

# Kentico CMS 5.5 R2 Intranet Administrator's Guide



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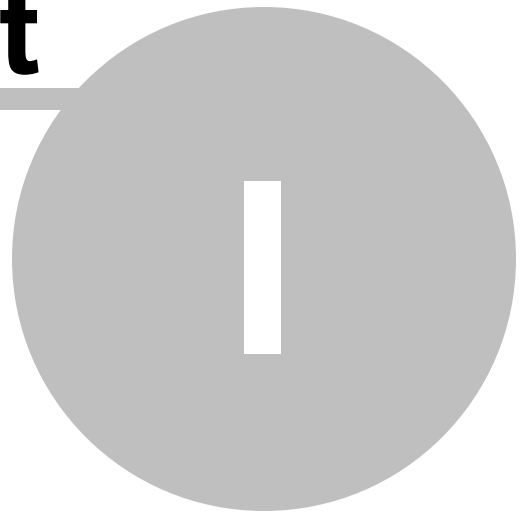
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**Part**

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**Introduction**

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# 1 Introduction

## 1.1 About this guide

*Kentico CMS Intranet Administrator's Guide* is a guide intended for administrators of **Kentico Intranet Solution**, i.e. the **Intranet Portal** sample website based on [Kentico CMS](#). It provides information on how the solution can be managed from within the system's administration interface.

### Pre-requisites

Before you start using this guide, it is recommended that you get familiar with the contents of [Kentico CMS Intranet User's Guide](#). *Kentico CMS Intranet User's Guide* is a guide intended for end users of the solution and provides information on how it can be used by an ordinary company employee accessing only the front-end website, not the administration interface. By going through the guide, you will get an overview of the structure of the portal, its main features and functionality.

The next thing that is expected from you before referring to this guide is to go through [Kentico CMS Tutorial](#). Kentico CMS Tutorial is intended for first-time users of Kentico CMS, describing the system's installation and the basics of its administration interface. The level of knowledge covered by the tutorial is necessary to understand most of the topics in this guide.

### Where to go next

If you meet all the pre-requisites listed above, but you are new to *Kentico Intranet Solution*, we recommend proceeding to the **Getting started** chapter. The [Installation](#) topic in the chapter will guide you step-by-step through the installation of the *Intranet Portal* sample website. Once the website is installed and running, you may proceed to the [Accessing the administration interface](#) topic, where the solution is described from the administrator's point of view. Finally, you may refer to the [Configuration for WebDAV editing](#) topic, which describes additional configuration of the system necessary for *WebDAV editing* to be functional.

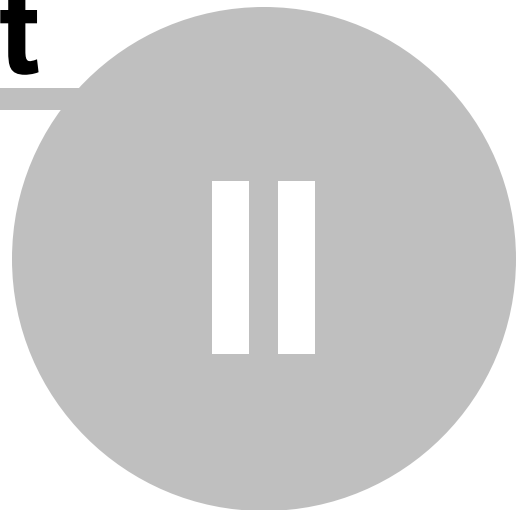
### Further information sources

This guide is not the only source of information related to the solution or Kentico CMS in general. Complete documentation of Kentico CMS can be found at <http://devnet.kentico.com/documentation.aspx>. At this address, you can find various documentation guides, each of them describing the system from a different perspective or aimed at a different target audience.

The most important of the guides listed on the above mentioned page is [Kentico CMS Developer's Guide](#). It is the most comprehensive guide for developers and administrators of the system, providing a full reference on its installation, configuration and functionality of all its features and built-in modules. You will find many links referring to the *Developer's Guide* throughout this guide, as most of the information necessary for administration of the solution is already contained in it.

# Part

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**Getting started**

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## 2 Getting started

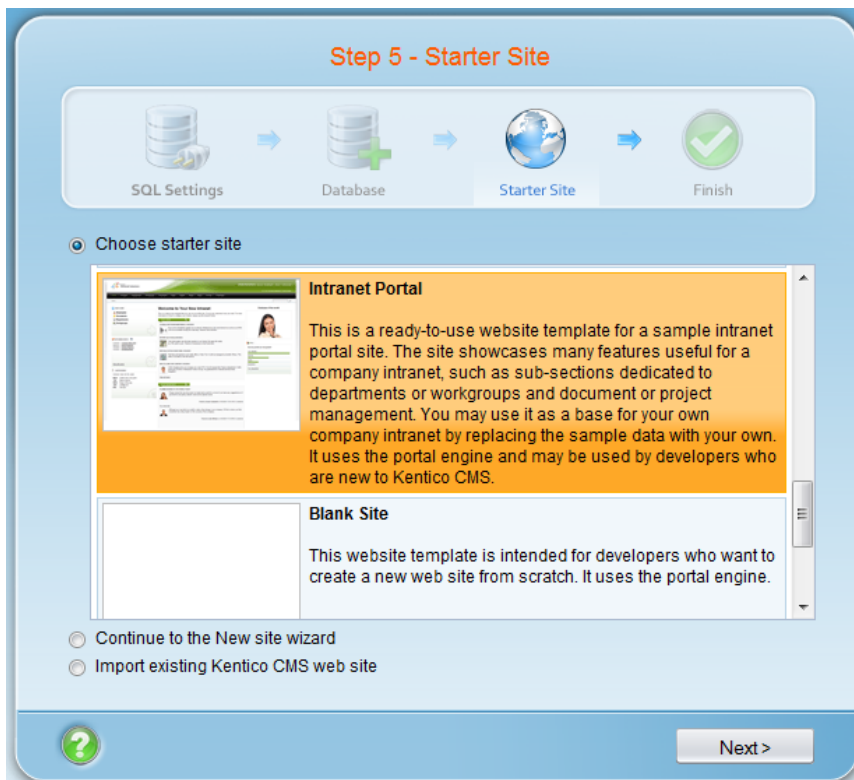
### 2.1 Installation

To get started, you need to have **Kentico CMS** and the **Intranet Portal** sample website installed. This topic provides information on how this can be achieved. The topic is divided into two parts, depending on if you already have Kentico CMS installed or not.

#### New Kentico CMS installation

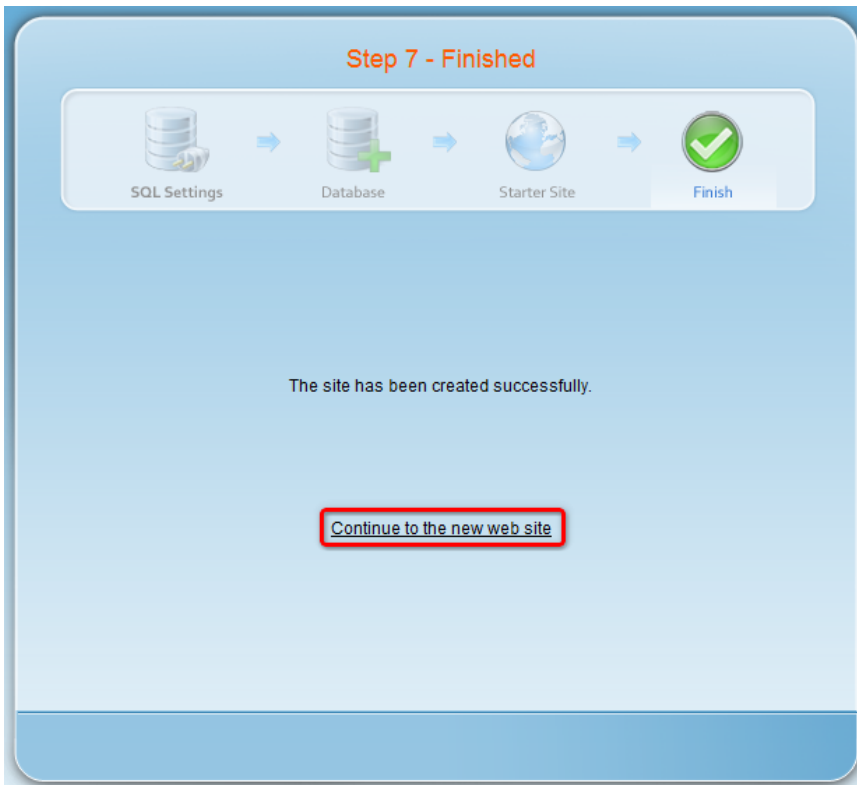
Installation of Kentico CMS is fully described in [Developer's Guide -> Installation and deployment](#). The following points sum up which steps need to be taken in order to perform the installation and provide links to the relevant topics in that chapter of the Developer's Guide:

1. Launch *KenticoCMS\_<version>.exe* and follow the instruction in [Installation procedure -> Setup \(KenticoCMS.exe\)](#).
2. Once the setup finishes, launch *Kentico CMS Web Installer* and follow the instructions in [Installation procedure -> Web installer](#).
3. When the *Web Installer* is finished, access the URL of the new website. The first step of the **Database Setup** will be displayed. Follow the instructions in [Installation procedure -> Database setup](#), until you reach the **Starter Site** step (the number of the step may vary). In this step, select the **Choose starter site** option and choose the **Intranet Portal** sample site. Click **Next** to continue.



4. Wait until the **Database Setup** finishes importing the site. Once finished, the **Finished** step will be

displayed. Click the **Continue to the new website** link highlighted in the screenshot below.



5. You will be redirected to the **Logon** page of the portal.



## Please Log On

Welcome to the Kentico Intranet Solution. In order to see the content, you need to log on. You can use the default user name *administrator* and leave the password blank.

LOG ON
User name: <input type="text"/>
Password: <input type="password"/>
<input type="checkbox"/> Remember me
<input type="button" value="Log on"/>
<a href="#">Forgotten password</a>

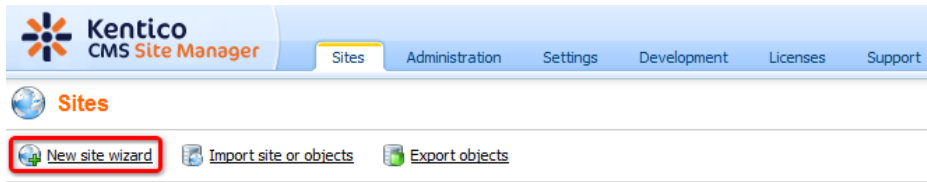
Not a member yet? Sign up now!
First name: <input type="text"/>
Last name: <input type="text"/>
E-mail: <input type="text"/>
Password: <input type="password"/>
Confirm password: <input type="password"/>
<input type="button" value="Register"/>

## Existing Kentico CMS installation

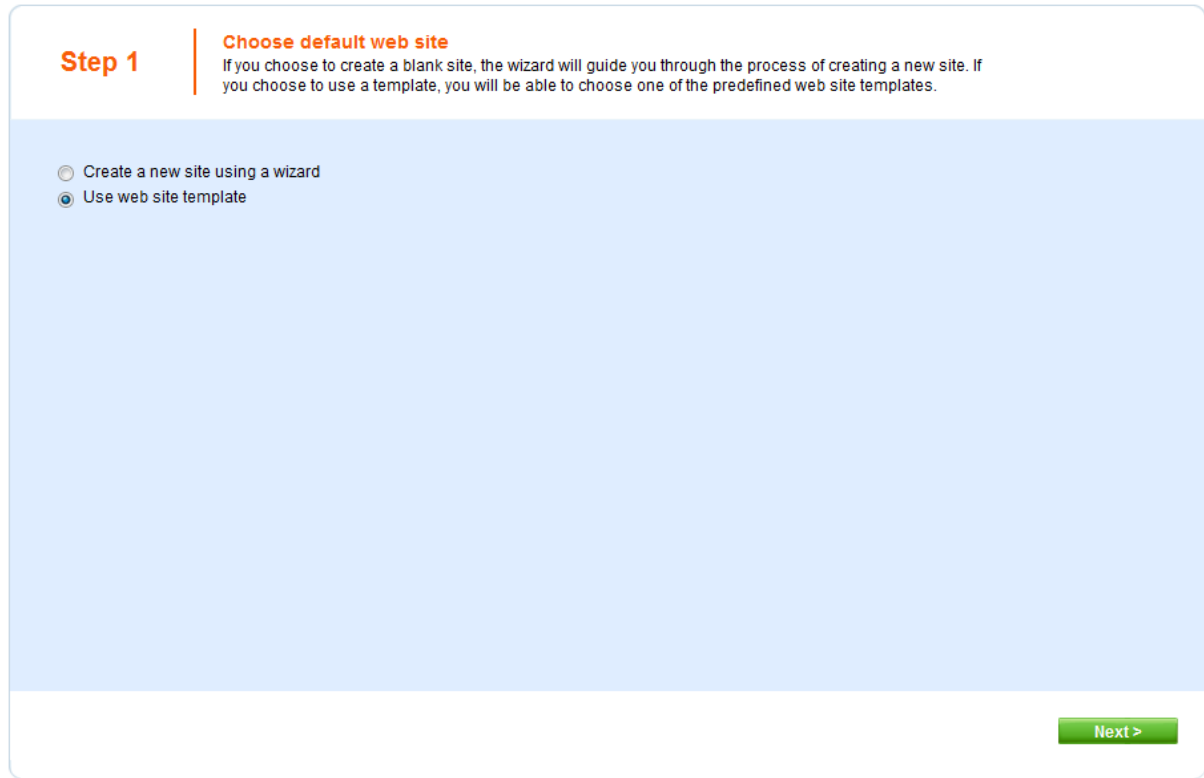
If you already have Kentico CMS installed, but without the Intranet Portal website, you can easily add it using the [New site wizard](#).

1. Log on to **Site Manager** and on the **Sites** tab, click the  **New site wizard** link.






2. In the first step of the wizard, choose the **Use web site template** option and click **Next**.




3. In **Step 2**, choose the *Intranet Portal* website from the list of available website templates and click **Next**.

**Step 2** | **Choose web site template**  
 Choose the predefined web site template that will be used for your new web site. The web site template may contain site structure, design, basic content, new document types and other settings.



**Community Site**

This is a website template for a sample community site. Social networking features of Kentico CMS are used on the site to give you an idea of how they can be used on your web site. You can also modify this web site and use it as a base for the development of your own site. It uses the portal engine and is recommended for developers who are new to Kentico CMS.



**Intranet Portal**

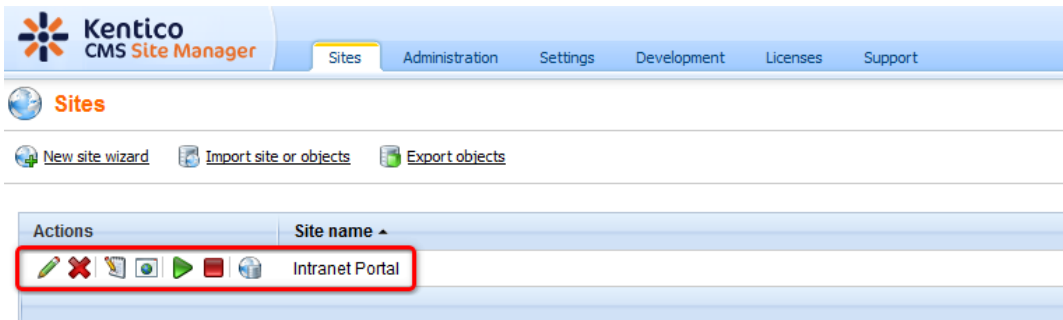
This is a ready-to-use website template for a sample intranet portal site. The site showcases many features useful for a company intranet, such as sub-sections dedicated to departments or workgroups and document or project management. You may use it as a base for your own company intranet by replacing the sample data with your own. It uses the portal engine and may be used by developers who are new to Kentico CMS.

**Blank Site**








This website template is intended for developers who want to create a new web site from scratch. It uses the portal engine.

< Previous
Next >

4. Go through the rest of the wizard as described in [Developer's Guide -> ... -> New site wizard -> Website template](#). It is recommended to leave the default settings unless you really need to change them according to your specific requirements. Once the wizard finishes, you should see the website present in the list of websites in **Site Manager -> Sites**.



The screenshot shows the Kentico CMS Site Manager interface. The top navigation bar includes the Kentico CMS Site Manager logo and tabs for Sites, Administration, Settings, Development, Licenses, and Support. The 'Sites' tab is active. Below the navigation bar, there are three buttons: 'New site wizard', 'Import site or objects', and 'Export objects'. A table lists the sites, with the 'Intranet Portal' site highlighted in a red box. The table has columns for 'Actions' and 'Site name'.

Actions	Site name
      	Intranet Portal

5. Sign out of the administration interface (use the **Sign out** button at the top right corner of the UI). You will be redirected to the **Logon** page of the portal.



## Please Log On

Welcome to the Kentico Intranet Solution. In order to see the content, you need to log on. You can use the default user name *administrator* and leave the password blank.

LOG ON

User name:

Password:

Remember me

[Forgotten password](#)

Not a member yet? Sign up now!

First name:

Last name:

E-mail:

Password:

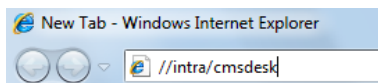
Confirm password:

## 2.2 Accessing the administration interface

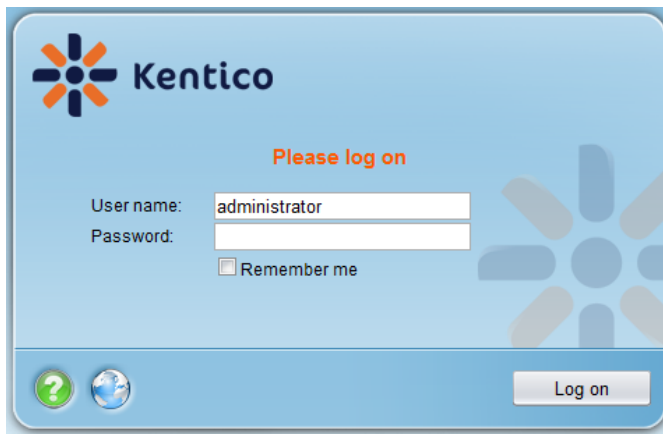
Once you have the **Intranet Portal** website installed and running (please refer to the [Installation](#) topic for information on how this can be achieved), you can start getting familiar with its administration interface.

In [Intranet User's Guide -> Getting started -> Intranet Portal overview](#), you can find an overview of the portal's structure, main sections and features. The rest of the *Intranet User's Guide* focuses on how particular sections of the portal can be used by ordinary live site users without access to the administration interface, so please refer to the appropriate sections of the guide if you are looking for this type of information.

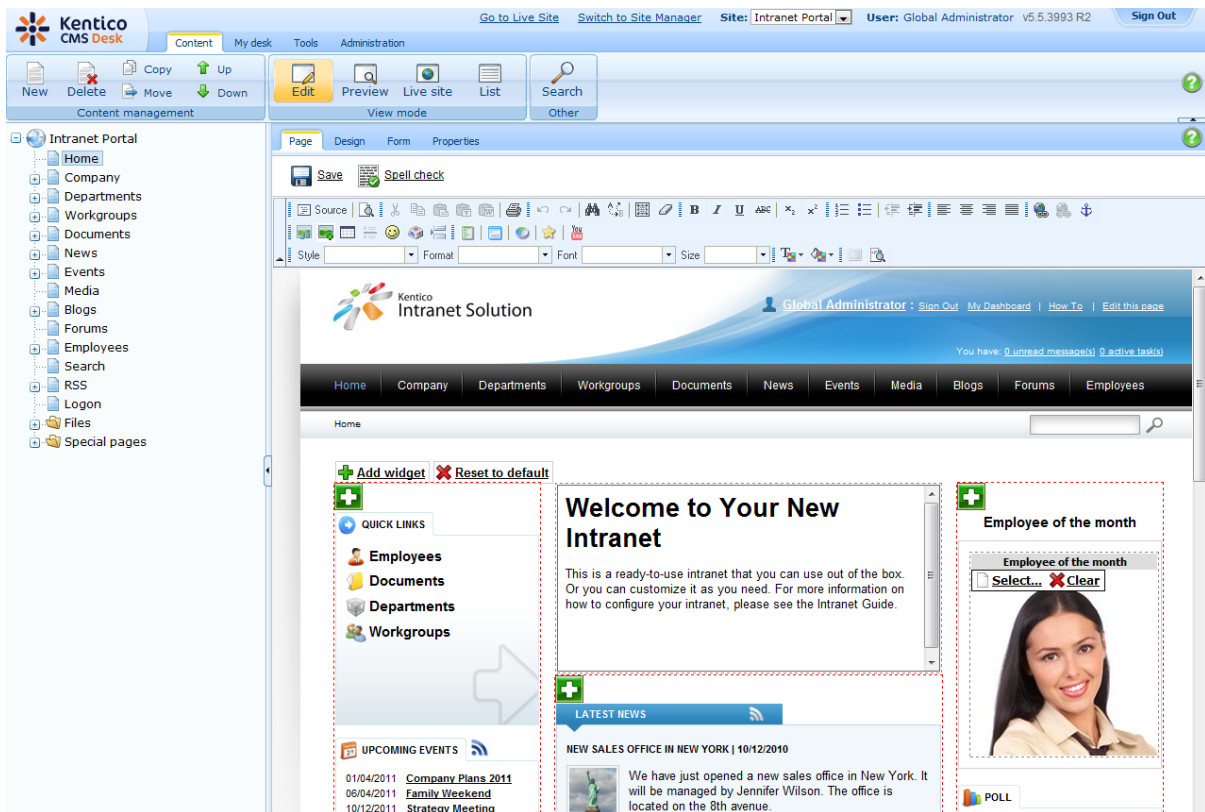
As this guide describes administration of the solution from within its administration interface, we will start by logging on to this interface. Open your web browser and type in the URL of your intranet website, followed by the **/cmsdesk** postfix (e.g. `//intra/cmsdesk`).



Once you access the URL, you will be redirected to the administration interface's logon screen. The default administrator username is *administrator* with blank password. It is highly recommended that you change this password if you haven't done so yet. Enter your user name and password and click **Log on**.



You will be redirected to the **Content** tab of **CMS Desk** (as depicted in the screenshot below), which is the part of the administration interface where particular pages of the website can be edited. For a complete overview of Kentico CMS administration interface and the basics of content management in it, please refer to the whole [Content management](#) chapter of **Kentico CMS Developer's Guide**.



## 2.3 Configuration for WebDAV editing

WebDAV editing is a feature of the solution which enables direct editing of files stored on the portal, without the need to create a local copy and re-upload the modified file back to the server. This greatly simplifies the process of editing uploaded files and can be extremely useful, especially on intranet websites. For detailed information about WebDAV integration in Kentico CMS, please refer to

[Developer's Guide -> Modules -> WebDAV integration.](#)

## Client-side requirements

For WebDAV integration to be functional, the following client-side requirements must be met:

- WebDAV can be used only in **Internet Explorer 6 or higher**. No other web browsers are currently supported.
- **Client applications with WebDAV support** for particular file types need to be installed on the client machine. E.g. *Microsoft Office 2003* or higher or *Paint* and *Notepad* in *Windows 7* support editing of associated file types using WebDAV.
- **Matching (x86) or (x64) versions** of both *Internet Explorer* and *Microsoft Office* must be installed. In other words, to be able to open documents using WebDAV in *Internet Explorer (x86)*, *Microsoft Office (x86)* must be installed on the client computer. For *Internet Explorer (x64)*, you need to have *Microsoft Office (x64)* installed.

## Server-side requirements

For WebDAV integration to be functional, the following server-side requirements must be met:

- **Windows authentication** must be enabled in IIS and the CMS must be configured to use this type of authentication.
- If you are using an older version of IIS than 7.0, the Kentico CMS website must be **installed in the root** of the server. This is necessary because *Microsoft Office* submits configuration requests to the site root and requires the server to respond properly. If the website is not installed to the root, *Microsoft Office* will open its associated documents as read-only.
- If you are using IIS 7.0 or higher, the website needn't be installed in the root - it can also be installed in a virtual directory.

The following paragraph guides you step-by-step through the process of enabling *Windows Authentication*, which is the most important pre-requisite. The [Configuration for WebDAV](#) topic in **Developer's Guide -> Modules -> WebDAV integration** explains the rest of the required configuration procedure.

## Enabling Windows Authentication

1. Before you configure your project for *Windows authentication*, you need to create a user account that will be the same as your current domain name and assign administrator permissions to this user account. This will allow you to access all features as an administrator once you sign in using *Windows authentication*.

2. Sign in as an administrator to **Site Manager** and go to **Administration -> Users**. Create a new user with the following values:

- **User name:** your domain user name in format *domain-username*, example: *office-johns*
- **Full name:** your full name

Click **OK**.

3. On the **General** tab, set the following values:

- **Is global administrator:** yes
- **Is external user:** yes
- **Is domain user:** yes

Click **OK**.

4. Now you can switch the application to *Windows authentication* mode. Edit the *web.config* file of the web project and change the following line:

```
<authentication mode="Forms" >
```


to:

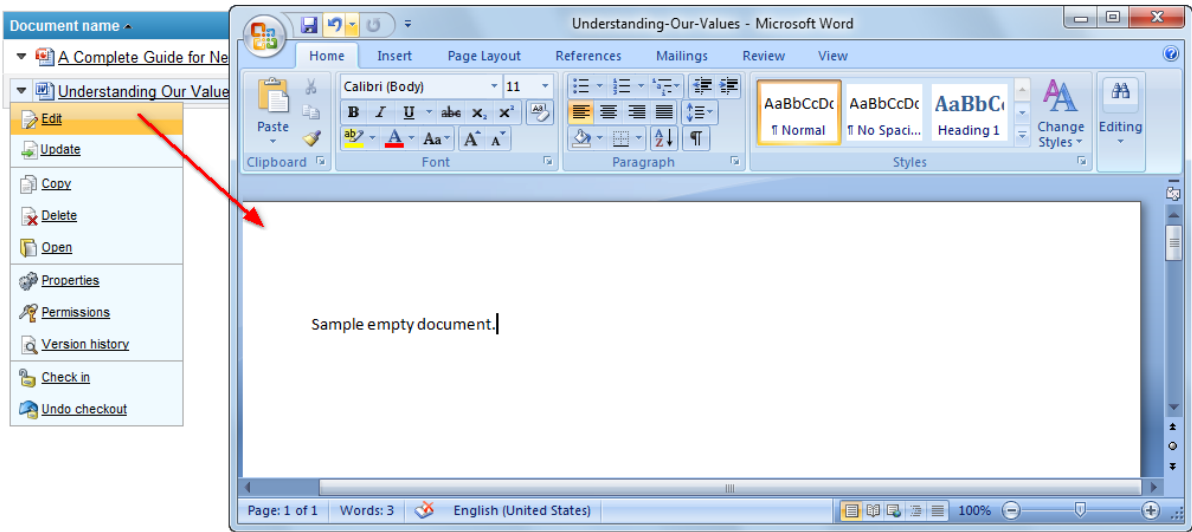
```
<authentication mode="Windows" >
```

5. Now you have *Windows authentication* enabled for the administration interface. To enable it for the live site as well, the following piece of code also needs to be present in your *web.config*. By default, the code is already there, but commented. So the only thing you need to do is locate it (just search for the first line) and uncomment it.

```
<location path="" >  
  <system.web>  
    <authorization>  
      <deny users="?" />  
    </authorization>  
  </system.web>  
</location>
```

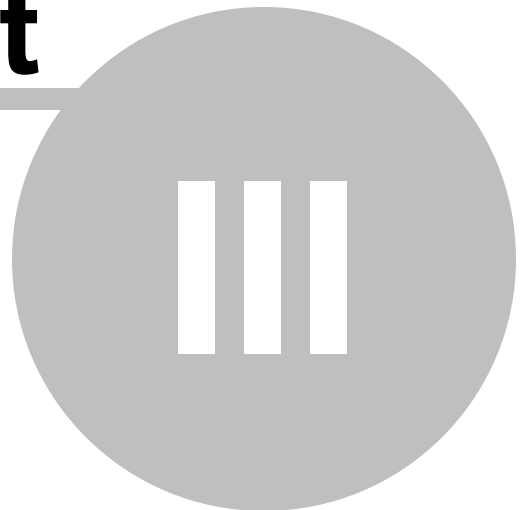
## Verifying the configuration

Once you have all the necessary configuration performed, you can verify that WebDAV editing is enabled. The easiest way is to verify it in any [Document library](#) on the portal. The screenshot below shows the  **Edit** action, which is only present in the drop-down menu if WebDAV editing is enabled and if WebDAV editing of the particular file type is supported. In the screenshot, you can see how a *DOCX* document is opened for direct editing in *Microsoft Word*. Saving the changes in *Microsoft Word* (just by clicking the **Save** button or pressing **Ctrl+S**) replaces the original version of the file with the new one automatically.



# Part

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## Departments

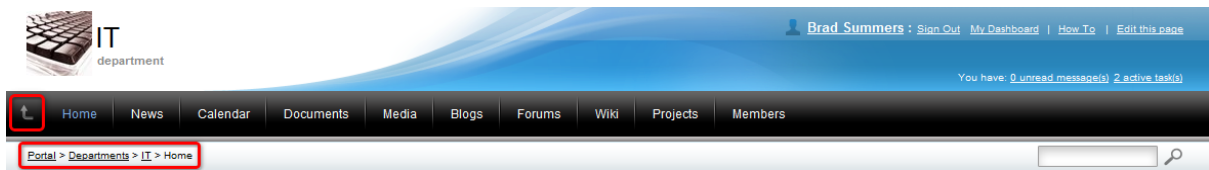
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## 3 Departments

### 3.1 Departments overview

The **Departments** section of the portal provides a separate website section for each company department. This section contains its own Home page, Project management, News, Document library, Forums, Blogs, etc. When viewing a department's section, the main menu serves for navigation within the department, not within the global section of the portal. It is recognizable by the **Back to main portal** button at the left edge of the menu, as well as by the breadcrumbs below it beginning with *Portal > Departments > Department name*. You can navigate back to the global section of the portal using these two controls.



A comprehensive overview of the section's functionality and features can be found in [Intranet User's Guide -> Departments](#), so please refer to it if you are looking for further information on how the section can be used on the live site.

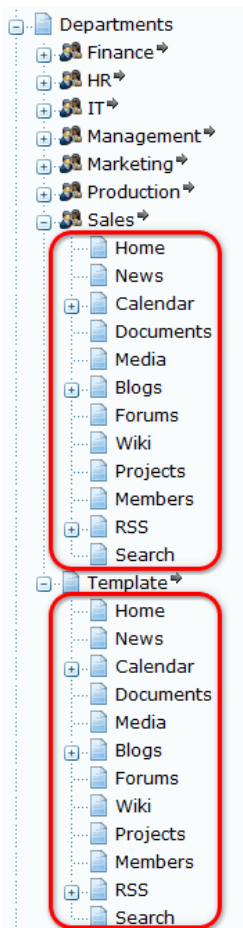
#### Departments structure in the content tree

Let's take a look at how the section is created within the system's administration interface. Log on to **CMS Desk** and navigate to the **Content** tab. If you expand the **Departments** node of the content tree, you should see the sub-nodes as in the screenshot below. As you can see, there is a number of pre-

defined departments recognizable by the  icon.

Below the pre-defined department, there is the **Template** document, which is a template used when adding new departments. If you expand the **Template** node, you should see its sub-pages as in the screenshot below. If you expand any of the pre-defined departments, you can see that they contain the same sub-pages as the **Template** document. These sub-pages represent particular sub-sections of each department's section. When a new department is created, the sub-pages from under the **Template** document are copied under the new department's parent document, as demonstrated in step 6 of the [Adding new departments](#) topic.

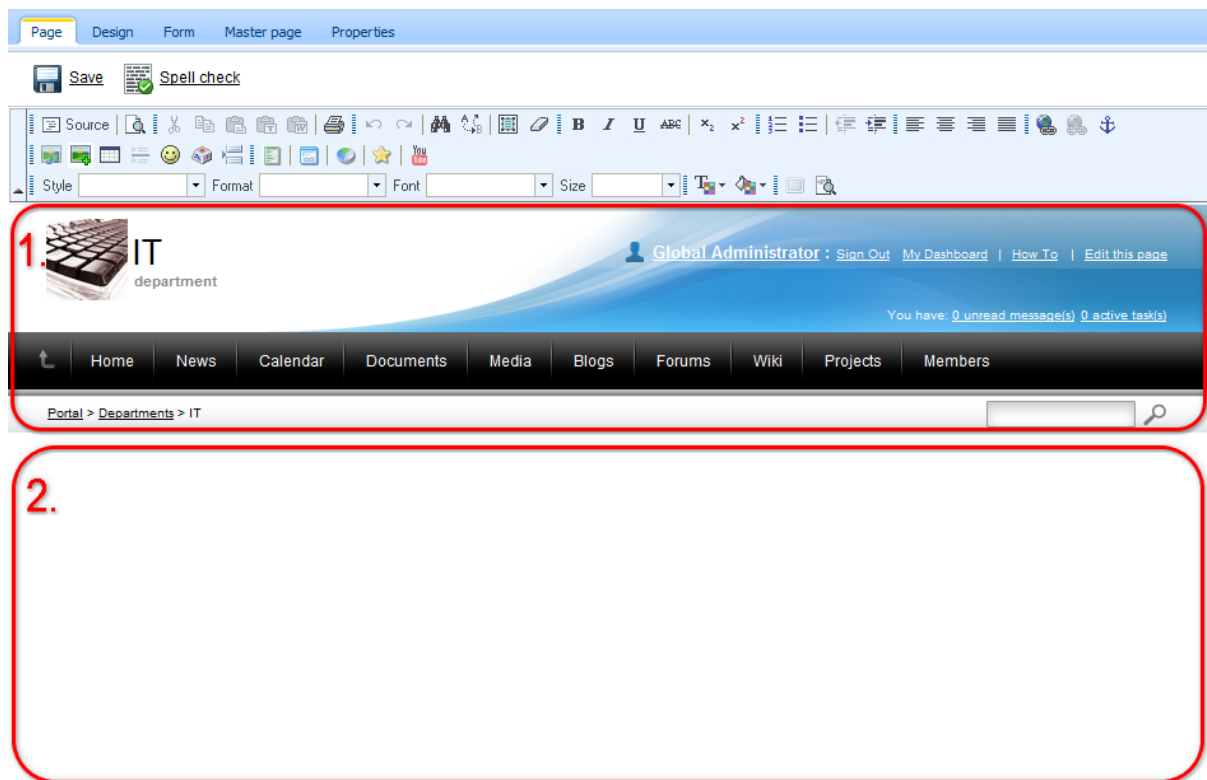
Location of the departments template may be customized. However, a correct location of the template must always be set in **Site Manager -> Settings -> Intranet Portal -> Department template path** in order for the creation of new departments to be possible.



## Intranet department document type


Particular departments consist of the sub-pages mentioned above and their parent document. The parent document is of the **Intranet department** (*IntranetPortal.Department*) [document type](#). By default, each newly created document of this type uses the **Intranet Portal - Department master page** [page template](#). This is ensured by the configuration of the **Template** document, which also has this page template set.

As obvious from the name of the page template, this document works as a [master page](#) for the department's section. The master page provides the common graphic elements in the header of each department's section and the dedicated navigation in the main menu (area 1 in the screenshot below). Particular sub-pages are displayed by the **Page placeholder** web part in the **zoneContent** web part zone on the master page (area 2 in the screenshot below).



## Settings on the Form tab

Essential settings of the department can be performed on the parent document's **Form** tab. The following fields can be configured:

- **Department name** - name of the department used in the administration interface and on the live site.
- **Department description** - text describing the department. It is used as the department's description in the departments listing.
- **Department avatar** - image used in departments listing and in the header of the department's website section. You can click the  **Upload file** link and select an image from your local disk. You may also leave the field blank, which assigns the default avatar to the department.
- **Used stylesheet** - theme used for the department's section. You may use one of the three pre-defined stylesheets, or even edit the selected one directly using the **Edit** button.
- **Used department sections** - using these check-boxes, you can choose which sub-sections will be included in the department's website section.
- **Department roles** - roles of department members. Members of the roles selected in this field will have access to the department's website section (see the [Departments security](#) topic for more details).
- **Publish from** - date and time from when the department will be published on the live site. If you leave the field blank, it will be published immediately after its creation.
- **Publish to** - date and time until when the department will be published on the live site. If you leave the field blank, it will be published until it is deleted.

For sample values that can be entered in the fields, please see the pre-defined sample departments or refer to the [Adding new departments](#) topic.

The screenshot displays the Kentico CMS Desk interface in the 'Form' view for editing a department. The left sidebar shows a tree view of the 'Intranet Portal' with 'IT' selected. The main area shows the following fields and options:

- Department name:** IT
- Department description:** This department contains sample data.
- Department avatar:** IT.jpg (14.9 KB)
- Used stylesheet:** Intranet Portal - Red
- Used department sections:** Home, News, Calendar, Documents, Media, Blogs, Forums, Wiki, Projects, Members, RSS, Search (all checked)
- Department roles:** CIO, IT (both checked)
- Publish from:** Now
- Publish to:** Now

## 3.2 Adding new departments

The following topic provides a step-by-step example of how a new department can be added to the portal.

1. The first step in creation of a department is creation of roles that the members of the department will belong to. This is necessary in order to control access to the department's section, as described in the [Departments security](#) topic. Go to **CMS Desk -> Administration -> Roles** and click the **New role** link above the list.

The screenshot displays the Kentico CMS Desk interface in the 'Administration' view, specifically the 'Roles' management page. The 'Administration' sidebar is visible on the left. The 'Roles' section shows a 'New role' button highlighted with a red box. Below it, the 'Role name' field is set to 'LIKE'.

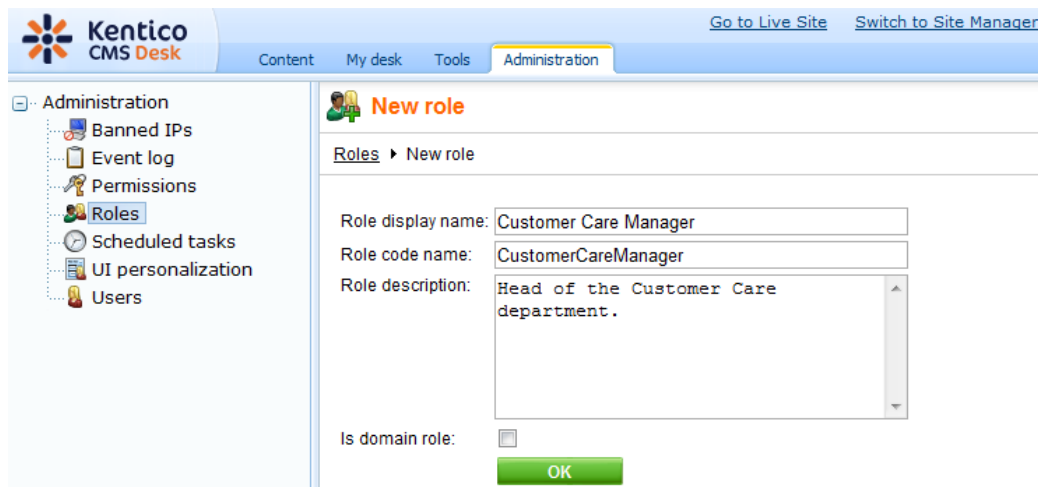
2. In the **New role** dialog, enter the following details:

- **Role display name:** *Support Engineer*; name of the role displayed in the system's administration interface and on the live site.
- **Role code name:** *SupportEngineer*; name of the role used in website code.
- **Role description:** enter some text describing the role.
- **Is domain role:** *disabled*; indicates if the role is a domain role from Active Directory.

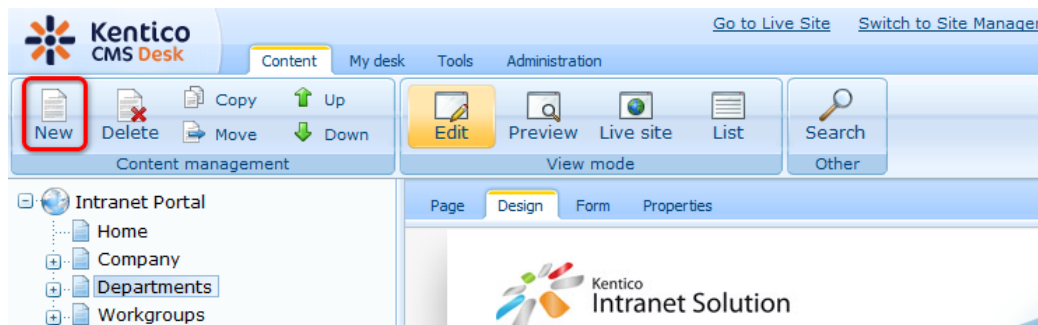
Click **OK**. Repeat the procedure and create another role using the following details:


- **Role display name:** *Customer Care Manager*
- **Role code name:** *CustomerCareManager*
- **Role description:** enter some text describing the role.
- **Is domain role:** *disabled*

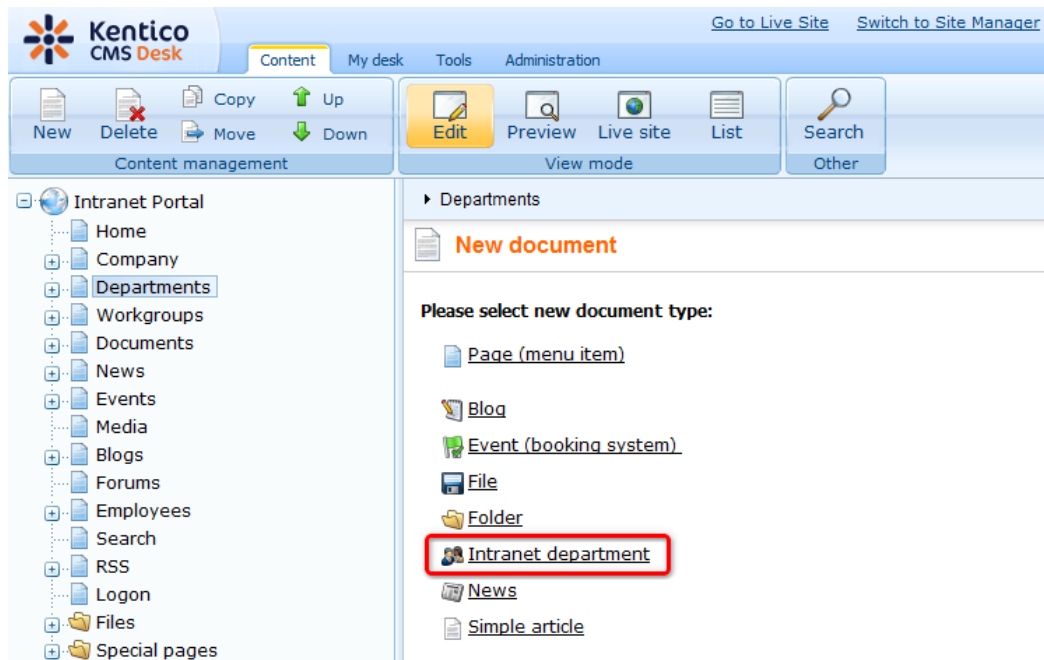
Click **OK**.



3. With the roles defined, you may proceed with creating the actual department section in the content tree. Go to **Kentico CMS Desk -> Content** and select the **Departments** node in the content tree. Click the **New** button above the tree.



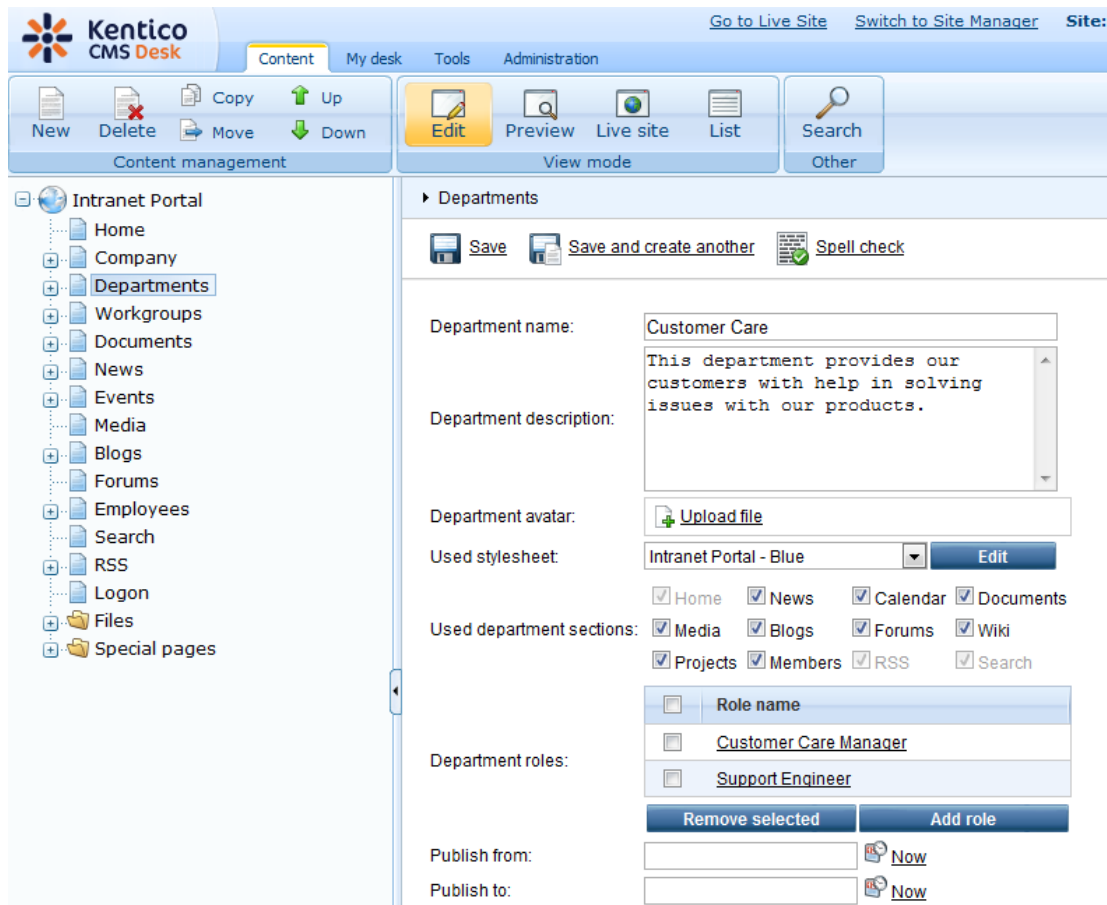
4. In the **New document** dialog which gets displayed, select the  **Intranet department** document type.



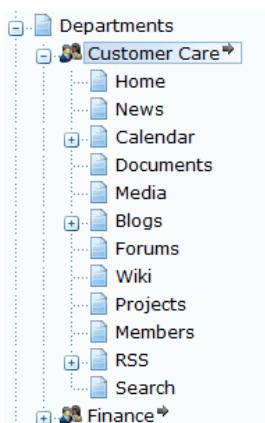
5. On the department creation form, you need to specify the following details. For detailed descriptions of particular fields, please refer to the [Departments overview](#) topic.

- **Department name:** *Customer Care*
- **Department description:** enter some text describing the department.
- **Department avatar:** for the purpose of this example, you may leave the field blank, which assigns the default avatar to the department. Otherwise, you may click the **Upload file** link and select an image from your local disk.
- **Used stylesheet:** *Intranet Portal - Blue*
- **Used department sections** - *enable all available check-boxes*
- **Department roles:** add the *Customer Care Manager* and *Support Engineers* roles created in step 2.
- **Publish from:** leave the field blank.
- **Publish to:** leave the field blank.

Finally, click **Save** to create the department with the entered details.



6. Now, the department should be created. You should see it in the content tree, under the **Departments** node. If you expand the **Customer Care** node, you should see that all pages from under the **Template** document were copied under it, as depicted in the screenshot below.



7. The last thing you need to do is configure permissions for access to the new department. With the **Customer Care** document selected, switch to the **Properties -> Security** tab. By default, both the **Customer Care Manager** and the **Support Engineer** roles have only the **Read** permission assigned. This only enables them to view the content of the department.

As we want the **Customer Care Manager** role members to manage the content in all possible ways,

let's give them the **Full control** permission. Enable the **Full control** check-box in the **Allow** column, all check-boxes below it will be enabled too. Finally, click **OK** to save the configuration.

The screenshot shows the 'Properties' dialog box for the 'Customer Care' department. The 'Permissions' tab is selected, and the 'Access rights' table is visible. The table has two columns: 'Allow' and 'Deny'. The 'Full control' permission is checked in the 'Allow' column, and all other permissions (Read, Modify, Create, Delete, Destroy, Browse tree, Modify permissions) are also checked in the 'Allow' column. The 'Deny' column is empty for all permissions. The 'Users and Roles' list includes 'Customer Care Manager' and 'Support Engineer'. The 'OK' button is highlighted in green.

	Allow	Deny
Full control	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Modify	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Destroy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Browse tree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Modify permissions	<input checked="" type="checkbox"/>	<input type="checkbox"/>

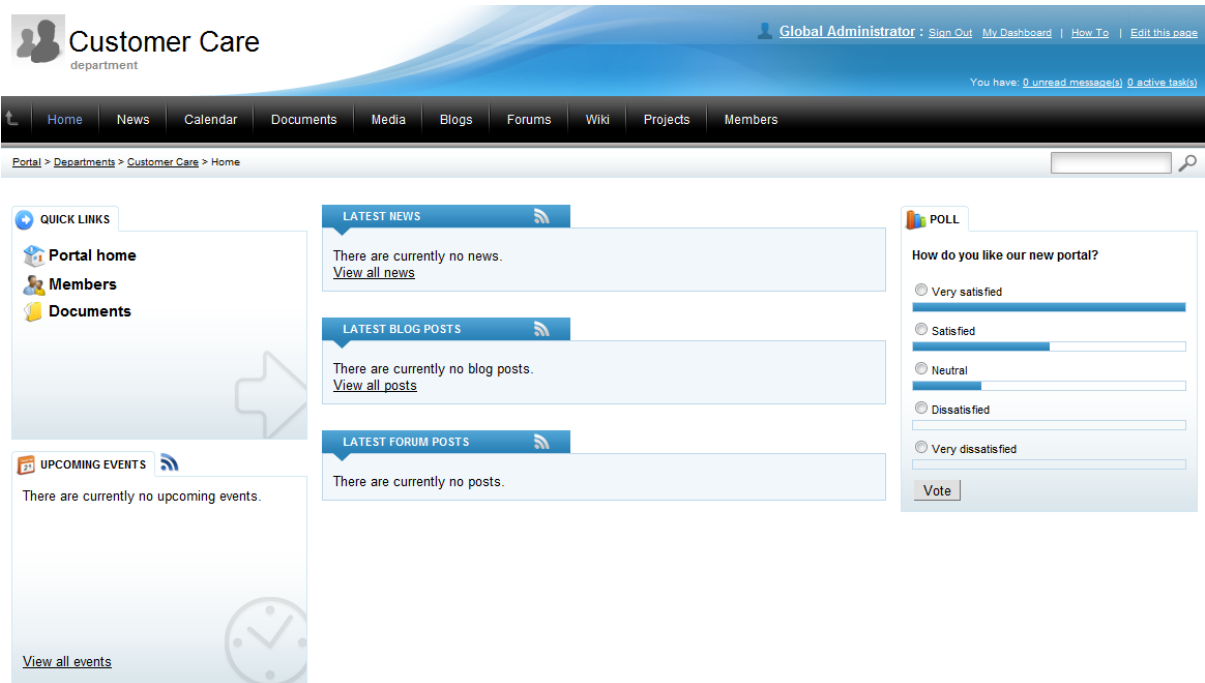
8. Let's see what we have created. If you go to the live site and browse to the title page of the **Departments** section, you should see the department present in the **All departments** list.

The screenshot shows the 'Departments' page on the live site. The navigation bar includes 'Home', 'Company', 'Departments', 'Workgroups', 'Documents', 'News', 'Events', 'Media', 'Blogs', 'Forums', and 'Employees'. The 'Departments' section is displayed, showing a list of departments. The 'Customer Care' department is highlighted with a red box. The 'Customer Care' department card shows an avatar and the text 'This department provides our customers with help in ...'. Other departments shown include Finance, HR, IT, Management, Marketing, Production, and Sales.

9. Click the department's name or avatar. You will be redirected to the **Home** page of the department's dedicated website section. As you can see in the following screenshot, the page already contains all web parts that are present on other departments' **Home** pages, but they have no content yet.

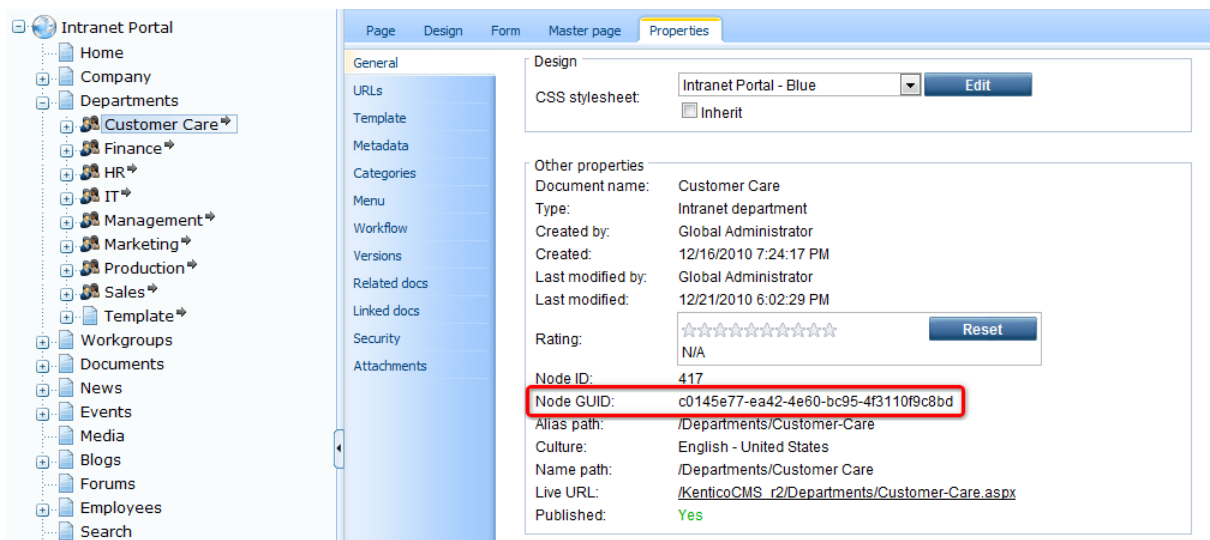
In a real-world scenario, the next logical step would be to assign ordinary members of the department to the **Support Engineer** role and the department's management to the **Customer Care Manager** role. The rest of the department's section is pre-configured and ready to be used. Once the department starts being used by its members, web parts on this page will get populated with content from the respective sub-section of the department automatically.





## Automatically created objects

When a new department is created, a number of objects is automatically created within the system's administration interface. These objects are necessary to provide object-based functionality of the department's section. The following text describes which objects are created and what display name and code name they are created with. In the code names, the globally unique identifier (GUID) of the particular department's parent document is always used. This identifier can be found in the **Node GUID** field on the **Properties -> General** tab of the parent document's editing interface.



## Media library

If you choose that the new department should contain the **Media** sub-section (in step 5 of the example

above), a media library is created for the department in **CMS Desk -> Tools -> Media libraries**. The media library is created with the following names:

- **Display name:** *<display name of the department> media library*
- **Code name:** *Department\_<guid of the department's parent document>*

Actions	Name	Folder	Description
	Customer Care media library	Customer-Care	Media library for Customer Care department.
	Finance media library	Finance	Media library for the Finance department.
	HR media library	HR	Media library for the HR department.
	IT media library	IT	Media library for the IT department.
	Management media library	Management	Media library for the Management department.
	Media	Media	Global media library accessible to all employees.

## Forum group

If you choose that the new department should contain the **Forums** section (in step 5 of the example above), a forum group is created for the department in **CMS Desk -> Tools -> Forums**. The forum group contains a single forum, which is also created automatically. The forum group is created with the following names:

- **Display name:** *<display name of the department> forum group*
- **Code name:** *Department\_<guid of the department's parent document>*

The forum in the forum group is created with the following names:

- **Display name:** *<display name of the department> forum*
- **Code name:** *Default\_department\_<guid of the department's parent document>*

Please note that if you wanted to add another forum into the forum group, it would be necessary for its code name to end with the *\_department\_<guid of the department's parent document>* suffix. Otherwise, content of the forum would not be indexed by the department's forum smart search index (see below for more details).

Actions	Group name
	Customer Care forum group
	My dept forum group
	Finance forum group
	Production forum group

## Search indexes

Each newly created department gets a search index for its content created in **Site Manager -> Administration -> Smart Search**. In addition, if you choose that the new department should contain the **Forums** section (in step 5 of the example above), another search index gets created for the department's forums. The index for general content of the department is created with the following names:

- **Display name:** <display name of the department> - Default
- **Code name:** default\_department\_<guid of the department's parent document>

The index for department forums is created with the following names:

- **Display name:** <display name of the department> - Forums
- **Code name:** forums\_department\_<guid of the department's parent document>

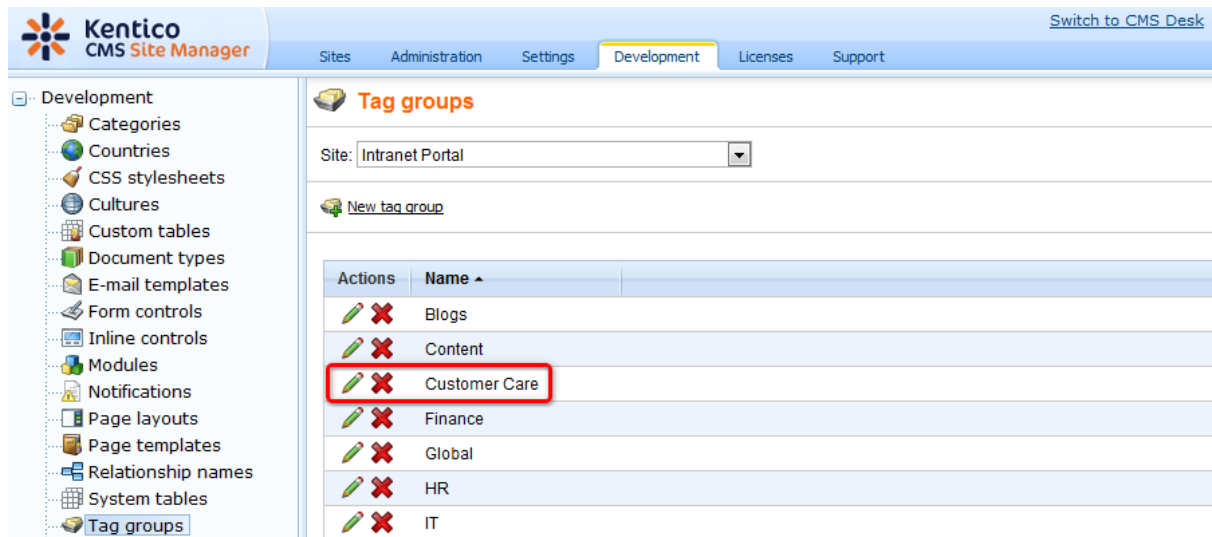
The screenshot shows the 'Smart search indexes' page in the Kentico CMS Site Manager. The left sidebar contains a navigation menu with 'Smart search' selected. The main content area shows a 'New index' form with a 'Display name' dropdown set to 'LIKE' and a 'Show' button. Below the form is a table of existing search indexes:

Actions	Display name	Last rebuild time	Index type	Index status
	Customer Care - Default	12/16/2010 7:24:35 PM	Documents	Ready
	Customer Care - Forums		Forums	Ready
	Finance - Default	12/15/2010 5:35:20 PM	Documents	Ready

## Tag group

In **Site Manager -> Development -> Tag groups**, a tag group is created automatically for each newly created department. This tag group is intended for tagging of blog posts in the department's **Blogs** sub-section, but it is created even if you choose not to include the **Blogs** sub-section in the department (in step 5 of the example above). The tag group is created with the following names:

- **Display name:** <display name of the department>
- **Code name:** <guid of the department's parent document>



The screenshot shows the Kentico CMS Site Manager interface. The top navigation bar includes 'Sites', 'Administration', 'Settings', 'Development' (selected), 'Licenses', and 'Support'. A 'Switch to CMS Desk' link is visible in the top right. The left sidebar contains a tree view of development tools, with 'Tag groups' selected. The main content area is titled 'Tag groups' and shows a dropdown menu for 'Site' set to 'Intranet Portal'. Below this is a 'New tag group' button and a table of existing tag groups:

Actions	Name
	Blogs
	Content
	Customer Care
	Finance
	Global
	HR
	IT

### 3.3 Customizing departments

It is possible to customize of each department's website section, i.e. modify particular pages on the **Design** tab, add additional sub-sections or remove the existing ones. This can be done at three levels:

- [Page templates customization](#) - useful to customize pages on the **Design** tab.
- [Individual department customization](#) - useful if you want to add or remove sub-sections of a single, already existing department.
- [Customization of the department template](#) - useful if you want all newly created departments to reflect certain customization.

In a real-world scenario where you already have some departments created, it is expected that you will have to combine these approaches to achieve the expected result. The following examples will guide you through the process of performing these types of customization. These examples are intentionally simple, but the principles shown in them are applicable for all customizations you would possibly want to perform.



#### Reordering and renaming default department sub-pages

Configuration of most of the web parts and widgets used within the department sections, as well as other configuration, is dependent on alias paths of particular department sub-pages. Therefore, it is not recommended to change the default alias paths.

In case that you needed to perform this, please refer to the [Customizing the portal -> Modifying structure of the website](#) topic for more details on how this can be achieved.

#### Page templates customization

Documents of particular department sub-sections share common [page templates](#). For example, the

**Home** pages of all pre-defined departments, as well as the one under the **Template** node, share the **Intranet Portal - Department home page** page template. This fact implies that if you customize one **Home** page on the **Design** tab (e.g. if you add a web part), the customization will be reflected on all **Home** pages that share the page template.

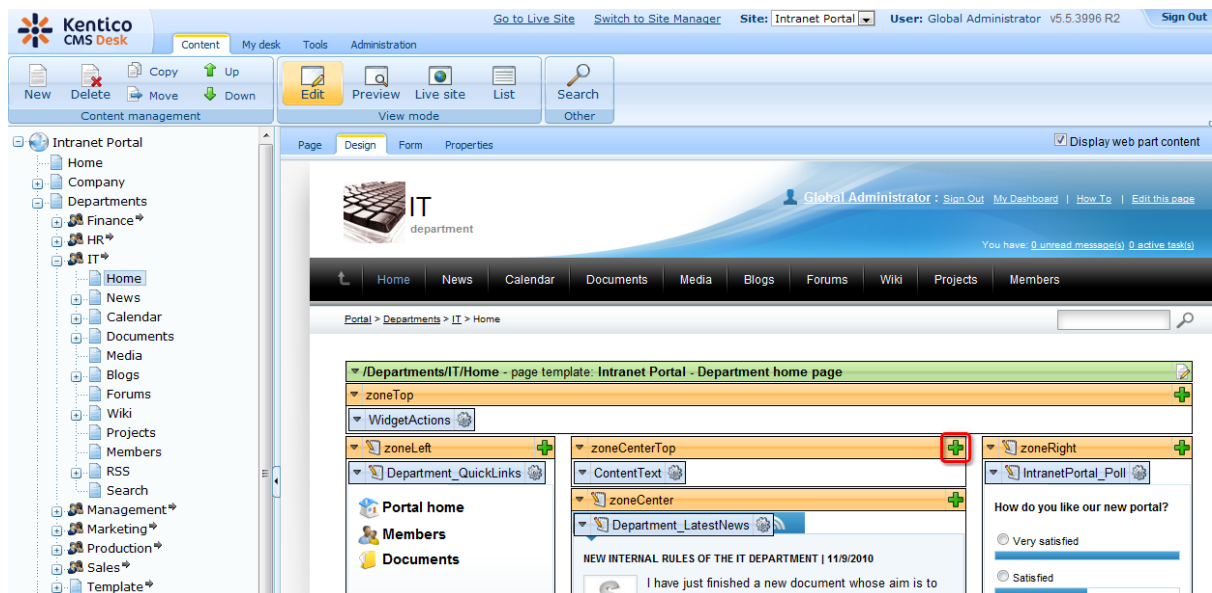
To prevent this behavior, i.e. to customize only one single document using the template without affecting

the other ones, you can use the  **Clone as ad-hoc** action on the **Properties -> Template** tab of the document's editing interface.

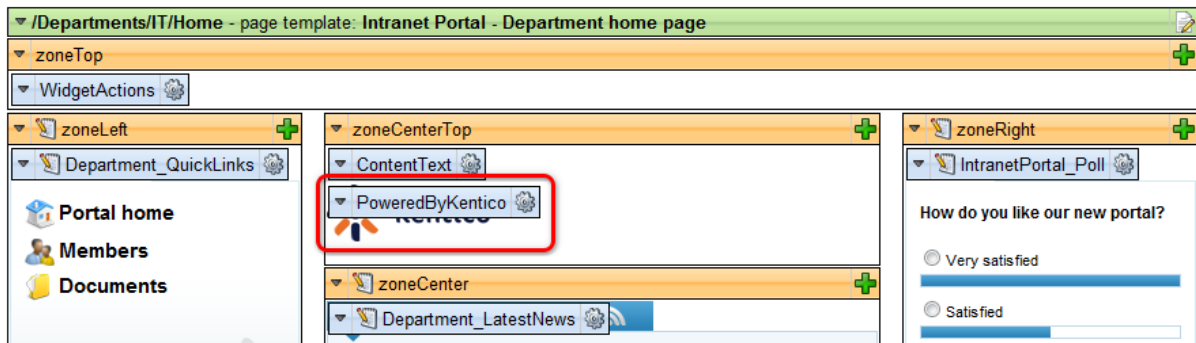
The following example demonstrates both of these approaches:

1. At first, we will try modifying one page so that all pages that share the same page template will reflect this customization as well. Log on to **CMS Desk** and in the content tree, choose the **Departments/IT/ Home** document and switch to the **Design** tab of its editing interface.

2. We will customize the page by adding one extra web part to the **zoneCenterTop** web part zone. Click the **Add web part** (+) icon in the top right corner of the web part zone.




3. In the **Select web part dialog** which pops-up, choose the **General -> Powered by Kentico** web part. In its web part properties, only add `<br/><br/>` into the **Content after** property, which will ensure some free space between the web part and the ones under it. Leave all other properties at their defaults and click **OK**. The web part will be added to the page template, as can be seen in the following screenshot.

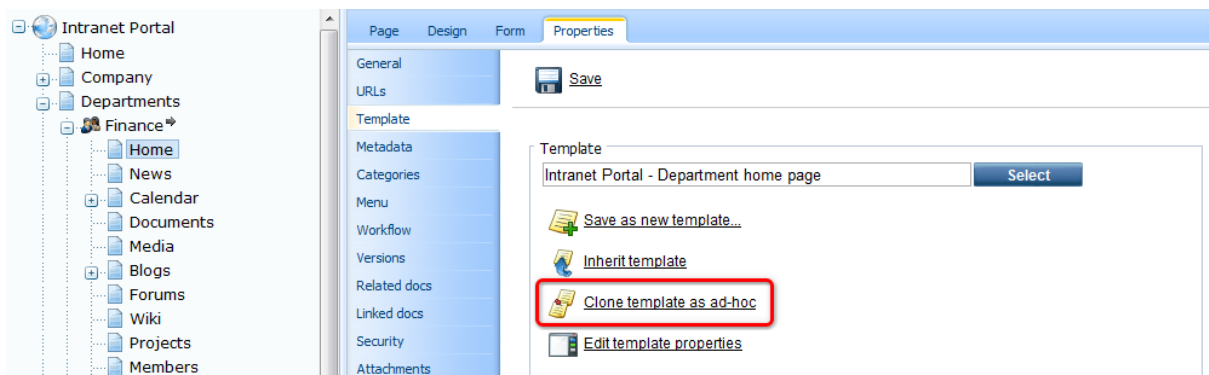


4. Now if you view the **Home** page of any other department, e.g. **Finance**, you will see that the web part is present there as well. The same applies to the **Home** page under the **Template** node.



5. Let's try the other approach. Now that all **Home** pages contain the added web part, we can try removing it from just one of these pages, while keeping it in the rest of them. With the **Finance**

department's **Home** page selected, switch to its **Properties -> Template** tab and click the  **Clone as ad-hoc** action.



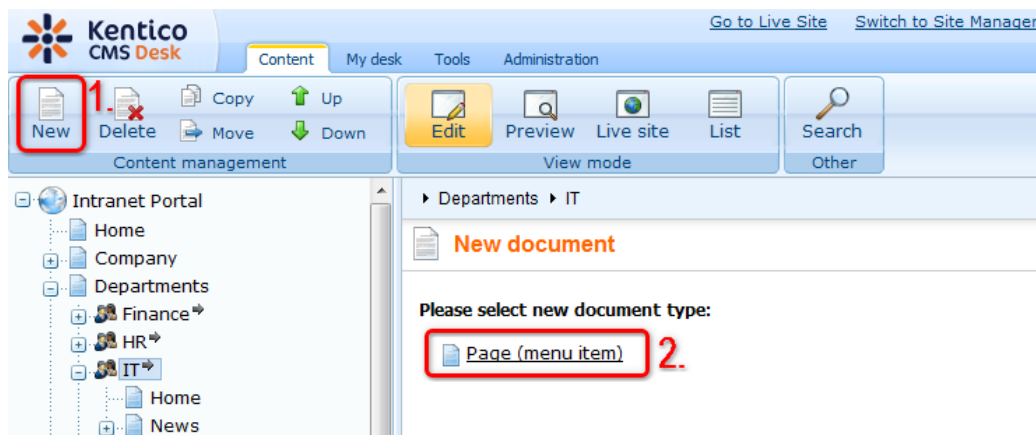
6. The page template will be cloned as an ad-hoc one, which will be recognizable by its name changing to **Ad-hoc: Home**. Now you can modify the page without affecting the other **Home** pages. For example, if you remove the **Powered by Kentico** web part added in step 3, it will only be removed from this **Home** page, not from all the other ones.

## Individual department customization

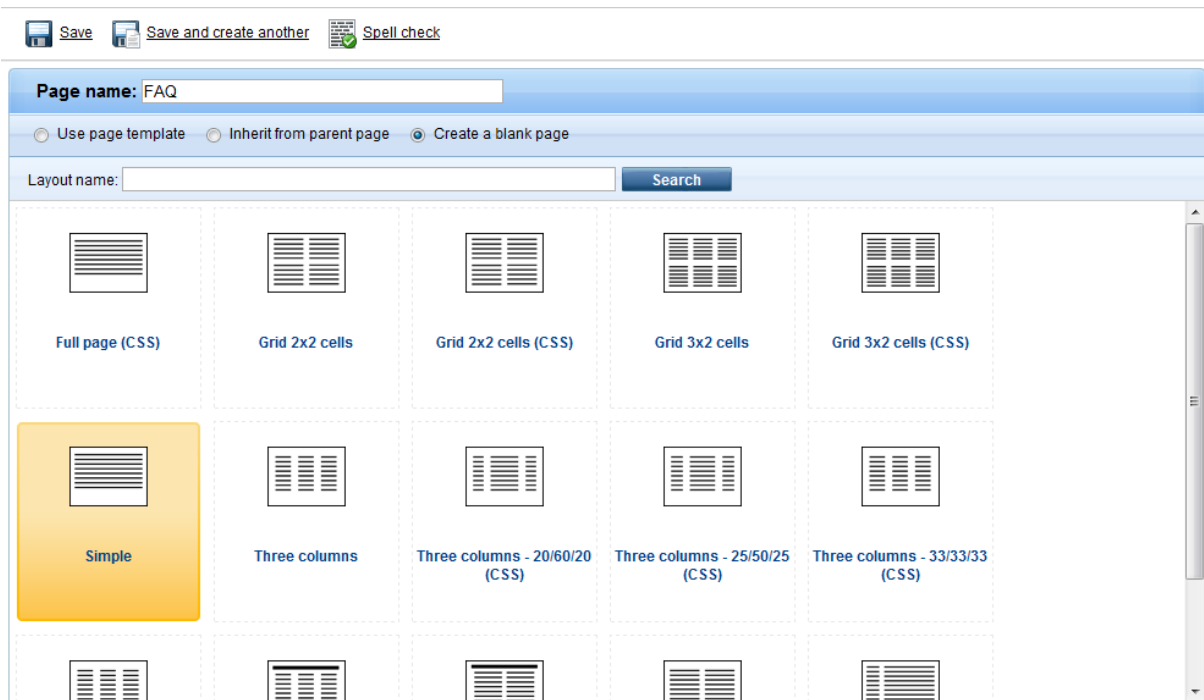
In case that you want to customize the dedicated website section of a single department, you only need to perform the required customization on documents under the department's parent document in the content tree. This customization will then be reflected only in this particular department's website section.

In the following example, you will learn how to add a sample **FAQ** page to the **IT** department's section:

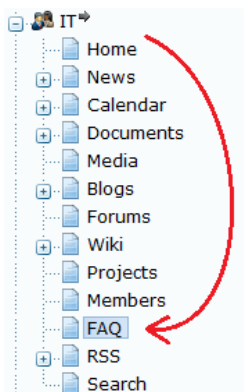
1. Log on to **CMS Desk** and on the **Content** tab, select the **Departments/IT** document in the content tree. Click the **New** button above the tree. When the New document dialog appears, select the **Page (menu item)** document type.



2. In the following dialog, enter *FAQ* into the **Page name** field and choose to **Create a blank page** using the **Simple** layout (in a real-world scenario, you may use any other page template according to your specific needs). Finally, click **Save** to save the changes.

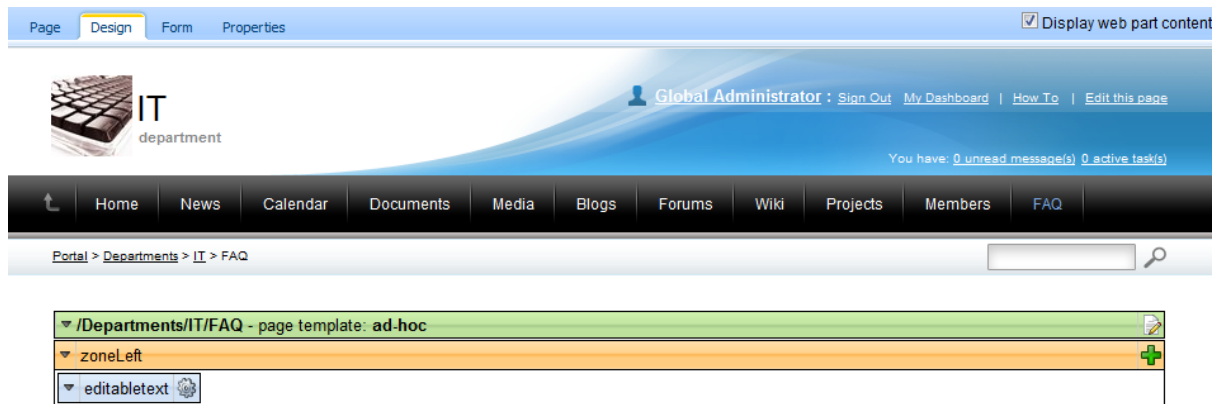


3. The new page is added as the first page under the department's main document (before the **Home** page). The position of the page in the content tree determines the position of the page in department navigation. As you will probably want the page to be located a bit more to the right in the navigation, drag and drop the page to the desired position in the content tree.

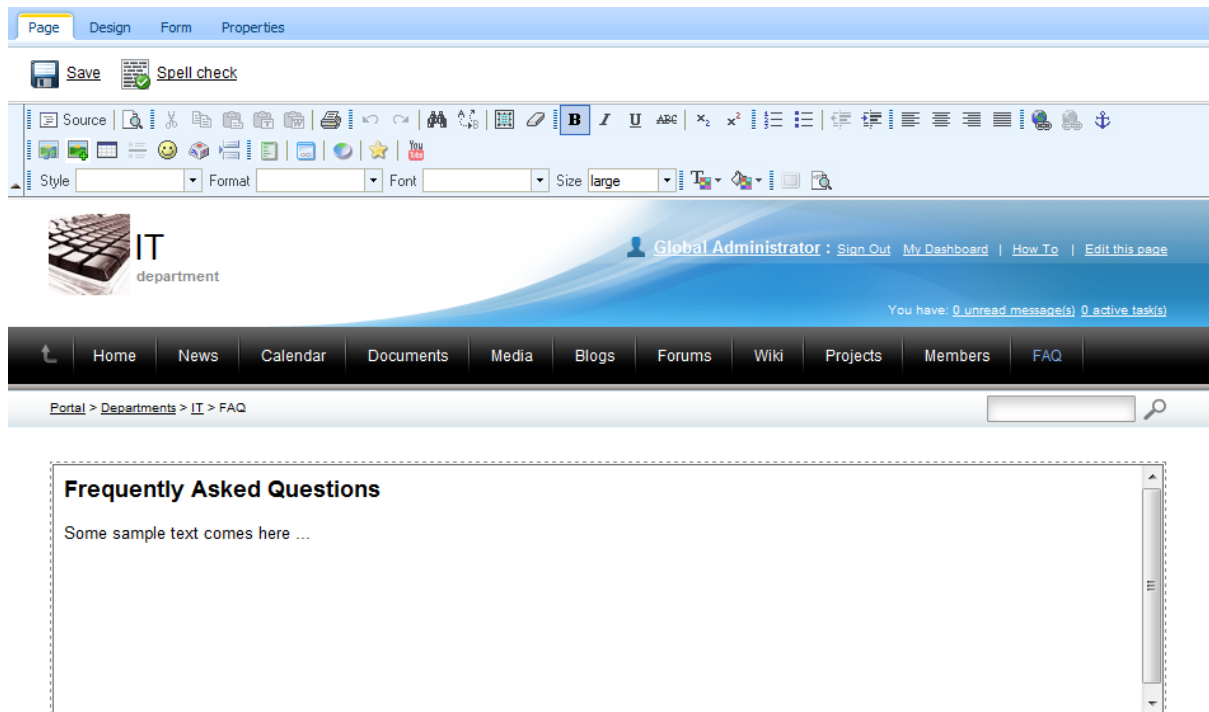


4. Once the page is created, switch to the **Design** tab of its editing interface and add the required web parts. For the purposes of this example, we will only add a single **Editable text** web part with all its properties left at the defaults.

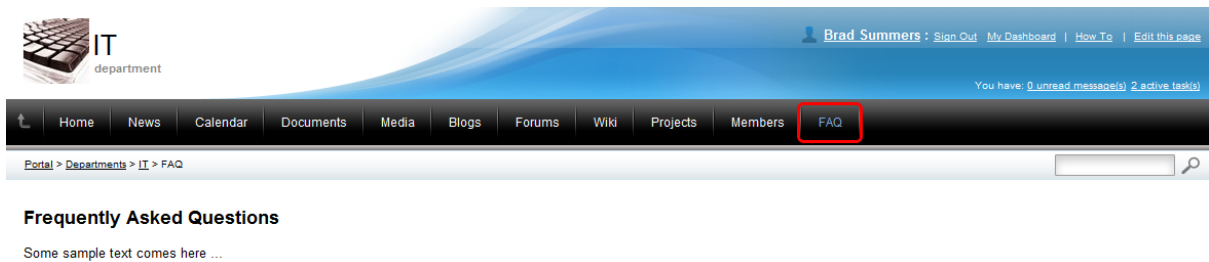




5. Now go to the **Page** tab of the page's editing interface and add the actual content of the page. For the purposes of this example, you can just add some sample text as in the screenshot below. Click **Save** to save the changes.



6. Once you are finished, go to the live site to see what you have created. Browse to the **IT** department's website section. You should see the **FAQ** menu item present in the main navigation, at the position where you dragged it in step 3. If you click the document, you should see the page with the content defined in the previous step.

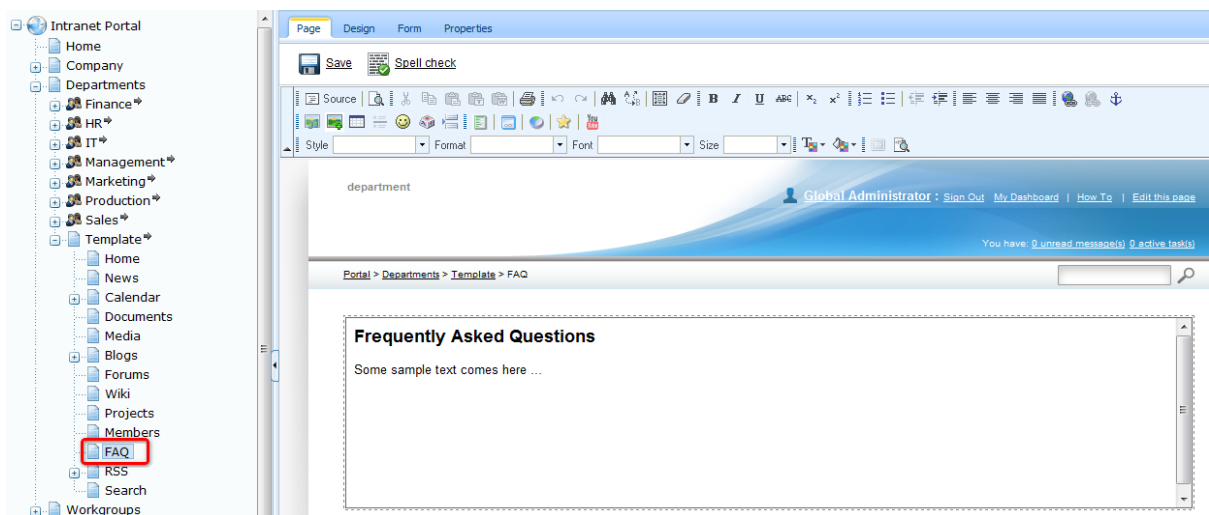


## Customization of the department template

As explained in the [Departments overview](#) and [Adding new departments](#) topics, the **Departments/Template** node contains sub-pages with pre-configured web parts. These pages are copied under each newly created department's parent document. By performing customization of the documents under the **Template** document, you ensure that **each newly created department will reflect this customization too**. However, this will not be the case for already existing departments. To ensure uniformity in this case, you will need to copy the new page under the existing departments manually.

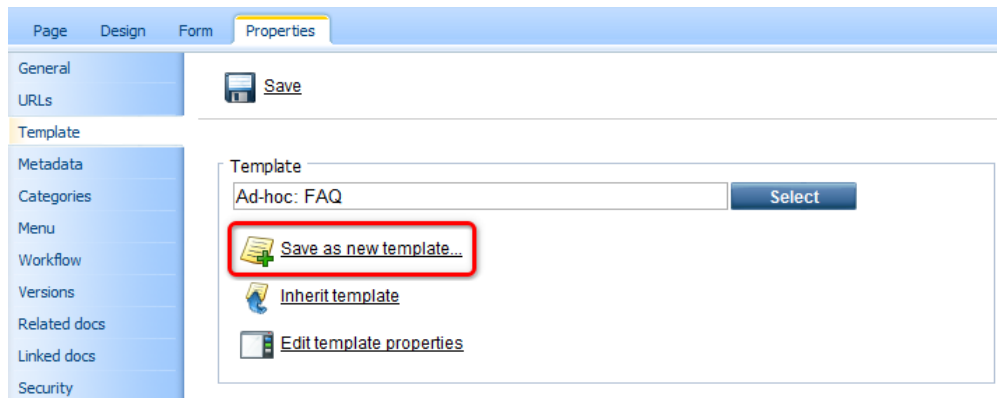
In the following example, you will learn how to add the FAQ page to to the department template:

1. Log on to **CMS Desk** and on the **Content** tab, select the **Departments/Template** document in the content tree. Go through steps 1. to 5. in the [example above](#) to create the **FAQ** page under the **Template** document.



2. At this point, the page is created with an ad-hoc page template. To ensure uniformity with all other department sub-pages, i.e. that modification of a single **FAQ** page will be reflected in all other **FAQ** pages (see [Page templates customization](#) above for more details), we need to save the ad-hoc template as a new regular page template. To do this, go to the **Properties -> Template** tab of the **FAQ** page's

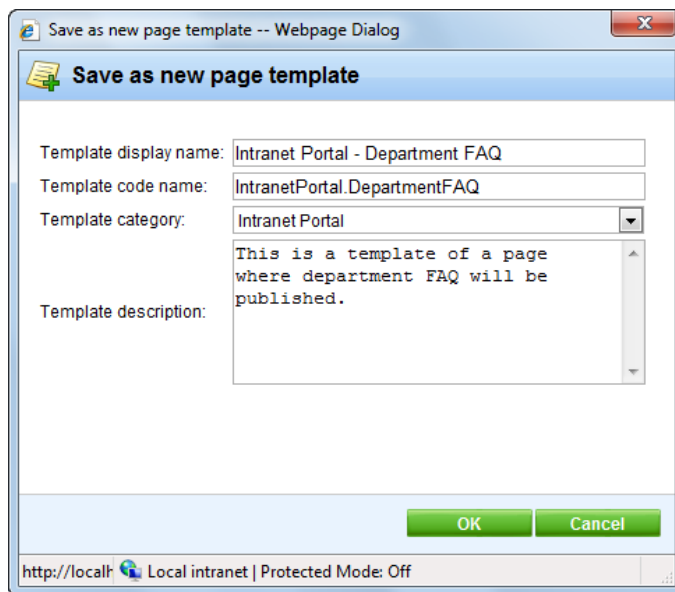
editing interface and click the  **Save as new page template** action.



3. In the Save as new page template dialog which pops-up, enter the following details:

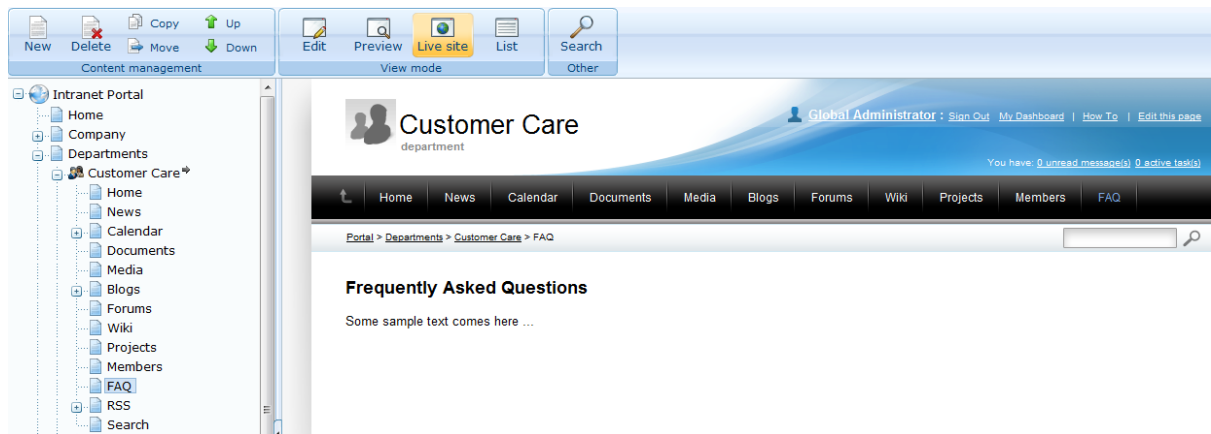
- **Template display name:** *Intranet Portal - Department FAQ*
- **Template code name:** *IntranetPortal.DepartmentFAQ*
- **Template category:** *Intranet Portal*
- **Template description:** enter some text describing the page template.

Click **OK**.



4. Now try creating a new department, just as described in the [Adding new departments](#) topic.

5. Once the new department is created, you can see that it contains the **FAQ** page as well. The same would apply to any other newly created department.



### 3.4 Departments security

Access to department sections is limited based on document permissions configured on the [three-level permissions hierarchy](#). However, the permissions configurable on the two higher levels, i.e. permissions for all content and permissions for particular document types, are typically only used in special cases. Therefore, you will typically configure department permissions on [document-level](#).

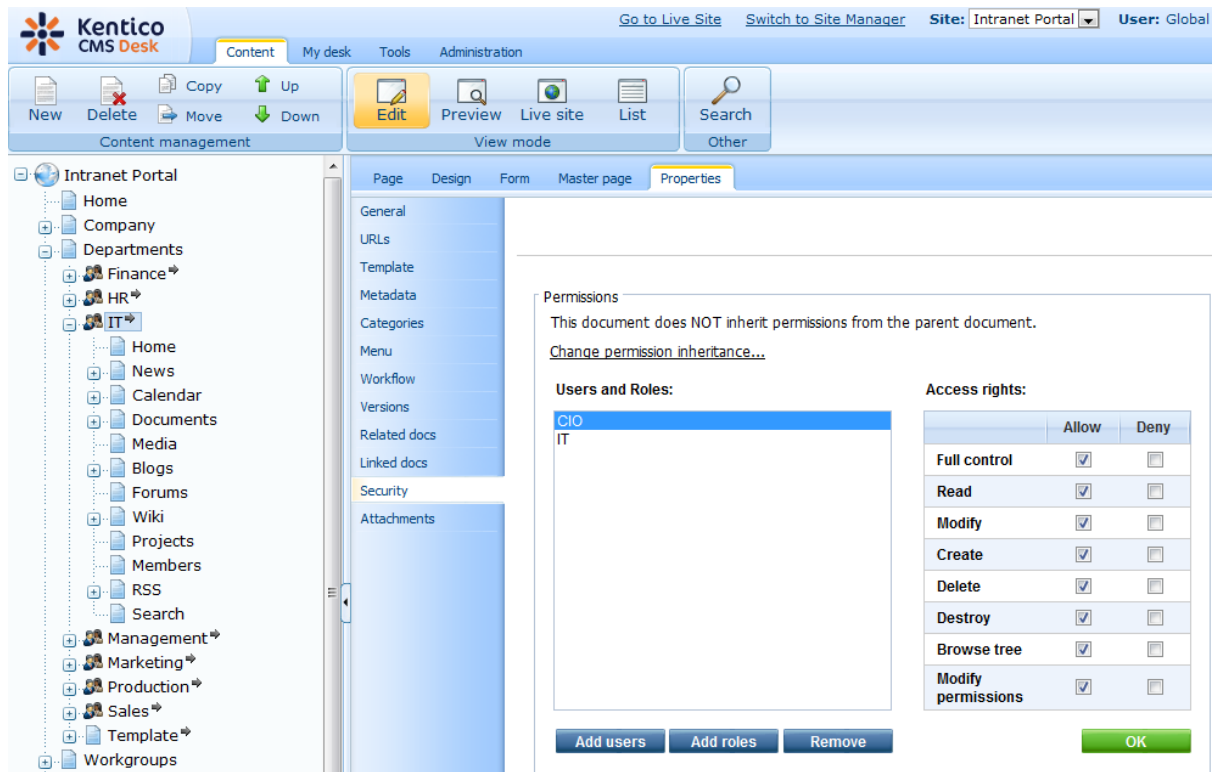
As explained in the [Departments overview](#) topic, you can choose department member roles in the **Department roles** field on the **Form** tab of the department's parent document. By adding a role to this field, the role is added to the **Users and Roles** list on the **Properties -> Security** tab of the parent document and the **Read** [document-level permission](#) is granted to it. All documents stored under the parent document inherit document-level permissions from their parent by default, which results in the fact that members of the roles can view all documents in the department's section. On top of it, these permissions ensure that the department is displayed to them in the **My departments** list on the **Departments** section's title page.

Apart from the basic **Read** permission, it is possible to set up additional permissions to enable management of document-based features of the section:

- **News**
- **Calendar**
- **Documents**
- **Wiki**

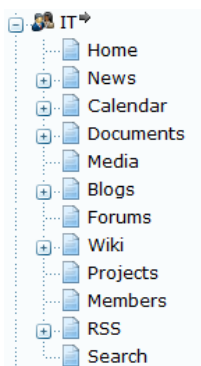
A typical example of this configuration can be seen in the configuration of each pre-defined department shipped with the portal. Let's take the **IT** department for demonstration:

The **IT** role is intended for ordinary employees without document management permissions. Therefore, only the **Read** permission is granted to the role on document-level. Contrary to that, the **CIO** role is intended for the head of the department who should be able to manage all content within the department's section. Therefore, full permissions are granted to the role (as can be seen in the screenshot below) to provide full permissions for all possible content management actions.



### 3.5 Managing department features

The most of the functionality provided by the **Departments** section is based on standard Kentico CMS modules and features. The following topic provides brief descriptions of the particular sub-sections and the modules and features that they are based on. With each module or feature, you can find a link leading to its full documentation in **Kentico CMS Developer's Guide**.



#### News

The **News** section is based on standard Kentico CMS documents. Each published news item is a document of the **News** (*CMS.News*) document type stored under the **News** document in the department's section. For more information on document types, please refer to [Developer's Guide -> Development -> Document types and transformations](#).

To enable adding of news on the live site, the **User contributions (Wiki)** module is leveraged. Detailed information about the module is located in [Developer's Guide -> Modules -> User contributions \(Wiki\)](#).

## Calendar


The calendar used for events scheduling and attendees registration is based on the **Booking system** module. To find more information about the module, please refer to [Developer's Guide -> Modules -> Booking system](#).

## Documents

Documents storage on the live site is provided by the **Document library** module. More information about the use of this module on the portal can be found in the [Document libraries](#) chapter of this guide. Complete documentation of the module is located in [Developer's Guide -> Modules -> Document library](#).

## Media

The **Media** section is based on the **Media libraries** module. Each department has its own media library created in **CMS Desk -> Tools -> Media libraries**. The library is recognizable by the name in the *<Department name> media library* format. Detailed documentation of the module can be found in [Developer's Guide -> Modules -> Media libraries](#).



The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'Tools' menu is expanded, showing various modules, with 'Media libraries' selected. The main content area displays the 'Media libraries' module, which includes a 'New media library' button and a table listing existing media libraries.

Actions	Name ^	Folder	Description
	Customer Care media library	Customer-Care	Media library for Customer Care department.
	Finance media library	Finance	Media library for the Finance department.
	HR media library	HR	Media library for the HR department.
	IT media library	IT	Media library for the IT department.
	Management media library	Management	Media library for the Management department.
	Media	Media	Global media library accessible to all employees.
	PR & Marketing media library	PR---Marketing	Media library for the PR & Marketing department.

## Blogs

Functionality of the **Blogs** section is provided by the **Blogs** module. Blogs are standard documents in Kentico CMS content tree, but the module also has its dedicated user interface in **CMS Desk -> Blogs**. Detailed documentation of the module can be found in [Developer's Guide -> Modules -> Blogs](#).

## Forums

The discussion forums are based on the **Forums** module. Each department has its own forum group created in **CMS Desk -> Tools -> Forums**. The forum group is recognizable by the name in the *<Department name> forum group* format. Detailed documentation of the module can be found in [Developer's Guide -> Modules -> Forums](#).

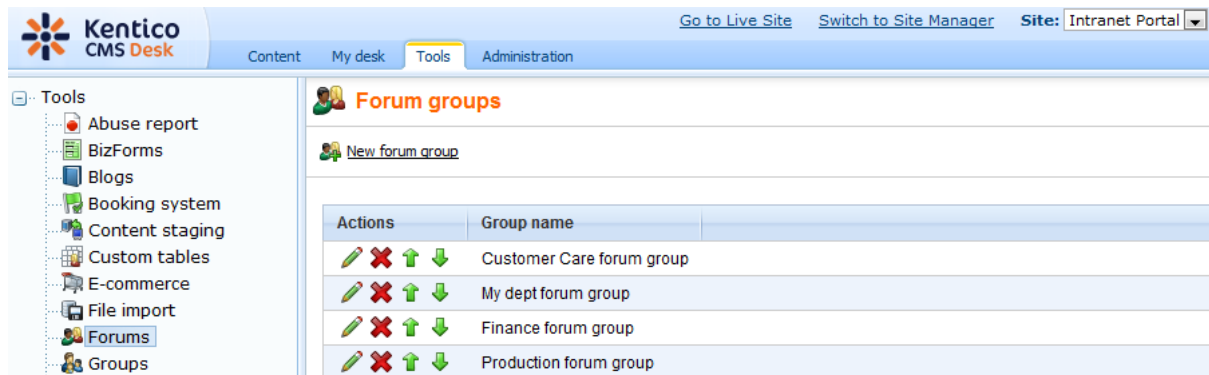
## Wiki

Similarly as the **News** section, the **Wiki** section is also based on standard Kentico CMS documents. Each published wiki article is of the **Simple article** (*CMS.SimpleArticle*) document type, stored under the **Wiki** document within the department's section in the content tree.

To enable adding of articles on the live site, the **User contributions (Wiki)** module is leveraged. Detailed information about the module is located in [Developer's Guide -> Modules -> User contributions \(Wiki\)](#).

## Projects

Functionality of the **Projects** section is provided by the **Project management** module. The module's user interface is located in **CMS Desk -> Tools -> Project management**. Its functionality and management is briefly described in the [Project management](#) chapter of this guide. Full documentation of the module can be found in [Developer's Guide -> Modules -> Project management](#).



## Members

The **Members** page only contains a combination of the following three interconnected web parts: **Basic repeater** + **Department members data source** + **Filter**. These web parts are configured so that the **Basic repeater** displays users provided by the **Department members data source**. The data source is configured so that it displays only members of the current department (i.e. members of the roles added in the **Department roles** field on the **Form** tab of the department's parent document's editing interface). The filter enables further filtering of displayed users based on their names.

Detailed information about data source web parts can be found in [Developer's Guide -> Development -> Web parts -> Data source web parts](#). A detailed reference concerning management of users and roles in Kentico CMS can be found in [Developer's Guide -> Development -> Membership](#).

## RSS

The **RSS** page is not accessible via the department's navigation. It contains special sub-pages which provide RSS feeds of the department's content. The feeds are created using web parts of the **Syndication** module. A full reference on the module can be found in [Developer's Guide -> Modules -> Syndication](#).

## Search

Search of the department's content is provided by the **Smart search** module. Each department has two indexes created in **Site Manager -> Administration -> Smart search**: one for its discussion forums (with name in the *<Department name> - Forums* format) and one for the actual content of the department pages (with name in the *<Department name> - General* format). For a full reference on the module, please refer to [Developer's Guide -> Modules -> Smart search](#).



**Part**

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**IV**

**Workgroups**

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## 4 Workgroups

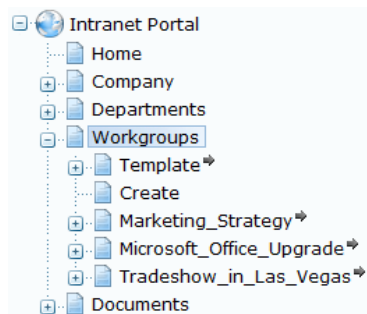
### 4.1 Workgroups overview

Workgroups are separate sub-sections within the Intranet Portal website that are dedicated to a certain activity. A workgroup's content and tools are only available within the context of the given workgroup. A full description of all the features offered by workgroups from the live site point of view can be found in [Intranet User's Guide -> Workgroups](#).

Workgroups utilize the standard groups module. For general information about groups, please refer to [Developer's Guide -> Modules -> Groups](#). There are two main elements that each workgroup is composed of: a section of documents in the content tree and a corresponding object in the administration interface. An overview of workgroup documents may be found below and information about managing workgroups via the **CMS Desk -> Tools -> Groups** interface is given in the [Managing workgroups](#) topic.

#### Workgroups in the content tree

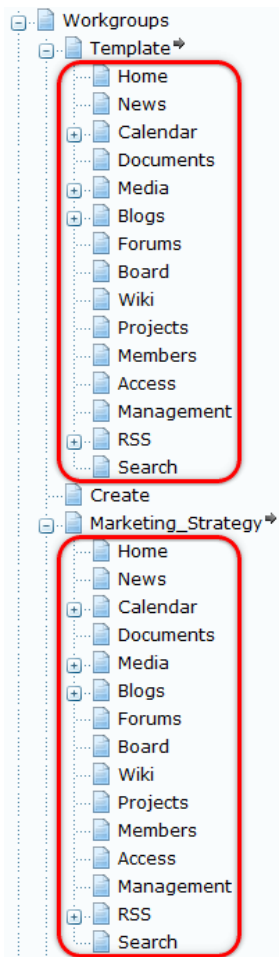
If you log on to **CMS Desk**, navigate to the **Content** tab and expand the **Workgroups** node in the content tree, you will see all documents related to workgroups as depicted in the screenshot below.



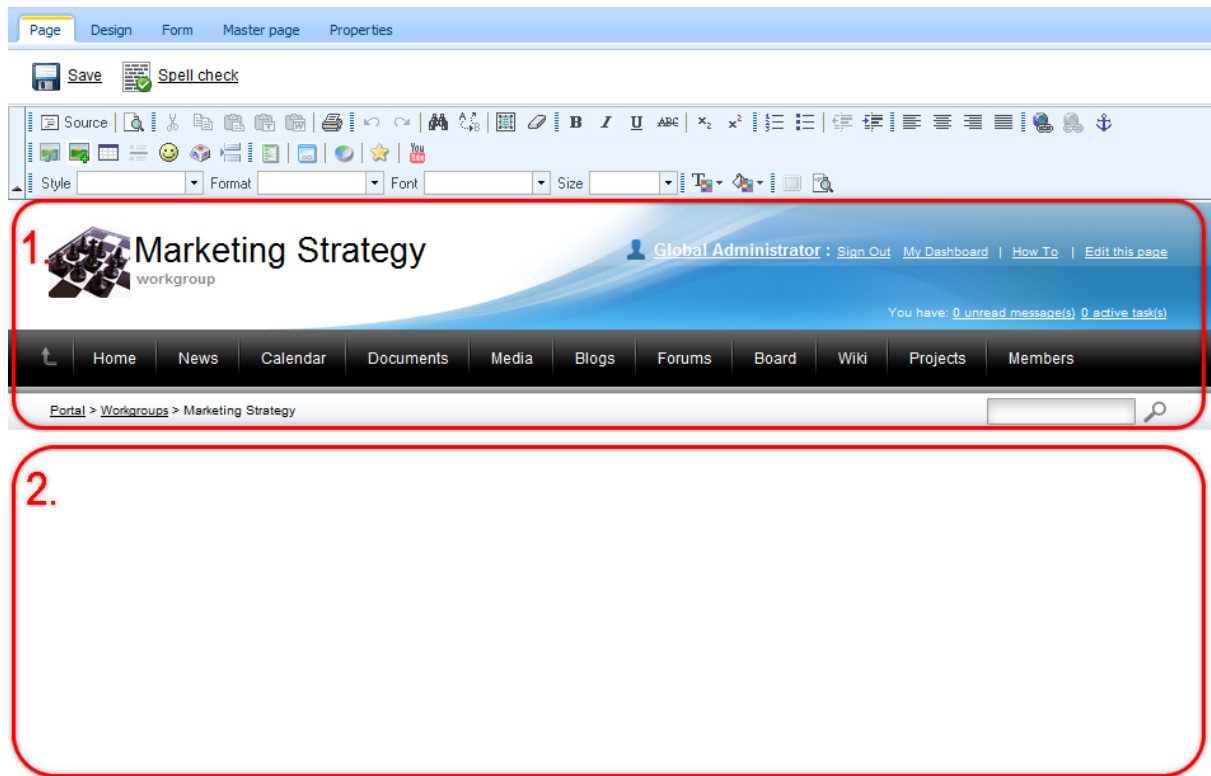
The **Template** node and its child documents define the structure that Intranet Portal workgroups are all based on and the **Create** document allows users to add new workgroups directly from the live site. The workgroup creation process is described in the [Creating new workgroups](#) topic. Below are the document sections of several pre-defined sample workgroups, e.g. **Marketing\_Strategy**. Each section is stored under a document with the same name as the workgroup that it represents.

#### Workgroup document structure

Expand the **Template** node to view the default document structure of Intranet portal workgroups. If you expand one of the sample workgroups, you will see that it contains the same child documents. To learn how the structure of workgroups may be modified, please see the [Customizing workgroups](#) topic.



Individual workgroups consist of a parent document and child documents that reflect the various workgroup sections available on the live site. The parent document serves as a [master page](#) for the remaining pages of the workgroup. This means that all workgroup pages inherit the header, navigation menu and all other content defined in the parent document (area 1 in the screenshot below). Particular sub-pages are displayed by the **Page placeholder** web part in the **zoneContent** web part zone on the master page (area 2 in the screenshot below).



## 4.2 Managing workgroups

All workgroups on the Intranet Portal website can be managed through the interface located at **CMS Desk -> Tools -> Groups**. The workgroups displayed on this page may be filtered according to their display name and approval status.

New workgroups that require an administrator's approval before they are published can be approved here by clicking the **Approve** (✓) action icon. Using the **Reject** (✗) icon returns the given workgroup to the state it was in before approval. Rejected workgroups are not displayed on the live site.

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'Tools' menu is expanded, showing various options like 'Abuse report', 'BizForms', 'Blogs', etc., with 'Groups' highlighted. The main content area is titled 'Groups' and features a 'New group' form. The form has a 'Group name' dropdown set to 'LIKE' and a 'Status' dropdown set to '(all)'. A 'Search' button is located below the form. Below the form is a table listing existing workgroups:

Actions	Display name ^	Approved
	Marketing Strategy	Yes
	Microsoft Office Upgrade	Yes
	Tradeshow in Las Vegas	Yes

The listed workgroups may also be **Edited** () or **Deleted** (). When deleting a workgroup, it is possible to choose whether all its documents should be deleted as well. The edit action opens the **Group properties** dialog, where the settings and content of the given workgroup can be defined and managed. For more detailed information about the available options, please refer to [Developer's Guide -> Modules -> Groups -> Editing a group](#).

The screenshot shows the 'Group properties' dialog for the 'Microsoft Office Upgrade' workgroup. The dialog has tabs for 'General', 'Security', 'Members', 'Roles', 'Forums', 'Media libraries', 'Message boards', 'Polls', and 'Projects'. The 'General' tab is active, showing the following fields:

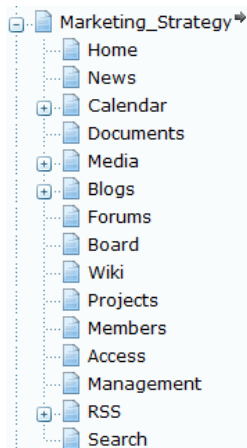
- Display name: Microsoft Office Upgrade
- Code name: Microsoft\_Office\_Upgrade
- Description: This workgroup contains sample data. Its mission is to upgrade Microsoft Office on all our network machines.
- Group pages location: /Workgroups/Microsoft\_Office\_Upg (with 'Select' and 'Clear' buttons)
- Theme: Intranet Portal - Green
- Avatar:

Users designated as administrators of a workgroup may also edit it in a similar fashion through the live site workgroup management interface, as documented in [Intranet User's Guide -> Workgroups -> Managing workgroups](#). Certain settings, such as code names, are not available when editing on the live site.

Additional settings that are applied to all workgroups may also be specified at **Site Manager -> Settings -> Community** as described in [Developer's Guide -> Modules -> Groups -> Settings](#).

## 4.3 Managing document-based workgroup features

Most of the functionality provided by the various sub-sections of a workgroup is based on standard Kentico CMS modules and features. The following topic provides brief descriptions of individual workgroup sections and the modules and features that they are based on, including links to the appropriate documentation in **Kentico CMS Developer's Guide**. Sections linked with the features that are manageable through the **CMS Desk -> Tools -> Groups** workgroup editing interface, as described in [Developer's Guide -> Modules -> Groups -> Editing a group](#), are not listed in this topic.



### News

The **News** section is based on standard Kentico CMS documents. Each published news item is a document of the **News** (*CMS.News*) document type stored under the **News** document within the workgroup's section of the content tree. For more information on document types, please refer to [Developer's Guide -> Development -> Document types and transformations](#).

To enable the adding of news on the live site, the **User contributions (Wiki)** module is leveraged. Detailed information about the module is located in [Developer's Guide -> Modules -> User contributions \(Wiki\)](#).

### Calendar

The calendar used for event scheduling is based on the **Booking system** module. To find more information about the module, please refer to [Developer's Guide -> Modules -> Booking system](#).

### Documents

Document storage on the live site is provided by the **Document library** module. More information about the use of this module on the portal can be found in the [Document libraries](#) chapter of this guide. Complete documentation of the module is located in [Developer's Guide -> Modules -> Document library](#).

Microsoft Office Upgrade  
workgroup

Global Administrator : Sign Out | My Dashboard | How To | Edit this page

You have: 0 unread message(s) 0 active task(s)

Home News Calendar Documents Media Blogs Forums Board Wiki Projects Members

Portal > Workgroups > Microsoft Office Upgrade > Documents

▼ /Workgroups/Microsoft\_Office\_Upgrade/Documents - page template: Intranet Portal - Workgroup documents

▼ zoneTop

▼ zoneCenter

▼ WorkgroupSecurityAccess

▼ HeaderText

▼ WorkgroupDocumentLibrary

Document name	Modified	Workflow step
▼ <a href="#">How to Use the New Microsoft Office 2010</a>	11/9/2010 3:35:35 PM	Published
▼ <a href="#">License Numbers</a>	11/9/2010 3:30:37 PM	Published
▼ <a href="#">Microsoft Office 2010 Showcase</a>	11/9/2010 3:29:56 PM	Published
▼ <a href="#">Microsoft Office Licensing Overview</a>	11/9/2010 3:30:28 PM	Published
▼ <a href="#">Microsoft Office Upgrade Step-by-Step</a>	11/9/2010 3:21:11 PM	Published

▼ zoneBottom

## Blogs

The functionality of the **Blogs** section is provided by the **Blogs** module. Blogs are standard documents in the Kentico CMS content tree, but the module also has its dedicated user interface in **CMS Desk** -> **Blogs**. Detailed documentation of the module can be found in [Developer's Guide -> Modules -> Blogs](#).

## Wiki

Similar to the **News** section, the **Wiki** section is also based on standard Kentico CMS documents. Each published wiki article is of the **Simple article** (*CMS.SimpleArticle*) document type, stored under the **Wiki** document within the workgroup's section of the content tree.

To enable the adding of articles on the live site, the **User contributions (Wiki)** module is leveraged. Detailed information about the module is located in [Developer's Guide -> Modules -> User contributions \(Wiki\)](#).

## Members

The **Members** document contains a combination of the following four interconnected web parts: **Basic repeater** + **Group members data source** + **Filter** + **Universal pager**. These web parts are configured so that the **Basic repeater** displays users provided by the **Group members** data source. The data source displays only users who are members of the current workgroup. The filter allows further filtering of the displayed users based on their names and the pager ensures that the list of users is divided into multiple pages in case there is a large amount of workgroup members.

The screenshot displays the 'Members' page of a workgroup named 'Microsoft Office Upgrade'. The page includes a navigation menu with items like Home, News, Calendar, Documents, Media, Blogs, Forums, Board, Wiki, Projects, and Members. Below the navigation is a breadcrumb trail: Portal > Workgroups > Microsoft Office Upgrade > Members. The main content area is titled '/Workgroups/Microsoft\_Office\_Upgrade/Members - page template: Intranet Portal - Workgroup members'. It features a search box labeled 'MembersFilter' and a table of members. The table has columns for Name, Position, Phone, E-mail, Skype, and IM. Three members are listed: Brad Summers (CIO), Colin Douglas (CFO), and Ruth Baker (System Administrator).

	Position	Phone	E-mail	Skype	IM
<b>Brad Summers</b>	CIO	161	brads@localhost.local	company_brads	WLM: Brad_Summers
<b>Colin Douglas</b>	CFO	152	colind@localhost.local	company_colind	WLM: Colin_Douglas
<b>Ruth Baker</b>	System Administrator	167	ruthb@localhost.local	company_ruthb	WLM: Ruth_Baker

Detailed information about data source web parts can be found in [Developer's Guide -> Development -> Web parts -> Data source web parts](#). A detailed reference concerning the management of users and roles in Kentico CMS is located in [Developer's Guide -> Development -> Membership](#).

## Access

This document is not visible in a workgroup's navigation menu. Instead, users are redirected to it when they attempt to view the pages of a workgroup to which they do not have access permissions, typically when they are not members. Relevant information is displayed by the **Group security message** web part. The path to this document is specified in the **Site Manager -> Settings -> Community -> Group security access denied path** setting.

This functionality is ensured by **Group security access** web parts, which are placed on all workgroup documents apart from this one.

## Management

This document is also not reachable through a workgroup's navigation menu. It allows workgroup administrators to manage the workgroup directly on the live site as described in [Intranet User's Guide -> Workgroups -> Managing workgroups](#). It must contain the **Group profile** web part, which provides all necessary functionality. The path to this document is specified in the **Site Manager -> Settings -> Community -> Group management path** setting.

## RSS




The **RSS** document is not accessible via a workgroup's navigation menu. It contains special child documents which allow users to access RSS feeds of the workgroup's content. This is achieved by web parts of the **Syndication** module. A full reference can be found in [Developer's Guide -> Modules -> Syndication](#).

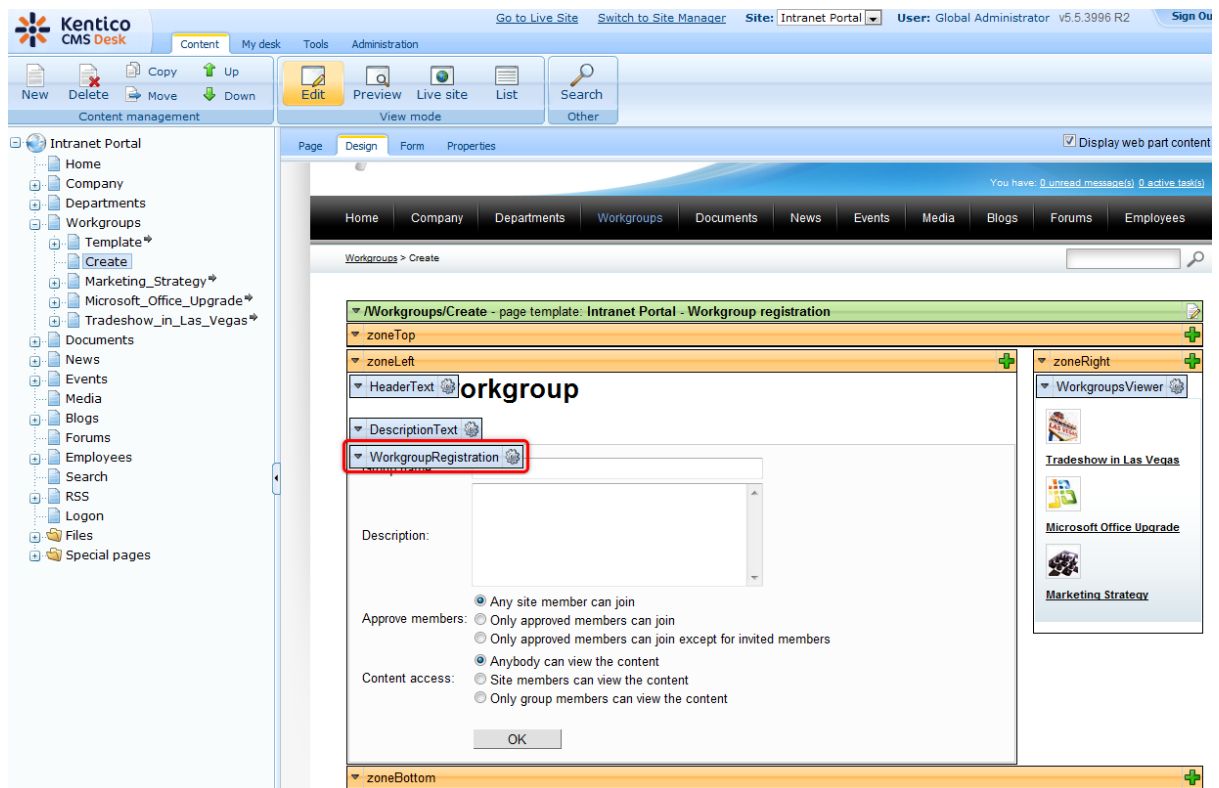
## Search

This document ensures the functionality of the search box available under the menu in all workgroup sections and displays the search results. The necessary functionality is provided by the **Smart search dialog with results** web part. Each workgroup uses two search indexes created in **Site Manager -> Administration -> Smart search**: one for the content of its documents (with a name in format *<Workgroup display name> - Default*) and another for its forums (with a name in format *<Workgroup display name> - Forums*). Information about the creation of these indexes for a sample workgroup is described in steps 10 and 11 of the [Creating new workgroups](#) topic. For a full reference on the smart search module, please refer to [Developer's Guide -> Modules -> Smart search](#).

## 4.4 Creating new workgroups

All authenticated users of the Intranet Portal website may create workgroups directly on the live site. This approach is how most workgroups are normally created, since it is easy to use and automatically performs many tasks that are necessary for the correct functioning of the new workgroup. The details of this process may be found in [Intranet User's Guide -> Workgroups -> Creating a new workgroup](#).

This feature is facilitated by the **Group registration** web part. It is possible to modify how workgroups are created by changing the properties of this web part. To do so, access **CMS Desk -> Content**, select the **Workgroups -> Create** document from the content tree, switch to the **Design** tab and **Configure** (  ) the web part (named **WorkgroupRegistration** by default).



Additional settings related to workgroups and their creation may be specified at **Site Manager -> Settings -> Community** as described in [Developer's Guide -> Modules -> Groups -> Settings](#).

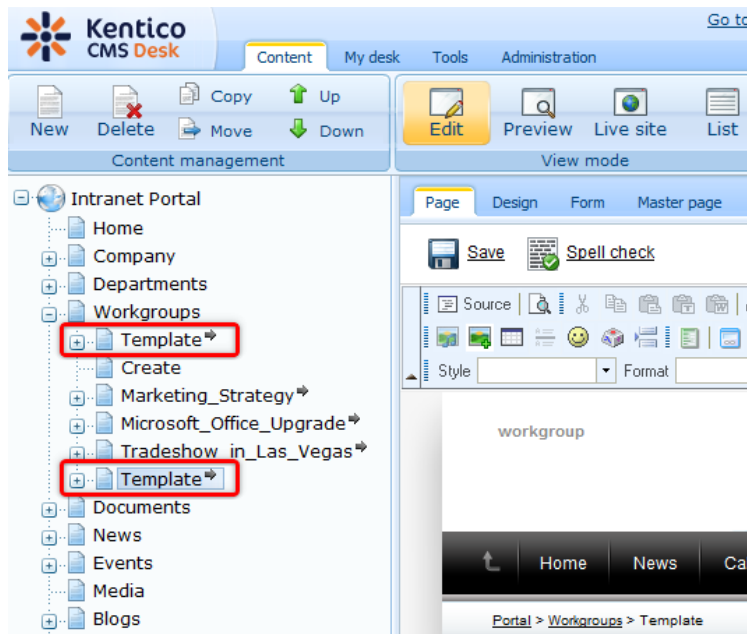
A new workgroup may also be defined manually in the administration interface, as is demonstrated in the following example:



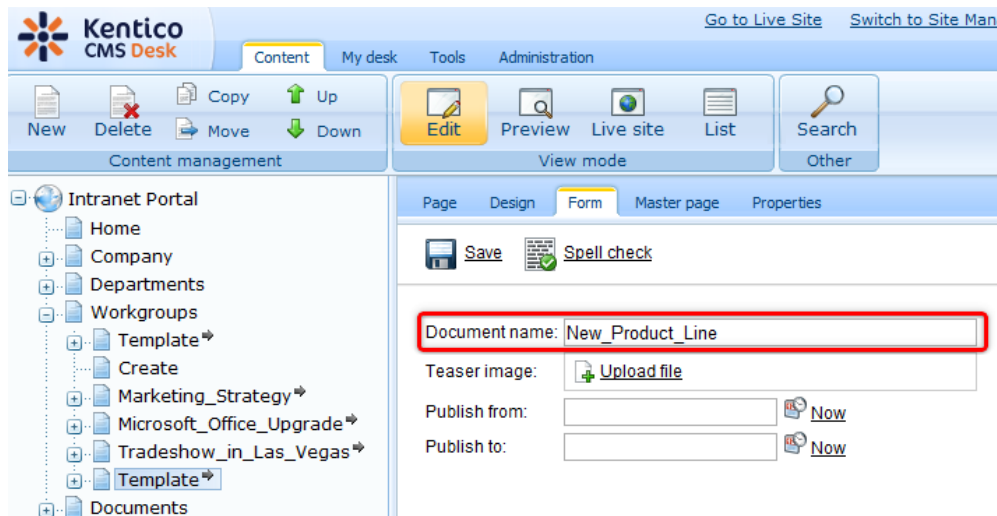
#### Please note

This example is not a recommended way of creating workgroups. The following steps are all performed automatically when a workgroup is created via the **Group registration** web part, they only serve to help understand the process.

1. Log on to **CMS Desk** as a global administrator (username *administrator* with a blank password by default) and the **Content** tab will automatically be displayed. The first thing that needs to be done is create the documents that will form the section of the portal dedicated to the new workgroup. Expand the **Workgroups** node in the content tree, select the **Template** child node and create a copy of it under the same parent. This can be done either using the **Copy** button from the menu above the content tree or by holding down the Control key and dragging the given node to its target location in the tree. When copying, ensure that the **Copy also all child documents** box is checked.



2. Select the new copy of the **Template** document and switch to the **Form** tab. Now change the **Document name** to the name that you wish to give to the new workgroup. This example uses *New\_Product\_Line*.



Click  **Save**.

3. Switch to the **Properties -> URLs** tab and change the value of the **Document alias** property to *New\_Product\_Line* as well. The value of this property will be used in the URL of the workgroup's documents, so it cannot contain spaces or other forbidden characters. When a workgroup is created automatically, the name specified for the workgroup is used as the value of this property and any forbidden characters are converted to underscores.

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'Content management' toolbar has buttons for 'New', 'Delete', 'Move', 'Down', 'Up', 'Copy', 'Edit', 'Preview', 'Live site', 'List', and 'Search'. The left sidebar shows a tree view of the 'Intranet Portal' with folders like 'Home', 'Company', 'Departments', 'Workgroups', 'Template', 'Create', 'Marketing\_Strategy', 'Microsoft\_Office\_Upgrade', 'Tradeshaw\_in\_Las\_Vegas', 'New\_Product\_Line', 'Documents', 'News', 'Events', 'Media', 'Blogs', 'Forums', 'Employees', 'Search', 'RSS', and 'Logon'. The main area is in the 'Properties' tab, showing the 'URLs' section. The 'Document alias' field is highlighted with a red box and contains the text 'New\_Product\_Line'. Below it is the 'Document URL path' field with a checked 'Use custom URL path' option. There are also sections for 'Extended properties' (URL extensions, Track campaign) and 'Document aliases' (Add new alias).

Click **Save**. With default Intranet Portal website settings, a document alias will automatically be created for the previous value of the **Document alias** property. **Delete** (✘) this alias, so that the documents of the workgroup cannot be accessed under the old URL.

The screenshot shows the 'Properties' tab for a document, specifically the 'URLs' section. The 'Document alias' field contains 'New\_Product\_Line'. Below it is the 'Document URL path' field with a checked 'Use custom URL path' option. There are also sections for 'Extended properties' (URL extensions, Track campaign) and 'Document aliases'. The 'Document aliases' section is expanded, showing a table with columns for 'Actions', 'URL path', 'URL extensions', 'Track campaign', and 'Language'. The first row shows a red 'X' icon next to the URL path '/Workgroups/Template-(1)', indicating it has been deleted. The table also shows 'URL extensions', 'Track campaign', and 'Language' (English - United States). The 'Items per page' is set to 25.

Actions	URL path	URL extensions	Track campaign	Language
	/Workgroups/Template-(1)			English - United States


4. Now that the workgroup's documents are prepared, the workgroup object itself must be added to the system. Go to **Tools -> Groups** and click the **New group** link at the top of the page.

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'Tools' menu is expanded, showing various tools like 'Abuse report', 'BizForms', 'Blogs', etc. The 'Groups' tool is selected, and the 'New group' button is highlighted with a red box. Below the button, there is a form with 'Group name' (set to 'LIKE') and 'Status' (set to '(all)') fields, and a 'Search' button. A table below the form lists existing groups with columns for 'Actions', 'Display name', and 'Approved'.

Actions	Display name ^	Approved
	Marketing Strategy	Yes
	Microsoft Office Upgrade	Yes
	Tradeshow in Las Vegas	Yes

The **New group** form will be displayed. Fill in the following fields:

- **Display name** - the name of the workgroup that will be displayed on the website and in the administration interface. This example uses *New Product Line*.
- **Code name** - a unique name used to identify the workgroup. The value of this field must be the same as that of the *Document alias* property set in step 3 to ensure that links to the workgroup function correctly. For the purposes of this example, the value must be *New\_Product\_Line*.
- **Description** - text describing the new workgroup.
- **Group pages location** - contains the alias of the node that contains the workgroup's documents. Select the */Workgroups/New\_Product\_Line* node for the purposes of this example.
- **Avatar** - allows the selection of the workgroup avatar image used for graphical representation.
- **Approve members** - this selection determines if users can join the workgroup with or without a workgroup administrator's approval. The *Only approved members can join* option requires all new members to be approved, while *Only approved members can join except for invited members* allows users who accept an invitation from a workgroup member to join without approval.
- **Content access** - this selection determines what type of users can view the content of the workgroup. Please keep in mind that if the *Only group members can view the content* option is selected, users cannot apply to join the workgroup and must be invited to become members.
- **Notify group admins when a user joins/leaves** - if checked, workgroup administrators will receive a notification e-mail when a user joins/leaves the workgroup.
- **Notify group admins on pending members** - if checked, workgroup administrators will receive a notification e-mail when a user requests to join the workgroup and approval is required.

 **New group**

[Groups](#) ▶ New group


---

Display name:

Code name:

Description:

Group pages location:

Avatar: 

[Select pre-defined avatar](#)

Approve members:  Any site member can join  
 Only approved members can join  
 Only approved members can join except for invited members

Content access:  Anybody can view the content  
 Site members can view the content  
 Only group members can view the content

Notifications:  Notify group admins when a user joins/leaves  
 Notify group admins on pending members

Click **OK**.

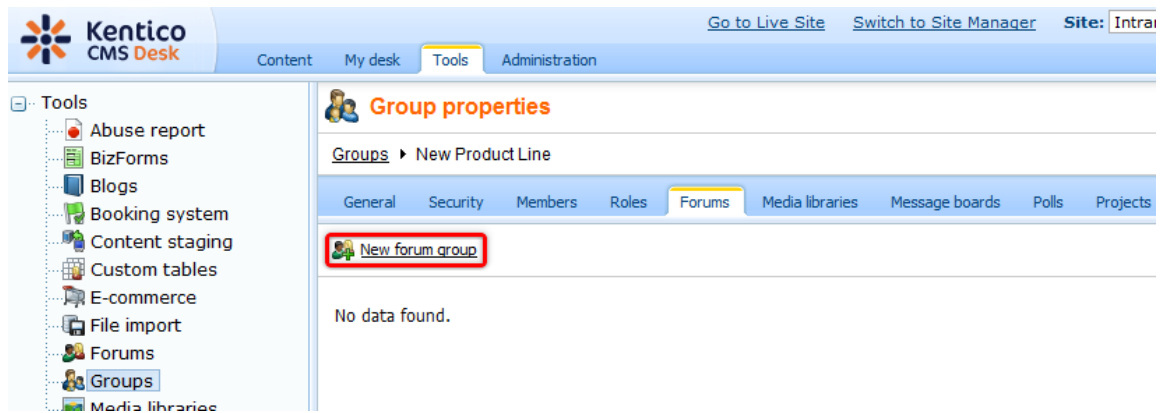
5. Now return to the **Content** tab, select the **Workgroups/New\_Product\_Line** document from the content tree and switch to its **Properties -> General** tab. Click the **Change** button next to the **Owned by group** property, choose the *New Product Line* workgroup in the displayed dialog and check the **Inherit by child documents** box.

The screenshot shows the Kentico CMS Desk interface. On the left is a tree view of the 'Intranet Portal' structure, including folders like Home, Company, Departments, Workgroups, and various documents. The main area displays the 'Properties' tab for a document. A modal dialog titled 'Change document owner group' is open, allowing the user to select a group (currently 'New Product Line') and check 'Inherit by child documents'. Below the dialog, the document's metadata is visible, including the 'Owned by group' field which is currently set to 'Global Administrator (administrator)'. A red arrow points from the dialog to this field.

This assigns the given document and all documents under it to the workgroup object that was created in step 4, which ensures that the tools provided by these documents operate correctly within the context of the new workgroup.

6. When a default Intranet Portal workgroup is created automatically, several other associated objects are also added to the system. These include a forum group, forum and media library under the given workgroup, a tag group and a pair of search indexes for the content of the workgroup. The next steps describe how these objects can be defined manually.

7. To add forums to a workgroup through the administration interface, go to **Tools -> Groups**, edit (✎) the **New Product Line** workgroup, open its **Forums** tab and click the **New forum group** link. Forums are described in [Developer's Guide -> Modules -> Forums](#), so please refer to this chapter if you are unfamiliar with the use of the forum management interface.



Fill in the displayed form according to the following information:

- **Group display name** - the name of the forum group that will be displayed on the website and in the administration interface. When a workgroup's initial forum group is created automatically, this name is in format *<Display name of the edited workgroup> forums*, for example *New Product Line forums*.
- **Group code name** - a unique name used to identify the forum group.
- **Description** - a text description for the forum group that will be displayed on the website.
- **Forum group base URL** - the URL of the document where the workgroup's forums are displayed. Default workgroups use the *Forums* child document, so enter *~/Workgroups/New\_Product\_Line/Forums.aspx* for the purposes of this example.
- **Forum group unsubscription URL** - the URL of a page where users can unsubscribe from the forums under the given group. On the default Intranet Portal, this page may be found at *~/Special-Pages/Forum-Unsubscribe.aspx* and the URL can be loaded from the value of the *Site Manager -> Forums -> Forum unsubscription URL* setting automatically by checking the *Inherit from settings* box.

Click **OK**. The **Forums** tab of the new forum group will now be displayed. Click the **Add forum** link and enter the following details:

- **Forum display name** - the name of the forum that will be displayed on the website and in the administration interface. When a workgroup's initial forum is created automatically, it is named



*General discussion.*

- **Forum code name** - a unique name used to identify the forum. It **must** end with the following string: `_group_<GUID of the edited work group>`. This is necessary to ensure that the forum will be fully functional. A workgroup's GUID is a string of 32 characters generated when the workgroup is created and serves as a globally unique identifier. If necessary, the GUID of a workgroup may be found in the database, specifically the **GroupGUID** column of the **Community\_Group** table.
- **Description** - a text description for the forum that will be displayed on the website.
- **Forum base URL, Forum unsubscription URL** - leave the *Inherit from forum group* boxes checked to use the same values as the parent forum group.

The remaining fields may be left unchanged for the purposes of this example.

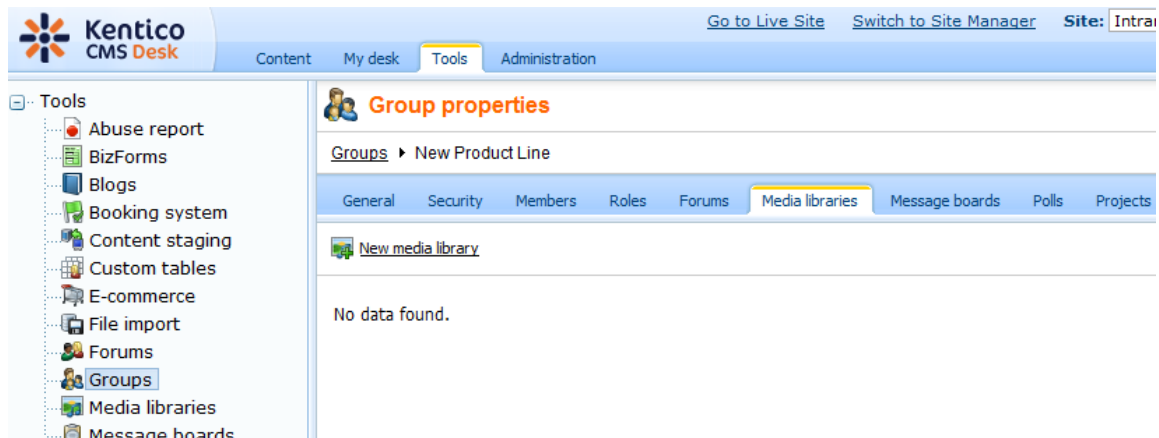
The screenshot shows the 'Group properties' interface for a new forum. The breadcrumb trail is 'Groups > New Product Line'. The 'Forums' tab is selected in the top navigation bar. Below it, the breadcrumb trail is 'Groups > New Product Line forums'. The 'Forums' tab is also selected in the sub-navigation bar. The main content area is titled 'Forums > New forum' and contains the following fields:

- Forum display name:
- Forum code name:
- Description:
- Forum base URL:   Inherit from forum group
- Forum unsubscription URL:   Inherit from forum group
- Require e-mail addresses:   Inherit from forum group
- Display e-mail addresses:   Inherit from forum group
- Enable WYSIWYG editor:   Inherit from forum group
- Use security code (CAPTCHA):   Inherit from forum group
- Forum is open:
- Forum is locked:
- Forum is moderated:

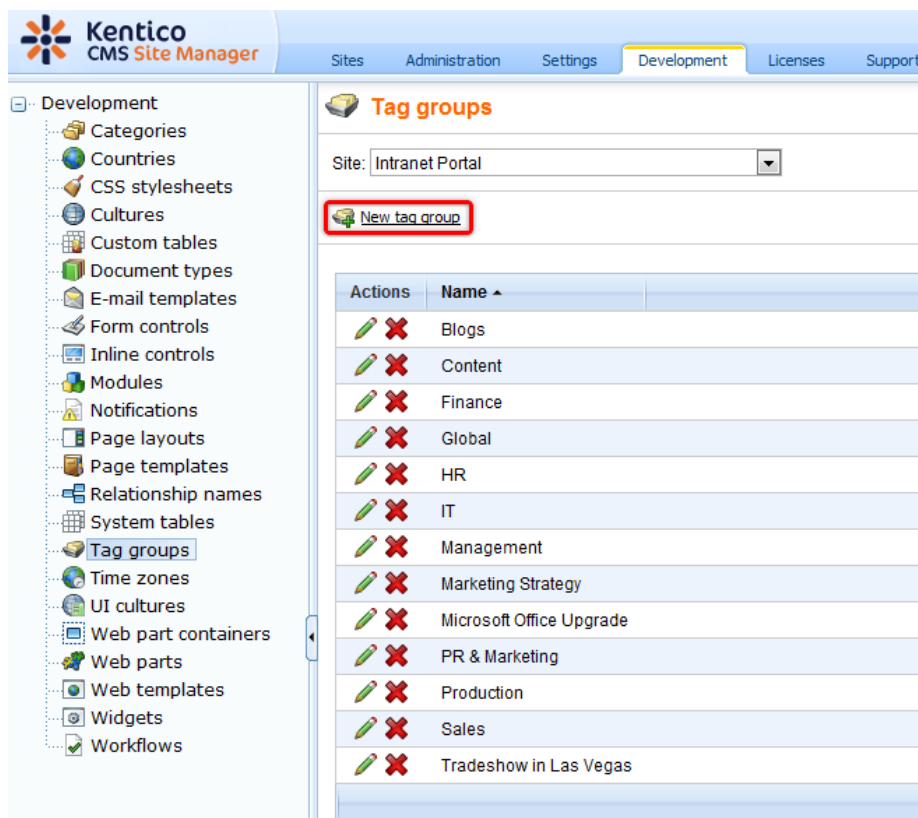
At the bottom of the form is a green 'OK' button.

Click **OK** to create the new forum.

8. Media libraries can be created on the **Media libraries** tab of the same group editing interface. Information about managing media libraries may be found in [Developer's Guide -> Modules -> Media libraries](#). There are no special requirements for defining media libraries under workgroups.



9. Now create the workgroup's tag group, which is intended for the tagging of blog posts under the workgroup's **Blogs** section. For more information about tags, please refer to [Developer's Guide -> Modules -> Tags](#). Go to **Site Manager -> Development -> Tag groups** and click the **New tag group** link.




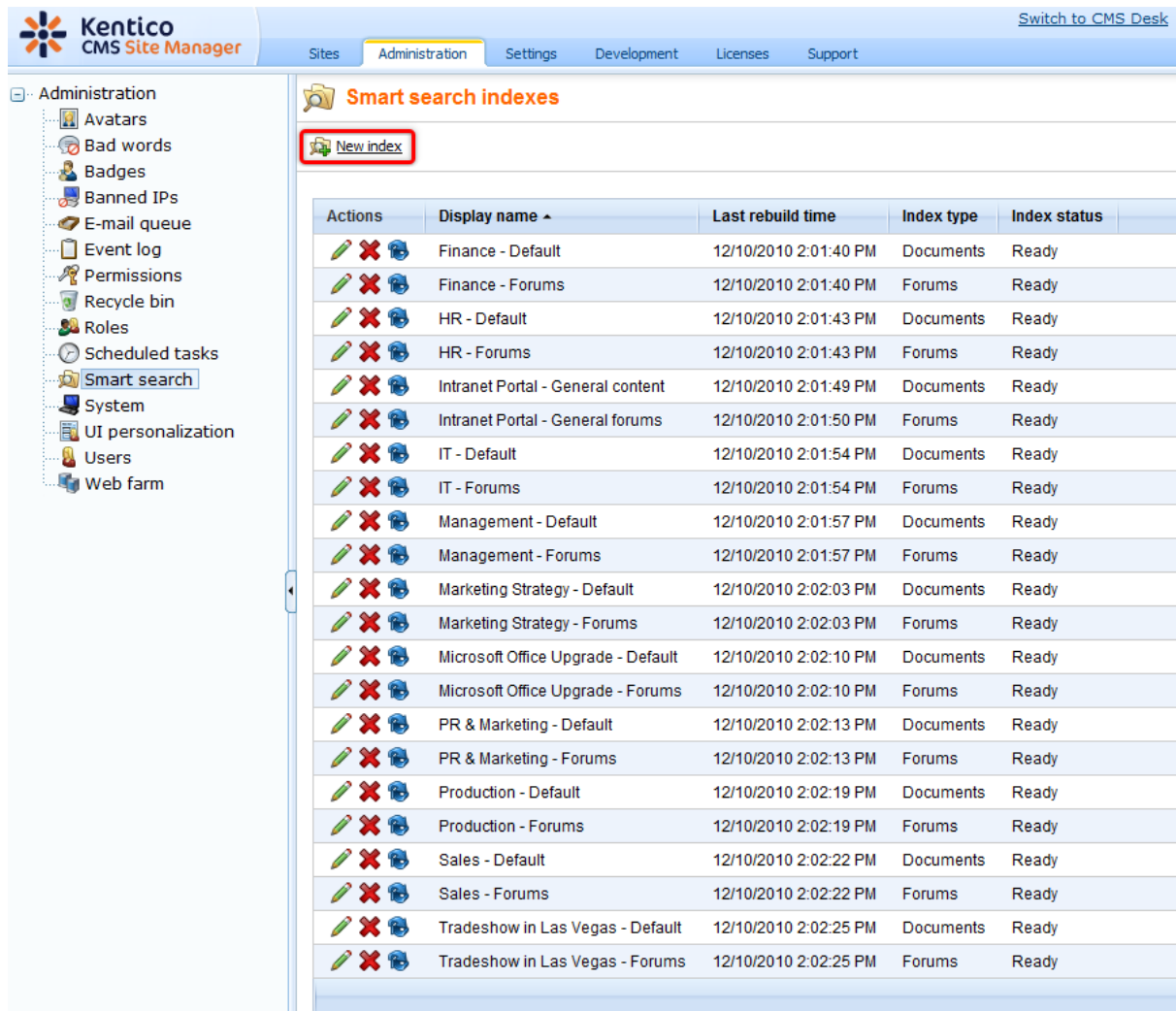
Fill in the **New tag group** form. By default, the display and code names of the tag group are the same as those of the new workgroup, so enter these values.

The tag group also needs to be assigned to the appropriate workgroup documents. Return to **CMS Desk -> Content**, select the **Workgroups/New\_Product\_Line** document from the content tree and switch to its **Properties -> Metadata** tab. Here, uncheck the **Inherit** box under the **Page tag group** drop-down list and select the *New Product Line* tag group.

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Go to Live Site', 'Switch to Site Manager', 'Site: Intranet Portal', and 'User: Global'. The main toolbar contains 'Content management' (New, Delete, Move, Copy, Up, Down) and 'View mode' (Edit, Preview, Live site, List, Search). The left sidebar shows a tree view of the 'Intranet Portal' structure, with 'New Product Line' selected. The right pane shows the 'Properties' tab for the selected page. The 'Page settings' section includes 'Page title' (with an 'Inherit' checkbox), 'Page description' (with an 'Inherit' checkbox), and 'Page keywords' (with an 'Inherit' checkbox). The 'Tags' section has a 'Page tag group' dropdown menu with 'New Product Line' selected, and an 'Inherit' checkbox. Below this is a 'Page tags' input field with a 'Select' button and a hint: 'Enter tags separated with comma. Example: dogs, cats'. A 'Save' button is located at the top of the properties panel.

Click  **Save**. All child documents will inherit this tag group.

10. Next, to ensure that searching within the new workgroup is possible, appropriate smart search indexes must be defined. To learn more about the smart search module, please see [Developer's Guide -> Modules -> Smart search](#). Go to **Site Manager -> Administration -> Smart search** and click the  **New index** link.




The screenshot shows the Kentico CMS Site Manager Administration interface. The left sidebar contains a navigation menu with 'Smart search' selected. The main content area is titled 'Smart search indexes' and features a 'New index' button highlighted with a red box. Below the button is a table listing existing search indexes.

Actions	Display name ^	Last rebuild time	Index type	Index status
	Finance - Default	12/10/2010 2:01:40 PM	Documents	Ready
	Finance - Forums	12/10/2010 2:01:40 PM	Forums	Ready
	HR - Default	12/10/2010 2:01:43 PM	Documents	Ready
	HR - Forums	12/10/2010 2:01:43 PM	Forums	Ready
	Intranet Portal - General content	12/10/2010 2:01:49 PM	Documents	Ready
	Intranet Portal - General forums	12/10/2010 2:01:50 PM	Forums	Ready
	IT - Default	12/10/2010 2:01:54 PM	Documents	Ready
	IT - Forums	12/10/2010 2:01:54 PM	Forums	Ready
	Management - Default	12/10/2010 2:01:57 PM	Documents	Ready
	Management - Forums	12/10/2010 2:01:57 PM	Forums	Ready
	Marketing Strategy - Default	12/10/2010 2:02:03 PM	Documents	Ready
	Marketing Strategy - Forums	12/10/2010 2:02:03 PM	Forums	Ready
	Microsoft Office Upgrade - Default	12/10/2010 2:02:10 PM	Documents	Ready
	Microsoft Office Upgrade - Forums	12/10/2010 2:02:10 PM	Forums	Ready
	PR & Marketing - Default	12/10/2010 2:02:13 PM	Documents	Ready
	PR & Marketing - Forums	12/10/2010 2:02:13 PM	Forums	Ready
	Production - Default	12/10/2010 2:02:19 PM	Documents	Ready
	Production - Forums	12/10/2010 2:02:19 PM	Forums	Ready
	Sales - Default	12/10/2010 2:02:22 PM	Documents	Ready
	Sales - Forums	12/10/2010 2:02:22 PM	Forums	Ready
	Tradeshaw in Las Vegas - Default	12/10/2010 2:02:25 PM	Documents	Ready
	Tradeshaw in Las Vegas - Forums	12/10/2010 2:02:25 PM	Forums	Ready

First, create the index for regular workgroup documents by entering the following values into the **New search index** form:

- **Display name** - the name of the index used in the administration interface. The standard format for this name is *<Display name of the indexed workgroup> - Default*, for example *New Product Line - Default*. This format is used when a workgroup search index is created automatically, but it is not strictly necessary.
- **Code name** - a unique name used to identify the index. It **must** be in format *default\_group\_<GUID of the indexed workgroup>* in order for the index to be applied to the given workgroup.
- **Analyzer type** - leave the default value.
- **Stop words** - leave the default value.
- **Index type** - select *Documents*.
- **Assign index to website Intranet Portal** - leave this box checked.

 **New search index**

[Search indexes](#) ▶ New index

Display name:


Code name:

Analyzer type:


Stop words:

Index type:

Assign index to website Intranet Portal

Click **OK**. Now switch to the **Index** tab of the newly created index, click the  **Add allowed content** link and fill in the displayed form according to the following information:

- **Path** - the path to the documents that should be indexed. For this example, either manually enter */Workgroups/New\_Product\_Line/%* or click the *Select* button and choose the */Workgroups/New\_Product\_Line* node with the *Only sub-items* box checked.
- **Document types** - the document types that should be indexed. It is recommended to leave this field empty to allow all types of workgroup content to be indexed.
- **Including ad-hoc forums, Including blog comments, Including message boards** - these fields determine what types of additional content should be indexed. When a workgroup index is created automatically, these fields are disabled, but you may set them as required. Please note, the forums contained by default Intranet Portal workgroups are not ad-hoc forums, they are pre-defined and thus require their own search index as shown in the next step.

 **Smart search indexes**

[Smart search indexes](#) ▶ New Product Line - Default

General **Index** Sites Cultures

[Item list](#) ▶ New allowed item

Path:


Document types:

*Leave the field empty if you wish to choose all document types.*

Including ad-hoc forums:

Including blog comments:


Including message boards:

Click **OK**. Switch to the **Cultures** tab and add the culture(s) used by your website. Finally, return to the **General** tab and  **Rebuild** the index.

11. In a similar fashion, a second search index must be added to allow searching of the workgroup's forums. To do this, go back to the **Smart search indexes** list, click the  **New index** link again and enter the following values into the form:

- **Display name** - the name of the index used in the administration interface. The standard format for this name is *<Display name of the indexed workgroup> - Forums*, for example *New Product Line - Forums*. This format is used when a workgroup search index is created automatically, but it is not strictly necessary.

- **Code name** - a unique name used to identify the index. It **must** be in format *forums\_group\_<GUID of the indexed workgroup>* in order for the index to be applied to the given workgroup.
- **Analyzer type** - leave the default value.
- **Stop words** - leave the default value.
- **Index type** - select *Forums*.
- **Assign index to website Intranet Portal** - leave this box checked.

 **New search index**

[Search indexes](#) ▶ New index

---

Display name:


Code name:


Analyzer type:  ▼

Stop words:  ▼

Index type:  ▼

Assign index to website Intranet Portal

Click **OK**. Switch to the **Index** tab of the new index and click the  **Add allowed forums** link. Use the **Site name** drop-down list to select your Intranet Portal website. Now enter a string in the following format into the **Forums** field: *\*\_group\_<GUID of the indexed workgroup>*. The asterisk character (\*) serves as a wildcard, ensuring that all forums under the specified workgroup using the correct code name format (as specified in step 7) are indexed. The **Select** button cannot be used to assign the index to workgroup forums.

 **Smart search indexes**

[Smart search indexes](#) ▶ New Product Line - Forums

---

General **Index** Sites

---

[Item list](#) ▶ New allowed item

---

Site name:  ▼

Forums:

*Leave the field empty if you wish to choose all forums on the selected site.*

Click **OK**. Now return to the **General** tab and  **Rebuild** the index.

### Please keep in mind

When a workgroup is deleted, its search indexes will remain in the system and must be removed manually.

12. The workgroup and its associated objects are now created. If you go to the live site, you should see it listed under the **Workgroups** section of the portal, as depicted below. If you open the workgroup, all sections should be fully functional (but without any content).

Kentico Intranet Solution

Global Administrator : Sign Out My Dashboard How To

You have: 0 unread messages

Home Company Departments **Workgroups** Documents News Events Media Blogs Forums Employees

Workgroups

## Workgroups

[Create a new workgroup](#)

MY WORKGROUPS

You are not currently in any workgroup.

ALL WORKGROUPS

Sort by: Workgroup name Created Search

**New Product Line**  
The purpose of this workgroup is to prepare our new ...

**Tradeshaw in Las Vegas**  
Workgroup to prepare our presentation for the upcoming...

**Microsoft Office Upgrade**  
This workgroup contains sample data. Its mission is ...

**Marketing Strategy**  
Workgroup to review and update our current marketing...

## 4.5 Customizing workgroups

It is possible to customize the website sections dedicated to workgroups by adding new documents, deleting unwanted documents or modifying existing ones. This can be done at two levels:

- [Customizing all workgroups](#)
- [Customizing one specific workgroup](#)



### Relocating and renaming default workgroup sub-pages

The configuration of many web parts and widgets used within the sections dedicated to workgroups and certain other settings are dependent on the alias paths of particular workgroup sub-pages. Therefore, it is not recommended to change the default alias paths.

In case that this is absolutely necessary, please refer to the [Customizing the portal -> Modifying structure of the website](#) topic for more details on how this can be achieved.

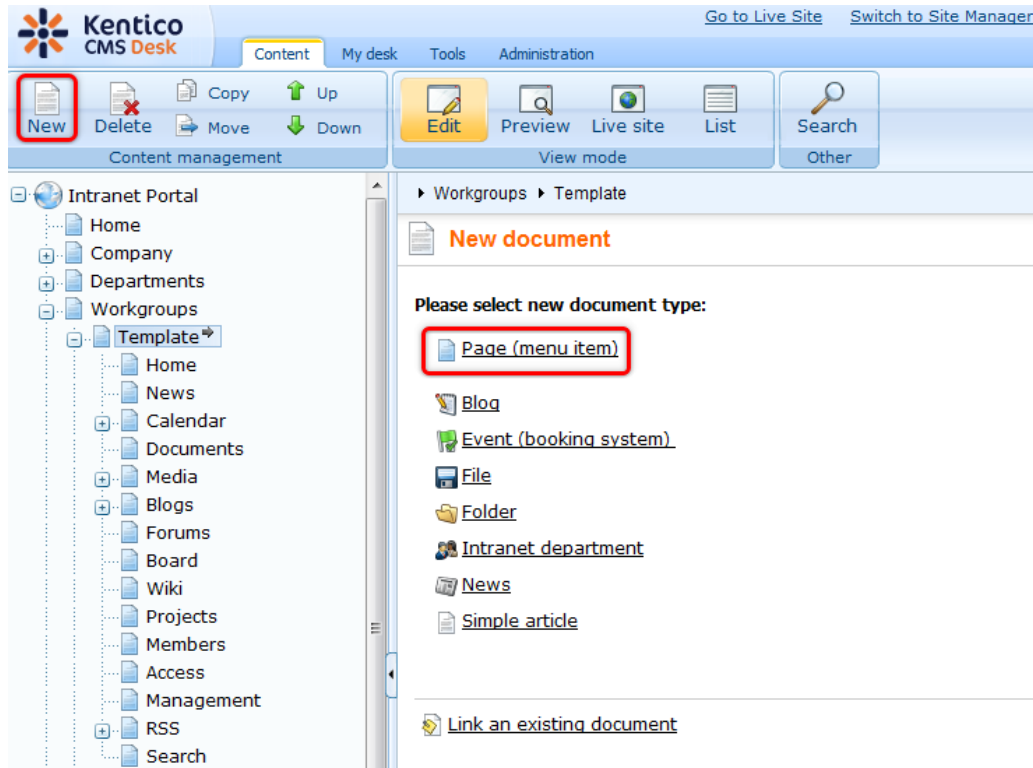
## Customizing all workgroups

If you wish to customize a document for all workgroups, you can perform the required change by adding, removing or configuring the web parts of the given document on the **Content -> Edit -> Design** tab of **CMS Desk**. The default documents of all workgroups share common [page templates](#), so changes made to a document under any existing workgroup or to the documents under the **Workgroups/Template** node will immediately affect every workgroup.

When altering the workgroup document structure by adding or deleting a document, the change needs to be carried out under the **Template** node. This will ensure that all new workgroups are created with the updated document structure. Customization of this type does not affect existing workgroups and must be performed for each one individually to ensure uniformity across all workgroups.

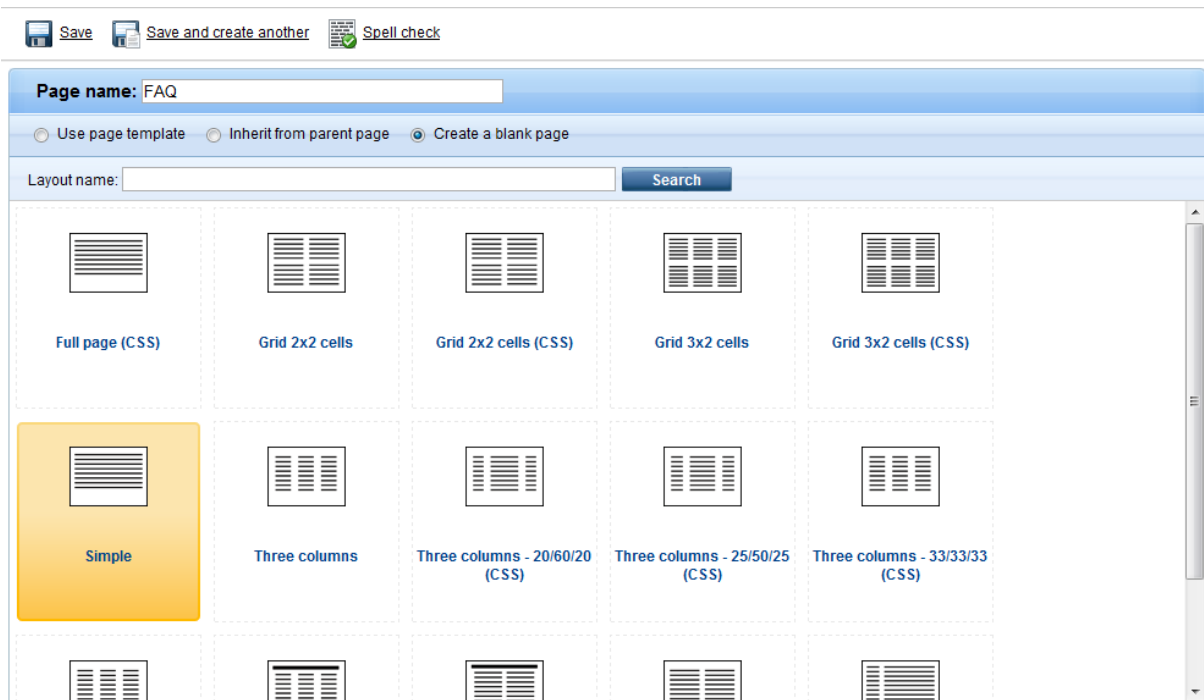
The following example will demonstrate how to add a simple **FAQ** page to the workgroup **Template**:

1. Log on to **CMS Desk** and on the **Content** tab, select the **Workgroups/Template** document in the content tree. Click the **New** button above the tree. When the **New document** dialog appears, select the **Page (menu item)** document type.

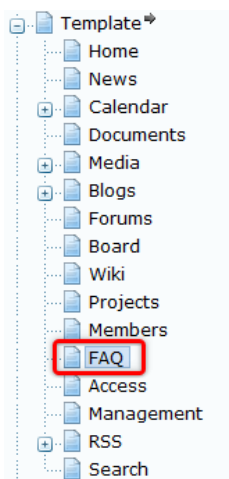


2. In the following dialog, enter *FAQ* into the **Page name** field and choose to **Create a blank page** using the **Simple** layout (in a real-world scenario, you may use any other page template according to your specific needs). Finally, click **Save** to create the new document.

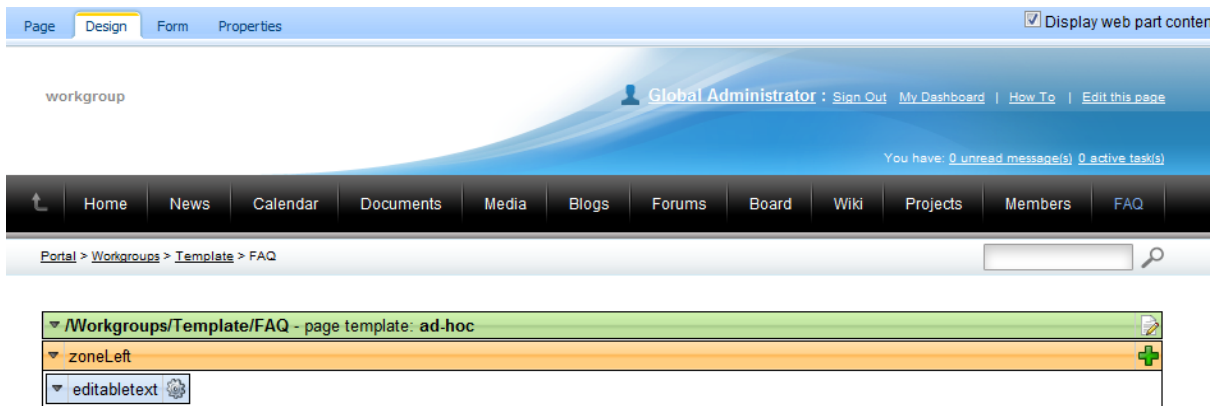




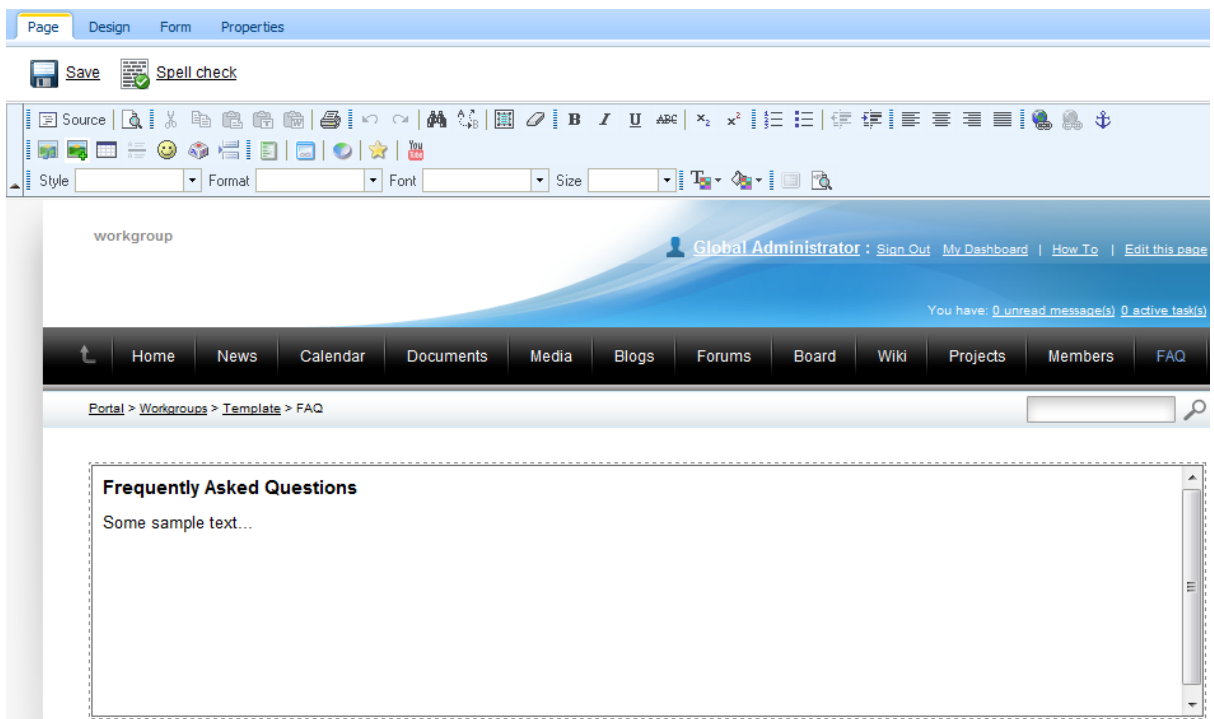
3. The document will be added as the first item under the **Template** node. Because the document order in the content tree determines the position of the given page in the workgroup navigation menu, you will probably want to move the **FAQ** document further down. Drag and drop it to the desired position in the content tree.




4. Now switch to the **Design** tab of the editing interface and add (+) a **Text -> Editable text** web part to the only zone on the page. Leave the properties of the new web part in their default state.

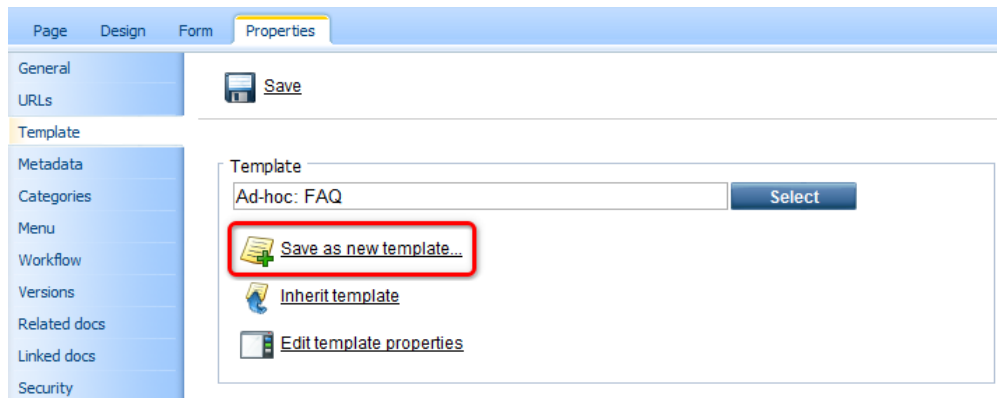


5. Go to the **Page** tab and add the actual text content to the page. For the purposes of this example, you can just add some sample text as shown below. Click **Save** when you are done.



6. At this point, the document uses an ad-hoc page template. To ensure that modifications made to a single **FAQ** page will be reflected on the **FAQ** pages of other workgroups, the ad-hoc template needs to be saved as a new regular page template. To do this, go to the **Properties -> Template** tab and click

the  **Save as new page template** action.



In the **Save as new page template** dialog which pops-up, enter the following details:

- **Template display name:** *Intranet Portal - Workgroup FAQ*
- **Template code name:** *IntranetPortal.WorkgroupFAQ*
- **Template category:** *Intranet Portal*
- **Template description:** enter some text describing the page template.

Click **OK**. This ensures that future workgroups all use the same template for the **FAQ** page.

7. Now the document is complete. All new workgroups will now be created with a **FAQ** page. If you want this page to be present in all workgroups, the document will have to be added to all existing workgroups individually. However, the process is now easier since the page template created in the previous step can be selected directly when creating the document.

## Setting the default widget layout on the Home page

A special type of customization may be performed on the **Home** document of every workgroup. If you select this document under one of the sample workgroups and switch to the **Design** tab, you will see that it contains two widget zones: **zoneLeftBottom** and **zoneRightWidgets**.

The screenshot displays the Microsoft Office Upgrade workgroup home page in Design mode. The page features a navigation menu with links for Home, News, Calendar, Documents, Media, Blogs, Forums, Board, Wiki, Projects, and Members. The content area is organized into zones: zoneTop, zoneLeft, zoneRight, zoneLeftBottom, and zoneRightWidgets. The 'zoneLeftBottom' and 'zoneRightWidgets' zones are highlighted with red boxes. The 'zoneLeftBottom' zone contains a 'Workgroup\_LatestNews' widget with two news items: 'KICK-OFF MEETING ON MONDAY | 11/5/2010' and 'WELCOME TO THE MICROSOFT OFFICE UPGRADE WORKGROUP! | 11/3/2010'. The 'zoneRightWidgets' zone contains a 'Workgroup\_QuickLinks' widget with links for My profile, Edit my profile, My messages, My invitations, My tasks, Create a new workgroup, Join the workgroup, Manage the workgroup, and Invite to workgroup.


These zones are customizable directly on the live site by workgroup administrators, as described in [Intranet User's Guide -> Workgroups -> Modifying a workgroup home page](#). On the **Design** tab, the widgets in these two zones may be handled in the same way as web parts. However, any changes made in the widget zones will only affect the *default* layout of the widgets. Modifications made for a specific workgroup by a workgroup administrator will not be overridden and will still be displayed on the live site.

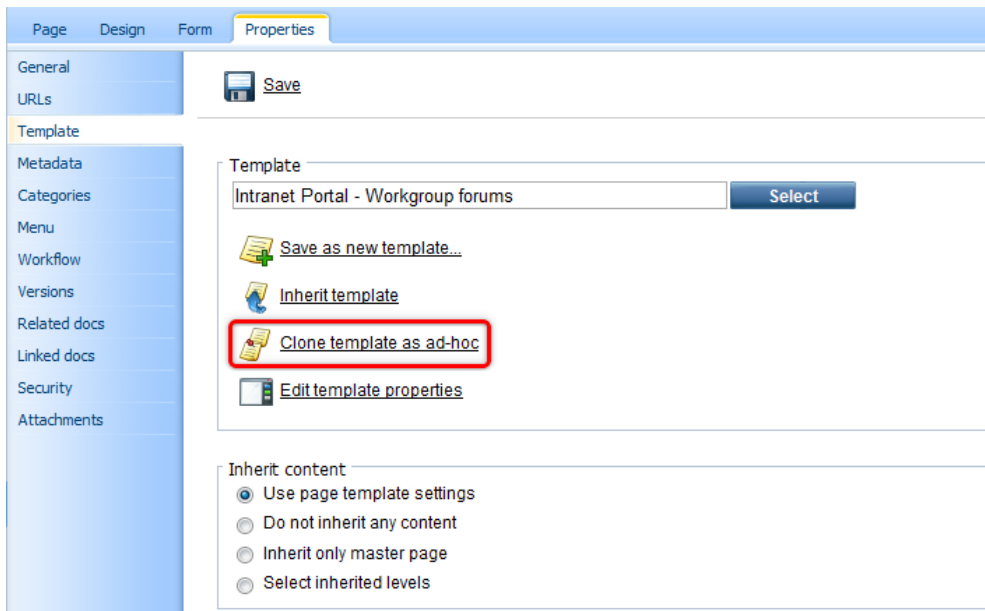
A full widgets reference may be found in [Developer's Guide -> Development -> Widgets](#).

## Customizing a specific workgroup

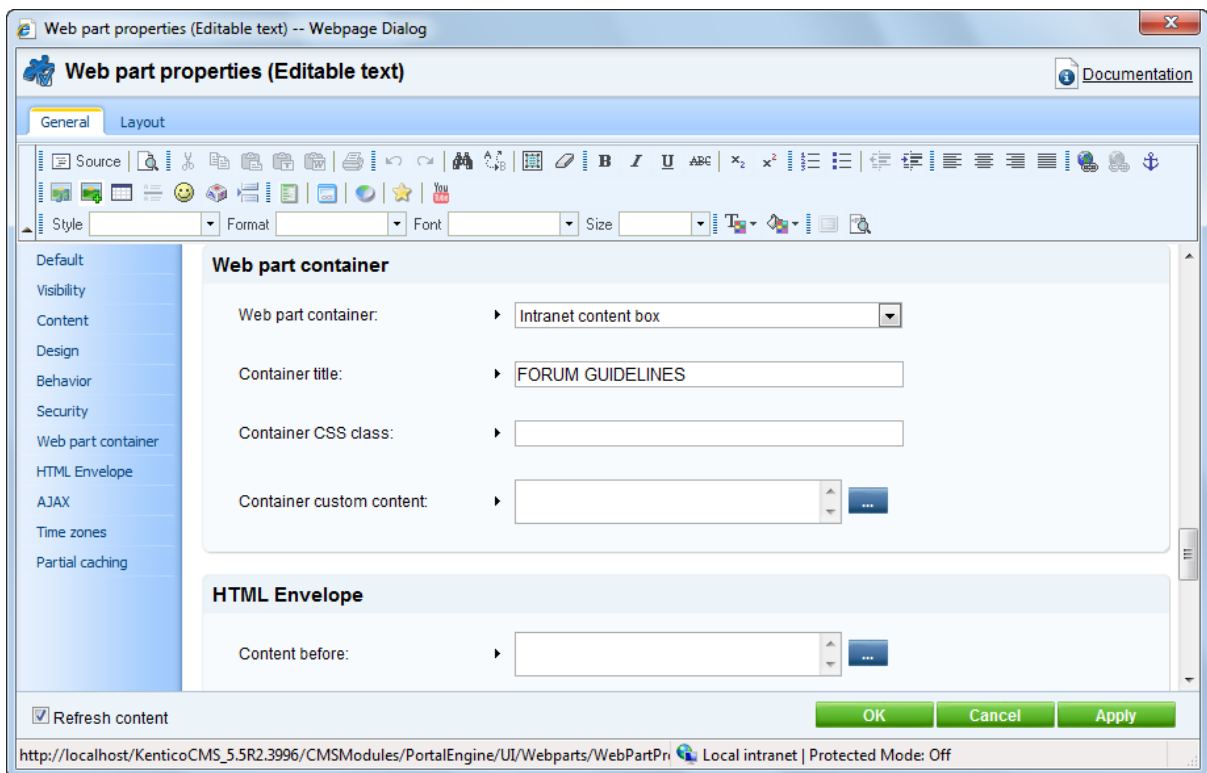
When modifying only one specific workgroup, documents may be added or deleted without influencing other workgroups. However, if you need to alter one of the existing default documents, certain additional steps need to be taken due to the fact that workgroups share page templates. This is demonstrated in the following example:

1. Log on to **CMS Desk** and on the **Content** tab, select the **Workgroups/Microsoft\_Office\_Upgrade/**

**Forums** document in the content tree. Switch to the **Properties -> Template** tab and click  **Clone as ad-hoc**. This creates a separate copy of the page template used by the **Forums** page and any modifications will now only affect the document under the given workgroup.



2. Now switch to the **Design** tab and add (+) a **Text -> Editable text** web part. In the **Web part properties** dialog, select the *Intranet content box* option for the **Web part container** property and enter *Forum Guidelines* as the **Container title**.



Click **OK** and move the new web part above the existing **WorkgroupForumList** web part.

3. Go to the **Page** tab and add some text content into the region above the displayed forums. For the purposes of this example, you can just add some sample text as shown below. Click **Save** when you

are done.

The screenshot shows the Kentico CMS editor interface for the Microsoft Office Upgrade workgroup forums page. The editor includes a menu bar (Page, Design, Form, Properties) and a toolbar with various editing tools. The main content area displays the forum page layout, including a navigation menu (Home, News, Calendar, Documents, Media, Blogs, Forums, Board, Wiki, Projects, Members) and a search bar. The forum page content includes a 'FORUM GUIDELINES' section with a text area containing 'Sample forum guidelines...'. The right sidebar shows 'LATEST POSTS' with three entries: 'RE:How is the upgrade going? | 11/8/2010'.

4. Once you are finished, go to the live site, open the **Microsoft Office Upgrade** workgroup's website section and view the **Forums** page. You should see the text that you entered displayed above the forums, enclosed in the specified container.


The screenshot shows the live site for the Microsoft Office Upgrade workgroup forums page. The page layout is consistent with the editor view, but the 'FORUM GUIDELINES' section now displays the text 'Sample forum guidelines...' as intended. The forum table shows a thread titled 'General discussion' with 3 threads and 13 posts, posted by BradS on 11/8/2010 7:18:12 PM. The right sidebar shows 'LATEST POSTS' with three entries: 'RE:How is the upgrade going? | 11/8/2010'.

Forum	Threads	Posts	Last post
Microsoft Office Upgrade forums			
General discussion	3	13	BradS (11/8/2010 7:18:12 PM)

---

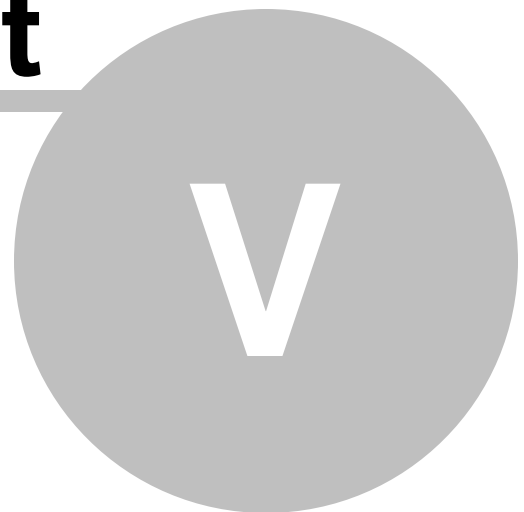
If you check the **Forums** page of any other workgroup, you will see that it is not modified.

5. In case you wish to re-use this modified page template for other workgroups, go back to **CMS Desk -> Content**, select the **Workgroups/Microsoft\_Office\_Upgrade/Forums** document again and return to

the **Properties -> Template** tab. This time, click  **Save as new template**, which will allow you to create a new permanent page template identical to the one used by this document that can be assigned to any other document.

**Part**

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**Project management**

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## 5 Project management

### 5.1 Project management overview

Project management is a tool that helps organize work and keep track of its progress on the Intranet Portal website. This is achieved by using objects called *projects* that represent a planned activity with a specific goal. Projects contain objects called *tasks* that are individually assigned to specific users. Tasks do not necessarily have to be a part of any project and may also be created and assigned individually. These types of tasks are referred to as *personal tasks*. Every project and task has a set of properties that are used to define its goal, time frame, priority, current status and other characteristics.

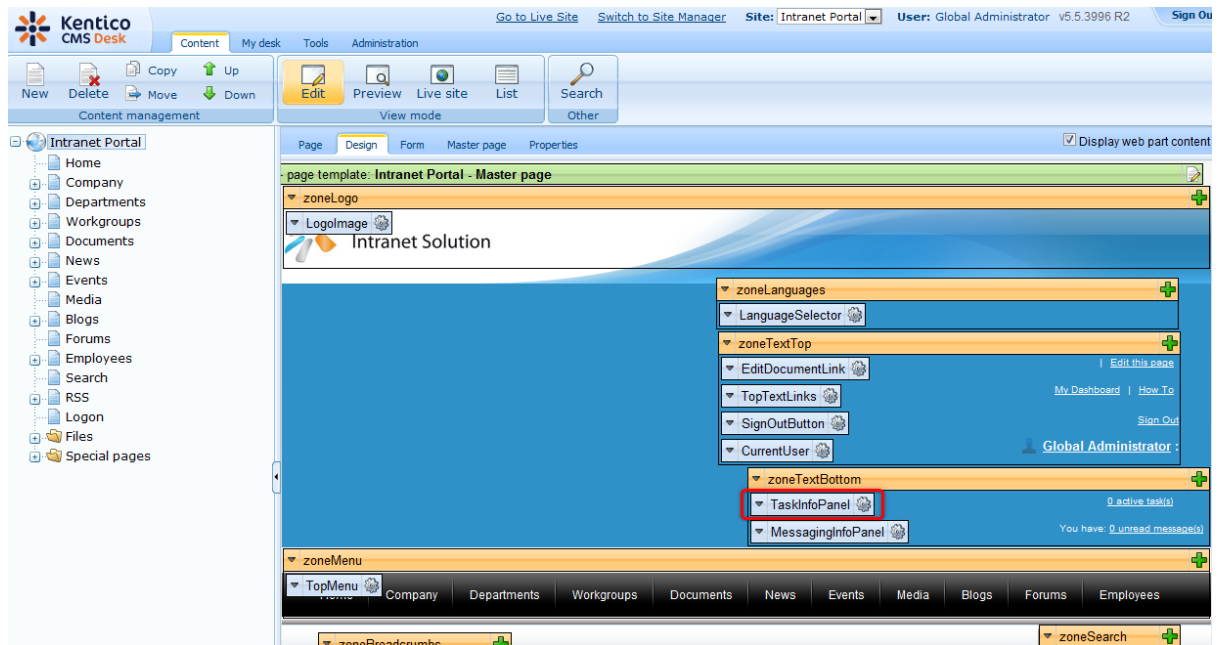
An overview of project management and examples of use on the Intranet Portal from the live site perspective can be found in [Intranet User's Guide -> Project Management](#). A full reference for the module is located in [Developer's Guide -> Modules -> Project Management](#).

Projects can be created, viewed and managed either on pages (documents) containing the **Project list** web part or through the administration interface. When a project is created on a certain document, it is bound to that specific document. Projects may only be accessed on the document that they are bound to. There are several types of projects available on the Intranet Portal:

- [Department projects](#)
- [Workgroup projects](#)
- [Ad-hoc projects](#)

The website also uses other types of web parts and widgets that allow users to interact with projects and tasks. These web parts may be configured (⚙️) as necessary. Information about all project management web parts and their properties can be found in [Developer's Guide -> Modules -> Project Management -> Project management web parts and widgets](#).

The master page of the website and individual master pages of departments and workgroups contain the **Task info panel** web part. This web part displays the amount of active tasks that are assigned to the current user and serves as a direct link to a page showing task details (this document is described below). Due to being placed on the master pages, the web part is available in the header of all pages.



Further project management web parts can be found on the **Employees/Management/My projects and tasks** document, which implements a part of the employee profile. Here, projects and tasks relevant to the current user can be seen. The web parts on this document also allow users to create new personal tasks.

The screenshot shows the Kentico CMS Desk interface. The left sidebar contains a navigation tree for 'Intranet Portal' with categories like Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs, Forums, Employees, My dashboard, Profile, Management, Invitations, Messages, My projects and tasks, Search, RSS, Logon, Files, and Special pages. The main content area is titled 'My projects and tasks' and is divided into three sections:

- MyProjects:** A table showing project progress.
 

Progress	Name	Deadline	Owner	Status
52%	Microsoft Office Upgrade	11/30/2010 7:41:33 PM	Brad Summers (BradS)	🟢
38%	Network Upgrade		Brad Summers (BradS)	🟢
- TasksAssignedToMe:** A section for tasks assigned to the user, including a 'New personal task' button and a table.
 

Actions	Title	Deadline	Owner	Project	Priority	Status
🔍 ⬆ ⬇	RFP preparation		Brad Summers (BradS)	Network Upgrade	Normal	🟢
🔍 ⬆ ⬇	Vendor Selection		Brad Summers (BradS)	Network Upgrade	Normal	⚠️
- TasksOwnedByMe:** A section for tasks owned by the user, including a 'New personal task' button and a table.
 

Actions	Title	Deadline	Project	Priority	Status
🔍 ⬆ ⬇	Perform upgrade on all machines	11/25/2010 12:00:00 AM	Microsoft Office Upgrade	Normal	🟢
🔍 ⬆ ⬇	Verify installed Office versions	11/15/2010 10:00:00 AM	Microsoft Office Upgrade	Normal	🟢

Alternatively, users with access to **CMS Desk** may also view their tasks and projects under the various tabs at **My Desk** -> **My Projects and tasks**.

The screenshot shows the Kentico CMS Desk interface from the 'My desk' perspective. The left sidebar contains a navigation tree for 'My desk' with categories like My profile, My blogs, My messages, My friends, and My projects and tasks. The main content area is titled 'My projects and tasks' and contains a table of tasks.

Actions	Title	Progress	Estimate (hours)	Owner	Deadline	Project	Priority	Status
🔍 ⬆ ⬇	RFP preparation	50%	0	Brad Summers (BradS)		Network Upgrade	Normal	🟢
🔍 ⬆ ⬇	Vendor Selection	10%	0	Brad Summers (BradS)		Network Upgrade	Normal	⚠️

Items per page: 25

## Project management general configuration

There are several possible configuration options that affect all types of projects and tasks. The statuses

and priorities that can be set for projects or tasks may be defined on the **Configuration** tab of the **CMS Desk -> Tools -> Project management** interface.

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'Tools' menu is expanded, showing 'Project management' selected. The 'Project management' configuration page is displayed, with the 'Configuration' tab active. The 'Project statuses' table is shown below.

Actions	Name	Color	Icon	Is not started status	Is finish status	Enabled
	Not started			Yes	No	Yes
	On track			No	No	Yes
	At risk			No	No	Yes
	Critical			No	No	Yes
	Canceled			No	No	Yes
	Finished			No	Yes	Yes

Additional settings may also be specified at **Site Manager -> Settings -> Project management** as described in [Developer's Guide -> Modules -> Project management -> Settings](#).

To ensure that users are aware of task assignments or any events related to tasks they are involved with, project management uses a system of notification e-mails that are automatically sent when required. The format of these e-mails is based on specific [e-mail templates](#), which may be customized at **Site Manager -> Development -> E-mail templates**. The following project management templates are available:

- **Project Management - New task** - sent when a new task is assigned to the user.
- **Project Management - Changed task** - sent when an assigned or owned task is in some way modified.
- **Project Management - Overdue task** - sent when an assigned task reaches its deadline before it is finished.
- **Project Management - Task reminder** - sent when the **Send reminder** () button is used for an assigned task.

## 5.2 Department projects

Each Intranet Portal department has a dedicated sub-section, where its projects can be managed from the live site by users with access to the department. For departments using the default structure, this functionality is provided by the **Project list** web part on the **Projects** document.

The screenshot shows the Kentico CMS Desk interface. The left sidebar displays a tree view of the Intranet Portal structure, including Home, Company, Departments (Finance, HR, IT), News, Calendar, Documents, Media, Blogs, Forums, Wiki, Projects, Members, RSS, Search, Management, Marketing, Production, Sales, and Template. The main content area shows the 'IT department' page with a navigation menu (Home, News, Calendar, Documents, Media, Blogs, Forums, Wiki, Projects, Members) and a table of projects.

Actions	Name	Deadline	Owner	Status	Progress
	Network Upgrade		Brad Summers (BradS)		<div style="width: 38%;"></div> 38%

Projects from all departments and their tasks can be administered at **CMS Desk -> Tools -> Project Management**.

The screenshot shows the 'Project management' tool interface in Kentico CMS Desk. The left sidebar lists various tools, with 'Project management' highlighted. The main content area shows the 'Project management' tool with tabs for 'Projects', 'Tasks', and 'Configuration'. A 'New project' button is visible, and a table displays project details.

Actions	Name	Deadline	Owner	Status	Progress
	Network Upgrade		Brad Summers (BradS)		<div style="width: 38%;"></div> 38%

In order for department projects to be available on the live site, their **Project page** property must contain the path to the document where they should be displayed, for example `/Departments/IT/Projects`. The value of this property can be set during the creation of a new project or when editing () an existing project on its **General** tab.

The screenshot displays the 'Project management' interface. At the top, there are tabs for 'Projects', 'Tasks', and 'Configuration'. Below this, the breadcrumb 'Projects > Network Upgrade' is shown, followed by sub-tabs for 'Tasks', 'General', and 'Security'. The 'General' tab is active, showing the following fields:

- Display name:** Network Upgrade
- Code name:** Network\_Upgrade\_general\_5986a4fa-9968-428f-b03
- Project goal:** Plan for a major upgrade of our network infrastructure.
- Start date:** [Empty] Now
- Deadline:** [Empty] Now
- Progress:** 38% (indicated by a green progress bar)
- Owner:** Brad Summers (BradS) [Select] [Clear]
- Status:** On track [Dropdown]
- Project page:** /Departments/IT/Projects [Select] [Clear] (This field is highlighted with a red box in the original image)
- Allow task ordering:**

An 'OK' button is located at the bottom of the form.

If you customize the website and create a document containing the **Project list** web part outside of a department somewhere on the global part of the portal, the projects created there will also be available at this location.

A full reference for the project management module can be found in [Developer's Guide -> Modules -> Project Management](#).

## 5.3 Workgroup projects

Project management is also integrated into workgroups. Workgroup projects only operate within the scope of the workgroup that they belong under, which means that tasks can only be assigned to workgroup members, project security settings can be configured for workgroup roles instead of global site roles etc.

Similar to departments, each workgroup has a dedicated sub-section, where its projects can be managed from the live site by users with access to the workgroup. For workgroups using the default structure, this functionality is provided by the **Project list** web part on the **Projects** document.

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The left sidebar shows a tree view of the site structure, including 'Intranet Portal', 'Company', 'Departments', 'Workgroups', and 'Microsoft\_Office\_Upgrade'. The main content area displays the 'Microsoft Office Upgrade' workgroup page. The page has a header with the workgroup name and a navigation menu. Below the header, there is a table of projects with the following data:


Actions	Name	Deadline	Owner	Status	Progress
	Microsoft Office Upgrade	11/30/2010 7:41:33 PM	Brad Summers (BradS)		52%

All projects associated with a workgroup can be accessed by editing the given workgroup via the **CMS Desk** -> **Tools** -> **Groups** interface and switching to the **Projects** tab.

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The left sidebar shows a tree view of the site structure, including 'Tools', 'Abuse report', 'BizForms', 'Blogs', 'Booking system', 'Content staging', 'Custom tables', 'E-commerce', 'File import', 'Forums', 'Groups', 'Media libraries', 'Message boards', 'Newsletters', 'Polls', 'Project management', 'Reporting', and 'Web analytics'. The main content area displays the 'Group properties' page for the 'Microsoft Office Upgrade' workgroup. The page has a header with the workgroup name and a navigation menu. Below the header, there is a table of projects with the following data:

Actions	Name	Deadline	Owner	Status	Progress
	Microsoft Office Upgrade	11/30/2010 7:41:33 PM	Brad Summers (BradS)		52%

In order for workgroup projects to be available on the live site, their **Project page** property must contain the path to the document where they should be displayed, for example */Workgroups/Microsoft\_Office\_Upgrade/Projects*. The value of this property can be set during the creation of a new project or when editing () an existing project on its **General** tab.

 **Group properties**

Groups ▸ Microsoft Office Upgrade

General Security Members Roles Forums Media libraries Message boards Polls **Projects**


Projects ▸ Microsoft Office Upgrade


Tasks **General** Security

Display name:

Code name:

Project goal:

Start date:   Now

Deadline:   Now

Progress:

Owner:

Status:


Project page:

Allow task ordering:

A full reference for the project management module can be found in [Developer's Guide -> Modules -> Project Management](#).

## 5.4 Ad-hoc projects


Site administrators or developers may create projects for their own purposes directly in **CMS Desk -> Tools -> Project Management**, without specifying any document to which the projects should be bound. Projects of this type may only be managed through the administration interface and are not visible on the live site.







 **Kentico CMS Desk** Go to Live Site Switch to Site Manager Site: Intranet Portal ▾

Content My desk **Tools** Administration

**Project management**

Projects Tasks Configuration

 New project

Actions	Name	Deadline	Owner	Status	Progress
 	Network Upgrade		Brad Summers (BradS)		<input type="text" value="38%"/>
 	Sample ad-hoc project		Global Administrator (administrator)		<input type="text" value="0%"/>

Tools

- Abuse report
- BizForms
- Blogs
- Booking system
- Content staging
- Custom tables
- E-commerce
- File import
- Forums
- Groups
- Media libraries
- Message boards
- Newsletters
- Polls
- Project management**
- Reporting
- Web analytics



The difference between these ad-hoc projects and standard projects is that the value of their **Project page** property is empty.

**Project management**

Projects Tasks Configuration

Projects ▶ Sample ad-hoc project

Tasks General Security

Display name:

Code name:

Project goal:

Start date:  Now

Deadline:  Now

Progress:

Owner:

Status:

**Project page:**

Allow task ordering:

Tasks under ad-hoc projects are shown normally by the appropriate web parts and widgets and in **CMS Desk -> My desk -> My projects and tasks**.

Ad-hoc projects may be converted to projects visible on the website simply by entering the path to a document containing the **Project list** web part into their **Project page** property, which can be set when editing (✎) a project on its **General** tab.

A full reference for the project management module can be found in [Developer's Guide -> Modules -> Project Management](#).

**Part**

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**VI**

**Document libraries**

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## 6 Document libraries

### 6.1 Document libraries overview








Document libraries provide live site users with a convenient way of files storage on the intranet, without the need to access the user interface of the system. These libraries are located at three places on the portal:

- In the global section.
- In each department's dedicated website section.
- In each workgroup's dedicated website section.

In [Intranet User's Guide -> Document libraries](#), you can find a detailed overview of the document libraries on the portal and instructions on how they can be used by live site users.

A full reference on the **Document library** module is located in [Developer's Guide -> Modules -> Document library](#). The chapter contains examples based on the **Intranet Portal** website, including a step-by-step guide on creating a new document library, so please refer to it in case that you are looking for this type of information.

 New document  Library permissions

Document name	Modified	Workflow step
▼  Dress Code	10/15/2010 2:50:48 PM	Published
▼  Equal Opportunities	10/15/2010 2:50:52 PM	Published
▼  Intellectual Property Policy	10/15/2010 2:50:56 PM	Published
▼  Network and Software Use	10/15/2010 2:51:01 PM	Published
▼  Our Core Values	10/15/2010 2:51:05 PM	Published
▼  Travel Expense Report	10/15/2010 2:51:09 PM	Published
▼  Travel Expense Reporting	10/15/2010 2:51:12 PM	Published

**Part**

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**VII**

**Other features**

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## 7 Other features

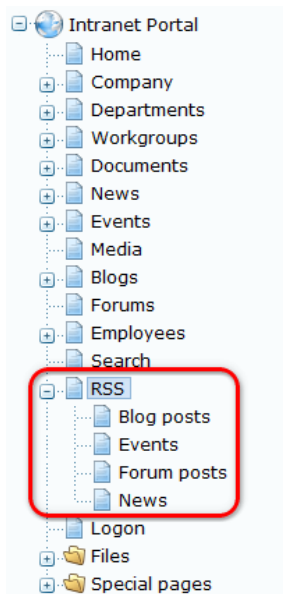
### 7.1 RSS feeds

The portal contains numerous RSS feeds of **blog posts**, **events**, **forum posts** and **news** published in the portal's global section and in each department's and workgroup's dedicated website section. The feeds are created using web parts of the **Syndication** module. A full reference on the module can be found in [Developer's Guide -> Modules -> Syndication](#). In [Intranet User's Guide -> Other features -> RSS feeds](#), you can find a detailed summary of the available feeds and an explanation of how the feeds can be used by live site users.

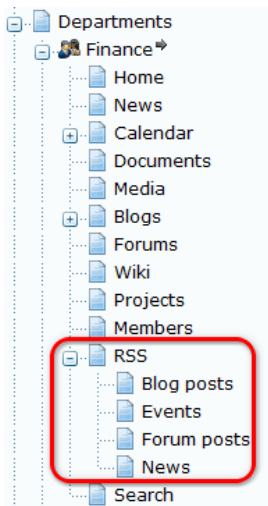
#### RSS feeds in the content tree

The RSS feeds are provided by a set of dedicated special pages. These special pages can be found at three locations:

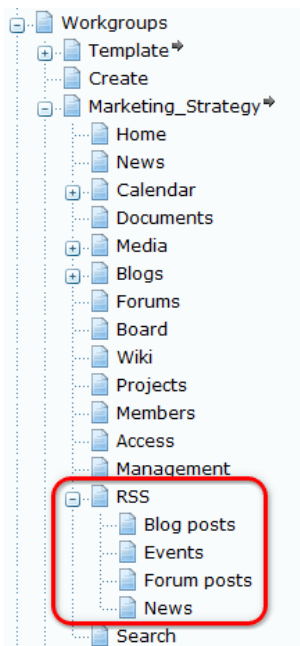
1) RSS feed pages for the content of the portal's global section are located under the **RSS** document in the root of the content tree, as depicted below.



2) RSS feed pages for content of particular department sections are located under the **RSS** document in each department's dedicated website section.



3) RSS feed pages for content of particular workgroup section are located under the **RSS** document in each workgroup's dedicated website section.



## RSS feed web part configuration

RSS pages of news, event and blog post feeds contain two interconnected web parts: a **Documents data source** and an **RSS repeater**.

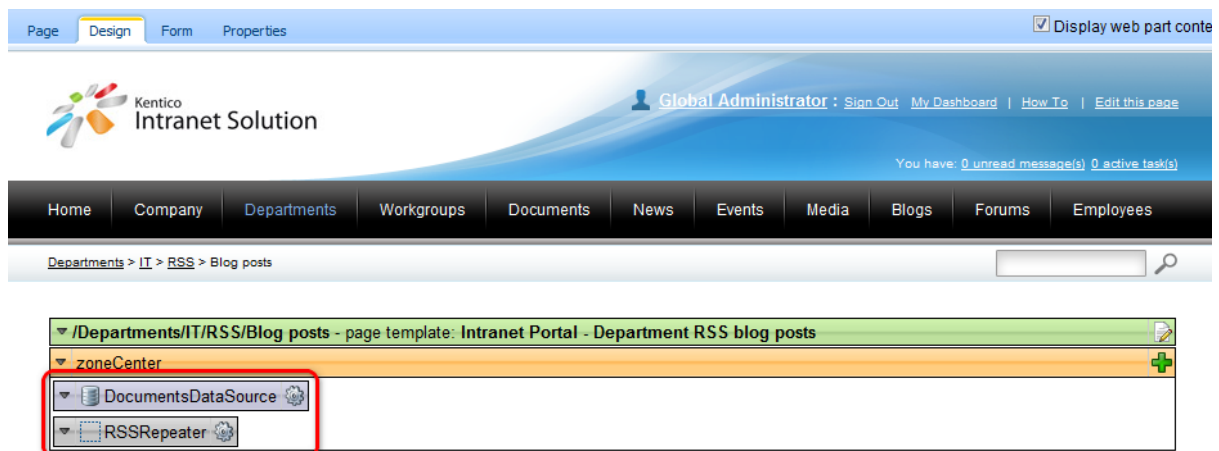
The **Documents data source** is used to retrieve data records for the feed from the system's database and provide them to the **RSS repeater**. From all its properties, the following are configured to ensure the required functionality (the sample values are taken from the **Departments/IT/RSS/Blog posts** page):

- **Web part control ID:** *DocumentsDataSource*; code name of the data source (used for connection to the RSS repeater).

- **Path:** *{%cmscontext.currentdepartment.nodealiaspath%}/Blogs/*; documents under this path will be provided by the datasource. The [macro](#) is used to retrieve the alias path of the current department's parent document.
- **Class names:** *CMS.BlogPost*; only documents of this type located in the specified path will be provided by the datasource.
- **ORDER BY Expression:** *BlogPostDate DESC*; ordering of provided documents.
- **Select top N documents:** *15*; only the 15 top documents will be provided (based on the ORDER BY expression sorting).

The **RSS repeater** ensures that the page becomes the actual RSS feed, i.e. that the URL of the page will be the actual URL of the feed. From its properties, the following are configured to ensure the required behavior:

- **Feed name:** *blogposts*; name of the feed used for its identification (typically used if you have more than one feed on a single page).
- **Feed title:** *Latest {%cmscontext.currentdepartment.documentname%} department blog posts*; title of the feed. The [macro](#) is used to retrieve the name of the current department.
- **Feed description:** *Latest {%cmscontext.currentdepartment.documentname%} department blog posts RSS feed.*; text describing the feed. The [macro](#) is used to retrieve the name of the current department.
- **Data source name:** *DocumentsDataSource*; code name of the datasource that provides documents for the feed.
- **Transformation name:** *IntranetPortal.Transformations.SecuredBlogPostRSSItem*; transformation used to transform provided documents to the feed format.



Forum post RSS feed pages are created in a similar manner. They also contain an **RSS repeater**, but the data is provided to it by a **Forum posts data source** instead of the **Documents data source** described above. However, configuration of the web parts is very similar.

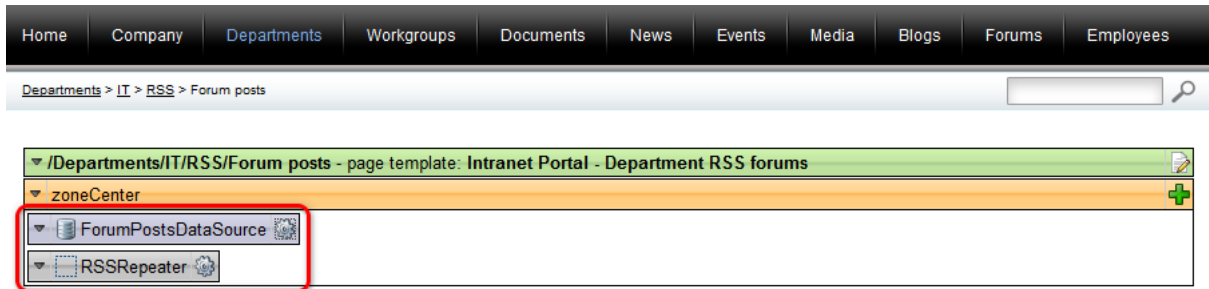
The **Forum posts data source** has its properties configured the following way (the sample values are taken from the **Departments/IT/RSS/Forum posts** page):

- **Web part control ID:** *ForumPostsDataSource*; code name of the data source (used for connection to the RSS repeater).
- **Forum name:** *all*; ensures that posts from all forums on the site should be provided, the posts are then filtered using the WHERE condition below.
- **Select only approved:** *enabled*; ensures that only approved posts will be provided (in case that forum moderation is enabled).


- **ORDER BY expression:** *PostLastModified DESC*;
- **Select Top N posts:** *15*;
- **WHERE condition:** *GroupName = 'Department\_{%cmscontext.currentdepartment.nodeguid%}'*;
- **Select columns:** *PostGUID,PostSubject,PostIDPath,PostForumID,ForumSiteID*;

The **RSS repeater** has the following properties configuration:

- **Feed name:** *forumposts*; name of the feed used for its identification (typically used if you have more than one feed on a single page).
- **Feed title:** *Latest {%cmscontext.currentdepartment.documentname%} department forum posts*; title of the feed. The [macro](#) is used to retrieve the name of the current department.
- **Feed description:** *Latest {%cmscontext.currentdepartment.documentname%} department forum posts RSS feed.*; text describing the feed. The [macro](#) is used to retrieve the name of the current department.
- **Data source name:** *ForumPostsDataSource*; code name of the datasource that provides documents for the feed.
- **Transformation name:** *IntranetPortal.Transformations.SecuredForumPostsRSSItem*; transformation used to transform provided documents to the feed format.



## Links to RSS feeds

Links to particular RSS feeds can be found throughout the whole portal. The first location where you may come across them are the **Home** pages, both the global one and the ones of departments and workgroups. The feeds are accessible under the  icons in widgets displaying latest news, blog posts and forum posts (only on department and workgroup **Home** pages). Displaying of these links is ensured by the code of the **Intranet content box RSS** and **Intranet column box RSS** web part containers, which are used to encapsulate the web parts.



**Welcome to Your New Intranet**

This is a ready-to-use intranet that you can use out of the box. Or you can customize it as you need. For more information on how to configure your intranet, please see the Intranet Guide.

**LATEST NEWS**

**SCHEDULED NETWORK MAINTENANCE | 10/12/2010**  
Due to the scheduled upgrade of our network infrastructure, the local network as well as our VPN will not be available during this Saturday, between 6am and 8am.

**RECORD SALES IN Q3 | 10/12/2010**  
The third quarter was the best quarter in our history! We grew the sales by 70% year-to-year. Thanks to everybody to their hard work.

**NEW SALES OFFICE IN NEW YORK | 10/12/2010**  
We have just opened a new sales office in New York. It will be managed by Jennifer Wilson. The office is located on the 8th avenue.

**NEW CFO JOINS OUR COMPANY | 10/12/2010**  
Colin Douglas joins our company as a new CFO. He will oversee the Finance department. Colin previously worked in Nebraska Finance Group. He graduated from Harvard and has three daughters.

**UPCOMING EVENTS**

01/04/2011 [Company Plans 2011](#)  
06/04/2011 [Family Weekend](#)  
10/12/2011 [Strategy Meeting](#)  
12/16/2011 [Christmas Party](#)

[View all events](#)

**CANTEEN MENU**

Canteen menu for this week:

**MON:** Grilled pork chop garni  
**TUE:** Bacon quiche  
**WED:** Roast of the day  
**THU:** Cottage pie  
**FRI:** Fish pie

**LATEST BLOG POSTS**

**Employee of the month**

**POLL**

How do you like our new portal?

Very satisfied  
 Satisfied  
 Neutral  
 Dissatisfied  
 Very dissatisfied

The other location where links to RSS feeds can be found are the particular **News**, **Events**, **Forums** and **Blogs** pages, both in the portal's global section and in particular department and workgroup sections. On the **Forums** page, the feed is accessible under the icon in the web part container of the **Latest posts** repeater, similarly as described above.

Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Forums

**Forums**

Forum	Threads	Posts	Last post
<b>Intranet Discussion</b> Intranet discussion forum group.			

**LATEST POSTS**

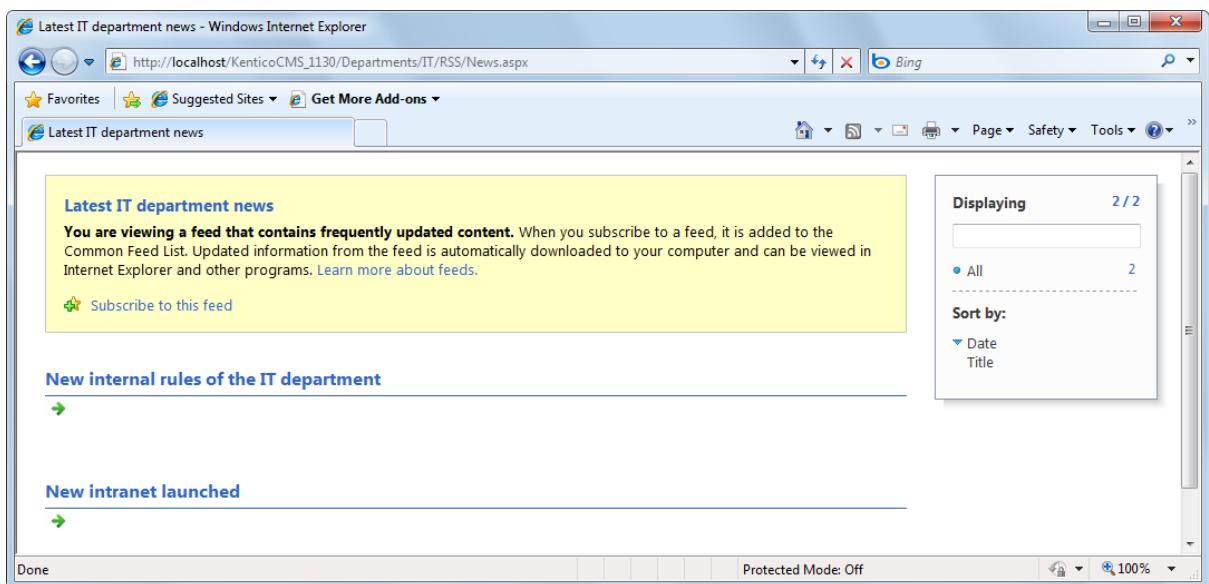
**RE:How can we improve our travel policy? | 10/13/2010**  
Have you seen the latest version? We have already simplified it as much as possible. If you still...

On the other pages, the respective feeds are accessible under the icon next to the page's title (as highlighted above). This time, the link is added to the page using the **Feed link** web part, whose **Feed URL** property is configured to the path of the respective feed's page (e.g. `~/RSS/News.aspx` in case of the global section's news).



## Security of department and workgroup feeds

RSS feeds of [department](#) or [workgroup](#) content contain only titles of the new content. These titles work as links to the page where the new content is published. This happens for security reasons, as RSS feeds cannot be secured and anybody who knows the feed URL can subscribe to it. To prevent users without appropriate permissions from viewing secured content, only links are included in the feeds. This way, users have to log on to the secured portal to see the actual content.



## 7.2 Search

The portal comes with built-in index-based search functionality. Using it, it is possible to search for text in website content and in the website's discussion forums. The whole functionality is provided by the **Smart search** module. Full documentation of the module can be found in [Developer's Guide -> Modules -> Smart search](#).

### Smart search indexes

The **Smart search** module provides indexed-based search using the **Lucene** search engine. For your

website's content to be searchable, the content must be indexed by some of the smart search indexes defined in **Site Manger -> Administration -> Smart search**. As you can see in the screenshot below, the portal comes with an extensive number of default smart search indexes, so that all its default content is already pre-indexed and fully searchable.

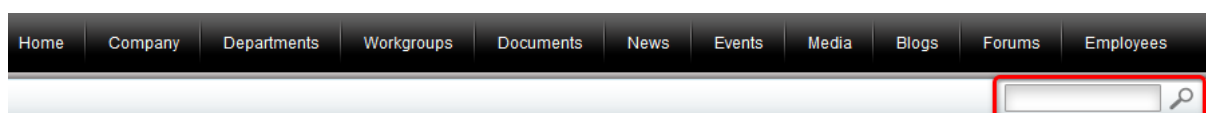
There are two basic types of indexes: **Documents** indexes for content of documents and **Forums** indexes for content of discussion forums. Primarily, there are two indexes for content of the portal's global section: **Intranet Portal - General content** and **Intranet Portal - General forums**. The first one is for content of the global section's documents, while the second one is intended for indexing of the global section's forums. The two indexes are highlighted in the screenshot below.

Apart from the global section's indexes, two indexes are also created automatically when a new [department](#) or [workgroup](#) is created. These indexes are only used for search of the particular department's or workgroup's website section, as described further below. You can identify them by the display name of the department or workgroup present in the name of the index (e.g. **Finance - Default** and **Finance - Forums** are indexes of the **Finance** department).


Actions	Display name	Last rebuild time	Index type	Index status
	Finance - Default	12/15/2010 5:35:20 PM	Documents	Ready
	Finance - Forums	12/15/2010 5:35:20 PM	Forums	Ready
	HR - Default	12/15/2010 5:35:23 PM	Documents	Ready
	HR - Forums	12/15/2010 5:35:23 PM	Forums	Ready
	Intranet Portal - General content	12/15/2010 5:35:28 PM	Documents	Ready
	Intranet Portal - General forums	12/15/2010 5:35:28 PM	Forums	Ready
	IT - Default	12/17/2010 1:04:04 PM	Documents	Ready
	IT - Forums	12/15/2010 5:35:32 PM	Forums	Ready
	Management - Default	12/15/2010 5:35:35 PM	Documents	Ready
	Management - Forums	12/15/2010 5:35:35 PM	Forums	Ready
	Marketing Strategy - Default	12/15/2010 5:35:39 PM	Documents	Ready
	Marketing Strategy - Forums	12/15/2010 5:35:39 PM	Forums	Ready
	Microsoft Office Upgrade - Default	12/15/2010 5:35:43 PM	Documents	Ready
	Microsoft Office Upgrade - Forums	12/15/2010 5:35:43 PM	Forums	Ready
	PR & Marketing - Default	12/15/2010 5:35:46 PM	Documents	Ready
	PR & Marketing - Forums	12/15/2010 5:35:46 PM	Forums	Ready
	Production - Default	12/15/2010 5:35:49 PM	Documents	Ready
	Production - Forums	12/15/2010 5:35:49 PM	Forums	Ready
	Sales - Default	12/15/2010 5:35:52 PM	Documents	Ready
	Sales - Forums	12/15/2010 5:35:52 PM	Forums	Ready
	Tradeshaw in Las Vegas - Default	12/15/2010 5:35:56 PM	Documents	Ready
	Tradeshaw in Las Vegas - Forums	12/15/2010 5:35:56 PM	Forums	Ready

## Searching on the live site

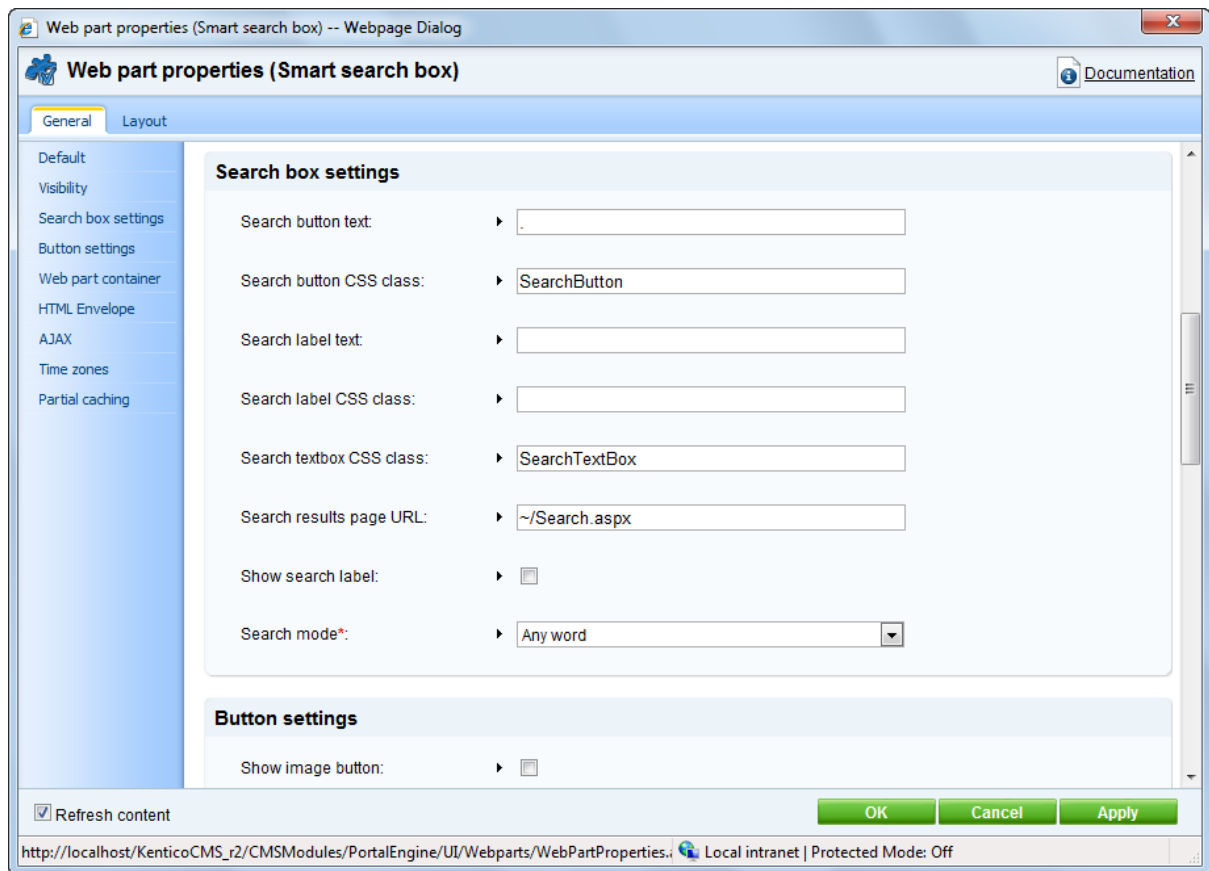
On the live site, the search functionality is provided by the **Smart search box** web part. The web part is placed below the main menu on master pages, both the global one and the ones used for department and workgroup sections.



Among the web part's properties, the following configuration is the most important:

- **Search button CSS class:** CSS class used for the search button next to the textbox. In this case, the *SearchButton* CSS class ensures that the  icon is used for the purpose.
- **Search textbox CSS class:** CSS class used for the textbox where searched text is entered. The *SearchTextBox* class is used by default.
- **Search results page URL:** URL of the page where search results should be displayed. The target page must contain either the *Search results* or the *Smart search dialog with results* web part with proper configuration in order for search results to be displayed.
- **Search mode:** type of search matching. Determines if a match (search result) should be returned if any word/all words/exact phrase is found in the searched content.

As you can see, the actual indexes to be searched are not set in the properties of this web part. Contrary to that, the indexes are selected in properties of the **Smart search dialog with results** web parts placed on the search results pages where users get redirected after submitting the search request.



Web part properties (Smart search box) -- Webpage Dialog

**Web part properties (Smart search box)** [Documentation](#)

General Layout

Default  
Visibility  
Search box settings  
Button settings  
Web part container  
HTML Envelope  
AJAX  
Time zones  
Partial caching

**Search box settings**

Search button text:

Search button CSS class:

Search label text:

Search label CSS class:

Search textbox CSS class:

Search results page URL:

Show search label:

Search mode\*:

**Button settings**

Show image button:

Refresh content

OK Cancel Apply

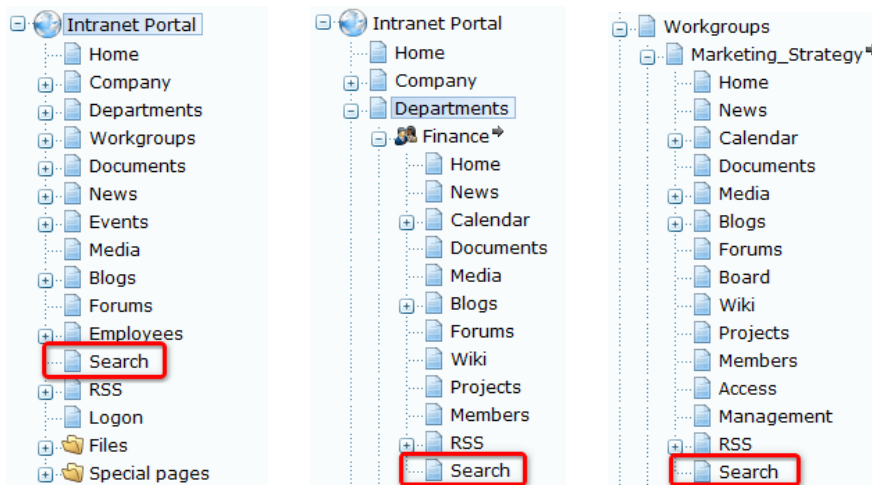
http://localhost/KenticoCMS\_r2/CMSModules/PortalEngine/UI/Webparts/WebPartProperties. Local intranet | Protected Mode: Off

## Search results pages

The search result pages are special pages where search results are displayed to users. There are three locations of search result pages:

- **~/Search.aspx** - this page displays search results when searching content of the global section.
- **~/Departments/<department name>/Search.aspx** - each department has its own search results page where search results are displayed when searching the department's section.

- `~/Workgroups/<workgroup name>/Search.aspx` - each workgroup has its own search results page where search results are displayed when searching the workgroup's section.



## Global search results

The global section's search results are displayed on the `~/Search.aspx` page. On this page, the **Search dialog with results** web part is placed, with its **Indexes** property configured to `IntranetPortal.GeneralContent;IntranetPortal.GeneralForums`. This ensures that when a user enters the searched text into the search box anywhere in the global section, they are redirected to the `~/Search.aspx` page, where the web part displays search results found in the two indexes.

## Department and workgroup search results

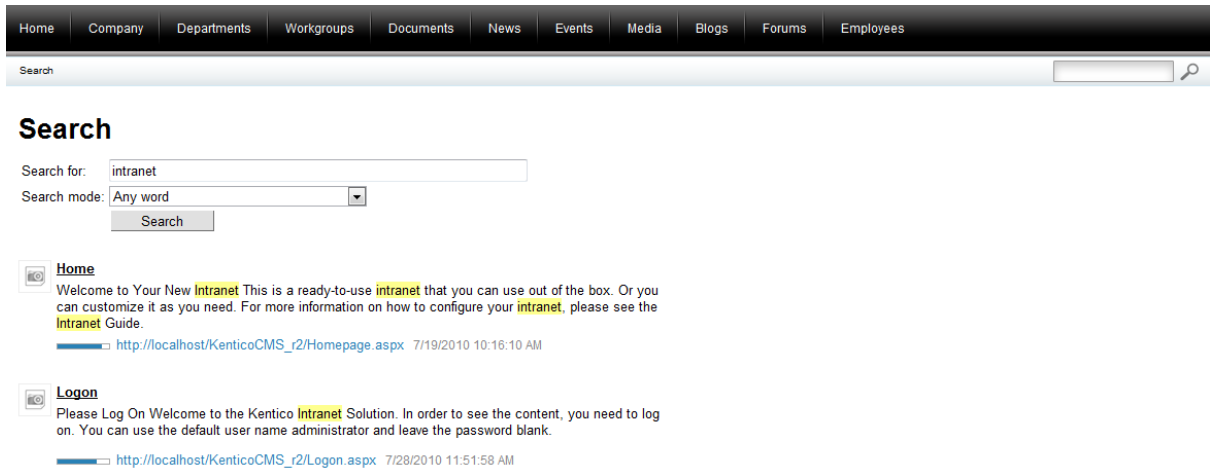
Particular departments and workgroups have their own search results pages. In master pages of the department and workgroup sections, the following values are entered in the **Search results page URL** property of the **Smart search box** web part:

- **Departments:** `~{%cmscontext.currentdepartment.nodealiaspath%}/Search.aspx`
- **Workgroups:** `~/Workgroups/{%communitycontext.currentgroup.groupname%}/Search.aspx`

This ensures that users are redirected to the correct search results page when searching a department or workgroup. These search results pages also contain the **Search dialog with results** web parts. The web parts are configured so that in the **Indexes** property, the following macros are used:

- **Departments:** `default_department_{%cmscontext.currentdepartment.nodeguid%}; forums_department_{%cmscontext.currentdepartment.nodeguid%}`
- **Workgroups:** `default_group_{%communitycontext.currentgroup.groupguid%}; forums_group_{%communitycontext.currentgroup.groupguid%}`

These macros ensure that correct smart search indexes are selected, depending on the department or workgroup where the search is currently being performed.




Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees


Search

## Search

Search for:

Search mode:

 **Home**  
Welcome to Your New **Intranet** This is a ready-to-use **intranet** that you can use out of the box. Or you can customize it as you need. For more information on how to configure your **intranet**, please see the **Intranet** Guide.  
[http://localhost/KenticoCMS\\_r2/Homepage.aspx](http://localhost/KenticoCMS_r2/Homepage.aspx) 7/19/2010 10:16:10 AM

 **Logon**  
Please Log On Welcome to the Kentico **Intranet** Solution. In order to see the content, you need to log on. You can use the default user name administrator and leave the password blank.  
[http://localhost/KenticoCMS\\_r2/Logon.aspx](http://localhost/KenticoCMS_r2/Logon.aspx) 7/28/2010 11:51:58 AM

# Part

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VIII

**Customizing the portal**

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## 8 Customizing the portal

### 8.1 Changing the themes

The portal comes with three default themes - **Blue**, **Green** and **Red**, as described in [Intranet User's Guide -> Other features -> Available themes](#). These themes can be applied separately to the global section of the portal and to particular departments and workgroups. While the [global section themes](#) and [departments documents themes](#) can only be changed by the system administrators via the system administration interface, the [themes of workgroups documents](#) can be changed by both the system administrators and workgroup administrators. As the global administrator, you can thus not only [add your custom color themes](#), but also change the themes on all the three different levels:

#### Global section

##### 1. Globally for the whole site


If you need to change the theme for the whole site, log on to **Site Manager -> Sites** and choose to **Edit** (✎) your intranet site. On the **General** tab of the **Site properties** page, choose the required theme from the **Site CSS stylesheet** drop-down list and click **OK**. If you now go back to **CMS Desk** or live site, all portal pages inheriting their theme from the portal global settings will have the color you have just chosen. Please note that if you choose *(none)* from the **Site CSS stylesheet** drop-down list, your portal pages will lack a theme unless you choose one as described below.

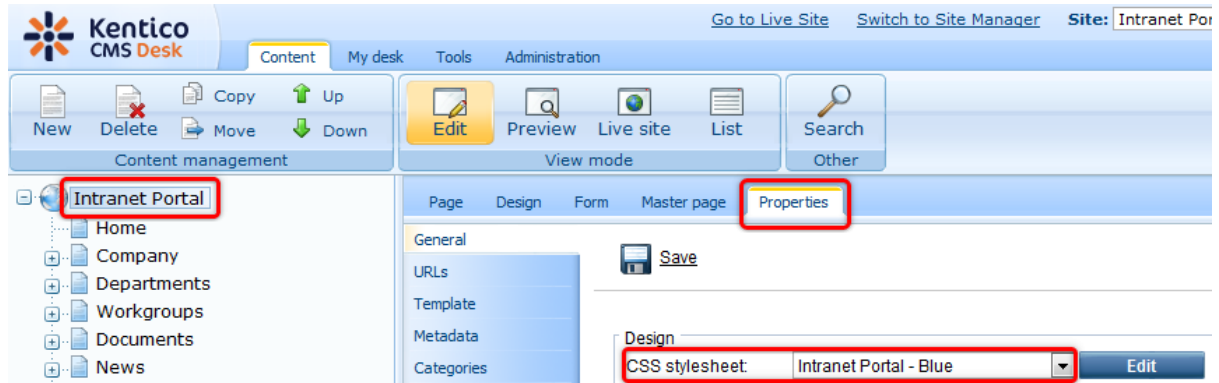
The screenshot shows the 'Site properties' page for 'Intranet Portal' in the 'General' tab. The 'Site CSS stylesheet' dropdown menu is highlighted with a red box and set to 'Intranet Portal - Blue'. Other fields include Site display name, Site code name, Site domain name, Default content culture, Default visitor culture, Editor CSS stylesheet, and Site description.

##### 2. Globally for the root in the content tree


Another way to globally change the theme of the Intranet Portal is to choose one for its root. Log on to **CMS Desk** and choose the root from the content tree. Now select the theme that you would like to use on the **Properties** tab in **General -> CSS stylesheet**. Please note that selecting *(default)* from the **CSS stylesheet** drop-down list will result in applying the theme set in step 1. To save the theme for the

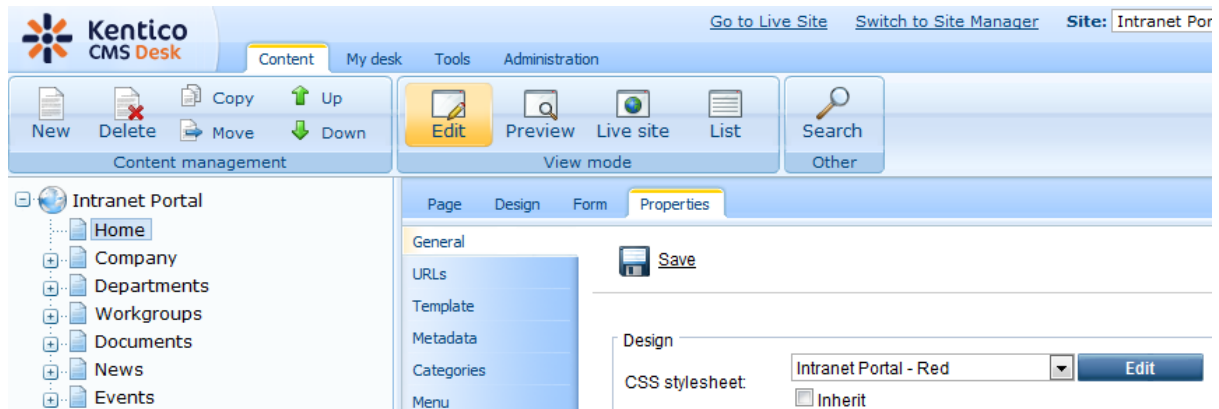


portal root, click  **Save**. From now on, this theme will be used for all portal pages inheriting from the root or from a parent inheriting directly or indirectly from the root.

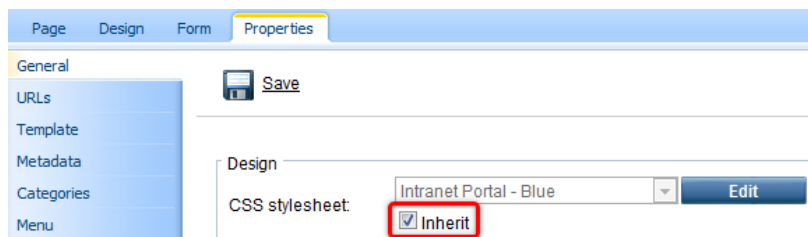


### 3. Separately for different pages

On the Intranet Portal, you can also set a theme for a particular page. Log on to **CMS Desk**, choose the page from the content tree and select the theme that you would like to use on the **Properties** tab in **General -> CSS stylesheet**. Please note that selecting (*default*) from the **CSS stylesheet** drop-down list will result in applying the theme set in step 1. To save the theme for the given page, click  **Save**.



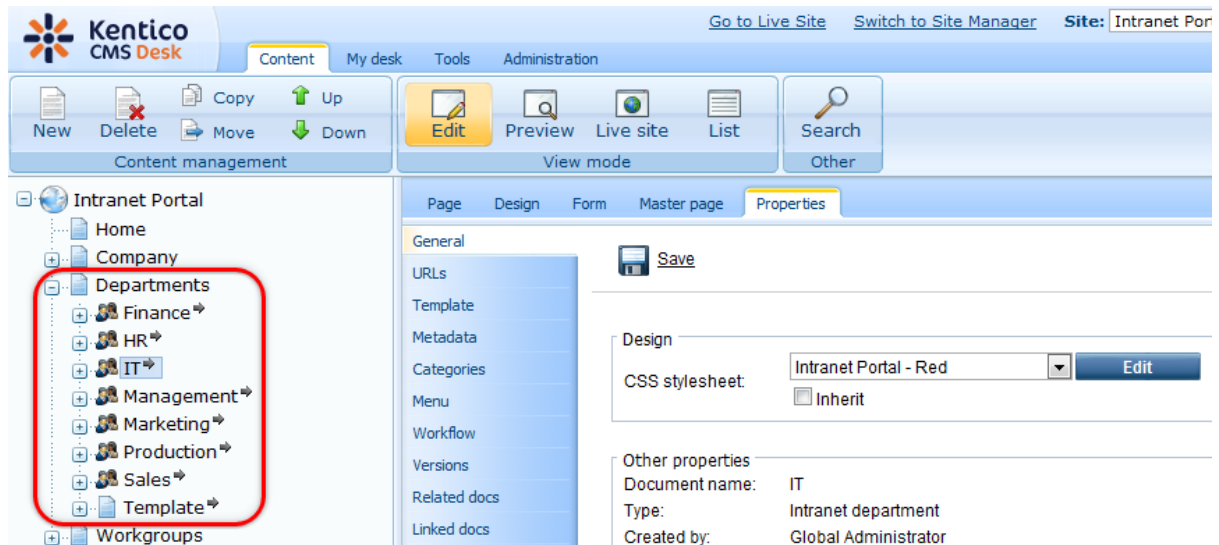
Please note that if you set the **Inherit** option value to *true*, the **CSS stylesheet** drop-down list will become inactive and the page will be inheriting its theme from the parent.



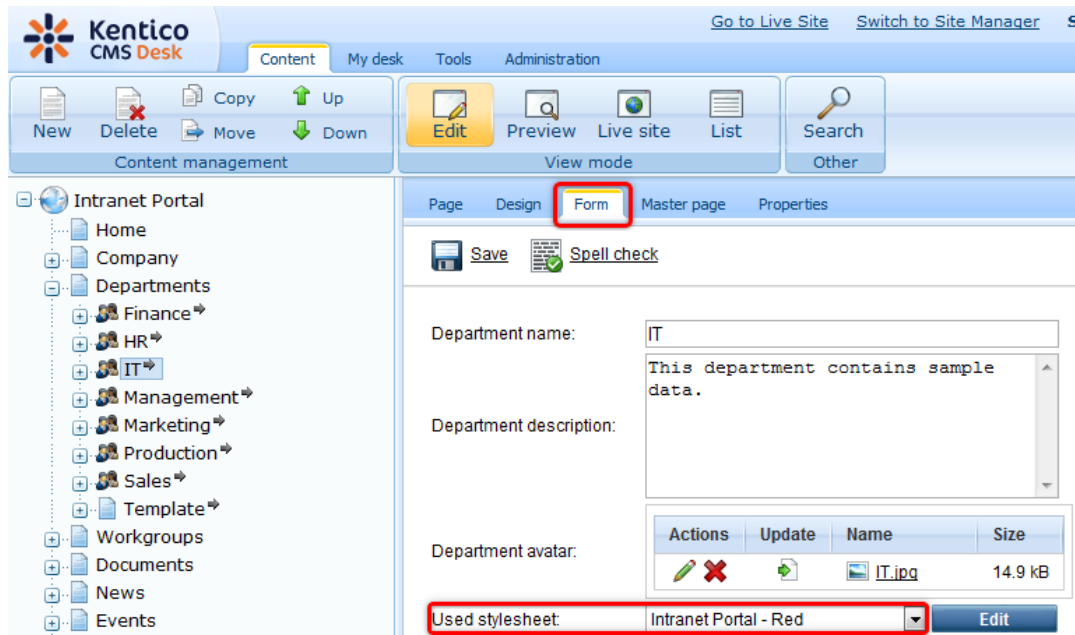
### Departments

If you need to change the theme of a department, log on to **CMS Desk** and from the content tree, choose the department root document whose theme you want to change. You can perform the task

either the same way as described above, i.e. on the **Properties** tab in **General** -> **CSS stylesheet**, with the possibility to inherit the theme from the parent by checking the **Inherit** check box.



Or you can change the department root document theme using the **Used stylesheet** drop-down list on the **Form** tab. However, it is not possible to set inheritance from here.

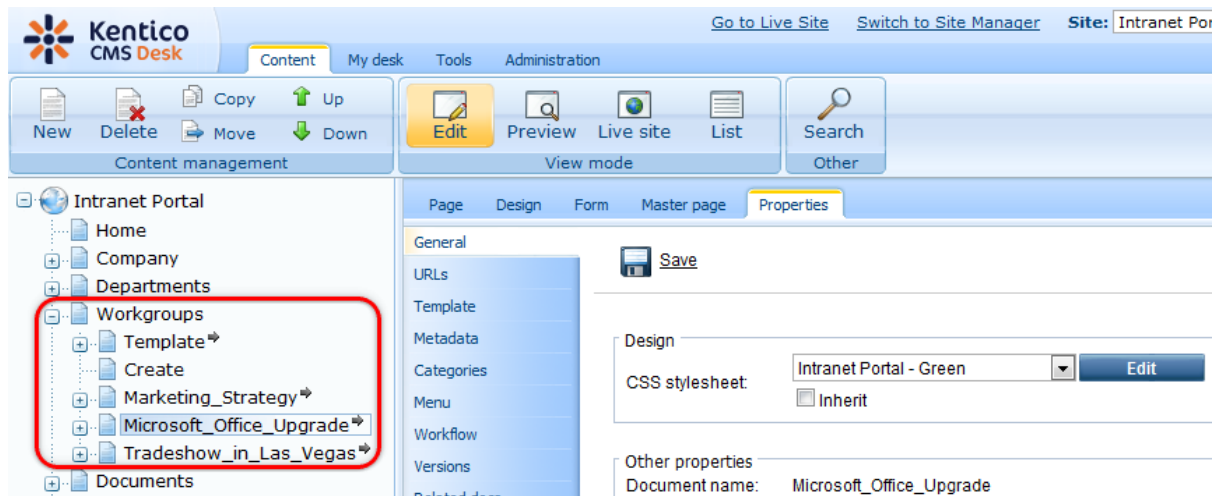


In either case, clicking **Save** will result in changing the theme of the given department root document including all department pages inheriting directly or indirectly from this department root document. Please note that choosing the department document theme on both the **Form** tab and **Properties** tab has the same effect and the value chosen on the one tab is automatically set on the other.

## Workgroups


If you need to change the theme of a workgroup, log on to **CMS Desk** and from the content tree, choose

the workgroup root document whose theme you want to change. You can perform the task either the same way as described above, i.e. on the **Properties** tab in **General** -> **CSS stylesheet**, with the possibility to inherit the theme from the parent by checking the **Inherit** check box.



Or you can change the workgroup root document theme in **Tools** -> **Groups** -> **Edit** (✎) <group> -> **General** using the **Theme** drop-down list. However, you will not be able to set inheritance from here.

The screenshot displays the 'Group properties' configuration page in the Kentico CMS 5.5 R2 Intranet Administrator's Guide. The page is titled 'Group properties' and shows the configuration for a group named 'Microsoft Office Upgrade'. The 'General' tab is selected, and the 'Theme' dropdown is set to 'Intranet Portal - Green'. The 'Avatar' section shows a pre-defined avatar with a red 'X' over it, and the 'Approve members' and 'Content access' sections are visible.

When you have the value entered, click  **Save** on the **Properties** tab or click **OK** on the **General** tab. This will result in changing the theme of the given workgroup root document including all workgroup pages inheriting directly or indirectly from this workgroup root document. Please note that choosing the workgroup document theme on both the **General** tab and **Properties** tab has the same effect and the value chosen on the one tab is automatically set on the other. What is more, workgroup administrators can change the workgroup document theme also on the live site, as described in [Intranet User's Guide - > Workgroups](#).

#### Please note

If you choose any value other than *(none)* or *(default)* from the **Site CSS stylesheet**, **CSS stylesheet** and **Used stylesheet** drop-down lists, the stylesheet **Edit** button will be active enabling you to edit the code of the particular CSS style.

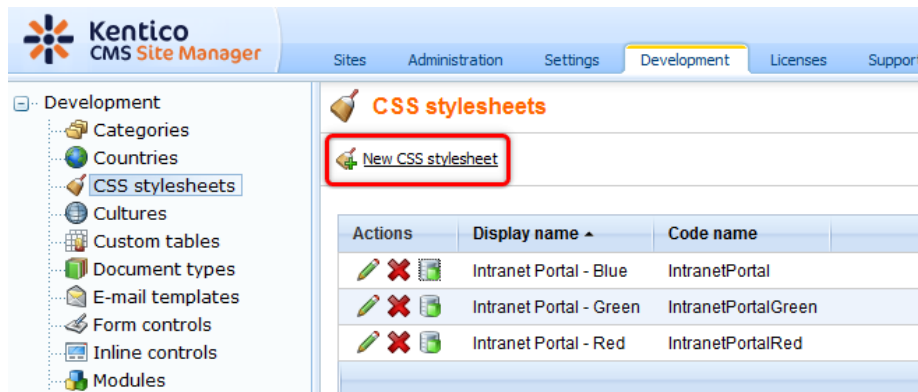
## Creating your custom color theme

1. If you need to create your own color theme, log on to **Site Manager**, go to **Development -> CSS stylesheets** and choose to **Edit** (✎) either the **Intranet Portal - Green** or **Intranet Portal - Red** theme. On the **<CSS stylesheet -> General** tab, copy the content of the **Stylesheet text** field to clipboard.

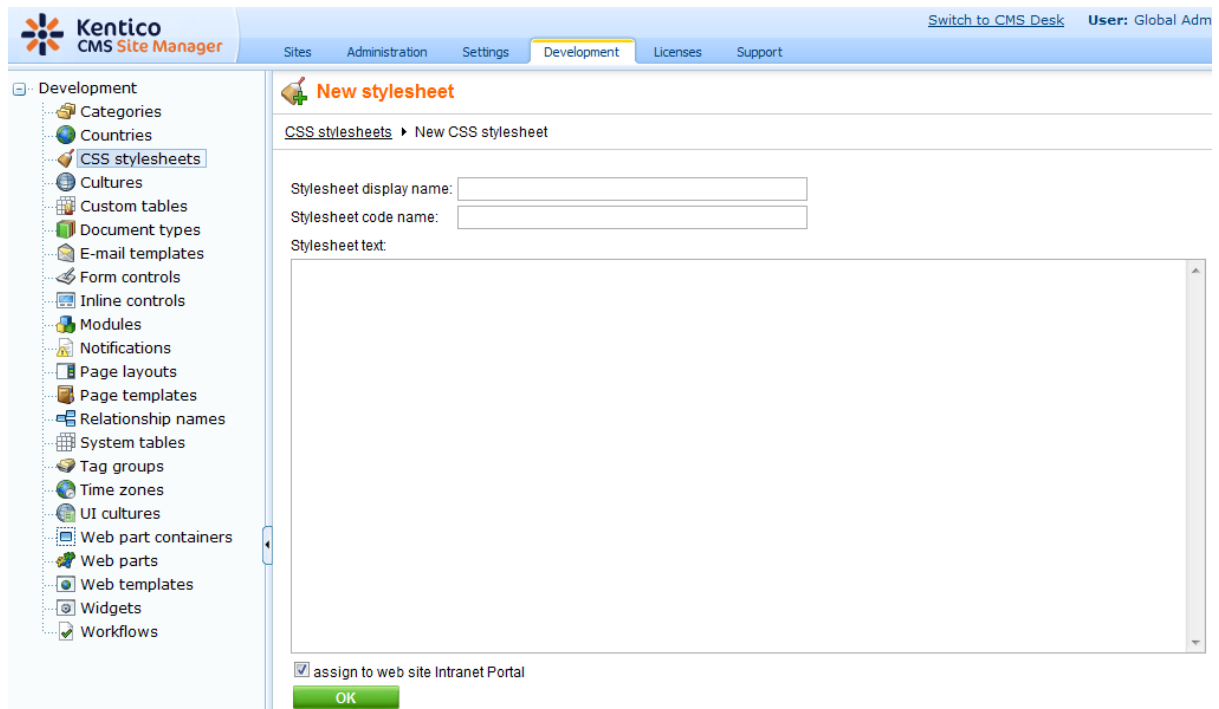
Please note that the **Intranet Portal - Blue** theme is the portal default theme, which is used as the basis of the **Intranet Portal - Green** and **Intranet Portal - Red** themes, defining only color differences. The steps described in this section thus concern only the creation of a new theme color variant. However, if you would like to create a new theme from scratch, you can use also the **Intranet Portal - Blue** theme as the basis or you can start with a blank one, writing all the CSS stylesheet code yourself.

The screenshot shows the Kentico CMS Site Manager interface. The left sidebar contains a tree view of development options, with 'CSS stylesheets' selected. The main area displays the 'CSS stylesheet properties' dialog for the 'Intranet Portal - Green' theme. The 'General' tab is active, showing the 'Stylesheet display name' as 'Intranet Portal - Green' and the 'Stylesheet code name' as 'IntranetPortalGreen'. The 'Stylesheet text' field is highlighted with a red box. The main area contains CSS code for the stylesheet, including a default color for h2 elements and background images for various blocks. A sidebar on the right lists various content blocks like 'Boxes', 'Column box', 'Content box', etc.

2. In **Site Manager -> Development -> CSS stylesheets**, click the  **New CSS stylesheet** link.



3. This displays the dialog used for the creation of a new CSS stylesheet.



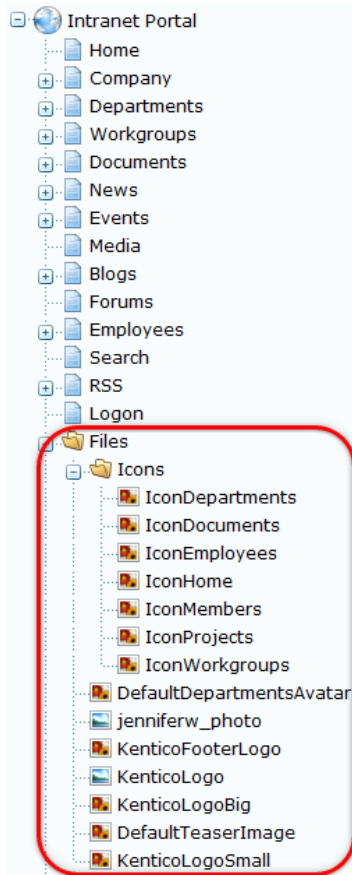
The following fields are available to define the CSS stylesheet:

- **Stylesheet display name** - name of the stylesheet displayed in the user interface; a required field.
- **Stylesheet code name** - name of the stylesheet used in website code; a required field.
- **Stylesheet text** - standard CSS stylesheet code; a required field.
- **assign to web site Intranet Portal** - indicates if the CSS stylesheet will be assigned to the Intranet Portal web site; an optional field.

Now copy the content of the clipboard to the **Stylesheet text** field. Modify the style code as needed, fill in the remaining two required fields and make sure that the **assign to web site Intranet Portal** option is set to true. If you have all values entered, click **OK** to save the new CSS stylesheet. Please note that you can optionally assign the CSS stylesheet to a web site from the **<CSS stylesheet>** -> **Sites** tab using the **Add sites** button.

4. You may also want to modify some of the auxiliary image files related to the CSS style defining your

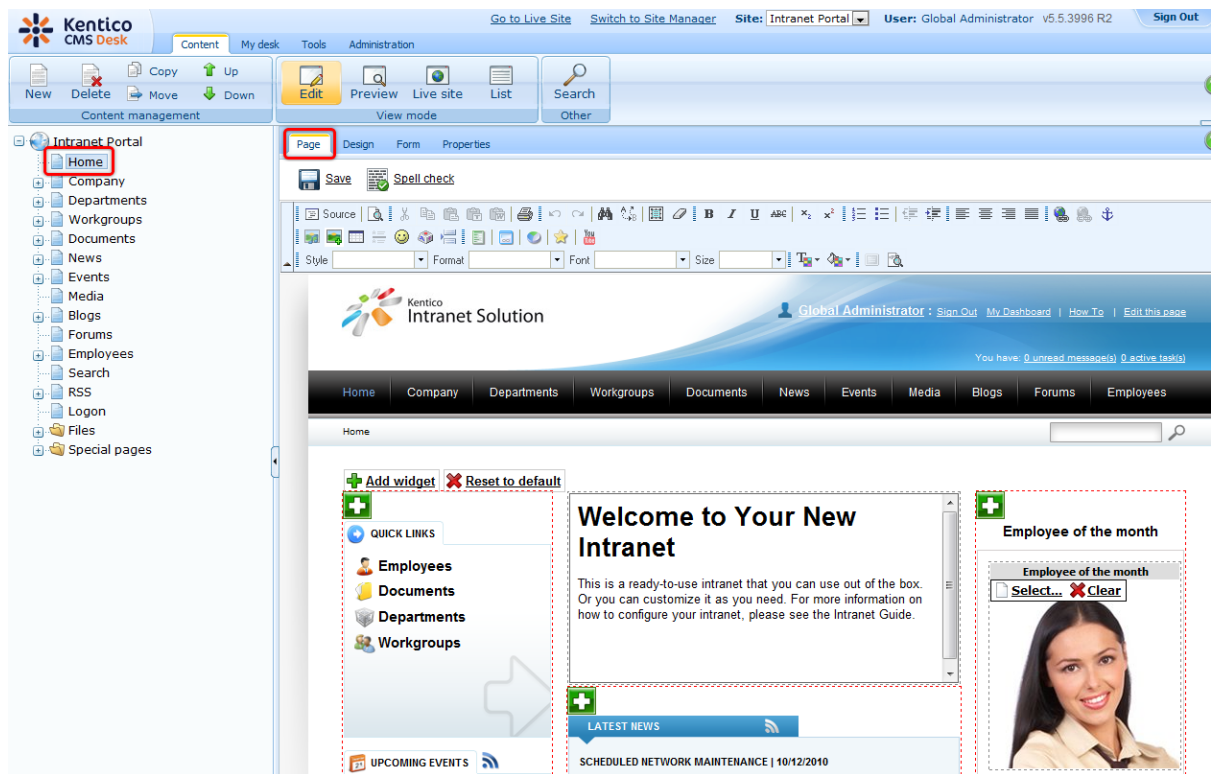
custom color theme. You can either upload new image files with the same names or you can modify the existing files using the built-in **Image editor** as described in more details in the [Handling images](#) chapter in the **Content management -> File management** section of the Developer's Guide. Please note that image files on the Intranet Portal are placed in the **Files** folder.



For a detailed description of how to deal with CSS styles on the Intranet Portal, please refer to the [CSS stylesheets and design](#) chapter in the Development section of the Developer's Guide.

## 8.2 Modifying the Home page

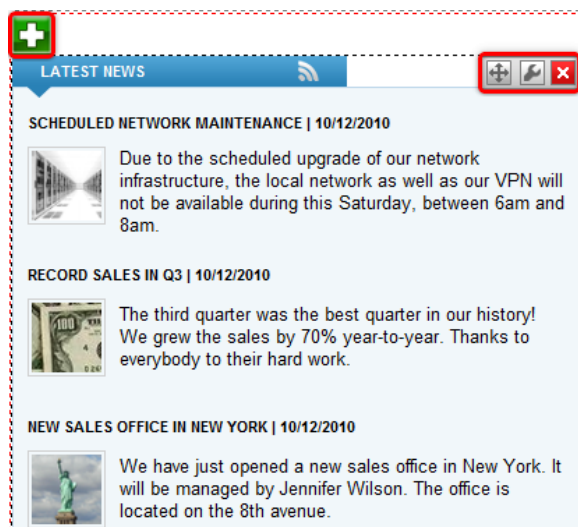
In this topic you will learn how to modify some important elements of the Intranet Portal Home page, such as the [Quick links](#), [Employee of the month](#) and the [Canteen menu](#) widgets. You will also learn how to add other widgets to the portal main page. [Widgets](#) introduce support for the personalization of pages. They allow users and editors to edit the structure of page templates. The personalized settings are saved within the system and can be invoked from the live site by authorized users or through the CMS Desk interface in the case of website editors. If you need to modify the portal Home page, log on to **CMS Desk**, choose *Home* from the content tree and navigate to the **Content -> Edit -> Page** tab. You should see a page similar to the one depicted in the following screenshot.



## Widgets management

As a content editor, you can add, modify or delete any widget placed in a widget zone. This can be used to quickly customize pages beyond simply entering content into static page templates.

To add a new widget to your portal Home page, just click the **Add widget** (+) button in the top left corner of an editor widget zone.



You can modify any widget placed in an editor widget zone by clicking the **Configure widget** (⚙️) button. You can also delete widgets using the **Delete widget** (❌) button. Widgets can be moved

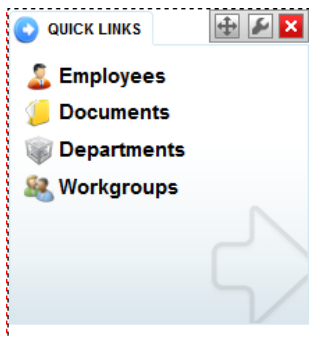


between different widget zones by clicking the **Drag widget** (📁) button and dragging the widget to the desired place.

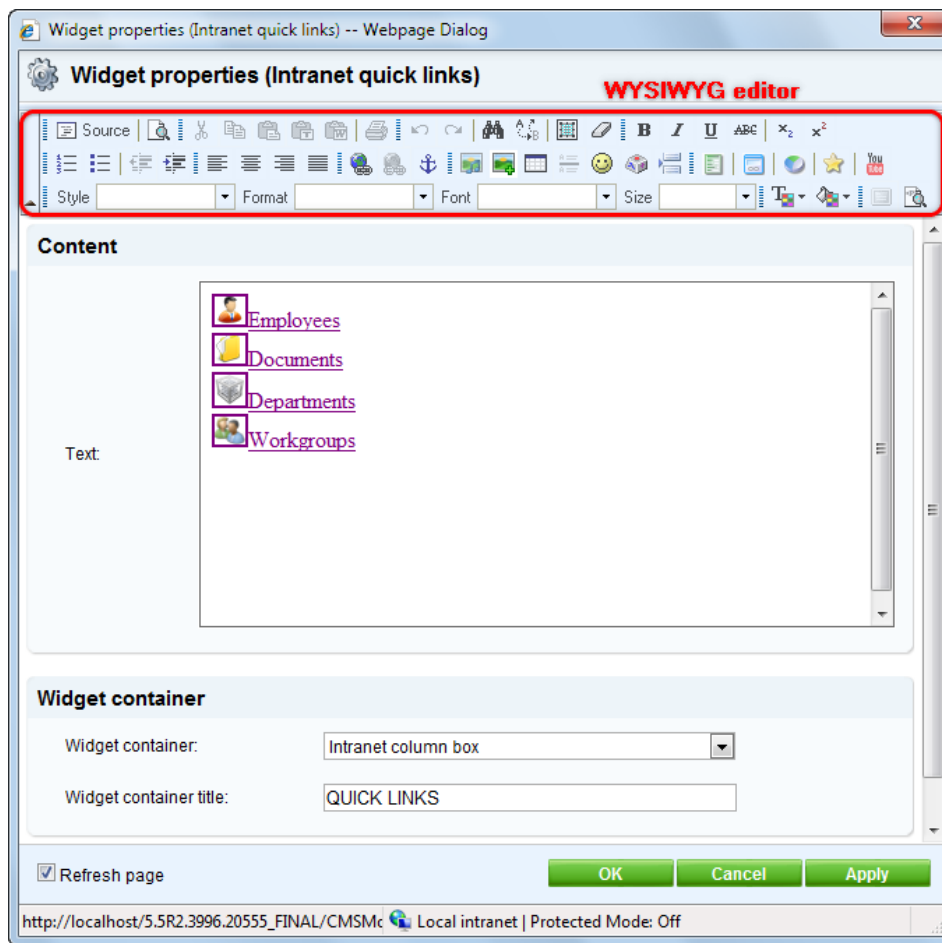
If you would like to learn more about using widgets in Kentico CMS, please refer to the [Development -> Using widgets](#) chapter in the Development section of the Developer's Guide.

## Changing the Quick links

The **Quick links** box contains links to pages that you need to be accessible directly from the Intranet Portal Home page. If you need to modify or delete some of these links or if you need to add new ones, move the mouse over the box so that the widgets management buttons become visible.



By clicking the **Configure widget** (🔧) button, you will open the **Widget properties (Intranet quick links)** dialog window. In the **Content -> Text** field you can perform all editing actions concerning your quick links using the built-in WYSIWYG editor. For more information on how to use the editor, please refer to the [WYSIWYG editor](#) chapter in the Development section of the Developer's Guide.





The following fields are available to define the **Intranet quick links** widget:

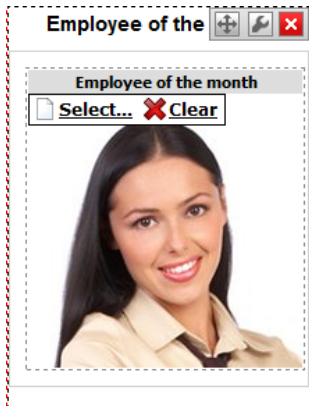
- **Text** - the text to be displayed in the Quick links box. All editing actions related to the actual links can be performed using the built-in WYSIWYG editor.
- **Widget container** - the container containing the particular widget.
- **Widget container title** - the title of the widget container. It is displayed only if the `{%ContainerTitle %}` macro is used in the container code.


When you have the values entered, click **OK** to save the widget new settings and close the dialog window. Or click **Apply** to confirm the entered value(s) and leave the dialog window open. Or click **Cancel** to close the dialog window. Please note that if you click the **Cancel** button after confirming some previously made changes, these changes will not be lost. If you set the **Refresh page** option value to false, the edited content will not be updated after closing the dialog window unless you either refresh the **Edit** mode or switch to the **Preview** or **Live site** modes.

## Changing the Employee of the month

The **Employee of the month** box contains an image of a selected company employee together with its caption. The image is presented on the Intranet Portal Home page for the duration of one month and can be partially customized. You can select a different image from the Intranet Portal file system by clicking the  **Select** link, or you can click the  **Clear** link, which removes the selected image and replaces it with the default one. Another option to modify some basic properties of the image is to move the mouse

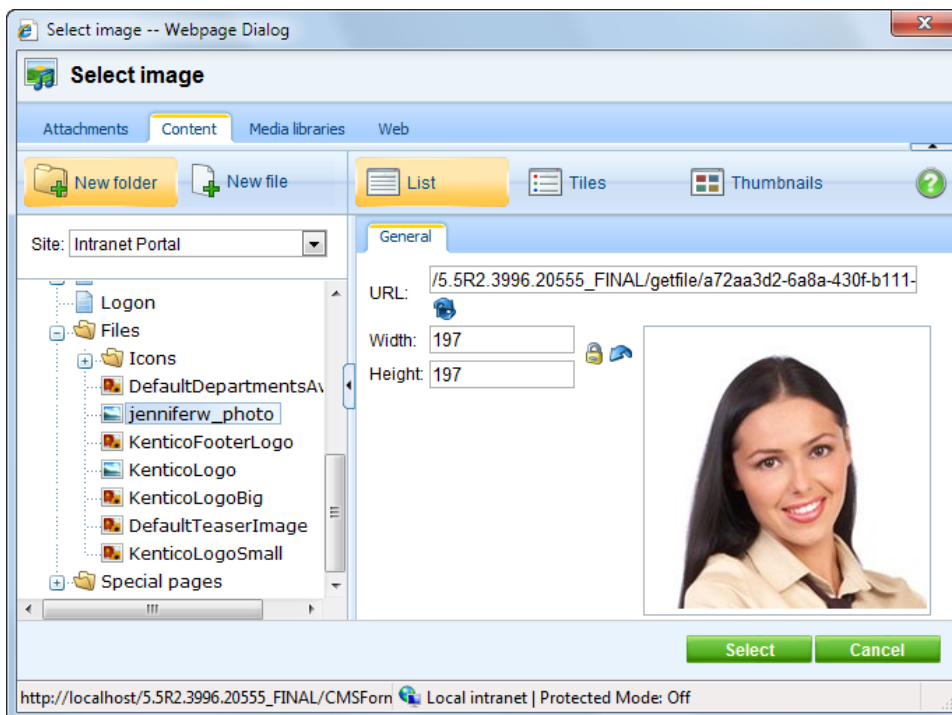
over the box so that the [widgets management](#) buttons become visible.



If you click the  **Select** link, the **Select image** dialog window will pop up. Choose an image file from the Intranet Portal content tree and optionally adjust its width and height. You can **Lock/Unlock** (🔒) the image aspect ratio and you can also **Reset** (🔄) its size. By clicking **Refresh** (🔄) you can refresh the image URL according to the current image file settings. When you have the values entered, click **Select** to confirm selection and adjustment of the new image or click **Cancel** to discard the changes.

The following fields are available if you are selecting a new **Employee of the month** widget image using the **Select image** dialog window:

- **URL** - URL of the image file in your Intranet Portal file system.
- **Width** - the width of the image in pixels. The image will be resized to this width.
- **Height** - the height of the image in pixels. The image will be resized to this height.



If you click the **Configure widget** (⚙️) button, you will open the **Widget properties (Employee of the**

**month**) dialog window. This dialog window enables you to modify some basic properties of the image file. When you have the values entered, click **OK** to save the new widget settings and close the dialog window. Or click **Apply** to confirm the entered value(s) and leave the dialog window open. Or click **Cancel** to close the dialog window. Please note that if you click the **Cancel** button after confirming some previously made changes, these changes will not be lost. If you set the **Refresh page** option value to false, the edited content will not be updated after closing the dialog window unless you either refresh the **Edit** mode or switch to the **Preview** or **Live site** modes.

The following fields are available to define the **Employee of the month** widget:

- **Image width** - the width of the image in pixels. The image will be resized to this width.
- **Image height** - the height of the image in pixels. The image will be resized to this height.
- **Image title** - the title of the image region displayed on the Intranet Portal Home page.
- **Alternate text** - the alternate text of the image displayed on the live website. It is the value of the *alt* attribute of the image tag.
- **Widget container** - the container containing the particular widget.
- **Widget container title** - the title of the widget container. It is displayed only if the `{%ContainerTitle %}` macro is used in the container code.

Widget properties (Employee of the month) -- Webpage Dialog

**Widget properties (Employee of the month)**

**Content**

Image width: 197

Image height: 197

Image title: Employee of the month

Alternate text: Jennifer Wilson

**Widget container**

Widget container: Intranet simple container

Widget container title: Employee of the month

Refresh page

OK Cancel Apply

http://localhost/5 Local intranet | Protected Mode: Off

#### Please note

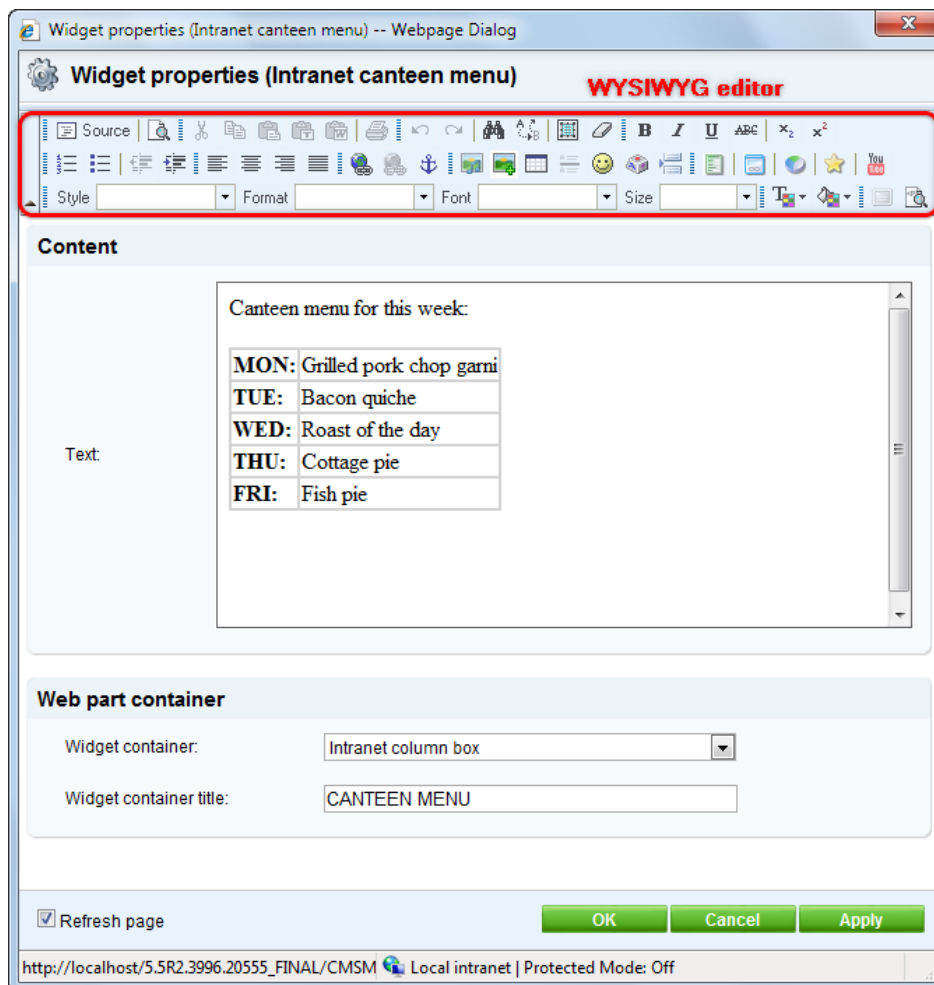
If you need to modify the image file using the standard image editing operations, please refer to the [Handling images](#) chapter in the **Content management -> File management** section of the Developer's Guide.

## Changing the Canteen menu

The **Canteen menu** box contains the company canteen menu for the period of one week, optionally together with a description. The Intranet Portal comes shipped with a canteen menu in the form of table. However, you can fully customize the menu according to your needs. If you would like to modify the canteen menu, move the mouse over the box so that the [widgets management](#) buttons become visible.



By clicking the **Configure widget** (🔧) button, you will open the **Widget properties (Intranet canteen menu)** dialog window. In the **Content -> Text** field you can perform all editing actions concerning your canteen menu using the built-in WYSIWYG editor. For more information on how to use the editor, please refer to the [WYSIWYG editor](#) chapter in the Development section of the Developer's Guide.



The following fields are available to define the **Intranet canteen menu** widget:

- **Text** - the text to be displayed in the Intranet canteen menu box. All the editing actions related to the text can be performed using the built-in WYSIWYG editor.
- **Widget container** - the container containing the particular widget.
- **Widget container title** - the title of the widget container. It is displayed only if the `{%ContainerTitle %}` macro is used in the container code.

When you have the values entered, click **OK** to save the widget new settings and close the dialog window. Or click **Apply** to confirm the entered value(s) and leave the dialog window open. Or click **Cancel** to close the dialog window. Please note that if you click the **Cancel** button after confirming some previously made changes, these changes will not be lost. If you set the **Refresh page** option value to false, the edited content will not be updated after closing the dialog window unless you either refresh the **Edit** mode or switch to the **Preview** or **Live site** modes.



#### Please note

If you switch to the **Edit -> Design** tab, you can modify the layout of the page. However, special permissions are needed to perform this task. Please refer to the [Portal engine development model](#) chapter in the Development section of the Developer's Guide for more details.

## 8.3 Modifying structure of the website

In case that you are planning to customize the portal so that alias paths of documents change, you need to take into account that some [intranet portal widgets](#) may not work correctly. These widgets are based on standard [Kentico CMS web parts](#), but have most of their properties pre-configured. However, some of them have their configuration dependent on the default structure of the portal. Therefore, it is either necessary for the documents listed below to be accessible under their original URLs, or to change the pre-configuration of particular widget properties in **Site Manager -> Development -> Widgets -> ...** select a widget from the tree ... -> **Properties** to reflect your new custom location.

For more information on URLs in Kentico CMS, please refer to [Developer's Guide -> Development -> Page processing and URLs](#). A detailed reference on path expressions is located in [Developer's Guide -> Appendix B - Path expression](#).

### Global section

The following alias paths of documents from the global section of the portal are pre-configured into the default properties of at least one Intranet portal widget:

- `/Home` - the **Department quick links** and **Workgroup quick links** widgets contain a link to this alias path in their default text.
- `/Departments` - the **Intranet departments** widget is by default configured to display departments under this alias path. Also, the **Intranet quick links** widget contains a link to this alias path in its default text.
- `/Workgroups` - the **Intranet quick links** widget contains a link to this alias path in its default text.

- */Documents* - the **Intranet quick links** widget contains a link to this alias path in its default text.
- */News* - the **Intranet latest news** widget is by default configured to display *News* documents under this alias path and also provides a link to it. To modify this link, the default value of the widget's **ContentAfter** property must be changed.
- */Events* - the **Intranet upcoming events** widget is by default configured to display *Event* documents under this alias path.
- */Events/Events-list* - the **Intranet upcoming events** widget by default provides a link to this alias path. To modify this link, the default value of the widget's **ContentAfter** property must be changed.
- */Blogs* - the **Intranet latest blog posts** widget is by default configured to display *Blog* documents under this alias path.
- */Blogs/Blog-posts* - the **Intranet latest blog posts** widget by default provides a link to this alias path. To modify this link, the default value of the widget's **ContentAfter** property must be changed.
- */Employees* - the **Intranet quick links** widget contains a link to this alias path in its default text.
- */Employees/Management/My-projects-and-tasks* - the **My projects - Intranet Portal, Tasks assigned to me - Intranet portal** and **Tasks owned by me - Intranet portal** widgets by default provide a link to this alias path. To modify these links, the default value of the **ContentAfter** property of the appropriate widget must be changed.
- */RSS/<BlogPosts, Events, ForumPosts, News>* - the RSS feed buttons in the container headers of the **Intranet latest blog posts**, **Intranet upcoming events**, **Intranet latest forum posts** and **Intranet latest news** widgets link to the respective alias path (if a container that supports an RSS link is used). To modify these RSS feed links, the default value of the **ContainerCustomContent** property of the appropriate widget must be changed.

## Workgroup sections

The following alias paths of documents from the sections dedicated to individual workgroups are pre-configured into the default properties of at least one Intranet portal widget:

- */Workgroups/<work group code name>* - the **Workgroup recent pages** widget is by default configured to display *Simple article* documents under this alias path.
- */Workgroups/<work group code name>/News* - the **Workgroup latest news** widget is by default configured to display *News* documents under this alias path and also provides a link to it. To modify this link, the default value of the widget's **ContentAfter** property must be changed.
- */Workgroups/<work group code name>/Calendar* - the **Workgroup upcoming events** widget is by default configured to display *Event* documents under this alias path.
- */Workgroups/<work group code name>/Calendar/Events-list* - the **Workgroup upcoming events** widget by default provides a link to this alias path. To modify this link, the default value of the widget's **ContentAfter** property must be changed.
- */Workgroups/<work group code name>/Documents* - the **Workgroup quick links** widget contains a link to this alias path in its default text.
- */Workgroups/<work group code name>/Blogs* - the **Workgroup latest blog posts** widget is by default configured to display *Blog* documents under this alias path.
- */Workgroups/<work group code name>/Blogs/Blog-posts* - the **Workgroup latest blog posts** widget by default provides a link to this alias path. To modify this link, the default value of the widget's **ContentAfter** property must be changed.
- */Workgroups/<work group code name>/Wiki* - the **Workgroup recent pages** widget by default provides a link to this alias path. To modify this link, the default value of the widget's **ContentAfter** property must be changed.
- */Workgroups/<work group code name>/Projects* - the **Workgroup quick links** widget contains a link to this alias path in its default text.
- */Workgroups/<work group code name>/Members* - the **Workgroup quick links** widget contains a link to this alias path in its default text.
- */Workgroups/<work group code name>/RSS/<BlogPosts, Events, ForumPosts, News>* - the RSS

feed buttons in the container headers of the **Workgroup latest blog posts**, **Workgroup upcoming events**, **Workgroup latest forum posts** and **Workgroup latest news** widgets link to the respective alias path (if a container that supports an RSS link is used). To modify these RSS feed links, the default value of the **ContainerCustomContent** property of the appropriate widget must be changed.

## Department sections

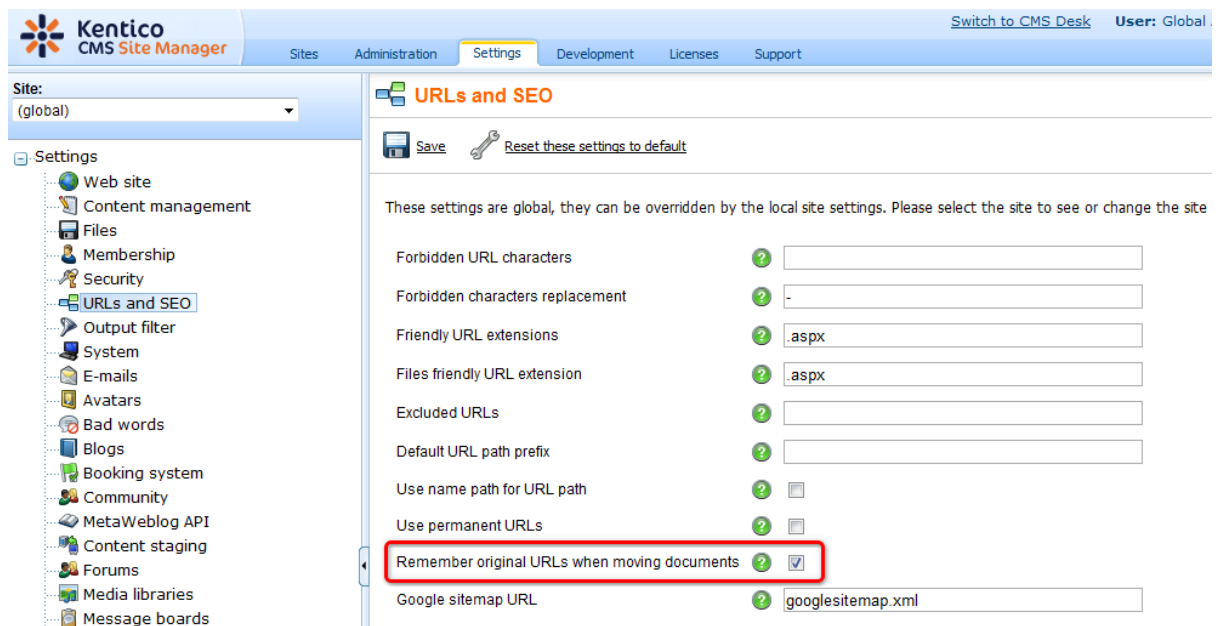
The following alias paths of documents from the sections dedicated to individual departments are pre-configured into the default properties of at least one Intranet portal widget:

- */Departments/<department code name>/News* - the **Department latest news** widget is by default configured to display *News* documents under this alias path and also provides a link to it. To modify this link, the default value of the widget's **ContentAfter** property must be changed..
- */Departments/<department code name>/Calendar* - the **Department upcoming events** widget is by default configured to display *Event* documents under this alias path.
- */Departments/<department code name>/Calendar/Events-list* - the **Department upcoming events** widget by default provides a link to this alias path. To modify this link, the default value of the widget's **ContentAfter** property must be changed.
- */Departments/<department code name>/Documents* - the **Department quick links** widget contains a link to this alias path in its default text.
- */Departments/<department code name>/Blogs* - the **Department latest blog posts** widget is by default configured to display *Blog* documents under this alias path.
- */Departments/<department code name>/Blogs/Blog-posts* - the **Department latest blog posts** widget by default provides a link to this alias path. To modify this link, the default value of the widget's **ContentAfter** property must be changed.
- */Departments/<department code name>/Members* - the **Department quick links** widget contains a link to this alias path in its default text.
- */Departments/<department code name>/RSS/<BlogPosts, Events, ForumPosts, News>* - the RSS feed buttons in the container headers of the **Department latest blog posts**, **Department upcoming events**, **Department latest forum posts** and **Department latest news** widgets link to the respective alias path (if a container that supports an RSS link is used). To modify these RSS feed links, the default value of the **ContainerCustomContent** property of the appropriate widget must be changed.

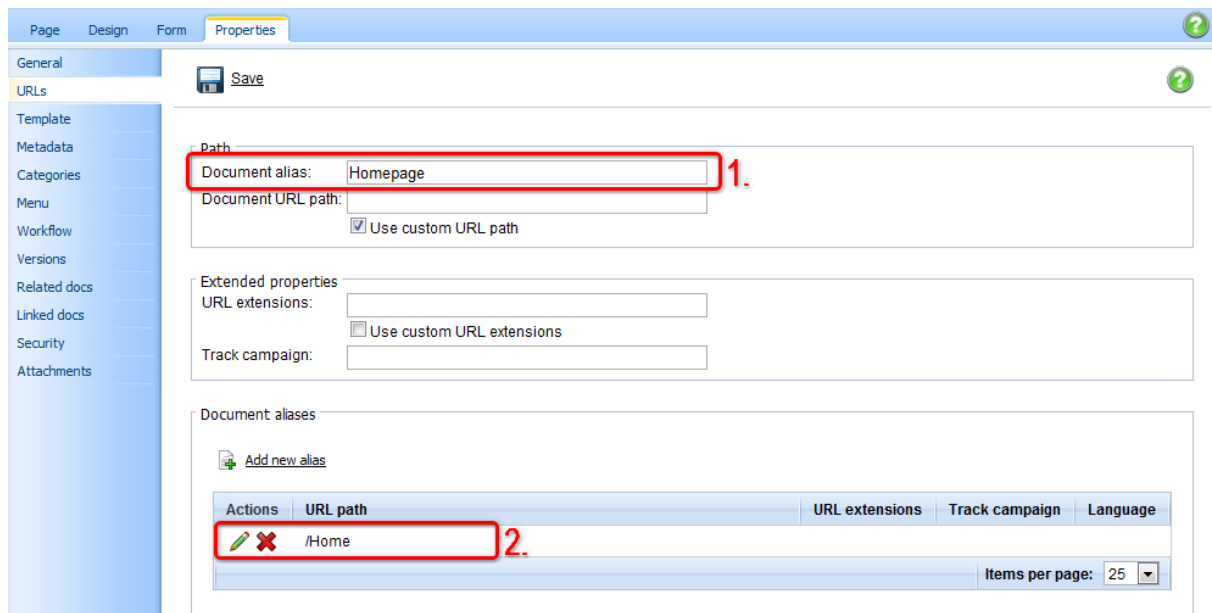
## Remembering original URLs when moving documents

The **Site Manager -> Settings -> URLs and SEO -> Remember original URLs when moving documents** setting may come in handy in this situation.





This setting is enabled by default and it ensures that when a document is moved or its alias path is modified, the original alias path is added among its additional **Document aliases**. This way, the document is still accessible under the original URL (2. in the screenshot below), as well as under the new one (1. in the screenshot below). If you perform your alias-path-related modifications with this setting enabled, the functionality of the structure-dependent widgets listed above will be preserved.



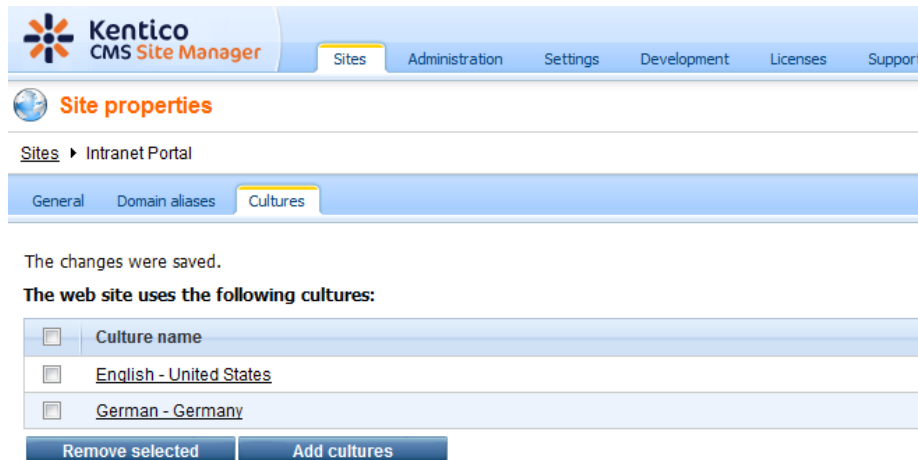
## 8.4 Configuration for multiple languages

The intranet portal can be multilingual, i.e. both the content of the front-end website and the resource strings in the administration interface can be displayed in various languages, based on the current user's preferences. This topic will give you a basic overview of how this configuration can be achieved. For a full

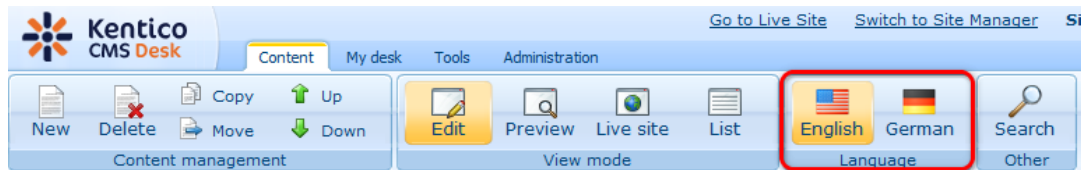
reference on the multilingual possibilities of Kentico CMS, please refer to [Developer's Guide -> Development -> Multilingual and international support](#).

## Multiple content cultures

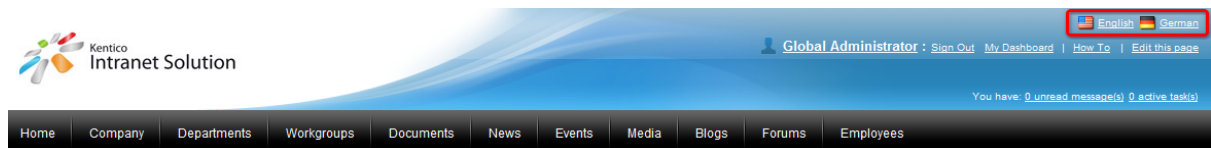
If you want to make the portal's content multilingual, the first thing to do is to add the required cultures in **Site Manager -> Sites -> edit** (✎) the site -> **Cultures**. By default, the portal only uses the **English - United States** culture. You can add additional cultures using the **Add cultures** button, which opens a culture selection dialog where all cultures defined in **Site Manager -> Development -> Cultures** will be offered. Unwanted cultures can be removed from the list by checking their check-boxes and clicking the **Remove selected** button.



Once you have more than one culture in the list, the **Language** toolbar is displayed in **CMS Desk -> Content**. Using this toolbar, you can switch between particular language versions of the document currently selected in the content tree.



On the live site, you can switch between particular language versions of the website using the **Language selection** or **Language selection with flags** web part. On the Intranet Portal website, the second mentioned web part is located in the top right corner of the master page header.



## Multiple user interface cultures

User interface cultures can be managed in **Site Manger -> Development -> UI cultures**. In this part of the administration interface, you can see a list of all user interface cultures currently available in the

system. The default installation of Kentico CMS only contains the **English**, **Czech** and **Slovak** cultures. Localization packs containing other cultures can be downloaded for free at <http://www.kentico.com/Download/Localization-Packs.aspx>.

It is also possible to create a completely new user interface culture using the **New UI culture** link on this page. If you click the **Edit** (✎) button next to a culture, you open its editing interface where you can define custom resource strings. It is also possible to remove listed cultures using the **Delete** (✖) button.

The screenshot shows the Kentico CMS Site Manager interface. The top navigation bar includes tabs for Sites, Administration, Settings, Development, Licenses, and Support. The left sidebar contains a tree view of development options, with 'UI cultures' selected. The main content area is titled 'UI cultures' and features a 'New UI culture' link. Below this, a text link provides information on downloading localization packs. A table lists the current UI cultures:

Actions	UI culture name	UI culture code
✎ ✖	Czech	cs-cz
✎ ✖	English	en-us
✎ ✖	Slovak	sk-sk

## Culture settings for users

Each user has the following two properties on the **General** tab of their editing interface in **Site Manager** -> **Administration** -> **Users**:

- **Preferred content culture** - preferred culture of website content displayed to the user. If set to *(default)* or if the selected culture is not available, content is displayed in the default website culture.
- **Preferred user interface culture** - preferred culture of the system's administration interface displayed to the user. If set to *(default)* or if the selected culture is not available, user interface is displayed in the default user interface culture.

The screenshot shows the 'Users' management page in the Kentico CMS Site Manager. The user 'BradS' is selected, and the 'General' tab is active. The user's details are as follows:

User name:*	BradS
Full name: *	Brad Summers
First name:	
Middle name:	
Last name:	
E-mail:	brads@localhost.local
Enabled:	<input checked="" type="checkbox"/>
Is editor:	<input checked="" type="checkbox"/>
Is global administrator:	<input type="checkbox"/>
Is external user:	<input type="checkbox"/>
Is domain user:	<input type="checkbox"/>
Is hidden:	<input type="checkbox"/>
Preferred content culture:	(default)
Preferred user interface culture:	(default)

Users with access to **CMS Desk** can adjust these settings for their own accounts in **My desk** -> **My profile**.

The screenshot shows the 'My profile' page in the Kentico CMS Desk. The user's details are as follows:

User name:	BradS
Full name:	Brad Summers
First name:	
Last name:	
Nick name:	
E-mail:	brads@localhost.local
Preferred content culture:	English - United States
Preferred user interface culture:	(default)
Messaging notification e-mail:	

## Default culture settings

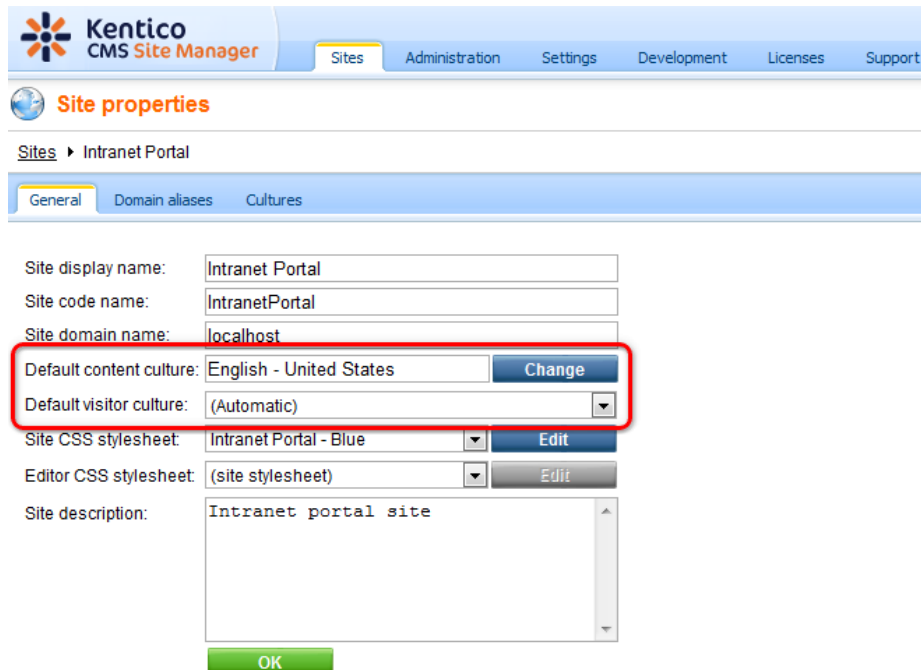
When setting up a multilingual intranet, it is necessary to choose default cultures. These cultures are used when the two preferred culture settings described above are set to *(default)*, or when the user's preferred culture is not available. These settings need to be adjusted separately for the website content

and for the administration interface.

## Default content culture

Default content culture can be configured in **Site Manager -> Sites -> edit**  the site -> **General**. The following two settings on this tab are related to default cultures:

- **Default content culture** - content culture displayed to registered users whose **Preferred content culture** is set to *(default)*.
- **Default visitor culture** - content culture displayed to anonymous site visitors. If set to *(Automatic)*, the culture will be used based on client browser preferences.



The screenshot shows the 'Site properties' dialog box for the 'Intranet Portal' site. The 'General' tab is selected. The following settings are visible:

Site display name:	Intranet Portal
Site code name:	IntranetPortal
Site domain name:	localhost
Default content culture:	English - United States <span>Change</span>
Default visitor culture:	(Automatic) <span>▼</span>
Site CSS stylesheet:	Intranet Portal - Blue <span>Edit</span>
Editor CSS stylesheet:	(site stylesheet) <span>Edit</span>
Site description:	Intranet portal site

An 'OK' button is located at the bottom of the dialog.

The **Default content culture** option above is linked with the **Default culture of the content** setting in **Site Manager -> Settings -> Website**. If you change the value here with the correct website selected, it gets changed in the dialog described above too, and vice versa.

The screenshot shows the Kentico CMS Site Manager interface. The 'Settings' tab is selected, and the 'Web site' settings are visible. The 'Default culture of the content' dropdown menu is highlighted with a red box, showing 'English - United States' selected. Other settings include 'Cache content (minutes)', 'Cache images (minutes)', 'Cache page info (minutes)', 'Combine with default culture', 'Combine files with default culture', 'Default alias path', and 'Page description prefix'.

## Default user interface culture

The default UI culture can be set by adding the following key to the `<appSettings>` section of your site's `web.config` file:


```
<add key="CMSDefaultUICulture" value="en-nz" />
```

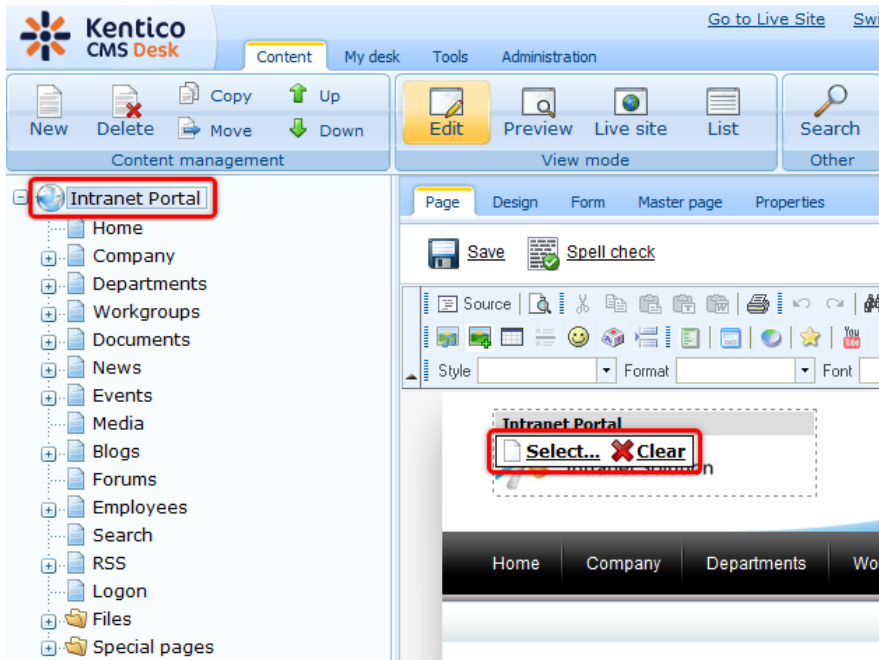
If you use this key, you also need to rename the `~\CMSResources\CMS.resx` file to `CMS.en-us.resx` and the `CMS.en-nz.resx` file to `CMS.resx`. This is needed because the `CMS.resx` file is used when the `(default)` option is selected in users' *Preferred user interface culture*. When this key is used and the `CMS.resx` file contains the `en-nz` dictionary, for the user who has their **Preferred user interface culture** set to **(default)**, the UI culture will be `en-nz`.

## 8.5 Changing the company logo

Here you will learn how to change and modify your company logo. You can [change](#) the logo in the Intranet Portal root or you can [update](#) it in the Intranet Portal content tree.

### Changing the company logo

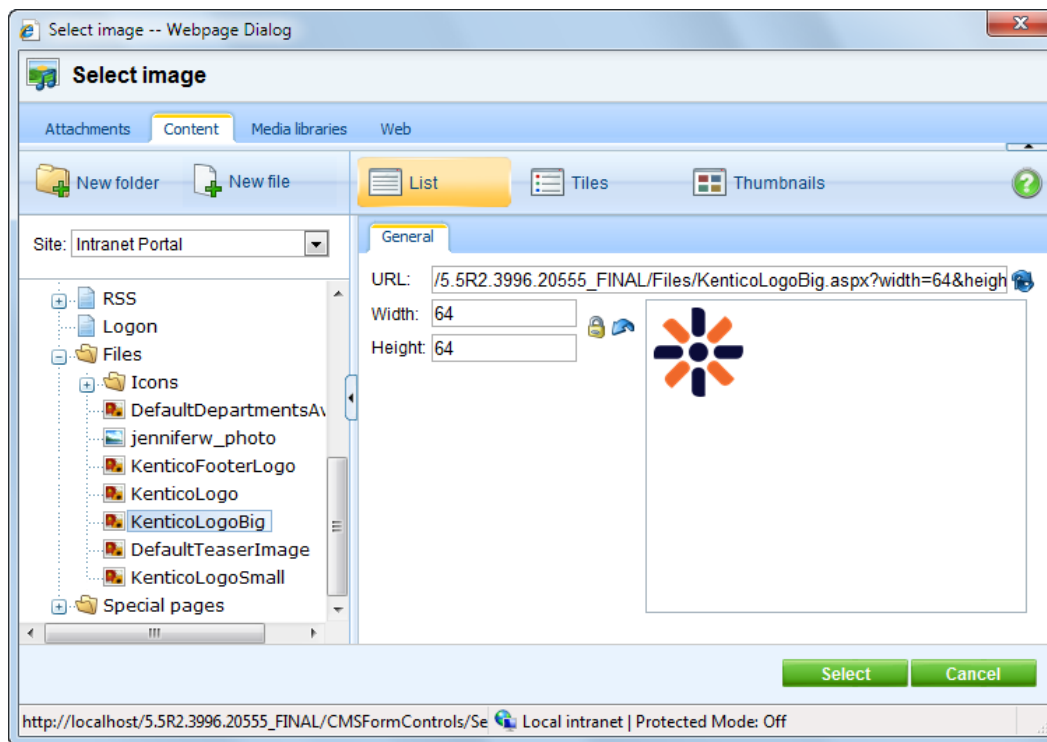
1. If you need to change your company logo, log on to **CMS Desk** and choose the Intranet Portal root from the content tree. You should see a page similar to the one depicted in the following screenshot. You can select a different logo image from the Intranet Portal file system by clicking the  **Select** link or you can restore the default logo image by clicking the  **Clear** link.



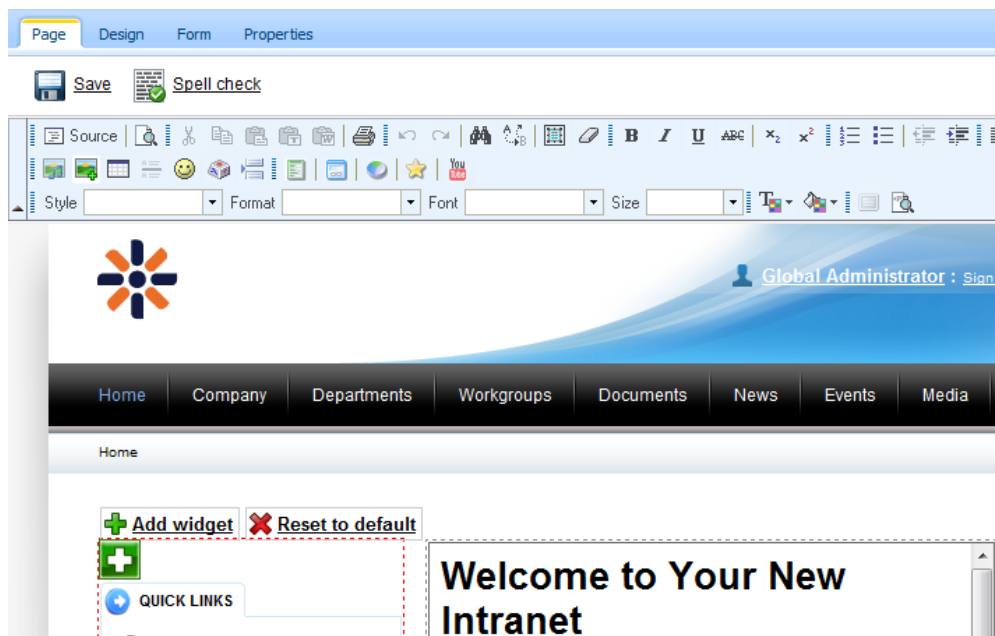
2. If you click the  **Select** link, the **Select image** dialog window will pop up. Choose an image file from the Intranet Portal content tree and optionally adjust its width and height. You can **Lock/Unlock** () the image aspect ratio and you can also **Reset** () its size. By clicking **Refresh** () you can refresh the image URL according to the current image file settings. When you have the values entered, click **Select** to confirm selection and adjustment of the new image or click **Cancel** to discard the changes.

The following fields are available if you are selecting a new logo image using the **Select image** dialog window:

- **URL** - URL of the image file in your Intranet Portal file system.
- **Width** - the width of the image in pixels. The image will be resized to this width.
- **Height** - the height of the image in pixels. The image will be resized to this height.



3. Finally, go to **CMS Desk -> Content -> Edit**, choose any Intranet Portal page displaying the company logo, e.g. the Home page, from the content tree and switch to the **Page** tab. The new company logo will be displayed. Please note that you can check your company logo also on the live site.

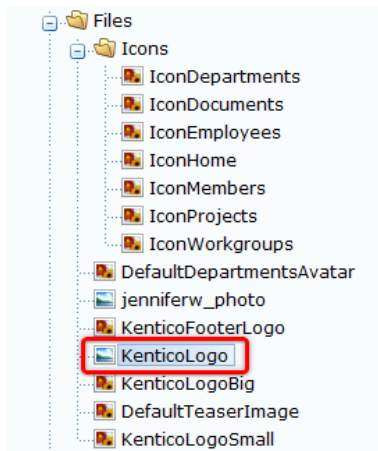


## Updating the company logo

1. Another option to change your company logo is to update the existing one. The company logo image



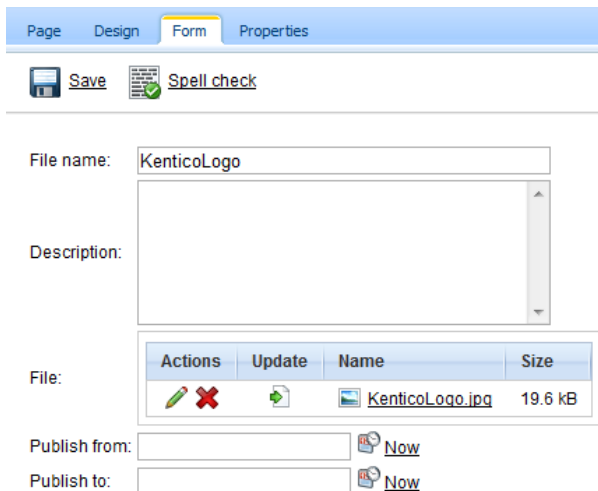
file can be found in the Intranet Portal **Files** folder. Navigate to this folder from **CMS Desk -> Content** and choose the appropriate image file from the content tree.







#### Please note

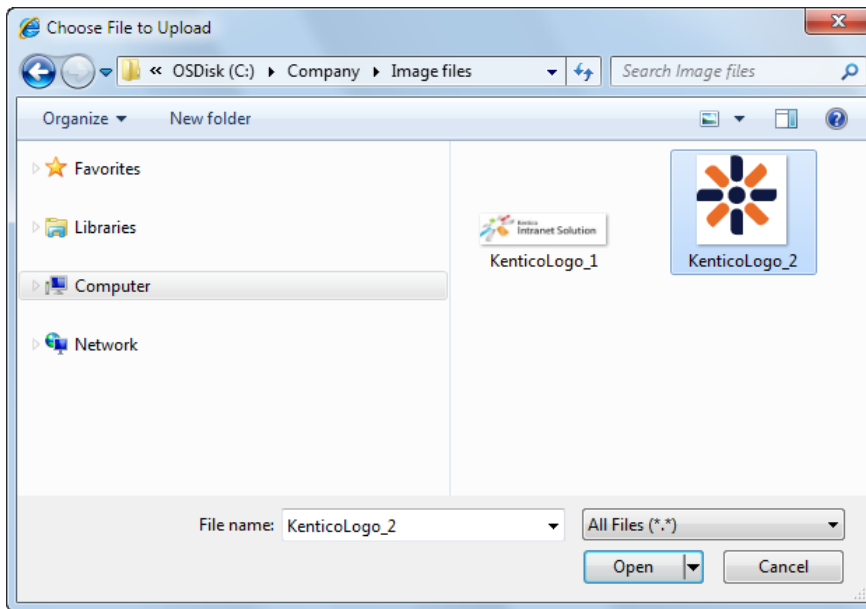
The **Files** folder in **CMS Desk -> Content** does not only contain the company logo image file and image files related to the Intranet Portal themes. All other image files placed on the portal can be found in this folder, too.

2. Now go to **CMS Desk -> Content -> Edit**, switch to the **Form** tab and click **Update** (📄).

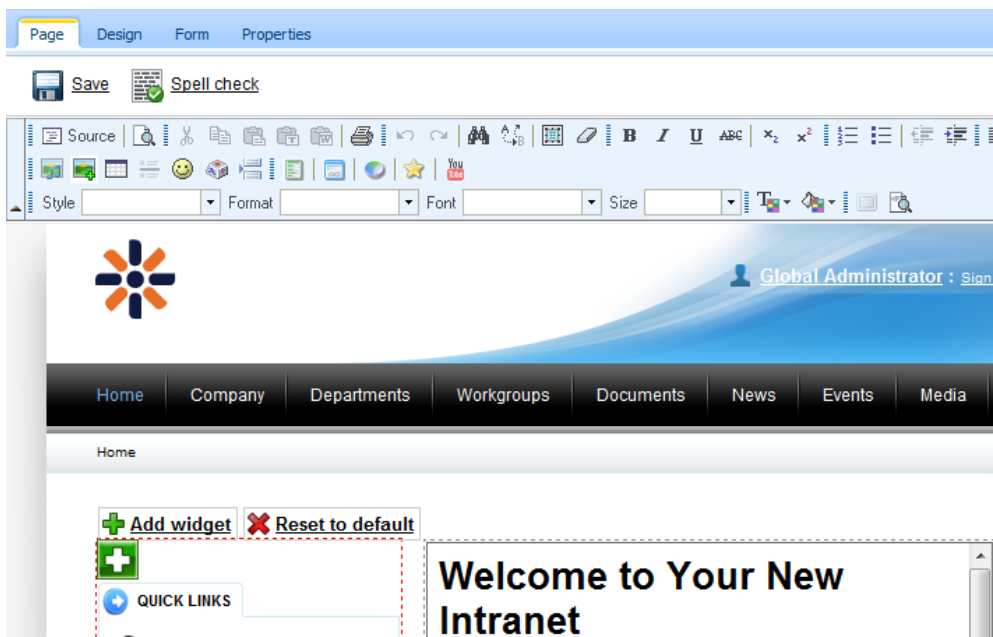
A screenshot of the CMS Desk interface. At the top, there are tabs for 'Page', 'Design', 'Form', and 'Properties'. Below the tabs are 'Save' and 'Spell check' buttons. The main area shows a 'File name:' field with 'KenticoLogo' entered. Below that is a 'Description:' field. A table shows the file details: 'KenticoLogo.jpg' with a size of '19.6 kB'. Below the table are 'Publish from:' and 'Publish to:' fields, both with 'Now' buttons.

Actions	Update	Name	Size
 		 KenticoLogo.jpg	19.6 kB

3. This will open the **Choose file to Upload** webpage dialog of the operating system enabling you to choose the new logo image file from your local or network file system. Navigate to the appropriate file, select it and click the **Open** button to confirm the update of your company logo.



4. Finally, go back to **CMS Desk -> Content -> Edit**, choose any Intranet Portal page displaying the company logo, e.g. the Home page, from the content tree and switch to the **Page** tab. The new company logo will be displayed. Please note that you can check your company logo update also on the live site.



#### Please note

If you don't need to change your company logo and only wish to modify it, navigate as described in step 2. and click **Edit** (✎). This will open the **Edit image** webpage dialog enabling you to perform standard image editing operations such as **Resize**, **Rotation**,

**Convert, Crop** and **Color** adjustment, same as display the **Properties** of the image. For more details on how to performs these operations, please refer to the [Handling images](#) chapter in the **Content management -> File management** section of the Developer's Guide.

**Part**

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**IX**

**Special pages**

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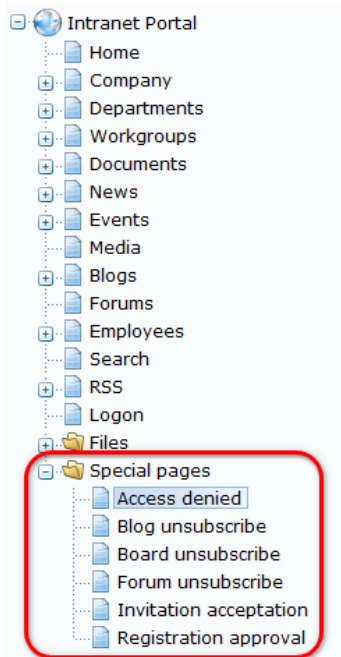
## 9 Special pages

The portal contains a number of special pages. These pages are standard **Page (menu item)** documents in the content tree, but they are not visible in the navigation menu. Their function is to provide functionality such as handling unsubscription requests, etc.

The special pages described in this topic are located in the **Special pages** folder in the content tree. The following pages can be found there:

- [Access denied](#)
- [Blog unsubscribe](#)
- [Board unsubscribe](#)
- [Forum unsubscribe](#)
- [Invitation acceptance](#)
- [Registration approval](#)

There are also other special pages in addition to the ones described in this topic - special pages for search and RSS feeds. These pages are described separately in the [RSS feeds](#) and [Search](#) topics in the **Other features** chapter of this guide.



### Access denied

Users who attempt to access a page for which they do not have [permissions](#) are by default redirected to a system page that displays a security message. A custom page may however be set as an alternative for the default system page. The **Access denied** special page is prepared for this purpose, it only requires the simple configuration process described below to be performed to ensure that users without permissions are redirected correctly.

Go to **Site Manager -> Settings -> Security**, select the Intranet Portal site from the drop-down list on the top left, uncheck the **Inherit from global settings box** on the right of the **Access denied page**

URL setting and enter the appropriate value into the field. By default, the URL is `~/Special-pages/Access-denied.aspx`.

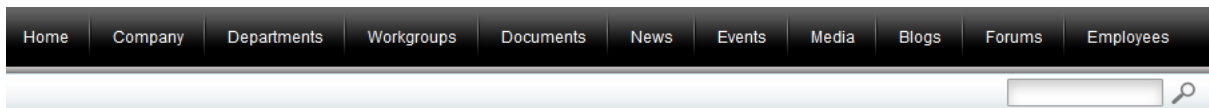
The screenshot shows the Kentico CMS Site Manager interface. The left sidebar contains a 'Settings' menu with various categories like 'Web site', 'Content management', 'Files', 'Membership', 'Security', 'URLs and SEO', 'Output filter', 'System', 'E-mails', 'Avatars', 'Bad words', 'Blogs', 'Booking system', 'Community', 'MetaWeblog API', 'Content staging', 'Forums', and 'Media libraries'. The 'Security' category is selected. The main content area is titled 'Security' and contains several configuration options:

- Send password e-mails from:   Inherit from global settings
- Check page permissions:   Inherit from global settings
- Website logon page URL:   Inherit from global settings
- Access denied page URL:   Inherit from global settings**
- Enable banned IPs:   Inherit from global settings
- Redirect banned IPs to URL:   Inherit from global settings
- Enable flood protection:   Inherit from global settings
- Flood interval:   Inherit from global settings
- Enable UI personalization:   Inherit from global settings

Buttons for 'Save', 'Reset these settings to default', and 'Export these settings' are visible at the top of the settings area.

Click **Save** to complete the process.

The content of the page is fully customizable. By default, the following message is displayed: *You are not allowed to access the required page. Please contact the administrator if you think you should be allowed to access it.*



## Access denied

**You're not allowed to access the required page. Please contact the administrator if you think you should be allowed to access it.**

The pages of [workgroups](#) do not redirect to this page when accessed without the appropriate permissions, since every workgroup has its own **Access** page dedicated to this purpose.

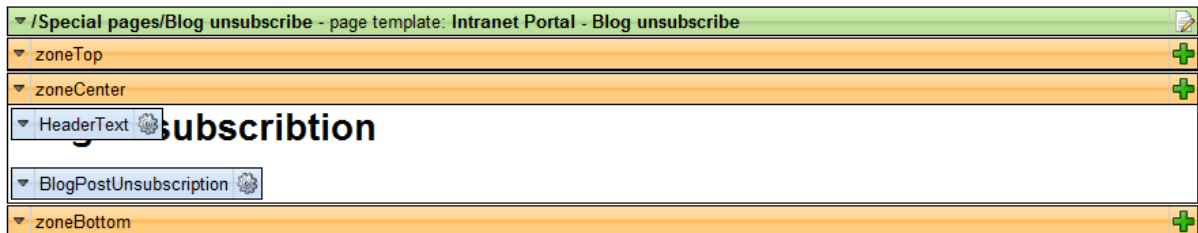
## Blog unsubscribe

This page is used for the handling of blog post unsubscription requests. When a user subscribes to receive notifications about new blog posts in some blog, a notification e-mail is sent to their e-mail address when a new blog post is published. The notification e-mails contain unsubscription links leading to this page.

When the page is accessed, the **Blog post unsubscription** web part on the page recognizes the subscription based on a value passed in the query string, performs unsubscription and displays a message confirming it to the user. From now on, notifications about blog posts in the respective blog will no longer be sent to the user.

The URL of the page must be entered in **Site Manager -> Settings -> Blogs -> Blog unsubscription URL** in order for the links to be functional. The portal is already pre-configured for the default location of this page, so you only need to modify it in case you wish to change the page's alias path.

More information on blog subscriptions can be found in [Developer's Guide -> ... -> Blog comments notifications -> User subscriptions](#).



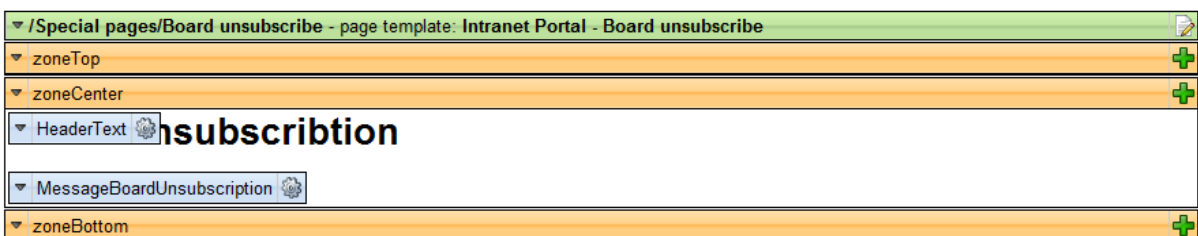
## Board unsubscribe

This page is used for the handling of message board unsubscription requests. When a user subscribes to receive notifications about new messages on a message board, a notification e-mail is sent to their e-mail address when a new message is added. The notification e-mails contain unsubscription links leading to this page.

When the page is accessed, the **Message board unsubscription** web part on the page recognizes the subscription based on a value passed in the query string, performs unsubscription and displays a message confirming it to the user. From now on, notifications about new messages on the board will no longer be sent to the user.

The URL of the page must be entered in **Site Manager -> Settings -> Message boards -> Board unsubscription URL** in order for the links to be functional. The portal is already pre-configured for the default location of this page, so you only need to modify it in case you wish to change the page's alias path.

More information on board subscriptions can be found in [Developer's Guide -> ... -> Message board notifications -> User subscriptions](#).



## Forum unsubscribe

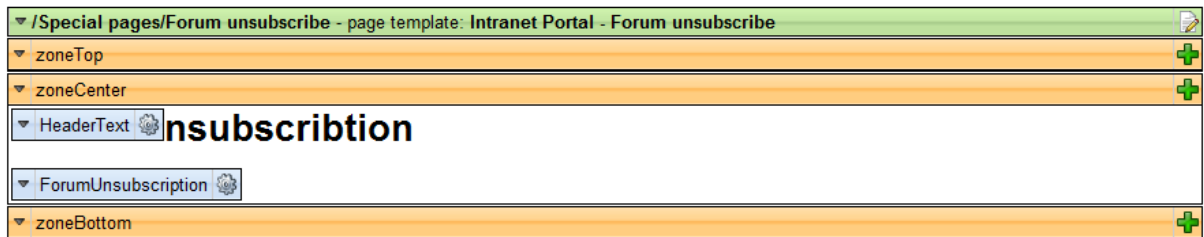
This page is used for the handling of forum unsubscription requests. When a user subscribes to receive notifications about new posts in a forum, a notification e-mail is sent to their e-mail address when a new forum post is added. The notification e-mails contain unsubscription links leading to this page.

When the page is accessed, the **Forum unsubscription** web part on the page recognizes the subscription based on a value passed in the query string, performs unsubscription and displays a

message confirming it to the user. From now on, notifications about new posts in the forum will no longer be sent to the user.

The URL of the page must be entered in **Site Manager -> Settings -> Forums -> Forum unsubscription URL** in order for the links to be functional. The portal is already pre-configured for the default location of this page, so you only need to modify it in case you wish to change the page's alias path.

More information on forum subscriptions can be found in [Developer's Guide -> Modules -> Forums -> Subscriptions](#).

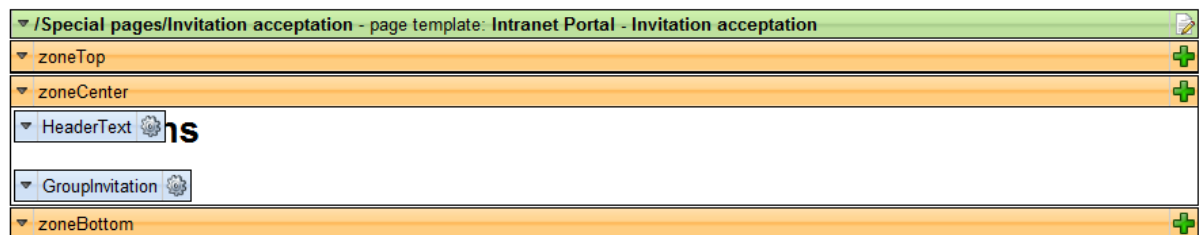


## Invitation acceptance

This page is used to handle workgroup invitations. A new user can be invited to a [workgroup](#) via e-mail or the internal [messaging](#) message. Both types of messages contain links that can be used to accept the invitation. The links lead to this page.

When the page is accessed, the **Group invitation** web part on the page recognizes the invitation based on a value passed in the query string and makes the user a member of the workgroup.

The alias path of the page must be entered in **Site Manager -> Settings -> Community -> Invitation acceptance path** in order for the links to be functional. The portal is already pre-configured for the default location of this page, so you only need to modify it in case you wish to change the page's alias path.



## Registration approval

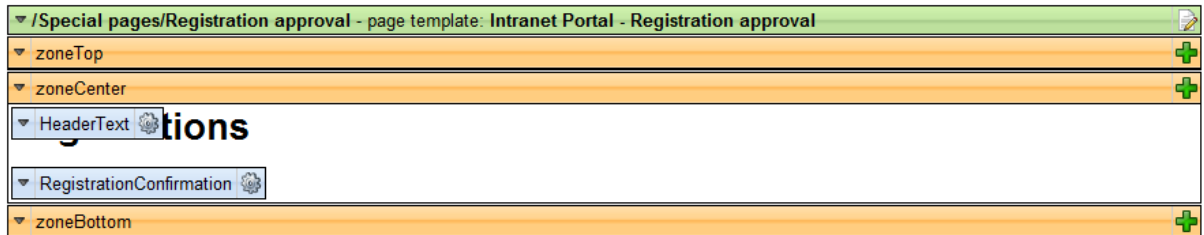
This page is used to handle registration confirmations. When a new user registers on the **Logon** page, an e-mail is sent to them, asking them to confirm their registration by clicking a link in the e-mail. The link leads to this page.

When the page is accessed, the **Registration confirmation** web part on the page recognizes the registration based on a value passed in the query string and confirms the user's registration. From now on, the new user account will be enabled and the new user can log on to the portal using the account.



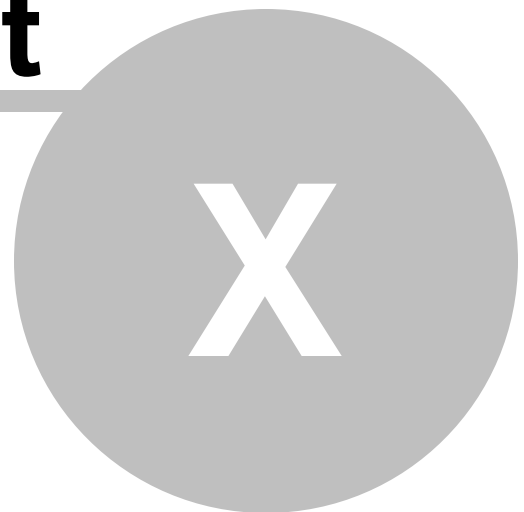
The URL of this page needs to be entered in the **E-mail confirmation page** property of the **Registration form** web part on the **Logon** page. The web part is already pre-configured for the default location of the page, so you only need to modify it in case you wish to change the page's alias path.

Detailed information on user registration can be found in [Developer's Guide -> ... -> User registration -> Registration approval and double opt-in](#).



# Part

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**Intranet widgets and web parts**

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## 10 Intranet widgets and web parts

The portal comes with a number of [widgets](#) designed specifically for intranet scenarios. These widgets are derived from standard [Kentico CMS web parts](#), but have most of their properties pre-configured so that the required configuration is limited to the minimum. In any case, you can always modify the configuration of the widgets in **Site Manager -> Development -> Widgets**. Some of the widgets have their properties configured depending on the default alias paths of certain documents in the content tree. For more information on this topic, please refer to [Customizing the portal -> Modifying structure of the website](#).

All intranet widgets are stored in the **Intranet Portal** widget category. Other widget categories are also available, but the widgets in them are meant for general use and it may be necessary to pre-configure the properties of these widgets according to the document structure of the portal website. Each of the widgets can be used in one of the following scenarios:

- [User widgets](#) - can be used by live site users on their personalizable pages, typically on the [My Dashboard](#) page.
- [Editor widgets](#) - can be used by website editors on the **Page** tab in **CMS Desk**, typically on the **Home** page of the global portal or of individual departments.
- [Workgroup widgets](#) - can be used by workgroup administrators, typically on each workgroup's **Home** page.

The following paragraphs describe widgets in each of these three categories.

### User widgets

### General widgets

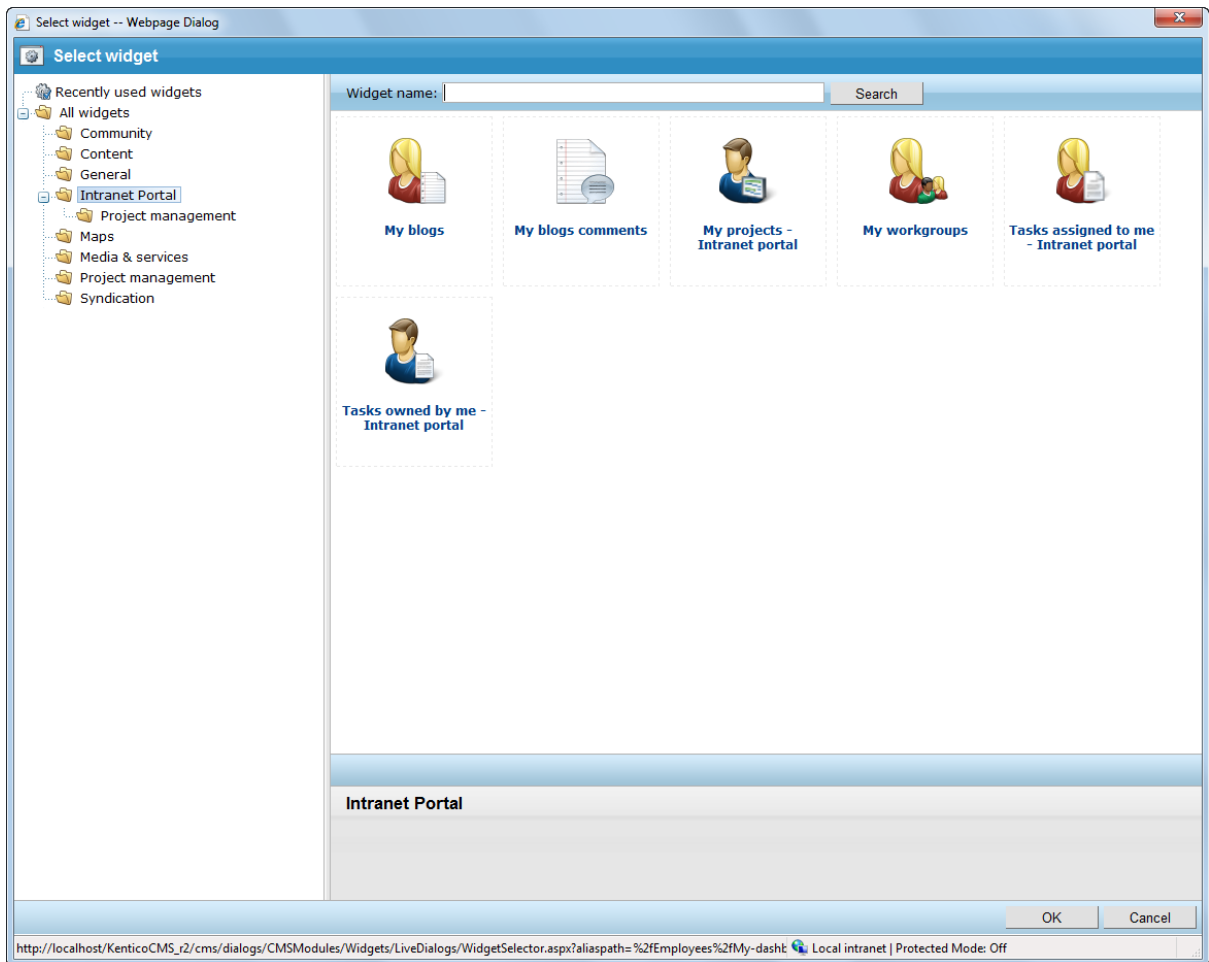
The following widgets are available in the root of the **Intranet Portal** category:

- **My blogs** - based on the **Repeater** web part, displays all blogs belonging to the current user.
- **My blogs comments** - based on the **Blog comments viewer** web part, displays blog comments from all blogs belonging to the current user.
- **My workgroups** - based on the **Groups viewer** web part, displays all workgroups to which the current user belongs.

### Project management widgets

The following widgets are available in the **Intranet Portal/Project management** sub-category:

- **My projects - Intranet Portal** - based on the **My projects** web part, displays all projects for which the current user has access permissions.
- **Tasks assigned to me - Intranet Portal** - based on the **Tasks assigned to me** web part, displays all tasks assigned to the current user.
- **Tasks owned by me - Intranet Portal** - based on the **Tasks owned by me** web part, displays all tasks owned by the current user.



## Editor widgets

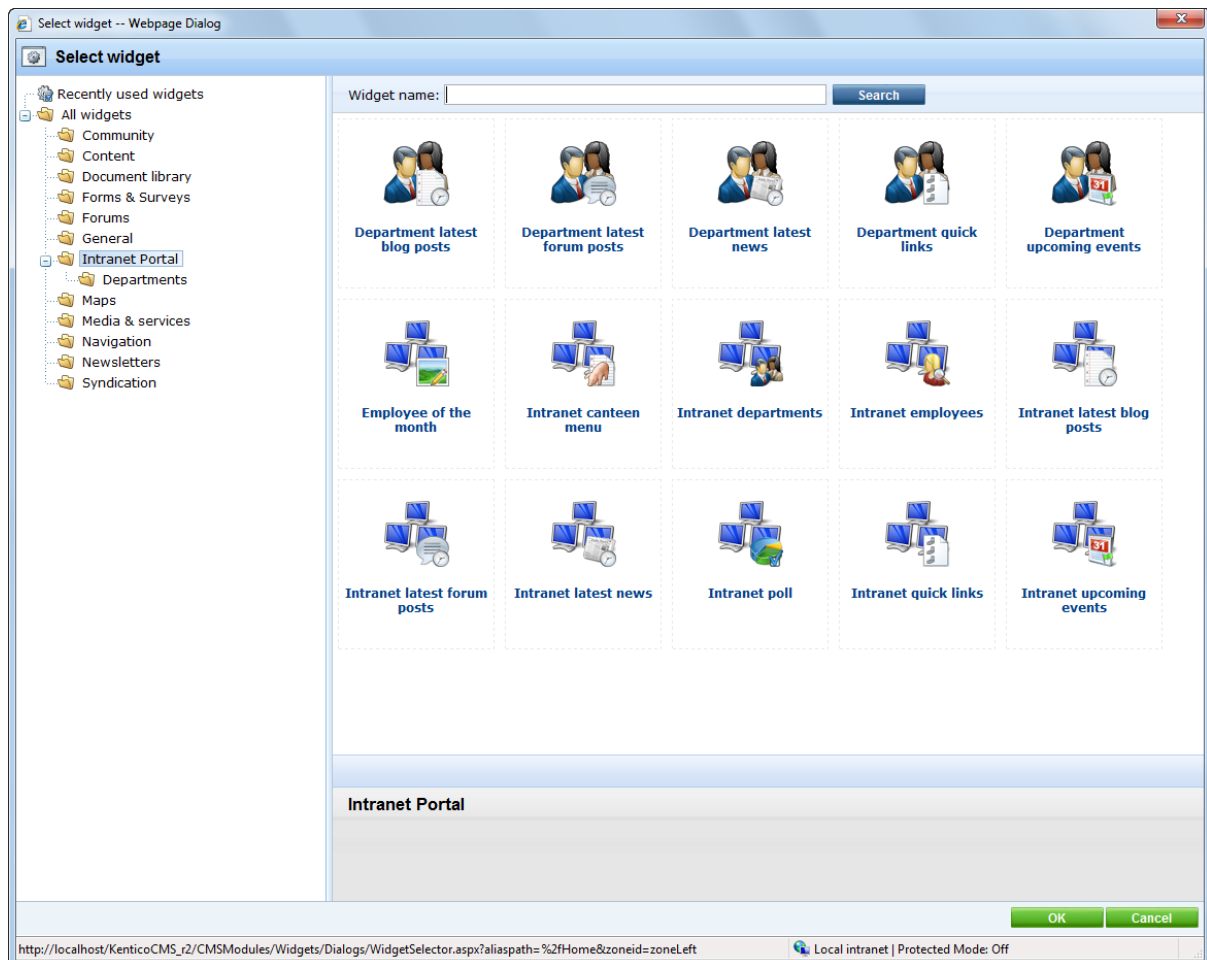
The following widgets are available in the **Intranet Portal** widget category when adding widgets to pages on the **Page** tab in **CMS Desk**.

## General widgets

The following widgets are available in the root of the **Intranet Portal** category:

- **Employee of the month** - based on the **Editable image** web part, displays an image selected by a website editor.
- **Intranet canteen menu** - based on the **Static HTML** web part, displays a pre-defined text, typically a weekly canteen menu.
- **Intranet departments** - based on the **Repeater** web part, displays a list of all existing departments.
- **Intranet employees** - based on the **Users viewer** web part, displays a list of all users of the system (i.e. company employees).
- **Intranet latest blog posts** - based on the **Repeater** web part, displays latest blog posts published in the portal's global section.
- **Intranet latest forum posts** - based on the **Forum posts viewer** web part, displays latest posts from the global section's forums.

- **Intranet latest news** - based on the **Repeater** web part, displays latest news published in the portal's global section.
- **Intranet poll** - based on the **Poll** web part, displays a poll where users can vote to express their opinion.
- **Intranet quick links** - based on the **Static HTML** web part, contains customizable links leading to the most frequently used sub-sections of the portal.
- **Intranet upcoming events** - based on the **Repeater** web part, displays the latest events scheduled on the **Events** page of the global section.

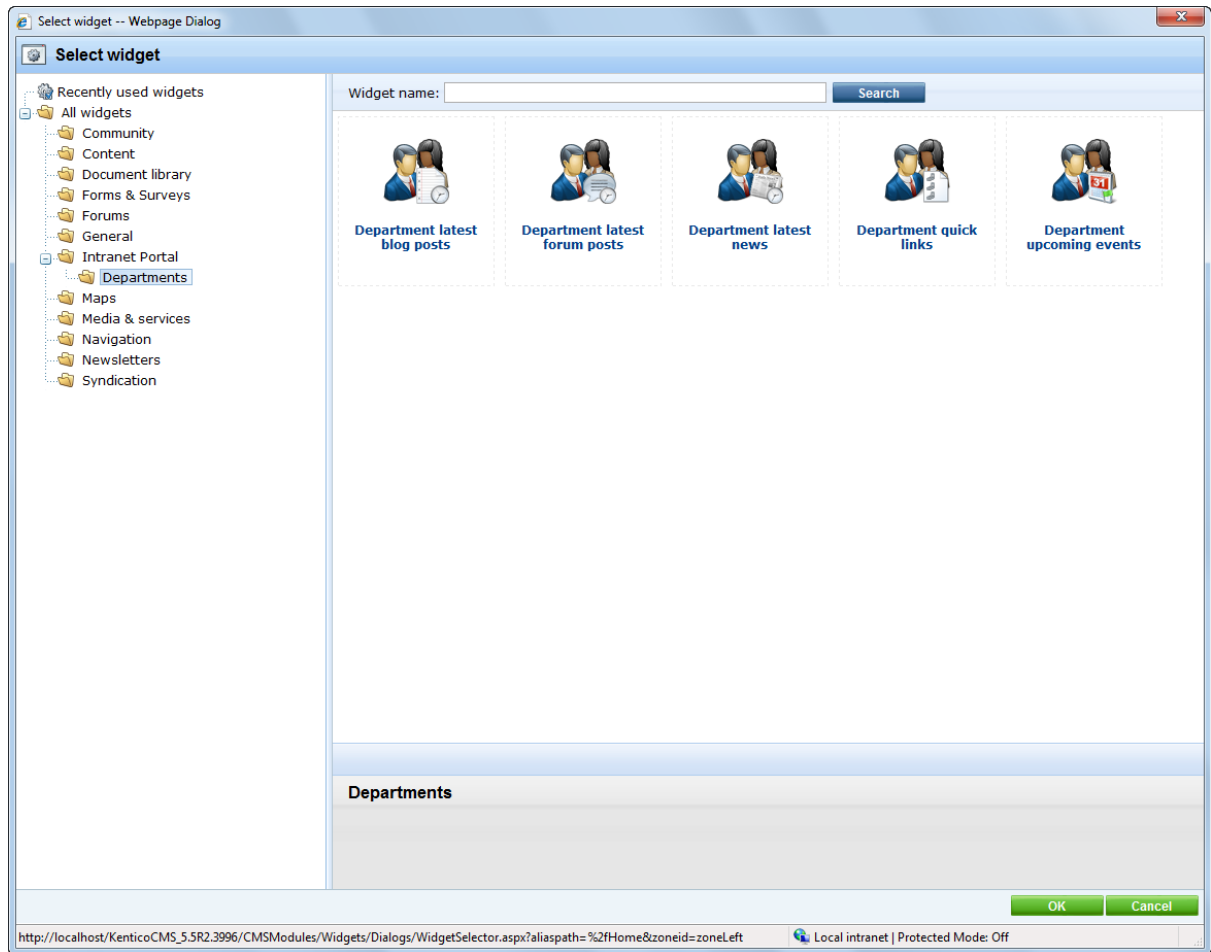


## Department widgets

The following widgets are available in the **Intranet Portal/Departments** sub-category:

- **Department latest blog posts** - based on the **Repeater** web part, displays latest blog posts published in the current department's section.
- **Department latest forum posts** - based on the **Forum posts viewer** web part, displays latest posts from the current department's forums.
- **Department latest news** - based on the **Repeater** web part, displays latest news published in the current department's section.
- **Department quick links** - based on the **Static HTML** web part, contains customizable links leading to the **Home** page of the portal and sub-sections of the current department.
- **Department upcoming events** - based on the **Repeater** web part, displays the latest events

scheduled in the current department's calendar.



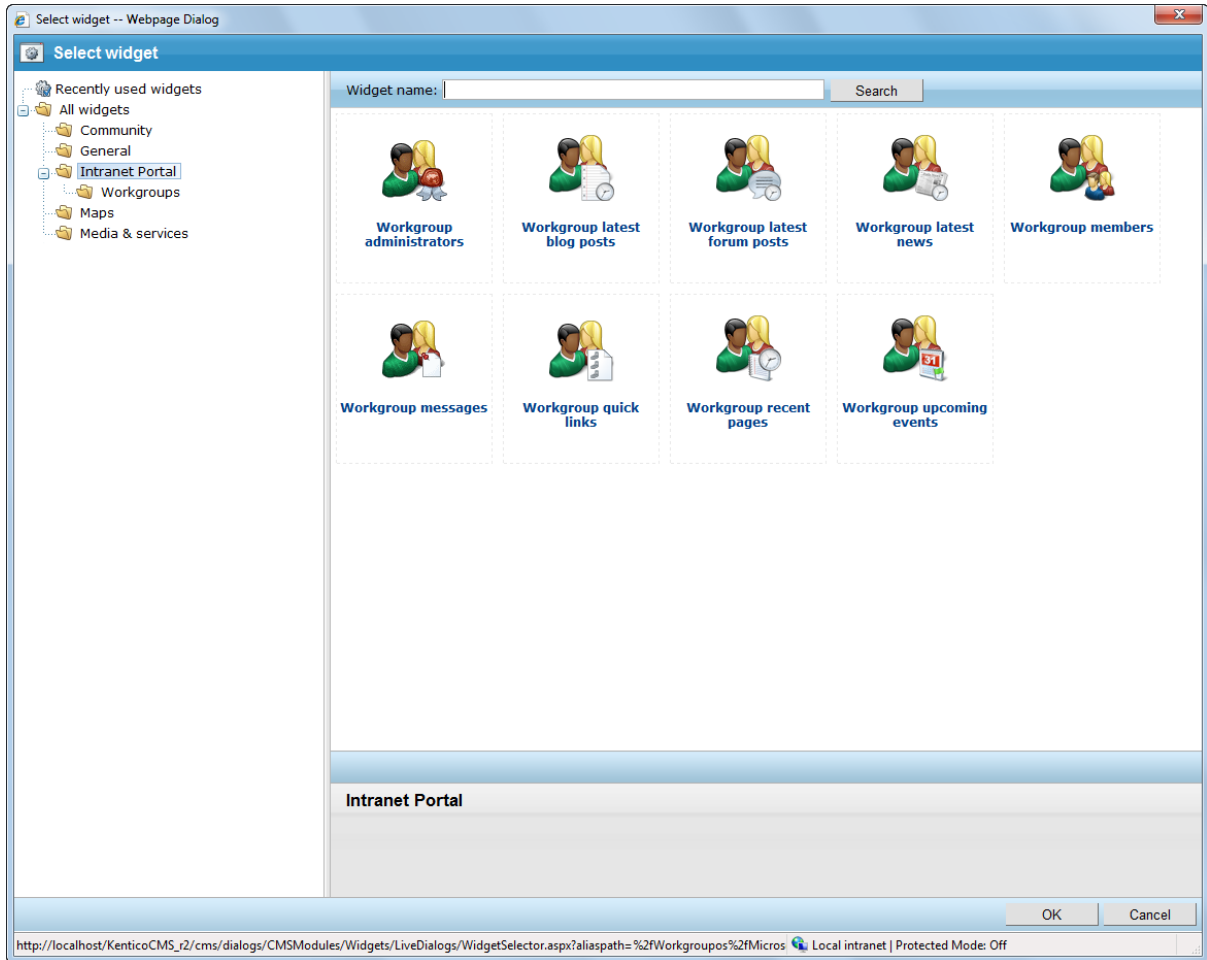
## Workgroup widgets

The following widgets can be found in the **Intranet Portal** widget category when adding widgets to workgroup pages:

- **Workgroup administrators** - based on the **Group members viewer** web part, displays all administrators of the current workgroup.
- **Workgroup latest blog posts** - based on the **Repeater** web part, displays latest blog posts published in the current workgroup's section.
- **Workgroup latest forum posts** - based on the **Group forum posts viewer** web part, displays latest forum posts published in the current workgroup's section.
- **Workgroup latest news** - based on the **Repeater** web part, displays latest news published in the current workgroup's section.
- **Workgroup members** - based on the **Group members viewer** web part, displays all members of the current workgroup.
- **Workgroup messages** - based on the **Group message board viewer** web part, displays latest messages from the current workgroup's message board.
- **Workgroup quick links** - based on the **Static HTML** web part, contains customizable links leading to the **Home** page of the portal and sub-sections of the current workgroup.
- **Workgroup recent pages** - based on the **Repeater** web part, displays the latest wiki pages in the

current workgroup's section.

- **Workgroup upcoming events** - based on the **Repeater** web part, displays latest events scheduled in the current workgroup's calendar.



**Part**

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**XI**

**Microsoft SharePoint integration**

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## 11 Microsoft SharePoint integration

Using Microsoft SharePoint, you can collaborate and share files with your colleagues more effectively and publish your website content more efficiently. Kentico CMS provides integration with SharePoint and allows you to access data stored on a SharePoint (Windows SharePoint Services 3.0 (WSS) or MOSS - Microsoft Office SharePoint Server) server and display it on your site. This can be done using the [web parts](#) of the SharePoint module. Please note that the module enables you to get list and list item data from SharePoint and provide it to Kentico CMS. You can also download documents or images using the SharePoint module. However, it is not possible to modify SharePoint data or display Kentico CMS data in SharePoint.

### How it works

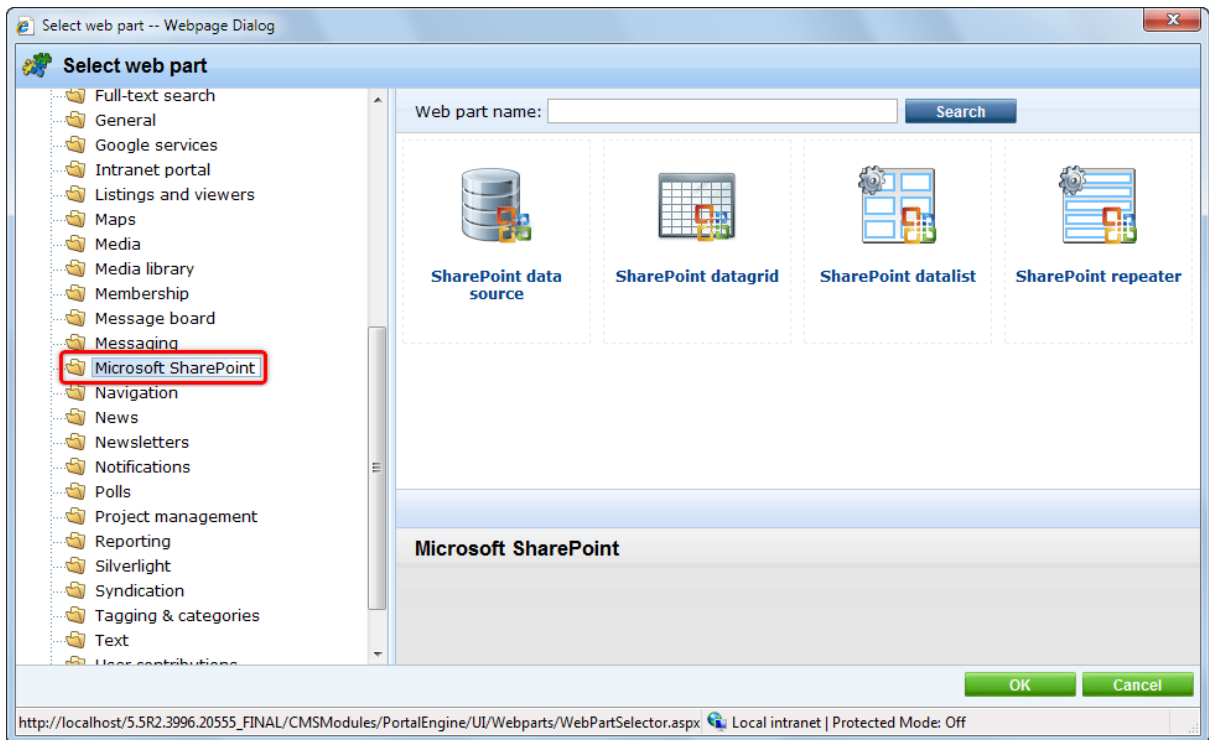
SharePoint web parts use pre-generated proxy classes of selected SharePoint web services to get data from the server. The following services are used:

- *http://server/\_vti\_bin/Lists.asmx* - methods for working with lists
- *http://server/\_vti\_bin/Imaging.asmx* - methods for working with picture libraries
- *http://server/\_vti\_bin/Copy.asmx* - methods for retrieving file content

The returned data is in CAML (XML) format, which needs to be further processed to display the data in a meaningful way. XSLT or ASCX transformations may be used for this purpose. For ASCX, the CAML response must be transformed to an ASP Dataset.

The whole integration functionality is provided by the following web parts from the Microsoft SharePoint category:

- **SharePoint data source** - this data source web part enables you to retrieve some of the data from the SharePoint server. It uses web services (Lists.asmx, Imaging.asmx).
- **SharePoint datagrid** - this web part displays a grid with data retrieved from the SharePoint server. It uses web services (Lists.asmx, Imaging.asmx).
- **SharePoint datalist** - this web part enables you to retrieve and display some of the data from the SharePoint server. It uses web services (Lists.asmx, Imaging.asmx). The inner datalist control displays can display the data in multiple rows/columns.
- **SharePoint repeater** - this web part enables you to retrieve and display some of the data from the SharePoint server. It uses web services (Lists.asmx, Imaging.asmx).



#### Please note

Detailed information and examples of the use of these web parts can be found in the [SharePoint integration](#) chapter in the Modules section of the Developer's Guide.

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