

# Kentico CMS 5.5 R2 User's Guide



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

# 1 Introduction

## 1.1 Kentico CMS overview

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

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

## 1.2 Signing in

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

The screenshot shows a Windows Internet Explorer browser window displaying the 'Sample Corporate Site'. The address bar shows 'http://localhost/KenticoCMS5/'. The page features a navigation menu with links like Home, Services, Products, News, Partners, Company, Blogs, Forums, Events, Images, Wiki, and Examples. A search bar is present. The main content area includes a 'Welcome to the Sample Corporate Site' section with a 'Sign in to CMS Desk' link highlighted in a red box. Below this, there are sections for 'Default user name and password' (User name: administrator, Password: Leave the password blank), 'Getting Started', and 'Latest news'. A 'Featured product' section shows a mobile phone with a price of \$249.00. The footer includes 'Powered by Kentico' and 'Local intranet | Protected Mode: On'.

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

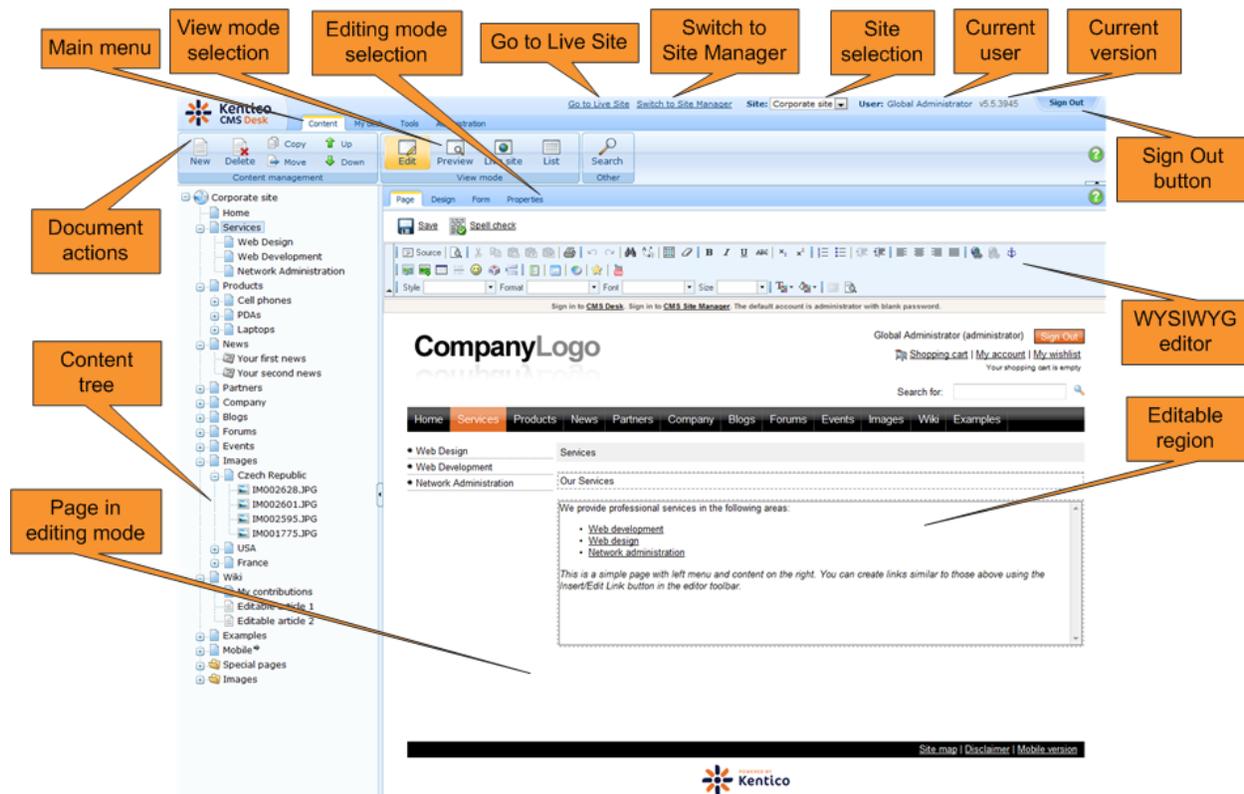


The image shows the Kentico CMS login interface. At the top left is the Kentico logo, which consists of a stylized orange and black flower-like symbol followed by the word "Kentico" in a dark blue sans-serif font. Below the logo, the text "Please log on" is displayed in orange. The login form includes a "User name:" label with a text input field containing the word "administrator", a "Password:" label with an empty text input field, and a "Remember me" checkbox. At the bottom left of the form are two circular icons: a green one with a white question mark and a blue one with a white globe. At the bottom right is a "Log on" button. The version information "Version: 5.5 Build: 5.5.3772" is located at the bottom right of the interface.

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

## 1.3 User interface overview

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



The main sections are:

- **Main menu** where you can switch between the Content, My Desk, Tools and Administration sections. You will be using only the Content tab most of the time.
- **Document actions** toolbar where you can create, delete, edit, copy, move or sort documents.
- **View mode** selection that allows you to choose between editing, preview, live view and list view depending on whether you want to edit content of your web site or just see how it looks in a browser.
- **Content tree** that displays the structure of your web site and allows you to organize documents/pages in it.
- **Page editing mode** where you can choose the way you want to edit the content of the page. You can choose from editing a content of your page, editing document fields and product or document properties. If you're an administrator, you can also design the page template.
- **Editing/viewing space** where the page chosen in the content tree is displayed in the mode that has been selected in the view and page editing toolbar.

## 2 Managing my profile

### 2.1 Changing my e-mail and preferred language

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

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

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'My desk' tab is selected. The left sidebar shows a content tree with 'My profile' highlighted. The main area displays the 'My profile' page with the 'Details' tab selected. The form contains the following fields:

- User name: administrator
- Full name: Global Administrator
- First name: Global
- Last name: Administrator
- Nick name: (empty)
- E-mail: administrator@localhost.local
- Preferred content culture: (default)
- Preferred user interface culture: English
- Messaging notification e-mail: (empty)
- Time zone: (none)
- Signature: (empty text area)
- Gender:  Male  Female
- Date of birth: (empty) Now
- Avatar: (silhouette image) Upload: (empty) Browse... Select pre-defined avatar
- Show splash screen:

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

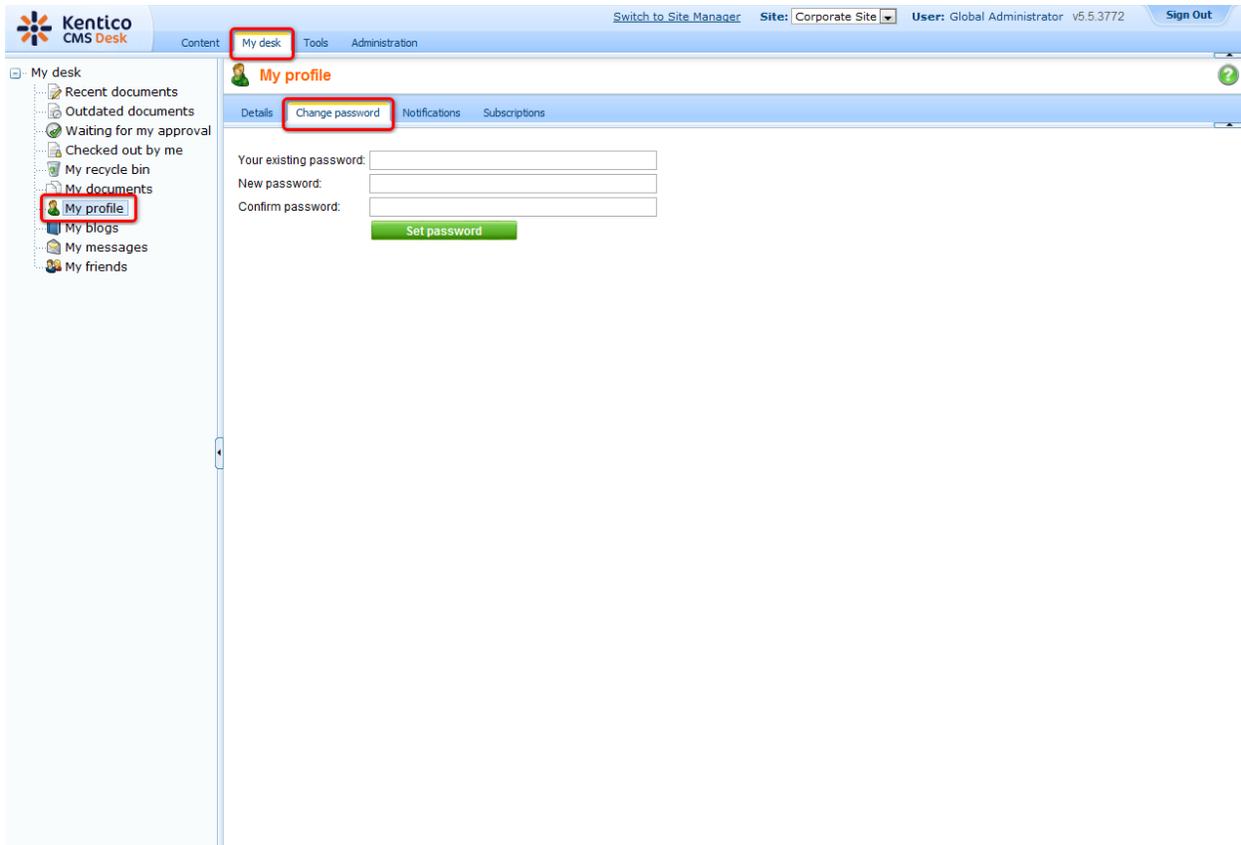
2. Place the cursor into the **E-mail** text box and type in your e-mail address. Then click the **Preferred content culture** drop-down list and choose the preferred culture.

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

### 2.2 Changing my password

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

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



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

This image is a close-up of the password change form. It shows the 'Change password' sub-tab selected. Below the sub-tab are three text input fields: 'Your existing password:', 'New password:', and 'Confirm password:'. Each field contains a series of black dots representing masked characters. A green 'Set password' button is positioned below the 'Confirm password' field.

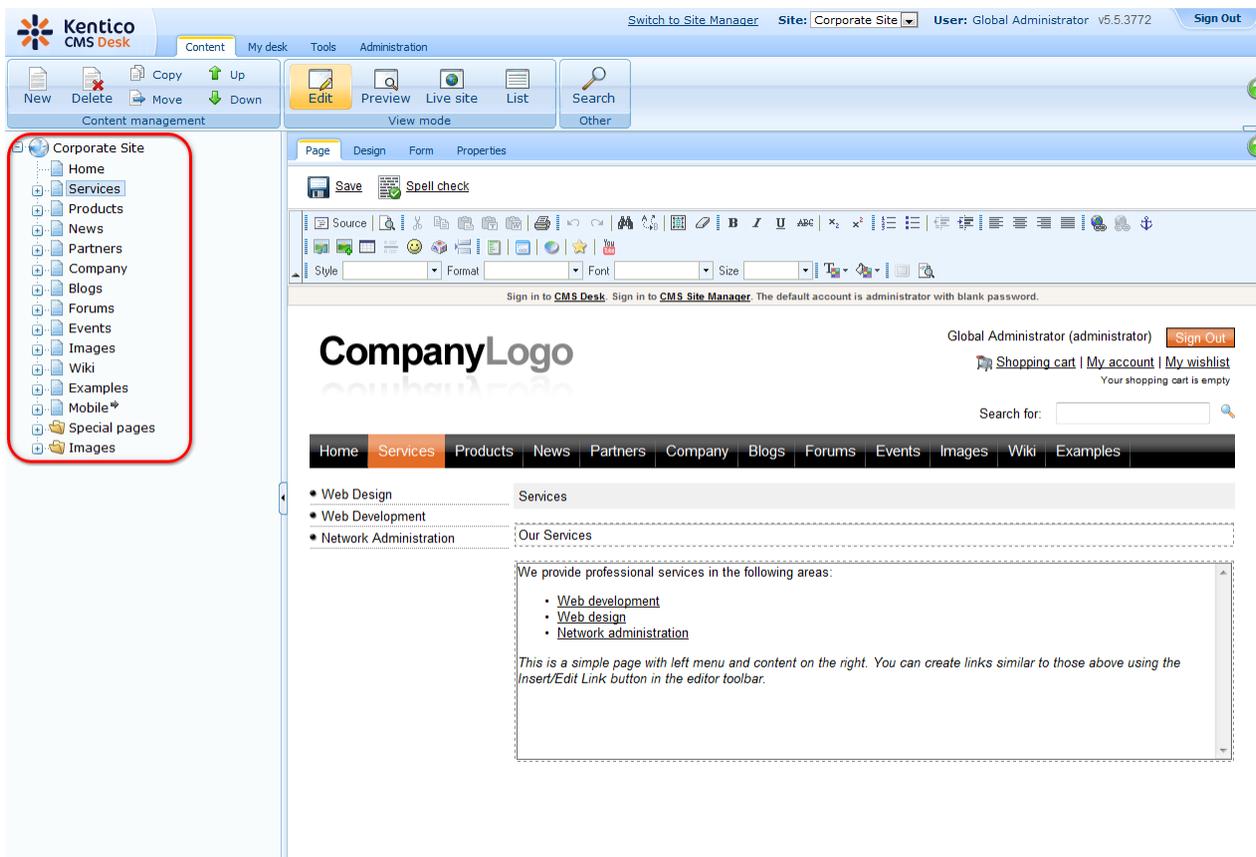
That's how you change your password for the access to the CMS Desk.

## 3 Getting started

### 3.1 Creating a new web page

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

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

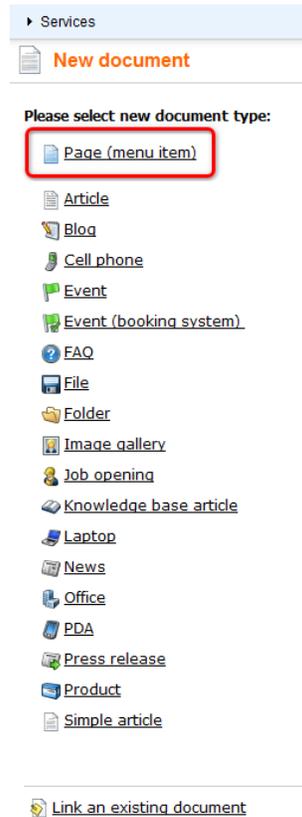


The screenshot displays the Kentico CMS Desk interface. On the left, the 'Content tree' is visible, listing various site sections like Home, Services, Products, News, Partners, Company, Blogs, Forums, Events, Images, Wiki, Examples, Mobile, Special pages, and Images. The 'New' button in the document action toolbar is highlighted with a red box. The main editor area shows a preview of a page titled 'CompanyLogo' with a navigation menu and a content area containing a list of services: Web development, Web design, and Network administration.

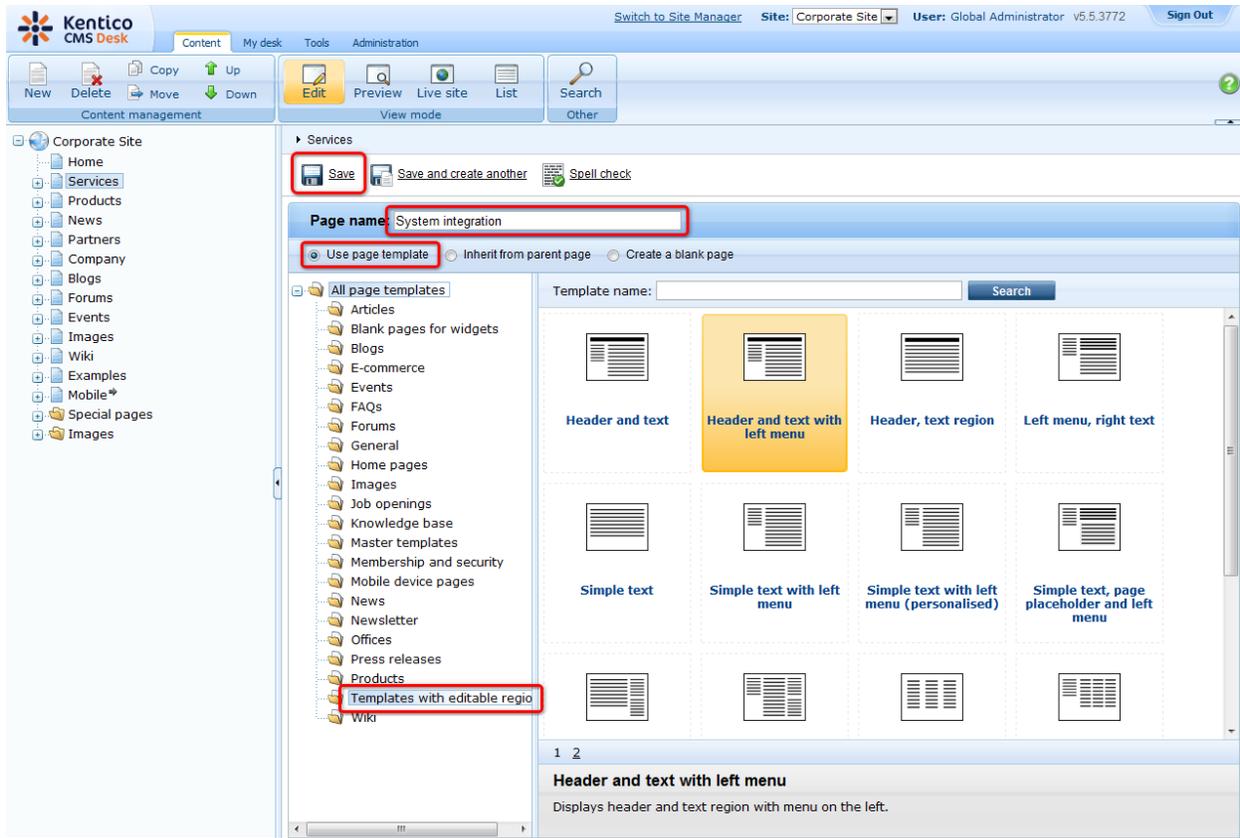
2. Click on the existing document. The new page will be appended to the document you've just clicked on. Click the **New** button in the document action toolbar.



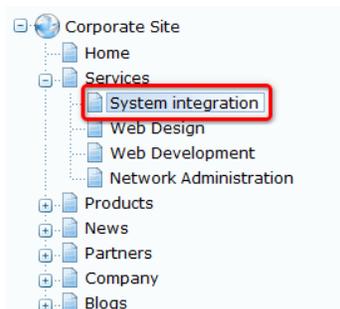
On the right side in the editing/viewing space, you should see the types of documents you are allowed to create in the chosen location.



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



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



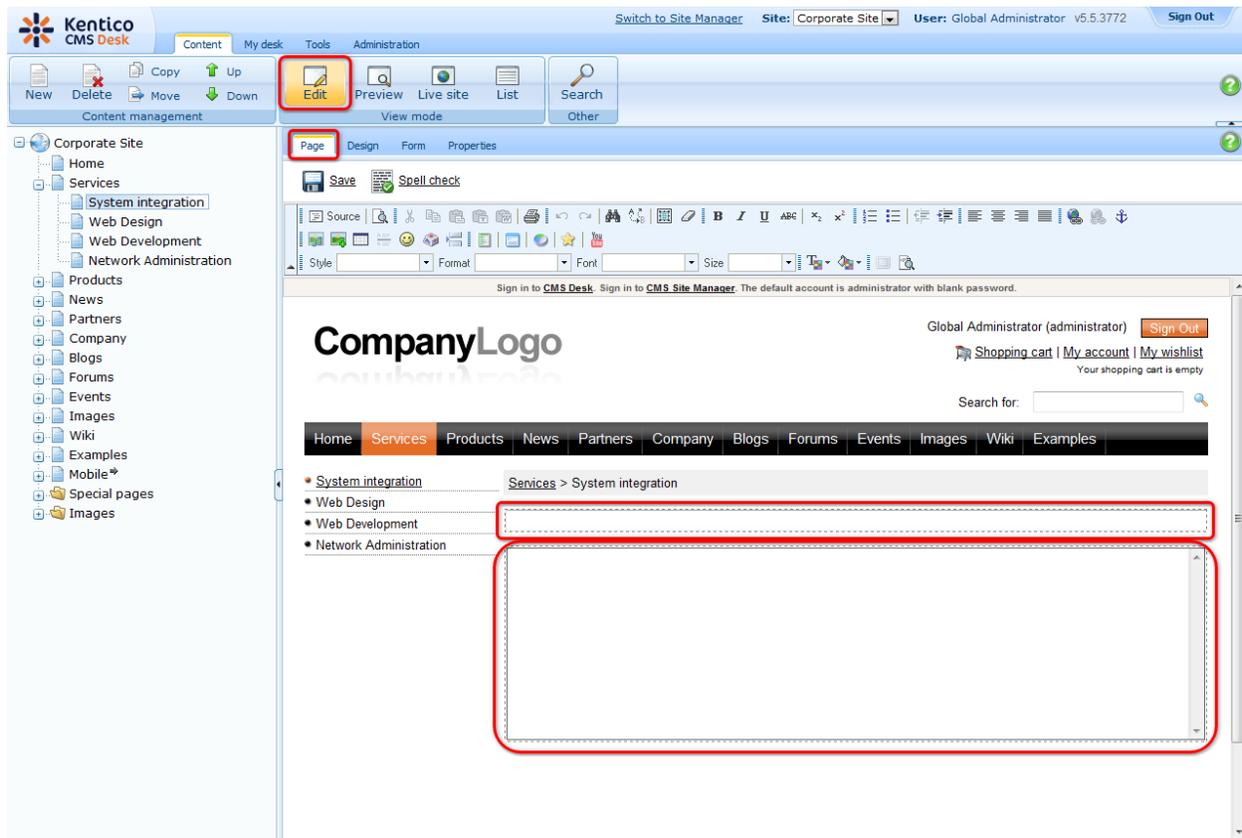
Congratulations, you've just created your first web page. In the next chapter, we will add some content to it.

## 3.2 Editing page content

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

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

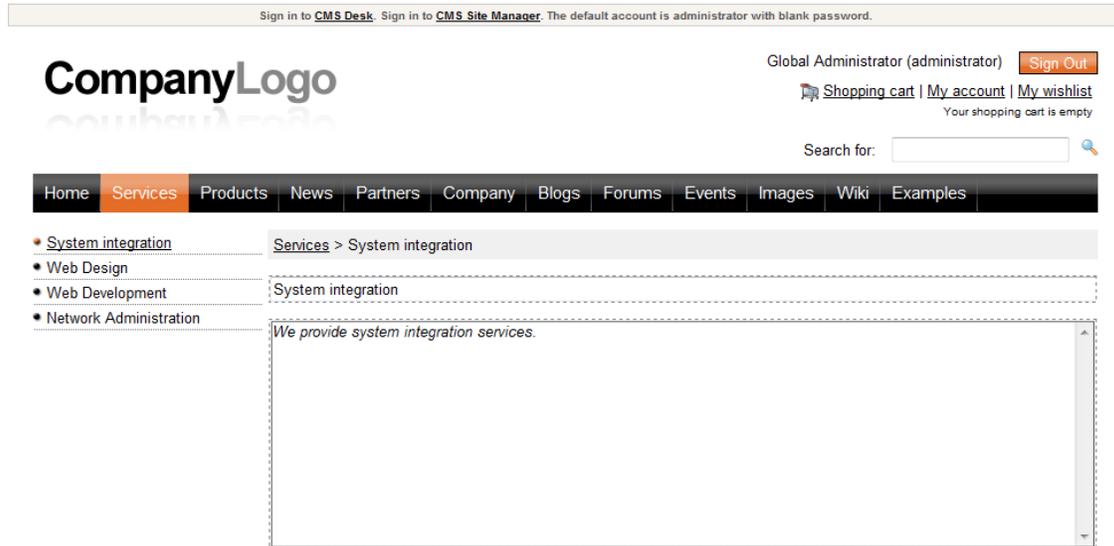
Please make sure that the **Page** tab in the page editing mode toolbar is selected. Only then, you will be able to edit content in the editable regions of your page.



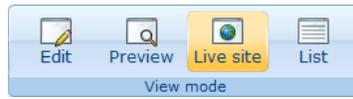
The screenshot displays the Kentico CMS Desk interface in editing mode. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'Edit' button is highlighted with a red box. The content tree on the left shows the 'System integration' page selected. The main editing area features a 'Page' tab selected in the toolbar. The page content includes a 'CompanyLogo' header, a navigation menu with 'Home', 'Services', 'Products', 'News', 'Partners', 'Company', 'Blogs', 'Forums', 'Events', 'Images', 'Wiki', and 'Examples', and a list of sub-pages: 'System integration', 'Web Design', 'Web Development', and 'Network Administration'. Two red boxes highlight the editable regions: a small text box above the navigation menu and a larger content text box below it.

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

- Then enter *We provide system integration services* in the **Editable region box**.



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



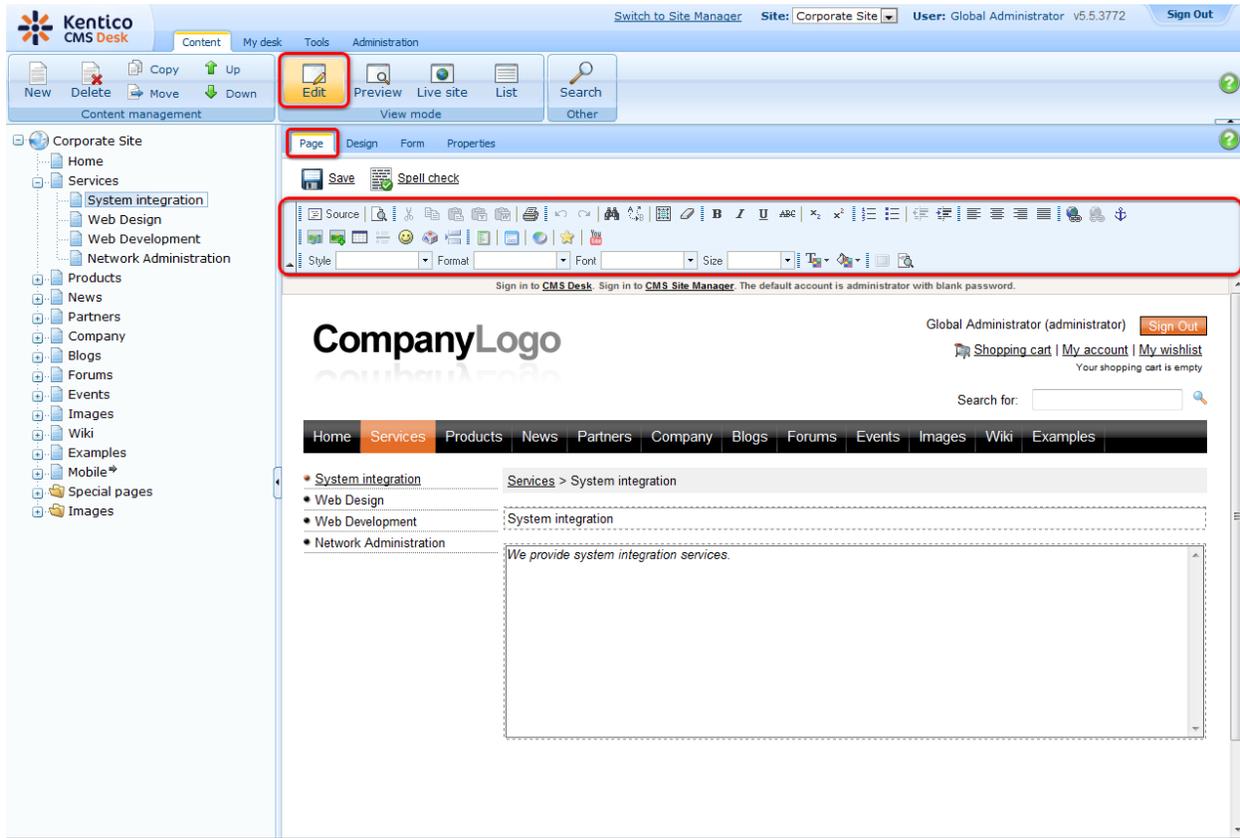
You've just entered your first content to your web page.

## 4 Using the editor

### 4.1 Using What You See Is What You Get editor

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

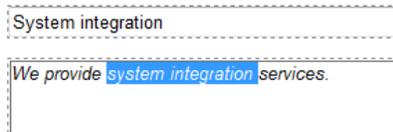
Open your **System integration** page and choose the **Edit** mode and click the **Page** tab so that you could enter content into the editable regions. The WYSIWYG editor toolbar should be visible.



## 4.2 Text formatting

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

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



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

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



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

That's how you change formatting of your text.

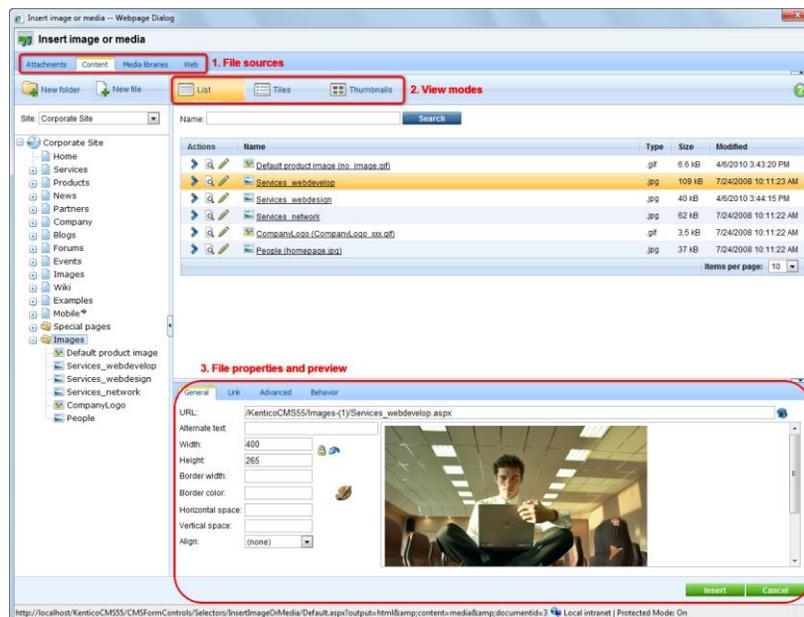
### 4.3 Inserting images

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

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

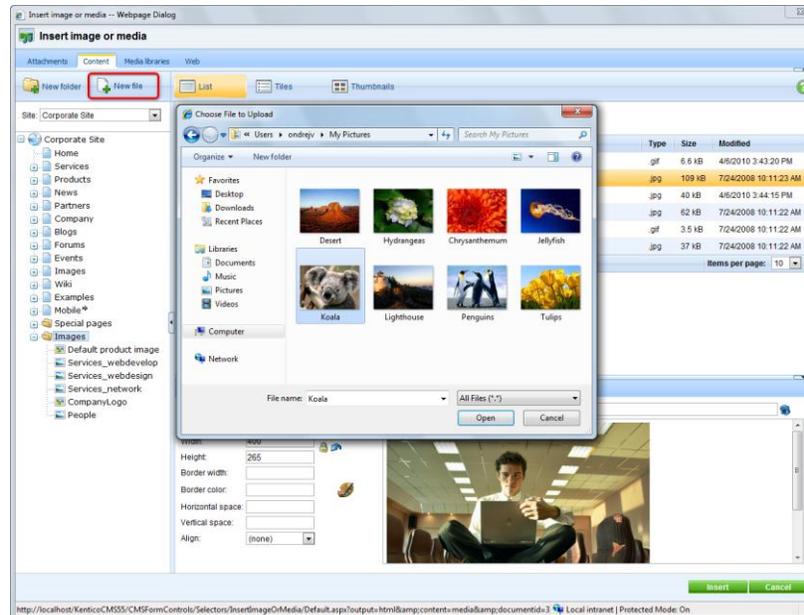


- After clicking the icon, the following dialog will be displayed.

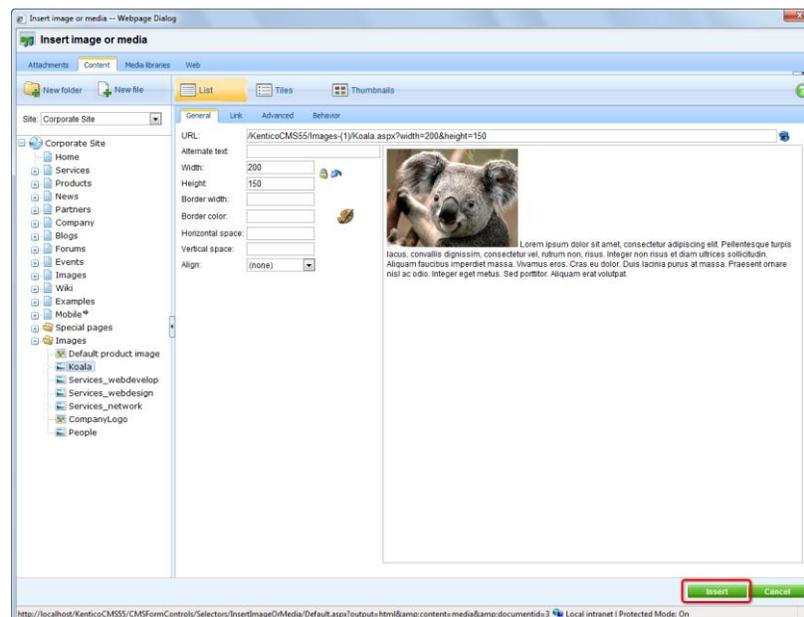


- Choose **Content** tab, click the **Images** folder within the content tree. On the right side, you should see the images already uploaded on the server.

4. You can choose to use one of these or you can upload another picture from your computer. Click **New file** at the top to upload a new image on the server to the Content tree.



5. You will see a preview of the uploaded image. In the **Image properties** dialog, you can choose the width and height of the picture, its border, vertical and horizontal spacing and alignment. If you don't need to change anything for now, just click **Insert**.



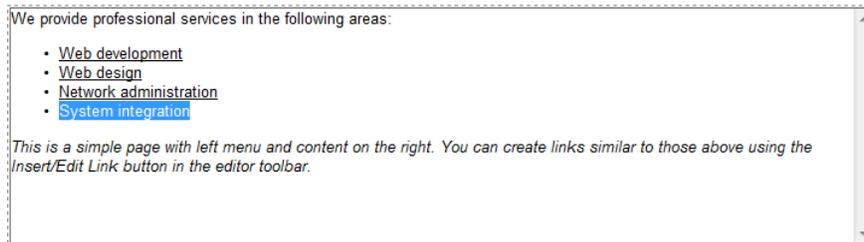
6. You should see the picture being pasted in the text. Click **Save**. Click the **Live site** button to see the result of your efforts.

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

## 4.4 Creating links

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

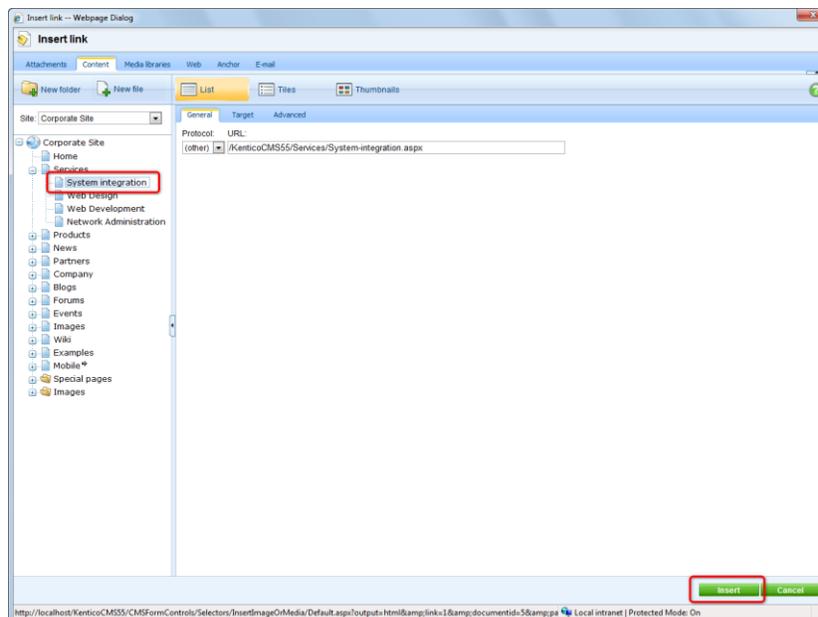
1. In the **Page editing** mode, highlight the text you want to link to some part of your website.



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



3. A new Insert Link dialog opens. All you have to do now is to choose the target page and click **Insert**. Please note you can choose what target the link should point at. Possible choices are Attachments, Content, Media Libraries, Web, Anchor, E-mail.

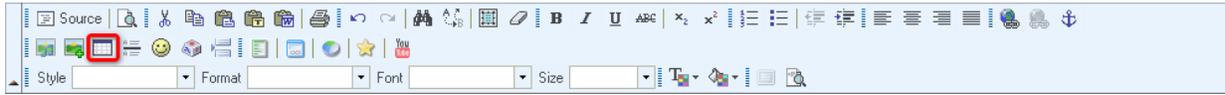


4. Click **Save** on the document and switch to the **Live Site** mode. Click the newly created link. You should be redirected to the page chosen in the previous step.

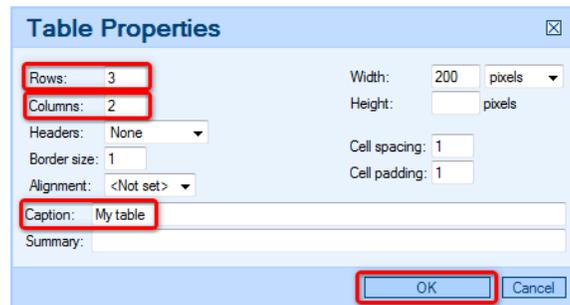
## 4.5 Inserting a table

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

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



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

A screenshot of the 'Table Properties' dialog box. The 'Rows' field is set to 3, 'Columns' to 2, and 'Caption' to 'My table'. The 'OK' button is highlighted with a red box. Other fields like 'Width', 'Height', 'Cell spacing', and 'Cell padding' are also visible.

Your table has been added to the web content.

## 5 Editing structured documents

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

### 5.1 Creating a news item

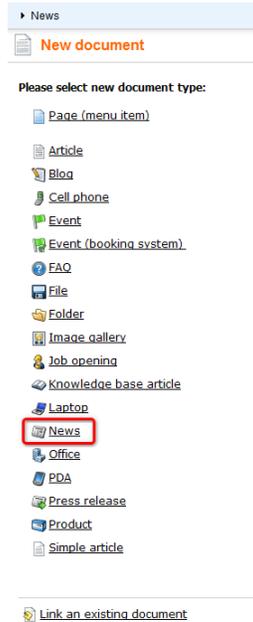
Now you will learn how to create a news item and add it to the news section.

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

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



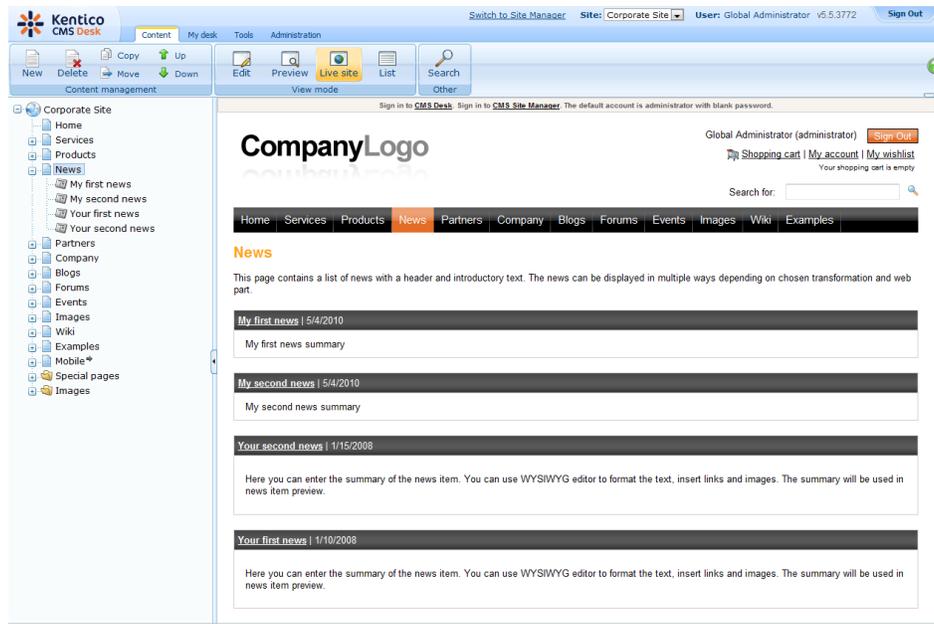
2. Choose the **News** document type.



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

A screenshot of the Kentico CMS 'News' document editor form. The form is titled 'News' and has a toolbar with 'Save', 'Save and create another', and 'Spell check' buttons. Below the toolbar is a rich text editor toolbar with various formatting options. The form contains several fields: 'News Title' with the value 'My first news', 'Release Date' with the value '5/4/2010' and a 'Now' button, 'News Summary' with the value 'My first news summary', and 'News Text' with the value 'My first news text'. The 'News Summary' and 'News Text' fields are large text areas with vertical scrollbars.

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



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

## 5.2 Editing a news item

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

1. Click **My First news** in the content tree and choose the **Form** tab.
2. Change the **News Summary** text to *My first news updated summary*. Then change the **News Text** to *My first news updated text* and click **Save**.

The screenshot shows the Kentico CMS Form editor interface. The top navigation bar has tabs for Page, Design, Form, and Properties, with 'Form' selected. Below the navigation bar is a toolbar containing a 'Save' button (highlighted with a red box) and a 'Spell check' button. The main form area contains the following fields:

- News Title: My first news
- Release Date: 5/4/2010 (with a 'Now' button)
- News Summary: My first news updated summary
- News Text: My first news updated text

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

## 6 Deleting, moving and sorting documents

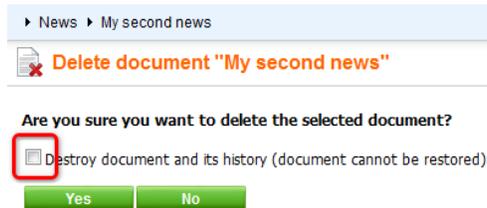
### 6.1 Deleting and restoring a document

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

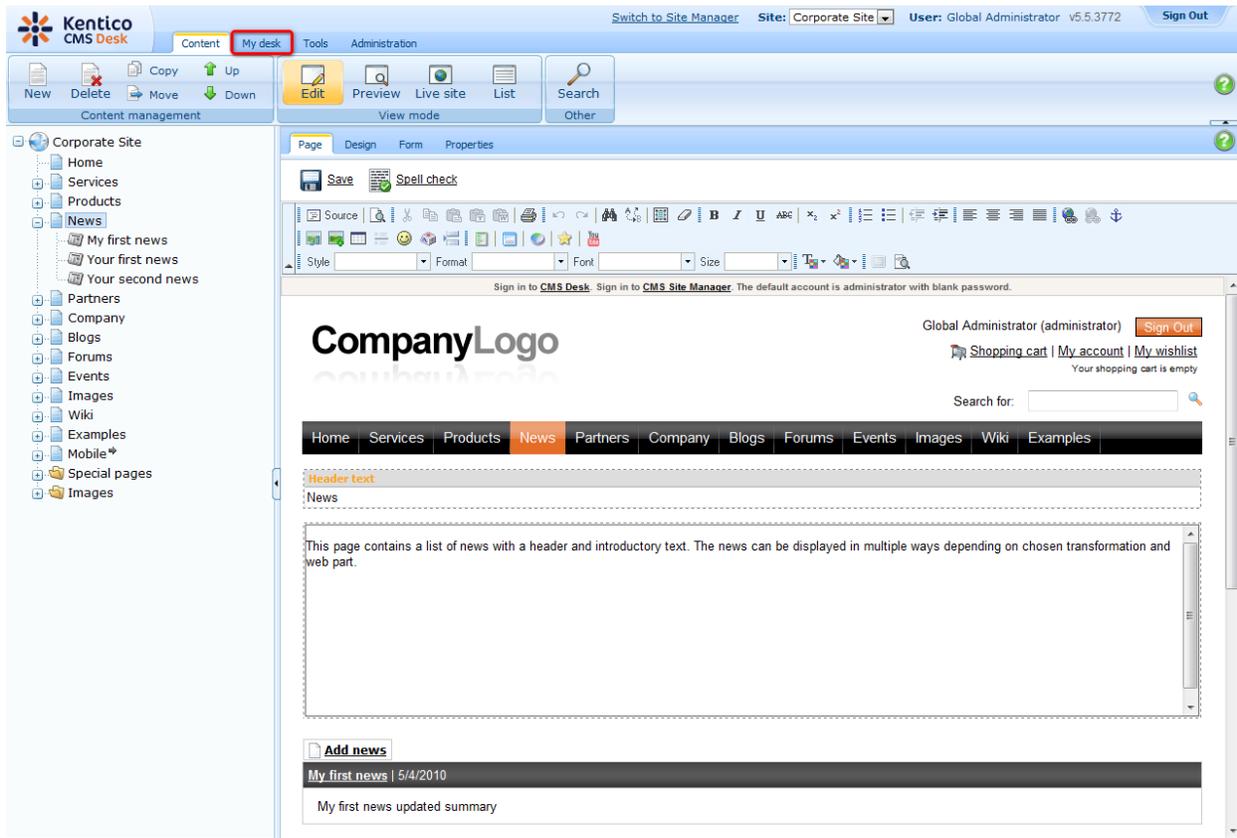
1. Click the **My second news** item in the content tree. Click the **Delete** button in the document action toolbar.



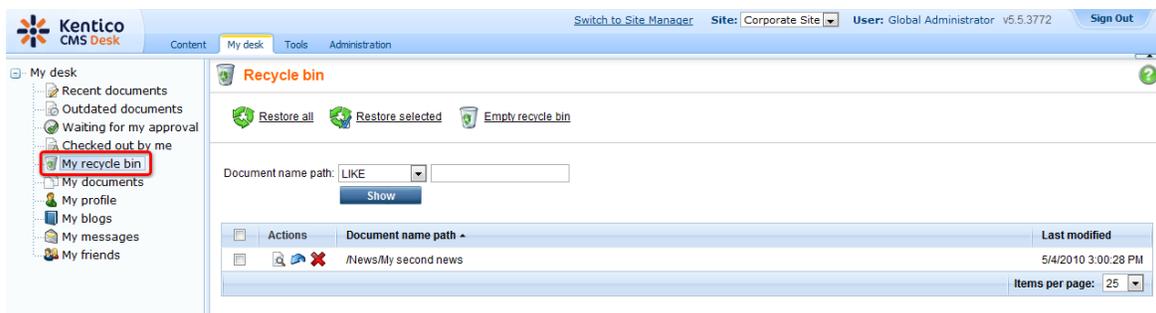
2. Make sure that the **Destroy document and its history** checkbox is NOT checked and click **Yes**. (You may not see the Destroy document option if you do not have sufficient permissions.)



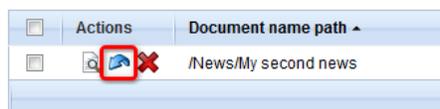
- Now click the **My desk** tab at the main menu.



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



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



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

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

## 6.2 Changing document order

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

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



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

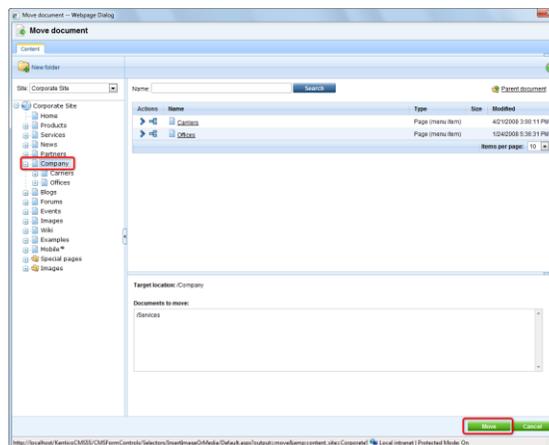
## 6.3 Moving documents to another section

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

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



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



Your page has been moved to the chosen location.

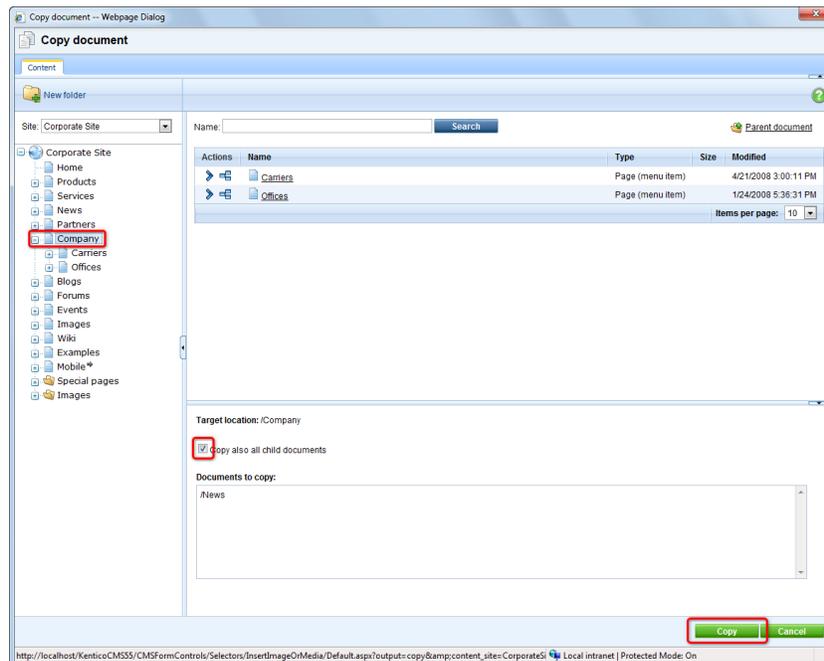
## 6.4 Copying a document

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

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



2. In the Copy document dialog click on the location where you want to copy your document (e.g. the Company section). If you want to copy all child documents under, please check the **Copy also child documents** option. Then click the **Copy** button at the bottom.

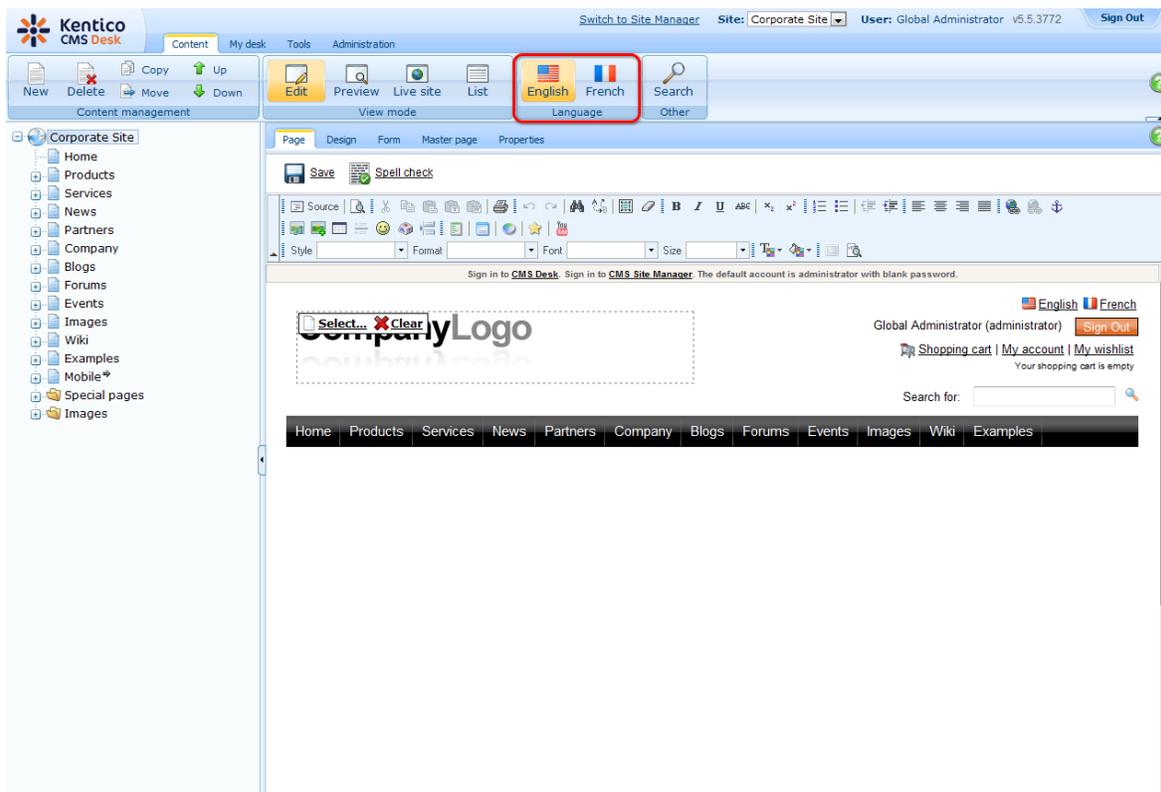


You have just learned how to copy a document.

## 7 Translating documents

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

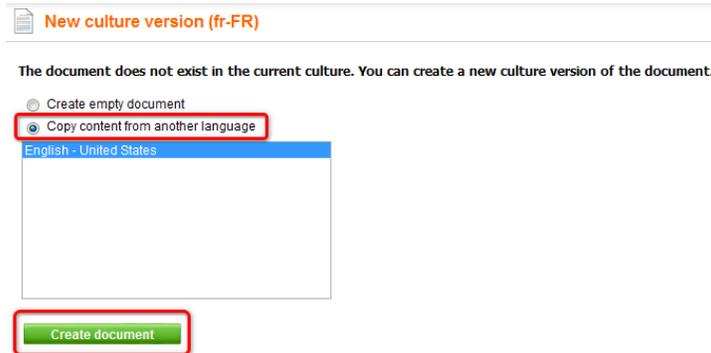
**Please note:** For this part of the guide, your website has to be configured for multiple language versions. You should see the language option drop-down menu or the flag selector in the language toolbar (when there are more than 5 cultures, you'll see rather drop-down list). If you cannot see it, please contact your administrator to configure multilingual support for you.



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



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



New culture version (fr-FR)

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

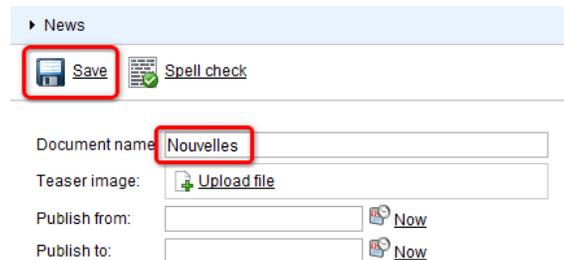
Create empty document

Copy content from another language

English - United States

Create document

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



News

Save Spell check

Document name: Nouvelles

Teaser image: Upload file

Publish from: Now

Publish to: Now

- Now you can switch to the **Page** editing mode and start translating the content of your page. Please note, you will need to translate the master page (Root document) the same way to see whole content of the page.

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

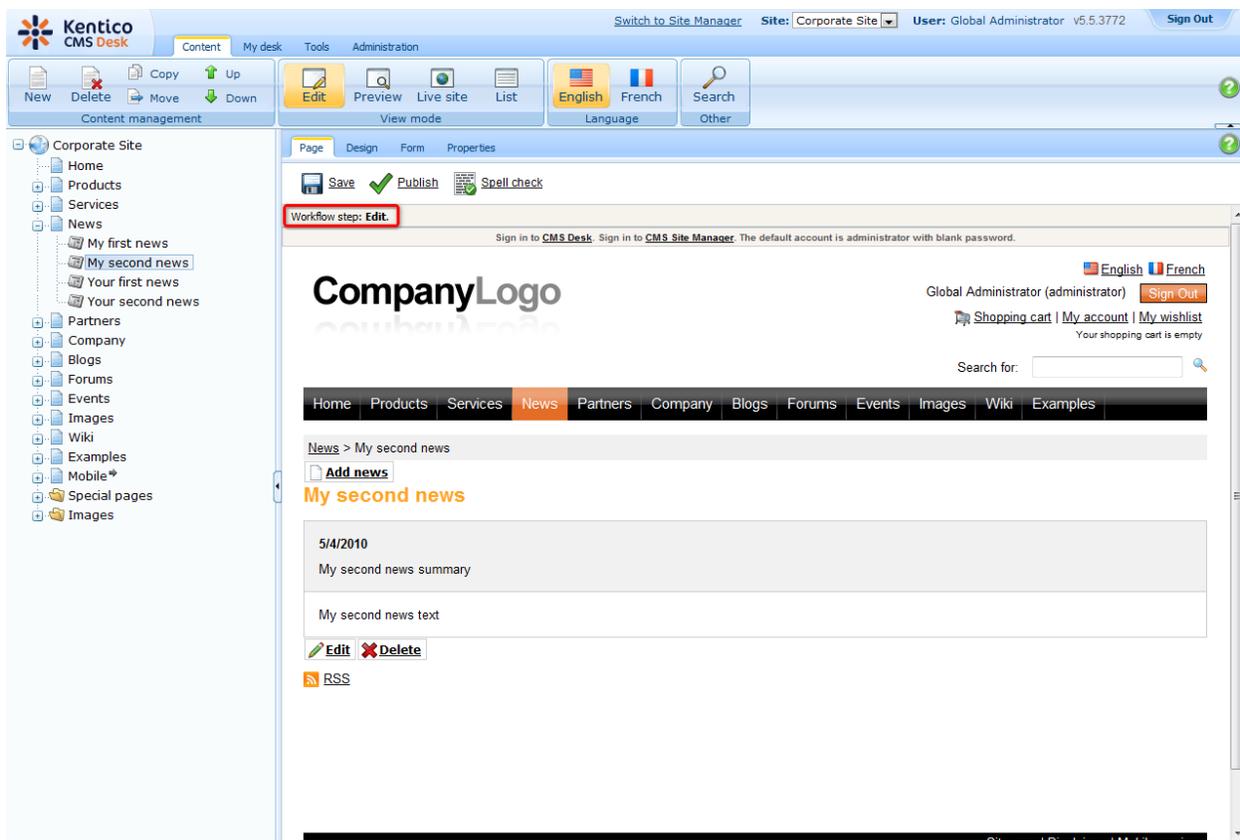
## 8 Workflow and versioning

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

### 8.1 Publishing document

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

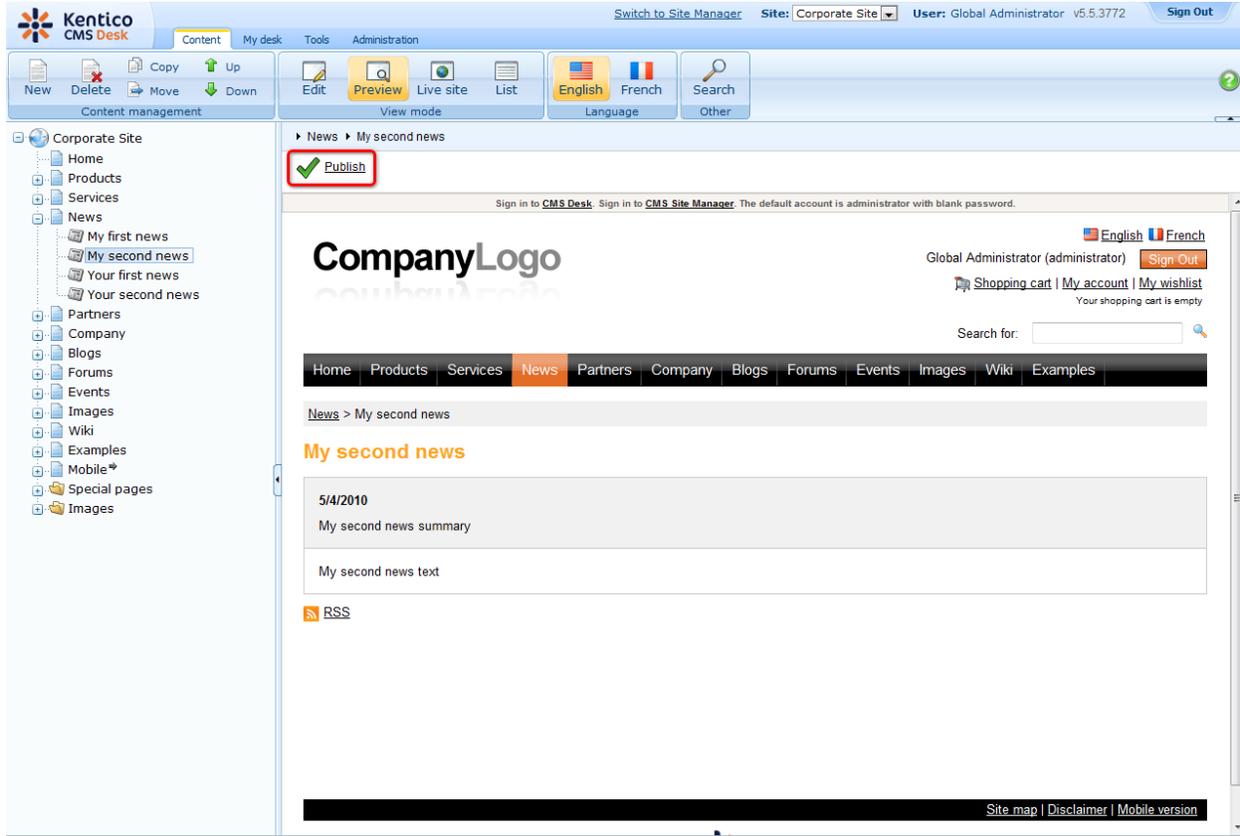
1. In the content tree on the left side, choose the document you want to edit. At the top of the editing/viewing space, there is a bar indicating your current **Workflow step: Edit**.



The screenshot displays the Kentico CMS Desk interface. On the left, a content tree shows a hierarchy: Corporate Site > News > My second news. The main editing area shows a document titled 'My second news' in the 'Edit' workflow step. The document content includes a date '5/4/2010', a summary 'My second news summary', and a text field 'My second news text'. Below the text field are 'Edit' and 'Delete' buttons, and an RSS feed icon. The top navigation bar includes 'Save', 'Publish', and 'Spell check' buttons. The top right corner shows the user 'Global Administrator' and the site 'Corporate Site'.

2. Edit the content of your page and click **Save**.

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



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

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

## 8.2 Archiving a document

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

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

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

The screenshot shows the Kentico CMS Desk interface. On the left, the 'Workflow' tab is selected in the vertical menu. The main content area displays the 'Properties' tab for a document, indicating it is using the 'Default workflow'. The 'Workflow steps' table shows three steps: Edit, Published, and Archived. The 'Workflow history' table shows two entries: 'Published' and 'Edit', both approved by the Global Administrator. The 'Archive' button is highlighted with a red box.

Order	Step name
1	Edit
2	Published
3	Archived

Time	Step name	User	Comment	Action
5/5/2010 11:32:56 AM	Published	Global Administrator (administrator)		Approved
5/5/2010 11:32:55 AM	Edit	Global Administrator (administrator)		Approved

- Now click the **Archive** button.

This document is currently using workflow **Default workflow**.

**Approve:**

Comment:

Send e-mail:

Reject

Archive

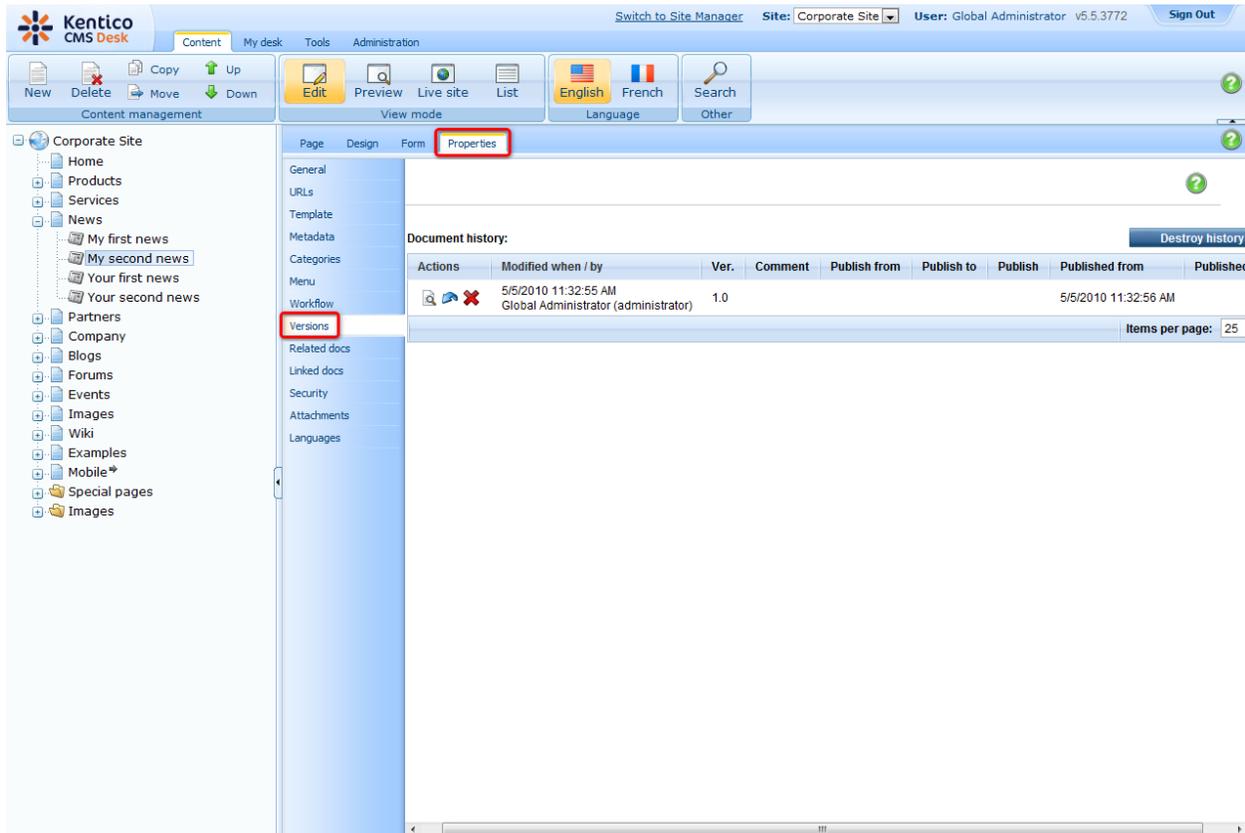
That's how your document is withdrawn from the web site and stored in the archive.

## 8.3 Versioning and rollback

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

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

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



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

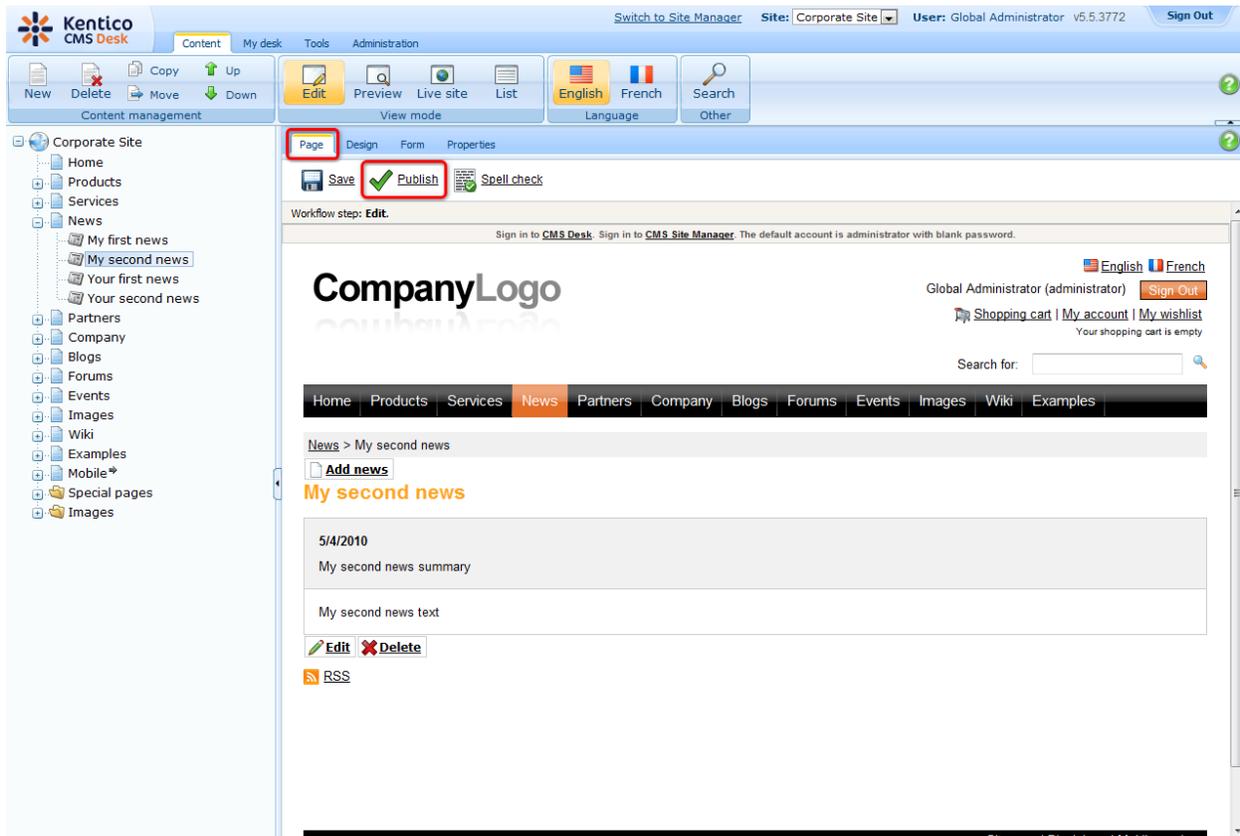
Actions	Modified when / by	Ver.
[Rollback]	5/5/2010 11:32:55 AM Global Administrator (administrator)	1.0

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

#### Workflow steps

	Order	Step name
➔	1	Edit
	2	Published
	3	Archived

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



The screenshot displays the Kentico CMS Desk interface. The top navigation bar includes the Kentico logo, 'Content', 'My desk', 'Tools', and 'Administration' tabs. The 'Content' tab is active, showing a 'View mode' section with 'Page', 'Design', 'Form', and 'Properties' options. The 'Page' option is selected and highlighted with a red box. Below this, there are buttons for 'Save', 'Publish', and 'Spell check'. The 'Publish' button is also highlighted with a red box. The main content area shows a preview of a web page with a 'CompanyLogo' and a 'News' section. The 'News' section includes a date '5/4/2010', a title 'My second news', and a summary 'My second news summary'. The 'Edit' and 'Delete' buttons are visible below the news item. The left sidebar shows a tree view of the site structure, including 'Corporate Site', 'Home', 'Products', 'Services', 'News', 'Partners', 'Company', 'Blogs', 'Forums', 'Events', 'Images', 'Wiki', 'Examples', 'Mobile', 'Special pages', and 'Images'.

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

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

## 9 Security

### 9.1 Granting permission to edit a document

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

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

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

The screenshot shows the Kentico CMS interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'Edit' button is highlighted in the top toolbar. The left sidebar shows a content tree with 'My second news' selected, and the 'Security' option is highlighted in the left-hand menu. The main content area displays the 'Properties' dialog box for the selected document. The 'Permissions' section indicates that the document inherits permissions from its parent. The 'Access rights' table is shown below.

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

Buttons: Add users, Add roles, Remove, OK

**Access**

Requires authentication:  Yes,  No,  Inherits

Requires SSL:  Yes,  No,  Inherits,  Never

Button: OK

- Click **Add roles** button.

Permissions

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

**Users and Roles:**

**Access rights:**

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

- In the **Select roles** dialog choose **CMS Editor**. Then, click **OK**.

Select roles -- Webpage Dialog

**Select roles**

Role name or its part:

[Select all](#) [Deselect all](#)

Role name
<input type="checkbox"/> Authenticated users
<input type="checkbox"/> CMS Basic users
<input type="checkbox"/> CMS Community Administrators
<input type="checkbox"/> CMS Designers
<input type="checkbox"/> CMS Desk Administrators
<input checked="" type="checkbox"/> CMS Editors
<input type="checkbox"/> CMS Readers
<input type="checkbox"/> Everyone
<input type="checkbox"/> Facebook users
<input type="checkbox"/> Gold Partners

Items per page: 10

http://localhost/KenticoCMS55/CMSAdr Local intranet | Protected Mode: On

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

Access rights:

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

A green rectangular button with the text "OK" in white, outlined in red.

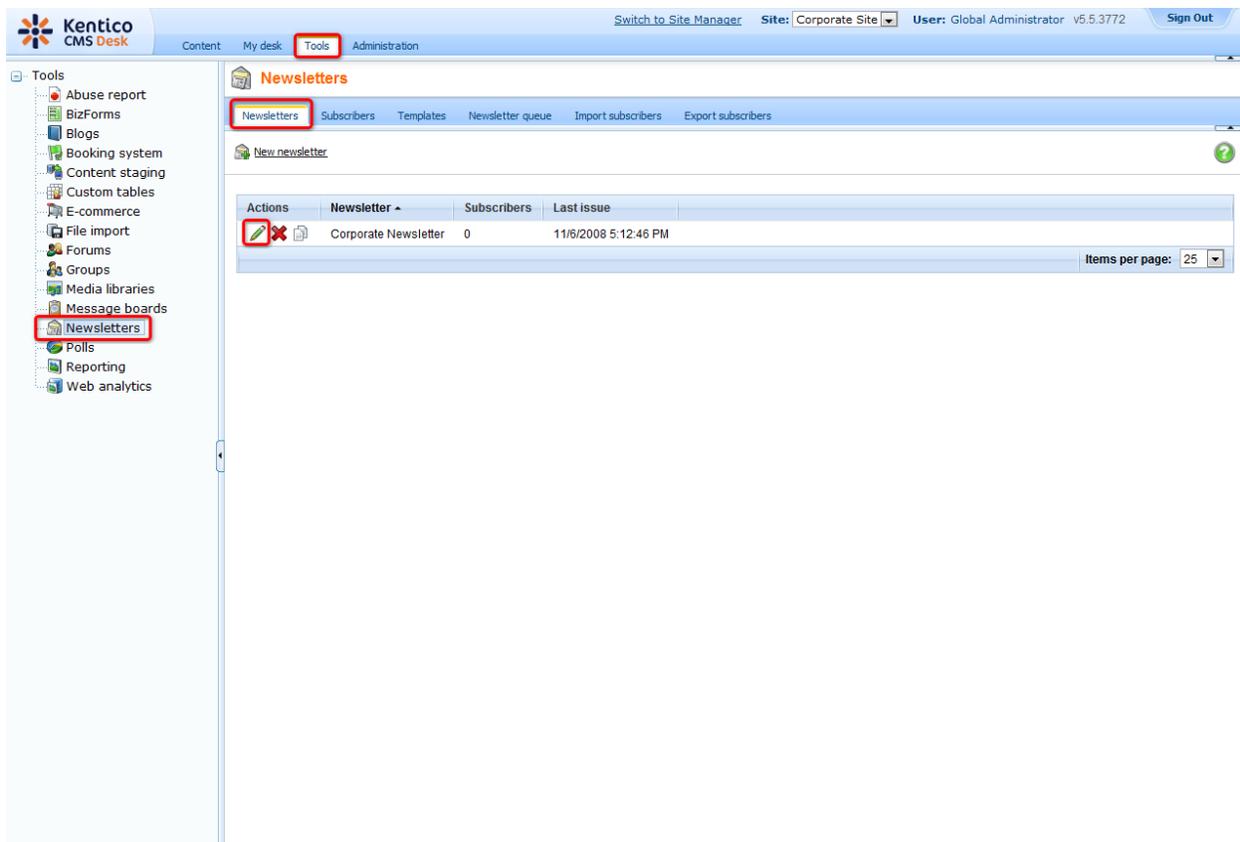
Congratulations, you've just granted the **CMS editors** role with the editing rights for the given document. Please note that you can set permissions just for particular user this way as well.

## 10 Newsletters

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

### 10.1 Creating a newsletter issue

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

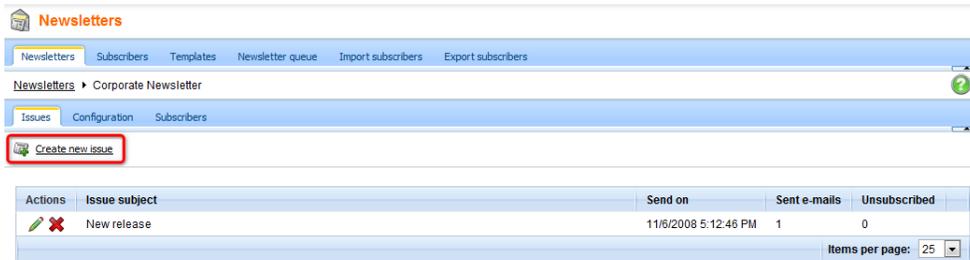


The screenshot shows the Kentico CMS interface. The top navigation bar includes 'Content', 'My desk', 'Tools' (highlighted), and 'Administration'. The left-hand content tree lists various tools, with 'Newsletters' highlighted. The main area displays the 'Newsletters' management screen, which includes a 'New newsletter' button and a table with the following data:

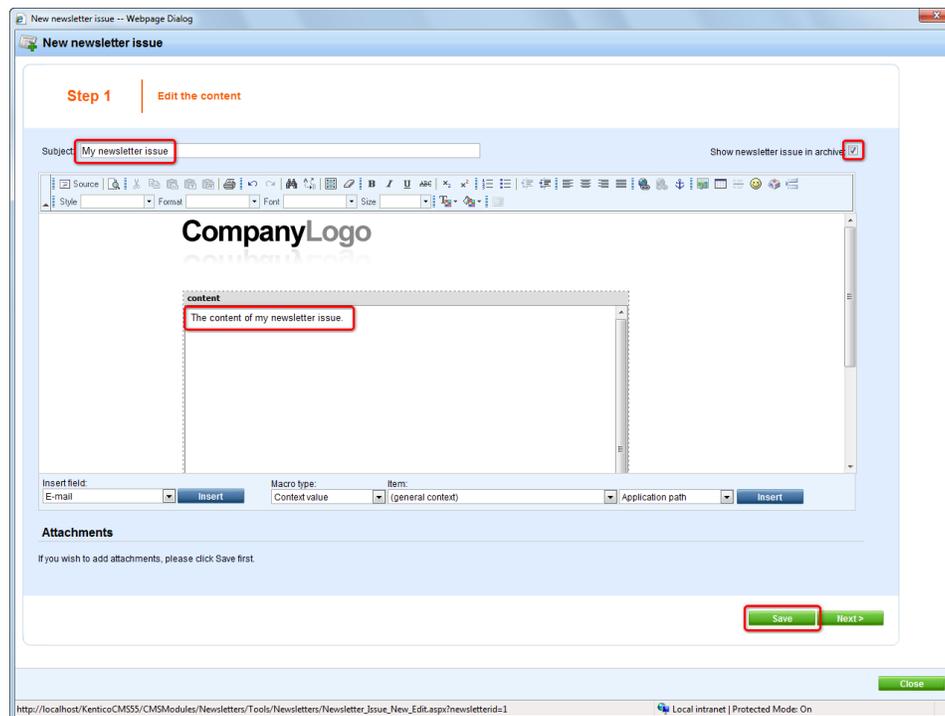
Actions	Newsletter	Subscribers	Last issue
 	Corporate Newsletter	0	11/6/2008 5:12:46 PM

The table also includes an 'Items per page' dropdown menu set to 25.

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



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



- The issue has been saved. Now click the **Next** button at the bottom next to the **Save** button.
- In the step 2, click **Next** again.
- In the step 3, make sure the **Send now** option is chosen and click **Finish** at the bottom.

Your new newsletter issue has been send to the subscribers.

# CompanyLogo

The content of my newsletter issue

Company, address, state All rights reserved. You can unsubscribe here: [Unsubscribe](#)

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



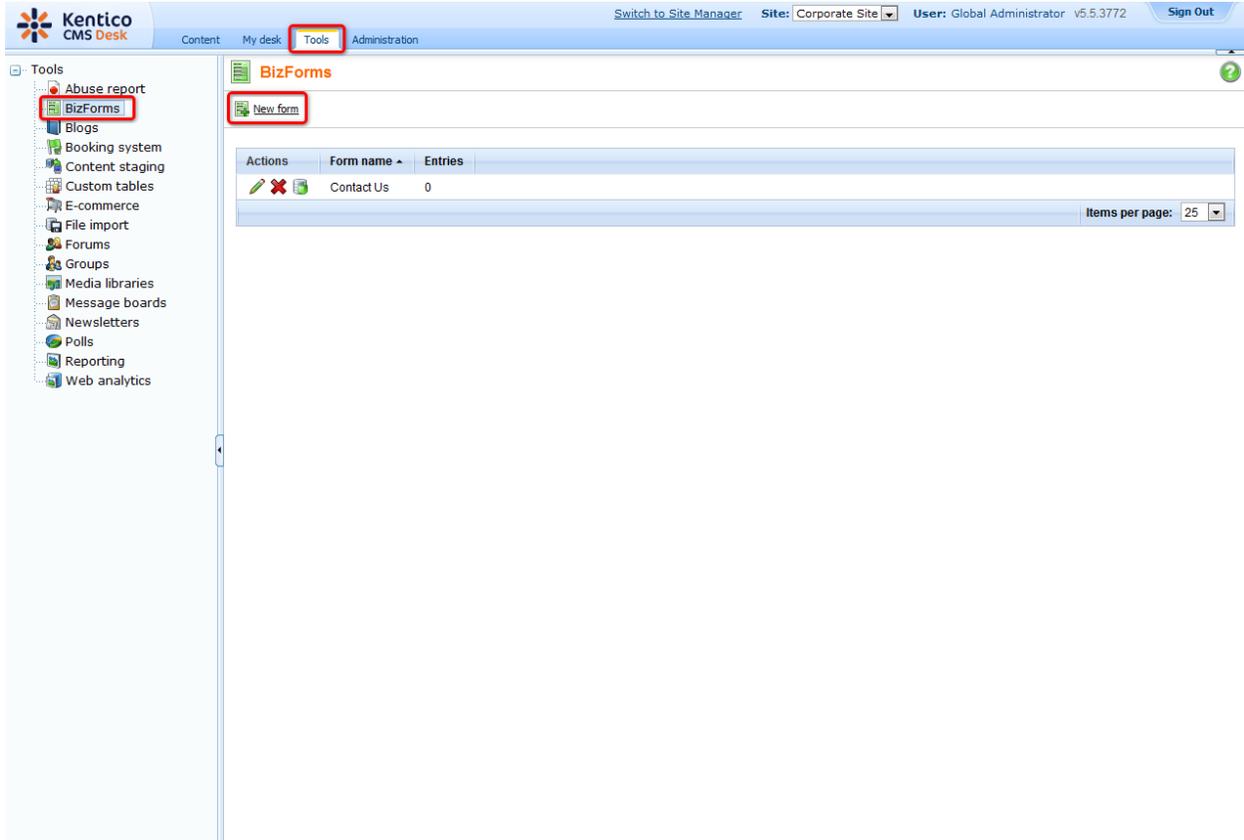
The screenshot shows a web interface for managing newsletters. At the top left, there is a house icon followed by the text "Newsletters". Below this is a horizontal menu with several tabs: "Newsletters", "Subscribers", "Templates", "Newsletter queue", "Import subscribers", and "Export subscribers". The "Newsletter queue" tab is highlighted with a red rectangular border. Below the menu, there are several action buttons: "Resend all failed" (with a warning icon), "Resend all" (with a mail icon), "Delete all failed" (with a trash icon), "Delete all" (with a trash icon), and "Refresh" (with a circular arrow icon).

The following list contains e-mails that are waiting for being sent or whose sending failed.

## 11 Bizforms

### 11.1 Creating and publishing a new on-line form

1. Go to **Tools** -> **BizForms**. Click on **New form**.



The screenshot displays the Kentico CMS Desk interface. The top navigation bar includes the Kentico logo, "Content", "My desk", "Tools" (highlighted with a red box), and "Administration". The right side of the top bar shows "Switch to Site Manager", "Site: Corporate Site", "User: Global Administrator", "v5.5.3772", and "Sign Out".

The left sidebar lists various tools, with "BizForms" highlighted by a red box. The main content area is titled "BizForms" and contains a "New form" button, also highlighted with a red box. Below this is a table with the following structure:

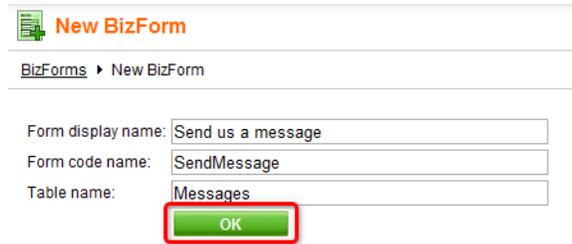
Actions	Form name	Entries
  	Contact Us	0

At the bottom right of the table area, there is a "Items per page: 25" dropdown menu.

2. Enter:

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

Then click **OK**.



**New BizForm**

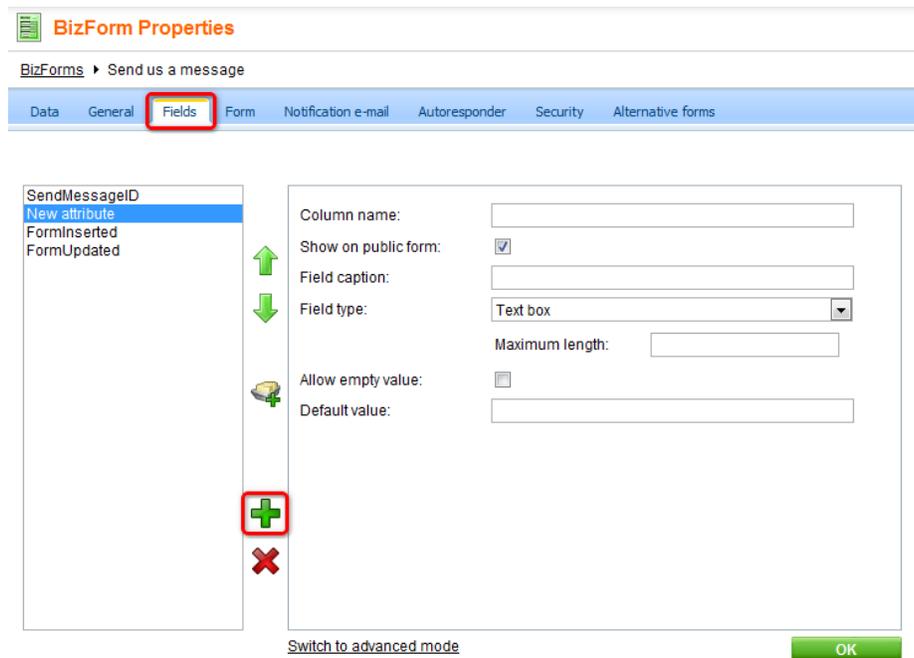
BizForms > New BizForm

Form display name:

Form code name:

Table name:

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



**BizForm Properties**

BizForms > Send us a message

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

SendMessageID  
New attribute  
FormInserted  
FormUpdated

Column name:

Show on public form:

Field caption:

Field type:

Maximum length:

Allow empty value:

Default value:

Switch to advanced mode

4. Enter following information:

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

Click **OK**.

Column name:

Show on public form:

Field caption:

Field type:

Maximum length:

Allow empty value:

Default value:

[Switch to advanced mode](#)

5. Click new attribute and enter:

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

Then click **OK**.

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

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

Click **OK**.

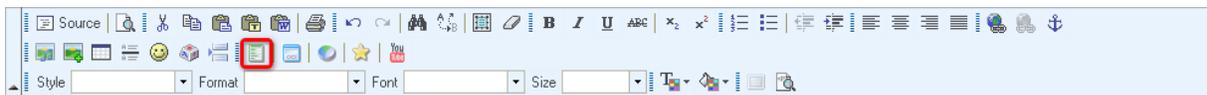
7. Click **New attribute** again to add the last column. Enter:

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

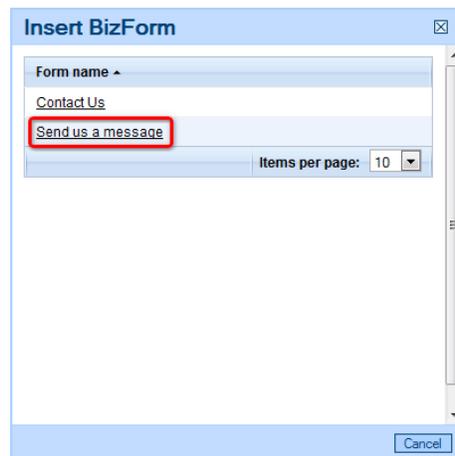
Click **OK**.

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

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



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



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

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

English French  
Global Administrator (administrator) [Sign Out](#)  
[Shopping cart](#) | [My account](#) | [My wishlist](#)  
Your shopping cart is empty  
Search for:

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

• [System integration](#) Services > System integration  
• [Web Design](#)  
• [Web Development](#)  
• [Network Administration](#)

## System integration

We provide *system integration* services.

Enter your first name:   
Enter your last name:   
Enter your e-mail address:   
Enter your message:

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

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After the form is submitted, you can find the form data at **CMS Desk -> Tools -> BizForms -> Edit (Your\_Form) -> Data**. You can set e-mail notification as well at **CMS Desk -> Tools -> BizForms -> Edit (Your\_Form) -> Notification e-mail**.

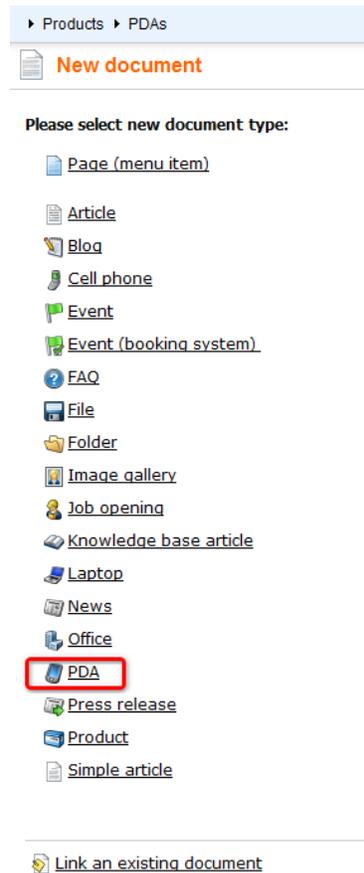
Congratulations, you've just got through the process of creating a brand new form for your website.

## 12 E-commerce

### 12.1 Creating a new product

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

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



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

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

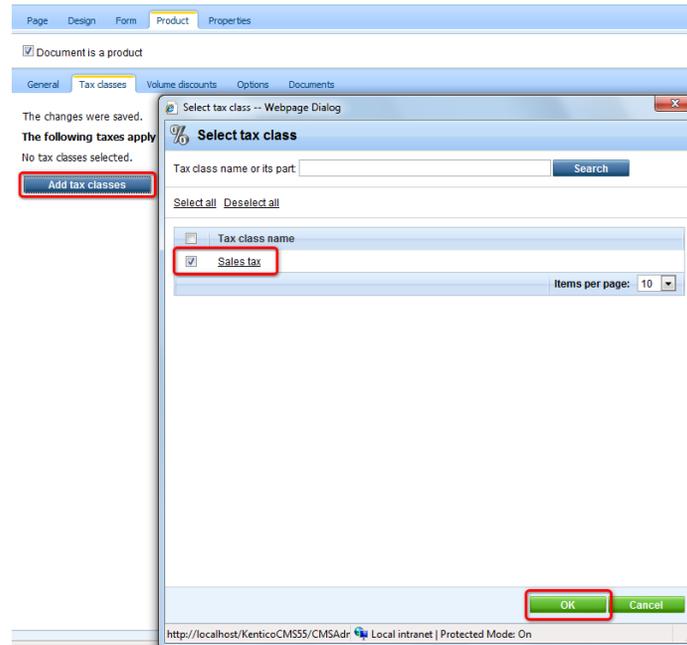
Then check the **Create a new product** check box and enter *900* as **Price**. You can upload **Product image** if you want to. Choose *PDA & Pocket PC* within the **Department** drop-down list. Click **Save** at the top. Your new product has been created.

The screenshot shows the 'Form' tab of the Kentico CMS interface for creating a new product. At the top, there is a breadcrumb trail: 'Products > PDAs'. Below this, there are three buttons: 'Save' (highlighted with a red box), 'Save and create another', and 'Spell check'. The main form contains several input fields:

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

Below these fields, there is a checked checkbox labeled 'Create a new product'. Underneath it, there is a 'Price' field containing the value '900'. The 'Product image' field shows 'Upload: C:\Users\ondrej\Download' and a 'Browse...' button. The 'Description' field is a rich text editor with a toolbar containing icons for bold, italic, bulleted list, numbered list, link, and unlink. At the bottom, there is a 'Department' dropdown menu currently set to 'PDA & Pocket PC'.

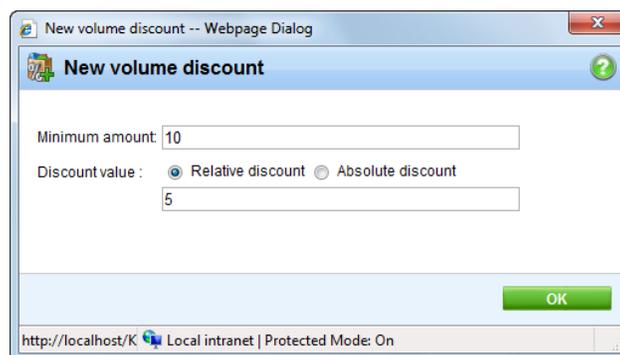
4. Now go to **Product** -> **Tax classes**. Here you can apply the chosen tax to the new product. Click **Add tax classes** button, choose the **Sales tax** and click **OK** to save the changes again.



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



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



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

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

## 12.2 Changing order status

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

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

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

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

**CompanyLogo**

English French  
Global Administrator (administrator) [Sign Out](#)  
[Shopping cart](#) | [My account](#) | [My wishlist](#)  
Your shopping cart is empty

Search for:

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

- Cell phones
- PDAs
- Laptops

Products

 <b>Samsung SGH E250</b> Our price: <b>\$249.00</b> <a href="#">Add to shopping cart</a>	 <b>HP iPAQ 114</b> Our price: <b>\$389.00</b> <a href="#">Add to shopping cart</a>	 <b>Nokia N73</b> Our price: <b>\$399.00</b> <a href="#">Add to shopping cart</a>	 <b>Asus A639</b> Our price: <b>\$470.00</b> <a href="#">Add to shopping cart</a>
 <b>Acer Aspire 3105WLMi</b> Our price: <b>\$490.00</b> <a href="#">Add to shopping cart</a>	 <b>New PDA</b> Our price: <b>\$900.00</b> <a href="#">Add to shopping cart</a>	 <b>Asus F3U AP059C</b> Our price: <b>\$999.00</b> <a href="#">Add to shopping cart</a>	

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



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

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

Shopping cart

Remove	Product name	Units	Unit price	Tax	Subtotal
	<a href="#">Nokia N73</a>	<input type="text" value="1"/>	399.00	10.00	409.00

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

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

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

- **First name:** John
- **Last name:** Smith
- **E-mail (user name):** johnsmith@localhost.local
- **Password/ Confirm password:** johnsmith1

Then click **Next**.

Step 2 of 6 - Registration check



**User registration**

Sign in using your existing account

Create a new account

First name:

Last name:

E-mail (user name):

Company account:

Password:

Confirm password:

Continue as anonymous customer

Back Next

5. In the **Step 3**, enter following information:

- Name (company or personal): Software Development
- Address lines: 1020 Blueberry Ln.
- City: Tucson
- ZIP: 85474

Then click **Next**.

Step 3 of 6 - Select billing and shipping address



**Billing address**

Billing address: (new) ▼

Name (company or personal): Software Development \*

Address lines: 1020 Blueberry Ln. \*

City: Tucson \*

ZIP: 85474 \*

Country: USA ▼

Alaska ▼

Phone number:

**Shipping address**

My shipping address is different from the billing address.

Back Next

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

Step 4 of 6 - Select payment and shipping methods



**Shipping and payment methods**

Shipping: DHL (\$8.00) ▼

Payment: Cash on delivery ▼

Back Next

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

Step 5 of 6 - Order preview



**Order preview**

**Billing address**

Software Development  
1020 Blueberry Ln.  
Tucson  
85474  
USA, Alaska

**Shipping address**

Software Development  
1020 Blueberry Ln.  
Tucson  
85474  
USA, Alaska

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

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

Shipping: \$8.00  
**Total price: \$417.00**

Tax name	Tax summary
Sales tax	10.00

**Order note:**

Back
Order now

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

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'Tools' menu on the left is expanded, showing 'E-commerce' selected. The main content area is titled 'E-commerce' and contains a sub-menu with 'Orders' selected. Below this is a 'New order' form with the following fields: Order ID, Customer last name, Customer first name, Status (dropdown menu set to '(all)'), and Sites (dropdown menu set to 'Corporate Site'). A 'Show' button is located below the form. Below the form is a table with the following data:

Actions	ID	Customer name	Company	Customer e-mail	Order date	Total price	Status
	1	John Smith		johnsmith@localhost.local	5/6/2010 5:02:44 PM	\$417.00	New

The table also includes an 'Items per page' dropdown set to 25.

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

This close-up shows the 'Actions' column of the table, where the 'Edit' icon (a pencil) is highlighted with a red box.

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

The screenshot shows the 'Orders' page in the 'General' tab. The 'Status' dropdown menu is open, and 'Payment received' is selected. The 'Edit' button is highlighted. The 'OK' button is also highlighted.

Order ID: 1  
 Date: 5/6/2010 5:02:44 PM Now  
 Invoice number: 1  
 Status: Payment received  
 Customer: John Smith Edit  
 Company address: (none) Edit New  
 Order note:  
 OK

The status of your order has been changed successfully.

## 13 File import

### 13.1 Bulk import of files

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

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

The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools', and 'Administration'. The 'Tools' menu on the left is expanded, and 'File import' is selected. The main content area is titled 'File import' and displays a table of files to be imported from the local path 'c:\inetpub\wwwroot\KenticoCMS55\cmsimportfiles\'. The table has two columns: 'Name' and 'Result'. The files listed are Chrysanthemum.jpg, Desert.jpg, Hydrangeas.jpg, Jellyfish.jpg, Koala.jpg, Lighthouse.jpg, Penguins.jpg, and Tulips.jpg. Below the table, there are options for 'Target alias path', 'Culture' (set to English - United States), and checkboxes for 'Delete imported files from disk' and 'Include file extension in name'. A green 'Start import' button is located at the bottom of the form.

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

Select files to be imported from c:\inetpub\wwwroot\KenticoCMS55\cmsimportfiles\:

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

 **File import**

Select files to be imported from c:\inetpub\wwwroot\KenticoCMS55\cmsimportfiles\:

<input type="checkbox"/>	Name	Result
<input type="checkbox"/>	Chrysanthemum.jpg	
<input type="checkbox"/>	Desert.jpg	
<input checked="" type="checkbox"/>	Hydrangeas.jpg	
<input type="checkbox"/>	Jellyfish.jpg	
<input type="checkbox"/>	Koala.jpg	
<input type="checkbox"/>	Lighthouse.jpg	
<input type="checkbox"/>	Penguins.jpg	
<input type="checkbox"/>	Tulips.jpg	

Total: 8 Selected: 1

Target alias path:  **Select**

Culture: English - United States

Delete imported files from disk:

Include file extension in name:

**Start import**

4. Choose **Examples** and click the **Select** button.

Select path -- Webpage Dialog

**Select path**

Content

Site: Corporate Site

Name:  Search Parent document

Actions	Name	Type	Size	Modified
	Webparts	Page (menu item)		1/9/2009 12:32:46 PM
	My home page	Page (menu item)		12/2/2009 4:33:19 PM

Items per page: 10

General

Selected path: /Examples

**Select** **Cancel**

http://localhost/KenticoCMS55/CMSFormControls/Selectors/InsertImageOrMedia/Default.aspx?output=selectpath&email\_hide=1& Local intranet | Protected Mode: On

5. Click **Start import**.

 **File import**

Select files to be imported from c:\inetpub\wwwroot\KenticoCMS55\cmsimportfiles\:

<input type="checkbox"/>	Name	Result
<input type="checkbox"/>	Chrysanthemum.jpg	
<input type="checkbox"/>	Desert.jpg	
<input checked="" type="checkbox"/>	Hydrangeas.jpg	
<input type="checkbox"/>	Jellyfish.jpg	
<input type="checkbox"/>	Koala.jpg	
<input type="checkbox"/>	Lighthouse.jpg	
<input type="checkbox"/>	Penguins.jpg	
<input type="checkbox"/>	Tulips.jpg	

**Total: 8 Selected: 1**

Target alias path:

Culture:  ▼

Delete imported files from disk:

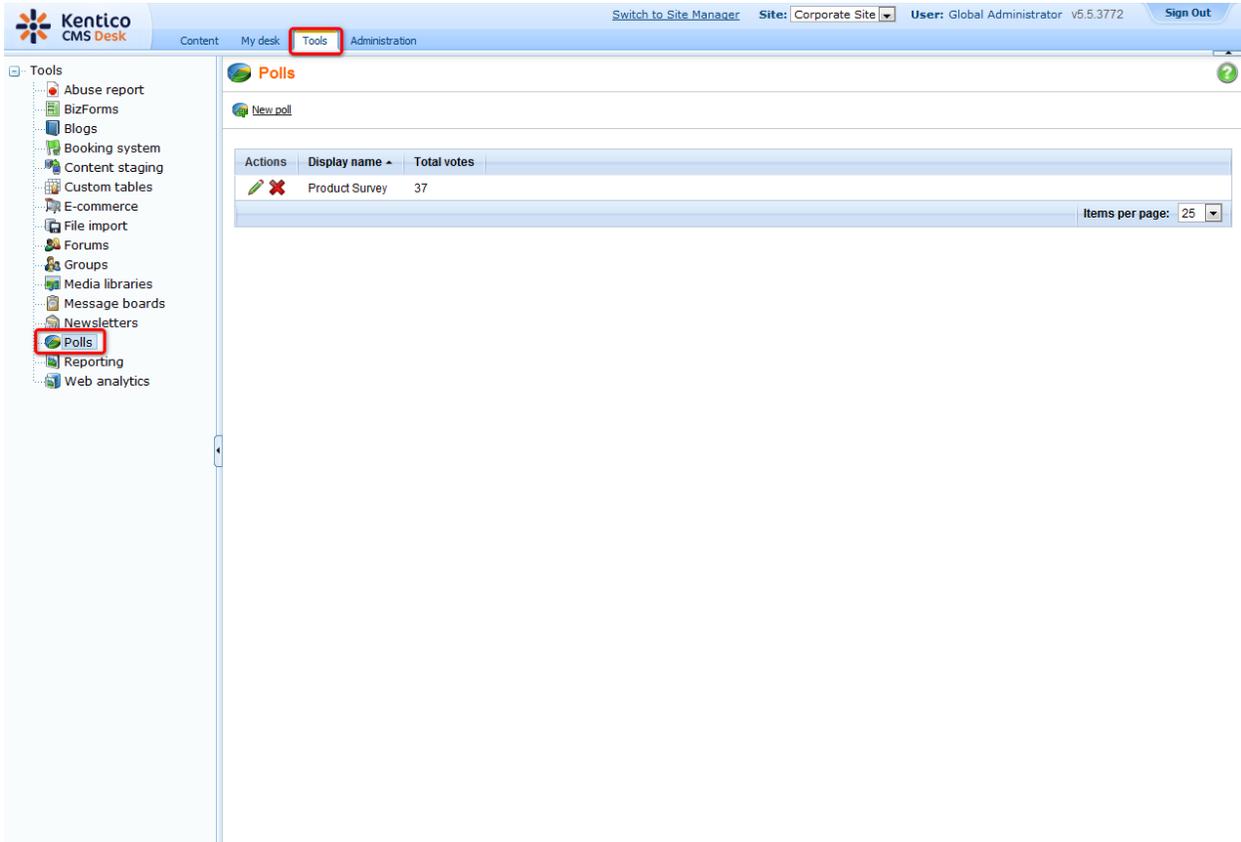
Include file extension in name:

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

## 14 Polls

### 14.1 Creating and publishing a new poll

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



The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes the Kentico CMS Desk logo, tabs for Content, My desk, Tools (highlighted with a red box), and Administration. The right side of the top bar shows "Switch to Site Manager", "Site: Corporate Site", "User: Global Administrator v5.5.3772", and a "Sign Out" button. The left navigation pane lists various tools, with "Polls" highlighted by a red box. The main content area displays the "Polls" management page, which includes a "New poll" link and a table with the following data:

Actions	Display name	Total votes
 	Product Survey	37

At the bottom right of the table, there is a "Items per page: 25" dropdown menu.

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

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

4. Next, switch to the **Answers** tab and click **New answer**.
5. Enter *Yes* as **Text** and click **OK**.

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



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

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

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

**CompanyLogo**

English French  
Global Administrator (administrator) [Sign Out](#)  
[Shopping cart](#) | [My account](#) | [My wishlist](#)  
Total: \$409.00

Search for:

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

• [System integration](#) Services > System integration  
• [Web Design](#)  
• [Web Development](#) **System integration**  
• [Network Administration](#) We provide *system integration* services.

**Have you ever bought anything from our website?**

Yes

No

[Vote](#)

Site map | Disclaimer | Mobile version

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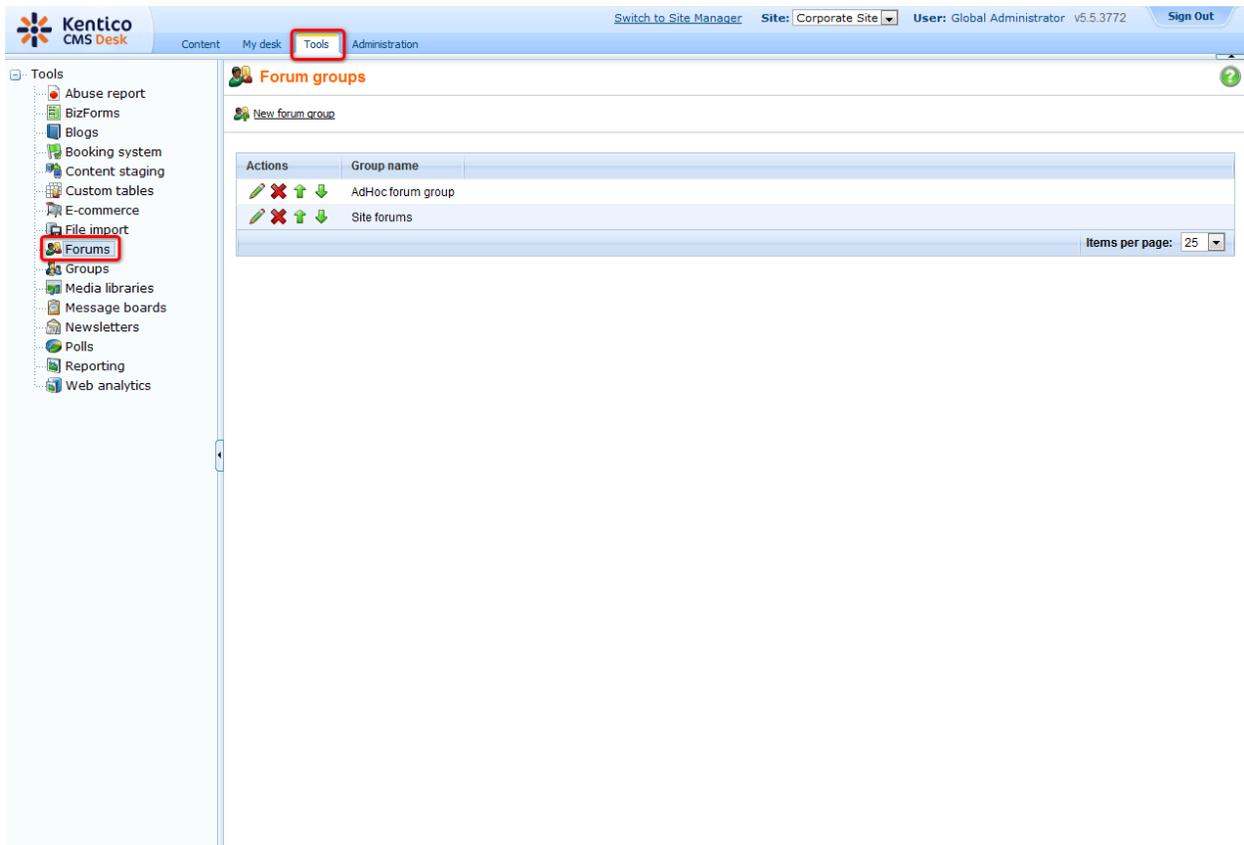
That's how you create a poll and publish it on your web site.

## 15 Forums

### 15.1 Creating a new forum

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

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

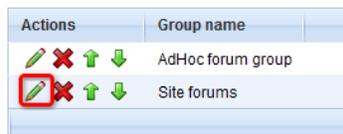


The screenshot shows the Kentico CMS Desk interface. The top navigation bar includes 'Content', 'My desk', 'Tools' (highlighted with a red box), and 'Administration'. The left sidebar lists various tools, with 'Forums' highlighted by a red box. The main content area displays the 'Forum groups' page, which includes a 'New forum group' button and a table of existing forum groups.

Actions	Group name
   	AdHoc forum group
   	Site forums

Items per page: 25

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



Actions	Group name
   	AdHoc forum group
   	Site forums

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

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

Forums ▸ New forum

Forum display name:

Forum code name:

Description:

Forum base URL:   Inherit from forum group

Forum unsubscription URL:   Inherit from forum group

Require e-mail addresses:   Inherit from forum group

Display e-mail addresses:   Inherit from forum group

Enable WYSIWYG editor:   Inherit from forum group

Use security code (CAPTCHA):   Inherit from forum group

Forum is open:

Forum is locked:

Forum is moderated:

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

Kentico CMS Desk

Switch to Site Manager Site: Corporate Site User: Global Administrator v5.5.3772

Content My desk Tools Administration

Tools

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

Forum group properties

Forum groups ▸ Site forums

Forums General View

Forums ▸ My new forum

Posts General Subscriptions Moderators Security View

My new forum

New thread

User name:

E-mail:

Subject:

Post:

Signature:

Subscribe to post:

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

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

CompanyLogo

English French

Shopping cart | My account | My wishlist  
Your shopping cart is empty

Search for:

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



Newsletter subscription

First Name:

Last Name:

E-mail:

Polls

**Do you like our product?**

Yes, I do. 28

No, I don't. 4

I don't know your product. 5

**Welcome to the Sample Corporate Site**

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

**Default user name and password**

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

**User name:** administrator  
**Password:** Leave the password blank.

**Getting Started**

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

Latest news

**My second news**  
5/4/2010  
My second news summary

Featured product



Price: **\$389.00**

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

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

Forums

## Forums

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

Search forums:

[Advanced search](#)

Forum	Threads	Posts	Last post
<b>Site forums</b>			
Web site forums			
 <b>My new forum</b>	0	0	(1/1/0001 12:00:00 AM)
 <b>Announcements</b> Product announcements come here.	2	6	<b>Frank Stevens</b> (11/16/2008 1:08:41 PM)
 <b>Technical support</b> Sample forum for technical support questions.	3	4	<b>David Fishman</b> (11/16/2008 1:37:45 PM)

Login

Username

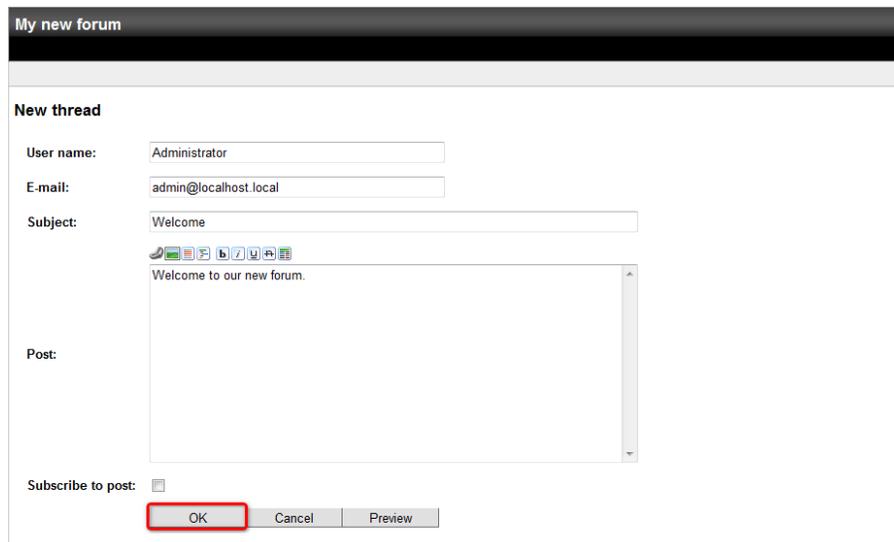
8. Click the **new thread** button.



9. Enter following information:

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

Click **OK**.

A screenshot of the "New thread" form in a forum. The form has a title bar "My new forum". Below the title bar, there is a section titled "New thread". The form contains several input fields: "User name:" with the value "Administrator", "E-mail:" with the value "admin@localhost.local", and "Subject:" with the value "Welcome". Below these fields is a rich text editor with a toolbar and the text "Welcome to our new forum.". At the bottom of the form, there is a "Subscribe to post:" checkbox which is unchecked. Below the checkbox are three buttons: "OK" (highlighted with a red box), "Cancel", and "Preview".

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

CompanyLogo

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

Search for:

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

Forums

### Forums

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

Search forums:    
[Advanced search](#)

My new forum

[New thread](#) | [Subscribe to forum](#) | [Site forums](#) > My new forum

Thread	Created by	Posts	Views	Last post
<a href="#">Welcome</a>	Administrator	1	0	Administrator (5/7/2010 2:16:07 PM)
1				

Login

Username

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

## 15.2 Moderating forum posts

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

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

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

**Forum group properties**

Forum groups ▸ Site forums

Forums General View

Forums ▸ New forum

Forum display name:

Forum code name:

Description:

Forum base URL:   Inherit from forum group

Forum unsubscription URL:   Inherit from forum group

Require e-mail addresses:   Inherit from forum group

Display e-mail addresses:   Inherit from forum group

Enable WYSIWYG editor:   Inherit from forum group

Use security code (CAPTCHA):   Inherit from forum group

Forum is open:

Forum is locked:

Forum is moderated:

5. As a global administrator, it's not necessary to approve your own posts as they are being approved automatically. Therefore, to try out the approve functionality, please sign out from CMS Desk, go to the **Forums section -> My moderated forum -> New thread** and enter your user name and your e-mail address to the **User name** and the **E-mail** checkboxes. Next, enter *Welcome* as the **Subject** and to the **Post** textbox enter *Come try our new moderated forum*. Click **OK**.

**My moderated forum**

**New thread**

This forum is moderated. It needs to be reviewed by forum moderator before it's published.

User name:

E-mail:

Subject:

Post:

Subscribe to post:

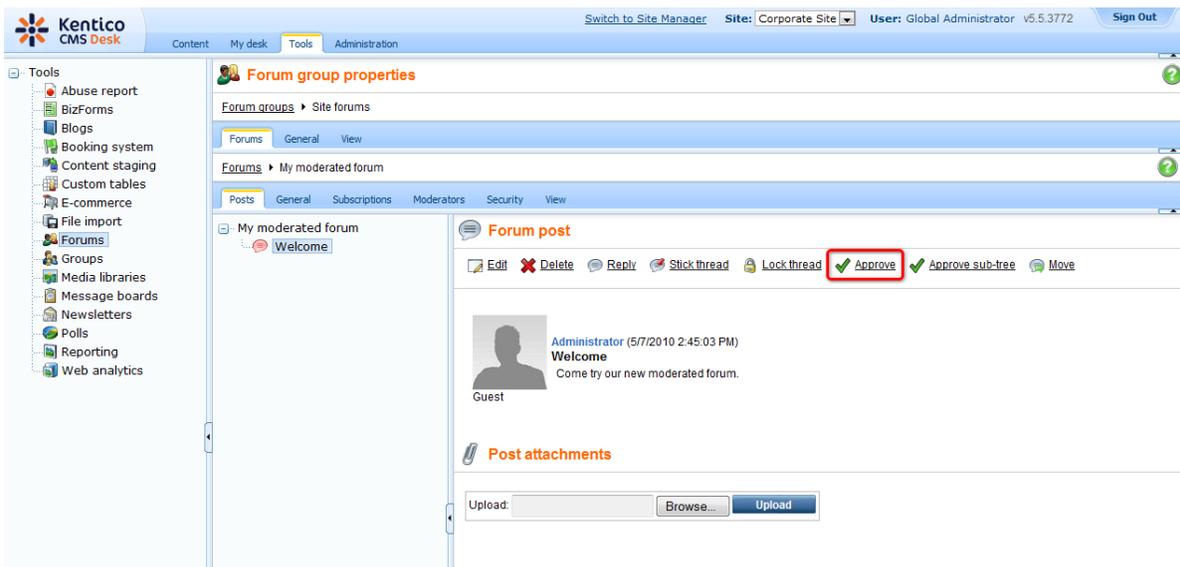
- The thread has been posted, however, to be visible in the forum, it has to be approved by the designated moderator.

Now, sign in back to the CMS Desk and navigate to: **Tools -> Forums**.

There are two ways how to approve the forum post. You can do that either on following screen by clicking **Approve** button:



Or you can find particular forum post in the forum structure and approve it:



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