



eXo Knowledge User Guide

Version 2.1.2

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1 Preface

1.1 Overview

Beginning as an open source project in the year 2002, eXo is well-known as the industry's first Java portlet container. With the aim of dominating the potential portal market through robust and easy-to-use applications, eXo Project succeeded in attracting consumers in the whole world. eXo actually opened the floodgates to various options in many markets, and customers have been choosing eXo as the best method for their success.

eXo Knowledge is one of eXo Platform™ products. This is a suite of applications oriented to knowledge management. It not only holds on-line discussions and posts user generated content but also answers the most frequently asked questions about sites/services. eXo Knowledge is made up of two main applications: Forum, Answers. eXo Knowledge facilitates both technical and non-technical people in creating and managing powerful websites.

1.2 Purposes

This guide aims at guiding users to use eXo Knowledge easily through in-depth examples and explanations. This guide is not only for users interested in learning and using eXo Knowledge but also mainly intended for users who have administration privileges. It covers administration of users, permissions and all management actions.

The eXo Knowledge User Guide will help you:

- Define some basic concepts used in eXo Knowledge.
- Show main instructions to take basic and advanced actions of eXo Knowledge.

1.3 References and Related Resources

Information

- eXo Platform Home Page: <http://www.exoplatform.com/portal/public/website/>
- eXo Platform Wiki: <http://wiki.exoplatform.com/xwiki/bin/view/Main/>

Support

- Forums: <http://www.exoplatform.com/portal/private/en/>
- FAQ: <http://www.exoplatform.com/portal/public/website/community/faq>
- JIRA: <http://jira.exoplatform.org/browse/KS>

Download

- http://forge.ow2.org/project/showfiles.php?group_id=151&release_id=2949

2 Glossary

2.1 Category

Category is the classification of content items. In **eXo Knowledge**, a category looks like a domain containing various forums which may be related to the same field. A forum application may include many various discussing domains so that it may also include many various categories.

2.2 Forum application

Forum is the web application holding online discussions and posting user generated content. Thus, the forum is the best place to ask questions about certain development topics.

2.3 Topic

Topic is the subject of conversation or discussion in Forum. Each topic contains one original message and all its replies. When you access a forum, you will see a list of topics which are being discussed.

2.4 Reply

Reply is a post in the topic. With a message in the topic that you are interested, you can read and have any replies if you want. Thus, a reply is your idea about that topic.

2.5 Answers application

Answers is an online application, enabling you to post common questions and answers about a specific topic. The application may be seen as a way to reply to questions about rules or any problem when users implement a specific system.

Answers familiarizes visitors with answers to most frequently asked questions about a site/service or about the entity/subject. Repeatedly received questions will be added to **Answers** and newcomers with Site/Service are encouraged to view **Answers**.

2.6 Question

Question is an expression applied by users for asking and getting information. In **Answers**, all questions related to the same topic have to be posted and grouped in the same category.

2.7 Answer

Answer is a response to specific questions. In the **Answers** application, all responses are posted below its questions. Only people who have moderation right can answer all questions.

2.8 Comment

Comment is an opinion on a specific question given by a user. In **Answers**, all comments are

posted below their questions. A comment can be promoted to an answer by the administrator.

2.9 User groups

2.9.1 Administrator

Administrator is the user who typically have the right to create, edit, delete, move and modify any forum and its topics, posts. The administrators can also open/close, lock/unlock forums or topics. Administrators have the highest right to take any actions. Otherwise, administrators also have the right to manage members in a forum and they can set rights for members.

At runtime of the Forum application, default administrators, categories and forums are created. These administrators are defined at the Forum Roles Plugin in the .xml file. These administrators can be changed if values in .xml file is changed. The default administrators are the ones who initialize the Forum and assign role to normal users. A normal user can be an administrator if the default administrator directly assign the administration role to him in the Forum application.

2.9.2 Moderator

Moderators have a subset of administrator's rights that allows them to edit, delete and move topics in a special forum which they have the moderation right. Otherwise, a moderator also can open/close, lock/unlock, stick/un-stick, split/merge or approve/disapprove topics in a special forum.

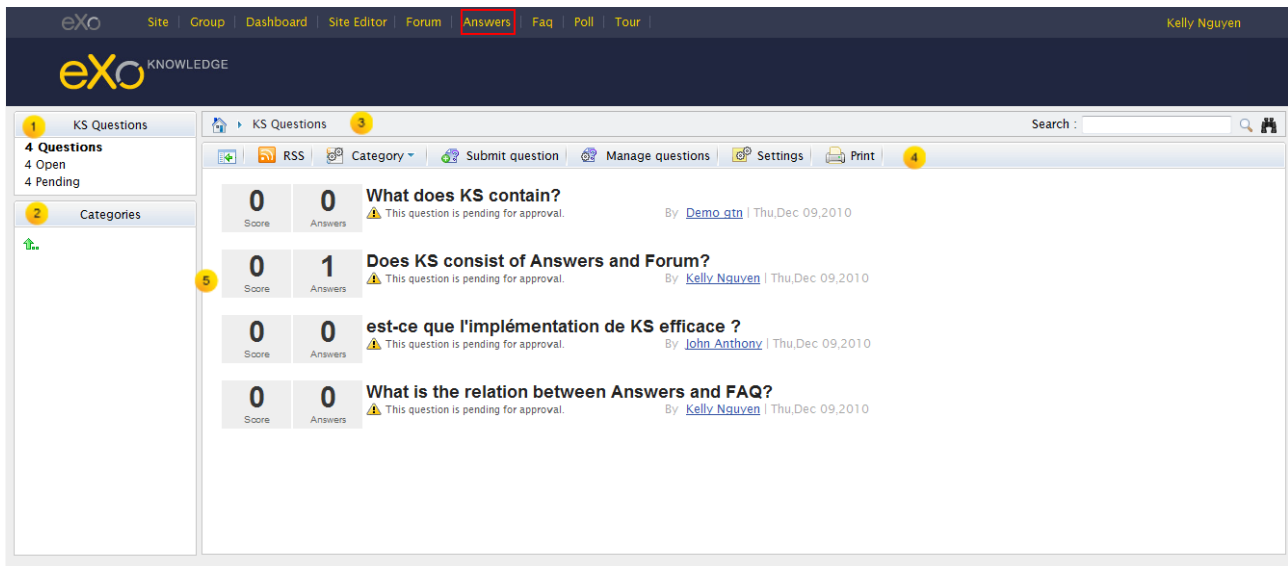
When administrators create a new forum, they have to set this right to some users or some groups. If not, only the administrators can manage that forum.

2.9.3 Normal viewer

Viewers includes guests and logged users. Guests only have the view permission while logged users can take some basic actions in the Forum application. By default, all users can view forum, all its topics and replies. However, if the administrator only set the view right for some users or some groups to specific categories, forums or topics, only users or groups which have the view right can view them. When having the adding post right, any viewer can add his/her reply to the topic which he/she interests.

3 How To Use Answers

After signing in successfully, click **Answers** on the administration bar to access the **Answers** homepage as below.



1

The **Status** pane displays information of the currently viewed category, including the total number of open questions, pending questions and the total questions.

2

The **Categories** pane lists all categories in the hierarchical system. With one click on the category, you will be directed to the Answers viewing pane .

3

The **Breadcrumb** bar is to navigate between categories and sub-categories easily. This bar also includes the search box with simple and advanced search option.

4

The **Action** bar is to add categories, questions, and to manage questions, import, export, print, settings.

5

The **Answers Viewing** pane displays all questions and information about score and the number of answers of each question in the selected category.

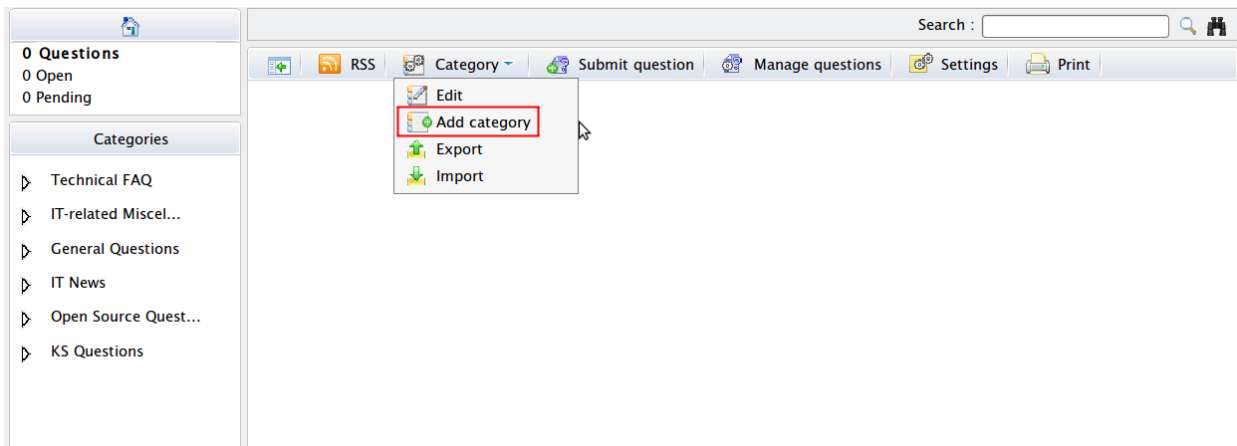
The number of actions which you can perform in **Answers** will vary, depending on your role. Thus, if you are logged in as a normal user, you can not see some buttons.

3.1 Manage categories

3.1.1 Add new categories

Only administrators can take this action.

1. Click **Category** on the action bar and select **Add Category** from the drop-down menu:




2. Enter values into fields of the **Add Category** form, such as the category name which is required, order of the category which will be in the **Categories** pane.

Add Category


Category *

Order

Restricted audience 

Description


☒ Moderate new questions
☒ View question authors
☒ Moderate answers



Moderator 

More Details:

| | |
|-------------------------------|---|
| Restricted Audience | List of all users who can access a category. By default, this field is blank, indicating that all users can access this category. |
| Moderate new questions | Indicate that new questions are required to be approved or not in the category. |
| View question authors | Enable information of the author posting the question to be shown or hidden. |
| Moderate answers | Indicate that new answers are required to be approved or not in the category. |
| Moderator | The list of users/groups responsible for approving/disapproving questions and answering all questions in this category. 'root' is set by default. |

The restricted audience and moderator can be inputted manually or selected from selectors:

- Click  to select users from the groups list. The selected users will be displayed in the **Moderator** field.

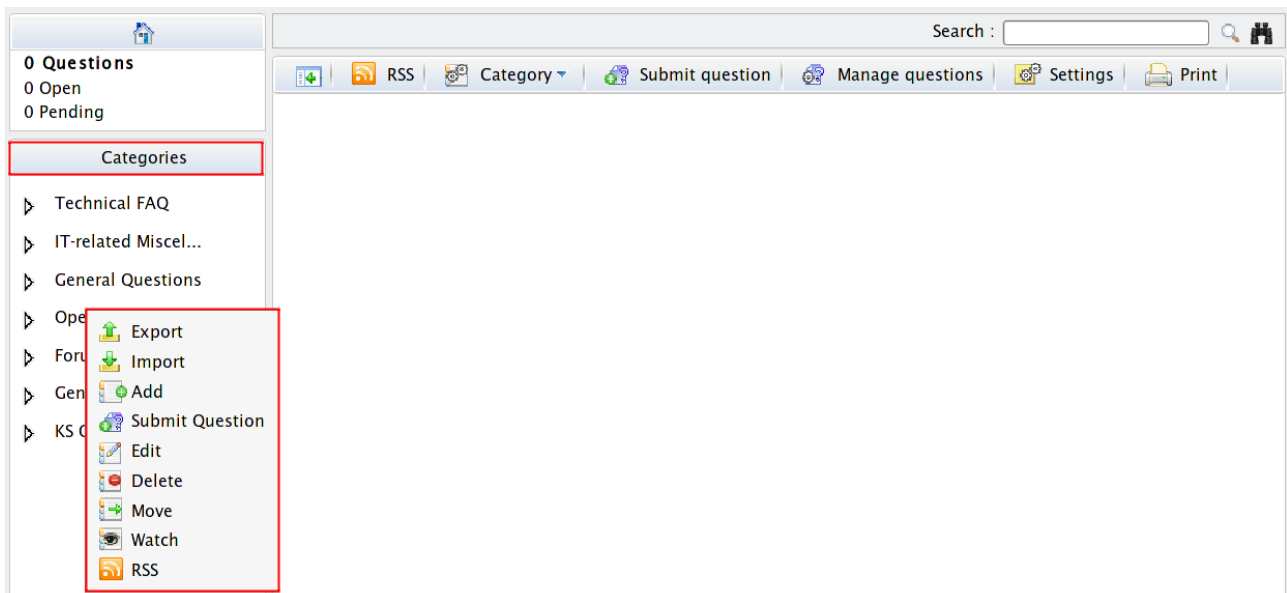
- ii. Click  to select all users with a specific membership in a group. The selected role will be displayed in the '**Moderator**' field.
 - iii. Click  to select all users in a specific group.
3. Click **Save** to complete adding the new category.

3.1.2 Actions on specific categories

To do actions on a specific category, you first need to access your desired category to see available actions.

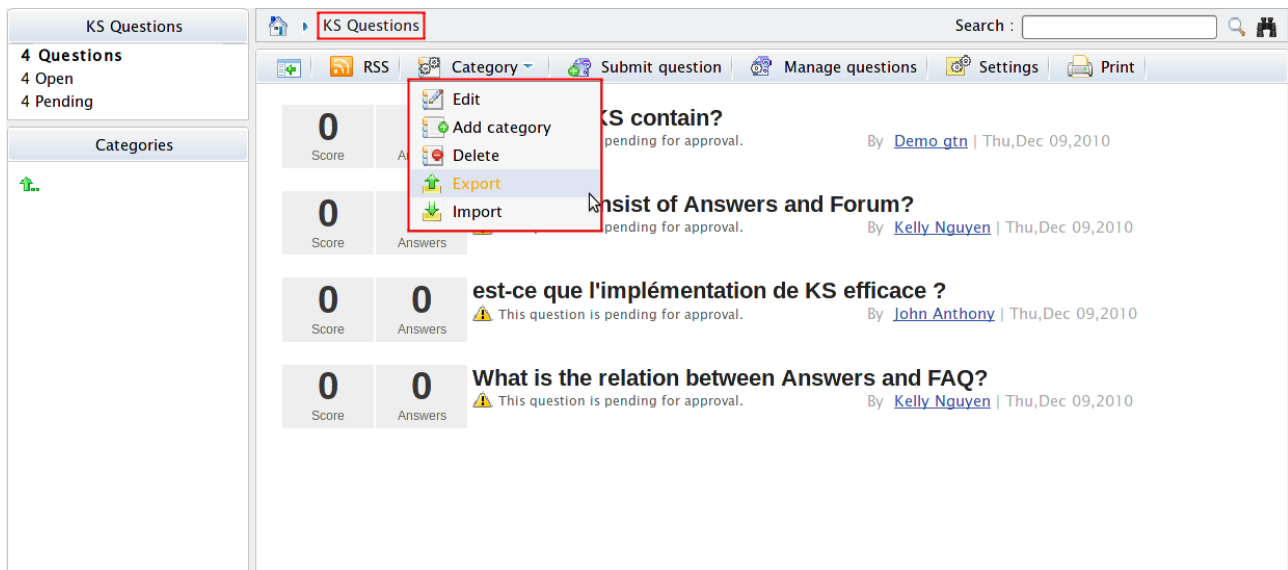
The 1st way:

1. Right-click the category on which you want to do actions in the **Categories** pane.
2. Select one of actions from the drop-down menu as below:



The 2nd way:

1. Left-click your desired category in the **Categories** pane. The name of selected category will be displayed in the breadcrumb bar.
2. Click **Category** on the action bar and select one of buttons from the drop-down menu.





By approaching as described above, you can:

- **Add new sub-categories.**
- **Edit categories/sub-categories.**
- **Delete categories/sub-categories.**
- **Move categories/sub-categories.**
- **Watch/Unwatch categories/sub-categories.**
- **Manage watches.**


3.1.2.1 Add new sub-categories

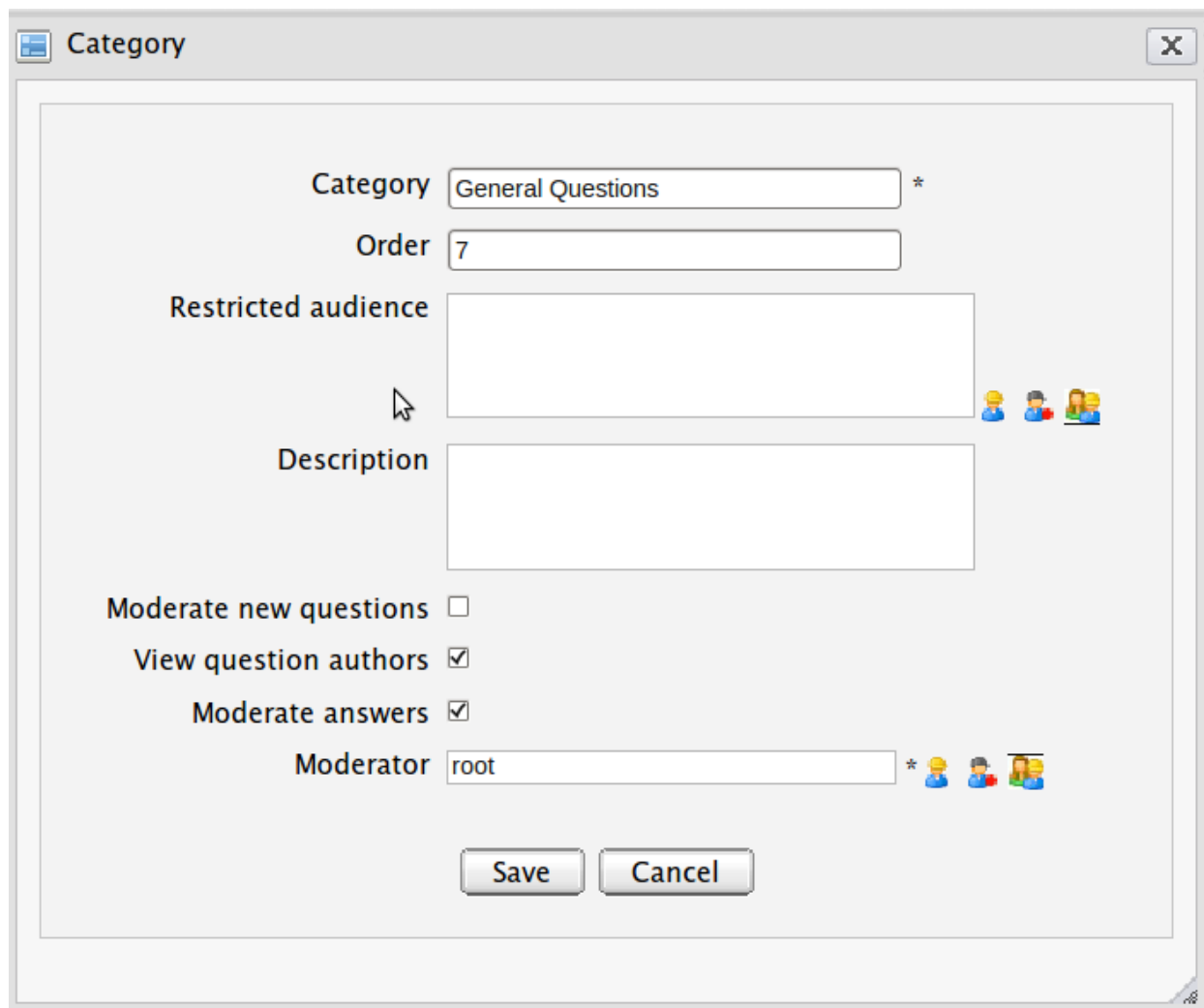
This function is for administrators only.

1. Select  **Add** /  **Add category** to open the **Add Category** form.
2. Enter values in the **Add Category** form as stated in Section 3.1.1, Add a new category.

3.1.2.2 Edit categories/sub-categories

This function is for administrators only.


1. Click  **Edit** .
2. Change information in the **Category** form with information available to edit.



3. Click **Save** to accept your changes.

3.1.2.3 Delete categories/sub-categories

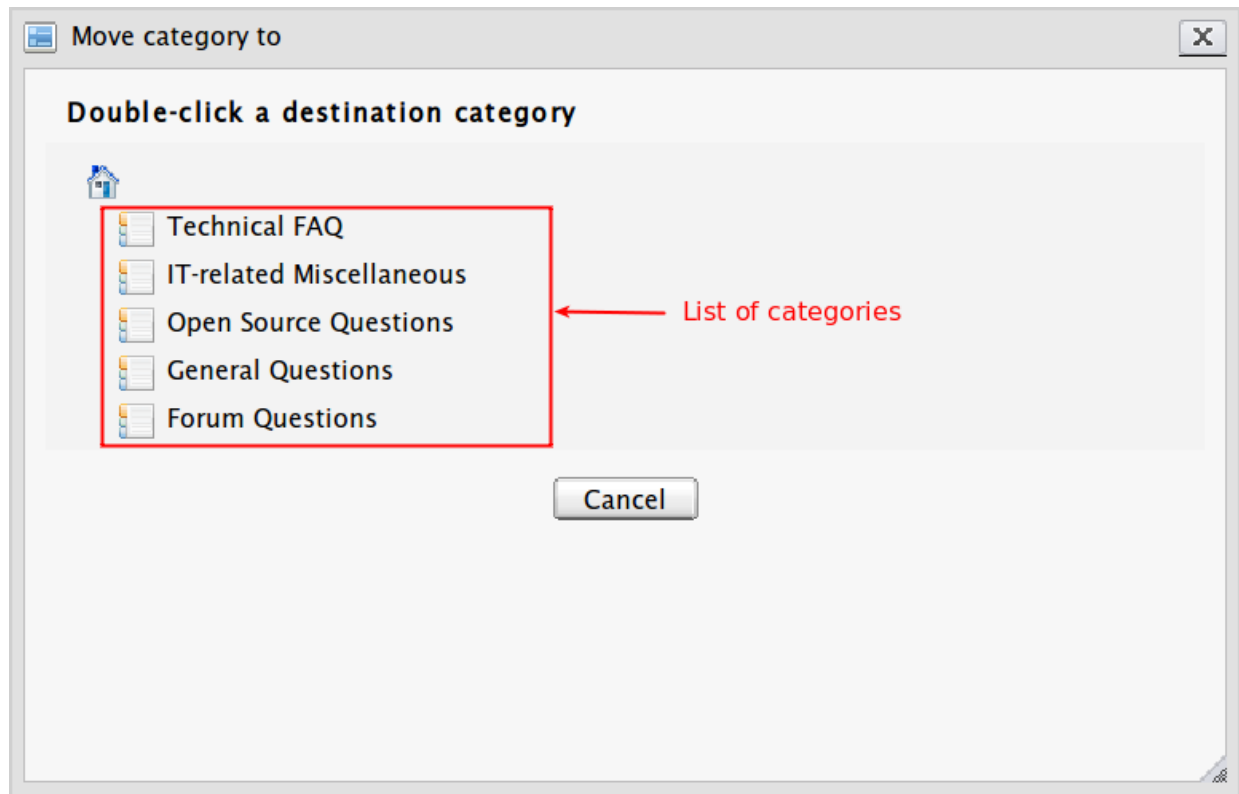
This function is only for administrators.

Click  **Delete** and then select **OK** in the confirmation message to accept your deletion.

3.1.2.4 Move categories/sub-categories


This function is for administrators only.

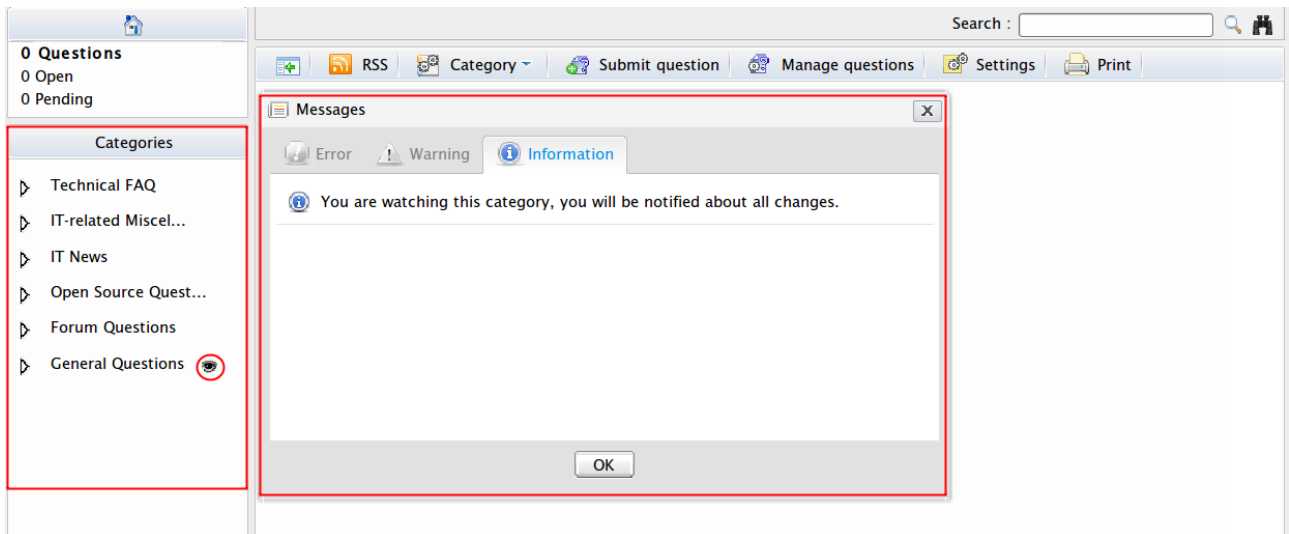
1. Right-click your desired category in the **Categories** pane and then select **Move** from the drop-down menu.
2. Double-click the destination category to which you want to move your selected category/sub-category in the list of categories.



3.1.2.5 Watch/Unwatch categories

This function is for all users who have logged in. You can keep track of changes in some specific categories in Answers, such as new editions and questions, responses. You will receive email notifications from **Answers** if any changes.

To watch a category, simply right-click your desired category in the categories list and select **Watch** from the drop-down menu. If you are an administrator or moderator, the watched category will be marked with  along with one message as below:

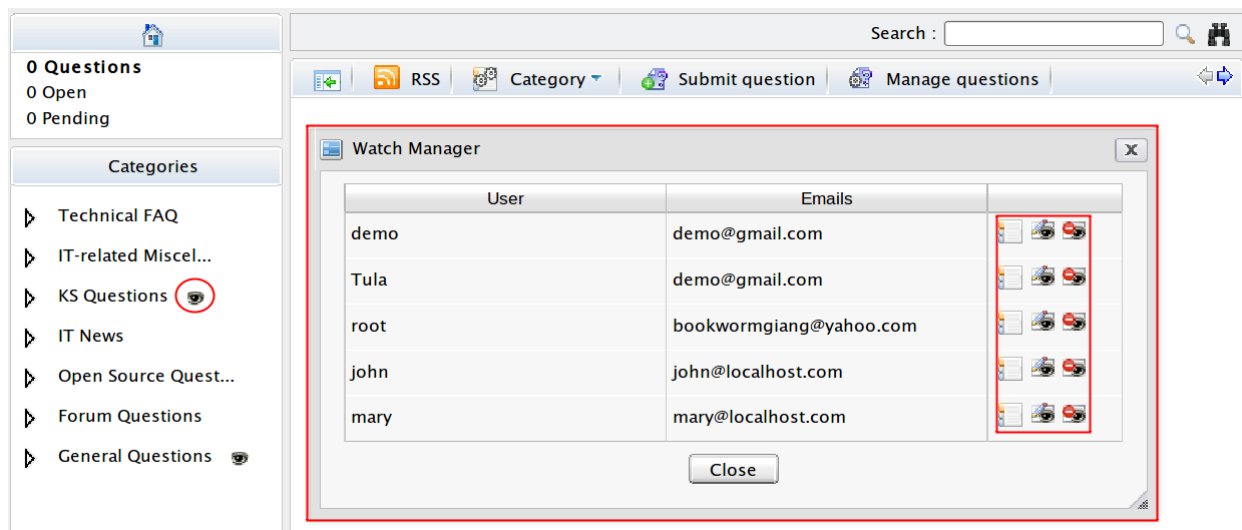


If you do not want to receive any email notification about the categories that you had watched before, simply right-click your desired category in the **Categories** pane and select **Unwatch** from the drop-down menu.

3.1.2.6 Manage Watch

The function is for administrators only.

1. Click the eye icon located to the watched category.
2. Do actions in the **Watch Manager** form.



- i. Open the content of the watched category by clicking .

ii. Modify any email addresses of watchers by clicking .


The **Edit** form will be displayed, enabling you to change available information, such as username, email address. Also, you can add or remove email addresses for watching.

iii. Delete any watches by clicking .

3.1.3 Export/Import a category and its questions


These functions are for administrators and moderators only. Both functions can be executed on all categories and questions in the Answers homepage or a specific category in Answers.

- Export categories and questions from **Answers** to your local device in the .zip form:

- Click  **Export** to open the **Export** form.
- Input the file name to export.
- Click **Save** to accept exporting all categories and questions.

The download pop-up will appear that may be different in various browsers. The exported file can be used to import to the Answers system.

- Import categories and questions from a .zip file which has a valid content into Answers:

- Click  **Import** to open the **Import** form.
- Browse a file from the local disk and then upload the selected file.
- Click **Save** to accept importing the uploaded file.

After being imported, all categories and questions which are defined in the .zip file will be imported and displayed properly in the Answers homepage.

3.2 Manage questions

3.2.1 Create a new question

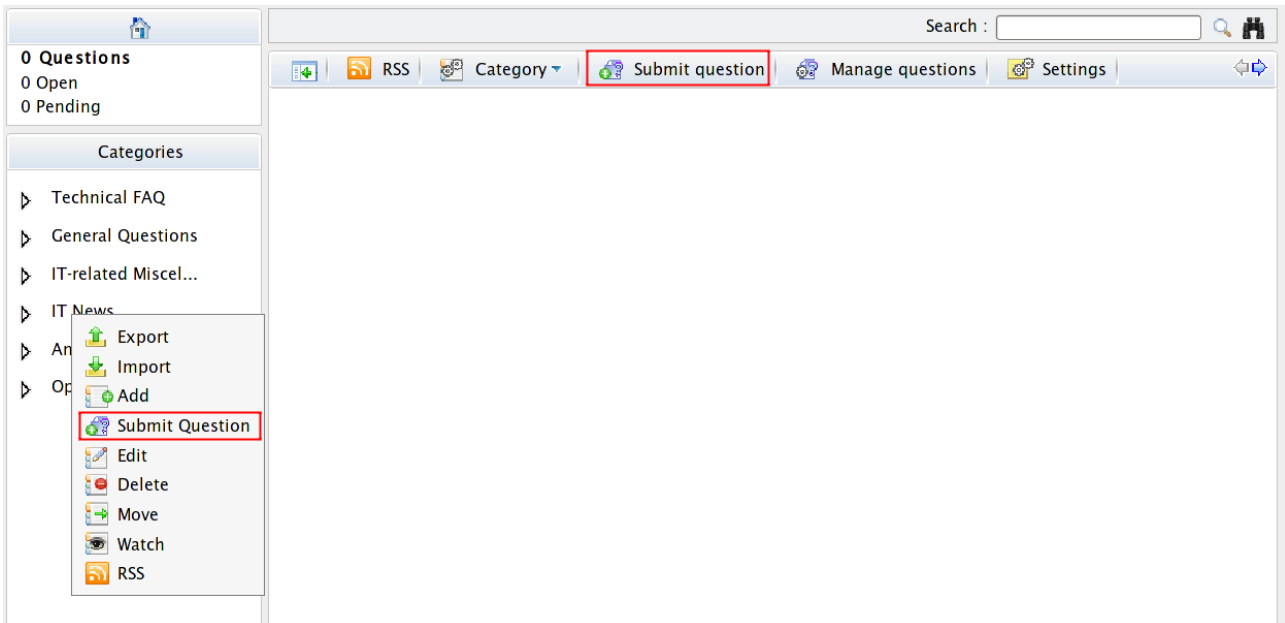
This function is for all users, even if not logged in to add new questions to the **Answers** homepage or a specific category.

- Show the **Submit question** form via one of two following ways:

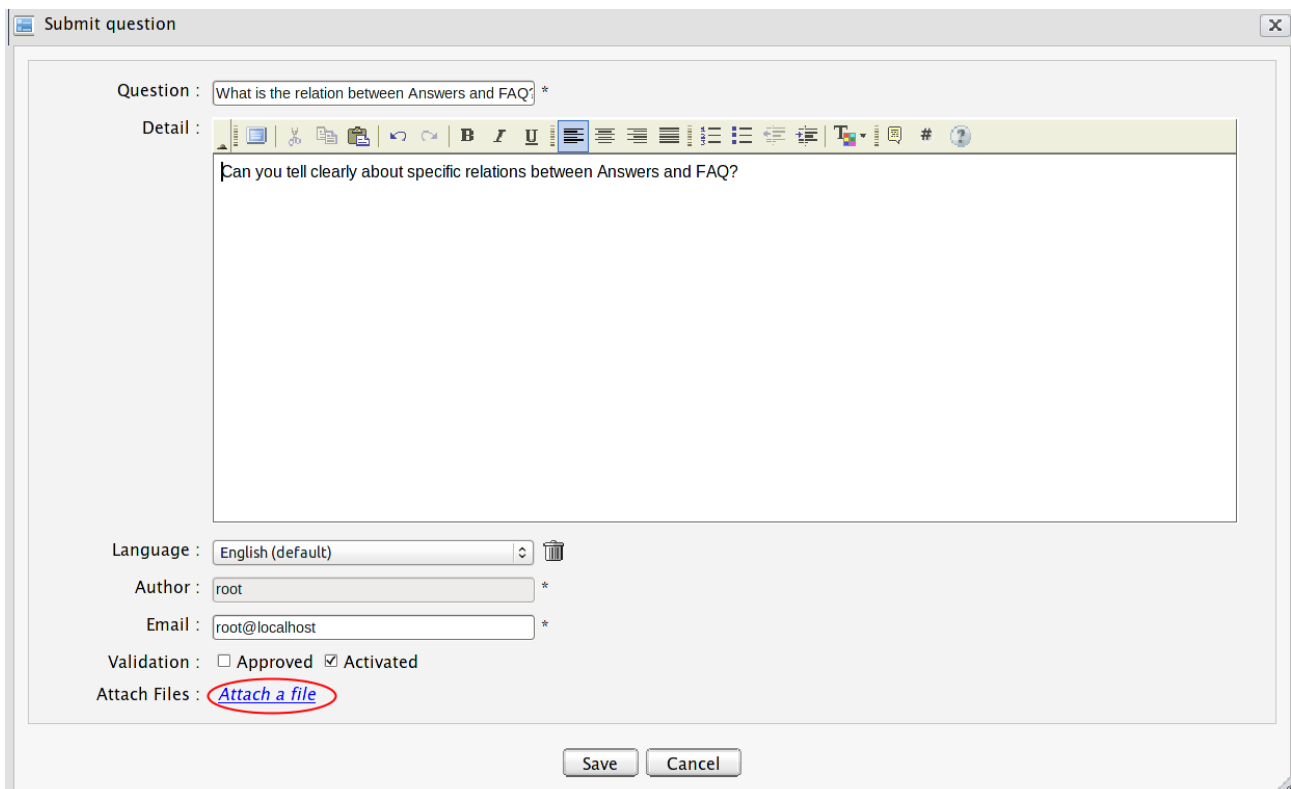
The 1st way: Right-click the category/sub-category to which you want to add new a question and then select **Submit Question** from the drop-down menu.

The 2nd way: In the homepage, go into the category that you want to add a new question into and

then click  [Submit question](#) on the action bar.

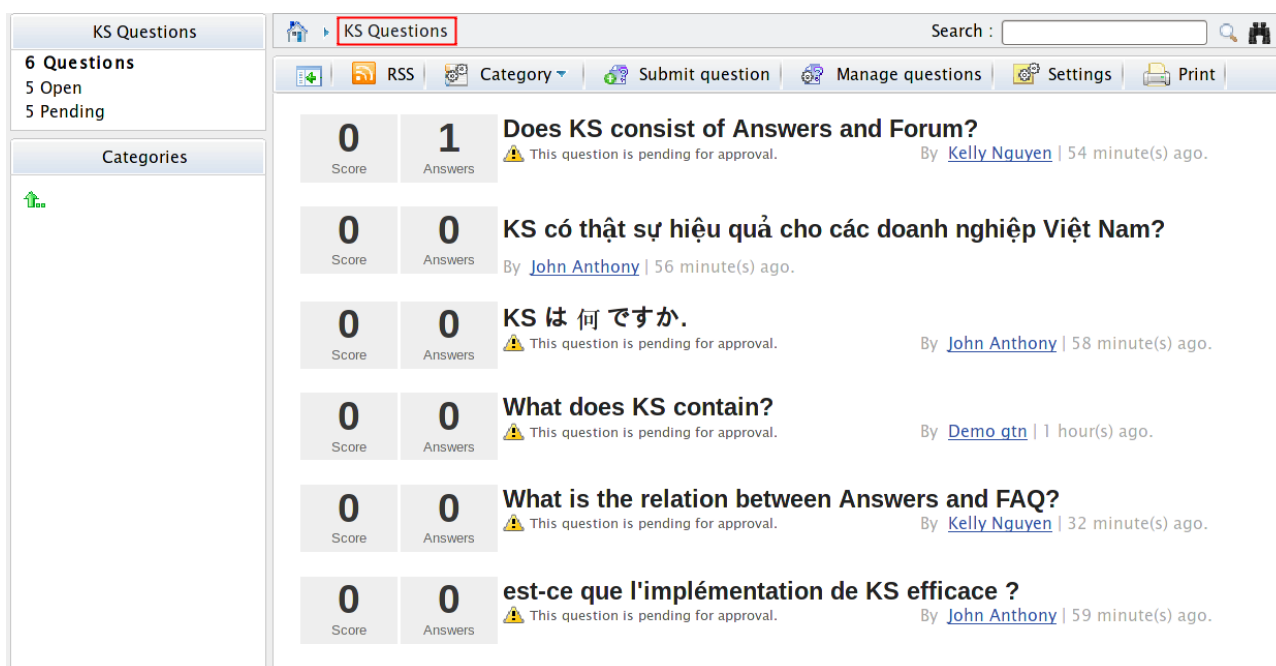


2. Fill information in fields of the **Submit question** form.

The screenshot shows the 'Submit question' form. The 'Question' field contains the text 'What is the relation between Answers and FAQ?'. The 'Detail' field is a large text area containing the text 'Can you tell clearly about specific relations between Answers and FAQ?'. Below the text area, there are several input fields: 'Language' (set to 'English (default)'), 'Author' (set to 'root'), and 'Email' (set to 'root@localhost'). There are also checkboxes for 'Validation' (with 'Activated' checked) and a link 'Attach a file' circled in red. At the bottom, there are 'Save' and 'Cancel' buttons.

3. Click **Save** to complete submitting your question.

One message will appear to inform that your question has been added successfully. If your selected category is required to have the moderation before displaying, the message informs that the question needs to be checked by the moderator for approval. If you are just a normal user, you only can see your questions which have been approved by moderators. However, if you are administrators or moderators, you can see status and details of all submitted questions as below:



| Score | Answers | Question | Author | Time | Status |
|-------|---------|---|--------------|-------------------|----------------------|
| 0 | 1 | Does KS consist of Answers and Forum? | Kelly Nguyen | 54 minute(s) ago. | Pending for approval |
| 0 | 0 | KS có thật sự hiệu quả cho các doanh nghiệp Việt Nam? | John Anthony | 56 minute(s) ago. | Open |
| 0 | 0 | KSは何ですか. | John Anthony | 58 minute(s) ago. | Pending for approval |
| 0 | 0 | What does KS contain? | Demo qtn | 1 hour(s) ago. | Pending for approval |
| 0 | 0 | What is the relation between Answers and FAQ? | Kelly Nguyen | 32 minute(s) ago. | Pending for approval |
| 0 | 0 | est-ce que l'implémentation de KS efficace ? | John Anthony | 59 minute(s) ago. | Pending for approval |



- The asterisk (*) indicates mandatory fields.
- You can select your desired language from the drop-down menu. You can click the delete icon located to the Language field to remove the question in the selected language.
- You have to put one email in the valid format, such as: username@abc.com.
- You can attach many different file types to your question by clicking the [Attach a file](#) link. To remove the attached files, simply click the corresponding **Remove** link beside the file attachments.

3.2.2 Answer questions

This function is used to reply questions. A question may have multiple answers and each can be moderated independently.

If you have the administration role, you can answer all questions in all categories. Meanwhile, the moderation role only enables you to answer questions in the categories where you are the moderator.

1. Open the **Answer question** form by following one of three ways:


The 1st way: Right-click the question you want to answer and select **Answer question**:

The screenshot shows the eXo Knowledge interface with a list of questions. The top navigation bar includes links for RSS, Category, Submit question, Manage questions, Settings, and Print. The list of questions includes:

- Does KS consist of Answers and Forum?** (Score: 0, Answers: 1) By Kelly Nguyen | 2 hour(s) ago. This question is pending for approval.
- KS có thật sự hiệu quả cho các doanh nghiệp Việt Nam?** (Score: 0, Answers: 0) By John Anthony | 2 hour(s) ago.
- KSは何ですか.** (Score: 0, Answers: 0) By John Anthony | 2 hour(s) ago. This question is pending for approval.
- What does KS contain?** (Score: 0, Answers: 0) By Demo gtn | 2 hour(s) ago. This question is pending.
- What is the relation between KS and FAQ?** (Score: 0, Answers: 0) By Kelly Nguyen | 2 hour(s) ago. This question is pending.
- est-ce que l'implémentation est efficace ?** (Score: 0, Answers: 0) By John Anthony | 2 hour(s) ago. This question is pending for approval.

A right-click context menu is open over the question 'What does KS contain?'. The menu options are: Comment, Answer question (highlighted with a red box), Edit, Delete, Move to, and Send.

The 2nd way: Select **Manage questions** on the action bar and then tap the **Open questions**

tab to see questions which have not been answered yet. Click  and scroll down to see the **Answer question** form.

The 3rd way: Left-click your desired question and select the **Answer** button.

The screenshot displays the eXo Knowledge User Guide interface. On the left, a sidebar shows '6 Questions' with '5 Open' and '5 Pending' status. Below this is a 'Categories' section. The main content area features a list of questions, each with a 'Score' and 'Answers' count. The questions are:

- Does KS consist of Answers and Forum?** (Score: 0, Answers: 1) - This question is pending for approval. By Kelly Nguyen | 2 hour(s) ago.
- KS có thật sự hiệu quả cho các doanh nghiệp Việt Nam?** (Score: 0, Answers: 0) - By John Anthony | 3 hour(s) ago.
- KS は 何 ですか.** (Score: 0, Answers: 0) - This question is pending for approval. By John Anthony | 3 hour(s) ago.
- What does KS contain?** (Score: 0, Answers: 0) - This question is pending for approval. By Demo qtn | 3 hour(s) ago.


Below the list of questions is a red-bordered box containing an answer form for the question 'What is the relation between Answers and FAQ?'. The form includes a user profile for Kelly Nguyen (root@localhost.com), the date Thu, Dec 09, 2010, and a rating of 0.0. The 'Answer' button is highlighted with a red box. Below the answer form is a section for 'Answers' with a message: 'No one has answered to that question.'

2. Enter your answer into the **Answer** field.

3. Select/Deselect the **Approved** and **Activated** checkboxes if you want to approve this question.

If this question is in the category without the required moderation, this option will be checked. By contrast, this option will not be checked.

This **Activated** option enables your answer to be shown or hidden. By default, the answer is always shown.

4. Click  to link the question to reference entries.






5. Click **Save** to submit your answer.

3.2.3 Edit questions



Normal users can only edit their own questions; meanwhile administrators and moderators of one category can edit questions inside it.


1. Open the **Edit question** form by following one of three ways:

The 1st way: Right-click the question that you want to edit and then select **Edit** from the drop-down menu:

| | | |
|------------|--------------|--|
| 0 Score | 1 Answers | Does KS consist of Answers and Forum?  This question is pending for approval. By Kelly Nguyen 4 hour(s) ago. |
| 0 Score | 0 Answers | KS có thật sự hiệu quả cho các doanh nghiệp Việt Nam? By John Anthony 4 hour(s) ago. |
| 0 Score | 0 Answers | KSは何ですか.  This question is pending for approval. By John Anthony 4 hour(s) ago. |
| 0 Score | 0 Answers | What does KS contain?  This question is pending for approval. By Demo qtn 4 hour(s) ago. |
| 0 Score | 0 Answers | What is the relation between Answers and FAQ?  This question is pending for approval. |
| 0 Score | 0 Answers | est-ce que l'implémentation de KS  This question is pending for approval. |

- Comment
- Answer question
- Edit**
- Delete
- Move to
- Send

The 2nd way: Select  [Manage questions](#) on the action bar and click  on the same row of your desired question and scroll down to see the **Edit question** form.

The 3rd way: Left-click your desired question and select  as below:

The screenshot displays the eXo Knowledge User Interface. On the left, a sidebar shows 'KS Questions' with 6 total questions (5 Open, 5 Pending) and a 'Categories' section. The main content area lists several questions, each with a score of 0 and a number of answers (1 or 0). The questions are: 'Does KS consist of Answers and Forum?' (by Kelly Nguyen), 'KS có thật sự hiệu quả cho các doanh nghiệp Việt Nam?' (by John Anthony), 'KSは何ですか.' (by John Anthony), and 'What does KS contain?' (by Demo qtn). Each question has a warning icon indicating it is pending approval. Below the list, a detailed view of a question 'What is the relation between Answers and FAQ?' is shown, including the user's profile (Kelly Nguyen), the question text, and a section for answers. The answer section currently shows 'No one has answered to that question.'.

2. Change information in the **Edit** form which is similar to when adding a new question. You can add more or remove the language option, attach file, approve or disapprove the question and answer.

3. Click **Save** to accept your changes.





The **Select category** combo box enables you to filter your desired question by a specific category.


3.2.4 Delete questions

Only the Answers administrators and moderators of the category can remove that question by following one of three ways:

The 1st way: Right-click your desired question and then select **Delete** from the drop-down menu.

| Score | Answers | Question | Status | Author | Time |
|-------|---------|---|------------------|--------------|----------------|
| 0 | 1 | Does KS consist of Answers and Forum? | Pending approval | Kelly Nguyen | 4 hour(s) ago. |
| 0 | 0 | KS có thật sự hiệu quả cho các doanh nghiệp Việt Nam? | Pending approval | John Anthony | 4 hour(s) ago. |
| 0 | 0 | KSは何ですか. | Pending approval | | |
| 0 | 0 | What does KS contain? | Pending approval | | |
| 0 | 0 | What is the relation between Answers and FAQ? | Pending approval | Kelly Nguyen | 4 hour(s) ago. |
| 0 | 0 | est-ce que l'implémentation de KS efficace ? | Pending approval | John Anthony | 4 hour(s) ago. |

The 2nd way: Click  **Manage questions** on the action bar and then select  on the same row of the question you want to delete.

The 3rd way: Left-click your desired question and select  as below:

The screenshot displays the eXo Knowledge interface. At the top, there's a navigation bar with links for Home, RSS, Category, Submit question, Manage questions, Settings, and Print. A search bar is also present. Below the navigation bar, a list of questions is shown. The first question is "Does KS consist of Answers and Forum?" by Kelly Nguyen, with a score of 0 and 1 answer. It is marked as pending for approval. Below this, a detailed view of a question is shown: "KS có thật sự hiệu quả cho các doanh nghiệp Việt Nam?" by John Anthony, dated Thu, Dec 09, 2010. This question has a score of 0 and 0 answers, and is also pending for approval. Below the question details, there's a section for answers, which currently shows "No one has answered to that question." Below this, a list of other questions is shown, including "KSは何ですか.", "What does KS contain?", "What is the relation between Answers and FAQ?", and "est-ce que l'implémentation de KS efficace ?".

There will be a message for you to confirm your deletion. Click **OK** to delete.

After being deleted, the selected question will be removed from the list.

3.2.5 Move questions

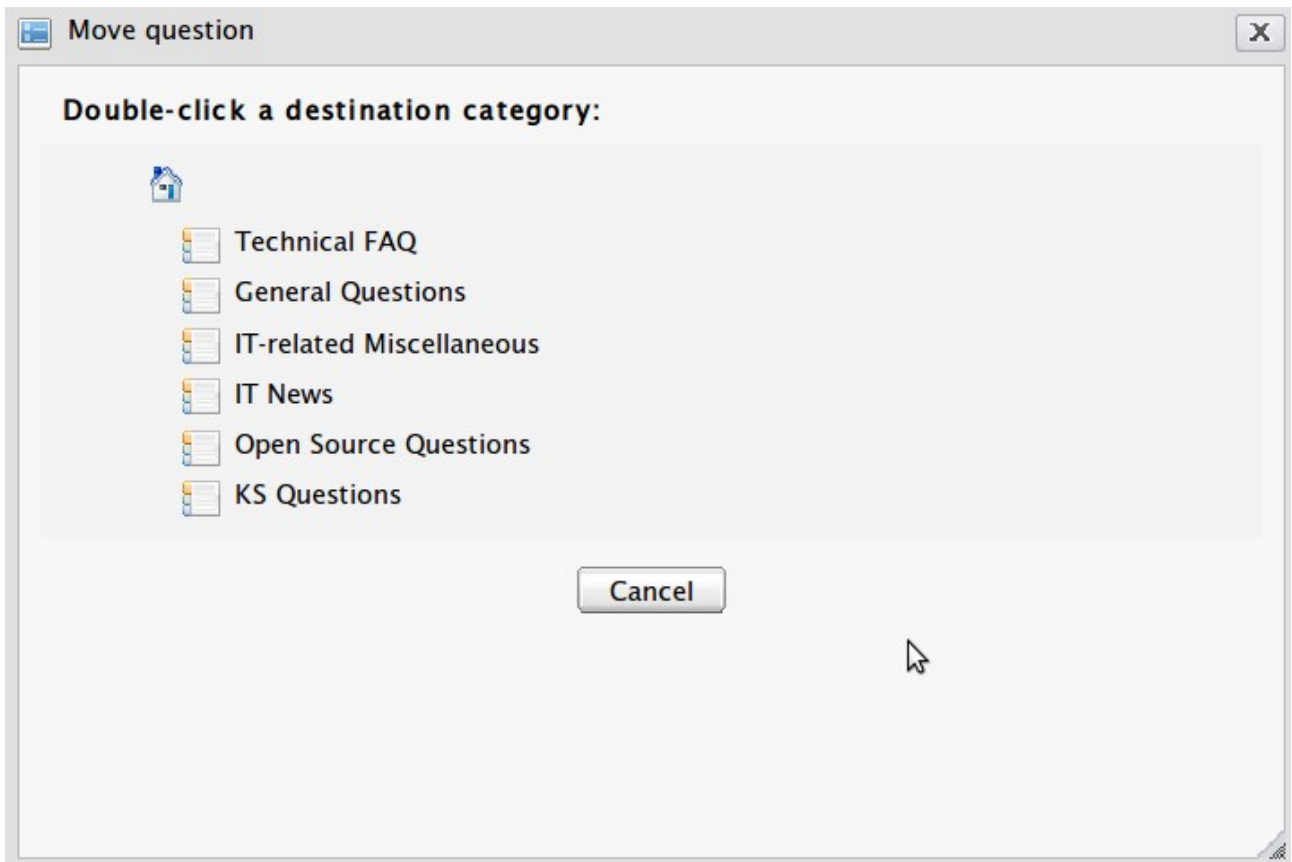
Only the Answers administrators and moderators of the category can move questions to another.

1. Open the **Move** question form following one of two ways:

The 1st way: Right-click your desired question and then select **Move to** from the drop-down menu.

The 2nd way: Left-click your desired question and select .

2. Select the category to which you want to move your selected question in the **Move question** form.



After being moved, the question will be in the new destination category.



- Only the administrator can move questions to anywhere in the Answers while the moderator is checked permission when moving question. The moderator can only move question to the category that he is also the moderator.
- The Move Notification is only sent to the owner of the questions that have been moved.

3.2.6 Send questions to friends

The function is used to send a specific question to your friends via emails. When you find an question interesting, you can share it with your friends.

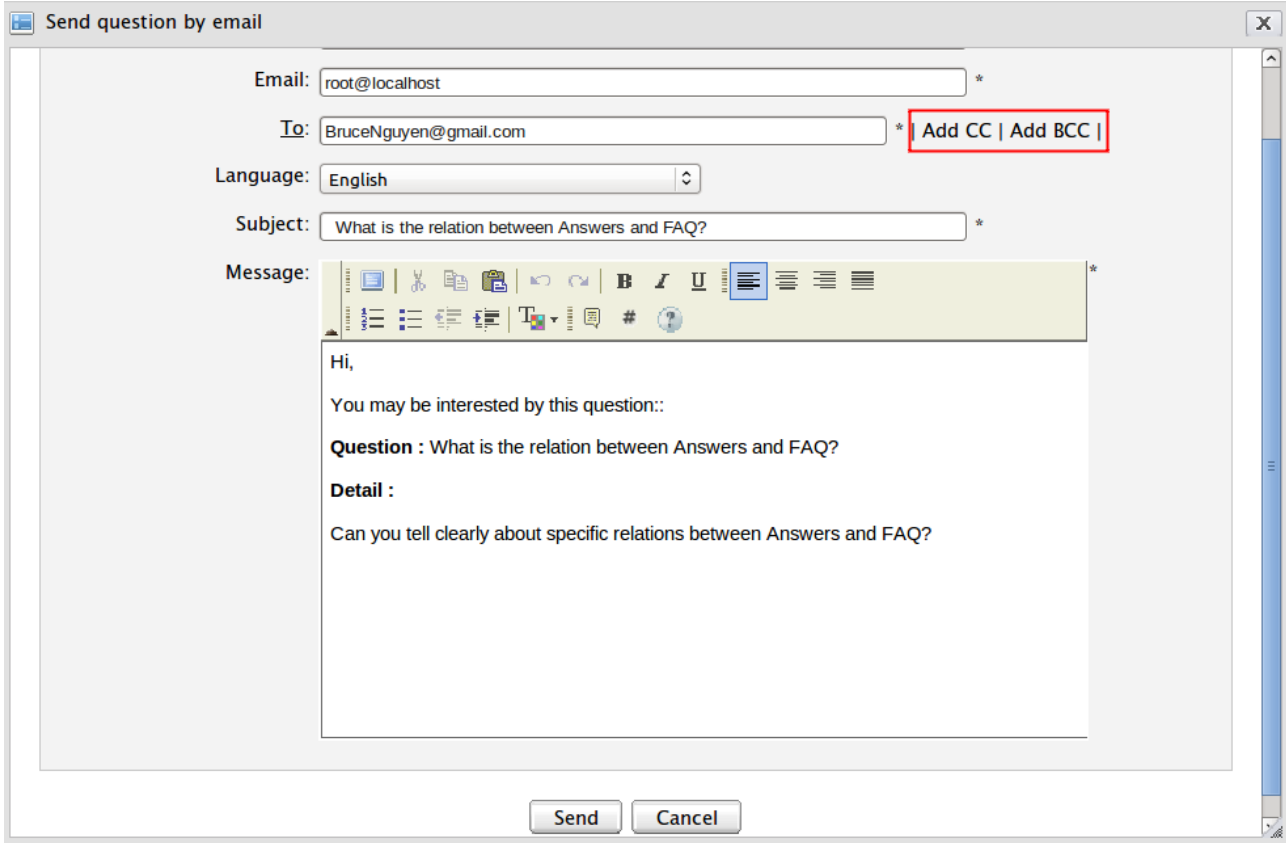
In Answers, only administrators and moderators can send pending questions.

1. Show the **Send question by email** form by one of two following ways:

The 1st way: Right-click the question that you want to send to your friend and then select **Send** in the drop-down menu.

The 2nd way: Left-click your desired question and select .

2. Enter the receiver's email address into the **To** field.



Send question by email

Email: root@localhost *

To: BruceNguyen@gmail.com * **Add CC | Add BCC |**

Language: English

Subject: What is the relation between Answers and FAQ? *

Message:

Hi,

You may be interested by this question::

Question : What is the relation between Answers and FAQ?

Detail :

Can you tell clearly about specific relations between Answers and FAQ?

Send Cancel

3. Select the language displaying the question content. English is set by default.

4. Click **Send** to accept your sending.



- **Add CC** and **Add BCC** enable you to send this message to multiple people. Use **Add CC** if you want all receivers to refer to this message. Use **Add BCC** if you want all receivers to get this message but can not see emails of other receivers.
- If the submitted question has been existing in another languages, such as French or Vietnamese, you can select your desired language to send from the **Language** combo box. If you change the language, the question's subject and message content will be changed accordingly.
- The users with email addresses in the **To**, **CC** and **BBC** fields will receive this message. The receivers can click the 'here' link in the content of the message to view the question in details in the Answers application.

3.2.7 Approve/Disapprove & Activate/Deactivate questions

These functions are for administrators and moderators only to moderate questions in a category. If the 'Moderate new questions' option is checked, new questions submitted to the category will be in the unapproved status and need to be moderated before displaying. If not checked, all questions in this category will be approved and displayed automatically.

There are **TWO** modes for Answers: All and Approved.

- The **All** mode means that all approved and unapproved questions are displayed and visible for all users.
- The **Approved** mode means that only the approved questions are displayed and visible while the unapproved questions are not displayed and invisible.

In the **Approved** mode, the Moderate question function will determine the unapproved questions to be displayed or not.




The 1st way:

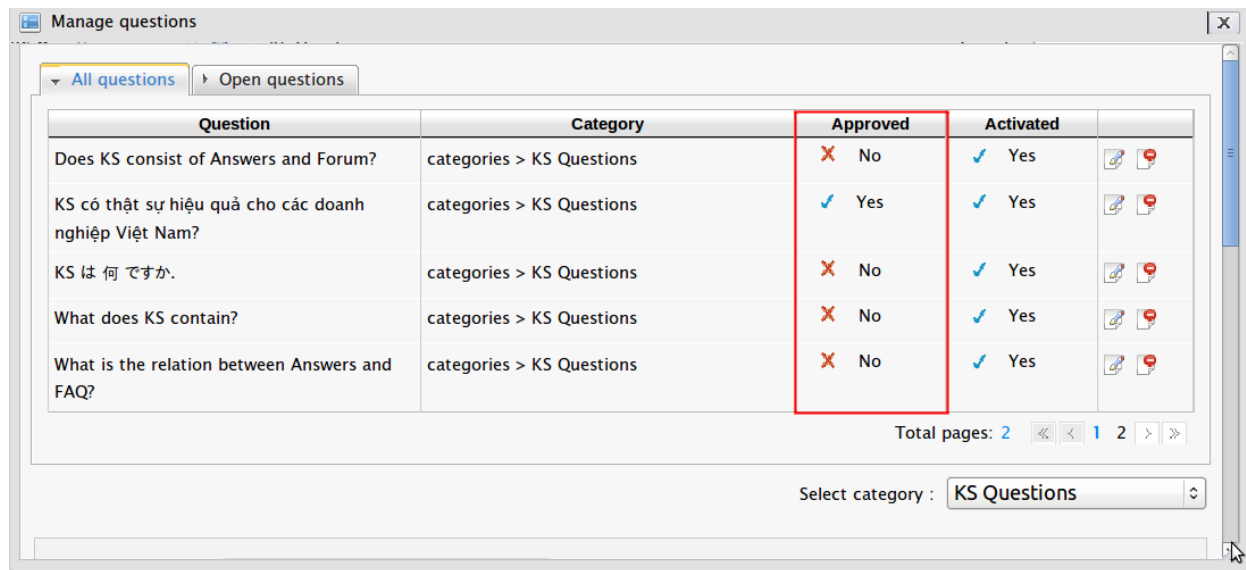
1. Go to the **Edit question** form.
2. Select/Deselect the **Approved** checkbox

The 2nd way:

1. Go to the **Answer question** form.
2. Select/Deselect the **Approved** checkbox.

The 3rd way:

1. Click  on the action bar.
2. Click  or  to approve or disapprove in the **Approved** column.



3.2.8 Activate/Deactivate questions

The function is for administrators and moderators only. When a question is activated, it will be displayed and visible for all users to view. If not, it will be hidden and invisible.

The 1st way:

1. Go to the **Edit question** form.
2. Select/Deselect the **Activated** checkbox.

The 2nd way:

1. Go to the **Answer question** form.
2. Select/Deselect the **Activated** checkbox.

The 3rd way:

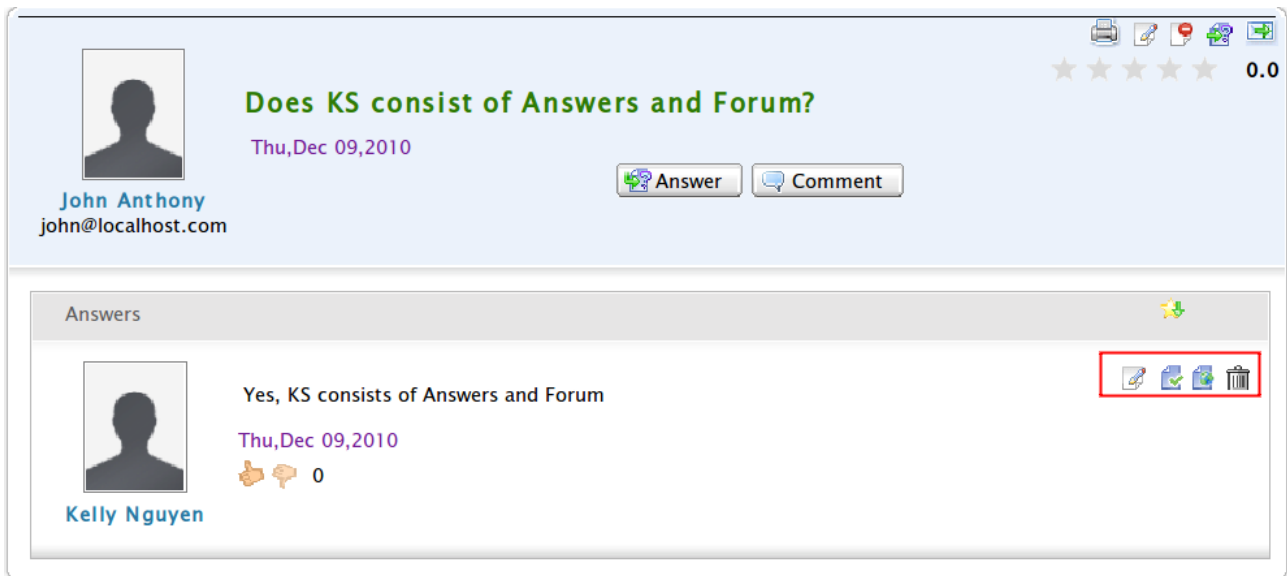
1. Click **Manage questions** on the action bar.
2. Click or to activate or deactivate in the **Activated** column.

3.2.9 Manage answers

Only administrator and moderator can do the following actions to answers of a question:





- Approve/Disapprove & Activate/Deactivate answers
- Edit answers
- Delete answers

To do above actions, you first need to click the relevant question to see its questions.



3.2.9.1 Approve/Disapprove & Activate/Deactivate answers

These functions are for administrators and moderators.


- i. Select  to disapprove your selected answer. This icon will be turned into  which enables you to approve the disapproved answer.
- ii. Select  to deactivate your selected answer. This icon will be turned into  which enables you to activate the deactivated answer.



- The approved answer will be visible to the normal users, while the unapproved question will be invisible.
- The deactivated answer will be hidden to the normal users while the activated question is shown.

3.2.9.2 Edit answers

Normal users can only edit their own answers; meanwhile, administrators and moderators of the category can edit answers inside.

1. Click  corresponding to the answer you want to edit.
2. Make changes in the Answer form with available information for you to edit.
3. Click **Save** to accept your changes.

3.2.9.3 Delete answers

Only administrators and moderators can delete answers.


To delete one answer, simply click the trash icon in the **Answers** form and then select **OK** to accept deleting in the confirmation message.

3.2.10 View questions

Each question will be displayed in different ways, depending on actions and options you have set for the question and its answers when creating or editing them.






- i. To view a specific question, simply click the question title.

For example, you can see differences when selecting "What is the relation between Answers and FAQ?" and "Does KS consist of Answers and Forum?"



What is the relation between Answers and FAQ?
Can you tell clearly about specific relations between Answers and FAQ?
Kelly Nguyen
root@localhost.com
Thu, Dec 09, 2010

Japanese




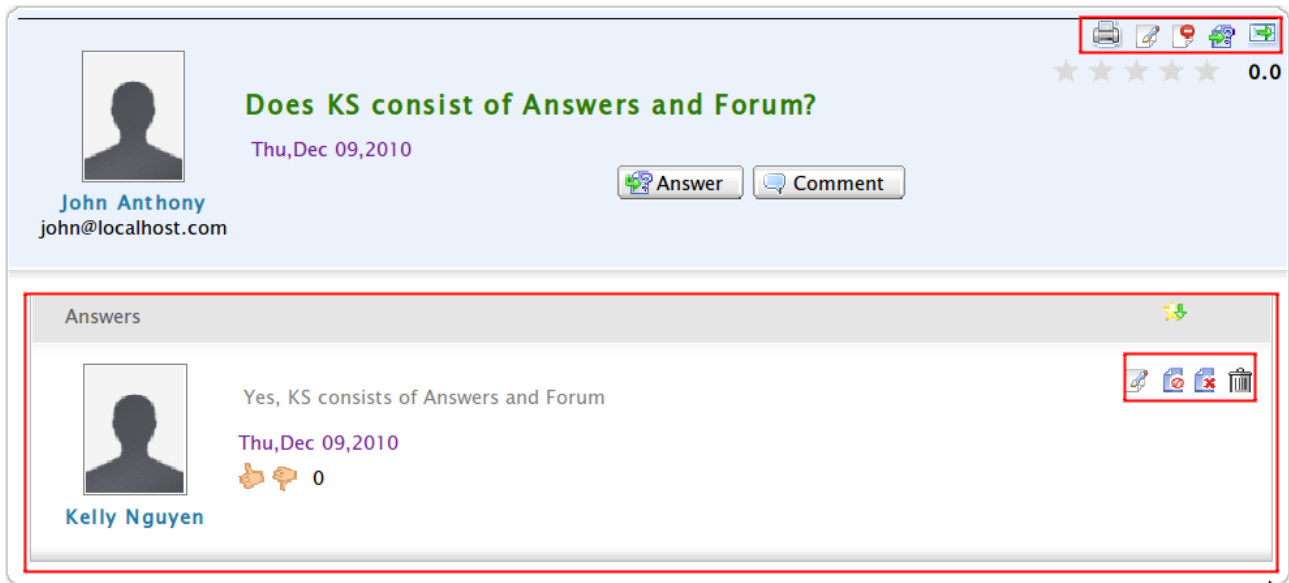
★★★★★ 0.0

Answer

Comment

Answers

 No one has answered to that question.



ii. To view multiple questions in general, click [Manage questions](#) on the action bar. The **Manage questions** form will appear, including two tabs:

- The **All questions** tab includes all questions in all categories.
- The **Open questions** tab includes all questions that have been not answered.

iii. To close the view question form, click its title again, its answers and related questions will be hidden.

3.2.11 Rate/Unrate questions

This function is for all users. If you find a question interesting, you can rate that question. The Answers application provides you an intuitive rating feature. You can rate a question to the five-star scale with the ascending level from left to right.

1. Go into the question which you want to rate.
2. Rate the question by left-clicking the grey stars. The number of selected stars will be changed from gray to yellow:



After being voted, the vote statistics will be updated.

You can also remove your ratings on a specific question and rate it again by going to the question that you have rated and clicking stars at the top right question panel:



Click **OK** in the confirmation message.

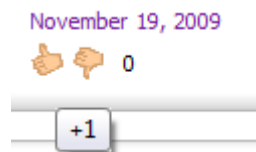


Each user can only rate one question at once. The rating function is not available to anonymous users.

3.2.12 Vote answers

This function is for all users, enabling you to vote up/down an answer of a specific question. Each voter can only vote Up (+1) or Down (-1).

To vote up/down, simply click the relevant thumb icon:



You can not vote twice but can change your voting.

3.2.13 Leave/Promote Comments

The function enables logged users to give comments on specific questions.

1. Go to the **Comment** form via one of two following ways:

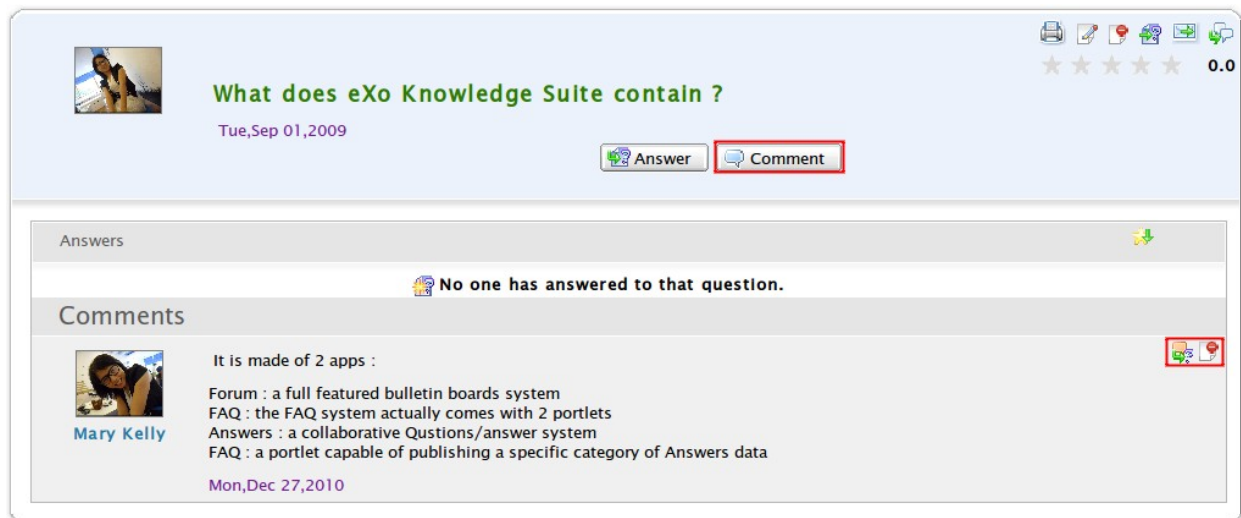
The 1st way: Click the question you want to give your comments and select the **Comment** button.


The 2nd way: Right-click a specific question and select **Comment** in the drop-down menu.

2. Input your comment into the text editor.

3. Click **Save** to accept saving a comment.

After you have commented a question, the comment will be displayed below:



To promote a comment as an answer, click the icon  on the top right of the comments panel.

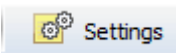
To delete a comment, simply click the delete icon  on the top right of the comments panel.



Comments can be written in different languages. If a question is posted in multiple languages, it can also have comments in multiple languages.

3.3 User settings

The function is for all users, enabling them to set some display properties of the Answers application. Also, it enables users to sort answers by popularity, to manage watch and to change avatars.

1. Click  on the action bar. The **Settings** form will appear:

Details:

| | |
|-----------------|---|
| Order by | Arrange entries in the list. <ul style="list-style-type: none"> • Created Date: Display entries to the created date order of entries. • Alphabet/Index: Display entries to the alphabet/index order. • The type of sorting entries in the question list may be: Ascending or Descending. |
|-----------------|---|

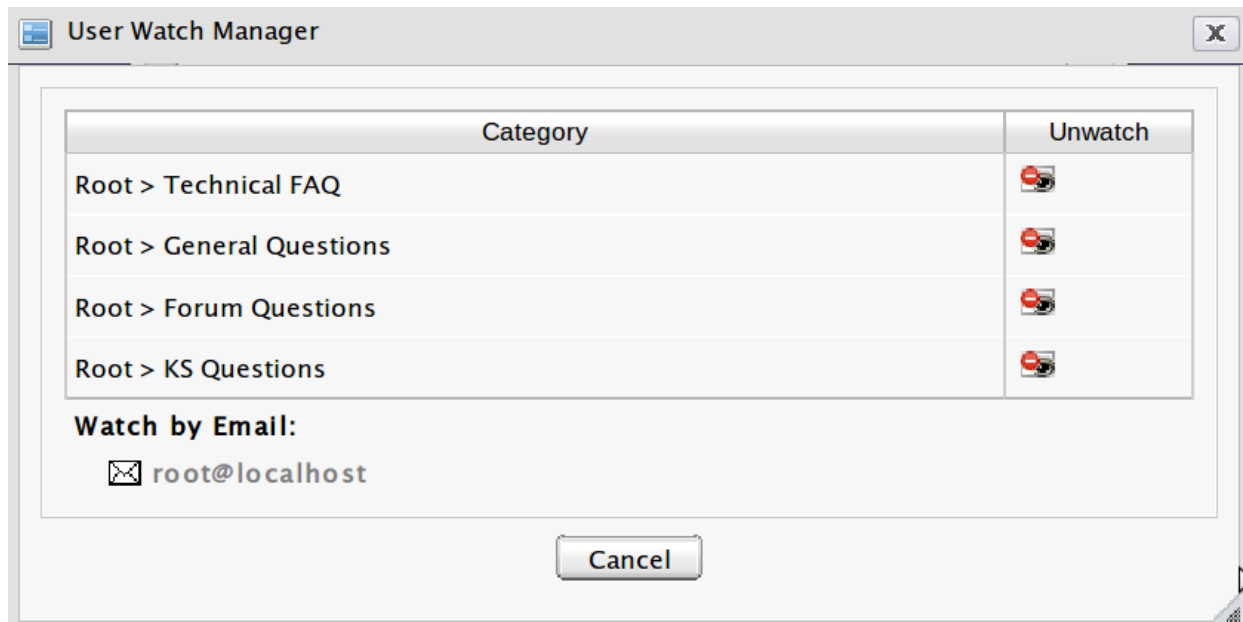
| | |
|------------------------------------|-------------------------------------|
| Sort question by popularity | Sort question by popularity or not. |
|------------------------------------|-------------------------------------|

2. Select values for fields in this form.


3. Click **Save** to accept your changes.

✓ **Manage watches:**

1. Click  to open the **User Watch Manager** form:



2. Click the category title to view in details.

3. Click the unwatch icon  which corresponds to the category you want to remove a watch.

✓ **Change your avatar:**

1. Click the **Update** link to open the **Upload File** form:

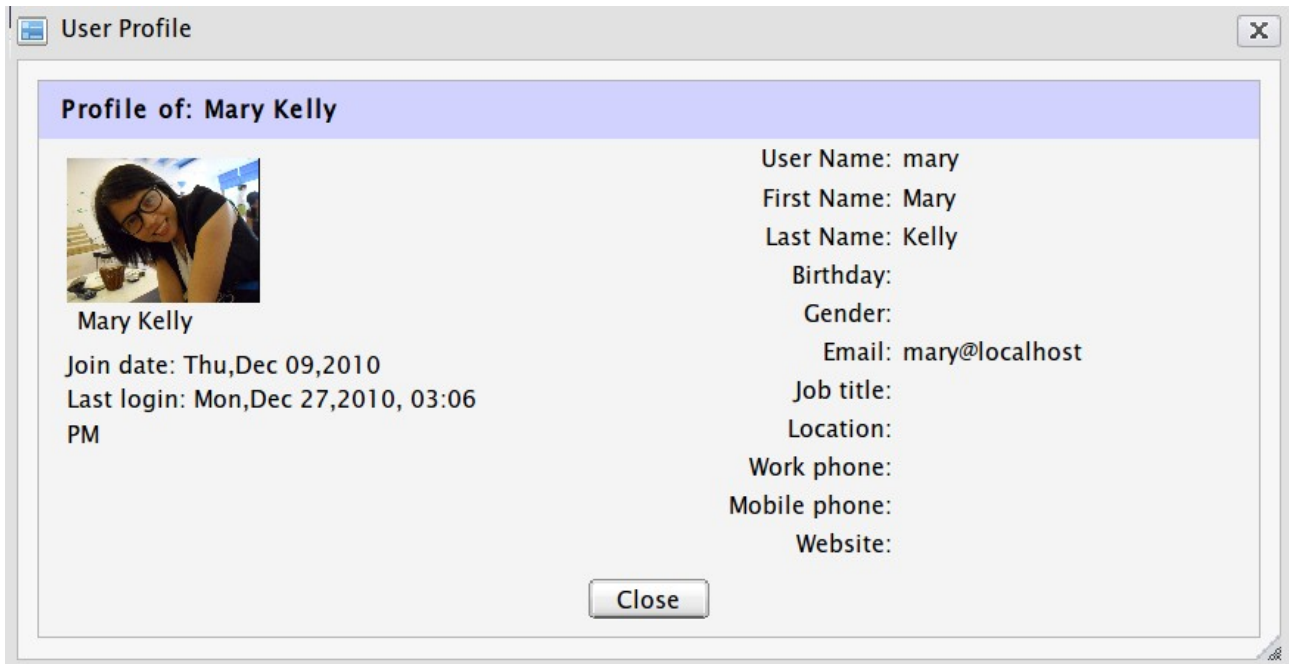
2. Browse and upload your desired file.

3. Click **Save** to accept changing the avatar.

3.4 View user profile

The function is for all users, even if you are not logged in. You can view the profile of specific users who submit, answer or comment questions.


To view a specific user's profile, simply click his/her username, the user profile pop-up is displayed as below:

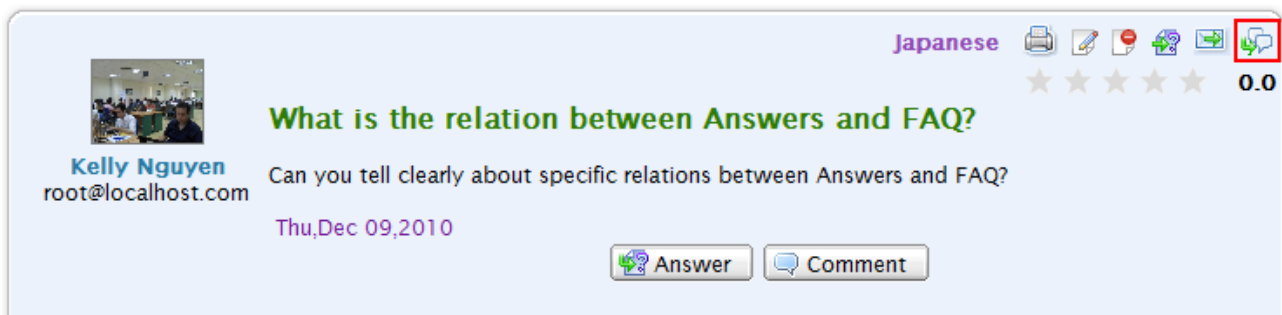


3.5 Discuss in forum

Only administrators can activate this function which enables users to discuss a question in the Forum application. When a question is discussed, it will become a new topic in the Forum application. The new topic created with the topic title is the question title, the topic content is the question content and the post is the question answer or comment.

To discuss or view the question's discussion, follow one of the two following ways:

The 1st way: Go into the relevant question and click  at the top left of the question panel:



The 2nd way: Right-click a specific question and select **Discuss in forum** from the drop-down menu:

The screenshot shows the eXo Knowledge interface with a list of questions. The questions are:

- What does KS contain? (Score: 0, Answers: 0) By Demo gtn | Thu, Dec 09, 2010
- Does KS consist of Answers and Forum? (Score: 0, Answers: 1) By Kelly Nguyen | Thu, Dec 09, 2010
- est-ce que l'implémentation de KS efficace ? (Score: 0, Answers: 0) By John Anthony | Thu, Dec 09, 2010
- What is the relation between Answers and FAQ? (Score: 0, Answers: 0) By Nguyen | Thu, Dec 09, 2010

A right-click menu is open for the last question, showing the following options:

- Comment
- Answer question
- Edit
- Delete
- Move to
- Send
- Discuss in forum (highlighted with a red box)

After being discussed, a new topic is created into the forum which is defined as the discussed forum in the Answers Setting and you are redirected directly to the Forum application.

When there are any new answers, comments, editions of the question, the discussed topic in the Forum application is changed correspondingly.

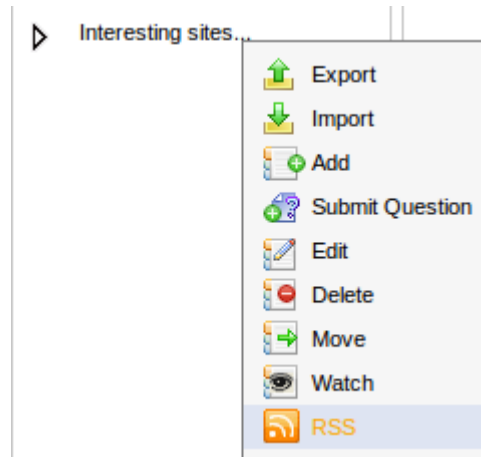
However, when the question is clicked to discuss at the first time, its status is pending for approval. You can only view the discussed topic when the Forum administrators/moderators approve it.

After a question is discussed, to view it, simply click the **Discuss in forum** option in its right-click menu.

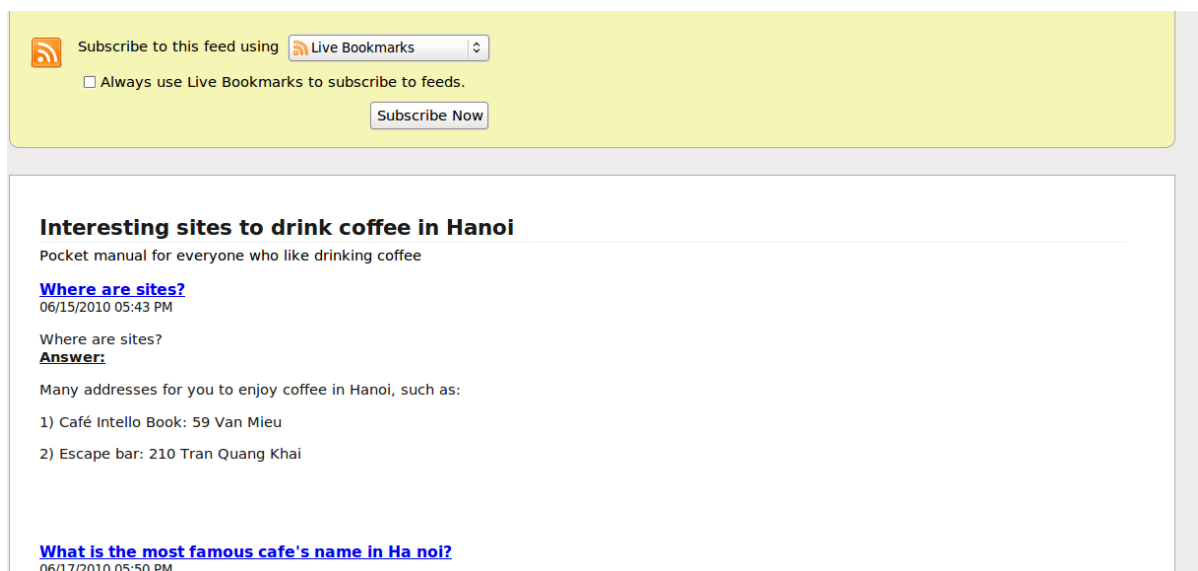
3.6 RSS feed

The function is for all users to get RSS feeds. Once an entry is added or updated, the corresponding category's feed will be updated.

1. Click the category you want to get the RSS feed.
2. Click the RSS button on the main action bar or select RSS in the right-click menu of a specific category:



The RSS information page will appear on another tab:



All question information of the category that is being watched will be listed.

To add a live bookmark, simply click the **Subscribe Now** button, then click the **Add** button in the menu pop-up.

3.7 Other Actions in Answers

3.7.1 Add the Answers portlet

Only Portal administrators can do this function.

1. Click **Add new page** in the **Site Editor** menu on the administration bar. The **Page**

Creation Wizard will appear. This consists of the following steps to complete creating a new page.

2. Select a navigation where a page locates on the left panel. Enter a page name which is required and the display name. Click **Next** to move to the next step.

The screenshot shows the 'Page Creation Wizard' window. The title bar reads 'Page Creation Wizard: Select a Navigation Node and create the Page'. On the left, a tree view shows a hierarchy: Home (selected), Answer, SiteMap, Group Navigation, Portal Navigation, Register, NotFound, Forum, and FAQ. The main area is titled 'Selected Page Node: /Home' and 'Add a new Page'. It contains two text input fields: 'Node Name' and 'Display Name'. Below these are two checkboxes: 'Visible' (checked) and 'Publication date & time' (unchecked). At the bottom left, 'Wizard Steps' shows 1, 2 (active), and 3. At the bottom right are 'Next' and 'Abort' buttons.

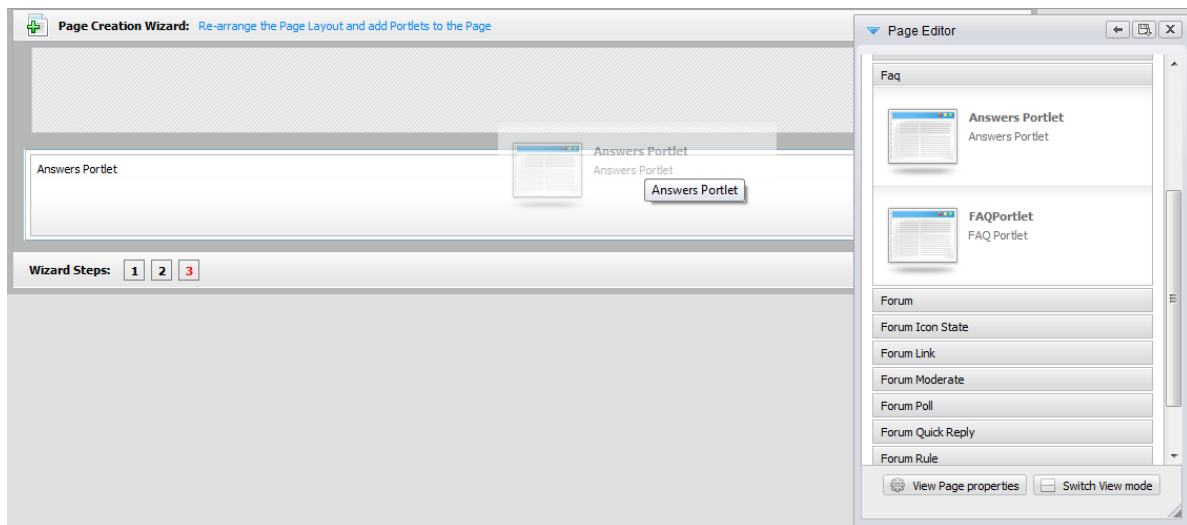
3. Choose the page layout template.


The screenshot shows the 'Page Creation Wizard' window at Step 3. The title bar reads 'Page Creation Wizard: Select a Page Layout Template'. The main area is titled 'Empty Layout' and shows a large empty rectangular box. On the right, a 'Page Configs' panel has a drop-down menu showing 'Empty Layout' and 'Dashboard Layout'. Below the menu is a preview of the selected layout. At the bottom left, 'Wizard Steps' shows 1, 2, and 3 (active). At the bottom right are 'Next' and 'Abort' buttons.

In the step, you can configure the desired page layout. By clicking the drop-down list on the right top corner, you will see all the configurations available, including Page, Column Page, Tape Page, Rows Page and Mix Page. Select which parts you want to modify by clicking the relevant entries.

4. Click **Next**.


5. Drag and drop the **Answers Portlet** from **Page Editor** into the page area:























6. Click the Finish icon  to complete adding the Answers portlet to a page. You can take all actions related to Answers by opening that page.

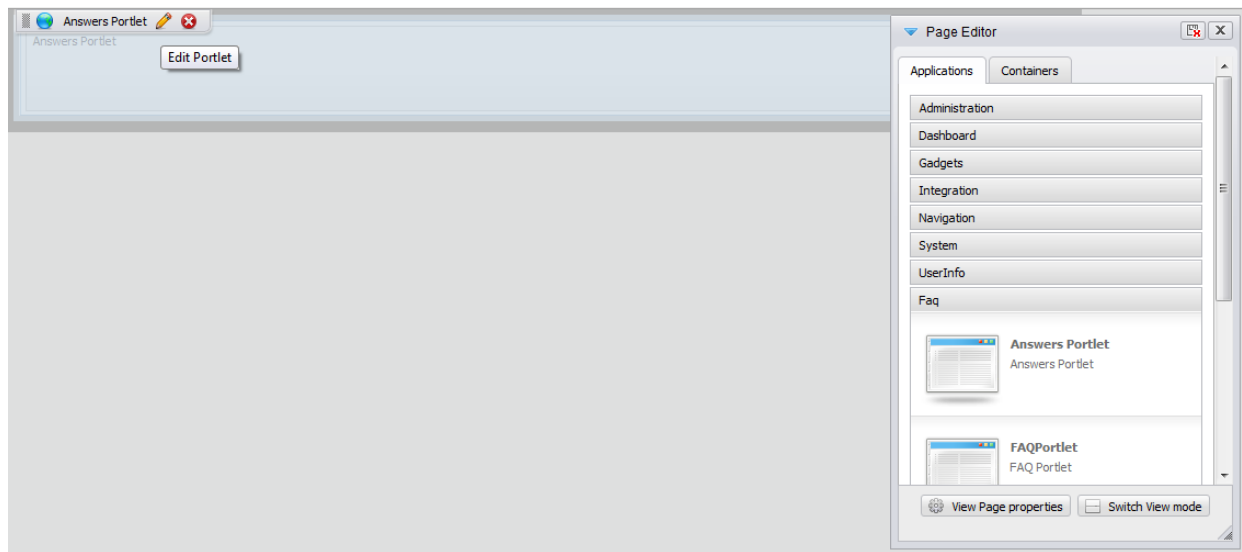
3.7.2 Answers portlet setting

This function is only for administrators who have rights to set some properties for the Answers application.

1. Go to **Group → Administration → Page Management** on the administration bar.
2. Click  that corresponds to the answers page in the page list:

| Administration | | | | |
|---------------------------------------|-------------------|------------------------------------|----------------------------------|---|
| Search: <input type="text"/> | | Owner type <input type="text"/> | | |
| group::/platform/guests::link | Link | [*/:/platform/guests] | *:/platform/administrators |   |
| portal::classic::groupnavigation | Group Navigation | [*/:/platform/users] | *:/platform/administrators |   |
| group::/platform/users::mylink-google | Google | [*/:/platform/users] | *:/platform/administrators |   |
| group::/platform/users::mylink-faceb | FaceBook | [*/:/platform/users] | *:/platform/administrators |   |
| group::/platform/administrators::regi | Registry | [manager:/platform/administrators] | manager:/platform/administrators |   |
| portal::classic::portalnavigation | Portal Navigation | [*/:/platform/users] | *:/platform/administrators |   |
| portal::classic::register | Register | [*/:/platform/guests] | *:/platform/administrators |   |
| group::/platform/administrators::pag | Page Management | [manager:/platform/administrators] | manager:/platform/administrators |   |
| portal::classic::sitemap | Site Map | [Everyone] | *:/platform/administrators |   |
| group::/platform/administrators::pag | Answers | [*/:/platform/administrators] | manager:/platform/administrators |   |

The **Answers Portlet** will appear:



3. Click  on the right corner of this portlet.

4. Make changes in the **Answer Portlet** form.

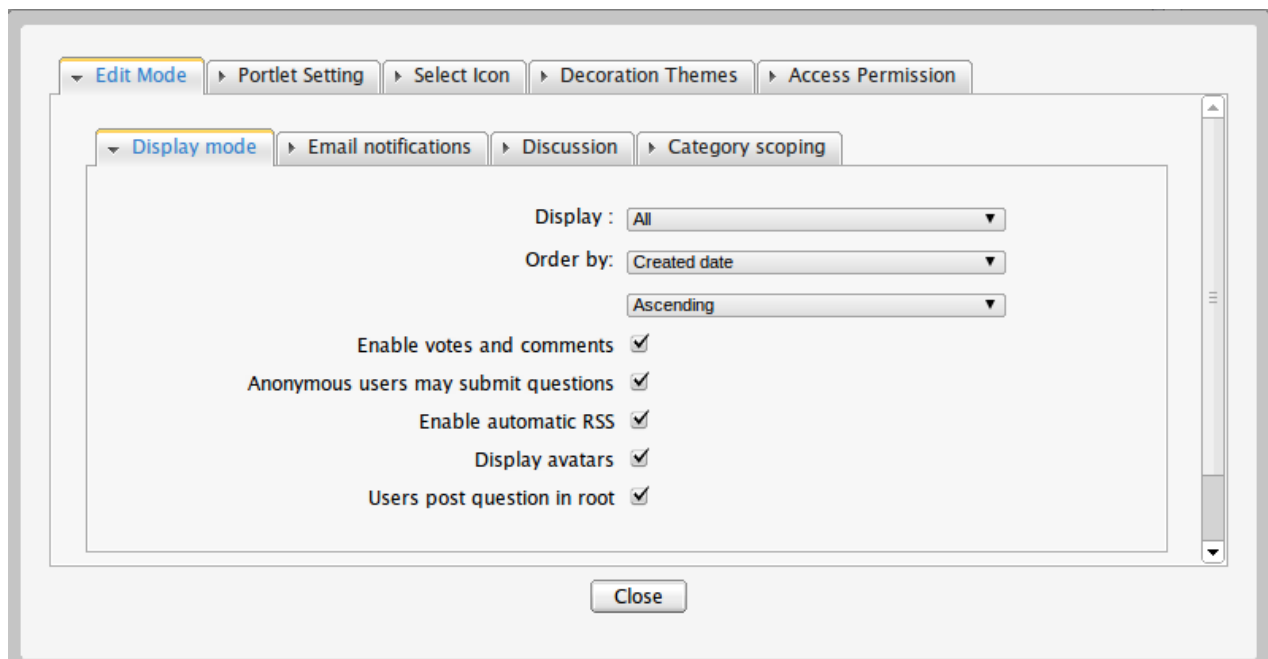


Illustration 1: The Display Mode tab

- **Edit Mode:**
 - i. In the **Display Mode** tab, set all default display properties of the Answers application, including:

| | |
|---|---|
| Display | <p>Display all entries in the Answers application.</p> <ul style="list-style-type: none"> • 'All': all entries, including: approved and unapproved entries/questions, are displayed in a list when users view. • 'Approved': Only approved entries are displayed in the list when users view. |
| Order by | <p>The order to display all entries in the Answers application.</p> <ul style="list-style-type: none"> • Created Date: Entries in the list are displayed to the entries' created date order. • Alphabet/Index: Entries in the list are displayed to the alphabet order. • The type of sorting entries in the list may be: Ascending or Descending. |
| Enable votes and comments | <p>Enable votes and comments to be available in the Answers. If the Enable vote and comments checkbox is selected, users can comment and vote in Answers. If not, these functions are disabled.</p> |
| Anonymous users may submit questions | <p>Enable anonymous users to submit question in Answers or not. If the Anonymous users may submit question checkbox is selected, anonymous users are entitled to submit questions. If not, anonymous users can not submit questions.</p> |
| Enable automatic RSS | <p>Enable the RSS feeds function to be available in the Answers or not. If the Enable automatic RSS option is selected, users can get RSS information in Answers. If not, the RSS function is disabled.</p> |
| Display avatars | <p>Enable avatars to be viewed in Answers or not. If the Display avatars checkbox is selected, the avatar of eXo members are shown in Answers. If not, they are hidden.</p> |
| User Post Question in root: | <p>Enable users to post questions in the root category or not.</p> |

ii. In the **Email notifications** tab, change content of the email notification manually or edit the template for each email notifications. The texts can be decorated with multiple effects, such as font style, size, color, image.

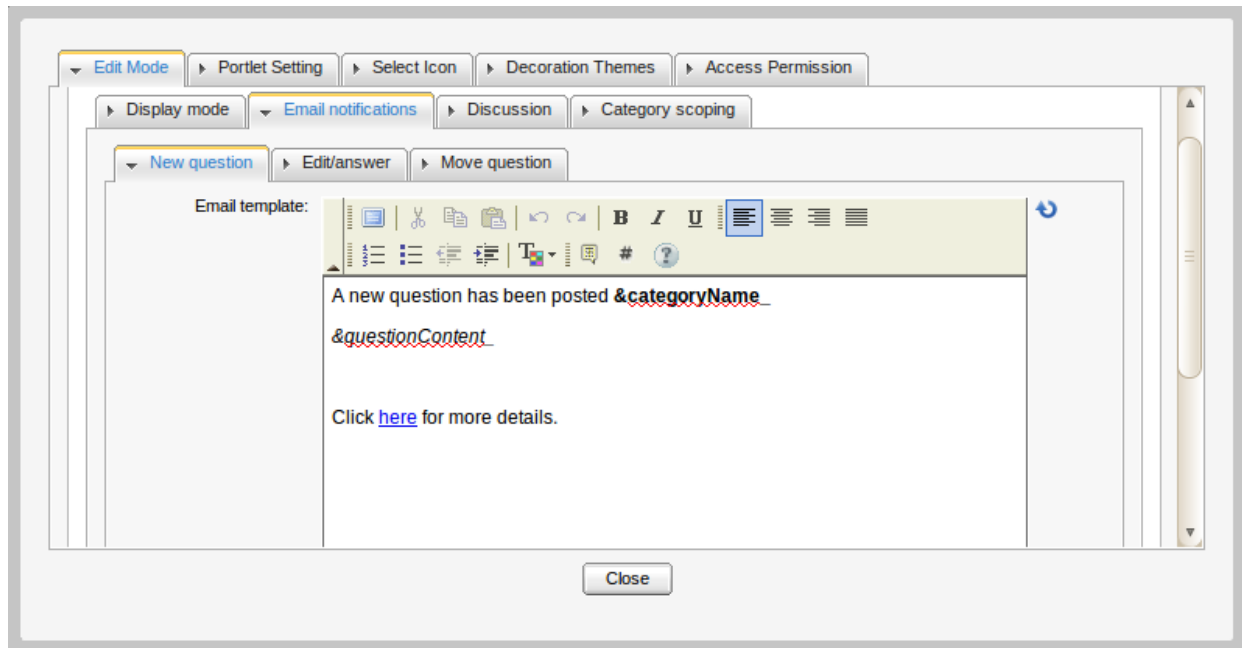


Illustration 2: The Email notification tab

| | |
|----------------------|--|
| New question | Show content of the email notification about new questions. |
| Edit/answer | Show content of the email notification about the question answered or edited. |
| Move question | Show content of the email notification about the question moved to another category. |



You should not edit some parameters used to load the category and question's content dynamically, such as **&categoryName**, **&questionContent**.

iii. In the **Discussion** tab, enable/disable the **Discuss in forum** function in Answers and set the default forum for this function by selecting/deselecting the checkbox.

The screenshot shows a web interface for configuring a portlet. At the top, there are tabs: 'Edit Mode', 'Portlet Setting', 'Select Icon', 'Decoration Themes', and 'Access Permission'. The 'Portlet Setting' tab is active, and within it, the 'Discussion' sub-tab is selected. The 'Discussion' sub-tab contains a checkbox labeled 'Discuss in forum' and a text input field labeled 'Select a forum' with a '+' button next to it. Below the input field is a 'Save' button. At the bottom of the 'Portlet Setting' tab is a 'Close' button.

Define the default category for discussions:

1. Click  to open the **Select a forum** form.

The 'Select a forum' dialog box is shown. It has a title bar with 'Select a forum' and a close button. The main content area is titled 'Choose a destination forum for discussions:'. It contains a list of categories: 'Health', 'Business', and 'Finance'. Under 'Health', there are sub-categories: 'Hypertension' and 'Woman's Issues'. Each category has a small icon next to it. At the bottom of the dialog is a 'Close' button.

2. Click a specific category/forum title to select it.
3. Click **Save** to accept saving changes in the **Discussion** tab.
 - iv. In the **Category scoping** tab, show/hide categories in Answers. The hidden

category is not displayed in Answers.

The screenshot shows a web interface with a top navigation bar containing tabs: Edit Mode, Portlet Setting, Select Icon, Decoration Themes, and Access Permission. Below this, a sub-navigation bar includes Display mode, Email notifications, Discussion, and Category scoping (which is selected). The main content area under 'Category scoping' lists four categories, each with a document icon and a checked checkbox: Technical FAQ, General Questions, Health question, and Interesting sites to drink coffee in Hanoi. A 'Save' button is located below the list. At the bottom of the interface is a 'Close' button.

To hide/show any category, simply deselect/select its checkbox and click **Save**.

The selected category will be displayed in the Answers application while the deselected category will be hidden.

- **Portlet Setting:**

The screenshot shows the 'Portlet Setting' tab selected in the top navigation bar. The main content area contains the following settings:

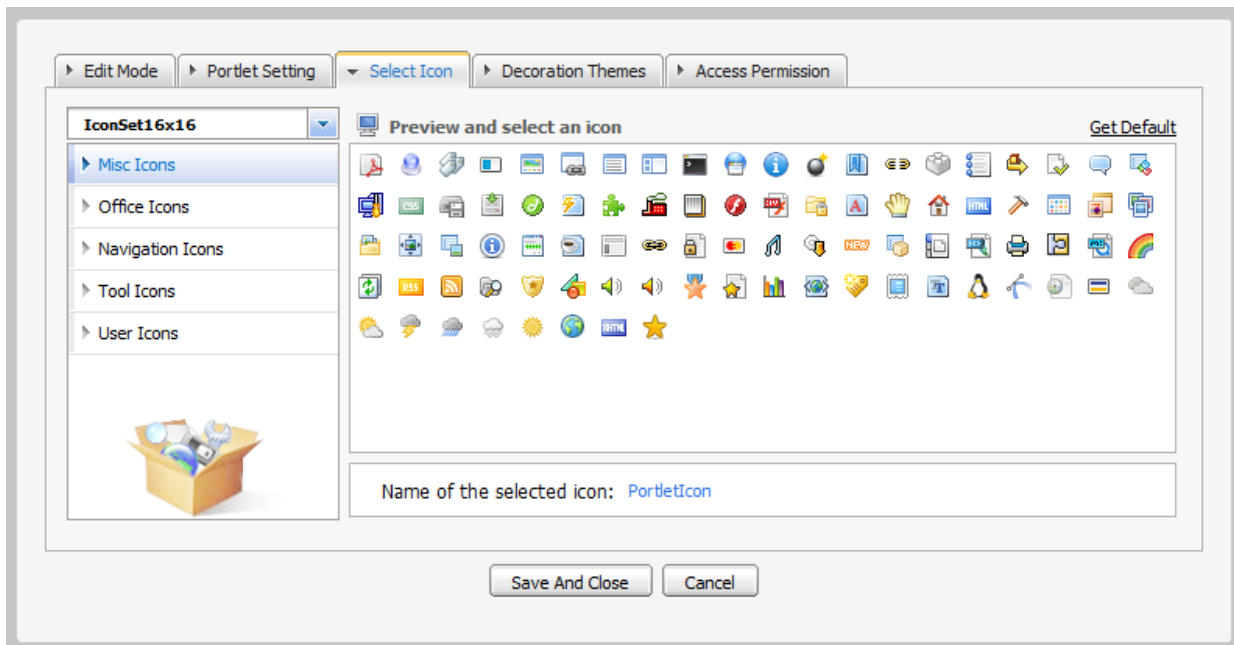
- Display Name: Answers Portlet
- Portlet Title: Answers Portlet
- Width: (empty text box)
- Height: (empty text box)
- Show Info Bar: ☒
- Show Portlet Mode: ☒
- Show Window State: ☒
- Description: Answers Portlet

At the bottom of the settings area are two buttons: 'Save And Close' and 'Cancel'.

| | |
|--------------------------|--|
| Display Name | The display name of portlet which can not be changed. |
| Portlet Title | The title of portlet. |
| Width | The vertical size of portlet which must be in the numeric format. |
| Height | The horizontal size of portlet which must be in the numeric format. |
| Show Infor Bar | Show the information bar of the portlet or not. |
| Show Portlet Mode | Show the portlet mode or not. |
| Show Window State | Show window state of the portlet or not. |
| Description | The brief description about the portlet which the length from 0 to 255 characters. |

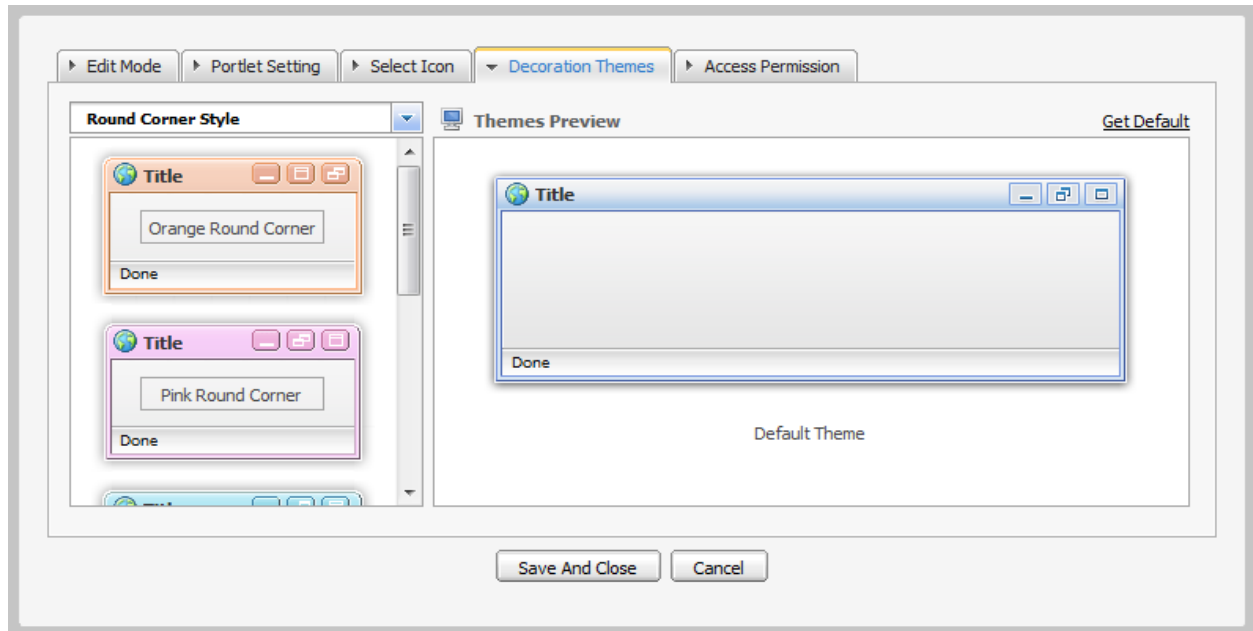
- **Select Icon:**

In this tab, select your desired icon for the portlet. By clicking **Get Default**, the default icon will be automatically set.



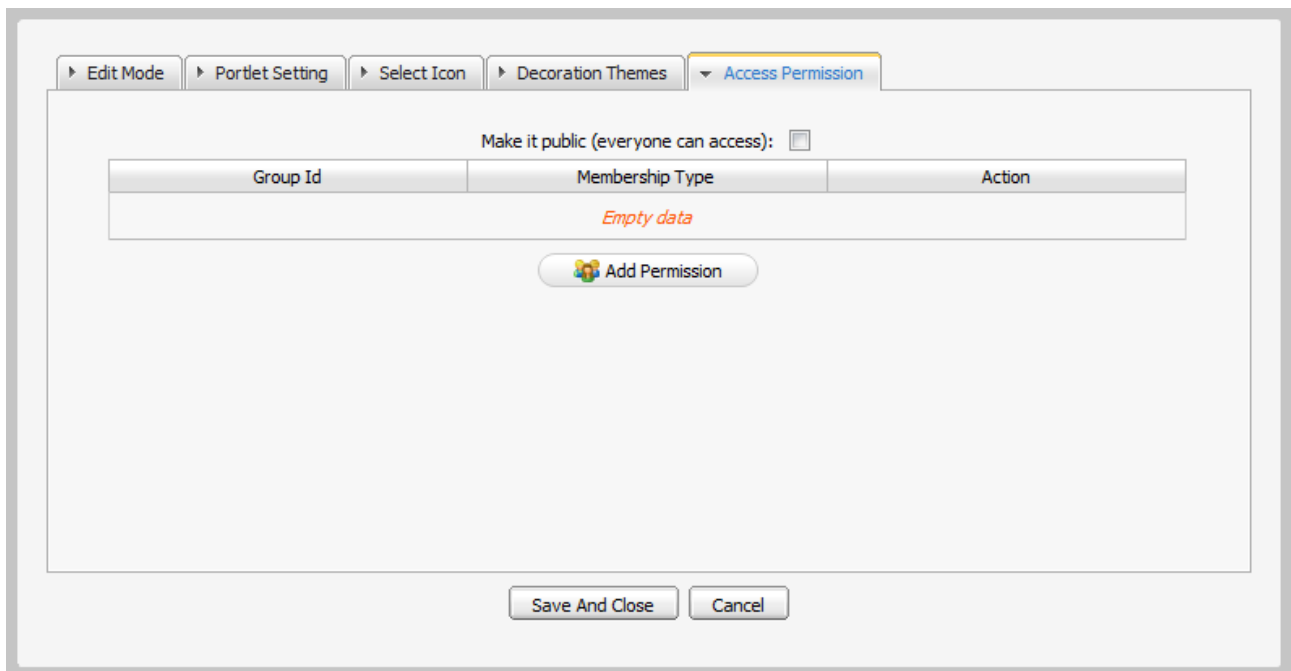
- **Decoration Themes:**

In this tab, select one theme for the portlet. There are some themes collections. By clicking **Get Default**, the theme will be automatically set by default.



- **Access Permission:**

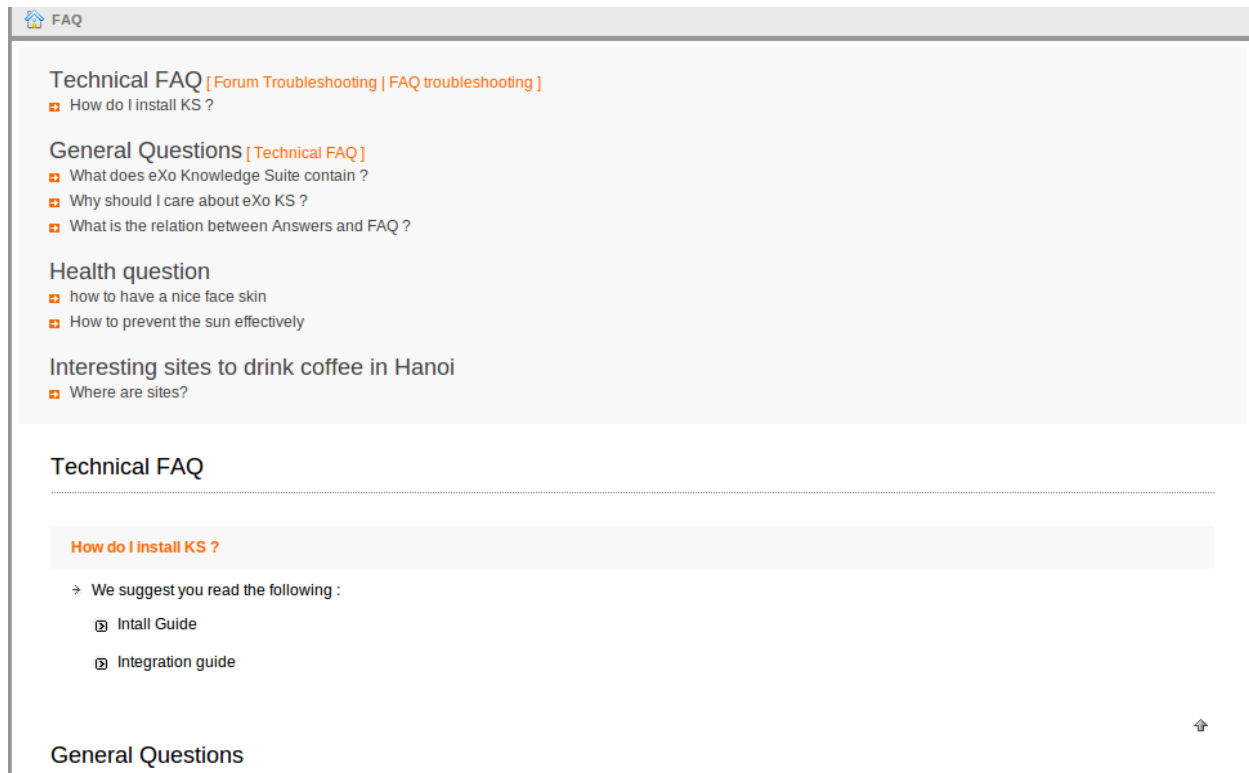
This tab enables you to set the access right for users.



- i. Select **Make it public** checkbox to allow everyone to access this portlet; or
- ii. Click the **Add Permission** button to add permission for the selected groups and memberships.

3.7.3 FAQ Portlet settings

This function is only for administrators. The FAQ portlet can be added to a page for users to view questions and answers quickly and easily.



The screenshot displays the FAQ portlet interface. At the top, there is a header bar with a house icon and the text 'FAQ'. Below this, the content is organized into several sections:

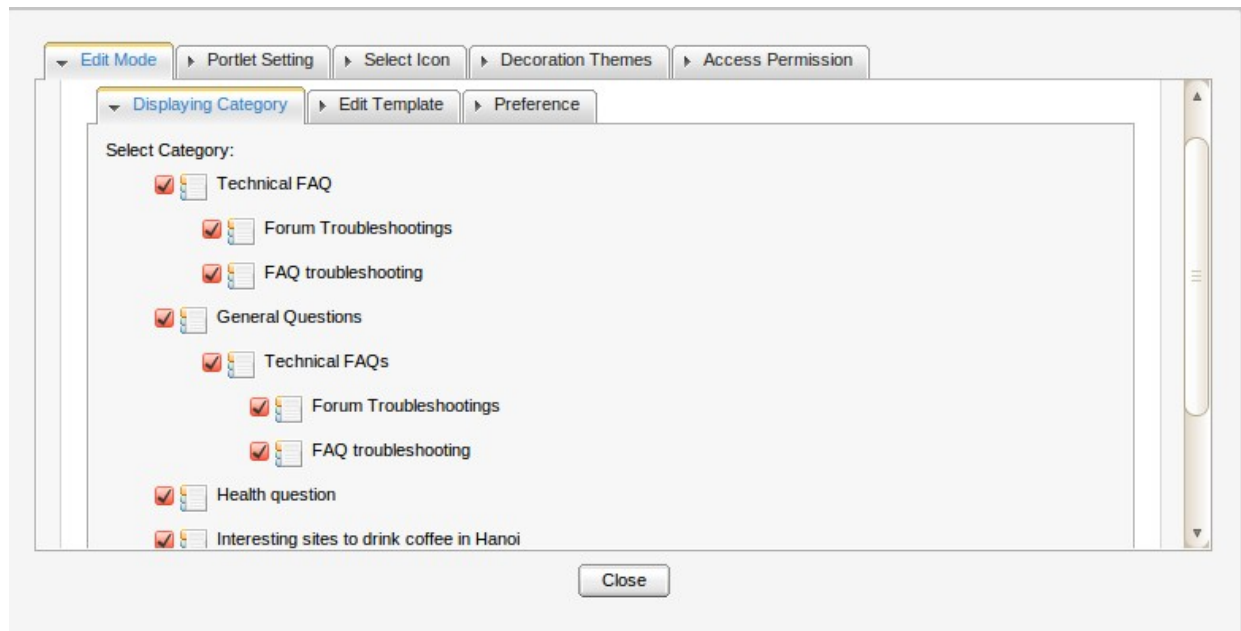
- Technical FAQ** [Forum Troubleshooting | FAQ troubleshooting]
 - How do I install KS ?
- General Questions** [Technical FAQ]
 - What does eXo Knowledge Suite contain ?
 - Why should I care about eXo KS ?
 - What is the relation between Answers and FAQ ?
- Health question**
 - how to have a nice face skin
 - How to prevent the sun effectively
- Interesting sites to drink coffee in Hanoi**
 - Where are sites?

Below these sections, there is a detailed view of the 'Technical FAQ' section. It shows the title 'Technical FAQ' followed by a horizontal line. Underneath, the question 'How do I install KS ?' is highlighted. Below this, there is a suggestion: 'We suggest you read the following :', followed by two links: 'Intall Guide' and 'Integration guide'. At the bottom of this section, there is an upward-pointing arrow icon. The 'General Questions' section is partially visible at the bottom of the screenshot.

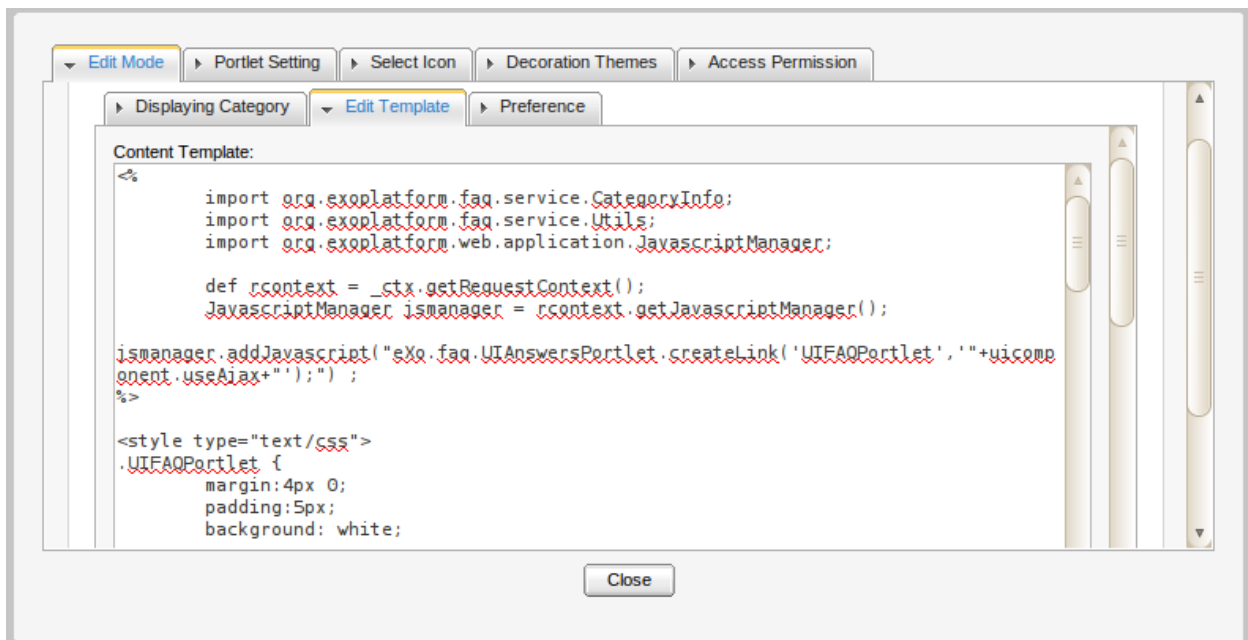
The Edit Mode of the FAQ portlet enables you to set the properties to display questions and answers in the View mode.

✓ **Edit the FAQ portlet:**

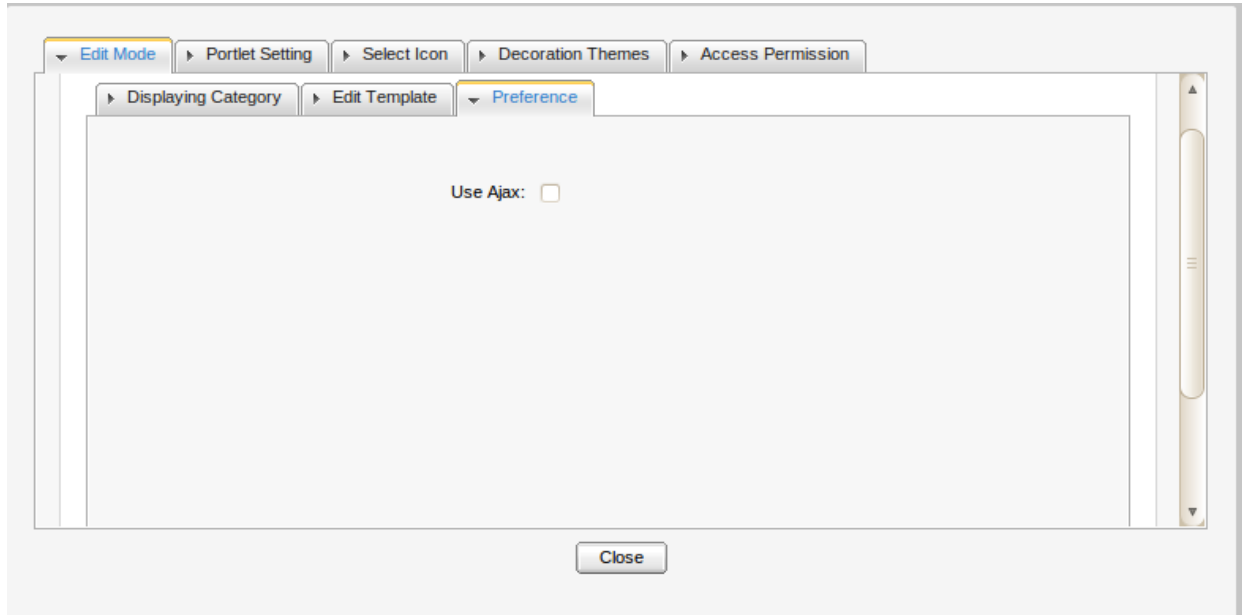
1. Click the **FAQ** portlet to go into the FAQ main screen.
2. Click **Site Editor** on the administration bar and select **Edit page**.
3. Move the cursor over the **FAQPortlet** area and click the edit icon to open the **Edit** form.
 - i. In the **Displaying Category** tab, select the category containing questions and answers displayed in the View mode.



ii. In the **Edit Template** tab, edit this template if you have the CSS knowledge.




iii. In the **Preference** tab, update the whole or partial webpage. You need to have the knowledge of Ajax (Asynchronous JavaScript and XML).



The **Use Ajax's** default value is set to false, meaning the whole page is loaded. When the **Use Ajax** checkbox is selected, the page is partially loaded.

3.7.4 Last post gadget

This useful gadget displays the last post in forum that is for all users, so that you can follow the event in forum easily. You can also go to the last post by simply clicking the post. Like other gadgets, you can add Last Post gadget to Dashboard by following these simple steps:

1. Click **Dashboard** on the administration bar.
2. Click  **Add Gadgets** in the workspace.
3. Drag the Last post gadget to the workspace. The Last post gadget will be displayed.

Last post gadget settings:

The screenshot shows a configuration window titled 'Last post' with three input fields: 'Total:', 'Forum portlet:', and 'Subscription url:'. Below these fields are 'Save' and 'Cancel' buttons. Below the configuration window is a preview of the 'Last post' gadget. The preview has a header with 'Last post' and a 'Forum' dropdown menu. The main content area displays three forum posts. Each post consists of a text snippet, a timestamp, and a truncated text snippet.

Last post Forum ▾

Last week, I looked at what eXo Platform is at its core: a foundation for portal-based...
Fri Oct 22 2010 08:24:18
Today, I am proud to announce the release of eXo Platform 3.0. In preparation for this big day, I...
Fri Oct 22 2010 08:23:53
To support the growing eXo developer community in Brazil, we will be hosting our first-ever training

Details:

| | |
|-------------------------|---|
| Total | The number of last posts to be displayed in this gadget. |
| Forum portlet | The url pointing to Forum portlet. ex: /forum. |
| Subscription url | The url of the service from which you request to get data (in this case, the data are last posts) . ex: http://localhost/portal/rest/ks/forum/getmessage |

4 How To Use Forum

To do actions in Forum, you first need to sign in and then tap Forum on the administration bar. You will be redirected to Forum as below. However, actions which you can perform depend on your role.

| Knowledge Sulte | | | | |
|-----------------|--|--|--------|-------|
| | Forums | Last posts | Topics | Posts |
| | Live demo Questions about this demo | Demo data policy by root (12/09/2010, 03:32 AM) | 1 | 1 |

What's Going on?

Maximum number of online users was : 2, at Sat,Dec 11,2010, 04:31 AM
Online Users : [root](#), [john](#)

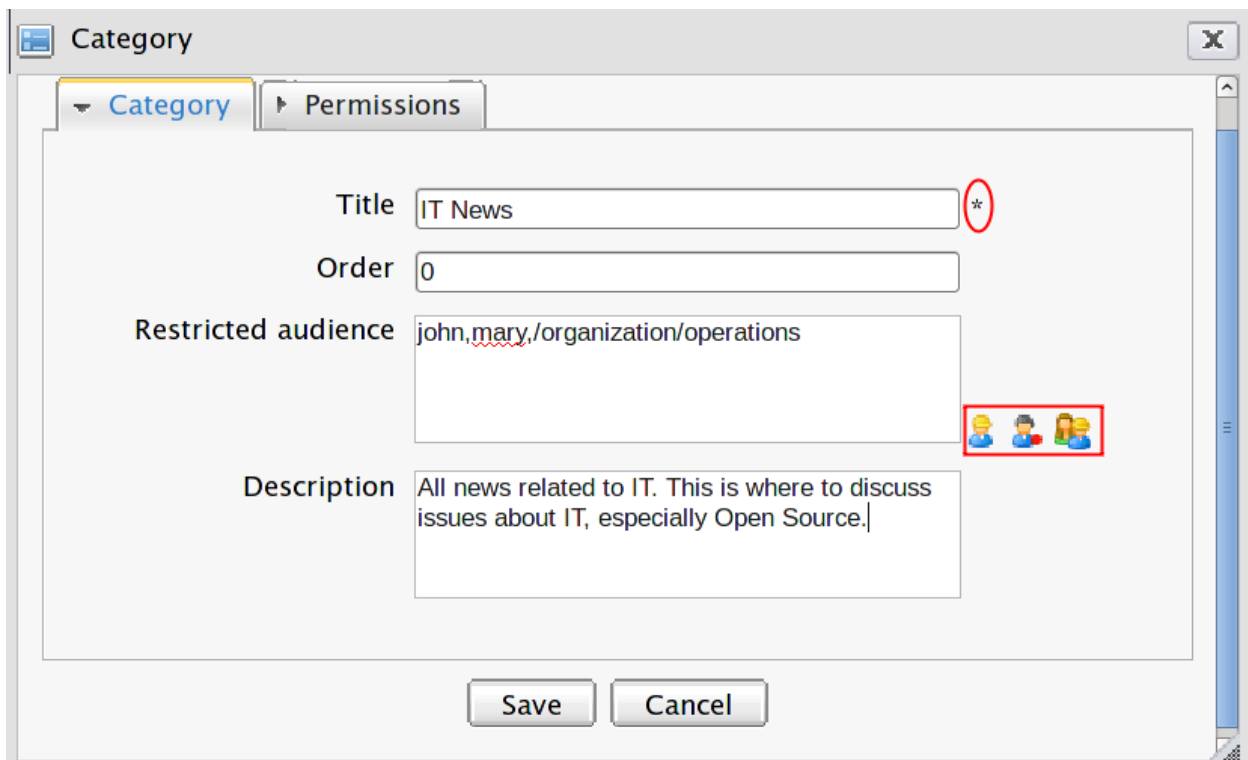
4.1 Manage categories

This function is only for administrators.

4.1.1 Add new categories

Only administrators can do this action.

1. Click [Add category](#) on the Forum action bar to open the **Category** form.
2. Enter and select values in the two tabs:
 - i. In the **Category** tab, enter the category name in the **Title** name which is required.



Also, enter more values in the optional fields, including **Order**, **Restricted audience**, and **Description**.

Details:

| | |
|----------------------------|--|
| Order | The order of the category in the category list. The default value of this field is '0'. |
| Restricted audience | The list of all users who can access the category. By default, this field is blank ,meaning that all users can access this category and so it is not required. See Section . |



Values in both Title and Description fields are limited to **ONE HUNDRED** characters.

ii. In the **Permissions** tab, input manually or use selectors that is similar to selecting the restricted audience.

Category

Category Permissions

Moderators validator:/customers,/organization/operations/sales

Who can start topics ? john,mary

Who can post ? */customers,/organization

Who can only view posts ? demo,john,mary

Selectors

Save Cancel

Details:

| | |
|------------------------------|--|
| Moderators | The list of users or groups that have the moderation right on taking some actions (open/close, lock/unlock, stick/unstick, split/merge, approve /disapprove) to all topics in this category. |
| Who can start topics? | The list of users who can create topics in this category. |
| Who can post? | The list of users who have the right to add posts to all topics in this category. |
| Who can view a post? | The list of users who have the right to view this category. |

3. Click **Save** to accept.

4.1.2 Actions on a categories

To do actions on one specific category, you first need to access the category. However, you

cannot access any category if you are not granted appropriate access rights by administrators and moderators.

There are three ways to go into the category:

The 1st way: If you are on the forum homepage, simply click the title of category you have access to go.

Home Search: Permalink

Add category Add forum Users Administration Private Messages Pending:(0)

eXo Knowledge

IT News ← Click to open this category

| | | Forums | Last posts | Topics | Posts |
|--|--|----------|---------------|--------|-------|
| | | Mobile | Not available | 0 | 0 |
| | | Software | Not available | 0 | 0 |
| | | Hardware | Not available | 0 | 0 |
| | | Security | Not available | 0 | 0 |

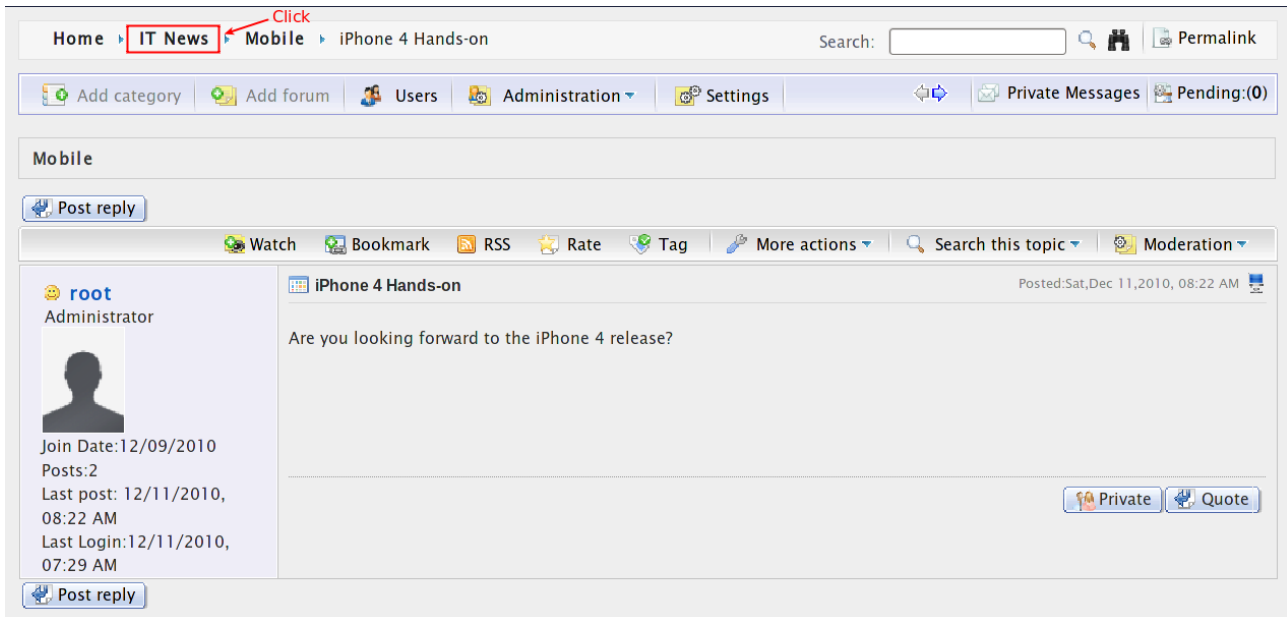
Travel

| | | Forums | Last posts | Topics | Posts |
|--|--|-----------|------------|--------|-------|
| | | no forums | no posts | 0 | 0 |

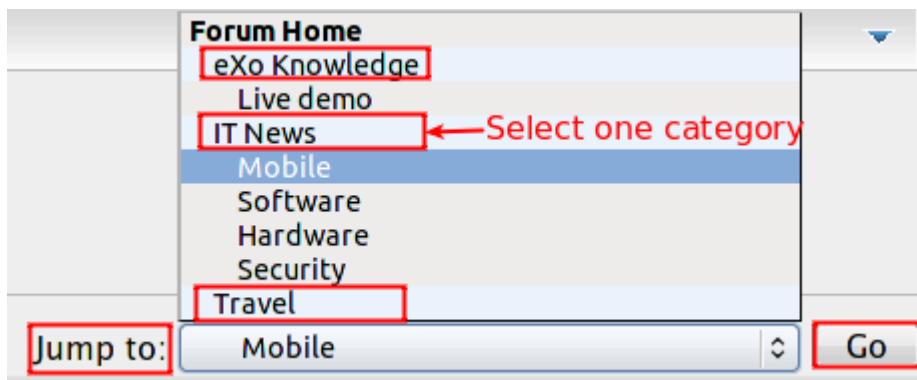
What's Going on?

Maximum number of online users was : 1, at Sat,Dec 11,2010, 07:28 AM
Online Users : [root](#)

The 2nd way: If you are in a forum or in a topic, you can click the title of category on the Breadcrumbs bar.



The 3rd way: When you are in one specific forum or topic, you can scroll down to the bottom of the page and click the **Jump to** combo box. Here, you can select your desired category and then click the **Go** button.

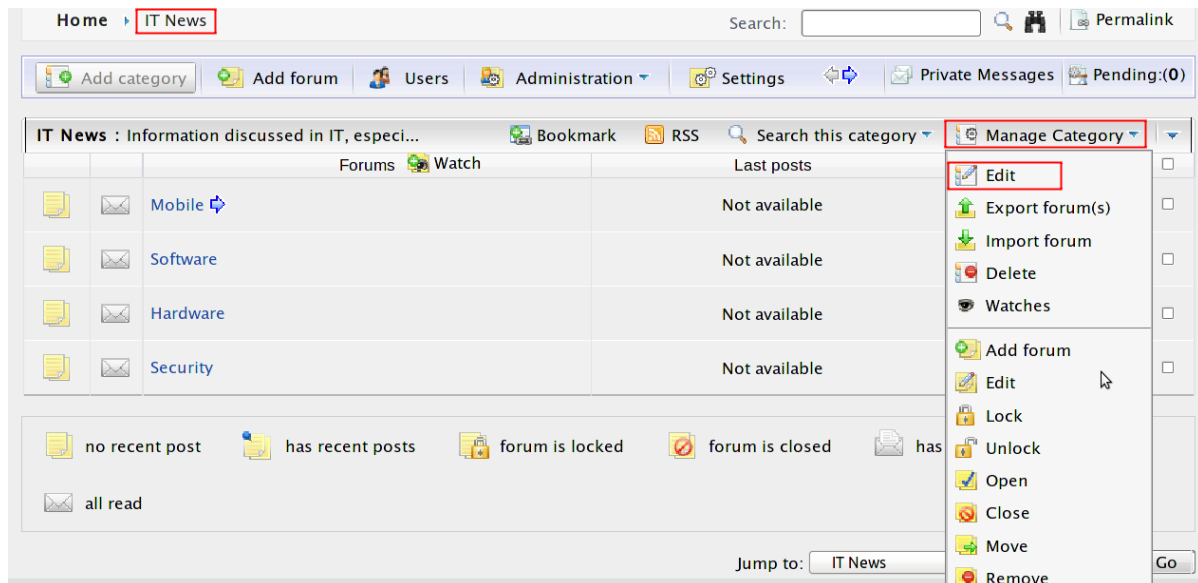


Note that when you log out and then log in again, the state of the category pane will be restored.

4.1.2.1 Edit categories

Only administrators can do this action.

1. Click **Manage Category** on the **Category** action bar to see the drop-down menu:

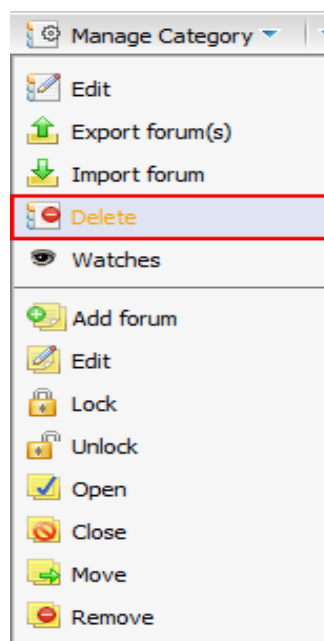


2. Change the current information of the category in the **Category** and **Permissions** tab like when adding a new category.

3. Click **Save** to complete your changes.

4.1.2.2 Delete categories



Only administrators can take this action. To delete one category, simply select **Manage Category** and select **Delete** in the drop-down menu:

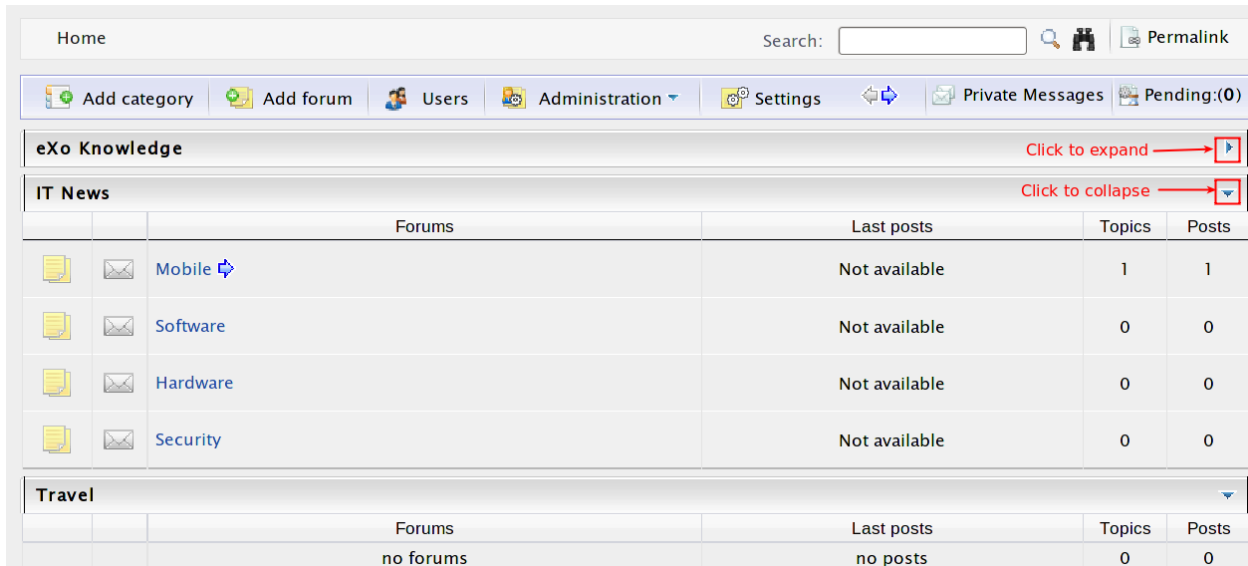


There will be a confirmation message. Click **OK** to accept your deletion.

4.1.2.3 Collapse/Expand a category

This function is for all users, even when you are not logged in.

The function enables you to collapse or expand a category simply by clicking the arrow icon  or  as below:



The screenshot shows the eXo Knowledge forum interface. At the top, there's a navigation bar with links like 'Add category', 'Add forum', 'Users', 'Administration', 'Settings', 'Private Messages', and 'Pending:(0)'. Below this, the 'eXo Knowledge' section is visible. Under 'IT News', there's a table with columns: Forums, Last posts, Topics, and Posts. The table lists categories like Mobile, Software, Hardware, and Security. To the right of the table, there are red arrows pointing to the 'Click to expand' and 'Click to collapse' icons. Below the 'IT News' section, the 'Travel' section is shown with a table indicating 'no forums' and 'no posts'.



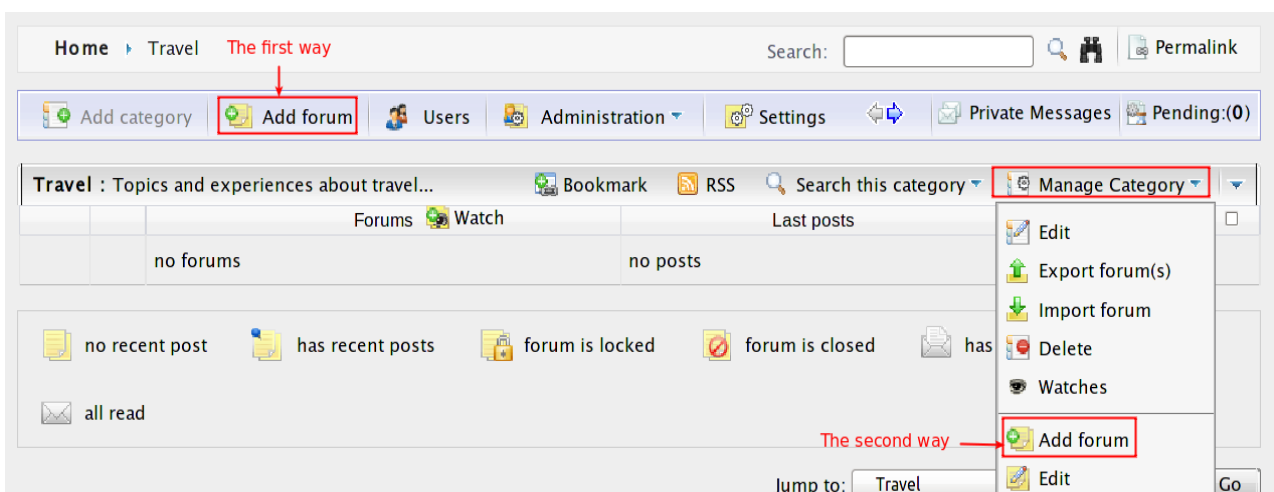
Note that when you log out and then log in again, the state of the category pane will be restored.

4.2 Manage forums

4.2.1 Add new forums

This function is only for administrators. To add new forums to a specific category, do as follows:

1. Go into the category to which you want to add a new forum.



The screenshot shows the eXo Knowledge forum interface. At the top, there's a navigation bar with links like 'Home', 'Travel', 'Add category', 'Add forum', 'Users', 'Administration', 'Settings', 'Private Messages', and 'Pending:(0)'. Below this, the 'Travel' section is visible. Under 'Travel : Topics and experiences about travel...', there's a table with columns: Forums, Last posts, and Posts. The table lists 'no forums' and 'no posts'. To the right of the table, there's a 'Manage Category' dropdown menu. The menu options include 'Edit', 'Export forum(s)', 'Import forum', 'Delete', 'Watches', and 'Add forum'. A red arrow points to the 'Add forum' button in the navigation bar, labeled 'The first way'. Another red arrow points to the 'Add forum' option in the 'Manage Category' dropdown menu, labeled 'The second way'.

2. Open the **Forum** form by one of the following ways as stated in the above illustration.
3. Enter your values in fields of the **Forum** form.

Forum

Add forum to Category: Travel

▼ Add forum ▸ Moderation options ▸ Permissions

Title Famous places worldwide *

Order 0

State Open

Status Unlocked

Description Discuss and share famous places where you should go and enjoy.

Save Cancel

i. In the **Add forum to Category** field, the selected category to which the new forum will be added. If you open the **Forum** form in the first way, you can change the category from the **Add forum to Category** combo box. However, for the second way, the category will be pre-defined as the category you have selected and you can not change like in the first way.

ii. In the **Add forum** tab, you must enter the forum name. Also, you can change your order, state, status and give description.

Details:

| | |
|---------------|--|
| State | With the default value of 'Open', this forum is open to all users to discuss. If the value is set as 'Close', normal users cannot see that forum. |
| Status | With the default value of 'Unlock', all users can view this forum and reply to its topic. If the value is reset as 'Lock', normal users can only view forum but can not add topics or replies. |



Values in the **Title** and **Description** fields are limited to ONE HUNDRED characters.

iii. In the **Moderation options** tab, values in these fields are not required.

Forum

Add forum to Category: Travel

▸ Add forum ▾ Moderation options ▸ Permissions

Notify moderators ☐

Email addresses to notify when there is a new post

Email addresses to notify when there is a new topic

Moderate topics ☐

Save Cancel

Details:

| | |
|--|---|
| Notify moderators | Enable notifications to be sent to moderators. |
| Email addresses to notify when there is a new post | The list of email addresses which are received notifications when a new post is added to forum. |
| Email addresses to notify when there is a new topic | The list of email addresses which are received notifications when a new topic is added to the forum. |
| Moderate topics | By default, new topics must be always approved and visible to everyone. If this option is selected, new topics will be pending for approval before being visible. |

4. Click **Save** to complete adding the new category.



By default, if you do not input values in fields of **Moderation options** and **Permissions** tabs, only administrators have the management right. Meanwhile, normal users can only view, add new topics and post replies to this forum. However, if the administrators want to assign some actions on the forum to some users or groups, they need to input values in the **Moderation options** or **Permissions** tabs.

4.2.2 Common actions on forums

To do common actions on forums, such as editing, locking, unlocking, deleting, simply select relevant icons to do those actions via one of the two following ways:











The 1st way:

1. Go into the category containing the forum you want to do common actions.
2. Select the checkbox corresponding to your desired forum.
3. Click **Manage Category** to see common actions from the drop-down menu:



The screenshot shows the eXo forum interface. At the top, there's a navigation bar with 'Home' and 'IT News' (highlighted with a red box). Below it is a search bar and a 'Permalink' button. A secondary navigation bar contains icons for 'Add category', 'Add forum', 'Users', 'Administration', 'Settings', 'Private Messages', and 'Pending:(0)'. The main content area shows the 'IT News' category with a description 'Information discussed in IT, especi...'. Below this is a table of forums. The 'Hardware' forum is highlighted in yellow. To the right of the table, the 'Manage Category' dropdown menu is open, showing a list of actions: Edit, Export forum(s), Import forum, Delete, Watches (checked with a red box), Add forum, Edit, Lock, Unlock, Open, Close, Move, and Remove. At the bottom of the interface, there's a 'Jump to:' dropdown set to 'IT News' and a 'Go' button. The footer contains the copyright notice: 'Copyright © 2010. All rights reserved, eXo Platform SAS'.

The 2nd way:

1. Go to the forum by directly clicking its title:

| Add category Add forum Users Administration Settings Private Messages Pending:(0) | | | | |
|---|---|---------------|--------|-------|
| eXo Knowledge | | | | |
| IT News | | | | |
| | Forums | Last posts | Topics | Posts |
|   Mobile | | Not available | 1 | 1 |
|   Software | | Not available | 0 | 0 |
|   Hardware | Click to go to this forum | Not available | 0 | 0 |
|   Security | | Not available | 0 | 0 |
| Travel | | | | |
| | Forums | Last posts | Topics | Posts |
|   Famous places worldwide | Discuss and share famous places where you should visit and enjoy. | Not available | 0 | 0 |





2. Click **More actions** on the Forum action bar to see common actions from the drop-down menu:

Home > IT News > **Hardware** Search:   [Permalink](#)

[Add category](#) [Add forum](#) [Users](#) [Administration](#) [Settings](#) [Private Messages](#) [Pending:\(0\)](#)

Hardware : Where to share and discuss latest news related to hardwares.

[Start topic](#)

| Topic in forum Hardware | Watch | Bookmark | RSS | More actions | Search this Forum | Moderation | | |
|--|-------|----------|-----|---|--|------------------------------|----------------------------|-------------------------------------|
|   Mini-ITX motherboard root | | | 0 | Start topic Edit Unlock Lock Open Close Move Delete Export forum Watches Banned IPs | Last posts 0/2010, 03:38 by root | Replies 0 | Views 0 | <input checked="" type="checkbox"/> |
|   Gigabyte H55N-USB3 root | | | 0 | | Last posts 0/2010, 03:37 by root | Replies 0 | Views 0 | <input type="checkbox"/> |


[Start topic](#)

Moderators
No moderator

Rules
 you can create topics
 you can post replies
 you can post attachments

4.2.2.1 Edit forums

This function is for administrators only.

1. Select  [Edit](#) . The **Forum** form will appear with the current information available for editing:

Forum

Add forum to Category: IT News

▾ Add forum ▸ Moderation options ▸ Permissions

Title *

Order

State

Status

Description

2. Change information of the selected forum like when adding a new forum.

3. Click **Save** to complete your changes.

4.2.2.2 Lock forums

Only administrators and moderators can do this function which prevents a specific forum from being added a new topic or replies and normal users only have the view permission on the locked forum only. This function is only done by administrators by simply selecting **Unlock** .


After being locked, all functions of this forum, such as New topic, Post reply, will be disabled. The icons corresponding to the locked forums/topics will be changed from normal status into locked status / . Thus, other users cannot add any new topics, posts or replies to this forum.



4.2.3 Unlock forum

Only administrators and moderators can do this function. If you want to activate the locked forum and allow other users to take actions on it, simply select **Unlock** .


After being unlocked, all functions, such as New post, Post reply, will be enabled for users to use. The icons corresponding to forums, topics will be changed from locked status to normal status .

4.2.4 Close forums

Only administrators and moderators can do this function. After being closed, the forum becomes invisible with all functions disabled. To close a forum, simply select  **Close** .


After being closed, this forum are not be displayed to normal users. For the administrators or moderators, all actions will be disabled and icons corresponding to the forum are changed from normal status to the closed status  for the forum and the locked status  for the topics inside .

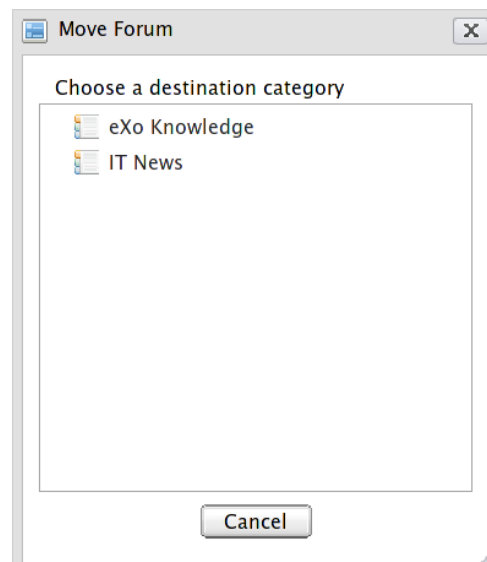
4.2.5 Open forums

Only administrators and moderators can do this function. When a closed forum is opened, all its function will be enabled. To open one closed forum, simply selecting  **Open** .

After being opened, the forum will be visible to normal users and all its functions, such as New topic, Post Reply, will be enabled. The icons corresponding to the forum and its topics will be changed from closed status and locked status for topics inside to normal status.



4.2.6 Move forums

Only administrators can do this function which is used to move one forum from current category to another one by selecting  **Move** . The list of categories will appear that enables you to select another destination category to which your selected forum will be moved.



4.2.7 Delete forums

Only administrators can do this function to remove one forum from the category. When a forum is removed, all its topics will be deleted completely.

To take this action, simply select  **Remove** or  **Delete** from the drop-down menu of **Manage Category** or **More actions** respectively. Next, click **OK** in the confirmation message to accept your deletion.

4.3 Manage Topics

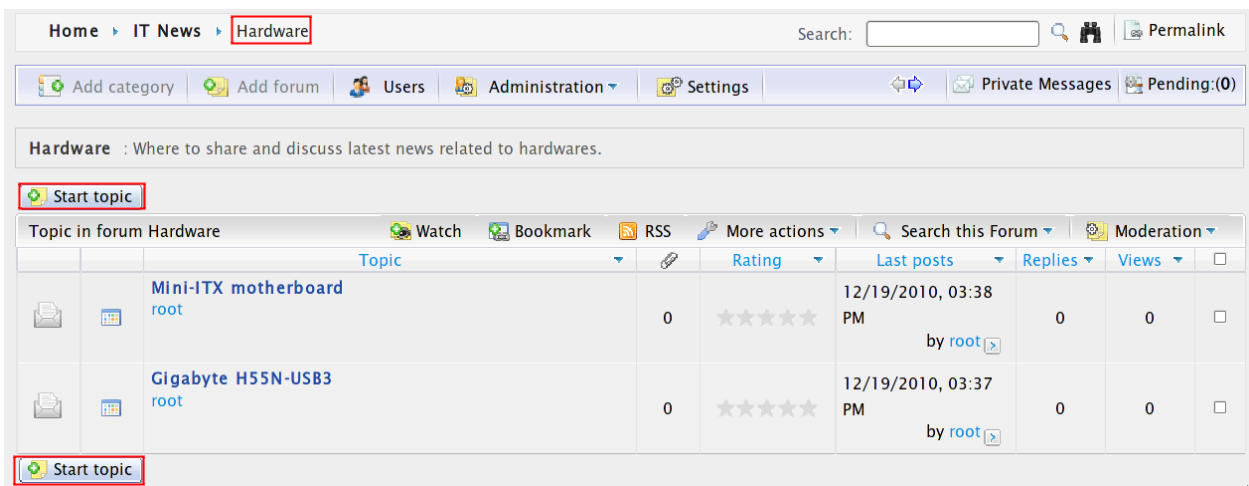
4.3.1 Add new topics

This function is for all users who are logged in. A topic is a thread where all members in a forum can discuss by giving questions, answers or opinions in the form of adding posts or replies.

- ✓ To add a new topic, do as follows:

1. Go into the forum which you want to add a new topic.

2. Click  to open the new topic form:



The screenshot shows the eXo forum interface. At the top, there's a navigation bar with 'Home', 'IT News', and 'Hardware' (highlighted with a red box). Below this is a search bar and a 'Permalink' link. A secondary bar contains 'Add category', 'Add forum', 'Users', 'Administration', 'Settings', 'Private Messages', and 'Pending:(0)'. The main content area is titled 'Hardware : Where to share and discuss latest news related to hardwares.' Below this, there's a 'Start topic' button (highlighted with a red box). A table lists forum topics with columns for 'Topic', 'Watch', 'Bookmark', 'RSS', 'More actions', 'Search this Forum', and 'Moderation'. Two topics are listed: 'Mini-ITX motherboard' and 'Gigabyte H55N-USB3', both created by 'root' on 12/19/2010. At the bottom, another 'Start topic' button is highlighted with a red box.

3. Enter values into fields.

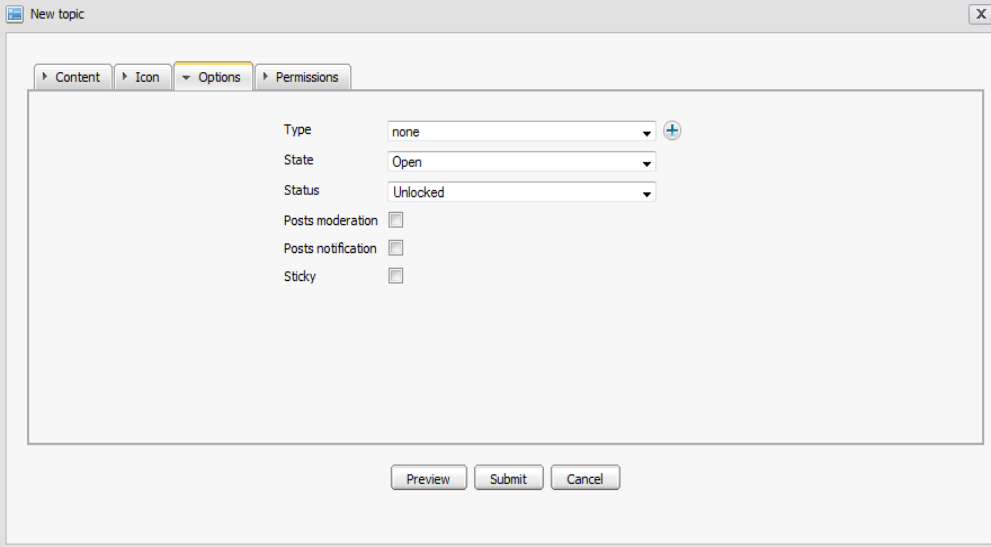
- i. In the **Content** tab, it is required to enter the topic title with is limited to 100 characters and your message. Also, you can click the Attach a file link to attach many different file types. To remove the attached file, simply click the **Remove** link located next to the attachment.

The 'New topic' dialog box is shown with the 'Content' tab selected. The 'Title' field contains 'Intel DP55KG and DP55SB'. The 'Message' field contains 'Reviewing two Intel P55 boards: DP55KG and DP55SB?'. Below the message field, there is a 'Files' section with a red circle around the text 'Attach a file'. At the bottom, there are 'Preview', 'Submit', and 'Cancel' buttons.

ii. In the **Icon** tab, select an icon for your topic by simply clicking your desired icon.

The 'New topic' dialog box is shown with the 'Icon' tab selected. On the left, there is a list of 'Available icons' categories: 'Misc Icons', 'Office Icons', 'Navigation Icons', 'Tool Icons', and 'User Icons'. The 'Misc Icons' category is expanded, showing a grid of various icons. One icon, 'IconsView', is highlighted with a red box. Below the grid, there is a text field labeled 'Name of the selected icon:' with the value 'IconsView'. At the bottom, there are 'Preview', 'Submit', and 'Cancel' buttons.

iii. In the **Options** tab, set some properties for the topic:




The screenshot shows a 'New topic' dialog box with the following fields and options:

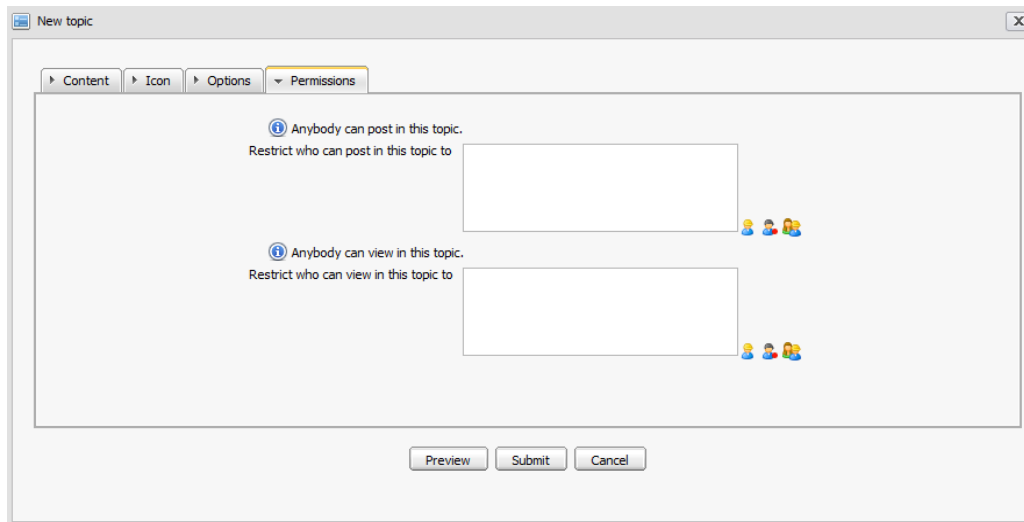
- Type:** none (dropdown menu with a '+' icon to add new)
- State:** Open (dropdown menu)
- Status:** Unlocked (dropdown menu)
- Posts moderation:** ☐
- Posts notification:** ☐
- Sticky:** ☐

Buttons at the bottom: Preview, Submit, Cancel.

Details:

| | |
|--------------------|---|
| Type | The type of the topic specified by the topic type name and its icon. It can be selected from the existing list or added new by clicking  . |
| Posts moderation | Require approving new added posts to be visible or not. |
| Posts notification | Send email notifications to the topic creator whenever new posts are created. |
| Sticky | Mark a topic or not. After marking sticky, the topic will be set out by a sticky title and located at the top order of the topics list. |

iv. In the **Permissions** tab, set the view and post rights to some users. You can set information for this tab or not. By default, all users can view and reply this topic.



Details:

Restrict Who can post in this topic to

By default this field is blank, meaning that all users can post replies in this topic. But if you want to limit number of users, you can manually input or select users or group for the this field.

Restrict who can view in this topic to

By default this field is blank, it means all users can view this topic. To limit users who can view it, you can manually input or select users or groups for the **Viewers** field. You can only enter values for this field after you have inputted values for this field.



The text “Anybody can post and view this topic” will be displayed if restrictions do not apply for setting permissions on categories and forums (The **Who can post ?** and **Who can only view posts?** field).




4. Click **Preview** to preview the topic before submitting, or **Submit** to complete adding the new topic.


After being added successfully, the new topic will be updated in the topic list in the forum. If it is the newest one, its information will be shown at the **Last posts** column of the forum.

Hardware : Where to share and discuss latest news related to hardwares.

[Start topic](#)

Topic in forum Hardware [Watch](#) [Bookmark](#) [RSS](#) [More actions](#) [Search this Forum](#) [Moderation](#)

| | Topic | Rating | Last posts | Replies | Views | |
|---|---|---------|---------------------------------|---------|-------|--------------------------|
|  | Intel DP55KG and DP55SB root | 0 ★★★★★ | 12/19/2010, 05:07 PM by root | 0 | 0 | <input type="checkbox"/> |
|  | Mini-ITX motherboard root | 0 ★★★★★ | 12/19/2010, 03:38 PM by root | 0 | 1 | <input type="checkbox"/> |
|  | Gigabyte H55N-USB3 root | 0 ★★★★★ | 12/19/2010, 03:37 PM by root | 0 | 0 | <input type="checkbox"/> |

The icon  lets you jump to the last read post of that forum.



Beside the Text Editor tool, you can use BB code (Bold tag, Italic tag, Underline tag, Size tag, Color tag, Combined formatting tag, Quote tag, Code tag, Unordered list, Ordered list, Link, Adding image) to create text and picture effects for your topic.

4.3.2 Common actions on topics

To do common actions on topics, simply select the relevant icons via one of the two following ways:

The 1st way:

1. Go to the forum containing the topic on which you want to do common actions.
2. Select one topic in the list by marking its corresponding checkbox.

Home ▸ IT News ▸ **Hardware** Search:

Add category Add forum Users Administration ▾ Settings Bookmarks Private Messages Pending:(0)

Hardware : Where to share and discuss latest news related to hardwares.

Start topic

Topic in forum Hardware Watch Bookmark RSS More actions ▾ Search this Forum ▾ **Moderation** ▾

| | Topic | Rating | Last posts | |
|--|---|---------|-----------------------------------|---|
| | Intel DP55KG and DP55SB root | 0 ★★★★★ | 12/19/2010, 05:07 PM by root ▾ | Edit Open Close Lock Unlock Stick Unstick Move Delete Merge Censor Approve Activate |
| | Mini-ITX motherboard root | 0 ★★★★★ | 12/19/2010, 03:38 PM by root ▾ | |
| | Gigabyte H55N-USB3 root | 0 ★★★★★ | 12/19/2010, 03:37 PM by root ▾ | |

Start topic

Moderators ▾
No moderator

Rules
You can create topics
You can post replies
You can post attachments
You can edit your posts

hot with unread posts hot and all read has unread posts all read topic is locked topic is closed

3. Click **Moderation** on the Topic action bar and select relevant icons to do your desired actions from the drop-down menu.

The 2nd way:

1. Click directly the topic to go to the topic.

Home ▸ IT News ▸ **Hardware** Search:

Add category Add forum Users Administration ▾ Settings Bookmarks Private Messages Pending:(0)

Hardware : Where to share and discuss latest news related to hardwares.

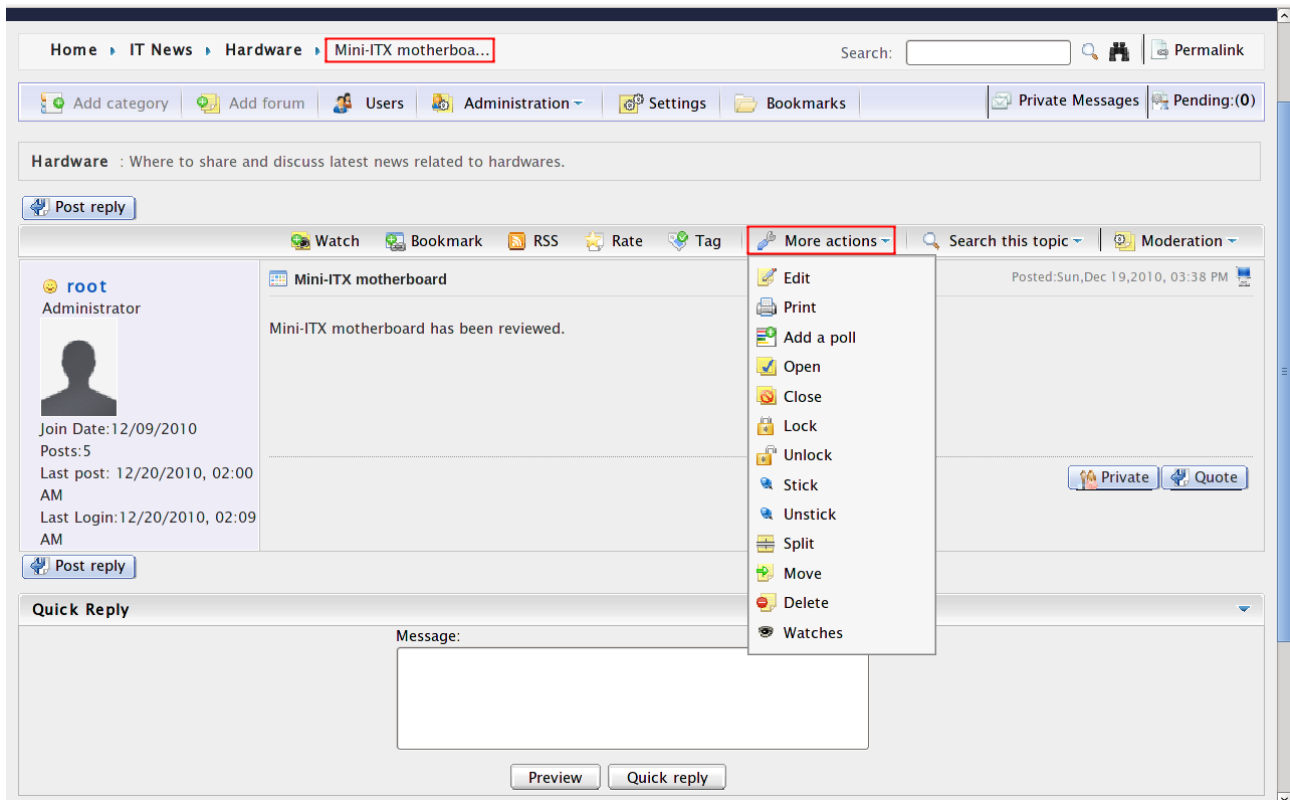
Start topic

Topic in forum Hardware Watch Bookmark RSS More actions ▾ Search this Forum ▾ Moderation ▾

| | Topic | Rating | Last posts | Replies | Views | |
|--|---|---------|-----------------------------------|---------|-------|--|
| | Intel DP55KG and DP55SB root | 0 ★★★★★ | 12/19/2010, 05:07 PM by root ▾ | 0 | 0 | |
| | Mini-ITX motherboard root | 0 ★★★★★ | 12/19/2010, 03:38 PM by root ▾ | 0 | 1 | |
| | Gigabyte H55N-USB3 root | 0 ★★★★★ | 12/19/2010, 03:37 PM by root ▾ | 0 | 0 | |


Click to go to this topic

2. Click **More actions** and select relevant icons to your desired action from the drop-down menu.



4.3.2.1 Edit topics

This function can be done by topic creators, administrators and moderators.

1. Select  **Edit** from the drop-down menu.
2. Change some information of the selected topic like when creating a new topic with the **Reason** field added.

Edit topic

Content Icon Options Permissions

Title: Mini-ITX motherboard *

Reason:

Message: Mini-ITX motherboard has been reviewed.



Files: [Attach a file](#)


Preview Submit Cancel


3. Click **Preview** to preview the topic before submitting, or **Submit** to complete editing the topic.

4.3.3 Lock/Unlock topics

This function is for administrators and moderators only. The locked topics can only be viewed but can not be added post.

To lock/unlock one topic, simply click  **Lock** /  **Unlock** from the drop-down menu; or go to the **Edit topic** form, and change its **Status** in the **Options** tab.

After being locked, the icons corresponding to all locked topics will be changed from normal status into the locked status . Some functions of this topic will be disabled and displayed.

By contrast, after being unlocked, the icons of the unlocked topics will be changed from locked status into normal status  and users can normally quote and post replies.










You can not unlock topics in a locked or closed forum by the above two ways. To do that, you first need to unlock or open the forum containing the topic.

4.3.3.1 Stick/Unstick topics

This function is for all users who are logged in. You can mark a topic to set it out and distinguish with another ones. After being sticked, a topic will be arranged on the top order in its topics list.


To stick/unstick one topic, simply click  **Stick** /  **Unstick** from the drop-down menu; or select/deselect the **Sticky** checkbox in the **Options** tab.

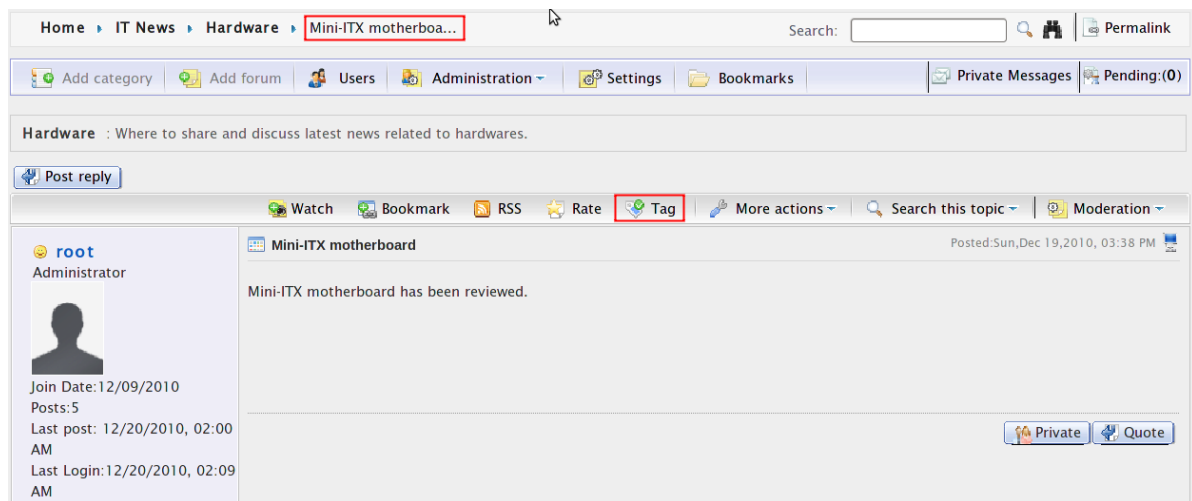
After being sticked, you can see the topics in the top order in the list with the **Sticky** label as below:

| Hardware : Where to share and discuss latest news related to hardwares. | | | | | | | | | |
|--|---|--|---|--------|---|---------|-------|--------------------------|--|
| Start topic | | | | | | | | | |
| Topic in forum Hardware Watch Bookmark RSS More actions Search this Forum Moderation | | | | | | | | | |
| | | Topic | | Rating | Last posts | Replies | Views | | |
|  |  |  Sticky Mini-ITX motherboard root | 0 | ★★★★★ | 12/19/2010, 03:38 PM by root | 0 | 2 | <input type="checkbox"/> | |
|  |  | Intel DP55KG and DP55SB root | 0 | ★★★★★ | 12/19/2010, 05:07 PM by root | 0 | 0 | <input type="checkbox"/> | |
|  |  | Gigabyte H55N-USB3 root | 0 | ★★★★★ | 12/19/2010, 03:37 PM by root | 0 | 0 | <input type="checkbox"/> | |

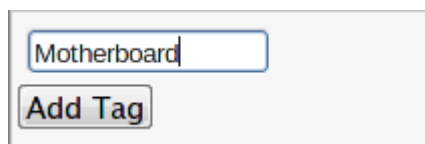
4.3.3.2 Tag/Untag topics

This function is for all users who are logged in. With this function, you can assign tags for each topic. Tags are words which are used as labels to describe or group the same topics, each tag corresponds to a word. For example, you have a tag named '**Interesting**' and you can assign different topics to this tag. However, one topic can have various tag names that can be created at the same time, separated by a space and belong to tag groups. Using tags helps you and other users easily find your topics.

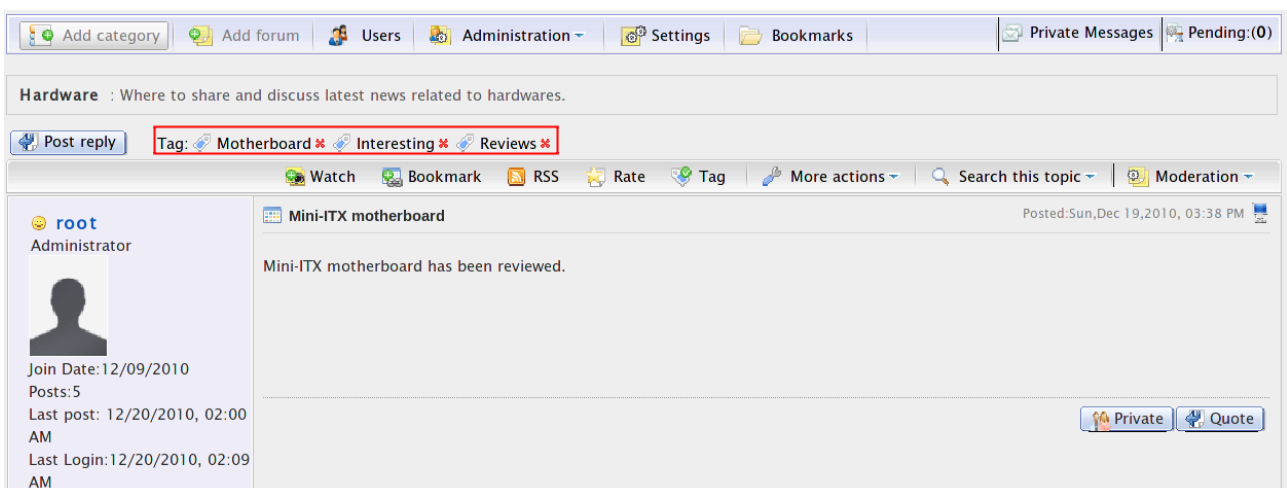
1. Go to the topic which you want to tag.
2. Click  **Tag** on the Topic action bar to open the **Add Tag** form:



3. Input a new tag name, and select one existing tag and then click the **Add Tag** button to accept.

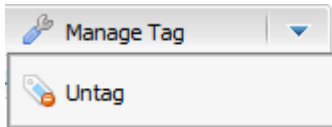


In case you input a new tag name, the new one will be created. In case using the existing one, the topic will be tagged into the existing one. You can assign multiple tags to the same topic that will be shown as below:





When finding one tag interesting, directly click the tag name to view its content.


To untag, simply click **✖** following each tag; or click your desired tag and select **Manage Tag → Untag** from the drop-down menu.



After being untagged, the tag will be removed.

4.3.3.3 Close/Open topics

This function is for administrators and moderators. To close/open one topic, simply select  **Close** /  **Open** from the drop-down menu; or go to the **Edit topic** form and change its relevant **State** in the **Options** tab.


When the topic is closed, all functions in the closed topic will be disabled and normal users can not view it. Only administrators and moderators can see and manage it. The icon of the closed topic will be changed from normal status to closed status .

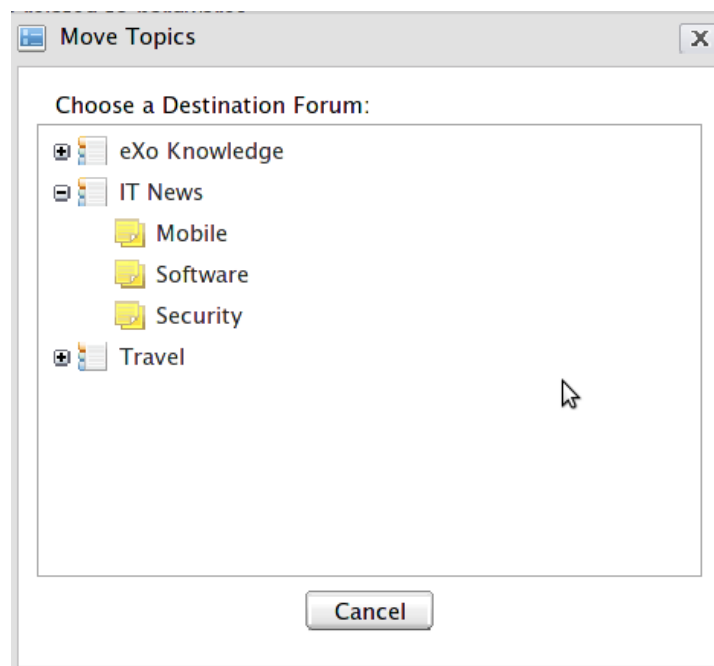
By contrast, after being opened, the normal users can view and take actions on it.

After the selected topic is opened, all functions in this topic will be enabled. The icon of the opened topic will be changed from the closed status to a normal status.

4.3.3.4 Move topics

This function is for administrators and moderators only. This function is used to move topics from one forum to another one.

1. Select  **Move** from the drop-down menu. A list of forums appears, enabling you to choose one destination forum to move.



2. Select a destination forum to accept moving.




Only **Administrator** and **Moderator** of a forum can move topics inside it. The administrator has the highest right and can move topic to whatever forums he wants without checking for permissions or the status of the destination forum. However, the moderator of a forum will be checked for moving permission. He can not move topics to the closed/locked forums which he is not a moderator, move a topic to a forum he does not have the add topic right or move a topic to a forum belonging to the category that he is restricted for the view permission. Therefore, in the destination forum list, only the forums which the moderator have moving permission, are listed for moving.



4.3.3.5 Delete topics

This function is for administrators and moderators only to remove one or more topics from the list.

The 1st way:









1. Select  **Delete** from the drop-down menu.
2. Click **OK** in the confirmation message to accept deleting.

The 2nd way:

















1. Select  **Users** button to open the **User Management** form and select  corresponding to the person creating the topic you want to delete.
2. Select the **Topics** tab to see all topics created by the selected user.


User Management

Search:

| User name | User title | Forum role | Banned | Action |
|-----------|---------------|---------------|--------|---|
| root | Administrator | administrator | false |   |
| john | User | user | false |   |
| mary | User | user | false |   |
| demo | User | user | false |   |

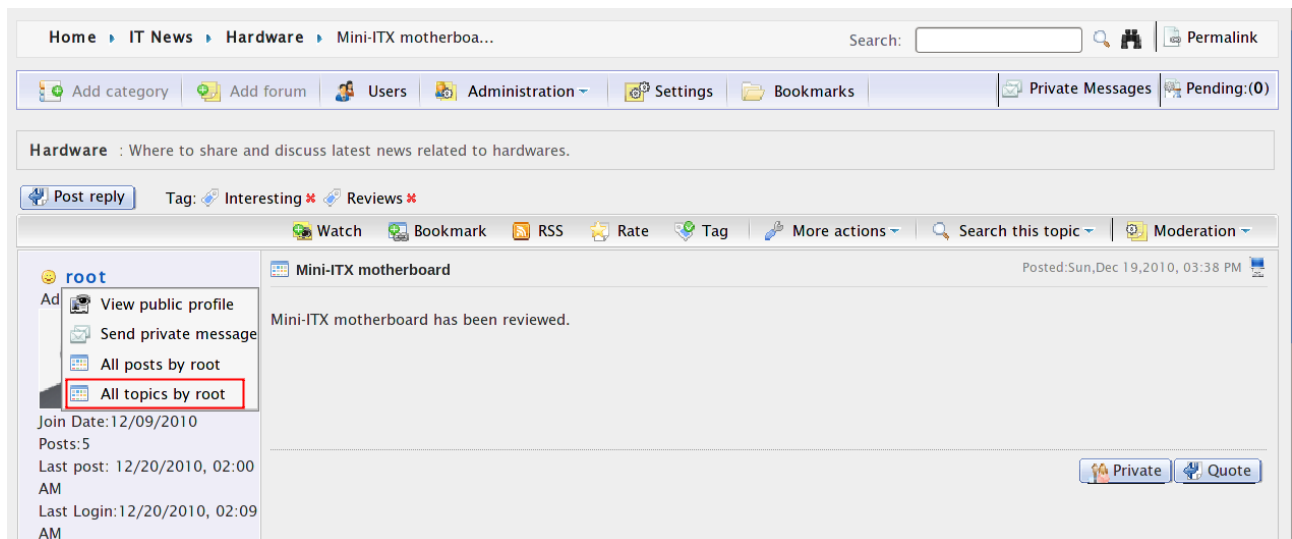
[Profile](#)
[Settings](#)
[Ban user](#)
[Topics](#)
[Posts](#)


| | | Topic | Rating | Last posts | Replies | Views | Delete |
|---|---|--|--------|----------------------|---------|-------|---|
|  |  |  Sticky: Mini-ITX motherboard | ★★★★★ | 12/19/2010, 03:38 PM | 0 | 5 |  |
|  |  | Demo data policy | ★★★★★ | 12/09/2010, 03:32 AM | 0 | 0 |  |
|  |  | Intel DP55KG and DP55SB | ★★★★★ | 12/19/2010, 05:07 PM | 0 | 0 |  |
|  |  | Gigabyte H55N-USB3 | ★★★★★ | 12/19/2010, 03:37 PM | 0 | 0 |  |
|  |  | iPhone 4 Hands-on | ★★★★★ | 12/11/2010, 08:22 AM | 0 | 2 |  |

3. Click  corresponding to your desired topic and then click **OK** in the confirmation message to accept your deletion.

The 3rd way:



1. Open one specific topic and click the username and select **All topics by [username]** as below. All topics created by this user will be listed.

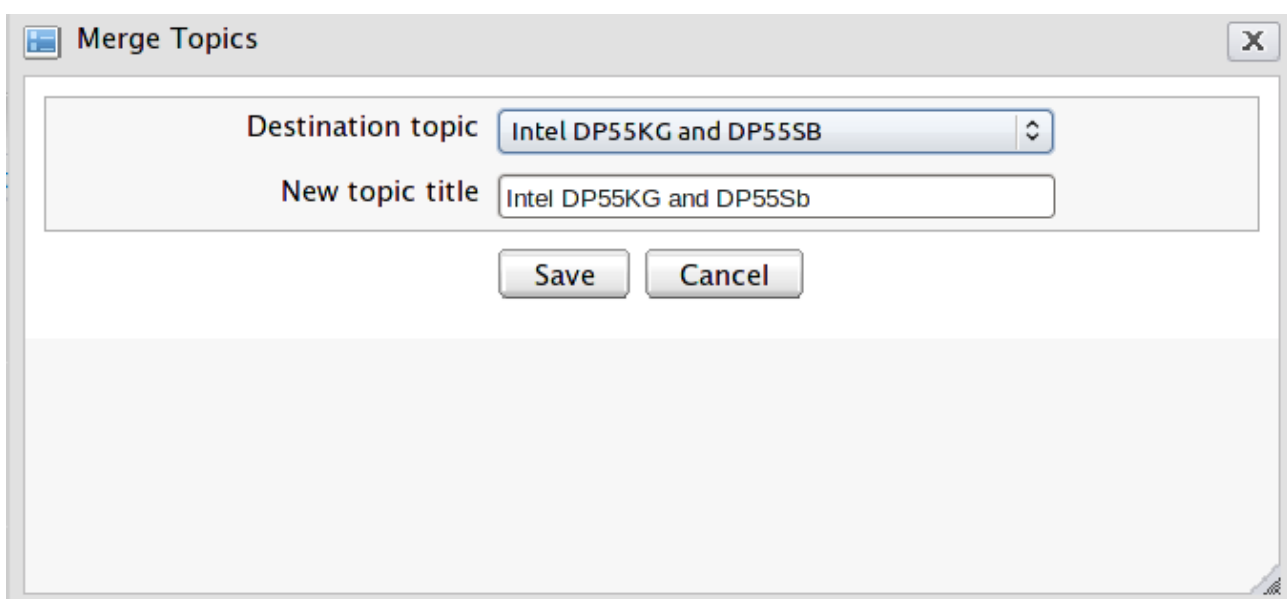


2. Delete your desired by clicking  and then click **OK** in the confirmation to accept your deletion.

4.3.3.6 Merge topics

This function is for administrators and moderators of merged topics.

1. Select at least two topics by selecting its checkboxes.
2. Click **Moderation** on the forum action bar and select  **Merge** from the drop-down menu.
3. Click  to select the destination topic which will be the main entry of the merged topic and change the title of the merged topic in the **New topic title** field.



4. Click **Save** to accept. After being merged, selected topics will be joined into one topic. All posts of the other topics are displayed as posts below the main entry.

4.3.3.7 Split topics

This function is for administrators and moderators to divide one topic into some sub-topics. Only topics that have more than two posts can be divided.

1. Go to the topic you want to split.
2. Click **More actions** on the Topic action bar and select **Split** from the drop-down menu to open the **Split topic** form.
3. Enter the new name in the **New topic** field.

Split from : **Intel DP55KG and DP55SB**

New topic:

| | Post name | Created Date | Created By | Action |
|--|-----------------------------|----------------------|------------|--------------------------|
| | Re: Intel DP55KG and DP55SB | 12/20/2010, 06:40 AM | john | <input type="checkbox"/> |
| | Re: Intel DP55KG and DP55SB | 12/21/2010, 01:57 AM | demo | <input type="checkbox"/> |

4. Select posts by marking checkboxes in the **Action** column.
5. Click **Save** to complete splitting.


After being split, the new topic will be displayed in the topics list with a new name. The oldest post in the selected split posts will become the main entry of the new topic.

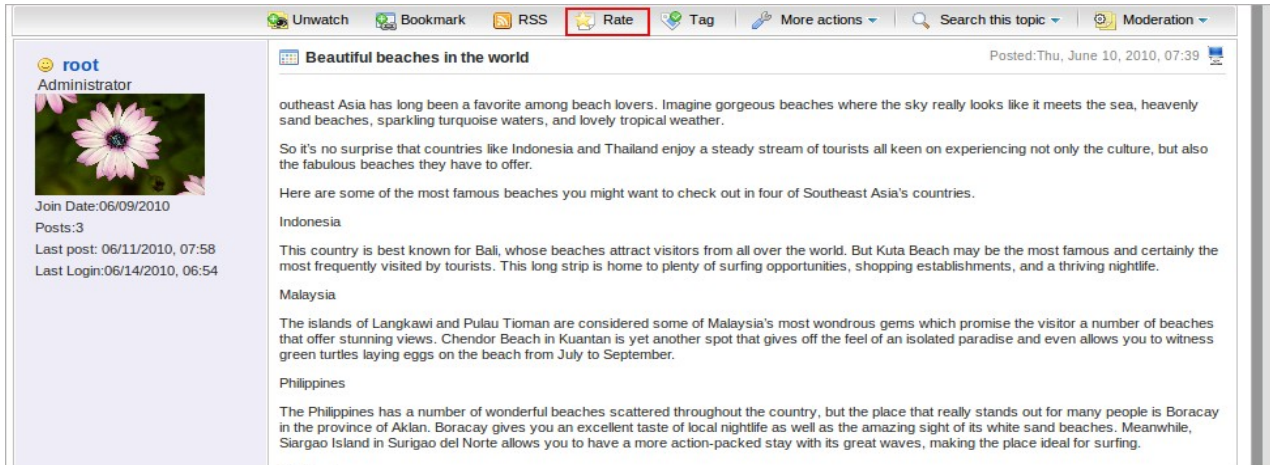
4.3.3.8 Rate topics

This function is for all users who are logged in.

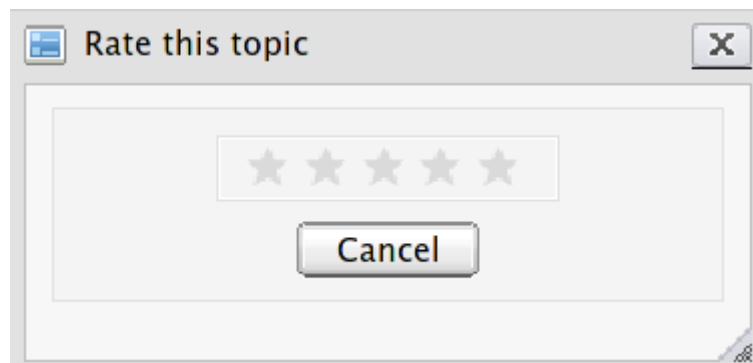
The Forum application provides an intuitive rating experience that allows you to select the number of stars that represents your rating. You can rate a topic to a five-star scale: five is the highest.

This function provides an intuitive rating experience, enabling you to select the number of stars that represents your rating. You can rate a topic to the five-star scale with the more increasing level from 1 to 5.

1. Go to the topic you want to vote.
2. Click  on the topic action bar.



The **Rate this topic** form will appear:



3. Rate the topic by left-clicking the star. The number of selected stars will be changed from grey into yellow.



Each user can only vote ONE time on each topic. Rating is not available for closed topics and banned users.

4.3.3.9 Approve topics

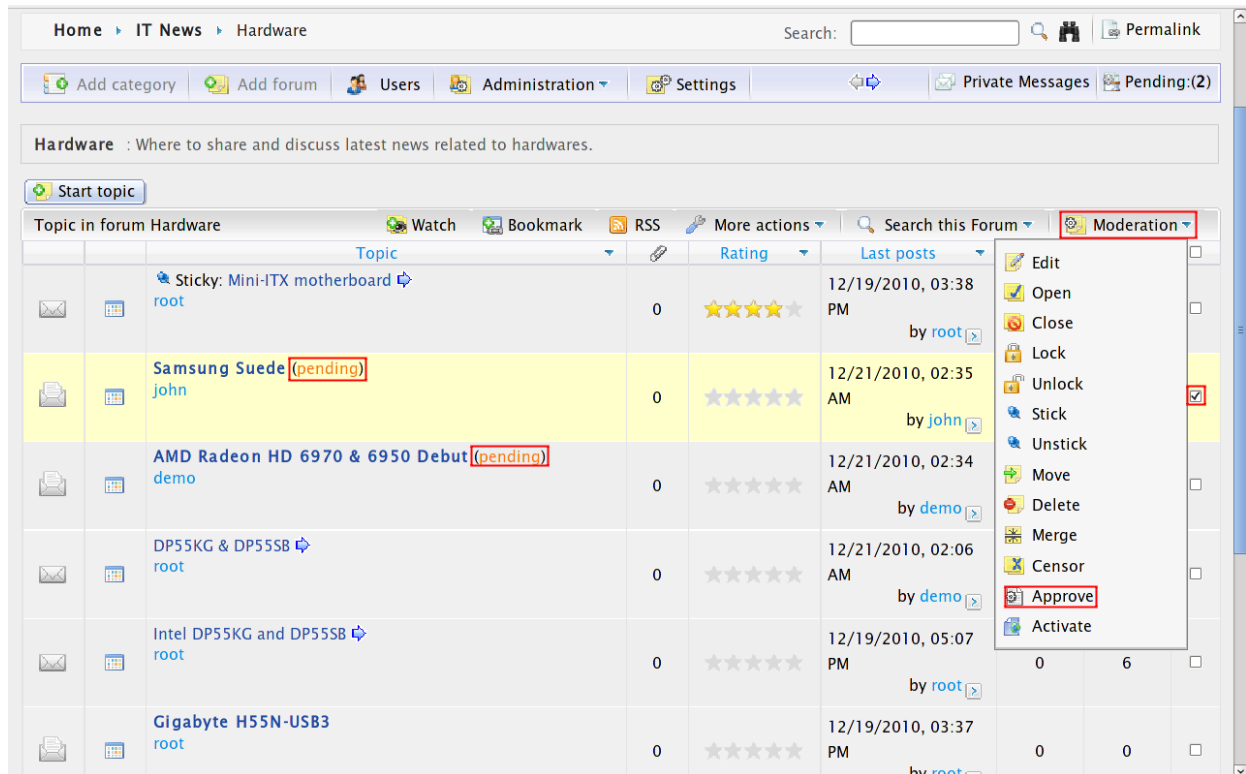
This function is for administrators and moderators only to approve pending topics in the forum having the 'Moderation topic' option. All new topics added to the forum with 'Moderation topic' will be in the 'pending' status. It means that nobody can view these topics except the administrator and moderators of this forum. Only after the topic with the 'pending' status is approved, it is displayed. The status label 'pending' will be removed and normal users can view and take actions on it.

To take this action, there are **THREE** ways:

The 1st way: This way can be used to approve some topics concurrently.

The topics with status 'pending' will be displayed in the topics list:

1. Select topics with the 'pending' status by selecting its checkboxes and then click **Moderation** on the forum action bar.



2. Select **Approve** from the drop-down menu.

All selected topics will be approved and then displayed normally.

The 2nd way: This way is used to approve each topic.

1. Go to the unapproved topic by clicking its title.
2. Click **More actions** on the topic action bar and select **Approve** from the drop-down menu.

The 3rd way: Topics are approved in the unapproved topics list.

1. Deselect any 'pending' topics and click **Moderation** on the forum bar and select **Approve** from the drop-down menu.

The 'Unapproved topic list' form is displayed with all 'pending' topics available for selecting and approving.

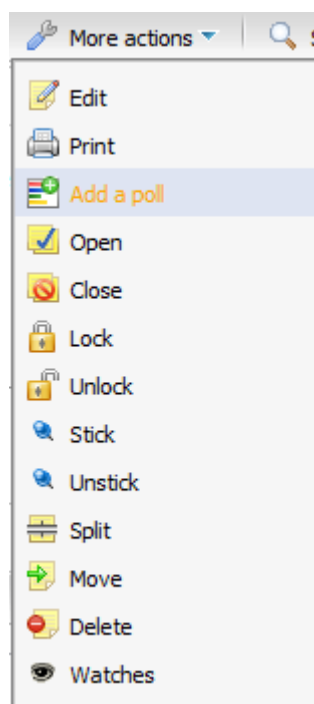
2. Select topics which you want to approve by selecting its checkboxes.
3. Click **Approve** to accept the approval.

4.3.4 Manage polls

4.3.4.1 Add new polls

This function is for administrators only. It is used to add a poll question to a topic. Each topic has only one poll question that offers available answers and enables users to select one or more answers from the answers list. You can only add a poll question to a topic when you are the topic starter.

1. Go to the topic you want to add a poll.
2. Click **More actions** on the Topic action bar and select **Add a poll** from the drop-down menu:



3. Enter values for the poll in the form.

Poll

Poll question:

options:



Poll option:


Close poll after: days after 12/21/2010





Users may change their vote: ☒

Allow multiple choice: ☒

Details:

| | |
|------------------------------------|---|
| Poll question | Question is used to poll which is required. |
| Poll option | Different answer options are used for the poll question. By default, there are two options to choose. To add more, click  to add more poll options. To remove, click  . |
| Close poll after | The number of days for the poll to be closed. |
| Users may change their vote | Enable users to change their votes or not. |
| Allow multiple choice | Enable multiple choices or not. |

4. Click **Submit poll** to complete. After adding a poll to the topic, the icon  is then displayed in the topics list. Your poll is displayed as below:

Poll: Your first impression when seeing iPhone 4 for the first time ?    

Votes will be closed on Wed Jan 05, 2011, 03:14 AM GMT+0

Your first impression when seeing iPhone 4 for the first time ?

- ☐ Interested
- ☐ So surprised
- ☐ Curious
- ☐ No surprise
- ☐ Have no idea
- ☐ Not concern




The vote for poll question function is only available for the Forum members and the poll option can only be voted in case the topic is opened.

4.3.4.2 Common actions on polls


To do common actions on poll, you first need to go to the topic containing the poll on which you want to do common actions.

- **Edit a poll:**

1. Click  on the **Poll** action bar. The **Poll** form appears with available information for you to edit that is similar to when adding new polls.
2. Change the current poll's information; or add more or delete some options.
3. Click **Submit poll** to complete your changes.

- **Close/Reopen polls**




Do manually:

1. Go to the topic that has an open poll.
2. Click  on the Poll action bar to close the poll of this topic.

Do automatically:

The poll of the topic is closed after some days by setting the numeric value in the 'Close

poll after field when you add a poll to the topic.

After being closed,  is replaced with . The result of the poll is displayed and you can no longer vote. Click  to open the closed poll that enables users to vote again.

- **Remove poll**

To remove a poll from the topic, click  and select **OK** in the confirmation message.

- **Vote polls for topic**

This function is for all users who are logged in.

1. Select your desired answers or options with the open poll.

How is your feeling?

☐ Interested
☐ So surprised
☒ Curious
☒ No surprise
☐ Have no idea
☐ Not concern

Vote now

2. Click **Vote now**. After voting, the result of the poll is displayed as below:

| Options | Percentage | Votes |
|--------------|-------------------------------|-----------------|
| Interested | 0.0% | 0 |
| So surprised | 0.0% | 0 |
| Curious | <div><div></div></div> 33.33% | 1 |
| No surprise | <div><div></div></div> 33.33% | 1 |
| Have no idea | <div><div></div></div> 33.33% | 1 |
| Not concern | 0.0% | 0 |
| | | Total voters: 2 |

Vote again


Click **Vote again** to back and vote again.

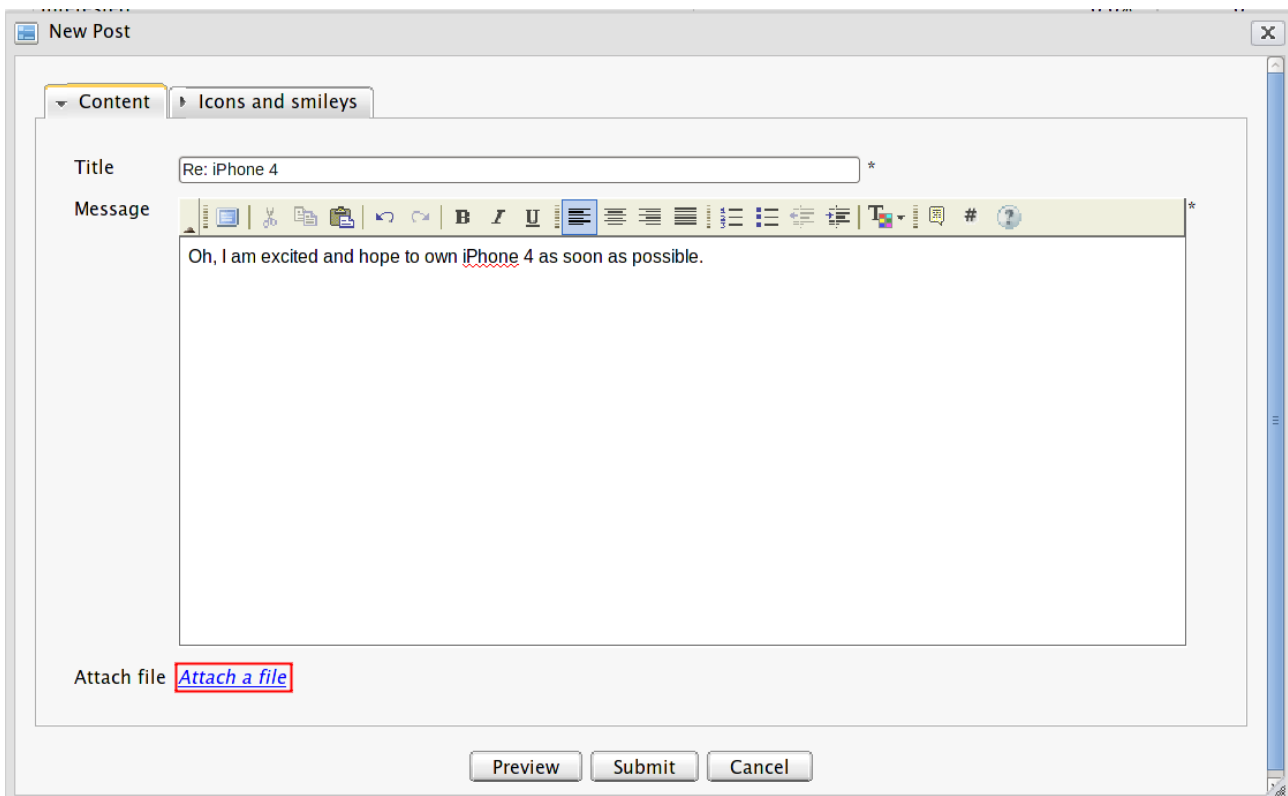
4.4 Manage posts

4.4.1 Reply to posts

This function is for all users who are logged in. It enables you to respond to the main post in a topic. All responses are displayed in form of post reply in the topic. By default, a post reply will

have the title with the format Re: <The title of the topic>. However, you can personalize the title of their post replies. Normally, all users can post replies to the main post in a topic but if an administrator and moderators set the post right to some users, only the users who have the post right can take this action.

1. Go to the topic you want to post a reply.
2. Click  to post your reply to this topic.
3. Enter values for fields and select an icon for your post reply. *BBCode* can also be used to input values for text area field in the **New Post** form.



The screenshot shows the 'New Post' dialog box. It has a title field containing 'Re: iPhone 4' and a message text area containing 'Oh, I am excited and hope to own iPhone 4 as soon as possible.' Below the message area is an 'Attach file' button with the text 'Attach a file'. At the bottom of the dialog are three buttons: 'Preview', 'Submit', and 'Cancel'.

i. In the **Content** tab:

- Change the title of topic which is not required.
- Enter the content of your reply which must not be empty.
- Attach files to the topic by clicking [Attach a file](#) to open the Attach file form.

ii. In the **Icons and smileys** tab, select an icon for the post.

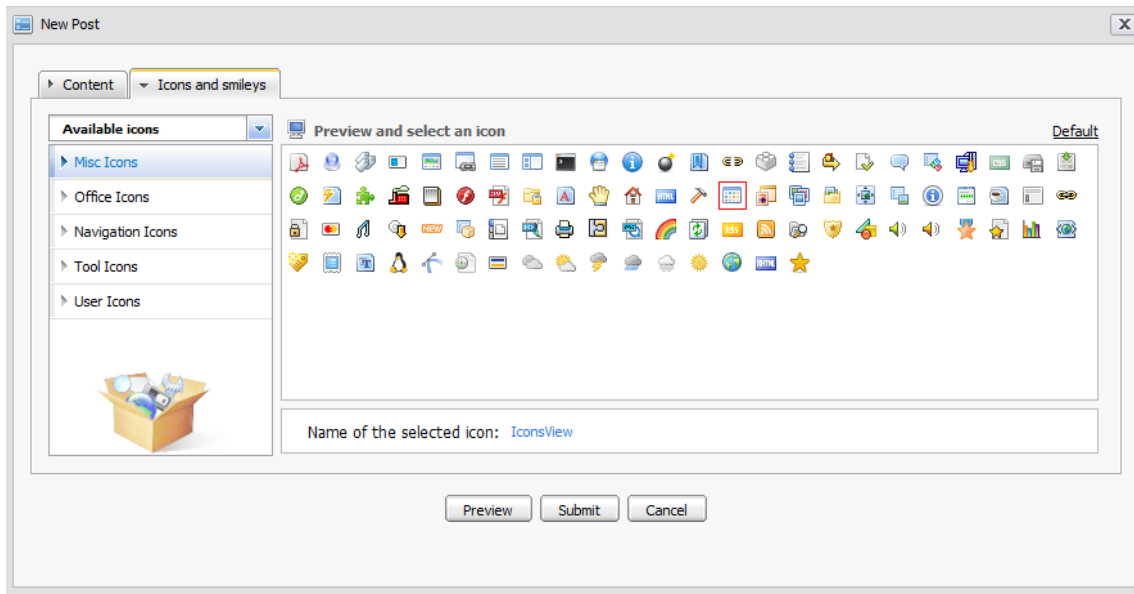


Illustration 3: The Icons and smileys tab of the New Post form

4. Click **Preview** to preview before submitting, or **Submit** to complete adding your new post.

4.4.2 Quick reply

This function is for all users who are logged in. It is used to post a reply quickly with a simple text. However, you can decorate their post by using BB Code tags. When you go to a topic, by default there will be a form to post quick reply under the list of current topic's posts:


The image shows a 'Quick Reply' dialog box. It has a title bar with the text 'Quick Reply'. Inside, there is a text area with the label 'Message:' above it. At the bottom of the dialog, there are two buttons: 'Preview' and 'Quick reply'.

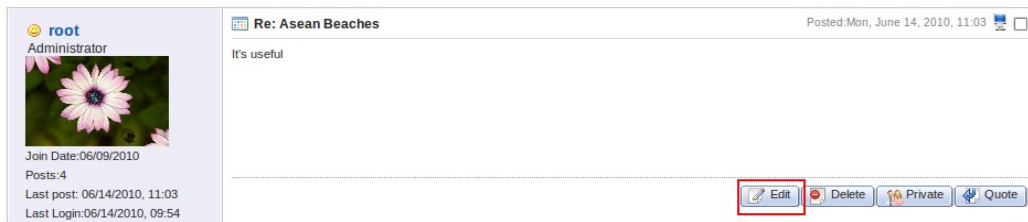
Illustration 4: The Quick Reply form

1. Enter the content of the message.
2. Click **Preview** to see before submitting, or click Quick reply to complete replying.

4.4.3 Edit posts

Administrators, moderators, and post creators can do this action.

1. Click  under the post you want to edit.




2. Change current information of the post, add or remove attachments in the form like when replying to posts.

3. Click **Submit** to accept your changes.

4.4.4 Private posts

This function is for all users who are logged in. It is used to respond privately to a post in a topic. Only the creator or author of the responded post can see the private post.

1. Go into the topic you want to post reply.

2. Click  **Private** under the post to open the Private Post form like when you replying to posts.

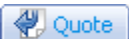
3. Follow steps like in Section 4.4.1, Reply to posts.



Private posts are personal exchanges between two users (creator and receiver). Thus, private posts will not be checked for approval in case the topic having the 'Posts moderation' option. Private posts are displayed with label 'private!'.

4.4.5 Quote posts

This function is for all users who are logged in to post a reply to a specific post in the topic in the form of using quotation. The message of the post that you are going to quote post is also added into the message content of the reply.


1. Click  **Quote** under the post you want to add quote.

2. Fill or change values in the **Quote** form.

The screenshot shows a 'Quote' dialog box with the following elements:

- Title:** Re: iPhone 4
- Message:** [QUOTE=root]
s
[/QUOTE]
- Toolbar:** Includes icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, image, and other text formatting options.
- Buttons:** Preview, Submit, Cancel

i. In the **Content** tab:

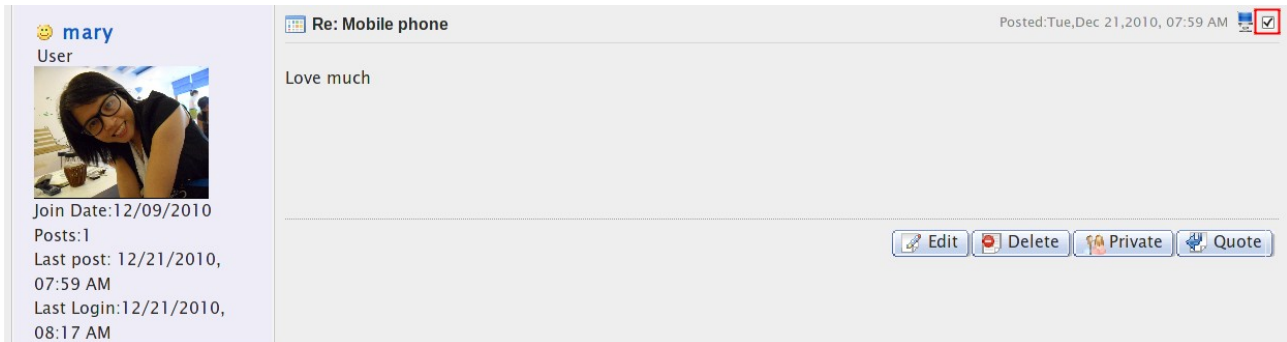
- Remain or rename the title of topic.
- Make changes on your quote, for example adding more components.
- Add your quote to the message by clicking  to get the [QUOTE] tag. After getting the [QUOTE] tag, enter your quote between [QUOTE] and [/QUOTE].

ii. In the **Icons and smileys** tab, change another icon for the reply with quote.

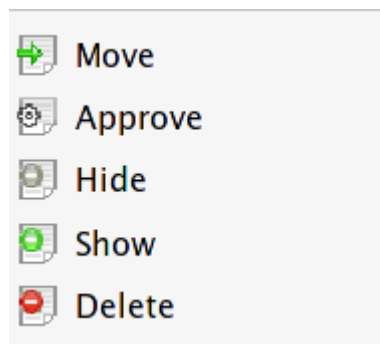
3. Click **Preview** to view before submitting, or **Submit** to complete replying with the quote.

4.4.6 Moderate posts

This function is for administrators and moderators to do all actions related to the post moderation, such as approving, hiding, moving, can be performed through the Moderation button. To do so, first need to select the checkbox at the top right corner of the relevant post.

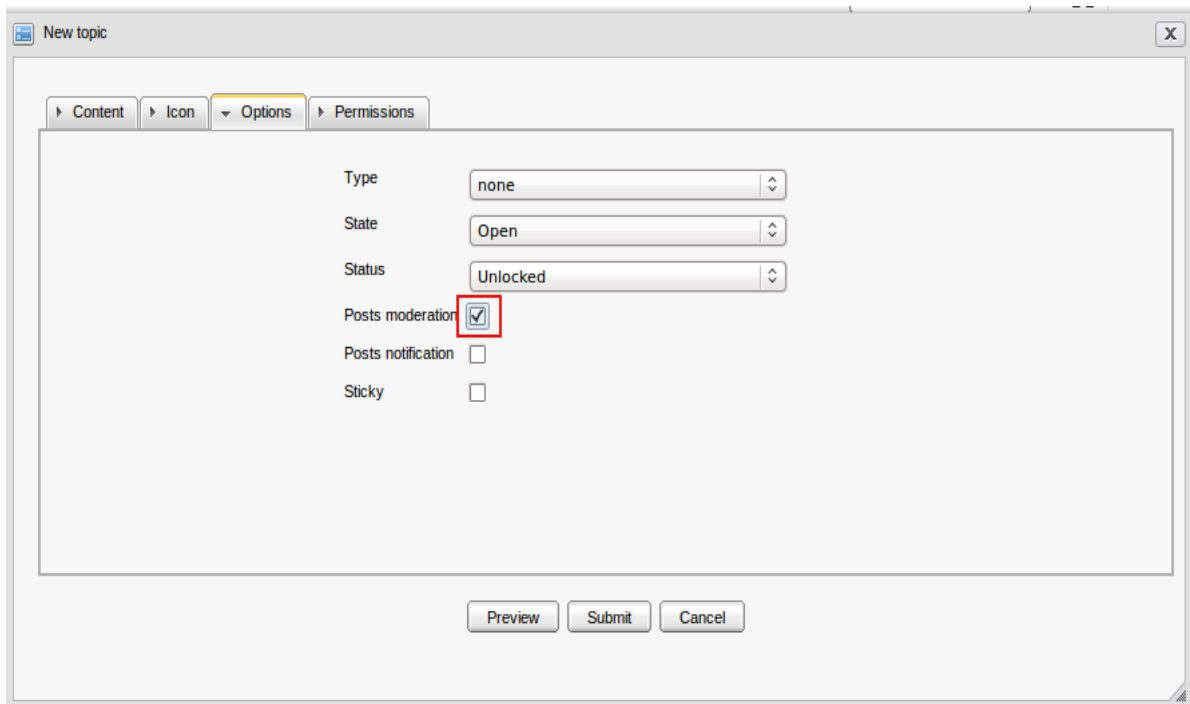


Next, select **Moderation** on the Topic action bar and then click one icon corresponding to your desired action from the drop-down menu:

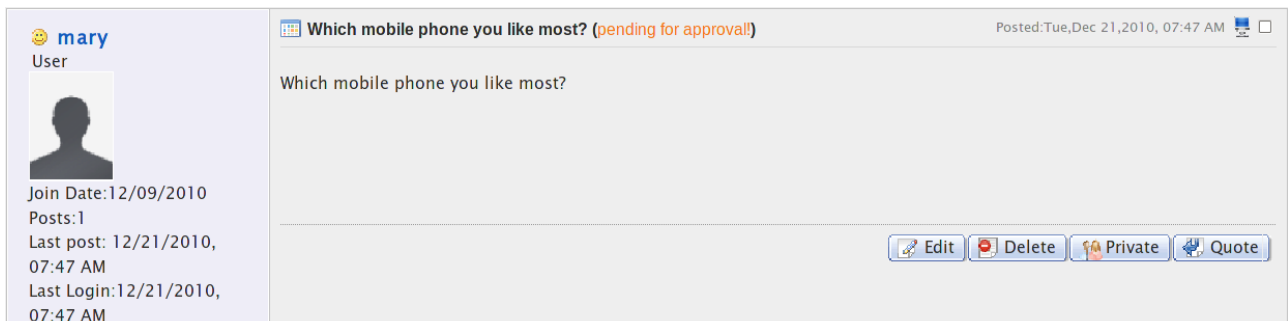


4.4.6.1 Approve posts

This function is used to approve pending posts in the topic having 'Post moderation' option.



All new posts added to such topics will be in the '**pending for approval**' status:

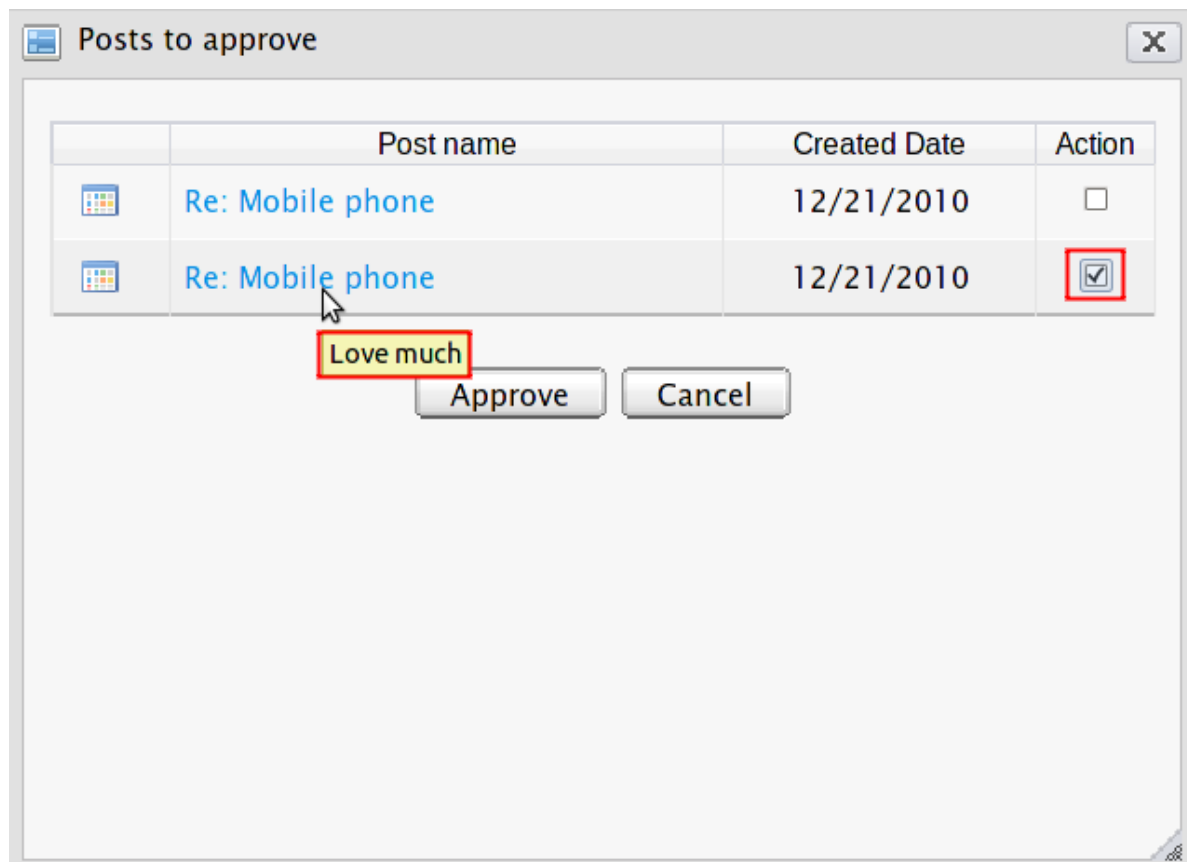


It means that nobody can view these posts, except administrator and moderators of this forum. Once the post with 'pending for approval' status is approved, it will be displayed. The 'pending for approval!' status is removed and the normal users can view it.

The 1st way: Simply click **Approve**. The 'pending for approval!' label is disappeared after being approved.

The 2nd way: In this way, you do not need to select the corresponding checkbox.

1. Select **Moderation** on the Topic action bar and click **Approve** to open the **Post to approve** form.
2. Select checkboxes corresponding to the posts you want to approve. To view the post content, simply move the mouse over the post.



3. Click **Approve** to accept your approval.

Approved posts are shown normally for normal users to view and take some actions.

4.4.6.2 Move posts

1. Click **Move**.
2. Select a destination topic by clicking the name of topic in the forums list to accept moving.

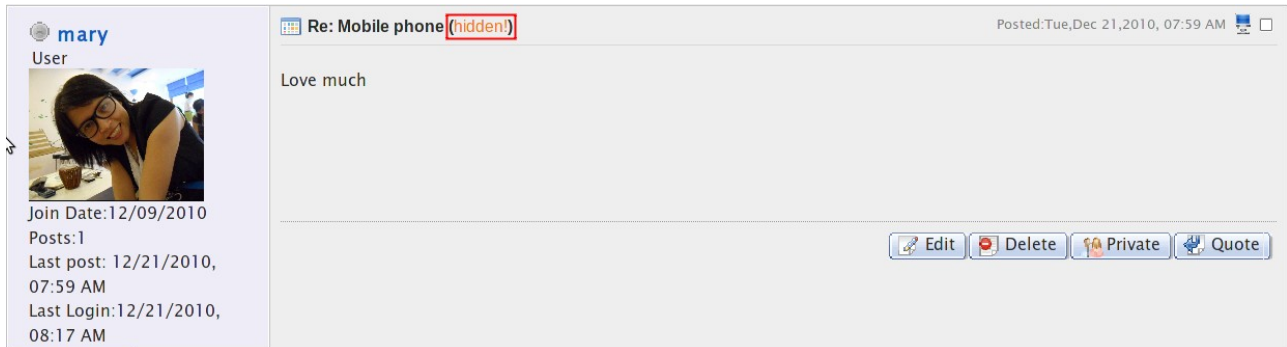


Only the administrator and moderator of a forum can move posts inside it. An administrator who have the highest right, can move post to whatever topics of whatever forums he want without checking for permission or the status of the destination forum or topic. However, the forum moderator will be checked for moving permission. He can only move post inside the Forum he has the moderation right. Therefore, at the destination topic list, only the topics which the moderator who have the move permission, are listed for moving.

4.4.6.3 Hide posts

When a post is hidden, only administrators and moderators can view and mange it. To hide, simply click **Hide** from the drop-down menu.

After being hidden, the hidden post is marked by 'hidden!' label and normal users can not view it.



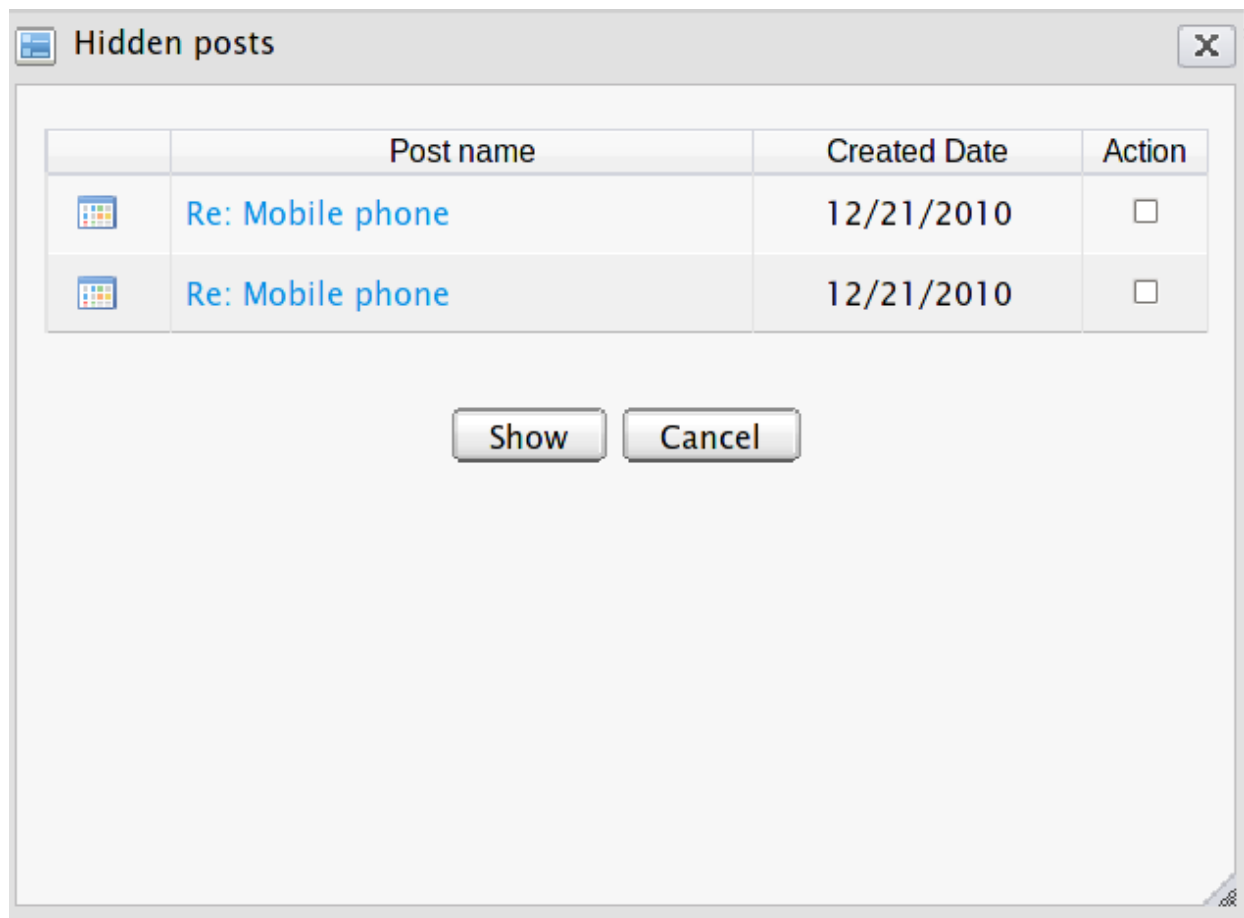
4.4.7 Show posts

This function is used to show one or more hidden posts. When the hidden post is shown, its 'hidden' label will be removed and it is visible to normal users.

The 1st way: Simply click **Moderation** on the topic action bar and select **Show** from the drop-down menu to directly accept showing the selected posts.

The 2nd way: In this way, you do not need to select the checkbox on the right top corner.

1. Click **Moderation** on the topic action bar and select **Show** from the drop-down menu.
2. Select hidden posts by selecting its checkboxes.




3. Click **Show** to accept showing.


4.4.8 Delete posts

Only administrator, moderators and post creators can take this action.

The 1st way: For administrators, moderators only.


Simply select  **Delete** from the drop-down menu and click **OK** in the confirmation message to accept your deletion.

The 2nd way: For administrators, moderators and post creator only.

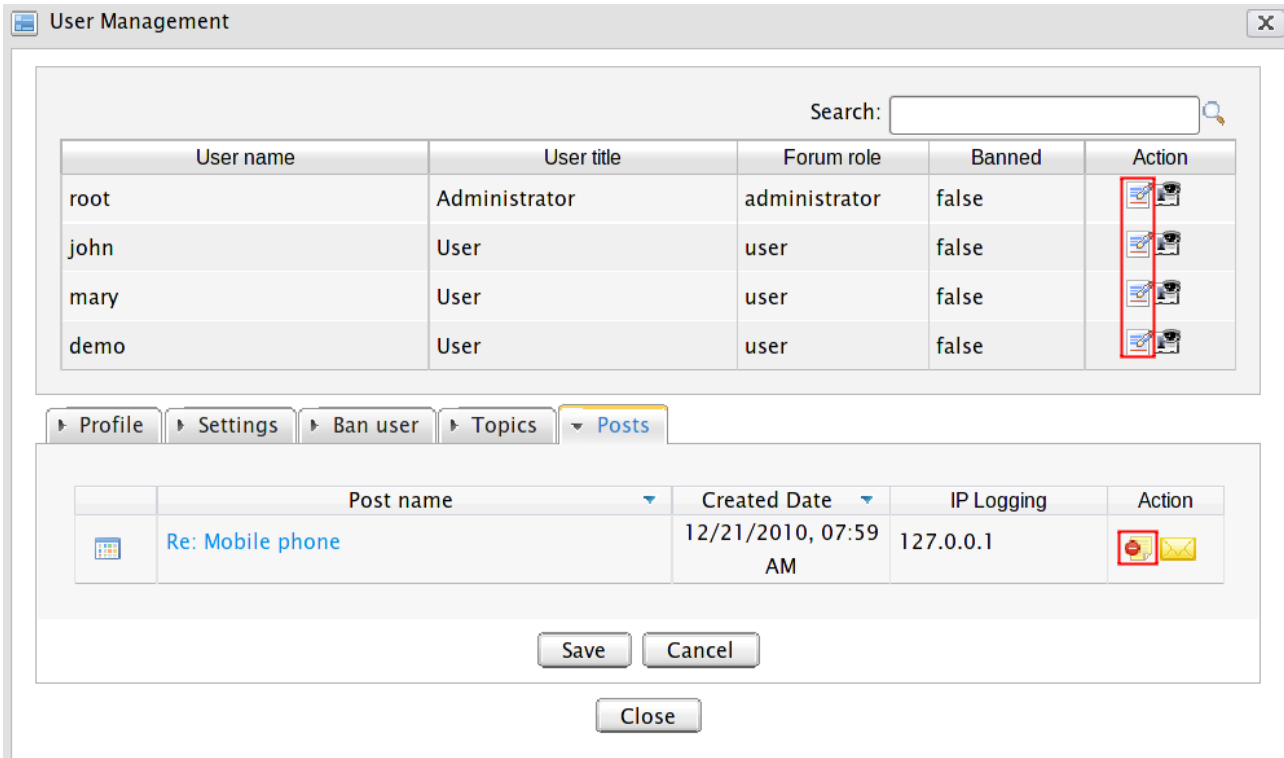
Click  **Delete** under the post you want to delete and then select **OK** in the confirmation message to delete the post.

The 3rd way: For administrators only.

1. Select the **Users** tab on the Forum action bar to open the **User Management** form.

2. Select  corresponding to the user creating the post you want to delete in the **Action** column.

3. Click the **Post** tab and click  corresponding to the post.



The screenshot shows the 'User Management' window. At the top is a search bar. Below it is a table with columns: User name, User title, Forum role, Banned, and Action. The table lists four users: root (Administrator, administrator, false), john (User, user, false), mary (User, user, false), and demo (User, user, false). The 'Action' column for each user contains a document icon and a trash icon. A red box highlights the trash icons for all four users. Below the table are tabs: Profile, Settings, Ban user, Topics, and Posts. The 'Posts' tab is selected, showing a detailed view of a post titled 'Re: Mobile phone'. The post details include 'Created Date' (12/21/2010, 07:59 AM) and 'IP Logging' (127.0.0.1). The 'Action' column for the post shows a trash icon and an envelope icon. Below the post details are 'Save' and 'Cancel' buttons, and a 'Close' button at the bottom.

| User name | User title | Forum role | Banned | Action |
|-----------|---------------|---------------|--------|--------|
| root | Administrator | administrator | false | |
| john | User | user | false | |
| mary | User | user | false | |
| demo | User | user | false | |

| Post name | Created Date | IP Logging | Action |
|------------------|----------------------|------------|--------|
| Re: Mobile phone | 12/21/2010, 07:59 AM | 127.0.0.1 | |

The 4th way: This way is only done by administrators.

1. Open specific topic and click the User name and select **All posts by [User name]**. All posts of this user will be listed.



The screenshot shows a forum post titled 'Re: Mobile phone (hidden!)'. On the left, there is a user profile for 'mary' with options: 'View public profile', 'Send private message', 'All posts by mary' (highlighted with a red box), and 'All topics by mary'. The post content says 'Love much'. At the bottom right, there are buttons for 'Edit', 'Delete', 'Private', and 'Quote'. The post is dated 'Posted: Tue, Dec 21, 2010, 07:59 AM'.

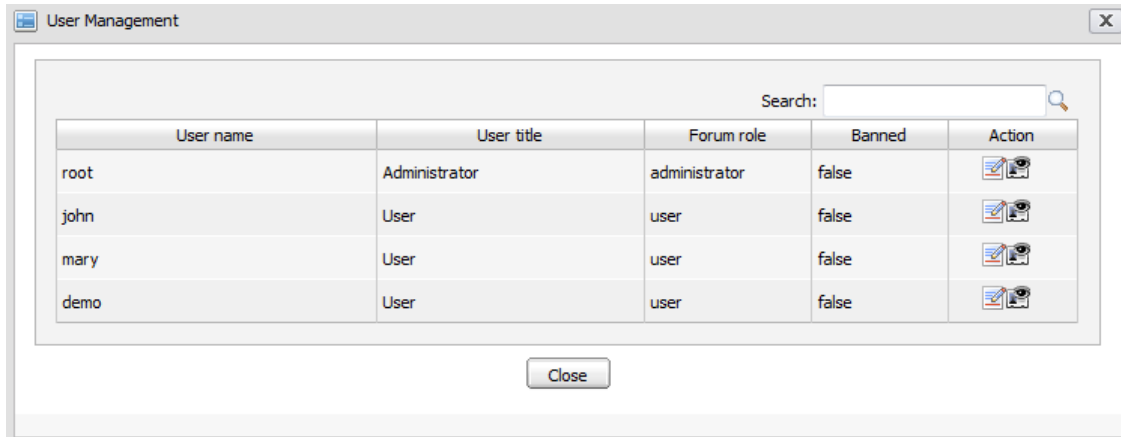
2. Click  corresponding to that post in the **Action** column and then select OK in the

confirmation message to accept your deletion.









4.5 Manage Users

This function is for administrators only to manage all information related to users.

To take this action, click  **Users** on the Forum action bar. There will be a list of users:



The screenshot shows a 'User Management' window with a search bar and a table of users. The table has columns for User name, User title, Forum role, Banned, and Action. The data rows are as follows:

| User name | User title | Forum role | Banned | Action |
|-----------|---------------|---------------|--------|---|
| root | Administrator | administrator | false |   |
| john | User | user | false |   |
| mary | User | user | false |   |
| demo | User | user | false |   |


Below the table is a 'Close' button.

Illustration 5: The User Management form

In the **User Management** form, the search function enables you to quickly find your expected users by simply inputting the search term into the search box and clicking the Search icon. The found users will be displayed in the User list table. After searching, there is also the **Get all user** icon that enables getting all default users in the user list table.

4.5.1 Edit profiles

This function is for administrators only.

1. Click  corresponding to the user you want to edit. The information about this user is displayed right below the list.
2. Change information in the tabs.

The screenshot shows the 'User Management' window. At the top, there is a search bar. Below it is a table listing users:

| User name | User title | Forum role | Banned | Action |
|-----------|---------------|---------------|--------|--------|
| root | Administrator | administrator | false | |
| john | User | user | false | |
| mary | User | user | false | |
| demo | User | user | false | |

Below the table are tabs: Profile (selected), Settings, Ban user, Topics, and Posts. The 'Profile' tab shows the edit form for user 'mary'.

User profile edit form:

- User name:** mary
- Screen name:** mary
- User title:** User
- Forum administrator:** ☒
- Moderator of categories:**
- Moderator of forums:**
- Signature:**
- Display signature:** ☐
- Display avatar:** ☒


At the bottom are 'Save' and 'Cancel' buttons.

i. In the **Profile** information, change profiles of the user.

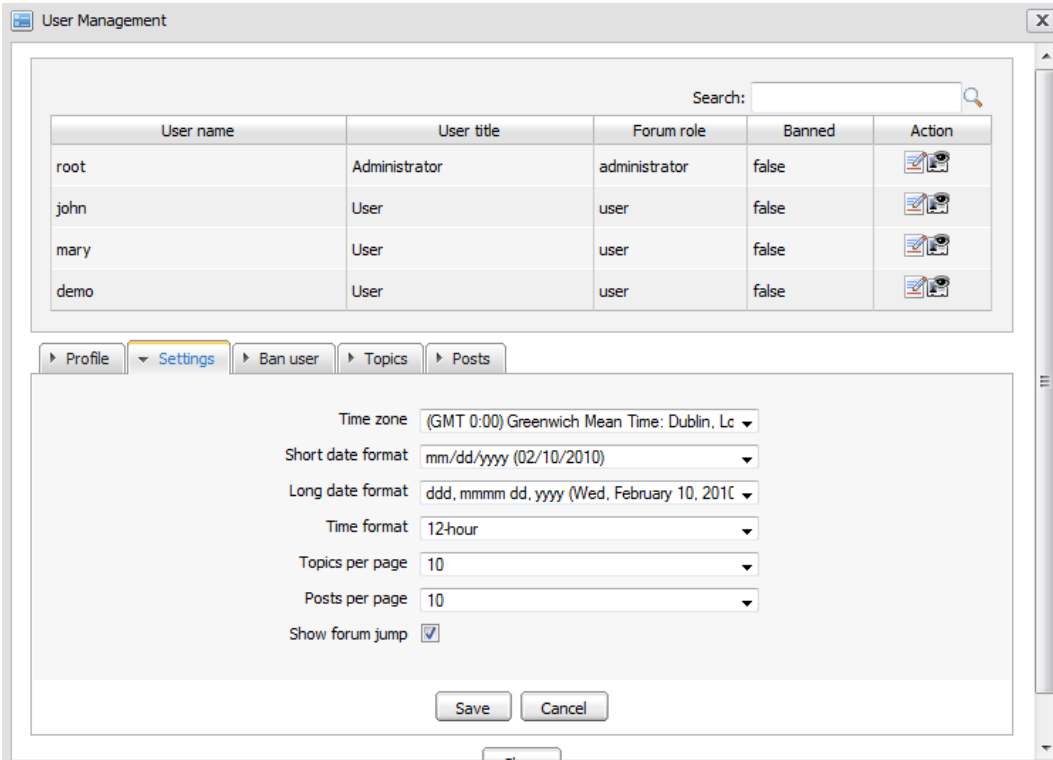
| | |
|--------------------------------|---|
| User name | The username used to login that can not be changed. |
| Screen name | The name displayed on Forum. |
| User title | The title representing the role of user. |
| Forum administration | Assign the administrator role to the edited user or not. It is set disabled and it can not be changed in case the edited user is the default administrator. It means that the administration role of the default administrator can not be edited in the User Management form. |
| Moderator of categories | The list of categories that the edited user can moderate. Click to get categories from the categories list by selecting the |

checkboxes corresponding to the categories that you want to add. Then, click **Add** to complete selecting categories.









Moderator of forums

The list of forums that the edited user can moderate. Click  to get forums from the forums list by selecting the checkboxes corresponding to the forums you want to add. Then, click **Add** to complete selecting forums.

ii. In the **Settings** tab, set some properties for the Forum Application:



The screenshot shows the 'User Management' window with the 'Settings' tab selected. The window contains a table of users and a settings panel below it.

| User name | User title | Forum role | Banned | Action |
|-----------|---------------|---------------|--------|---|
| root | Administrator | administrator | false |   |
| john | User | user | false |   |
| mary | User | user | false |   |
| demo | User | user | false |   |

Below the table, there are tabs for Profile, Settings (selected), Ban user, Topics, and Posts. The Settings panel contains the following options:

- Time zone: (GMT 0:00) Greenwich Mean Time: Dublin, Lc
- Short date format: mm/dd/yyyy (02/10/2010)
- Long date format: ddd, mmmm dd, yyyy (Wed, February 10, 2010)
- Time format: 12-hour
- Topics per page: 10
- Posts per page: 10
- Show forum jump: ☒

At the bottom of the settings panel are 'Save' and 'Cancel' buttons.

Details:

| | |
|--------------------------|--|
| Time zone | A region that has the same time as everywhere within it. This field refers to as local time and as standard time |
| Short date format | Display short date in application. |
| Long date format | Display long date in application. |
| Time format | Display time in application. |
| Topics per page | The maximum number of topics can be displayed per page. |
| Posts per page | The maximum number of posts can be displayed per page. |

Show forum jump

Display the Forum Jump or not.

iii. In the **Ban user** tab, ban the selected user when he/she has invalid or illegal actions in a forum.

The screenshot shows the 'User Management' window with a table of users and a 'Ban user' tab selected. The table lists three users: john, mary, and demo, all with the role 'User' and a status of 'false'. Below the table, the 'Ban user' tab is active, showing a form with the following fields: 'Banned' (checked), 'Duration' (set to '1 Day (03/23/2010 09:53 AM GMT+0)'), 'Reason' (empty text area), 'Ban count' (set to 0), 'Bans log' (empty text area), and 'Ban date' (empty text field). 'Save' and 'Cancel' buttons are at the bottom.

Details:**Banned**

Ban one user or not.

Duration

The time interval the user will be banned. This field is only edited when you ban this user in the '**Banned**' field. In the ban duration, banned user only can view forums and topics but he/she can not post reply or sending message.

Reason

The reason why this user is be banned. This field only is edited when you ban this user in **Banned** field.

Ban count

The banned number of this user.

Bans log

All reasons of all this user 's bans

Ban date

The start date the user will be banned.

iv. In the **Topics** and **Posts** tabs, view and delete any topics or posts by clicking



The screenshot shows the 'User Management' window. At the top, there is a search bar. Below it is a table with columns: User name, User title, Forum role, Banned, and Action. The table lists four users: root (Administrator), john (User), mary (User), and demo (User). Below the user table, there are tabs for Profile, Settings, Ban user, Topics (selected), and Posts. Under the Topics tab, there is another table with columns: Topic, Rating, Last posts, Replies, Views, and Delete. The table lists four topics: Understanding VAT, How to Conquer Ovarian Cyst Pain, Fast Weight Loss Secrets and Solutions, and Hypertension and Stress.

| User name | User title | Forum role | Banned | Action |
|-----------|---------------|---------------|--------|--------|
| root | Administrator | administrator | false | |
| john | User | user | false | |
| mary | User | user | false | |
| demo | User | user | false | |

| Topic | Rating | Last posts | Replies | Views | Delete |
|--|--------|----------------------|---------|-------|--------|
| Understanding VAT | ★★★★★ | 02/10/2010, 06:45 AM | 0 | 0 | |
| How to Conquer Ovarian Cyst Pain | ★★★★★ | 02/10/2010, 04:45 AM | 0 | 0 | |
| Fast Weight Loss Secrets and Solutions | ★★★★★ | 02/10/2010, 04:47 AM | 0 | 0 | |
| Hypertension and Stress | ★★★★★ | 02/10/2010, 04:42 AM | 0 | 5 | |

3. Click **Save** to complete your changes.

4.5.2 View profile

This function is for administrators only to view the detailed information about one user.

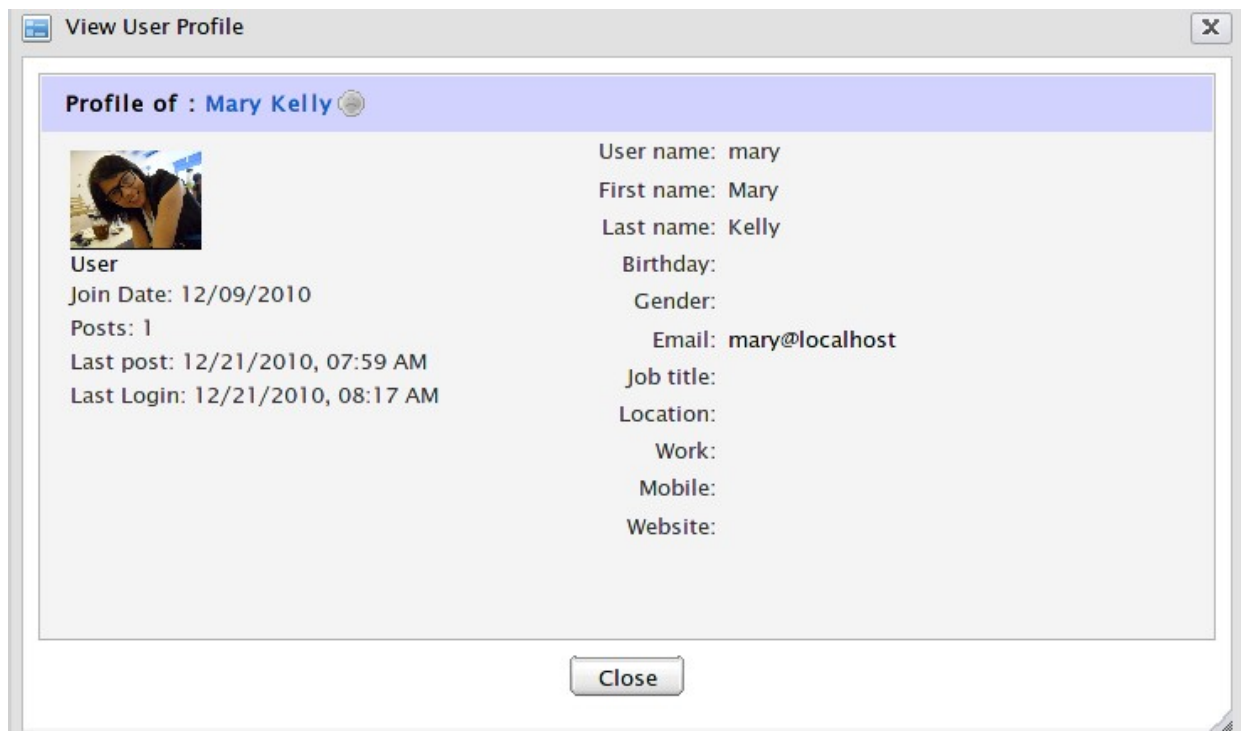
The 1st way: Simply click in the **Action** column of the **User Management** form to view the relevant profile.

The 2nd way:

1. Go to the post of the user you want to view profile.
2. Click the username and select **View public profile** from the drop-down menu:



The **View User Profile** form will appear as below:



4.5.3 Delete users

This function is for administrators only.

1. Select **Group → Organization → Users and groups management** on the administration bar.

The **User management** form appears:

| User Name | Last Name | First Name | Email | Action |
|-----------|-----------|------------|---------------------|--------|
| Mary | Burrow | Mary | mary@gmail.com | |
| demo | gtn | Demo | demo@localhost | |
| john | Anthony | John | john@localhost | |
| mary | Kelly | Mary | mary@localhost | |
| root | Root | Root | root@localhost | |
| slamdunk | vu vu | hoa | hoavuvn@gmail.com | |
| sunflower | Flower | Sun | sunflower@yahoo.com | |

Illustration 6: The User management in the Organization form

2. Click the delete icon corresponding to the users you want to delete and select OK in the confirmation message.

When a user is deleted, other users still can see all his posts/ topics in the forum, but they can not send him a message.

4.6 Manage bookmarks

Bookmark is the creation of a link to a category, forum or topic you have visited, so that you can return to that category, forum or topic directly, without using a search engine or directory.

4.6.1 Add bookmarks

This function is for all users who are logged in to add a link (a link to a category, a forum, or a topic) into the Bookmark form.

Do as follows:

1. Go into the object (category, forum or topic) you want to add a bookmark.



2. Click on its action bar; or right-click the title and select **Bookmark** from the drop-down menu.

The selected link will be added to the bookmarks list.

To view the added link, click on the Forum action bar and then left-click your desired list from the added links list.

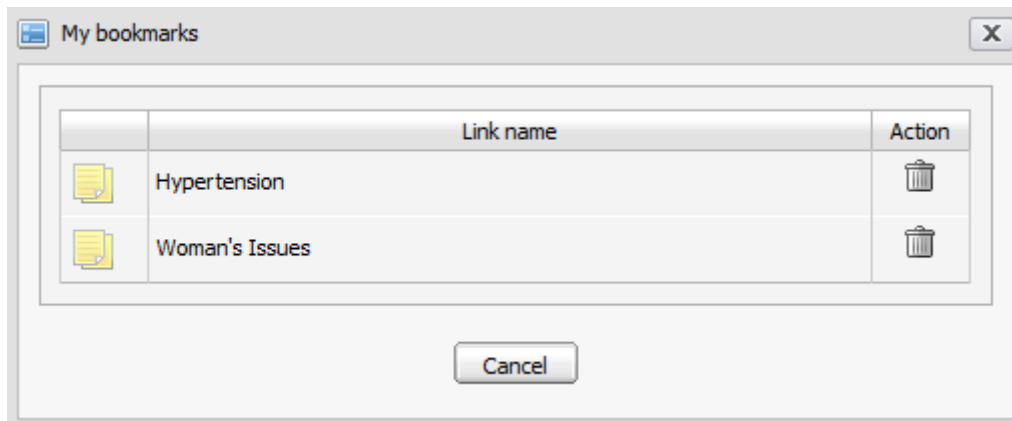


Illustration 7: The My Bookmarks form

4.6.2 Delete bookmarks

This function is for all users who are logged in to delete bookmark links from the **Bookmark** form.

1. Open the **My bookmark** form by clicking the **Bookmark** button in the Forum action bar.
2. Click corresponding to the link that you want to delete.

The selected link will be removed from the bookmarks list.

4.7 Settings

This function is for administrators only, enabling you to personalize your settings in the Forum application.

1. Click **Settings** on the **Forum** action bar.
2. Make changes in tabs.
 - i. In the **Profile** tab, do some actions described as below:

Settings

Profile Forum Settings My Subscriptions

Username : root

Screen name : root

User title : Administrator

Signature :

Display signature : ☐

Avatar :

[Update | Reset](#)

Display avatar : ☒


Watch topics I start : ☐

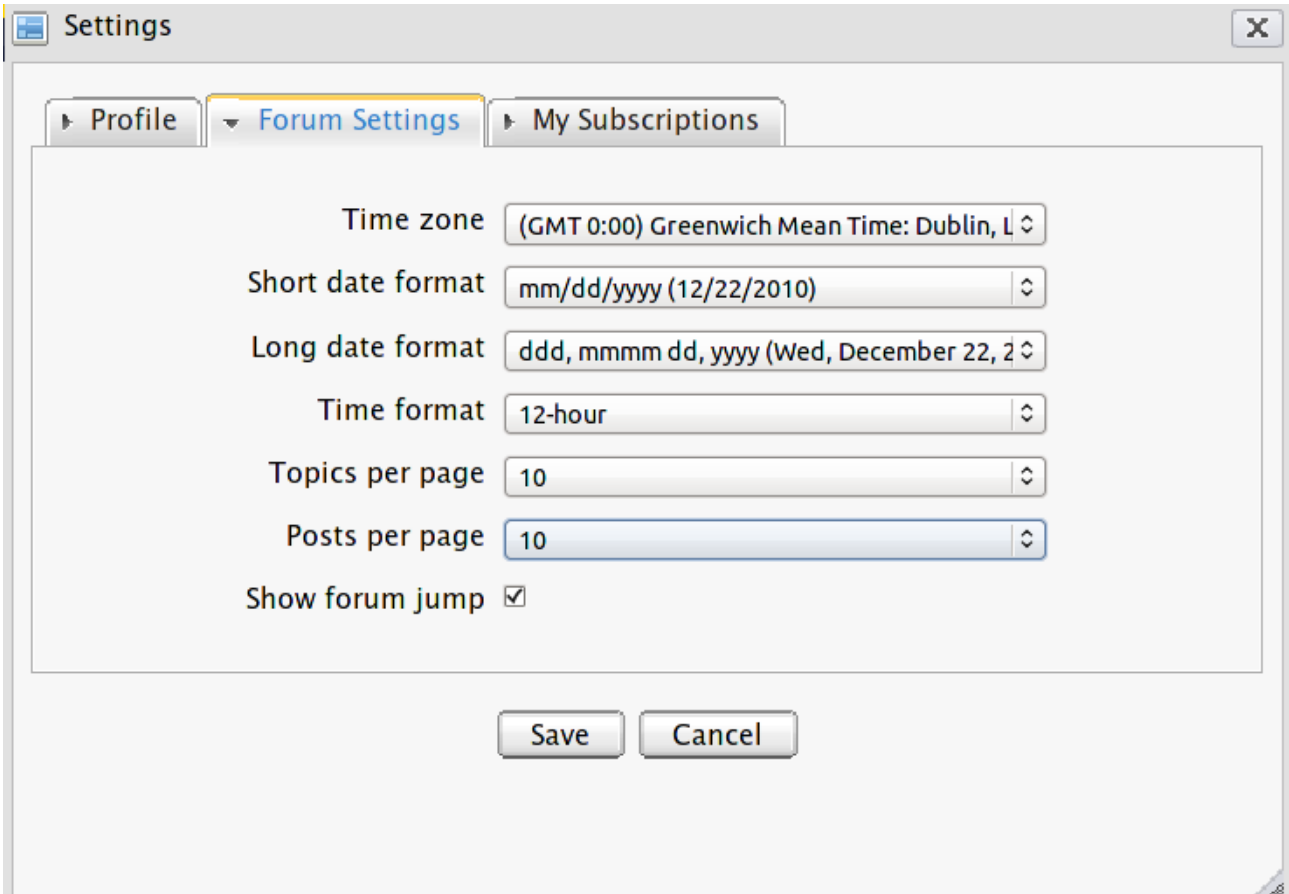
Watch topics I post in : ☐

Save Cancel

Details:

| | |
|--|---|
| Username | Can not edit your username which is used to login. |
| Screen name & User title | Change screen name and user title which are displayed in forums. |
| Signature & Display signature | Enter your signature which is displayed below your own post/topics and select the Display signature checkbox to show your signature. |
| Avatar & Display avatar | Change avatar by clicking the Update link to open the Attach file form; or reset to the default avatar by clicking the Reset link. Click the Display avatar checkbox to show your avatar. |
| Watch topics I start | Follow your topics you have created by selecting the Watch topics I start checkbox. You will receive email notifications when any new posts are added to topics created by yourself. |
| Watch topics I post in | Follow topics to which you have posted by selecting the Watch topics I post in checkbox. The email notification is sent to you whenever a new post is added to the topic you have posted. |

ii. In the **Forum Settings** tab, change information related to the Forum settings by clicking  , such as time zone, date and time formats, number of topics/posts per page, forum jump function.



The screenshot shows a 'Settings' dialog box with three tabs: 'Profile', 'Forum Settings' (selected), and 'My Subscriptions'. The 'Forum Settings' tab contains the following settings:

- Time zone: (GMT 0:00) Greenwich Mean Time: Dublin, L
- Short date format: mm/dd/yyyy (12/22/2010)
- Long date format: ddd, mmmm dd, yyyy (Wed, December 22, 2
- Time format: 12-hour
- Topics per page: 10
- Posts per page: 10
- Show forum jump: ☒

At the bottom of the dialog are 'Save' and 'Cancel' buttons.

iii. In the **My Subscriptions** tab, do the following actions:

| | Title | | | |
|--|----------------|-------------------------------------|--|--|
| | Woman's Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> root@localhost | |
| | Hypertension | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> root@localhost | |

Your personal feed URL is :

Your watches are sent to :

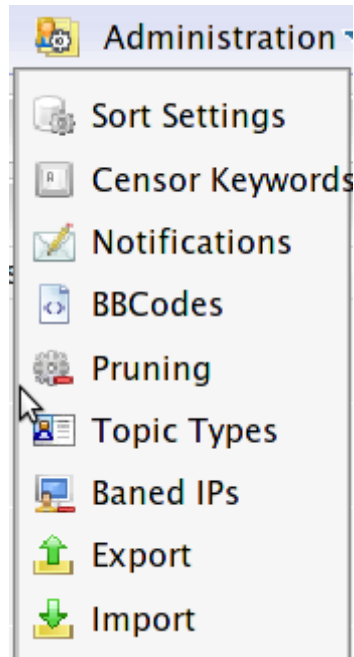
Illustration 8: The User watches tab of the User Settings form

- Click the topic title in the **Title** column to view.
- Select the checkbox corresponding to RSS feeds you want to get in the column and then click **Save**. The selected objects (categories, forums, topics) will be updated to the **Your personal feed URL is** link. The **Your personal feed URL is** field is always set as default for each user. Users can copy and use this link to view detailed information of categories/forums or topics.
- Select the checkboxes in the column and then enter email addresses into the **Your watches are sent to** field. Click **Update** to add your entered email addresses in the column.
- Click to remove your watched category, topic, post. After being removed, you will no longer receive any email notifications about the removed object.

3. Click **Save** to accept your changes.

4.8 Administration

This function is for administrators only to control features are only for administrators that can be performed by clicking **Administration** on the Forum action bar. You can do actions as shown in the following drop-down menu.



4.8.1 Sort Settings

The **Sort Settings** form is used to set some properties related to sorting forums and topics.

Details:

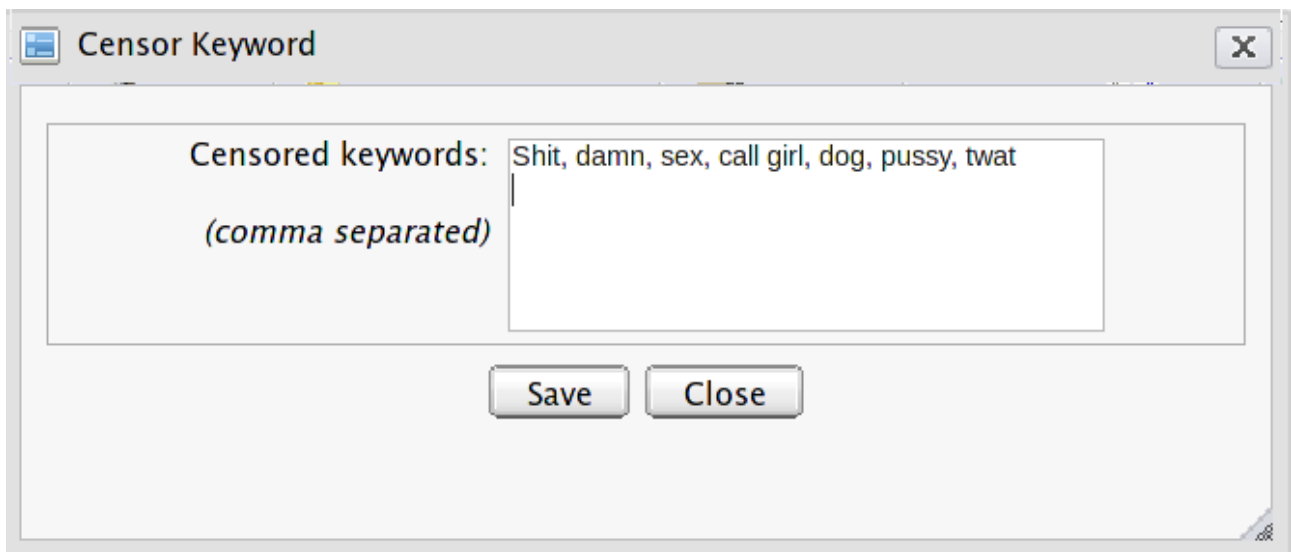
| | |
|-----------------------|---|
| Sort forums by | Classify forums by name, order, lock status, creation date, modification date, topic count, post count. |
| Direction | Sort forums in the Ascending or Descending order. |
| Sort topics by | Classify topics by name, lock status, creation date, modification date, date of last post, post count, view count, attachments count. |

Direction

Sort topics in the Ascending or Descending order.

4.8.2 Censor Keyword

The **Censor Keyword** form enables you to set words as censored in the **Censored keywords** field. If any topics or posts contain either of censored keywords, they are not displayed until being verified by administrators or moderators.

A screenshot of a web application window titled "Censor Keyword". The window has a standard title bar with a close button (X) in the top right corner. Inside the window, there is a text input field labeled "Censored keywords:" with the text "(comma separated)" below it. The input field contains the text "Shit, damn, sex, call girl, dog, pussy, twat". Below the input field, there are two buttons: "Save" and "Close".

4.8.3 Notifications

Only administrators can compose the email notification by manually editing.

The content defined in the **Notifications** form will be used to send an email notification to users who have registered for eXo category/forum/topic watching notification and the administrator/moderator/creator who uses 'Topic notification' or 'Post notification' when adding new forums or topics.


[illegible]

Details:

| | |
|--------------------------------------|---|
| Add a prefix to notifications | Add a prefix to the email notification or not. |
| Notification subject template | The content of the header subject of the notification email with the default template of [\$CATEGORY][\$FORUM][TOPIC] |
| Content Notification | The template content of the new topic/post notification email that can be decorated by FCK Editor. |
| \$OBJECT_WATCH_TYPE | Show the watched object which may be Forum or Topic. |
| \$OBJECT_NAME | Show the title of Forum/Topic which is being watched. |
| \$ADD_TYPE | Show the added type which may be new topic or post. |
| @POST_CONTENT | Show the content of the new post added. |
| \$TIME | Show the time of the added post. |
| \$DATE | Show the date of the added post. |

| | |
|----------------------|---|
| @POSTER | Show the username of the person adding the post. |
| \$LINK | Show the link referring to the post in Forum. |
| Moved Notification | The template content of the topic/post which is moved to the other forum/topic. |
| \$OBJECT_NAME | Show the title of topic/post which has been moved to the new destination. |
| \$OBJECT_PARENT_NAME | Show the title of the forum/topic destination of the moved object. |



- There are some parameters which is used to load the content dynamically. Thus, you should not edit them.
- In case the content is changed unexpectedly, the administrator can get the default one by clicking  .

4.8.4 BB Codes

By default there are some default BB Code tags that are initialized via plugin such as: "B", "I", "HIGHLIGHT", "IMG", "CSS", "URL", "LINK", "GOTO", "QUOTE", "LEFT", "RIGHT", "CENTER", "JUSTIFY", "SIZE", "COLOR", "CSS", "EMAIL", "CODE", "LIST". The BB Code tags can be modified by adding, editing or deleting.

The **BB Codes** form enables administrators to manage custom BB Codes. With BB Codes, you can add, edit or delete the existing BB Code tag definition. The BB Code tag helps users enrich posts with formatting and inclusions.

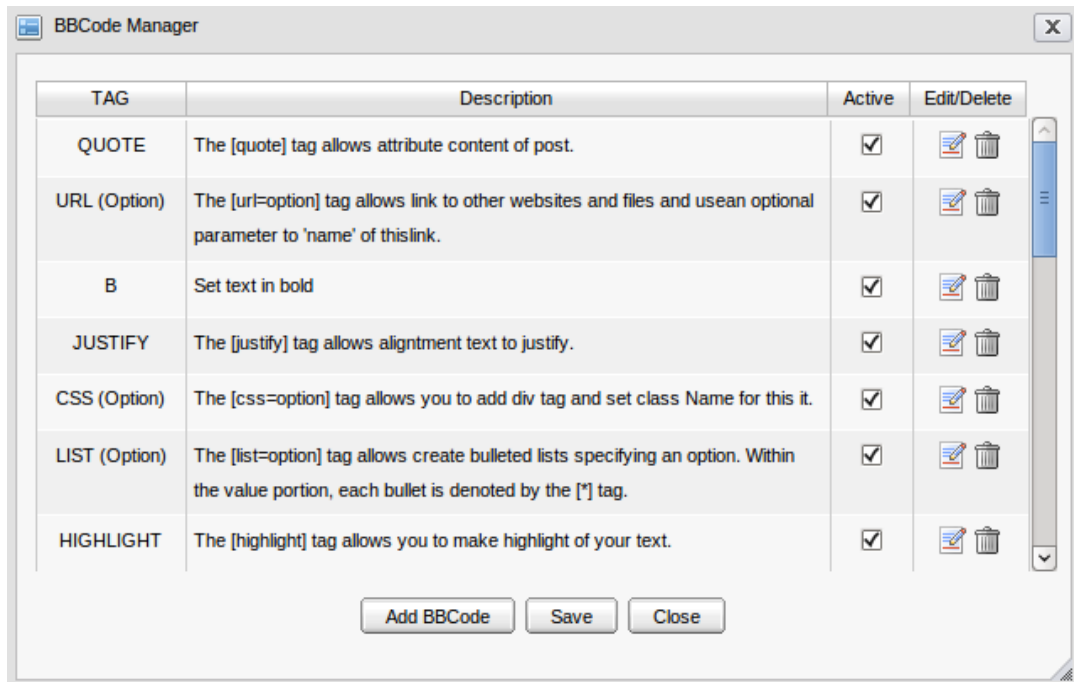


Illustration 9: The BBCode Manager form

4.8.4.1 Add BB Codes

1. Click the **Add BBCode** button.
2. Input values in the **Add BBCode** form.

Add BBCode

Tag * ?

Replacement *

Description ?

Example ?

Use {option} ☐ ?

Details:

| | |
|-----------------------|---|
| Tag | The name of tag which is unique in system. |
| Replacement | The html replacement pattern to use when processing the tag. |
| Description | The brief description for users to understand how it is used. |
| Example Usage | Give an example about how to use the tag. |
| Use{option} | Create a [tag=option][/tag] style tag. |
| Help dialog | View tips of supported BBcodes and their syntaxes by clicking ? . |
| Preview dialog | Preview the rendered BBCode. |

3. Click **Preview** to preview before saving, or **Save** to accept your new BBCode.

4.8.4.2 Edit BBCode

1. Click  corresponding to the BBCode tag which you want to edit.

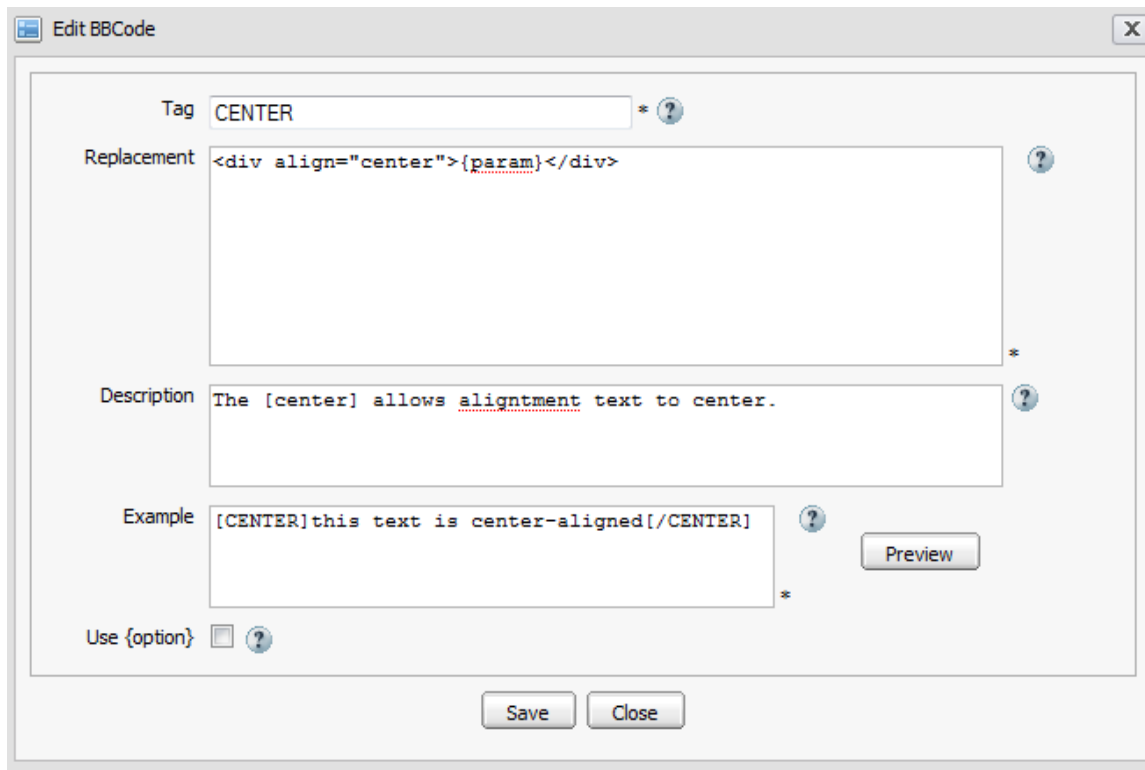



Illustration 10: The Edit BBCode form

2. Change information of the selected BB Code tag in the **Edit BBCode** form like when adding a new BBCode.
3. Click **Preview** to preview before saving, or **Save** to complete editing the selected BBCode.

4.8.4.3 Delete BBCode

Simply click  corresponding to the BBCode you want to delete and then select **OK** in the confirmation message to accept your deletion.

4.8.4.4 Activate/Deactivate BB Code


To activate an existing BBCode tag, select the relevant checkbox. After activating, the BBCode will make effect on posts.

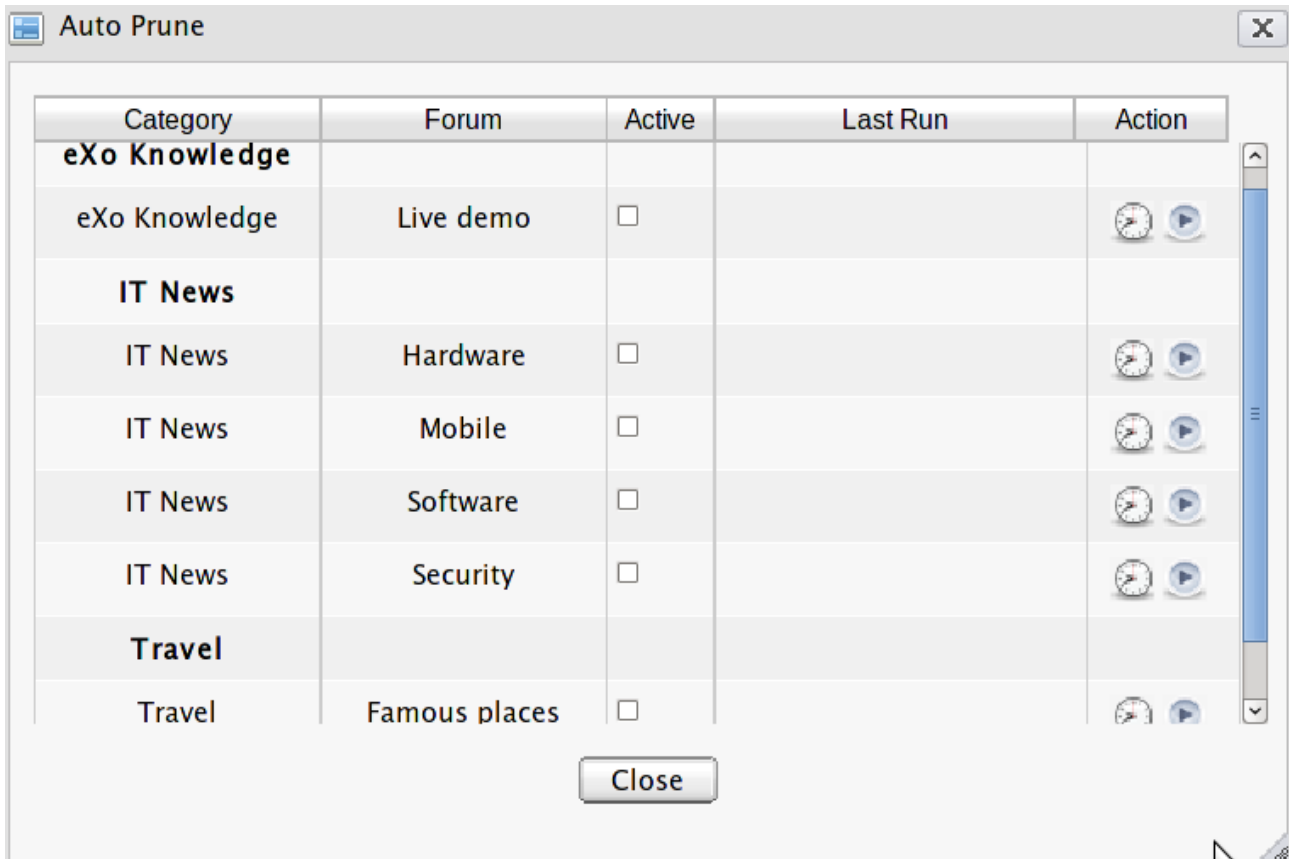
To deactivate an existing BB Code tag, simply deselect the relevant checkbox. After deactivating, the BBCode tag will not have any effect on posts.

4.8.5 Auto-prune

Only administrators or moderators can activate inactivated topics. Normal users can not view inactivated topics.

The pruning enables you to clean obsolete and inactivate topics of your forum by simply clicking

 **Pruning** from the drop-down menu to set the auto-prune function for this forum.



1. Click corresponding to the forum you want to check.

2. Define some values for the **Prune Settings** form.

Details:

| | |
|-----------------------|--|
| inActivateDay | The number of days/weeks/months that the topic has not been added post will be inactivated. |
| jobDay | The number of days/weeks/months that the prune job will be executed to check for the old topics and inactivate them. |
| Dry Run button | To check how many topics will be pruned that means how many old topics will be inactivated. |

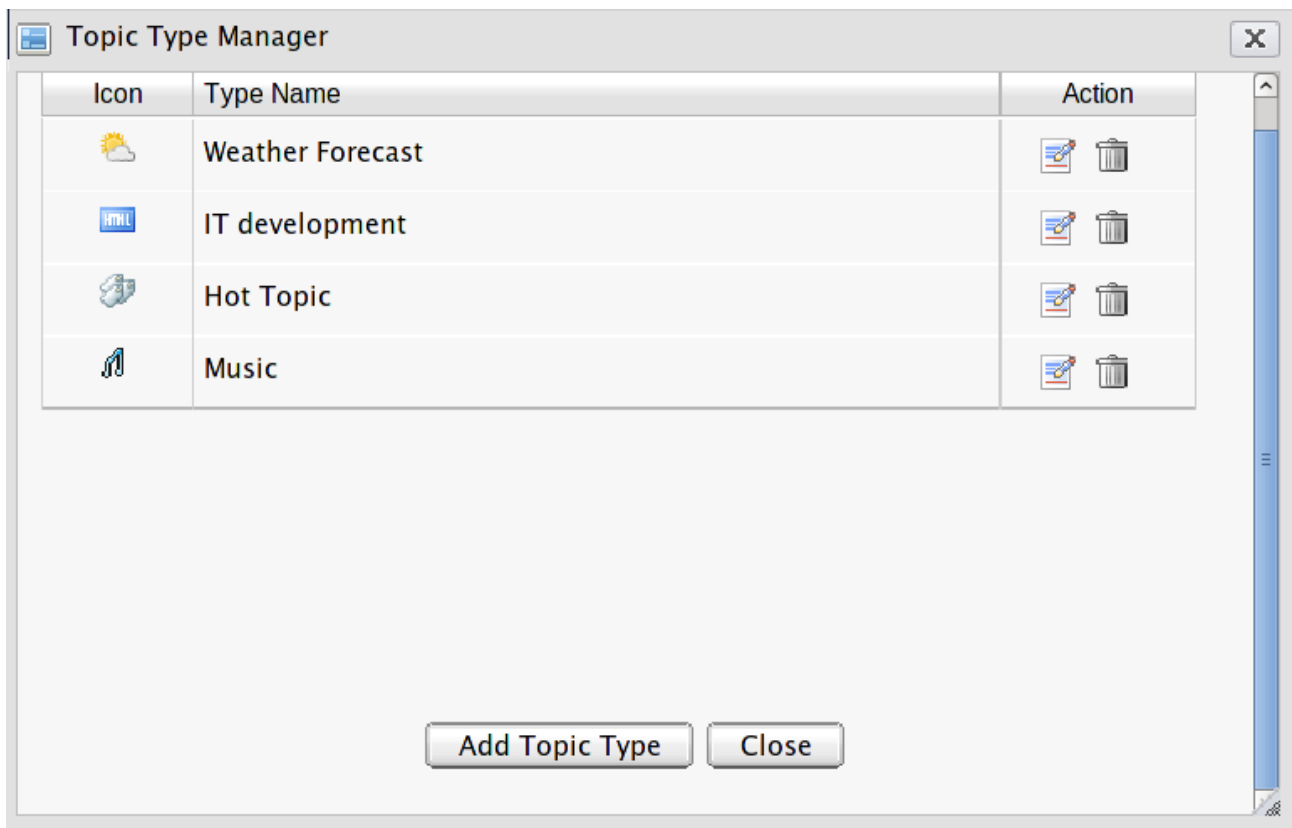
3. Click **Save** to accept settings.

After setting prune successfully, the auto-prune function will be run automatically on the forum that has been set to checked for the old/inactivate topics.

4.8.6 Topic Types

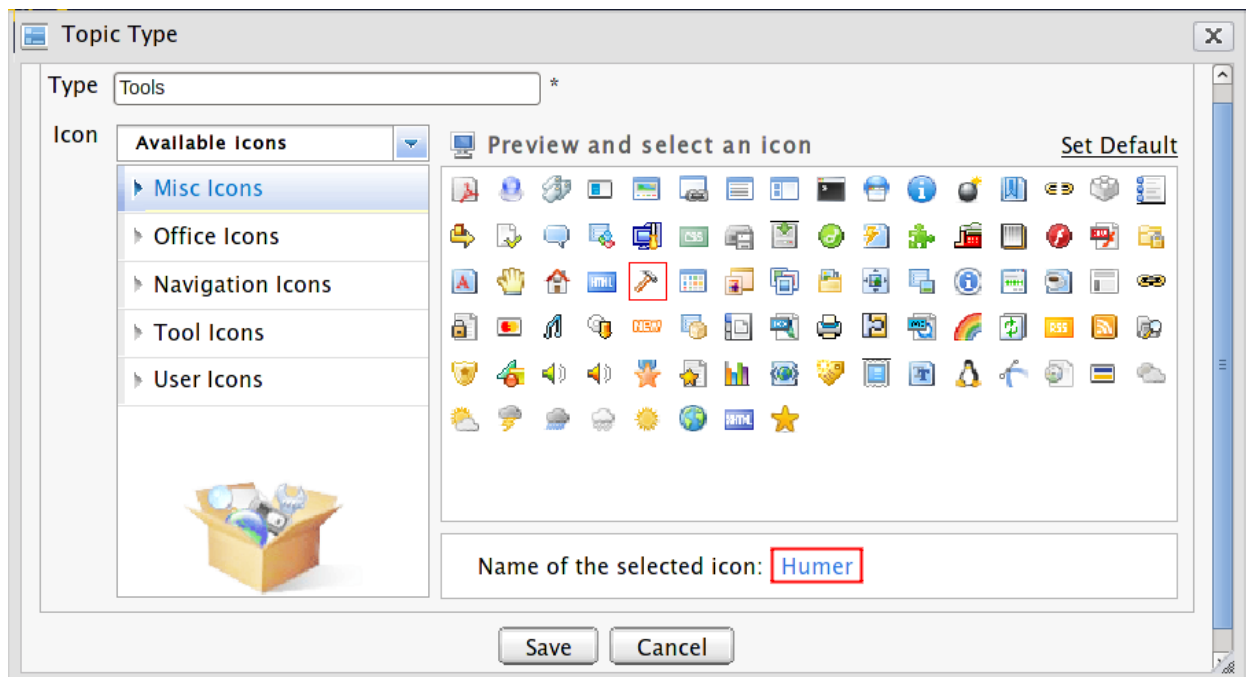
The **Topic Type Manager** lists all topic types and enables you to define different topic types for the

added topic in Forum.



✓ **Add a topic type:**

1. Click **Add Topic Type**.
2. Enter the topic name in the **Type** field which is required and then left-click one icon for your topic type in the right pane. The selected icon will be bordered in red with the name displayed as below.



3. Click **Save** to accept adding your new topic type.

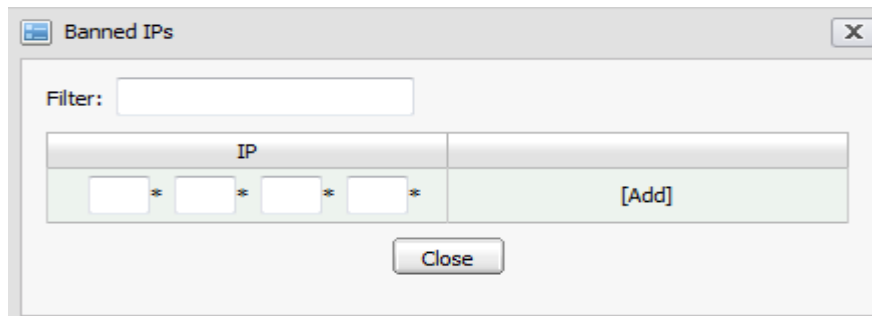
After adding a topic type, it will be updated in the topic types list in the **Add Topic** form. Besides, when adding a new topic type, the new added topic type is also listed in the Topic Type combo box for selecting.

To edit the topic type, click .

To delete the topic type, click .

4.8.7 Banned IPs

The **Banned IPs** function is used to ban some IPs that may be used by illegal users trying to spam or add posts with rebellious or dissolute content. Banned IPs will be prevented from adding posts to Forum. Any users with banned IPs will be recognized as banned users, so they can only view but are limited to common actions on forums, such as adding topics, posting, or rating.



To ban an IP, simply input your desired IP into the **IP** textboxes and click **[Add]** to accept banning your entered IP. The banned IPs will be listed in the IPs table. You can view all posts which are added by a specific banned IP or delete them from the banned IPs list.

To view all posts of a specific IP, click the **[Posts]** link in the action column of the banned IPs that you want to view. All posts of the banned IPs will be listed in the **View Post** form. These posts can be viewed and deleted by the administrator.

To remove a banned IPs from the banned IP list, click the **[x]** icon in the action column of the banned IP that you want to delete. After being removed from the banned IP list, this IP can be used to take actions in Forum normally.

Besides, the filter function in IP Bans tab helps you filter the banned IP easily.

To filter banned IP, input the filter term into the filter text box, all IP matching with filter term will be displayed in the banned IP list.

4.9 Censor

Only administrators and moderators can view these topics/posts, the normal users only can view them after they are censored and approved. This function is to censor all topics, posts containing one of censored keywords. After administrators input censored keywords in the Forum Censor tab, all topics and posts that contain these keywords will have 'This topic is pending for Censor!' status (for topic), 'hidden!' status (for post).

- **For topic:**
 1. Select topics with status 'pending and censored' by selecting its checkboxes.
 2. Click the **Moderation** and select **Censor** in the drop-down menu.
- **For post:** similar to the Show post function

The 1st way:

1. Select hidden posts by selecting its checkboxes.
2. Click the **Moderation** on the topic bar and select **Show** in the drop-down menu to accept showing the selected posts directly.

The 2nd way:

1. Click the **Moderation** on the topic bar and select **Show** in the drop-down menu. There

will have a list of hidden posts in the **Hidden posts** form:

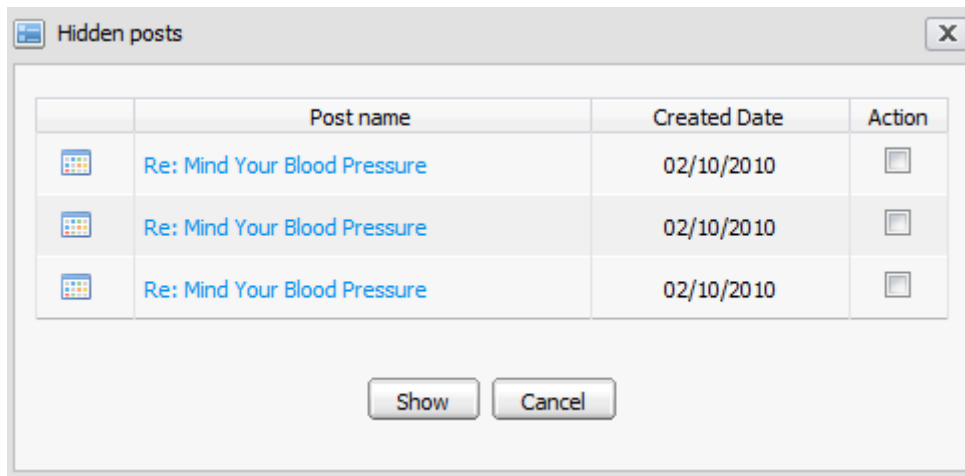


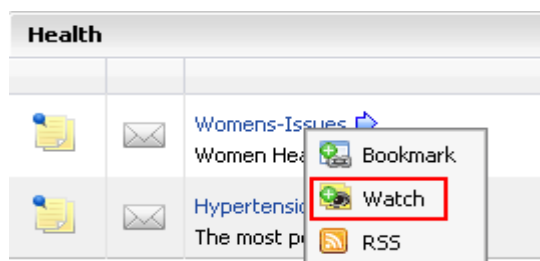
Illustration 11: The Hidden posts form

2. Select hidden posts by selecting its checkboxes.
3. Click the **Show** button to accept showing.

4.10 Watch

This function is for all users who are logged in to keep track new changes to specific category, forum or topic via notification emails. You only need registering an account, whenever there are new changes, such new categories, new topics or new posts, you will receive a notification from the Forum application. To watch your desired object, go into the object (category, forum or topic)

that you want to add watch and click  **Watch** on its action bar or right-click the title of the object and select **Watch** in the drop-down menu:



When a category/forum or topic has already been watched, the **UnWatch** item will appear in the right click menu or on its main bar with the purpose of removing the watch subscription on the currently selected category/forum/topic.

The watched objects are also listed in the **My Subscriptions** tab in the **User Settings** form. When being unwatched, they also have been existed in this list.

The alert message that informs watching successfully is shown:

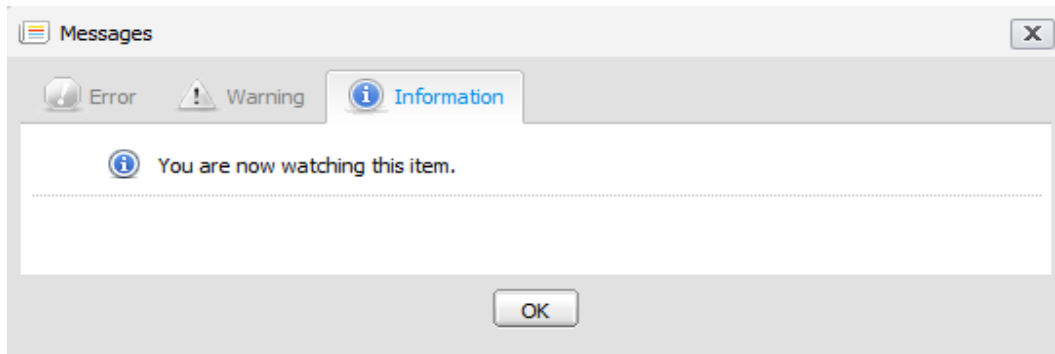


Illustration 12: The Watch alert form

Users also receive the email notifications about new posts/ replies of the forum that they watched:

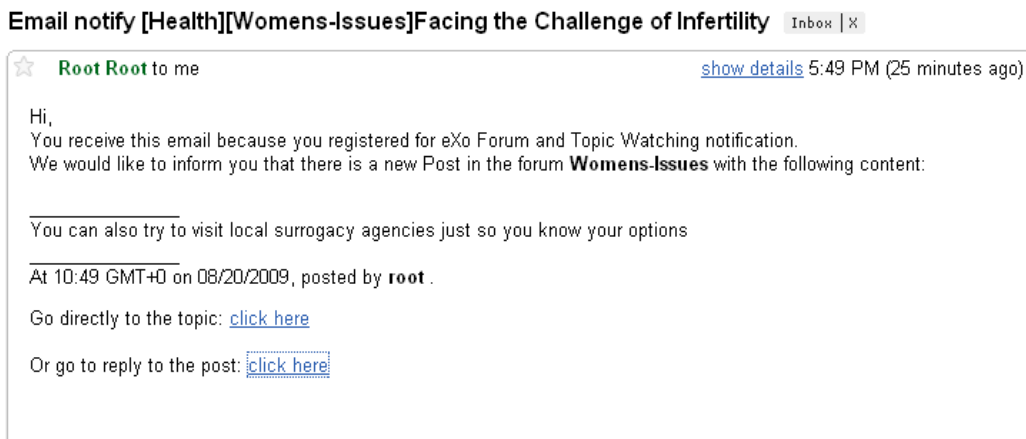



Illustration 13: Email notification

In the notification email, you will be provided links that help you go directly to the topic or go to reply to the post.

4.11 Manage watch

This function is for administrators and moderators only to manage watches of a specific category/forum/topic more easily. The Watch tools form in a specific category/ forum/topic will list all email addresses registered for adding watch by users.

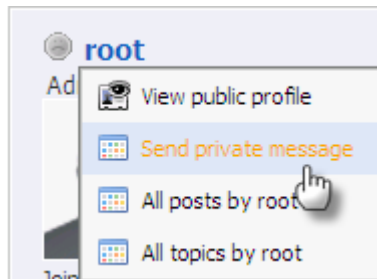
1. Go into the relevant object (category, forum, or topic).
2. Click **Manage Category/More actions** and then select **Watches** from the drop-down menu to open the **Watches** form. To delete an email address in the list, click  to remove it from the addresses list.

4.12 Send private messages

This function is for all users who are logged in to exchange private messages among users.

✓ **Send a private message:**

1. Go into the topic that contains posts of the user who you want to send a private message to.
2. Click a specific user name and select **Send private message** from the drop-down menu:



The **Private Messages** form will appear:

A screenshot of the 'Private Messages' form. The form has a title bar 'Private Messages' with a close button. It contains a 'Send to' field with the text 'root', a 'Title' field, and a 'Message' field. The 'Message' field has a rich text editor toolbar with options for Source, Bold, Italic, Underline, ABC, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and Image. Below the toolbar are dropdown menus for Style, Format (set to Normal), Font, and Size. The message area is a large text box.

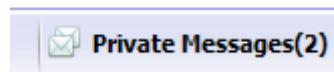
Details:

| | |
|----------------|--|
| Send to | The usernames of all users who will receive this private message. By |
|----------------|--|

| | |
|----------------|---|
| | default, value of this field is the user name of selected user. |
| Title | The subject of private message. |
| Message | The content of private message. |

3. Type your message in the message box and then click **Save** to send.

After sending the message successfully, the receiver will get the notification about the private message:



✓ **View the private message:**

1. Click the inform message.

The **Private Messages** form will appear:

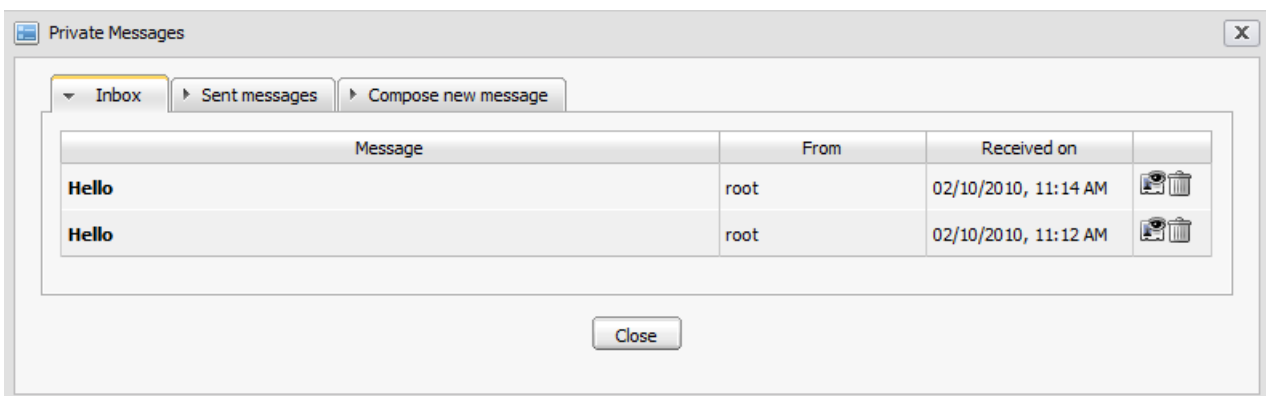


Illustration 14: The Inbox tab of Private Message form

2. Select each message in the list to view it.

Details:

| | |
|--------------------------------|--|
| Inbox tab | All received messages, replies and delete icons. |
| Sent messages tab | All sent messages, the forward and delete icons. |
| Compose new message tab | Form to compose new messages. |

3. Click  to reply to the received message. The form to reply will be displayed:

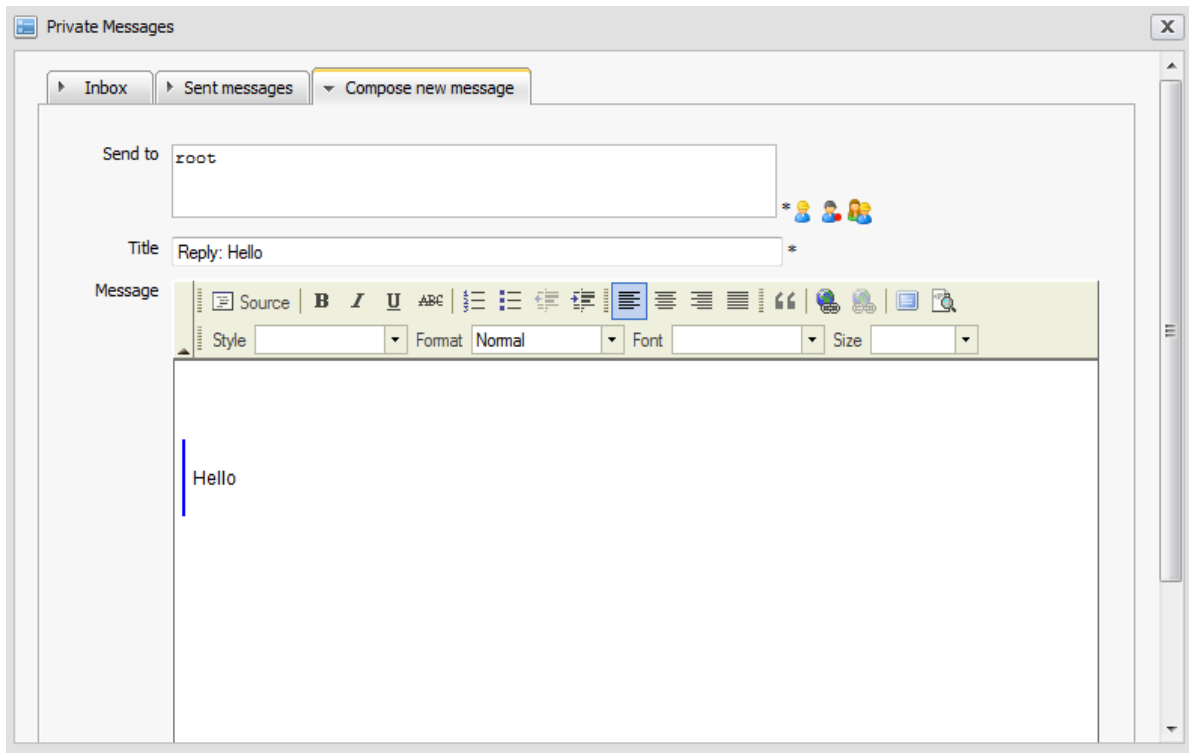



Illustration 15: The Message tab in the Private Message form

Enter the response in the 'Message' field. Do as above to add more receivers in the **Send to** field.

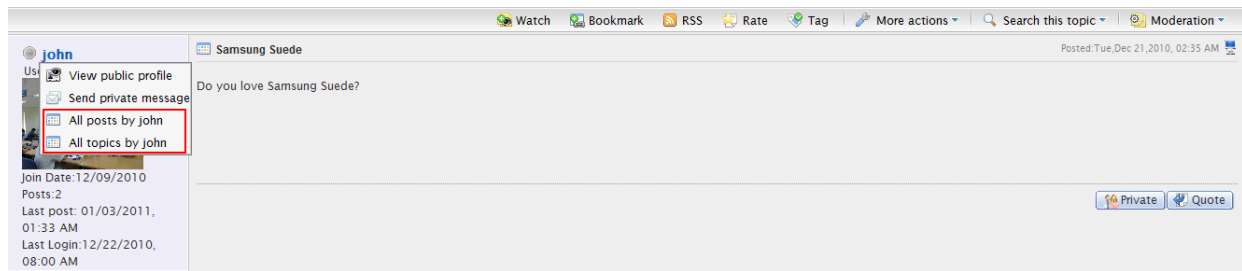
4. Click **Send** to send your reply to the sender.

To delete one message, you can click the corresponding trash icon  and then click **OK** in the confirmation message.

4.13 View all topics/posts of user

This function is used to view all topics/posts of a specific user.

1. Go into the topic that contains posts of the user who you want to view all his/her topics/posts.
2. Click a specific username and select **All posts by <screen name>** or **All topics by <screen name>**.



All topics/posts of the selected user will be listed in the **Posts/topics by user** form.

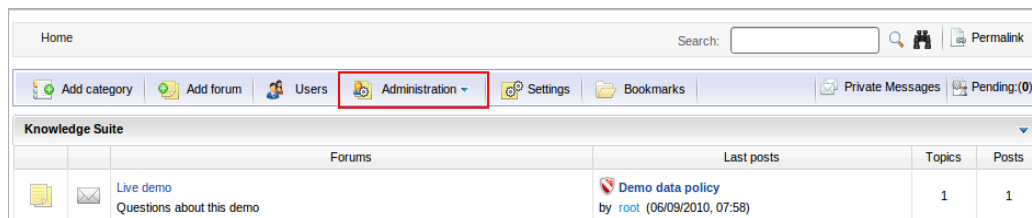
4.14 Export

The export function is a best way to back up data in the Forum application. This function enables you to export categories and forums in the Forum application into the .zip or .xml file. When a category/forum is exported, all its forum, topics, posts and its properties are exported exactly. The exported file can be used to import into the Forum application.

4.14.1 Export categories

This function is for administrators only to export categories and all forums inside in the .zip file. You can export all categories or one specific category in the Forum application.

1. Go to the **Forum** application and click the **Administration** button on the main menu bar:



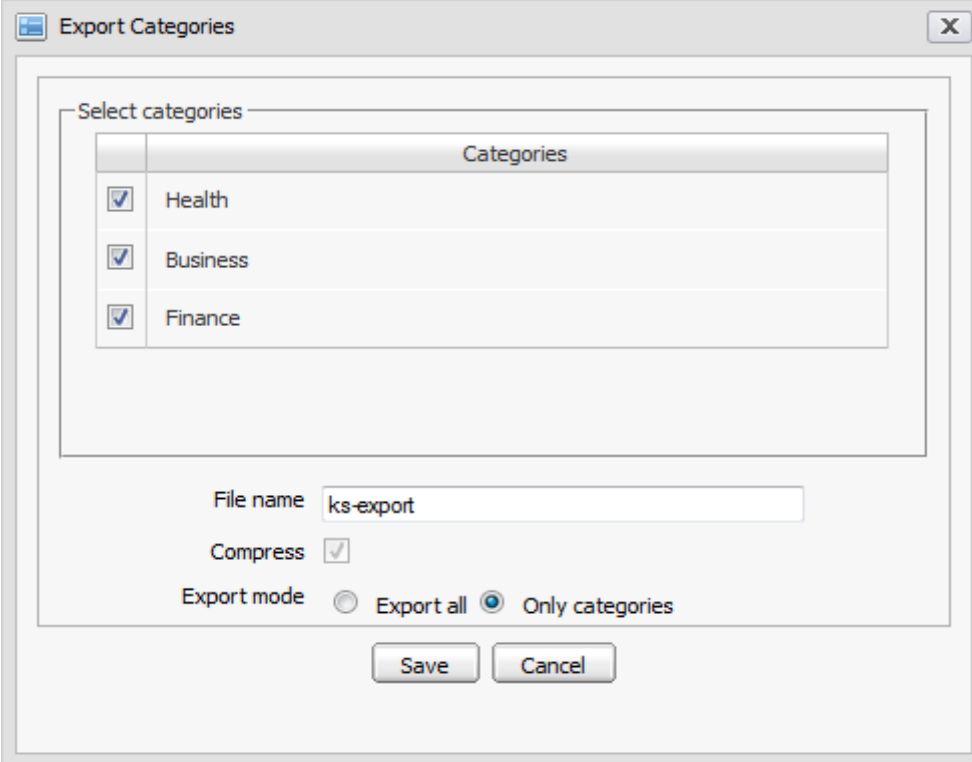
2. Select **Export** from the drop-down menu.

The **Export Categories** form will appear:

Details:

| | |
|--------------------------------|---|
| Select categories panel | The category list that can be selected to export |
| File Name | The name of the exported file |
| Compress | All categories is supported exporting in form of zip file only |
| Export mode | The mode for exporting categories |
| Export all | This option is to export all data in Forum such as all categories, user profiles, forum statistics. |
| Only categories | This option is to export the selected categories only. |

3. Select category and input the **File name** to export.



| | Categories |
|-------------------------------------|------------|
| <input checked="" type="checkbox"/> | Health |
| <input checked="" type="checkbox"/> | Business |
| <input checked="" type="checkbox"/> | Finance |

File name:

Compress: ☒

Export mode: ☐ Export all ☒ Only categories

Save Cancel

4. Click **Save** to accept exporting all categories in Forum and then select **OK** to accept saving the exported file.



Because only one category is exported, you can choose the format for the exported file zip or xml.

4.14.2 Export forums

This function is used to export forums and all topics inside in the Forum application in the .xml or .zip file.

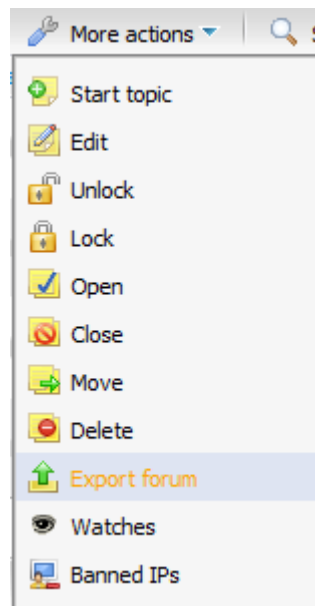
4.14.2.1 Export a forum in a category

This function is for administrators and moderators only to export a forum and its all topic inside into a file.

The 1st way:

1. Go into one forum by clicking its title and click **More actions** and select **Export Forum**

from the drop-down menu:



The **Export** form will appear:

Details:

| | |
|------------------|---------------------------------------|
| File Name | The name of the exported file. |
| Compress | Export file in the zip or xml format. |

2. Input the File name to export.

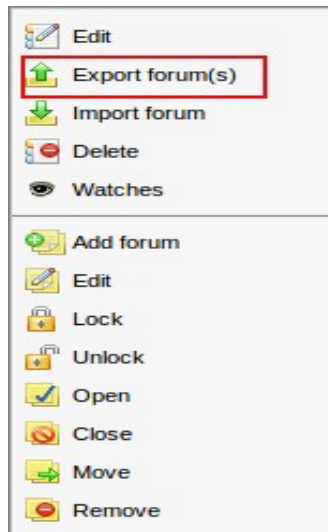
3. Tick the **Compress** checkbox to export the file in the .zip file or leave it blank to export in the .xml file.

4. Click **Save** to accept exporting forum and then select **OK** to accept saving the exported file.

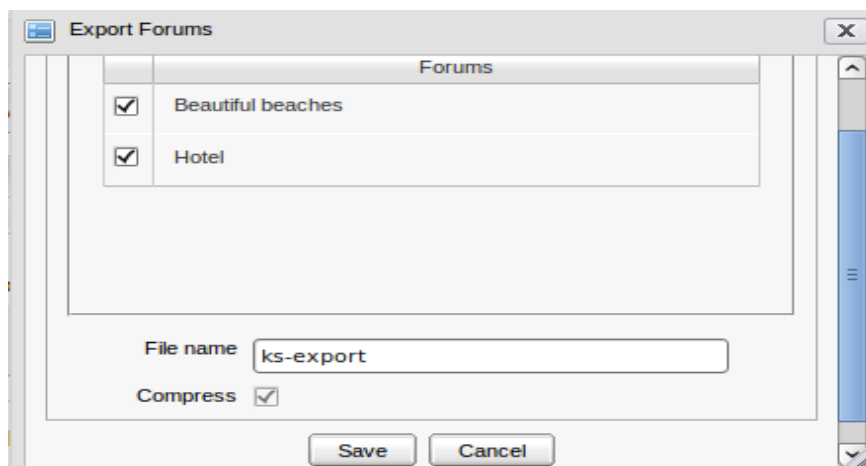
The 2nd way:

1. Go into a category including the forum you want to export. All the forums of this category are listed.

2. Click **Manage Category** → **Export forums**:



3. Choose a forum that you want to export by checking the relevant checkbox in the **Export forums** form.



4. Tick the **Compress** checkbox to export file in the form of zip file or leave it blank to export in the form of xml file.

5. Click **Save** to accept exporting forum and then click **OK** to accept saving the exported file.

4.14.2.2 Export all forums in a category

This function is for administrators only to export all forums and their topics in a category. Refer to the 2nd way of exporting a forum in a category.

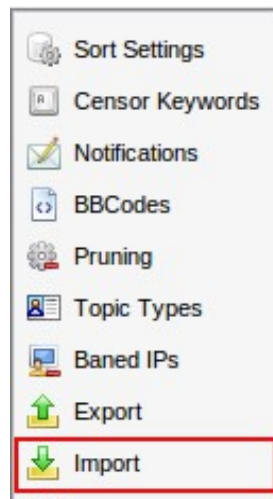
4.15 Import

This function allows importing categories and forum from your local computer into the Forum application from xml or zip file which has valid data format.

4.15.1 Import categories

This function is for administrators only to import a category from your local computer into the Forum application from valid format file. If the imported file contains some categories, some categories can be imported at a time. If the imported file contains only one category, only one category is exported at once.

1. Go into the **Forum** application and click **Administration** on the main menu bar and select **Import** from the drop-down menu.



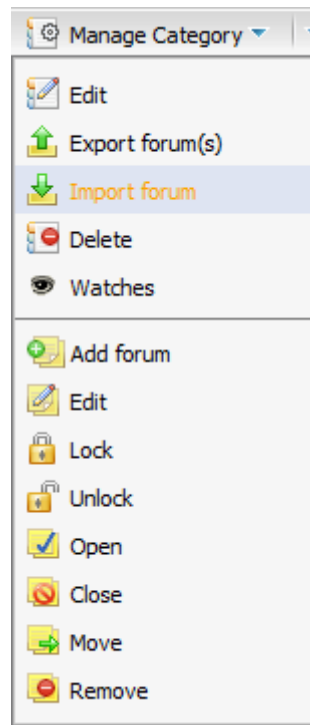
2. Browse and upload the selected file in the **Import Category** form.
3. Click **Save** to accept importing.

After being imported successfully, all categories and forums inside which are defined in the zip file will be imported and displayed properly in the Forum home page.

4.15.2 Import forums

This function is for administrators only to import forums into the Forum application from valid format files.

1. Go to inside one category and click the **Manage category** and select **Import forum** from the drop-down menu:



2. Browse and upload the selected file in the **Import Forum** form.
3. Click **Save** to accept importing.

After being imported successfully, the forum and topics inside which are defined in the .zip or .xml file are imported into the selected category and displayed properly in the Forum homepage.

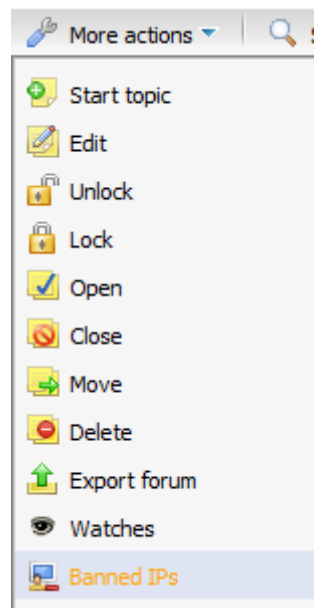
4.16 Ban Ips

This function is for administrators and moderators. It is used for banning some IPs that may be used by illegal users who try to spam or add post with rebellious or dissolute content into specific forum.

Banned IPs can not be used to add post to the Forum. Any users who use banned IPs to add post, will be recognized as the banned user. They can only view and limited most of basic actions to the forum, such as adding topics, posting, rating.

This function is similar to IP bans in the Administration function. However, the **Ban IP** tool is used for both administrators and moderators to ban IP within one specific forum only while IP bans in the Administration form is used to ban the IP on the Forum application, having effect on all forums.

1. Go into the Forum that you want to ban IP.
2. Click **More actions** and select **Banned IPs** from the drop-down menu:



The **Banned IPs Forum** form will appear:

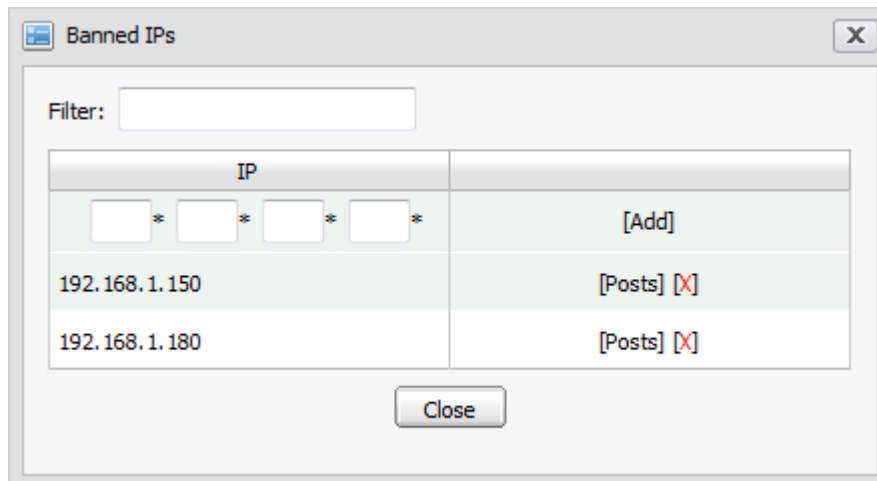
A screenshot of a 'Banned IPs' form window. The window has a title bar with the text 'Banned IPs' and a close button (X). Inside the window, there is a 'Filter:' label followed by a text input box. Below this is a table with two columns. The first column has a header 'IP' and a row with four input boxes separated by asterisks (*). The second column has a green background and contains the text '[Add]'. At the bottom of the window is a 'Close' button.

Illustration 16: The Banned IPs form

3. Input the IP into the IP text boxes.

4. Click the [Add] link to accept banning the IP.

After adding IP ban successfully, the banned IP will be listed in the IPs table.



You can view all posts which are added by a specific banned IP or delete it from the banned IP list.

To view all posts of a specific IP, click the [Posts] link in the action column of the banned IP that you want to view. All posts of the banned IP will be listed in the View Post form. These posts can be viewed and deleted by the administrator/moderator.

To remove a banned IP from the banned IP list, click [x] in the action column of the banned IP that you want to delete. After being removed from banned IP list, this IP can be used to do action in the Forum normally.

Besides, the filter function in IP Bans tab helps you filter the banned IP easily. To filter banned IP, simply input filter term into the filter text box, all IPs matching with the filter term will be displayed in the banned IP list.

4.17 Share links

This function is for all users to view and copy the link to a specific forum/topic and share it with your friends or use for your own purpose.

1. Go to Forum/topic which you want to share link.
2. Click **Permalink** label at the right corner.



The page link you want to share is displayed in the address bar of the web browser. You can copy and share it to others.

4.18 Manage the pending list

This function is for administrators and moderators only to manage all pending list in the Forum easily.

The total number of pending topic/posts that need to be approved by the administrator/moderator is shown at the Pending label on the main action bar.

To manage the pending list, click the **Pending** link on the main action bar:

Home > IT News > Hardware > Samsung Suede

Search:

[Add category](#) [Add forum](#) [Users](#) [Administration](#) [Settings](#) [Bookmarks](#) [Private Messages](#) **Pending: (5)**

Hardware : Where to share and discuss latest news related to hardwares.

[Post reply](#)

[Watch](#) [Bookmark](#) [RSS](#) [Rate](#) [Tag](#) [More actions](#) [Search this topic](#) [Moderation](#)

john
User

Join Date: 12/09/2010
Posts: 2
Last post: 01/03/2011, 01:33 AM
Last Login: 12/22/2010, 08:00 AM

Samsung Suede
Do you love Samsung Suede?
Posted: Tue, Dec 21, 2010, 02:35 AM

[Private](#) [Quote](#)

[Post reply](#)

Quick Reply

Message:

[Preview](#) [Quick reply](#)

The pending topics and posts is shown in the **Waiting for approval** form:

Waiting for approval X

| Type | Name | Created Date |
|------|---------------------------------|---------------------|
| | AMD Radeon HD 6970 & 6950 Debut | 12/21/2010 02:34 AM |
| | Re: Mobile phone | 12/21/2010 07:59 AM |
| | Re: Mobile phone | 12/21/2010 09:30 AM |
| | Re: iPhone 4 | 12/22/2010 07:39 AM |

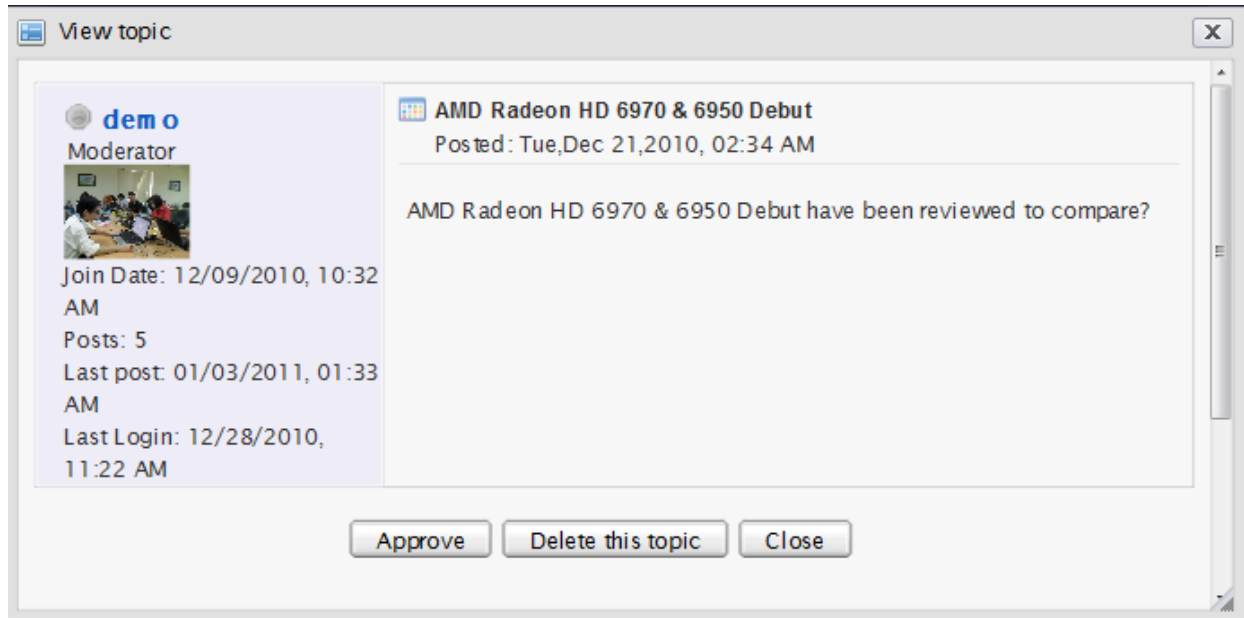
[Close](#)

In case the administrators login, all topics and posts pending for approval or censor in all forums in the Forum application are listed.

In case the moderator login, all topics and posts pending for approval or censor in the forum managed by moderator are listed.

To approve a pending topic/post, do as follows:

1. Click the topic/post name in the pending list.



2. Click the **Approve** button to accept approving topic/post

After approving, the pending post/topic will be visible to normal users.

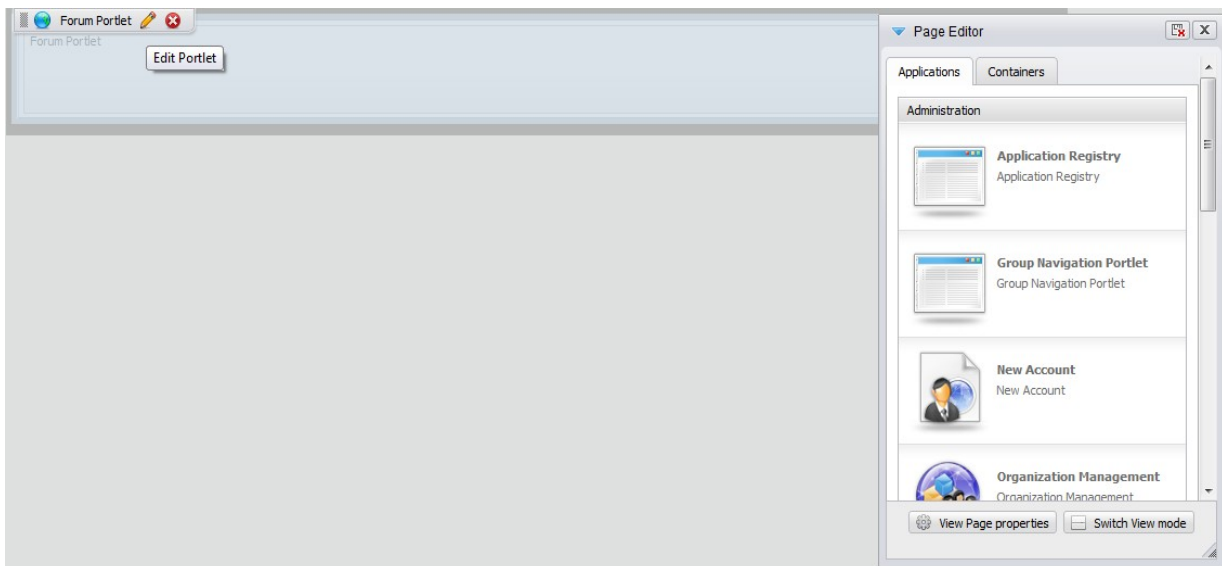
To delete a pending topics/posts, click **Delete this topic/Delete this post button**, the pending topic/post will be removed completely from the pending list and its forum.

4.19 Forum portlet settings

This function is for administrators only. In the Edit Mode tab of the Forum portlet settings, the portal administrator can hide/ show category/forum and enable/disable some functions/information in the Forum Application.

1. Login by the portal administrator
2. Go to the administration bar: **Group → Administration → Page Management** → click





3. Click  .

The **Edit mode** tab of the Forum Portlet Settings is displayed below:

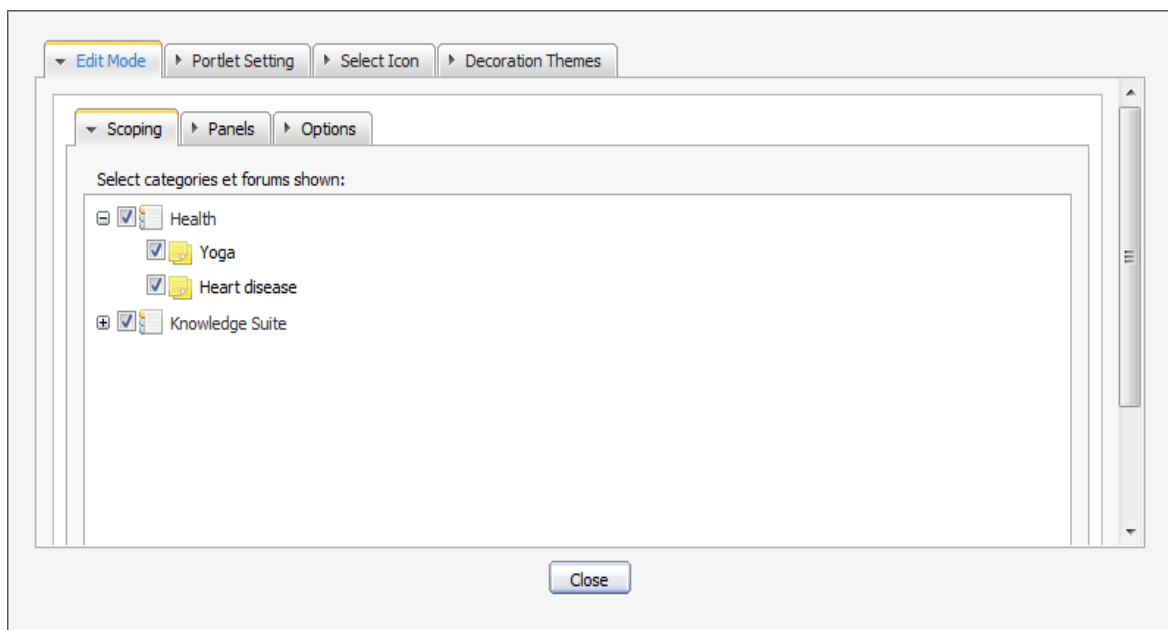


Illustration 17: The Edit Mode tab of Forum Portlet settings

The **Scoping** tab that enables showing/hiding categories and forums in the Forum Application by selecting or deselecting their checkboxes.

4. Select/deselect checkboxes of the category/forum that you want to show/hide.

5. Click **Save** to accept your changes.

The Forum portlet settings will be saved. The selected category/forums will be displayed in the Forum application while the deselected category/forums will be hidden.

The **Panels** tab that allows enabling/disabling some functions in the Forum Application by selecting or deselecting checkboxes.

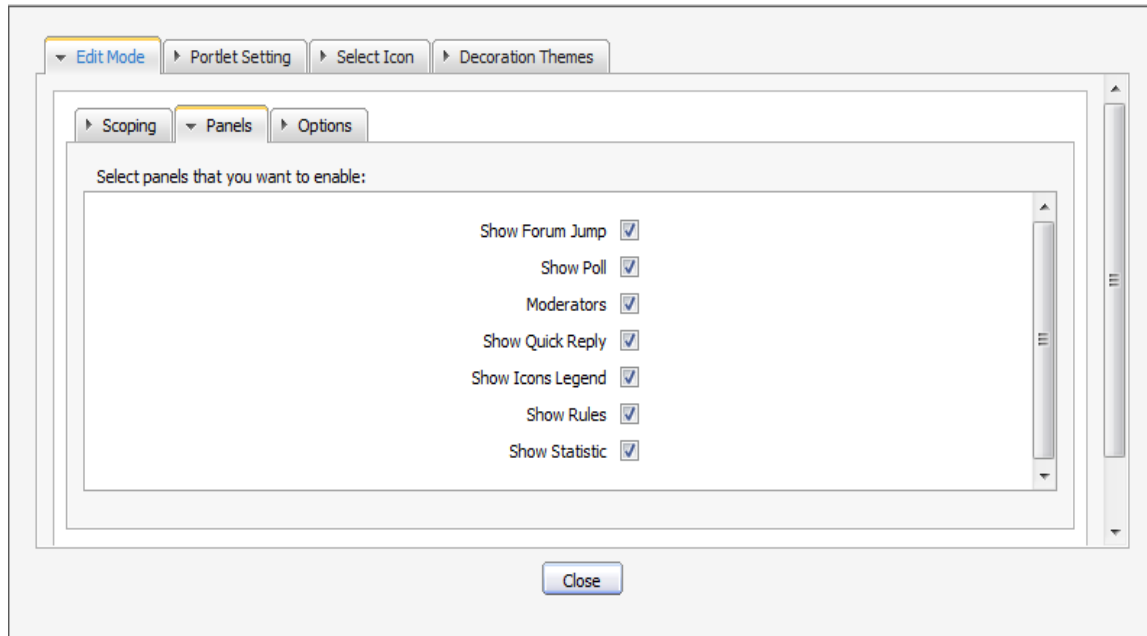


Illustration 18: The Panels tab of Edit Mode

Similarly, select/deselect checkboxes of the function/information that you want to enable or disable.

Details:

| | |
|--------------------------|--|
| Show Forum Jump | Enable Forum Jump function or not. |
| Show Poll | Set visible for the topic poll or not. |
| Moderators | Show forum moderator information or not. |
| Show Quick Reply | Enable Quick Reply function or not. |
| Show Icons Legend | Show the Icon Legend or not. |
| Show Rules | Show forum rules information or not. |
| Show Statistic | Show the forum statistics or not. |

The **Options** panel: Users need to have a knowledge about Ajax. Ajax (stands for Asynchronous JavaScript and XML) is used here with the purpose of update a whole web page or a part of a web page.

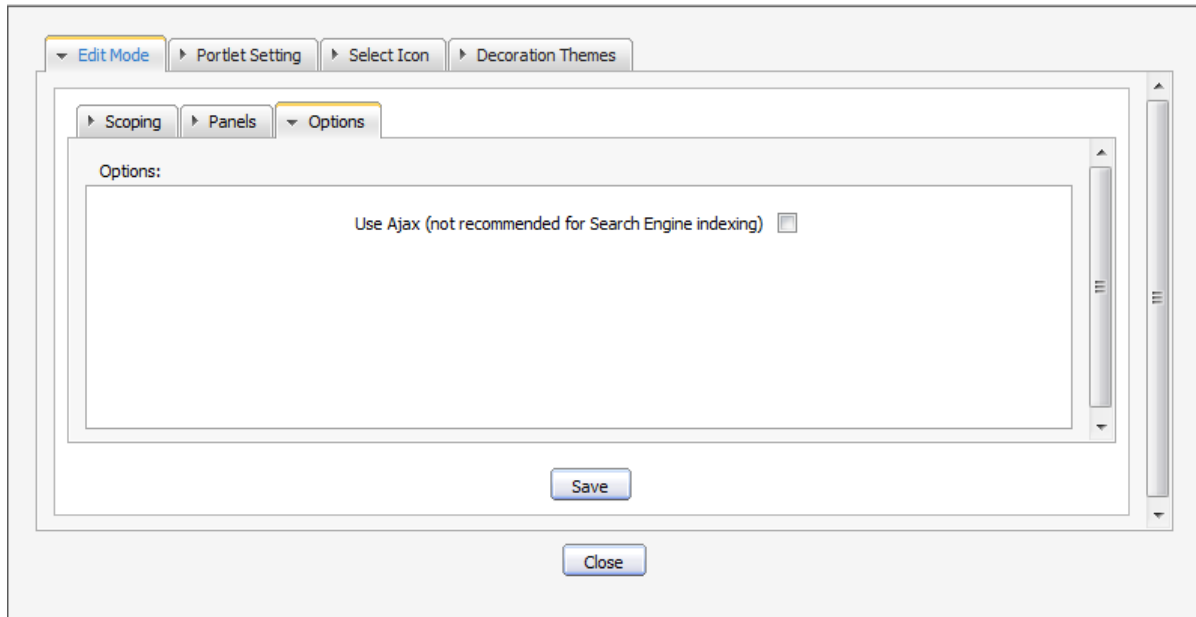


Illustration 19: The Options tab of Edit Mode

The default value of **Use Ajax** is false that means a whole page is loaded. If users select the **Use Ajax** check box, it will load a part of a page.

4.20 RSS feed

This function is for all users to get RSS of a specific category, forum, topic. If there is any change, the feed of the corresponding category, forum or topic will be updated.

1. Right-click a category, a forum or a topic that you want to get RSS feeds and then select the **RSS** item from the drop-down menu.



The detailed information of the category/forum/topic is displayed on another tab:



Subscribe to this feed using



Live Bookmarks

☐ Always use Live Bookmarks to subscribe to feeds.[Subscribe Now](#)

Yoga

[Re: Pre-Natal Yoga Guidelines](#)

Tuesday, September 01, 2009 7:37 AM

It is very good for pregnant women.

[Pre-Natal Yoga Guidelines](#)

Tuesday, September 01, 2009 7:34 AM

Pre-natal yoga comprises of exercises and breathing regimes that make baby's delivery a beautiful and less painful experience in totality. Preparing for motherhood is the best thing that could possibly happen to any woman. The ancient art of yoga that originates in the orient is not more an exclusive right to the east of the globe any more. In fact, there are more yoga exponents in the west than there are in the east. Mothers to be can now access any of the many Pre-natal yoga fitness programs that are available online as well as offline.

If you are not particularly interested in getting outdoors a lot then you could choose any of the online versions of the program. The regime addresses more than just a set of yoga exercises exclusively selected for the to-be mother; in fact the program covers everything from diet suggestions to guidance as far as supplements are concerned. The holistic approach does more than just keep you fit through the third trimester of pregnancy. It makes you better prepared mentally and emotionally for the new phase that is about to unfold.

The Pre-natal yoga exercises are put together by experts and people who are directly a part of the medical fraternity. You can be rest assured that the suggested guidelines and exercises are well in tandem with your body's requirements and that of the baby. There are a number of women around the world who swear by the results of the program. There are a number of resources that also make it possible for your spouse to join in the exercise fun while getting mentally geared at the same time to take on the additional responsibility. The exercises are subtle and mild and just right to gear the body into delivery mode.

The breathing exercises can be taken along even to the labor room. Doctors who hold symposiums for pregnant women include the Pre-natal yoga exercises as a compulsory part of the training. You can now access the exercises from a myriad of options that allow you to consider the trimester, time schedule and dietary components that keep you light and fit and yet well nourished. The programs are all designed with your health and well being in mind and to offer you a well rounded and responsible fitness regime. The art of yoga is very easy to learn and becomes an important part of your life, even during the post-natal phase

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