

# Kentico CMS 6.0 Intranet User's Guide

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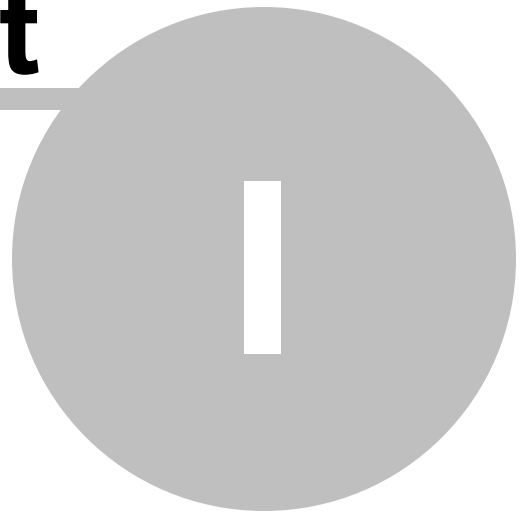
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**Part**

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**Introduction**

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# 1 Introduction

## 1.1 About this guide

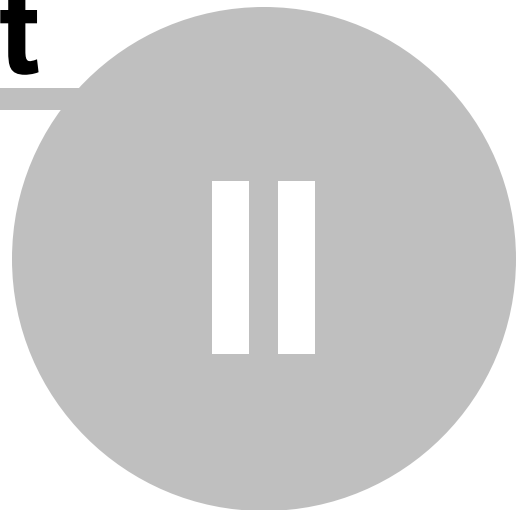
*Kentico CMS Intranet User's Guide* is a guide for end users of **Kentico Intranet Solution**, i.e. the **Intranet Portal** sample website based on [Kentico CMS](#). This guide provides information on how the solution can be used by an ordinary company employee accessing only the front-end *Intranet Portal* website.

Particular chapters of this guide reflect the structure of the portal and contain information on using its individual sections. If you are new to *Kentico Intranet Solution*, please proceed to the **Getting started** chapter: the [Accessing the Intranet Portal](#) topic contains information on how to get logged on to the portal for the first time. After successful logon, you are redirected to the title page of the portal - the **Home** page. At this point, it is recommended to read through the [Intranet Portal overview](#) topic, which explains the purpose of particular sections of the portal, along with links to the subsequent chapters focusing on the sections in more detail.

There is another guide related to *Kentico Intranet Solution* - [Kentico CMS Intranet Administrator's Guide](#). As indicated by its name, it is intended for administrators of the Intranet Solution and it contains information on its administration and customization. Complete Kentico CMS documentation in multiple formats is available at <http://devnet.kentico.com/documentation.aspx>.

# Part

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**Getting started**

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## 2 Getting started

### 2.1 Accessing the Intranet Portal

This topic provides you with information on how the Intranet Portal can be accessed and what types of authentication can be used.

#### User authentication

User authentication is always required to access the portal. The portal can be configured for one of the following types of authentication:

- **Forms authentication** - when accessing the portal, you are redirected to the logon page where you need to enter your user name and password.
- **Windows authentication** - when accessing the portal, you are logged on automatically based on your current Windows account. No user name and password needs to be entered.

Your system administrator should provide you with appropriate user name and password if *Forms authentication* is used. If *Windows authentication* is used, you only need to access the provided URL from a computer in your company network (logged on using your Windows user name and password) and you get logged on to the portal automatically.



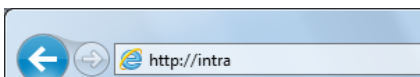
#### Sample users and Forms authentication

To demonstrate the portal's functionality, we will use the pre-defined sample users that are shipped with the *Intranet Portal* website in the examples in this guide. Because of this fact, we also presume that the website is configured to use the default *Forms authentication*.

If you are accessing the portal using your own user account, the functionality described in the examples may be different or limited, based on configuration of permissions for your account.

#### Accessing the portal

1. Before accessing the *Intranet Portal* for the first time, you should be provided with the **URL of the portal** by your system administrator. It is typically something like *http://intra* or a similar URL. Enter the URL into your web browser's address line and press *Enter*.



2. As you are not logged on yet, you will be redirected to the *~/Logon.aspx* page. For the purpose of this example, we will use one of the pre-defined sample users - **Brad Summers**. Enter *BradS* into the **User name** field, leave the password blank and click **Log on**.



## 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: BradS

Password:

Remember me

Log on

[Forgotten password](#)

Not a member yet? Sign up now!

First name:

Last name:

E-mail:

Password:

Password strength:

Confirm password:

Register

3. You will be logged on and redirected to the **Home** page. Please proceed to the [Intranet Portal overview](#) topic to get a quick explanation of what you can see on the page.

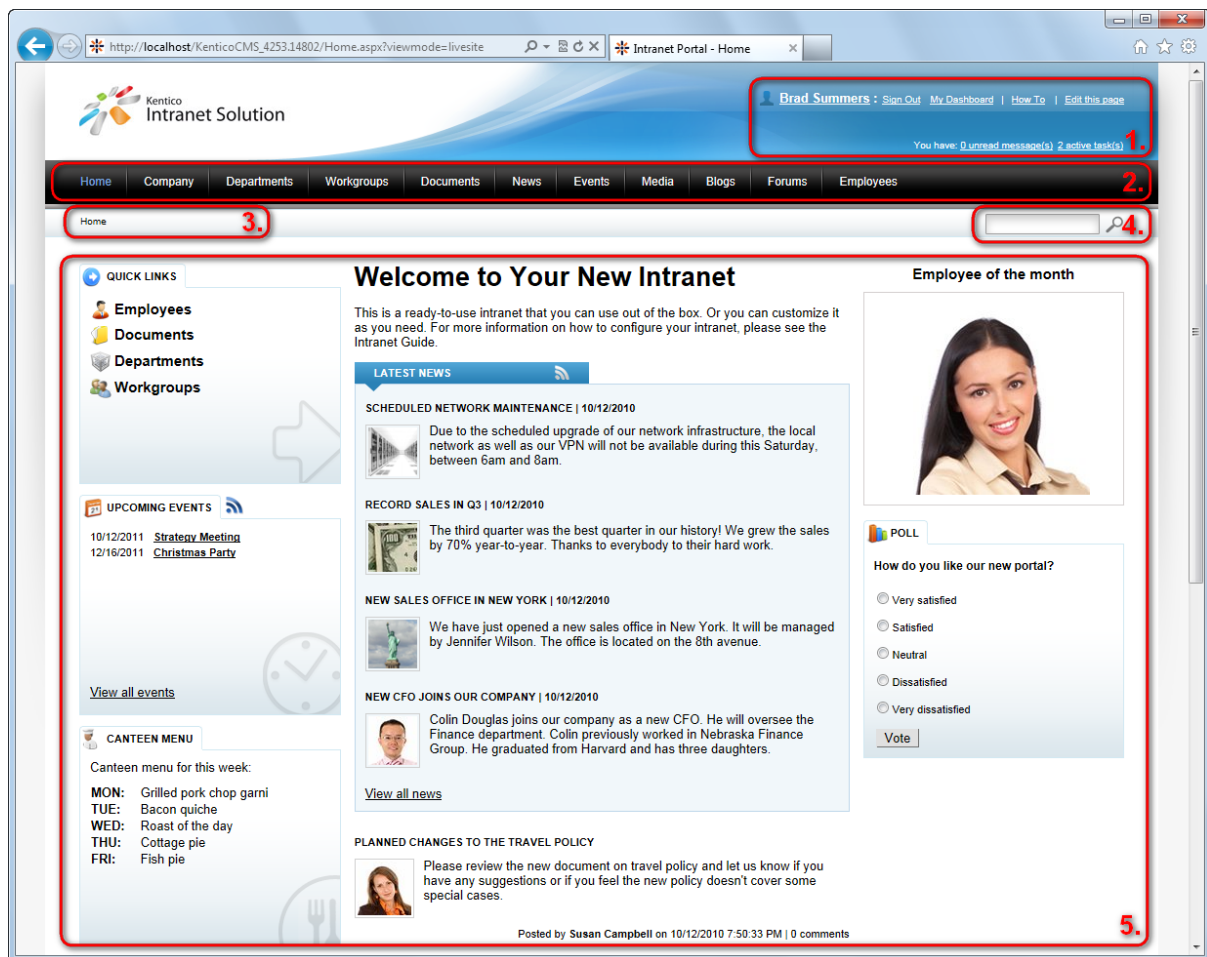
## 2.2 Intranet Portal overview

In the [previous topic](#), you have learned how the Intranet Portal can be accessed using a web browser. Once you are logged in, you are redirected to the **Home** page of the portal's global section, i.e. the title page of the whole portal. The portal is divided into three types of sections:

- **Global section** - global section accessible to all employees. This is the section whose **Home** page you have just accessed.
- **Department sections** - each department has its own dedicated website section with its own **Home** page, separate navigation, etc.
- **Workgroup sections** - each workgroup also has its own dedicated website section with its own **Home** page, separate navigation, etc.

The screenshot below depicts the **Home** page of the portal's global section, while important parts of the page are highlighted and described in the text below it.





The first three highlighted areas are common in the header of **all pages of the website**:


**1. Header links** - the header contains the following links:

- **<current user's name>** - link to the current user's profile. See the [Employees](#) chapter for more details.
- **Sign Out** - link used to log off the intranet website. Visible only if *Forms authentication* is used, when using *Windows authentication*, the link is not displayed.
- **My Dashboard** - link to the current user's personalizable page where widgets can be added.
- **How To** - using this link, you can access the HTML version of this guide directly from the Intranet Portal.
- **Edit this page** - this link is only displayed to users with permissions to modify the current page. It opens the page for editing in the system's administration interface.
- **X unread messages** - link to the current user's messaging inbox, i.e. a list of unread messages from other intranet users.
- **X active tasks** - link to the list of projects and tasks assigned to the current user.

**2. Main navigation** - this is the main navigation menu used for switching between individual sections of the website. The items in the menu listed below are displayed when viewing the global section of the portal. Please note that the navigation contains different items when viewing a department's or workgroup's website section.

- **Home** - home page of the intranet website, as depicted in the screenshot below.
- **Company** - informational section with general information about the company and a document library for storing internal policy documents.
- [Departments](#) - section for company departments; each department has its dedicated sub-section of the website with its own main menu, Home page, News, Event calendar, Forums, etc.
- [Workgroups](#) - section for workgroups, i.e. groups of employees established (often just temporarily) to perform a certain task or to oversee some activity. Similarly to departments, each workgroup also has a dedicated sub-section with its own main menu, Home page, etc.
- [Documents](#) - document libraries for convenient storage of documents.
- [News](#) - page where news are published.
- [Events](#) - calendar for scheduling of events and event attendees registration.
- [Media](#) - media libraries where files like pictures, sound files or videos can be stored.
- [Blogs](#) - blogs section where each user can create their own blog and start blogging right away.
- [Forums](#) - discussion forums where users can discuss various topics in separate discussion threads.
- [Employees](#) - list of all company employees with their position and contact details, searchable by name or department.

**3. Breadcrumbs** - the breadcrumbs below the main menu indicates position of the current page within the website structure. Only *Home* is displayed in the screenshot above as the *Home* page is in the top level, but you may typically get breadcrumbs like *Departments* -> *IT* -> *Documents* etc. Clicking a page's name in the breadcrumbs redirects you to the particular page.

**4. Search box** - by entering a keyword into the field and clicking the  icon, you can search for the keyword in text of pages and discussion forums. When browsing a dedicated section of a department or workgroup, only content of the particular department or workgroup will be searched. Outside these dedicated sections, all global content (all content except the content belonging to departments and workgroups) will be searched.

**5. Current page content** - the area below the search toolbar is where the content of particular intranet pages is loaded. In the screenshot, you can see the **Home** page - the title page of the portal. The **Home** page contains the following three sections:

- **Left column** - in the left column, there are the following three boxes:
  - **Quick links** - links to the most important sections of the portal.
  - **Upcoming events** - list of upcoming events. Events defined in the [Events](#) section are displayed here.
  - **Canteen menu** - canteen menu for the current week.
- **Central column** - the central column contains:
  - **Latest news** - list of the latest news published in the [News](#) section.
  - **Latest blog posts** - list of the latest blog posts published in the [Blogs](#) section.
- **Right column** - the right column contains the following:
  - **Employee of the month** - image of the current month's best employee.
  - **Poll** - poll where you can vote to express your opinion.

You have learned about elements that are common in the header of all pages of the portal and about the default content of its **Home** page. Please proceed to the following chapters (you may use the links in the text above) to get information on particular sections of the portal.

**Part**

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**Departments**

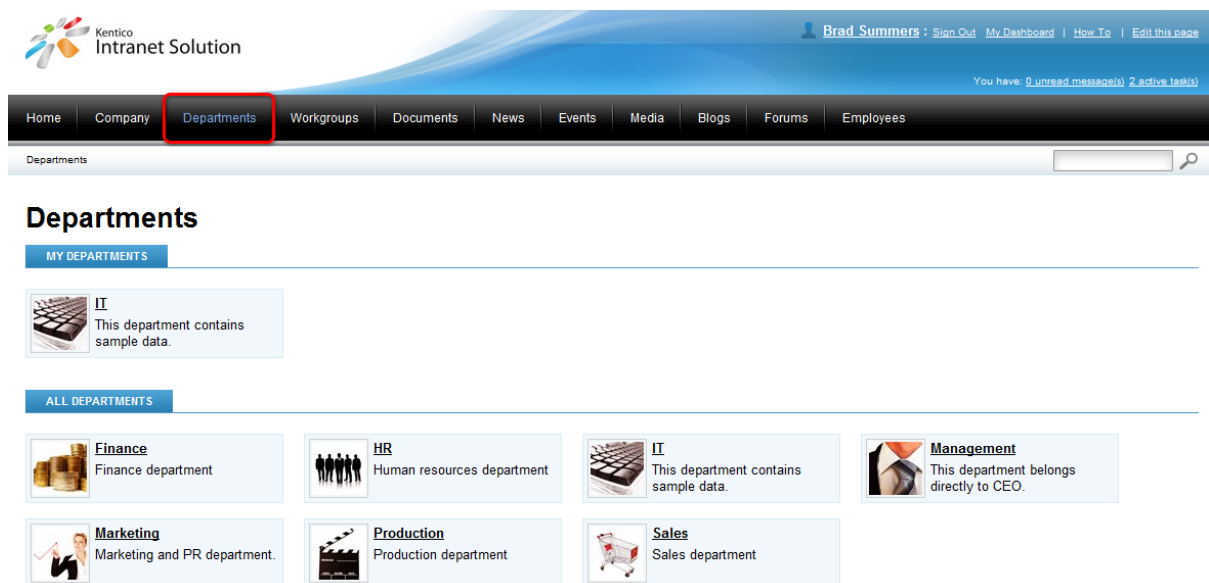
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## 3 Departments

### 3.1 Departments overview

Departments like *Finance*, *Marketing*, *Sales*, *IT*, etc. are basic organizational units of each company. The **Departments** section of the Intranet Portal provides a set of tools for better collaboration, communication and project management within each company department.

To demonstrate the **Departments** section's features in this topic, we will use Brad Summers, one of the sample users shipped with the portal. Log on using the *BradS* username with blank password and select **Departments** in the main navigation. You should see a page similar to the one depicted in the following screenshot.



As you can see, there are two lists on the page. The **All departments** list contains all departments of the company, while the **My departments** list displays only those departments that the current user is a member of. We can see that only the **IT** department is present in the **My departments** section, which indicates that *BradS* is a member of this department only. Click the **IT** department, you will be redirected to the **Home** page of the department's dedicated website section.

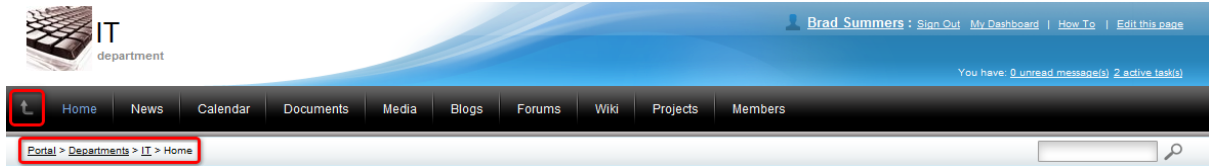
#### Adding new departments

Please note that new departments can not be added to the portal via the front-end website. To add a new department, please contact your system administrator to add the new department via the system's administration interface.

Each department has its own dedicated website section that only members of the department can access. The **Home** page that you have just accessed is the title page of the **IT** department's section.

You may have noticed that the main menu has changed when you accessed the department's **Home**

page. This happens because when you are viewing department pages, the main menu serves for navigation within the department's section, not for navigation within the global section of the portal. You can leave the department's section using the **Back to Main Portal** button in the main menu or using the breadcrumbs below the menu. The button and the breadcrumbs are highlighted in the screenshot below.



### Different color schemes

You may have noticed that the IT department's section has a different color scheme in your installation than in the screenshots on this page. This happens because it is possible for each department to change its color scheme separately. However, this can only be done via the administration interface of the system, so please contact your system administrator in case that you want to have the color scheme of your department changed.

For an overview of default color schemes shipped with the portal, please refer to [Other features -> Available themes](#).

As visible in the preceding screenshot of the department's main menu, each department consists of sections similar to the sections of the main portal (as described in [Getting started -> Intranet Portal overview](#)). The following text provides descriptions of each of these sections.

- [Home](#)
- [News](#)
- [Calendar](#)
- [Documents](#)
- [Media](#)
- [Blogs](#)
- [Forums](#)
- [Wiki](#)
- [Projects](#)
- [Members](#)

## Home

The **Home** page is the title page of each department's section. Its structure is similar to the structure of the global section's **Home** page (described in [Getting started -> Intranet Portal overview](#)). Content of the **Home** page consists of the following three columns:

- **Left column** - in the left column, there are the following two boxes:
  - **Quick links** - links to the global section's **Home** page and to the department's [Members](#) and [Documents](#) sections.
  - **Upcoming events** - list of upcoming events. Events defined in the department's [Calendar](#) section are displayed in the box.

- **Central column** - the central column contains:
  - **Latest news** - list of the latest news published in the department's [News](#) section.
  - **Latest blog posts** - list of the latest blog posts published in the department's [Blogs](#) section.
  - **Latest forum posts** - list of the latest forum posts published in the department's [Forums](#) section.
- **Right column** - the right column contains:
  - **Poll** - poll where you can vote to express your opinion.

The screenshot displays the main dashboard of the Kentico CMS 6.0 Intranet. The top navigation bar includes links for Home, News, Calendar, Documents, Media, Blogs, Forums, Wiki, Projects, and Members. Below the navigation bar, the breadcrumb trail shows 'Portal > Departments > IT > Home'. The dashboard is divided into several sections:

- QUICK LINKS:** Includes links for Portal home, Members, and Documents.
- UPCOMING EVENTS:** Lists security meetings for Q1, Q2, Q3, and Q4 of 2011.
- LATEST NEWS:** Features two news items: 'NEW INTERNAL RULES OF THE IT DEPARTMENT | 11/9/2010' and 'NEW INTRANET LAUNCHED | 11/9/2010'.
- LATEST BLOG POSTS:** Features a blog post titled 'A FEW NOTES ON NETWORK SECURITY' by Brad Summers.
- POLL:** A poll titled 'How do you like our new portal?' with five response options: Very satisfied, Satisfied, Neutral, Dissatisfied, and Very dissatisfied.

## News

The **News** section serves for publishing of news whose content is specific for the particular department. These news are only published in the department's section - they are not displayed in the portal's global section. Otherwise, their viewing and management is similar to the **News** in the global section. Please refer to the [News](#) chapter of this guide for more details.

The screenshot displays the 'News' section of the Kentico CMS 6.0 Intranet. The top navigation bar includes links for Home, News, Calendar, Documents, Media, Blogs, Forums, Wiki, Projects, and Members. Below the navigation bar, the breadcrumb trail shows 'Portal > Departments > IT > News'. The News section includes:

- News:** A list of news items, including 'New intranet launched | 11/9/2010' and 'New internal rules of the IT department | 11/9/2010'.
- Add news:** A link to add new news items.

## Calendar

The **Calendar** section provides a convenient way how events can be scheduled within a department. Scheduled events are displayed in respective day fields in the calendar, while the nearest upcoming events are also listed in the **Upcoming events** column on the right. Functionality of this section is very similar to the **Events** section of the portal's global section, while the scheduled events are only displayed in the department's calendar, not in the global one. Please refer to the [Events](#) chapter of this guide for more details.

The screenshot shows a web interface for a department calendar. At the top, there is a navigation bar with links: Home, News, Calendar, Documents, Media, Blogs, Forums, Wiki, Projects, Members. Below the navigation bar is a breadcrumb trail: Portal > Departments > IT > Calendar. The main content area is titled "Calendar" and includes an "Add event" link. The calendar itself is a monthly grid for January 2011. Most days are marked "No event". On Friday, January 28th, there is an event titled "Q1 Security Meeting". To the right of the calendar is a section titled "Upcoming events" which lists three "Security Meeting" events for January 28th, 4th, and 7th, each with a description: "Regular quarterly meeting focused on network security in our company." and a location: "Meeting Room 2".

## Documents

The **Documents** section contains the department's document library. This is where various files can be stored and managed by users with appropriate permissions, or just viewed by ordinary users without these permissions. Its functionality is identical to the global section's **Documents** page, so please refer to the [Document libraries](#) chapter of this guide for more information.

The screenshot shows a web interface for a department documents library. At the top, there is a navigation bar with links: Home, News, Calendar, Documents, Media, Blogs, Forums, Wiki, Projects, Members. Below the navigation bar is a breadcrumb trail: Portal > Departments > IT > Documents. The main content area is titled "Documents" and includes links for "New document" and "Library permissions". Below these links is a table listing documents:

Document name	Modified	Workflow step
Annual Plans for the IT Department	11/9/2010 3:36:09 PM	Published
IT Department Internal Rules	11/9/2010 3:36:24 PM	Published
Specification Lists for Employee Machines	11/9/2010 3:36:39 PM	Published
SQL Server Manual	11/9/2010 3:36:49 PM	Published
Working Hours	11/9/2010 3:36:56 PM	Published

## Media

The **Media** section contains the department's media library, which serves for storage of various types of files. Compared to the document library described above, a media library supports folders in its structure and is primarily intended for media files or files of large sizes. Its functionality is similar to the global section's media libraries, so please refer to the [Media libraries](#) section of this guide for more details.

## Blogs

In the **Blogs** section, you can find personal blogs of particular members of the department. Each department member can create their new blog in this section and start blogging immediately. Blogs created in this section are intended only for the members of the particular department - they are not displayed among the blogs in the global section. Otherwise, the functionality of this section is similar to the global Blogs section, so please refer to the [Blogs](#) chapter of this guide for more details.

## Forums


The **Forums** section provides a convenient way of communication within the department. Besides the fact that only members of the department can access and use the department forums, the functionality of this section is similar to the global forums. Therefore, please refer to the [Forums](#) chapter of this guide for more information on how the forums can be used.



Home News Calendar Documents Media Blogs Forums Wiki Projects Members

Portal > Departments > IT > Forums

## Forums

Forum	Threads	Posts	Last post
<b>IT forum group</b> Forum group for IT department.			
 <a href="#">IT forum</a> Forum for IT department.	2	9	SeanG (11/9/2010 2:39:32 AM)

**LATEST POSTS**

[RE:What do you like the most about the new intranet solution | 11/9/2010](#)  
Well, if Ruth gave you certain permissions, you would be able to change the photo. But please, do...

[RE:What do you like the most about the new intranet solution | 11/9/2010](#)  
Hi, As a Database Administrator, I really

## Wiki

The **Wiki** section serves for publishing of articles within the context of the department. By default, only the head of the department (*BradS* in our case) can add or edit articles in this section, while other members of the department can only view these articles. More details on this feature, which is only available in department and workgroup sections (not in the global section), can be found in [Other features -> Using Wikis](#).

Home News Calendar Documents Media Blogs Forums Wiki Projects Members

Portal > Departments > IT > Wiki

## Wiki pages

[New page](#)

**IT Terminology**

This page provides a list of specialized IT-related terms and their definitions. All employees of the IT department should be acknowledged with the meanings of the following terms. Please visit this...

**List of Network Machines**

The following is a list of all machines in our company network. Each machine is listed with its machine name and the name of the employee who is using it as their primary machine. ...

## Projects

The **Projects** section serves for management of projects carried out by the current department. New projects and tasks can be created here and assigned to individual employees. Progress of particular tasks or whole projects can be monitored in this section too. Please see the [Project management](#) chapter of this guide to learn more about this feature.

Home News Calendar Documents Media Blogs Forums Wiki Projects Members

Portal > Departments > IT > Projects

## Projects

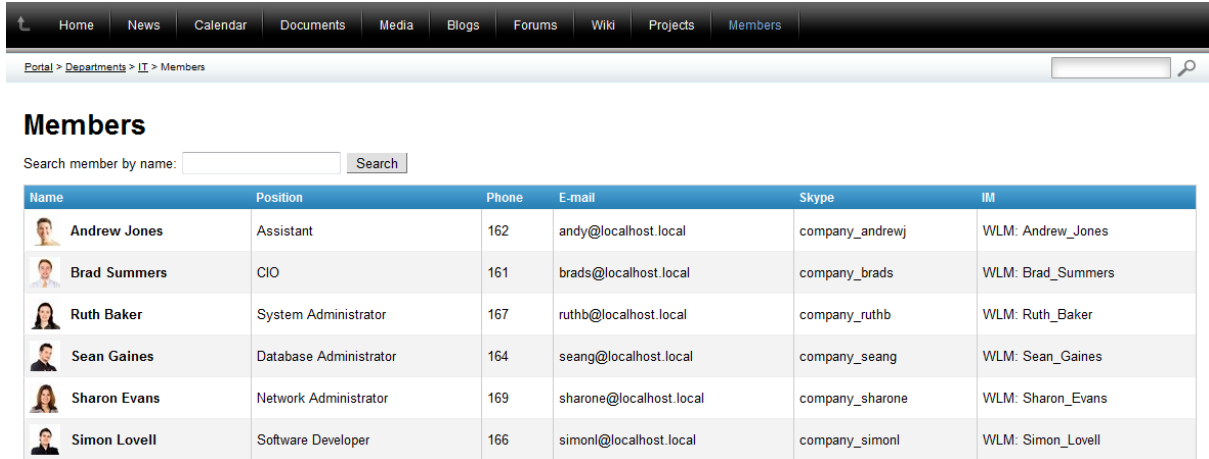
[New project](#)







Actions	Name	Deadline	Owner	Status	Progress
 	Network Upgrade		Brad Summers (BradS)		<div style="width: 38%;"><div style="background-color: #008000; height: 10px;"></div></div> 38%

## Members

The **Members** section contains a list of all users that are members of the current department. Using the

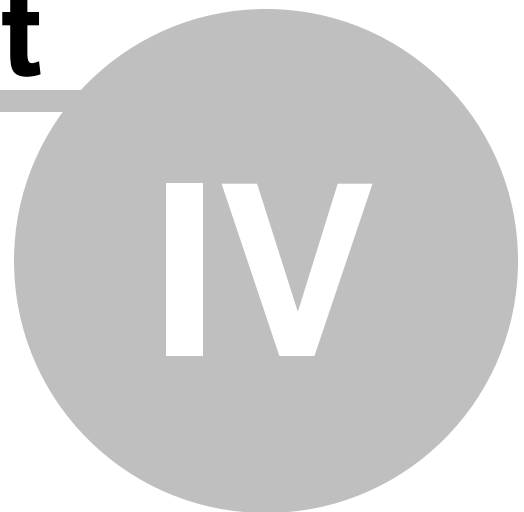
**Search member by name** filter above the list, you may search for a particular employee based on their name. By clicking an employee's name, you will be redirected to their profile page. The functionality provided by this section is similar to the **Employees** section of the main portal. Please refer to the [Employees](#) chapter of this guide for more information on user profiles and their management.



Name	Position	Phone	E-mail	Skype	IM
 <b>Andrew Jones</b>	Assistant	162	andy@localhost.local	company_andrewj	WLM: Andrew_Jones
 <b>Brad Summers</b>	CIO	161	brads@localhost.local	company_brads	WLM: Brad_Summers
 <b>Ruth Baker</b>	System Administrator	167	ruthb@localhost.local	company_ruthb	WLM: Ruth_Baker
 <b>Sean Gaines</b>	Database Administrator	164	seang@localhost.local	company_seang	WLM: Sean_Gaines
 <b>Sharon Evans</b>	Network Administrator	169	sharone@localhost.local	company_sharone	WLM: Sharon_Evans
 <b>Simon Lovell</b>	Software Developer	166	simonl@localhost.local	company_simonl	WLM: Simon_Lovell

**Part**

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**Workgroups**

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## 4 Workgroups

### 4.1 Workgroups overview

Workgroups are organizational units composed of users that are created for the purpose of completing a certain task or overseeing some activity. They are usually only temporary and deleted once their goal is accomplished. A workgroup provides many tools that allow its members to communicate, share data and keep track of work.

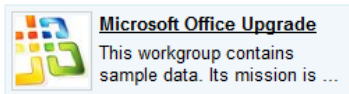
To try out the features of workgroups, log in as Brad Summers (user name *BradS* with a blank password), one of the sample users, who has permissions to access and manage all workgroups on the portal. Now select the **Workgroups** section of the portal in the main navigation menu.

The screenshot shows the Kentico Intranet Solution portal. The top navigation bar includes links for Home, Company, Departments, Workgroups (highlighted with a red box), Documents, News, Events, Media, Blogs, Forums, and Employees. The user is logged in as Brad Summers. Below the navigation bar, the Workgroups section is displayed, featuring a 'Create a new workgroup' link and a 'MY WORKGROUPS' tab. A list of workgroups is shown, including 'Microsoft Office Upgrade' and 'Marketing Strategy'. Below this is an 'ALL WORKGROUPS' tab, a 'Sort by' dropdown menu (set to 'Workgroup name Created'), and a 'Search' box. A list of workgroups is displayed, including 'Tradeshaw in Las Vegas', 'Microsoft Office Upgrade', and 'Marketing Strategy'.

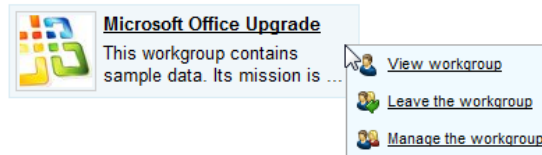
The displayed page contains two lists of workgroups. The **My workgroups** list shows the workgroups that the current user is a member of, while the **All workgroups** list displays all active (approved) workgroups. The order in which workgroups are displayed can be changed by clicking on one of the **Sort by** links. **Workgroup name** causes alphabetical sorting and **Created** uses the chronological order in which the workgroups were created. If there is a large amount of workgroups in the list, specific workgroups can be found by entering their name into the **Search** box.

The **Create a new workgroup** link above the lists can be used to add a workgroup. This process is described in the [Creating a new workgroup](#) topic.

You may have noticed that there is a lock in the background image of every workgroup. This indicates that a given workgroup may only be accessed by its members. If a workgroup is set to allow all portal users to view it, its background will be clear like in the following image.

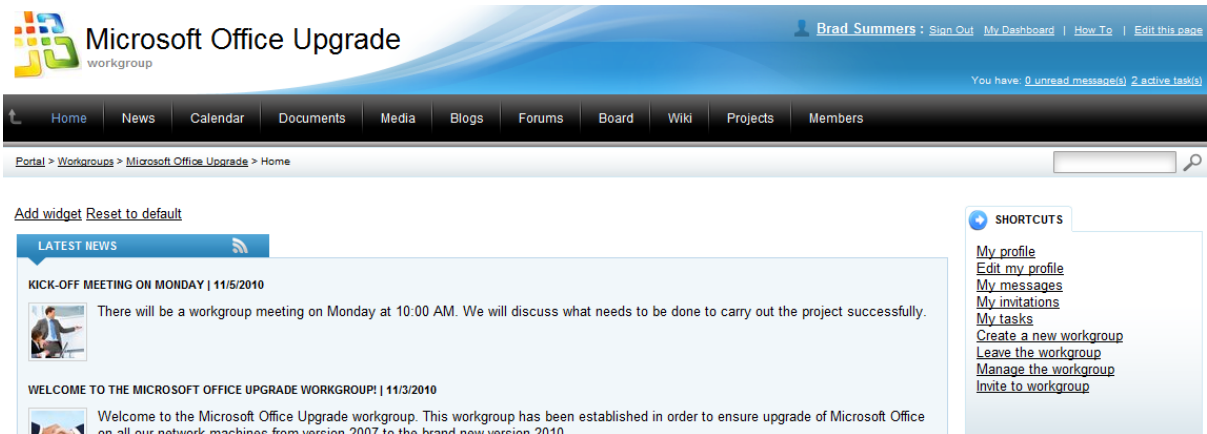


Right-clicking a workgroup opens a context menu that offers several possible actions:

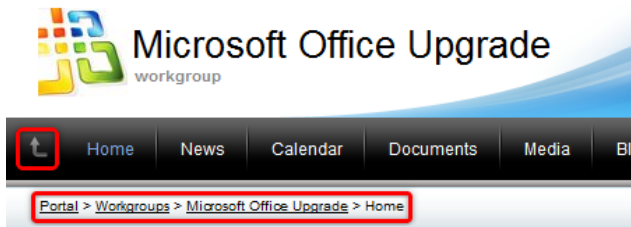


- **View workgroup** - opens the section of the portal dedicated to the selected workgroup, provided that the current user is authorized to access it. This can also be done simply by clicking on the title or image of a workgroup.
- **Join workgroup** - allows users to become members of the workgroup. In some cases, the approval of a workgroup administrator (a user who has permissions to manage the workgroup) will be required before the membership becomes valid.
- **Leave the workgroup** - members of the selected workgroup can use this action to leave it (cancel their membership).
- **Manage the workgroup** - directly accesses the management interface of the selected workgroup. This action is only available to workgroup administrators. The interface is described in the [Managing workgroups](#) sub-chapter.

When a workgroup is accessed, the main menu changes to display links to the various sections offered by the workgroup instead of showing the structure of the main portal. In some cases, the workgroup may also use a different color theme than the rest of the portal. This is because a specific theme can be set for every workgroup separately by workgroup administrators.



It is possible to leave the workgroup and return to the main portal at any time either by clicking the **Back to Main Portal** arrow on the left side of the menu or using the breadcrumbs navigation tool located below the menu.



Each workgroup has a structure similar to that of the main portal (as described in [Getting started -> Intranet Portal overview](#)) and is separated into sections, where the workgroup's tools and features are available. Information about individual sections can be found below:

- [Home](#)
- [News](#)
- [Calendar](#)
- [Documents](#)
- [Media](#)
- [Blogs](#)
- [Forums](#)
- [Board](#)
- [Wiki](#)
- [Projects](#)
- [Members](#)

## Home

The **Home** section is displayed by default when a user accesses the workgroup. Administrators of the workgroup may customize the design of the **Home** section (as described in the [Modifying a workgroup home page](#) topic) so its exact appearance is variable, but it usually contains general information and updates on recent activity in the workgroup.

An important section that is always present on the this page is the **Shortcuts** menu on the top right, which is a list of convenient links that allow users to easily reach various parts of their employee profile, as well as perform workgroup related activities. The following links are available in the list:

- **My profile** - links to the [employee profile](#) of the current user.
- **Edit my profile** - links to the [editing page](#) of the current user's employee profile.
- **My messages** - links to the [messages page](#) of the current user's employee profile.
- **My invitations** - links to the [invitations page](#) of the current user's employee profile.
- **My tasks** - links to the part of the current user's employee profile that contains a list of assigned tasks and related projects. Please refer to the [Project management overview](#) topic for more information.
- **Create a new workgroup** - allows a new workgroup to be created. This process is described in the [Creating a new workgroup](#) topic.
- **Join the workgroup** - allows users to become members of the workgroup. In some cases, the approval of a workgroup administrator will be required before the membership becomes valid.
- **Leave the workgroup** - members of the workgroup can use this action to leave it (cancel their membership).
- **Manage the workgroup** - accesses the management interface of the workgroup. This link is only available to workgroup administrators. The interface is described in the [Managing workgroups](#) topic.
- **Invite to workgroup** - opens a window that allows the invitation of users to the workgroup.

There are two ways to invite a new member:

- **Invite existing site member** - allows the selection of an existing portal user into the *User name* field. When the *Invite* button is clicked, a notification e-mail is sent to the user's e-mail address and any text entered into the *Comment* field is included in the e-mail. The user can join the workgroup either by clicking a link in the e-mail, or via the *My invitations* link in the *Shortcuts* menu found on their employee profile page.
- **Invite via e-mail** - allows the sending of an invitation e-mail to any address specified in the *E-mail* field. In this case, the user will be required to register on the portal after clicking the join link in the e-mail. Any text entered into the *Comment* field will be included in the e-mail.

## News

This section contains a list of news items related to the workgroup, and allows news to be viewed, added or modified by users with the appropriate workgroup permissions. It is very similar to the **News** section of the main portal, but the news items here are workgroup specific. Please refer to the [News](#) chapter of this guide for more information.

## Calendar



This section contains information about scheduled events relevant to the workgroup and allows them to be viewed, created and modified by users with the appropriate workgroup permissions. It is very similar to the **Events** section of the main portal, but the events here are workgroup specific and it is not possible to register for workgroup events. Workgroups usually represent a relatively small team of users, so a registration system is not really necessary. Please refer to the [Events](#) chapter of this guide for more information.

Home
News
Calendar
Documents
Media
Blogs
Forums
Board
Wiki
Projects
Members

Portal > Workgroups > Microsoft Office Upgrade > Calendar

## Calendar

[Add event](#)

February 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 No event	31 No event	1 No event	2 No event	3 No event	4 No event	5 No event
6 No event	7 No event	8 No event	9 No event	10 <a href="#">Microsoft Office Advanced Training</a>	11 No event	12 No event
13 No event	14 No event	15 No event	16 No event	17 No event	18 No event	19 No event
20 No event	21 No event	22 No event	23 No event	24 No event	25 No event	26 No event
27 No event	28 No event	1 No event	2 No event	3 No event	4 No event	5 No event
6 No event	7 No event	8 No event	9 No event	10 No event	11 No event	12 No event

### Upcoming events

**User Feedback after One Year** | 12/16/2011

We will evaluate the contribution of the Microsoft Office Upgrade project after one year since its deployment.  
  
**Location: Meeting Room 2**

**User Feedback after H1 2011** | 7/5/2011

We will evaluate the contribution of the Microsoft Office Upgrade project after 6 months since its deployment.  
  
**Location: Meeting Room 2**

**Microsoft Office Advanced Training** | 2/10/2011

Training for Microsoft Office power users, organized by Microsoft

## Documents

This section contains a document library that can be used to store or access files within the context of the workgroup. Please refer to the [Document libraries](#) chapter of this guide for detailed information on the use and management of document libraries.

Home
News
Calendar
Documents
Media
Blogs
Forums
Board
Wiki
Projects
Members

Portal > Workgroups > Microsoft Office Upgrade > Documents

## Documents

[New document](#) [Library permissions](#)

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

## Media

This section contains a list of media libraries that may contain various types of files. A library can be selected by clicking on its title or associated image.

Home News Calendar Documents **Media** Blogs Forums Board Wiki Projects Members

Portal > Workgroups > Microsoft Office Upgrade > Media

## Media

Microsoft Office Upgrade media

Media library of the Microsoft Office Upgrade workgroup.

When browsing a selected library, individual media files can be viewed or downloaded. Each library functions exactly as the **Media** section of the main portal. Please refer to the [Media libraries](#) chapter of this guide for more information on the use of media libraries.

Home News Calendar Documents **Media** Blogs Forums Board Wiki Projects Members

Portal > Workgroups > Microsoft Office Upgrade > Media > Library

## Microsoft Office Upgrade media

Back to libraries

Sort by: Name Date Size

**MEDIA LIBRARY FOLDERS**

- Microsoft Office Upgrade
- Microsoft Office graphics

**LATEST MEDIA**

- msoffice | 11/9/2010
- msoffice\_col | 11/9/2010

msoffice  
Size: 13 kB  
Uploaded: 11/23/2010

msoffice\_col  
Size: 14.2 kB  
Uploaded: 11/23/2010

## Blogs

This section displays blog posts related to the activity of the workgroup, and allows new blogs, posts and comments to be added or modified. It is nearly identical to the **Blogs** section of the main portal, but set into the context of the given workgroup. Please refer to the [Blogs](#) chapter of this guide for detailed information.

Portal > Workgroups > Microsoft Office Upgrade > Blogs

## Recent blog posts

[Create a new blog](#)

**Never more!**

I've just finished upgrading Office on Hector's computer and I would like to present you with details on this nerve-wrecking experience.

Posted to [Upgrading day by day](#) by Ruth Baker on 11/9/2010 2:11:51 PM | with [0 comments](#)

**Upgrade procedure on a single computer**

In this blog post, I will describe what the actual upgrade procedure on a single computer consists of.

Posted to [Upgrading day by day](#) by Ruth Baker on 11/9/2010 1:37:42 PM | with [0 comments](#)

**TAG CLOUD**

[installation](#) [installer](#)  
[Microsoft Office project](#)  
[re-installation](#) [upgrade](#)

**RECENT BLOGS**

[Upgrading day by day](#)

[View all blogs](#)

**LATEST COMMENTS**

There are currently no comments.

## Forums

This section contains the forums of the workgroup, which function in exactly the same way as the forums on the main section of the portal. The difference is that their content is separate and unique for the given workgroup. Please refer to the [Forums](#) chapter of this guide for detailed information.

Portal > Workgroups > Microsoft Office Upgrade > Forums

## Forums

Forum	Threads	Posts	Last post
<b>Microsoft Office Upgrade forums</b>			
<a href="#">General discussion</a>	3	13	BradS (11/8/2010 7:18:12 PM)
<a href="#">Lock</a>			

**LATEST POSTS**

[RE:How is the upgrade going?!](#)  
 11/8/2010  
 Just FYI: half of the computers have already been upgraded. If everything goes well, we should be...

[RE:How is the upgrade going?!](#)  
 11/8/2010  
 Well, not that I think that this would have any positive effect on the staff's on-line

## Board

This section contains a message board that allows users to view and post text messages. It is usually used to make quick announcements related to the activity of the workgroup. Please see the [Other features -> Using message boards](#) topic for details on using the message board.

## Wiki

This section contains a list of articles related to various aspects of the workgroup, and allows them to be viewed, added or modified by users with the appropriate workgroup permissions. More details on this feature, which is only available in department and workgroup sections (not in the global section), can be found in [Other features -> Using Wikis](#).

Home | News | Calendar | Documents | Media | Blogs | Forums | Board | Wiki | Projects | Members

Portal > Workgroups > Microsoft Office Upgrade > Wiki

## Wiki pages

[New page](#)

**Microsoft Office 2010 versions**

The table below explains which programs and features are included in particular license versions of Microsoft Office 2010. Please study the licenses carefully before the first meeting of the workg...

**New Intranet Features**

Our new intranet solution is based on the feature-rich web content management system called Kentico CMS. The following list highlights the most important features of our new intranet solution: ...

## Projects

This section is where the projects belonging under the workgroup can be monitored and managed. Please see the [Project management](#) chapter of this guide to learn more about this feature.

Home | News | Calendar | Documents | Media | Blogs | Forums | Board | Wiki | Projects | Members

Portal > Workgroups > Microsoft Office Upgrade > Projects

## Projects

[New project](#)

Actions	Name	Deadline	Owner	Status	Progress
	Microsoft Office Upgrade	11/30/2010 7:41:33 PM	Brad Summers (BradS)		<div style="width: 52%;"><div style="width: 52%;"></div></div> 52%

## Members

The **Members** section displays a list of all the users that are members of the workgroup and information about them. If there is a large amount of members, the **Search member by name** filter above the list can be used to find users by their name. Clicking a member's name displays their employee profile.

The functionality provided by this section is similar to the **Employees** section of the main portal. Please refer to the [Employees](#) chapter of this guide for more information on user profiles and their management.

Home | News | Calendar | Documents | Media | Blogs | Forums | Board | Wiki | Projects | Members

Portal > Workgroups > Microsoft Office Upgrade > Members

## Members

Search member by name:

Name	Position	Phone	E-mail	Skype	IM
<b>Brad Summers</b>	CIO	161	brads@localhost.local	company_brads	WLM: Brad_Summers
<b>Collin 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

## 4.2 Creating a new workgroup

The creation of a new workgroup is a simple procedure that can be performed by any employee. The following example can be used as a guide through this process:

1. Access the portal and sign in. Now navigate to the **Workgroups** section using the main menu and click the **Create a new workgroup** link.

Kentico Intranet Solution

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

Workgroups

### Workgroups




[Create a new workgroup](#)

MY WORKGROUPS

You are not currently in any workgroup.

ALL WORKGROUPS

Sort by: Workgroup name Created  Search

 <b>Tradeshow in Las Vegas</b> Workgroup to prepare our presentation for the upcomi...	 <b>Microsoft Office Upgrade</b> This workgroup contains sample data. Its mission is ...	 <b>Marketing Strategy</b> Workgroup to review and update our current marketing...
--	--	--

2. You will now see the **Create workgroup** form. Fill in the following properties:

- **Group name** - the name of the new workgroup that will be displayed on the portal.
- **Description** - text describing the new workgroup.
- **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.

Home Company Departments Workgroups Documents News Events

Workgroups > Create

## Create workgroup

Group name:

Description:

Approve members:

- Any site member can join
- Only approved members can join
- Only approved members can join except for invited members

Content access:

- Site members can view the content
- Only group members can view the content

OK

Click **OK**.

3. The workgroup will now be created, but before it can become active on the portal, it will usually require approval from a portal administrator. Once approved, the workgroup will be displayed on the **Workgroups** section, ready to be used. As the creator of the workgroup, you will automatically be assigned as its administrator. Details about the options available to workgroup administrators can be found in the [Managing workgroups](#) sub-chapter.

## 4.3 Modifying a workgroup home page

The **Home** page of a workgroup contains special areas called widget zones that can be customized directly on the website by administrators of the given workgroup. The following examples will demonstrate what kind of modifications are possible:

1. Access the portal and sign in as Brad Summers (user name *BradS* with a blank password). Navigate to the **Workgroups** section and click on the **Microsoft Office upgrade** workgroup, which will bring you directly to its home page.
2. The **BradS** user account that you are using is set as the administrator of this workgroup, so it is possible to start modifying the widget zones. Hover your mouse cursor over the section of the page that is displaying news (around the **LATEST NEWS** header) and you will notice that a section of the page is now surrounded by a red dotted outline, which represents a widget zone.

Microsoft Office Upgrade  
workgroup

Brad Summers : Sign Out | My Dashboard | How To | Edit this page

You have 0 unread message(s) 2 active task(s)

Home News Calendar Documents Media Blogs Forums Board Wiki Projects Members

Portal > Workgroups > Microsoft Office Upgrade > Home

Add widget Reset to default

**LATEST NEWS**

**KICK-OFF MEETING ON MONDAY | 11/5/2010**

There will be a workgroup meeting on Monday at 10:00 AM. We will discuss what needs to be done to carry out the project successfully.

**WELCOME TO THE MICROSOFT OFFICE UPGRADE WORKGROUP! | 11/3/2010**

Welcome to the Microsoft Office Upgrade workgroup. This workgroup has been established in order to ensure upgrade of Microsoft Office on all our network machines from version 2007 to the brand new version 2010.

[View all news](#)

**LATEST BLOG POSTS**

**NEVER MORE!**

I've just finished upgrading Office on Hector's computer and I would like to present you with details on this nerve-wrecking experience.

**SHORTCUTS**

- My profile
- Edit my profile
- My messages
- My invitations
- My tasks
- Create a new workgroup
- Leave the workgroup
- Manage the workgroup
- Invite to workgroup

**QUICK LINKS**

- Portal home
- Documents
- Members
- Projects

The building blocks that are used to display content within these zones are called widgets and each one is designated by a black dotted outline.

3. You may have also noticed that there are buttons displayed in the corners of these zones. These can be used to administer the widgets on the page to form the design that you require for the **Home** section of your workgroup.

4. By default, the **Home** section displays quite a lot of content from the other sections of the workgroup, so start by removing the widget displaying the latest blog posts (the second one from the top in the widget zone shown in the image above), which can be done by hovering over it and clicking the **Remove widget** (✖) button in the top right corner of the widget outline.

[Add widget](#) [Reset to default](#)

ATEST NEWS

**KICK-OFF MEETING ON MONDAY | 11/5/2010**

There will be a workgroup meeting on Monday at 10:00 AM. We will discuss what needs to be done to carry out the project successfully.

**WELCOME TO THE MICROSOFT OFFICE UPGRADE WORKGROUP! | 11/3/2010**

Welcome to the Microsoft Office Upgrade workgroup. This workgroup has been established in order to ensure upgrade of Microsoft Office on all our network machines from version 2007 to the brand new version 2010.

[View all news](#)

LATEST BLOG POSTS

**NEVER MORE!**

I've just finished upgrading Office on Hector's computer and I would like to present you with details on this nerve-wrecking experience.

Posted by **Ruth Baker** on 11/9/2010 2:11:51 PM | 0 comments

**UPGRADE PROCEDURE ON A SINGLE COMPUTER**

In this blog post, I will describe what the actual upgrade procedure on a single computer consists of.

Posted by **Ruth Baker** on 11/9/2010 1:37:42 PM | 0 comments

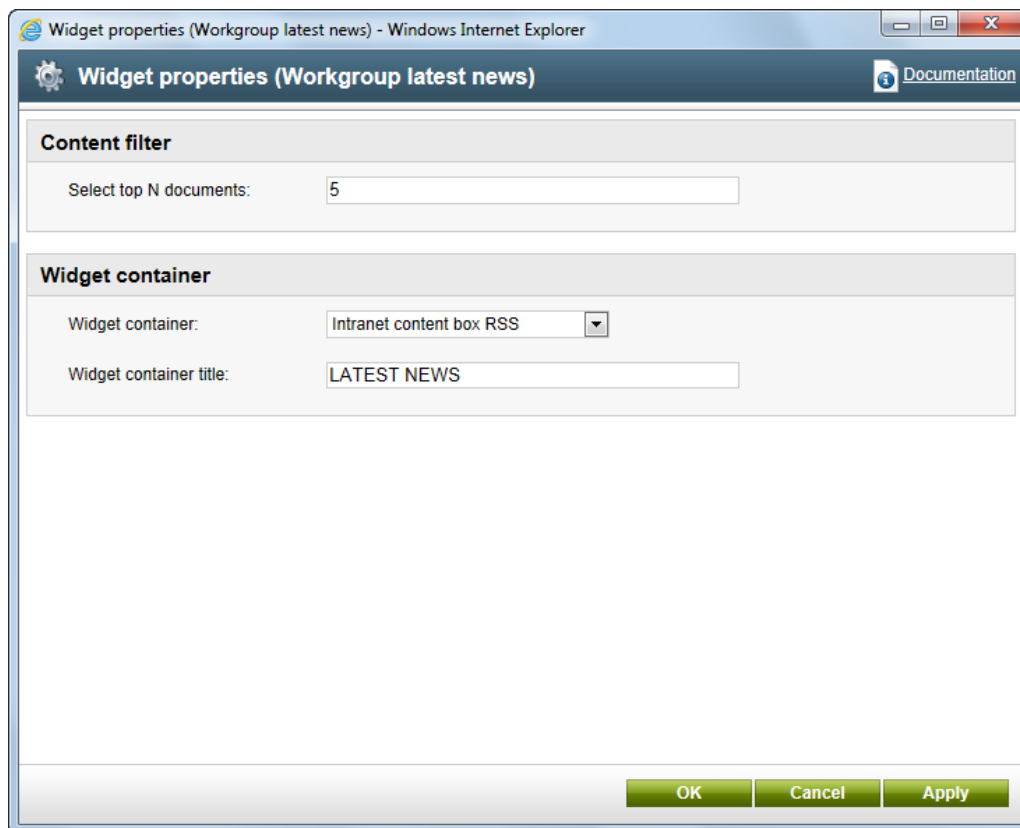
[View all posts](#)

MOST RECENT WIKI PAGES

Click **OK** in the confirmation dialog and the widget will be deleted from the page.

5. Next, return to the first widget in the zone that is displaying news and click its **Configure widget** () button. This opens the **Widget properties** dialog, where functionality and appearance can be modified. Every widget has its own set of properties depending on its function. The following are available for the **Workgroup latest news** widget that you are now configuring:





Change the value of the **Select top N documents** property, which determines the maximum amount of displayed news items, to *1*. This will cause the widget to show only the most recent news. Also notice the **Widget container** properties, which are available for most widgets and allow the selection of a predefined graphical envelope that will be displayed around the widget. You can experiment with different containers and see what kind of appearance you prefer. Confirm the configuration by clicking **OK**.

6. The location of widgets can easily be changed by using their drag-and-drop functionality. This works both for modifying the order of widgets in a zone and moving a widget to a different zone. There is a second widget zone below the **Shortcuts** menu on the right side of the workgroup home page. Hover over the **Quick links** widget at the top of this zone, click its **Drag widget** (📁) button, hold down the mouse button and drag the widget to the top of the larger widget zone on the left. The resulting page should be similar to the following image:

Microsoft Office Upgrade  
workgroup

Brad Summers : Sign Out My Dashboard | How To | Edit this page

You have 0 unread message(s) 2 active task(s)

Home News Calendar Documents Media Blogs Forums Board Wiki Projects Members

Portal > Workgroups > Microsoft Office Upgrade > Home

Add widget Reset to default

**QUICK LINKS**

- Portal home
- Documents
- Members
- Projects

**LATEST NEWS**

KICK-OFF MEETING ON MONDAY | 11/5/2010

There will be a workgroup meeting on Monday at 10:00 AM. We will discuss what needs to be done to carry out the project successfully.

[View all news](#)

**MOST RECENT WIKI PAGES**

NEW INTRANET FEATURES

Our new intranet solution is based on the feature-rich web content management system called Kentico CMS. The following list highlights the most important features of our new intranet solution: ...

**SHORTCUTS**

- My profile
- Edit my profile
- My messages
- My invitations
- My tasks
- Create a new workgroup
- Leave the workgroup
- Manage the workgroup
- Invite to workgroup

**UPCOMING EVENTS**

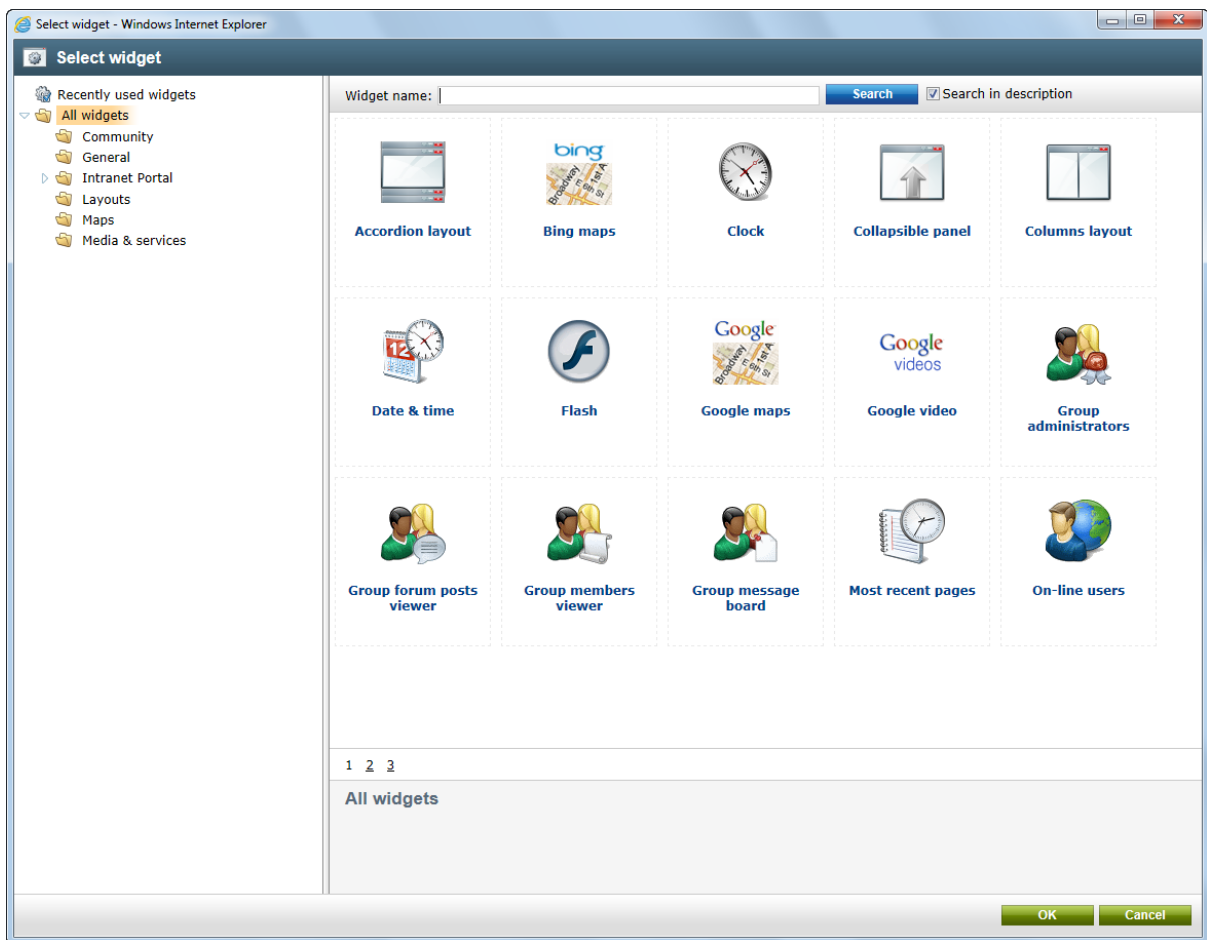
- 02/10/2011 [Microsoft Office Advanced Training](#)
- 07/05/2011 [User Feedback after H1 2011](#)
- 12/16/2011 [User Feedback after One Year](#)

[View all events](#)

**ADMINISTRATORS**

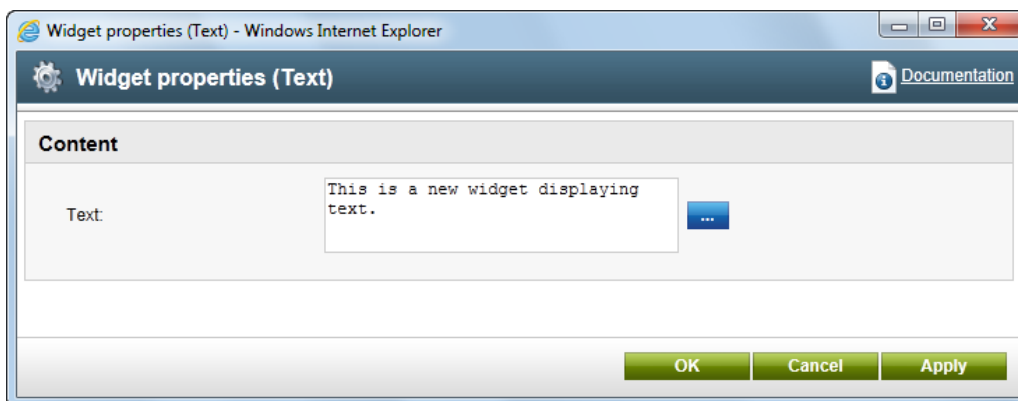
- Brad Summers

7. To add a new widget to a zone, click the **Add widget** (🛠️) button in its top left corner. This opens the **Select widget** catalog, where you can choose from available widgets.



More information about the widgets that are by default available on the portal can be found in the [Intranet widgets](#) chapter of this guide.

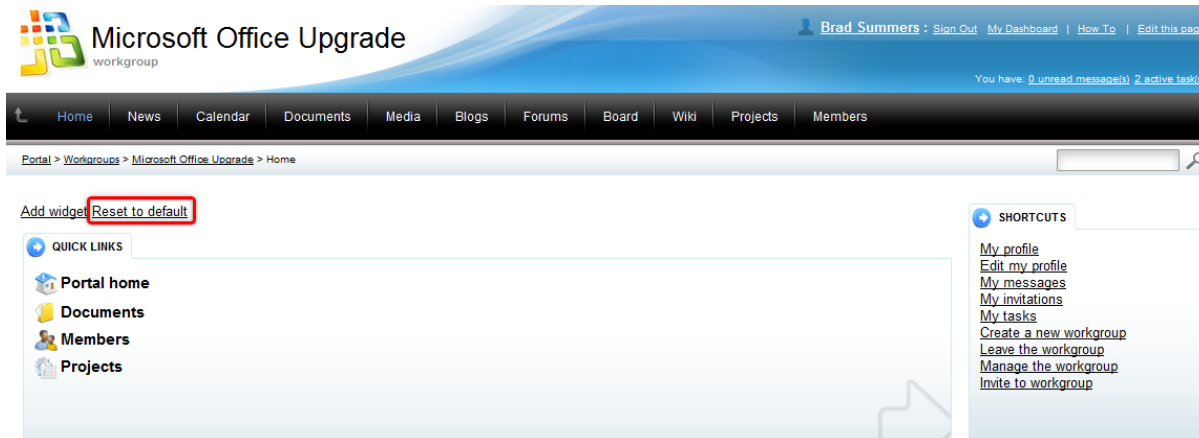
Click the **General** category in the tree on the left of the catalog, select the **Text** widget and click **OK**. The **Widget properties** dialog will be opened, where you can configure the properties of the new widget.



Type something into the **Text** field and click **OK**. The widget will now be added to the end of the zone, but you can move it to any other location as described in the previous step.

An alternative way of adding a new widget is by using the **Add widget** link at the top left of the home page.

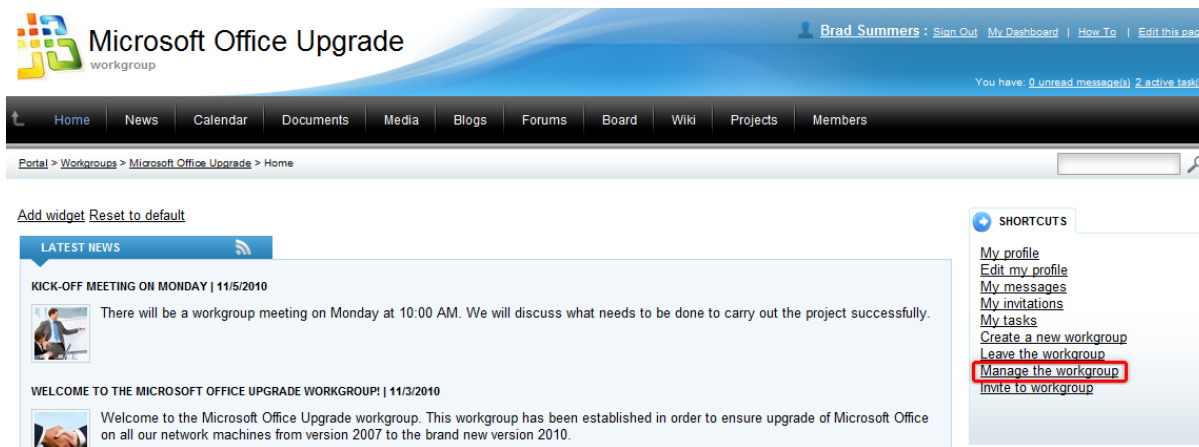
8. If required, the entire page can be returned to its default state simply by clicking the **Reset to default** link.



## 4.4 Managing workgroups

### 4.4.1 Workgroup management overview

Members with the appropriate permissions (usually workgroup administrators) can manage workgroups, which means they are able to modify various types of properties and security settings, oversee workgroup membership, configure the available tools and more. The management interface can be accessed using the **Manage the workgroup** link in the **Shortcuts** menu on the right side of the **Home** section of a workgroup.



The following management tabs are available:

- [General](#)
- [Security](#)
- [Members](#)
- [Roles](#)
- [Forums](#)


- [Media libraries](#)
- [Message boards](#)
- [Projects](#)

## General

On this tab, the general properties of the workgroup can be set:

- **Display name** - contains the name of the workgroup displayed on the portal.
- **Description** - contains text describing the workgroup.
- **Theme** - allows the selection of a preset graphical theme that will be used to determine the appearance of the portal section dedicated to the workgroup. By default, the themes described in the [Other features -> Available themes](#) topic may be selected.
- **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.
- **Created by** - displays the name of the user who created the workgroup.
- **Approved by** - displays the name of the user (administrator) who approved the creation of the workgroup.

## Management

General	Security	Members	Roles	Forums	Media libraries	Message boards	Polls	Projects
<p>Display name: <input type="text" value="Microsoft Office Upgrade"/></p> <p>Description: <input type="text" value="This workgroup contains sample data. Its mission is to upgrade Microsoft Office on all our network machines."/></p> <p>Theme: <input type="text" value="Intranet Portal - Blue"/></p> <p>Avatar: </p> <p>Upload: <input type="text"/> <input type="button" value="Browse..."/></p> <p><a href="#">Select pre-defined avatar</a></p> <p>Approve members: <input type="radio"/> Any site member can join  <input checked="" type="radio"/> Only approved members can join  <input type="radio"/> Only approved members can join except for invited members</p> <p>Content access: <input type="radio"/> Anybody can view the content  <input type="radio"/> Site members can view the content  <input checked="" type="radio"/> Only group members can view the content</p> <p>Notifications: <input checked="" type="checkbox"/> Notify group admins when a user joins/leaves  <input checked="" type="checkbox"/> Notify group admins on pending members</p> <p>Created by: BradS</p> <p>Approved by: BradS</p> <p><input type="button" value="OK"/></p>								

### Deleting workgroups

Workgroups cannot be removed from the portal via the front-end website. Please contact your system administrator if you need a workgroup to be deleted.

## Security

On this tab, the displayed matrix can be used to set permissions for the workgroup. These permissions affect things such as managing news, calendar events and wiki pages under the various sections of the

workgroup. Blogs are not affected by these settings and can be created by any user with access to the workgroup. Each blog can only be managed by the user who created it. Security settings for the tools supported by workgroups can be configured individually in their appropriate interface.

The following permissions can be assigned:

- **Create pages** - users with this permission can create workgroup pages.
- **Delete pages** - users with this permission can delete workgroup pages.
- **Edit pages** - users with this permission can edit workgroup pages.

These permissions can be assigned to the following types of users:

- **Nobody** - nobody can perform the action.
- **All users** - all users can perform the action.
- **Authenticated users** - only signed-in users can perform the action, i.e. anonymous public users cannot perform it.
- **Group members** - only workgroup members can perform the action.
- **Authorized roles** - only members of the workgroup that are assigned to the roles selected in the section below can perform the action.

	Create pages	Delete pages	Edit pages
Nobody	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authenticated users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authorized roles	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Please select the authorized roles (available only when you select the "Authorized roles" option above):			
	Create pages	Delete pages	Edit pages
Group admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



### Workgroup administrator permissions

Workgroup members that are assigned to roles that have the **Can manage the group** property enabled (such members are usually referred to as workgroup administrators) can perform any of these actions, even if they don't have the appropriate permissions assigned.

## Members

On this tab, a list of all workgroup members is displayed. They can be **Edited** (✎) or **Deleted** (✖) from the list. This is also where new members can be **Approved** (✔) to join the workgroup if it is required. Members can also be **Rejected** (⊘) from the workgroup. Once rejected, a user is no longer a member of the workgroup until approved again, and cannot rejoin or be invited.

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

**Invite to group**

Username: LIKE

Status: (all)

Actions	User name	Full name	Member approved	Member rejected
	BradS	Brad Summers	10/15/2010 12:12:24 AM	
	ColinD	Collin Douglas	10/15/2010 12:16:28 AM	
	RuthB	Ruth Baker	10/15/2010 12:16:43 AM	

Items per page: 25

The **Invite to group** link located above the list conveniently allows new members to be invited to the workgroup. When clicked, a new window is opened.

Invite to group - Windows Internet Explorer

**Invite to group**

Invite:  existing site member  via e-mail

User name: Sean Gaines (SeanG)

Comment: Hi, please join the workgroup and help us out.

There are two ways to invite a new member:

- **Invite existing site member** - allows the selection of an existing portal user into the *User name* field. When the *Invite* button is clicked, a notification e-mail is sent to the user's e-mail address and any text entered into the *Comment* field is included in the e-mail. The user can join the workgroup either by clicking a link in the e-mail, or via the *My invitations* link in the *Shortcuts* menu found on their employee profile page.
- **Invite via e-mail** - allows the sending of an invitation e-mail to any address specified in the *E-mail* field. In this case, the user will be required to register on the portal after clicking the join link in the e-mail. Any text entered into the *Comment* field will be included in the e-mail.

When **Editing** a member, information about the given member is displayed and several actions may be performed. The **Comment** field can be used to enter a text description for the workgroup member. This comment is not shown to the member, it is only displayed in the workgroup management interface.



The **Add roles** button on the right opens a dialog where the edited member can be assigned to any of the workgroup's roles. The **Approve** and **Reject** buttons perform the respective action as described above.

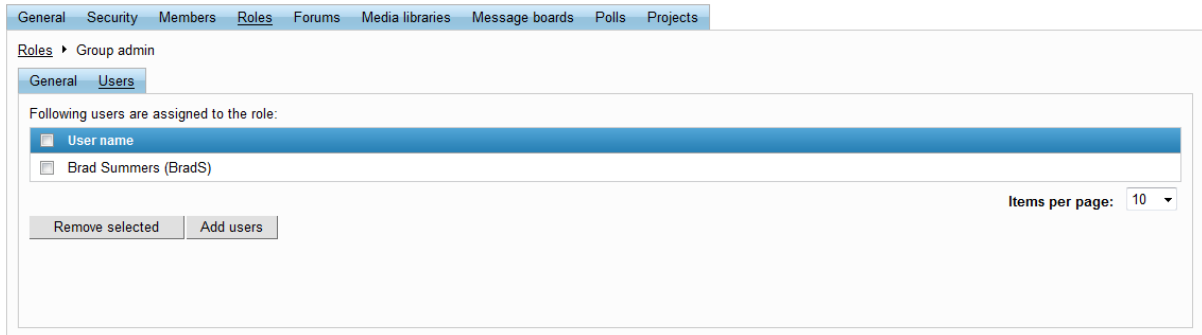
## Roles

On this tab, a list of roles defined for the workgroup is displayed. These roles are applicable only in the context of the workgroup and do not affect the remainder of the portal. The roles in the list can be **Edited** (✎) and **Deleted** (✖).

The **New role** link above the list allows new workgroup roles to be created. When clicked, a dialog where the following properties can be entered is displayed:

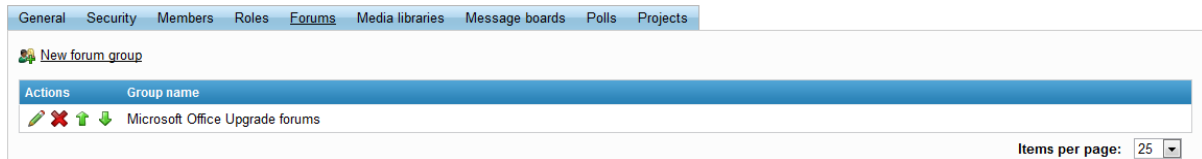
- **Role display name** - contains the name of the role that will be used in the management interface.
- **Role description** - contains text describing the role.
- **Can manage the group** - if enabled, members of the role can manage the workgroup and are not affected by workgroup permissions.

When **Editing** (✎) a role, two tabs are offered. The **General** tab allows the modification of the properties described above that were entered when the role was created. The **Users** tab contains a list of all members assigned to the role. These can be removed from the role by selecting the checkbox on the left of each member in the list and clicking the **Remove selected** button. New users can be added to the role using the **Add users** button.



#### 4.4.2 Managing workgroup forums

By default, each newly created workgroup contains one forum group and one pre-defined forum with default settings in the forum group. On the **Forums** tab of the management interface, the workgroup's forums can be defined and configured. The forum structure displayed on this tab is reflected in the actual **Forums** section of the workgroup. Please read the [Forums](#) chapter of this guide first if you are unfamiliar with the basics of using forums on the portal.



On the first level of the structure are objects called forum groups, which contain individual forums.

A new forum group may be added using the **New forum group** link and existing forum groups are listed below. They may be **Edited** (✎) or **Deleted** (✖). Using the **Move up** (↑) or **Move down** (↓) actions changes the order in which the forum groups are shown on the **Forums** section of the workgroup.

Two further tabs are shown when editing a forum group. The **General** tab contains the following properties which serve to identify the forum group:

- **Group display name** - the name of the forum group displayed in the workgroup management interface and on the *Forums* section.
- **Description** - a text description of the forum group.



The remaining properties on the tab are used to configure the behaviour of the group's forums. By default, all forums belonging under the forum group inherit the values of these properties, but they may be overridden for individual forums:








- **Require e-mail addresses** - indicates whether an e-mail address should be required from forum post authors.
- **Display e-mail addresses** - indicates whether the e-mail address of the post author should be

displayed to other users.

- **Use security code (CAPTCHA)** - indicates whether users need to retype a security code from a distorted image before they are allowed to add a new post. This feature helps avoid spam in the forums.
- **Forum type** - determines the overall type of the forum. The following three types may be selected:
  - **User can choose** - when creating a new forum thread, users are allowed to choose one of the following types.
  - **Discussion forum** - threads use a format suited for a typical discussion on a given topic. All forums on the Intranet portal use this format by default.
  - **Question-Answer forum** - threads use a format where the initial post is a question and the following ones are attempts to answer it. Includes a helpfulness voting feature.
- **Minimum votes to mark post as answer** - determines the minimum amount of votes that a post must receive before it is marked as an answer in *Question-Answer* type forums.
- **Maximum image side size** - sets the maximum side size in pixels of images inserted into forum posts. If a larger picture is included in a forum post, it will be resized so that its larger side is equal to the entered value.
- **Attachment max. file size (kB)** - sets the maximum file size of forum post attachments in kB.
- **User can edit own posts** - indicates whether users are allowed to edit their own existing posts.
- **User can delete own posts** - indicates whether users are allowed to delete their own existing posts.

The properties at the bottom determine which BB code macros may be used by forum users to format text of forum posts. The following table lists these properties, while the icon of the related action in the WYSIWYG editor toolbar, an example of text within the macros and a description of the macro's effect is listed with each property.

Property on the General tab	Icon	Example	Description
Enable links in posts		[url]http://example.org[/url] [url=http://example.com]Example[/url]	Makes the text a link leading to the URL.  One of the following three options can be selected:  <b>No</b> - the macros are not functional and the icon is not displayed <b>Simple dialog</b> - clicking the icon displays a simple dialog where the URL of the link can be entered manually <b>Advanced dialog</b> - clicking the icon displays the <i>Insert link</i> dialog where the URL can be selected in various ways
Enable image macros in posts		[img]http://www.example.com/img.bmp[/img] [img=200x50]http://www.example.com/img.bmp[/img] [img=200]http://www.example.com/img.bmp[/img]	Displays an image located at the URL. The optional parameter resizes the image. It can be added either in format <code>&lt;width&gt;x&lt;height&gt;</code> or <code>&lt;max side size&gt;</code> .  One of the following three options can be selected:  <b>No</b> - the macros are not functional and the icon is not displayed <b>Simple dialog</b> - clicking the icon

			displays a simple dialog where the URL of the link can be entered manually <b>Advanced dialog</b> - clicking the icon displays the <i>Insert image</i> dialog where the image can be selected in various ways
Enable quote macros in posts		[quote]quoted text[/quote] [quote=Administrator]quoted text[/quote]	Displays text in a grey box; used for quotations. The optional parameter displays <i>Administrator wrote:</i> and the quoted text on a new line.
Enable code snippet macros in posts		[code]code example[/code]	Displays text in monospaced format; used for code snippets.
Enable bold font macros in posts		[b]bold text[/b] [strong]bold text[/strong]	Makes the text bold.
Enable italics font macros in posts		[i]italicized text[/i] [em]italicized text[/em]	Makes the text italic.
Enable underline font macros in posts		[u]underlined text[/u]	Underlines the text.
Enable strike font macros in posts		[s]strikethrough text[/s]	Strikes the text through.
Enable font color macros in posts		[color=red]Red Text[/color] [color=#f00]Red Text[/color] [color=f00]Red Text[/color] [color=#ff0000]Red Text[/color] [color=ff0000]Red Text[/color]	Sets the text color.

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

Groups ▸ Microsoft Office Upgrade forums

Forums **General**

Group display name: Microsoft Office Upgrade forums

Description: This forum group contains forums related directly to the activity of the Microsoft Office Upgrade workgroup.

Require e-mail addresses:

Display e-mail addresses:

Use security code (CAPTCHA):

Forum type:  User can choose  Discussion forum  Question-Answer forum

Minimum votes to mark post as answer: 5

Maximum image side size: 400

Attachment max. file size (kB): 0

User can edit own posts:

User can delete own posts:

Enable links in posts:  No  Simple dialog  Advanced dialog

Enable images in posts:  No  Simple dialog  Advanced dialog

Enable quotes in posts:

Enable code snippets in posts:

Enable bold font in posts:


Enable italics font in posts:

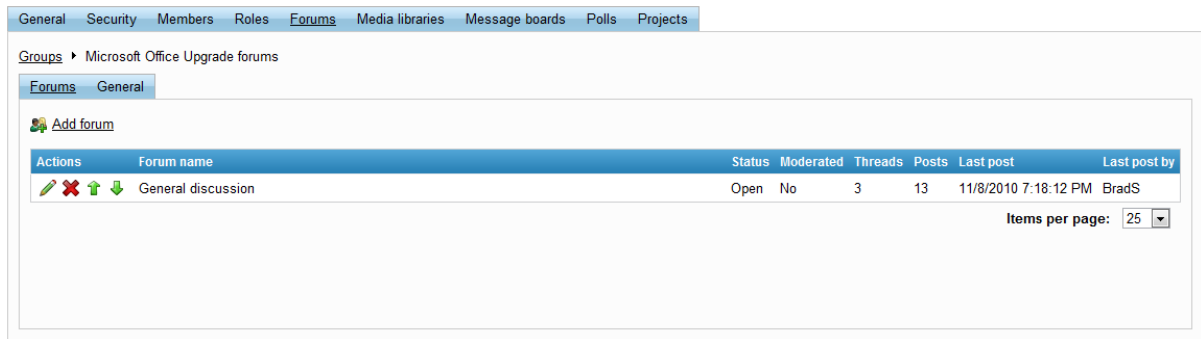
Enable underline font in posts:

Enable strike font in posts:

Enable font colors in posts:

OK

The **Forums** tab contains a list of all the forums under the edited forum group. The available actions are the same as for forum groups, except that they are applied to the forums within the edited group. A new forum can be created under the forum group using the  **Add forum** link.

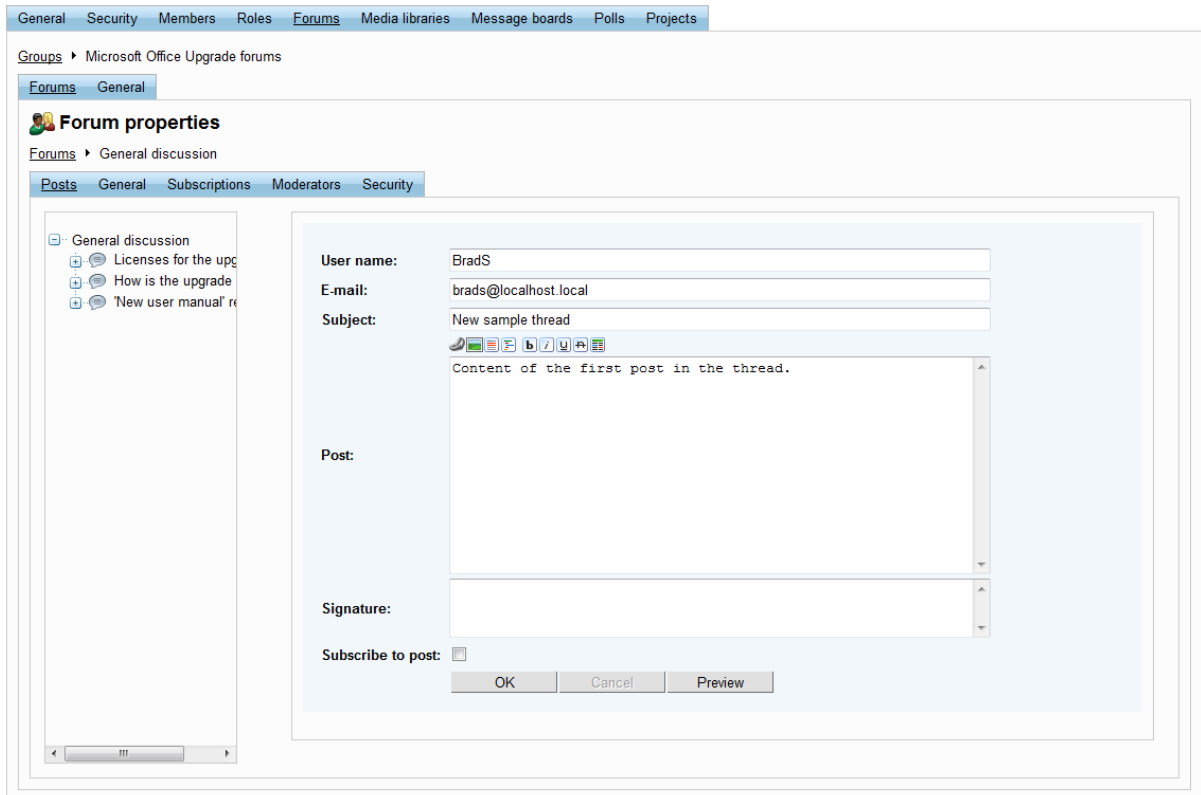


When **Editing** () an individual forum, a third set of tabs is displayed. These are described below:

## Posts










The threads and posts contained in the edited forum can be managed on this tab. The left part of the tab displays a content tree representing the structure of posts in the forum and on the right is a section that allows various actions to be performed.

When the tab is first accessed, the root of the forum in the content tree is selected, which allows a new thread to be created. The process for creating posts on this tab is the same as when doing so directly on a forum (this is described in the [Forums -> Using forums](#) topic).



If an individual post is selected from the content tree, the following actions can be performed:

- **Edit** - opens the selected post for editing.

-  **Delete** - removes the selected post.
-  **Reply** - allows a reply to the selected post to be created.
-  **Stick thread** - marks the thread as sticky so that it will be displayed at the top of the forum. Only available if the first post of a thread is selected.
-  **Split thread** - moves the selected post and its replies to a new separate thread.
-  **Lock thread** - locks the thread so that posts can no longer be added to it. Only available if the first post of a thread is selected.
-  **Reject** - rejects the selected post so that it is not visible by regular user until it is approved again.
-  **Reject sub-tree** - performs the *Reject* action for the selected posts and all replies to it.
-  **Approve** - approves the selected post.
-  **Approve sub-tree** - performs the *Approve* action for the selected post and all replies to it.



The screenshot shows the 'Microsoft Office Upgrade forums' interface. The 'Forums' tab is active, displaying 'Forum properties' for the 'General discussion' forum. The 'Posts' sub-tab is selected, showing a list of posts including 'Licenses for the upg', 'RE: Licenses for', 'How is the upgrade', and 'New user manual'. A 'Forum post' view is shown for the post 'Licenses for the upgrade' by BradS (11/8/2010 2:17:49 PM). The post content is 'Hi, what particular licenses do we need to purchase? Are we going to do fine with the Standard license for each employee?'. The post is marked as a 'Valued member' post. Action buttons for the post include Edit, Delete, Reply, Lock thread, Stick thread, Reject, and Reject sub-tree.

## General

On this tab, the basic properties of the forum can be set:

- **Forum display name** - contains the name of the forum.
- **Description** - text describing the forum.
- **Forum is open** - if checked, the forum normally. If not, the forum will not be visible on the workgroup's **Forums** section.
- **Forum is locked** - if checked, new posts cannot be added to the forum. The forum however remains accessible for viewing.

The remaining properties are the same as those available on the **General** tab of the forum group. By default, their values are inherited from the settings of the forum group, but individual values of properties can be entered for the edited forum after the appropriate **Inherit from forum group** boxes on the right are unchecked.

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

Groups ▶ Microsoft Office Upgrade forums

Forums General

**Forum properties**

Forums ▶ General discussion

Posts General Subscriptions Moderators Security

Forum display name:

Description:

Forum is open:

Forum is locked:

Require e-mail addresses:   Inherit from forum group

Display e-mail addresses:   Inherit from forum group

Use security code (CAPTCHA):   Inherit from forum group

Forum type:  User can choose  Discussion forum  Question-Answer forum  Inherit from forum group

## Subscriptions

This tab contains a list of e-mail addresses that are subscribed to receive notifications about new posts on the forum. If the subscription only applies to a specific post and not the entire forum, the name of the thread that contains the given post is also displayed. A subscription can be added using the [New subscription](#) link and existing subscriptions in the list may be **Edited** (✎) or **Deleted** (✖). If there is a large amount of subscriptions, they can be filtered by **E-mail** address.

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

Groups ▶ Microsoft Office Upgrade forums





Forums General

**Forum properties**

Forums ▶ General discussion

Posts General **Subscriptions** Moderators Security

[New subscription](#)

Actions	E-mail	Thread
 	brads@localhost.local	
 	ruthb@localhost.local	How is the upgrade going?

Items per page: 25 ▾

When adding or editing a subscription, the address of a subscriber can be specified simply by entering an address into the **E-mail** field.

If the **Send confirmation e-mail to subscriber** box is checked, a confirmation e-mail will be sent to the address when the **OK** button is clicked, informing the recipient that they have been subscribed.



The screenshot shows the 'Forum properties' dialog box with the 'Subscriptions' tab selected. The breadcrumb path is 'Groups > Microsoft Office Upgrade forums > Forums > General discussion'. The 'Subscriptions' sub-tab is active, showing a 'New subscription' section with an 'E-mail' field containing 'colind@localhost.local' and an 'OK' button. A checkbox labeled 'Send confirmation e-mail to subscriber' is checked.

## Moderators

On this tab, it is possible to set the edited forum to be moderated by checking the **Forum is moderated** box. If a forum is moderated, all new posts are created in the rejected state and must be approved by a forum moderator before becoming visible. Members of the workgroup can be designated as moderators via the **Add users** button, or removed from the position by using the appropriate checkbox and clicking **Remove selected** button. Moderators receive automatic notification e-mails whenever a new post that requires their approval is added to the forum.

The screenshot shows the 'Forum properties' dialog box with the 'Moderators' tab selected. The breadcrumb path is 'Groups > Microsoft Office Upgrade forums > Forums > General discussion'. The 'Moderators' sub-tab is active, displaying a confirmation message: 'The changes were saved.' Below this, the 'Forum is moderated' checkbox is checked. A list of moderators is shown with a table header 'User' and one entry: 'Ruth Baker (RuthB)'. At the bottom, there are 'Remove selected' and 'Add users' buttons.

## Security

On this tab, the displayed matrix may be used to set permissions for the edited forum. These permissions define which actions users are allowed to perform on the forum. The following may be assigned:

- **Access to forum** - users with this permission may enter the forum and view its posts.
- **Attach files** - users with this permission are allowed to attach files to forum posts.
- **Mark as answer** - users with this permission can mark posts as answers in *Question-Answer* type forums.
- **Post** - users with this permission are allowed to create new threads in the forum.
- **Reply** - users with this permission can reply to existing forum posts.
- **Subscribe** - users with this permission can subscribe to the forum or its posts to receive e-mail

notifications about new posts or replies.

These permissions can be assigned to the following types of users:

- **Nobody** - the action cannot be performed by anyone.
- **All users** - anybody can perform the action.
- **Authenticated users** - only registered and signed-in users of the portal can perform the action.
- **Group members** - only members of the workgroup that contains the forums can perform the action.
- **Authorized roles** - only members of the workgroup that are assigned to the workgroup roles selected in the section below can perform the action.

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

Groups ▶ Microsoft Office Upgrade forums

**Forum properties**

Forums ▶ General discussion

Posts General Subscriptions Moderators **Security**

	Access to forum	Attach files	Mark as answer	Post	Reply	Subscribe
Nobody	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authenticated users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group members	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Authorized roles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please select the authorized roles (available only when you select the "Authorized roles" option above):

	Access to forum	Attach files	Mark as answer	Post	Reply	Subscribe
Group admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Allow user to change the name

The **Allow user to change the name** checkbox below the permission matrix may be used to determine whether forum users are allowed to change the name that is displayed above their posts, or if their portal user name is always used.

Please be aware that moderators automatically have full permissions for the forum.

### 4.4.3 Managing workgroup media libraries

By default, each newly created workgroup contains one pre-defined media library with default settings. On the **Media libraries** tab of the management interface, the workgroup's media libraries can be managed. The libraries listed here can be viewed in the **Media** section of the workgroup.

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

[New media library](#)

Actions	Name	Folder	Description
	Microsoft Office Upgrade media	Microsoft_Office_Upgrade	Media library of the Microsoft Office Upgrade workgroup.

Items per page: 25

Existing media libraries in the list may be **Edited** () or **Deleted** () and new libraries can be created by clicking the **New media library** link above the list. The following properties may be entered when adding a library:

- **Display name** - contains the name of the library.
- **Description** - contains text describing the library.
- **Teaser image** - may be used to set an image to serve as the visual representation of the library. The image can be uploaded from a local disk using the *Browse...* button. This image is visible on the *Media* section of the workgroup.
- **Folder name** - the name of the folder that is used to store the library's media files.

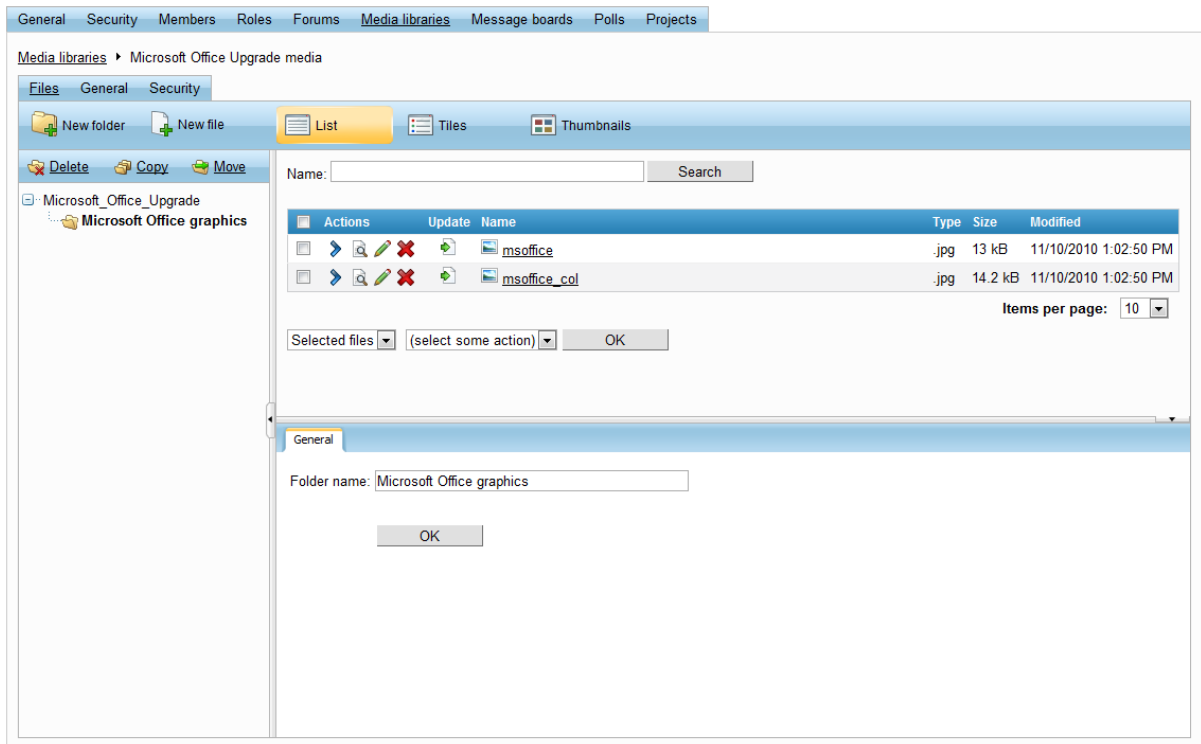
The screenshot shows a web application interface for creating a new media library. At the top, there is a navigation bar with tabs: General, Security, Members, Roles, Forums, Media libraries (selected), Message boards, Polls, and Projects. Below the navigation bar, the page title is 'Media libraries > New media library'. The form contains the following fields and controls:

- Display name:** A text input field containing 'New sample library'.
- Description:** A text area containing 'This is an example of a media library.' with a vertical scrollbar on the right.
- Teaser image:** A label 'Upload:' followed by an empty text input field and a 'Browse...' button.
- Folder name:** A text input field containing 'Sample library'.
- OK:** A button located below the folder name field.

When editing a media library, the interface is divided into three tabs as described below:

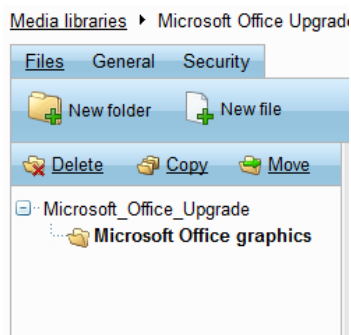
## Files

This tab is used to define the folder and file content of the edited media library.



It is recommended to use sub-folders to organize files into logical categories. The left section of the tab displays the folder structure of the media library in a tree and allows folders to be managed using the following action buttons:

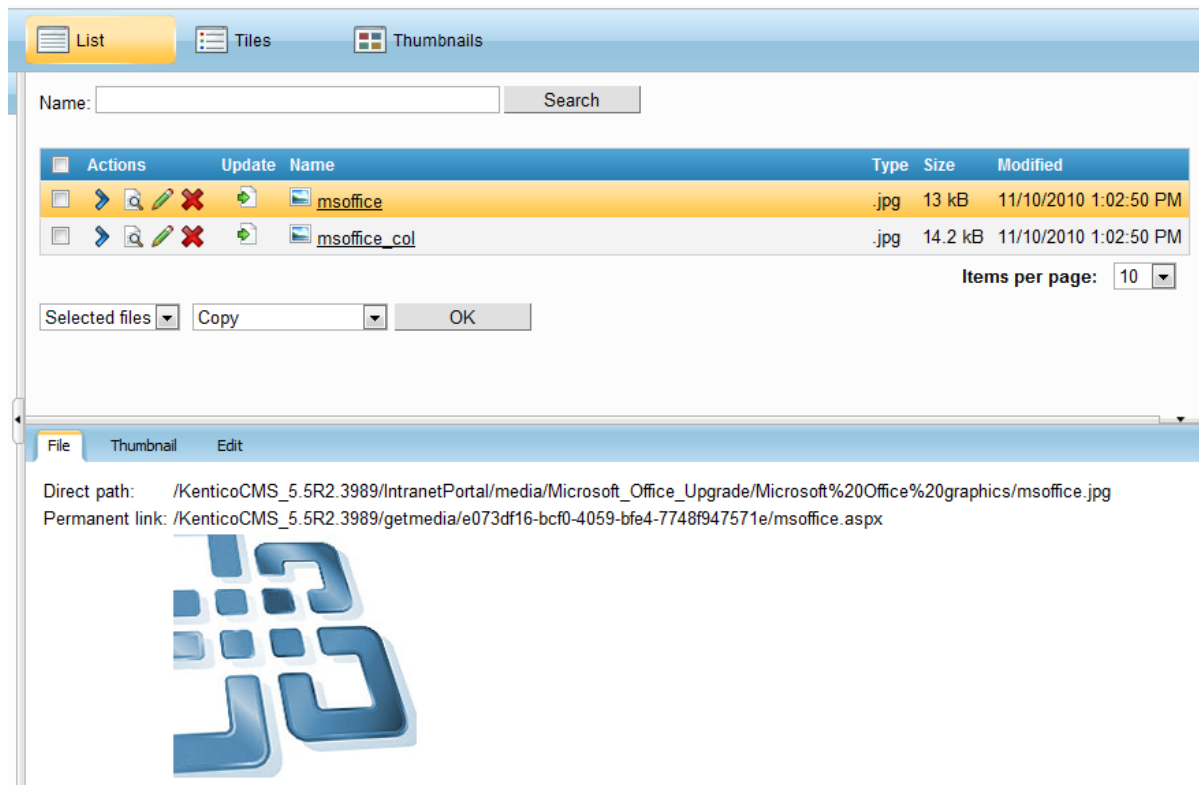
- **New folder** - opens a dialog that allows a new folder to be created under the currently selected folder.
- **Delete** - removes the currently selected folder.
- **Copy** - creates a copy of the selected folder and its content at a specified location within the file structure of the library.
- **Move** - allows the selected folder to be moved to a different location within the file structure.



When a folder is selected from the tree, the files that it contains are displayed on the right side of the page. The **List**, **Tiles** and **Thumbnails** buttons at the top may be used to change the view mode used for the file list. If there are many files in the folder, it may be necessary to filter them by entering the requested file name into the **Name** field clicking the **Search** button.

A new file can be uploaded to the selected folder by clicking the **New file** button above the folder tree.

This opens a standard dialog that allows a file to be selected from a local disk. Only certain types of files can be uploaded into the libraries, based on configuration performed by the system administrator.



The following actions can be performed by clicking the icons next to individual files:

- **Select** - selects the given file and opens its editing interface in the bottom section of the page.
- **View** - downloads the file and opens it in the default application for the file type.
- **Edit** - this icon is only available for image files and when clicked, the given image gets opened in the built-in image editor. The image editor is described below.
- **Delete** - removes the given file from the media library.
- **Update** - replaces the given file with a different file selected from a local disk. The original file is removed from the library.

Certain actions may also be applied to multiple files at once by using the checkboxes on the left to mark the desired files, selecting an action from the drop down-list below the displayed files and clicking **OK**. The following actions can be performed like this:

- **Copy** - creates copies of the selected files and allows them to be placed into a different folder.
- **Move** - allows the selected files to be moved from the current folder into a different one.
- **Delete** - removes all selected files from the media library.
- **Import** - registers the selected files in the database of the Intranet portal. This action is only necessary if files are uploaded to the media library externally without the use of the portal interface.

When a specific file is selected, its properties may be changed using the three tabs in the bottom section of the page. The **File** tab provides links to the selected file and displays how it will appear in the library. Audio and video files may be played here. The **Thumbnail** tab allows an image to be uploaded, which will represent the selected file in the media library. Thumbnails are typically set for non-image files

only, since images can serve as their own visual representation. The **Edit** tab may be used to change the name of the file, alter the title displayed to users when they view the file in the library and add a text description.



### Supported media file types

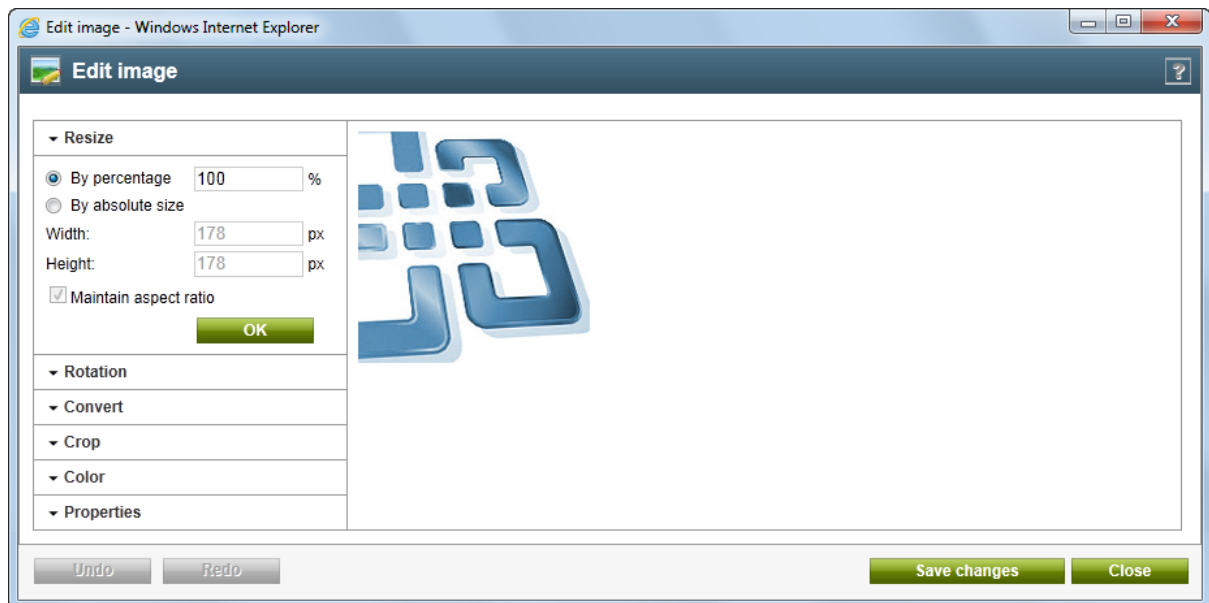
The following file types are supported and can be played or displayed within a media library:

- **Images:** bmp, gif, png, wmf, jpg, jpeg, tiff, tif
- **Audio:** wav, wma, mp2, mp3, mid, midi, mpga
- **Video:** avi, mp4, mpg, mpeg, wmv, qt, mov, rm
- **Flash:** swf

All other file types will be recognized as **documents**, which means that they cannot be displayed or played, but they may still be stored in the library and downloaded by users.

## Image editor

When **Editing** (✎) an image file, the current appearance of the image can be viewed on the right and various editing actions are available via the menu on the left. Individual menu tabs are described below.



- **Resize** - allows the size of the image to be changed, either relatively or to an absolute size in pixels.
- **Rotation** - allows the image to be rotated.
- **Convert** - allows the file type of the image to be changed.
- **Trim** - allows the size of the image to be reduced to a specific size by removing its borders.
- **Color** - allows the image to be converted into grayscale. If this is performed, the image becomes black and white. Every color in the image is converted into a certain shade of gray.

- **Properties** - displays information about the image file and allows its name to be changed.

## General

On this tab, the basic properties of the media library can be set. These are the same as those available when creating a new library as described above.

The screenshot shows a web interface for configuring a media library. At the top, there is a navigation bar with tabs: General, Security, Members, Roles, Forums, Media libraries (selected), Message boards, Polls, and Projects. Below this, the breadcrumb path is 'Media libraries > Microsoft Office Upgrade media'. Underneath, there are sub-tabs: Files, General (selected), and Security. The main content area contains the following fields:

- Display name:** A text input field containing 'Microsoft Office Upgrade media'.
- Description:** A text area containing 'Media library of the Microsoft Office Upgrade workgroup.'
- Teaser image:** A field showing a broken image icon and the filename 'msupgrade\_medialibrary\_color.jpg'. Below it are 'Upload:' and 'Browse...' buttons.
- Folder name:** A text input field containing 'Microsoft\_Office\_Upgrade'.

At the bottom of the form is an 'OK' button.

## Security

On this tab, the displayed matrix may be used to set permissions for the edited media library. Because adding of files into media libraries is only possible via the system's administration interface, only the following two permissions affect the media libraries displayed in the **Media** section of the workgroup:

- **Create file** - users with this permission may upload files to the media library. However, default Intranet portal workgroups do not allow files to be uploaded on their *Media* section, so this permission has no effect unless the section is customized by portal administrators.
- **See library content** - users with this permission are allowed to access and view the content of the media library.

These permissions can be assigned to the following types of users:

- **Nobody** - the action cannot be performed by anyone.
- **All users** - anybody can perform the action.
- **Authenticated users** - only registered and signed-in users of the portal can perform the action.
- **Group members** - only members of the workgroup that contains the media library can perform the action.
- **Authorized roles** - only members of the workgroup that are assigned to the workgroup roles selected in the section below can perform the action.

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

Media libraries ▶ Microsoft Office Upgrade media

Files General **Security**

	Create file	Create folder	Delete file	Delete folder	Modify file	Modify folder	See library content
Nobody	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authenticated users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group members	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Authorized roles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please select the authorized roles (available only when you select the "Authorized roles" option above):

	Create file	Create folder	Delete file	Delete folder	Modify file	Modify folder	See library content
Group admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administrators of the workgroup automatically have full media library permissions.

#### 4.4.4 Managing workgroup message boards

By default, each newly created workgroup contains one pre-defined message board with default settings. The location of the board is defined by the system administrator and can not be changed without access to the system's user interface. On the **Message boards** tab of the management interface, the workgroup's message board can be managed by using the **Edit** (✎) action. If the board is **Deleted** (✖), all existing messages on it will be removed. The board will be created again when a new message is added by a user in the workgroup's **Board** section.

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

Board name:

Actions	Board name	Enabled	Open	Moderated	Posts	Last post
	Workgroup Microsoft Office Upgrade board	Yes	Yes	No	3	11/8/2010 7:00:34 PM

Items per page: 25

A description of the sub-tabs that the message board editing interface is divided into can be found below:

### Messages

A list of all messages on the board is displayed on this tab. Messages can be added to the board directly from the management interface using the **New message** link. Below it is a filter, which may be used to determine which messages are shown in the list according to specified criteria. The following filtering parameters are available:

- **User name** - only messages posted by users whose names contain the entered text will be displayed.
- **Text** - only messages containing the specified text will be shown.
- **Is approved** - can be used to choose whether approved, rejected or both types of messages are displayed.
- **Is SPAM** - can be used to choose whether messages marked as SPAM should be shown.

Messages in the list can be **Edited** (✎) or **Deleted** (✖). The **Approve** (✓) or **Reject** (⊘) actions can be used to switch between the two possible states of a message. Rejected messages are only visible by moderators of the board. These actions can also be performed for multiple messages by checking the



boxes next to the desired messages, then choosing an action from the drop-down list at the bottom of the page and clicking the **OK** button.

The screenshot shows the 'Message boards' management interface. At the top, there are tabs for 'General', 'Security', 'Members', 'Roles', 'Forums', 'Media libraries', 'Message boards', 'Polls', and 'Projects'. The 'Message boards' tab is active, showing a sub-tab for 'Workgroup Microsoft Office Upgrade board'. Below this, there are sub-tabs for 'Messages', 'General', 'Moderators', 'Security', and 'Subscriptions'. The 'Messages' sub-tab is active, displaying a 'New message' form and a list of messages.

The 'New message' form includes fields for 'User name:', 'Text:', 'Is approved:' (with a dropdown menu set to '(all)'), and 'Is SPAM:' (with a dropdown menu set to '(all)'). There is a 'Show' button below the form.

The message list has the following columns: Actions, User name, Text, Approved, Is SPAM, and Inserted.

Actions	User name	Text	Approved	Is SPAM	Inserted
<input type="checkbox"/>	Collin Douglas	Good news everyone!!! I've ju...	Yes	No	11/8/2010 7:00:34 PM
<input type="checkbox"/>	Ruth Baker	I'd like to add that besides t...	No	No	11/8/2010 6:54:28 PM
<input type="checkbox"/>	Brad Summers	Hi all, this message board sh...	Yes	No	11/8/2010 6:43:45 PM

At the bottom of the list, there is a 'Selected items:' dropdown menu with '(select some action)' and an 'OK' button. To the right, there is an 'Items per page:' dropdown menu set to '25'.

When editing or creating a message, the following fields can be filled in:

- **Name** - the name that is displayed above the new message.
- **Your URL** - if entered, the name of the message author will serve as a link to this URL.
- **Your e-mail** - the e-mail address of the message author.
- **Message** - the text content of the message.
- **Is approved** - if checked, the message is approved, otherwise it is rejected. New messages created through the management interface are automatically approved.
- **Is SPAM** - if checked, the message will be marked as spam and will not be visible by regular users.

The screenshot shows the 'Edit message' dialog box in Windows Internet Explorer. The dialog has a title bar 'Edit message - Windows Internet Explorer' and a close button. The main content area is titled 'Edit message' and contains the following fields:

- Name:** Brad Summers
- Your URL:** (empty)
- Your e-mail:** brads@localhost.local
- Message:** Hi all,  
  
this message board should serve you as a quick way how to let all members of our workgroup know about something important.
- Is approved:**
- Is SPAM:**
- Inserted:** 11/8/2010 6:43:45 PM

At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

## General

On this tab, the basic properties of the message board can be set:

- **Display name** - contains the name of the board.

- **Description** - text describing the message board.
- **Enable** - if checked, the board works normally. If not, the board will not be visible on the workgroup's **Board** section.
- **Open** - if checked, adding new messages to the board is allowed. If not, messages can only be read. This restriction does not apply to the management interface.
- **Open from / to** - using these fields, you can define the time interval during which messages can be added to the board. Clicking the *Now* link enters the current time into the given field. Alternatively, the *Choose date/time* (📅) button may be used to select a specific date and time from a calendar.
- **Enable subscriptions** - if checked, users can subscribe to the board and receive e-mail notifications about new messages.
- **Require e-mail addresses** - if checked, users are required to enter their e-mail address when posting board messages.

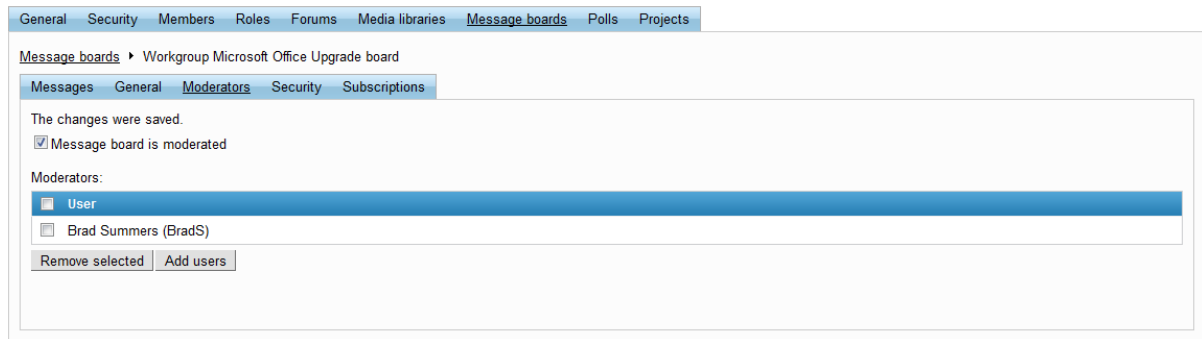
The screenshot shows the configuration interface for a message board. At the top, there is a navigation bar with tabs: General, Security, Members, Roles, Forums, Media libraries, Message boards (selected), Polls, and Projects. Below this, the breadcrumb path is 'Message boards > Workgroup Microsoft Office Upgrade board'. The main content area has sub-tabs: Messages, General (selected), Moderators, Security, and Subscriptions. The configuration fields are as follows:

- Board owner:** Group
- Display name:** Workgroup Microsoft Office Upgrade board
- Description:** This message board is used for announcements by members of the Microsoft Office Upgrade workgroup.
- Enable:**
- Open:**
- Open from:** [text input] Now
- Open to:** [text input] Now
- Enable subscriptions:**
- Require e-mail addresses:**

An 'OK' button is located at the bottom of the configuration area.

## Moderators

On this tab, it is possible to set the board to be moderated by checking the **Message board is moderated** box. If a board is moderated, all new messages are created in the rejected state and must be approved by a board moderator before becoming visible. Members of the workgroup can be designated as moderators via the **Add users** button, or removed from the position by using the appropriate checkbox and clicking **Remove selected** button. Moderators receive automatic notification e-mails whenever a new message that requires their approval is added to the board.



## Security

On this tab, the security related properties of the message board can be set.

If the **Use security code (CAPTCHA)** box is checked, users will have to retype a security code from a distorted image before they are allowed to add a new message.

The **Allow comments to** section can be used to define what type of users should be allowed to add messages to the board. The following options are available:

- **All users** - everyone is allowed to add messages to the board.
- **Only authenticated users** - only signed-in users are allowed to add messages to the board.
- **Only group members** - only members of the workgroup that contains the board are allowed to add messages to the board.
- **Only group admin** - only administrators of the workgroup are allowed to add messages to the board.
- **Only authorized roles** - only members of the workgroup roles specified in the area below are allowed to add messages to the board. The authorized roles can be managed using the *Add roles* and *Remove* buttons.

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

Message boards ▸ Workgroup Microsoft Office Upgrade board

Messages General Moderators **Security** Subscriptions

**General:**

Use security code (CAPTCHA)

Allow comments to

- All users
- Only authenticated users
- Only group members
- Only group admin
- Only authorized roles

## Subscriptions

This tab contains a list of e-mail addresses that are subscribed to receive notifications about new messages on the board. A subscription can be added using the **New subscription** link and existing subscriptions in the list may be **Edited** () or **Deleted** (). If there is a large amount of subscriptions, they can be filtered by **E-mail** address or **User name**.

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

Message boards ▸ Workgroup Microsoft Office Upgrade board

Messages General Moderators Security **Subscriptions**

[New subscription](#)

Actions	E-mail	User name
	brads@localhost.local	BradS
	ruthb@localhost.local	RuthB

When adding or editing a subscription, the address of a subscriber outside of the workgroup can be specified by selecting **Anonymous user** and simply entering an **E-mail** address.

An existing workgroup member may be subscribed by selecting **Registered user** and using the **Select** button. Once a member is selected, the e-mail address specified in their employee profile will automatically be filled into the **E-mail** field. If required, an alternate address may be entered manually.

The screenshot shows a web interface for managing a workgroup. At the top, there are tabs for 'General', 'Security', 'Members', 'Roles', 'Forums', 'Media libraries', 'Message boards', 'Polls', and 'Projects'. The 'Message boards' tab is selected, and the breadcrumb path is 'Message boards > Workgroup Microsoft Office Upgrade board'. Below this, there are sub-tabs for 'Messages', 'General', 'Moderators', 'Security', and 'Subscriptions'. The 'Subscriptions' sub-tab is active, showing a 'New subscription' form. The form has two radio button options: 'Anonymous user' and 'Registered user'. The 'Registered user' option is selected. Under 'Anonymous user', there is an 'E-mail:' label and an empty text input field. Under 'Registered user', there is a 'User name:' label with a text input field containing 'Collin Douglas (ColinD)', a 'Select' button, and a 'Clear' button. Below that, there is an 'E-mail:' label with a text input field containing 'colind@localhost.local' and an 'OK' button.

#### 4.4.5 Managing workgroup projects

On the **Projects** tab of the management interface, the workgroup's projects can be managed in a similar way as in the **Projects** section of the workgroup. The available actions are described in the [Project management -> Creating a new project](#) topic.

The screenshot shows the 'Projects' tab of the management interface. At the top, there are tabs for 'General', 'Security', 'Members', 'Roles', 'Forums', 'Media libraries', 'Message boards', 'Polls', and 'Projects'. The 'Projects' tab is selected. Below the tabs, there is a 'New project' button. A table displays the project information:

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

Items per page: 25

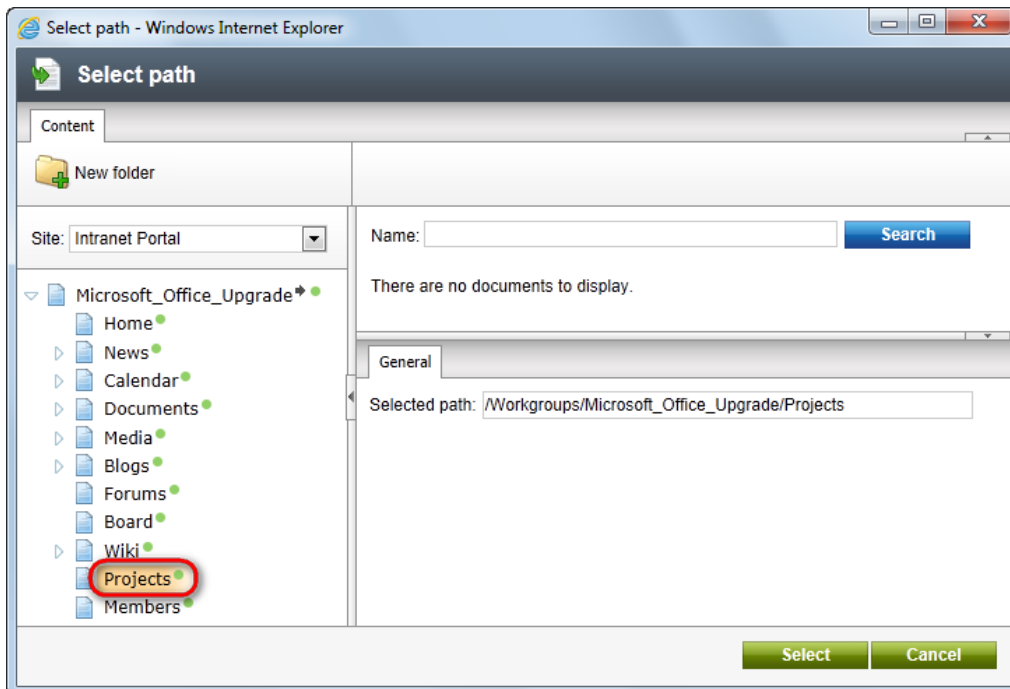
However, when creating a project or editing it on the **General** tab using this interface, it is important to ensure that the additionally available **Project page** property is correctly filled in. This property specifies the workgroup page that the project will be bound to and displayed on.

The screenshot shows the 'Projects' configuration page for a project named 'Microsoft Office Upgrade'. The page has a navigation menu at the top with 'Projects' selected. Below the navigation, there are tabs for 'Tasks', 'General', and 'Security', with 'General' selected. The form contains the following fields:

- Display name:** Microsoft Office Upgrade
- Project goal:** Upgrade Microsoft Office on all our network computers to version 2010.
- Start date:** 11/3/2010 19:41:24 (with a 'Now' button)
- Deadline:** 11/30/2010 19:41:33 (with a 'Now' button)
- Owner:** Brad Summers (BradS) (with 'Select' and 'Clear' buttons)
- Status:** On track (with a dropdown arrow)
- Project page:** /Workgroups/Microsoft\_Oi (with 'Select' and 'Clear' buttons, highlighted with a red box)
- Allow task ordering:**

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

The property can be set using the **Select** button, which opens the following dialog.

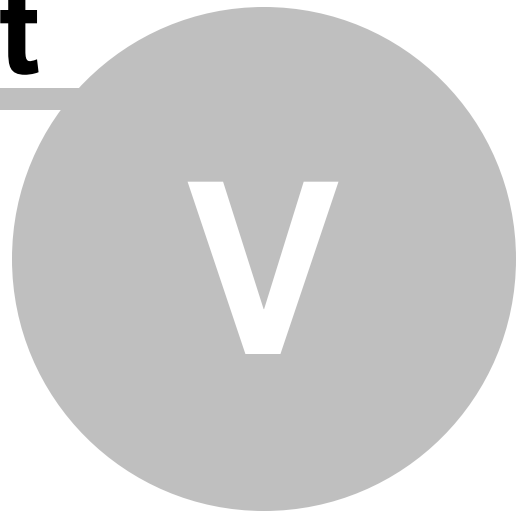


For the default workgroup structure, the **Projects** page of the given workgroup should **always** be selected as marked above. A different page should only be selected if the workgroup has more than one section for managing projects and you wish to specify which of them should be used. This is not the case with the default Intranet Portal workgroups.



**Part**

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**Document libraries**

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## 5 Document libraries

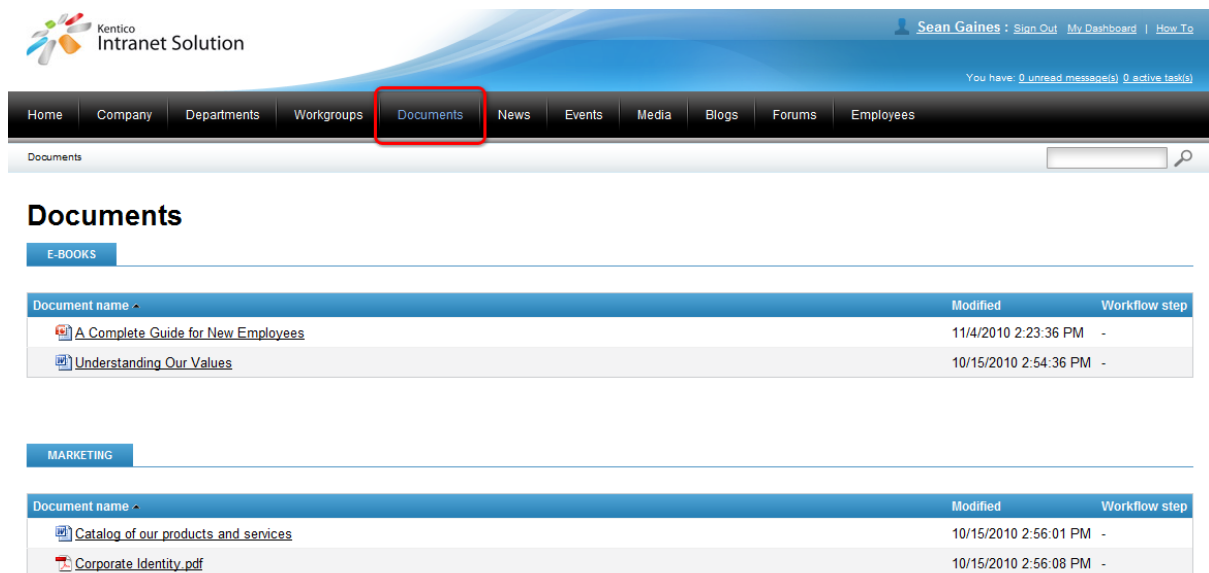
### 5.1 Document libraries overview

Document libraries provide a convenient way how documents can be stored on the Intranet Portal. This topic describes where document libraries are located on the portal and how they can be used by ordinary users who can only open documents stored in the libraries. The [Managing files in document libraries](#) topic provides information on how the libraries can be used by users with document management permissions.

To see how an ordinary company employee without document management permissions can use the libraries, log on to the portal as Sean Gaines (user name *SeanG* with blank password), who is one of the sample users without document management permissions.


#### Where are the libraries located?

Global document libraries, i.e. document libraries available to all users of the portal, can be accessed by selecting **Documents** in the main menu of the portal's global section. There are four separate libraries called **E-books**, **Marketing**, **Strategy** and **IT** on the page (only the first two of them are displayed in the screenshot below).




The screenshot shows the Kentico Intranet Solution portal. The main menu is highlighted, with 'Documents' selected and circled in red. Below the menu, there are two document libraries displayed:

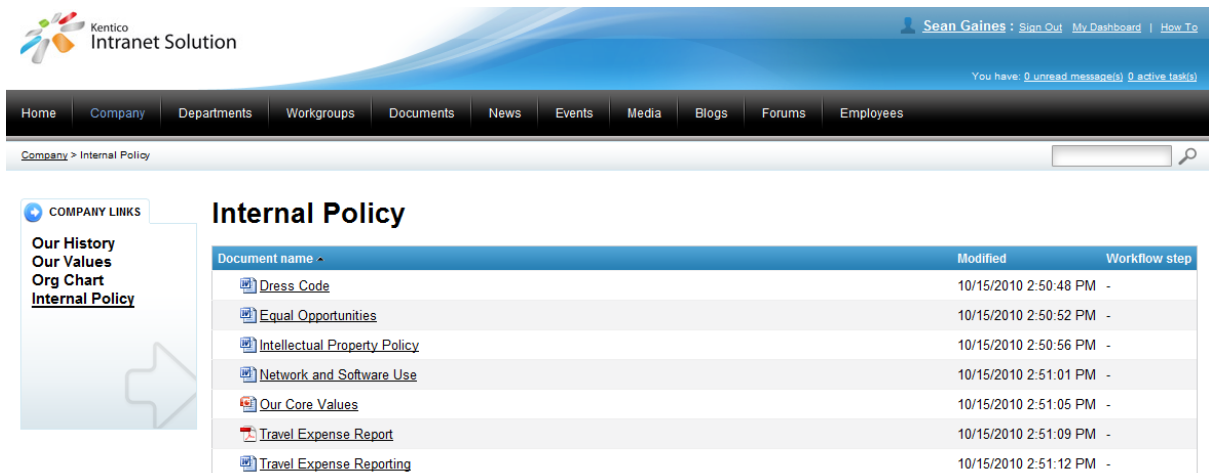
**E-BOOKS**

Document name	Modified	Workflow step
 <a href="#">A Complete Guide for New Employees</a>	11/4/2010 2:23:36 PM	-
 <a href="#">Understanding Our Values</a>	10/15/2010 2:54:36 PM	-

**MARKETING**

Document name	Modified	Workflow step
 <a href="#">Catalog of our products and services</a>	10/15/2010 2:56:01 PM	-
 <a href="#">Corporate Identity.pdf</a>	10/15/2010 2:56:08 PM	-

Another document library accessible to all employees is located in the **Company** section, on the **Internal Policy** page. As you can see in the screenshot below, there is only one document library on the page and its purpose is to store internal policy documents.



Kentico Intranet Solution

Sean Gaines : Sign Out | My Dashboard | How To

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

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

Company > Internal Policy

**COMPANY LINKS**

- Our History
- Our Values
- Org Chart
- Internal Policy**

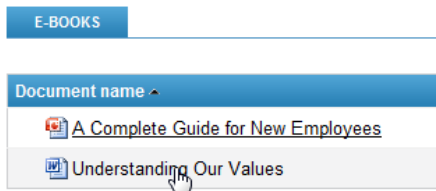
**Internal Policy**

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

Apart from these global document libraries, each department and workgroup also has its own dedicated document library, accessible only to members of the department or workgroup. These libraries can be accessed through the main navigation within each department's or workgroup's dedicated website section. Please refer to the [Departments](#) and [Workgroups](#) chapters for more details.

## How can the documents be opened?

A standard company employee can only open the documents stored in the libraries. This is achievable by clicking a document's name in the library listing.

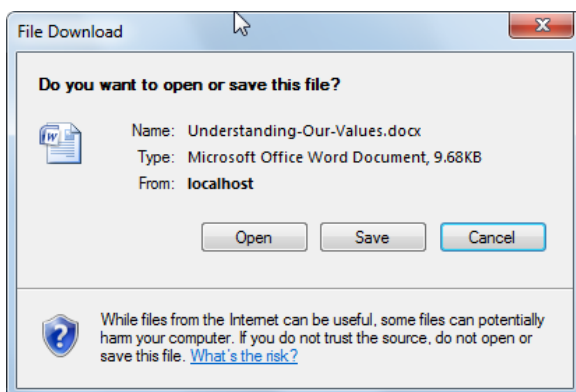


E-BOOKS

Document name

- A Complete Guide for New Employees
- Understanding Our Values

Clicking the name opens the browser's standard **File Download** dialog. Using this dialog, you can either open the document directly, or save it to your local disk.



Users with document management permissions can perform other actions in the libraries, like uploading new documents, editing the existing ones, etc. For more details on these possibilities, please refer to the [Managing files in document libraries](#) topic.

## 5.2 Managing files in document libraries

In the [previous topic](#), you have learned where document libraries are located in the portal and how they can be used by ordinary company employees without document management permissions. This topic provides information on the various management possibilities that are available to users with certain permissions.

To demonstrate the document management possibilities, we will use Brads Summers (user name *BradS* with blank password), one of the sample users who has full management permissions for the global document libraries.





### Permissions for particular actions










In this topic, document management possibilities are explained using Brad Summers. This account has full permissions for all actions that can be performed in the libraries.

Please note that in a real-world scenario, **not all actions explained in this topic may be available** to you based on permissions assigned to your account by the system administrator.

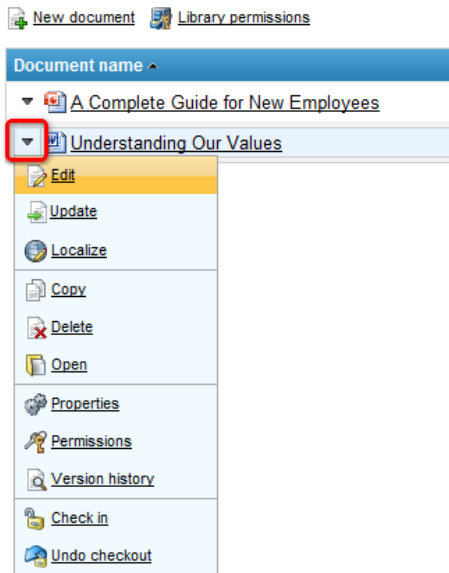
When a new document library is created, there are no files in it, so live site users can only see the following two links at the top.

-  [New document](#)
-  [Library permissions](#)

Once some files are uploaded in the document library, live site users can perform the following actions with the documents:

-  [Edit](#)
-  [Update](#)
-  [Localize](#)
-  [Copy](#)
-  [Delete](#)
-  [Open](#)
-  [Properties](#)
-  [Permissions](#)
-  [Version history](#)
- [Workflow actions](#)

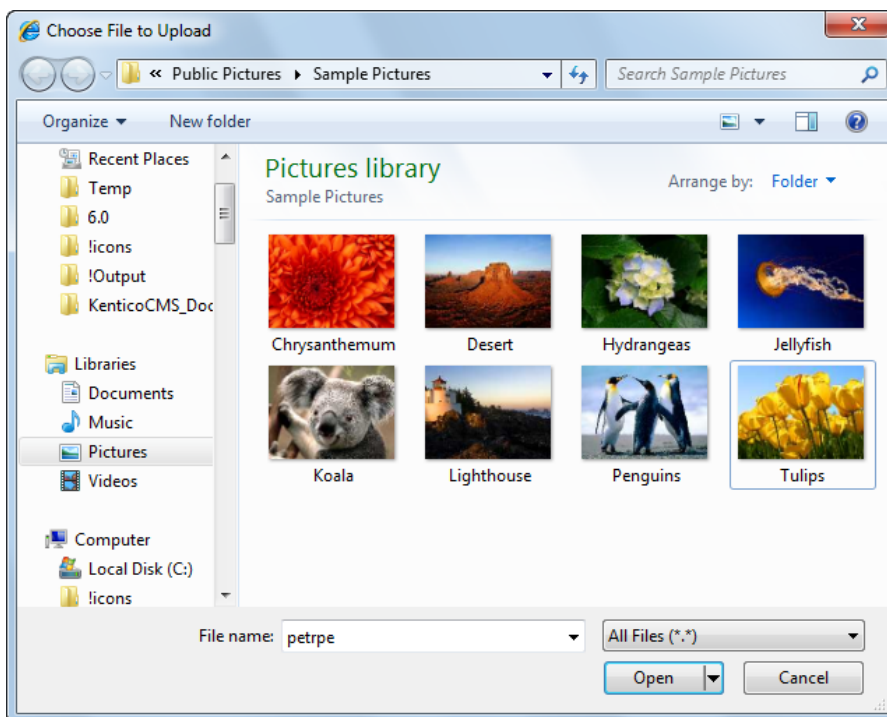
These actions can be executed from a context menu, which is accessible by right-clicking anywhere in a document's row, or by left-clicking the down-arrow to the left of a document's name (as highlighted in the screenshot below).




The following text explains particular actions that can be performed in a document library:

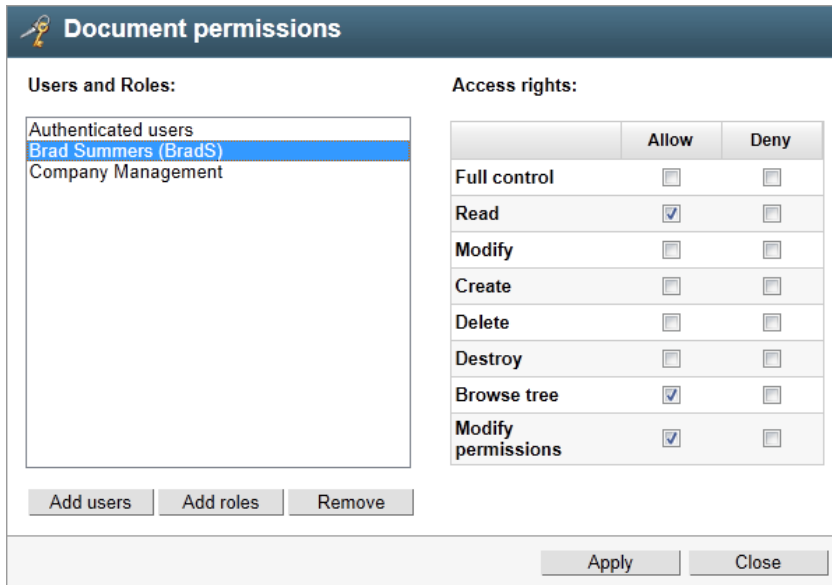
## New document

Clicking the  **New document** link in **Internet Explorer** or **Mozilla Firefox** directly opens the browser's file selection dialog. By selecting a file from a local disk and clicking **Open**, the file will be uploaded into the document library.




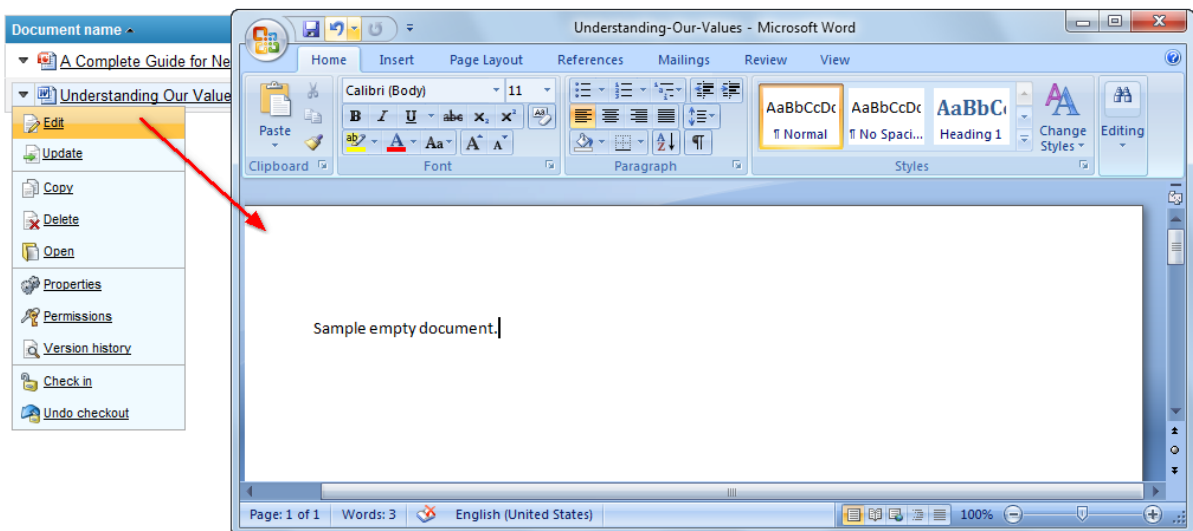
## Library permissions

Clicking the  **Library permissions** link opens a dialog for document library permissions configuration. Using the **Add users** and **Add roles** buttons, you can add users or roles into the **Users and Roles** listing. After selecting a user or role in the listing, you can grant or deny particular permissions to them using the check-boxes in the **Access rights** section. Please refer to the [Configuring permissions](#) topic for more details on particular permissions.




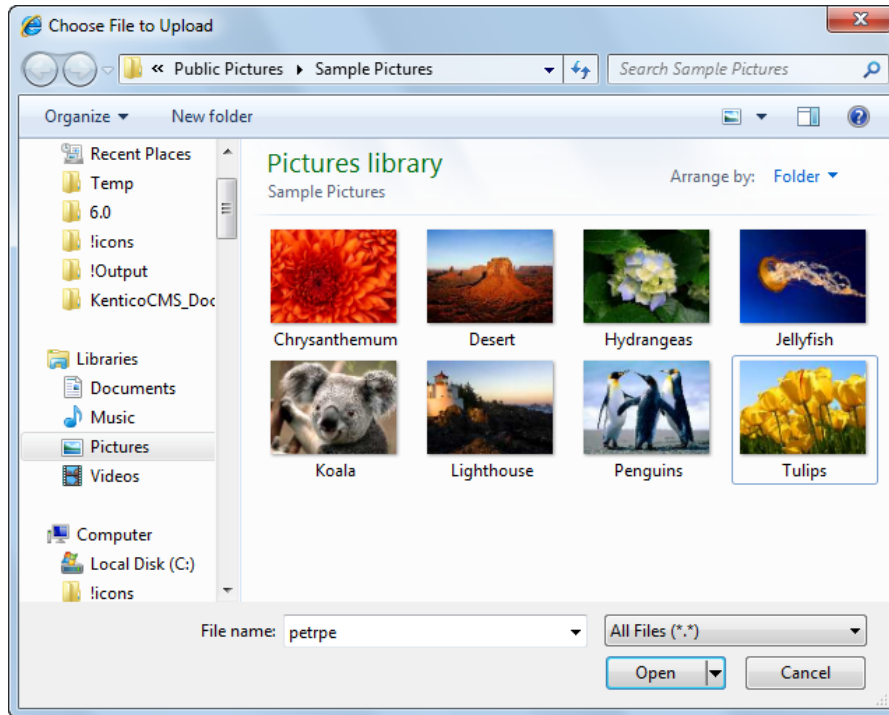
## Edit

The  **Edit** action is only available if *WebDAV integration* is enabled by the system administrators. It opens the file in a client application for direct editing (for example, .docx documents get opened in *MS Word*, as you can see in the screenshot below). WebDAV editing is only possible if there is an application installed on the client machine that supports WebDAV editing of the particular file type.




## Update

Selecting the  **Update** action opens the browser's file selection dialog. Selecting a file from a local disk and clicking **Open** in the dialog replaces the original file with the selected one. In **Apple Safari** and **Opera**, there is one extra dialog displayed before the browser's file selection dialog. Please refer to the [New document](#) paragraph above for more details.



## Localize

The  **Localize** option is only displayed on multilingual sites when the document library is configured to display documents from the default website culture if there is no version of the document in the current culture. The action is only displayed with these default-culture documents. Clicking the action opens the dialog depicted in the screenshot below, which serves for creation of a new language version of the selected document in the current culture.

**Localize document**

Save Spell check

File name: A Complete Guide for New Employees

Description:

File:	Actions	Update	Name	Size
			A-Complete-Guide-for-New-Employees.pptx	33 kB

Publish from:  Now

Publish to:  Now

Save & close Cancel

## Copy

The **Copy** action creates a copy of the file in the same document library. As only flat structure of document libraries is currently possible, a different file name needs to be entered for the copy, while the " - Copy" suffix is offered to be added to the file name automatically. When copying a linked document (marked with the flag), the copy will be a standard document, not a linked one.

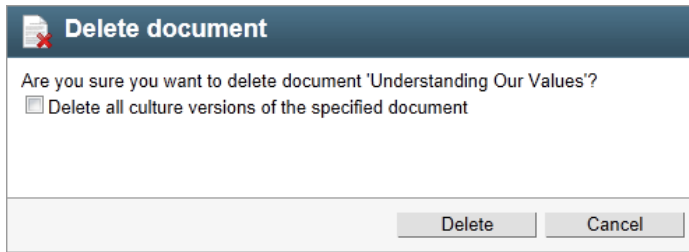
**Copy document**

Document name: Understanding Our Values


Save Cancel

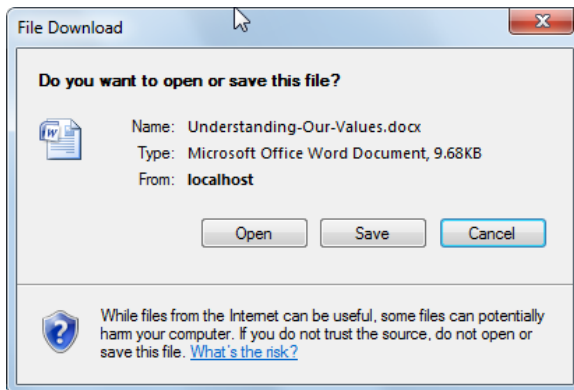
## Delete

Clicking the **Delete** action opens the dialog depicted below. Using the dialog, you can remove the document from the document library. On multilingual websites where more than one language version of the document exists, the **Delete all culture versions of the specified document** check-box is displayed in the dialog. If you delete the document with the check-box enabled, all cultural versions of the document will be deleted.







## Open


The  **Open** action works similarly as a standard file download link. The web browser's standard file download dialog is displayed and you can either open the document or save it to a local disk. The same behavior can be expected when you click the document's name in the library listing.



## Properties

The  **Properties** action opens a dialog where properties of the document can be configured. The following fields are available in the dialog:

- **File name** - name of the file displayed in the document library listing.
- **Description** - text description of the document.
- **File** - the actual document file. The following actions are available with the documents:
  -  **Edit** - available only with image files. Opens the image for editing in a built-in image editor.
  -  **Update** - the same as the Update action described [above](#).
  -  **Edit in client application** - the same as the Edit action described [above](#).
- **Publish from** - date and time from when the document will be visible in the library.
- **Publish to** - date and time until when the document will be visible in the library.

Values entered into the **File name** and **Description** fields can be checked for typos using the  **Spell check** button above the form. Clicking the  **Save** button saves changes made to the document in the dialog. Standard [workflow actions](#) are also displayed above the form.



**Document properties**

Save Spell check

File name: Understanding Our Values

Description:

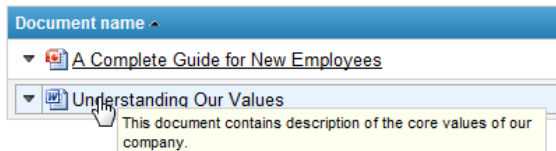
File:	Actions	Update	Name	Size
			Understanding-Our-Values.docx	9,7 kB

Publish from:  Now

Publish to:  Now

Save & close Cancel

The text filled in the **Description** field is displayed in a tooltip when the mouse pointer is placed above the document.



## Permissions

The **Permissions** action opens a dialog for configuration of permissions for the particular document. Using the **Add users** and **Add roles** buttons, you can add users or roles into the **Users and Roles** listing. After selecting a user or role in the listing, you can grant or deny particular permissions to them using the check-boxes in the **Access rights** section. Please refer to the [Configuring permissions](#) topic for more details on particular permissions.

**Document permissions**

**Users and Roles:**

Authenticated users

Brad Summers (BradS)

Company Management


Add users
Add roles
Remove




**Access rights:**

	Allow	Deny
Full control	<input type="checkbox"/>	<input type="checkbox"/>
Read	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Modify permissions	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Apply
Close

## Version history

Clicking the  **Version history** action displays an overview of the document's versions. The following actions are available with each of the listed versions:

-  **View** - displays an overview of the document's content with the possibility of side-by-side comparison of versions.
-  **Rollback** - rolls back any changes made since the particular version of the document.
-  **Delete** - deletes the old version.

Clicking the **Destroy history** button deletes all versions of the document except the current one.

**Version history**

The document has been successfully rolled back.


**Document history:**

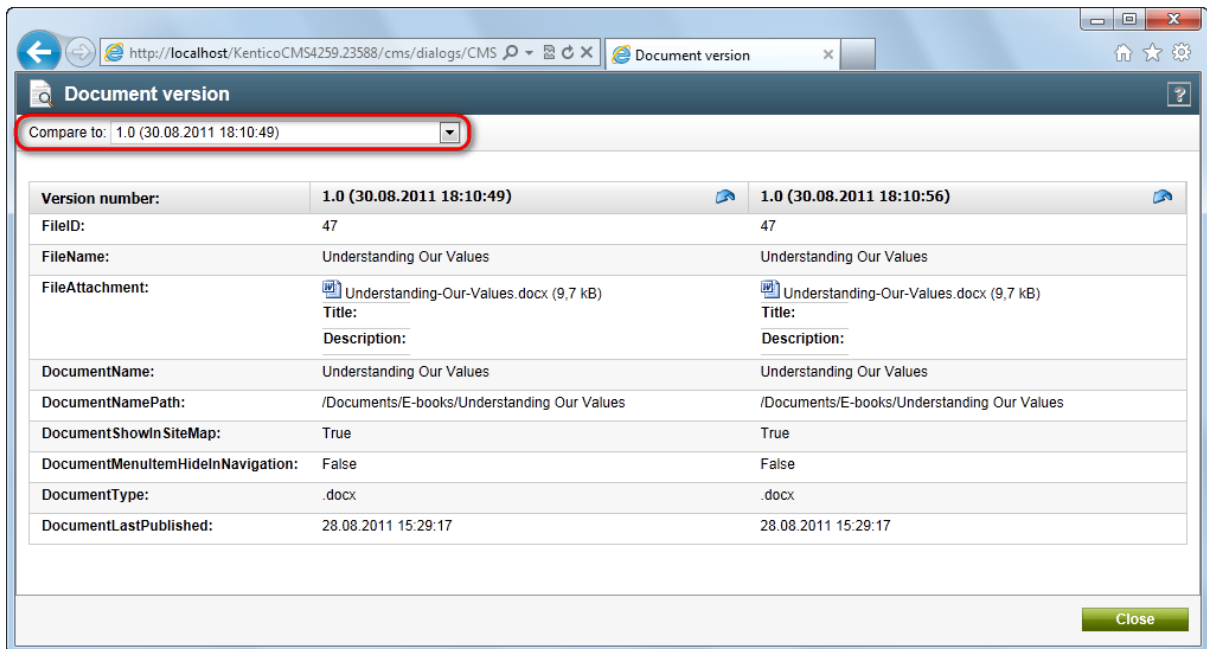
Destroy history

Actions	Modified when / by	Ver.	Comment	Publish from	Publish to	Publish	Published from	Published to
 	30.08.2011 18:10:56 Global Administrator (administrator)	1.0				Publish	30.08.2011 18:10:57	
 	30.08.2011 18:10:49 Global Administrator (administrator)	1.0			30.08.2011 18:10:57		30.08.2011 18:10:50	30.08.2011 18:10:57
 	30.08.2011 18:06:45 Global Administrator (administrator)	1.0			30.08.2011 18:10:50		30.08.2011 18:06:45	30.08.2011 18:10:50

Items per page: 25

Close

The following screenshot shows the side-by-side comparison of two document versions that is accessible by clicking the  **View** icon and selecting a version with which you want to compare in the highlighted **Compare to** drop-down list.



## Workflow actions

If there is a workflow configured for documents in a document library, standard workflow actions are displayed at the bottom of the context menu, depending on workflow configuration and the current workflow step of the document:

- **Submit to approval** - Submits the document for approval to the sub-subsequent workflow step.
- **Approve**<sup>1</sup> - Approves the document and switches it to the sub-subsequent workflow step.
- **Reject**<sup>1</sup> - Rejects the document and switches it back to the previous workflow step.
- **Archive** - Switches the document to the Archived step.
- **Check out**<sup>2</sup> - Checks the document out for editing. While checked out, the document can not be edited by other users. Checked-out documents are marked with the icon in the document library listing (as can be seen in the screenshot below).
- **Check in**<sup>2</sup> - Checks the modified document in after editing, so that other users can edit it again.
- **Undo checkout**<sup>2</sup> - Takes back the check-out, while changes made to the document are not saved.



<sup>1</sup> for these actions to be available, the user must also be in one of the roles that are allowed to approve/reject the document in the current workflow step or have the **Manage workflow** permissions for all content

<sup>2</sup> these actions are only available if the workflow applied to the document is configured to use check-in/check-out

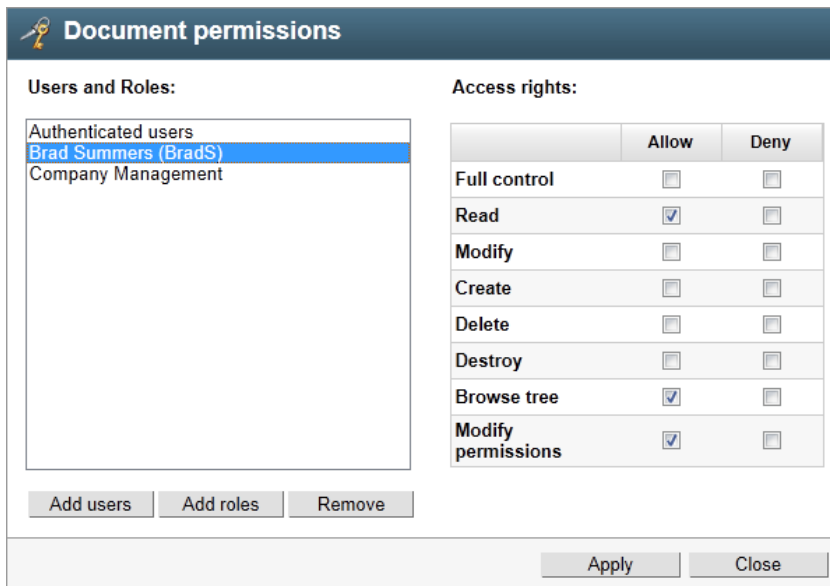
New document Library permissions

Document name	Modified	Workflow step
A Complete Guide for New Employees	11/4/2010 2:23:36 PM	Published
Understanding Our Values	11/23/2010 10:57:07 PM	Editing

## 5.3 Configuring permissions









In the [Managing files in document libraries](#) topic, you have learned which actions may be performed by in the document libraries by users with appropriate permissions. It is possible to configure permissions directly in the document libraries. This can be performed either for all documents by selecting the  **Library permissions** action, or for each particular document by selecting  **Permissions** from its context menu.











Both actions open the dialog depicted in the following screenshot. Using the **Add users** and **Add roles** buttons, you can add users or roles into the **Users and Roles** listing. After selecting a user or role in the listing, you can grant or deny particular permissions to them using the check-boxes in the **Access rights** section.



Users and Roles:		Access rights:	
Authenticated users			
Brad Summers (BradS)		Allow	Deny
Company Management			
Add users		Full control	<input type="checkbox"/>
Add roles		Read	<input checked="" type="checkbox"/>
Remove		Modify	<input type="checkbox"/>
		Create	<input type="checkbox"/>
		Delete	<input type="checkbox"/>
		Destroy	<input type="checkbox"/>
		Browse tree	<input checked="" type="checkbox"/>
		Modify permissions	<input checked="" type="checkbox"/>
		Apply	Close

The table below explains which permissions can be granted to users or their roles in the two dialogs.

Action	Read	Modify	Create	Delete	Destroy	Modify permissions
 New document	•	•	•			
 Library permissions	•					•
 Edit	•	•	•			
 Update	•	•				
 Localize	•	•	•			
 Copy	•	•	•			
 Delete	•			•		
 Open	•					

 Properties	•	•				
 Permissions	•					•
 Version history	•	•			1	
 Submit to approval	•	•				
 Approve <sup>2</sup>	•	•				
 Reject <sup>2</sup>	•	•				
 Archive	•	•				
 Check out <sup>3</sup>	•	•				
 Check in <sup>3</sup>	•	•				
 Undo checkout <sup>3</sup>	•	•				

<sup>1</sup> The **Destroy** permission is required for the user to be able to delete particular versions or the whole version history.

<sup>2</sup> For these actions to be available, the user must also be in one of the roles that are allowed to approve/reject the document in the current workflow step or have the **Manage workflow** permissions for all content (this permission can only be granted to the user by the system administrators).

<sup>3</sup> These actions are only available if the workflow applied to the document is configured to use check-in/check-out.

**Part**

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**VI**

**News**

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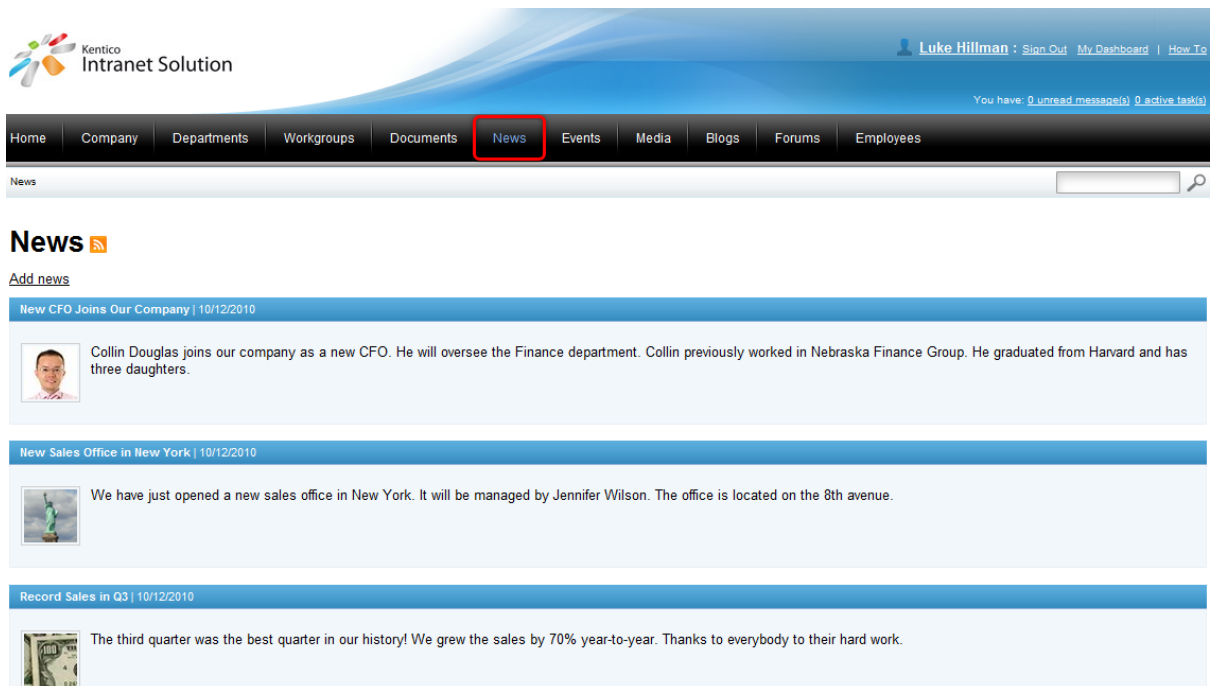
## 6 News

### 6.1 News overview

The **News** section is designed to inform the users of the Intranet Portal on various issues.

The section can be accessed from the main menu by clicking the **News** button. Individual news items are written by the company employees and other persons who have access to the portal and were assigned special rights. The items are organized in the form of list where the title and teaser of the news item are displayed together with its summary. Even though the content of the news is primarily aimed at business activities of the company, there are in fact no limitations as to the orientation of the section. News titles or headlines work as links that lead directly from the section main page to the news items pages. Here you can not only read the actual item together with some additional text if available. You can also manage the item as long as you were assigned appropriate rights by the portal administrators.

To demonstrate the **News** section's features, we will use Luke Hillman, one of the sample users shipped with the portal. Log on using the *LukeH* username with blank password and select **News** in the main navigation. You should see a page similar to the one depicted in the following screenshot.



The main page of the **News** section is taken up by the interface that is used to display the list of news items. The colored background contains the news headline together with the news release date. The teaser image of the news together with its summary are placed below the colored background.


There are two ways how to deal with news on the Intranet Portal:

- News can be [read](#) by anyone who has access to the portal.
- News can be [managed](#) only by users who were assigned appropriate rights.

Apart from these global news items, each department and workgroup also has its own dedicated news

items, accessible only to members of the department or workgroup. These items can be accessed through the main navigation within each department's or workgroup's dedicated website section. Please refer to the [Departments](#) and [Workgroups](#) chapters for more details.

## Reading news

If you would like to read news on the portal, choose **News** from the main menu and you will see a list of news items displayed on the main page of the **News** section. If you would like to read a particular news item in detail, click on its title and you will be redirected to the news item page. Besides the name, teaser and summary of the news item displayed in the list, you have now access also to the main text if available. What is more, it is possible to subscribe to news using RSS feeds by clicking on the  icon beside the caption of the section. If you would like to learn more about RSS feeds available on the Intranet Portal, please refer to [Other features -> RSS feeds](#).

## 6.2 Managing news

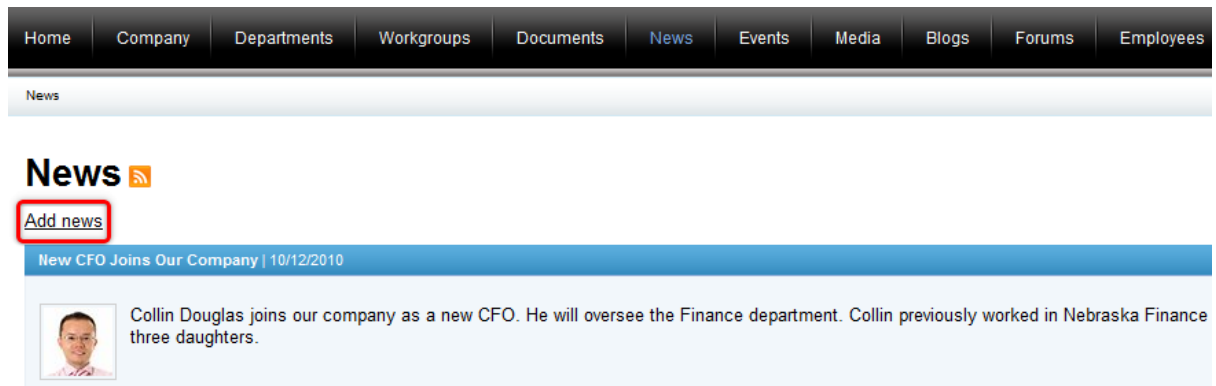
Users who were assigned appropriate rights can not only read news published in this section, they can also [add](#) new news and [edit](#) and [delete](#) the existing ones.

The following examples demonstrate how the actions available to users assigned special rights can be carried out.

### Adding news

Here you will learn how to add new news items to the Intranet Portal.

1. If you need to add news to the Intranet Portal, access the portal and sign in. Now navigate to the **News** section using the main menu and click the **Add news** link on the main page of the section.







2. This displays the dialog used for the creation of a new news item.




The screenshot displays the 'News' section of a portal. At the top, there is a navigation menu with links for Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs, Forums, and Employees. Below the menu is a search bar. The main content area is titled 'News' and includes a 'List of news' link. A 'New document: News' window is open, featuring a WYSIWYG editor. The editor's toolbar is highlighted with a red box and includes buttons for Save, Spell check, Bold (B), Italic (I), Underline (U), Bulleted list, Numbered list, Indent, Outdent, Undo, and Redo. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, along with color selection tools. The editor interface includes fields for 'News Title', 'Release Date' (with a 'Now' link and a calendar icon), 'News Summary', and 'News Text'.


The following fields are available to define the news:

- **News Title** - the title of the news displayed on the portal; a required field.
- **Release Date** - the release date of the news displayed on the portal; a required field. You can click the **Now** link to insert the current date or you can click the  icon to choose the date from the calendar.
- **News Summary** - the summary of the news displayed in the list of news on the main page of the **News** section, a required field.
- **News Text** - the text of the news displayed in the detail view of the news; an optional field.
- **Teaser** - the teaser (preview) image of the news. It is displayed together with the summary and detail of the news; an optional field. Click the  **Upload file** link to upload the image from the local or network file system.
- **Publish from** - the date and time when the news will be published on the portal; an optional field. If you leave this value blank, the news will be published right after its saving. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Publish to** - the date and time until when the news will be published on the portal; an optional field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.

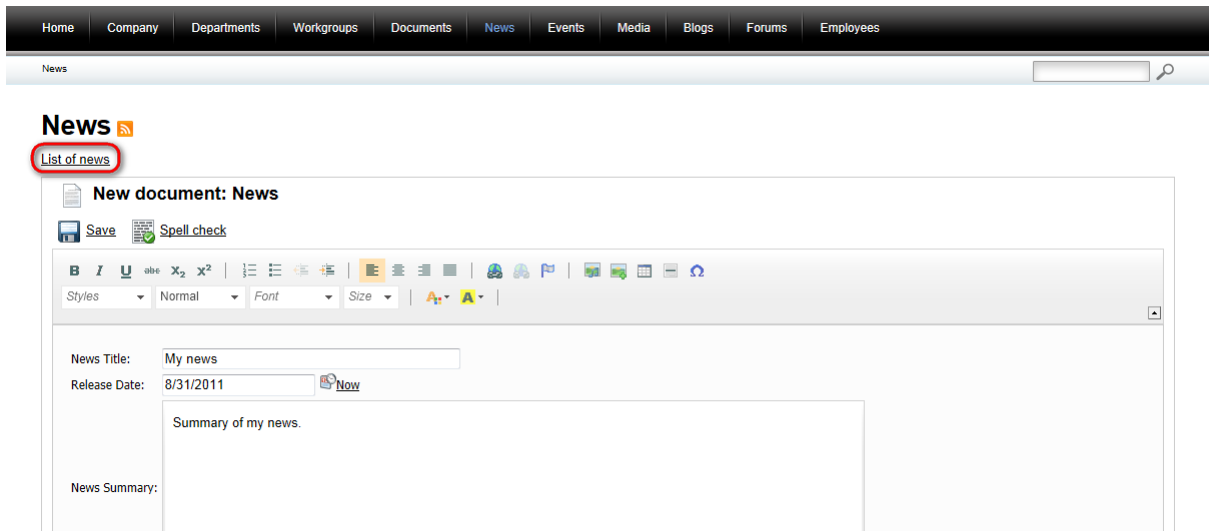
You can use the built-in WYSIWYG editor to edit the **News Summary** and **News Text** fields. The WYSIWYG editor is used in various parts of the portal and you can learn more about it in [Other features -> WYSIWYG editor](#).

You can optionally click the  **Spell check** button; the spell-checker will check the content of the news

summary and news text and if it finds any mistake, you will be allowed to decide whether to ignore the word, add it to the dictionary or replace it with the suggested word.

When you have all values entered, click  **Save** to save the new news item. You will immediately find it listed among other news below the news properties form.

4. Finally, you can click the **List of news** link to view your new contribution in the list of news on the main page of the section.

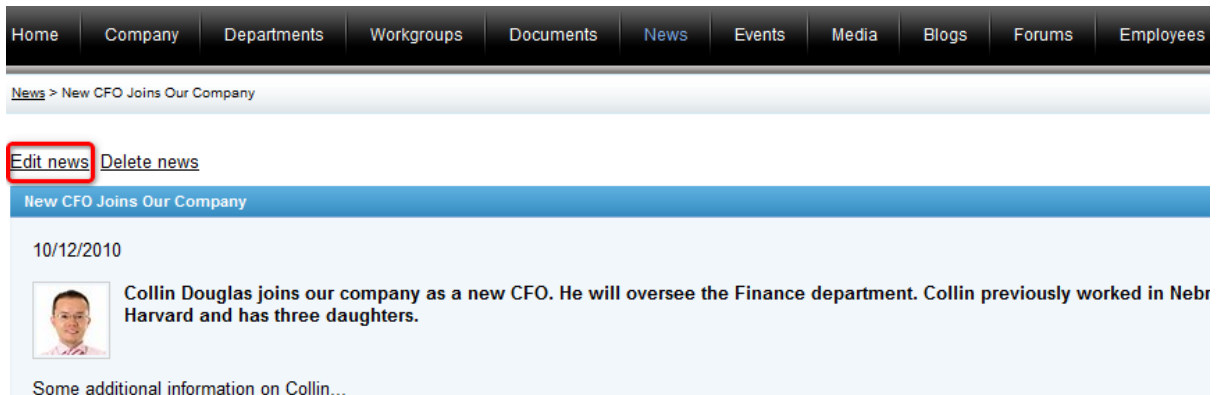


Please note that the last added news items are displayed on the Intranet Portal Home page.

## Editing news

Here you will learn how to edit news items on the Intranet Portal.

1. News items on the Intranet Portal can have been added by yourself or any other user of the portal assigned special rights. If you need to edit some of them and have the appropriate rights, access the portal and sign in. Now navigate to the **News** section using the main menu and click on the title of the news in the list of news items. On the page where you will be redirected to, click the **Edit news** link.



2. This displays the dialog used for the editing of an existing news item.

The screenshot shows a web application interface for editing a news item. At the top, there is a navigation menu with links: Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs, Forums, and Employees. Below the menu is a breadcrumb trail: News > New CFO Joins Our Company. A search bar is located to the right of the breadcrumb. The main content area is titled "Close edit mode" and contains a "Save" button, a "Spell check" button, and a "Delete" button. Below these buttons is a WYSIWYG editor toolbar with various formatting options (bold, italic, underline, text color, background color, font size, font face, bulleted list, numbered list, link, unlink, image, video, audio, embed, undo, redo) and the text "WYSIWYG Editor". The form fields include:
 

- News Title: New CFO Joins Our Company
- Release Date: 10/12/2010 (with a "Now" button)
- News Summary: 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.
- News Text: Some additional information on Colin...

The fields available for the news, same as the spell check feature and the built-in WYSIWYG editor are described above in the [Adding news](#) section. The teaser image of the news can be **Edited** (✎), **Deleted** (✕), **Updated** (↻) or displayed in a separate window using either the actual teaser or name of the image file.

When you have all values entered, click **Save** to save the news item. You will immediately find it listed among other news items below the news properties form. Alternatively, you can delete the news using the **Delete** link.

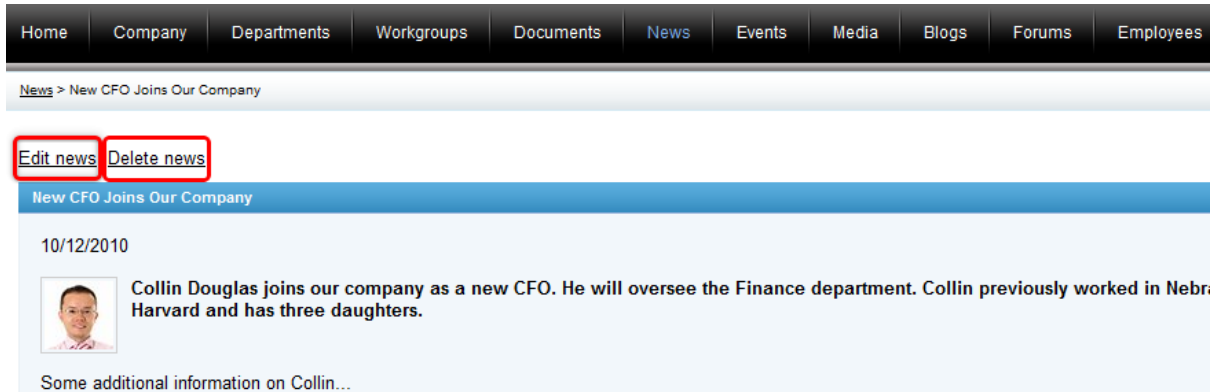
4. If you don't want to make any more changes to the news, you can finally click the **Close edit mode** link. When you go back to the main page of the **News** section, the recently edited news will be listed among other news.

This screenshot is identical to the one above, showing the news editing interface. The "Close edit mode" link at the top left of the main content area is circled in red, indicating the next step in the process.

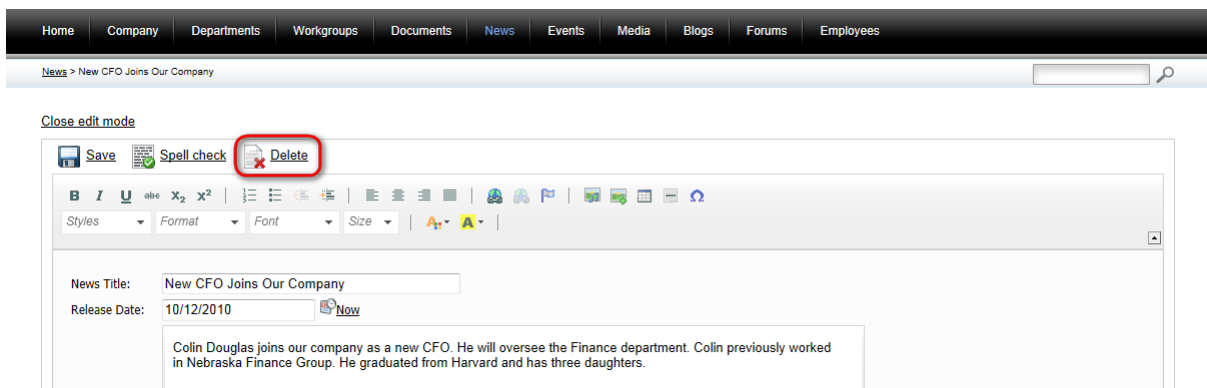
## Deleting news

If you need to remove a news item from the Intranet Portal and have the appropriate rights, access the

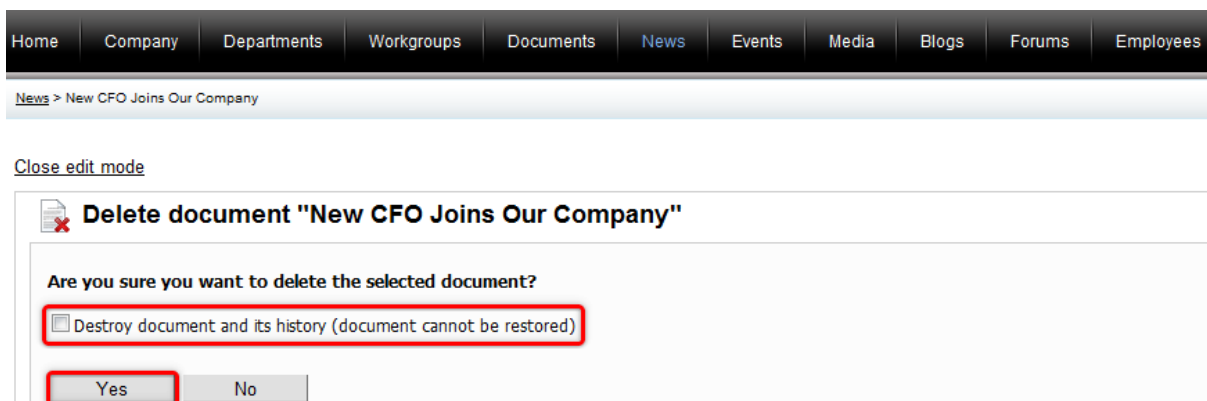
portal and sign in. Navigate to the **News** section using the main menu and in the list of news, click on the title of the news. On the news item page where you will be redirected to, click the **Delete news** link.



Another option to delete a news item is to navigate to the news edit mode by clicking the **Edit news** link and use the **Delete** link as described in the [Editing news](#) section above.



In both cases, you will be asked to confirm the removal of the news. Please note that if you set the **Destroy document and its history** option to true, it will not be possible to restore the deleted news item. Click **Yes** to remove the news item from the portal.



**Part**

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**VII**

**Events**

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## 7 Events

### 7.1 Events overview

The **Events** section is designed for planning various events.

The section can be accessed from the main menu by clicking the **Events** button. Events are added by the company employees and other persons who have access to the portal and were assigned special rights. Events are organized chronologically and can be viewed from the main page of the **Events** section, either by means of the events calendar that takes up the main portion of the page or from the list of upcoming events to the right from the calendar. The calendar displays months and provides the user with a brief and clear overview of all events that were added for the given time period. Each event in the calendar is identified by the date in the given month and its name, which serves as a link towards the details of the event. The **Upcoming events** section displays the list of the five last added events and you can see here not only the events titles but also the dates when these events are to take place, their summaries and also their locations. If you find the list of five recent events too limited as for its extent, you can view all events added to the portal by clicking the **View all events** link. Even though the content of the events is primarily aimed at business activities of the company, there are in fact no limitations as to the orientation of the section.

To demonstrate the **Events** section's features, we will use Luke Hillman, one of the sample users shipped with the portal. Log on using the *LukeH* username with blank password and select **Events** in the main navigation. You should see a page similar to the one depicted in the following screenshot.

Kentico Intranet Solution

Luke Hillman : Sign Out | My Dashboard | How To

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

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

Events

### Events

November 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 No event	1 No event	2 No event	3 No event	4 No event	5 No event	6 No event
7 No event	8 No event	9 No event	10 No event	11 No event	12 No event	13 No event
14 No event	15 No event	16 No event	17 No event	18 No event	19 No event	20 No event
21 No event	22 No event	23 No event	24 No event	25 No event	26 No event	27 No event
28 No event	29 No event	30 No event	1 No event	2 No event	3 No event	4 No event
5 No event	6 No event	7 No event	8 No event	9 No event	10 No event	11 No event

[Add event](#)

#### Upcoming events

**Christmas Party | 12/16/2011**

Join us for this year's Christmas Party in the lobby. If you plan to come, please register for this event so that we know how much food needs to be ordered.

**Location:** Lobby

---

**My event | 12/10/2011**

My event summary.

**Location:** My location.

---

**Strategy Meeting | 10/12/2011**

We invite all employees to join us for a review of updated corporate strategy.

**Location:** Hotel Holiday Inn, 1420 Washington Avenue

---

**Family Weekend | 6/4/2011**

Our annual family weekend will take place in Jefferson Park. Don't forget your children :)

**Location:** Jefferson Park

---

**Company Plans 2011 | 1/4/2011**

New annual plans of our company will be presented to all employees by Mr. Luke Hillman.

**Location:** Meeting Room 1

[View all events](#)

There are three ways how to deal with events on the Intranet Portal:

- Events can be [read](#) by anyone who has access to the portal.
- Each user of the portal can [register](#) for events.
- Events can be [managed](#) only by users who were assigned appropriate rights.

Apart from these global events, each department and workgroup also has its own dedicated events, accessible only to members of the department or workgroup. These events can be accessed through the main navigation within each department's or workgroup's dedicated website section. Please refer to the [Departments](#) and [Workgroups](#) chapters for more details.

## Reading events

If you would like to read events on the portal, choose **Events** from the main menu and you will be redirected to the main page of the **Events** section. Here you can choose between browsing through the calendar by scrolling through months using the two arrow links in its top left and right corners and between selecting an event from the list of upcoming events or viewing all events on the portal at the same time. Clicking the **View all events** link will result just in displaying the list of all events on the

portal.

The screenshot shows the top navigation bar with links: Home, Company, Departments, Workgroups, Documents, News, Events (highlighted), Media, Blogs, Forums, and Employees. Below the navigation is a breadcrumb trail: Events > Events list. The main heading is "Events list" with an RSS icon. A link "Add event" is present. The events list contains five items, each with a blue header bar and a light blue content area:

- Strategy Meeting | 10/12/2011**  
We invite all employees to join us for a review of updated corporate strategy.  
**Location:** Hotel Holiday Inn, 1420 Washington Avenue
- Christmas Party | 12/16/2011**  
Join us for this year's Christmas Party in the lobby. If you plan to come, please register for this event so that we know how much food needs to be ordered.  
**Location:** Lobby
- Family Weekend | 6/4/2011**  
Our annual family weekend will take place in Jefferson Park. Don't forget your children :)  
**Location:** Jefferson Park
- Company Plans 2011 | 1/4/2011**  
New annual plans of our company will be presented to all employees by Mr. Luke Hillman.  
**Location:** Meeting Room 1
- My event | 12/10/2011**  
My event summary.  
**Location:** My location.

To view the details of a particular event, click on its title placed in the colored background. Another way how to view event details is to click on the event title in the calendar. Regardless of where you try to view the event from, its details will be displayed on the main page of the **Events** section, right below the events calendar.



## Events

December 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 No event	28 No event	29 No event	30 No event	1 No event	2 No event	3 No event
4 No event	5 No event	6 No event	7 No event	8 No event	9 No event	10 <a href="#">My event</a>
11 No event	12 No event	13 No event	14 No event	15 No event	16 <b>Christmas Party</b>	17 No event
18 No event	19 No event	20 No event	21 No event	22 No event	23 No event	24 No event
25 No event	26 No event	27 No event	28 No event	29 No event	30 No event	31 No event
1 No event	2 No event	3 No event	4 No event	5 No event	6 No event	7 No event

**Christmas Party**

Please expect a casual dress code.

**Event capacity:** N/A

**Event location:** Lobby

**Event date:** 12/16/2011 5:00:00 PM

**Registration**

First name:

Last name:

E-mail:


[Add event to Outlook](#)

- Upcomm**
- Christmas**
  - Join us for you plan to we know h
  - Location:**
  - My event | 1**
  - My event s
  - Location:**
  - Strategy Me**
  - We invite a updated cc
  - Location:**
  - Family Wee**
  - Our annual Park. Don't
  - Location:**
  - Company P**
  - New annua all employe
  - Location:**

The name of the event is followed by the event summary, which is a concise and clear description of this upcoming event. Event attributes on the Intranet Portal include:

- **Event capacity** - the number of attendees allowed for the event.
- **Event location** - the place where the event is to take place.
- **Event date** - the date when the event is to take place.

The event registration form, the purpose of which is to enable users to register for the particular event, is placed right below the event details, just like the **Add event to Outlook** link. If you would like to learn more on how to register for events and how to add events to Microsoft Outlook, please refer to the [Registering for events](#) topic.

What is more, it is possible to subscribe to events using RSS feeds by clicking on the  icon beside the caption of the section. If you would like to learn more about RSS feeds available on the Intranet

Portal, please refer to [Other features -> RSS feeds](#).

## 7.2 Registering for events

Each user signed in to the Intranet Portal can register for events added by company employees and other persons who have access to the portal, regardless of the permissions they were assigned. If you would like to register for an event on the portal, you need to view its details. This can be done either by means of the events calendar or the list of events. In either of the case, you need to click on the name of the event. If you are not certain how to navigate to a particular event, please refer to the [Reading events](#) section of the Events overview topic where this procedure is described in detail.

### How to register for events

1. If you need to register for an event, click on the event of your interest either in the calendar or in the list of events to display its details together with the registration form.

Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Events

### Events

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 No event	27 No event	28 No event	29 No event	30 No event	31 No event	1 No event
2 No event	3 No event	4 Company Plans 2011	5 No event	6 No event	7 No event	8 No event
9 No event	10 No event	11 No event	12 No event	13 No event	14 No event	15 No event
16 No event	17 No event	18 No event	19 No event	20 No event	21 No event	22 No event
23 No event	24 No event	25 No event	26 No event	27 No event	28 No event	29 No event
30 No event	31 No event	1 No event	2 No event	3 No event	4 No event	5 No event

#### Upcoming events

**Christmas Party** 12/18/2011

Join us for this year's Christmas Party in the lobby. If you plan to come, please register for this event so that we know how much food needs to be ordered.

Location: Lobby

**My event** 12/10/2011

My event summary.

Location: My location.

**Strategy Meeting** 10/12/2011

We invite all employees to join us for a review of updated corporate strategy.

Location: Hotel Holiday Inn, 1420 Washington Avenue

2. Now fill in the registration form.

## Events

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 No event	27 No event	28 No event	29 No event	30 No event	31 No event	1 No event
2 No event	3 No event	4 <a href="#">Company Plans 2011</a>	5 No event	6 No event	7 No event	8 No event
9 No event	10 No event	11 No event	12 No event	13 No event	14 No event	15 No event
16 No event	17 No event	18 No event	19 No event	20 No event	21 No event	22 No event
23 No event	24 No event	25 No event	26 No event	27 No event	28 No event	29 No event
30 No event	31 No event	1 No event	2 No event	3 No event	4 No event	5 No event

### Upcomm

- Christmas**  
Join us for you plan to we know h  
**Location:**
- My event | 1**  
My event s  
**Location:**
- Strategy Me**  
We invite a updated co  
**Location:**

### Company Plans 2011

This meeting will be an introduction to our company's plans for the year 2011. Mr. Luke Hillman will introduce the new annual plans and provide us with extensive explanation of their purpose.

All company employees are invited to attend the event.

**Event capacity:** N/A

**Event location:** Meeting Room 1

**Event date:** 1/4/2011 9:30:00 AM

**Registration**

First name:

Last name:

E-mail:

[Add event to Outlook](#)

- Family Wee**  
Our annual Park. Don't  
**Location:**
- Company P**  
New annua all employe  
**Location:**

[View all even](#)

Event registration attributes on the Intranet Portal include:

- **First name** - the first name of the attendee.
- **Last name** - the last name of the attendee.
- **E-mail** - the e-mail address of the attendee.

3. Optional: Sometimes it might be useful to add the event you are registering for to your personal agenda so that your own schedule is synchronized with that of the company. The Intranet Portal is well designed for this purpose as it enables you to add the event to Microsoft Outlook using the **Add event to Outlook** link.

4. To confirm the values you have entered in the registration form and to finally register for the event,

click the **Register** button.

## 7.3 Managing events

Users who were assigned appropriate rights can not only read events published in this section, they can also [add](#) new events and [edit](#) and [delete](#) the existing ones.

The following examples demonstrate how the actions available to users assigned special rights can be carried out.

### Adding events

Here you will learn how to add a new event to the Intranet Portal.

1. If you need to add an event to the Intranet Portal, access the portal and sign in. Now navigate to the **Events** section using the main menu and click the **Add event** link on the main page of the section.

Home
Company
Departments
Workgroups
Documents
News
Events
Media
Blogs
Forums
Employees

Events

## Events

November 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 No event	1 No event	2 No event	3 No event	4 No event	5 No event	6 No event
7 No event	8 No event	9 No event	10 No event	11 No event	12 No event	13 No event
14 No event	15 No event	16 No event	17 No event	18 No event	19 No event	20 No event
21 No event	22 No event	23 No event	24 No event	25 No event	26 No event	27 No event
28 No event	29 No event	30 No event	1 No event	2 No event	3 No event	4 No event
5 No event	6 No event	7 No event	8 No event	9 No event	10 No event	11 No event

Add event

### Upcomm

Christmas  
 Join us for  
 you plan to  
 we know h  
**Location:**

My event | 1  
 My event s  
**Location:**

Strategy Me  
 We invite a  
 updated co  
**Location:**

2. This displays the dialog used for the creation of a new event.

Events

August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 No event	1 No event	2 No event	3 No event	4 No event	5 No event	6 No event
7 No event	8 No event	9 No event	10 No event	11 No event	12 No event	13 No event
14 No event	15 No event	16 No event	17 No event	18 No event	19 No event	20 No event
21 No event	22 No event	23 No event	24 No event	25 No event	26 No event	27 No event
28 No event	29 No event	30 No event	31 No event	1 No event	2 No event	3 No event
4 No event	5 No event	6 No event	7 No event	8 No event	9 No event	10 No event

Upcoming events

- Strategy Meeting | 10/12/2011**

We invite all employees to join us for a review of updated corporate strategy.

**Location:** Hotel Holiday Inn, 1420 Washington Avenue
- Christmas Party | 12/16/2011**

Join us for this year's Christmas Party in the lobby. If you plan to come, please register for this event so that we know how much food needs to be ordered.

**Location:** Lobby

[View all events](#)

[Back to the events calendar](#)

**New document: Event (booking system)**

Save Spell check

**B I U abc X<sub>2</sub> X<sup>2</sup> | Styles Format Font Size | A<sub>1</sub> A<sub>2</sub> |**

Event name:

Event summary:

Event details:

Event location:

Start date:  [Now](#)

End date:  [Now](#)

All day event:

Capacity:

Allow registration over capacity:

Open from:  [Now](#)

Open to:  [Now](#)






Log on-line marketing activity:

Publish from:  [Now](#)


Publish to:  [Now](#)


**WYSIWYG Editor**

The following fields are available to define the event:

- **Event name** - the name of the event, it is displayed in the calendar and in the list of events; a required field.
- **Event summary** - the summary of the event, it is displayed in the list of events; an optional field.
- **Event details** - the details of the event, they are displayed after clicking on the name of the event; an optional field.
- **Event location** - the location of the event, it is displayed in the list of events; an optional field.
- **Event date** - the date of the event. It is displayed in the calendar and in the list of events; an optional field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Capacity** - the number of attendees allowed for the event; an optional field.
- **Allow registration over capacity** - indicates if the number of registered attendees can be higher than the capacity.
- **Open from** - the date and time when the registration starts. If you leave this value blank, the registration starts when the event is saved; an optional field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Open to** - the date and time when the registration ends; an optional field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Publish from** - the date and time from when the event will be published on the portal. If you leave this value blank, the event will be published right after its saving; an optional field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Publish to** - the date and time until when the event will be published on the portal; an optional field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.

You can use the built-in WYSIWYG editor to edit the **Event summary**, **Event details** and **Event location** fields. The WYSIWYG editor is used in various parts of the portal, especially in properties dialogs, and you can learn more about it in [Other features -> WYSIWYG editor](#).

You can optionally click the  **Spell check** button; the spell-checker will check the content of the event summary, event details and location and if it finds any mistake, you will be allowed to decide whether to ignore the word, add it to the dictionary or replace it with the suggested word.

When you have all values entered, click  **Save** to save the event. You will immediately find the event in the calendar and it will also be available in the section lists.

4. Finally, you can click the **Back to the events calendar** link to return to the main page of the **Events** section.

Events

August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 No event	1 No event	2 No event	3 No event	4 No event	5 No event	6 No event
7 No event	8 No event	9 No event	10 No event	11 No event	12 No event	13 No event
14 No event	15 No event	16 No event	17 No event	18 No event	19 No event	20 No event
21 No event	22 No event	23 No event	24 No event	25 No event	26 No event	27 No event
28 No event	29 No event	30 No event	31 No event	1 No event	2 No event	3 No event
4 No event	5 No event	6 No event	7 No event	8 No event	9 No event	10 No event

Upcoming events

- Strategy Meeting | 10/12/2011**

We invite all employees to join us for a review of updated corporate strategy.

**Location:** Hotel Holiday Inn, 1420 Washington Avenue
- Christmas Party | 12/16/2011**

Join us for this year's Christmas Party in the lobby. If you plan to come, please register for this event so that we know how much food needs to be ordered.

**Location:** Lobby

[View all events](#)

[Back to the events calendar](#)

**New document: Event (booking system)**

Save Spell check

B I U abc X<sub>2</sub> X<sup>2</sup> | Styles Normal Font Size

Event name:

Editing events

Here you will learn how to edit events on the Intranet Portal.

1. Event entries on the Intranet Portal can have been added by yourself or any other user of the portal assigned special rights. If you need to edit some of them and have the appropriate rights, access the portal and sign in. Now navigate to the **Events** section using the main menu and click on the name of the event either in the calendar or in the list of events - the details of the event together with the registration form will be displayed below the calendar. Now you can click the **Edit** link in between the details and the form.

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

Events > Company Plans 2011

## Events

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 No event	27 No event	28 No event	29 No event	30 No event	31 No event	1 No event
2 No event	3 No event	4 <a href="#">Company Plans 2011</a>	5 No event	6 No event	7 No event	8 No event
9 No event	10 No event	11 No event	12 No event	13 No event	14 No event	15 No event
16 No event	17 No event	18 No event	19 No event	20 No event	21 No event	22 No event
23 No event	24 No event	25 No event	26 No event	27 No event	28 No event	29 No event
30 No event	31 No event	1 No event	2 No event	3 No event	4 No event	5 No event

### Company Plans 2011

This meeting will be an introduction to our company's plans for the year 2011. Mr. Luke Hillman will introduce the new annual plans and provide us with extensive explanation of their purpose.

All company employees are invited to attend the event.  
**Event capacity:** N/A  
**Event location:** Meeting Room 1  
**Event date:** 1/4/2011 9:30:00 AM

[Edit](#) [Delete](#)

**Registration**

First name:

Last name:

E-mail:

[Add event to Outlook](#)

**Upcoming**

**Christmas F**

Join us for  
you plan to  
we know h

**Location:**

---

**My event | 1**

My event s

**Location:**

---

**Strategy Me**

We invite a  
updated co

**Location:**

---

**Family Wee**

Our annual  
Park. Don't

**Location:**

---

**Company Pl**

New annua  
all employe

**Location:**

---



test 2 | 11/26

2. This displays the dialog used for the editing of an existing event.





The fields available for the event, same as the spell check feature and the built-in WYSIWYG editor are described above in the [Adding events](#) section.

When you have all values entered, click  **Save** to save the event. You will immediately find the event in the calendar and it will also be available in the section lists. Alternatively, you can delete the event using the  **Delete** link.

4. If you don't want to make any more changes to the event, you can finally click the **Close edit mode** link. When you go back to the main page of the **Events** section, the recently edited event will be found both in the calendar and in the section lists.

## Deleting events

If you need to remove an event from the Intranet Portal and have the appropriate rights, access the portal and sign in. Navigate to the **Events** section using the main menu and click on the name of the event either in the calendar or in the list of events - the details of the event will be displayed below the calendar. Now you need to click the **Delete** link.

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

Events > Company Plans 2011

## Events

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 No event	27 No event	28 No event	29 No event	30 No event	31 No event	1 No event
2 No event	3 No event	4 <a href="#">Company Plans 2011</a>	5 No event	6 No event	7 No event	8 No event
9 No event	10 No event	11 No event	12 No event	13 No event	14 No event	15 No event
16 No event	17 No event	18 No event	19 No event	20 No event	21 No event	22 No event
23 No event	24 No event	25 No event	26 No event	27 No event	28 No event	29 No event
30 No event	31 No event	1 No event	2 No event	3 No event	4 No event	5 No event

### Company Plans 2011

This meeting will be an introduction to our company's plans for the year 2011. Mr. Luke Hillman will introduce the new annual plans and provide us with extensive explanation of their purpose.

All company employees are invited to attend the event.

**Event capacity:** N/A

**Event location:** Meeting Room 1

**Event date:** 1/4/2011 9:30:00 AM

[Edit](#) [Delete](#)

## Upcomm

Christmas F

Join us for  
you plan to  
we know h

**Location:**

My event | 1

My event s

**Location:**

Strategy Me

We invite a  
updated co

**Location:**

Family Wee

Our annual  
Park. Don't

**Location:**

Another option to delete an event is to navigate to the event edit mode by clicking the **Edit** link and use the **Delete** link as described in the [Editing events](#) section above.

The screenshot displays the Kentico Events management interface. At the top, a navigation menu includes Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs, Forums, and Employees. Below the menu, the breadcrumb path is 'Events > Company Plans 2011'. The main content area is titled 'Events' and features a calendar for January 2011. The calendar shows the date '4' (Tuesday) highlighted with the event 'Company Plans 2011'. To the right of the calendar, there is a section for 'Upcoming events' listing 'Strategy Meeting | 10/12/2011' and 'Christmas Party | 12/16/2011'. Below the calendar, the event details for 'Company Plans 2011' are shown, including a description, event capacity (N/A), location (Meeting Room 1), and date (1/4/2011 9:30 AM). At the bottom of the event details, there is a 'Close edit mode' section with a toolbar containing 'Save', 'Spell check', and 'Delete' buttons. The 'Delete' button is circled in red. Below the toolbar, the event name 'Company Plans 2011' and a summary text are visible in a text editor.

In both cases, you will be asked to confirm the removal of the event. Please note that if you set the **Destroy document and its history** option to true, it will not be possible to restore the deleted event. Click **Yes** to remove the event from the portal.

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

Events > Company Plans 2011

## Events

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 No event	27 No event	28 No event	29 No event	30 No event	31 No event	1 No event
2 No event	3 No event	4 <a href="#">Company Plans 2011</a>	5 No event	6 No event	7 No event	8 No event
9 No event	10 No event	11 No event	12 No event	13 No event	14 No event	15 No event
16 No event	17 No event	18 No event	19 No event	20 No event	21 No event	22 No event
23 No event	24 No event	25 No event	26 No event	27 No event	28 No event	29 No event
30 No event	31 No event	1 No event	2 No event	3 No event	4 No event	5 No event

### Company Plans 2011

This meeting will be an introduction to our company's plans for the year 2011. Mr. Luke Hillman will introduce the new annual plans and provide us with extensive explanation of their purpose.


All company employees are invited to attend the event.

**Event capacity:** N/A

**Event location:** Meeting Room 1

**Event date:** 1/4/2011 9:30:00 AM

[Close edit mode](#)

 **Delete document "Company Plans 2011"**

Are you sure you want to delete the selected document?

Destroy document and its history (document cannot be restored)

### Upcomm

Christmas F

Join us for t  
you plan to  
we know hc

**Location:** I

My event | 1

My event si

**Location:** I

Strategy Me

We invite a  
updated co

**Location:** I

Family Week

Our annual  
Park. Don't

**Location:** .

Company PI

New annua  
all employe

**Location:** I

test 2 | 11/26

**Part**

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**VIII**

**Media libraries**

---

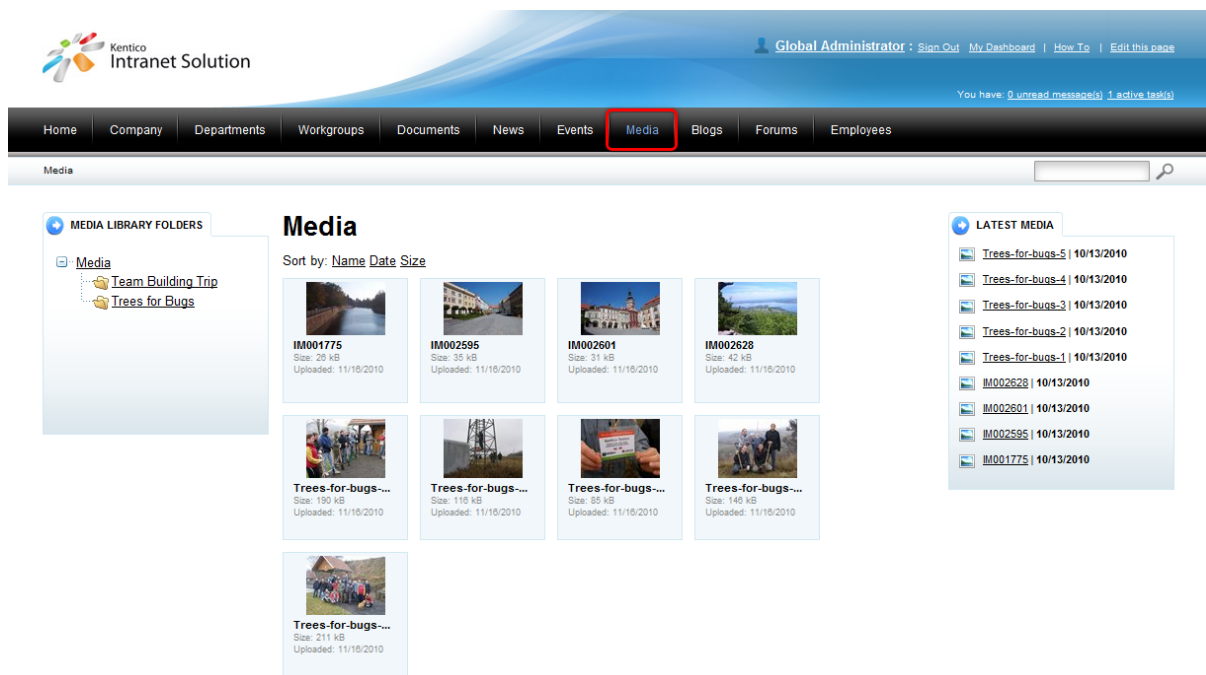
## 8 Media libraries

### 8.1 Media libraries overview

The **Media libraries** section is designed to provide the user with access to various files, such as photos, sound, videos, package files, presentation files, etc. added to the Intranet Portal.

The section can be accessed from the main menu by clicking the **Media** button. Although the content of the files is primarily aimed at business activities of the company, there are in fact no limitations as to what areas or interest can be covered in the **Media libraries** section. You can thus find here company promotion materials of various kinds, same as information on anything the company employees and other persons who can log in to the Intranet Portal may find useful or interesting. However, unlike other sections the **Media libraries** section is solely presentational. It is therefore not possible for the user of the portal to add, edit or delete any of the files presented in the section. Even though they are allowed to keep copies of the presented files.

To demonstrate the **Media libraries** section's features, we will use Luke Hillman, one of the sample users shipped with the portal. Log on using the *LukeH* username with blank password and select **Media libraries** in the main navigation. You should see a page similar to the one depicted in the following screenshot.



The main portion of the section's main page is taken up by the interface that is used to display teasers of files from the folder selected in the **Media library folders** area in the left hand side of the page. The **Latest media** area in the right hand side of the page contains a list of the last added media.

Apart from the global media, each department and workgroup also has its own dedicated media, accessible only to members of the department or workgroup. The media can be accessed through the main navigation within each department's or workgroup's dedicated website section. Please refer to the [Departments](#) and [Workgroups](#) chapters for more details.

## Accessing Media libraries files

If you would like to access the media libraries files, choose **Media** from the main menu. You will see the content tree of the **Media library folders** area. Now click either **Media**, which is the root node of the tree, to view the teasers of all files in the media library folders or click on any folder in the tree to view the teasers of all files in the given folder.

The screenshot shows a navigation menu at the top with items: Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs, Forums, Employees. Below the menu, the 'Media' folder is selected in the sidebar under 'MEDIA LIBRARY FOLDERS'. The main content area displays a grid of file teasers. The first row contains four teasers with the following details:

File ID	Size	Uploaded
IM001775	29 kB	11/16/2010
IM002595	35 kB	11/16/2010
IM002601	31 kB	11/16/2010
IM002628	42 kB	11/16/2010

Teasers and some other details such as the size and date of upload of the files contained in the folder you have clicked on are now displayed in the **Media** area of the main page. By default, teasers are sorted by name. You can change the sorting by clicking on one of the **Sort by** links.

The screenshot shows the same navigation menu and sidebar as the previous image. The main content area displays a grid of file teasers. The first row contains four teasers with the following details:

File ID	Size	Uploaded
IM001775	26 kB	11/16/2010
IM002595	35 kB	11/16/2010
IM002601	31 kB	11/16/2010
IM002628	42 kB	11/16/2010

The second row contains four teasers with the following details:

File ID	Size	Uploaded
Trees-for-bugs-...	190 kB	11/16/2010
Trees-for-bugs-...	116 kB	11/16/2010
Trees-for-bugs-...	85 kB	11/16/2010
Trees-for-bugs-...	146 kB	11/16/2010

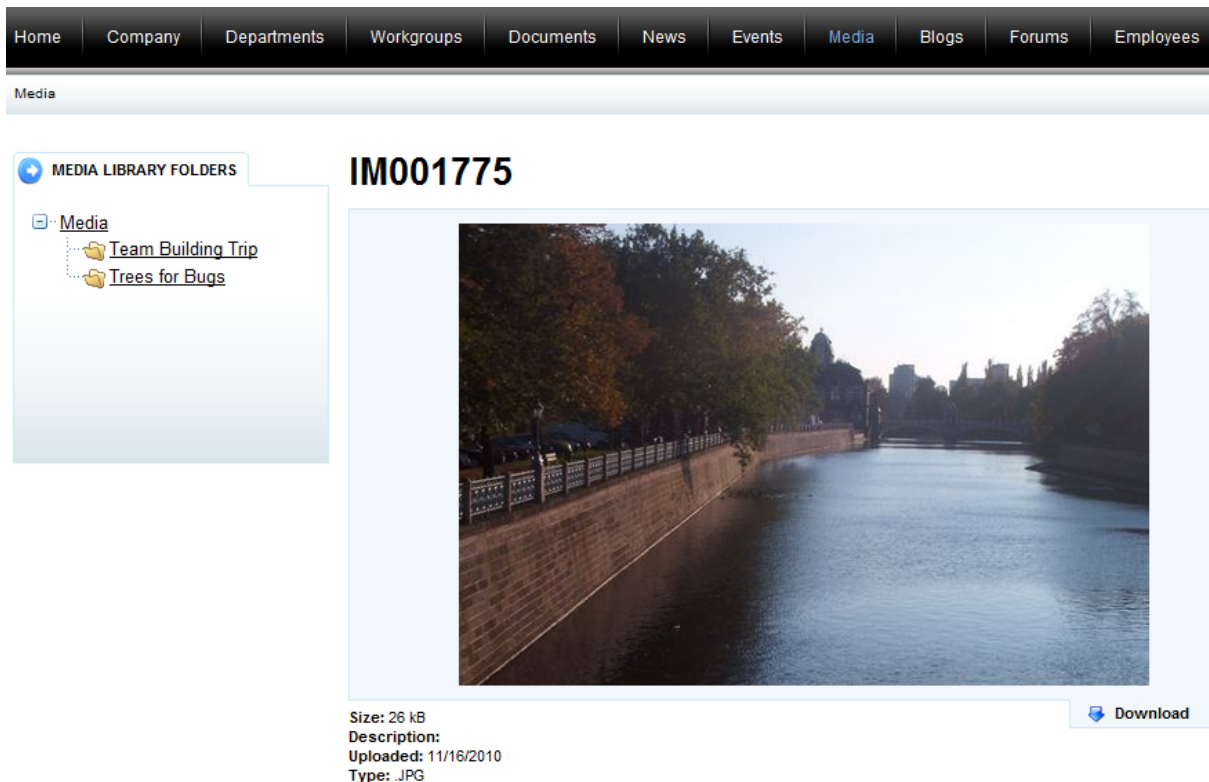
The third row contains one teaser with the following details:

File ID	Size	Uploaded
Trees-for-bugs-...	211 kB	11/16/2010

Teasers displayed in the **Media** area of the **Media libraries** section can be sorted by:

- **Name** - the name of the file used on the Intranet Portal.
- **Date** - the date when the file was uploaded on the Intranet Portal.
- **Size** - the size of the file.

If you would like to access the file whose teaser is currently displayed, click either on the teaser or name of the file. Another option how to do it is to click on the title of some of the last added files in the **Latest media** area in the right hand side of the page. In either of the case, the file together with its details will be displayed.




Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Media

MEDIA LIBRARY FOLDERS

- Media
  - Team Building Trip
  - Trees for Bugs

## IM001775




Size: 26 kB  
Description:  
Uploaded: 11/16/2010  
Type: .JPG

Download

The details of the file include:

- **Size** - the size of the file.
- **Description** - the description of the file.
- **Uploaded** - the date when the file was uploaded on the Intranet Portal.
- **Type** - the extension of the file denoting the type of the file.

Please note that you can keep a copy of the file by saving it in your local file system. This can be done by clicking the  **Download** link right under the file.



**Part**

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**IX**

**Blogs**

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## 9 Blogs

### 9.1 Blogs overview

The **Blogs** section is designed to publish blogs, which are frequent, chronological publications of one's thoughts and web links.

The section can be accessed from the main menu by clicking the **Blogs** button. It contains blogs of all portal users and blog posts within these blogs. Anyone who can sign in to the Intranet Portal can view blogs with blog posts, same as create new blogs and blog posts. Each portal user can also leave comments on any blog post they choose. However, an existing blog can be edited and deleted only by its owner who is also the only portal user allowed to add, edit and delete blog posts within this particular blog. Blogs with blog posts and their comments are organized in the form of list where the title and teaser of the given item are displayed. Apart from the title and teaser, listed blogs may be viewed with an optional blog description and blog posts with the information on the blog they belong to, the author, post date and the number of comments. Blogs and blog posts titles work as links that lead directly to the items pages. On these pages you can not only view the actual item, you can also read comments if available and leave comments. What is more, the items owners can manage the items from here, too. Apart from offering the above mentioned functionality, the **Blogs** section enables you to learn about the top bloggers of the portal, to access the blog post archive or to read the latest blog post comments. Even though the content of the section is primarily aimed at business activities of the company, there are in fact no limitations as to its orientation.

To demonstrate the **Blogs** section's features, we will use Luke Hillman, one of the sample users shipped with the portal. Log on using the *LukeH* username with blank password and select **Blogs** in the main navigation. You should see a page similar to the one depicted in the following screenshot.

The screenshot displays the Kentico Intranet Solution interface. At the top, the user is logged in as Luke Hillman, with options to sign out, view the dashboard, or see how to use the system. The main navigation menu includes Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs (highlighted with a red box), Forums, and Employees. Below the navigation is a search bar. The main content area is titled 'Recent blog posts' and features three blog entries:

- Planned Changes to the Travel Policy**: A post by Susan Campbell on 10/12/2010 at 7:50:33 PM, with 0 comments. The content asks for feedback on a new travel policy.
- Yes, You Can!**: A post by Luke Hillman on 10/12/2010 at 7:31:58 PM, with 0 comments. The content encourages employees to make a difference.
- How Do You Like Your Working Environment?**: A post by Susan Campbell on 10/12/2010 at 7:30:48 PM, with 0 comments. The content asks for feedback on the office environment.

On the right side, there is a 'TAG CLOUD' sidebar showing a list of tags: employee, internal, office, plans, responsibility, rules, satisfaction, social, strategy, success, travel. Below the tag cloud is a 'RECENT BLOGS' section showing two recent posts: 'HR Blog' and 'Notes from the CEO'. At the bottom of the sidebar is a 'LATEST COMMENTS' section, which currently shows no comments.

The main portion of the section's main page is taken up by the **Recent blog posts** area that is used to

display the list of recent blog posts. To the right from this list, you can see the **Tag cloud**, **Recent blogs** and **Latest comments** boxes.

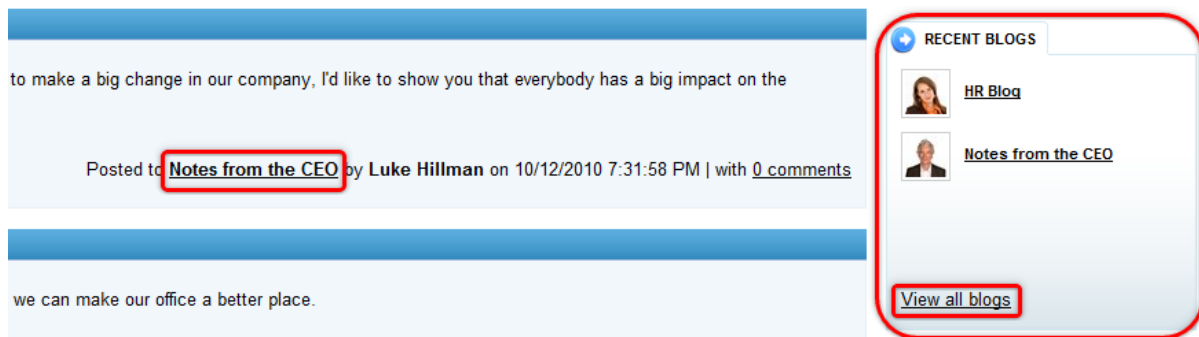
Blogs with blog posts on the Intranet Portal can be dealt with in the following ways:


- Blogs and blog posts can be [viewed](#) by anyone who has access to the Intranet Portal.
- Anyone who has access to the portal can [comment](#) on blog posts.
- Anyone who has access to the portal can [create](#) a new blog with blog posts.
- Blogs with blog posts can be [edited and deleted](#) only by their owners.

Apart from these global blogs and blog posts with their comments, each department and workgroup also has its own dedicated blogs, accessible only to members of the department or workgroup. They can be accessed through the main navigation within each department's or workgroup's dedicated website section. Please refer to the [Departments](#) and [Workgroups](#) chapters for more details.

## Viewing blogs and blog posts

If you would like to view blogs on the portal, choose **Blogs** from the main menu and on the main page of the **Blogs** section you will see the **Recent blogs** box containing a list of recently added blogs by all portal users. Click on the name of any of the listed blogs and you will be redirected to the blog page. To view all blogs by all users published on the portal, click the **View all blogs** link in the **Recent blogs** box. Another option to view blogs is to use blog posts. Choose any blog post published within the blog of your interest and click on its title in the blog post details to be redirected to the blog page.



If you would like to view blog posts on the portal, navigate to the main page of the **Blogs** section and you will see the **Recent blog posts** area containing a list of recently added blog posts from all blogs on the portal. The simplest way to view a blog post is to choose one from this list. Just click on the name of the blog post of your interest that serves as a link and you will be redirected to the blog post page. Another way to view a blog post is to use the tag cloud, which displays tags that are associated with the current blog post. Tags can be found in the **Tag cloud** box displayed as links. Those with higher occurrence are displayed in higher font size. If the portal user clicks on some of the links, a list of all blog posts tagged with the given tag will be displayed. If you would like to view a blog post via a blog, just go to the given blog page and click on the title of the blog post of your interest. Finally, it is possible to subscribe to blog posts using RSS feeds by clicking on the  icon beside the caption of the **Recent blog posts** area. If you would like to learn more about RSS feeds available on the Intranet Portal, please refer to [Other features -> RSS feeds](#).

## 9.2 Commenting on blog posts

Each user signed in to the Intranet Portal can comment on blog posts published by other users. Besides, each user can also report defective and illicit content by clicking the **Report abuse** link next to the blog post comment.

The following example demonstrates how a user of the Intranet Portal can perform this action. We will use Luke Hillman, one of the sample users shipped with the portal. Log on using the *LukeH* username with blank password and select **Blogs** in the main navigation.

### How to comment on blog posts

1. If you would like to comment on a blog post on the Intranet Portal, you first need to view the details of this particular blog post. On the main page of the **Blogs** section, you can see the **Recent blog posts** area containing a list of recently added blog posts. The simplest way to view the details of a blog post is to choose one from this list. For more details on how to view blog posts on the portal, please refer to [Blogs overview -> Viewing blogs and blog posts](#).

2. After you have clicked on the title of the blog post that you would like to comment on, you will be redirected to the blog post page. The details of the blog post together with its comments and the **Leave comment** form will be displayed here.


3. Scroll down to the bottom of the page as far as the form. To leave a comment on a particular blog post, you need to fill in the form by entering your name and the actual comment. Your e-mail and URL are optional values that needn't be entered. Please note that the **Name** and **E-mail** fields are filled in automatically according to the current user's account.

Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Blogs > Notes from the CEO > October 2010 > Yes, You Can!

[Edit](#) [Delete](#)

Yes, You Can!

 **Although you may feel too small to make a big change in our company, I'd like to show you that everybody has a big impact on the success of our company.**

Some text comes here...

Filed under: [success](#), [strategy](#)

Posted by [Luke Hillman](#) on 10/12/2010 7:31:58 PM

☆☆☆☆☆ Current rating: 0 (0 ratings)

**Comments**

Blog post currently doesn't have any comments.

**Leave comment**

Name:

E-mail:

Your URL:

Comments:

Blog post comment attributes on the Intranet Portal include:

- **Name** - the name of the author of the comment; a required field.
- **E-mail** - the e-mail of the author of the comment; an optional field.
- **Your URL** - URL of the author of the comment; an optional field.
- **Comments** - the text of the comment you would like to leave; a required field.

3. To confirm the values you have entered in the previous step and to finally add the comment, click **Add**

. The new comment will be displayed on top of the list of comments, just below the blog post.



#### Please note

Apart from reporting abuse using the **Report abuse** link, the blog owner can manage blog post comments, i.e. **Edit**, **Delete** and **Reject** them using the respective links.

Yes, You Can!



Although you may feel too small to make a big change in our company, I'd like to show you that everybody has a big impact on the success of our company.

Some text comes here...

Posted by [Luke Hillman](#) on 10/12/2010 7:31:58 PM

Filed under: [success](#), [strategy](#)

☆☆☆☆☆ Current rating: 0 (0 ratings)

Comments



**Luke Hillman**  
This is a sample comment.  
12/7/2010 5:56:41 PM

[Edit](#) [Delete](#) [Reject](#) [Report abuse](#)

## 9.3 Creating a new blog

Each user signed in to the Intranet Portal can [create a new blog](#) and [add posts](#) to this blog. It means that the user must be the owner of the blog to be able to add blog posts.

The following example demonstrates how a user of the portal can perform these actions. We will use Luke Hillman, one of the sample users shipped with the portal. Log on using the *LukeH* username with blank password.

### How to create a new blog

1. If you would like to create a new blog on the Intranet Portal, access the portal and sign in. Now navigate to the **Blogs** section using the main menu and click the **Create a new blog** link on the main page of the section.


Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Blogs

## Recent blog posts


[Create a new blog](#)

**Planned Changes to the Travel Policy**

 Please review the new document on travel policy and let us know if you have any suggestions or if you feel the new policy doesn't cover some special cases.

Posted to [HR Blog](#) by [Susan Campbell](#) on 10/12/2010 7:50:33 PM | with [0 comment](#)

**Yes, You Can!**

 Although you may feel too small to make a big change in our company, I'd like to show you that everybody has a big impact on the success of our company.

Posted to [Notes from the CEO](#) by [Luke Hillman](#) on 10/12/2010 7:31:58 PM | with [1 comment](#)

2. This displays the dialog used for the creation of a new blog.

Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Blogs > Create

## Create blog

Blog name:

Blog description:

OK

The following fields are available to define the blog:

- **Blog name** - the name of the blog displayed on the portal; a required field.
- **Blog description** - the description of the blog displayed on the portal; an optional field.

When you have all values entered, click **OK** to save the new blog. You will immediately be redirected to the blog page. Please note that if you now went to the main page of the **Blogs** section, the newly created blog would be listed among other blogs in the **Recent blogs** box.

## How to add a blog post to a blog

1. If you would like to add a new blog post to the Intranet Portal, you must be the owner of at least one blog. Access the portal, sign in and navigate to the **Blogs** section using the main menu. Now select one of your blogs where you would like to add a blog post. Click on the name of the blog and on the blog page, where you will be redirected to, click the **New blog post** link.

The screenshot shows the Kentico CMS Intranet Portal navigation menu at the top, including Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs, Forums, and Employees. Below the menu, the breadcrumb trail reads 'Blogs > Notes from the CEO'. The main heading is 'Notes from the CEO'. Underneath, there are links for 'Edit blog' and 'Delete', and a 'New blog post' link which is highlighted with a red rectangular box. Below the links, there are two blog posts displayed. The first post is titled 'Yes, You Can!' and features a profile picture of a man. The text of the post reads: 'Although you may feel too small to make a big change in our company, I'd like to show you that everybody has a big impact on the success of our company.' The post is attributed to 'Luke Hillman' and dated '10/12/2010 7:31:58 PM', with '1 comment'. The second post is titled 'Our Plans for the Next Year' and also features the same profile picture. The text reads: 'Read this blog post to learn more what we plan to do in the next year and what role you play in our strategy.' This post is also attributed to 'Luke Hillman' and dated '10/12/2010 7:29:58 PM', with '0 comment'.

2. This displays the dialog used for the creation of a new blog post.






Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Blogs > Notes from the CEO


## Notes from the CEO

[Edit blog](#) [Delete](#)  
[My blog posts](#)

 **New document: Blog post**


 Save  Spell check

Post title:

Post date: 8/31/2011 3:40:56 PM  Now

Post summary:


Post text:


Post teaser:  Upload file

Allow comments:





Tags:    
*Enter tags separated with comma. Example: dogs, cats*

Log on-line marketing activity:


Publish from:   Now


Publish to:   Now

The following fields are available to define the blog post:

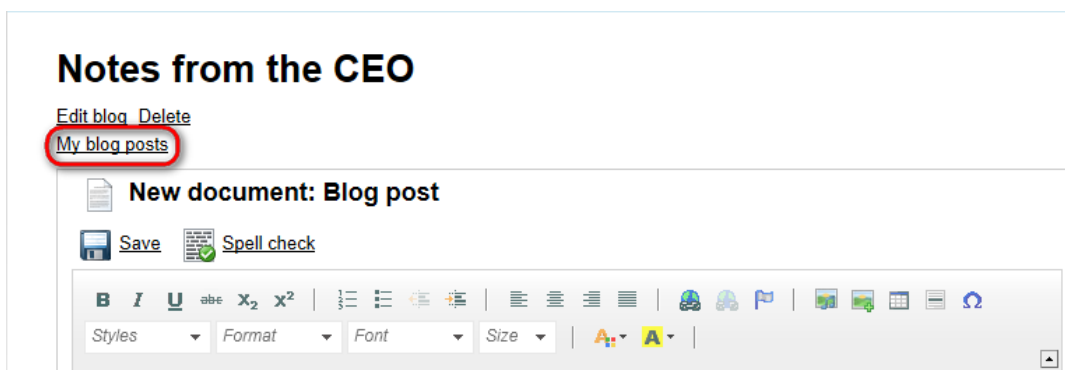
- **Post title** - the title of the blog post displayed on the portal; a required field.
- **Post date** - the date and time of creation of the blog post, displayed in the details of the blog post; a required field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Post summary** - the summary of the blog post displayed in the list of blog posts; a required field.
- **Post text** - the text of the blog post displayed on the blog post page; a required field.
- **Post teaser** - blog post teaser (preview) image displayed in the list of blog posts; an optional field. Click the  **Upload file** link to upload the image from the local or network file system.
- **Allow comments** - indicates if commenting on the blog post is allowed; an optional field.
- **Tags** - special words that are associated with the blog post, displayed in the form of links; an optional field.
- **Publish from** - the date and time when the blog post will be published on the portal; an optional field. If you leave this value blank, the blog post will be published right after its saving. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Publish to** - the date and time until when the blog post will be published on the portal; an optional field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.

You can use the built-in WYSIWYG editor to edit the **Post summary** and **Post text** fields. The WYSIWYG editor is used in various parts of the portal and you can learn more about it in [Other features -> WYSIWYG editor](#).

You can optionally click the  **Spell check** button; the spell-checker will check the content of the post summary and post text and if it finds any mistake, you will be allowed to decide whether to ignore the word, add it to the dictionary or replace it with the suggested word.

When you have all values entered, click  **Save** to save the new blog post. You will immediately find it listed among other blog posts below the blog post properties form.

5. Finally, you can display the newly created blog post on the blog page by clicking the **My blog posts** link.



## 9.4 Managing blogs

Users who created their own blogs on the Intranet Portal can [edit](#) and [delete](#) these blogs, same as [edit](#) and [delete](#) blog posts added to these blogs.

The following examples demonstrate how the actions available to blog owners can be carried out. For the purpose of the examples we will use Luke Hillman, one of the sample users shipped with the portal. Log

on using the *LukeH* username with blank password.

## Editing blogs

1. If you need to edit one of the blogs you created, access the portal and sign in. Now navigate to the **Blogs** section using the main menu and click on the name of the blog. On the page where you will be redirected to, click the **Edit blog** link. For more details on how to view blogs on the portal, please refer to [Blogs overview -> Viewing blogs and blog posts](#).

The screenshot shows a web portal navigation menu with items: Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs, Forums, and Employees. Below the menu is a breadcrumb trail: Blogs > Notes from the CEO. The main heading is 'Notes from the CEO'. Below the heading are two links: 'Edit blog' (highlighted with a red box) and 'Delete'. Below these links is a link for 'New blog post'. A blue banner reads 'Yes, You Can!'. Below the banner is a profile picture of a man and a text block: 'Although you may feel too small to make a big change in our company, I'd like to show you that everybody has a big impact on the success of our company.' At the bottom right, it says 'Posted to Notes from the CEO by Luke Hillman on 10/12/2010 7:31:58 PM | with 1 comment'.

2. This displays the dialog used for the editing of an existing blog.

Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Blogs > Notes from the CEO

## Notes from the CEO

[Close edit mode](#)

Save Spell check Delete

Styles Format Font Size A: A:

Blog name:

Blog description: 

This is the blog of CEO, Luke Hillman.

body p

If you want to suggest any improvement in our company, please send me an e-mail to [lukeh@localhost.local](mailto:lukeh@localhost.local).

Side column text: 

body

Blog Teaser: 

Actions	Update	Name	Size
		Desert.jpg	826 kB

Open comments for:

Send comments to e-mail address:

Allow anonymous comments:

Use CAPTCHA for comments:

Require e-mail addresses:

Unsubscription URL:

Enable subscriptions:

Moderate comments:

Blog moderators:


Enable trackbacks:



Publish from:  Now





Publish to:  Now



The following fields are available if you edit an existing blog:

- **Blog name** - the name of the blog displayed on the portal; a required field.
- **Blog description** - the description of the blog displayed on the portal; an optional field.
- **Side column text** - the blog side column text; an optional field.
- **Blog Teaser** - the teaser (preview) image of the blog. It is displayed together with the name of the

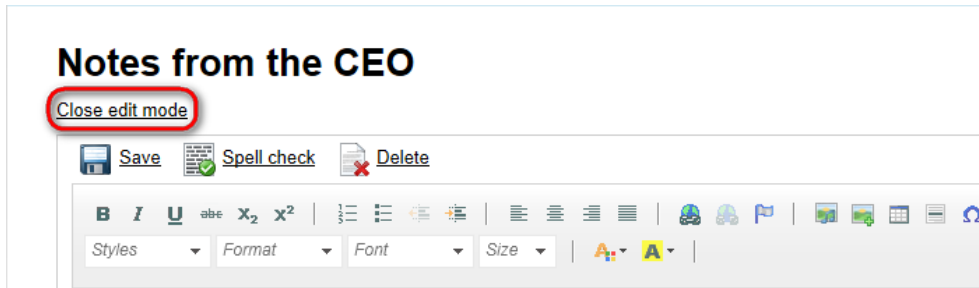
blog; an optional field. Click the  **Upload file** link to upload the image from the local or network file system.

- **Open comments for** - indicates how long blog comments are opened after publishing a blog post; the default value is *Always*.
- **Send comments to e-mail address** - the e-mail address to which comments will be sent; an optional field.
- **Allow anonymous comments** - indicates if anonymous users are allowed to insert comments; an optional field.
- **Use CAPTCHA for comments** - indicates if CAPTCHA is used for comments; an optional field.
- **Require e-mail address** - indicates if e-mail address is required when adding a blog comment; an optional field.
- **Unsubscription URL** - URL of a page with the Blog post unsubscription web part, which handles blog post unsubscription requests from links contained in blog post notifications; an optional field. Unless you were instructed otherwise, please leave the field empty - a pre-defined page will be used.
- **Enable subscriptions** - indicates if subscriptions to notifications about new blog post comments are enabled; an optional field.
- **Moderate comments** - indicates if new comments require to be moderated before publishing; an optional field. If the blog is moderated, all new blog post comments are created in the rejected state and must be approved by a blog moderator or the blog owner before becoming visible. Moderators receive automatic notification e-mails whenever a new blog post comment that requires their approval is created. Please note that blog moderators have the same rights to blog post comments like the blog owner.
- **Blog moderators** - users who are allowed to moderate blog post comments; an optional field. Use the **Select** button to select the moderators or use the **Clear** button to remove the moderators from the blog.
- **Enable trackbacks** - indicates if the trackbacking feature is enabled; an optional field.
- **Publish from** - the date and time when the blog will be published on the portal; an optional field. If you leave this value blank, the blog will be published right after its saving. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Publish to** - the date and time until when the blog will be published on the portal; an optional field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.

You can use the built-in WYSIWYG editor to edit the **Blog description** and **Side column text** fields. The WYSIWYG editor is used in various parts of the portal and you can learn more about it in [Other features -> WYSIWYG editor](#). The teaser image of the blog can be **Edited** () , **Deleted** () , **Updated** () or displayed in a separate window using either the actual teaser or name of the image file. You can also optionally click the  **Spell check** button; the spell-checker will check the content of the blog description and the side column text and if it finds any mistake, you will be allowed to decide whether to ignore the word, add it to the dictionary or replace it with the suggested word.

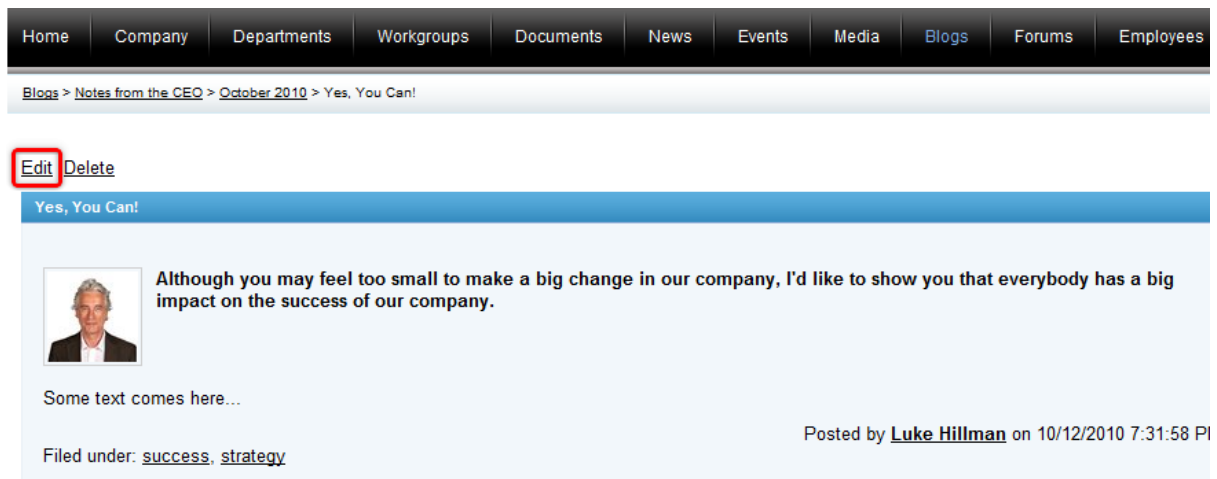
When you have all values entered, click  **Save** to save the blog. Alternatively, you can delete the blog using the  **Delete** link.

4. If you don't want to make any more changes to the blog, you can finally click the **Close edit mode** link. You will immediately be redirected to the blog page. If you now go to the main page of the **Blogs** section, the blog will be listed among other blogs in the **Recent blogs** box.



## Editing blog posts

1. If you need to edit some of the blog posts you added to a blog whose owner you are, access the portal and sign in. Now navigate to the **Blogs** section using the main menu and click on the name of the blog post. On the page where you will be redirected to, click the **Edit** link. For more details on how to view blog posts on the portal, please refer to [Blogs overview -> Viewing blogs and blog posts](#).



2. This displays the dialog used for the editing of an existing blog post.

Close edit mode

Save Spell check Delete

B I U abc x<sub>2</sub> x<sup>2</sup> | ☰ ☰ ☰ ☰ | ☰ ☰ ☰ ☰ | ☰ ☰ ☰ ☰ | ☰ ☰ ☰ ☰ | ☰ ☰ ☰ ☰ | ☰ ☰ ☰ ☰

Post title:

Post date:  Now

Post summary: 

Although you may feel too small to make a big change in our company, I'd like to show you that everybody has a big impact on the success of our company.

Post text: 

Some text comes here...

Post teaser: 

Actions	Update	Name	Size
		Desert.jpg	826 kB

Allow comments:





Tags:  Select  
Enter tags separated with comma. Example: dogs, cats





Log on-line marketing activity:



Publish from:  Now

Publish to:  Now

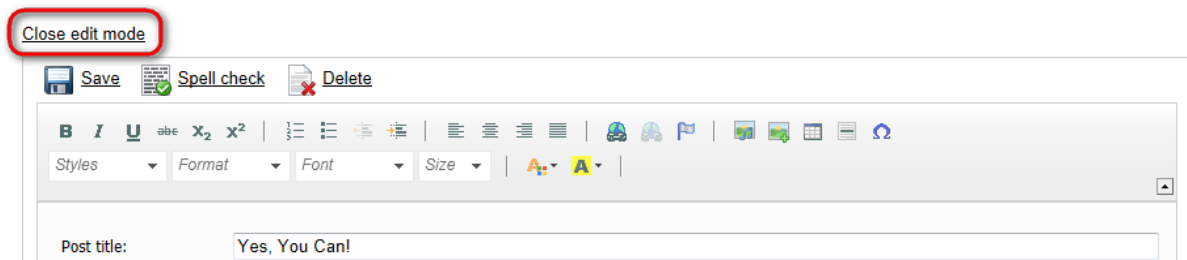
The following fields are available if you edit an existing blog post:

- **Post title** - the title of the blog post displayed on the portal; a required field.
- **Post date** - the date and time of creation of the blog post, displayed in the details of the blog post; a required field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Post summary** - the summary of the blog post displayed in the list of blog posts; a required field.
- **Post text** - the text of the blog post displayed on the blog post page; a required field.
- **Post teaser** - blog post teaser (preview) image displayed in the list of blog posts; an optional field. Click the  **Upload file** link to upload the image from the local or network file system.
- **Allow comments** - indicates if commenting on the blog post is allowed; an optional field.
- **Tags** - special words that are associated with the blog post, displayed in the form of links; an optional field.
- **Publish from** - the date and time when the blog post will be published on the portal; an optional field. If you leave this value blank, the blog post will be published right after its saving. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.
- **Publish to** - the date and time until when the blog post will be published on the portal; an optional field. You can click the **Now** link to insert the current date and time or you can click the  icon to choose the date and time from the calendar.

You can use the built-in WYSIWYG editor to edit the **Post summary** and **Post text** fields. The WYSIWYG editor is used in various parts of the portal and you can learn more about it in [Other features -> WYSIWYG editor](#). The teaser image of the blog post can be **Edited** () , **Deleted** () , **Updated** () or displayed in a separate window using either the actual teaser or name of the image file. You can optionally click the  **Spell check** button; the spell-checker will check the content of the post summary and post text and if it finds any mistake, you will be allowed to decide whether to ignore the word, add it to the dictionary or replace it with the suggested word.

When you have all values entered, click  **Save** to save the blog post. You will immediately find it listed among other blog posts below the blog post properties form. Alternatively, you can delete the blog post using the  **Delete** link.

4. If you don't want to make any more changes to the blog post, you can finally click the **Close edit mode** link. When you go back to the main page of the **Blogs** section, the recently edited blog post will be listed among other blog posts in the **Recent blog posts** area.



## Deleting blogs

If you need to remove one of the blogs you created on the Intranet Portal, access the portal and sign in. Navigate to the **Blogs** section using the main menu and click on the name of the blog. On the blog page where you will be redirected to, click the **Delete** link. Please note that deleting the blog will result in removing all blog posts added to this blog, too. For more details on how to view blogs on the portal, please refer to [Blogs overview -> Viewing blogs and blog posts](#).






Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Blogs > Notes from the CEO

## Notes from the CEO

[Close edit mode](#)

 **Delete document "Notes from the CEO"**

Are you sure you want to delete the selected document?

Destroy document and its history (document cannot be restored)


## Deleting individual blog posts

If you need to remove one particular blog post whose owner you are, access the portal and sign in. Navigate to the **Blogs** section using the main menu and click on the name of the blog post. On the blog post page where you will be redirected to, click the **Delete** link. For more details on how to view blog posts on the portal, please refer to [Blogs overview -> Viewing blogs and blog posts](#).

Home Company Departments Workgroups Documents News Events Media Blogs Forums Employees

Blogs > Notes from the CEO > October 2010 > Yes, You Can!

Yes, You Can!

 **Although you may feel too small to make a big change in our company, I'd like to show you that everybody has a big impact on the success of our company.**

Some text comes here...

Filed under: [success](#), [strategy](#)

Posted by [Luke Hillman](#) on 10/12/2010 7:31:58 PT

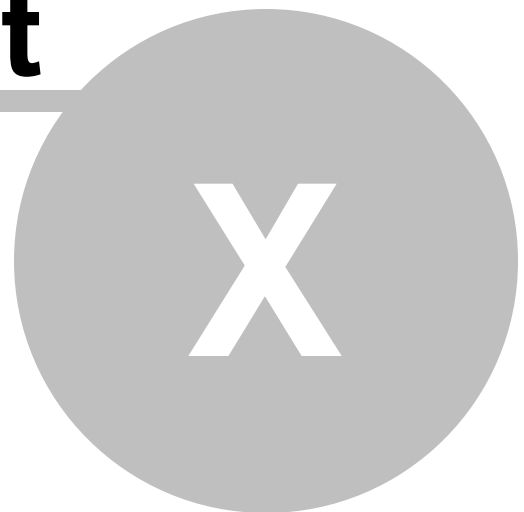
☆☆☆☆☆ Current rating: 0 (0 ratings)

Another option to delete a blog post is to navigate to the blog post edit mode by clicking the **Edit** link and use the  **Delete** link as described in the [Editing blog posts](#) section above.



**Part**

---



**Forums**

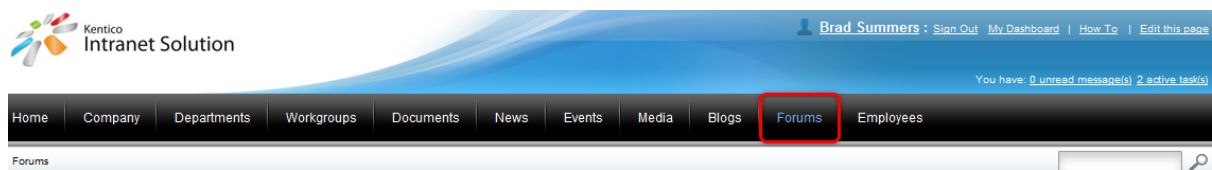
---

## 10 Forums

### 10.1 Forums overview

The **Forums** section provides a place where all users can participate in discussions based on posted messages.

Forums are organized in a tree-like structure, starting from a *forum group*, which contains individual *forums*. Each forum is usually dedicated to a certain topic. Forums and their groups cannot be created by regular users and must be predefined by the portal administrators. The next level are *threads*, which can be created under forums and represent a single discussion. These threads are composed of *posts*, every post being a contribution to the discussion by a user. The posts are organized in a way where every post is a reply to either the original post of the thread or to another subsequent post.



### Forums

Forum	Threads	Posts	Last post
<b>Intranet Discussion</b> Intranet discussion forum group.			
<a href="#">General</a> General forum.	1	4	RachelV (10/13/2010 4:53:58 PM)
<a href="#">Technical Questions - Computers and Software</a> You can post here your questions and get help from others.	1	1	RachelV (10/13/2010 4:51:46 PM)
<a href="#">Intranet</a> Post your questions and suggestions here.	1	1	JenniferW (10/13/2010 4:46:56 PM)
<a href="#">Sell and Buy</a> Want to sell or buy anything to/from other employees? Use this forum instead of spamming everybody with e-mail.	1	1	JustinF (10/13/2010 4:58:54 PM)

**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...

[2006 Toyota Yaris for just \\$10k!](#) | 10/13/2010  
Hi all, I'm buying a new car, so I'm selling my Yaris. You can see it in front of our office :)

[How can I share an Excel 2007 document?](#) | 10/13/2010  
I cannot find this in Excel 2007. Any help?

[How do I create a new workgroup?](#) | 10/13/2010  
Can anybody help me?

[RE:How can we improve our travel policy?](#) | 10/13/2010

The main portion of the page is taken up by the interface that is used to browse or post in the forums. On the right are lists providing information and links related to forum activity. It is also possible to access an RSS feed containing forum posts using the icon in the **Latest posts** box. Please refer to [Other features -> RSS feeds](#) to learn more about using RSS feeds on the portal.

In addition to this global forum, each department and workgroup also has its own dedicated forum, accessible only to members of the department or workgroup. Please refer to the [Departments](#) and [Workgroups](#) chapters for more details.

There are two modes forums can be viewed in:


- Most users can only view the contents of the forums and add their own contributions, please refer to the [Using forums](#) topic for more detailed information.
- Some users may be designated as forum moderators and tasked with overseeing a certain forum. Moderators have some additional options available to them; please see the [Moderating forums](#) topic to learn more.

## 10.2 Using forums

The examples in this topic demonstrate how common forum activities can be performed. Please be aware that some of these actions may not be available. The portal administrators decide which of them are enabled.

### Browsing

1. Access the portal and sign in. Now navigate to the **Forums** section using the main menu and select one of the forums from a forum group. Alternatively, you can click on a link from the lists on the right if any of the displayed posts interest you, which will take you directly to the relevant discussion.
2. When a forum is chosen, all the threads contained in it will be shown.


General General forum.					
<a href="#">New thread</a>   <a href="#">Subscribe to forum</a>   <a href="#">Add forum to favorites</a>   <a href="#">Intranet Discussion</a> > General					
	Thread	Created by	Posts	Views	Last post
	<a href="#">How can we improve our travel policy?</a>	SusanC	4	88	RachelV (10/13/2010 4:53:58 PM)
1					


3. Select an individual thread and all posts in the discussion and the users who added them will be displayed.


**General**  
General forum.


[Intranet Discussion](#) > [General](#) > How can we improve our travel policy?


**View modes:** Threaded  
Threaded  
Flat - newest to oldest  
Flat - oldest to newest


  
[SusanC](#) - 10/13/2010 4:40:34 PM [Add post to favorites](#)  
**How can we improve our travel policy?**  
We will appreciate if you come with ideas of what you would like to change in our travel policy. Thank you!


Member  
  
[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)


  
[JeromeW](#) - 10/13/2010 4:41:30 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
It would be great if the company covered minibars in hotel rooms :)

Member  
  
[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)

  
[JenniferW](#) - 10/13/2010 4:45:15 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
I think the expense report could be simplified. I spend way too much time filling it out :(

Member  
  
[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)

  
[RachelV](#) - 10/13/2010 4:53:58 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
Have you seen the latest version? We have already simplified it as much as possible. If you still find something we should remove, please let us know.

Member  
  
[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)


Post attachments:  
[Sample-empty-document.docx](#)


1


The **View modes** drop-down list on the top right can be used to change the way posts are displayed. *Threaded* mode shows posts in a hierarchy, with each reply being on a lower level than the post that is being replied to, while *Flat* modes simply display posts in the chosen chronological order.


**General**  
General forum.

[Intranet Discussion](#) > [General](#) > How can we improve our travel policy? View modes: Flat - oldest to newest ▾

 **SusanC** - 10/13/2010 4:40:34 PM [Add post to favorites](#)  
**How can we improve our travel policy?**  
 We will appreciate if you come with ideas of what you would like to change in our travel policy. Thank you!  
 Member  
[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)

 **JeromeW** - 10/13/2010 4:41:30 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 It would be great if the company covered minibars in hotel rooms :)  
 Member  
[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)

 **JenniferW** - 10/13/2010 4:45:15 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 I think the expense report could be simplified. I spend way too much time filling it out :(  
 Member  
[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)

 **RachelV** - 10/13/2010 4:53:58 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 Have you seen the latest version? We have already simplified it as much as possible. If you still find something we should remove, please let us know.  
 Member  
 Post attachments:  
[Sample-empty-document.docx](#)  
[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)

1

4. At any time, you can see your location in the forums and link to a previous level using the breadcrumbs navigation tool shown at the top of the forum interface.

**General**  
General forum.


[Intranet Discussion](#) > [General](#) > How can we improve our travel policy?

5. If you spot a post that you believe to be offensive or inappropriate while browsing, you can bring it to the attention of the portal administrators by clicking the **Report abuse** link on the bottom right of the post. A window will appear where you can describe the reason for the report and send it by using the **Report abuse** button.


## Posting

1. The most basic way to make your own contribution to a forum is to start a new discussion by creating a new thread under a selected forum by using the **New thread** link.



General General forum.					
<a href="#">New thread</a>   <a href="#">Subscribe to forum</a>   <a href="#">Add forum to favorites</a>   <a href="#">Intranet Discussion</a> > General					
	Thread	Created by	Posts	Views	Last post
	<a href="#">How can we improve our travel policy?</a>	SusanC	4	84	RachelV (10/13/2010 4:53:58 PM)
1					


2. This displays the dialog used for the creation of new posts.









General General forum.	
<b>New thread</b>	
Nick name:	RuthB
E-mail:	<input type="text" value="ruthb@localhost.local"/>
Subject:	<input type="text" value="New sample thread"/>
	
Post:	<input type="text" value="Content of the first post in the thread."/>
Subscribe to post:	<input type="checkbox"/>
Attach file(s):	<input type="checkbox"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Preview"/>	

The following fields are available to define the thread and the content of its first post:

- **Nick name** - the user name of the thread author.
- **E-mail** - the e-mail address of the thread author. By default, the address of the current user is entered here.
- **Subject** - the text that is used as the subject in the list of threads as well as for the initial post.
- **Post** - the text content of the initial post.
- **Subscribe to post** - if checked, the author of the post will be subscribed to the new thread. Subscription is described in the next section.
- **Attach file(s)** - if checked, the dialog used to add attachments will be opened once the *OK* button is clicked. This dialog is described later.

The buttons above the **Post** editing section can be used to add content to the post and format its text. The following are available:

-  **Insert link** - inserts a link into the post. The URL and description must be specified.

-  **Insert image** - inserts an image into the post. The URL of the image must be specified.
-  **Insert quote** - places the selected text into a gray box that is used for quotations.
-  **Insert code** - places the selected text into a yellow box and sets a monospaced font.
-  **Bold** - sets the selected text to be bold.
-  **Italics** - sets the selected text to be in italics.
-  **Underline** - sets the selected text to be underlined.
-  **Strikethrough** - sets the selected text to use strikethrough.
-  **Font color** - sets the color of the selected text. The code of the used color must be specified.

You can use the **Preview** button to see how the post will appear on the forum. Click the **OK** button to create the new thread under the selected forum. Some forums may be moderated and it will be necessary for a moderator to approve the new post before it becomes visible.

3. If the **Attach file(s)** setting was checked, the attachments dialog appears after **OK** is clicked.


**General**  
General forum.


**Attachments**

Filename	File size	
<a href="#">object.png</a>	1430 B	<a href="#">Delete</a>

Use the **Browse** button to select files to be attached to the post from the local file system. Confirm the selection by using the **Upload** button. If you no longer wish to have a file as an attachment, it can be removed by using the **Delete** link next to it. You can return to the forum by clicking **Back** and you will notice that any attached files are displayed below the content of the post.

4. Posts can also be added to an existing thread, by selecting it and clicking the **Reply** link underneath one of the posts in the thread.



Member  


[RacheIV](#) - 10/13/2010 4:53:58 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 Have you seen the latest version? We have already simplified it as much as possible. If you still find something we should remove, please let us know.

Post attachments:  
[Sample-empty-document.docx](#)

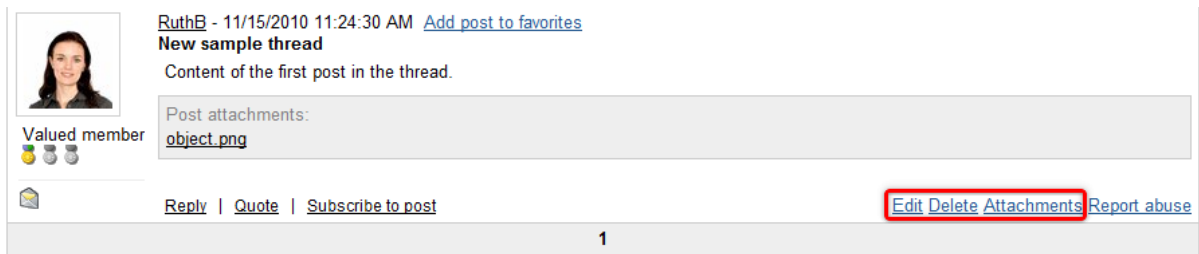
Reply | 
 Quote | 
 [Subscribe to post](#)

[Report abuse](#)

1

This opens the same post creation dialog as when creating a new thread, except that the post is simply added to the existing thread. The **Quote** link has the same effect, but it additionally adds the content of the post that was replied to as a quote to the beginning of the new post.

5. It is possible to modify your own posts using the links on the right.



RuthB - 11/15/2010 11:24:30 AM [Add post to favorites](#)  
**New sample thread**  
 Content of the first post in the thread.

Post attachments:  
[object.png](#)

Valued member

[Reply](#) | [Quote](#) | [Subscribe to post](#) [Edit Delete Attachments](#) [Report abuse](#)

1

The **Edit** link opens a dialog identical to the one used when creating a new post, but the current content of the post is already pre-filled into the respective fields. **Delete** removes the given post. If you delete the initial post of a thread, then the entire thread will be removed. The **Attachments** link opens the same attachments dialog that is described above.

## Subscription

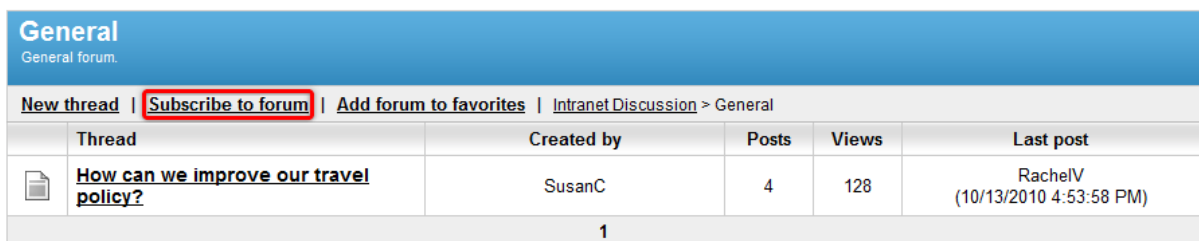
Subscription allows you to closely follow a forum or its section by sending you an automatic notification e-mail using the following format whenever a new post is added.

This is a notification of a new post added to the forum you subscribed to:

**Forum:** General  
**Subject:** New post  
**Posted by:** RuthB  
**Date and time:** 11/15/2010 12:58:06 PM  
**Text:** This is a new post.


[Click here to view forum on-line](#) [Click here to unsubscribe](#)

1. To subscribe to an entire forum, select it and click the **Subscribe to forum** link.



**General**  
 General forum.

[New thread](#) | [Subscribe to forum](#) | [Add forum to favorites](#) | [Intranet Discussion > General](#)


	Thread	Created by	Posts	Views	Last post
	<a href="#">How can we improve our travel policy?</a>	SusanC	4	128	RachelV (10/13/2010 4:53:58 PM)

1


When subscribing, a dialog is displayed where you can enter the address that the notification e-mails should be sent to. By default, the address specified in your employee profile is filled in, but you can enter a different address.

2. You can also subscribe to individual posts in threads by using the **Subscribe to post** link. This option sends notification e-mails when a sub-post is added as a reply. As mentioned above, it is also possible to subscribe to a new post when you are creating it.


Intranet Discussion > General > How can we improve our travel policy? View modes: Threaded




**SusanC** - 10/13/2010 4:40:34 PM [Add post to favorites](#)  
**How can we improve our travel policy?**  
 We will appreciate if you come with ideas of what you would like to change in our travel policy. Thank you!

Member  



[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)




**JeromeW** - 10/13/2010 4:41:30 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 It would be great if the company covered minibars in hotel rooms :)

Member  



[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)



**JenniferW** - 10/13/2010 4:45:15 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 I think the expense report could be simplified. I spend way too much time filling it out :(

Member  


[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)



**RachelV** - 10/13/2010 4:53:58 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 Have you seen the latest version? We have already simplified it as much as possible. If you still find something we should remove, please let us know.

3. It is possible to unsubscribe using a link provided in any of the notification e-mails.


## Forum favorites

You can add a forum or individual post to your list of favorites, from which it can quickly be accessed.


1. To add an entire forum to your favorites, select it and click the **Add forum to favorites** link.

**General**  
General forum.

[New thread](#) | [Subscribe to forum](#) | [Add forum to favorites](#) | Intranet Discussion > General


	Thread	Created by	Posts	Views	Last post
	<a href="#">How can we improve our travel policy?</a>	SusanC	4	138	RachelV (10/13/2010 4:53:58 PM)
1					

2. You can also add individual posts in threads by using the **Add post to favorites** link.



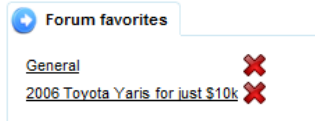
**RachelV** - 10/13/2010 4:53:58 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 Have you seen the latest version? We have already simplified it as much as possible. If you still find something we should remove, please let us know.

Post attachments:  
[Sample-empty-document.docx](#)

Member  


[Reply](#) | [Quote](#) | [Subscribe to post](#) [Report abuse](#)

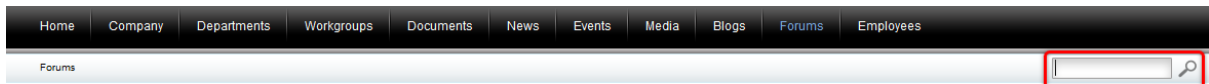
3. Your list of favorites can be found by going to your employee profile, using the **Edit my profile** link in the **Shortcuts** menu on the right and scrolling down. Your forum favorites are at the bottom right of the page.



You can link to the listed forum or post simply by clicking on its title. The **Delete** (X) button removes favorites from the list.

## Searching forums

The forums are included when the entire portal is searched, so all that needs to be done to look for a topic in the forums is enter a relevant expression into the search bar on the right, just below the main navigation menu.



Please keep in mind that the search results may contain entries from the regular content of the portal as well as the forums. When browsing a department or workgroup, only content of the particular department or workgroup will be included in the search. Outside these dedicated sections, all global content (everything except for the content belonging to departments and workgroups) will be searched.

## 10.3 Moderating forums


Forum moderators are users that are given special rights within the scope of one or more forums. They help organize the forum and ensure that the discussions follow certain rules or guidelines. Some forums are configured to be moderated, which means that all new posts must be approved by a moderator before they become visible, but even forums without this restriction can be managed.

The following examples demonstrate how the actions available to moderators can be carried out.

### Managing threads


1. Access the portal and sign in as Brad Summers (user name *BradS* with a blank password). This sample user can moderate all of the forums on the portal. Now navigate to the **Forums** section using the main menu and select a forum.

2. You will notice that there is a yellow box shown below the title of every thread. Click the **Lock** link in this box.

General General forum.					
<a href="#">New thread</a>   <a href="#">Subscribe to forum</a>   <a href="#">Add forum to favorites</a>   <a href="#">Intranet Discussion</a> > General					
	Thread	Created by	Posts	Views	Last post
	<b><a href="#">How can we improve our travel policy?</a></b> <a href="#">Lock</a> <a href="#">Stick thread</a>	SusanC	4	24	RachelV (10/13/2010 4:53:58 PM)
1					

Doing so prevents new posts from being added to the thread. Use the **Unlock** link that is now displayed in the yellow box to reverse this state.

3. The order in which threads are displayed is determined by the date and time of their last post, with the most recently updated threads being at the top. A thread can be marked as *sticky* using the **Stick thread** link, which causes it to override the usual order and always be placed above non-sticky threads. This is usually done for threads containing frequently needed information or forum announcements. If there are multiple sticky threads in a forum, their order can be changed using the **Move down** and **Move up** links.

General General forum.					
<a href="#">New thread</a>   <a href="#">Subscribe to forum</a>   <a href="#">Add forum to favorites</a>   <a href="#">Intranet Discussion</a> > General					
	Thread	Created by	Posts	Views	Last post
	<b><a href="#">How can we improve our travel policy?</a></b> <a href="#">Lock</a> <a href="#">Unstick thread</a> <a href="#">Move down</a> <a href="#">Move up</a>	SusanC	4	27	RachelV (10/13/2010 4:53:58 PM)
1					

The sticky flag can be removed from a thread using the **Unstick thread** link.


## Managing posts




1. Select a thread and open it to view the posts that it contains. As you can see, all posts in the thread can be edited or deleted the same way a user would edit their own posts (this is described in the [Using forums](#) topic).
2. Posts are categorized into two groups, rejected posts and approved posts. Approved posts can be seen normally by all users with access to the forum, while rejected posts are only visible by forum moderators (marked by a yellow background).

**General**  
General forum.


Intranet Discussion > General > How can we improve our travel policy? View modes: Threaded




[Reject](#) [Reject all](#) [Move thread](#)

 **SusanC** - 10/13/2010 4:40:34 PM [Add post to favorites](#)  
**How can we improve our travel policy?**  
 We will appreciate if you come with ideas of what you would like to change in our travel policy. Thank you!


Member  
   [Reply](#) | [Quote](#) | [Subscribe to post](#) [Edit](#) [Delete](#) [Attachments](#) [Report abuse](#)




[Approve](#) [Approve all](#) [Split thread](#)

 **JeromeW** - 10/13/2010 4:41:30 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 It would be great if the company covered minibars in hotel rooms :)

Member  
   [Reply](#) | [Quote](#) | [Subscribe to post](#) [Edit](#) [Delete](#) [Attachments](#) [Report abuse](#)


[Reject](#) [Reject all](#) [Split thread](#)

 **JenniferW** - 10/13/2010 4:45:15 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 I think the expense report could be simplified. I spend way too much time filling it out :(

Member  
   [Reply](#) | [Quote](#) | [Subscribe to post](#) [Edit](#) [Delete](#) [Attachments](#) [Report abuse](#)

In forums set to be moderated, all new posts are rejected by default and notification e-mails are automatically sent to the moderators of the forum informing them about posts waiting for approval. You can change the status of a post using the **Reject** or **Approve** links displayed above it. The **Reject all** and **Approve all** links affect all the posts in the thread. Please be aware that if the initial post of a thread is rejected, the thread will not be visible to regular forum users.

3. When browsing a forum, the amount of unapproved posts contained in a thread can be seen in the yellow box below its title.

 **[How can we improve our travel policy?](#)**  
[Lock](#) [Stick thread](#)  
 2 unapproved posts

## Moving posts


1. Select a thread. If you wish to relocate the entire thread to a different forum, click the **Move thread** link shown above the initial post in the thread.


**General**  
General forum.

[Intranet Discussion](#) > [General](#) > How can we improve our travel policy? View modes:

**Move to forum:**  [Move](#)

[Reject](#) [Reject all](#) [Move thread](#)

 **SusanC** - 10/13/2010 4:40:34 PM [Add post to favorites](#)  
**How can we improve our travel policy?**  
 We will appreciate if you come with ideas of what you would like to change in our travel policy. Thank you!


Member  



[Reply](#) | [Quote](#) | [Subscribe to post](#) [Edit](#) [Delete](#) [Attachments](#) [Report abuse](#)

A drop-down list will appear above, where you can select any forum on the portal to which the thread should be moved. Confirm your selection using the **Move** link on the right of the list.

2. Other posts in the thread can be separated by clicking the **Split thread** link.

[Reject](#) [Reject all](#) [Split thread](#)


 **JenniferW** - 10/13/2010 4:45:15 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 I think the expense report could be simplified. I spend way too much time filling it out :(


Member  


[Reply](#) | [Quote](#) | [Subscribe to post](#) [Edit](#) [Delete](#) [Attachments](#) [Report abuse](#)

---

[Reject](#) [Reject all](#) [Split thread](#)

 **RacheIV** - 10/13/2010 4:53:58 PM [Add post to favorites](#)  
**RE:How can we improve our travel policy?**  
 Have you seen the latest version? We have already simplified it as much as possible. If you still find something we should remove, please let us know.

Member  


Post attachments:  
[Sample-empty-document.docx](#)

[Reply](#) | [Quote](#) | [Subscribe to post](#) [Edit](#) [Delete](#) [Attachments](#) [Report abuse](#)

This causes the given post and all its replies to be removed from the thread and placed into a new thread under the same forum.



**Part**

---

**XI**

**Employees**

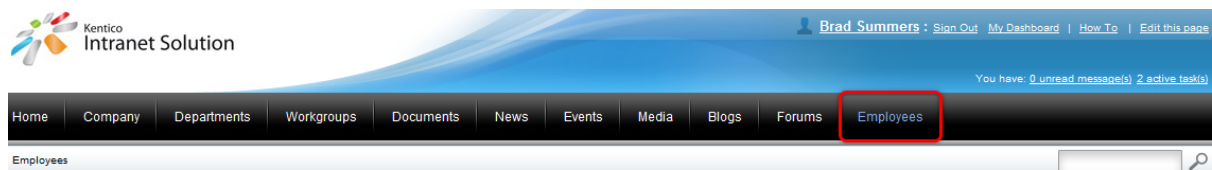
---

## 11 Employees

### 11.1 Employees overview

The Intranet Portal uses a system of profiles to represent individual users. Every authenticated user can view the profiles of others to find information about them, or access their own profile to alter the data that it contains.








The **Employees** section, which can be accessed through the main navigation menu, contains a list of all users that are registered on the portal, typically company employees. For every user, the list displays their position within the company and various types of contact information.



#### Employees list

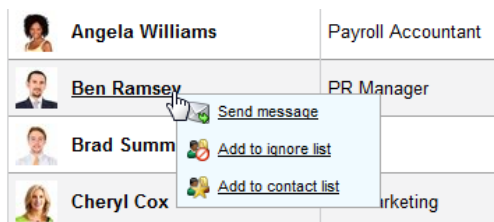
Search employee by name:  Search




Department:

Name	Position	Phone	E-mail	Skype	IM
 Amanda Lewis	Assistant	111	amandal@localhost.local	company_amandal	WLM: Amanada_Lewis
 Andrew Jones	Assistant	162	andy@localhost.local	company_andrewj	WLM: Andrew_Jones
 Angela Williams	Payroll Accountant	156	angelaw@localhost.local	company_angelaw	WLM: Angela_Williams
 Ben Ramsey	PR Manager	187	benr@localhost.local	company_benr	WLM: Ben_Ramsey
 Brad Summers	CIO	161	brads@localhost.local	company_brads	WLM: Brad_Summers
 Cheryl Cox	VP Marketing	183	cherylc@localhost.local	company_cherylc	WLM: Cheryl_Cox
 Collin Douglas	CFO	152	colind@localhost.local	company_colind	WLM: Colin_Douglas

The **Search employee by name** filter above the list can be used to find users by their name. Additionally, one of the company's departments may be selected from the **Department** drop-down list, causing only those users who are members of the given department to be shown.

Right-clicking a user's name or image opens a context menu that offers several possible actions:



-  **Send message** - allows a personal message to be sent to the given user. Please see the [Managing my user profile](#) topic for details on messaging.
-  **Add to ignore list** - adds the given user to the current user's messaging ignore list.
-  **Add to contact list** - adds the given user to the current user's messaging contact list.

Left-clicking a user opens their employee profile.

## Employee profile

When viewing an employee's profile, the area at the top contains a photo of the employee, contact and personal information and statistics measuring the activity of the given user on forums, message boards and blogs.

### Employee profile - Ben Ramsey

Position:	PR Manager	Forum posts:	0
User name:	BenR	Message board posts:	0
E-mail:	benr@localhost.local	Blog posts:	0
Phone number:	187	Blog comments:	0
Skype account:	company_benr	Community points:	0
Instant messenger:	WLM: Ben_Ramsey		
Gender:	N/A		
Date of birth:	N/A		
Created:	11/23/2010		



Shortcuts

- [My profile](#)
- [Edit my profile](#)
- [My messages](#)
- [My invitations](#)
- [My tasks](#)
- [Create a new workgroup](#)
- [Invite to workgroup](#)
- [Send message](#)
- [Add to contact list](#)
- [Add to ignore list](#)

#### My announcements

There are currently no announcements.

#### Comments on me

There are currently no comments.

#### Leave message

Name:

Your URL:

Your e-mail:


Message:

Subscribe me to this message board

Add

[Subscribe](#)

User departments

-  [Marketing](#)

User blogs

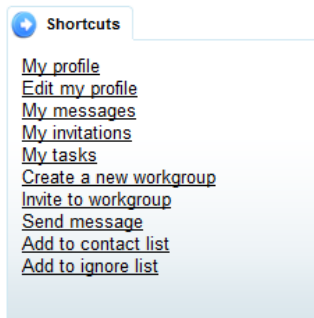
The user currently has no blogs.

User workgroups

-  [Marketing Strategy](#)

Below are two message boards that can be used to post text messages onto the profile of the given user. The **My announcements** board may only be used by the user whose profile is being viewed. The **Comments on me** board is accessible by all authenticated portal users. Users have permissions to moderate the boards on their own profile. For detailed information on using message boards, please refer to the [Other features -> Using message boards](#) topic.

An important section of the employee profile is the **Shortcuts** menu on the top right, which offers a list of convenient links that allow users to easily navigate between various parts of their own profile, as well as perform actions related to the user whose profile is being viewed.

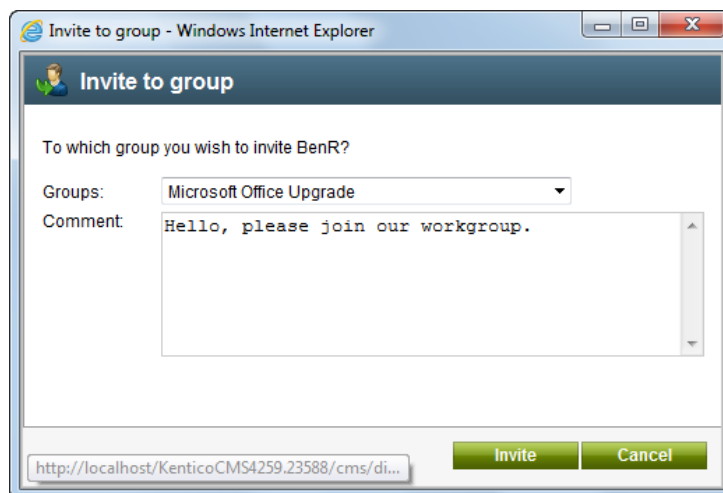


The following links are available in the list:

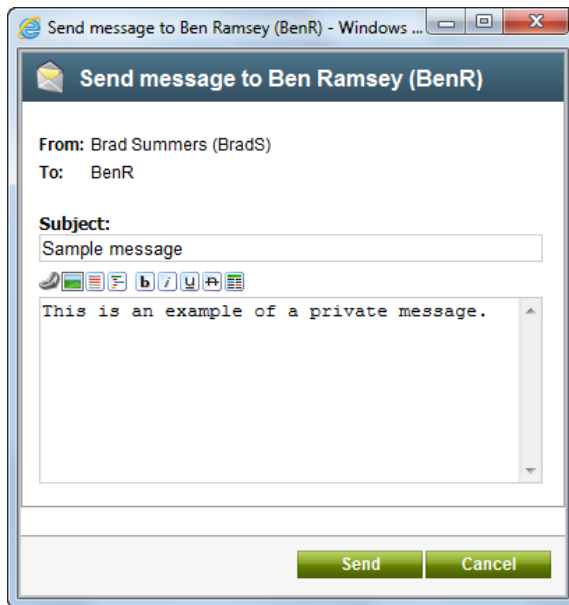
- **My profile** - links to the profile of the current user.
- **Edit my profile** - links to the [editing page](#) of the current user's employee profile.
- **My messages** - links to the [messages page](#) of the current user's employee profile.
- **My invitations** - links to the [invitations page](#) of the current user's employee profile.
- **My tasks** - links to the part of the current user's employee profile that contains a list of assigned tasks and related projects. Please refer to the [Project management overview](#) topic for more information.
- **Create a new workgroup** - allows a new [workgroup](#) to be created. This process is described in the [Creating a new workgroup](#) topic.

When viewing the profiles of other users (i.e. not when the current user's profile is displayed), the following links are additionally available:

- **Invite to workgroup** - opens a window that allows the user whose profile is being viewed to be invited to join one of the current user's workgroups. It is only available if the current user is a member of at least one workgroup.



- **Send message** - sends a personal message to the user whose profile is being viewed. Please see the [Managing my user profile](#) topic for details on messaging.



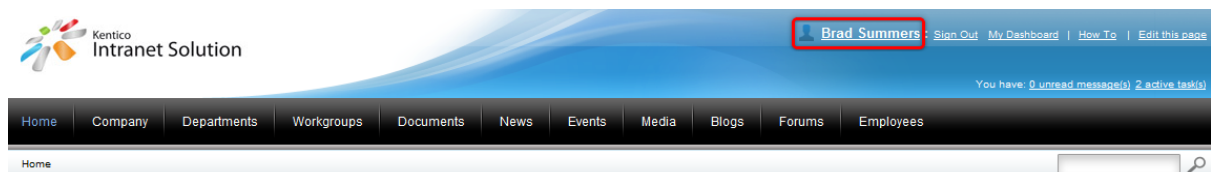
- **Add to contact list** - adds the user whose profile is being viewed to the current user's messaging contact list.
- **Add to ignore list** - adds the user whose profile is being viewed to the current user's messaging ignore list.

The area below the **Shortcuts** menu is taken up by boxes displaying the workgroups and departments that the selected user is a member of, and any blogs that they might have. The displayed items also serve as links to the part of the portal that contains them.

## 11.2 Managing my user profile

This topic describes how a portal user can edit their own profile and the tools that are available on it.

To demonstrate, log on as Brad Summers (user name *BradS* with a blank password), one of the sample portal users. To access the current user's profile, click the name of the current user (**Brad Summers**) located on the main header.



This opens the public employee profile that is described in the [Employees overview](#) topic.

The screenshot shows a navigation bar with links: Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs, Forums, Employees. Below the navigation bar is a breadcrumb trail: Employees > Profile. The main content area is titled "Employee profile - Brad Summers". It contains a table of profile information and a photo of Brad Summers. To the right of the photo is a "Shortcuts" menu with the following links: My profile, Edit my profile, My messages, My invitations, My tasks, and Create a new workgroup.

Position:	CIO	Forum posts:	9
User name:	BradS	Message board posts:	1
E-mail:	brads@localhost.local	Blog posts:	2
Phone number:	161	Blog comments:	0
Skype account:	company brads	Community points:	16

You can click the links in the **Shortcuts** menu on the right side of the page to access the following profile sections:

- [Edit my profile](#)
- [My messages](#)
- [My invitations](#)
- [My tasks](#)

The menu is present on all sections of the profile and can be used to navigate between them.

## Edit my profile

This section contains a dialog that allows you to change the information displayed on your public profile and configure other general settings of your user account. The dialog is divided into two tabs.

On the **Personal settings** tab, you can edit the following data fields:

- **User name** - displays the unique name that identifies the user and is used to log on. This field cannot be edited.
- **Full name** - the full name of the user.
- **Email** - the e-mail address of the user.
- **Display my e-mail to** - can be used to set what type of users can see the e-mail address of the user on the public profile.
- **Nickname** - nick name of the user shown on forums, on the user's profile, etc.
- **Signature** - text that will automatically be added as a signature to the end of messages that are sent by the user.
- **Messaging notification e-mail** - the e-mail address to which notifications about new received messages will be sent.
- **Time zone** - can be used to select a time zone to reflect the geographical location of the user. If set, this time zone will be used instead of the time zone set for the portal to convert displayed time.
- **Avatar** - allows an image to be uploaded from the local file system to serve as the graphical representation of the user. A photo of the employee is typically used.
- **Gender** - the user's gender.
- **Date of birth** - the user's date of birth. The *Choose date* (📅) button may be used to select a specific date from a calendar.
- **Skype account** - the name of the user's Skype account
- **Instant messenger** - the name of the user's instant messenger account. The value of the field does not have to follow any format and can be filled in with any string of characters as required, e.g. *WLM: Brad\_Summers*
- **Phone number** - the user's phone number or extension. The number may be entered in any format, no validation is applied.

## Edit profile

**Personal settings**   **Change password**

User name: BradS

Full name: Brad Summers

Email: brads@localhost.local

Display my e-mail to:  Nobody  All  Site members


Nickname:

Signature:

Messaging notification e-mail:

Time zone: (none)

Avatar:



Upload:

[Select pre-defined avatar](#)

Gender:  Male  Female

Date of birth:

Skype account: company\_brads

Instant messenger: WLM: Brad\_Summers

Phone number: 161

The **Change password** tab allows you to specify a new password used to log on to the portal with this user account. The current password must first be entered into the **Your existing password** field, and the new password must be typed into both the **New password** and **Confirm password** fields. The portal may be configured to use a password policy. In this case, the new password will have to fulfill certain requirements, such as character length. The relative strength of the entered password will be calculated and displayed by the indicator below the **New password** field.

The process can be finished by clicking the **Set password** button. Please be aware that this tab is not available if the portal is configured to use Windows authentication.

Personal settings [Change password](#)

Your existing password:

New password:  Password strength: Average

Confirm password:

## My Messages

This section allows you to work with the internal messaging system, which provides a way to communicate with other users via personal text messages. The following tabs are available:



### Inbox

This tab is where you can see a list of all received messages. If there is an address specified in the **Messaging notification e-mail** field of your user profile, a notification will be sent to this address whenever you receive a new message. New unread messages in the inbox are marked bold for emphasis.

## Messages

[Inbox](#) [Outbox](#) [Contact list](#) [Ignore list](#)



[New message](#) [Delete all messages](#)

Actions	From	Subject	Date
 	BenR	<a href="#">Sample message</a>	12/1/2010 3:09:41 PM

Items per page:

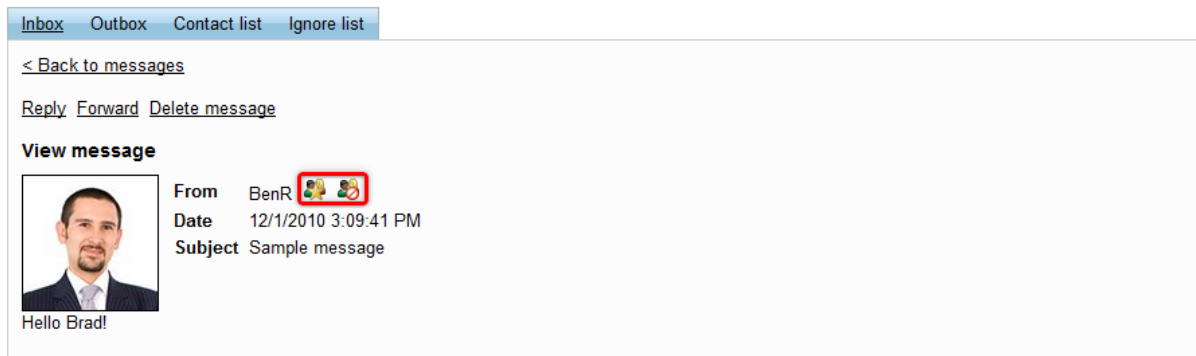
0 unread message(s) of 1 total

The following actions are available for each message:

-  **Reply** - prepares a message reply to be sent back to the author of the selected message. The options available when sending a message are described below.
-  **Delete** - deletes the particular message. The **Delete all messages** link above the message list removes all messages.

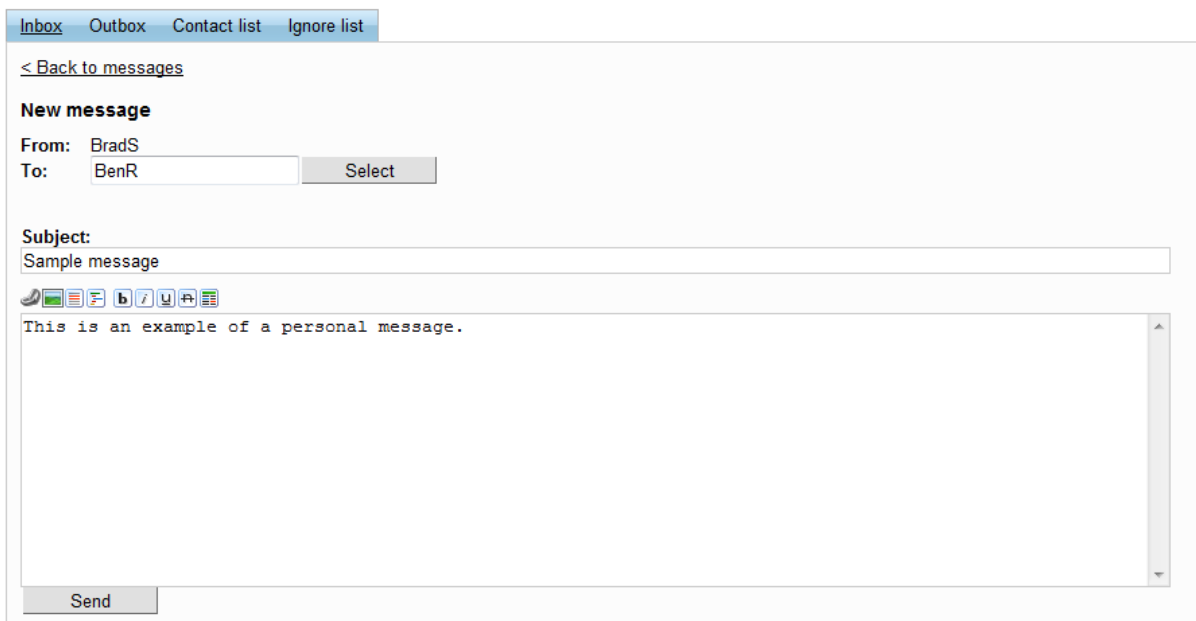
The full contents of a message can be viewed simply by clicking on it in the list.



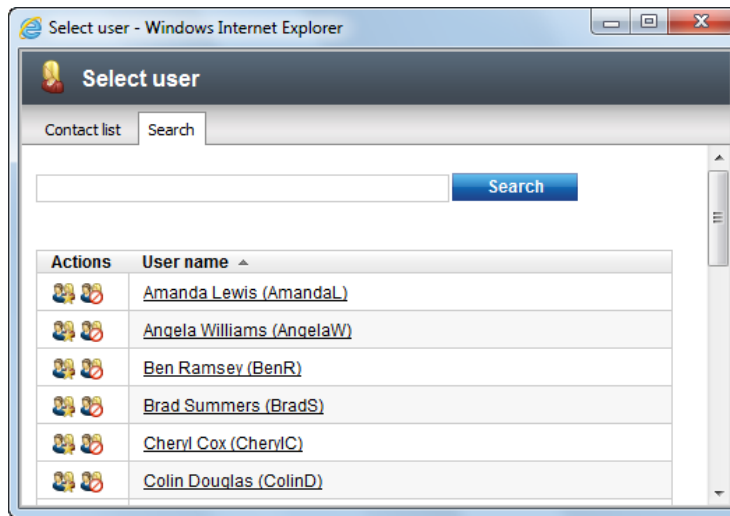


The **Reply** and **Delete message** links shown above the message function exactly like the corresponding actions from the message list. The **Forward** link prepares a new message containing the text of the selected message. The **Add to contact list** (👤) and **Add to ignore list** (🚫) action buttons can be used to add the author of the message to the respective list. More information can be found below in the section dedicated to the appropriate tabs.

A new message can be created either using the **New message link** above the inbox message list, or by forwarding or replying to a received message. In all of these cases, an interface similar to the following is used.



When creating a message, you first need to select its recipient by clicking the **Select** button next to the **To** field. This opens a window where the message recipient can be selected either from your **Contact list** or by searching among all users on the portal.



Then, the **Subject** field and the actual text of the message need to be filled in. The buttons above the message editing area can be used to add content to the message and format its text. The following are available:

- **Insert link** - inserts a link into the post. The URL and description must be specified.
- **Insert image** - inserts an image into the post. The URL of the image must be specified.
- **Insert quote** - places the selected text into a gray box that is used for quotations.
- **Insert code** - places the selected text into a yellow box and sets a monospaced font.
- **Bold** - sets the selected text to be bold.
- **Italics** - sets the selected text to be in italics.
- **Underline** - sets the selected text to be underlined.
- **Strikethrough** - sets the selected text to use strikethrough.
- **Font color** - sets the color of the selected text. The code of the used color must be specified.

When complete, the message can be sent out using the **Send** button.

## Outbox

This tab lists all outgoing messages. The same actions are available as on the **Inbox** tab, except for replying to messages for obvious reasons.



## Contact / Ignore list

The list on the **Contact list** tab contains users that are easily selected as a message recipient when creating a new message. These are typically user that you communicate with often.

If a user is added on the **Ignore list** tab, any messages from them will not be delivered.

Inbox Outbox **Contact list** Ignore list

Following users are in your contact list:

<input type="checkbox"/> User name
<input type="checkbox"/> Ben Ramsey (BenR)
<input type="checkbox"/> Ruth Baker (RuthB)
<input type="checkbox"/> Sean Gaines (SeanG)

Items per page: 10

Remove selected Add users

The interface for managing both lists is the same. Clicking the **Add users** button opens a window where you can select users to be added to the list. The **Remove selected** button removes the users marked by the check boxes on the left.

## My invitations

This section allows you to manage [workgroup](#) invitations. The **Received invitations** list shows all invitations sent to you by other users and allows you to **Accept** (✓) or **Delete** (✗) them.

The **Sent invitations** list contains all pending invitations sent out by you that have not yet been accepted or rejected. The **Resend** (📧) action can be used to send a new notification e-mail informing the invited user about the invitation, while **Delete** (✗) cancels the invitation entirely.

## Invitations

RECEIVED INVITATIONS					
Actions	Group	Invited by	When	Comment	
✗ ✓	Marketing Strategy	BenR	12/1/2010 5:17:23 PM	This is a workgroup invitation.	

SENT INVITATIONS					
Actions	Group	Invited	When	Comment	
✗ 📧	Microsoft Office Upgrade	SeanG	12/1/2010 5:22:03 PM	Hi, please join the workgroup and help us out.	

## My Projects and tasks

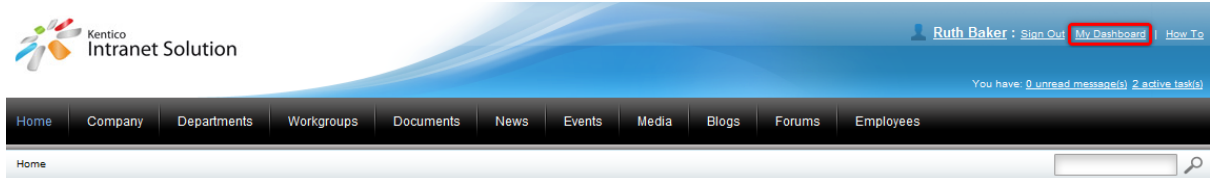
This section of the user profile is described in the [Project management overview](#) topic.

## 11.3 Using My Dashboard

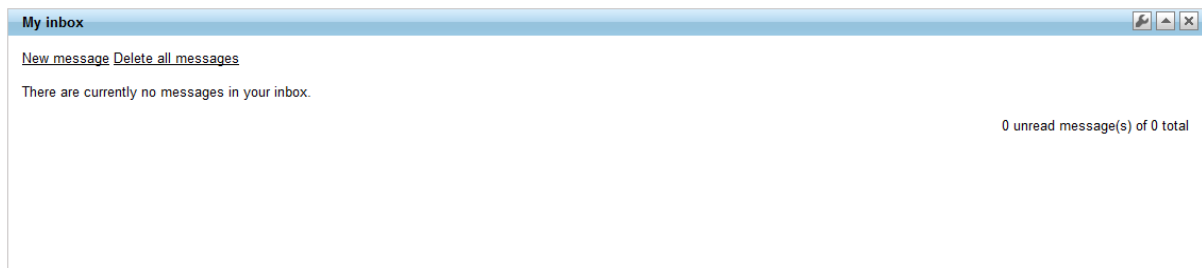
There is a special page on the Intranet Portal called **My Dashboard**, which can be personalized directly on the website by every registered user. Each user can specify the content that should be displayed on their version of the page, depending on what they wish to see or use. The following example will

demonstrate how this page can be accessed and what kind of modifications are possible:

1. Access the portal, log on as Ruth Baker (user name *RuthB* with a blank password) and click the **My Dashboard** link located on the main header. This link is accessible from any location on the portal.

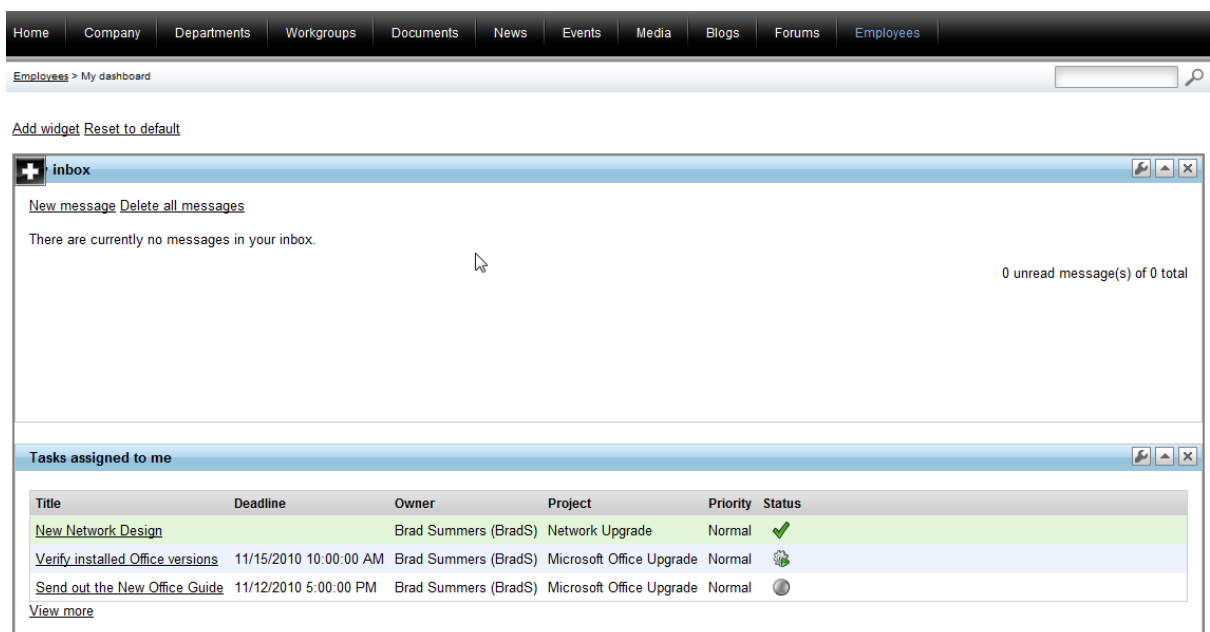


2. The **My Dashboard** page will now be opened. Notice that the page is composed of separate elements that display some kind of content or allow certain actions to be performed. Each element is enclosed in a container with a header that has some action buttons on the right and a title on the left, such as for example **My inbox**.



These elements are called *widgets* and they can be used as building blocks to form the required page design.

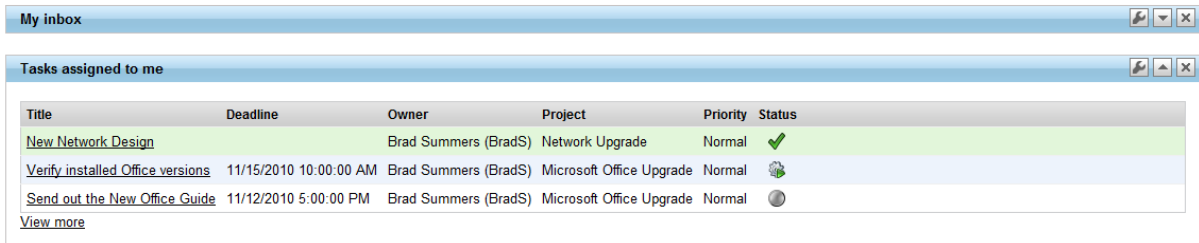
3. Hover your mouse cursor over any of the widgets and you will notice that a black outline appears around a section of the page. This outline designates a *widget zone*, which is a region on the page that may contain widgets.



By default, all of the widgets are placed in the first zone, but there are several other available zones below at the bottom of the page to which widgets can be moved. This is described later in this topic.

4. To manage the widgets on the page, the appropriate actions must be used. The simplest action available for widgets is minimization, which hides the content of the widget so that only its header is visible. Click the **Minimize widget** (☱) action button in the top right corner of the **My inbox** widget. The result should look like in the following image.

[Add widget](#) [Reset to default](#)



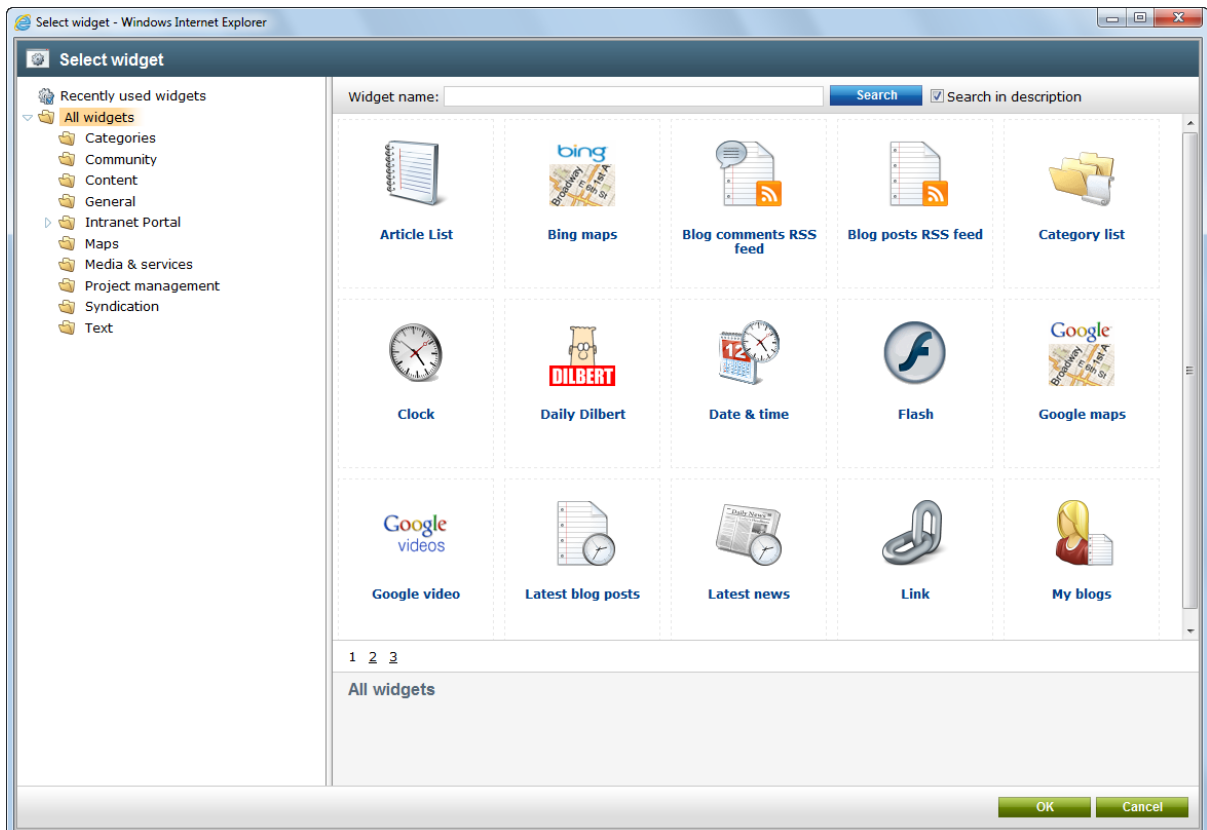
Title	Deadline	Owner	Project	Priority	Status
<a href="#">New Network Design</a>		Brad Summers (BradS)	Network Upgrade	Normal	✓
<a href="#">Verify installed Office versions</a>	11/15/2010 10:00:00 AM	Brad Summers (BradS)	Microsoft Office Upgrade	Normal	🔄
<a href="#">Send out the New Office Guide</a>	11/12/2010 5:00:00 PM	Brad Summers (BradS)	Microsoft Office Upgrade	Normal	●

[View more](#)

Use the **Maximize widget** (☒) action to restore the widget to its previous state.

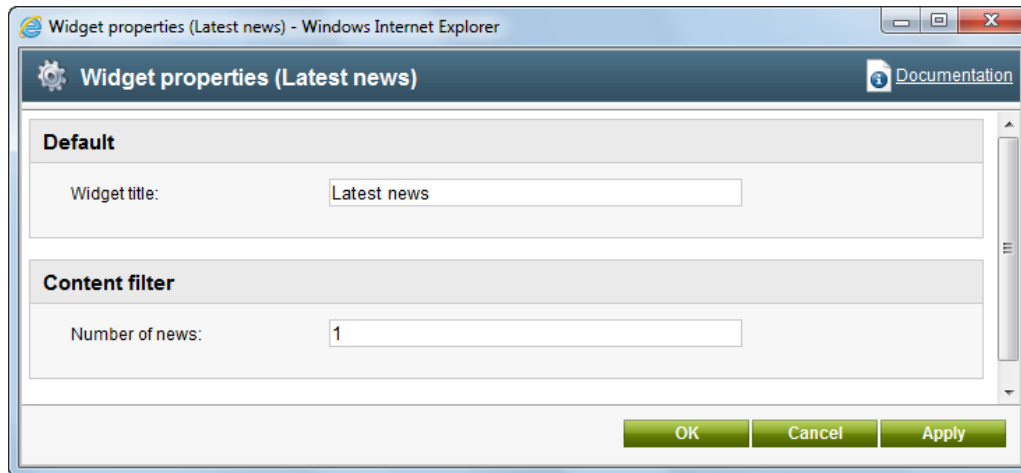
5. Now click the **Remove widget** (✖) action button of the **My inbox** widget to delete it completely. Click **OK** in the confirmation dialog and the widget will disappear from the page.

6. To add a new widget to a zone, hover over it and click the **Add widget** (⊕) button in its top left corner. This opens the **Select widget** catalog, where you can choose from available widgets.



More information about the widgets that are available on the portal by default can be found in the [Intranet widgets](#) chapter of this guide.

Click the **Content** category in the tree on the left of the catalog, select the **Latest news** widget and click **OK**. The **Widget properties** dialog will be opened, where you can configure the properties of the new widget.



The **Widget title** property may be used to specify the text that will be displayed in the header of the widget on the page. Set the value of the **Number of news** property, which determines the maximum amount of displayed news items, to **1**. This will cause the widget to show only the most recent news from the portal. Confirm the configuration by clicking **OK**. The widget will now be added to the bottom of the zone.

[Add widget](#) [Reset to default](#)

**Tasks assigned to me**

Title	Deadline	Owner	Project	Priority	Status
<a href="#">New Network Design</a>		Brad Summers (BradS)	Network Upgrade	Normal	✓
<a href="#">Verify installed Office versions</a>	11/15/2010 10:00:00 AM	Brad Summers (BradS)	Microsoft Office Upgrade	Normal	🕒
<a href="#">Send out the New Office Guide</a>	11/12/2010 5:00:00 PM	Brad Summers (BradS)	Microsoft Office Upgrade	Normal	🕒

[View more](#)

**Tasks owned by me**

No tasks found.  
[View more](#)

**My projects**

Progress	Name	Deadline	Owner	Status
52%	<a href="#">Microsoft Office Upgrade</a>	11/30/2010 7:41:33 PM	Brad Summers (BradS)	🕒
38%	<a href="#">Network Upgrade</a>		Brad Summers (BradS)	🕒

[View more](#)

**Latest news**

[New intranet launched](#)  
11/9/2010  
After a few weeks of your great work, our new intranet has been successfully launched.

An alternative way of adding a new widget is by using the **Add widget** link at the top left of the **My Dashboard** page.

7. Now click the **Configure widget** (🔧) button of the newly created **Latest news** widget, which opens the same **Widget properties** dialog that was shown when the widget was being created. This action can be used if you ever wish to change the properties of an existing widget. Every widget has its own set of properties depending on its function.

8. The location of widgets can easily be changed by using their drag-and-drop functionality. This works both for modifying the order of widgets in a zone and moving a widget to a different zone. Hover over the header of the **Latest news** widget and the mouse cursor will change. Hold down the mouse button and try to drag the widget to the top of the zone. When dragging a widget around the page, you will notice that possible locations are highlighted by a red dotted outline.

9. The resulting page should be similar to the following image.

Add widget [Reset to default](#)

The screenshot displays a dashboard with four widgets. The first widget, 'Latest news', contains a news item titled 'New intranet launched' dated 11/9/2010. The second widget, 'Tasks assigned to me', shows a table of tasks. The third widget, 'Tasks owned by me', indicates no tasks are found. The fourth widget, 'My projects', shows a table of projects with progress bars.

Title	Deadline	Owner	Project	Priority	Status
<a href="#">New Network Design</a>		Brad Summers (BradS)	Network Upgrade	Normal	✓
<a href="#">Verify installed Office versions</a>	11/15/2010 10:00:00 AM	Brad Summers (BradS)	Microsoft Office Upgrade	Normal	🔄
<a href="#">Send out the New Office Guide</a>	11/12/2010 5:00:00 PM	Brad Summers (BradS)	Microsoft Office Upgrade	Normal	🕒

Progress	Name	Deadline	Owner	Status
52%	<a href="#">Microsoft Office Upgrade</a>	11/30/2010 7:41:33 PM	Brad Summers (BradS)	🔄
38%	<a href="#">Network Upgrade</a>		Brad Summers (BradS)	🔄

If required, the entire page can be returned to its default state simply by clicking the **Reset to default** link.

Please keep in mind that any changes made to the page are unique for every user. If you log on to the portal as a different user, the **My Dashboard** page will either be in its default state, or it will reflect any modifications done by that particular user.

**Part**

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**XII**

**Project management**

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## 12 Project management

### 12.1 Project management overview

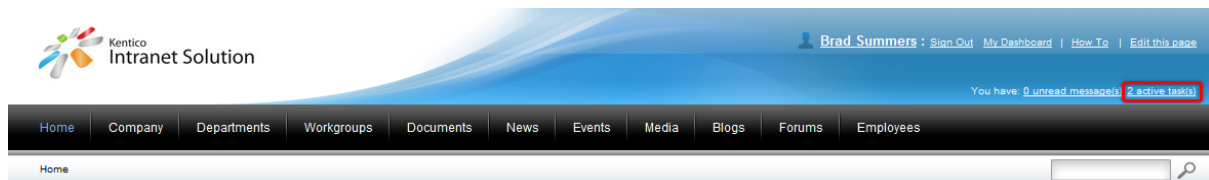
Project management is a tool that helps organize work and keep track of its progress. This is achieved by using objects called *projects* that represent a planned activity with a specific goal, such as creating a product, service or achieving some other result. The work required to complete a project is divided into smaller segments called *tasks* that are individually assigned to specific users. Every project and task has a set of properties that are used to define its goal, time frame, progress and other characteristics. Throughout the work process, a project or task can be modified to reflect its changing status. All this provides a system that allows projects to be monitored and managed from the moment they are created until their completion.

Tasks do not necessarily have to be part of a project and are sometimes simply used to give a user a single assignment that can easily be tracked on the Intranet Portal. These are referred to as *personal tasks*.

To ensure that users are aware of task assignments or any changes in tasks related to them, project management uses a system of notification e-mails that are automatically sent when required.

There is no section dedicated to projects on the main portal. Every project is associated with either a [Department](#) or [Workgroup](#) and can be managed on the **Projects** section of the appropriate sub-portal under which it belongs. Please refer to the [Creating a new project](#) topic to learn about the specifics of using projects.

However, every authenticated user can access an overview of all projects and tasks related to them from anywhere on the portal via a link located on the right side of the main header. This link also displays the amount of active tasks that are assigned to the current user. To demonstrate, please sign in as Brad Summers (user name *BradS* with a blank password), one of the sample users with access to the project examples on the portal.



Using the link opens the **My Projects and tasks** part of the current user's employee profile, which is divided into three sections:

- **My Projects** - contains a list of all projects that the current user is allowed to access. The names of the displayed projects also serve as links to the department or workgroup section where the given project can be edited.
- **Tasks assigned to me** - contains a list of all unfinished tasks that are assigned to the current user.
- **Tasks owned by me** - contains a list of all unfinished tasks that are owned by the current user. A task is usually owned by the user who created it.

## My Projects and tasks

MY PROJECTS						
Progress	Name	Deadline	Owner	Status		
	52% <a href="#">Microsoft Office Upgrade</a>	11/30/2010 7:41:33 PM	Brad Summers (BradS)			
	38% <a href="#">Network Upgrade</a>		Brad Summers (BradS)			

TASKS ASSIGNED TO ME						
Actions	Title	Deadline	Owner	Project	Priority	Status
	<a href="#">RFP preparation</a>		Brad Summers (BradS)	Network Upgrade	Normal	
	<a href="#">Vendor Selection</a>		Brad Summers (BradS)	Network Upgrade	Normal	

TASKS OWNED BY ME						
Actions	Title	Deadline	Project	Priority	Status	
	<a href="#">Verify installed Office versions</a>	11/15/2010 10:00:00 AM	Microsoft Office Upgrade	Normal		
	<a href="#">Send out the New Office Guide</a>	11/12/2010 5:00:00 PM	Microsoft Office Upgrade	Normal		
	<a href="#">New Network Design</a>		Network Upgrade	Normal		
	<a href="#">Review of network design</a>		Network Upgrade	Normal		
	<a href="#">RFP preparation</a>		Network Upgrade	Normal		

Tasks displayed on this page can be edited by clicking on their title or **Deleted** (). New tasks that will not belong under any project can be created using the **New personal task** links. The details of creating and editing tasks are described in the [Managing tasks](#) topic. Please be aware that some of these actions may not be allowed for every user depending on the security configuration of projects.

## 12.2 Creating a new project

The example in this topic demonstrates how projects can be created and configured under a department. The procedure for doing the same under a workgroup is nearly identical and any differences will be mentioned. Please be aware that this example is from the point of view of a user with full project management permissions and all of the described actions may not be available for other users.

1. Access the portal and sign in as Brad Summers (user name *BradS* with a blank password). Navigate to the **Departments** section and click on the **IT** department, which will bring you to its sub-section of the portal.
2. Select the **Projects** section of the department from the menu. It contains a list of all projects that belong to the department and key information about them. The action buttons to the left of each project can be used to **Edit** () or **Delete** () it.

IT department

Home News Calendar Documents Media Blogs Forums Projects Members

Portal > Departments > IT > Projects

## Projects

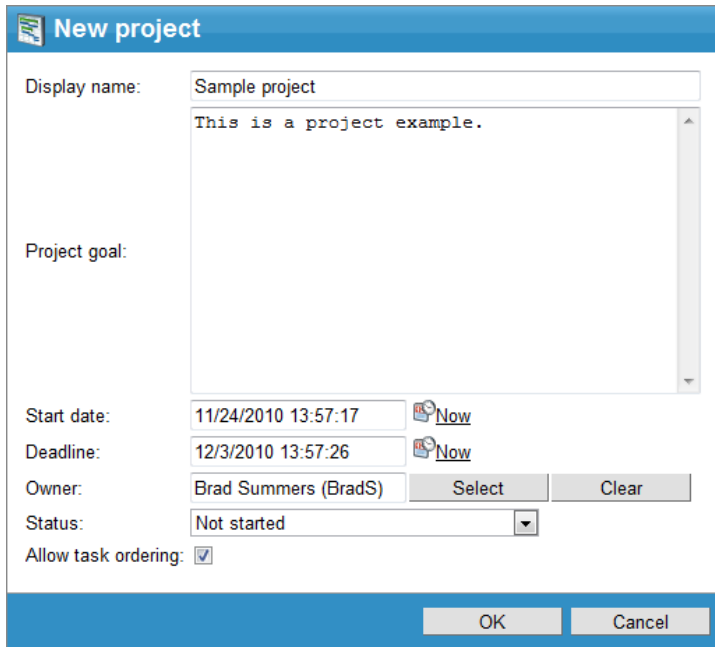
[New project](#)

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

Click the **New project** link.

3. A dialog will appear where you can define the following properties of the new project:

- **Display name** - name of the project.
- **Project goal** - text description of the purpose of the project.
- **Start date** - specifies the date and time when work on the project should start. Clicking the *Now* link enters the current time into the field. Alternatively, the *Choose date/time* () button may be used to select a specific date and time from a calendar.
- **Deadline** - specifies the date and time before which the project should be complete.
- **Owner** - allows the selection of the user who will be set as the project owner using the *Select* button. Projects that belong under workgroups may only select from users who are members of the given workgroup. The owner is usually the user who ensures that the project is completed successfully and automatically has full permissions for this project. By default, the user who created the project is entered.
- **Status** - allows one of the predefined project statuses to be selected. Statuses are used to indicate which life cycle step the project is currently in.
- **Allow task ordering** - if checked, the order of tasks that belong under the project can be changed using arrow buttons.

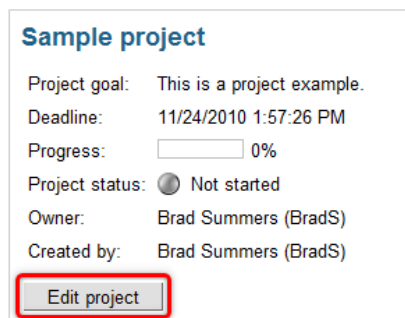



Click **OK** to create the project.

4. The editing interface of the newly created project will now be displayed and the details of the current project can be viewed. These include the properties described above and the **Progress** of the project, which is automatically calculated as the average progress of all tasks under the project.

## Projects

[Projects](#) ▶ [Sample project](#)



 [New task](#)

No tasks found.

Click the **Edit project** button to bring up the dialog used to modify the configuration of existing projects.

5. The **General** tab allows editing of the same properties that were entered when the project was created.

**Edit project**

General **Security**

Display name: Sample project

Project goal: This is a project example.

Start date: 11/24/2010 13:57:17 Now

Deadline: 11/24/2010 13:57:26 Now

Owner: Brad Summers (BradS)

Status: Not started

Allow task ordering:

Switch to the **Security** tab.

6. Here, the displayed permission matrix can be set to determine what type of users are allowed perform actions related to the project and its tasks.

**Edit project**

General **Security**

	Access to project	Create	Modify	Delete
Nobody	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authenticated users	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authorized roles	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Please select the authorized roles (available only when you select the "Authorized roles" option above):

	Access to project	Create	Modify	Delete
Authenticated users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CFO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following permissions are available:

- **Access to project** - users with this permission are allowed to view and access the project.
- **Create** - users with this permission are allowed to create new tasks under the project.
- **Modify** - users with this permission are allowed to modify the tasks under the project.
- **Delete** - users with this permission are allowed to delete tasks under the project.

These permissions can be assigned to:

- **Nobody** - nobody can perform the action.
- **All users** - all users can perform the action.

- **Authenticated users** - only signed-in users can perform the action, i.e. anonymous public users cannot perform it.
- **Group members** - only members of the workgroup that the project belongs to can perform the action. This option is only available for projects under workgroups.
- **Authorized roles** - only users that are assigned to the roles selected below can perform the action. For workgroup projects, only the roles defined for the given workgroup may be selected.



#### Project security exceptions

1. The user who is set as the owner of a project automatically has full permissions for that project.
2. A task can be modified by users that it is assigned to or owned by regardless of the security settings of the project that the task belongs under.
3. Users who can manage a workgroup have full permissions for all projects under the given workgroup.
4. The permissions set for individual projects may not be applied if the entire **Projects** section of the department or workgroup that contains the given project is configured to have different security settings by the portal administrators.


Click **OK** to close the dialog and save any changes.

7. The lower part of the project editing interface is taken up by a list of tasks that belong under the current project. To learn about using tasks, please continue in the [Managing tasks](#) topic.

## 12.3 Managing tasks

In the [Creating a new project](#) topic, you have learned where and how projects can be accessed, created and configured. This topic focuses on the use of tasks. Please be aware that this example is from the point of view of a user with full access to the used project and all of the described actions may not be available for other users.

1. Access the portal and sign in as Brad Summers (user name *BradS* with a blank password). Navigate to the **Departments** section, select the **IT** department, open its **Projects** section and **Edit** (✎) the sample **Network Upgrade** project.




IT department

Home News Calendar Documents Media Blogs Forums **Projects** Members

Portal > Departments > IT > Projects

## Projects

 [New project](#)

Actions	Name	Deadline	Owner	Status	Progress
 	Network Upgrade		Brad Summers (BradS)		 38%
 	Sample project	11/24/2010 1:57:26 PM	Brad Summers (BradS)		 0%

2. You will now see the selected project's editing interface, as described in the previous topic. This project however already has several tasks under it and you can see them displayed on the bottom part of the page.


## Projects


[Projects](#) > Network Upgrade

**Network Upgrade**

Project goal: Plan for a major upgrade of our network infrastructure.

Deadline:

Progress:  38%































Project status:  On track

Owner: Brad Summers (BradS)


Created by: Brad Summers (BradS)

[Edit project](#)

 [New task](#)

Actions	Title	Assigned to	Progress	Estimate (hours)	Owner	Priority	Status
   	New Network Design	Ruth Baker (RuthB)	 100%	0	Brad Summers (BradS)	Normal	
   	Review of network design	Sharon Evans (SharonE)	 30%	0	Brad Summers (BradS)	Normal	
   	RFP preparation	Brad Summers (BradS)	 50%	0	Brad Summers (BradS)	Normal	
   	Vendor Selection	Brad Summers (BradS)	 10%	0	Brad Summers (BradS)	Normal	
   	Implementation of changes	Sharon Evans (SharonE)	 0%	0	Brad Summers (BradS)	Normal	

Items per page: 25

Continue by clicking the  **New task** link.

3. A dialog will appear where you can define the following properties of the new task:

- **Title** - name of the task.
- **Owner** - allows the selection of the user who will be set as the task owner using the *Select* button. Tasks that belong under workgroup projects may only select from users who are members of the given workgroup. The owner is usually the user who checks that the task is being completed correctly. To help keep track, the owner of a task automatically receives a notification e-mail whenever the task is modified. By default, the user who created the task is entered.
- **Progress** - a percentage representing the amount of progress that has been made on the task. It must be entered manually for tasks.
- **Estimate** - is used to set an approximate amount of hours that the completion of the task should take.
- **Deadline** - specifies the date and time before which the task should be complete. Clicking the *Now*

link enters the current time into the field. Alternatively, the *Choose date/time* (📅) button may be used to select a specific date and time from a calendar. If the specified deadline is reached without the task being set to the *Finished* status, an e-mail notification informing about this is automatically sent to the user to whom the task is assigned.





































- **Status** - allows one of the predefined task statuses to be selected. Statuses are used to indicate which life cycle step the task is currently in, e.g. when a task is completed, the *Finished* status should be set to mark it as such. Statuses may cause tasks to be displayed with a specific background color.
- **Priority** - allows one of the predefined task priorities to be selected to set how urgent the task is.
- **Is private** - if checked, the task will only be displayed to its owner, the user to whom it is assigned and to users who have permissions to manage the project that the task belongs under (if applicable).
- **Assigned to** - allows the selection of the user who should complete this task using the *Select* button. Tasks that belong under workgroup projects may only select from users who are members of the given workgroup. A notification e-mail is automatically sent to the specified user when the task is created or modified.
- **Description** - text containing the goal of the task and any other relevant information. Please refer to the [Other features -> WYSIWYG editor](#) topic for information about using the available actions above the editing area to format the entered text.

Click **OK** to confirm the creation of the task.


4. Each displayed task has several possible action buttons that can be applied to it.



New task

Actions	Title	Assigned to	Progress	Estimate (hours)	Owner	Priority	Status
    	New Network Design	Ruth Baker (RuthB)	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	0	Brad Summers (BradS)	Normal	
    	Review of network design	Sharon Evans (SharonE)	<div style="width: 30%;"><div style="width: 30%;"></div></div> 30%	0	Brad Summers (BradS)	Normal	
    	RFP preparation	Brad Summers (BradS)	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%	0	Brad Summers (BradS)	Normal	
    	Vendor Selection	Brad Summers (BradS)	<div style="width: 10%;"><div style="width: 10%;"></div></div> 10%	0	Brad Summers (BradS)	Normal	
    	Implementation of changes	Sharon Evans (SharonE)	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	0	Brad Summers (BradS)	Normal	
    	New sample task	Ruth Baker (RuthB)	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	8	Brad Summers (BradS)	High	

Items per page: 25

-  **Edit** - opens a dialog very similar to the one shown when creating a new task, which can be used to update the task to reflect its progress. It contains one additional field called **Task URL**. The value of this field can be used to create links directly to the editing dialog of the given task.

### Edit task

Title:

Owner:

Progress:  %

Estimate:  (hours)

Deadline:

Status:



Priority:

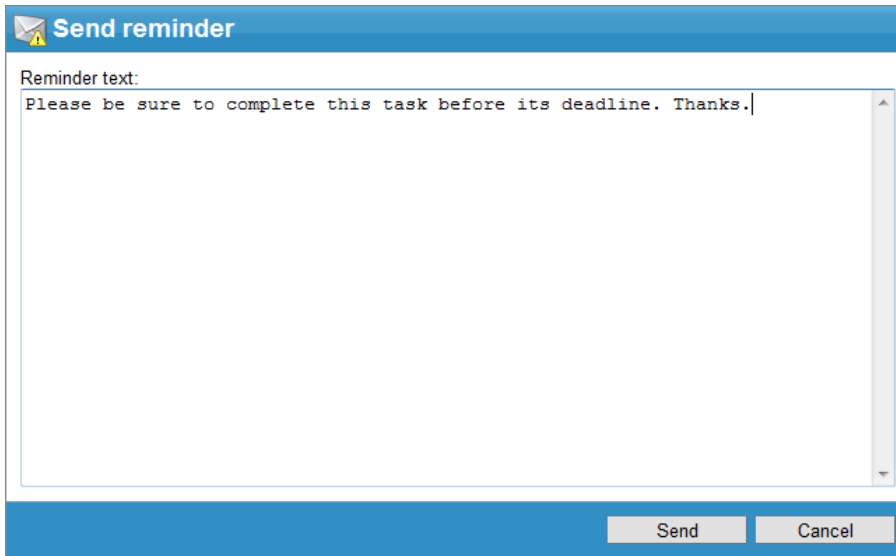
Is private:

Assigned to:

Description:

Task URL:

-  **Delete** - allows tasks to be permanently removed.
-  **Send reminder** - can be used to quickly send an e-mail to the user to whom the task is assigned. The sent e-mail automatically uses a format that contains the name of the related task and a link to it, so this information does not have to be explicitly entered into the dialog used to enter the e-mail text.



Send reminder

Reminder text:  
Please be sure to complete this task before its deadline. Thanks.

Send Cancel

- **↑ Move up, ↓ Move down** - allows tasks to be permanently moved one place up or down in the project task list. The order in which all tasks are displayed may also be temporarily changed to sort by the values of a selected task property by clicking on the name of that property in the list header.

The information given in this topic applies to managing tasks not only directly under a project but also on the **Projects and tasks** section of the employee profile.

**Part**

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**XIII**

**Intranet widgets**

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## 13 Intranet widgets

### 13.1 Intranet widgets overview

Widgets are web page elements that serve for customization of selected pages of the portal, typically the **Home** page of particular [workgroups](#) and each user's [My Dashboard](#) page. The Intranet Portal comes with a number of widgets that are specific for the context of the portal. There are two groups of these specific widgets - workgroup widgets and project management widgets for My Dashboard. In the Select widget dialog, which is depicted in the screenshots below, users can only see those widgets that can be used on the current page:

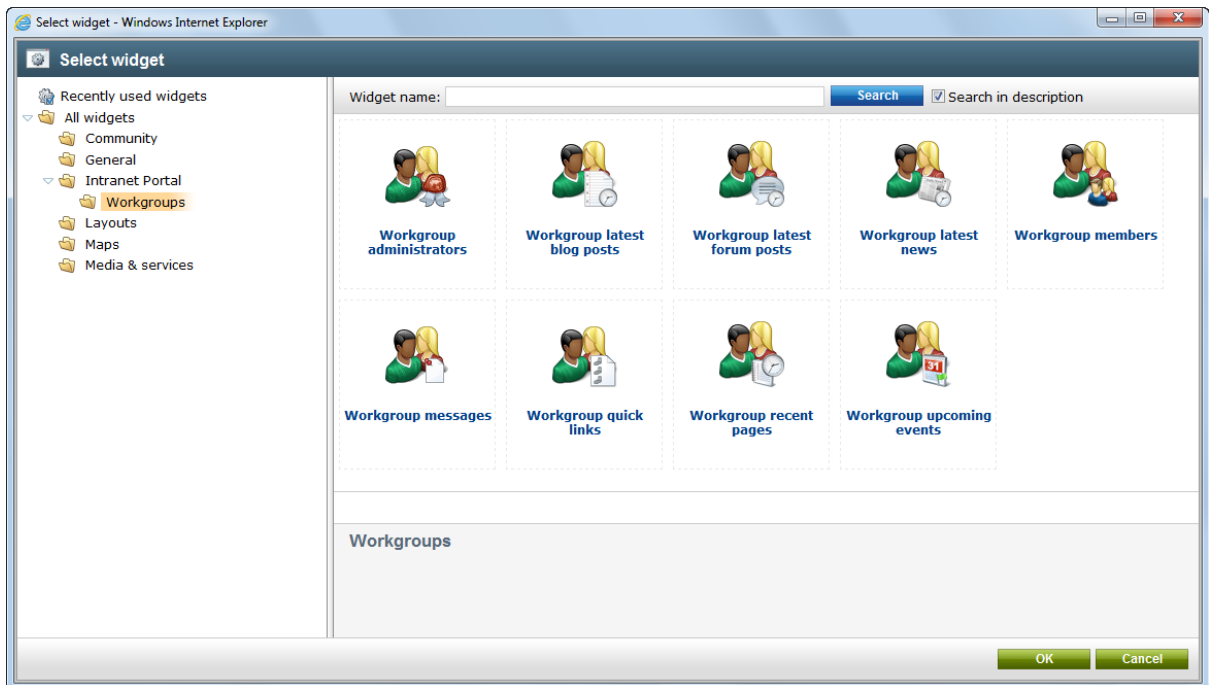
#### Workgroup widgets

Workgroup widgets are located in the **Intranet portal -> Workgroups** widget category. These widgets can be added to the **Home** page of particular workgroups by the workgroup administrators:

- **Workgroup administrators** - displays a list of administrators of the current workgroup.
- **Workgroup latest blog posts** - displays a list of the latest blog posts published in the current workgroup's **Blogs** section.
- **Workgroup latest forum posts** - displays a list of the latest forum posts published in the current workgroup's **Forums** section.
- **Workgroup latest news** - displays a list of the latest news published in the current workgroup's **News** section.
- **Workgroup members** - displays a list of all members of the current workgroup.
- **Workgroup messages** - displays a list of the latest messages published on the current workgroup's message board (on the **Board** page).
- **Workgroup quick links** - displays quick links to the most frequently used parts of the current workgroup's section. The links are fully customizable in the widget properties dialog.
- **Workgroup recent pages** - displays a list of the latest articles published in the current workgroup's **Wiki** section.
- **Workgroup upcoming events** - displays a list of the nearest upcoming events scheduled in the current workgroup's **Calendar** section.

All of the widgets listed above display content from the workgroup selected based on the current page context. This means that they display content of the particular workgroup on whose **Home** page the widget is placed. Besides these specific widgets, there is also a number of other widgets that can be added to the **Home** page of workgroups. The other widgets are also offered in the **Select widget** dialog, along with the ones listed above.

Please refer to the [Workgroups -> Modifying workgroup home page](#) topic for more details on how the workgroup **Home** page can be customized using widgets.

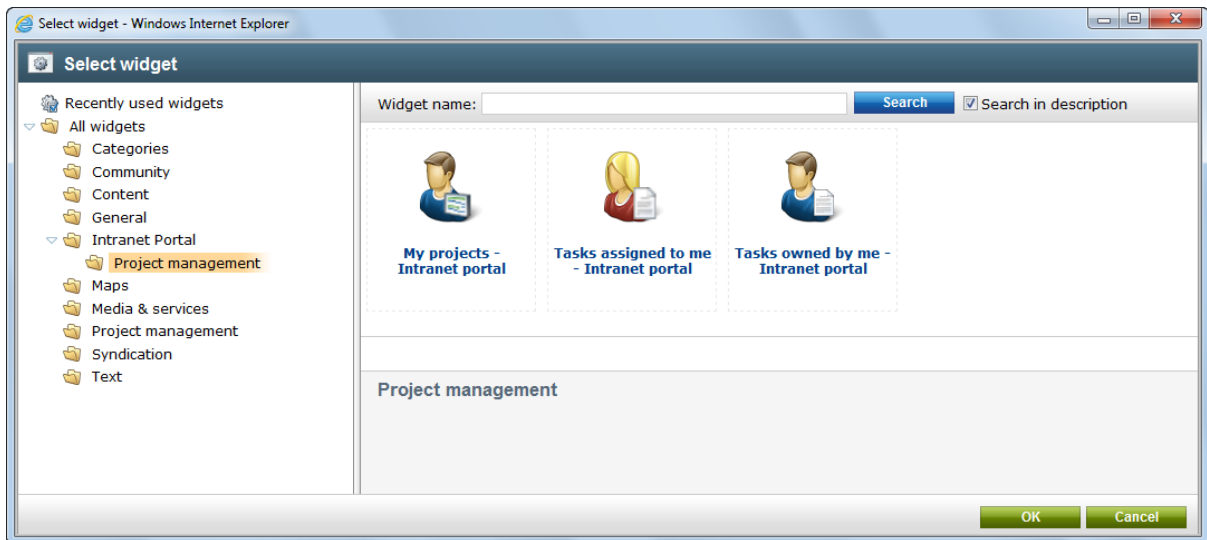


## Project management widgets for My Dashboard

Project management widgets are located in the **Intranet portal** -> **Project management** widget category. These widgets can be used by each employee on their personal **My Dashboard** page:

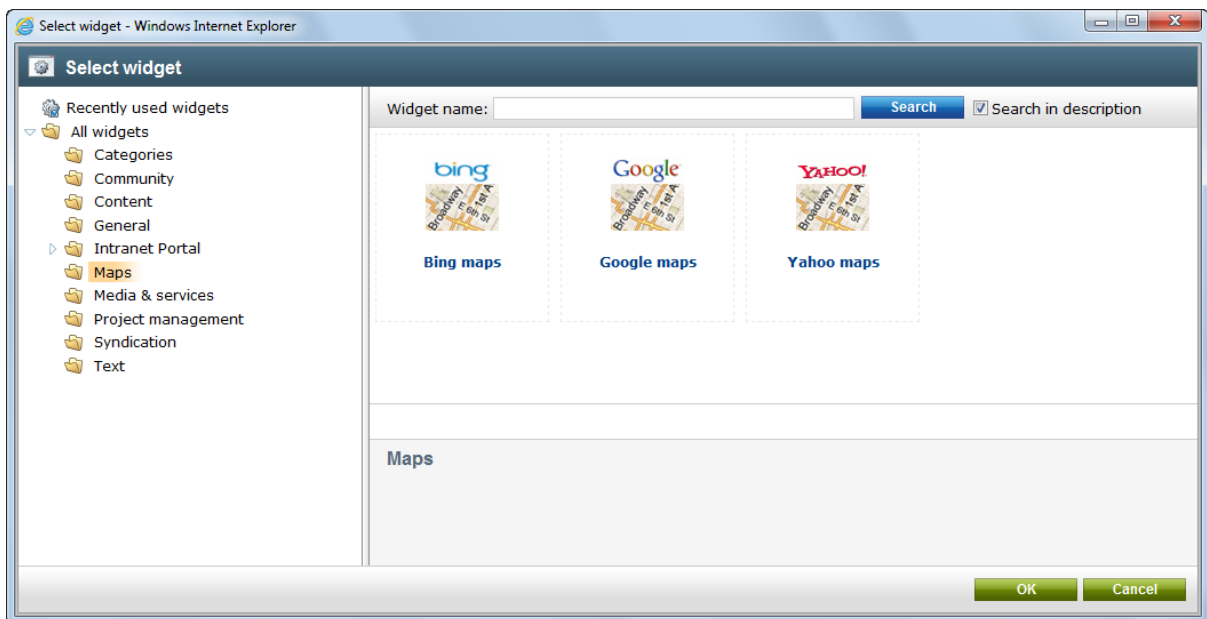
- **My projects - Intranet portal** - displays a list of all projects that the current user has permissions to access.
- **Tasks assigned to me - Intranet portal** - display a list of all tasks that are assigned to the current user.
- **Tasks owned by me - Intranet portal** - displays a list of all tasks that are owned by the current user.

To find out more about the project management features of the portal, please refer to the [Project management](#) chapter of this guide. To learn how the **My Dashboard** page can be used, please see the [Employees -> Using My Dashboard](#) topic.



## Other widgets

Besides these specific widgets, there is also a number of other widgets that can be used on the **My Dashboard** page. The other widgets are also offered in the **Select widget** dialog, along with the ones listed above. For example, the **Maps** category selected in the screenshot below contains widgets that can be used to display maps on the customizable pages.



**Part**

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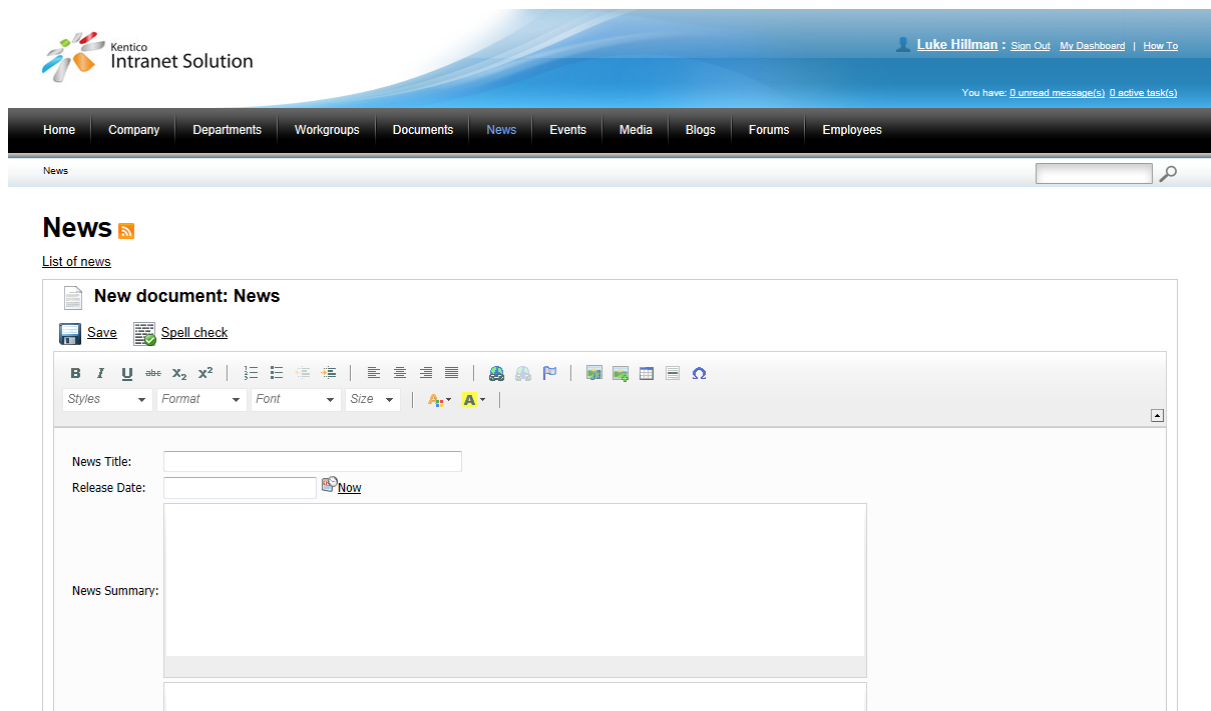
**Other features**

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## 14 Other features

### 14.1 WYSIWYG editor

The Intranet Portal comes with a built-in WYSIWYG editor. You can come across the editor in many parts of the portal, usually in dialogs used for adding or editing objects that contain blocks of text, for example when working with [news items](#), [events](#), [Wiki pages](#) and [blogs or blog posts](#). Apart from other useful features described below, the main advantage of the WYSIWYG editor is that the content displayed while editing is nearly identical to the end result. The options offered by the editor can be accessed via a toolbar located above the given editing region.



The following actions are available on the WYSIWYG editor toolbar:













- 1. Text formatting** - these buttons are used for text formatting. They include font adjustment, underlining, paragraph alignment, listing, indentation etc.
- 2. Text styling** - these drop-down lists and buttons are used for text styling. They include style, format, font, size, text color and background color.

The remaining action buttons each have a specific purpose:

- **Insert/Edit link** - converts selected text into a link or inserts a link to the location of the cursor. Using this button opens a modal dialog (described in the [Inserting a link](#) section below), which can be used to configure the properties of the link. If the button is clicked while the cursor is placed within the text of an existing link, the properties of the given link can be modified through the editing dialog.



-  **Remove link** - disables the selected link, converting it to plain text.
-  **Insert/Edit anchor** - edits a selected anchor or adds a new one to the location of the cursor. An anchor is used to mark a specific place in the text that can serve as the target of a link.
-  **Insert/Edit image or media** - allows an image or other type of media to be inserted into the text. Using this button opens a modal dialog (described in the [Inserting an image or media file](#) section below), which can be used to configure the properties of the object. An existing image or media file can have its properties modified through the editing dialog by selecting it and using this button (or by double clicking it).
-  **Quickly insert image** - allows the selection of an image from your local disk to be inserted into the text without any additional configuration.
-  **Insert/Edit table** - opens a dialog where a new table can be defined or an existing one can be modified. Once complete, the table is then placed into the text. An existing table can be modified by selecting it and using this button.
-  **Insert horizontal line** - adds a horizontal line into the text.
-  **Insert smiley** - allows the selection of an emoticon to be added into the text.
-  **Insert special character** - inserts a special character to the location of the cursor, like for example an arrow, currency symbol, etc.
-  **Insert page break** - inserts a page break into the text.
-  **Maximize the editor size** - can be used to expand the text editing area and the toolbar across the entire page. Clicking it again returns the editor to its original size. This action is not available for all text editing dialogs.

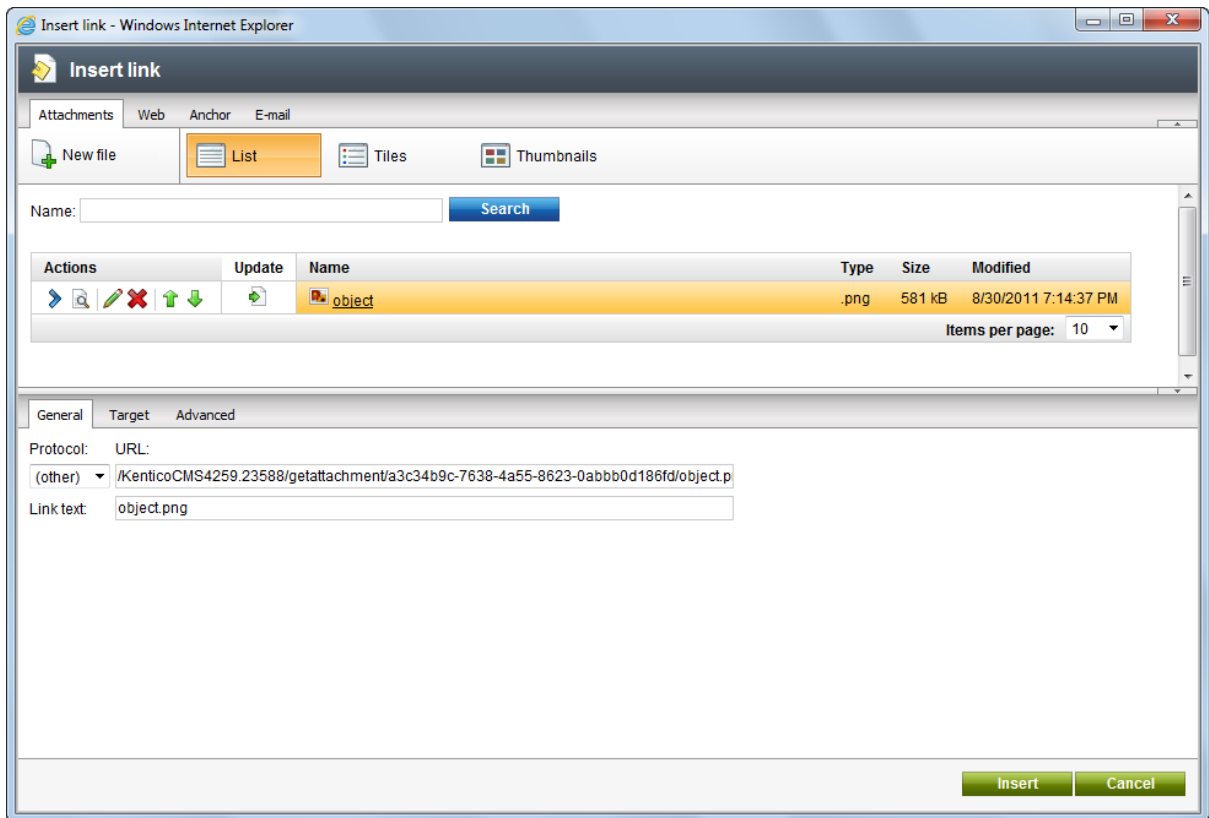
Please note that the actions available on the WYSIWYG editor toolbar may vary based on the settings specified by the portal administrators.

## Inserting a link

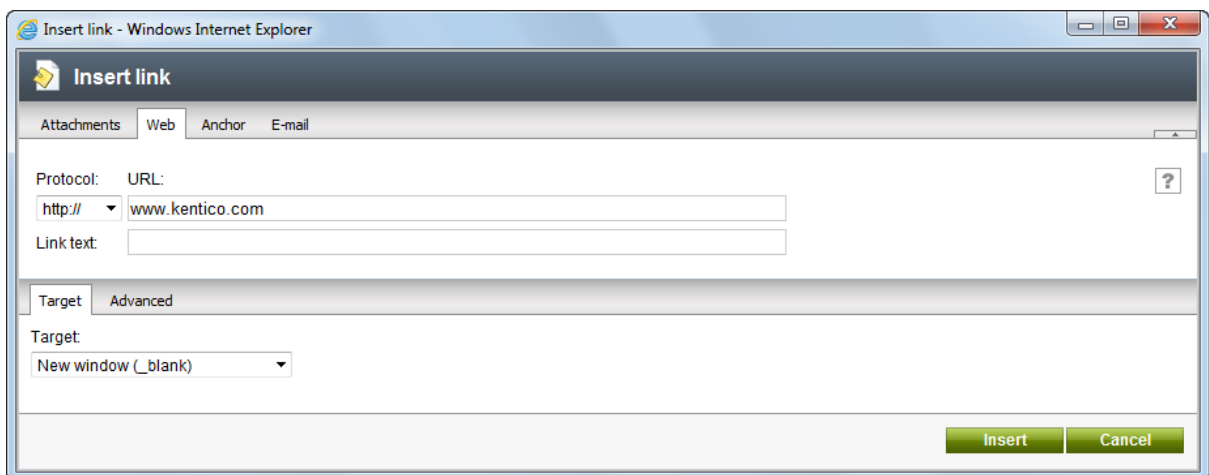
There are four possible types of links that can be made using the different tabs of the dialog.

The **Attachments** tab allows the creation of links to files attached to the currently edited document. An existing file attachment can either be selected from the list or a new one can be added to the document using the **New file button**. The **List**, **Tiles** and **Thumbnails** buttons may be used to change the view mode used for the attachment list. The attachments can also be managed by using the various available action buttons.

When an attachment is selected, its URL can be found on the **General** tab on the lower part of the dialog. Here, the **Target** tab can be used to select where and how the target object should be displayed when the link is clicked and the **Advanced** tab allows certain HTML attributes of the link to be set.



The **Web** tab is where standard hyperlinks can be made simply by entering a **URL**. The **Target** and **Advanced** tabs in the lower part of the dialog have the same purpose as described above for **Attachment** links.

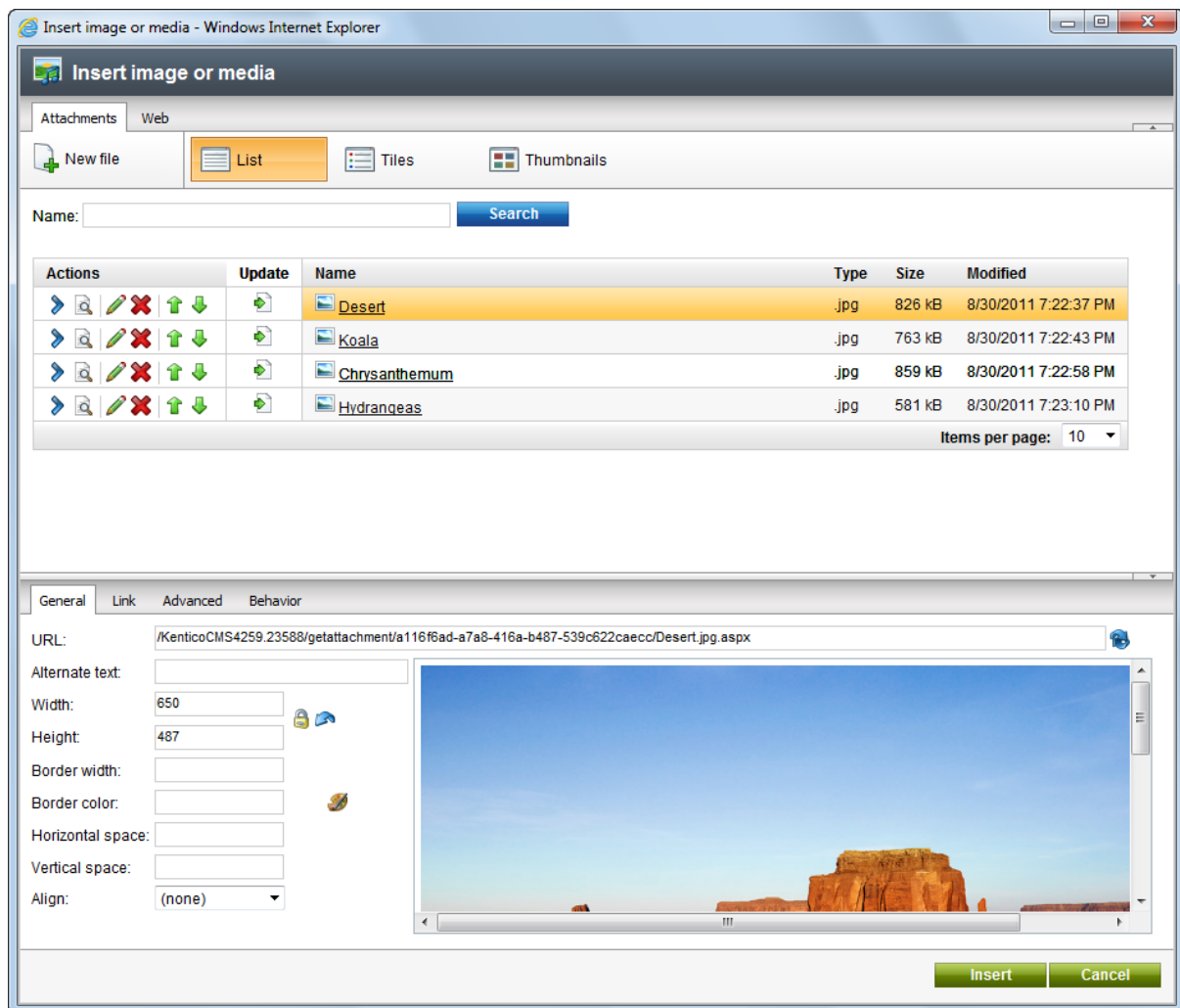


The **Anchor** tab can be used to create links to anchors placed into the text

Standard "mailto" links can be defined on the **E-mail** tab. When this type of link is clicked by a user, a new mailing window is opened in the user's e-mail program (e.g. Outlook) with the values specified on this tab filled into the appropriate e-mail fields.

## Inserting an image or media file

The tabs at the top of dialog window determine the type of source that will be used for the image or media file. The **Attachments** tab can be used to select a file that is attached to the currently edited document. The listed attachments can be managed using the procedures described above for the **Insert link** dialog. On the **Web** tab, any web file can be specified as the source by entering its **URL** and **Media type**.




Once a file is selected by either one of the mentioned methods, the tabs on the lower part of the dialog can be used for further configuration, depending on the type of the file. The **General** tab contains basic options such as size and alignment, or autoplay settings for video/audio files. The **Link** tab can be used to set image files to work as links by specifying a **URL** and how the target page should be displayed. On the **Advanced** tab, certain HTML attributes of image files can be configured. The **Behaviour** tab allows special actions to be defined for image files. These actions, like for example opening the image in full size, are performed when a user clicks or hovers over the displayed image.

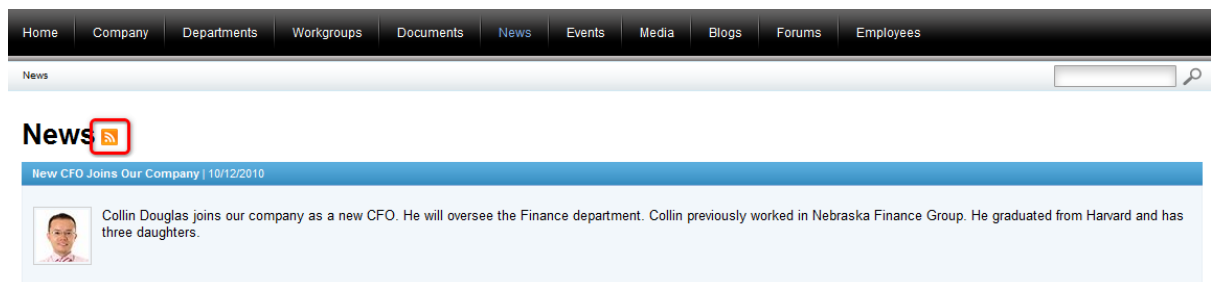
## 14.2 RSS feeds

In various sections of the portal, it is possible to subscribe to RSS feeds of the section's content. This is convenient in case that you don't want to browse to particular sections of the portal in order to find if new content was added. Using RSS feeds, you can be notified about newly added content automatically and keep track of activity on the portal.

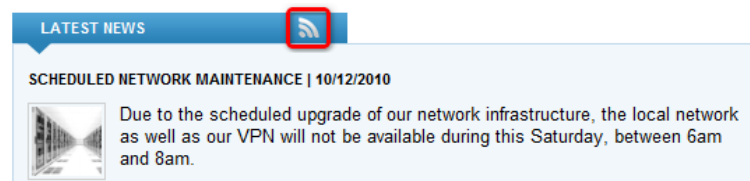
RSS feeds are available with the following content, both in the portal's global section and in each [department](#) or [workgroup](#) section:

### News


RSS feeds of [news](#) can be accessed by clicking the  icon next to the header of the list of news (as highlighted in the screenshot below). The icon is present in the news listing in both the global section and in the dedicated sections of departments and workgroups.

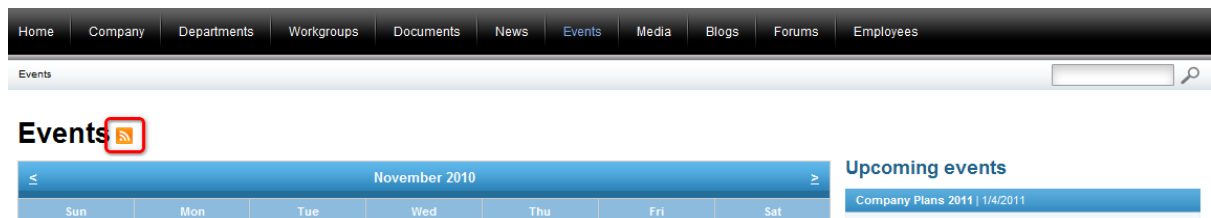



It is also possible to access the feed by clicking the  icon in the **Latest news** box on the **Home** page of the global section, as well as on the **Home** page of particular departments or workgroups.



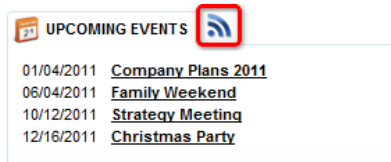
### Events


RSS feeds of [events](#) can be accessed by clicking the  icon next to the header above the calendar, as can be seen in the screenshot below. This icon is present both on the global section's **Events** page and on the **Calendar** page of each department or workgroup.



It is also possible to access the events feed by clicking the  icon in the **Upcoming events** box on the **Home** page of the global section, as well as on the **Home** page of particular departments or

workgroups.

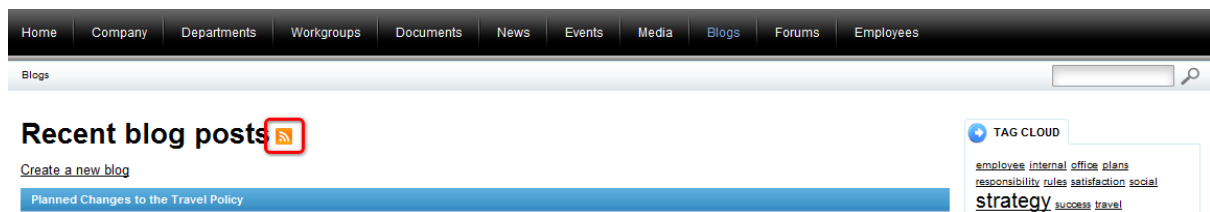


**UPCOMING EVENTS** 

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


## Blog posts

[Blog posts](#) can also be consumed in the form of an RSS feed. To access the blog post feeds, click the  icon next to the header above the list of the latest blog posts, both in the portal's global section and in each department's or workgroup's **Blogs** section.



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

Blogs


**Recent blog posts** 

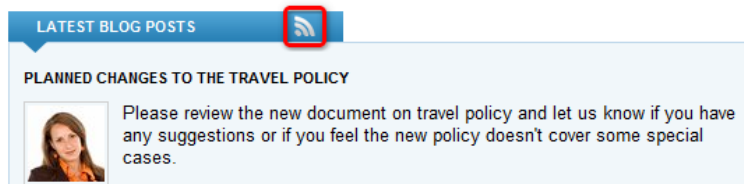
[Create a new blog](#)


Planned Changes to the Travel Policy

TAG CLOUD


employee internal office plans  
responsibility rules satisfaction social  
**strategy** success travel

It is also possible to access the feeds by clicking the  icon in the **Latest blog posts** box on the **Home** page of the global section, as well as on the **Home** page of each department or workgroup.




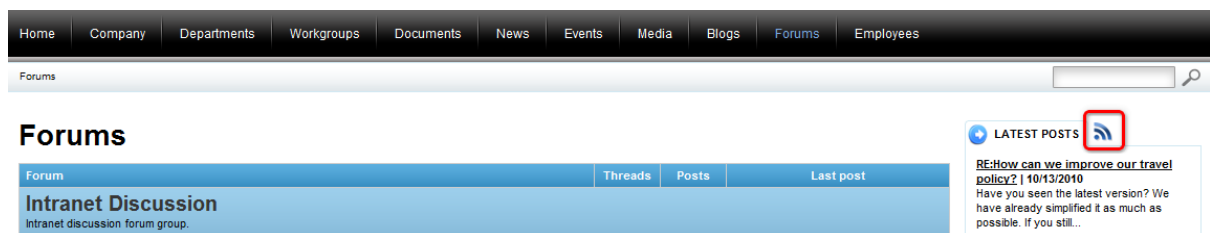
**LATEST BLOG POSTS** 

**PLANNED CHANGES TO THE TRAVEL POLICY**

 Please review the new document on travel policy and let us know if you have any suggestions or if you feel the new policy doesn't cover some special cases.

## Forum posts

The last type of content that can be consumed via RSS feeds are [forum posts](#). On the title page of the **Forums** section, both in the global section and in the sections of particular departments and workgroups, you can access the feed by clicking the  icon in the **Latest posts** box, as highlighted in the screenshot below.




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

Forums


**Forums**

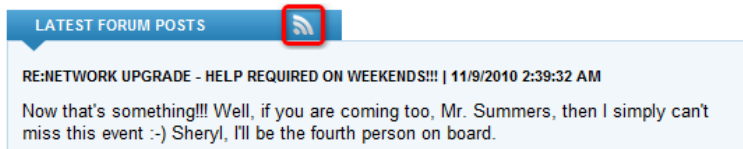
Forum Threads Posts Last post

**Intranet Discussion**  
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...

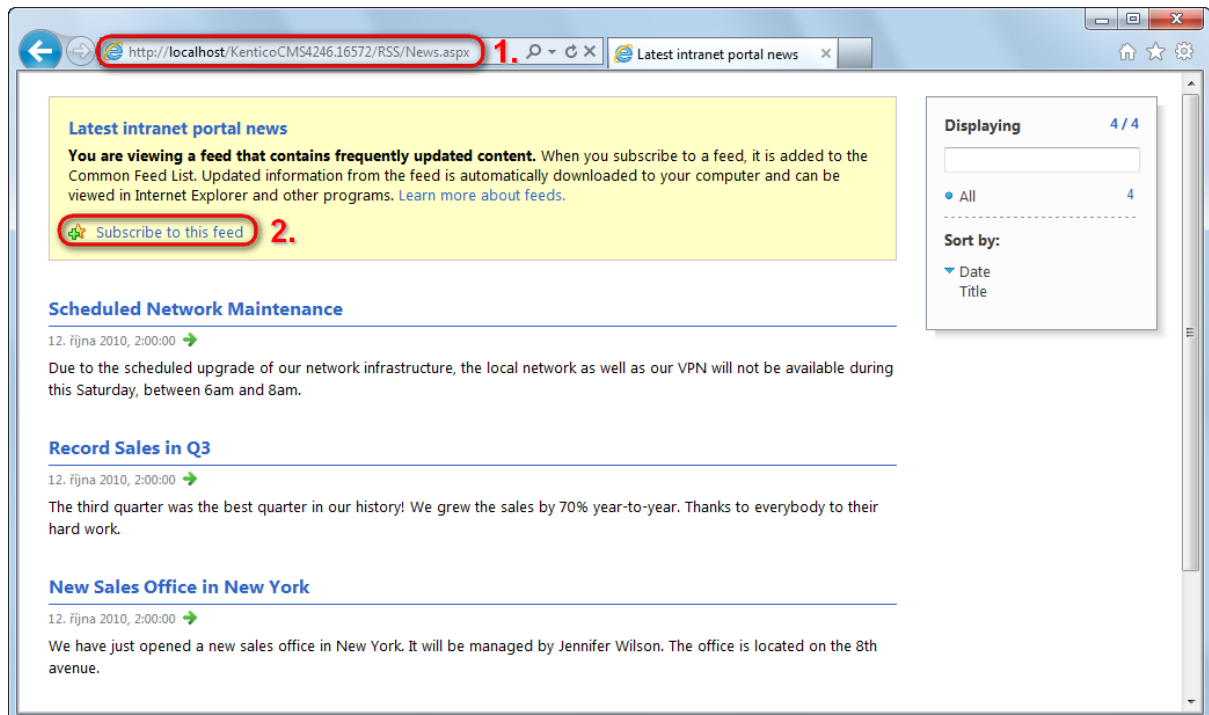
It is also possible to access the feeds by clicking the  icon in the **Latest forum posts** box. This box is only displayed on the **Home** page of particular departments or workgroups, the **Home** page of the global section doesn't contain this box.



## Viewing the feeds

RSS feeds can be consumed by a large variety of applications - so called [RSS readers](#). In this topic, we will use **Microsoft Internet Explorer**, which, apart from being a web browser, can also be used as an RSS reader. To view an RSS feed, just click the feed icon of any feed on the portal. You will see a page similar to the one captured in the screenshot below, which is the feed of the global section's news.

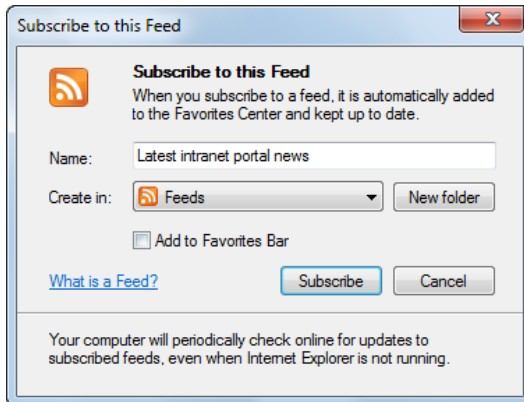
As you can see, the feed contains particular news published in the global section, ordered by the date of publishing. Each news item is represented by its title and teaser text. Clicking the title redirects you to the news item's page on the portal. The browser's address line (highlighted by rectangle 1 below) contains the URL of the displayed feed. You may use this URL to consume the RSS feeds in any other RSS reader according to your personal preferences.



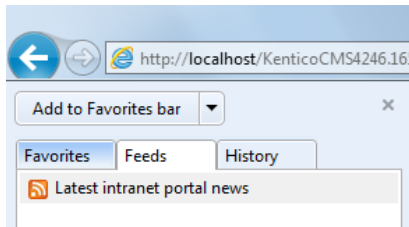
To subscribe to the displayed feed in **Microsoft Internet Explorer**, click the **Subscribe to this feed** link, which is highlighted by rectangle 2 in the preceding screenshot. The dialog depicted below will pop up. Enter the following details:

- **Name** - name of the feed that will be displayed in the browser's list of feeds.
- **Create in** - the folder under which the feed will be stored. You can create a new folder using the **New folder** button.
- **Add to Favorites Bar** - if enabled, the feed will be added to the browser's Favorites bar.

When you have the details filled in, click **Subscribe** to subscribe to the feed.

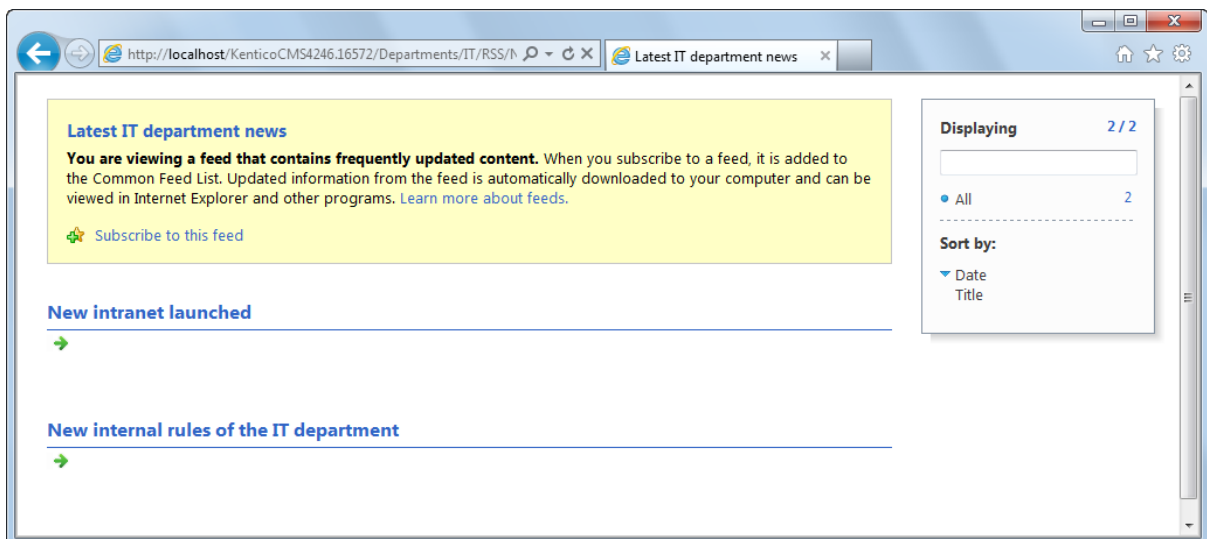


The feed will be added to the **Feeds** tab of the browser's **Favorites** menu, as can be seen below. From now on, you can conveniently view content of the feed by selecting the feed from this menu.



## Security of department and workgroup feeds

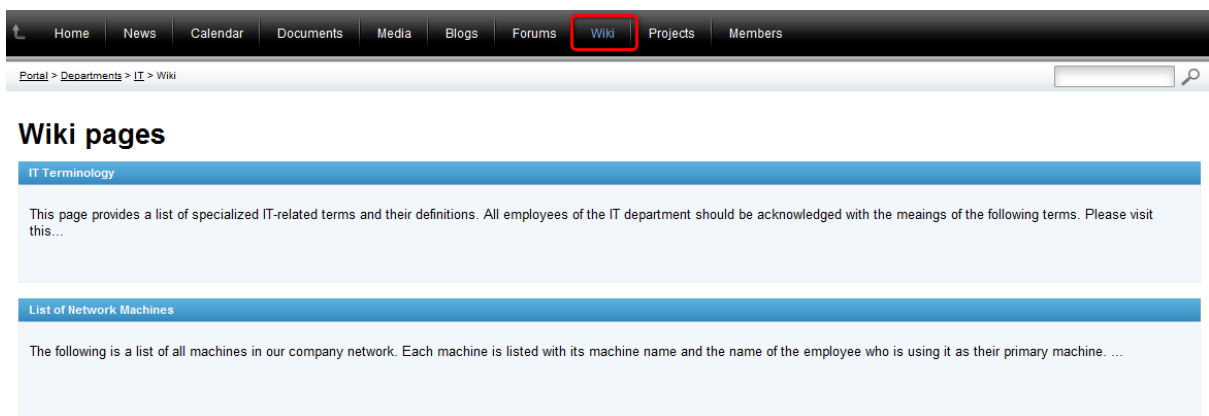
RSS feeds of [department](#) or [workgroup](#) content contain only titles of the new content. These titles work as links to the page where the new content is published. This happens for security reasons, as RSS feeds can not be secured and anybody who knows the feed URL can subscribe to it. To prevent 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.



## 14.3 Using Wikis

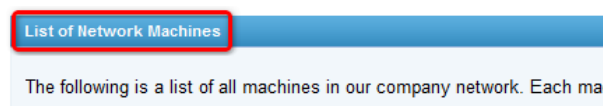
Each department and workgroup has the **Wiki** section. This section is intended for publishing of articles within the context of the department or workgroup. Only users with appropriate permissions can add new articles in this section or edit the existing ones, while the rest of the department or workgroup members can only view the published articles. To demonstrate the **Wiki** section's functionality, we will use the **IT** department, which has some sample content, including two wiki articles.

Log on to the portal as **Ruth Baker** (username *RuthB* with blank password), who is one of the sample users shipped with the portal and also an ordinary member of the **IT** department. Once logged on, select **Departments** in the main menu and click the **IT** department in the displayed list of departments, which redirects you to the department's **Home** page. There, select **Wiki** in the main navigation. You should see a list of published articles, as depicted in the screenshot below.

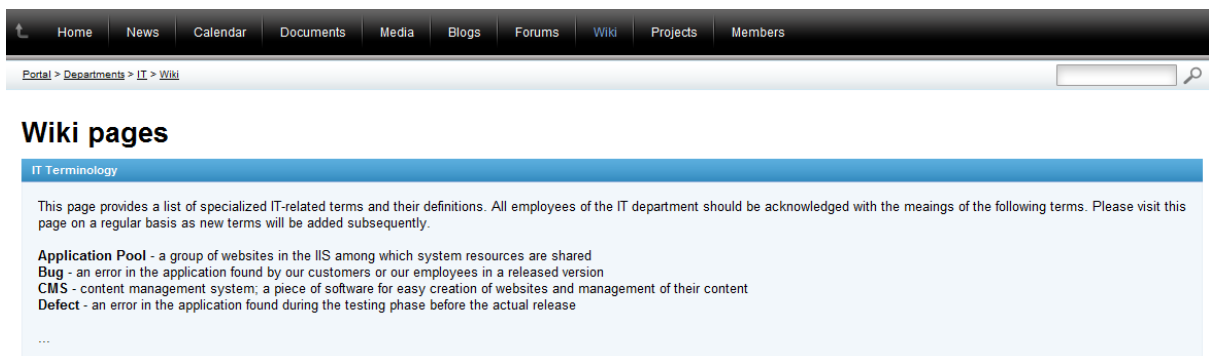


### Viewing Wiki articles

Ordinary members of the department or workgroup who do not have necessary permissions can only view the published article. To view an article, click its name in the article listing.



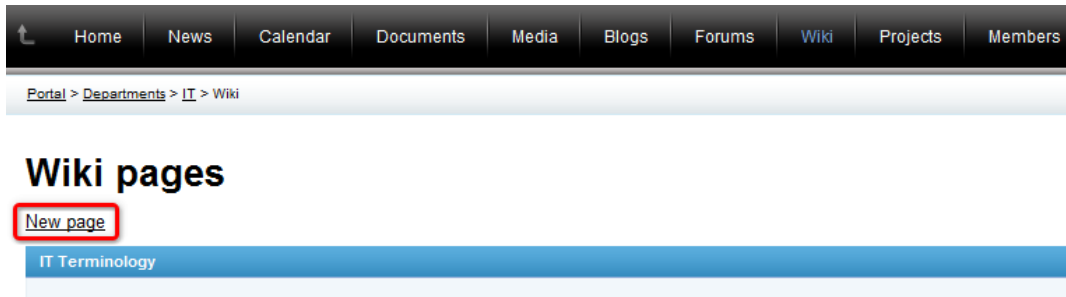
The full text of the article will be displayed, as you can see in the following screenshot.





## Creating new Wiki articles

Only users with appropriate permissions can create new wiki articles. To demonstrate this in practice, log out of the portal and log back in as **Brad Summers** (username *BradS* with blank password), who is the head of the IT department and has the necessary permissions to create new articles. Once logged in, navigate to the **Wiki** section of the **IT** department and click the **New page** link above the list of articles.



You will be redirected to the **New document** dialog where you need to fill in the following fields:

- **Article title** - the title of the article displayed in the articles listing; a required field.
- **Article text** - the actual text of the article; a required field.
- **Publish from** - the date and time when the article will be published on the portal; an optional field. Current date can be used by clicking the **Now** link, or you can pick a date from a calendar after clicking the 📅 icon. If you leave this value blank, the article will be published right after its saving.
- **Publish to** - the date and time until when the news will be published on the portal; an optional field. Current date can be used by clicking the **Now** link, or you can pick a date from a calendar after clicking the 📅 icon. If you leave this value blank, the article will be published permanently until it is deleted or its configuration modified.


You can use the built-in **WYSIWYG editor** to edit content of the **Article Text** field. The WYSIWYG editor is used in various parts of the portal and you can learn more about it in [Other features -> WYSIWYG editor](#).

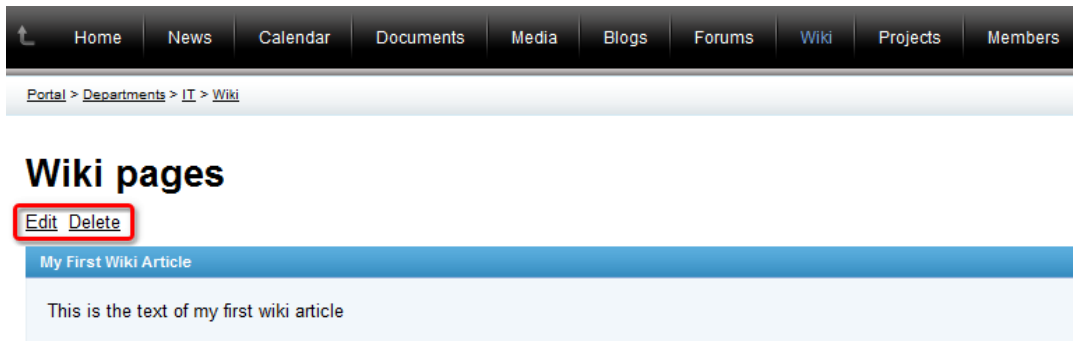
When you have the field filled, click the 💾 **Save** icon to save the article. Before saving, you may check if correct spelling was used in the text by clicking the ✎ **Spell check** icon.



## Editing and deleting existing articles

Users with appropriate permission (just as *BradS*, who we are using at this part of the example) can also edit or even delete the listed articles. To try this out, view the new article that you created in the preceding part of this topic. In its detail, you should see the following two links above the article's title:

- **Edit** - clicking this action opens the same dialog that is was used to create the article (as described in the preceding part of this topic). In the dialog, you may change values of particular fields of the article and click  **Save** to save the changes.
- **Delete** - clicking the link opens a dialog where you need to confirm deletion of the article. If you leave the **Destroy document and its history** option enabled, the article will be deleted permanently, i.e. it will not be possible to restore it.



## 14.4 Using message boards

Message boards allow users to view and post text messages and can be found on the **Board** section of workgroups and on employee profiles. They function in a way similar to [Forums](#), but are simpler and unstructured. Messages are displayed in chronological order from newest to oldest.

Portal > Workgroups > Microsoft Office Upgrade > Board

## Board

**Brad Summers**  
Hi all,

this message board should serve you as a quick way how to let all members of our workgroup know about something important.

Please use the 'Subscribe' link to receive automatic e-mail notifications about new messages on the board.  
11/8/2010 6:43:45 PM [Report abuse](#)

**Collin Douglas**  
Good news everyone!!!

I've just come back from Mr. Hillman and he's given me no budget limit for this project at all. He says that investment in the latest technology is always the best thing to do. Wise thinking, isn't it?

So we do not have to get concerned with the final cost much, we just have to buy no more than what we really need in terms of provided functionality.  
11/8/2010 7:00:34 PM [Report abuse](#)

**Ruth Baker**  
I'd like to add that besides the e-mail notifications (the 'Subscribe' link), this cool intranet site even has an RSS feed with all content of this workgroup. Wow, this intranet it is so advanced!!!  
11/8/2010 6:54:28 PM [Report abuse](#)

**Leave message** [Subscribe](#)

Name:

Your URL:

Your e-mail:

Message:

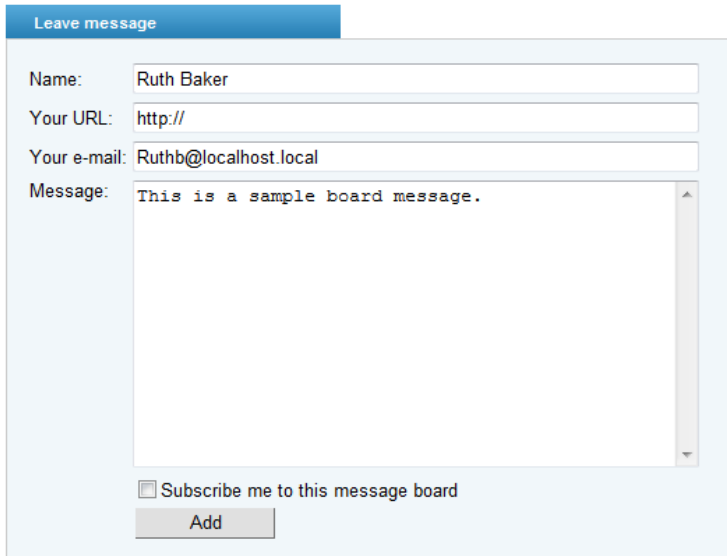
Subscribe me to this message board

To demonstrate the actions that can be performed on a message board, we will use the **Microsoft Office Upgrade** workgroup, which contains some sample messages. Please be aware that some of them may not be available. The portal or workgroup administrators decide which of them are enabled.

## Adding a message

1. Access the portal and sign in as Ruth Baker (user name *RuthB* with a blank password), one of the sample users, who is a member of the workgroup. Now navigate to the **Workgroups** section of the portal, select the **Microsoft Office Upgrade** workgroup and go to its **Board** section.
2. Scroll to the bottom part of the page and fill in the following fields of the **Leave message** dialog:
  - **Name** - the name that will be displayed above the new message. By default, the full name of the current user is entered.
  - **Your URL** - if entered, the name of the message author will serve as a link to this URL. For example, this could be used to create a link to the author's employee profile page.
  - **Your e-mail** - the e-mail address of the message author. By default, the address of the current user is entered.
  - **Message** - the text content of the message.
  - **Subscribe me to this message board** - if checked, the address specified in the *Your e-mail* field

will be subscribed to the message board when the message is added. Subscription is described below.



Post the message by clicking the **Add** button.

## Reporting abuse

Offensive or inappropriate messages can be brought to the attention of the portal administrators by clicking the **Report abuse** link on the bottom right of the message. A window will appear where you can describe the reason for the report and send it by using the **Report abuse** button

**Ruth Baker**

I'd like to add that besides the e-mail notifications (the 'Subscribe' link), this cool intranet site even has an RSS feed with all content of this workgroup. Wow, this intranet it is so advanced!!!  
11/8/2010 6:54:28 PM

[Report abuse](#)

## Subscribing to the board

Subscription allows you to keep track of the message board by sending you an automatic notification e-mail using the following format whenever a new message is added.

New message was added to the board you are subscribed to:

**Board:** [Workgroup Microsoft Office Upgrade board](#)

**Added by:** RuthB

**Date and time:** 11/29/2010 2:03:57 PM

**Text:** This is a sample board message.

[Click here to unsubscribe](#)

1. To subscribe to the board, click the **Subscribe** link on the right below the displayed messages.

## Board

**Brad Summers**

Hi all,

this message board should serve you as a quick way how to let all members of our workgroup know about something important.

Please use the 'Subscribe' link to receive automatic e-mail notifications about new messages on the board.

11/8/2010 6:43:45 PM

[Report abuse](#)

**Collin Douglas**

Good news everyone!!!

I've just come back from Mr. Hillman and he's given me no budget limit for this project at all. He says that investment in the latest technology is always the best thing to do. Wise thinking, isn't it?

So we do not have to get concerned with the final cost much, we just have to buy no more than what we really need in terms of provided functionality.

11/8/2010 7:00:34 PM

[Report abuse](#)

**Ruth Baker**

I'd like to add that besides the e-mail notifications (the 'Subscribe' link), this cool intranet site even has an RSS feed with all content of this workgroup. Wow, this intranet it is so advanced!!!

11/8/2010 6:54:28 PM

[Report abuse](#)

Leave message [Subscribe](#)

Name:

2. Doing so will cause the **New subscription** dialog to appear, where you can enter the address that the notification e-mails should be sent to into the **Your e-mail** field. By default, the address specified in your employee profile is filled in, but you can enter a different address.

New subscription [Leave message](#)

Your e-mail:

Confirm the subscription by using the **Subscribe** button.

3. It is possible to unsubscribe from the board using a link provided in any of the notification e-mails.

## Moderating the board

To ensure that the messages posted on the board follow certain rules or guidelines, some users may be designated as message board moderators. Workgroup administrators are automatically allowed to moderate their workgroup board and every user may moderate the boards located on their own employee profile. Moderators are given rights to perform additional actions on the board as shown in the following example:

1. Sign out and log on as Brad Summers (user name *BradS* with a blank password), a sample user who is allowed to moderate the board.
2. Messages are categorized into two groups, rejected and approved. Approved messages can be seen normally by all users with access to the board, while rejected messages are only visible by board moderators. In some cases, the board may be configured to be moderated, which means that all new messages are created in the rejected state by default and notification e-mails are automatically sent to the board moderators informing them about messages waiting for approval. The state of a message can be changed using the **Reject** or **Approve** links.

Collin Douglas

Good news everyone!!!

I've just come back from Mr. Hillman and he's given me no budget limit for this project at all. He says that investment in the latest technology is always the best thing to do. Wise thinking, isn't it?

So we do not have to get concerned with the final cost much, we just have to buy no more than what we really need in terms of provided functionality.

11/8/2010 7:00:34 PM

[Edit](#) [Delete](#) [Reject](#) [Report abuse](#)

Ruth Baker

I'd like to add that besides the e-mail notifications (the 'Subscribe' link), this cool intranet site even has an RSS feed with all content of this workgroup. Wow, this intranet it is so advanced!!!

11/8/2010 6:54:28 PM

[Edit](#) [Delete](#) [Approve](#) [Report abuse](#)

3. It is possible to alter any message on the board by clicking the **Edit** link next to the given message. Messages may also be permanently removed using the **Delete** link.

Brad Summers

Hi all,

this message board should serve you as a quick way how to let all members of our workgroup know about something important.

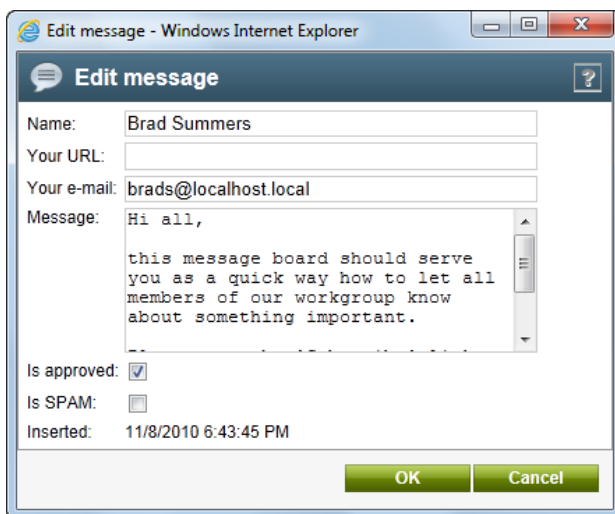
Please use the 'Subscribe' link to receive automatic e-mail notifications about new messages on the board.

11/8/2010 6:43:45 PM

[Edit](#) [Delete](#) [Reject](#) [Report abuse](#)

Editing a message opens a dialog through which its following properties can be modified:

- **Name** - the name that is displayed above the new message.
- **Your URL** - if entered, the name of the message author will serve as a link to this URL.
- **Your e-mail** - the e-mail address of the message author.
- **Message** - the text content of the message.
- **Is approved** - if checked, the message is approved, otherwise it is rejected.
- **Is SPAM** - if checked, the message will be marked as spam and will not be visible by regular users.



## 14.5 Available themes

The portal comes with three different color themes - **Blue**, **Green** and **Red**. These color themes can be applied separately to the portal's global section and to particular [departments](#) and [workgroups](#). While the global section's and department sections' color theme can only be modified by the system administrators via the system's administration interface, workgroup administrators can change the color themes of their workgroups directly on the portal, as described in [Workgroups -> Managing workgroups](#).

The following screenshots illustrate how the global section's **Home** page looks when respective themes are applied.

## Blue

The screenshot displays the 'Blue' theme of the Kentico CMS 6.0 Intranet Solution. The page features a blue header with the Kentico logo and 'Intranet Solution' text. A navigation bar includes links for Home, Company, Departments, Workgroups, Documents, News, Events, Media, Blogs, Forums, and Employees. A search bar is located in the top right corner. The main content area is divided into several sections:

- QUICK LINKS:** A sidebar on the left with icons and links for Employees, Documents, Departments, and Workgroups.
- UPCOMING EVENTS:** A section listing events such as 'Company Plans 2011', 'Family Weekend', 'Strategy Meeting', and 'Christmas Party' with their respective dates.
- CANTEEN MENU:** A section titled 'Canteen menu for this week:'.
- Welcome to Your New Intranet:** A central message stating, '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:** A section with three news items:
  - BREKEKE | 11/30/2010:** A placeholder image with the text 'adfas'.
  - SCHEDULED NETWORK MAINTENANCE | 10/12/2010:** A message about a network upgrade: '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:** A message celebrating sales: '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:** A message about a new office: '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.'
- Employee of the month:** A section featuring a photo of a woman.
- POLL:** A section titled 'How do you like our new portal?' with radio button options: 'Very satisfied', 'Satisfied', 'Neutral', 'Dissatisfied', and 'Very dissatisfied'. A 'Vote' button is at the bottom.

## Green



**Kentico Intranet Solution** | Brad Summers | Sign Out | My Dashboard | How To | Edit this page

You have: 0 unread message(s) 2 active task(s)

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

Home

**QUICK LINKS**

- Employees
- Documents
- Departments
- Workgroups

**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:

## 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**

**BREKEKE | 11/30/2010**

adfas

**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.

**Employee of the month**



**POLL**

How do you like our new portal?

- Very satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

[Vote](#)

## Red

**Kentico Intranet Solution** | Brad Summers | Sign Out | My Dashboard | How To | Edit this page

You have: 0 unread message(s) 2 active task(s)

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

Home

**QUICK LINKS**

- Employees
- Documents
- Departments
- Workgroups

**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:

## 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**

**BREKEKE | 11/30/2010**

adfas

**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.

**Employee of the month**



**POLL**

How do you like our new portal?

- Very satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

[Vote](#)

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