



Professional  
Edition  
Self-Guided  
Trial Instructions



**DotNetNuke Corporation**  
155 Bovee Road, Suite 201  
San Mateo, CA 94402  
[www.dotnetnuke.com](http://www.dotnetnuke.com)  
650.288.3150

## DotNetNuke Professional Edition Trial

This document provides a quick self-guided tour of the DotNetNuke Professional Edition. It will walk you through building a new web site including:

- [Adding a new page](#)
- [Adding new modules to a page](#)
- [Changing the look and feel of your site by applying “Skins”](#)
- [Creating Security Roles](#)
- [Creating User Accounts](#)
- [Adding Workflows to ensure that your site is reviewed and approved before being published](#)
- [Using the Open Document Library to share and collaborate on documents](#)
- [Using the Commerce Module to sell products](#)
- [Using the Mobile Preview and Device Detection/Redirection](#)
- [Using the Social features to create Social Groups and Member Directory](#)

For a more in-depth information please download the latest DotNetNuke [User Guide](#) and [Super User Guide](#) which are available on our website at no charge. We also recommend that you follow us on [Facebook](#), [LinkedIn](#) and [Twitter](#) where the community shares information and useful tips.

Start by signing up for the free trial of DotNetNuke Professional Edition. Your DNN installation is created on cloud to offer you instant access to the development environment.

**Professional Edition Trial**

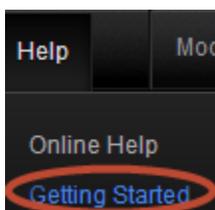
1. Account Info    2. Provisioning    3. View Website

Our cloud engineers are reviewing your order and will have your new site available shortly.

Processing order...

You are automatically logged into your DNN installation. You will notice that a demo site with sample pages – Home, About Us, Our Services, and Contact Us - has been created for you. We encourage you to watch the Getting Started video for an overview of DotNetNuke.

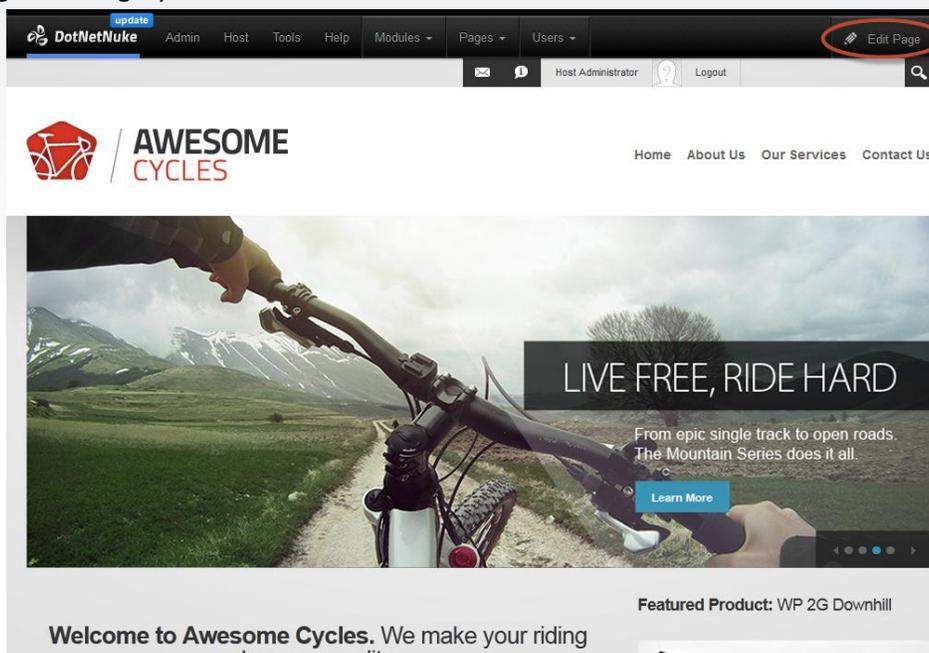
You can go back to the getting started page anytime from Help menu.



You will receive a welcome email from DotNetNuke with information about your Website Address, Host Login, and Password. You can login as host by logging out of your user account and clicking the **Login** link in the upper right corner to login as a host with the username and password provided to you in the welcome email. For this exercise you will first login as a SuperUser with your host user name and the password



When you first log in, you will see your DotNetNuke Professional Edition environment in the View mode with Edit Page button greyed out.



You will also see the new Control Panel at the top of the screen:



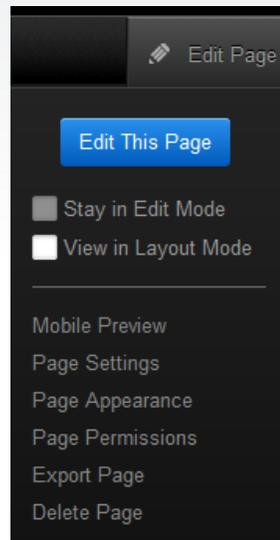
The Control Panel enables you to create and manage the website content displayed below. When you first log into DotNetNuke, you see a default portal page with content that has been pre-populated. On the Control Panel there are two key menus titled “Admin” and “Host”. The Admin and Host menus enable you to manage individual web portals as an Administrator or multiple portals as a Super User or “host”. The Control Panel also has additional menus for commonly used tasks such as adding/copying a page, adding/reusing a module, uploading a file, or previewing a mobile site. In this demonstration we will show you how to create individual pages and manage an individual web portal both as an Administrator and as a Standard User. We will show you how to use the Host Tab to install new applications. We will also show you the Mobile and Social features of DotNetNuke. For more information about Host functionality please download the DotNetNuke [SuperUser Manual](#).

### The Control Panel

The Control Panel is the main interface for managing site pages, adding modules to pages, performing common administration tasks, and installing additional modules. Depending on your assigned role and associated access rights, different tools would be available.

The Control Panel contains various sections which can be accessed by users with different roles.

The **Edit Page** menu gives user the ability to quickly switch between Edit Page mode, View Page mode, and View Layout mode. It also provides quick access to common page tasks such as Page Settings, Page Appearance, Mobile Preview, Page Permissions, Export Page, and Delete Page.

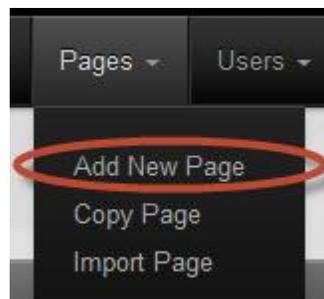


- **Edit This Page** Enables you to add, delete and change content. It provides you with access to the “Actions Menu” for all the modules on that page. **Actions** menu allows you to edit content, move module and control administrative settings for the modules.
- **View Mode** is enabled by selecting **Close Edit Mode** and it hides all module editing tools and page pane layout. Select this option to see how the page will look to your site visitors.
- **View in Layout Mode** displays the page pane layout with the module content hidden. Select this option to view the layout of a page. You can move modules to different areas/panes on the page.

### Add a Page

You will notice that some sample pages in a demo site called “Awesome Cycles” have been created for you. During this demonstration we’ll add a new page for promotional offers. Add a page to your online demo portal as follows:

1. Select the **Add New Page** button in the **Pages** menu section of the Control Panel at the top of the screen



2. At **Page Details**, enter the following settings:
  - a. In the **Page Name** text box, enter the name “Promotions”. If you choose to display this new page in the menu, this will be the name which appears in the menu.
  - b. In the **Page Title** text box, enter “Promotions”. This is the page name that will be displayed on the tab in a visitor’s browser when they visit this page.

- c. In the **Description** text box, enter “This is the Awesome Cycles Promotions Page” or other short, descriptive sentence summarizing the page content.
- d. You can enter relevant keywords for search engines in the **Keywords** text box.
- e. At **Parent Page**, select **< None Specified >** to set this as a parent page in the menu. If you wanted to make this page a child of another page, you would select a [Page Name] to set this relationship.

The screenshot shows the 'Page Details' tab in the DotNetNuke administration interface. The page name is 'Promotions'. The description is 'This is the Awesome Cycles Promotions Page'. The keywords are 'Bikes'. The parent page is set to '<None Specified>'. The 'Insert Page' section has radio buttons for 'Before', 'After', and 'Add to End', with 'After' selected.

- f. For **Permissions** tab, set the view and editing permissions for this page for one or more roles. To make the page publicly accessible, check the View column for **All Users**. You can choose to provide various user classes with differing rights from viewing the page to adding content, copying or deleting the page, or managing the page settings. Because we are using the Professional Edition we see an extensive list of security permissions. In the Community version of the product only “View and “Edit” permissions exist. For a more extensive overview of DotNetNuke’s granular permission capability please attend one of our [Professional Edition Webinars](#).

The screenshot shows the 'Permissions' tab in the DotNetNuke administration interface. The 'All Users' row is circled in red, and the 'View' checkbox for 'All Users' is also circled in red. The table below shows the permissions for various user roles.

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators	<input checked="" type="checkbox"/>									
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>									
Subscribers	<input type="checkbox"/>									
Translator (en-US)	<input type="checkbox"/>									
Unauthenticated Users	<input type="checkbox"/>									
Unverified Users	<input type="checkbox"/>									

Below the table, there is a 'Username:' input field and an 'Add' button. At the bottom, there are 'Add Page' and 'Cancel' buttons.

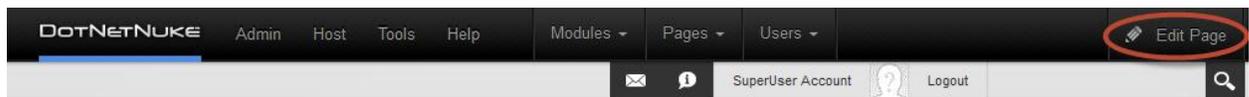
3. Click the Add Page button at the bottom left of your screen.



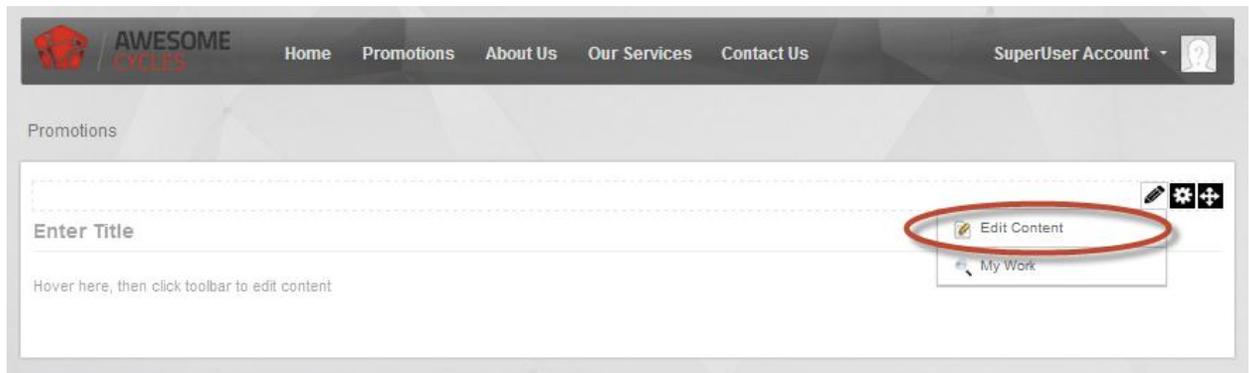
4. Now you see that we have added a new page called “Promotions” and that the page has some default content. By default DotNetNuke adds one instance of the HTML Pro module to the page. The HTML module is the most commonly used module and lets you add HTML content onto the page. Let’s edit the content in that module.

### Edit the Module Content

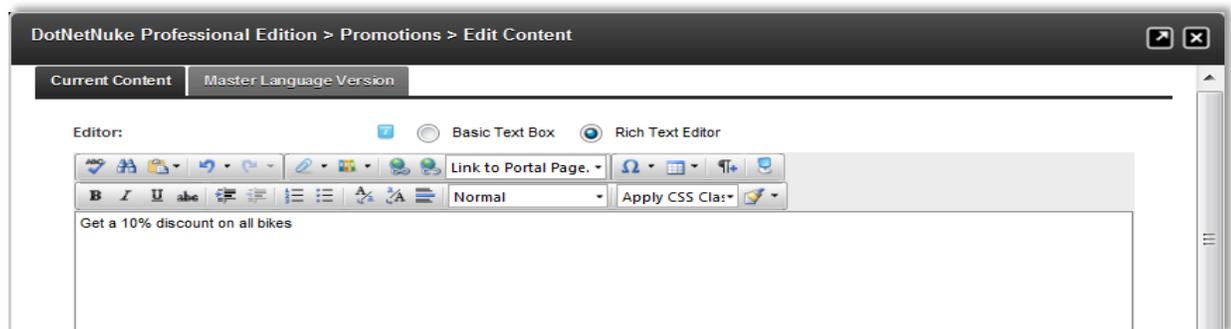
1. Click the **Edit Page** button to switch from View Page Mode to Edit Page Mode.



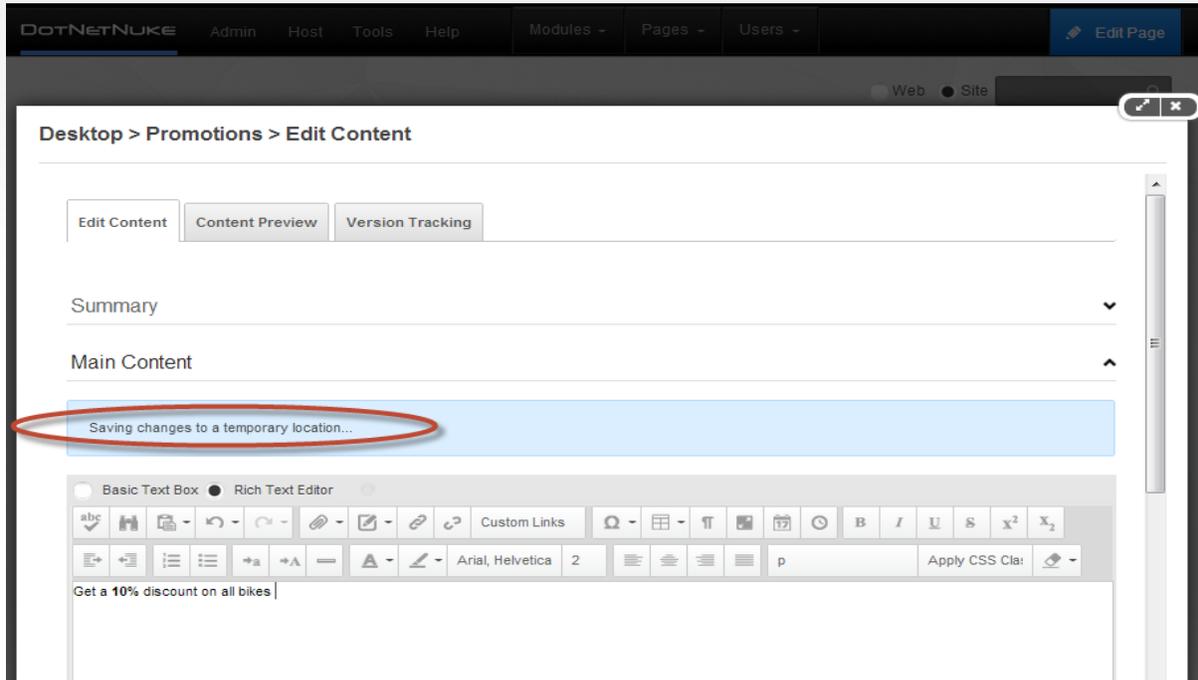
2. Select **Edit Content** from within the Actions menu on the HTML Pro module to edit the content of your new module.



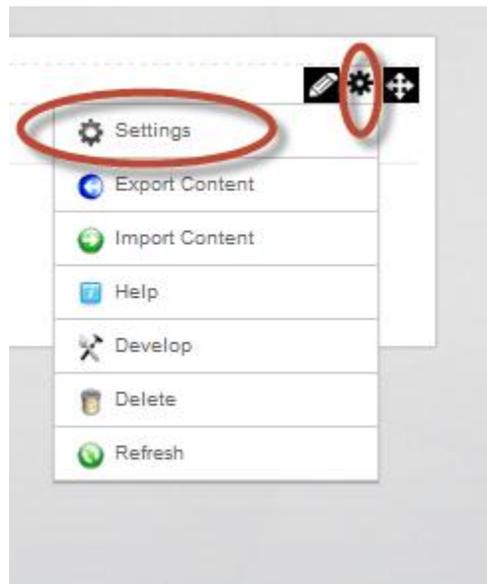
3. You will be presented with a rich text editor. In the text box type “Get a **10%** discount on all bikes.” using the available font formatting buttons. The new HTML Pro text editor auto saves the contents.



DotNetNuke Professional edition ensures that you never lose your work by auto saving the content as highlighted below.



4. Click the Save button at the bottom of the page to publish your new page.
5. Now change the Title of the module. Go back to the **Options** button in Actions menu and select **Settings**.



6. Change the title to “Promo”.

Desktop > Promotions > Module

Module Settings Permissions Page Settings HTML Module Settings

[Expand All](#)

Basic Settings

Module Culture:  Neutral Culture

Module: HTML Pro

Module Title: Promo

Tags:

Advanced Settings

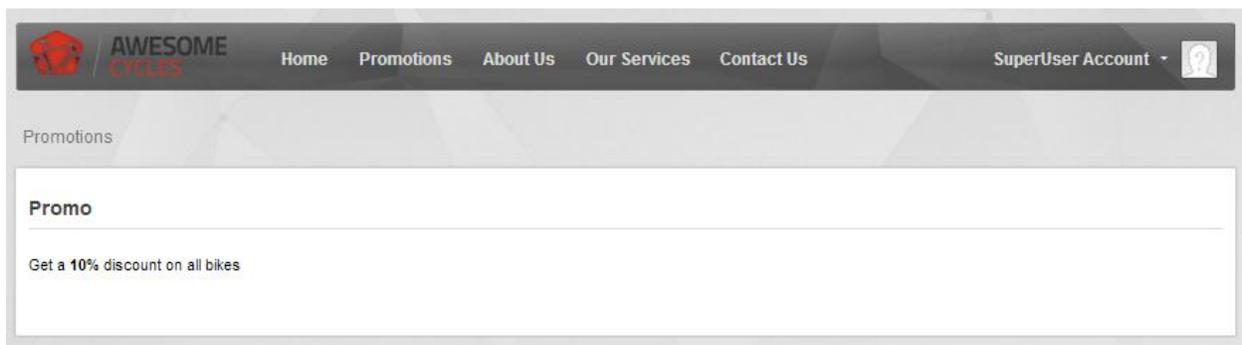
Added to Pages

Update Delete Cancel

7. Click the [Update](#) button.



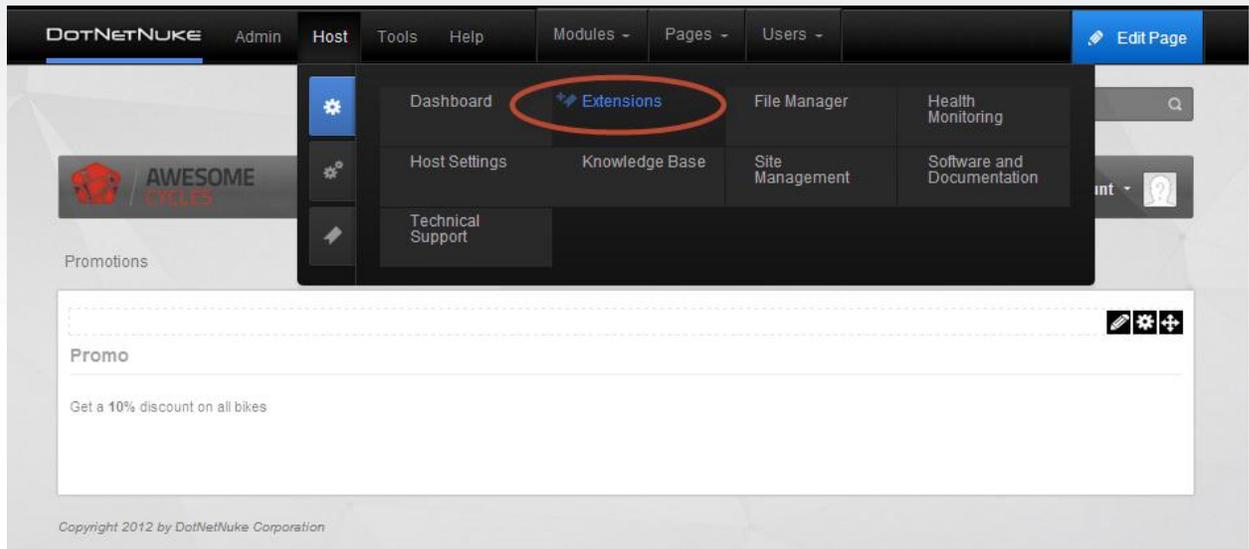
Your page should now appear like this:



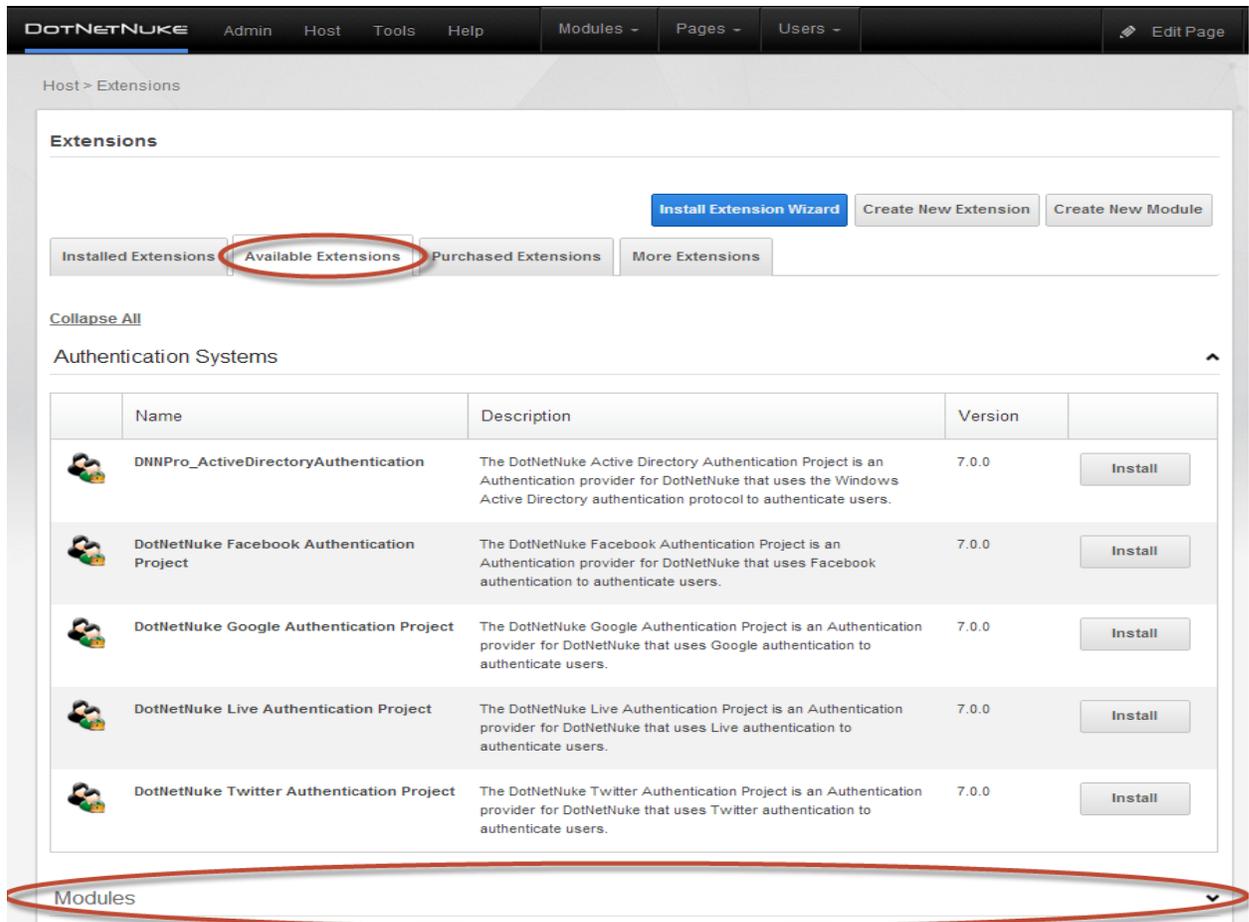
### Install a Module

The next thing we will do is add an Announcements module on the home page. We will use the “**Announcements Module**” that came pre-packaged with the DotNetNuke Professional Edition. In order to use this module we will have to first install it. To install this module you will:

1. Select **Extensions** from the **Host** menu in the Control Panel.



2. Select **Available Extensions** and expand the **Modules** section of the page.



3. Install the **Announcements** module.

Modules				
	Name	Description	Version	
	Announcements	This module renders a list of announcements. Each announcement includes title, text and a "read more" link.	4.0.3	<input type="button" value="Install"/>

4. Click **Next** button.

**Desktop > Extensions**

**Package Information**

The following information was found in the package manifest.

Name:  DNN\_Announcements  
Type:  Module  
Friendly Name:  Announcements  
Icon File:  ~\images/icon-announcements-32px.png  
Description:  This module renders a list of announcements. Each announcement includes title, text and a "read more" link.  
Version:  4.0.3  
Owner:  DotNetNuke  
Organization:  DotNetNuke Corporation  
Url:  http://www.dotnetnuke.com  
Email Address:  support@dotnetnuke.com

5. Select **Accept License** and click **Next**.

**My Website > Extensions**

including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

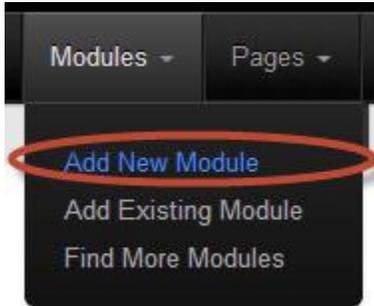
Accept License? 

6. Click **Return** or Close the installation window.
7. Now you can return to your Home page to install the new module on your page.

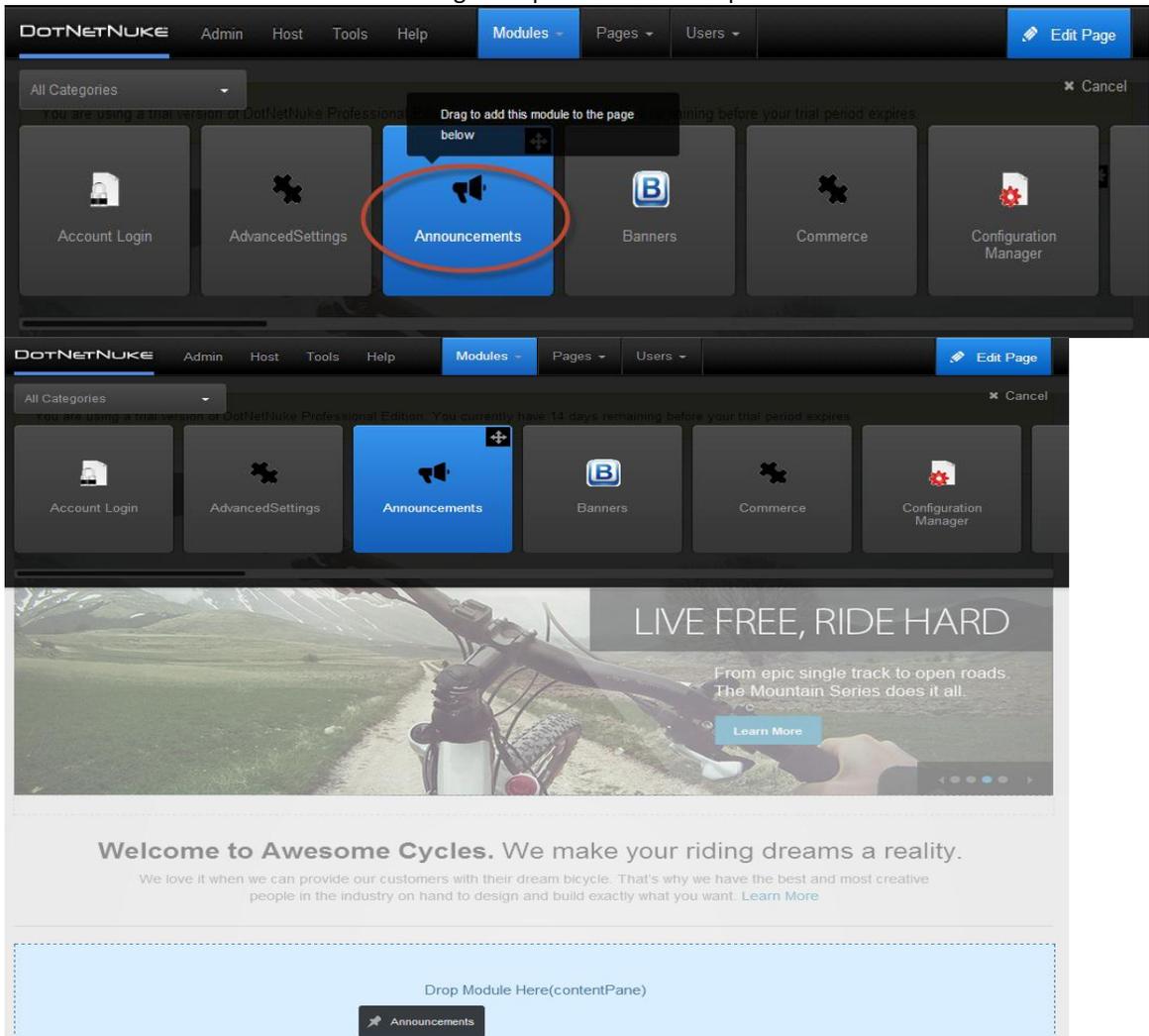
### Add a New Module

Open the Promotions page and now let's add some more interesting content. Let's add an announcement section on the Promotions page.

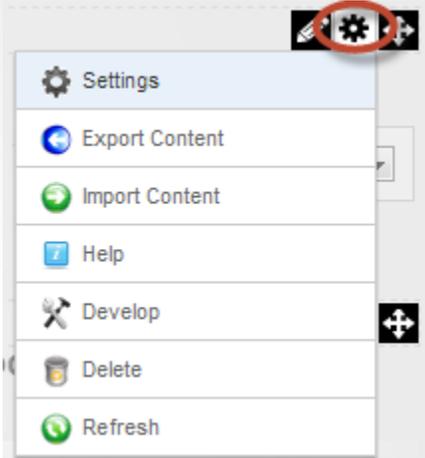
1. Select **Modules** → **Add New Module**. This will bring all the available modules



2. Scroll to **Announcements** module and drag & drop it to the desired pane.



3. The Announcements Module will let you add a list of announcements to the page with a title, text, and a “read more” link. Go to **Settings** and update the Module Title to “Zany Announcements”.



### Basic Settings

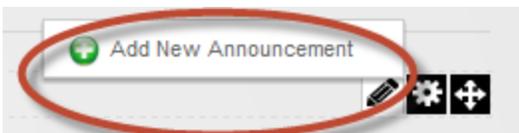
Module Culture:  Neutral Culture

Module:

Module Title:

Tags:

4. Click on **Update**
5. Now we will add an announcement to the home page.  
Click on **Actions menu** → **Edit menu** and select **Add New Announcement**



6. Enter the **Title** and **Description**. Click **Update** to save the announcement.

**Edit Announcements**

Title:

Image:

Link Type:  None  
 URL ( A Link To An External Resource )  
 File ( A File On Your Site )

Description:

Basic Text Box  Rich Text Editor

Rich Text Editor toolbar:  
abc, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Custom Links, Font Name, Size, Paragraph Style, Apply CSS Class

Design HTML Preview Words: 11 Characters: 62

Link:

Link Type:  None  
 URL ( A Link To An External Resource )  
 Page ( A Page On Your Site )  
 File ( A File On Your Site )  
 User ( A Member Of Your Site )

Track Number Of Times This Link Is Clicked?  
 Log The User, Date, And Time For Every Link Click?  
 Open Link In New Browser Window?

Publish Date:  [Calendar](#)  
12:00 AM

Expire Date:  [Calendar](#)  
12:00 AM

View Order:

7. **The Announcements** module gives you the option to edit an announcement by selecting the edit menu on the top left corner of an announcement. The Announcements module also gives the author and admin the option to filter and view announcements by Current/Expired/Future/All categories.

**Zany Announcements**

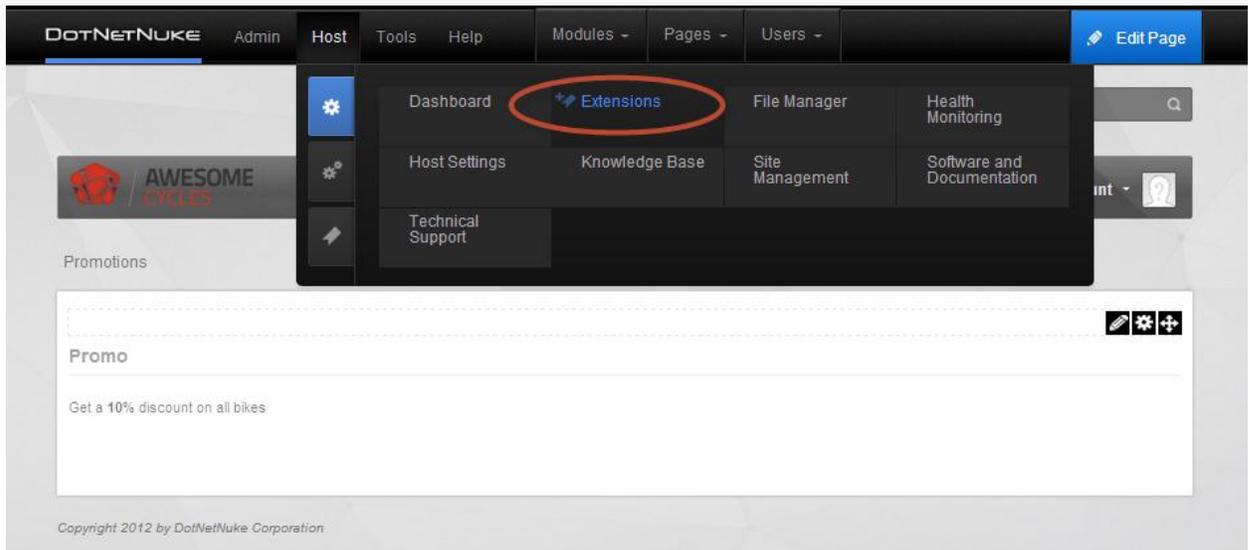
Powered Bikes on Sale - Thursday, November 29, 2012  
Check out our Promotions page for latest powered bikes on sale.

Select View:   
Current  
Expired  
Future  
All

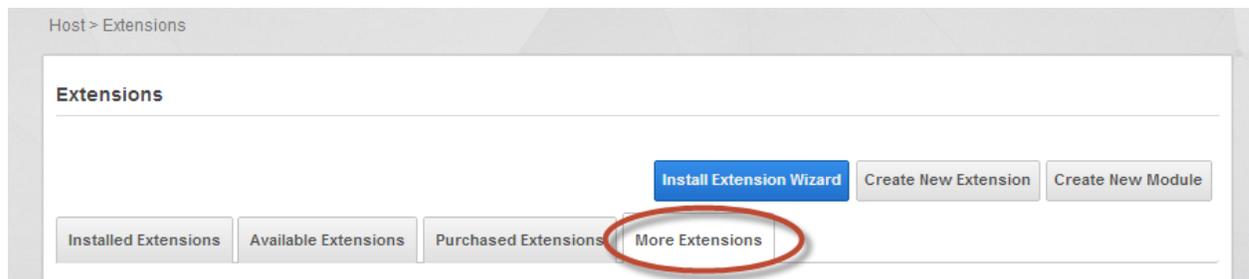
## Add a New Skin

A skin is a design template used to change the look and feel of your DNN web site. Now we'll add a new Skin through Extensions > More Extensions.

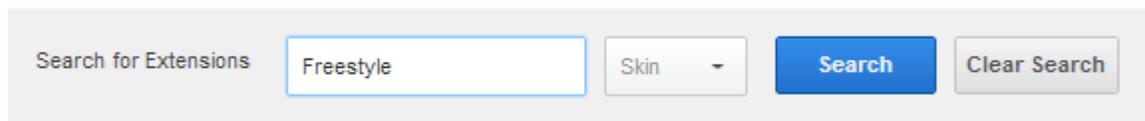
1. Go to **Host > Extensions**



2. Select the **More Extensions** Tab



3. Search for a New Skin by choosing:
  - a. Type: Skin
  - b. Search: Freestyle



This Freestyle Skin is available free of charge through the DotNetNuke Extensions Forge. The Extensions Forge is the official repository of Open Source extensions for DotNetNuke.

4. Next deploy the Freestyle Skin.

**Extensions**

[Install Extension Wizard](#) [Create New Extension](#) [Create New Module](#)

[Installed Extensions](#) [Available Extensions](#) [Purchased Extensions](#) [More Extensions](#)

**Tag Cloud**

ASP.NET [ASP.NET Sites](#) [Beauty](#)  
[Black](#) [Blue](#) [Bronze](#) [Brown](#) [Business](#) [By Color](#) [By Genre](#) [By Type](#) [Classic](#) [Clean](#) [Colorful](#)  
[Communications](#) [Containers](#) [CSS](#) [Education](#) [Family](#)  
[Flash](#) [Food](#) [Gold](#) [Graphics & Images - Slide Show](#) [Gray](#)  
[Green](#) [HTML](#) [Magenta](#) [Medical](#) [Module Skins](#) [Multi Color Pack](#) [Multi Genre Pack](#) [Multi Language](#) [Nature](#) [Orange](#)  
[Professional](#) [Purple](#) [Red](#) [SEO](#) [Simple](#)  
[Single Skin](#) [Skin Development](#) [Skin Packs](#) [Social Sites](#) [Tech Support](#) [Travel](#) [White](#)  
[Windows](#) [Yellow](#)

Learn more about how to offer your extensions [here](#).

Search for Extensions  Skin ▾ [Search](#) [Clear Search](#)

Name: Z-A Price: High - Low

Tag: None, Search: Freestyle, Type: Skin, Vendor: None, Order: None

 **DotNetNuke® Skin Freestyle**  
By [Henry Tavarez](#)

A DotNetNuke Design Challenge skin submitted to the Traditional category by Henry Tavarez of Arrow Consulting. Sharpie fonts, larger logo and casual treatments on the containers and page titles give the DNN5 default template a more "freestyle" look. [More detail](#)

**\$0.00**

 License: The MIT License (MIT)  
Minimum Version Required: 05.06.02

[Deploy DotNetNuke® Skin Freestyle](#)

5. Next **Deploy** and **Install** the new Extension so that you can use it on your site.

Desktop > Extensions > Downloader

**Deploy and Install Extension**

A request is about to be made for an external file - if you were not expecting to make this request please select Cancel to return to the Extensions page - otherwise select from one of the available options below.

Extension Type: [?](#) Skin

Extension Name: [?](#) DotNetNuke.Freestyle.Skin

Description: [?](#) A DotNetNuke Design Challenge skin submitted to the Traditional category by Henry Tavarez of Arrow Consulting. Sharpie fonts, larger logo and casual treatments on the containers and page titles give the DNN5 default template a more "freestyle" look.

[Deploy](#) [Download](#) [Cancel](#)

## Mobile > Extensions > Downloader

Extension - DotNetNuke.Freestyle.Skin - successfully deployed to site. Select Install Extension to install your new extension.

## Deploy and Install Extension

A request is about to be made for an external file - if you were not expecting to make this request please select Cancel to return to the Extensions page - otherwise select from one of the available options below.

Extension Type:  Skin

Extension Name:  DotNetNuke.Freestyle.Skin

Description:  A DotNetNuke Design Challenge skin submitted to the Traditional category by Henry Tavares of Arrow Consulting. Sharpie fonts, larger logo and casual treatments on the containers and page titles give the DNN5 default template a more "freestyle" look.

**install Extension**

Download

Cancel

6. Allow the files to be installed by selecting the checkbox to ignore file restrictions.

Host > Extensions

### Desktop > Extensions

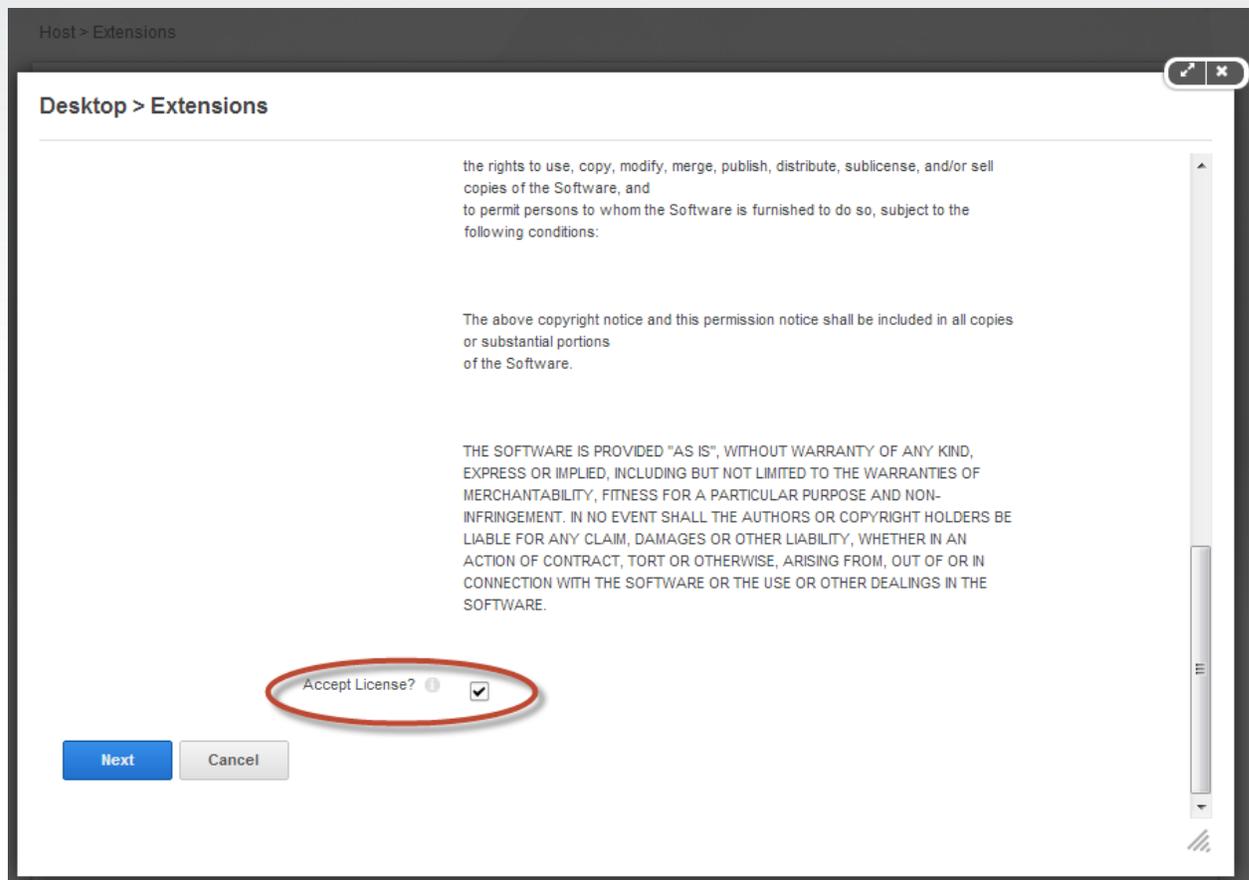
#### Upload Results

If you have reached this page it is because the installer needs to gather some more information, before proceeding.

The installer maintains a list of allowable files (whitelist) that can be installed into your site. If you are confident that the package you are installing is from a reliable source then you can elect to ignore this list. Ignore File Restrictions?

**Next** Cancel

7. Click **Next** and Accept License

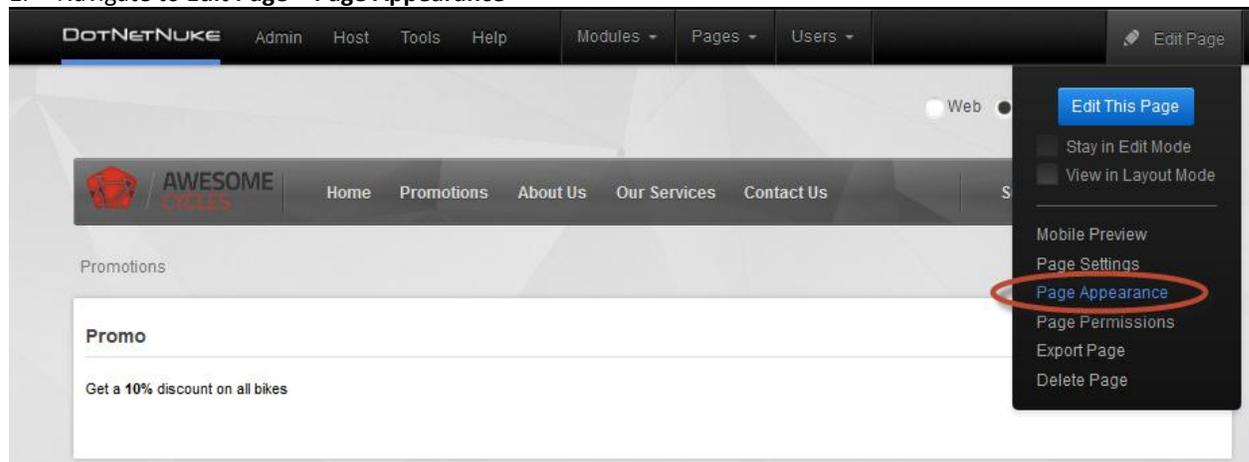


## Change the Skin

You can change the look and feel of a page or your entire site by changing the skin. Let's select a new skin for our promotions page. "Skins" are modules that determine the look and feel of your website. Changing your website skin can change its color, graphics, and menu properties.

To set the default skin applied to your promotions page:

### 1. Navigate to **Edit Page > Page Appearance**



2. Select Page skin → Freestyle – DNNFreestyle1Column and click **Update**

## Desktop > Promotions

File Location:  
Root

File Name:  
<None Specified>

Upload New File

Page Skin ⓘ Host: Freestyle - DNNFreestyle1Column

Page Container ⓘ Host: Freestyle - DNNFreestyle1Column

Host: Freestyle - DNNFreestyle2ColumnLeft

Host: Freestyle - DNNFreestyle2ColumnRight

Copy design to descendants: ⓘ Host: Gravity - 2-Col

Disabled: ⓘ Host: Gravity - 3-Col-Social

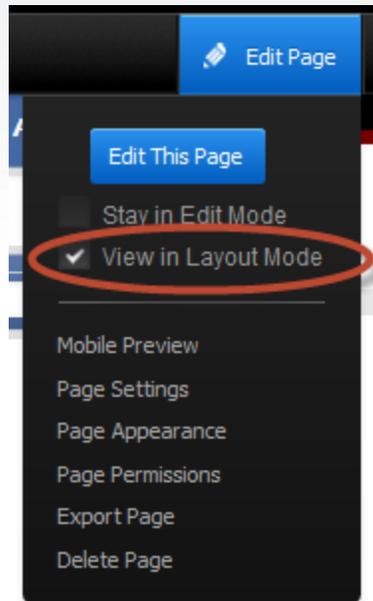
Refresh Interval (seconds): ⓘ Host: Gravity - 3-Col

Page Header Tags: ⓘ Host: Gravity - groups

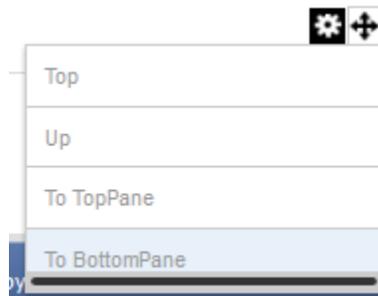
You will notice the style of the page has now changed. If you click on one of the other tabs like “About Us” you will notice that the styling has not changed. This is because you have now added the new skin to your Promotions Page.

## Move Content on the Page

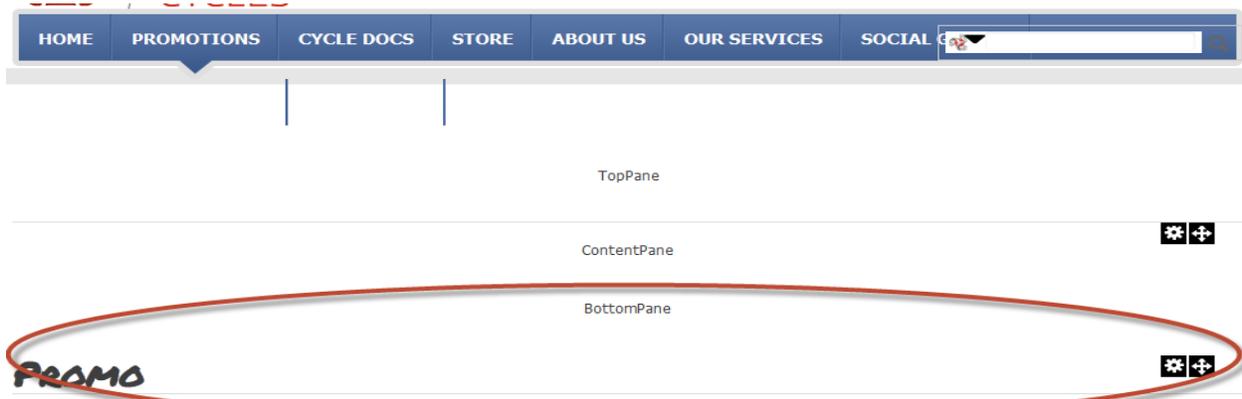
1. Now lets move the “Promo” module to the bottom pane. We’ll do this by selecting the **View in Layout Mode** from the Edit Page section in the upper right corner of the screen.



2. Hover the mouse over the **Move** icon in the Actions menu of Promo module and select **To Bottom Pane** to move the module into the bottom pane.

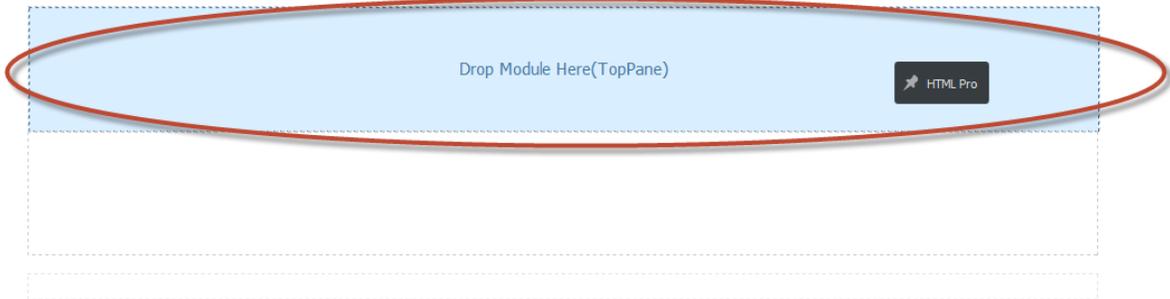
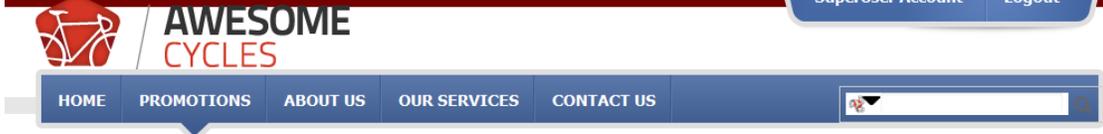
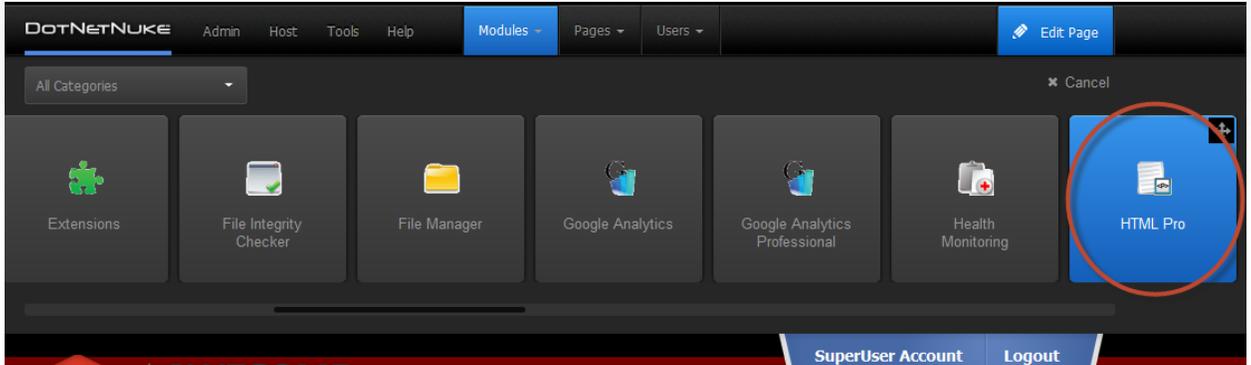


3. Now switch back to “View” mode by unchecking the **View in Layout Mode** and you will see that the “Promo” module is now in the bottom pane of the page.



## Add an Image to the Page

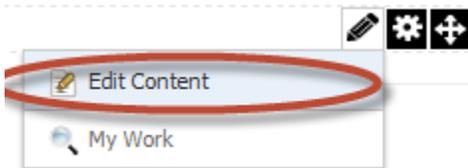
1. Add a new HTML Pro module to the TopPane by selecting **Add New Module** from the Modules menu, selecting the **HTML Pro** module, and dragging & dropping it to the TopPane.



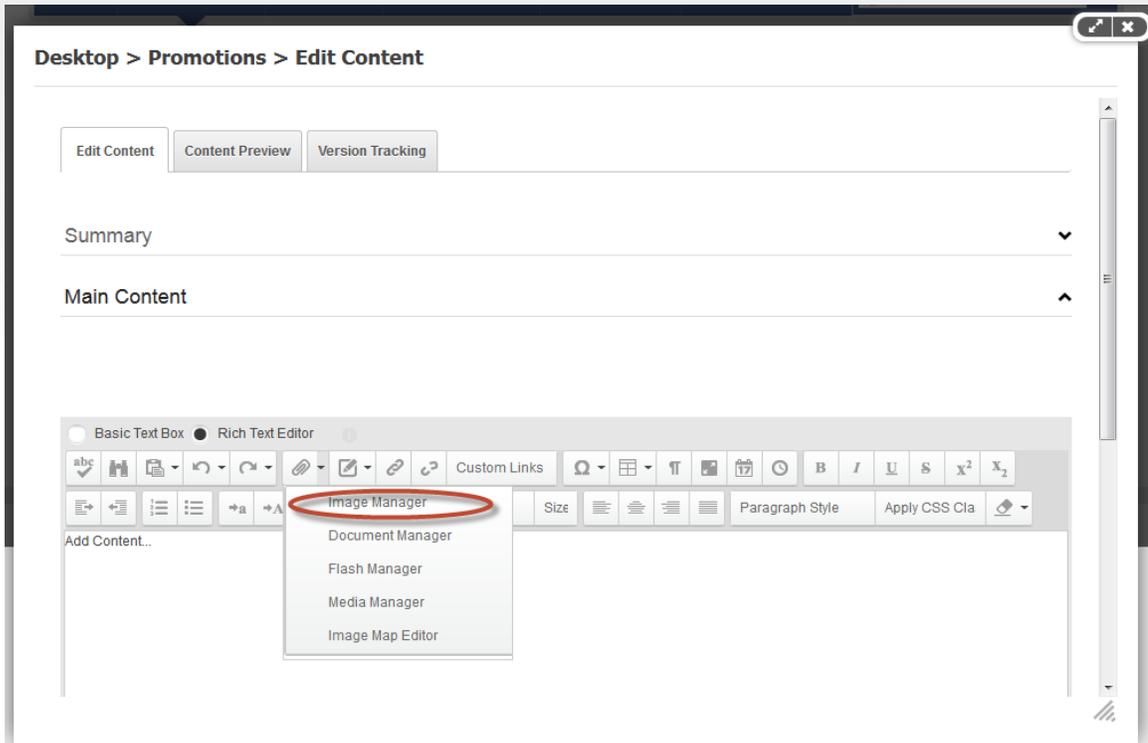
## PROMO

Get a 10% discount on all bikes

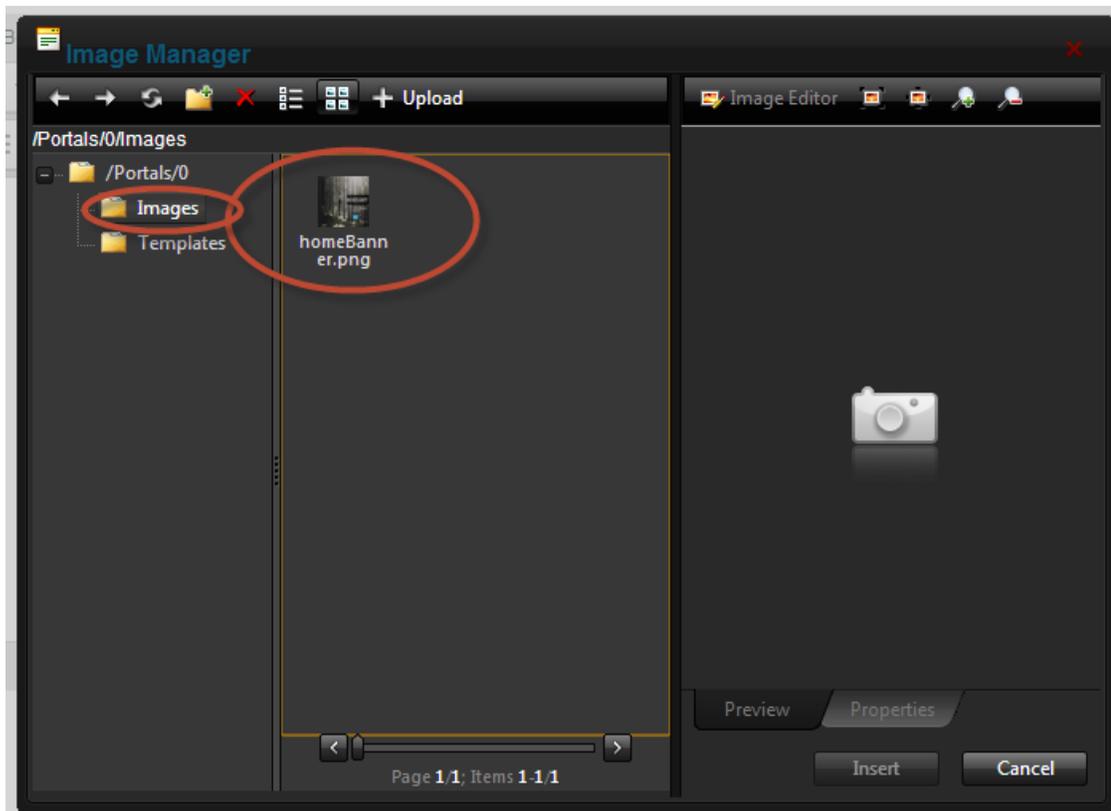
2. Select **Edit Content** in the Actions menu for the new HTML Pro module

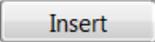


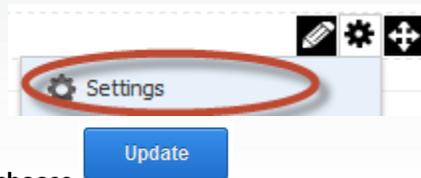
- Now use the Image Manager to add the home banner image by selecting **Insert Media** → **Image Manager**



- Select the "homeBanner.png" image from the **Images** folder.



5. Select **Insert**  and then **Save** 
6. Finally remove the title on the new HTML Pro module. Select **Settings** from the Options menu in the Actions menu



7. Erase the **Module Title** and choose

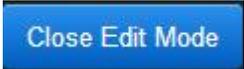
### Basic Settings

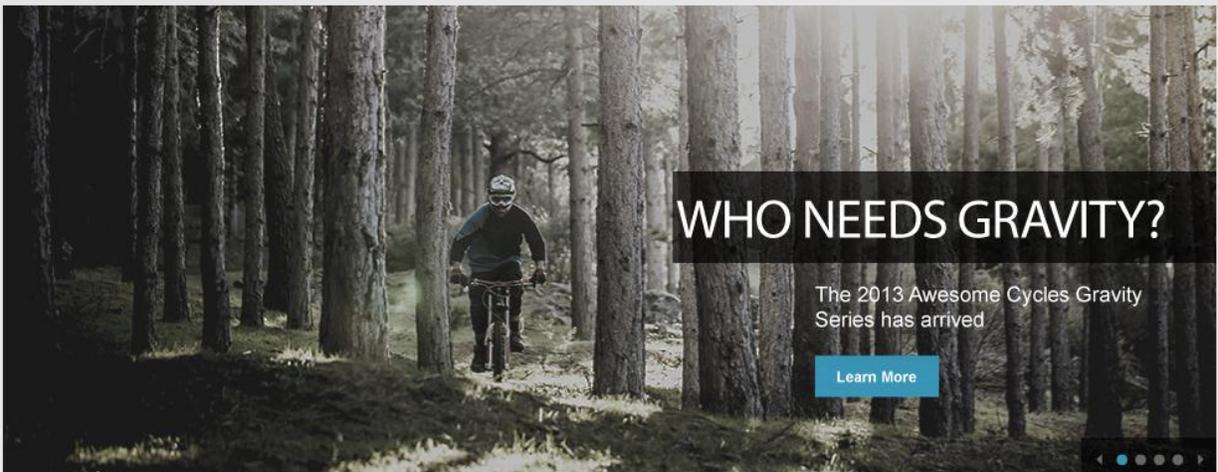
Module Culture:  Neutral Culture

Module:

Module Title:

Tags:

8. Select **Close Edit Mode** by clicking . Your page should now look like this:



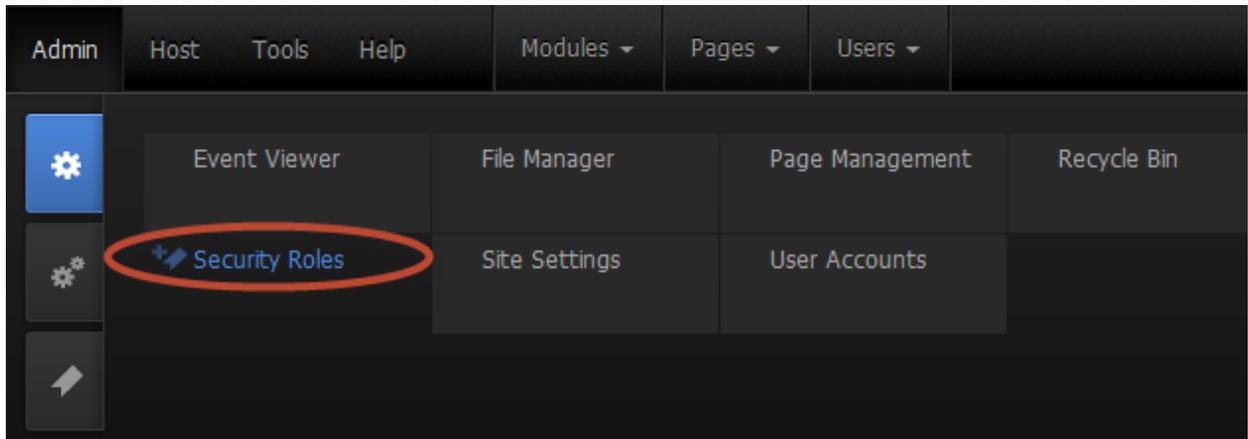
Add Content...  
**Promo**

Get a 10% discount on all bikes

## Add a Security Role

The Security Roles page enables Administrators to create and manage security roles. Security Roles control which users 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



1. Navigate to **Admin > Security Roles**

**Add New Role**

2. Click
3. In the **Basic Settings** section complete the following fields:
  - a. In the **Role Name** text box, enter the name "Content Editor".
  - b. In the **Description** text box, enter "Limited access".

### Desktop > Security Roles > Edit Security Roles

Basic Settings    Advanced Settings

Role Name \* ⓘ

Description ⓘ

**Update**

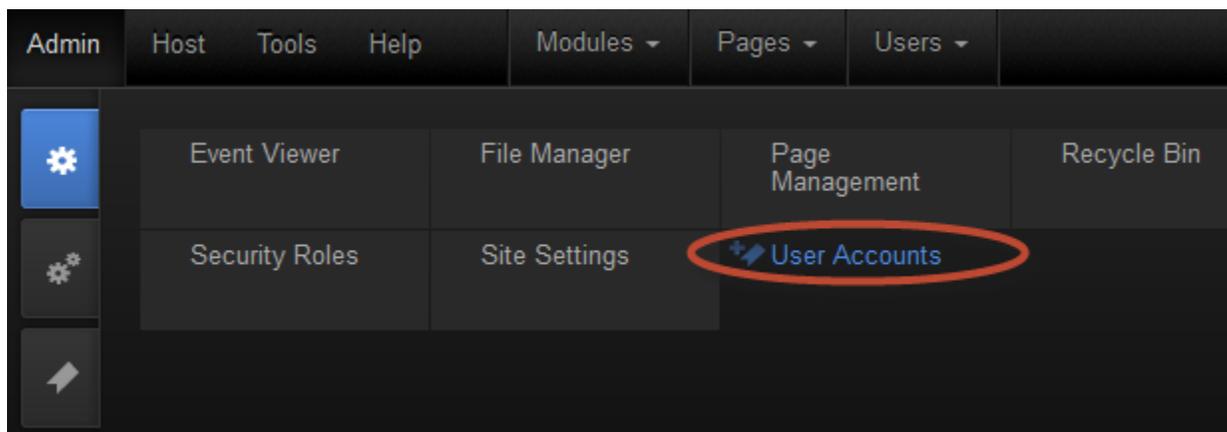
4. Click the **Update** button.

## Add an User Account

Administrators can manage the account details of all registered users from the User Accounts page. 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 account
- Delete all unauthorized user accounts

1. Navigate to Admin > **User Accounts**



2. Select  This takes you 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**, check  the check box to authorize the user to access the portal.
9. At **Notify**, check  the check box to send a notification email to the user's email address. This is the default setting.
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 . The user will now be added to the User Accounts list.
14. If you created a password for this user, the user can now access the account using their username and password without the need to access system generated email that's sent to new users.

Desktop > User Accounts > Edit **User Accounts**

---

**Add New User**

User Name: \*

First Name:

Last Name:

Display Name: \*

Email Address: \*

Authorize:

Notify:

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

Random Password

Password: \*

Confirm Password: \*

### Manage a User Account – by Administrator

Administrators can add a user to a role to give the user the permissions given to the role.

1. Navigate to Admin > **User Accounts**
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. Within **Security Role**, select the role this user is to be added to. Select the “Content Editor” role for this user.

Security Role 

Administrators

Administrators

**Content Editor**

Registered Users

Subscribers

Translator (en-US)

Unverified Users

5. **OPTIONAL.** At **Effective Date**, click the **31** [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 **31** [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.

**Add Role to User**

8. Click the **Add Role to User** button.
9. Click **Close**.

## Using Workflows

Workflows are a feature of both the Professional and Enterprise Editions of DotNetNuke. They enable you to define which user (or which user role) is able to edit specific content and then which user (or user role) must review and approve the content before it can be published. The Professional and Enterprise Editions ship with three basic workflows that you can use immediately. You may also create your own workflows with as many states and checks as you like.

1. Select the Promotions Page
2. Click **Edit This Page** to get back to the edit mode. Edit the “Promo” module settings by selecting **Settings** from the Options within Actions menu.



3. Select the **Permissions** tab

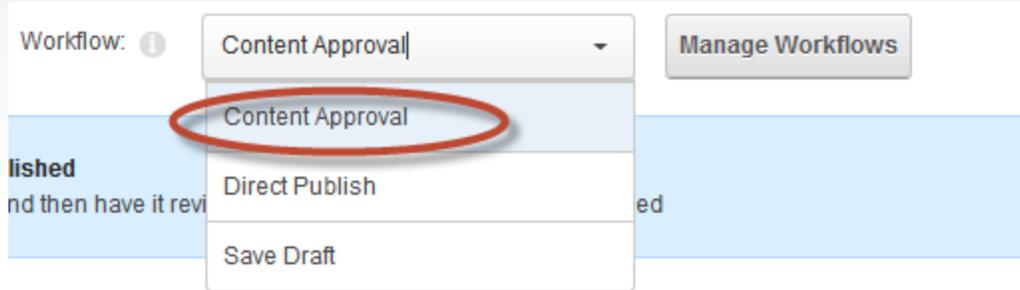


4. First we'll give the “Content Editor” role the ability to make changes to the content in this module by checking “Add” and “Delete”.

## Desktop > Promotions

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators	<input checked="" type="checkbox"/>									
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Next we will assign a Workflow to this module. Select the **HTML Modules Setting** tab. In the middle you will see the **Workflow** section. Workflows enable you to decide who can edit content and who needs to review and approve it before it can be published. Workflows are available in both the Professional and Enterprise Editions. Select the “Content Approval” **Workflow** and then select Update.

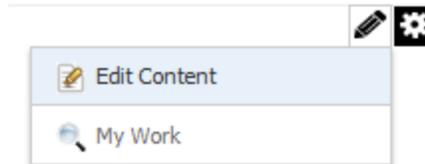


6. Now we'll take a look at how this Workflow helps us to manage our content. First logout of your SuperUser account by selecting logout in the upper right corner of the screen.

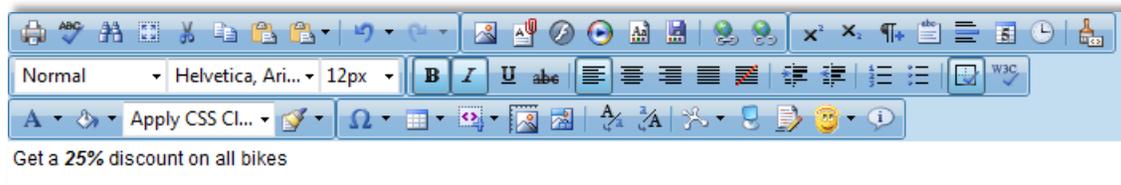


Next login using the user account name that you created earlier by entering the user name and the password that you input when creating the user account

7. You should now be logged in with your new account which is a member of the “Content Editor” role. Select the **Promotions** page. This user (and role) has permission to edit the content in the Promo Module. Select the **Edit This Page** button from the Edit Page menu on top right corner. Edit the Promo module by selecting **Edit Content** from the Edit menu under Actions menu. (You will also notice that the Options menu contains fewer options because this user has limited access to make changes)



8. Now change the text so that you offer customers a 25% discount.



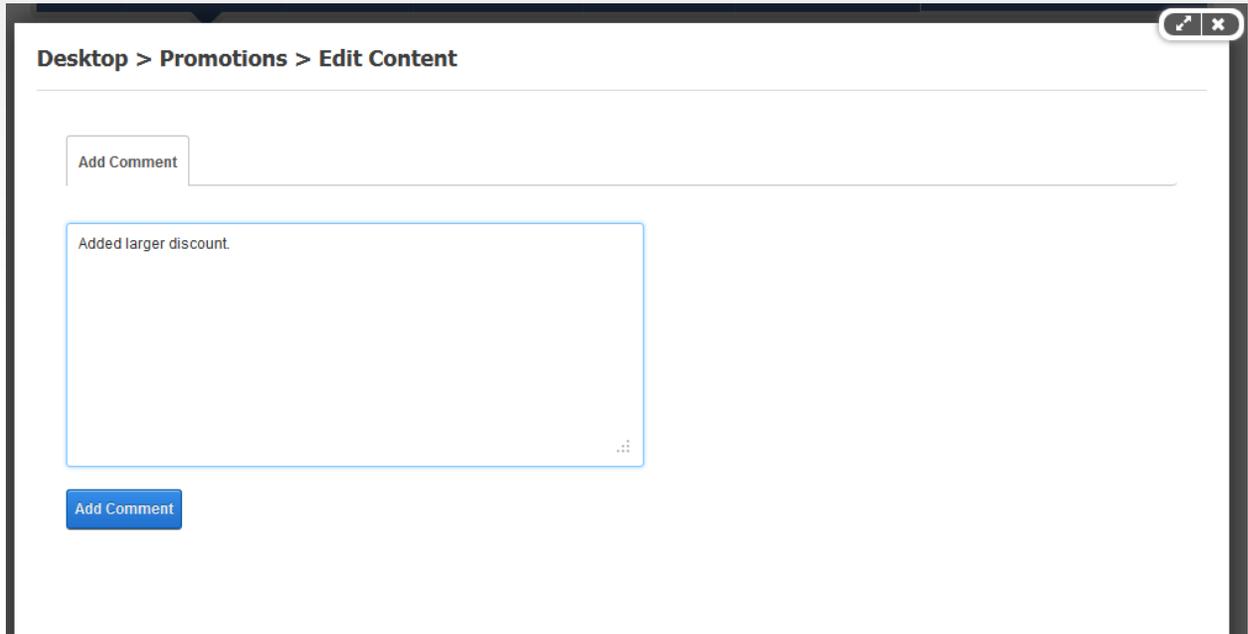
9. Scroll down and choose to “Publish Changes”.

On Save?  Publish Changes?  Lock Content?

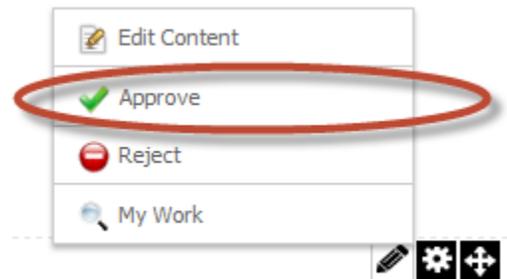


10. Select Save.

11. Add a comment and click on [Add Comment](#).



12. Logout of this account. You can see that no change was made to the published web site. It still reads "Get a 10% discount on all Bikes."
13. Now log back into your host account. Your host account has the ability to approve the change that was just submitted. Once you select the Edit Page, you will notice that the change is visible since you are logged in as SuperUser (Host). You can now approve or reject the change from within the Actions menu. Let's approve the change.



14. Add a comment.

Desktop > Promotions > Edit Content

Add Comment

Great idea|

Add Comment

15. You will see that the change has now been approved and published to the external Web Site.

### Version Tracking and Version Compare

Rich HTML Pro Text Editor in DotNetNuke Professional Edition provides rich content editing tools including image management, spell checking and document versioning, version comparison, auto save and recover.

1. To review the version history, a user can go back to **Edit Content** under Edit menu within Action menu for a module



2. Select the **Version Tracking** tab to see the full list of the all the versions by date, user, and state. The Professional Edition offers you the functionality of both Version Tracking and Roll back. A user can roll back to a specific version by clicking on the **Rollback** icon.



Maximum Number Of Versions: 5

Compare	Version	Date	User	State	Actions
<input type="checkbox"/>	6	11/15/2012 3:55:31 AM	HSC	Ready For Review	
<input type="checkbox"/>	5	11/13/2012 7:18:55 PM	SuperUser Account	Published	
<input type="checkbox"/>	4	11/13/2012 7:07:43 PM	SuperUser Account	Published	
<input checked="" type="checkbox"/>	3	11/13/2012 12:34:32 AM	SuperUser Account	Published	
<input checked="" type="checkbox"/>	2	11/13/2012 12:21:37 AM	SuperUser Account	Published	

Select Two Versions to Compare

Compare

3. Select any two versions and choose  to compare those versions. The differences are highlighted and color coded. Users can compare in **Design** mode or **HTML** mode.

Version 2      Version 3

Get a 10%discount on all bikes

Get a 10%discount%discount on all bikes

Design      HTML

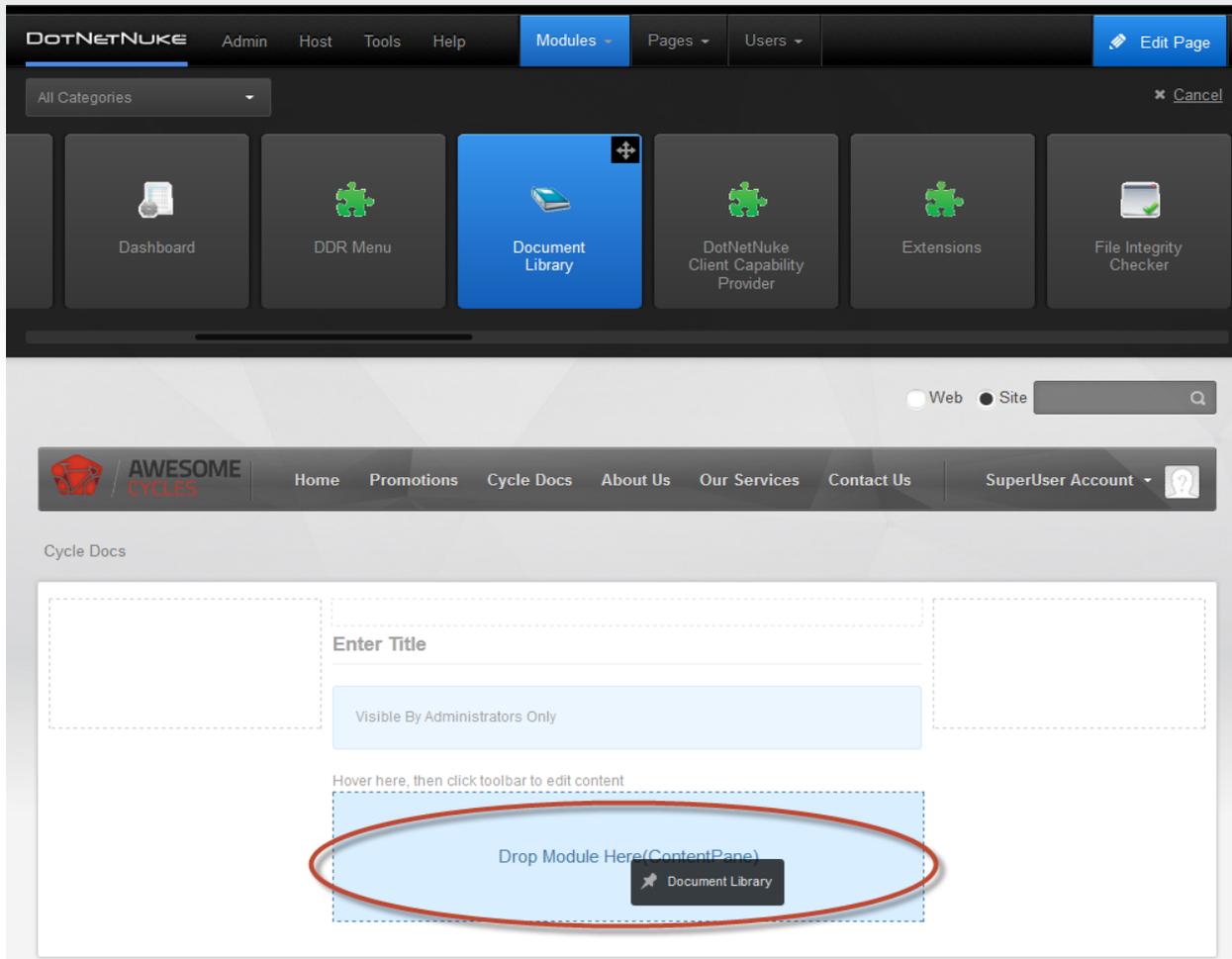
Legend: Inserted text Modified text Deleted text

Back to Version History

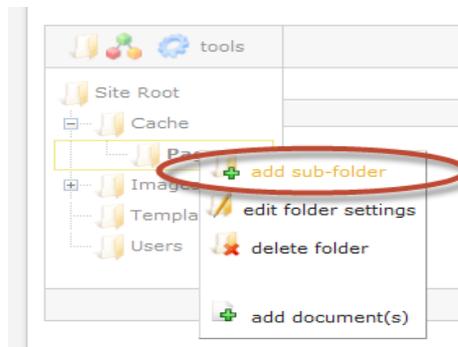
## Document Management

We will now add a new page to our site where we can upload and share documents with the Awesome Cycles Team. The DotNetNuke Professional Edition offers an advanced yet easy to use document management capability.

1. Add a new page called Cycle Docs (for instructions about adding pages see Add A Page above)
2. Add the **Document Library** Module to the page (for instruction about adding modules see Add a Module above)



3. Right click on **Cache**→**Pages** and select **add sub-folder** called CycleDocs:



4. You can then select the **Security Settings** tab and select which User Roles can access this folder.

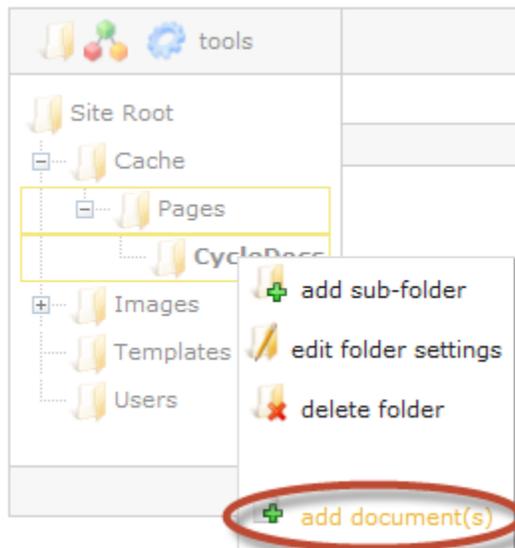
## Security Settings

Role Security ⓘ

	Browse Folder	View	Add	Copy	Delete	Manage Settings	Track Folder	Track Document	Moderate Folder	Full Control
Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
All Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Editor	<input checked="" type="checkbox"/>	<input type="checkbox"/>								
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Unverified Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Username:

- Click Update button
- Now you can upload documents from your computer by right-clicking on the **CycleDocs** folder that you created. Select a document to upload by clicking **add document(s)**.



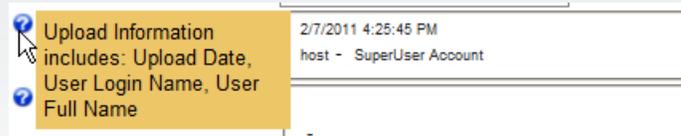
- You can define an expiration date for you document

Expiration Date

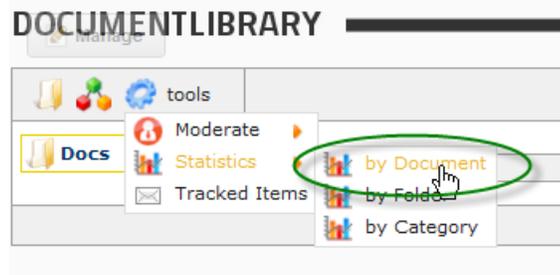
< February 2011 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

[Clear Expiration Date](#)

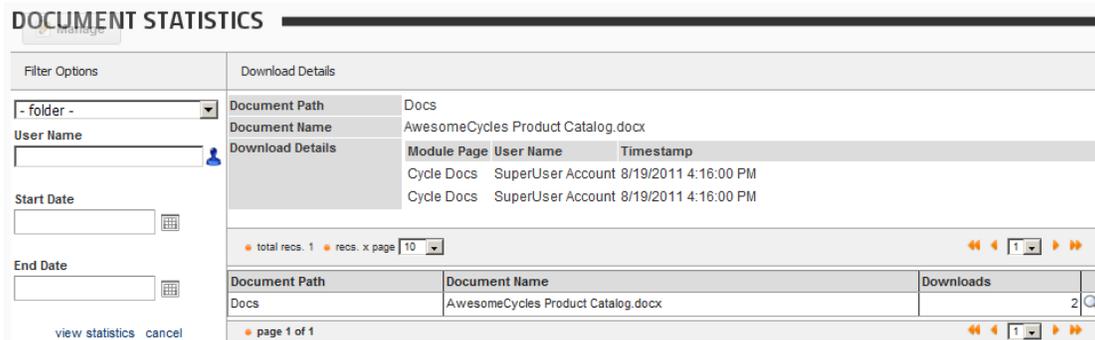
- The system shows you who uploaded a file and when.



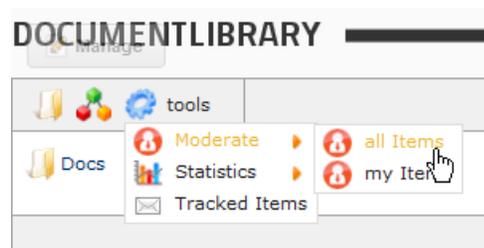
- The system stores previous document versions and lets you roll back to previous versions. You can even set notifications so you will be alerted any time a document is changed:
- The Document Management feature also provides you with useful statistics about how your documents are used; including how many times a document has been downloaded. Click tools icon  and then select **Statistics** and **by Document**.



- You can view detailed statistics for each document



- You can also select **Moderate** if you would like your documents reviewed and approved before they can be published.

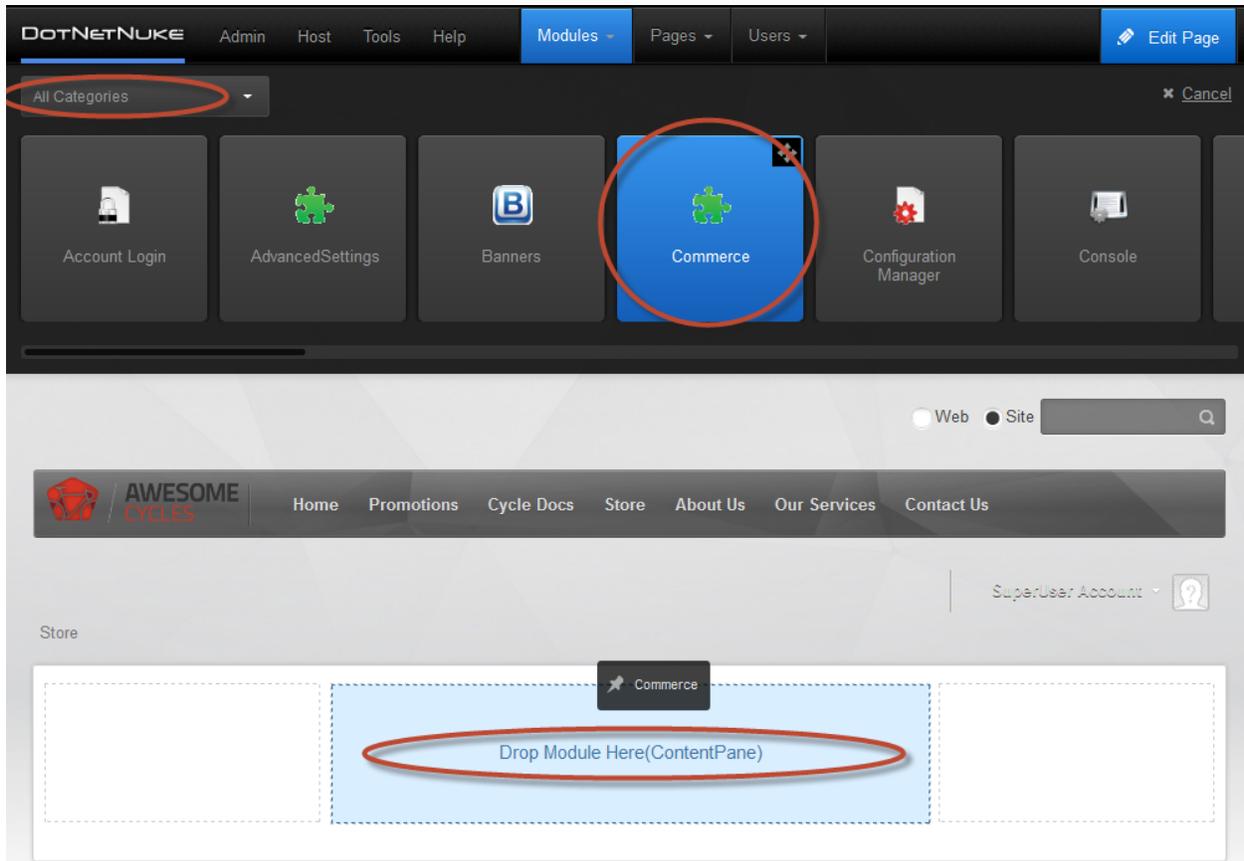


- The Document Management feature gives you a simple way to consolidate all of your documents online for sharing with customers, partners, co-workers or others. The Document Management feature makes collaboration simple.

## Commerce

Commerce module will allow you to sell products from your site. The Commerce Module is lightweight, yet extremely powerful and allows you to process payments and sell a small set of products and services. (There are other ecommerce solutions that are designed to handle larger and more extensive product catalogs.)

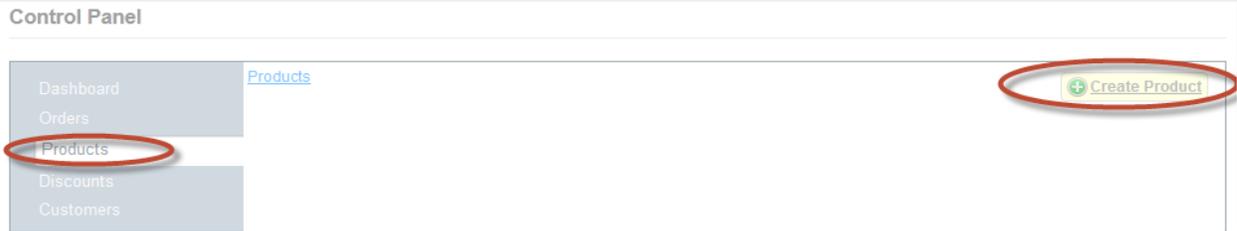
1. Create a Store page for the Awesome Cycles Site
2. Add the **Commerce** Module to the page



3. Manage store settings by opening the **Control Panel** from **Edit** menu within **Actions** menu



4. Go to the **Products** tab and then **Create Product**



5. Add a new product

- a. Name: Unicycle
- b. SKU: UNI123
- c. Price: \$199
- d. Active:
- e. Visible:
- f. Description = A beautiful unicycle
- g. Click Save

**Control Panel**

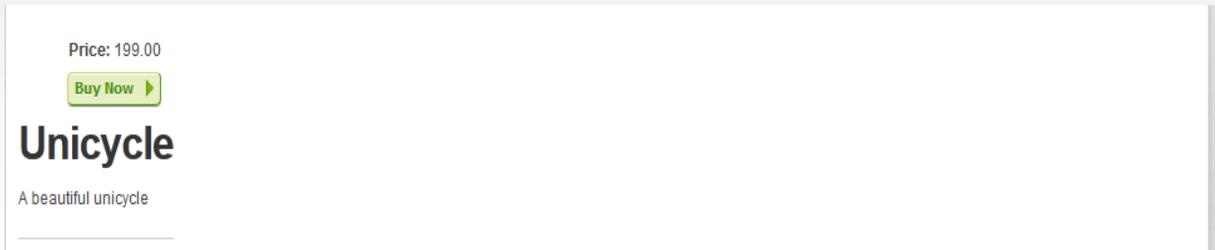
The screenshot shows the 'Products > Details' page. The sidebar on the left has 'Products' selected. The main content area has tabs for 'Details', 'Options', 'Properties', 'Special Instructions', and 'Downloads'. The 'Details' tab is active. The form contains the following fields and options:

- Group: -- Select Product Group -- (dropdown menu)
- Name: Unicycle (text input)
- SKU: UNI123 (text input)
- Details Page: (text input)
- Price: 199.00 (text input, with example 'e.g. 1,234,567.89')
- Cost: 0.00 (text input)
- Shipping Fee: 0.00 (text input)
- Active:
- Visible:
- Taxable:
- Requires Shipping:
- Description: A beautiful unicycle (text area)

At the bottom of the form are three buttons: 'Save', 'Delete', and 'Cancel'.

The other tabs enable you to manage orders and customers, create discounts, calculate tax rates and much more.

6. Click **Close Edit Mode** to go back to View mode. Go back to **Store** page. You will now see you new product listed for sale.



7. Click **Buy Now** and the Commerce module will lead you through the payment process. (In order to actually collect payment you will first need to configure the Commerce module with your merchant account information.)

### Your Order

Below are the items you have selected to purchase.

[Shopping Cart](#) [Billing & Shipping](#) [Review & Payment](#) [Order Completed](#)

Qty	Name	Price	Discount	Total
<input type="text" value="1"/>	Unicycle	199.00	0.00	199.00

[← Back to Products](#) [Proceed to Checkout →](#)

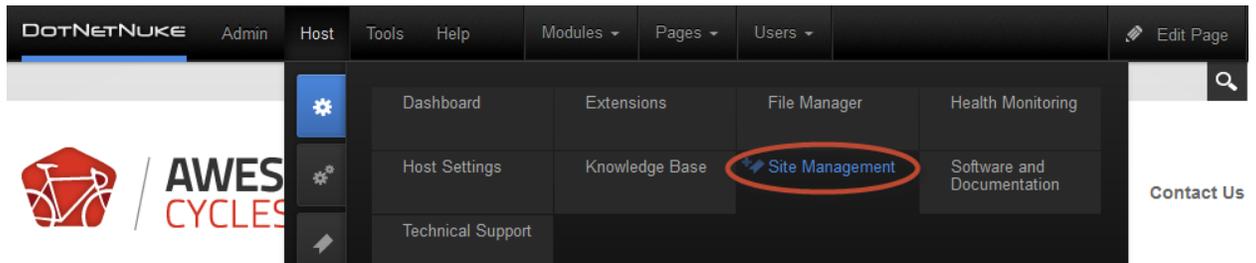
For instructions on using and configuring the Commerce module, please refer to the [DotNetNuke User Manual](#)

## Mobile

DotNetNuke allows users to render websites across a wide array of devices – smartphones, tablets, and computers etc. by detecting device type and redirecting users to different pages or different websites. It also allows you to preview how the content will look on thousands of mobile devices. The DotNetNuke Professional Edition includes the Premium mobile device detection database which provides device attributes for thousands of devices and is updated weekly. The DotNetNuke Professional Edition enables administrators to manage administrative tasks centrally across multiple web sites including mobile sites.

### Adding a Mobile site:

1. You can create a mobile web site from the **Site Management** within **Host** menu in the Control Panel.



2. Choose **Add New Site**



3. Enter **Site Alias** – enter your main site alias and add the suffix “/m” to create a mobile site alias. Enter **Title** “Mobile Site” for the mobile site and choose **Create Site**.

Desktop > Site Management > Add Site

Site Type:  Parent  Child

Site Alias: \*

Home Directory:  [Customize](#)

Title: \*

Description:

Keywords:

Template:

Use Current User as Administrator:

[Create Site](#) [Cancel](#)

- Once the site is created, edit the site by selecting **Edit** option via **Site Management**

		2	Mobile Site	<a href="#">dnn70mkt.cloudapp.net/m</a>	1	33	0	0.00
---	---	---	-------------	---	---	----	---	------

- Go to Basic Settings → **Appearance** and for **Site Skin** select Host: “DarkKnightMobile – home” to assign a mobile skin to the site and click **Update**.

Desktop > Site Management > Edit Site Settings

[Upload File](#)

Enable Skin Widgets:

Site Skin:

Site Container:  [Preview Site Skin and Container](#)

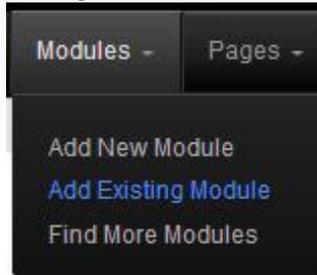
Edit Skin:

Edit Container:  [Preview Edit Skin and Container](#)

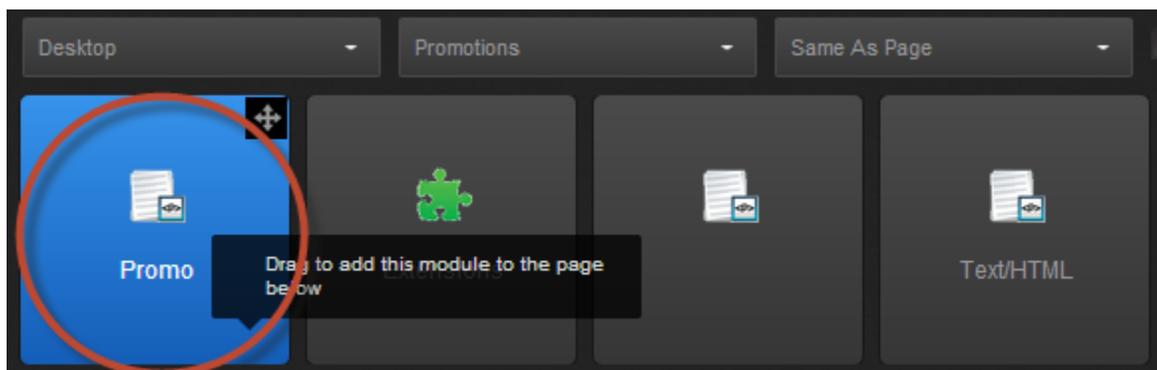
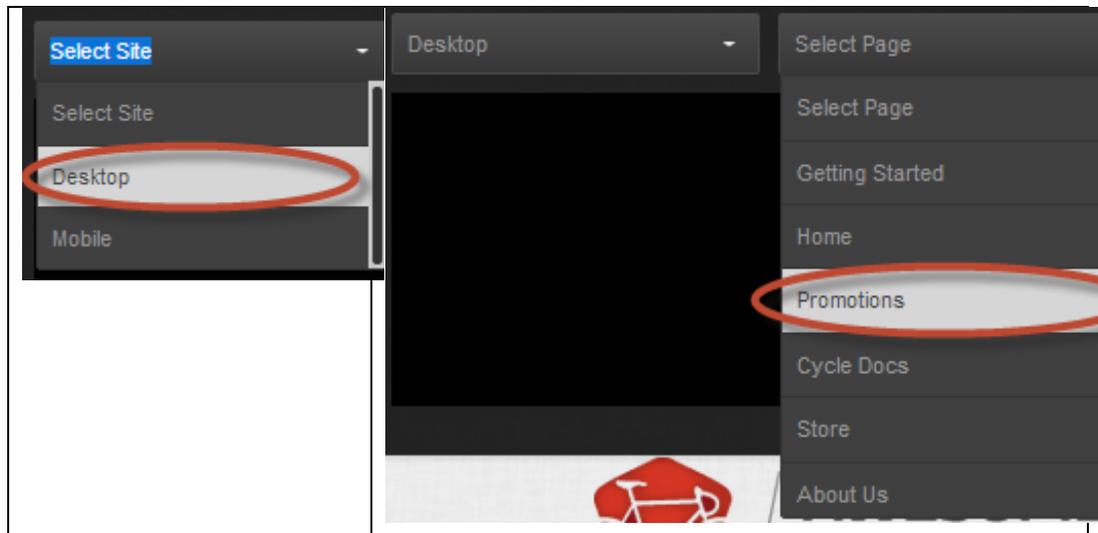
[Update](#) [Delete](#) [Cancel](#) [Upload Skin/Container](#)

6. You can utilize the content sharing and user sharing features available in the DotNetNuke Professional Edition to ensure that users can login and access content on either of the websites. This also provides versatile and efficient content creation option and at the same time ensures consistency of content and layout.

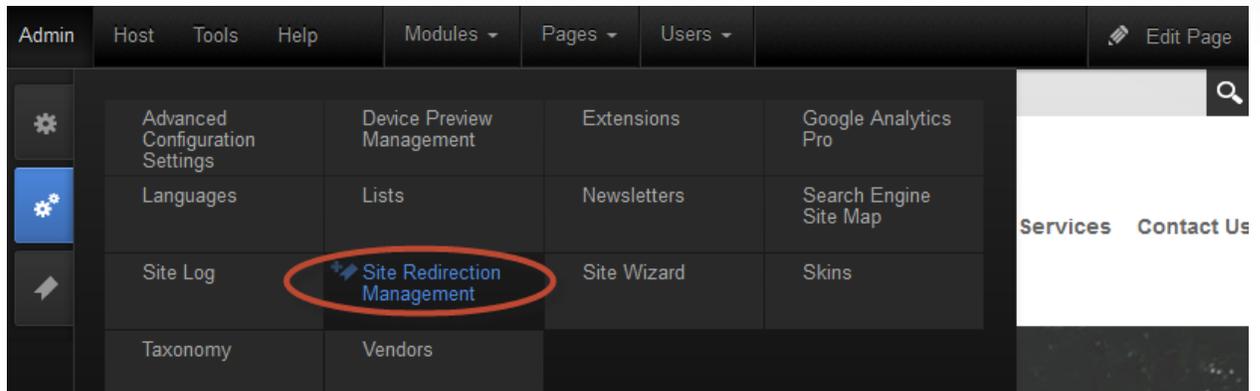
- a. Create a **Promo page in the mobile site**. Cross-site module sharing leverages the existing content across multiple web sites within a DNN installation. Select **Add Existing Module** to copy an existing module.



- b. **Select Site** as “Desktop” → **Select Page** as “Promotions” → **Select a MODULE** and drag and drop it to the required pane. You can also edit the content or modify settings to customize the copied module as per your requirements.



- c. You can now go to your mobile phone's browser and type the following in the address bar to access the new promo page that's a part of the mobile site "http://dnn70mkt.cloudapp.net/mobile/Promo". This page is optimized for mobile browsers and at the same time it shares the same desktop module content, ensuring consistency and ease of maintenance across multiple sites.
7. Now you can direct all the traffic coming to your website from mobile devices to your mobile site. DotNetNuke also offers the option for dynamic site redirection based on the access device. Select **Site Redirection Management** from **Advanced Options** under Admin menu in the Control Panel



8. There are two distinct site redirection options – **Create a mobile website redirection** directs all mobile users to the mobile website.

Create a mobile website redirection

Create a redirection using advanced options

Create

9. Another option is to **create a redirection using advanced options**. Here you can specify a redirection destination – a page or a different site for redirection. You can also define how that redirection occurs for different kinds of devices such as a different redirect for mobile phone and a different redirect for tablets.

Site redirection name: \*   Enable

Redirecting  Page within this site  Site

Include all child pages

To  Site  Page within this site  Url

Select user device  Mobile Phone  Tablet  Both  Advanced

10. The most powerful and versatile site redirection option can be defined by choosing **Select user device** as **Advanced**. This allows the redirection based on capabilities such as iOS or android devices or browser versions etc.

Site redirection name: \*   Enable

Redirecting

Include all child pages

To   Url

Select user device  Both  Advanced

es by clicking the ADD button.

11. For a selected **Capability**, you can further specify the corresponding **Matching Value** from the list of options. For e.g., selecting the **Capability** of “Browser Name” provides a wide array of browser choices in the **Matching Value** for customized site redirection, based on the browser. In this case, we selected “Safari” as a growing number of our website traffic comes from Safari users.

Site redirection name: \*   Enable

Redirecting  Page within this site  Site

Include all child pages

To  Site  Page within this site  Url

Select user device  Mobile Phone  Tablet  Both  Advanced

Define your rules below. Add multiple rules by clicking the ADD button.

Capability

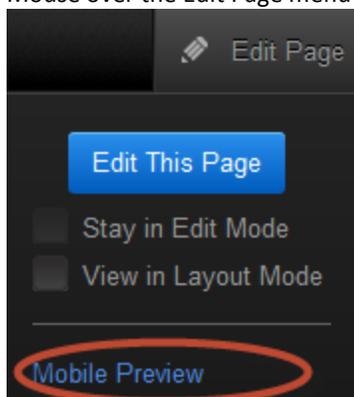
Matching Value	<input type="text" value="Safari"/>	<input checked="" type="checkbox"/>
----------------	-------------------------------------	-------------------------------------

It's a good practice to redirect all your mobile traffic to your mobile site for a more engaging user experience. You can now test your mobile site by typing the main site address in the safari browser. The device detection and redirection will automatically direct you to the mobile site.

### Mobile Preview

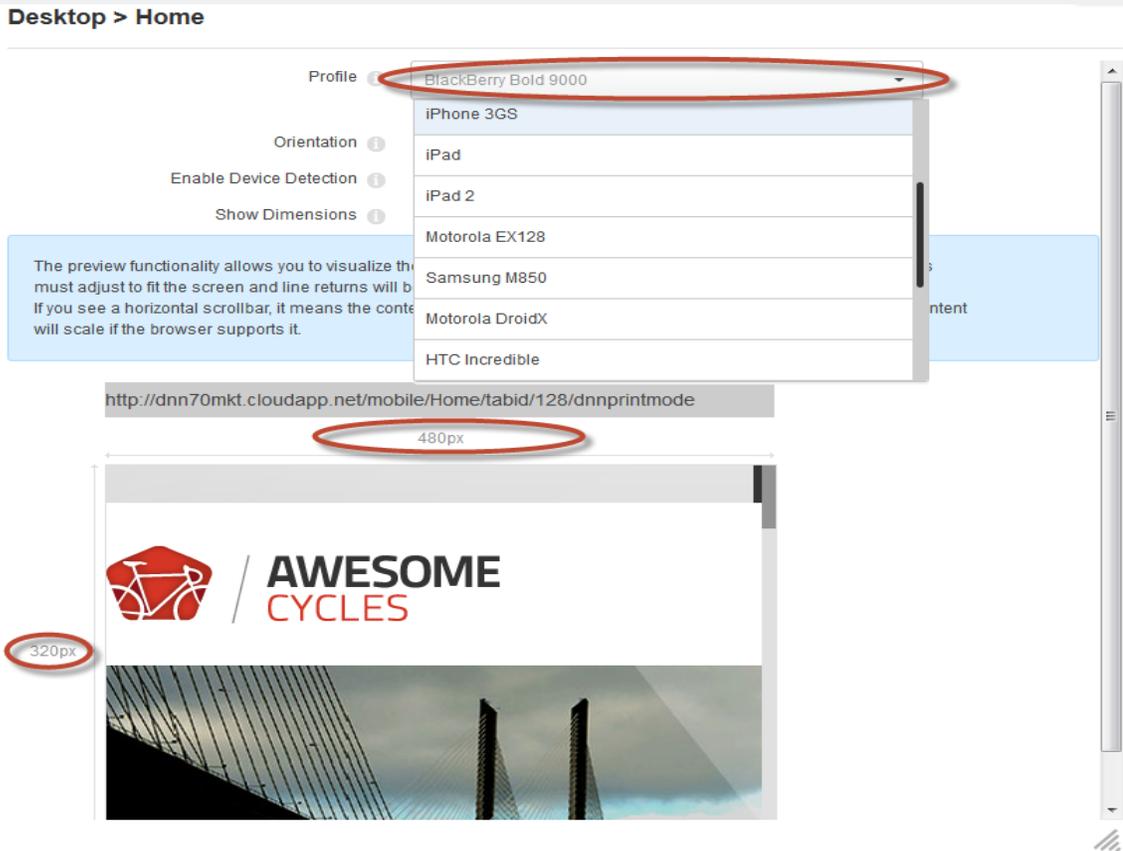
Mobile preview feature of DotNetNuke offers a versatile option for you right from your desktop and development environment to preview how a page renders on any mobile device or tablet. You can make any changes on the page and readily review it from the same environment without the need for multiple mobile devices or tablets.

1. Mouse over the Edit Page menu in the control panel and choose the **Mobile Preview**



2. You can select from a number of devices and the page will be rendered formatted for the specific device. This empowers the site developers to test a wide array of mobile devices – smartphones, tablets,

eReaders etc. – from within the same development environment. You can also select to choose portrait or landscape mode.



3. The default skin in DotNetNuke loads in a similar way across different devices, as such the underlying look and feel does not differ across different devices.

For detailed instructions about using the Mobile functionality please refer to the DotNetNuke [User Manual](#).

## Social

DotNetNuke enables you to create social intranet sites for internal, employee collaboration or external online communities for customers and prospects. The following social features are available in all DotNetNuke editions:

- **Activity Feed** - Interactive activity feed lets community members interact in a manner similar to the way they do on Facebook, Twitter, and LinkedIn.
- **User Relationships** - Lets users “friend” and “follow” other users or groups. Allows users to approve or reject friend requests.
- **Social Groups** - Users can create, join and share content on social interest groups.

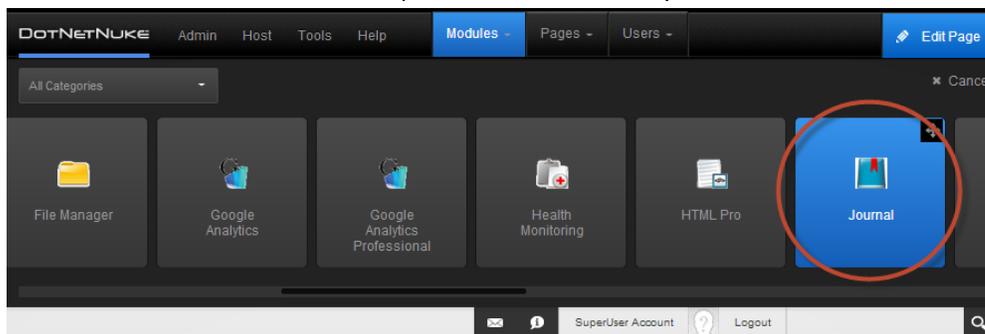
- **Member Directory** - Users can find and connect with other users on the site.
- **Message Center** – A central place for users to send and receive messages from other users and groups.
- **Interactive User Profiles** - Site members can manage their personal profile with privacy controls, personal file storage, a user-focused activity feed and complete message center.
- **Social Authentication** - Users can register and login to a DNN website using Facebook, Twitter, and Google+ credentials.
- **Social API** - Enables you to write applications that access and control activity feeds, user relationships, social groups, user profiles, and notifications.

In this example, we are going to develop a community section for the fans, customers, and users of our store Awesome Cycles.

### Create an Activity Feed

Add a Journal module to create an activity feed. Journal module allows a user to put a status update.

1. Add a new page titled Community and set the Skin to Host: Host: Gravity - Home. By default the pages are only visible to the administrator.
2. Add a **Journal module** in the central pane to create an activity feed



- a. Module is currently only visible to the administrators

## Journal

Visible By Administrators Only

- b. Go to Journal settings

## Journal

Visible By Administrators Only

Tell the world something...

Settings

Help

Develop

Delete

Refresh

- c. Increase the Maximum Characters per message from 250 to 500 words. Settings also has the option to enable or disable different types of Journal entries.

**Desktop > Community > Module**

Module Settings

Permissions

Page Settings

Journal Settings

Enable Journal Editor:

Enable File Attachments:

Enable Photo Attachments:

Default Page Size:

Maximum Characters per message:

Journal Types:

140

250

500

1000

2000

Photos

Files

Forum Topics

Forum Replies

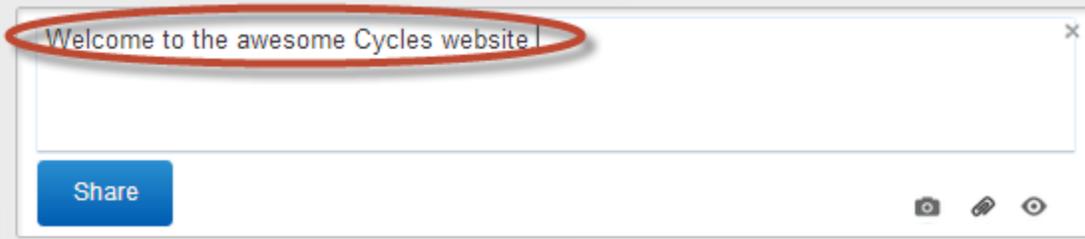
Blogs

Friends

Update

- d. Choose **Update** to save the settings.

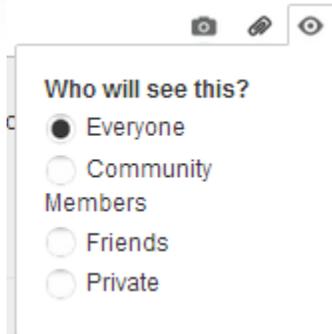
3. Enter a welcome message.



Welcome to the awesome Cycles website

Share

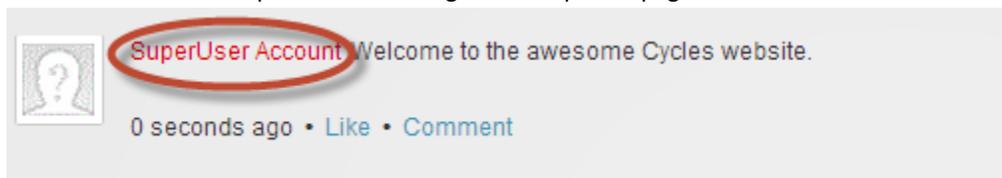
4. You can attach a photo or a file and also control the access to this post by setting **Who will see this**.



Who will see this?

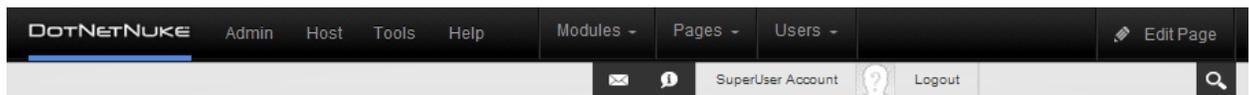
- Everyone
- Community Members
- Friends
- Private

5. You can also select the poster's name to go to their profile page.



 **SuperUser Account** Welcome to the awesome Cycles website.

0 seconds ago • Like • Comment

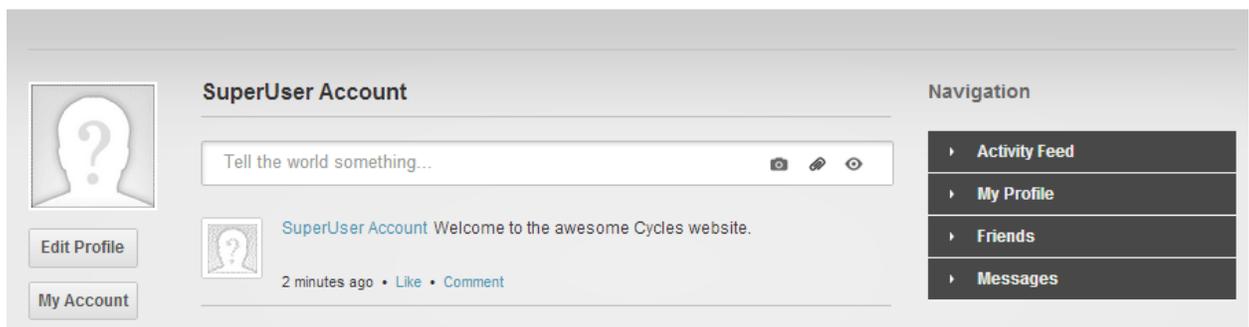


DOTNETNUKE Admin Host Tools Help Modules - Pages - Users - Edit Page

SuperUser Account Logout



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



**SuperUser Account**

Tell the world something...

 **SuperUser Account** Welcome to the awesome Cycles website.

2 minutes ago • Like • Comment

[Edit Profile](#)

[My Account](#)

**Navigation**

- ▶ [Activity Feed](#)
- ▶ [My Profile](#)
- ▶ [Friends](#)
- ▶ [Messages](#)

## Updating Your Profile

1. You can update your profile by logging in and selecting **Visit My Profile**.



2. Select **Edit Profile** to go to the **Manage Profile** section.
3. In **Manage Profile**, you can enter Name, Location, and Contact Details etc.

### Manage Profile

Manage User Credentials   Manage Password   **Manage Profile**   Manage Services

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Unit:

Street:

City:

Region:

Country:

Postal Code:

Telephone:

4. You can also upload a **Photo** to your profile page and enter **Update**

English Name Native Name  
Select a photo or upload an image from your local file system.

Photo:

Folder  
My Folder

File  
Penguins.jpg

Penguins.jpg

Drop File(s) Here

5. The social features in DotNetNuke offer you the flexibility to set access level and privacy filter for each of these field

Public

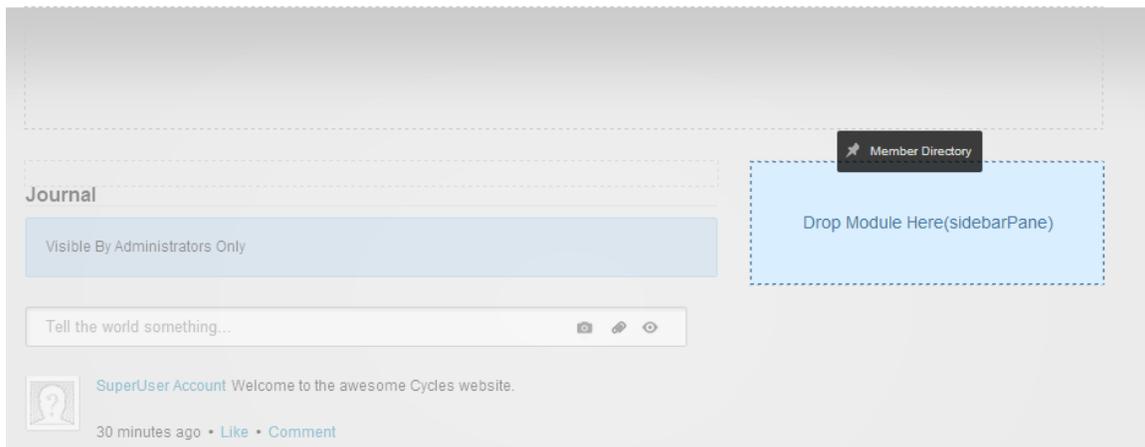
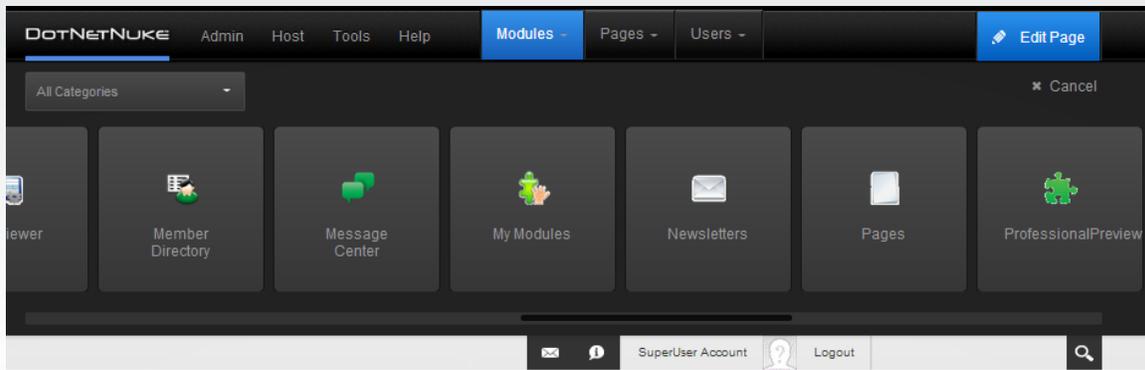
Members Only

Admin Only

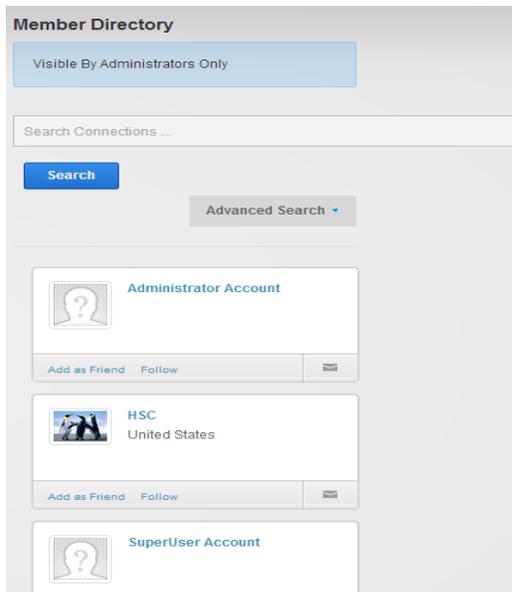
Friends and Groups

### Create Member Directory

1. Member directory shows us the list of users or the members of our website and you can customize what that list displays for the user information. Add the **Member Directory** module in the right pane by selecting **Add New Module** from **Modules** menu in the Control Panel and dragging and dropping it to the right pane.



- List of users or members of our website appears in the right pane. In this example, we only have a few members/users in the fictitious Awesome Cycles online community.



3. Member Directory Settings has options for Filters, Sorting, and Search on Member Directory based on various fields.

Desktop > Community Directory > Module

#### Filters and Sorting

Filter By:  No Filter  User  Group  Relationship  Profile Property

Sort Field:

Sort Order:

#### Search Settings

Display Search:

Search Field 1:

Search Field 2:

Search Field 3:

Search Field 4:

### Create a Social Group

The social group feature allows users and administrators to create different groups for the community members based on users' interests and preferences. This provides the community members an interactive and more relevant forum to connect, share, and discuss their topics of interest. The social groups can be public or private. In this particular example, we will create a social group to provide an interactive forum for the mountain bikers within the Awesome Cycles community.

1. Add a new page titled Groups underneath the **Community** page.

Page Name: \*

Page Title:

Description:

Keywords:

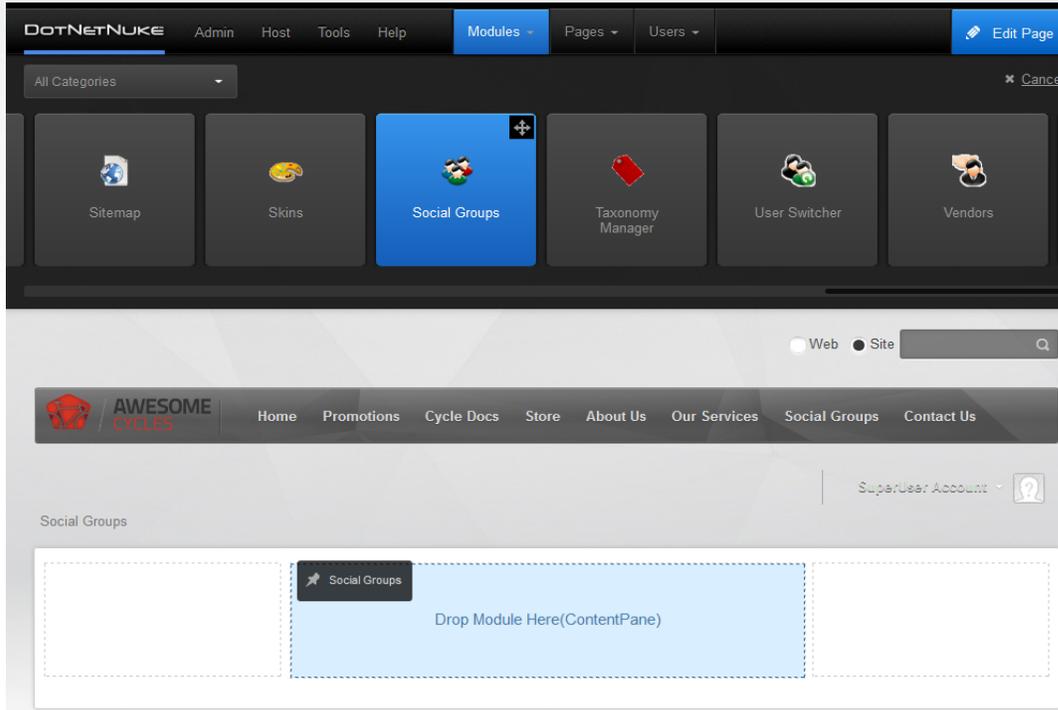
Tags:

Parent Page:  (circled in red)

Include In Menu?

- Community
- Contact Us
- Activity Feed
- ...My Profile
- ...Friends
- ...Messages
- Admin

2. Add the **Social Groups** module in the content pane by selecting **Add New Module** from Modules menu in the Control Panel.



3. You can either configure the module settings of the Social Groups or auto configure it by selecting

**Auto Configure**

It creates a couple of child pages and configures the settings for the Groups module here on the Groups page.

4. Choose **Create New Group** to create a new social group.
5. Enter basic information such as Group Name, Description, Group Picture, and Accessibility. DotNetNuke gives you the option of setting proper checks and balances to make the site either Private or Public. For Public groups, there is an option to review and approve new members.

Choose **Create Group** .  
Desktop > Social Groups > Create A Group

### Create A Group

Group Name \*

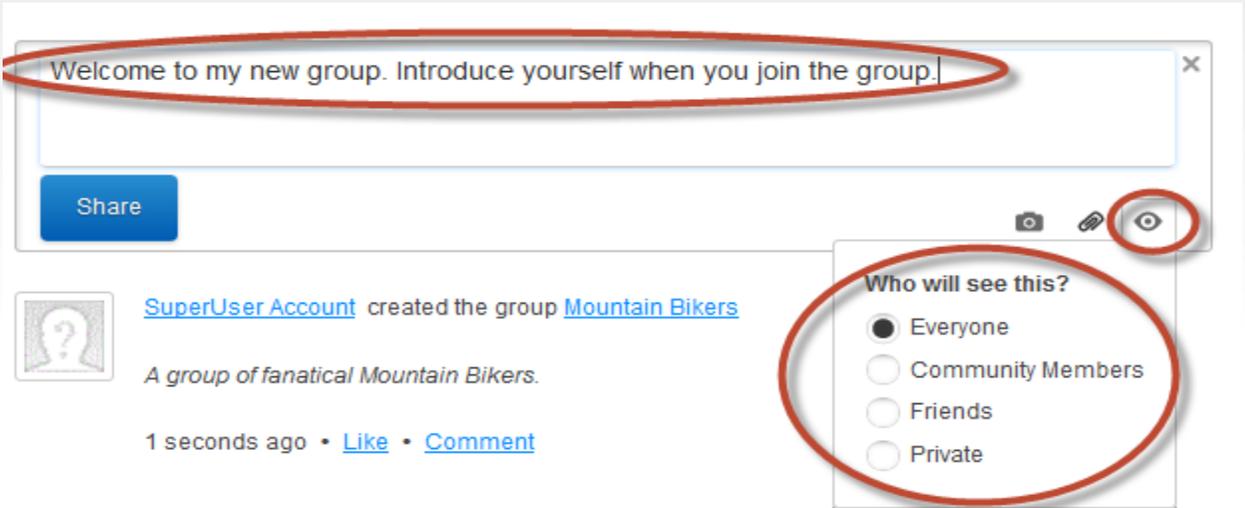
Description

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

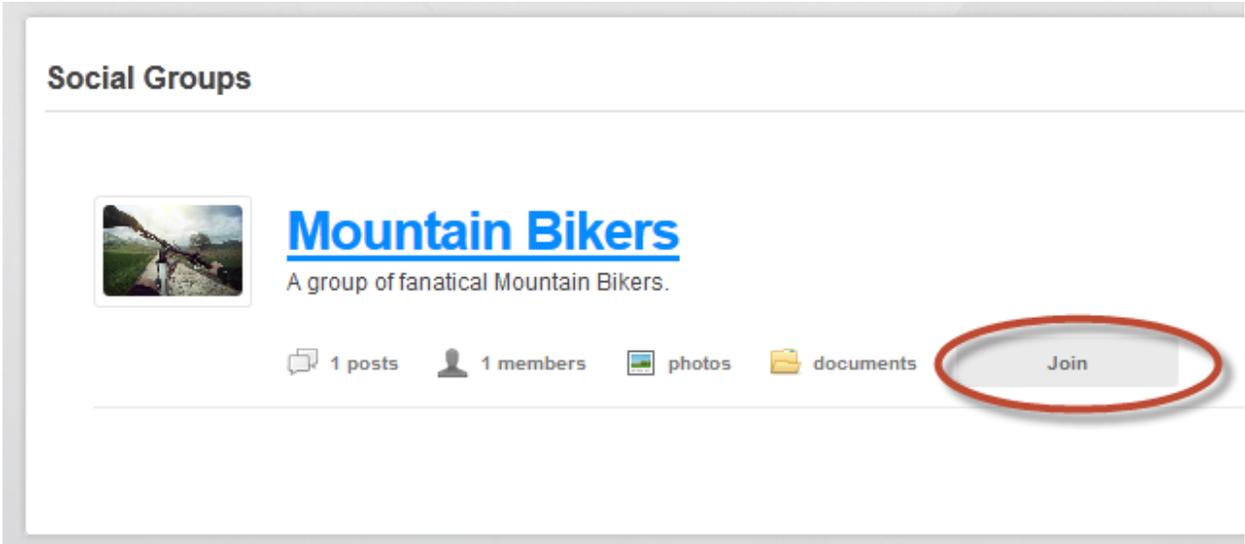
Accessibility  Public (everyone can see and join)  
 Review New Members: Users must request to join this group and be approved by a group manager.  
 Private (no one can see but members)

**Create Group**

6. This takes us to the group activity page. Here one can enter posts as text, pictures, or files and additionally set privacy settings to restrict viewing rights. Click **Share** to post a message to the group.



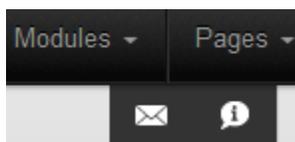
7. When a new user comes to the Social Groups page, they get an option to join the group by selecting the **Join** button.



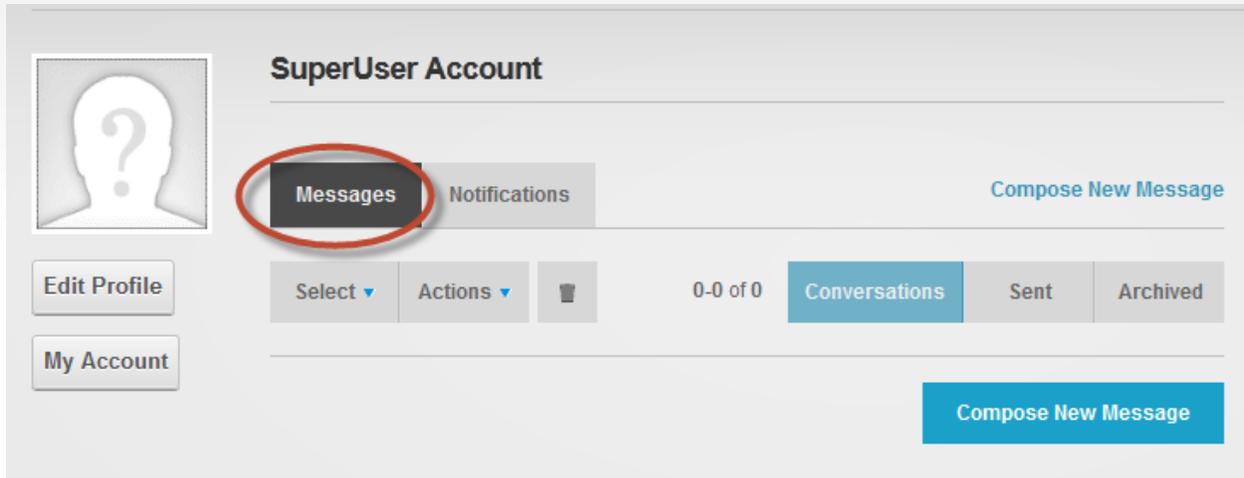
8. Members of the group can post on the wall to interact and collaborate with everyone.

#### Messaging Center - Message and Notifications

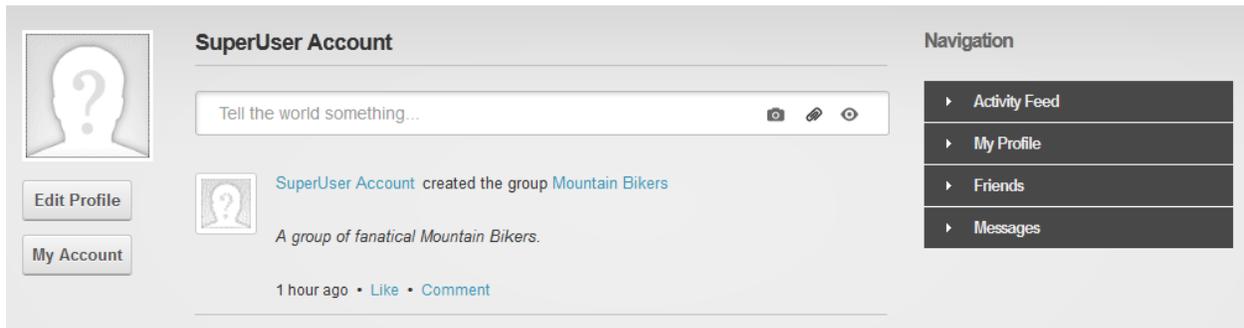
DotNetNuke has a user-friendly messaging center - a dynamic Message and Notifications feature visible on the top of the screen.



The **Notifications** icon is updated when a user gets a new friends request or a new post in their activity feed etc. The **Message** icon is updated when you receive a new message. Clicking on these icons takes you to the respective **Message** or **Notifications** screen.



A member can send messages to other members or to groups. DotNetNuke also provides an Activity feed for each user consisting of all the activities related to a user, his friends, and his groups. Users can also edit their profile and update their friend list.



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



This provides the added security while the page is being created and setup. **Page Permissions** gives granular access control via **Page Settings** and here the community page is set to be visible to all users. You can also copy the permissions from the parent page to all the child pages.

Desktop > Community

Page Details Permissions Advanced Settings

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators	<input checked="" type="checkbox"/>									
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Editor	<input type="checkbox"/>									
Registered Users	<input type="checkbox"/>									
Subscribers	<input type="checkbox"/>									
Translator (en-US)	<input type="checkbox"/>									
Unauthenticated Users	<input type="checkbox"/>									
Unverified Users	<input type="checkbox"/>									

Username:  Add

Copy Permissions to Descendants:

Copies the currently selected permissions for the page to descendant pages.

DotNetNuke cohesively ties together the Social capability by integrating Interactive User Profiles, Member Directory, Social Authentication, User Relationships, Social groups, Message Center, and Activity Feed features to offer a full array of community building tools. It also provides Social API to provide versatility and granular control for developers. For detailed instructions about using the Social functionality please refer to the DotNetNuke [User Manual](#).

**Thank you for trying the DotNetNuke Profession Edition Trial**

If you have not already attended one of our product demonstration webinars or deep dive webinars, we encourage you to visit [DotNetNuke.com](http://DotNetNuke.com) now and register for an upcoming event or view a prior webinar.

DotNetNuke and DNN are registered trademarks of DotNetNuke Corporation.

©DotNetNuke Corporation. All rights reserved