

Content Manager

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Improved Content Workflow, Content Versioning and Content Update, Approval.

USER GUIDE

Module Version: 4.2.0

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.NET Framework: 2.0

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This module is developed for DotnetNuke (DNN) 4.7 and above only. For new release compatibility, please refer to developer website for more details. For more information on DotnetNuke, go to website www.dotnetnuke.com.

For technical support, please visit support forum at www.invenmanager.com

Or send email to support@invenmanager.com

Online Support Forum: <http://www.invenmanager.com/Support/tabid/705/Default.aspx>

Introduction to Content Manager Module

Content Manager module is an extension of Text/HTML module. It provides the following features:

1. Keep many version of the content for the same module
2. Set a display date and expiry date for each version of the content
3. Control and manage many type of content, each content with it's own workflow and approval roles
4. One click approval for approving user
5. Preview the content before approval
6. Customize the email message to be sent to content approval roles and notification roles
7. A list view of content pending for approval

Manage Content Types (Routing)

This module make use of Content Types (Routing), each content type is linked to a work flow routing. This facilitates the management of various content routing to different approving user roles.

For example, your marketing information and product information could be a different approval process. In this case, you can create two separate content types, with different approving roles.

So if you set the content's content type to Marketing, it will be routed to the Marketing content type approving roles.

ID	Content Type	Is Default	Delete	Edit
1	General	True		
2	Special	False		

[Return](#) [Add New Content Type](#)

Figure 1 Manage Content Types

Add Content Types (Routing)

Click on [Add New Routing](#) to add a new Content Type (Routing).

- **Content Type:** Enter the name of the content type
- **Roles can approve content:** Select the user roles that can approve this type of content
- **Email Subject Send for Approval:** When content is updated, the module will send an email to the approving users with a link to the approving page. Enter the email subject for the email message
- **Email Body Send for Approval:** Enter the email body message for the email alert sent to approving users
- **Notification Roles:** You can also optionally specify the Notification Roles. The system will send an email to the user group whenever there is a content update occurs
- **Notification Email Subject:** Enter the email subject to be sent to notification roles
- **Notification Email Body:** Enter the email message to be sent to notification roles
- **Send Notification to Emails:** You can also optionally specify additional emails, the system will send an email to those emails whenever there is a content update occurs
- **Max Number of Version to Keep:** You can specify a max number of versions of history to keep. (Currently this item is not implemented)
- **Set This as Default Content Type:** Check this box if you want this to be default content type. When a new Content Manager module is added to a page, it will be set to this content type. There will only be one default content type.
- **Keywords can be used in your message:** You can use some keywords in your email body and message.

Content Type:

Rules can approve content:

Available	Assigned
Editor Manager Registered Users Subscribers	Administrators QA Manager
<input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value=">>"/> <input type="button" value="<<"/>	

Email Subject Send for Approval:

Email Body Send for Approval:
 URL:

Notification Roles:

Available	Assigned
Administrators Editor QA Manager Registered Users Subscribers	Manager
<input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value=">>"/> <input type="button" value="<<"/>	

Notification Email Subject:

Notification Email Body:
 URL:

Send Notification to Emails:

Max Number of Version to Keep:

Get This as Default Content Type:

[Update](#) [Cancel](#)


Keywords can be used in your message

[APPROVALLINK]	: Link to URL to approve or reject the new version of content
[URL]	: URL of the current Tab
[USERNAME]	: User name of the current user
[FULLNAME]	: User name of the current user
[FIRSTNAME]	: First name of the current user
[LASTNAME]	: Last name of the current user
[EMAIL]	: Email of the current user
[DATE]	: Date on which content being updated

Figure 2 Add a New Content Type

Edit Content Types (Routing)

Click on the [Manage Content Types](#) link at the module action menu. You will see a list of content types available.

Click on the  Edit button beside the content type you want to edit, follow the steps in Add a New Content Type to make necessary changes, and then click [Update](#) to save the changes.

ID	Content Type	Is Default	Delete	Edit
1	General	True	X	
2	Special	False	X	

[Return](#) [Add New Content Type](#)

Figure 3 Edit Content Type

Delete Content Types (Routing)

Click on the [Manage Content Types](#) link at the module action menu. You will see a list of content types available.

ID	Content Type	Is Default	Delete	Edit
1	General	True	X	
2	Special	False	X	

[Return](#) [Add New Content Type](#)

Figure 4 Delete Content Type

Click on the delete button beside the content type you want to delete, and then click [OK](#) to confirm deletion.



Figure 5 Confirm Deletion of Content Type

Content Manager Settings

After setting up the content types, you need to specify the content type for each Content Manager module.

Click on [Settings](#) link at the module action menu, select the content type from the list, and then click [Update](#).

Content Type:

[Update](#) [Cancel](#)

Figure 6 Content Type Settings

Edit Content

Users with edit permission to the Content Manager module are able to edit the content. Click on the [Edit Content](#) link at the module action menu.

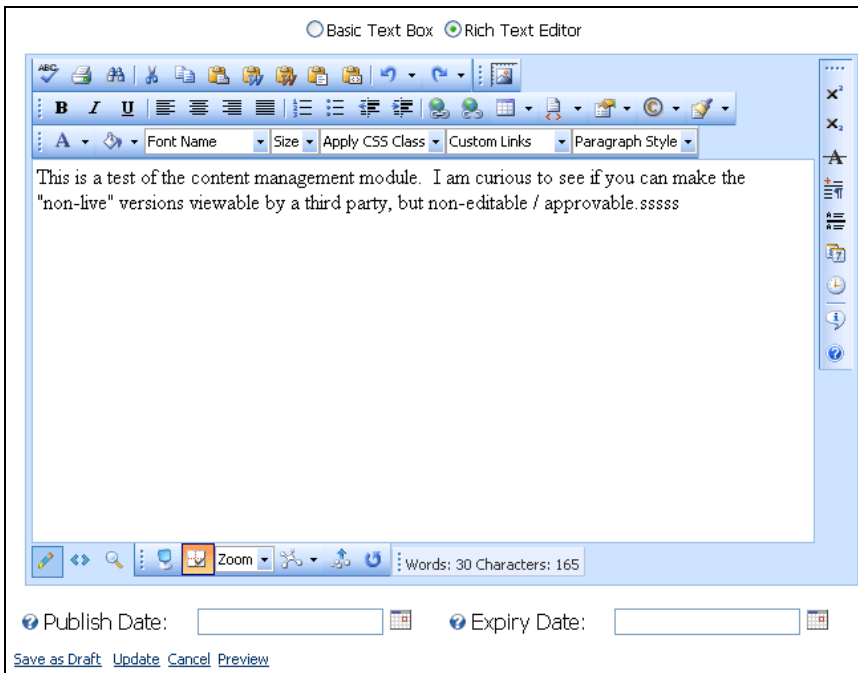


Figure 7 Edit Content

If you have the permission to edit as well as approve the content, you will be able to see the button “**Update**”, In this case, the content does not need to be approved.

If you have edit permission but no approve permission, you will see the button “**Save as Draft**” only. In this case, the content is not published until someone approves it. The status of the content will be “draft” if you click on “save as draft” button.

Version Manager

To view the version history of the content, click on Version Manager link at the module action menu. The available versions of the content will be displayed as shown below.

S/N #	DateTime	Updated By	Publish Date	Expiry Date	Status	Apv By	Apv Date	Del	Edit	Apv	Publish	View	Preview
6	7/1/2009 1:54:05 AM	host	7/1/2009 12:00:00 AM	7/1/2019 12:00:00 AM	Published	host	7/1/2009 1:54:05 AM	X					
5	7/1/2009 1:53:47 AM	host	7/1/2009 12:00:00 AM	7/1/2019 12:00:00 AM	Published	host	7/1/2009 1:53:47 AM	X					
4	7/1/2009 1:53:40 AM	host	7/1/2009 12:00:00 AM	7/1/2019 12:00:00 AM	Published	host	7/1/2009 1:53:40 AM	X					
3	7/1/2009 1:53:33 AM	host	7/1/2009 12:00:00 AM	7/1/2019 12:00:00 AM	Published	host	7/1/2009 1:53:33 AM	X					
2	7/1/2009 1:53:26 AM	host	7/1/2009 12:00:00 AM	7/1/2019 12:00:00 AM	Published	host	7/1/2009 1:53:26 AM	X					

1

Remarks:

[Return](#)

Figure 8 Version Manager

To view a version of content, click on the View button at the particular row of content.

To approve a version of content, click on the Approve button at the particular row of content.

To edit a version of content, click on the Edit button at the particular row of content.

To delete a version of content, click on the Delete button at the particular row of content.

Note: If more than one versions of content are approved, only the last updated version will be displayed on the web page.

One Click Approval

This module offers another powerful feature which is One Click Approval. Whenever content is updated, a message will be sent to approving user roles with an approval link to link to approval page as shown below.

The approval page will display the current version of content, as well as the updated version of content. Approving user can click on either Approve to approve or Reject button to reject the content. The approving user also can optionally enter some remarks in the text box below, it will be sent to the content editor for review.

Current Content:	Old Content...
New Content Updated by Host Account on 12/11/2004 12:59:30 PM	New Content...
	<input type="checkbox"/> Send Notification
The content creator will be notified if you approve reject the changes. You can write a short message here.	additional message...
<< Return	

Figure 9 One Click Approval

Content Approval List

Sometimes there are many contents need to be approved by one approving user, and they are at different pages. If he or she needs to navigate to different pages in order to approve the content, it is not productive and very troublesome.

Content Manager also comes with another extension module call Content Approval. It displays all contents waiting for approval for the current user. Then he or she can take necessary actions against all these content.

S/N #	DateTime	Updated By	Publish Date	Expiry Date	Content Type	Module Title	Status	Rel	App	Publish	View	Preview
15	7/2/2009 4:57:39 AM	user1	7/2/2009 12:00:00 AM	7/2/2010 12:00:00 AM	General	Content Manager 2	Pending	X	✓		View	Preview
14	7/2/2009 4:57:26 AM	user1	7/2/2009 12:00:00 AM	7/2/2010 12:00:00 AM	General	Content Manager 2	Pending	X	✓		View	Preview
13	7/2/2009 4:57:05 AM	user1	7/2/2009 12:00:00 AM	7/2/2010 12:00:00 AM	General	Content Manager 2	Pending	X	✓		View	Preview

Figure 10 Content Pending for Approval

To view a version of content, click on the View button at the particular row of content.

To approve a version of content, click on the Approve button at the particular row of content.

To preview the page with a version of content, click on the Preview button at the particular row of content.

To delete a version of content, click on the Delete button at the particular row of content.