



USER MANUAL

# **DNN Platform 7.4 Administrator Manual**

# Table of Contents

<a href="#">Introduction .....</a>	<a href="#">3</a>
<a href="#">Managing Your User Account .....</a>	<a href="#">4</a>
<a href="#">Making Social Connections .....</a>	<a href="#">21</a>
<a href="#">The ControlBar .....</a>	<a href="#">33</a>
<a href="#">Building a Site .....</a>	<a href="#">38</a>
<a href="#">Adding Site Content .....</a>	<a href="#">99</a>
<a href="#">Admin Pages .....</a>	<a href="#">316</a>
<a href="#">Building Multi-Language Sites .....</a>	<a href="#">513</a>
<a href="#">Common Tools .....</a>	<a href="#">565</a>
<a href="#">Appendix A: RibbonBar .....</a>	<a href="#">609</a>
<a href="#">Appendix B: Iconbar .....</a>	<a href="#">619</a>
<a href="#">Index .....</a>	<a href="#">622</a>

# 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 7.4.2. A separate manual that provides developers, hosting providers and Super Users 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 Engage and Evoq Content can be accessed from the Customer Support Network.

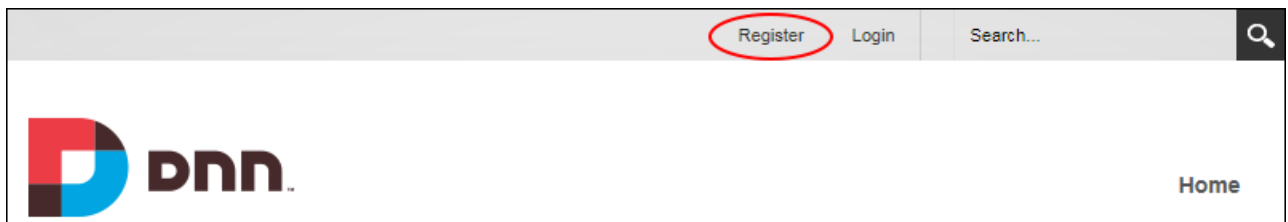
DNN is a world leading open source portal and content management framework, adopted by thousands of organizations worldwide. Typically, portals provide a single web front-end to the many applications within an organization. For example, it may present critical information from the HR, Finance, Marketing, 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

Site visitors can create a user account that provides them with the ability to manage their user profile, contribute site content and interact with other site members. See "User Account Management" for details on creating and managing users, roles and site login.

## Signing up for a User Account

Visitors can sign up to become registered site user by clicking the Register link located at the top of all pages.



Visitors can then complete the basic sign up form and complete their registration. Additional information such as names, address details, contact details or a security code may be required to complete registration. Some sites also require unique information for fields such as user name, display name and email address. Once the registration form is submitted the application will either need to be authorized by an Administrator before the account is active or the account will be activated and the user logged in straight away. Email address verification may be required to complete registration and access restricted content.





Register Login Search...

**DNN**

### User Log In

Username: elizabeth.dunn

Password: .....

Login Cancel

☐ Remember Login

Register Reset Password

Copyright 2015 Terms Of

First time users may need to verify their email to complete the registration process. Once logged into the site, users can click on their Display Name to complete their profile and view messages and notifications.

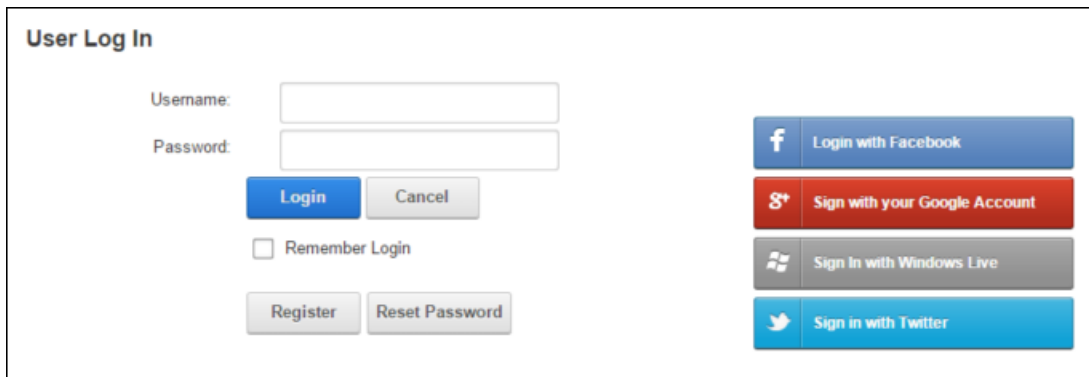
Related Topics:

- See "Configuring Default Authentication"
- See "Login Settings"

## Logging in with External Accounts

Visitors can register and sign onto a DNN site using their existing Facebook, Google, Windows Live or Twitter account. This makes it easier than ever for customers and prospects to participate in an online community. Users who are already logged into their Facebook, Windows Live or Twitter accounts will be automatically logged into the DNN site once they click the

related login/sign in button on DNN and users who don't have a Facebook account can choose to create one as they go. Facebook also provides the ability to determine the groups of users who will be able to view posts created on the DNN site. E.g. Everyone, Friends (the default setting), Only Me, Custom, Close Friends, Family, etc.



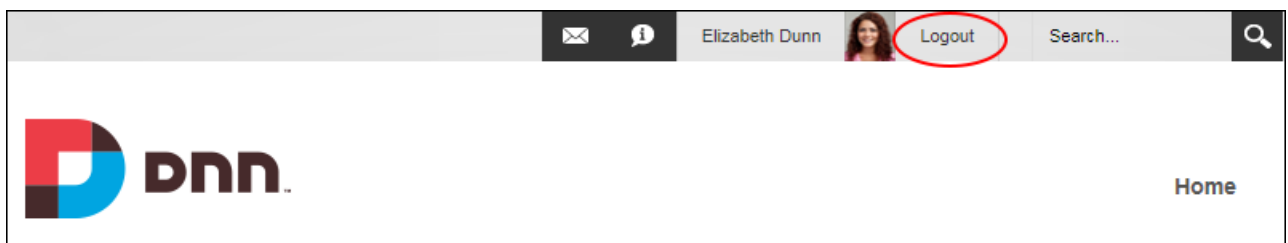
The image shows a 'User Log In' form. It includes fields for 'Username:' and 'Password:'. Below these are 'Login' and 'Cancel' buttons. There is a checkbox for 'Remember Login'. At the bottom are 'Register' and 'Reset Password' buttons. On the right side, there are four social login buttons: 'Login with Facebook' (blue), 'Sign with your Google Account' (red), 'Sign in with Windows Live' (grey), and 'Sign in with Twitter' (light blue).

Related Topics:

- See "Configuring External Authentication"

## Logging Out of a Site

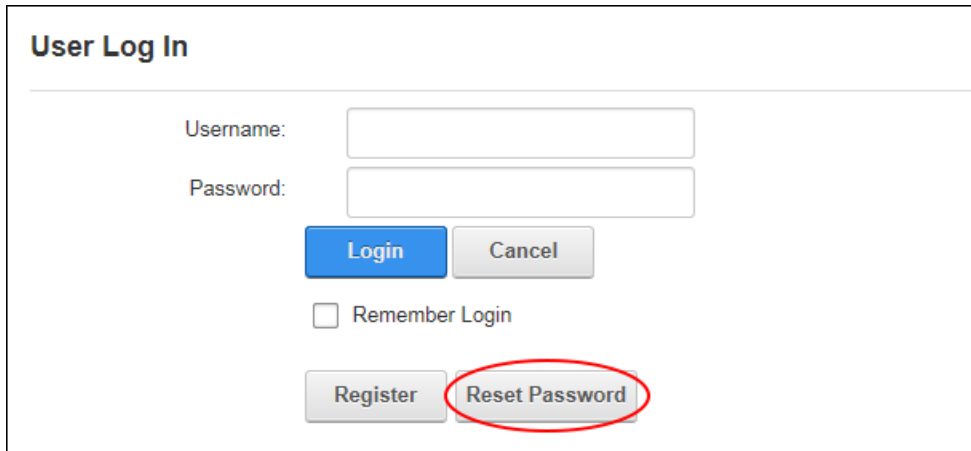
Users can logout of a site by clicking the Logout link that is typically located in the top right corner of each page. Logging out will forget any login credentials that have been saved. Alternatively, users simply close the Web browser which exits the site without logging out and without canceling the Remember Login setting.



Logging Out of a Site

## Resetting Your Password

Users who forget their password can request that their password be reset by clicking the **Reset Password** button on the login window.



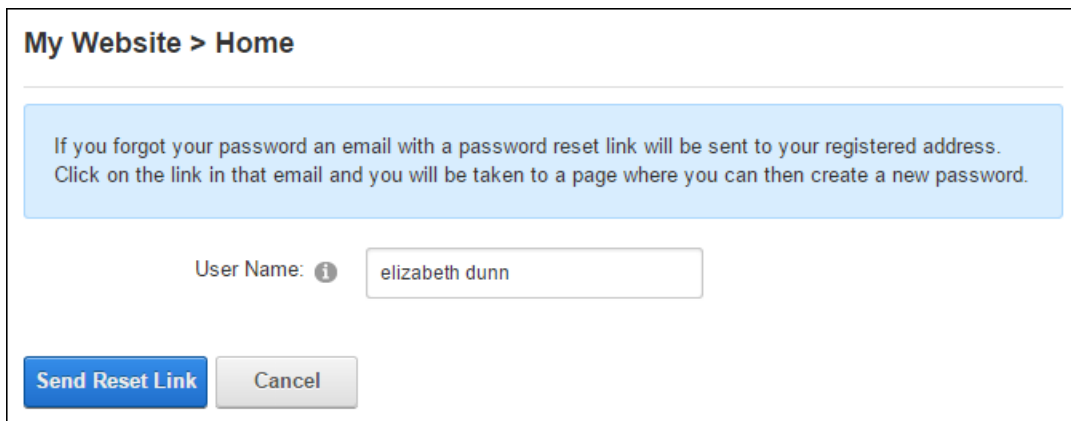
**User Log In**

Username:

Password:

☐ Remember Login

Users can then enter their user name and send a password reset link to the email address associated with the user account.



**My Website > Home**

If you forgot your password an email with a password reset link will be sent to your registered address. Click on the link in that email and you will be taken to a page where you can then create a new password.

User Name:

Note: If the "Reset Password option is currently unavailable" message displays this may indicate the site's mail may not be enabled or correctly configured on this site. Administrators should contact a Super User to check SMTP settings for this site.

## Profile Management

### Changing a Password

Users can update their password and view information about password changes and expiry via the Manage Account tab of their profile.

## Profile

Manage Account

Manage Profile

Communications

Manage Services

Account Settings

Manage Password

### Change Password

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

Current Password:

New Password:

Strong

Confirm Password:

Change Password

Password Last Changed:


Tuesday, August 18, 2015

Password Expires:

Password does not Expire

Changing a Password

## Completing a User Profile

Users can add and manage the personal details displayed on their profile including their name, contact details, biography, photo, time zone and preferred locale based on the cultures (languages) enabled on the site (See "Enabling a Language"). Contact information supplied for Twitter and Facebook will automatically be captured when logging in with your Twitter or Facebook account, however it is only visible to Administrators by default. Users can manage the privacy of each profile field by modifying the **Visibility**  setting. In the default set-up, all name fields and the user photo are publicly visible and all other fields only visible to Administrators.

The Friends and Groups visibility setting that restricts visibility to the friends and social group members can be further refined to friends and/or followers. Note: Administrators can add and modify profile fields. See "Adding a New Profile Property" and See "Configuring Profile Settings".

**Profile**

Manage Account Manage Profile Communications Manage Services

**Profile Basic Settings**

Prefix:

First Name:

Middle Name:

Last Name:

Biography: 

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and other text formatting options.

Visibility: ☐ Public ☐ Members Only ☐ Admin Only ☒ Friends and Groups

☒ Friends ☐ Followers

Paragraph Style Apply CSS Cla

Completing a User Profile

## Managing Notifications

Users are notified of events such friend requests and can quickly view and respond to each notification message by click the **Check Notifications** button that indicates the number of new notifications. Users can choose to Accept or Dismiss friend requests and/or choose to Follow Back these users. Individual or all notifications can be dismissed.


Elizabeth Dunn

Messages

2 Notifications

Dismiss All Notifications

1-2 of 2




Ailsa Meng is now following you

You are now being followed by Ailsa Meng

[Follow Back](#) | [Dismiss](#)

15 seconds ago




Bill Smith wants to be friends

Bill Smith wants to be friends with you

[Accept](#) | [Dismiss](#)

26 seconds ago



Edit Profile

My Account

Navigation

Activity Feed

Friends

Messages

My Profile

Related Topics:

- See "Connecting with Members"

### Managing Your User Account

Users can modify their user account and view account details via the Manage Account tab of their profile. Here users can modify their display name, email address and their profile URL. The Profile URL text box displays the direct URL to this user profile. Users can change this default URL one time to a more personal URL.

Copyright 2015 by DNN Corp

## Profile

Manage Account

Manage Profile

Communications

Manage Services

### Account Settings

User Name: ⓘ

E.Dunn

Display Name: \* ⓘ

Email Address: \* ⓘ

Profile URL: ⓘ

Note: You can only update your public Profile URL once.

domain.dnn/users/

Update

Managing Account Details

E.g. entering "lizzy" will allow others to view this profile using the URL <http://www.-domain.com/users/lizzy>.

## Profile

Manage Account

Manage Profile

Communications

Manage Services

### Account Settings

User Name: ⓘ

E.Dunn

Display Name: \* ⓘ

Email Address: \* ⓘ

Profile URL: ⓘ

domain.dnn/users/lizzy

Updated Profile URL



## Managing Communications

Users can view and unsubscribe to file update notifications and set the delivery schedule for their notification emails via the Communications tab of their account.

### Profile

Manage Account

Manage Profile

Communications

Manage Services

### Manage Subscriptions

Subscriptions: ⓘ

Item	Subscription Type	Action
Awesome-Cycles-Logo.png	File Subscriptions	↶
Logo.png	File Subscriptions	↶
logo.gif	File Subscriptions	↶

Items per page: 10 ▾ 3 items

### Email Delivery Schedule

Notification Digest Frequency: ⓘ Hourly ▾

Message Digest Frequency: ⓘ Instant ▾

Save

Managing Communications

## Managing Member Services

Registered users can subscribe to or unsubscribe from member services via the Manage Services tab of their Profile. Subscription can be made by clicking the **Subscribe** button beside a listed service or by entering an RSVP Code that has been provided.

Users can also subscribe to a member's service using an RSVP link provided by an Administrator. This can be done by logging into the site and entering the RSVP link into the Address window or the Web browser - OR - Click on the RSVP link in an email message. E.g. <http://www.domain.com/Default.aspx?rsvp=rsvpcode&portalid=0>. Users will gain immediate

access any pages or content that is restricted to subscribers. Users may need to refresh (Ctrl+5) the site or logging out and then logging in again to gain access.

**Profile**

Manage Account

Manage Profile

Communications

Manage Services

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

	Name	Description	Fee	Trial	ExpiryDate
<div>Subscribe</div>	Awesome Cycling Club	Our awesome monthly newsletter contains race results and social club updates. Subscribers are eligible for discounts on bikes and services.	Free	Free	
<div>Unsubscribe</div>	Subscribers	A public role for site subscriptions	Free	Free	

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

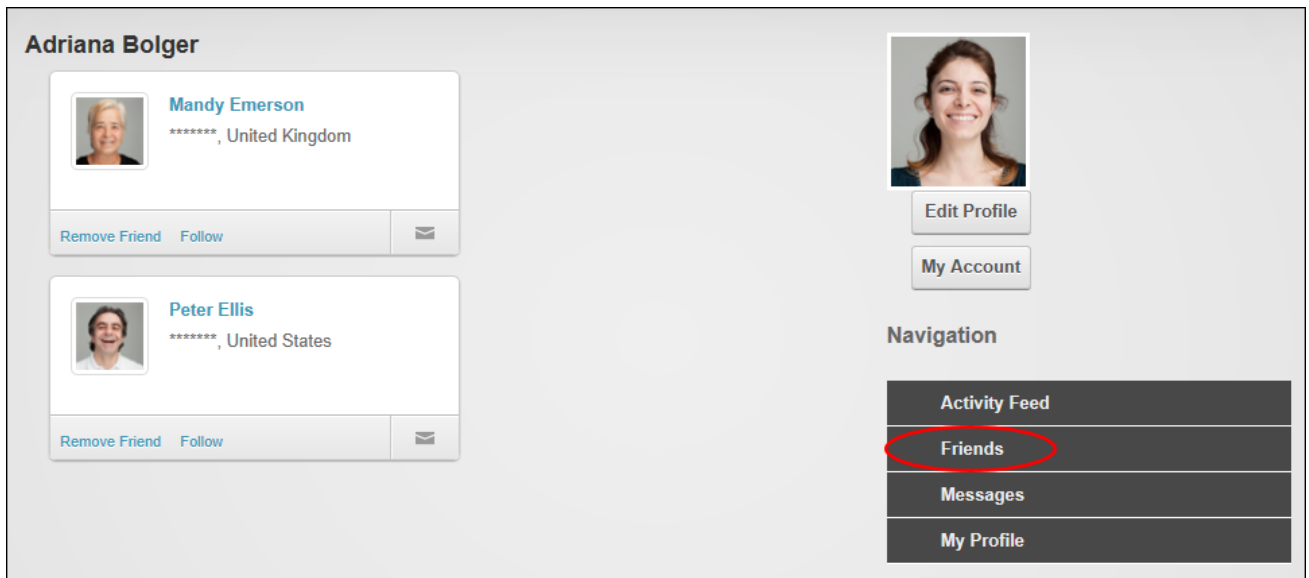
RSVP Code: ⓘ 

Subscribe

Subscribing to a Member Service

## Connecting with Friends and Followers

Users can remove friends and stop following the activities of other users on the Friends page of their user profile. These connections are made using the Member Directory. See "Connecting with Members".



Managing Friends and Followers

## Unregistering a User Account

Users can unregister their user account via the Manage Account tab of their user profile. This logs the user out of the site, closes the user account, removes access to all non-public areas and sends confirmation emails to the user and the Primary Administrator.

**Profile**

Manage Account

Manage Profile

Communications

Manage Services

**Account Settings**

User Name: ⓘ E.Dunn

Display Name: \* ⓘ

Email Address: \* ⓘ

Profile URL: ⓘ domain.dnn/lizzy

**Manage Password**

**Account Information**

Update

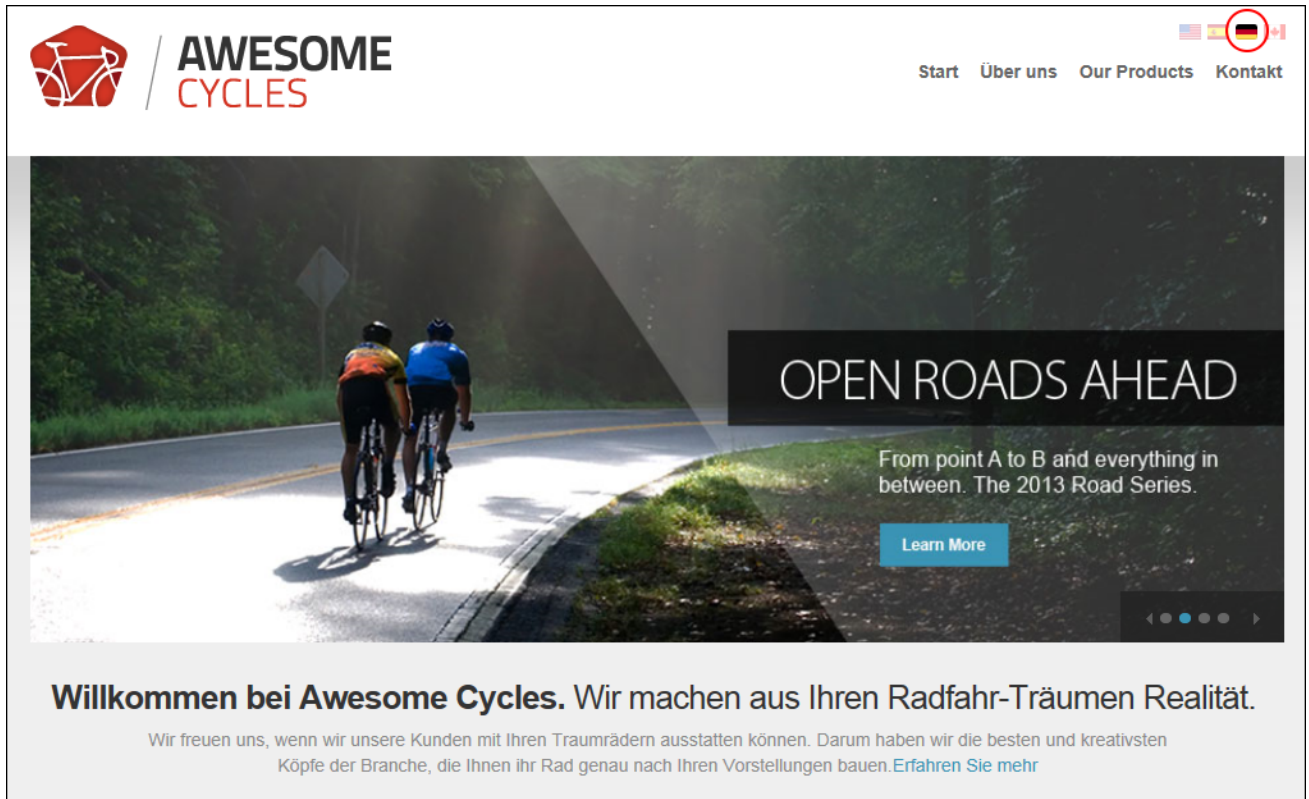
UnRegister

Unregistering a User Account



## Working with Content

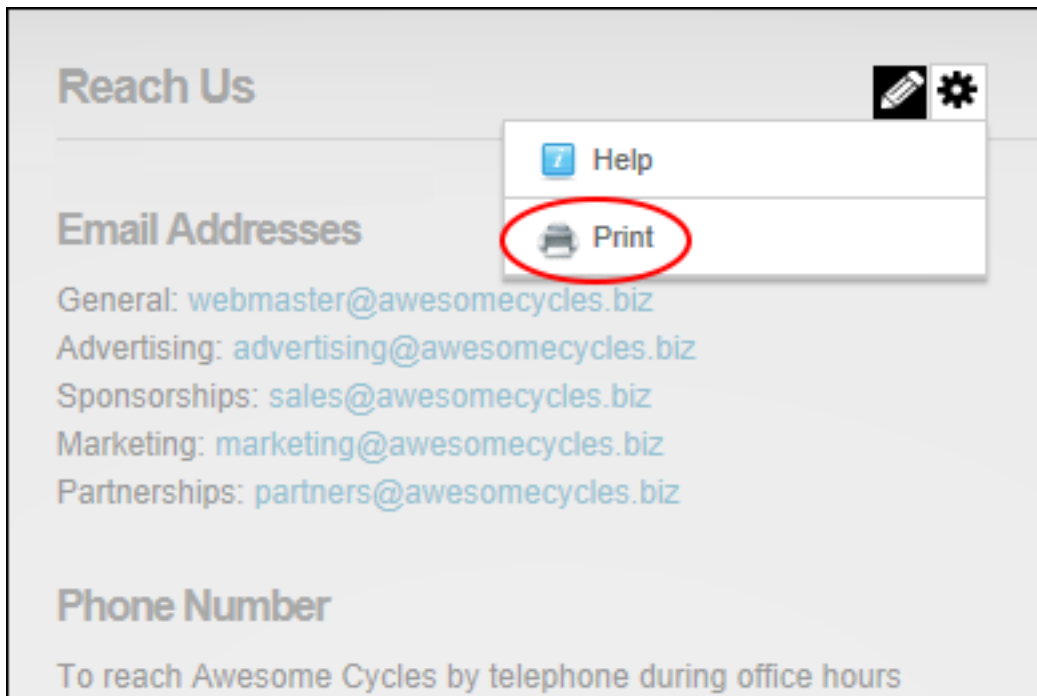
### Changing the Site Language

Multiple country flags will be shown once two or more languages are enabled. Site visitors can change the site language by clicking on a country flag icon. This changes the language of the DNN application, including areas such as search box and user profile fields, and any site content that has been localized (translated). Translators can view unpublished languages which they are authorized to translate. Administrators and Super Users can view all unpublished cultures. Tip: The flag displayed on the far left is the default language.




## Printing Content

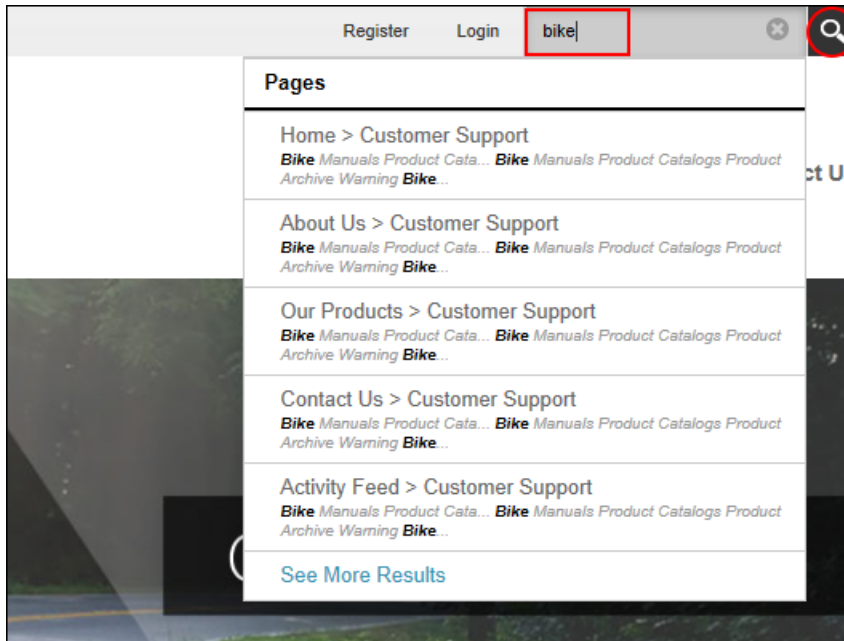
Module content can be displayed in a print friendly format by selecting  **Manage** >  **Print** from the module actions menu. This option may not be available for all content. See "Configuring Basic Page Settings for Modules".



Printing Content



## Searching the Site

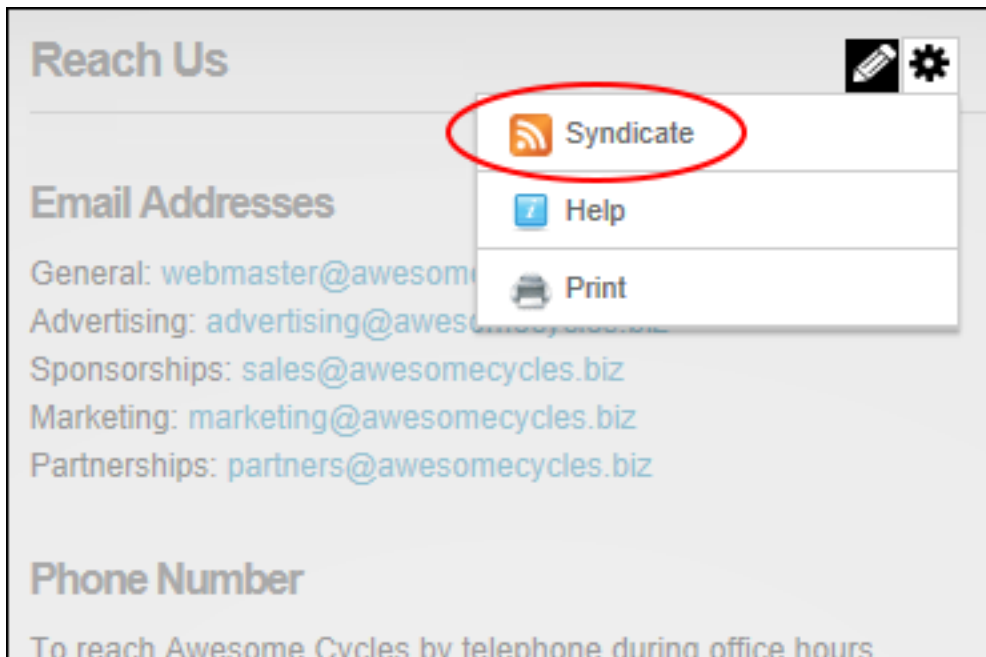
Users can perform content, image and file searches for the current locale/language using the default search box displayed in the top right corner of each page. Search results include the top five results and provide an option to click the [See More Results](#) link or the **Search**  button to go to Search Results page to view additional results and configure additional advanced options. See "Performing an Advanced Search".



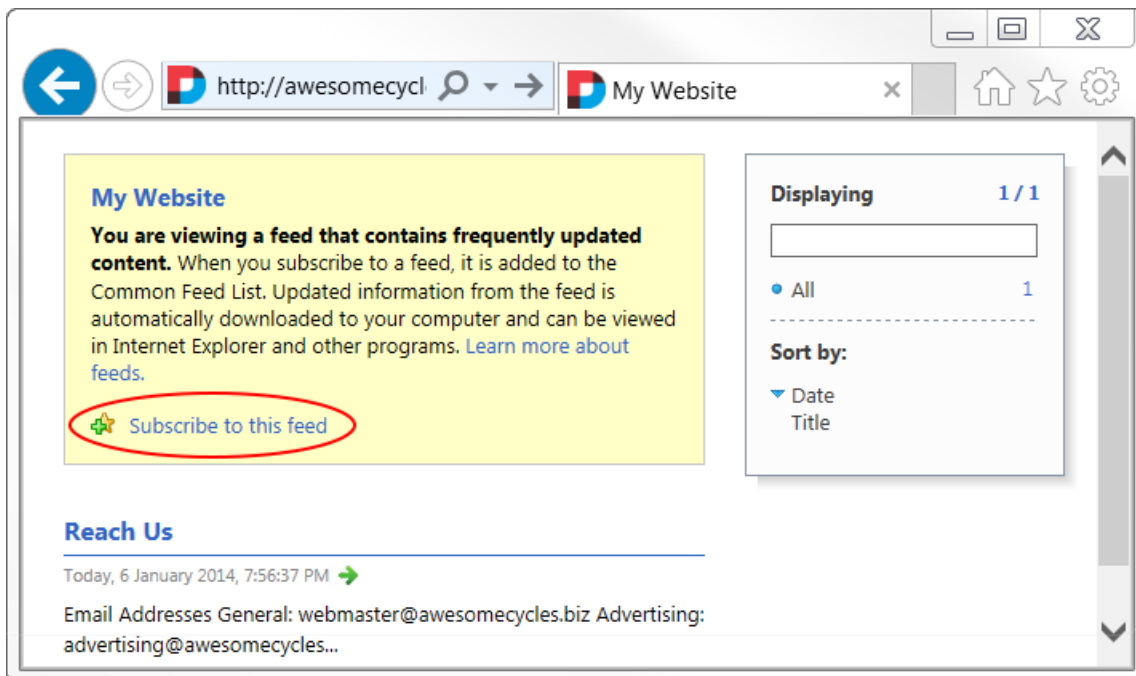
Searching the Site

## Subscribing to Syndicated Content

Users can subscribe to content that has been made available (See "Configuring Basic Page Settings for Modules") as an RSS feed by selecting  **Manage** >  **Syndicate** from the module actions menu.



This displays the XML code for the module content. The URL displayed in the Address bar from the Web browser can be copied and used to create a news feed. Alternatively, click the [Subscribe to this feed](#) link to subscribe.



Subscribing to an RSS Feed



# Making Social Connections

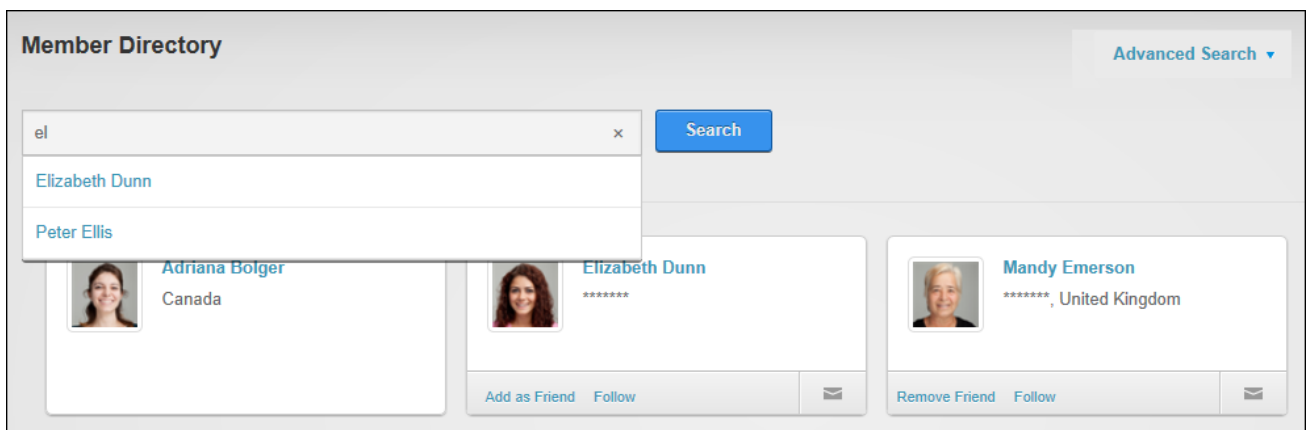
DNN Platform allows site members to connect and communicate with other site members or groups of members with shared interests using the Member Directory, Message Center, Journal and Social Groups modules.

Tip: The Links module can be configured to display a list of friendships. See "Displaying Friend Links".

## Member Directory

### Searching for Members

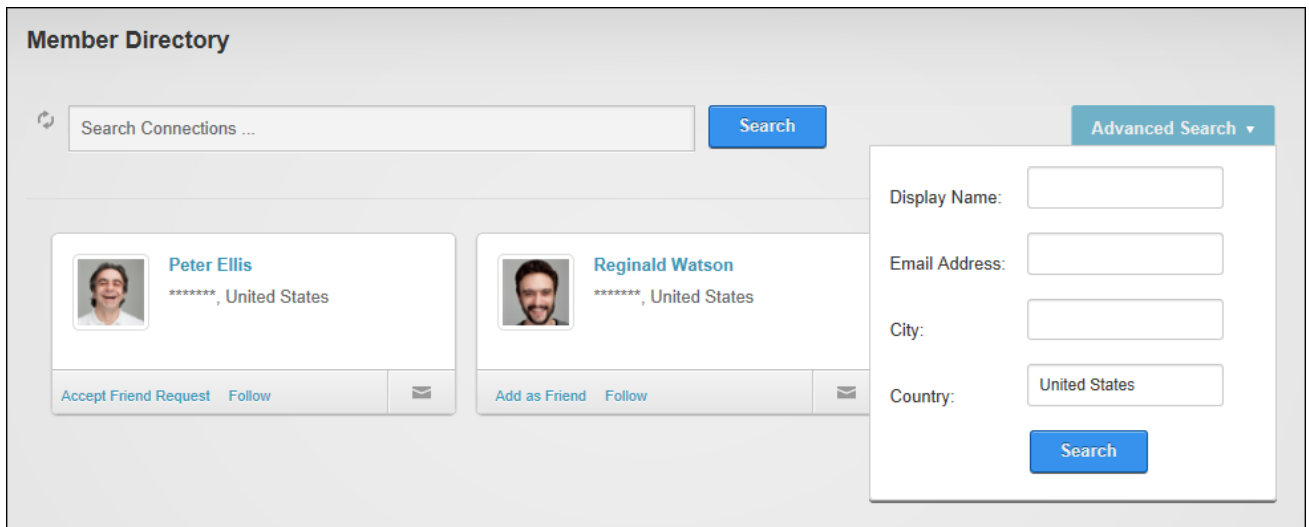
The Member Directory includes both basic searching by user name, first name, last name or role.



The screenshot shows the 'Member Directory' interface. At the top left is the title 'Member Directory'. At the top right is a link for 'Advanced Search'. Below the title is a search bar containing the text 'el' and a blue 'Search' button. A dropdown menu is open below the search bar, showing two suggestions: 'Elizabeth Dunn' and 'Peter Ellis'. Below the search bar, there are three member profile cards. The first card is for 'Adriana Bolger' from 'Canada'. The second card is for 'Elizabeth Dunn' with a redacted email address (\*\*\*\*\*). The third card is for 'Mandy Emerson' from '\*\*\*\*\*', United Kingdom'. Each card has a profile picture, name, location, and buttons for 'Add as Friend', 'Follow', and a mail icon.

Performing a Basic Members Directory Search

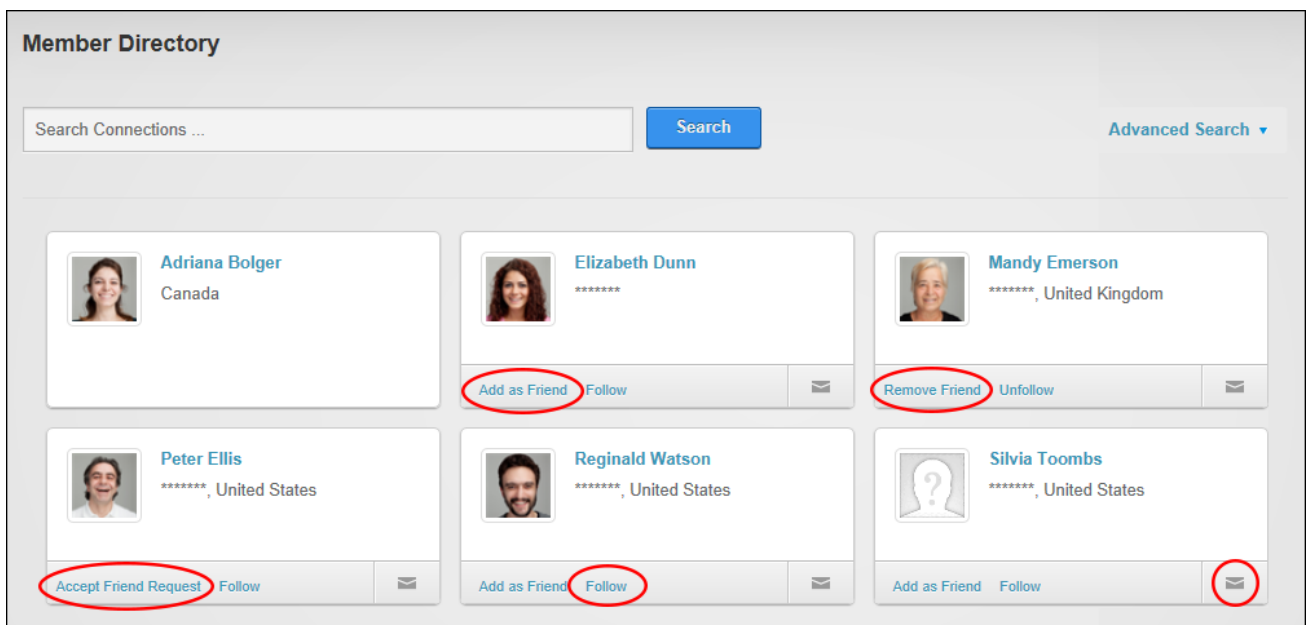
Advanced search options are also provided which allow searches to be performed on display name, email address, city and/or country



Performing an Advanced Members Directory Search

## Connecting with Members


The Member Directory allows users to form or end social relationships with one another. Members can send friend requests, remove friendships, accept friendship requests, follow/unfollow other members or social groups and send messages to another member and include additional recipients.

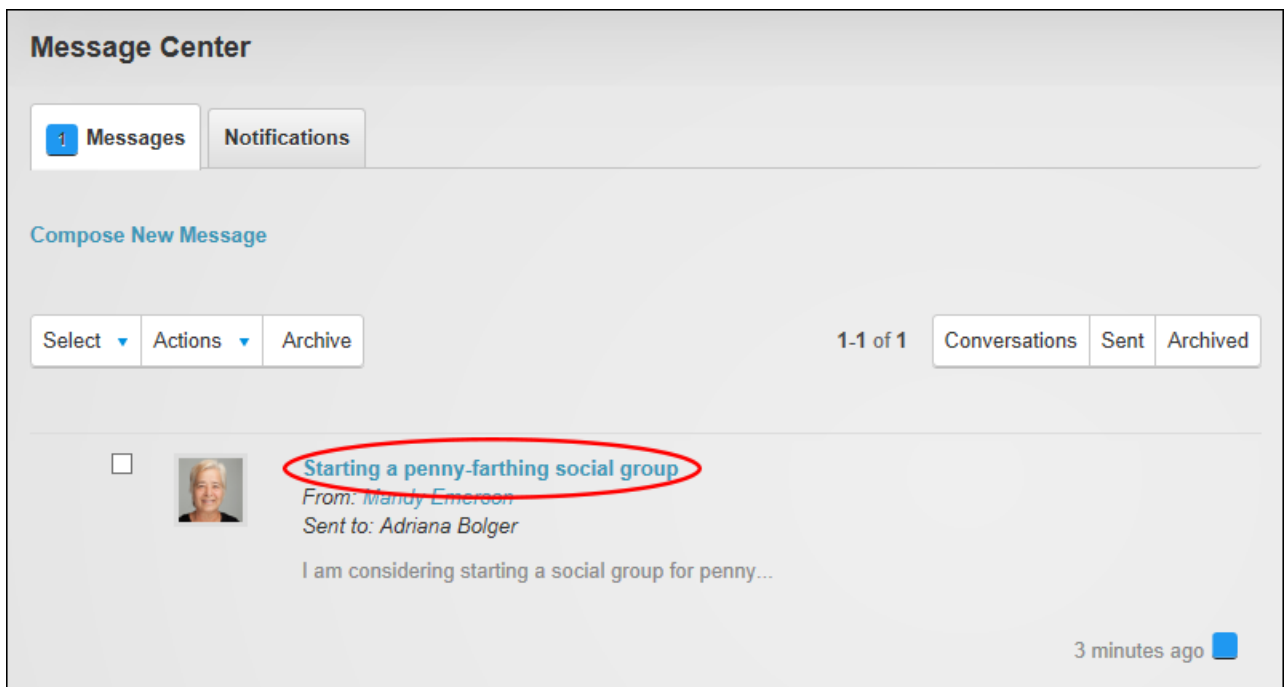


Connecting with Members

## Message Centre


### Viewing Messages

Users can view messages on the user profile page (pictured below) or using a standalone Message Center by clicking the **Check Messages**  button displayed in the top right corner of each page and then clicking on a message title to read it in full. The latest messages for the selected folder will be displayed and more messages can be loaded. If the required message can't be found in the Inbox, then search inside the "Sent" or "Archived" areas.



Opening a Message

### Composing Messages

Users can compose messages to one another by clicking the **Check Messages**  button displayed in the top right corner of each page and then clicking the **Compose New Message** button or link. Recipients can be added entering an individual's user name, first name or last name or the role whose members will receive the message.


## Compose Message

Send to

Registered Users x

e|

Subject

 Elizabeth Dunn

Your message

Complete your user profile this week and go into the draw to win one of five awesome cycles.

Send

Cancel

Composing Message

### Replying to Messages

User can reply to messages by hovering over a message and clicking the Reply link that is revealed or by enter a reply into the message text box that is displayed when viewing a message in full.

**Adriana Bolger**


Messages

Notifications

[Compose New Message](#)

**Subject:** Starting a penny-farthing social group  
**Sent to:** Adriana Bolger

[Archive](#) | [Mark as Unread](#) | [Back to Messages](#)



**Mandy Emerson**

9 minutes ago

[Reply](#)

I am considering starting a social group for penny-farthing riders. Would you be interested in joining the group and taking a lead role in planning social events such as rides? Kind Regards, Mandy Emerson

I am definitely interested in becoming involved in this group. It would be good to have an easy way to connect with other riders.

[Reply](#)

Replying to Messages

## Replying to Messages

User can reply to messages by hovering over a message and clicking the Reply link that is revealed or by enter a reply into the message text box that is displayed when viewing a message in full.

**Adriana Bolger**


Messages

Notifications

[Compose New Message](#)

**Subject:** Starting a penny-farthing social group  
**Sent to:** Adriana Bolger

[Archive](#) | [Mark as Unread](#) | [Back to Messages](#)



**Mandy Emerson**

9 minutes ago

[Reply](#)

I am considering starting a social group for penny-farthing riders. Would you be interested in joining the group and taking a lead role in planning social events such as rides? Kind Regards, Mandy Emerson

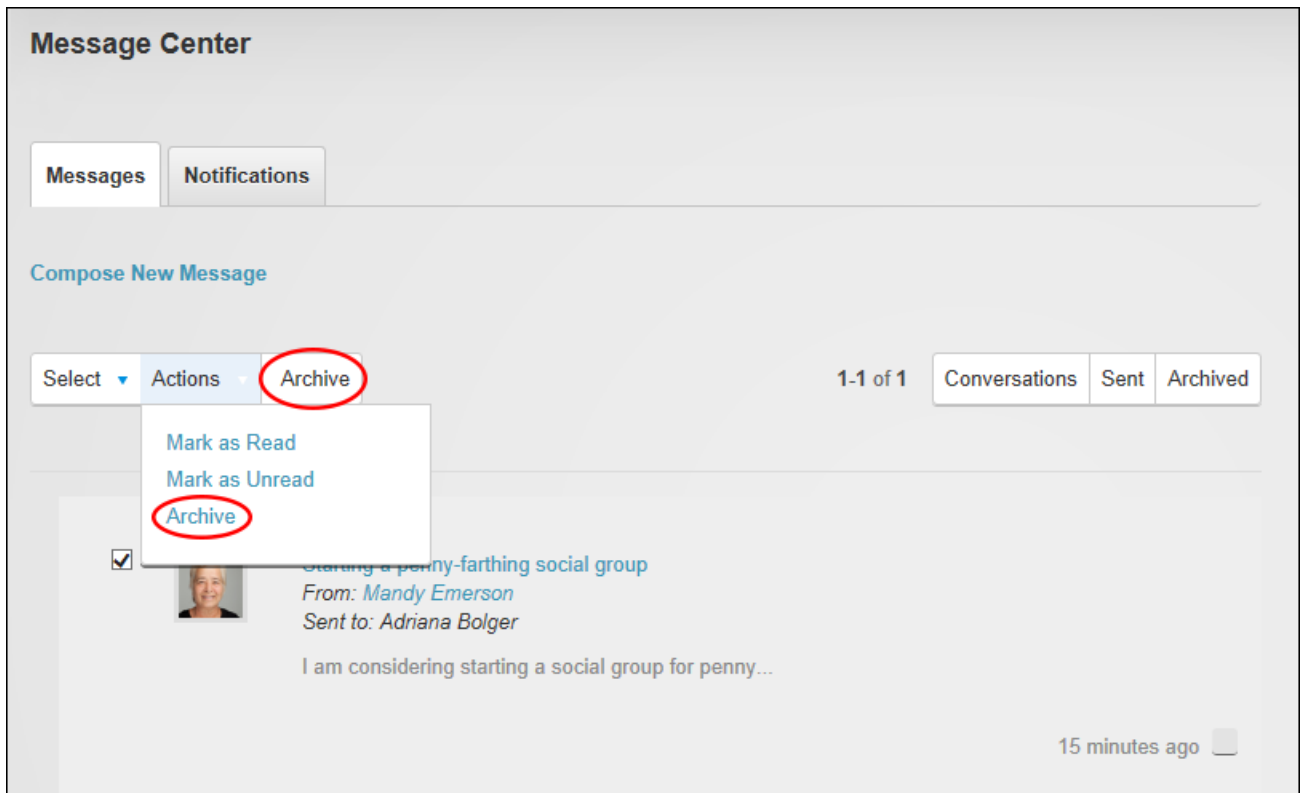
I am definitely interested in becoming involved in this group. It would be good to have an easy way to connect with other riders.

Reply

Replying to Messages

## Archiving Messages

Users can archive messages to remove them from the Inbox of their Message Center.



Archiving Messages

## Deleting Messages

Archived messages can be permanently deleted from the Message Center by hovering the mouse over the message and clicking the Delete link that is revealed.

**Mandy Emerson**


Messages

Notifications

[Compose New Message](#)

1-3 of 3

ConversationsSentArchived



[Starting a penny-farthing social group](#)  
*From: Peter Ellis*  
*Sent to: Mandy Emerson*  
  
Thanks for the opportunity to become involved Mand...  
  
5 minutes ago  

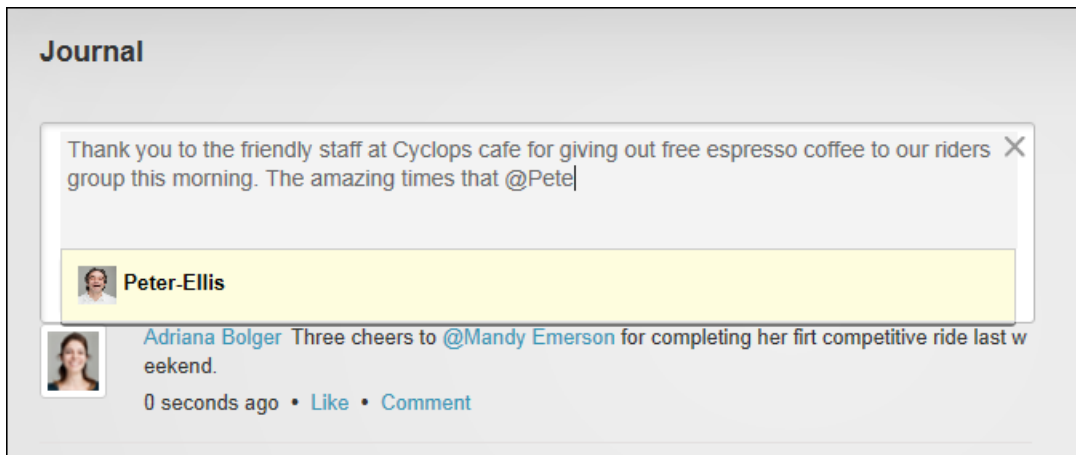
[Unarchive](#) | [Delete](#) | [Reply](#)

## Journal



### Adding a Journal Entry


Users can add journal entries via their User Profile area and Administrators can add an entry into any user's journal. Entries can include mentions to friends and followed users by entering @ followed by the first name, last name or user name of the user and then selecting the correct user from the list of matches. Users are notified when they are mentioned in a journal entry.





Mentioning a Friend in a Journal Entry

An attachment (either a photo or a file) can be added to entries. Photo attachments are displayed below the entry 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. Once the file has been selected a **File**  icon displays indicating the file is successfully attached. A different image or attachment can be selected at this point or click the **Delete** button displayed beside an image or attachment to remove it from the entry.

Entries are shared with everyone who can see the journal by default however this audience can be restricted by clicking the **Share**  button and choosing to only share the entry with community members (users who are logged into the site), friends, or making it a private entry that can only be viewed by the individual user and is not even viewable by Administrators or Super Users.

## Journal

Tell the world something...



**Adriana Bolger** Thank you to the friendly staff at Cyclops cafe for giving out free espresso coffee to our riders group this morning. The amazing times that @Peter-Ellis achieved afterwards make s me think he had more several double shots.



0 seconds ago • [Like](#) • [Comment](#)



**Adriana Bolger** Three cheers to @Mandy Emerson for completing her firt competitive ride last weekend.

8 minutes ago • [Like](#) • [Comment](#)

Posting a Journal Entry

### Deleting a Journal Entry

Users can delete their own journal entries by hovering over the entry to be deleted and clicking on the **Delete** ✕ button that is revealed. Administrators can delete any entry.

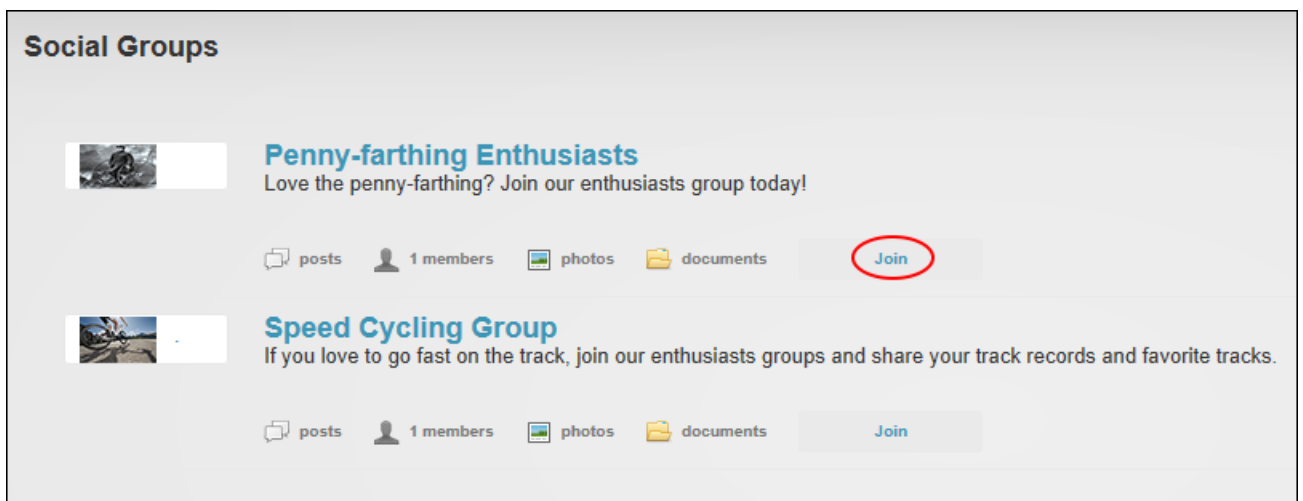


Deleting a Journal Entry

## Social Groups

### Joining a Social Group

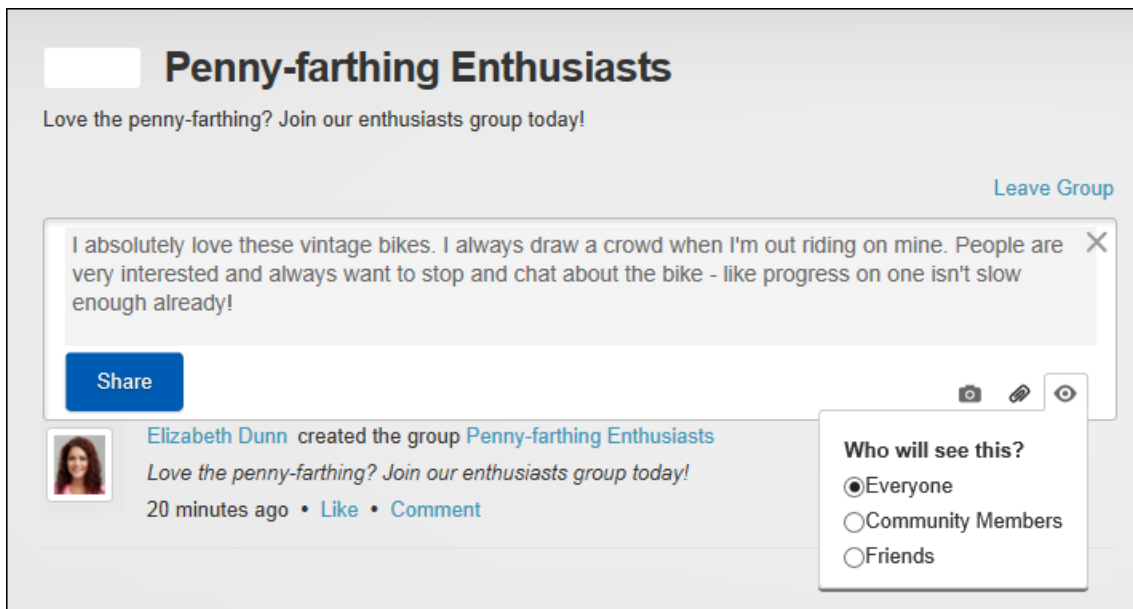
Users can join public social groups and will be granted immediate access to the group or will receive notification once their request is processed. Joining a group allows a user to view the journal entries that other group members have posted to the group and view group member profiles using the Member Directory.



Joining a Social Group

## Adding a Social Group Journal Entry

Users can add journal entries to social groups. Entries can be viewable by everyone who can view this social group, group members or only friends of the user. See "Connecting with Members".



Adding a Social Group Journal Entry

## Leaving a Social Group

Group members can leave a social group which will remove the user from the security role.



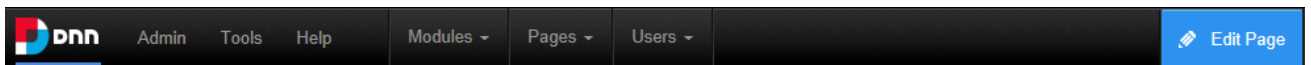
Leaving a Social Group

# The ControlBar

DNN comes with a choice of two Control Panels, the default ControlBar and the RibbonBar (See "The Admin Menu") that enable Content Editors (optional), Page Editors, Administrators and Super Users to access a range of page management tools and site administrative tasks. A superseded Control Panel called the Iconbar (See "Maximizing/Minimizing the Iconbar") may be available on some old versions of DNN.

The ControlBar displayed above the site provides users with site editing rights access to site management tools. Users who have been granted Edit Page permissions can view the Modules, Pages and Edit Pages menus. Administrators and Super Users can also view the Admin, Tools and Help menus. The Edit Page menu allows users to change the view of the page, and access the page settings etc. In addition, the ControlBar can optionally be displayed to module editors to provide them with a visual clue when they can edit the current page.

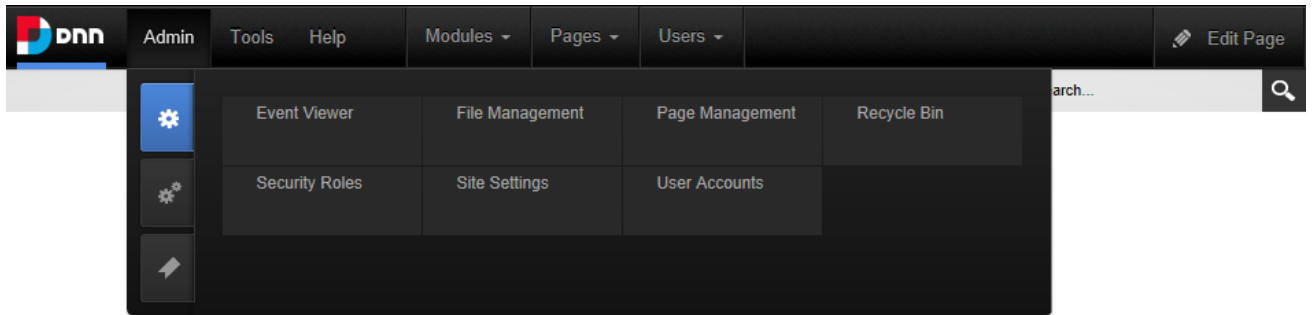
The ControlBar as it is displayed to users with different editing permissions:



The ControlBar as displayed to Administrators

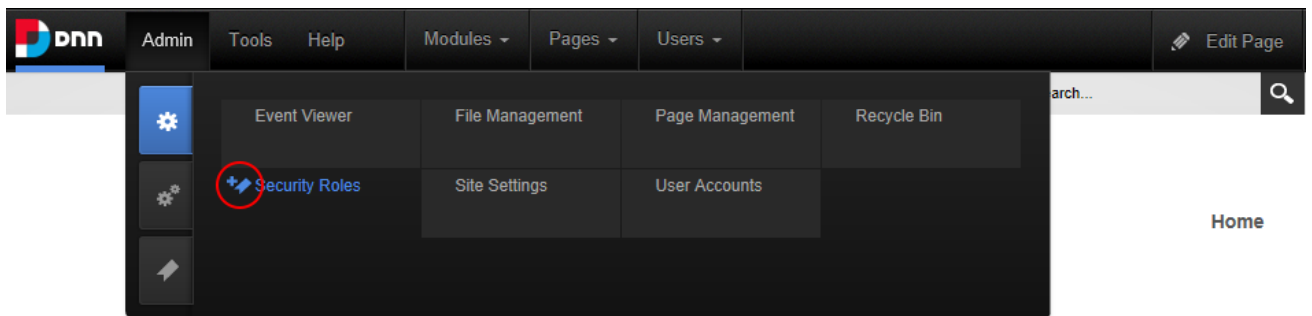
## The Admin Menu

Administrators can click on the [Admin](#) link to go to the Admin Console See "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.



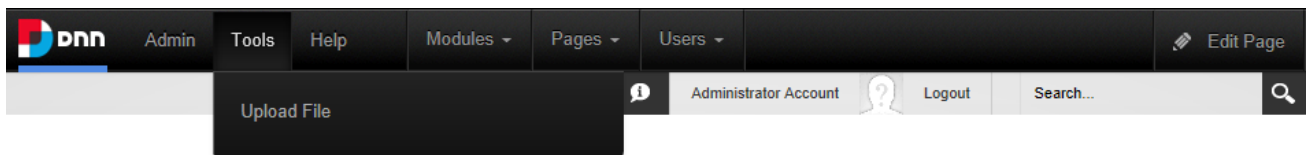
The ControlBar Admin Menu (Common Settings)

A third tab called "Bookmarked Settings" displays pages that have been bookmarked by the current Administrator. Bookmarks are added by clicking the **Add to Bookmarks** button that is displayed when the mouse hovered over a page.



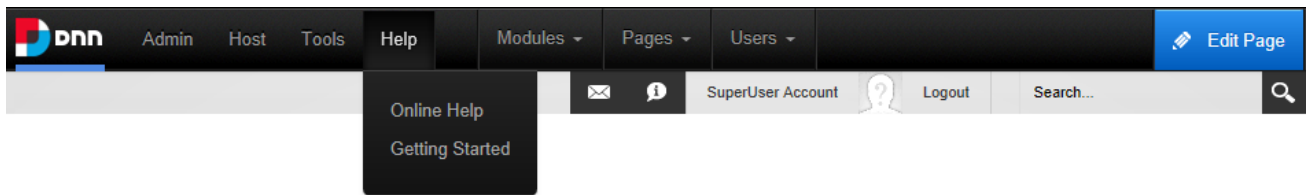
## The Tools Menu

The Tools menu allows translators to switch the language of the DNN user interface to their preferred language and still use a different language for the interface. For example, a user could edit the content in Chinese using an English interface. It also allows Administrators to upload site files.



The ControlBar Tools menu displayed to Administrators

## The Help Menu

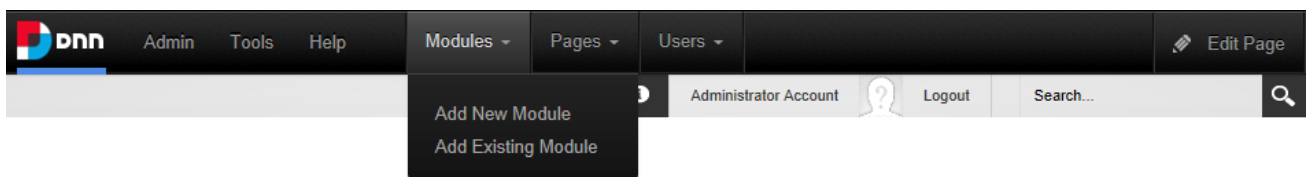


The ControlBar Help menu

The help menu provides Administrators with access to Online Help. New DNN installations also include the Getting Started option that provides access to useful resources including video tutorials, links to personalizing the site and more.

## The Modules Menu

The Modules menu allows Page Editors and Administrators to add new (See "Adding a New Module") and existing modules (See "Adding an Existing Module") to the current site page.

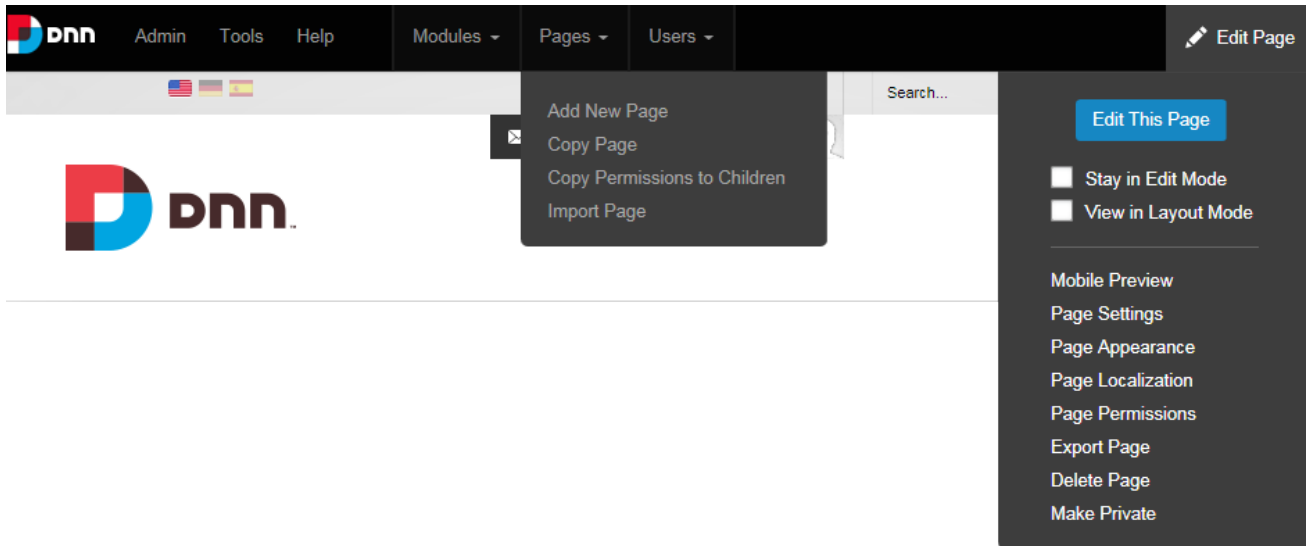


The ControlBar Modules menu as displayed to Administrators

## The Pages Menu

Page Editors can access a wide range of page management tools using the Pages and Edit Page menus of the ControlBar. On the Pages menu they can add (See "Adding a New Page"), copy (See "Copying a Page") and import pages. See "Importing a New Page"

The Edit Page menu allows Page Editors to edit the current page, all site pages or view the site in layout.



The two Pages Menus of the ControlBar

#### 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 change to and stay in Edit Mode for all site pages.
- **View in Layout Mode:** Mark ☒ the check box to view the page in Layout Mode. Layout

Mode displays the layout of the theme 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 users to quickly view and change the location of modules on the page. This view is also helpful when a module must be deleted or moved but the module action menu cannot be accessed 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 variety of mobile devices in portrait or landscape orientation. Screen dimensions defined for the selected device profile can be shown on the preview and device detection can be enabled to apply redirects on the previewed page and simulate the device experience. If the selected device profile satisfies any of the defined Redirection Rules, the preview will show the page that it would be redirected to. If this

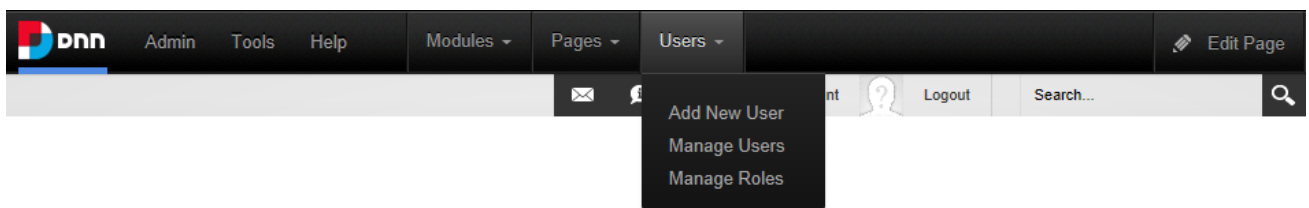


option is disabled the preview will only show the current page in the defined aspect ratio and no redirects will occur.

- **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:** Displays the Appearance settings for the current page. See "Configuring Advanced Page Settings"
- **Page Localization:** Displays the Localization settings for the current page. This option is only displayed when content localization is enabled on the site and is displayed to translators. See "Enabling Localized Content"
- **Page Permissions:** Displays the Permissions for the current page. See "Setting Page Permissions"
- **Export Page:** Link to export a page. See "Exporting a Page"
- **Delete Page:** Select to delete current page. See "Deleting a Page"
- **Make Private/Make Public:** Switches the current page from visible or hidden from the public. See "Making a Page Public or Private"

## The Users Menu

The Users menu provides Administrators with quick access to add and manage users and roles. See "User Accounts" and See "Security Roles".



# Building a Site

This section details how to add pages and modules to create the structure of the site. Before beginning, a quick way to configure the basic settings for this site, change the site design and apply a template is to use the Site Wizard (See "Site Wizard" It could also be useful 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 "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.

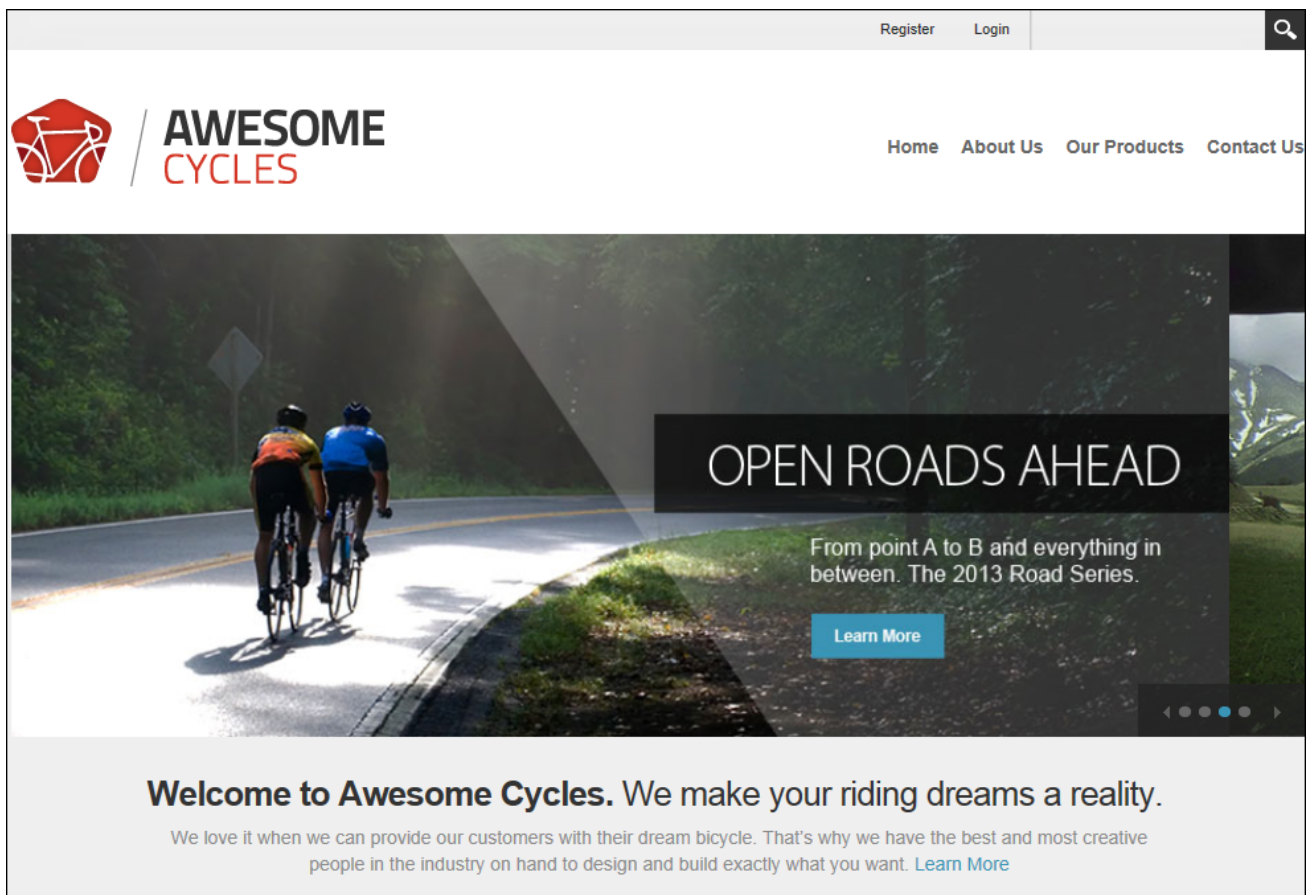
- See "Adding a New Module"
- See "Adding an Existing Module"

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

## **Adding and Managing Pages**

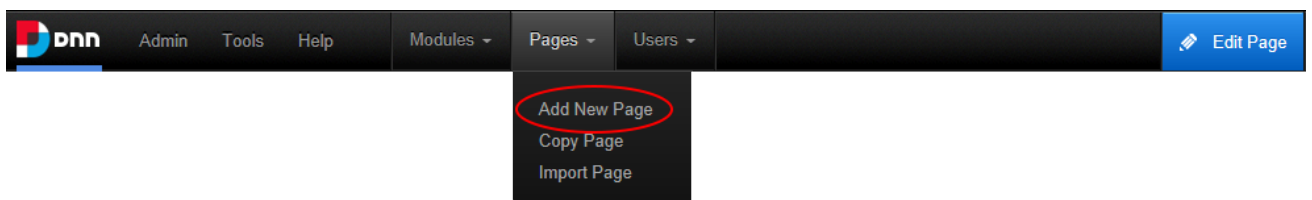
DNN sites are created by adding one or more pages and then adding modules that display content onto those pages. Administrator, Super Users and user with Add permissions can add pages. Pages can be added by clicking Add New Page in the Pages menu of the ControlBar or via the Admin > Page Management page, See "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

New site pages can be added by selecting "Add New Page" from the Pages menu of the ControlBar.



Page Name is the only required field however it is recommended that all other optional page details are set for the page (See "Setting Page Details"). Accepting the default settings will add

a neutral language page to the right of the original page. Pages added in this way are only visible to Administrators, allowing content to be added to the page before setting it as viewable by one or more user roles. Note: If a maximum number of pages have been set for the site, the **Add Page** button is disabled when the maximum number of pages is reached. Contact a Super User to add more pages.

Users may also want to modify the users who can view and manage this page. By default the new page will be visible and editable by Administrators only. Note: Permissions are only displayed to users who are authorized to manage permissions. In this scenario, the new page will inherit permissions from its parent page. See "Setting Page Permissions"

Users can also complete any of the optional advanced page settings (See "Configuring Advanced Page Settings"). The Localization section, which will only be displayed when content location is enabled, should also be completed. See "Localization Settings for New Pages".

Related Topics:

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

## Viewing Any Page

Super Users can view any site page. If a page is not displayed in the menu a link to the page can be created using the Links module (See "Setting a Page Link") or the Admin > Page Management page can be using See "Viewing any Page".

## Copying a Page

A site page can be copied and added as a new page by selecting "Copy Page" from the Pages menu of the ControlBar. Users can specify which modules will be copied and can change the title of each module if required. Modules can be copied as "New" without content; as a "Copy" with an independent copy of the content; or "Reference" which shares content between the new and original module. Note: The copy option is disabled for modules that don't have content such as Account Login. Once the copying options have been selected a page name must be entered on the Page Details tab and then other settings can be configured.

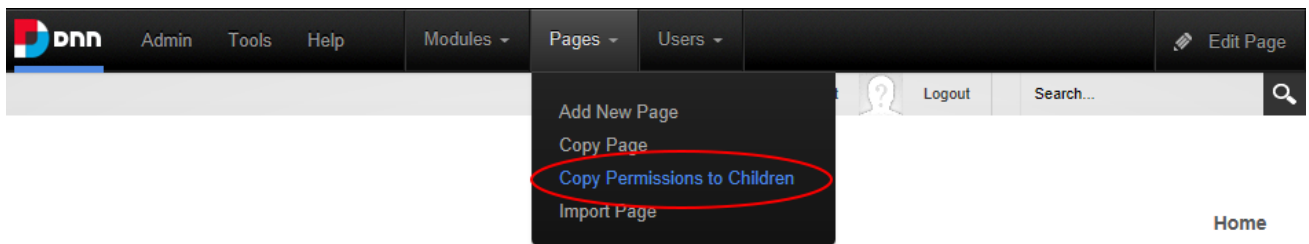
Note: Users will be prevented from copying a page with a different locale setting.

## Copying Design to Child Pages

The design of a parent page can be copied to all of its child pages by going to the page and selecting **Page Appearance** from the **Edit Page** menu of the ControlBar. This opens the Appearance Section of Advanced Settings tab where the **Copy Design** button can be selected from the **Copy Design to Descendants** field. This applies the Page Theme and Page Container settings of the parent page to all child pages. Users require Edit Page/Manage Settings permissions for the child pages to apply this setting.

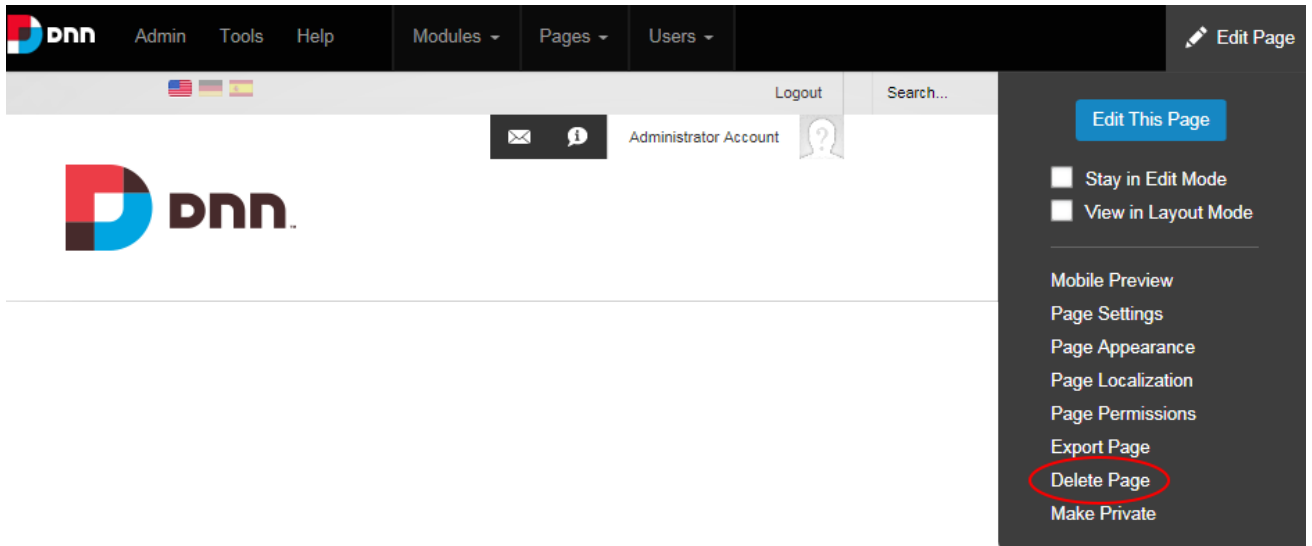
## Copying Permissions to Child Pages

The permissions applied to a parent page can be copied to all of its child pages by navigating to the page and selecting **Copy Permissions to Children** from the Pages menu of the ControlBar. This applies the Permissions set for viewing and editing pages.



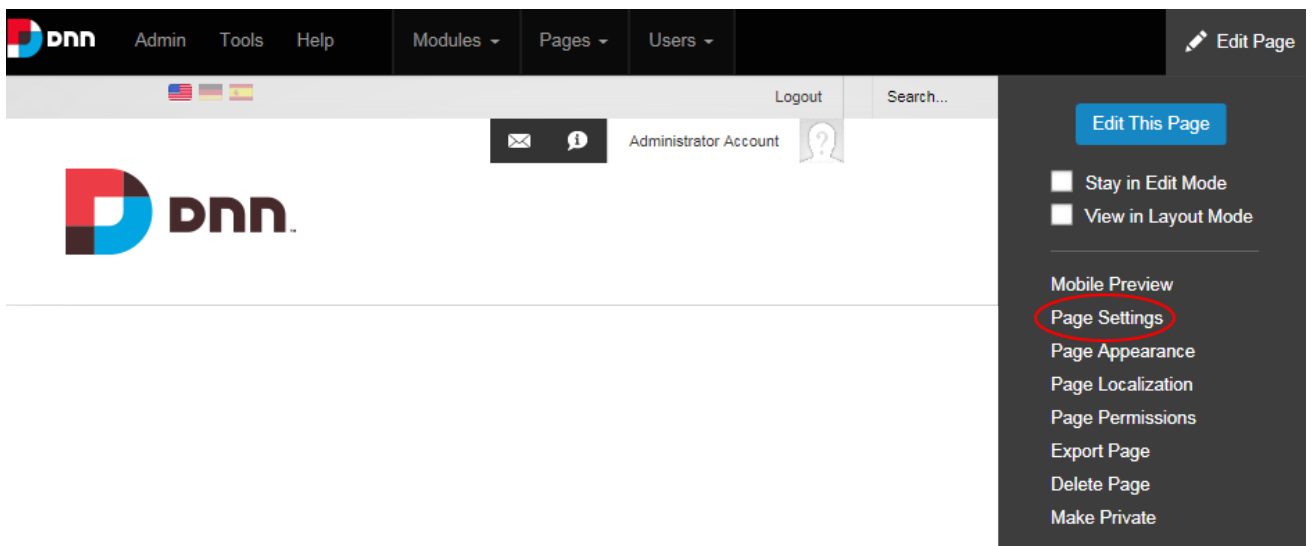
## Deleting a Page

The current site page and any related child pages can be deleted by selecting **Delete Page** from the **Edit Page** menu of the ControlBar. 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 be restored or permanently deleted. See "Recycle Bin".



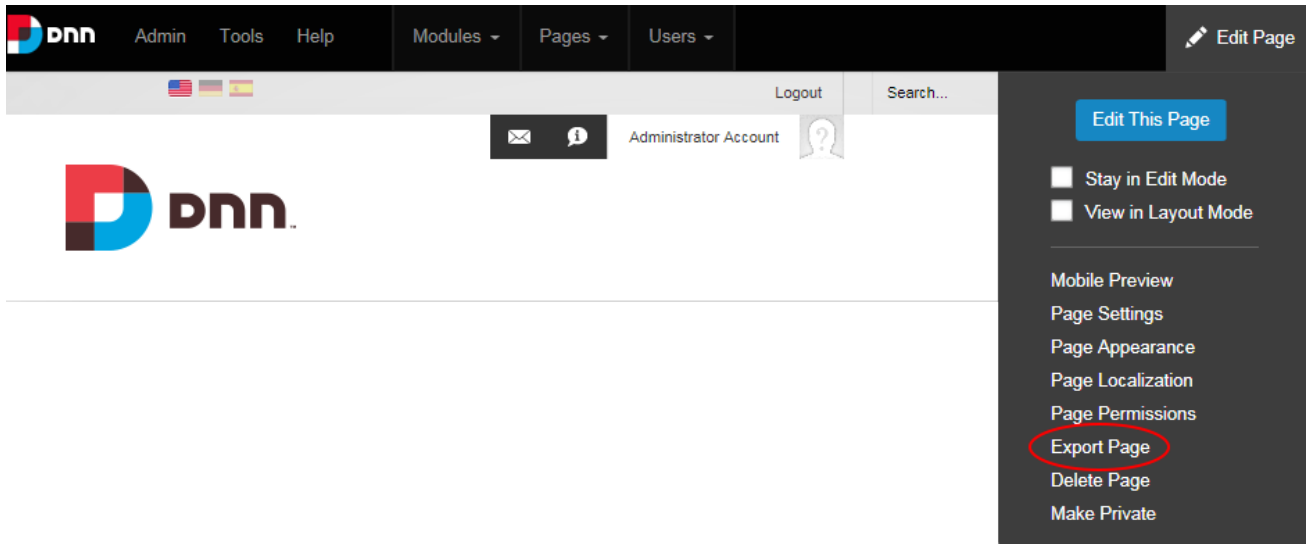
## Editing Page Settings

The settings of the current page can be edited by selecting **Page Settings** from the **Edit Page** menu of the ControlBar. See "Setting Page Details", See "Configuring Advanced Page Settings" and See "Localization Settings for Existing Pages".




## Exporting a Page


The current page can be exported as a template by selecting **Export Page** from the **Edit Pages** menu of the ControlBar. The page template can then be imported into any DNN site.





The template can be stored in any folder of the site's file system (Admin > File Management) and the default template name, which is the name of the page being exported, can optionally be modified. The description provided will be included in the template and typically provides an overview of the page and any content. Modules can be included with or without content. The path where the page template has been created is displayed once the page is exported.

**My Website > Home**

Folder:  Templates

Template Name: \*  About Us

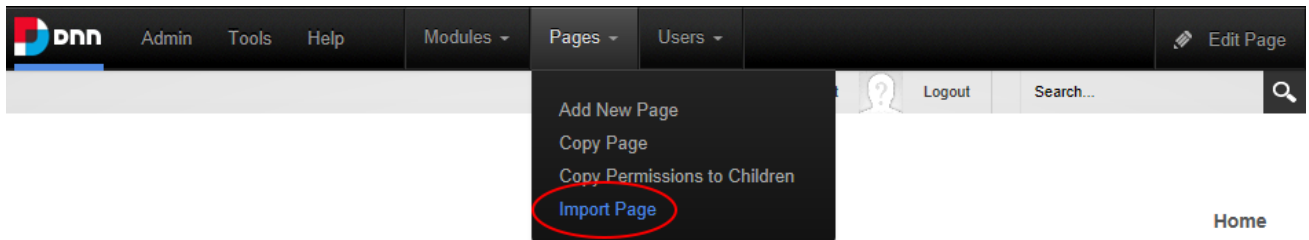
Description: \*  Brief overview of the company and a list of executive employees.

Include Content:  ☒

**Export** Cancel

## Importing a New Page

The Import function adds a new page or replaces the current page (including page settings) using a page template that has previously been exported. Select "Import Page" from the Pages menu of the ControlBar to begin the import process.



Select the folder where templates are stored and select the required template. Once the page name and menu location have been set users can choose to be taken to the newly imported page or redirected to the Page Settings page of the new page to configure page settings immediately. Regardless, the new page should be checked to ensure that any modules that are set to display on all pages are not duplicated.



**My Website > Home**

Folder: ⓘ

Templates

Template: ⓘ

About Us

Brief overview of the company and a list of executive employees.

Import Mode: ⓘ

☒ Create a new Page

☐ Replace the current Page

Page Name: ⓘ

About Us

Parent Page ⓘ

<None Specified>

Insert Page: ⓘ

☐ Before

☒ After

☐ Add to End

Home

Redirect Mode? ⓘ

☒ View imported Page

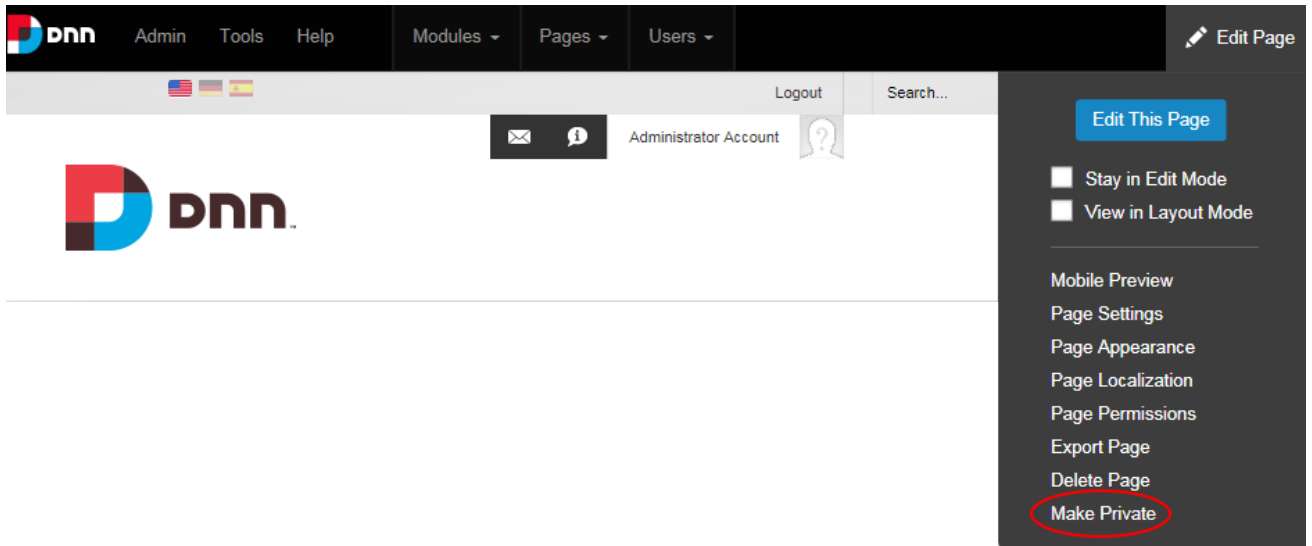
☐ Edit imported Page

Import

Cancel

### Making a Page Public or Private

Page Editors and Administrators can make the current page public or private by selecting the **Make Public/Make Private** option on the **Edit Page** menu of the ControlBar. Setting a page of public will modify its permission and grant "View Page" permissions to All Users. Private pages are only visible to Administrators.



## Tagging Page Content

Users can add a tag to a page by clicking the [Add Tags](#) link that is typically located at the base of the page and then entering and saving the tag. This functionality is only available on sites where tagging is included in page themes. Note: Tags can be managed by Administrators using the Taxonomy Manager. See "Taxonomy".

## Page Settings

All site pages include a wide range of settings that allow Page Editors and Administrators to manage and customize the page. Page Details, Permissions and Advanced Settings are available for all pages. Localization Settings are only displayed if content localization is enabled on the site.

### Setting Page Details

Page details for new and existing pages can be set via the Page Settings page. Note: The Page Name field is the only mandatory field.

1. To update the settings of an existing page, navigate to page and then select **Page Settings** from the Edit Page menu on the ControlBar. Users who are adding a new page are already 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 users 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 Page permissions in Evoq Content, users must be granted either Add or Full Control.
11. For new pages only: At **Insert Page**, choose to add the new page on the same level either **Before** (to the left of) or **After** (to the right of) the page listed in the drop down list or 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 - OR - Select **Add to End** to add the new page to the end of the menu on the current level.
  12. Select a **Template Folder** and **Page Template** to create a page using a template. Templates can include modules and optional content.
  13. At **Include In Menu?**, mark ☒ the check box to include this page in the menu - OR - unmark ☐ the check box to create a page that isn't displayed in the menu and will require the a page link to be added to a page to provide users with a way to navigate to the page.
  14. Click the **Update Page** or the **Add Page** button.

## My Website > About Us

Page Details

Copy Page

Permissions

Advanced Settings

Page Name: <sup>\*</sup> ⓘ

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

## Setting Page Permissions

Administrators and Page Editors (users who have been granted Edit Page permissions for the page) can set access to view, edit and manage pages and page content.

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

1. Go to the required page.
2. Select **Page Permissions** from the Edit Page menu of the ControlBar. This displays the Permissions tab that shows the current page permissions for Administrators, All Users, Registered Users and any other role or user who has been granted permission to this page.
3. **Optional.** To remove all permissions for a user or role, click the **Delete**  button in the Actions column.
4. **Optional.** To only modify permissions for roles and users that are already displayed on the page, skip to from Step 7.
5. **Optional.** To set permissions for individual users that aren't displayed, begin entering the user's display name into the **Display Name** text box and select the matching record. Repeat to add additional users and then click the **Add** button.
6. **Optional.** To add permissions for a role that isn't displayed, select one of the following options from the **Filter By Group** drop down list, choose a role from the **Select Role** drop down list and then click the **Add** button:
  - **< All Roles >**: Select to view all roles. This includes both global roles and roles within groups.
  - **< Global Roles >**: Select to only view roles that are not associated with a Role Group. E.g. Administrators, All Users, Registered Users, Unauthenticated Users, etc.
  - **[Role Group Name]**: Select to only view the roles within the select role group. See "Adding a Role Group".
7. In the **View Page** column, click on the check box beside a user/display name 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. This permission overrides all other permissions.
  - ☐ **Not Specified:** Users cannot view the page or its children unless they belong to another role that has been granted this permission or they have been granted Edit Page permissions.
  -  **Delete:** Select to remove permissions from a user or role.
8. In the **Edit Page** column, click on the check box beside a user/display name repeatedly until the correct permission is displayed.
- ☒ **Permission Granted:** Permission to edit the page is granted.
  - ☒ **Permission Denied:** Permission to edit the page is denied. This permission will override any other permissions that have been granted.
  - ☐ **Not Specified:** Users cannot view the page or its children unless they belong to another role that has been granted this permission or they have been granted Edit Page permissions.
  -  **Delete:** Select to remove this permission from a user or role.
9. Click the **Update Page** button.

My Website > Home

Page Details
Permissions
Advanced Settings

Filter By Group:
< Global Roles >
Select Role:
Marketing
Add

Role	View Page	Edit Page	Actions
Administrators			
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marketing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	

User	View Page	Edit Page	Actions
Elizabeth Dunn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Display Name:
Add

Update Page
Cancel

Setting Page Permissions

Related Topics:

- See "Understanding Role Based Access".

### Configuring Advanced Page Settings

Advanced settings for new and existing pages can be set via Page Settings. Note: All advanced page settings are optional.

1. Users who are updating the settings for an existing page should navigate to page and then select **Page Settings** from the Edit Page menu on the ControlBar. Users who are currently adding a new page are already 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 in use 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)**, upload and/or select image (See "Setting a File Link") - OR - Remove the icon by selecting **< None Specified >** at the **File** field.
  - **System Image**: Select to display an icon that is supplied with this application and then select the image from the drop down list.
2. At **Large Icon**, use the same steps as for the above field to remove or select an image to be used as the large icon for any Console that displays this page.
3. At **Page Theme**, select a theme from the drop down list or select **< None Specified >** to use the default theme 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 theme 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 Theme and Container** button to view the combination of the styles selected at the above three fields. Note: Stylesheets must be uploaded to the Admin > File Management page.
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. This mean nothing will happen when a user clicks on the page name in the menu. 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.

### Appearance

Icon: ⓘ

Link Type:

☐ File ( A File On Your Site )

☒ System Image

Image:

About\_16x16\_Standard.png ▾

Large icon: ⓘ

Link Type:

☐ File ( A File On Your Site )

☒ System Image

Image:

About\_16x16\_Standard.png ▾

Page Theme ⓘ

Host: DarkKnightMobile - interior ▾

Page Container ⓘ

Host: Gravity - Title\_h2 ▾

Page Stylesheet ⓘ

holidaytheme.css

Preview Theme and Container

Disabled: ⓘ

☐

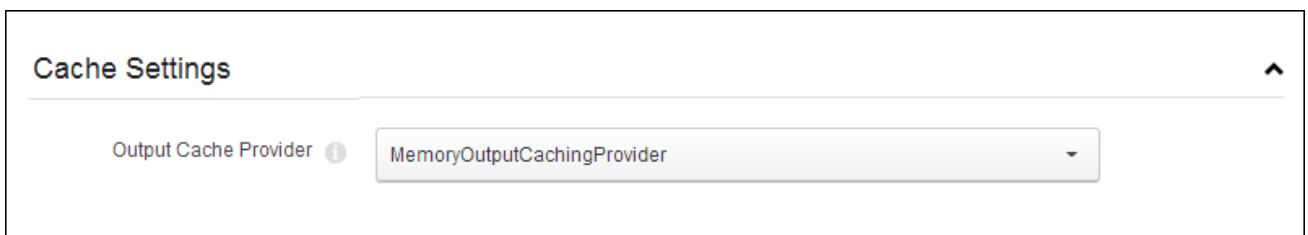
Refresh Interval (seconds): ⓘ

240


Page Header Tags: ⓘ



bicycles,

4. Expand the **Cache Settings** section and choose the **Output Cache 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 the website has a large amount of RAM allocated. This is typically not suitable for a shared hosting environment.



Cache Settings

Output Cache Provider  MemoryOutputCachingProvider

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 a Super User to configure the SSL Settings.
  2. **Optional.** 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. See "Search Engine SiteMap"
  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 the site. The default setting is 0.5.
  4. At **Start Date**, click the **Calendar**  button to select the first date the page is viewable and then click the **Time**  button to adjust the default time of 12:00 AM if required. If the start date is in the future then it is only editable by Administrators. See "Working with the Calendar".



5. At **End Date**, select the time and date when the page will expire. Note: Expired pages can be viewed by Administrators via the Admin > Pages page. See "Viewing any Page".
6. At **Link URL**, you can set this page to function as a link that navigates to any URL, a site page or file rather than displaying the page itself. To set this function, select or add the link. See "Setting a URL Link", See "Setting a Page Link", See "Setting a File Link".
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 URLs to directly link to the Link URL. Note: This setting is ignored if the Link Type is set to "None".



**Other Settings**

Secure? ⓘ ☐

Allow Indexing: ⓘ ☒

Site Map Priority: ⓘ

Start Date: ⓘ   

End Date: ⓘ   

Link URL: ⓘ

Link Type:

☒ None  
☐ URL ( A Link To An External Resource )  
☐ Page ( A Page On Your Site )  
☐ File ( A File On Your Site )

☐ Open Link In New Browser Window?

Permanently Redirect? ⓘ ☐

6. Click the **Add Page** button for new pages or the **Update Page** button for existing pages.

Related Topics:

- See "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.

My Website > Home

Page Details Permissions Localization Advanced Settings Custom Page Properties

Page Culture: ⓘ

Make Page Translatable Notify Translators

Update Page Cancel

Next Steps:

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

## Localization Settings for New Pages

Super Users can set the Localization setting for pages on the Page Settings page.

Prerequisite. The Localization section is only displayed once 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 a single page that will be visible in every language of the site. Language neutral pages cannot be translated.
  - **Create in Current Culture Only:** Select to create one page for the current site language.
  - **Create Localized Versions of Page:** Select to create a separate version of this page for each language. This is the default option.

**My Website > Home**

Page Details Copy Page Permissions Localization Advanced Settings

Culture Type: ⓘ

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

Make Page Translatable Notify Translators

Add Page Cancel

Note: If **Create Localized Versions of Page** is selected, users can set pages as Ready for Translation; however users will want to add modules and content beforehand.

## **Adding and Managing Modules**

DNN uses a modular design system to display content on a page. One or more modules are added to each page 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 the site for no charge. The wider DNN community also produces and sells 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.

Register
Login

Home
About Us
Our Products
Contact Us

Contact Us

Visit Us

**San Mateo, California, USA | HQ**

155 Bovet Road, Suite 201  
San Mateo, California 94402  
USA

**Amsterdam, The Netherlands | Store**

Barbara Strozziiaan 201  
1083 HN Amsterdam  
The Netherlands

**Langley, B.C. Canada | Office**

#211 - 9440 202nd Street  
Langley, British Columbia, Canada  
V1M 4A6

**Dealer Locator**

Enter postal code or city and country

Reach Us

**Email Addresses**

General: [webmaster@awesomecycles.com](mailto:webmaster@awesomecycles.com)  
Advertising: [advertising@awesomecycles.com](mailto:advertising@awesomecycles.com)  
Sponsorships: [sales@awesomecycles.com](mailto:sales@awesomecycles.com)  
Marketing: [marketing@awesomecycles.com](mailto:marketing@awesomecycles.com)  
Partnerships: [partners@awesomecycles.com](mailto:partners@awesomecycles.com)

**Phone Number**

To reach Awesome Cycles by telephone during office hours (Monday-Friday 8:00am-5:00pm PST) please call (650) 288-3150. You can fax us at (650) 288-3191.

**Everything Else**

If you can't find what you are looking for in the lists we have provide here, please use the contact form to the right and we will respond within 24 hours.

Message Us

Your Name:

Your Email Address:

Your Message:


Note: Users may be able to print (See "Printing Content"), tag (See "Tagging Page Content") and subscribe (See "Subscribing to Syndicated Content") to content, depending on the module settings. See "Module Settings" and the related section for details on setting the module settings that are common to all modules.



## The Module Actions Menu

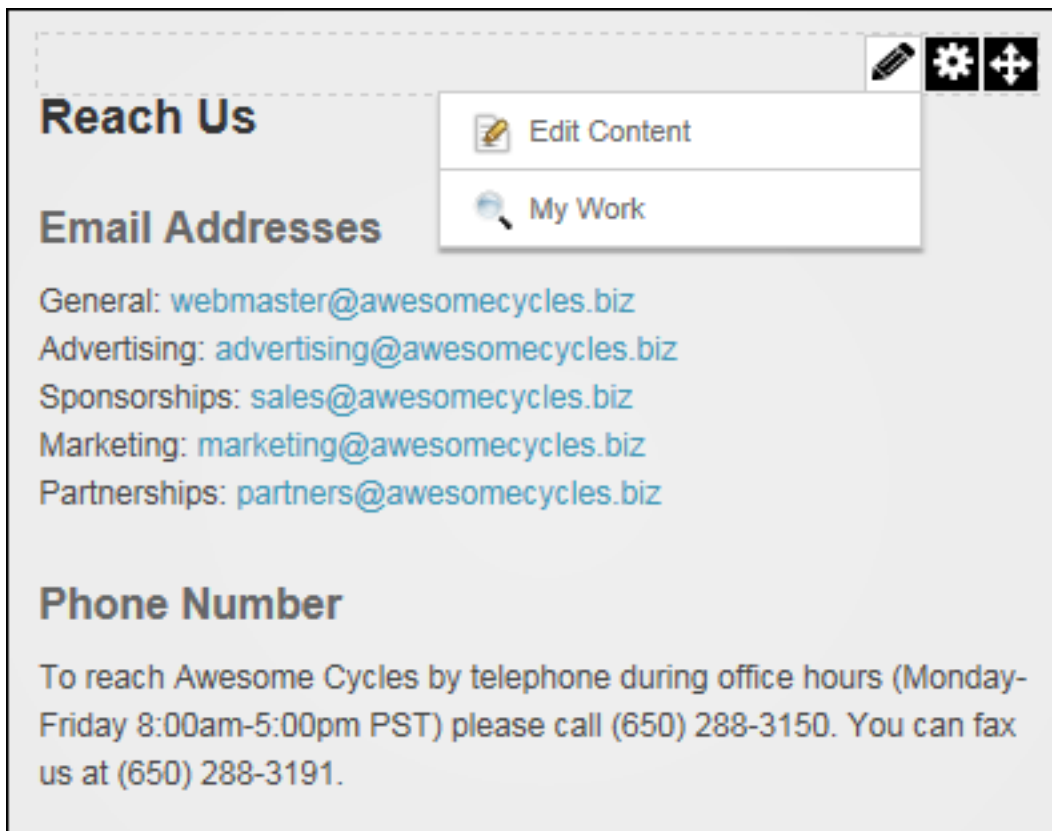
The module actions menu consists of a row of three icons that provide access to module editing tools, module management tools and the module settings page. The module actions menu is located in the top right corner of a module and is displayed to users with appropriate permissions whenever a page is viewed in Edit mode. Some menu options are role restricted and cannot be viewed by all users. The module action menu is divided into the three following groups:




## Edit Menu

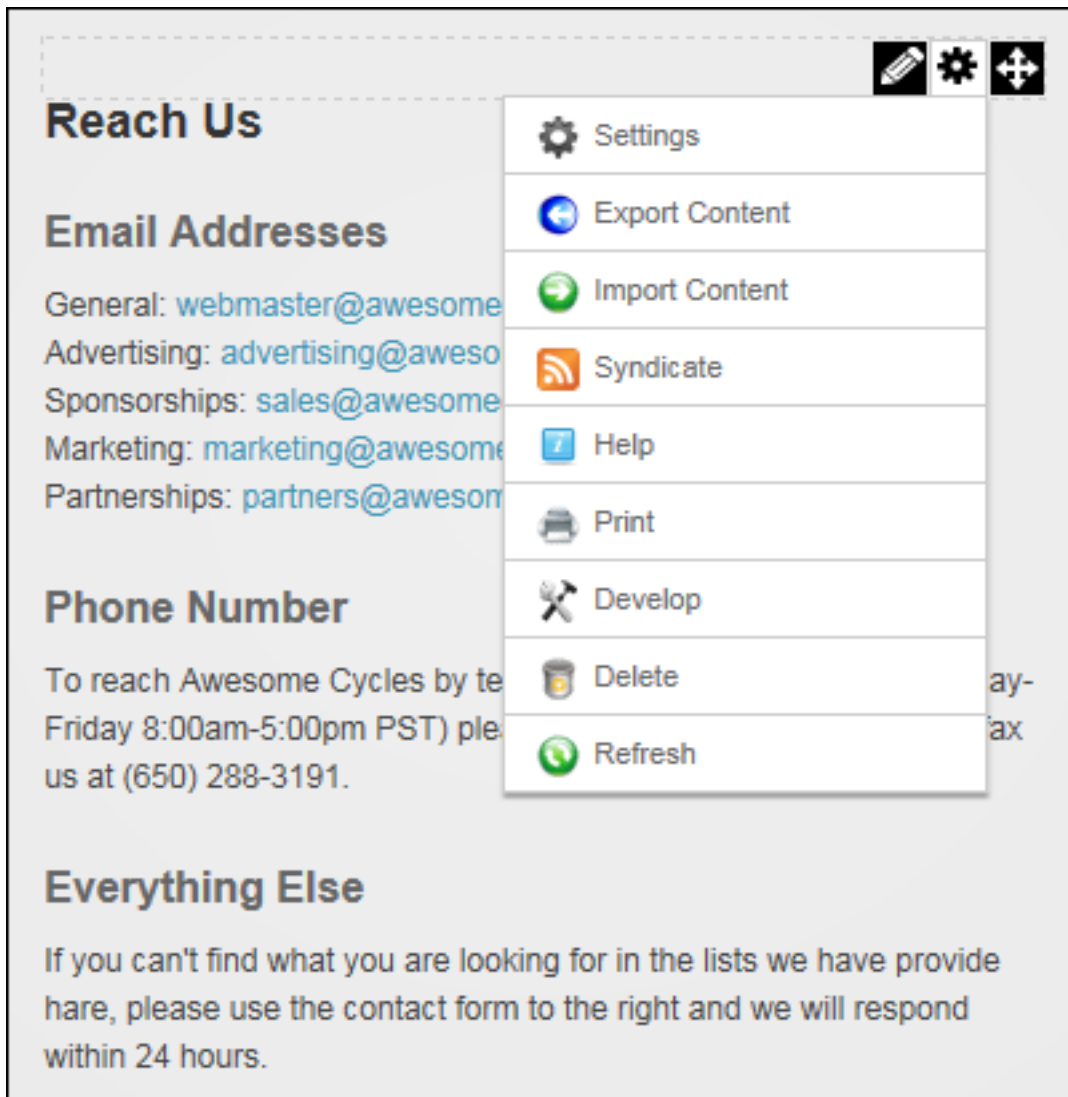
Mouse over the **Edit**  button to reveal the editing tools available to the current user. The following options are typical:

-  **Edit Content / Add New Item:** Add new content or edit the existing content to the module. See "Adding Module Content".
-  **My Work:** Allows users to view their current workflow tasks for the HTML module.






## Manage Menu

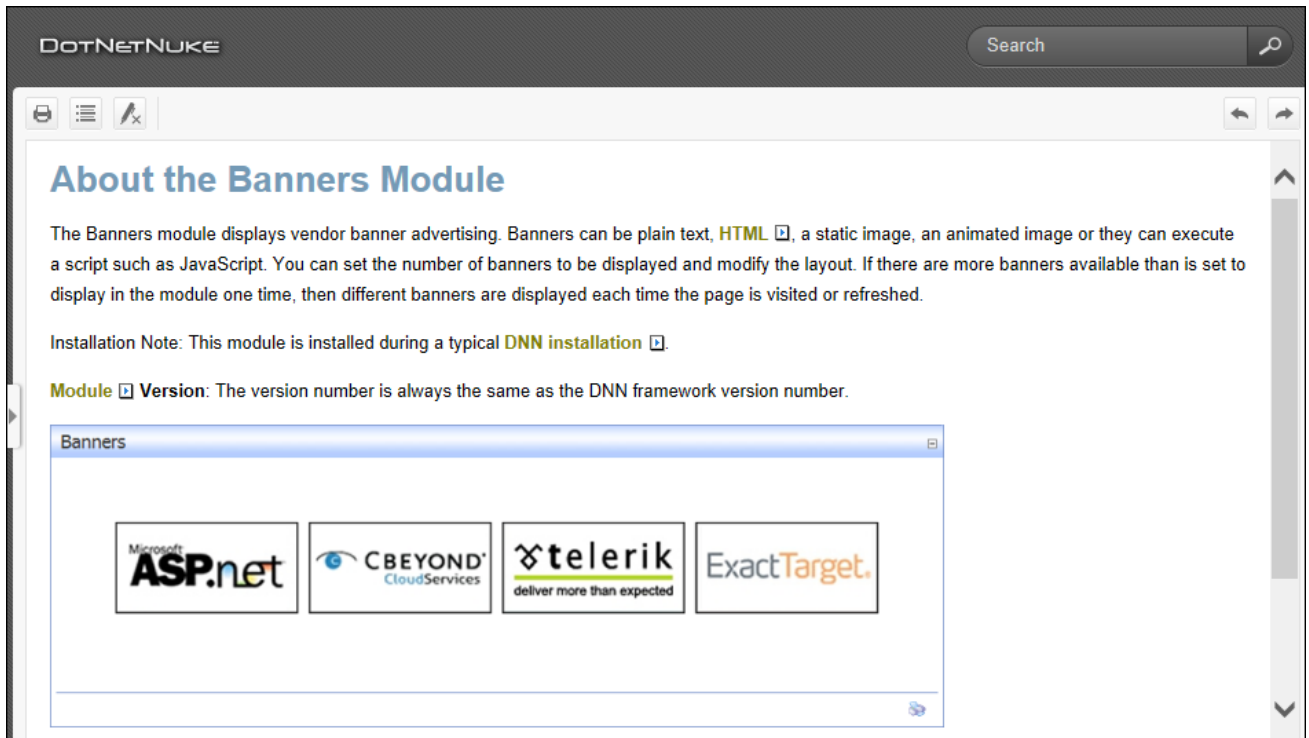
Mouse over the **Manage**  button to reveal the module management tools available to the current user.







The following options are typical:

- **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:** Select to export module content as an XML file so it can then be imported it into another module of the same type. See "Exporting and/or Importing Module Content".

-  **Import Content:** Select to import exported content into IPortable modules. See "Exporting and/or Importing Module Content".
-  **Syndicate:** Enables users to view a syndicated feed of the module content that can be downloaded to the user's computer. Syndication must be enabled on the Module Setting page of a module. See "Configuring Basic Page Settings for Modules".
-  **Help:** Select to view module information and user 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



**Move:** Mouse over the **Move** button to reveal a list of the panes this module can be moved to. The following options are typically available:

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

**Reach Us**

**Email Addresses**

General: [webmaster@awesomecycles.com](mailto:webmaster@awesomecycles.com)  
 Advertising: [advertising@awesomecycles.com](mailto:advertising@awesomecycles.com)  
 Sponsorships: [sales@awesomecycles.com](mailto:sales@awesomecycles.com)  
 Marketing: [marketing@awesomecycles.com](mailto:marketing@awesomecycles.com)  
 Partnerships: [partners@awesomecycles.com](mailto:partners@awesomecycles.com)

**Phone Number**

To reach Awesome Cycles by telephone (Monday through Friday 8:00am-5:00pm PST) please call (650) 288-3150. You can fax us at (650) 288-3191.

**Everything Else**

If you can't find what you are looking for in the lists we have provide here, please use the contact form to the right and we will respond within 24 hours.

**Dropdown Menu:**

- To ContentPane
- To leftPane
- To leftPaneLowerLeft
- To leftPaneBottom
- To rightPane
- To footerLeftOuterPane

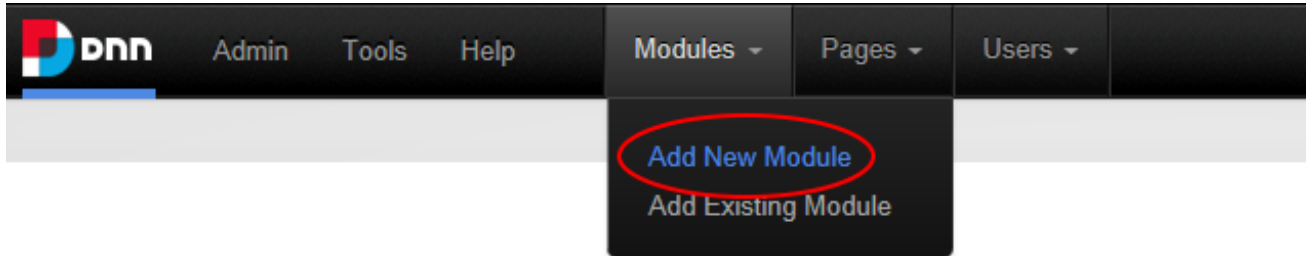
## Adding a New Module


New modules can be added to 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.** See "Adding a Module to a Multi-Language Site" if content localization is in use on this site.

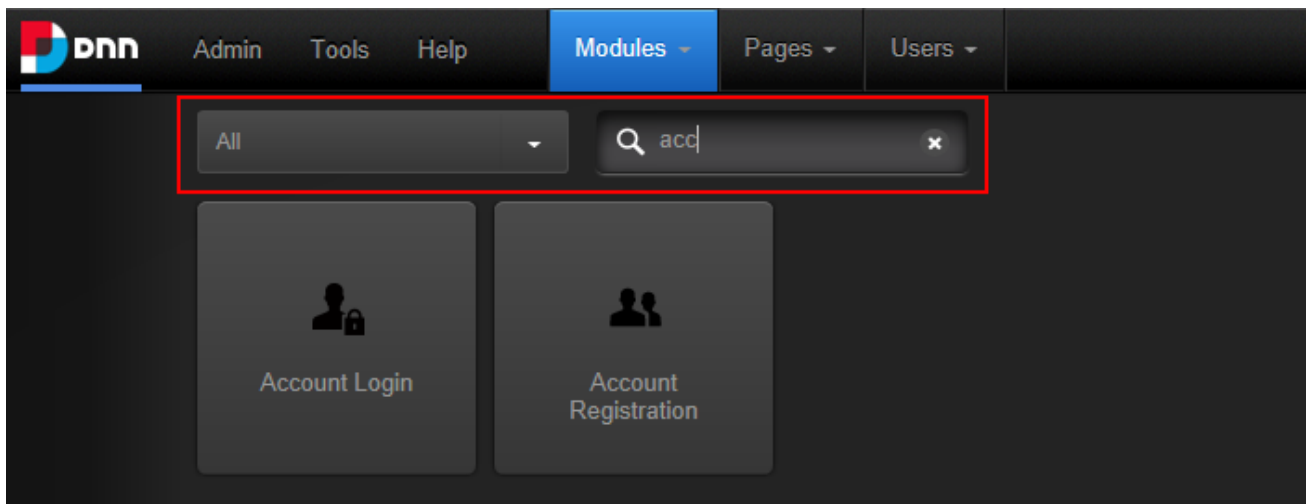
### Option One - Drag and Drop Module

1. On the Control Bar, hover over the **Modules** drop down menu and then select **Add New Module**. This loads and displays a list of all modules within All Categories, or the

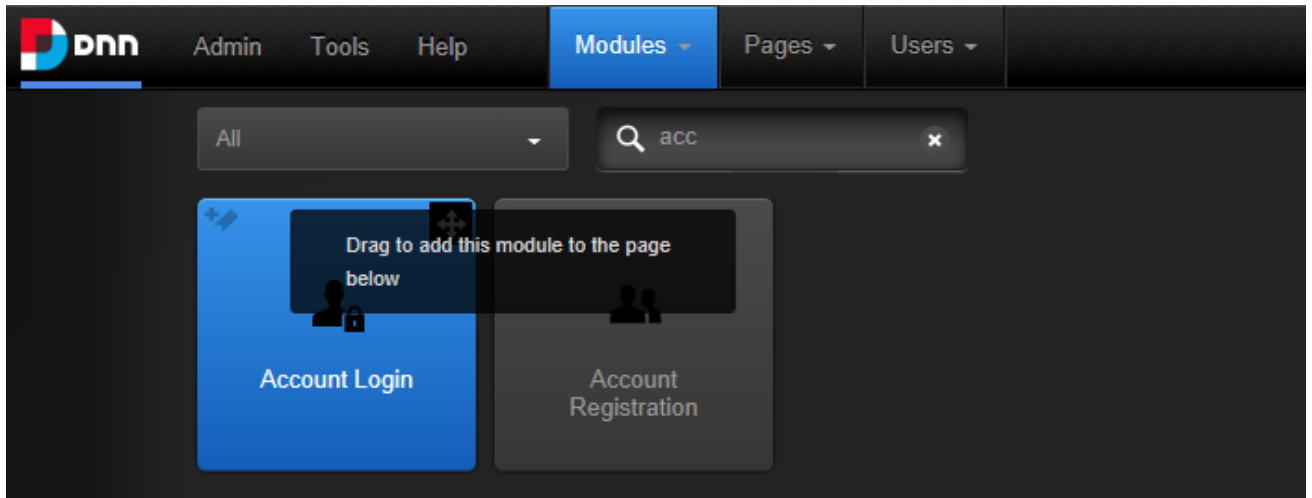
previously selected category.



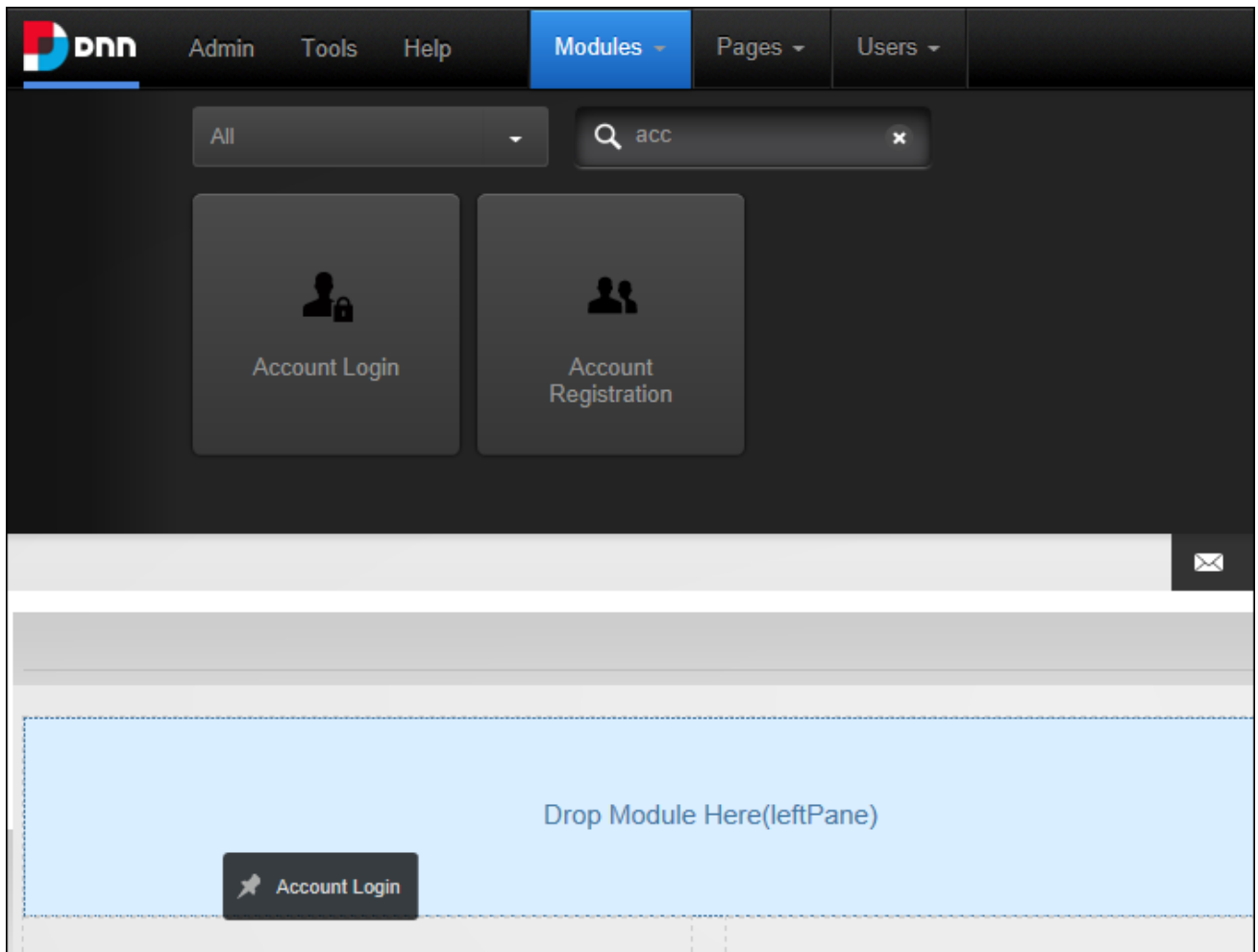
2. **Optional.** Filter the module list by selecting a module category from the drop down box that is displayed above the list of modules. Modules are categorized by product as well as propose. Admin modules (such as Extensions and File Management) are used for site administration rather than managing content. Developer modules access to the Module Creator that enables developers to create new modules. Common modules (such as HTML / HTML Pro) are frequently used modules. Users can add or remove modules to this menu by clicking the  **Add to Bookmarks / Remove from Bookmarks** button displayed in the top left corner of each module listed on the ControlBar when the mouse is hovered over the module. This button can be seen in the image shown below Step 4 of this tutorial. Note: The HTML module cannot be removed from the Common category.
3. **Optional.** Begin entering the name of the required module if known. This is the quickest way to find modules.



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



5. Left click on the required module and then drag it down the page until the pane it will be added to is highlighted with the message "Drop Module Here".

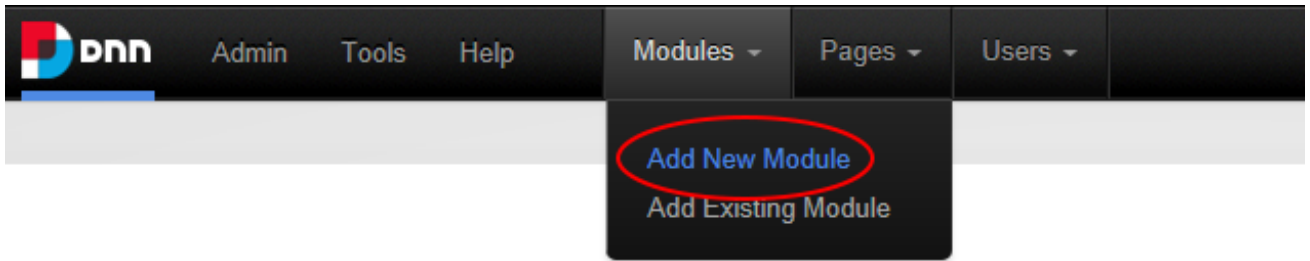


6. Release the mouse button and the module will be added to the page.

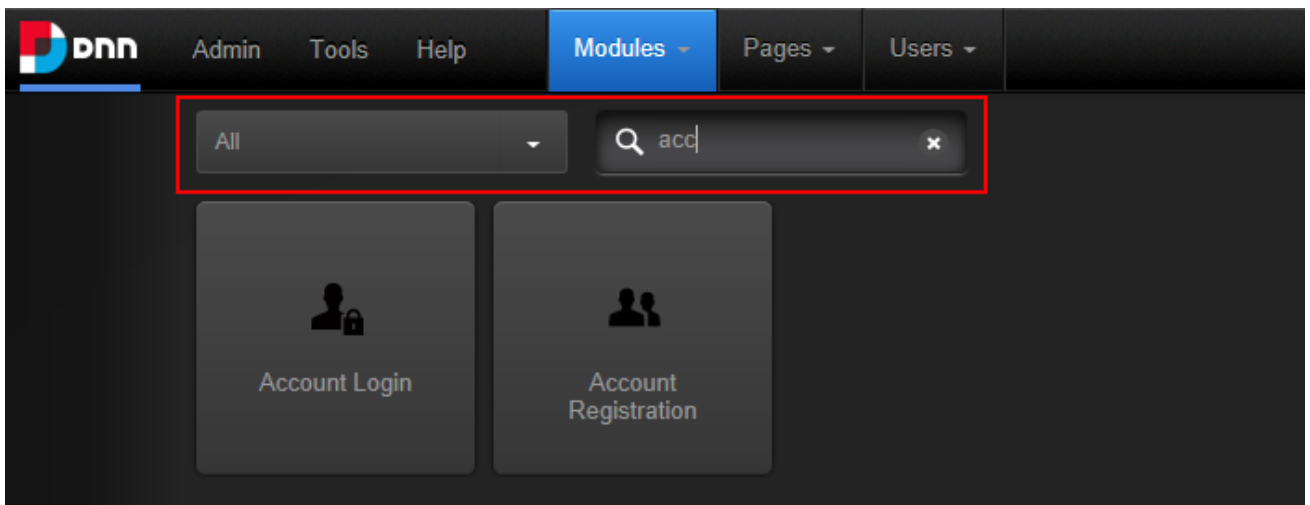
#### Option Two - Insert Module



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.

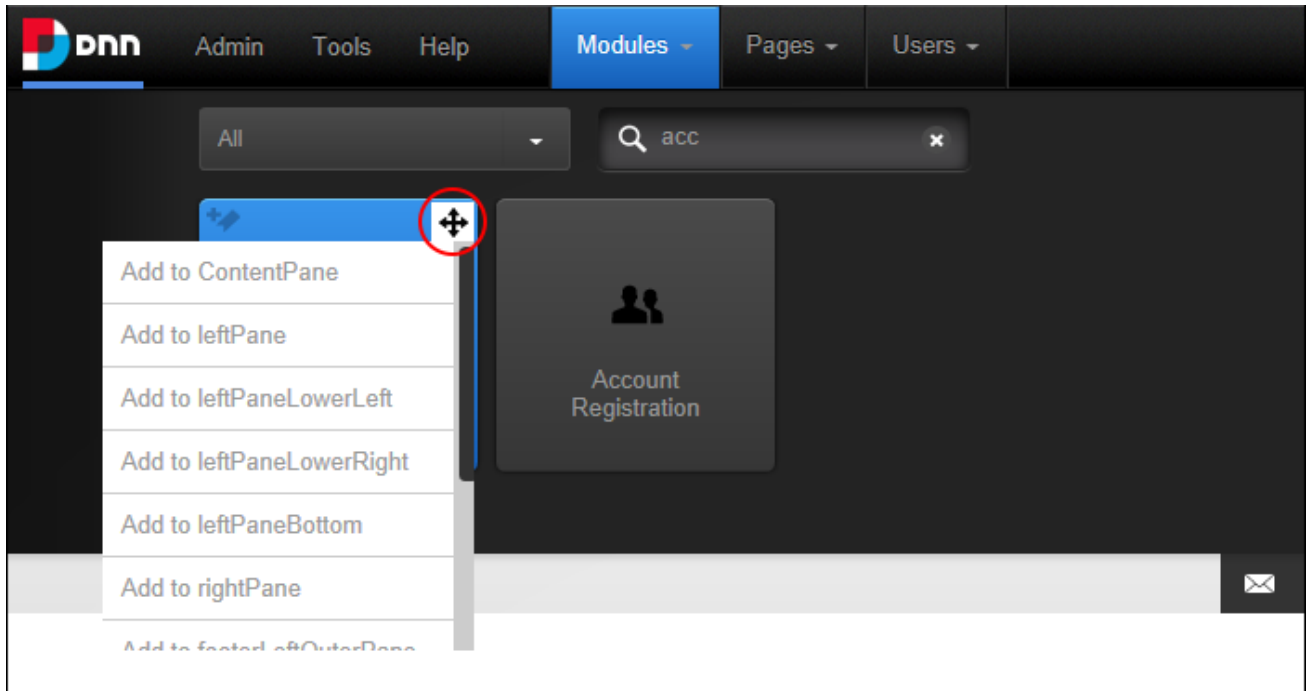




2. **Optional.** Filter the list of modules by selecting a category or by entering part of the module name.



3. Locate the module to be added using the scroll bar located below the module list and then hover the 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 where the module will be inserted.



Users can now add content (See "Adding Module Content") or edit the module settings. See "Configuring Basic Module Settings" and See "Configuring Advanced Module Settings"

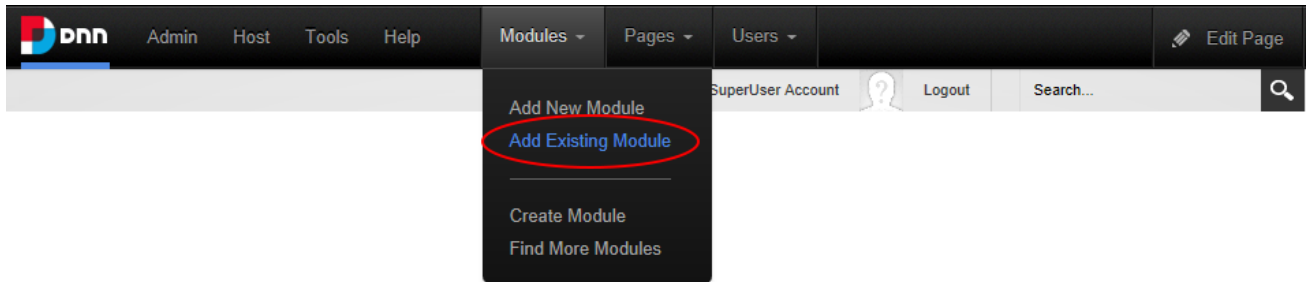
### Adding an Existing Module

How to add an existing module to the current page using the ControlBar. Module content is shared which means updating the content on one module will update the content across all other instances of the module. Note: Users 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".

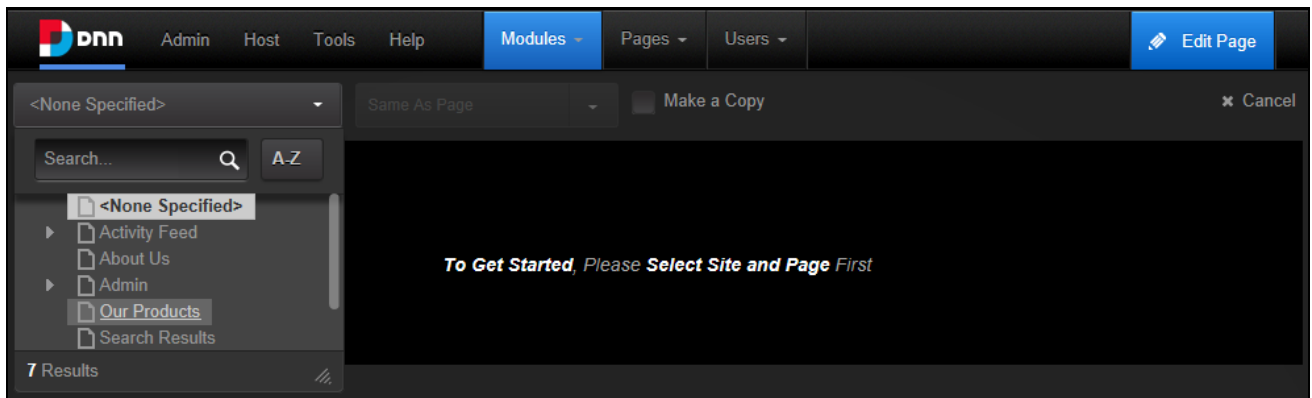
**Important.** See "Adding a Module to a Multi-Language Site" instead if content localization is enabled.

#### Option One - Drag and Drop Module

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



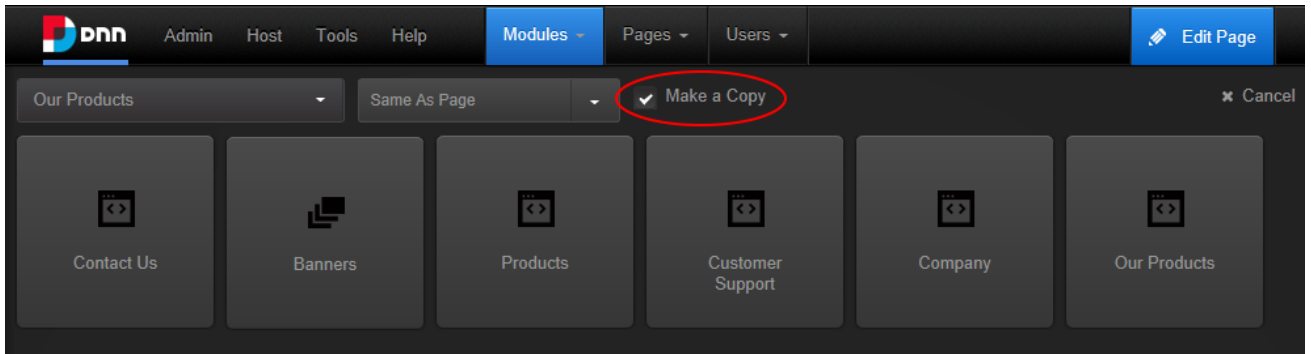
2. Select the site and the page where the module is located from the left drop down list.



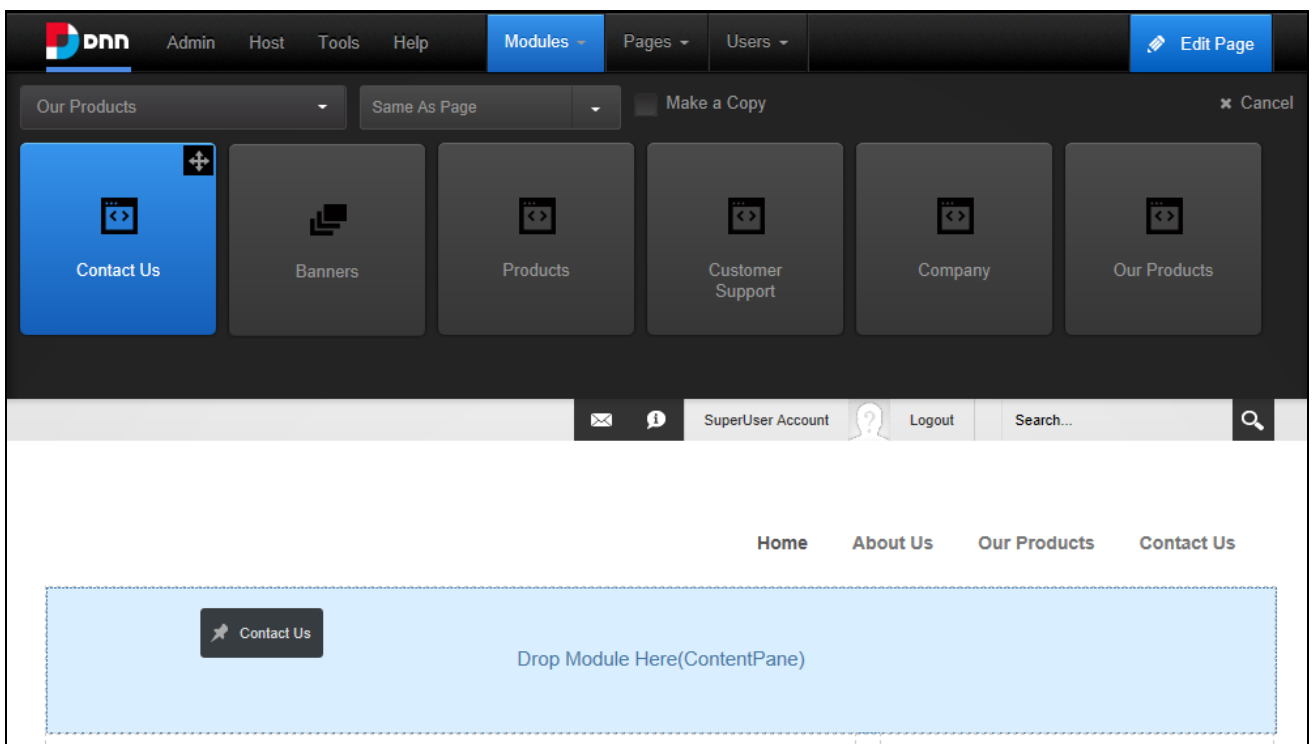
3. Select from these options on the center drop down list:

- **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 the module as only visible to the roles/user who can edit this page. Choose this option 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 the 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 to add it to is highlighted with the message "Drop Module Here"





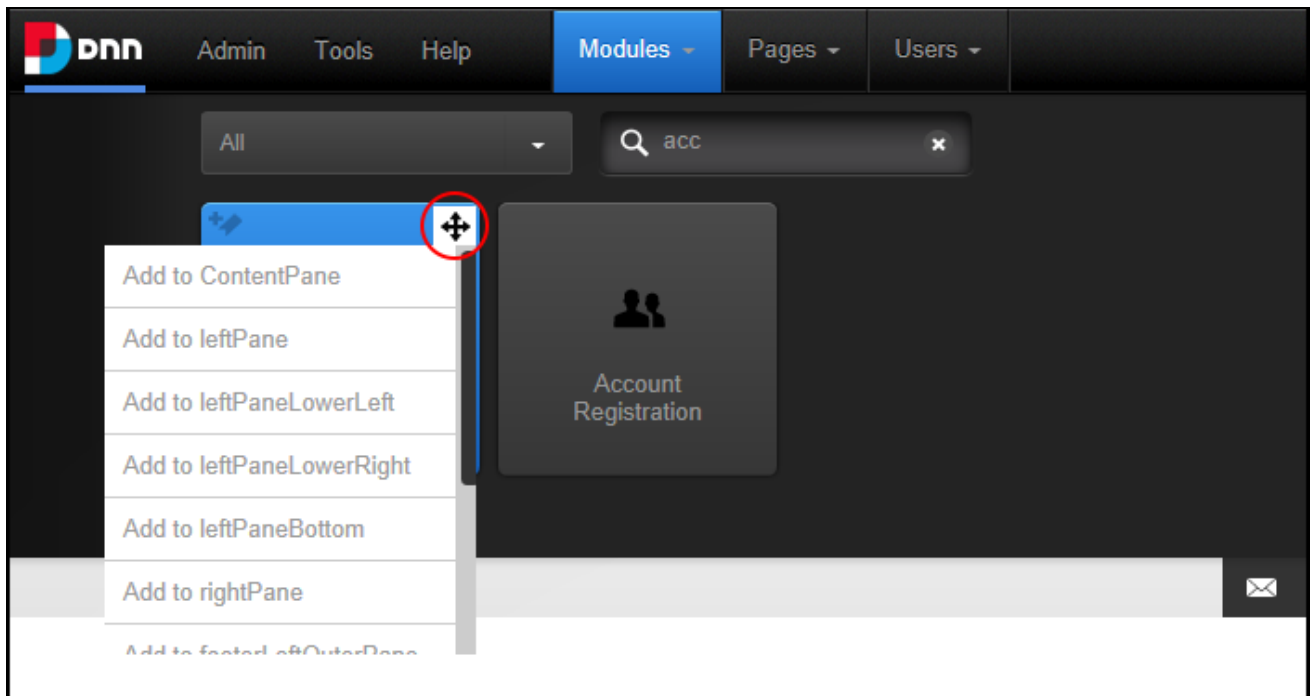
6. Release the mouse button. The module is now added to the page.

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 been 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 File 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:** This sets module as only visible only to the roles/user who can edit this page. Users might choose this option 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 the 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 where the module will be added.






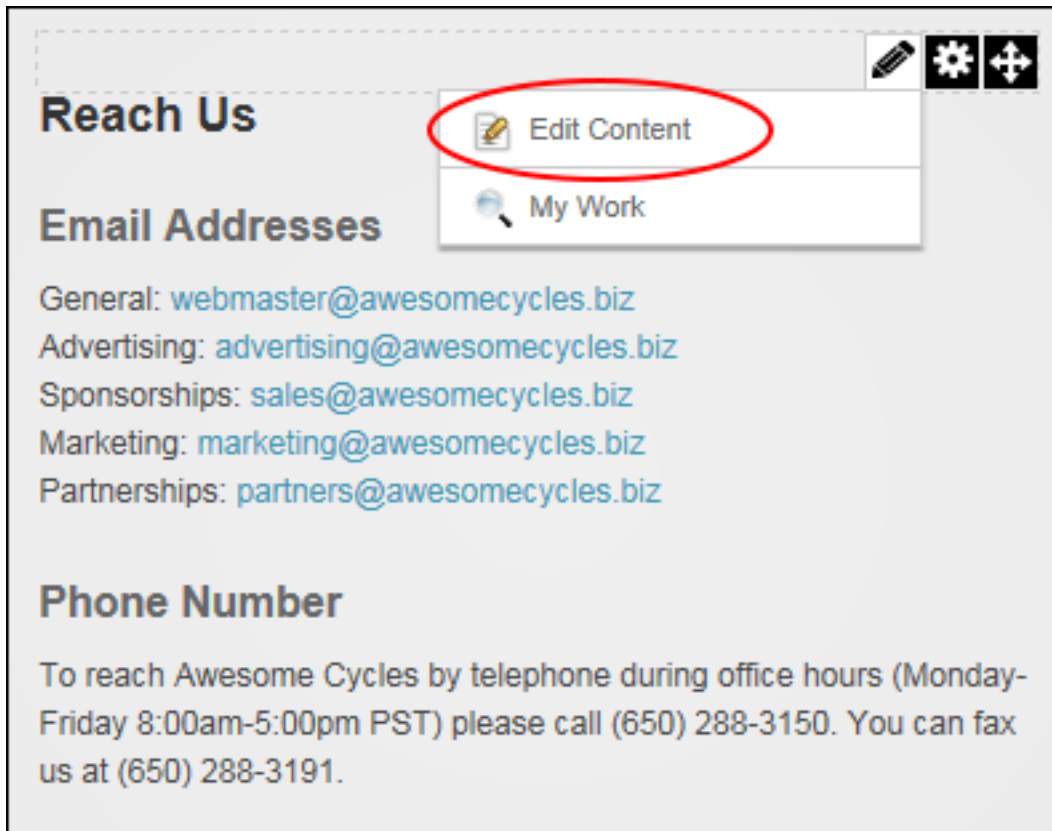
#### Related Topics:

- 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





Authorized users can typically add module content by hovering over the **Edit**  button in the module action menu and selecting the add option. This option will be named differently


according to the module. E.g. The HTML module displays the  **Edit Content** whereas the Announcements module displays  **Add New Announcement**. Additional options are displayed for modules such as the FAQs module which includes the  **Manage Categories** option. For details on adding content to specific modules see the "Adding Site Content" section.



### Editing Module Content

Authorized users can edit module content. This topic shows a typical method for editing content; however it isn't applicable across all modules. For detailed information on editing content for individual module types, see the "Adding Site Content" section of this manual.

Modules with a single content item such as the HTML, HTML Pro and IFrame modules are editing by hovering over the **Edit**  button in the module action menu and selecting the  **Edit** option. E.g.  **Edit Content** is displayed for the HTML module and  **Banner Options** is displayed for the Banners module.


Modules with multiple items such as the Announcements and Links modules are editing by clicking the **Edit**  button located beside the content to be edited.

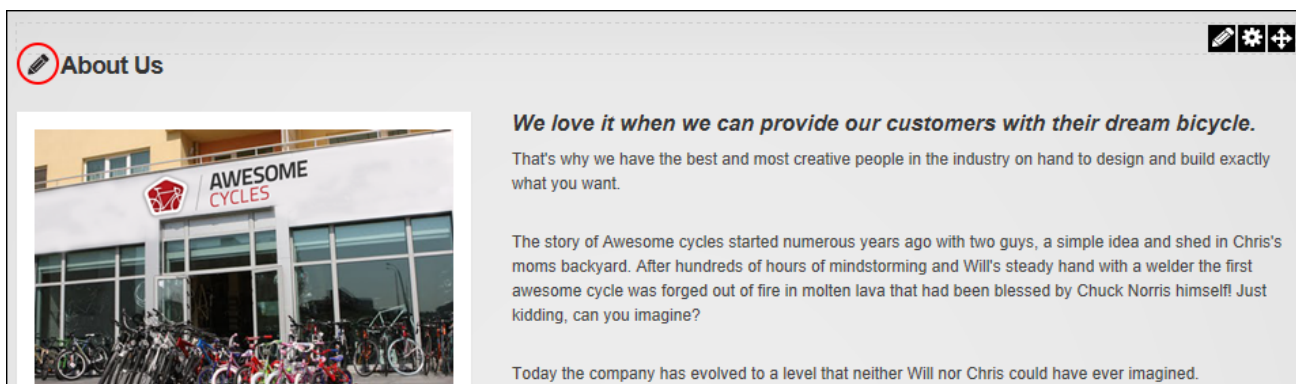
Related Topics:

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




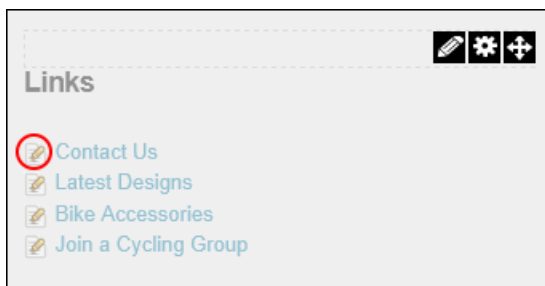
## Editing Module Title Inline

Super Users can edit the title of a module inline by hovering the mouse over the module title to be edited and clicking the **Edit**  button displayed to the left of the module title. If this setting has been disabled, the title can instead be edited by a Page Editor or an Administrator via the Module Settings page. See "Module Settings".





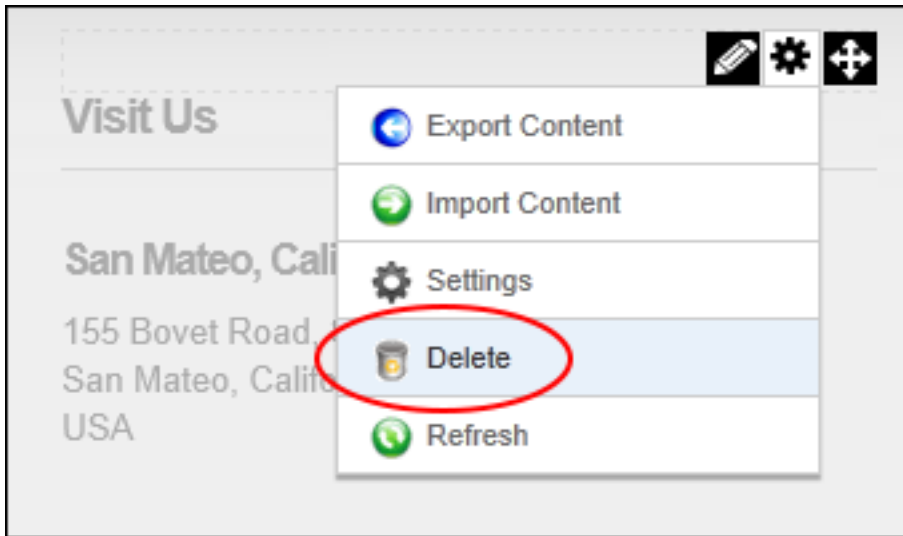
## Deleting Module Content

Modules handle content in a variety of ways. One typical way that users can delete content from modules that permit multiple records to be added is to click the **Edit**  button beside a record and then edit or delete the record. For full details on deleting content for individual module types, see the "Installed Modules" and "Project Modules" sections. Note: Users can delete content from modules with a single content item such as the HTML and IFrame by removing all the content or simply deleting the module.



## Deleting a Module

Modules can be deleted from a page by hovering your mouse over the **Manage**  button on the module action menu and selecting  **Delete** from drop down list. Deleted modules are stored in the Recycle Bin.



Related Topics:

- See "Deleting a Secondary Language Module"
- See "Restoring Deleted Modules"

## Drag and Drop Module

Page Editors can move a module to a new location on the current page by dragging it into a different pane. This is done by hovering the mouse over the section of the Module Action Bar that doesn't have any icons and then dragging the module over the new pane.



**AWESOME  
CYCLES**

[Home](#) [About Us](#) [Our Services](#) [Contact Us](#)

Root > Contact Us

### Visit Us

#### San Mateo, California, USA | HQ

155 Bovet Road, Suite 201  
San Mateo, California 94402  
USA

#### Amsterdam, The Netherlands | Store

Barbara Strozilaan 201  
1083 HN Amsterdam  
The Netherlands

#### Langley, B.C. Canada | Office

#211 - 9440 202nd Street  
Langley, British Columbia, Canada  
V1M 4A6

#### Dealer Locator

  
Enter postal code or city and country

### Reach Us

#### Email Addresses

General: [webmaster@awesomecycles.com](mailto:webmaster@awesomecycles.com)  
Advertising: [advertising@awesomecycles.com](mailto:advertising@awesomecycles.com)  
Sponsorships: [sales@awesomecycles.com](mailto:sales@awesomecycles.com)  
Marketing: [marketing@awesomecycles.com](mailto:marketing@awesomecycles.com)  
Partnerships: [partners@awesomecycles.com](mailto:partners@awesomecycles.com)

#### Phone Number

To reach Awesome Cycles by telephone during office hours (Monday-Friday 8:00am-5:00pm PST) please call (650) 288-3150. You can fax us at (650) 288-3191.

#### Everything Else

If you can't find what you are looking for in the lists we have provide here, please use the contact form to the right and we will respond within 24 hours.

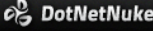
### Message Us





Your Name:


Your Email Address:



Your Message:

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.


Admin Host Tools Help Modules Pages Users



SuperUser Account

Logout




[Home](#)
[About Us](#)
[Our Services](#)
[Contact Us](#)

Root > Contact Us

The Dragging Module

Drop Module Here

### Visit Us

**San Mateo, California, USA | HQ**  
155 Bovet Road, Suite 201  
San Mateo, California 94402  
USA

**Amsterdam, The Netherlands | Store**  
Barbara Strozilaan 201  
1083 HN Amsterdam  
The Netherlands

**Langley, B.C. Canada | Office**  
#211 - 9440 202nd Street  
Langley, British Columbia, Canada  
V1M 4A6

**Dealer Locator**

Enter postal code or city and country

### Message Us

Your Name:

Your Email Address:

Your Message:



## Related Topics:

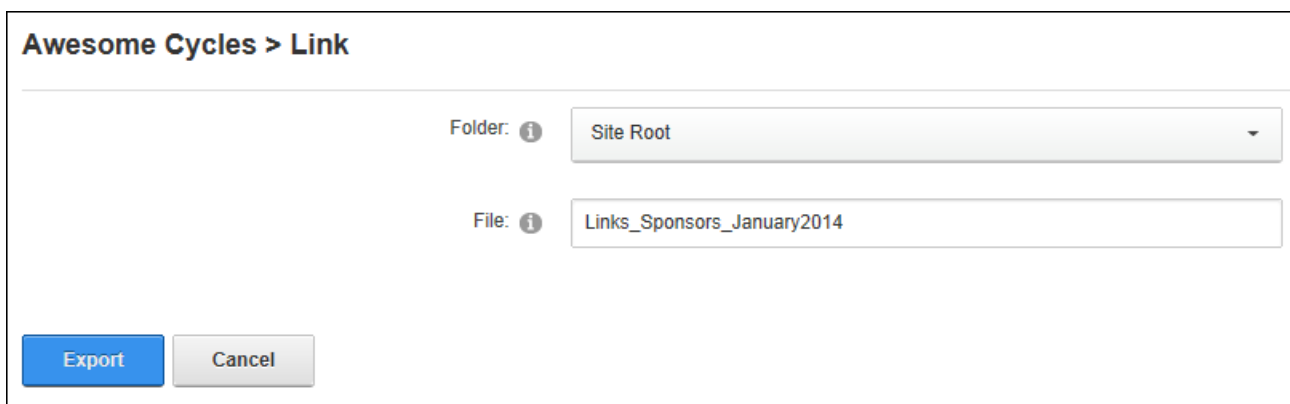
- To move the module to a new page, See "Configuring Advanced Page Settings for a Module".
- To use the module action menu to move a module on the same page, See "The Module Actions Menu".

## Exporting and/or Importing Module Content


Modules that allow content to be exported or imported are known as IPortable. Examples of iPortable modules include the Announcements, FAQs, Link, Media, and HTML. IPortable modules allow exported content to be saved as an XML file that can then imported into another module of the same type. E.g. Links content can only be imported into another Links module. If the module is using workflow, the last published content will be exported. Note: Import and export may be disabled in the menu.


### Exporting Module Content

To export module content select  **Manage** >  **Export Content** from the module actions menu and choose the folder to export the content to. The default file name can be edited however it is useful to note that keeping the module name as the start of the file name makes it easy to identify the module type in the future. E.g. Links\_Sponsors\_January2014



**Awesome Cycles > Link**



Folder:  Site Root

File:  Links\_Sponsors\_January2014

**Export** **Cancel**

Exporting Module Content

### Importing Module Content

To import module content select  **Manage** >  **Import Content** from the module actions menu and choose the required folder and file. The module content can be edited before importing. Note: If the module already contains content, the imported content will be merged with the existing content.

**Awesome Cycles > Link**

**Import File**

Folder: ⓘ

Site Root

File: ⓘ

LinksSponsorsJanuary2014.xml

**Module Content**

```
<?xml version="1.0" encoding="utf-8" ?>
<content type="DNNLinks" version="06.02.01">
  <links>
    <link>
      <title>
        <![CDATA[http://www.awesomecycle.net]]>
      </title>
      <url>
        <![CDATA[http://www.awesomecycle.net]]>
      </url>
      <vieworder>
        <![CDATA[-2]]>
      </vieworder>
      <description>
```



Import

Cancel

Importing Module Content

## 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.
- **Module Specific Settings:** Several modules have an additional tab that manages specific settings includes the Announcements, Events, FAQ and many more.

## Module Settings

### Configuring Basic Module Settings

View basic module settings and set the module title and tags can be configured via Module Settings. 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] theme token.

1. Go to the module.
2. Select  **Manage** >  **Settings** from the module actions menu.
3. Select the **Module Settings** tab and 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 to be associated with this module. Click off the drop down list to save the 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".

**My Website > Contact Us > Module**

Module Settings

Permissions

Page Settings

HTML Module Settings

[Expand All](#)

**Basic Settings**

Module Culture: ⓘ

☐ Neutral Culture

Module: ⓘ

HTML Pro

Module Title: ⓘ

Reach Us

Tags: ⓘ

Business, Company



8. Click the **Update** button.

### Configuring Advanced Module Settings

Advanced module settings for the current module can be configured via Module Settings. This section allows users 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.

It allows modules to be displayed 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 the module is displayed 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, any module settings 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 was 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 users can delete a single instance of a module from any page and all other instances on other pages will remain and be unaffected. Enabling these setting, reveals two additional fields 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 the user is currently working on. It doesn't matter which module is used to enable or disable this feature.

**Awesome Cycles > Home > Module**

---

Module Settings Permissions Page Settings HTML Module Settings

---

[Expand All](#)

Basic Settings

---

Advanced Settings

---

Display Module On All Pages? ☒

Only Display Search Results Once ☒

Add to new pages only? ☒

Is Shareable? ☒

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. In Evoq Content 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.

Awesome Cycles > Home > Module

Module Settings

Permissions


Page Settings

HTML Module Settings


[Expand All](#)

Basic Settings


Advanced Settings

Display Module On All Pages? 


☒

Only Display Search Results Once 


☒

Add to new pages only? 

☒




Is Shareable? 

☒

View Only? 

☒

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 Super Users 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 Super Users).
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. A default time of 12:00 AM will be added which can be modified by clicking the **Time**  button. 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 and then modify the time if required. Page Editors and Administrators can view ended pages which allows them to retain, edit and republish the content. A "Module Expired [end date]" message is displayed to these users once the module has expired.

## Awesome Cycles > Home > Module

Module Settings

Permissions

Page Settings


HTML Module Settings


[Expand All](#)

### Basic Settings


### Advanced Settings

Display Module On All Pages?  ☐


Is Shareable?  ☒

View Only?  ☒


Hide Admin Border  ☐

Header: 

`<h1>Example Module Header</h1><hr />`

Footer: 

`<hr /><h1>Example Module Footer</h1>`

Start Date: 

10/1/2012 9:00 AM



End Date: 

10/21/2012 12:00 AM




### Added to Pages

Update

Delete

Cancel


11. Click the **Update** button.



## Awesome Cycles News

Module Expired - 10/21/2012

### Example Module Header




#### 2013 Models are in stock now

*Published by Awesome Cycles - 14 August 2012*

Introducing the new line up of Awesome Cycles for 2013. We have brought more new bikes to our line up this year. Come and get them!

[Read More](#)



#### Awesome Cycles at Crankworx 2012

*Published by Awesome Cycles - 10 August 2012*

This year Awesome Cycles will make its first appearance at one of the largest mountain bike festivals in the world.



[Read More](#)

### Example Module Footer

Modules display an expired message once they have reached their end date. This module also displays a header and a footer.

### Viewing Added To Pages Module Settings

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

Added to Pages		^
Site	Page	
My Website	Home	
My Website	Services	

The Added To Pages List

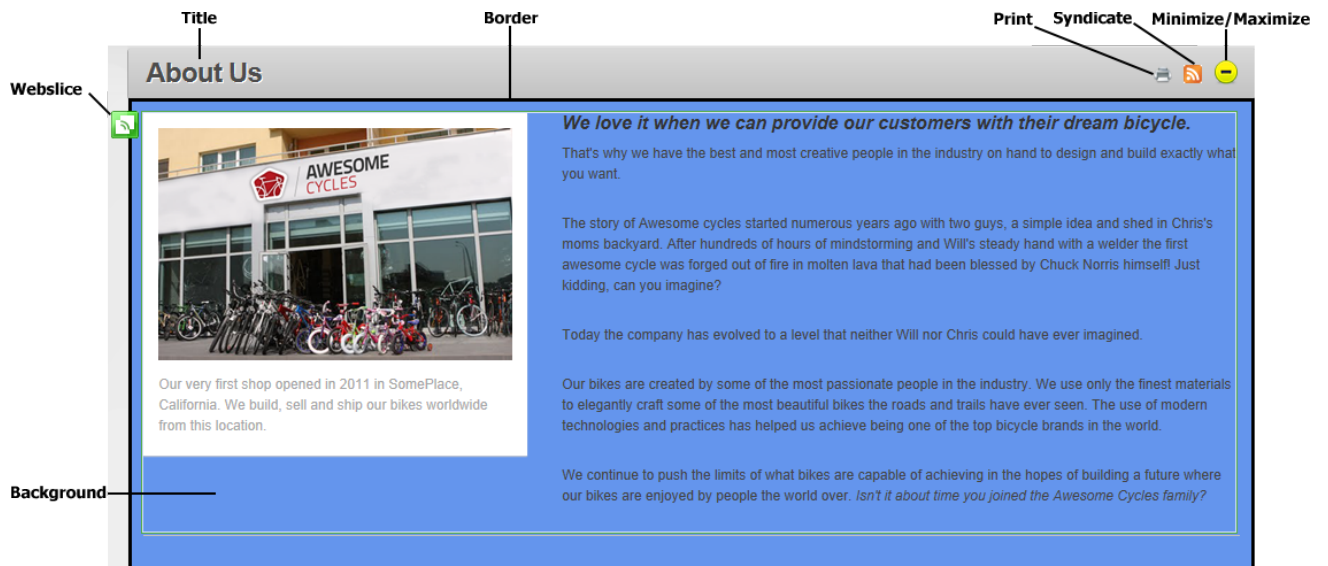
## Related Topics:





- 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 theme token required to view the icon, Print button or Syndicate buttons however the toggle container does include the Minimize/Maximize option. The **Display Container?** field 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. Go to the module.
2. Select  **Manage** >  **Settings** from the module actions menu.
3. Select the **Page Settings** tab and then expand the **Basic Settings** section.
4. **Optional.** At **Display Container?**, mark ☒ the check box to display the module container. The module title is typically displayed in the container.
5. At **Icon/Link Type**, 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.
  - **None:** Select for no icon.
  - **File (A File On Your Site):** Select to choose an image from DAM or upload a file. See "Setting a File Link".
  - **System Image:** Select to display an icon that is supplied with this application and then select the image from the drop down list.
6. At **Alignment**, select the default alignment for module content. Choose either **Left**, **Center**, **Right** to set the alignment, or select **Not Specified** to use default alignment. Content which has been formatted using the RTE will override this setting.
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](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. **Optional.** At **Allow Print?**, mark ☒ the check box to display a **Print**  button that allows users to print module content. The Print button displays in the module menu and in containers that include the print token.
12. **Optional.** At **Allow Syndicate?**, mark ☒ the check box to display the **Syndicate**  button that allows users to create an XML syndication of module content.

### Basic Settings

Icon: ⓘ

Link Type:

☐ None

☐ File ( A File On Your Site )

☒ System Image

Image:

About\_16x16\_Standard.pr▼

Alignment: ⓘ

☐ Left ☐ Center ☐ Right ☒ Not Specified

Color: ⓘ

cornflowerblue

Border: ⓘ

3

Collapse/Expand: ⓘ

☒ Maximized ☐ Minimized ☐ None

Display Container? ⓘ

☒

Allow Print? ⓘ

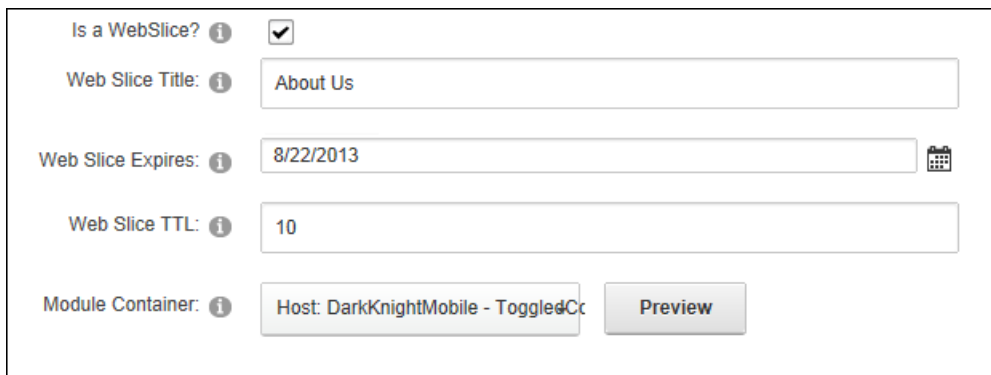
☒

Allow Syndicate? ⓘ

☒

13. **Optional.** At **Is a WebSlice?**, mark ☒ the check box to enable WebSlice for this module and then 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**, select the date when the Web slice expires (See "Working with the Calendar") - OR - Leave blank to use the module end date. See "Configuring Advanced Module Settings".
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).



The screenshot shows a configuration form for a web slice. It includes the following fields and controls:

- Is a WebSlice?**: A checkbox that is checked.
- Web Slice Title**: A text input field containing the text "About Us".
- Web Slice Expires**: A date picker field showing "8/22/2013".
- Web Slice TTL**: A text input field containing the number "10".
- Module Container**: A dropdown menu showing "Host: DarkKnightMobile - ToggledC".
- Preview**: A button located to the right of the Module Container dropdown.

14. At **Module Container**, select the module container for this module from the drop down list (click the **Preview** button to view the module with this container applied in a new browser window) - OR - Select **<None Specified>** to use the default container set for the site. See "Setting the Site Design".
15. Click the **Update** button.

### Configuring Advanced Page Settings for a Module

Page Editors can configure default module settings and move a module to a new page via the Page Settings > Advanced Page Settings section. Here the settings configured for this module can be set as the default settings for all new modules and can optionally include all existing modules.

**My Website > Home > Module**

Module Settings

Permissions

Page Settings


HTML Module Settings

[Expand All](#)


Basic Settings

Cache Settings


Advanced Settings


Set As Default Settings? 

☐

Apply To All Modules? 

☐

Move To Page: 

Home 

Update

Delete

Cancel

Related Topics:

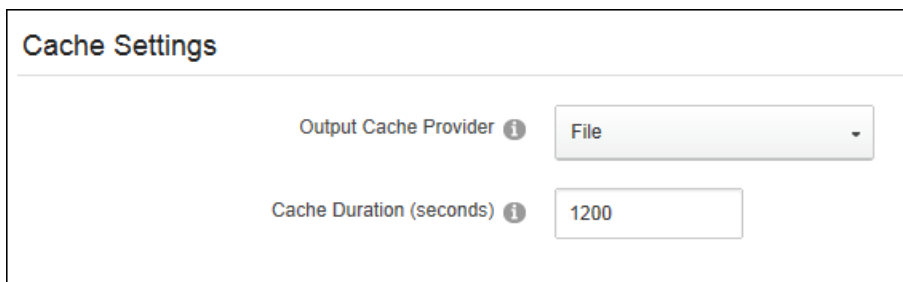
- See "Drag and Drop Module"
- See "The Module Actions Menu"

### Configuring Module Cache Settings

Page Editors can set the provider used for cached files and set the period before the cache in DNN refreshes via the Page Settings > Cache Settings section. The Output Cache Provider can be set to use "File" caching which will save cached items to a file system and is suitable for a shared hosting environment; "Memory" which is the fastest caching method and is suitable for websites with a large RAM allocation but is unsuitable for a shared hosting environment; or caching can be disabled.

The caching duration indicates how many seconds will elapse before the module content is refreshed from the database. Site performance can be increased by setting a low number such

as zero (0) for modules whose content changes frequently and setting a higher number such as 1200 if the content changes infrequently.



Cache Settings




Output Cache Provider ⓘ File


Cache Duration (seconds) ⓘ 1200

## Permissions

### Setting Module Permissions

Page Editors, Administrators and Super Users can configure access to view, edit and manage module content by granting permission to security roles and to individual users. Permission can be granted or denied for a role or for an individual user. Additional permission options are available on some modules such as Events and Feedback. The following module permissions available in DNN Platform:

1. Go to the module.
2. Select  **Manage** >  **Settings** from the module actions menu.
3. Select the **Permissions** tab.
4. **Optional.** To remove all permissions for a user or role, click the **Delete**  button in the Actions column.
5. **Optional.** To only modify permissions for roles and users that are already displayed on the page, skip to from Step 8.
6. **Optional.** To set permissions for individual users that aren't displayed, begin entering the user's display name into the **Display Name** text box and select the matching record. Repeat to add additional users and then click the **Add** button.
7. **Optional.** To set permissions for a role that isn't displayed, select one of the following options from the **Filter By Group** drop down list, choose a role from the **Select Role** drop down list and then click the **Add** button:

- **< 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.
8. **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 8.
  - Unmark ☐ the check box to enable the check boxes in the View Module column. This allows different permissions to be set for viewing this module than those which are set for the page it is located on.
9. In the **View Module** column, click on the check box beside a role/display name 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 that has been granted permission.
  - ☒ **Permission Granted**: Users can view the module.
  - ☒ **Permission Denied**: Users cannot view the module. This setting overrides other permissions that have been granted.
10. In the **Edit Module** column, click on the check box beside a role/display name repeatedly until the correct permission is displayed. The following options are available:
- ☐ **Not Specified**: Permissions are not specified. Users cannot add or edit content unless they belong to another role that has been granted permissions.
  - ☒ **Permission Granted**: Users can add and edit the module content.
  - ☒ **Permission Denied**: Users cannot add or edit content. This setting overrides other permissions that have been granted.
11. Click the **Update** button.

In the below example, module viewing permissions are inherited from the page and permission to edit the module has been granted to all users within the Marketing role with the exception of the user Elizabeth Dunn who has been denied editing rights.

**My Website > Home > Module**

Module Settings

Permissions

Page Settings

HTML Module Settings

Filter By Group: 

Staff

 Select Role: 

Marketing

Add

Role	View Module	Edit Module	Actions
Administrators			
All Users		<input type="checkbox"/>	
Marketing		<input checked="" type="checkbox"/>	
Registered Users		<input type="checkbox"/>	

User	View Module	Edit Module	Actions
Elizabeth Dunn			

Display Name: 

Add

☒ Inherit **View** permissions from **Page**

Update

Delete

Cancel

Related Topics:

- See "Understanding Role Based Access"


# Adding Site Content

Administrators and editors can add site content using the modules that are included with DNN Platform and the free project modules.

## HTML

HTML (titled Text/HTML) is a free form module that uses the Editor control to manage content using either a Basic Text Box or Rich Text Editor. The HTML module can display dynamic site and user data using replacement tokens. Content updates can be saved in a draft state before publishing on the site using workflow. The module is IPortable, IUpgradable and ISearchable. Users must be granted Edit Module permissions to add, edit and manage content. Users must be granted Edit Module permissions to add, edit and manage content.

**Text/HTML**



***We love it when we can provide our customers with their dream bicycle.***

That's why we have the best and most creative people in the industry on hand to design and build exactly what you want.

The story of Awesome cycles started numerous years ago with two guys, a simple idea and shed in Chris's moms backyard. After hundreds of hours of mindstorming and Will's steady hand with a welder the first awesome cycle was forged out of fire in molten lava that had been blessed by Chuck Norris himself! Just kidding, can you imagine?

Today the company has evolved to a level that neither Will nor Chris could have ever imagined.

Our bikes are created by some of the most passionate people in the industry. We use only the finest materials to elegantly craft some of the most beautiful bikes the roads and trails have ever seen. The use of modern technologies and practices has helped us achieve being one of the top bicycle brands in the world.



We continue to push the limits of what bikes are capable of achieving in the hopes of building a future where our bikes are enjoyed by people the world over. *Isn't it about time you joined the Awesome Cycles family?*

HTML

### Related Topics:

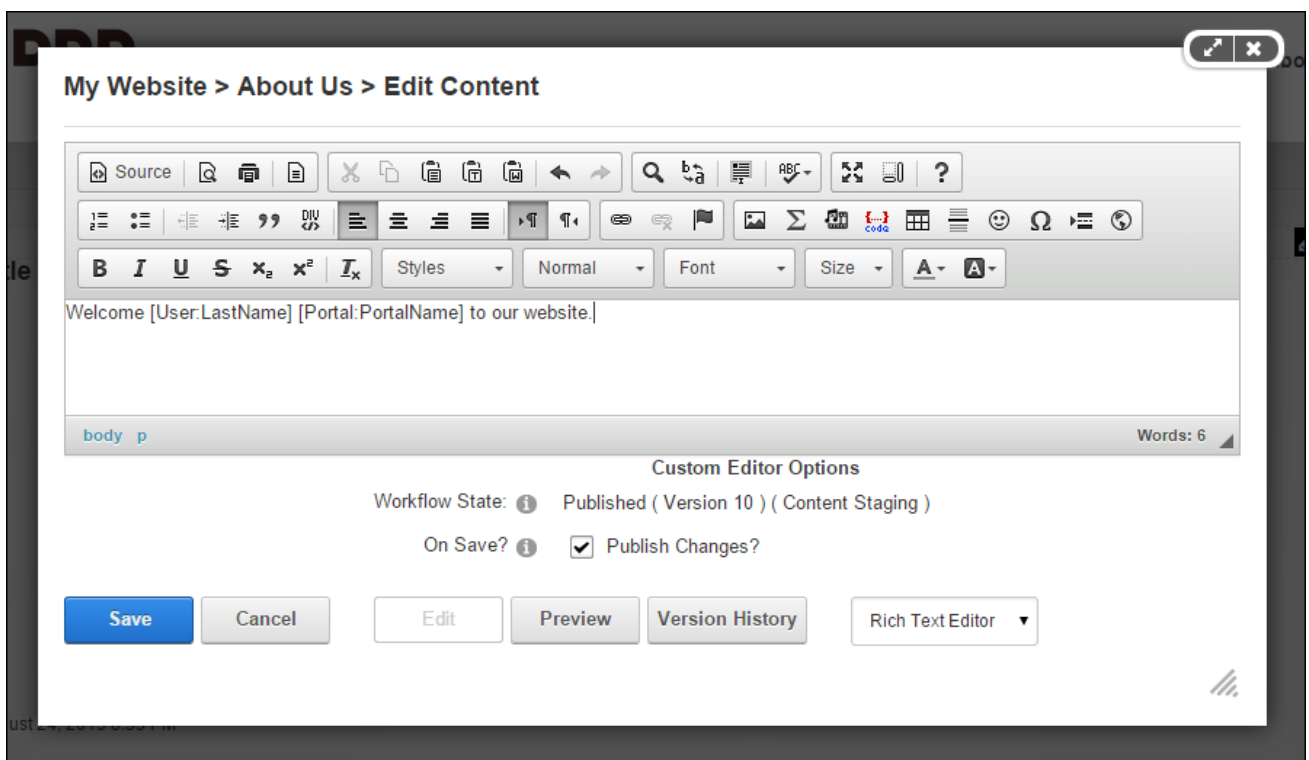
- See "HTML Editor"
- See "Rich Text Editor"

## Adding and Editing Content

Editors can add and edit the content using the HTML Editor (See "HTML Editor") of the Text/HTML module by selecting **Edit**  >  **Edit Content** from the module actions menu.

Replacement tokens can be entered to display dynamic data. E.g. [User:FirstName] [User:LastName] will be replaced with the first and last name of the user who is viewing the page. If Content Staging workflow is in use mark ☒ the **Publish Changes** check box at **On Save?** to

publish the changes - OR - Unmark ☐ the **Publish Changes** check box to save a draft of the content that can be modified before publishing.




Adding and Editing Content

Related Topics:



- See "List of Replacement Tokens"




## Adding and Editing Content Inline

Editors can edit basic content inline on the HTML module using font and paragraph tools and link insertion. Note: If this setting has been disabled (See "Configuring Site Editing"), content can instead be edited via the module action menu. To edit content inline place the mouse over the content to expose the **Edit**  button in the top right corner of the content.

About Us





Our very first shop opened in 2011 in SomePlace, California. We build, sell and ship our bikes worldwide from this location.

***We love it when we can provide our customers with their dream bicycle.***

That's why we have the best and most creative people in the industry on hand to design and build exactly what you want.




The story of Awesome cycles started numerous years ago with two guys, a simple idea and shed in Chris's moms backyard. After hundreds of hours of mindstorming and Will's steady hand with a welder the first awesome cycle was forged out of fire in molten lava that had been blessed by Chuck Norris himself! Just kidding, can you imagine?

Today the company has evolved to a level that neither Will nor Chris could have ever imagined.

Our bikes are created by some of the most passionate people in the industry. We use only the finest materials to elegantly craft some of the most beautiful bikes the roads and trails have ever seen. The use of modern technologies and practices has helped us achieve being one of the top bicycle brands in the world.



We continue to push the limits of what bikes are capable of achieving in the hopes of building a future where our bikes are enjoyed by people the world over. *Isn't it about time you joined the Awesome Cycles family?*

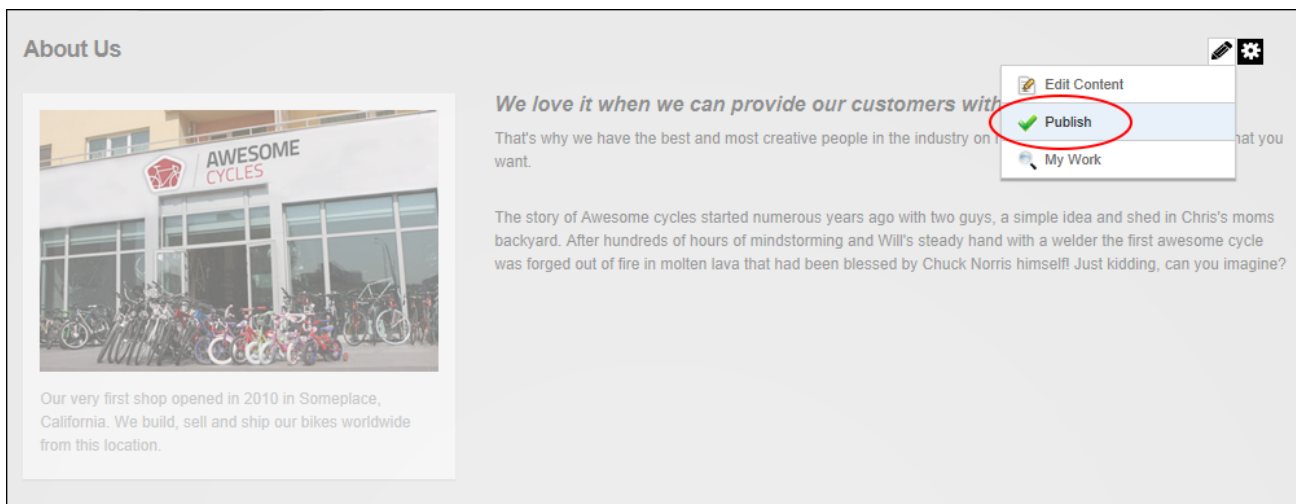
### Enabling Inline Editor

Click the **Edit**  button to enable content editing and then edit the content as required. Once editing is completed click the **Save**  button to save the changes or click the **Cancel**  button to cancel the changes.





## Publishing Content

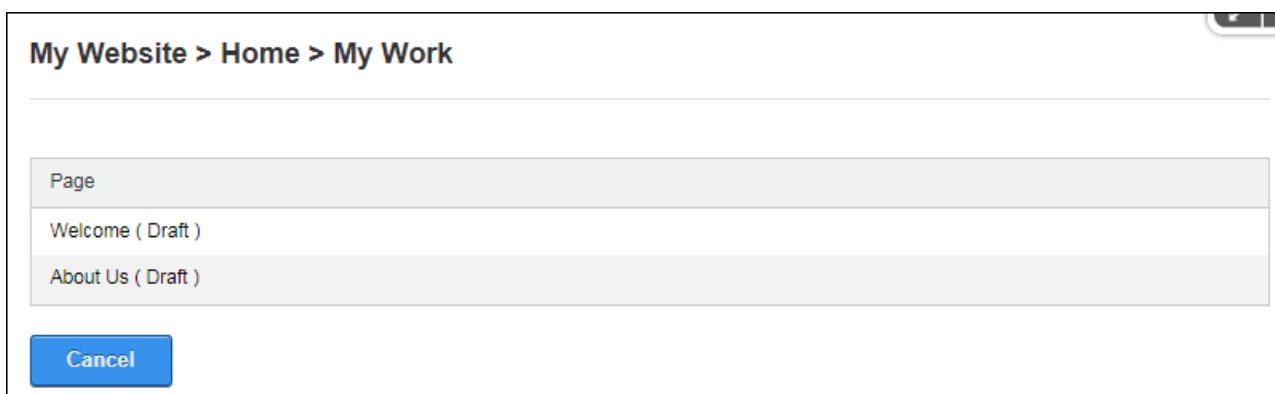
Editors can publish HTML module content that has been saved in an unpublished draft state by select **Edit**  >  **Publish** from the module actions menu, or via the Edit Content page. See "Adding and Editing Content"



Publishing Draft Content

## Viewing My Work

Editors can view a list of content items awaiting review by selecting **Edit**  >  **My Work** from the HTML module actions menu. Editors can then click on a linked page name to open the page where the HTML module is located and edit and/or publish the content as required.



Viewing My Work


## Configuring HTML Settings

Administrators can configure HTML settings. Here they can optionally enable decoration on form elements such as check boxes and radio buttons, set the maximum number of characters to be included in the DNN Search which will be taken from beginning of the Main Text, and enable token replacement which replaces token that are added to the Editor, such as [FirstName], with the first name of the authenticated user who is viewing the content. Tokens include information such as user details, site name, key words, date, time, etc. If token replacement is disabled then any tokens within the Editor will be displayed as text.


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

**My Website > Home > Module**


Module SettingsPermissionsPage SettingsHTML Module Settings


Replace Tokens: 

☐

Use Form Decoration: 


☒

Max length of Description in search: 

Workflow: 

>> Published

Allows an author to directly publish content to the site

Apply Workflow To: 

☒ Module☐ Page☐ Site

☐ Replace Existing Settings?

UpdateDeleteCancel

Configuring HTML Settings

## Featured Product: WP 2G Downhill



The flagship downhill bike from Awesome Cycles is finally available!

[Learn More](#)☐

Please email product updates to my email address

## Featured Product: WP 2G Downhill



The flagship downhill bike from Awesome Cycles is finally available!

[Learn More](#)☐

Please email product updates to my email address

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

Related Topics:

- See "List of Replacement Tokens"

## Configuring HTML Workflow

Administrators can configure HTML settings to determine the type of workflow that will be used and apply that workflow to this individual HTML module, all HTML modules on the current page or all HTML modules across the whole site. Any existing workflows can also be replaced with the setting configured here.

Two types of workflow are available in DNN Platform, Content Staging and Direct Publish. Content Staging workflow allows content to be saved as a draft before it is published. The draft content is visible to editors when they are in edit mode. Direct Publish workflow immediately publishes any content that is saved on the Edit Content page or through the inline editor. Editing users will be able to see the content for both view and edit mode.

My Website > Home > Module

Module Settings Permissions Page Settings HTML Module Settings

Replace Tokens: ☐

Use Form Decoration: ☒

Max length of Description in search:

Workflow:

>> Draft >> Published  
Allows an author to manage content in a staging area b

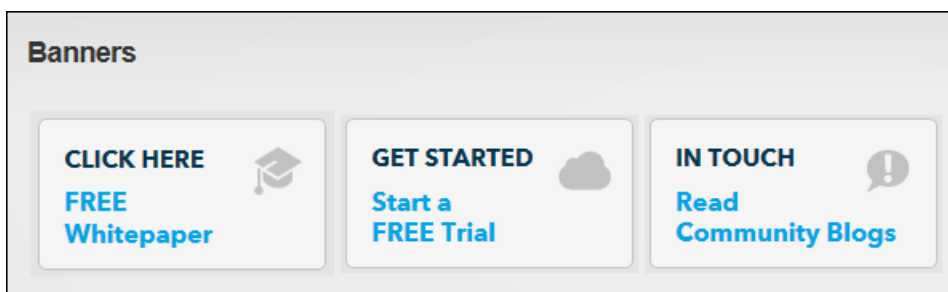
Apply Workflow To: ☒ Module ☐ Page ☐ Site ☒ Replace Existing Settings?

Update Delete Cancel

Configuring HTML Workflow

## Banners

The Banners module displays banner advertising associated with Vendor accounts. 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 chosen to display, then different banners will be displayed each time the page is visited or refreshed. Users must be granted Edit Module permissions to add, edit and manage banners.



### Related Topics:

- See "Vendors (Admin)"
- See "Enabling Banner Advertising"

## Banner Types

Different types of banners 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 theme 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.

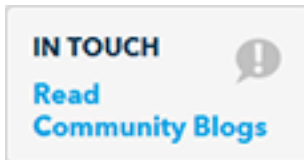
Below are examples of the industry standard sizes for banner images. These sizes are recommendations only.

**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] theme object is included in the theme applied to a page. See "Enabling Banner Advertising".

## BANNERS



**Micro Button:** 120 x 60 pixels



**Button:** 120 x 90 pixels



**Block:** 125 x 125 pixels

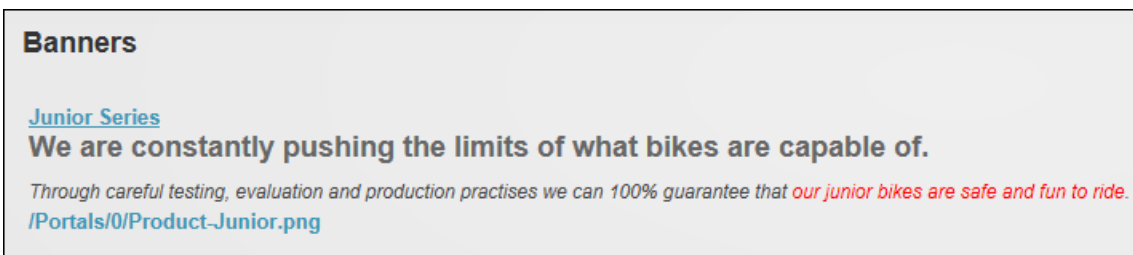






**Skyscraper:** 120 x 600 pixels

**Script Banner:** Script type banners can contain JavaScript 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.



## Displaying Banners

Editors can display and modify host or site vendor banners by selecting **Edit**  >  **Banner Options** from the module actions menu. Site banners are those managed on and exclusive to this site whereas Host banners are managed on the main Host site and are available to all sites within this DNN installation.

Banners can be restricted by a single banner type or all types can be displayed. Likewise banners can be restricted by banner group (banners can be added to groups when they are created and the maximum number of banners to be displayed at one time can be set.

Optional setting that control how the banners display include vertical or horizontal orientation. If banners are displayed horizontally then the column width should be entered to space banners evenly across the page. E.g. Width is set at 300 pixels in the below image. Banners uses a

table to layout banners on the page. Because each banner is displayed inside its own table cell, the layout of banners on the page can be changed by defining the height and width of each cell and adding cell padding. A border can be displayed around each banner by setting the border pixel width, setting the border color using a hex number (#6495ED) or a color code (CornflowerBlue), and then setting the cell padding between banners and the border. The banners can be further spaced by entering row height and column width pixel values.

Finally, all banners can function as buttons to the one location by entering a redirect page.

**My Website > Banners > Edit Banner**

Banner Source: ⓘ

☐ Host ☒ Site

Banner Type: ⓘ

Button

▼

Banner Group: ⓘ

Premium

Banner Count: ⓘ

2

Orientation: ⓘ

☒ Vertical ☐ Horizontal

Border Width: ⓘ

3

Border Color: ⓘ

cornflowerblue

Cell Padding: ⓘ

4

Row Height: ⓘ

100

Column Width: ⓘ

250

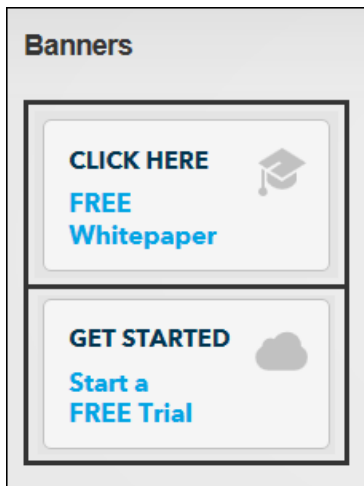
Banner click through URL: ⓘ

http://www.domain.dnn

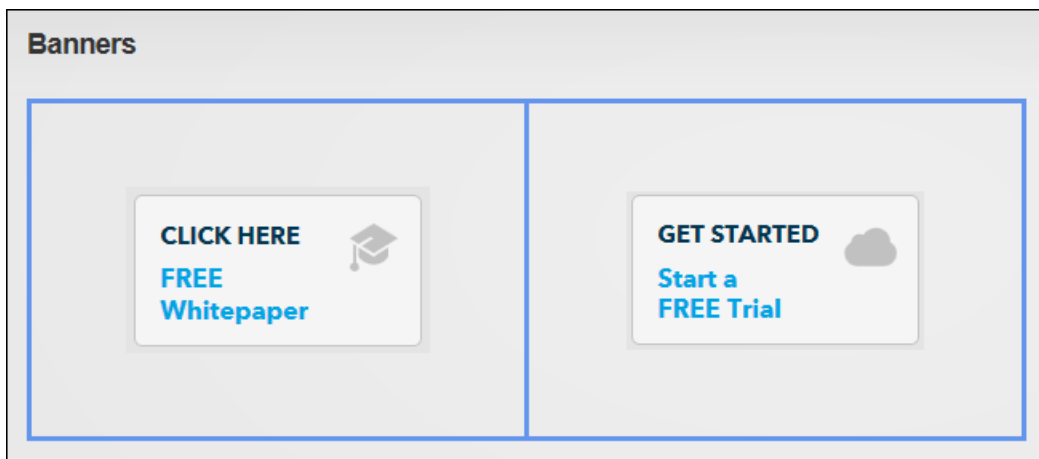
Update

Cancel

Displaying Banners



Displaying Banners Vertically



Displaying Banners Horizontally with a ComflowerBlue border

### Troubleshooting: Image Not Displaying

If an image doesn't display in the Banners module, ensure the **Hidden** attribute check box is not selected as this will hide the image. See "Managing File Properties". Once this is done, return to the Banners module and refresh the browser to see if this fixes the problem changes. If the image is still not displaying then check the module caching period and reduce if required. See "Configuring Module Cache Settings".

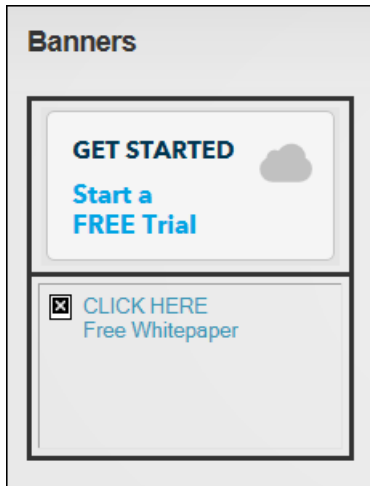
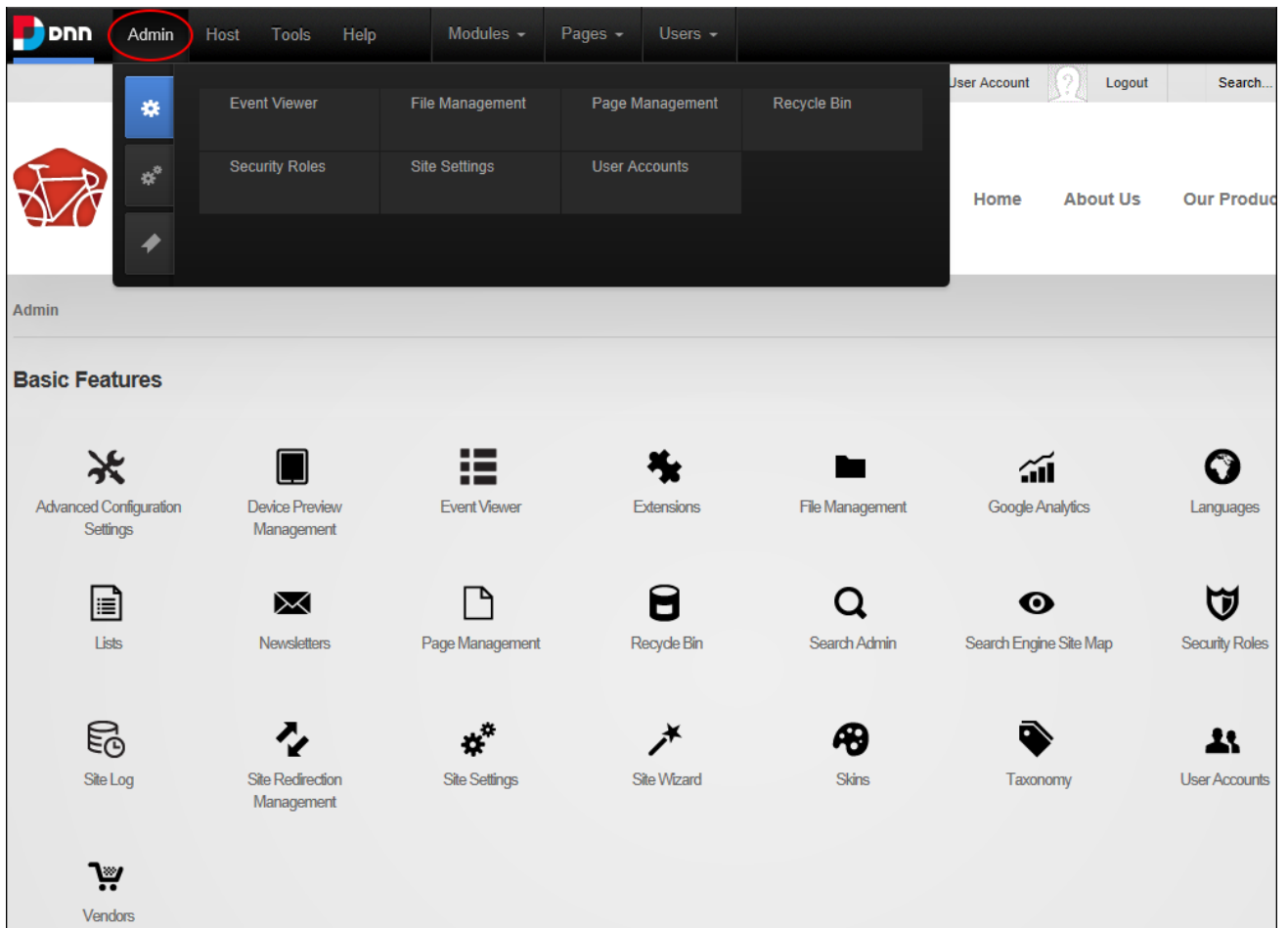


Image Not Displaying

## Console

The Console module 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 Group Pages

Administrators can modify Console settings to display the child pages associated with a social group. When a Social Group module is added to a page and one or more social groups are created, a Console module is automatically added to each group page. This Console is set to display group activity and a members list to all site users; however these settings could be modified for example to restrict group activity to group members only. Another way this group console could be used would be to set it up on a different page, such as the site home page, to promote and direct users to groups.

When setting a group Console users can display the social group child pages of the current page or any other page where a Social Groups module is located, including the parent page if

desired. Visibility of the Social Group, Group Activity and Members can be made visible to all users, the social group owner and/or group members.

**My Website > Home > Module**

Module SettingsPermissionsPage SettingsConsole Settings

Mode: ⓘ

Group

Show children of: ⓘ

Group Activity

Include Parent: ⓘ

☒

Page Visibility Settings: ⓘ

Social Group

All Users

Group Activity

All Users

Members

All Users

Default icon size: ⓘ

Small Icons (16px)

Allow icon resize: ⓘ

☒

Default view: ⓘ

Simple View

Allow view change: ⓘ

☒

Show tooltip: ⓘ

☒

Order Items By Hierarchy: ⓘ

☐

Include Hidden Pages: ⓘ

☐

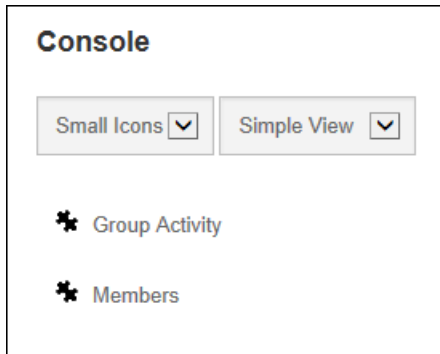
Width: ⓘ

Update

Delete

Cancel

Configuring a Group Console



A Group Console

## Displaying Child Pages

Administrators can modify Console settings to create dynamic site menus that display the child pages of any site page. The Console displays the page name as the link name and the page description as a tooltip.

In this setup the Console can display the children any site page including the current page. The parent page can optionally be displayed at the top of the pages list and hidden pages can be included. Several layout options are included such as a small or large icon can be displayed and this setting will use the default icon provided with the Console or the "Icon" / "large Icon" set for the page. If page icons have not been set 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 Products" in the below image.

Pages can be ordering in hierarchical order which displays 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. Alternatively pages can be displayed in alphabetical order regardless of whether they 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.

The view can be set as either a simple view which displays an icon and the page name for each item or detailed view which displays the page description in addition to the icon and page name. A tooltip can be enabled that will display the page description as a tool tip when a user hovers over the page name in Simple View. A minimum pixel width can be set for this Console (e.g. enter 400 to display 2 columns of icons in the content pane) or the icons can be left to expand horizontally across the pane.

Finally, users can be permitted resize the icon and change between simple and detailed view.

**My Website > Pages Console > Module**

Module SettingsPermissionsPage SettingsConsole Settings

Mode: ⓘ

Normal

Show children of: ⓘ

Our Products

Include Parent: ⓘ

☒

Default icon size: ⓘ

Small Icons (16px)

Allow icon resize: ⓘ

☒

Default view: ⓘ

Simple View

Allow view change: ⓘ

☒

Show tooltip: ⓘ

☒

Order Items By Hierarchy: ⓘ

☐

Include Hidden Pages: ⓘ

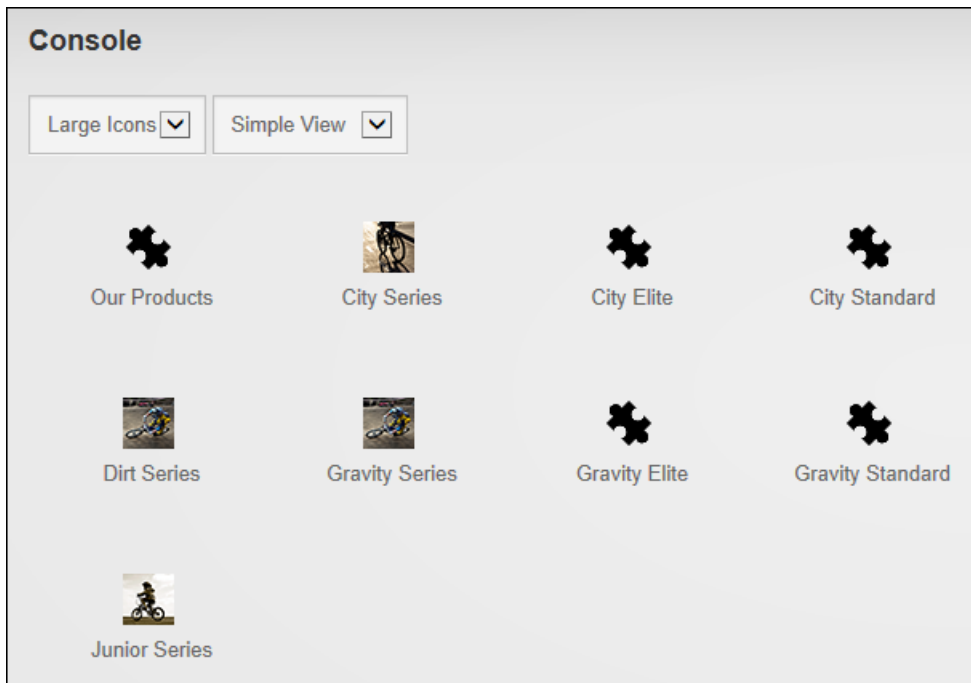
☒

Width: ⓘ

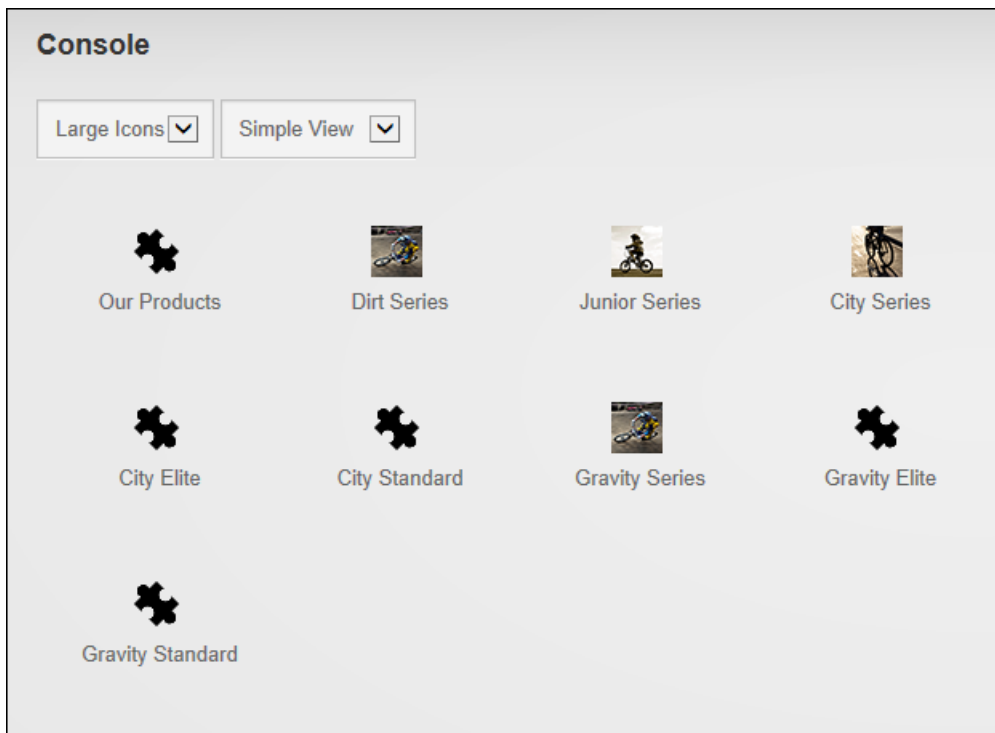
UpdateDeleteCancel

Configuring a Pages Console





The Console displaying parent and child pages with "Order Items by Hierarchy" disabled



The Console displaying both the parent and child pages with "Order Items by Hierarchy" enabled

## Displaying Profile Pages

Administrators can modify Console settings to display the child pages associated with the user profile page. This setup can display a user's profile, friends and messages to all users, friends or just the user them self. In addition all layout options available in other modes are also available in this mode.

**My Website > Consoles > Module**

Module SettingsPermissionsPage SettingsConsole Settings

Mode: i Profile

Page Visibility Settings: i

My ProfileAll Users

FriendsAll Users

MessagesAll Users

Default icon size: i Small Icons (16px)

Allow icon resize: i ☒

Default view: i Simple View

Allow view change: i ☒

Show tooltip: i ☒

Order Items By Hierarchy: i ☐

Include Hidden Pages: i ☐

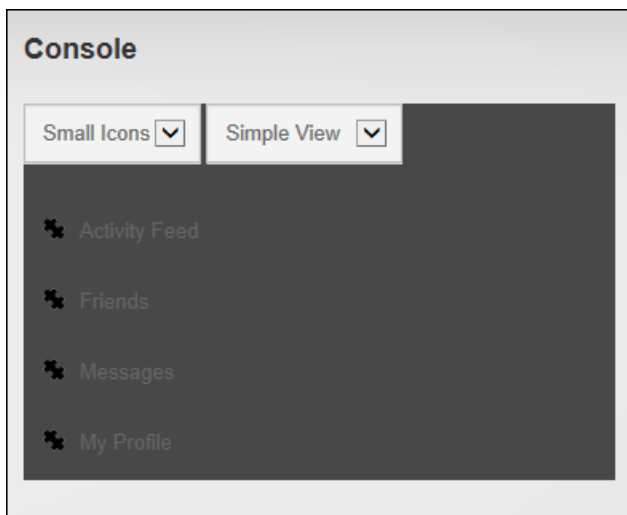
Width: i

UpdateDeleteCancel

Console                      Settings                      Configured                      for                      Profile

An example of a Console that has been set to display profiles is the module titled

"Navigation" that is displayed on the user profile page. Additional Consoles that are set to display profile child pages may be added to a site to provide other navigation paths.



Profile Console

## Search Results

Search Results allows users to perform a search and view the search results. For sites with multiple languages, search results will only include the current language. Page Editors can customize the way results are displayed. **Important.** The site must have a Search Result page. If this 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") or the original Search Results page can be restored from the Recycle Bin. See "Restoring Deleted Pages".

**Search Results**

✕ Advanced ▾ Q [Advanced Tips](#)

Results Per Page:  ▾ Relevance Date

About 15 Results Page: 1 ◀ ▶

**bike-powered.png**  
[/Portals/0/Images/DNN/bike-powered.png](#)  
**bike-powered.png...**  
Updated: 7 hours ago  
Source: [Documents](#)

**Home**  
<http://domain.dnn/>

**Customer Support**  
**Bike** Manuals Product Catalogs Product Archive Warni..... **Bike** Manuals Product Catalogs Product Archive Warning **Bike** Warranty Newsletter ...  
Updated: 17 hours ago  
Source: [Pages](#)

**Sidebar**  
nhill **bike** from Awes.....nhill **bike** from Awesome Cycles is finally available! ...  
Updated: 17 hours ago  
Source: [Pages](#)

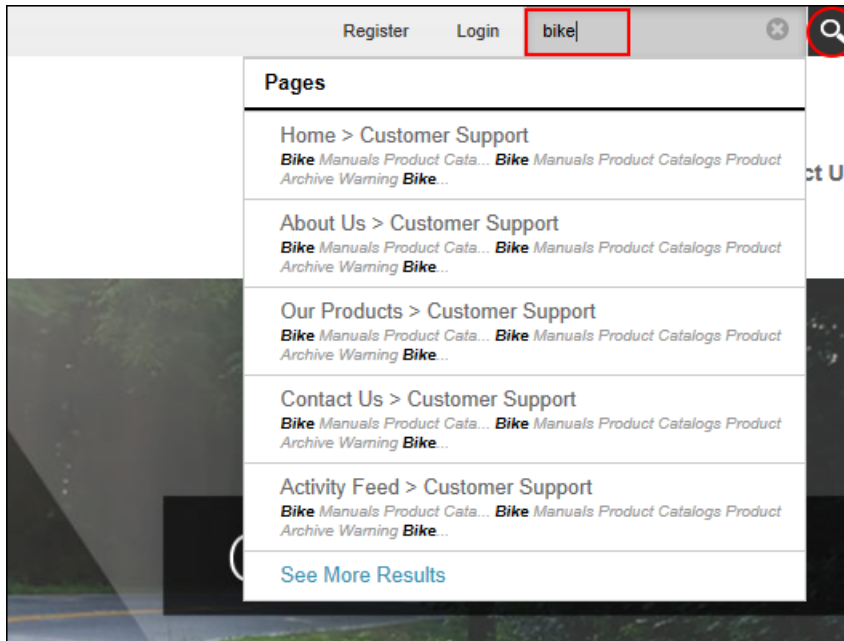
**Awesome Cycles News**  
e new **bikes** to our line up this year. Come and get them! Read More Awesome Cycles at Crankworx 2012 Published by Awesome Cycles - 10 August 2012 This year Awesome Cycles will make its first appearance at one of the largest mountain...  
Updated: 17 hours ago  
Source: [Pages](#)

The Search Results page

## Performing an Advanced Search

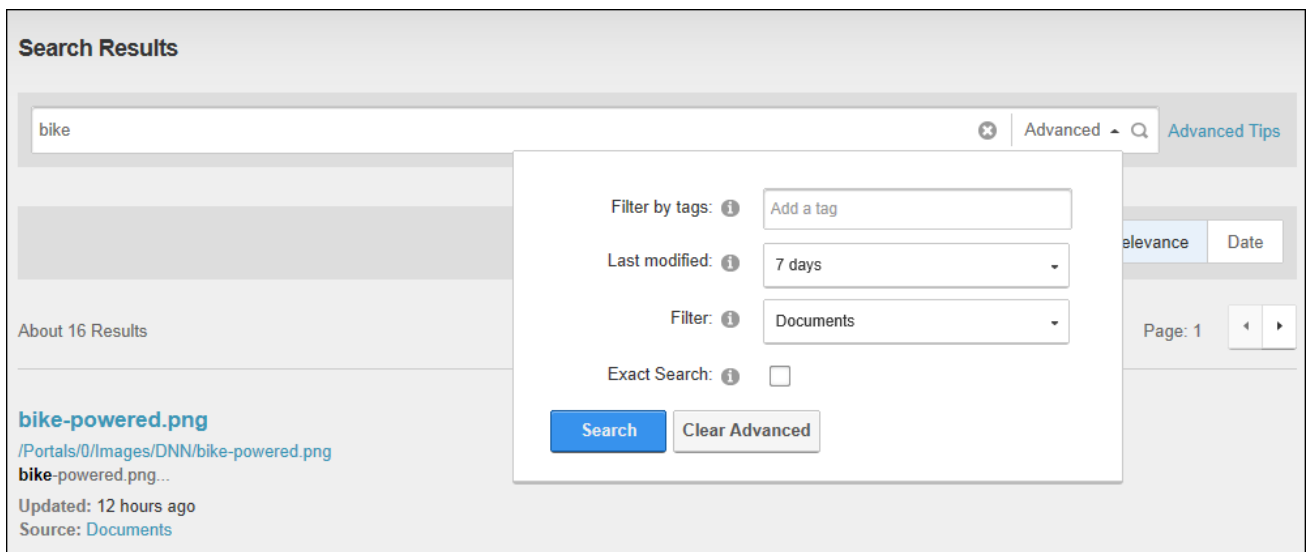
Users can search for site content using either the default search box displayed in the top right corner of each page or using a Search Results module. Searches can be performed in many languages including Arabic, European and Chinese characters.

Searches will return the top five results with an option to see more results. Clicking on a result that is a site pages will open the page, or clicking on result that is a file such as an image or a document will open or make the file available to open directly from the search results.



Search Results display the first five page matches

Advanced search options are available by clicking the [See More Results](#) link which allows results to be limited to exact matches only and provides filtering by tag, last modified tag and location. More options are available under the [Advanced Tips](#) link.



Searches can also be made manually by entering a querystring into the site address. E.g.  
<http://domain.com/Search->

Results?Search=awesome&scope=Pages&lastmodified=week&ExactSearch=Y. This search uses the additional parameters: scope, lastmodified and ExactSearch.

## Configuring Search Results Settings

Administrators can configure Search Results settings to determine the how results are displayed and the types of content included in those results. Wildcard searches can also be enabled to search 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. Wildcard searching can be disabled if results are taking too long to retrieve.

**My Website > Home > Module**

Module SettingsPermissionsPage SettingsSearch Results Settings

Title Link Target ⓘ

On Same Page

Results Scope for Content Type(s) ⓘ

All items checked

Enable wildcard searches by default ⓘ

☒

Update

Delete

Cancel

Configuring Search Results Settings

## Social Collaboration

Site members can connect and communicate with other site members or groups of members with shared interests using the Journal, Member Directory, Message Center and Social Groups modules. Note: Social Groups and the Member Directory must be added to a page to allow users to find and connect with one another. Visitors and members can also register and sign onto a DNN website using existing credentials from Facebook, Twitter, Live or Google. This makes it easier than ever for customers and prospects to participate in an online community.

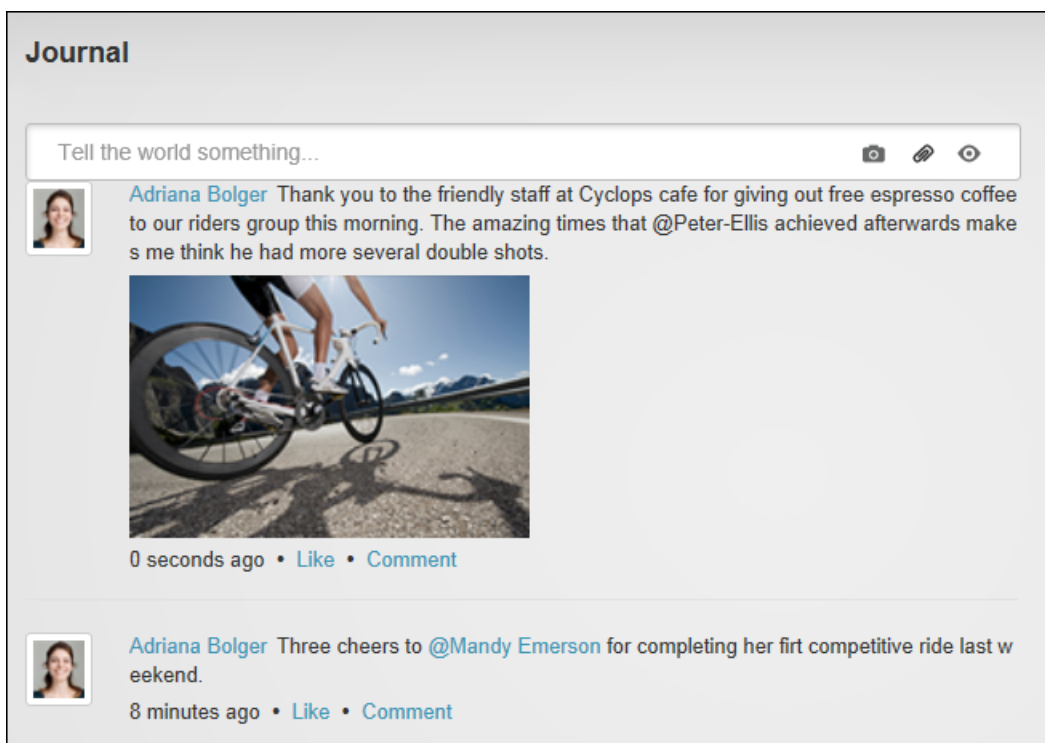
This section of the User Manual details how to configure social collaboration as an Administrator. See "Making Social Connections" for details on using these features to connect with other users.

Tip: The Links module can be configured to display a list of friendships. See "Displaying Friend Links".

## Journal

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 enable users to determine who can view posts.

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



The Journal

### Configuring Journal Settings

Administrators can configure Journal settings to determine the available features. The Journal Editor can be enabled to allow entries to be created or this Journal can simply display entries created elsewhere. If the Journal Editor is enabled then file and photo attachments can be enabled and photo resizing can be used to set the Journal to automatically re-size any photo that has a height or width greater than 400 pixels. The photo will be resized before it is uploaded to the user's file upload folder which ensures the image will be a more appropriate size if the user chooses to reuse the image in another place. Enable this setting to prevent large images slowing down the time it takes to load Journal pages. Other optional settings are setting the number of journal items per page, choosing the maximum number of characters per message and selecting the types of journals to be displayed.



**My Website > Journal > Module**

Module SettingsPermissionsPage SettingsJournal Settings

Enable Journal Editor: ⓘ

☒

Enable File Attachments: ⓘ

☒

Enable Photo Attachments: ⓘ

☒

Re-size Photos: ⓘ

☒

Default Page Size: ⓘ

20

▼

Maximum Characters per message: ⓘ

250

▼

Journal Types: ⓘ

☒ Posts

☒ Links

☒ Photos

☒ Files

☒ Forum Topics

☒ Forum Replies

☒ Blogs

☒ Friends

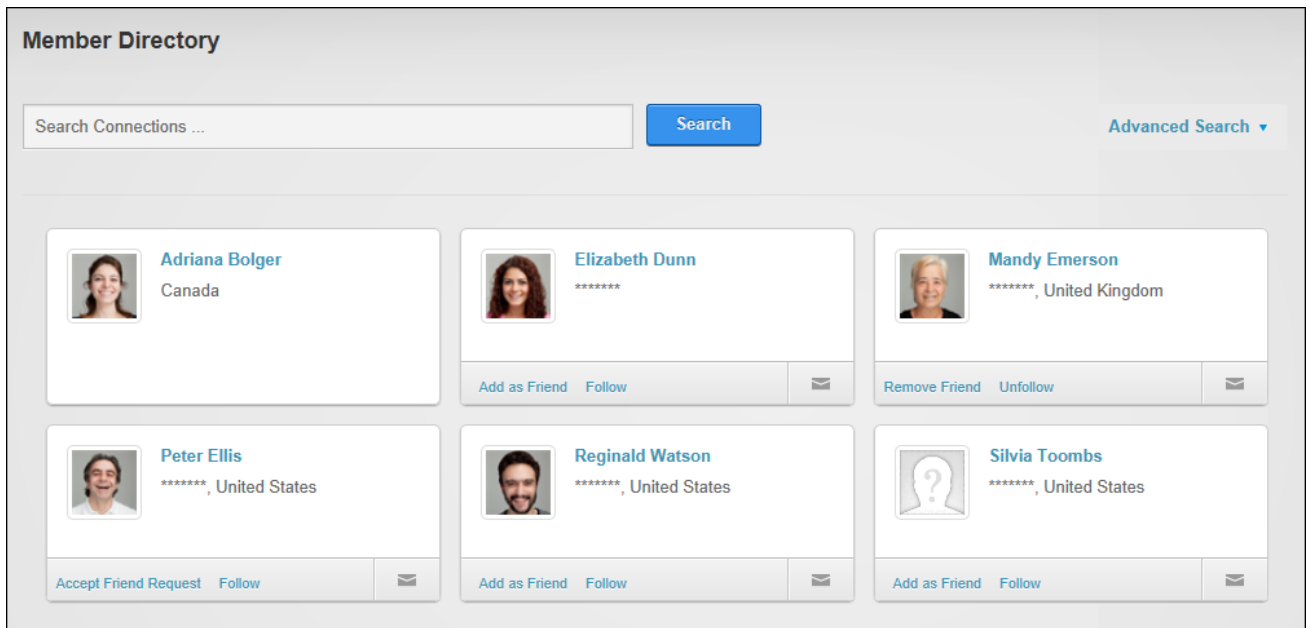
☒ Groups Created

Configuring Journal Settings

## 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 display members of a particular role or relationship such as friends or members being followed.

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



The Member Directory

### Member Directory Settings

Administrators can configure Member Directory settings to determine the available features. Templating is available to configure the layout of the Member Directory. The "Item Template" sets the layout of member listings and the "Alternative Item Template" can optionally be used to define the layout of alternate member listings. Member listings can be displayed in a pop-up window when a user hovers their mouse over a listing and the "Pop-up template" can be modified as required.

Module Settings
Permissions
Page Settings
Member Directory Settings

## Templates

Item Template:

<div class="mdMemberDetails" data-bind="css: {mdFriend: IsFriend(), mdFollowing: IsFollowing(), mdFollower: IsFollower() }">  
<a href="" class="mdMemberImg" data-bind="attr: { title: DisplayName, href: ProfileUrl }">  
<span><img data-bind="attr: { src: getProfilePicture(50,50), title:

Alternate Item Template

<div class="mdMemberDetails" data-bind="css: {mdFriend: IsFriend(), mdFollowing: IsFollowing(), mdFollower: IsFollower() }">  
<a href="" class="mdMemberImg" data-bind="attr: { title: DisplayName, href: ProfileUrl }">  
<span><img data-bind="attr: { src: getProfilePicture(50,50), title:

Enable PopUp:
☐

PopUp Template:

<a href="" class="mdMemberImg" data-bind="attr: { title: DisplayName, href: ProfileUrl }">  
<span><img data-bind="attr: { src: getProfilePicture(50,50), title: DisplayName }" /></span>  
</a>  
<ul class="MdMemberInfo">

Filters can be applied to the Member Directory to determine which member records are displayed and set the sort order of member records. Filters can be applied to only show the following: User (displays the profile of the current user), Group (members of the selected Social Group), Relationship friends and followers of the current user, or **Profile Property** (users who match the selected profile property. E.g. Select Country and then enter United States to only display members who have set United States as their country. New profile property fields can be added to create custom sorting). In addition sort order and a sorting field can be set. Host users can optionally be excluded from results.

**My Website > Members > Module**

Module Settings

Permissions

Page Settings

Member Directory Settings

Templates

Filters and Sorting

Filter By: ⓘ

☐ No Filter

☐ User

☐ Group

☒ Relationship

☐ Profile Property

Friends ▼

Sort Field: ⓘ

Display Name ▼

Sort Order: ⓘ

Ascending ▼

Exclude Host Users: ⓘ

☐

#### Setting Filters and Sorting

Member searching can be enabled on the Member Directory. 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 from an extensive range of profile fields.

Module SettingsPermissionsPage SettingsMember Directory Settings

Templates

Filters and Sorting

Search Settings

Display Search: ⓘ

Simple and Advanced Search

▼

Search Field 1: ⓘ

Display Name

▼

Search Field 2: ⓘ

Email

▼

Search Field 3: ⓘ

City

▼

Search Field 4: ⓘ

Country

▼

Configuring Member Directory Search Options

Paging can be disabled and the number of member records displayed per page can be defined to allow Administrators to limit the number of results display.

**My Website > Journal > Module**

Templates

Filters and Sorting

Search Settings

Paging Options

Disable Paging: ⓘ

☐

Page Size: ⓘ

Update

Delete


Cancel

Configuring Member Directory Paging Options

**Member Directory**

Search

Advanced Search ▾



**Elizabeth Dunn**  
United States

Member Directory filtered to only display the current user

## Message Center

The Message Center enables registered users to send and receive messages from one another, Administrators or groups. Users can view messages within the 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 users can access by clicking their Display Name. The Message Center is pre-installed on the site and can be added to any site page as long as the correct module permissions are then configured. Note: Administrators can bulk email select roles, social groups, site members or other person using the Admin > Newsletters page.

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

Mandy Emerson

2 Messages

Notifications

Compose New Message

Select ▾

Actions ▾


Archive

1-2 of 2

Conversations

Sent

Archived


☐



Starting a penny-farthing social group

From: *Peter Ellis*

Sent to: *Mandy Emerson*

Thanks for the opportunity to become involved Mand...

10 seconds ago 


☐


Starting a penny-farthing social group

From: *Adriana Bolger*

Sent to: *Mandy Emerson*

I am very interested. It would be great to connect...

2 minutes ago 

Compose New Message

The Message Center

### Configuring Message Center Permissions

Administrators must configure Message Center permissions to ensure it is not viewable by unauthenticated users. If permissions are not correct, a warning message is displayed. To correctly configure permissions unmark ☐ the "Inherit View Permissions from Page" check box and grant ☒ View Module permissions to registered users and optionally grant permissions Unverified Users.



My Website > Home > Module

Module Settings
Permissions
Page Settings

Filter By Group:
< Global Roles >
Select Role:
Unverified Users
Add

Role	View Module	Edit Module	Actions
Administrators			
All Users	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Unverified Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Display Name:
Add

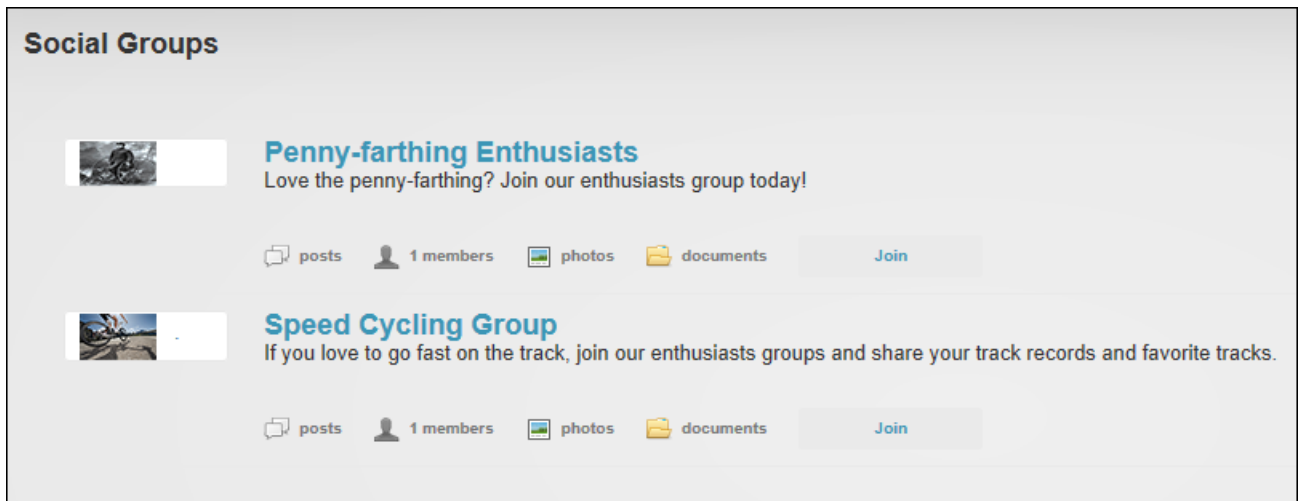
☐ Inherit View permissions from Page

Update
Delete
Cancel

Configuring Message Center Permissions

## Social Groups

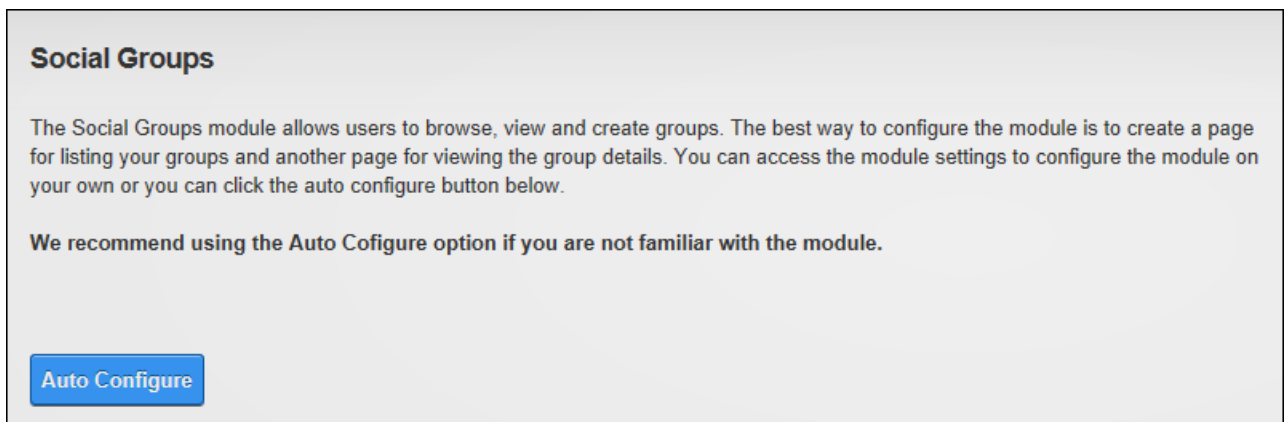
The Social Groups module allows authorized users to browse, view, create and join social groups. Members of a group can post journal entries to a group and view details of other group members. Details on using Social Groups as a site member are located in the "Making Social Connections" section of this help.



Social Groups

### Configuring Social Groups

New instances of the Social Groups module can be auto configured simply by clicking the **Auto Configure** button. Manual configuration is available under module settings, however this should only be undertaken by experienced users. See "Configuring Social Group Settings"



Configuring Social Groups

### Adding a Social Group

Administrators and members in the "Create Groups" role can add social groups by clicking the **Create New Group** button. A Social Group is a role that has additional metadata associated with it. Social Groups require a group picture that will be displayed for this group. Groups can be publicly accessible (with or without moderation) to all registered site users or private groups

where group membership is managed using the Admin > Security Roles and the Admin > User Accounts pages.

## Create A Group

Group Name \*

Penny-farthing Enthusiasts

Description

Love the penny-farthing? Join our enthusiasts group today!

Group Picture

Select an image from your computer, maximum file size is 2.5MB

pennyfarthing.jpg

Accessibility

☒ Public (everyone can see and join)

☐ Review New Members: Users must request to join this group and be approved by a group manager.

☐ Private (no one can see but members)

Create Group

Cancel

Adding a Social Group

### Editing a Social Group

Social group details can be edited by group owners by clicking the Edit Group link on the group details page. Social Groups can be edited and also deleted using the Admin > Security Roles page. See "Editing or Deleting a Role"

### Configuring Social Group Permissions

Administrators can configure Social Group permissions to determine the users and roles that are permitted to create and moderate social groups.

My Website > Home > Module

Module Settings
Permissions
Page Settings
Group Module Settings

Filter By Group:
< Global Roles >
Select Role:
Community Manager
Add

Role	View Module	Create Groups	Group Moderators	Edit Module	Actions
Administrators					
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Registered Users		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Display Name:
Add

☒ Inherit View permissions from Page

Update
Delete
Cancel

Configuring Social Group Permissions

## Configuring Social Group Settings

Whilst auto configuration is recommended for Social Groups, Administrators can manually configure Social Group settings to define the groups and features displayed. Social Groups can be set to only display the current user's groups however this prevents users from signing up to other groups. Here groups can be restricted by role group, displayed in list or view mode and users can be redirected to a particular page to view group information. New groups can require approval by a Group Moderator and group sorting and searching can be enabled. Note: Administrators can make any user an owner of a Social Group using the Admin > Security Roles page.

**My Website > Group Activity > Module**

Module SettingsPermissionsPage SettingsGroup Module Settings

Display User's Groups Only: ⓘ☐

Default Role Group: ⓘ< All Roles >▼

Module View Mode: ⓘView▼

Group View Page: ⓘSocial Groups - Social Groups▼

Group View Template: ⓘ

Sort List By: ⓘName▼

Sort Direction: ⓘ

☒ Ascending☐ Descending

Enable Group Search: ⓘ☐

Group Creation Requires Approval: ⓘ☐

UpdateDeleteCancel

Configuring Social Group Settings

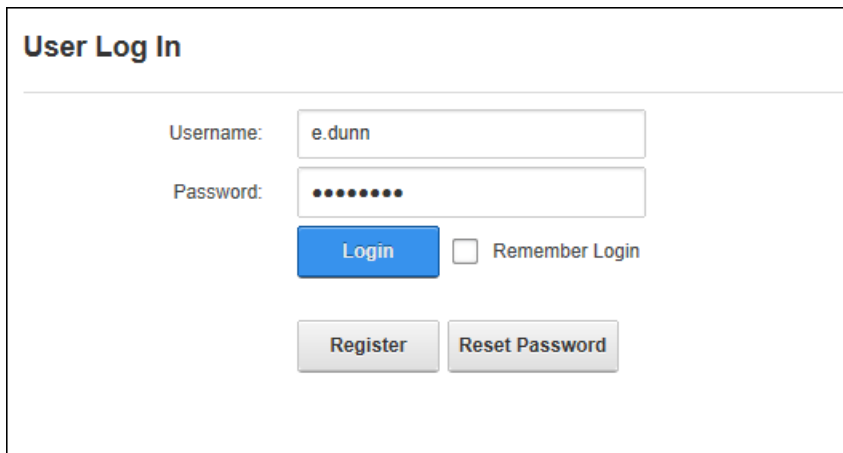
## User Account Management

Administrators can create and manage users, roles and add additional login and profile management features to the site. See "Managing Your User Account" for details on logging into the site and managing your own user account.

### Account Login

The Account Login module 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.

A screenshot of a 'User Log In' form. The form has a title 'User Log In' at the top left. Below the title, there are two input fields: 'Username:' with the text 'e.dunn' and 'Password:' with masked characters '.....'. To the right of the password field is a checkbox labeled 'Remember Login'. Below these fields is a blue 'Login' button. At the bottom of the form are two buttons: 'Register' and 'Reset Password'.

Account Login

Related Topics:

- See "Logging into a Site"
- See "Logging in with External Accounts"
- See "Setting the Login Page"
- See "Login Settings"

## Account Registration

The Account Registration module can be added to any site page to allow visitors to register for a user account. Once the registration form has been completed and submitted, the Primary Administrator will receive a notification message allowing them to review the registration and authorize the user account. See "Authorizing/UnAuthorizing a User Account".

**Account Registration**

**\*Note:** Membership to this website is Private. Once your account information has been submitted, the Website Administrator will be notified and your application will be subjected to a screening procedure. If your application is authorized, you will receive notification of your access to the website environment. All fields marked with a red asterisk are required. - (**Note:** - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

User Name: \* ⓘ

Password: \* ⓘ

7-character minimum

Confirm Password: \* ⓘ

Display Name: \* ⓘ

Email Address: \* ⓘ

Register

Cancel

Account Registration

## Add New User

The Add New User module 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 "User Accounts"). Note: Because the Add New User module forms part of the Users & Roles module package users must select the module titled "Users & Roles" to add the Add New User module to a page and then remove the other modules as required. The User and Roles module is set as premium module for security purposes and must be assigned to the site by a Super User before it can be added to the site. Note: The Add New User module must be added to any custom Registration page. [See "Configuring a Custom Registration Form"](#).

Administrators can modify the fields that are display on this form by modifying the fields required for registration. See "Managing Profile Fields"

### Add New User

User Name: \* ⓘ

Elizabeth.Dunn

Display Name: \* ⓘ

Elizabeth Dunn

Email Address: \* ⓘ

Elizabeth.Dunn@awesomecycles.biz

Authorize: ⓘ

☒

Notify: ⓘ

☒

Optionally enter a password for this user, or allow the system to generate a random password

Random Password ⓘ

☐

Password: \* ⓘ

.....

7-character minimum 

STRONG

Confirm Password: \* ⓘ

.....

✓

Add New User

Cancel

Add New User

Once a user has been added Administrators can view, modify and authorize the account using the Admin > User Accounts page. Authorizing a new user provides them with immediate access to the Registered User role and any roles set for Auto Assignment.



User Accounts

Username

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

			Username	Display Name	Address	Telephone	Created Date	Authorized
			admin	Administrator Account			11/24/2013 15:51:26	✓
			Elizabeth.Dunn	Elizabeth Dunn	N/A		11/25/2013 16:49:31	✓

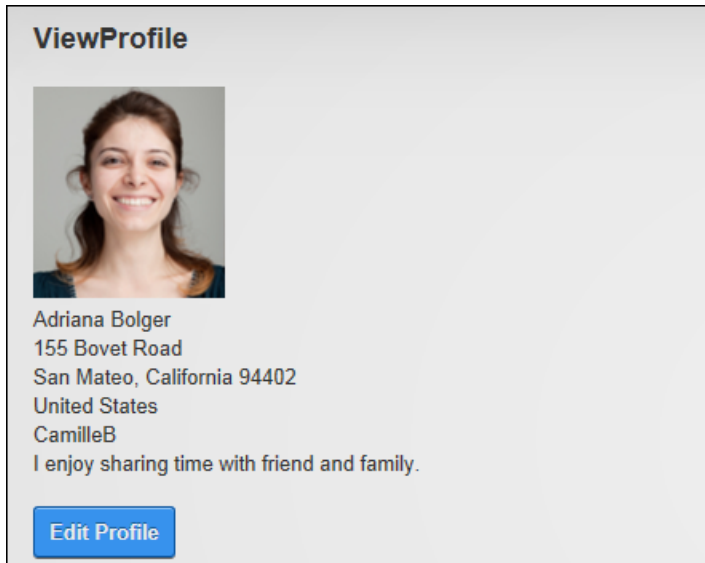
The newly added user account displayed on the Admin > User Accounts page

## Users and Roles

The Users and Roles extension consists of three modules Add New User (See "Add New User"), Security Roles (See "Security Roles") and User Accounts (See "User Accounts") that allow authorized users to add users to the site add and manage existing site users and add and manage security roles. Note: Users and Roles has been set as a Premium module to reduce the possibility of these modules, which contain confidential user information and manage security access to the site, being added to a page without due consideration. Administrators should contact their Host to change this setting.

## ViewProfile

The ViewProfile module enables users to manage their user credentials, password, profile and subscriptions to services. Users must click on their display name, typically located in the top right hand corner of the website, to view their profile. ViewProfile can be added to any site page.



The ViewProfile module

#### Related Topics:

- See "Completing a User Profile"
- See "Managing Member Services"

## Project Modules

The following free project modules can be downloaded by a Super User via the More Extension tab on the Host > Extensions page.

### Announcements

Announcements displays a list of items consisting of a title and a rich text description. Optional fields include an image, date of publication and a [read more...](#) link. Announcements are typically ordered by their publish date; however view order can be specified. Users must be granted Edit Module permissions to add and manage announcements. Announcements is an IPortable module.

Announcements must be deployed and installed on DNN Platform by a Super User. Install and source packages can be downloaded from the [releases page](#) and feature requests, bug links and general questions can be submitted via the [issues page](#).

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

## Announcements



### Launching our new Mountain Series - Monday, December 16, 2013

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. [read more ...](#)



### New Phone Number - Monday, December 16, 2013

To reach Awesome Cycles by telephone during office hours (Monday-Friday 8:00am-5:00pm PST) please call (650) 288-3150. You can fax us at (650) 288-3191.





### Launching our new Gravity Series - Monday, December 16, 2013

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. [read more ...](#)

Announcements

## Adding Announcements

Module editors can add announcements by selecting **Edit**  >  **Add New Announcement** for the module actions menu. The title and description fields are mandatory.



Link Type: ☐ None

☒ URL ( A Link To An External Resource )

☐ Page ( A Page On Your Site )

☐ File ( A File On Your Site )

☐ User ( A Member Of Your Site )

Location: ( Enter The Address Of The Link )

Link: 

Select An Existing URL

☒ Track Number Of Times This Link Is Clicked?

☒ Log The User, Date, And Time For Every Link Click?


☐ Open Link In New Browser Window?



Calendar

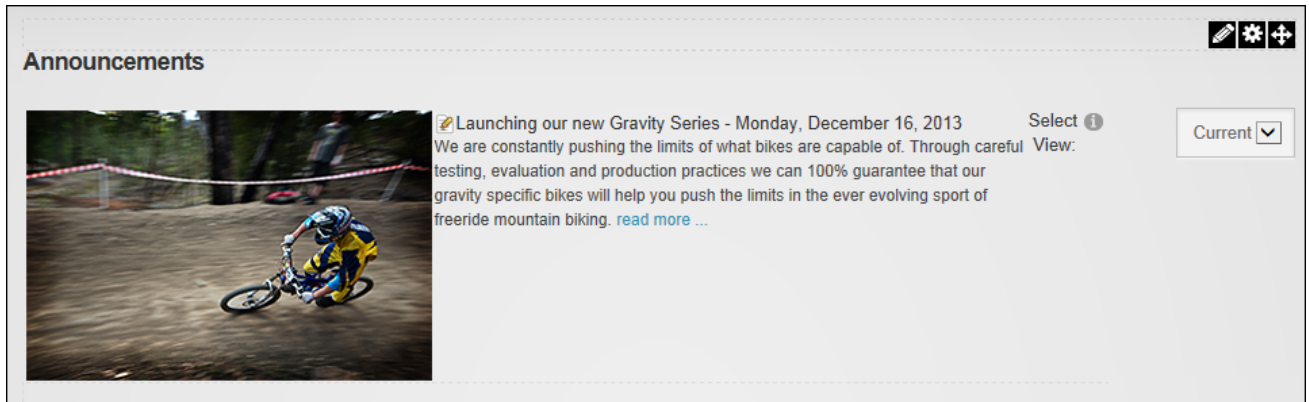
Publish Date: 

Calendar

Expire Date: 


View Order: 

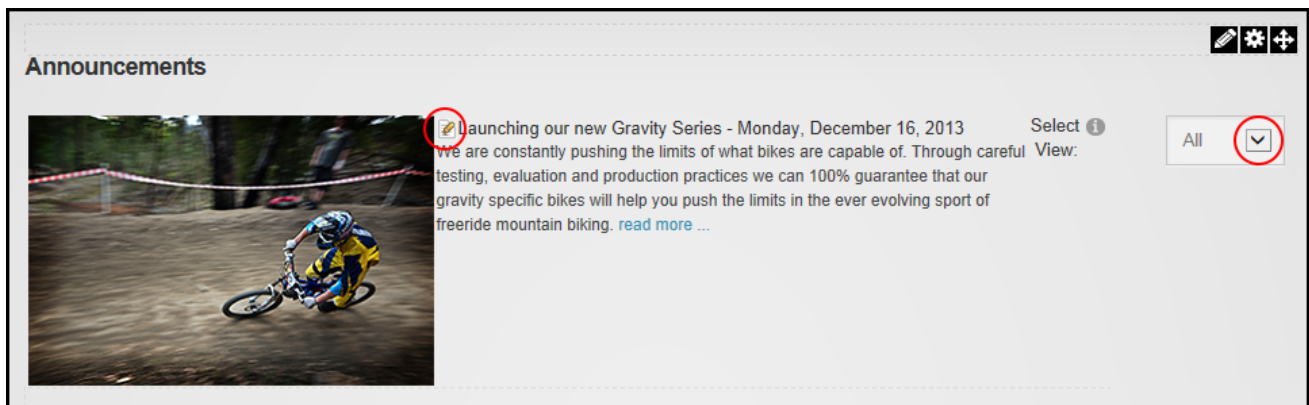
 Update  Cancel



The newly added announcement

## Managing Announcements

Module editors can edit or permanently delete an announcement by clicking the **Edit**  button beside the announcement and then updating or deleting the item. If the announcement isn't displayed select **All** from the **Select View** drop down list.



## Configuring Announcement Settings

Administrators can configure Announcements module settings and modify the layout templates. The number of previous days of announcements to be displayed can be set. E.g. entering 14 will display announcements with a publish date from 1 to 14 days ago and Announcements older than 14 days will be expired. The announcements shown in this instance of this module can be set as the current, expired, future or all announcements. This allows for different modules to be added that each display different information. In addition the

length of the announcement description can be set and the height of the Editor on the Edit Announcements page can be set.

**Awesome Cycles > Announcements > Module**

Module Settings Permissions Page Settings **Announcements Settings**

History (Days): *i* 90

Default view: *i* Current ▾

Description Length (Search & RSS): *i* 100

Editor Height (px): *i* 300

The templates used to layout Announcement can be modified. The Header Template controls the section before the first announcement item; the Item Template controls each announcement items (e.g. users can to hide the publish date by deleting the [PUBLISHDATE] token); and the Alternate Item Template can be used to control each alternate announcement item. E.g. Announcement 2, Announcement 4, etc.

## 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.

Events must be deployed and installed on DNN Platform by a Super User. Install and source packages can be downloaded from the [releases page](#) and feature requests, bug links and general questions can be submitted via the [issues page](#).

**Module Version:** 06.02.01 / **Minimum DNN Version:** 07.02.00

Events

Today 2/15/2015

Categories: All

Locations: All

January

February 2015

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

General Meeting

General Meeting - 2/16/2015 8:00 AM - 2/16/2015 8:30 AM

General business meeting to discuss project goals and objectives for the coming week.

## Events

Administrators can quickly configure Events via the General - General Settings section of the Edit Settings page. The time interval for events must be set before any events are added, after which it cannot be edited. The email address should also be updated.



**My Website > Events > Event Module Settings**

General

Display

Notification

Enrollment & Moderation

Sub-calendar

SEO & Sitemap

RSS, iCal & Social

Templates

**General Settings**

Edit Time Interval: ⓘ

30 ▾

Permit Recurring Events: ⓘ

☒

Max Generated Occurrences: ⓘ

1000

Prevent Schedule Conflict: ⓘ

☐

Check for Location Conflicts: ⓘ

☐

Enable DNN Search: ⓘ

☒

Owner Change Allowed: ⓘ

☐

Delete Events Older Than: ⓘ

days

Private Calendar Message: ⓘ

Filter Events by Category: ⓘ




None ▾

Emails From: ⓘ

admin@domain.com

## All Users

### Finding an Event

Events can typically be viewed in one of three layouts. Users can change the event layout using the icon bar. Here they can choose to view events in a **List View**  which displays events in a list down the page; **Month View**  which displays events in a monthly calendar, a weekly list or **Week View**  which displays a single week of events.

In week and month views users can find events using the Calendar (See "Working with the Calendar") or by manually enter a date. Events can also be filtered by category.

Once the event is located users can hover over the event title to view more details and/or click on the linked title to open the event details page. If event titles aren't visible in the calendar cells

users can instead click on a date in the calendar. Additional task such as enrolling for the event and requested event notifications can be performed on the event details page.

### Events

Event Start	Event End	Title
2/16/2015 7:30 AM	2/16/2015 8:00 AM	Staff Breakfast
2/16/2015 8:00 AM	2/16/2015 8:30 AM	General Meeting

**General Meeting - 2/16/2015 8:00 AM - 2/16/2015 8:30 AM**

General business meeting to discuss project goals and objectives for the coming week.

List View

### Events

Today

January

Sun	Mon	Tue
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31		

February 2015

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

March

Fri	Sat
6	7
8	9
10	11
12	13
14	15
16	17
18	19
20	21
22	23
24	25
26	27
28	29
30	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Staff Breakfast - 2/16/2015 7:30 AM - 2/16/2015 8:00 AM**

Beat the traffic and enjoy a tasty breakfast on us. A wide selection of delicious yogurts, pastries, cereals and fresh fruit will be available.

Month View

Events

31
7

Event Start	Event End	Title
2/16/2015 7:30 AM	2/16/2015 8:00 AM	Staff Breakfast
2/16/2015 8:00 AM	2/16/2015 8:30 AM	General Meeting

General Meeting - 2/16/2015 8:00 AM - 2/16/2015 8:30 AM

General business meeting to discuss project goals and objectives for the coming week.

Week View


## Enrolling for an Event

Events that allow enrollment display the **Enroll** icon before the event title. The Event details page may also display an attendees list, email addresses and enrollment approval status. Users can enroll for events by clicking the [Enroll for this Event?](#) link on the event details page. If the event requires payment, users will be taken to the **PayPal Event Enrollment** page where they can review the event information and click the **Purchase** button to finalize payment on the PayPal website. Once the secure payment process is completed the user will be returned to the website. If the enrollment requires approval users are typically notified by email when it is approved.

Once the enrollment is complete users can click the **My Enrollments** button in the icon bar to view the details of their event enrollments. Enrollments to free events can be canceled by marking ☒ the check box beside one or more enrollments and then clicking the **Cancel Selected Enrollments** button. Paid events cannot be canceled.

## Events

Staff Breakfast


**Enroll for this Event?**


Start Date/Time: Monday, February 16, 2015 7:30 AM  
End Date/Time: Monday, February 16, 2015 8:00 AM  
Recurring Event: One time event  
Importance: Normal Priority  
Description: Free breakfast is available before the General Meeting.

Enrolled Users:

Display Name	Email Address	Approved	Qty
Alita Banham	Alita.Banham@domain.com	<input type="checkbox"/>	1
Ayesha harrib	Ayesha.harrib@domain.com	<input checked="" type="checkbox"/>	1
Deana Alle	Deana.Alle@domain.com	<input checked="" type="checkbox"/>	1

Download  
Owned by Elizabeth Dunn On Sunday, February 15, 2015

Return
Edit
Delete


Export



## Exporting an Event

Users can export an event by clicking the **Export** button (to export a single instance of this event) or the **Export Series** button (to export the full series of a recurring event) displayed on the event details page. The information is saved as an iCalendar file (file extension is .ics) that can be saved to a local computer for import into a calendar application such as Microsoft Outlook.


### Events

General Meeting



 **Enroll for this Event?**

Start Date/Time:	Monday, February 16, 2015 8:00 AM
End Date/Time:	Monday, February 16, 2015 8:30 AM
Recurring Event:	 On the Third Monday of the month until 2/15/2016 (total 13 events)
Importance:	Normal Priority
Description:	General business meeting to discuss project goals and objectives for the coming week.

Owned by Elizabeth Dunn On Sunday, February 15, 2015

[Return](#) [Edit](#) [Edit Series](#) [Delete](#) [Delete Series](#) [Export](#) [Export Series](#) 

### Requesting Event Reminder

Events that display the  **Reminder** icon allow user to request a notification email prior to the event. The reminder can be set on the event details page by clicking the  Remind me about this Event @ link. This sends the reminder to the email address associated with the current user's account eight hours prior to the event unless the user changes the notification time period. Unauthenticated users must enter their email address. Users can also mark the **Remind about all Events in this series?** check box to be reminded of all events for reoccurring event series.

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

## Events

General Meeting

Remind me about this Event @
 

Roger.Halverson@domain.com

☒ Remind about all Events in this series?

8

Hour(s) ▼

before event starts

Start Date/Time:

Monday, February 16, 2015 8:00 AM

End Date/Time:

Monday, February 16, 2015 8:30 AM

Recurring Event:

↻ Every 1 months until 2/16/2015 (total 1 events)

Importance:

Normal Priority

Description:

General business meeting to discuss project goals and objectives for the coming week.

Owned by SuperUser Account On Sunday, February 15, 2015

Return

Export

Export Series

### Related Topics:

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

### Subscribing to New Events

Users can be notified by email when a new event is added by marking the **Notify Me** ☒ check box in the icon bar. This option may be disabled.

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

## Events

Today 2/15/2015

January

February 2015

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7


Notify Me ☐

### Related Topics:

- See "Configuring the Event Email Settings"

## Event Editors

### Adding an Event

Module editors can create events by clicking the  **Add Event** button in the icon bar. Events can be added by entering a title and scheduling the start and finish date and time. In addition a description that displays on the event details page and notes that displays as a pop up message on the main page can be added. Users may be able to set the event time zone (See "Configuring TimeZone Settings"), select a category (See "Adding Event Categories"), a location (See "Adding Event Locations") and modify the event owner. An Advanced Setting tab may be displayed allowing reminders (See "Setting an Event Reminder"), images (See "Setting an Event Image"), recurrence (See "Setting Recurring Events") and enrollment (See "Enabling Event Enrollment").

My Website > Events > Edit Event

Basic Settings
Advanced Settings

Title: \* ⓘ


General Meeting

All Day Event: ⓘ


☐

Start Date/Time: \* ⓘ

2/16/2015




8:00 AM




Copy to End Date

End Date/Time: \* ⓘ

2/16/2015



8:30 AM



Display End Date: ⓘ

☒

Importance: ⓘ

Normal

▼

Category: ⓘ

None

▼

Location: ⓘ

None

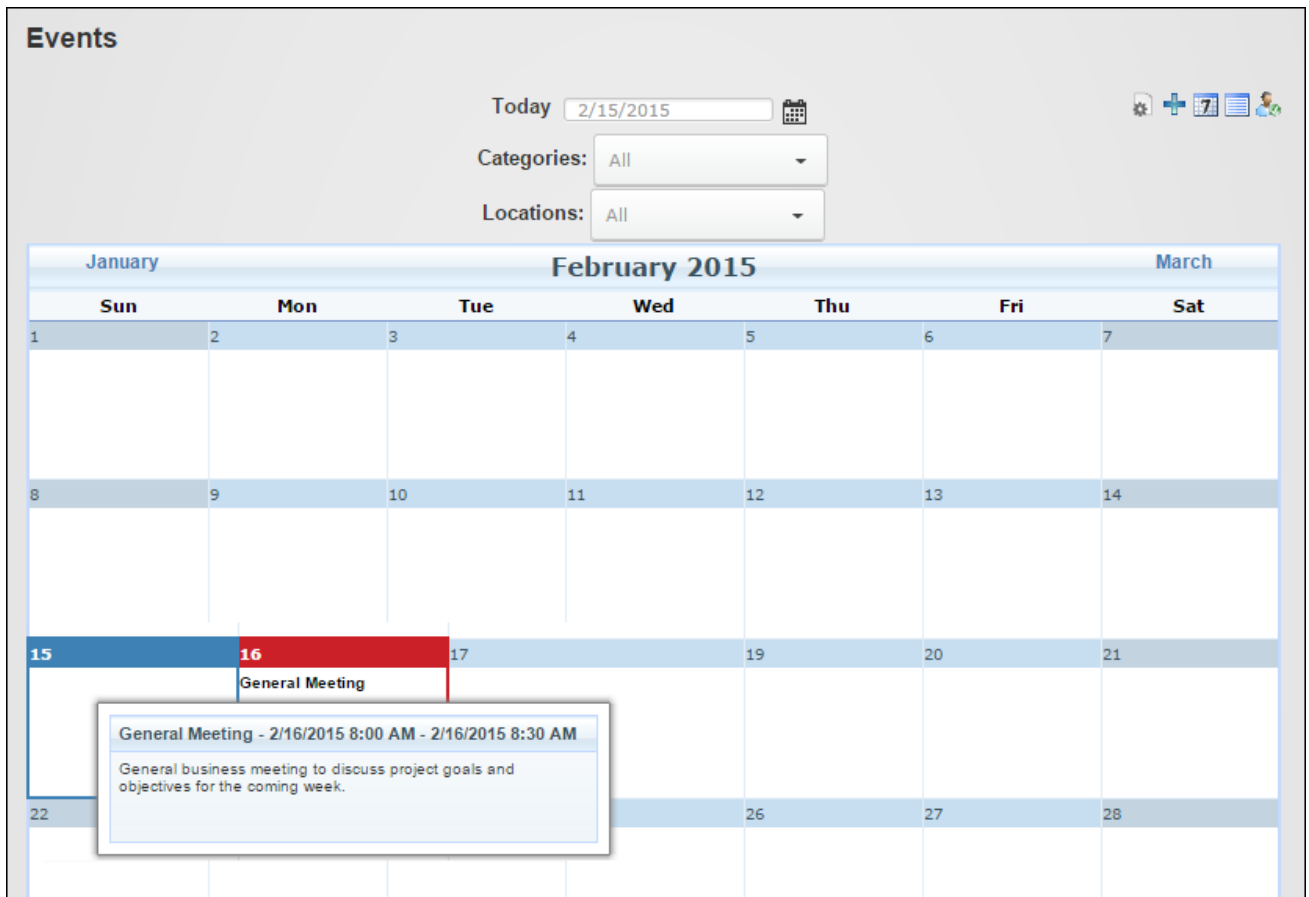
▼

Owner: ⓘ

Elizabeth Dunn

▼

If events are moderated the user who added the event will be notified when it is accepted or rejected.



The newly added event

### Copying Existing Events

Event Editors can edit an existing event or event series and save it as a new event or event series by choosing the **Copy As New Event** or the **Copy As New Event Series** button located at the base of the edit event page.

### Editing Events

Event Editors can edit onetime events, single instances of a recurring event or all events within a recurring series. Users can typically edit their own events. Administrators can edit all events.




**Events**

General Meeting

Start Date/Time:Monday, February 16, 2015 8:00 AM

End Date/Time:Monday, February 16, 2015 8:30 AM

Recurring Event: Every 12 months on the Third Monday until 2/16/2015 (total 1 events)

Importance:Normal Priority

Description:  
General meeting to discuss project goals and objectives for the coming week as well as general business.

Owned by Elizabeth Dunn On Sunday, February 15, 2015

Return

Edit


Edit Series

Delete

Delete Series

Export

Export Series



## Deleting Events


Event Editors can delete onetime events, single instances of a recurring event or all events within a recurring series. Module editors and page editors can only delete their own events, depending on the moderation settings.

**Events**

General Meeting

Start Date/Time:Monday, February 16, 2015 8:00 AM

End Date/Time:Monday, February 16, 2015 8:30 AM

Recurring Event: Every 12 months on the Third Monday until 2/16/2015 (total 1 events)

Importance:Normal Priority

Description:  
General meeting to discuss project goals and objectives for the coming week as well as general business.

Owned by Elizabeth Dunn On Sunday, February 15, 2015

Return

Edit


Edit Series

Delete

Delete Series

Export

Export Series





## Enabling Event Enrollment

Enrollment can be enabled for single events and event series on the Advanced Settings tab when adding or editing an event. For events that charge a fee users must complete the fee amount and modify the PayPal account email address if required. Note: The currency type is set by the Administrator. A maximum number of attendees can be defined and enrollment can be limited to a single role. Note: This restriction also applies to the Admin role.

The list of enrolled users can optional be made public on the detailed view or only displayed on this event edit page.

## My Website > Events > Edit Event


Allow Enrollment:  ☒

Type of Enrollment:  ☒ Free



☐ Paid Fee: \*  USD

PayPal Account: \* 


Max. Enrollment: \*   Currently Enrolled:

Enroll List on Detail View:  ☒


Enrollee Role:    (select "None" for All Registered)


Enroll User to Event:    Starts with:

 Refresh List


Select	Display Name	Email Address
<input type="checkbox"/>	Elizabeth Dunn	Elizabeth.Dunn@domain.com
<input type="checkbox"/>	Colin Baraban	Colin.Baraban@domain.com
<input type="checkbox"/>	Denis Herrche	Denis.Herrche@domain.com
<input type="checkbox"/>	Haywood Gean	Haywood.Gean@domain.com
<input type="checkbox"/>	Mike Brisset	Mike.Brisset@domain.com
<input type="checkbox"/>	Shirl Belk	Shirl.Belk@domain.com
12		
 Enroll Selected Users		


### Managing Enrollments

Administrators can enroll users to events that permit enrollment via the Advanced Settings tab of the Edit Events page. The names of all users who are authorized to enroll for this event are listed at the Enroll User To Event field. Editors can also search for user(s) by choosing to search by either their Username or Last Name by entering the first letter of the name into the **Starts With** text box and clicking the  Refresh List link to view the corresponding users.

Once the required user(s) are shown they can be marked ☒ and added to the Enrolled Users list by clicking the  Enroll Selected Users link.


**My Website > Events > Edit Event**


Allow Enrollment:  ☒


Type of Enrollment: 


☒ Free

☐ Paid Fee: \*  USD

PayPal Account: \* 


Max. Enrollment: \*  
Currently Enrolled:

Enroll List on Detail View:  ☐

Enrollee Role: 


None

(select "None" for All Registered)


Enroll User to Event: 

Username

Starts with: 



 Refresh List



Select	Display Name	Email Address
<input type="checkbox"/>	Elizabeth Dunn	E.Dunn@domain.com
<input checked="" type="checkbox"/>	Elli Baudreau	Elli.Baudreau@domain.com
<input checked="" type="checkbox"/>	Jovita Stegal	Jovita.Stegal@domain.com
<input type="checkbox"/>	Tobi Hampton	Tobi.Hampton@domain.com

 Enroll Selected Users

**Enrolled Users:**

Select	Display Name	Email Address	Approved	Qty
<input type="checkbox"/>	Ayesha harrib	Ayesha.harrib@domain.com	<input checked="" type="checkbox"/>	1
<input type="checkbox"/>	Deana Alle	Deana.Alle@domain.com	<input checked="" type="checkbox"/>	1

 Email Selected Enrolled Users
 Delete Selected Enrolled Users

The user(s) are now added to the Enrolled Users list below and editors can click on a user's Display Name to view their profile; click on their email address to send them a personalized message; or mark ☒ the check box beside one or more users and then click the  Email Selected Enrolled Users link to email enrollment details to the user(s) or click the  Delete Selected Enrolled Users link to unenroll the user(s).

**Enrolled Users:**

Select	Display Name	Email Address	Approved	Qty
<input checked="" type="checkbox"/>	Ayesha harrib	Ayesha.harrib@domain.com	<input checked="" type="checkbox"/>	1
<input checked="" type="checkbox"/>	Deana Alle	Deana.Alle@domain.com	<input checked="" type="checkbox"/>	1

Email Selected Enrolled Users
 Delete Selected Enrolled Users

**Email Details:**

Email From: admin@domain.com

Email Subject: Event Notification: [event:title] on [NOTALLDAYEVENT][event:startdate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:startdate]D[/ALLDAYEVENT]

Email Message: 

There is a new Event:<br />
 <br />
 [event:title]<br />
 <br />
 on [NOTALLDAYEVENT][event:startdate] [/NOTALLDAYEVENT][ALLDAYEVENT]
 [event:startdate]D[/ALLDAYEVENT][IFTIMEZONEDISPLAY] [event:timezone]
 [/IFTIMEZONEDISPLAY]<br />
 [NOTALLDAYEVENT]

Update

Cancel

Delete

Copy as New Event

## Setting an Event Image

An event image can be selected on the Advanced Settings tab when adding or editing an event or event series. The image width and height can be set to resize the image. If image can be removed the event the image settings that were save will be retained for future use.

**My Website > Events > Edit Event**

Basic Settings

Advanced Settings

Send Reminder: ⓘ

☐

Display Image: ⓘ

☒

Image URL: ⓘ

Link Type: ☐ URL ( A Link To An External Resource )  
☒ File ( A File On Your Site )

File Location:  

Images/ ▼

File Name:  

Journal\_32X32.png ▼

Upload New File

Width: ⓘ

40

Height: ⓘ

40

The image is typically displayed on both the event default page and the detailed event page.

Copyright 2015 by DNN Corp

Events

Today 2/16/2015

Categories: All



Locations: All

January

February 2015

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

General Meeting

## Setting an Event Reminder

Event reminders can be enabled for individual events on the Advanced Settings tab when adding or editing an event. The reminder time can be set and the email template can be modified for this reminder. Note: See "Configuring Template Settings" to permanently modify an email template. If the reminder is disabled any saved reminder settings are retained for future use. See "Configuring Event Reminder Settings" to enable event reminders.

My Website > Events > Edit Event

Basic Settings

Advanced Settings

Send Reminder: ⓘ ☒

Time Before Event: \* ⓘ  Hours

Email From: ⓘ

Email Subject: ⓘ 


Event Reminder: [event:title] on [NOTALLDAYEVENT][event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate]D[/ALLDAYEVENT]

Email Message: ⓘ 

You requested reminding about the following Event:<br /><br />[event:title]<br /><br />on [NOTALLDAYEVENT][event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate]D[/ALLDAYEVENT] [event:timezone]<br />to [NOTALLDAYEVENT][event:enddate]/[NOTALLDAYEVENT][ALLDAYEVENT]

Enabling and Setting Event Reminders

## Setting Recurring Events

Recurring events can be enabled and configured for individual events and event series on the Advanced Settings tab when adding or editing an event. Recurring events display the **Recurring Event**  icon which reveals more details of the recurrence schedule when a user hovers their mouse over the icon. Recurrence edits can be performed on individual recurring events or the full event series. Note: Recurrences days are localized.

The following recurrence schedules can be set:


- To set the event to reoccur periodically: Select **Periodic Event** and enter the recurrence frequency into the Repeated Every text box and select days, weeks, months or years set the period of the recurrence.
- To set a weekly recurrence enter how frequently the event occurs each week into the **Repetition Frequency (Weeks)** text box and mark ☒ the check box beside each day the event reoccurs.






- To set the event to reoccur once each month select Monthly Event option and choose to repeat the event on the First, Second, Third, Fourth or Last week of the month.
- To set the event to reoccur on a specific date of each month select Monthly Event and select the date of the month. 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.


**My Website > Events > Edit Event**


---

Recurring Event:  ☒

Recurrence End Date: \*  Maximum 1000 event occurrences. See administrator for details.  
 


Periodic Event:  ☐

Weekly Event:  ☐

Monthly Event:  ☒ ☐ Repeated on:




☐ Repeated on day:

Repetition frequency (months): \*

Annual Event:  ☐

## Category Editors

### Adding Event Categories

Administrators and users in the Global Category Editors role can create event categories by selecting **Edit**  >  **Edit Categories** from the module actions menu. Users can then enter a category name and choose the category colors using Color Picker. Web safe hexadecimal color values can be manually entered (e.g. #99d9ea) or users can choose **No Color**  to use the default colors. Once the category is added it is displayed in the **Category Name** list to the right.

**My Website > Events > Edit Categories**

Category ⓘ

Staff Training

Background Color ⓘ

Font Color ⓘ

#CC0099

Preview ⓘ

Staff Training

Add

Return


Category Name

Staff Meeting

(Select Category Name Link to Edit)

#0000ff

### Managing Event Categories

Administrators and users in the Global Category Editors role can edit a category by clicking on the Category Name link or delete a category by clicking the **Delete**  button beside the category name.

**My Website > Events > Edit Categories**

Category ⓘ



Background Color ⓘ

Font Color ⓘ

Preview ⓘ

Add



Return

Category Name
 <a href="#">Staff Meeting</a>
 <a href="#">Staff Training</a>

(Select Category Name Link to Edit)

## Location Editors

### Adding Event Locations

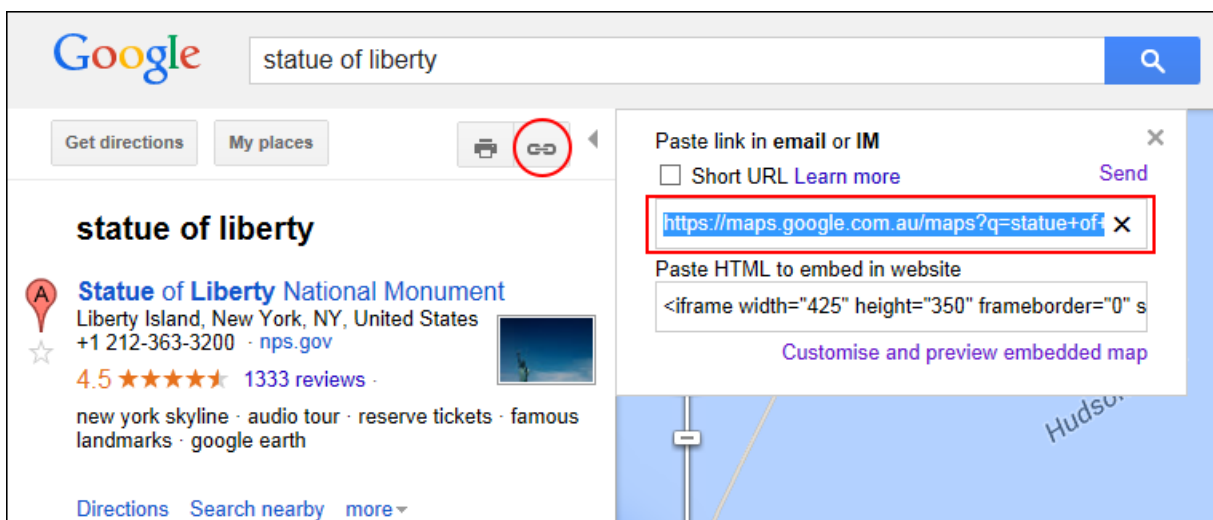
Administrators and users in the Global Location Editors role can create event locations by selecting **Edit**  >  **Edit Locations** from the module actions menu. Users can then enter a location name and save the location. Optional settings allow a Map URL and/or an address to be included.

### My Website > Events > Edit Locations


Location *	statue of Liberty	Location Name	Map URL
		(Select Location Name link to Edit)	
Map URL	https://www.google.com.au/maps/plac		
Street	Liberty Island		
Postal Code	10004		
City	New York		
Country	United States		
Region	New York		


[Add](#)
[Return](#)

The below image the map URL is 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.



## Managing Event Locations

Administrators and users in the Global Location Editors role can edit a location by clicking on the Location Name link or delete a location by clicking the **Delete**  button beside the location name.




**My Website > Events > Edit Locations**

Location \* 

Map URL 


Street 

Location Name	Map URL
 <a href="#">statue of Liberty</a>	<a href="https://www.google.com.au/maps/place/Statue+of+Liberty+National+Monumr/3m1!4b1!4m2!3m1!1s0x89c25090129c363d:0x40c6a5770d25022b">https://www.google.com.au/maps/place/Statue+of+Liberty+National+Monumr/3m1!4b1!4m2!3m1!1s0x89c25090129c363d:0x40c6a5770d25022b</a>

(Select Location Name link to Edit)

## Moderators

### Moderating Events and Enrollments

Event moderators and Administrators can approve or deny new events and event enrollments by clicking the **Moderate Events**  button in the icon bar. Users can choose to approve or deny selected items or approve/deny all items. Approving an event makes it visible on the page. Denying an event or/and enrollment permanently deletes all details of the event/enrollment. An optional notification email can be send to users who submitted the event or the enrollee.

**My Website > Events > Moderate Enrollment-Events**

Select View to Moderate: ● Moderate Events □ Email Action Notification to User?  
○ Moderate Enrollments

Email From: admin@domain.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:startdate]

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate][D]/[ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:enddate][D]/[ALLDAYEVENT]/[DISPLAYENDDATE] [IFTIMEZONEDISPLAY](event:timezone)) [IFTIMEZONEDISPLAY] - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<span>●</span> Approve <span>○</span> Deny	2/16/2015	7:30 AM	Staff Breakfast
<span>○</span> Approve <span>●</span> Deny	2/16/2015	6:30 PM	General Meeting

Note: Deny option will delete Event/Enrollment Entries from the Database!


[Return](#) [Update](#) [Approve All](#) [Deny All](#) [Unmark All](#)

### Downloading the Enrollee List

Moderators and Administrators can download a list of the enrolled user for a single event from the event details page. The list will be in csv format which can be opened in Microsoft™ Excel.

## Events

Speed Cycling Training

 **Enroll for this Event?**

Start Date/Time: Thursday, February 12, 2015

End Date/Time: Thursday, February 12, 2015

Recurring Event: One time event

Importance: Normal Priority

Description:

Speed cycling training is open to cyclists of all levels, however basic cycling skills including some experience with track cycling is desirable. It is recommended that beginner cyclists first complete our Cycling Basics classes.

Enrolled Users:

Display Name	Email Address	Approved	Qty
Gilberte Williard	Gilberte.Williard@domain.com	<input type="checkbox"/>	1
Haywood Gean	Haywood.Gean@domain.com	<input checked="" type="checkbox"/>	1

**Download**


Owned by Elizabeth Dunn On Wednesday, February 11, 2015

Return




Edit

Delete

Export



## Event Settings

Events comes with a wide range of settings that manage the look and feel of events and includes features such as enrollments, moderation and notification to be. To access the Event Module Settings click the **Edit Settings**  button on the Icon Bar. If the icon bar is disabled users can select **Edit**  >  **Edit Settings** from the module actions menu. Administrators and users who are granted Edit Setting permissions (Manage Settings in Evoq products) can manage Event Settings.

## Display Settings

### Configuring Detail View Settings

Administrators can configure the event details page via the Display - Detail View Settings section of Events Settings page. Administrators can modify the default layout so the detail page opens in a new page and allow users to choose a specific page as event detail page when adding a new event. Event enrollment can be configured to be undertaken on a separate

enrollment page by entering the page URL and users can be required to confirm their enrollment when they enroll.

**My Website > Events > Event Module Settings**

General

Display

Notification

Enrollment & Moderation

Sub-calendar

SEO & Sitemap

**Detail View Settings**

Event Detail New Page: ⓘ

☒

Set Event Detail Page Allowed: ⓘ

☒

Set Enrollment Page Allowed: ⓘ

☒

Enrollment Page Default URL: ⓘ

Enable Enroll Validation Popup: ⓘ

☒

### Configuring Event Month View Settings

Administrators can configure the settings for month view calendar via the Display - Month View Settings section of Events Settings page.

**Month View Settings**

Enable Month View Cell Events: ⓘ

☒

Show Events in Next/Prev Month: ⓘ

☐

Weekend Starts Friday: ⓘ

☐

Show Event Start Time in Title: ⓘ

☐

Event Day New Page: ⓘ

☐

Enable Selectable Day: ⓘ

☐

Show Event Icons: ⓘ

☒ Priority ⓘ

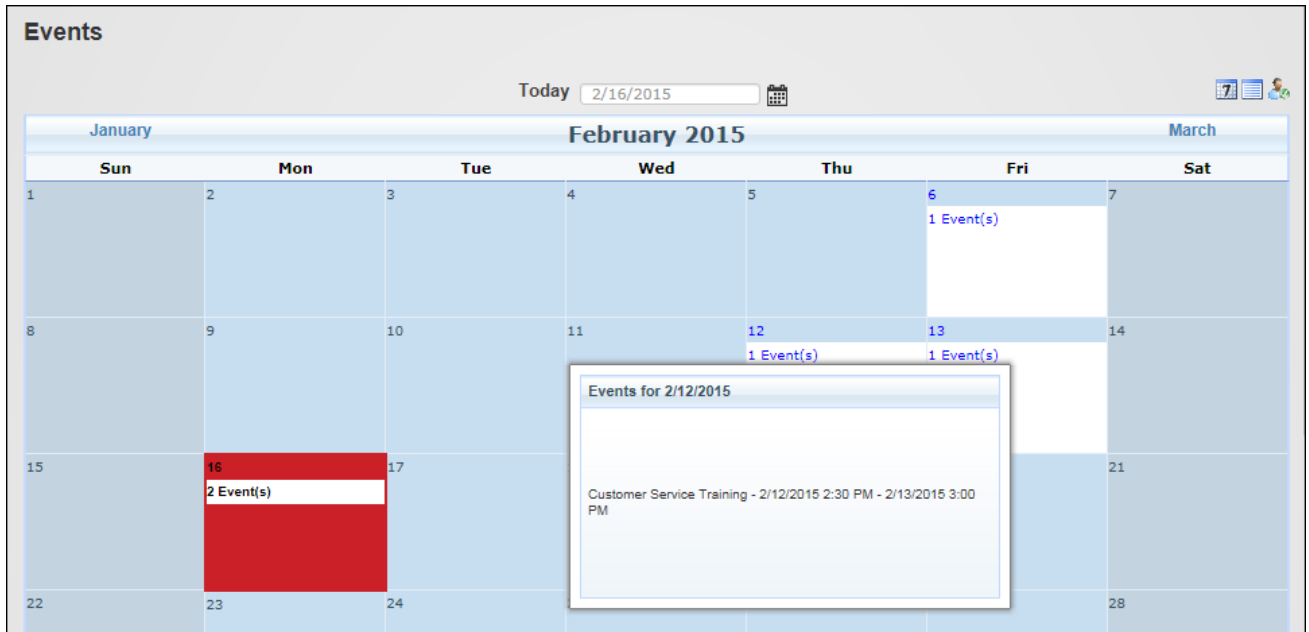
☒ Recurring ⓘ

☒ Reminder ⓘ

☒ Enrollment ⓘ



Here they can choose to list the number of events in the calendar day cells (e.g. the cell information would read "2 events") and optionally display the event day in a new page rather than the default setting (Enable Month View Cell Event) which displays the event titles in each day cell.



Events which occur in the month before or after the displayed month can be shown in calendar. E.g. If the displayed month is July and July 31<sup>st</sup> falls on a Monday, any events which occur at the start of August will be displayed in the cells for August. Start times can be displayed on the event title and event details can be displayed in the monthly calendar on the event details page. The weekend can be set as Friday/Saturday or Saturday/Sunday. Icons for Priority, Recurring, Reminder and Enrollment can be displayed in the month view. Finally the calendar can be set so only days with events can be selected in the calendar.

### Configuring Week View Settings

Administrators can configure the settings for week view calendar via the Display - Week View Settings section of Events Settings page. Here they can modify the layout of weekly events.

Events

Today2/16/2015

Notify Me

<

Include End Values enabled in week view

Events

Today2/16/2015






Notify Me

<

Show Value Marks enabled in week view


Display a full time scale of 24 hours for each day or only display the hours when events occur.

Icons for Priority, Recurring, Reminder and Enrollment can be optionally displayed.

Week View Settings	
Full Time Scale: ⓘ	<input type="checkbox"/>
Include End Value: ⓘ	<input checked="" type="checkbox"/>
Show Value Marks: ⓘ	<input type="checkbox"/>
Show Event Icons: ⓘ	<input checked="" type="checkbox"/> Priority   <input checked="" type="checkbox"/> Recurring  <input checked="" type="checkbox"/> Reminder  <input checked="" type="checkbox"/> Enrollment 

## Configuring Event List Settings

Administrators can configure the list view of the Events module via the Display - Event List Settings section of Events Settings page. To use the list view, place two Events modules on the page and enable the List mode on the second Events module, not the first module.

1. Go to an Events module and click the **Edit Settings**  button on the Icon Bar.
2. Select the **Display** tab and expand the **Event List Settings** section.
3. At **Grid or Repeater**, select the layout.
4. At **Show Table Header**, choose whether to display a header above the event list.
5. Choose from these options to set the number of events displayed in the list:
  - To set events by number of days: select **Select Events By Days** and then enter the [number of] **days before current date** and [number of] **days after current date** to be displayed.
  - To set the number of events displayed select **Select Events By Number** and enter the **Next** [number of] **events to be displayed from the current date** and 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.
6. At **Event Fields to Display**, modify the lists so only the fields to be displayed are listed in the Available box.
7. At **Page Size**, select the number of events to be displayed on each page of the Event List.
8. At **Default Sorting**, select to sort events either **Ascending** or **Descending** by their start date. The default settings is Ascending.
9. At **Default Sort Column**, select the column by which events in list view will be sorted by default.
10. At **Collapse Recurring**, mark ☒ the check box if recurring events should be collapsed into a single row.
11. At **Show Event Icons**, mark ☒ the check box beside each icon to be displayed beside the event title in list view.

12. The following additional options are available if the Repeater option is selected.
1. At **Repeater as Table**, mark ☒ the check box to use a table based layout - OR - unmark ☐ the check box to configure the templates to use a div based layout.  
Recommended for advanced users only.
  2. 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.
  3. 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.
  4. 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.
13. Click the **Update Settings** button.

### Configuring Custom Fields Settings

Administrators can enable one or two custom text box fields via the Display - Week View Settings section of Events Settings page. Custom fields are displayed when adding and editing events.

Custom Fields	
Display Custom Field 1: ⓘ	<input checked="" type="checkbox"/>
Display Custom Field 2: ⓘ	<input type="checkbox"/>

Once the fields are enabled, the field information must be added for each language via the Admin > Languages page. The custom fields can be found by navigating to Local Resources > DesktopModules > Events > App\_LocalResources > **EditEvents.ascx** in Local Resources folder the Language Editor. Administrators must then update the **IblCustomField1.Help** and **IblCustomField1.Text** fields and repeat for the Local Resources > DesktopModules > Events > App\_LocalResources > **EventSettings.ascx**.

**My Website > Events > Edit Event**

---

**Basic Settings**   **Advanced Settings**

---

Title: \* ⓘ

All Day Event: ⓘ ☐

Start Date/Time: \* ⓘ  ⓘ  ⓘ Copy to End Date

End Date/Time: \* ⓘ  ⓘ  ⓘ

Display End Date: ⓘ ☒

Importance: ⓘ  ⓘ

Category: ⓘ  ⓘ

Location: ⓘ  ⓘ

**Department: ⓘ**

Owner: ⓘ  ⓘ

Custom Field named "Department" displayed when adding an event

### Configuring Tooltip Settings

Administrators can enable event descriptions to be displayed as a tooltip via the Display - Tooltip Settings section of Events Settings page.

**My Website > Events > Event Module Settings**

General Display Notification Enrollment & Moderation Sub-calendar SEO & Sitemap RSS, iCal & Social Templates

Detail View Settings

Month View Settings

Week View Settings

Event List Settings

Custom Fields

Tooltip Settings

Display Month View Tooltip: ☒

Display Week View Tooltip: ☒

Display Day View Tooltip: ☒

Display List View Tooltip: ☒

Tooltip Length:

Tooltips are displayed when a user hovers the mouse over an event title. The maximum number of characters displayed in the tooltip can be modified with any additional characters only being displayed on the event details page.

**Events**

31 7

Event Start	Event End	Title
2/16/2015 7:30 AM	2/16/2015 8:00 AM	Staff Breakfast
2/16/2015 8:00 AM	2/16/2015 8:30 AM	
2/16/2015 5:30 PM	2/16/2015 6:00 PM	

**Staff Breakfast - 2/16/2015 7:30 AM - 2/16/2015 8:00 AM**

Beat the traffic and enjoy a tasty breakfast on us. A wide selection of delicious yogurts, pastries, cereals and fresh fruit will be available.

## Configuring Image Settings

Administrators can enable images and configure image settings via the Display - Image Settings section of Events Settings page.

**My Website > Events > Event Module Settings**

Week View Settings

Event List Settings

Custom Fields

Tooltip Settings

Image Settings

Enable Event Image: ⓘ

☒

Show Month View Event Image: ⓘ

☒

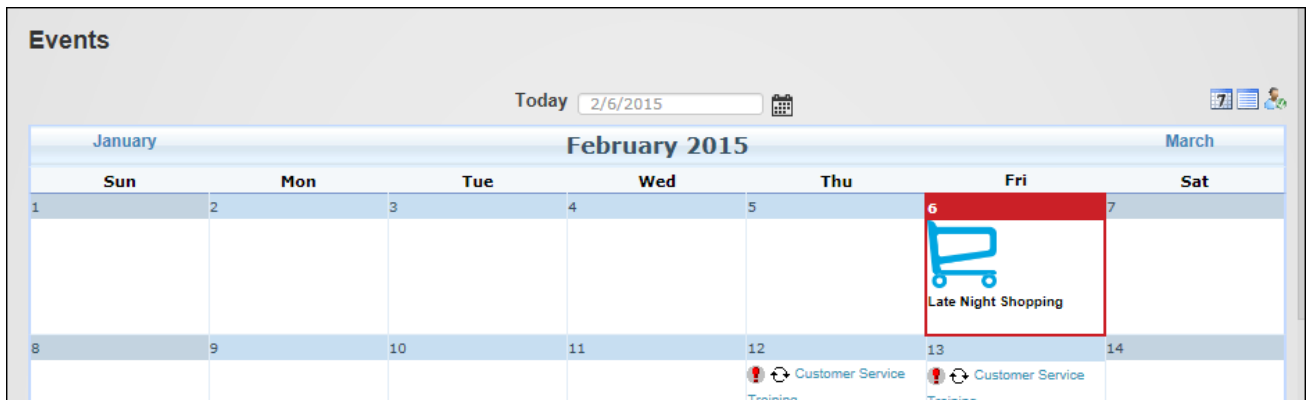
Show Week View Event Image: ⓘ

☐

Max Thumbnail Width: ⓘ

Max Thumbnail Height: ⓘ

Enabling event images allows users to select an event image when adding and editing events. Once images are enabled they can be shown in either or both the month or week view. A maximum width and height can be set for the thumbnail image displayed in the week or calendar view. The full size image is displayed in the detailed view unless otherwise specified when adding the image.



## Enrollment & Moderation Setting

### Configuring Enrollment Settings

Administrators can configure enrollment settings via the Enrollment & Moderation Settings - Enrollment Settings section of Events Settings page. Enrollments can be enabled for authorized users and/or anonymous users. PayPal can be enabled to collect fees for paid events. The email address associated with the PayPal account must be entered. The Host email address will be used as the PayPal account by default.

Full events can be hidden and the attendee list can be shared on the event detail page by default and then modified for individual events as required. Users can be allowed to enroll multiple people for events and cancel their enrollment to free events. The events displayed on the My Enrollment page where users view and manage their enrollments can be modified.



## My Website > Events > Event Module Settings

General

Display

Notification

Enrollment & Moderation


Sub-calendar

SEO & Sitemap


RSS, iCal & Social

Templates

### Enrollment Settings

Permit Event Enrollment:  ☒


Allow Paid Events:  ☒


Allow Anonymous Enrollment:  ☐

PayPal Account: 

PayPal URL: 


Display Enroll List by Default:  ☐


Hide Full Enrolled Events:  ☐

Allow Multiple Enrollees: 

Cancel Before Days: 

My Enrollments Sorting: 

My Enrollments Days Before: 

My Enrollments Days After: 

Administrators can choose the fields displayed on the Event Detail Page and who can view each field. In addition they can define the enrollment events that trigger an email being sent.

Select the User Fields to display: ⓘ		Visibility:	None	Editors	Viewers	All
	User Name		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Display Name		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	Email Address		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Phone No.		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Approved		<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Qty Enrolled		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Select Emails To Send: ⓘ						
	Enrollment Email - Approved				<input checked="" type="checkbox"/>	
	Enrollment Email - Awaiting Approval				<input checked="" type="checkbox"/>	
	Enrollment Email - Denied Suffix				<input checked="" type="checkbox"/>	
	Enrollment Email - User Added by Editor				<input checked="" type="checkbox"/>	
	Enrollment Email - User Deleted by Editor				<input checked="" type="checkbox"/>	
	Enrollment Email - User Paying				<input checked="" type="checkbox"/>	
	Enrollment Email - User Payment Pending				<input checked="" type="checkbox"/>	
	Enrollment Email - User Paid				<input checked="" type="checkbox"/>	
	Enrollment Email - Incorrect Payment				<input checked="" type="checkbox"/>	
	Enrollment Email - Enrollment Cancelled				<input checked="" type="checkbox"/>	

### Configuring Moderation Settings

Administrators can enable moderation or all changes to events and enrollments via the Enrollment & Moderation Settings - Moderation Settings section of Events Settings page.

**My Website > Events > Event Module Settings**

General

Display

Notification

Enrollment & Moderation

Sub-calendar

SEO & Sitemap

**Enrollment Settings**

Permit Event Enrollment: ⓘ ☐

**Moderation Settings**

Moderate Event/Enrollment Changes: ⓘ ☒

Update Settings

Cancel


## General Settings

### Configuring General Settings

Administrators can configure the general settings of Events via the General - General Settings section of Events Settings page. Here 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 field cannot be edited once events have been added therefore all adjustment must be made before any events are added.

Recurring events can be allowed which will display the Recurring Settings section on the Edit Events page and the maximum number of occurrences that will be generated when a reoccurring event is saved can be entered to reduce data. Schedule and/or location conflicts can be prevented to disallow more than one event being added within the same date and time period or same location.

Administrators can prevent anonymous users from viewing the event title/details by display a message instead, as shown in the below image.

Events				
<div>Today 11/4/2013 </div>				
October		November 2013		
Sun	Mon	Tue	Wed	Thu
27	28	29	30	31
3	4	5	6	7
10	11	12	13	14
	This is a private event. This is a private event.		This is a private event.	
17	18	19	20	21

Event details visible to authenticated users only

The events displayed in this calendar can be filtered by category and/or location, events can be included in site wide searches and old events can be removed.

**My Website > Home > Event Module Settings**

General

Display

Notification

Enrollment & Moderation

Sub-calendar

SEO & Sitemap

RSS, iCal & Social

Templates

**General Settings**

Edit Time Interval: ⓘ

30

▼

Permit Recurring Events: ⓘ

☒

Max Generated Occurrences: ⓘ

1000

Prevent Schedule Conflict: ⓘ

☒

Check for Location Conflicts: ⓘ

☐

Enable DNN Search: ⓘ

☒

Owner Change Allowed: ⓘ

☐

Delete Events Older Than: ⓘ

days

Private Calendar Message: ⓘ

Filter Events by Category: ⓘ

None

▼

Filter Events by Location: ⓘ

None

▼

Emails From: ⓘ

admin@domain.com

Configuring Event General Settings

## Configuring Look and Feel Settings

Administrators can configure the look and feel of Events via the General - Look & Feel Settings section of Event Settings page. Here they can choose from a wide range of themes; choose the default event view and enable one or more views. Navigation controls can be displayed and the icon bar can be hidden. Note: Hiding the Icon Bar will prevent unauthenticated users from changing views because access to the module actions menu is restricted to authenticated users only.

The first day of the week can be selected or DNN can detect the user's 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.

Users can be allowed filter events by one category or multiple categories and categories can be restricted to those set in the Filter Events by Category setting. See "Configuring General Settings". Finally emails can be sent as text, HTML or automatically based on the content of the email.

### Look & Feel Settings

Theme/Skin: ⓘ

☒ Standard theme

MinimalExtropy

▼

☐ Custom theme

▼

Default Module View: ⓘ

Month

▼

Module Views Allowed: ⓘ

☒ Month ☒ Week ☒ List

Use Module Container & Skin ⓘ

☒

Enable Category Select: ⓘ

Multiple Selection

▼

Restrict Categories: ⓘ

☐

Enable Date Navigation Controls: ⓘ

☒

Icon Bar: ⓘ

☒ Top Right

☐ Bottom

☐ None

HTML Email: ⓘ

☒ Html

☐ Auto

☐ Text

First day of Week: ⓘ

Default

▼

## Configuring TimeZone Settings

Administrators can configure the time zone of Events via the General - TimeZone Settings section of Event Settings page. Here the default time zone can be chosen and optionally displayed

on the event detail page. The primary and secondary time zone used can be based on user's profile (a user must be logged in) and time zone set on this page or the site time zone. Finally event creators can be allowed to specify the time zone for individual events.

**Timezone Settings**

Event Time Zone: ⓘ

(UTC-08:00) Pacific Time (US & Canada) ▼

Display Time Zone: ⓘ

☐

Primary Display Time Zone: ⓘ

User ▼

Secondary Display Time Zone: ⓘ

Portal ▼

Enable Per Event Time Zones: ⓘ

☐

## Notification Settings

### Configuring the Event Email Settings

Administrators can choose who will receive notification of new events and allow editors to send an event email to role members via the Notification - Event Email Settings section of Event Settings page.

**Event Email Settings**

Send New Event Emails: ⓘ

☒ Never

☐ Subscribers

☐ Role

Registered Users ▼

Allow Email Send by Event Editor: ⓘ

☒

### Related Topics:

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

## Configuring Event Reminder Settings

Administrators can enable and configure reminders for Events via the Notification - Reminder Settings section of Event Settings page. This allows users to request a reminder for an upcoming event. Note: The Event Module Scheduler must be enabled by a Super User.

**Reminder Settings**

Allow Event Reminders: ⓘ

☒

Remind Anonymous Users: ⓘ

☐

Send Reminder Default Value: ⓘ

☐

Reminder Email From: ⓘ

## RSS, iCal & Social Setting

### Configuring RSS Settings

Administrators can enable and set the date, days and details for event syndication via the RSS, iCal & Social - RSS Settings section of Event Settings page.

**My Website > Events > Event Module Settings**

General

Display

Notification

Enrollment & Moderation

Sub-calendar

SEO & Sitemap

**RSS, iCal & Social**

Templates

**RSS Settings**

Enable RSS: ⓘ

☒

Date to use: ⓘ

Last Updated Date ▼

Days to include: ⓘ

365

Feed Title: ⓘ

Staff Event

Feed Description: ⓘ

Calendar of staff meetings, training and other events

Enabling RSS displays the **RSS**  button in the top right corner.



The screenshot displays a web-based calendar application titled "Events". At the top, there is a "Today" button showing the date "11/4/2013". To the right of the date are several icons: a calendar icon, a plus sign, a magnifying glass, and a red circular icon with a white 'S'. Below the date is a "Categories" dropdown menu currently set to "None". The calendar itself is for the month of November 2013, with "October" and "December" visible on the left and right sides respectively. The days of the week are listed as "Sun", "Mon", "Tue", "Wed", "Thu", "Fri", and "Sat". The dates are arranged in a grid. A red square highlights the date "4" (Monday, November 4th). Below the calendar grid, there are two event entries: "Speed Cycling Training" and "Mountain Bike Training", both associated with the date "11" (November 11th).

November 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Events for November 11th:

- Speed Cycling Training
- Mountain Bike Training

## Configuring Calendar Export Settings

Administrators can enable the iCal icon in the icon bar and configure event export settings via the RSS, iCal & Social - Calendar Export Settings section of Event Settings page. Users can be allowed to email themselves an iCal file that they can save to their calendar and Administrators can set the information included in this file.

My Website > Events > Event Module Settings

General
Display
Notification
Enrollment & Moderation
Sub-calendar
SEO & Sitemap
RSS, iCal & Social
Templates

RSS Settings

Calendar Export Settings

Owner Email Address Export: ⓘ
☐

Owner Email for Unregistered User: ⓘ
☐

Show iCal icon on icon bar: ⓘ
☐

Enable Event .ics Emailing: ⓘ
☐

Show URL in Location: ⓘ
☒

Include Calname in .ics: ⓘ
☐

Days Before: ⓘ

Days After: ⓘ

URL to append: ⓘ

Enable Default Image: ⓘ
☒

Default Image: ⓘ

Link Type:
☒ URL ( A Link To An External Resource )
☐ File ( A File On Your Site )

Location: ( Enter The Address Of The Link )

Select An Existing URL

iCal URL: ⓘ

## Configuring Social Integration Settings

Administrators can enable and configure social integration for Events via the RSS, iCal & Social - Calendar Export Settings section of Event Settings page. Events can be integrated with Facebook, user journals and the site's social groups or a user's profile which allows users to create private events in their user profile.

**My Website > Events > Event Module Settings**

General

Display

Notification

Enrollment & Moderation

Sub-calendar

SEO & Sitemap

RSS, iCal & Social

RSS Settings

Calendar Export Settings

Social Integration Settings

Social Module: ⓘ

No

▼

Private User Calendar: ⓘ

☒

Facebook Admins: ⓘ

Facebook App\_ID: ⓘ

Enable Journal Integration: ⓘ

☒

## SEO & Sitemap Settings

### Configuring SEO Settings

Administrators can enable Search Engine Optimization (SEO) and set SiteMap priorities for Events via the SEO & Sitemap Settings - SEO Settings section of Event Settings page.

**My Website > Events > Event Module Settings**

General

Display

Notification

Enrollment & Moderation

Sub-calendar

SEO & Sitemap

SEO Settings

Enable SEO: ⓘ

☒

Description Length: ⓘ

256

## Configuring Sitemap Settings

Administrators can enable and configure the Search Engine Sitemap for Events via the SEO & Sitemap Settings - Sitemap Settings section of Event Settings page.

**My Website > Events > Event Module Settings**

General

Display

Notification

Enrollment & Moderation

Sub-calendar

SEO & Sitemap

SEO Settings

Sitemap Settings

Enable Search Engine Sitemap: ⓘ

☒

Sitemap Priority: ⓘ

Days Before: ⓘ

Days After: ⓘ

### Related Topics:

- See "Search Engine SiteMap"
- See "Configuring the SiteMap Settings"

## Sub-Calendar Settings

### Configuring the SubCalendar Settings

Administrators can display events from one or more Events modules (SubCalendars) within a single instance of an Events module via the Sub-calendar tab of Event Settings page. 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.

**My Website > Events > Event Module Settings**

General

Display

Notification

Enrollment & Moderation

Sub-calendar

SEO & Sitemap

RSS, iCal & Social

Templates

Include Other Site Event Modules: ⓘ ☒

Add Sub-Calendar Name: ⓘ ☒

Enforce View Permissions ⓘ ☒

Add/Remove Sub-Calendars: ⓘ

Available

Social Events  
Staff Events

>  
<  
>>  
<<

Selected


## Templates

### Configuring Template Settings

Administrators can modify the default event templates via the Templates tab of Event Settings page.

**My Website > Events > Event Module Settings**



General Display Notification Enrollment & Moderation Sub-calendar SEO & Sitemap RSS, iCal & Social **Templates**

Event Template:  [Templates help](#) Event Details ▼

```

<div id="divEventDetailsTemplate1" class="SubHead DetailEventDetailsDiv1">
<span class="Head">[event:title]</span> [event:eventimage]
</div>
[BREAK]
[BREAK]
<div id="divEventDetailsTemplate3" class="SubHead DetailEventDetailsDiv3">
<div class="DetailClear DetailContentLeft SubHead">
<span class="SubHead">[event:startdatelabel]</span>
</div>
<div class="DetailContentRight">
<span class="Normal">[NOTALLDAYEVENT][event:startdate][NOTALLDAYEVENT][ALLDAYEVENT][event:startdateD][ALLDAYEVENT]</span>
<span class="Normal">[IFTIMEZONEDISPLAY][event:timezone][IFTIMEZONEDISPLAY]</span>
</div>
[DISPLAYENDDATE]
<div class="DetailClear DetailContentLeft SubHead">
<span class="SubHead">[event:enddatelabel]</span>
</div>
<div class="DetailContentRight">
<span class="Normal">[NOTALLDAYEVENT][event:enddate][NOTALLDAYEVENT][ALLDAYEVENT][event:enddateD][ALLDAYEVENT]</span>
<span class="Normal">[IFTIMEZONEDISPLAY][event:timezone][IFTIMEZONEDISPLAY]</span>
</div>

```

 Update Template  Reset Template

## Setting Event Permissions

Events comes with additional permissions to allow users to access the event settings page (Edit Settings), moderate events (Moderate Events), edit existing events (Event Editor) and manage event categories/locations (Global Category Editor/Global Category Editors). Users who are granted Edit Module permissions can add and manage all events.

My Website > events > Module

Module Settings

Permissions

Page Settings

Event Module Settings

Filter By Group: < Global Roles >
Select Role: Editor
Add

Role	View Module	Edit Module	Edit Settings	Events Moderator	Events Editor	Global Category Editor	Global Location Editor	Actions
Administrators								
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Editor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Username:
Add

☒ Inherit View permissions from Page

Update
Delete
Cancel

## FAQs

FAQs is an IPortable module displays list of questions whose corresponding answers can viewed by clicking on the question. Users must be granted Edit Module permissions to add and manage FAQs and FAQ categories.

FAQs must be deployed and installed on DNN Platform by a Super User. Install and source packages can be downloaded from the [releases page](#) and feature requests, bug links and general questions can be submitted via the [issues page](#).

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

## FAQs

### ▼ Where can Awesome Cycles bicycles be purchased outside of the United States?

All of our bicycles can be purchased using our online store. In addition, we will increase our number of workshops and physical stores during 2013 starting with a lifestyle/concept showroom opening in Tokyo in March 2013.

Viewed: 2 times   Created on: 12/16/2013   Modified on: 12/16/2013



### ▼ How can I join a social riding group?

Join on our [Social Clubs](#) page.

Viewed: 2 times   Created on: 12/16/2013   Modified on: 12/16/2013

FAQs

## Adding FAQs

Module editors can add a frequently asked question including an optional answer which can include an image by selecting **Edit**  >  **Add New FAQ** from the module actions menu. The FAQ publish and expire dates can be set and is can be assigned to a category. The FAQ can be hidden and only displayed to editors enabling them to edit or update the FAQ. This feature allows FAQs to be answered before they are published.








## Awesome Cycles > FAQ > Edit this FAQ entry





Question ⓘ







Where can Awesome Cycles bicycles be purchased outside of the United S









Answer ⓘ





abc ✓






















































Normal

Apply CSS Cla



All of our bicycles can be purchased using our online store. In addition, we will increase our number of workshops and physical stores during 2013 starting with a lifestyle/concept showroom opening in Tokyo in March 2013.

Design

HTML

Preview

Words: 0 Characters: 0



Category ⓘ

Products



Hide FAQ ⓘ

☐

Publish from Date ⓘ

12/16/2013



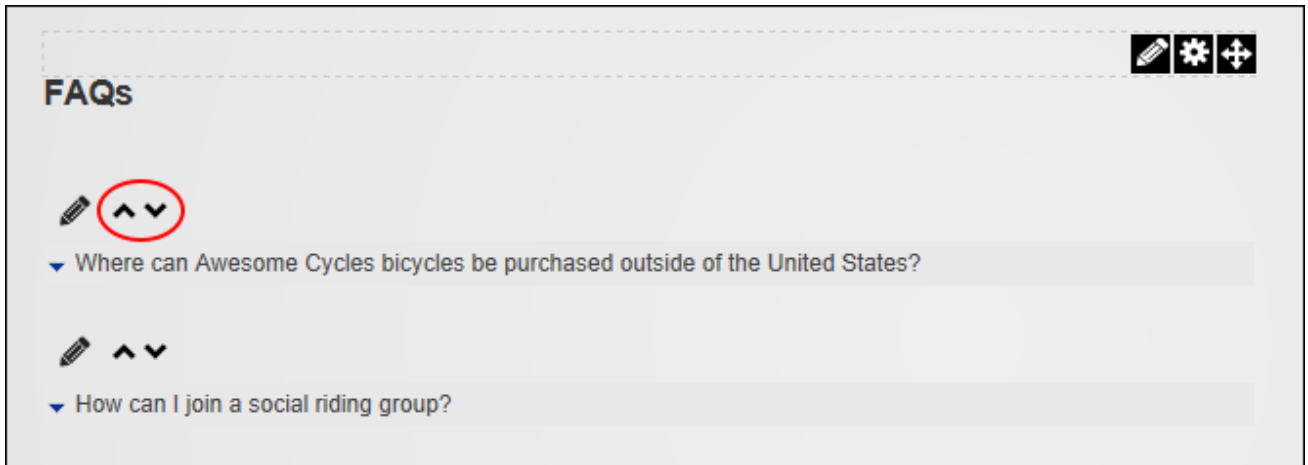
Expire on Date ⓘ






Update

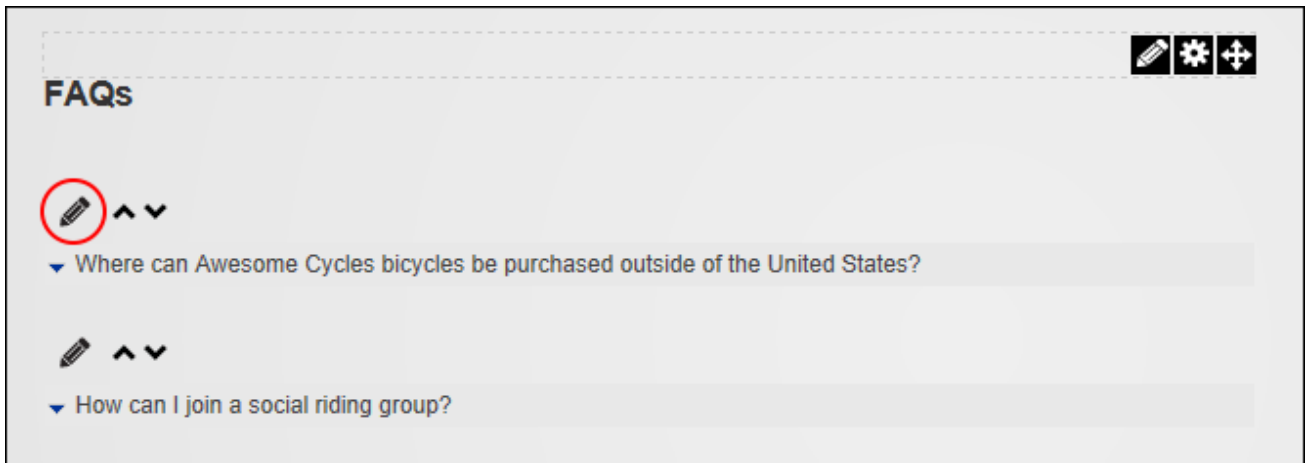
Cancel

Once the question has been added it can be reordered using the **Up** ^ and **Down** v arrows.





### Managing FAQs

Module editors can edit or delete FAQs by clicking the **Edit**  button beside the FAQ. FAQs can also be reordered directly on the page by clicking the **Up**  or **Down**  button beside the FAQ.



### Adding FAQ Categories

Module editors can add FAQ categories by selecting **Edit**  >  **Manage Categories** from the module actions menu. Categories consist of a title and description and can have parent/child relationships. Categories can be displayed in FAQs by editing the Item Template under Module Settings (See "Managing FAQ Templates").

**My Website > FAQs > Manage Categories**

[Add New](#) [Go Back](#)



Parent Category ⓘ

Category Name ⓘ



Category Description ⓘ



[Update](#) [Cancel](#)

### Managing FAQ Categories

Module editors can edit or delete FAQ categories by selecting **Edit**  >  **Manage Categories** from the module actions menu. Editors can select a category to edit or delete it. Categories can also be reordered or the parent/child relationships changed by dragging the category to new position.

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

**Awesome Cycles > FAQs > Manage Categories**  

 Products  
     Bicycles

[Add New](#) [Go Back](#)

Parent Category ⓘ

Category Name ⓘ

Category Description ⓘ

[Update](#) [Cancel](#) [Delete](#)

## Settings

### Managing Category Settings

Administrators can choose to display FAQs categories using FAQ's module setting.

**Awesome Cycles > FAQ > Module**

Module Settings | Permissions | Page Settings | **FAQs Module Settings**

Show Question Categories ⓘ ☒

Show Empty Categories ⓘ ☒

Show Tooltips ⓘ ☒

Show categories as ⓘ

- ☒ List with checkboxes
- ☐ Treeview
- ☐ Dropdown

The category description can optionally be displayed as a tooltip when a user hovers their mouse over the category name and categories can be displayed as a list, in a treeview or as a drop down list. Empty categories that have been created but don't have any FAQs can be displayed or hidden.

**FAQs**

☐ Unassigned questions

☐ Products

☐ Bicycles

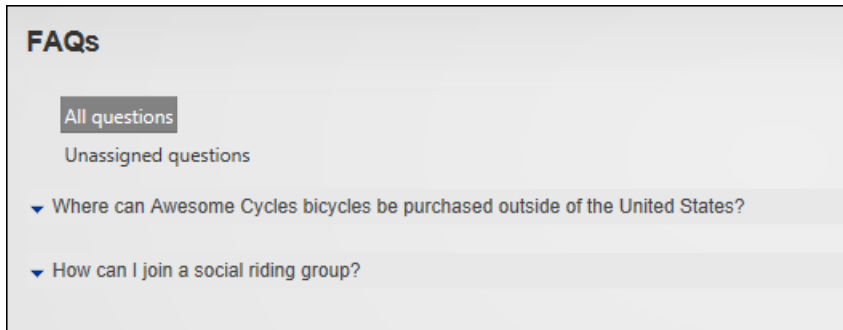
▼ Where can Awesome Cycles bicycles be purchased outside of the United States?

All of our bicycles can be purchased from our online store. In addition, we will increase our number of workshops and physical stores during 2013 starting with a lifestyle/concept showroom opening in Tokyo in March 2013.

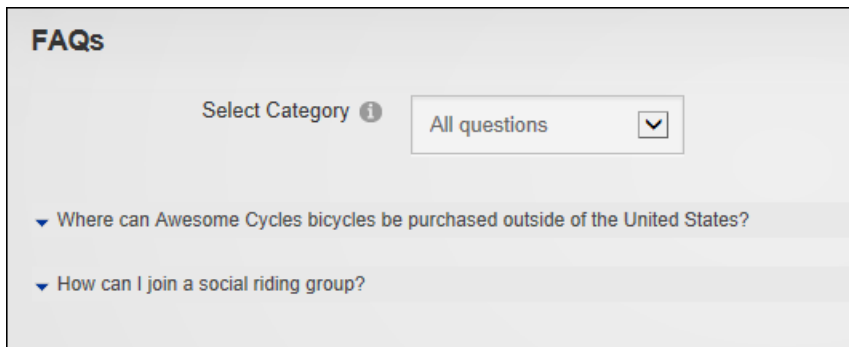
Viewed: 2 times Created on: 2/23/2014 Modified on: 2/23/2014

▼ How can I join a social riding group?

Categories displayed in a list with categories displayed as check boxes



Categories displayed in Treeview



Categories displayed in Dropdown view

## Managing FAQ Templates

The layout is managed using templates which can be altered to display information including the 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. Administrators can edit templates using FAQ's module setting. A template is provided for the answer, the question, as well as a loading template that is displayed while AJAX is loading the answer to a selected 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. Note: To restore an original template, add a new module and copy and paste the template from the new module into the edited module.

In the below image, the Question Template has been modified to include the FAQ Index before the question and a background color has been added for questions.

## FAQs

Select Category ⓘ

All questions ▼

Select Sort Order ⓘ

Predefined Order ▼

▼ Where can Awesome Cycles bicycles be purchased outside of the United States?

All of our bicycles can be purchased using our online store. In addition, we will increase our number of workshops and physical stores during 2013 starting with a lifestyle/concept showroom opening in Tokyo in March 2013.

Viewed: 3 times   Created on: 12/16/2013   Modified on: 12/16/2013

▼ How can I join a social riding group?

▼ How fast can your electric bikes go?

### Sorting FAQs

Administrators can configure the default sort order of FAQ's using FAQ's module settings. Choosing a predefined order will sort FAQ's according to the order predefined by an Administrator or Page Editor who can set the FAQ order using the up and down arrows displayed during editing.

## Awesome Cycles > FAQ > Module

Module Settings
Permissions
Page Settings
FAQs Module Settings

Show Question Categories ⓘ ☒

Show Empty Categories ⓘ ☒

Show Tooltips ⓘ ☒

Show categories as ⓘ

☒ List with checkboxes
☐ Treeview
☐ Dropdown

Default Sorting ⓘ

Predefined Order ▼

User can sort ⓘ ☒

Question Template ⓘ

<div class="Normal" style="width: 100%;">
<div style="float: left; background-color: #e8e8e8; padding-

FAQ's can otherwise be sorted by modified date, creation date, or popularity based on the number of times the FAQ has been clicked; and users can be allowed sort FAQ's.

**FAQs**

☐ Unassigned questions

☐ Products

☐ Bicycles

Select Sort Order ⓘ

Predefined Order

- Date (newest first)
- Date (oldest first)
- Popularity (highest first)
- Popularity (lowest first)
- Creation Date (newest first)
- Creation Date (oldest first)

▼ Where can Awesome Cycles bicycles be purchased outside of the United States?

▼ How can I join a social riding group?

▼ How fast can your electric bikes go?

## Feedback

Feedback allows users to send messages to Administrators using a simple form. Feedback can be used independently or together with Feedback Comments which displays the feedback (comments) from all or some feedback categories. Once the feedback form has been submitted, the feedback may be displayed on the site immediately or it may require moderation.

Feedback must be deployed and installed on DNN Platform by a Super User. Install and source packages can be downloaded from the [releases page](#) and feature requests, bug links and general questions can be submitted via the [issues page](#).

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

### 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	Feedback Comments
<h2>Your Contact Information</h2> <p>Email: * <input type="text" value="Gemma.Boyatt@awesomecycles.biz"/></p> <p>Name: <input type="text" value="Gemma Boyatt"/></p> <h2>Your Feedback</h2> <p>Subject: <input type="text"/></p> <p>Message Body: * <input type="text"/></p> <p><input type="button" value="Send Feedback"/></p>	<p>Gemma Boyatt 11/3/2013 8:52 PM Bicycle Repairs</p> <p>I recently purchased a red gravity series bike and want to change it to powder blue. Do you provide respraying services?</p> <hr/> <p>Gemma Boyatt 11/3/2013 8:49 PM Bicycle Repairs</p> <p>I recently purchased a red gravity series bike and want to change it to powder blue. Do you provide respraying services?</p>

Feedback and Feedback Comments

## 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 Module Cache Settings"). Using Feedback without any further configuration will send email notifications to the Primary Administrator and all feedback will be visible in Feedback Comments.



## Feedback Comment Settings

### Setting Visible Categories

Administrators can modify Feedback Comment module setting to determine what feedback is displayed in this Feedback Comments. Comments can be displayed from one, several or all Feedback modules and can also limited by one or more categories. This allows Administrators to add multiple Feedback Comments to the site and display different feedback on different pages. This feature can be combined with module permissions to display feedback from different categories to different roles and users. E.g. One Feedback Comments that only displays the "Sales Enquiries" category can be visible to all users however another Feedback Comments that only displays the "Product Feedback" category can be visible to existing customers only.

**My Website > Feedback > Module**

Module SettingsPermissionsPage SettingsComments View Settings

Scope: ⓘ

☒ Selected Modules Only

☐ Portal (from all Feedback Modules)

Feedback Modules: ⓘ

Page	Module Title	Selected
Feedback	Feedback	<input checked="" type="checkbox"/>
Our Products	Product Inquiries	<input checked="" type="checkbox"/>
Contact Us	Contact Us	<input type="checkbox"/>

Categories: ⓘ

☐ General Inquires☐ Product Inquires

### Configuring Comments View Settings

Administrators can modify Feedback Comments module settings to update the templates that control the appearance of Feedback Comments. Paging can also be enabled here.

### Feedback Settings

#### Email Address and Options

Administrators can configure the optional email addresses and choose the roles who will receive feedback. Emails can be send asynchronously as a background task which reduces

site load if sending feedback to a large number of recipients.

**Awesome Cycles > Feedback (06.02.01) > Module**

Module Settings

Permissions

Page Settings

Feedback Settings

Email Address and Options

Send To: ⓘ

feedback@awesomecycles.biz

Send To User Roles: ⓘ

Filter By Group: < Global Roles > ▼

	Selected Role
Administrators	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>
Staff	<input type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>
Unverified Users	<input type="checkbox"/>

Send From: ⓘ

feedback@awesomecycles.biz

Send Copy: ⓘ

☒

Can Opt Out: ⓘ

☒

Send Email Asynchronously: ⓘ

☒

### Configuring Feedback Category Settings

Administrators can configure Feedback category settings on the Feedback Category Settings section of the Feedback module settings page. Associating a category with a Feedback

module displays the category name on the form. Users can be permitted to change the category and be required to select a category. If the category name includes an email address then feedback submitted to the category can be sent to that address.

**Feedback Category Settings**

Category: ⓘ

Product Inquires

▼

Category List Visible: ⓘ

☒

Category Required: ⓘ

☐

Use Category Value as Send To: ⓘ

☐

### Configuring Form and Fields Settings

Administrators can choose the fields that are visible in the Feedback form, modify the form size, and manage form validation in the Form and Fields Settings section of the Feedback module settings page.

## Form and Fields Settings

Field Label Position: ⓘ ☒ Same Line As Field ☐ Above Field

Form Width: ⓘ

Subject: ⓘ

Subject Field Type: ⓘ ☐ Drop-Down List ☒ Editable Text Box ☐ Hidden

Email Field: ⓘ ☒ Required ☐ Optional ☐ Hidden

Confirm Email Field: ⓘ ☐ Required ☒ Hidden

Name Field: ⓘ ☐ Required ☒ Optional ☐ Hidden

Street Field: ⓘ ☐ Required ☐ Optional ☒ Hidden

City Field: ⓘ ☐ Required ☐ Optional ☒ Hidden

Region or State Field: ⓘ ☐ Required ☐ Optional ☒ Hidden

Country Field: ⓘ ☐ Required ☐ Optional ☒ Hidden

Postal Code Field: ⓘ ☐ Required ☐ Optional ☒ Hidden

Telephone Field: ⓘ ☐ Required ☐ Optional ☒ Hidden

Message Field: ⓘ ☒ Required ☐ Optional ☐ Hidden

Email Validation: ⓘ

[Reset Default](#)

Postal Code Validation: ⓘ

[Reset Default](#)

Telephone Validation: ⓘ

[Reset Default](#)

Message Rows: ⓘ

## Configuring Submission and Security Settings

Administrators can enable CAPTCHA and/or Akismet (visit <http://akismet.com> to acquire an API key) security to reduce spam and configure form submission settings in the Submission and Security Settings section of the Feedback module settings page. CAPTCHA displays a Security Code field that requires users to enter the code to submit feedback. CAPTCHA audio, case requirements, line and background noise (noise is the prevalence of dots and lines in the code or background aimed at increasing security) can be configured.

**Feedback**

### Your Contact Information

Email: \*


Name:

### Your Feedback

Subject: \*

Message Body: \*

Security Code: \*



[Refresh Captcha](#)

Enter the code shown above into the box.

The number of submissions each user makes can be limited by user account, IP address or email address. Duplicate messages can be prevented from the same email address. Users may also need to wait a period of time before submitting additional feedback. Users can be

redirected to upon submitting feedback and finally spam items to all users configured as moderators.

### Submission and Security Settings

Captcha Visibility: ⓘ

☒ All Users ☐ Anonymous Users Only ☐ Disabled

Captcha Audio: ⓘ

☒

Captcha Case: ⓘ

☒

Captcha Line Noise: ⓘ

Low ▼

Captcha Background Noise: ⓘ

Low ▼

Repeat Submission Filter: ⓘ

☒ No Filtering ☐ DotNetNuke User ID ☐ User IP Address ☐ User Email Address

Minimum Submission Interval (Minutes): ⓘ

0

Restrict Duplicate Submission: ⓘ

☐

Redirect To Page: ⓘ

<None Specified> ▼

Enable Akismet: ⓘ

☐

Akismet Key: ⓘ

Send Spam to Moderator: ⓘ

☐

## Configuring Moderation and Feedback Management Settings

Administrators can configure the feedback moderation and feedback using the Moderation and Feedback Management Settings section of Feedback module settings.

Here moderators can be allows to moderate feedback added to this or all Feedback modules. If moderation is enabled the item must be approved before it is displayed. Administrators can receive email notification of items requiring approval in addition to moderators. Users can be informed that their item was approved/denied when pending and spam items are published or as soon as the feedback is submitted.

Moderation can be restricted to some categories only and the status of items in unmoderated categories can be determined. Printing of a single feedback item can be configured.

### Moderation and Feedback Management Settings

Scope: ⓘ

☐ Instance (for this Feedback module only)  
☒ Portal (across all Feedback modules of portal)

Moderated: ⓘ

☒

Send Emails to Admins: ⓘ

☒

Send when Published: ⓘ

☒

Moderation Categories: ⓘ

☒ General Inquires ☒ Product Inquires

Unmoderated Category Status: ⓘ

Published

▼

Print Template: ⓘ

<b>{FeedbackID}</b> [Feedback:FeedbackID]&nbsp;&nbsp;&nbsp;<b>{CreatedOnDate}</b> [Feedback:CreatedOnDate]&nbsp;&nbsp;&nbsp;<b>{Status}</b> [Feedback:Status]<br /><b>{Category}</b> [Feedback:CategoryName]&nbsp;&nbsp;&nbsp;<b>{Subject}</b> [Feedback:Subject]<br /><b>{SubmittedBy}</b><br />&nbsp;&nbsp;&nbsp;<b>{Name}</b> [Feedback:SenderName]&nbsp;&nbsp;&nbsp;<b>{RemoteAddr}</b> [Feedback:RemoteAddr]<br />&nbsp;&nbsp;&nbsp;<b>{Street}</b> [Feedback:SenderStreet]<br />&nbsp;&nbsp;&nbsp;<b>{City}</b>, {Region} {PostalCode}<br />[Feedback:SenderCity], [Feedback:SenderRegion] [Feedback:SenderPostalCode]<br />&nbsp;&nbsp;&nbsp;<b>{Country}</b>

Reset Default

Print Action: ⓘ

☒ In-Line (Existing Page) ☐ Popup (New Window)

Page Size: ⓘ

5

▼

## Configuring Cleanup Settings

Administrators can configure Feedback module settings to automate the deletion of old feedback from Feedback Comments. Clean up is disabled for all feedback groups by default.

Copyright 2015 by DNN Corp

Cleanup Settings

Pending: ⓘ

☒

Private: ⓘ

☒

Published: ⓘ

☐

Archived: ⓘ

☐

Spam: ⓘ

☒

Days Before: ⓘ

Max Feedback: ⓘ

Update

Delete

Cancel

### Setting Feedback Permissions

Administrators can configure permissions to moderate feedback posts (e.g. submitted feedback and manage subject and category lists for the Feedback module).



My Website > FAQs > Module

Module Settings
Permissions
Page Settings
Feedback Settings

Filter By Group:
< Global Roles >
Select Role:
Subscribers
Add

Role	View Module	Edit Module	Moderate Posts	Manage Feedback Lists	Actions
Administrators					
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

User	View Module	Edit Module	Moderate Posts	Manage Feedback Lists	Actions
Alita Banham		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Alysia Heitte		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Display Name:
Add

☒ Inherit View permissions from Page

## Manage Feedback Lists

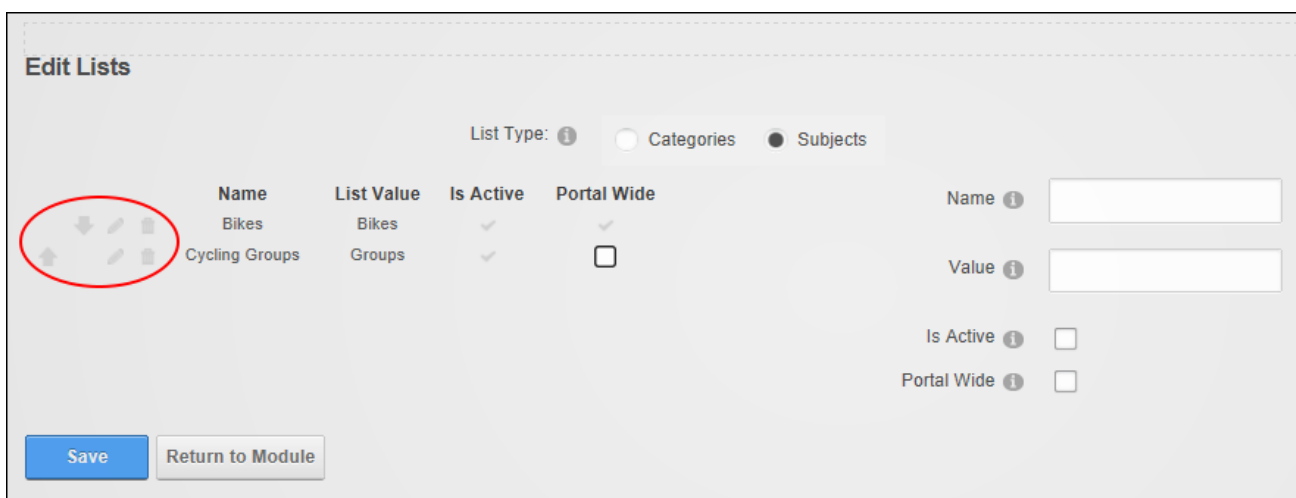
### Adding Categories and Subjects

Administrators and Feedback List Editors can add feedback categories and subjects by selecting **Edit** > **Edit Category/Subject Lists** from the module actions menu. Categories and subjects can be unique to this Feedback module or available for all modules on this site. Categories and subjects can be deactivated at any time.

The category/subject value can be displayed in Feedback Comments beside any feedback within this category or with this subject. The category value can alternatively be one or more email addresses separated by a semi-colon (;). E.g. sales@domain.com;admin@domain.com. See "Configuring Feedback Category Settings" to send notification to these emails when feedback is submitted to this category.

## Managing Categories and Subjects



Administrators and Feedback List Editors can reorder, edit or delete Feedback categories/subjects. Active categories/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 category/subject was created. Likewise, this setting cannot be deselected if the subject is in use on another instance of the Feedback module.



The screenshot shows the 'Edit Lists' interface. At the top, there's a 'List Type' section with two radio buttons: 'Categories' (selected) and 'Subjects'. Below this is a table with columns: 'Name', 'List Value', 'Is Active', and 'Portal Wide'. The table contains two rows: 'Bikes' and 'Cycling Groups'. The 'Bikes' row has a checkmark in the 'Is Active' column and a checkmark in the 'Portal Wide' column. The 'Cycling Groups' row has a checkmark in the 'Is Active' column and an unchecked checkbox in the 'Portal Wide' column. To the left of the table, there are icons for adding, editing, and deleting items, which are circled in red. To the right of the table, there are input fields for 'Name', 'Value', 'Is Active', and 'Portal Wide'. At the bottom left, there are two buttons: 'Save' and 'Return to Module'.

Name	List Value	Is Active	Portal Wide
Bikes	Bikes	✓	✓
Cycling Groups	Groups	✓	<input type="checkbox"/>

## Moderating Feedback

Administrators and moderators can moderate feedback by selecting **Edit**  >  **Moderation/Management** from the module actions menu. Feedback requiring moderation is located in the "Pending Feedback" section. Feedback can be printed for reading or reuse, permanently deleted, or edited. Feedback can be published in Feedback Comments or set as archive/private which only displays the feedback in that section of this page.

Feedback can also be filtered on this page by unmoderated categories to make it easier to monitor feedback in unmoderated categories.



## Form and List

### Product Details

Part Name

Product Number

Product Category


Product Code

*{{[Product Number]+'.'+[Product Category]}}*

Wholesale Price

USD


### Order Details

Ordered 



Time:






Received 



Submit

Cancel

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.		<input checked="" type="checkbox"/>	<a href="#">Download brochure</a>	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.		<input checked="" type="checkbox"/>	<a href="#">Download brochure</a>	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.		<input checked="" type="checkbox"/>	<a href="#">Download brochure</a>	115,311 bytes

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

Displaying a List

## Configuration

Administrators can manually configure Form & List and then add one or more fields/columns to the form/list. Alternatively, an existing template can be used and then modified if required. The configuration should not be changed from a form to a list or from a list to a form once the fields have been added.

### Configuring a Form

A form can be configured from scratch by clicking the **Configuration** button and then choosing whether to display a form or a form above or below a list. Note that deselecting "Actions as Buttons" will prevent users who don't have access to the module action menu from using the form.

**Form and List Configuration**

Schema Definition

Page Related Settings

Current View Options

Appearance: ⓘ

☐ List
☒ Form
☐ Form above List
☐ Form below List

Please apply also "Create Record/Submit Form" permissions in Module Settings!

Actions as Buttons? ⓘ

☒

The Form Settings section allows Administrators to choose the way submitted forms are handled. Alternative options are to change the message, hide the form after it is submitted or redirect the user to another page.

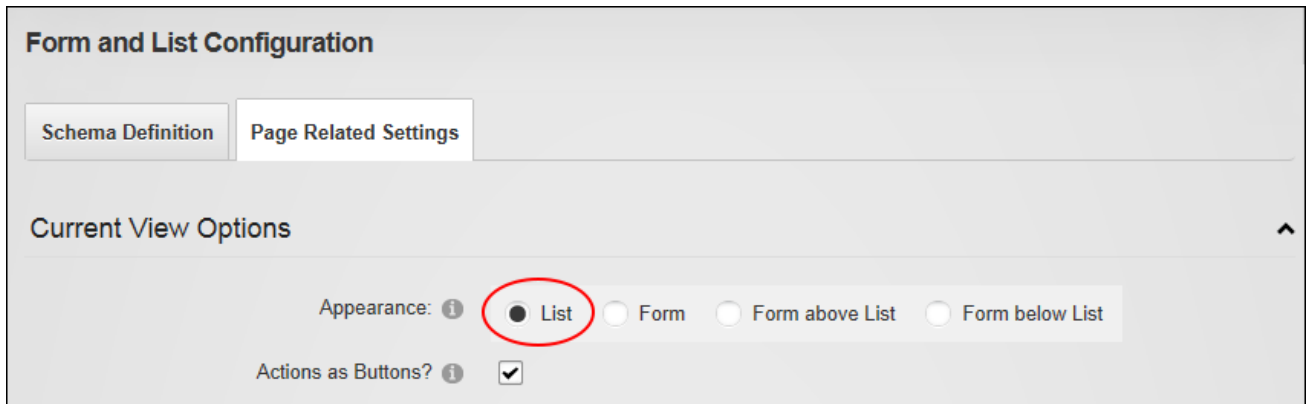
The image shows a 'Form Settings' window. Under 'Action upon submit:', there are three radio button options: 'Show Form and Text' (which is selected and highlighted with a red rectangle), 'Show Text only', and 'Redirect to another page'. Below this, under 'Displayed text after form post:', there are two tabs: 'Basic Text Box' and 'Rich Text Editor' (which is selected). The 'Rich Text Editor' shows a toolbar with various icons for text formatting (bold, italic, underline, etc.), a font dropdown set to 'Arial', and a size dropdown. The text area contains the message 'Your submission was successful.' At the bottom, there are tabs for 'Design', 'HTML', and 'Preview', and a status bar showing 'Words: 4 Characters: 30'.

Once the configuration is saved the initial form structure is shown and the form is ready to have form fields added See "Creating a Form or List". Other configuration requirements are to choose the users who can submit the form and view form results (See "Setting Form Permissions") and setting email notifications (See "Setting Email Settings").

The image shows a 'Form and List' window. It contains three buttons: 'Submit' (highlighted in blue), 'Cancel', and 'Show Records'.

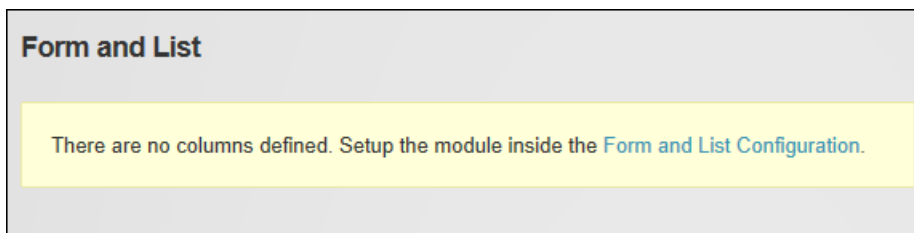
## Configuring a List

List can be configured from scratch by clicking the **Configuration** button and ensuring the List option is selected.



The image shows a web interface titled "Form and List Configuration". It has two tabs: "Schema Definition" and "Page Related Settings". Under "Page Related Settings", there is a section titled "Current View Options". In this section, there are four radio button options: "List", "Form", "Form above List", and "Form below List". The "List" option is selected and is circled in red. Below these options, there is a checkbox labeled "Actions as Buttons?" which is also checked.



All other defaults can be accepted to add a list using the default grid layout without searching.



The image shows a web interface titled "Form and List". Below the title, there is a yellow message box that says: "There are no columns defined. Setup the module inside the [Form and List Configuration](#)."

To complete form configuration add one or more form fields (See "Creating a Form or List"); choose the users who can submit the form and view form results (See "Setting List Permissions"); and configure email notifications (See "Setting Email Settings").

## Configuring with a Template

Form & List can be configured using a template created from an existing form or list (See "Saving a Template") or a template can be uploaded to the Templates folder of the Admin > File Management page. If there are template available that are not listed on an unconfigured Form & List then select **Edit**  >  **Scan For New Module Templates** from the module actions menu to refresh the templates list.

**Form and List**

Start with a new [Configuration](#) or choose a template:

	Name	Description
<a href="#">Apply</a>	Contacts List	List for management of business contacts.
<a href="#">Apply</a>	Parts Replacement	Form for ordering replacement parts for all products.
<a href="#">Apply</a>	Product Information	List of product information.

### Setting Email Settings

Administrators can configure Form & List Email Settings to send notification when a form or list record is submitted, updated and/or deleted. The message body can be created by uploading an XSL script or a general message that will be included in all emails can be entered and then additional text can be included for the three different types of notification. Messages can be sent to multiple users and replies can be redirected to specific emails.



## Email Settings

**Trigger:**

☒ On New   
 ☒ On Update   
 ☒ On Delete

**To:** sales@domain.com

**CC:** support@domain.com

**BCC:**

**ReplyTo (overrides default):**

**From (overrides default):**

**Subject:** Replacement Parts Order

**Email Message:**

☐ Basic Text Box   
☒ Rich Text Editor

abc ✓ H+ ↶ ↷ Attach Image Link Custom Links Ω Table T B A Calendar Clock

B I U S X<sup>2</sup> X<sub>2</sub> Bulleted Numbered List Indented List +A - Font Name Size

List Styles Paragraph Style Apply CSS Class

Please review this order at [www.domain.com/order](#)

**Design** HTML Preview Words: 4 Characters: 31

**On New Text:** A new order has been submitted.

**On Update Text:** An order has been updated.


**On Delete Text:** An order has been delete.

**Email Body Creation:**

☒ Auto   
☐ XSL Script

## Setting Email Notifications

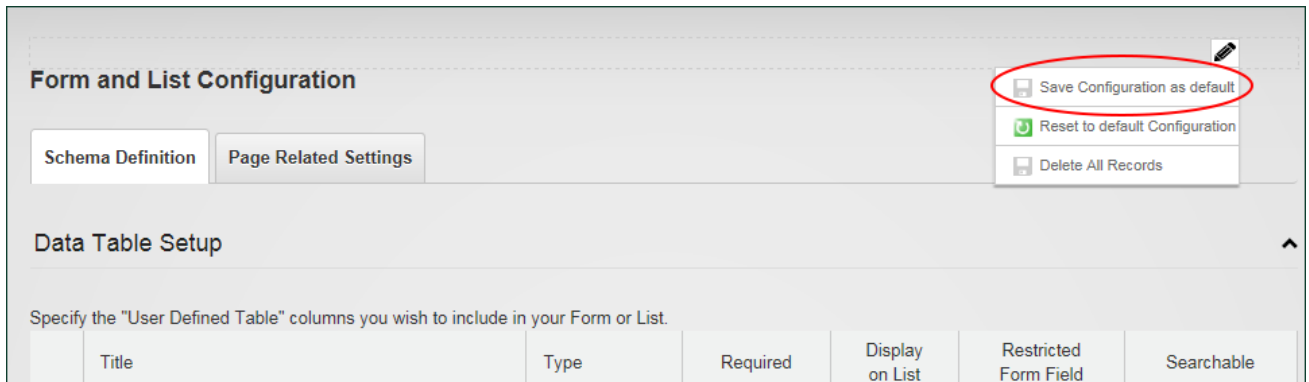
## Setting a Default Configuration

The configuration of an existing form or list can be saved as the default configuration by selecting  **Save Configuration As Default** from the module actions menu on the Form & List Configuration page.

This feature has no influence on new Form & List modules that are added to pages; rather it allows users to place the existing module on other pages. It can also be useful for templates, as it allows two setups to be stored in one template. When a template is used on a Form & List the

template will use the stored settings and the tab module settings. If this Form & List is then added on a second page, the tab module settings are still empty and the saved default will be used.

Note that the default configuration can also be reset to the original settings in this area.



**Form and List Configuration**

Schema Definition | Page Related Settings

Save Configuration as default  
Reset to default Configuration  
Delete All Records

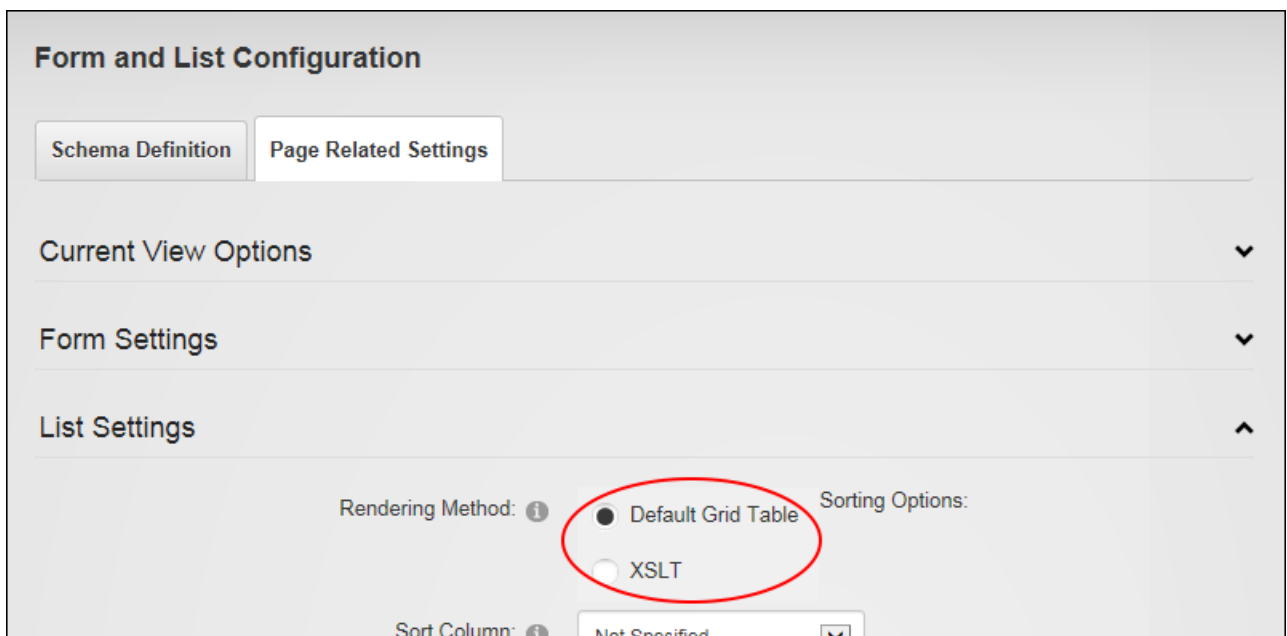
**Data Table Setup**

Specify the "User Defined Table" columns you wish to include in your Form or List.

	Title	Type	Required	Display on List	Restricted Form Field	Searchable
--	-------	------	----------	-----------------	-----------------------	------------

### List Stylesheets

Lists can be rendered using a grid table (the default option) or a stylesheet created using XSL (Extensible Stylesheet Language) by changing the **Rendering Method** setting to **Default Grid Table** or **XSLT**. The default grid table can be restored at any time.



**Form and List Configuration**

Schema Definition | Page Related Settings

Current View Options

Form Settings

List Settings

Rendering Method: ☒ Default Grid Table ☐ XSLT







Sorting Options:

Sort Column: Not Specified







## Creating a Stylesheet

Self-made stylesheets can be created to transform the information displayed in a list. In the below example, the new stylesheet displays the name of the user who created each record in the list. This is done by adding a new column to the right of the existing columns that captures and displays the display name of the user who is currently logged in.

The below image displays the list before the new XSL transformation has been generated:

Form and List					
	Bike Name	Description	Brochures	Product Image	Brochure Size
	Performance	High performance bike suitable for all terrains	<a href="#">Download this brochure</a>		103,727 bytes
	Vintage	Classic lines for lovers of everything old school.	<a href="#">Download this brochure</a>		189,531 bytes
	Powered	Motorized bikes are the perfect city getabout. No need to break a sweat in your dapper outfit!	<a href="#">Download this brochure</a>		103,727 bytes

Here is the list after the transformation which shows the name of the user who submitted the row:

Form and List					
	Bike Name	Description	Brochures	Product Image	Brochure Size
	Performance	High performance bike suitable for all terrains	<a href="#">Download this brochure</a>		103,727 bytes
	Vintage	Classic lines for lovers of everything old school.	<a href="#">Download this brochure</a>		189,531 bytes
	Powered	Motorized bikes are the perfect city getabout. No need to break a sweat in your dapper outfit!	<a href="#">Download this brochure</a>		103,727 bytes
<a href="#">Add New Record</a>					

New style sheets are generated under Page Related Settings - List Settings on the Form & List Configuration page.

**List Settings**

Rendering Method: ☐ Default Grid Table ☒ **XSLT**

XSL script:  File Location:

Sorting Options:

File Name:

In the **1. Edit HTML Template** section the List View section displays the HTML for the table and includes an Edit Link and each of the columns that have added to the table. Note: All changes will be lost if the template is rebuilt before it is saved.

Here is a list of the different "List Type" that can be used as the layout for the content:

- **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.)

## 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](#)

New fields or columns can be inserted into the "Available Fields and Context" text box. To insert a new field, click inside the text box, select a field from the drop down list and then click the [Insert](#) link. To insert a new column, click inside the text box in the location where the column will be inserted and 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.

Available Fields and Context: ⓘ Context:DisplayName ▼ [Insert](#) [Insert Column](#)

```
<tr class="dnnGridItem">
  <td>[UDT:EditLink]</td>
  <td>[Bike Name]</td>
  <td>[Description]</td>
  <td>[Brochures]</td>
  <td>[Product Image]</td>
  <td>[Brochure Size]</td>
  <td>[Context:DisplayName]</td>
</tr>
```

In the **Options** section, choose whether to use the record sorting and paging specified in Form and List Configuration page. Mark ☒ the **Add Detail View** 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. The information can be manually edited or new fields can be added by clicking inside the text box where the field will be inserted and select the field to insert from the **Available Fields and Content** drop down list and then click the [Insert](#) link. Likewise the default Detail View template can be restored by clicking using the [Rebuild](#) link.

Click the **Generate from HTML Template** button to view the results in the "2. Edit XSLT Script" section where further edits can be made.

Detail View

Available Fields and Context: UDT>EditLink [Insert](#) [Rebuild](#)

[UDT:ListView][UDT>EditLink]

<b>Bike Name</b>	[Bike Name]
Description	[Description]
<b>Product Image</b>	

Options

Add Sorting Support to the Style Sheet: ☒

Add Paging Support to the Style Sheet: ☒

Add Search Box to the Style Sheet: ☐ (Obsolete)

Add Detail View: ☒

Generate from HTML Template

Go to the "3. Save File" section and enter a file name then click the [Save File and Return](#) link.

Copyright 2015 by DNN Corp

### Token Based XSLT Generator and Editor

[Hidden Columns Help](#)

+

1. Edit HTML Template

2. Edit XSLT Script

-3. Save File

Folder Name: ⓘ

File Name: ⓘ

[Save File and Return](#)

[Back](#)

Click the **Save Configuration and Return** button.

#### Editing a Self-Made Stylesheet

The XSL Transformation file for a user made list stylesheet that is in use on the current Form & List module can be edited under Page Related Settings - List Settings on the Form & List Configuration page. Additional columns and fields can be inserted or deleted, sorting and paging options modified and the detailed view can be modified. The changes can then be saved as a new file or the same file.



The screenshot shows the 'Form and List Configuration' interface. At the top, there are two tabs: 'Schema Definition' and 'Page Related Settings'. Below these are three expandable sections: 'Current View Options', 'Form Settings', and 'List Settings'. The 'List Settings' section is expanded, revealing configuration options. Under 'Rendering Method', there are two radio buttons: 'Default Grid Table' and 'XSLT', with 'XSLT' being the selected option. Below this, the 'XSL script' section includes an 'Edit' button and a 'File Location' dropdown menu currently set to 'Root'. To the right of the 'Edit' button is a 'Generate New' button. The 'Sorting Options' section is partially visible at the bottom.

### Editing the Current XSL Script

The XSL Transformation used on the current form or list can be editing by selecting **Edit Current XSL Script** from the Form & List module actions menu. Additional columns and fields can be inserted or deleted, sorting and paging options modified and the detailed view can be modified. The changes can then be saved as a new file or the same file.

### Using a Self-Made Stylesheet

Lists can be rendered using a self-made stylesheet by choosing the saved XSL Script on the Page Related Settings - List Settings on the Form & List Configuration page.

**Form and List Configuration**

Schema Definition | Page Related Settings

Current View Options

Form Settings

List Settings

Rendering Method: ☐ Default Grid Table ☒ XSLT

XSL script:

File Location:

File Name:

Upload New File

Edit Generate New

Sorting Options:

Rendering a List using self-made Stylesheets

### Optional List Settings

Search, filter and sorting can be configured for lists. Sorting is best configured once the list columns have been added.

### Setting List Searching and Filtering

List searching and filtering options can be used to manage large volumes of records. Record filtering can be achieved by entering a Boolean filter expression that a record must match in order to be displayed in the list. Use SQL syntax with WHERE clauses. If the column name has spaces or special characters in it, surround the field name with [brackets].

A search box that searches all searchable columns can also be displayed above or instead of list records. Searches can be made on one or all columns and can be set to contain, start with, end with, or equal the search criteria. Two search layouts are included (standard or simple search box), URL paths can optionally be displayed in the results and record paging can be used.

## Form and List Configuration

Schema Definition

Page Related Settings

### Current View Options

### Form Settings

### List Settings

Rendering Method: ⓘ

☒

Default Grid Table

☐

XSLT

Sorting Options:

Sort Column: ⓘ

Bike Name

Sort Direction: ⓘ

Ascending

Paging: ⓘ

1

Search and Filter Options:

Filter statement: ⓘ

[Available Tokens Help](#) [Hidden Columns Help](#)

Show Search Box? ⓘ

☒

Simple Search? ⓘ

☒

Show no records until Search? ⓘ

☐

Search URL Paths? ⓘ

☒

Records Returned: ⓘ

10

Enabling the list search box

### Form and List



Search Reset Search

Bike Name	Description	Brochures	Product Image	Brochure Size
Vintage	Classic lines for lovers of everything old school.	<a href="#">Download this brochure</a>		189,531 bytes

List displaying the results of a Simple Search

## Setting List Sorting

List records can be sorted by a single column in ascending or descending order. If no column is selected then records will be sorted in the order they are entered. Paging can be set to display between 1-50 records per page, or all records can be displayed on one page.

### Form and List Configuration

Schema Definition

Page Related Settings

Current View Options

Form Settings


List Settings

Rendering Method:
☒ Default Grid Table
☐ XSLT

Sorting Options:

Sort Column: Bike Name
Sort Direction: Ascending
Paging: 1

Setting List Sorting

Form and List				
Bike Name <sup>A</sup>	Description	Brochures	Product Image	Brochure Size
Performance	High performance bike suitable for all terrains	<a href="#">Download this brochure</a>		103,727 bytes
Page 1 of 3 <a href="#">First</a> <a href="#">Previous</a> <a href="#">[1]</a> <a href="#">2</a> <a href="#">3</a> <a href="#">Next</a> <a href="#">Last</a>				

Setting Column Sorting and Direction

### Creating a Form or List

Once Form & List has been configured as a form (See "Configuring a Form") or a list (See "Configuring a List") it is ready to have columns added in the Data Table Setup section of configuration. Before any columns are added you will see four pre-existing system columns (Created by, Created at, Changed by, and Changed at) that record the user and time/date of each form/list submission or update. These fields cannot be deleted however they won't be displayed on the form/list unless the column is edited and the "Display on List" check box is marked.

The "Exclude Module Content From Search" field displayed below the columns can be marked to exclude this form/list from site wide searches.

New columns can be added by clicking the **Add New Column** button and choosing the type of data that can be entered and/or displayed.

### Form and List Configuration

Schema Definition
Page Related Settings

#### Data Table Setup ^

Specify the "User Defined Table" columns you wish to include in your Form or List.

	Title	Type	Required	Display on List	Restricted Form Field	Searchable
	Created by	Created by	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Created at	Created at	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Changed by	Changed by	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Changed at	Changed at	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>










Add New Column

Exclude module content from search: ☒

Save Configuration and Return
Cancel







Most columns include a title that is displayed on the form/list, help text to assist users when adding/editing data and an optional default value. Each column can be mandatory or optional; displayed or hidden on the list; visible only to users with appropriate form/list permissions; and included in form/list searches in accordance with any Search Options configured.

## My Website > Form & List > Field Editor

Type 	<input type="text" value="Text"/> 
Title 	<input type="text" value="Title"/>
Help Text: 	<input type="text" value="Select your preferred title."/>
Default Value: 	<input type="text" value="Ms"/>
Required 	<input type="checkbox"/>
Display on List 	<input checked="" type="checkbox"/>
Restricted Form Field 	<input type="checkbox"/>
Searchable 	<input type="checkbox"/>

Columns that include form settings typically allow Validation Rules to be set and a Validation Message can be displayed when an incorrect value is entered. Rules must be entered using the required input pattern using the "Regular Expression" language. See [MSDN Library](#) for more on expressions. Finally, a CSS style can be applied to text boxes and the list controls.

## Form Settings

List of Values: 	<input type="text"/>	
<div><input checked="" type="radio"/> Dropdown-List <input type="radio"/> Radio buttons (vert.) <input type="radio"/> Radio buttons (hor.)</div>		
Multiple Values 	<input type="checkbox"/>	
Validation Rule: 	<input type="text"/>	
Validation Message: 	<input type="text"/>	
CSS Style: 	<input type="text"/>	

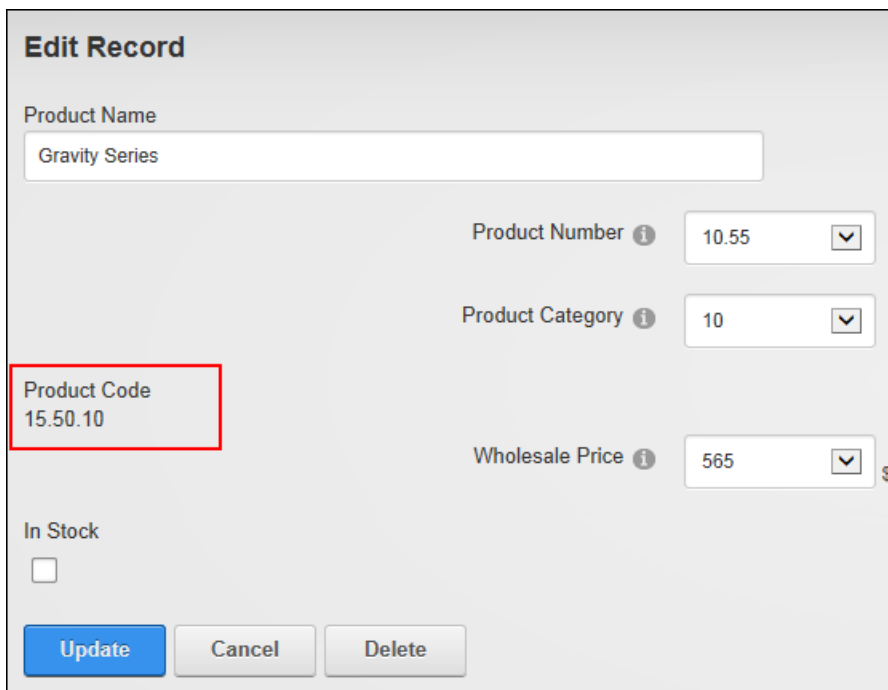
See the "Configuring Column Types" section of this manual for details on completing the Form Settings and List Setting options for each column type.

### Configuring Column Types

Each column type has unique form and list settings that must be configured to determine the data that can be selected or added to the column.

### Configuring a Calculated Column

Calculated columns display the result of an expression on a form or a list. The below example shows a truncated Product Code that is generated by combining the Product Number and Product Category fields.







The screenshot shows an "Edit Record" form with the following fields and controls:

- Product Name:** A text input field containing "Gravity Series".
- Product Number:** A dropdown menu with the value "10.55".
- Product Category:** A dropdown menu with the value "10".
- Product Code:** A text input field containing "15.50.10", which is highlighted with a red rectangular box. This field represents the calculated value from the Product Number and Product Category.
- Wholesale Price:** A dropdown menu with the value "565", followed by a dollar sign (\$) symbol.
- In Stock:** A checkbox that is currently unchecked.
- Buttons:** Three buttons at the bottom: "Update" (blue), "Cancel" (gray), and "Delete" (gray).

The results of the Calculated Column are displayed on the Edit Record page once the record is updated



List						
	Product Name	Product Number	Product Category	Product Code	Wholesale Price	In Stock
	Gravity Series	15.50	10	15.50.10	565.00 \$	<input type="checkbox"/>
	Mountain Series	20.10	10	20.10.10	560.00 \$	<input checked="" type="checkbox"/>
	Road Series	25.70	10	25.70.10	565.00 \$	<input checked="" type="checkbox"/>
	Racer Helmet	10.55	03	10.55.3	40.00 \$	<input checked="" type="checkbox"/>

Page 1 of 1 First Previous Next Last

The Calculated Column Displayed in a List

To configure a calculated column enter the expression. In this example the expression formula used is [Product Number]+'.'+[Product Category]. See [MSDN Library](#) for more on expressions.

My Website > Form > Field Editor

Type ⓘ

Calculated Column

Title ⓘ

Product Code

Expression: ⓘ

[Product Number]+'.'+[Product Category]

Required ⓘ

☐

Display on List ⓘ

☒

Restricted Form Field ⓘ

☒

Searchable ⓘ

☒

In the Form Settings section, choose whether to display the results as date/time, decimal, integer, text or true/false. This field can optionally be displayed on the edit form which will allow the data to be edited. In addition the result of the calculated data can be rendered in the form. If this option isn't enabled then the full expression will be shown.

In the List Settings section, enter an output format string suitable for this data type in the "Output Format" text box. E.g. 00.00

**Form Settings**

Data Type: ⓘ

Text

Show on Edit Form?: ⓘ ☒

Render in form ⓘ ☒

**List Settings**

Output Format: ⓘ

00.00-00

Save

Cancel

Available Tokens Help

Hidden Columns Help

Configuring Form & List Settings for a Calculated Column

### Configuring a Currency Column

The currency column allows editors to enter any currency amount or select from predefined list.

List						
	Product Name	Product Number	Product Category	Product Code	Wholesale Price	In Stock
	Gravity Series	15.50	10	15.50.10	565.00 \$	<input type="checkbox"/>
	Mountain Series	20.10	10	20.10.10	560.00 \$	<input checked="" type="checkbox"/>
	Road Series	25.70	10	25.70.10	565.00 \$	<input checked="" type="checkbox"/>
	Racer Helmet	10.55	03	10.55.3	40.00 \$	<input checked="" type="checkbox"/>

Page 1 of 1 First Previous Next Last

The currency column displayed in a list

To configure a currency column, enter a default amount or leave blank to display an empty field.

## Awesome Cycles > Form & List > Field Editor

Type ⓘ	Currency ▼
Title ⓘ	Wholesale Price
Help Text: ⓘ	Select the wholesale cost for this product.
Default Value: ⓘ	40

In the Form Settings section, enter a definitive list of values separated by a semi-colon (E.g. 10;15;20;25;30;35;40;45;50) into the "List of Values" text box and choose to display the values in a drop down list or using vertical or horizontal radio buttons - OR - Leave empty to allow users to enter any value. Note: Both the "Default Value" and "List of Values" fields must be left blank to enter any value.

In the List Settings section and enter the currency symbol to be displayed in the Table (E.g. EUR) - OR - Leave this field blank to display the currency set for this site. See "Payment Settings".

### Form Settings

List of Values: ⓘ

25;30;35;40;45;50;55;60;65;70;75;500;550;560;565;570;

☒ Dropdown-List

☐ Radio buttons (vert.)

☐ Radio buttons (hor.)

Validation Rule: ⓘ

^\\$?([0-9]{1,3},([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


Configuring Form & List Settings for a Currency Column


## Configuring a Date Column

The date column allows editors to select a date from a Calendar or choose a date from a pre-defined list.

## Order Details

Ordered ⓘ 1/29/2015  Time:

11:00 AM 

Received ⓘ 2/28/2015 

**Submit** **Cancel**

February 2015

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

Setting a date field on a form

	Part Name	Product Number	Product Category	Product Code	Wholesale Price	Ordered	Received
	Gravity Bell	346.0	6	346.6	340.00 USD	6/30/2014 1:00 PM	2/28/2015
	Universal Bike Chain	23.0	7	23.7	9.00 USD	1/30/2015 9:00 AM	3/17/2015

The Date field displayed in a List

To configure a date column, enter a default date (E.g. 2015-01-01) or leave blank to display an empty field.

**Awesome Cycles > Form & List > Field Editor**

Type ⓘ

Date▼

Title ⓘ

Order Date

Help Text: ⓘ

The date the part was ordered

Default Value: ⓘ

2012-01-01

In the Form Settings section, enter a definitive list of dates separated by a semi-colon (E.g. 2012-01-01;2012-02-01;2012-03-01) and choose to display the values in a drop down list or using vertical or horizontal radio buttons - OR - leave blank to allow users to select any date using the date picker. Note: Both the "Default Value" and "List of Values" fields must be left blank to display the Calendar.

In the List Settings section leave the "Output Format" text box blank to display short dates (E.g. 2/21/2015) - OR - Enter one of the following options to set the date format: enter **d** for a short date (e.g. 2/21/2015); enter **D** for a long date (e.g. Thursday, February 21, 2015); enter **M** to display the month and day (e.g. February 21); or enter **Y** to display year and month (e.g. February, 2015).

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


Configuring Form & List Settings for a Date Column

### Configuring a Date and Time Column

The date/time column allows editors to select a date using the Calendar and select a time using a Time Picker.

## Order Details

Ordered ⓘ 1/29/2015 

Time: 1:00 PM 

Submit

Time Picker

12:00 AM	1:00 AM	2:00 AM
3:00 AM	4:00 AM	5:00 AM
6:00 AM	7:00 AM	8:00 AM
9:00 AM	10:00 AM	11:00 AM
12:00 PM	1:00 PM	2:00 PM
3:00 PM	4:00 PM	5:00 PM
6:00 PM	7:00 PM	8:00 PM
9:00 PM	10:00 PM	11:00 PM

Selecting a date/time






	Part Name	Product Number	Product Category	Product Code	Wholesale Price	Ordered	Received
	Gravity Bell	346.0	6	346.6	30.00 USD	1/29/2015 1:00 PM	

Date/time displayed in a List

To configure a date and time column, enter the default date and time to be displayed on the Calendar (E.g. 2015-01-01T12:00:00) or leave blank to display an empty field.



## My Website > Form > Field Editor

Type 	Date and Time 
Title 	Ordered
Help Text: 	Select the time and date the order was placed.
Default Value: 	2015-01-01T12:00:00

In the List Settings section leave the "Output Format" text box empty to display a short date/-time format (E.g. 2/21/2011 8:00 AM) - OR - Enter one of the following options to set the date format: enter **f** to display long date/short time (e.g. Thursday, February 21, 2015 8:00 AM); enter **F** to display long date/long time (e.g. Thursday, February 21, 2015 8:00:00 AM); enter **g** to display short date/short time (e.g. 2/21/2015 8:00 AM ); enter **G** to display short date/long time (e.g. 2/21/2015 8:00:00 AM) or enter **Y** to display year and month (e.g. February, 2015). Here you can also choose to display the date/time in the time zone set on the current users profile or use the default site time zone.

### Form Settings

Validation Rule: ⓘ

Validation Message: ⓘ

CSS Style: ⓘ

### List Settings

Output Format: ⓘ

Convert to user's timezone ⓘ
☐

[Save](#)
[Cancel](#)
[Available Tokens Help](#)
[Hidden Columns Help](#)

Configuring Form & List Settings for a Date/Time Column

## Configuring a Decimal Column

The decimal column allows editors to enter any decimal number or choose one from a pre-defined list. This field allows whole numbers, decimal number, positive, negative and zero amounts to be entered. Decimal numbers up to the nearest two decimal point value. E.g. 8.458 will be displayed as 8.46 in the list however it will remain as 8.458 in edit mode.

List						
	Product Name	Product Number	Product Category	Product Code	Wholesale Price	In Stock
	Gravity Series	15.50	10	15.50.10	565.00 \$	<input type="checkbox"/>
	Mountain Series	20.10	10	20.10.10	560.00 \$	<input checked="" type="checkbox"/>
	Road Series	25.70	10	25.70.10	565.00 \$	<input checked="" type="checkbox"/>
	Racer Helmet	10.55	03	10.55.3	40.00 \$	<input checked="" type="checkbox"/>

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

The Decimal field displayed in a list

To configure a decimal column, enter a default decimal value (e.g. 15.50) or leave blank to display an empty field.

**My Website > List > Field Editor**

Type ⓘ

Decimal

▼

Title ⓘ

Product Number

Help Text: ⓘ

Select the category for this part.

Default Value: ⓘ

15.50

#### Configuring a Decimal Column

In the Form Settings section enter a definitive list of values separated by a semi-colon (e.g. 10;15.50;20.99;25.7;2;29.333) and choose to display the values in a drop down list or using vertical or horizontal radio buttons - OR - Leave blank empty to allow users to enter any value. Note: Both the "Default Value" and "List of Values" fields must be left blank to enter any value.

In the List Settings section enter the output format that the decimal value will be displayed as. E.g. 0.00 or 0.0

### Form Settings

List of Values: ⓘ

10.55;15.50;20.10;25.70;29.334

☒ 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

Configuring Form & List Settings for a Decimal Column

### Configuring a Download Column

The Download column allows editors to select (and optionally upload) a file or choose a file from a predefined list. The download file is displayed as a link on the list.

List						
	Product Name	Description	Image	Brochure	Size	In Stock
	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.		<a href="#">Download the brochure</a>	317,545 bytes	<input checked="" type="checkbox"/>
	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.		<a href="#">Download the brochure</a>	169,698 bytes	<input checked="" type="checkbox"/>
	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.		<a href="#">Download the brochure</a>	115,311 bytes	<input checked="" type="checkbox"/>

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

A download column that displays the Link Caption

To configure a download column, enter the URL of the file to be downloaded by default. Alternatively leave blank to display the Link control for all link types (URL, page and file).

My Website > List > Field Editor

Type ⓘ

Download

▼

Title ⓘ

Brochure

Help Text: ⓘ

Select the brochure associated with this product.

Default Value: ⓘ

Configuring a Download Column

In the Form Settings set the "List of Values" by entering a definitive list of files that can be downloaded - OR - Leave blank to allows users to select (and upload if permissions allow) a file using the Link control. Note: Both the "Default Value" and "List of Values" fields must be left

blank to display the full link control. If a default value is provided users will only be able to select other internal site files.

In the List Settings section, enter the "Link Caption" text that will link to the downloadable file (e.g. Download this brochure ) or leave blank to display the URL and optionally abbreviate the URL to only display the file name (e.g. The file "http://awesomecycles.biz/bikes.pdf" will be displayed as "bikes.pdf"). The file can be set to open in the current or a new browser window and the file can be set to automatically download the file. This option is only recommended if a pre-defined list of files is used.

The screenshot shows a configuration window with two main sections: **Form Settings** and **List Settings**.

**Form Settings:**

- List of Values:** A text input field is empty, followed by a pencil icon for editing.
- Selection Type:** Three radio buttons are present:   
- **Dropdown-List** (selected with a black dot)  
- **Radio buttons (vert.)** (unselected)  
- **Radio buttons (hor.)** (unselected)

**List Settings:**

- Link Caption:** A text input field containing the text "Download the brochure".
- Abbreviate caption:** A checkbox that is checked.
- Enable "Open in new window":** An unchecked checkbox.
- Enforce Download:** An unchecked checkbox.

**Buttons:** At the bottom, there are four buttons: **Save** (blue), **Cancel** (grey), **Available Tokens Help** (grey), and **Hidden Columns Help** (grey).

Configuring Form & List Settings for a Download Column

### Configuring an Email Column

The Email column allows editors to enter an email address into a text field or choose an email address from a predefined list. The chosen email address is displayed as a link on the list.

### Form and List

Username ⓘ Enter The Username Of A Member Of Your Site:

Email ⓘ

Start Time ⓘ  ⌚

End Time ⓘ  ⌚

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

	Username	Email	Start Time	End Time
	Elizabeth Dunn	e.dunn@domain.com	7:00 AM	2:00 PM
	Joan Bluth	joe.johnstone@domain.com	4:00 AM	9:00 AM

The email column displayed in a list

To configure an email column, enter the default email address (E.g. sales@awe-somecycles.biz) to be displayed for this field or leave blank to display an empty field.

**My Website > Form 2 > Field Editor**

Type ⓘ

Email

▼

Title ⓘ

Email

Help Text: ⓘ

Enter a secondary email address.

Default Value: ⓘ

#### Configuring an Email Column

In the Form Settings section, enter a definitive list of email addresses separated by a semi-colon (E.g. admin@domain.com;sales@domain.com;marketing@domain.com) and choose to display them in a drop down list or using vertical or horizontal radio buttons - OR Leave blank to allow users to enter any address. Note: Both the "Default Value" and "List of Values" fields must be left blank to enter any email address.

In the List Settings section, enter the "Link Caption" text for the "mailto" link (e.g. Contact this person) or leave blank to display the email address entered. The "mailto" link can be disabled and the email address as plain text; however this will be overridden if the Link Caption field is set.



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

Configuring Form & List Settings for an Email Column

### Configuring an Image Column

The Image column allows editors to or select an image using the Link Control (and optionally upload depending on user permission) or choose an image from a predefined list. The chosen image is displayed on the list.

## Edit Record

Product Image ⓘ

http://awesomecycles.biz/p

<http://awesomecycles.biz/portals/0/images/bike-performance.png>
<http://awesomecycles.biz/portals/0/images/bike-powered.png>
<http://awesomecycles.biz/portals/0/images/bike-vintage.png>

Upload Image ⓘ



Link Type:

☒ URL ( A Link To An External Resource )
 ☐ File ( A File On Your Site )

Location: ( Enter The Address Of The Link )

Select An Existing URL

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.

Bike Name	Description	Brochures	Product Image
 Performance	High performance bike suitable for all terrains	<a href="#">Download this brochure</a>	

The Image field displayed in a List

To configure an image field, enter the URL of the default image or leave 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.

**Awesome Cycles > List > Field Editor**

Type ⓘ

Image ▼

Title ⓘ

Product Image

Help Text: ⓘ

Select the image of this product.

Default Value: ⓘ

<http://awesomecycles.biz/portals/0/images/bike-performance.png>

#### Configuring an Image Column

In the Form Settings section enter a definitive "List of Values" separated by a semi-colon (E.g. <http://www.awesomecycles.biz/bike-performance.png>; <http://www.awesomecycles.biz/bike-vintage.png>) and then choose to display the values in a drop down list or using vertical or horizontal radio buttons or leave blank to allow users to upload/select any image using the Link Control. Note: Both the "Default Value" and "List of Values" fields must be left blank to enable the Link Control.

In the List Settings section, enter the alternate text for this image. Tokens replacement is available. A thumbnail that links to the original image can be used instead of the original image size, but this setting will not work for defined image lists. The thumbnail size can be defined and larger or smaller images will be scaled accordingly. If a thumbnail width is entered it will override the height.

## Form Settings

List of Values: ⓘ

http://awesomecycles.biz/portals/0/images/bike-performance.png;http://awe

☒ Dropdown-List
☐ Radio buttons (vert.)
☐ Radio buttons (hor.)

## List Settings

Alt caption ⓘ

[Portal:PortalName] Bicycles

Thumbnail As Link ⓘ
☒

Thumbnail Width ⓘ

50

Thumbnail Height ⓘ

Save

Cancel

Available Tokens Help

Hidden Columns Help

Configuring Form & List Settings for an Image Column

### Configuring an Integer Column

The Integer column allows form/list editors to select an integer from a predefined list or enter any integer into a text field. Only whole numbers (positive, negative or zero amounts) can be entered into an integer field. E.g. 8, -8, 0. E.g. 8. The chosen integer is displayed on the list.

	Part Name	Product Number	Product Category	Product Code	Wholesale Price	Ordered	Received
	Gravity Bell	346.0	06	346.6	340.00 USD	6/30/2014 1:00 PM	2/28/2015
	Universal Bike Chain	23.0	07	23.7	9.00 USD	1/30/2015 9:00 AM	3/17/2015

The Integer Column displayed in a List

To configure an integer column, enter a default integer (e.g. 10) or leave blank to display an empty field.

**My Website > Form > Field Editor**

Type ⓘ

Integer

▼

Title ⓘ

Product Category

Help Text: ⓘ

Select the category for this part.

Default Value: ⓘ

#### Configuring an Integer Column

In the Form Settings section enter a definitive list of integers separated by a semi-colon (e.g. 5;10;15;20;25;30) and choose to display the values in a drop down list or using vertical or horizontal radio buttons - OR - Leave blank empty to allow users to enter any integer. Note: Both the "Default Value" and "List of Values" fields must be left blank to enable users to enter any integer.

In the List Settings section, enter the "Output Format" to determine how the decimal value will be displayed. E.g. 0.00 or 0.0

### Form Settings

List of Values: ⓘ

☒ Dropdown-List
☐ Radio buttons (vert.)
☐ Radio buttons (hor.)

Validation Rule: ⓘ

Validation Message: ⓘ

CSS Style: ⓘ

### List Settings

Output Format: ⓘ

Save Cancel Available Tokens Help Hidden Columns Help

Configuring Form & List Settings for an Integer Column

## Configuring a Link to User's Profile Column

The Link to User's Profile column allows editors to enter a username into a form/list or choose a user from a predefined list. The form/list will then display the user's display name or username as a link to the user's profile.

	Username	Email	Start Time	End Time
	Elizabeth Dunn	e.dunn@domain.com	7:00 AM	2:00 PM
	Joan Bluth	joe.johnstone@domain.com	4:00 AM	9:00 AM

The User Profile field displayed in a List

To configure a link to user's profile column, enter a default username or leave blank to display a blank field.

**Awesome Cycles > Form & List > Field Editor**

Type ⓘ

Link to User's Profile ▼

Title ⓘ

Profile Link

Help Text: ⓘ

Enter the user's username

Default Value: ⓘ

#### Configuring a Link to User's Profile Column

In the Form Settings set the "List of Values" by entering a definitive list of usernames separated by a semi-colon (E.g. joan;jack;johnny) and choose to display them in a drop down list or using vertical or horizontal radio buttons - OR - Leave blank to allow any username to be entered.

In the List Settings section choose to display the username or display name on the form and whether the user's profile will be displayed in a new browser window. Finally, enter an expression including tokens to change the details rendered for this field.

### Form Settings

List of Values: ⓘ

☒ Dropdown-List
☐ Radio buttons (vert.)
☐ Radio buttons (hor.)

### List Settings

Show Username ⓘ
☒

Expression ⓘ

Open in new Window ⓘ
☒

Save

Cancel

Available Tokens Help

Hidden Columns Help

Configuring Form & List Settings for a Link to User's Profile Column

## Configuring a Look-Up Column

Look-up columns display the result of an SQL query against an existing user or file 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. In the below example, the Look-Up column is set to display the size of the file selected in the Brochure column.



List						
	Product Name	Description	Image	Brochure	Size	In Stock
	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.		<a href="#">Download the brochure</a>	317,545 bytes	<input checked="" type="checkbox"/>
	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.		<a href="#">Download the brochure</a>	169,698 bytes	<input checked="" type="checkbox"/>
	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.		<a href="#">Download the brochure</a>	115,311 bytes	<input checked="" type="checkbox"/>

Page 1 of 1 First Previous Next Last

The Look-Up column displayed in a List displays the size of the files displayed in the Brochures column

To configure a look-up column, enter the token text to query the User or File object.

**Awesome Cycles > List > Field Editor**

Type ⓘ

Look-Up

Title ⓘ

Brochure Size

Token Text: ⓘ


[file:Size|#,### bytes]

Configuring a Look-Up Column

In the Form Settings section, enter the name of the "Source Column" that contains a reference to a user or local file and mark the " LookUp\_HideOnEdit?" check box to display the look up value to editors on the Edit Form page.

**Form Settings**

Source Column: ⓘ

Brochures 

LookUp\_HideOnEdit: ⓘ

☒

**List Settings**

Save

Cancel

Available Tokens Help

Hidden Columns Help

Configuring Form & List Settings for a Look-Up Column

### Configuring a Rich Text Column







The Rich Text column displays a multi-line text box that can be set to allow form or list editors to enter plain text or rich text.





## Edit Record







Product Name





Gravity Series






Description ?





abc      


    Custom Links


**B** *I* U **S**  $x^2$   $x_2$     

     Arial Size

Normal Apply CSS Cla 

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 series bikes** will help you push the limits in the ever evolving sport of freeride mountain biking.







**Design** HTML Words: 43 Characters: 

Preview 262

Image

Link Type: ☐ URL ( A Link To An External Resource )

Adding Rich Text to a List

List						
	Product Name	Description	Image	Brochure	Size	In Stock
	Gravity Series	We are <i>constantly</i> pushing the limits of what bikes are capable of. Through careful testing, evaluation and production practices we can 100% guarantee that our <b>gravity series bikes</b> will help you push the limits in the ever evolving sport of freeride mountain biking.		<a href="#">Download the brochure</a>	317,545 bytes	<input checked="" type="checkbox"/>
	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.		<a href="#">Download the brochure</a>	169,698 bytes	<input checked="" type="checkbox"/>
	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.		<a href="#">Download the brochure</a>	115,311 bytes	<input checked="" type="checkbox"/>

Page 1 of 1 First Previous Next Last

Rich Text displayed in a List

To configure a rich text column, enter the default text to be displayed in this field or leave blank to display an empty field.

**My Website > List > Field Editor**

Type ⓘ

Rich Text (Html) ▼

Title ⓘ

Description

Help Text: ⓘ

Enter the product description.

Default Value: ⓘ

Configuring a Rich Text Column

In the Form Settings section choose between a plain multi-line text box or a rich text box.

**Form Settings**

Validation Rule: ⓘ

Validation Message: ⓘ

Plain Text Box? ⓘ

☐

**List Settings**

Save

Cancel

Available Tokens Help

Hidden Columns Help

Configuring Form & List Settings for a Rich Text Column

## Configuring a Separator Column

Separator columns display a separator (line break) that allows similar fields to be grouped, such as address fields. The separator title is displayed above the separator and the separator can be a collapsible area on a list. The collapsible section will continue to the next separator or the end of the list.

**Form and List**

**Product Details** ^

Part Name

Product Number

Product Category ⓘ 1 ▼

Wholesale Price  
 USD

**Order Details** v

A form with two separators

**My Website > Form > Field Editor**

---

Type ⓘ Separator ▼

Title ⓘ Product Details

Required ⓘ ☐

Display on List ⓘ ☒

Restricted Form Field ⓘ ☐

**Form Settings**

---

**List Settings**

---

Collapsible Area ⓘ ☒

[Save](#) [Cancel](#) [Available Tokens Help](#) [Hidden Columns Help](#)

### Configuring a Text Column



The text column allows editors to enter plain text into the form or list or chose text from a pre-defined list.

**Form and List**

Title ⓘ ☐ Mr ☒ Ms ☐ Mrs ☐ Miss ☐ Dr

Username ⓘ Enter The Username Of A Member Of Your Site:

The Text field displayed in a form

	Title	Username	Email	Start Time	End Time
	Ms	Elizabeth Dunn	e.dunn@domain.com	7:00 AM	2:00 PM
	Ms	Joan Bluth	joe.johnstone@domain.com	4:00 AM	9:00 AM

Text displayed in a List

To configure a text column, enter the default text for this field or leave blank to display for an empty field.

My Website > Form 2 > Field Editor

Type ⓘ

Text

▼

Title ⓘ

Title

Help Text: ⓘ

Select a title

Default Value: ⓘ

Ms

Configuring a Text Column

In the Form Settings section, enter a definitive list of values separated by a semi-colon (E.g.: Mr;Ms;Miss;Mrs;Dr) and then choose to display the values in a drop down list or using vertical or horizontal radio buttons - OR - Leave empty to allow users to enter any text.

**Form Settings**

List of Values: ⓘ

Mr;Ms;Mrs;Miss;Dr

☐ Dropdown-List

☐ Radio buttons (vert.)

☒ Radio buttons (hor.)

Multiple Values ⓘ☐

Validation Rule: ⓘ

Validation Message: ⓘ

CSS Style: ⓘ

**List Settings**

Save

Cancel

Available Tokens Help

Hidden Columns Help

Configuring Form & List Settings for a Text Column

### Configuring a Time Column

The time column allows editors to select a date using a Time Picker or select a time from a pre-defined list. The time is displayed on the list in the chosen format.



Time ⓘ

Bike Name ⓘ

Description ⓘ

Brochures ⓘ

Time Picker

12:00 AM	1:00 AM	2:00 AM
3:00 AM	4:00 AM	5:00 AM
6:00 AM	7:00 AM	8:00 AM
9:00 AM	10:00 AM	11:00 AM
12:00 PM	1:00 PM	2:00 PM
3:00 PM	4:00 PM	5:00 PM
6:00 PM	7:00 PM	8:00 PM
9:00 PM	10:00 PM	11:00 PM

Upload New File

To configure a time column, enter the default time to be displayed on the Time Picker (E.g. 12:00:00) or leave blank for an empty field.

**Awesome Cycles > List > Field Editor**

Type ⓘ

Time

▼

Title ⓘ

Time

Help Text: ⓘ

Enter the appointment time

Default Value: ⓘ

#### Configuring a Time Column

In the Form Settings section set the "List of Values" by enter a definitive list of times separated by a semi-colon (E.g. 11:15;11:30;11:45) and choose whether display the times in a drop down list or using vertical or horizontal radio buttons - OR - Leave empty to select any time using the time picker.

In the List Settings section enter the "Output Format" to set how the column data will be displayed in the table from these options: Enter **t** to display the short time format (e.g. 11:00 PM) or enter **T** or leave blank to display standard format long time. E.g. 11:00:00 PM.

**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

Configuring Form & List Settings for a Time Column

### Configuring a True/False Column

The True/False column allows editors to mark or unmark a check box to set the item as true or false.


List						
	Product Name	Description	Image	Brochure	Size	In Stock
	Gravity Series	We are <i>constantly</i> pushing the limits of what bikes are capable of. Through careful testing, evaluation and production practices we can 100% guarantee that our <b>gravity series bikes</b> will help you push the limits in the ever evolving sport of freeride mountain biking.		<a href="#">Download the brochure</a>	317,545 bytes	<input checked="" type="checkbox"/>
	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.		<a href="#">Download the brochure</a>	169,698 bytes	<input checked="" type="checkbox"/>
	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.		<a href="#">Download the brochure</a>	115,311 bytes	<input checked="" type="checkbox"/>

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

The True/False Column displayed in a List

To configure a true/false column, set the default value as "True" or "False" or leave blank for a "False" value.

My Website > List > Field Editor

Type ⓘ True/False 

Title ⓘ In Stock

Help Text: ⓘ Select this option if this item is in stock.

Default Value: ⓘ True

Configuring a True/False Column

In the List Settings section text can be added that will appear to the right of the check box in the Edit Item page and on the form or list.

**Form Settings**

CSS Style: ⓘ

**List Settings**

Right label text: ⓘ

Save

Cancel

Available Tokens Help

Hidden Columns Help

Configuring Form & List Settings for a True/False Column

### Configuring a URL Column

The URL column allows editors to enter any URL, select a URL from a predefined list or use the Link tool to choose a page or file URL. The chosen URL is displayed as a link on the list.

### Edit Record

Product Name  
Gravity Series

Product Number ⓘ 10.55 ▼

Product Category ⓘ 10 ▼

Product Code  
10.55.10

Wholesale Price ⓘ ▼ \$

Supplier Website ⓘ

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://www.awesomespares.biz Select An Existing URL

☐ Open Link In New Browser Window?

The URL field set above as displayed on a form or Edit List page

List							
	Product Name	Product Number	Product Category	Product Code	Wholesale Price	Supplier Website	In Stock
✎	Gravity Series	10.55	10	10.55.10	565.00 \$	http://www.awesomespares.biz	✓
✎	Mountain Series	10.55	10	10.55.10	560.00 \$	http://www.awesomeparts.biz	✓
✎	Road Series	10.55	10	10.55.10	500.00 \$	http://www.awesomeparts.biz	✓
✎	Racer Helmet	10.55	03	10.55.3	30.00 \$	http://www.awesomehelmets.biz	✓

Page 1 of 1 First Previous Next Last

The URL field set above as displayed on a list

To configure a true/false column, enter a default URL or leave blank for an empty field.

**My Website > List 2 > Field Editor**

Type ⓘ

URL

▼

Title ⓘ

Supplier Website

Help Text: ⓘ

Enter the website of the supplier

Default Value: ⓘ



www.awesomeparts.biz

#### Configuring a URL Column

In the Form Settings section, enter a definitive list of URLs separated by a semi-colon (e.g. `www.domain.com;www.awesomecycles.biz`) and choose to display the values in a drop down list or using vertical or horizontal radio buttons - OR - Leave blank empty to allow enter URL to be entered. Note: Both the "Default Value" and "List of Values" fields must be left blank to enable enter any URL.


In the List Settings section, enter the "Link Caption" text that will link to the downloadable file (e.g. Download this brochure ) or leave blank to display the URL and optionally abbreviate the URL to only display the file name (e.g. The file "`http://awesomecycles.biz/bikes.pdf`" will be displayed as "bikes.pdf"). The file can be set to open in the current or a new browser window and the file can set to automatically download the file. This option is only recommended if a pre-defined list of files is used. Link tracking can be enabled. See "Tracking and Logging Link Clicks".


### Form Settings

List of Values: 


☒ Dropdown-List ☐ Radio buttons (vert.) ☐ Radio buttons (hor.)

### List Settings


Link Caption: 

Abbreviate caption 


☐

Enable "Open in new window" 

☒

Enforce Download 

☐

Track Number of Downloads 

☒

Save

Cancel

Available Tokens Help



Hidden Columns Help

Configuring Form & List Settings for a URL Column

## Managing Columns

Form & List columns can be edited, reordered (using drag and drop) or deleted on the Schema Definition tab of Form & List Configuration. **Important.** The Type field of any column should not be modified once data has been entered as it may cause an error.










### Form and List Configuration

Schema Definition

Page Related Settings

#### Data Table Setup ^


Specify the "User Defined Table" columns you wish to include in your Form or List.

	Title	Type	Required	Display on List	Restricted Form Field	Searchable
 	Image	Image	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 	Title	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drag and drop reordering and Edit and Delete actions

## Editors

### Adding a List Record

Authorized users can add new records to a list by select **Edit**  > **Add New Record** from the module actions menu or clicking the **Add New Record** button.

## Edit Record

Product Name ⓘ

Road Series

Description ⓘ

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.

Image

Link Type:

☐ URL ( A Link To An External Resource )

☒ File ( A File On Your Site )

File Location:

Images/

File Name:

Product-Road.png

Upload New File

In Stock

☒

Brochure

Link Type:

☐ URL ( A Link To An External Resource )

☐ Page ( A Page On Your Site )

☒ File ( A File On Your Site )

File Location:

Root

File Name:

Road Series.pdf

Upload New File

If a Security Code is hard to read, refresh the page to view a new code before entering data to avoid data loss.

List

Search

	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.		<input checked="" type="checkbox"/>	<a href="#">Download brochure</a>	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.		<input checked="" type="checkbox"/>	<a href="#">Download brochure</a>	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.		<input checked="" type="checkbox"/>	<a href="#">Download brochure</a>	115,311 bytes

Page 1 of 1
[First](#)
[Previous](#)
[Next](#)
[Last](#)

The newly added list record

## Importing and Exporting Records

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 by selecting **Edit** > **Export to CSV File** from the module actions menu. Note: The "Delimiter" field determines the character that will be used to separate records in the file. The default option "Comma" is used for US-English. **Warning.** Existing records will be deleted from a form or list during import.

Form and List

Export to CSV File

Folder:

Root

File:



Product List

Delimiter:




☒ Comma ","
 ☐ Semicolon ";"



Export

Cancel




Similarly, the exported file can be imported by selecting **Edit**  >  **Import from CSV File** from the module actions menu and choosing the required file.

### Managing Form Records

Form records can be viewed by click the **Show Records** button below the form. If form buttons are hidden select **Edit**  >  **Show Records** from the module actions menu. Form records can then be edited by clicking 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

### Managing List Records

To edit or delete a single record, click the **Edit**  button beside the record and then edit and update the data, or click the **Delete** button to permanently delete. All records can be deleted simultaneously by selecting **Edit**  >  **Delete All Records** from the module actions menu and then refreshing (F5) the page to clear cached records. Editing or deleting of records may be restricted by users/roles or users may only be able to edit and delete their own records.



List


Search

	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.		<input checked="" type="checkbox"/>	<a href="#">Download brochure</a>	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.		<input checked="" type="checkbox"/>	<a href="#">Download brochure</a>	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.		<input checked="" type="checkbox"/>	<a href="#">Download brochure</a>	115,311 bytes


Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)


## Saving a Template


The configuration of a form or list can be saved as a template by selecting **Edit**  >  **Save as Template** from the Form and List module actions menu. A template name and description must be provided and one or more sample records can be included in the template. Once the template is saved it will be displayed in the template list on unconfigured Form and List modules.



### Form and List - Module Template

Name: 



Description: 

Max Records: 

[Save as Form and List - Module Template](#)

Saving a List as a Template

## Showing All Data as XML

Administrators and Page Editors can view List data can be displayed in XML format by selecting **Edit**  >  **Show All Data As XML** from the module actions menu. The data can be saved and used as required.

## Configuring Form & List Settings

Administrators can configure the Form & List module settings. Script and markup code can be prevented from being entered for security purposes and users can be limited to entering a set number of records per list.

Several settings work in unison with the permissions to provide finer grain editing and viewing permissions. Users can be restricted to only to manipulate (edit/delete) records they have added. This field works in conjunction with module permissions to set which users/roles can edit and delete records. CAPTCHA can be displayed for anonymous (unauthenticated) users if they have been allowed to add and manage records and submit lists. Private columns can be hidden from Administrators and Administrators can be prevented from editing restricted columns. System fields (e.g. Created by, Created at, Changed b, and Changed at) can be hidden when "Display All Columns" is enabled.

Module Settings
Permissions
Page Settings
Form and List Settings

☐ Users are only allowed to manipulate their own items.
☐ Force CAPTCHA control during edit for Anonymous users.
☐ Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
☐ Negate permission/feature "Display All Columns" for Administrators.
☒ Hide System Fields even if "Display All Column" permission is set.
☐ Negate permission/feature "Edit Also Restricted Columns" for Administrators.

Max. Records per User: ⓘ

Update
Delete
Cancel

Form & List Settings

### Setting Form Permissions

Administrators can set permissions to manage form columns and submit forms. Additional settings provide finer grain editing and viewing permissions. See "Configuring Form & List Settings".

User with **Edit Record / Delete Record** permission can edit / delete form records. Users with **Create Record/Submit Form** permission can enter data and submit the form. Users with **Display All Columns** permission can view all columns including those not marked as Display On List. Users with **Edit Also Restricted Columns** permission can edit restricted columns. Users with **In form mode permit list as well** permission can view the submitted forms.

My Website > form and list > Module

Module Settings
Permissions
Page Settings
Form and List Settings

Filter By Group:
< Global Roles >
Select Role:
Editor
Add

Role	View Module	Edit Module	Edit Record	Delete Record	Create Record/ Submit Form	Display All Columns	Edit Also Restricted Columns	In form mode permit list as well	Actions
Administrators									
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Users		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Display Name:
Add

☒ Inherit View permissions from Page

Setting Form Permissions

### Setting List Permissions

Administrators can set permissions to create and manage list records and columns. Users who are granted edit, delete or create row permissions can manage row created by any user. The Show Columns permission allow users to view all list records including hidden column. The Show Columns permission allows users to view private/restricted columns and the Private Columns permission allow users to edit these columns.

Additional settings provide finer grained editing and viewing permissions. See "Configuring Form & List Settings".



My Website > Form and List > Module

Module Settings
Permissions
Page Settings
Form and List Settings

Filter By Group: < Global Roles >
Select Role: Editor
Add

Role	View Module	Edit Module	Edit Row	Delete Row	Create New Row	ShowColumns	PrivateColumns	ShowList	Actions
Administrators									
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Content Manager		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Editor		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Display Name:
Add

☒ Inherit View permissions from Page

Update
Delete
Cancel

Setting List Permissions

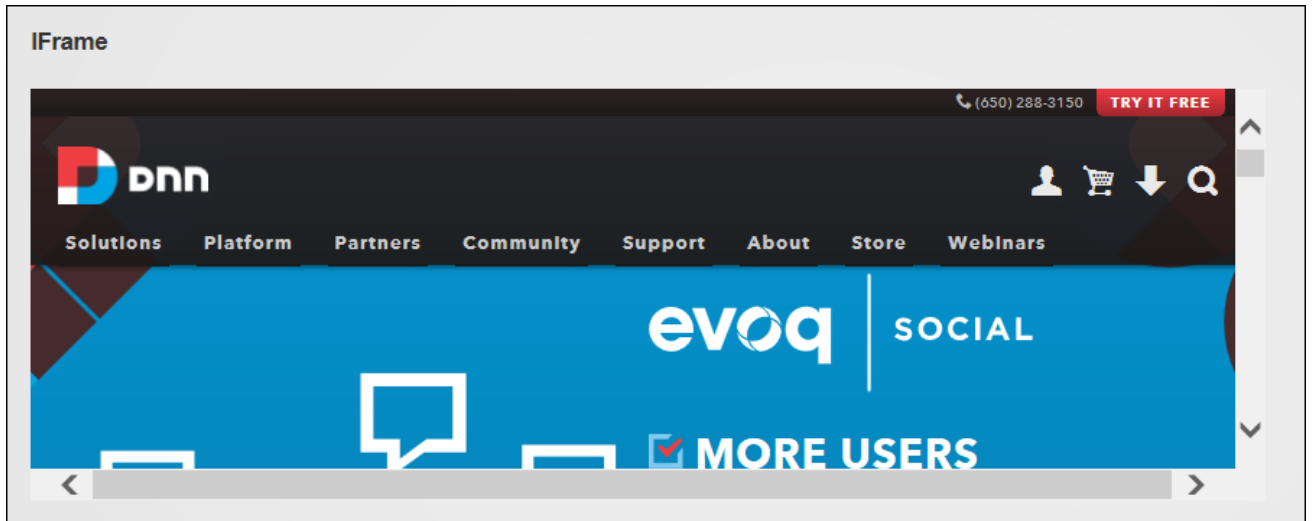
## IFrame

IFrame displays content from this site or another website within a frame. IFrame can be used to frame content such as documents, PDF files, images or website pages. Note: Files may open in a new browser window depending on the Web browser settings. The IFrame can display a frame border, scroll bars and the width and height can be set. The IFrame content can be customized using querystring parameters. Users must be granted Edit Module permissions to add and edit IFrame content.

The IFrame must be deployed and installed on DNN Platform by a Super User. Install and source packages can be downloaded from the [releases page](#) and feature requests, bug links and general questions can be submitted via the [issues page](#).


### Installation Note:

**Module Version:** 04.05.00 / **Minimum DNN Version:** 06.01.00




A website displayed in an IFrame

## IFrame

 / **AWESOME**  
CYCLES

About Us

### About Us



Our very first shop opened in 2011 in SomePlace, California. We build, sell and ship our bikes worldwide from this location.

***We love it when we can provide***

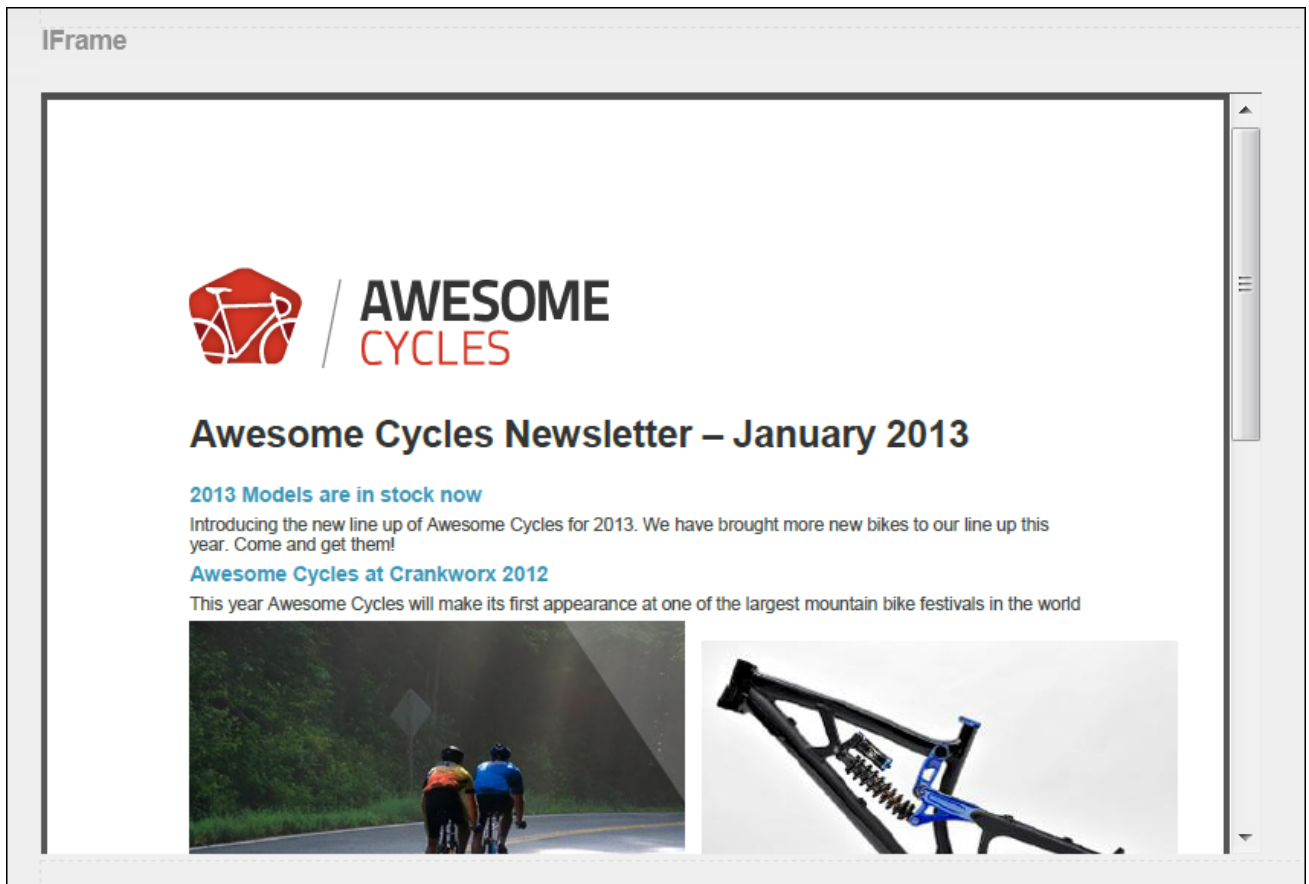
That's why we have the best and most creative want.

The story of Awesome cycles started numerous backyard. After hundreds of hours of mindstorms was forged out of fire in molten lava that had been

Today the company has evolved to a level that



Our bikes are created by some of the most passionate, elegantly craft some of the most beautiful bike technologies and practices has helped us achieve

Displaying a Site Page in an IFrame



The Internal File displayed in an IFrame

### Setting an IFrame

Editors can display an internal or external page or file (such as an image or document) within an IFrame by selecting **Edit**  >  **Edit IFrame Options** from the module actions menu.

The IFrame width can be set as a pixel value (E.g. 700), as a percentage (E.g. 100%), or the default width of 280 pixels can be used. Likewise IFrame height can be set in pixels, the default height of 130px can be used, or the height can automatically render 100% of an internal file.

Vertical and horizontal scroll bars can be displayed to automatically when scrolling is required, at all times or hidden. If scroll bars are hidden ensure to set the width and height to a size that allows all the content to be viewed. Other Options include Onload (JavaScript) that will be executed when the page loads. This allows behaviors such as displaying a pop up alert box for a special event when the user goes to the page. This field can only be set by Administrators.

## Edit IFrame

Options

Source: ⓘ

Link Type: ☒ URL ( A Link To An External Resource )

☐ Page ( A Page On Your Site )

☐ File ( A File On Your Site )

Location: ( Enter The Address Of The Link )

http://www.domain.com/myfile.jpg

Select An Existing URL

Width: ⓘ

800

Height: ⓘ

500

Auto height ⓘ

☐

Scrolling: ⓘ

Auto ▼

Border: ⓘ

No ▼

Other Options

QueryString Parameters

Save Cancel

QueryString parameters can optionally be added to the IFrame to pass information from the DNN site to the source website. For example: If the source website needs to know the first name of the authenticated user to display their first name, then the IFrame can be used to pass the first name through by entering FirstName in the Name text box and then 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 users need to know the names of the parameters which the target website can use from the QueryString.

Each querystring consists of a name (e.g. TabID) and a parameter value and can be set to pass the querystring parameter through to the IFrame as a bookmark/anchor.

## Edit IFrame

Options

Source: ⓘ

Link Type: ☐ URL ( A Link To An External Resource )  
☒ Page ( A Page On Your Site )  
☐ File ( A File On Your Site )

Select A Web Page From Your Site:  
Home ▼

Width: ⓘ 800

Height: ⓘ 600


Auto height ⓘ ☐

Scrolling: ⓘ Auto ▼

Border: ⓘ No ▼

Other Options

QueryString Parameters

Name	Value	Use as Hash ⓘ
 News	Static Value	<input checked="" type="checkbox"/> newslst

[Add QueryString Parameter](#)  
[Save](#) [Cancel](#)

## Fixing Redirects

Sites can be programmed to prevent framing. If these sites are saved as the Source in an IFrame, the site will not appear inside the IFrame on the page. Instead users who visit the page where the IFrame is located will be redirected to the framed website. To avoid to this problem, always seek permission from the site owner and confirm with their webmaster that the source permits framing. Alternatively, add the IFrame to a test page that can be deleted by an Administrator via the Admin > **Page Management** if there are any problems.

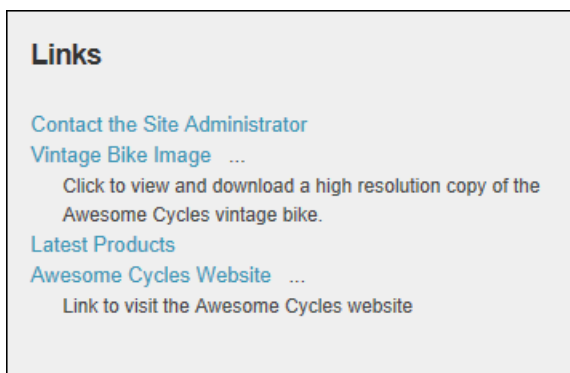
## Links

Links displays a list of manually created links or a dynamic list of site files, site pages or the friends of the current user. Users must be granted Edit Module permissions to add, edit and delete links. Link icons and descriptions can be displayed and links can be displayed vertically or horizontally on the page or in a drop down list.

Links must be deployed and installed on DNN Platform by a Super User. Install and source packages can be downloaded from the [releases page](#) and feature requests, bug links and general questions can be submitted via the [issues page](#).

**Module Version:** 06.02.03 / **Minimum DNN Version:** 07.02.00

**Features:** IPortable, ISearchable



Displaying a list of manually created links

## Adding a Link

Module editors can add a link to an URL, site page, file or user profile by selecting **Edit**  > 

**Add Link** from the module actions menu. The link can be a URL (See "Setting a URL Link"), a page (See "Setting a Page Link"), a file (See "Setting a File Link"), or a user link (See "Setting a User Profile Link").

Note: The Links module does not prevent link to disabled page therefore it is recommended that links are tested. Links to disabled pages function normally for Administrators and Super Users; however other users will be redirected to the site's Home page. Tip: An alternative way

to add links is to use the Rich Text Editor which will prevent links being created to disabled pages. See "Setting a Page Link".

### Edit Links

This Module is configured to show dynamic Data. Please use Modulesettings to change.

Title: ⓘ

Awecome Cycles Website

Link Type: ☒ URL ( A Link To An External Resource )  
☐ Page ( A Page On Your Site )  
☐ File ( A File On Your Site )  
☐ User ( A Member Of Your Site )

Location: ( Enter The Address Of The Link )  

http://www.awesomecycles.biz

Link: ⓘ

Select An Existing URL

☐ Track Number Of Times This Link Is Clicked?  
☐ Log The User, Date, And Time For Every Link Click  
☐ Open Link In New Browser Window?

Optional setting include a description can be entered that will be used as the Info Link; entering a view order for this link leaving this field blank to add the link to the top of the list. URL links can be refreshed to ensure the latest content is displayed. The frequency should reflect how regularly the URL content is updated. Finally, if role permissions are enabled for this Links module ( ) then the link can be restricted by roles.



Get Content: ⓘ [retrieve content now](#)

automatically content refresh 15 min ▼



Roles: ⓘ

- ☐ Administrators
- ☐ Registered Users
- ☐ Subscribers
- ☐ Translator (en-US)
- ☐ Unverified Users
- ☐ Unauthenticated Users
- ☐ All Users

Description: ⓘ

The Awesome Cycles website

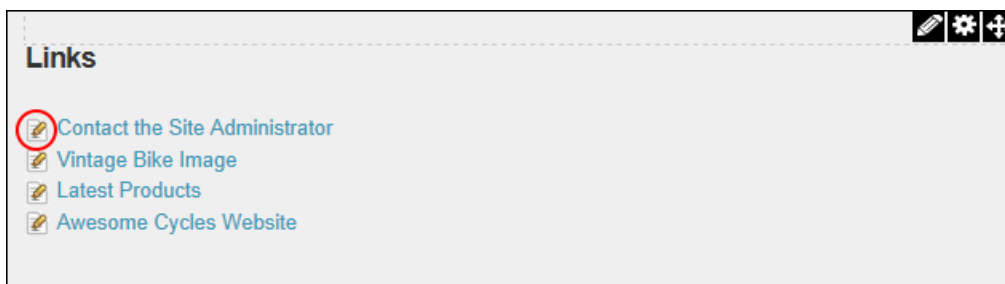
View Order: ⓘ Before ▼ ▼

 Update  Cancel

Adding a Link

## Managing Links

Module editors can edit and delete manually created links from the Links module.



## Settings

### Displaying File Links

Administrators and page editors can configure Link Settings to display a list of site files by choose the folder that contains the files to be listed. The icon associated which each file type is automatically displayed beside each file.

**My Website > Links > Module**

Module Settings Permissions Page Settings **Links Settings**

Module Mode: Folder Images/

Control Type: ☒ List ☐ Dropdown

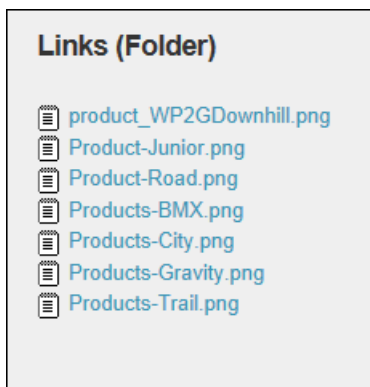
List Display Format: ☒ Vertical ☐ Horizontal

Display Info Link: ☐ No ☐ Yes ☒ Telerik Popup

Wrap Links: ☒ No wrap ☐ Wrap

**Update** Delete Cancel

Optional settings allow files to be displayed vertically, horizontally or in a drop down list and vertical or horizontal links can be forced to display in a single line regardless of the pane width. Finally the file size can be viewed using an Info Link (i.e. ...) or in a popup window when a user hovers their mouse over the link.



Displaying the Files within a Site Folder

### Displaying Friend Links

Administrators and page editors can configure Link Settings to display a list of the current user's friends and any users that have sent a friend request by setting the "Module Mode" to Friends. Friends can be displayed in a "Normal" list and sorted by ascending or descending order by username, display name, first or last name.

Links

Aelfwald

Allaire

Ginder

Harkniss

Henner

Status: Accepted

Username: Harkniss

Displayname: Carolynn Harkniss


Full Name: Carolynn Harkniss

Friends displayed by Last Name in Normal Layout with Info Link PopUp

Alternatively profiles can be displayed in a "Business Card" layout which displayed additional information about friendships.

Links

My Friends




Remove Friend

User Name: Allaire

Display Name: Angelena Allaire

Status: Accepted




Remove Friend

User Name: Szulc

Display Name: Claudio Szulc

Status: Accepted




Remove Friend

User Name: Harkniss

Display Name: Carolynn Harkniss

Status: Accepted



Remove Friend

User Name: Ginder

Display Name: Bev Ginder

Status: Receive Request from Ginder

First

Prev

Page 1 of 1

Next

Last

Status:

Accept Friend Request

Page Size: 6

Friends displayed by in Business Card Layout

Copyright 2015 by DNN Corp

Optional settings allow links to be displayed vertically, horizontally or in a drop down list and vertical or horizontal links can be forced to display in a single line regardless of the pane width.

Finally an Info Link can be used to display friendship status and additional name details. The Info Link can be set to appear as a series of three leader dots (i.e. ...) that can be selected to view the information or in a popup window when a user hovers their mouse over the link.

**My Website > Links > Module**

Module Settings Permissions Page Settings **Links Settings**

Module Mode: Friends Normal

Display Attribute: Username Asc

Control Type: ☒ List ☐ Dropdown

List Display Format: ☒ Vertical ☐ Horizontal

Display Info Link: ☐ No ☐ Yes ☒ Telerik Popup

Wrap Links: ☒ No wrap ☐ Wrap

**Update** Delete Cancel

Displaying Friend Links

### Displaying Manual Links

Administrators and page editors can modify Link Settings to "Link" module mode to display manually created links. This is the default configuration mode however if the Links module is changed to another mode the link information will be retained which allows it to be restored at a later time.

Optional settings allow links to be displayed vertically, horizontally or in a drop down list and vertical or horizontal links can be forced to display in a single line regardless of the pane width. Finally the link description can be viewed using an Info Link which can appear as a series of three leader dots (i.e. ...) that can be selected to view the link description or in a popup window when a user hovers their mouse over the link.

Permissions can be enabled to allow editors to set role permissions for each link individually or they can be disabled to display all links to all users regardless of the roles selected on the Edit Links page.

**My Website > Links > Module**

Module Settings

Permissions

Page Settings

Links Settings

Module Mode: ⓘ

Link ▼

Control Type: ⓘ

☒ List ☐ Dropdown

List Display Format: ⓘ

☒ Vertical ☐ Horizontal

Display Info Link: ⓘ

☐ No ☒ Yes ☐ Telerik Popup

Wrap Links: ⓘ

☐ No wrap ☒ Wrap

Use Permissions: ⓘ

☐ No ☒ Yes

Display Icon: ⓘ

File Location:  
Images/ ▼

File Name:  
icon-shop.png ▼

Update

Delete

Cancel

### Displaying Page Links

Administrators and page editors can configure Link Settings to display a menu link of child pages by selecting a parent page. Hidden menu pages can optionally be in this list of page links.

**My Website > Links > Module**

Module Settings Permissions Page Settings **Links Settings**

Module Mode:

Display Hidden Menus: ☒ No ☐ Yes

Control Type: ☒ List ☐ Dropdown

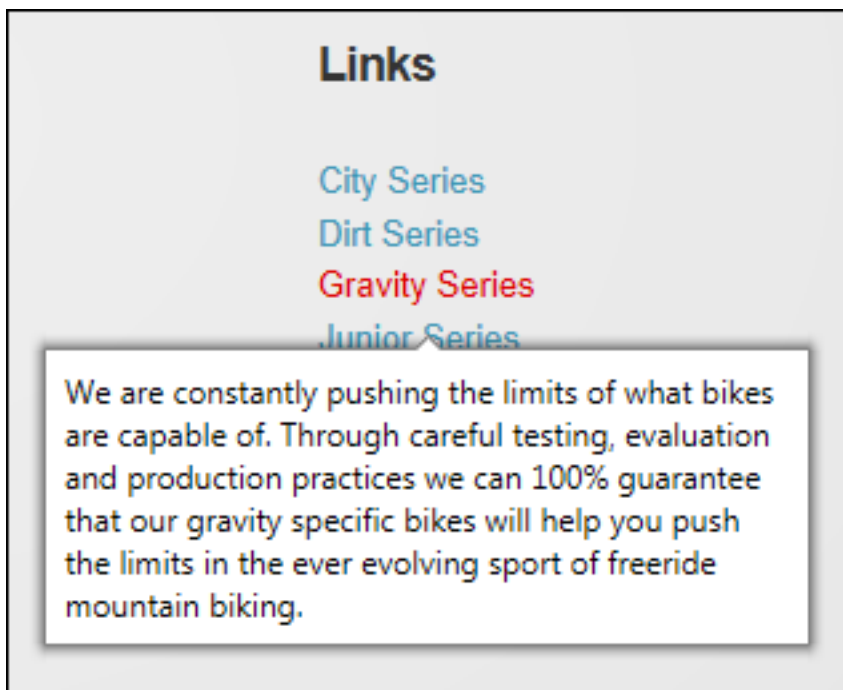
List Display Format: ☒ Vertical ☐ Horizontal

Display Info Link: ☐ No ☐ Yes ☒ Telerik Popup

Wrap Links: ☒ No wrap ☐ Wrap

**Update** Delete Cancel

Optional settings allow links to be displayed vertically, horizontally or in a drop down list and vertical or horizontal links can be forced to display in a single line regardless of the pane width. Finally the page description can be viewed using an Info Link which can appear as a series of three leader dots (i.e. ...) that can be selected to view the link description or in a popup window when a user hovers their mouse over the link.



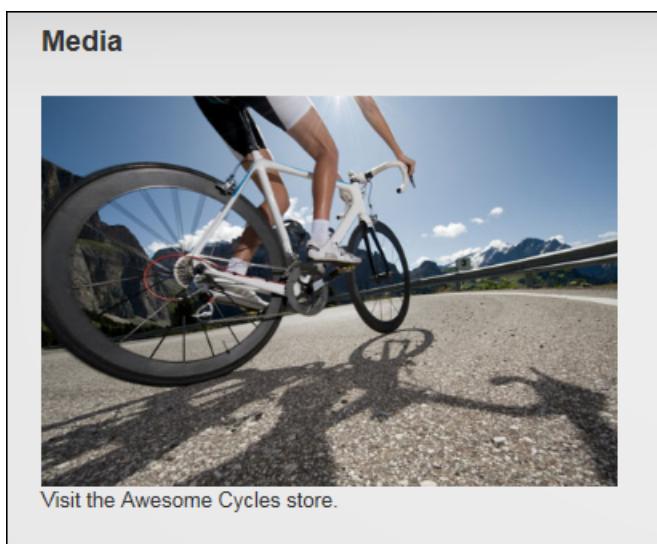
Page menu with Popup Info Links

## Media

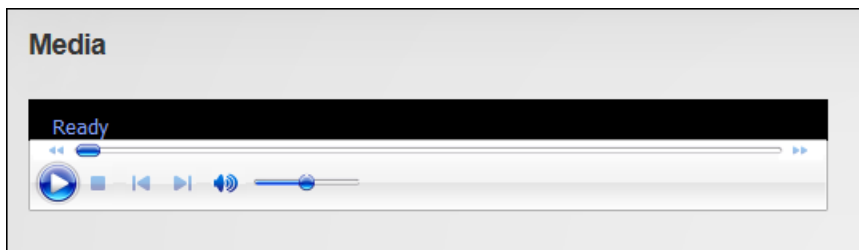
The Media module displays a single media file that can be an image, movie or sound file. The displayed file can be located on the site, at any URL or on Microsoft Azure. A large number of media types are supported including Flash, Windows media, Media AVI, MPEG, MPG, MP3, MP4, ASF, ASX, WMA, WMV, WAV, QuickTime and Real Video. Optional settings include linking an image to another resource such as another page, file, or website. Users must be granted Edit Module permissions to add and manage media. Media is also integrated with social collaboration tools to allow media updates to be posted to the Journal. Media is IPortable and ISearchable.

Media can be download from [CodePlex](#) and must be deployed and installed on DNN Platform by a Super User.

**Module Version:** 04.04.02 / **Minimum DNN Version:** 07.02.00





Media displaying an image



Media displaying a sound file


## Displaying Media using OEmbed Link

Media can be displayed 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.

Module editors can display embedded code by selecting **Edit**  >  **Edit Media Options** from the module actions menu and choosing the "Website URL" media type and then entering or pasting the URL. Use the [>> Validate URL](#) link to validate that the URL entered is supported. If it isn't supported instead try to access and embed the code. Alternative text describing the media must be entered although it is not displayed on the page.

**Awesome Cycles > Media > Edit Media Module Options**

**Specify Your Media**


Media Type: 

☐ Standard File System

☐ Embed Code

☒ Website URL


A technology called OEmbed allows you to copy the URL of certain web pages, and paste it here. This allows the module to automatically pull out the media from the page without you needing to know how to find the embed code.

Embedable URL: 

[>> Validate URL](#)

The URL entered is supported.

The following sites are supported with OEmbed: Clearspring Widgets, Flickr, Hulu, MyOpera, oohEmbed, Poll Everywhere, Qik, Revision3, Viddler, Vimeo, YouTube, and over 30 other popular sites.

Alternate Text: 

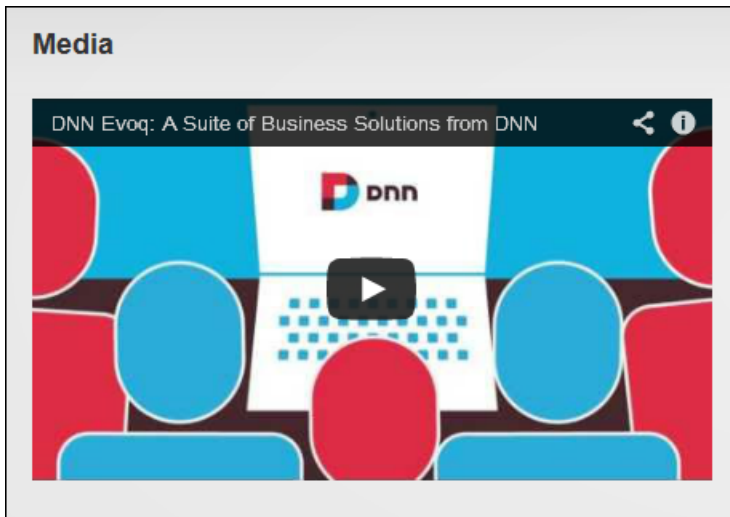
In the Basic Settings section an optional rich text description can be entered that will be displayed below the media and the media can be aligned. Don't complete the width or height fields as these are set in the link.

In the Only Videos and Flash Use the Following Settings section, review the message and choose whether video should automatically start when the page loads or whether the user



should manually start the video. Also choose whether video should automatically replay when it ends or if it should play the video once and allow users to replay using controls or page refresh.

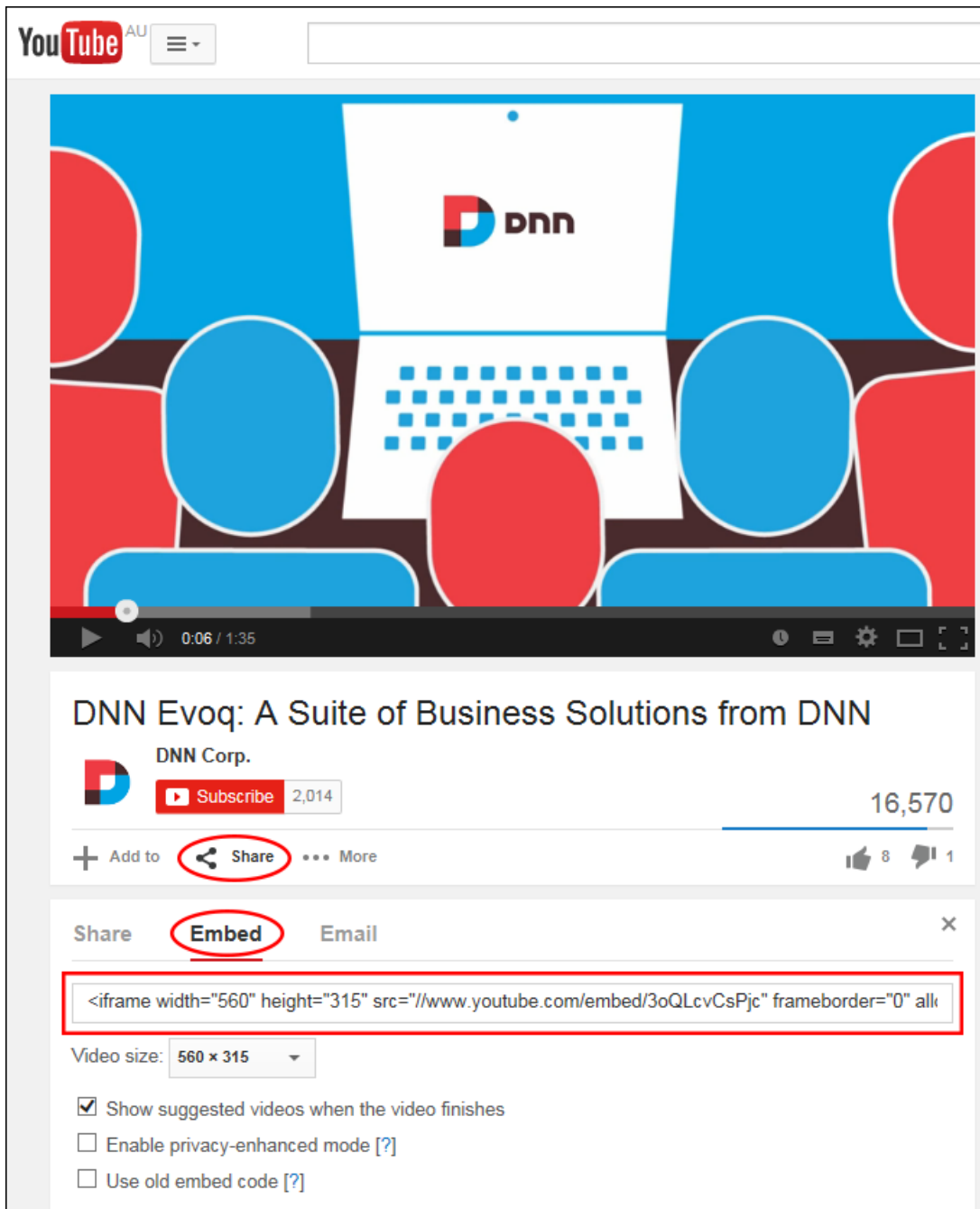
The Social Integration section indicates whether this new/updated media will be shared on your user profile activity feed and any other Journals on the site. To modify the default setting, select "Override Site Settings" and update the "Post to Journal" field as required. Note: Additional options are available to Administrators.





A video displayed using an OEmbedded link

### Displaying Embedded Code

Media from existing sites and social media outlets such as YouTube, Vimeo, or Twitter can be embedded into the Media module. The method by which embedded code is obtained will depend on the site, 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.



Module editors can display embedded code by selecting **Edit**  >  **Edit Media Options** from the module actions menu, choosing the "Embed Code" media type and then entering or pasting the code to be embedded. Alternative text describing the media must be entered although it is not displayed on the page.

**Awesome Cycles > News > Edit Media Module Options**

**Specify Your Media**

Media Type: ⓘ

☐ Standard File System

☒ Embed Code

☐ Website URL

Embed Code: ⓘ

<iframe width="560" height="315"  
src="//www.youtube.com/embed/3oQLcvCsPjc" frameborder="0"  
allowfullscreen></iframe>

Copy embed codes from sites like YouTube, Flickr, and Vimeo. Then, paste it in the textbox above.

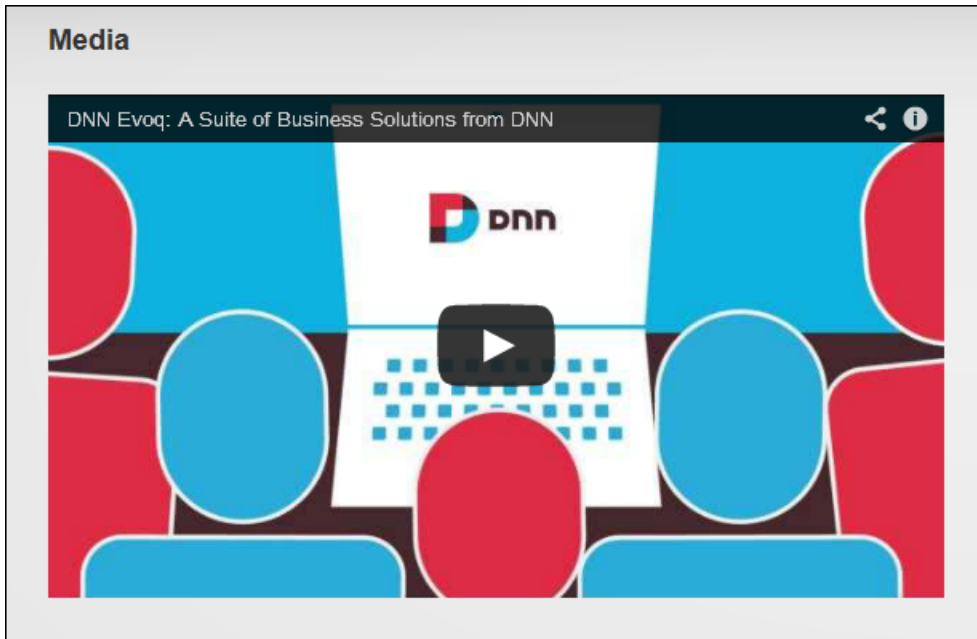
Alternate Text: ⓘ

DNN Evoq: A Suite of Business Solutions from DNN

In the Basic Settings section an optional rich text description can be entered that will be displayed below the media and the media can be aligned. Don't complete the width or height fields as these are set in the embed code.


In the Only Videos and Flash Use the Following Settings section, review the message and choose whether video should automatically start when the page loads or whether the user should manually start the video. Also choose whether video should automatically replay when it ends or if it should play the video once and allow users to replay using controls or page refresh.

The Social Integration section indicates whether this new/updated media will be shared on your user profile activity feed and any other Journals on the site. To modify the default setting, select "Override Site Settings" and update the "Post to Journal" field as required. Note: Additional options are available to Administrators.



Embedded code displayed in the Media module

### Displaying an Image

Module editors can display a single image in the Media module by selecting **Edit**  **Edit** **Media Options** from the module actions menu, choosing the "Standard File System" and setting a URL or File link to the image. See "Setting a URL Link" or See "Setting a File Link". Alternative text that will be display when a user hovers their mouse over the image should also be added.

## Awesome Cycles > News > Edit Media Module Options

### Specify Your Media

Media Type: ⓘ ☒ Standard File System ☐ Embed Code ☐ Website URL

Large files might throw an error due to file size limitations on your website. If this happens, either upload the file using FTP, or consult your website administrator.

File Location: ⓘ

Link Type: ☐ URL ( A Link To An External Resource )

☒ File ( A File On Your Site )

File Location:

Images/ ▼

File Name:

bike01.png ▼

Upload New File

The following file types are currently supported by the website configuration:  
[\[click to view/hide\]](#)

Alternate Text: ⓘ

Buy bicycles now

In the Basic Settings section the image width and/or height can be set in pixels to override the actual image size. Note: The actual width and height values for an image will be displayed in this field once the image is updated. This can be useful for scaling images. An optional rich text description can be displayed below the image and the media can be aligned.

Basic Settings

Width: ⓘ

480

Required for all videos and some embedded media content to render properly.

Height: ⓘ

325

Required for all videos and some embedded media content to render properly.

Description of the Media: ⓘ

☒ Basic Text Box
 ☐ Rich Text Editor ⓘ

Visit the Awesome Cycles store.

Render Mode: ⓘ

☒ Text
 ☐ Html
 ☐ Raw

Media Alignment: ⓘ

Left

▼

An optional link can be added to allow the image to function as a button.

Only Images Use the Following Settings

Link Your Image To: ⓘ

Link Type:

☐ URL ( A Link To An External Resource )
 ☒ Page ( A Page On Your Site )
 ☐ File ( A File On Your Site )

Page:


Store


▼

☐ Track Number Of Times This Link Is Clicked?
 ☐ Open Link In New Browser Window?

The Social Integration section indicates whether this new/updated media will be shared on your user profile activity feed and any other Journals on the site. To modify the default setting, select "Override Site Settings" and update the "Post to Journal" field as required. Note: Additional options are available to Administrators.

## Social Integration

Post to Journal:  ☒

Override Site Setting:  ☐

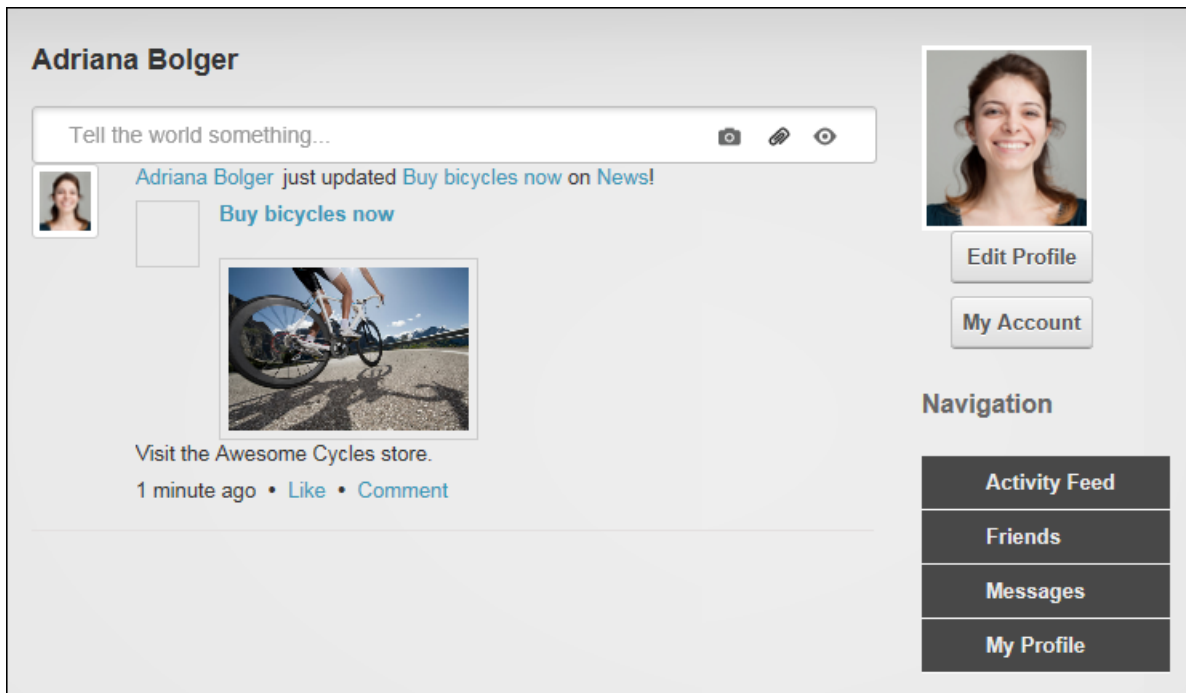
Setting Social Integration Settings

### Media



Visit the Awesome Cycles store.

Image displayed on the Media module



The media displayed on the user's profile page

### Displaying a Sound File

Module editors can display mp3, wav and wmv sound files with user controls (play, pause, rewind, volume, etc.) using the Media module. Other file types can be enabled by a Super User.

Sound files are displayed by selecting the "Standard File System" media type and setting the link to the sound file. Alternative text describing the media must be entered although it is not displayed on the page.



**Awesome Cycles > Media > Edit Media Module Options**

**Specify Your Media**

Media Type: ⓘ ☒ Standard File System ☐ Embed Code ☐ Website URL

Large files might throw an error due to file size limitations on your website. If this happens, either upload the file using FTP, or consult your website administrator.

File Location: ⓘ

Link Type: ☐ URL ( A Link To An External Resource )  
☒ File ( A File On Your Site )

File Location:

Media/▼

File Name:

AwesomeCyclesJingle.mp3▼

Upload New File

The following file types are currently supported by the website configuration:  
[\[click to view/hide\]](#)

Alternate Text: ⓘ

In the Basic Settings section, enter a pixel width to set the length of the sound file control panel and a pixel height to set control panel height. If either value is left blank then it will default to 0 (zero) and the sound file will not be accessible. An optional rich text description can be displayed below the sound file and the media can be aligned.

Copyright 2015 by DNN Corp

Basic Settings

Width: ⓘ

500

Required for all videos and some embedded media content to render properly.

Height: ⓘ

70

Required for all videos and some embedded media content to render properly.

Description of the Media: ⓘ

☒ Basic Text Box
 ☐ Rich Text Editor ⓘ

Listen to our awesome jingle!

Render Mode: ⓘ

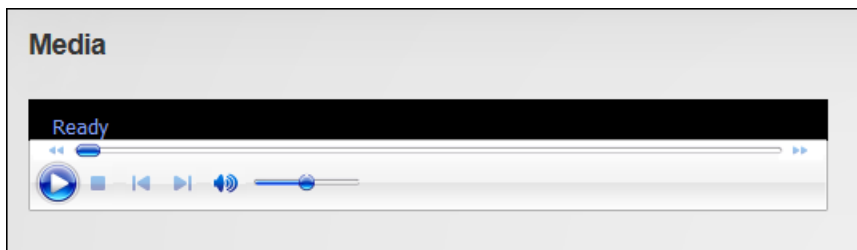
☒ Text
 ☐ Html
 ☐ Raw

Media Alignment: ⓘ

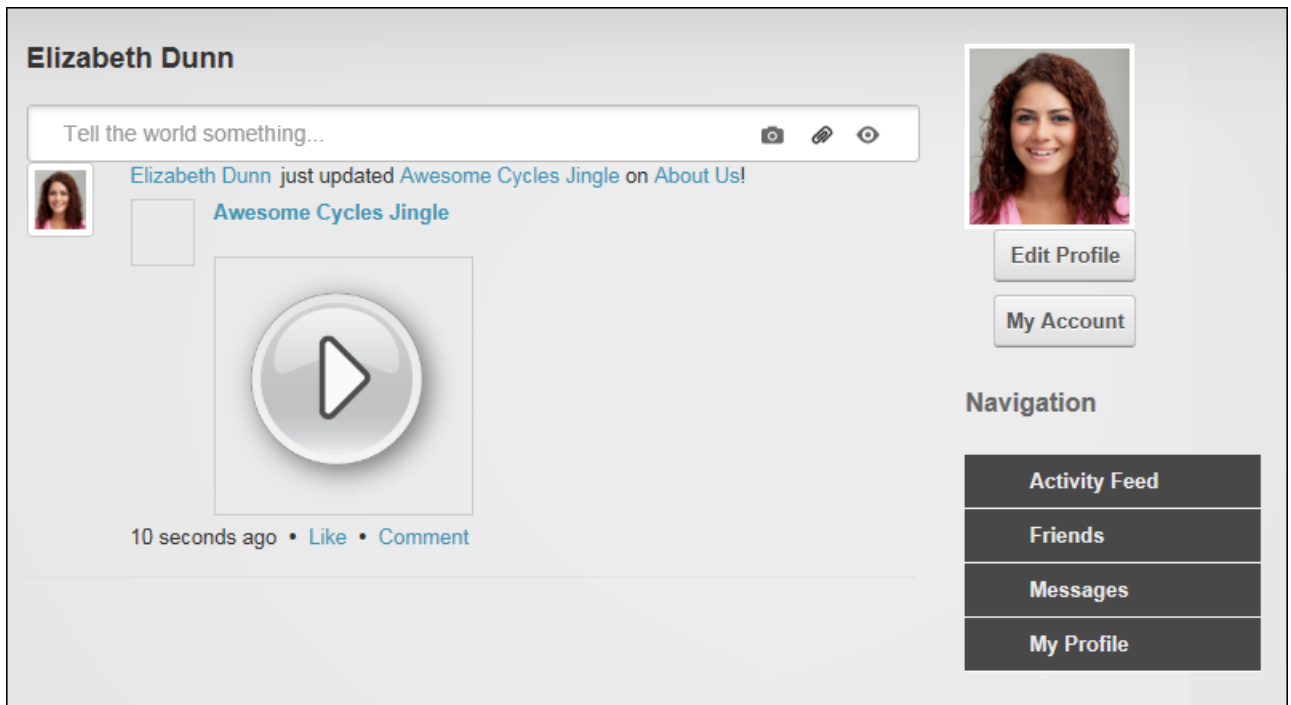
Left

▼

The Social Integration section indicates whether this new/updated media will be shared on your user profile activity feed and any other Journals on the site. To modify the default setting, select "Override Site Settings" and update the "Post to Journal" field as required. Note: Additional options are available to Administrators.



Displaying a Sound File



The sound file displayed on the user's profile

### Displaying Video and Flash

Module editors can display video (wmv and avi files) and Flash movies (swf files) with user controls (play, pause, rewind, volume, etc.) using the Media module. Other file types can be enabled by a Super User.

Sound files are displayed by selecting the "Standard File System" media type and setting the link to the sound file. Alternative text describing the media must be entered although it is not displayed on the page.

## Awesome Cycles > Products > Edit Media Module Options

### Specify Your Media

Media Type: ⓘ



Standard File System



Embed Code



Website URL

Large files might throw an error due to file size limitations on your website. If this happens, either upload the file using FTP, or consult your website administrator.

File Location: ⓘ

Link Type:



URL ( A Link To An External Resource )



File ( A File On Your Site )

File Location:

Root



File Name:

AwesomeMovie.swf



Upload New File

The following file types are currently supported by the website configuration:

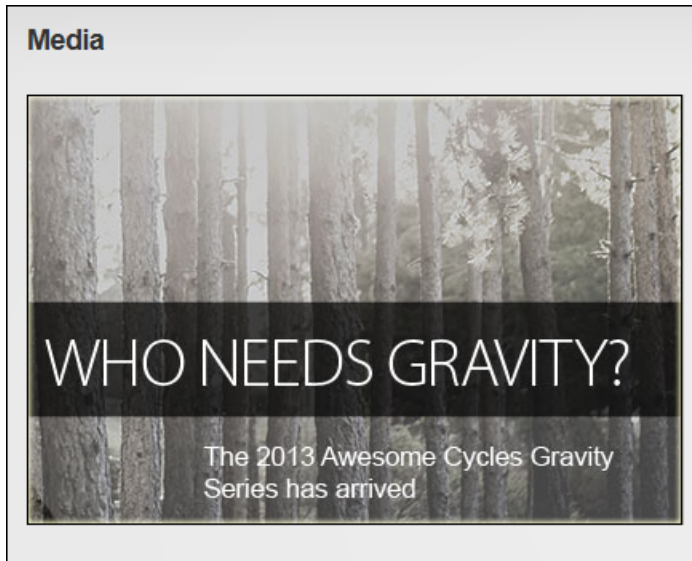
[\[click to view/hide\]](#)

Alternate Text: ⓘ

Awesome Cycles Movie



In the Basic Settings section, enter a pixel width and height for the video. An optional rich text description can be displayed below the movie and the media can be aligned.







A movie displayed in the Media module

### Editing Media Options

Module editors can edit media by selecting **Edit**  >  **Edit Media Options** from the module actions menu. Media updates may be posted to the user's journal depending on the Social Integration settings. Note: If the module action menu is hidden behind a video it cannot be edited. An alternative would be to view the page in Layout mode, delete the module and then add and set-up a new Media module.

### Configuring Social Integration Settings

Only Administrators can configure the default social integration settings for all instances of the Media module by select **Edit**  >  **Edit Media Options** from the module actions menu. At least one Media module must be in use on the site before these defaults can be set.

In the Social Integration section the settings that are applied to this instance of the Media module are shown. This may or may not reflect the defaults applied to all instances of the Media module. Here Administrators can choose whether a journal post is made each time an editor adds or updates some media. Once this is determined they can then choose whether this action is the same "For All Media Modules" or only for this individual Media module. If it is applied to all media modules then the "Override Site Settings" field will be revealed on all

instances of the Media module (once the current settings are saved) to allow editors to modify the default setting for journal posts.

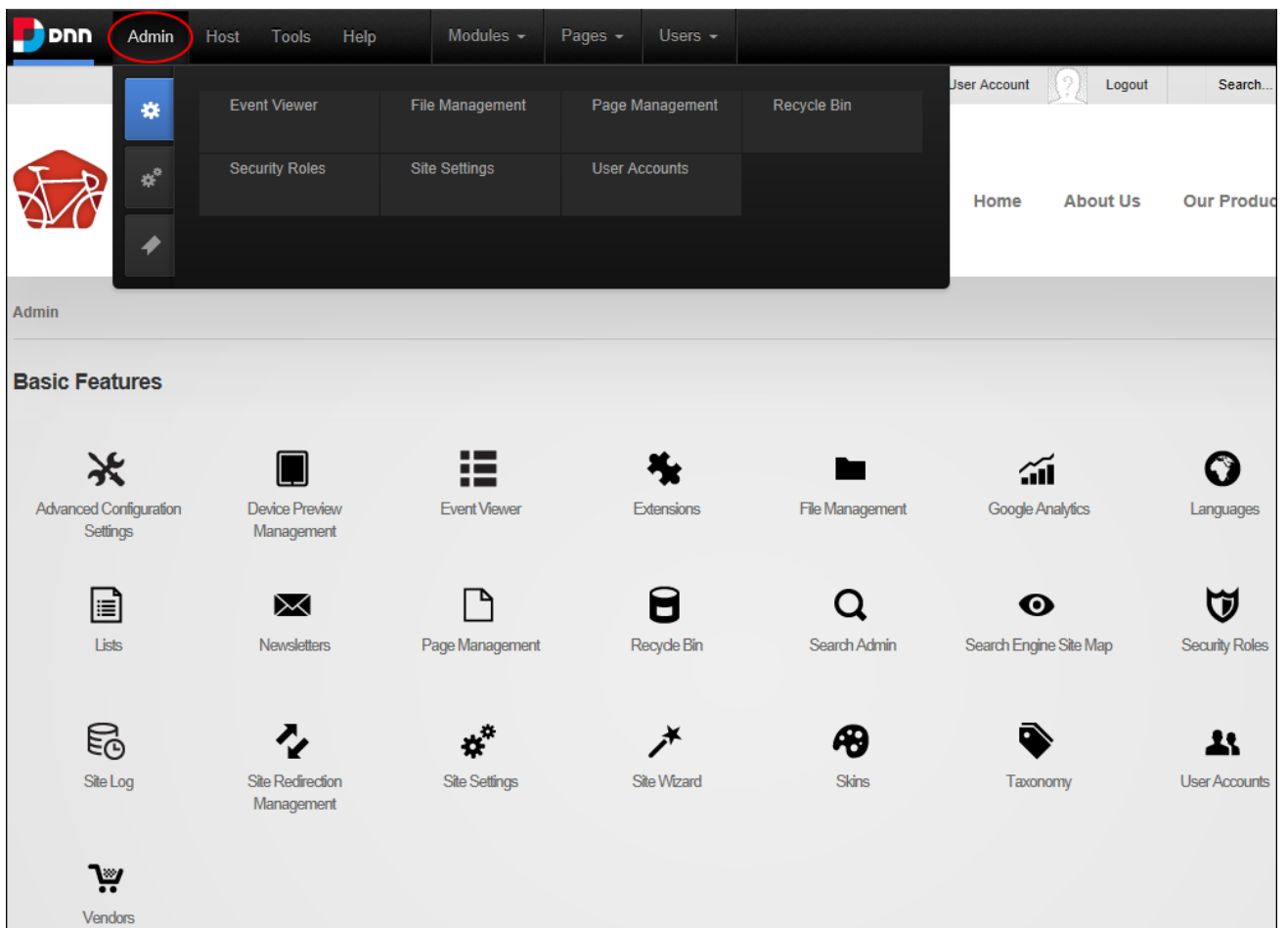
Administrators can also choose to be notified of media updates.

Social Integration	
Post to Journal: ⓘ	<input checked="" type="checkbox"/>
For All Media Modules?: ⓘ	<input checked="" type="checkbox"/>
Override Site Setting: ⓘ	<input type="checkbox"/>
Notify Administrators on Update?: ⓘ	<input checked="" type="checkbox"/>

# Admin Pages

The Admin pages (also called the Admin Console) allow Administrators and Super Users 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: The Admin Console can be displayed as a page in the menu by setting the page as visible in the menu using the Admin > Page Management page. See "Including a Page in the Menu".
















The Admin Console - DNN Platform

## Overview of the Admin Pages



Icon	Page Name	Description and Tutorial Link
	Advanced Configuration Settings	Advanced Settings for configuring the site. Includes themes, outgoing mail settings, languages, authentication systems, providers and optional modules. See "Advanced Configuration Settings"
	Device Preview Management	The Admin > Device Preview Management page enables Administrators to manage a list of profiles for viewing the site in different devices such as mobile phones. See "Device Preview Management"
	Dynamic Content Type Manager	
	Event Viewer	The Admin > Event Viewer page provides a log of database events. This page includes tasks that are only available to Super Users. See "Event 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 Super Users. See "Extensions (Admin)"
	File Management	The Admin > File Management page enables management of site files. See "File Management"
	Google Analytics	The Admin > Google Analytics page improves site results. See "Google Analytics"
	Languages	The Admin > Languages page allows Administrators and Super Users to enable and manage the languages files associated with a site. See "Languages" Tip: A large section of language packs are available from the DNN Store ( <a href="http://store.dnnsoftware.com/">http://store.dnnsoftware.com/</a> ).
	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 "Lists (Admin)"
	Newsletters	The Admin > Newsletters page enables sending bulking email messages to individual email addresses and security roles. See "News-


Icon	Page Name	Description and Tutorial Link
		letters"
	Page Management	The Admin > Page Management page provides full page management including the ability to modify page hierarchy. Super Users can also manage Host Tabs from this page. See "Page Management"
	Recycle Bin	The Admin > Recycle Bin page enables users to restore or permanently delete pages and modules. This module can be deployed on site pages. See "Recycle Bin"
	Search Admin	The Search Admin page allows the Super Users to specify the search settings that will be applied to all sites. Super Users can assign Search Admin to one or more sites as desired and then configure the search capabilities for individual sites. See "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 "Search Engine SiteMap"
	Security Roles	The Admin > Security Roles page enables the management of security roles as well as role assignment. See "Security Roles"
	Site Log	The Admin > Site Log page enables viewing of statistical reports for the site. See "Site Log"
	Site Redirection Management	The Admin > Site Redirection Management page enables Administrators to create site redirection paths for mobile devices. See "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 "Site Settings" Additional settings can be accessed by Super Users.
	Site Wizard	The Admin > Site Wizard page enables authorized to view the module to configure basic site settings, page design as well as apply a template to the site using a simple step-by-step wizard. See "Site

Icon	Page Name	Description and Tutorial Link
		Wizard"
	Themes	The Admin > Themes page displays the Theme Editor and the Themes Designer. The Theme Editor enables authorized users to preview and apply themes to the site. The Themes Designer enables Administrators to set container and theme token values. See "Themes" Note: Theme installation is managed by Super Users 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 Super Users. See "Taxonomy"
	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 "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 "Vendors (Admin)"

## Common Settings

Common site administration settings.

## Event Viewer

The Admin >  Event Viewer page displays the Log Viewer that provides an historical log of database events such as scheduled events, exceptions, account logins, module and page changes, user account activities and security role activities. Administrators can filter events by event type and can click on the record to view a detailed report of the event. The Log Viewer

must be deployed to a site before it can be added to site pages. Once it is located on a site page, all users who can view the module can view, filter and send exceptions.

Event Viewer

Viewer

Type: ⓘ All

Records per page: ⓘ 25

Click on a row for details.

Date	Log Type	Username	Website	Summary
<div> <div></div> <div></div> <div>4/8/2015 10:04:06 PM</div> </div>	New User	host	My Website	<div>UserID 3 FirstName LastName UserName</div> <div>Elizabeth Dunn Email Elizabeth.Dunn@d</div> <div> <div>UserID:3</div> <div>FirstName:</div> <div>LastName:</div> <div>UserName:Elizabeth Dunn</div> <div>Email:Elizabeth.Dunn@domain.com</div> <div>Server Name: Dev-Build2</div> </div>
<div> <div></div> <div></div> <div>4/8/2015 10:03:35 PM</div> </div>	User Removed	host	My Website	Username Elizabeth.Dunn
<div> <div></div> <div></div> <div>4/8/2015 10:03:29 PM</div> </div>	User Deleted	host	My Website	Username Elizabeth.Dunn

The Event Viewer

## Sending Exceptions by Email

Administrators can send selected exception records via email. A simple way to view exceptions is to filter records by an exception type such as General Exception. Mark ☒ the check box beside each record to be emailed and expand and complete the Send Log Entries section. Exceptions can be sent to multiple email address by separating each address by a semi-colon ( ; ). E.g. host@domain.com;host@domain.dnn. The subject field can be left blank to use "[Site Name] Exceptions" as the subject. Note: Exception data is sent in plain text (it is not encrypted) therefore ensure no sensitive data is included.

Log Viewer

Viewer

Type: General Exception

Records per page: 25

Click on a row for details.

Date	Log Type	Username	Website	Summary
<span>8/27/2013 1:12:27 PM</span>	General Exception	host	My Website	AssemblyVersion 7.1.2 PortalID 0 PortalName My Website UserID 1 UserName h
<span>8/27/2013 1:12:27 PM</span>	General Exception	host	My Website	AssemblyVersion 7.1.2 PortalID 0 PortalName My Website UserID 1 UserName h

Page 1 of 1

First Previous Next Last

Color Coding Legend

Exception

Item Created

Item Updated

Item Deleted

Admin Alert

Host Alert

Security Exception

Operation Success

Operation Failure

General Admin Operation

Send Log Entries

Email Address: host@domain.dnn

Subject: General Exceptions

Message (optional):

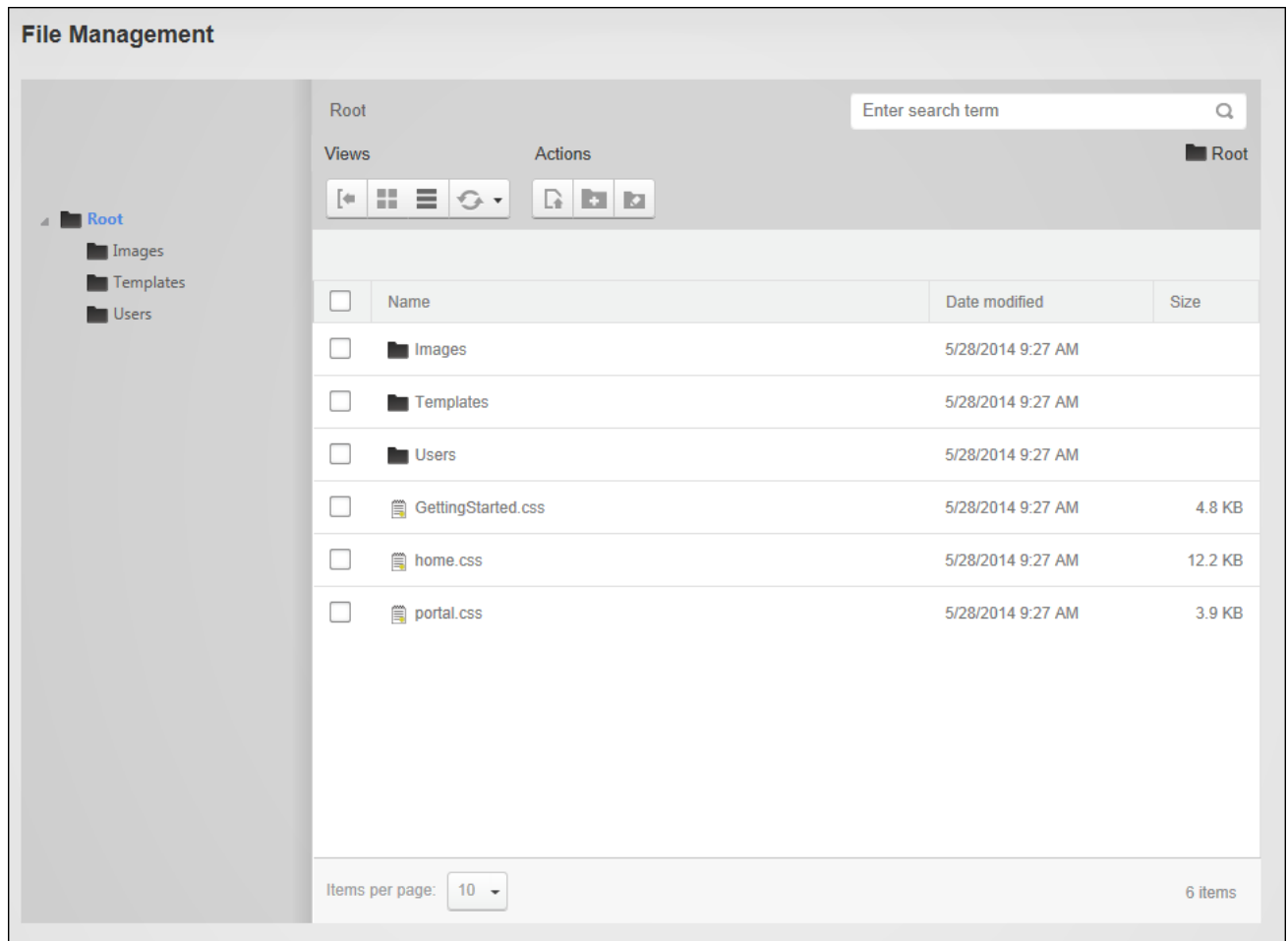
Send Selected Entries

Sending Exceptions by Email

## File Management

The Admin > File Management page displays the DAM (Digital Asset Management) module that allows users to manage site files. This Admin module can be added to additional pages to provide other site users with file management rights. Adding DAM to a site page allows all

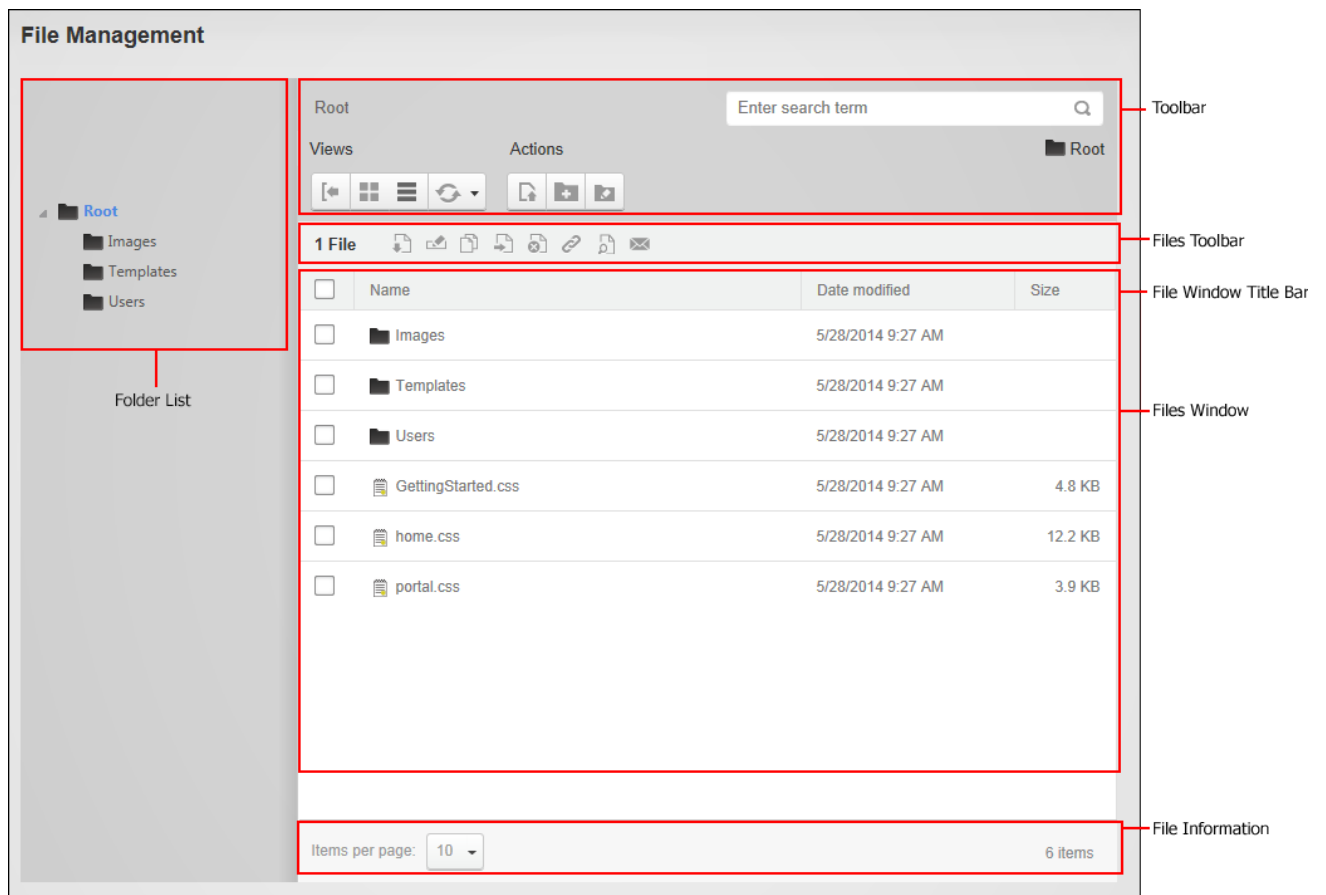
users to navigate to, search for, view, download and view files; as well as view file and folder properties. Users require Folder Editor rights to manage a folder, folder properties and files within that folder. Folder synchronizing is restricted to Administrators only.



Admin > File Management page

## File Management Tools

The Admin >  File Management page provides extensive file and folder management tools.





The Admin > File Management page

Here's an overview of the different areas of the page:









**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 subfolder.

**Toolbar:** The toolbar displays the address of the current folder and allows users to create sub-folders, 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.

### Selecting Files and Folders

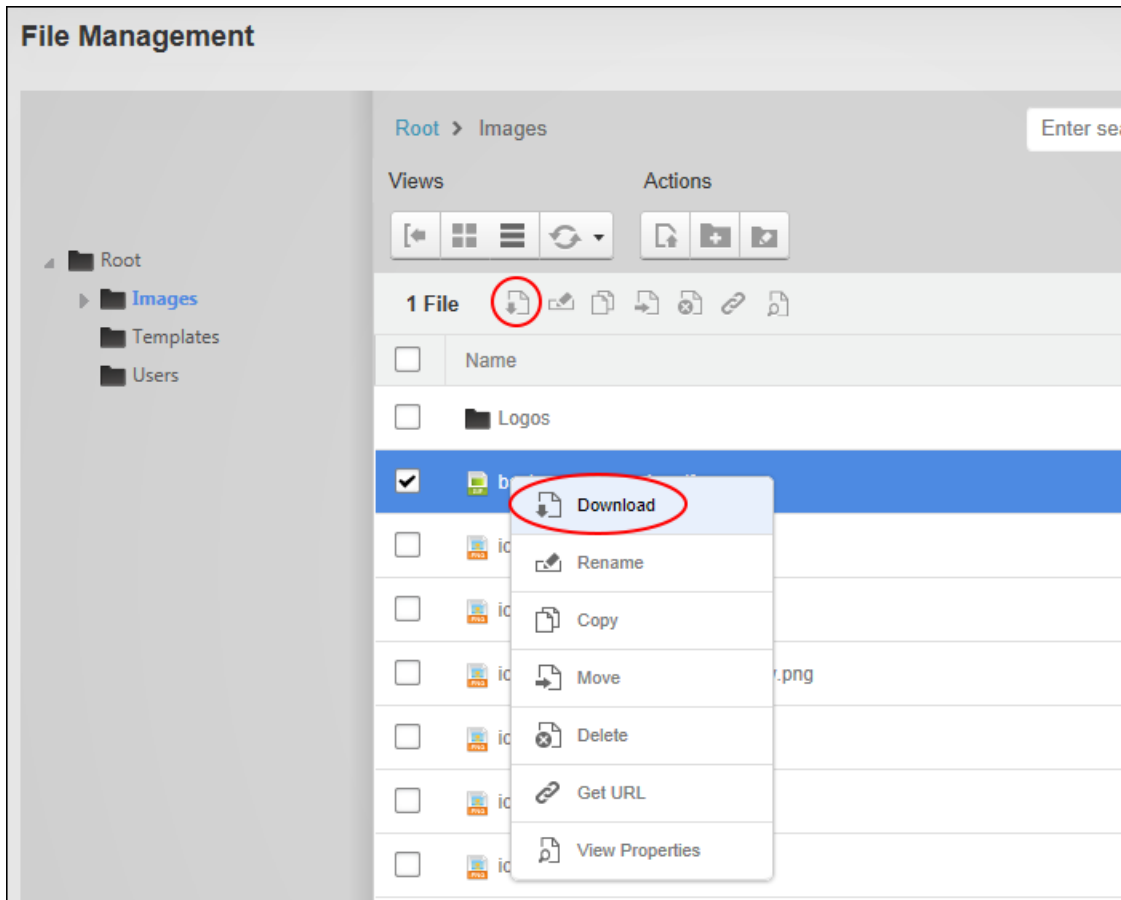
Users can navigate to and manage files that are located within any of the File Management folders that are visible to them. Files and folders can be selected by marking the check box to the left of each item or by marking the **Select All** check box in the toolbar to select all items that are currently visible in the window. Larger numbers of items can be processed at one time by increasing the number of files displayed in the file window. The selected files can then be



managed using the right click menu that is displayed when clicking on any of the selected files or by selecting an option from the toolbar.

### Downloading a File

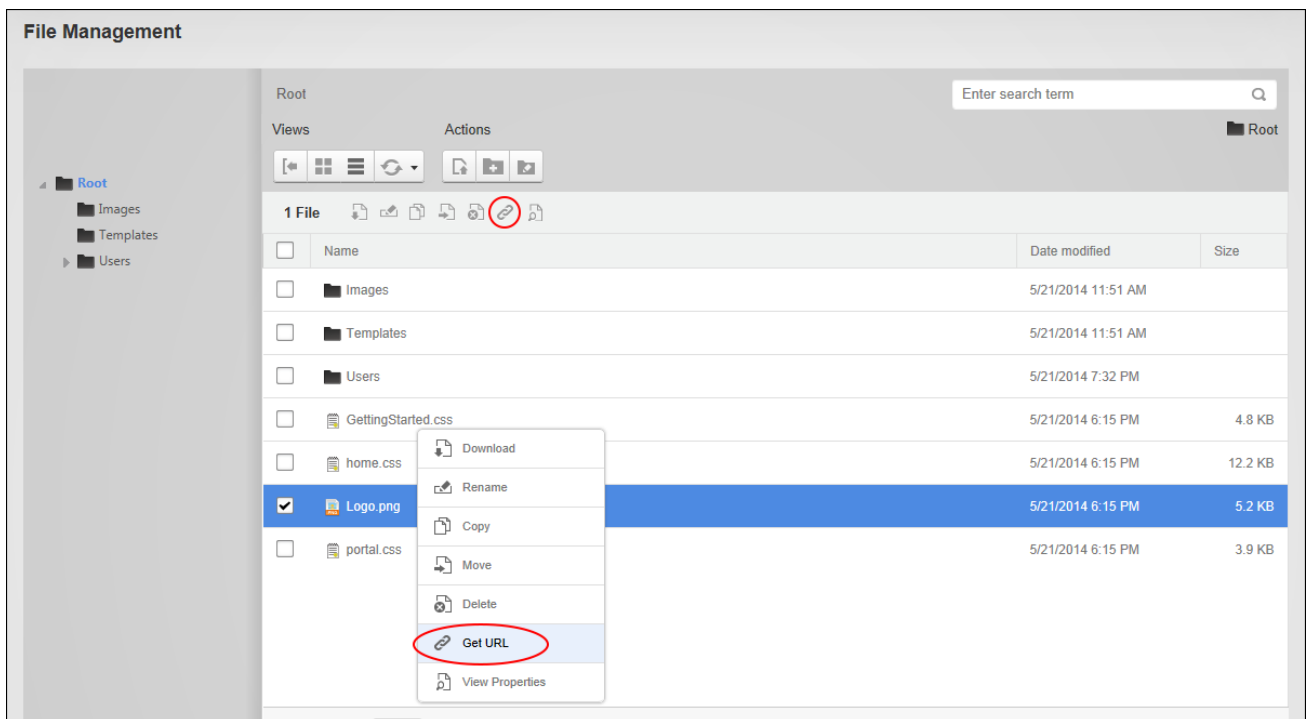
Individual site files can be downloaded via the Admin > **File Management** page by clicking on the file name or by choosing **Download** from right click menu or the toolbar.



### Getting a File URL

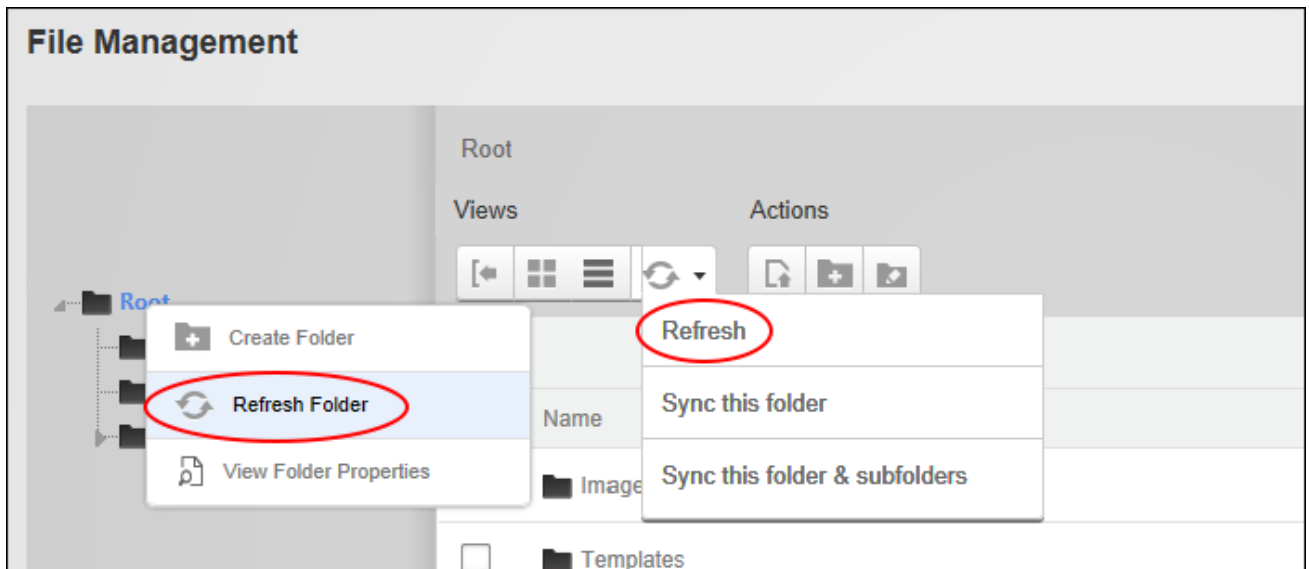
The full URL path of any site file can be obtained from the Admin > **File Management** page by selecting the file and choosing **Get URL** from either the right click menu or the tool bar. Obtaining the full URL path allows users to share a link to the file in a number of way such as sending an email 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 authorized to view the folder can perform this task.




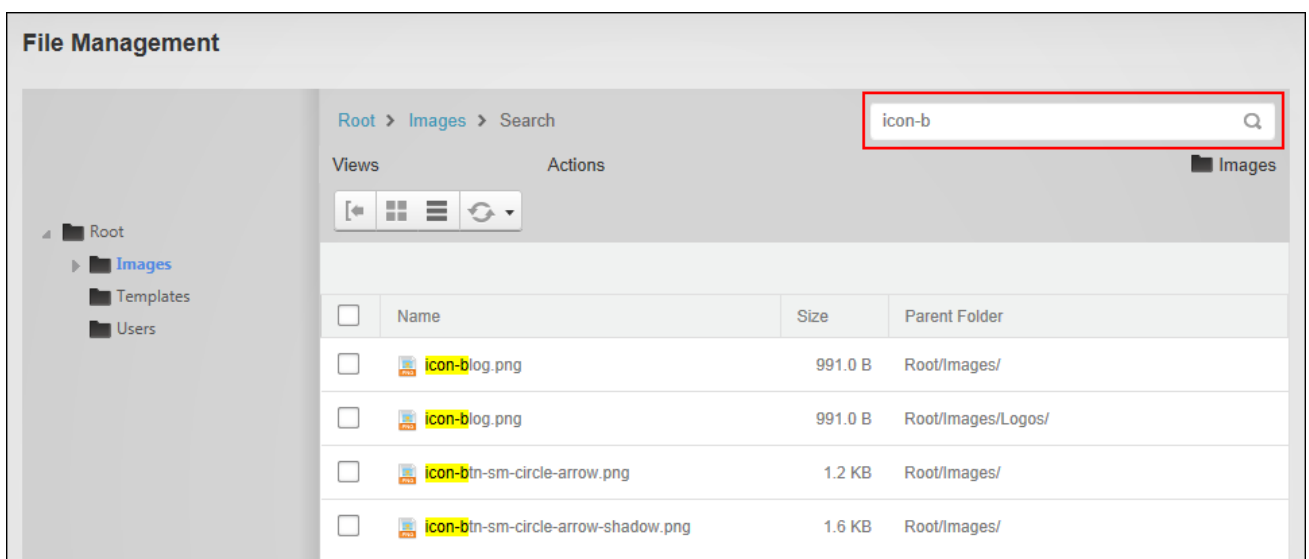
## Refreshing Folders

Users can refresh site files by selecting a folder on the Admin > File Management page and choosing **Refresh** from the folder right click menu or the tool bar. Refreshing files ensures the file information in the database matches the files on the server. This may be required if files have been uploaded via FTP.




## Searching for Files

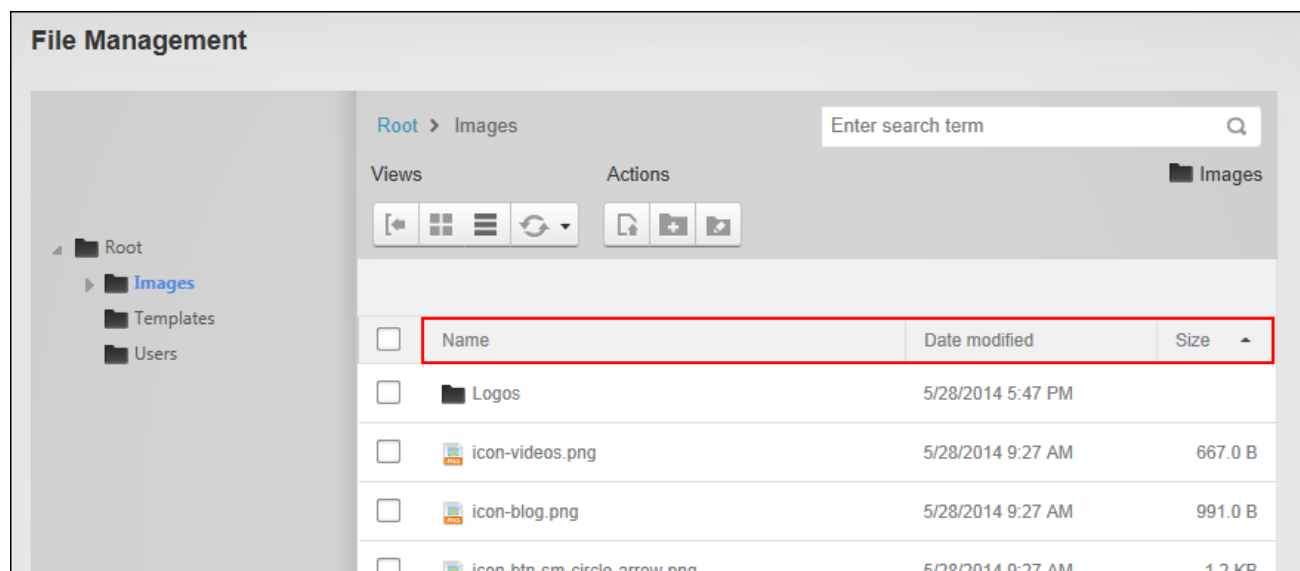
The search option on the Admin >  File Management page allows users to search files by all or part of the file name, or by entering a wild-card search for a file extension such as \*.docx. Search results will include all files that match the entered criteria and are within the currently selected folder and any of its subfolders.



Searching for Files


## Sorting Files

Users can sort site files by navigating to Admin >  File Management page and clicking on a column name in the Title Bar of the Files Window. Files can be sorted alpha-numerically in either ascending or descending order by the Name, Date Modified or Size column.



Files ordered by file size in ascending order

## Viewing File Properties

Users can view the general properties of a file by selecting the file and choosing  **View Properties** from the right click menu or the tool bar.


This displays the file name, size and extension type (E.g. png, gif, txt); the date and user who created and last modified the file; and the file attributes. The "Archive" attribute indicates if the file can be archived by the operating system. The "Hidden" attribute indicates whether the file is hidden. Hidden files don't display on the 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. The "Read Only" attribute indicates whether the file is read only. The "System" attribute 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.

Folder Editors have additional rights to manage the file properties. See "Managing File Properties".

**background\_header.gif**

General

Preview:



Type: gif

Size: 4.8 KB

Created: 5/28/2014 9:27:52 AM

Created By:

Modified: 5/28/2014 9:27:52 AM

Modified By:

Name: \* ⓘ

background\_header.gif

Attributes:

☒ Archive

☐ Hidden




☐ Read-only

☐ System

Save

Cancel

### Viewing Folder Properties


Users can view the properties of file folders by navigating to Admin >  File Management page by right clicking on the folder and selecting  **View Folder Properties**. Alternatively the folder can be selected and the **View Folder Properties**  button clicked in the toolbar. This displays the size of all the files within this folder; the total number of those files; the date and user who created and last modified the folder; the folder name and the type of folder. E.g. standard, secure or database. Folder Editors can manage folder properties (See "Renaming Folders").

### Logos Folder Info

General

Permissions

Preview:



Size: 5.8 KB

Total Files: 2

Created: 5/28/2014 5:47:17 PM

Created By: SuperUser Account

Modified: 5/28/2014 5:47:17 PM

Modified By: SuperUser Account

Folder Name: \* ⓘ

Logos

Folder Type: ⓘ




Standard

Save

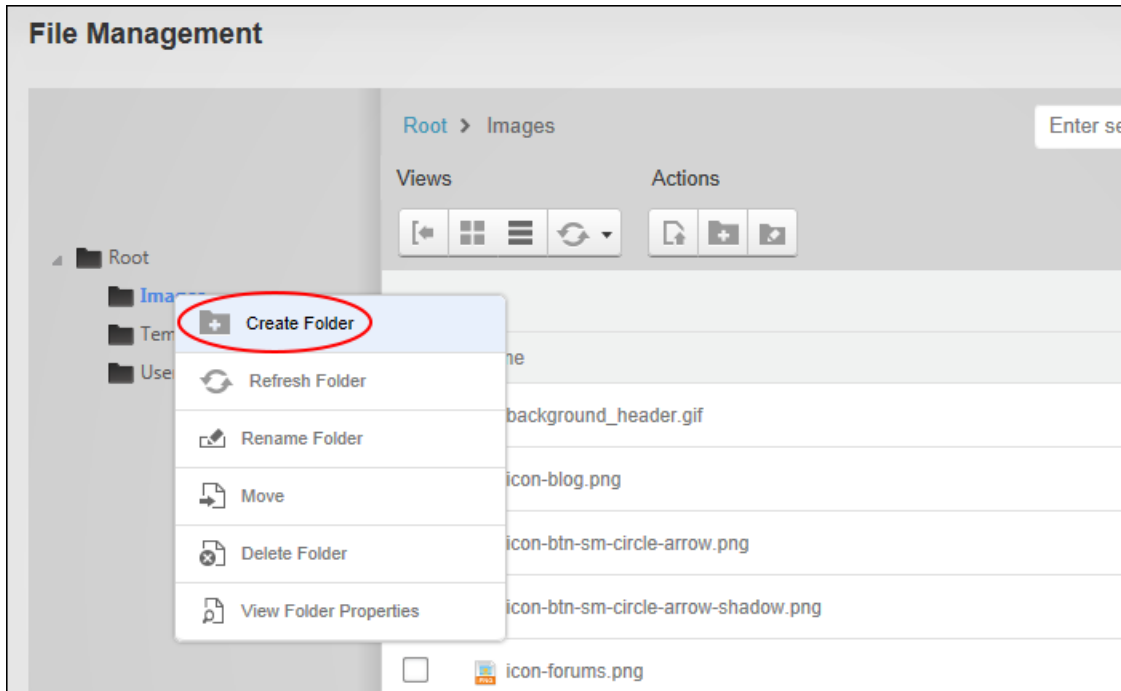
Cancel

## Folder Editors

### Adding a SubFolder

Users can add subfolders to the Admin >  **File Management** page by right clicking on the intended parent folder and selecting  **Create Folder** from the drop down menu. Alternatively users can click on the intended parent folder and click the **Create New Folder**  button on the toolbar.

Copyright 2015 by DNN Corp



In the Create New Folder window enter a name for the new folder and select the required folder type. The default option displayed will be inherited from the parent folder or if, a folder is being added to the root folder, the default type will be Standard unless otherwise configured. See "Configuring DAM Settings". The available options are:

- **Standard:** This is the typical option for storing files.
- **Secure:** Select this option 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.

## Create New Folder

Parent Folder: ⓘ

Images

Folder Name: \* ⓘ

Logos

Folder Type: ⓘ

Standard

Standard

Secure



Database

Save

Cancel

Folder permissions can be updated once the new folder is saved if the folder requires different permissions than its parent. See "Modifying Folder Permissions". File versioning and/or work-flow for this folder can also be modified. See "Renaming Folders"

### Viewing Folder Types

The types of folders available on the site can be viewed by navigating to the Admin >  File Management page and selecting  **Manage Folder Types** from the Actions toolbar.

My Website > File Management > Folder Types

Manage the folder types available on this site. The default types - Standard, Secure and Database - may not be edited or deleted. Non default types could be reordered by selecting and moving them to the desired position. The order will be considered while resolving conflicts during folder synchronizations.

### Folder Type Definitions

Name	Folder Provider
Standard	StandardFolderProvider
Secure	SecureFolderProvider
Database	DatabaseFolderProvider


Add New Type

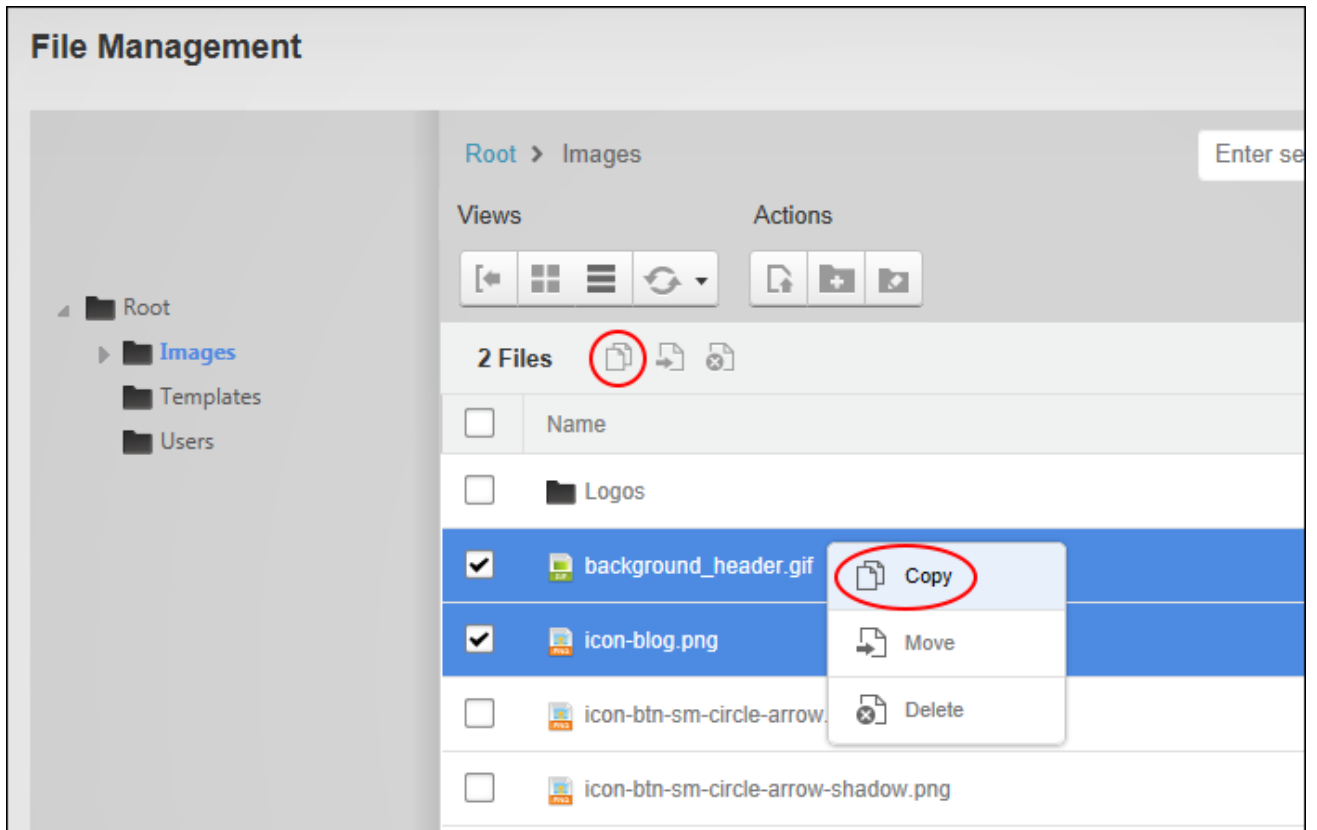
Cancel

The Folder Type Definitions page

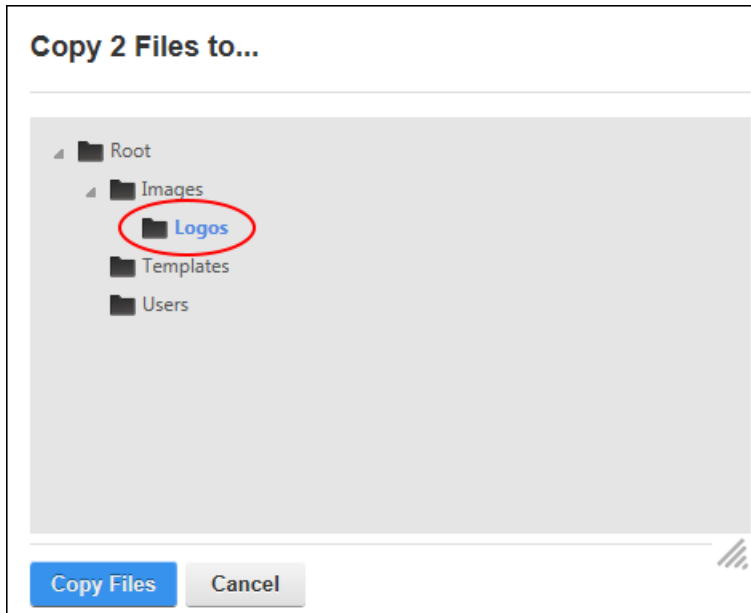


## Copying Files

Folder Editors can copy site files from one folder to another by selecting the files and choosing  **Copy** from the right click menu or the toolbar.



Next choose the folder where the files will be copied too and click the **Copy Files** button.



### Copying Permissions to Subfolders

Folder Editors can copy permissions from a parent folder to all of its subfolders by clicking the **Copy Permissions** button displayed on the Permissions tab of the Folder properties.

### Images Folder Info

General

Permissions

Filter By Group: < Global Roles >
Select Role: Designers
Add

Role	Browse Files in Folder	Open Files in Folder	Write to Folder	Actions
Administrators				
All Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Designers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

User	Browse Files in Folder	Open Files in Folder	Write to Folder	Actions
ElizabethDunn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

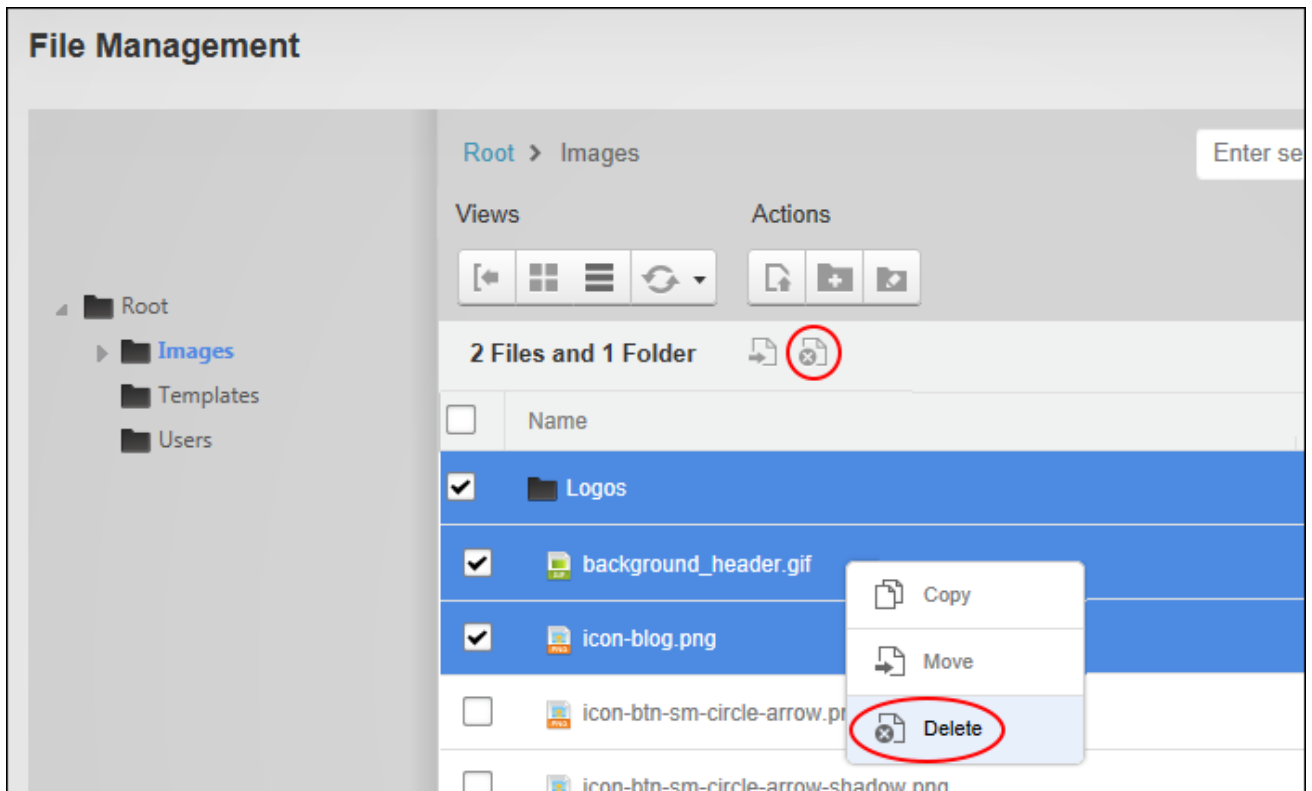
Username:
Add

Copy Permissions to Subfolders:
Copy Permissions


Save
Cancel

### Deleting Files and/or Folders

Folder Editors can permanently delete site files and/or folders including all the subfolders and files within that folder via the Admin > File Management page by selecting the required items and choosing **Delete** from the right click menu or the toolbar.



### Managing File Properties


Folder Editors can modify files properties including adding file tags, setting file attributes and setting publishing schedules by selecting the file and choosing **View Properties**  from the right click menu or the tool bar. Here the file name can be edited. Note: Renaming a file in a standard folder does not update any references to this file across the 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 the image path will need to be manually updated by editing the module. Because of this, it is recommended that files are only renamed when they are first uploaded and have not been used on the site yet. File attributes can also be modified. File archiving can be set to allow the file to be archived by the operating system. Files can be hidden on the site. Hidden files stored in a standard folder don't display on the site in modules such as the HTML module, they are also hidden on vendor banners and are not displayed in image or file galleries in the site editor.

Files can be as read only. Finally the "System" attribute can be marked to disable the hidden option.

**background\_header.gif**

General

Preview:



Type: gif

Size: 4.8 KB

Created: 5/28/2014 9:27:52 AM

Created By:

Modified: 5/28/2014 9:27:52 AM

Modified By:

Name: \* ⓘ

background\_header.gif

Attributes:

☒ Archive

☐ Hidden


☐ Read-only

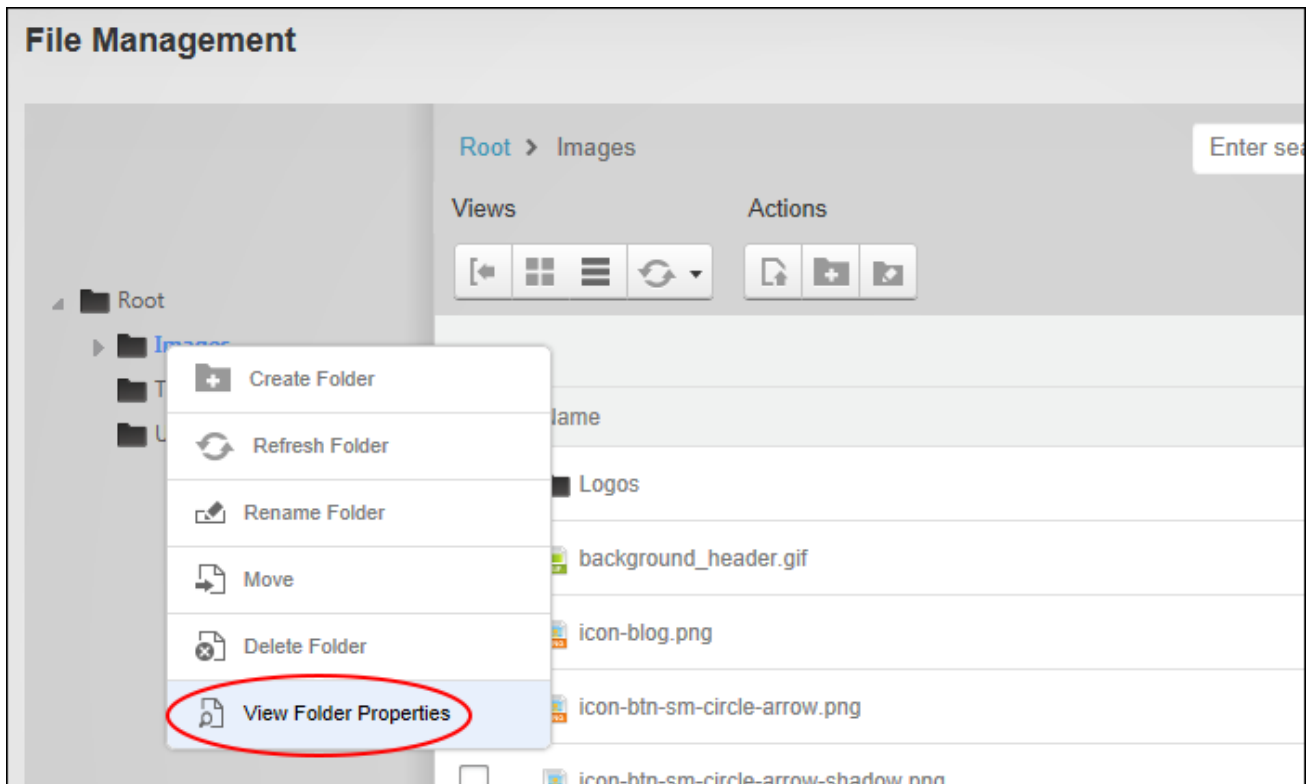
☐ System

Save

Cancel

### Modifying Folder Permissions

Administrators can modify folder permissions on the Admin > File Management page by right clicking on the required folder name and selecting  **View Folder Properties**.



On the Permissions tab, choose to deny or grant permissions these permissions:

- **Open Files in Folder:** Enables 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:** Enables 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 users to perform all file management tasks on the items within this folder including copying permissions to subfolders, deleting files and/or folders, renaming files, managing file properties, uploading files, etc. Users must be granted access to both folders when performing actions such as moving or copying files between two folders.

Once these permissions have been updated, you can return to this page and click the **Copy Permissions** button to copy the newly saved permissions to any child folders.

## Images Folder Info

General

Permissions

Filter By Group:

< Global Roles >

▼

Select Role:

Designers

▼

Add

Role	Browse Files in Folder	Open Files in Folder	Write to Folder	Actions
Administrators				
All Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Designers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

User	Browse Files in Folder	Open Files in Folder	Write to Folder	Actions
ElizabethDunn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Display Name:

Add

Copy Permissions to Subfolders:

i

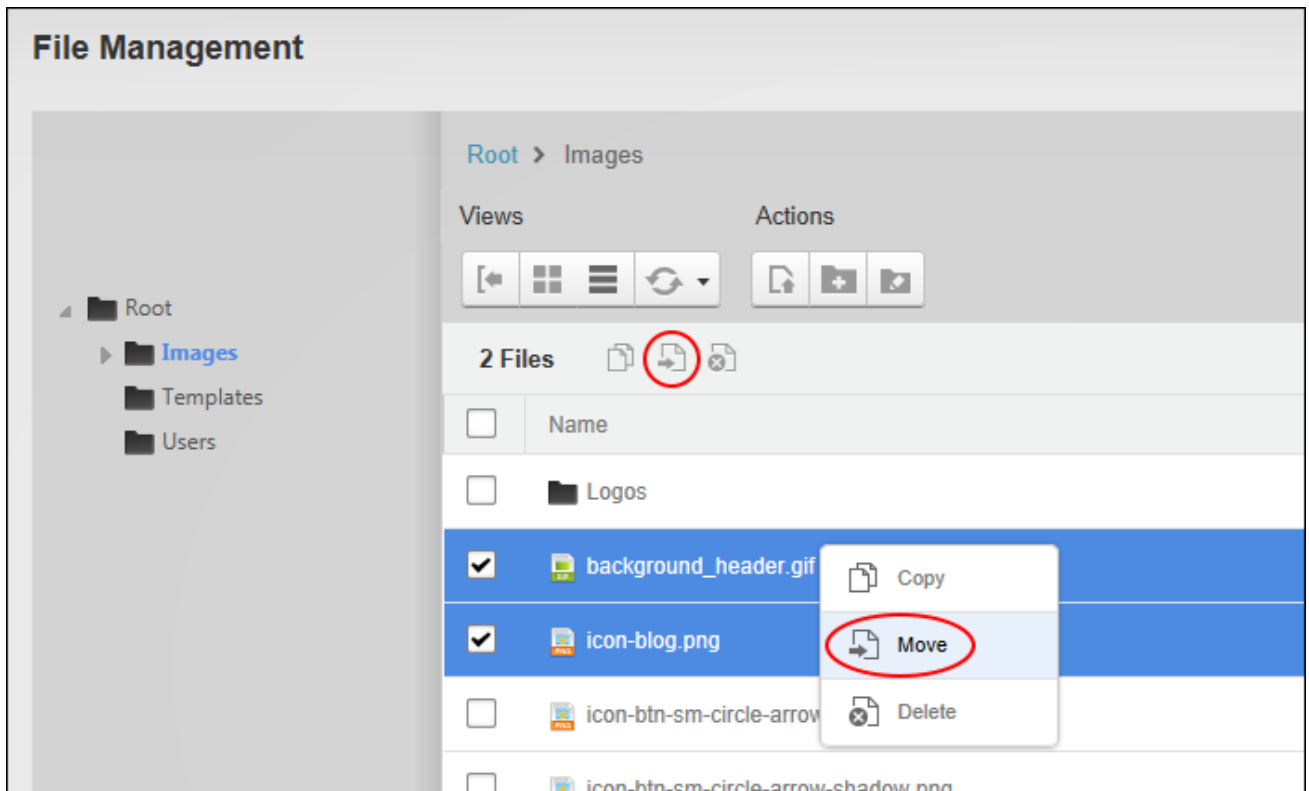
Copy Permissions

Save

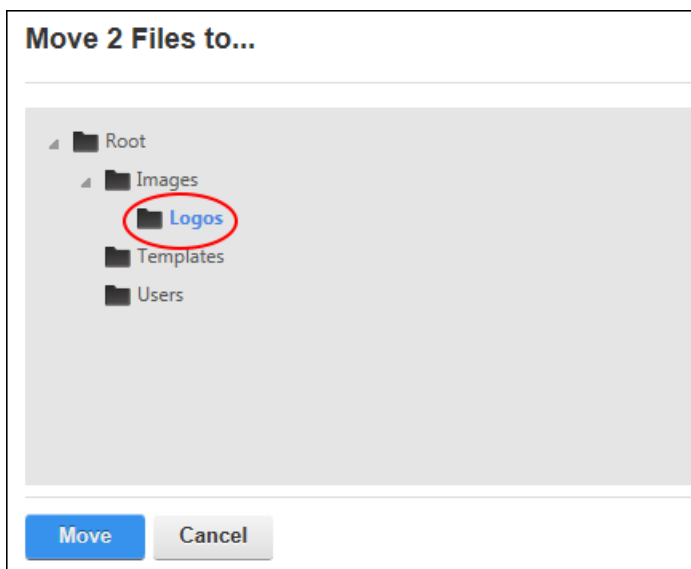
Cancel

## Moving Files and/or Folders

Folder Editors can move files and folders, including all the subfolders and files within that folder, to a new location in the File Management folder tree by opening the folder where the files/folders to be moved are located, selecting the required items and choosing **Move** from the right click menu or the tool bar.





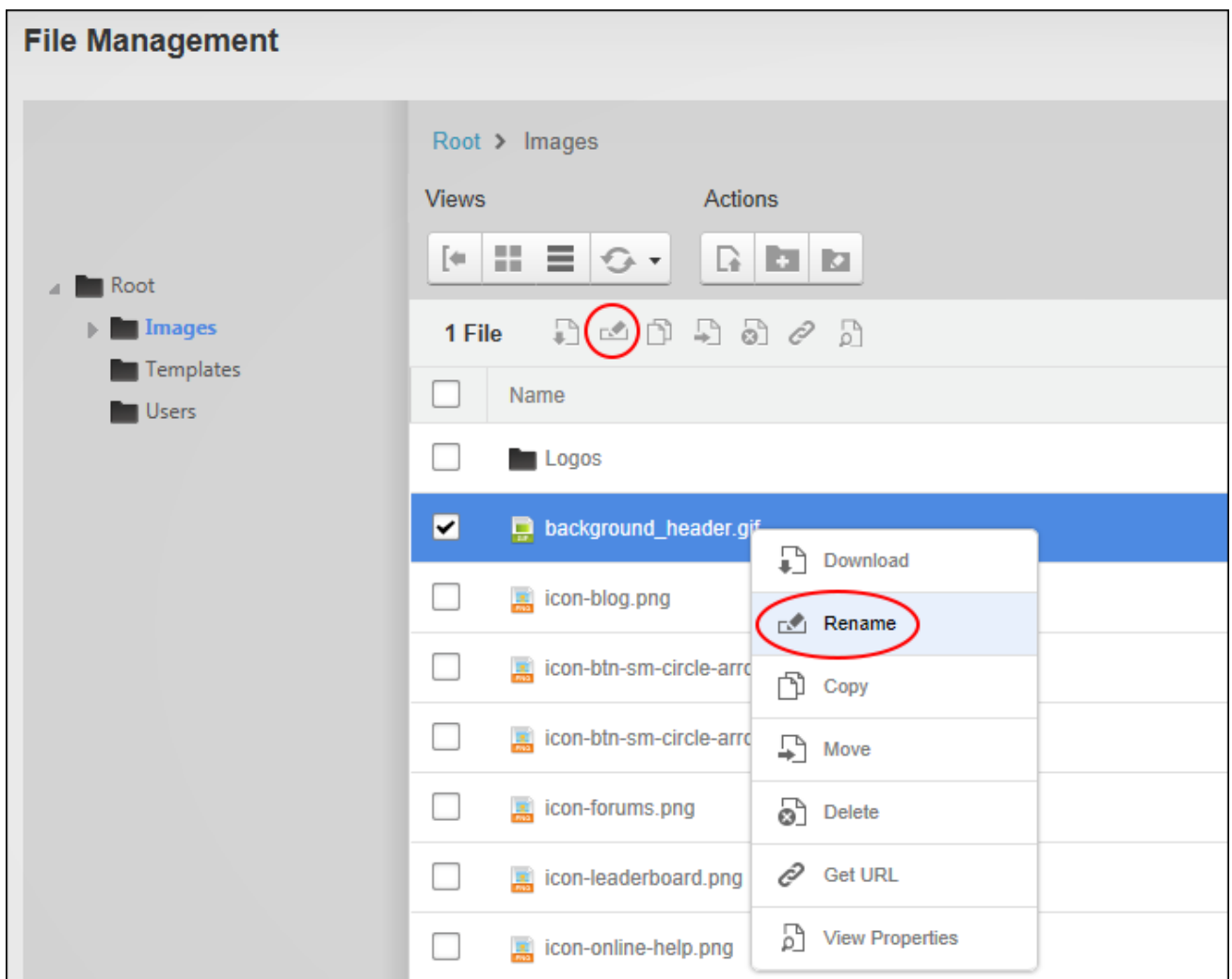
This displays the Folder Navigation Tree in a new window where you can choose the folder that the files and/or folders will be moved too and then click the **Move** button.



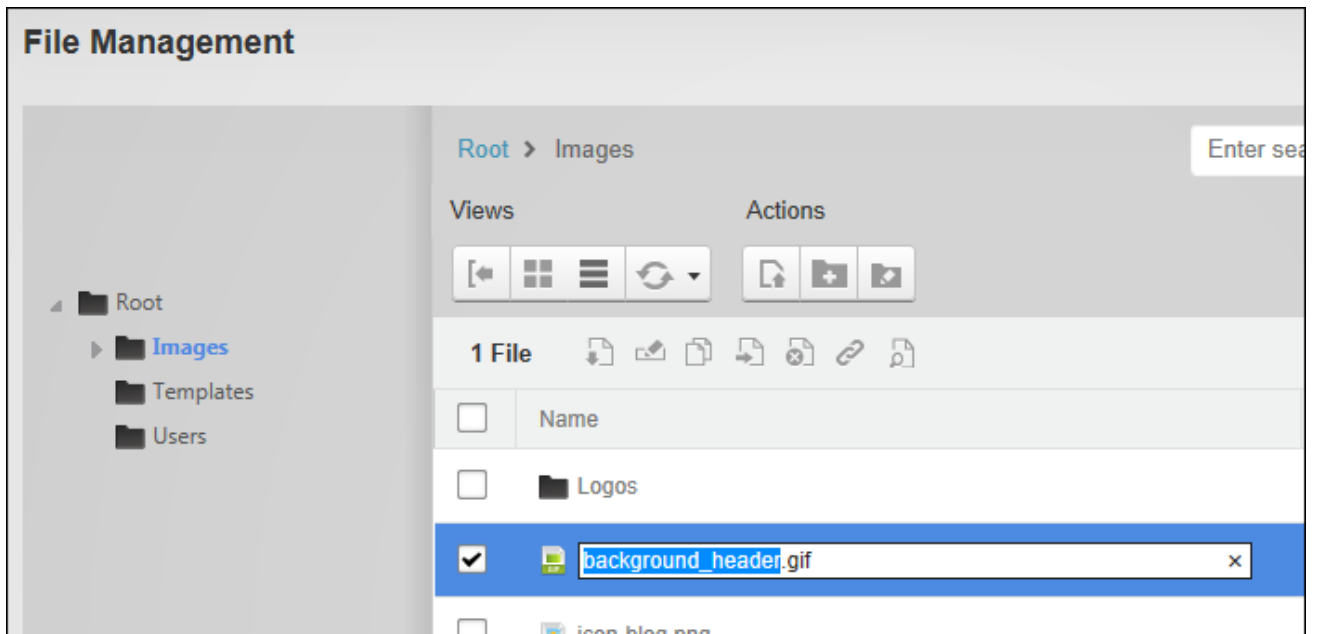


## Renaming a File


Folder Editors can rename site files via the Admin >  File Management page by selecting the file and selecting  **Rename** from the right click menu or the tool bar. **Warning.** Renaming a file does not update any references to this file across the 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 the image path will need to be manually updated by editing the module. Because of this, it is recommended that files are only renamed when they are first uploaded and have not been used on the site yet.



Enter the new file name and strike the **Enter** key.



## Renaming Folders


Folder Editors can rename folders by right clicking on a folder and selecting  **View Folder Properties**. Renaming a folder does not update any references to the files within the folder across the site, therefore if a file within this folder is an image that is displayed in the HTML module, then renaming the folder will break the path to the image and the image path would need to be manually updated by editing the module. To avoid this issue, it is recommended that folders are only renamed before files are added to the folder.

### Logos Folder Info

General

Permissions

Preview:



Size: 5.8 KB

Total Files: 2

Created: 5/28/2014 5:47:17 PM

Created By: SuperUser Account

Modified: 5/28/2014 5:47:17 PM

Modified By: SuperUser Account

Folder Name: \* ⓘ

Logos



Folder Type: ⓘ

Standard

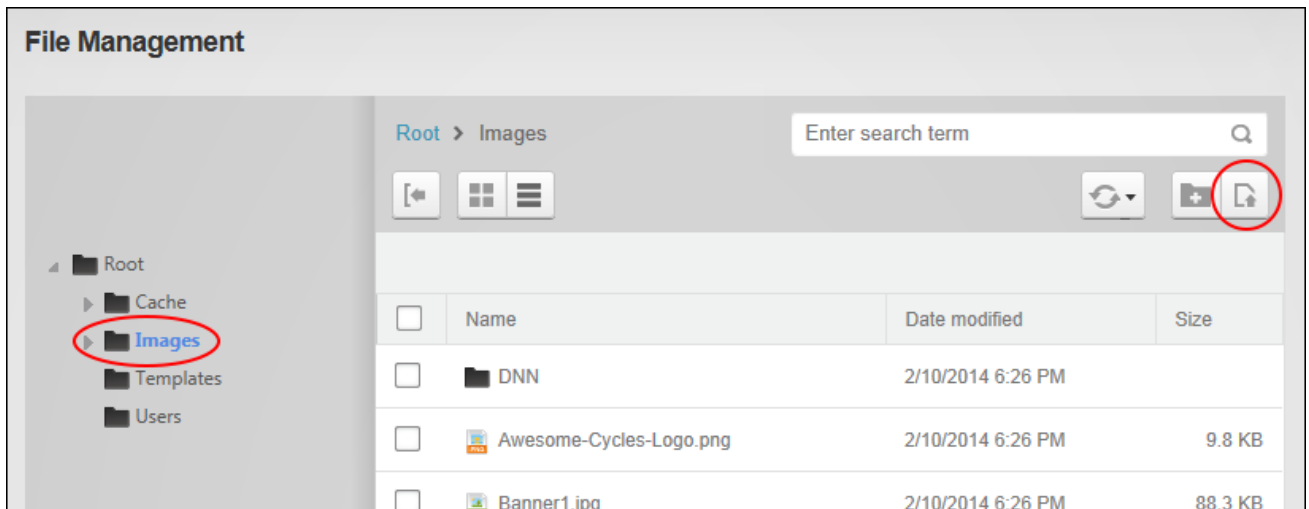
Save

Cancel

## Uploading Files

Folder Editors can upload one or more individual files or a zipped (compressed) file to the site via the Admin >  File Management page. Administrators can alternatively click **Tools** > **Upload File** in the ControlBar. To upload a file, first select the required folder and click the **Upload Files**  button located on the toolbar. Note: In this example the folder used has Content Approval enabled.

Copyright 2015 by DNN Corp



If the file to be uploaded is a zip file, choose whether to extract the files upon upload or upload them as single files. The file(s) can then be dragged from a local computer over the blue box or click on the box and then browse and select files from the computer. Alternatively files can be uploaded from the web by entering the file URL and clicking the **Upload** button. Note: When a file with the same name already exists users will be asked whether they want to **Keep** the original file which will cancel uploading the current file - OR - **Replace** the existing file with the new file. This begins the workflow process if the file is being uploaded to a folder that has workflow enabled.

### Upload Files

Use one of the methods below to upload files

Upload File


From Web

☒Decompress Zip Files

Upload To: Images


http://www.awesomecycles.biz/logo.png

Upload

Images/Advertising Photos.zip

File uploaded

✓

Images/Awesome-Cycles-Logo.png


The file you want to upload already exists in this folder

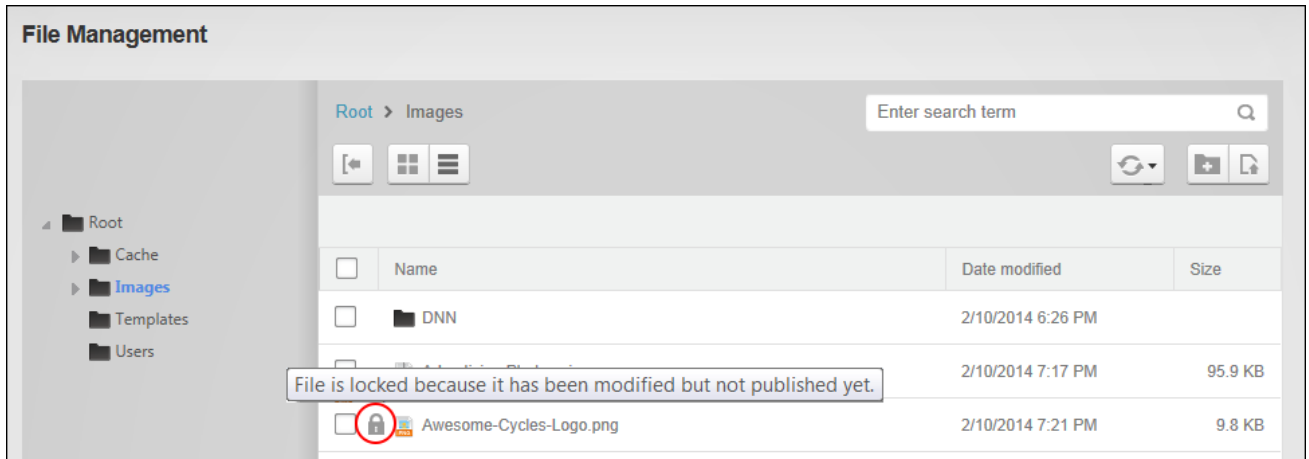
Replace

Keep


✕

Close

Click the **Close** button once all the files have completed uploading. 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.



### Configuring DAM Settings

Administrators can configure the settings of DAM modules however it is recommended that the settings on the Admin >  **File Management** page are not changed. Here Administrators can set the default folder type that will be used when adding a new folder and set the mode to normal, group use only or user 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.

**My Website > File Management > Module**

Module Settings

Permissions

Page Settings

Digital Asset Management Settings

**Basic settings**

Default folder type: ⓘ

Standard

Mode: ⓘ

Normal

Set View Condition: ⓘ

☐ No Set ☒ Filter By Folder

Select A Folder

☐ Exclude subfolders

☐ Include Subfolders (Files Only)

☒ Include Subfolders (Show folder structure)











Update

Delete

Cancel

#### Configuring File Management (DAM) Settings



Filters can be applied to limit the files displayed when DAM set to normal mode. Apply the folder filter to only display the files within the selected folder. Subfolders can be excluded or included. When including a subfolder all files within the selected folder and its subfolders can be displayed in one single list (files only), or the folder structure can be displayed to allow navigation between folders. Removing all filters will display all folders the user is authorized to browse.

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	

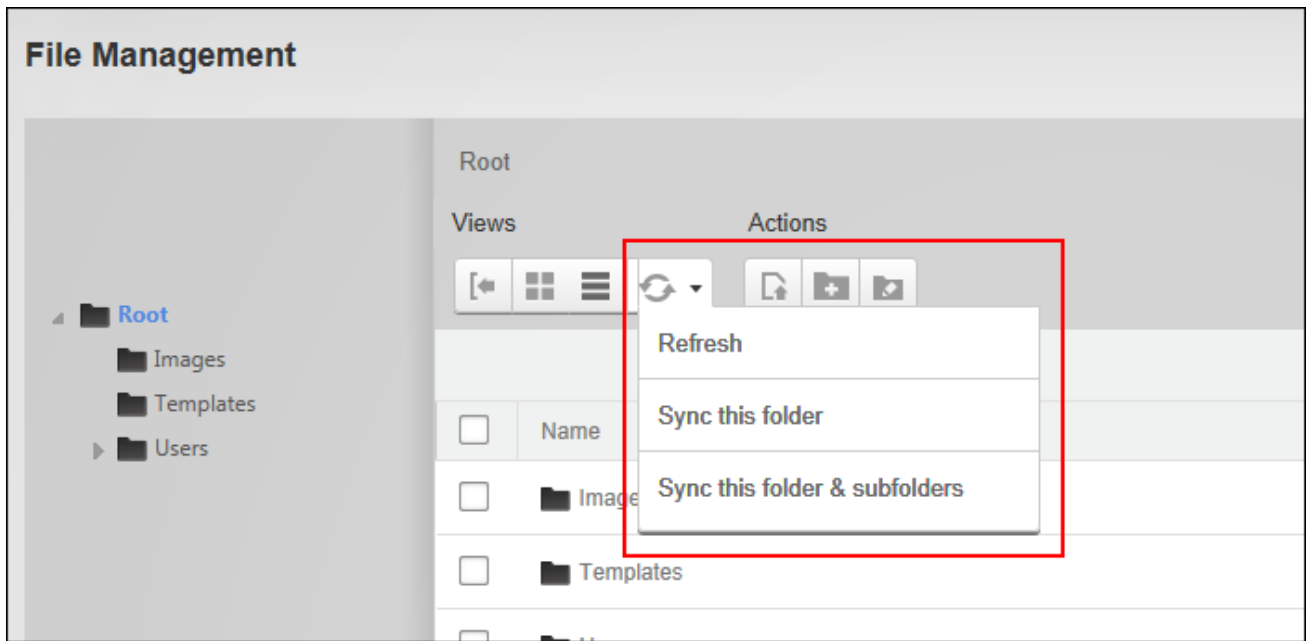
Filtering applied to only display files

## Administrators

### Synchronizing Folders

Administrators can synchronize one or more folders of site files by navigating to the Admin >  File Management page and clicking the **Sync**  button on the toolbar. Synchronizing ensures the folders listed match the folder structure within the database. This may be required when folders are uploaded using FTP directly to the database. Administrators can choose to "refresh" the files within the current folder, synchronize the folder structure and files for the current folder; or synchronize the folder structure and files of the current folder and all subfolders.

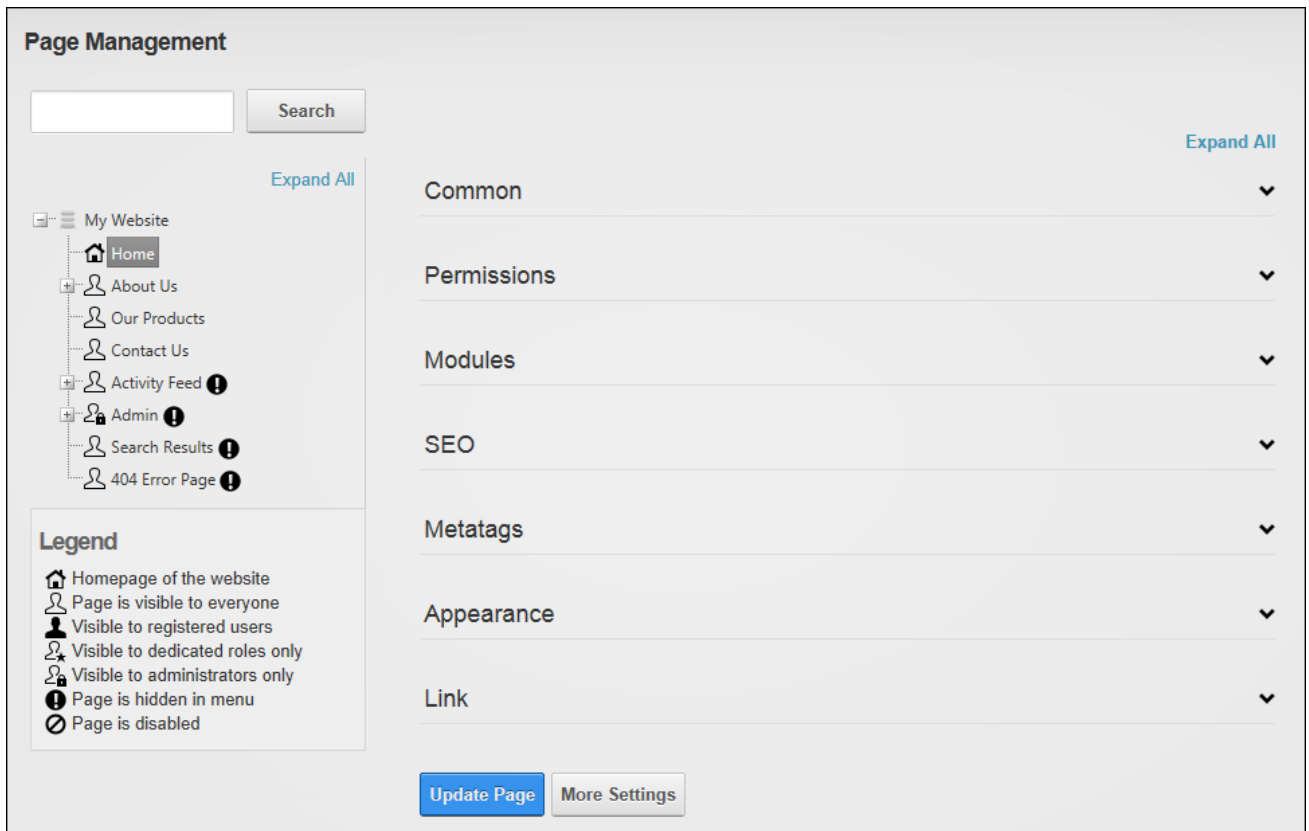




Synchronizing Folders

## 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. This page offers additional page management tools than the Control Panel, including the ability to modify page hierarchy and add multiple pages on multiple levels in a single update. Page Management can be added to site pages. Users must be granted Edit Page permission in DNN Platform to manage pages. Only Administrators can add multiple pages or move pages in the menu.

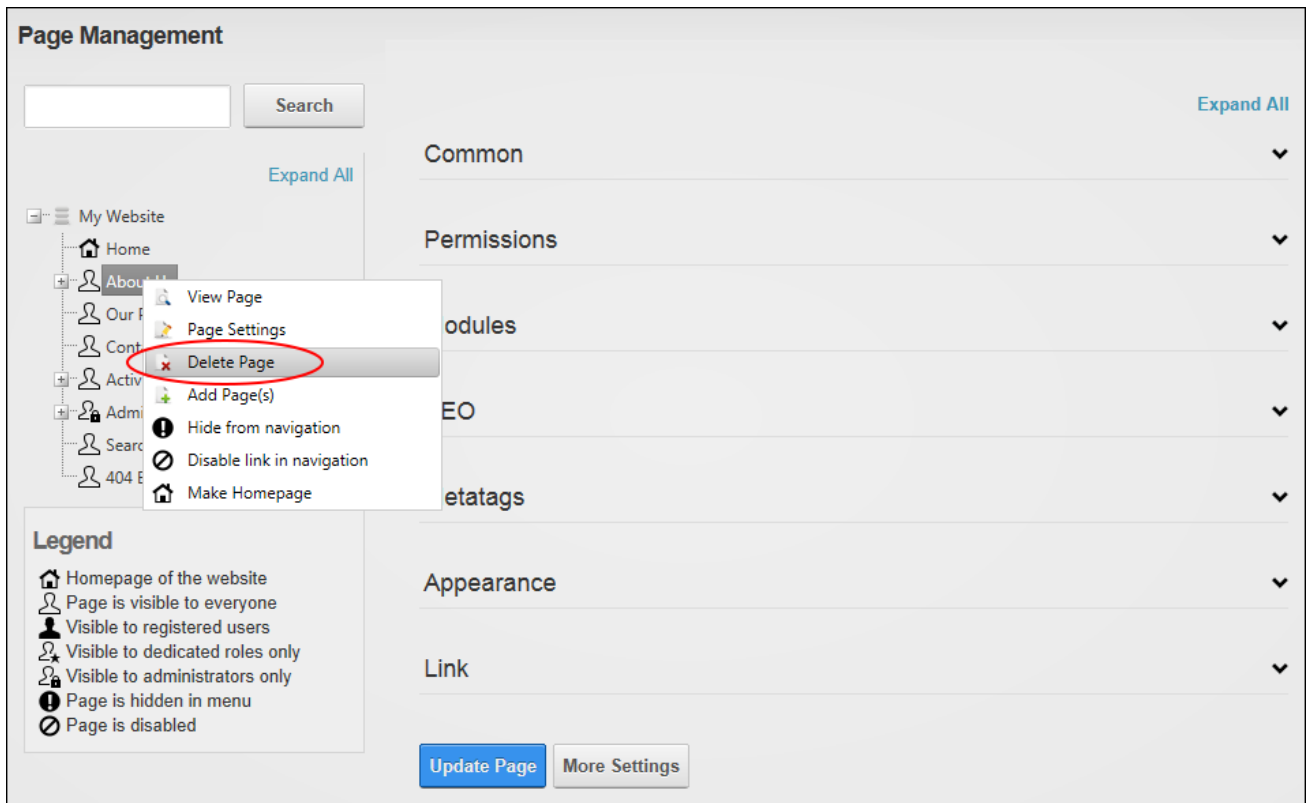


Page Management as viewed by Administrators

## Deleting a Page

Pages can be deleted via the Admin > Page Management page. The Admin and Host pages cannot be deleted, nor can any page defined as the Home, Splash, Login, User Registration or the Profile page; or the last visible site page. If the page has child pages they will also be deleted. Deleted pages are stored in the Recycle Bin where they can be restored or permanently deleted. See "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.

To delete a page right-click on the required page in the left-hand navigation tree and select **Delete Page** from the drop down list.





Deleting a Page





## Editing Page Settings

Most page settings can be managed using the Admin > Page Management page. If the Pages module is added to a page, users be page editors of both the where the Pages module is located and the page that is being edited.

### Option One

Select a page in the left-hand navigation tree to display the page settings in the right-hand section. These page settings can be modified or completed (See "Setting Page Details" and See "Configuring Advanced Page Settings") however only Administrators can modify the page permissions. See "Setting Page Permissions".

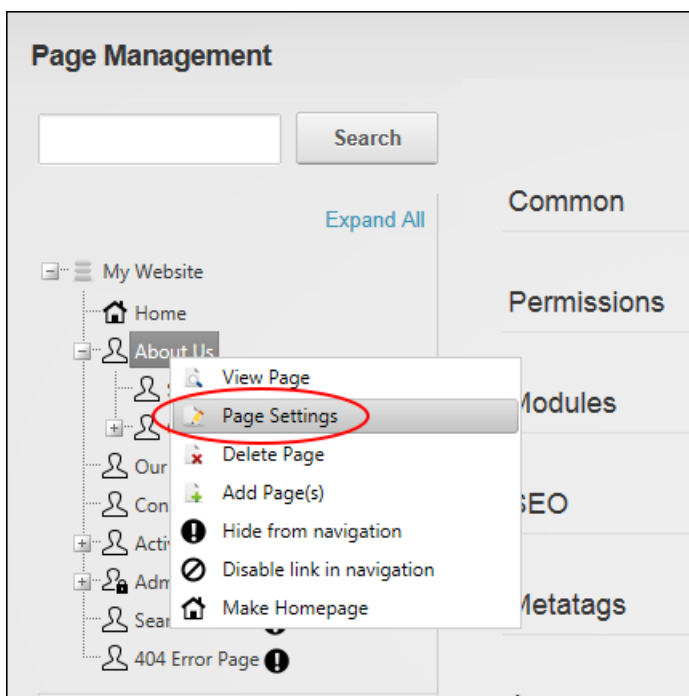
In addition to these page settings a list of the modules located on this page are displayed. Users can click the **Edit**  button to view the module settings or click the **Delete**  button to delete a module.

Modules		
Title	Module	Options
Announcements	Announcements	 
Links	Links	 

Managing Page Modules

## Option Two

Page settings can also be managed by right-clicking on the required page in the left-hand navigation tree and selecting **Page Settings** from the drop down list.





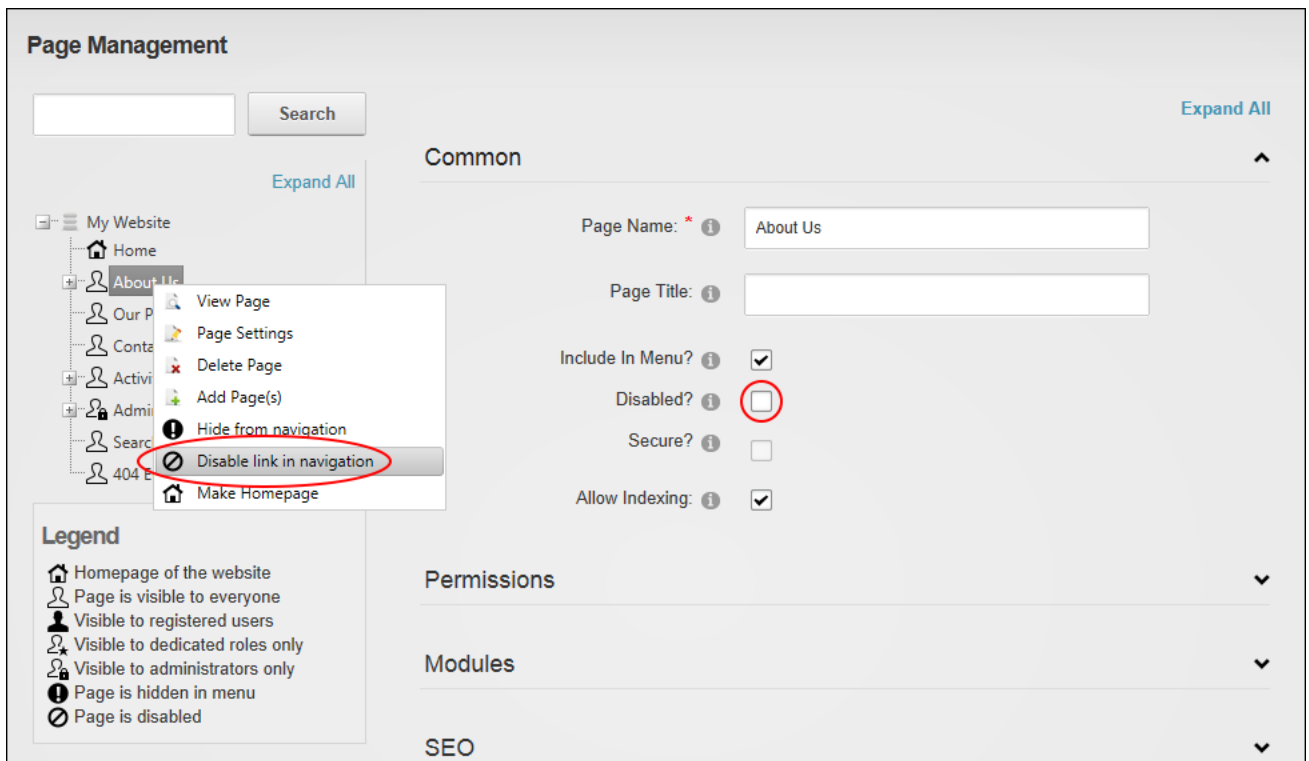
Editing Page Settings using the Default Page Settings page

## Setting Page Linking

Pages can be set to functioning as a link in the site menu using the Admin > Page Management page. 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 a link might be disabled is when a parent page that doesn't have any content on it is used to navigate to its children.



DNN Platform users must be granted Edit Page permissions to the page where the Pages module and Edit Page permissions to the page that is being edited.

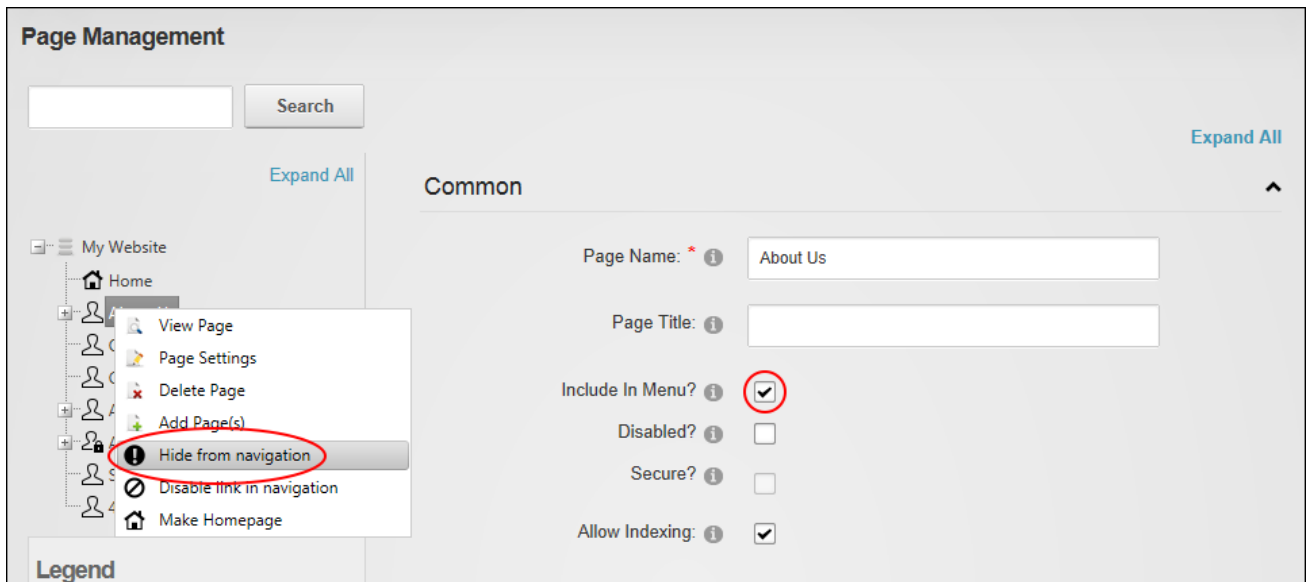
To enable or disable page linking, right-click on the required page in the left-hand navigation tree and then choose to  **Disable Link In Navigation** or  **Enable Link In Navigation** as required. Alternatively, select the required page in the left-hand navigation tree and update the "Disabled?" field in the Common settings section.



Enabling or Disabling a Page Link

### Including a Page in the Menu

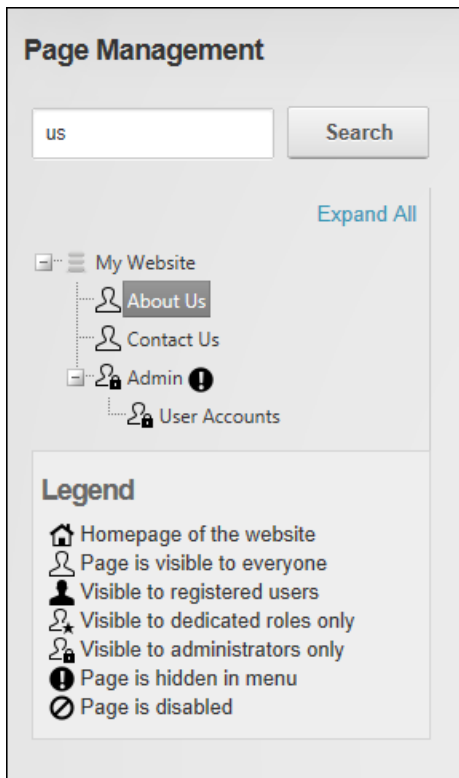
Pages can be hidden in the site menu using Admin > Page Management page by right-clicking on the page in the left-hand navigation tree and selecting  **Hide From Navigation** or  **Show In Navigation** from the drop down list. Alternatively, select the required page in the left-hand navigation tree and update the "Include In Menu?" field in the Common settings section.



Including a Page in the Menu

### Searching for a Page

Page searches can be performed on all or part of a page name using the Admin > Page Management page. E.g. A search for "us" displays the "About Us", "Contact Us" and "User Accounts" pages in the left-hand navigation tree. 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.



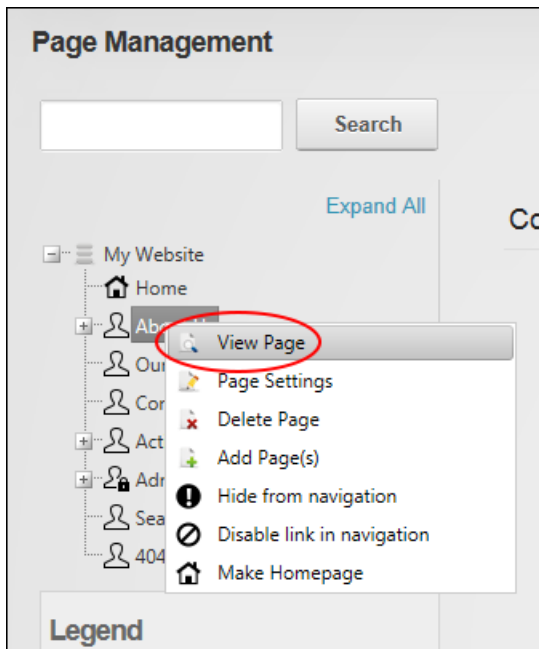
Searching for a Page

### Viewing any Page

Site pages, including pages which aren't displayed in the site menu, can be viewed via Admin >



Page Management page by right-clicking on the page name in the left-hand navigation tree and selecting **View Page** from the drop down list. Users must be granted Edit Page (DNN Platform) / Add Content (Evoq Content Basic) 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.



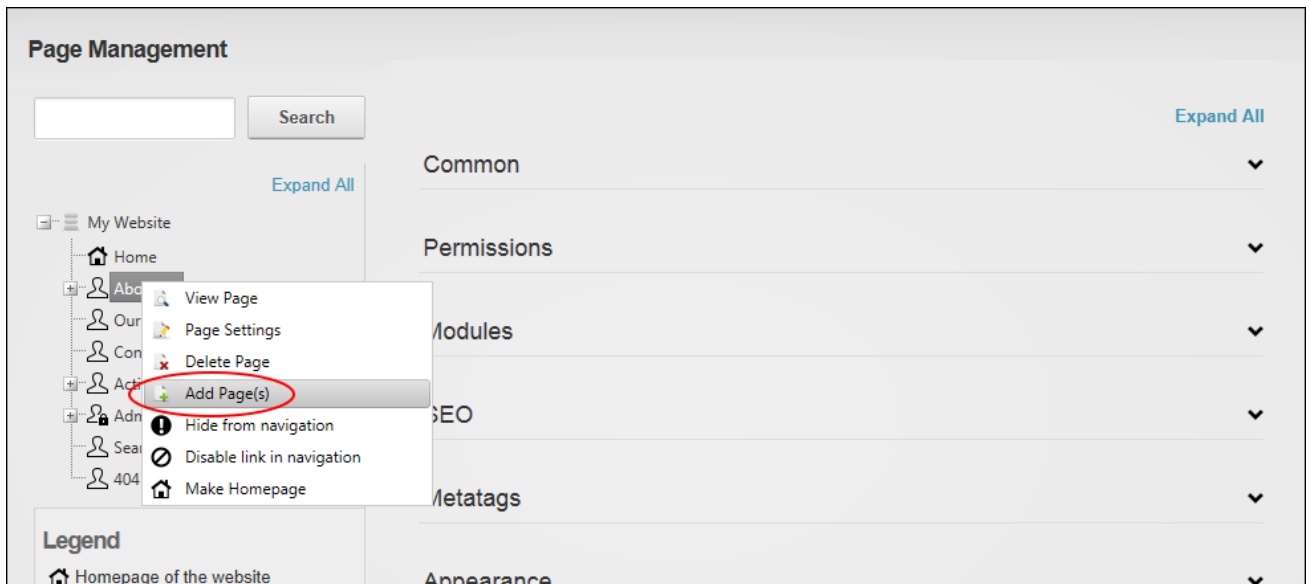
Viewing Any Page

## Administrators

### Adding Multiple Pages

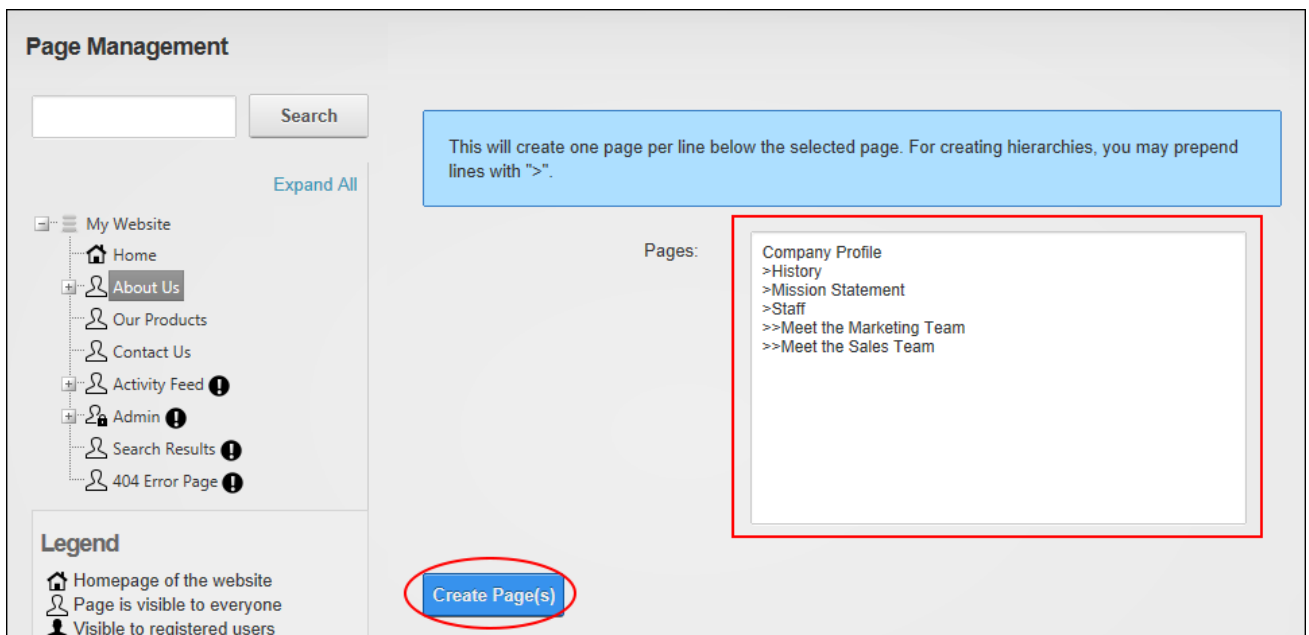
One or more new pages can be added to the site via the Admin > Page Management page by right-clicking on a page name in the left-hand navigation tree and selecting **Add Page(s)** from the drop down list.





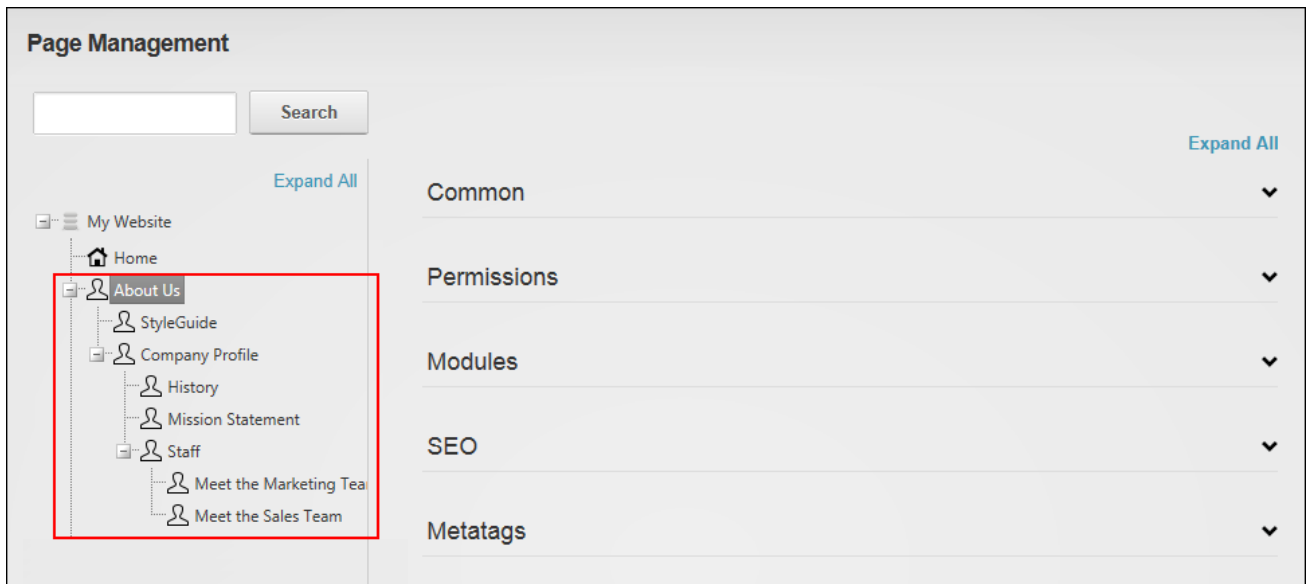
Adding Page(s)

Enter each page name on a separate line. A hierarchical page structure can be created simply by adding one right chevron character ( > ) for each child level.



Adding Hierarchical Pages

Once the pages are created the pages will listed in the left-hand navigation tree and on the site menu. One or more page settings can now be modified in the right-hand panel.

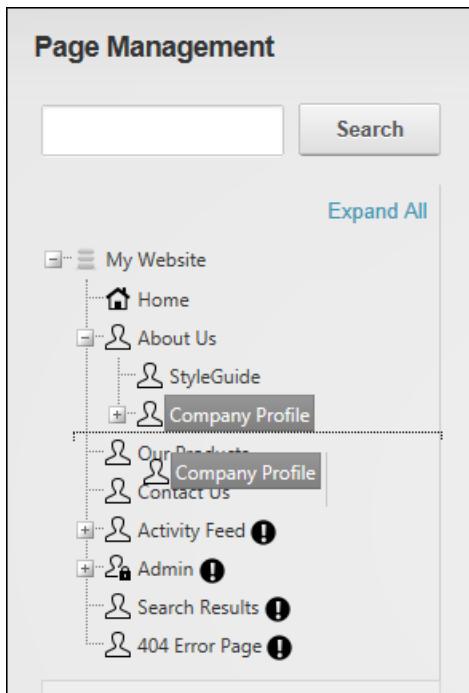


The Newly Added Pages

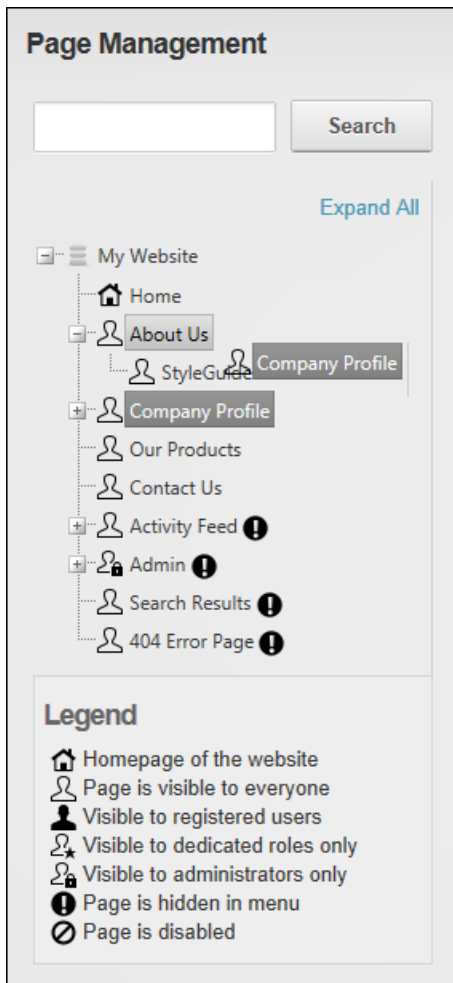
### Moving Page Position in Menu

Pages can be moved to a new position in the site menu using the Admin > Page Management page. 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.


To move a page to a parent position, click and hold on the name of the page to be moved and then 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. Release the page once it is in the correct position.

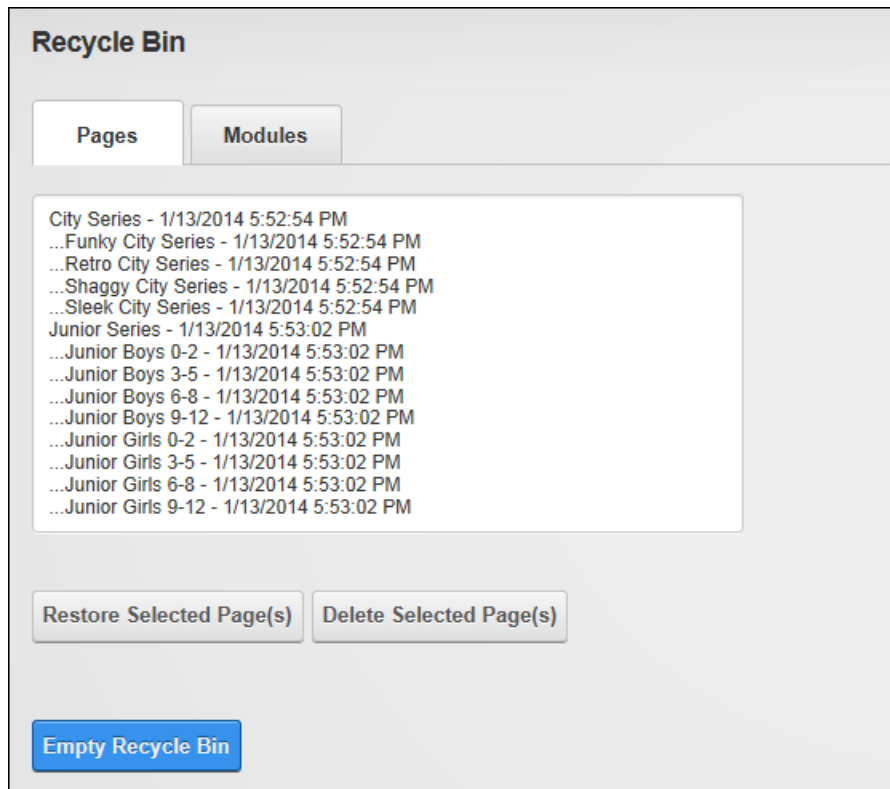


To move a page to a child position, ensure the new parent page is visible and then click and hold on the name of the page to be moved and then drag the page over the top of the new parent page and release then page when the parent page becomes highlighted.



## 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 consists of two tabs called Pages and Modules. The Pages tab lists pages by page name and in deletion order from most recently deleted to first deleted. The Modules tab lists modules by Page Name - Module Title (E.g. Home - Announcements) and in order from most recently deleted to first deleted. The Recycle Bin can be added to any site page to allow all users to view the details of all pages and modules within the Recycle Bin. Users who are granted Edit Module permissions can perform all recycling tasks.



The Recycle Bin

### Restoring Deleted Modules

Modules can be restored from the Recycle Bin to the page they were originally located on. Multiple modules can be selected by holding down the Ctrl key.

Recycle Bin

Pages

Modules

City Series - Enter Title - 1/13/2014 5:52:54 PM

Funky City Series - Enter Title - 1/13/2014 5:52:54 PM

Retro City Series - Enter Title - 1/13/2014 5:52:54 PM

Shaggy City Series - Enter Title - 1/13/2014 5:52:54 PM

Sleek City Series - Enter Title - 1/13/2014 5:52:54 PM

Junior Series - Enter Title - 1/13/2014 5:53:02 PM

Junior Boys 0-2 - Enter Title - 1/13/2014 5:53:02 PM

Junior Boys 3-5 - Enter Title - 1/13/2014 5:53:02 PM

Junior Boys 6-8 - Enter Title - 1/13/2014 5:53:02 PM

Junior Boys 9-12 - Enter Title - 1/13/2014 5:53:02 PM

Junior Girls 0-2 - Enter Title - 1/13/2014 5:53:02 PM

Junior Girls 3-5 - Enter Title - 1/13/2014 5:53:02 PM

Junior Girls 6-8 - Enter Title - 1/13/2014 5:53:02 PM

Junior Girls 9-12 - Enter Title - 1/13/2014 5:53:02 PM

Restore Selected Module(s)

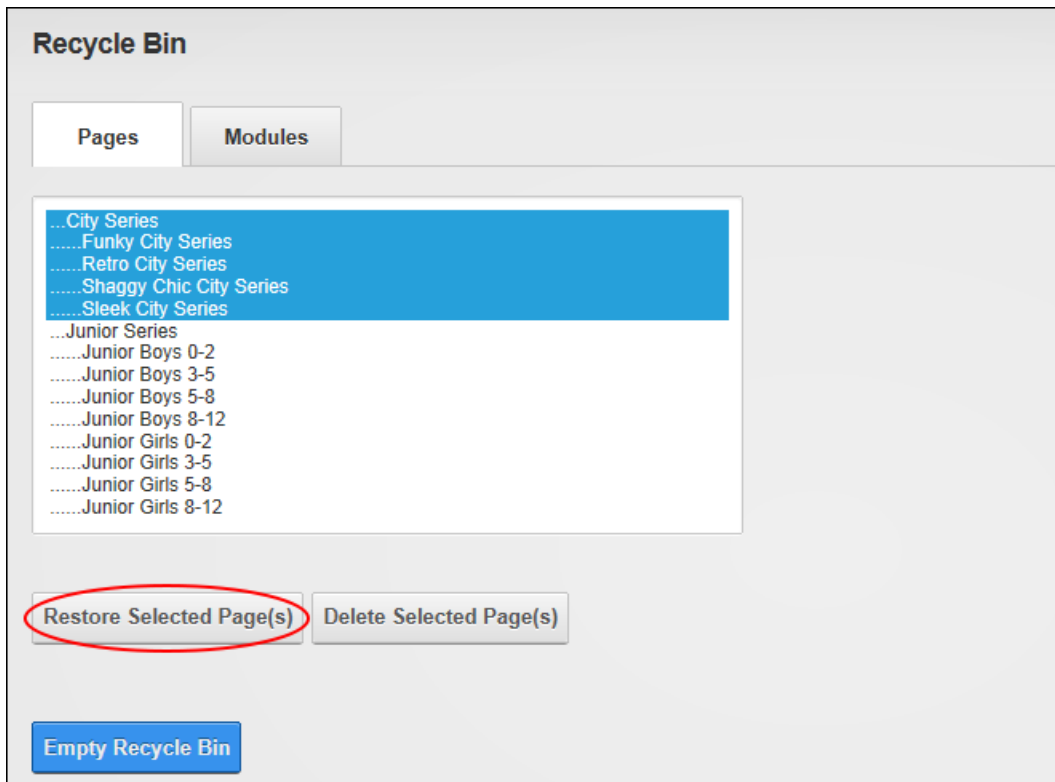
Delete Selected Module(s)

Empty Recycle Bin

Restoring Deleted Modules

## Restoring Deleted Pages

Pages and their associated modules can be restored from the Recycle Bin. Pages are restored to their previous location in the site menu and their previous location in the pages list on the Admin > Page Management page. When selecting pages to restore either select the specific parent and child pages to be restored or just select parent pages if you want to restore all child pages. The Recycle Bin will give you the option of restoring all child pages associated with each of the selected pages or only the specific pages that were selected.



Restoring Selected Pages

### Permanently Deleting Modules

One or more modules including content can be permanently deleted from the Recycle Bin. Multiple modules can be selected by holding down the Ctrl key. Note: If multiple languages are enabled on the site, modules can be filtered by current language or all languages can be shown.

Recycle Bin

Pages

Modules

City Series - Enter Title - 1/13/2014 5:52:54 PM

Funky City Series - Enter Title - 1/13/2014 5:52:54 PM

Retro City Series - Enter Title - 1/13/2014 5:52:54 PM

Shaggy City Series - Enter Title - 1/13/2014 5:52:54 PM

Sleek City Series - Enter Title - 1/13/2014 5:52:54 PM

Junior Series - Enter Title - 1/13/2014 5:53:02 PM

Junior Boys 0-2 - Enter Title - 1/13/2014 5:53:02 PM

Junior Boys 3-5 - Enter Title - 1/13/2014 5:53:02 PM

Junior Boys 6-8 - Enter Title - 1/13/2014 5:53:02 PM

Junior Boys 9-12 - Enter Title - 1/13/2014 5:53:02 PM

Junior Girls 0-2 - Enter Title - 1/13/2014 5:53:02 PM

Junior Girls 3-5 - Enter Title - 1/13/2014 5:53:02 PM

Junior Girls 6-8 - Enter Title - 1/13/2014 5:53:02 PM

Junior Girls 9-12 - Enter Title - 1/13/2014 5:53:02 PM

Restore Selected Module(s)

Delete Selected Module(s)

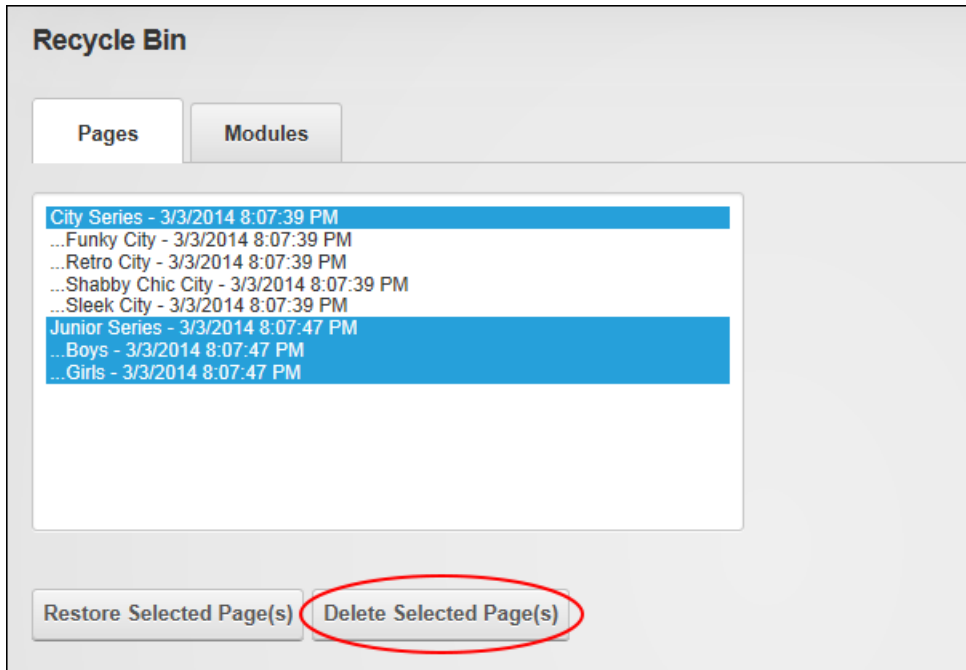
Empty Recycle Bin

Deleting Selected Modules

### Permanently Deleting Pages

One or more pages including modules and content can be permanently deleted from the Recycle Bin. Multiple pages can be selected by holding down the Ctrl key. 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. If multiple languages are enabled on the site, modules can be filtered by current language or all languages can be shown.

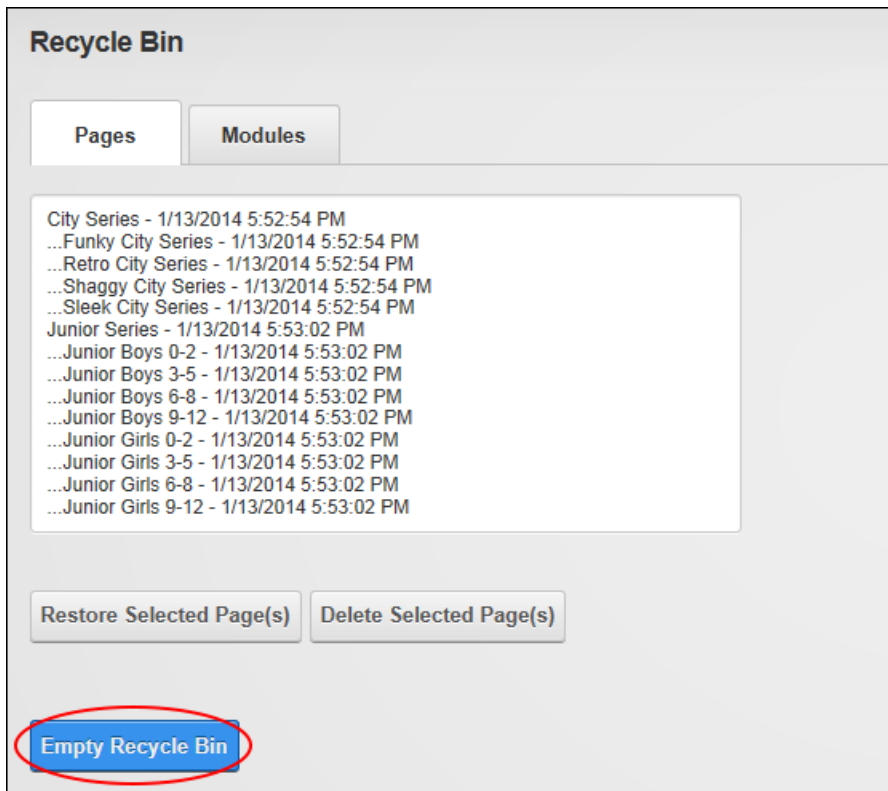




Deleting Selected Pages


### Emptying the Recycle Bin

All pages and modules can be permanently deleted from the Recycle Bin. It is recommended that unwanted pages and modules are regularly deleted from the recycle bin to avoid users needing to search through a large number of modules and pages to find the required item.



Emptying the Recycle Bin

## Security Roles

The Admin >  **Security Roles** page allows authorized users to create and manage roles 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 permissions to perform all tasks with the exception of filtering records which can be performed by users with view permissions.

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			<input type="checkbox"/>	<input type="checkbox"/>	1
		Registered Users	Registered Users	0.00			0.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>	4
		Subscribers	A public role for site subscriptions	0.00			0.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3
		Translator (en-US)	A role for English (United States) translators	0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	0
		Unverified Users	Unverified Users	0.00			0.00			<input type="checkbox"/>	<input type="checkbox"/>	0
<a href="#">Add New Role</a> <a href="#">Add New Role Group</a>												

#### Security Roles

The Security Roles page displays the following role details: Role name, description, fee and period, trial fee and period, whether the role is public (or private), whether users are automatically assigned to the role, and 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. Associating a user account with one or more security roles (also called roles) allows Administrators to control which users can access which pages and modules.

The Security Roles module has four (4) default security roles: Administrators, Registered Users, Subscribers and Translator.

- **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.
- **Translator (en-US):** A translator role is added for the default site language. An addition translator role is added for each installed language once content localization is enabled. Registered users must be manually assigned to translator roles. See "Setting Translator Roles"

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, although it is not a Security Roles. 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 role member who has been granted permission to add one or more types of modules to site pages. This term is used on the Extensions page.
- **Module Editor:** A user who has been granted Edit (DNN Platform) / Edit Content (Evoq Content Basic) permissions to a module.
- **Page Editor:** A user who has been granted Edit (DNN Platform) / Edit Content (Evoq Content Basic) permissions to a page.
- **Super User:** Super Users (also referred to as "host" or "host user") have full access to every entity in every site in the entire installation. Super Users can only be created by other Super Users.

#### **Restricting access and manage site files, pages and modules:**

- Create and manage roles. See "Security Roles".
- Create and manage user accounts. See "User Accounts".
- Add users to roles. See "Adding a User to a Role".
- Restrict access to files which have been uploaded to the site. See "Modifying Folder Permissions"
- 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 User Registration"

## Filtering Roles

Security roles can be filtered by global roles which displays all roles that do not belong to a role group or by a specific role group which displays all the roles within the selected group.

### Security Roles

Filter By Role Group: ⓘ

< Global Roles >

< All Roles >
< Global Roles >
Cycling Groups
Staff

	Name	Description		Public	Auto	Users	
	Administrators	Administrators of this Website		<input type="checkbox"/>	<input type="checkbox"/>	1	
	Registered Users	Registered Users		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
	Subscribers	A public role for site subscribers		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
	Translator (en-US)	A role for English (United States) translators	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	0
	Unverified Users	Unverified Users	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	0

Add New Role
Add New Role Group

Filtering Security Roles

## Adding a Role

New roles can be added to a site via the Admin > Security Roles page. When adding a role the "Role Name" is the only required field and accepting all the defaults will add a private security role that can be used for setting site permissions. Only Administrators can add users to private roles unless an RSVP Code or RSVP Link is created for the role and supplied to the user. Roles can alternatively be set as "public" which creates a members service that users can to subscribe from their user profile.

Roles can be created as a security role for use with setting site permissions; as a social group that users can join using the Social Groups module; or as both a role and a social group. New and/or existing users can be automatically assigned to a new role and the role status can be set as disabled, approved or pending. Disabled roles are not available to join or access; approved roles are available dependent upon the "Public Role" setting; and pending roles are only

available to Administrators/Super Users and role access is not available until the role is approved.

Finally, an icon can be associated with the role on the Advanced Settings tab. See "Setting a File Link".

**My Website > Security Roles > Edit Security Roles**

Basic Settings

Advanced Settings

Role Name \* ⓘ

Safe Cycling Group

Description ⓘ

Join to participate in online surveys and focus groups aimed at improving cyclist safety in your local area.

Role Group: ⓘ

Cycling Groups ▼

Public Role: ⓘ

☒

Auto Assignment: ⓘ

☐

Security Mode: ⓘ

Both ▼

Status: ⓘ

Approved ▼

Update

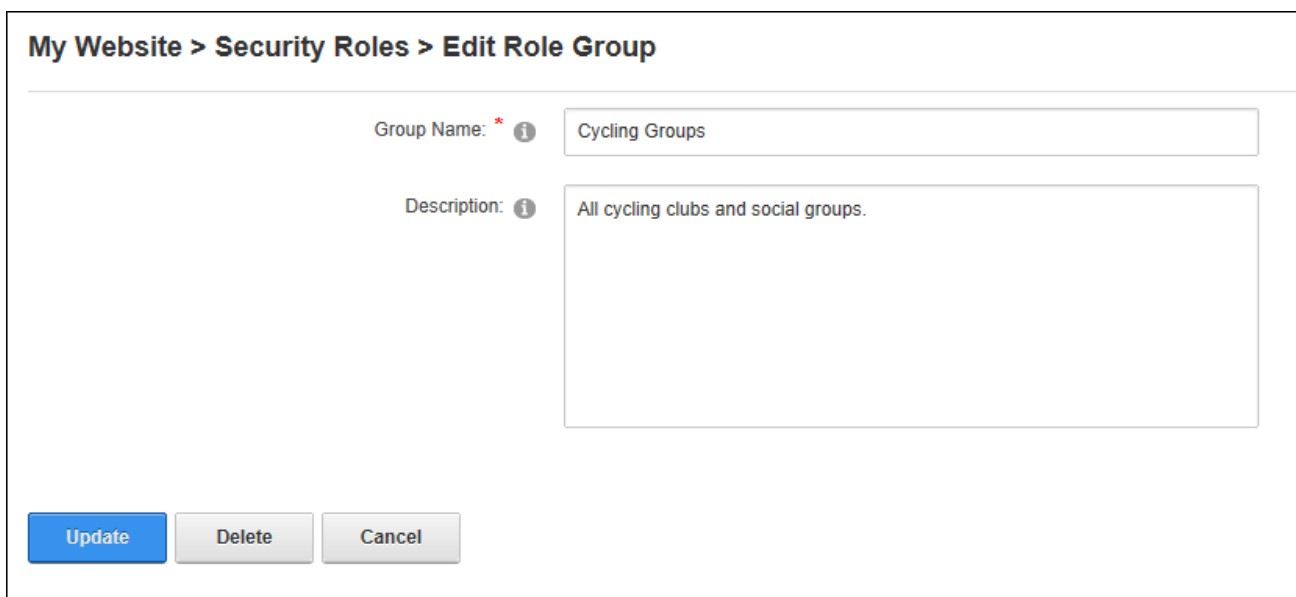
Cancel

Adding a Security Role

### Adding a Role Group

Role groups can be added via the Admin > Security Roles page. Role Groups provide an easy way to group multiple roles together for ease of management. 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 Role" and See "Editing or Deleting a Role".



**My Website > Security Roles > Edit Role Group**

Group Name: \* ⓘ Cycling Groups

Description: ⓘ All cycling clubs and social groups.

**Update** Delete Cancel

Adding a Role Group

### Adding a Role with a Fee

A subscription and/or a trial fee can be added to a security role by completing the related fields on the Advanced Settings tab when add or editing a role. Here a service fee amount can be charged to become a member of the Security Role and the billing period for the fee can be set. E.g. enter '1' and select 'Month(s)' for a monthly billing period. An optional trial fee and billing period can also be charged to access this role for a trial period. E.g. In 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.



**My Website > Security Roles > Edit Security Roles**

Basic Settings

Advanced Settings

**Warning:** You will need to configure the Payment Processor under SiteSettings, in order to enable fee-base roles/services.

Service Fee: ⓘ

10

Billing Period (Every): ⓘ

1

Month(s)

Trial Fee: ⓘ

10

Trial Period (Every): ⓘ

3

Month(s)

RSVP Code: ⓘ


RSVP Link: ⓘ

Icon: ⓘ

Folder: Images

File: icon-online-help.png

Upload File



Drop File(s) Here

Adding a Security Role with a Fee

### Creating an RSVP Code

An RSVP code can be associated role by completing the RSVP Code field on the Advanced Settings tab when add or editing a role. After entering a code (which can be any combination of letters and numbers. E.g. N!ce) click anywhere on the page to generate or update the RSVP link. The RSVP link can be shared with users allowing them to subscribe to the role simply by clicking on the link. Alternatively, users can join a role by entering the RSVP code on the Manage Services page of their user account.

Copyright 2015 by DNN Corp

My Website > Security Roles > Edit Security Roles

Basic Settings

Advanced Settings

Warning: You will need to configure the Payment Processor under SiteSettings, in order to enable fee-base roles/services.

Service Fee: ⓘ

Billing Period (Every): ⓘ

Trial Fee: ⓘ

Trial Period (Every): ⓘ

RSVP Code: ⓘ

Nlce

RSVP Link: ⓘ

http://awesomecycles.biz/Default.aspx?rsvp=Nlce&portalid=0

Icon: ⓘ

File Location:

Root


File Name:

<None Specified>

Upload New File

Creating an RSVP Code

### Adding a User to a Role

Users can be added a security roles by clicking the **Manage Users**  button beside the required role on the Admin > Security Roles page. Here the user can be chosen either by selecting their user name from the drop down list or (if the page is configured differently) by entering their user name and clicking the Validate link. If the user name remains in the text box then it is 'valid'. 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. A notification email can optionally be sent to the user.

**My Website > Security Roles > User Roles**

---

**Manage Users in Role: Community Managers**

---

User Name ⓘ Effective Date ⓘ Expiry Date ⓘ

Vernice Borrer (Borrer) ▾
1/1/2014 
1/31/2014 
Add User to Role
☒ Send Notification?

---

	User Name	Effective Date	Expiry Date
	<a href="#">Terrance Borchenstein</a>		

Page 1 of 1 First Previous Next Last

Close

Adding a User to a Security Role

### Editing or Deleting a Role Group

Role groups can be edited or deleted via the Admin > Security Roles page by selecting the role group from the "Filter By Role Group" drop down list and then deleting or editing as required. If a role group has associated roles, the delete option will not be displayed all roles belonging to a role group are removed. 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 Role".



### Editing or Deleting a Role

Roles can be edited or deleted via the Admin > Security Roles page by clicking the **Edit** button beside the required role and editing or deleting as required.

### Editing a User's Role Access

The date range that a user is able to access a role can be modified by clicking the **Manage Users** button beside the required role on the Admin > Security Roles page and then entering the new effective and/or expiry dates. Once the new information is saved it will override the existing role access information.

## Deleting a User from a Role

Users can be deleted from a security role by clicking the **Manage Users**  button beside a role on the Admin > Security Roles page and then clicking the **Delete**  button the user to be deleted. Users will immediately be denied access to any content or areas of the site that are restricted to members of the selected role. Tip: To ensure the correct user is removed, click on their username to view their user account before deleting them.

## Managing User Account Settings


User Accounts settings can be managed using either the Admin > User Accounts or Admin > Security Roles pages. See "Configuring User Account Settings"

## 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. Site Settings cannot be deployed on site pages and is therefore only accessible to Administrators and Super Users. A wide selection of the available site settings, including site design and marketing, can be configured differently for each installed language simply by choosing the required language. See "Changing the Site Language".

## Basic Settings

### Site Details

Administrators can configure the basic site details for each language via the Admin >  **Site Settings** - Basic Settings - Site Details section. The title, description, keywords entered will be used by search engines to index and list the site. The title is displayed in the title bar of the Web browser and is used in language files such as the Privacy Statement, Terms of Use, etc. The title is also used as a tool tip when a user places their mouse over the site logo (See "Setting the Site Appearance") as shown below.

The copyright notice appears at the bottom left corner of all pages of the default theme or is displayed wherever the Copyright theme object is added to custom themes. The copyright notice can be set in one two ways. The field can be left 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) 2013 Awesome Cycles'. If the Title field is blank, then the copyright notice displays as 'Copyright (c) 2013'. Alternatively any copyright message can be entered and the current year can optionally be included in the notice by entering [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.

This section also displays the GUID (globally unique identifier) which can be used to identify the site

**Site Settings**

Basic Settings

Advanced Settings

User Account Settings

Stylesheet Editor

Advanced URL Settings

[Expand All](#)

**Site Details**

Title: \* ⓘ

Awesome Cycles

Description: ⓘ

Awesome Cycles builds and sells high quality custom bicycles. Our bike range includes vintage designs, high performance and electric bicycles.

Keywords: ⓘ

Awesome Cycles,awesomecycles.biz, bikes,custom bikes,bicycles,buy custom bikes,buy custom bicycles,electric bikes,electric bicycles,high performance bikes,vintage design bicycles,specialist bicycle design,custom bike design,

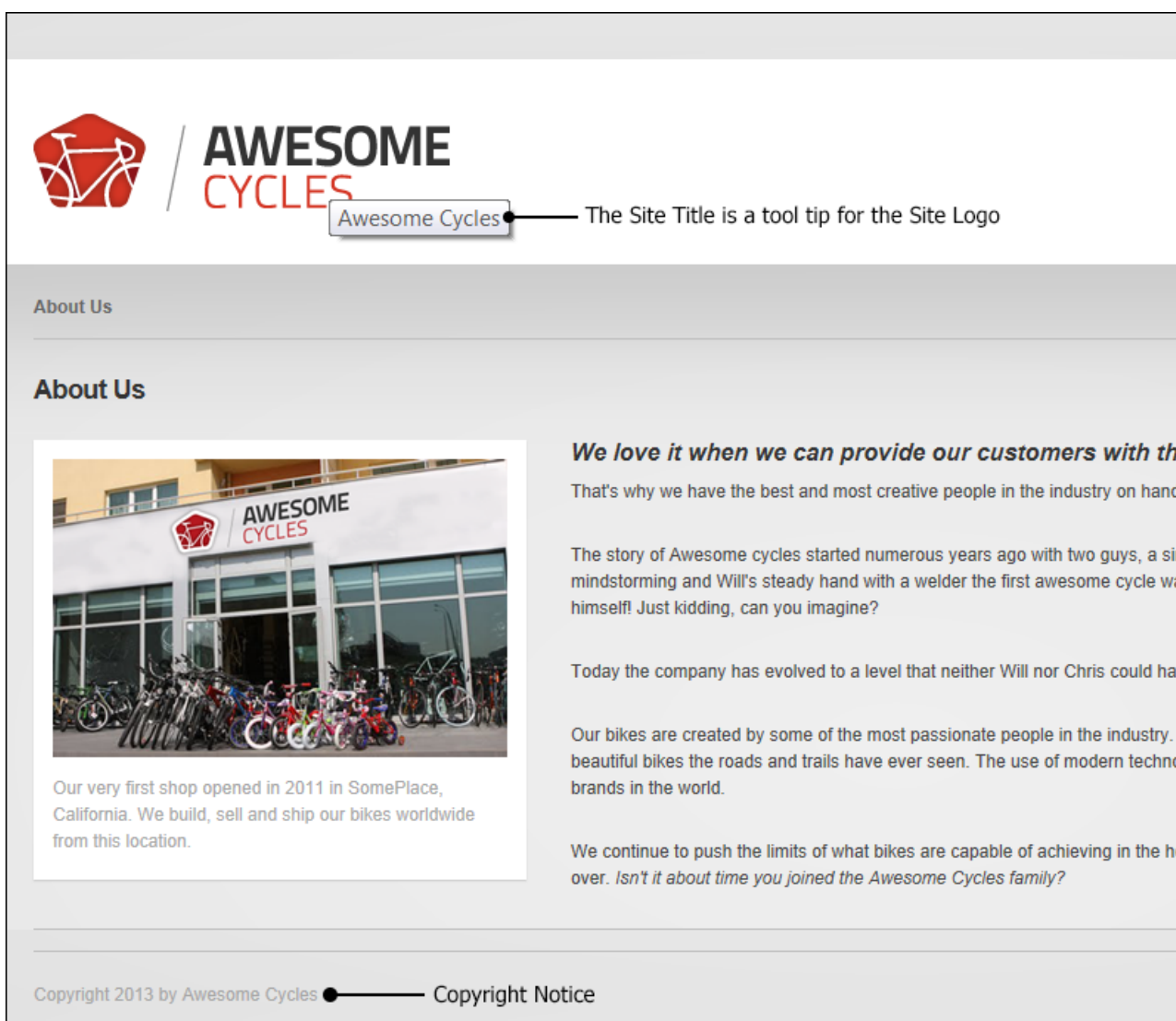
Copyright: ⓘ

Copyright [year] by Awesome Cycles

GUID: ⓘ


394DF4C1-C946-4004-834B-4B9A8F921080

Configuring Site Details



The Site Title and Copyright Notices

## Setting the Site Appearance

Administrators can configure the site appearance via the Admin >  **Site Settings** - Basic Settings - Appearance section. Here the site logo which is displayed in the top left corner on each page in the default theme can be set. On custom themes the logo is displayed where ever the Logo skin object is added. A background image that will be tiled on all site pages can also be set, unless the theme applied to the page includes a background image. Both of these fields can be set for different languages. See "Changing the Site Language".

In addition a favicon file with a \*.ico extension can be set for the set. A favicon (short for favorites icon) is an icon file that is, associated with a particular website or web page, most commonly 16x16 pixels. A web designer can create such an icon and install it into a website (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. If no favicon is set and there is a favicon.ico file in the root of the site (such as the one provided with DNN) then that file will be detected and used by browsers.

The screenshot displays the 'Appearance' settings panel in DNN. It is organized into three main sections, each with a title, an information icon, and a set of controls. The 'Logo' section has a 'Folder' dropdown set to 'Images' and a 'File' dropdown set to 'logo.png', with an 'Upload File' button and a preview area showing the DNN logo. The 'Body Background' section has a 'Folder' dropdown set to 'Site Root' and a 'File' dropdown set to '<None Specified>', with an 'Upload File' button and a preview area. The 'Favicon.ico' section has a 'Folder' dropdown set to 'Site Root' and a 'File' dropdown set to 'favicon.ico', with an 'Upload File' button and a preview area. Each preview area includes a 'Drop File(s) Here' button.

Appearance

Logo: ⓘ

Folder: Images

File: logo.png

Upload File

Drop File(s) Here

Body Background: ⓘ

Folder: Site Root

File: <None Specified>

Upload File

Drop File(s) Here

Favicon.ico: ⓘ

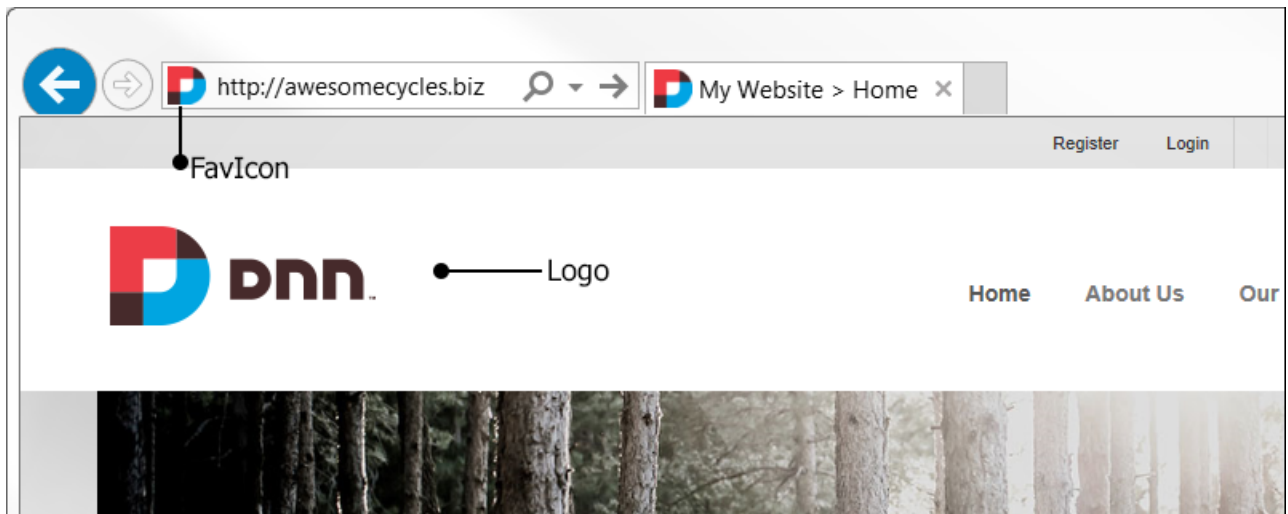
Folder: Site Root

File: favicon.ico

Upload File


Drop File(s) Here

Setting the Favicon and Site Logo



The Favicon and Site Logo on a Site

### Setting the Site Design


Administrators can set the default design for all existing and new site pages and modules including the Admin pages via the Admin >  **Site Settings** - Basic Settings - Appearance section. The default designs 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 theme 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 theme and container that has minimal design and images as it will load quickly into the Web browser and reduce the editing time. As with several Site Settings, different designs can be set for each language. See "Changing the Site Language".

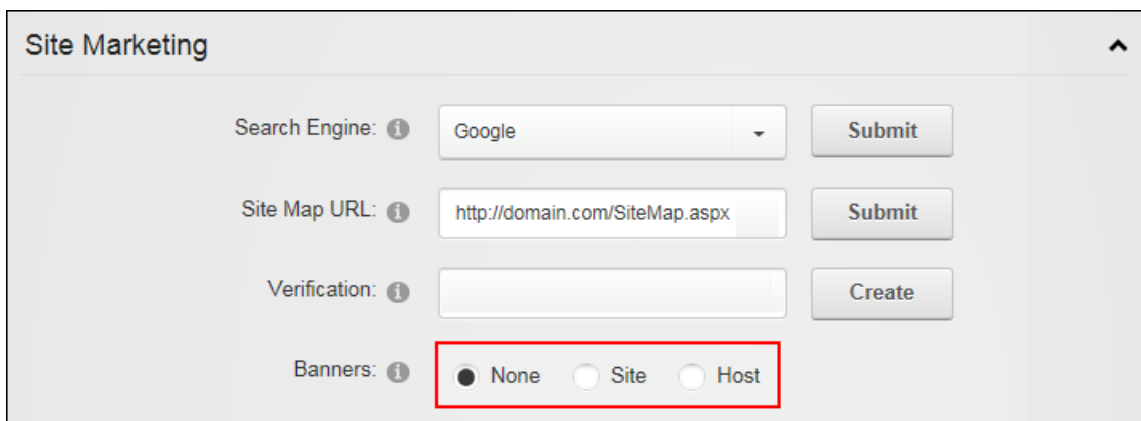
In addition, an alternate set of icons can be used for the site. This icon set includes all of the icon that are used throughout the whole application including the Admin Console, the buttons and icons displayed on modules such as DAM and Security Roles, and the icons displayed in the module action menus. DNN comes packaged with the "Sigma" icon set however custom icon sets can be purchased or designed. Note: Developers can add new Icon Sets by adding a new folder under \Icons. This new folder must contain the About\_16x16\_Standard.png image file and the file name must be an exact match. Log out then back into the site to see the new folder will appear in the drop down.



Finally, JavaScript/HTML widgets that have been added to themes by including the Widget skin object can be enabled across the site.

### Enabling Banner Advertising

Administrators can display banner advertising that changes each time a page is refreshed or revisited via the Admin >  **Site Settings** - Basic Settings - Site Marketing section. These banners will display on site pages with the banner theme object in the page theme. This setting allows either Site banners that are unique to this site and are managed by Administrators on Vendors page (See "Vendors (Admin)") to be displayed or Host banners which are shared across all sites in this installation and are maintained by Super Users.



The screenshot shows the 'Site Marketing' configuration panel. It contains the following elements:

- Search Engine:** A dropdown menu currently set to 'Google', accompanied by an information icon and a 'Submit' button.
- Site Map URL:** A text input field containing 'http://domain.com/SiteMap.aspx', with an information icon and a 'Submit' button.
- Verification:** An empty text input field, an information icon, and a 'Create' button.
- Banners:** A section with three radio buttons: 'None' (which is selected), 'Site', and 'Host'. This entire section is enclosed in a red rectangular box.

Disabling Banner Advertising

### Submitting the Site Map URL to Google

Administrators can submit the site map URL for each site language to Google for improved search optimization via the Admin >  **Site Settings** - Basic Settings - Site Marketing section. Before submitting the URL, complete the site name, description and keywords fields (See "Site Details") for each language. Submitting the URL opens the Google Webmaster Tools web page in a new Web browser.

**Site Settings**

Basic Settings

Advanced Settings

User Account Settings

Stylesheet Editor

Advanced URL Settings

[Expand All](#)

Site Details

Site Marketing

Search Engine: ⓘ

Google

Submit

Site Map URL: ⓘ

http://awesomecycles.biz/SiteMap.aspx

Submit

Verification: ⓘ


Create

Banners: ⓘ

☒ None ☐ Site ☐ Host

From here Administrators can sign up for a Google Account and then sign in to Google Webmaster Tools and enter the site URL into the "Add Site" field and save and verify the information. Administrators must then select the "Upload an HTML file" option and enter the file name displayed into the "Verification" text box on the Site Settings page and then click the **Create** button. Next return to the Google Webmaster Tools web page and click the **Verified** button then go to the Google Sitemaps tab and select "Add General Web Sitemap" and then paste this URL into the "Site Map URL" text box on the Site Settings page.

#### Submitting the Site to Search Engines

Administrators can submit the site to the Google, Yahoo or Microsoft search engines via the Admin >  **Site Settings** - Basic Settings - Site Marketing section. Submitting the site will add the site to the search engine's list of sites to be indexed. Before submitting the site, complete the site name, description and keywords fields (See "Site Details") for each language to be submitted. It is also recommended that the title, description and keywords for each site page are completed for all pages before submitting the site. The quality of this information will affect the site ranking on search engines.

## Site Settings

Basic Settings

Advanced Settings

User Account Settings

Stylesheet Editor

Advanced URL Settings

[Expand All](#)

Site Details

Site Marketing

Search Engine: ⓘ

Google

Submit

Site Map URL: ⓘ

http://dev-build2.dnndev.local:81/Site/

Submit

Verification: ⓘ

Create


Banners: ⓘ

☒ None ☐ Site ☐ Host

Submitting the Site to Search Engines

## Advanced Settings

### Page Management

Administrators can create and use custom pages as alternatives to several of the default system pages and set the Home and Splash page via the Admin >  **Site Settings** - Advanced Settings - Page Management section.

## Site Settings

Basic Settings

Advanced Settings

User Account Settings

Stylesheet Editor

Advanced URL Settings

[Expand All](#)

### Page Management

Splash Page: ⓘ

Splash

Home Page: ⓘ

Home

Login Page: ⓘ

<None Specified>

Registration Page: ⓘ

<None Specified>

User Profile Page: ⓘ

Activity Feed

Search Results Page: ⓘ


Search Results

Home Directory: ⓘ


Portals/0

The Page Management Site Settings

### Setting the Splash Page


Administrators can enable a Splash page via the Admin >  **Site Settings** - Advanced Settings - Page Management section. The Splash page is shown when a visitor comes to the main site URL (E.g. <http://www.awesomecycles.biz>) rather than a specific page (E.g. <http://www.awesomecycles.biz/ContactUs>). A Splash page is typically not included in the site menu and 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.

### Setting the Home Page


Administrators can set a Home page for each language via the Admin >  **Site Settings** - Advanced Settings - Page Management section. Site visitors will be taken to the Home page

when they navigate to the site's URL (unless a Splash page is enabled) and when they click on the site logo. Any page can be selected as the Home page or "<None Specified>" can be selected to choose the first visible page in the site menu.


### Setting the Login Page

Administrators can create and set a custom login page for each language via the Admin >  **Site Settings** - Advanced Settings - Page Management section. Only pages that have the Account Login added can be selected and both the page and the module must be visible to all users. The default registration page can be restored at any time by selecting "<None Specified>".


### Setting the Registration Page

Administrators can set a custom user account registration page for each language via the Admin >  **Site Settings** - Advanced Settings - Page Management section. The custom page must have the Account Registration module added to it and both the page and the module must be visible to all users. The default registration page can be restored at any time by selecting "<None Specified>".


### Setting the User Profile Page

Administrators can set a custom User Profile page via the Admin >  **Site Settings** - Advanced Settings - Page Management section. The custom page must have a View Profile module added to it and both the page and the module must be visible to all users. The default User Profile page can be restored by selecting the "Activity Feed" page.


### Setting the Search Results Page

Administrators can set a custom search results page for each language via the Admin >  **Site Settings** - Advanced Settings - Page Management section. The custom page must have the Search Results module added to it and both the page and the module must be visible to all users. The default search results page can be restored by selecting the "Search Results" page.

## Viewing the Home Directory

Administrators can view the Home Directory location in the Admin >  **Site Settings** - Advanced Settings - Page Management section. The Home Directory, which cannot be modified, is the location used for the storage of files in this site as configured when the site was created. E.g. Portals/0

## Payment Settings

Administrators can configure the site currency and payment processing via the Admin >  **Site Settings** - Advanced Settings - Payment Settings section. Configuring these settings allows payment to be received from users who subscribe to Member Services (roles) on this site. The PayPal payment processor is included with DNN, however DNN developers can configure DNN to work with other providers. PayPal can be tested using the PayPal Sandbox (<https://developer.paypal.com>) feature that allows subscription payments to be sent to the payment gateway without taking live transactions. To use this system, sign up for a Sandbox account and use those credentials in the Payment Settings section shown below. See "Adding a Role with a Fee" for more details on setting up subscriptions.

## Site Settings

Basic Settings

Advanced Settings

User Account Settings

Stylesheet Editor

Advanced URL Settings

Expand All

Page Management

Security Settings

Payment Settings

Currency: ⓘ

U.S. Dollars (USD)

Payment Processor: ⓘ

PayPal

Go To Payment Processor WebSite

Processor UserId: ⓘ

elizabeth\_123456789\_biz@awesomecycles.biz

Processor Password: ⓘ

.....

PayPal Return URL: ⓘ

http://awesomecycles.biz/thankyou

PayPal Cancel URL: ⓘ

http://awesomecycles.biz/cancel


Use Sandbox: ⓘ

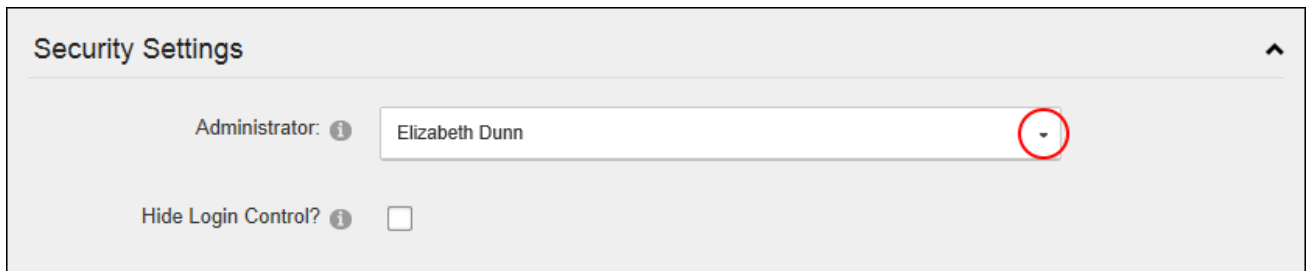
☐

Configuring Payment Settings

## Security Settings

### Setting the Primary Administrator


The Primary Administrator can be set via the Admin >  **Site Settings** - Advanced Settings - Security Settings section. The Primary Administrator 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.

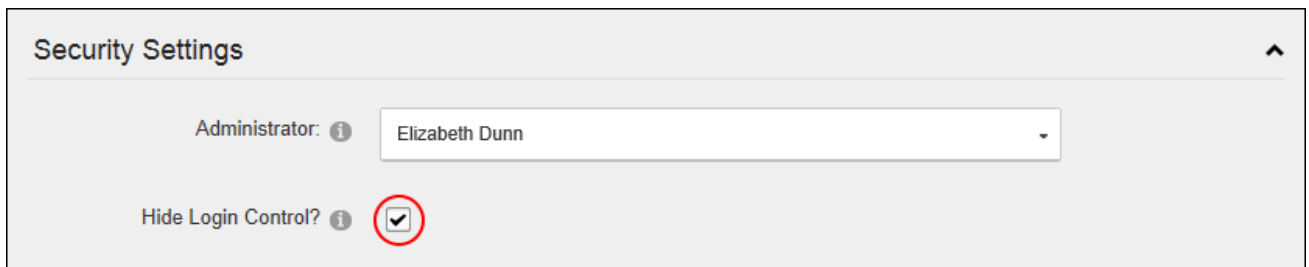


The screenshot shows the 'Security Settings' panel. At the top, it says 'Security Settings' with an upward arrow icon. Below this, there is a label 'Administrator:' followed by a dropdown menu showing 'Elizabeth Dunn'. A red circle highlights the dropdown arrow. Below the dropdown, there is a label 'Hide Login Control?' followed by an unchecked checkbox.

Setting the Primary Administrator

### Setting Login Visibility

The Login control can be hidden via the Admin >  **Site Settings** - Advanced Settings - Security Settings section. 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. Note: If the login control is hidden users can navigate to the /login.aspx page to view the login control. E.g. [www.awesomecycles.biz/login.aspx](http://www.awesomecycles.biz/login.aspx).




The screenshot shows the 'Security Settings' panel. At the top, it says 'Security Settings' with an upward arrow icon. Below this, there is a label 'Administrator:' followed by a dropdown menu showing 'Elizabeth Dunn'. Below the dropdown, there is a label 'Hide Login Control?' followed by a checked checkbox. A red circle highlights the checked checkbox.

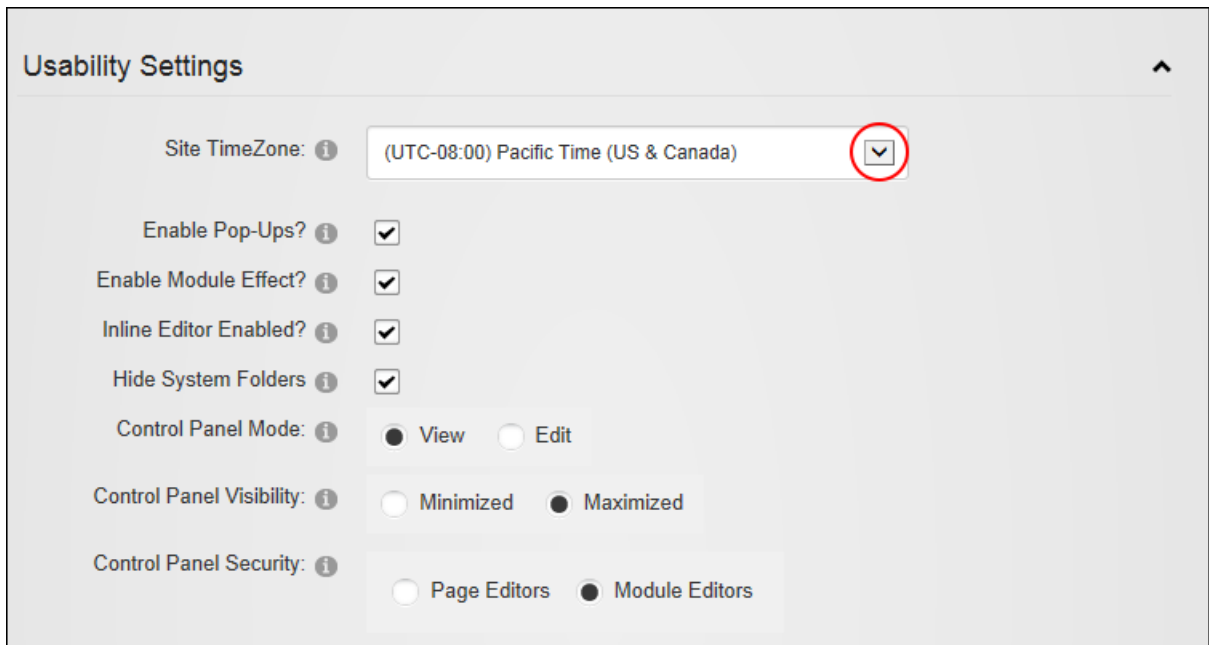
Setting Login Visibility

### Usability Settings

#### Setting the Site Time Zone

Administrators can set the time zone for this site via the Admin >  **Site Settings** - Advanced Settings - Usability Settings section. 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. Tip: Users can choose their Time Zone on their profile. See "Completing a User Profile".





**Usability Settings**

Site TimeZone: ⓘ (UTC-08:00) Pacific Time (US & Canada) ▼

Enable Pop-Ups? ⓘ ☒

Enable Module Effect? ⓘ ☒

Inline Editor Enabled? ⓘ ☒

Hide System Folders ⓘ ☒

Control Panel Mode: ⓘ ☒ View ☐ Edit

Control Panel Visibility: ⓘ ☐ Minimized ☒ Maximized

Control Panel Security: ⓘ ☐ Page Editors ☒ Module Editors

Setting the Site Time Zone

### Configuring Site Editing


Administrators can configure the way editing is handled across the whole site via the Advanced Settings - Usability Settings section of the Admin > Site Settings page. Here pop-ups can be enabled to open in a new window when performing editing tasks, or disabled to perform editing tasks within the original web browser. The Inline Editor can also be enabled to allow editors to edit the title of any module and the content of the HTML /HTML module directly on the page (default settings). If inline editing is disabled editing must be performed via the module action menu which requires module editors to have security access to the Control Panel. Note: Inline Editing is always enabled on HTML Pro.

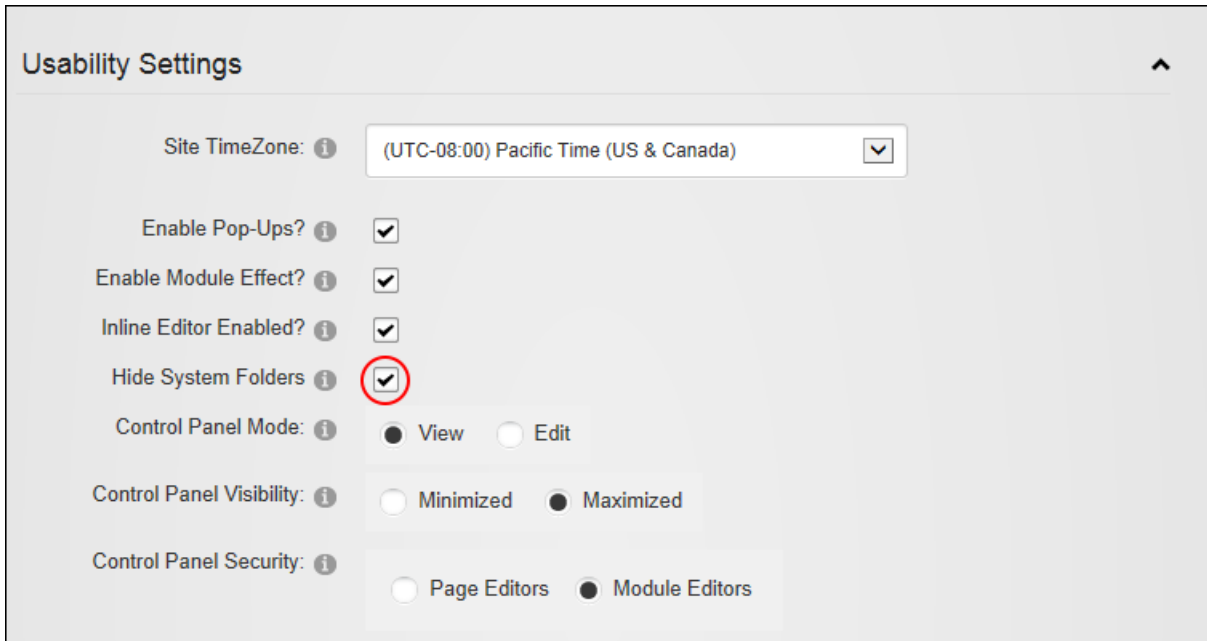


Related Topics:

- See "Adding and Editing Content Inline"

### Hiding System Folders


Administrators can hide system folders via the Admin >  **Site Settings** - Advanced Settings - Usability Settings section. This will prevent hidden folders or folders that start with an underscore from being included during folder synchronization.



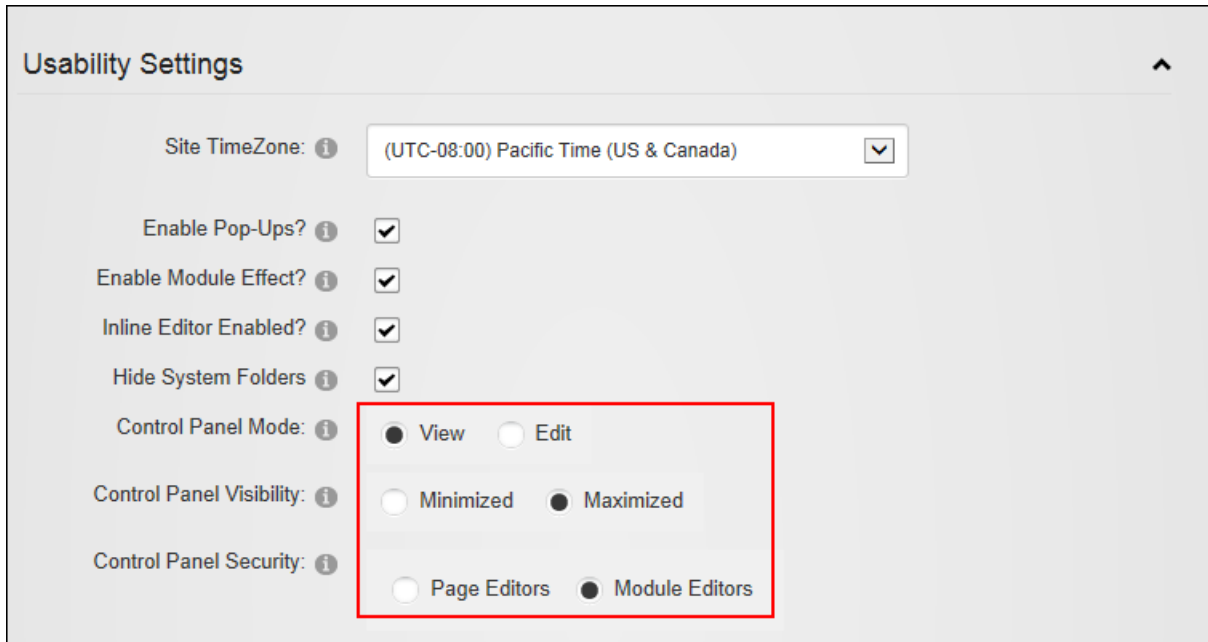
The screenshot shows the 'Usability Settings' section of the Site Settings interface. It includes a dropdown for 'Site TimeZone' set to '(UTC-08:00) Pacific Time (US & Canada)'. Below this are several checkboxes: 'Enable Pop-Ups?', 'Enable Module Effect?', 'Inline Editor Enabled?', and 'Hide System Folders'. The 'Hide System Folders' checkbox is checked and circled in red. Further down are radio button options for 'Control Panel Mode' (View or Edit), 'Control Panel Visibility' (Minimized or Maximized), and 'Control Panel Security' (Page Editors or Module Editors).

Hiding System Folders

### Configuring the Control Panel

Administrators can configure the default settings for the Control Panel via the Admin >  **Site Settings** - Advanced Settings - Usability Settings section. Here the default mode for the Control Panel can be set to view or edit mode. In addition the Control Panel security allows Administrators to choose which groups of site editors can view the Control Panel. Choosing "Page Editors" will restrict the Control Panel to Page Editors only or choosing "Module Editors" will display the Control Panel to both Page Editors and Module Editors and will allow these users to view the site in either view or edit mode. Finally the "Control Panel Visibility" setting determines

if the Iconbar is displayed minimized or maximized by default. Note: Whenever an authorized user interacts with the Control Panel the mode and visibility last selected by that user will be applied the next time.



**Usability Settings**

Site TimeZone: (UTC-08:00) Pacific Time (US & Canada)

Enable Pop-Ups? ☒

Enable Module Effect? ☒

Inline Editor Enabled? ☒

Hide System Folders ☒

Control Panel Mode: ☒ View ☐ Edit

Control Panel Visibility: ☐ Minimized ☒ Maximized


Control Panel Security: ☐ Page Editors ☒ Module Editors

Related Topics:

- See "The ControlBar"
- See "The Admin Menu"

### Advanced URL Settings

#### Managing Extension URL Providers

Administrators can manage the URL behaviors of module providers that have been installed and edit the settings of any provider-specific Settings pages included with the provider on this site via the Admin >  **Site Settings** - Advanced URL Settings - Extension URL Providers section. Module providers are a type of extension that allows Administrators to extend the URL behaviors for a specific module. The URL Extension Provider shown below, is not included with DNN; however it can be downloaded from Codeplex at <http://dnnurlproviders.codeplex.com>.

Site Settings

Basic Settings

Advanced Settings

User Account Settings

Stylesheet Editor

Advanced URL Settings

Extension URL Providers

Extension URL Provider Management ⓘ

Enabled	Provider Name	Action
<input checked="" type="checkbox"/>	DNN Social Url Extension Provider	

Update

Upload Theme/Container

Managing Extension URL Providers

## Stylesheet Editor

Administrators can modify the current stylesheet or restore the default style sheet via the Admin > **Site Settings** - Stylesheet Editor tab. 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 theme 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 theme 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/>

Site Settings

Basic Settings

Advanced Settings

User Account Settings

Stylesheet Editor

Advanced URL Settings

```

1  /*
2  *  Deprecated DNN CSS class names will remain available for some time
3  *  before being permanently removed. Removal will occur according to
4  *  the following process:
5  *
6  *  1. Removal will only occur with a major (x.y) release, never
7  *     with a maintenance (x.y.z) release.
8  *  2. Removal will not occur less than six months after the release
9  *     when it was deprecated.
10 *  3. Removal will not occur until after deprecation has been noted
11 *     in at least two major releases.
12 *
13 *
14 *      Name                                     |Release |Planned |
15 *      -----+-----+-----+-----+
16 *  Mod{NAME}C                                     5.6.2   6.2
17 *  {NAME} = sanitized version of the DesktopModule Name
18 *  Used on <div> tag surrounding Module Content, inside container
19 *  -----+-----+-----+-----+
20 */
21
22
23

```


Save Style Sheet

Restore Default Style Sheet

The Stylesheet Editor

## User Account Settings


### Registration Settings

Administrators can see how new registrations are handled on this site via the Admin >  **Site Settings** - User Account Settings - Registration Settings section. Tip: Scroll down to view these read only settings that are displayed in the lower half of the page. Note: Registration settings can be modified by Super Users.

- **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.

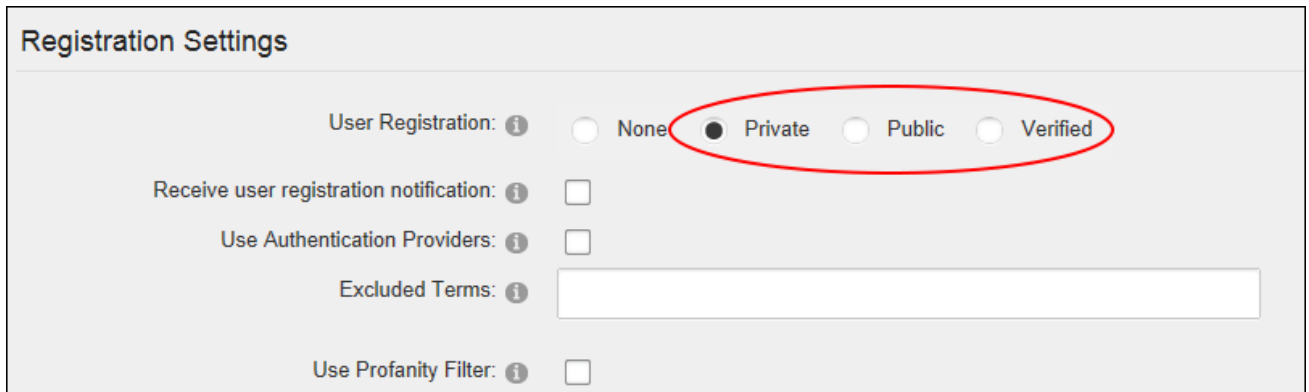
- **Password Reset Enabled:** If checked Administrators can reset user passwords.
- **Min Password Length:** Displays the minimum number of characters required for a valid password.
- **Min Non Alphanumeric Characters:** Displays the minimum number of non-alphanumeric characters required for a valid 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. Once a user is locked out they cannot request a password reminder and 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.

### Enabling User Registration

Administrators can allow or prevent site visitors from registering for a user account via the Admin >  **Site Settings** - User Account Settings - Registration Settings section. Enabling user registration displays the **Register** button on the Account Login page and a Register link on site pages. When a visitor registers a welcome message is sent to them containing their account and login details and a notification message is sent to the primary Administrator. User Registration is enabled and set as Private on new DNN installations. This allows visitors to 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. Registration can alternatively be set to Public or Verified. Public registration allows visitors who successfully register gain immediate access to the Registered User security role. Verified registration requires visitors who successfully register to verifying their account by entering a verification code the first time

they log in to the site. This ensures the email address provided during registration is valid. The "Receive User Registration Notification" check box can optionally be marked to send a notification email to the Primary Administrator. A registration email will always be sent for private user registration to allow the Administrator to approve the user account.

Alternatively, "None" can be selected to disable registration. This removes the Register link from the site pages, the Account Login page and any other Account Login modules.



**Registration Settings**

User Registration: ☐ None ☒ Private ☐ Public ☐ Verified

Receive user registration notification: ☐


Use Authentication Providers: ☐

Excluded Terms:

Use Profanity Filter: ☐

Enabling User Registration

### Configuring the Standard Registration Form

The standard user registration process can be configured via the Admin >  **Site Settings** - User Account Settings - Registration Settings section. This topic details the fields that are available when "Registration Form Type" is set to "Standard". Here Administrators can enable the CAPTCHA security code, add validation requirements and modify other registration requirements such as the required fields, field format and passwords.

Users can be prevented from using specific terms in their Username or Display Name by entering them at the "Excluded Terms" field. The Profanity Filter can be used in addition or as an alternative option. See "Managing the Profanity List"



### Registration Settings

User Registration: ⓘ

☐ None ☒ Private ☐ Public ☐ Verified

Receive user registration notification: ⓘ

☒

Use Authentication Providers: ⓘ

☐

Excluded Terms: ⓘ

Use Profanity Filter: ⓘ

☒

Selecting "Use Email Address as Username" will remove the username field from the registration form and use the email address instead. If "Require Unique Display Name" users who choose a display name that already exists will be provided with a list of modified names to choose from based on their first and last name. Display names can further be defined and rendered non-editable by entering tokens into the "Display Name Format" text box.

If a valid profile is required for registration the User Name, First Name, Last Name, Display Name, Email Address and Password fields must be completed as well as any other fields that have been set as required during registration via the Profile Setting section.

Finally, a redirect after registration page can be set for each language.

Registration Form Type:	<input checked="" type="radio"/> Standard <input type="radio"/> Custom
Use Email Address as Username:	<input type="checkbox"/>
Require Unique Display Name:	<input checked="" type="checkbox"/>
Display Name Format:	<input type="text" value="[FIRSTNAME] [LASTNAME]"/>
User Name Validation:	<input type="text"/>
Email Address Validation:	<input type="text" value="^[a-zA-Z0-9_%+&amp;*/=^'{}~](?\\.?[a-zA-Z0-9_%+&amp;*/=^'{}~])*@[a-z/"/>
Use Random Password:	<input type="checkbox"/>
Require Password Confirmation:	<input checked="" type="checkbox"/>
Require a valid Profile for Registration:	<input type="checkbox"/>
Use CAPTCHA For Registration:	<input checked="" type="checkbox"/>
Redirect After Registration:	<input type="text" value="About Us"/>

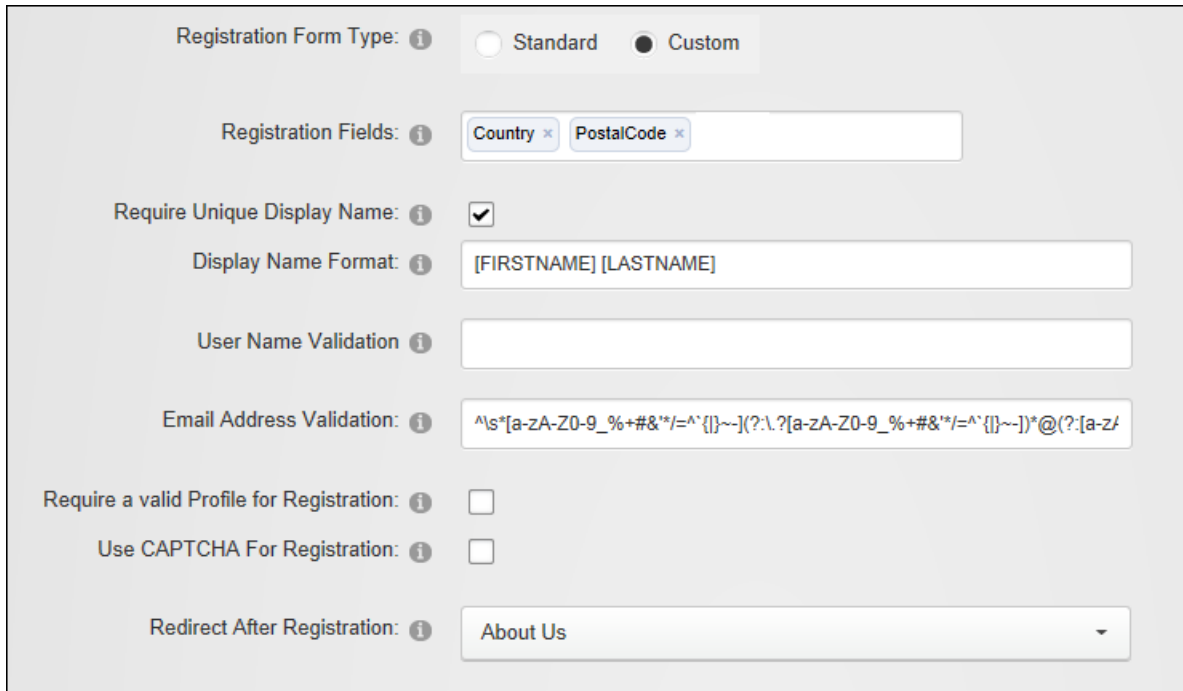
Note: The remaining read only settings can be managed using the Configuration Manager. See "Registration Settings".

### Configuring a Custom Registration Form

The user registration process can be customized via the Admin > **Site Settings** - User Account Settings - Registration Settings section. This topic details the alternate fields that are available when "Registration Form Type" is set to "Custom".

To select the required "Registration Fields" begin entering the name of any user account field and select the correct match. If "Require Unique Display Name" is enabled then both "Email" and "DisplayName" must be added as "Registration Fields". The format of the user's display name 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.

If a valid profile is required for registration the User Name, First Name, Last Names, Display Name, Email Address and Password fields must be completed as well as any other fields that have been set as required during registration via the Profile Setting section.




The screenshot shows a configuration interface for a custom registration form. It includes several settings:

- Registration Form Type:** Radio buttons for **Standard** and **Custom** (selected).
- Registration Fields:** A list of fields including **Country** and **PostalCode**.
- Require Unique Display Name:** A checkbox that is checked.
- Display Name Format:** A text input field containing `[FIRSTNAME] [LASTNAME]`.
- User Name Validation:** An empty text input field.
- Email Address Validation:** A text input field containing a complex regular expression: `^s*[a-zA-Z0-9_%+##&*/=^`{}~](?\.?[a-zA-Z0-9_%+##&*/=^`{}~])*(?{a-z/`.
- Require a valid Profile for Registration:** An unchecked checkbox.
- Use CAPTCHA For Registration:** An unchecked checkbox.
- Redirect After Registration:** A dropdown menu currently showing **About Us**.

Configuring a Custom Registration Form

## Login Settings

Administrators can set login and logout options for the site via the Admin >  **Site Settings** - User Account Settings - Login section. The "Redirect After Login" and "Redirect After Logout" pages can also be different for each language. Note that the "Require a Valid Profile for Login" setting forces users to update their profile if the fields required for a valid profile have changed since their last logged in.

## Site Settings

Basic Settings

Advanced Settings

User Account Settings

Stylesheet Editor

Advanced URL Settings

Collapse All

Registration Settings

Login Settings

Use CAPTCHA For Associating Logins:

☐

Require a valid Profile for Login:

☒

Use CAPTCHA to Retrieve Password

☐

Use CAPTCHA to Change Password

☐

Redirect After Login:

<None Specified>

Redirect After Logout:

<None Specified>

Configuring Login Settings

## Profile Settings

### Configuring Profile Settings

Administrators can configure the default settings for user profile fields via the Admin > **Site Settings** - User Account Settings - Profile Settings section. These defaults can be overridden for each field (See "Managing Profile Fields"). Amongst these settings is the "Redirect Old Profile URL's" setting can redirects old profile URLs to the new custom profile URLs. 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`. The "Vanity URL Prefix" field allows Administrators to specify 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`. Finally


users can be prevented from modifying the visibility of profile fields by deselecting the "Display Profile Visibility" field which removes the Visibility control.

The screenshot shows the 'Site Settings' interface with the 'User Account Settings' tab selected. Under the 'Profile Settings' section, there are four settings:

- Redirect Old Profile URLs:** A checkbox labeled 'Enable' is checked.
- Vanity URL Prefix:** A label with an information icon, followed by a text input field containing 'users' and a suffix '/myVanityURL'. The example text 'awesomecycles.biz' is shown to the left of the input field.
- Default Profile Visibility Mode:** A dropdown menu with 'AdminOnly' selected.
- Display Profile Visibility:** A checkbox is checked.

Configuring Profile Settings

### Adding a New Profile Property

Administrators can add new fields to the Manage Profile page via the Admin >  **Site Settings** - User Account Settings - Profile Settings section. When adding a new field, note that a new or existing "Property Category" can be entered to determine where the field is displayed in the profile. Pre-existing categories are: Name, Address, Contact Info, and Preferences. Also note that if a field is set as required then new users must complete this field and existing users will be prompted to update the field when editing their profile or when they login to the site. Note: The field will only be required at Registration if configured under User Settings. See "Configuring a Custom Registration Form" and See "Configuring the Standard Registration Form".

## Add New Property Details

The first step in setting up a Profile Property Definition is to define the property's details. Enter the details in this page and click "Next" to create the Definition. **Note:** All fields marked with a red asterisk are required.

Property Name: *	<input type="text" value="BikePhoto"/>
Data Type: *	<input type="text" value="Image"/>
Property Category: *	<input type="text" value="Basic"/>
Length:	<input type="text" value="0"/>
Default Value:	<input type="text"/>
Validation Expression:	<input type="text"/>
Required:	<input checked="" type="checkbox"/>
Read Only:	<input type="checkbox"/>
Visible:	<input checked="" type="checkbox"/>
View Order:	<input type="text" value="0"/>
Default Visibility:	<input type="text" value="Members Only"/>

Next

Cancel

Once this information is saved the Manage Localization is presented. Here you can select the language that this localized text will be used for and enter the property name, help, error messages and a new or existing category name. Alternatively, leave blank the "Property Name" field blank to reuse the name entered previously.

## Manage Localization

The next step is to manage the localization of this property. Select the language you wish to update, add text or modify the existing text.

Choose Language: ⓘ English (United States)

Property Name: ⓘ

Property Help: ⓘ

Required Error Message: ⓘ

Validation Error Message: ⓘ

Category Name: ⓘ

Repeat to create localized text for any of the other languages that are enabled on the site.

## Profile Settings

Redirect Old Profile URLs: ⓘ

☒ Enable

Vanity URL Prefix: ⓘ

Enter a prefix for Vanity URLs

















dev-build2.dnndev.local:81/
/myVanityURL

Default Profile Visibility Mode: ⓘ

AdminOnly

Display Profile Visibility: ⓘ

☒

	Name	Category	DataType	Length	Default Value	Validation Expression	Default Visibility	Required	Visible
   	Prefix	Basic	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
   	BikePhoto	Basic	Image	0			MembersOnly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
   	FirstName	Basic	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
   	MiddleName	Basic	Text	50			AllUsers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A newly added Profile Property

### Managing Profile Fields

Administrators can reorder, modify, edit or delete profile property fields via the Admin > 

**Site Settings** - User Account Settings - Profile Settings section. Note: Click the **Refresh Grid** button if the page has been idle for some time and other Administrators or Super Users may have been making updates.



## Profile Settings

Redirect Old Profile URLs: ⓘ

☒ Enable

Vanity URL Prefix: ⓘ

Enter a prefix for Vanity URLs

awesomecycles.biz

users

















/myVanityURL

Default Profile Visibility Mode: ⓘ

AdminOnly

Display Profile Visibility: ⓘ

☒

	Name	Category	DataType	Length	Default Value	Validation Expression	Default Visibility	Required	Visible
   	Prefix	Basic	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
   	BikePhoto	Basic	Image	0			MembersOnly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
   	FirstName	Basic	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
   	MiddleName	Basic	Text	50			AllUsers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Managing Profile Fields

## User Accounts

User Accounts, located on the Admin > User Accounts page, enables the creation and management of registered user accounts and the 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. All users who can view User Accounts can view, filter and search user accounts. Users must be granted Edit permission to add, delete and manage user accounts.

User Accounts

Username

Search

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

All

Online

Unauthorized

Deleted

			Username	Display Name	Address	Telephone	Created Date	Authorized
			Achuff	Renae Achuff			07/27/2014 19:33:37	
			admin	Administrator Account			07/21/2014 18:26:14	
			Aken	Penelope Aken			07/27/2014 19:33:33	
			Akiki	Nyla Akiki			07/27/2014 19:33:33	
			Anzarut	Elliott Anzarut			07/27/2014 19:33:32	
			Arredondo	Wallace Arredondo			07/27/2014 19:33:33	
			Arterburn	Sharie Arterburn			07/27/2014 19:33:35	
			Atchu	Margarite Atchu			07/27/2014 19:33:37	
			Attiyeh	Kyong Attiyeh			07/27/2014 19:33:33	
			Bajur	Catherina Bajur			07/27/2014 19:33:38	
			Baker	Pamelia Baker			07/27/2014 19:33:37	
			Balantine	Chun Balantine			07/27/2014 19:33:32	

1 2 3 4 5 6

Items per page: 20

Page 1 of 6, users 1 to 20 of 102

User Accounts

Related Topics:

- See "Understanding Role Based Access"
- See "Configuring a Custom Registration Form"
- See "Configuring the Standard Registration Form"
- See "Login Settings"
- See "Configuring Profile Settings"
- See "Managing Profile Fields"

Filtering User Accounts

User accounts can be filtered by the first letter of the user's username; by unauthorized user accounts only; by deleted users who no longer have access to their user account however their account information has not yet been removed; and by Online status which displays the users who are currently logged in to this site. This filter is integrated with Users Online which must be enabled by a Super User to use this filter.

User Accounts

Username

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

Username	Display Name	Address	Telephone	Created Date	Authorized
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	✓

1

Items per page: 10

Page 1 of 1, users 1 to 8 of 8

Filtering User Accounts

## Searching User Accounts

User accounts can be searched for using a wide range of account details. Searches can be made on name, address and contact fields for exact matches and all or part of the beginning of the field. For the Street field the street number must be included. E.g. entering "1 Jack" will return "1 Jack Street" and "1 Jackson Street"; however entering "Jack Street" will not return any Jack Street addresses. Biography searches can be made for both exact matches and text that matches the beginning of a word. Exact match searches are required for the Email, IM and Website fields. E.g. If the user's website is entered as www.domain.com, searching on domain.com will not return a match.

User Accounts

ma

Username

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

Username	Display Name	Address	Telephone	Created Date	Authorized
Mandy Emerson	Mandy Emerson	N/A		02/10/2014 14:54:41	✓
Matthew Underwood	Matthew Underwood	N/A		02/10/2014 15:00:04	✓

1

Items per page: 10

Page 1 of 1, users 1 to 2 of 2

Searching for a User Account

## Adding a User Account

New user accounts can be to the site by clicking the **Add New User** button on the Admin > User Accounts page. Account details required include a unique username that (typically) cannot be changed and a display name which is the name that is displayed to other site members.

The account can be authorized upon creation which will automatically provide access to the Registered User role and any roles set for Auto Assignment. Alternatively the account can be created without authorization which will prevent the new user from accessing registered user areas of the site until the account is authorized by an Administrator. In addition the user can be notified of the account registration by email or notification can be sent at a later time if desired.

A random password will be generated by default, or a password can be manually entered.

Note 1: The site may be set to required unique passwords or users may need to fulfill certain criteria such as minimum character length. If the password doesn't meet the site's criteria, a new password will be requested. Note: A feature exists that requires users to answer a question to retrieve their password adding or edit users however this feature has been disabled in the default setup.

My Website > User Accounts > Edit User Accounts

Add New User

User Name: \* ⓘ Christine Lewis ✓

Display Name: \* ⓘ Chrissie ✓

Email Address: \* ⓘ c.lewis@domain.com ✓

Authorize: ⓘ ☒

Notify: ⓘ ☒

Optionally enter a password for this user, or allow the system to generate a random password

Random Password ⓘ ☐

Password: \* ⓘ ..... ✓  
Strong

Confirm Password: \* ⓘ ..... ✓

Add New User

Cancel

Adding a User Account

### Authorizing/Unauthorizing a User Account

User accounts can be authorized or unauthorized by clicking the **Authorize User / UnAuthorize User** button located on the Manage Account tab when editing a user account.

My Website > User Accounts > Edit User Accounts

Manage Account
Manage Roles for this User
Manage Password
Manage Profile

Edit User - Daniel.Daewoo (Id: 5)

User Name: i Daniel.Daewoo
Display Name: \* i Daniel.Daewoo
Email Address: i \* Daniel.Daewoo@domai


Update
Delete

Created Date: i 9/24/2013 3:41:59 PM
Last Login Date: i 9/24/2013 3:41:59 PM
Last Activity i 9/25/2013 4:17:38 PM Date:
Last Password i 9/24/2013 3:41:59 PM Change:
Last Lock-out i Never Date:
User Is Online: i False
Locked Out: i False
Authorized: i False
Update i False Password:
Deleted: i False


Authorize User
Force Password Change

Authorizing a User Account

### Editing a User Account

The details of a user account can be edited by clicking the **Edit**  button beside their record on the Admin > User Accounts page.

### Deleting a User Account

User accounts can be "soft deleted" from a site by clicking the **Delete**  button beside a user record. This removes their site access whilst retaining the account information. **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.

User Accounts

Username

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

			Username	Display Name	Address	Telephone	Created Date	Authorized
			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	✓

1
Items per page: 10
Page 1 of 1, users 1 to 7 of 7

Add New User Remove Deleted Users Delete Unauthorized Users

### Deleting a User Account

The soft deleted account now displays with a strikethrough across the record. Soft deleted accounts can be restored at any time.

User Accounts

Username

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

			Username	Display Name	Address	Telephone	Created Date	Authorized
			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	✓
			<del>Reginald Watson</del>	<del>Reginald Watson</del>	N/A		02/10/2014 15:00:29	
			Silvia	Silvia Toombs	N/A		02/10/2014 15:00:52	✓

1
Items per page: 10
Page 1 of 1, users 1 to 7 of 7

Add New User Remove Deleted Users Delete Unauthorized Users

### A deleted User Account

## Deleting Unauthorized User Accounts

Unauthorized user accounts can be deleted in a single batch to quickly reduce the number of unverified or inactive accounts. To view the accounts that will be deleted, click the [Unauthorized](#) link to view a list of unauthorized users before deleting them and then click the **Delete Unauthorized Users** button to permanently delete these unauthorized account.

The screenshot shows a web interface for managing user accounts. At the top, there's a search bar with a text input and a 'Search' button. Below the search bar is a navigation menu with links: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, All, Online, **Unauthorized** (circled in red), and Deleted. Below the navigation menu is a table with columns: Username, Display Name, Address, Telephone, Created Date, and Authorized. The table contains two rows of data. At the bottom of the interface, there are three buttons: 'Add New User', 'Remove Deleted Users', and **Delete Unauthorized Users** (circled in red).

			Username	Display Name	Address	Telephone	Created Date	Authorized
			Daniel.Daewoo	Daniel.Daewoo			09/24/2013 15:41:59	<input type="checkbox"/>
			Elizabeth.Dunn	Elizabeth.Dunn			09/24/2013 15:41:39	<input type="checkbox"/>

Deleting Unauthorized User Accounts

## Forcing a Password Change

Administrators can force a user to change their password the next time they login to the site by clicking the **Force Password Change** button located on the Manage Account tab when editing a user account.

## Managing a User Profile


A user's profile can be completed and managed on the Manage Profile tab when editing a user account. See "Completing a User Profile".

## Managing a User's Password

A user's password can be changed or reset on the Manage Profile tab when editing a user account. The "Send Password Reset Link" feature sends a password reset message to the user's email address that allows the user to reset their password anytime within the next 24 hours.



## Managing Role Access

A user's role access can be managed by clicking the **Manage Roles**  button beside the required user account. From here roles can be added by choosing the required role and optionally setting access to begin and/or expire on specific dates. If the role is also social group, the user can be made an owner of the social group. Modifications to existing role access, such as changing the access date range, can be made by entering and adding the new information which will then override any existing settings for that role.

**My Website > User Accounts > User Roles**

**Manage Roles for User: Reginald Watson**

Security Role ⓘ  
Safe Cycling Group


Effective Date ⓘ  
1/1/2015

Expiry Date ⓘ  
12/31/2015

Is Owner ⓘ  
☐

Add Role to User

☒ Send Email?

	Security Role	Effective Date	Expiry Date	Is Owner
	Registered Users			
	Subscribers			

Page 1 of 1

First Previous Next Last

Close

Adding a User to a Role

Access to a role can be removed by clicking the **Delete**  button beside the role. A notification email can optionally be sent to the user.

**My Website > User Accounts > User Roles**

**Manage Roles for User: Reginald Watson**

Security Role ⓘ  
Administrators

Effective Date ⓘ

Expiry Date ⓘ

Add Role to User

☒ Send Email?

	Security Role	Effective Date	Expiry Date
	Registered Users		
	Subscribers		
	Safe Cycling Group	1/1/2015	12/31/2015

Page 1 of 1

First Previous Next Last

Close

### Removing Deleted User Accounts

User accounts that have been "soft" deleted can be permanently deleted by clicking the **Remove** button beside an individual or by clicking the **Remove Deleted Users** button to remove all deleted users. This will permanently delete all information related to this account from the site's database.

User Accounts

User Deleted Successfully

Username

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

			Username	Display Name	Address	Telephone	Created Date	Authorized
			admin	Administrator Account			08/26/2013 14:35:51	
			Daniel.Daewoo	Daniel.Daewoo			09/24/2013 15:41:59	
			Danielle.Bronte	Danielle Bronte			09/25/2013 16:52:09	
			Danielle.Chatfield	Danielle Chatfield			09/25/2013 16:58:38	
			Elizabeth.Dunn	Elizabeth.Dunn			09/24/2013 15:41:39	


Add New User

Remove Deleted Users

Delete Unauthorized Users

Removing Deleted User Accounts

## Restoring a Deleted User Account

User accounts that have been deleted but not removed from the site can be fully reinstated by clicking the **Restore**  button beside the user record.

User Accounts

User Deleted Successfully

Username

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

			Username	Display Name	Address	Telephone	Created Date	Authorized
			admin	Administrator Account			08/26/2013 14:35:51	
			Daniel.Daewoo	Daniel.Daewoo			09/24/2013 15:41:59	
			Danielle.Bronte	Danielle Bronte			09/25/2013 16:52:09	
			Danielle.Chatfield	Danielle Chatfield			09/25/2013 16:58:38	
			Elizabeth.Dunn	Elizabeth.Dunn			09/24/2013 15:41:39	<input type="checkbox"/>

Add New User

Remove Deleted Users

Delete Unauthorized Users

Restoring a Deleted User Account

## Configuring User Account Settings

User Accounts Settings can be configured to set layout and the user account fields that are displayed. Here the First Name, Last Name, Email and Last Login columns can be set to display on the page. The Username, Display Name, Address, Telephone, Created Date and Authorized columns are displayed by default. User Accounts can be set to display all records by default, just those starting with the first letter (e.g. "A" if there are uses with this username) or all accounts can be hidden by default. The Manage Users section can be configured to use a combo box that displays all usernames alphabetically in a drop down list or using a text box where the username can be entered and then validated as correct. Note: These settings can also be managed using the Security Roles module.

**My Website > User Accounts > Module**

Module SettingsPermissionsPage SettingsUser Account Settings

Show First Name Column: ⓘ☐

Show Last Name Column: ⓘ☐

Show Name Column: ⓘ☒

Show Email Column: ⓘ☐

Show Address Column: ⓘ☒

Show Telephone Column: ⓘ☒

Show Authorized Column: ⓘ☒

Show Created Date Column: ⓘ☒

Show Last Login Column: ⓘ☐

Default Display Mode: ⓘ

All

Display Manage Services: ⓘ☒

Users per Page: ⓘ

10

Users display mode in Manage Roles: ⓘ

Combo

UpdateDeleteCancel

Configuring User Account Settings

## Advanced Settings

### Advanced Configuration Settings

The Advanced Configuration Settings (Admin > Advanced Settings > Advanced Configuration Settings) section provides Administrators with an alternative location where they can change

the Themes and Containers applied to the current site, setup site email and install language packs, authentication systems, providers and optional modules.

**Advanced Configuration Settings**

Themes & Containers

SMTP Server

Language Packs

Authentication Systems

Providers

Optional Modules

**Theme Basics**

Theme Type: ⓘ

☒ Host ☒ Site

Themes ⓘ

Gravity

Containers ⓘ


Gravity


Apply To:


☒ Site ☒ Edit


**Themes**


This set of themes cannot be deleted because it is being used

  
2-col  
Preview Apply

  
3-col-social  
Preview Apply

  
3-col  
Preview Apply

  
404skin  
Preview Apply

  
groups  
Preview Apply

Advanced Configurations Settings page for Super Users

Administrators can also use this page; however their access is limited to viewing and changing the themes and containers applied to their site.

Advanced Configuration Settings

Themes & Containers

Theme Basics

Theme Type: ⓘ

☒ Host
☒ Site

Themes ⓘ

Gravity

Containers ⓘ

Gravity

Apply To:

☒ Site
☒ Edit

Themes

This set of themes cannot be deleted because it is being used

2-col

Preview

Apply

3-col-social

Preview

Apply

3-col

Preview

Apply

404skin

Preview

Apply


groups

Preview

Apply

Advanced Configurations Settings page for Administrators

## 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 a pre-configured list of common profiles or from scratch. Device Preview Management cannot be added to site pages.

Device Preview Management

Visible By Administrators Only

Create New Device Preview

Device Name \*

Width \*

Height \*

User Agent \*

Create

			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

## Device Preview Management

### Adding a Preview Profile

Administrators can add new preview profiles to Device Preview Management. A full list of device names with existing profiles can be viewed by clicking on the "Device Name" field, or Administrators can alternatively, begin typing the name of the required device to filter the list and then make a selection. Once a selection has been made from the pre-existing options the width, height and user agent fields are all populated with the correct information. If the device required is not listed then the device name and details can be manually entered. Once the new profile is added the **Drag and Drop** button can be used drag it to a new position in the list.



Device Preview Management

Visible By Administrators Only

Create New Device Preview

Device Name \*

Samsung Galaxy S3

Width \*

720

Height \*

1280

User Agent \*
















Mozilla/5.0 (Linux; U; Android 4.0.4; en-gb; SAMSUNG GT-I9300/I9300BUALE6 Bui

Create

Adding a Preview Profile


## Managing Preview Profiles

Administrators can edit, move and delete preview profiles using the icons displayed beside each profile.

			Device Name	Width	Height	USER AGENT
			Samsung Galaxy S3	720	1280	Mozilla/5.0 (Linux; U; Andro AppleWebKit/534.30 (KHTML
			HTC One X	720	1280	Mozilla/5.0 (Linux; Android Gecko) Chrome/18.0.1025.
			iPhone 5	640	1136	Mozilla/5.0 (iPhone; CPU iF Gecko) Version/6.0 Mobile/
			Google Nexus 4	768	1280	Mozilla/5.0 (Linux; Android Gecko) Chrome/18.0.1025.
			Samsung Galaxy Note 2	720	1280	Mozilla/5.0 (Linux; U; Andro

Managing Preview Profiles

## Extensions (Admin)

The Admin > Advanced Settings >  **Extensions** page allows Administrators to view and manage installed extensions and determine which extensions are in use on the site. For

security reasons, the Extensions module can be only added to site pages by a Super User. Once added to a site page, users who have been granted view permission can view the list of installed extensions. Users who have been granted edit rights to the 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. Only Administrators can set module deployment permissions.









Extensions

Installed Extensions

Expand All

This application contains an Update Service which displays an icon when a new version of an Extension is available. The icon displayed will contain a visual indication if a currently installed Extension contains a potential security vulnerability. If a security vulnerability is identified, it is highly recommended that you upgrade to the newer version of the Extension. Clicking the icon will redirect you to a location where you will be able to acquire the Extension for immediate installation.


Modules

	Name	Description	Version	In Use	Upgrade?	
	AdvancedSettings		1.0.0	Yes		
	Authentication	Allows you to manage authentication settings for sites using Windows Authentication.	7.1.0	No		
	Banners	Banner advertising is managed through the Vendors module in the Admin tab. You can select the number of banners to display as well as the banner type.	7.1.0	No		
	Configuration Manager		7.1.0	No		

## Related Topics:

- See "Viewing Added To Pages Module Settings"

## Configuring Default Authentication


The DNN default authentication system (also called Default Authentication) can be enabled and the associated authentication settings, such as the CAPTCHA security code can be configured using the Admin > Advanced Settings >  Extensions page. **Important.** Do not dis-


able DNN authentication until one or more alternative authentications systems have been enabled. Administrations can configure this feature by editing Default Authentication systems.

**My Website > Extensions > Edit Extension > Default Authentication**

**Authentication Settings** ^

This editor allows you to configure the Authentication Provider.

Enabled?  ☒

Use Captcha?  ☐

**Update Authentication Settings**


Configuring Default Authentication

**User Log In**

Username:

Password:

Security Code



Enter the code shown above in the box below

☐ Remember Login

DNN authentication with CAPTCHA enabled

### Configuring External Authentication

Administrators can allow users to login to DNN using their existing Facebook, Google, Windows Live and/or Twitter credentials by enabling and configuring one or more of these authentication systems via the Admin > Extensions page.

Prerequisite. An authentication account must be created for each of the external sites to obtain the App ID and App Secret required for configuration. Each authentication system to be used must be installed by a Super User .

Note: When using Google authentication be sure to add the site's login page to the redirect URLs section on the Google API Console. URLs for multi-language sites must also be added. E.g. <http://www.domain.com/de-de/login>.

**My Website > Extensions > Edit Extension > DotNetNuke Live Authentication Project**

**Authentication Settings** ^

This editor allows you to configure the Authentication Provider.

APP ID ⓘ

1834823403474387

APP Secret ⓘ

8711324ufxcv8e11i9339

Enabled ⓘ

☒

Update Authentication Settings

Configuring Window Live Authentication

Related Topics:

- See "Logging in with External Accounts"

### Setting DNN Active Directory Authentication

Users to login to DNN using Active Directory. Administrators can enable this feature by editing and enabling the Active Directory authentication system (DNN\_ActiveDirectoryAuthentication) via the Admin > Extensions page. This authentication system uses the Windows Active Directory authentication protocol to authenticate users. A range of options can be set for active directory including synchronizing the user's role with the Windows Active Directory security group each time user logs on, allowing or preventing Active Directory users from log into the DNN site

until an account is created. If an "Email Domain" is entered this will be used for user email when the network doesn't have Windows Active Directory, however it is recommended that this field is left blank. Enter a "Default Domain" to enable users to login with just their username instead of DOMAIN\Username. In the "Auto-login IP Address IP" field you can optionally enter a string, address, or range separated by semicolons to automatically log in (E.g.: 192.168.0.1-192.168.0.100 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.

Note: Delegation is the recommended type of authentication.

When completing the root domain details, enter the Root Domain in the format `domain.com` or `DC=domain,DC=com` or leave blank to obtain Active Directory objects from root forest. You can also choose to explicitly define the Organizational Unit (OU) that users are authenticated against. Once the Organizational Unit is defined, 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 to validate against must be listed first. (E.g. "OU=Admin Users,OU=All Users,DC=domain,DC=com" – which will only validate Admin Users as authenticated.)

### Viewing Package Settings

The package settings of any extension can be viewed by editing the extension on the Admin > Extensions page. Package Settings provide detail such as the friendly name, description, version, license, release notes, owner, organization name and contact details.

**My Website > Extensions > Edit Extension > Banners**

Module Settings

Package Settings

Name: ⓘ

DotNetNuke.Banners

Type: ⓘ

Module

Friendly Name: ⓘ

Banners

Icon File: ⓘ

banners.png

Description: ⓘ

Banner advertising is managed through the Vendors module in the Admin tab. You can select the number of banners to display as well as the banner type.

Version: ⓘ

7.1.0

License: ⓘ

Release Notes: ⓘ

Owner: ⓘ

DotNetNuke

Organization: ⓘ

DotNetNuke Corporation

URL: ⓘ

Email Address: ⓘ

support@dotnetnuke.com

Cancel

Viewing Package Settings for an Extension

### Setting Permissions to Deploy a Module

Administrators can edit an installed module and assign permissions to deploy (add) the module to a page via the Admin > Extensions page. Permissions can be granted to one or more roles or individual users.

**My Website > Extensions > Edit Extension > Banners**

---

**Module Settings**

In this section you can set deploy permissions for this module. Clicking a checkbox twice will make sure users in that role cannot put this module on a page (Deny Permission).

Filter By Group: < Global Roles > ☐ Select Role: Subscribers ☐

Role	Deploy Module	Actions
Administrators	<input checked="" type="checkbox"/>	
All Users	<input type="checkbox"/>	
Registered Users	<input type="checkbox"/>	

User	Deploy Module	Actions
Elizabeth Dunn	<input checked="" type="checkbox"/>	

Display Name:

Setting Permissions to Deploy a Module

## 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.

Currently, some of the major feature points include:

- **Analytics Intelligence:** Google Analytics monitors reports and automatically alerts users of significant changes in data patterns.
- **Flexible Customization:** Get the data required, organized to personal requirements using custom reports, custom variables, and a flexible tracking API.
- **E-Commerce Tracking:** Trace transactions to campaigns and keywords, get loyalty and latency metrics, and identify revenue sources.

- **Goals:** Track sales and conversions. Measure the site engagement goals against defined threshold levels.
- **Mobile Tracking:** Track web-enabled phones, mobile websites and mobile apps.
- **Data Export:** API Integrate business information and develop applications that access Google Analytics data.
- **Advance Analysis Tools:** Perform advanced data analysis with pivot tables, filtering and multiple dimensions. Discover new trends and insights with motion chart visualizations.
- **Benchmarking:** Find out whether the site usage metrics under-perform or outperform industry competitors.

The screenshot shows the Google Analytics configuration interface. It includes a 'Tracking ID' field with the value 'UA-12345667-1', a 'URLParameter' field containing a JavaScript snippet for setting the account and tracking preview, and a 'Track For Administrators?' checkbox which is checked. An 'Update' button is located at the bottom left.

**Google Analytics**

Tracking ID ⓘ UA-12345667-1

URLParameter: ⓘ

```
<script type="text/javascript">
var-gaq= gaq || [];
-gaq.push(['_setAccount', UA-12345667-1]);
_gaq.push(['_trackPreview']);
</script>
```

Track For Administrators?: ⓘ ☒

**Update**

Google Analytics

Related Topics:

- See "Search Engine SiteMap"
- See "Taxonomy"

### Signing Up for Google Analytics

How to sign up for a Google Analytics account.

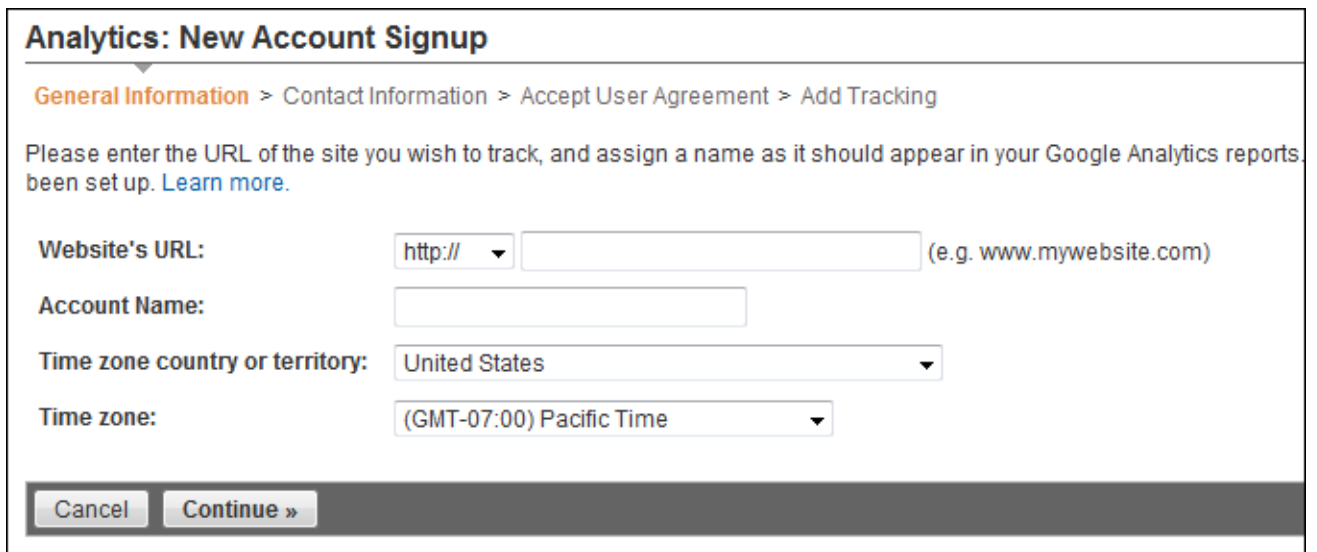
1. Go to <http://www.google.ca/analytics/>, click the Sign Up Now link and follow the prompts. On the Google Analytics dashboard, create an account for the site. There are



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 required, along with the Contact Information and User Agreement pages.



The screenshot shows the 'Analytics: New Account Signup' page. At the top, there's a breadcrumb trail: 'General Information > Contact Information > Accept User Agreement > Add Tracking'. Below this, a message says: 'Please enter the URL of the site you wish to track, and assign a name as it should appear in your Google Analytics reports. been set up. [Learn more.](#)'. The form contains four fields: 'Website's URL:' with a dropdown set to 'http://' and a text box; 'Account Name:' with a text box; 'Time zone country or territory:' with a dropdown set to 'United States'; and 'Time zone:' with a dropdown set to '(GMT-07:00) Pacific Time'. At the bottom, there are 'Cancel' and 'Continue »' buttons.

3. Once completed, the user will end up on the "Add Tracking" page, which should resemble something similar to the below image. The most important piece of information on this page is the Tracking ID, based on the above screen shot our new Tracking ID is: "UA-17965093-1". Copy this down in a safe place.

### Analytics: Tracking Instructions

General Information > Contact Information > Accept User Agreement > **Add Tracking**

**Standard** **Advanced** Custom

#### 1 What are you tracking?

☒ **A single domain (default)**  
Domain:

☐ One domain with multiple subdomains

☐ Multiple top-level domains

---

☐ I want to track AdWords campaigns

#### 2 Paste this code on your site

Copy the following code, then paste it onto every page you want to track

```
<script type="text/javascript">

var _gaq = _gaq || [];
_gaq.push(['_setAccount', 'UA-17965093-1']);
_gaq.push(['_trackPageview']);

(function() {
  var ga = document.createElement('script'); ga
  ga.src = ('https:' == document.location.protocol
  var s = document.getElementsByTagName('script')
  }) ();

</script>
```

## Existing Users

- Existing users should see their account on the home page of Google Analytics, something similar to this image:

**Overview: all accounts**

Jul 12, 2010 - Aug 11, 2010  
Comparing to: Jun 11, 2010 - Jul 11, 2010

Day Week Month Year

Accounts						+ Add new account	
Name↑	Visits	Avg. Time on Site	Bounce Rate	Completed Goals	Visits % Change	Actions	
http://www.awesomecycles.biz	9	00:00:00	11.11%	0	↑ 350.00%	Edit	
http://www.awesomecycles.com	0	00:00:00	0.00%	0	N/A		
http://www.awesomecycles.net	0	00:00:00	0.00%	0	N/A	Edit	


Find account: 
Show rows: 10 1 of 1

- Under the **Name** field, click the relevant Domain to start tracking. It should switch over, and now the Name field includes the URL along with the tracking code to the right.

All Starred					
Website Profiles					
Name↑	Reports	Status	Visits	Avg. Time on Site	Bou
h UA-78805-1					
☆ Website	View report	✓	9	00:00:00	
Find profile: <input type="text"/>					
<b>Add Website Profile»</b> A profile allows you to track a website and/or create different views of the reporting data using filters. <a href="#">Learn more</a>			<b>User Manager»</b> <b>Number of Users: 1</b> Add or edit Users. <a href="#">Learn more</a>		

- The tracking code in this example is "UA-78805-1" as shown above. Copy this down into a safe place. Google Analytics can now be configured on the site. See "Configuring Google Analytics"

### Configuring Google Analytics

Administrators can configure Google Analytics for their site via the Admin > Advanced Settings >  Google Analytics page. Configuration can also be performed by users who have been granted Edit Module permissions to a Google Analytics module that has been added to a site page. Analytics tracking can be set to include or exclude Super User and Administrator activities. A JavaScript code fragment that will be passed as a parameter to the page tracker can also be added to customize the value tracked in Google Analytics instead of the default location.

Prerequisite. A Google Analytics account. Sign up at <http://www.google.com/analytics>.

**Google Analytics**

Tracking ID ⓘ

UA-12345667-1

URLParameter: ⓘ

```
<script type="text/javascript">

var-gaq= gaq || [];
_gaq.push(['_setAccount', UA-12345667-1]);
_gaq.push(['_trackPreview']);
```


Track For Administrators?: ⓘ

☒

Update

Configuring Google Analytics

## Languages


The Language Management (Admin > Advanced Settings >  Languages) page allows Administrators to set up a multi-language site, manage language translations and manage language files.

This section of the user manual provides information on using the Language Editor and some additional language settings. All other language related topics are covered in the "Multi-Language Sites" section.

The Language Management page allows users to perform the following tasks:

- Enable multiple languages (cultures). See "Enabling a Language".
- Manage the languages files (such as the welcome email message sent to new users) associated with a site. See "Language Editor".
- Create site content in multiple languages (cultures). See "Content Localization"

Five languages (German, French, Spanish, Italian and Dutch) are provided with the default installation of DNN and a large section of language packs are available from the DNN Store (<http://store.dnnsoftware.com/>). Super Users can install, create and manage languages and language localization.

In addition to the functionality available on the Admin >  Languages page, the Languages module can be added to a site page to allow authorized users to translate the site content.



















Languages

Languages

Content Localization

Settings

Disable Localized Content

Culture	Enabled *	Edit	Static Resources				Content Localization		
			System	Host	Site		Active *	Publish *	
 English (United States) **	<input checked="" type="checkbox"/>					12	<input checked="" type="checkbox"/>		
 German (Germany)	<input checked="" type="checkbox"/>					11 92%	4 30%	<input checked="" type="checkbox"/>  	
 Spanish (Spain)	<input checked="" type="checkbox"/>								

\* - A language must be enabled before it can be activated and it must be deactivated before it can be disabled

\*\* - The default site language cannot be deactivated or disabled

The Languages page

Related Topics:

- See "Language Editor"

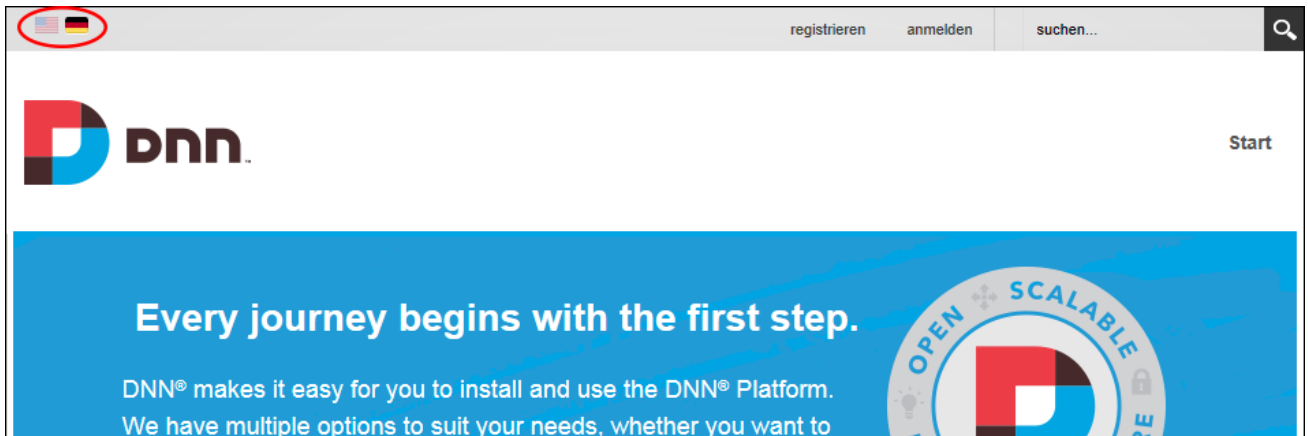
### Creating a Multi-Language Site

DNN sites come with multi-language capabilities that allow users to view the DNN application in their preferred language. When a user chooses a language, all of the field names within the DNN application are changed to that language. This allows users to perform tasks such as registering for and maintaining their user account in their preferred language and allows Administrators to view the ControlBar and all Admin pages in their preferred language. A multi-language site can be easily created without any multi-language skills. It is important however to understand that a multi-language site is different from a translated site which requires translators to translate the unique module content that has been added to the site into other languages.

To create a multi-language site, first a Super User must install the required languages. Once languages are installed, an Administrator can enable the languages required for the site (See

"Enabling a Language"). Finally an Administrator can choose to change the default site language to a language other than the original language. See "Setting the Default Site Language"


Once these steps are complete, site visitors will be able to switch the site to their preferred language. See "Changing the Site Language"



Once a secondary language is enabled, Administrators can customize these site settings for each language:

- Site Marketing: See "Site Details" and See "Setting the Site Appearance"
- Site Appearance: See "Setting the Site Design"
- Site Page Management: See "Setting the Home Page", See "Setting the Login Page", See "Setting the Registration Page", See "Setting the Search Results Page" and See "Setting the Splash Page"
- Login and Registration: See "Login Settings", See "Configuring a Custom Registration Form" and See "Configuring the Standard Registration Form"

### Disabling Localized Content

Localized content can be disabled at any time by clicking the **Disable Localized Content** button located on the Admin > Advanced Settings >  Languages page or on any Languages module. This permanently deletes all localized content and any translations. Disabling is provided as a way for Administrators to try out content localization before using it on their site.

DNN Platform users (including unauthenticated users) must be granted Edit Module permissions to perform this task.

### Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages
Content Localization
Settings

Disable Localized Content

Culture	Enabled *	Edit	Static Resources Site	Content Localization	Active *	Publish *
English (United States) **	<input checked="" type="checkbox"/>				0	
Spanish (Spain)	<input checked="" type="checkbox"/>					
German (Germany)	<input checked="" type="checkbox"/>					
French (France)	<input type="checkbox"/>					
French (Canada)	<input checked="" type="checkbox"/>					

\* - A language must be enabled before it can be activated and it must be deactivated before it can be disabled  
\*\* - The default site language cannot be deactivated or disabled

Disabling Localized Content

## Enabling a Language

Languages can be enabled or disabled by Module Editors by modifying the check box in the "Enabled" column displayed beside each language on the Admin > Advanced Settings > Languages or on a Languages module. This field can be updated regardless of whether content localization has been enabled. The default language cannot however be disabled and at least one language must be enabled at all times. DNN Platform users (including unauthenticated users) must be granted Edit Module permissions to perform this task.

Prerequisite. More than one language must be installed on the site by a Super User.













Once two or more languages are enabled on a site, users can set their preferred locale on their user profile ([See "Completing a User Profile"](#) ) and unique settings can be configured for each language via the Site Settings page.

### Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

Settings

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 German (Germany)	<input checked="" type="checkbox"/>		
 French (France)	<input type="checkbox"/>		
 Spanish (Spain)	<input type="checkbox"/>		

\*\* - The default site language cannot be disabled

### Setting the Default Site Language

Installed languages can be set as the default site language by modifying the Language Settings. The default site language is allocated to site members upon registration, or whenever the locale they have chosen becomes unavailable. Note: Changing the default language doesn't update the language allocated to existing users.



## Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

Settings

System Default: English (United States)

Site Default: English (United States) ▼

Enable Language Parameter in URLs?

Enable Browser Language Detection?

Allow users to choose interface language?

Deutsch (Deutschland)

English (United States)

Español (España, alfabetización internacional)

français (France)

Update

Note: If a disabled language was selected it will now be enabled. The default site language is now updated on the Languages tab and cannot be disabled.

## Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

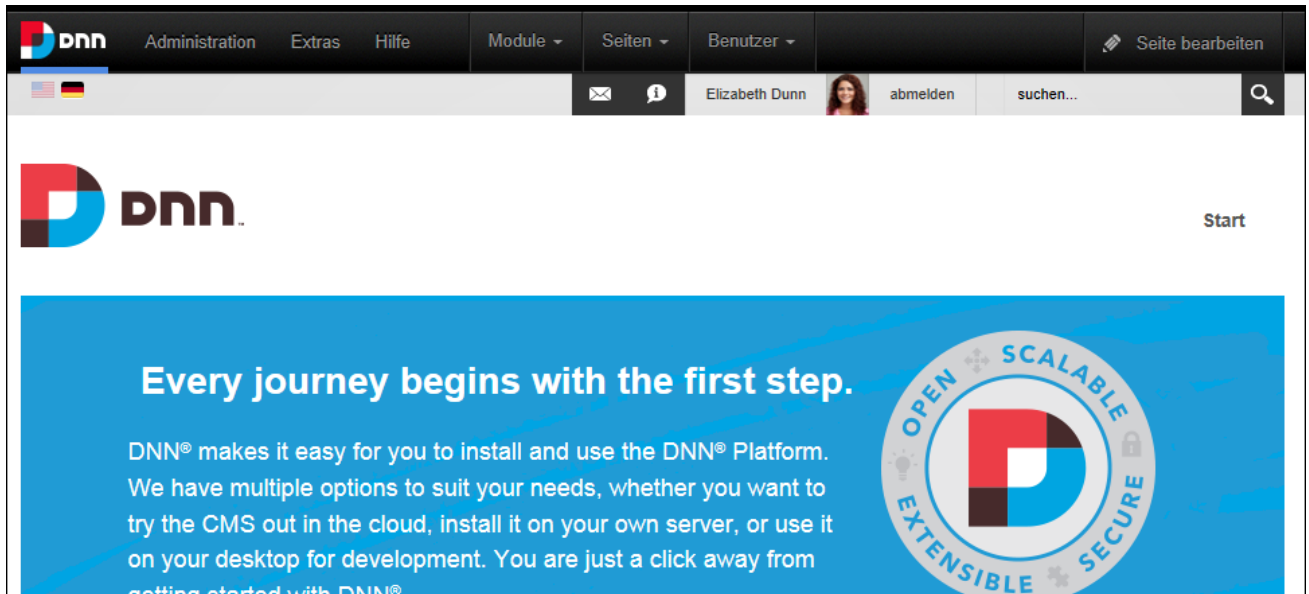
Languages

Settings

Culture	Enabled	Edit	Static Resources Site
English (United States)	<input checked="" type="checkbox"/>		
German (Germany) **	<input checked="" type="checkbox"/>		
Spanish (Spain)	<input type="checkbox"/>		
French (France)	<input type="checkbox"/>		

\*\* - The default site language cannot be disabled

The below image shows German language set as the site default language. Note the German flag is highlighted and the Control Panel, search and user profile sections are in German language.




### Enabling Browser Language Detection

Module Editors can enable the site to detect the language being used by a site visitor's Web browser. If the visitor's language is enabled on the site then this setting allows the site to switch to that language. This feature can be enabled or disabled by modifying the "Enable Browser Language Detection?" field on the Languages settings page.

## Language Management

Languages

Settings

System Default: ⓘ  English (United States)

Site Default: ⓘ 

English (United States) ▼

☒ Native Name ☐ English Name

Enable Language Parameter in URLs? ⓘ ☒

Enable Browser Language Detection? ⓘ ☒

Allow users to choose interface language? ⓘ ☒

Update

Enabling Browser Language Detection

### Language Editor

Authorized users can modify the resource files associated with each language using the Language Editor that can be accessed using the Languages module. The Language Editor lists each of the resource files associated with a language and is divided up into Local Resources, Global Resources and Site Templates. The Local Resources folder includes files that are related to specific Admin controls, modules (desktop modules), controls, installation, and Host themes. The Global Resources folder includes files that are used across the site. This is divided into Exceptions, GlobalResources, SharedResources and WebControls. The Site Templates folder lists the files within each site template.

The GlobalResources sub-section is the place where the files that you will most likely want to edit, such as user messages, error messages, site messages, can be found. Commonly edited files include:

- MESSAGE\_LOGIN\_INSTRUCTIONS: Login instructions that can be displayed on the Account Login module.
- EMAIL\_PASSWORD\_REMINDER: The message sent to users when they request a password reminder.

- MESSAGE\_PORTAL\_PRIVACY: The Privacy Statement for the site.
- MESSAGE\_PORTAL\_TERMS: The Terms of Use statement for the site.
- MESSAGE\_REGISTRATION\_INSTRUCTIONS: Displays a message on the Registration page to assist site visitors with registration.
- MESSAGE\_RETRIEVEPASSWORD\_INSTRUCTIONS: The Retrieve Password instructions that are displayed to a user when a question and answer is required to modify or retrieve their password.

**Awesome Cycles > Home**

We are so glad you have decided to join the Awesome Cycles website. Just complete the following field and then you can begin your awesome journey!

*\*Note: Membership to this website is Private. Once your account information has been submitted, the Website Administrator will be notified and your application will be subjected to a screening procedure. If your application is authorized, you will receive notification of your access to the website environment. All fields marked with a red asterisk are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)*

User Name: \* ⓘ

Password: \* ⓘ

Confirm Password: \* ⓘ

Display Name: \* ⓘ

Email Address: \* ⓘ


Example of Registration Instructions


The following types or resource files can be edited using the Language Editor:

- **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, or permission to deploy modules.
- **Error Messages:** Messages that appear when an error occurs. For example, when a letter is entered into a field that only accepts numbers.

- **Email Messages:** Messages that are sent when a user 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.
- **Help:** The help text associated with field labels.
- **Text:** The text of field names and labels.

## Editing Language Files

Module Editors can edit the language files associated with a language pack via the Admin > Advanced Settings >  **Languages** or using a Languages module.
















Edit files by clicking the **Edit**  button in the **Static Resources** column beside the language to be edited. This displays the GlobalResources file ready for editing. Note: This is the place where the most commonly edited files such as the Privacy Statement and Terms of Use are located.

### Languages

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.


Languages
Settings

Enable Localized Content

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Spanish (Spain)	<input checked="" type="checkbox"/>		
 German (Germany)	<input checked="" type="checkbox"/>		
 French (France)	<input type="checkbox"/>		
 French (Canada)	<input checked="" type="checkbox"/>		

\*\* - The default site language cannot be disabled

Locate the resource file to be edited. A simple way to do this is to use Find (Ctrl + F) feature on your website browser and type in all or part of the name of the file you are looking for. Note: If Paging is enabled then the file may be located on a subsequent page. In this example login instructions will be added to the Account Login module.

Edit the text displayed in the **Localized Value** text box or click the **Edit**  button to use the Rich Text Editor. When entering new text into the RTE ensure the necessary replacement tokens displayed at Default Value are included and then click the **Update** button.

To edit other file types, navigate to and select the file using the **Resources** folder list. Here you can choose between:

- **Local Resources:** Files which are related to specific Admin controls, modules (desktop modules), controls, installation and Host themes.
- **Global Resources:** Files that are used across the site. This is divided into GlobalResources and SharedResources. This is the location of the system messages that are sent to users, error messages, site messages, etc.

My Website > Languages > Language Editor

Default Value

Localized Value

Resource Name: MESSAGE\_LOGIN\_INSTRUCTIONS.Text

Note: You will only need to enter your veri

Resource Name: MESSAGE\_PORTAL\_PRIVACY.Text

<div align="left">  
<p>[Portal:PortalName] is  
committed to protecting your privacy  
and developing technology  
that gives you the most powerful  
and safe online experience. This

<div align="left">  
<p>[Portal:PortalName] is  
committed to protecting your privacy  
and developing technology  
that gives you the most powerful  
and safe online experience. This  
Statement of Privacy

Resource Name: MESSAGE\_PORTAL\_TERMS.Text

Save Resource File

Delete Resource File

Return

Optionally edit the subject associated with an email message by editing the associated Subject resource file that will be listed above the Body resource file and then click the **Save Resource File** button.

### User Log In

Username:

Password:

Note: You will only need to enter your verification code one time.

Login



☐ Remember Login

Register

Reset Password

Adding login instructions to Account Login

### Deleting Language Files

Module Editors can delete a resource file from a language pack via the Admin > Advanced Settings >  **Languages** or using a Languages module. Delete files by clicking the **Edit**  button in the **Static Resources** column beside the language to be deleted.


















## Languages

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

Settings

Enable Localized Content

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Spanish (Spain)	<input checked="" type="checkbox"/>		
 German (Germany)	<input checked="" type="checkbox"/>		
 French (France)	<input type="checkbox"/>		
 French (Canada)	<input checked="" type="checkbox"/>		

\*\* - The default site language cannot be disabled

Select the required file and then click the **Delete Resource File** button.

**My Website > Languages > Language Editor**

Resources: ⓘ

- Local Resources
- Global Resources

Highlight Pending Translations ⓘ ☐

Selected Language: ⓘ English (United States)

Selected Folder ⓘ \App\_GlobalResources

Selected Resource File: ⓘ **GlobalResources.Portal-0.resx**

Default Value	Localized Value
Resource Name: //AboutUs.String	
About Us	About Us
Resource Name: //AboutUs//StyleGuide.String	
Style Guide	Style Guide

1 2 3 4 5 6 7 8 9 10 ...

Page size: 2 ▾

213 items in 107 pages

Save Resource File Delete Resource File Return

## Configuring the Language Editor

How to enable paging on Language Editor and set the number of items per page. 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 and modify the number of items per page (10) by entering the number into the **Editor Page Size**

text box. Paging is useful on sites with a large number of items. The default setting is 10. Users will be able to modify the page size when using the editor.

- Unmark ☐ the check box to disable paging.

**My Website > Translation Management > Module**

Module SettingsPermissionsPage SettingsLanguage Management Settings

Use Paging in Editor? ⓘ☐

Editor Page Size: ⓘ

Show languages for non-administrators? ⓘ☒

Show settings for non-administrators? ⓘ☒

UpdateDeleteCancel

5. Click the **Update** button.

**My Website > Languages > Language Editor**

Resources: ⓘ

- Local Resources
- Global Resources

Select Mode: ⓘ

☐ System ☐ Host ☒ Site

Highlight Pending Translations ⓘ ☐

Selected Language: ⓘ English (United States)

Selected Folder ⓘ App\_GlobalResources

Selected Resource File ⓘ GlobalResources.Portal-0.resx

Default Value	Localized Value
Resource Name: //AboutUs.String	
<input type="text" value="About Us"/>	<input type="text" value="About Us"/> ⓘ
Resource Name: //AboutUs//StyleGuide.String	
<input type="text" value="Style Guide"/>	<input type="text" value="Style Guide"/> ⓘ

1 2 3 4 5 6 7 8 9 10 ...

Page size: 2

213 items in 107 pages

### Setting Language Files as Pending Translation

The values (language files) associated with a language package can be set as pending translation. DNN Platform users (including anonymous users) must be granted Edit Module permissions to perform this task.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select the **Languages** tab.
3. In the **Static Resources** column of the Culture grid, click the **Edit** ⓘ button for the language file to be edited. This displays the GlobalResources file ready for editing.
















## Languages

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

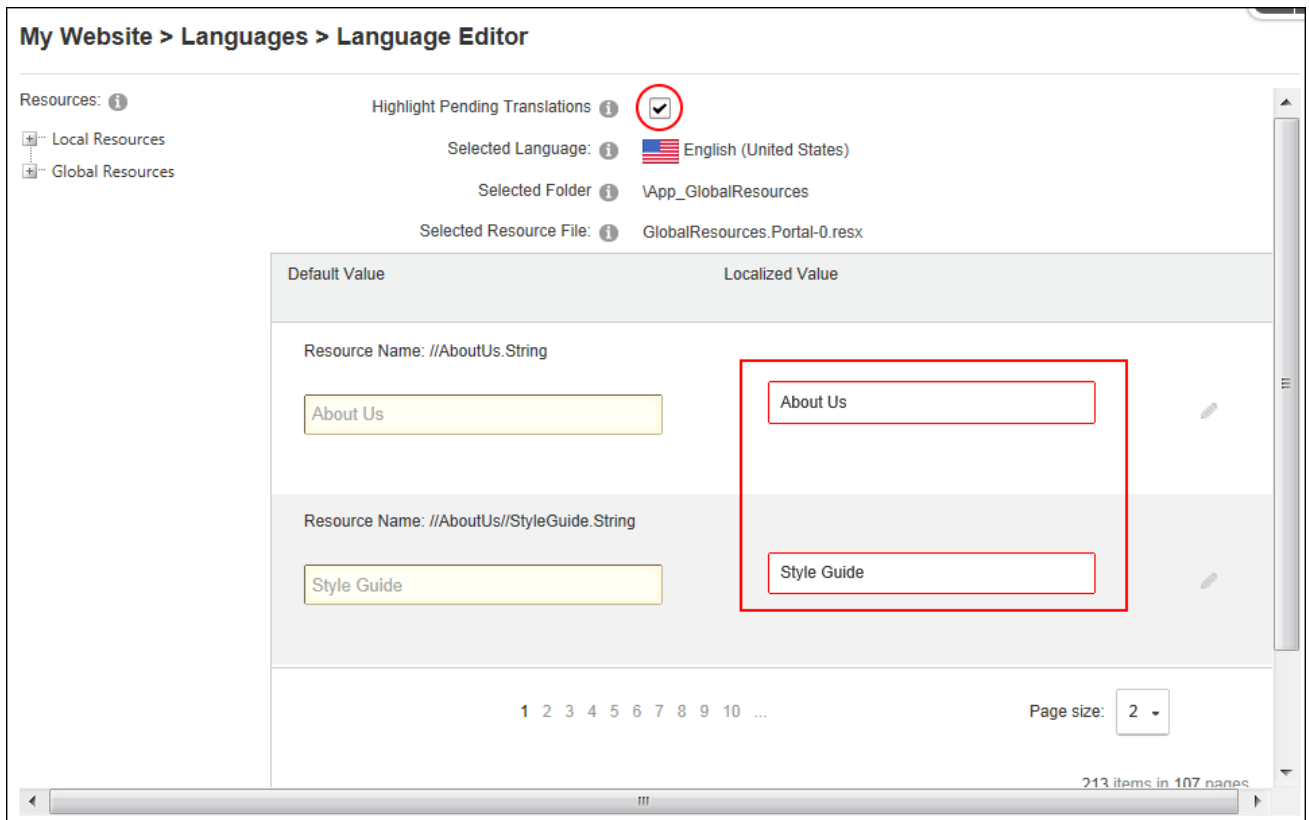
Settings


Enable Localized Content

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Spanish (Spain)	<input checked="" type="checkbox"/>		
 German (Germany)	<input checked="" type="checkbox"/>		
 French (France)	<input type="checkbox"/>		
 French (Canada)	<input checked="" type="checkbox"/>		

\*\* - The default site language cannot be disabled

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, edit the text displayed in the **Localized Value** text box - OR - Update any changes and then click the **Edit**  button to use a Rich Text Editor (RTE). Enter the new text into the RTE ensuring the necessary replacement tokens displayed at Default Value are included and then click the **Update** button.
6. Repeat Step 5 to edit additional files.

**My Website > Languages > Language Editor**

Resources: ⓘ

- Local Resources
- Global Resources

Highlight Pending Translations ⓘ ☒

Selected Language: ⓘ  English (United States)

Selected Folder ⓘ \App\_GlobalResources

Selected Resource File ⓘ GlobalResources.Portal-0.resx

Default Value	Localized Value
Resource Name: //AboutUs.String	
<input type="text" value="About Us"/>	<input type="text" value="About Us"/> ⓘ
Resource Name: //AboutUs//StyleGuide.String	
<input type="text" value="Style Guide"/>	<input type="text" value="Our Style Guide"/> ⓘ

1 2 3 4 5 6 7 8 9 10 ...

Page size:

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.

Tip: Fields that haven't been translated will be re-highlighted whenever "Highlight Pending Translations" is selected.

### Enabling Language Parameter in URL


Module Editors can enable or disable the language parameter to be detected in URLs for this site by modifying the "Enable Language Parameter in URLs?" field on the Settings tab of the Admin > Languages page.

## Languages

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

Settings

System Default: ⓘ  English (United States)

Site Default: ⓘ 

Español (España, alfabetización internacional) ▾

☒ Native Name
 ☐ English Name

Enable Language Parameter in URLs? ⓘ ☒


Enable Browser Language Detection? ⓘ ☒

Allow users to choose interface language? ⓘ ☐


Update

Enabling Language Parameter in URL

## Lists (Admin)

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 and create new lists.



**Lists**

BannedPasswords-0  
 ProfanityFilter-0  
 Add List

List Name: ⓘ BannedPasswords-0  
 Total: ⓘ 1 entries

Add Entry Delete List

Text	Value

The Admin Lists page

## Adding a Parent List

Parent lists can be added to the site via the Admin > Advanced Settings > Lists page. Lists created by users other than Super Users are automatically encoded for security purposes to prevent HTML and JavaScript being injected into the page. Once the list has been created one or more additional list entries should be added to this list. See "Adding List Entries".

**Lists**

BannedPasswords-0  
 ProfanityFilter-0  
 Add List

List Name: \* ⓘ Bicycles  
 Parent List: ⓘ None Specified  
 Parent Entry: ⓘ  
 Entry Text: \* ⓘ Mountain Series  
 Entry Value: \* ⓘ MTN  
 Enable Sort Order: ⓘ ☒

Save Cancel

Adding a Parent List

## Adding a Child List

Child lists can be added beneath parents list that are maintained on either the Admin > Advanced Settings > Lists or Host > Lists pages. Once the new list is saved the first entry is displayed and additional entries can be added.

**Lists**

BannedPasswords-0  
Bicycles  
ProfanityFilter-0  
**Add List**

List Name: \* ? Color Range

Parent List: ? Bicycles

Parent Entry: ? Bicycles:Road Series

Entry Text: \* ? Silver

Entry Value: \* ? SLV

Enable Sort Order: ? ☒

Save Cancel

Adding a Child List

### Adding List Entries

List entries can be added to existing lists using the Admin > Advanced Settings > Lists page. Lists are automatically encoded for security purposes to prevent HTML and JavaScript being injected into the page.

**Lists**

BannedPasswords-0  
Bicycles  
ProfanityFilter-0  
Add List

List Name: ? Bicycles  
Total: ? 1 entries

Add Entry Delete List

Entry Text: \* ? Road Series

Entry Value: \* ? RD

Save Cancel

Adding List Entries

### Adding Banned Passwords

Common passwords can be banned from a site by adding them to the BannedPasswords list on the Admin > Advanced Settings > Lists page. Users who enter a banned password will be asked to choose a different password. When completing the "Entry Value" enter a unique fail-

ure number. E.g. If there are 4 entries, then the next failure number should be "failure5". Banned passwords can be edited or deleted using the same method as for other list entries.

Prerequisite. The Banned password list must be enabled by a Super User.

The screenshot shows the 'Lists' management interface. On the left, a sidebar lists 'BannedPasswords-0' and 'ProfanityFilter-0' with an 'Add List' button. The main area displays the configuration for 'BannedPasswords-0', showing 'List Name: BannedPasswords-0' and 'Total: 1 entries'. Below this are 'Add Entry' and 'Delete List' buttons. The 'Entry Text' field contains '12121212' and the 'Entry Value' field contains 'failure1'. At the bottom are 'Save' and 'Cancel' buttons.

Adding Banned Passwords

### Deleting a List

Lists can be permanently deleted via the Admin > Advanced Settings > Lists page.

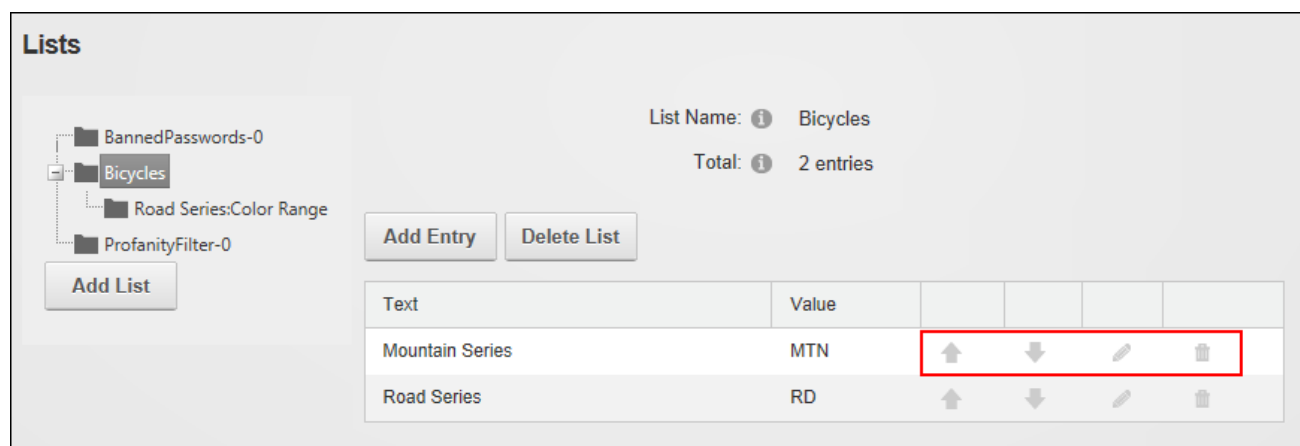
The screenshot shows the 'Lists' management interface for the 'bicycles' list. The sidebar lists 'BannedPasswords-0', 'bicycles', and 'ProfanityFilter-0' with an 'Add List' button. The main area displays the configuration for 'bicycles', showing 'List Name: bicycles' and 'Total: 1 entries'. Below this are 'Add Entry' and 'Delete List' buttons, with the 'Delete List' button circled in red. A table below shows one entry:

Text	Value		
Road Series	Road Series		

Deleting a List

## Managing List Entries

Users can edit, re-order and delete entries associated with an Admin list by selecting the list on the Admin > Advanced Settings > Lists page. In the below example only one of the list entries can be edited because the Currency list is maintained by Super Users using the Host List.



The screenshot shows the 'Lists' management interface. On the left, a tree view shows the hierarchy: BannedPasswords-0, Bicycles (selected), Road Series:Color Range, and ProfanityFilter-0. Below the tree is an 'Add List' button. On the right, the 'List Name' is 'Bicycles' and the 'Total' is '2 entries'. Below this are 'Add Entry' and 'Delete List' buttons. A table displays the list entries:

Text	Value				
Mountain Series	MTN	↑	↓	✎	🗑
Road Series	RD	↑	↓	✎	🗑

The actions (↑, ↓, ✎, 🗑) for the 'Mountain Series' entry are highlighted with a red box.

Managing a List Entry

## Managing the Profanity List

Unwanted or profane words can be filtered from messages sent using the Message Center by adding the unwanted word and its replacement (E.g. \*\*\*\*) to the ProfanityFilter list maintained on the Admin > Advanced Settings > Lists page. Note: Enter any keyboard characters into both the replaced (Entry Text) and replacement (Entry Value) fields. Note: Additional entries can be added, edited or deleted using the same method as for other list entries.

Prerequisite. Profanity filters are disabled by default and therefore must be enabled on a site by a Super User in order to use this list.

**Lists**

BannedPasswords-0  
ProfanityFilter-0  
Add List

List Name: ProfanityFilter-0  
Total: 1 entries

Add Entry Delete List

Entry Text: profaneword

Entry Value: \*\*\*\*

Save Cancel

Managing the Profanity List

#### Related Topics:

- See "Configuring Message Center Permissions"

### Newsletters

Newsletters (Admin > Advanced Settings > **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. An email confirmation message is emailed to the sender (the email address displayed in the From field) detailing the date and time when the bulk email operation commenced and when it was completed, the number of email recipients, the number of email messages, any errors which occurred and a complete list of recipients.

The Newsletter module can be deployed to sites and added to pages. All users who are authorized to view Newsletters can send emails however unauthenticated users cannot attach files to messages and authenticated users must to have permissions granted to one or more folders of

**Prerequisites.** The Host SMTP details must be correctly configured and the user who is sending the newsletter should have a valid email address on their user account as it will be the default email address for newsletters, although different addresses can be used.

## Newsletters

## Sending a Basic Newsletter

Basic plain text or HTML newsletters that don't use replacement tokens or personalization can be sent to one or more users, roles and/or email addresses via the Admin > Advanced Settings > Newsletters page. Users in multiple roles will only receive one copy of the newsletter. Newsletters can include an attachment and can be sent using a synchronous method where emails are all sent before the page refreshes; or an asynchronous method which starts a separate thread to send emails. The asynchronous method is suitable for large mail outs of approximately 100 or more.

**Newsletters**

**Message** **Advanced Settings**

Send To Users or Roles ⓘ Administrators x bla

Additional Emails ⓘ Chauncey Blakyeaton  
Luis Black

From ⓘ marketing@awesomecycles.biz

Reply To ⓘ customerservice@awesomecycles.biz

Subject ⓘ Awesome Cycles Newsletter - October 2013

### Sending a Basic Newsletter

On the Advanced Settings tab, unmark ☐ the "Replace Tokens?" check box if the message includes tokens that should display as plain text and select "BCC: One Email To Blind Distribution List ( Not Personalized )" as the send method.

## Newsletters

Message

Advanced Settings

Attachment ⓘ

Folder: Site Root

File: Awesome Cycles Spri...

Upload File

Drop File(s) Here

Replace Tokens ⓘ

☐

Priority ⓘ

Normal

Send Method ⓘ

BCC: One Email To Blind Distribution List ( Not Personalized )

Send Action ⓘ

☐ Synchronous ☒ Asynchronous

Send Email

Preview Email

Setting Advanced Settings for Basic Newsletters

### **Sending a Newsletter to a Relay Service**

Newsletters can be sent via SMS ("Short Message Service" commonly known as phone texting), IM (instant messaging), fax or other non-email service using a relay service. The relay service can be used by choosing the relay send method and entering the address of the relay service.



## Newsletters

Message

Advanced Settings

Attachment ⓘ

Folder: Site Root

File: <None Specified>

Upload File

Drop File(s) Here

Replace Tokens ⓘ

☒

Priority ⓘ

Normal

Send Method ⓘ

Relay: One Message Per Email Address ( Personalized ) to a specified relay

Relay Address

relayservice@domain.com

Send Action ⓘ

☐ Synchronous

☒ Asynchronous

Send Email

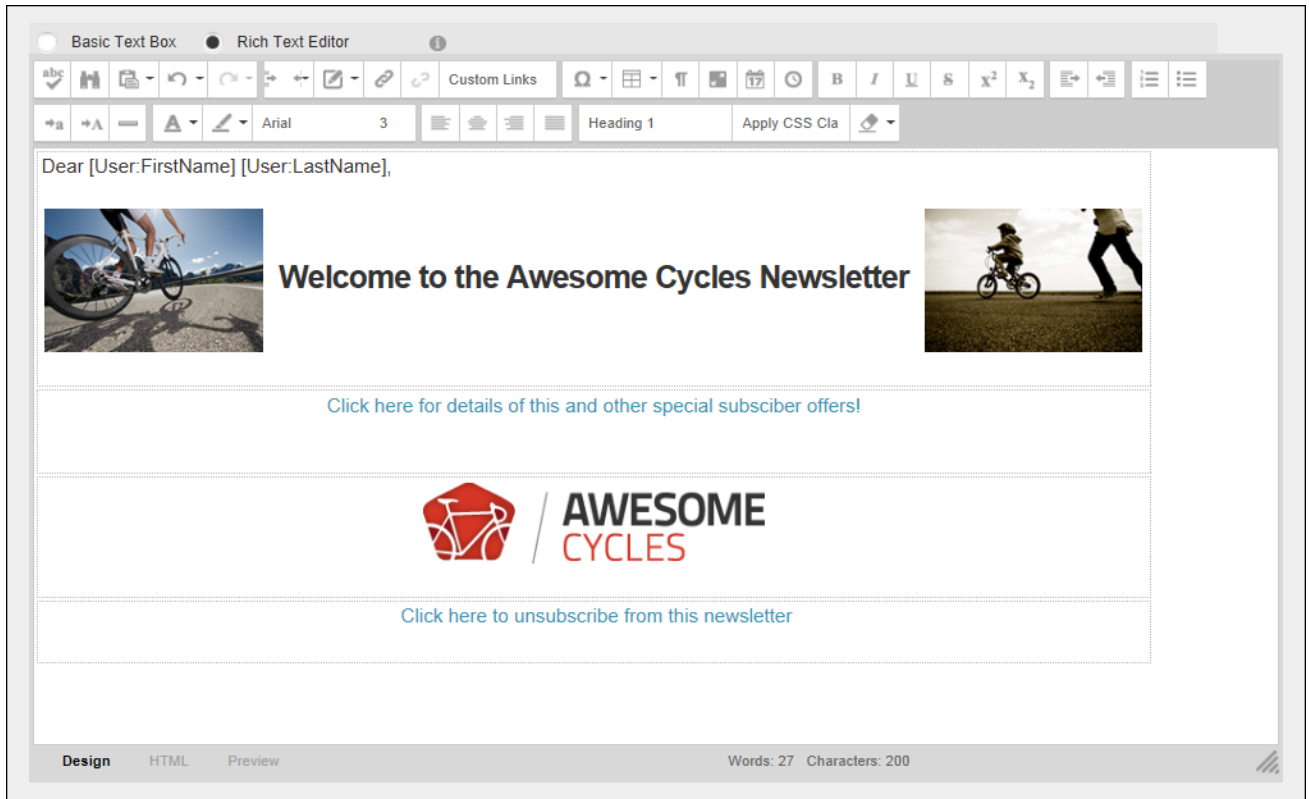
Preview Email

Sending a Newsletter to a Relay Service

### Sending a Newsletter with Tokens

Token replacement can be enabled on newsletters sent via the Admin > Advanced Settings > Newsletters page. Using tokens allows information such as the recipient's name to be included in the salutation, or information such as the site name or description to be displayed in the message. Using replacement tokens instead of static content ensures information which is subject to change, such as the Primary Administrator's email address, is always current.

Enter the body of the newsletter into the Editor including replacement tokens. E.g. [User:FirstName] [User:LastName]. See "List of Replacement Tokens" for a list of tokens that can be used.



Using Replacement Tokens in a Newsletter

On the Advanced Settings tab ensure the "Replace Tokens?" check box is marked ☒ and choose "To: One Message Per Email Address ( Personalized )" as the send method. Note: Personalized newsletters can also be sent 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.

# Newsletters

Message

Advanced Settings

Attachment ⓘ

File Location:

Root▼

File Name:

<None Specified>▼

Upload New File

Replace Tokens ⓘ

☒

Priority ⓘ

Normal▼

Send Method ⓘ

TO: One Message Per Email Address ( Personalized )▼

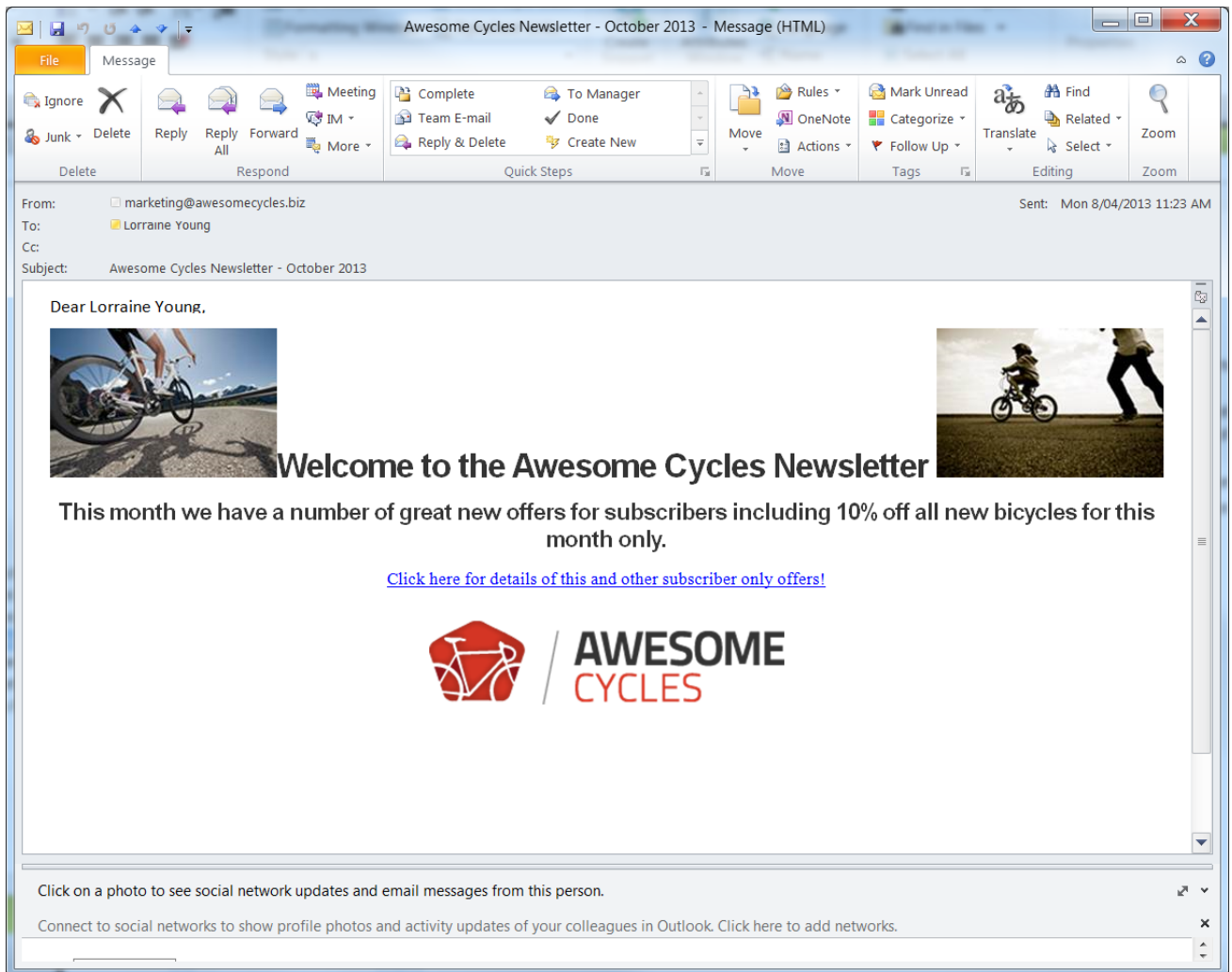
Send Action ⓘ

☐ Synchronous ☒ Asynchronous

Send Email

Preview Email

Enabling Token Replacement




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

### Sending Newsletters in a User's Preferred Culture

If multiple languages are enabled on the site then newsletters can be sent to users in their preferred culture. This is done by selecting which language(s) that will receive the newsletter at the "Language Filter" field and then only users associated with the selected languages will receive the newsletter. E.g. If English (United States) is selected 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. If no language(s) are selected then no filter is applied and all users will

receive the newsletter. When sending language newsletters, unmark ☐ the "Replace Tokens?" check box and choose the Personalized send method.

## Search Admin

The Search Admin (Admin > Advanced Settings >  **Search Admin**) page allows 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, manages synonym lists and allows Administrators to select words to be ignored in searches. Search Admin includes multi-language capabilities that allows synonyms and ignored words to be managed for each enabled language.

**Search Admin**

General

Synonyms

Ignore Words

**Re-Index** deletes existing content from the Index Store and then re-indexes everything. Re-Indexing is done as part of search crawler(s) scheduled job. The search crawler(s) should be run manually under Host > Schedule to re-index immediately. Re-indexing is done for the current site only. **Caution** - This should be done during non-peak hours as the process can be CPU intensive.

Re-Index Content

Search Admin

## Re-Indexing Searched Content

Search content can be manually re-indexed via the Admin > Advanced Settings > Search Admin page. 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 > Schedule, it is recommended that content be re-indexed manually if there have been significant changes since the last indexing. Note: Super Users can disable or modify the automatic re-indexing task called "Search Engine Scheduler".

Search Admin

General

Synonyms

Ignore Words

Re-Index deletes existing content from the Index Store and then re-indexes everything. Re-Indexing is done as part of search crawler(s) scheduled job. The search crawler(s) should be run manually under Host > Schedule to re-index immediately. Re-indexing is done for the current site only. **Caution** - This should be done during non-peak hours as the process can be CPU intensive.

Re-Index Content

## Ignoring Words

The list of words that will be ignored in searches can be managed on the Ignore Words tab of the Admin > Advanced Settings > Search Admin page. Ignored words should be equal to or longer than the Minimum Word Length set for the site. Administrators should contact their Host to find out what this value is.

If multiple cultures are enabled on the site choose which culture to add words to. Words can be added to the list by entering the new word followed by a comma or by striking the Enter key. The full list of ignored words can be deleted; however the pre-existing list of words cannot be restored and must be manually re-entered if required in the future. An alternative would be to edit the list and delete individual words.



Search Admin

General

Synonyms

Ignore Words

When performing a search we want to avoid certain words that may decrease the value of the search results. This feature allows you to add words that will be ignored by search queries.

Select Culture: ⓘ  

Add Word

Ignore Words

and ✕

are ✕

but ✕

for ✕

into ✕

not ✕

such ✕

that ✕

the ✕

their ✕

then ✕

there ✕

these ✕

they ✕

this ✕

was ✕


will ✕

with ✕

thou ✕

✕

Actions

 ✕

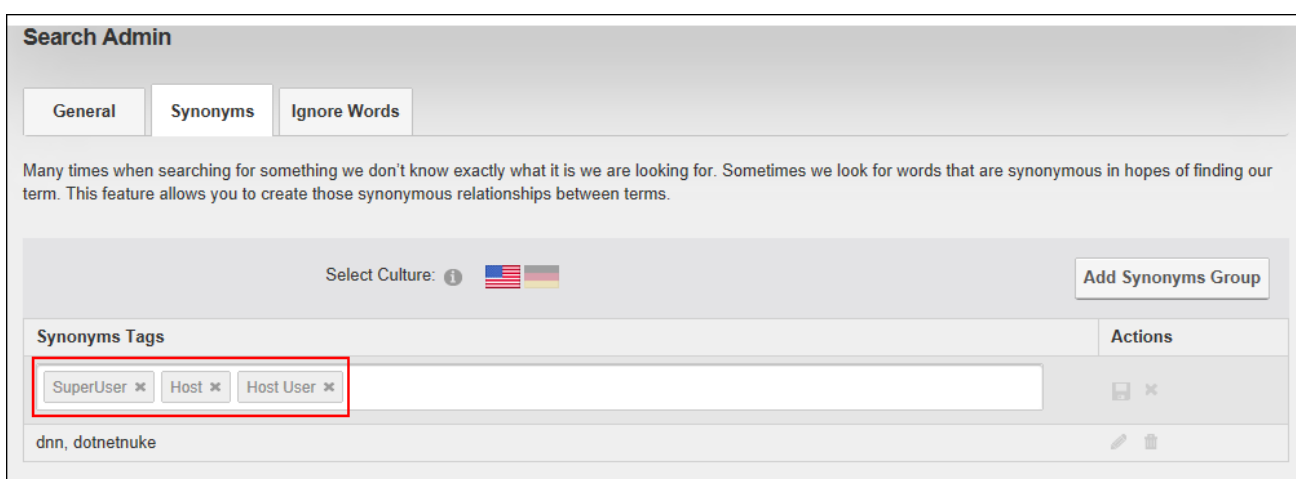
Ignoring Words

Copyright 2015 by DNN Corp

## Managing Synonyms

A list of synonyms can be used to increase the effectiveness of searches. For example, if a user enters the word "Host" into the search box the site will return results for synonymous words such as "Super User". Synonyms can be added, edited or deleted via the Synonyms tab of the Admin > Advanced Settings > Search Admin page.


If multiple cultures are enabled on the site choose which culture to add the synonym too. When adding a new synonym word group follow each word or phrase with a comma or by striking the Enter key and then save the list when complete.



The screenshot shows the 'Search Admin' interface with three tabs: 'General', 'Synonyms', and 'Ignore Words'. The 'Synonyms' tab is active. Below the tabs, there is a descriptive text: 'Many times when searching for something we don't know exactly what it is we are looking for. Sometimes we look for words that are synonymous in hopes of finding our term. This feature allows you to create those synonymous relationships between terms.' Below this text, there is a 'Select Culture' section with a dropdown menu showing 'US' and 'DE' flags. To the right of this is an 'Add Synonyms Group' button. Below the culture selection is a 'Synonyms Tags' section with a text input field containing 'SuperUser', 'Host', and 'Host User' separated by commas. To the right of the input field is an 'Actions' button. At the bottom of the page, there is a footer that reads 'dnn, dotnetnuke'.


Managing Synonyms


## Search Engine SiteMap

The Search Engine SiteMap (Admin > Advanced Settings >  **Search Engine Site Map**) 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 in the Google/Yahoo!/Bing Sitemap generation for the site. Sitemap files generated by DNN Sitemap provider are fully compliant with protocol specification published at <http://www.sitemaps.org/protocol.php> and can be generated for different locales (languages) set on the site.

## Search Engine SiteMap

Expand All

Sitemap URL:  <http://dotnetnukeprofessional720281install.dnndev.me/SiteMap.aspx>

	Name	Description	Override Priority	Priority	Enabled
	coreSitemapProvider		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>

Base Page URLs Settings

General Sitemap Settings


Site Submission

The Search Engine SiteMap

Note: Google Analytics See "Google Analytics" can also be used to optimize search results both within the site and for search engines.

### 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 the 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 to 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 the lowest priority that will be used on low level pages to be set. The default option is 0.1.
  - Unmark ☐ the check box to disable page level based priorities.
2. At **Include Hidden Pages?**, mark ☒ the check box to include hidden pages (those not visible in the menu) in the Sitemap - OR - unmark ☐ the check box to exclude hidden pages from the Sitemap.
3. Click the **Refresh Page Priorities** button.

Base Page URLs Settings

Modify the basic settings that apply to general DotNetNuke pages.

Use page level based priorities? ⓘ ☐

Minimum Priority for pages: \* ⓘ  ▲ ▼

Include Hidden Pages? ⓘ ☐

4. **Optional.** Go to the General Sitemap Settings section to configure the settings that apply to all URLs included in the Sitemap.
  1. In the **Exclude URLs 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, 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 the number of days to cache the site for or select zero (0) to disable caching. Caching prevents the Sitemap from being generated every time it is requested. This is especially necessary for big sites. If the site has more than 50000 URLs the Sitemap will be cached with a default value of 1 day.
  3. Click the **Save Sitemap Configuration** button.

Configuring Sitemap Settings



### Purging Cached Sitemap

The cached Sitemap can be purged via the General Sitemap Settings section of the Admin > Advanced Settings > Search Engine Site Map page. This forces the Sitemap to be regenerated on the next request.

Purging the Cached Sitemap

### Setting the SiteMap Providers


One or more SiteMap providers can be enabled for this site via the Admin > Advanced Settings > Search Engine Site Map page. DNN comes with a default provider named coreSitemapProvider and also uses a provider model to allow third-party modules to participate in SiteMap generation. Other providers can however be added at installation.

1. Navigate to Admin > Advanced Settings >  **Search Engine Site Map** - OR - Go to a **Sitemap** module. Details of the SiteMap provider that is in use on this site will be displayed below the **Sitemap URL** field.
2. Click the **Edit**  button beside the Sitemap Provider to be modified.

## Sitemap

Expand All

Sitemap URL: <http://dotnetnukecommunity70217.install/SiteMap.aspx>

	Name	Description	Override Priority	Priority	Enabled
	coreSitemapProvider		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>


Base Page Urls Settings

General Sitemap Settings

Site Submission

Save Sitemap Configuration

Refresh Page Priorities

3. **Optional.** At **Enabled**, mark ☒ the check box to enable this SiteMap provider. If only one provider is enabled, skip to Step 4.
  1. **Optional.** In the **Priority** text box, enter a numerical value to set the priority for this provider.
  2. **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.
4. Click the **Update**  button.

### Submitting Site to Google

The site can be submitted to the Google search engine for indexing via the Site Submission section of the Admin > Advanced Settings > Search Engine Site Map page. Select "Google" as the search engine. You will need to verify the site ownership when signing up with Google Webmaster Tools and choose the "Upload an HTML file" method from the Google Verification screen. Return to the SiteMap and enter the file name that was displayed on the Google Verification screen (e.g. google53c0cef435b2b81e.html) in the "Verification" text box and click the **Create** button. Return to Google and select the **Verify** button, then return to the Sitemap and click the **Submit** button beside the "Search Engine" field.

### Site Submission

In this section you can submit your site to different search engines.

Search Engine: ⓘ

Google

Submit

Verification: ⓘ

google53c0cef345b2434e.html

Create

Save Sitemap Configuration


Refresh Page Priorities

Submitting Site to Google

### Submitting Site to Yahoo! or Bing

The site can be submitted to Yahoo! and/or Bing search engines for indexing via the Site Submission section of the Admin > Advanced Settings > Search Engine Site Map page. Simply select either **Bing** or **Yahoo!** at the "Search Engine" field and click the **Submit** link.

### Site Log

The Site Log (Admin > Advanced Settings >  **Site Log**) enables users to view twelve statistical reports on site activity. By default the reports display activities for last seven days including today or they can be set to show data for any preferred date range. Any user who has been granted access to view this module can view reports. Super Users can enable the Site Log and restrict the number of days log history is kept for.


**Site Log**

Your Hosting Provider Has Limited Your Website To 30 Days Of Site Log History.


Report Type: ⓘ

Affiliate Referrals ▾

Start Date: ⓘ

10/19/2013 

End Date: ⓘ

10/26/2013 

Display

The Site Log Module

### Enabling the Site Log

The Site Log is disabled by default and must be enabled and configured by a Super User before it can be used to generate reports.

### Affiliate Referrals Report

The Affiliate Referrals report tracks referrals from affiliates that include an affiliate ID = number in the URL to the site. This report displays the Affiliate Id number; the number of requests associated with this affiliate; and the date and time of the last referral.

### Detailed Site Log Report

The Detailed Site Log report displays a detailed log of all site activity for all site users, including Administrators and Super Users. This report displays the date and time of each visit; the user-name of authenticated users; the previous website that the user visited prior to this session; the web browser; the host address of the user; and the name of the page they visited.

Site Log

Report Type: ⓘ

Detailed Site Log

Start Date: ⓘ

10/19/2013

End Date: ⓘ

10/26/2013

Display

Date Time	Name	Referrer	User Agent	User Host Address	Tab Name
10/25/2013 1:22:00 AM			Internet Explorer 1	192.168.30.186	Site Log
10/25/2013 1:22:00 AM			Internet Explorer 1	192.168.30.186	Site Log
10/25/2013 1:22:00 AM			Internet Explorer 1	192.168.30.186	Site Log
10/25/2013 1:21:00 AM	Ella Alsio		Internet Explorer 1	192.168.30.186	Home
10/25/2013 1:21:00 AM	Ella Alsio		Internet Explorer 1	192.168.30.186	Our Products
10/25/2013 1:21:00 AM	Dominic keitaanranta		Internet Explorer 1	192.168.30.186	Our Products
10/25/2013 1:21:00 AM	Dominic keitaanranta		Internet Explorer 1	192.168.30.186	Contact Us
10/25/2013 1:21:00 AM	Dominic keitaanranta		Internet Explorer 1	192.168.30.186	About Us

The Detailed Site Log Report

## Page Popularity Report

The Page Popularity report displays a summary list of the most visited pages. This report details the name of the page being visited, the number of times the page was visited; and the last time the page was visited.

Site Log

Report Type: ⓘ

Page Popularity

Start Date: ⓘ

10/19/2013

End Date: ⓘ

10/26/2013

Display

Page	Requests	Last Request
Site Log	8	10/25/2013 1:22:00 AM
About Us	2	10/25/2013 1:21:00 AM
Our Products	2	10/25/2013 1:21:00 AM
Contact Us	1	10/25/2013 1:21:00 AM
Home	1	10/25/2013 1:21:00 AM
Site Settings	1	10/25/2013 1:19:00 AM

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. This report details the day of the week, the number of views for the day; the number of all visitors for the day; and the number of registered user visits for the day.

Site Log

Report Type: ⓘ

Page Views By Day Of Week

Start Date: ⓘ

10/19/2013

End Date: ⓘ

10/26/2013

Display

Week Day	Views	Visitors	Users
6	18	1	4

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. This report displays the date of the visit; and the number of views, visitors and registered user visits for the day.

Site Log

Report Type: ⓘ

Page Views By Day

Start Date: ⓘ

10/19/2013

End Date: ⓘ

10/26/2013

Display

Date	Views	Visitors	Users
2013.10.25	17	1	4

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. This report displays the hour that the



visitor first came to the site (based on a 24 hour clock); and the number of views, visitors and registered user visits for the hour.

**Site Log**

Report Type: ⓘ

Page Views By Hour ▼

Start Date: ⓘ

11/21/2013

📅

End Date: ⓘ

11/28/2013

📅

Display

Hour	Views	Visitors	Users
18	16	1	4
19	33	1	7

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. This report displays the number of the current calendar month (e.g. 1 = January); and the number of views, visitors and registered user visits for the month.


Site Log

Report Type: ⓘ

Page Views By Month


Start Date: ⓘ

11/21/2013



End Date: ⓘ

11/28/2013



Display

Month	Views	Visitors	Users
11	48	1	10

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. This report displays the URL of the referring website; the number of requests; and the date and time of the last request.

## Site Log

Report Type: ⓘ

Site Referrals

Start Date: ⓘ

1/16/2012

End Date: ⓘ

1/23/2012

x

Display

Referrer	Requests	LastRequest
http://www.google.com/cse?cx=001075269338468159998:xlifu8v8zu&cof=FORID:10;NB:1&ie=UTF-8&q=site+aliases&ad=n9&num=10&rurl=http://www.dotnetnuke.com/Home/Search-Results.aspx?cx=001075269338468159998:xlifu8v8zu&cof=FORID:10;NB:1&ie=UTF-8&q=site+aliases	2	1/22/2012 5:54:00 AM
http://www.google.com/search	1	1/22/2012 5:18:00 PM

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. This report display the name of the search engine or web browser used, the number of requests from the agent and the date and time of the last request.


**Site Log**

Report Type: ⓘ

User Agents


Start Date: ⓘ

11/21/2013



End Date: ⓘ

11/28/2013



Display

User Agent	Requests	Last Request
Internet Explorer 1	52	11/27/2013 7:13:00 PM
Netscape Navigator 6+	2	11/27/2013 7:13:00 PM

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. This report displays the user's first and last name; the total number of page requests by this user; and the date and time of the last request.

## Site Log

Report Type: ⓘ

User Registrations By Date

Start Date: ⓘ

11/21/2013

End Date: ⓘ

11/28/2013

Display

Full Name	User Name	Date Registered
Doyle BOISE	BOISE	11/25/2013 6:52:54 PM
Travis Boleton	Boleton	11/25/2013 6:52:54 PM
Brianna Burkey	Burkey	11/25/2013 6:52:54 PM
Mathilda Kersant	Kersant	11/25/2013 6:52:54 PM
Thad Kooper	Kooper	11/25/2013 6:52:54 PM
Regan Stahley	Stahley	11/25/2013 6:52:54 PM
Sanora Gill	Gill	11/25/2013 6:52:53 PM

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. This report displays the user's first and last name; their user name; and the country selected by a user on their user profile.

Site Log

Report Type: ⓘ

User Registrations By Country

Start Date: ⓘ

11/21/2013

📅

End Date: ⓘ

11/28/2013

📅

Display

Full Name	User Name	Country
Helen Streetenberger	Streetenberger	
Fumiko Swenson	Swenson	
Saran Willshire	Willshire	
Mose Wint	Wint	
Wilbert Zavala	Zavala	
Thao Billet	Billet	Australia
Sanora Gill	Gill	Australia
Saul Gillic	Gillic	Australia
Doyle BOISE	BOISE	Bermuda
Travis Boleton	Boleton	Canada

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. This report displays the user's first and last name; their user name; and the date and time when they registered.

## Site Log

Report Type: ⓘ

User Registrations By Date

Start Date: ⓘ

11/21/2013

End Date: ⓘ


11/28/2013

Display

Full Name	User Name	Date Registered
Max Hethcock	Hethcock	11/25/2013 6:52:53 PM
Wanita Kochersperger	Kochersperger	11/25/2013 6:52:53 PM
Rolland Stem	Stem	11/25/2013 6:52:53 PM
Saran Willshere	Willshere	11/25/2013 6:52:53 PM
Thao Billet	Billet	11/25/2013 6:52:52 PM
Charisse Hord	Hord	11/25/2013 6:52:52 PM
Helen Stretenberger	Stretenberger	11/25/2013 6:52:52 PM

The User Registrations By Date Report

## 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 the site. Configuring site redirection rules ensures 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 additional data will be needed 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

Visible By Administrators Only


☒ Create a mobile website redirection  
☐ Create a redirection using advanced options

Create

Site Redirection Management

### Adding a Mobile Site Redirection

How to create a redirection path for a 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 that users will be redirected to from these options:
  - **Site**: Select to redirect users to another site within this installation and then select the site name from the drop down list.
  - **Page within this site**: Select to redirect users to a particular page within the current 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.



My Website > Site Redirection Management > Simple Settings

## Create a Mobile Site Redirection

Redirecting ⓘ Home

To ⓘ ☒ Site ☐ Page within this site ☐ URL

MobileSite

**Save** Cancel

6. Click the **Save** button. The newly created redirection is now listed.

### Site Redirection Management




Visible By Administrators Only

The device redirection rules are dependent on the device data available in your system. To upgrade to the premium data go to Host | Device Detection Management.

☒ Create a mobile website redirection  
☐ Create a redirection using advanced options

**Create**


Below is a list of site redirections. To add a new one, click "Create" to start.


	Redirection Rule	Device Type	Enabled
  	1. Default Redirect	Mobile Phone	✓

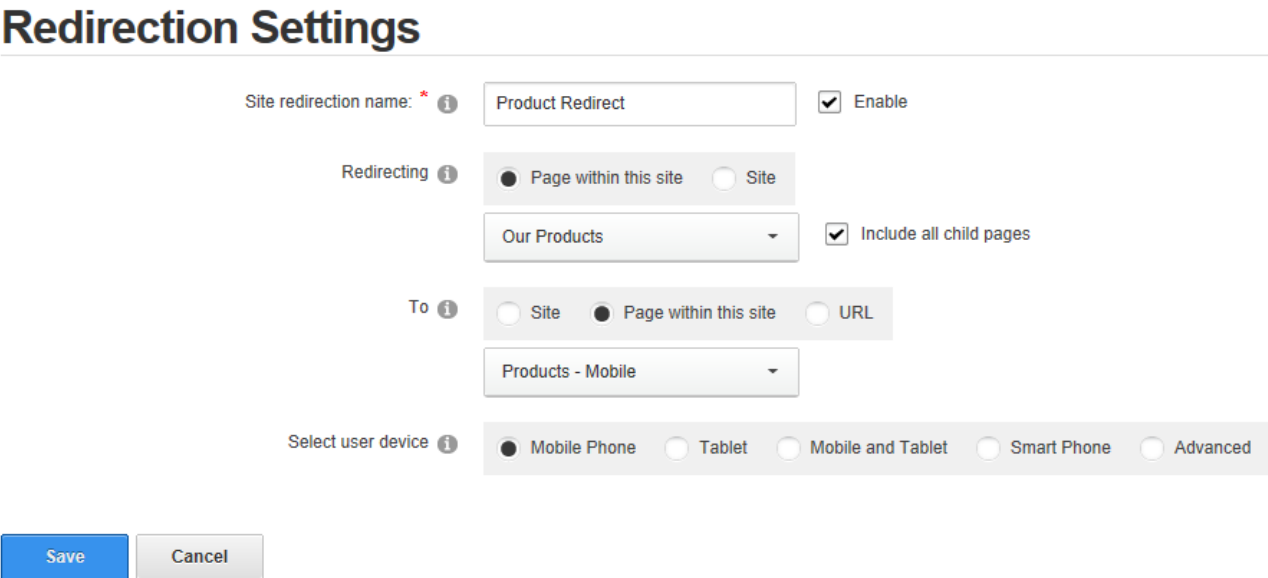
### Adding Advanced Site Redirections

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 it can be disabled by unmarking ☐ the **Enable** check box.
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** to apply this redirection to all of the child pages.
  - 3. At **To**, select the location that users will be redirect 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 that users will be redirected 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.





**Redirection Settings**


Site redirection name: \*  Product Redirect ☒ Enable

Redirecting  ☒ Page within this site ☐ Site

Our Products  ☒ Include all child pages

To  ☐ Site ☒ Page within this site ☐ URL

Products - Mobile 

Select user device  ☒ Mobile Phone ☐ Tablet ☐ Mobile and Tablet ☐ Smart Phone ☐ Advanced

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.

## Redirection Settings

Site redirection name: \* ⓘ  ☒ Enable







Redirecting ⓘ ☐ Page within this site ☒ Site

To ⓘ ☒ Site ☐ Page within this site ☐ URL

Select user device ⓘ ☒ Mobile Phone ☐ Tablet ☐ Mobile and Tablet ☐ Smart Phone ☐ Advanced

### Managing Redirections

Administrators can edit, reorder and delete redirection paths within Site Redirection Management.

1. Navigate to Admin > Advanced Settings >  **Site Redirection Management**.
  - Click the **Edit Rule**  button associated with the rule to be edited, edit one or more fields and then click the **Save** button.
  - Click the **Delete Rule**  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 and reset the priority of this rule.
  - Click the **Toggle the Enable Setting**  /  button to enable or disable the rule.

### Site Wizard

The Site Wizard, located on the Admin > Advanced Settings > Site Wizard page, is a simple step-by-step wizard that allows users 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.

When completing the Site Wizard users can choose to build the site using an existing template, change the current site to a blank site or skip this step and keep the current pages and content. If a template is chosen duplicate modules can be ignored, replaced or merged. Ignoring modules places a copy of any duplicated modules on the same page. Replacing modules deletes the existing copy of the duplicate content and replaces it with the template copy. Deleted pages are then moved to the Recycle Bin and the page name appended with \_Old. E.g. the replaced Home page will be called Home\_Old. If these pages are then restored from the Recycle Bin only the pages are restored and not the modules or module content. Merging modules combines the existing information and template information into the one module.

**Site Wizard**

**Choose a Template for your site**

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

Build your site from a template ☒

Template List   
Standard-Website - de-DE  
Blank Website - en-US  
Default Website - en-US

Default Website Template

How to deal with duplicate Modules ☒ Ignore ☐ Replace ☐ Merge

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

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

A new default theme and/or container can be chosen. These settings will update the default theme and/or containers but will not change any themes or containers that have been set on individual pages or modules.

## Site Wizard

### Select a Theme for your Site

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

Gravity - 3-Col-Social



Gravity - 3-Col



Gravity - 404Skin



Gravity - groups



Gravity - Home



Gravity - popUpSkin



Next

Previous

Finally the Site Details that are used by search engines to index the site can be modified. The site title will be display in the title bar of the Web browser and in other places such as in the Privacy Statement, Terms of Use or when a user hovers over the site logo set below. The description will be used by search engines to index this site and will be displayed in search results (See "Submitting the Site to Search Engines") and the keywords will be used by search engines to look up your site. The site logo that is displayed on all site pages in the default theme.

## Site Wizard

### Add Site Details

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

Name/Title: ⓘ

Description: ⓘ

KeyWords: ⓘ

Logo: ⓘ


Folder

File

Finish




Previous

## Taxonomy

The Taxonomy Manager (Admin > Advanced Settings >  Taxonomy) enables the creation and management of tags that can be associated with pages and modules to classify site content. Depending on the themes used on the 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 to enable authenticated users to view the list of existing vocabularies however users must be gran-

ted module edit rights to create and manage site specific vocabularies. See "Setting Page Details"

**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:

Google Analytics ( See "Google Analytics" ) and the Search Engine Sitemap ( See "Search Engine SiteMap" ) also allow Administrators to optimize search results both within the site and for search engines.

### Creating a Vocabulary

New vocabularies can be created via Admin > Advanced Settings > Taxonomy page. Vocabularies can be created using a simple flat list structure, or as hierarchical tree list. Note: The vocabulary name and type cannot be edited.

Terms must be added to the vocabulary once it has been created. See "Adding Terms"



**My Website > Taxonomy > Create New Vocabulary**

Name: \*

Products

Description:

Bikes and cycling products.

Type:


☐ Simple ☒ Hierarchy

Create Vocabulary

Cancel

Creating a Vocabulary

### Adding Terms

Terms can be added to simple and hierarchical vocabularies via the Admin > Advanced Settings > Taxonomy page by clicking the **Edit**  button beside the required vocabulary. When adding the first term to a hierarchical vocabulary it is recommended that the vocabulary name be used as the name of the first term. This allows hierarchical trees with multiple branches to be created. If terms are not setup in this way then the user will be restricted to a single top level parent term. E.g. the first term added to the hierarchical list named "Products" shown below was called "Products". Once this first term was added then "Products" could be selected as a parent term and then a hierarchical structure could be added.

My Website > Taxonomy > Edit Vocabulary

## Create New Term

Name: \*

Bikes

Description:

Awesome Cycles bicycles/

Parent Term: \*

Products

Update

Cancel

Newly added terms are 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

My Website > Taxonomy > Edit Vocabulary

Name: \*

Products

Description:

Bikes and cycling products.

Type:

Hierarchy

Terms:

Products

Accessories

Bikes

Update

Add Term



Cancel

Delete


Terms added to a Hierarchical List

### Editing or Deleting a Vocabulary


Administrators can edit the description of a vocabulary created using the Taxonomy Manager or delete the entire vocabulary. Editors cannot delete vocabularies created by Administrators or Super Users. Similarly, Administrators cannot delete vocabularies created by Super Users.

1. Navigate to Admin > Advanced Settings >  **Taxonomy**.
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

The terms associated with a vocabulary can be edited or deleted via the Admin > Advanced Settings > Taxonomy page by clicking the **Edit**  button beside the vocabulary that the term is associated with and then selecting the term to be edited or deleted.

### Viewing User Entered Tags

Free form tags that have been entered by users can be viewed on the Admin > Advanced Settings > Taxonomy page by clicking the **Edit**  button beside the "Tags" vocabulary. Clicking on a tag name in the Terms list will display the tag description. Note: Super Users can modify and delete these tags.

My Website > Taxonomy > Edit Vocabulary

Name: \*

Description:

Type:

Terms:

Tags

System Vocabulary for free form user entered Tags

Simple

Bike Rides  
Events  
Rides  
Social Events  
Track Racing


Update

Add Term

Cancel

Viewing User Entered Tags

## Themes

The Theme Editor, previously named the Skins or Skins Editor, located on the Admin > Advanced Settings >  **Themes** page allows Administrators to preview and apply themes and containers to the site and allows Super Users to parse and delete containers and themes. The Theme Editor can be added to any site pages to permit any user with view rights to set containers and themes. The Edit Theme Attributes section can only be viewed on the Admin > Themes page.

Related Topics:

- See "Stylesheet Editor"

## Setting the Default Theme or Container

The default theme for all site pages and/or the default container for all modules can be set via the Admin > Advanced Settings > Themes page. This setting updates all pages and modules that are using the default theme or container but won't override themes or containers set on individual pages (See "Configuring Advanced Page Settings") or modules (See "Configuring

Basic Page Settings for Modules"). The default theme can be restored at any time by clicking the **Restore Default Theme** button located at the base of the Admin > Advanced Settings > Themes page. See "Setting the Site Design" to modify the default theme. Note: The default theme and container can also be set using the Admin > Advanced Settings > Advanced Configuration Settings page.

To set the default theme or container, choose to view Host themes and containers that are available to all sites and/or site themes and container that are only available to this site. Once the required theme and/or container is located it can be applied to all site pages (Site) and/or all site editing pages (Edit) such as page settings, module settings and the Admin pages.

Theme Editor

Visible By Administrators Only

Theme Type: ⓘ

☒ Host
☒ Site

Themes ⓘ

Gravity

Containers ⓘ


Gravity

Apply To:

☒ Site
☐ Edit

Themes


This set of themes cannot be deleted because it is being used



2-col

Preview


Apply



3-col-social

Preview

Apply



3-col

Preview


Apply

Image Not Available

404skin

Preview

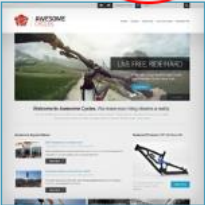
Apply



groups

Preview

Apply



home

Preview

Apply

Image Not Available


popupskin

Preview

Apply

Setting the Default Theme for Site Pages

## Vendors (Admin)

The Vendors page (Admin > Advanced Settings >  **Vendors**) 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 Super Users 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] theme token or using the Banners module. Vendors collect banner statistics including tracking of clicks, views and impressions and track commission for banner advertising on other sites and commissions received from banner advertisement on this site.

Vendors can be added to any site page to enable users with view permissions to view, search and filter vendor accounts. DNN Platform users require Edit Module permissions to create and manage vendors, banners and affiliate accounts.

Vendors

Name

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Unauthorized

	Name	Address	Telephone	Fax	Email	Authorized	Banners
	Awesome Helmets	United States			e.dunn@awesomecycles.biz	✓	0
	Awesome Cycle Clothing				henry@higgins.com	✓	0

Add New Vendor

Delete Unauthorized Vendors

Host Vendors

Related Topics:

- See "Banners"
- See "Enabling Banner Advertising"

### Filtering and Searching Vendors

Vendor accounts can be filtered by the first letter of the company name or by unauthorized accounts. Vendor accounts can also be searched by exact matches of email addresses or by all or part of the Vendor's company name.

## Vendors

Email
▼

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Unauthorized

	Name	Address	Telephone	Fax	Email	Authorized	Banners
	Awesome Helmets	California, United States	(650) 288.3150		e.dunn@awesomecycles.biz	✓	0

Add New Vendor

Delete Unauthorized Vendors

Filtering and Searching Vendor Accounts

### Adding a New Vendor

Administrators can add vendor accounts via the Admin > Advanced Settings > Vendors page. After completing the vendor details, users can unmark ☐ a check box beside any address 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. Note: Additional vendor details (logo, authorization, classifications, banners and affiliate referrals) are available once a new vendor is created. These can be completed by editing the vendor record.












## My Website > Vendors > Edit Vendors

### Vendor Details

Company *		<input type="text" value="Awesome Helmets"/>
First Name *		<input type="text" value="Elizabeth"/>
Last Name *		<input type="text" value="Dunn"/>
Email Address *		<input type="text" value="e.dunn@awesomecycles.biz"/>

### Address Details

Street:		<input type="text"/>	<input type="checkbox"/>
Unit #:		<input type="text"/>	
City:		<input type="text"/>	<input type="checkbox"/>
Country:		<input type="text" value="United States"/>	<input checked="" type="checkbox"/>
Region:		<input type="text" value="California"/>	<input checked="" type="checkbox"/>
Postal Code:		<input type="text"/>	<input type="checkbox"/>
Telephone:		<input type="text"/>	<input type="checkbox"/>
Cell:		<input type="text"/>	<input type="checkbox"/>
Fax:		<input type="text"/>	<input type="checkbox"/>

### Other Details

Website 	<input type="text" value="www.domain.com"/>
---	---

Adding a New Vendor

## Managing Vendor Accounts

Administrators can edit existing vendor account details or permanently delete a vendor account when editing a vendor account. A vendor logo (See "Setting a File Link") and keywords (not currently implemented) can be added to new vendor accounts. Vendor accounts can also be authorized or unauthorized from this area.

**My Website > Vendors > Edit Vendors**

Vendor Details

Address Details

Other Details

Website ⓘ

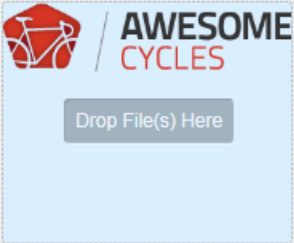
www.domain.com

Logo ⓘ

Folder: Site Root

File: Awesome-Cycles-Log...

Upload File



Drop File(s) Here

Authorized ⓘ

☒

Managing Vendor Accounts

## Deleting all Unauthorized Vendors

Administrators can permanently delete all unauthorized vendors by clicking the **Delete Unauthorized Vendors** button on the Admin > Advanced Settings > Vendors page. Deleting a vendor does not delete any related Vendor banners from the Admin > File Management page however the banners will no longer be displayed in the Banners module.

Vendors

Name

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Unauthorized

	Name	Address	Telephone	Fax	Email	Authorized	Banners
	Bicycle Mania				a.colsom@domain.com	<input type="checkbox"/>	0
	Awesome Helmets	United States			e.dunn@awesomecycles.biz	<input checked="" type="checkbox"/>	0
	Awesome Cycle Clothing				henry@higgins.com	<input checked="" type="checkbox"/>	0

Add New Vendor

Delete Unauthorized Vendors

Deleting all Unauthorized Vendors

### Adding an Image Banner

Administrators can add an image banner to a vendor account via the Banner Advertising section when editing a vendor account. The banner name, type and image/link fields are mandatory for an image banner. If the Text/Script field below is left blank then the Banner Name is the alternate text for the banner. The banner type can be Banner, MicroButton, Button, Block, or Skyscraper. Associating this banner with a group of banners is optional. It allows users to restrict the banners displayed in the banners module to this group.

**My Website > Vendors > Edit Banner**

Banner Name \* ⓘ

Keep Calm & Ride On

Banner Type ⓘ

Banner

▼

Banner Group ⓘ

BMX

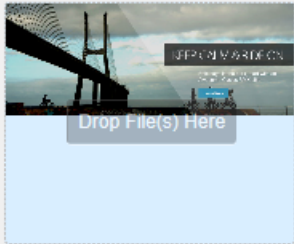
Image/Link ⓘ

Link Type: ☐ URL ( A Link To An External Resource )  
☒ File ( A File On Your Site )

Folder: Site Root

File: Banner4.jpg

Upload File



Complete any of the additional optional settings or update the banner now. Alternate text for this banner can be entered into the "Text/Script" which will display when a user places their mouse over this image. The banner link can be set at the "URL" field by choosing the URL or page that users will be taken to when they click on the banner, or the File to be displayed. If URL is selected and the text box is left empty then the link will go to the Vendors website. Any URL that is entered will also displayed below the banner.

Copyright 2015 by DNN Corp

Width ⓘ	<input type="text"/>
Height ⓘ	<input type="text"/>
Text/Script ⓘ	<input type="text" value="Epic days in the park, start with an Awesome Cycles BMX bike. Learn more..."/>
URL ⓘ	<div><div>Link Type:</div><div><input type="radio"/> URL ( A Link To An External Resource ) <input checked="" type="radio"/> Page ( A Page On Your Site ) <input type="radio"/> File ( A File On Your Site )</div><div>Page: <input type="text" value="Products"/></div></div>

Enter the CPM (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. Enter the number of impressions the banner will display for. An impression is made each time a banner is displayed on the page.

Set a start and/or end date for the banner. And set the criteria by choosing **And** if the 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 choose **Or** if the 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).

CPM/Cost \* ⓘ 0

Impressions \* ⓘ 0

Start Date ⓘ 1/1/2015


End Date ⓘ 12/31/2015

Criteria ⓘ ☒ OR ☐ AND

[Update](#) [Cancel](#)

Once the banner has been updated it can be previewed by expanding the Banner Advertising section and choosing edit the banner.

**Awesome Cycles > Vendors > Edit Banner**



Banner Name \* ⓘ Keep Calm & Ride On

Banner Type ⓘ Banner

Banner Group ⓘ BMX

Previewing a newly added image banner

## Related Topics:

- See "Displaying Banners"

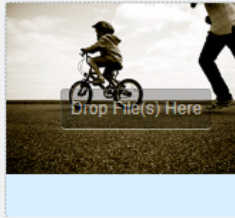
### Adding a Script Banner

Administrators can add a JavaScript banner to a vendor account via the Banner Advertising section when editing a vendor account. After entering a banner name and selecting "Script" as the banner type, users can skip the Image/Link, Width and Height fields and enter the script for this banner into the "Text/Script" text box. Complete any of the additional optional settings in the same way as for an image banner (See "Adding an Image Banner") or update the banner now.

### Adding a Text Banner

Administrators can add a text banner to a vendor account via the Banner Advertising section when editing a vendor account. The Banner Name will be displayed at the top of the banner and as a link to the vendor's website or to the URL, Page or File as set at the URL field below. The banner type must be set to "Text". An image can optionally associated with this banner at the "Image/Link". This image isn't displayed on the banner; instead the image name is displayed as a link to view the image. Alternatively, select "URL ( A Link To An External Resource )" to add a link to an image, file or page located on another website. The full URL will be displayed on the text banner.

## My Website > Vendors > Edit Banner

Banner Name *	<input type="text" value="Junior Series"/>
Banner Type	<input type="text" value="Text"/>
Banner Group	<input type="text" value="Bikes"/>
Image/Link	<div><div><div>Link Type:</div><div><input type="radio"/> URL ( A Link To An External Resource )</div><div><input checked="" type="radio"/> File ( A File On Your Site )</div></div><div><div>Folder:</div><div><input type="text" value="Site Root"/></div></div><div><div>File:</div><div><input type="text" value="Product-Junior.png"/></div></div><div><div>Upload File</div></div></div> <div></div>

Skip the Width and Height fields and enter the text for this banner into the "Text/Script" text box. HTML formatting is permitted. Complete any of the additional optional settings or update the banner now. The banner link can be set at the "URL" field by choosing the URL or page that users will be taken to when they click on the banner, or the File to be displayed. If URL is selected and the text box is left empty then the link will go to the Vendors website. Any URL that is entered will also displayed below the banner. Likewise the page number (e.g. 85) or the file ID number are displayed at the bottom of the banner. E.g. FileID=148



My Website > Vendors > Edit Banner

Width i

Height i

Text/Script i

### We are constantly pushing the limits of what bikes are capable of.

Through careful testing, evaluation and production practises we can 100% guarantee that our junior bikes are safe and fun to ride.

URL i

Link Type:

☐ URL ( A Link To An External Resource )
☒ Page ( A Page On Your Site )
☐ File ( A File On Your Site )

Page:
Products

Complete the costing and scheduling fields (See "Adding an Image Banner") and update the banner.

Banners

[Junior Series](#)

We are constantly pushing the limits of what bikes are capable of.

Through careful testing, evaluation and production practises we can 100% guarantee that our junior bikes are safe and fun to ride.

/Portals/0/Product-Junior.png

Text Banner (with a one pixel border)

## Managing Banners

Administrators edit or permanently delete vendor banners via the Banner Advertising section when editing a vendor account

## Awesome Cycles > Vendors Module > Edit Vendors

[Expand All](#)

Vendor Details

Address Details

Other Details

Vendor Classification

Banner Advertising

	Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End
	Junior Series	Text	Bikes	0	0.00	6	0	1/10/2013	
	Keep Calm & Ride On	Banner	BMX	0	0.00	6	0	1/1/2013	6/30/2013

[Add New Banner](#)

Managing Banners

### Viewing the Banner Status Report

Administrators can view a status report for each banner in the Banner Advertising section when editing a vendor. Each report displays the number views (the number of times a banner has been clicked on) and clicks (the number of times a banner has been displayed on a page) 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.

**Awesome Cycles > Vendors > Edit Vendors**

Expand All

Vendor Details

Address Details

Other Details

Vendor Classification

Banner Advertising

	Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End
	Junior Series	Text	Bikes	0	0.00	17	0	1/10/2013	
	Keep Calm & Ride On	Banner	BMX	0	0.00	15	5	1/1/2013	6/30/2013

Add New Banner

Affiliate Referrals

Viewing the Banner Status Report

## Affiliate Accounts

One or more affiliate referral links can be created and associated with each Vendor. 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.

An affiliate report can be sent to affiliates providing details of the site they have been made an affiliate of and the URL link to be used.

## Adding an Affiliate

Administrators can add affiliates referrals via the Affiliate Referrals section when editing a vendor account. Each referral includes a Cost Per Click commission amount that is paid to the vendor when a visitor is referred to the site and/or a Cost Per Acquisition commission amount

that is paid to the vendor when a visitor becomes a member of the site. Once the account is created, a link is generated which the vendor can add to their site. The number of clicks and acquisitions for the link are tracked and can be used to calculate the commission owing to the vendor.

**Awesome Cycles > Vendors > Edit Vendors**

[Expand All](#)

Vendor Details

Address Details

Other Details

Vendor Classification

Banner Advertising

Affiliate Referrals

	Start	End	CPC	Clicks	Total	CPA	Acquisitions	Total
--	-------	-----	-----	--------	-------	-----	--------------	-------

Add New Affiliate

Update

Delete

Cancel

## Managing Affiliates

Administrators can edit the details of an affiliate referral account or delete the account and all associated information via the Affiliate Referrals section when editing a vendor account.

# Building Multi-Language Sites

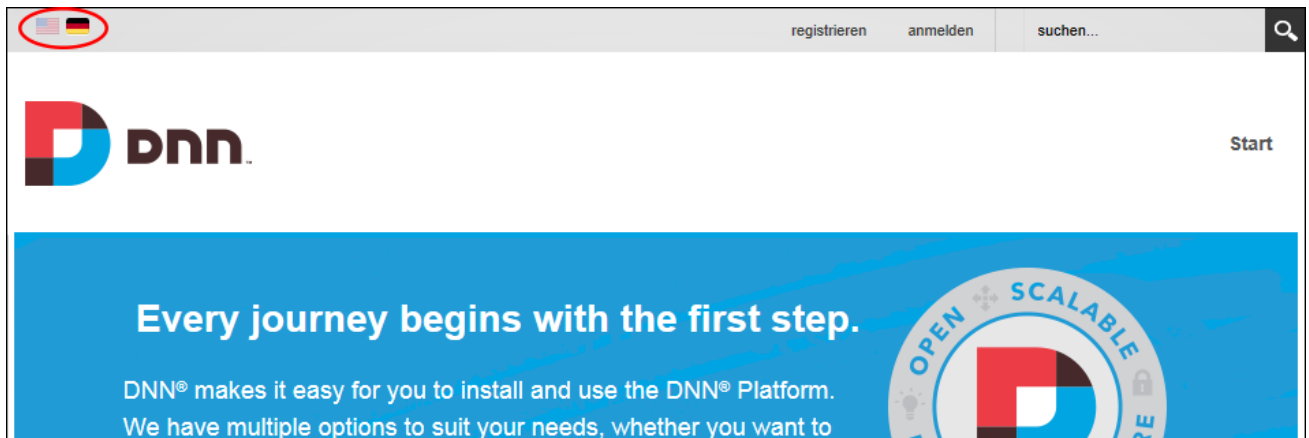
DNN offers a flexible solution for delivering multi-language sites. Site owners who want to reach a wider audience can allow their site users to view all of the inbuilt areas of the site, such as the user registration and login areas in their preferred language without any knowledge of that language. Site owners who have access to translators can provide full or partial site translations using DNN's Content Localization capabilities. Content localization is a highly flexible translation tool that permits the site owner to choose which sections of content will be translated and which languages that content is translated into. This can vary from translating the entire site, translating specific content for some languages, translating only the site settings, or creating new areas for certain languages.

## Creating a Multi-Language Site

DNN sites come with multi-language capabilities that allow users to view the DNN application in their preferred language. When a user chooses a language, all of the field names within the DNN application are changed to that language. This allows users to perform tasks such as registering for and maintaining their user account in their preferred language and allows Administrators to view the ControlBar and all Admin pages in their preferred language. A multi-language site can be easily created without any multi-language skills. It is important however to understand that a multi-language site is different from a translated site which requires translators to translate the unique module content that has been added to the site into other languages.

To create a multi-language site, first a Super User must install the required languages. Once languages are installed, an Administrator can enable the languages required for the site (See "Enabling a Language"). Finally an Administrator can choose to change the default site language to a language other than the original language. See "Setting the Default Site Language"


Once these steps are complete, site visitors will be able to switch the site to their preferred language. See "Changing the Site Language"



Once a secondary language is enabled, Administrators can customize these site settings for each language:

- Site Marketing: See "Site Details" and See "Setting the Site Appearance"
- Site Appearance: See "Setting the Site Design"
- Site Page Management: See "Setting the Home Page", See "Setting the Login Page", See "Setting the Registration Page", See "Setting the Search Results Page" and See "Setting the Splash Page"
- Login and Registration: See "Login Settings", See "Configuring a Custom Registration Form" and See "Configuring the Standard Registration Form"

## Enabling a Language

Languages can be enabled or disabled by Module Editors by modifying the check box in the "Enabled" column displayed beside each language on the Admin > Advanced Settings > 

Languages or on a Languages module. This field can be updated regardless of whether content localization has been enabled. The default language cannot however be disabled and at least one language must be enabled at all times. DNN Platform users (including unauthenticated users) must be granted Edit Module permissions to perform this task.

Prerequisite. More than one language must be installed on the site by a Super User.













Once two or more languages are enabled on a site, users can set their preferred locale on their user profile ([See "Completing a User Profile"](#) ) and unique settings can be configured for each language via the Site Settings page.

### Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

Settings

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 German (Germany)	<input checked="" type="checkbox"/>		
 French (France)	<input type="checkbox"/>		
 Spanish (Spain)	<input type="checkbox"/>		

\*\* - The default site language cannot be disabled

## Setting the Default Site Language

Installed languages can be set as the default site language by modifying the Language Settings. The default site language is allocated to site members upon registration, or whenever the locale they have chosen becomes unavailable. Note: Changing the default language doesn't update the language allocated to existing users.


## Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

Settings

System Default: English (United States)

Site Default: English (United States) 

Deutsch (Deutschland)
 English (United States)
 Español (España, alfabetización internacional)
 français (France)

Enable Language Parameter in URLs?

Enable Browser Language Detection?

Allow users to choose interface language?

**Update**

Note: If a disabled language was selected it will now be enabled. The default site language is now updated on the Languages tab and cannot be disabled.

## Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

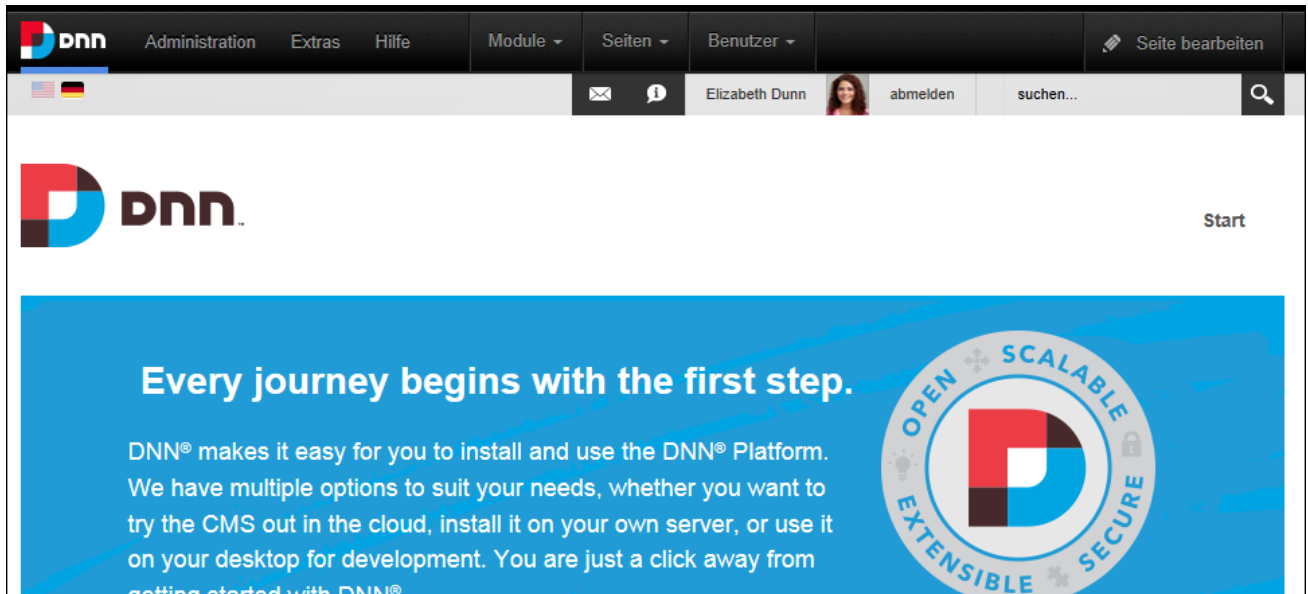
Settings

Culture	Enabled	Edit	Static Resources Site
English (United States)	<input checked="" type="checkbox"/>		
German (Germany) **	<input checked="" type="checkbox"/>		
Spanish (Spain)	<input type="checkbox"/>		
French (France)	<input type="checkbox"/>		

\*\* - The default site language cannot be disabled



The below image shows German language set as the site default language. Note the German flag is highlighted and the Control Panel, search and user profile sections are in German language.



### Adding a Page to a Multi-Language Site

Add a new page to a multi-language site by viewing the site in the default language (See "Changing the Site Language") and then adding the page as per usual (See "Adding a New Page") ensuring the Permissions (See "Setting Page Permissions") and Localization settings (See "Localization Settings for New Pages") are set as required. Depending on the Localization settings that are chosen, this method can be used to create a page in the current culture only, a single page that can be viewed by all cultures, or a separate localized version for each cultures. Modules and content can then be added to the page. See "Adding a Module to a Multi-Language Site"

Tip: If localized versions of the page have been created, translators should be notified (See "Notifying Translators") once the page content is completed. Note: Content Localization must be configured before translations can occur.

## Adding a Module to a Multi-Language Site

Authorized users can add a new module to a multi-language site. This adds the module to the chosen language only; however it can then be added to additional languages. Module content can be copy of the original content or it can be set for translation.

1. View the site in the language where the new module is required. See "Changing the Site Language".
2. Navigate to the page where the module will be added. See "Viewing Any Page" or See "Viewing any Page".
3. Add the module. See "Adding a New Module".
4. Add module content as required. See "Editing Module Content". Now that the module is added and the content has been created, users can choose to copy the module and its contents to one or more additional languages or set the module content as translatable.

## Content Localization

Content localization is the process of copying some or all of the site content and then modifying that content to suit the different languages used on the site. The site owners are in full control of which parts of the site are localized. For example, the site menu and all site pages could be fully translated into each language, or only certain pages or module content could be translated for some of the languages.

Note: Although this manual uses the terms 'languages', content localization can be used to customize site content for different cultures of the same language such as US English and GB English.

## Configuring Content Localizations

There are four basic steps for configuring content localization. Once Content Localization has been configured, Administrators and other authorized users can begin adding new content or choosing existing content to be translated.

Prerequisite. The basic steps for creating a multi-language site must be completed. See "Creating a Multi-Language Site".

1. Localized Content must be enabled. See "Enabling Localized Content".
2. Add translators to translator roles. See "Setting Translator Roles".
3. Add a Languages module to a page and configure to allow non-Administrators to translate content. See "Configuring Languages Module for Translators".
4. See "Allowing Users to Choose the Interface Language".

### Enabling Localized Content

How to enable the site to allow site content to be created for one or more enabled languages. Enabling localized content creates a translator role (titled Translator and then appended with the country code. E.g. Translator (EN-AU)) for each enabled language. It will also enable the Localization tab of Page Settings for all site pages. See "Localization Settings for New Pages". DNN Platform users (including anonymous users) must be granted Edit Module permissions. Evoq Content users (including anonymous users) must be granted Edit Content permissions.

Prerequisite. Localized content must be enabled by a Super User.

1. Go to the Languages tab of a Languages module and click the **Enable Localized Content** button. This will display the Enable Localized Content message box. If the default site language displayed is incorrect select Cancel now and change the default language.

## Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

Settings

Enable Localized Content

Culture	Enabled	Edit	Static Resources Site
English (United States) **	<input checked="" type="checkbox"/>		
German (Germany)	<input checked="" type="checkbox"/>		
Spanish (Spain)	<input type="checkbox"/>		
French (France)	<input checked="" type="checkbox"/>		

\*\* - The default site language cannot be disabled

2. At **Make all pages Translatable**, select from these options:

- Mark ☒ the check box to make all of the default language pages translatable and creates a copy of all translatable pages for each enabled language.
- Unmark ☐ the check box to translate some of the default language pages into other languages. This allows some or most of the site to be maintained 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.


## My Website > Languages > Enable Localized Content

### Enable Localized Content

Enabling localized content allows you to provide translated module content in addition to displaying translated static text. Once localized content is enabled the default site culture will be set permanently and *you will no longer be able to change it*.

Click Cancel if you need to change the current site default.

Current Site Default:   English (United States)

Make all pages Translatable  ☐

Enable Localized Content

Cancel

- Click the **Enable Localized Content** button. Once enabling is complete, a new tab called "Content Localization" is displayed on the Languages module and a new section titled Content Localization is displayed in the culture grid with these columns:

If "Make All Pages Translatable" was not selected, the following will be displayed:

- Pages:** The Pages column displays the number of pages and the percentage of pages that have been localized. This will be zero (0) for the default language of English (United States) and blank for all other languages because no pages were created.
- Translated:** This displays the number of translated pages. E.g. 0
- Active:** This column is blank because there are not localized pages.
- Publish:** This column is blank because there are no pages to publish.
- Delete:** This column is blank because there is no localized content that can be deleted.

## Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

[Languages](#)
[Content Localization](#)
[Settings](#)

[Disable Localized Content](#)

Culture	Enabled *	Edit	Static Resources Site	Content Localization				
				Pages	Translated	Active *	Publish *	Delete
English (United States) **	<input checked="" type="checkbox"/>			0	0			
German (Germany)	<input checked="" type="checkbox"/>				0			
French (France)	<input type="checkbox"/>				0			
Spanish (Spain)	<input type="checkbox"/>				0			

\* - A language must be enabled before it can be activated and it must be deactivated before it can be disabled  
 \*\* - The default site language cannot be deactivated or disabled

If "Make All Pages Translatable", several progress bars show the languages and pages being created. A copy of all site pages is made for each language that is enabled, including the modules and content on these pages. A translator role is also created each language.

- **Pages:** The Pages column displays the number of pages and the percentage of pages that have been localized. E.g. The number of pages is seven (7) for the default language of English (United States) and seven (7) pages, which is 100% of the site pages, have been created for German (Germany) which is the only secondary languages that is enabled.
- **Translated:** This displays the number of pages and the percentage of pages that have been translated. E.g. (0) 0%.
- **Active:** This displays a check box that allows localized content to be activated / deactivated.
- **Publish:** The Publish column is blank because the localized content has not yet been activated for any language.

## Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

[Languages](#)
[Content Localization](#)
[Settings](#)

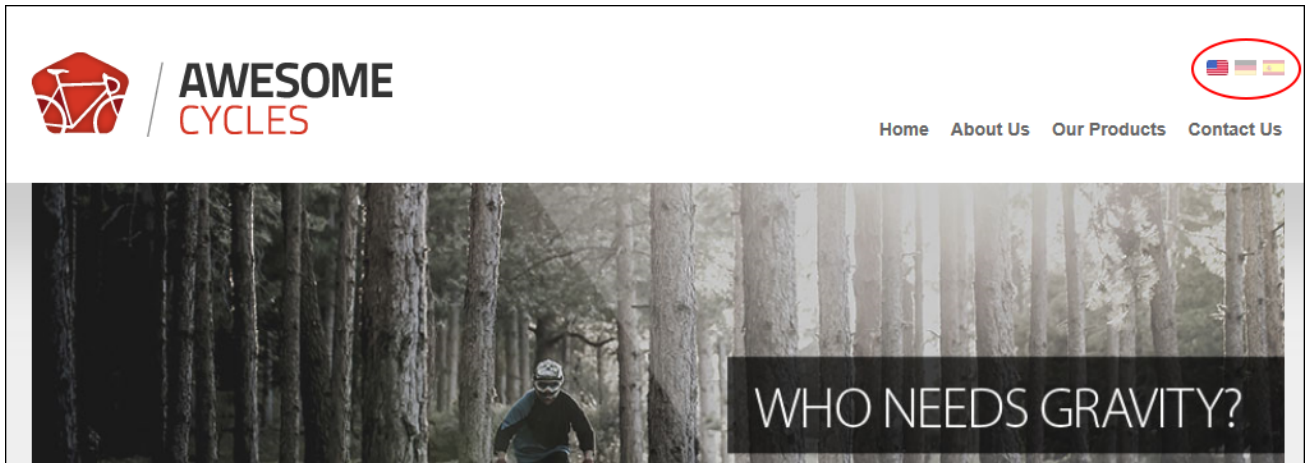
[Disable Localized Content](#)

Culture	Enabled *	Edit	Static Resources Site	Pages	Content Localization			Delete
					Translated	Active *	Publish *	
English (United States) **	<input checked="" type="checkbox"/>			7	0			
German (Germany)	<input checked="" type="checkbox"/>			7 (100%)	0 (0%) 	<input type="checkbox"/>		
French (France)	<input type="checkbox"/>				0			
Spanish (Spain)	<input type="checkbox"/>				0			

\* - A language must be enabled before it can be activated and it must be deactivated before it can be disabled  
 \*\* - The default site language cannot be deactivated or disabled

For other enabled languages, the **No of Pages** button is displayed as a link that can be clicked to create localized pages for that language. Each enabled language displays this button, allowing different pages to be localized for each language as required.

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). Modify these names 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 "Managing Role Access".

Next Step:

- Assign additional roles and users as translators for a language. See "Setting Translator Roles".
- The site is now ready for translation. See "Translating a Page" or See "Translating a Module".

### 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. Users must be granted Edit Module permissions.

1. Go to the Languages tab of a Languages module.
2. In the Edit column click the **Edit This Language**  button beside the required language to open the Edit Language page.















## Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**Languages**   **Settings**


[Enable Localized Content](#)


Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 German (Germany)	<input checked="" type="checkbox"/>		
 French (France)	<input type="checkbox"/>		
 Spanish (Spain)	<input type="checkbox"/>		

\*\* - The default site language cannot be disabled

- At **Localized Content Translators** go to the **Selected Role** column and mark ☒ the check box beside each role that can translate this language and then click the **Update** button. Note: The translator role associated with this role (e.g. Translator (es-ES)) is selected by default.

My Website > Languages > Edit Language

Language:  Spanish (Spain)

Fallback Language:  Neutral Culture

Localized Content Translators:

	Selected Role
Administrators	<input checked="" type="checkbox"/>
Multi-Lingual Translators	<input checked="" type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>
Translator (de-DE)	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>
Translator (es-ES)	<input checked="" type="checkbox"/>
Translator (fr-CA)	<input type="checkbox"/>
Unverified Users	<input type="checkbox"/>

Update Cancel

### Allowing Users to Choose the Interface Language

Users can be allowed to select a different language for the DNN application than the site content. Users must be granted Edit Module permissions.

1. Go to the Settings tab of a Languages module.
2. At **Allow Users to Choose Interface Language?**, mark ☒ the check box to enable -

OR - unmark ☐ the check box to disable.

**Language Management**

**Languages** **Settings**

System Default: ⓘ English (United States)

Site Default: ⓘ English (United States) ▼

☒ Native Name ☐ English Name

Enable Language Parameter in URLs? ⓘ ☒

Enable Browser Language Detection? ⓘ ☒

Allow users to choose interface language? ⓘ ☒

**Update**

3. Click the **Update** button.

### Configuring Languages Module for Translators

The Languages module should be added to a site page to allow non-Administrator translators (users in the translator role) to view and manage translations for the languages they translate via the Content Localization tab.

1. Create a new site page and grant View Page permissions to each of the translator roles and any additional usernames as required.

**My Website > languages**

Page Details

Permissions

Localization

Advanced Settings

Filter By Group: < Global Roles >

Select Role: Translator (es-ES)

Add

Role	View Page	Edit Page	Actions
Administrators			
All Users	<input type="checkbox"/>	<input type="checkbox"/>	
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	
Translator (de-DE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Translator (en-US)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Translator (es-ES)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Display Name:

Add

Update Page

Delete

Cancel

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: Home

en-US	de-DE
Home	Home (de-DE)
Home	Home
<b>Page Modules</b> <ul style="list-style-type: none"> <li>IdentitySwitcher</li> <li>Text/HTML</li> <li></li> <li></li> <li><input type="checkbox"/> Copy Module</li> </ul>	<b>Page Modules</b> <ul style="list-style-type: none"> <li>IdentitySwitcher</li> <li><input type="checkbox"/> Copy Module</li> <li></li> <li></li> <li>Text/HTML</li> <li><input type="checkbox"/> Translated <input type="checkbox"/> Published</li> </ul>

**Update**

3. **Optional.** Non-Administrators can also be allowed to view the Languages and Settings tabs of this Languages module as follows:

1. Select **Manage** > **Settings** from the module actions menu.
2. Select the **Language Management Settings** tab.
3. At **Show languages for non-Administrators?**, mark ☒ the check box to display the Languages tab to non-Administrators. This allows these users to perform

additional tasks including enabling and activating languages as well as publishing translations and disabling localized content.

4. At **Show settings for non-Administrators**, mark ☒ the check box to display the Settings tab to non-Administrators.

The screenshot shows a web interface for managing a website's translation module. The breadcrumb trail is "My Website > Translation Management > Module". There are four tabs: "Module Settings", "Permissions", "Page Settings", and "Language Management Settings". The "Language Management Settings" tab is selected. Below the tabs, there are several settings:

- "Use Paging in Editor?" with an unchecked checkbox.
- "Editor Page Size:" with a text input field containing the value "10".
- "Show languages for non-administrators?" with a checked checkbox.
- "Show settings for non-administrators?" with a checked checkbox, which is circled in red.

At the bottom, there are three buttons: "Update" (highlighted in blue), "Delete", and "Cancel".

4. Click the **Update** button.

### Setting Non Administrator Permissions

The Languages module should be added to a site page to allow non-Administrator translators to manage translations via the Content Localization tab. Non-Administrators can be permitted to view either or both the Languages and Settings tabs as required.

1. Go to a Languages module that has been added to a site page. See "Configuring Languages Module for Translators".
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 lan-

guages as well as publishing translations and disabling localized content. Administrators and Super Users 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 Super Users will always see the Settings tab.

The screenshot shows the 'My Website > Translation Management > Module' settings page. The 'Language Management Settings' tab is selected. The settings include:

- Use Paging in Editor? ☐
- Editor Page Size:
- Show languages for non-administrators? ☒
- Show settings for non-administrators? ☒

The 'Show settings for non-administrators?' checkbox is circled in red. At the bottom, there are three buttons: 'Update' (blue), 'Delete' (grey), and 'Cancel' (grey).

6. Click the **Update** button.

## Creating Localizations

Localized versions of the default language content must be created before that content can be translated or modified for secondary languages. When content localization is enabled on the site, Administrators can choose to create localized pages for the all of the enabled languages, or they can elect to do this for all or some pages and languages at a later stage. This section details the different ways localized content can be created once the initial enabling of localized content has occurred. Translators should be notified once content is ready for translation.



### Creating Localized Pages for a Language

Administrators can localize all default site language pages for a single secondary language. This method is used when there is no localized content for the language. This can occur when the language is added and enabled after content localization has occurred; when a disabled

language is enabled after localized content was created, or when content localization was enabled but localized content was not created.

Users must be granted Edit Module (Add Content for Evoq Content) permissions to the Languages module.

Prerequisite. Localized content must be enabled. See "Enabling Localized Content".

















1. Go to the Languages tab of a Languages module.
2. **Optional.** In the **Enabled** column, mark ☒ the check box beside the language if it is not yet enabled.
3. In the **Content Localization -  Pages** column, click the ** Create Pages In This Language** button beside the required language.

### Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages
Content Localization
Settings

Disable Localized Content

Culture	Enabled *	Edit	Static Resources Site	Pages	Content Localization Translated	Active *	Publish *	Delete
 English (United States)	<input checked="" type="checkbox"/>			8	0			
 German (Germany)	<input checked="" type="checkbox"/>			8 (100%)	0 (0%) 	<input checked="" type="checkbox"/>		
 French (France)	<input checked="" type="checkbox"/>				0			
 Spanish (Spain)	<input type="checkbox"/>				0			

\* - A language must be enabled before it can be activated and it must be deactivated before it can be disabled  
\*\* - The default site language cannot be deactivated or disabled



4. This opens the Localize Pages page that displays the number of pages that will be localized at the "Number of Pages to Localize" field.
5. Click the **Localize Pages** button. This displays a progress bar that lists each of the pages and content that is being created for the chosen language. The current status of translations for the language is displayed once all the translations are completed. 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.

### Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages
Content Localization
Settings

Disable Localized Content

Culture	Enabled *	Edit	Static Resources Site	Pages	Translated	Active *	Publish *	Delete
English (United States) **	<input checked="" type="checkbox"/>			8	0			
German (Germany)	<input checked="" type="checkbox"/>			8 (100%)	0 (0%) 	<input checked="" type="checkbox"/>		
French (France)	<input checked="" type="checkbox"/>			8 (100%)	0 (0%) 	<input type="checkbox"/>		
Spanish (Spain)	<input type="checkbox"/>				0			

\* - A language must be enabled before it can be activated and it must be deactivated before it can be disabled  
\*\* - The default site language cannot be deactivated or disabled

Next Step: Notify a translator (See "Notifying Translators") or begin translations for this language. See "Translating a Page" and See "Translating a Module".

### Adding a Page to a Multi-Language Site

Add a new page to a multi-language site by viewing the site in the default language ( See "Changing the Site Language") and then adding the page as per usual (See "Adding a New

Page") ensuring the Permissions (See "Setting Page Permissions") and Localization settings (See "Localization Settings for New Pages") are set as required. Depending on the Localization settings that are chosen, this method can be used to create a page in the current culture only, a single page that can be viewed by all cultures, or a separate localized version for each culture. Modules and content can then be added to the page. See "Adding a Module to a Multi-Language Site"

Tip: If localized versions of the page have been created, translators should be notified (See "Notifying Translators") once the page content is completed. Note: Content Localization must be configured before translations can occur.

### **Adding Missing Translations to a Page**

How to add all missing language translations to a page. The added translations will be a new version based on the current content of the default language. Translations can be missing if they have been deleted or when a language is enabled after the initial translations were created.

1. Go to the Content Localization tab of a Languages module.
2. Locate the required page and click the **Add Missing Languages** button located at the base of the module.


## Language Management


DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

Content Localization

Settings

Select a Page:  About Us


 en-US



About Us

About Us

### Page Modules

 Contact Information


 Products

 Customer Support

 Company

 Connect

 About Us

 Our Team

☒ Published

 es-ES



About Us (es-ES)

About Us

### Page Modules



 Contact Information



 Products



 Customer Support



 Company




 Connect



 About Us



 Our Team



☐ Translated

Update

Add Missing Languages

The missing translations, in this case for German, are now added back to the page.

## Language Management


Languages

Content Localization

Settings

Select a Page: ⓘ

About Us

 en-US



About Us

### Page Modules

ⓘ Contact Information

ⓘ Products

ⓘ Customer Support

ⓘ Company

ⓘ Connect

ⓘ About Us

ⓘ IdentitySwitcher

ⓘ Our Team

 de-DE



About Us (de-DE)

### Page Modules

ⓘ Contact Information

ⓘ Products

ⓘ Customer Support

ⓘ Company

ⓘ Connect

ⓘ About Us

☐ Copy Module

ⓘ Our Team

☐ Translated

 es-ES



About Us (es-ES)

### Page Modules

ⓘ Contact Information

ⓘ Products

ⓘ Customer Support

ⓘ Company

ⓘ Connect

ⓘ About Us

☐ Copy Module

ⓘ Our Team

☐ Translated

Update

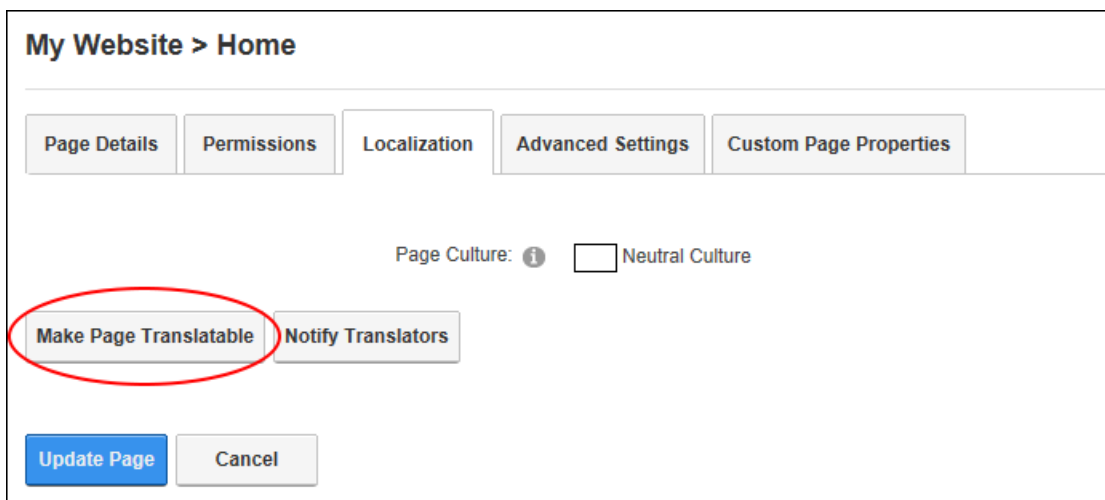
## Making a Page Translatable

How to make an existing site page translatable. This creates 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 Translations to a Page".

## Using 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. Go to the Content Localization tab of a Languages module.
2. Find the required page and 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: Hovering the mouse over the flag icon for a

language displays information regarding the status of that translation. For example, in the below image the German (Deutsch) language is not active.

### Language Management

DNN's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

Languages

Content Localization

Settings

Select a Page: 

About Us

<div> en-US</div>	<div> es-ES</div>	<div> de-DE</div>	<div> fr-CA</div>
<div>About Us</div> <div>About Us</div> <div></div>	<div>About Us (es-ES)</div> <div>About Us</div> <div></div>	<div>About Us (de-DE)</div> <div>About Us</div> <div></div>	<div>About Us (fr-CA)</div> <div>About Us</div> <div></div>
<div>Page Modules</div> <div><div>Contact Information</div><div>Products</div><div>Customer Support</div><div>Company</div><div>Connect</div><div>About Us</div><div>Our Team</div></div> <div><input checked="" type="checkbox"/> Published</div>	<div>Page Modules</div> <div><div>Contact Information</div><div>Products</div><div>Customer Support</div><div>Company</div><div>Connect</div><div>About Us</div><div>Our Team</div></div> <div><input type="checkbox"/> Translated</div>	<div>Page Modules</div> <div><div>Contact Information</div><div>Products</div><div>Customer Support</div><div>Company</div><div>Connect</div><div>About Us</div><div>Our Team</div></div> <div><input type="checkbox"/> Translated</div>	<div>Page Modules</div> <div><div>Contact Information</div><div>Products</div><div>Customer Support</div><div>Company</div><div>Connect</div><div>About Us</div><div>Our Team</div></div> <div><input type="checkbox"/> Translated</div>


Update

Next Step:

- See "Removing Translations for a Page" to translate this page into only some languages.
- 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.

### Making a Module Translatable








How to change secondary language modules that reference the content of the default language into separate modules that can then be translated. Translators and Administrators only.

1. Go to the Content Localization tab of a Languages module.
2. Locate the required page and click the **Reference Default Language**  button located beside the title of each module to be modified and then click the **Update** button.

# Languages

Select a Page: ⓘ

Our Products

<div><div> en-US</div><div> </div></div> <div><div>Our Products</div><div></div><div></div></div> <div><div>Page Modules</div><div><div><div> ⓘ Contact Us</div><div> ⓘ Products</div><div> ⓘ Our Products</div><div> ⓘ Customer Support</div><div> ⓘ Company</div><div> ⓘ Connect</div></div><div><div><input type="checkbox"/> Translated</div></div></div></div>	<div><div> de-DE</div><div>  </div></div> <div><div>Our Products (de-DE)</div><div></div><div></div></div> <div><div>Page Modules</div><div><div><div> ⓘ Contact Us</div><div> ⓘ Products</div><div> ⓘ Our Products</div><div> ⓘ Customer Support</div><div> ⓘ Company</div><div> ⓘ Connect</div></div><div><div><input type="checkbox"/> Translated</div></div></div></div>
--	--

Update

These modules are now ready to translate.



## Languages

Select a Page: ⓘ

Our Products

<div><div> en-US ⓘ</div><div> ⚙️</div></div> <div><div>Our Products</div><div></div><div></div></div> <div><div>Page Modules</div><div><div> ⓘ Contact Us</div><div> ⓘ Products</div><div> ⓘ Our Products</div><div> ⓘ Customer Support</div><div> ⓘ Company</div><div> ⓘ Connect</div></div></div>	<div><div> de-DE ⓘ</div><div> ⚙️ 🗑️</div></div> <div><div>Our Products (de-DE)</div><div></div><div></div></div> <div><div>Page Modules</div><div><div> ⓘ Contact Us</div><div> ⓘ Products</div><div> ⓘ Our Products</div><div> ⓘ Customer Support</div><div> ⓘ Company</div><div> ⓘ Connect</div></div><div><input type="checkbox"/> Translated</div></div>
---	--

Update




### 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
<div>Our Products</div> <div>Our Full Range of Products</div> <div>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</div>	<div>Our Products (de-DE)</div> <div></div> <div></div>	<div>Our Products (es-ES)</div> <div></div> <div></div>
<b>Page Modules</b> <div>Contact Us</div> <div>Products</div> <div>Our Products</div> <div>Customer Support</div> <div>Company</div> <div>Connect</div>	<b>Page Modules</b> <div>Contact Us</div> <div>Products</div> <div>Our Products</div> <div>Customer Support</div> <div>Company</div> <div>Connect</div> <div><input type="checkbox"/> Translated</div>	<b>Page Modules</b> <div>Contact Us</div> <div>Products</div> <div>Our Products</div> <div>Customer Support</div> <div>Company</div> <div>Connect</div> <div><input type="checkbox"/> Translated</div>

Update Localization

Convert page to Neutral Language

Notify Translators

Send notification to Translators

New product series ready for translation.

Send

Cancel

## Translating

Translators should be notified once localized content has been created so they can begin translations. Translations can be made directly on the page or using the Languages module. Once the translations have been completed and the content set as translated, then it will be ready to publish on the site.

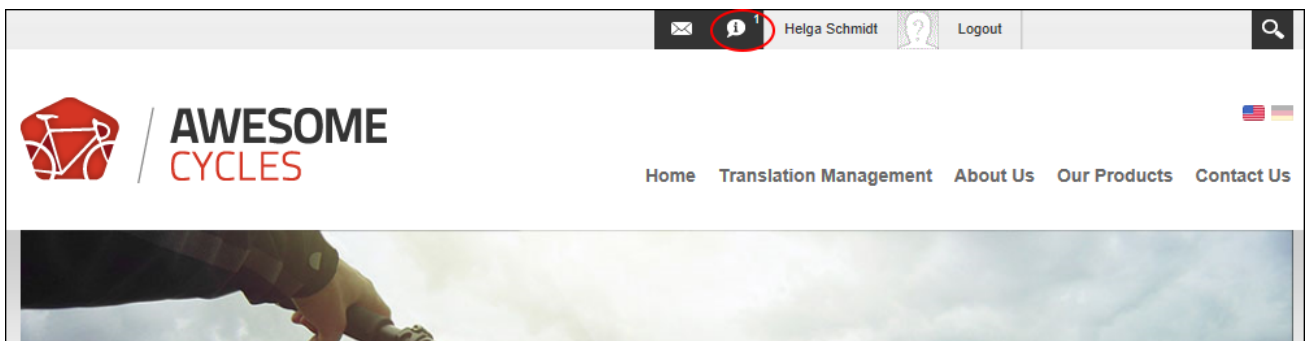
### Translating a Page

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.

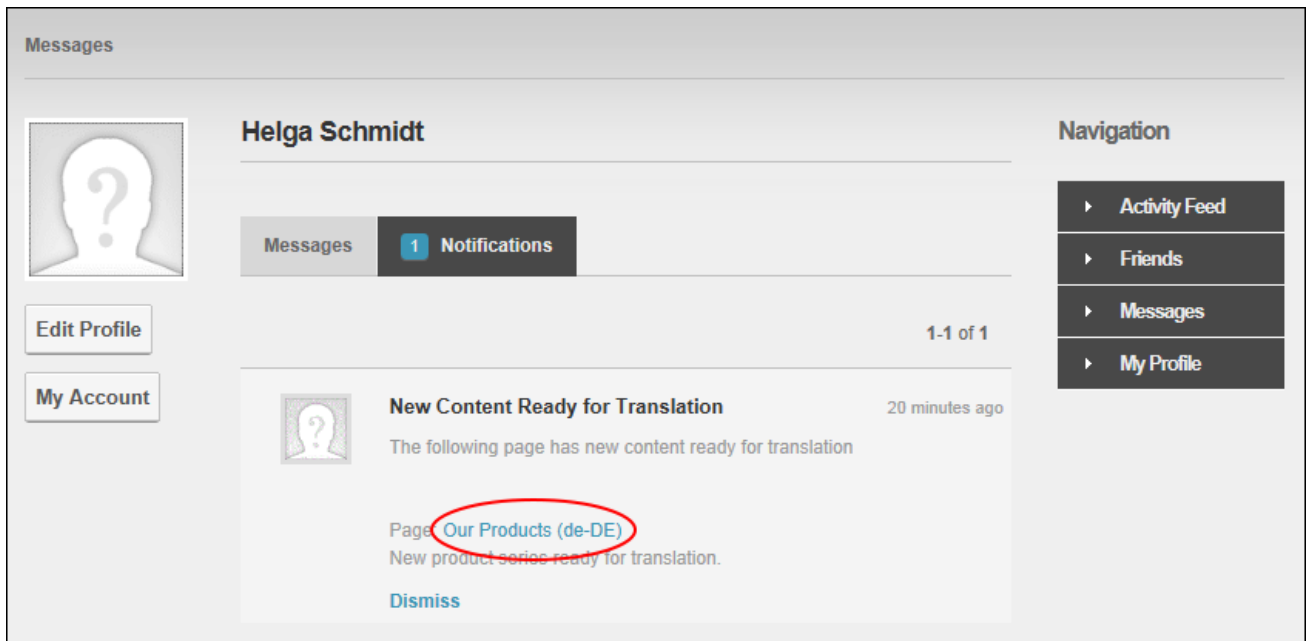
A user must belong to one or more translator roles to translate pages for one or more languages.

### Translating Directly on the Page


1. Translators need to login to their user account. See "Logging into a Site". Note: The flag of the language this user is a translator of is now displayed above the control panel.
2. Click the **Check Notifications** button to view details of waiting translations. Translators will receive a message whenever content is awaiting translation. See "Viewing Messages".






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. The page that requires translation is now displayed. Note: 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.





Module ▾
Seiten ▾



Seite bearbeiten

[Home \(de-DE\)](#)
[About Us \(de-DE\)](#)
[Contact Us \(de-DE\)](#)
[Translation Management \(de-DE\)](#)
[Neutral \(de-DE\)](#)
[Our Products \(de-DE\)](#)

Our Products (de-DE)








### 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.


Read more ▸



### 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.

Read more ▸



### 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.

Read more ▸

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. Users can now translate the content of each module they can edit. Modules that cannot be edited use a copy the default language content. See "Editing Module Content".

### Translating Using the Languages module

Once a translator has been notified of the page or pages that require translations, they can use the Languages module to manage translations.

1. See Steps 1-3 above to identify the page or pages that require translations.
2. Go to a Languages module and locate the required page.

# Languages

Select a Page: ⓘ

About Us

<div> <div>  en-US </div> <div> </div> </div> <div> <div>About Us</div> <div></div> <div></div> </div> <div> <div>Page Modules</div> <div> <div> ⓘ Contact Information</div> <div> ⓘ Products</div> <div> ⓘ Customer Support</div> <div> ⓘ Company</div> <div> ⓘ Connect</div> <div> ⓘ About Us</div> <div> ⓘ Our Team</div> </div> </div>	<div> <div>  de-DE </div> <div> </div> </div> <div> <div>About Us (de-DE)</div> <div></div> <div></div> </div> <div> <div>Page Modules</div> <div> <div> ⓘ Contact Information</div> <div> ⓘ Products</div> <div> ⓘ Customer Support</div> <div> ⓘ Company</div> <div> ⓘ Connect</div> <div> ⓘ About Us</div> <div> ⓘ Our Team</div> </div> <div> <input type="checkbox"/> Translated </div> </div>
--	---

Update

- 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 and then click the **Update** button.



# Languages

Select a Page: ⓘ

About Us ▼

<div> <div>  en-US </div> <div> </div> </div> <div> <div>About Us</div> <div></div> <div></div> </div> <div> <div>Page Modules</div> <div> <div> ⓘ Contact Information</div> <div> ⓘ Products</div> <div> ⓘ Customer Support</div> <div> ⓘ Company</div> <div> ⓘ Connect</div> <div> ⓘ About Us</div> <div> ⓘ Our Team</div> </div> </div>	<div> <div>  de-DE </div> <div> </div> </div> <div> <div>Über uns</div> <div></div> <div></div> </div> <div> <div>Page Modules</div> <div> <div> ⓘ Kontaktdaten</div> <div> ⓘ Produkte</div> <div> ⓘ Über uns</div> <div> ⓘ Firma</div> <div> ⓘ Netzwerke</div> <div> ⓘ Über uns</div> <div> ⓘ Unser Team</div> <div> <input type="checkbox"/> Translated </div> </div> </div>
--	--

Update

- Click the **View Page** button to go to the page and then translate module content. See "Editing Module Content".

# Languages

Select a Page: ⓘ About Us

<div>en-US ⓘ</div> <div>About Us</div>	<div>de-DE ⓘ</div> <div>Über uns</div>
<div>Page Modules</div> <div><div>Contact Information ⓘ</div><div>Products ⓘ</div><div>Customer Support ⓘ</div><div>Company ⓘ</div><div>Connect ⓘ</div><div>About Us ⓘ</div><div>Our Team ⓘ</div></div>	<div>Page Modules ⓘ</div> <div><div>Kontaktdaten ⓘ</div><div>Produkte ⓘ</div><div>Über uns ⓘ</div><div>Firma ⓘ</div><div>Netzwerke ⓘ</div><div>Über uns ⓘ</div><div>Unser Team ⓘ</div></div> <div><input type="checkbox"/> Translated</div>

Update

Next Step: See "Setting a Page as Translated"

## 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 "Making a Module Translatable".

1. View the site in the culture that the will be created for. See "Changing the Site Language".
2. Select the edit option for the module. See "Editing Module Content".
3. Translate text as required.



### 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 "Changing the Site Language".
2. Navigate to the page where the shared module is located. See "Viewing any Page" or See "Viewing Any Page".
3. Edit the module content. See "Editing Module Content".

### 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 - 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
<div>About Us</div>	<div>Über uns</div>
<div></div>	<div></div>
<div></div>	<div></div>
<b>Page Modules</b>	<b>Page Modules</b>
<div> Contact Information</div>	<div> Kontaktdaten  </div>
<div> Products</div>	<div> Produkte  </div>
<div> Customer Support</div>	<div> Über uns  <input type="checkbox"/></div>
<div> Company</div>	<div> Firma  <input type="checkbox"/></div>
<div> Connect</div>	<div> Netzwerke  <input type="checkbox"/></div>
<div> About Us</div>	<div> Über uns  <input type="checkbox"/></div>
<div> Our Team</div>	<div> Unser Team  <input type="checkbox"/></div>
	<div><input type="checkbox"/> Translated</div>

Update Localization

Add Missing Languages


Bereit zur Übersetzung

4. Click the **Update Localization** button.

Next Step: Once all of the remaining modules have been translated the page can be set a translated. See "Setting a Page as Translated".

### Setting a Page as Translated

Once the content of a page has been translated (See "Translating a Page") the page and all of the modules on the page can be marked as translated.

1. Select **Page Localization** from the Edit Page menu of the ControlBar.
2. Go to the Page Modules section of the required language and click the **Translated?**  button to set all translatable modules as translated - OR - Mark ☒ the **Translated** 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 the site. See "Publishing a Single Page Translation". Note: A language must be activated before pages can be published. See "Activating/Deactivating a Language".

### Publishing

Once the translations have been completed and the content set as translated, it is then is ready to publish on the site.

### Activating/Deactivating a Language

How to activate or deactivate a language. Site visitors can view the site in any of the active languages as well as any translated content for that language. A language is usually activated once translations are completed. See "Translating a Page" Authenticated users must granted Non-Administrator permission on the Languages module. See "Configuring Languages Module for Translators".

1. Go to the Languages tab of a Languages module.
2. 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 new translations to be published.


















Languages

Languages

Content Localization


Settings

Disable Localized Content

Culture	Enabled *	Edit	Static Resources				Content Localization		
			System	Host	Site			Active *	Publish *
 English (United States) **	<input checked="" type="checkbox"/>					11		<input checked="" type="checkbox"/>	
 German (Germany)	<input checked="" type="checkbox"/>					10 91%	3 30%	<input checked="" type="checkbox"/>	 
 Spanish (Spain)	<input checked="" type="checkbox"/>								

\* - A language must be enabled before it can be activated and it must be deactivated before it can be disabled

\*\* - The default site language cannot be deactivated or disabled

- 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.

Languages

Languages

Content Localization

Settings

Disable Localized Content

Culture	Enabled *	Edit	Static Resources			Content Localization			
			System	Host	Site			Active *	Publish *
English (United States) **	<input checked="" type="checkbox"/>					11			<input checked="" type="checkbox"/>
German (Germany)	<input checked="" type="checkbox"/>					10 91%	3 30%	<input type="checkbox"/>	
Spanish (Spain)	<input checked="" type="checkbox"/>								

\* - A language must be enabled before it can be activated and it must be deactivated before it can be disabled

\*\* - The default site language cannot be deactivated or disabled

## Publishing a Single Page Translation

Once a page has been translated (See "Setting a Page as Translated"), individual translations of the page can be published to the site. This updates the view permissions for the selected page so they are the same as the default language version of the page.

## Using the ControlBar

1. View the site in the language being published and navigate to the required page.
2. Select **Page Localization** from the Edit Page section of the ControlBar.
3. At **Published**, mark ☒ the check box and click the **Update Localization** button.

## Using the Languages Module

1. Go to the Content Localization tab of a Languages module.
2. Locate the required page and mark ☒ the **Published** check box located below all of the modules and click the **Update** button.

## Languages


Languages

Content Localization

Settings

Select a Page: ⓘ

Contact Us

 en-US



Contact Us

### Page Modules

ⓘ Contact Us

ⓘ Products

ⓘ Reach Us


ⓘ Message Us

ⓘ Customer Support

ⓘ Company

ⓘ Connect

ⓘ Visit Us

 de-DE



Kontakt

### Page Modules

ⓘ Kontakt

ⓘ Produkte

ⓘ So erreichen Sie uns

ⓘ Schicken Sie uns eine N

ⓘ Kundendienst

ⓘ Firma

ⓘ Netzwerke

ⓘ Besuchen Sie uns

☒ Translated ☒ Published

 es-ES



Contact Us (es-ES)

### Page Modules

ⓘ Contact Us

ⓘ Products

ⓘ Reach Us

ⓘ Message Us

ⓘ Customer Support

ⓘ Company

ⓘ Connect

ⓘ Visit Us

☐ Translated

Update


Convert page to Neutral Language



## Publishing All Translated Pages for a Language

Translated pages can be published on the site 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. Users must be granted Edit Module permissions.

















Prerequisite. A language must be set as "Active" before it can be published. See "Activating/Deactivating a Language". Pages should be translated prior to publishing, See "Translating a Page".

1. Go to the **Languages** tab of a Languages module.
2. Click the **Publish Pages**  button in the **Content Localization - Publish** column.

**Languages**

LanguagesContent LocalizationSettings

Disable Localized Content

Culture	Enabled *	Edit	Static Resources				Content Localization		
			System	Host	Site		Active *	Publish *	
 English (United States) **	<input checked="" type="checkbox"/>					11	<input checked="" type="checkbox"/>		
 German (Germany)	<input checked="" type="checkbox"/>					10 91%	3 30%	<input checked="" type="checkbox"/>	
 Spanish (Spain)	<input checked="" type="checkbox"/>								

\* - A language must be enabled before it can be activated and it must be deactivated before it can be disabled  
\*\* - The default site language cannot be deactivated or disabled

## Removing Localizations

Translations that are no longer required can be permanently removed from the site, or they can be restored to the default language.

### Converting a Page to a Neutral Language

Administrators can convert a page that has translations back to a "Language Neutral" page. This will delete all translations of the page and leave a single version of the page in the default language that page will be visible in every language of the site.

1. Go to the Content Localization tab of a Languages module.
2. Locate the required page and click the **Convert Page to Neutral Language** button located at the base of the module.

## Languages

Languages

Content Localization

Settings

Select a Page: ⓘ

Our Products

<div><div> en-US ⓘ</div><div>Our Products</div><div></div><div></div><div><div>Page Modules</div><div><div> ⓘ Contact Us</div><div> ⓘ Products</div><div> ⓘ Our Products</div><div> ⓘ Customer Support</div><div> ⓘ Company</div><div> ⓘ Connect</div></div></div></div>	<div><div> de-DE ⓘ</div><div>Our Products (de-DE)</div><div></div><div></div><div><div>Page Modules ⓘ ⓘ</div><div><div> ⓘ Contact Us ⓘ</div><div> ⓘ Products ⓘ</div><div> ⓘ Our Products ⓘ</div><div> ⓘ Customer Support ⓘ</div><div> ⓘ Company ⓘ</div><div> ⓘ Connect ⓘ</div></div><div><input type="checkbox"/> Translated</div></div></div>
--	--

Update

Convert page to Neutral Language

Add Missing Languages

### Removing Translations for a Page

How to permanently remove page translations and then reselect which pages will need to be translated into each language and which will only be translated for some cultures. 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 translations to be started again from scratch.

1. Go to the Content Localization tab of a Languages module.
2. Locate the required page and click the **Delete** button beside each translation to be deleted.

# Languages

Select a Page: ⓘ

About Us

<div><div> en-US ⓘ</div><div> </div></div> <div><div>About Us</div><div></div><div></div></div> <div><div>Page Modules</div><div><div> ⓘ Contact Information</div><div> ⓘ Products</div><div> ⓘ Customer Support</div><div> ⓘ Company</div><div> ⓘ Connect</div><div> ⓘ About Us</div><div> ⓘ Our Team</div></div></div>	<div><div> es-ES ⓘ</div><div> </div></div> <div><div>About Us (es-ES)</div><div></div><div></div></div> <div><div>Page Modules ⓘ  </div><div><div> ⓘ Contact Information  <input type="checkbox"/></div><div> ⓘ Products  <input type="checkbox"/></div><div> ⓘ Customer Support  <input type="checkbox"/></div><div> ⓘ Company  <input type="checkbox"/></div><div> ⓘ Connect  <input type="checkbox"/></div><div> ⓘ About Us  <input type="checkbox"/></div><div> ⓘ Our Team  <input type="checkbox"/></div></div><div><input type="checkbox"/> Translated</div></div>
--	--

Update



## Restoring Reference Modules


































Translators and Administrators can change a translatable module for a secondary language back into a reference module that will share 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.

1. Go to the Content Localization tab of a Languages module.
2. Locate the required page and click the **Detach**  button beside each module to be modified.

## Languages

Select a Page:  Our Products 

 en-US  	 de-DE   
<div>Our Products</div> <div></div> <div></div>	<div>Our Products (de-DE)</div> <div></div> <div></div>
<h3>Page Modules</h3> <div> Contact Us</div> <div> Products</div> <div> Our Products</div> <div> Customer Support</div> <div> Company</div> <div> Connect</div>	<h3>Page Modules</h3>   <div><div> Contact Us  </div><div> Products  </div><div> Our Products  </div><div> Customer Support  </div><div> Company  </div><div> Connect  </div></div> <div><input type="checkbox"/> Translated</div>

Update

3. Click the **Update** button. The selected module is now a reference copy of the default language module and the module name cannot be edited.

### Languages

Select a Page: ⓘ Our Products ▼

<div>en-US ⓘ</div> <div>Our Products</div> <div></div> <div></div>	<div>de-DE ⓘ ⚙️ 🗑️</div> <div>Our Products (de-DE)</div> <div></div> <div></div>
<div>Page Modules</div> <div> ⓘ Contact Us</div> <div> ⓘ Products</div> <div> ⓘ Our Products</div> <div> ⓘ Customer Support</div> <div> ⓘ Company</div> <div> ⓘ Connect</div>	<div>Page Modules ⓘ ⚙️ 🗑️</div> <div> ⓘ Contact Us 🔗</div> <div> ⓘ Products 🔗</div> <div> ⓘ Our Products 🔗</div> <div> ⓘ Customer Support 🔗</div> <div> ⓘ Company 🔗</div> <div> ⓘ Connect 🔗</div> <div><input type="checkbox"/> Translated</div>

Update

### Deleting a Secondary Language Module

Modules can be deleted from a secondary language by viewing the site in the required secondary language (See "Changing the Site Language") and then deleting the module (See


"Deleting a Module") from the required page. This will not affect versions of the module in the default language or other cultures.




# 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 on the **Calendar**  button; however some modules have other link names. E.g. Events module displays the View Date link.

### Default Calendar

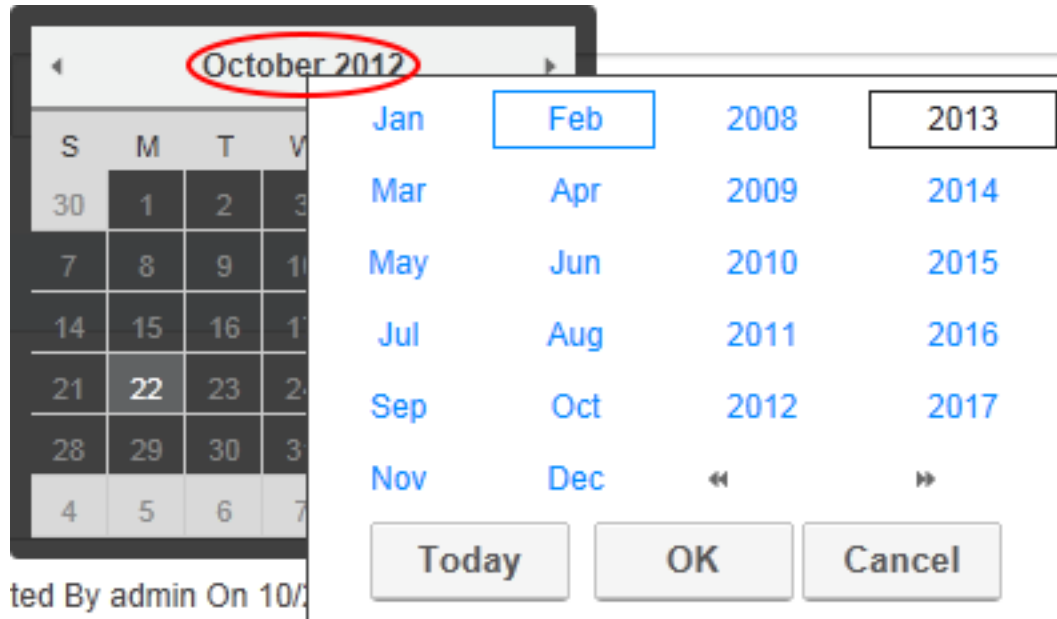
The default Calendar control is used throughout the DNN Framework and across several modules. To view the Calendar, click the Calendar link or the **Calendar**  button. The current date is highlighted in a lighter gray. I.e. The current date on the below Calendar is 22 October, 2012.





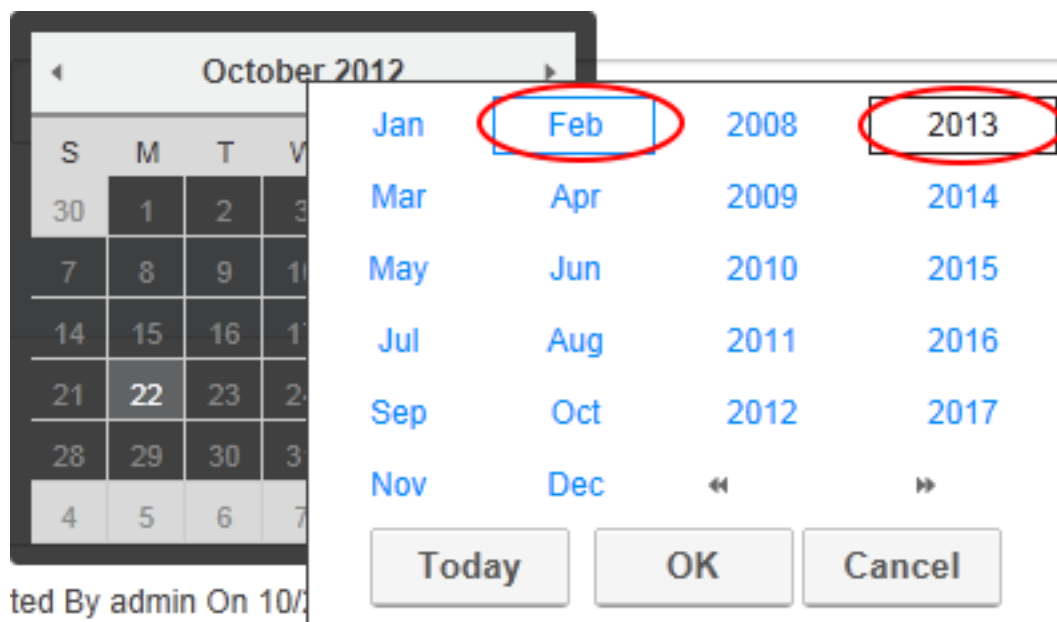
### Step One: Locating the required date

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

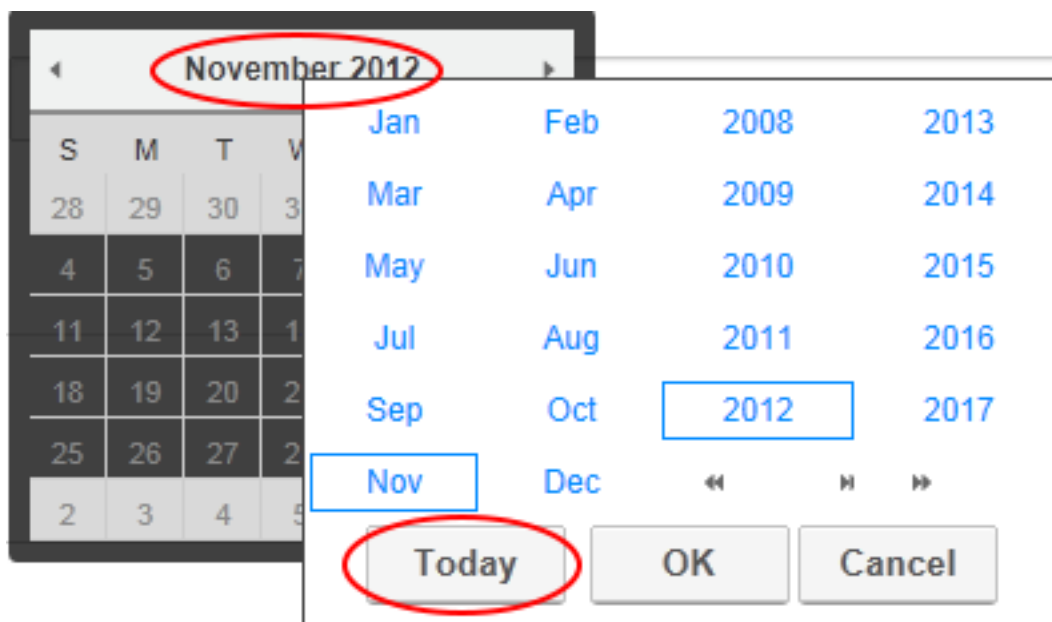
1. Click on the **Month Year** information located above the monthly calendar. This will open a popup list of months and years.



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 allowing the required date to be selected.



**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.



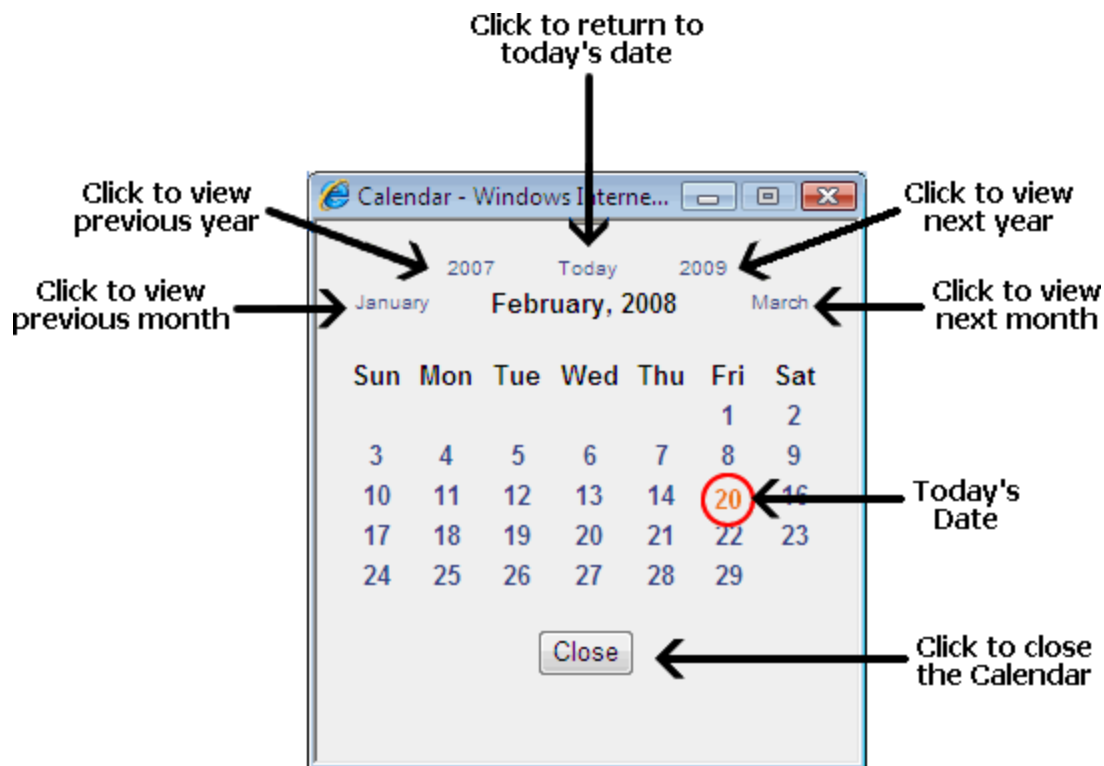
**Navigating to Other Months:** Click the **Left Arrow** and **Right Arrow** buttons located above the calendar month to view the calendar for the previous or next month respectively.

**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: Users may be unable to select dates prior to today, depending on where the Calendar is in use. To close the Calendar without selecting a date, 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 the required date has been located 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

The HTML Editor provides a choice between basic or rich text editing to modules such as Announcements, FAQ, Events and HTML and is also used within the DNN application in places such as the language editor and when adding user profiles. This manual details how to use the default editor (See "Rich Text Editor") however other editors can be used.

## Link Control

The Link Control, which is displayed on the add page and edit page of many modules (such as Announcement, Links, Media and Vendors) and on the page and module settings pages, allows editors to set a link to a site page (See "Setting a Page Link"), a site file (See "Setting a File Link"), a user's profile (See "Setting a User Profile Link") or any external URL (See "Setting a URL Link"). The Link Control can also be used to disable a link, such as the Announcements module. The Link Control. Link tracking and logging can also be enabled for each link. See "Tracking and Logging Link Clicks"

The screenshot shows a web form titled "Link Control". On the left, there is a label "Link:" followed by a small information icon. The main form area contains the following elements:

- Link Type:** A group of four radio buttons:
  - ☐ URL ( A Link To An External Resource )
  - ☒ Page ( A Page On Your Site )
  - ☐ File ( A File On Your Site )
  - ☐ User ( A Member Of Your Site )
- Select A Web Page From Your Site:** A dropdown menu with the text "Our Products" and a downward arrow icon.
- Three checkboxes:
  - ☒ Track Number Of Times This Link Is Clicked?
  - ☒ Log The User, Date, And Time For Every Link Click?
  - ☐ Open Link In New Browser Window?

The Link Control as displayed on the Edit page of the Links module

### Setting a File Link

The Link Control can be used to set a link a file that has been previously uploaded to the site or the file can be uploaded and linked to. To upload and set a file link select "File ( A File On Your Site )" as the link type, select the folder where the file does or will reside and then either select an existing file or locate the file on your local computer and drag and drop it over the "Drop File (s) Here" area.

The screenshot shows a 'Link URL' control with an information icon. Below it, the 'Link Type' section has four radio buttons: 'None', 'URL ( A Link To An External Resource )', 'Page ( A Page On Your Site )', and 'File ( A File On Your Site )', with 'File' selected. To the right of these are two dropdown menus: 'Folder:' set to 'Site Root' and 'File:' set to '<None Specified>'. Below the dropdowns is an 'Upload File' button. To the right of the button is a light blue dashed box representing a drag-and-drop area. Inside this box is a smaller grey box with the text 'Drop File(s) Here' and a logo for 'AWESOME CYCLES'. At the bottom right of the dashed box is a 'Move' button with a right-pointing arrow.

If the drag and drop option is not available, especially on Project modules which may not have been updated with this newer feature, then click the **Upload New File** or **Upload File** button (which only displays when the user selects a folder they are authorized to add files to) and browse and upload the file.

Notes: Users are only granted permission to upload files to their personal folder in the default set-up and must be granted upload files permission to additional folders to upload files to those locations. Users may receive a Restricted File Type warning message when attempting to upload a file via the Link Control. This message is displayed if the file being uploaded has an extension that cannot be uploaded to the site. This can be modified by a Super User.

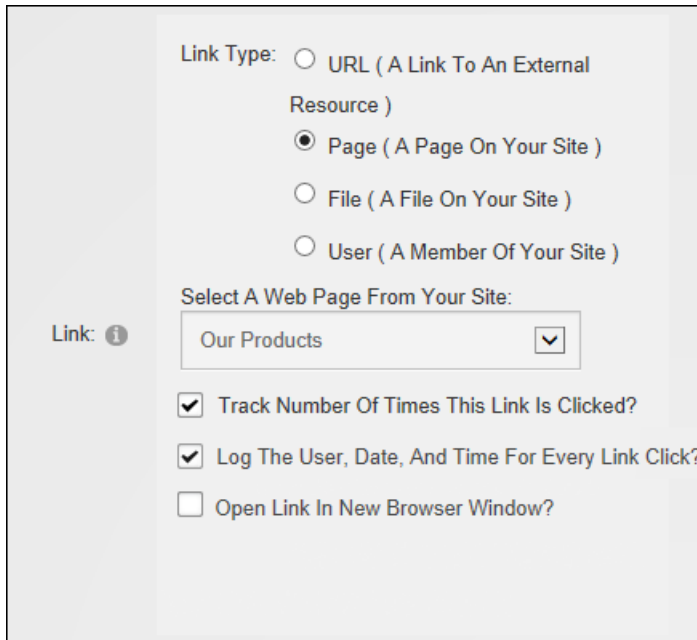
Related Topics:

- See "Modifying Folder Permissions"

### Setting a Page Link

The Link Control allows users to set a link to an existing site page. 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. Disabled pages that can only be visited by Administrators and Super Users are displayed in the pages list. Other users will see the link but nothing will happen when they click on it. Test all page links to avoid linking to a disabled page.



The screenshot shows a 'Link' control interface. On the left, the label 'Link:' is followed by a help icon. The main area contains a 'Link Type:' section with four radio button options: 'URL ( A Link To An External Resource )', 'Page ( A Page On Your Site )' (which is selected), 'File ( A File On Your Site )', and 'User ( A Member Of Your Site )'. Below this is a section titled 'Select A Web Page From Your Site:' containing a dropdown menu with 'Our Products' selected. At the bottom, there are three checkboxes: 'Track Number Of Times This Link Is Clicked?' (checked), 'Log The User, Date, And Time For Every Link Click?' (checked), and 'Open Link In New Browser Window?' (unchecked).

Setting a Page Link

## Setting a URL Link

The Link Control allows users 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 linked to using the Link Control, it may be available to select by clicking the **Select An Existing URL** button.



The screenshot shows a web interface for setting a link. On the left, there is a label 'Link:' followed by an information icon. To the right, there is a section titled 'Link Type:' with four radio button options: 'URL ( A Link To An External Resource )', 'Page ( A Page On Your Site )', 'File ( A File On Your Site )', and 'User ( A Member Of Your Site )'. The 'URL' option is selected. Below the radio buttons is a text input field containing two lines of text: 'http://awesomecycles.biz' and 'http://dnnsoftware.com'. The second line is highlighted with a blue selection bar. Below the text field are three checkboxes: 'Track Number Of Times This Link Is Clicked?' (checked), 'Log The User, Date, And Time For Every Link Click?' (checked), and 'Open Link In New Browser Window?' (unchecked).

Setting a URL Link

### Setting a User Profile Link

The Link Control can be used to set a link to a user's profile. Each user controls the profile fields are visible to the public, site members, friends and groups, or Administrators. See "Completing a User Profile" To set a user profile link the exact username of an existing user must be entered.

Link Type: ☐ URL ( A Link To An External Resource )  
☐ Page ( A Page On Your Site )  
☐ File ( A File On Your Site )  
☒ User ( A Member Of Your Site )

Enter The Username Of A Member Of Your Site:

Link: ⓘ

☒ Track Number Of Times This Link Is Clicked?  
☒ Log The User, Date, And Time For Every Link Click?  
☐ Open Link In New Browser Window?

Setting a User Profile Link

## Elizabeth Dunn

### About Me


Elizabeth has been working for Awesome Cycles for seven years and has been involved in the sporting industry for over twelve years. Elizabeth is a passionate team member who started her career working within the repairs team.

### Location

San Mateo, California  
United States

### Ways To Get In Touch

- Telephone (650) 288.3150
- Website www.domain.com



### Navigation

[Activity Feed](#)
[My Profile](#)

Example of a linked User Profile

## Tracking and Logging Link Clicks

Links that have been set using the Link Control can be tracked and an optional log can be kept detailing the user, date and link of each link click. Link tracking information is displayed on the Edit Item page of any link once it has been enabled. **Important.** The RadEditor has a different method for adding and managing link tracking. See "Setting a Page Link".

Link Type: ☐ URL ( A Link To An External Resource )  
☒ Page ( A Page On Your Site )  
☐ File ( A File On Your Site )  
☐ User ( A Member Of Your Site )

Select A Web Page From Your Site:  
 Our Products ▼

Link: ⓘ

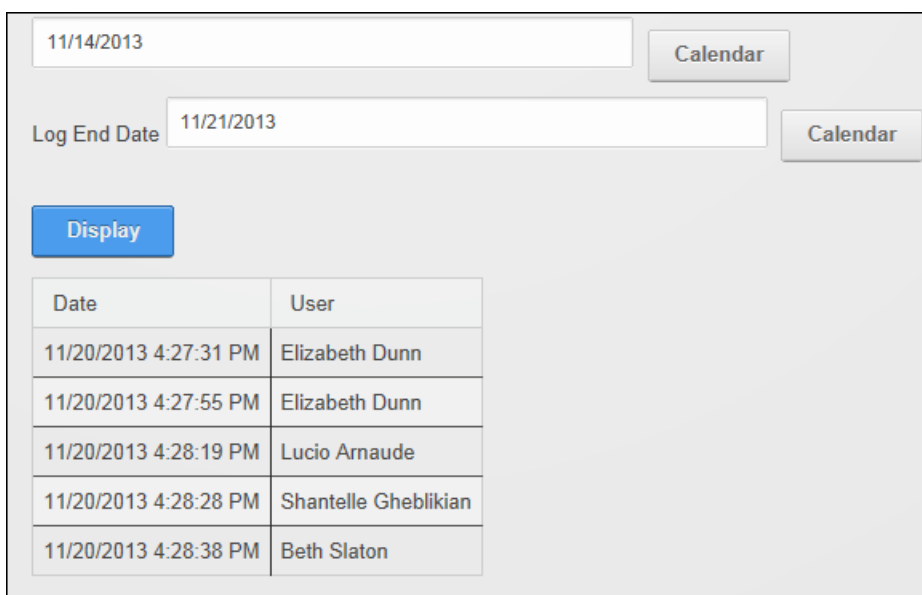
☒ Track Number Of Times This Link Is Clicked?  
☒ Log The User, Date, And Time For Every Link Click?  
☐ Open Link In New Browser Window?

Selecting the "Track Number Of Times This Link Is Clicked" option will enable link tracking and display 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

URL <http://awesomecycles.biz/en-us/home.aspx>  
 Created 8/25/2011 12:58:17 PM  
<http://awesomecycles.biz/LinkClick.aspx?link=59&tabid=84&mid=478&language=en-US>  
 Clicks 3  
 Last Click 8/25/2011 2:37:49 PM

The Link Log can also be enabled by selecting the "Log The User, Date, And Time For Every Link Click" option. It is recommended that the "Track Number Of Times This Link Is Clicked?" option also be checked to ensure the best performance from the Link Log. Once enabled the Link Log 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. 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 users 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".



The screenshot shows a web interface for viewing link logs. At the top, there is a date input field containing "11/14/2013" and a "Calendar" button. Below this is a "Log End Date" label followed by an input field containing "11/21/2013" and another "Calendar" button. A blue "Display" button is positioned to the left of a table. The table has two columns: "Date" and "User". It contains six rows of log entries, all dated 11/20/2013.

Date	User
11/20/2013 4:27:31 PM	Elizabeth Dunn
11/20/2013 4:27:55 PM	Elizabeth Dunn
11/20/2013 4:28:19 PM	Lucio Arnaude
11/20/2013 4:28:28 PM	Shantelle Gheblikian
11/20/2013 4:28:38 PM	Beth Slaton

Link Log

## Deleting Existing URLs

Administrators can delete one or more existing URLs from the list of previously used URL to prevent editors from selecting a link that has expired or is no longer desirable. Deleting a URL from this list will not modify or remove any URL links that have been set.

To delete an existing URL set the link type to "URL" and click the **Select An Existing URL** button to view a list of the existing URLs. Choose the URL to be deleted and then click the **Delete Selected URL From The List** button.

### Edit Links

This Module is configured to show dynamic Data.  
Please use Modulesettings to change.

Title: ⓘ

http://www.awesomecycle.biz

Link Type: ☒ URL ( A Link To An External Resource )  
☐ Page ( A Page On Your Site )  
☐ File ( A File On Your Site )  
☐ User ( A Member Of Your Site )

Location: ( Enter The Address Of The Link )  

http://www.awesomecycle.net

Link: ⓘ

Delete Selected URL From The List

Add A New URL

Deleting Existing URLs

## 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 Editor can be resized by positioning the mouse over the bottom right corner of the Editor until it becomes a two directional arrow and then clicking and dragging the Editor larger or smaller as desired. Release the mouse button when finished.

My Website > About Us > Edit Content

We love it when we can provide our customers with their dream bicycle. That's why we have the best and most creative people in the industry on hand to design and build exactly what you want. The story of Awesome Cycles started numerous years ago with tow guys, a simple idea and shed in Chris's moms backyard. After hundreds of hours of mindstroming and Will's steady hand with a welder the first awesome cycle was forged out of fire in molten lava that had been blessed by Chuck Norris himself! Just kidding, can you imagine? Today the company has evolved to a level that neither Will nor Chris could have ever imagined.

Words: 112

Custom Editor Options

Workflow State: Draft ( Version 13 ) ( Content Staging )

On Save? ☐ Publish Changes?

[Save](#) [Cancel](#) [Edit](#) [Preview](#) [Version History](#) [Rich Text Editor](#)

## Rich Text Editor Toolbars

The Rich Text Editor comes packaged with these following toolbars:



AJAX Spellchecker (See "Check Spelling"), Find & Replace, Paste Options, Undo, Redo



Insert Media (See "Inserting Images", See "Inserting Documents", See "Inserting Flash" or See "Inserting Media"), Templates (See "Inserting Templates"), Hyper-link Manager (See "Adding a Link", See "Inserting Anchors" or See "Adding an Email Link"), Remove Link, Custom Links.



Insert Symbol, Insert Table (See "Inserting a Table"), New Paragraph, Toggle Full



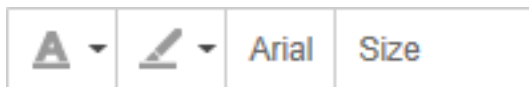
Screen Mode, Insert Date, Insert Time  
Bold, Italic, Underline, Strikethrough,  
Superscript, Subscript



Indent, Outdent, Numbered List, Bullet  
List



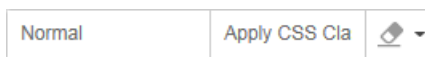
Convert to Lower Case, Convert to Upper  
Case, Horizontal Rule



Foreground Color, Background Color,  
Font Name, Size




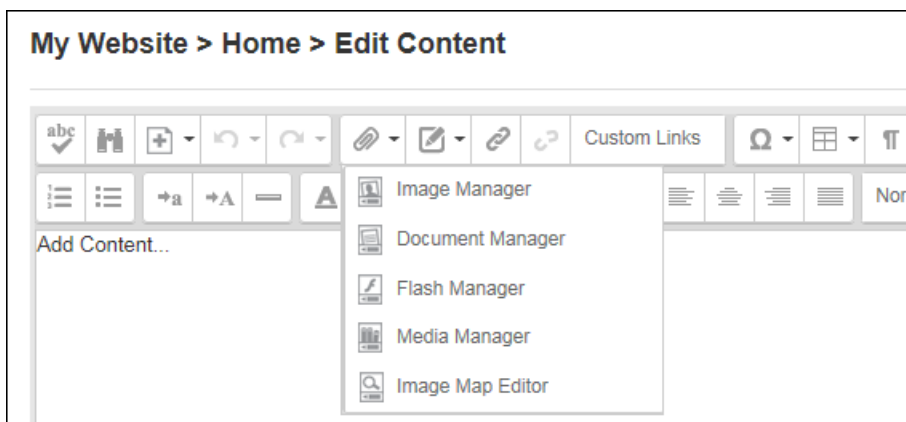
Align Left, Align Center, Align Right, Jus-  
tify



Paragraph Style, Apply CSS Class,  
Format Stripper

## Managing Images and Media

The **Insert Media**  button provides access to insert a variety of media into the Rich Text Editor.



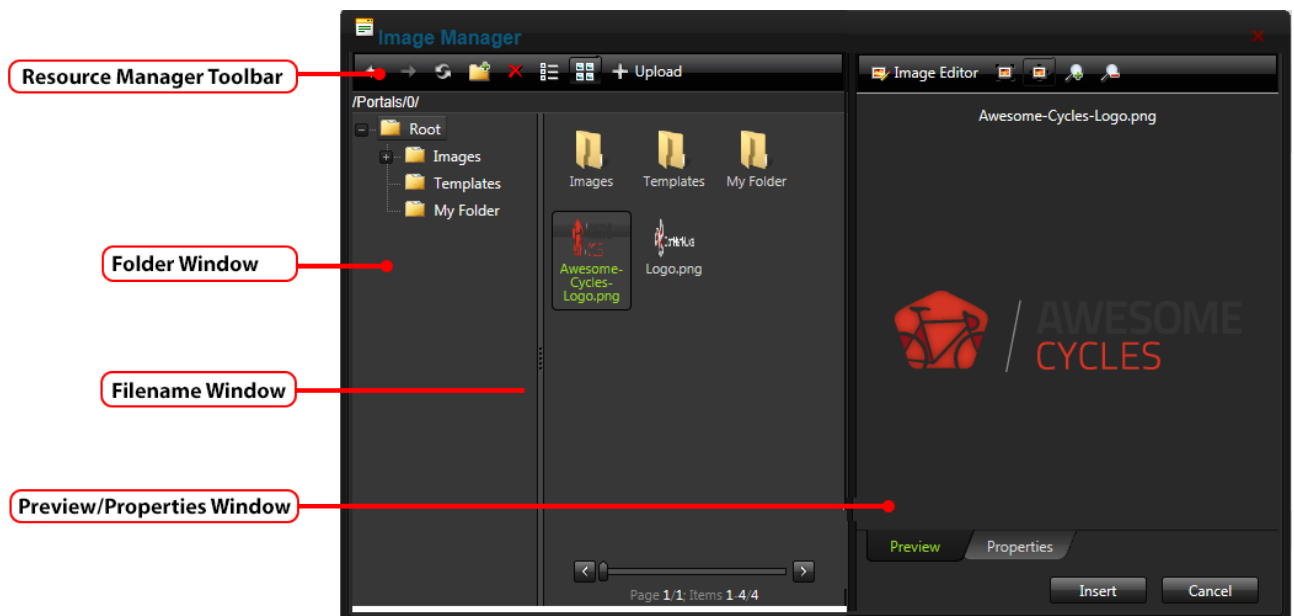
Each of these types of media is inserted and managed using a version of the Resource Manager. E.g. the Image Manager, Document Manager, Flash Manager, Media Manager and the

Template Manager. The Resource Manager allows users to navigate, add, refresh and delete folders and files. Note: Access to some tools is restricted by role.

The Folder window displays site files using a hierarchical tree structure. A personal folder called "My Folder" is displayed to users allowing them to view and manage their personal images. This personal folder cannot be accessed or edited by other users. Note: Super Users don't have a personal folder. Folders can be moved by dragging into a different folder. Right-clicking on a folder allows users to delete or rename a folder, add a child folder and upload to the folder.

The 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-clicking on an image or folder allows users to delete or rename an image or folder, add a child folder and upload to the folder.

The Preview/Properties window displays a preview and/or properties of the selected file and allows properties to be modified as required.



Users with appropriate folder permissions 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. "

Note 2: The list of file extensions that can be uploaded is listed at the base of the Upload dialog box. This list reflects the settings configured for this site by a Super User.



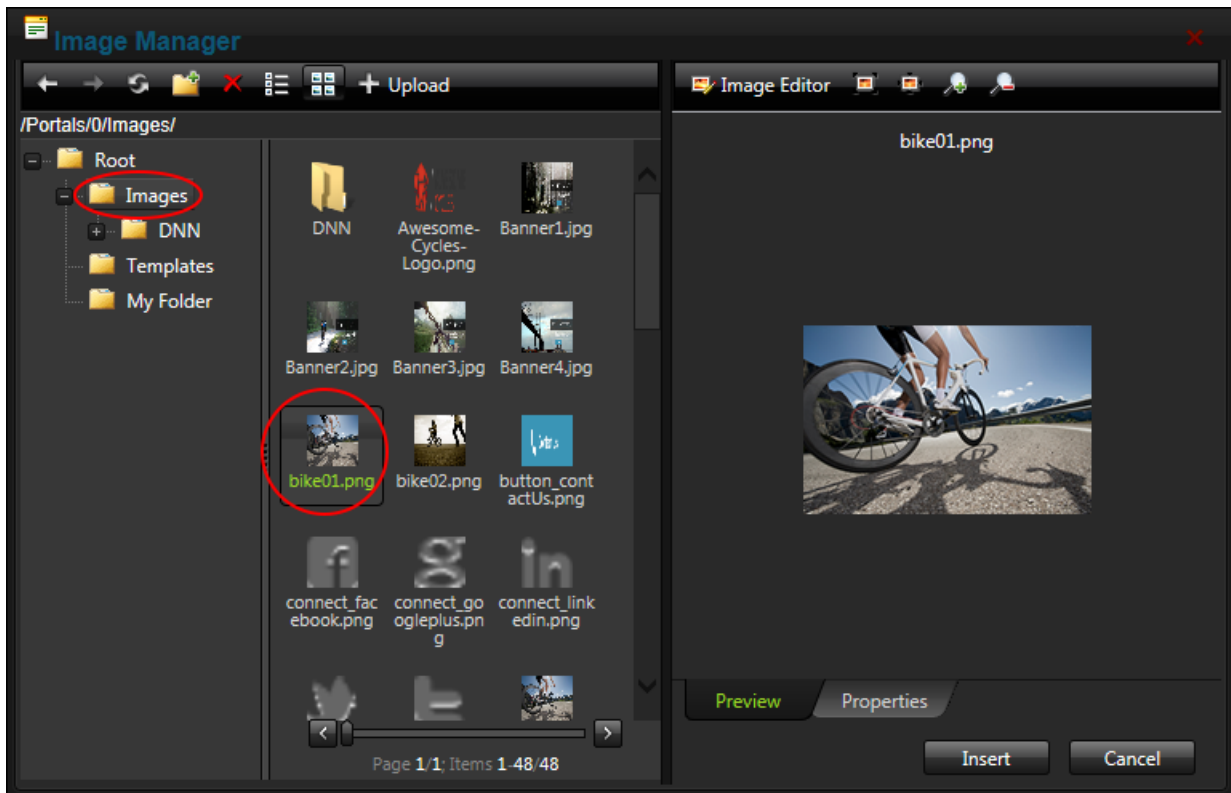
Uploading Multiple Images

### Inserting Images


Images can be inserted into the Rich Text Editor using the **Insert Media**

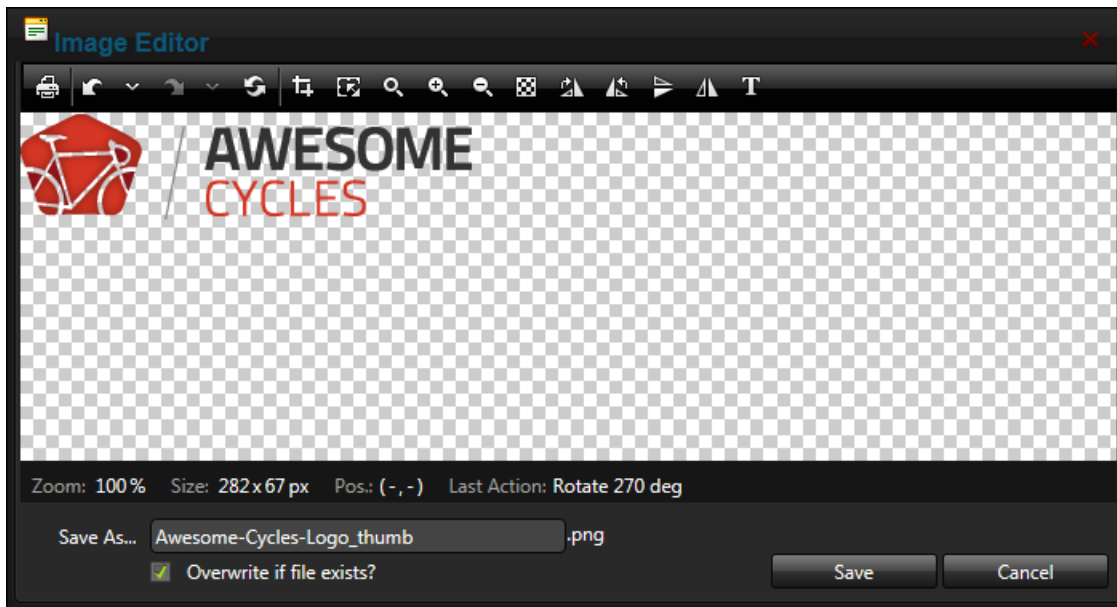


**Image Manager** toolbar option or using the keyboard shortcut CTRL + G.



The Image Manager

Once the required image has been selected the way it is displayed can be modified using the **Image Editor**  tool located above the image preview. Here the image opacity and size can be modified; the image can be cropped or flipped; text can be added to the image and the image can be printed. Once the changes are made the image can be saved to override the existing image or it can be saved as a new image using a different file name. Tip: Remove the \_thumb from the file name to override the original file. The image will be saved as a .jpg extension file.



In addition to image editing, image properties can be set during insertion or later when editing the image.

Note: If an inserted image doesn't display in the Editor, there are a couple of settings that can be changed that may fix the problem.

Firstly, should ensure the **Hidden** attribute check box is not selected as this will hide the image. See "Managing File Properties". Once this is done, 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 Module Cache Settings".

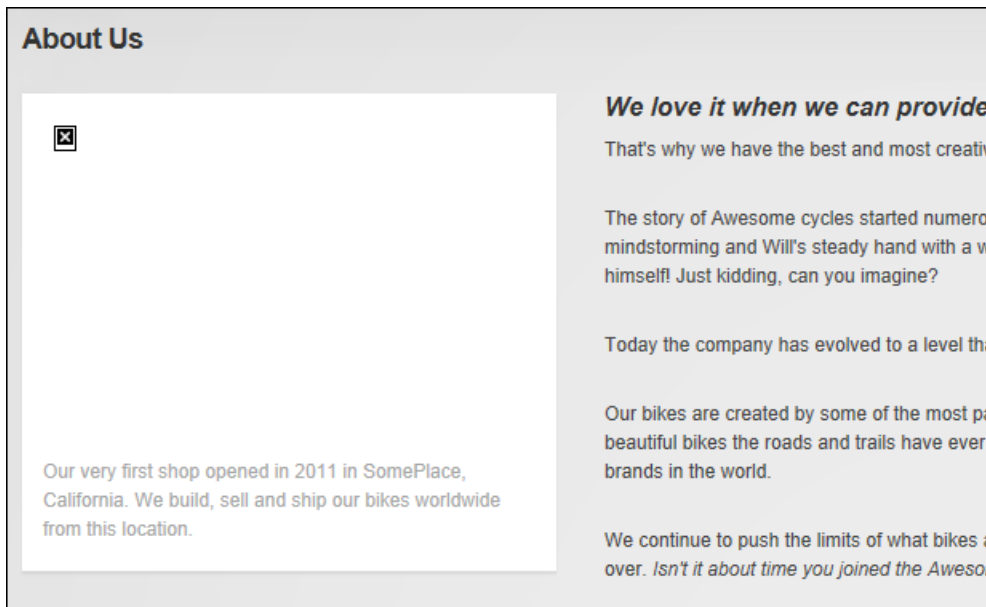
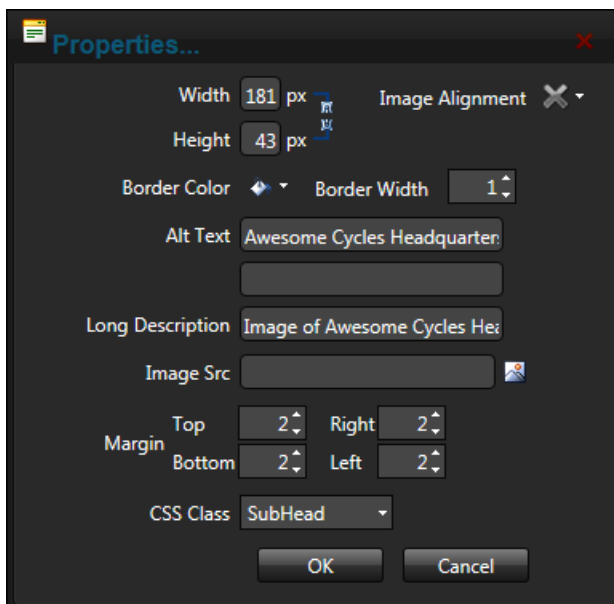


Image Not Displaying in Editor

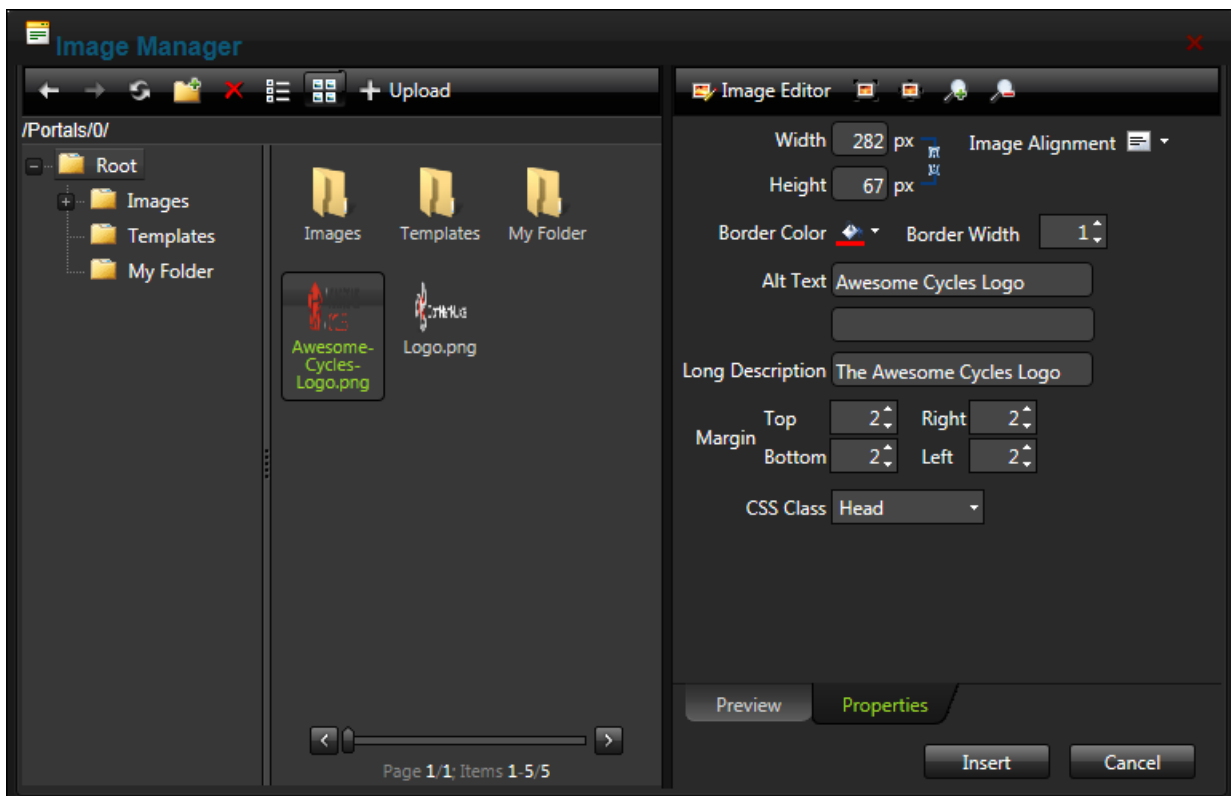
## Setting Image Properties

Editors can set the properties of images that have been inserted or are being inserted into the Rich Text Editor. If the image has already been inserted, right-click on the image and select **Properties...** from the drop down list.




Setting the properties of an existing image

To set the properties of an image that is being added click on the **Properties** tab of the Image Manager.




Setting the properties of an image during insertion

### Editing an Image

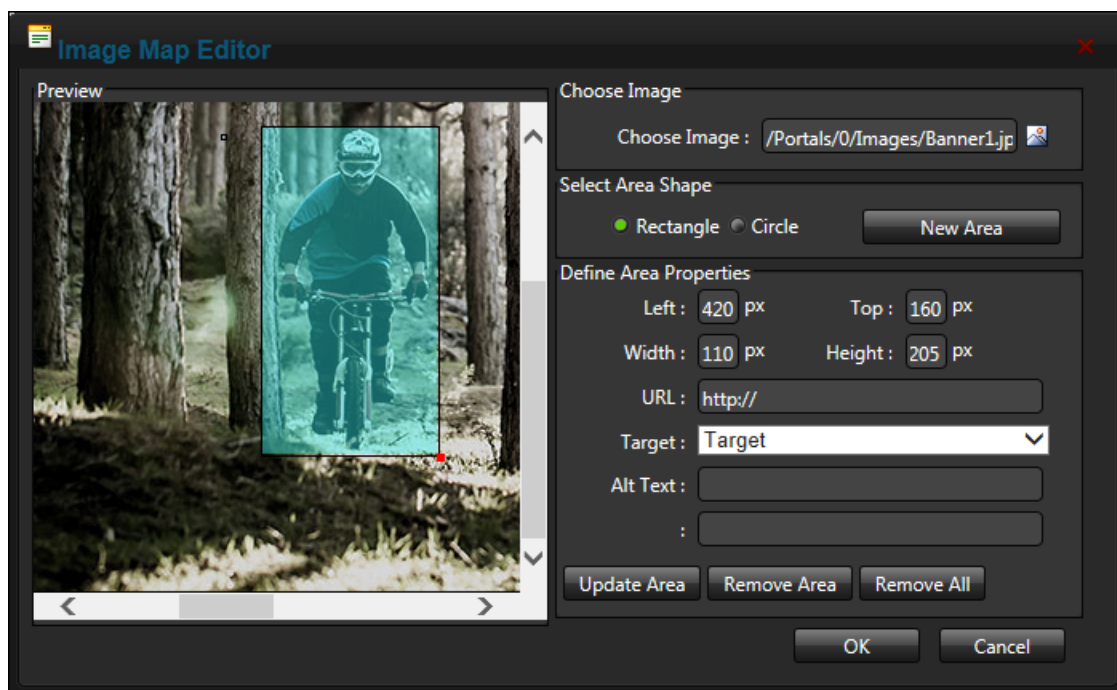
Images that have been inserted into the Rich Text Editor can be changed or the properties of the existing image can be edited by right-clicking on the image and selecting **Properties...** from the drop down list. The image can be changed by clicking the **Image Manager**  button displayed at the **Image Src** field. Note: A new image will inherit the properties of the previous image.

### Creating an Image Map

Image maps can be added to images within the Rich Text Editor. To insert an image and create an image map, click the **Insert Media**  button and select  **Image Map Editor**

from the drop down list and then select the required image. Alternatively image maps can be added to existing images by right-clicking on the image and selecting  **Image Map Editor** from the toolbar.

Map areas can be created by clicking the **New Area** button and then either moving and resizing the default area size or manually updating the left, width, top and height values. Optional settings include text to be displayed for this area and a URL that will open when a user clicks on the area. Once the area is updated additional areas can then be added. Existing areas can be editing by, click on it in the preview window, editing the properties as required and then clicking the **Update Area** button.



Creating an Image Map

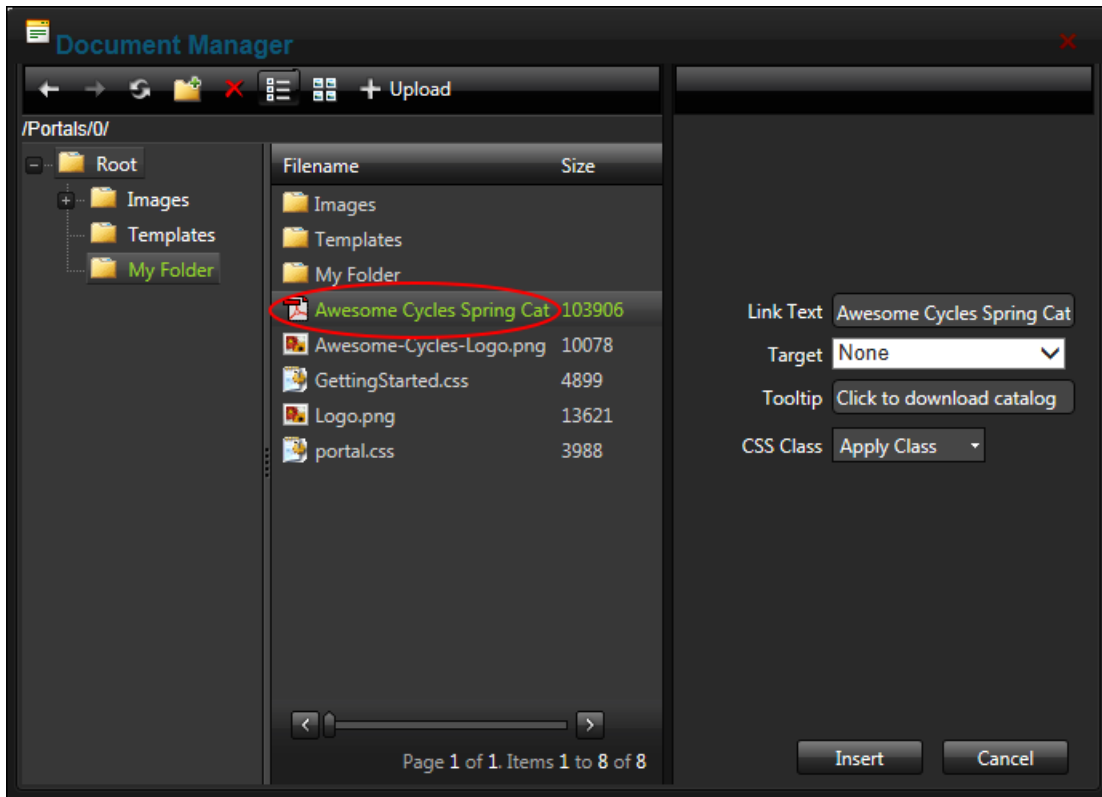
### Editing an Image Map

Image maps can be edited or removed by right clicking on the mapped image and selecting **Image Map Editor** from the drop down list. Alternatively, select the mapped image and click **Resource Manager** button in the toolbar and then select **Image Map Editor** from the drop down list.

## Inserting Documents

Documents can be inserted into the Rich Text Editor using the **Insert Media**  > 

**Document Manager** toolbar option. Once the document has been inserted a link, anchor or email address can be added by right-clicking on the document and selecting the **Properties...** button from the drop down list.



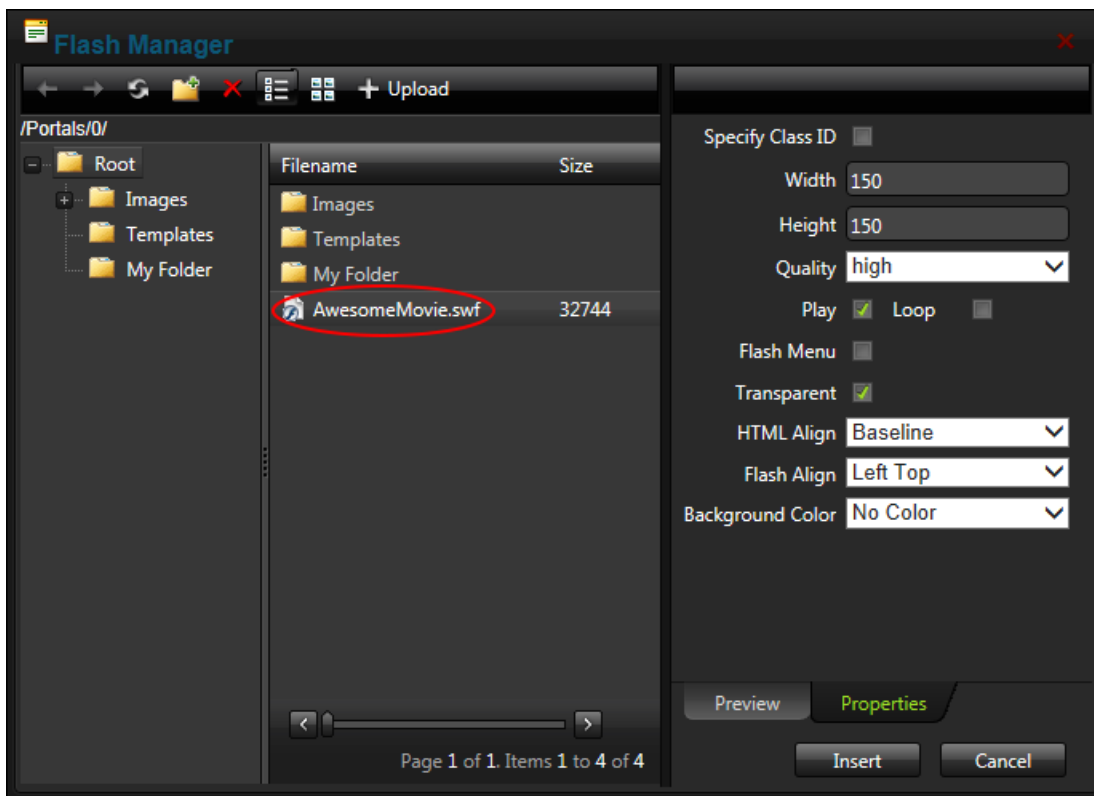
The Document Manager

## Inserting Flash

Flash can be inserted into the Rich Text Editor using the **Insert Media**  > 

**Flash Manager** toolbar option. Once the flash (.swf) file has been selected a range of optional properties can be set on the Properties tab. Here options such as the Flash size, playback, class, background color and alignment can be set. Note: Tip: Flash properties cannot be edited


once the Flash has been inserted. To modify Flash, simply delete it and reinsert it with the required properties.



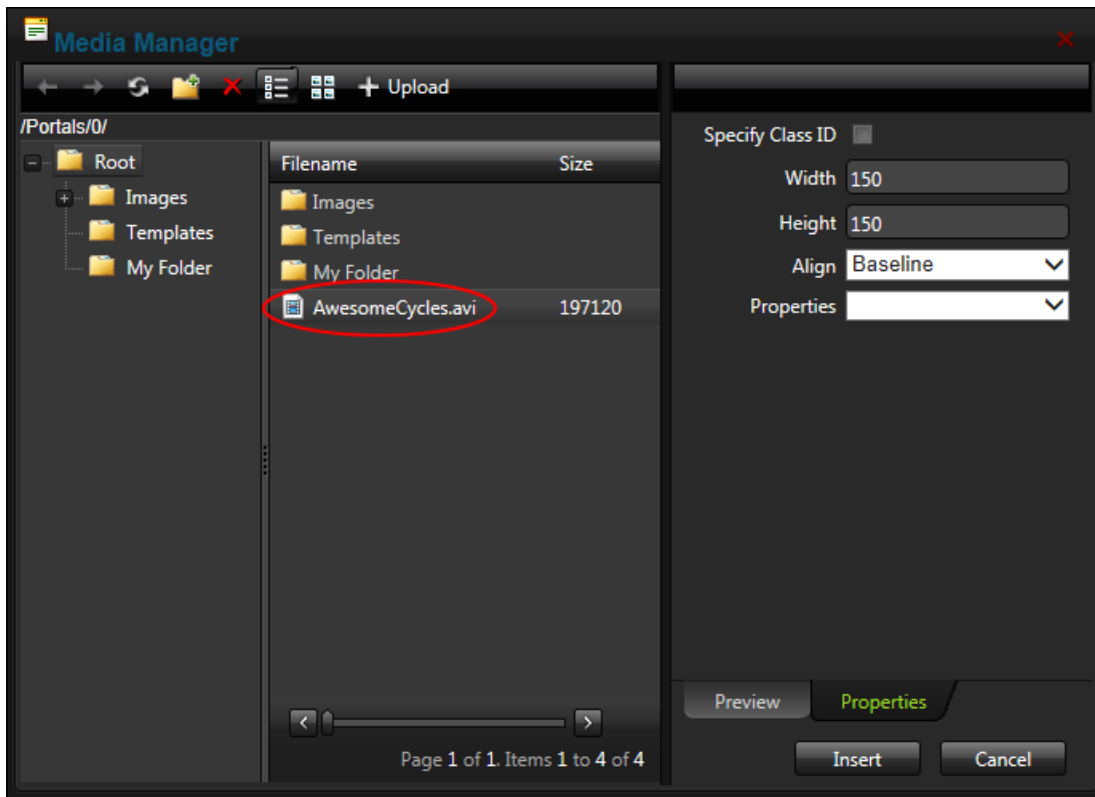
Inserting Flash and setting Flash Properties

## Inserting Media

How to insert sound and movie files (.avi and .mpg) into the Rich Text Editor. Note: Media properties cannot be edited once media 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.
2. Navigate to and select the required media. .





3. **Optional.** Click the **Properties** tab and set the properties.

1. **Optional.** At **Specify Class ID**, mark ☒ the check box to set a class for this

media rather than using the default class specified in the stylesheet. 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.

2. In the **Width** text box, enter the pixel value to set the media width or leave blank to use the actual media size.


3. In the **Height** text box, enter the pixel value to set the media height or leave blank to use the actual media size.

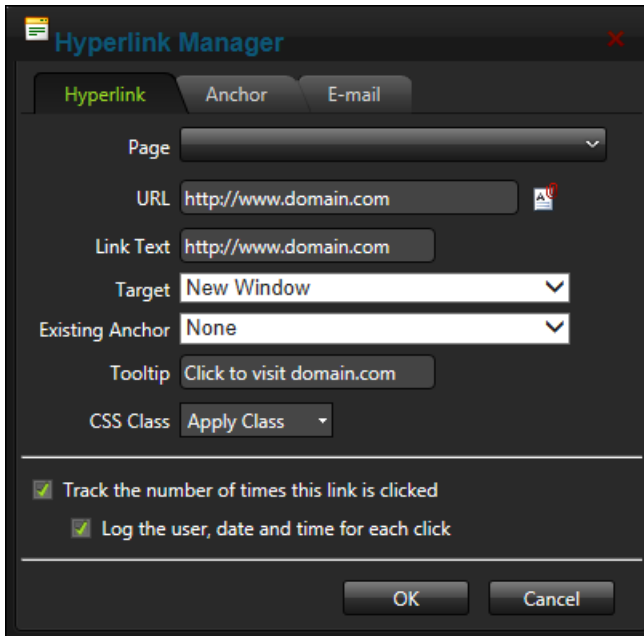
4. At **Align**, select the alignment.

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 Links and Anchors

### Adding a Link


Links can be inserted into the Rich Text Editor by selecting the text or media that will be linked or by placing the cursor in the location where the link will be inserted and then clicking the **Hyperlink Manager** (CTRL + K)  button. The page or URL for the link can then be selected or entered. Users can only link to pages they can view. E.g. Administrators can link to the Admin Console pages. Disabled pages appear in the list, however they cannot be selected. Page links can include an existing anchor which will updates the URL by appending the anchor name to the URL. See "Inserting Anchors".




Adding a URL Link

### Editing a Link

Page, URL and email links can be edited by clicking on or highlighting the linked text/object and then either right mouse clicking and selecting **Properties...** from the drop down menu; clicking

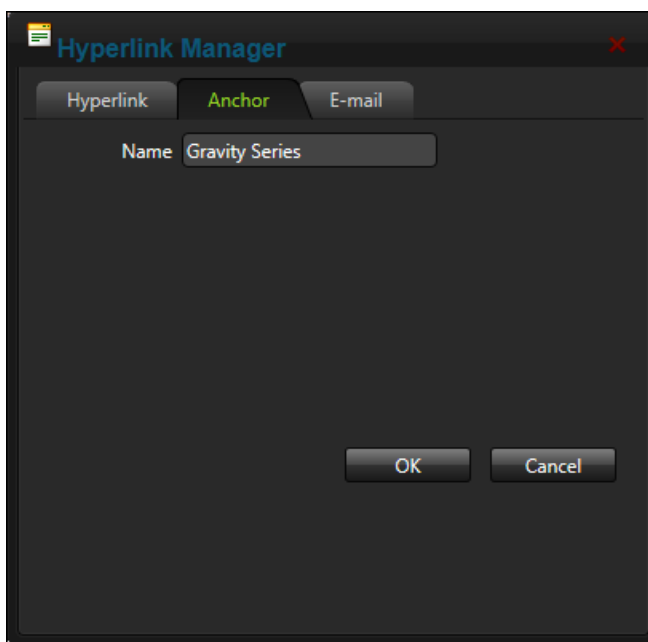
the **Hyperlink Manager**  button or using the keyboard shortcut CTRL + K.

### Deleting a Link

Links can be deleted from the Rich Text Editor by selecting or right-clicking the linked text or object and selecting  **Remove Link**. Alternatively the keyboard shortcut CTRL + SHIFT + K can be used.


### Inserting Anchors

The Hyperlink Manager can be used to create and manage anchors (also known as book-marks) to specific locations within the content of the Rich Text Editor. These anchors can be linked to via the Hyperlink tab of the Hyperlink Manager to allow users to be taken directly to a section of content. Note: Links to this anchor can only be created in this instance of this module. Anchors can be created by placing the cursor in the required location and then entering the anchor name on the Anchor tab of the Hyperlink Manager.




Inserting an Anchor

## Editing an Anchor

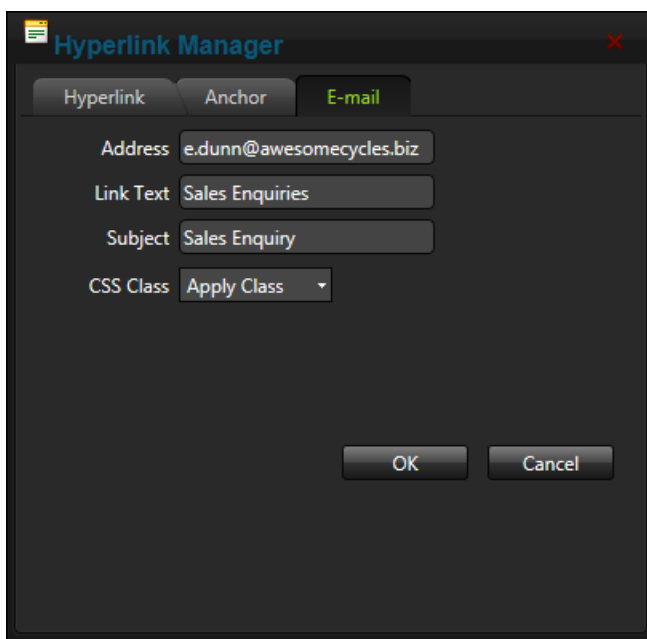
Anchors can be edited by selecting the anchored text or object and then either click the **Hyperlink Manager**  button; using the keyboard shortcut CTRL + K; or right-clicking on the linked text or object and then select **Properties...** from the drop down list.

## Deleting an Anchor

Anchors that have been added text or media can be deleted from the Rich Text Editor by selecting the text or media and clicking the **Remove Link**  button or using the CTRL + SHIFT + K keyboard shortcut. Anchor that have been placed in a location but are not attached to text or media must be removed manually from the HTML. The HTML to be removed looks something like this `<a name="anchor name"></a>`.

## Adding an Email Link

The Editor automatically adds a "send to" link to any email address that is entered. In addition email links can be added to text or media via the E-mail tab of the Hyperlink Manager.



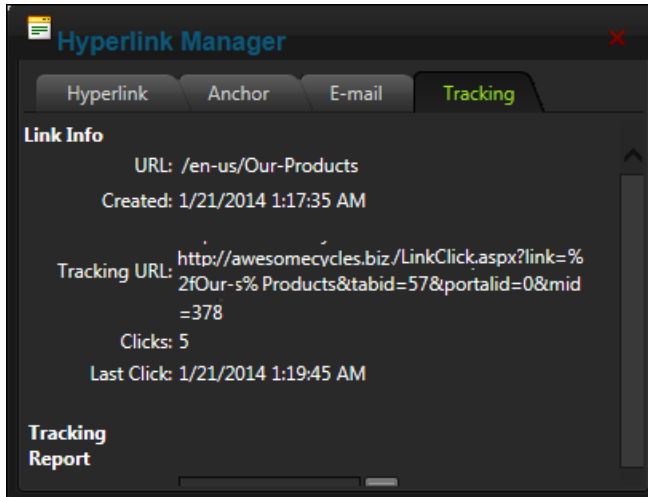
The screenshot shows the 'Hyperlink Manager' dialog box with the 'E-mail' tab selected. The dialog has three tabs: 'Hyperlink', 'Anchor', and 'E-mail'. The 'E-mail' tab is active, showing fields for 'Address', 'Link Text', 'Subject', and 'CSS Class'. The 'Address' field contains 'e.dunn@awesomecycles.biz', 'Link Text' contains 'Sales Enquiries', 'Subject' contains 'Sales Enquiry', and 'CSS Class' is set to 'Apply Class'. At the bottom are 'OK' and 'Cancel' buttons.

Field	Value
Address	e.dunn@awesomecycles.biz
Link Text	Sales Enquiries
Subject	Sales Enquiry
CSS Class	Apply Class

Adding an Email Link

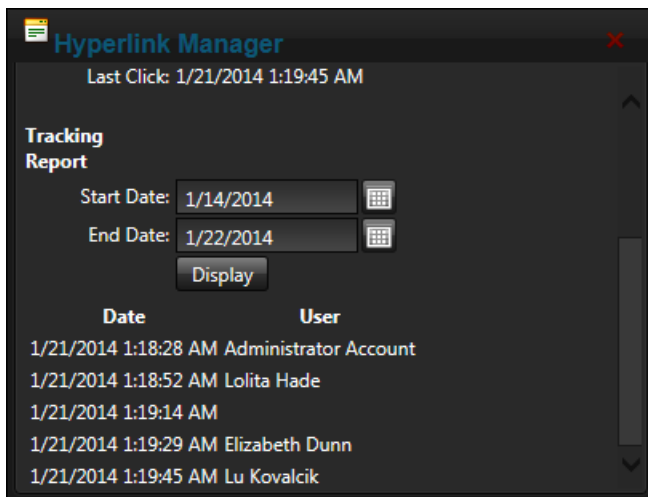
## Viewing the Link Tracking Report

Editors can view tracking information for a tracked link via the Tracking tab of the Hyperlink Manager.



Tracked Link Information



A link tracking report is also available for a selected date range for links that are logged.

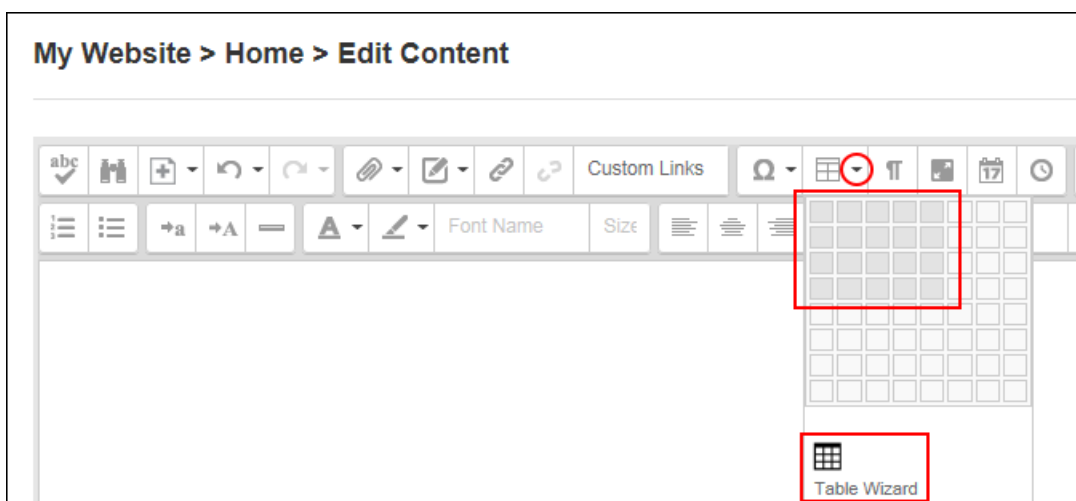


Link Tracking Report

## Managing Tables



### Inserting a Table

Basic tables can be inserted into the Rich Text Editor by clicking the **Insert Table**  button and selecting the number of rows or columns for the table. Alternatively the  **Table Wizard** option can be selected to design a more complex table. .



Inserting a Basic Table or opening the Table Wizard

### Editing a Table

The cells, rows and columns of tables can be modified by placing the cursor inside a table cell and right mouse clicking to view the drop down list of options. Table design can be modified using the Table Wizard by select the  **Table Properties** or  **Cell Properties** options from this drop down menu.

☐ Basic Text Box
 ☒ Rich Text Editor
 ?

abc ✓








Custom Links

**B**
*I*
U
~~S~~
 $x^2$ 
 $x_2$ 




→a
→A

Normal
Apply CSS Cla

Month	Gravity Series	Road Series	Junior Series	Totals
January	15	15	80	110
February	25			103
March	18			116
April	46			74
Totals	94			383

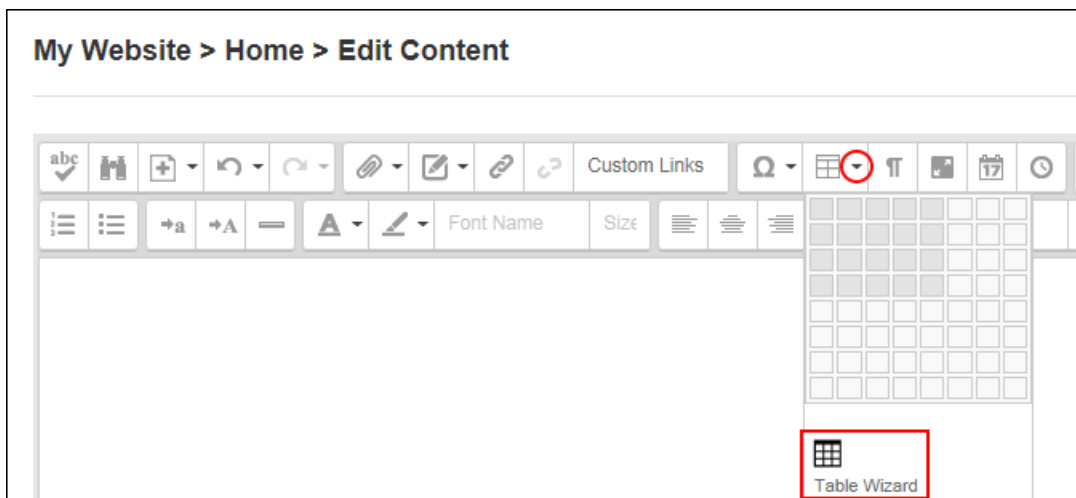
Insert Row Above
 Insert Row Below
 Delete Row
 Insert Column to the Left
 Insert Column to the Right
 Delete Column
 Merge Cells Horizontally
 Merge Cells Vertically
 Split Cell Horizontally
 Split Cell Vertically
 Delete Cell
 Cell Properties
 Table Properties

## Deleting a Table

Tables can be deleted from the Rich Text Editor by switching to the HTML view and deleting all the content between the `<table>` and `</table>` tags. Any styles that have been added, which may also need to be removed, will be displayed at the beginning of the HTML.

## Using the Table Wizard

The Table Wizard provides advanced table design and property management tools for the Rich Text Editor.

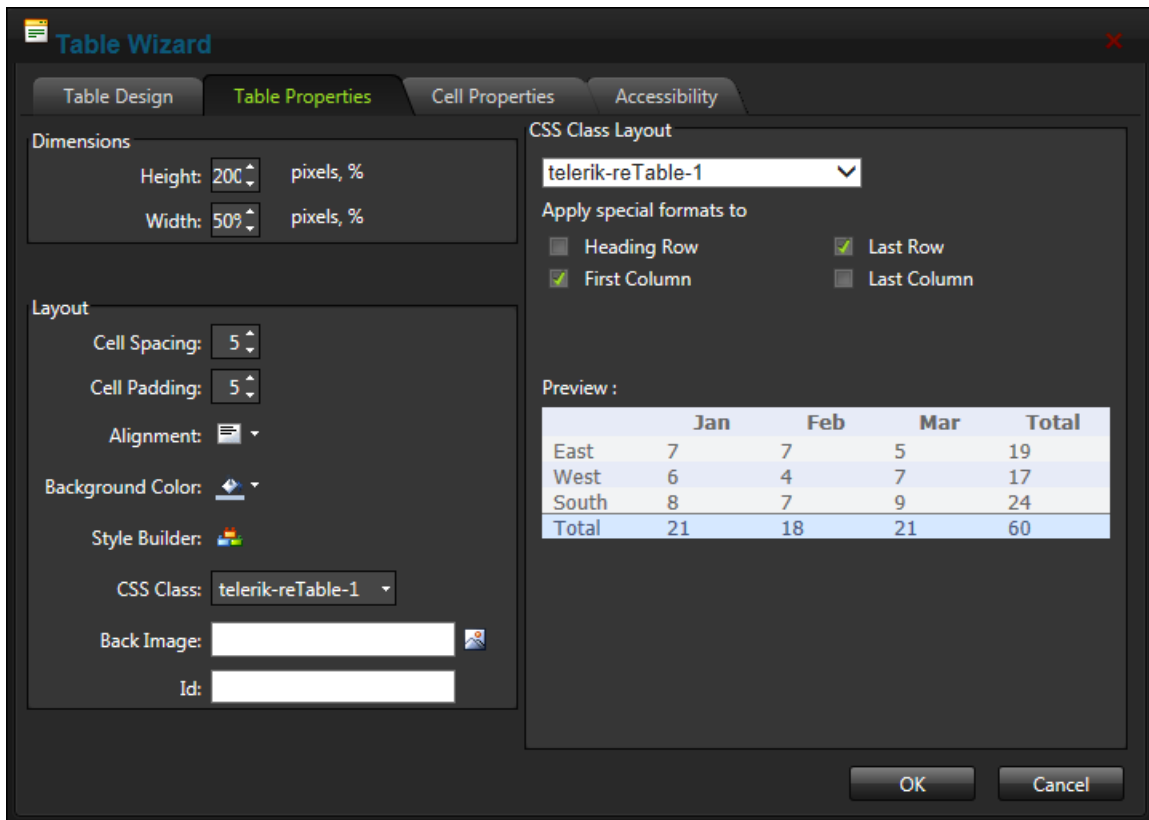


The Table Wizard

## Setting Table Properties

Table properties can be set via the Table Properties tab of the Table Wizard. Table dimensions can be defined using a pixel value or as a percentage by entering the percentage symbol (%). E.g. enter 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Cell spacing, padding, alignment, background, css and an identifying reference (Id) can be specified or the Style Builder can be used to create unique styles. Finally one or the included CSS Class Layouts can be selected and modified.





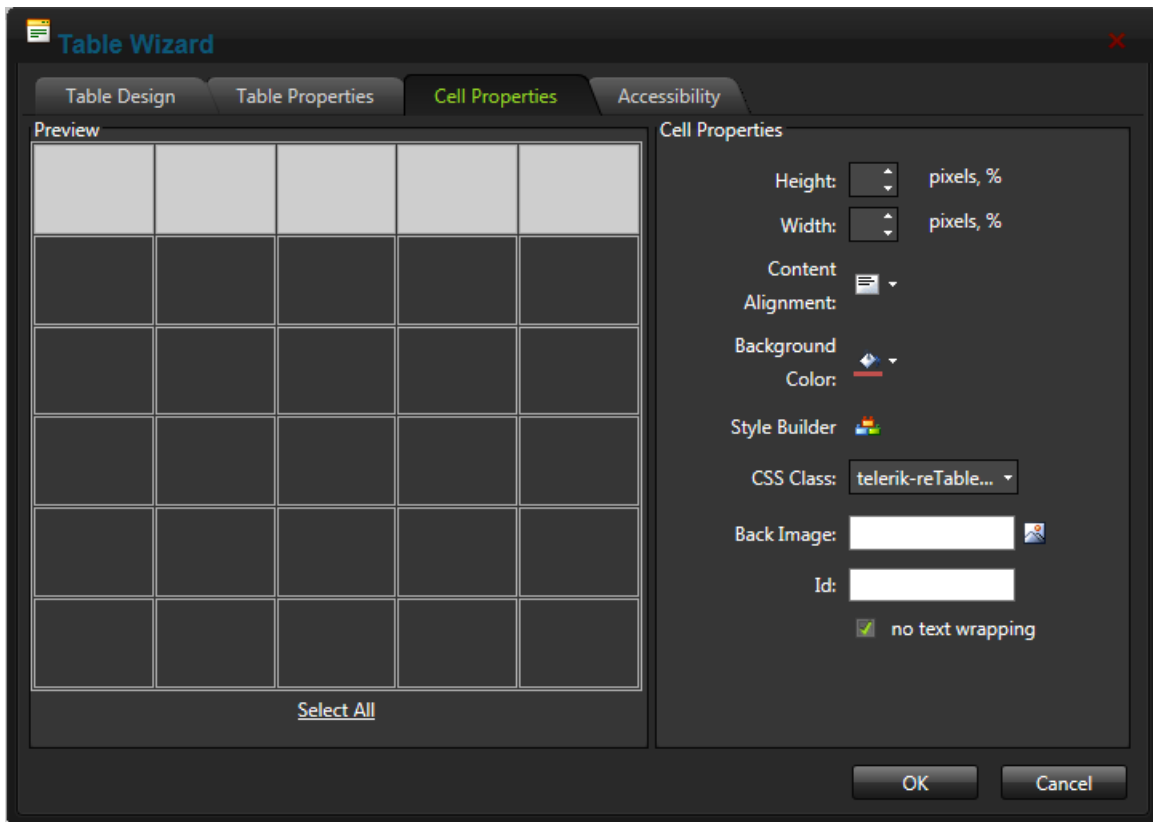
Setting Table Properties

## Setting Cell Properties

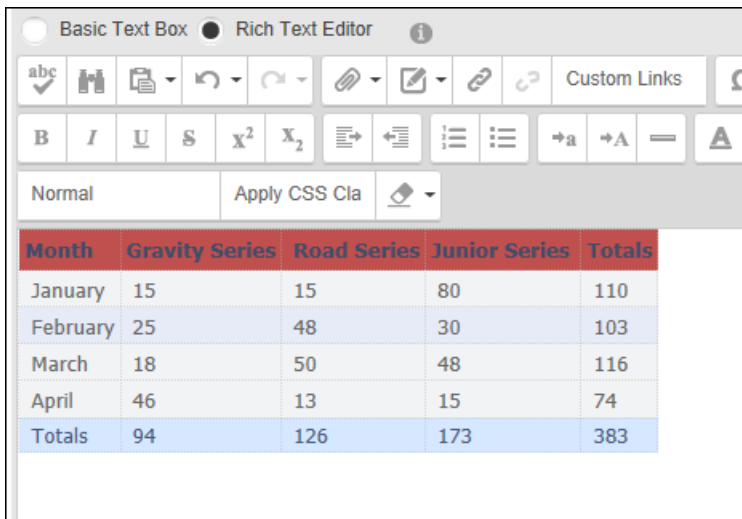
The properties of one or more cells can be set via the Cell Properties tab of the Table Wizard. Single cells can be modified by selecting the required cell in the preview window; multiple cells can be modified by holding down the Ctrl key and clicking on individual cells to select or deselect them; or all cells can be selected using the Select All link displayed below the table preview.

Cell height and width can be defined using a pixel value or as a percentage by entering the percentage symbol (%). E.g. enter 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Cell spacing, padding, alignment, background, text wrapped and an identifying reference (Id) can be specified or the Style Builder can be used to create unique styles. Finally one or the included CSS Class Layouts can be selected and modified.

The below images demonstrate how to add a background color to the first row of the table.



Applying a Background Color to the first row of cells

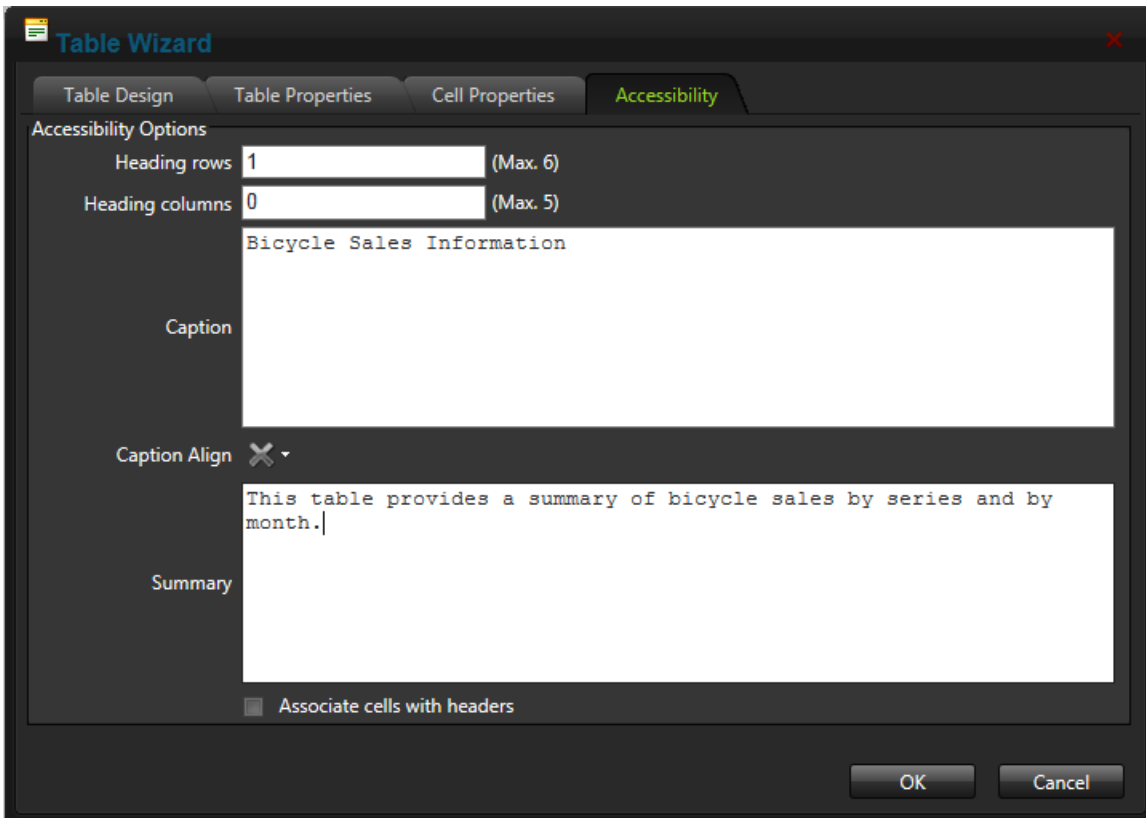


The Background Color applied to the first row of cells

## Setting Table Accessibility

Table accessibility can be added or edited via the Accessibility tab of the Table Wizard. This feature permits one or more heading rows and column to be added to the table and a caption that will be displayed above the table and center aligned unless another alignment options is selected. A table summary can be added that isn't displayed on the page, but can be read using accessibility tools such as text readers.

The below images demonstrate how to set a single heading row and add a caption to the table.



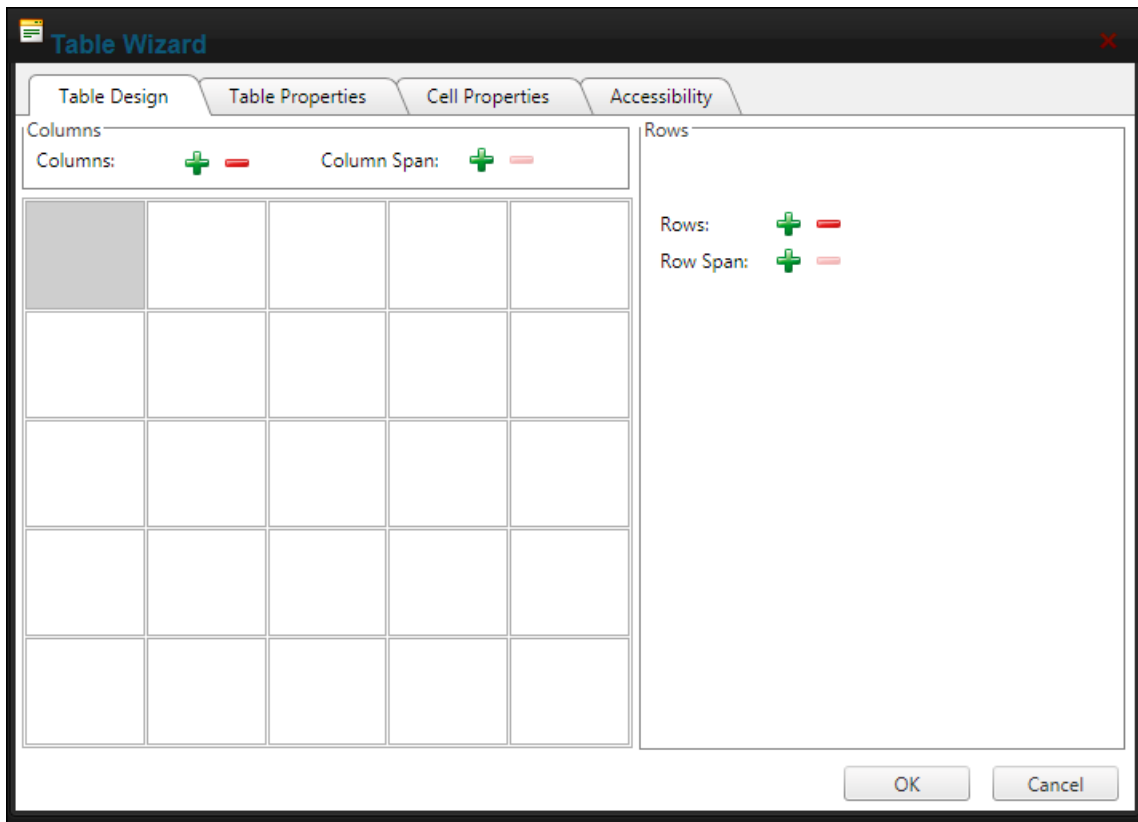
The screenshot shows the 'Table Wizard' dialog box with the 'Accessibility' tab selected. The 'Accessibility Options' section contains the following fields and controls:

- Heading rows:** A text box containing '1' with '(Max. 6)' to its right.
- Heading columns:** A text box containing '0' with '(Max. 5)' to its right.
- Caption:** A large text area containing the text 'Bicycle Sales Information'.
- Caption Align:** A dropdown menu showing a crossed-out 'X' icon.
- Summary:** A large text area containing the text 'This table provides a summary of bicycle sales by series and by month.'
- Associate cells with headers:** A checkbox that is currently checked.

At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Setting Table Accessibility

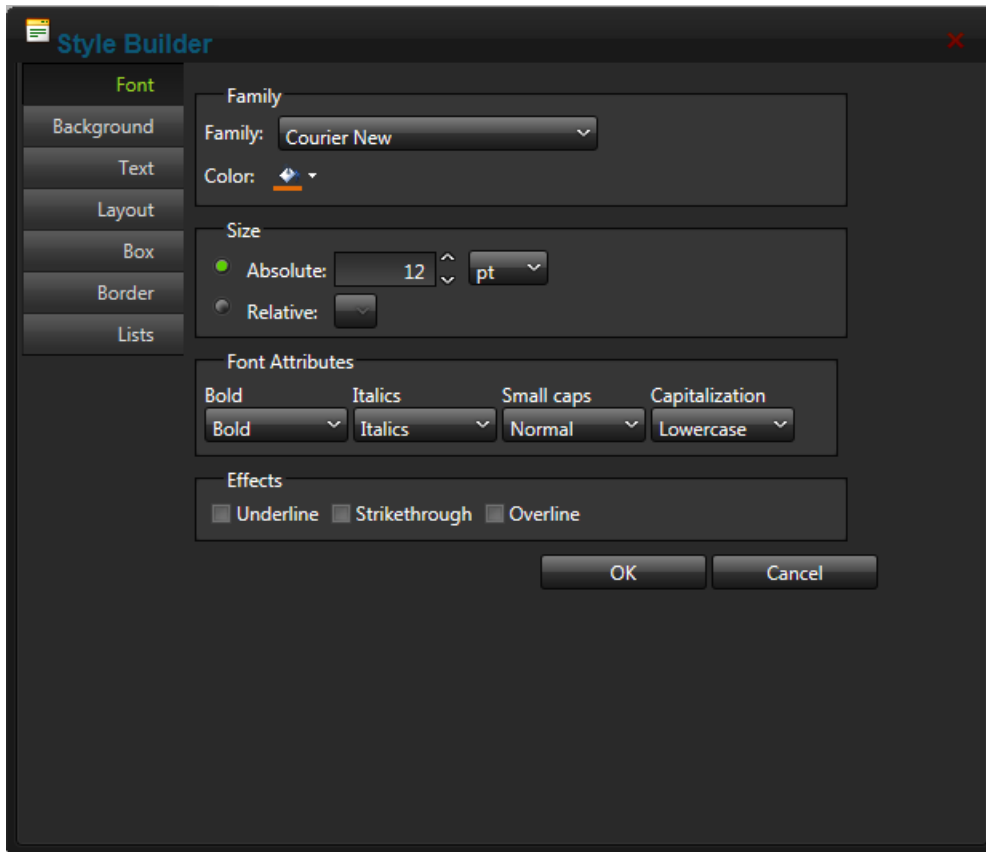




Setting the Table Design

### Using the Style Builder

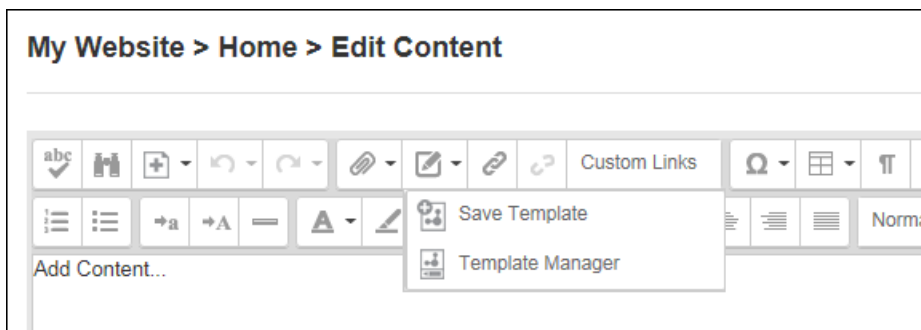
The Style Builder which be accessed from the Table Properties tab of the Table Wizard can be used to create unique CSS styles for use in tables. The Style Builder includes functionality to set the font, background image or color, text, layout, box (table width, height, padding and margins), border and list styles for the table.



The Style Builder

## Inserting Templates


The content of the Rich Text Editor can be saved as a template which can then be inserted in this or other Rich Text Editors. Once a template has been inserted it can be modified as required. Templates can include elements such as text, images and tables. Templates are typically stored in the Site Root > Templates folder.



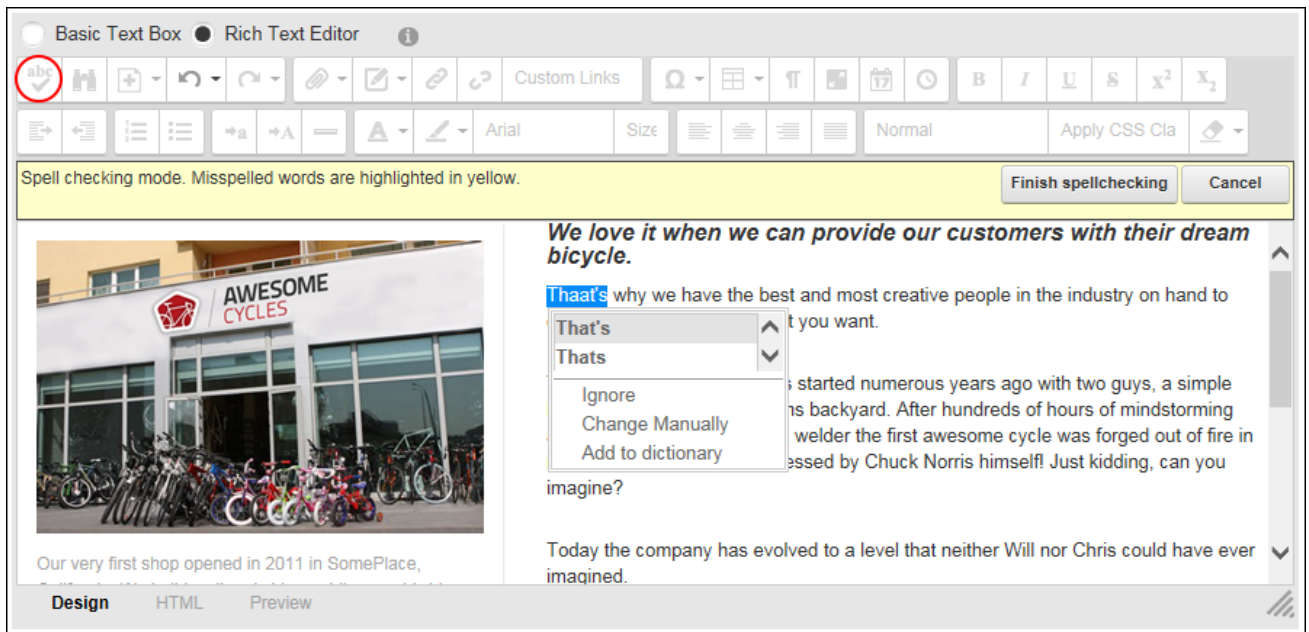
Creating and Inserting Templates

## Check Spelling

How to check spelling using the Rich Text Editor.

1. Place the 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 the dictionary.
2. Repeat for each incorrectly spelled word.
3. Click the **Finish Spellchecking** button when finished - OR - Click the **Cancel** button to exit Spell checking mode.

Tip: Edit any incorrectly spelled word by clicking on the word in the Editor.



Checking spelling in the Rich Text Editor

## List of Replacement Tokens

Adding one or more of the below replacement tokens into content enables site or user data to be displayed to site users. An example would be to display the site description as part of the content of an HTML module on the "About Us" page, or adding a personalized salutation to the beginning of Newsletters.

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 2014 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:FirstName]	Rose	user. 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:CreateDate]	10/4/2014 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
<b>Date Tokens</b>		
[DateTime:Now]	10/15/2014 5:39 PM	Current date and time.
[DateTime:Now f]	Tuesday, October 26, 2014 5:39 PM	Displays long date and short time.
[DateTime:Now F]	Tuesday, October 26, 2014 5:39:20 PM	Displays long date and long time.
[DateTime:Now g]	10/26/2014 5:39 PM	Displays short date and short time.
[DateTime:Now G]	10/26/2014 5:39:20 PM	Displays short date and long time.
[DateTime:Now Y]	October, 2014	Displays year and month.
[DateTime:UTC]	10/15/2014 5:39 PM	Coordinated Universal Time.
[DateTime:UTC f]	Tuesday, October 26, 2014 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]	10/15/2014 5:39 PM	Displays date and time as per local settings.
[DateTime:System f]	Tuesday, October 26, 2014 5:39:20 PM	Displays date and time as per local settings. This example dis- plays long date and short time. Other appended options are F, g, G and Y; as for DateTime above.
<b>Tick Tokens</b>		
[Ticks:Now]	633282985407609550	CPU tick count for current second.
[Ticks:Today]	633282624000000000	CPU tick count since midnight.
[Ticks:TicksPerDay]	864000000000	CPU ticks per day (for cal- culations)

# Appendix A: RibbonBar

The RibbonBar is an alternative Control Panel which displays a single row of options at the very top of the web browser above the 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 enables the site to be edited or just viewed.

The Admin menu is displayed to Administrators and Super Users. 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.



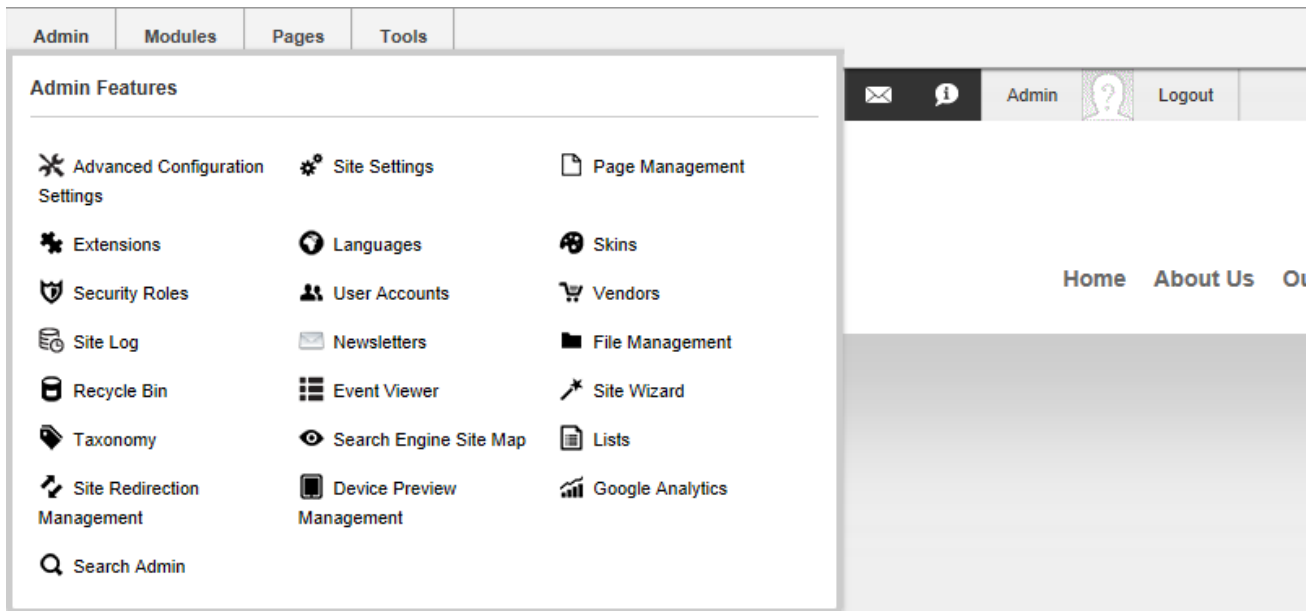
RibbonBar as displayed to Administrators



RibbonBar as displayed to Page Editor

## The Admin Menu

Administrators and Super Users 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 "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" 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" DNN Platform users must be granted Edit Content permissions.



The screenshot shows the DotNetNuke Community Admin interface. At the top, there is a navigation bar with tabs for Admin, Modules, Pages, and Tools. The 'Admin' tab is selected. To the right of the tabs, the text 'DOTNETNUKE COMMUNITY' is displayed. Below the navigation bar, there is a user profile section showing 'admin1' and a 'Logout' link. A search bar is also present. The main content area is partially obscured by a modal dialog box titled 'Add Module'. This dialog box has two radio buttons: 'Add New Module' (selected) and 'Add Existing Module'. Below these, there is a 'Module Selection' section with a 'Category' dropdown set to 'Common', a 'Module' dropdown, a 'Title' text input, and a 'Visibility' dropdown set to 'Same As Page'. Below this is a 'Module Location' section with a 'Pane' dropdown set to 'ContentPane', an 'Insert' dropdown set to 'Bottom', and another 'Module' dropdown. At the bottom right of the dialog is a blue 'Add Module' button.

## The Pages Menu



Users must have Edit Page permissions granted to access these tools.

### Actions Section

-  **Page Settings:** Link to edit current page settings. See "Editing Page Settings".
-  **Add:** Select to add a new page and configure setting. See "Adding a New Page".
-  **Copy:** Select to copy the current (or any other) page including modifying modules. See "Copying a Page".
-  **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.

-  **Import:** Link to import a page. See "Importing a New Page".
-  **Export:** Link to export a page. See "Exporting a Page".








### 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. Only Administrator can perform this task.
-  **Copy Design to Children:** Copy current page design (theme and container settings) to children. See "Copying Design to Child Pages".

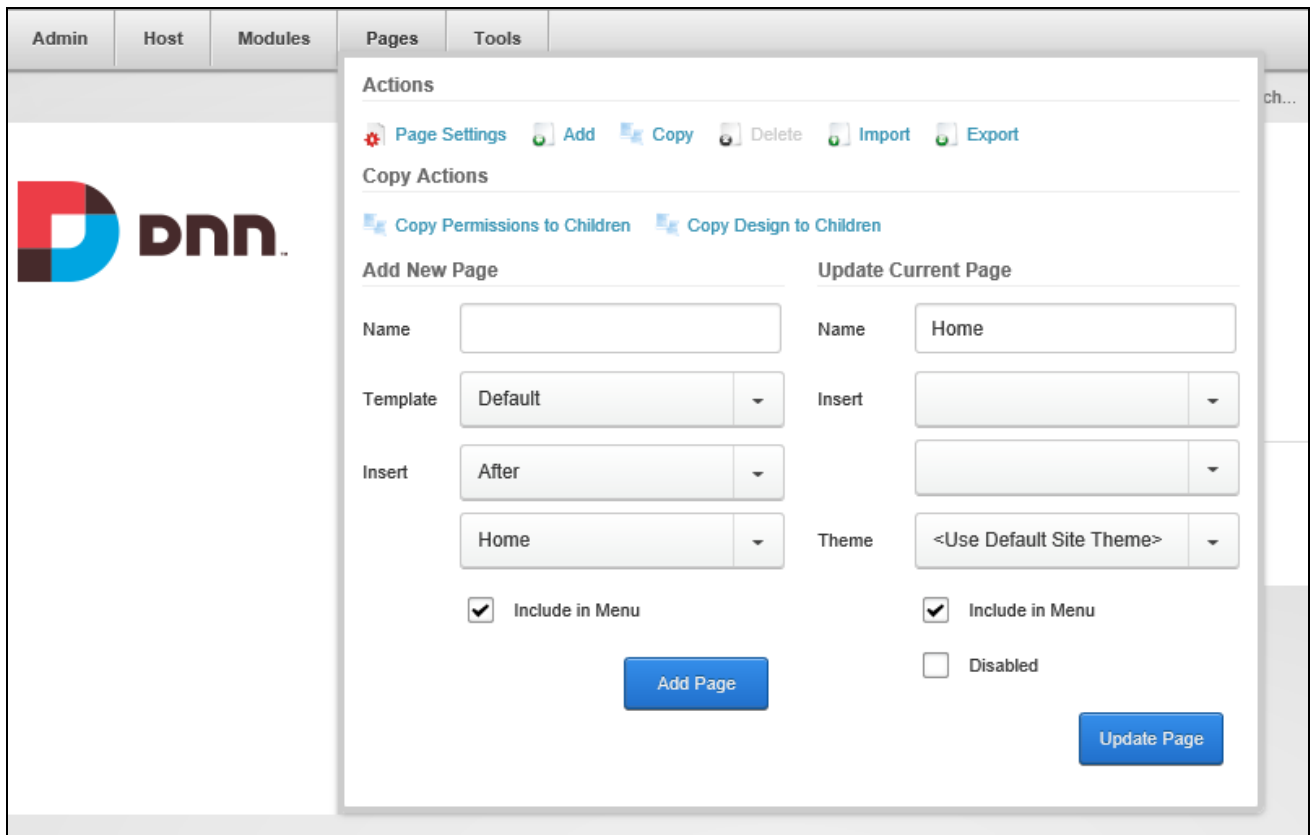
### Add New Page Section

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



Modules	Pages
<div><b>Actions</b>  <a href="#">Page Settings</a>  <a href="#">Add</a>  <a href="#">Copy</a>  <a href="#">Delete</a>  <a href="#">Import</a>  <a href="#">Export</a></div> <div><b>Copy Actions</b>  <a href="#">Copy Design to Children</a></div> <div><div><b>Add New Page</b> <div><div>Name</div><div><input type="text"/></div></div><div><div>Template</div><div>Default ▾</div></div><div><div>Insert</div><div>Child of ▾</div></div><div><div></div><div>Home ▾</div></div><div><div><input checked="" type="checkbox"/> Include in Menu</div></div><div><div>Add Page</div></div></div><div><b>Update Current Page</b> <div><div>Name</div><div>Home</div></div><div><div>Insert</div><div>▾</div></div><div><div></div><div>▾</div></div><div><div>Skin</div><div>Gravity - Home ▾</div></div><div><div><input checked="" type="checkbox"/> Include in Menu</div></div><div><div><input type="checkbox"/> Disabled</div></div><div><div>Update Page</div></div></div></div>	




Pages Menu of the RibbonBar as displayed to Page Editors



Pages Menu of the RibbonBar as displayed to Administrators

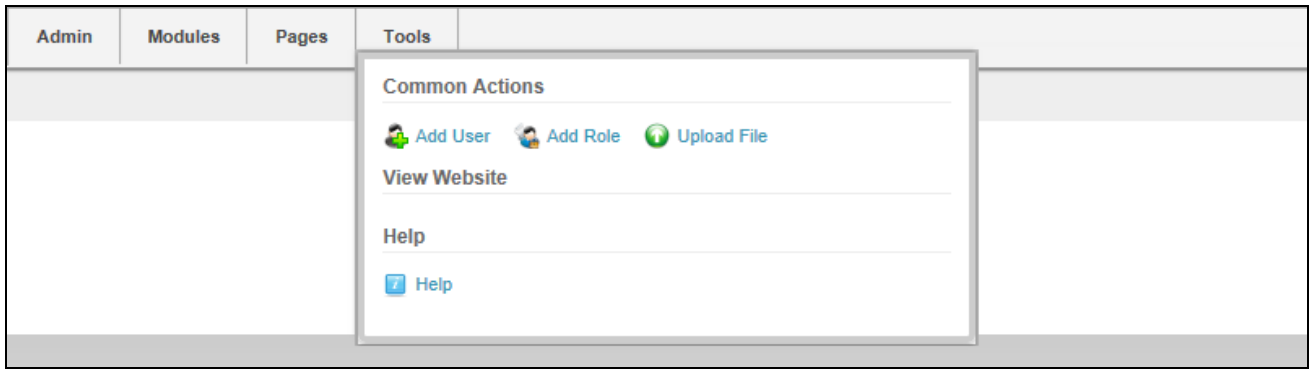
## The Tools Menu

### Common Actions Section

-  **Add User:** Administrators can select to add a new user to the site. See "Adding a User Account"
-  **Add Role:** Administrators can select to add a new role to the site. See "Adding a Role"
-  **Upload File:** Administrators can select to upload a file to the site.

### Help Section

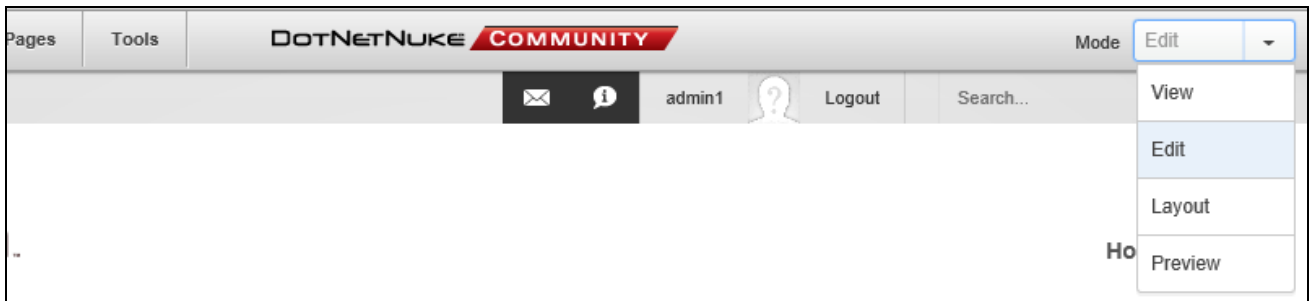
Administrators can select the  **Help** link to view the Help URL for this site.



The Tools menu of the RibbonBar as displayed to Administrators

## Setting the RibbonBar Mode

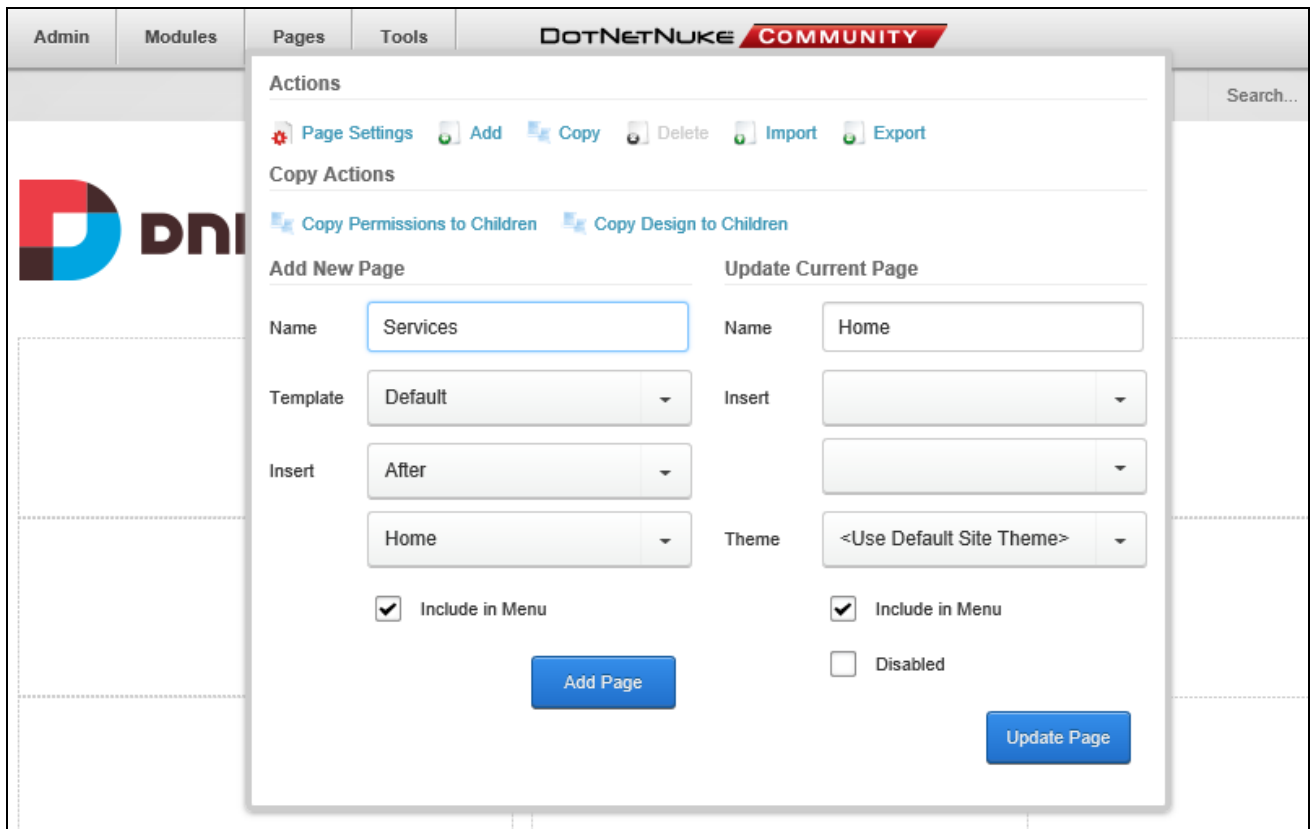
Users can view the site in View, Edit, Layout or Preview mode by selecting an option from the **Mode** drop down. View mode hides editing tools and displays the site as it would appear to a typical user. Edit mode enables editing tools and module actions menus. Layout mode shows the layout of theme including the title and menu of each module. Preview mode displays the current page as it would be viewed on a specified mobile device.



Setting the RibbonBar Mode

## Quick Add a New Page

New pages can be added to a site via the Pages > Add New Page section of the RibbonBar. Name is the only required field and accepting all the other default settings will display the new page in the menu to the right of the original page. A page template can optionally be selected and the menu location and visibility can be set. Pages added here are only visible to Administrators until permissions are updated.



Adding a New Page using the RibbonBar

## Adding a New Module

Modules can be added to a page by via the Modules section of the RibbonBar. Users must select a category to view related modules and then select the required modules. An optional title can be added and page location, order and visibility can be defined. Users must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page. **Important.** See "Adding a Module to a Multi-Language Site" if content localization is enabled.

The screenshot displays the DNN Admin interface. At the top, there is a ribbon bar with tabs for 'Admin', 'Modules', 'Pages', and 'Tools'. The 'Modules' tab is active. Below the ribbon bar, there is a top navigation bar with links for 'Home' and 'About Us'. A modal dialog box titled 'Add Module' is open in the center. The dialog has two radio buttons: 'Add New Module' (selected) and 'Add Existing Module'. Under the 'Add New Module' section, there are four dropdown menus: 'Category' (set to 'Common'), 'Module' (set to 'HTML'), 'Title' (set to 'About Us'), and 'Visibility' (set to 'Same As Page'). Below these, there is a section titled 'Module Location' with three dropdown menus: 'Pane' (set to 'contentPane'), 'Insert' (set to 'Bottom'), and 'Module' (empty). A blue 'Add Module' button is located at the bottom right of the dialog box.

## Adding an Existing Module

Existing modules can be added to the current page by selecting **Add Existing Module** from the Modules section of the RibbonBar. Users can then choose the site and page where the module is located and choose the module to add. The page location, order and module title and visibility can optionally be set. Mark ☒ the "Copy Module (With Content)" check box to create an independent instance of this module that will contain both the settings and (where applicable) the content of the existing module, or unmark ☐ the check box to display the existing module on this page which will share the settings and (where applicable) the content of the existing module. Users must be authorized to deploy a module and have the appropriate page editing permissions to add modules to the current page.



# Appendix B: Iconbar



The Iconbar is a superseded Control Panel that provides Super Users and Administrator with page and module management tools, shortcuts to six common administration tasks and links to open the Admin and Host Consoles.

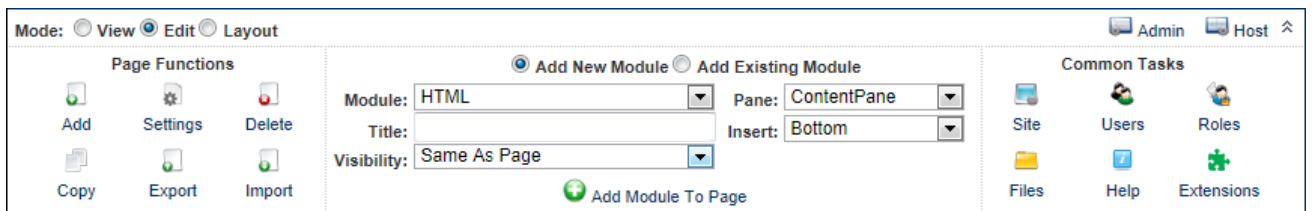
## Maximizing/Minimizing the Iconbar

Administrators can hide or display the Iconbar using the **Maximize/Minimize** button located in the top right corner to hide/display the Control Panel. This functionality isn't available to Module Editors.



The IconBar Minimized

Administrators and Super Users can view the Admin Console by click the  **Admin** link located in the top right corner. Super Users can click the  **Host** link to view the Host Console.



The Iconbar as displayed to Super Users

## Setting the Iconbar Mode

The Iconbar can be used to place the site in view, edit or layout mode. View mode hides the editing tools and show how the page appears to site visitors; Edit mode enables page editing; and Layout mode shows the page layout 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 Super Users. It enables users to add new pages; delete, copy, export and edit setting for the current page; and import a page. Note: Page Editors can access these tools according to the permissions granted to them 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 Content Basic and Evoq Content, 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" and See "Adding an Existing Module".

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 click the **Help**  button to view Online Help.

Administrators and Super Users can access these additional icons:

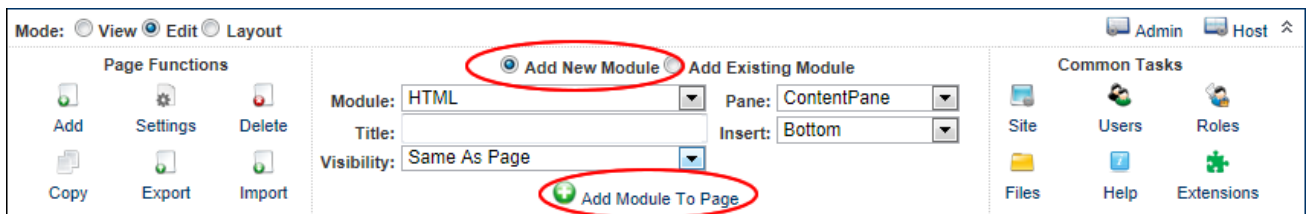
-  **Site:** Opens the Site Settings page. See "Site Settings"
-  **Users:** Opens the User Account page. See "User Accounts"
-  **Roles:** Opens the Security Roles page. See "Security Roles"



-  **Files:** Opens the Admin > File Management page. See "File Management"
-  **Extensions:** Opens the Admin > Extensions page. See "Extensions (Admin)"

## Adding a New Module

Authorized users can add a module to a page by selecting **Add New Module** from the Module Insertion section of the Iconbar and then choosing the type of module to be added, e.g. HTML. Users optionally enter a title and choose the pane, insertion order and visibility of the module. **Important.** See "Adding a Module to a Multi-Language Site" if content localization is enabled.



The screenshot shows the DNN Admin interface with the 'Add New Module' radio button selected and circled in red. Below it, the 'Add Module To Page' button is also circled in red. The form fields show 'Module: HTML', 'Title:' (empty), 'Visibility: Same As Page', 'Pane: ContentPane', and 'Insert: Bottom'.

Adding a New Module using the Iconbar

## Adding an Existing Module

Authorized users can add an existing module to the current page by selecting **Add Existing Module** from the Module Insertion section of the Iconbar and then choosing the page where the existing module is located and selecting the module to be added. The location and visibility of the module can optionally be set. Users must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page.

# Index

---

<b>Table of Contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>3</b>
<b>Managing Your User Account</b> .....	<b>4</b>
Signing up for a User Account .....	4
Logging into a Site .....	5
Logging in with External Accounts .....	6
Logging Out of a Site .....	7
Resetting Your Password .....	7
Profile Management .....	8
Changing a Password .....	8
Completing a User Profile .....	9
Managing Notifications .....	10
Managing Your User Account .....	11
Managing Communications .....	13
Managing Member Services .....	13
Connecting with Friends and Followers .....	14
Unregistering a User Account .....	15
Working with Content .....	16
Changing the Site Language .....	16
Printing Content .....	17

---

Searching the Site .....	18
Subscribing to Syndicated Content .....	19
<b>Making Social Connections .....</b>	<b>21</b>
Member Directory .....	21
Searching for Members .....	21
Connecting with Members .....	22
Message Centre .....	23
Viewing Messages .....	23
Composing Messages .....	23
Replying to Messages .....	24
Replying to Messages .....	25
Archiving Messages .....	26
Deleting Messages .....	27
Journal .....	28
Adding a Journal Entry .....	28
Deleting a Journal Entry .....	30
Social Groups .....	31
Joining a Social Group .....	31
Adding a Social Group Journal Entry .....	32
Leaving a Social Group .....	32
<b>The ControlBar .....</b>	<b>33</b>
The Admin Menu .....	33

---

The Tools Menu .....	34
The Help Menu .....	35
The Modules Menu .....	35
The Pages Menu .....	35
The Users Menu .....	37
<b>Building a Site .....</b>	<b>38</b>
Adding and Managing Pages .....	38
Adding a New Page .....	39
Viewing Any Page .....	40
Copying a Page .....	40
Copying Design to Child Pages .....	41
Copying Permissions to Child Pages .....	41
Deleting a Page .....	41
Editing Page Settings .....	42
Exporting a Page .....	42
Importing a New Page .....	44
Making a Page Public or Private .....	45
Tagging Page Content .....	46
Page Settings .....	46
Setting Page Details .....	46
Setting Page Permissions .....	50
Configuring Advanced Page Settings .....	52

---

Localization Settings for Existing Pages .....	57
Localization Settings for New Pages .....	58
Adding and Managing Modules .....	59
The Module Actions Menu .....	60
Edit Menu .....	61
Manage Menu .....	61
Move Tools .....	64
Adding a New Module .....	65
Option One - Drag and Drop Module .....	65
Option Two - Insert Module .....	68
Adding an Existing Module .....	70
Option One - Drag and Drop Module .....	70
Option Two - Insert Module .....	73
Adding Module Content .....	74
Editing Module Content .....	75
Editing Module Title Inline .....	77
Deleting Module Content .....	77
Deleting a Module .....	78
Drag and Drop Module .....	78
Exporting and/or Importing Module Content .....	81
Exporting Module Content .....	81
Importing Module Content .....	81

---

Module Settings .....	82
Module Settings .....	83
Configuring Basic Module Settings .....	83
Configuring Advanced Module Settings .....	84
Viewing Added To Pages Module Settings .....	90
Page Settings .....	91
Configuring Basic Page Settings for Modules .....	91
Configuring Advanced Page Settings for a Module .....	94
Configuring Module Cache Settings .....	95
Permissions .....	96
Setting Module Permissions .....	96
<b>Adding Site Content .....</b>	<b>99</b>
HTML .....	99
Adding and Editing Content .....	100
Adding and Editing Content Inline .....	101
Managing Previous Versions .....	102
Publishing Content .....	103
Viewing My Work .....	103
Configuring HTML Settings .....	104
Configuring HTML Workflow .....	106
Banners .....	107
Banner Types .....	107

---

Displaying Banners .....	109
Troubleshooting: Image Not Displaying .....	111
Console .....	112
Displaying Group Pages .....	113
Displaying Child Pages .....	115
Displaying Profile Pages .....	118
Search Results .....	119
Performing an Advanced Search .....	120
Configuring Search Results Settings .....	122
Social Collaboration .....	122
Journal .....	123
Configuring Journal Settings .....	124
Member Directory .....	125
Member Directory Settings .....	126
Message Center .....	131
Configuring Message Center Permissions .....	132
Social Groups .....	133
Configuring Social Groups .....	134
Adding a Social Group .....	134
Editing a Social Group .....	135
Configuring Social Group Permissions .....	135
Configuring Social Group Settings .....	136

---

User Account Management .....	137
Account Login .....	137
Account Registration .....	138
Add New User .....	139
Users and Roles .....	141
ViewProfile .....	141
Project Modules .....	142
Announcements .....	142
Adding Announcements .....	143
Managing Announcements .....	146
Configuring Announcement Settings .....	146
Events .....	147
All Users .....	149
Finding an Event .....	149
Enrolling for an Event .....	151
Exporting an Event .....	152
Requesting Event Reminder .....	153
Subscribing to New Events .....	154
Event Editors .....	155
Adding an Event .....	155
Copying Existing Events .....	156
Editing Events .....	156



---

Deleting Events .....	157
Enabling Event Enrollment .....	158
Managing Enrollments .....	159
Setting an Event Image .....	161
Setting an Event Reminder .....	163
Setting Recurring Events .....	164
Category Editors .....	165
Adding Event Categories .....	165
Managing Event Categories .....	166
Location Editors .....	167
Adding Event Locations .....	167
Managing Event Locations .....	169
Moderators .....	169
Moderating Events and Enrollments .....	169
Downloading the Enrollee List .....	170
Event Settings .....	171
Display Settings .....	171
Configuring Detail View Settings .....	171
Configuring Event Month View Settings .....	172
Configuring Week View Settings .....	173
Configuring Event List Settings .....	175
Configuring Custom Fields Settings .....	176

---

Configuring Tooltip Settings .....	177
Configuring Image Settings .....	179
Enrollment & Moderation Setting .....	180
Configuring Enrollment Settings .....	180
Configuring Moderation Settings .....	182
General Settings .....	183
Configuring General Settings .....	183
Configuring Look and Feel Settings .....	185
Configuring TimeZone Settings .....	186
Notification Settings .....	187
Configuring the Event Email Settings .....	187
Configuring Event Reminder Settings .....	188
RSS, iCal & Social Setting .....	188
Configuring RSS Settings .....	188
Configuring Calendar Export Settings .....	189
Configuring Social Integration Settings .....	190
SEO & Sitemap Settings .....	191
Configuring SEO Settings .....	191
Configuring Sitemap Settings .....	192
Sub-Calendar Settings .....	192
Configuring the SubCalendar Settings .....	192
Templates .....	193

---

Configuring Template Settings .....	193
Setting Event Permissions .....	194
FAQs .....	195
Adding FAQs .....	196
Managing FAQs .....	198
Adding FAQ Categories .....	198
Managing FAQ Categories .....	199
Settings .....	200
Managing Category Settings .....	200
Managing FAQ Templates .....	201
Sorting FAQs .....	202
Feedback .....	203
Configuration .....	204
Configuring Feedback .....	204
Feedback Comment Settings .....	205
Setting Visible Categories .....	205
Configuring Comments View Settings .....	205
Feedback Settings .....	205
Email Address and Options .....	205
Configuring Feedback Category Settings .....	206
Configuring Form and Fields Settings .....	207
Configuring Submission and Security Settings .....	209

---

Configuring Moderation and Feedback Management Settings .....	210
Configuring Cleanup Settings .....	211
Setting Feedback Permissions .....	212
Manage Feedback Lists .....	213
Adding Categories and Subjects .....	213
Managing Categories and Subjects .....	214
Moderating Feedback .....	214
Form and List .....	215
Configuration .....	217
Configuring a Form .....	217
Configuring a List .....	219
Configuring with a Template .....	219
Setting Email Settings .....	220
Setting a Default Configuration .....	221
List Stylesheets .....	222
Creating a Stylesheet .....	223
Editing a Self-Made Stylesheet .....	228
Editing the Current XSL Script .....	229
Using a Self-Made Stylesheet .....	229
Optional List Settings .....	230
Setting List Searching and Filtering .....	230
Setting List Sorting .....	232

---

Creating a Form or List .....	233
Configuring Column Types .....	236
Configuring a Calculated Column .....	236
Configuring a Currency Column .....	238
Configuring a Date Column .....	240
Configuring a Date and Time Column .....	243
Configuring a Decimal Column .....	246
Configuring a Download Column .....	248
Configuring an Email Column .....	250
Configuring an Image Column .....	253
Configuring an Integer Column .....	256
Configuring a Link to User's Profile Column .....	258
Configuring a Look-Up Column .....	260
Configuring a Rich Text Column .....	262
Configuring a Separator Column .....	265
Configuring a Text Column .....	266
Configuring a Time Column .....	268
Configuring a True/False Column .....	271
Configuring a URL Column .....	273
Managing Columns .....	276
Editors .....	277
Adding a List Record .....	277

---

Importing and Exporting Records .....	279
Managing Form Records .....	280
Managing List Records .....	280
Saving a Template .....	281
Showing All Data as XML .....	282
Configuring Form & List Settings .....	282
Setting Form Permissions .....	283
Setting List Permissions .....	284
IFrame .....	285
Setting an IFrame .....	288
Fixing Redirects .....	290
Links .....	291
Adding a Link .....	291
Managing Links .....	293
Settings .....	293
Displaying File Links .....	293
Displaying Friend Links .....	294
Displaying Manual Links .....	296
Displaying Page Links .....	297
Media .....	299
Displaying Media using OEmbed Link .....	300
Displaying Embedded Code .....	301

---

Displaying an Image .....	304
Displaying a Sound File .....	308
Displaying Video and Flash .....	311
Editing Media Options .....	314
Configuring Social Integration Settings .....	314
<b>Admin Pages .....</b>	<b>316</b>
Common Settings .....	319
Event Viewer .....	319
Sending Exceptions by Email .....	320
File Management .....	321
File Management Tools .....	322
Selecting Files and Folders .....	324
Downloading a File .....	325
Getting a File URL .....	325
Refreshing Folders .....	326
Searching for Files .....	327
Sorting Files .....	328
Viewing File Properties .....	328
Viewing Folder Properties .....	329
Folder Editors .....	330
Adding a SubFolder .....	330
Viewing Folder Types .....	332

---

Copying Files .....	333
Copying Permissions to Subfolders .....	334
Deleting Files and/or Folders .....	335
Managing File Properties .....	336
Modifying Folder Permissions .....	337
Moving Files and/or Folders .....	339
Renaming a File .....	341
Renaming Folders .....	342
Uploading Files .....	343
Configuring DAM Settings .....	346
Administrators .....	348
Synchronizing Folders .....	348
Page Management .....	349
Deleting a Page .....	350
Editing Page Settings .....	351
Setting Page Linking .....	352
Including a Page in the Menu .....	353
Searching for a Page .....	354
Viewing any Page .....	355
Administrators .....	356
Adding Multiple Pages .....	356
Moving Page Position in Menu .....	358



---

Recycle Bin .....	360
Restoring Deleted Modules .....	361
Restoring Deleted Pages .....	362
Permanently Deleting Modules .....	363
Permanently Deleting Pages .....	364
Emptying the Recycle Bin .....	365
Security Roles .....	366
Understanding Role Based Access .....	368
Filtering Roles .....	370
Adding a Role .....	370
Adding a Role Group .....	371
Adding a Role with a Fee .....	372
Creating an RSVP Code .....	373
Adding a User to a Role .....	374
Editing or Deleting a Role Group .....	375
Editing or Deleting a Role .....	375
Editing a User's Role Access .....	375
Deleting a User from a Role .....	376
Managing User Account Settings .....	376
Site Settings .....	376
Basic Settings .....	376
Site Details .....	376

---

Setting the Site Appearance .....	378
Setting the Site Design .....	380
Enabling Banner Advertising .....	381
Submitting the Site Map URL to Google .....	381
Submitting the Site to Search Engines .....	382
Advanced Settings .....	383
Page Management .....	383
Setting the Splash Page .....	384
Setting the Home Page .....	384
Setting the Login Page .....	385
Setting the Registration Page .....	385
Setting the User Profile Page .....	385
Setting the Search Results Page .....	385
Viewing the Home Directory .....	386
Payment Settings .....	386
Security Settings .....	387
Setting the Primary Administrator .....	387
Setting Login Visibility .....	388
Usability Settings .....	388
Setting the Site Time Zone .....	388
Configuring Site Editing .....	389
Hiding System Folders .....	391

---

Configuring the Control Panel .....	391
Advanced URL Settings .....	392
Managing Extension URL Providers .....	392
Stylesheet Editor .....	393
User Account Settings .....	394
Registration Settings .....	394
Enabling User Registration .....	395
Configuring the Standard Registration Form .....	396
Configuring a Custom Registration Form .....	398
Login Settings .....	399
Profile Settings .....	400
Configuring Profile Settings .....	400
Adding a New Profile Property .....	401
Managing Profile Fields .....	404
User Accounts .....	405
Filtering User Accounts .....	406
Searching User Accounts .....	407
Adding a User Account .....	408
Authorizing/UnAuthorizing a User Account .....	409
Editing a User Account .....	410
Deleting a User Account .....	410
Deleting Unauthorized User Accounts .....	412

---

Forcing a Password Change .....	412
Managing a User Profile .....	412
Managing a User's Password .....	412
Managing Role Access .....	413
Removing Deleted User Accounts .....	414
Restoring a Deleted User Account .....	415
Configuring User Account Settings .....	416
Advanced Settings .....	417
Advanced Configuration Settings .....	417
Device Preview Management .....	419
Adding a Preview Profile .....	420
Managing Preview Profiles .....	421
Extensions (Admin) .....	421
Configuring Default Authentication .....	422
Configuring External Authentication .....	423
Setting DNN Active Directory Authentication .....	424
Viewing Package Settings .....	425
Setting Permissions to Deploy a Module .....	426
Google Analytics .....	427
Signing Up for Google Analytics .....	428
Configuring Google Analytics .....	431
Languages .....	432

---

Creating a Multi-Language Site .....	433
Disabling Localized Content .....	434
Enabling a Language .....	435
Setting the Default Site Language .....	436
Enabling Browser Language Detection .....	438
Language Editor .....	439
Editing Language Files .....	441
Deleting Language Files .....	444
Configuring the Language Editor .....	446
Setting Language Files as Pending Translation .....	448
Enabling Language Parameter in URL .....	451
Lists (Admin) .....	452
Adding a Parent List .....	453
Adding a Child List .....	453
Adding List Entries .....	454
Adding Banned Passwords .....	454
Deleting a List .....	455
Managing List Entries .....	456
Managing the Profanity List .....	456
Newsletters .....	457
Sending a Basic Newsletter .....	459
Sending a Newsletter to a Relay Service .....	460

---

Sending a Newsletter with Tokens .....	461
Sending Newsletters in a User's Preferred Culture .....	464
Search Admin .....	465
Re-Indexing Searched Content .....	465
Ignoring Words .....	466
Managing Synonyms .....	467
Search Engine SiteMap .....	467
Configuring the SiteMap Settings .....	468
Purging Cached Sitemap .....	470
Setting the SiteMap Providers .....	470
Submitting Site to Google .....	471
Submitting Site to Yahoo! or Bing .....	472
Site Log .....	472
Enabling the Site Log .....	473
Affiliate Referrals Report .....	473
Detailed Site Log Report .....	473
Page Popularity Report .....	474
Page Views By Day Of Week Report .....	475
Page Views By Day Report .....	476
Page Views By Hour Report .....	476
Page Views By Month Report .....	477
Site Referrals .....	478

---

User Agents Report .....	479
User Frequency Report .....	480
User Registrations By Country Report .....	481
User Registrations By Date Report .....	482
Site Redirection Management .....	483
Adding a Mobile Site Redirection .....	484
Adding Advanced Site Redirections .....	485
Managing Redirections .....	488
Site Wizard .....	488
Taxonomy .....	491
Creating a Vocabulary .....	492
Adding Terms .....	493
Editing or Deleting a Vocabulary .....	495
Editing and Deleting Terms .....	495
Viewing User Entered Tags .....	495
Themes .....	496
Setting the Default Theme or Container .....	496
Vendors (Admin) .....	498
Filtering and Searching Vendors .....	499
Adding a New Vendor .....	500
Managing Vendor Accounts .....	502
Deleting all Unauthorized Vendors .....	502

---

Adding an Image Banner .....	503
Adding a Script Banner .....	507
Adding a Text Banner .....	507
Managing Banners .....	509
Viewing the Banner Status Report .....	510
Affiliate Accounts .....	511
Adding an Affiliate .....	511
Managing Affiliates .....	512
<b>Building Multi-Language Sites .....</b>	<b>513</b>
Creating a Multi-Language Site .....	513
Enabling a Language .....	514
Setting the Default Site Language .....	515
Adding a Page to a Multi-Language Site .....	517
Adding a Module to a Multi-Language Site .....	518
Content Localization .....	518
Configuring Content Localizations .....	518
Enabling Localized Content .....	519
Setting Translator Roles .....	524
Allowing Users to Choose the Interface Language .....	526
Configuring Languages Module for Translators .....	527
Setting Non Administrator Permissions .....	530
Creating Localizations .....	531



---

Creating Localized Pages for a Language .....	531
Adding a Page to a Multi-Language Site .....	533
Adding Missing Translations to a Page .....	534
Making a Page Translatable .....	537
Using Page Localization Settings .....	537
Using the Languages Module .....	537
Making a Module Translatable .....	539
Notifying Translators .....	541
Translating .....	544
Translating a Page .....	544
Translating Directly on the Page .....	544
Translating Using the Languages module .....	547
Translating a Module .....	550
Editing Reference Modules .....	551
Setting Modules as Translated .....	551
Setting a Page as Translated .....	553
Publishing .....	553
Activating/Deactivating a Language .....	553
Publishing a Single Page Translation .....	555
Using the ControlBar .....	555
Using the Languages Module .....	555
Publishing All Translated Pages for a Language .....	557

---

Removing Localizations .....	557
Converting a Page to a Neutral Language .....	558
Removing Translations for a Page .....	559
Restoring Reference Modules .....	561
Deleting a Secondary Language Module .....	563
<b>Common Tools .....</b>	<b>565</b>
Working with the Calendar .....	565
Default Calendar .....	565
Module Calendar .....	568
HTML Editor .....	569
Link Control .....	569
Setting a File Link .....	570
Setting a Page Link .....	571
Setting a URL Link .....	572
Setting a User Profile Link .....	573
Tracking and Logging Link Clicks .....	574
Deleting Existing URLs .....	576
Rich Text Editor .....	577
Rich Text Editor Toolbars .....	578
Managing Images and Media .....	579
Inserting Images .....	581
Setting Image Properties .....	584

---

Editing an Image .....	585
Creating an Image Map .....	585
Editing an Image Map .....	586
Inserting Documents .....	587
Inserting Flash .....	587
Inserting Media .....	588
Managing Links and Anchors .....	590
Adding a Link .....	590
Editing a Link .....	590
Deleting a Link .....	591
Inserting Anchors .....	591
Editing an Anchor .....	592
Deleting an Anchor .....	592
Adding an Email Link .....	592
Viewing the Link Tracking Report .....	593
Managing Tables .....	594
Inserting a Table .....	594
Editing a Table .....	594
Deleting a Table .....	596
Using the Table Wizard .....	596
Setting Table Properties .....	596
Setting Cell Properties .....	597

---

Setting Table Accessibility .....	599
Setting the Table Design .....	600
Using the Style Builder .....	601
Inserting Templates .....	602
Check Spelling .....	603
List of Replacement Tokens .....	604
<b>Appendix A: RibbonBar .....</b>	<b>609</b>
The Admin Menu .....	609
The Modules Menu .....	610
The Pages Menu .....	611
The Tools Menu .....	614
Setting the RibbonBar Mode .....	615
Quick Add a New Page .....	615
Adding a New Module .....	616
Adding an Existing Module .....	617
<b>Appendix B: Iconbar .....</b>	<b>619</b>
Maximizing/Minimizing the Iconbar .....	619
Setting the Iconbar Mode .....	619
Page Functions Section .....	620
Module Insertion Section .....	620
Common Tasks Section .....	620
Adding a New Module .....	621

---

Adding an Existing Module .....	621
<b>Index .....</b>	<b>622</b>