



Online Demo Self-Guided Tour Instructions



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DotNetNuke Online Demo

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
- Changing the look and feel of your site by applying “Skins”
- Creating User Accounts
- Creating Security Roles

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.

If you have not yet created your demo account, begin by clicking [here](#). Click the “Create My Demo Site” link and fill out the registration form. Wait while the demo environment is created for you (it may take a few minutes). You will also receive an email titled “DotNetNuke Professional Demo Portal Signup”. The demo environment should be automatically created for you. If it is not, you may access it at the Web site Address provided in the email. Your web site address will be demo.dotnetnuke.com/”account-name-you-provided”.

You will be automatically logged into your account. If you are not logged in, you can access your demo account by clicking the **Login** link in the upper right corner below the search box and enter the Username and Password that you chose during the signup process. We also recommend that you follow us on Facebook, LinkedIn and Twitter where the community shares information and useful tips. We also encourage you to watch the Getting Started video for an overview of DotNetNuke.



You will now see your demo environment in Edit mode. You should see the Control Panel at the top of the screen:

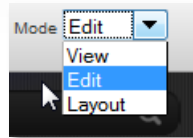


The Control Panel

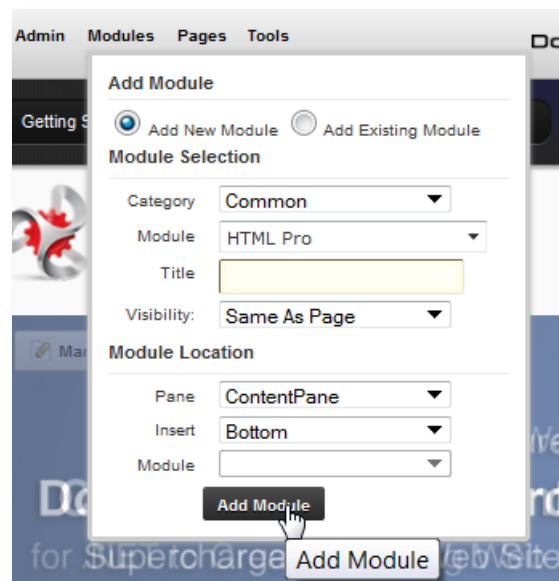
The Control Panel is the main interface for managing site pages, adding modules to pages, performing common administration tasks, and installing additional modules. Depending on your assigned role and associated access rights, different tools would be available.

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

- The **Mode** section is located at the top right corner. It enables users with editing rights to view the page in View, Edit or Design mode.



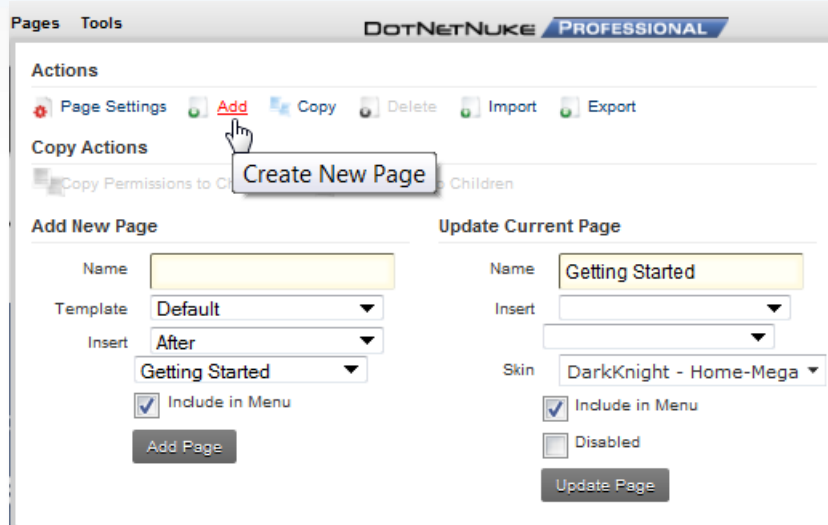
- **View Mode** hides all module editing tools and page pane layout. Select this option to see how the page will look to visitors.
 - **Edit Mode** Enables you to add, delete and change content. It provides you with access to the “Manage Panel” for modules which allows you to edit, move and control administrative settings.
 - **Layout Mode** displays the page pane layout with the module content hidden. Select this option to view the layout of a page so that you can move modules to different areas on the page.
- The **Module Insertion** section of the Control Panel is located in the center of the panel and is accessible to Page Editors, Administrators and the Host. It enables these users to add new modules as well as the pane location of the module being added.



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** button in the Page Functions section of the Control Panel at the top of the screen



2. At **Basic Settings - 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.

DotNetNuke Professional Edition > Home

Page Details Copy Page Permissions Advanced Settings

Indicates required fields

Page Name: Promotions

Page Title: Promotions

Description: This is the Awesome Cycles Promotions Page

Keywords: Bikes

Tags:

Parent Page: <None Specified>

Insert Page:
 Before
 After
 Add to End

Template Folder: Templates/

Page Template: Default

Include In Menu?

Add Page Cancel

- f. At **Permissions**, set the page view and editing permissions 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. **WARNING:** If the role of Unauthenticated is checked at Edit Page this will allow all visitors to edit the page. 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](#).

DotNetNuke Professional Edition > Getting Started

Page Details Copy Page Permissions Advanced Settings

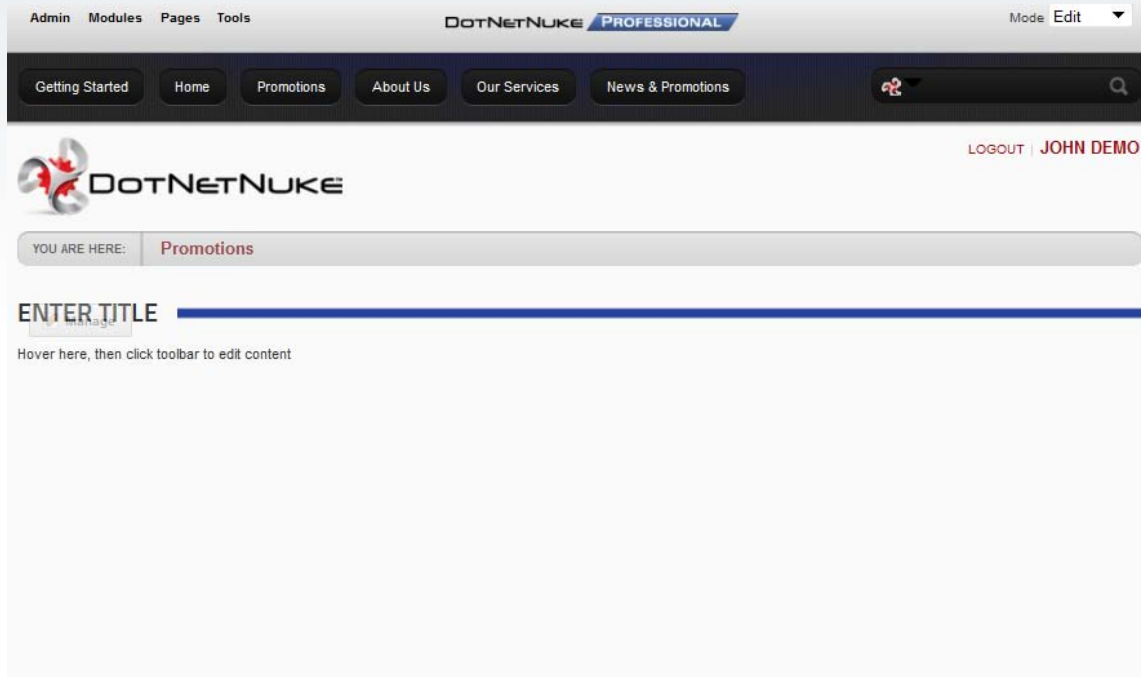
	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>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

Username: Add

Add Page Cancel

- g.
- Click the Add Page link at the bottom left of your screen. Add Page
 - 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 static HTML content onto the page. Let's edit the content in that module.



The screenshot displays the DotNetNuke Professional administration interface. At the top, there is a navigation bar with links for Admin, Modules, Pages, and Tools. The main header area includes the DotNetNuke logo, a search bar, and a user profile for JOHN DEMO with a LOGOUT link. Below the header, a breadcrumb trail shows 'YOU ARE HERE: Promotions'. The main content area features a large text input field with the placeholder text 'ENTER TITLE' and a 'manage' button. Below the input field, there is a blue horizontal line and a note: 'Hover here, then click toolbar to edit content'.

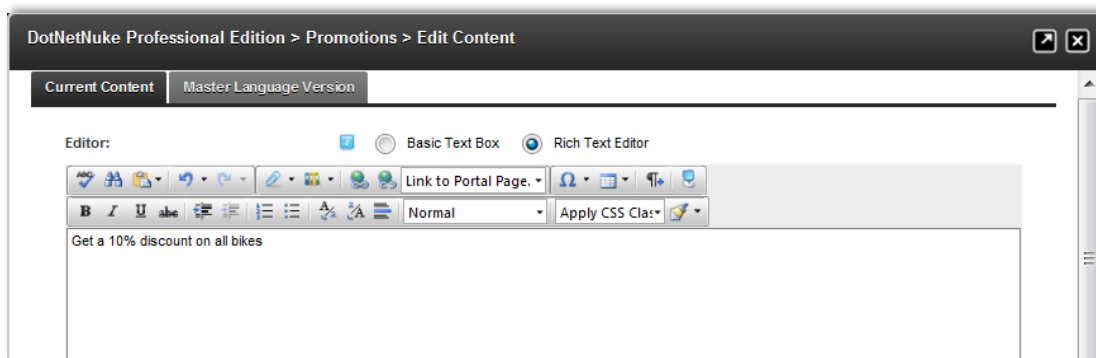
Edit the Module Content

You will now edit the content of your new module.

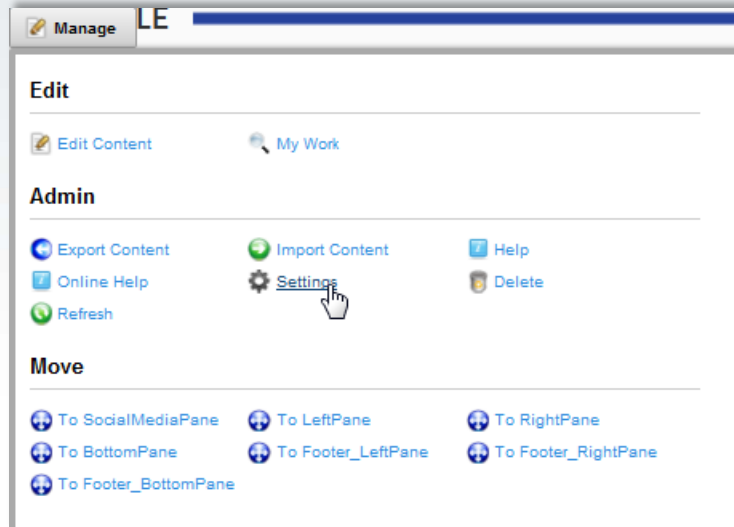
1. Select **Edit Content** from within the Manage Panel on the HTML Pro module.



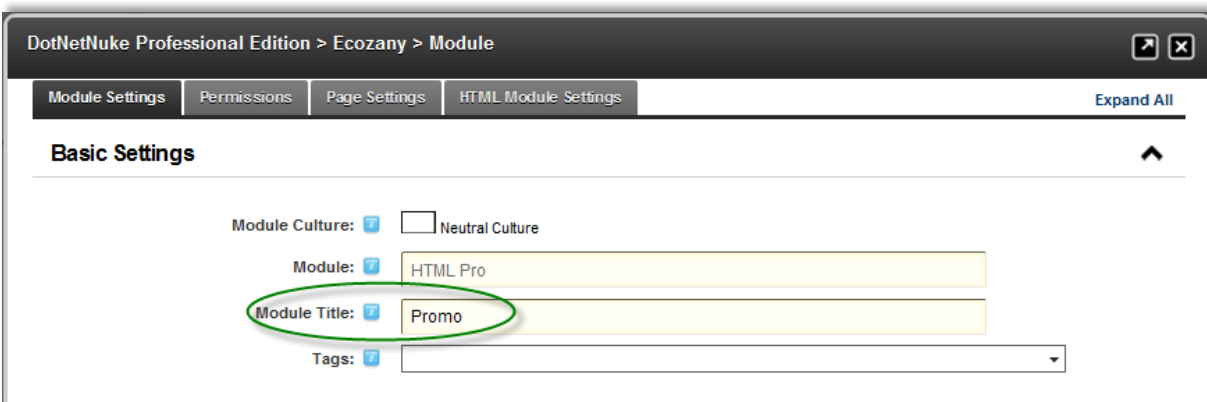
2. You will be presented with a rich text editor. In the text box type “Get a **10%** discount on all bikes.” using the available font formatting buttons.



3. Click the Save link at the bottom of the page to publish your new page.
4. Now change the Title of the module. Go back to the Menu button and select “Settings”.

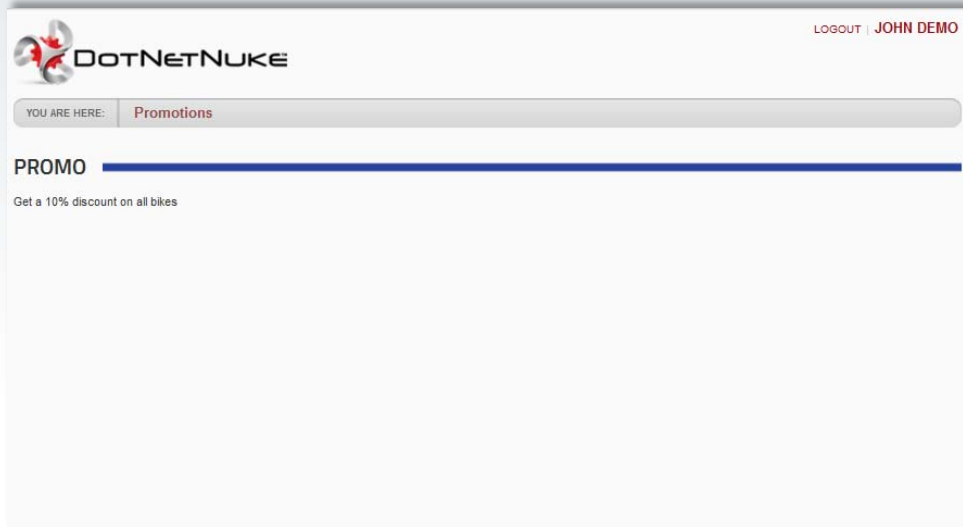


5. Change the title to "Promo".



6. Select "Update"

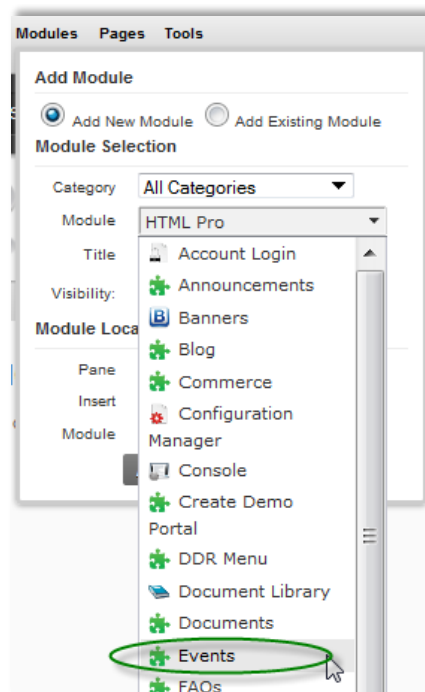
Your page should now appear like this:



Add a new module

Now let's add some more interesting content. Let's add a calendar that displays the dates when the discounts will be available.

1. From Module Tab, select "All Categories" to display all of the available modules. Next select the "Events" Module. The Events Module will let you add a calendar to the page where the dates that the discounts are available can be displayed.



2. Make the title "Zany Days"
3. Select "Add Module". The Events Module will now be added to the page.

Getting Started Home Promotions About Us Our Services News & Promotions

LOGOUT | JOHN DEMO

YOU ARE HERE: Promotions

PROMO Manage

Get a 10% discount on all bikes

ZANY DAYS Manage

Today View Date: 8/11/2011

July		August 2011						September	
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
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			

5. Now we'll add an event to the calendar. Click on the "+" icon in the upper right corner of the calendar.



6. Select Start and End dates for your promotion

7. Click Update and you will now see your calendar with the promotion days displayed.

Today View Date: 8/5/2011

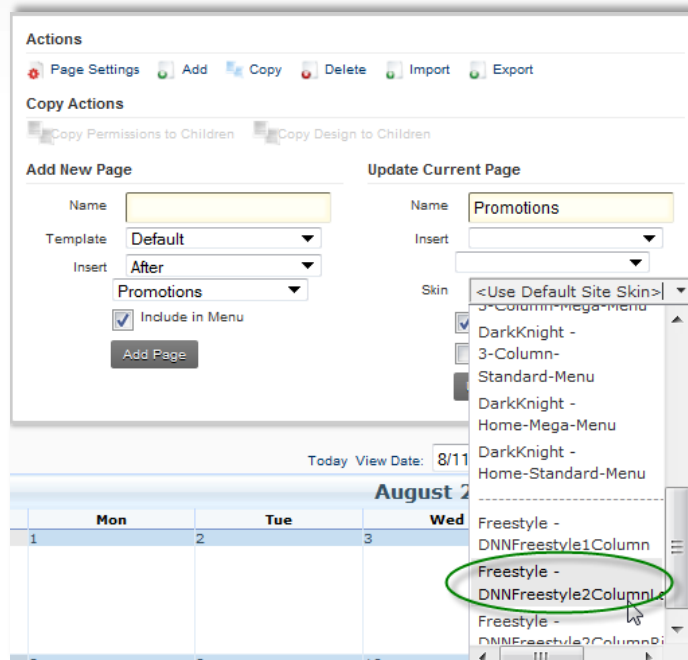
January		February 2011						March	
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
30	31	1	2	3	4	5			
6	7	8	9	10	11	12			
					Zany Days	Zany Days			
13	14	15	16	17	18	19			
Zany Days	Zany Days	Zany Days	Zany Days	Zany Days	Zany Days	Zany Days			
20	21	22	23	24	25	26			

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.

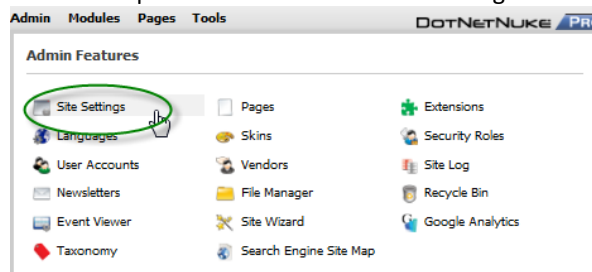
To set the default skin applied to the promotions page:

1. Navigate to **Admin > Update Current Page**. Select **DNNFreestyle2Column**




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 we added the new skin to our Promotions Page.

1. Next let's replace the default DotNetNuke Logo. Go to Admin> Site Settings.



2. Under "Appearance" select the AwesomeCyclesLogo.png in the "Images" folder.

Appearance

Logo: Folder: Images/  AWESOME CYCLES
File: AwesomeCyclesLogo.png
[Upload File](#)

Body Background: Folder: Portal Root
File: <None Specified>
[Upload File](#)

Favicon.Ico: Folder: Portal Root
File: <None Specified>
[Upload File](#)

Enable Skin Widgets:

Portal Skin: DarkKnight - 2-Column-Right-Mega-Menu

Portal Container: DarkKnight - PageTitle_Blue [Preview Portal Skin and Container](#)

Edit Skin: DarkKnight - 2-Column-Right-Mega-Menu

Edit Container: DarkKnight - PageTitle_Blue [Preview Edit Skin and Container](#)

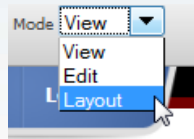
[Update](#) [Upload Skin/Container](#)

Created By On

3. Click the Update link at the bottom of the page.

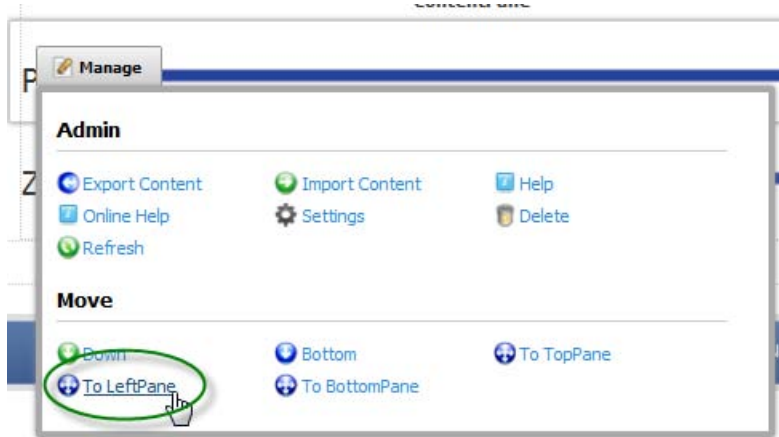
Move Content on the Page

1. Now lets move the “Promo” module next to the calendar. We’ll do this by selecting the layout mode

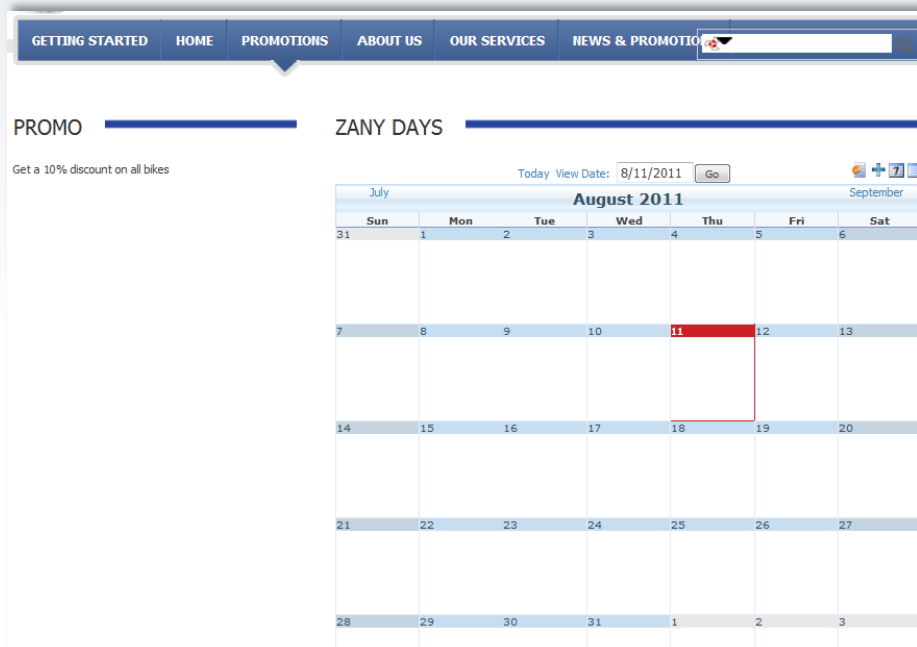


in the upper right corner of the screen.

2. From the Manage Panel select “Move to LeftPane”

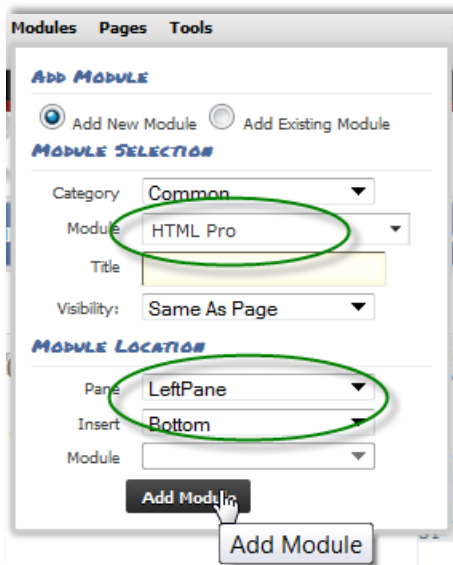


3. Now switch back to “View” mode and you will see that the “Promo” module is now to the left of the calendar.



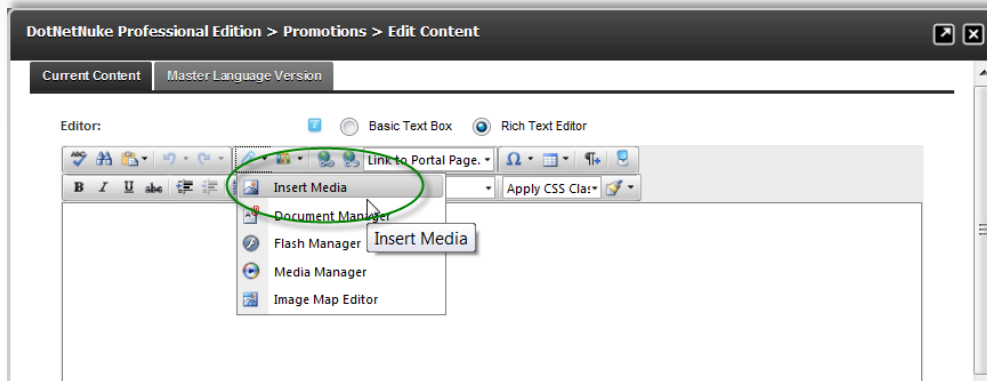
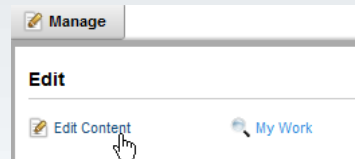
Add an Image the Page

1. Add a new HTML Pro Module to the LeftPane

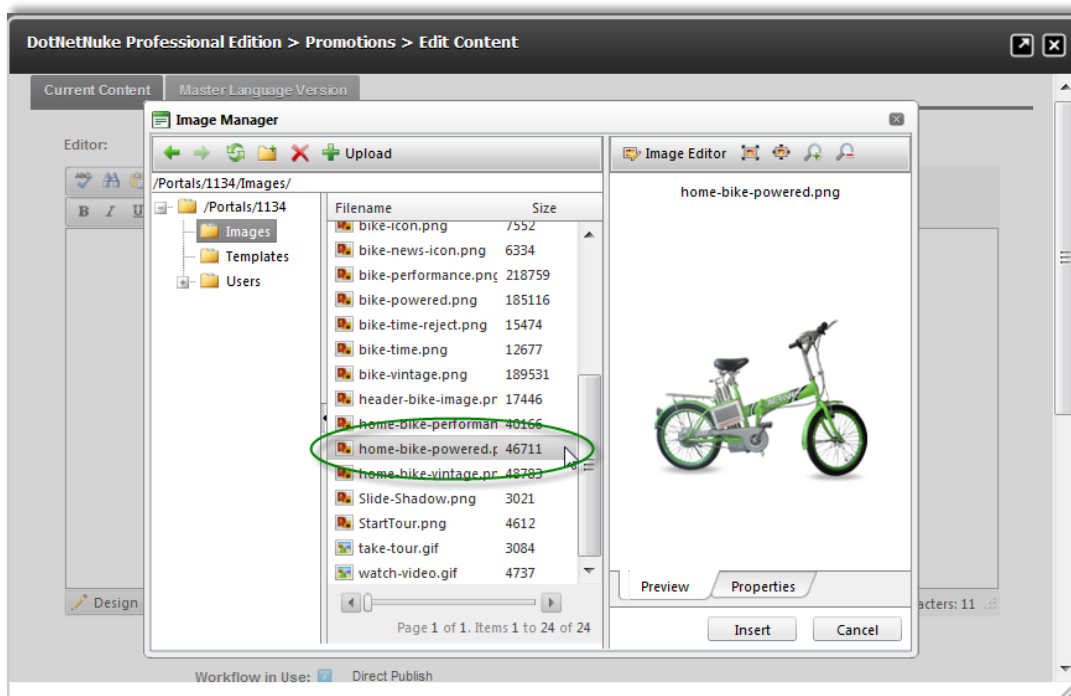


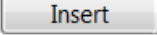

2. Select "Add Module"

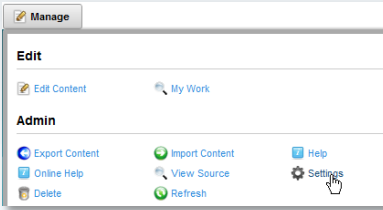
3. Select "Edit Content" for the new HTML Pro Module
4. Now use the Image Manager to add a bicycle image
5. Select "Insert Media"



6. Select the "home-bike-powered" image from the images folder.



7. Select Insert  and then Save 
8. Finally remove the title on the new HTML Pro module. Select "Settings" from the Menu Panel



9. Erase the Module Title

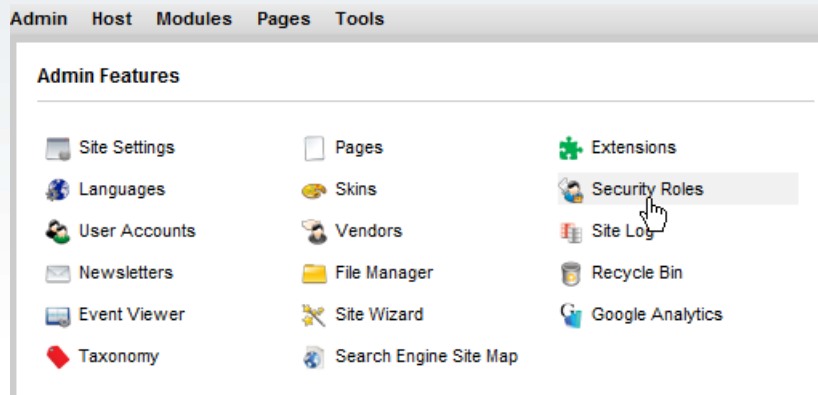
10. You page should now look like this:


The screenshot shows a website interface. At the top is a navigation menu with items: GETTING STARTED, HOME, PROMOTIONS, ABOUT US, OUR SERVICES, NEWS & PROMOTIONS. Below the menu, there are two main sections. The left section is titled 'PROMO' and contains the text 'Get a 10% discount on all bikes' and an image of a green bicycle. The right section is titled 'ZANY DAYS' and features a calendar for August 2011. The calendar shows the days of the week (Sun to Sat) and the dates. The date 11th is highlighted in red, and a red box is drawn around it. The calendar also shows the dates for July and September.

Add an 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



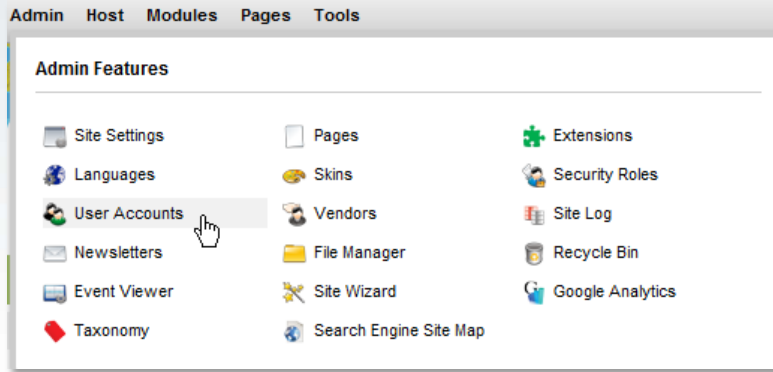
1. Navigate to Admin > **Security Roles**
2. Click  **Add New Role**.
3. In the **Basic Settings** section complete the following fields:
 - a. In the **Role Name** text box, enter the name "Marketing".
 - b. In the **Description** text box, enter "Limited access".
4. Click the Update link.

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**

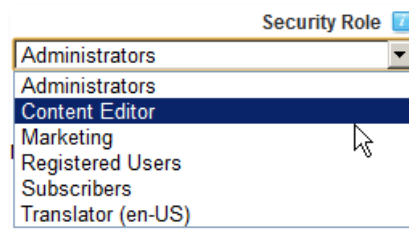


2. Select **+ Add New User** This takes you to the Add New User page.
3. In the **User Name** text box, enter a user name. The users email address is a common choice for this field, although any user name can be entered. The user name cannot be changed.
4. In the **First Name** text box, enter the person's 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 **Add New User**. The user will now be added to the User Accounts list.



Add an User Account

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. At **Security Role**, select the role this user is to be added to.
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  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.

Thank you for trying the DotNetNuke Online Demo

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

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