

Kentico CMS User's Guide 5.5 beta



Table of Contents

Part I Introduction	4
1 Kentico CMS overview	4
2 Signing in	5
3 User interface overview	7
Part II Managing my profile	8
1 Changing my e-mail and preferred language	8
2 Changing my password	9
Part III Getting started	10
1 Creating a new web page.....	10
2 Editing page content	13
Part IV Using the editor	14
1 Using What You See Is What You Get editor	14
2 Text formatting.....	15
3 Inserting images	16
4 Creating links	19
5 Inserting a table	20
Part V Editing structured documents	21
1 Creating a news item.....	21
2 Editing a news item	23
Part VI Deleting, moving and sorting documents	25
1 Deleting and restoring a document	25
2 Changing document order.....	27
3 Moving documents to another section	27
4 Copying a document	28

Part VII Translating documents	30
Part VIII Workflow and versioning	32
1 Publishing document	32
2 Archiving a document	33
3 Versioning and rollback.....	34
Part IX Security	37
1 Granting permission to edit a document	37
Part X Newsletters	40
1 Creating a newsletter issue	40
Part XI Bizforms	43
1 Creating and publishing a new on-line form	43
Part XII E-commerce	48
1 Creating a new product.....	48
2 Changing order status	51
Part XIII File import	58
1 Bulk import of files	58
Part XIV Polls	62
1 Creating and publishing a new poll	62
Part XV Forums	65
1 Creating a new forum.....	65
2 Moderating forum posts	70

Please note: In Kentico CMS user's guide, we demonstrate the capabilities of the Kentico CMS on the example of the sample Corporate Site. Your particular web site application may vary.

1 Introduction

1.1 Kentico CMS overview

Kentico CMS for ASP.NET is a piece of software that allows a person without any programming knowledge to create a powerful dynamic website.

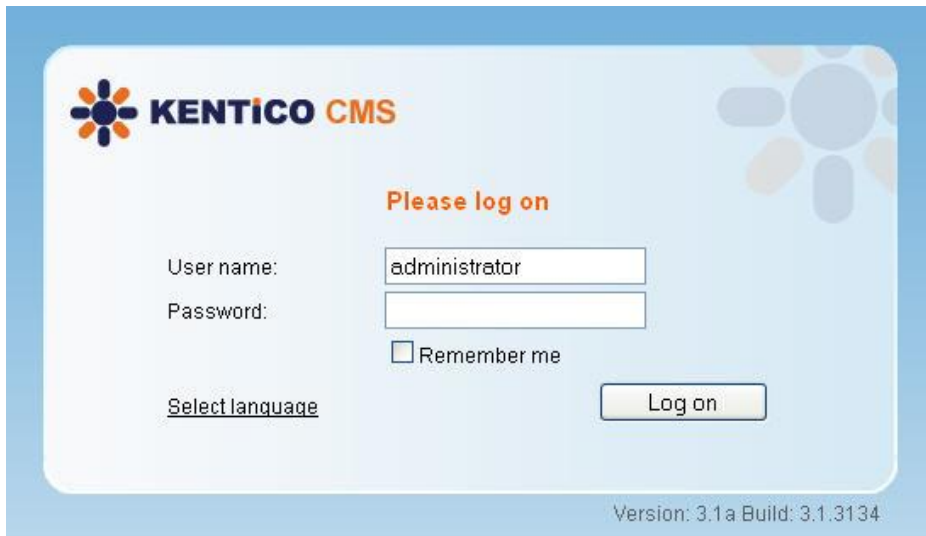
By using Kentico CMS, you will be able to manage and edit the content of your website in a quick, efficient and professional manner.

1.2 Signing in

1. Open your favorite web browser and go to your web site.
2. At the very top of your web site, click **Sign in to CMS Desk**. This link is only available on the sample Corporate Site. On your own web site, you will need to go to **http://<your web site>/cmsdesk** – e.g.: **http://www.mydomain.com/cmsdesk**.



3. In the following interface, type in your user name and password and click **Log on**.

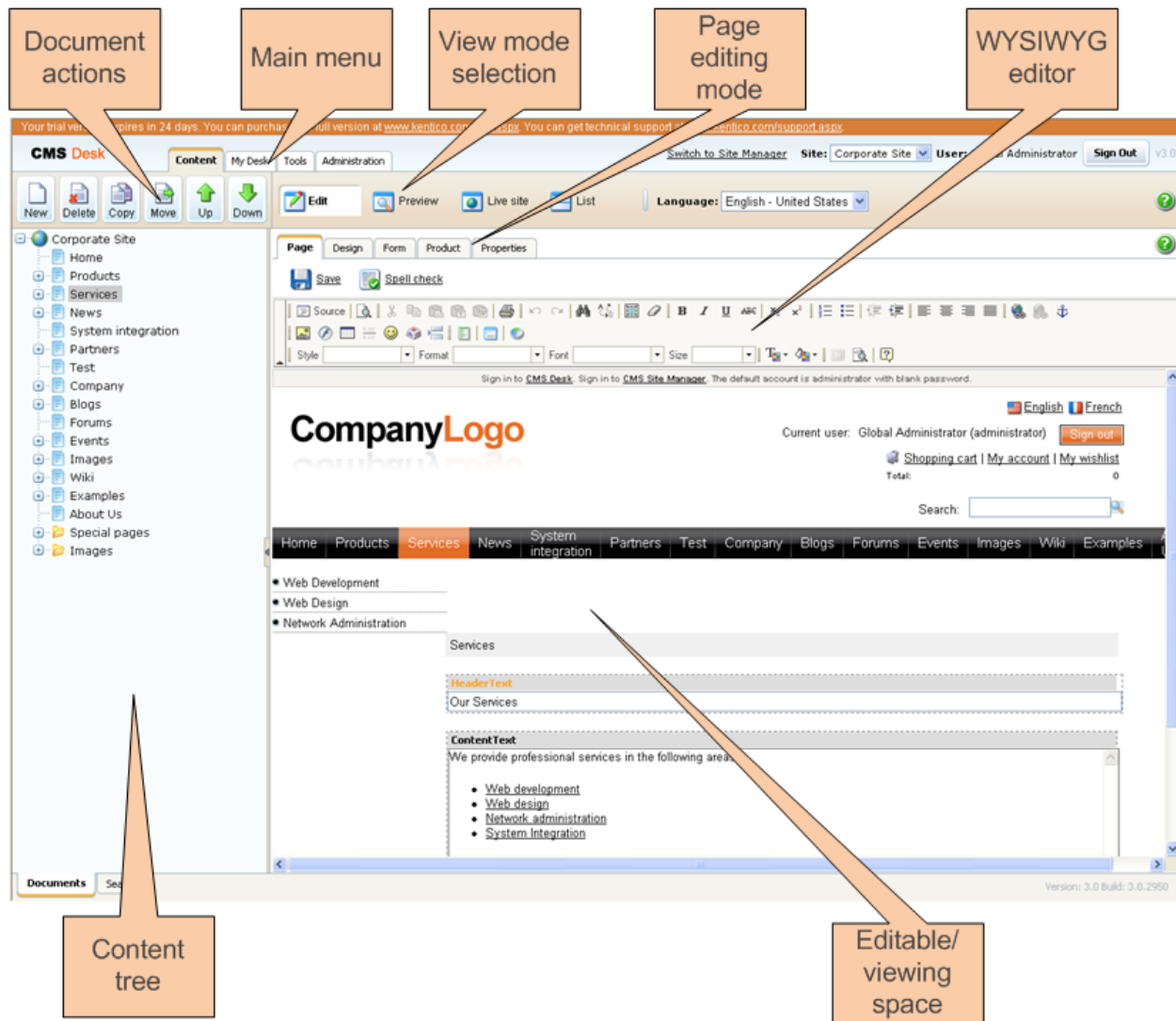


The screenshot shows the Kentico CMS login page. At the top left is the Kentico CMS logo. The main heading is "Please log on". Below this, there are two input fields: "User name:" with the value "administrator" and "Password:". Below the password field is a checkbox labeled "Remember me". To the left of the password field is a link "Select language". To the right of the password field is a "Log on" button. At the bottom right, the version information "Version: 3.1a Build: 3.1.3134" is displayed.

Congratulations, you've just log on to the CMS Desk for the first time.

1.3 User interface overview

The user interface of Kentico CMS consists of several sections. You will see that each of these sections has its specific functionality and its logical relation to the others. As a whole, the sections form and graphical interface that is easy to use and quick to navigate through.



The main sections are:

- **Main menu** where you can switch between the Content, My Desk, Tools and Administration sections. You will be using only the Content tab most of the time.
- **Document actions** toolbar where you can create, delete, edit, copy, move or sort documents.
- **View mode** selection that allows you to choose between editing, preview, live view and list view depending on whether you want to edit content of your web site or just see how it looks in a browser.

- **Content tree** that displays the structure of your web site and allows you to organize documents/pages in it.
- **Page editing mode** where you can choose the way you want to edit the content of the page. You can choose from editing a content of your page, editing document fields and product or document properties. If you're an administrator, you can also design the page template.
- **Editing/viewing space** where the page chosen in the content tree is displayed in the mode that has been selected in the view and page editing toolbar.

2 Managing my profile

2.1 Changing my e-mail and preferred language

Now you will learn how to change your e-mail and preferred language.

1. In the main menu, switch to the **My Desk** tab and choose **My profile** in the content tree.

Your trial version expires in 11 days. You can purchase the full version at www.kentico.com/buy.aspx. You can get technical support at www.kentico.com/support.aspx.

CMS Desk Content **My Desk** Tools Administration [Switch to Site Manager](#) Site: Corporate Site User: Global Administrator [Sign Out](#) v3.0

My Desk

- Recent documents
- Outdated documents
- Waiting for my approval
- Checked out by me
- My recycle bin
- My documents
- My profile**
- Change password
- My blogs

My profile

My user name: administrator

My full name: Global Administrator

My e-mail:

Preferred content culture:

Preferred user interface culture:

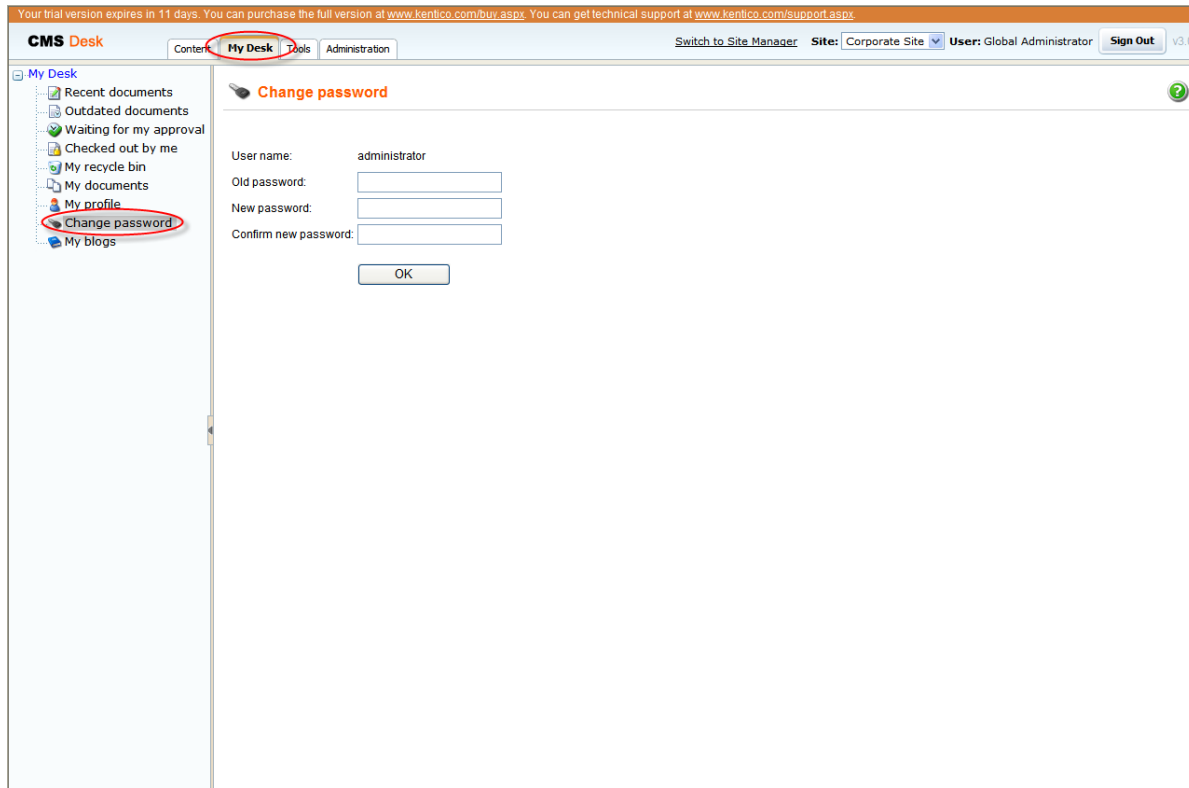
2. Place the cursor into the **My e-mail** text box and type in your e-mail address. Then click the **Preferred content culture** drop-down list and choose the preferred culture.

That's how you change your e-mail address and your preferred language.

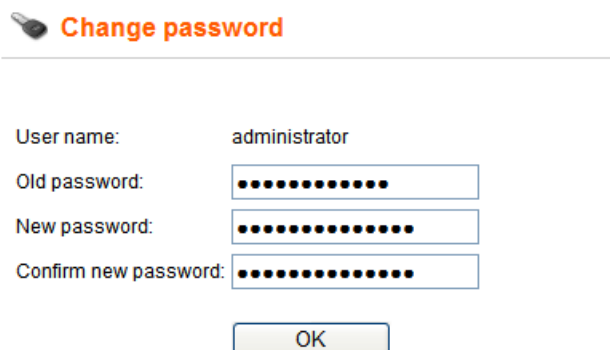
2.2 Changing my password

Now you will learn how to change your password for logging in to the CMS Desk.

1. Go to **My Desk -> Change password**.



2. Into the **Old password** textbox, enter your old password. (Leave blank if you don't have to use password for signing in to the CMS Desk). Then type in your new password to the **New password** textbox and re-type it again to the **Confirm new password** textbox. Click **Ok**.

A close-up view of the 'Change password' form. The form title is 'Change password'. The 'User name:' field contains the text 'administrator'. The 'Old password:', 'New password:', and 'Confirm new password:' fields are each filled with a series of black dots, representing masked input. An 'OK' button is positioned at the bottom of the form.

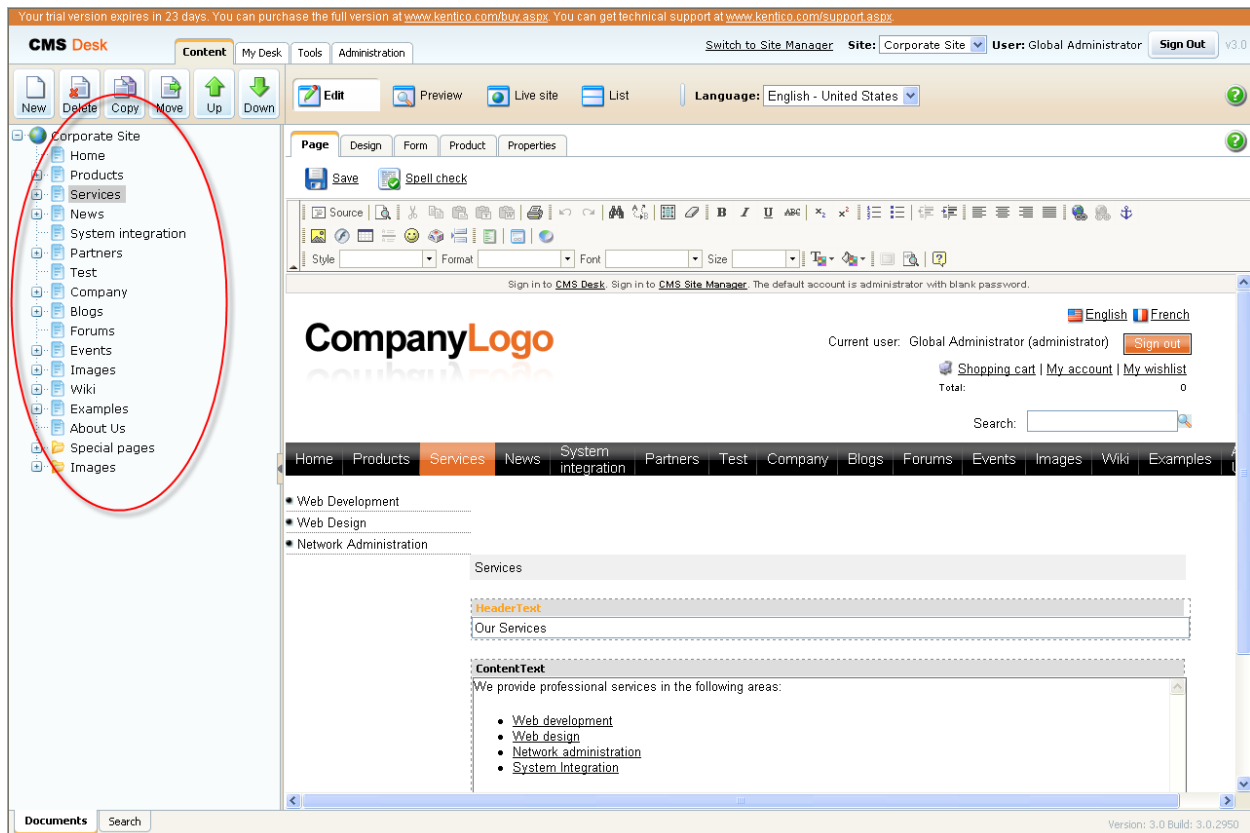
That's how you change your password for the access to the CMS Desk.

3 Getting started

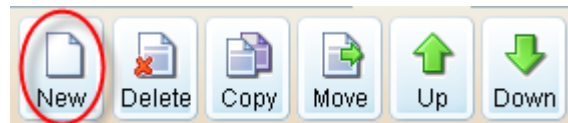
3.1 Creating a new web page

Let's start from the beginning, therefore, with creating a new webpage.

1. Firstly you have to choose in the **Content tree** where you want your new page to be located in the structure of your website.





















2. Click on the existing document. The new page will be appended to the document you've just clicked on. Click the **New** button in the document action toolbar.



On the right side in the editing/viewing space, you should see the types of documents you are allowed to create in the chosen location.

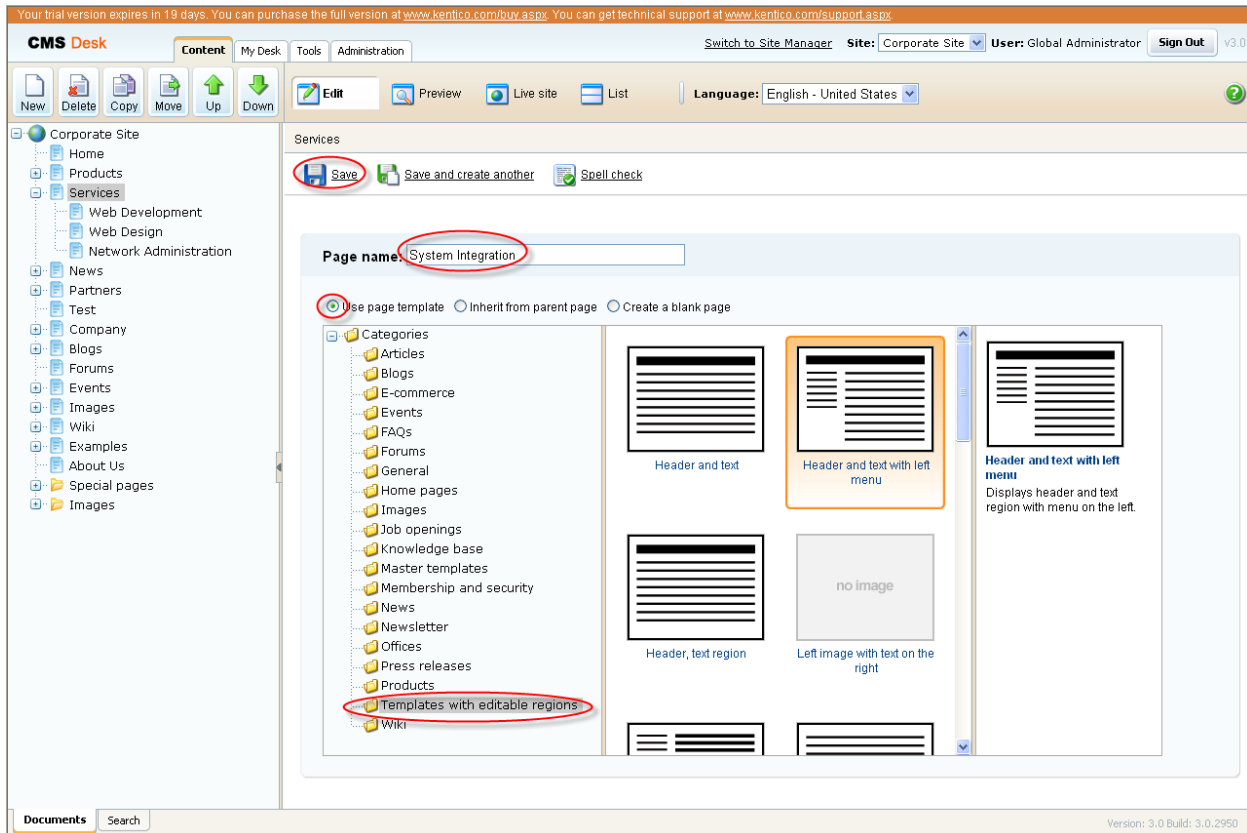
 **New document**

Please select new document type:

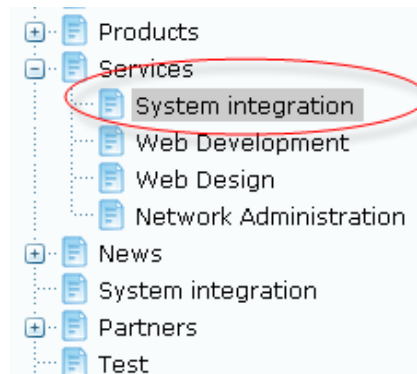
-  [Article](#)
-  [Blog](#)
-  [Cell phone](#)
-  [Event](#)
-  [Event \(booking system\)](#)
-  [FAQ](#)
-  [File](#)
-  [Folder](#)
-  [Job opening](#)
-  [Knowledge base article](#)
-  [Laptop](#)
-  [News](#)
-  [Office](#)
-  [Page \(menu item\)](#)
-  [PDA](#)
-  [Press release](#)
-  [Product](#)
-  [Simple article](#)

 [Link an existing document](#)

- Click the **Page (menu item)** option. In the following step, please enter the name of your new web page: *System integration*. Choose to use a page template and select the template **Templates with editable regions/Header and text with left menu**. If you're an administrator, you can also choose to create a blank page and create it from scratch. Click **Save**.



Now you can see your **System integration** page added to the content tree under the already existing page.



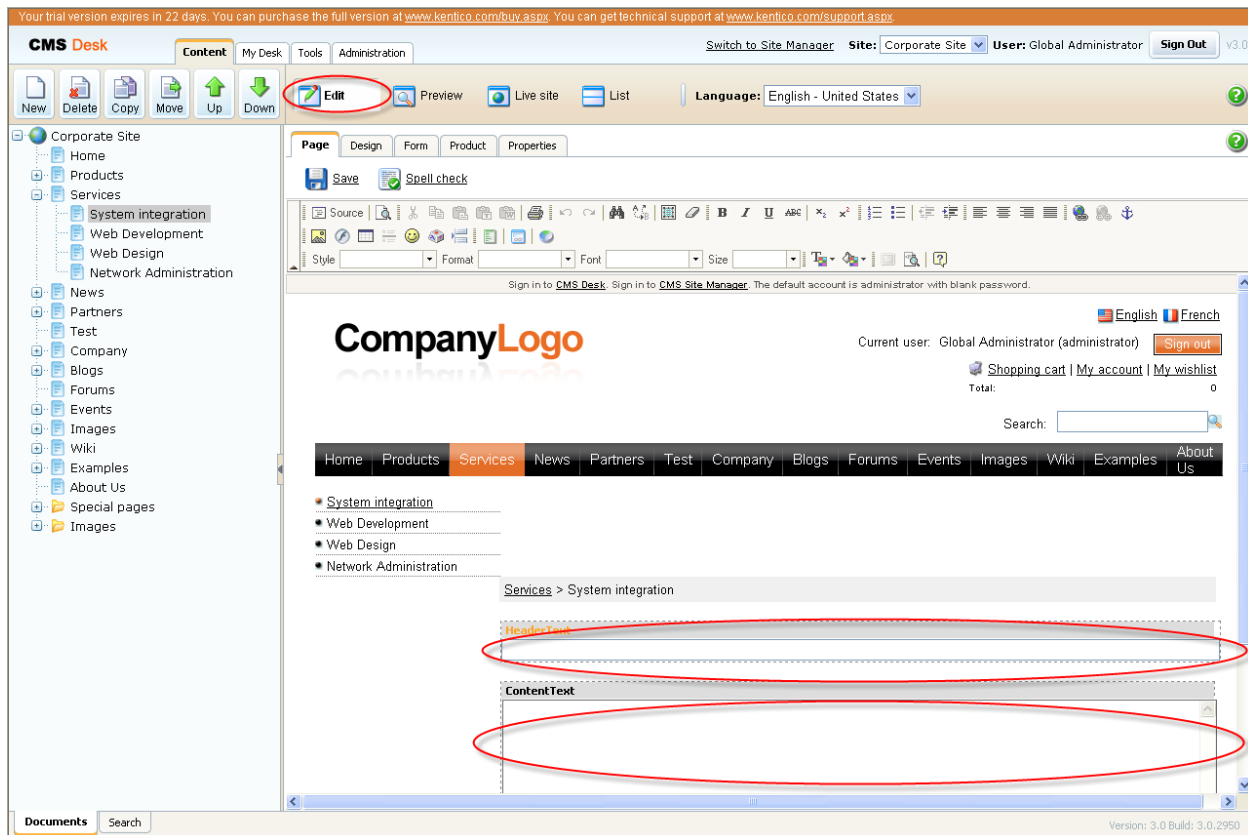
Congratulations, you've just created your first web page. In the next chapter, we will add some content to it.

3.2 Editing page content

Now we will edit the content of the newly created page.

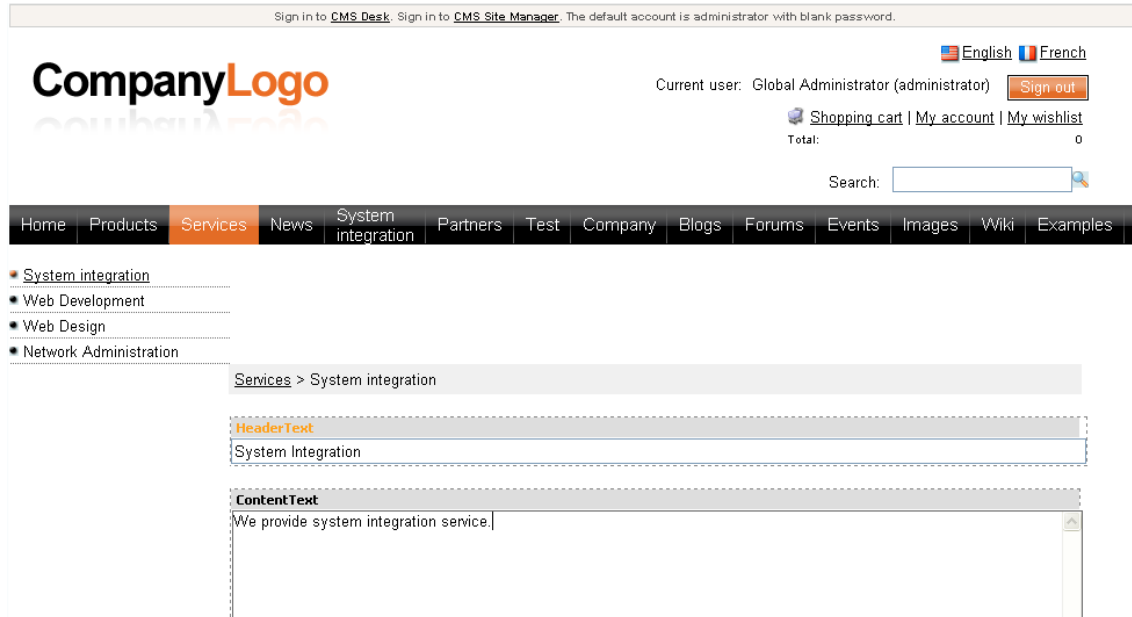
Click on the **System integration** page in the content tree on the left side. On the right side in the **Editing/viewing space**, you can see its content. As we have used the template with two editable regions – header text and content text, we are now able to enter some information into these regions.

Please make sure that the **Page** tab in the page editing mode toolbar is selected. Only then, you will be able to edit content in the editable regions of your page.

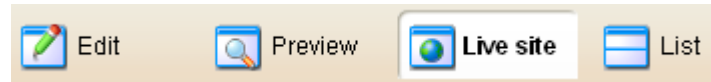


1. Place the cursor into the **Header text** box and type in *System integration*.

2. Then enter *We provide system integration services* in the **Content text** box.



3. Click the **Save** at the top-left and switch to the **Live site** mode in the page editing mode toolbar. You should see the System integration page with updated content.



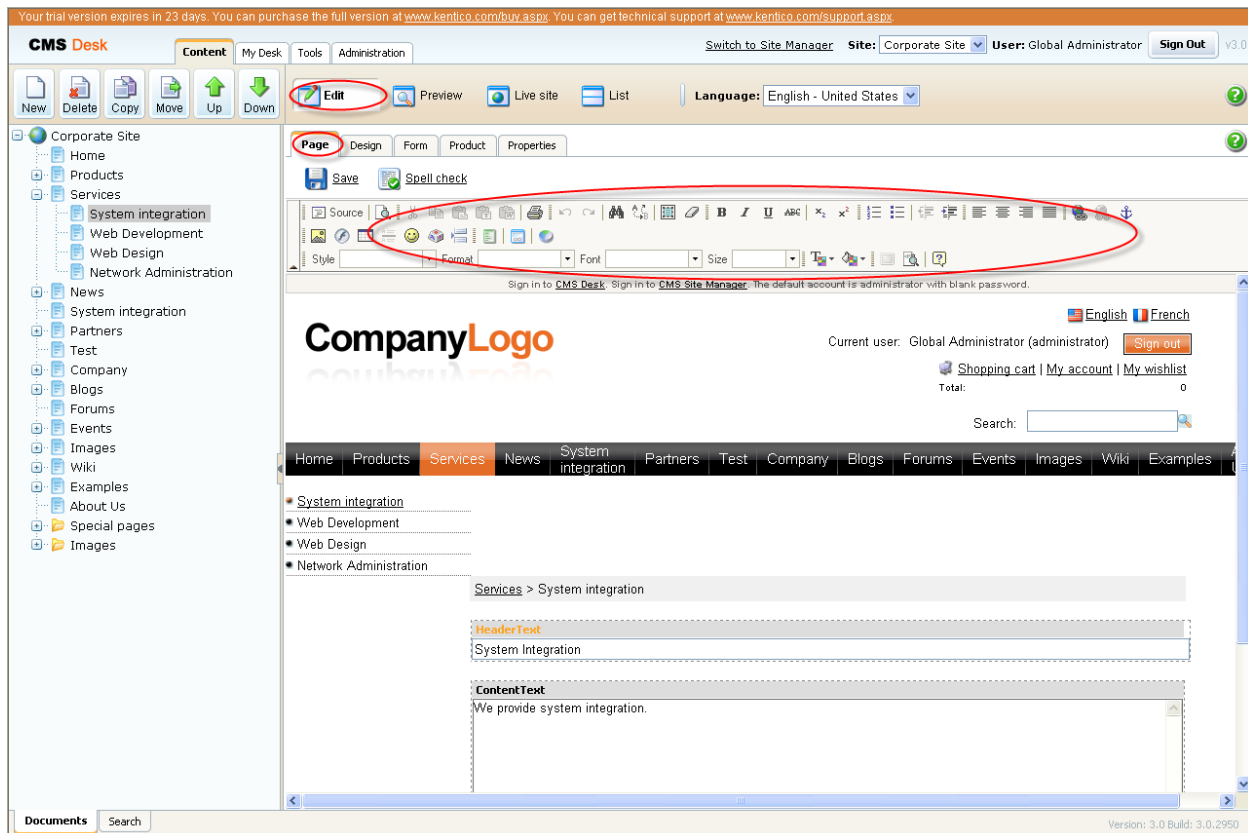
You've just entered your first content to your web page.

4 Using the editor

4.1 Using What You See Is What You Get editor

In Kentico CMS, you can use the WYSIWYG (What You See Is What You Get) editor to create web content without HTML knowledge. Its functions are similar to Microsoft Word.

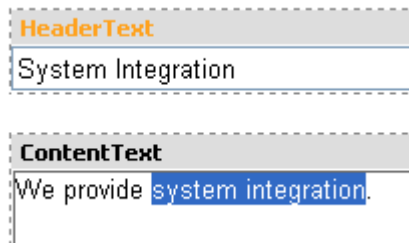
Open your **System integration** page and choose the **Edit** mode and click the **Page** tab so that you could enter content into the editable regions. The WYSIWYG editor toolbar should be visible.



4.2 Text formatting

Now let's take a look at how you can change formatting of your text content.

1. Highlight the part of your text you want to change (i.e. **System integration**).



2. Now click on Italic sign in the WYSIWYG editor. The highlighted text should change.

- Then highlight another part of the text and change its size by clicking the **Size** drop-down menu and click the **Medium**.



- Now click the **Save** button at the top.
- Switch to the **Live site** viewing mode. You should see your text with changed formatting.

That's how you change formatting of your text.

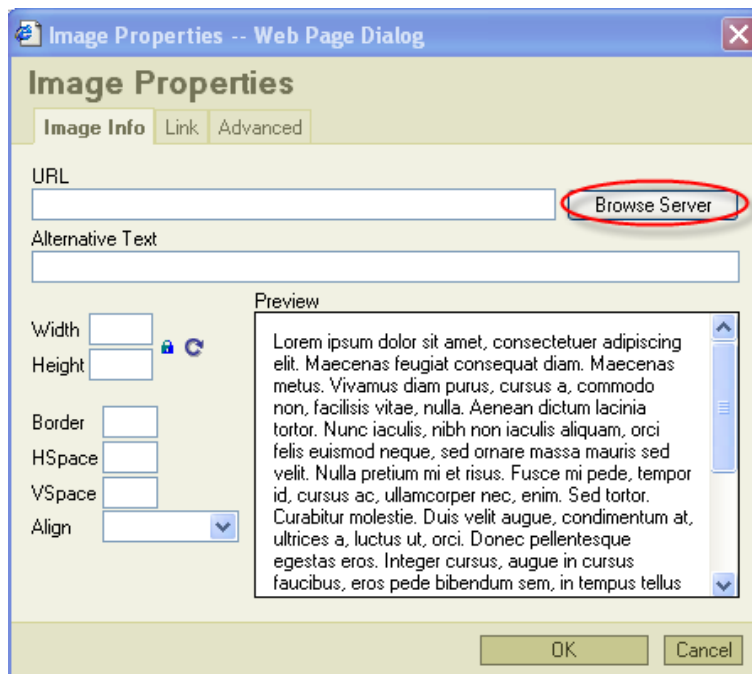
4.3 Inserting images

Very often, you will want to have some pictures on your web site. Even for this task, you can use the WYSIWYG editor.

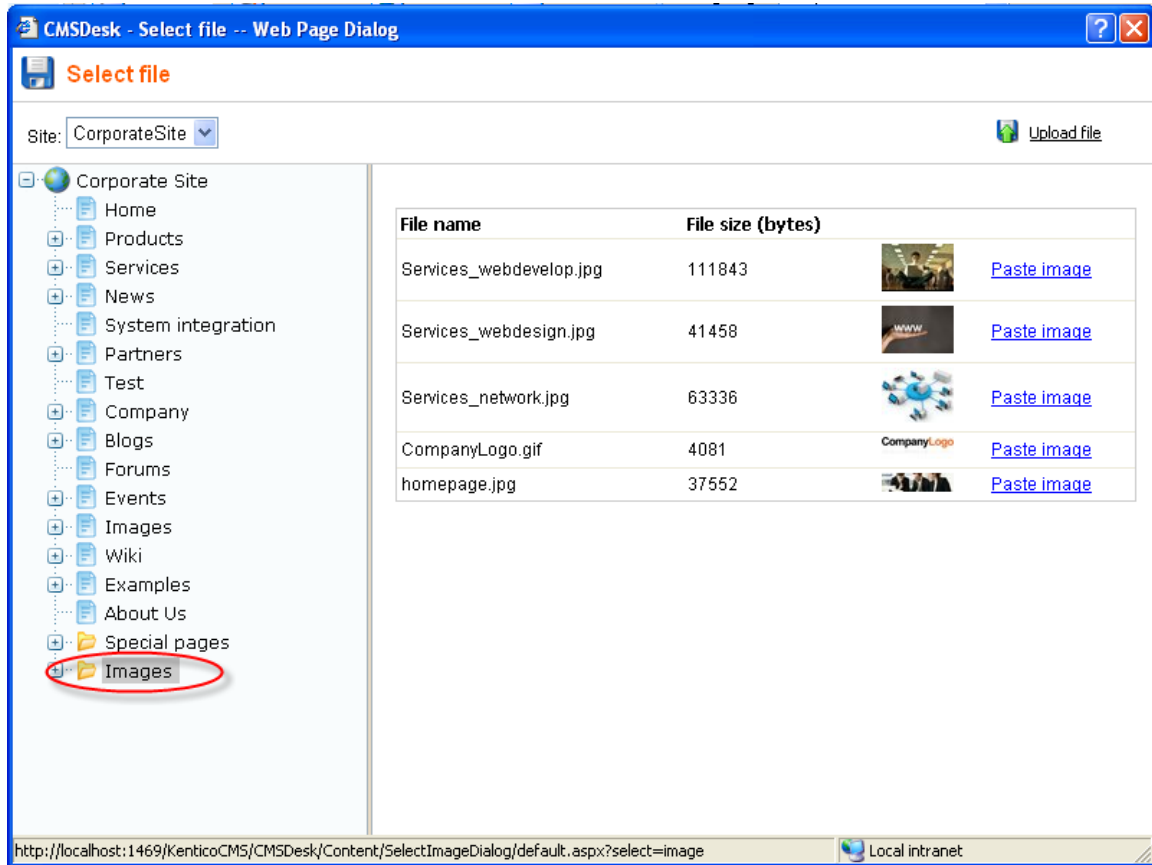
- Choose the page to which you want to insert a picture. Switch in the editing mode and click the **Insert/Edit Image** icon in the WYSIWYG editor.




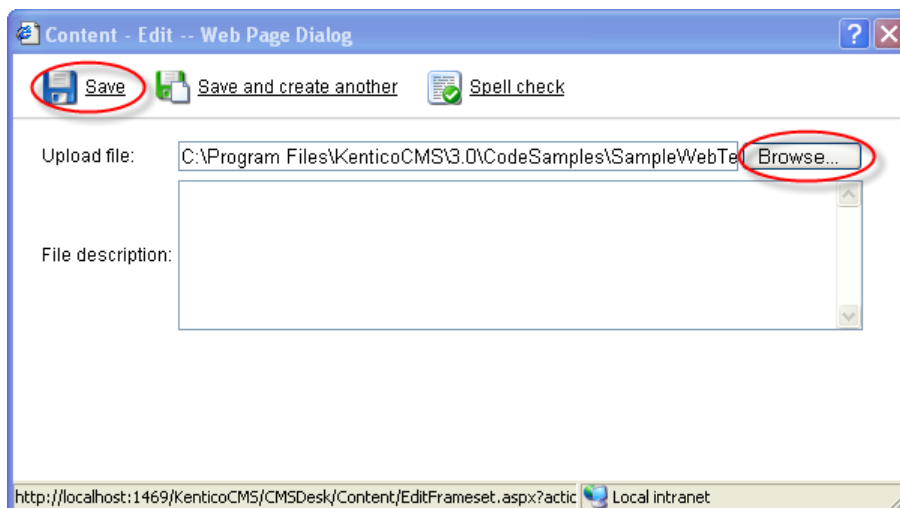
- The Image properties dialog appears. Here you can either type in URL of the picture you want to use if you know it or you can browse the uploaded files. Click the **Browser Server** button.



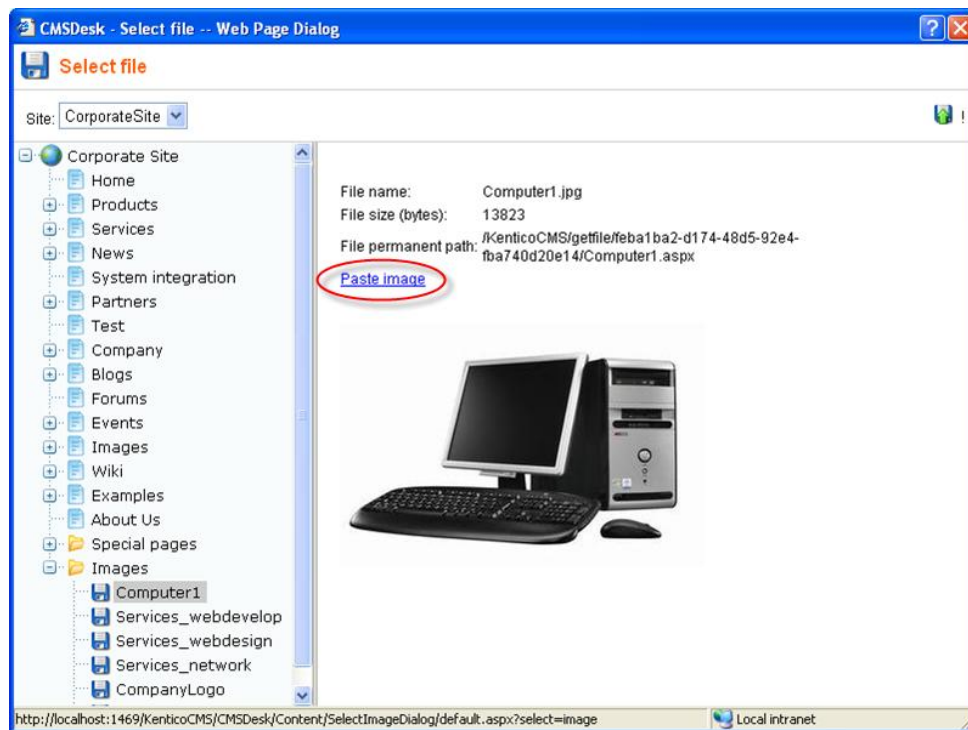
- The web page dialog should appear with the content tree on the left side. Click the **Images** folder. On the right side, you should see the images already uploaded on the server.



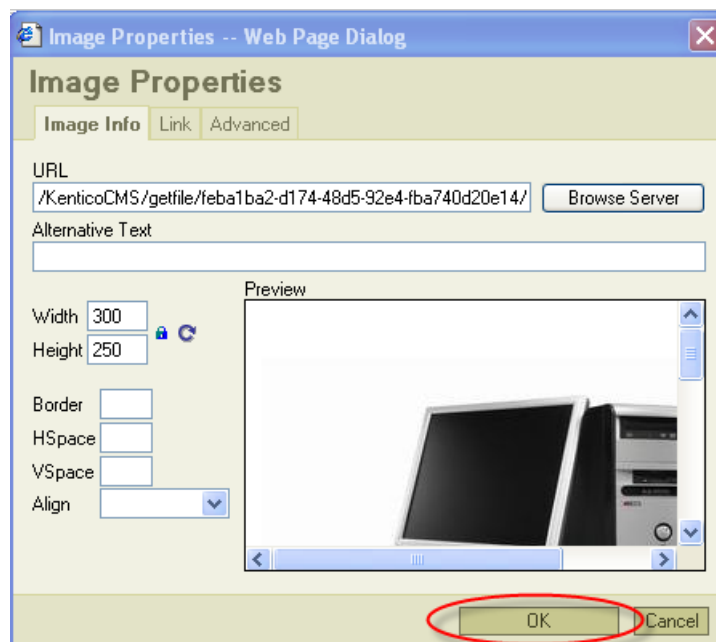
- You can choose to use one of these or you can upload picture from your computer. Click **Upload Image**  [Upload file](#) at the top to upload a new image on the server.
- In the new dialog click the **Browse...** button, find a picture on your computer and click **Save**.



6. You will see a preview of the uploaded image. Click **Paste Image**.



7. In the **Image properties** dialog, you can choose the width and height of the picture, its border, vertical and horizontal spacing and alignment. Do not change anything for now and just click **OK**.



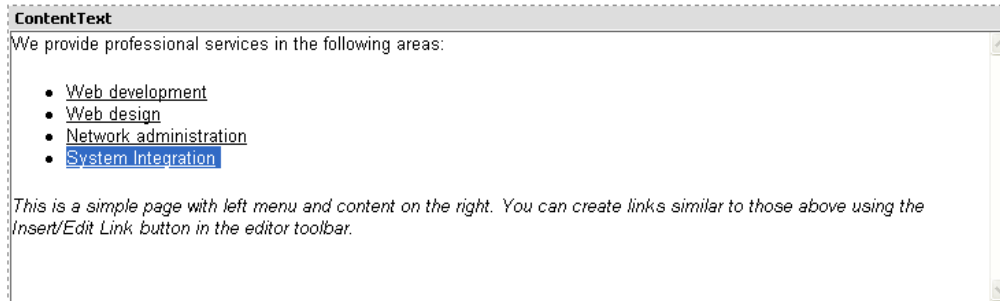
8. You should see the picture being pasted in the text. Click **Save**. Click the **Live site** button to see the result of your efforts.

In a similar manner, you can upload flash movies to your website.

4.4 Creating links

Now you will learn how to add links to your web content.

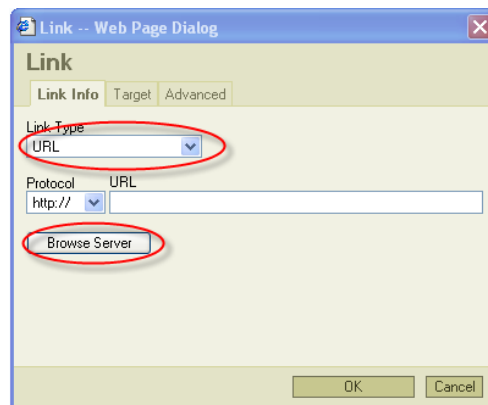
1. In the **Page editing** mode, highlight the text you want to link to some part of your website.



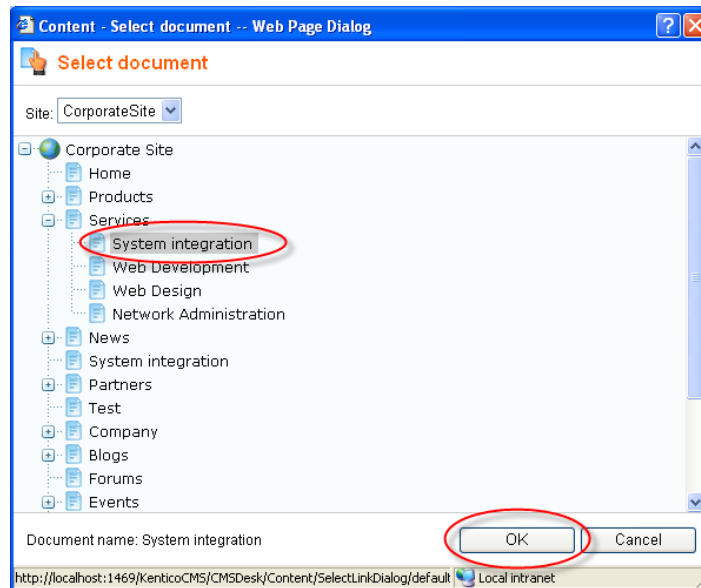
2. Click the **Insert/Edit Link** button in the **WYSIWYG editor toolbar**.



3. A new web page dialog opens. Make sure there is the **URL** option selected in the **Link Type** drop-down menu and click **Browser Server**.



4. All you have to do now is to choose the target page and click **OK**.



5. Click OK again to close the dialog. Click Save and switch to the Live Site mode. Click the newly created link. You should be redirected to the page chosen in the previous step.

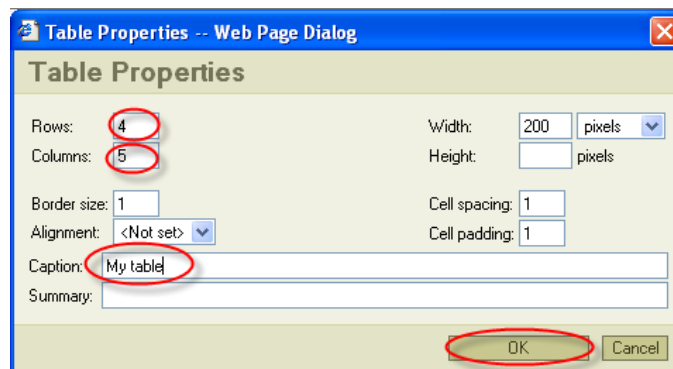
4.5 Inserting a table

Now you will learn how to add a table to your web site.

1. Click the **Insert/edit table** icon in the WYSIWYG editor.



2. In the **Table properties** dialog, change the number rows to 4 and the number of columns to 5. Then enter *My table* into the **Caption** field and click **OK**.



Your table has been added to the web content.

5 Editing structured documents

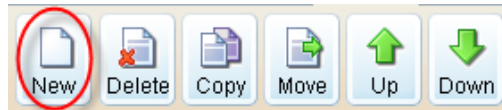
Unlike pages with editable regions, structured documents have specific fields that you need to fill in. For example, the news have fields like News title, Release date, News summary and News text. These fields can be edited on the **Form** tab rather than on the **Page** tab.

5.1 Creating a news item

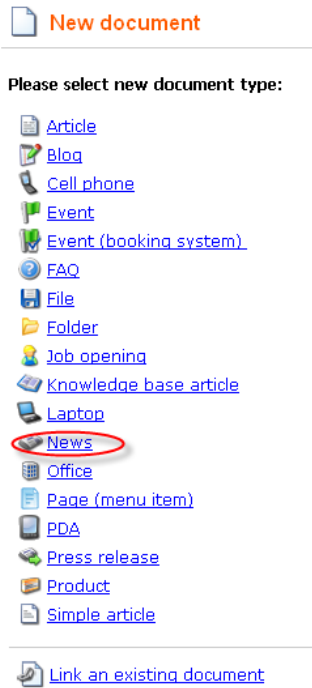
Now you will learn how to create a news item and add it to the news section.

Please note: Your news item must be added to the section that can show them. In the sample **Corporate Site**, it is the **News** page but it may be some other page on your site. Please contact your administrator.

1. In the content tree, click the **News** page and click the **New** button in the document action toolbar.



- Choose the **News** document type.



- Now enter the title of your news: *My first news*. Then click the **Now** button to fill in the **Release date** value. In the **News summary** enter: *My first news summary*. In the **News text** enter: *My first news text* and skip the remaining fields.

News

Save Save and create another Spell check

Source


Style Format Font Size

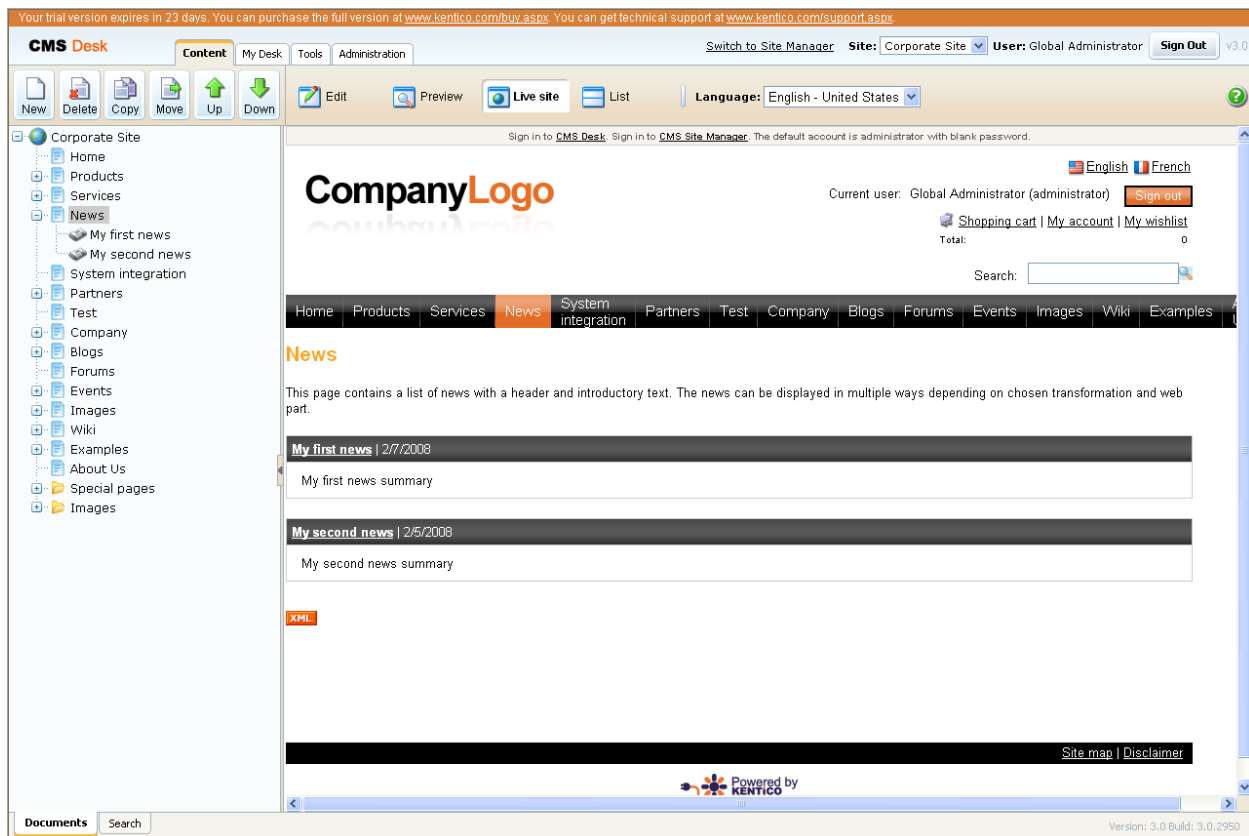
News Title: My first news

Release Date: 2/7/2008 Now

News Summary: My first news summary

News Text: My first news text.

4. Now click **Save and create another**.  [Save and create another](#)
5. Enter the title of your news: *My second news*. Then click the **Now** button to fill in the **Release date** value. In the **News summary** enter: *My second news summary*. In the **News text** enter: *My second news text* and skip the remaining fields. Click **Save**.
6. Now click on the **News** page in the content tree and switch to the **Live Site** mode. You can see your two news items added to the news page.



The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My Desk', 'Tools', and 'Administration'. The 'Live site' mode is selected. The left sidebar shows a content tree with 'News' expanded, containing 'My first news' and 'My second news'. The main content area displays the 'CompanyLogo' and a 'News' section with two items: 'My first news | 2/7/2008' and 'My second news | 2/5/2008'. The footer includes 'Powered by Kentico' and 'Version: 3.0 Build: 3.0.2950'.

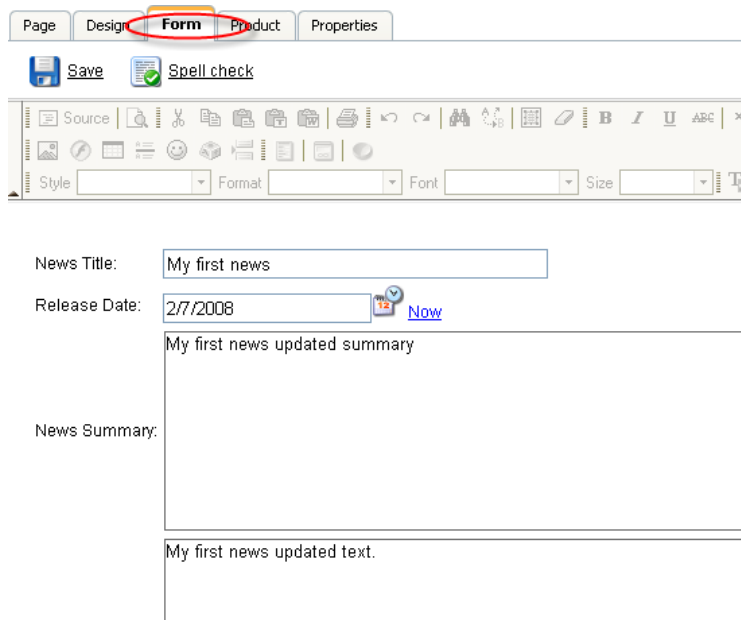
Congratulations, you have just learned how to add a news item.

5.2 Editing a news item

Now you will learn how to edit the content of the news item you have just created.

1. Click **My First news** in the content tree and choose the **Form** tab.

2. Change the **News Summary** text to *My first news updated summary*. Then change the **News Text** to *My first news updated text* and click **Save**.



The screenshot shows the Kentico CMS editor interface. At the top, there are tabs for 'Page', 'Design', 'Form', 'Product', and 'Properties'. The 'Form' tab is selected and highlighted with a red circle. Below the tabs are buttons for 'Save' and 'Spell check'. A rich text editor toolbar is visible, containing various icons for text formatting and editing. Below the toolbar, the 'News Title' field contains the text 'My first news'. The 'Release Date' field contains '2/7/2008' and has a 'Now' button next to it. The 'News Summary' field contains the text 'My first news updated summary'. The 'News Text' field contains the text 'My first news updated text.'

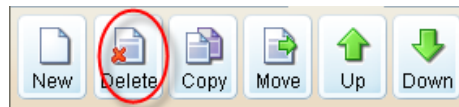
3. Switch to the **Live site** to see your updated news.

6 Deleting, moving and sorting documents

6.1 Deleting and restoring a document

Now you will learn how to delete a document and how to restore it later on.

1. Click the **My second news** item in the content tree. Click the **Delete** button in the document action toolbar.



2. Make sure that the **Destroy document and its history** checkbox is NOT checked and click **Yes**. (You may not see the Destroy document option if you do not have sufficient permissions.)

Delete document "My second news"

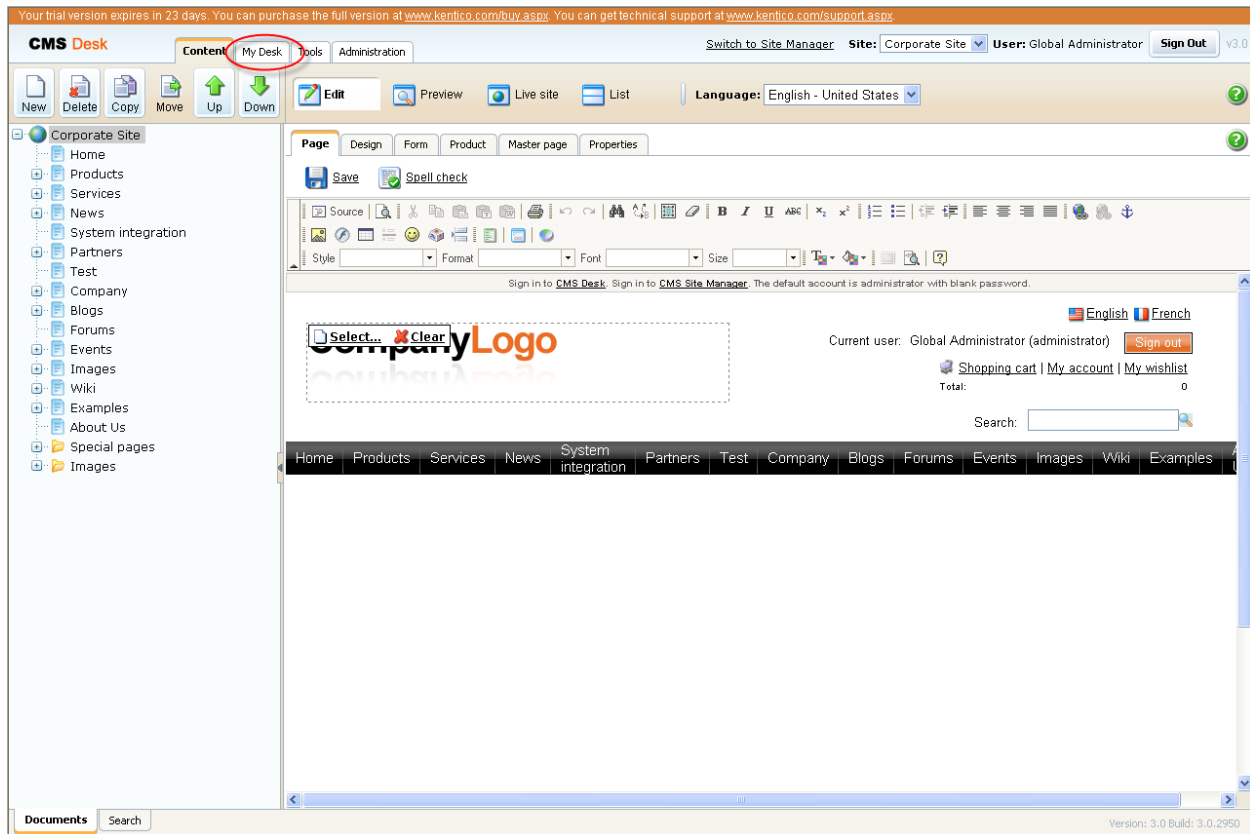
Are you sure you want to delete the selected document?

- Destroy document and its history (document cannot be restored)
 Delete all culture versions of the specified document

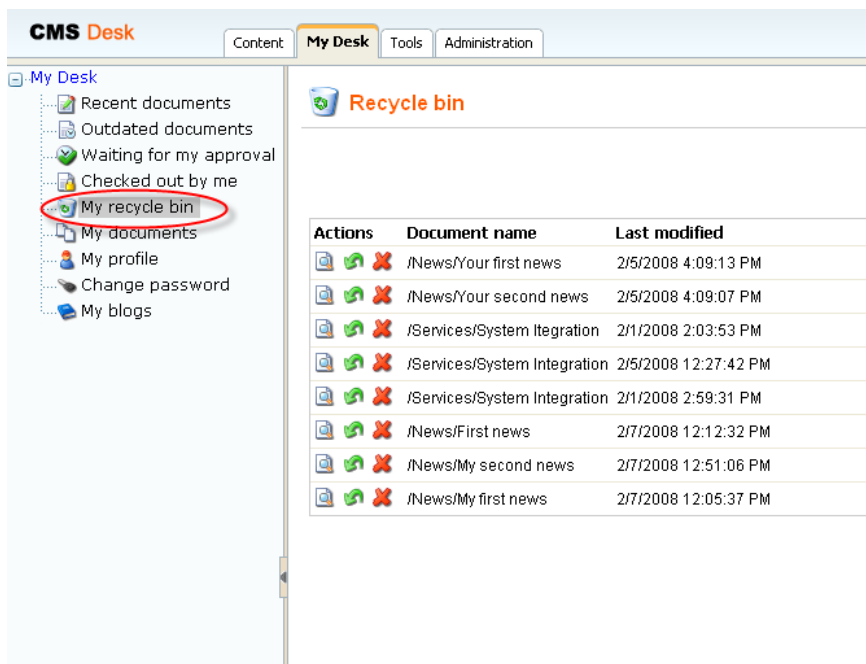
Yes

No

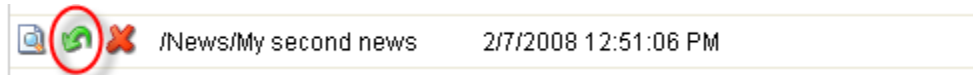
3. Now click the **My desk** tab at the main menu.



4. In the content tree on the left side, find **My recycle bin**. Click it and you will see all the deleted documents on the right side.



- Find the one you have just deleted and click **Restore**.



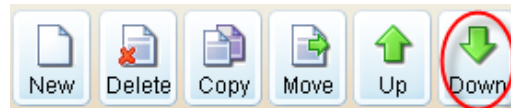
- Now you can switch back to the **Content** tab and you will see the restored **My second news** added back to the default location.

Congratulations, you've just learned how to delete and restore a document.

6.2 Changing document order

Now you will learn how to change the order of a document in the content tree.

- Click the page you want to relocate (e.g. the Services page in the Corporate Site) in the content tree and click the **Down** button in the document action toolbar. You'll see that your page has been moved.

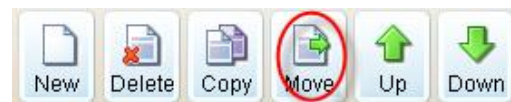


- Now switch to the **Live site** view mode and you will see that your page has been moved in the main menu as well.

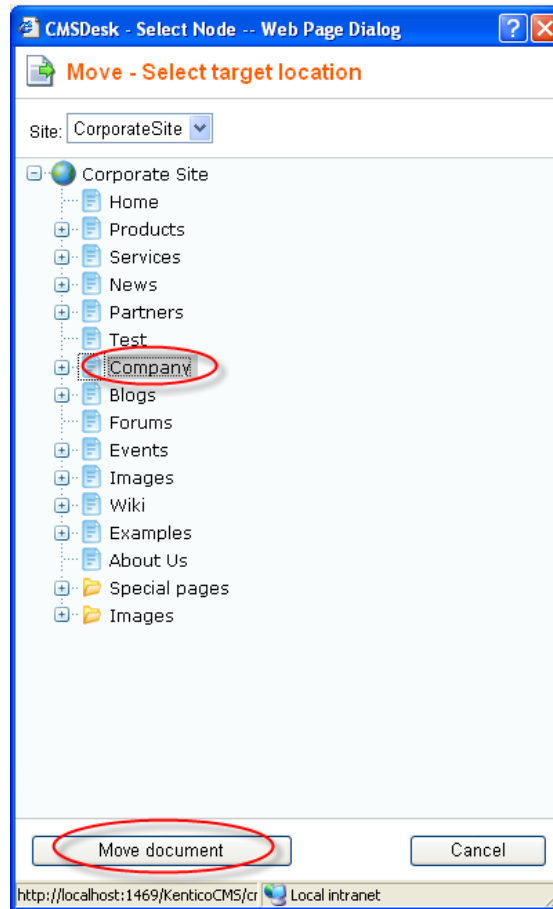
6.3 Moving documents to another section

Now, it's important to realize that the **Up** and **Down** buttons in the document action toolbar can be used only to move documents in a one level of the content tree. To move documents to any location in the structure of web site you can use the **Move** button.

- Click the page you want to move in the content tree (e.g. the Services page). Then click the **Move** button in the document action toolbar.



2. In the web dialog, click on the document where you want to move your page (e.g. the Company section) and then click **Move document** button at the bottom.

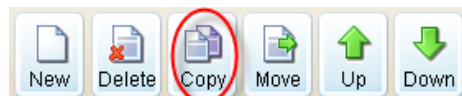


Your page has been moved to the chosen location.

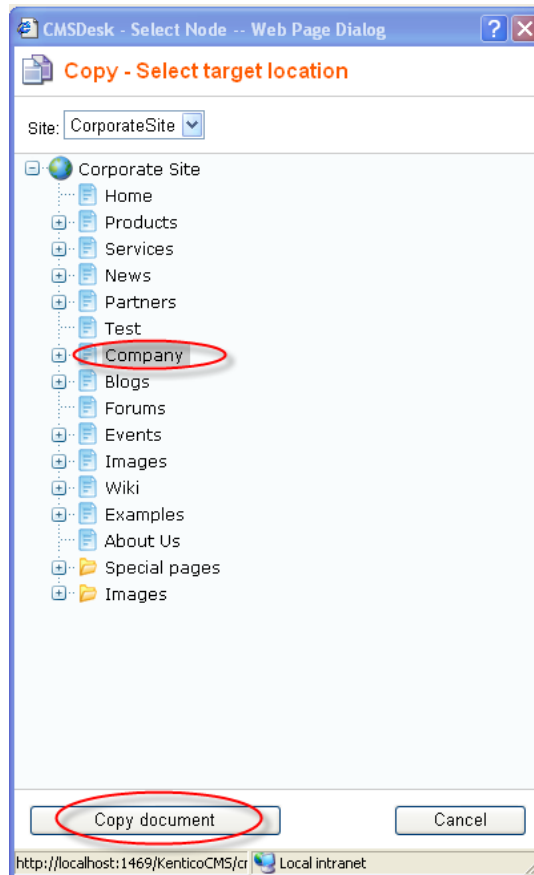
6.4 Copying a document

Now you will learn how to copy a document from one place to another.

1. Click on the document you want to copy (e.g. the News page) in the content tree and click the **Copy** button in the document action toolbar.



2. In the web dialog click on the location where you want to copy your document (e.g. the Company section). Then click the **Copy document** button at the bottom.

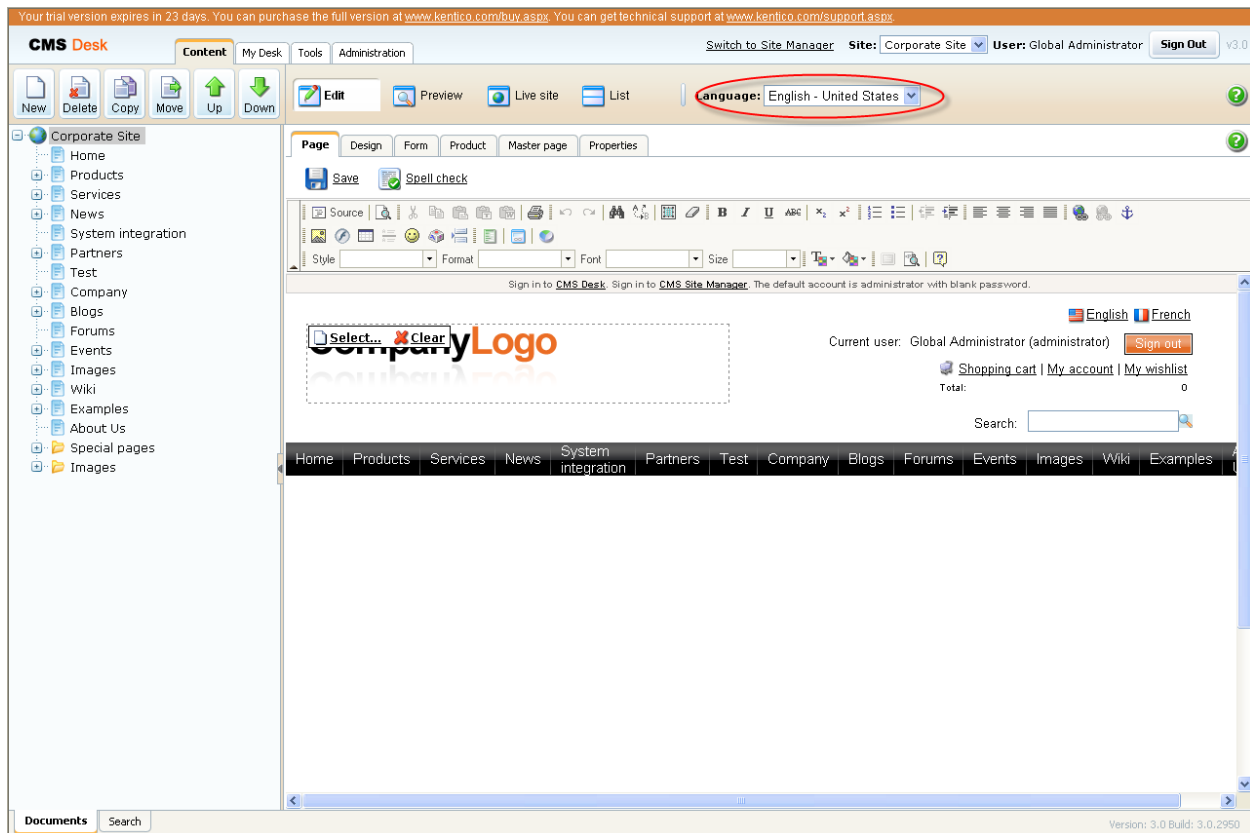


You have just learned how to copy a document.

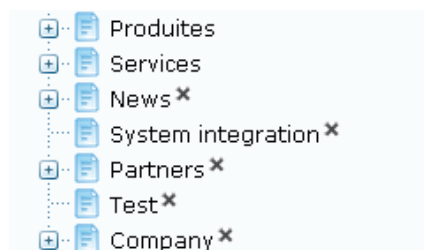
7 Translating documents

You might want to have your website in multiple languages so that your website would be useful for many visitors with different cultural backgrounds.


Please note: For this part of the guide, your website has to be configured for multiple language versions. You should see the language option drop-down menu in the view mode toolbar. If you cannot see it, please contact your administrator to configure multilingual support for you.



1. Make sure you are in the editing mode and choose from the **Language** drop-down menu the language to which you want to translate your documents.
2. In the content tree, click one of documents with a little cross next to it. The cross icon indicates the document hasn't been translated yet.



- You will be displayed with dialog for creating a translated version of the document. In the following option, choose the **Copy content from another language** option and select from which language version you want your document to be copied. Then click the **Create document** button.

 **New culture version (fr-FR)**

The document does not exist in current culture. You can create a new culture version of the document.

Create empty document


Copy content from another language


English - United States

- In the **Document name** field enter the translated title of your page. Click **Save**.

Document name:

Teaser image: Upload:

Publish from:  [Now](#)

Publish to:  [Now](#)

- Now you can switch to the **Page** editing mode and start translating the content of your page.

Congratulations, you have just learned how to translate a document to another language.

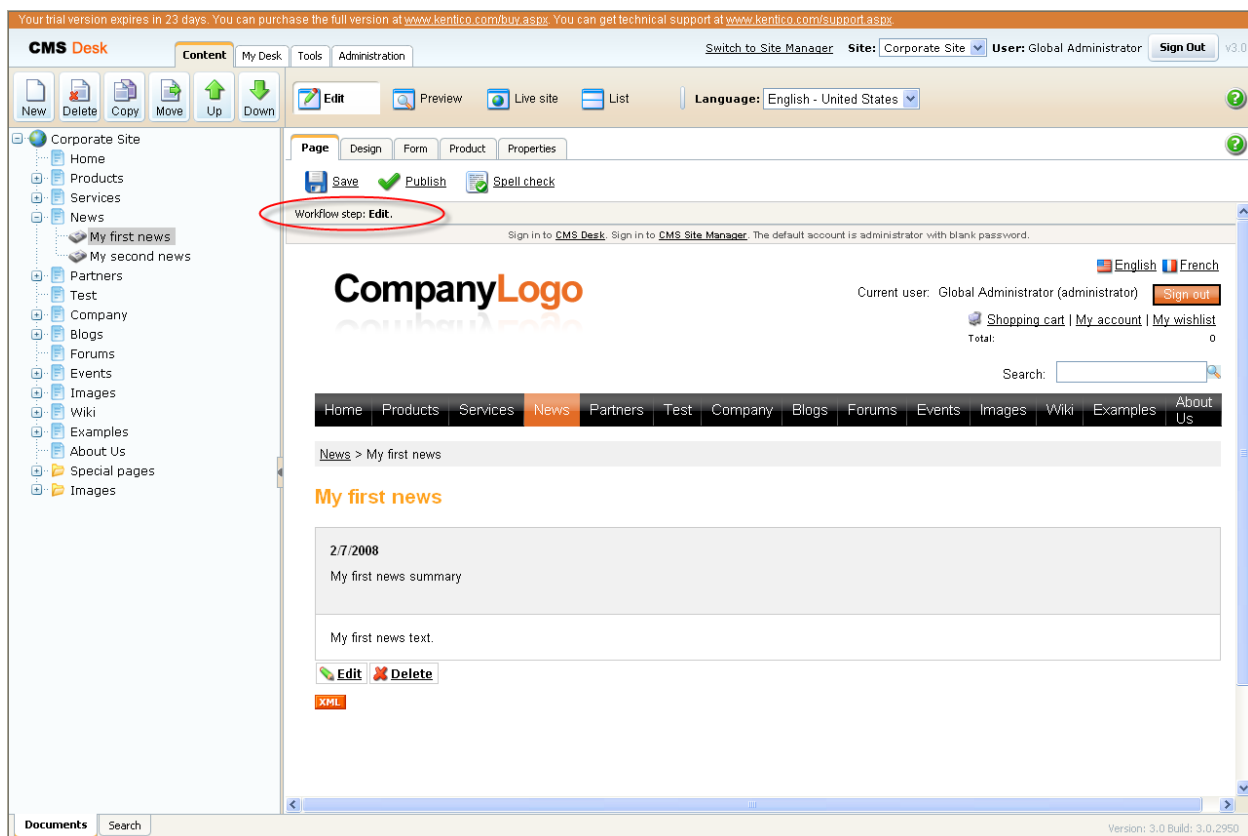
8 Workflow and versioning

Please note: for the Workflow tutorial, we assume that your website has been configured for workflow. For more information please contact your administrator or consult the Kentico CMS Developer's guide.

8.1 Publishing document

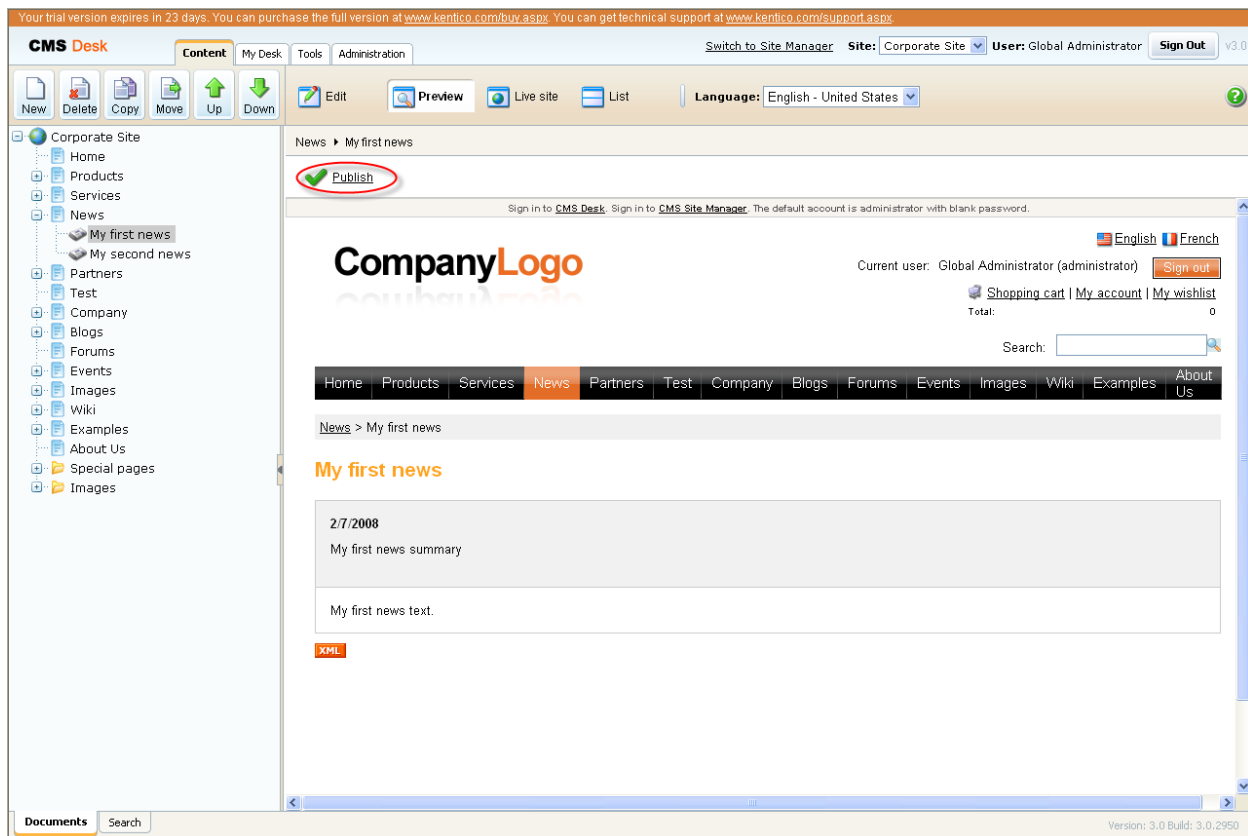
Please note: for this part of the user's guide, we use an example with three default workflow steps – edit, publish, archive. Your web site might use different workflow steps. However, the procedure will be the same.

1. In the content tree on the left side, choose the document you want to edit. At the top of the editing/viewing space, there is a bar indicating your current **Workflow step: Edit**.



2. Edit the content of your page and click **Save**.
3. Now switch to the **Preview** viewing mode. You can see your page updated. However, you won't see your changes in the **Live site** viewing mode so far because your updated page has not been published yet and it's still in the **Edit** workflow step.

4. Click the **Publish** icon.



5. Now switch to the **Live site**. Your edited page has been published and is now visible on your real web site.

That's how you get your document through the workflow steps to be published.

8.2 Archiving a document

You can use the Kentico CMS to archive a document from your web site. It won't be visible to visitors but it will be stored in a database ready to be posted again any time you need.

1. In the content tree, click on the document you want to archive and choose the **Edit** viewing mode. Click the **Properties** tab.

- In the vertical menu on the left, switch to the **Workflow** tab.

The screenshot shows the Kentico CMS interface. The left sidebar contains a tree view of the site structure, with the 'Workflow' tab selected. The main content area displays the 'Properties' panel for a document. The 'Workflow' tab is active, showing an 'Approve' section with a 'Comment' text area and a 'Send e-mail' checkbox. Below this are 'Reject' and 'Archive' buttons. A 'Workflow steps' table is visible, and a 'Workflow history' table shows the document's history.

Order	Step name
1	Edit
3	Published
4	Archived

Time	Step name	User	Comment	Action
2/8/2008 8:42:48 AM	Published	Global Administrator (administrator)		Approved
2/8/2008 8:42:47 AM	Edit	Global Administrator (administrator)		Approved

- Now click the **Archive** button.

Approve:
 Comment:

Send e-mail:

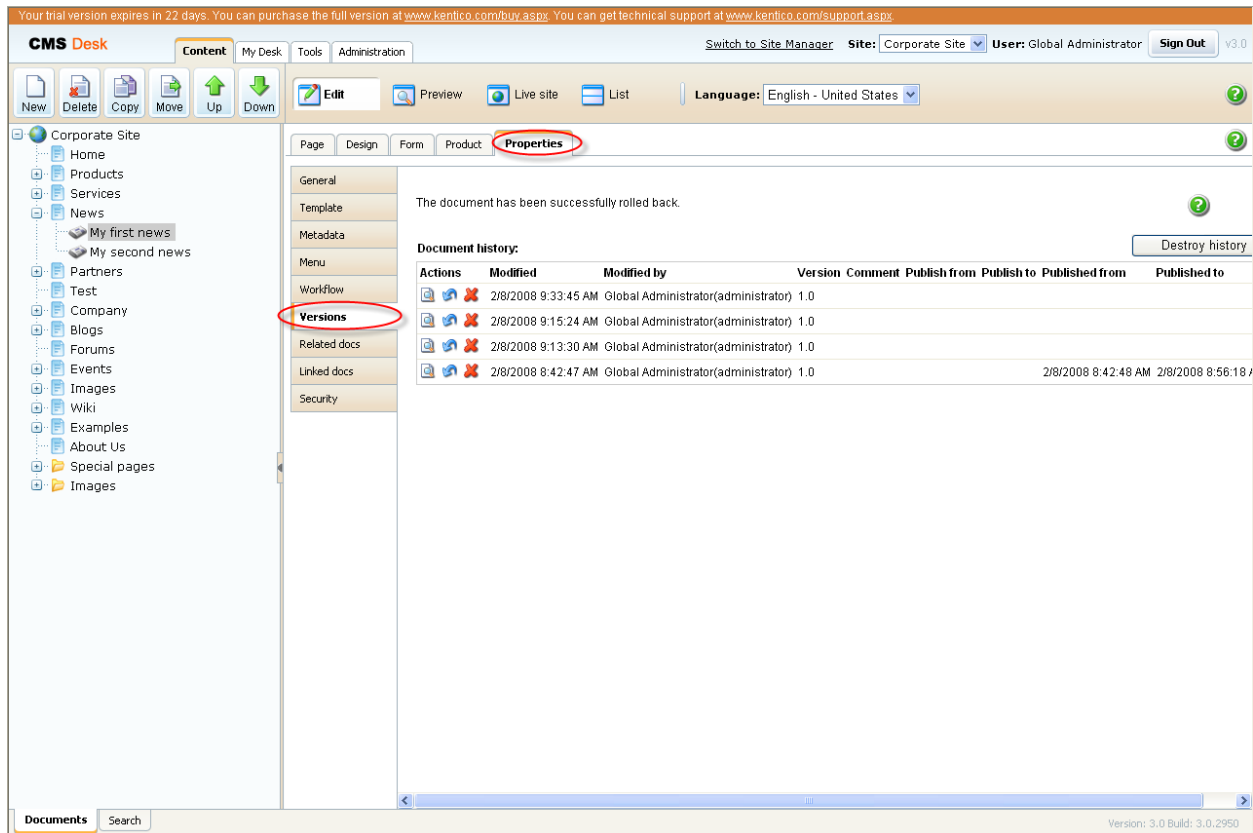
That's how your document is withdrawn from the web site and stored in the archive.

8.3 Versioning and rollback

Please note: Versioning and rollback work only for documents that use workflow.

You may want to list through previous versions of your document and choose one of the older versions to be published on the web site. For that you can use Kentico CMS versioning and rollback.

1. In the content tree, click on the document you want to change. Make sure you are in the **Edit** viewing mode and go to the **Properties** -> **Versions**.
2. On the right side, you can see the list of versions of the document.



3. Choose the version you want to publish and click the **Rollback version** button.

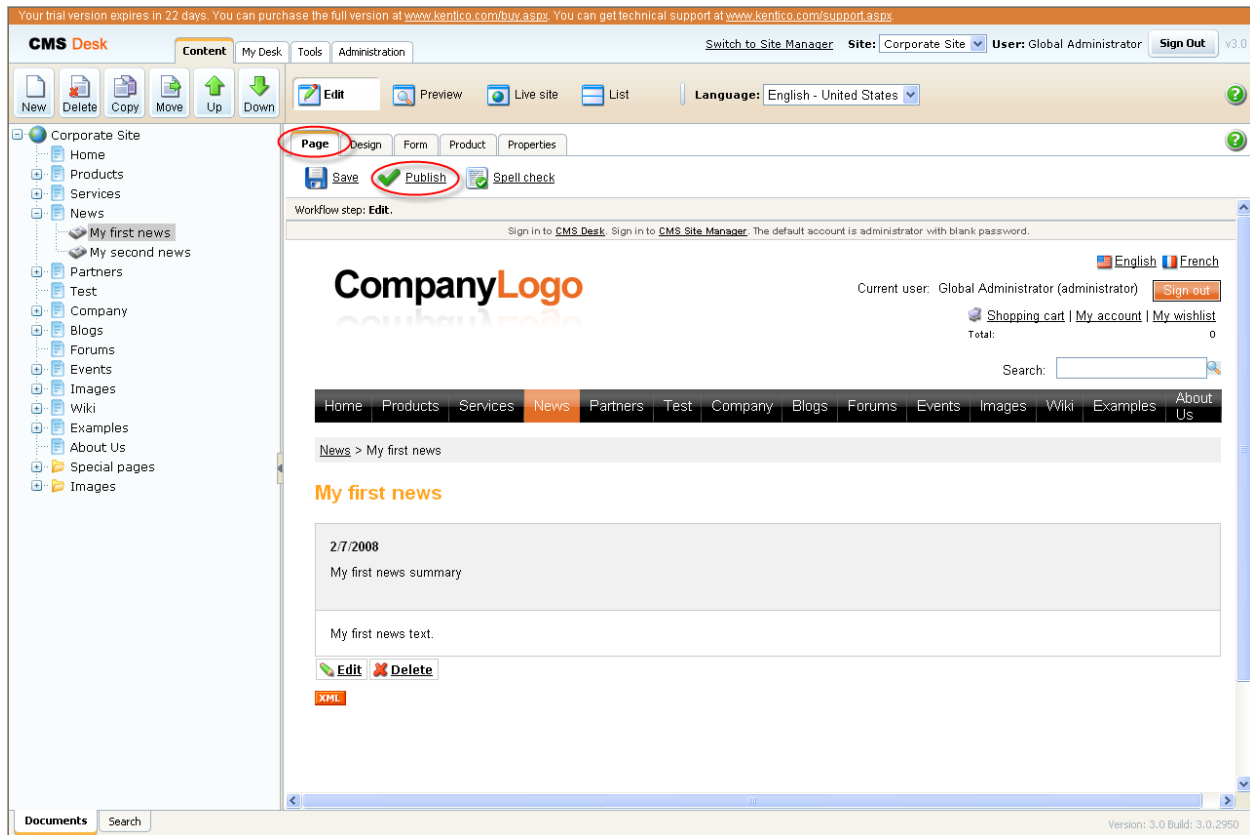


4. Click **OK** to return to the selected version of the document.
5. Now switch to the **Workflow** tab in the vertical menu. You will see that the restored version of the document is in the workflow step **Edit**. You need to publish it again to be visible on the live site.

Workflow steps

Order	Step name
1	Edit
3	Published
4	Archived

6. Switch to the **Page** editing mode and click **Publish**.



7. Now switch to the **Live site** viewing mode.

Congratulations, you have successfully rolled back to the older version of your document and you have published it on your web site.

9 Security

9.1 Granting permission to edit a document

Please note: For this part of the tutorial, you have to be a user with the access rights for granting permissions to other users.

For more information about security in Kentico CMS please consult the **Developer's Guide**.

1. In the content tree, choose the document to change its security settings.
2. Make sure you are in the **Edit** viewing mode and go to **Properties -> Security**.

The screenshot displays the Kentico CMS interface. At the top, there is a navigation bar with tabs for 'Content', 'My Desk', 'Tools', and 'Administration'. The 'Content' tab is active. Below the navigation bar is a toolbar with icons for 'New', 'Delete', 'Copy', 'Move', 'Up', 'Down', 'Edit', 'Preview', 'Live site', and 'List'. The 'Edit' icon is circled in red. The main content area shows a tree view on the left with 'My first news' selected. The 'Properties' tab is active, and the 'Security' sub-tab is selected, also circled in red. The 'Permissions' section shows that the document inherits permissions from its parent. Below this, there is a table for 'Access rights' with columns for 'Allow' and 'Deny'. The 'Full control' row has checkboxes for both 'Allow' and 'Deny'. Other rows include 'Read', 'Modify', 'Create', 'Delete', 'Destroy', 'Browse tree', and 'Modify permissions'. At the bottom, there is an 'Access' section with radio buttons for 'Requires authentication' (Yes, No, Inherited) and 'Requires SSL' (Yes, No, Inherited). The 'Inherited' option is selected for both. The 'OK' button is visible at the bottom right of the 'Access' section.

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

3. Click **Add**.

Permissions

This document inherits permissions from the parent document.
[Change permission inheritance...](#)

Users and Roles:

Access rights:

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

4. In the **Add User or Role** web dialog, click on the **C** letter and choose **CMS Editor**. Then, click **OK**.

Add User or Role -- Web Page Dialog

Add User or Role

Sites: CorporateSite

Role name or its part:

A B **C** D E E F G H I J K L M N O P Q R S T U V W X Y Z

CMS Designers
 CMS Desk Administrators
 CMS Editors
 CMS Public Users

http://localhost:1469/KenticoCMS/CMSDesk Local intranet

5. The role CMS Editors has been added to the list. Now click the **Allow** checkboxes in the **Read**, **Modify** and **Create** line. Then click **OK**.

Access rights:

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

Congratulations, you've just granted the **CMS editors** role with the editing rights for the given document.

10 Newsletters

You might want to send your customers e-mail newsletters to inform them about your new products. In Kentico CMS, you can create your e-mail newsletters in a manner of minutes.

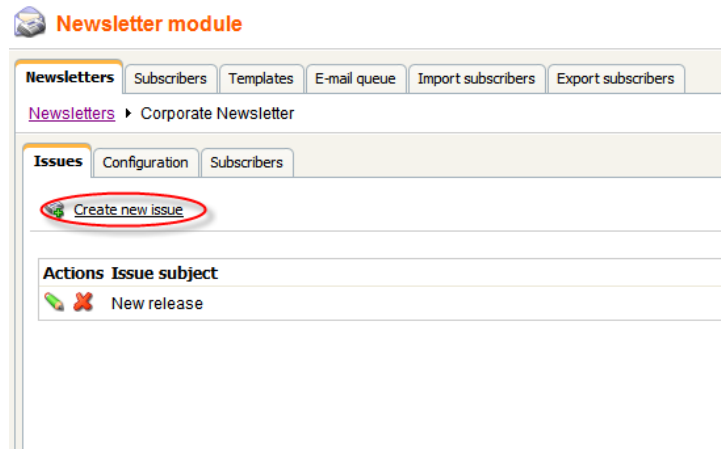
10.1 Creating a newsletter issue

1. At the main menu, switch to the **Tools** tab, choose **Newsletter** in the content tree and click **Edit** next to the existing newsletter (e.g. Corporate Newsletter).

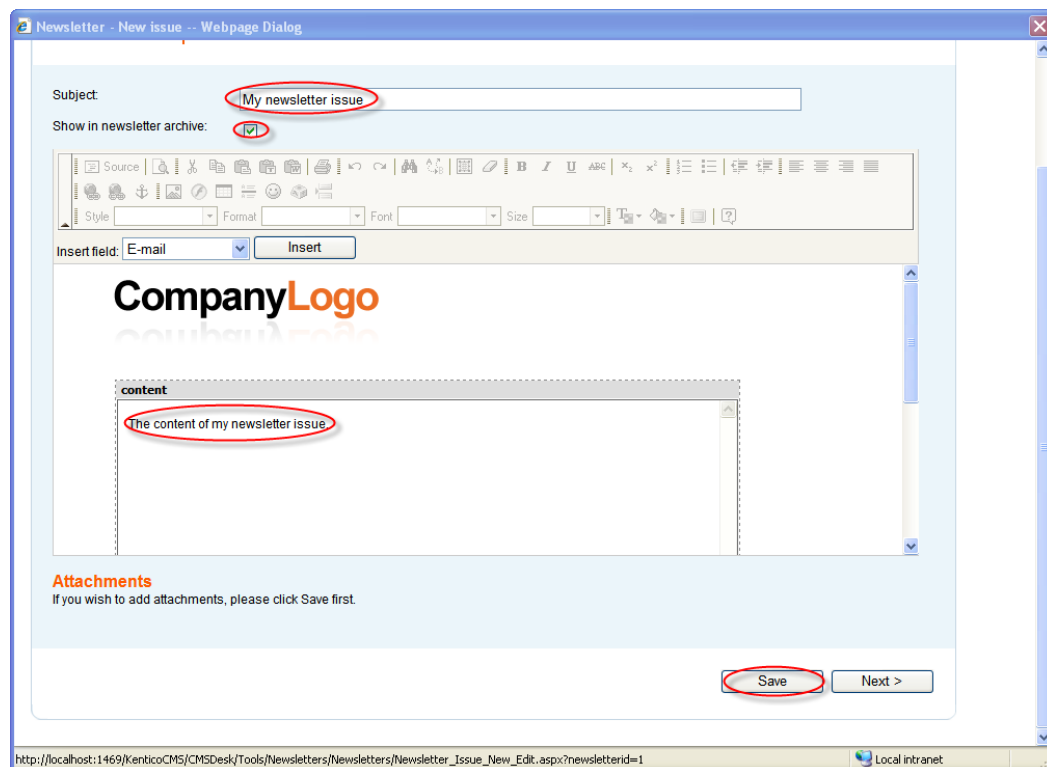
The screenshot shows the Kentico CMS interface. At the top, there is a navigation bar with tabs for 'Content', 'My Desk', 'Tools', and 'Administration'. The 'Tools' tab is selected. Below the navigation bar, there is a 'Tools' menu on the left side with various options like 'BizForms', 'Booking system', 'Content staging', 'E-commerce', 'File import', 'Forums', 'Newsletter', 'Polls', 'Reporting', and 'Web Analytics'. The 'Newsletter' option is circled in red. The main content area displays the 'Newsletter module' with a sub-menu containing 'Newsletters', 'Subscribers', 'Templates', 'E-mail queue', 'Import subscribers', and 'Export subscribers'. The 'Newsletters' sub-menu is also circled in red. Below the sub-menu, there is a 'New newsletter' button. A table lists existing newsletters with columns for 'Actions', 'Newsletter', 'Subscribers', and 'Last issue'. The table contains one entry: 'Corporate Newsletter 0' with 0 subscribers and a last issue date of '1/28/2008 3:32:19 PM'. The 'Actions' column for this entry has a red 'X' icon.

Actions	Newsletter	Subscribers	Last issue
	Corporate Newsletter 0	0	1/28/2008 3:32:19 PM

- In the **Issues** tab, click **Create new issue**. A new issue wizard appears. It will guide you step by step through the process of creating the new issue.



- In the first step of the wizard, enter *My newsletter issue* into the **Subject** textbox. Check the **Show in newsletter archive** checkbox and enter *The content of my newsletter issue* into the **Content** textbox (Please note that for editing the content of the issue, you can use the WYSIWYG editor). Then click **Save** button at the bottom. You might need to scroll down a little bit to see it.

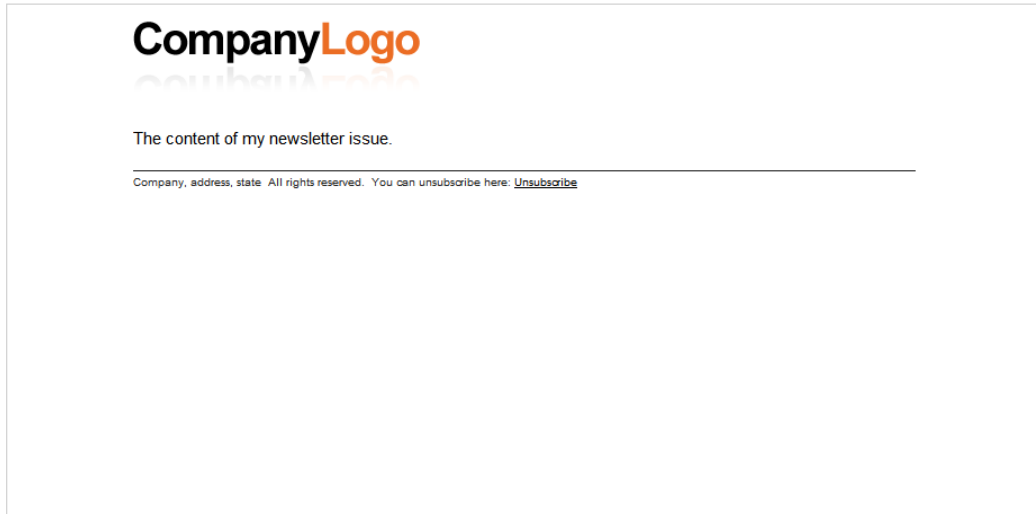


- The issue has been saved. Now click the **Next** button at the bottom next to the **Save** button.

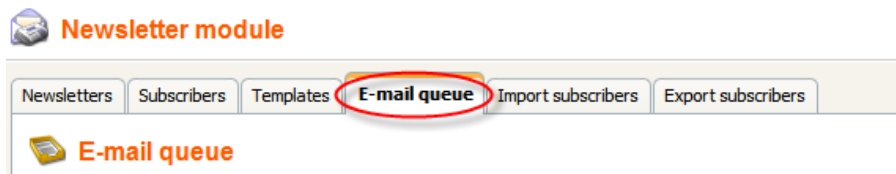
5. In the step 2, click **Next** again.
6. In the step 3, make sure the **Send now** option is chosen and click **Finish** at the bottom.

Your new newsletter issue has been send to the subscribers.

Subject: My newsletter issue



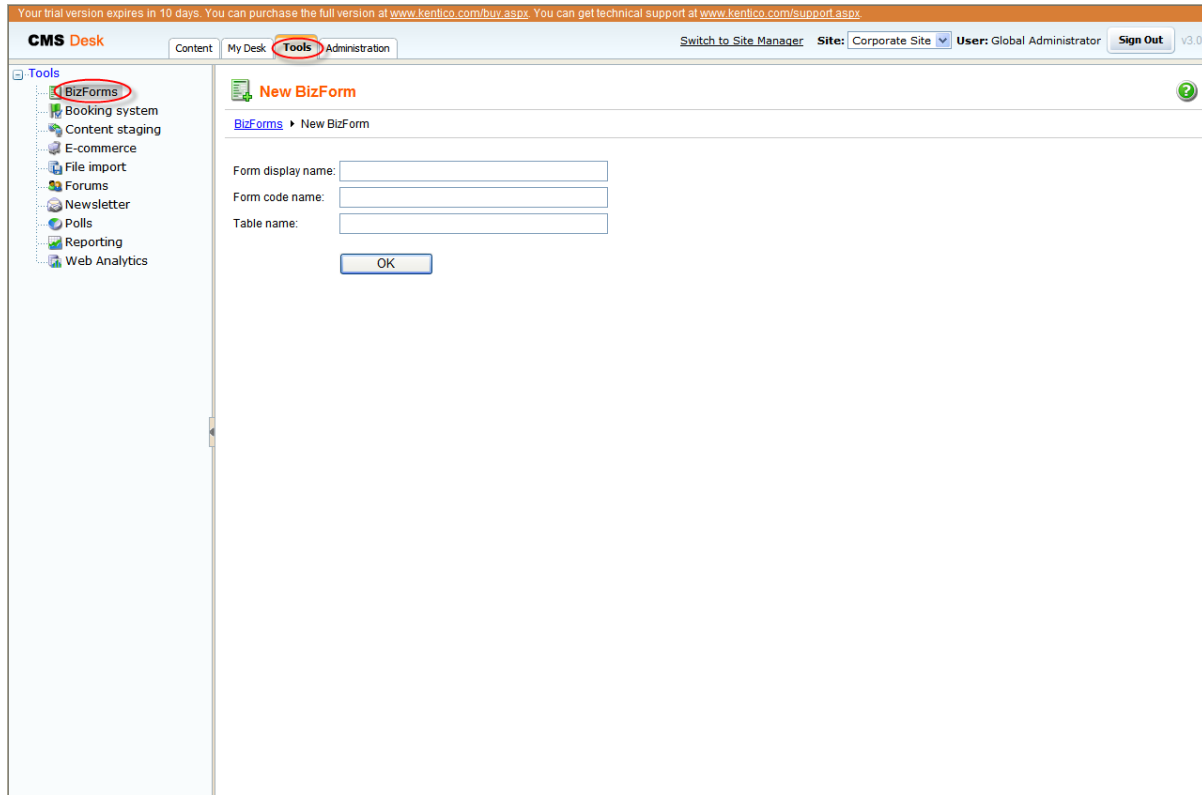
Please note that sending of e-mails with a new newsletter issue may take some time. Switch to the **E-mail queue** tab to check the status of your e-mails.



11 Bizforms

11.1 Creating and publishing a new on-line form

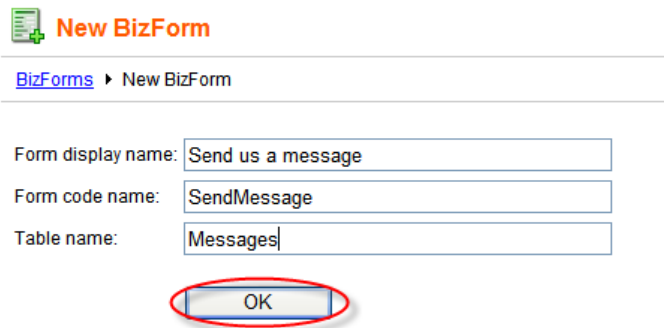
1. Go to **Tools** -> **BizForms**.



2. Enter:

- **Form display name:** Send us a message
- **Form code name:** SendMessage
- **Table name:** Messages

Then click **Ok**.



New BizForm

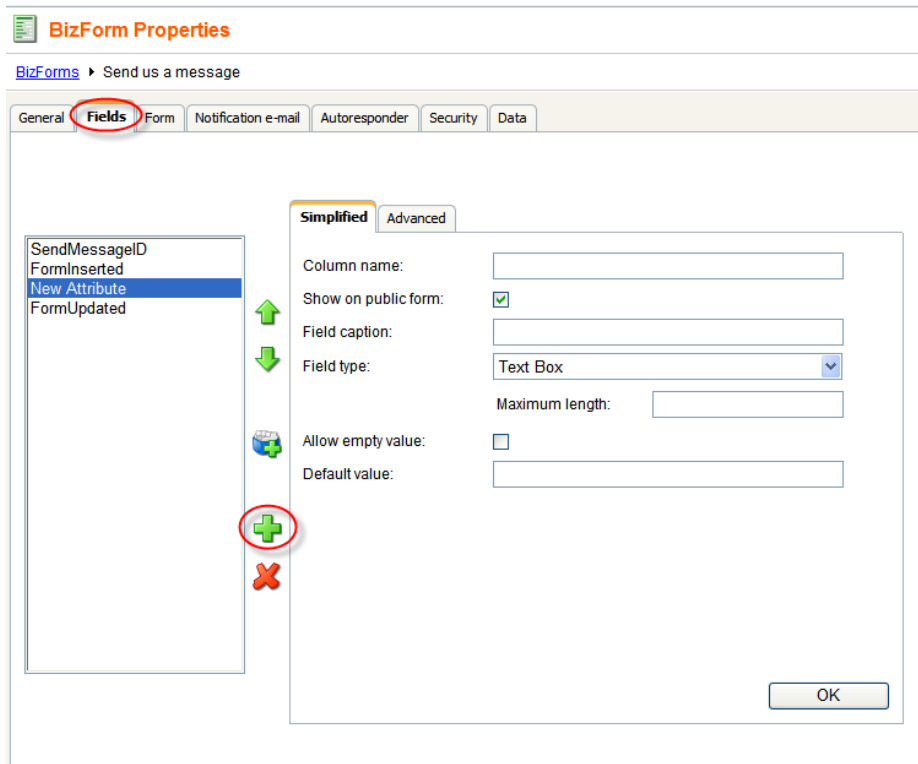
[BizForms](#) ▶ New BizForm

Form display name:

Form code name:

Table name:

3. Switch to the **Fields** tab and click **New attribute**.



BizForm Properties

[BizForms](#) ▶ Send us a message

General **Fields** Form Notification e-mail Autoresponder Security Data

Simplified Advanced

SendMessageID
FormInserted
New Attribute
FormUpdated

Column name:

Show on public form:

Field caption:

Field type:

Maximum length:

Allow empty value:

Default value:

4. Enter following information:

- **Column name:** FirstName
- **Field caption:** Enter your first name
- **Maximum length:** 15

Click **Ok**.

The screenshot shows a configuration dialog box with two tabs: 'Simplified' and 'Advanced'. The 'Simplified' tab is selected. The dialog contains the following fields and controls:

- Column name:** A text box containing 'FirstName'.
- Show on public form:** A checked checkbox.
- Field caption:** A text box containing 'Enter your first name'.
- Field type:** A dropdown menu showing 'Text Box'.
- Maximum length:** A text box containing '15'.
- Allow empty value:** An unchecked checkbox.
- Default value:** An empty text box.
- OK button:** A button at the bottom right, highlighted with a red circle.

5. Click new attribute and enter:

- **Column name:** LastName
- **Field caption:** Enter your last name
- **Maximum length:** 20

Then click **Ok**.

6. Now click **New attribute** again to add another column. Enter:

- **Column name:** Email
- **Field caption:** Enter your e-mail address
- **Maximum length:** 40

Click **Ok**.

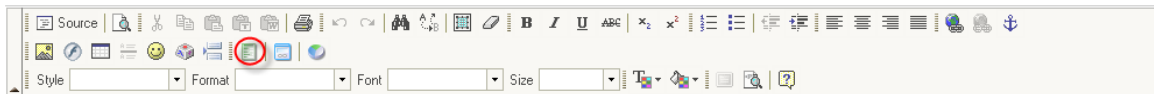
7. Click **New attribute** again to add the last column. Enter:

- **Column name:** Text
- **Field caption:** *Enter your message*
- **Maximum length:** 1000

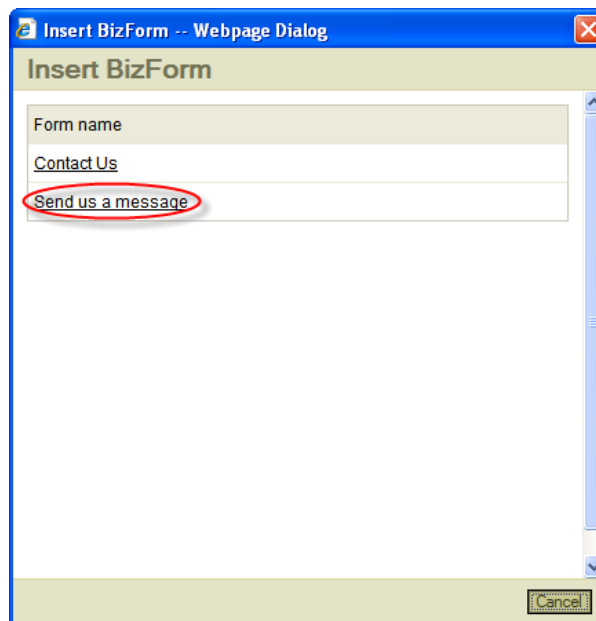
Click **Ok**.

8. Your form is ready to be published on your website. At the main menu, switch to the **Content** tab and choose the **System integration** page in the content tree.

9. In the **Page** editing mode, place the cursor inside the **ContentText** textbox and click the **Insert BizForm** button in the WYSIWYG editor.



10. In the web dialog, click the newly created **Send us a message** form.



11. Now, click **Save** and switch to the **Preview** mode. You can see that your form has been added to the **System Integration** page.

Sign in to [CMS Desk](#). Sign in to [CMS Site Manager](#). The default account is administrator with blank password.

CompanyLogo

Global Administrator (administrator) [Sign out](#)

[Shopping cart](#) | [My account](#) | [My wishlist](#)
Your shopping cart is empty

Search:

[Home](#) [Services](#) [Products](#) [News](#) [Partners](#) [Company](#) [Blogs](#) [Forums](#) [Events](#) [Images](#) [Wiki](#) [Examples](#)

System integration

We provide system integration.

Enter your first name:

Enter your last name:

Enter your e-mail address:

Enter your message:

[Site map](#) | [Disclaimer](#)

After the form is submit, you can find the form data at **CMS Desk/Tools/BizForms/<edit your form>/Data**. You can set e-mail notification as well at **CMS Desk/Tools/BizForms/<edit your form>/Notification e-mail**.

Congratulations, you've just got through the process of creating a brand new form for your website.

12 E-commerce



















12.1 Creating a new product

Now you will learn how to create a new product for your e-commerce.

1. In the content tree, choose **Products** -> **PDAs** and click **New** in the document action toolbar.
2. Select the **PDA** document type.

 **New document**

Please select new document type:

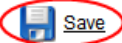


-  [Article](#)
-  [Blog](#)
-  [Cell phone](#)
-  [Event](#)
-  [Event \(booking system\)](#)
-  [FAQ](#)
-  [File](#)
-  [Folder](#)
-  [Job opening](#)
-  [Knowledge base article](#)
-  [Laptop](#)
-  [News](#)
-  [Office](#)
-  [Page \(menu item\)](#)
-  [PDA](#)
-  [Press release](#)
-  [Product](#)
-  [Simple article](#)

3. In the **Form** tab, enter:

- **Name:** New PDA
- **Battery :** Li-Ion
- **Display type:** Color
- **Resolution :** 240 × 320
- **RAM (MB):** 64
- **Processor (MHz):** 400
- **Operating System:** MS Windows Mobile 5

Then check the **Create a new product** check box and enter 900 as **Price**. Click **Save** at the top. Your new product has been created.

Products ▸ PDAs

 Save  Save and create another  Spell check

Name:

Photo: Upload:

Battery:

Display type:

Resolution:

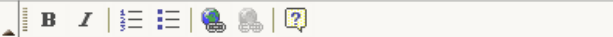
RAM (MB):

Processor (MHz):

Operating system:

Create a new product

Price:

Description: 

4. Now go to **Product** -> **Tax classes**. Here you can apply the chosen tax to the new product. Check the **Sales tax** checkbox and click **Ok** to save the changes again.

Page Design Form **Product** Properties

Document is a product

General **Tax classes** Volume discounts

The following taxes apply to this product:

Select Tax name

Sales tax

VAT

OK

5. Switch to the **Volume discounts** tab and click **New volume discount**.

Document is a product

General Tax classes **Volume discounts**

New volume discount

6. Enter *10* in the **Minimum amount** textbox. Choose the **Relative discount** radio button and enter *5* in the **Discount value** textbox (this will add the 5% discount to the product price.). Click **Ok** and close the dialog.

Product edit - volume discount edit -- Webpage Dialog

Volume discount properties

Minimum amount: 10

Discount value : Relative discount Absolute discount

5

OK

http://localhost:1469/KenticoCMS/CMSDesk/Tools/Ecommerce/ Local intranet

7. In the content tree, choose the **PDA**s page. You can see your new product has been successfully added to your e-commerce website.

Congratulations, you've just learned how to create a new product.

12.2 Changing order status

Now you will learn how to change the status of your order.

Firstly you have to make an order to be able to change its status.

1. Open your favorite internet browser, go to the **Corporate site** and choose **Products** in the main menu.

The screenshot displays a web browser window with the following elements:

- Page Title:** Sign in to **CMS Desk**. Sign in to **CMS Site Manager**. The default account is administrator with blank password.
- Company Logo:** "CompanyLogo" with a stylized "Company" in grey and "Logo" in orange.
- Navigation:** A horizontal menu with links: Home, Services, **Products** (highlighted in orange), News, Partners, Company, Blogs, Forums, Events, Images, Wiki, Examples.
- User Links:** Shopping cart | My account | My wishlist. Below "Shopping cart" is the text "Your shopping cart is empty".
- Search:** A search box with the label "Search:" and a magnifying glass icon.
- Product Categories:** A vertical list on the left: Cell phones, PDAs, Laptops.
- Product Grid:** A grid of six product cards, each with an image, name, price, and an "Add to shopping cart" button.


Product Name	Our Price
Samsung SGH E250	\$ 249.00
Nokia N73	\$ 399.00
Acer Aspire 3105WLMi	\$ 999.00
Asus F3U AP059C	\$ 1199.00
HP iPAQ 114	\$ 249.00
Asus A639	\$ 299.00
- Footer:** Site map | Disclaimer and a logo for "Powered by KENTICO".

- Click the Add to shopping cart button below **Nokia N73**.



- In the **Step 1** of the check out process, click the **Check out** button at the bottom.

Step 1 of 6 - Add some products to the shopping cart



Shopping cart

Currency: U.S. Dollar

Remove	Product name	Units	Unit price	Tax	Subtotal
<input type="checkbox"/>	Nokia N73	1	399.00	10.00	409.00

If you have a coupon code, please enter it here:

Total shipping: \$ 0.00
Total price: \$ 409.00

Update

Continue shopping Check out

4. In the **Step 2**, choose **Create a new account** and enter following information:

- **First name:** David
- **Last name:** Simons
- **E-mail (user name):** DavidSimons@gmail.com
- **Password/ Confirm password:** dauidsimons

Then click **Next**.

Home Services Products News Partners Company Blogs Forums Events Images Wiki Examples

Step 2 of 6 - Registration check

User registration

Sign in using your existing account

E-mail (user name):

Password:

[Forgotten password](#)

Create a new account

First name:

Last name:

E-mail (user name):

Company account:

Password:

Confirm password:

Continue as anonymous customer

First name:

Last name:

E-mail:

Company (optional):


Organization ID (optional):

Tax registration ID (optional):

5. In the **Step 3**, enter following information:
- Name (company or personal): Development Software
 - Address lines: 1020 Blueberry Ln.
 - City: Tucson
 - ZIP: 8574

Then click **Next**.

Step 3 of 6 - Select billing and shipping address



Billing address

Billing address: (new) ▾

Name (company or personal): Development Software *

Address lines: 1020 Bluberry Ln. *

City: Tucson *

ZIP: 85474 *

Country: USA ▾

Alaska ▾


Phone number:

My shipping address is different from the billing address.

Back Next

6. In the **Step 4**, do not change anything and click **Next**.

Step 4 of 6 - Select payment and shipping methods



Shipping and payment methods


Shipping: DHL ▾

Payment: Cash on delivery ▾

Back Next

7. In the **Step 5**, click **Order now**.

Step 5 of 6 - Order preview



Order preview

Billing address

Development Software
1020 Bluberry Ln.
Tucson
85474
USA, Alaska
Organization ID:
Tax registration ID:

Shipping address

Development Software
1020 Bluberry Ln.
Tucson
85474
USA, Alaska

Payment method: Cash on delivery **Shipping option:** DHL

Product name	Units	Unit price	Tax	Subtotal
Nokia N73	1	399.00	10.00	409.00





Shipping: \$ 8.00
Total price: \$ 417.00

Tax name	Tax summary
Sales tax	10.00

Order note:

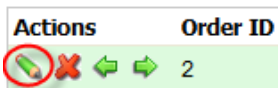
8. You should see the order confirmation text now. Your order has been received. Now sign in to the **CMS Desk** and go to **Tools ->E-commerce -> Orders**.

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My Desk', 'Tools', and 'Administration'. The 'Tools' menu is expanded, and 'E-commerce' is selected. Under 'E-commerce', the 'Orders' sub-menu is highlighted. The main content area displays the 'Orders' section with a 'New order' form. The form includes fields for 'Order ID', 'Customer last name', 'Customer first name', 'Status' (set to '(all)'), and 'Sites' (set to '(all)'). Below the form is a table with one row of order data:

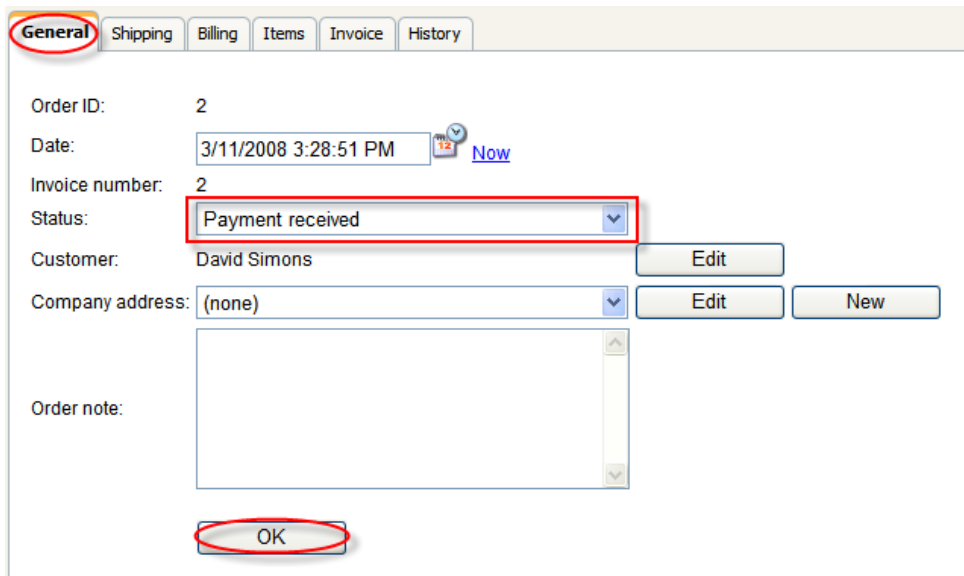
Actions	Order ID	Customer name	Customer e-mail	Order date	Total price	Status
   	2	David Simons	DavidSimons@gmail.com	3/11/2008 3:28:51 PM	\$ 417.00	New

The 'Items per page' dropdown is set to 25.

9. Click **Edit** next to the newly created order.



10. In the **General** tab, choose **Payment received** from the **Status** the drop down menu and click **Ok**.



The screenshot shows a web-based order management interface. At the top, there is a navigation bar with tabs: **General**, Shipping, Billing, Items, Invoice, and History. The **General** tab is selected and highlighted with a red circle. Below the tabs, the order details are displayed:

- Order ID: 2
- Date: 3/11/2008 3:28:51 PM (with a 'Now' button and a small calendar icon)
- Invoice number: 2
- Status: **Payment received** (this dropdown menu is highlighted with a red box)
- Customer: David Simons (with an 'Edit' button)
- Company address: (none) (with an 'Edit' button and a 'New' button)
- Order note: (empty text area)

At the bottom of the form, there is an **OK** button, which is also highlighted with a red circle.

The status of your order has been changed successfully.

13 File import

13.1 Bulk import of files

Now you will learn how to import files and documents to your website.

1. Go to **Tools** -> **File import**.

Your trial version expires in 5 days. You can purchase the full version at www.kentico.com/buy.aspx. You can get technical support at www.kentico.com/support.aspx.

CMS Desk Content My Desk **Tools** Administration [Switch to Site Manager](#) Site: Corporate Site User: Global Administrator [Sign Out](#) v3.0

Tools

- BizForms
- Booking system
- Content staging
- E-commerce
- File import**
- Forums
- Newsletter
- Polls
- Reporting
- Web Analytics

File import

Select files to be imported from C:\inetpub\wwwroot\KenticoCMS\cmsimportfiles:

Select	File	Result
<input checked="" type="checkbox"/>	boxtitle.gif	
<input checked="" type="checkbox"/>	bullet.gif	
<input checked="" type="checkbox"/>	containerbottom.gif	
<input checked="" type="checkbox"/>	containerleftbottom.gif	
<input checked="" type="checkbox"/>	containerlefttop.gif	
<input checked="" type="checkbox"/>	containerrightbottom.gif	
<input checked="" type="checkbox"/>	containerrighttop.gif	
<input checked="" type="checkbox"/>	containertop.gif	
<input checked="" type="checkbox"/>	leftmenuline.gif	
<input checked="" type="checkbox"/>	logo.gif	
<input checked="" type="checkbox"/>	menubackground.gif	
<input checked="" type="checkbox"/>	woman.jpg	

Target Alias Path: [Select Path](#)

Culture:

Delete Imported Files from Disk:

[Start Import](#)

2. On the right side, you should see the files from the folder designated as the source for the file import. If you can't see any that means there are no files in your file import folder. Please check the path to the file import folder at the top and place the files you want to upload to that folder.

Select files to be imported from C:\inetpub\wwwroot\KenticoCMS\cmsimportfiles:

3. Check the **Select** checkbox next to the file you want to import and click **Select Path**.

 **File import**

Select files to be imported from C:\Inetpub\wwwroot\KenticoCMS\cmsimportfiles:

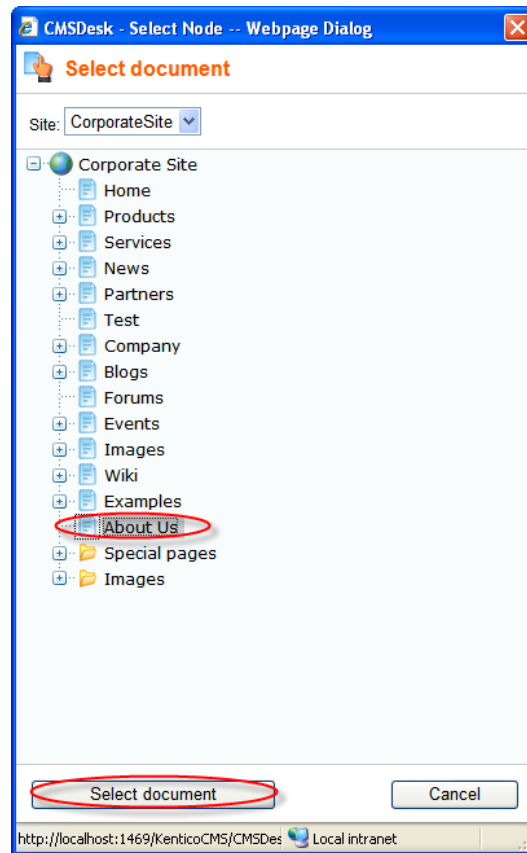
Select	File	Result
<input type="checkbox"/>	boxtitle.gif	
<input type="checkbox"/>	bullet.gif	
<input type="checkbox"/>	containerbottom.gif	
<input type="checkbox"/>	containerleftbottom.gif	
<input type="checkbox"/>	containerlefttop.gif	
<input checked="" type="checkbox"/>	containerrightbottom.gif	
<input type="checkbox"/>	containerrighttop.gif	
<input type="checkbox"/>	containertop.gif	
<input type="checkbox"/>	leftmenuline.gif	
<input type="checkbox"/>	logo.gif	
<input type="checkbox"/>	menubackground.gif	
<input type="checkbox"/>	woman.jpg	

Target Alias Path:

Culture:

Delete Imported Files from Disk:

4. Choose **About us** and click the **Select document** button.



5. Click **Start import**.

File import

Select files to be imported from C:\inetpub\wwwroot\KenticoCMS\cmsimportfiles:

Select	File	Result
<input type="checkbox"/>	boxtitle.gif	
<input type="checkbox"/>	bullet.gif	
<input type="checkbox"/>	containerbottom.gif	
<input type="checkbox"/>	containerleftbottom.gif	
<input type="checkbox"/>	containerlefttop.gif	
<input checked="" type="checkbox"/>	containerrightbottom.gif	
<input type="checkbox"/>	containerrighttop.gif	
<input type="checkbox"/>	containertop.gif	
<input type="checkbox"/>	leftmenuline.gif	
<input type="checkbox"/>	logo.gif	
<input type="checkbox"/>	menubackground.gif	
<input type="checkbox"/>	woman.jpg	

Target Alias Path:

Culture:

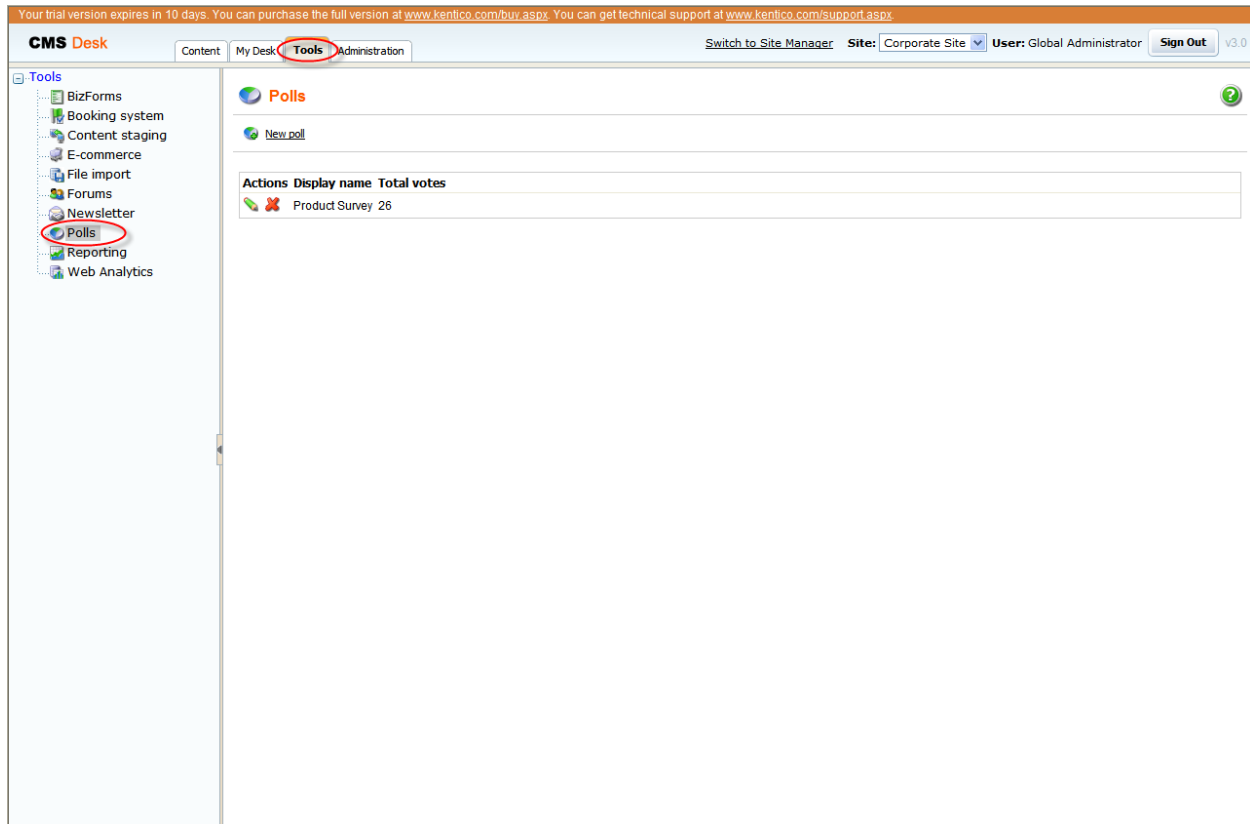
Delete Imported Files from Disk:

Congratulations, you've just imported selected file to your website.


14 Polls

14.1 Creating and publishing a new poll

1. Go to **Tools** -> **Polls**.



The screenshot shows the Kentico CMS Desk interface. At the top, there is a navigation bar with tabs for 'Content', 'My Desk', 'Tools', and 'Administration'. The 'Tools' tab is selected and circled in red. Below the navigation bar, the left sidebar contains a tree view of tools, with 'Polls' circled in red. The main content area displays the 'Polls' section, which includes a 'New poll' link and a table of existing polls. The table has columns for 'Actions', 'Display name', and 'Total votes'. One poll is listed: 'Product Survey' with 26 votes.

Actions	Display name	Total votes
	Product Survey	26

2. Click **New poll**.  [New poll](#)

- The **Display name**, **Code name** and **Title** textboxes fill with *Shopping*. Into the **Question** textbox, enter the poll question: *Have you ever bought anything from our website?* and click **Ok**.

New poll

Polls ▸ New poll

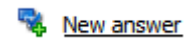
Display name:

Code name:

Title:

Question:

- Next, switch to the **Answers** tab and click **New answer**.
- Enter *Yes* as **Text** and click **Ok**.



Poll properties

Polls ▸ Shopping

General **Answers** Security Sites View

New answer

Answers ▸ New answer

New answer

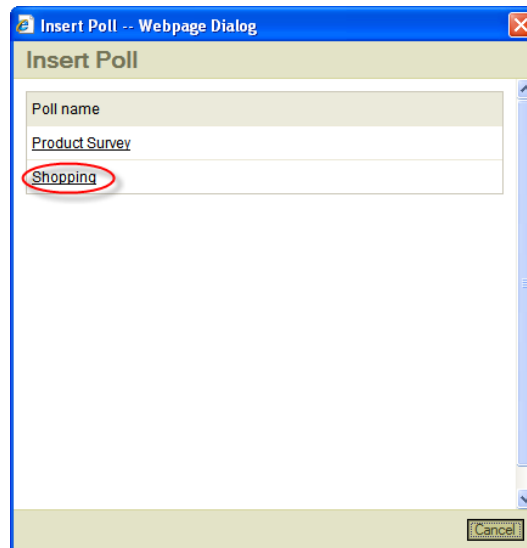
Text:

Enabled:

- Then click **New Answer** again. Enter *No* into the **Text** textbox and click **Ok**.
- Now switch to the **View** tab to make sure that your poll looks the way you want it to.
- Your poll is ready; all you have to do is to publish it on your website. At the main menu, switch to the **Content** tab and choose the **System Integration** page in the content tree.
- Place the cursor into the **ContentText** textbox and click the **Insert poll** button in the editor panel.



10. In the webpage dialog, click the **Shopping** poll.



11. Click **Save** and switch to the **Preview** mode to make sure that your poll displays correctly.

Sign in to [CMS Desk](#). Sign in to [CMS Site Manager](#). The default account is administrator with blank password.

CompanyLogo

Global Administrator (administrator) [Sign out](#)

[Shopping cart](#) | [My account](#) | [My wishlist](#)
Your shopping cart is empty

Search:

[Home](#) [Services](#) [Products](#) [News](#) [Partners](#) [Company](#) [Blogs](#) [Forums](#) [Events](#) [Images](#) [Wiki](#) [Examples](#)

System integration

We provide system integration.

Have you ever bought anything from our website?

Yes

No

[Site map](#) | [Disclaimer](#)

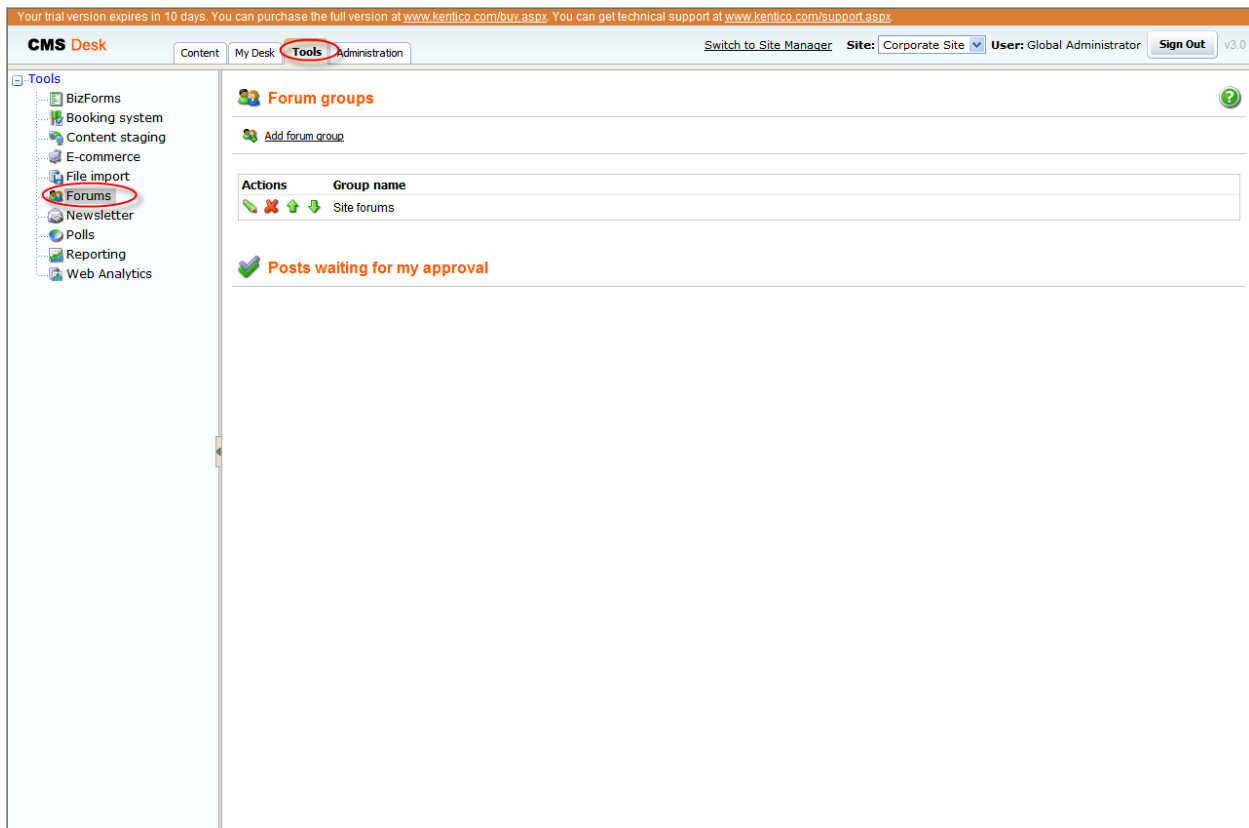
That's how you create a poll and publish it on your web site.

15 Forums

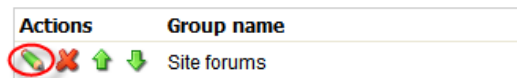
15.1 Creating a new forum

Please note: for this part of the guide, we assume that the forum group is already created for your web site and it's published. We also assumed that the users have the right to create forums.

1. Go to **Tools** -> **Forums**.




2. Click **Edit** next to the existing forum group.



3. Now click the **Add forum** button.  [Add forum](#)

4. Into the **Forum display name** and **Forum code name** textboxes enter *My new forum* and *MyNewForum* respectively. Click **Ok**.

 **New forum**

[Forums](#) ▶ New forum

Forum display name:

Forum code name:

Description:

Forum base URL:

Forum is open:

Forum is moderated:

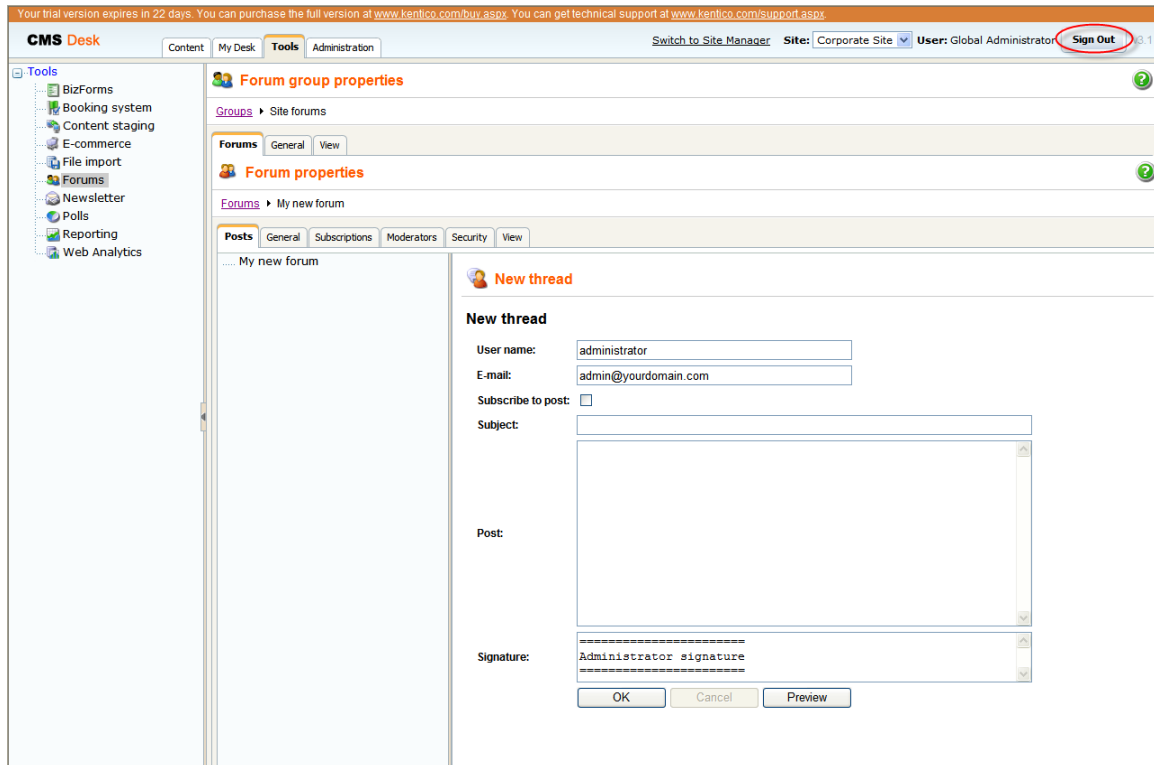
Require e-mail addresses:

Display e-mail addresses:

Enable WYSIWYG editor:

Use security code (CAPTCHA):

5. You've just created your new forum. Now you'll learn how to post a new thread. Click **Sign out** at the top-right.



6. You are redirected to the **Home** page of the **Corporate site**. Click **Forums** at the main menu.

Sign in to [CMS Desk](#). Sign in to [CMS Site Manager](#). The default account is administrator with blank password.

CompanyLogo [Shopping cart](#) | [My account](#) | [My wishlist](#)
Your shopping cart is empty

Search:

[Home](#) [Services](#) [Products](#) [News](#) [Partners](#) [Company](#) [Blogs](#) **[Forums](#)** [Events](#) [Images](#) [Wiki](#) [Examples](#)

Welcome to the Sample Corporate Site

This is a sample web site created with Kentico CMS for ASP.NET. You can use it as a starter kit for your own web site and to learn Kentico CMS.

Default user name and password

You can sign in to CMS Desk (the administration interface) using the link at the top of the page or by going to <http://localhost/KenticoCMS/CMSDesk> (if you're using the default installation path). Use the following credentials:

User name: administrator
Password: Leave the password blank.

Getting Started

[Kentico CMS Tutorial](#) will guide you through Kentico CMS. You can also get help at <http://www.kentico.com/Support.aspx>.

Latest news

Your second news
1/15/2008

Here you can enter the summary of the news item. You can use WYSIWYG editor to format the text, insert links and images. The summary will be used in

Featured Product


Samsung SGH E250
Price: \$ 249.00

Newsletter subscription
First Name:
Last Name:
E-mail:

Polls

Do you like our product?

Yes, I do. 18
 No, I don't. 3
 I don't know your product. 5

[Site map](#) | [Disclaimer](#)

7. In the **Site forums** section, click **My new forum**.

Forums

You can set up any number of forum groups and each forum group may have multiple forums on particular topic. The forums are organized into threads. You can also use the Forums module for article comments if you use so called "ad-hoc" forums that are bound to some particular document (article, product, etc.).

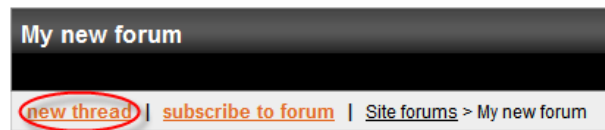
Search forums:

Forum	Threads	Posts	Last post
Site forums			
Web site forums			
Announcements Product announcements come here.	2	5	administrator (11/26/2007 9:59:53 AM)
Technical support Sample forum for technical support questions.	1	2	administrator (11/26/2007 10:01:35 AM)
My new forum	0	0	(1/1/0001 12:00:00 AM)

[Site map](#) | [Disclaimer](#)



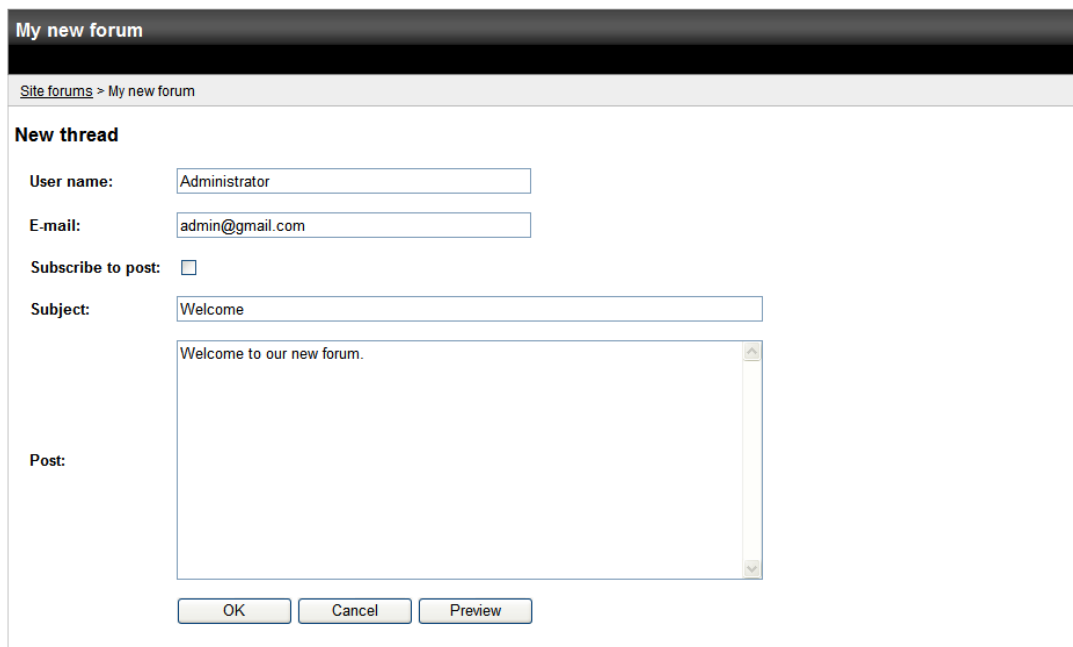
8. Click the **new thread** button.



9. Enter following information:

- **User name:** Administrator
- **E-mail:** admin@gmail.com
- **Subject:** Welcome
- **Post:** Welcome to our new forum.

Click **Ok**.

A screenshot of a "New thread" form in a forum. The title is "My new forum". Below the title, there is a breadcrumb "Site forums > My new forum". The form is titled "New thread" and contains the following fields:

- User name:** Administrator
- E-mail:** admin@gmail.com
- Subscribe to post:**
- Subject:** Welcome
- Post:** Welcome to our new forum.

At the bottom of the form, there are three buttons: "OK", "Cancel", and "Preview".

Congratulations, you've just created a new forum and posted the very first thread.

The screenshot shows a web application interface for a forum. At the top left is the "CompanyLogo". On the right, there are links for "Shopping cart", "My account", and "My wishlist", with a note "Your shopping cart is empty". Below these is a search bar. A navigation menu includes "Home", "Services", "Products", "News", "Partners", "Company", "Blogs", "Forums" (highlighted), "Events", "Images", "Wiki", and "Examples".

The main content area is titled "Forums". Below this, there is a sub-header "Forums" and a paragraph explaining forum functionality. A search box for forums is present with a "Go" button.

The forum group is titled "My new forum". It has links for "new thread" and "subscribe to forum", and a breadcrumb "Site forums > My new forum". A table lists the forum threads:

Thread	Created by	Posts	Last post
Welcome	Administrator	1	Administrator 3/5/2008 5:52:36 PM


At the bottom of the forum group, the number "1" is displayed. The footer contains "Site map" and "Disclaimer" links, and a "Powered by KENTICO" logo.

15.2 Moderating forum posts

Now you will learn how to create a moderate forum so that every post has to be approved before being published.

1. Go to **Tools** -> **Forums**.
2. Click **Edit** next to the existing forum group.
3. Now click the **Add forum** button.

4. Into the **Forum display name**, enter *My moderated forum*. Into the **Forum code name**, enter *MyModeratedForum*. Check the **Forum is moderated** checkbox. Then click **Ok**.

 **New forum**

[Forums](#) ▸ New forum

Forum display name:

Forum code name:

Description:

Forum base URL:

Forum is open:

Forum is moderated:


Require e-mail addresses:

Display e-mail addresses:

Enable WYSIWYG editor:

Use security code (CAPTCHA):

5. Now, enter your user name and your e-mail address to the **User name** and the **E-mail** checkboxes. Next, enter *Welcome* as the **Subject** and to the **Post** textbox enter *Come try our new moderated forum*. Click **Ok**.

 **New thread**

New thread

User name:

E-mail:

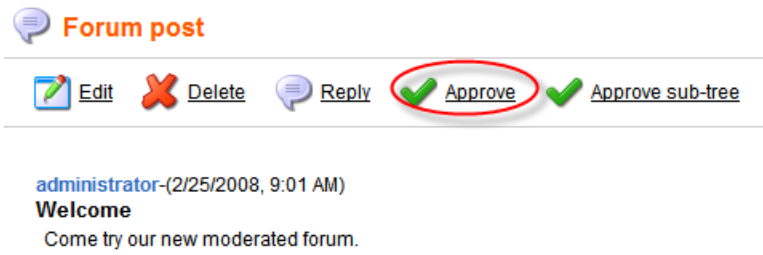
Subscribe to post:

Subject:

Post:

Signature:

6. The thread has been posted, however, to be visible in the forum, it has to be approved by the designated moderator. Click the **Approve** button.



Congratulations, you've just approved your new thread and it's visible on your web site.