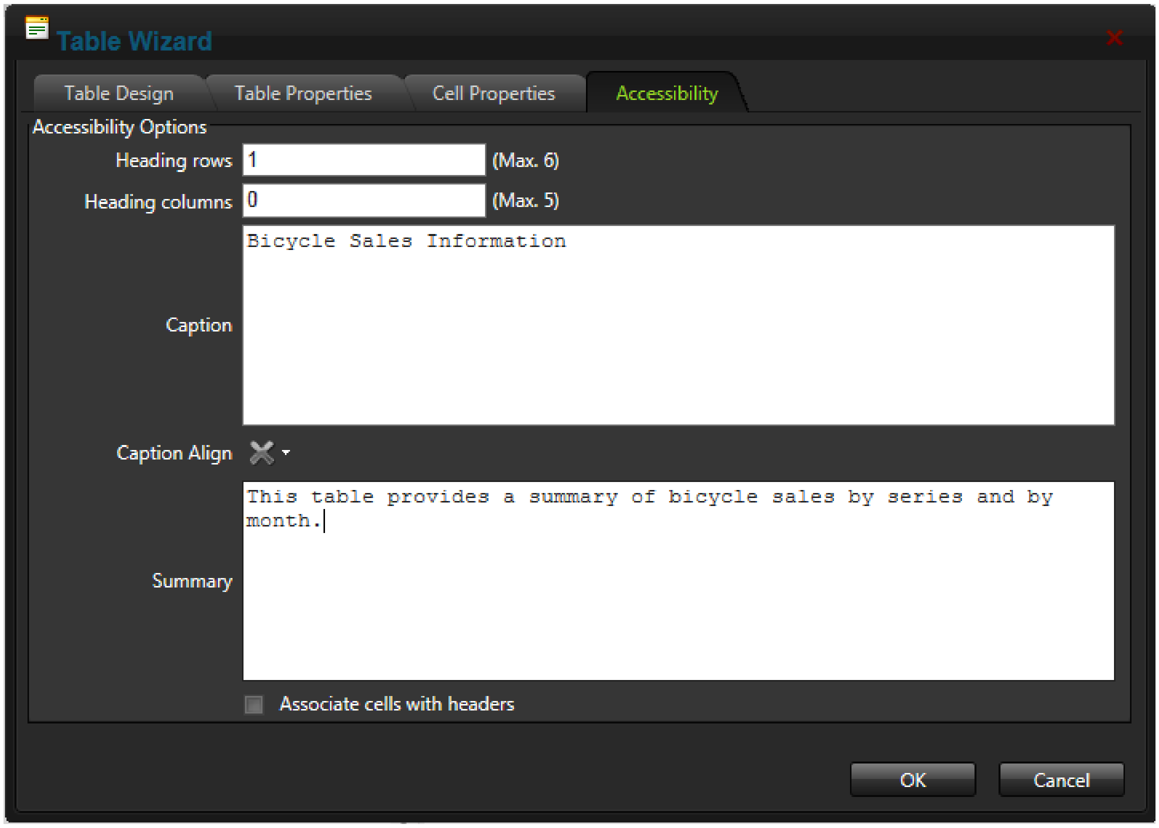


Setting Cell Properties

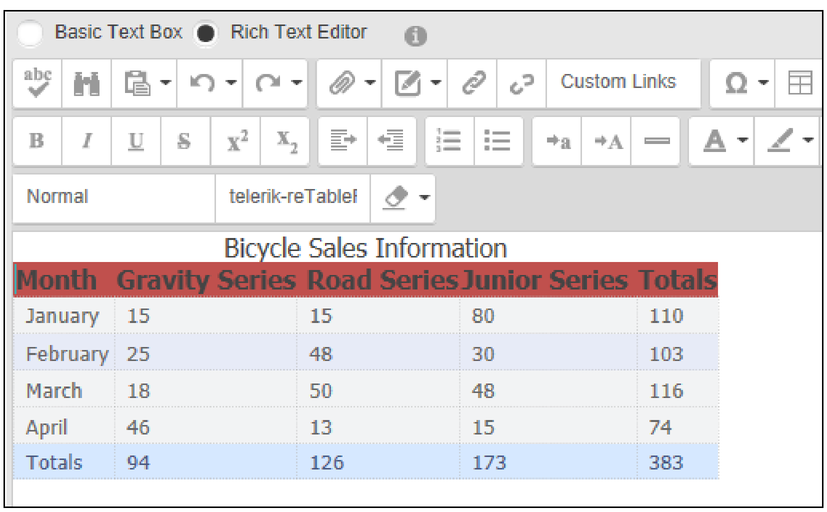
Setting Table Accessibility

How to set the accessibility of a new or existing table using the Table Wizard of the Rich Text Editor. The below tutorial demonstrates how to set one heading row and add a caption to the table.

1. Right-click inside a cell of an existing table and select **Table Properties** from the drop down menu - OR - Open the Table Wizard. See "Inserting a Table"
2. Select the **Accessibility** tab and set any of these Accessibility Options:
3. In the **Heading Rows** text box, enter the number of rows which are headings. The maximum number of heading rows for the current table is displayed to the right of this field. E.g. 1
4. In the **Heading Columns** text box, enter the number of columns which are headings. The maximum number of heading columns for the current table is displayed to the right of this field.
5. In the **Caption** text box, enter a caption to be displayed above the table.
6. At **Caption Alignment** click the arrow beside the **Alignment Selector** button and then select the alignment of the caption. If no alignment is selected, the default is center alignment.
7. 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.
8. At **Associate Cells With Headers**, mark the check box to associate cells with headers - OR - unmark the check box to disable.
9. **Optional.** Select a new tab to set additional properties.



10. Click the **OK** button.

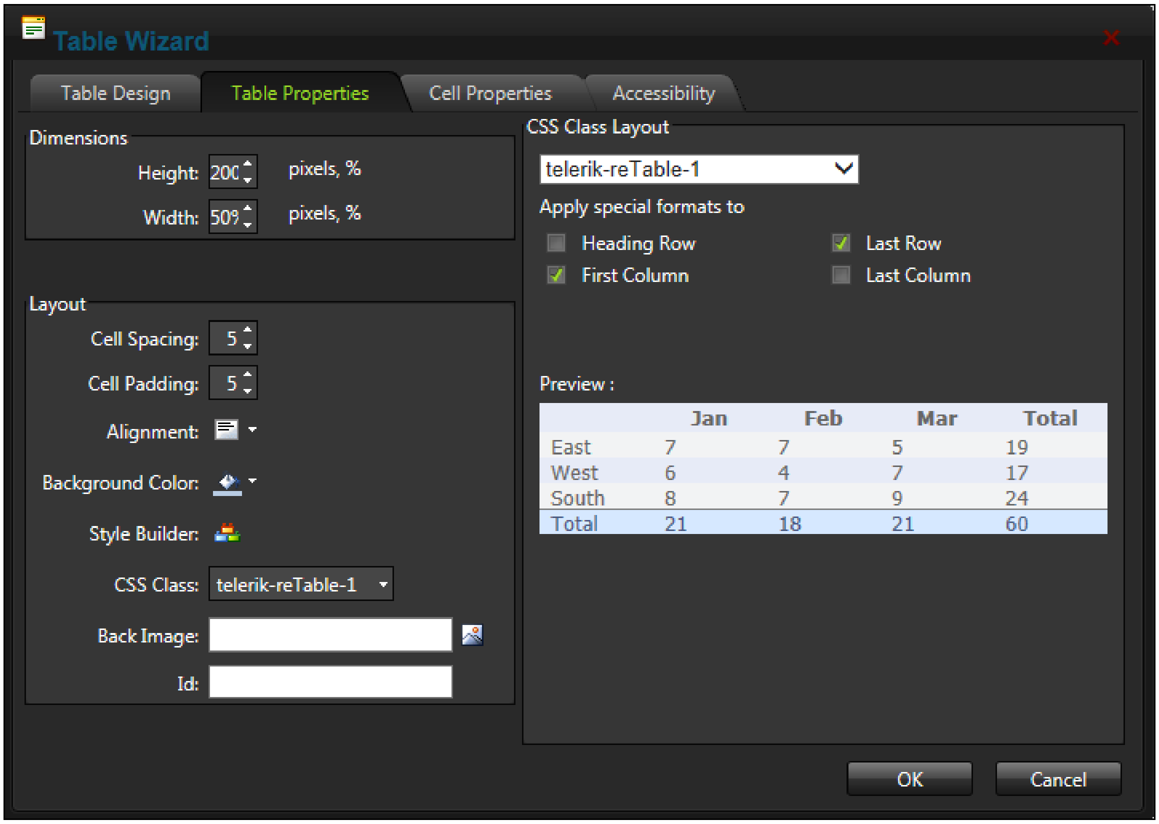


Setting Table Accessibility by adding a table caption and a header row.

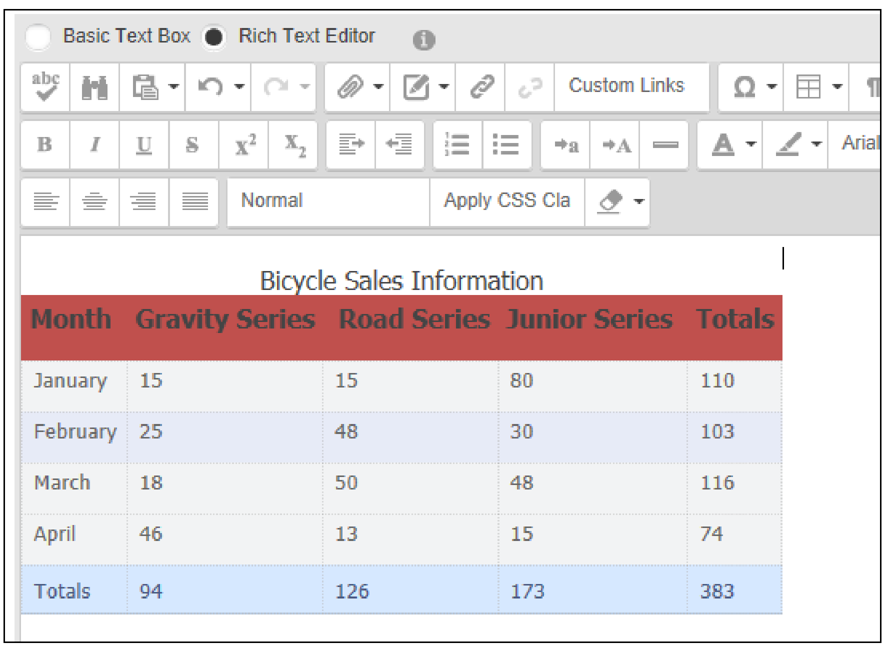
Setting Table Properties

How to set the optional properties of a new or existing table using the Table Wizard of the Rich Text Editor.

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 list.
2. Go to the **Table Properties** tab and set any of these optional settings:
3. In the Dimensions section:
    1. 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.
    2. 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:
    1. In the **Cell Spacing** text box, enter a number to set the pixel spacing between cells - OR - Use the **Increase** and **Decrease** buttons.
    2. In the **Cell Padding** text box, enter a number to set the pixel padding between cells - OR - Use the **Increase** and **Decrease** buttons.
    3. At **Alignment**, click the arrow beside the **Alignment Selector** button and select the table alignment.
    4. At **Background Color**, click the **Color Picker** button and select the background color.
    5. At **Style Builder**, click the **Style Builder** button and build one or more styles. See "Using the Style Builder"
    6. At **CSS Class**, select a class for the content of this table.
    7. At **Back Image**, click the **Image SRC** button and select a background image for the table.
    8. In the **Id** text box, enter an Id reference for this table.
5. In the CSS Class Layout section:
    1. Select a CSS layout design from the drop down list. The design is displayed in the Preview window below.
    2. At **Apply Special Formats To**, select which rows or column you want to apply special formatting to. You can see the changes in the Preview window below.
6. **Optional.** Select a new tab to set additional properties.



7. Click the **OK** button.

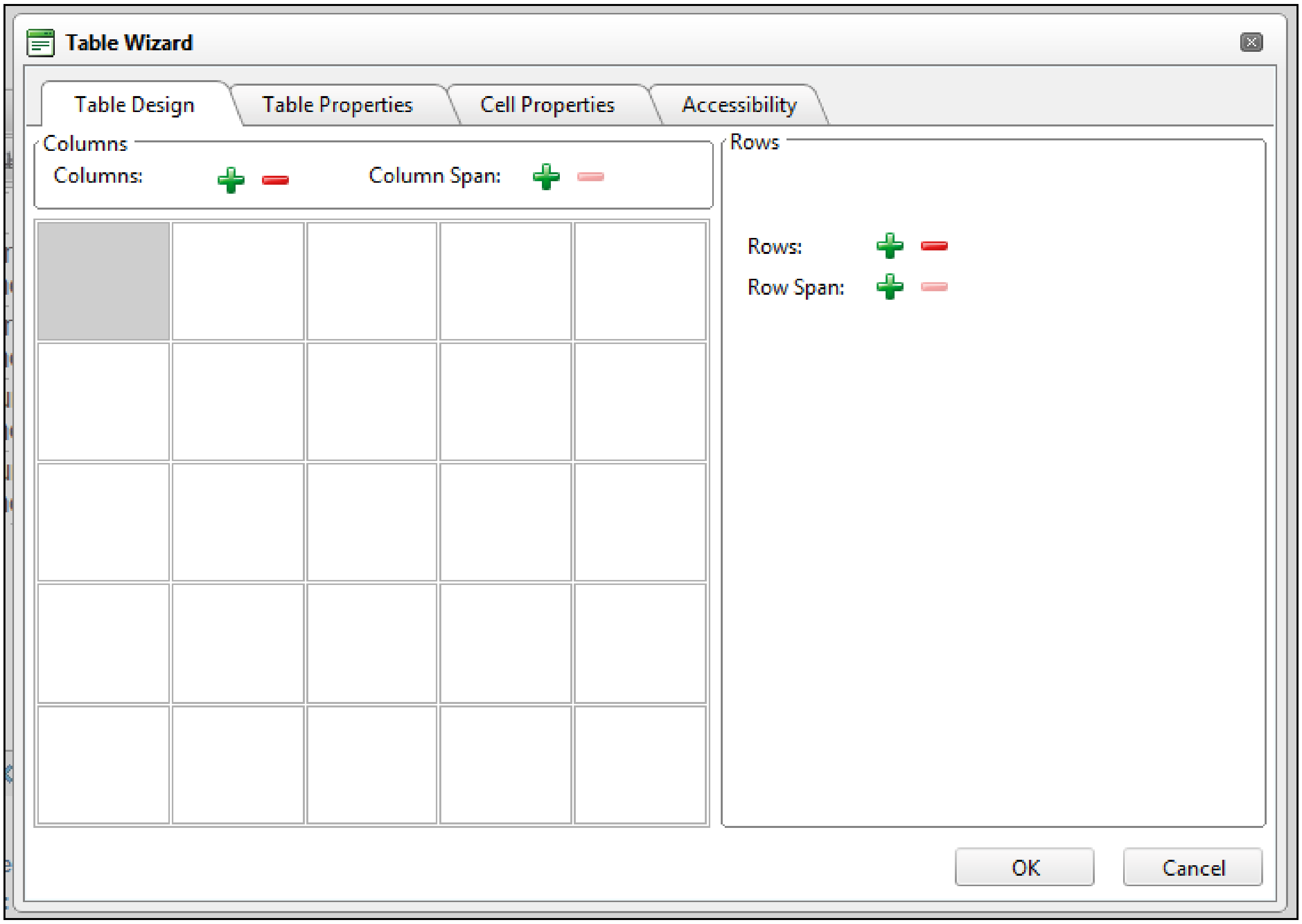


Setting Table Properties

Setting the Table Design

How to set the design a table using the Table Wizard of the Rich Text Editor.

1. Right-click on an existing table and select **Table Properties** - OR - Open the Table Wizard. See "Inserting a Table"
2. Select the **Table Design** tab. If you are adding a new table, a table of two columns by two rows is displayed as the basis for your design. If you are editing an existing table, your current design is displayed.
3. To modify the table, perform any of these actions:
   - To add a column: At **Columns**, click the **Increase** button.
   - To remove a column: At **Columns**, click the **Decrease** button.
   - To insert a column span: select a cell and then at **Column Span**, click the **Increase** button.
   - To remove a column span: select a cell and then at **Column Span**, click the **Decrease** button.
   - To add a row: At **Rows**, click the **Increase** button.
   - To remove a row: At **Row**, click the **Decrease** button.
   - To insert a row span: select a cell and then at **Row Span**, click the **Increase** button.
   - To remove a row span: select a cell and then at **Row Span**, click the **Decrease** button.
4. **Optional.** Select a new tab to set additional properties.



5. Click the **OK** button.

Showing/Hiding Table Border

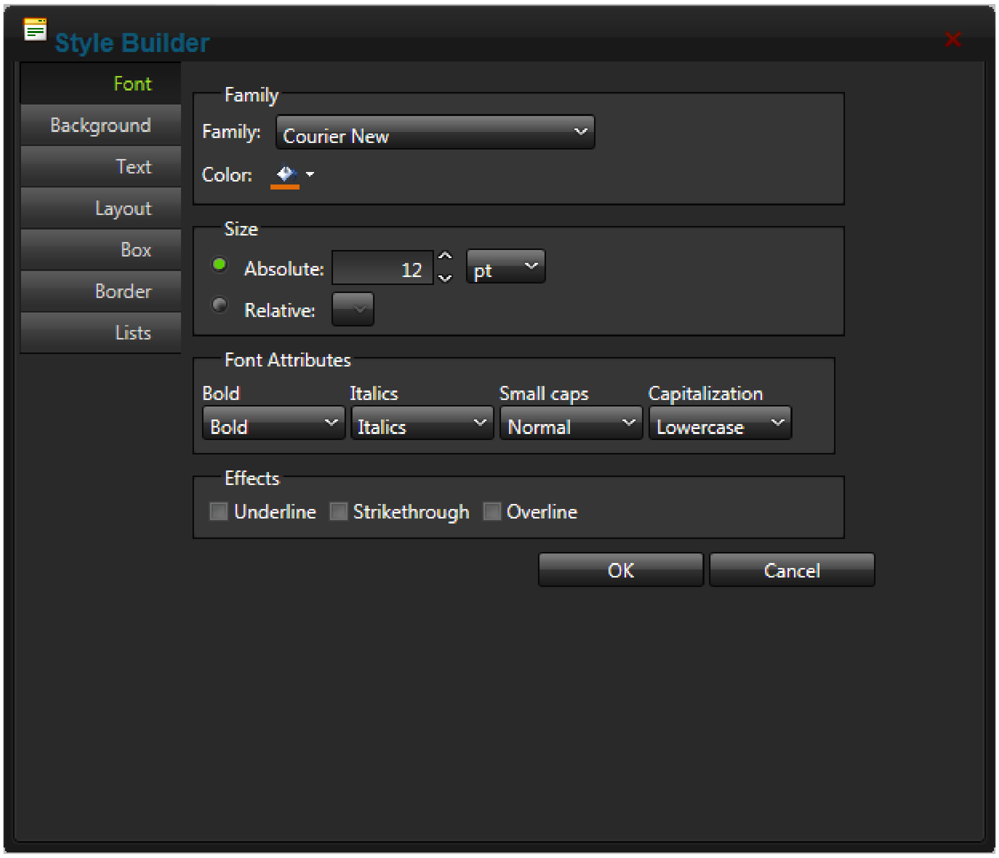
Using the Style Builder

How to create CSS styles for tables using the Style Builder of the TelerikEditorProvider for the RTE. The Style Builder can be accessed from the Table Properties tab of the Table Wizard when adding or editing a table. See "Setting Table Properties"

The Style Builder includes the following tabs:

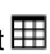
- **Font**: Select the font type, color, size, attributes and effects.
- **Background**: Select to set a background color or image.
- **Text**: Select to set the alignment, spacing and flow of text.

- **Layout**: Select to define the flow of content and choose how to handle the overflow of text.
- **Box**: Select to define the table width, height, padding and margins.
- **Border**: Select to define the style, width and color of the table border.
- **Lists**: Select to choose the style used for lists, set an image for list items and set the position.



Using the Table Wizard

How to design a table using the Table Wizard of the Rich Text Editor.

1. Click the **Insert Table**  button and select  **Table Wizard** from the drop down list. 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.

Managing Templates

Inserting a Template

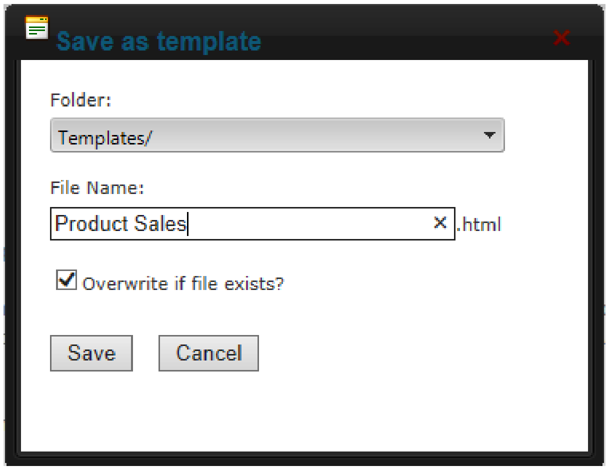
How to insert a template using the Rich Text Editor.

1. Place you cursor where you want to insert the template.
2. Click the **Save Template** button and then select **Template Manager** from the drop down list. This opens the Template Manager.
3. Navigate to and select the required template. Note: Templates are typically stored in the Site 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.

Saving a Template

How to create and save a template using the Rich Text Editor.

1. Create your template by adding content such as text, images and tables as desired.
2. Select **Save Template** from the actions toolbar. This opens the Save As Template window.
3. At **Folder**, select the folder where the template will be saved to.
4. In the **File Name** text box, enter a name for this template.
5. At **Overwrite If File Exists?**, check the check box to overwrite any template that exists with this template - OR - Uncheck the check box if you don't want to override an existing file. This enables warning message if a template with this name already exists.



6. Click the **Save** button and then lick **OK** to close the window. If the file already exist, repeat Steps 2-6, entering a different file name.

List of Replacement Tokens

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

Replacement Token	Example	Replacement Token Description
[Portal:Currency]	USD	Displays the site currency type as set on the Site Settings page.
[Portal:Description]	Awesome Cycles is an online shop that sells a wide range of bikes and biking accessories.	Displays the site description as set on the Site Settings page.
[Portal:Email]	admin@awesomecycles.biz	Displays the email address of the primary Administrator as set on the Site Settings page.
[Portal:FooterText]	Copyright 2012 by Awesome Cycles	Displays the copyright text entered in the Copyright field on the Site Settings page.
[Portal:HomeDirectory]	../../Resources/AwesomeCycles/	Relative Path of the Portals Home Directory.

[Portal:LogoFile]	logo.gif	Site Path to Logo file. E.g. logo.gif
[Portal:PortalName]	Awesome Cycles	The site name as set on the Site Settings page.
[Portal:TimeZoneOffset]	-480	Difference in minutes between the default site time and UTC.
User Tokens		
[User:DisplayName]	Rose Booth	The display name of the user.
[User:Email]	Rose.Booth@awesomecycles.biz	The email address of the user.
[User:FirstName]	Rose	The first name of the user.
[User:LastName]	Booth	The last name of the user.
[User:Username]	Rosie	The username of the user.
Membership Tokens		
[Membership:Approved]	Yes / No	Indicates if the user is approved.
[Membership:CreatedDate]	10/4/2011 1:08 PM	Displays the date and time when the user registered on the site.
[Membership:IsOnline]	Yes / No	Indicates if the user is currently online.
Page (Tab) Tokens		
[Tab:Description]	Welcome to Awesome Cycles	Displays the description of the current page.
[Tab:FullUrl]	http://www.awesomecycles.biz/Services/tabid/73/Default.aspx	Displays the full URL of the current page.
[Tab:IconFile]	icon.gif	Page relative path to icon file.
[Tab:KeyWords]	bikes, bicycles, cycling	Displays the keywords for the current page.
[Tab:TabName]	Home	Page name
[Tab:TabPath]	//HTML	Page relative path
[Tab:URL]		Page URL
Date Tokens		

[DateTime:Now]	10/15/2012 5:39 PM	Current date and time.
[DateTime:Now|f]	Tuesday, October 26, 2012 5:39 PM	Displays long date and short time.
[DateTime:Now|F]	Tuesday, October 26, 2012 5:39:20 PM	Displays long date and long time.
[DateTime:Now|g]	10/26/2012 5:39 PM	Displays short date and short time.
[DateTime:Now|G]	10/26/2012 5:39:20 PM	Displays short date and long time.
[DateTime:Now|Y]	October, 2012	Displays year and month.
[DateTime:UTC]	10/15/2012 5:39 PM	Coordinated Universal Time.
[DateTime:UTC|f]	Tuesday, October 26, 2012 5:39 PM	Coordinated Universal Time - long date and short time. Other appended options are F, g, G and Y; as for DateTime above.
[DateTime:System]	10/15/2012 5:39 PM	Displays date and time as per your local settings.
[DateTime:System|f]	Tuesday, October 26, 2012 5:39:20 PM	Displays date and time as per your local settings. This example displays long date and short time. Other appended options are F, g, G and Y; as for DateTime above.

Tick Tokens

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

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