

Archdiocese of Chicago

# DotNetNuke Modules

## I

Events Calendar, Feedback, Survey, Form and List, FAQ V2, Ajax Content  
Rotator and Simple Gallery

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[Pick the date]



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## Events Calendar

While the core DNN Events module is incredibly useful, its main limitation is that it does NOT allow anonymous users to register for events. The Events Calendar module is a commercial module that lets unregistered visitors sign up for events.

When you add an Events Calendar module to a page, the Events Calendar Satellite and Flash Calendar modules are also added. If you are not going to make use of those modules, you can delete them (or hide them).

## Events Calendar Settings

Also Display Events for Module(s)	Includes events from other Events Calendar modules on this calendar (subcalendars)
Display Sub Calendar Selector	Gives visitors a drop-down list to filter events based on their actual parent calendar
Allow Filter by Categories	Lets visitors filter events based on event categories
Allow Multiple Categories	Lets you assign an event to multiple categories
Allow RSS	Generates an RSS feed from the Events Calendar
Generate XML for Flash Calendar	Creates the XML file needed for the Flash Calendar. If you apply this setting, you need to create a new event to trigger the creation of this file.
Event Registration: One Registration Per User Per Event	Keep this unchecked if you are allowing anonymous registration. Otherwise, only one anonymous visitor can register for an event.

Adding events is similar to adding events in the core DNN Events module.

## Events Fields

Venue (Location)	Check the Save as new venue box when adding a venue to make it appear in the Venue drop-down list
Send Event Reminder	Set this to at least 1 hour before the event (if used)
Registration Settings: Allow Registration	This must be checked to let visitors sign up for the event
Registration Settings: Only For Members	This must be unchecked to allow anonymous registrations
Registration Settings: Open For Registration	These settings specify the registration window. Normally, you set the first box to Maximum (people can register as soon as you add the event). The Until setting is a bit odd. If you want to close the registration 3 days before the event, set this option to <b>-3</b> (negative 3).
Registration Settings: Maximum Registration	Capacity of the event. Nobody can register if the max registration is reached.
Registration Settings: Add User to This Role	Would automatically assign a <i>registered</i> user to the role you specify.

## Registration Manager

The Registration Manager lets you view the participants for an event and cancel an individual's registration. Choose Registration Manage from the Events Calendar module's dropdown list. Choose the event (if needed) from the Event List to view its participants.

You can expand the Send Mass Mail section to send e-mail messages to the people registered for an event.

*Note: If you reschedule an event (change the date) by editing that event, registrations for the event will still be valid. HOWEVER, the Registration Manager will still attach those registrations to the ORIGINAL event date.*

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## Feedback

The Feedback module can be used in one of two ways: to provide visitors with a means of sending you e-mail OR to act as a guest book. The way in which you use the Feedback module determines the configuration you'd apply to the module.

### Simple E-Mail Feedback

A simple e-mail Feedback is the easiest to use. Simply add the Feedback module to the desired location. Feedback Comments will automatically be added below the module. DO NOT DELETE THE FEEDBACK COMMENTS MODULE. Instead, change the View options of that module so that it's only visible to the appropriate groups.

*Displaying the Feedback Comments is a "safety net" to let you view the submissions.*

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### Default Subject

To make it easy to locate e-mails that were sent from the Feedback module, you should assign a default Subject to the feedback.

- Choose Feedback Lists from the Feedback module's drop-down menu
- Select Subjects
- Enter the text of the subject in both the Name and Value fields
- Check the Is Active box
- Click Save
- Click Return to Module

### Simple E-Mail Feedback Settings

Send To	The address the Feedback will be sent to. You can only include ONE e-mail address
Send From	Specify the from address if needed to keep the feedback from being blocked by junk mail filters
Width	Width of the module (in pixels)
Rows	Height of the Comments section
Send Copy	Lets the visitor also receive a copy of their feedback
Opt Out	Allows a visitor to NOT receive a copy of their feedback

Subject	Specify the Subject you created
Subject Field Hidden	Select this option
Moderated	Check this EVERY time you add a Feedback module
Use Captcha	Always choose CAPTCHA if it's an available option

## Guest Book

The main difference when using the Feedback module as a Guest Book is that you make the submissions visible to other people. When setting up a Guest Book, you should create a Category that the submissions are attached to.

- Choose Feedback Lists from the Feedback module's drop-down menu
- Select Categories
- Enter the text of the category in both the Name and Value fields
- Check the Is Active box
- Click Save
- Click Return to Module

## Guest Book Feedback Settings

Send To	This <i>can</i> be left blank, but you should put the moderator's e-mail address in the Send To.
Send From	Specify the from address if needed to keep the feedback from being blocked by junk mail filters
Width	Width of the module (in pixels)
Rows	Height of the Comments section
Category	Choose the category you created for the Feedback
Category List Visible	Unchecked
Subject Field Hidden	Normally selected
Moderated	Check this EVERY time you add a Feedback module
Moderation Category	Choose the category you created for the Guest Book. Otherwise, ALL feedback submissions will display when you moderate.
Use Captcha	Always choose CAPTCHA if it's an available option

## Feedback Comments

When using a Guest Book, you'll want to adjust the settings of the Feedback Comments. For a Guest Book, you make the Comments viewable by groups other than just administrators.

Category	Select the Category that the Guest Book feedback submissions are assigned to
Hide X	Select which fields you'll want to hide

## Moderating Feedback

Moderating Feedback lets you make submitted feedback visible (when using Feedback as a Guest Book) and for maintaining the submitted items.

- Choose Feedback Moderation from the module's drop-down menu
- **Publish** an item to make it visible in the Feedback Comments module
- **Delete** an item to remove it completely
- **Archive or Set Private** to remove the item's Pending status without deleting or publishing the item

*There really isn't a difference between Archived and Private feedback.*

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## Advanced E-Mail Feedback

When using the Feedback module to send e-mail, you can configure the module so that the feedback is sent to a different address based on the Category that was selected.

Your first step is to configure the categories.

- Choose Feedback Lists from the Feedback module's drop-down menu
- Select Categories
- Enter the text of the category in the Name field
- Enter the e-mail address of the recipient in the Value field
- Check the Is Active box
- Click Save
- Click Return to Module

Once the categories are configured, in the settings of the Feedback module, activate Category List Visible and Use Category Value as Send To.

## Multiple Feedback Modules

If your site uses more than one Feedback module, you'll want to make sure you create separate categories for each instance and specify the category for each module (and Moderation). This way, you keep the submissions from each instance separate from each other.

## Survey

The Survey module is used for short, informal multiple-choice opinion surveys. Once you have created a survey, if you want to create a *new* survey, you need to add a new Survey module (you can't simply add and delete questions). Surveys can be configured to allow either anyone or just registered users to fill out the survey.

## Questions and Answers

- From the Survey module's drop-down menu, choose Add Question
- Enter the question text in the Question field
- Choose the Type of question (single answer or multiple answers)
- Specify the View Order (remember, number by 10s so you can insert items later)
- Enter the first Option in the New Option field and click Add Option
- Continue adding Options as needed
- Use the Options box to change the order of the options or delete an option

## Survey Module Commonly Used Settings

Survey Closing Date	The last date someone can fill out the survey
Maximum Bar Graph Width	Width (in pixels) of the longest bar on the graph
Vote Tracking	Via cookie (for anonymous visitors) or 1 Vote/Registered User
Survey Results	Indicates who can view the overall results

## Form and List

The Form and List module is one of the most powerful core modules within DotNetNuke.

It is primarily used for 1 of 3 reasons:

- Creating sortable lists of information
- Creating forms your site's visitors can fill out
- Creating your own pseudo-modules

*Note: You will need to learn XSLT to completely customize a Form and List module.*

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## Creating a Simple List

A list that displays information in a table is the simplest type of list to create.

1. Add the Form and List module to a page
2. From the Form and List menu dropdown, choose Form and List configuration
3. Click Add New Column
4. Enter a name and data type for the Column. Choose whether the column is required, displayed in the output, restricted (only users with permission to edit restricted fields can enter those values) and searchable
5. Click the Save icon next to the column's title
6. Continue adding fields as needed.
7. Click Save Configuration and Return

## Entering Records

When you add a record to the F&L module, the fields and data types are based on the columns you specified.

1. From the Form and List menu dropdown, choose Add New Record
2. Enter the information
3. Click Update

## Sorting and Pagination

By default, the F&L module will display all entered records with the newest records at the top of the list. You can specify a single column for the initial display order and can break records into pages (instead of displaying all records at once).

1. From the Form and List menu dropdown, choose Form and List configuration.
2. Expand the List Settings section
3. Choose the Sort Column
4. Specify the Sort Direction
5. Specify the max records to display at once in the Paging section
6. Click Save Configuration and Return

*Tip: You might need to create a column that is specifically used to force sorting in the order that you want. Typically, this "Sorting" column will be an Integer that is NOT displayed on the List. You may also be able to use a Calculated Column.*

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## Calculated Columns

Calculated columns let you take data that was entered and perform math operations OR concatenate (combine) multiple fields into one.

1. From the Form and List menu dropdown, choose Form and List configuration.
2. Click Add New Column
3. Enter a Name for the column, choose Calculate Column and the other options as needed

4. In the Expression, enter the calculation. Use square brackets around the names of other fields.
5. Click the Save icon next to the column
6. Click Save Configuration and Return

Examples:

Full Name: [First Name] + ' ' + [Last Name]

Last Name First: [Last Name] + ', ' + [First Name]

*Note: Make sure you have a space on each side of the "math operator" so the calculation processes correctly.*

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## Search

When columns in your F&L module are searchable, you can add a Search above the list. This lets visitors search against the data in your module.

1. From the Form and List menu dropdown, choose Form and List configuration.
2. Expand the List Settings section
3. Choose Show Search Box
4. Choose Simple Search to have the search look in ALL searchable fields (visitor doesn't specify the column they search against)
5. Choose Show Now Records until Search if desired
6. Click Save Configuration and Return

## Module References

When using the F&L module, you may want to include subsets of information on different pages within your site. Use Add Existing Module from the Control Panel to add a reference to an existing F&L module.

A Form & List module's Data Table Setup, Column Settings, and Basic Settings are the same for EVERY instance of that module.

## Filters

Filters let you display only records from the list that meet the conditions you specify. The Filter statement uses SQL syntax.

When you enter a filter, surround the column name with square brackets. While this is only required if the column name includes spaces, it's easiest to remain consistent.

When searching for an exact match, use the equals sign. Text values that you try to match need to be enclosed in single quotes.

For certain columns, you may need to find the "hidden" field name and use that value. To find the hidden field names, from the Form & List module's menu, choose Show Data as XML.

When comparing dates to the current date, you'll need to use the hidden field that is the date value in ticks and compare that to Ticks:Now.

### Sample Filters

**[Department]='Math'**

**[Department]='Math' OR [Department]='Science'**

**[Address] LIKE '%superior%'**

**[Quantity]>=5**

**[Active\_UDT\_Original]='true'**

**[ExpireDate\_UDT\_Ticks]>[Ticks:Now]**

## Creating a Simple Form

You can also use the Form & List module to create simple forms for gathering information from your site's visitors. When using the F&L module as a form, you normally do NOT display the list of submissions for visitors. You should, however, include a module references that displays the submissions as a list and make that module (or the entire page) visible only to the groups you specify.

## Required/Restricted Fields

When creating a Form, you will want to specify which fields are required for submission. In addition, fields that you mark as Restricted will only be visible (and editable) by users with Edit permissions to the restricted columns (in the module settings). Restricted fields allow you to track the processing of the submitted forms.

## Form Mode and Options

To have the F&L module run in Form mode, change the Application Mode to Form from the Form and List Configuration. Once this is active, you can then apply additional settings.

## Form Settings (On Submit action)

When you run the F&L module in Form mode, the List Settings disappear and you have Form Settings instead. These settings let you specify what happens when someone submits the form.

## Tracking and Notification

When using F&L as a Form, you may want to receive e-mail notifications when someone fills out the form. To receive e-mail notifications, simply select Tracking and Notification in the Mode Settings. Expand the Tracking and Notification Settings and enter the e-mail address the notifications should be sent to and a subject for those e-mails. (You can have multiple recipients by separating the To addresses with semicolons.)

## Letting Visitors Fill Out the Form

You will need to change the Settings of the F&L module so that unregistered users can fill out the form. Choose Settings from the F&L module's drop-down menu. Grant All Users permission to Create Record/Submit Form. To prevent spambots from filling out the form, expand the bottom group of settings and activate CAPTCHA. (Remember, you should always use CAPTCHA if it's available.)

## Pseudo-Modules

With enough customization, you *can* use the Form and List modules in place of many of the core DNN modules. When using the F&L module in this manner, you normally need multiples instances of the module throughout your site and customize the display using XSLT. XSLT is NOT covered in this class (it would be a multiple-day class all of its own). If you're interested in learning about creating your own XSLT, look for books such as XSLT for Dummies.

## Using a Template

Customizing the Form and List module can be a very involved process. The Module includes the option to save your Form and List module configuration as a template that you can reuse. In addition, global templates are available to ALL portals. In this way, an experienced XSLT "coder" can easily share their work with other portals. When you add a Form and List module to a page, you can Apply an existing template rather than customizing everything in the module.

## Announcements Template

The Announcements template can function as a replacement for the Announcements module. This template support paging and an approval process.

### Filters

When using the Announcements template, you will need several references to the module to allow for the display of expired and/or unapproved announcements (for editors).

The starting filter only displays currently active announcements (whether or not they have been approved).

```
([PublishDate_UDT_Ticks] < [Ticks:Now]) AND (([EndDate_UDT_Ticks] > [Ticks:Now]) OR ([EndDate] Is Null))
```

To display an archive of announcements (announcements whose end date has already passed), use the following filter:

```
([PublishDate_UDT_Ticks] < [Ticks:Now]) AND (([EndDate_UDT_Ticks] > [Ticks:Now]))
```

If you are using an Approval process for announcements, add AND (Approved='Y') to the end of the filter statement to display approved announcements only.

## Downloads Template

The Downloads template can be used as a replacement for the Document module. This template lets you create categories for the downloads and supports paging.

### Creating Your Category List

The list of categories is created by defining a list of values for the Category column. From the Form and List configuration, edit the Category column. Create your list of categories, separating each category with a semi-colon.

## Paged HTML Template

The Paged HTML template is designed to let your create "multi-page" content (content in a module displayed 1 "page" at a time). You simply add a title, content, and sort order for each "page" of content. The module then displays 1 "page" at a time, sorted by the Sort Order.

## Staff Listing Template

The Staff Listing template is for a simple list of staff information (names, positions, phone numbers and e-mail). The template includes two calculated columns to combine the portions of the name into a full name (and for sorting).

Schools may want to add a Department column for their staff (for example, Math, Science, Music, Administration).

## FAQ V2

The FAQ Reloaded (FAQ V2) module is a commercial module created by Spohn Software. This module is preferred over the DNN core FAQ module due to its output options and use of Categories.

## Creating FAQ Categories

FAQ Categories determine the display order of the FAQs and are also used to navigate through the FAQ.

1. From the FAQ V2 menu, choose Settings.
2. Expand the FAQ V2 settings
3. Checkmark Use Categories
4. Enter a name for the Category and order and click Add
5. Continue until all categories are created
6. Click Update

*Tip: Use multiples of 10 for Category Order so that you can easily insert categories later. Consider creating a category of "All" with a Category Order of 0.*

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## Adding FAQs

1. From the FAQ V2 menu, choose Add a New FAQ
2. Click on Click Here to Edit the Question
3. Enter the Question and click the Update link below the question text editor
4. Click on Click Here to Edit the Answer
5. Enter the Answer text and click the Update link below the answer text editor
6. Choose to Auto-Expand the answer (if desired)
7. Choose the View Order for the FAQ
8. Select and assign categories as needed
9. Click Update

## FAQ V2 Commonly Used Settings

Expand/Collapse on Mouse Movements	Recommend you leave this UNCHECKED!
Auto Expand All Answers	Answers are automatically displayed from the start
Show Q and A? and Literal	Displays "Q" and "A" before the Question/Answer OR the Literal text specified
Show Expand All and Collapse All	Provides a link for the visitor to expand/collapse ALL answers.
Category Style	Indicates navigation method for FAQ Categories
Show All FAQs	Indicates that FAQs in ALL Categories are displayed automatically. Links will navigate to the appropriate section.

## AJAX Content Rotator

The AJAX Content Rotator allows you to rotate through individual items. The rotation can occur in real-time (where each item displays for X seconds), per page load (each visit/refresh of the page will rotate the items) or per day (where the same item will display for the entire day). The rotation pattern can be sequential, random, or weighted random (where certain items will display more frequently).

## Slide Types

In general, there are two types of "slides" you can add to the content rotator: existing modules and content slides.

## Rotating Image Slides

The simplest way to use the Content Rotator is for rotating image slides. You (or someone else) will need to create all of the images you are going to rotate. If at all possible, each image should be the same size.

1. Using Admin, File Manager, upload all of the images you are going to rotate into your site. You should create a folder (if necessary) that contains all of the images you are going to rotate.
2. Add the AJAX Content Rotator module to a page within your site.
3. From the Content Rotator menu, choose Edit Slides/Content.
4. Click on Add Image Slides.
5. Specify the max height/width of the images. This is especially important if the images are NOT all the same size. The resulting content slides will "shrink" images that are too large.
6. Select the folder that contains the images.
7. Select the images to use in the rotator (you can use Shift+Click and Ctrl+Click to select multiple images)
8. Click Import Selected Images
9. Click Done to save the order of the slides

### **Making Image Slides Links**

When you use Add Image Slides, you are simply creating Content slides with the image at the max dimensions specified. You can modify the resulting content so that the image will become a link.

1. From the Content Rotator menu, choose Edit Slides/Content
2. Click the Edit (pencil) icon next to the slide you want to modify
3. Click on the image in the Content/Template section
4. Click the Insert/Edit Hyperlink icon from the FCK Editor toolbar
5. Specify the URL of the link
6. Click OK
7. With the image still selected, click the Insert/Edit Image icon from the FCK Editor toolbar
8. Set the Border to 0 (zero)
9. Click OK
10. Click Update when finished

Note: If the Border is NOT set to 0, an image that is clickable will display a distinct border.

### **Creating Content Slides**

If you don't have full images to use as slides, you'll want to create Content Slides. You can include anything in a content slide that you can include using the FCK Editor.

1. From the Content Rotator menu, choose Edit Slides/Content
2. Click Add New Slide
3. Enter a Slide Name
4. Enter the slide's content in the Content/Template section
5. Click Update
6. Click OK

***TIP: To keep your slides the same size, insert a Table in the Content/Template section that is a specific height and width. Enter the content of the slide inside that table.***

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## Content Rotator Commonly Used Settings

Rotation Mode	<ul style="list-style-type: none"><li>• Real-time (each slide displays for X seconds)</li><li>• Per Page Load (each time the page is visited, a new slide <i>could</i> display)</li><li>• Per Day (the same slide will display for ALL visitors for that day)</li></ul>
Display Time	Amount of time to display a slide before it rotates (real-time only)
Pause On Mouse Over	Pauses the real-time rotation when the cursor is on the slide
Width Space	Used if text isn't wrapping correctly
Transition	Method used to transition from one slide to the next during real-time rotation
Sequence Mode	Method used for rotation. When Per Day is selected, choose the date that the first slide would display.
Navigation Display	Indicates that navigation buttons will be visible for real-time rotations
Fixed Width/Fixed Height	Forces each slide to be no bigger than the height/width specified.
Nav CSS Class	The styling used for the navigation controls
Ignore Wrapped Module View Permission	Indicates that modules that are rotated will display even if their normal view permissions would prevent a visitor from viewing that module
Hide Wrapped Module	When rotating modules, indicates that the module will ONLY display within the rotator (will be hidden on its "home" location)

## Sample Uses of Content Rotator

- A "slide show" of announcements (Real-Time, Sequential rotation with Navigation)
- Displaying content only on a specific weekday (Per Day, Sequential rotate, needs 6 "blank" slides and 1 slide with the actual content)
- "Banner Ads" or the illusion of "fresh" content (Per Day or Page Load, Sequential or Weighted Random)

## Simple Gallery

The simple gallery module lets you create one (or more) albums of images. This module lets you bulk upload photos to a gallery and will auto-thumbnail images.

## Adding Photos

You can add multiple photos to a single album at once using a bulk upload process.

1. From the Simple Gallery menu, choose Add New Photo
2. Select the album to add the photos to or create a new album
3. Click Next
4. Click the Select Images button

5. Browse to and select the images (from that folder) to upload
6. If you want to add additional images from a different folder, click Select Images again
7. Click Next
8. Modify the title(s), description(s) and tag(s) as desired. You can use Batch Operations to add tags to all images
9. Click Save All

## Editing Albums

The most common reason for editing an album is to change its title and/or description.

1. From the Simple Gallery menu, choose Edit Albums
2. Click the Edit (pencil) icon next to the album to modify
3. Modify the title/description as desired
4. Uncheck Is Album Public to hide the album
5. Choose a Default Photo for the album (if desired)
6. Change the Create Date (if desired)
7. Click Update

***IMPORTANT: Deleting an album will delete its contents as well! Images from an album may be used in other places within your site. Unchecking Is Album Public? will prevent the album itself from displaying while allowing references images to still be used.***

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## Simple Gallery Commonly Used Settings

Basic Settings	
Album Filter	Used for a referenced copy of the module to show only a specific album. This lets you have a "master" gallery on one page with "filtered" galleries on other pages.
Advanced Settings	
Enable Search	Allows searching against individual photos in the album(s)
Enable Syndication	Allows for an RSS feed of your album's content
Compression Settings	
Resize Photo	When this is checked, images larger than the height/width specified will be resampled and stored at the new size.
Resize Width/Height	The max width/height the image will display at. Resize photo will reduce an image to these dimensions of needed.
Use Watermark	Adds the specified watermark text/image to uploaded images. Only apply watermarks if you own all images uploaded.
Security Settings	
Photo Moderation	When checked, you will have an additional option (Approve) to Photo Permissions.
Slide Show Settings	
Slideshow Mode	Lightbox: Uses Adobe Flash to run the slideshow.

	<p>This is the only mode that supports auto-running of slideshows</p> <p>Popup: Uses Javascript to open popup windows for slides</p> <p>Standard: Displays the picture in the current page. This is the lowest common denominator.</p>
Tag Settings	
Enable Tags	Specifies whether or not tags (keywords) can be added to pictures
Uploader Settings	
Maximum File Size	Max size of image. The size cannot exceed 8192 (the max upload allowed in our DNN configuration)

DIRECT ANY FEEDBACK OR QUESTIONS ON THIS GUIDE OR THE DOTNETNUKE APPLICATION TO  
THE IT ASSISTANCE LINE AT 312-534-5227.

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