Quick
Administration
Guide

Introduction

What is DotNetNuke?

DotNetNuke is a development framework that enables businesses to quickly build and deploy feature-rich, interactive websites and applications in Microsoft environments. Through an intuitive, menu-driven interface, even non-technical users can use DotNetNuke to easily create new sites or extend the functionality and features of existing web applications.

With hundreds of thousands of portals, intranets, extranets, and public websites built on DotNetNuke—and an enthusiastic open-source community that is more than 600,000 strong and growing—DotNetNuke is the world's most widely adopted framework for building web solutions on the Microsoft stack.

The Purpose of this Guide

The purpose of this guide is to provide you with an understanding of DNN and how to build and manage a DNN web site. This guide takes you through the basics of managing your user account, setting up the basic Host settings that apply to all web sites, managing the settings for your first site, and adding content to a site.

Terminology

An overview of the terms used in this manual.

Portal and **Site**: A single DNN portal.

Web site: Any external web site.

Which Sections Should I Read?

It is recommended that everyone reads the DotNetNuke Concepts section to gain an understanding of how DNN works.

Here is a summary of who should read which sections:

- **Host**: The Host is responsible for configuring the global settings for this DNN installation and is able to create new portals. To learn more about the basic Host settings read these sections:
  - Configuring DotNetNuke Host Settings
  - Creating One or More Portals
  - Installing and Allocating Modules
- **Administrators**: Administrators are responsible for managing a single portal. They have access to the Admin page where they can manage user accounts, security roles and more. If you are an Administrator the Host sections mentioned above are not relevant to you.

Getting More Help

DotNetNuke Support Network

Professional Edition customers can access Knowledge Base articles, read the latest DNN News and Announcements, and submit a support ticket.

DotNetNuke Forums

The DNN community forum is the place where the DNN community shares ideas and answers each other's questions.

DotNetNuke Marketplace (http://marketplace.dotnetnuke.com)

Purchase extensions such a skins (page designs), modules (content management blocks) for your DNN. See: The MarketShare Module for information on earning commissions from the Marketplace.

DotNetNuke Concepts

This section provides an overview of the concepts and terminology which are commonly referred to in DNN.

Multiple Portals per DNN Installation

DotNetNuke enables multiple web sites (also referred to as portals) to be built and managed using the one DNN installation. Each of these portals is unique. Each has its own unique content, members, files, designs, etc. Each is managed by its own Administrator/s who has full control to build and manage their site's content and user membership.

As well as these portals, the installation also has one portal which is nominated as the Host portal. The owner of this portal manages the global settings which apply to all portals such as the hosting and email.

Managing Content with Pages and Modules

DNN portals consist of one or more pages. When you add a portal page it is automatically added to the portal's hierarchical menu, enabling you to quickly create a structured portal layout.

To manage page content you then add one or more modules to each page. Each module is designed to manage a different type of content such as text, links, or advertising banners.

Access to view and manage each page and module can be restricted using roles.

Controlling Site Access using Role Based Security

DotNetNuke portals use security roles (roles) to control access to pages and modules. Administrators define the roles for their site and choose which users are members of each role. They then choose which pages and modules each role is able to edit and/or view.

Tip: Administrators can create public roles which users can subscribe to via their user account page.

For more information roles see: Overview of the Security Roles Page.

Managing Your User Account

This section explains how to manage your user account.

Overview of User Accounts

Each registered site member has a user account. Administrators have access to create and manage all user accounts using the User Accounts page. See: Managing User Accounts for more details.

Members can manage their own user account including changing their login credentials, subscribing to members services, setting their local time zone and more.

Tip: DNN portals can be configured to enable visitors to join as members, or can be restricted so only Administrators can add new members.

Logging in and out of a Site

How to login to a site.

1. Click the Login link (typically located in the top right corner) or navigate to an **Account Login** module. This will display the Account Login module which may be titled User Log In.
2. In the **User Name** text box, enter your user name.
3. In the **Password** text box, enter your password.
4. Click the **Login** button.

Tip: Click on the Help button beside a field to view login tips.

To Logout, simply click the Logout link which has replaced the login link.

Tip: The action of logging out will automatically cancel the Remember Login setting. To exit a portal without logging out, simply close your website browser. This will not cancel the Remember Login setting.

Figure 1: Logging in to a site

Remembering Login Credentials

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

1. Click the Login link (typically located in the top right corner) or navigate to an **Account Login** module.
2. In the **User Name** text box, enter your user name.
3. In the **Password** text box, enter your password.
4. Check the **Remember Login** check box.
5. Click the **Login** button.

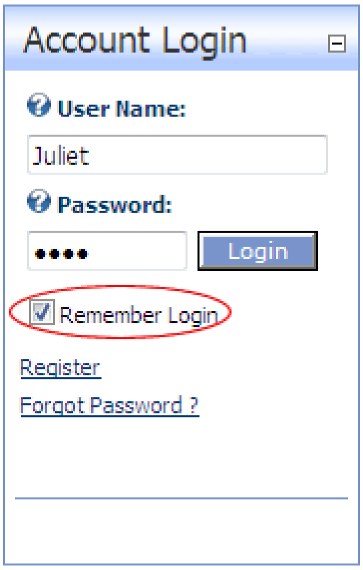

Figure 2: Remembering your login credentials

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

Retrieving your Password

If you forget your password you can have it sent to your email address. This will be the email address you provided upon registration, unless you have updated your email address since.

1. Click the Login link, or navigate to an Account Login module.
2. Click the Forgot Password ? link. This opens the Retrieve Password page.
3. In the **User Name** text box, enter your user name.
4. Click the Send Password link.

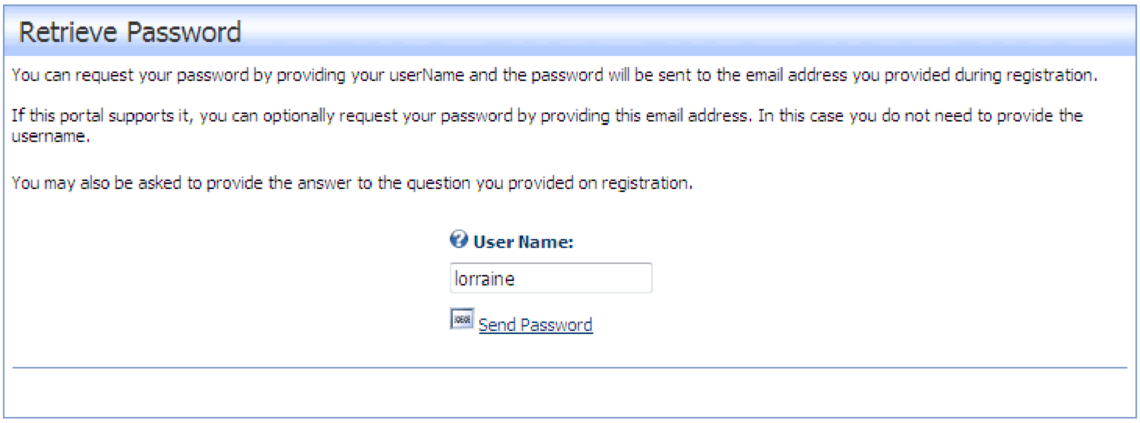

Figure 3: The Retrieve Password page

Changing your User Credentials

Users can update their own account details such their names and email address using the User Account module.

1. Login to the portal.
2. Click on your **[Display Name]** link (located in the top right corner of the portal), or navigate to a User Account module.
3. Update your account details as required.
4. Click the Update link.

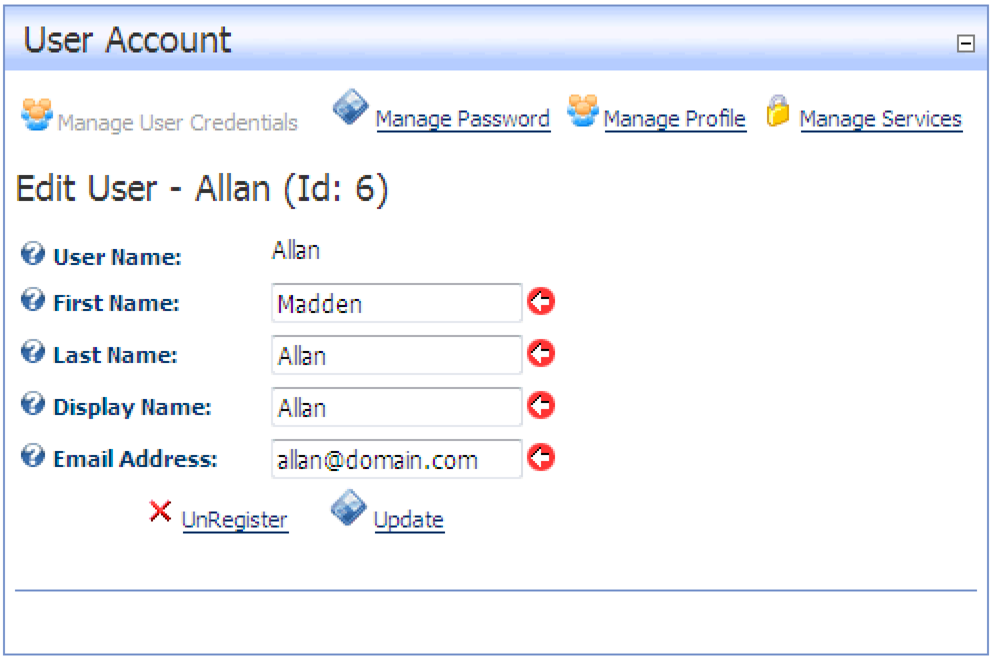

Figure 4: Managing user credentials

Changing your Password

How to change your password using the User Account module.

1. Login to the portal.

2. Click your linked **[Display Name]** (generally located in the top right corner) or navigate to a User Account module.
3. Click the Manage Password link.
4. At **Change Password**, complete the following fields:
    a. In the **Current Password** text box, enter your current password.
    b. In the **New Password** text box, enter a new password.
    c. In the **Confirm Password** text box, re-enter the new password.
5. Click the Change Password link.

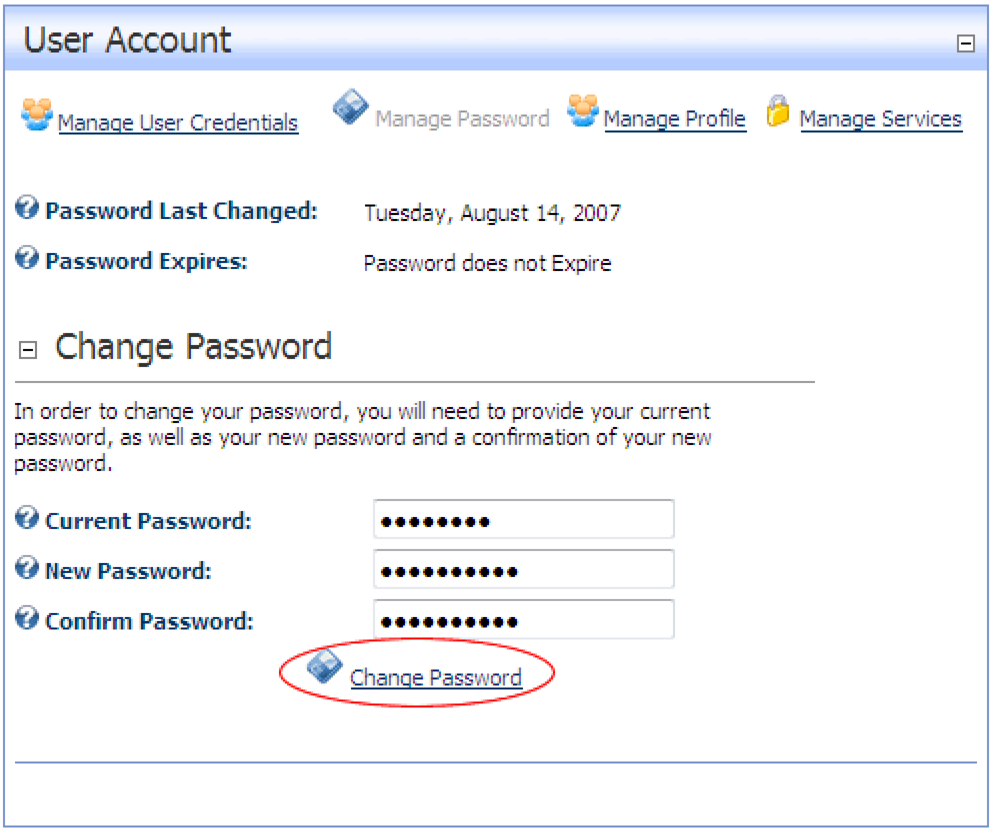

Figure 5: Changing your password

Managing your User Profile

Users can manage all of their personal user details including name, address, contact information, and your biography. Users can also set the visibility of their details.

1. Login to the portal.
2. Click on your **[Display Name]** link (this is generally located in the top right corner of the site), or navigate to a **User Account** module.
3. Click the Manage Profile link.
4. In the **Names** section, add/edit any of the following fields and select the **Visibility** of each field:
    a. In the **Prefix** text box, enter a prefix for the name.
    b. In the **First Name** text box, enter the first name.
    c. In the **Last Name** text box, enter the first name.
    d. In the **Suffix** text box, enter a suffix for the name.

5. In the **Address** section, add/edit any of the following fields and select the **Visibility** of each field:
    a. In the **Unit** text box, enter a unit number.
    b. In the **Street** text box, enter the street address.
    c. In the **City** text box, enter the city.
    d. In the **Region** text box, enter/select the region.
    e. In the **Country** text box, select a country from the drop-down box.
6. In the **Contact Info** section, add/edit any of the following fields and select the **Visibility** of each field:
    a. In the **Telephone** text box, enter the telephone number.
    b. In the **Cell/Mobile** text box, enter the mobile number.
    c. In the **Fax** text box, enter the facsimile number.
    d. In the **Website** text box, enter a web site URL.
    e. In the **IM** text box, enter an instant messenger ID.
7. In the **Preferences** section, update any of the following fields and select the **Visibility** of each field:
    a. In the **Biography** text box enter a biography.
    b. At **Time Zone**, select a time zone.
    c. At **Preferred Locale**, select a locale.
8. Click the Update link.

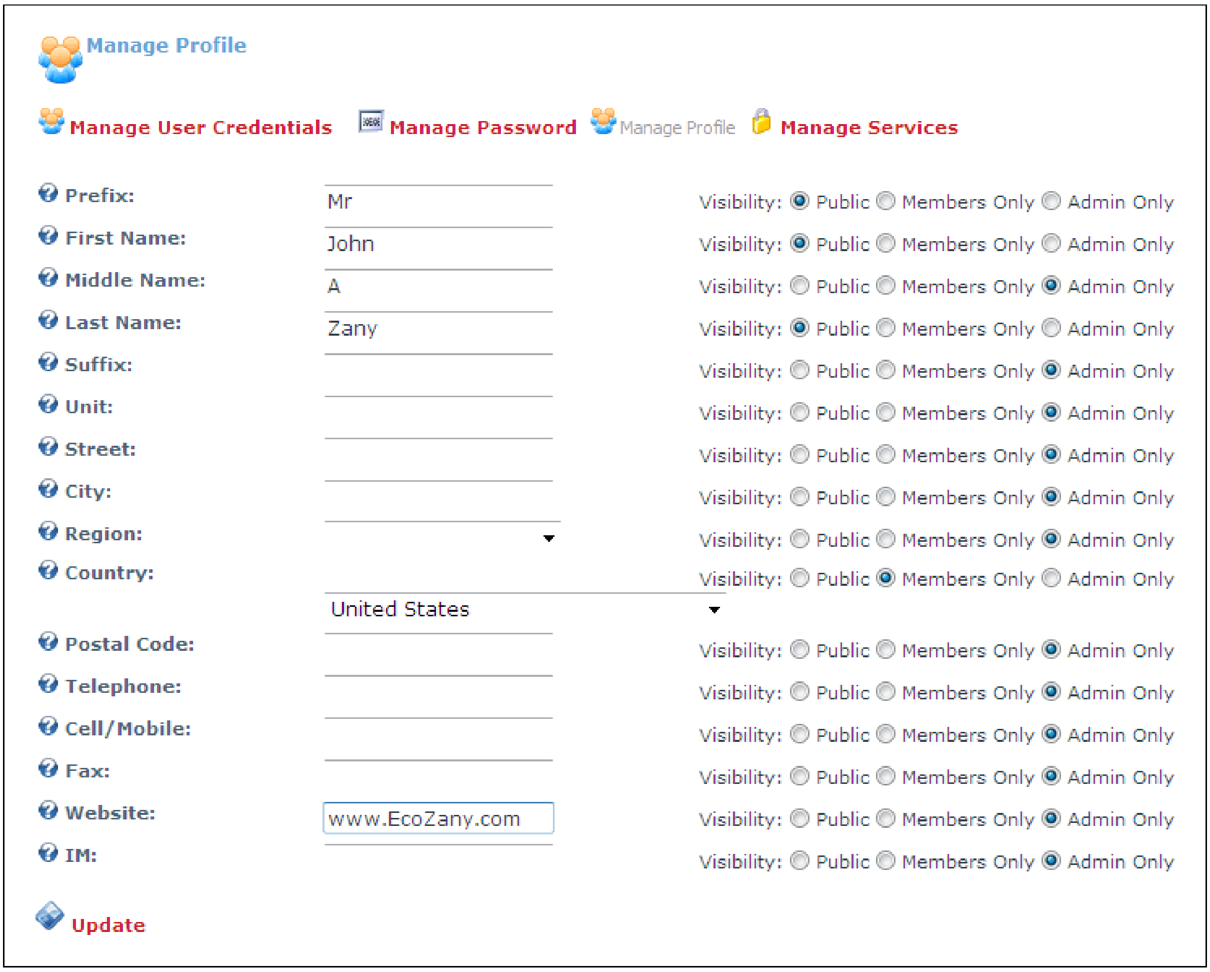

Figure 6: Managing your user profile

Subscribing/Unsubscribing to a Service

Users can subscribe to a members service using the User Account module. Once a user subscribes they immediately gain access to any modules or pages restricted to this service. The user may need to refresh their website browser to view additional areas of access.

Likewise, unsubscribing from a service removes the user from the related role and immediately removes their access to any modules or pages restricted to members of that role.

Tip: A member's service is a security role that is set as Public. Subscribing to a service adds the user to the related role.

1. Login to the portal.
2. Click your **[Display Name]** link or navigate to a User Account module.
3. Click the Manage Services link. A list of any available services is displayed.
4. Click the Subscribe link beside a service to subscribe to it. A message reading " You have successfully subscribed to the [Role Name] role" is displayed at the top of the module.

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

To Unsubscribe, simply click the UnSubscribe link which replaces the Subscribe link.

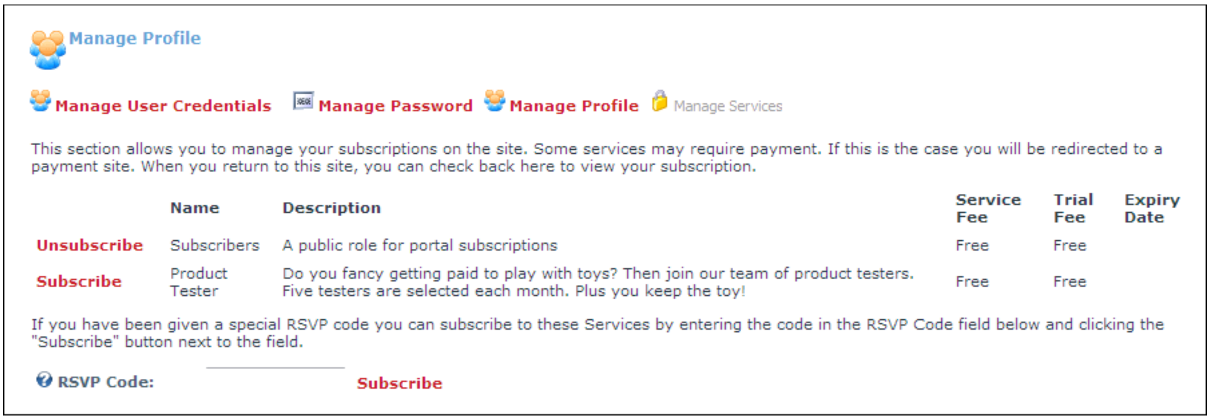

Figure 7: Subscribing to a members service

Configuring DotNetNuke Host Settings

This section explains how to set the commonly used settings for your DNN installation.

Viewing Your DotNetNuke Configuration Details

Overview of the Configuration section which displays the configuration details for your DNN installation. Note: Only the Check For Upgrades? field is editable. The others are provided as a quick reference.

- **DotNetNuke Version**: The version of this DotNetNuke installation.
- **Check For Upgrades**? You can set your DNN Installation to check for new framework upgrades. .
- **Upgrade Available?** If the above field is checked, when an upgrade is available this will be indicated here.
- **Data Provider**: The provider name which is identified as the default data provider in the web.config file.
- **.NET Framework**: The .NET Framework version which this DNN installation is running on. This is specified through IIS.
- **ASP.NET Identity**: The Windows user account under which this DNN installation is running. This account requires folder permissions on the server.
- **Host Name**: The Host Name of this DNN installation.
- **Permissions**: Code Access Security is used to minimize the attack surface however some aspects of DotNetNuke need different permissions to fulfill their tasks. When retrieving data from the database Reflection is needed and when accessing outside web sites such as with the News feed module WebPermission is needed.
- **Relative Path**: If the site is in a virtual directory the relative path from the root is displayed here as shown below. The site this image was taken from was running on Vista Ultimate IIS 7 as a Virtual Directory.
- **Physical Path**: The physical path is the path to the root of the website. This is the Server.MapPath result.
- **GUID**: The GUID is a unique identifier that can be used by nodule developers to create unique licenses per portal.

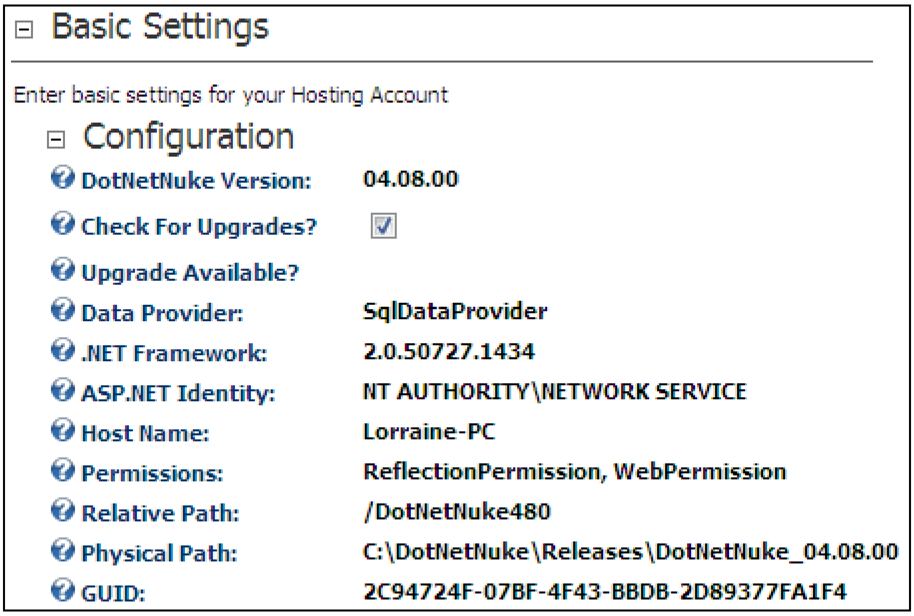

Figure 8: Configuration details of this DNN installation

Configuring Host Details

Setting the Host Portal

By default, DotNetNuke loads the first portal created as the default. Changing the portal selected at this setting will change which portal is loaded by default.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Host Details** section.
3. At **Host Portal**, select the host portal from the drop-down list.
4. Click the Update link.

Figure 9: Setting the Host Portal

Setting the Host Details

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

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

Figure 10: Setting the Host Details

Configuring the Proxy Settings

How to set the default proxy settings.

Configuring the Proxy Settings

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

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

Setting the Web Request Timeout Period

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

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

Configuring the SMTP Server Settings

How to set the default SMTP server settings for all sites.

Setting the SMTP Server

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **SMTP Server Settings** section.

4. Enter the SMTP address of the server into the **SMTP Server** field. E.g. mail.dotnetnuke.com.
5. At **SMTP Authentication**, select from the following options:
    a. **Anonymous** (This is the default option)
    b. **Basic**
    c. **NTLM**
6. In the **SMTP Username** text box, enter a SMTP Username if required.
7. In the **SMTP Password** text box, enter a SMTP Password if required.
8. Click the Test link to send a test email to the Host account.
    a. If the test is successful the message **Email Sent Successfully** will displayed. The email will be sent to the Host Email Address.
    b. If the test is unsuccessful a message describing the problem such as **Could not access 'CDO.Message' object** is displayed.
9. Click the Update link.

Testing Outgoing Email Settings

How to test the SMTP (Simple Mail Transfer Protocol) is the mail server that sends outgoing mail.

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞the **Advanced Settings** section.
3. **Maximize** ⊞the **SMTP Settings** section.
4. Click the Test link to send a test email to the Host account.
    - If the test is successful the message **Email Sent Successfully** will displayed.
    - If the test is not successful, the message **Could not access 'CDO.Message' object** is displayed.
    - If you used the web.config trick look in the folder specified for the .eml file.

Configuring Other Settings

Setting Site Log Storage

The Log file can be stored in one of two methods. The first is the storage of the log information in the DNN Database. The second is the storage of the log information in a log file in the _default directory under the sites subdirectory.

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **Other Settings** section.
4. At **Site Log Storage**, select from the following options:
    - **Database**: stores log in the DNN Database.
    - **File System**: stores in the default directory under the portals subdirectory.
5. Click the Update link.

Setting Site Log Buffer (Items)

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

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞the **Advanced Settings** section.
3. **Maximize** ⊞the **Other Settings** section.
4. In the **Site Log Buffer (Items)** text box, enter the number of items to buffer before sending them to the database.
5. Click the Update link.

Setting Site Log History (Days)

This setting controls the default Site Log history time period for all new sites. By default this is set at 60 days. The number of days set is displayed on the Admin > Site Log page. Note: The current setting for existing sites can be updated via Host > Portals Page. The setting is located on the Admin Page under Site Settings (Host Account only).

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞the **Advanced Settings** section.
3. **Maximize** ⊞the **Other Settings** section.
4. In the **Site Log History (Days)** text box, enter the number of days. E.g. 2
5. Click the Update link.

Setting the Auto-Unlock Accounts After (Minutes)

After an account is locked out due to unsuccessful login attempts, it can be automatically unlocked with a successful authentication after a certain period of time has elapsed. Enter the number of minutes to wait until the account can be automatically unlocked. Enter "0" to disable the auto-unlock feature. Auto-unlock is set to 10 minutes by default.

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **Other Settings** section.
4. In the **Auto-Unlock Accounts After (Minutes)** text box, enter the time period in minutes.
5. Click the Update link.

Setting the File Upload Extensions

File extension that the Portal users/admin can upload using the File Manager. The following file upload extensions are permitting by default: jpg, jpeg, jpe, gif, bmp, png, doc, xls, ppt, pdf, txt, xml, xsl, css, zip. The below tutorial explains how to add a new file upload extension, or remove an existing extension.

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **Other Settings** section.
4. In **File Upload Extension** window, perform the following:
    - To add a new File Upload Extension, enter the extension preceded by a comma (,). E.g. **,fla,wma**

- To remove an existing File Upload Extension, remove the three letter extension and the preceding comma (,).

5. Click the Update link.

Setting the Scheduler Mode

The Timer Method maintains a separate thread to execute scheduled tasks while the worker process is alive. Alternatively, the Request Method executes tasks when HTTP Requests are made. You can also disable the scheduler by selecting Disabled.

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

Disabling/Enabling Event Log Buffer

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

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **Other Settings** section.
4. In the **Event Log Buffer** field, select from the following options:
   a. Check ☑ the check box to set log entries to be logged to memory and then purged regularly to the data store.
   b. Uncheck ☐ the check box to set log entries to be written immediately.
5. Click the Update link.

Setting Help URL

Enter the URL for the Online Help provided with the sites. Leave this field blank to remove Online Help for the Admin/Host areas of DotNetNuke. The default setting is to the Online Help provided by DotNetNuke (http://www.dotnetnuke.com/About/DotNetNukeOnlineHelp/tabid/787/Default.aspx).

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **Other Settings** section.
4. In **Help URL** text box, enter the URL to your help resource or leave this field blank to disable Online Help. To restore this setting to the default DotNetNuke Online Help, enter **http://www.dotnetnuke.com/default.aspx?tabid=787**
5. Click the Update link.

Disabling/Enabling Online Module Help

This setting enables the Online Help option in the Module Menu for modules.

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **Other Settings** section.
4. At **Enable Module Online Help**, check ☑ the check box to enable, or uncheck ☐ to disable.
5. Click the Update link.

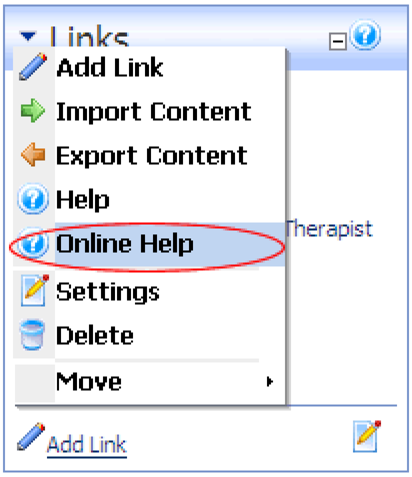

Figure 11: Enabled Online Help for Modules

Creating One or More Portals

Overview of the Portals Page

The Portals page is where the Host creates and maintains all sites within this DotNetNuke installation. It also allows the Host to generate a template of an existing site for duplication on another DotNetNuke portal installation.

The Host can also use this page to navigate to site whilst remaining logged in to the Host account.

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

- **Portal Title**: The Title of the portal as set on the Admin > Site Settings Page
- **Portal Aliases**: The http aliases for the site
- **Users**: The number of Registered Users for the site
- **Disk Space**: The amount of space in Mega Bytes (MB) allocated to the site
- **Hosting Fee**: The monthly fee set for the site
- **Expires**: Hosting Expiry Date

Parent Portals are sites which have a unique URL (i.e. http://www.dotnetnuke.com) associated to them. This generally involves purchasing a Domain Name from an Internet Registrar, setting the Primary/Secondary DNS entries to point to the Hosting Providers DNS Server, and having your Hosting Provider map the Domain Name to the IP Address of your account. You can also use the IP Address of your site without a Domain Name (i.e. 65.174.86.217). If you need to have multiple Domain Names pointing to the same portal then you can add multiple aliases in the portal edit interface. Do not create a Parent Portal until all of the DNS mappings are in place or else you will not be able to access your portal.

Child Portals are sub portals of your Hosting Provider account. Child portals are accessed by entering the URL address which includes a Parent domain name followed by the portals name (i.e. www.dotnetnuke.com/directory). An example of a valid Child Portal Name is www.dotnetnuke/portalname. A Child Portal can be converted into a Parent Portal at any time by adding a Portal Alias entry.

Note: Portals will be created using the default properties defined in the Host Settings module (HostFee, HostSpace, DemoPeriod). Once the portal is created, these properties can be modified under Admin >Site Settings.

Figure 12: The Portals Module

Adding a New Portal

The Host can add new portals to this DNN installation.

New portals use the default properties defined in the Host Settings module; however as the Host you can modify these properties on the Site Settings page of the portal if required.

Once the new portal is created the Administrator is receives an email message with their login details. Note: Their password is not included for security reasons.

1. Navigate to Host > **Portals**.
2. Select the Add New Portal link from the Portals module menu. This opens the **Signup** module.
3. In the **Portal Setup** section, complete the following fields:
    a. At **Portal Type**, select **Parent** or **Child**. A parent portal has its own domain. E.g. http://www.domain.com. A child portal is a child of a domain. E.g. http://www.domain.com/child.
    b. In the **Portal Alias** text box, enter an alias for the site (e.g. http://www.domain.com).
    c. **OPTIONAL**. In the **Home Directory** text box, click the Customize link and enter the new location for the site's home directory (relative to the DotNetNuke installation root directory).
    d. In the **Title** text box, enter the name of the site. E.g. MyWebsite. Note: Click the Customize link a second time to return to default setting.
    e. In the **Description** text box, enter description of the site.
    f. In the **Keywords** text box, enter the key words to be associated with the site.
    g. **OPTIONAL**. At **Template**, select a DotNetNuke template from the drop-down list.
4. In the **Security Settings** section, complete the following fields:
    a. In the **First Name** text box, enter the first name of the Administrator.
    b. In the **Last Name** text box, enter the last name of the Administrator.
    c. In the **Username** text box, enter a User Name for the Administrator.
    d. In the **Password** text box, enter a password for the Administrator.
    e. In the **Confirm** text box, re-enter the password for the Administrator.
    f. In the **Email** text box, enter the email address for the Administrator.
5. Click the Create Portal link.

Editing the Default Portal Host Settings

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

1. Navigate to Host > **Portals**.
2. Click on the **Edit** button beside the title of the required site.
3. In the **Site Settings** module, **Maximize** ⊞ the **Advanced Settings** section.
4. **Maximize** ⊞ the **Host Settings** section.
5. At **Expiry Date**, click the Calendar link and select the date that hosting contract expires for this site.
6. In the **Hosting Fee** text box enter the monthly hosting fee for this site.
7. In the **Disk Space**, enter the available disc space in Mega Bytes (MB) allowed for this site.
8. In the **Page Quota** text box, enter the maximum number of pages allowed for each child portal. Leave this field blank for unlimited pages.

9. In the **User Quota** text box, enter the maximum number of users allowed for each child portal. Leave this field blank for unlimited user accounts.
10. In the **Site Log History (Days)**, enter the number of days that Site Log activity is kept for this site.
11. At **Premium Modules**, perform the following to add or remove premium modules on this site:
    - To add a premium module to the site, click on the module name in the **Available** list and click the **Add (>)** link. The module will now be listed in the Assigned list.
    - To add all premium modules to the site, click on the module name in the **Available** list and click the **Add All (>>)** link. The module will now be listed in the Assigned list.
    - To remove a premium module from the site, click on the module name in the **Assigned** list and click the **Remove (<)** link. The module will now be removed from the Assigned list.
    - To remove all premium modules from the site, click on the module name in the **Assigned** list and click the **Remove All (<<)** link. The module will now be removed from the Assigned list.
12. Click the Update link**.**

Doing More with Portals

Once you have created one or more portals and added pages and content, you can save a copy of any portal to create a Portal Template. Templates can optionally include all site content, or just the page and module framework.

You can then apply a site template when using the Site Wizard or when creating a new portal.

Installing and Allocating Modules

Installing Available Modules

How to install the available modules that are included with DotNetNuke.

1. Navigate to Host > **Module Definitions - OR -** click the Install Additional Modules link on the Iconbar.
2. Go to the **Available Modules** section.
3. Check the check box beside each module to be installed.
4. Click the Install Selected Modules link.

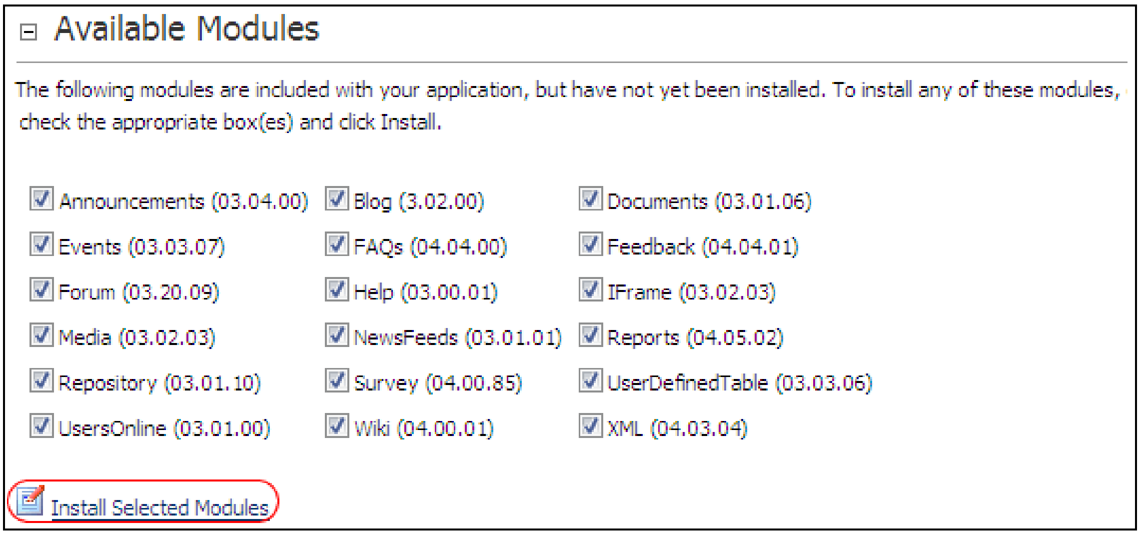

Figure 13: Installing selected modules

Uploading a New Module

How to upload a new module to DotNetNuke.

1. Navigate to Host > **Module Definitions**.
2. Select **Install New Module** from the module menu.
3. Click the **Browse** button and select a file. (Alternatively, you may enter a fully qualified file. E.g. c:\directory\file1.zip)
4. Click the Install New Module link. The Resource Upload Log is displayed with details of the success or failure of the upload.
5. Click the Return link to return to the Module Definitions page.

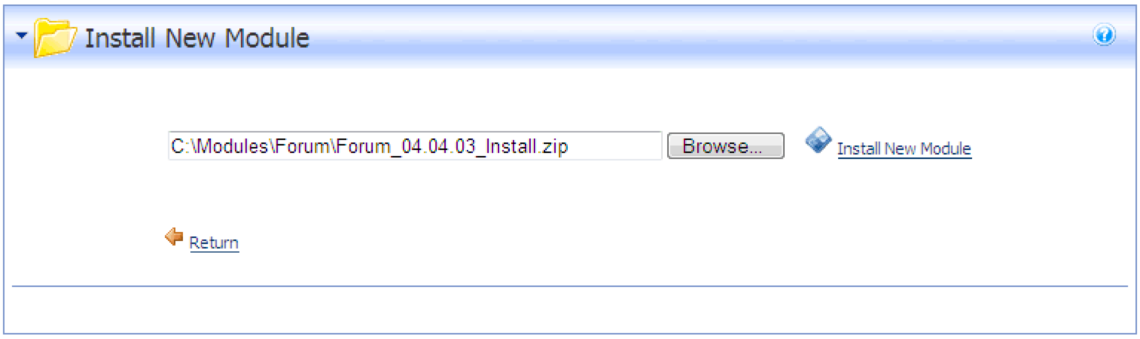

Figure 14: Installing a new module

Setting a Module as Premium

How to set a module as premium. Premium modules are not visible in the Module Insertion section of the Control Panel.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit** button beside the required module.
3. At **Premium?** field, check the check box. This opens the Module Assignment lists.
4. To add this module to one or more sites, perform the following:
    a. To add the premium module to a site, click on the site name in the **Available** list and click the **Add** (>) link. The site will now be listed in the Assigned list.
    b. To add the premium module to all sites, click the **Add All** (>>) link. All sites will now be listed in the Assigned list.
5. To remove this module from one or more sites, perform the following:
    a. To remove the premium module from one site, click on the site name in the **Assigned** list and click the **Remove** (<) link. The site will now be removed from the Assigned list.
    b. To remove the premium module from all sites, click the **Remove All** (<<) link. All sites will now be removed from the Assigned list.
6. Click the Update link.

Assigning/Unassigning Premium Modules

How to set a module as premium. Premium modules are not displayed in the Module Insertion section of the Control Panel. Instead they are listed in the Host Settings section of the Site Settings page of all modules.

1. Navigate to Host > **Module Definitions**.
2. Click the **Edit** button beside the required module.
3. In the **Premium?** field, check the check box. This will display the below assignment window.
4. Select from the follow options:
    - **Assign module to one Portal**: Select the portal title in the **Available** list, and then click the **Add** (>) link.
    - **Assign module to all Portals:** Select the portal title in the **Available** list, and then click the **Add All** (>>) link.
    - **Unassign module from one Portal**: Select the portal title in the **Assigned** list, and then click the **Remove** (<) link.
    - **Unassign module from all Portals:** Select the portal title in the **Assigned** list, and then click the **Remove All** (<<) link.
5. Click the Update link.

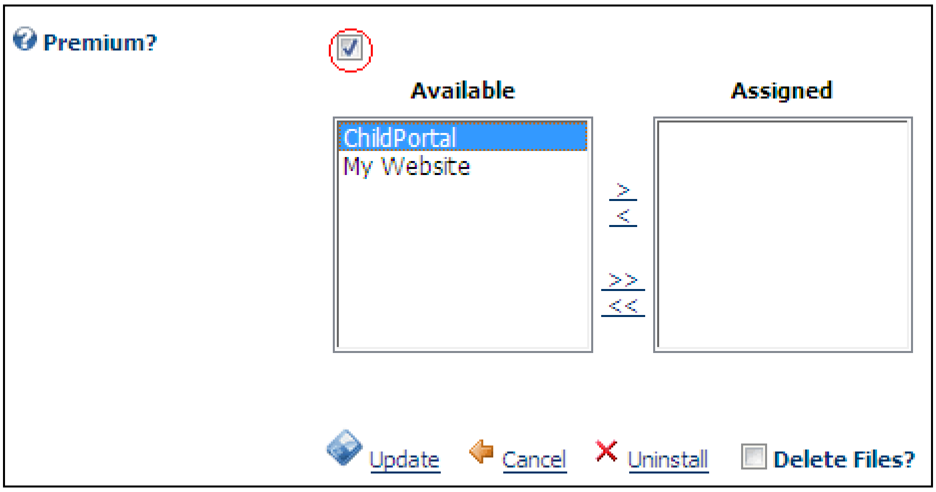

Figure 15: Assigning a module as premium

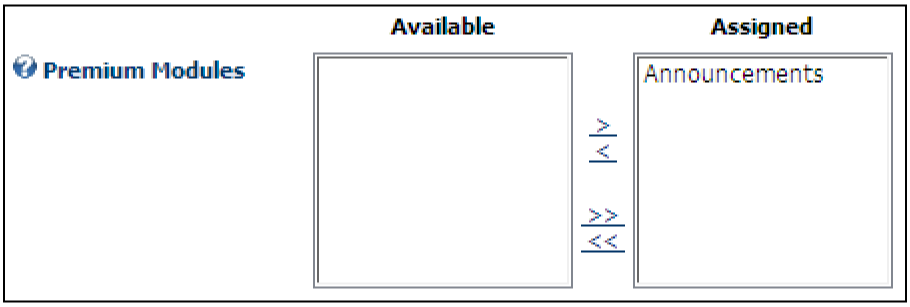

Figure 16: Premium modules are listed on the Site Settings page

Configuring your Site Settings

An Overview of the Site Settings Page

The Site Settings page (Admin > Site Settings) enables Administrators to configure settings that apply to this site only. This allows Administrators to change some of the defaults set by the Host such as skin and container designs, and to add site details.

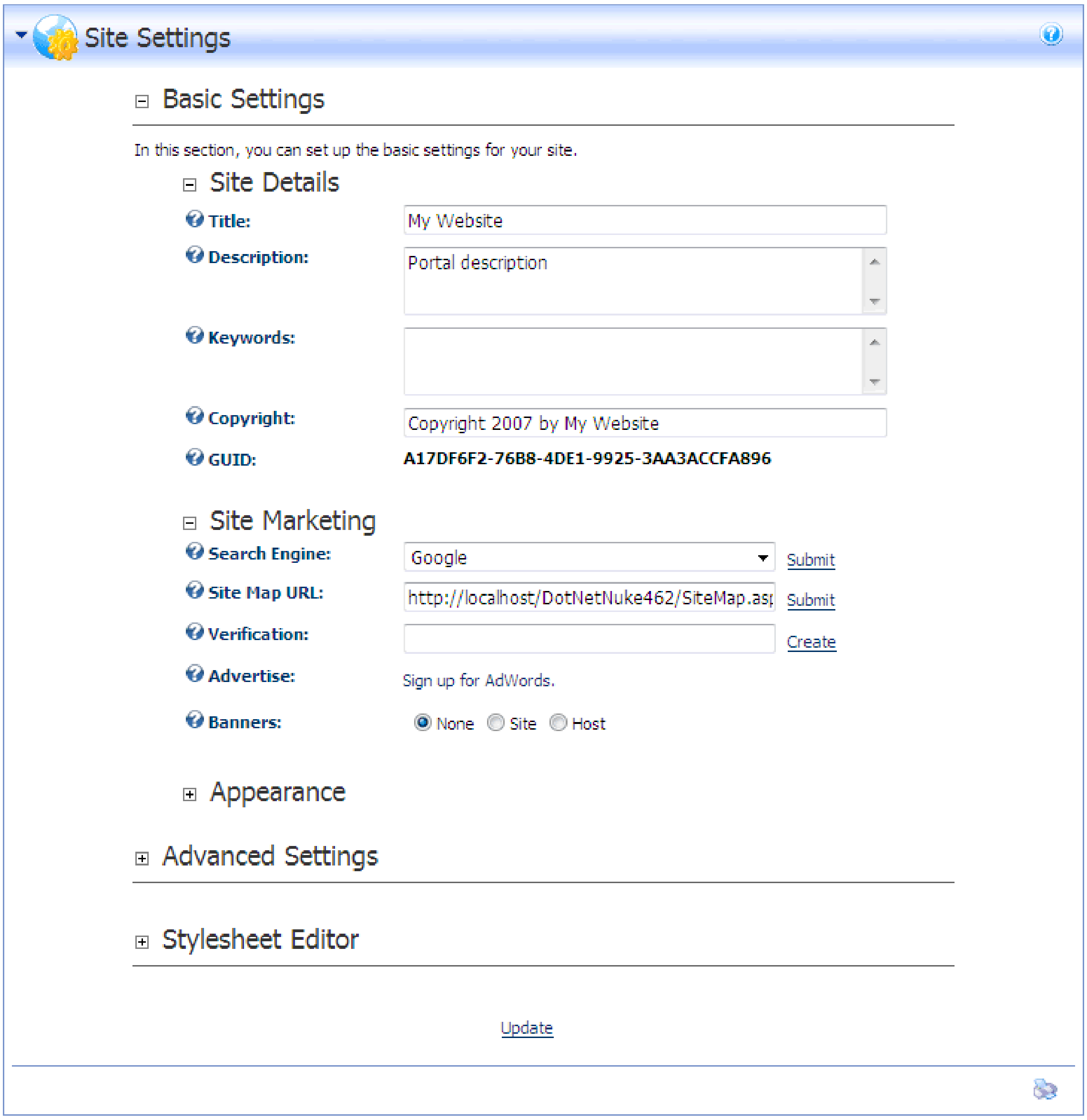

Figure 17: The Site Settings page

Setting the Site Details

Setting the Site Details

How to set the site title, description and keywords. The site title displays in the title bar of the web site browser and is displayed when you mouse over the site logo. See: Setting the Site Logo. The description and keywords are used by search engines to index this site.

1. Navigate to Admin > Site Settings **-** OR **-** Select **Site** from the Control Panel.
2. Go to the **Basic Settings - Site Details** section.
3. In the **Title** text box, enter a title for the site.
4. In the **Description** text box, enter a description for this portal.
5. In the **Keywords** text box, enter one or more keywords separated by commas.
6. Click the Update link.

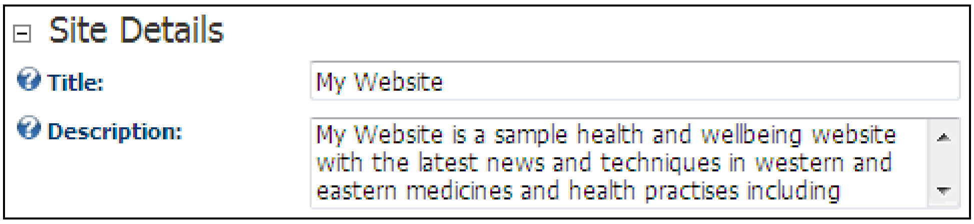

Figure 18: Site Title and Description

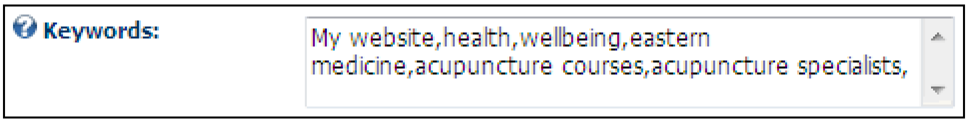

Figure 19: Site Keywords

Setting the Copyright Notice

A copyright notice displays on pages where the applied skin contains the [COPYRIGHT] token. In the default DNN skin, the copyright notice appears at the bottom of each page.

You can either enter your own copyright notice, or display the default notice.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. Go to the **Basic Settings - Site Details** section.
3. In the **Copyright** text box, select from these options:
   - Enter the text for your personalized copyright notice.
   - Leave this field as blank to display the default notice. This sets the copyright notice as your Site Title and the copyright for the current year. E.g. If your site title is **My Website**, then **Copyright (c) 2009 My Website** is displayed. If the Title field is blank, then the copyright notice is **Copyright (c) 2009**.
4. Click the Update link.

Figure 20: The default copyright notice

Setting the Site Appearance

Setting the Site Logo

How to set the logo for this portal. The logo displays on portals where the skin applied contains the [LOGO] token. In the default DNN skin, the logo appears in the top left corner of each page.

1. Upload the logo to the Admin > **File Manager**.
2. Navigate to Admin > **Site Settings - OR - Select Site** from the Control Panel.
3. Go to the **Basic Settings - Appearance** section.
4. At **Logo**, complete the following fields:
   a. At **File Location**, select the folder where the image was loaded.
   b. At **File Name**, select the image from the drop-down list.
5. Click the Update link.

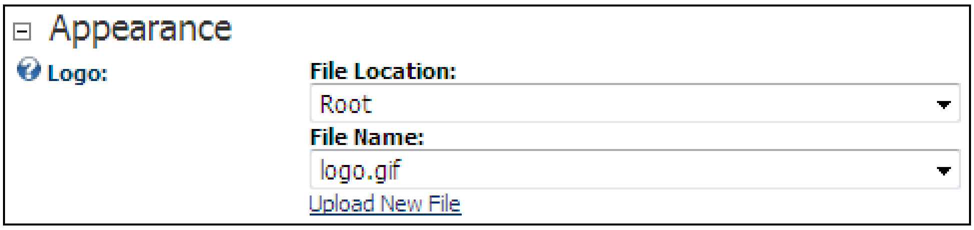

Figure 21: Setting the logo

Figure 22: The logo displayed on the site

Configuring Other Site Settings

Setting the Primary Site Administrator

Set the primary Administrator of this portal. This user will receive email notification of member activities such as new registrations, deregistered accounts, and feedback submitting using the Feedback module (unless otherwise set on the Feedback module). To add a new Administrator, create a User Account and then add the User to the Administrators security role.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **Other Settings** section.
4. At **Administrator**, select the Administrator's name.
5. Click the Update link.

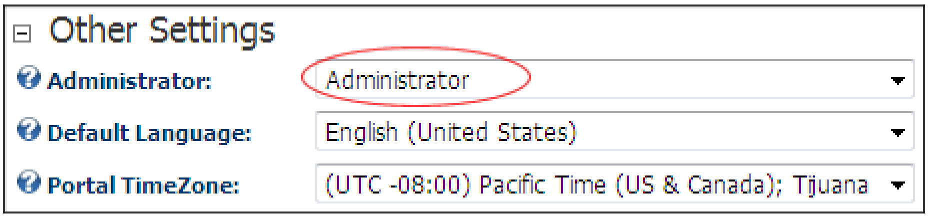

Figure 23: Setting the Administrator

Setting the Default Language

Set the default language of this portal. This language will be selected for new users and when a regional language selected by a user is unavailable.

English (US) is the only language included with your DNN, however other languages are freely available from the http://www.dotnetnuke.com web site.

Tip: To install new languages go to the Host > Languages page.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **Other Settings** section.
4. At **Default Language**, select the default language.
5. Click the Update link.

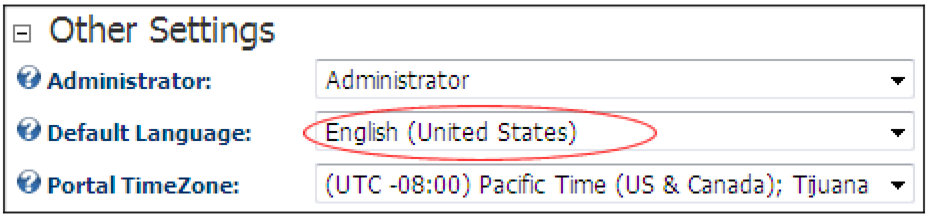

Figure 24: Setting the default language

Setting the Portal TimeZone

How to set the Portal TimeZone setting which enables the automatic adjustment of all time related information including the default setting for the [CurrentDate] skin token.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. **Maximize** the **Advanced Settings** section.
3. **Maximize** the **Other Settings** section.
4. At **Portal TimeZone**, select the time zone in which this portal is hosted.
5. Click the Update link.

Building a Portal

Creating a Site using the Site Wizard

The Site Wizard page enables Administrators to configure basic site settings, site design and apply a site template using a step-by-step wizard.

Here's how to complete the Site Wizard:

Step 1 - Site Configuration Wizard

This page provides an introduction to the Site Wizard. Have a read and then click the Next link.

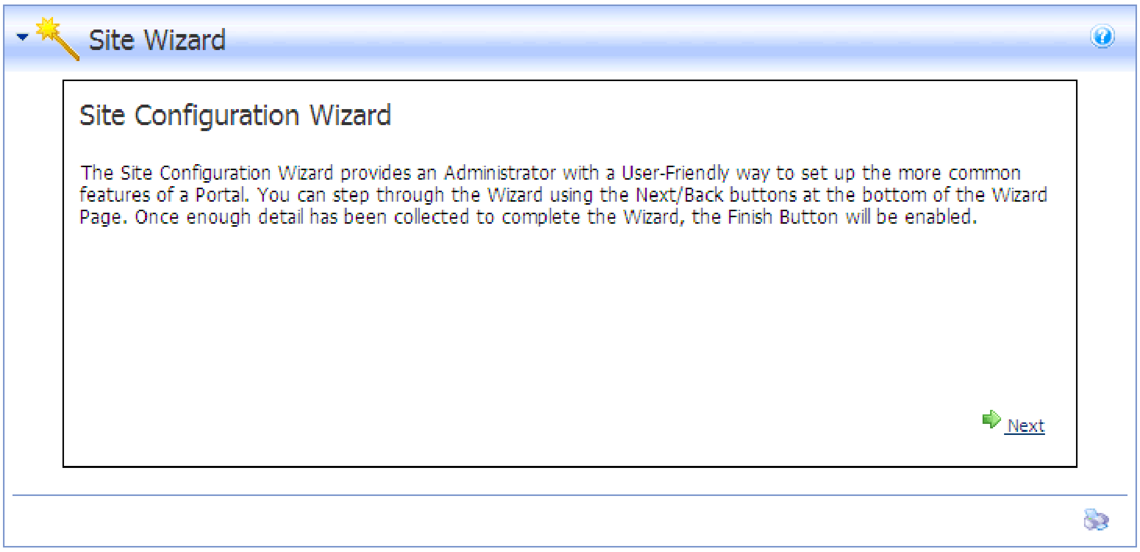

Figure 25: Step 1 - Site Configuration Wizard

Step 2 - Choosing a Template for your site

This step enables you to choose a site template. Templates contain pages with modules which may or may not include content. To skip this step, click the Next link. To build the portal from an existing template, complete the following steps:

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

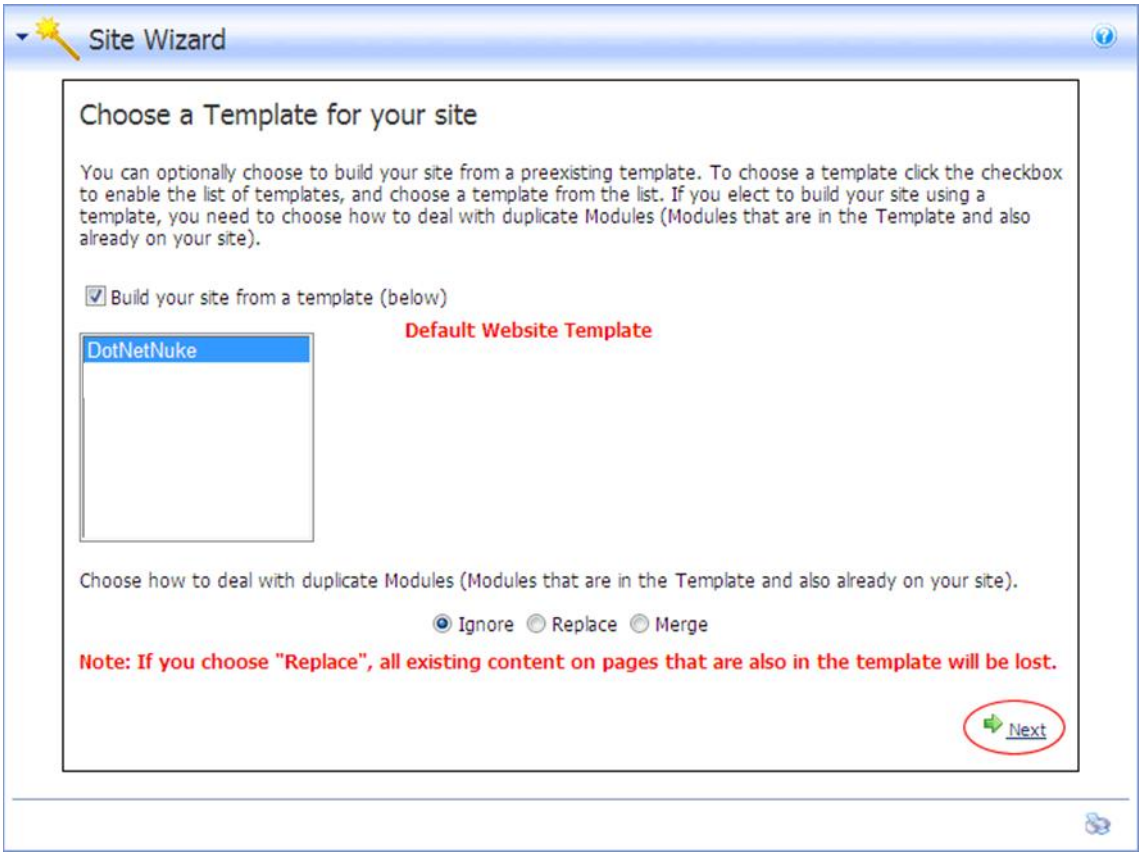

Figure 26: Step 2 - Choosing a Template for your site

Step 3 - Selecting a Skin for your Site

Here you can select a skin to be applied to the site pages. This will not override settings on individual pages. To keep the current skin, click the Next link. To select a new skin, complete the following steps:

1. To preview a skin, click on the thumbnail image (where provided). This opens the skin in a new web browser.
2. Select a skin.
3. Click the Next link.

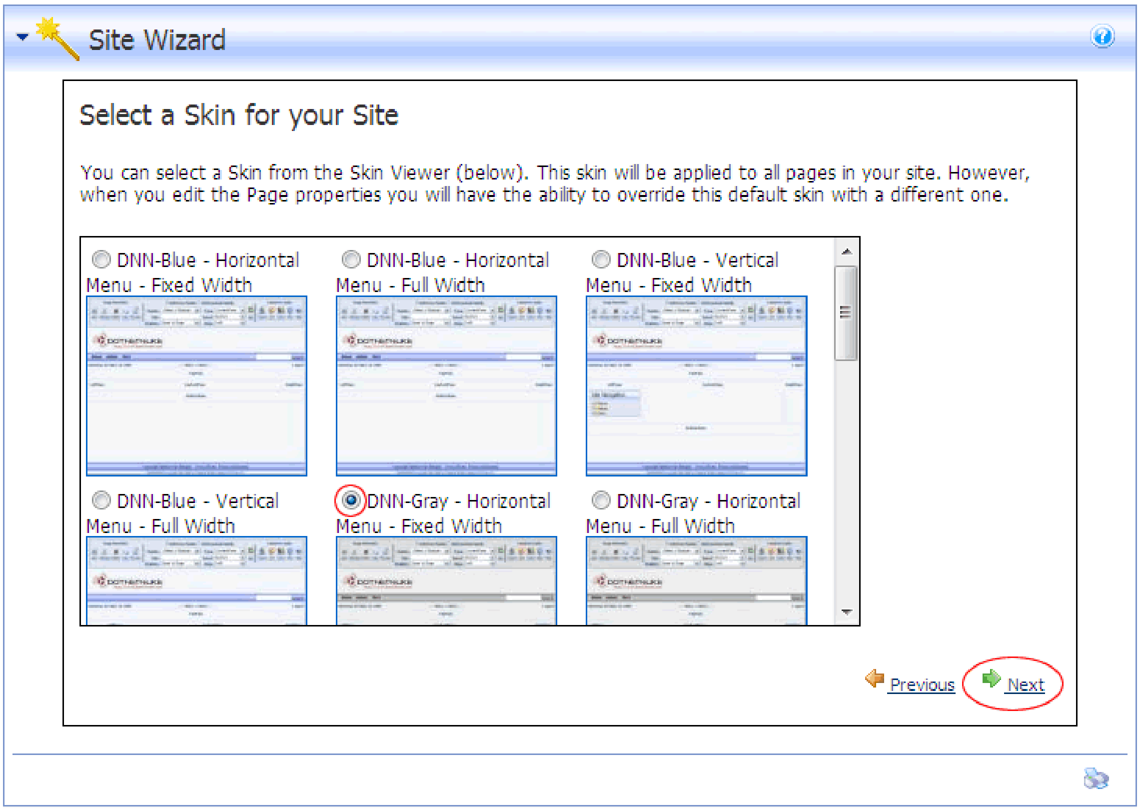

Figure 27: Step 3 - Selecting a Skin for your Site

Step 4 - Choosing a Default Container for your site

Here you can select the default containers that will be applied to the module on the site. This will not override settings on individual modules. To keep the current container, click the Next link. To select a new default container, follow the steps below.

1. If you selected a skin at Step 3, the matching containers are displayed and the default container will be selected by default.
2. **OPTIONAL**. Check the ☑ **Show All Containers** check box to view all of the available containers.
3. **OPTIONAL**. To preview a container click on a thumbnail image (where provided). This opens the container in a new web browser.
4. Select a container.
5. Click the Next link.

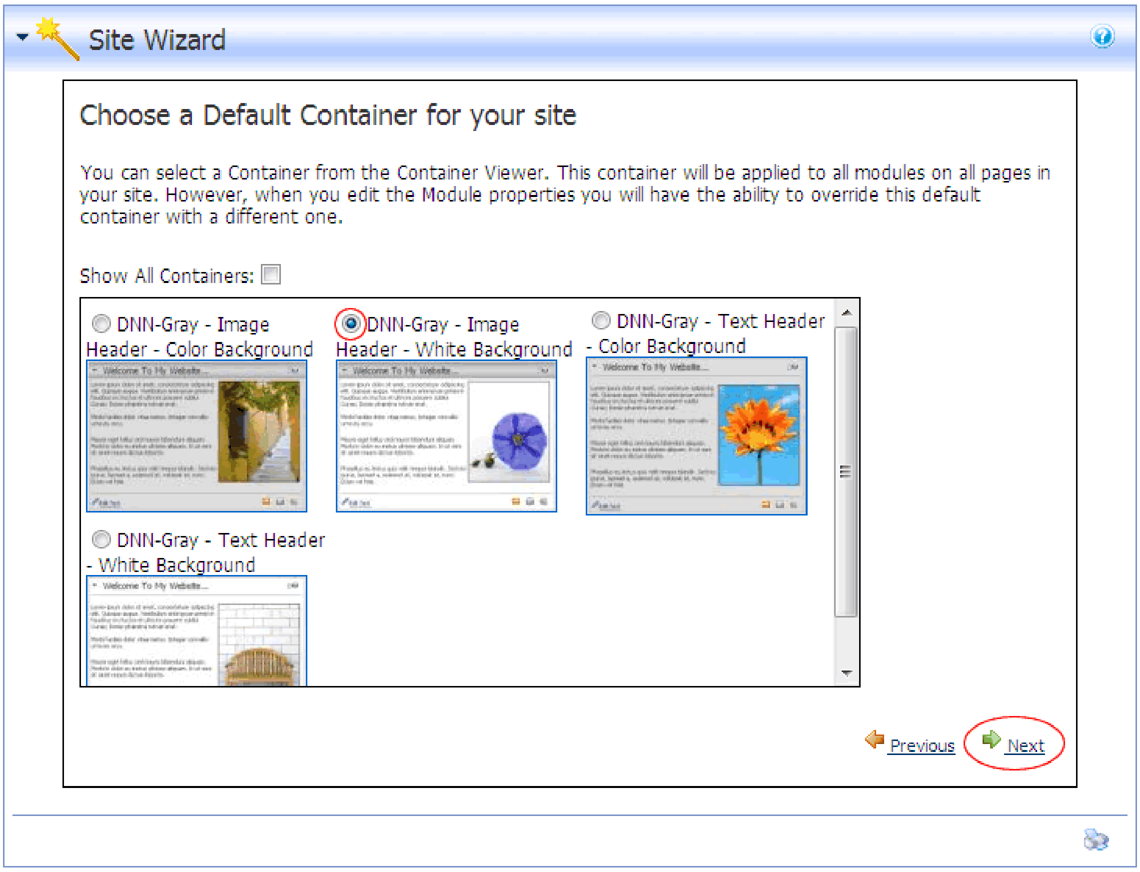

Figure 28: Step 4 - Choosing a Default Container for your site

Step 5 - Adding Site Details

Here you can enter or modify the Site Details for this site. These are the default details used by search engines to index your site.

1. In the **Name/Title** text box, enter the name or title to be applied to the site. This will show in visitors browser window titles.
2. In the **Description** text box, enter description to be applied to the site. This will be the description that Internet search engines will display to visitors. The site must be submitted to these search engines.
3. In the **KeyWords** text box, enter keywords to be applied to the site. This will be what the Internet search engines look for if you choose to submit your site to them.
4. At **Logo**, select or upload a logo. See: Setting a File Link, or Uploading and Linking to the File.
5. Click the Finish link. A message reading: "If you changed the skin for your site, it should change when you leave this page" is displayed.
6. Click on the Home page to view any skin or module changes.

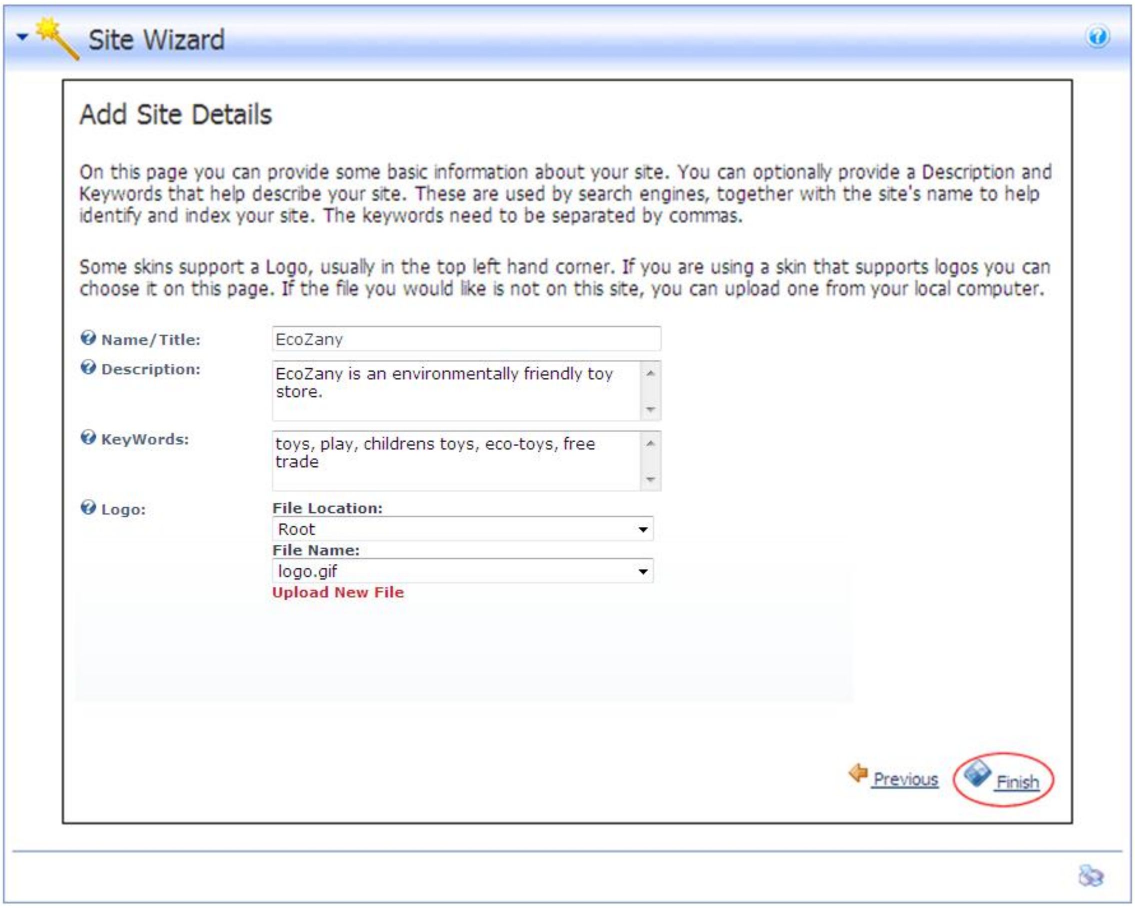

Figure 29: Step 5 - Adding Site Details

Working with the Control Panel

Overview of the Iconbar Control Panel

The Iconbar Control Panel is the main interface for managing site pages, adding modules to pages, as well as performing common administration tasks and installing additional modules. Depending on your role access, different tools are available. The Host has access to all tools.

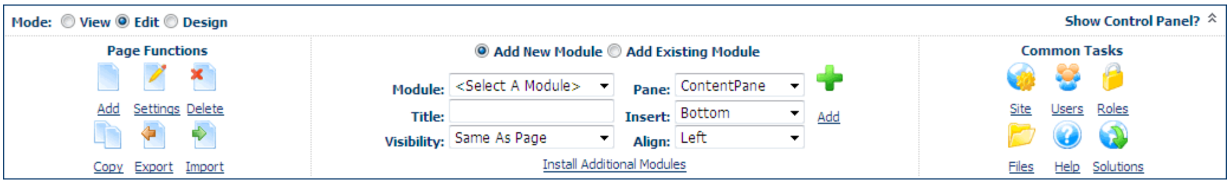

Figure 30: The Iconbar Control Panel (logged in as Host)

Here is an overview of each section and which user roles are able to access them:

- The Install Additional Modules link is only available to the Host and is a quick link to the Module Definitions page where the host can install new modules and manage existing modules.
- The **Common Tasks** section is located on the right side of the control panel and is accessible by Page Editors, Administrators and the Host. Page Editors can access only the **Help** button which links to the DNN Online Help URL set by the host. The Help option will not be enabled if the Help URL field is blank. Administrators and Hosts can access these additional buttons: **Site** (the Site Settings page), **Users** (the User Account page), **Roles** (the Security Roles page), **Files** (the File Manager) and the DNN Solutions Explorer (**Solutions**).
- The **Page Functions** section is located on the left side of the control panel and is accessible to Page Editors, Administrators and the Host. It enables these users to add a new page (**Add**), edit the current page settings (**Settings**), delete the current page (**Delete**), copy the current page (**Copy**), export the current page (**Export**), and import a page template (**Import**).
- The **Module Insertion** section is located in the center of the control panel and is accessible to Page Editors, Administrators and the Host. It enables these users to add new or existing modules as well as set the role visibility, title, pane location and alignment of the module being added.
- The **Mode** section is located at the top left corner of the Iconbar. It enables editing users to view the page in View, Edit or Design mode.

Setting Control Panel Mode

The Iconbar Control Panel provides these three modes:

- **View**: This mode hides all module editing tools and page pane layout. Select this option to see how the page will look to visitors.
- **Edit**: This mode displays all module editing tools the users has access to such as the Settings button, the module menu and any Add/Edit links. The layout of page panes is also displayed. Select this option to edit the page.
- **Design**: This mode is similar to the edit mode in that module editing tools and page pane layout is shown, however module content is hidden. Select this option to view the design of a page without the distraction of module content.

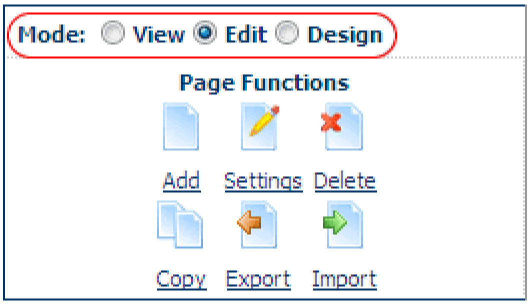

Figure 31: Iconbar control panel set to Edit mode

Setting Control Panel Visibility

How to hide or show the Iconbar control panel.

1. At **Show Control Panel?**, click the **Minimize** button (arrows up) to hide the Control Panel or the **Maximize** button (arrows down) show it.

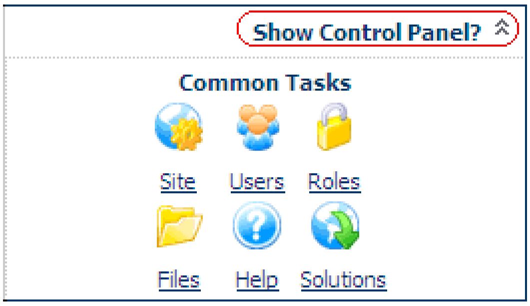

Figure 32: Maximized Iconbar

Figure 33: Minimized Iconbar

Overview of Page Functions

An overview of the Page Functions section of the Iconbar Control Panel. This section is available to all Page Editors and Administrators.

Tip: Ensure Edit is selected at Mode above to enable all page functions.

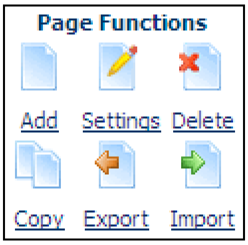

Figure 34: Page Functions section of the Control Panel

Icon	Function

Add	Click the **Add New Page** button or the Add link to go to the Page Management page where you can add a new page to this portal.
Settings	Click the **Current Page Settings** button or the Settings link to edit the settings of the current page.
Delete	Click the **Delete Current Page** button or the Delete link to delete the current page. Click OK to confirm deletion. The deleted page will be placed in the Recycle Bin. See: Working with the Recycle Bin.
Copy	Click the **Copy Current Page** button or the Copy link to go to the Page Management page where you can copy this or another page on this portal.
Export	Click the **Export Page** button or the Export link to go to the Export Page page where you export this page as a page template.
Import	Click the **Import Page** button or the Import link to go to the Import Page page where you can import an exported page template.

Inserting Modules

The following options are available for inserting modules using the Iconbar control panel.

- **Add New Module**: Select a module from the **Module** drop-down box and then click the **Add** button or the Add link. This will add the module to the current page. See: Adding a New Module.
- **Add Existing Module**: Select the Add Existing Module radio button, select the page where the module is located from the Page drop-down box, select a module from the Module drop-down box and then click the **Add** button or the Add link. See: Adding a New ModuleAdding an Existing Module.

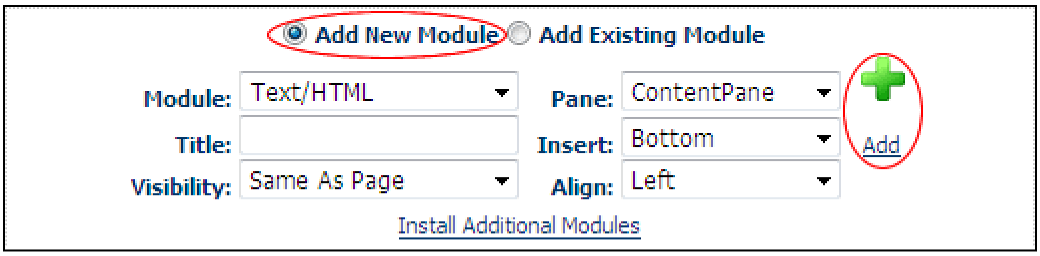

Figure 35: Adding a new module

Performing Common Tasks

The Common Tasks section of the Iconbar control panel can be accessed by Administrators. It provides access to common administration tasks for this portal.

Here's an overview of each function:

- **Site**: Click the **Site** button or the Site link to go to the Admin > Site Settings page. See: Configuring your Site Settings.
- **Users:** Click the **Users** button or the Users link to go to the Admin > User Accounts page. See: Managing User Accounts.
- **Roles:** Click the **Roles** button or Roles link to go to the Admin > Security Roles page. See: Managing Role Based Security.
- **Files:** Click the **Files** button or the Files link to go to the Admin > File Manager page. See: Working with Files and Images
- **Help:** Click the **Help** button or the Help link to go to the Help URL. This option can be disabled by the Host. See: Setting Help URL.
- **Solutions:** Click the **Solutions** button or the Solution link to go to the DNN Solutions Explorer module. See: The Feed Explorer Module.

Adding Site Pages

Overview of the Pages Page

The Pages page provides access to all of the same page management tools as the Control Panel, plus additional tools for managing pages not included in the menu as well as modifying page hierarchy.

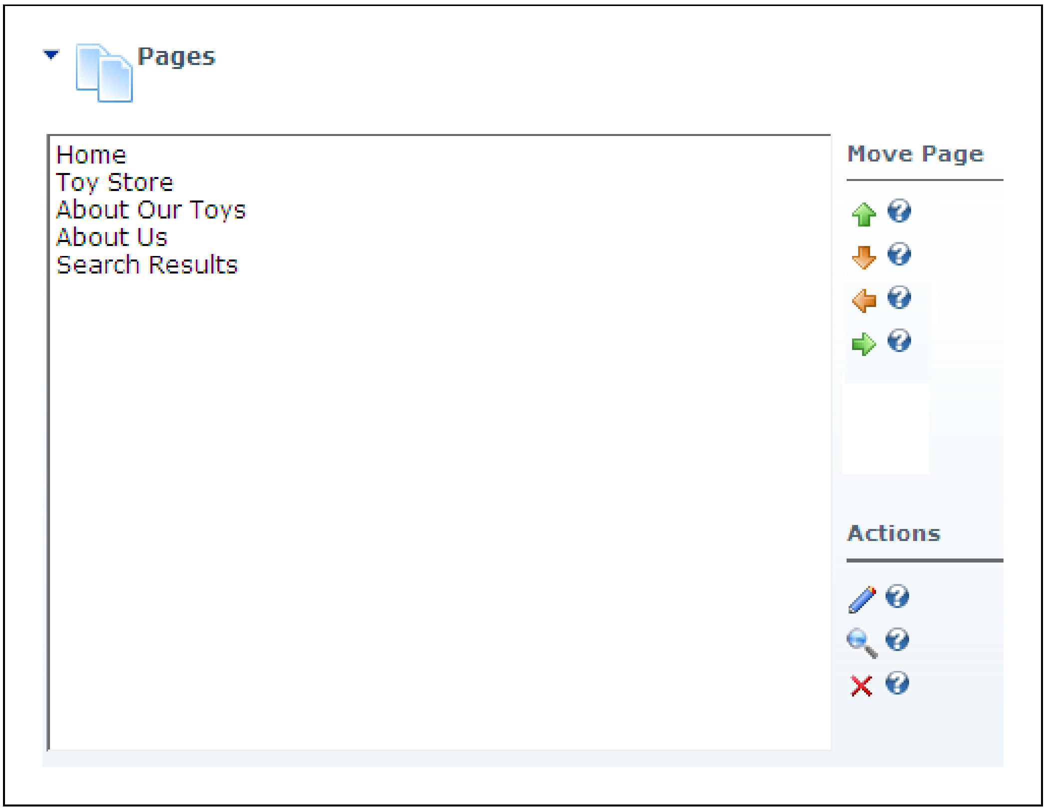

Figure 36: The Pages page

Adding a Page

How to add a new page to this portal using only the basic settings. Note: Only the **Page Name** field is required.

1. Select the **Add New Page**  button or the Add link in the Page Functions section of the Iconbar Control Panel - OR - Navigate to Admin > **Pages** and click the Add New Page link. This opens the Page Management page.
2. At **Basic Settings - Page Details**, complete the following settings:
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.
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. 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.

6. In the **Keywords** text box, enter key words for this page separated by comma.
7. At **Parent Page**, select **< None Specified >** to set this as a parent page in the menu, or select a [Page Name] to set this page as a child of the selected page. Users can access child pages by mousing over the parent page. Note: This option is not available to Page Editors.
8. At **Include In Menu?**, check the check box to include this page in the menu, or uncheck the check box to hide the page.
9. At **Permissions**, set the page view and editing permissions for one or more roles:
10. At **Filter By Group** (Note: this field may not be displayed), select from the following options:
    - **All Roles**: View all roles (both global and group roles) in one single list.
    - **Global Roles**: View roles that not within a Group.
    - **[Group Name]**: Select a [Group Name] to view all roles within that group.
11. In the **View Page** column, select each role that is able to view this page. By default only the Administrators role is selected.
12. In the **Edit Page** column, select each role that is able to edit the settings and all content on this page. By default only the Administrators role is selected. **WARNING**: If the role of Unauthenticated is checked at Edit Page this will allow all visitors to edit the page.
13. At **Permissions**, set the page view and editing permissions for individual users:
    a. At **Username**, enter any user's Username.
    b. Click the Add link.
    c. In the **View Page** and **Edit Page** columns, check or uncheck the check box to set this users view and edit permissions. Note that if **All Users** or **Registered Users** is selected above this user will have that level access.
14. Click the Update link.

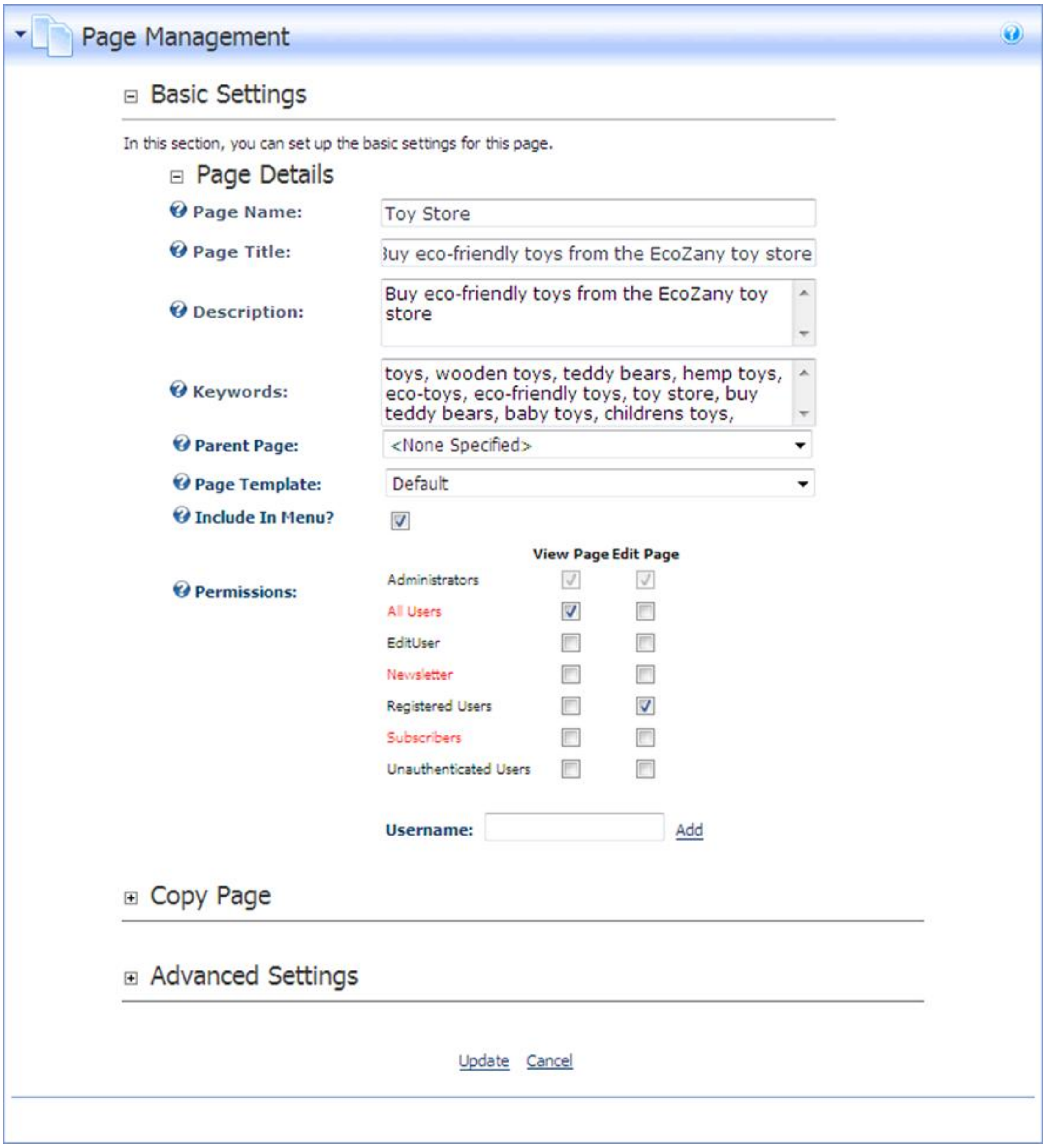

Figure 37: Adding a page - basic settings only

Advanced Page Settings

In addition to the Basic Settings detailed in the above tutorial, the following advanced page settings can be set when adding a new page or updating the settings of an existing page:

1. **Maximize** ⊞ the **Advanced Settings** section.
2. In the **Appearance** section, complete any of the following optional settings:
    a. At **Icon**, select an image to be displayed beside the page name in the menu.
    b. At **Page Skin**, select **Host** or **Site** to view the associated skins and then select a skin from the drop-down list. If is selected, the default Portal Skin will be used.
    c. At **Page Container**, select **Host** or **Site** to view the associated containers and then select a container from the drop-down list. If is selected, the default Portal Container will be used.

    d. At **Disabled**, check ☑ the check box if the page name is not a link. I.e. when you click on the page name in the menu nothing happens. Typically this option is selected for Parent pages and provides a way for users to navigate to a Child page. The default option is unchecked ☐ is generally a page is a link.
    e. At **Refresh Internal (seconds)**, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
    f. At **Page Header Tags** enter any tags (i.e. meta-tags) that should be rendered in the "HEAD" tag of the HTML for this page.
3. At **Advanced Settings - Other Settings**, the following optional settings are available:
    a. At **Secure?** check ☑ the check box to force this page to use a secure connection or secure socket layer (SSL). This option requires the Administrator to configure the SSL Settings on the Admin > Site Settings page.
    b. At **Start Date**, click the Calendar link and select the first date that the page will be viewable.
    c. At **End Date**, click the Calendar link and select the last date that the page will be viewable. Expired pages can be viewed on the Admin > **Pages** page.
    d. At **Link URL**, to set this page to be a navigation link to another resource, select or add the Link here. See: Setting a URL Link.
4. Click the Update link.

Editing Page Settings

How to edit the settings of any page including pages that are not included in the menu.

See: Adding a Page to set basic page settings. See Advanced Page Settings to set advanced page settings.

1. Navigate to the Admin > **Pages** page.
2. Click on the name of the page to be edited.
3. Click the **Edit Selected Page** button.
4. Edit page settings as required.
5. Click the Update link.

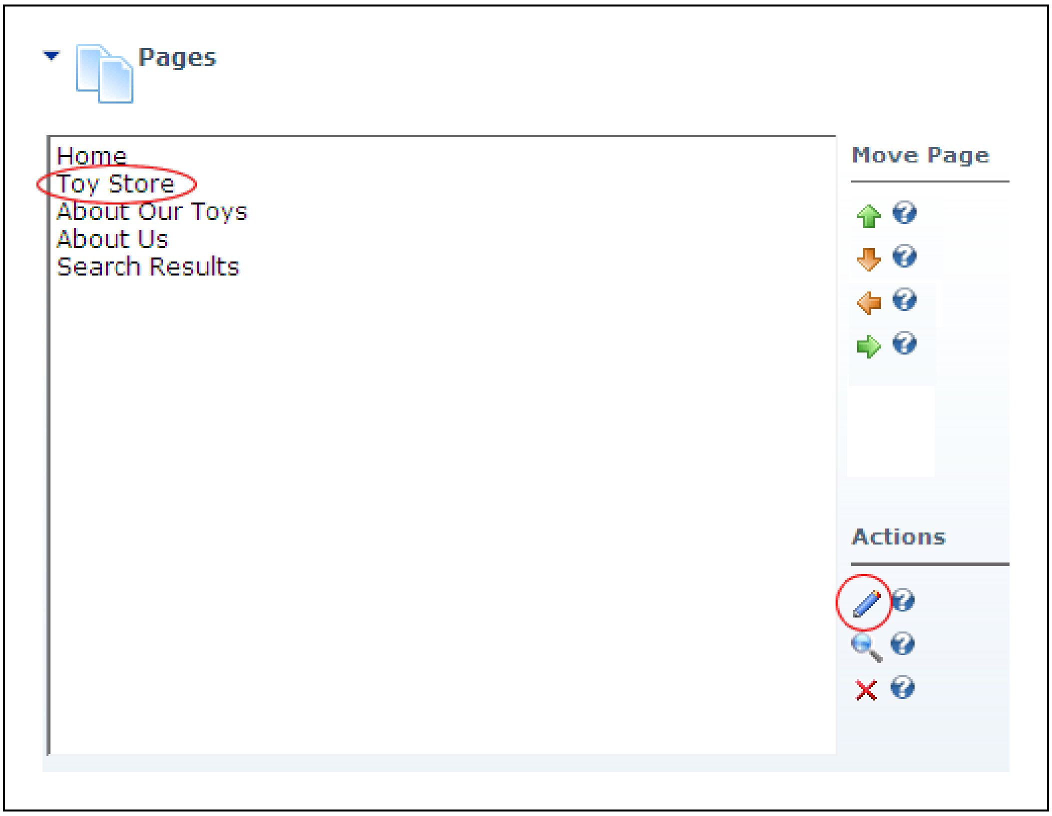

Figure 38: Editing page settings

Moving Page Position in Menu

How to move a page to a new position on the portal menu.

1. Navigate to Admin > **Pages**.
2. Click on the name of the page to be moved.
3. Use the arrow buttons to move the page to the desired location. The following options are available:
    - Click the **Down** button to move the page one position down in the current list of Child pages. When **Down** is performed on a Parent page, all Child pages will be moved with the Parent page to the new menu location.
    - Click the **Up** button to move the page one position up in the current list of Child pages. When **Up** is performed on a Parent page, all Child pages will be moved with the Parent page to the new menu location.
    - Click the **Left** button to move the page up one level to become available in the same sub menu as its previous Parent. When **Left** is performed on a Parent page, all Child pages will be moved with the page to the new menu location.
    - Click the **Right** button to move the page down one level to become available in the sub menu as the Parent previously before. When **Right** is performed on a Parent page, all Child pages will be moved with the page to the new menu location.

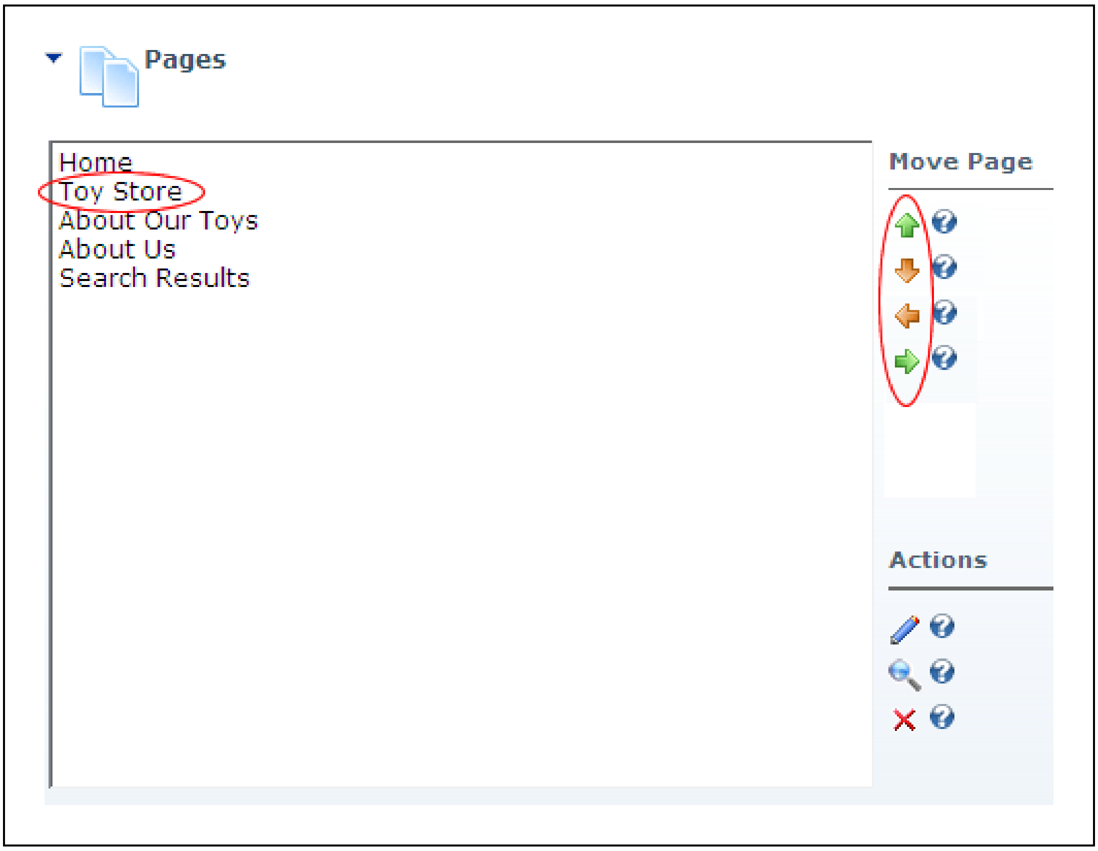

Figure 39: Moving a page in the menu

Copying a Page

Page Editors and Administrators are able to copy any existing page including modules and optional module content.

1. Select the **Copy Current Page** button or the Copy link from the Page Functions section of the Control Panel.
2. In the **Basic Settings - Page Details** section, complete the basic settings. See: Adding a Page.
3. In the **Copy Page** section complete the following fields:
4. At **Copy From Page**, select the page be copied.
5. At **Specify Modules**, complete the following steps for each module:
6. To copy a module:
   a. In the module title text box, enter a new module title if required.
   b. Select one of the following options:
      i. **New**: This will add the module without any content.
      ii. **Copy**: This will add the module with an independent copy of the module content. Modifying copied content doesn't update the content of the original module. Note: This option will be disabled for modules which don't have content which can be copied such as the Feedback and Account Login modules.
      iii. **Reference:** This will add the module with a referenced version of the copied content. Modifying referenced content updates both copies of the module.
7. To NOT copy a module:

a. Uncheck the check box beside any module you do NOT want copy.

8. **OPTIONAL**. Set one or more Advanced Settings if required. See: Advanced Page Settings.
9. Click the Update link. You will now be taken to the new page.

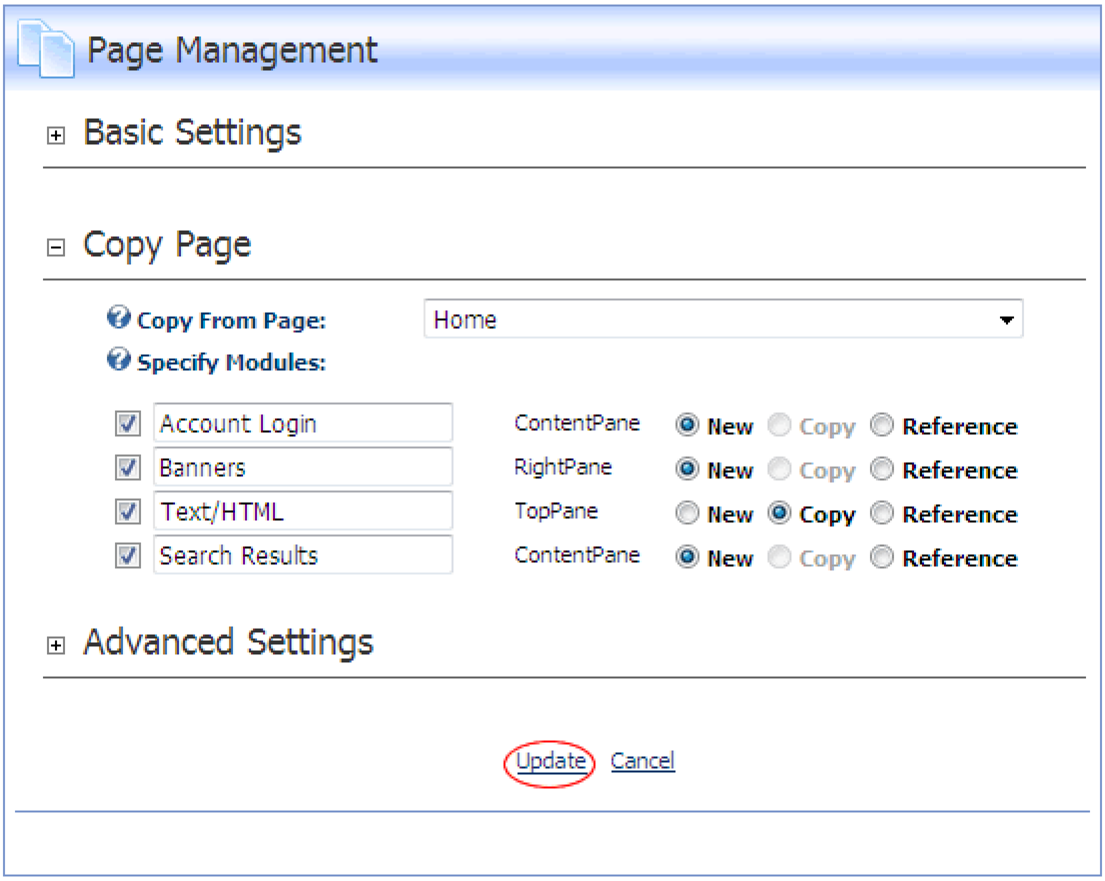

Figure 40: Copying a page

Copying Permissions to Descendant Pages

How to copy the view page and edit page permissions set on a page to all descendant (child) pages.

1. Navigate to the page using the portal menu.
2. Click the **Page Settings** button or click the Settings link in the Page Functions section of the Control Panel.
3. Go the **Basic Settings - Page Details** section.
4. At **Copy Permissions to Descendants**, click the Copy Permissions link.
5. Click the Update link.

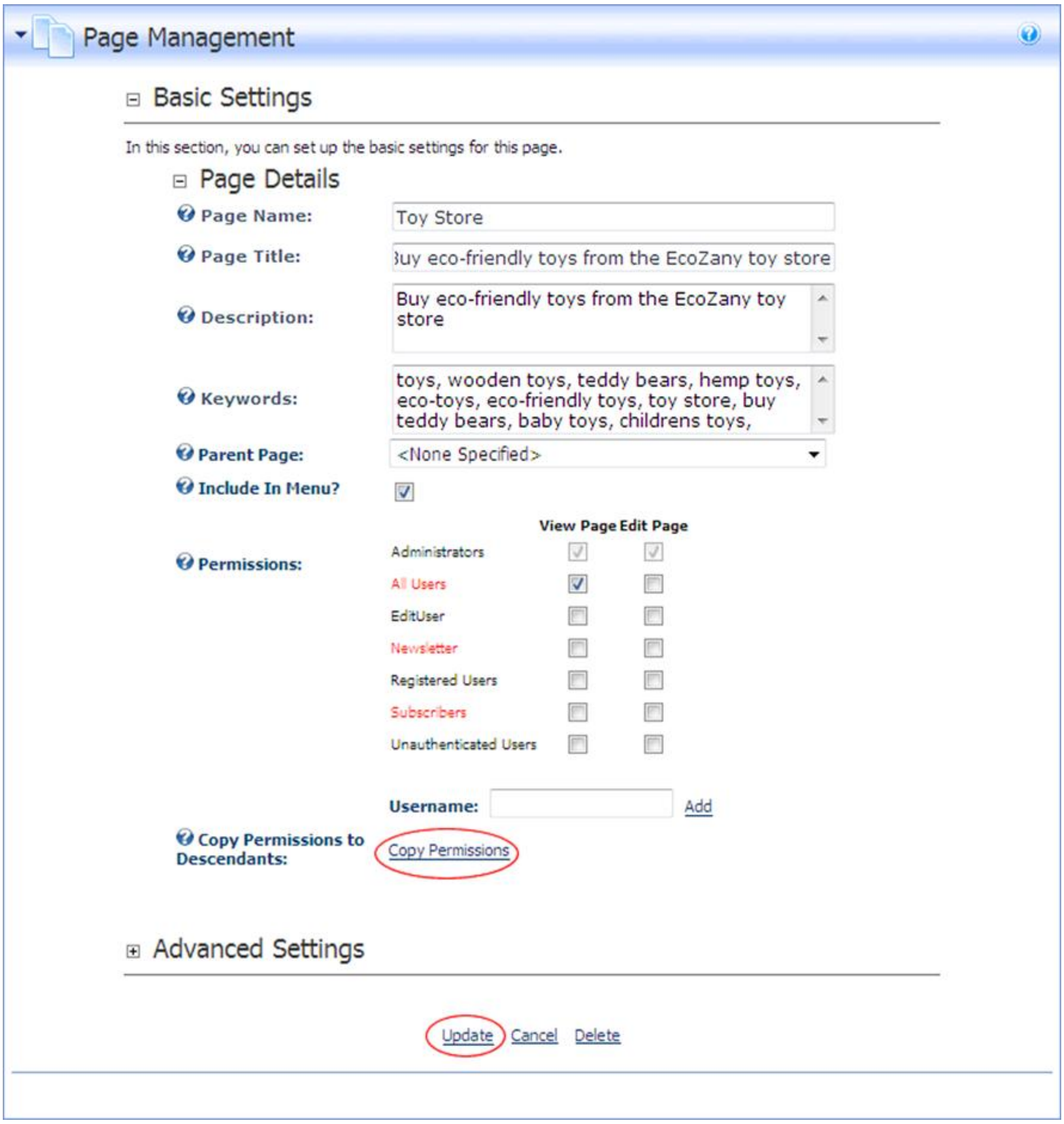

Figure 41: Copying Page Permissions to child pages

Copying Design to Descendent Pages

How to copy the design applied to a page to all descendant (child) pages. This copies the skin and containers set at the Page Skin and Page Container settings above.

1. Navigate to the page using the portal menu.
2. Click the **Page Settings**  button or click the Settings link in the Page Functions section of the Control Panel.
3. Go the **Basic Settings - Page Details** section.
4. At **Copy Permissions to Descendants**, click the Copy Permissions link.
5. Click the Update link.

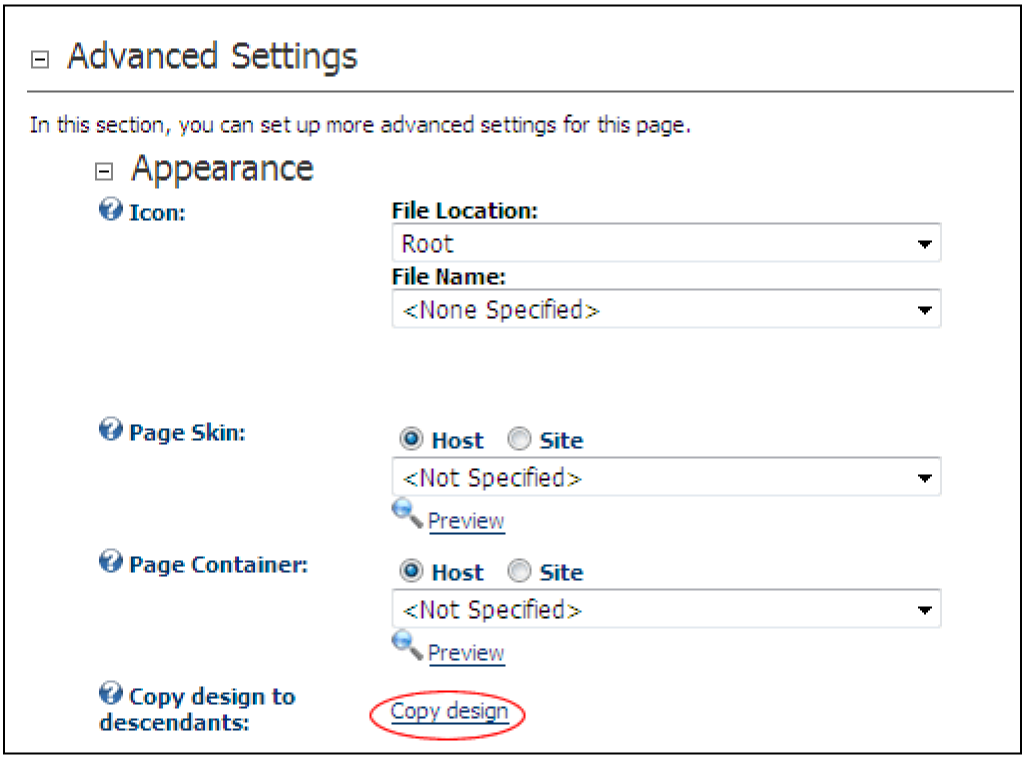

Figure 42: Copying a page design to child pages

Exporting a Page

How to export a page. This enables you to create a page template which you can then import. This option is only available on the Iconbar control panel.

1. Click the **Export Page** button or the Export link on the Control Panel.
2. At **Folder**, select a folder of the Administrator's File Manager where you want to save the exported page.
3. In the **Template Name** text box, the name of the exported page is displayed. You can either use this as the name of the page template or change it to a new name.
4. In the **Description** text box enter a description of the page you are exporting. This will be the description of the page template.
5. At **Include Content?**, check the check box to include module content, or uncheck to add the modules without any content.
6. Click the **Export** button. This will display a message detailing the path where the page template has been created.

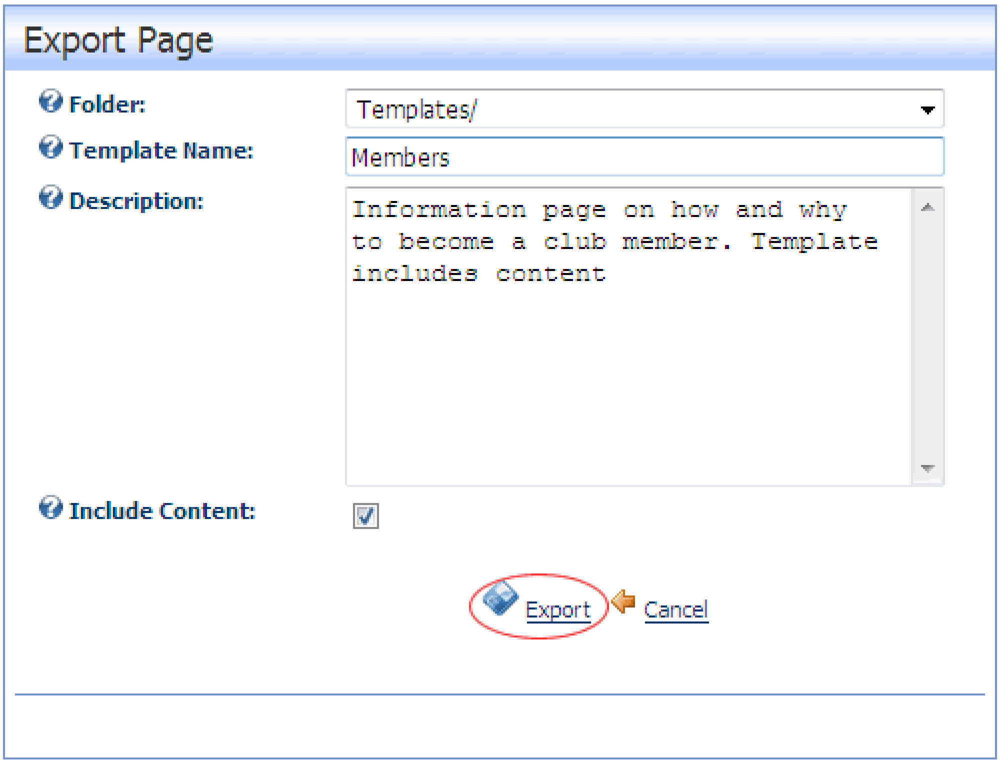

Figure 43: Creating a page template

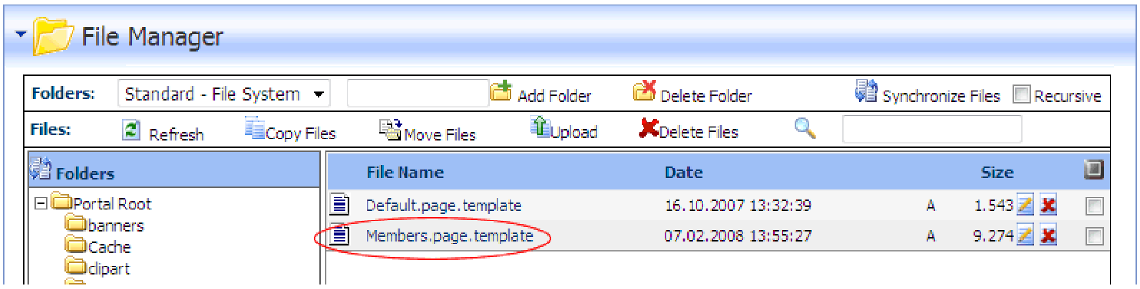

Figure 44: The exported template is saved to the File Manager

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Creating a New Page from a Template (Import Page)

How to import a page template that has previously been exported. This will add the new page to the site before enabling the users to change the page settings. This tutorial can only be performed using the the Iconbar control panel.

1. Click the **Import Page** button or the Import link on the Iconbar control panel.
2. At **Folder**, select the folder of your File Manager where the template is located. This will enable the template field below and populate the drop-down list with all templates within this folder.
3. At **Template**, select a template from the drop-down list. The description of the selected template are displayed providing you with more details of the template.
4. At **Import Mode**, select **Create A New Page**.
5. In the **Page Name** text box, the name of the template is displayed. You can choose to enter a new page name or use this name.
6. At **Redirect Mode?** select from the following options to set where you will be redirected to once you complete this importing:
   - Select **View Imported Page** to be redirected to the newly created page.

- Select **Edit Imported Page** to be redirected to the Page Settings page of the newly created page.

7. Click the Import link. The new page will now be added to the top level of the menu. If Edit Imported Page was selected at Step 6 you can now edit page settings as required.

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

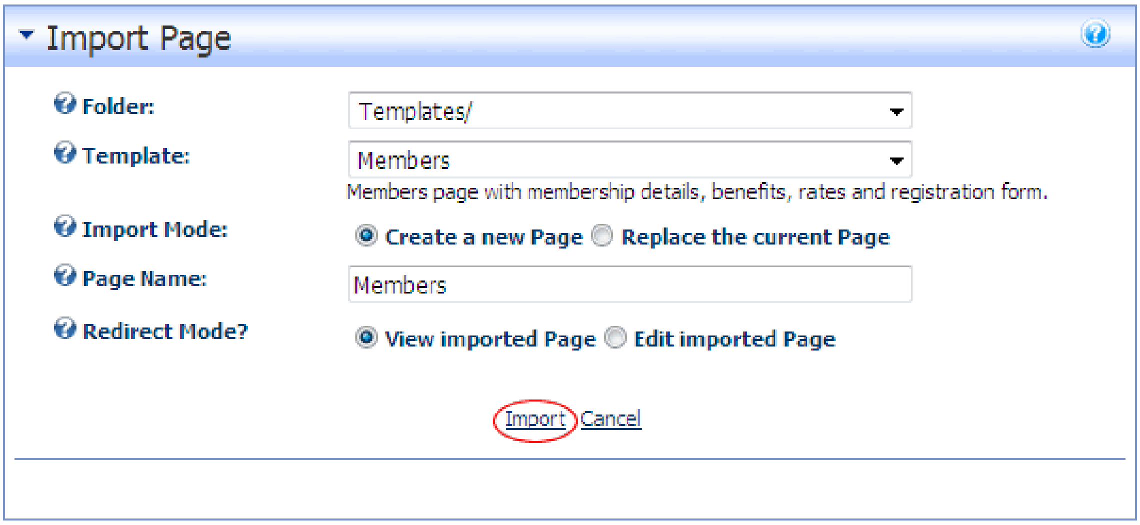

Figure 45: Creating a new page from a template

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

How to replace the modules on the current page with a page template. This option is only available on the Iconbar control panel.

1. Click the **Import Page**  button or the Import link on the Iconbar control panel.
2. At **Folder**, select the folder of your File Manager where the template is located. This will enable the template field below and populate the drop-down list with all templates within this folder.
3. At **Template**, select a template from the drop-down list. The description of the selected template is displayed providing you with more details of the template.
4. At **Import Mode**, select **Replace The Current Page**.
5. At **Redirect Mode?** select from the following options to set where you will be redirected to once you complete this importing:
   - Select **View Imported Page** to be redirected to the newly created page. This is the typical option to select for this tutorial as you will not generally need to change the Page Settings of an existing page.
   - Select **Edit Imported Page** to be redirected to the Page Settings page of the newly created page.
6. Click the Import link. The new page will now be added to the top level of the menu. If Edit Imported Page was selected at Step 6 you can now edit page settings as required.

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

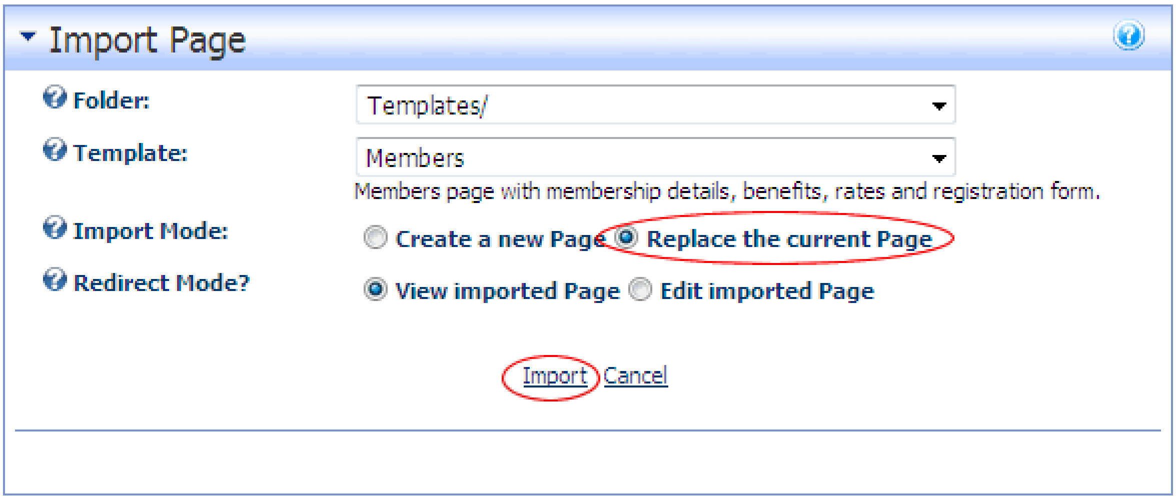

Figure 46: Replacing the current page with imported modules

Deleting a Page

Administrators can delete any portal page unless it has been set as the Splash page, Home page, Login page, or the User page. The last visible portal page can also not be deleted. Deleted pages are stored in the Admin > Recycle Bin where they can be restored or permanently deleted by an Administrator. Deleted pages are stored in the Admin > Recycle Bin where they can be restored or permanently delete by an Administrator.

1. Navigate to Admin > **Pages**.
2. Click on the name of the page to be deleted.
3. Click on the **Delete** ✕ button. A dialog box reading "Are You Sure You Wish To Delete This Item" is displayed.
4. Click the **OK** button.

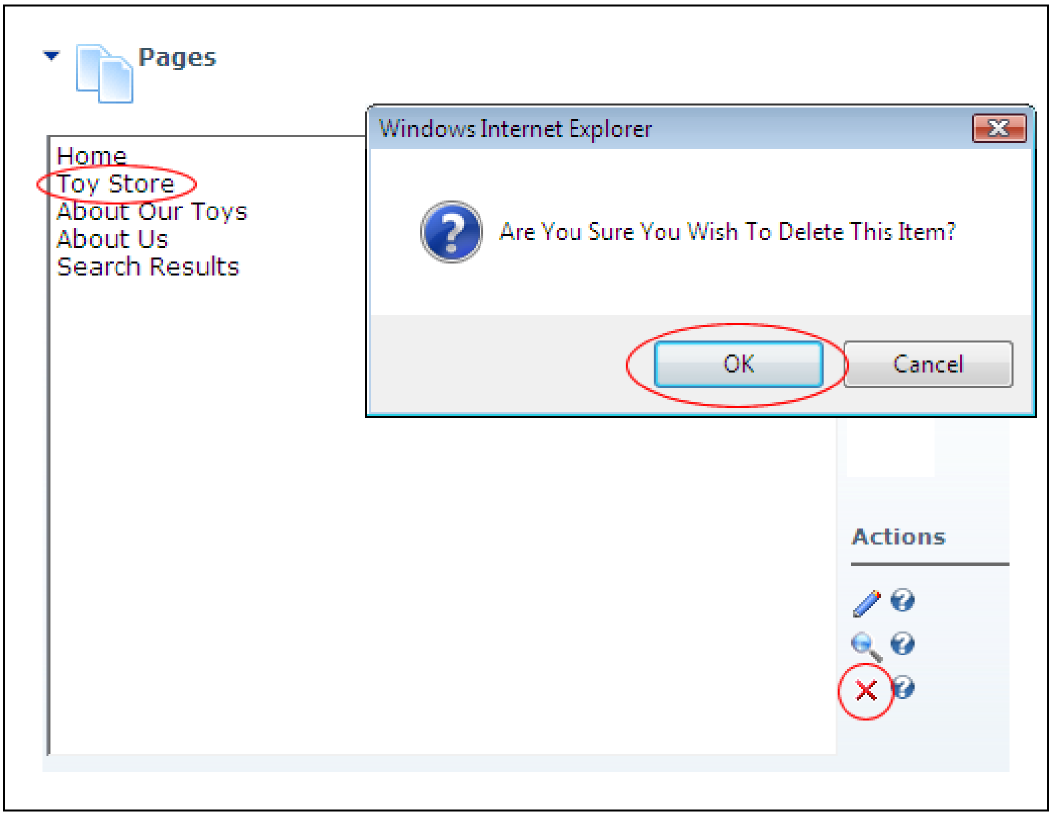

Figure 47: Deleting a page

Working with Modules

Adding Modules

Adding a New Module

How to a new module to the displayed page. Adding a new module will insert an empty module to the page.

1. Go the **Module Insertion** section of the Control Panel.
2. Select **Add New Module**.
3. At **Module**, select the module to be added. E.g. Text/HTML
4. In the **Title** text box (optional), enter the Title for the module. E.g. Welcome to my Portal. If no title is entered, the name of the module will be used by default. E.g. Text/HTML
5. At **Visibility**, select from the following options:
    - **Same As Page**: the module will be set to be visible to all roles that can view the page as set under page settings. This is the default setting.
    - **Page Editors Only**: the module will be set to be visible to all roles that can edit the page as set under page settings.
6. At **Pane**, select the pane where the module should be added. The module will be added to the **Content Pane** by default. The names of other panes are dependent on the skin used.
7. At **Insert**, select the placement of the module from the following options:
    - **Bottom**: Add the module below all existing modules within the selected pane. This is the default option.
    - **Top**: Add the module above all existing modules within the selected pane.
8. At **Align** (optional) select from the following:
    - **Left**: Aligns module title and content to the left of the pane. This is the default setting.
    - **Center**: Aligns module title and content to the center of the pane.
    - **Right**: Aligns module title and content to the right of the pane.
9. Click the **Add Module** button or click the Add link to add the module to the page.

Adding an Existing Module

How to add an existing module to the current page. This adds a copy of an existing module on to the current page. Content is shared on both modules so updating the content on one copy of the module will also update it on the other copy. Note: You cannot add an existing module onto the page where it already exists.

1. Select **Add Existing Module**.
2. At **Page** select the page where the module to be copied resides. E.g. Home
3. At **Module** select the module to be copied. The first module in the Content Pane of the selected page is selected by default.
4. At **Pane** select the pane to add the module to. The module will be added to the Content Pane by default. The names of other panes are dependent on the skin used.
5. At **Insert**, select the placement of the module from the following options:
    - **Bottom**: Adds the module below all existing modules within the selected pane. This is the default option.
    - **Top**: Adds the module above all existing modules within the selected pane.

- (Other options as listed.)

6. At **Align** (optional) select from the following:
   - **Left**: Aligns module title and content to the left of the pane. This is the default setting.
   - **Center**: Aligns module title and content to the center of the pane.
   - **Right**: Aligns module title and content to the right of the pane.
7. Click the **Add Module** button or click the Add link to add the module to the page.

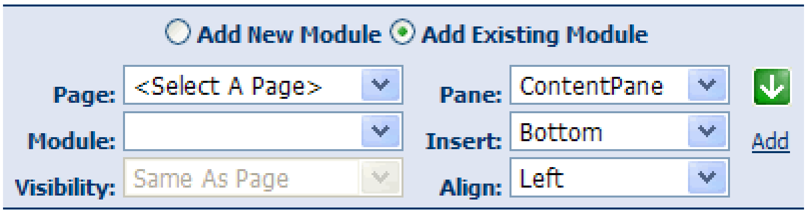

Figure 48: Adding an existing module

Module Basics

Overview of the Module Menu

The module menu, also known as the module action menu, enables authorized users to manage module content and settings. The module menu is only displayed to site editors.

The menu is displayed to Administrators, Page Editors and (optionally) Module Editors. Administrators can access all tools. Page Editors can add and edit module content, delete or move module, import/export module content, print module content, and view a Syndicated URL of the module content.

The module menu also provides access to the Module Settings page where module specific setting such as view and edit permissions and design settings can be configured.

Here's a list of the module menu options:

Icon	Name	Function
	Edit / Add Item	Add new module content or edit existing content.
	Import Content	Import content to the module. Content must first be exported from another instance of the same module type.
	Export Content	Export content from the module. This content can then be imported to a new instance of the same module type.
	Syndicate	The Syndicate option enables users to view a syndicated feed of the module content. This feed can be downloaded to your computer or displayed in another module such as the News Feeds (RSS) module. See:
	Help	Goes to the inbuilt basic help system.
	Online Help	Opens the advanced DNN Online Help in a new website browser.
	Print	Provides a print friendly copy of the module content for printing. To enable this option check the **Allow Print?** check box on the Settings page of any module.
	Settings	Access to the module settings page. See: **Error! Reference ource not found.**
	Delete	Delete the module. Administrators can restore deleted modules. See: Working with the Recycle Bin
	Refresh	Refresh the module content.
	Move	Move the module to a new pane on the current page.

Editing Module Title Inline

How to edit the title of a module inline. Note: If this setting has been disabled by an Administrator, the title can instead be edited via Module Settings page. See: Editing a Module Title

1. Place your mouse over the module title to be edited. This displays the **Edit** button above the module title.
2. Click the **Edit** button to enable inline title editing.
3. Edit the title.
4. Click the **Update** button to save your changes - OR - Click the **Cancel** button to cancel your changes.

Figure 49: Inline editor enabled for module title editing

Editing a Module Title via the Settings Page

Edit the module title. The default module title is the name of the module although an alternate title can be entered when adding the module is added to the page. This setting will only display when the selected Module Container includes the [TITLE] skin object.

1. Select **Settings** from the module menu. This opens the Module Settings page.
2. Go to **Module Settings** - **Basic Settings**.
3. In the **Module Title** text box, enter a new title for the module.
4. Click the Update link.

Adding and Editing Module Content

How to add content to a module and edit existing content. This tutorial explains the typical way to add and edit content, however not all modules use this method.

1. Mouse over the module menu and select **Add New Item** - OR – Click the Add New Item link which is typically located in the bottom left corner of the module container.

Setting Module Content Alignment

How to set the alignment of module content. Please note that content formatted using the Rich Text Editor of the Text/HTML module is not controlled by this setting.

1. Select **Settings** from the module menu.
2. **Maximize** ⊞ the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Alignment**, select **Left**, **Center** or **Right**.
5. Click the Update link.

Setting Module Permissions

Set permissions to view and edit a module. Addition permission types such as Delete Module can be added by a DotNetNuke developer.

1. Select **Settings** from the module menu. This opens the Module Settings page.
2. Go to **Module Settings - Basic Settings**.
3. To set the **View Permissions** for the module:
    a. At **Inherit View permissions from Page**, either:
        - Check the check box if the view permissions applied to the module are the same as the page it is located. If this option is selected, skip to Step 5.
        - Uncheck the check box if different view permissions are applied to this module than those set for the page the module is located on. If you choose to uncheck this option, the check boxes at **View Module** will become available. If this option is selected, Step 4 is required.
    b. At **Filter By Group** (optional), select from the following options:
        - **All Roles**: View all roles (both global and group roles) in one single list.
        - **Global Roles**: View roles that not within a Group.
        - **Role Name**: Each Group will be listed individually. Select a group to view roles within that group.
    c. At **Permissions - View Module**, check the check boxes beside any Security Roles permitted to View module content.
    d. At **Permissions - Edit Module**, check the check boxes beside any roles permitted to Edit module content. Use **Filter By Group** to access roles not displayed.
4. Click the Update link.

Moving a Module to another Page

Move a module to another page in the site. The module will be inserted into the same pane, or if the same pane is not available it will be inserted into the content pane.

1. Select **Settings** from the module menu.
2. **Maximize** ⊞ the **Page Settings** section.
3. **Maximize** ⊞ the **Advanced Settings** section.
4. At **Move To Page**, select the page name from the drop-down list.
5. Click the Update link.

Displaying a Module on all Pages

How to display an instance of any module on all site pages. Only one instance of the module exists therefore changes to module content or settings will occur across all pages. If the module is deleted, all instances will be deleted.

1. Select **Settings** from the module menu. This opens the Module Settings page.
2. Go to **Module Settings - Advanced Settings**.
3. At **Display Module On All Pages**, select from the follow options:
   - Check the check box to display module on all pages.
   - Uncheck the check box to display module on current page only.
4. Click the Update link.

Setting the Module Start Date and/or End Date

How to set the first and last day that a module is visible on a page. This is useful for scheduling content.

Tip: The module is always visible to Administrators, even following its end date.

1. Select **Settings** from the module menu. This opens the Module Settings page.
2. At **Start Date**, click the Calendar link and select the first day that the module will be visible.
3. At **End Date**, click the Calendar link and select the last day that the module will be viewable on the site.
4. Click the Update link.

Adding a Module Header or Footer

How to manage a module header or footer to a module which is displayed directly above or below the module content respectively. Plain text or HTML formatting can be used. The header and footer remain visible when the module content is minimized.

1. Select **Settings** from the module menu. This opens the Module Settings page.
2. Go to the **Module Settings - Advanced Settings** section.
3. In the **Header** text box, add, edit or delete your header text.
4. In the **Footer** text box, add, edit or delete your footer text.
5. Click the Update link.

Overview of the Module Settings Page

The Module Settings page, accessible from the module action menu, enables Page Editors 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 has advanced settings related to module design and functionality (containers, borders, printing, and syndication) as well as site wide module settings.

The page is divided into these sections:

1. **Module Settings:** Settings relating to the Module content and permissions. These Settings are those which are the same on all pages where the Module appears. Note

the User Defined Module has addition permissions to add/edit and manage records in the table.

2. **Page Settings:** Settings specific to this particular occurrence of the Module for this page.
3. **Module Specific Settings:** Several modules have additional settings available on the Module Settings page. Please note that this setting section will be named according to the module. E.g. The section will be named Feedback Settings for instance, rather than Other Settings. These include Announcements, Documents, Events, FAQs, Feedback, Feedback Comments, Help, Links, Repository, Search Input, Search Results, Survey, Text/HTML, and User Defined Table.

For more information on module settings see: Setting the Design and Layout of Modules

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Managing Content Using Modules

Text/HTML Module

Overview of the Text/HTML Module

The Text/HTML module enables authorized users to add and format any type of content.

This module uses a WYSIWUG (What You See Is What You Get) rich text editor which is common across many DotNetNuke modules. The editor provides all of the typical text formatting options you would expect to find in a word processing program including useful tools such as Find and Replace, Cut and Paste content from Microsoft Word, and Spell Checking. The ability to view the HTML source of content is also provided for those who prefer to edit using HTML formatting.

Layout and design are made easy through the use of Content Templates which help you quickly achieve common layouts. Alternatively, you can create your own customized tables. The editor is also integrated with both the Link Control and the File Manager making it easy to insert links to site pages and files, as well as display images and Flash.

All Text/HTML content can be included in site wide searches or a summary can instead be added for search indexing purposes. Text/HTML content can also be exported and imported into a new Text/HTML module.

Tip: The editor used throughout the site can easily be replaced with an editor of your choice.

A unique feature of the Text/HTML module is the ability to display dynamic content which is drawn from the site's database. By entering a 'replacement token' you can display information such as the site name, site description, email address and time zone information within the content of the module. Because this information is centrally managed by the Administrator site information can easily be updated across all modules. Similar tokens are available for page information, again ensuring a consistent message is easily achieved throughout the site.

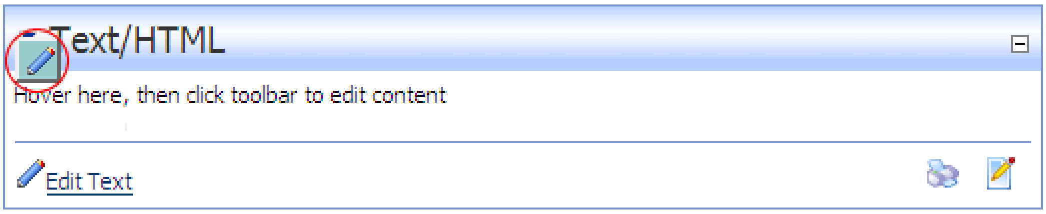
Personalized information can also be displayed to authenticated users such as their name, email address and membership details, creating a highly personal user experience.

Figure 50: The Text/HTML module

Adding/Editing Text Inline

How to add and edit text inline on the Text/HTML module. Note: Inline editing may be disabled.

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



3. Add or edit content as required. A tool bar with a number basic text formatting tools and link insertion will be available.
4. Click the **Save** button to save your changes - OR - click **Cancel** button to cancel your changes.

Figure 51: Inline text editing

Adding Basic Text

How to add basic text including basic HTML into the Basic Text Box of the Text/HTML module.

1. Select **Edit Text** from the Text/HTML module menu.
2. Select **Basic Text Box**.
3. Select **Text**.
4. Enter or paste in the text.
5. **RECOMMENDED**. In the **Search Summary (optional)** text box, enter a summary to help the DNN Search engine to search this page. (See tip below)
6. **OPTIONAL**. Click the Preview link to preview the text.
7. Click the Update link.

Tip: To increase the efficiently of site wide searches, it is recommended that the search summary is completed on the Text/HTML module, especially when it contains large amounts of text. This assists Search Engines to index the content of the page. DNN Search will search these summaries prior to searching the full content of the database to find matches.

The search summary isn't visible on the site and can only be viewed on the Edit Text/HTML screen.

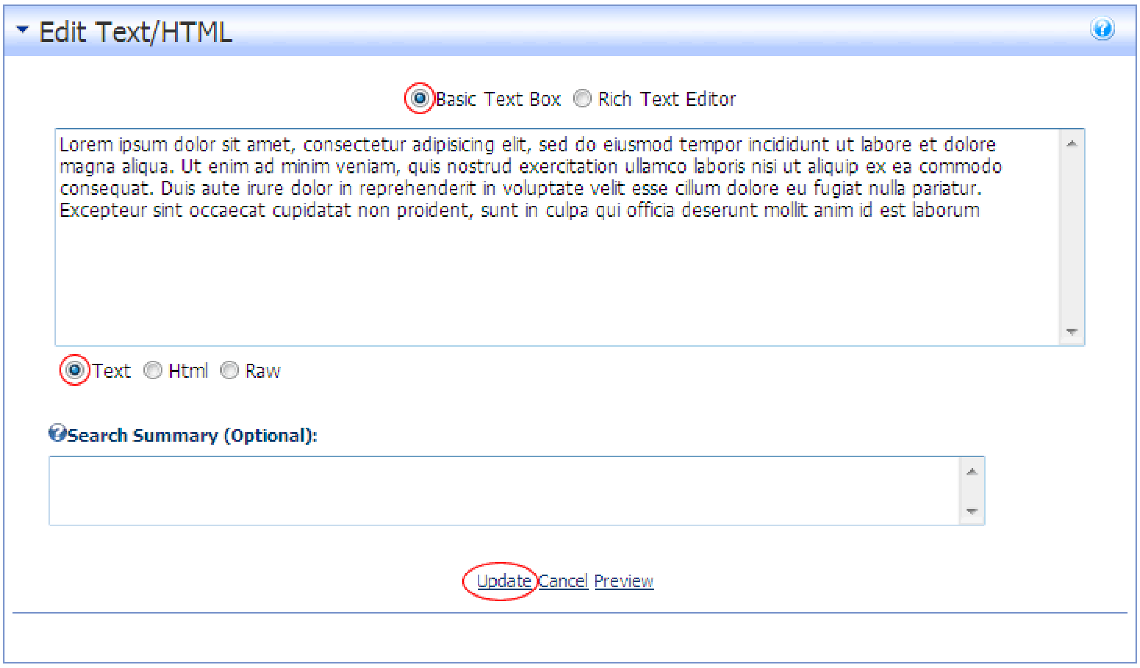


Figure 52: Adding basic text

Adding Rich Text

How to add rich text to the Text/HTML module.

1. Select **Edit Text** from the Text/HTML module menu.
2. Select **Rich Text Editor**.
3. Enter the text, images, links, etc.
4. **OPTIONAL**. In the **Search Summary** text box, enter a summary to help the search engine search this content.
5. **OPTIONAL**. Click the Preview link to preview.
6. Click the Update link.

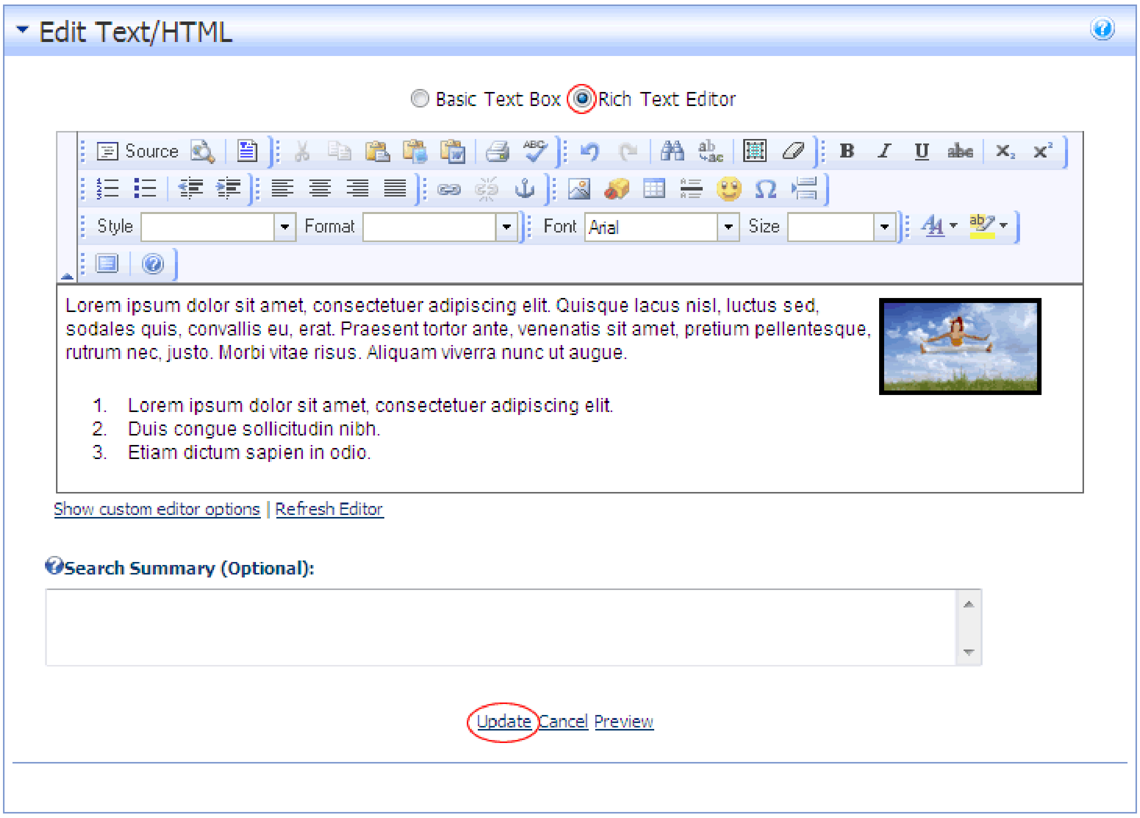


Figure 53: Adding rich text

Pasting HTML

How to paste HTML into the Text/HTML module.

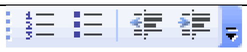
1. Select **Edit Text** from the Text/HTML module menu.
2. Select **Basic Text Box** above the window.
3. Select **Html** located below the window.
4. Paste in the Html.
5. **OPTIONAL**. In the **Search Summary** text box, enter a summary to help the **Search** module and Search skin object search this content.
6. **OPTIONAL**. Click the Preview link to preview to text at any time.
7. Click the Update link.

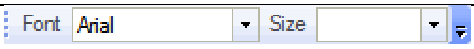
HTML can also be pasted into the following views:

- Basic Text Box / Html
- Basic Text Box / Raw Text
- Rich Text Editor / HTML

Formatting Rich Text

The Rich Text Editor has all the typical word processing tools for formatting text. You can apply any of the below formatting to selected text:

Formatting Tool bar	**Name of tools on this toolbar**
	**Number List, Bulleted List, Indent Content, Outdent**

	Content.
	**Style**: Apply a style from your style sheet **Format**: Apply common formatting such as a Heading 1, Heading 2, Normal, etc.
	**Foreground (text) Color**, **Background Color**
	**Font Type**, **Font Size**
	**Left Align**, **Center Align**, **Right Align**, **Block Justify** *Tip: More advanced alignment options are provided for images, however the Center align option here is used to centre images.*
	**Bold**, **Italicize**, **Underline**, **Strikethrough**, **Subscript**, **Superscript**.
	**Source**: Select to view the source or HTML of the content in the editor. In this view you can manually modify the HTML as required. **Preview**: Preview the content in a new web browser with the styles of your style sheet applied. **Templates**: Select from a number of templates that use tables to create typical page layouts for content and images. Simply select your preferred layout and replace the sample text and images.

Cut, Paste and other Tools

You can modify selected text using any of the below tools:

	**Cut**, **Copy**, **Paste**, **Paste as Plain Text**: This tool removes all text formatting. Paste from Word: This tool removes unnecessary formatting when pasting content from Microsoft Word. This ensures your copy is suitable for online viewing. **Print** **Check Spelling**: This free tool will need to be installed the first time you use it. To install simply click on the Check Spelling button and follow the prompts.
	**Undo**: Undo the last action. **Redo**: Redo the last action. **Find**: Find text **Replace**: Find and replace text **Select All**: Select all content in the Editor **Remove Formatting**: Remove basic formatting such as text color, fonts, bold, etc. Advanced formatting may require manual removal of formatting tags in the HTML Source.

Inserting Objects

Place your cursor where you want to insert any of the following objects and then click the icon in the tool bar. Here’s an overview of the available objects:

	**Insert Image**: See: Working with Images in the FCK Editor **Insert Flash**: See: Working with Flash in the FCK Editor **Insert Table**: See: --- Working with Tables in the FCK Editor **Insert Horizontal Line** **Insert Smiley**: Click to view a wide selection of smiley’s which you can choose from. **Insert Symbol**: Click to view a wide selection of symbols such as © ® $ %

Working with Images in the FCK Editor

Inserting an External Image into the FCK Editor

How to insert an external image into the FCK Editor.

1. Place your cursor in the location where you want to insert the image.
2. Click the **Insert/Edit Image**  button. This displays the **Image Properties** dialog box.
3. In the **URL** text box, enter the URL to the image.
4. Click off the URL text box to another location on this box to view a preview of the image in the Preview box.
5. Click the **OK** button.

Tip: the Lock Ratio  *button is selected by default. Click to unlock or lock width/height ratio at any time.*

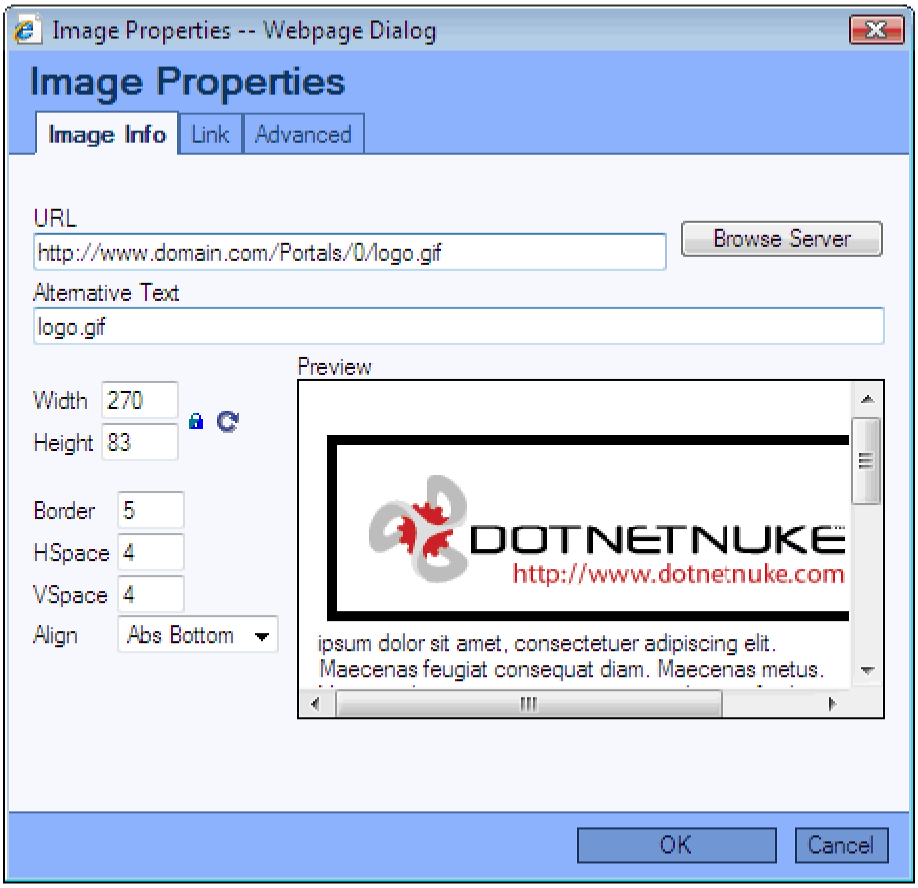


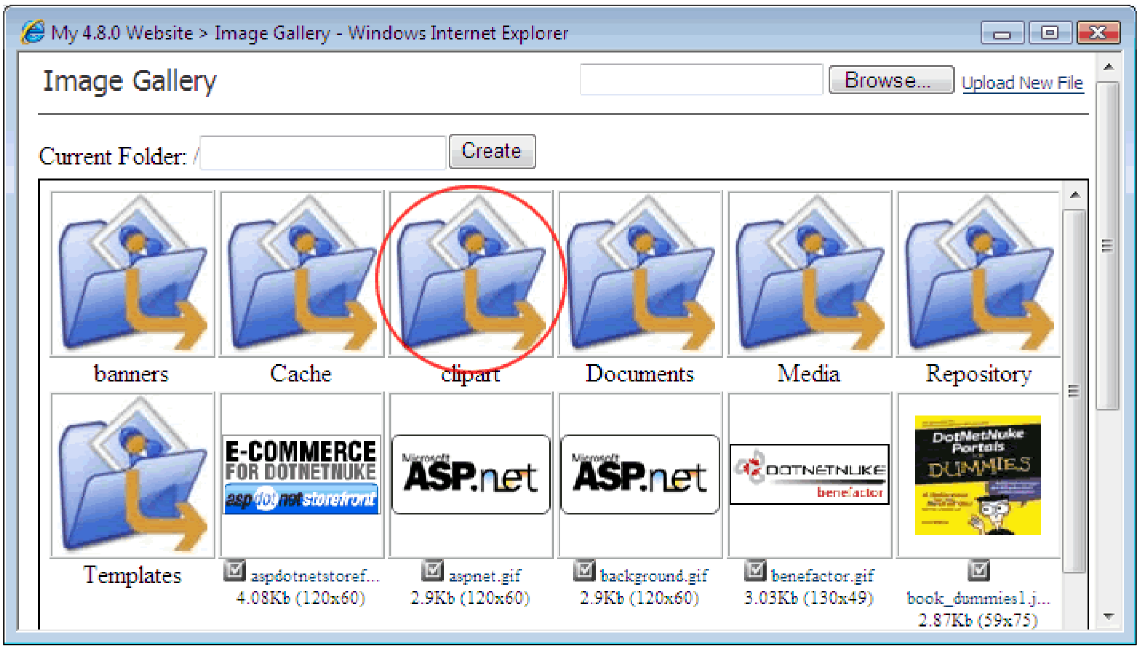
Figure 54: Adding an external image

Inserting an Internal Image into the FCK Editor

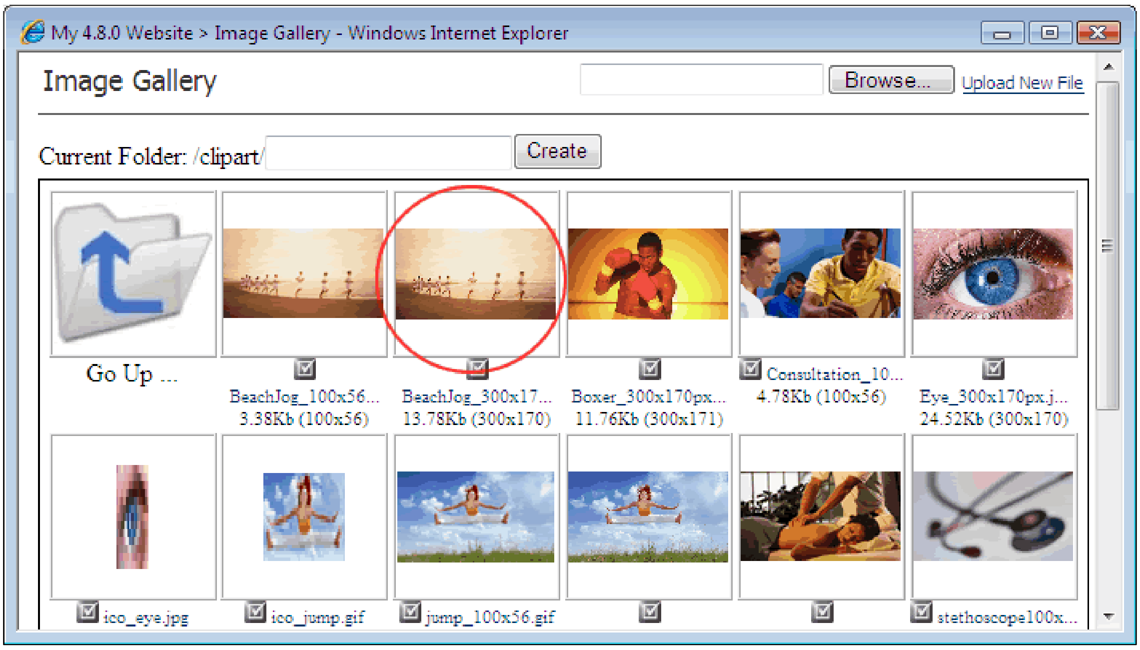
How to insert an internal image into the FCK Editor.

1. Place your cursor in the location where you want to insert the image.
2. Click the **Insert/Edit Image**  button. This displays the **Image Properties** dialog box.
3. Click the **Browse Server** button. This displays the Image Gallery and shows the images inside the root folder and the names of all your folders.

4. **OPTIONAL**. Click on the name of the **Folder** where the image is located.



5. Click on an image to select it.



6. Click the **OK** button.

Tip: the Lock Ratio button is selected by default. Click to unlock or lock width/height ratio at any time.

Formatting Images in the FCK Editor

The following optional settings can be applied to images inserted into the FCK Editor. These can be set when you first insert the image or when you edit it. This tutorial shows you how to apply formatting to an existing image.

1. Select the image.

2. Click the **Insert/Edit Image** button. This displays the **Image Properties** dialog box where you can set any of these optional settings:
    - In the **Alternative Text** text box, enter the alternative text for this image. This text is used in place of the image in web reading software, or is displayed when a user mouses over the image.
    - To view the original width and height of the image, click the **Reset Size** button.
    - In the **Width** text box, enter a width for this image.*
    - In the **Height** text box, enter a height for this image.*
    - In the **Border** text box, enter a number to display an image border and set the width of the border. Leave this field blank for no border.
    - In the **HSpace** text box, enter the horizontal space in pixels to be added to the left and right of the image.
    - In the **VSpace** text box, enter the horizontal space in pixels to be added above and below the image.
    - At **Align** select the alignment for this image. Center alignment isn't set here. Instead you must use the Center button on the tool bar.
3. Click the **OK** button.

**Tip: the Lock Ratio button is selected by default. Click to unlock or lock width/height ratio at any time.*

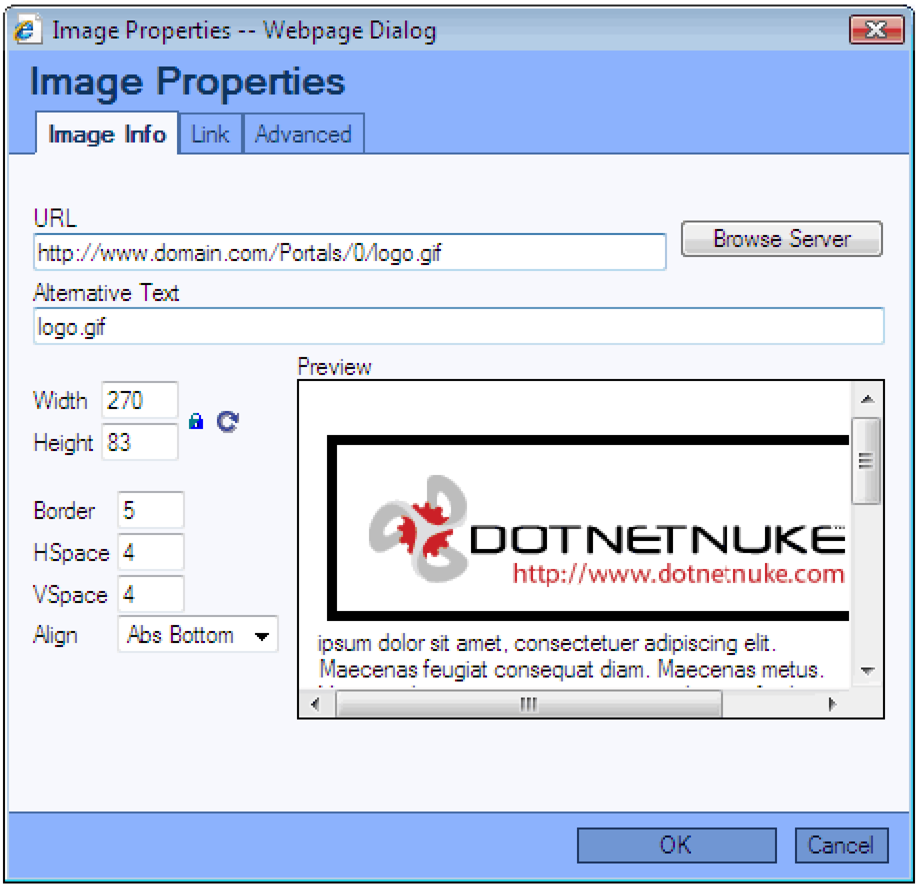


Figure 55: Modifying image properties

Working with Flash in the FCK Editor

Inserting External Flash

How to insert an external Flash file into the FCK Editor. You will need a URL to a .swf file to complete this tutorial.

1. Place your cursor in the location where you want to insert the image.
2. Click the **Insert/Edit Flash** button. The **Flash Properties** dialog box is displayed.
3. In the **URL** text box, enter the URL to the flash.
4. **OPTIONAL**. In the **Width** text box, enter a number to set the pixel width for this file. *
5. **OPTIONAL**. In the **Height** text box, enter a number to set the pixel height for this file. *
6. Click the **OK** button.

**Tip: the Lock Ratio button is selected by default. Click to unlock or lock width/height ratio at any time.*

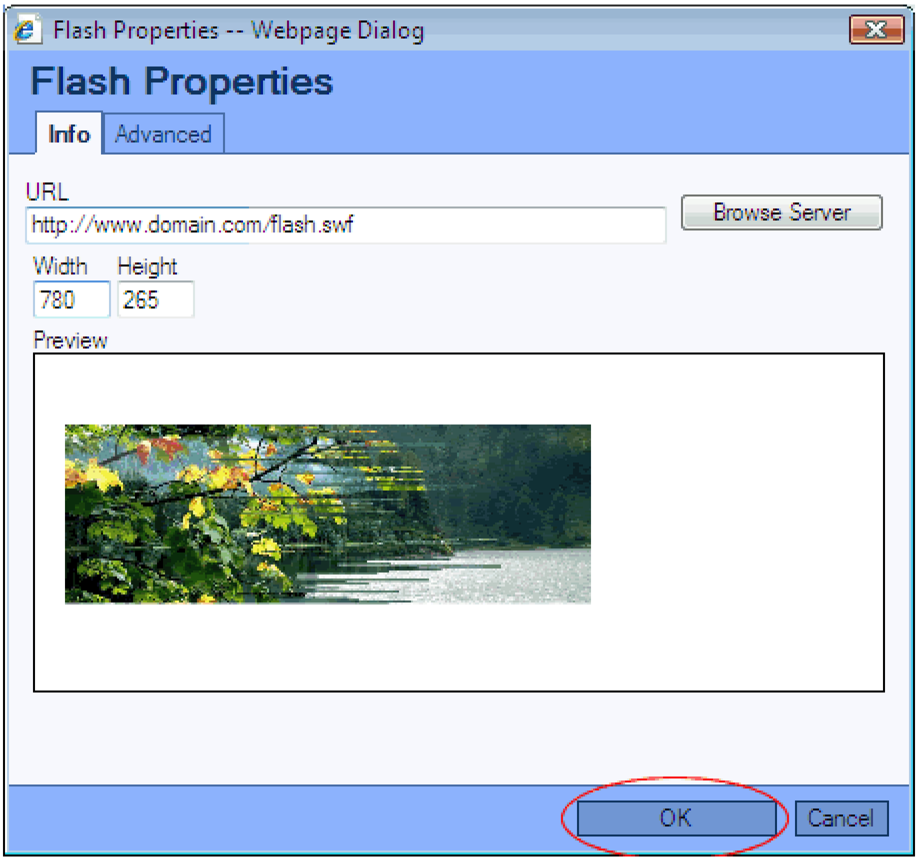


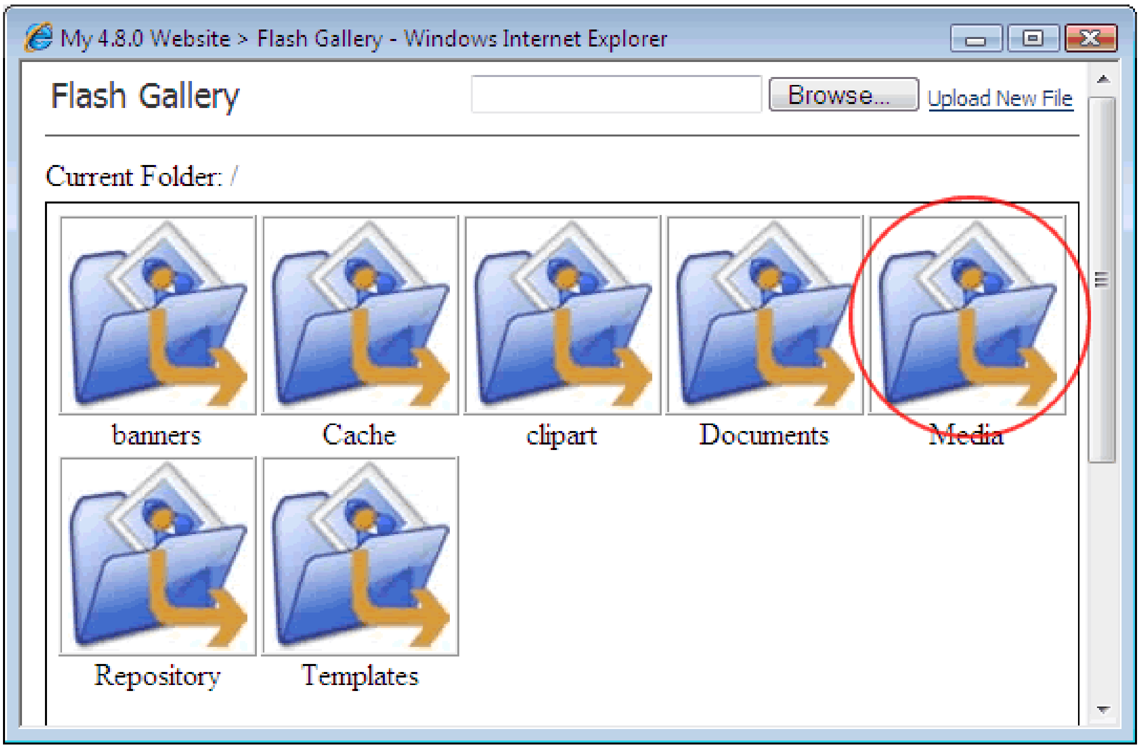
Figure 56: Adding external Flash

Figure 57: A Flash file displayed using the FCK Editor

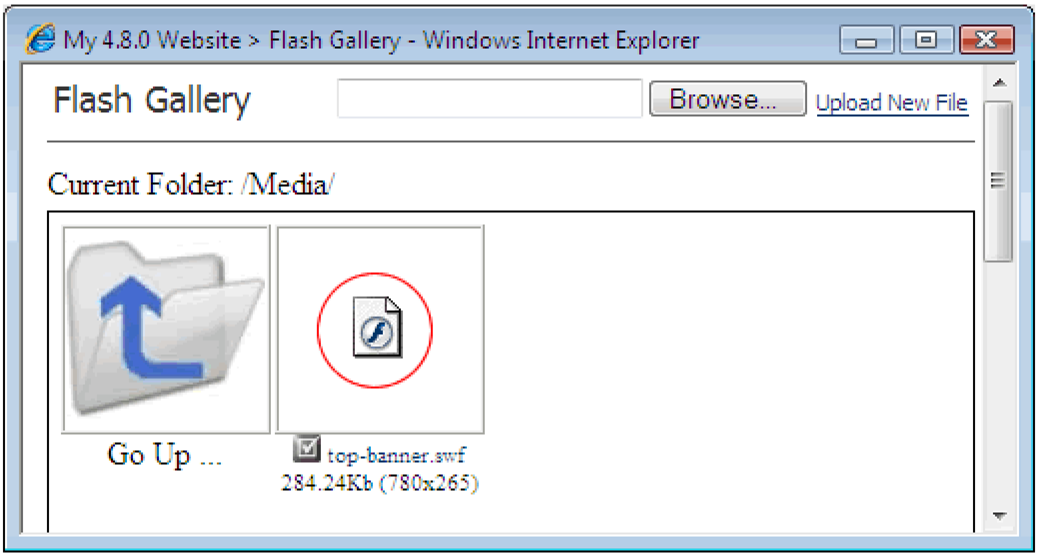
Inserting Internal Flash

How to insert an internal Flash image into the FCK Editor. You will need a .swf file to complete this tutorial.

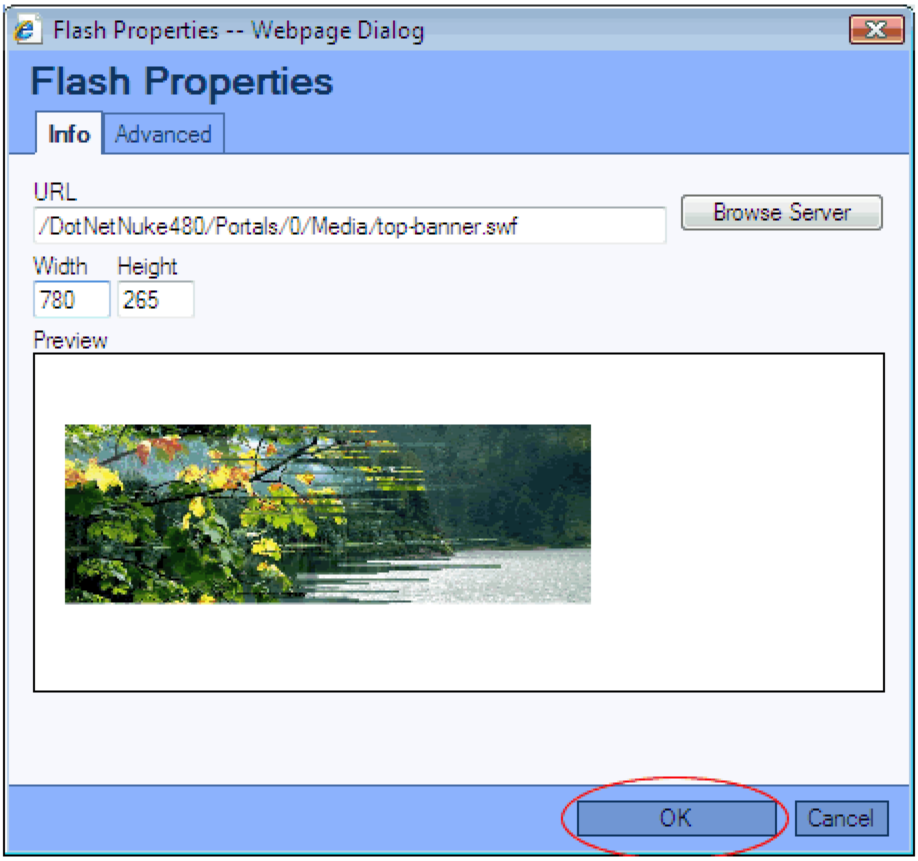
1. Place your cursor in the location where you want to insert the image.
2. Click the **Insert/Edit Flash**  button. The **Flash Properties** dialog box is displayed.
3. Click the **Browse Server** button. The Flash Gallery is now displayed and you can see any Flash files located inside the root folder.
4. If required, click on the name of the **Folder** where the Flash file is located.



5. Click on the Flash file to select it.



6. **OPTIONAL**. In the **Width** text box, enter a new width to display this file as.
7. **OPTIONAL**. In the **Height** text box, enter a new height to display this file as.



8. Click the **OK** button.

Figure 58: A Flash file displayed using the FCK Editor

Working with Tables in the FCK Editor

Inserting a Table

How to insert a table into the FCK Editor. Alternatively, a table can be created using a program such as Microsoft Expression Web or FrontPage and pasted into the FCK Editor.

1. Click the **Insert/Edit Table**  button. This displays the **Table Properties** dialog box.
2. Adjust any of the following default settings as required:
    a. In the **Rows** text box, edit the number of rows in the table. The default setting is 3.
    b. In the **Columns** text box, edit the number of rows in the table. The default setting is 2.
    c. In the **Width** text box, edit the table width and select either pixels or percent. The default setting is 200 pixels.
    d. In the **Height** text box, edit the table height in pixels or percent. Leave blank for no specified height.
    e. In the **Border Size** text box set the width of the table border in pixels. The default setting is 1.
    f. In the **Alignment** text box set one of the following table alignments:
        - **< Not Set >**: The table will be aligned according to the default setting. This is the default setting.
        - **Left**: Aligns the table to the left.
        - **Center**: Aligns the table to the center.
        - **Right**: Aligns the table to the right.
    g. In the **Cell Spacing** text box, enter a pixel value to set the space between cells. The default setting is 1.
    h. In the **Cell Padding** text box, enter a pixel value to set the padding between cells and cell content. The default setting is 1.
    i. In the **Caption** text box, enter a caption to appear above the table.
    j. In the **Summary** text box, enter a summary to be stored in the table opening HTML tag.
3. Click the **OK** button.

Tip: Text added to the table will not use the styles (CSS) applied to the page. To include these, switch to HTML view and insert the required class name into the header of the table. This is typically class="normal".

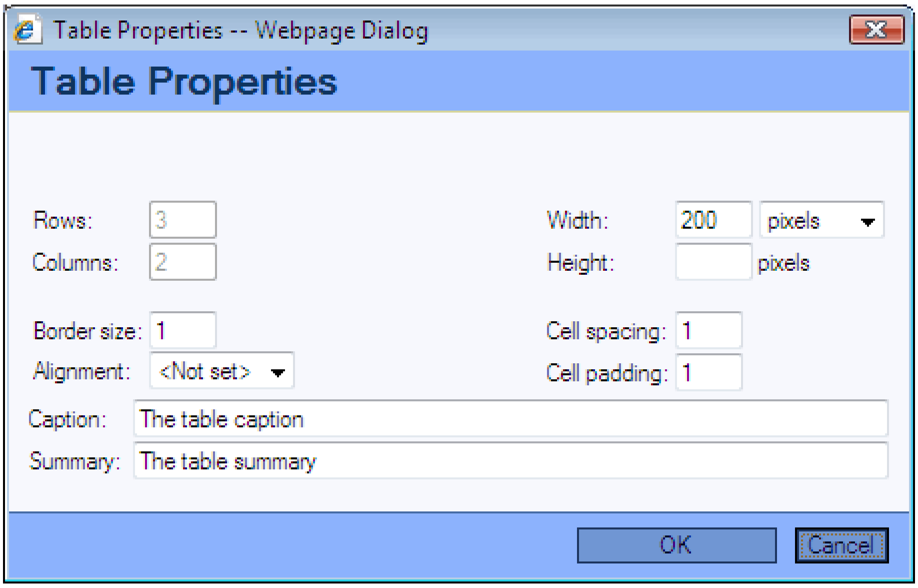


Figure 59: The Table Properties dialog box

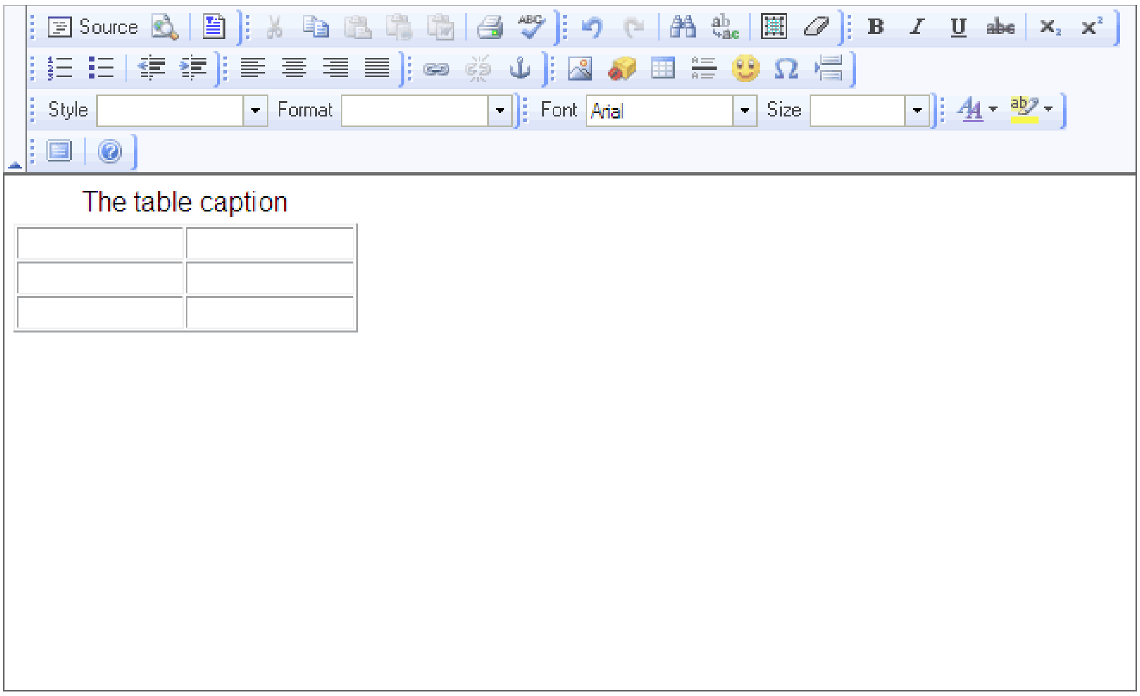


Figure 60: The inserted table

Editing a Table

How to edit a table inside the FCK Editor.

1. Click on the corner of the table to select it.
2. Click the **Insert/Edit Table**  button. This displays the **Table Properties** dialog box.
3. Edit one or more properties as required.

4. Click the **OK** button.

Tip: Right click inside any table cell to perform a wide range of table editing tasks such as adding or deleting rows or columns, merging or splitting cells.

Deleting a Table

How to delete a table inside the FCK Editor.

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

Working with Links in the FCK Editor

Adding an External Link

How to add an external URL link to text in the FCK Editor.

1. Select the text to be linked.
2. Click the **Create/Edit Link** button. This will display the Link Webpage dialog.
3. Go to the **Link Info** tab.
    a. At **Link Type**, select **URL**.
    b. At **Protocol**, select the URL type from the following options:
        - **http:// -** A link to a URL.
        - **https:// -** A link to a secure URL.
        - **ftp://** - A link to an FTP site.
        - **news://** - A link to a news reader site.
        - < **other** > - A link to another type of URL.
    c. In the **URL** text box, enter the URL.
4. Click the **OK** button.

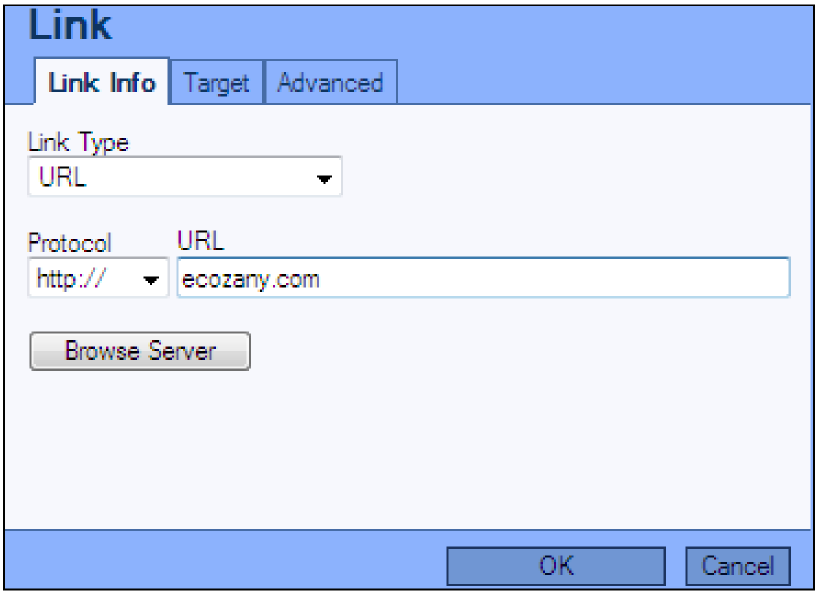


Figure 61: Adding an external link

Adding an Internal Link

How to add an internal link to text in the FCK Editor. The link can be set to any page or file within the site. This method also enables you to create an external URL link.

1. Select the text to be linked.
2. Click the **Create/Edit Link**  button. This will display the Link dialog box.
3. Go to the **Link Info** tab.
   a. At **Link Type**, select **URL**.
   b. Click the **Browse Server** button.
   c. Select the required link. See: Setting a URL Link
   d. Click the Use Selected Link link.
4. Click the **OK** button.

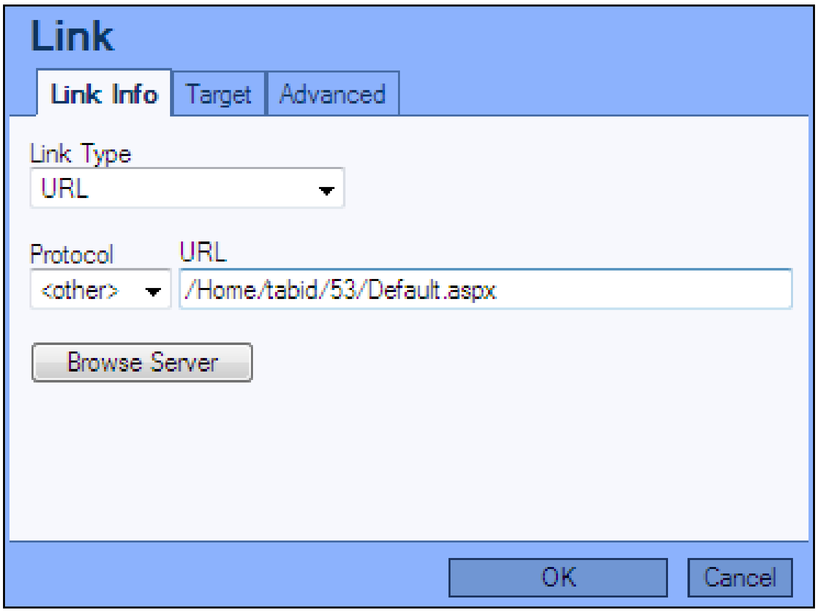


Figure 62: Setting an internal link

Adding an Page Link

How to add a link to page on your site using the FCK Editor.

1. Select the text or image to be linked.
2. Click the **Insert/Edit Link**  button.
3. Click the **Browse Server** button.
4. At **Link Type**, select **Page (A Page On Your Site)**.
5. At **Select A Web Page From Your Site**, select a page from the drop-down box.
6. Click the Use Selected Link link.
7. Click the **OK** button.

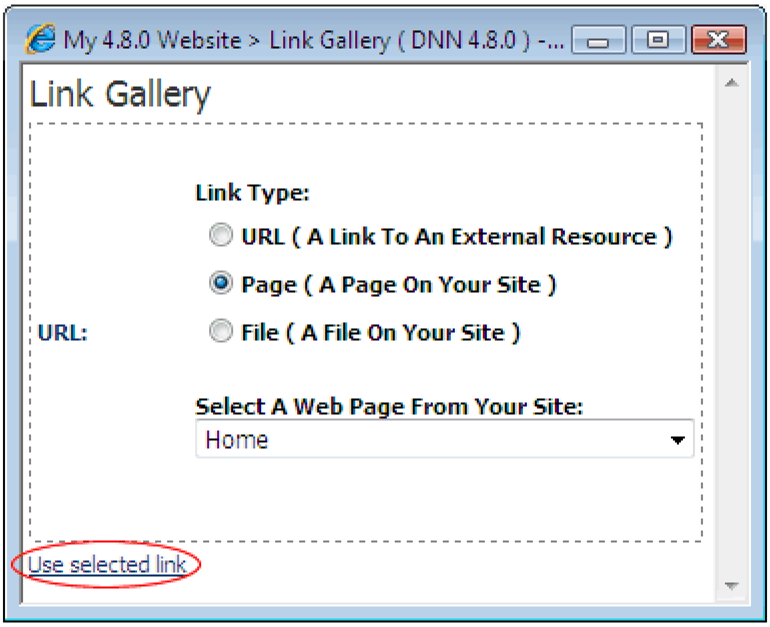


Figure 63: Adding a link to a page on your site

Adding an Email Link

How to add an email link to text or an image in the FCK Editor. Clicking on this link will open the users email program with any message subject and message body completed.

1. Select the text or image to be linked.
2. Click the **Create/Edit Link**  button. This displays the Link dialog box.
3. Go to the **Link Info** tab.
4. At **Link Type**, select **E-Mail**.
5. In the **E-Mail Address** field, enter the email address.
6. **OPTIONAL**. In the **Message Subject** text box, enter a subject for the email.
7. **OPTIONAL.** In the **Message Body** text box, enter all or part of the email body.
8. Click the **OK** button.

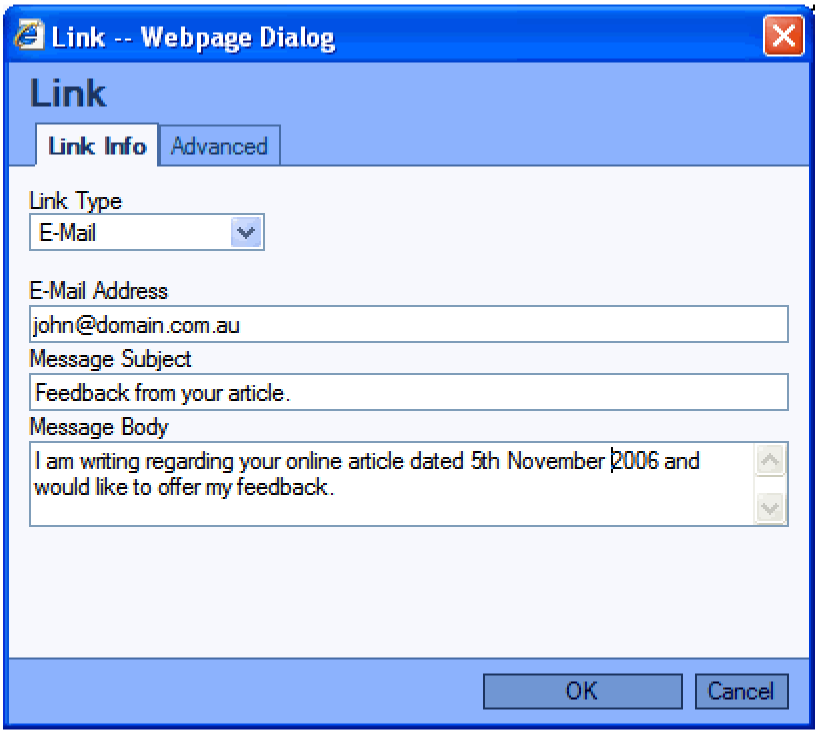


Figure 64: Inserting an email link with a message subject and body

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Editing a Link

How to edit a link in the FCK Editor.

1. Select the linked text or image.
2. Click the **Create/Edit Link**  button.
3. Edit the link as required.
4. Click the **OK** button.

Setting a Link to open in a Popup Window

How to set the target window for a link created in the FCK Editor.

1. Add a link.
2. Select the link.
3. Click the **Insert/Edit Link**  button.
4. At **Target**, select < **Popup Window** > :
5. **OPTIONAL**. In the **Popup Window Name** text box, enter a name for the popup window.
6. **OPTIONAL**. Complete one or more of the following **Popup Window Features**:
    a. **Resizable**: Popup window can be resized by user.
    b. **Location Bar**: Popup window displays location bars
    c. **Menu Bar**: Popup window displays menu bars
    d. **Scroll Bars**: Popup window displays scroll bars.
    e. **Status Bar**: Popup window displays the status bar. This is the information bar located below the window.
    f. **Toolbar**: Popup window displays toolbar.

   g. **Full Screen (IE)**: Popup window will fill the whole screen. The window will not have menu, scroll, status or tool bars and will not be resizable. User can exit to other browsers by holding down **Alt** and pressing **Tab**.
   h. **Dependent (Netscape)**:
7. **OPTIONAL**. Complete one or more of the following window size settings:
   a. **Width**: Set the width in pixels for the popup window.
   b. **Height**: Set the height in pixels for the popup window.
   c. **Left Position**: Set the number of pixels left from left hand side of the screen for the popup window.
   d. **Top Position**: Set the number of pixels down from the top of the screen for the popup window.
8. Click the **OK** button.

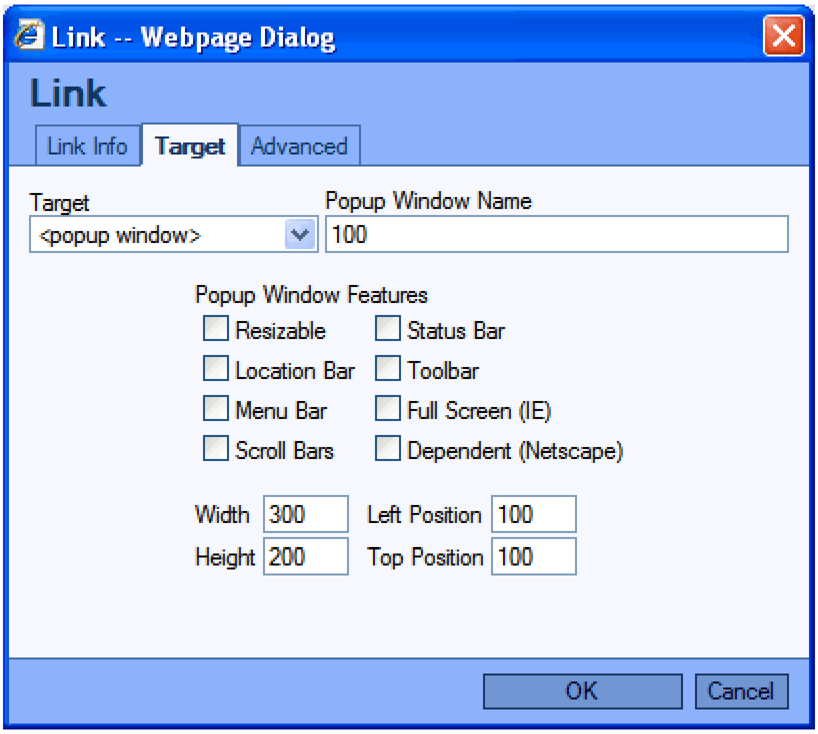

Figure 65: Setting a link to open a popup window

Setting Target Window for Link

How to set the target window for a link created in the FCK Editor.

1. Add a link.
2. Select the link.
3. Click the **Insert/Edit Link**  button.
4. At **Target**, select one of the following options:
   - < **not set** >: If no target is set, the link will open in the same window.
   - < **frame** >: Will open a new window.
   - < **popup window** >: Will open a window. See: Setting a Link to open in a Popup Window
   - **New Window (_blank)**: Will open a new window.
   - **Topmost Window (_top)**: Will open in the same window.
   - **Same Window (_self)**: The link will open in the same window.

- **Parent Window (_parent)**: If web page consists of frames, the link will open in the parent frame.

5. Click the **OK** button.

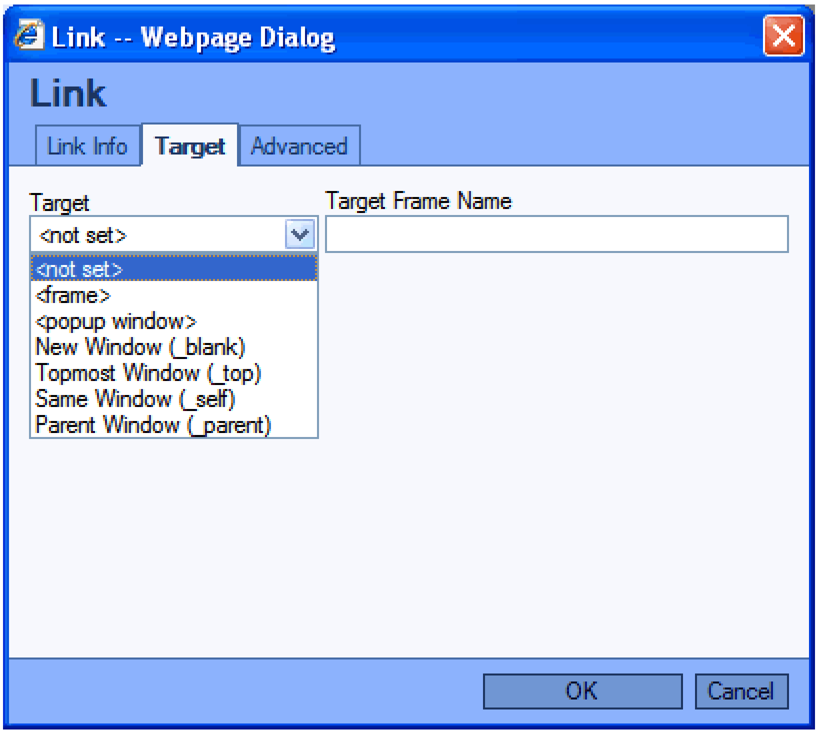

Figure 66: Setting the target window for a link

Working with Replacement Tokens

What are Replacement Tokens?

A unique feature of the Text/HTML module is the ability to display dynamic content which is drawn from the site's database. By entering a 'replacement token' you can display information such as the site name, site description, email address and time zone information within the content of the module. Because this information is centrally managed by the Administrator site information can easily be updated across all modules. Similar tokens are available for page information, again ensuring a consistent message is easily achieved throughout the site.

Personalized information can also be displayed to authenticated users such as their name, email address and membership details, creating a highly personal user experience.

For a full list of tokens see: Appendix One: Text/HTML Replacement Tokens

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Enabling/Disabling Token Replacement

How to enable or disable token replacement on the Text/HTML module. Token replacement enables you to replace tokens like "[object:property|format]" for objects Tab, Module, PortalSettings or User with the appropriate environment values. Note: inline editing and module caching will be disabled, if Token replacement is used.

1. Select **Settings** from the module menu - OR - click the **Settings** button.
2. **Maximize** the **HTML Module Settings** section.

3. At **Replace Tokens**, check the check box to enable full token replacement.
4. Click the Update link.

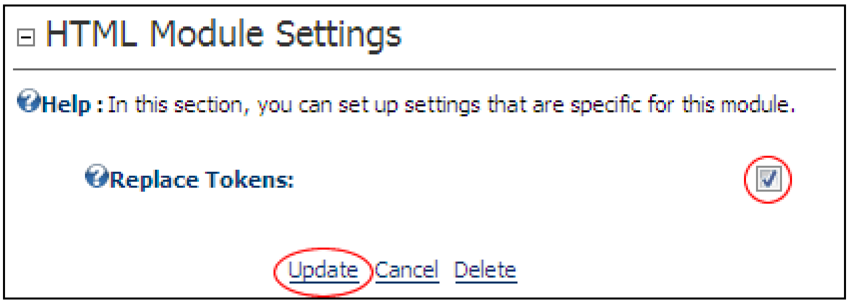
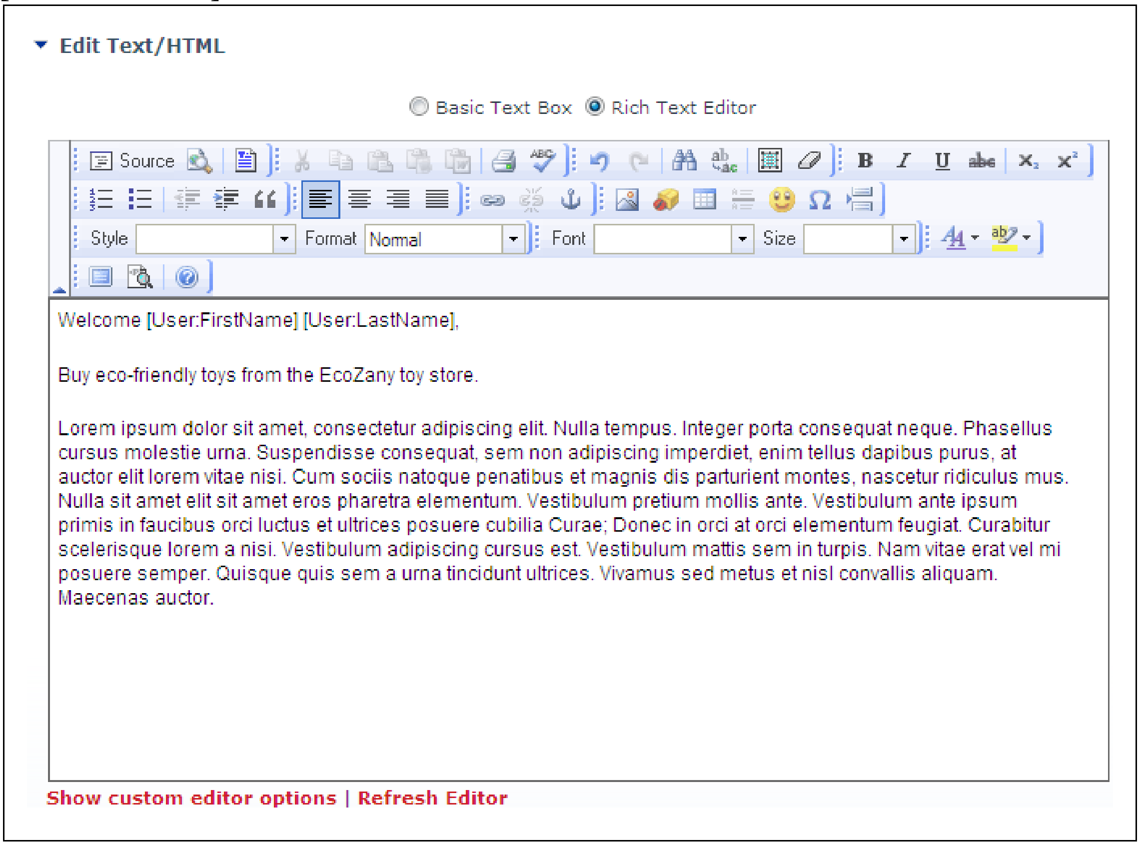


Figure 67: Enabling token replacement

Inserting Replacement Tokens

How to add replacement tokens into the Text/HTML module:

1. Select **Edit Text** from the Text/HTML module menu.
2. Enter the replacement token into the Rich Text Editor. E.g. [User:FirstName] [User:LastName]



3. **OPTIONAL**. Click the Preview link to preview the text at any time.
4. Click the Update link.

Figure 68: Replacement tokens display the first and last name of the logged in user

Links

Overview of the Links Module

The Links module enables authorized users to create a list of links (hyperlinks) which can be set to open a site page, a file, the profile of a site user, or any external URL. Each link can be set to open in the same web site browser, or in a new web site browser.

Links can be displayed in a number of different layouts including horizontal, vertical or in a drop-down list. This flexibility ensures there will be an appropriate layout to suit the design of your page. Another useful design feature is the ability to display the same icon beside all links.

The Links module uses the Link Control which is common to many DotNetNuke modules. This control provides the option to track the number of times a link is clicked, or to keep a more detailed record of the user, date, and time that each link is clicked. This is useful for gathering marketing statistical data for your web site.

The title and description of links are included in site wide searches. Link content can also be exported and imported into a new Links module.

Tip: By setting a Links module to appear on all site pages you can easily create a secondary site menu. This is useful for ensuring popular site pages are easy to locate, or to assist with marketing certain pages.

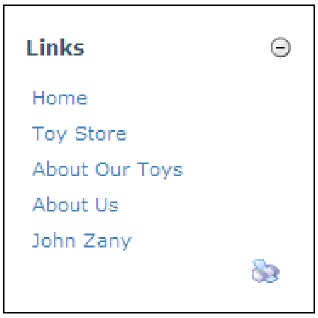


Figure 69: The Links module

Adding a Link

How to add a link to the Links module.

1. Select **Add Link** from the module menu.
2. In the **Title** text box, enter a title for the link as it will be displayed in the module.
3. At **Link**, select the required link type and set the link. See: Working with the Link Control
4. **OPTIONAL**. In the **Description** text box, enter a description for the link.
5. In the **View Order** text box, enter a number to set the position of this link. E.g. **0** = First link; **1** = Second link, etc. This setting overrides the default order. By default, links are order by numeral-alphabetic.
6. At **Open This Link In New Browser Window?**, select from these options:
   - Check the check box to open the link in a new web browser window.
   - Uncheck the check box to open the link in the same web browser window.

7. Click the Update link.

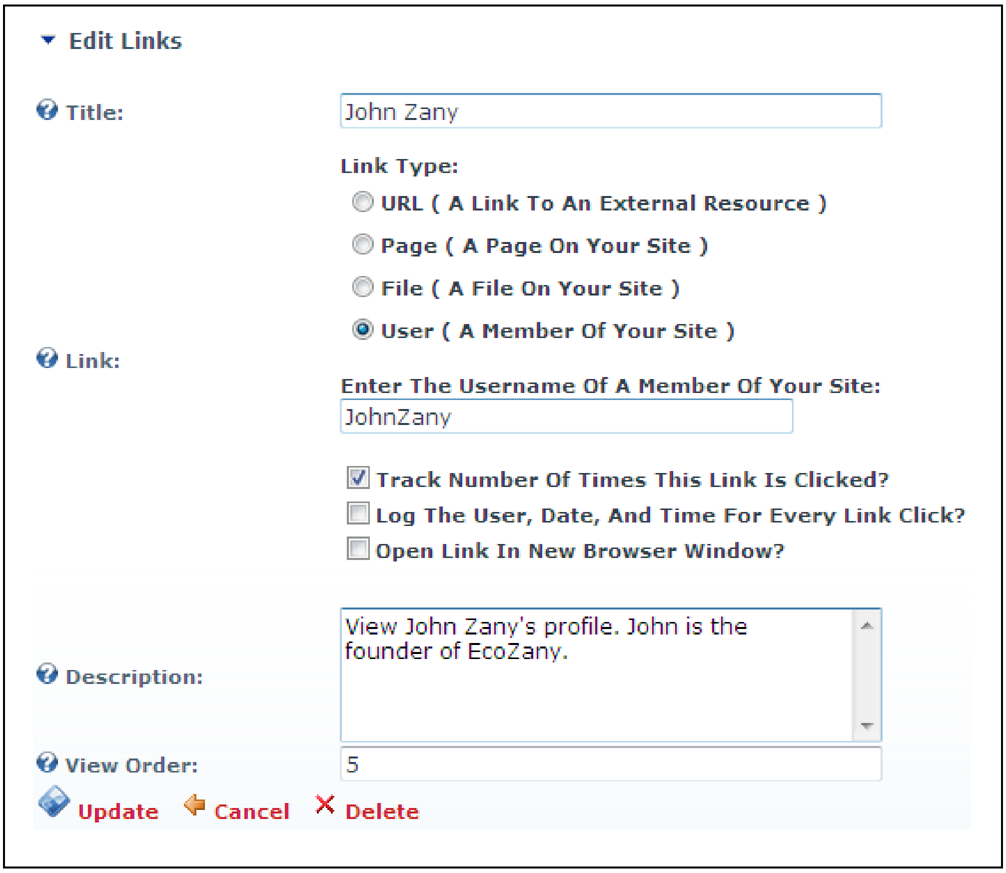


Figure 70: Adding a User link

Editing a Link

How to edit a link that is displayed either horizontally or vertically on the Links module.

1. Click the **Edit** button beside the required link.
2. Edit the required fields.
3. Click the Update link.

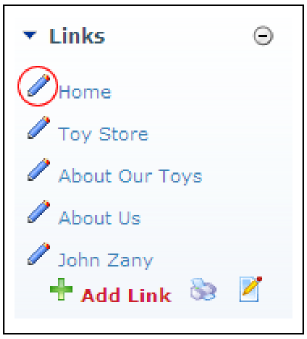


Figure 71: Editing a Link

Deleting a Link

How to delete a link that is displayed horizontally or vertically in the Links module.

1. Click the **Edit** button beside the required link.
2. Click the Delete link. A dialog box asking "Are You Sure You Want To Delete This Item" is displayed.
3. Click the **OK** button to confirm deletion.

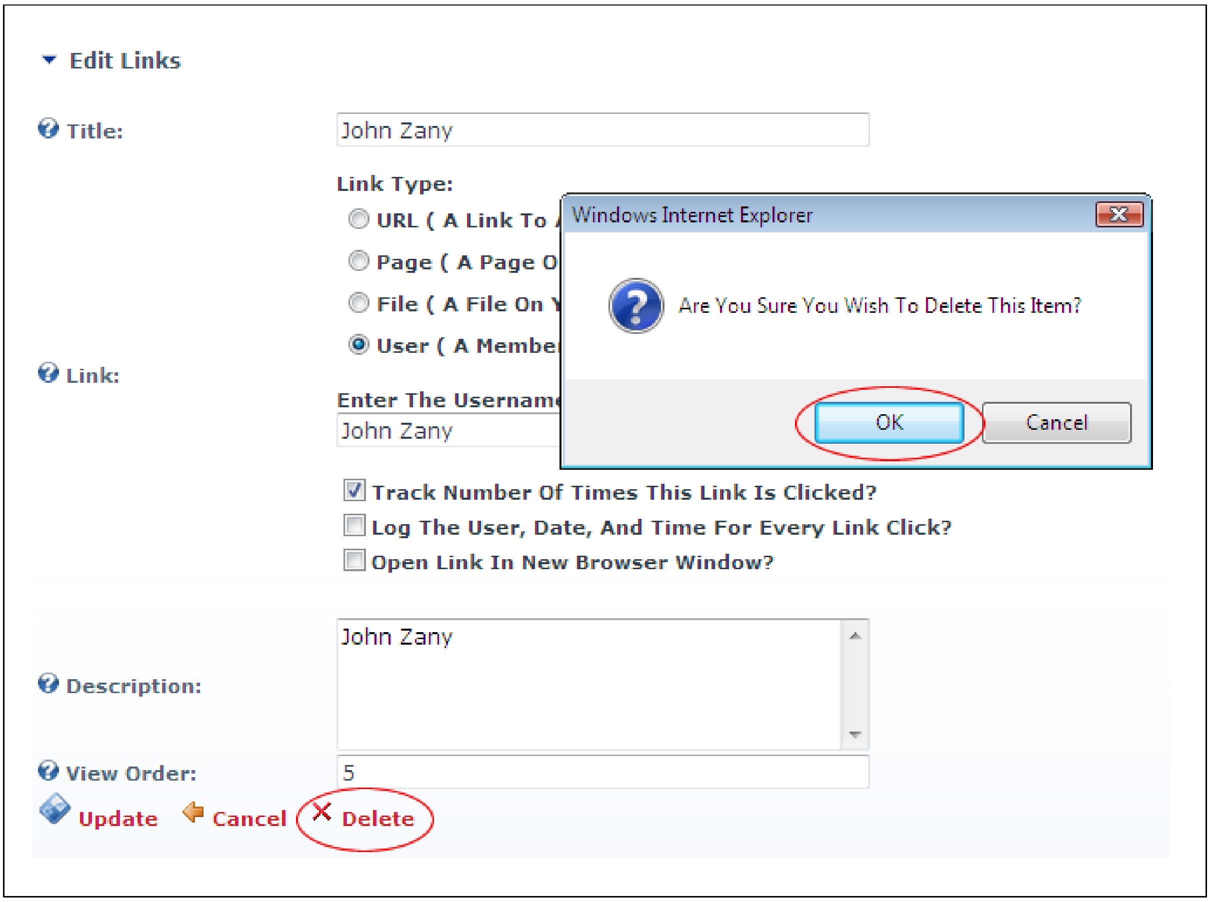


Figure 72: Deleting a link

Working with the Link Control

Working with URL Links

Setting a URL Link

How to set a link to any URL using the Link Control. The URL can be to a web site domain, a web page, a file, an image, etc.

1. At **Link / Link Type**, select **URL (A Link To An External Resource)**.
2. In the **Link / Location: (Enter The Address Of The Link)** text box, enter the URL.

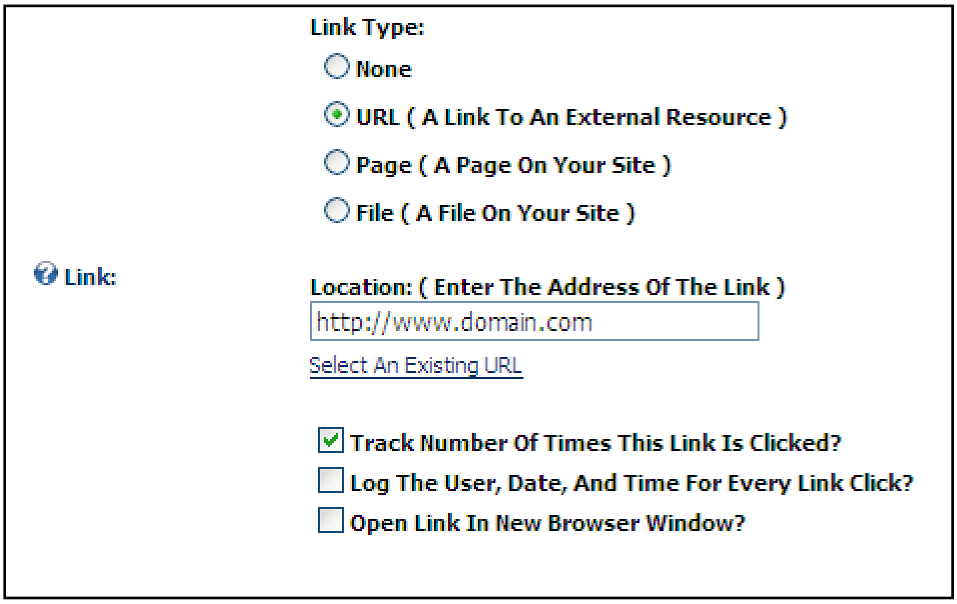
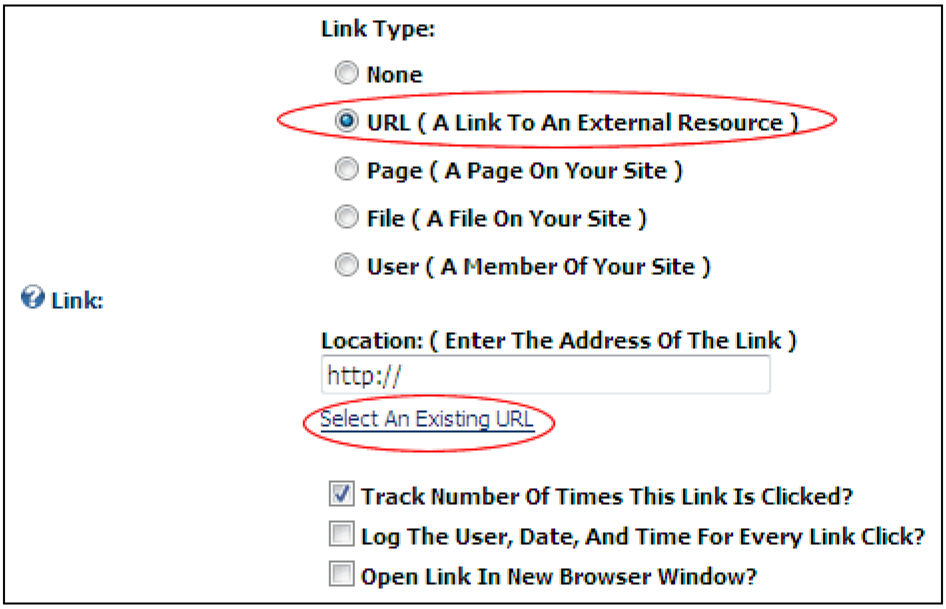


Figure 73: Setting a URL link

Selecting an Existing URL Link

How to select a link to an existing URL link using the Link Control. The Link Control can be used to set a URL link to any URL. The URL can be to a web site, a web page, a file, an image, etc. Once a URL link has been saved, the URL is added to the Existing URLs list. This tutorial explains how to set a link to a URL that has already been saved using the Link Control.

1. At **Link / Link Type**, select **URL (A Link To An External Resource)**.
2. Below the **Link / Location: (Enter The Address Of The Link)** text box, click the Select An Existing URL link. This displays a list of the existing URLs in the **Link / Location: (Enter The Address Of The Link)** drop-down box.



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

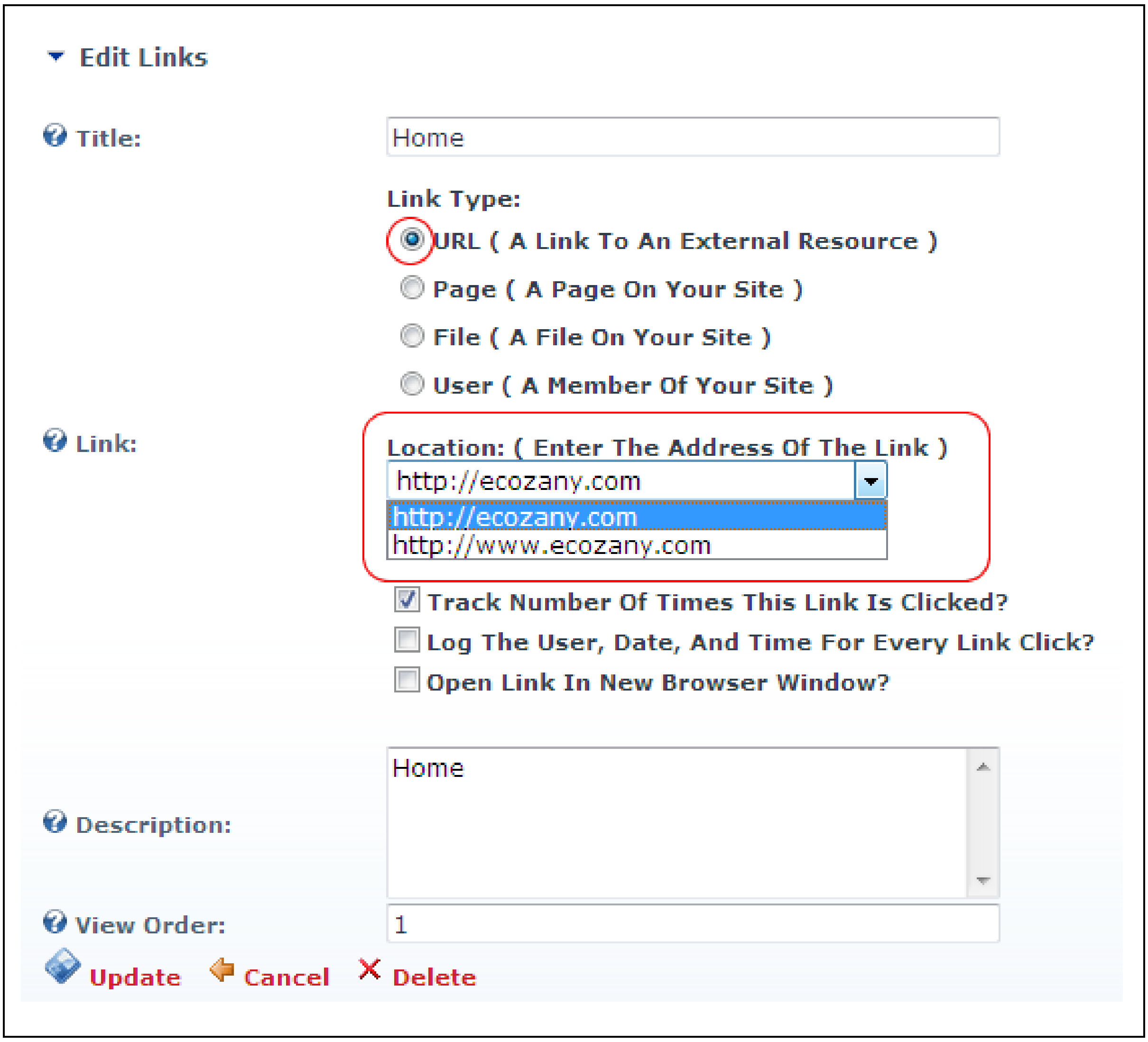


Figure 74: Selecting an existing URL link

Deleting a URL from the Links URL List

How to delete a URL from the existing URLs list on the Link Control. URLs that have been set using the Link Control are stored on the Link Control. These URLs can then be selected by Editors to quickly and easily reuse without re-entering the URL. Administrators can delete URLs from this list. Deleting a URL will not remove any links that have been set to the URL using a module.

1. At **Link / Link Type**, select **URL (A Link To An External Resource)**.
2. Below the **Link / Location: (Enter The Address Of The Link)** text box, click the Select An Existing URL link. This will display a list of the existing URLs in the **Link / Location: (Enter The Address Of The Link)** drop-down box.
3. At **Link / Location: (Enter The Address Of The Link)**, select the URL to be deleted.
4. Click the Delete Selected URL From The List link. A dialog box reading "Are You Sure You Wish To Delete This Item?" is displayed.
5. Click the **OK** button.

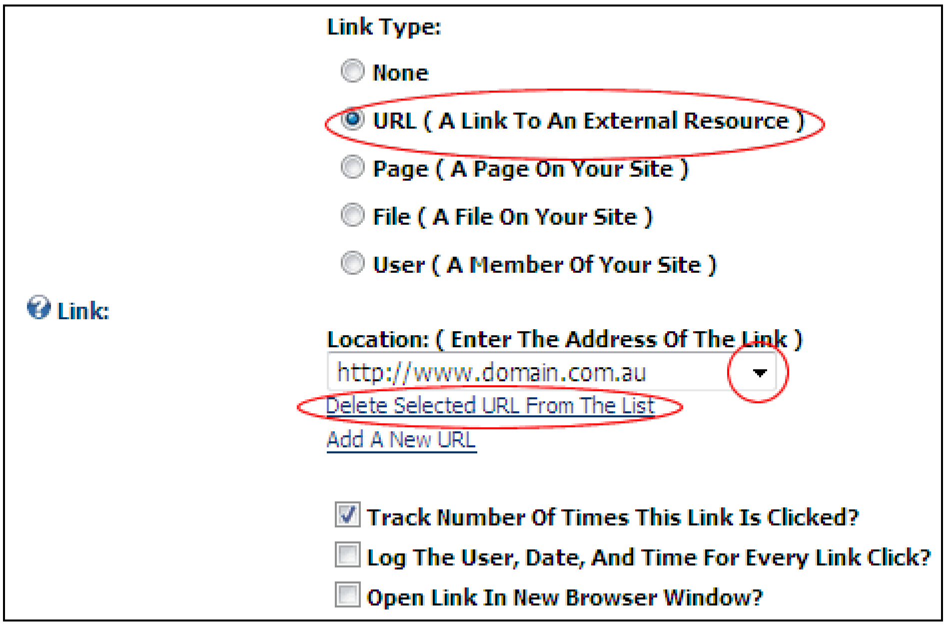


Figure 75: Deleting an existing URL

Working with Page, File & User Links

Setting a Page Link

How to set a link to an existing page on the site using the Link Control.

1. At **Link / Link Type**, select **Page (A Page On Your Site)**.
2. At **Link / Select A Web Page From Your Site**, select the page from the drop-down box. Note: Parent pages that are not included in the menu are displayed at the end of this list.

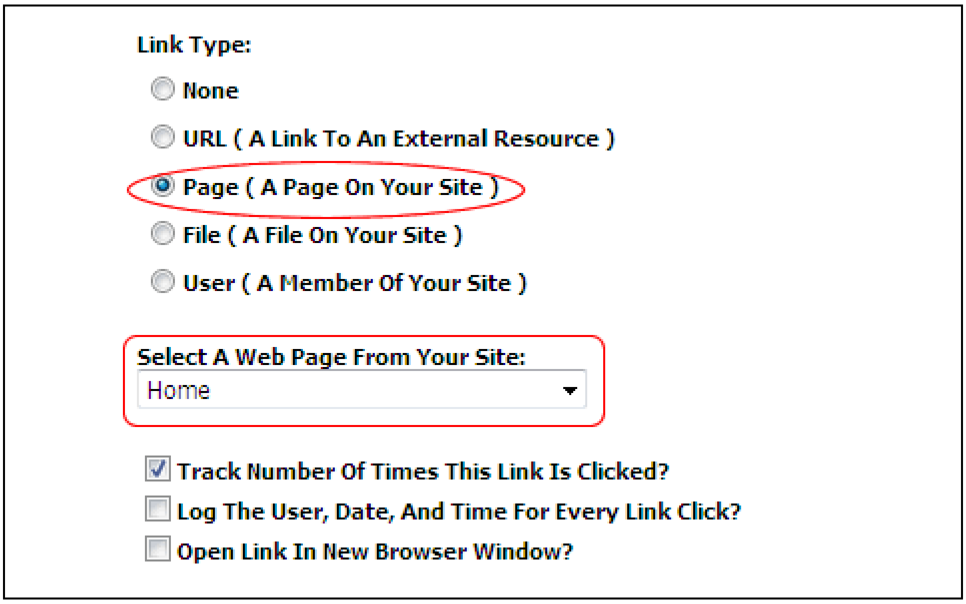


Figure 76: Adding a page link

Setting a File Link

How to set a link to a file that has been uploaded to the site using the Link Control. This tutorial assumes the file has already been uploaded to the site's File Manager.

1. At **Link / Link Type**, select **File (A File On Your Site**).
2. At **Link / File Location**, select the folder where the file is located.
3. At **Link / File Name**, select the file from the drop-down list.

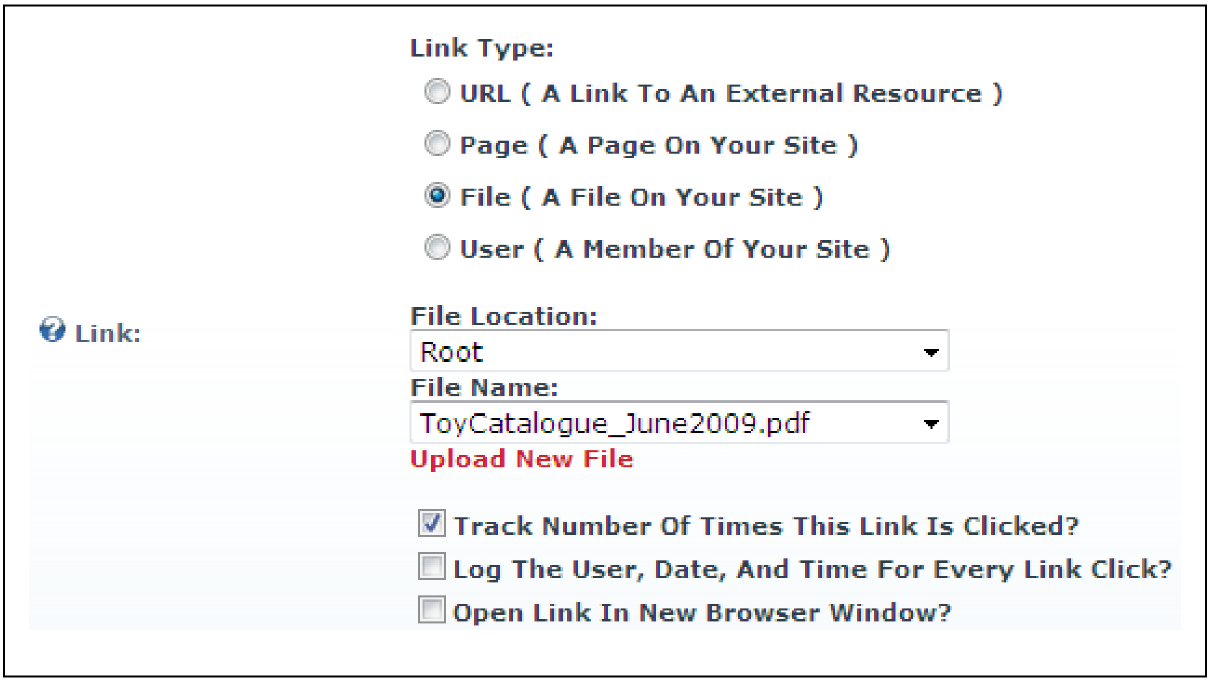


Figure 77: Setting a file link

Uploading and Linking to the File

How to upload a file and then set a link to that file using the Link Control. This tutorial requires the Editor to have permission to upload files to at least one folder in the File Manager.

1. At **Link / Link Type**, select **File (A File On Your Site)**.
2. At **Link / File Location**, select a folder that you have access to upload files to. When you select a folder that you have access to upload files to the Upload New File link is displayed.
3. At **Link / File Name**, click the Upload New File link. This displays the **Browse…** button.
4. Click the **Browse...** button.
5. Locate and select the required file on your computer.
6. Click the Uploaded Selected File link.

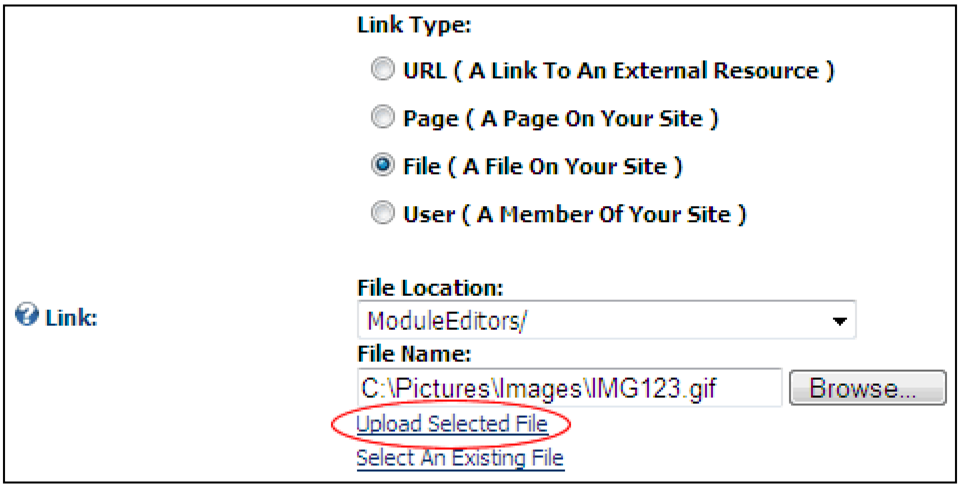


Figure 78: Uploading and linking to a file

Adding a User Profile Link

How to set a link to a user's profile using the Link Control. The user can control which profile fields are visible to the public, site members or Administrators only.

1. At **Link/Link Type**, select **User (A Member Of Your Site)**.
2. In the **Enter The Username Of A Member Of Your Site** text box, enter the user name of an existing user.

Note: If you enter a user name that does not exist a message reading "Username entered does not match a User in this website" is displayed when you update the page.

Figure 79: Adding a link to a user profile

Figure 80: The User's Profile

Setting Link Tracking and Logging

Enabling/Disabling Tracking of Link Clicks

How to track the number of times a link is clicked using the Link Control. This option can be used with any of the link types (URL, Page, File or User) and will create a Tracking URL for the link, list the number of times the link has been clicked and record the last time the link was clicked. The Link Tracking information is displayed on the Edit Item page of any link it is enabled for.

1. At **Track Number Of Times This Link Is Clicked?** check the check box to track the number of times the link is clicked, or uncheck to disable this feature.
2. Click the Update link.

Figure 81: Link tracking enabled

Enabling/Disabling the Link Log

How to enable the Link Log using the Link Control. The Link Log is displayed on the Edit Item page of any link that it is enabled on.

1. At **Track Number Of Times This Link Is Clicked?** check the check box. The Link Log performs best with this enabled.
2. At **Log The User, Date, And Time For Every Link Click?** check the check box to enable the Link Log, or uncheck the check box to disable it.
3. Click the Update link.

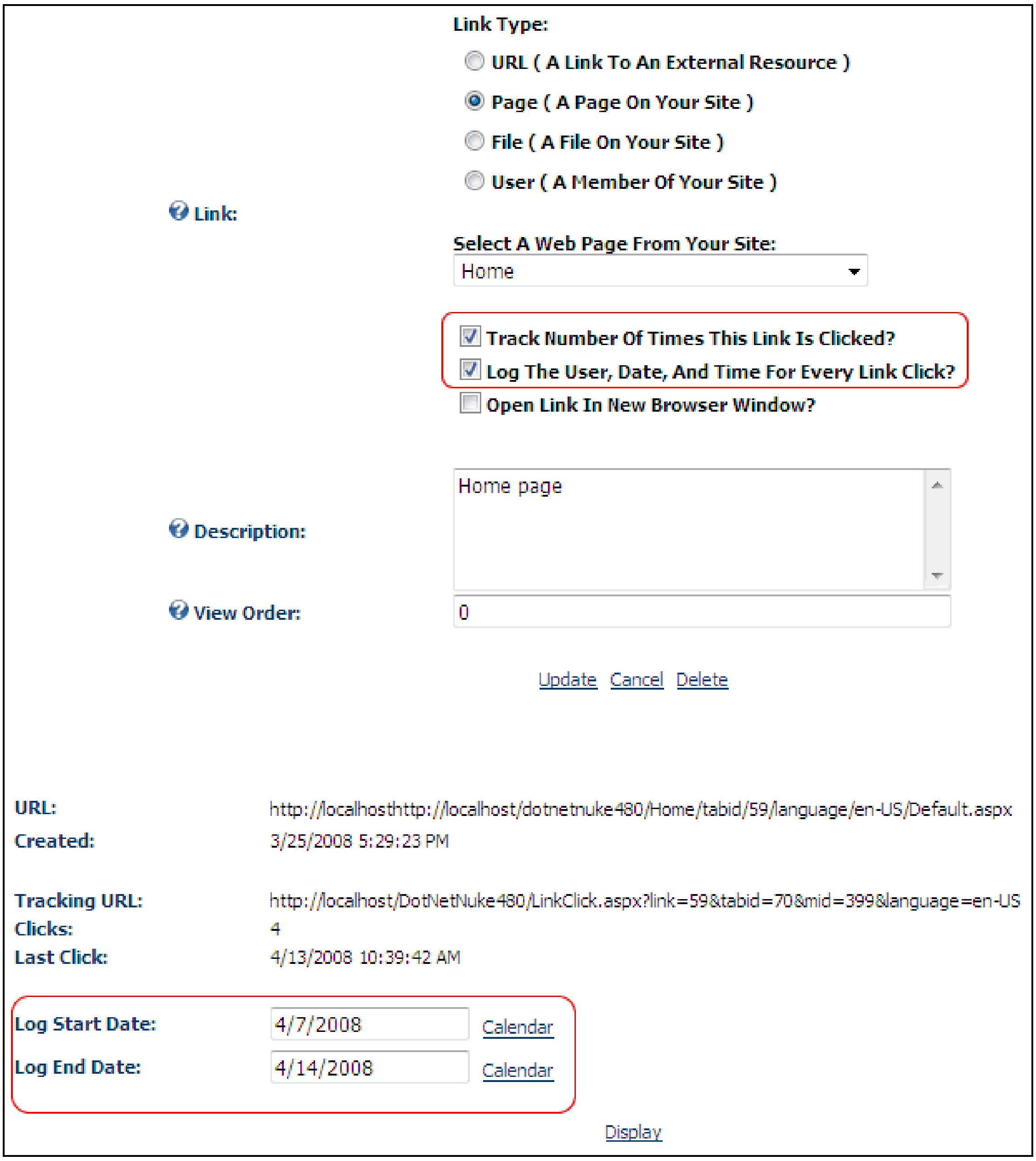


Figure 82: Enabling the Link Log

Viewing the Link Log

How to view details of logged links using the Link Control. Each time a link is clicked the Link Log records the date, time and the name of the user. The Link Log is displayed on the Edit Item page of any logged links.

1. Go to the Edit page associated with the logged link. E.g. Click the Edit button beside the item which may be an announcement, a link, etc.
2. At **Log Start Date** the first day of the current week is displayed. To choose a different start date click the Calendar link and select a new date.
3. At **Log End Date** the last day of the current week is displayed. To choose a different end date, click the Calendar link and select a new date.

4. Click the Display link.

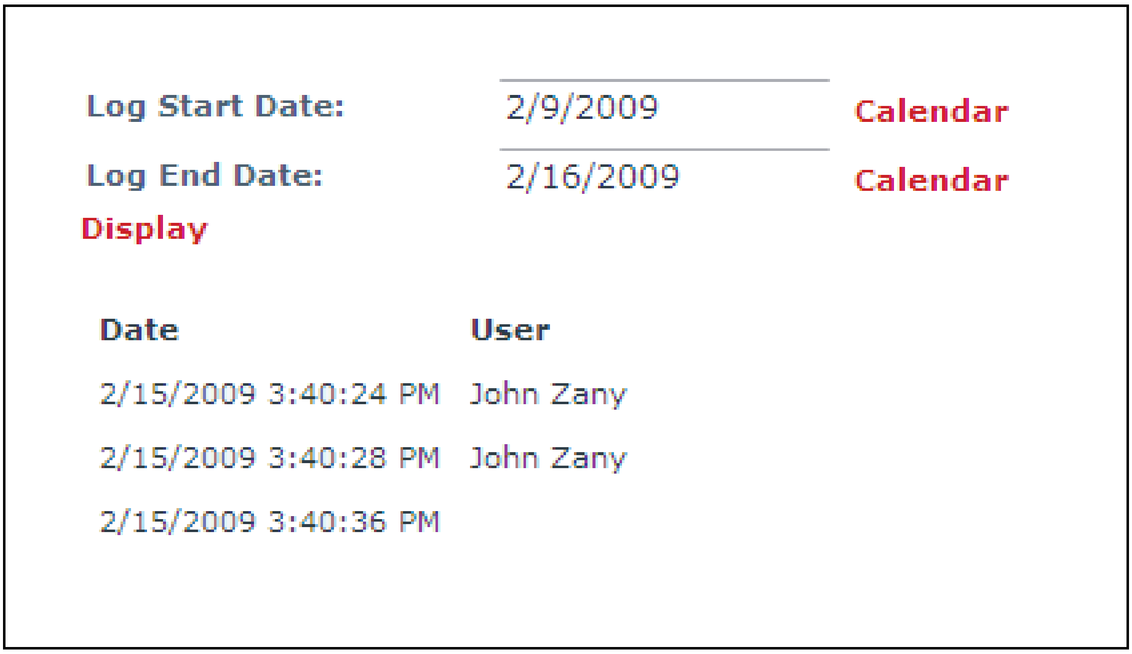


Figure 83: The Link Log

The Banners Module

Overview of the Banners Module

The Banners module displays rotating banner advertising for one or more Vendor accounts which are maintained using DotNetNuke. A range of banners types including static images, animated images, HTML, plain text, and JavaScript can be displayed using this module. Banners can link to any page or file within your site, or to any external URL.

There are multiple layout and design options available with suit different page layouts including defining the number of banners displayed, displaying banners horizontally or vertically, as well as adding borders and controlling the spacing between banners.

Banners are created and managed using the Vendors module. Each DNN installation has one Vendor directory which is maintained solely by the Host, as well as one for each site owner. When choosing which banners to display in the module, the user can choose to display either banners maintained on their site, or those managed by the Host. This enables the Host to advertise across all sites within their DNN installation, whilst individual site owners have exclusive access to the Vendors and banners maintained on their site.

For site owners wishing to earn revenue from banner advertising, there are a number of options available to control and track banners. You can set the number of times a banner displays on the site, or schedule a start and/or end date. Alternatively you can set both options and have the banner advertising end when one or both criteria are met. A fee can be set for each banner enabling you to charge either a flat fee or a cost per 1,000 impressions.

This highly flexible business model for selling advertising space is further enhanced by the banner status report which allows you to share an up to date report for any banner in one click.

Tip: The Vendors module includes Affiliate management which enables you to track and pay commissions to vendors when a visitor from their site becomes a member of your site.

See: Managing Vendors, Banners and Affiliates

Figure 84: The Banners module

Displaying Vendor Banners

How to display the vendor banners using the Banners module. Banners are created using the Vendors directory. See: Managing Vendors, Banners and Affiliates

1. Select **Banner Options** from the module menu.
2. At **Banner Source**, select from these options:
   a. **Site**: Displays banners maintained on this site.
   b. **Host**: Displays banners maintained on the Host portal.

3. At **Banner Type**, select one of the available the banner types (**Banner**, **MicroButton**, **Button**, **Block**, **Skyscraper**, **Text**, or **Script**) from the drop-down box.
4. The following optional settings lets you control which banners display:
   a. In the **Banner Group** text box, enter the banner group name. This sets this module to only display banners belonging to this group.
   b. In the **Banner Count** text box, enter the maximum number of banners to be displayed at one time.
5. The following optional settings control how the banners display in the module:
   a. At **Orientation**, select **Vertical** or **Horizontal** to set how the banners are displayed in the module. Vertical is the default setting.
   b. In the **Border Width** text box, enter a number to set a border width in pixels. Leave this field blank for no border.
      i. In the **Border Color** text box, Enter a hex number (#FF8C00) or color code (DarkOrange) to set the color of the border.
   c. In the **Cell Padding** text box, enter a number to set the space between banners and the border. Border Width must be set to enable this setting.
   d. In the **Row Height** text box, enter a number to set the height for each banner cell (pixels).
   e. In the **Column Width** text box, enter a number to set the pixel width for each banner cell.
6. Click the Update link.

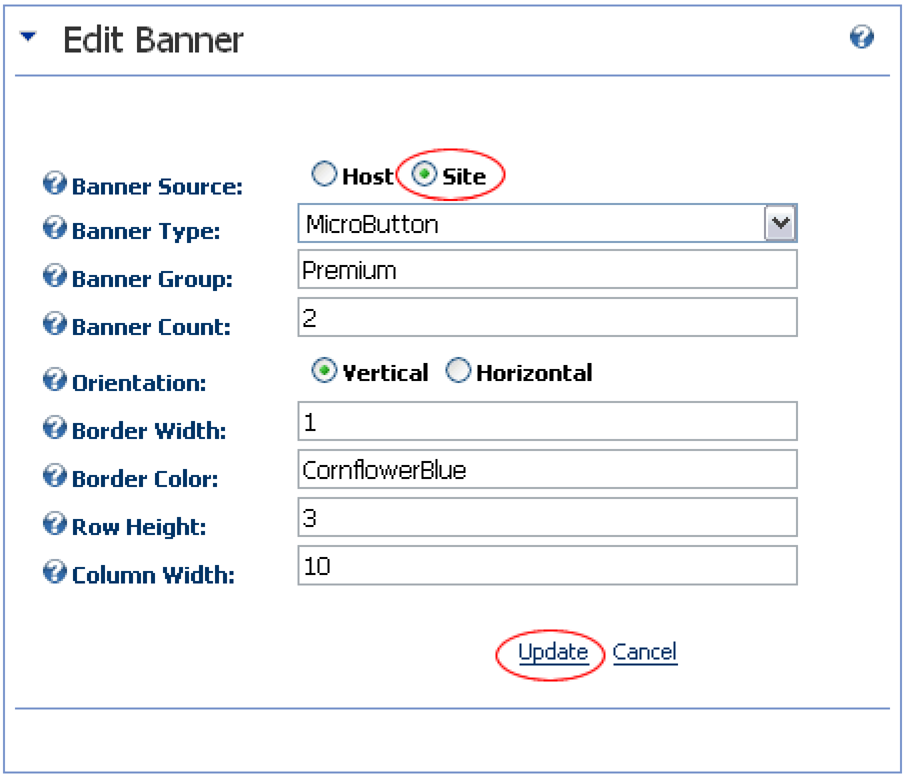


Figure 85: Displaying site vendor banners

The Feed Explorer Module

Overview of the Feed Explorer Module

The Feed Explorer module displays one or more RSS feeds using a tabbed user interface and is perfect for aggregating lots of different RSS feeds into one module.

The default feed for this module is the DotNetNuke Marketplace. Here you can purchase a wide range of modules and other components to extend the core functionality of your DotNetNuke (DNN) installation. The Marketplace also sells an extensive range of other DNN components such as skin designs, language packs and user manuals.

To appeal to a wider audience, the Feed Explorer module can be set to display news feeds from Yahoo, Google and the BBC with topics such as Top Stories and World News accessible from the same page.

Alternatively, any customized RSS feeds can be configured to display in this highly versatile module.

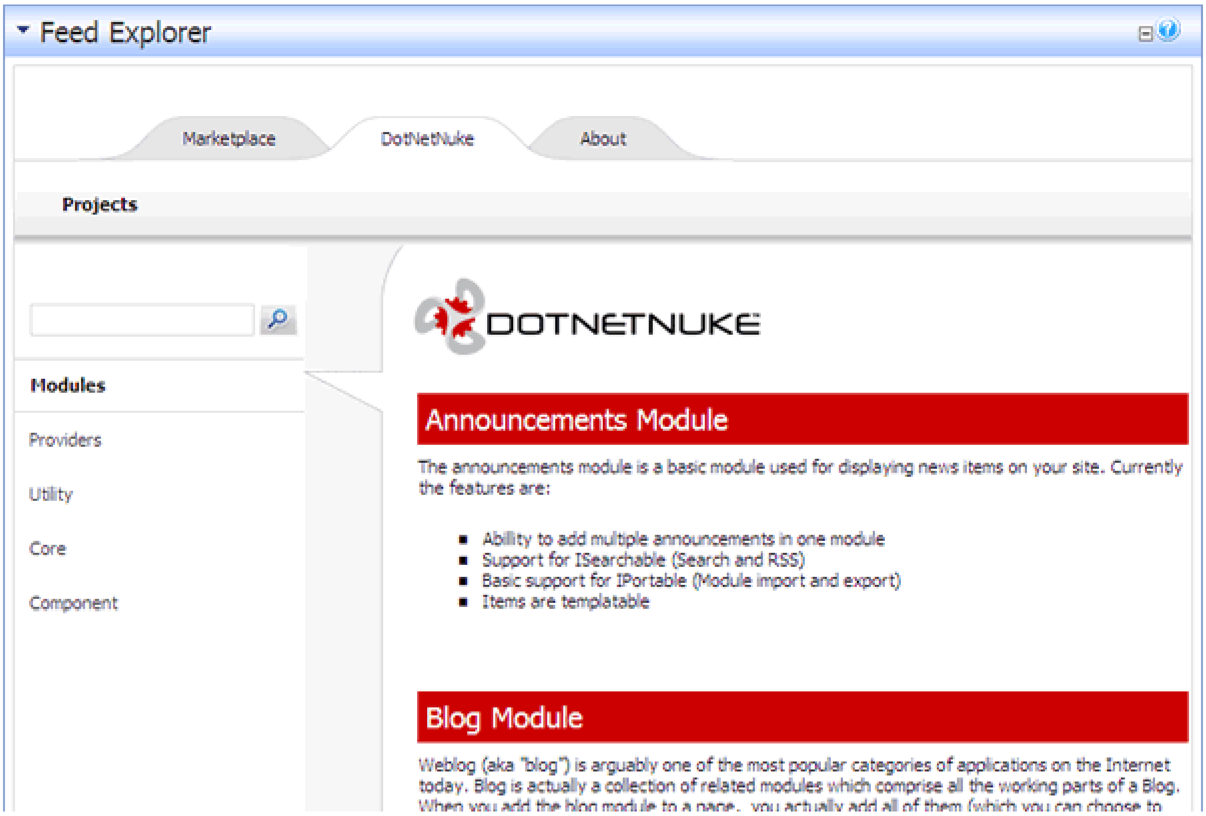


Figure 86: The Feed Explorer module displaying DotNetNuke modules

Displaying DotNetNuke Solutions or News in the Feed Explorer

How to set the Feed Explorer to display DNN Solutions or News. By default the Feed Explorer module displays the DotNetNuke Solutions Explorer where you can obtain DNN modules, skins, help manuals (including this manual) and other DNN solutions - many of which have been verified as fully compatible with DNN. The Feed Explorer can also be configured to display news from Yahoo!, Google and BBC news, images, video, maps and more.

1. Select Settings from the module menu - OR - click the **Settings** button.
2. **Maximize** ⊞ the **Feed Explorer Settings** section.
3. At **Content Source**, select either the **DotNetNuke Solutions Explorer**, or the **News Explorer** radio button.
4. Click the Update link.

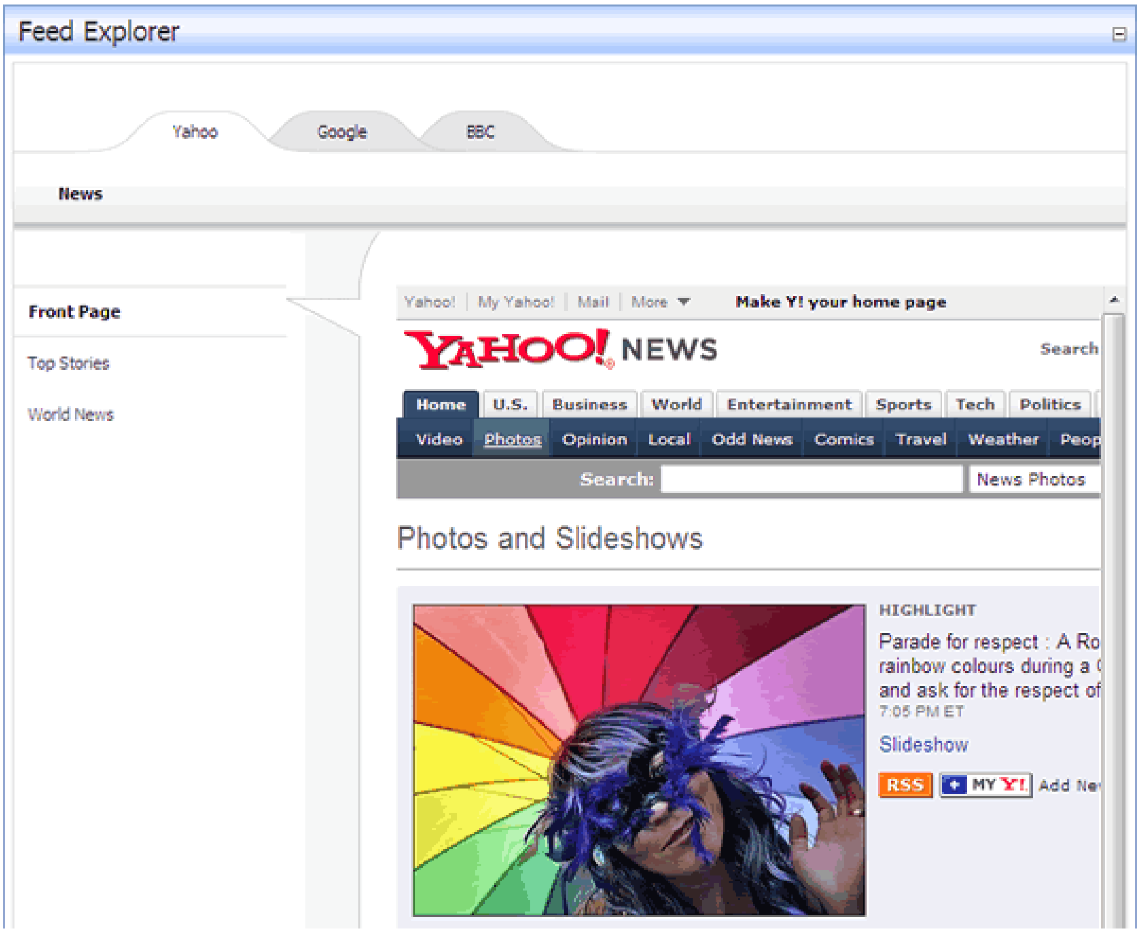


Figure 87: Yahoo, Google and BBC News are a preset Content Source option

The Goodle Adsense Module

Overview of the Google AdSense Module

The Google AdSense module provides DotNetNuke site owners with a seamless process for generating revenue through the Google AdSense program.

Simply by signing up for a Google AdSense account you enable Google to search the content of your site and then display the most relevant ads in the Google AdSense module.

The Google AdSense module is not only a quick and simply way to provide your site users with highly relevant and up-to-date content; it is also an easy way to earn revenue from your site as you have the opportunity to earn money each time an advertisement is clicked.

Setting Up Google AdSense

How to set up Google AdSense on a site.

1. Select **Adsense Setup** from the module menu.
2. In the **Adsense ID** text box, enter your Adsense ID. If you do not have an Adsense ID click the Click Here To Get Your Google Adsense ID link and sign up.
3. At **Format**, select the format for your Google Adsense from the following options:
    - **Horizontal**
        - 728 x 90 Leaderboard
        - 468 x 60 Banner
        - 234 x 60 Half Banner
    - **Vertical**
        - 120 x 600 Skyscraper
        - 160 x 600 Wide Skyscraper
        - 120 x 240 Vertical Banner
    - **Square**
        - 336 x 280 Large Rectangle
        - 300 x 250 Medium Rectangle
        - 250 x 250 Square
        - 200 x 200 Small Square
        - 180 x 150 Small Rectangle
        - 125 x 125 Button
4. **OPTIONAL**. In the **Channel ID** text box, enter your Channel ID. This must first be set up on the Google website.
5. At **Border Color**, select a color from the first text box or enter a six digit hexadecimal value into the second text box. E.g. 999999
6. At **Background Color**, select a color from the first text box or enter a six digit hexadecimal value into the second text box. E.g. 999999
7. At **Text Color**, select a color from the first text box or enter a six digit hexadecimal value into the second text box. E.g. 999999
8. At **URL Color**, select a color from the first text box or enter a six digit hexadecimal value into the second text box. E.g. 999999
9. **OPTIONAL**. Click the Preview link to preview the ad.
10. Click the Update link.

The MarketShare Module

Overview of the MarketShare Module

The MarketShare module provides DotNetNuke (DNN) site owners with a seamless process for generating revenue through the DotNetNuke Marketplace Affiliate program.

Simply by signing up for a DotNetNuke Marketplace Affiliate account and entering your MarketShare ID into this module you can begin to receive commission from all sales generated via your site.

The MarketShare module is the perfect solution for companies who provide DNN services such as portal hosting as it provides your customers with highly relevant and up-to-date content, whilst earning you revenue from any sales.

The DotNetNuke Marketplace sells a wide range of premium modules and other components to extend the core functionality of your DNN installation. The Marketplace also sells an extensive range of other DNN components such as skin designs, language packs and user manuals.

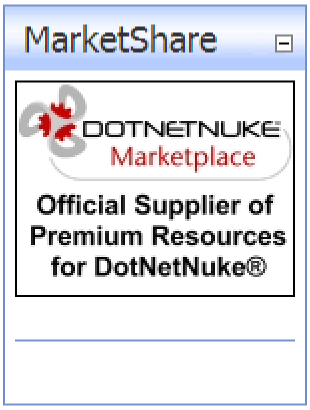


Figure 88: The MarketShare module

Viewing/Buying Premium DotNetNuke Resources

How to view and buy premium resources for DotNetNuke using the MarketShare module.

1. Click on the MarketShare button. This will open the DotNetNuke Marketplace website. If you are not a member you will need to register before buying resources.

Figure 89: Click to go to the Marketplace website

Figure 90: The Marketplace website

Creating a MarketShare Account

How to create a MarketShare Account and obtain the MarketShare ID required to receive commissions on qualified sales using the MarketShare module. You must have a PayPal account to complete this application and to receive your commission payments.

1. Add a MarketShare module to your web site.
2. Select **MarketShare Setup** from the module menu - OR - click the MarketShare Setup link.
3. Click the Get MarketShare ID link. This opens the MarketShare Affiliate Program page of the DotNetNuke Corporation website in a new web browser.
4. Read about how the Affiliates program.
5. If you are not a member of the DotNetNuke Corporation website, click the Register link in the top right corner of the page and complete the registration process.
6. Once you are member of the DotNetNuke Corporation website, click the Login link in the top right corner of the page.
7. Go to the **MarketShare Account Application** section.
8. In the **PayPal ID** text box, enter your PayPal email address.

9. In the **Web Site** text box, enter the URL of your website. E.g. www.domain.com
10. At **Terms**, review the terms and conditions of the MarketShare program.
11. At **I Accept The Terms and Conditions**, check ☑ the check box.
12. Click the Create MarketShare Account link.
13. The unique MarketShare identifier created for your account is now displayed in the **MarektShare ID** text box. Record this number for your records.

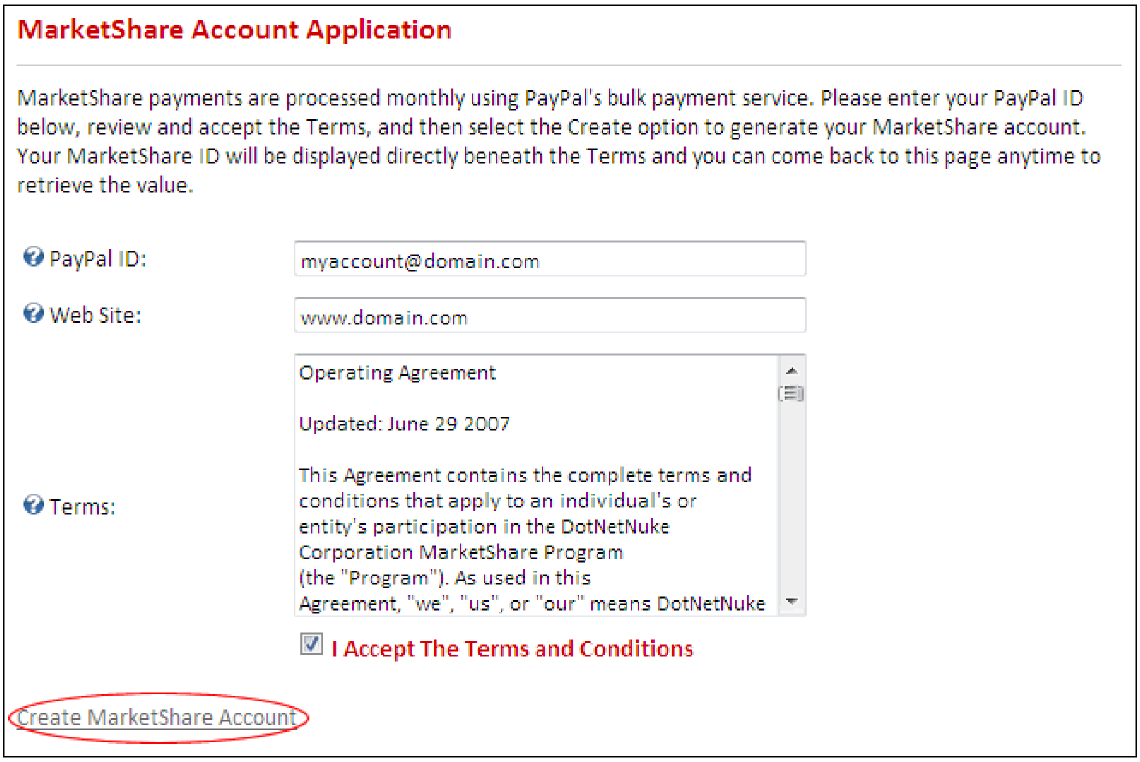


Figure 91: Completing the MarketShare Account Application form

Configuring the MarketShare Module

How to configure the MarketShare module.

1. Select **MarketShare Setup** from the module menu - OR - click the MarketShare Setup link.
2. In the **MarketShare ID** text box, enter your unique MarketShare identifier.
3. Click the Update link.

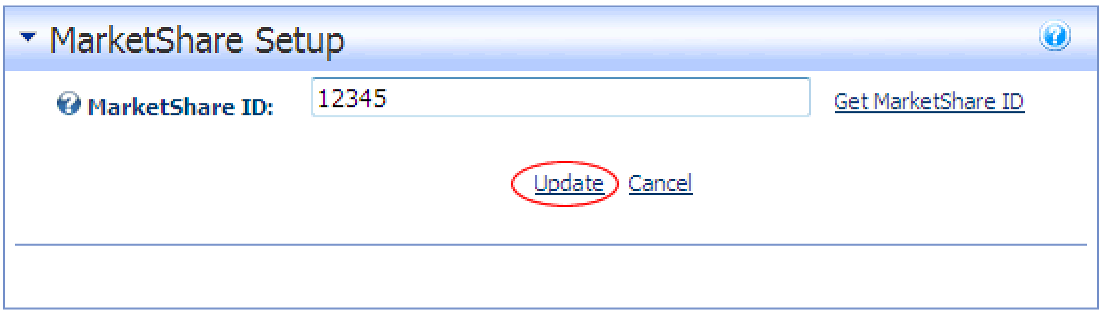


Figure 92: Configuring the MarketShare module

Adding a Marketplace Banner

How to add a Marketplace banner to your web site. This tutorial assumes you have already signed up for a MarketShare account. Note: The HTML for this banner is available from http://www.dotnetnukecorp.com/Solutions/Marketplace/MarketShare/tabid/83/Default.aspx. More banners will be created in the future.

1. Add a **Text/HTML** module to a page.
2. Select **Edit Text** from the module menu - OR - click the Edit link.
3. On the **Rich Text Editor**, click the **Source** button - OR - if the **Basic Text Box** is displayed, select **Html**.
4. Enter the following HTML:

5. Replace **{MarketShareID}** with your MarketShareID. E.g:

6. Click the Update link.

Tip: Go to Module Settings page of this module and in the Page Settings section, uncheck the Display Container? to display the banner without a container as shown above.

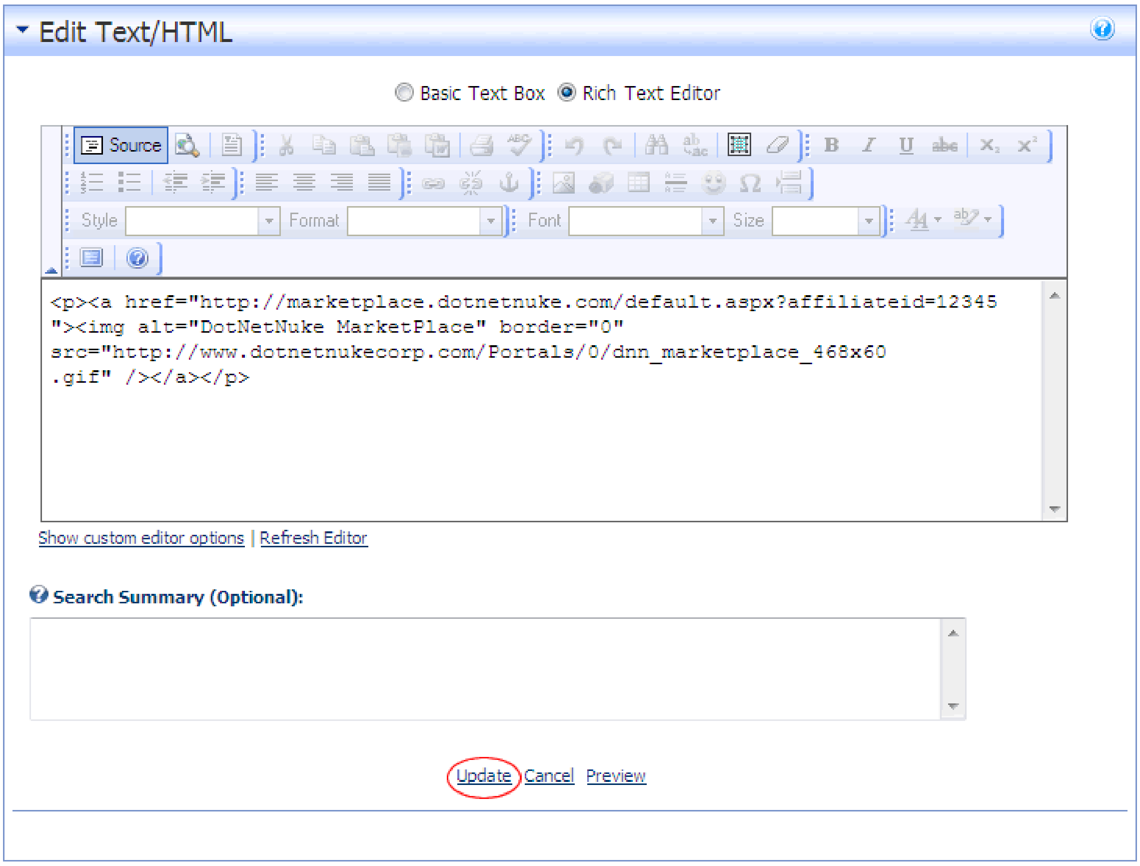


Figure 93: Entering the Marketplace banner script

Working with the Recycle Bin

The Recycle Bin stores all pages and modules that have been deleted from a portal. These pages and modules can be restored to the portal or permanently removed.

- **The Pages Window**
  - Pages are listed in the Recycle Bin by page name
  - Pages are listed in the order that they were deleted from most recently deleted to first deleted
- **The Modules Window**
  - Modules are listed in the Recycle Bin by module title
  - Modules are listed in the order that they were deleted from most recently deleted to first deleted
- **Restoring Modules and Pages**
  - Restoring a page will restore it to its previous location on the site menu. All modules (including content) will also be restored.
  - A module (including content) is restored to a selected page
- **Deleting Modules and Pages**
  - Deletion is permanent
  - Page deletion includes modules and content
  - Module deletion includes content

Tip: Delete unwanted pages and module regularly to ensure your Recycle Bin doesn't become so large that you need to search through too many items to find the modules and pages you want to restore.

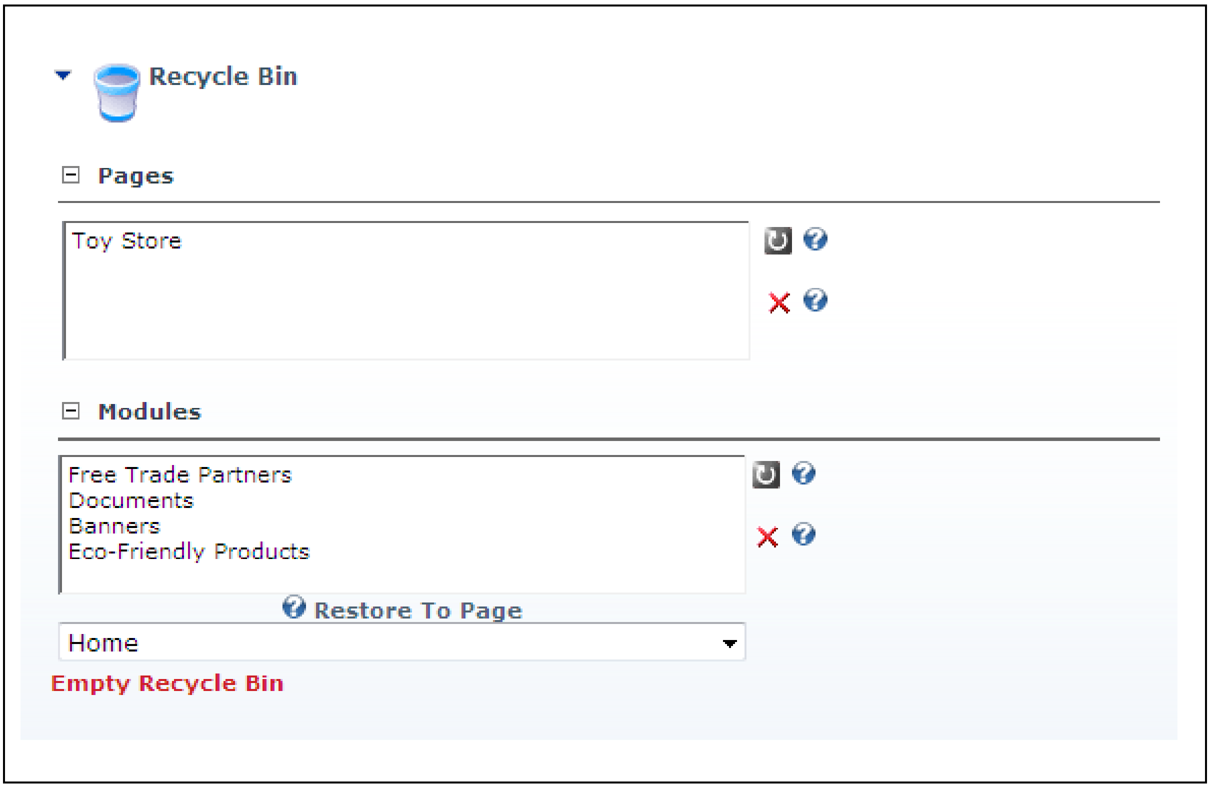


Figure 94: The Recycle Bin

Restoring Deleted Module(s) to a Page

How to restore one or more deleted modules (including module content) to the selected page. Modules are listed in the order that they were deleted from most recently deleted to first deleted.

1. Navigate to Admin > **Recycle Bin**.
2. In the **Modules** window, click on the name of each module(s) you want be restored.
3. At **Restore To Page**, select the name of the page you wish to restore the modules to.
4. Click the **Restore** button.

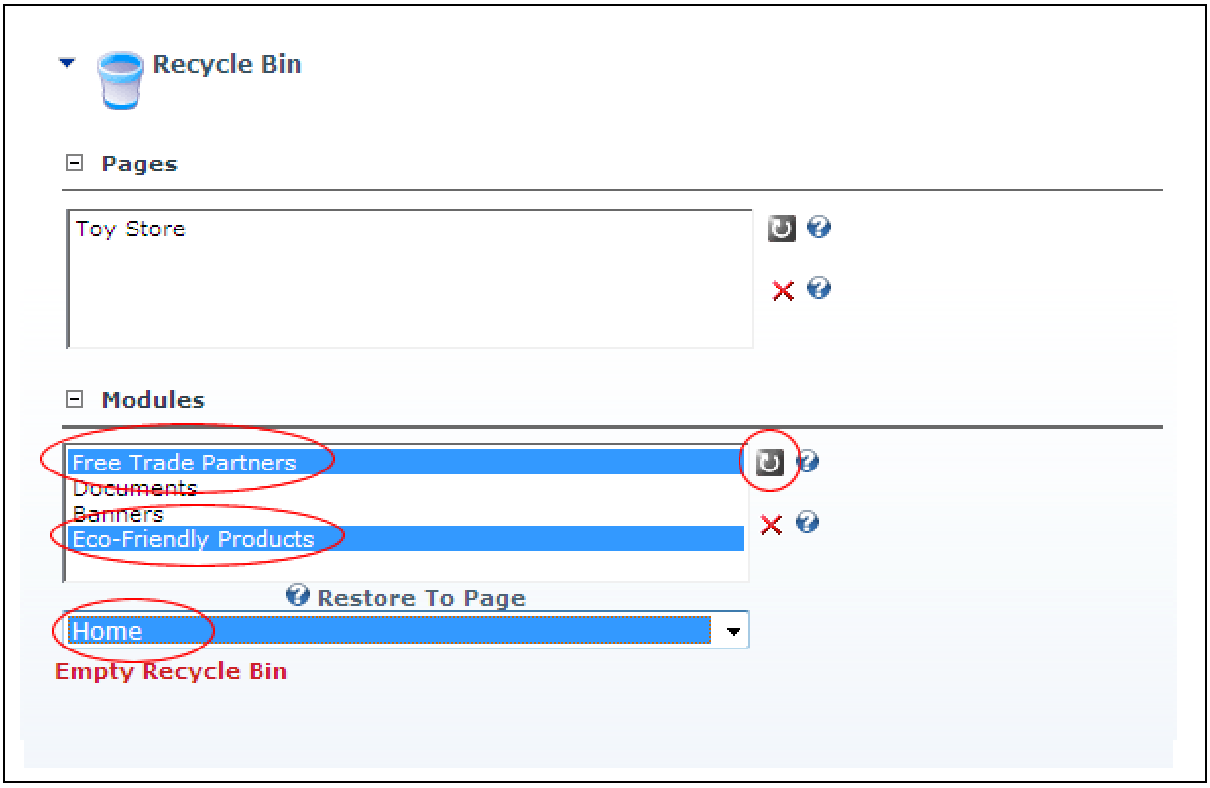


Figure 95: Restoring modules to a page

Restoring Deleted Page(s)

How to restore one or more deleted pages to the portal. This will restore the selected pages including any modules and module content on those pages prior to deletion. The pages will be restored to their previous location in the pages list and portal menu. Note: You cannot restore a page whose parent page has also been deleted unless you restore the parent page first.

1. Navigate to Admin > **Recycle Bin**.
2. At **Pages**, click on the name of the page(s) to be restored.
3. Click the **Restore** button.

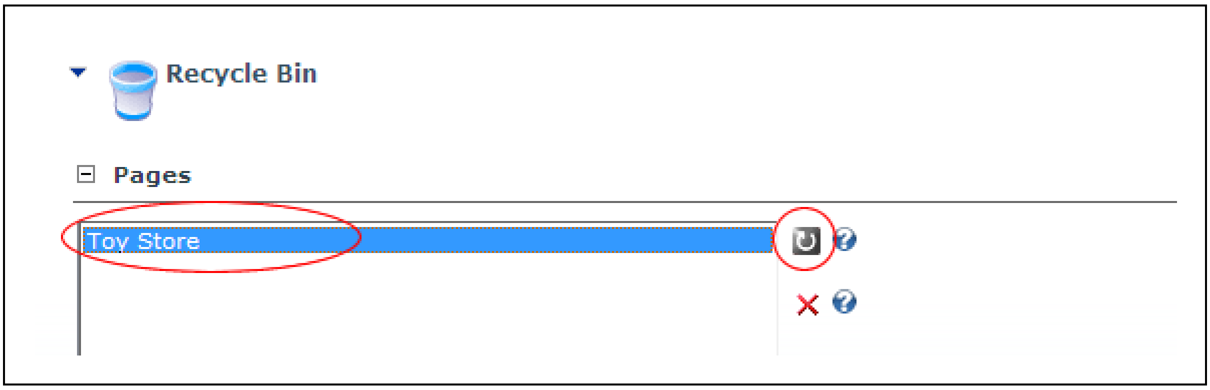


Figure 96: Restoring pages to the site

Deleting Module(s) from the Recycle Bin

How to permanently delete one or more modules (including module content) from the Recycle Bin.

1. Navigate to Admin > **Recycle Bin**.
2. In the **Modules** window, select one or more modules.
3. Click the **Delete** ✕ button. A dialog box reading "Are You Sure You Wish To Permanently Delete This Module" will be displayed.
4. Click **OK** to confirm deletion.

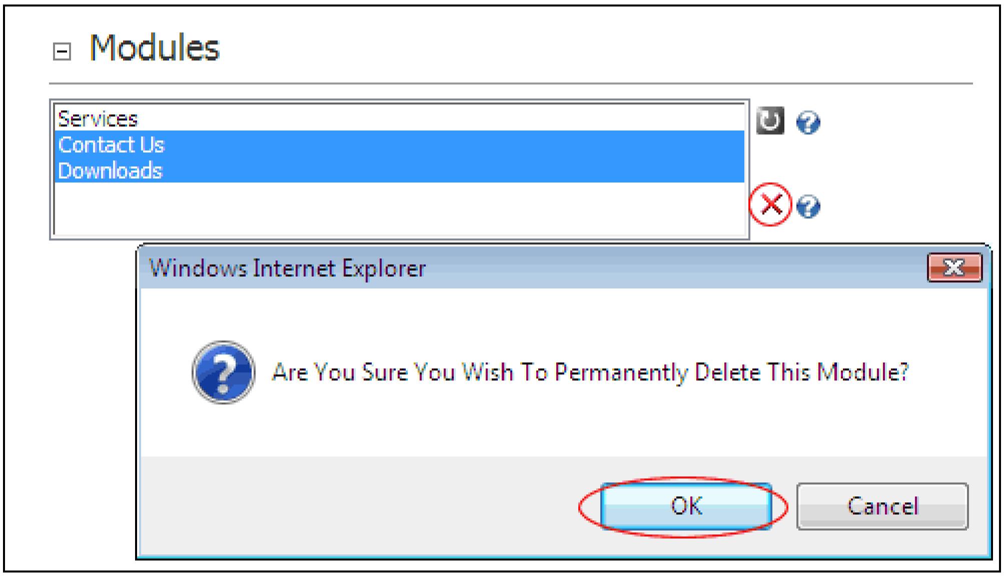


Figure 97: Deleting one or more modules

Deleting Page(s) from the Recycle Bin

How to permanently delete one or more pages (including modules and module content) from the Recycle Bin.

1. Navigate to Admin > **Recycle Bin**.
2. In the **Pages** window, select one or more pages.
3. Click the **Delete** ✕ button. A dialog box reading "Are You Sure You Wish To Permanently Delete This Page" is displayed.
4. Click **OK** to confirm deletion.

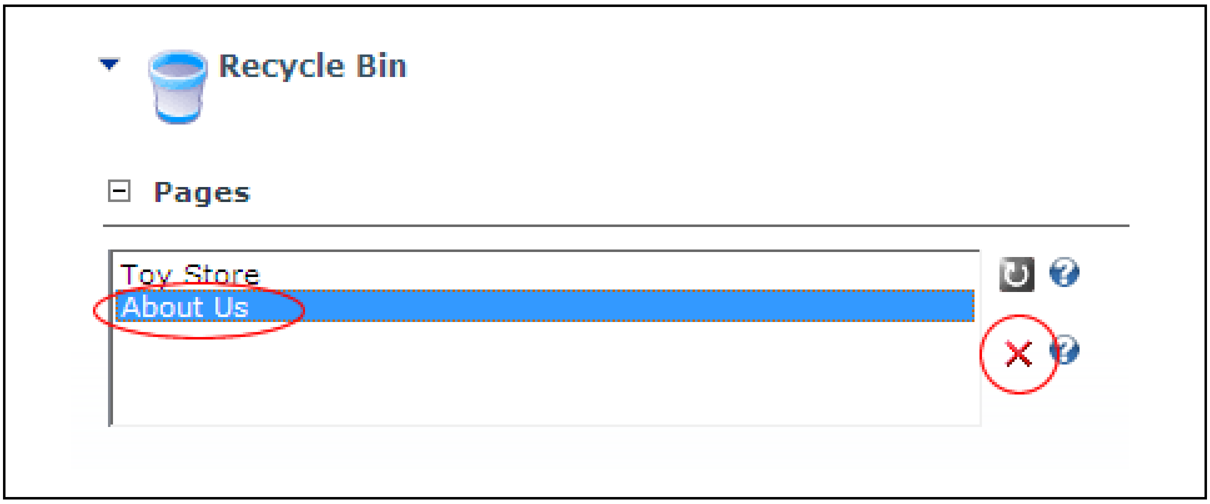


Figure 98: Deleting one or more pages

Emptying the Recycle Bin

How to permanently delete all pages and modules from the Recycle Bin.

1. Navigate to Admin > **Recycle Bin**.
2. Click the Empty Recycle Bin link. A dialog box asking "Are You Sure You Wish To Permanently Delete All Pages and Modules" is displayed.
3. Click **OK** to confirm deletion or **Cancel** to cancel deletion.

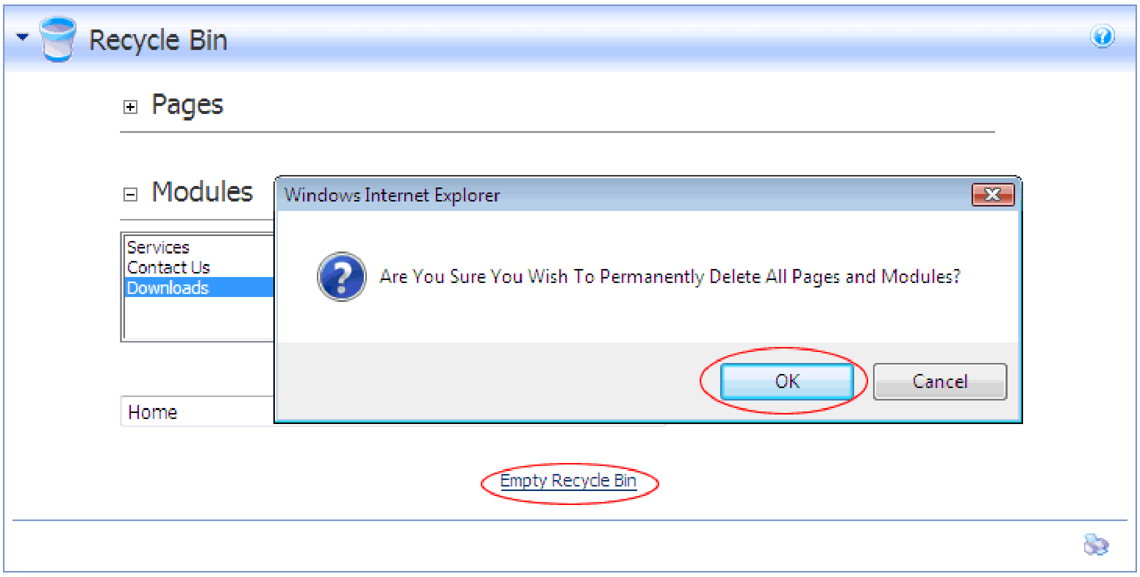


Figure 99: Emptying the Recycle Bin

Adding Search Capabilities to your Site

An Overview of the DNN Search Engine and Search Modules

DotNetNuke (DNN) comes with an inbuilt search engine (DNN Search) which enables visitors to search the site content. DNN Search is capable of searching the content of all core DNN modules, although some modules can be set to exclude some or all content from searches.

DNN Search typically re-indexes site content every 30 minutes; however the Host can change the frequency of automated indexing, and can re-index content at any time. Search criteria for this engine are set by the Host and are standard across all sites. They include the maximum and minimum word length required to search and whether common words and numbers are included in searches.

DNN Search has two main searching interfaces, the search box which can be built into the site skin (DNN Site Search), and the Search Input and Search Results modules which can be added to pages.

The DNN Site Search enables visitors to perform site wide searches or to search the internet using Google, making DNN sites useful as a home page for both internet or intranet users. Administrators control the amount of information included in search results such as the maximum number of results, the maximum title and description length, and whether to include the description.

The Search Input module also enables site content searching. Search results can be displayed using either the DNN Site Search page or in a Search Results module. This module comes with flexible design options allowing you to display either custom search icons or use web browser default buttons.

The Search Results module has the same options for configuring search results as the DNN Site Search; however each instance of this module can be configured differently to best suit the page layout.

Overview of the Search Admin Page

The Search Admin Page allows the Host to specify the settings associated with DotNetNuke's search capability which will be applied to all portals (unless overridden by a site level Search Admin).

This allows the Host to specify the maximum and minimum word length when searching, whether to include common words and numbers, and the option to Re-Index the search catalog if there has been significant changes since the last indexing.

Setting Default Search Setting for all Portals

How to set the default settings that will apply across all sites in your DNN installation

1. Navigate to Host > **Search Admin**.
2. In the **Maximum Word Length** text box, enter the maximum length word to search for as a numeric value (e.g. 10).

3. In the **Minimum Word Length** text box, enter the minimum length word to search for as a numeric value (e.g. 5).
4. At **Include Common Words** field, check the check box to search for common words, or uncheck the check box to discount common words. E.g. A, an, the
5. At **Include Numbers**, check the check box to include numbers in searches, or uncheck the check box to discount numbers.
6. Click the Update link.

Re-Indexing Searching Content

How to re-Index the search content for maximum efficiency.

1. Navigate to Host > **Search Admin**.
2. Click the Re-Index Content link to re-index the search content for maximum efficiency.
3. Click the Update link.

Configuring the Search Input Module

How to configure the setting of the Search Results module associated with a Search Input module. When a search is made on this Search Input module the results will be displayed in the Search Results module selected here.

1. Select **Settings** from the module menu - OR - click the **Settings** button.
2. **Maximize** the **Search Input Settings** section.
3. At **Search Results Module**, select the Search Result module to be associated with this module. Each Search Results modules is listed by page name (E.g. Home). Alternatively, select the default **Search Result** page. If there aren't any Search Results modules added to the site pages then the default Search Results page will be automatically selected.
4. Click the Update link.

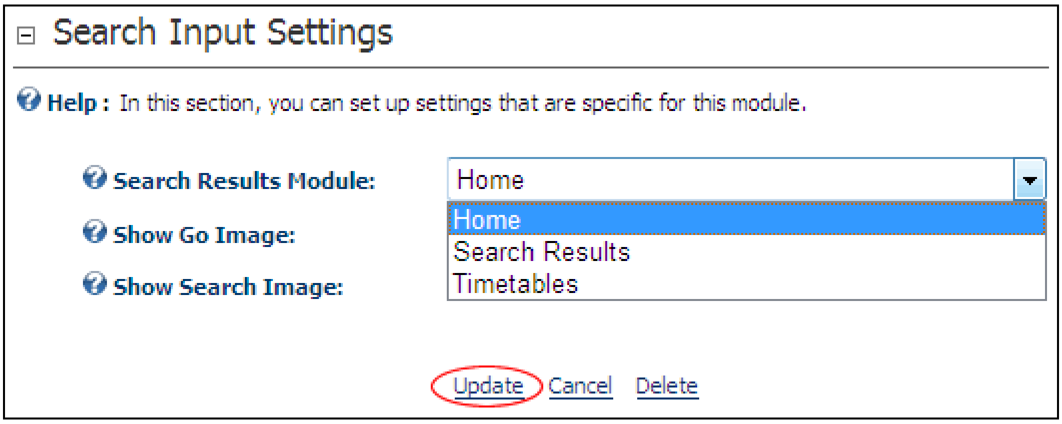


Figure 100: Setting the Search Results module

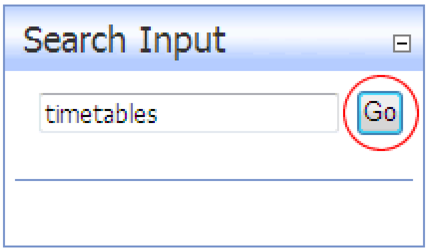


Figure 101: The Search Input module

Configuring the Search Results Module

The Search Results module displays results of searches conducted using the Search Input module.

Here's how to configure the appearance of results displayed in the Search Results module.

1. Select **Settings** from the module menu - OR - click the **Settings** button.
2. **Maximize** the **Search Results Settings** section.
3. Set one or more of these **OPTIONAL** settings:
    a. In the **Maximum Search Results** text box, enter the maximum number of results that the search can display.
    b. In the **Results per Page** text box, enter the maximum number of results to be displayed per results page.
    c. In the **Maximum Title Length** text box, enter the maximum number of characters that the search title can display.
    d. In the **Maximum Description Length** text box, enter the maximum number of characters that the search description can display.
    e. At **Show Description**, check the check box to display a description for the search results.
4. Click the Update link.

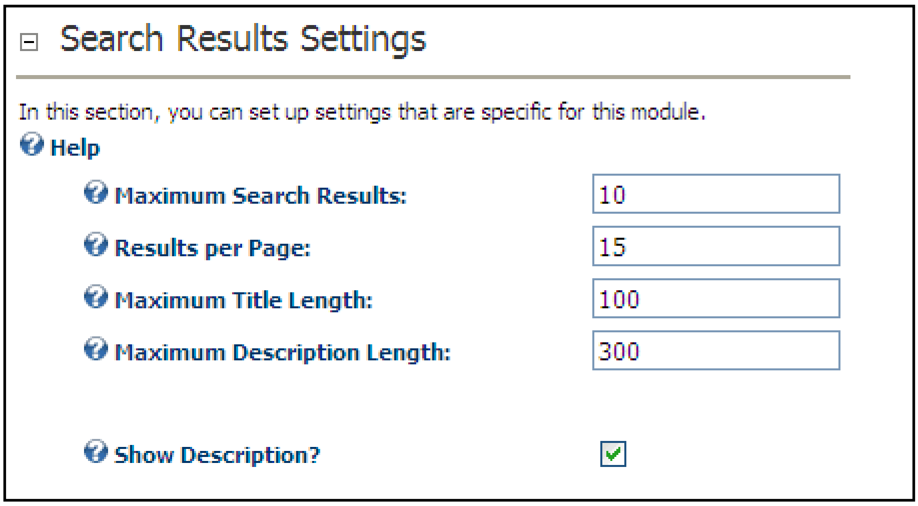


Figure 102: Settings for the Search Results module

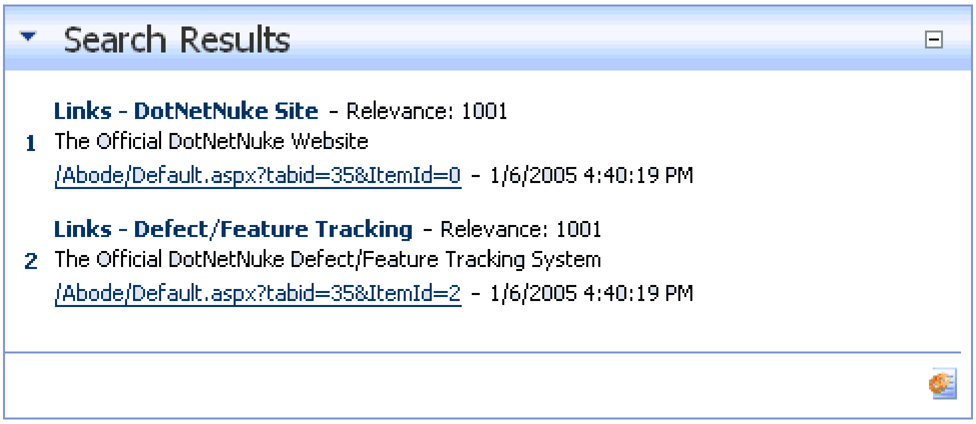


Figure 103: The Search Results module

Adding your Privacy and Terms of Use Statements

Editing the Privacy Statement

How to edit the privacy statement for this site. The Privacy Statement link is displayed on skins which include the [PRIVACY] skin token.

1. Navigate to Admin > **Languages**.
2. Click the Language Editor link.
3. At **Available Locales**, select a language from the drop-down list. The related email messages will be displayed below.
4. Go to **Resource Name: MESSAGE_PORTAL_PRIVACY.Text**.
5. To view the current message, click the **Maximize** button at **Default Value**.
6. To add/edit the message, perform one of the following options:
    a. Edit the message body using HTML tags in the **Localized Value** text box below, or
    b. Click the **Edit** button. A dialog box reading "All unsaved changes will be lost if you continue. Are you sure you want to continue?" will be displayed.
        i. Click the **OK** button.
        ii. Copy, Paste and Edit the default value in the RTE, or enter your new message into the RTE ensuring you include the replacement tokens included in the Default Value message.
        iii. Click the Update link to return to the Language Editor.
7. Click the Update link.
8. Repeat all of the above steps to update this message for another language.

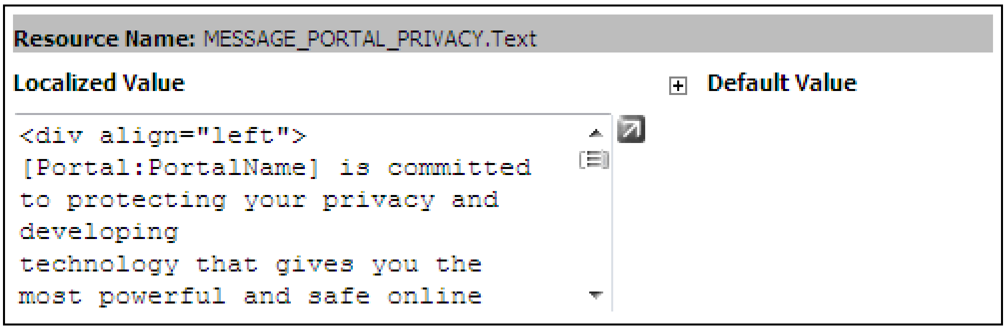


Figure 104: Editing the Privacy Statement message

Figure 105: The Privacy Statement link is displayed at the base of all pages in the default DNN skins

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Editing the Terms of Use Message

To edit the Terms of Use statement for this portal, follow the steps in the above tutorial for **Resource Name: MESSAGE_PORTAL_TERMS.Text**.

Tip: The Terms of Use link is displayed on skins which include the [TERMS] skin token.

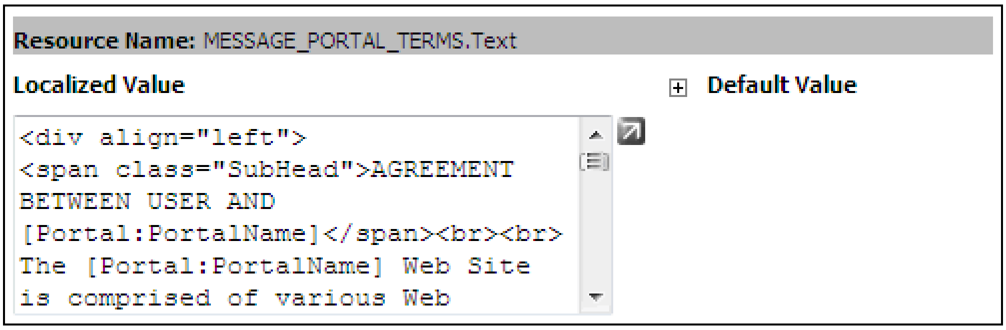

Figure 106: Editing the Privacy Statement message

Figure 107: The Terms Of Use link is displayed at the base of all pages in the default DNN skins

Submitting your Site to Search Engines

Submitting your Portal to Search Engines

How to submit your portal to one or more search engines for indexing. This adds the portal to the search engine's list of sites to be indexed.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. Go to the **Basic Settings - Site Details** section and ensure the below details have been completed:
    a. In the **Title** text box, enter the portal title.
    b. In the **Description** text box, enter a description of this portal.
    c. In the **Keywords** text box, enter keywords for this portal.
3. Go to the **Basic Settings - Site Marketing** section.
4. At **Search Engine**, select one of the following search engines: **Google**, **Yahoo** or **Microsoft.**
5. Click the Submit link.
6. Repeat Steps 4-5 selecting a different option at Step 4 to submit to other search engine.

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

Figure 108: Submitting the portal to search engines

Submitting your Site Map URL to Google

How to submit your portal's site map URL to Google for improved search optimization.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. Go to the **Basic Settings - Site Marketing** section.
3. At **Site Map URL,** click the Submit link. This will open the Google Webmaster Tools web page in a new browser.
4. On **Google Webmaster Tools**:
    a. If you do not have a Google Account, sign up for one.
    b. Sign in to Google webmaster tools with your Google account.
    c. Go to the **Dashboard**.
    d. In the **Add Site** text box, enter the URL of your site. E.g. http://www.domain.com/
    e. Click the **OK** button.

    f. Click the Verify link.
    g. Select **Upload an HTML file**. This will display a unique file name. Copy this name.
5. Return to your **Site Settings** page:
    a. In the **Verification** text box, enter the file name.
    b. Click the Create link.
6. Return to **Google Webmaster Tools**:
    a. Click the **Verified** button.
    b. On the Google Sitemaps tab, select **Add General Web Sitemap**.
    c. Copy and paste the URL displayed in the **Site Map URL** field on your Site Setting page here.

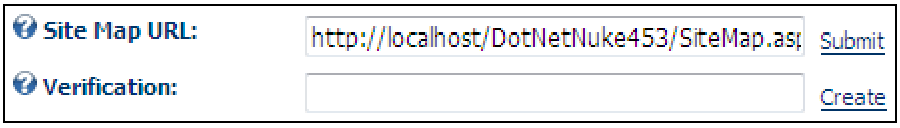

Figure 109: Submitting the Site Map URL to Google

Managing Role Based Security

Overview of the Security Roles Page

The Security Roles page enables Administrators to create and manage security roles which control who can access and manage site pages and modules.

The following basic tasks can be performed on the Security Role pages:

- Add new roles
- Edit and delete existing roles
- Manage the users assigned to each roles

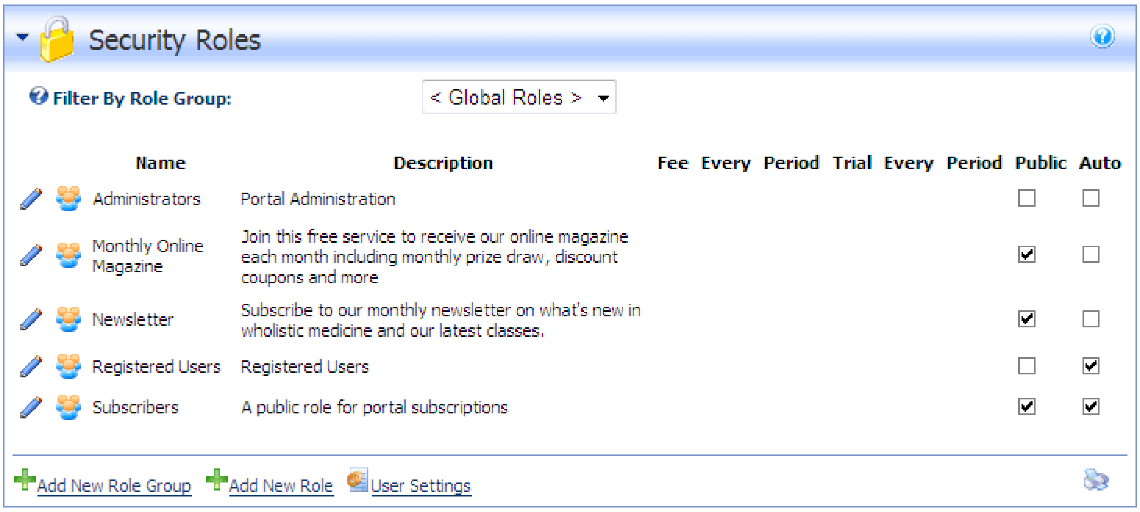

Figure 110: The Security Roles page

Overview of Security Roles in DNN

Default Security Roles: DotNetNuke includes three (3) default Security Roles.

- **Administrator:** This role permits page full access to add, delete and edit all pages and modules. This role also gives full access to the Admin pages.
- **Registered Users**: This role permits page and/or module access to registered users of your portal. This role requires users to be logged in to the site. All users are automatically added to the Registered Users security role, unless the Authorized check box is unchecked.
- **Subscribers**: All Registered Users are automatically added to this role upon registration. (i.e. this role is set as Auto Assignment) Authenticated users can unsubscribe or re-subscribe to this role under Membership Services on the User Account module. The Administrator can choose to delete this role, or change its settings as required.

Virtual Security Roles: In addition to the default security roles, DNN has four (4) 'virtual roles' called Unauthenticated Users, All Users and Page Editors. The Unauthenticated Users and All Users roles are listed on Module and Page Settings under Permissions. Below is definition of each role and the areas that they apply.

- **All Users:** This role is displayed on the page and module setting pages, but not on the Security Roles list under the Admin > Site Settings page. This role permits page and/or module access to all users. This role does not require users to be logged in or registered on your site.
- **Unauthenticated Users:** This role is displayed on the page and module setting pages, but not on the Security Roles list under the Admin > Site Settings page. Modules and pages checked for this role only are displayed only to users that are not logged in to your portal. Once a user is logged in to your portal, they become an 'authenticated user' and the pages/modules checked for 'Unauthenticated Users' are no longer displayed.
- **Page Editors**: Page Editors describes any user which has been given Edit permissions on a page. You will not find the word Page Editor used throughout the portal, rather it is a commonly used term when describing a person's role access.
- **Module Editors**: Module Editors describes any user which has been given Edit permissions on a module. You will not find the word Module Editor used throughout the portal; rather it is a commonly used term when describing a person's role access.

Overview of Security Role Settings: Security Roles can be configured in a number of ways to change the way users can access roles. The following options are available.

- **Public Role**: Roles set as public enable all registered users to be able to subscribe or unsubscribe to the role. Public Roles are managed by authenticated users under Membership Services on the User Account 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.

Adding a Basic Security Role

How to add a new security role to a portal.

1. Navigate to Admin > **Security Roles** - OR - Select **Roles** from the Control Panel.

2. Click Add New Role - OR - Select **Add New Role** from the module menu.
3. In the **Basic Settings** section complete the following fields:
    a. In the **Role Name** text box, enter a name for the Security Role.
    b. In the **Description** text box, enter a brief description of the Security Role.
    c. **OPTIONAL.** At **Role Group**, select a group for this role if desired.
    d. At **Public Role?**, select one of the following options:
        - Check the check box if all users are able to view details of this role and subscribe to this role. Users can subscribe to or unsubscribe from these roles when they manage their profile.
        - Uncheck the check box if the role is Private. Only Administrators can add a user to a private role unless it has an RSVP Code or RSVP Link (see below) which has been supplied to the user.
    e. At **Auto Assignment?**, choose from the following options:
        - Check the check box if users are automatically assigned to this role.
        - Uncheck the check box if users must be manually added to the role.
4. Click the Update link.

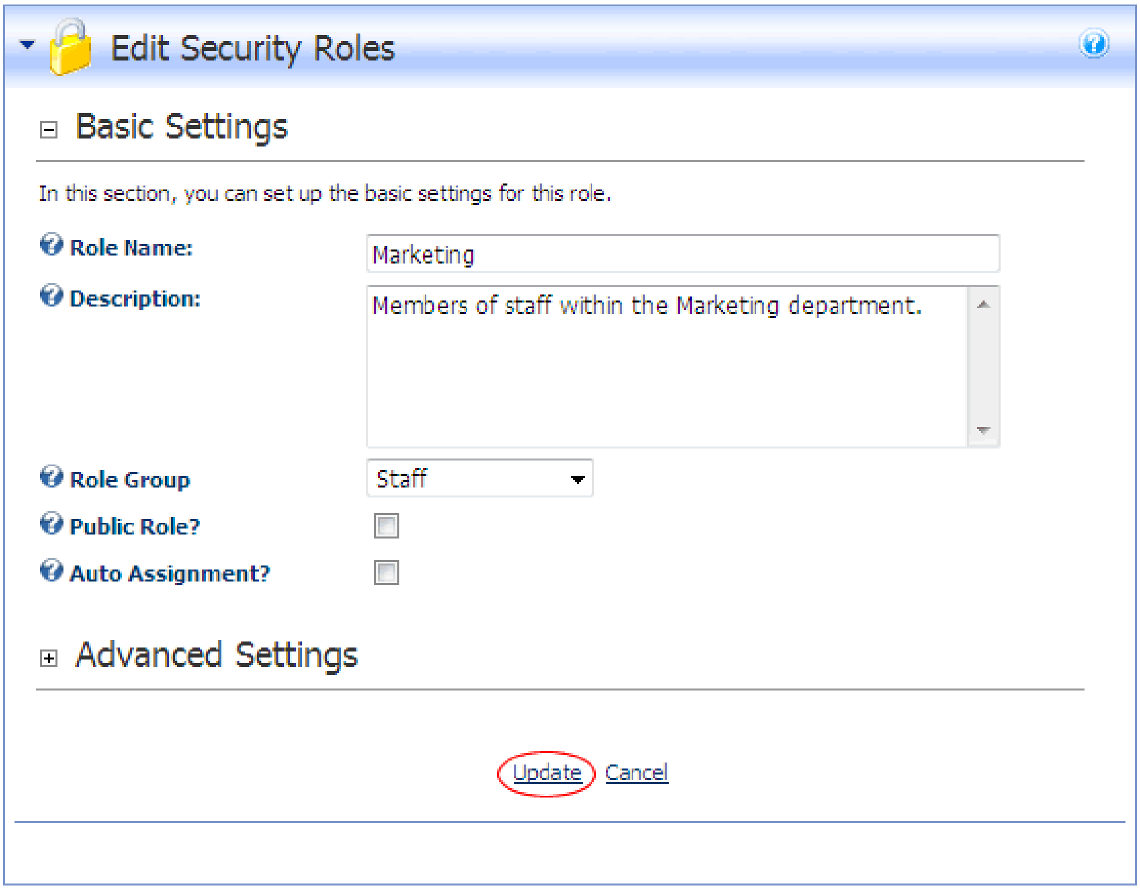

Figure 111: Add a security role - basic settings

Adding a Security Role with a Fee

1. Navigate to Admin > **Security Roles** - OR - Select **Roles** from the Control Panel.

2. Click Add New Role - OR - select **Add New Role** from the module menu.
3. In the **Basic Settings** section, complete the required fields. See: Adding a Basic Security Role
4. At **Advanced Settings** click on the **Maximize** ⊞ button and add one or more of the following fee settings:
    a. In the **Service Fee** text box, enter the fee amount charged to become a member of the Security Role. If no fee is to be charged, leave this field blank. If no service fee is charged, skip to Step C.
    b. In the **Billing Period (Every)** text box, enter a number and select a billing period. If no fee is charged, but access to the role will expire on a given day, complete this field as this sets the access period for the role.
    c. In the **Trial Fee** text box, enter the fee amount charged to access the Security Role for a trial period. If no fee is charge, leave this field blank. If no trial period is charged, skip to Step 5.
    d. In the **Trial Period (Every)** text box, enter a number and select a billing period. If no trial fee is charged, but access to the role will expire on a given day, complete this field as this sets the access period for the role.
5. **OPTIONAL**. The following additional **Advanced Settings** are also available:
    a. In the **RSVP Code** text box, enter a code which enables users to subscribe to this role. The user will be.
    b. At **Icon**, select or upload an image for the role. See: Setting a File Link, or Uploading and Linking to the File
6. Click the Update link.

Creating a Membership Service

Membership Services are any roles that are set as Public. These roles are listed under Manage Services on the Manage Profile page. Here users can read the role description and choose to subscribe to or unsubscribe from each role. A trial period, trial fee, service period, and service fee can also be added to these roles. See: Adding a Security Role with a Fee

1. Navigate to Admin > **Security Roles** - OR - Select **Roles** from the Control Panel.
2. Click Add New Role - OR - select **Add New Role** from the module menu.
3. In the **Basic Settings** section complete the following fields:
4. In the **Role Name** text box, enter a name for the role.
5. In the **Description** text box, enter a brief description of the role.
6. **OPTIONAL.** At **Role Group**, select a role group for this role if required.
7. At **Public Role?**, check ☑ the check box to set this role as a Membership Service.
8. **OPTIONAL.** At **Auto Assignment**, select from the following options:
    - Check ☑ the check box if users will be automatically assigned to this role.
    - Uncheck ☐ the check box if users are not automatically assigned to this role.
9. Click the Update link. The new role will now be displayed as a member's service on the User Account module.

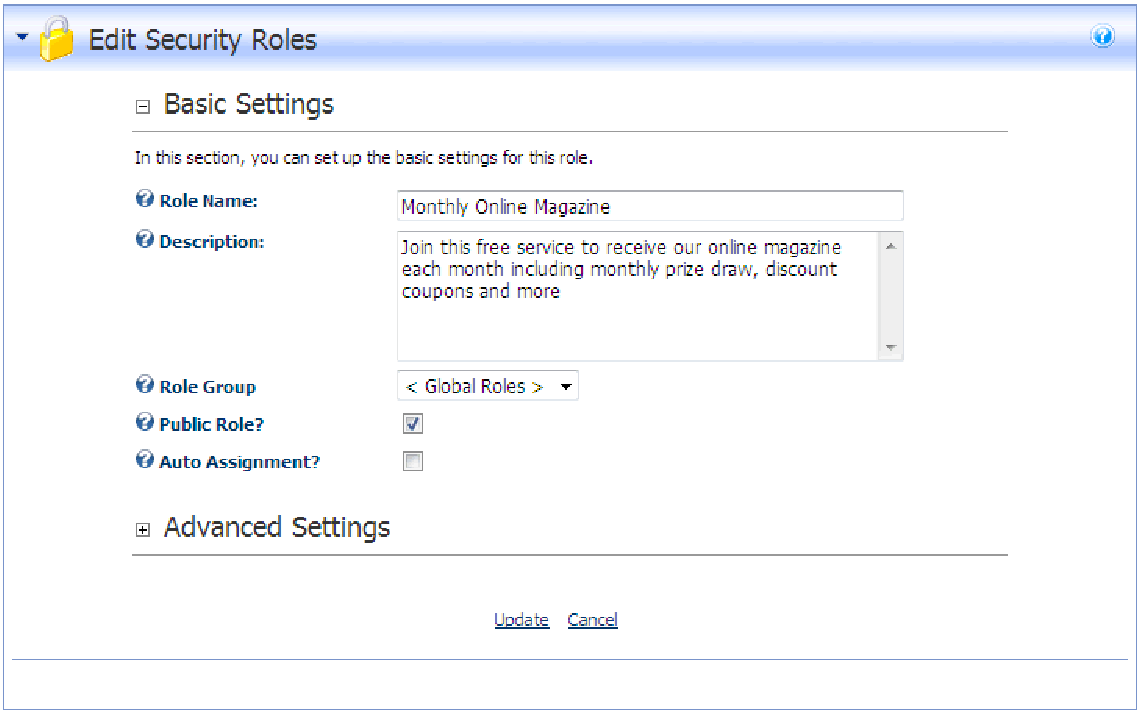

Figure 112: Creating a member service

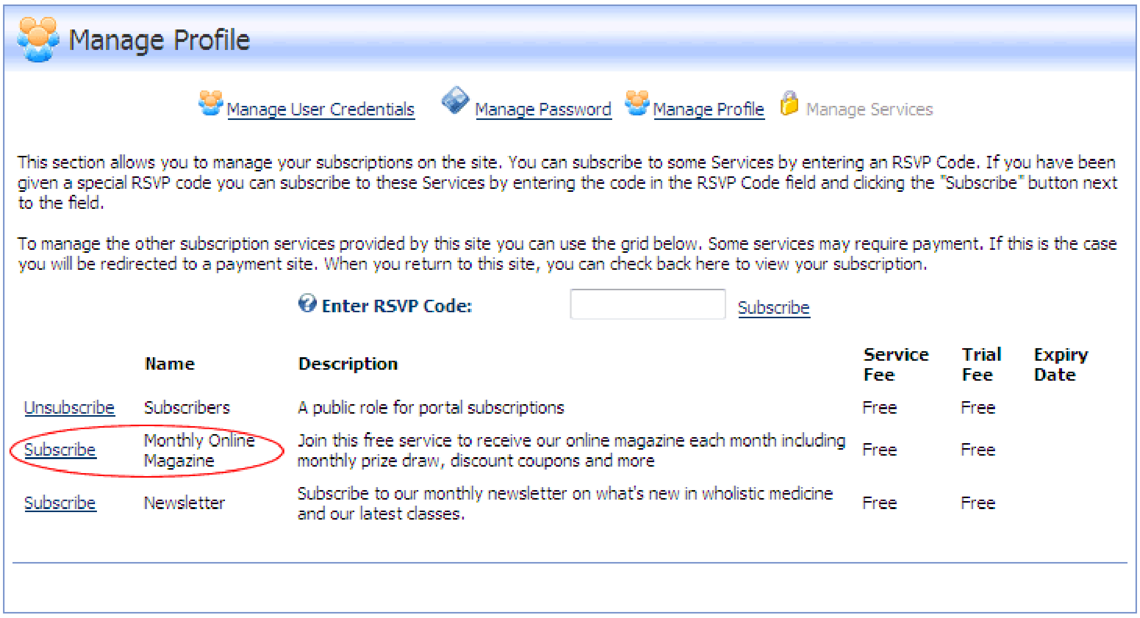

Figure 113: Member Services display on the Manage Profile page

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Editing a Security Role

How to edit the settings and details of a security role.

1. Navigate to Admin > **Security Roles** - OR - Select **Roles** from the Control Panel.
2. If the required role is not displayed, at **Filter By Role Group** select the **[Role Group Name]** associated with the role, or select **< All Roles >**.
3. Click the **Edit** button beside the role to be edited.

4. Edit the settings as required.
5. Click the Update link.

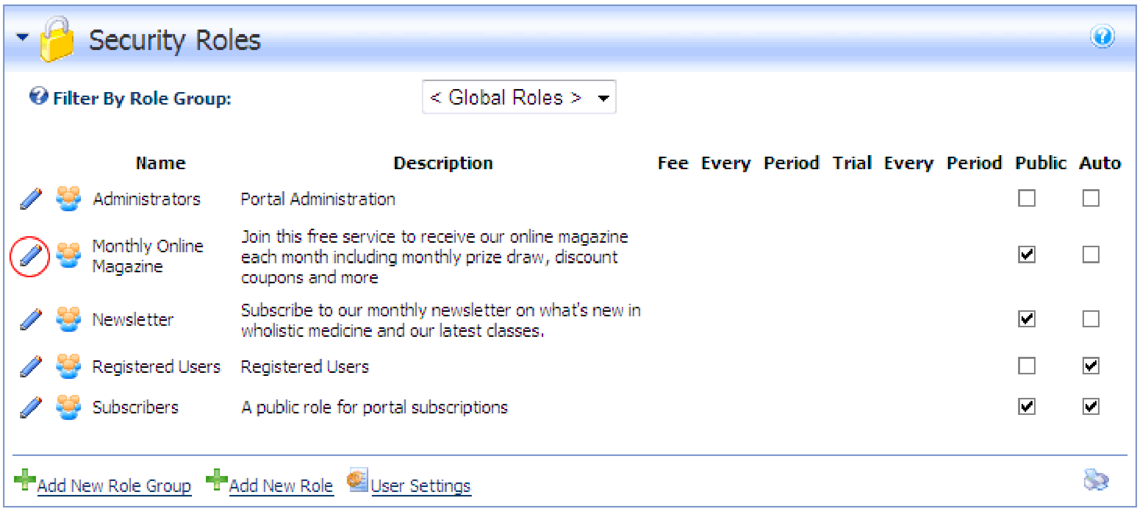


Figure 114: Editing a role

Deleting a Security Role

Administrators are able to permanently delete a security role. Details of the users who were members of the role will also be deleted. The Administrator and Registered Users role cannot be deleted.

1. Navigate to Admin > **Security Roles** - OR - Select **Roles** from the Control Panel.
2. If the required role is not displayed, at **Filter By Role Group** select the **[Role Group Name]** associated with the role, or select **< All Roles >.**
3. Click the **Edit** button beside the role to be deleted.
4. Click the Delete link. A dialog box asking "Are You Sure You Wish To Delete This Item" will be displayed.
5. Click the **OK** button.

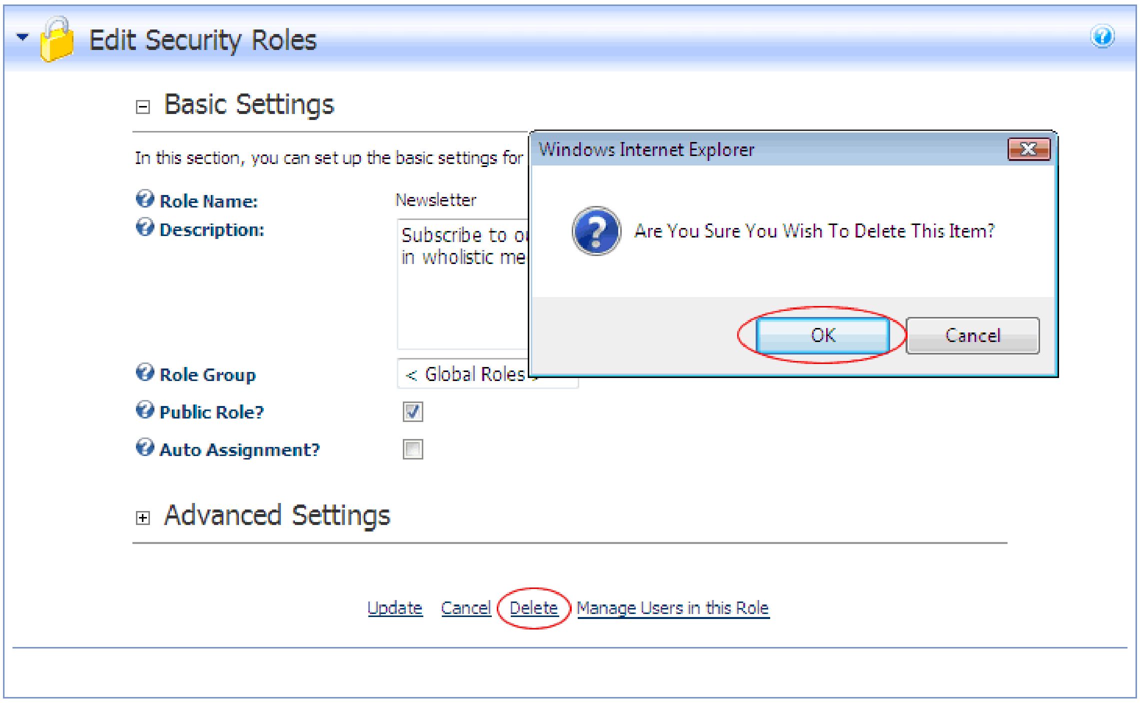


Figure 115: Deleting a role

Editing a User's Security Role Access

How to modify the optional settings relating to role to which a user belongs.

1. Navigate to Admin > **Security Roles** - OR - Select Roles from the Control Panel.
2. Click the **Manage Users** button beside the required role.
3. At **User Name**, select the required user.
4. **OPTIONAL**. At **Effective Date**, click the Calendar link and select the first date the user can access this role. Where no date is selected access will be immediately granted.
5. **OPTIONAL**. At **Expiry Date** click the Calendar link and select the last date the user can access this role. Where no date is selected access will not expire.
6. At **Send Notification?,** select from the following options:
   - Check the check box to send a notification email to the user informing them of their new role access. This is the default setting.
   - Uncheck the check box to add the user to the role without notifying them.
7. Click the Update User Role link.
8. Click Cancel to return to the User Accounts page.

Setting Role Permissions to view or edit a Module or a Page

See: Setting Module Permissions and Adding a Page

Doing More with Security Roles

This section covers the basics of setting up Security Roles. Here is an overview of the more advanced tasks you can do.

- **RSVP Codes and Links**: Users can to subscribe to a role using an RSVP code or link that you create. Once a user subscribes they immediately gain access to the role and the areas of the site which are restricted to role members.
- **Fee Based Security Roles**: Administrators can create security roles that charge a subscription and/or a trial fee.
- **Create Role Groups**: You can create role groups which group multiple roles together. This is useful on sites with a large number of roles. For example: the Role Group called Staff could have the following Security Roles associated with it: All Staff, Telemarketing, Marketing, Sales, Information Technology, etc.
- **Configure User Settings**: This page enables the management of site wide settings relating to membership including:
  - Viewing Membership Profile Settings
  - Managing password settings
  - Managing the User Account page settings
  - Managing Login, Logout and Registration setting

Managing User Accounts

Enabling/Disabling User Registration

How to enable or disable user registration on a site. The Administrator receives email notification each time a new registration occurs.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. Go to the **Security Settings** section.
4. At **User Registration,** select from these options:
   - **None**: Registration is disabled and all registration links are hidden in the site skin and on the Account Login modules.
   - **Private**: Enables visitors to register their interest in becoming a registered user. The user account must be authorized by an Administrator before the applicant is granted access to the Registered User role.
   - **Public**: Visitors can register and will gain immediate access to the Registered User security role. The validity of their email address is not checked.
   - **Verified**: Visitors can register however access to the Registered User role is conditional on the user verifying their account. To do this they must enter a verification code the first time they log in. The verification code is emailed to the applicant upon registration. This system verifies that the user has provided a valid email address.
5. Click the Update link.

Overview of the User Accounts Page

Administrators can manage the account details of all registered users from the User Accounts page.

Note: The User Account page (a child of the Admin page) is different to the User Account module which enables Registered Users to manage their account details and membership services.

The following information is displayed on the User Accounts module:

- The module can be set to display all, none or all users whose username starts with the letter A. The default setting is None.

The following default details are displayed for each user record:

- Indicates the user is currently online
- Username, First and Last Name, Address, and Telephone
- Created Date
- Authorized / Unauthorized

Note: These defaults can be edited under User Setting for full details

The following tasks can be performed under User Accounts:

- Add a new user account
- Edit an existing user account
- Authorize or unauthorize user accounts
- Manage security role access to user accounts
- Delete a user accounts

- Delete all unauthorized user accounts

Administrators can also set the way the User Accounts page displays as well as view and set the way user accounts are handled. These options include:

- Manage Profile Properties:
    - Adjustable number of user accounts to be displayed per page
    - Filtering by Alphabetic, Unauthorized, Online, and All user accounts
    - Search to find a user by any field
- User Settings
    - View the Membership Profile Settings
    - Manage User Account page settings
    - Manage Login, Logout and Registration settings

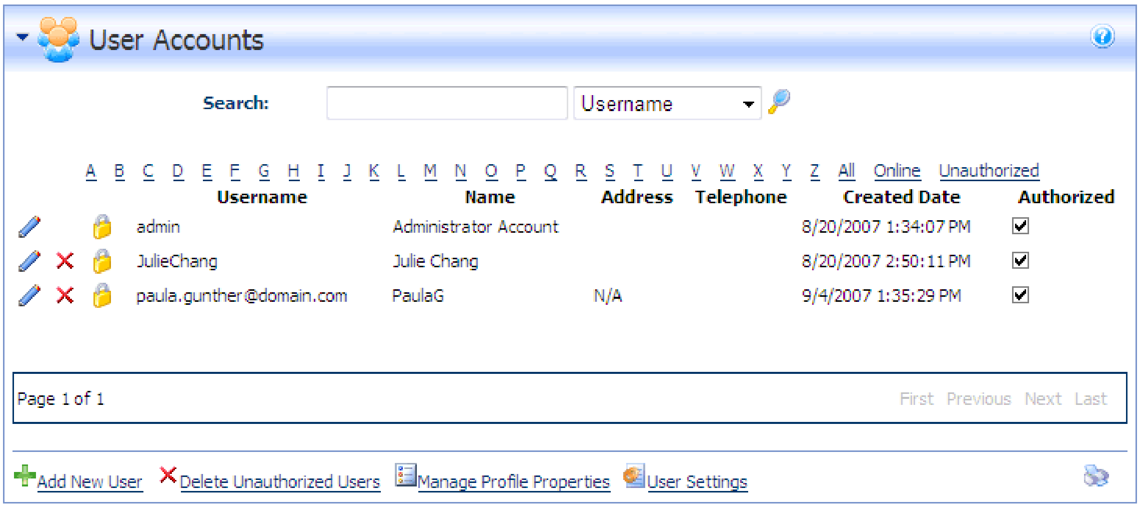


Figure 116: The User Accounts page

Adding a User Account

Administrators can add new users to the portal. Note: Fields marked with a **Required** icon are mandatory.

Tip: Usernames are unique; a new user cannot be added with an existing Username. When this occurs, the following message will be displayed below the registration fields upon clicking update: **A User Already Exists For the Username Specified. Please Register Again Using A Different Username.** You will be required to modify the User Name. Your portal may also be set to require unique passwords. Where this is the case you will receive a similar warning message.

1. Navigate to Admin > **User Accounts** - OR - select Users from the Control Panel.
2. Select **Add New User** from the module menu - OR - click the Add New User link at the base of the menu. This goes to the Add New User page.
3. In the **User Name** text box, enter a user name. The users email address is a common choice for this field, although any user name can be entered. The user name cannot be changed.
4. In the **First Name** text box, enter the person's first name.
5. In the **Last Name** text box, enter the person's last name.

6. In the **Display Name** text box, enter the name to be displayed to others on the portal. Note: This field may not be displayed.
7. In the **Email Address** text box, enter a valid email address.
8. At **Authorize**, select from the following options:
   - Check the check box if the user is authorized to access the portal. This will automatically provide access to the Registered User role and any roles set for Auto Assignment. This is the default setting.
   - Uncheck the check box if the new user is not yet authorized to access the portal. The Administrator is required to authorize this account at a later date.
9. At **Notify**, select from the following options:
   - Check the check box to send a notification email to the user's email address. This is the default setting.
   - Uncheck the check box if you don't wish to send notification. If the account is not authorized, you may like to send the notification at a later time.
10. At **Random Password**,
    - Check the check box to generate a random password. If this option is selected, skip to Step 12.
    - Uncheck the check box to create your own password. This is the default setting.
11. In the **Password** text box, enter a password.
12. In the **Confirm Password** text box, re-enter the same password.
13. Click Add New User. The user will now be added to the User Accounts list.

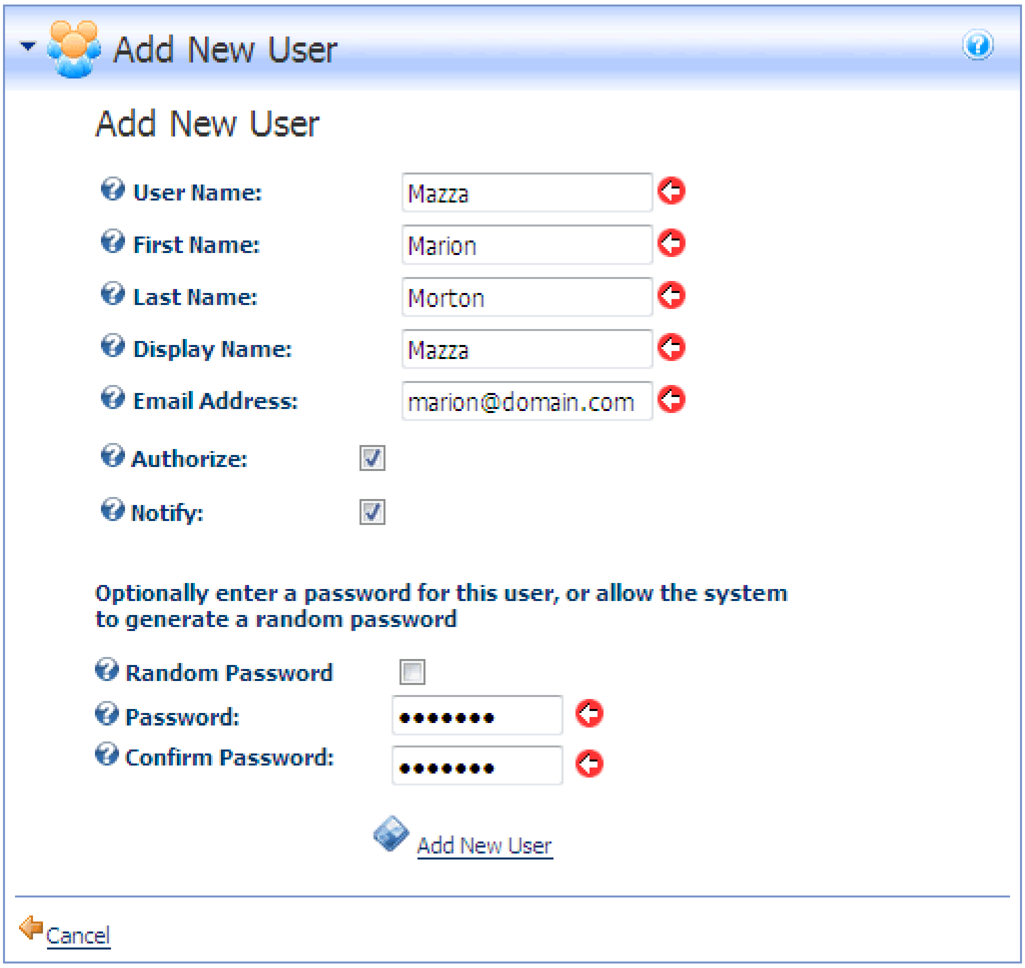


Figure 117: Adding a new user

Editing a User Account

The Administrator can edit all the details of a user account except their username.

1. Navigate to Admin > **User Accounts** - OR - Select **Users** from the Control Panel.
2. Find the user to be edited using a filter or by searching.
3. Click the **Edit** button beside their record. This goes to the Edit User Accounts - Manage User Credentials page.
4. Edit one or more fields as required.
5. Click the Update link.

Tip: Additional options are also available on the Manage Profile page.

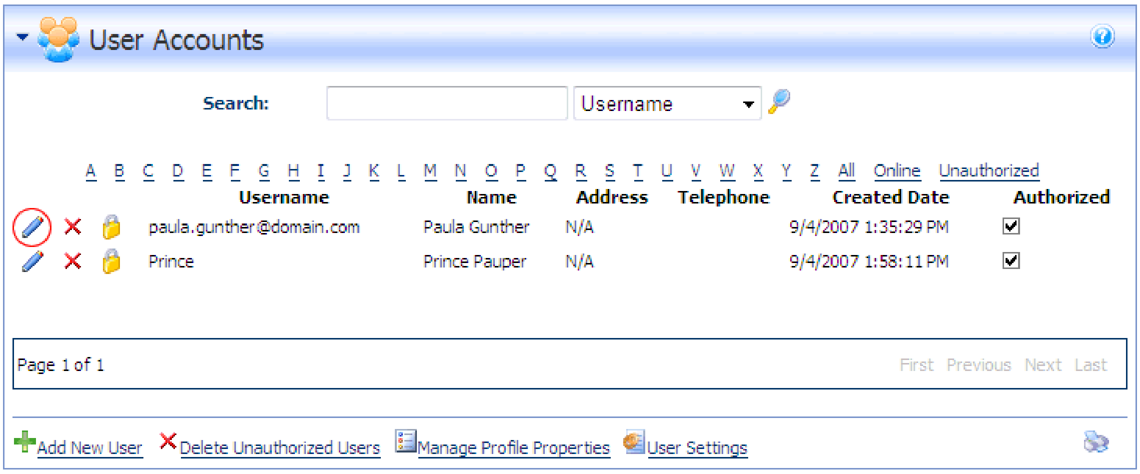


Figure 118: Editing a user account

Authorizing/Unauthorizing a User Account

Unauthorizing a user account blocks the user from logging into a site. This prevents them from accessing role restricted areas.

1. Navigate to Admin > **User Accounts** - OR - select Users from the Control Panel.
2. Find the user to be unauthorized using a filter or by searching.
3. Click the **Edit** button beside their record. This opens the Edit User Accounts page.
4. Click the UnAuthorize User link or the Authorized User link as required.
5. Click the Update link.

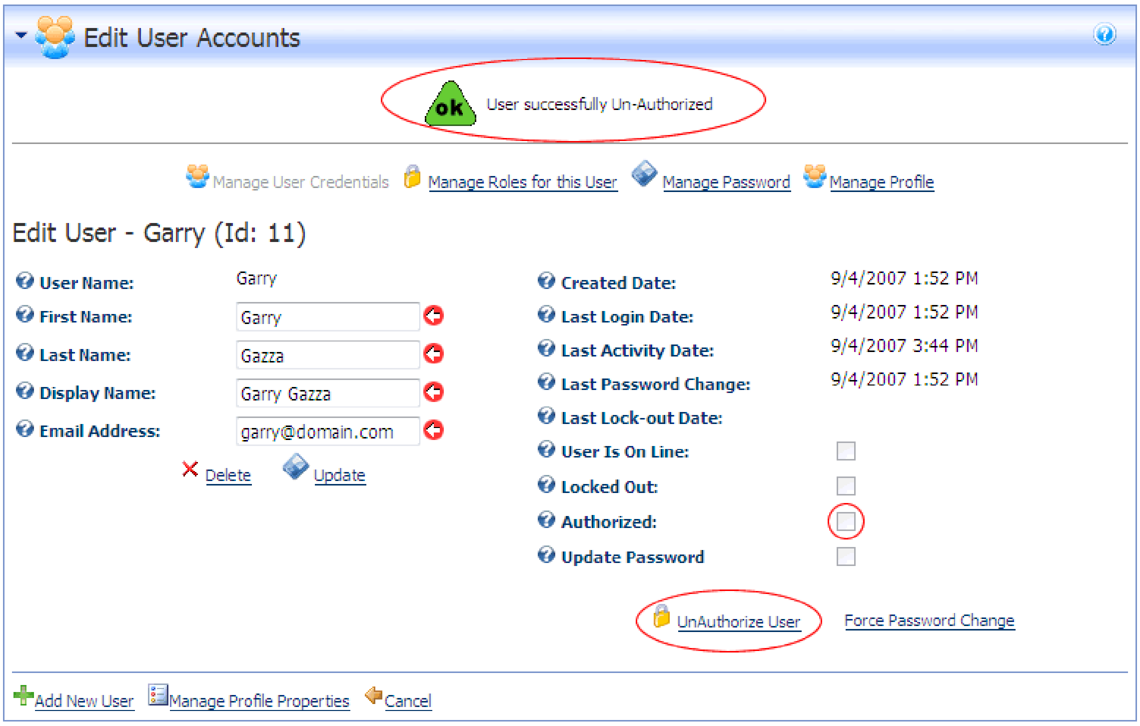


Figure 119: Unauthorizing a user account

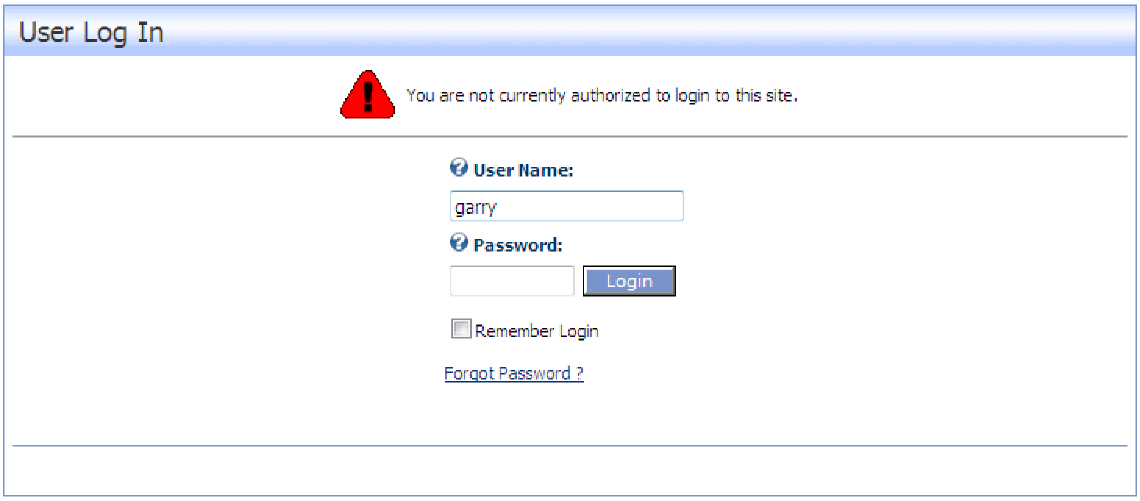


Figure 120: The message displayed to an unauthorized user attempting to login

Deleting a User Account

How to permanently delete a user account from a portal. If you don't want to permanently delete the user, you can unauthorized their account instead.

1. Navigate to Admin > **User Accounts** - OR - select Users from the Control Panel.
2. Find the user to be deleted using a filter or by searching.
3. Click the **Delete** button beside their record. A dialog box asking "Are You Sure You Wish To Delete This Item" will be displayed.
4. Click **OK** to confirm deletion or **Cancel** to cancel.

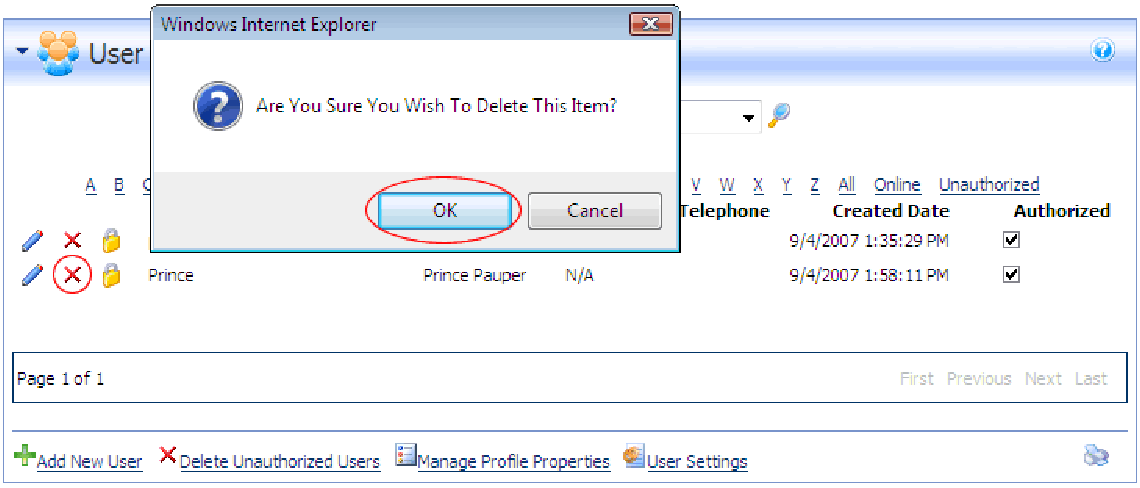


Figure 121: Permanently deleting a user account

Adding a User to a Security Role

How to add a user to a Security Role.

1. Navigate to Admin > **User Accounts** - OR - Select **Users** from the Control Panel.
2. Find the required user by using a filter or by searching.
3. Click the **Manage Roles** button beside the required user account.
4. At **Security Role**, select the role this user is to be added to.
5. **OPTIONAL.** At **Effective Date**, click the Calendar link and select the first date the user can access this role. Where no date is selected access will be immediately granted.
6. **OPTIONAL**. At **Expiry Date**, click the Calendar link and select the last date the user can access this role. Where no date is selected access will not expire.
7. At **Send Notification?,** select from the following options:
   - Check the check box to send a notification email to the user informing them of their new role access. This is the default setting.
   - Uncheck the check box to add the user to the role without notifying them.
8. Click the Add User to Role link.
9. Repeat Steps 3-7 to add the user to additional roles.
10. Click the Cancel link to return to the User Accounts page.

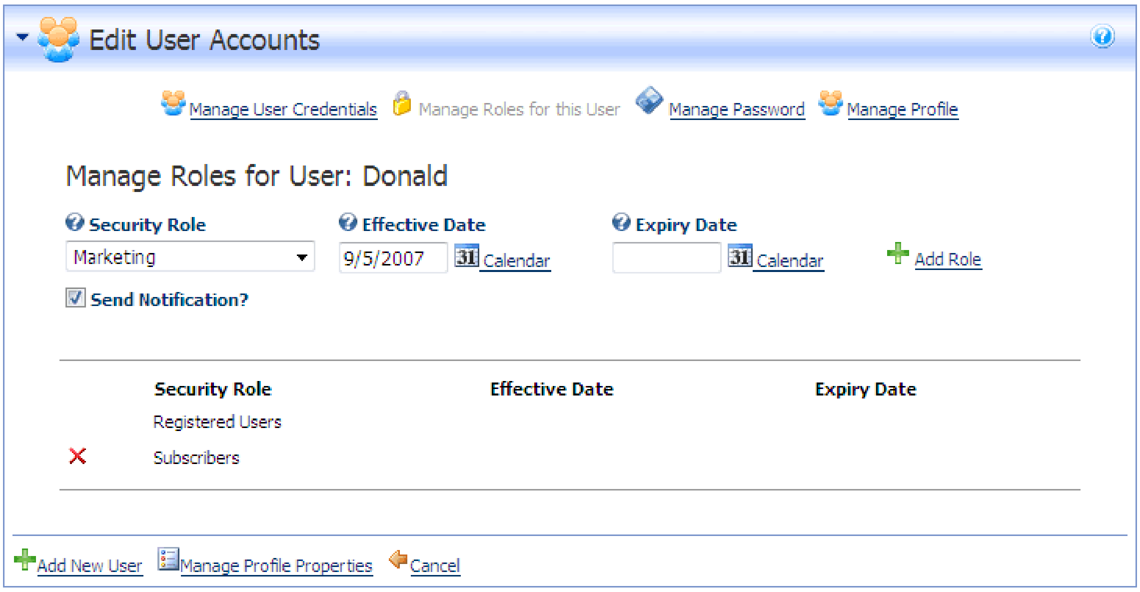


Figure 122: Adding a user to a security role

Editing a User's Security Role Access

How to modify the optional settings relating to role to which a user belongs.

1. Navigate to Admin > **User Accounts** - OR - Select **Users** from the Control Panel.
2. Find the required user account by using a filter or by searching.
3. Click the **Manage Roles** button beside the required user account. The details of the security roles this user currently belongs to are listed on this page.
4. At **Security Role**, select the role this user is to be added to.
5. **OPTIONAL**. At **Effective Date**, click the Calendar link and select the first date the user can access this role. Where no date is selected access will be immediately granted.
6. **OPTIONAL**. At **Expiry Date** click the Calendar link and select the last date the user can access this role. Where no date is selected access will not expire.
7. At **Send Notification?,** select from the following options:
   - Check the check box to send a notification email to the user informing them of their new role access. This is the default setting.
   - Uncheck the check box to add the user to the role without notifying them.
8. Click the Update User Role link.
9. Click Cancel to return to the User Accounts page.

Deleting a User from a Security Role

How to delete a user from a security role.

1. Navigate to Admin > **User Accounts** - OR - Select **Users** from the Control Panel.
2. Find the required user using a filter or by searching.
3. Click the **Manage Roles** button beside the required user account.
4. At **Send Notification?**, select from the following options:
   - Check the check box to send a notification email to the user informing them that they have been removed from the role. This is the default setting.

- Uncheck the check box to delete role access without sending a notification email.

5. Click the **Delete** button beside the required role. A dialog box asking "Are You Sure You Wish To Delete This Item?" will be displayed.
6. Click **OK** to confirm.
7. Repeat Steps 5-6 to delete the user from additional roles.
8. Click Cancel to return to the User Accounts page.

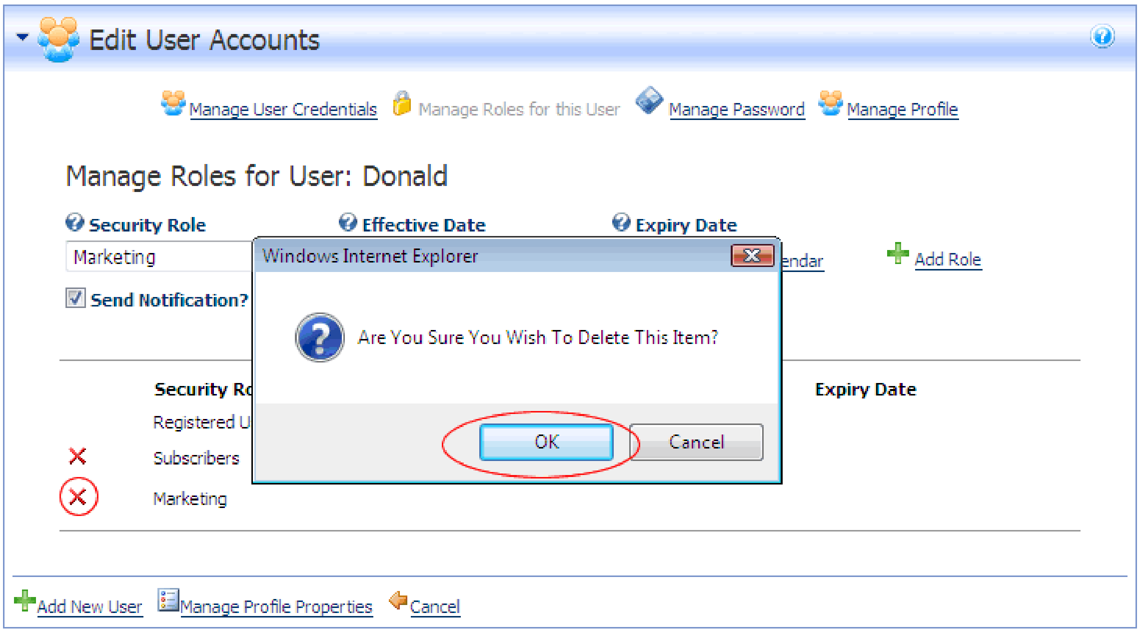


Figure 123: Deleting a user from a role

Forcing a Password Change

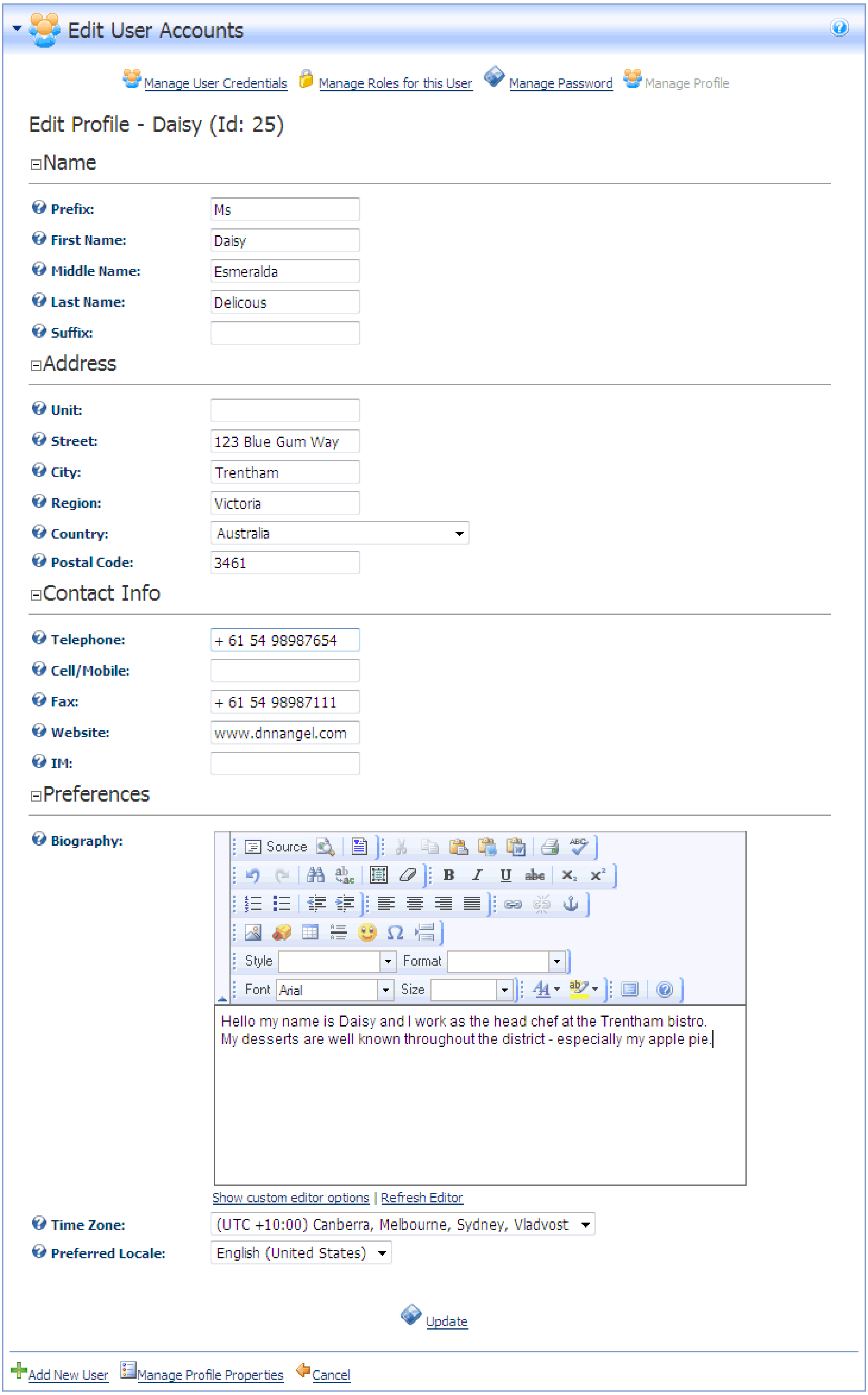
How to force a user to change their password next time they login to the portal.

1. Navigate to Admin > **User Accounts** - OR - Select **Users** from the Control Panel.
2. Find the required user using a filter or by searching.
3. Click the **Edit** button beside their user account.
4. Click the Force Password Change link. This will hide the Force Password Change link and **check** the **Update Password** check box.
5. Click Cancel to return to the User Accounts page.

Managing a User Profile

Manage all fields of a users profile including address information, contact information, biography, time zone and preferred locale.

1. Navigate to Admin > **User Accounts** - OR - Select **Users** from the Control Panel.
2. Find the user to be edited using a filter or by searching.
3. Click the **Edit** button beside their user account.
4. Click the Manage Profile link.
5. Edit any fields as required.
6. Click the Update link.



Edit User Accounts
Manage User Credentials
Manage Roles for this User
Manage Password
Manage Profile
Edit Profile - Daisy (Id: 25)
Name
Prefix: Ms
First Name: Daisy
Middle Name: Esmeralda
Last Name: Delicous
Suffix:
Address
Unit:
Street: 123 Blue Gum Way
City: Trentham
Region: Victoria
Country: Australia
Postal Code: 3461
Contact Info
Telephone: + 61 54 98987654
Cell/Mobile:
Fax: + 61 54 98987111
Website: www.dnnangel.com
IM:
Preferences
Biography:
Source
Style
Format
Font Arial
Size
Hello my name is Daisy and I work as the head chef at the Trentham bistro.
My desserts are well known throughout the district - especially my apple pie.
Show custom editor options | Refresh Editor
Time Zone: (UTC +10:00) Canberra, Melbourne, Sydney, Vladvost
Preferred Locale: English (United States)
Update
Add New User
Manage Profile Properties
Cancel

Figure 124: Managing a user profile

Managing a User's Password

How to change or reset a user's password as well as view details regarding the user's current password settings.

1. Navigate to Admin > **User Accounts** - OR - Select **Users** from the Control Panel.
2. Find the user to be edited using a filter or by searching.
3. Click the **Edit** button beside the required user account.
4. Click the Manage Password link.
5. The following details regarding the user's password are displayed:
   - **Password Last Changed**: Displays the date the password was last changed.
   - **Password Expires**: Displays the date the password will expire, if any.
6. To **Change** the password, perform the following in the **Change Password** section:
   a. In the **New Password** text box, enter a new password.
   b. In the **Confirm Password** text box, re-enter the new password.
7. To **Reset** the password, perform the following in the **Reset Password** section:
   a. Click the Reset Password link. A random password will be generated and sent to the users email address.
8. Click Cancel to return to the User Accounts page.

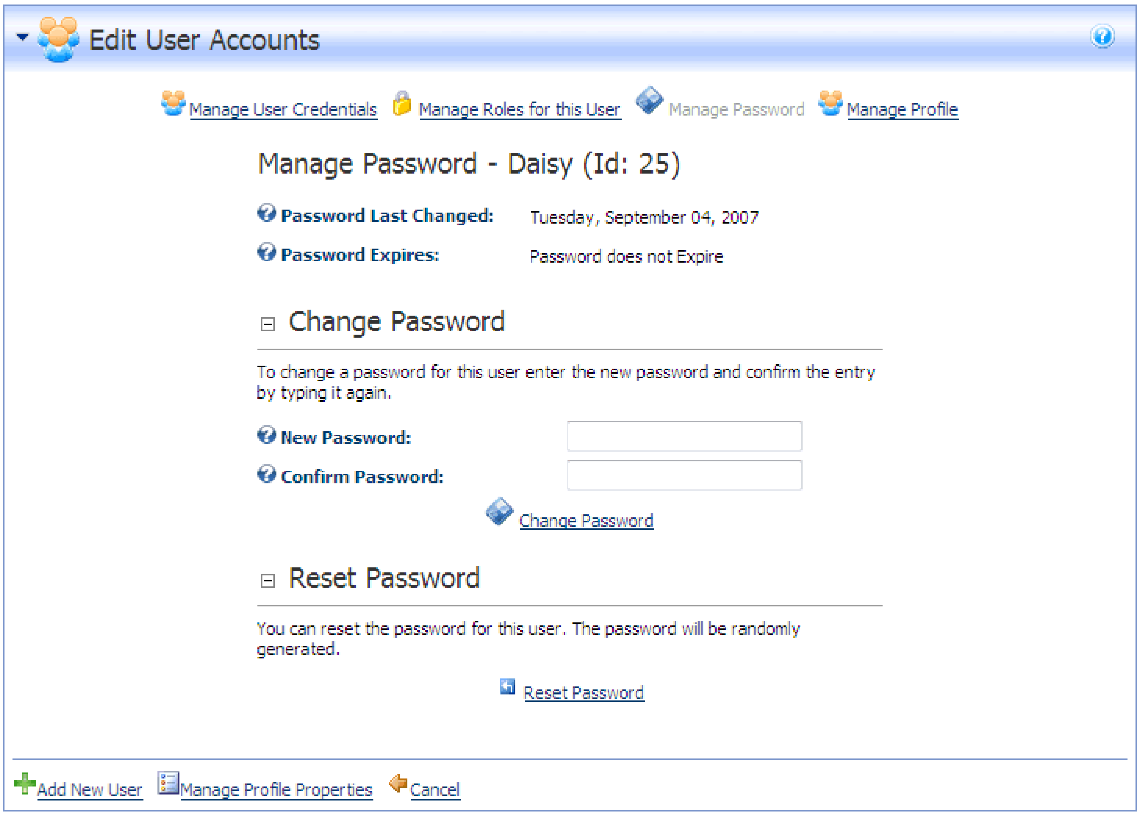


Figure 125: Managing a user password

Working with Files and Images

Overview of the File Manager

Each DNN portal has its own File Manager which enables Administrators to upload and manage site files such as documents, images, etc. The File Manager provides role based security whereby Administrators can enable roles to upload files.

Tip: Each DNN installation also includes a Host File Manager where the Host can manage Host files such as skins and banners.

Tip: Skins and containers are uploaded from Admin > Skins page.

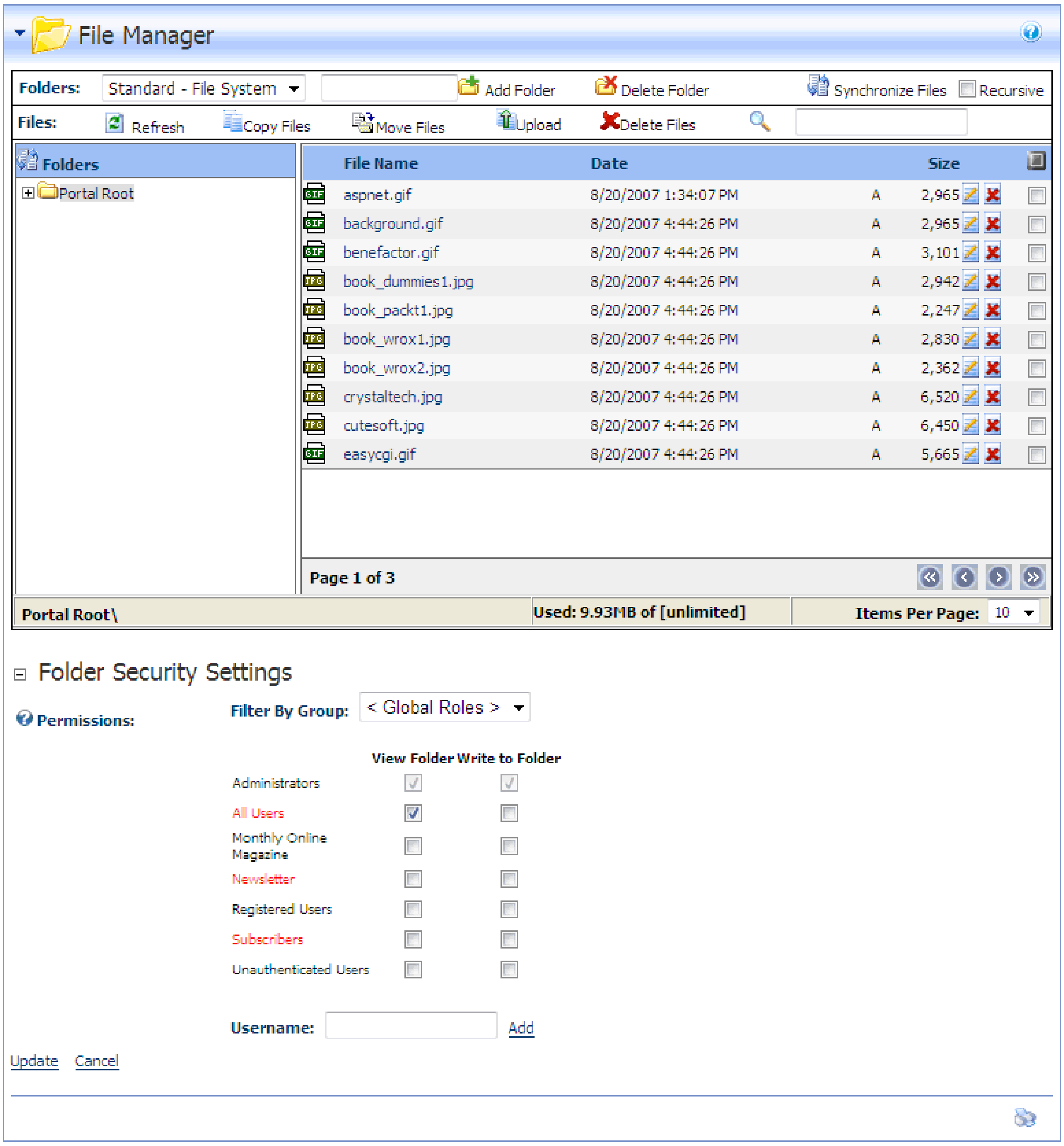


Figure 126: The File Manager

Working with Folders

Navigating to and Selecting Folders

Navigating to a folder within the File Manager:

- **To view a folder**: Click the **Maximize** ⊞ button beside a folder to view its child folders.

- **To hide a folder**: Click the **Minimize** ⊟ button beside a folder to close it and hide its child folders.
- **To select a folder**: Click on a **folder name** to select it. The selected folder name is highlight with a gray background color. The related files are then displayed in the Files List to the right.

Adding a New Folder

Administrators can add folders to the File Manager. The default security settings for new folders permit all users to view the files within the folder however only Administrators are permitted to manage files within that folder.

See: Assigning Folder Permissions by Role, or Assigning Folder Permission to a User

1. Navigate to Admin > **File Manager -** OR - click Files in the Control Panel.
1. Navigate to and select the parent folder for the new folder. E.g. PortalRoot
2. On the **Folders Toolbar**, perform the following:
    a. At **Folders**, select one of the following options from the drop-down box:
        - Standard - File System
        - Secure - File System
        - Secure - Database
    b. Enter a name for the new folder into the text box located on the Folders Toolbar. E.g. Documents
    c. Click the **Add Folder** button. The new folder will be displayed in the Folders list.

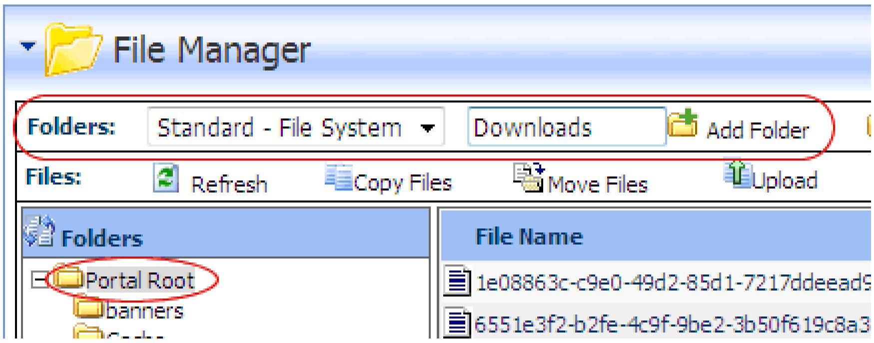


Figure 127: Adding a new folder to the File Manager

Assigning Folder Permissions by Role

Administrators can assign one or more security roles permission to view files within a folder and/or to write to a folder of the File Manager folders. Here's a description of the two types of permissions available:

View Folder: This enables users within the permitted roles to view the files within this folder. If View Folder permissions are not provided users cannot view these files. E.g. If an image is displayed in the Media module only users who belong to role permitted to View Folder will be able to see the image.

Write to Folder: This enables users within the permitted roles to upload and delete files using the Link Control on modules such as the Links module.

How to assign permissions:

1. Navigate to Admin > **File Manager -** OR - click Files in the Control Panel.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. At **Permissions**, select **< All Roles >** from the **Filter By Group** drop-down box (if displayed) to view all available roles.
5. In the **View Folder** column, check the check box beside each role to be granted permission to view files.
6. In the **Write to Folder** column, check the check box beside each role to be granted permission to manage files.
7. Click the Update link.

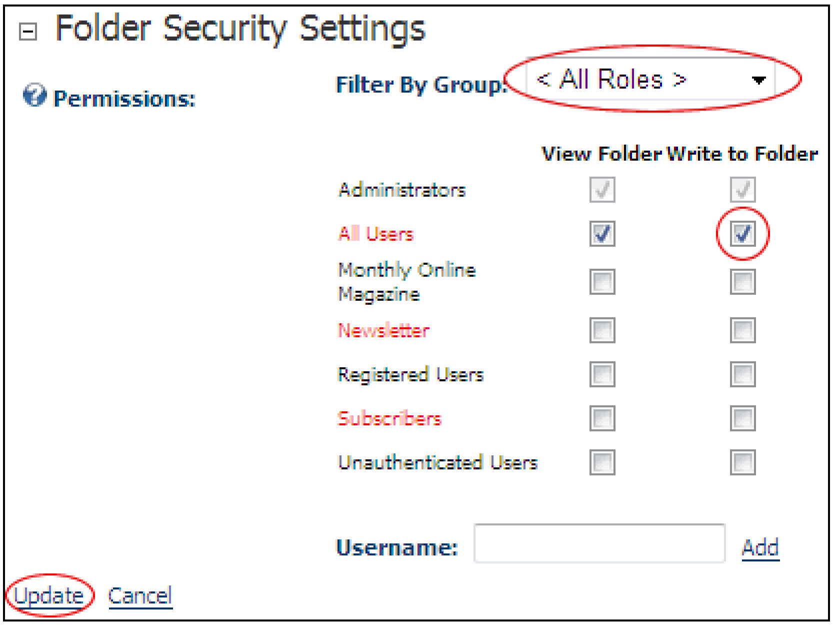


Figure 128: Assigning folder permissions to one or more roles

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Assigning Folder Permission to a User

Administrators can assign individual users permission to view files within a folder and/or to write to a folder of the File Manager. Here's a description of the two types of permissions available:

- **View Folder**: This enables users within the permitted roles to view the files within this folder. If View Folder permissions are not provided users cannot view these files. E.g. If an image is displayed in the Media module only users who belong to role permitted to View Folder will be able to see the image.
- **Write to Folder**: This enables users within the permitted roles to upload and delete files using the Link Control on modules such as the Links module.

How to assign permissions:

1. Navigate to Admin > **File Manager -** OR - click Files in the Control Panel.

2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. At **Permissions**, enter the username of the user into the **Username** text box.
5. Click the Add link. This will add the user's name to the Permission role list.
6. In the **View Folder** column, check the check box beside the user to grant them permission to view files.
7. In the **Write to Folder** column, check the check box beside the user to grant them permission to write to the folder.
8. Repeat Step 4-7 for to assign folder permission to additional users.
9. Click the Update link.

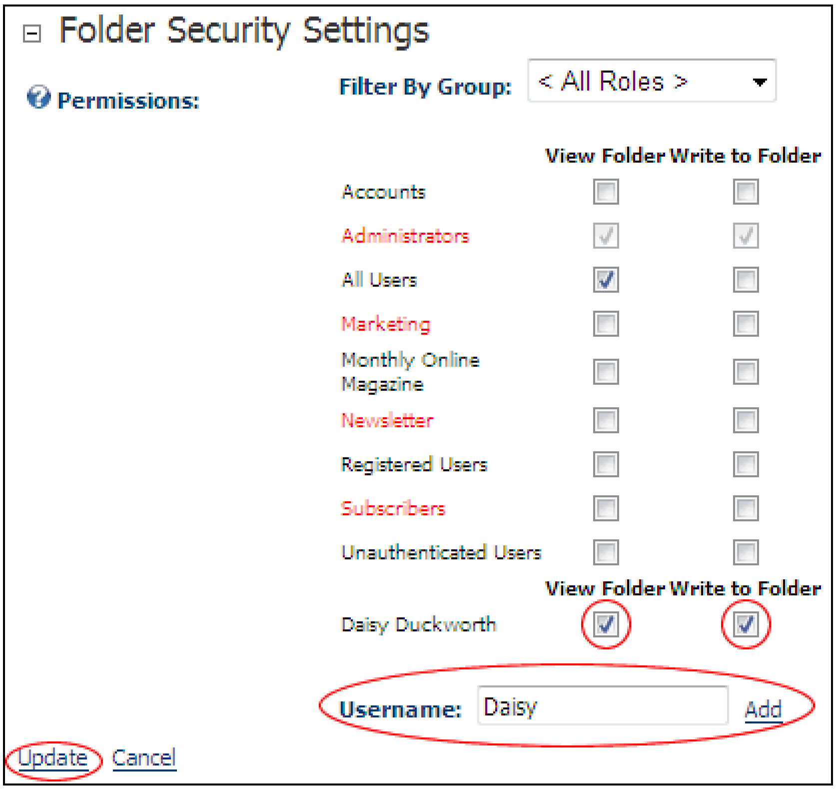


Figure 129: Assigning folder permissions to a user

Removing Folder Permissions

Administrators can to remove a user or a security roles' ability to view files within a folder and/or to write to a folder of the File Manager.

1. Navigate to Admin > **File Manager - OR -** click Files in the Control Panel.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. At **Permissions**, select **< All Roles >** at the **Filter By Group** drop-down box (if displayed) to display all of the roles.
5. To remove folder permission perform the following:
    a. In the **View Folder** column, uncheck the check box beside any role or user to remove their permissions.

b. In the **Write to Folder** column, uncheck the check box beside any role or user to remove their permissions.

6. Click the Update link.

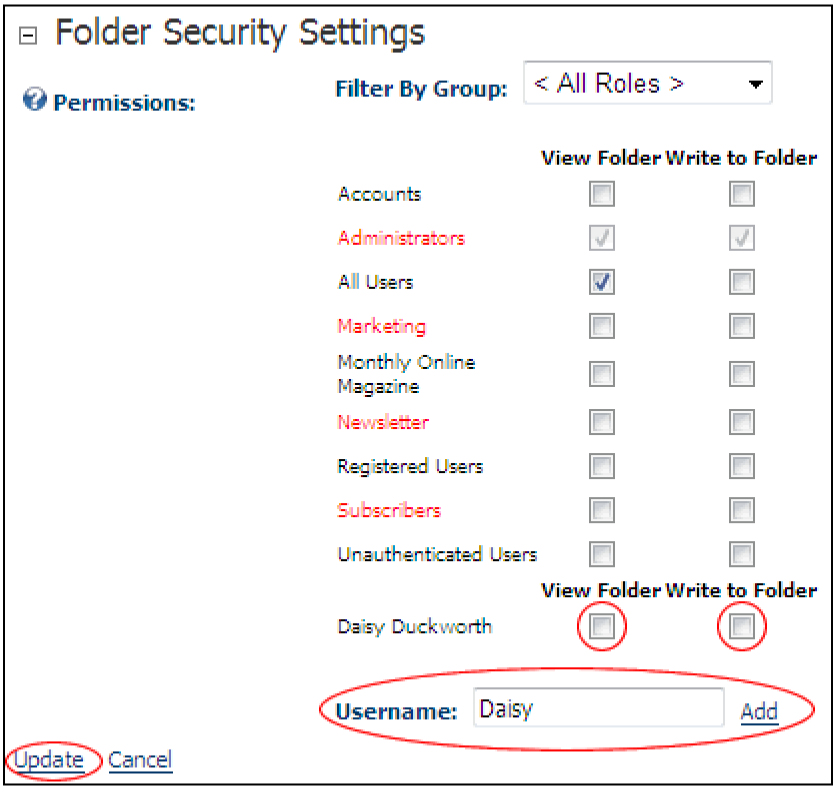


Figure 130: Removing folder permissions

Synchronizing Files within a Folder

How to synchronize the files inside one or more File Manager folders so they match the files within the database. Use this feature when files are uploaded using FTP directly to the database, or when you wish to refresh the file within multiple folders.

1. Navigate to Admin > **File Manager** - OR - click Files in the Control Panel.
2. Navigate to and select the folder to be synchronized.
3. **OPTIONAL**. At **Recursive**, check the check to synchronize all child folders of the selected folder.
4. Click the **Synchronize Files** button. When the synchronizing is completed the folder list will be minimized.

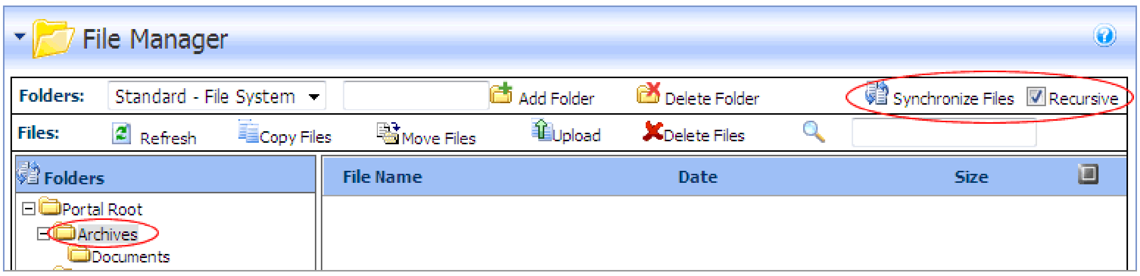


Figure 131: Synchronizing the files within selected folders

Deleting a Folder

Administrators can permanently delete empty folders from the File Manager. A folder cannot be deleted if it has any child folders, or if it contains any files. If you want to keep files within the folder to be deleted you can move them to another folder, however you cannot assign a different parent to a folder.

1. Navigate to Admin > **File Manager -** OR **-** click Files in the Control Panel.
2. Navigate to and select the folder to be deleted.
3. Click on the **Folder Name** to select it for deletion. E.g. Subfolder
4. Click the **Delete Folder** button. A dialog box asking "Delete Folder: [Folder Location:Folder Name]?" will be displayed.
5. Click the **OK** button to confirm deletion.

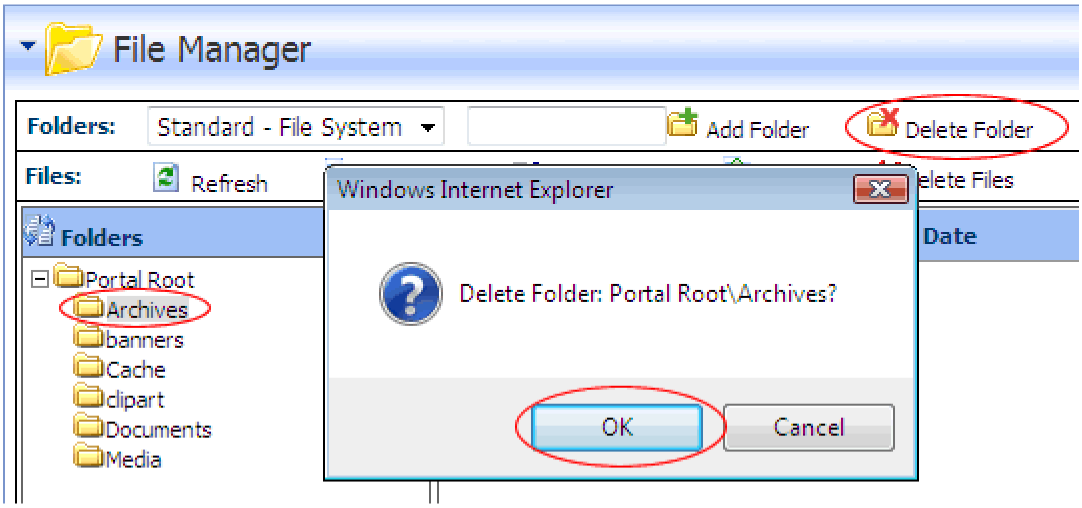


Figure 132: Deleting a folder from the File Manager

Working with Files

Navigating Files in the File Manager

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

- **Page 1 or 4**: If there is more than one page of files associated with the selected folder, the number of pages and the page number of the current page will be displayed along with the Items Per Page tool.
- **Items Per Page**: Select a number to change the number of files displayed in the Files Window. This setting will default to ten (10) whenever the File Manager is refreshed.
- **Page Navigation**: The following navigation buttons are displayed.

 **Move First**: Displays the first page of files.

 **Move Previous**: Displays the previous page of files.

 **Move Next**: Displays the next page of files.

 **Move Last**: Displays the last page of files.

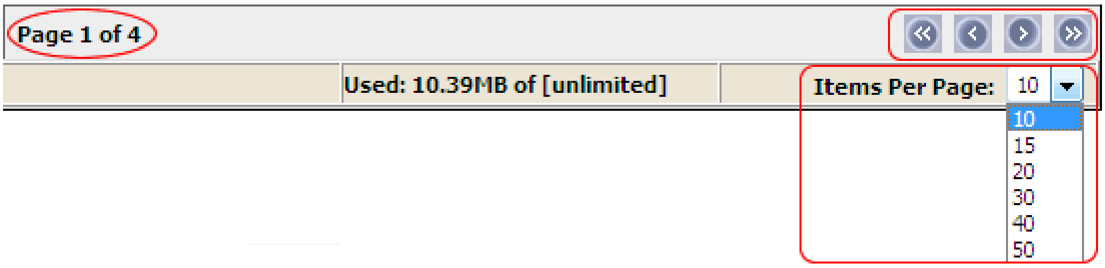
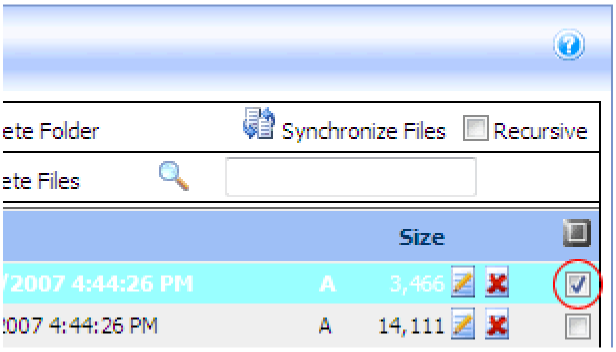


Figure 133: File Manager Navigation

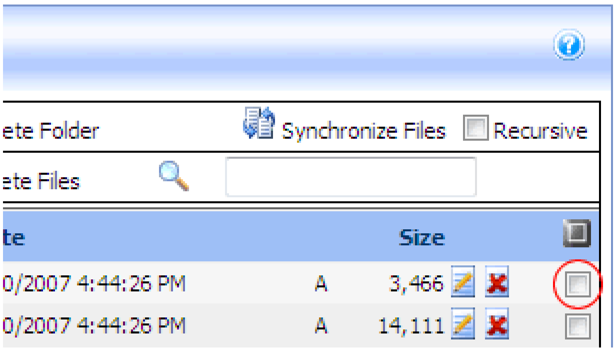
Selecting Files

How to select files within the File Manager to perform file management tasks such as deletion or moving to a new folder. Her e are the options for selecting files:

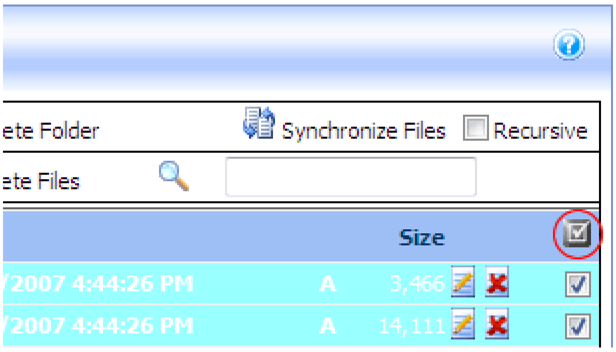
- **Select a file:** Check ☑ the check box to the right of the file to select it.



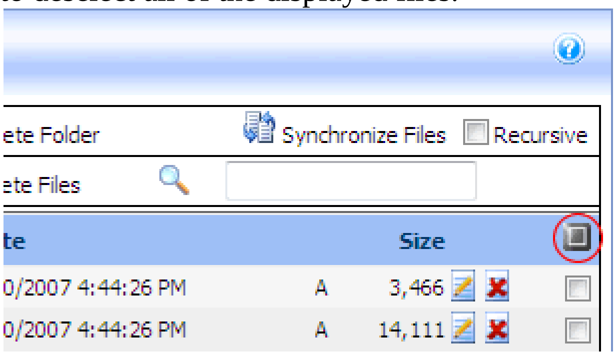
- **Deselect a file:** Uncheck ☐ the check box to the right of the file to deselect it.



- **Select all files:** Check the check box in the title bar of the Files List Window to select all of the displayed files. Use the Items Per Page tool if you want to select more files at one time. This enables you to select up to 50 files at one time.



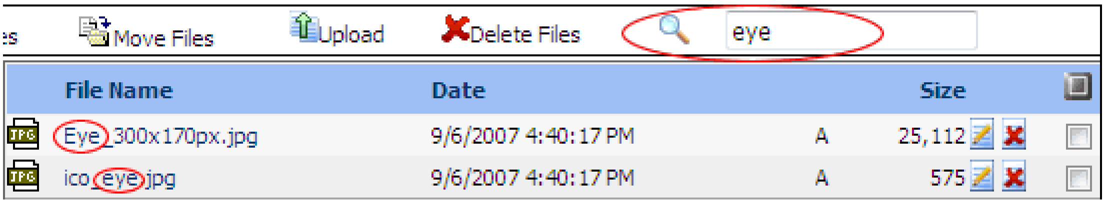
- **Deselect all files:** Uncheck the check box in the title bar of the Files List Window to deselect all of the displayed files.



Filtering Files

How to filter the files displayed in the selected folder by any criteria. The filter is applied to both the file name and the file extension. Tip: You **must** remove the filter to view all files again. Do this by deleting the filter criteria from the text box and clicking the **Filter** button.

1. Navigate to Admin > **File Manager -** OR **-** click Files in the Control Panel.
2. Navigate to and select the required folder.
3. On the Files Toolbar, enter the filter criteria into the text box.
4. Click the **Filter** button. All files containing the filter criteria will be displayed in the Files Window.
5. **OPTIONAL**. Navigate to and select other folders to see the filter applied to those folders.



Filtering files

Reordering Files

How to reorder all files within a folder of the File Manager. Files can be reorder by file name, date or size.

1. Navigate to Admin > **File Manager -** OR **-** click Files in the Control Panel.
2. In the title bar of the **File List Window**, click on one of the linked titles. E.g. File Name, Date or Size.

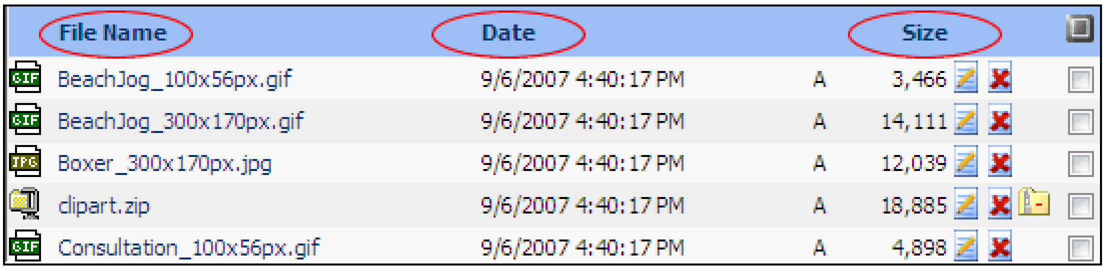


Figure 134: Reordering files

Refreshing Files

How to refresh the files within a selected folder on the File Manager. This will refresh the file information from the database.

1. Navigate to Admin > **File Manager -** OR **-** click Files in the Control Panel.
2. Navigate to and select the required folder.
3. Click the **Refresh** button to refresh files.

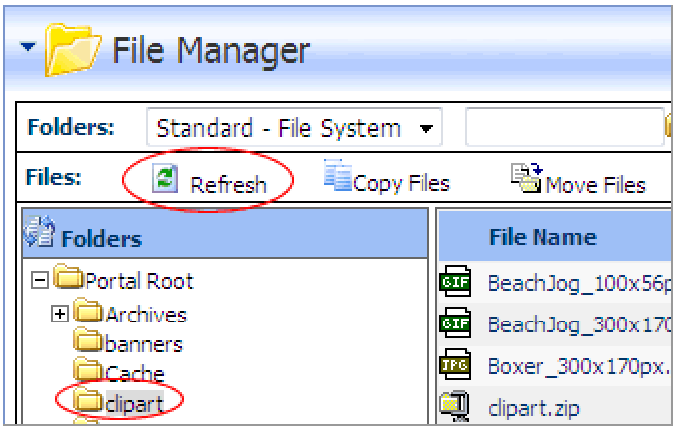
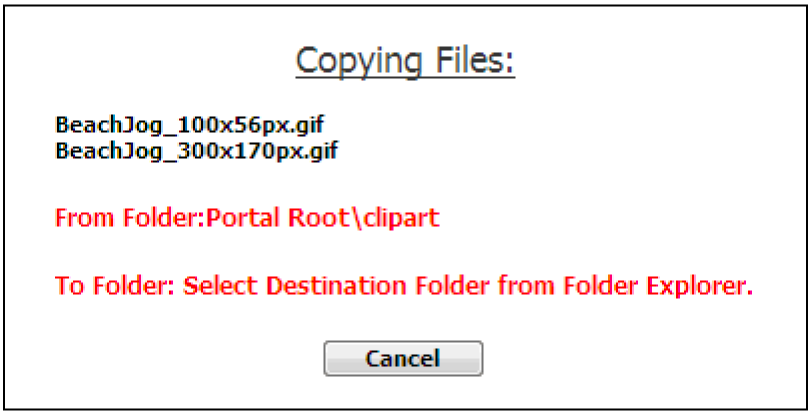


Figure 135: Refreshing files

Copying Files

How to copy one or more files into a second folder of the File Manager.

1. Navigate to Admin > **File Manager -** OR - click Files in the Control Panel.
2. Navigate to and select the folder where the files to be copied are located.
3. Check the check box for each of the files to be copied - OR - **Select All** files displayed in the Files Window.
4. Click the **Copy Files** button. A dialog box asking "Copy Checked Files?" is displayed.
5. Click the **OK** button to confirm. A list of the files to be copied will be displayed and you will be asked to Select Destination Folder from the Folder Explorer.



6. Navigate to and select the folder you want to copy the files to. The name of the selected folder will be displayed. You are able to reselect a different folder at this step if required.
7. Click the **Ok** button.

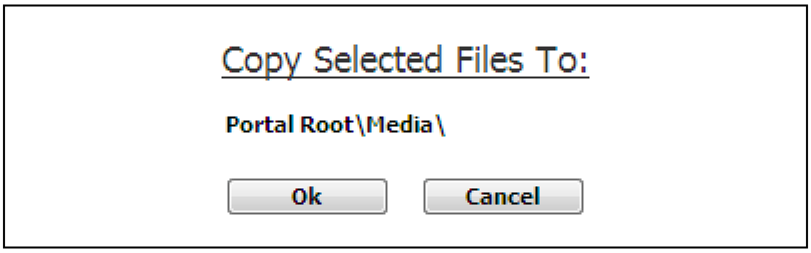


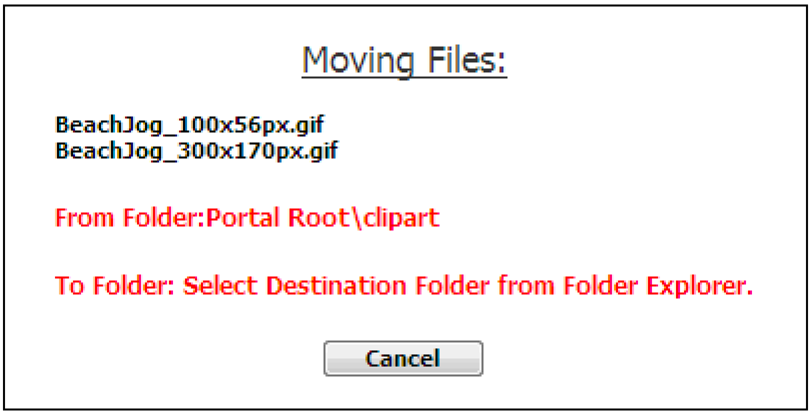
Figure 136; Completing file copying

Moving Files

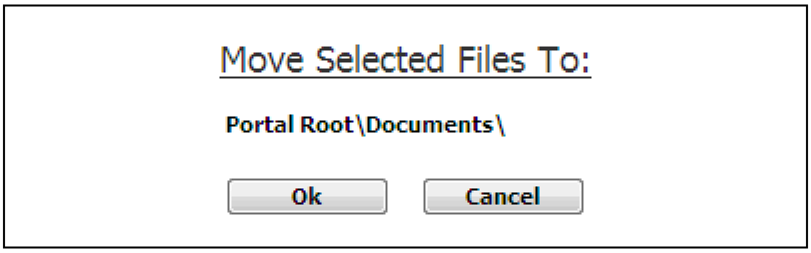
How to move selected files from one folder to another in the File Manager.

1. Navigate to Admin > **File Manager -** OR - click Files in the Control Panel.
2. Navigate to and select the folder where the files are located.
3. Check the files to be moved.
4. Click the **Move Files** button. A dialog box asking "Move Checked Files?" will be displayed.

5. Click the **OK** button. A list of the files to be moved will be displayed.



6. Navigate to and select the folder where the files will be moved to. The name of the selected folder will be displayed. You are able to reselect a different folder at this step if required.



7. Click the **Ok** button.

Uploading a Single File

How to upload a single file for use in DotNetNuke using the File Manager. These files can then be viewed on pages or linked to using various modules such as Links, Documents, Text/HTML and User Defined Table.

1. Navigate to Admin > **File Manager -** OR - click Files in the Control Panel.
2. Click the **Upload** button.
3. Click the **Browse** button and select a file.
4. At the dropdown box, select the folder you want to upload the file to. The default folder will be the folder that was selected when you clicked the upload button.
5. Click the Upload File link.

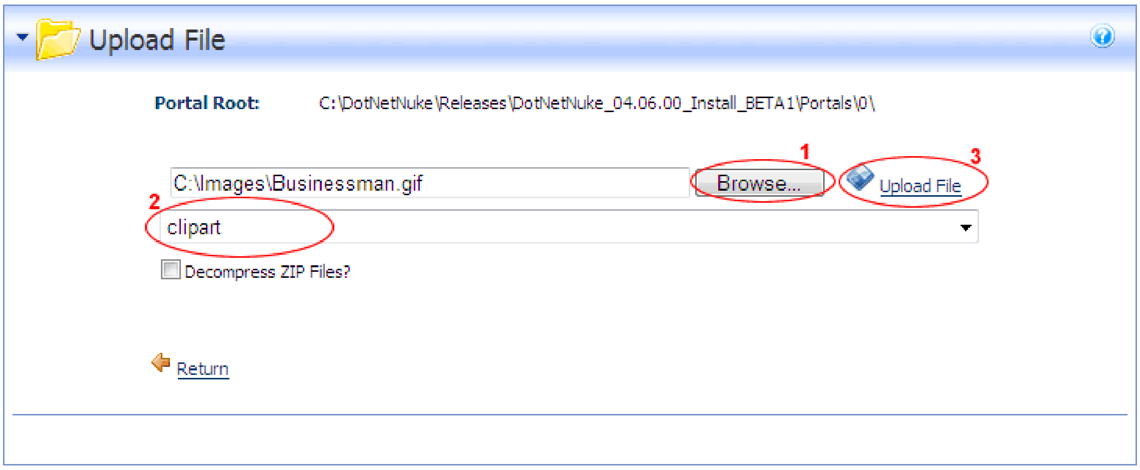


Figure 137: Uploading a single file

Uploading Multiple Files

How to upload multiple files to the portal using the File Manager. Files must be zipped (compressed) on your computer before you begin this tutorial.

1. Navigate to Admin > **File Manager - OR -** click Files in the Control Panel.
2. Click the **Upload** button.
3. Click the **Browse** button and select a file.
4. At the drop-down box, select the folder you want to upload the file to. The default folder will be the folder that was selected when you clicked the upload button.
5. At **Decompress ZIP Files?**, select from the following options:
   - Check the check box to decompress the files while uploading them. This will add both the ZIP file and all the individual files to the selected folder.
   - Uncheck the check box to upload the file as a zipped folder. You can unzip the files later if required.
6. Click the Upload File link.

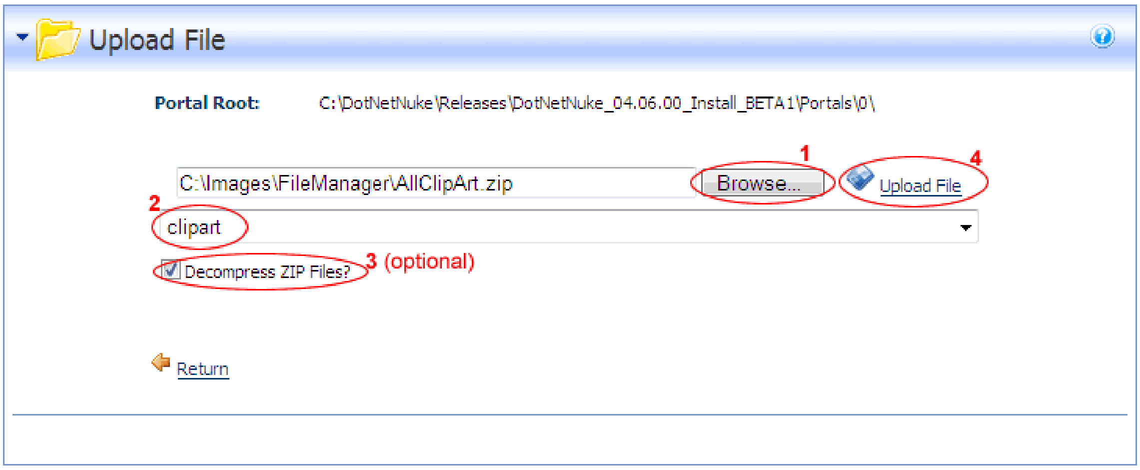
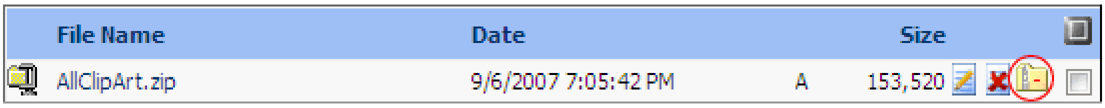


Figure 138; Uploading a zipped folder of files

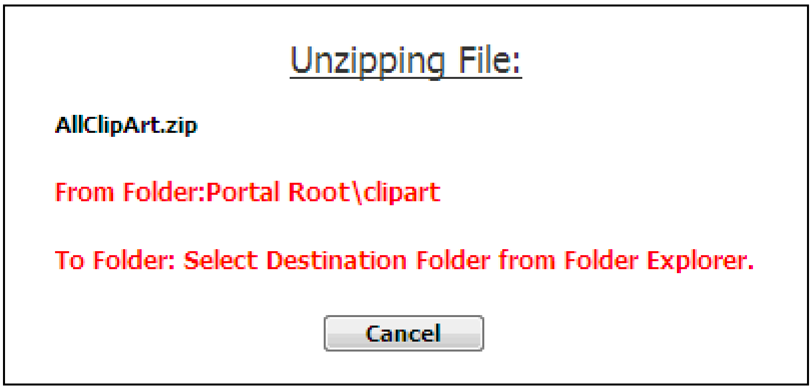
Unzipping a Compressed Files

How to decompress a zipped folder of files in the File Manager.

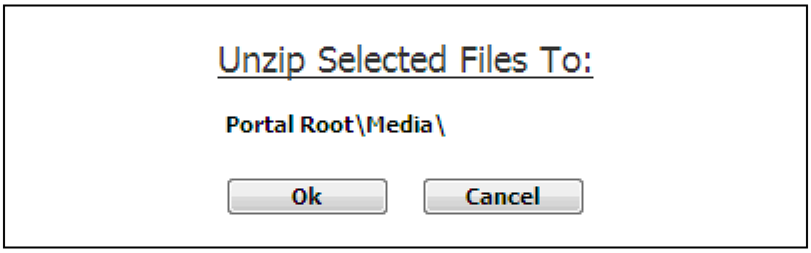
1. Navigate to Admin > **File Manager** - OR - click Files in the Control Panel.
2. Navigate to and select the **Folder** containing the file to be unzipped.
3. Click the **Unzip File** button beside the file to be decompressed. A dialog box asking "UnZip Files(s): [FileName]?" will be displayed.



4. Click the **OK** button. A message asking you to select the destination folder from the Folder Explorer will be displayed.



5. Navigate to and select the folder you want to unzip the files to. Tip: To select the folder in which the zip file is located you will need to select the folder name twice.



6. Click the **Ok** button to confirm. The files will now be unzipped to the selected folder. The original zip file will still be located in the original folder.

Downloading a File

How to download a file from the File Manager.

1. Navigate to Admin > **File Manager** - OR - click Files in the Control Panel.
2. Navigate to and select the folder containing the file to be downloaded.
3. Click the linked file name.
4. Save the file to your computer.

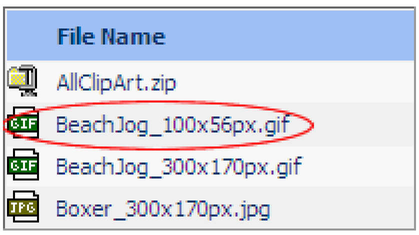


Figure 139: Downloading a file

Deleting a File

How to permanently delete one file from the File Manager.

1. Navigate to Admin > **File Manager -** OR - click Files in the Control Panel.
2. Navigate to and select the folder containing the file to be deleted.
3. Click the **Delete File** button beside the file to be deleted. A dialog box asking "Are You Sure You Wish to Delete The File [FileName]?" will be displayed.
4. Click **OK** to confirm deletion.

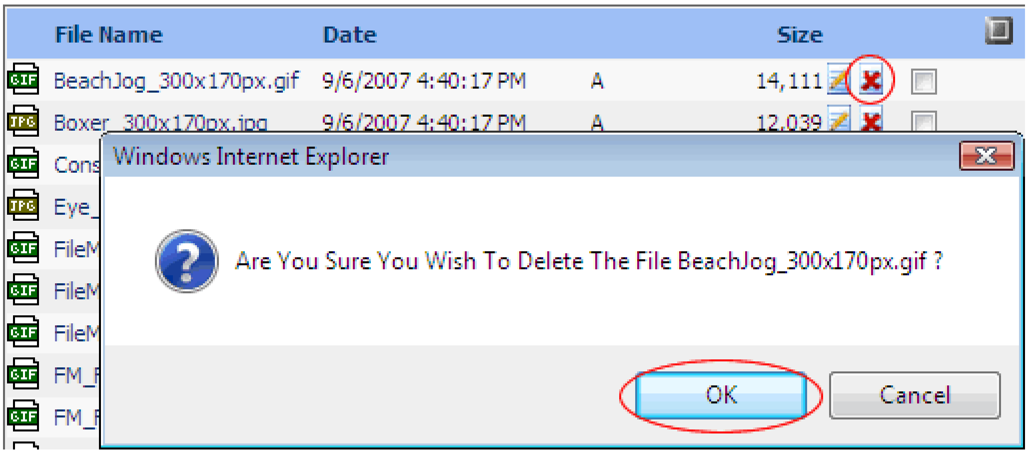


Figure 140: Deleting a file

Deleting Multiple Files

How to permanently delete multiple files from the File Manager.

1. Navigate to Admin > **File Manager -** OR - click Files in the Control Panel.
2. Navigate to and select the folder containing the files to be deleted.
3. Check the check box beside each of the files to be deleted - OR - click the **Select All** button to select all of the files currently displayed in the File List Window.
4. Click the **Delete Files** button.
5. Click the **Ok** button to confirm deletion.

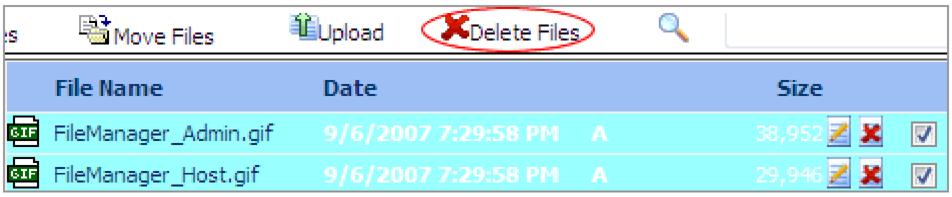


Figure 141: Deleting multiple files

Managing Vendors, Banners and Affiliates

Vendors Accounts

Adding a New Vendor

How to add a vendor account to the Vendors directory. Note: Mandatory fields are indicated with an asterisk (*****). Where a check box is displayed beside a field, uncheck ☐ the check box to make the field optional or check ☑ the check box to make the field mandatory.

1. Navigate to Admin > **Vendors**.
2. Select **Add New Vendor** from the module menu - OR - click the Add New Vendor link. This goes to the Edit Vendors page.
3. In the **Vendor Details** section, complete all of these fields:
    a. In the **Company*** text box, enter the company name of the vendor.
    b. In the **First Name*** text box, enter the first name of the contact person for the vendor.
    c. In the **Last Name*** text box, enter the last name of the contact person for the vendor.
    d. In the **Email Address*** text box, enter the email address of the contact person listed above.
4. In the **Address Details** section, the following optional fields are available:
    a. In the **Street** text box, enter the street part of the Vendor's address.
    b. In the **Unit #** text box, enter the unit number. E.g. Unit 6, or Suite 6, etc.
    c. In the **City** text box, enter the Vendor's city.
    d. At **Country**, select the Vendor's country.
    e. In the **Region** text box, enter the Region/State/Province of the Vendor - OR - select from the drop-down list where available.
    f. In the **Postal Code** text box, enter the Vendor's postal code.
    g. In the **Telephone** text box, enter the Vendor's telephone number.
    h. In the **Cell** text box, enter the Vendor's cell number.
    i. In the **Fax** text box, enter the Vendor's facsimile number.
5. In the **Other Details** section, the following optional field is available:
    a. In the **Website** text box, enter the Vendor's web site address.
6. Click the Update link.

Tip: Once a new vendor is created the following additional settings will be available vendor logo, authorization, classifications, banner advertising, and affiliate referrals. To complete these additional fields, you must edit the vendor record.

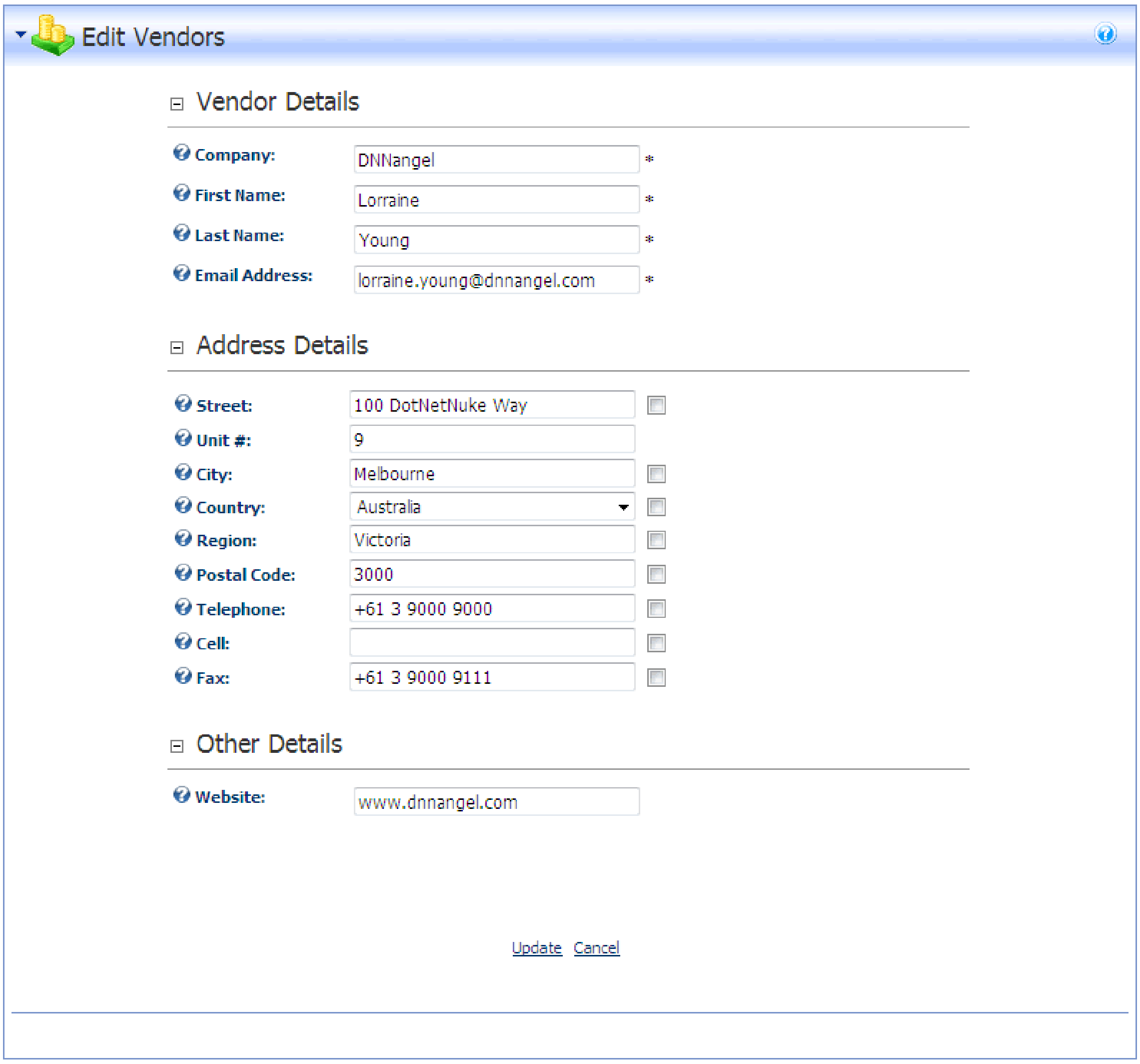


Figure 142: Adding a new vendor

Authorizing a Vendor Account

How to authorize or unauthorize a Vendor Account.

Tip: Unauthorizing a Vendor doesn't prevent current banners for this Vendor from displaying in the Banners module.

1. Navigate to Admin > **Vendors**.
2. Locate the required vendor account by selecting a filter or doing a search.
3. Click the **Edit** button beside the vendor.
4. At **Authorized** field, check the check box.
5. Click the Update link.

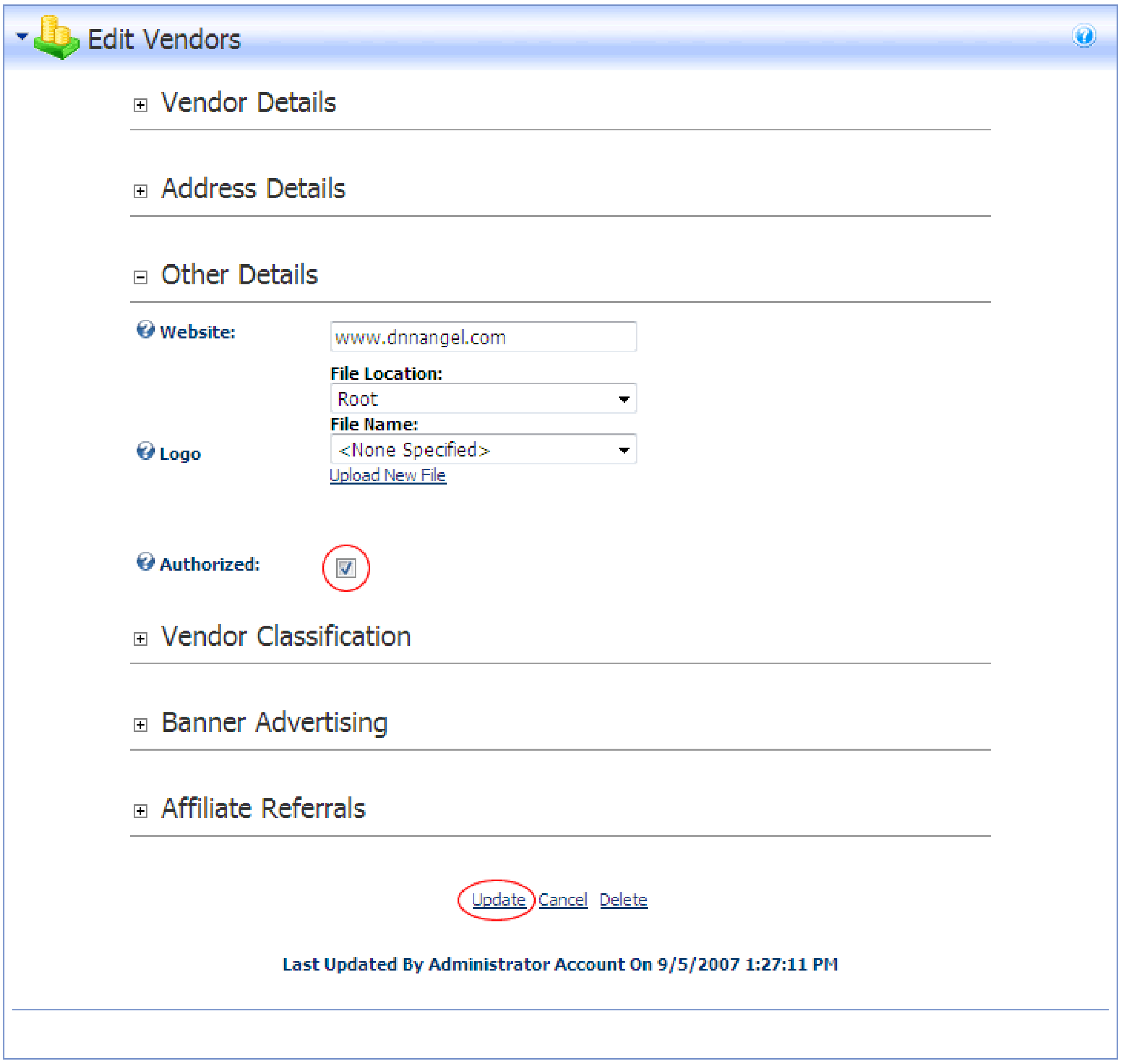


Figure 143: Authorizing a vendor account

Vendor Banners

Overview of the Banner Types

An overview of the different types of banners that can be associated with a vendor account and displayed using the banners module.

Five sizes of image banners are provided:

- Banner,
- MicroButton,
- Button,
- Block and
- Skyscraper.

Skin Token: The Banner Type 'Banner' can be displayed either using a Banners module, or by adding the [BANNER] skin object to the skin applied to the portal or to a page of the portal.

The [BANNER] skin object can be enabled or disabled on the Admin > Site Settings page and is a portal wide setting. This can be set to either Site or Host.

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

- **Banner**: Image banner. Here shown as 468 x 60 pixels:
- **Micro Button**: Image banner. Here shown as 120 x 60 pixels:
- **Button**: Image banner. Here shown as 120 x 90 pixels:
- **Block**: Image banner. Typically 125 x 125 pixels.
- **Skyscraper**: Image banner. Typically 120 x 600 pixels.
- **Script Banner:** The Script type banner allows the Administrator to enter java-script that will be executed when the banner is shown on the site.
- **Text Banner:** Banners can be either plain text or HTML. Style sheet styles of the page skin are applied.

Adding a Text Banner to a Vendor

Vendor banner advertising is managed through the Vendors module in the Site Administrator Role. Multiple banners can be added for each vendor. Use the Banners module to display Site banners on site pages.

1. Navigate to Admin > **Vendors**.
2. Click the **Edit** button beside the required Vendor. This will open the Edit Vendor page.
3. **Maximize** ⊞ the **Banner Advertising** section. This will display all banners associated with this vendor.
4. Click the Add New Banner link. This goes to the Edit Banner page.
5. Complete the following banner fields:
    a. In the **Banner Name** text box, enter the text to be displayed at the top of this banner. This text will be displayed as a link to the vendor's website or to the URL, Page or File set at the URL field below.
    b. At **Banner Type**, select **Text**.
    c. **OPTIONAL**. In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
    d. **OPTIONAL**. At **Image/Link**, select the image to be associated with this banner. The image isn't displayed on the banner; instead the image name is displayed as a link to view the image. See: Setting a File Link. Alternatively, select a URL to add a link to an image, file or page. The full URL will be displayed on the text banner. See: Setting a URL Link
    e. In the **Text/Script** text box, enter the text of the banner. HTML formatting can be used.
6. The following additional settings are available:
    a. At **URL** select one of the following options:
        i. Select **URL (A Link To An External Resource)** and leave the text box empty. This sets the link to the Vendors website.
        ii. Select **URL (A Link To An External Resource)** and enter the URL user will be taken to when they click on the banner name. This URL will also be displayed at the bottom of the banner.

   iii. Select **Page (A Page On Your Site)** and select the page the user will be taken to when they click on the banner name. The page number will also be displayed at the bottom of the banner. E.g. **85**
   iv. Select **File (A File On Your Site)** and select the file the user will be taken to when they click on the banner name. The file ID number will also be displayed at the bottom of the banner. E.g. **FileID=148**.

b. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the vendor will charge the listed amount. Alternatively, the Vendor may charge a flat fee for banner advertising.
c. In the **Impressions** text box, enter the number of impressions the banner will display for.
d. At **Start Date**, click the Calendar link and select the first date the banner will be displayed.
e. At **End Date**, click the Calendar link and select the last date the banner will be displayed.
f. At **Criteria**, select one of the following options:
   - **And** – Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
   - **Or** – Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks OR the banner has expired.

7. Click the Update link.

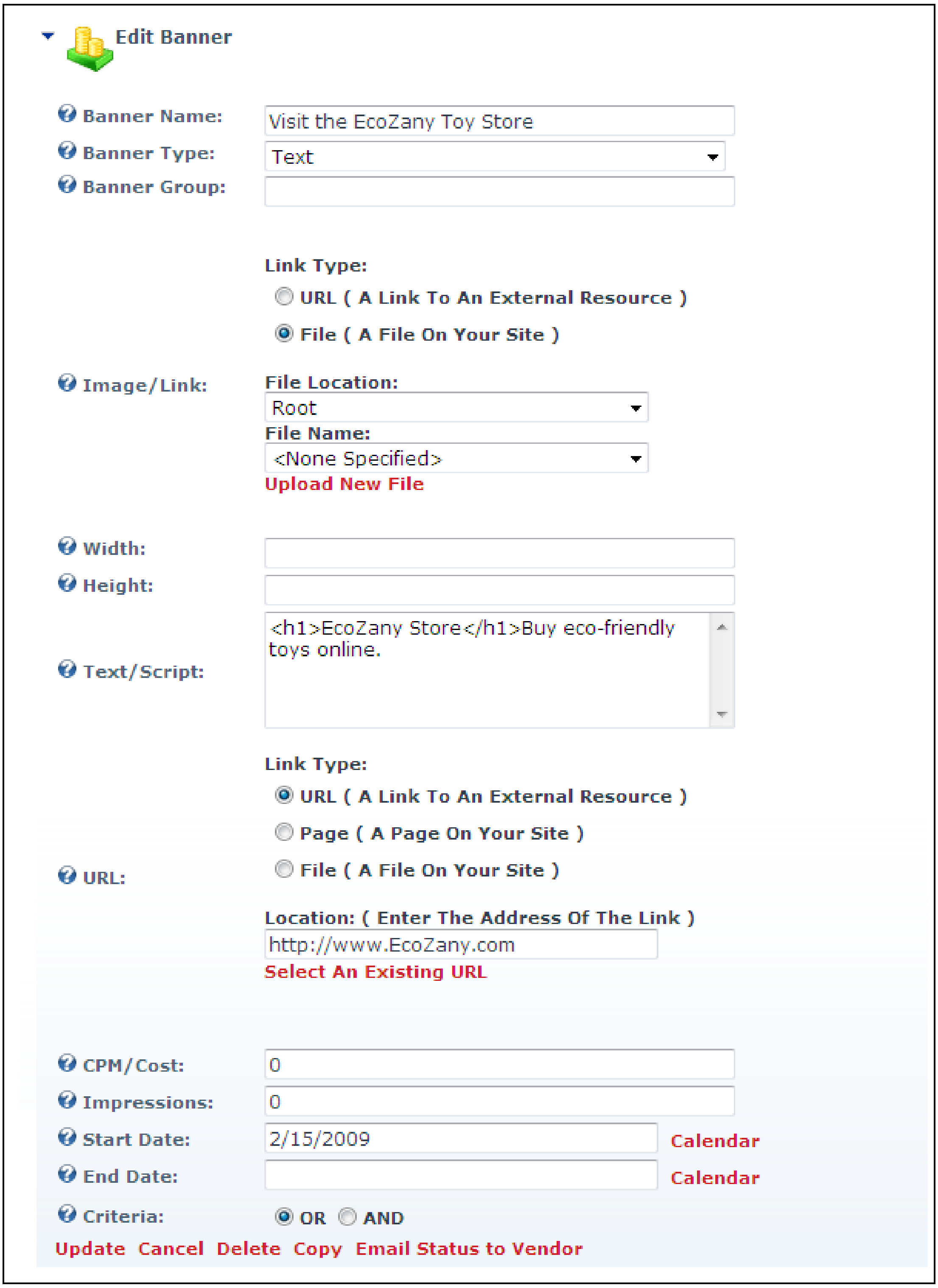


Figure 144: Adding a text banner

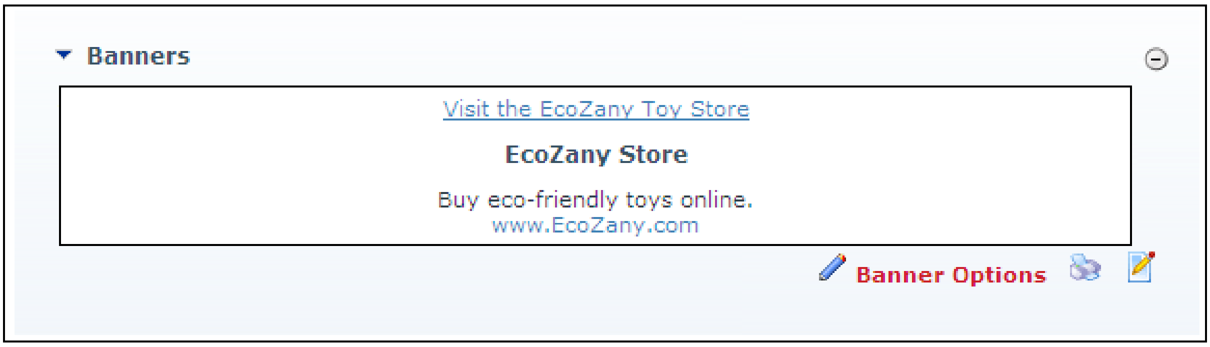


Figure 145: How this banner looks in the Banners module with a one pixel border

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Adding an Image Banner to a Vendor

How to add an image banner to a vendor account.

1. Navigate to Admin > **Vendors**.
2. Locate the required vendor account by using a filter or by searching.
3. Click the **Edit** button beside the required Vendor. This will open the Edit Vendor page.
4. **Maximize** the **Banner Advertising** section. This will display all banners associated with this vendor.
5. Click the Add New Banner link.
6. Complete the following banner fields:
    a. In the **Banner Name** text box, enter a name for this banner. This name will be the alternate text for the banner if the Text/Script field is left blank.
    b. At **Banner Type**, select either **Banner**, **MicroButton**, **Button**, **Block**, or **Skyscraper**.
    c. **OPTIONAL**. In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
    d. At **Image/Link**, select the image for this banner. See: Setting a File Link
    e. The following optional settings are also available:
        i. In the **Text/Script** text box, enter the text of the banner. This will be the alternate text for this banner and will be displayed when a user mouses over the image.
        ii. At **URL** select one of the following options:
            - Select **URL (A Link To An External Resource)** and leave the text box empty. This sets the link to the Vendors website.
            - Select **URL (A Link To An External Resource)** and enter the URL user will be taken to when they click on the banner name. This URL will also be displayed at the bottom of the banner.
            - Select **Page (A Page On Your Site)** and select the page the user will be taken to when they click on this banner.
            - Select **File (A File On Your Site)** and select the file that will be displayed when a user clicks on this banner.
        iii. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the Vendor will charge the listed amount. Alternatively, the vendor may charge a flat fee for banner advertising.

iv. In the **Impressions** text box, enter the number of impressions the banner will display for. A impression is made each time a banner is displayed on the page.
v. At **Start Date**, click the Calendar link and select the first date the banner will be displayed.
vi. At **End Date**, click the Calendar link and select the last date the banner will be displayed.
vii. At **Criteria**, select one of the following options:
viii. **And** – Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
ix. **Or** – Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks OR the banner has expired.

7. Click the Update link.

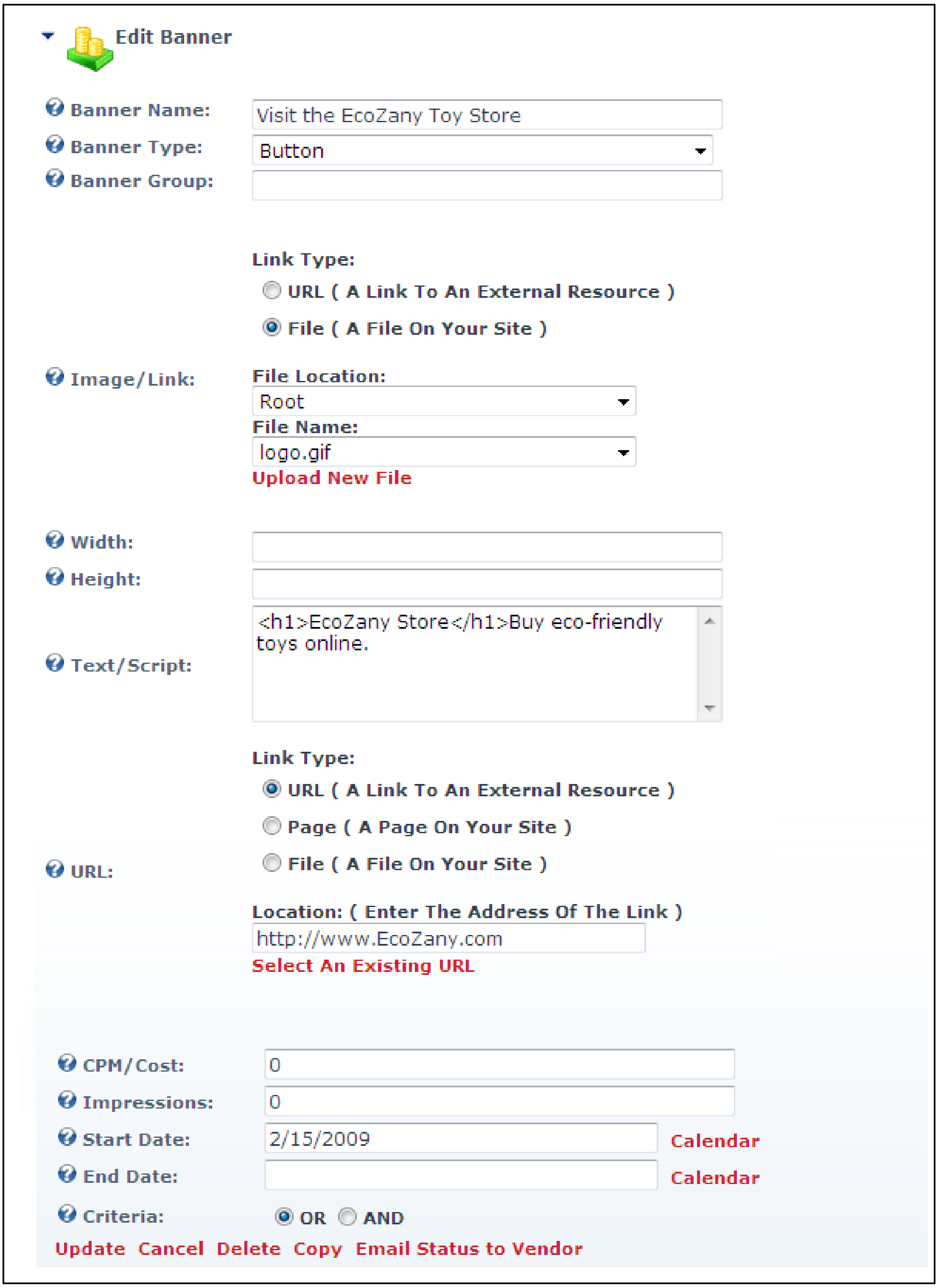


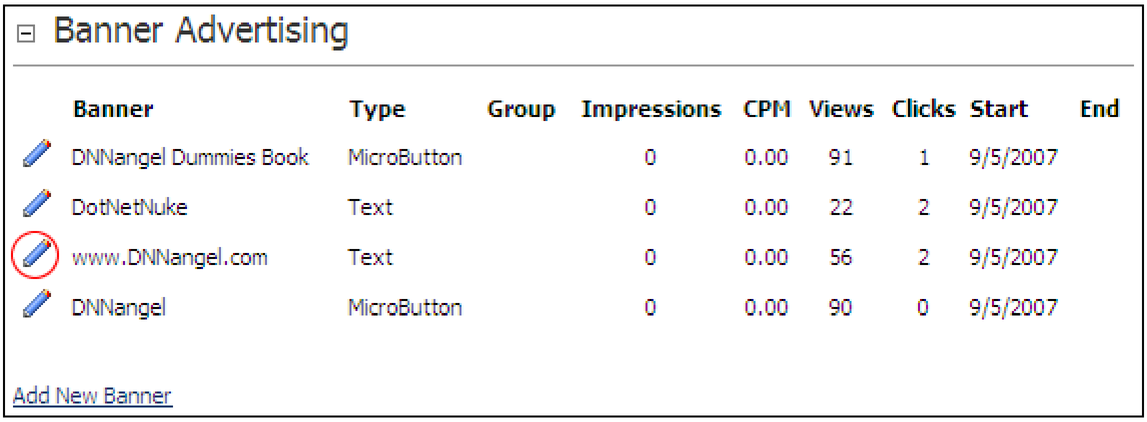
Figure 146: Adding an image banner

Editing a Vendor Banner

How to edit the properties of a banner. E.g. Image, text, or type.

1. Navigate to Admin > **Vendors**.
2. Locate the required vendor account by selecting a filter or doing a search.
3. Click the **Edit** button beside the required vendor account. This will go to the Edit Vendors page

4. **Maximize** ⊞ the **Banner Advertising** section. This will display all banners associated with this vendor.
5. Click the **Edit** button beside the banner to be edited.
6. Edit the required fields.
7. Click the Update link.


Banner Advertising

Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End
DNNangel Dummies Book	MicroButton		0	0.00	91	1	9/5/2007	
DotNetNuke	Text		0	0.00	22	2	9/5/2007	
www.DNNangel.com	Text		0	0.00	56	2	9/5/2007	
DNNangel	MicroButton		0	0.00	90	0	9/5/2007	

Add New Banner

Figure 147: Editing a vendor banner

Enabling/Disabling Skin Banner Advertising

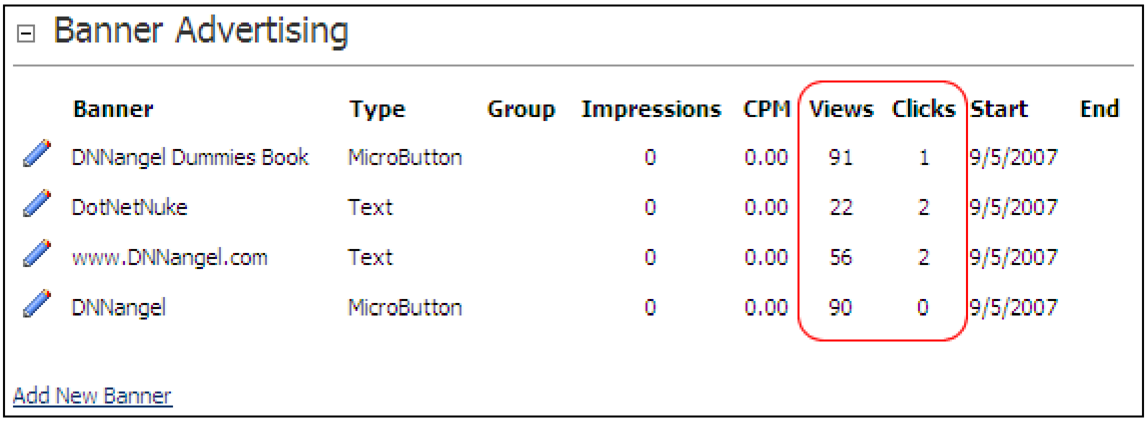
How to disable banner advertising on the portal. Banner advertising displays on portal where the skin applied contains the [BANNER] token. In the default DNN skin, banner advertising appears in the top right corner of each page. Disabling this setting doesn't affect banners displayed on the Banners modules.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. Go to the **Basic Settings - Site Marketing** section.
3. At **Banners**, select from these options:
   - **None**: Banners are not displayed.
   - **Site**: Banners maintained on this site are displayed.
   - **Host**: Banners maintained on the host portal are displayed.
4. Click the Update link.

Viewing the Clicks and Views for a Banner

View the number of times a banner has been viewed and clicked on.

1. Navigate to Admin > **Vendors**.
2. Locate the required vendor account by using a filter or by searching.
3. Click the **Edit** button beside the required Vendor. This will open the Edit Vendor page.
4. **Maximize** ⊞ the **Banner Advertising** section. This will display all banners associated with this vendor. Including the following details:
   - **Clicks**: The number of time a banner has been clicked on.
   - **Views**: The number of times a banner has been displayed on a page.



Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End
DNNangel Dummies Book	MicroButton		0	0.00	91	1	9/5/2007	
DotNetNuke	Text		0	0.00	22	2	9/5/2007	
www.DNNangel.com	Text		0	0.00	56	2	9/5/2007	
DNNangel	MicroButton		0	0.00	90	0	9/5/2007	

Figure 148: Viewing banner views and clicks

Emailing Banner Status to Vendor

Send a banner status report to the related vendor. The report contains the following information: Banner Name, Banner Description, Image Name, Number of CPM/Cost, Number of Impressions, Start Date, End Date, Number of Views, and Number of Click Throughs.

1. Navigate to Admin > **Vendors**.
2. Click the **Edit** button beside the required Vendor. This will open the Edit Vendor page.
3. **Maximize** the **Banner Advertising** section. This will display all banners associated with this vendor.
4. Click the **Edit** button beside the required banner.
5. Click the Email Status to Vendor link at the base of the module. A success or failure message will be displayed at top of the module letting you know if the email sent successfully.
6. Click the Cancel link to return to the Edit Vendor page.

Affiliate Accounts

Overview of Vendor Affiliates

A vendor affiliate is used for the portal advertisement on other websites. DotNetNuke generates the link for other websites to use, so that it can track each time a visitor clicks through to the portal, from an advertising site, so that the difficulty in collecting information for commissions to be paid can be easily managed.

Adding an Affiliate Referral Account

How to add affiliate referral account. This generates a link which affiliates can add to their website. The number of clicks and acquisitions for the link is tracked within the Affiliate Referral module, permitting the Administrator (or Host) track commission owing to the vendor.

1. Navigate to Admin > **Vendors**.
2. Locate the required vendor account by selecting a filter or by doing a search.

3. Click the **Edit** button beside the required vendor account. This will go to the Edit Vendors page.
4. **Maximize** ⊞ the **Affiliate Referrals** section. This will display any affiliate referral accounts associated with this vendor.
5. Click the Add New Affiliate link.
6. **OPTIONAL**. At **Start Date**, click the Calendar link and select a start date.
7. **OPTIONAL**. At **End Date**, click the Calendar link and select an end date.
8. In the **Cost Per Click (CPC)** text box, enter the advertising charge. CPC is the commission paid to the vendor when a visitor is referred to your site.
9. In the **Cost Per Acquisition (CPA)** text box, enter the advertising charge. CPA is the commission paid to the vendor when a visitor becomes a member of your site.
10. Click the Update link.

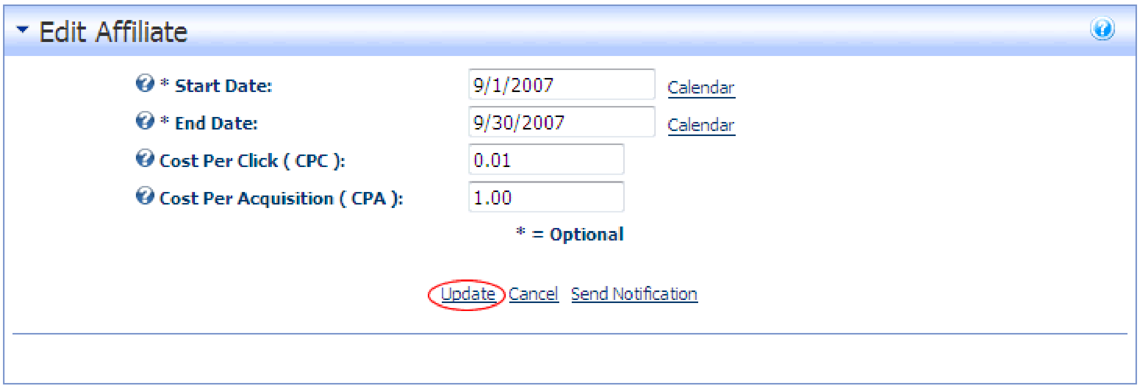


Figure 149: Adding an affiliate account

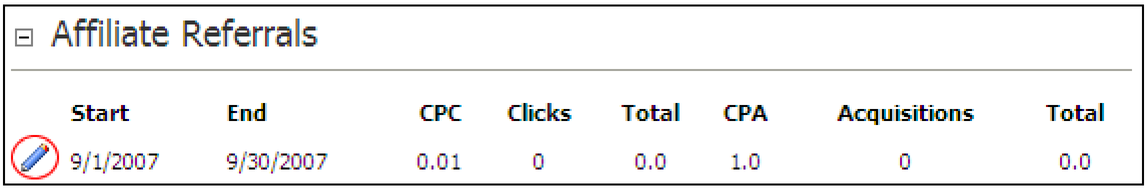


Figure 150: Editing an affiliate referral account

Sending Notification of Affiliate Referral Account

How to send an affiliate report email to an affiliate. The report provides details of the portal they have been made an affiliate of and the URL link to be used. The email message is one of the default System Messages maintained under Admin > Languages.

1. Navigate to Admin > **Vendors**.
2. Locate the required vendor account by selecting a filter or by doing a search.
3. Click the **Edit** button beside the required vendor account. This will go to the Edit Vendors page.
4. **Maximize** ⊞ the **Affiliate Referrals** section. This will display any affiliate referral accounts associated with this vendor.
5. Click the **Edit** button beside the required record.
6. Click the Send Notification link.
7. Click the Cancel to return to the Edit Vendors page.

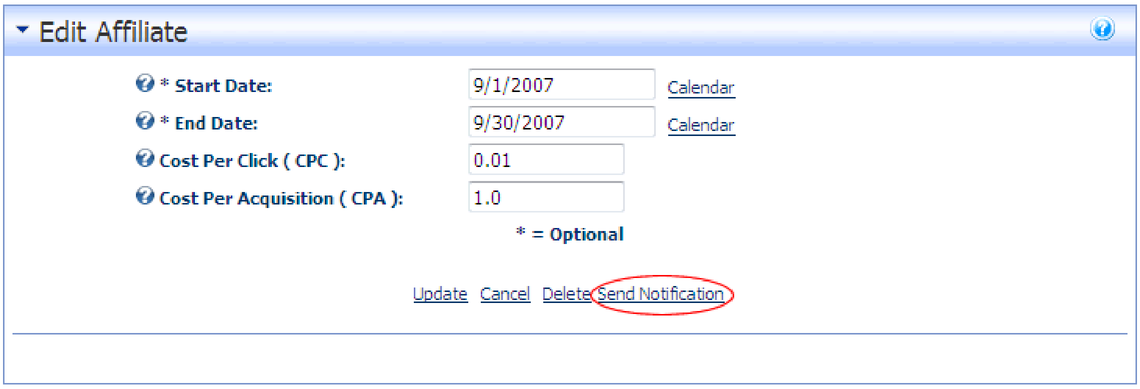


Figure 151: Sending a notification email to an affiliate

Sending Newsletters to Site Members

Working with the Newsletters page located under Admin in the main site menu. This page enables the Administrators to send messages to users, email addresses and security roles.

Overview of the Newsletters Page

Administrators can send a bulk email to all users belonging to one or more security roles and/or to one or more a unique email addresses. The newsletter sends to each user separately, without revealing other users email addresses.

Newsletters can be either plain text or HTML format. Files and images can be attached to the email and replacement [TOKENS] can be included. Once an email is sent, the Administrator will receive an email titled "Bulk Email Report for [Newsletter Subject]" containing the following details:

- The date and time when the bulk email operation commenced
- Number of Email Recipients
- Number of Email Messages
- The date and time when the bulk email operation was completed

---

Sending a Basic Newsletter

How to send a newsletter without using replacement tokens or personalization. The message of this newsletter will be only the content entered in the message text box.

1. Navigate to Admin > **Newsletters**.
2. In the **Basic Settings** section, complete these fields:
    a. At **Addressees** complete one or both of these options:
    b. At **User Role(s)**, check ☑ each of the roles to receive the newsletter. Note that users in multiple roles will only receive one copy of the newsletter.
    c. In the **Additional Emails** text box, enter each of the email addresses to receive the newsletter separated by a semi-colon (;). E.g. **JohnBlack@domain.com;JulieBlack@domain.com**
    d. **OPTIONAL.** In the **From** text box, modify the email address if you wish to send it from another email address. The email address of the logged in user will be displayed by default.
    e. **OPTIONAL.** In the **Reply To** text box, enter the reply to email address for the email.
    f. In the **Subject** text box, enter a subject title for the email.
3. In the **Message** section, enter the body of the newsletter into the editor. Select **Basic Text Box** to send a plain text email, or select **Rich Text Box** to send an HTML email with formatting and images. See: Formatting Rich Text.
4. **OPTIONAL.** Click the Preview Email link to preview the newsletter.
5. **OPTIONAL. Maximize** ⊞ the **Advanced Settings** section to set any of the following optional settings:
    a. At **Attachment**, select the required attachment. See: Setting a File Link
    b. At **Replace Tokens?**, uncheck ☐ the check box.
    c. At **No Duplicate Addresses**, check ☑ the check box to remove duplicate addresses entered into the Additional Emails field, or uncheck ☐ if you wish to send duplicates entered into this field. Note: This does not affect the User Role(s) field which will always remove duplicates.

d. At **Priority**, select the priority of the email (High, Normal, Low) from the drop-down box. The default setting is Normal.
e. At **Send Method**: select **BCC: One Email To Blind Distribution List (Not Personalized)**.
f. At **Send Action**, select from the following options:
    - **Synchronous**: Emails are all sent before your page refreshes. This method is suitable for small mail outs of approximately 100 or less.
    - **Asynchronous**: This starts a separate thread (user process) to send emails. This method is suitable for large mail outs of approximately 100 or more.

6. Click the <u>Send Email</u> link.

A Successful or Not Successful message will be displayed after you click Send Email. For Synchronous send action, the message will not display until after all emails have been sent. For Asynchronous send action, the message will display once the send action has successfully commenced.

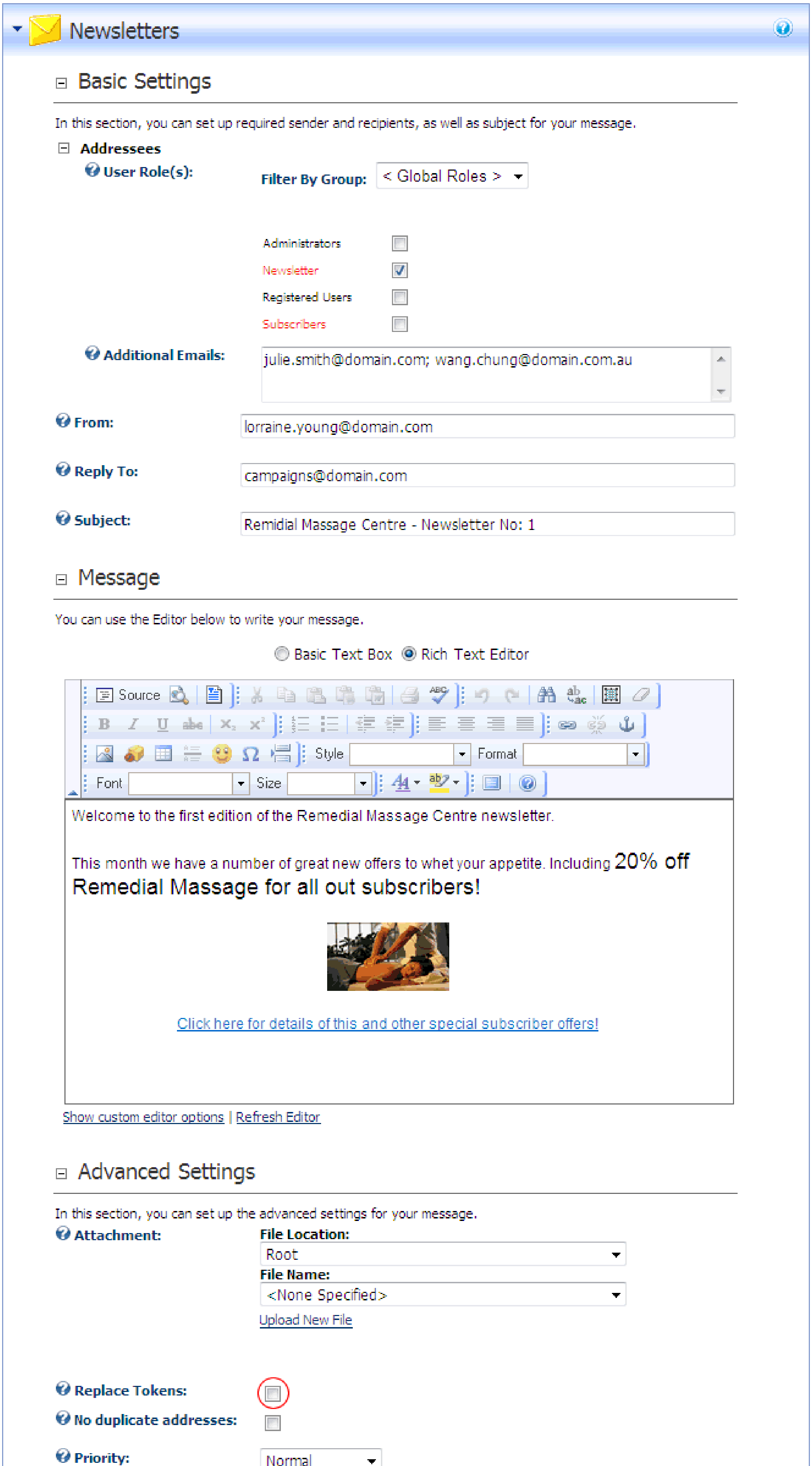

Newsletters
Basic Settings
In this section, you can set up required sender and recipients, as well as subject for your message.
Addressees
User Role(s):
Filter By Group:
< Global Roles >
Administrators
Newsletter
Registered Users
Subscribers
Additional Emails:
julie.smith@domain.com; wang.chung@domain.com.au
From:
lorraine.young@domain.com
Reply To:
campaigns@domain.com
Subject:
Remidial Massage Centre - Newsletter No: 1
Message
You can use the Editor below to write your message.
Basic Text Box
Rich Text Editor
Source
Style
Format
Font
Size
Welcome to the first edition of the Remedial Massage Centre newsletter.
This month we have a number of great new offers to whet your appetite. Including 20% off Remedial Massage for all out subscribers!
Click here for details of this and other special subscriber offers!
Show custom editor options | Refresh Editor
Advanced Settings
In this section, you can set up the advanced settings for your message.
Attachment:
File Location:
Root
File Name:
<None Specified>
Upload New File
Replace Tokens:
No duplicate addresses:
Priority:
Normal

Figure 152: Sending a basic newsletter

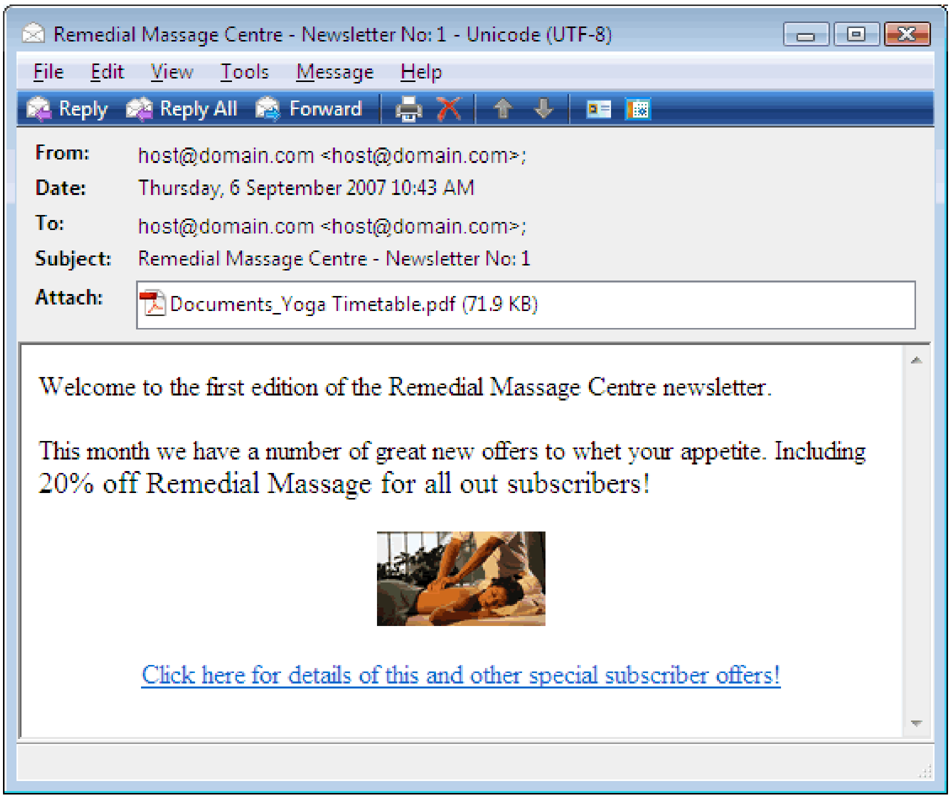


Figure 153: The newsletter message is received

Managing Site Design

Setting the Design and Layout of Pages

Setting Skin Upload Permission

Hosts can permit or deny Administrators access to upload Skin Packages and Container Packages to their portal.

1. Navigate to Host > **Host Settings**.
2. **Maximize** ⊞ the **Advanced Settings** section.
3. **Maximize** ⊞ the **Other Settings** section.
4. At **Skin Upload Permission**, select from the following options:
   - **Portal**: Select to enable Administrators to upload Skin Packages and Container Packages using the File Manager located on the Admin Page.
   - **Host**: Limit upload to hosts only.
5. Click the Update link.

Uploading Skins

How to upload a skin or a skin package. Items uploaded to the Host Skins page are available to all portals, whereas items uploaded to the Admin Skins page are only available to that site.

Tip: A skin package can include multiple skins and containers. Typically the design will be the same theme.

1. Navigate to Host > **Skins** - OR - Admin > **Skins**.
2. Select **Upload Skin** from the module menu.
3. Click the **Browse...** button and select the skin package or skin.
4. Click Upload Skin Package link. The Upload Resource Log will be displayed detailing process of the file upload.
5. Click the Return link.

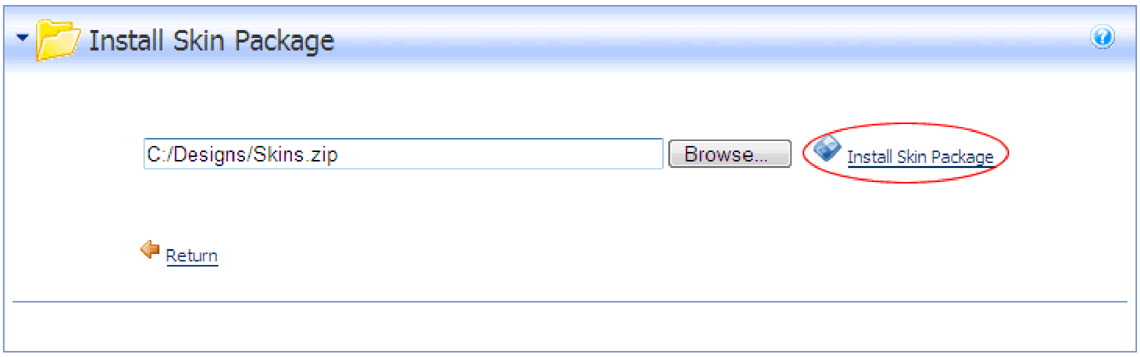


Figure 154: Uploading a skin package

Setting the Host Skin

The Host Skin is applied to all pages of the host portal.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. At **Host Skin**, select one of the following skins directories:

- Select **Site** to displays all skins uploaded to the Admin > Skins page of the current portal.
- Select **Host** to displays all skins uploaded to Host > Skins page, including any uploaded at Step 3.

4. At **Host Skin**, select a skin from the drop-down box.
5. **OPTIONAL.** Click the Preview link to preview the skin. This will open a new browser showing the current portal with the selected skin applied.
6. Click the Update link.

Setting the Admin Skin

How to set the skin that is applied to all Admin and Host pages. This also applies to the default Login, User and Register pages.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. Go to the **Basic Settings - Appearance** section.
3. At **Portal Skin**, select from the following skin directories:
   - **Host**: This displays the skins available to all portals.
   - **Site:** This displays the skins available to this portal.
4. At **Admin Skin**, select a skin from the drop-down list, or select to use the default admin skin set by the Host.
5. **OPTIONAL.** Click the Preview link to preview the skin a new website browser.
6. Click the Update link.

Setting the Portal Skin

How to set the default skin to be applied to all portal pages. This excludes the Admin and Host pages. This setting can be overridden for individual pages by setting the Page Skin. See: Editing Page Settings.

1. Navigate to Admin > **Site Settings - OR - Select Site** from the Control Panel.
2. Go to the **Basic Settings - Appearance** section.
3. At **Portal Skin**, select from the following skin directories:
   - **Host**: This displays the skins available to all portals.
   - **Site:** This displays the skins available to this portal.
4. At **Portal Skin**, select a skin from the drop-down list, or select to use the default portal skin set by the Host.
5. **OPTIONAL.** Click the Preview link to preview the skin in a new website browser.
6. Click the Update link.

Figure 155: Setting the portal skin

Setting the Design and Layout of Modules

Uploading Containers

How to upload a container. Items uploaded to the Host Skins page are available to all portals, whereas items uploaded to the Admin Skins page are only available to that site.

Tip: A skin package can include multiple skins and containers. Typically the design will be the same theme. See: Uploading Skins

1. Navigate to Host > **Skins -** OR **-** Admin > **Skins**.
2. Select **Upload Container** from the module menu.
3. Click the **Browse...** button and select the container.
4. Click Upload Container link. The Upload Resource Log will be displayed detailing process of the file upload.
5. Click the Return link.

Setting the Host Container

The Host Container is the container applied to all modules on the host pages.

1. Navigate to Host > **Host Settings**.
2. Go to the **Basic Settings - Appearance** section.
3. At **Host Container**, select one of the following container level directories:
   - Select **Site** to displays all containers uploaded to the Admin > Skins page of the current portal.
   - Select **Host** to displays all containers uploaded to Host > Skins, including any containers uploaded at Step 3.
4. At **Host Container**, select the container name from the drop-down box.
5. **OPTIONAL.** Click the Preview link to preview the container. This will open a new web browser showing the current portal with the selected container applied.
6. Click the Update link.

Setting the Default Portal Container

How to set the default container applied to all existing and new modules. This excludes the Admin and Host pages as well as the default Login, User and Register pages. This setting can be overridden for individual containers. See: Overriding the Default Module Container

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
1. Go to the **Basic Settings - Appearance** section.
2. At **Portal Container**, select a skin level. from the following options:
   - **Host**: This displays the containers available to all portals.
   - **Site:** This displays the containers available to this portal.
3. At **Portal Container**, select a container from the drop-down list, or select to use the default portal container set by the Host.
4. **OPTIONAL.** Click the Preview link to preview the container in a new web browser.
5. Click the Update link.

Figure 156: Setting the portal container

Setting the Admin Container

How to set the default container for all Admin and Host pages of a portal. This includes the default Login, User and Register pages.

1. Navigate to Admin > **Site Settings** - OR - Select **Site** from the Control Panel.
2. Go to the **Basic Settings - Appearance** section.
3. At **Admin Container**, select the directory of the container:
   - **Host**: This displays containers available to all portals.
   - **Site:** This displays containers available to this portal.
4. At **Admin Container**, select a container from the drop-down list, or select to use the default admin container set by the Host.
5. **OPTIONAL.** Click the Preview link to preview the container in a new web browser.
6. Click the Update link.

Figure 157: Setting the Admin container

Overriding the Default Module Container

How to set a module container and set it to override the default container set for the site.

1. Select **Settings** from the module menu.
2. **Maximize** ⊞ the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Module Container**, select from the following to view the related containers:
   - **Host**: Populates the drop-down box will a list of all module containers uploaded by the Host. These containers are available to all child portals.
   - **Admin**: Populates the drop-down box will a list of all module containers uploaded by the Administrator. These containers are only available to this portal.
5. Click the Update link.

Setting Container Visibility

Set the visibility of the module container for this module. The module container that will be displayed when this option is set is set at Module Container on this settings page.

1. Select **Settings** from the module menu.
2. **Maximize** ⊞ the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Display Container?**, select from the following options:
   - Check ☑ the check box to display container.
   - Uncheck ☐ the check box to hide the container.
5. Click the Update link.

Module Container Settings

The module container must be displayed for all of the below tutorials.

Setting a Module Icon

How to display an icon (image) on a module. The icon is typically displayed left of the title. The module container must be displayed. See: Setting Container Visibility

1. Select **Settings** from the module menu.
2. **Maximize** ⊞ the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Icon**, select the File Location and File Name for the icon, and then click the Upload New File link to upload a new file.
5. Click the Update link.

Setting Module Visibility

How to set the default visibility of module content. This will display either the Maximize or Minimize button in the top right corner of the module container, or the button will be hidden. When content is minimized, only the module title, header and footer are displayed. See: Adding a Module Header or Footer

1. Select **Settings** from the module menu.
2. **Maximize** ⊞ the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Visibility**, select from the following options:
    - **Maximized**: Module content is displayed. The **Minimize** ⊟ button is displayed.
    - **Minimized**: Module content is hidden. The **Maximize** ⊞ button is displayed.
    - **None**: Module content is displayed. No button is displayed.
5. Click the Update link.

Enabling/Disabling Module Printing

How to set the visibility of the print button. This button enables users to print the module content and is typically located in the bottom right corner of a module.

1. Select **Settings** from the module menu.
2. **Maximize** ⊞ the **Page Settings** section.
3. Go to the **Basic Settings** section.
4. At **Allow Print?**, select from the following options:
    - Check ☑ the check box to display print icon.
    - Uncheck ☐ the check box to hide print icon.
5. Click the Update link.

Enabling/Disabling Module Syndication

How to set the visibility of the XML Syndication icon that is displayed in the bottom right corner of module containers. This setting must be enabled to let any user including the administrators create a XML Syndication of module content.

1. Select **Settings** from the module menu.
2. **Maximize** ⊞ the **Page Settings** section.
3. Go to the **Basic Settings** section.

4. At **Allow Syndicate?**, select from the following options:
    - Check the check box to display XML icon and allow syndication.
    - Uncheck the check box to hide XML icon and disallow syndication.
5. Click the Update link.

Appendix One: Text/HTML Replacement Tokens

The list of replacement tokens for the Text/HTML module.

Token	**Example**	**Token Description**
[Portal:Currency]	USD	Displays the portal currency type as set on the Site Settings page.
[Portal:Description]		Displays the portal description as set on the Site Settings page.
[Portal:Email]	admin@EcoZany.com	Displays the email address of the primary Administrator as set on the Site Settings page.
[Portal:FooterText]	Copyright 2010 by EcoZany	Displays the copyright text entered in the Copyright field on the Site Settings page.
[Portal:HomeDirectory]	/Portals/0/ EcoZany/	Portal (relative) Path of Home Directory.
[Portal:LogoFile]	logo.gif	Portal Path to Logo file. E.g. logo.gif
[Portal:PortalName]	EcoZany	The portal description as set on the Site Settings page.
[Portal:TimeZoneOffset]	-480	Difference in minutes between Portal default time and UTC.
User Tokens		
[User:DisplayName]	JohnZany	The display name of the user.
[User:Email]	John@EcoZany.com	The email address of the user.
[User:FirstName]	John	The first name of the user.
[User:LastName]	Zany	The last name of the user.
[User:Username]	JohnZany	The username of the user.
Membership Tokens		
[Membership:Approved]	Yes / No	Indicates if the user is approved.
[Membership:CreatedDate]	10/4/2007 1:08 PM	Displays the date and time when the user registered on the site.

[Membership:IsOnline]	Yes / No	Indicates if the user is currently online
Page (Tab) Tokens		
[Tab:Description]	Welcome to EcoZany	Displays the description of the current page.
[Tab:FullUrl]	http://www.domain.com/Services/tabid/73/Default.aspx	Displays the full URL of the current page.
[Tab:IconFile]	icon.gif	Page relative path to icon file
[Tab:KeyWords]	toys, eco-friendly	Displays the keywords for the current page.
[Tab:TabName]	Home	Page name
[Tab:TabPath]		Page relative path
[Tab:URL]		Page URL
Date Tokens		
[DateTime:Now]	10/17/2010 9:08 AM	Current date and time.
[DateTime:Now|]	&lP;7or2aP&A.D.P;	For date/time and numeric values, you can also append a string defined by the .NET framework, for example: Current date/time formatted according to , e.g. [DateTime:Now|f} displays current date in short format (does not apply to expressions of calculated columns)
Tick Tokens		
[Ticks:Now]	633282985407609550	CPU tick count for current second
[Ticks:Today]	633282624000000000	CPU tick count since midnight
[Ticks:TicksPerDay]	864000000000	CPU ticks per day (for calculations)