

# eXo Knowledge User Guide

eXo Platform (Acme)

Copyright © 2011

---

Acknowledgements .....	iv
1. Overview Of eXo Knowledge .....	1
1.1. About eXo Knowledge .....	1
1.1.1. What is eXo Knowledge? .....	1
1.2. Get started with eXo Knowledge .....	2
1.2.1. User roles .....	2
1.2.2. Access applications of eXo Knowledge .....	3
2. How To Use Answers? .....	5
2.1. Regular user .....	10
2.1.1. View details of Answers .....	10
2.1.2. Submit a question .....	11
2.1.3. Answer a question .....	13
2.1.4. Comment on a question .....	14
2.1.5. Send a question to others .....	15
2.1.6. Discuss a question in forum .....	16
2.1.7. Rate a question .....	17
2.1.8. Vote for an answer .....	18
2.1.9. Watch/Unwatch a category .....	19
2.1.10. Subscribe to RSS feeds .....	19
2.1.11. Edit user settings .....	19
2.1.12. View public user profile .....	21
2.1.13. Search .....	22
2.1.14. Print .....	25
2.2. Moderator .....	26
2.2.1. Manage categories .....	26
2.2.2. Moderate questions .....	32
2.2.3. Moderate an answer .....	37
2.3. Administrator .....	39
2.3.1. Set up Answers portlet .....	39
2.3.2. Set up FAQ portlet .....	44
3. How To Use Forum? .....	48
3.1. Regular users .....	54
3.1.1. View details of Forum application .....	54
3.1.2. Topics .....	59
3.1.3. Post .....	66
3.1.4. Use BBcodes .....	70
3.1.5. Public user profile .....	71
3.1.6. Private messages .....	72
3.1.7. Bookmarks .....	74
3.1.8. Subscribe to RSS feeds .....	75
3.1.9. Watch .....	76
3.1.10. Permanent links .....	77
3.1.11. User settings .....	78
3.2. Moderator .....	81
3.2.1. Moderate forums .....	81
3.2.2. Moderate topics .....	83
3.2.3. Moderate posts .....	91
3.2.4. View all pending moderation tasks .....	94
3.2.5. Ban IPs .....	96
3.3. Administrator .....	97
3.3.1. Manage categories .....	97
3.3.2. Manage forums .....	101

---

3.3.3. Manage Users .....	104
3.3.4. Administrative tasks .....	108
3.3.5. Set up the Forum portlet .....	124
4. How To Use Wiki? .....	129
4.1. Overview .....	129
4.1.1. The page hierarchy in Wiki .....	129
4.1.2. Wiki Spaces .....	130
4.2. Work with Wiki pages .....	130
4.2.1. Create a page .....	131
4.2.2. Edit a page .....	133
4.2.3. Move a page .....	133
4.2.4. Delete a page .....	134
4.2.5. View Page Information .....	135
4.2.6. Add a related page .....	135
4.2.7. View a page history .....	136
4.2.8. Watch a page .....	137
4.3. Work with Attachment .....	137
4.3.1. View all the attachments of a page .....	138
4.3.2. Add an attachment to a page .....	138
4.3.3. Delete an attachment .....	140
4.3.4. Download an attachment .....	140
4.3.5. Link to an attachment .....	140
4.4. Use the WYSIWYG Editor .....	142
4.5. Syntax Help .....	142
4.6. Work with Macros .....	142
4.7. Work with page versions .....	147
4.7.1. View versions of a page .....	148
4.7.2. Compare page versions .....	149
4.7.3. Restore a page to a specific version .....	150
4.8. Work with Spaces .....	150
4.8.1. Browse a Group Wiki space .....	151
4.8.2. Browse a User Wiki space .....	151
4.8.3. View a pages tree .....	152
4.9. Search .....	152
4.9.1. Quick Search .....	152
4.9.2. Advanced Search .....	153
4.10. Wiki Administration .....	153
4.10.1. Set up Space settings .....	153

---

# Acknowledgements

This book is produced by the [Wikbook](#) tool. Wikbook is an open source project for converting wiki files into a set of docbook files.

---

# Chapter 1. Overview Of eXo Knowledge

## 1.1. About eXo Knowledge

### 1.1.1. What is eXo Knowledge?

eXo Knowledge is one of the applications of eXo Platform. This is a suite of applications, which contains everything you need for the knowledge management. eXo Knowledge is made up of three main portlets: Forum, Answers and Wiki where you can share information, seek supports through helpful answers and post your ideas.

#### Answers and FAQ

Answers is a collaborative Question & Answer system similar to Yahoo! Answers or StackOverflow.com but for your own enterprise, where the collaboration is encouraged. With this application, you and your collaborators can post a series of common questions and find answers on a specific topic. Here, you can edit questions, provide answers and edit them. FAQ takes this content as input and publish it in a clean and quickly browsable manner. You can point a FAQ portlet to one or several Answers categories. As a publishing portlet, it is impossible to edit questions and answers in FAQ.

#### Forum

Forum is designed for the group discussion and user-generated content in which participants with common interests can exchange their opinions on a subject. While Answers is an ideal site for you to find answers quickly, Forum gives deep discussion through your posted topics.

#### Wiki

Wiki is an enterprise wiki application focused on content productivity for portal users as a tool to forge the unstructured knowledge. Wiki allows you to create and edit pages by using a simplified markup language or a WYSIWYG editor. With this application, your company can use Wiki as an internal reference, such as work policy, or a public wiki for a comprehensive product information. Wiki along with other eXo Knowledge applications, such as Answers and Forum will complete the ideal combination that helps users enhance their experiences on collaboration activities and build valuable knowledge center for clients.

#### 1.1.1.1. About this document

This guide aims at instructing users to use eXo Knowledge features through in-depth examples and explanations. This guide is for all regular users and advanced users who have the administration and moderation privileges.

This user guide is divided into four main parts:

Chapters	Main content
<a href="#">Overview Of eXo Knowledge</a>	Introduction to eXo Knowledge, and user roles in different groups, and then ways to access various applications of eXo Knowledge.
<a href="#">How To Use Answers?</a>	Actions in the Answers application, such as submitting, commenting or answering a question, and more.

Chapters	Main content
<a href="#">How To Use Forum?</a>	Actions in the Forum application, related to topics, posts, bookmarks, and more.
<a href="#">How To Use Wiki?</a>	Introduction to Wiki, such as page hierarchy, syntaxes; and how to work with pages, attachments, and more.

For each section describing specific functions of an application, instructions are arranged to the user groups: actions performed by regular users, those by moderators and administrators and the administration actions for the administrators only.

#### 1.1.1.2. References

##### Information

- [eXo Homepage](#)
- [eXo Wiki](#)

##### Support

- [Forums](#)
- [Support/Training/Consulting services](#)

##### Download

- [eXo Content](#)
- [eXo Development tools](#)
- [GateIn Portal Framework](#)
- [eXo Collaboration](#)
- [eXo Knowledge](#)
- [eXo Social](#)

##### Resource Center

- [Video demos, tutorials, webinar archives, features & benefits tables, and more.](#)

## 1.2. Get started with eXo Knowledge

### 1.2.1. User roles

In eXo Knowledge, user groups may have different privileges to perform actions. Some actions can be limited

to some specific user groups. eXo Knowledge uses a concept of User group, which is designed to give the advanced users the ability to control and assign what functions or features that other users can and cannot do within the application. There are four user groups: administrator, moderator, regular user and guest.

**Administrator** is an advanced user, who typically has the highest right when using eXo Knowledge. The Administrator can manage user privileges and he has rights to perform all possible capabilities. For example, in Forum, an administrator can create categories, close/delete, lock/unlock forums; promote a regular user to moderator or create a category that is restricted to a specific user group.

**Moderator** obtains a subset of administrator's rights that means he has certain allowed capabilities and may perform these advanced actions in a specific area only. For example, a moderator in of a category in Forum can only perform advanced actions in the category that he is assigned as the moderator. The moderator role is assigned by the administrator.

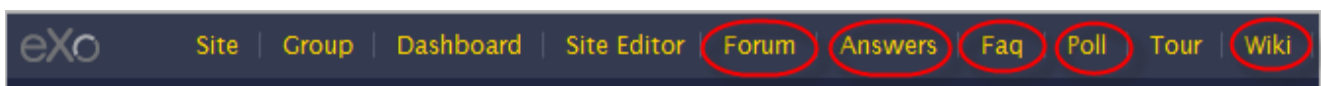
**Regular user** is defined as a logged-in user who can only use the basic features of eXo Knowledge. The regular user can be promoted to the advanced user by the administrator.

**Guest (anonymous user)** is an unregistered/unlogged-in user who is often limited to a very few features only of eXo Knowledge. For instance, a guest can view topics in Forum but he cannot reply or create new topics.

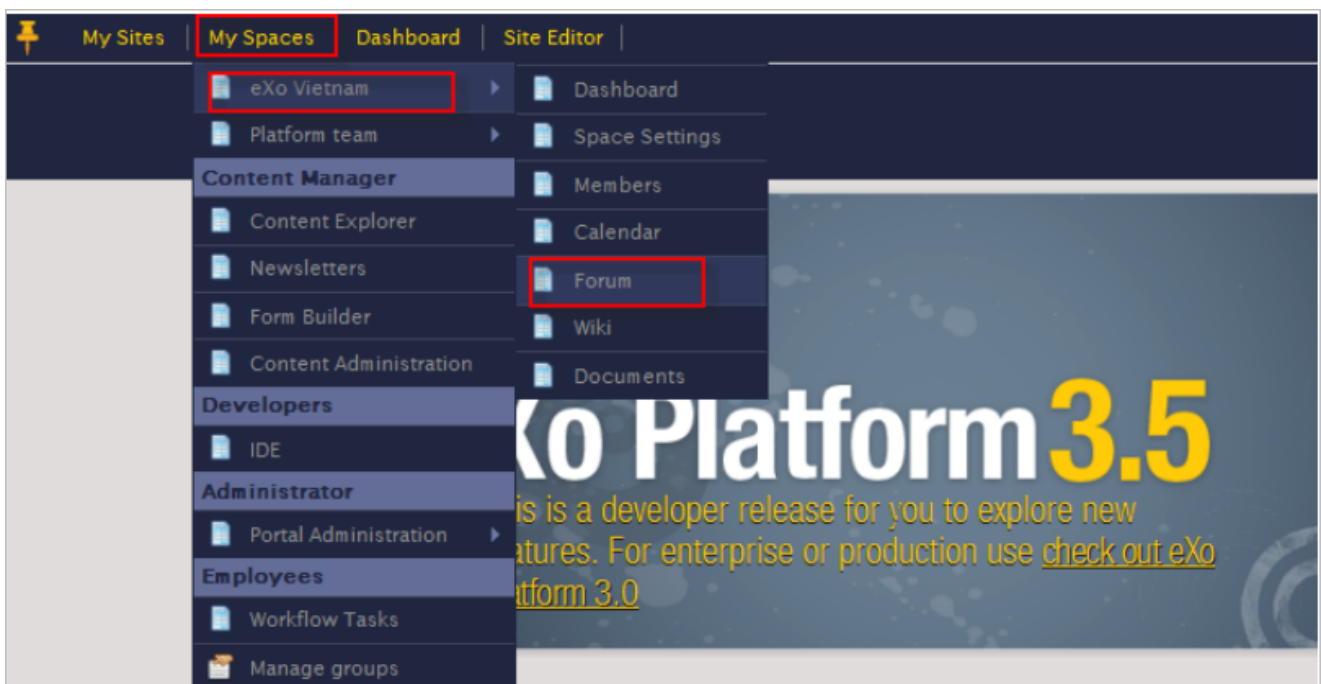
Notice that there will be no section dedicated to this user role. For the actions that an anonymous user can perform, you can refer to the table that summarizes all the actions in each applications.

### 1.2.2. Access applications of eXo Knowledge

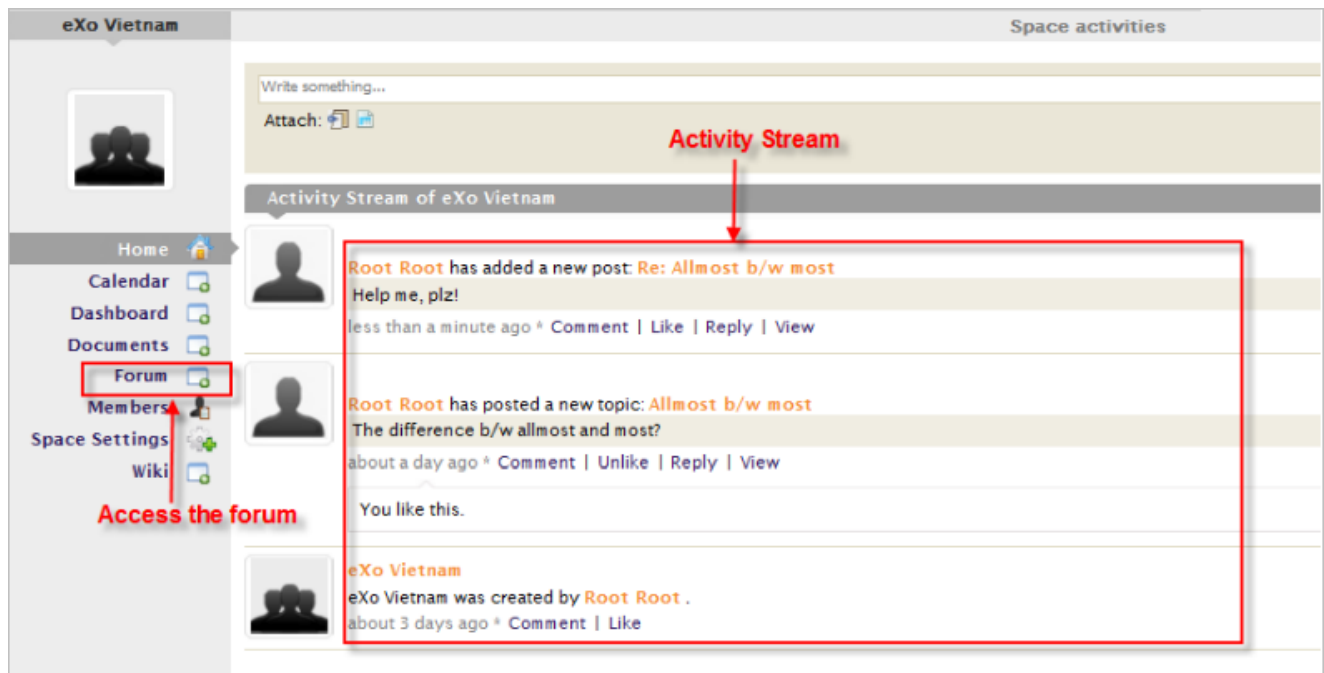
When eXo Knowledge is deployed as standalone, applications are often displayed right on the administration bar. To access it, simply click one specific application name shown as below:



When being integrated into eXo Platform, you should access eXo Knowledge applications, such as Forum, Wiki, through a space by hovering your cursor over **My Spaces** and then clicking the relevant application from the drop-down menu.



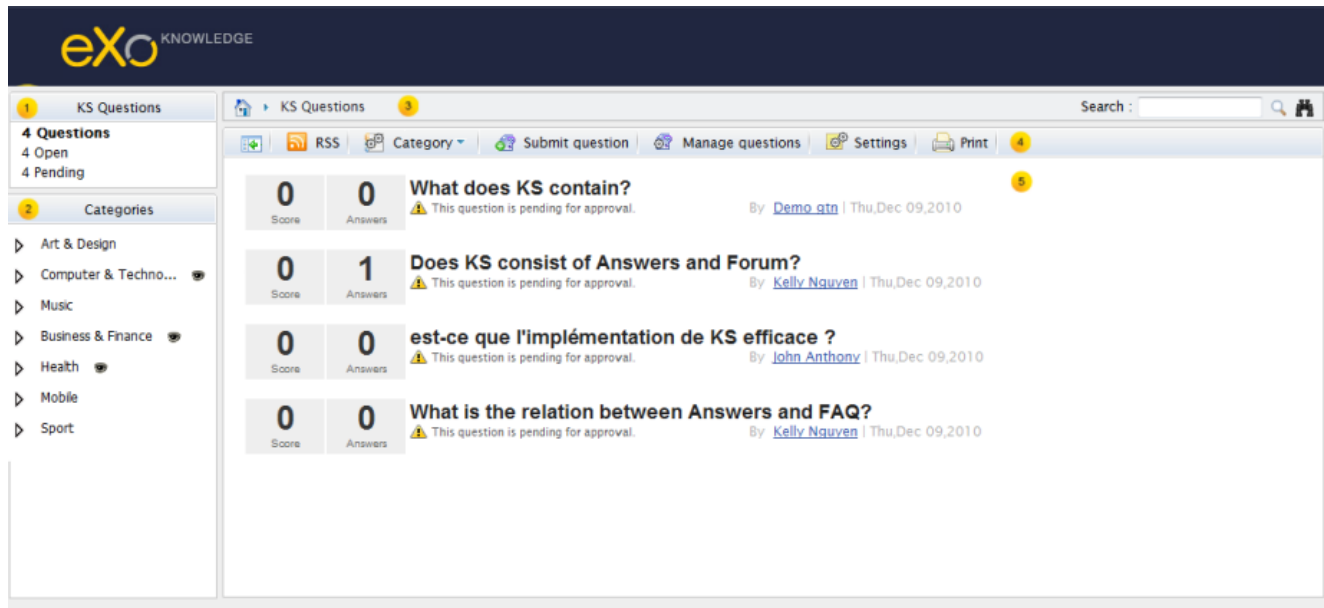
The application page appears, allowing you to do many actions when you directly access the application. Also, when you have any activities in the application, these activities will be added to the Activity Stream of the Space and other members in the space can see them when they access the space as below:





## Chapter 2. How To Use Answers?

Before using the features in Answers, you should get familiar with the Answers interface. Once you have logged in and accessed Answers, the interface looks like this:

































1	The <b>Status</b> pane displays information of the currently viewed category, including the total number of open questions, pending questions and the total questions.
2	The <b>Categories</b> pane lists all categories in the hierarchical system. With one click on your desired system, you will be directed to the Answers viewing pane.
3	The <b>Breadcrumb</b> bar is to navigate between categories and sub-categories easily. This bar also includes the search box with simple and advanced options.
4	The <b>Action</b> bar is to add categories, questions, and to manage questions, import, export, print, and do settings.
5	The <b>Answers Viewing</b> pane displays all questions and information about score and the number of answers of each question in the selected category.

Remember that this interface may look different for each user group. Some actions for advanced users will not be shown in the interface when you log in as a regular user.

The following table summarizes actions which each user group can execute in Answers.






Features	Description	Administrator	Moderator	Owner	User	Guest
<a href="#">View details of the</a>	See all categories in					

Features	Description	Administrator	Moderator	Owner	User	Guest
<a href="#">Answers application</a>	Answer and their activated questions, details of a question (its content, its answers, uploaded files, image preview).					
<a href="#">Download attachments</a>	Download attachments included in questions or answers.					
<a href="#">Submit a question</a>	Submit a question with an attachment in multiple languages.					
<a href="#">Send a question</a>	Send a question via email.					
<a href="#">Print</a>	Print all questions with their answers of a category and of its sub-categories, or print details of a question.					
<a href="#">Search</a>	Simple and advanced searches for a specific category or question.					
<a href="#">Watch/Unwatch a category</a>	Watch a category to receive email notifications on new questions or					

Features	Description	Administrator	Moderator	Owner	User	Guest
	any changes. If you do not want to receive email notifications any longer, unwatch the category.					
<a href="#">RSS</a>	Subscribe by RSS.					
<a href="#">View user profile</a>	View the profile of a specific user: questions, answers or comments.					
<a href="#">User settings</a>	Define user preferences: Sort type, Sort by.					
<a href="#">Comment on a question</a>	Give opinions on a specific question in multiple languages.					
<a href="#">Vote</a>	Vote for questions and answers by rating stars.					
<a href="#">Discuss in forum</a>	Discuss a question in the forum. When a question is discussed, it becomes a topic in Forum.					
<a href="#">Manage a category</a>	Add, edit, delete and move categories.					
<a href="#">Export</a>	Export answers in					

Features	Description	Administrator	Moderator	Owner	User	Guest
	the format of a .xml or .zip file to back up data.					
<a href="#">Import</a>	Import data into Answers from a .xml or .zip file.					
<a href="#">Moderate a question</a>	Add or edit a question in multiple languages, delete and move questions.					
<a href="#">Answer a question</a>	Give an answer for a question in the rich text format.					
<a href="#">Edit an answer</a>	A question could have multiple answers in multiple languages that can be edited separately.					
<a href="#">Activate/Deactivate a question</a>	Activate/inactivate a specific question. Inactivated questions are hidden and regular users cannot view.					
<a href="#">Approve/Disapprove a question</a>	Set the approved/disapproved status to a specific question. The disapproved question is hidden in the Approve mode and					

Features	Description	Administrator	Moderator	Owner	User	Guest
	normal users cannot view the unapproved question.					
<a href="#">Activate/Deactivate an answer</a>	Set the activated/inactivated status to a specific answer. The inactivated answer is hidden and normal users cannot view the inactivated answer.					
<a href="#">Approve/Disapprove an answer</a>	Approve/disapprove a specific answer. The disapproved answer is also hidden and regular users cannot view.					
<a href="#">Promote a comment to answer</a>	Promote a comment to be an answer of a question.					
<a href="#">Initialize Answers</a>	Create a category and assign the moderator role.					
<a href="#">Set properties of Answers</a>	Define basic properties (for example, Order Type, Order by, Notify content, theme, icon) and advanced properties (for example, enabling					

Features	Description	Administrator	Moderator	Owner	User	Guest
	RSS, vote, comment) and more.					
<a href="#">Set up the FAQ portlet</a>	Add and configure the FAQ portlet on the page.					



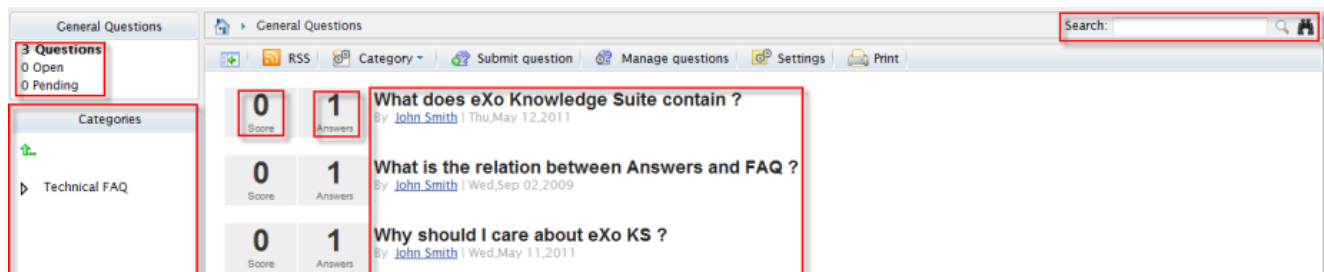
## Note

**Owners** are those posting questions or answers. Actually, they are regular users but can perform some extra actions on their questions or answers.

## 2.1. Regular user

### 2.1.1. View details of Answers

After accessing Answers, you can see all categories in the left pane. To view details of a category, simply left-click it to open its details in the right pane.



General Questions

3 Questions  
0 Open  
0 Pending

Categories

Technical FAQ

What does eXo Knowledge Suite contain ?  
By John Smith | Thu, May 12, 2011  
Score: 0, Answers: 1

What is the relation between Answers and FAQ ?  
By John Smith | Wed, Sep 02, 2009  
Score: 0, Answers: 1

Why should I care about eXo KS ?  
By John Smith | Wed, May 11, 2011  
Score: 0, Answers: 1

Here, you can view all activated questions of this category, some basic information of questions, such as authors, scores, number of answers.

To view details of a question, simply click it to open its details, including its content, answers and comments, uploaded files, preview the attached image, or download the attached files and images as shown below:



How do I install KS ?  
Tue, September 01, 2009

Click to answer → Answer Comment ← Click to comment

Answers

We suggest you read the following :

- Intall Guide
- Integration guide

root  
Tue, September 01, 2009  
0

The answer of the question

**See Also:**

- [Search](#)
- [Print](#)

**2.1.2. Submit a question**

The Answers application allows you to raise your questions on any issue and help you find best answers.

**To submit a question:**

1. Right-click the category/sub-category where you want to submit your question and then select



from the drop-down menu;

Or go into the category that you want to submit question, then click



bar.

The **Submit question** form appears as below:

 A screenshot of the "Submit Question" form. The form has a title bar "Submit Question". It contains a "Question" field with the text "What does eXo Knowledge Suite contain ?" and a red circle with an arrow pointing to it, labeled "Required". Below the question field is a "Details" field with a rich text editor containing the text "What does eXo Knowledge Suite contain ?". Below the details field are fields for "Language" (set to "English (Default)"), "Author" (set to "mary"), and "Email" (set to "mary@localhost.com"). There is a "Remove the entered question & the details above" button next to the language field. At the bottom, there is a "Save" button (highlighted with a red box and arrow) and a "Cancel" button.

2. Type your question into the **Question** field.

In this form you can also:

- **i.** Give details to your question into the **Details** field.
- **ii.** Select your desired language left-clicking



to open the drop-down menu.

- **iii.** Enter your email in the valid format, such as: username@abc.com, into the **Email** form.
- **iv.** Attach different-typed files to your question by clicking the **Attach a file** link. The max size for the attachment is 20Mb. To remove the attached files, click the corresponding **Remove** link next to the file attachments.

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

A message will appear informing that your question has been added successfully. If the moderation option was ticked when your selected category was created by the owner, there will be a message informing that your question needs to be approved before being displayed in that category.

**See Also:**

- [View details of Answers](#)
- [Edit a question](#)
- [Answer a question](#)
- [Comment on a question](#)
- [Send a question to others](#)
- [Discuss a question in Forum](#)
- [Rate a question](#)

#### 2.1.2.1. Edit a question

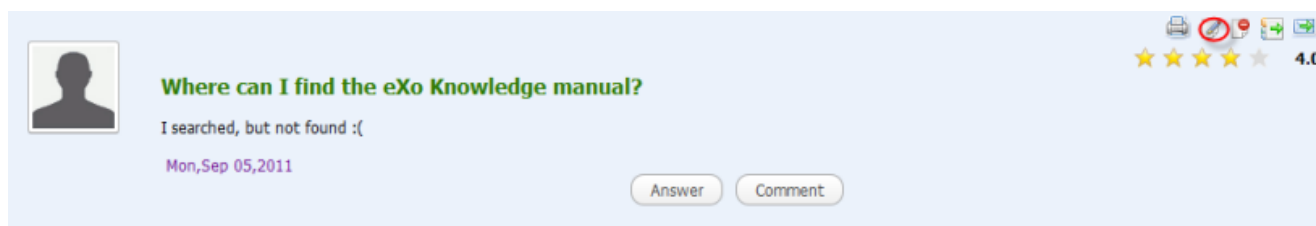
Regular users can only edit their own questions.

**To edit a question:**

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

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

**The second way:** Click a question, then select  as below:



2. Make changes to your question. You can add more or remove the language options, attach files, approve or disapprove the question and its answers.

3. Click **Save** to save all the changes.



**See Also:**

- [View details of Answers](#)
- [Submit a question](#)
- [Comment on a question](#)
- [Send a question to others](#)
- [Discuss a question in Forum](#)
- [Rate a question](#)

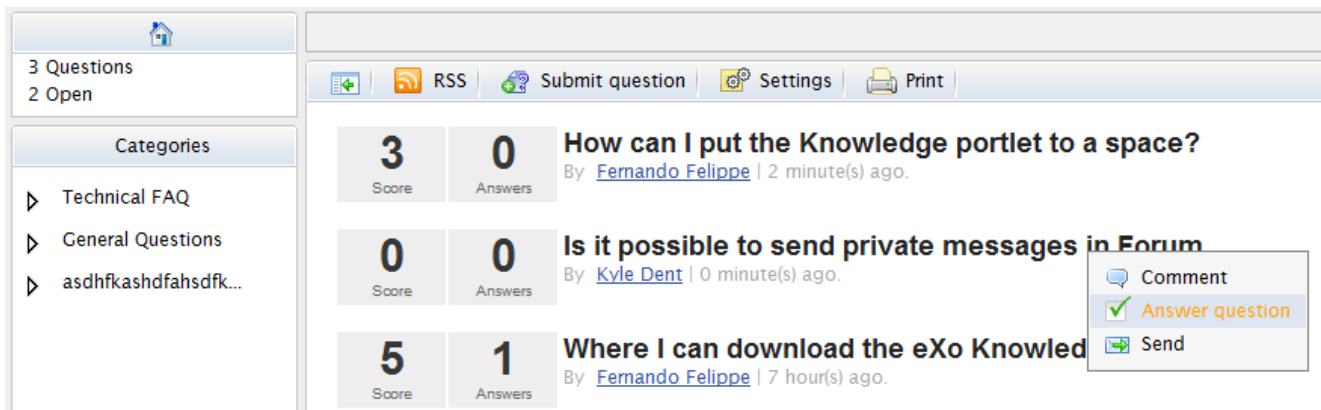
**2.1.3. Answer a question**

A question may have multiple answers and each can be moderated separately.

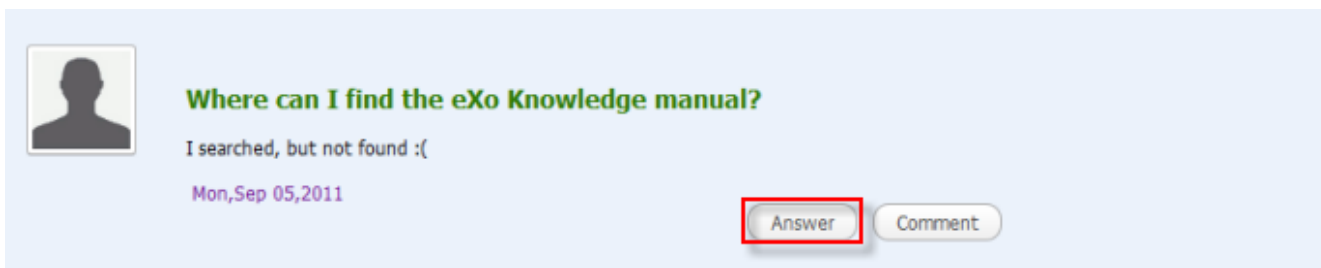
**To answer a question:**

1. Open the **Answer question** form by following one of these approaches:

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




**The second way:** Open a question, then click **Answer**.



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

3. Select/Deselect the **Approved** and **Activated** checkboxes if you want to approve this question (optional). If this question is in the category that requires moderation, the **Approved** checkbox will be selected by default.

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

4. Click  to link the question to reference entries (optional).

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


**See Also:**

- [View details of Answers](#)
- [Submit a question](#)
- [Edit an answer](#)
- [Vote for an answer](#)

#### 2.1.3.1. Edit an answer

Regular users can only edit their answers.

**To edit an answer:**

1. Click  on the top right of the answer that you want to edit.
2. Make changes to your selected answer.
3. Click **Save** to save all the changes.

**See Also:**

- [View details of Answers](#)
- [Answer a question](#)
- [Vote for an answer](#)

#### 2.1.4. Comment on a question

You can leave comments on a question when you are not sure about the answer, or want to give your ideas. Then, the moderator can promote your comment to answer if necessary.

**To leave a comment:**

1. Follow one of these following ways:

**The first way:** Click the question you want to leave comments, then select the **Comment** button.

**The second way:** Right-click a specific question and select **Comment** from the drop-down menu.

2. Type your answer in the text-input field.
3. Click **Save** to finish.



#### Note

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

**See Also:**

- [View details of Answers](#)
- [Submit a question](#)
- [Answer a question](#)
- [Send a question to others](#)
- [Discuss a question in Forum](#)
- [Rate a question](#)


**2.1.5. Send a question to others**

When you find a question interesting, you can share it with others easily. Regular users cannot send pending questions.

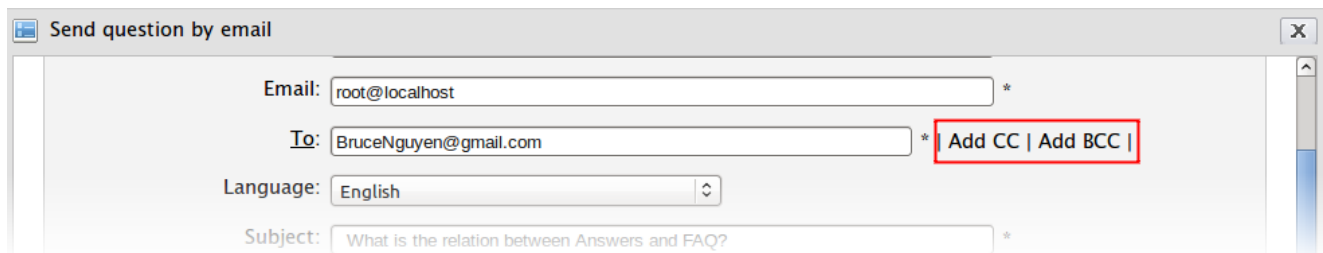
**To send a question to others:**

1. Follow one of these following ways:

**The first way:** Right-click the question that you want to send and select **Send** from the drop-down menu.

**The second way:** Click your desired question and select .

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



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

4. Click **Send**.

**Note**

- Add CC / Add BCC enables you to send this message to multiple receivers. 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 cannot see emails of other receivers.
- If the submitted question has been existing in another language, you can select your desired language from the **Language** drop-down list. If you change the language, the question's subject and the 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.

**See Also:**


- [View details of Answers](#)
- [Submit a question](#)
- [Answer a question](#)
- [Comment on a question](#)
- [Discuss a question in Forum](#)
- [Rate a question](#)

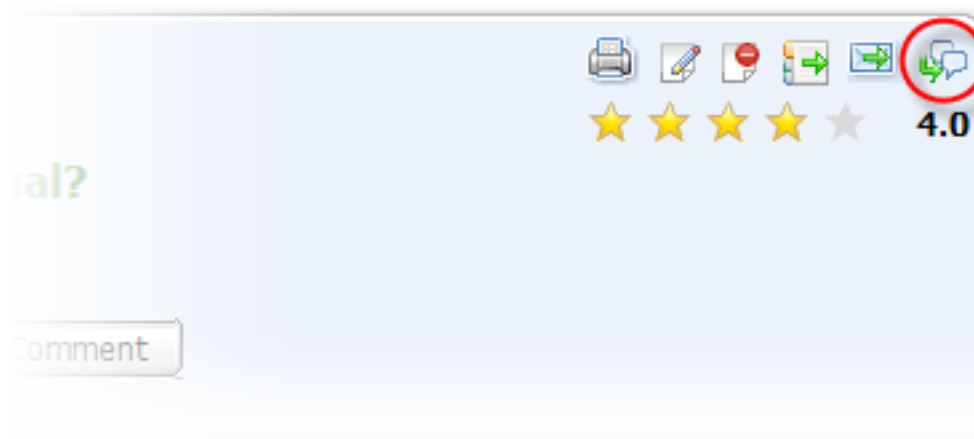
### 2.1.6. Discuss a question in forum

This feature is not enabled by default. Only **Administrators** can activate this feature.

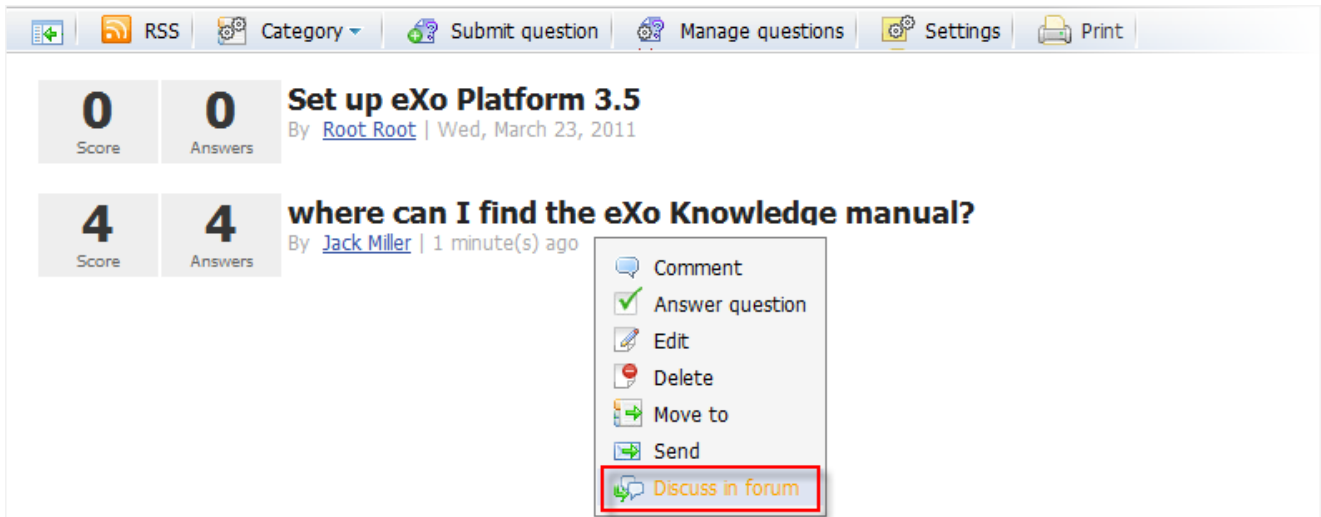
When you want further discussion on a question rather than getting quick replies from Answers, you can make that question posted in Forum as a new topic. The topic created in Forum will have the same title and content as your question in Answers. All the comments will become posts in that topic. Once there is a new reply in that Forum topic, your question in Answers will be updated correspondingly.

**To discuss or view the question discussion:**

**The first way:** Open the question and click  on the top left of the question pane.



**The second way:** Right-click a specific question and select **Discuss in forum**:



0 Score 0 Answers **Set up eXo Platform 3.5**  
By [Root Root](#) | Wed, March 23, 2011

4 Score 4 Answers **where can I find the eXo Knowledge manual?**  
By [Jack Miller](#) | 1 minute(s) ago

- Comment
- Answer question
- Edit
- Delete
- Move to
- Send
- Discuss in forum**

The topic posted in Forum needs to be approved by the Administrators or Moderators before you can view it. To go to that topic, right-click the question title and select **Discuss in forum** from the drop-down menu again.

		where can I find the eXo Knowledge manual?	0	★★★★★	03/25/2011, 09:33 AM by <a href="#">root</a>
		Set up eXo Platform 3.5  (pending)	0	★★★★★	03/23/2011, 02:22 AM by <a href="#">root</a>

See Also:

- [View details of Answers](#)
- [Submit a question](#)
- [Answer a question](#)
- [Comment on a question](#)
- [Send a question to others](#)
- [Rate a question](#)

### 2.1.7. Rate a question

If you want to evaluate the quality of the question, you can use the intuitive rating feature provided by **Answers** to the five-star scale with the ascending level from the left to the right.

**To rate a question:**

1. Open the question which you want to rate.
2. Click the star on the top left of the question content.



After being rated, the vote statistics will be updated.



3. Click **OK** on the confirmation message.



### Note

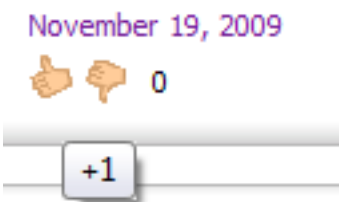
Each user can only rate a question once. Rating is not available to anonymous users.

**See Also:**

- [View details of Answers](#)
- [Submit a question](#)
- [Answer a question](#)
- [Comment on a question](#)
- [Send a question to others](#)
- [Discuss a question in Forum](#)

## 2.1.8. Vote for an answer

You can vote for an answer that you find interesting and useful.



If you think the answer is good, click the thumb-up icon. If you think the answer is not good, click the thumb-down icon.



### Note


You cannot vote for an option twice but changing your voting is possible.

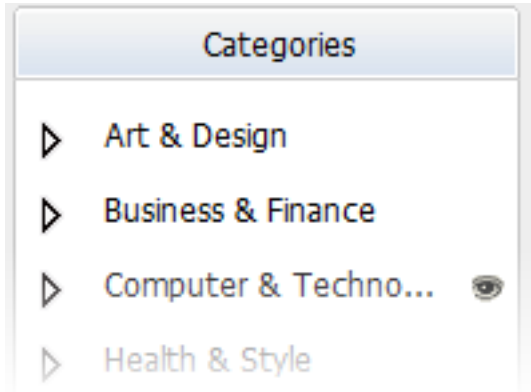
**See Also:**

- [View details of Answers](#)
- [Answer a question](#)
- [Edit an answer](#)

### 2.1.9. Watch/Unwatch a category

The **Watch** feature allows you to keep track of all changes in a specific categories. You will get all the updates via mail notifications if you enable the **watch** function on a category.

To watch a category, right-click a category in the categories list and select **Watch** from the drop-down menu. For the Administrator/Moderator, the watched category will be marked with .



If you do not want to receive any email notifications about the watched categories, right-click your desired category in the **Categories** pane, then select **Unwatch** from the drop-down menu.

See Also:

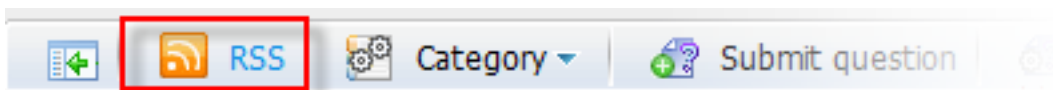
- [View details of Answers](#)

### 2.1.10. Subscribe to RSS feeds

You can get the latest questions in a category by getting the corresponding feed links, then use your favorite RSS client to read.

To get the RSS link of a category:

1. Click the category you want to get the RSS feed.
2. Click the **RSS** button on the Action bar.



The RSS information page will appear on another tab. Depending on the browser you are using, this page may be displayed differently. Use the RSS link provided in this new page to put in the RSS reader of your choice.

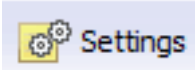
See Also:

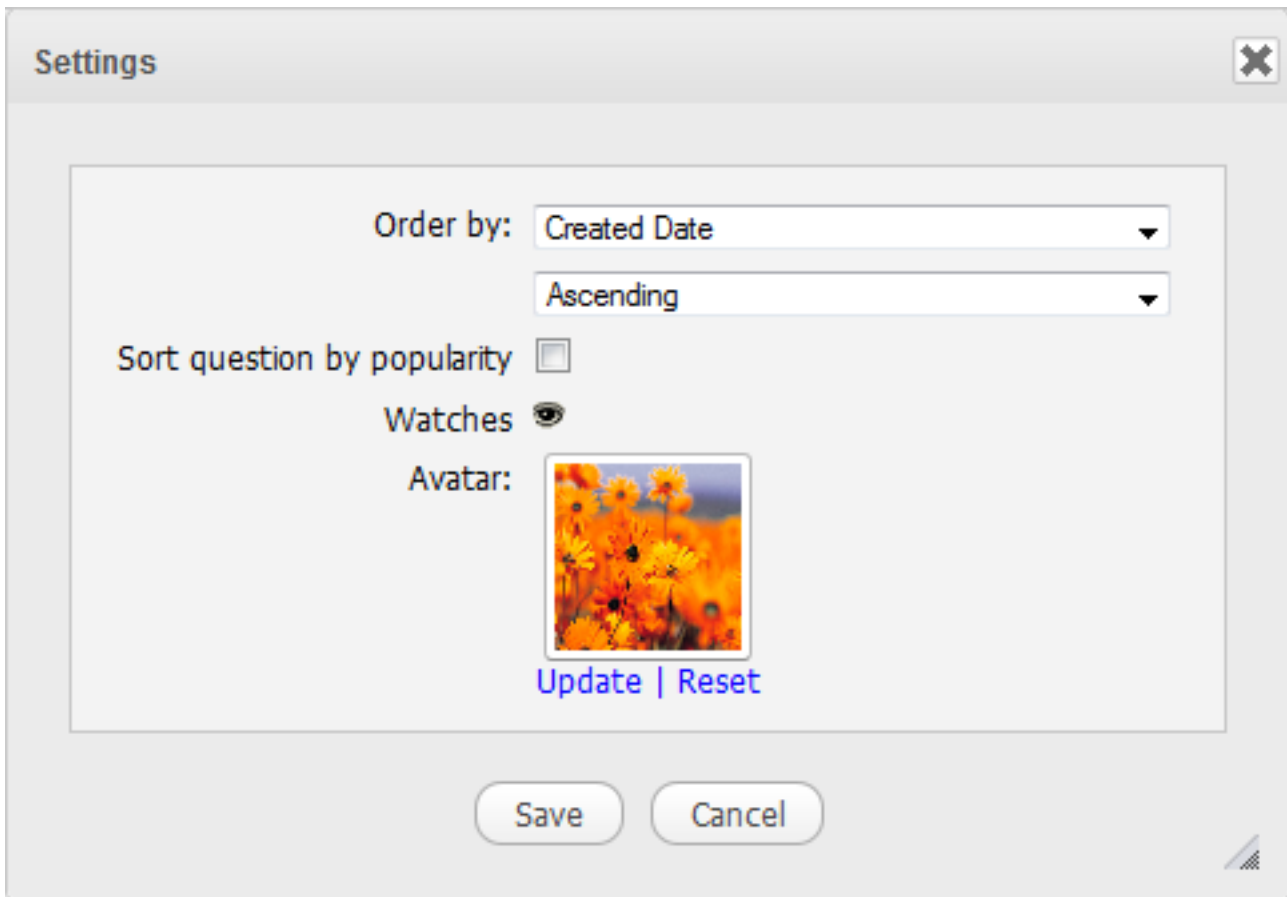
- [View details of Answers](#)

### 2.1.11. Edit user settings

When going to user settings, you can [change how Answers will display the entries](#), [manage your subscriptions](#) and [change your avatar](#) here.

**To change your user settings:**

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



The Settings form is a light gray dialog box with a title bar containing the word "Settings" and a close button (X). Inside the dialog, there is a white rectangular area containing the following controls:

- Order by:** A dropdown menu currently showing "Created Date".
- Ascending:** A dropdown menu currently showing "Ascending".
- Sort question by popularity:** A checkbox that is currently unchecked.
- Watches:** A label followed by an eye icon.
- Avatar:** A label followed by a square image placeholder showing a field of yellow flowers.
- Update | Reset:** A blue text link below the avatar image.

At the bottom of the dialog, there are two rounded buttons: "Save" and "Cancel". A small triangle icon is visible in the bottom right corner of the dialog.

Now you can:

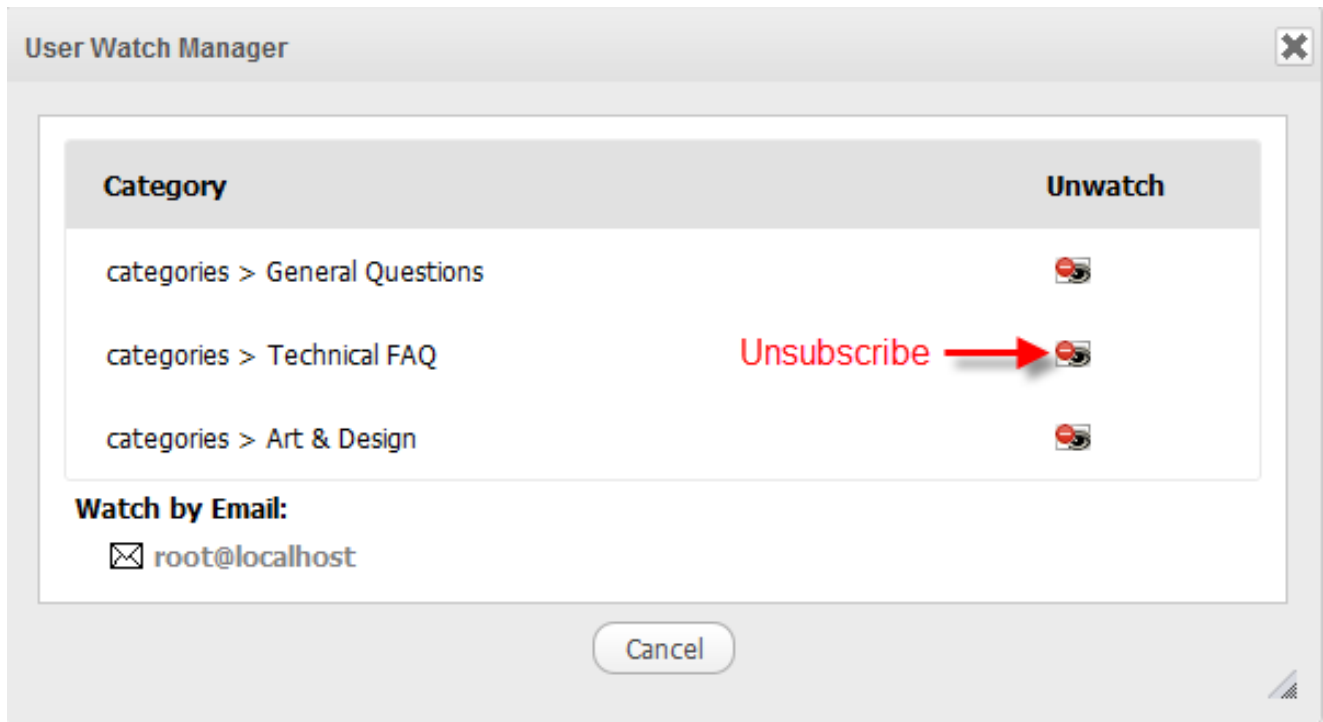
**Change the display settings:**


You can select to display entries by created date/alphabetical order and sorted by ascending/descending type or by popularity.

**Manage watches:**

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





2. Click the category title if you would like to view details or click  to unwatch the corresponding category.

#### Change your avatar:

1. Click the **Update** link to open the **Upload File** form.
2. Locate and upload your desired file.
3. Click **Save** to save the changes.

#### See Also:

- [View details of Answers](#)

### 2.1.12. View public user profile

The function is for all users, even when you are not logged in (guest). To view a specific user's profile, click his username. The profile of that user will be displayed:



**User Profile**

**Profile of: Mary Kelly**



Username: mary  
 First Name: Mary  
 Last Name: Kelly  
 Birthday:  
 Gender:  
 Email: mary@localhost  
 Job Title:  
 Location:  
 Work Phone:  
 Mobile Phone:  
 Website:

Mary Kelly  
 Join Date: Tue, September 06, 2011  
 Last Login: Wed, September 07, 2011, 02:08 PM

Close

This form shows the selected user's profile, including the join date and the last login time.

**See Also:**

- [View details of Answers](#)

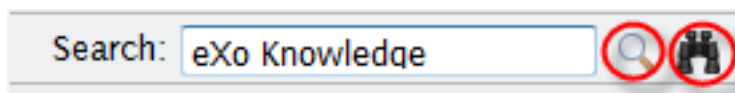
## 2.1.13. Search

With the **Search** function, you can find your desired item, such as categories, questions, answers, or comments easily. In the Answers application, you can do your searches to specific search conditions easily through two types: Quick search and Advanced search.

### 2.1.13.1. Quick search

You can do quick searches easily by entering specific keywords into the Search area. All items containing the text matching your search term will be returned in the Search results form.









1. Enter a keyword into the **Search** field at the right corner of the breadcrumb.







Search: eXo Knowledge

2. Click , or press the **Enter** key to perform your search.

The **Search results** window will open with all matching categories and questions as below:

Search Results			
Matching Entries and Categories			
	Name	Created on	
	Why should I care about eXo KS ?	09/01/2009	
	What does eXo Knowledge Suite contain ?	09/01/2009	
	General Questions	10/29/2009	
	What does eXo Knowledge Suite contain ?	09/07/2011	
Close			

Details:


	The question has been answered.
	The question has not been answered.
	The category containing your entered keywords.
	Click this icon to link to a question or details of a category.

See Also:

- [View details of Answers](#)
- [Advanced search](#)

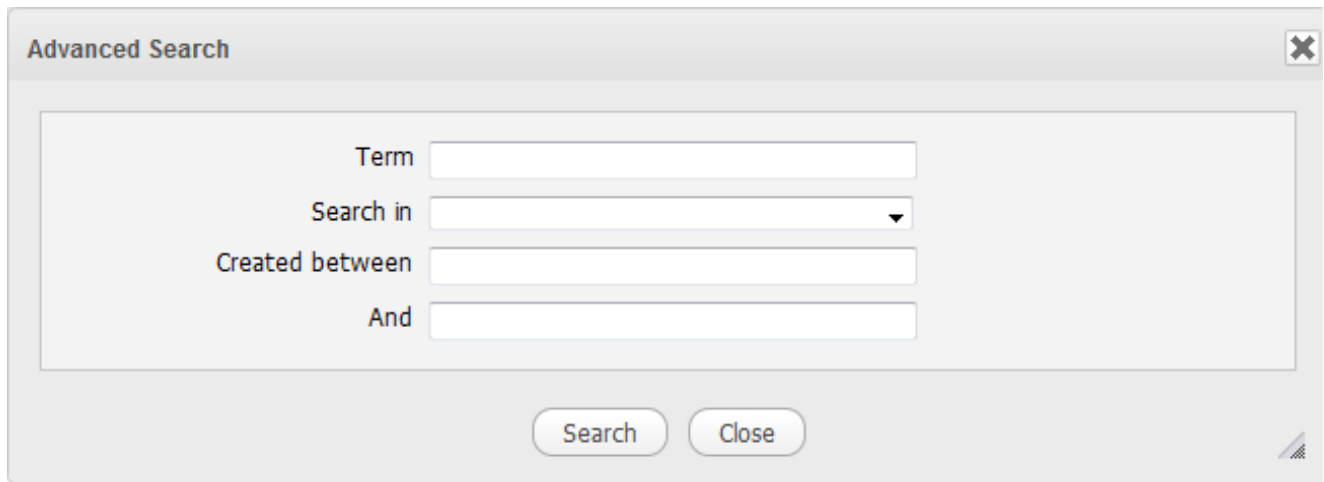
### 2.1.13.2. Advanced search

The Advanced Search allows you to do a search with multiple criteria corresponding to the object that is expected to be found. Using the advanced search, you can find questions/categories more exactly.

1. Click  on the Search area.

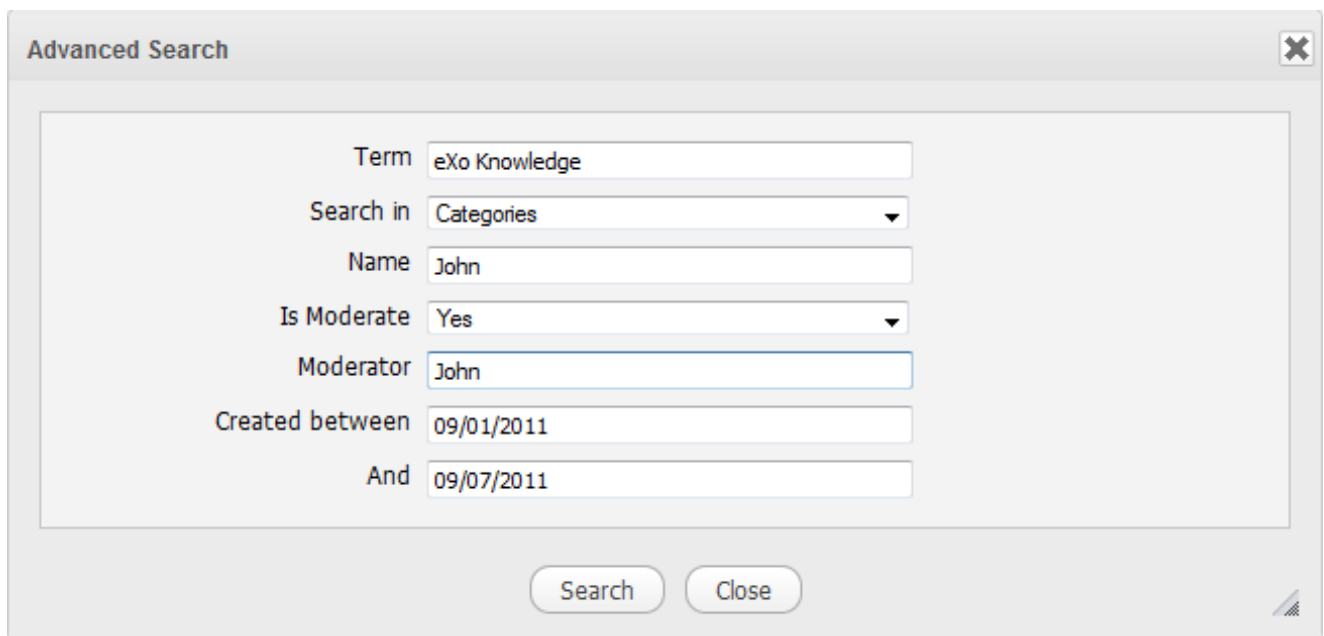
2. Define some search criteria in the Advanced Search form. The criteria may vary, depending on where you want to search.

- Search in both categories and entries/questions by unselecting the categories or entries from the "**Search in**" drop-down menu. This form is set by default.



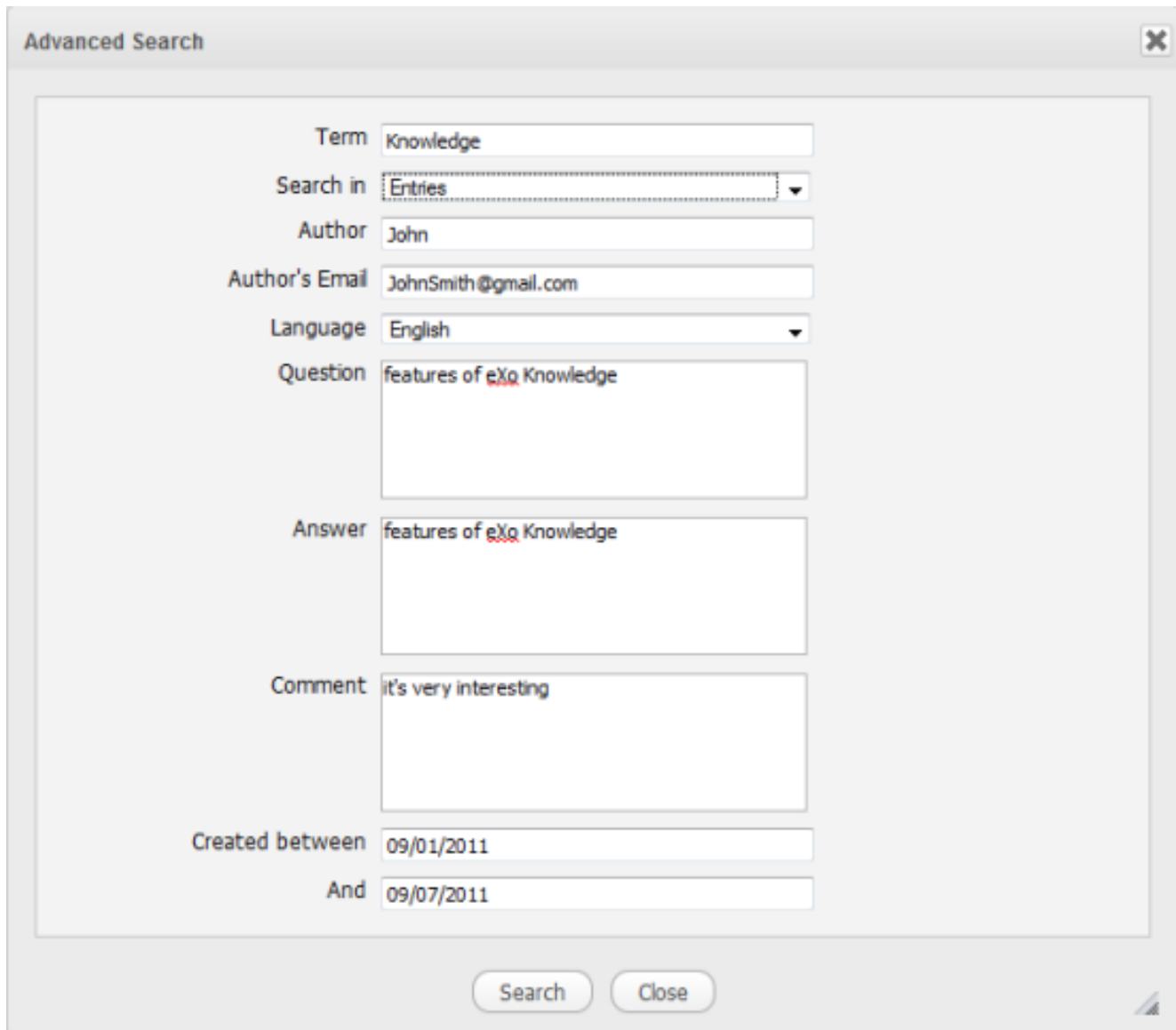
The image shows an 'Advanced Search' dialog box with a title bar containing a close button. Inside the dialog, there are four input fields: 'Term' (a text box), 'Search in' (a dropdown menu), 'Created between' (a text box), and 'And' (a text box). At the bottom of the dialog, there are two buttons: 'Search' and 'Close'. A small icon is visible in the bottom right corner of the dialog.

- Search in categories by selecting **Category** from the drop-down menu. You will do a search with some specific criteria to find expected categories. Search results will only include categories.



The image shows the same 'Advanced Search' dialog box, but with specific values entered in the fields. The 'Term' field contains 'eXo Knowledge'. The 'Search in' dropdown menu is set to 'Categories'. The 'Name' field contains 'John'. The 'Is Moderate' dropdown menu is set to 'Yes'. The 'Moderator' field contains 'John'. The 'Created between' field contains '09/01/2011'. The 'And' field contains '09/07/2011'. The 'Search' and 'Close' buttons are still present at the bottom.

- Search in entries/questions to find your expected questions, answers or comments by selecting **Entries** from the drop-down menu.



Advanced Search

Term: Knowledge

Search in: Entries

Author: John

Author's Email: JohnSmith@gmail.com

Language: English

Question: features of eXo Knowledge

Answer: features of eXo Knowledge

Comment: it's very interesting

Created between: 09/01/2011

And: 09/07/2011

Search Close

3. Click the **Search** button to launch the search. All items matching your criteria will be listed in the search results pane below the Search form that is not similar as that of Quick search.

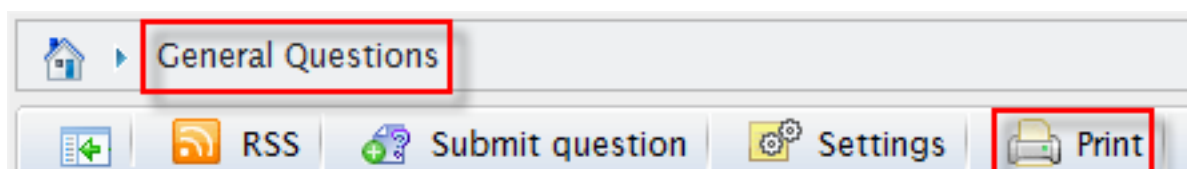
See Also:

- [View details of Answers](#)
- [Quick search](#)

## 2.1.14. Print


To print all questions with their answers of a category and of its sub-categories:

1. Select one parent category from the Categories list on the left pane.
2. Click the **Print** button on the action bar under the selected category.



3. Click the **Print** button to accept printing or **Close** to quit the **Print Preview** form without printing.

**To print details of a question:**

1. Click your desired question.
2. Click  on the top right of the question pane. You will only see the question and its details.
3. Select the **Print** button to accept printing or **Close** to quit the **Print** form.

**See Also:**

- [View details of Answers](#)

## 2.2. Moderator

Moderators in Answers manage the content of questions and answers before and after they are posted to a moderated category. The Moderator can read new contents (editing or removing if necessary), approve or activate answers, and more. The moderator has the category-specific role.

### 2.2.1. Manage categories

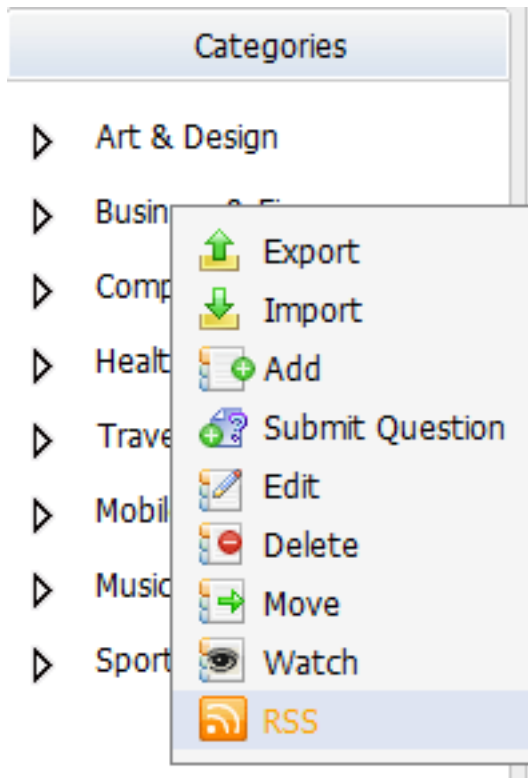
Moderators can only manage categories that he moderates.


In this section, you will learn how to manage categories. With a category, you can group all questions of a specific subject into one place.

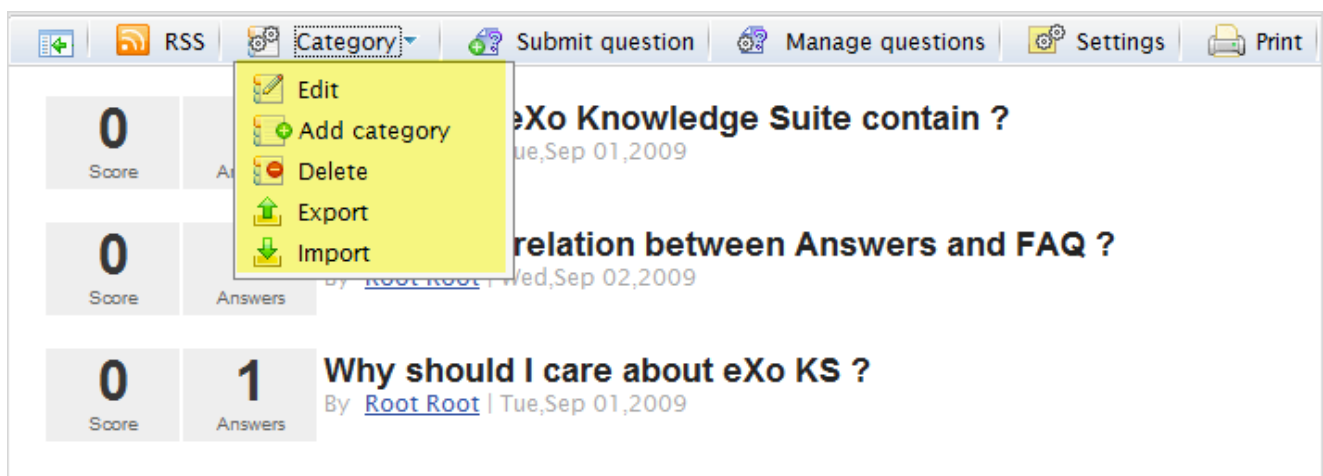
To perform an action on a category, you can select one of these approaches:

**The first way:**

1. Right-click a category from the categories list.
2. Select an appropriate action from the drop-down menu.



**The second way:** If you are already in a category that you moderate, you can perform all actions on this category by clicking  **Category** on the Action bar, then select an action from the drop-down menu:



**See Also:**

- [View details of Answers](#)
- [Add a new category](#)
- [Edit category properties](#)
- [Delete a category](#)
- [Move a category](#)
- [Export/Import a category](#)

### 2.2.1.1. Add new categories

Notice that only Administrators can initialize Answers by creating first categories and assigning to Moderators for each categories. Moderator can only add new sub-categories in a category that he moderates.

**To add a new category:**

**1.** Click **Category** on the Action bar and select **Add Category** from the drop-down menu. The **Add Category** form will be displayed.

The screenshot shows a web form titled "Category". It includes the following elements:

- Category:** A text input field containing "Art & Design" with an asterisk (\*) indicating it is required.
- Order:** A text input field containing the number "3".
- Restricted Audience:** A large empty text area for selecting users or groups, with three user icons to its right.
- Description:** A text input field containing the text "For all things related to art and design....".
- Moderation Options:** Three checkboxes, all of which are checked:
  - Moderate New Questions
  - View Question Authors
  - Moderate Answers
- Moderator:** A text input field containing "root" with an asterisk (\*) and three user icons to its right.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

- **Restricted audience:** Select specific users/groups to be restricted from the category.
- **Moderate new questions:** Check this option to moderate all newly posted questions before they are viewable.
- **View question authors:** Check this option if you want information of the question poster to be shown.
- **Moderate answers:** Check this option to moderate all answers before they are viewable.

By default, a category is open for all users without any pre-assigned Moderator. To specify which users/user groups/memberships are restricted from the category or assign the category Moderator, simply enter names of these users/groups/memberships in the Restricted audience/Moderator field manually or you can select one of the respective selectors:

- Click





to select users from the groups list.

- Click



to select all users with a specific membership in a group.

- Click



to select a group of users.

2. Click **Save** to complete.

**See Also:**

- [View details of Answers](#)
- [Edit category properties](#)
- [Delete a category](#)
- [Move a category](#)
- [Export/Import a category](#)

**2.2.1.2. Edit category properties**

1. Follow one of the approaches described in [Manage categories](#).


2. Select .



3. Edit the properties.

Category  \*

Order


Restricted Audience  

Description

Moderate New Questions ☒

View Question Authors ☒

Moderate Answers ☒

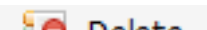
Moderator  \* 

4. Click **Save** to save all changes.

**See Also:**

- [View details of Answers](#)
- [Add a new category](#)
- [Delete a category](#)
- [Move a category](#)
- [Export/Import a category](#)

### 2.2.1.3. Delete categories


1. Follow one of the approaches described in the [Manage categories](#) section.
2. Select  from the drop-down menu and click **OK** in the confirmation message.

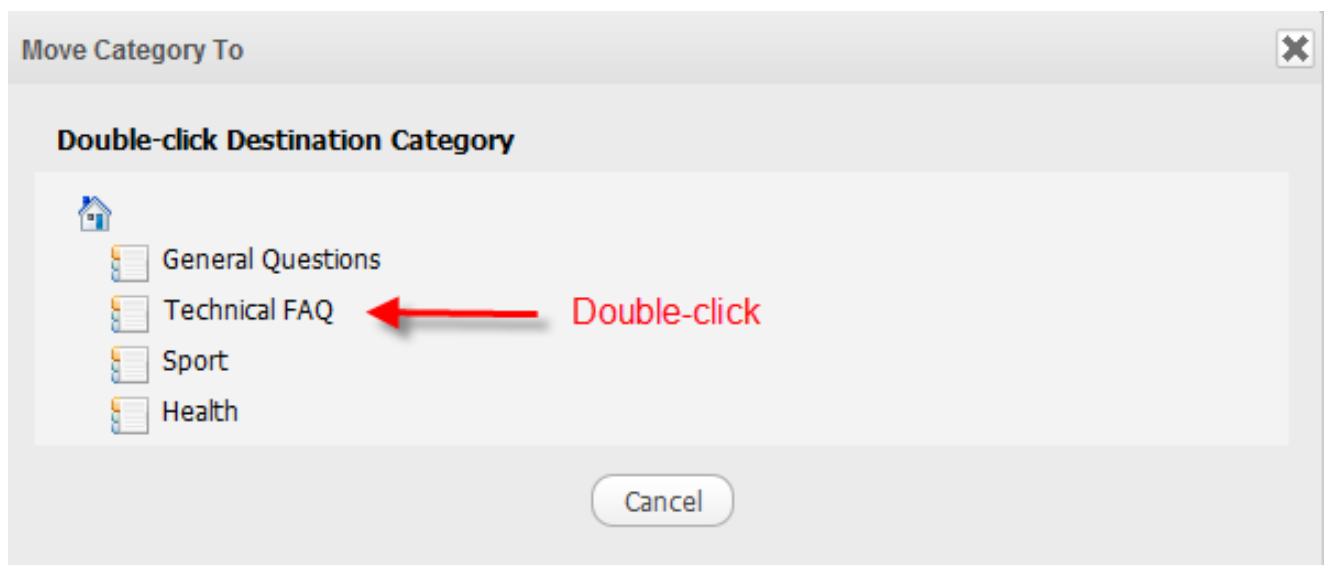
**See Also:**

- [View details of Answers](#)
- [Add a new category](#)

- [Edit category properties](#)
- [Move a category](#)
- [Export/Import a category](#)

#### 2.2.1.4. Move categories

1. Follow one of the approaches described in [Manage categories](#) to open the drop-down menu.
2. Select  **Move**.
3. Select the destination category from the list.




See Also:

- [View details of Answers](#)
- [Add a new category](#)
- [Edit category properties](#)
- [Delete a category](#)
- [Export/Import a category](#)

#### 2.2.1.5. Export/Import categories

Both functions can be executed on all categories and questions in the Answers home or a specific category in Answers.


**To export categories and questions:**

1. Click  **Export** to open the **Export** form.
2. Input the file name to export.

3. Click **Save** to accept exporting all categories and questions.

The exported file is in the .zip format and it can be used to import to Answers or keep it as backup.

**To import categories and questions:**

1. Click  **Import** to open the **Import** form.

2. Locate the file to import, then upload the selected file.

3. Click **Save** to finish.

After being imported, all categories and questions will be displayed in the Answers homepage.

**See Also:**

- [View details of Answers](#)
- [Add a new category](#)
- [Edit category properties](#)
- [Delete a category](#)
- [Move a category](#)

## 2.2.2. Moderate questions

In this section, the following topics are covered:

- [View all questions](#)
- [Edit a question](#)
- [Approve/Disapprove a question](#)
- [Activate/Deactivate a question](#)
- [Delete a question](#)
- [Move a question](#)

### 2.2.2.1. View all questions

Each question may be displayed in different ways, depending on the preset properties when creating or editing these questions. To view all posted questions, click  **Manage questions** on the Action bar to open the



**Manage questions** form. Here, you can have the overview of all the posted questions in the category you manage.

**See Also:**

- [View details of Answers](#)

- [Edit a question](#)
- [Approve/Disapprove a question](#)
- [Activate/Deactivate a question](#)
- [Delete a question](#)
- [Move a question](#)

#### 2.2.2.2. Edit a question

1. Select  on the Action bar to view all the open questions.
2. Click  next to the question that you want to edit and scroll down to see the **Edit question** form.
3. Make changes to your question.
4. Click **Save** to save all changes.

**See Also:**

- [View details of Answers](#)
- [View all questions](#)
- [Approve/Disapprove a question](#)
- [Activate/Deactivate a question](#)
- [Delete a question](#)
- [Move a question](#)

#### 2.2.2.3. Approve/Disapprove a question

In a category that requires question to be moderated, any new questions will be in the unapproved status and need to be approved before being published.

There are two options for answers: All and Approved.

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

If you select **Approved**, the **Moderate question** function will determine the unapproved questions to be displayed or not.

To approve/disapprove a question, follow one of these ways:

**The first way:**

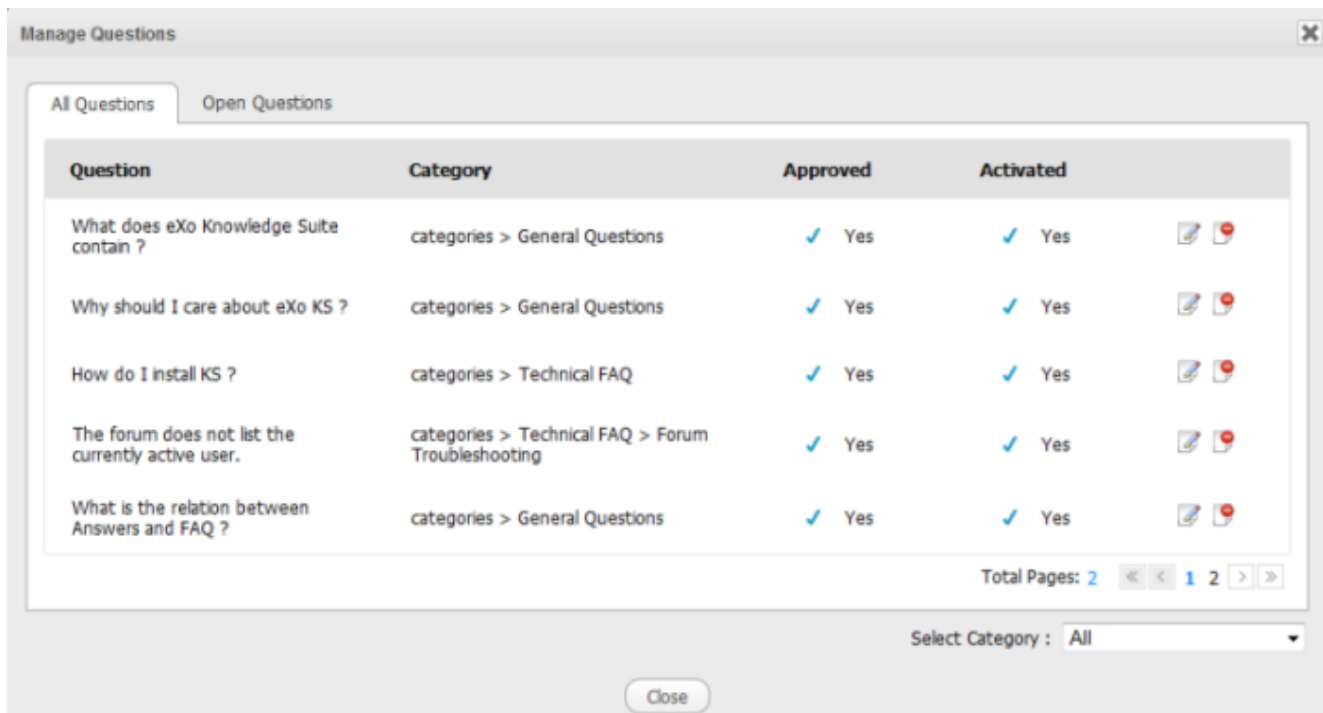
1. Right-click the question title and select **Edit** from the drop-down menu. The **Edit** form will be displayed.
2. Select/Deselect the **Approved** checkbox.

**The second way:**

1. Right-click the question title and select **Answer question** from the drop-down menu. The **Answer question** form is displayed.
2. Select/Deselect the **Approved** checkbox.

**The third way:**

1. Click  **Manage questions** on the Action bar. The **Manage questions** form appears:





Question	Category	Approved	Activated
What does eXo Knowledge Suite contain ?	categories > General Questions	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Why should I care about eXo KS ?	categories > General Questions	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
How do I install KS ?	categories > Technical FAQ	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
The forum does not list the currently active user.	categories > Technical FAQ > Forum Troubleshooting	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
What is the relation between Answers and FAQ ?	categories > General Questions	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes

Total Pages: 2    << < 1 2 > >>

Select Category : All

Close

2. Click  or  to approve or disapprove the respective question.

**See Also:**

- [View details of Answers](#)
- [View all questions](#)
- [Edit a question](#)
- [Activate/Deactivate a question](#)
- [Delete a question](#)
- [Move a question](#)

#### 2.2.2.4. Activate/Deactivate a question

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 first way:**

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

**The second way:**

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

**The third way:**

1. Click  on the Action bar.
2. Click  or  to activate or deactivate the respective questions.



**See Also:**

- [View details of Answers](#)
- [View all questions](#)
- [Edit a question](#)
- [Approve/Disapprove a question](#)
- [Delete a question](#)
- [Move a question](#)

### 2.2.2.5. Delete a question

There are several ways to delete questions:

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

**The second way:** Click  on the Action bar and then click  corresponding to the question you want to delete.

**The third way:** Click your desired question and click the delete icon. There will be an alert message, click **OK** to confirm.

**See Also:**

- [View details of Answers](#)
- [View all questions](#)


- [Edit a question](#)
- [Approve/Disapprove a question](#)
- [Activate/Deactivate a question](#)
- [Move a question](#)

#### 2.2.2.6. Move a question

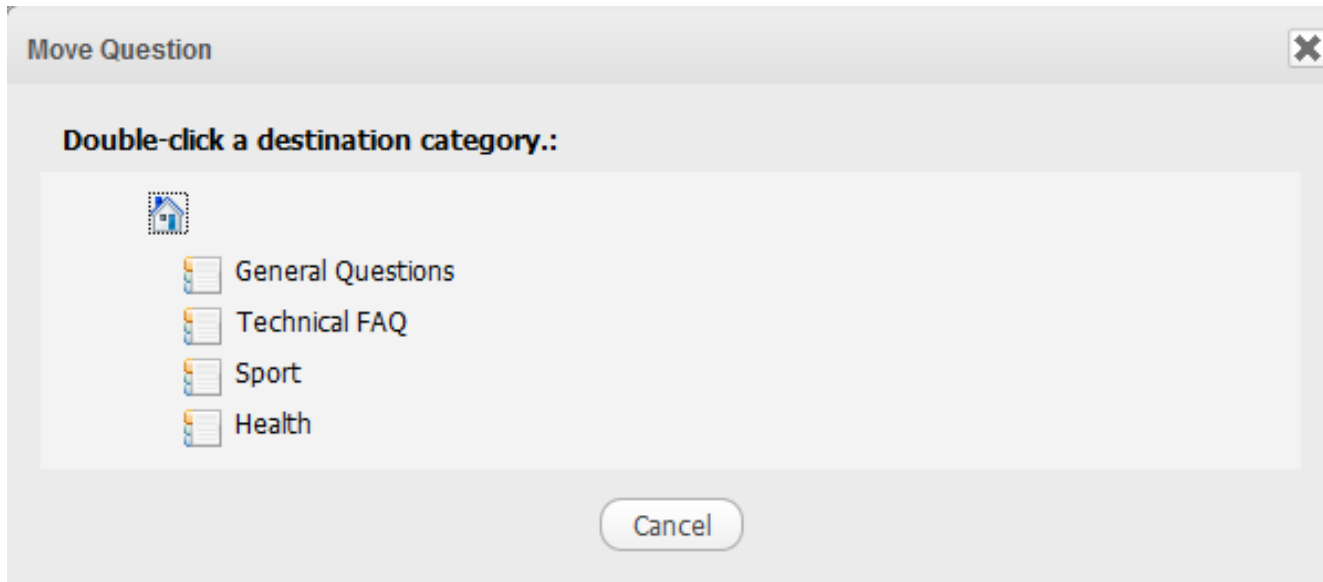
To move a question:

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

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

**The second way:** Select your desired question and click  .

2. Select the category to which you want to move your selected question.



#### Note

Only the Administrator can move questions to any areas in Answers.

The Moderator will be checked for permission when moving questions. The Moderator can only move questions to the category where he is also the moderator.

A notification will be only sent to the creator of the question that has been moved.

See Also:

- [View details of Answers](#)
- [View all questions](#)
- [Edit a question](#)



- [Approve/Disapprove a question](#)
- [Activate/Deactivate a question](#)
- [Delete a question](#)

### 2.2.3. Moderate an answer

In this section, the following topics are covered:

- [Approve/Disapprove an answer](#)
- [Activate/Deactivate an answer](#)
- [Delete an answer](#)
- [Promote a comment to answer](#)

On the top right of an answer, you will see icons that represent actions you can do on that answer.

#### 2.2.3.1. Approve/Disapprove an answer

Click on the top right of the answer content to approve that answer.




#### Note

The approved answer is visible to regular users, while the unapproved question is invisible.

See Also:

- [View details of Answers](#)
- [Activate/Deactivate an answer](#)
- [Delete an answer](#)
- [Promote a comment to answer](#)

#### 2.2.3.2. Activate/Deactivate an answer

Click  on the top right of the answer content to activate that answer.



#### Note

The deactivated answer is hidden to the regular users while the activated question is shown.

See Also:

- [View details of Answers](#)

- [Approve/Disapprove an answer](#)
- [Delete an answer](#)
- [Promote a comments to answer](#)

#### 2.2.3.3. Delete an answer

To delete an answer, click the trash icon on the top right of the answer content, then click **OK** in the confirmation message.

**See Also:**

- [View details of Answers](#)
- [Approve/Disapprove an answer](#)
- [Activate/Deactivate an answer](#)
- [Promote a comment to answer](#)

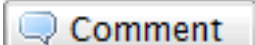
#### 2.2.3.4. Promote comments to answers


This function enables users to log in and give comments on specific questions.

If the comment is considered as the best answer for the question, it can be promoted to the answer.

**To leave a comment:**

1. Follow one of the following two ways.

**The first way:** Click the question you want to leave comments and select  .

**The second way:** Right-click a specific question and select  from drop-down menu.

2. Enter your answer in the text-input field.

3. Click **Save** to finish.

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



#### Note

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

**See Also:**

- [View details of Answers](#)
- [Approve/Disapprove an answer](#)

- [Activate/Deactivate an answer](#)
- [Delete an answer](#)

## 2.3. Administrator

The Administrators have the global role and take care of the entire management tasks.

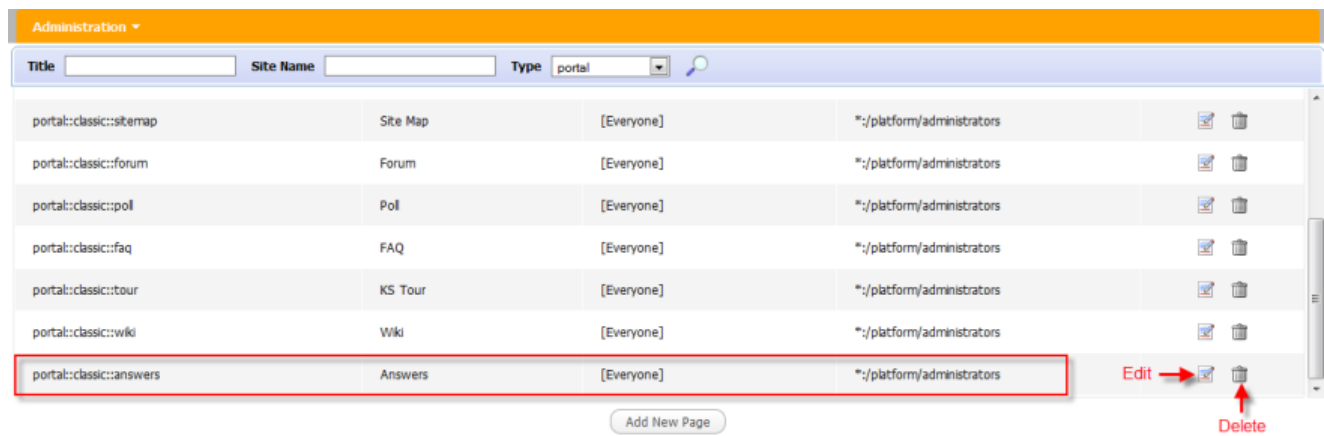
### 2.3.1. Set up Answers portlet

When adding a portlet to a page, you have to configure this portlet to make it work in your desired way.

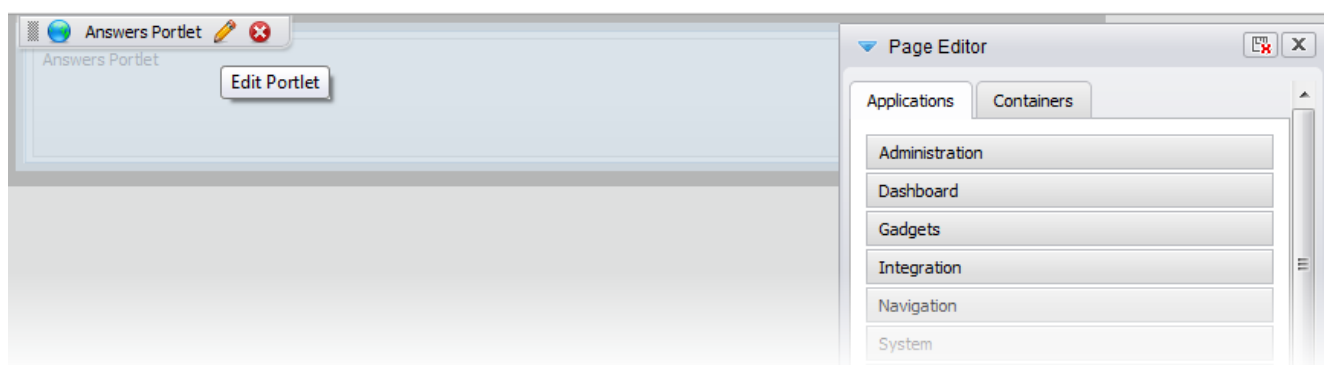
To configure the Answers portlet:

1. Go to **My Space --> Portal Administration --> Manage Page** on the Administration bar.

2. Click  that corresponds to the answers page:



Now, you should be in the page edit mode:



3. Hover your cursor over the Answer portlet, then click  on the quick toolbar that appears.

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

In this form, you can:

- [Change the display mode](#)
- [Customize email notification template](#)
- [Enable the "Discuss in forum" feature](#)

### 2.3.1.1. Change the display mode

In the **Display Mode** tab, you can set all the default display properties of the Answers application, including:

- **Display:** Display all entries in the Answers application.
  - **'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:** The order to display all entries in the Answers application.
- **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:** Enable votes and comments to be available in Answers. If the **Enable vote and comments** checkbox is selected, users can comment and vote in Answers. If not, these functions are disabled.
- **Anonymous users may submit questions:** 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.

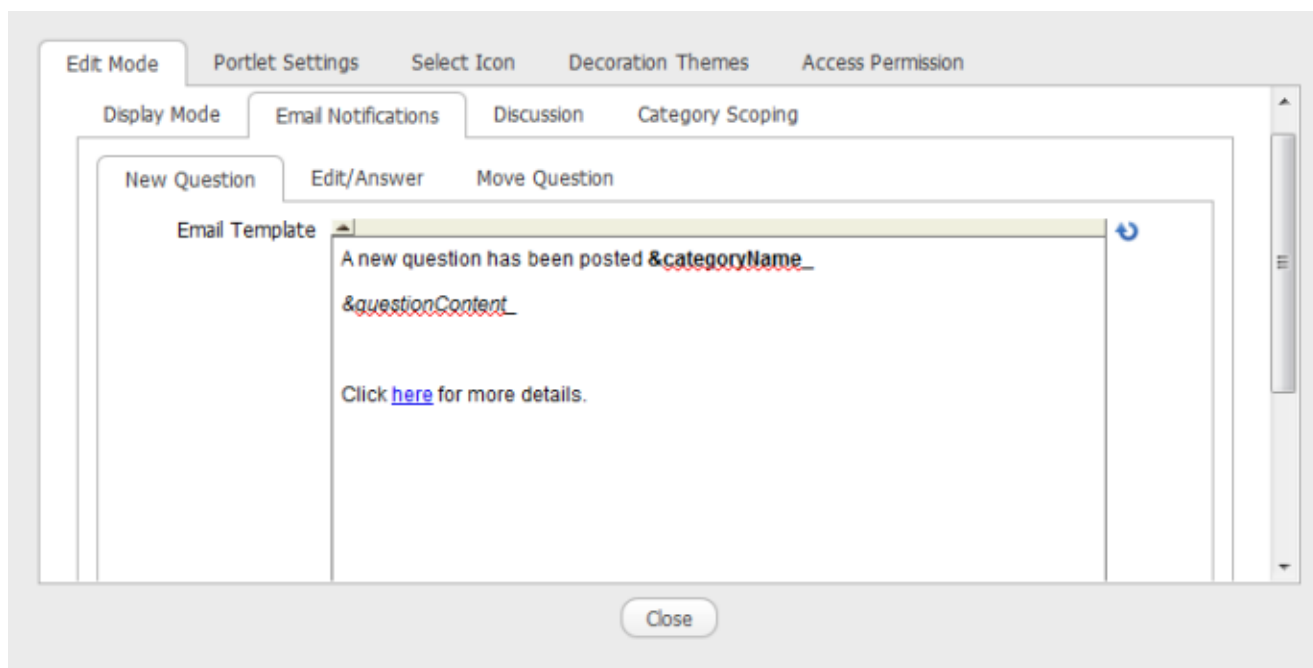
- **Enable automatic RSS:** Enable the RSS feeds function to be available in Answers or not. If the **Enable automatic RSS** option is selected, users can get RSS information in Answers. If not, the RSS function is disabled.
- **Display avatars:** Enable avatars to be viewed in Answers or not. If the **Display avatars** checkbox is selected, the avatar of eXo members are shown in Answers. If not, they are hidden.
- **User Post Question in root:** Enable users to post questions in the root category or not.

See Also:

- [View details of Answers](#)
- [Customize the email notification template](#)
- [Enable the "Discuss in forum" feature](#)
- [Define the default category for discussions](#)

### 2.3.1.2. Customize email notification template

When there are new questions or answers in the category or topic that a user has watched, the use will receive the email notification. In the **Email notifications** tab, change content of the email notification manually or edit the template for each email notifications.




- **New question tab:** The content of the email notification.
- **Edit/answer tab:** The content of the email notification that has been answered or edited.
- **Move question tab:** The content of the email notification that notifies about the question that has been moved to another category.

Followings are variables that you can use in your template:

**&categoryName\_:** will be replaced by the watched category.

**&questionContent\_:** will be replaced by the content of the new questions.

**&questionResponse\_:** will be replaced by the content of the new questions' reply.

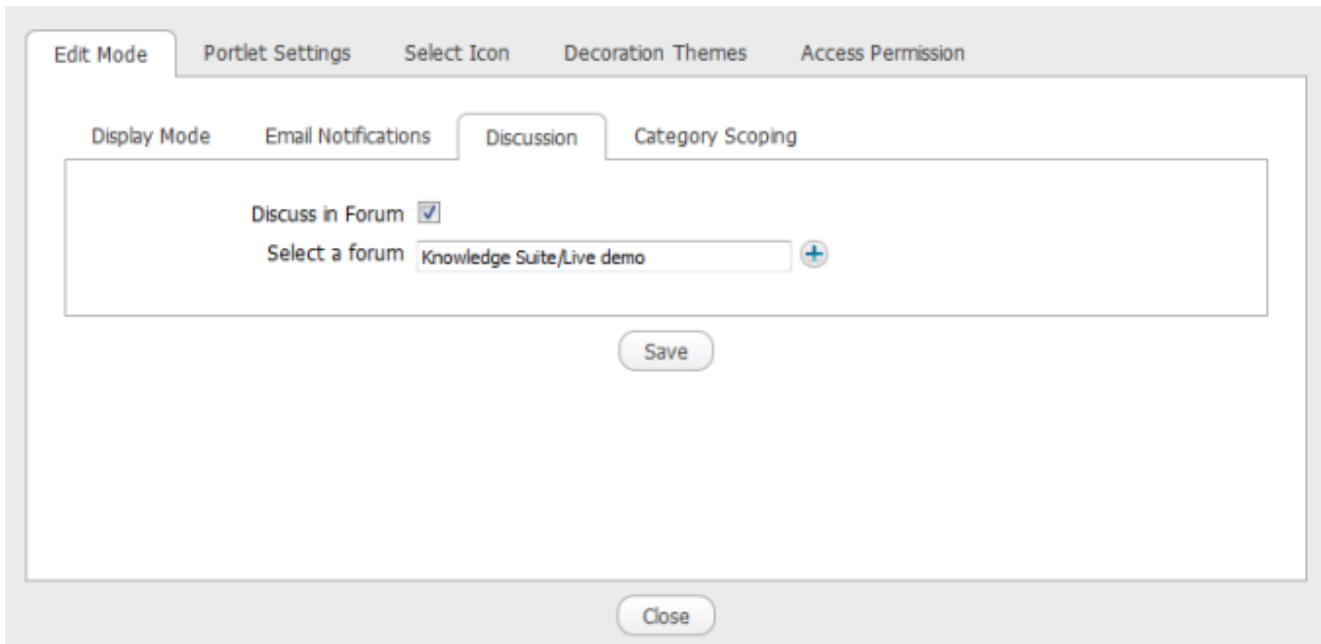
These variables are used to load the content dynamically. Thus, you should not edit them. In case the template is changed unexpectedly, you can go back to the default template by clicking . You can use the text editor to format the template as you wish.

**See Also:**

- [View details of Answers](#)
- [Change the display mode](#)
- [Enable the "Discuss in forum" feature](#)
- [Define the default category for discussions](#)

### 2.3.1.3. Enable the "Discuss in forum" feature

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.




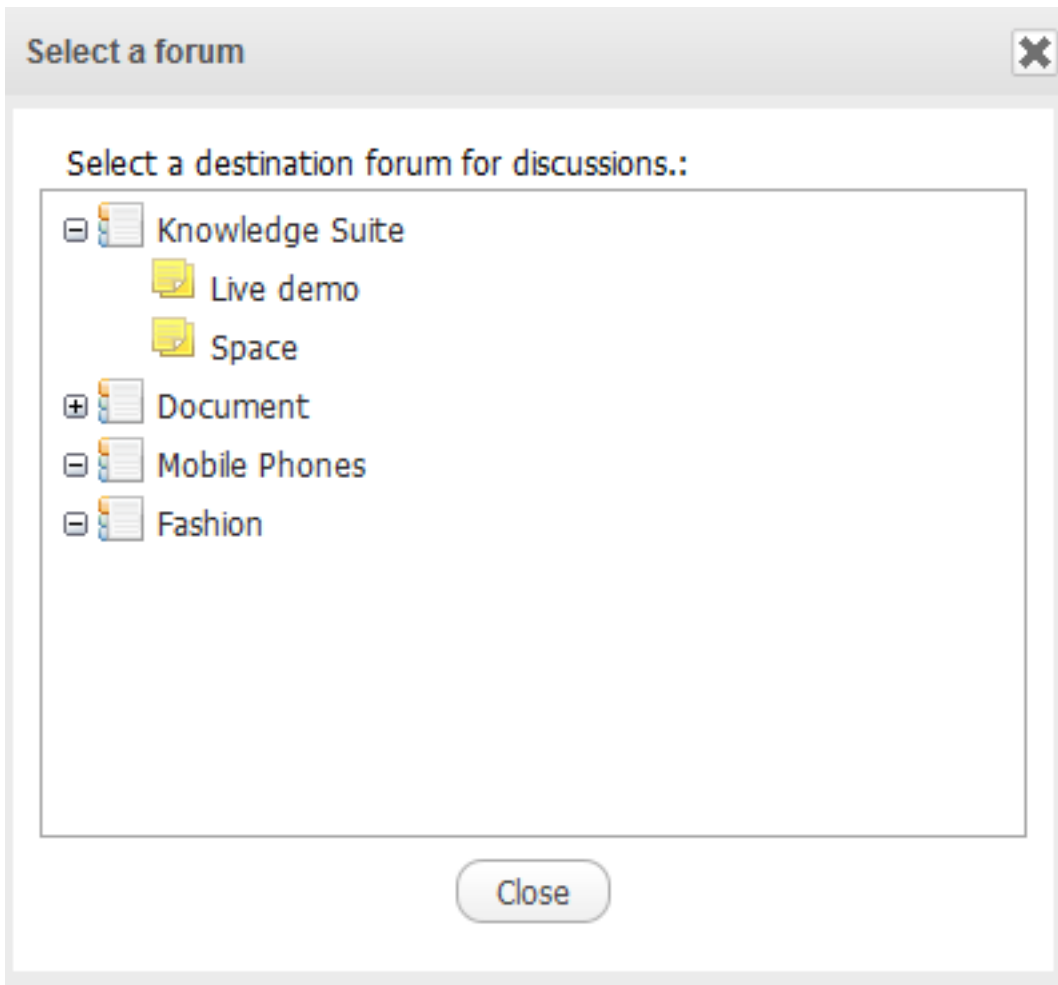
The screenshot shows a configuration window for the 'Answers' portlet. At the top, there are tabs: 'Edit Mode', 'Portlet Settings', 'Select Icon', 'Decoration Themes', and 'Access Permission'. Below these, there are sub-tabs: 'Display Mode', 'Email Notifications', 'Discussion' (which is active), and 'Category Scoping'. In the 'Discussion' tab, there is a checkbox labeled 'Discuss in Forum' which is checked. Below it is a text input field labeled 'Select a forum' with the value 'Knowledge Suite/Live demo' and a '+' button to the right. At the bottom of the configuration area is a 'Save' button. At the very bottom of the window is a 'Close' button.

**See Also:**

- [View details of Answers](#)
- [Change the display mode](#)
- [Customize the email notification template](#)
- [Define the default category for discussions](#)

#### 2.3.1.4. Define the default category for discussions

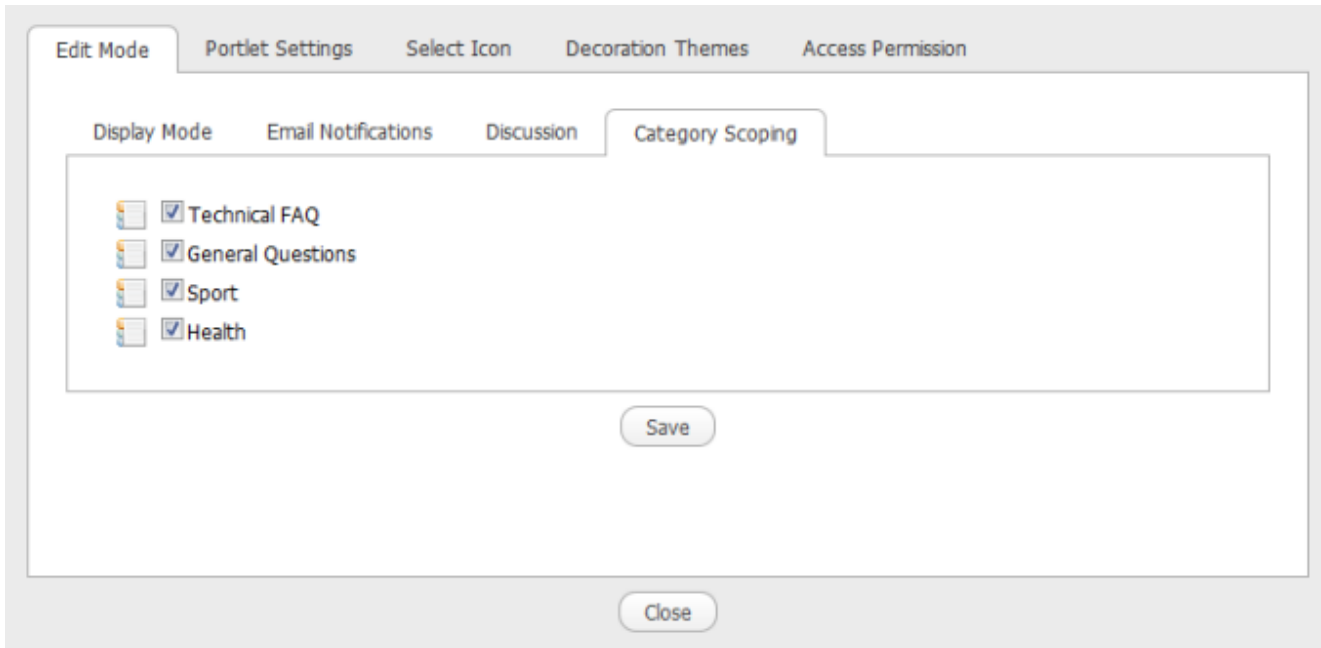
1. Click  to open the **Select a forum** form in the Discussion tab.



2. Click a specific category/forum title to select it.
3. Click **Save** to accept saving changes in the **Discussion** tab.

#### Select the category scoping:

In the **Category scoping** tab, show/hide categories in Answers. The hidden category is not displayed in Answers.



The screenshot shows a web interface for configuring a portlet. At the top, there are five tabs: 'Edit Mode', 'Portlet Settings', 'Select Icon', 'Decoration Themes', and 'Access Permission'. The 'Portlet Settings' tab is currently selected. Inside this tab, there are four sub-tabs: 'Display Mode', 'Email Notifications', 'Discussion', and 'Category Scoping'. The 'Category Scoping' sub-tab is active. It displays a list of four categories, each with a small document icon and a checked checkbox: 'Technical FAQ', 'General Questions', 'Sport', and 'Health'. Below the list is a 'Save' button. At the bottom center of the entire dialog is a 'Close' button.

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

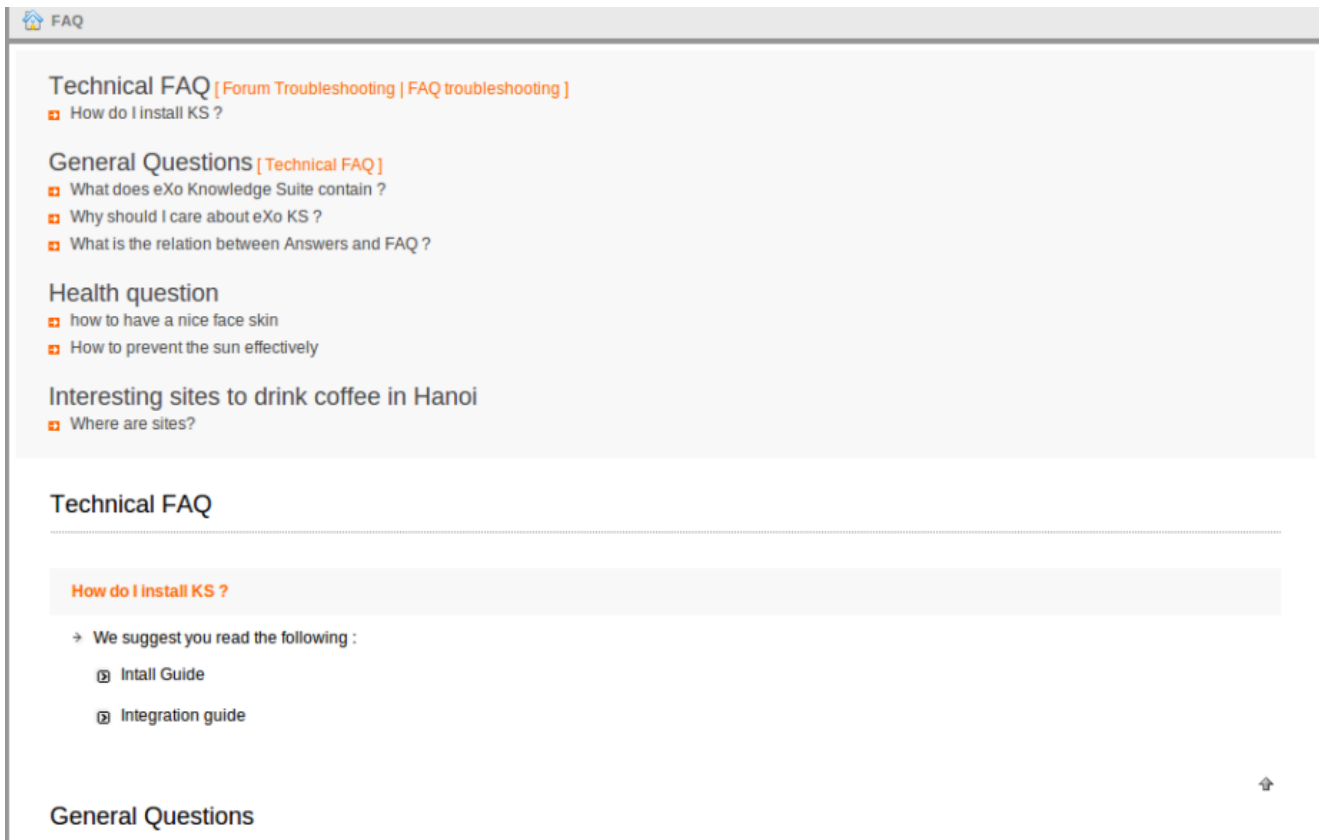
**See Also:**

- [View details of Answers](#)
- [Change the display mode](#)
- [Customize the email notification template](#)
- [Enable the "Discuss in forum" feature](#)

### 2.3.2. Set up FAQ portlet



The FAQ portlet can be added to a page for users to view questions and answers quickly and easily.

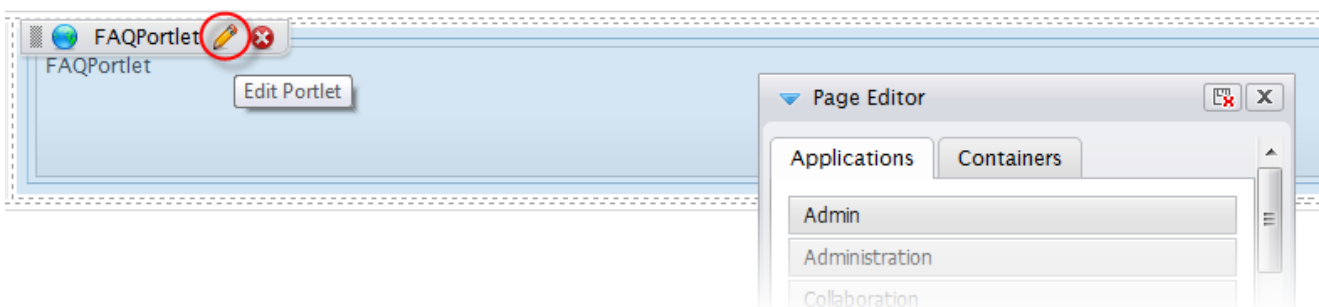


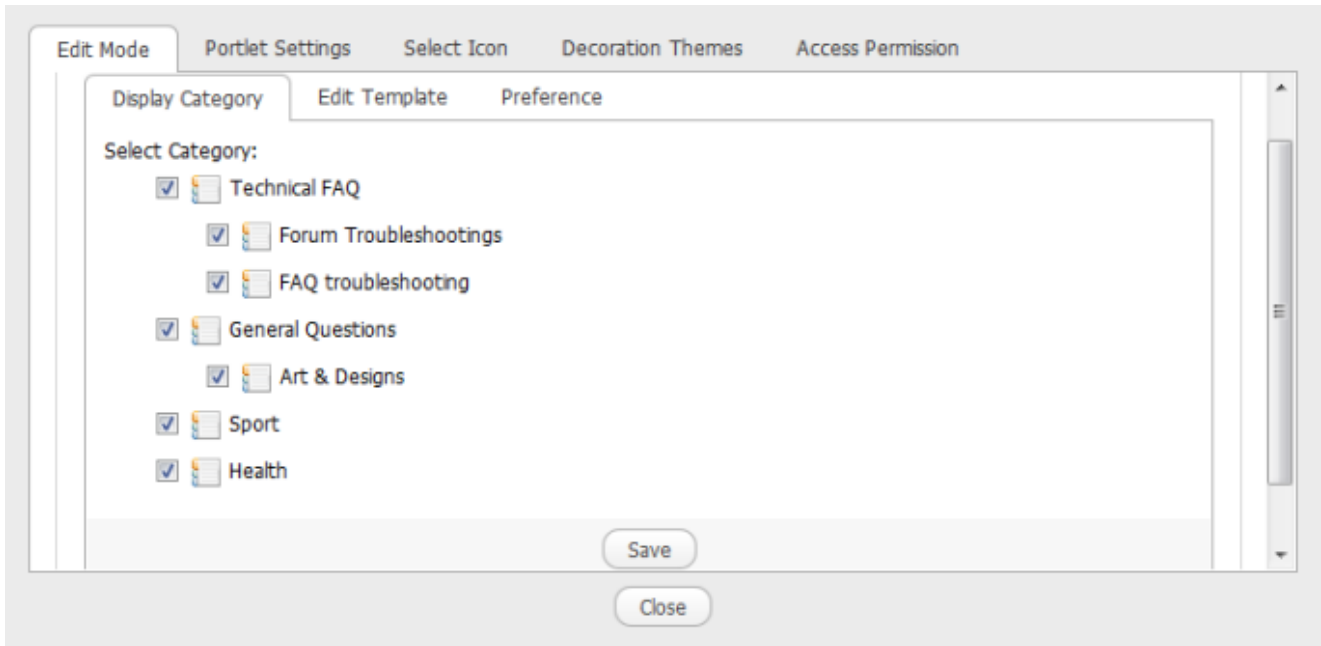


The Edit Mode of the FAQ portlet enables you to set the properties to display questions and answers in the View mode.

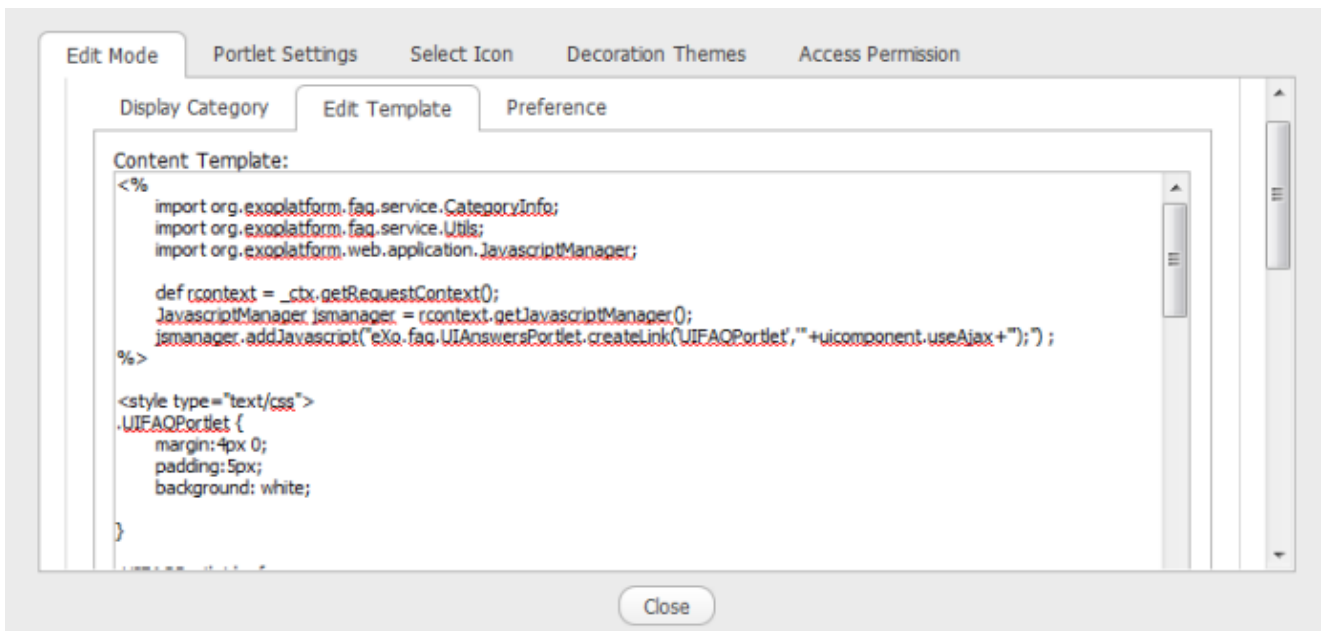
**To configure the FAQ portlet:**

1. Go to **My Space > Portal Administration > Manage Page** on the Administration bar.
2. Click  that corresponds to the FAQ page in the page list. Now, you should be in the page edit mode.
3. Hover your cursor over the FAQ portlet and click  in the quick edit toolbar that appears.





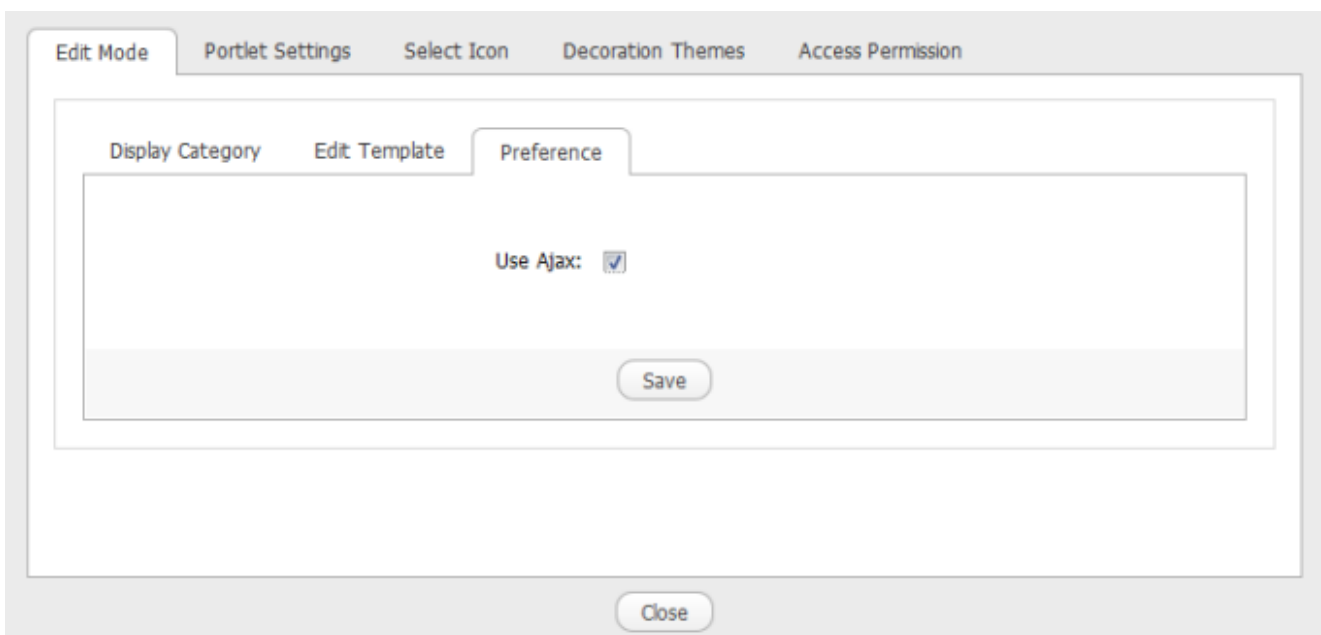
ii. In the **Edit Template** tab, you can use CSS to customize the FAQ template.



This is an example of the FAQ template after applying the new style.



iii. In the **Preference** tab, you can enable or disable the bookmarkable URLs in Answers.



By not using Ajax, the Answers will generate plain URLs in the links. The added benefit will be bookmarkability and better SEO as the links will be permalinks. Using Ajax, the links will be javascript-based and generate Ajax calls. This should make browsing faster because the whole page is not reloaded.

**See Also:**

- [View details of Answers](#)
- [Set up the FAQ portlet](#)

## Chapter 3. How To Use Forum?

The chapter provides you a guide to use all Forum features or to configure the Forums portlet to make it work in your desired manner.

To access Forum, see [Access applications of eXo Knowledge](#) for more details.

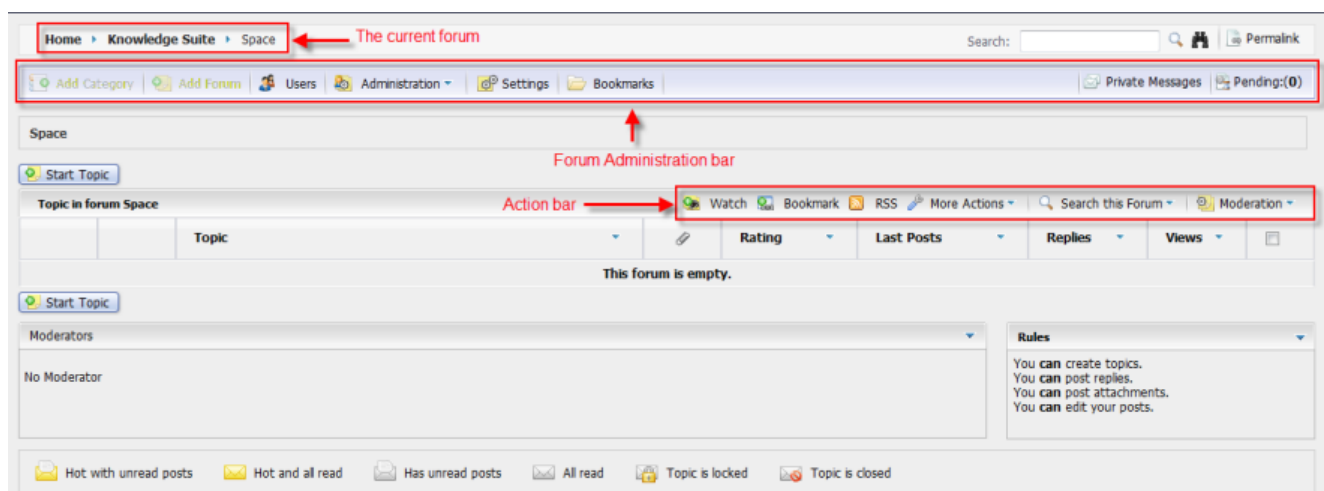
In Forum, the role of each user group is clear and very important. Each role has a set of tasks that they can execute. Administrators and moderators are responsible for setting up and maintaining Forum. With the highest rights, the administrators are in charge of the entire management tasks, including Forum configurations, users management, permissions, categories, forums, topics, and messages. With sub-sets of administrative permissions, the moderators will manage the respective sub-sets of the forum.

The user interface will indicate which features are available to you, based on the scope of your permissions.

A regular user will have the User bar and Action bar with the basic actions.



Only when logging as an administrator, you can see the Forum Administration bar. Basically, this is the Forum User bar with more administrative actions. The Action bar of the administrator also provides the advanced actions on forums and categories. Most of management tasks are shown via these bars:



The Moderator will have the User bar and Action bar with a sub-set of certain capabilities.

To have an overall look of actions which users of each role can do in the Forum application, see the following table:

Features	Description	Administrator	Moderator	Owner	Regular user	Guest
<a href="#">View details of Forum</a>	View categories, forums, and many another information.	✓	✓	✓	✓	✓

Features	Description	Administrator	Moderator	Owner	Regular user	Guest
<a href="#">Subscribe to RSS feeds</a>	Provide the link to Forum for easy sharing.					
<a href="#">Attach a file</a>	Preview attached images and files and download the attachment.					
<a href="#">Search</a>	Do the simple and advanced search.					
<a href="#">Bookmark</a>	Bookmark category, forum, topic.					
<a href="#">Add a post</a>	Post reply, quote, private post, quick reply.					
<a href="#">Edit a post</a>	Edit post, quote and private post.					
<a href="#">Delete a post</a>	Delete post inside specific topic.					
<a href="#">Add a topic</a>	Start a new topic.					
<a href="#">Edit a topic</a>	Edit topic in a specific forum.					
<a href="#">Delete a topic</a>	Delete topic inside a specific forum.					
<a href="#">Lock/Unlock a topic</a>	Lock/Unlock topics inside a specific forum.					
<a href="#">Add a poll &amp; Vote</a>	Add a poll to topic and vote poll.					
<a href="#">Rate a topic</a>	Evaluate a					

Features	Description	Administrator	Moderator	Owner	Regular user	Guest
	topic by rating star.					
<a href="#">Add a tag</a>	Create new tags and tag a topic.					
<a href="#">Private message</a>	Send or receive private messages.					
<a href="#">Watch</a>	Subscribe to categories, forums, topics to receive notification mails of new posts or topics.					
<a href="#">User Settings</a>	Change profile settings, personal forum settings.					
<a href="#">Stick/unstick a topic</a>	Stick/unstick topics inside a specific forum.					
<a href="#">Lock/unlock a topic</a>	Close/open topic inside a specific forum.					
<a href="#">Split a topic</a>	Divide one topic into two separate topics.					
<a href="#">Merge topics</a>	Combine two or more topics into one.					
<a href="#">Manage a Poll</a>	Create, edit, delete, close and reopen polls.					

Features	Description	Administrator	Moderator	Owner	Regular user	Guest
<a href="#">Move a topic/post</a>	Move one topic/post from a forum/topic to the other forum/topic.					
<a href="#">Approve a topic/post</a>	Change new topics/posts from pending status to normal status so that guest, normal user can view.					
<a href="#">Uncensor a post</a>	Allow a topic which has censored content to be displayed.					
<a href="#">Show/hide a post</a>	Allow posts to be shown/hidden.					
<a href="#">Manage pending tasks</a>	Manage all topics/posts waiting for moderation in one place.					
<a href="#">Manage a watch</a>	Manage the subscription (watch). Edit and delete subscribed email.					
<a href="#">Ban a user</a>	Ban users from accessing to specific forums					
<a href="#">Add a forum</a>	Add a new forum to a specific category.					
<a href="#">Edit a forum</a>	Change the title, description, moderator,					

Features	Description	Administrator	Moderator	Owner	Regular user	Guest
	permissions of a forum					
<a href="#">Delete a forum</a>	Delete forums from a specific category.					
<a href="#">Lock a forum</a>	Lock a forum so that it can be viewed only.					
<a href="#">Unlock a forum</a>	Unlock a locked forum that allow doing basic action on unlocked forum.					
<a href="#">Close/open a forum</a>	Close/open a forum. Closed forum are still manageable by Administrator and Moderators.					
<a href="#">Move a forum</a>	Move forum from one category to the other category.					
<a href="#">Export a forum</a>	Export a forum in the format of a .zip or .xml file.					
<a href="#">Import a forum</a>	Import a forum from zip/xml file into Forum application.					
<a href="#">Add a category</a>	Add a new category.					
<a href="#">Edit a</a>	Edit a					



Features	Description	Administrator	Moderator	Owner	Regular user	Guest
<a href="#">category</a>	category and change properties.					
<a href="#">Export a category</a>	Export categories in the format of a .zip or .xml file.					
<a href="#">Import a category</a>	Import categories from .zip/.xml file into Forum application.					
<a href="#">Delete a category</a>	Delete a category and all forum, topic, post inside it.					
<a href="#">Administrate Sorting</a>	Sort forums, topics according to specific conditions.					
<a href="#">Administrate Censor</a>	Define keywords that will be censored in forum.					
<a href="#">Customize the notification template</a>	Define the content of the notification mails.					
<a href="#">Ban IPs</a>	Ban IPs on the whole Forum application.					
<a href="#">Manage users</a>	Manage user's profile, promote users, ban users, view topic and post of a specific user.					



## Note

**Owners** are those who create topics and posts. Actually, they are regular users but they can perform some extra actions on their posts and topics.

## 3.1. Regular users

This section describes actions that a regular user can perform in Forum.

### 3.1.1. View details of Forum application

Once clicking **Forum** on the administration bar, you will be directed to the Forum homepage. Here, you can see all categories of Forum, all forums of each category, and the number of posts, and more another information as below:

Category	Forums	Last posts	Topics	Posts
Knowledge Suite	Live demo Questions about this demo		2	2
	Features of eXo Knowledge	New features of eXo Knowledge by John Smith (05/16/2011, 03:17 AM)	2	2
	What's new in eXo Knowledge?	Answers by John Smith (05/12/2011, 07:18 AM)	0	0
Mobile phones	Hot news	Not available	0	0
	Products review	Not available	0	0
	Promotion	Not available	0	0
Software	Hot news	Not available	0	0
	Interesting software	Not available	0	0

**What's Going on?**

Maximum number of online users was : 2, at Thu, May 12, 2011, 02:31 AM  
Online Users : John Smith

**Forums Statistics**

Total topics: 4, Total posts: 4, Total members: 4, Active members: 1

#### 3.1.1.1. Search

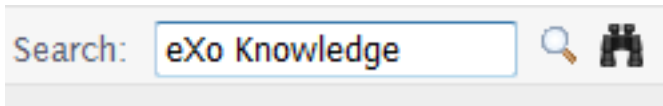
Like in Answers, you can do either of two search types (**Quick Search** or **Advanced Search**) anywhere in the Forum application, right on the homepage or inside each specific forum or topic that makes it easy to find the expected information.

##### 3.1.1.1.1. Quick search

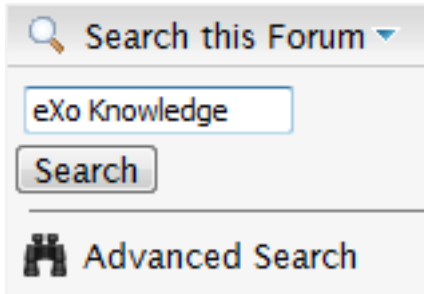
With Quick Search, users can directly type a search term in the textbox. All the categories, forums, topics and posts that have the keyword matching the search term will be quickly displayed in the Search Result form.

For example:

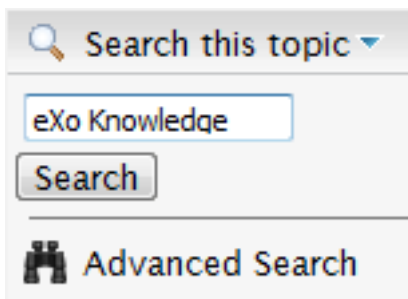
- The **Search** function on the main bar to search for items related to categories, forums, topics, and posts.




- The **Search** function inside one specific forum to find topics, and posts in the forum only.



- The **Search** function inside one specific topic to find posts related to the topic only.



**Do the following steps to do a Quick Search:**

1. Enter a search term into the relevant search textbox.
2. Click  or press the **Enter** key to perform your search, or click the **Search** button if you want to search in one forum or topic.

Depending on your selected object, results which contain the matching keyword will be displayed in the **Search results** form.


**See Also:**

- [View details of the Forum application](#)
- [Advanced search](#)

### 3.1.1.1.2. Advanced search

The **Advanced Search** allows users to make a search with the particular criteria corresponding to the object you want to find. Using the Advanced Search, you can find forums/topics/posts exactly.

The **Advanced Search** icon is placed anywhere in the Forum application. To perform the advanced search, do as follows:

1. Click  at the top right of the Forum homepage when being in the Forum application or in the search

pop-up or in the **Search this category/Search this forum/Search this topic/** on the action bar of each selected object.

Basing on where you want to search: Category, forum or post", the search criteria will be changed accordingly.




2. Define values of properties corresponding to each object that you want to search.

3. Click the **Search** button to do search or **Cancel** to quit. Also, click the **Clear Fields** button to reset the inputted values.

The list of the found objects will be displayed in the search result form or there will be an alert message when no objects match with the inputted properties.

- To find in **categories**, select **Category** from the **Search in** drop-down menu.

Details:

Fields	Meaning
Terms	The keyword related to your desired categories.
Scope	The search scale. With the 'Full' option, returned results are those matching both title and content containing the entered keyword. With the 'Title' option, only results matching the object's titles are returned.
User name	The name of the category creator. Input the name manually or click  to select users from a specific group.
Created between - and	The created date interval for searching. Input dates manually or click  to open the calendar pop-up.
Moderator	The name of the category moderator. Input the name manually or click  .

Fields	Meaning
	to select users from a specific group.

- To find in **forums**, select **Forum** from the **Search in** drop-down menu.

Terms

Search in

Scope ☒ Full ☐ Titles

Username

Status ☐ Locked ☐ Unlocked

State ☐ Open ☐ Closed

Created between  and








Posts

Topics

Moderator




Fields	Meaning
Terms	The search keyword.
Status	The status of the forums.
State	The state of the forums.
Posts	The interval of forum's posts number you want to search. Simply click and drag your cursor on the sidebar to define the post interval.
Topics	The interval of forum's topics number you want to search. Click and drag your cursor on the sidebar to define the topic interval.
Moderator	The name of the forums' moderators.

- To find in **topics**, select **Topic** from the **Search in** drop-down menu.

Terms   
 Search in   
 Type   
 Scope ☒ Full ☐ Titles  
 Username    
 Status ☐ Locked ☐ Unlocked  
 State ☐ Open ☐ Closed  
 Created between   and    
 Last Post between   and    
 Posts    
 Views 

Field	Meaning
Terms	The search keyword.
Type	The type of the topic specified by the topic type name and its icon. It can be selected from the existing list.
Status	The status of the topics.
State	The state of the topics.
Created between - and	The created date interval in which you want to search for topics.
Last post between - and	The last post's created date interval in topics in which you want to search.
Posts	The number of the topic's posts interval in which you want to search for those topics. Simply click and drag the cursor on the sidebar to define the post interval.
Views	The number of the views interval of topics in which you want to search. Simply click and drag the cursor on the sidebar to define the views interval.

- To find in **posts**, select **Post** from the **Search in** drop-down menu.

Terms   
 Search in   
 Scope ☒ Full ☐ Titles  
 Username    
 Created between   and  

Details:

Fields	Meaning
Term	The search keyword.
Scope	The search scale to search. With the "Full" option, returned results are those matching both title and content. With the "Title", the results only match the post titles.
Created between - and	The created date interval in which you want to search for posts.

See Also:

- [View details of the Forum application](#)
- [Quick search](#)

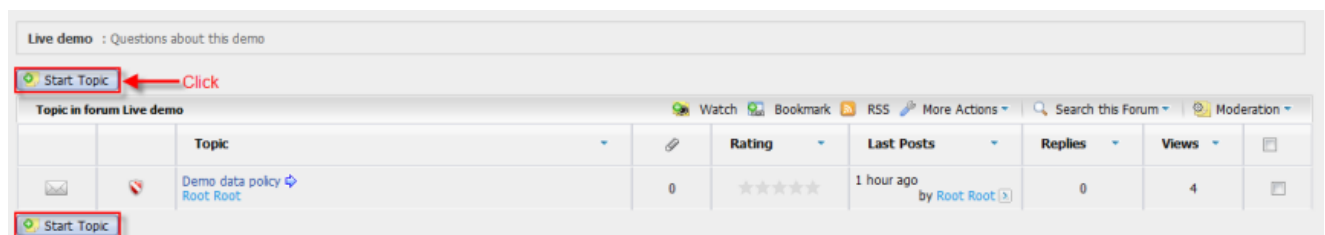
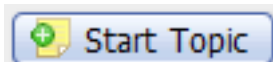
### 3.1.2. Topics

#### 3.1.2.1. Start a topic

To start a new topic:

1. Go into the forum where you want to start a new topic.

2. Click



3. Enter the topic title, content. The title must be less than 100 characters (special charaters are accepted). You may set [other optional properties](#) if you want.

- Click the **Attach a file** link to attach files to your message. The max size for the attachment is 20Mb. Click the trash icon next to the attachment to remove it.
- Use [BBCodes](#) to format text, or to insert images, videos, and links.

4. Click **Preview** to see before submitting, or **Submit** to finish your topic.



### Note

If the moderation feature is activated for a forum, it means that new topics must be reviewed and approved by a moderator before they are published. Once a new message is posted in a moderated forum, the Forum will tell you that the topic must be approved before being published.

When creating a topic, you can also add extra properties to this topic:

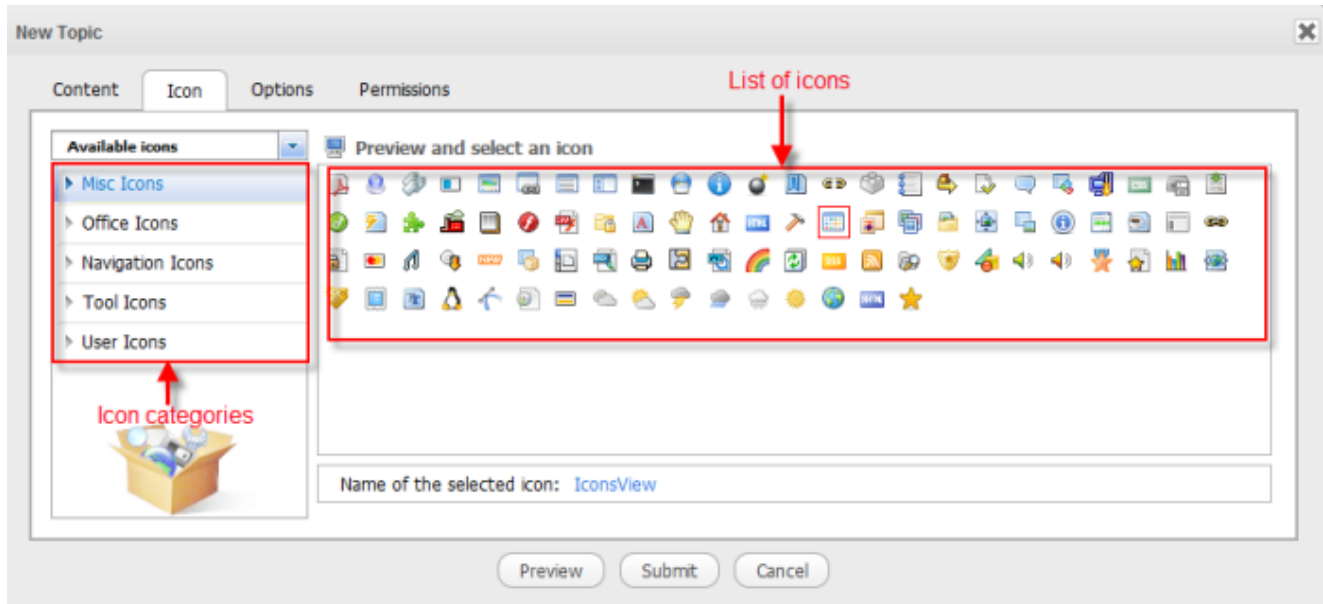
- [Select a topic icon.](#)
- [Make a topic sticky.](#)
- [Select the topic status, state and enable the post moderation.](#)
- [Control who can view or post in your topic.](#)

#### 3.1.2.1.1. Select a topic icon

When posting a new topic, you may also assign an icon to the topic for the quick visual identification as follows:

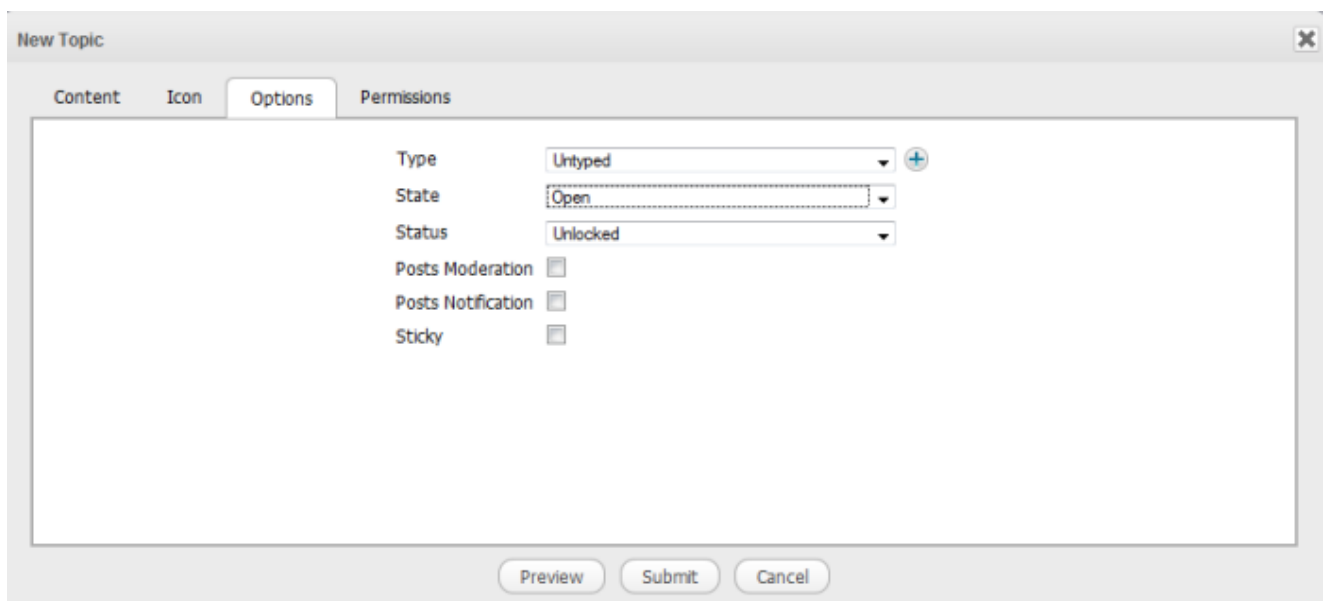
1. Go to the **Icon** tab in the **New topic** form.
2. Select an icon category and click your desired icon in the right pane. The selected icon is surrounded with the red border and with its name as below.





### 3.1.2.1.2. Set the topic options

Go to the **Options** tab, you can select status, state, type of the topic, and more.



Field	Meaning
<b>Type</b>	Type of the topic specified by the topic type name and its icon. You can select it from the existing types or add a new one by clicking the plus icon.
<b>Posts moderation</b>	Check this option if you want posts to be moderated before being viewed.
<b>Posts notification</b>	Check this option to enable the notification email when there are new posts in your topic.
<b>Sticky</b>	Check this option to stick the topic. A sticky topic will be located at the top of the topics list. A sticky topic will not fall down in the list if any new posts are added.

### 3.1.2.1.3. Set topic permissions

Go to the **Permissions** tab, you can set rights to view and post on your topic for another users. By default, all users can view and reply on a topic.

To set the "post" or "view" right to certain users, enter usernames manually in each textbox or click one relevant selector next to the textbox.

- Click



to select users.

- Click



to select users defined by specific roles.


- Click



to select groups.

### 3.1.2.2. Edit a topic

Follow this method when you are in your topic.


1. Click  **More actions** on the Action bar. For regular users, this button is only shown when you are the creator.
2. Click **Edit** from the drop-down menu.
3. Make changes to your desire. Also, leave the reason in the **Reason** field if needed.

4. Click **Submit** to finish.

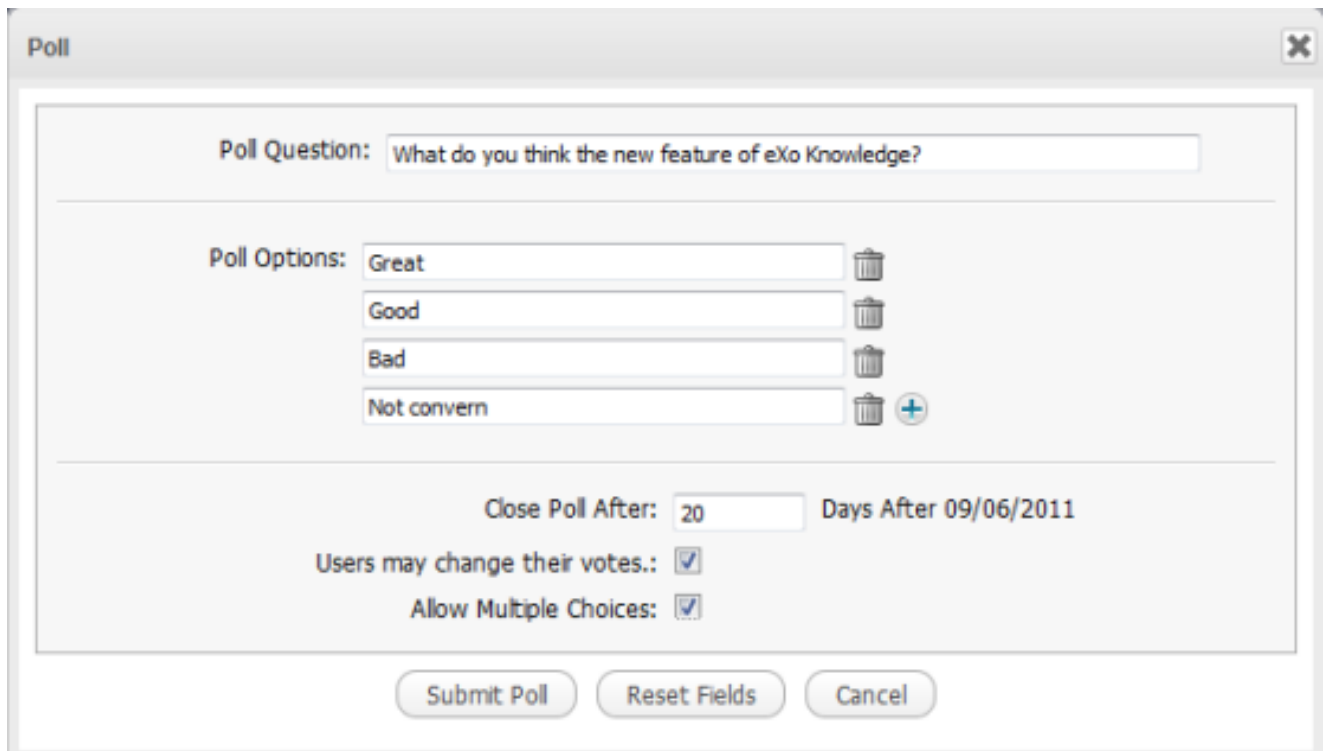
### 3.1.2.3. Create a poll

Each topic may have a poll question with pre-defined options for users to select. As a regular user, you can only add a poll question to your own topic. Meanwhile, administrator and moderator can add the poll to any topics.


1. Go to the topic you want to add a poll.

2. Click  **More actions** on the Action bar and select **Add a poll** from the drop-down menu.

3. Enter the poll question and options.



Fields	Meaning
<b>Poll question</b>	Question raised for polling that is required.
<b>Poll option</b>	Brief content of the poll.
<b>Close poll after</b>	Period after which the poll is closed.
<b>Users may change their vote</b>	Allow users to change their votes or not.
<b>Allow multiple choice</b>	Allow users to vote for multiple options or not.

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

list.


To perform further actions on this poll, simply left-click **More actions** on the Poll pane to open the drop-down menu. Here, you can edit, close/reopen or remove the poll by clicking the relevant button.

Click → More Actions

More Actions → Edit, Close, Remove

### 3.1.2.4. Rate a topic

The Forum application provides an intuitive rating experience through a five-star scale. Your choice of five stars means the highest rating for the topic.

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

Unwatch Bookmark RSS **Rate** Tag More actions Search this topic Moderation

Beautiful beaches in the world Posted: Thu, June 10, 2010, 07:39

outtheast Asia has long been a favorite among beach lovers. Imagine gorgeous beaches where the sky really looks like it meets the sea, heavenly sand beaches, sparkling turquoise waters, and lovely tropical weather.

So it's no surprise that countries like Indonesia and Thailand enjoy a steady stream of tourists all keen on experiencing not only the culture, but also the fabulous beaches they have to offer.

Here are some of the most famous beaches you might want to check out in four of Southeast Asia's countries.

Indonesia

This country is best known for Bali, whose beaches attract visitors from all over the world. But Kuta Beach may be the most famous and certainly the most frequently visited by tourists. This long strip is home to plenty of surfing opportunities, shopping establishments, and a thriving nightlife.

Malaysia

The islands of Langkawi and Pulau Tioman are considered some of Malaysia's most wondrous gems which promise the visitor a number of beaches that offer stunning views. Chendor Beach in Kuantan is yet another spot that gives off the feel of an isolated paradise and even allows you to witness green turtles laying eggs on the beach from July to September.

Philippines

The Philippines has a number of wonderful beaches scattered throughout the country, but the place that really stands out for many people is Boracay in the province of Aklan. Boracay gives you an excellent taste of local nightlife as well as the amazing sight of its white sand beaches. Meanwhile, Siargao Island in Surigao del Norte allows you to have a more action-packed stay with its great waves, making the place ideal for surfing.

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

Rate This Topic

★ ★ ★ ★ ★

Cancel

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



### Note

Each user can only vote for a topic once. The function is disabled in closed topics and with banned users.

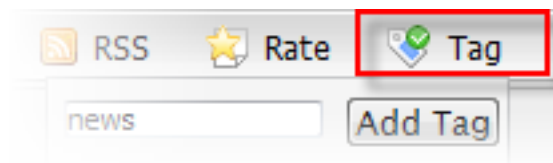
### 3.1.2.5. Tag/Untag a topic

This function is for all logged-in users. Tags are keywords which are used as labels to describe or categorize the topic contents. One topic may have several tag names. Using tags allows you to categorize topics based on the actual content. If used consistently, it could be a better way to find a specific topic than a full-text search.

#### To tag a topic:

1. Click  on the Action bar.

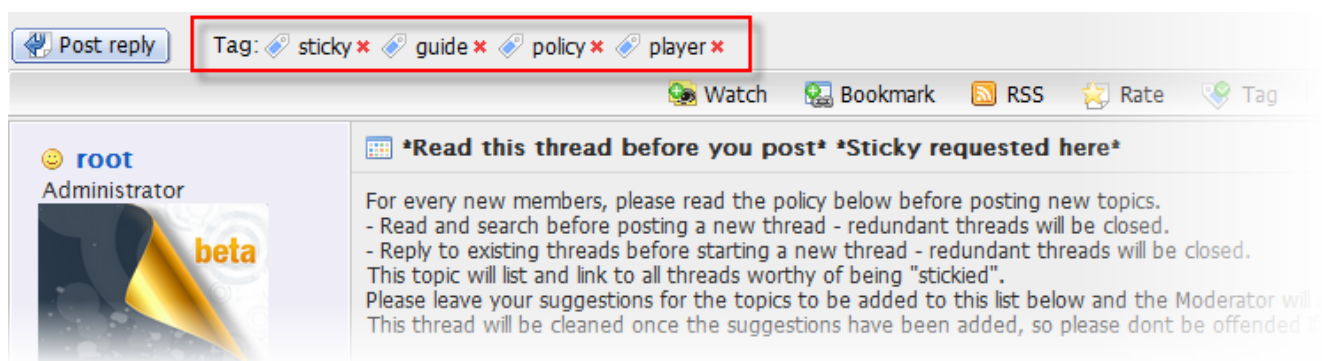
An input text box will pop up.



2. Enter a tag name or select existing tags in the suggestion list that appears when typing.

3. Click **Add tag**.

You can assign multiple tags to one topic:




#### To untag a topic:

- **The first way:** Simply click



next to that tag.

- **The second way:** This way allows you to untag one or multiple topics.

1. Click the tag name to be directed to the tags management page.
2. Ticking your desired topic checkboxes from the topics list.
3. Click  **Manage Tag** on the Action bar, then select **Untag** from the drop-down menu.

Tag:rules		Topic	Rating	Last posts	Manage Tag
					Untag
		Mobile development - box rules. root	0 ★★★★★	03/21/2011, 08:05 AM by root	2 2 <input checked="" type="checkbox"/>
		Forum rules Jack Miller	0 ★★★★★	03/21/2011, 08:01 AM by root	1 1 <input checked="" type="checkbox"/>

### 3.1.3. Post

To post a reply, select the topic you want to reply to. You can reply to any topic as long as it is not closed and restricted. While you are viewing the topic, you can reply to it via either of the following ways:

- [Type a message in the Quick Reply box at the bottom of the topic.](#)
- [Click the Post Reply button which is on the top or bottom of the topic.](#)
- [Post a private reply,](#) or [reply with other post quoted.](#)

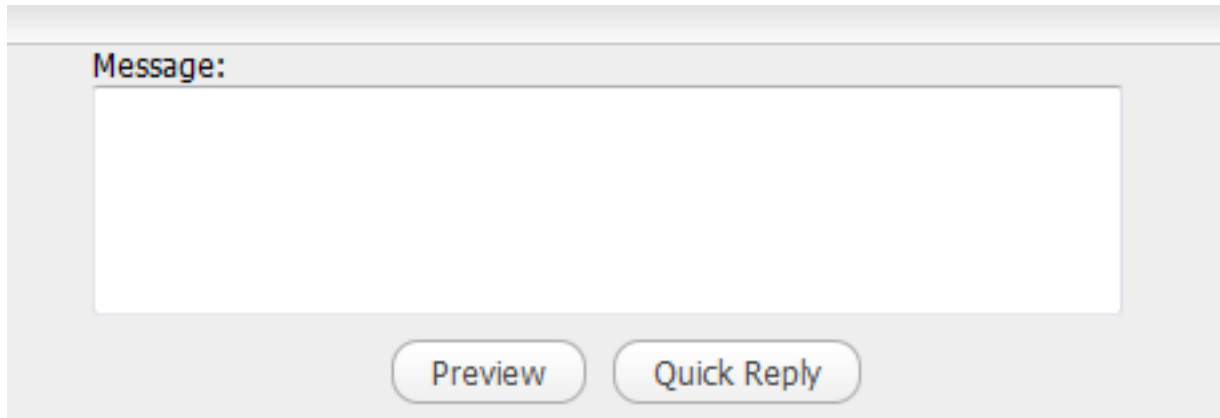
The screenshot shows a forum topic page. At the top, there is a 'Post Reply' button. Below it, a user profile for 'Root Root' is visible. The main content area shows a post titled 'New features of eXo Knowledge'. At the bottom, there is a 'Quick Reply' box with a 'Message:' label and a text input field. Red arrows point to the 'Post Reply' button, the 'Quick Reply' box, and the 'Private' and 'Quote' buttons.

#### 3.1.3.1. Post a quick reply

You can post a reply quickly with plain texts without taking into account its format.

**To post a quick reply:**

1. Scroll down to the bottom of the topic to see the **Quick Reply** box.



A screenshot of a forum message input form. At the top, the word "Message:" is followed by a large, empty rectangular text box. Below the text box, there are two buttons: "Preview" and "Quick Reply".

2. Enter your message here. You can use [BBCodes](#) in your reply to insert images, videos, or links.

3. Click **Quick reply** to send your message.

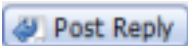
After posting your post, it will be highlighted so you can notice it easily.

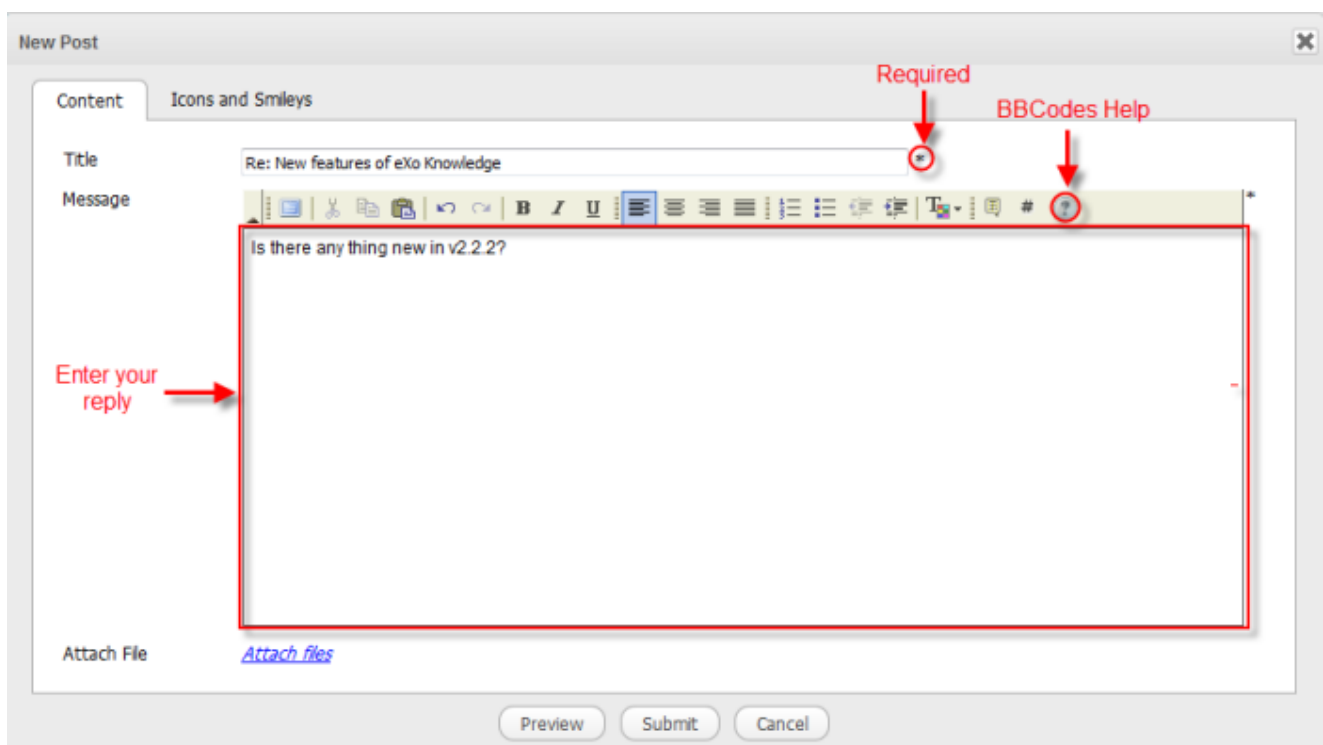
**See also:**

- [Edit your post](#)

### 3.1.3.2. Post an advanced reply

**To post a reply with the full editor:**

1. Go to the topic you want to post a reply.
2. Click  on the top or bottom of the topic.
3. Enter your message in the textbox. Use [BBCode](#) to format texts, or insert images, videos, and links.



A screenshot of the "New Post" forum editor. The window has a title bar "New Post" and a close button. Inside, there are two tabs: "Content" (selected) and "Icons and Smileys". The "Content" tab shows a "Title" field with the text "Re: New features of eXo Knowledge" and a "Message" field. The "Message" field is a large text area containing the text "Is there any thing new in v2.2.2?". Above the text area is a rich text editor toolbar with various icons. A red box highlights the "Message" field. A red arrow points to the "Message" field with the text "Enter your reply". Another red arrow points to a question mark icon in the toolbar with the text "Required". A third red arrow points to a help icon in the toolbar with the text "BBCodes Help". At the bottom of the window, there are three buttons: "Preview", "Submit", and "Cancel".

Optionally, you can:


- Attach files to the topic by clicking the **Attach a file** link. The max size for the attachment is 20Mb.
- Select an icon or smiley for the post in the **Icons and smileys** tab.

4. Click **Submit** to finish.



### Note

If your post is the last one, its information will be shown at the **Last posts** column of Forum.


The icon  in the topic title allows you to jump to the last read post in that topic.

See also:

- [Edit your post](#)

### 3.1.3.3. Post a private reply

You can send a private reply in a topic, which only allows the responded user to view the message content.

1. Go into the topic you want to post the reply.
2. Click  under the post to open the **Private Post** form.
3. Enter your message and send your messages as described in the [Post an advanced reply](#) .




### Note

Private posts will not be checked for approval when it is posted in a topic that has the 'Posts moderation' enabled. Private posts are displayed with the label 'private!'.

### 3.1.3.4. Reply with a quote

You can include a quote from the previous message in your reply to a specific post. This may substantially increase the readability of the discussion topics when it is used correctly.

**To reply with a quote:**

1. Click  under the post you want to quote.

This will bring up the "Quote" form, with the previous message already quoted in the textbox:



Quote

Content Icons and Smileys

Title Re: New features of eXo Knowledge

Message


[QUOTE=root]  
Where you can review the new features of eXo Knowledge  
[/QUOTE]

Quoted content

Attach File [Attach files](#)

Preview Submit Cancel

2. Enter your message. Edit the quotation if necessary.

i. In the **Content** tab, the quoted content is wrapped between BBCode tags [QUOTE][[/QUOTE] which is automatically generated. Add your message content before or after this quoted content. You can create a quoted content manually by clicking  from the **WYSIWYG** editor toolbar:




This will generate the quotation BBCode tag for your message. After getting the quotation tag, enter your quotation between [QUOTE] and [/QUOTE].

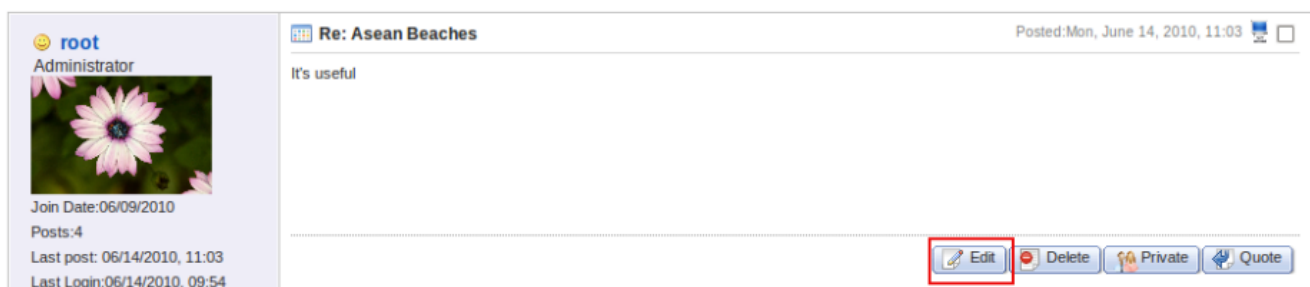
ii. In the **Icons and smileys** tab, select an icon for your reply here.

3. Click **Submit** to finish.

### 3.1.3.5. Edit a post


After submitting your post, and you want to change it, you can do as follows:

1. Click  under the post you want to edit.



2. Make changes on the post, then click **Submit** to accept your changes. When you edit a post, you also have the opportunity to upload an attachment, or delete an existing one.

### 3.1.3.6. Delete a post

1. Click  under your post that want to delete.




2. Click **OK** in the confirmation message.

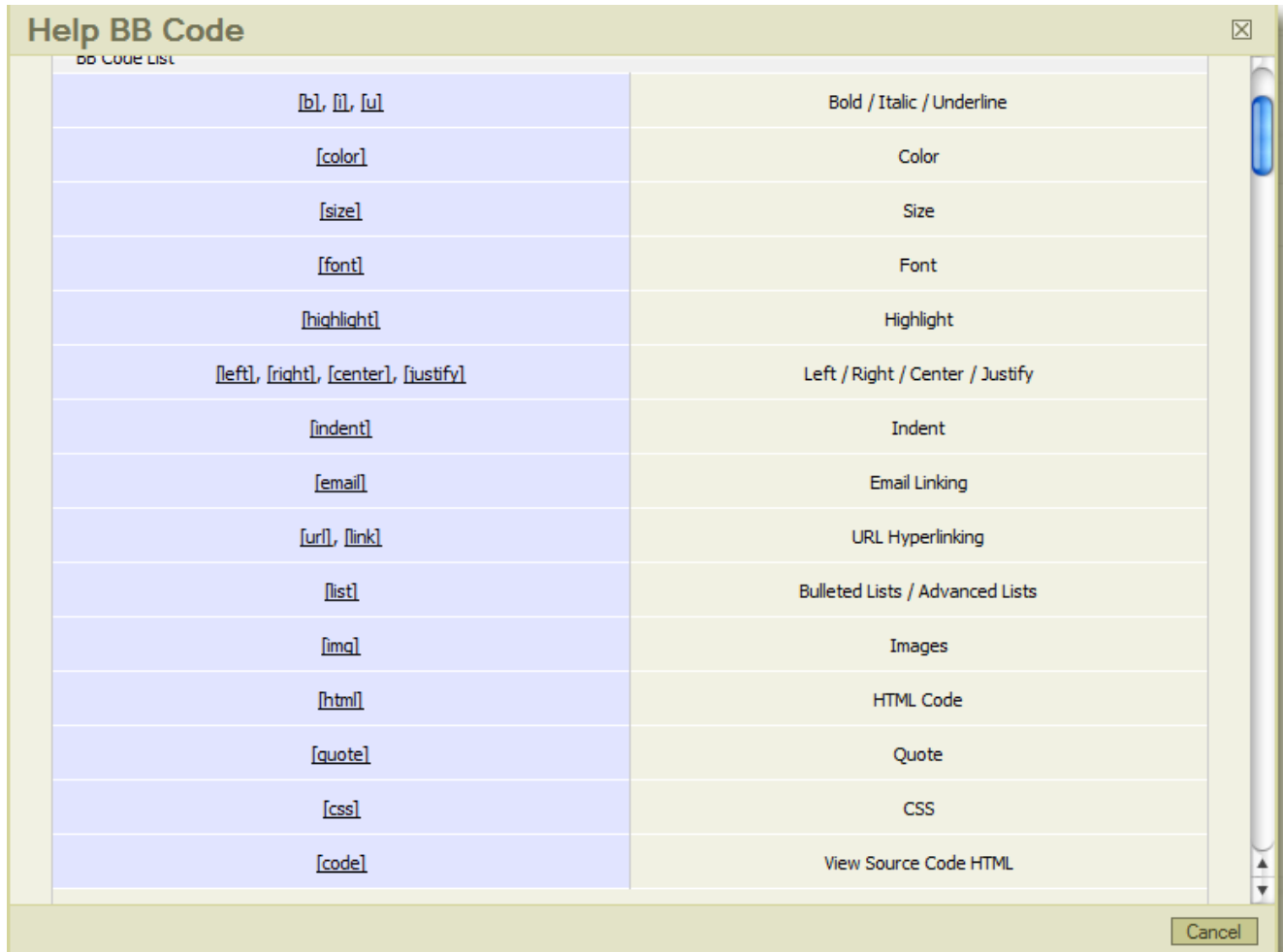
### 3.1.4. Use BBCodes

BBCodes (Bulletin Board Codes) are special tags in bulletin boards to help users enrich their posts with formatting and inclusions. They are useful to provide guarded formatting capabilities to the forum users without the risk of breaking the html markup of the page. BBCode itself is similar in style to HTML: tags are enclosed in square braces "[" and "]" rather than "<" and ">" and it offers greater control over what and how something is displayed.

Depending on the BBCode template which can [only be customized by the administrator](#), you may find how to add BBCodes to your posts is made much easier through a toolbar above the message area on the posting form. You can either type the BBCode tags manually or use the toolbar in the posting form. To easily get the BBCode tags without typing them, simply click on the respective icon which is shown in the toolbar above the message area.



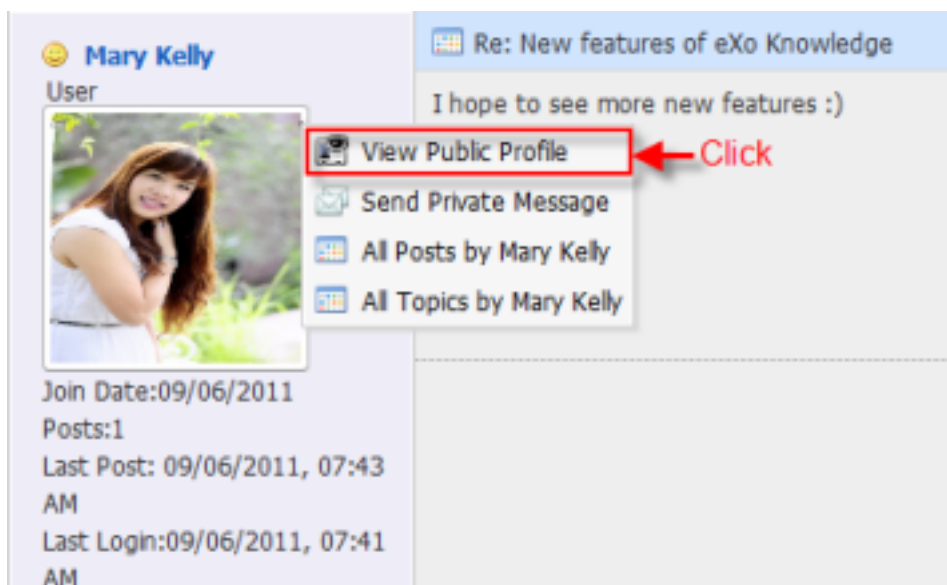
Click  on the tool bar to get the full list of build-in BBCode explanations and examples.



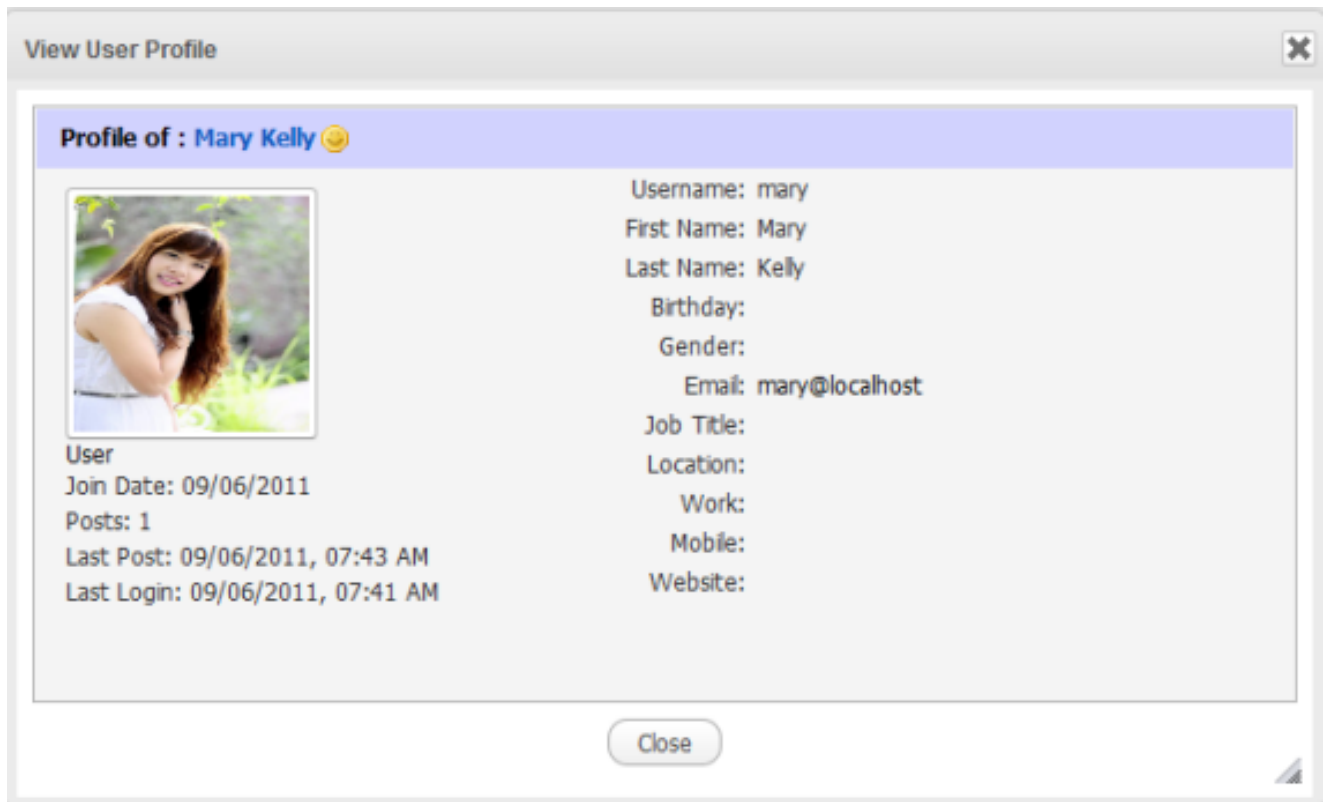
### 3.1.5. Public user profile

Every Forum member has a publicly viewable profile. This includes information provided by the member, either during the registration process or later via the [User settings](#).

Whenever you see a member's name in a topic, you can view his public profile quickly by clicking his username and select **View public profile** in the drop-down menu:




The **View User Profile** form will be displayed:



**View User Profile**

**Profile of : Mary Kelly**



**User**  
 Join Date: 09/06/2011  
 Posts: 1  
 Last Post: 09/06/2011, 07:43 AM  
 Last Login: 09/06/2011, 07:41 AM

**Personal Information**  
 Username: mary  
 First Name: Mary  
 Last Name: Kelly  
 Birthday:  
 Gender:  
 Email: mary@localhost  
 Job Title:  
 Location:  
 Work:  
 Mobile:  
 Website:

**Close**

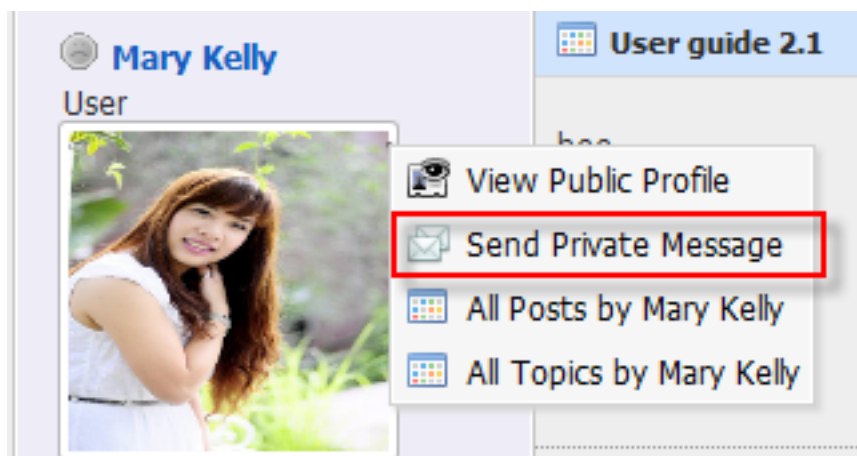
### 3.1.6. Private messages

This function is for all logged-in users to send messages to other users privately. These messages will not be moderated and only viewable to the receiver.

#### 3.1.6.1. Send a private message

To send a private message:

1. Click the user name of the member you want to send message, then select **Send private message** in the drop-down menu:



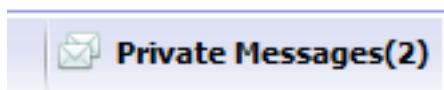
The **Private Messages** form will appear:

2. Enter the username of the receivers and type your message title and contents.

3. Click **Save** to send the message.

### 3.1.6.2. Receive a private message

When you have received a private message, there will be a notification on your User bar:



Click **Private Messages** to open the **Private Messages** form.

Message	From	Received on
Hi	mary	09/06/2011, 07:54 AM

In which:

Tab	Description
<b>Inbox</b>	All received messages which can be viewed and deleted.
<b>Sent messages</b>	All sent messages which can be forwarded and deleted.
<b>Compose new message</b>	Where to compose new messages.

### 3.1.7. Bookmarks

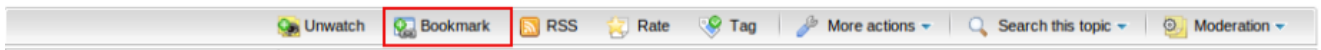
In the Forum application, the **Bookmark** function is to collect links to a category, forum or topic you have visited, so that you can return to that category, forum or topic directly. Bookmarks can be created and managed by yourself.

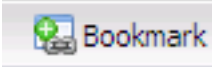
#### 3.1.7.1. Add a bookmark

This function is for all logged-in users to save links to categories, forums or topics into the Forum Bookmark.

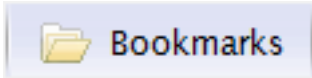
**To bookmark an object:**

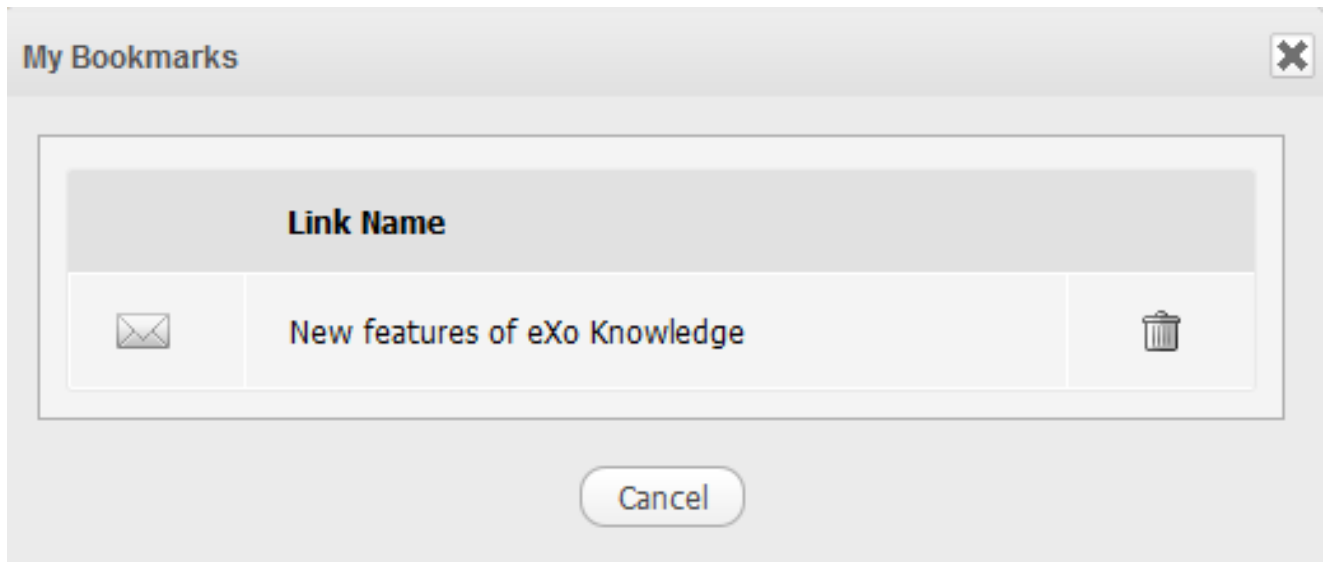
1. Go into the object (category, forum or topic) you want to bookmark.




2. Click  on the Action bar; or right-click the object title and select **Bookmark** in the drop-down menu. The bookmarked link will be added to your bookmarks list.

#### 3.1.7.2. View bookmarks

To view bookmarks, click  on the Action bar. This will bring up the **My Bookmarks** form, with the list of your bookmarked links. To view the bookmark, click a desired bookmark title from the list.



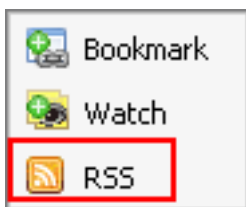
#### 3.1.7.2.1. Delete a bookmark

Simply click  corresponding to the link that you want to delete.

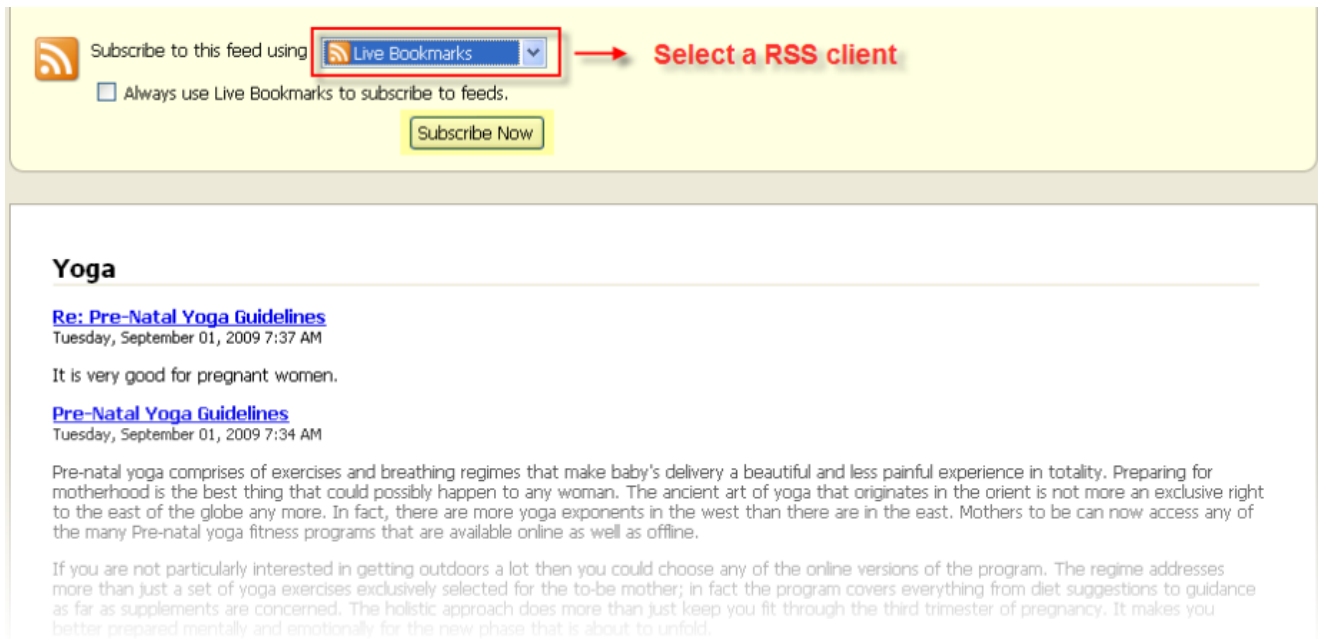
The selected bookmarks will be removed from the bookmarks list.

#### 3.1.8. Subscribe to RSS feeds

This function is for all users to subscribe to a specific category, forum, topic. If there are any changes, the feed of the subscribed category, forum or topic will be updated. To get the RSS feed, right-click your desired item and then select the **RSS** item from the drop-down menu.



The detailed information of the category/forum/topic is displayed on another tab. Depending on which browser you are using, this page may look different. In this example, the browser is Firefox 3.6:



Select your RSS client to read the RSS. The following illustration demonstrates the RSS feed subscription using the Firefox Live Bookmark.

- Category feeds contain all posts from all topics in all forums in a category. The Category Feeds shows the title (title of the category), description (category description), link (permalink to the category), pubdate (creation date of the category).
- Forum feeds contain all posts in all topics in a forum. The Forum Feeds shows title (Name of the forum), description (description of the forum), link (permalink of the forum), pubdate (creation date of the forum).
- Topic feeds contain all posts in a topic. The Topic Feeds shows title (Title of the topic), description (the content of the topic's initial post), link (permalink to the topic), pubdate (the creation date of the topic).

### 3.1.9. Watch

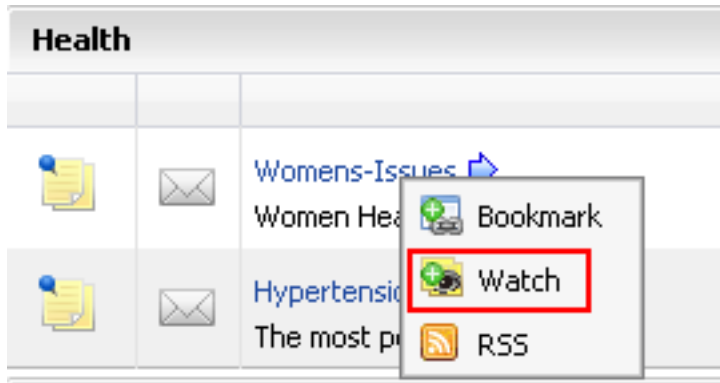
This function is for all logged-in users to keep track of changes in categories, forums or topics via notification emails. Whenever there are new changes, such new categories, new topics or new posts, you will receive a notification from the Forum application.

To watch a desired object, go into the object (category, forum or topic) that you want to add watch and click on the Action bar, or right-click the object title and select **Watch** from the drop-down



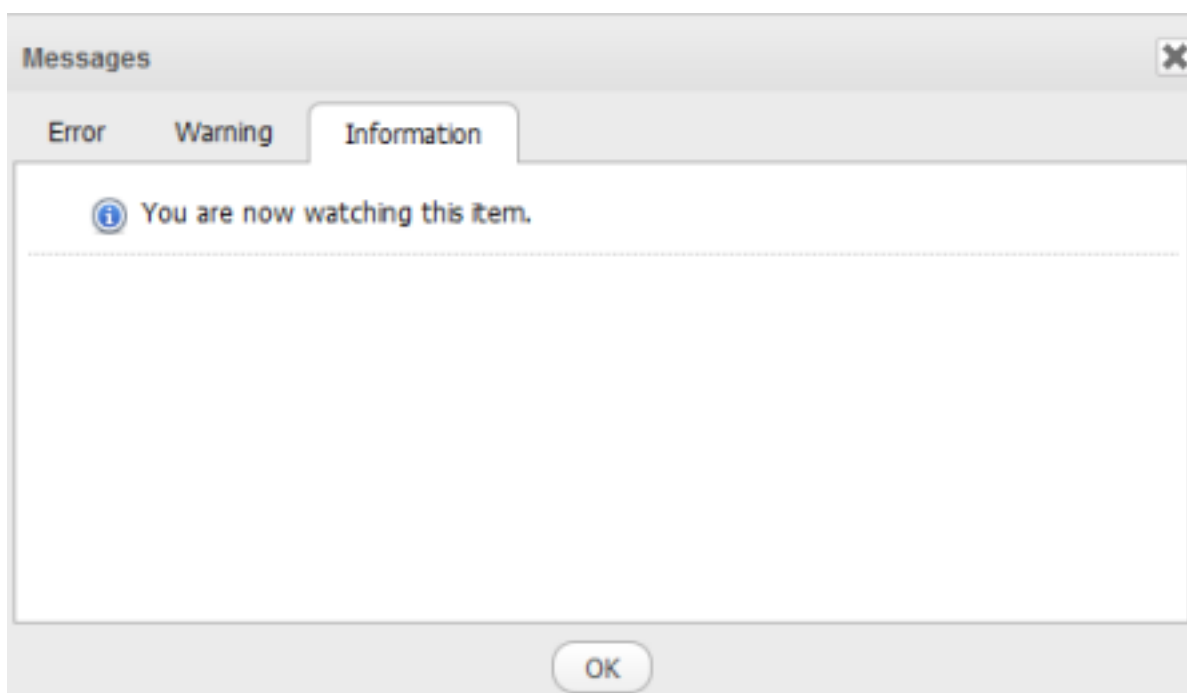
menu:





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.

You will receive the notification message of the successful watching as below:



You also receive the email notifications about new posts/replies of the forum that you are watching. In the notification email, you will be provided links that help you go directly to the topic or go to reply to the post. After clicking this link, the new posts in your watched topic will be highlighted.



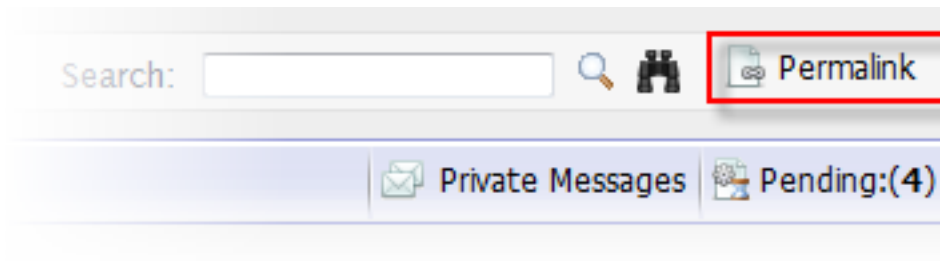
### Note

Once a category/forum or topic has already been watched, the **Unwatch** option will appear in the right-click menu or on the Action bar so you can unsubscribe from the object.

### 3.1.10. Permanent links

This function is for all users to view and copy the link to a specific forum/topic and share it with others.

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

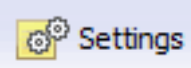


### Note

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.

## 3.1.11. User settings

You yourself may configure your settings, such as personal profile, forum settings, and subscriptions.

Click  on the User bar to go to the **Settings** form. Once you opened the **Settings** form, you can control your personal settings, options and preferences via the following actions:

- [Edit your profile.](#)
- [Change your avatar.](#)
- [Change the watch settings.](#)
- [Change the forum settings.](#)
- [Edit your subscriptions.](#)

### 3.1.11.1. Edit a profile

By selecting the **Profile** tab, you can see your personal information and other preferences.

Settings

Profile   Forum Settings   My Subscriptions


Username :

Screen Name :

User Title :

Signature :

Display Signature : ☒

Avatar : 

[Update](#)

Display Avatar : ☒

Watch topics I start : ☒

Watch topics I post in : ☒

Here, you can:

- Edit your screen name and title displayed in forums in the **Screen name** and **User title** fields.
- Edit your signature which will be displayed at the bottom of your post. Enter you signature in the **Signature** textbox. Tick/Untick the **Display signature** checkbox to enable/disable your signature.
- Change your avatar by clicking the **Update** link. Tick/Untick the **Display avatar** checkbox to show/hide your avatar.
- Follow your created topics by selecting the **Watch topics I start** checkbox. You will receive email notifications when there are any new posts added to your topics.
- Follow topics which you have posted by ticking the **Watch topics I post** checkbox. You will receive email notifications when there are any new posts added to your created topic.

### 3.1.11.2. Change forum settings

Go to the **Forum Settings** tab in the **Settings** form. You can change preferences, such as time zone, date and time formats and other display options.

Settings

Profile Forum Settings My Subscriptions

Time Zone (GMT 0:00) Greenwich Mean Time: Dublin, Le

Short Date Format mm/dd/yyyy (09/06/2011)

Long Date Format ddd, mmmm dd, yyyy (Tue, September 06, 2011)

Time Format 12-hour

Topics Per Page 10

Posts Per Page 10

Show Forum Jump ☒

Save Cancel

Check/Uncheck the **Show forum jump** to show/hide the **Forum quick navigation** at the bottom of Forum:

Jump to: Ideas and Feedbacks

Forum Home

spaces

Ideas and Feedbacks

Mobile

Entertainment

Go

### 3.1.11.3. Edit a subscription

Go to the **My Subscriptions** tab in the **Settings** form, where you can update or delete existing subscriptions.

Settings

Profile Forum Settings My Subscriptions

Title	RSS	Watches	Actions
Live demo	<input type="checkbox"/>	<input checked="" type="checkbox"/> root@localhost	

Your personal feed URL is : http://localhost:8080/rest-ksdemo/ks/forum/rss/

Your watches are sent to : root@localhost

Update

Save Cancel

- In the **RSS** column, you can subscribe or unsubscribe your subscriptions by selecting/deselecting the

respective checkboxes, then click **Save**. The selected objects (categories, forums, topics) will be updated to the **Your personal feed URL** is field. You can use this link to view the content of your subscriptions.

- In the



column, you can edit or delete your subscription email. Select an email, then click the trash icon to delete. Enter a new email address 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 of the removed object.

Next, click **Save** to accept your changes.

## 3.2. Moderator


Moderators in Forum are responsible for managing contents of posts and replies before and after they are posted to the category where they are assigned as moderators.

### 3.2.1. Moderate forums

Moderators can manage all the forums inside their assigned category. If you are a moderator of any category, you can do the following actions:

- [Edit a forum](#)
- [Lock/Unlock a forum](#)
- [Close/Open a forum](#)
- [Move a forum](#)

#### 3.2.1.1. Edit a forum

1. Go to the relevant forum.
2. Click  **More actions** on the Action bar, then click **Edit** from the drop-down menu.
3. Edit the forum properties.

Forum

Add Forum to Category: Fashion

Add Forum    Moderation Options    Permissions

Title: Children Fashion

Order: 0

State: Open

Status: Unlocked

Description: The fashion for children


Save    Cancel

4. Click **Save** to save all the changes.

#### 3.2.1.2. Lock/Unlock a forum

Locking a forum will prevent all members from creating new topics and posting replies in this forum. All topics in a locked forum will be locked also, but their contents are still viewable. Moderators can only lock/unlock the forum that they manage.


**To lock a forum:**

1. Go to the forum.
2. Click  **More actions** on the Action bar, then click **Lock/Unlock** from the drop-down menu.

#### 3.2.1.3. Close/Open a forum

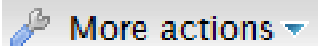
Closed forums are invisible to regular users. To the Administrators and Moderators, the contents in a closed forum are still viewable, but creating topics and comments is disabled. Moderators can only close the forum that they are assigned to manage.

**To close/open a forum:**

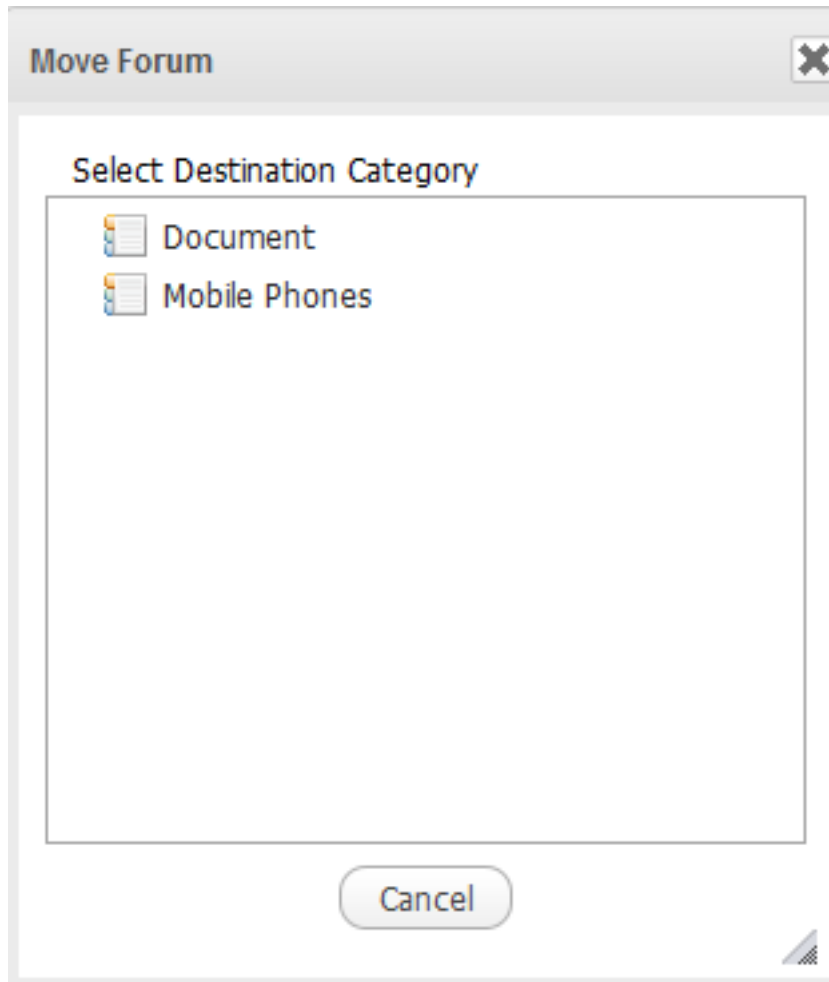
1. Go into the forum you want to close or open.
2. Click  **More actions** on the Action bar, then select **Close** or **Open** from the drop-down menu.

#### 3.2.1.4. Move a forum

**To move a forum into another category, do as follows:**

1. Go into the forum you want to move.
2. Click  on the Action bar, then select **Move** from the drop-down menu.

A list of existing categories will appear. Select a destination category to which your selected forum will be moved.



### 3.2.2. Moderate topics

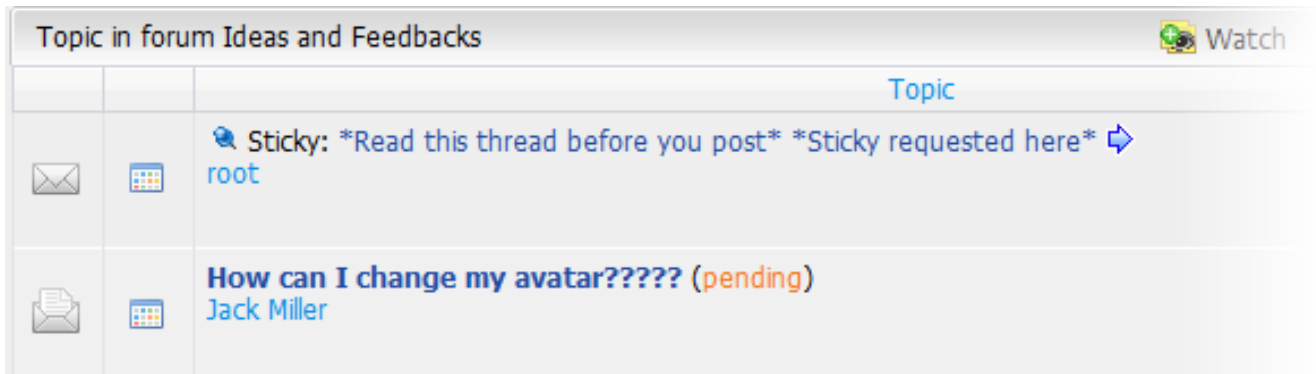
The followings are actions that a moderator can execute on topics:

- [Approve a topic](#)
- [Edit a topic](#)
- [Move a topic](#)
- [Delete a topic](#)
- [Close/Open a topic](#)
- [Lock/Unlock a topic](#)

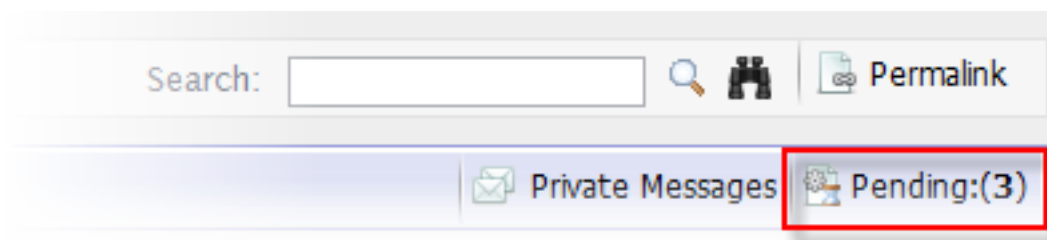
- [Stick/Unstick a topic](#)
- [Merge topics](#)
- [Split a topic](#)

### 3.2.2.1. Approve a topic

The moderator can approve pending topics in the forum that enables the 'Moderation topic'. All new topics added to these forums will be pending for approval. It means that nobody can view these topics except the Administrator and Moderators of this forum. Pending topic is only viewable when it was approved.




The Administrator and Moderator will know the total number of pending topics at the right corner of their Forum Administration bar and User bar:



Moderator can view the list of topics to be moderated. See [View all pending moderation tasks](#) for more details.

**To approve topics, do as follows:**


**The first way:**

1. Select topics by checking their relevant checkboxes, then click  **Moderation** on the Action bar if you are in a list of topics.

Or if you are in a topic, simply click  **More actions** on the Action bar.

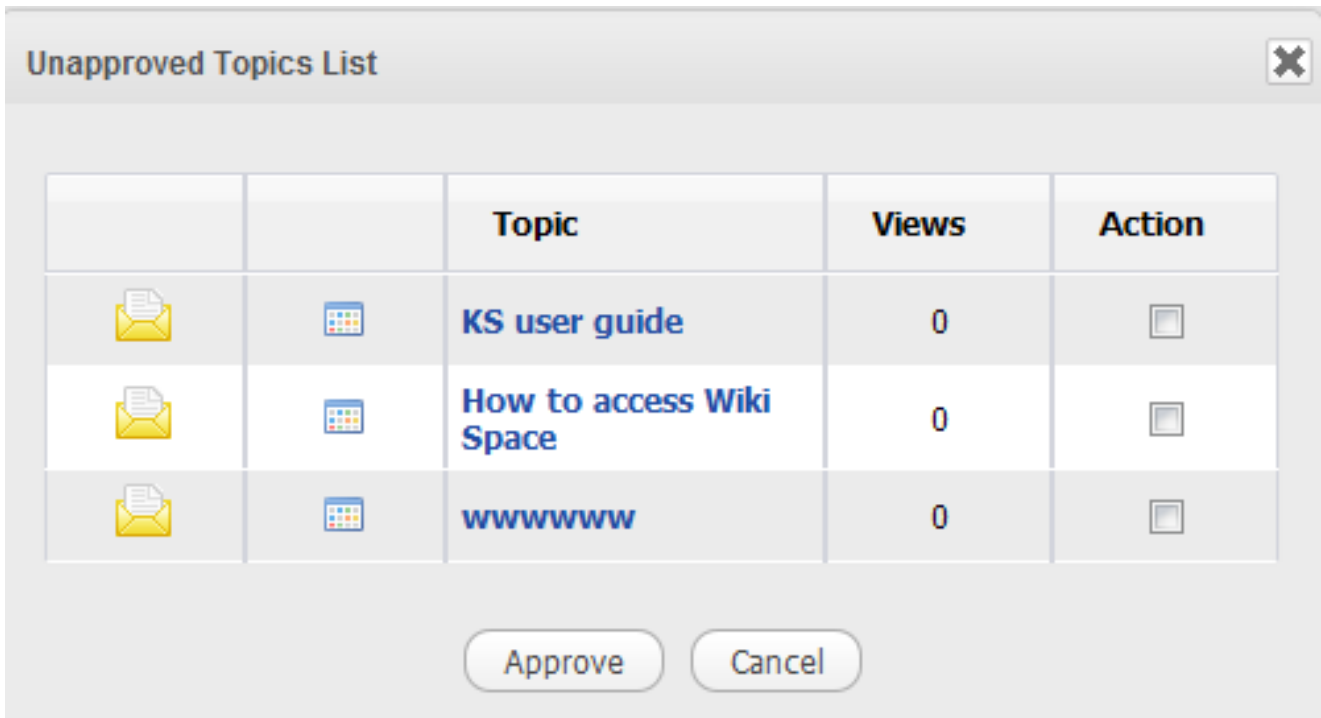
2. Click **Approve** from the drop-down menu.

**The second way:**

1. Click  **Moderation** on the Action bar and click Approve from the drop-down menu. The **Unapproved Topics List** form opens.
2. Select checkboxes corresponding to the posts you want to approve. You can preview the post when hovering



your cursor over the post title.



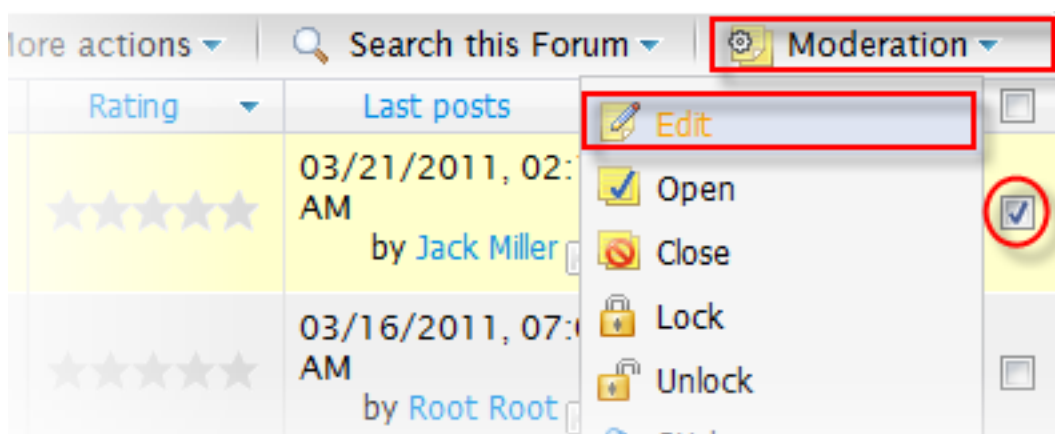
3. Click **Approve** to accept your approval. Approved posts are shown normally for regular users to view and take some actions.

### 3.2.2.2. Edit a topic

1. Select a topic to edit by ticking its respective checkbox.

2. Click **Moderation** on the Action bar.

3. Click **Edit** from the drop-down menu that appears.

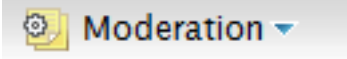


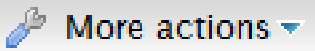
4. Edit the topic as you wish. Leave the reason for the editing in the **Reason** field if needed.

### 3.2.2.3. Close/Open a topic


Only **Administrators** and **Moderators** can perform these actions. Closed topics will be invisible to regular users. Moderator can only close or open topics in the category that he manages.

### To close or open a topic:

1. When you are in a topics list, select a topic by checking its corresponding check-box, then click  on the Action bar.

When you are in a topic, click  on the Action bar.

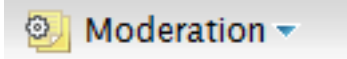
2. Click **Close** or **Open** from the drop-down menu that appears.

The icon of the closed topic will be changed to  automatically.

### 3.2.2.4. Move a topic

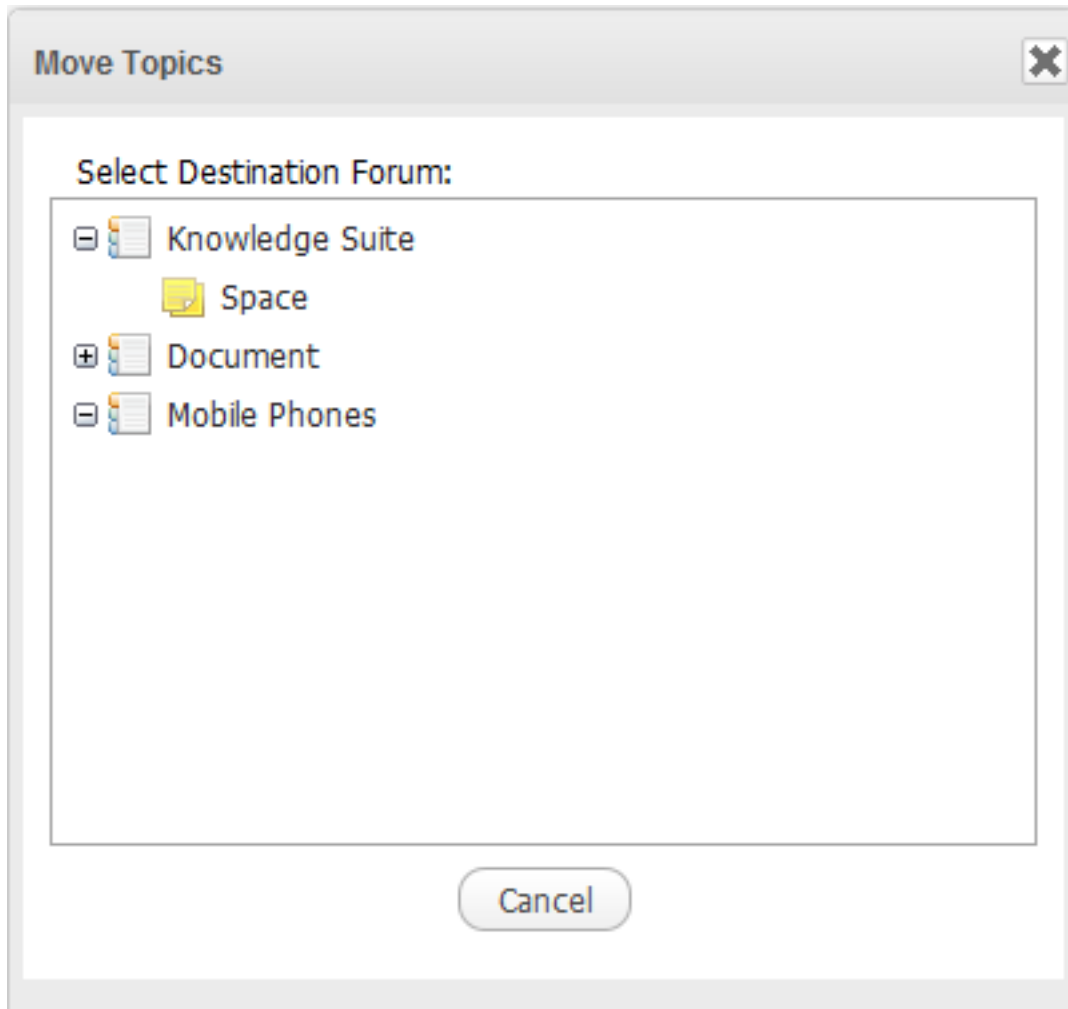
Only **Administrators** and **Moderators** can perform this action. This function is used to move topics from a forum to another one. The Moderators can only move topics between forums that he manages.

#### To move a topic:

1. Select a topic by checking its corresponding check-box, then click  on the Action bar when you are in a topics list.

Or, if you are in a topic, click  on the Action bar.

2. Click **Move** from the drop-down menu.
3. Click to select a destination forum to move.



### Note

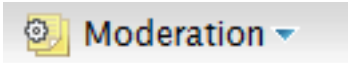
The moderator of a forum will be checked for permission. The moderator can not move topics to:

- Closed/locked forums not under his management.
- Forums to which he does not have the right to add topics.
- Forums which are in categories that he is restricted.

Therefore, only the forums which the moderator can move topics are shown in the list of destination forums.

#### 3.2.2.5. Delete a topic

**To delete a specific topic:**

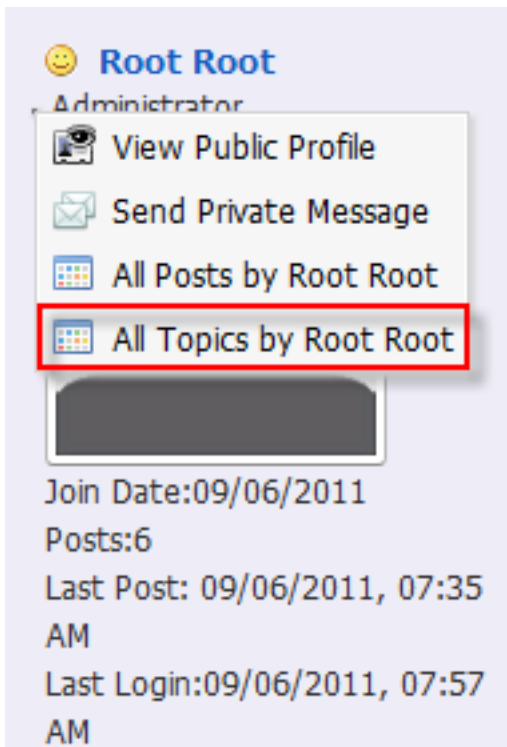
1. Select topics by checking their corresponding checkboxes, then click  on the Action bar when you are in a topics list.

Or, if you are already in a topic, click  on the Action bar.

2. Click **Delete** from the drop-down menu, then click **OK** in the confirmation message.

**To delete topics of a specific user:**

1. Right-click the username of the poster whose posts you want to delete.
2. Click **All topics by [User name]**.



All topic posted by the selected user will be displayed:

Topics by User							
		Topic	Rating	Last Posts	Replies	Views	Delete
		How to access a space?	☆☆☆☆	09/06/2011, 04:11 AM	0	0	
		Demo data policy	☆☆☆☆	09/06/2011, 03:17 AM	0	4	
		New features of eXo Knowledge	★★★★☆	09/06/2011, 07:43 AM	3	7	

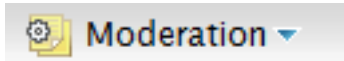
Close

3. Click corresponding to the desired topic, then click **OK** in the confirmation message.

**3.2.2.6. Lock/Unlock a topic**

This function is for **administrators** and **moderators** only to lock inappropriate topics. All posts in a clocked topic are still viewable, but posting reply will be disabled.

**To lock or unlock a topic:**



on the Action bar when you are in a topics list.

Or, click



on the Action bar when you are in a topic.

2. Click **Lock** or **Unlock** from the drop-down menu that appears.

### 3.2.2.7. Stick/Unstick a topic

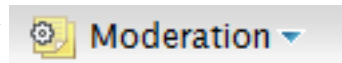


#### Note

This function is for **administrators** and **moderator** to stick topics which will be located at the top of the topics list. The topics will not fall down the list if any new posts are added.

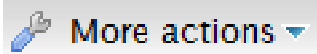
#### To stick or unstick a topic:

1. Select a topic by ticking its corresponding checkbox, then click



on the Action bar when you are in a topics list.

Or, click



on the Action bar when you are already in a topic.

2. Click **Stick** or **Unstick** from the drop-down menu that appears.

You can see the sticked topic in the top of the topics list:

		Topic		Rating	Last posts	Replies	Views	
		Sticky: "Read this thread before you post" *Sticky requested here*	0	★★★★★	03/16/2011, 07:09 AM by root	0	13	
		Mobile development - box rules.	0	★★★★★	03/21/2011, 08:09 AM by root	2	3	
		Forum rules	0	★★★★★	03/21/2011, 08:01 AM by root	1	1	
		[ROM] eXo ROM released	0	★★★★★	03/21/2011, 02:18 AM by Jack Miller	0	6	

When creating a new topic, you can also make this topic sticked by ticking the **Sticky** checkbox in the **Options** tab.

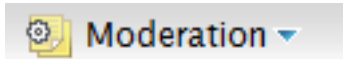
### 3.2.2.8. Merge topics

When there are two or more related topics, you may want to merge these topics into one as follows.

1. Go to the topics list.

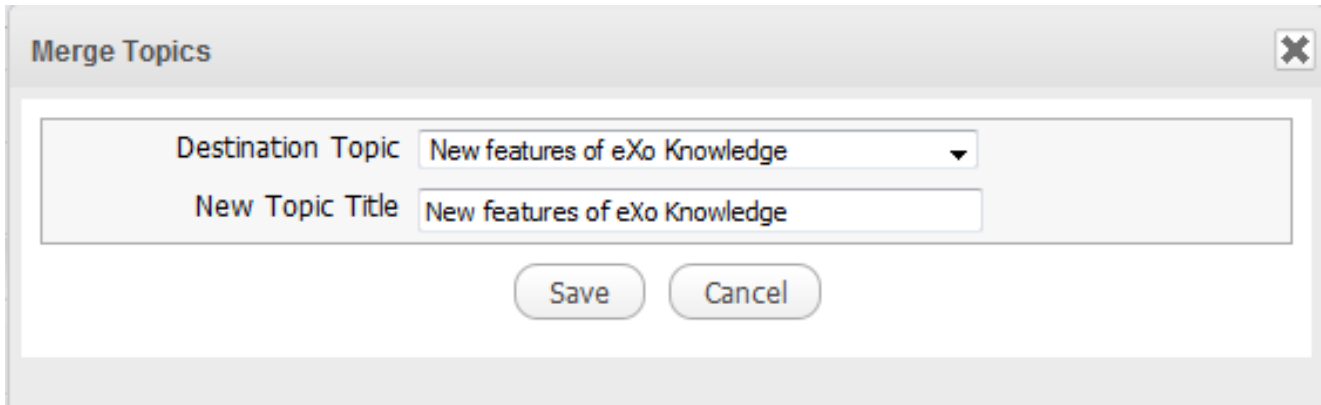
2. Select more than two topics to be merged by checking their checkboxes.

3. Click



on the forum Action bar.

4. Click **Merge** from the drop-down menu that appears. The **Merge Topics** form opens.



**Merge Topics**

Destination Topic: New features of eXo Knowledge

New Topic Title: New features of eXo Knowledge

Save Cancel


5. Select a destination topic which will be the main entry of the merged topic from the list of the existing topics. Give one name for the new topic in the **New topic title** field if you want.

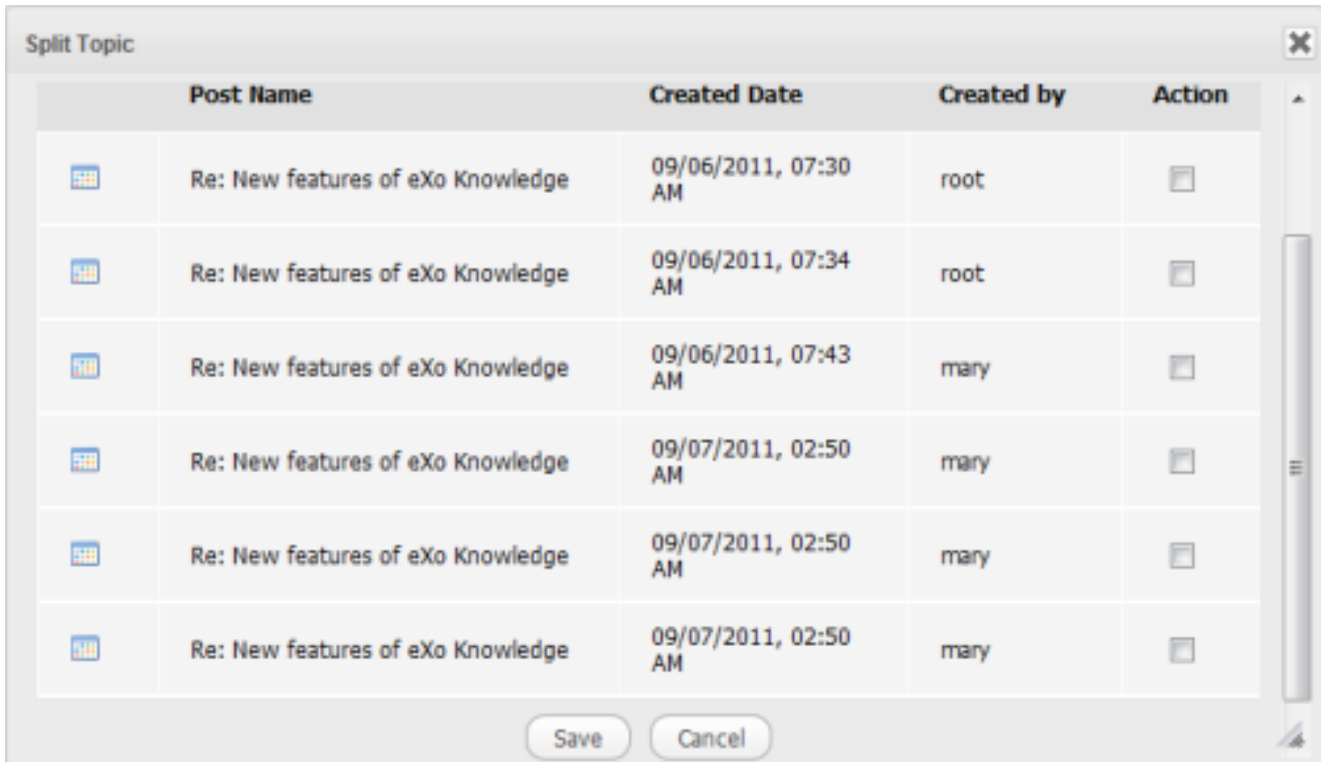
6. Click **Save** to accept. After being merged, selected topics will be joined into one topic. All posts of the other topics are displayed as posts below the main entry.

### 3.2.2.9. Split a topic







A topic with more than two posts can be split into separate topics.

1. Go into the topic you want to split.

2. Click  **More actions** on the Action bar and select **Split** from the drop-down menu. The **Split topic** form opens.



**Split Topic**

	Post Name	Created Date	Created by	Action
	Re: New features of eXo Knowledge	09/06/2011, 07:30 AM	root	<input type="checkbox"/>
	Re: New features of eXo Knowledge	09/06/2011, 07:34 AM	root	<input type="checkbox"/>
	Re: New features of eXo Knowledge	09/06/2011, 07:43 AM	mary	<input type="checkbox"/>
	Re: New features of eXo Knowledge	09/07/2011, 02:50 AM	mary	<input type="checkbox"/>
	Re: New features of eXo Knowledge	09/07/2011, 02:50 AM	mary	<input type="checkbox"/>
	Re: New features of eXo Knowledge	09/07/2011, 02:50 AM	mary	<input type="checkbox"/>

Save Cancel

3. Enter the name for the new topic in the **New topic** field.

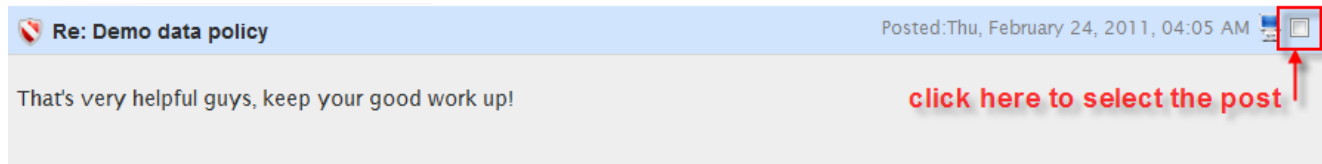
4. Select posts by checking their respective checkboxes.


5. Click **Save** to complete.

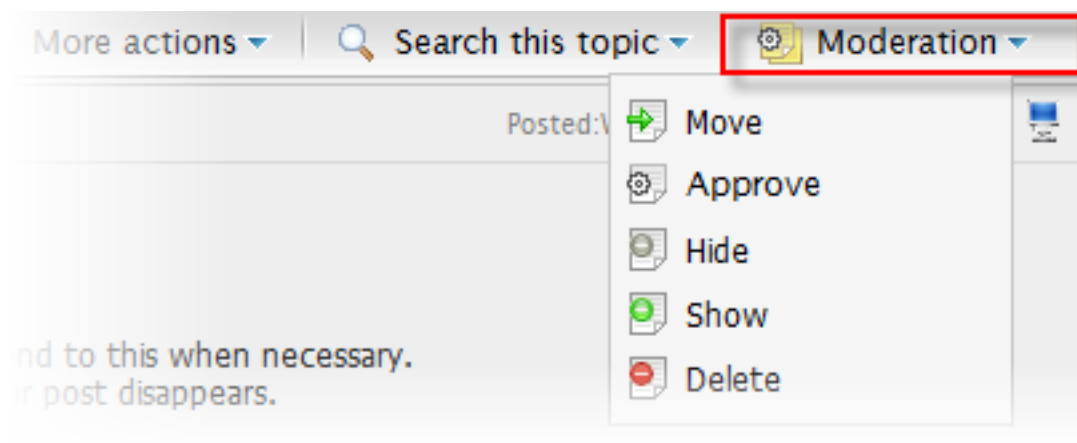
The new topic will be displayed in the topics list with the new name. The last selected post will become the main entry of the new topic.

### 3.2.3. Moderate posts

As a moderator, you can decide whether the content is allowed or not, and edit or delete its if needed. To moderate a post, you need to select that post first by checking its relevant checkbox.



Next, click  **Moderation** on the Action bar and select a desired action from the drop-down menu. All the moderation actions will be reached via this menu:



Followings are actions that a moderator can perform on a post:

- [Approve posts](#)
- [Move posts](#)
- [Delete posts](#)
- [Hide posts](#)
- [Show posts](#)
- [Uncensor posts](#)

#### 3.2.3.1. Approve a post


All posts in a topic that requires post moderation will not be viewable before approval. This function is to approve posts which are pending for approval.

## Which mobile phone you like most? (pending for approval!)


Which mobile phone you like most?

You can select to approve a single post or multiple posts at the same time. The Moderator can view the list of tasks to be moderated. See [View all pending moderation tasks](#) for more details.

### The first way:

1. Select the posts to approve.
2. Click  **Moderation** on the Action bar and select **Approve** from the drop-down menu.


### The second way:

1. Click  **Moderation** on the Action bar and click **Approve** in the drop-down menu. The

**Unapproved Topics List** form opens.

2. Select checkboxes corresponding to the posts you want to approve. You will see the preview of the post when mouse over the post title.

Unapproved Topics List

		Topic	Views	Action
		KS user guide	0	<input type="checkbox"/>
		How to access Wiki Space	0	<input type="checkbox"/>
		wwwwww	0	<input type="checkbox"/>

Approve

Cancel

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

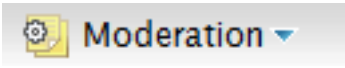
Approved posts are shown normally for regular users to view and take some actions.

### 3.2.3.2. Delete a post


To delete posts:

The first way:



1. Click  on the Action bar and click **Show** in the drop-down menu.
2. Click **OK** in the confirmation message.

**The second way:**

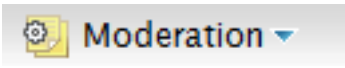
1. Click  under the post you want to delete.
2. Click **OK** in the confirmation message:



### 3.2.3.3. Move a post

You can move posts to a topic of your choice.

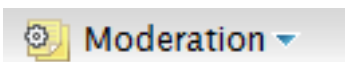
**To move posts:**

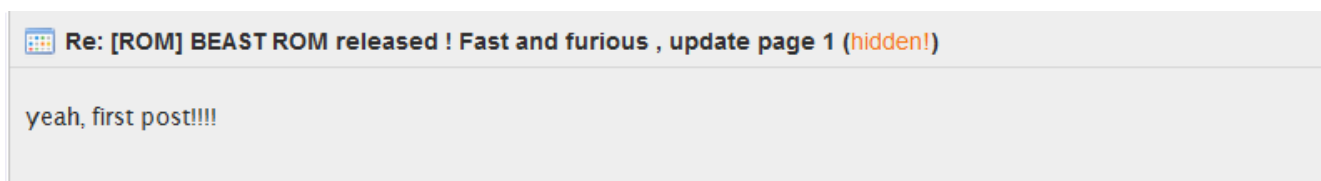
1. Select the post that you would like to move.
2. Click  on the Action bar and select **Move** from the drop-down menu.
3. Select a destination topic in the topics list that appears.

The moderator will be checked for moving permission. He can only move post inside the forum that he manages. Therefore, at the destination topics list, only the topics which the Moderator who have the move permission, are listed for moving.

### 3.2.3.4. Hide a post

When a post is hidden, only Administrators and Moderators can view and manage it.

To hide a post, select  on the Action bar and click Hide from the drop-down menu.



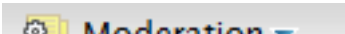
After being hidden, the hidden post is marked by 'hidden!' label and regular users can not view it.

### 3.2.3.5. Show a post

You can show a single or multiple hidden posts at the same time:

**The first way:** Select the post to be unhidden and click  on the Action bar, then click **Show** in the drop-down menu.

**The second way:** Follow this method if you would like to show multiple posts.

1. Click  on the Action bar and click **Show** from the drop-down menu.

2. Select hidden posts by selecting its checkboxes.

3. Click **Show**.

### 3.2.3.6. Uncensor a post

The administrator and moderator can censor all topics, posts containing censored keywords. These censored keywords are [specified by administrator](#). All topics and posts containing these keywords will be labeled with 'This topic is pending for Censor' (for post).

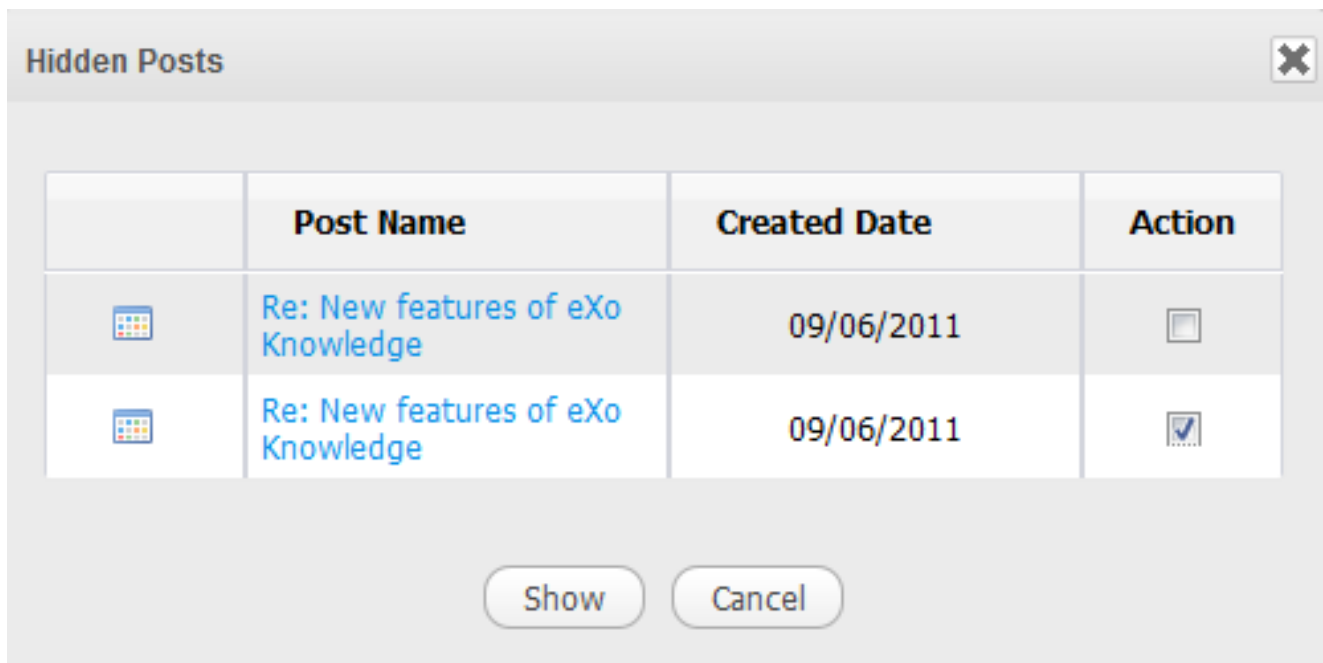
**The first way:** Follow this method to uncensor a specific post/topic.



1. Select hidden posts/topics by selecting its checkboxes.

2. Click the **Moderation** on the Action bar and select **Show** from the drop-down menu.

**The second way:** Follow this method to uncensor posts/topics in the list of existing hidden posts/topics.

1. Click **Moderation** on the Action bar and select **Show** from the drop-down menu. There will be a list of hidden posts appears.



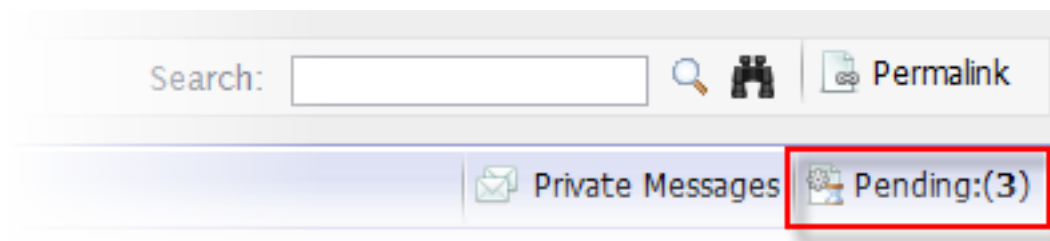
	Post Name	Created Date	Action
	Re: New features of eXo Knowledge	09/06/2011	<input type="checkbox"/>
	Re: New features of eXo Knowledge	09/06/2011	<input checked="" type="checkbox"/>

2. Select hidden posts by selecting the respective checkboxes.

3. Click **Show**.

### 3.2.4. View all pending moderation tasks





Administrators and moderators can manage all pending tasks in Forum easily. The total number of pending topic/posts that need to be moderated are shown right on the User bar/Forum Administration bar.



To open the list of pending tasks, click **Pending** on the User bar.

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

Waiting for Approval

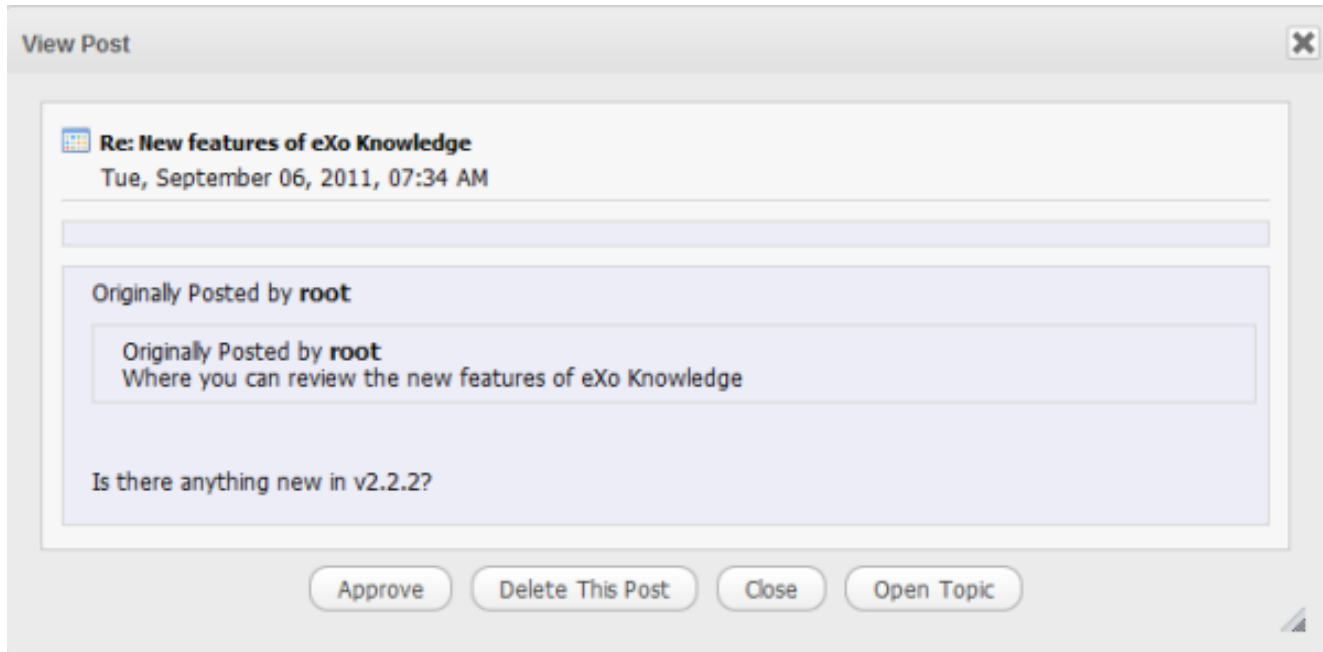
Type	Name	Created Date
	<a href="#">Re: New features of eXo Knowledge</a>	09/06/2011 07:34 AM
	<a href="#">Re: New features of eXo Knowledge</a>	09/07/2011 02:50 AM
	<a href="#">Re: New features of eXo Knowledge</a>	09/06/2011 07:35 AM
	<a href="#">Re: New features of eXo Knowledge</a>	09/07/2011 02:50 AM

Close

This form lists all the pending topics, posts and the created dates. From here, you can approve or delete topics/posts.

**To approve a pending topic/post:**

1. Click the topic/post title in the list.



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

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


### 3.2.5. Ban IPs

This function allows banning IPs that may be used by users who abuse the forum functions or violate the forum rules and policies.

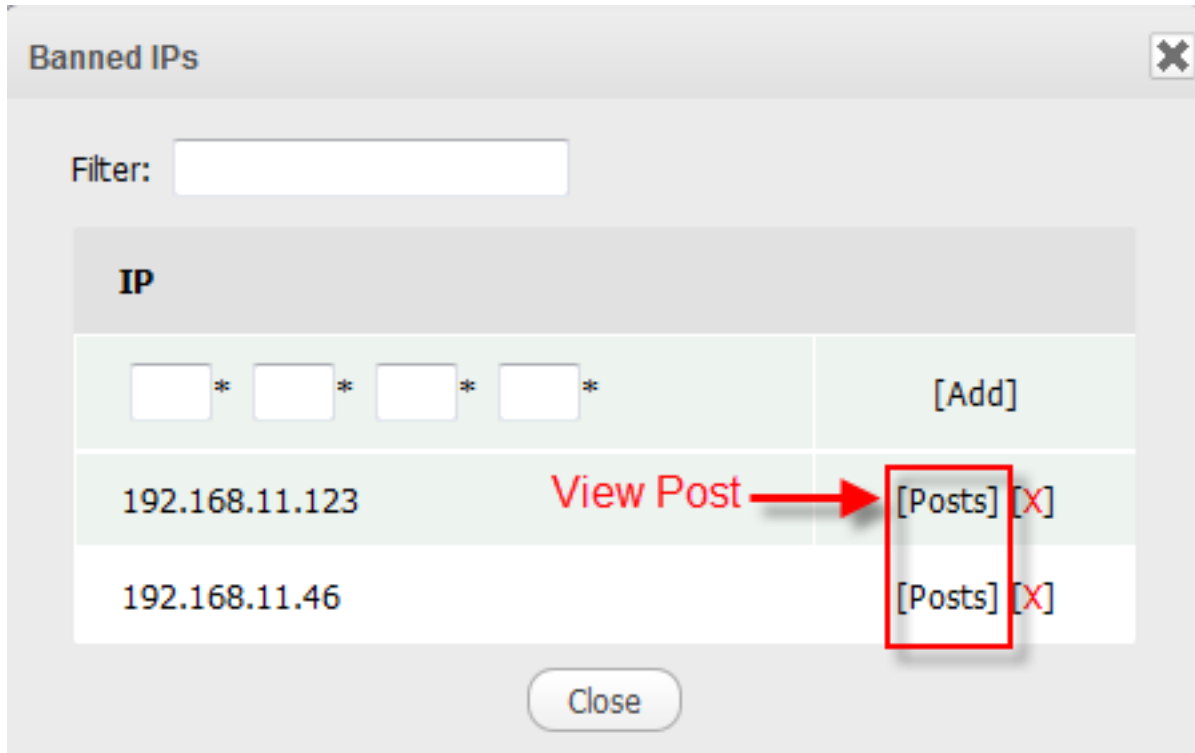
This function is similar to the [Ban IPs tool used by administrators](#). However, the Ban IPs tool used by Administrators can ban IP from the whole forum, while Moderator can only ban IP in a specific forum only.

**To ban IP on a specific forum:**

1. Go to the forum you want to ban IP.

2. Click  **More actions** on the Action bar and select **Banned Ips** from the drop-down menu. The

**Banned IPs** form opens:



- To ban an IP, simply enter the IP address into the IP textboxes and click **Add**. All banned IPs will be listed in the banned IPs table. You can view all posts which are posted from the specific banned IP or delete them from the banned IPs list.
- To view all posts submitted from a specific IP, click the [Posts] link of the respective IPs. These posts can be viewed and deleted by the Administrator.
- To remove a banned IP from the banned IPs list, click the [x] of the relevant IP.

Besides, you can filter the banned IPs if there are too many banned IPs.

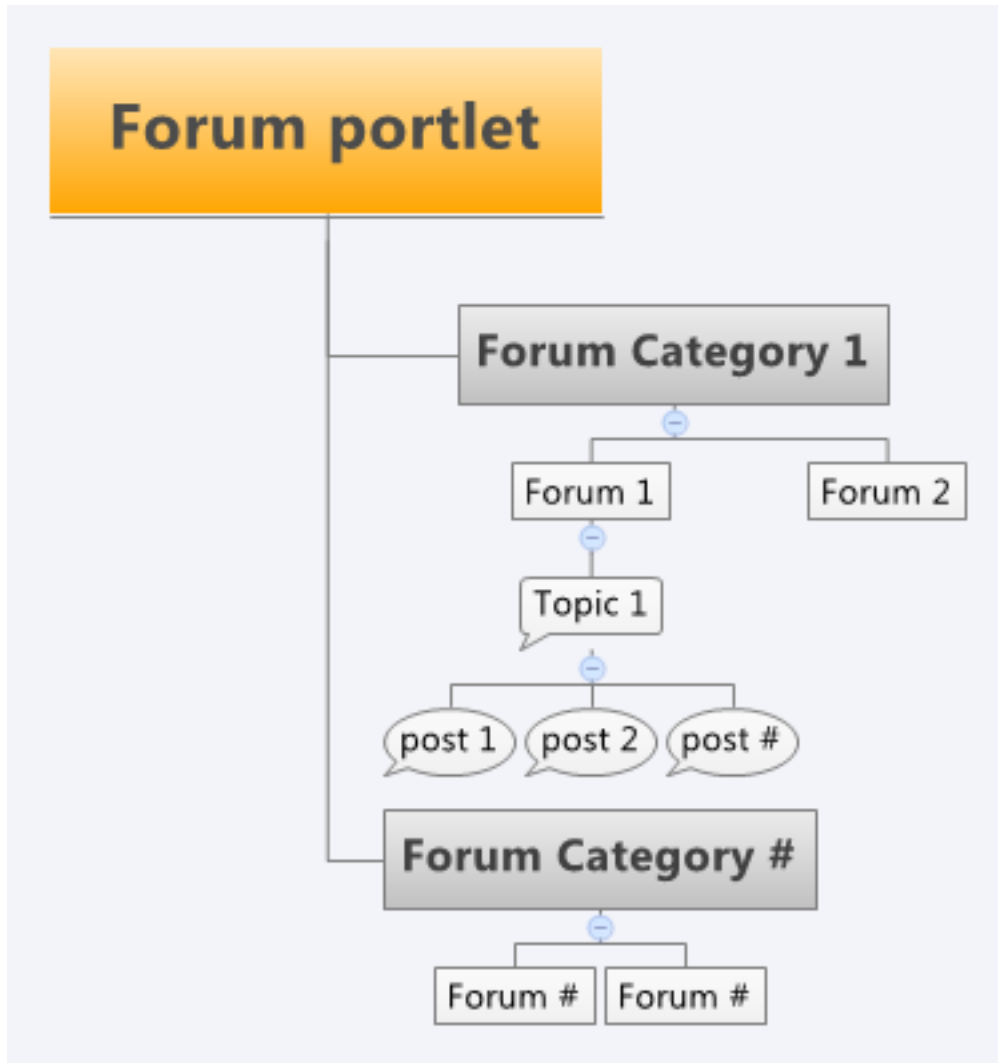
- To filter one banned IP, enter a part of the IP address into the filter textbox, all IPs matching with the entered term will be displayed.

### 3.3. Administrator

With the highest rights, the Administrators are in charge of the entire management tasks, including [configuring and customizing the Forums porlet](#), [backing up data](#), [managing users and granting permissions](#), [managing categories](#) and [forums](#). Administrator has the global role.

#### 3.3.1. Manage categories

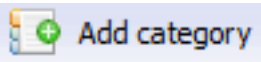
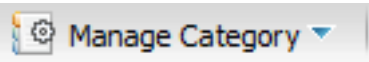
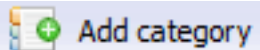
Only administrators can do categories-related management tasks. To manage forums better, administrators usually build a good forum structure using categories. So, a category is a set of forums containing all discussions about the same subject. See the following diagram to learn about one typical Forum structure:



### 3.3.1.1. Add a new category

Only when you are assigned as **administrator**, you can do this function. Normally, one category is created as public that allows everyone to access without any restrictions. Meanwhile, one [restricted category](#) only allows specific users/groups/memberships to access. Also, you can assign moderators to your category and specify a set of permissions for members in the category.

#### To add a new category:




1. Click  on the Forum Administration bar or click  on the Action bar, then select . The **Category** form will be displayed.

**Category**

Category Permissions

Title  \*

Order

Restricted Audience    

Description

Save Cancel




2. Enter the category title into the **Title** field which is required. (Special characters are accepted)

Also, you can:

- Enter the order of category in the numeric format into the **Order** field.
- Give a brief description for your category into the **Description** field.
- Make the created category as restricted by limiting the number of audiences via one of the following ways:

The first way: Enter names of users/groups/memberships that can access this category into the **Restricted audience** textbox. The different values are separated by commas.

The second way: Use selectors next to the **Restricted audience** textbox.

- Click  to select a specific user from the groups list.
- Click  to select all users with the specific membership in a group.
- Click  to select a group of users.

- Specify the category permissions:

Administrators can specify which actions that a user/group/membership can perform in a category. You can also assign the moderator to that category.

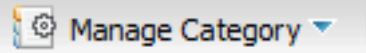
i. Go to the **Permissions** tab in the **Category** form.

ii. Enter the names of all users/user groups/memberships who have the permission to create new topics/post messages/view posts only in the corresponding fields.

iii. Enter the names of all users/user groups/memberships that are going to be the category Moderators in the **Moderators** field.

3. Click **Save** to finish.

### 3.3.1.2. Edit a category

1. Select a category to edit, then click  on the Action bar when you are in the categories list.

2. Click **Edit** from the drop-down menu.

3. Make changes on the category properties.

4. Click **Save** to save your changes.

### 3.3.1.3. Delete a category

1. Select a category to edit, then click  on the Action bar when you are in the categories list.



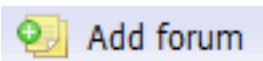
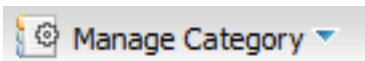
2. Click **Delete** from the drop-down menu.
3. Click **OK** in the confirmation message.

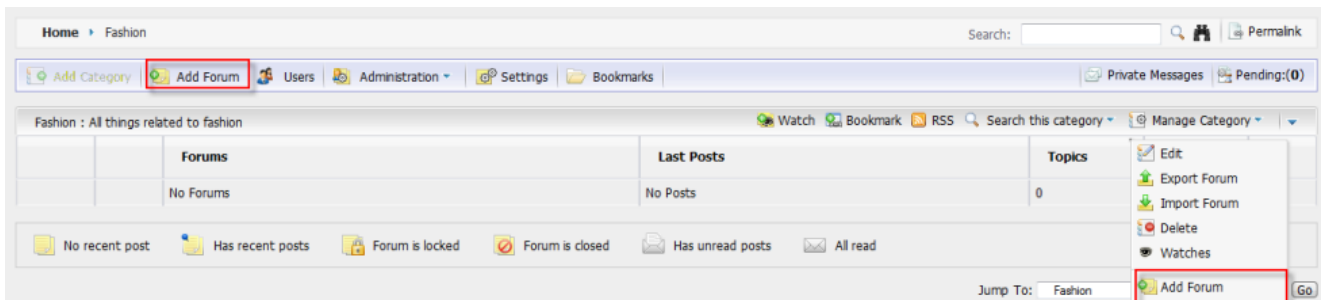
### 3.3.2. Manage forums

#### 3.3.2.1. Add a new forum

When creating a new forum, you can also configure the forum notification settings and specify the permissions for members in that forum.

**To add a new forum to a specific category:**

1. Go into the category to which you want to add new forum.
2. Click  on Forum Administration bar or click  on the Action bar and select **Add forum**.



3. Enter the forum title which is required and description in the corresponding fields in the **Forum** form. The forum title must be less than 50 characters.

Forum

Add Forum to Category: Fashion

Add Forum   Moderation Options   Permissions

Title Children Fashion \*

Order 0

State Open

Status Unlocked

Description The fashion for children

Save Cancel

4. Click **Save** to finish.

The administrators and moderators of a forum may want to get updated of what is new in forums under their management. This can be done when creating a new forum.

#### 3.3.2.1.1. Configure the moderation settings

When creating a forum, you can set moderation-related options as follows:

1. Select the **Moderation options** tab in the **Forum** form.
2. Do actions in the relevant fields.

Forum

Add Forum to Category: Fashion

Add Forum   **Moderation Options**   Permissions

Moderators

Auto-fill the moderator's email ☒

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:**

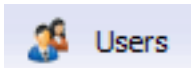
Field	Description
<b>Notify Moderators</b>	Check this option to enable the notification email.
<b>Email addresses to notify when there is a new post</b>	Enter the list of email addresses which will get the notification if any new post is created.
<b>Email addresses to notify when there is a new topic</b>	Enter the list of email addresses which will get the notification if any new topic is created.
<b>Moderate topics</b>	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 viewable.

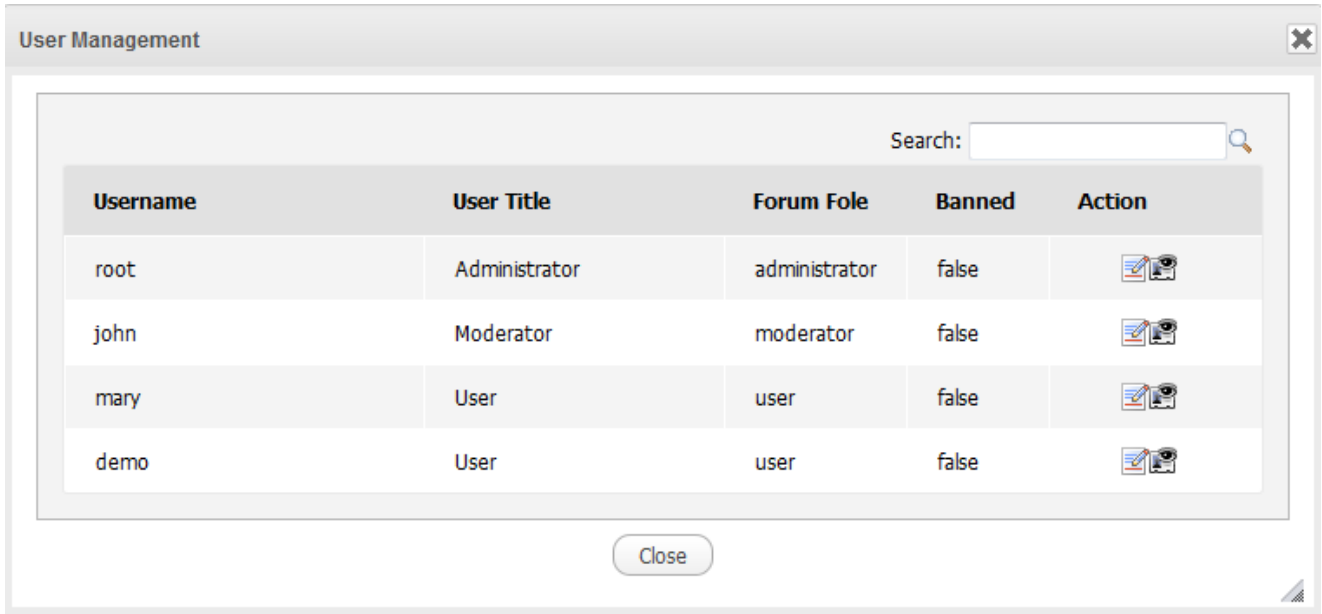
**3.3.2.2. Delete a forum**









Only **administrators** can perform this action. When a forum is removed, all of its topics will then be deleted.

1. Go into the forum you want to remove.
2. Click  **More actions** on the Action bar, then select **Delete** from the drop-down menu.
3. Click **OK** in the confirmation message to accept your deletion.

### 3.3.3. Manage Users

To take this action, click  on the Forum Administrator bar. The **User Management** form will be displayed:



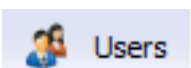

Username	User Title	Forum Fole	Banned	Action
root	Administrator	administrator	false	 
john	Moderator	moderator	false	 
mary	User	user	false	 
demo	User	user	false	 

Now, you can search for specific users to edit their profiles or remove them from Forum.

#### 3.3.3.1. Promote a user


The administrator can edit profiles of members and promote any user to administrator or moderator.

**To promote a user to administrator/moderator:**

1. Click  on the Action bar. The User Management form will be displayed.
2. Click  corresponding to the user you want to promote. The profile of this user will be displayed right below the users list.

**User Management**

Profile Settings Ban User Topics Posts

 [Reset]

Username

Screen Name

User Title

Forum Administrator ☐

Moderator of Categories  +

Moderator of Forums  +

Signature



Display Signature ☐

Display Avatar ☒

Save Cancel

Close

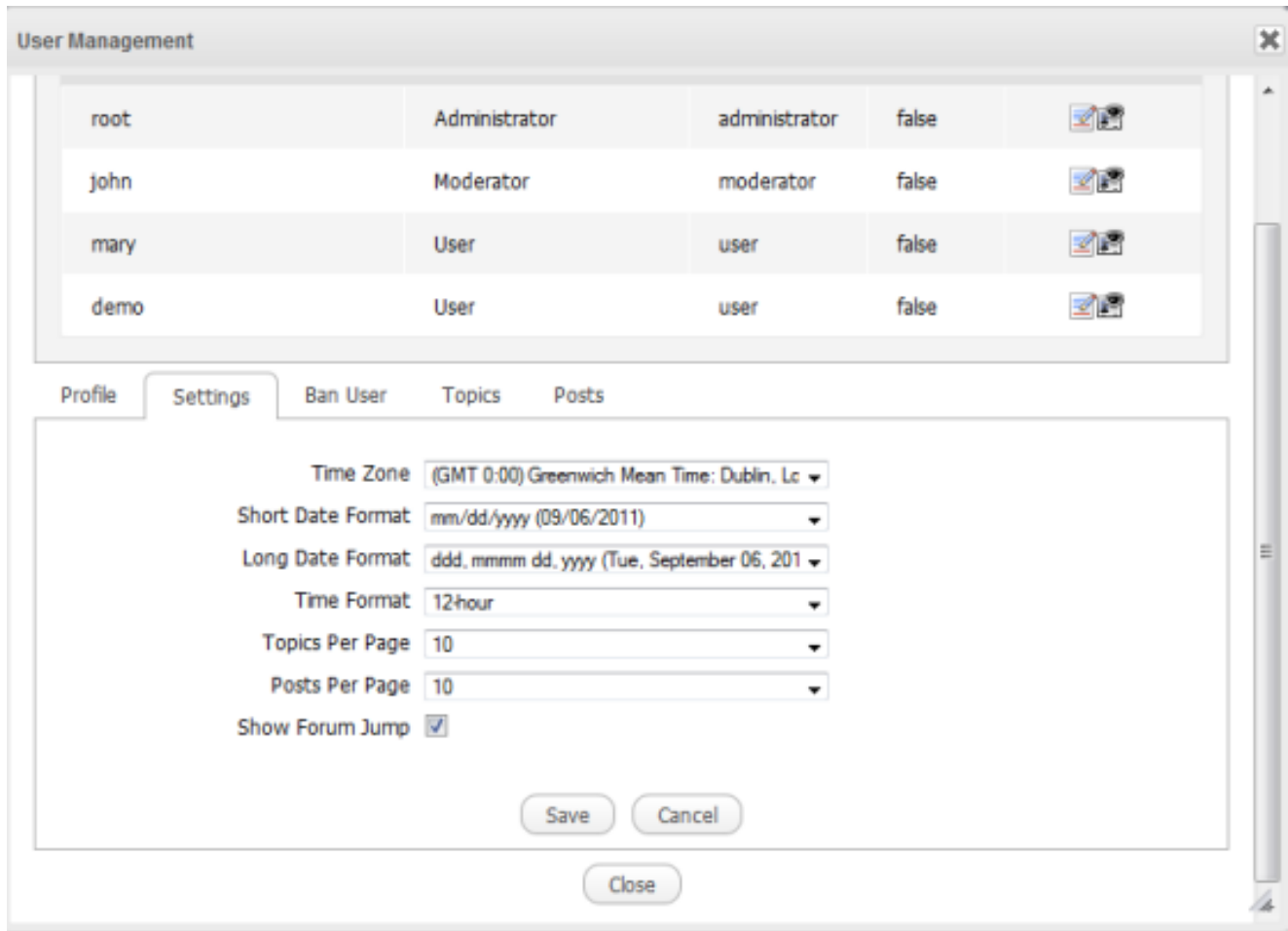
In the **Profile** tab, you can see the following fields:

Field	Description
<b>Screen name</b>	The name displayed on Forum.
<b>User title</b>	The title representing the role of user.
<b>Forum administrator</b>	Grant the Administrator role to a selected user or not. The Administration role of the default administrator can not be edited in the <b>User Management</b> form.
<b>Moderator of categories</b>	The list of categories moderated by the selected user. Click  to select a category.
<b>Moderator of forums</b>	The list of forums moderated by the selected user. Click  to select a forum.









### 3.3.3.2. Modify user's forum settings

You can modify the forum settings that users set in their User settings.

Go to the **Settings** tab in the **User Management** form:



The screenshot shows the 'User Management' form with the 'Settings' tab selected. The form displays a table of users and their settings, and a settings configuration area below.

Username	Role	Username	Is Admin	Actions
root	Administrator	administrator	false	 
john	Moderator	moderator	false	 
mary	User	user	false	 
demo	User	user	false	 

Below the table, the 'Settings' tab is active, showing the following configuration options:

- Time Zone: (GMT 0:00) Greenwich Mean Time: Dublin, Le
- Short Date Format: mm/dd/yyyy (09/06/2011)
- Long Date Format: ddd, mmmm dd, yyyy (Tue, September 06, 2011)
- Time Format: 12-hour
- Topics Per Page: 10
- Posts Per Page: 10
- Show Forum Jump: ☒

Buttons: Save, Cancel, Close

Now you can modify the forum settings that the selected user has set in their User settings. See [User settings](#) for the detailed descriptions in the User Settings form.

### 3.3.3.3. Ban users

There are other methods to ban users from the Forum application or specific forums, categories. In case you know the username of the user who violated your forum policies, you can search and ban this user quickly.

In the **User Management** form, go to the **Ban user** tab:

The screenshot shows a 'User Management' window with a header bar containing 'demo', 'User', 'user', and 'false'. Below the header are tabs for 'Profile', 'Settings', 'Ban User' (selected), 'Topics', and 'Posts'. The 'Ban User' tab contains the following fields:

- Banned**: A checkbox.
- Duration**: A dropdown menu showing '1 Day (09/07/2011 10:10 AM GMT+0)'.
- Reason**: A large text area.
- Ban Count**: An input field with the value '0'.
- Bans Log**: A text area.
- Ban Date**: An input field.

At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Close'.

**Details:**

Field	Description
<b>Banned</b>	Ban one user or not.
<b>Duration</b>	The interval during which the user will be banned. This field is only edited when you ban this user in the 'Banned' field. In the ban duration, the banned user only can view forums and topics but he/she can not post replies or send messages.
<b>Reason</b>	The reason for banning this user.
<b>Ban count</b>	The ban times of the user.
<b>Bans log</b>	Other log information.
<b>Ban date</b>	The date when the ban takes effect.

**See also:**

- [Ban IPs for moderators](#)
- [Ban IPs for administrators](#)

**3.3.3.4. Remove a user**



## Warning

If a user is removed from Forum, it means that he is also removed from eXo Knowledge.

### To remove a user from Forum:

1. Go to **MySpace > Administration > Manage users and groups** 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	

2. Click the relevant trash icon to remove, then select **OK** in the confirmation message to accept your deletion.

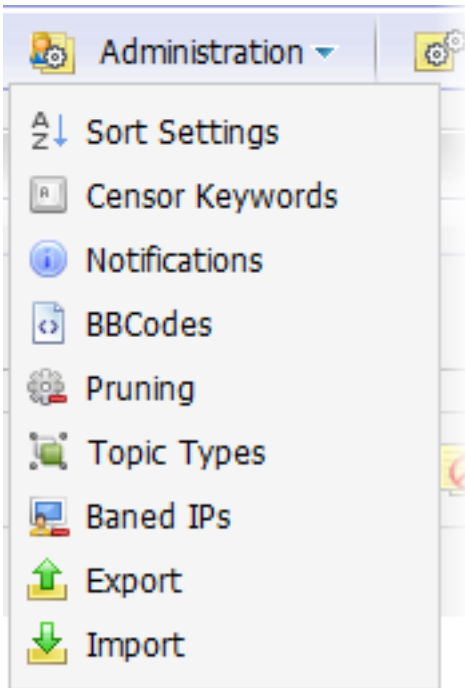
Although all topics and posts of this user will not be deleted, other users can not send messages to the removed user any longer.

### 3.3.4. Administrative tasks

All of administrative tasks can be reached via the menu that appears after clicking on the Forum Administration bar. You can select a desired action from the

following drop-down menu:




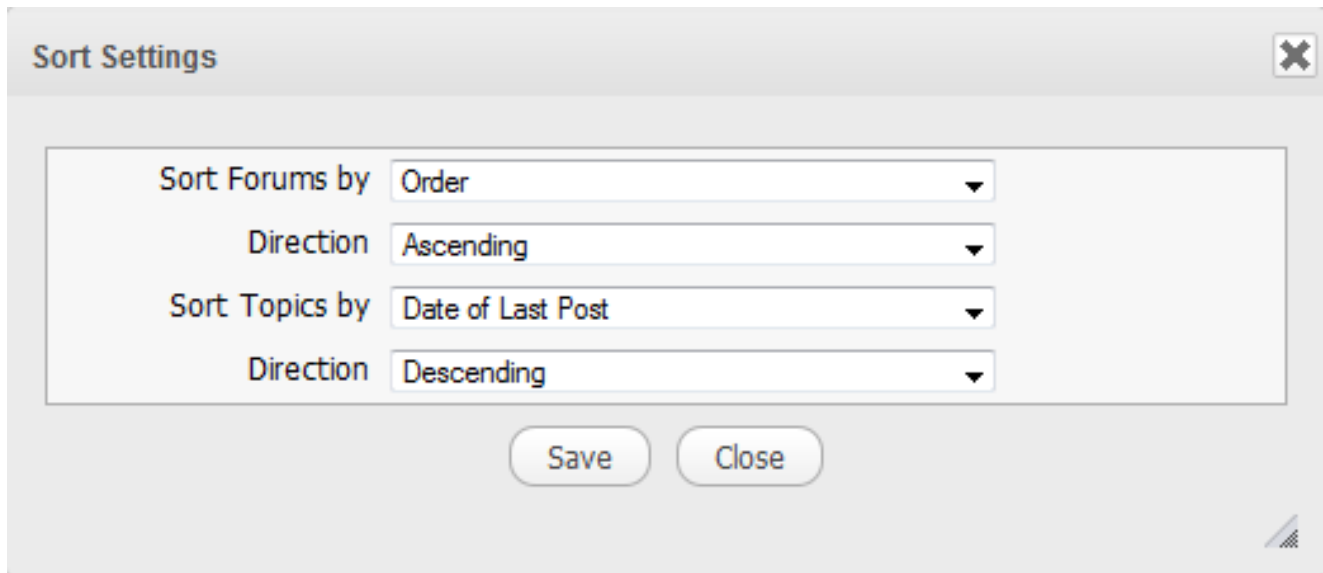


In this section, you are going to learn how to perform all of these administrative tasks and customizations:

- [Set up Sort Settings](#)
- [Define the censored keywords](#)
- [Customize the email notifications template](#)
- [Customize the BBCodes](#)
- [Customize the topic types](#)
- [Set up Auto-pruning](#)
- [Ban IPs](#)
- [Back up Category/Forum](#)

#### 3.3.4.1. Set up sort settings

Click  on the Forum Administration bar and click **Sort Settings** from the drop-down menu. The **Sort Settings** form opens. Now, you can set properties for how forums and topics are sorted in Forum:



**Sort Settings** [X]

Sort Forums by: Order ▼

Direction: Ascending ▼


Sort Topics by: Date of Last Post ▼

Direction: Descending ▼

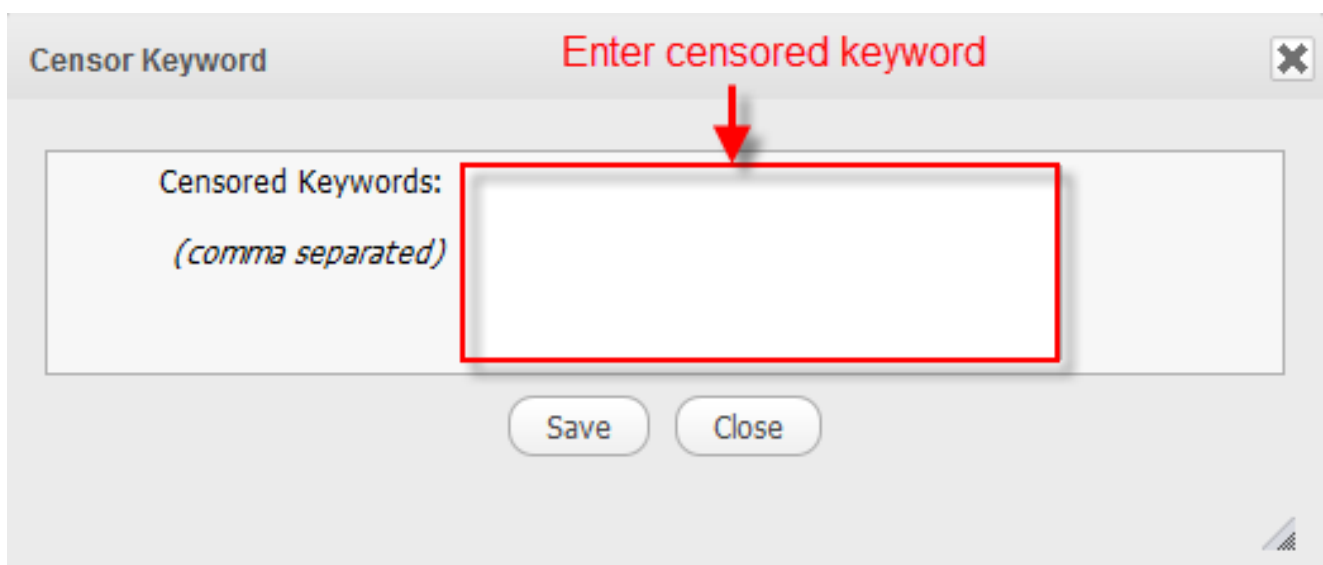
Save Close

- **Sort forums by:** Sort forums by several criteria: name, order, lock status, creation date, modification date, topic count, and post count.
- **Direction:** Sort forums in the Ascending or Descending order.
- **Sort topics by:** Sort 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.

#### 3.3.4.2. Define a censored keyword

Censored keywords are those which are specified as inappropriate in the Forum application. If any topics or posts contain either of censored keywords, they will be hidden until being verified by Administrators or Moderators. Click  **Administration** ▼ on the Forum Administration bar and click **Censor**

**Keywords** from the drop-down menu:



**Censor Keyword** [X]

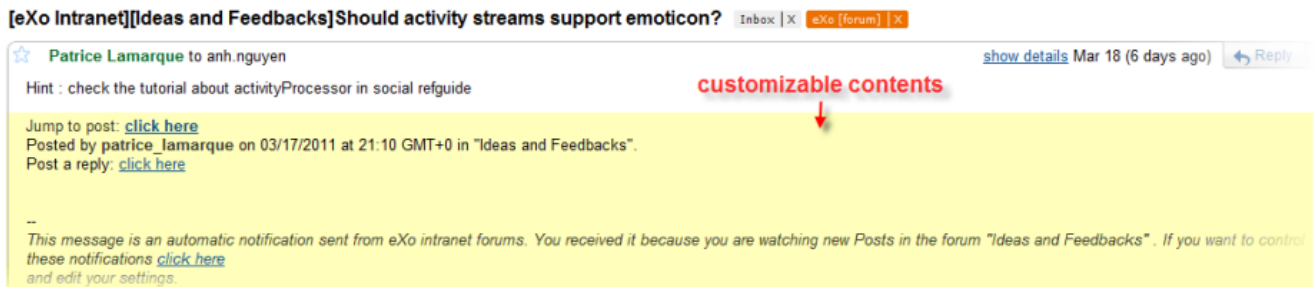
Enter censored keyword

Censored Keywords:  
(comma separated)


Save Close

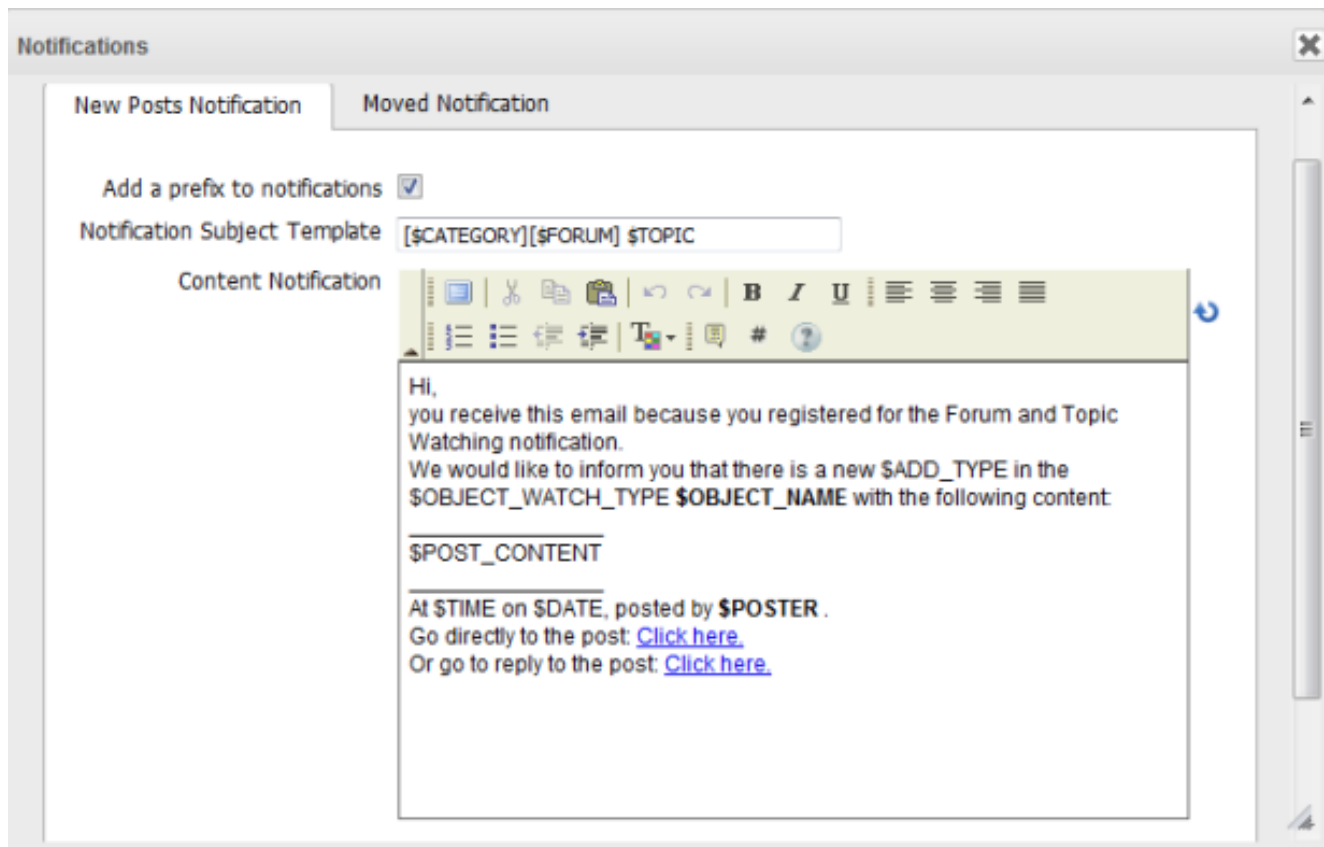
### 3.3.4.3. Customize an email notification template

If there are new posts in the category or topic that a user has watched, the user will receive the email notification like this:



This section will describe how to create and edit the email templates that can be used to send emails to users.

Click  **Administration** on the Forum Administration bar and click **Notifications** from the drop-down menu to open the **Notifications** form:



- **Add a prefix to notifications:** Tick the checkbox to add a prefix to the email notification.
- **Content Notification:** The template content of the notification email of new topics/posts that can be modified with the built-in Editor.
- **Moved Notification:** The template content of the topic/post which is moved to the other forum/topic.

Followings are variables which can be used in the template:

**\$OBJECT\_WATCH\_TYPE:** Will be replaced with the watched object type: Forum/Topic.

**\$ADD\_TYPE:** Will be replaced with the new added object type: Topic / Post.

**\$OBJECT\_NAME:** Will be replaced with the name of the watched topics/forum/category.

**\$OBJECT\_PARENT\_NAME:** Will be replaced with the category/forum name.

**@POST\_CONTENT:** Will be replaced with the post contents.

**\$TIME:** Will be replaced with the time when the post was added.


**\$DATE:** Will be replaced with the date when the post was added.

**\$CATEGORY:** Will be replaced with the category name.

**\$FORUM:** Will be replaced with the forum name.

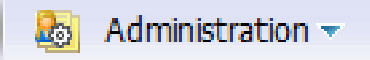
**\$TOPIC:** Will be replaced with the topic name.

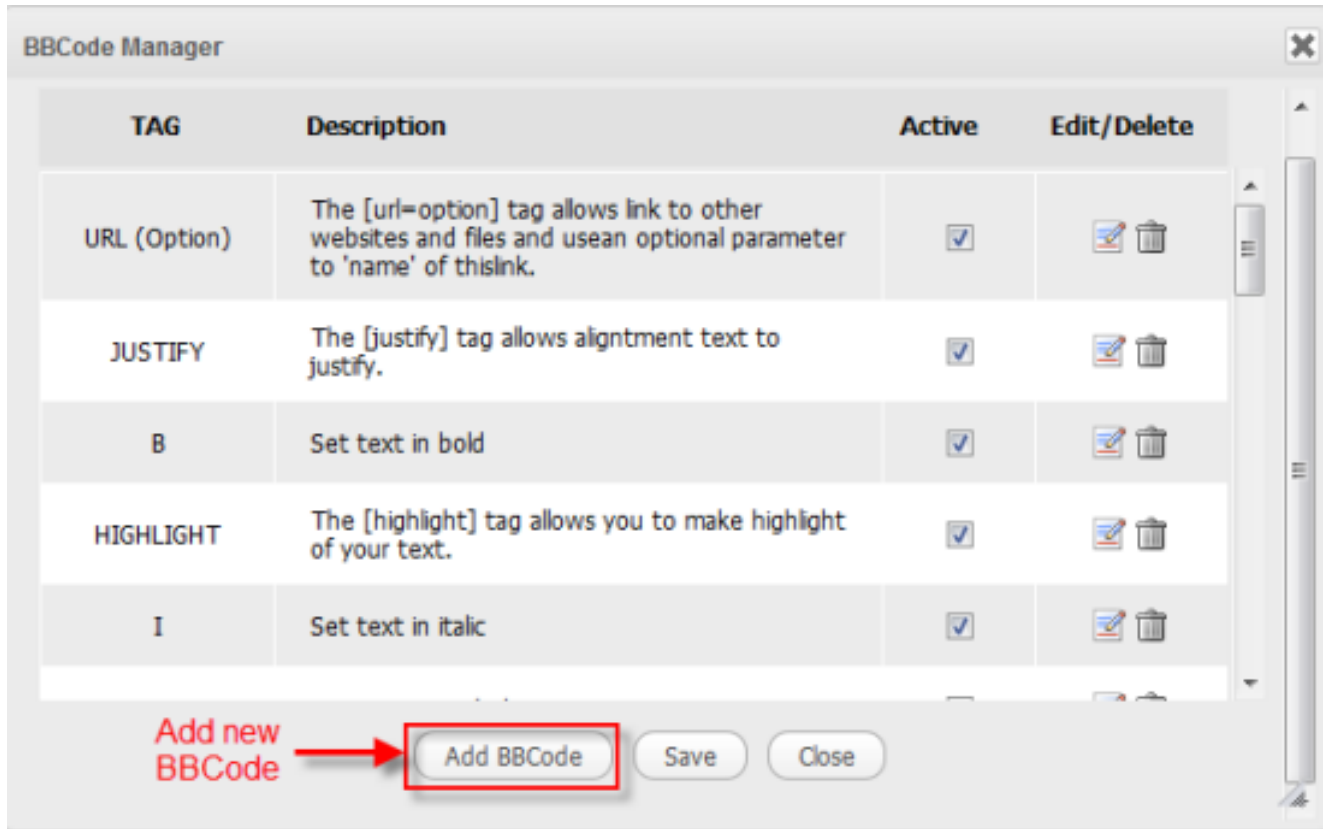
**\$LINK:** Will be replaced with the link referring to the new post.

These variables are used to load the content dynamically. Thus, you should not edit them. In case the template is changed unexpectedly, you can go back to the default template by clicking . You can use the text editor to format the template as you wish.

#### 3.3.4.4. Customize a BBCode

By default, there are some default BBCode tags that are initialized via plugins: "[B]", "[I]", "[HIGHLIGHT]", "[IMG]", "[CSS]", "[URL]", "[LINK]", "[GOTO]", "[QUOTE]", "[LEFT]", "[RIGHT]", "[CENTER]", "[JUSTIFY]", "[SIZE]", "[COLOR]", "[CSS]", "[EMAIL]", "[CODE]", "[LIST]". You can add, edit or delete the BBCode tags.

Click  on the Forum Administration bar and click **BBCode** from the drop-down menu to open the **BBCode Manager** form.



Here, you can do the following actions:


- [Add a new BBCode.](#)
- [Edit a BBCode.](#)
- [Delete a BBCode.](#)
- [Activate/Deactivate a BBCode.](#)

#### 3.3.4.4.1. Add a new BBCode

1. Click Administration on the Forum Administration bar and click **Add BBCode** from the drop-down menu.
2. Input values into the **Add BBCode** form.


The screenshot shows a window titled "Add BBCode". Inside, there are four text input fields: "Tag", "Replacement", "Description", and "Example". Each field has a small circular help icon to its right. A "Preview" button is located to the right of the "Example" field. At the bottom left, there is a checkbox labeled "Use {option}" with a help icon. At the bottom center, there are three buttons: "Save", "Reset", and "Close".

Details:

Field	Description
<b>Tag</b>	This is the text for BBCode, which goes inside the square bracket.
<b>Replacement</b>	The HTML codes that replace the user-entered BBCode.
<b>Description</b>	The brief description about this BBCode tag.
<b>Example Usage</b>	The sample of the BBCode in use.
<b>Use</b>	Enable the tag attributes: [tag=option][tag]
<b>Preview dialog</b>	Preview the rendered BBCode.
	Click this icon to see descriptions of each field.

3. Click **Preview** to preview your created BBCode tag, or click **Save** to finish.

### 3.3.4.4.2. Edit a BBCode

1. Click  corresponding to the relevant BBCode tag.

**Edit BBCode**

Tag:  = ?

Replacement:  \*

Description:  ?

Example:  \*


Use {option} ☒ ?

Buttons: Save, Reset, Close, Preview

2. Make changes to the BBCode's tag.

3. Click **Preview** to preview the BBCode's tag after being edited, or click **Save** to finish your changes.

### 3.3.4.4.3. Delete a BBCode

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

### 3.3.4.4.4. Activate/Deactivate a BBCode

Any BBCode can be activated/deactivated.

**active/deactive BBCode**



TAG	Description	Active	Edit/Delete
QUOTE	The [quote] tag allows attribute content of post.	<input checked="" type="checkbox"/>	 
URL (Option)	The [url=option] tag allows link to other websites and files and usean optional parameter to 'name' of thislink.	<input checked="" type="checkbox"/>	 
B	Set text in bold	<input checked="" type="checkbox"/>	 
JUSTIFY	The [justify] tag allows alignment text to justify.	<input checked="" type="checkbox"/>	 

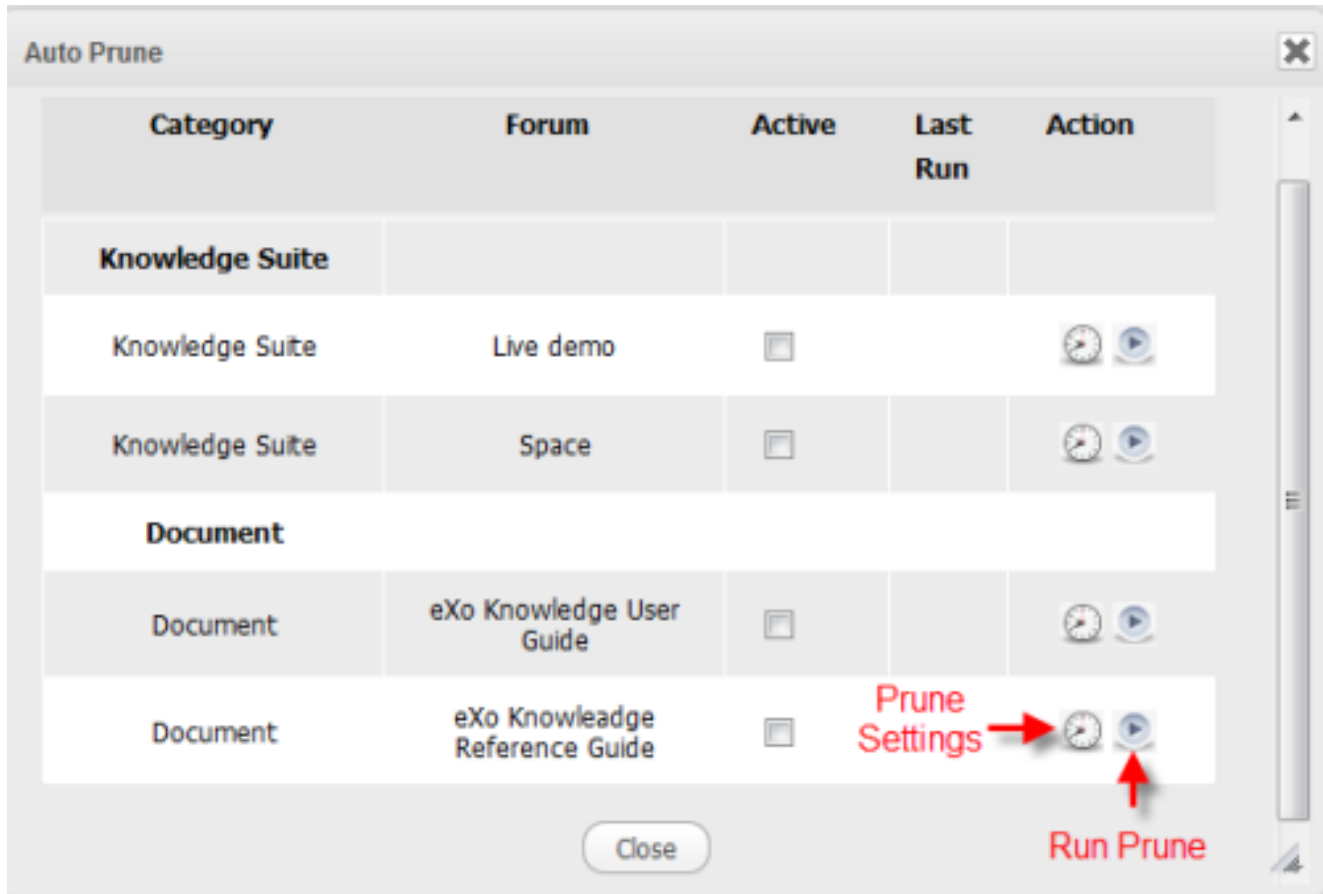
- To activate an existing BBCode's tag, tick the relevant checkbox.
- To deactivate an existing BBCode tag, simply deselect the relevant checkbox. The entered BBCode will be









displayed as the plain text.

### 3.3.4.5. Set up the auto-prune



The pruning allows you to clean a large amount of obsolete and inactivate topics based on criteria.


1. Click  **Administration** on the Forum Administration bar and click  **Pruning** from the drop-down menu to open the Auto Prune form.



Category	Forum	Active	Last Run	Action
<b>Knowledge Suite</b>				
Knowledge Suite	Live demo	<input type="checkbox"/>		 
Knowledge Suite	Space	<input type="checkbox"/>		 
<b>Document</b>				
Document	eXo Knowledge User Guide	<input type="checkbox"/>		 
Document	eXo Knowledge Reference Guide	<input type="checkbox"/>		 

Close

Prune Settings →   Run Prune

2. Click  to set the prune settings for the corresponding forum in the **Prune Settings** form:



3. Specify the criteria in each relevant field.

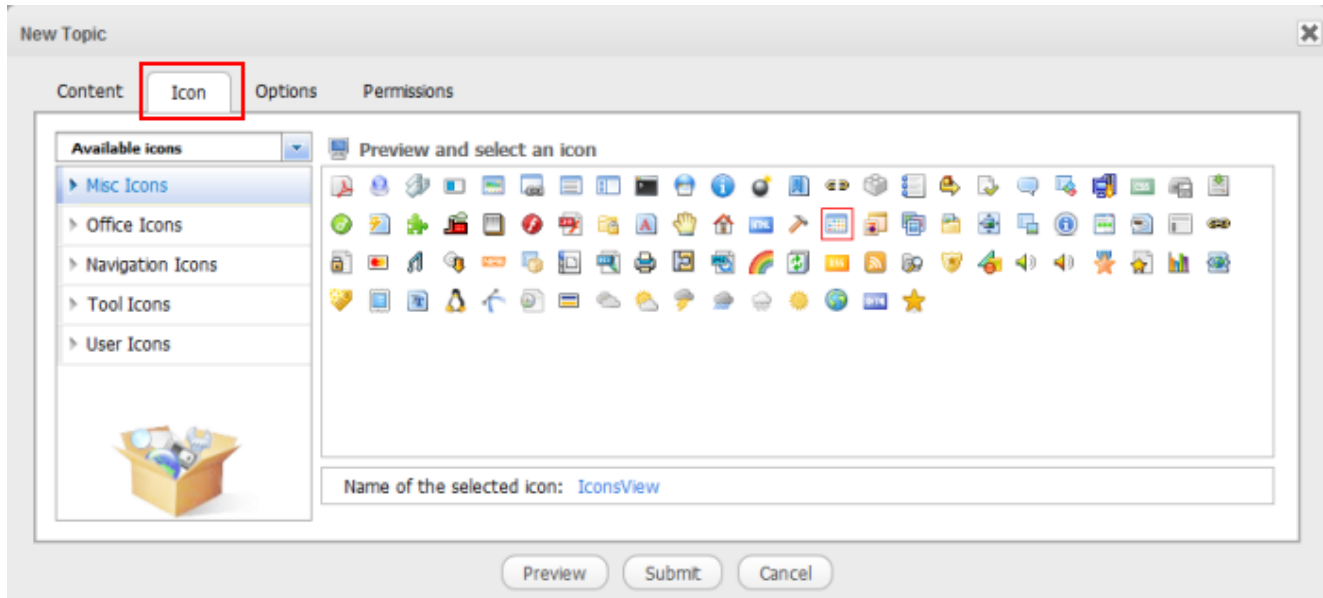
Field	Description
InActivateDay	The number of days/weeks/months that the topic has not been active.
jobDay	The number of days/weeks/months that the prune job will be executed to check for the old topics and deactivate them.
	Check how many topics will be pruned.


4. Click **Save** to accept settings.

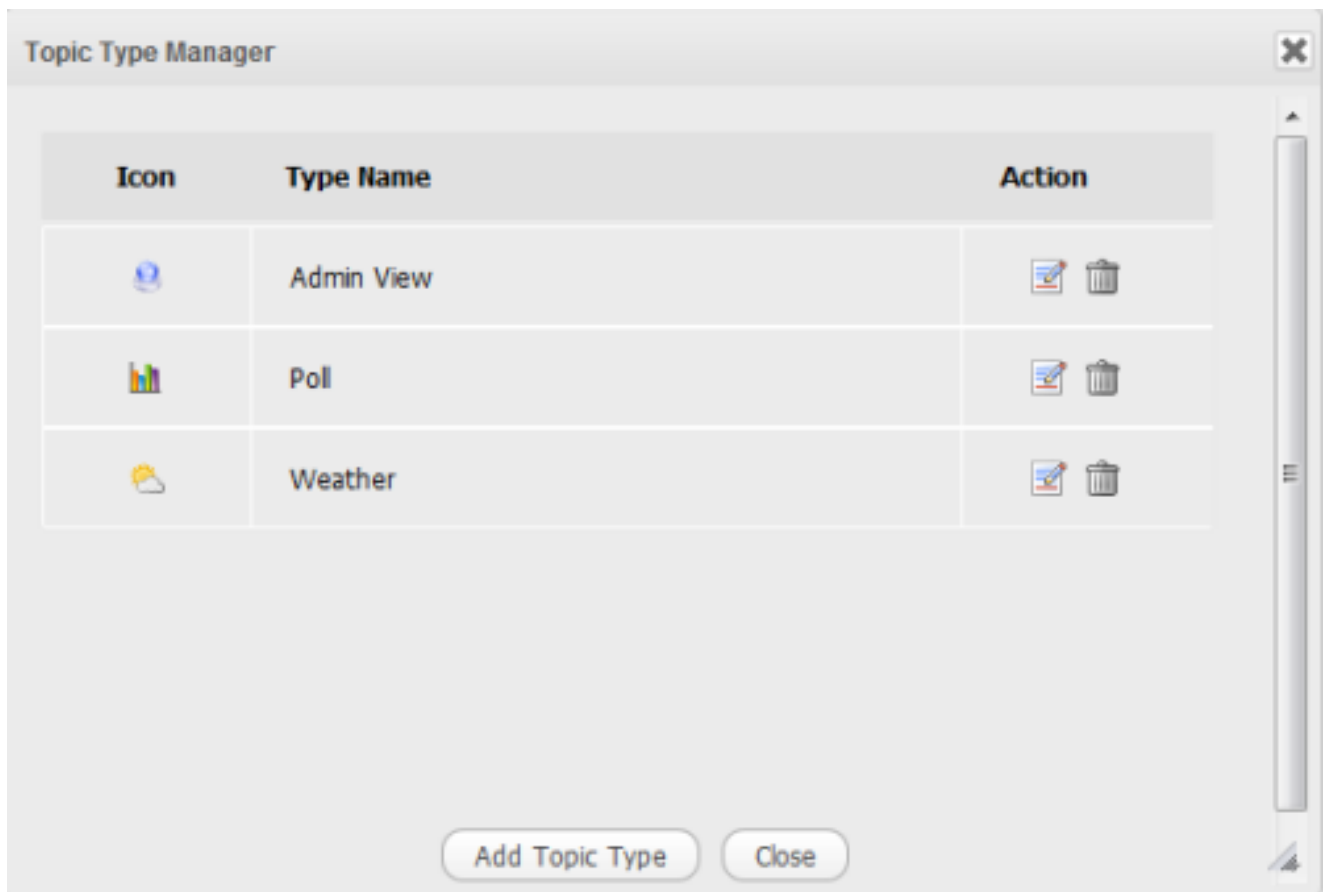
After setting the prune successfully, the auto-prune will be run automatically on the forum that has been set to check for the inactivate topics.

#### 3.3.4.6. Create a topic type

The topic type is the visual indication for other users to know what is topic about at a glance. When creating new topic, users can select the topic type that they are going to start. The **Administrator** can define these topic types.



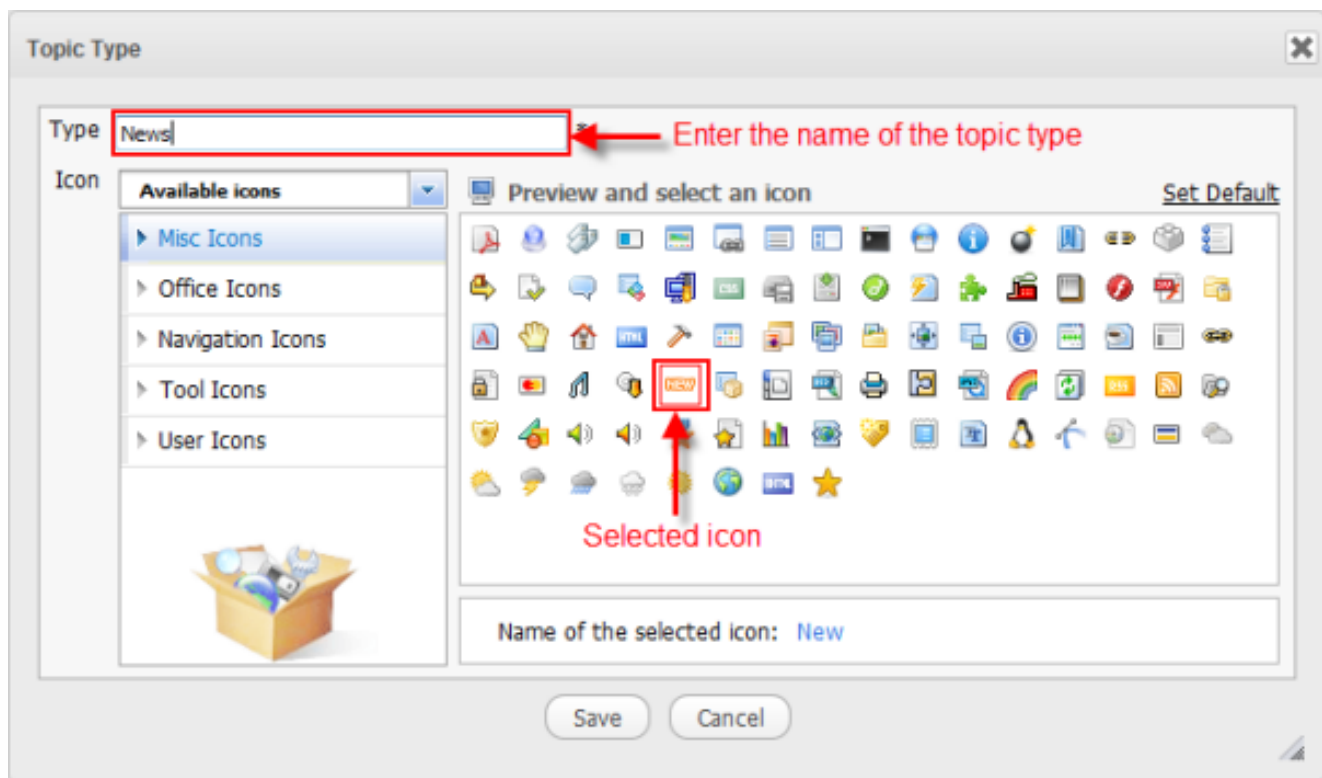
Click  **Administration** on the Forum Administration bar and click **Topic types** from the drop-down menu to open the **Topic Type Manager** form.



The **Topic Type Manager** form lists all topic types and allows you to add new topic types, edit or delete the existing ones.

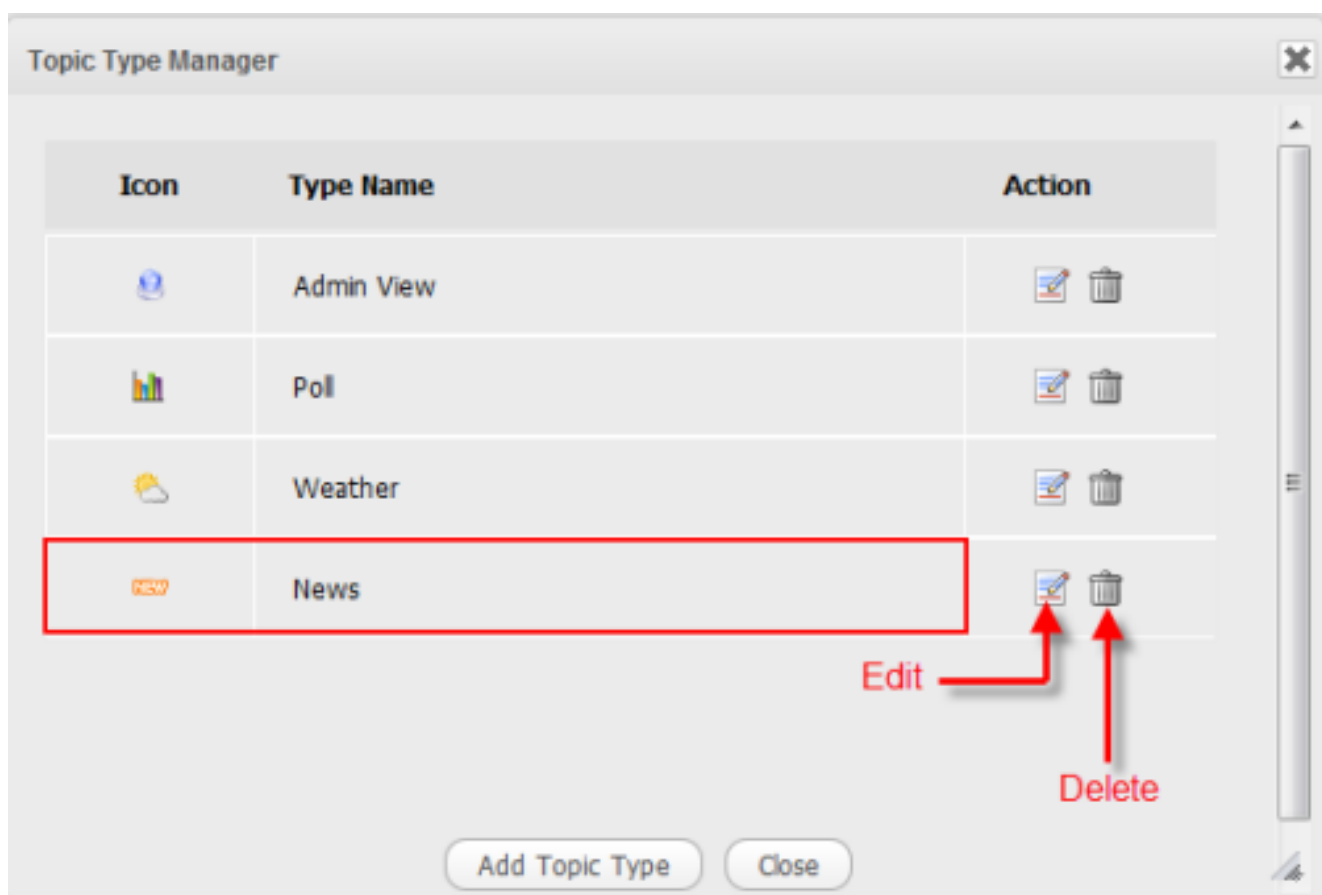
**To add a topic type:**

1. Click **Add Topic Type**.
2. Enter the topic name in the **Type** field, then select an icon for this topic type:



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

You will see the new topic type has been added:



- To edit the topic type, click




- To delete the topic type, click



### 3.3.4.7. Ban IPs

The Administrator can ban IP addresses that may be used by users who abuse the forum functions or violate the forum rules and policies. All Banned IPs can not be used to add posts to the Forum. Any user who uses banned IPs to add post, will be recognized as the banned user. As a result, the banned user can only view and is prevented from most of basic actions to the forum, such as adding topics, posting, or rating. This feature in the Administrative tasks is used to ban the IP on the Forum application, meaning that this will take effect on all forums.

Click  **Administration** on the Forum Administration bar and click **Banned IPs** from the drop-down menu. The **Banned IPs** form opens:

Banned IPs	
Filter: <input type="text"/>	
IP	
<input type="text"/> * <input type="text"/> * <input type="text"/> * <input type="text"/> *	[Add]
192.168.4.100	[Posts] [X]
192.168.1.120	[Posts] [X]
<div>Close</div>	

- To ban an IP, simply enter the IP address into the IP textboxes and click **Add**. All banned IPs will be listed in the banned IPs table. You can view all posts which are posted from the specific banned IP or delete them from the banned IPs list.
- To view all posts submitted from a specific IPs, click the [Posts] link of the respective IPs. These posts can be viewed and deleted by the administrator.

- To remove banned IPs from the banned IP list, click the [x] icon of the respective IP.

Besides, you can also filter the banned IPs if the Banned IPs are too many.

To filter banned IPs, enter a part of the IPs address into filter text box, all IP matching with filter term will be displayed.

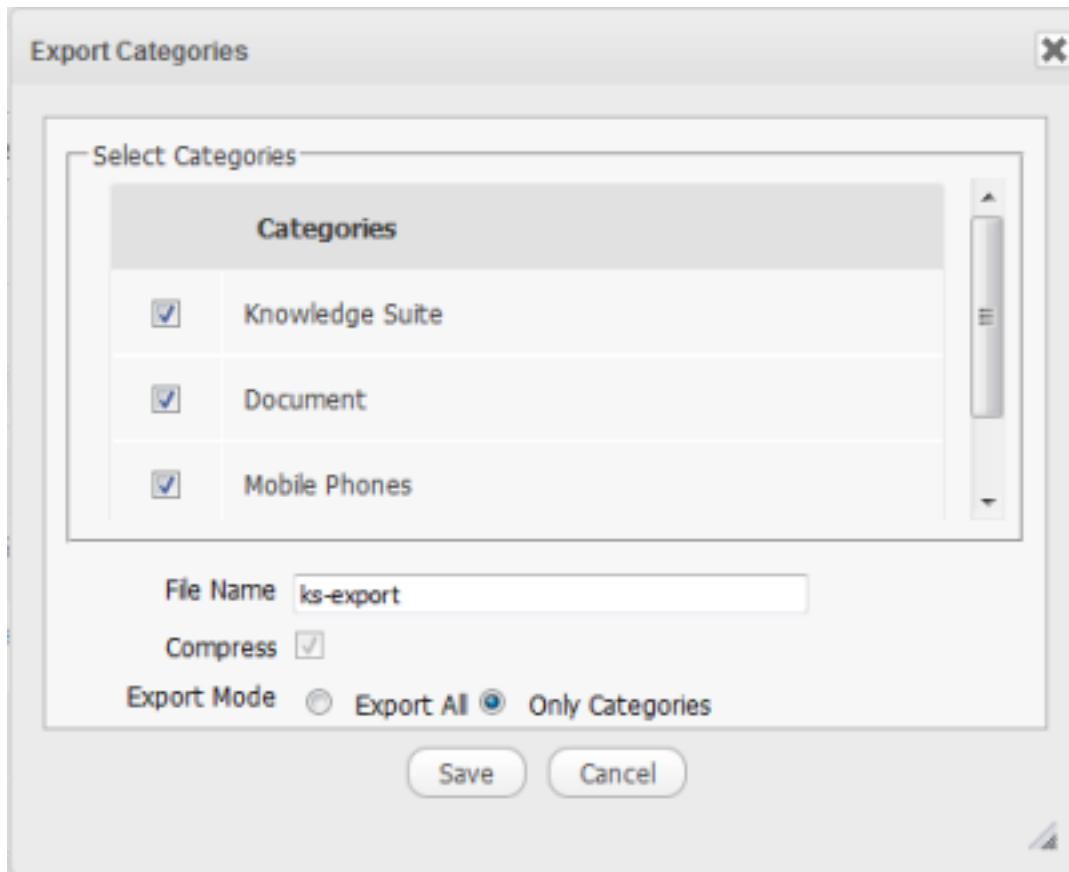
### 3.3.4.8. Back up a category & forum

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.

#### 3.3.4.8.1. Export a category

1. Click  **Administration** on the Forum Administration bar.

2. Click **Export** from the drop-down menu to open the **Export Categories** form.



**Details:**

Field	Description
<b>File Name</b>	Enter the name of the exported file.
<b>Export all</b>	Check this option to export all data in Forum, such as all categories, user profiles, and forum statistics.

Field	Description
<b>Only categories</b>	Check this option to export the selected categories only.

3. Select category and enter the file name into the **File name** field.

4. Click **Save**.

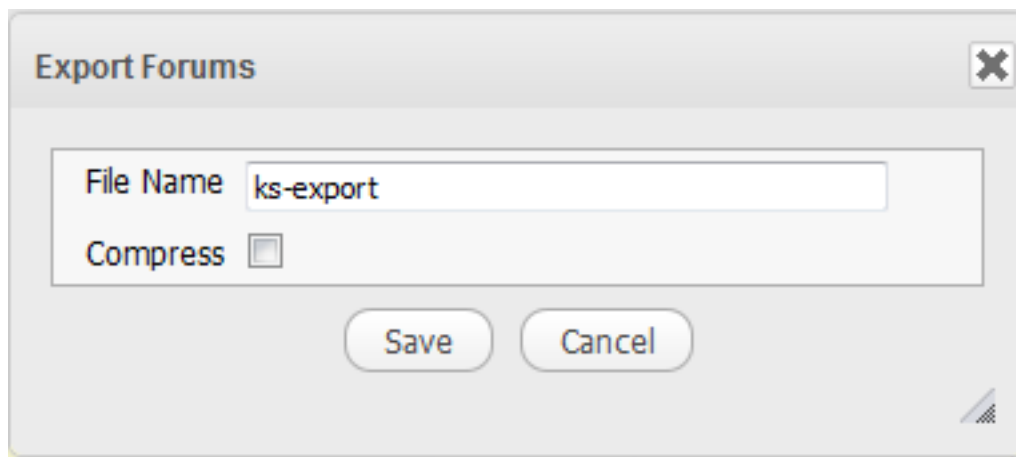
### 3.3.4.8.2. Export a forum

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

**The first way:**

1. Go into a forum and click  **More actions** on the Action bar.

2. Click **Export Forum** from the drop-down menu to open the **Export Forums** form.



The image shows a dialog box titled "Export Forums" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "File Name" containing the text "ks-export". Below this is a checkbox labeled "Compress" which is currently unchecked. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".


3. Input the file name to export.

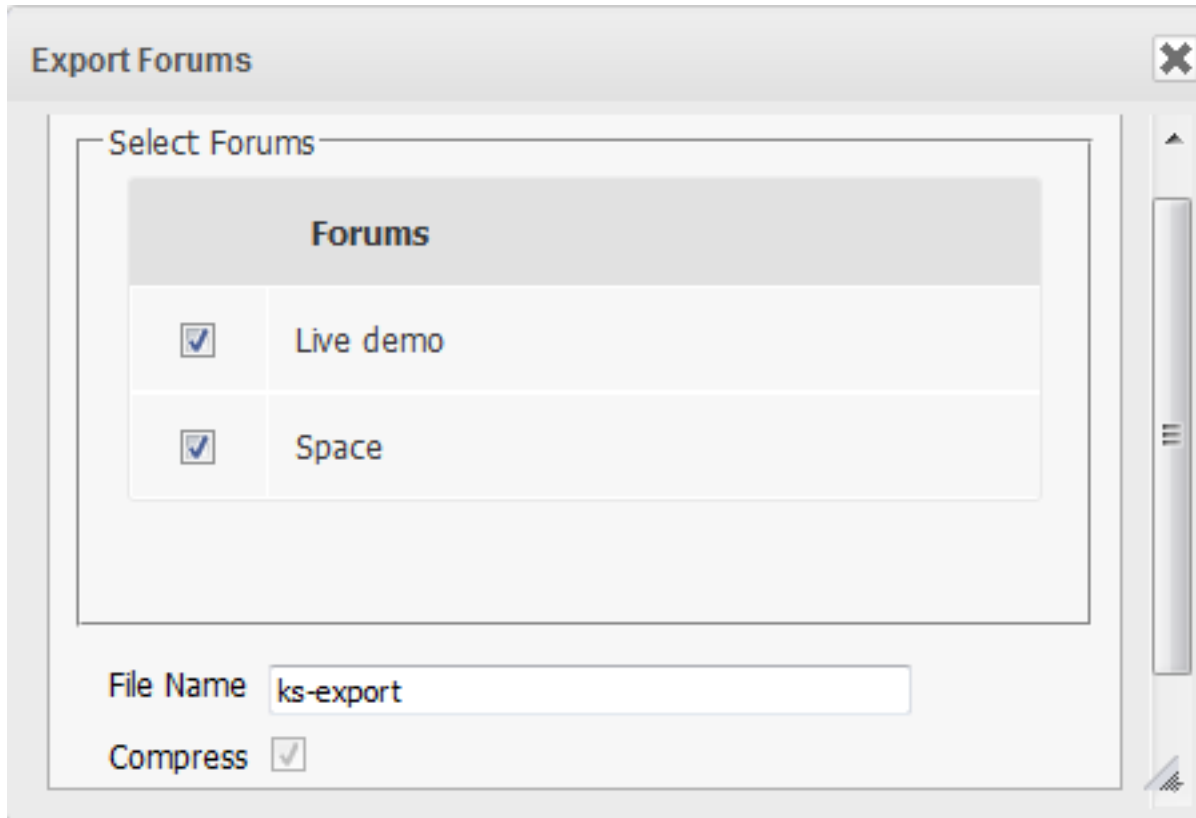
4. Tick the **Compress** checkbox to export the file into the .zip file or leave it blank to export into .xml file.

5. Click **Save** to get and store the exported file in your local device.

**The second way:**


1. Go into a category containing the forum you want to export.

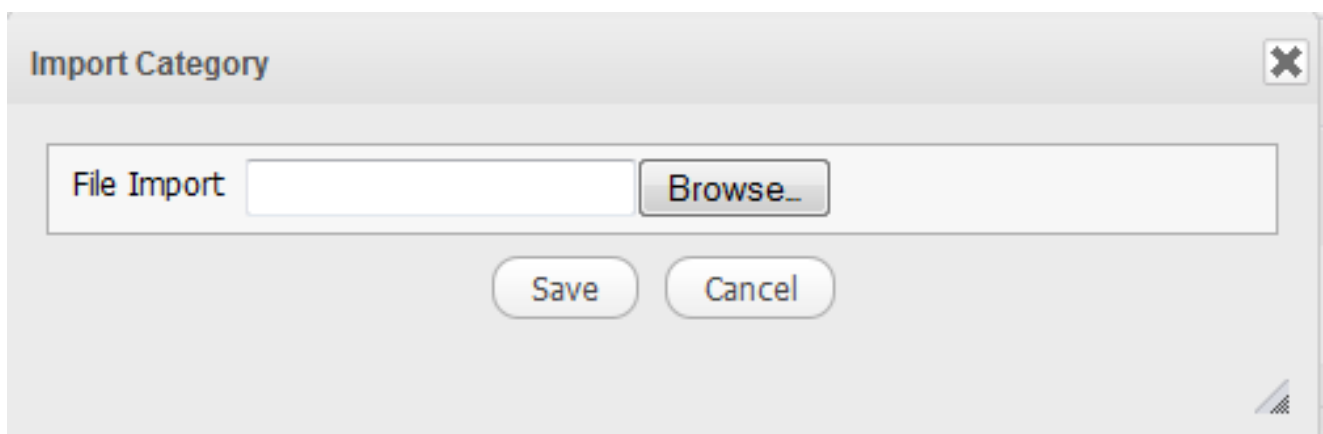
2. Click  **Manage Category** on the Action bar, then click **Export forums** from the drop-down menu.



3. Select a forum you want to export by ticking the relevant checkbox.
4. Select the **Compress** checkbox to export the file in the .zip format or leave it blank to export in the .xml format.
5. Click **Save** to get and store the exported file in your local device.

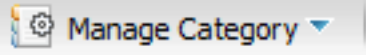
#### 3.3.4.8.3. Import a category

1. Click  **Administration** on the Forum Administrator bar, then click **Import** from the drop-down menu to open the **Import Category** form.



2. Browse the file and upload the selected file.
3. Click **Save**. After being imported successfully, all categories and forums data will be displayed properly in Forum.

#### 3.3.4.8.4. Import a forum

1. Go into one category, then click  on the Action bar.

2. Click **Import forum** from the drop-down menu.

3. Browse and upload the selected file in the **Import Forum** form.













4. Click **Save** to accept importing.


After being imported successfully, the forum and topics data will be displayed properly in the Forum homepage.

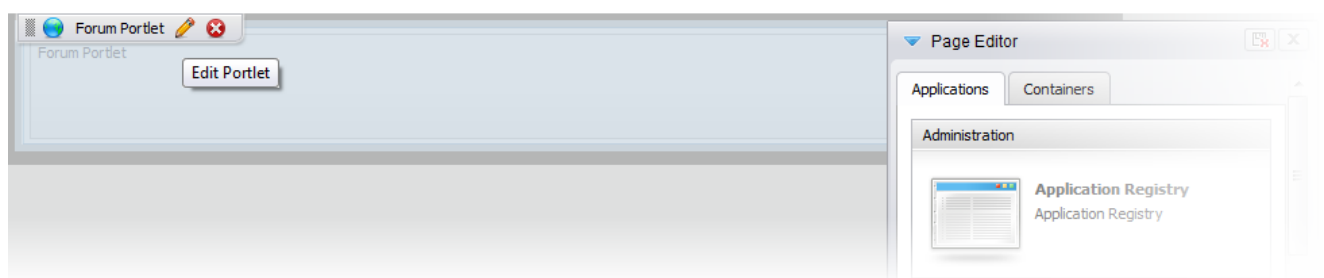
### 3.3.5. Set up the Forum portlet

When adding the Forum portlet, you have to configure the portlet settings to make it work in your desired way.

1. Go to **My Space > Portal Administration > Manage Page** on the administration bar.

Administration				
Title	Site Name	Type	portal	
Page Id	Title	Access Permission	Edit Permission	Action
portal::classic::homepage	Home Page	[Everyone]	*:/platform/administrators	 
portal::classic::groupnavigation	Group Navigation	[*/platform/users]	*:/platform/administrators	 
portal::classic::portalnavigation	Portal Navigation	[*/platform/users]	*:/platform/administrators	 
portal::classic::register	Register	[*/platform/guests]	*:/platform/administrators	 
portal::classic::sitemap	Site Map	[Everyone]	*:/platform/administrators	 
portal::classic::forum	Forum	[Everyone]	*:/platform/administrators	 
Add New Page				

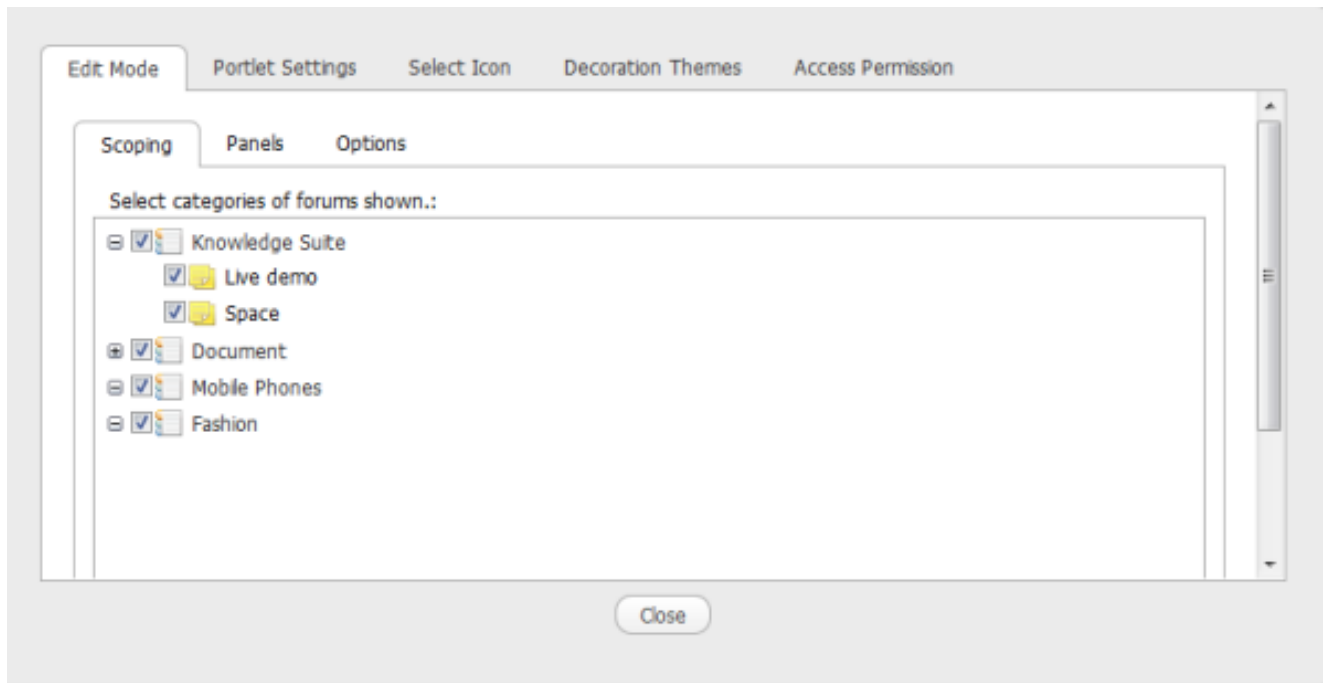
2. Click  that corresponds to the Forum page in the pages list:



3. Hover your cursor over the Forum portlet, then click  in the quick toolbar.

The settings form allows you configure the Forum portlet in various aspects:





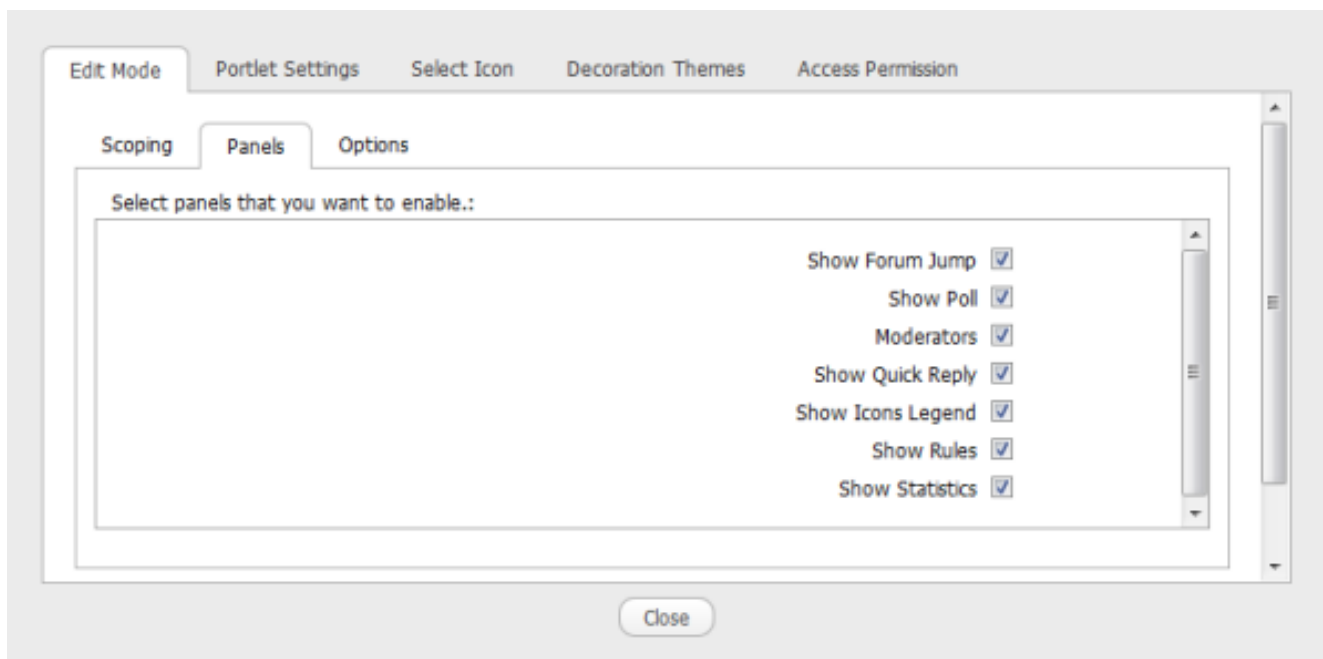
#### 3.3.5.1. Specify the category scoping

In the **Scoping** tab, you can show/hide categories and forums in the Forum portlet by selecting or deselecting their respective checkboxes.

#### 3.3.5.2. Enable/Disable Forum components

In the **Panels** tab, you can enable/disable some components in the Forum portlet.

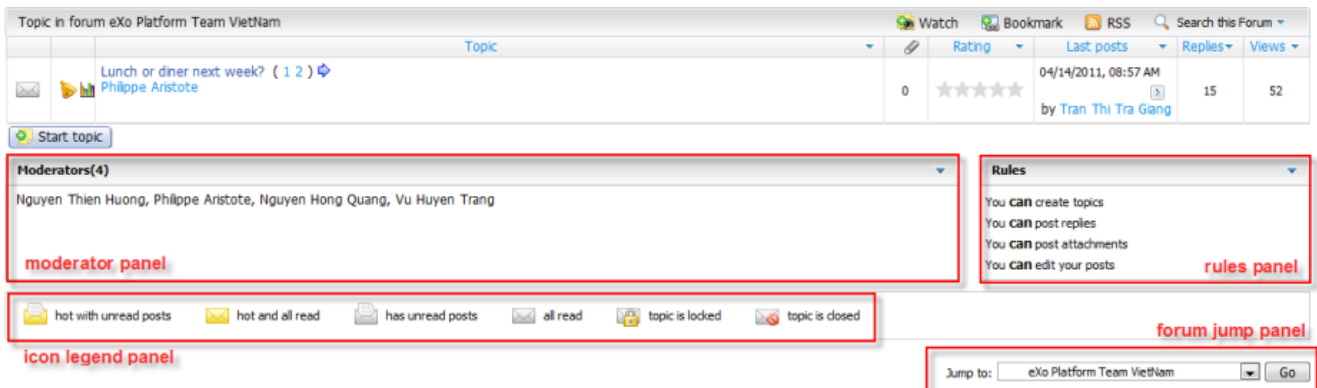
Simply select/deselect checkboxes of the components that you want to enable or disable.



The following components can be enabled/disabled:

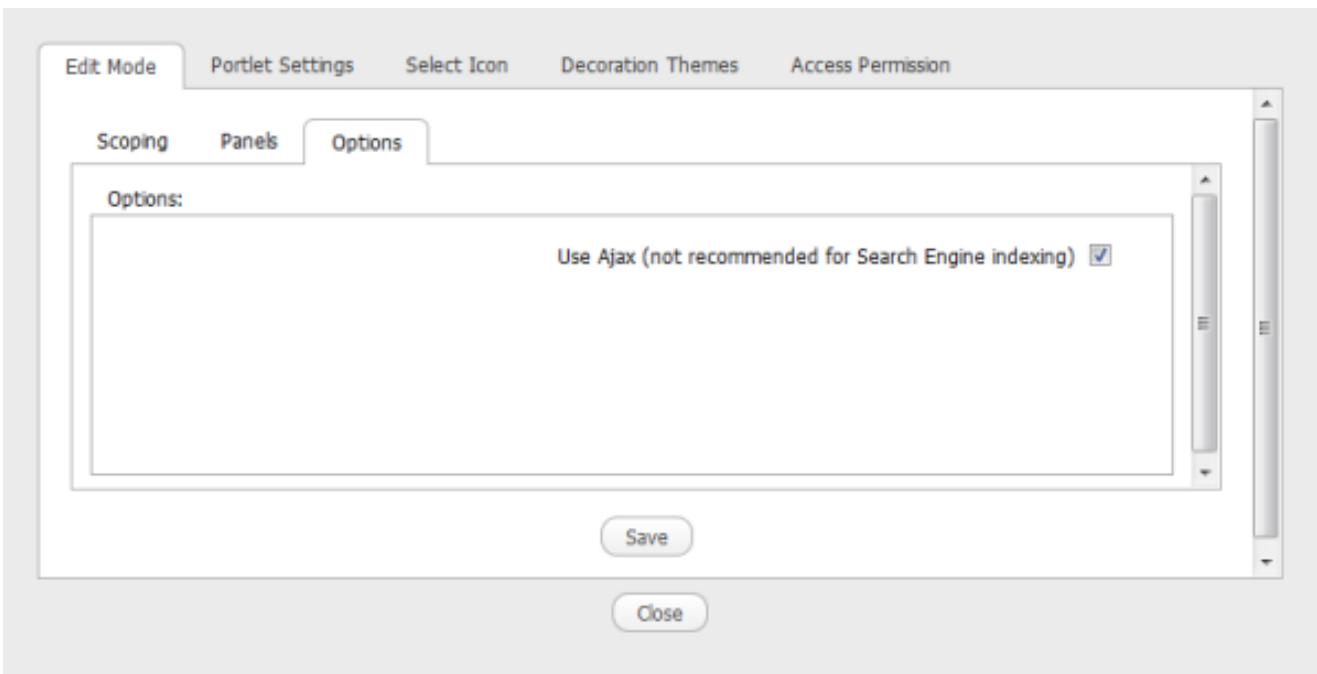
- Poll

- Quick reply
- Forum Jump
- Moderator
- Icons Legend
- Rules
- Forum statistics



### 3.3.5.3. Enable/Disable a bookmarkable Forum URL

Before doing this function, you first need to have a knowledge of Ajax. Ajax (Asynchronous JavaScript and XML) is used in the Forum application that aims at updating a whole webpage or a part of the webpage.




This feature defines how the links are generated in the Forum portlet. You can select to use Ajax or not.

- By not using Ajax, the Forum will generate plain URLs in the links. The added benefit will be bookmarkability and better SEO as the links will be permalinks.

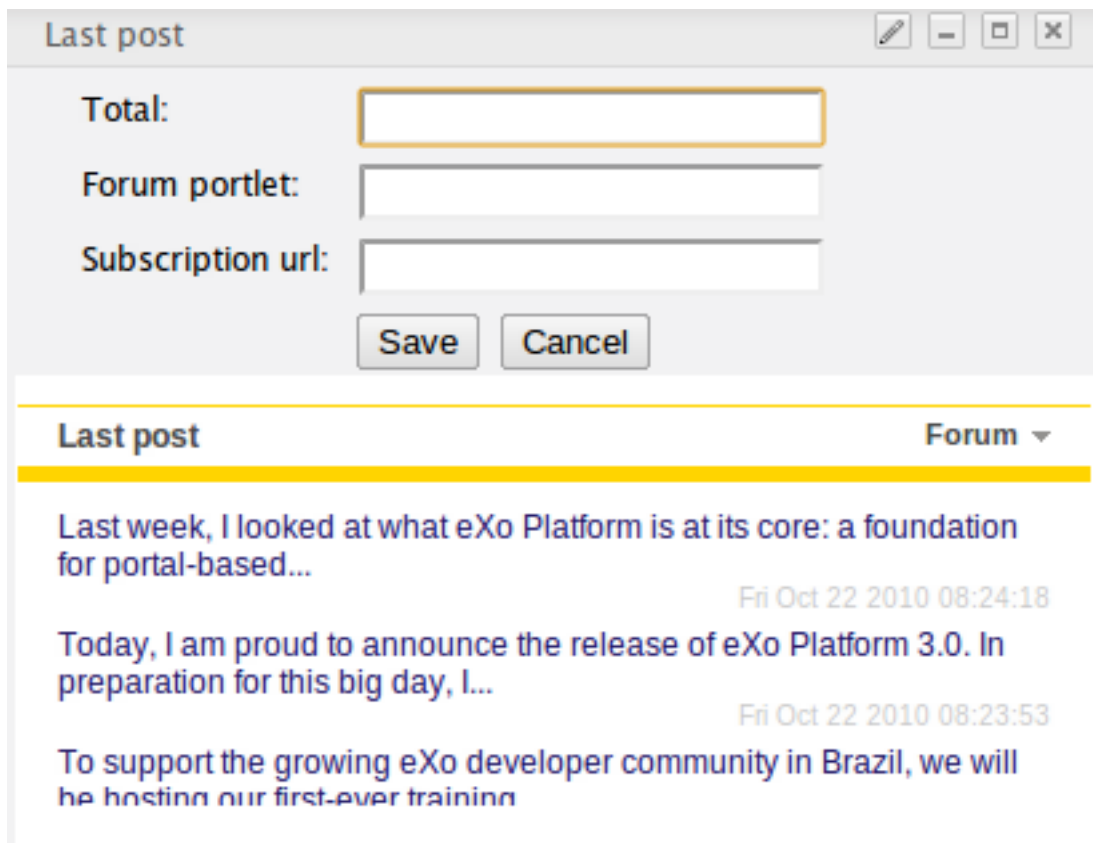
- Using Ajax, the links will be Javascript based and generate Ajax calls. This makes your browsing faster because the whole page is not reloaded.

#### 3.3.5.4. Add a last post gadget

This useful gadget displays the last posts in Forum, so that you can follow the activities in forum easily right in your Space. 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 the 'Last post' gadget settings dialog. At the top, there are three input fields: 'Total:', 'Forum portlet:', and 'Subscription url:'. Below these fields are 'Save' and 'Cancel' buttons. Below the dialog is a preview of the gadget. The preview has a header 'Last post' and a dropdown menu 'Forum'. The preview displays three forum posts with their text and timestamps.

**Details:**

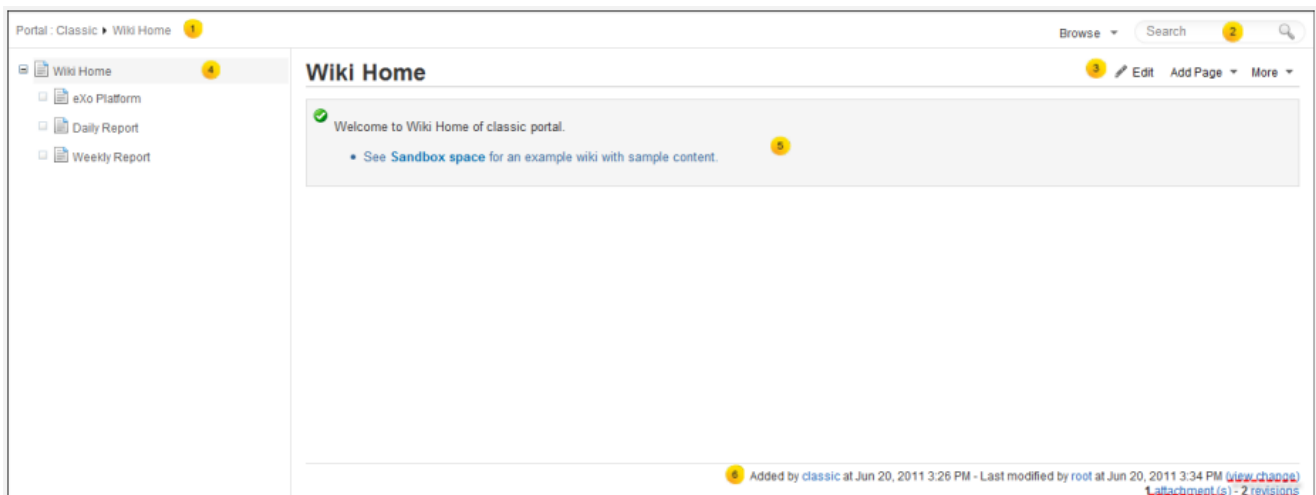
Field	Description
<b>Total</b>	The number of last posts to be displayed in this gadget.
<b>Forum portlet</b>	The url pointing to the Forum portlet; for example, forum.
<b>Subscription url</b>	The url of the service from which you request to get data (in this case, the data are last posts). For example:

Field	Description
	<a href="http://localhost/portal/rest/ks/forum/getmessage">http://localhost/portal/rest/ks/forum/getmessage.</a>

# Chapter 4. How To Use Wiki?

## 4.1. Overview

This chapter provides you a guide to use all Wiki features and configure the Wiki portlet to make it work in your desired way. Before going further, you should know some basic concepts about Wiki. Once you have logged in Wiki, the Wiki homepage will appear automatically as below.



Details:

1	The <b>Breadcrumb</b> which shows the page hierarchy.
2	The <b>Search</b> box.
3	The <b>Page Control</b> area which helps users take actions with the current page.
4	The pages tree view.
5	The default content. The small page could be a Wiki quick guide that explains how to create a page, switch between each different edit modes, or create a page, and more.
6	The page information. Click "view change" to redirect to the <b>Page History</b> page for comparing changes between various versions. Click "attachments" and "revisions" links to open the <b>Attachments</b> details pane and the <b>Revisions</b> pane respectively right under the <b>Page information</b> bar. These two panes can be collapsed by clicking the relevant links again.

### 4.1.1. The page hierarchy in Wiki

Wiki is organized as a tree of pages in which each page may contain many sub-pages. The hierarchy is reflected on UI by the Breadcrumb and the page tree at the left pane. When a page is added, it is always defined as a sub-page to the current one. Wiki is a wiki platform which can host several wikis. So, you can have wikis for portals, wikis for groups or users. However, the page hierarchy is not reflected in the URLs as they are accessible flatly by their URLs.

### 4.1.2. Wiki Spaces

Spaces represent a partitioning of Wiki data. A space is a set of pages. So, the space partitioning means they are independent trees. This separation is to enable Wiki to provide silos of knowledge for different interests groups.

There are 3 types of spaces:

- **Portal wiki:** wiki for the current portal.
- **Group wiki:** wiki available for members of a group.
- **User wiki:** wiki for personal pages.



#### Note

- In this document, Spaces are referred as wikis, particularly portal wikis, group wikis, and user wikis.
- Any space which has an implicit root page is named Wiki Home.

## 4.2. Work with Wiki pages

Pages are sites where information in Wiki is stored and shared. Pages are stored within a **Space**. To do or view actions on a specific Wiki page, you should contact the administrator to get the appropriate permissions. See the [Page Permissions](#) for detailed permissions.

In a page, you can:

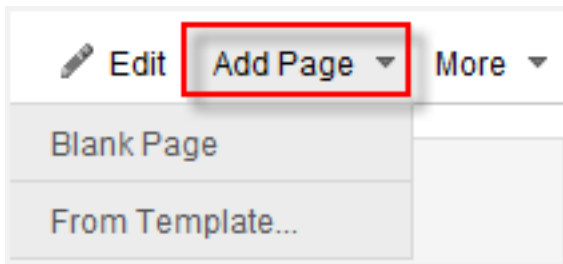
- [Create a page with its content using the simple markup language or the Rich Text editor.](#)
- [Edit and preview a page.](#)
- [Delete a page.](#)
- [Move a page to another space.](#)
- [Watch a page.](#)
- [View Page information: Page history and related pages.](#)

### 4.2.1. Create a page

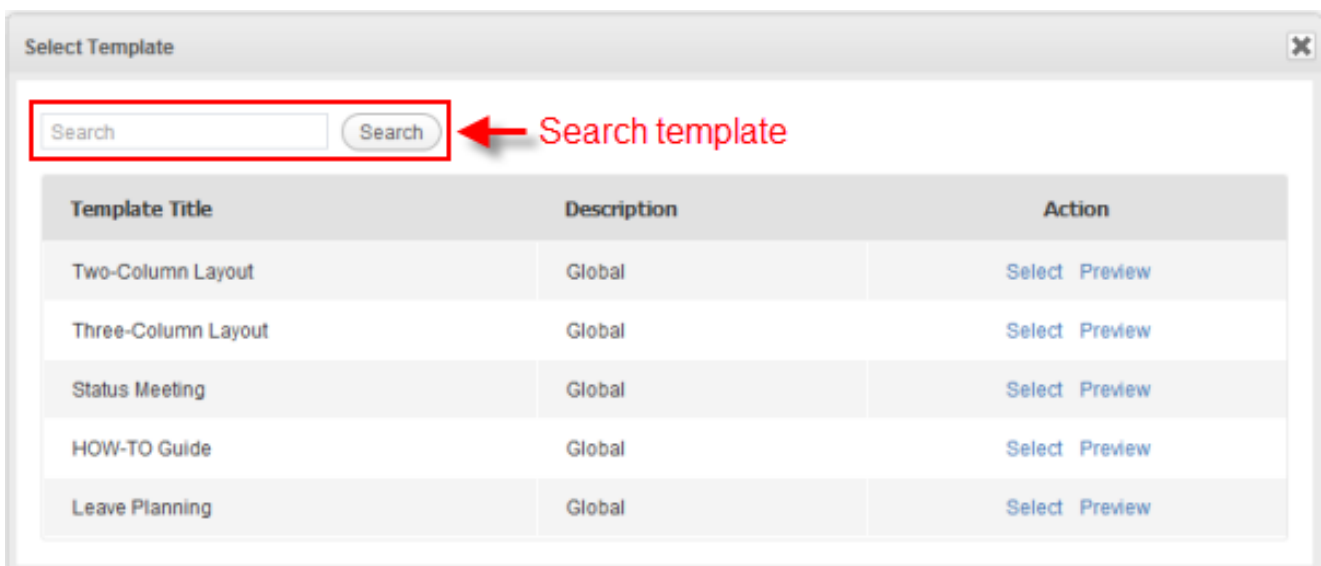
There are two ways to create a page:

**The first way: Using the toolbar.**

1. Go to a Wiki space in which you want to create a page.
2. Click **Add Page** and select **Blank Page** or **From Template...** from the drop-down menu if you want to use an available template.



If you select **From Template...**, a list of available templates appears:



You can:

- i. Click **Preview** corresponding to the template you want to see.
- ii. Click **Select** corresponding to the template you want to select for your new page.

The template for your page is displayed:

**Title of page**: Daily report

**Page content**: The daily report of [eXo](#) Support Team, including:  
Done: [Sprint No.]  
Plan:  
Impediment:  
Explanations:  
(1) Done: what you have done yesterday.  
(2) Plan: what you are going to do today.  
(3) Impediment: what needs to be improved and difficulties you have met yesterday.

**Short tips of Wiki markups** (XWiki 2.0 Help Tips):

- Text formatting**
  - bold**
  - italic*
  - ~~strike~~
  - underline
- Headings**
  - = level 1 = Large heading
  - === level 3 === Medium heading
  - ===== level 5 ===== Small heading
- Lists**
  - \* Bulleted list
  - #. Numbered point
- Tables**

head1	head2	colA1	colA2
colB1	colB2		
- Links**
  - `[[WebHome]]` Link a page
  - `[[label>WebHome]]` Link with a label
  - `[[http://xwiki.org]]` Link to a URL
  - `[[email>mailto:abc@host.net]]` Link to an email

**Syntax in use**: XWiki 2.0

**Click to see the full tips**: [More](#)

File	Creator	Last update	Delete
Commands	anonymous	May 13, 2011 10:04 AM	
GIT training.ppt	Root Root	May 13, 2011 10:05 AM	

**Click to upload**: Upload

3. Enter the title for your page. The page title must be unique.

4. Enter the content for your page by using **Wiki Markup** or the **Rich Text** editor.

5. Click **Preview** to see how your page looks like (optional); or click **Save** to finish.

#### The second way: Using the undefined link in a page.

In the Wiki application of eXo Knowledge, you can add a link pointing to a page which you are going to create later. Such links are called undefined links. These links are often used to remind other Wiki users to create the page.

#### To add an undefined link for creating a page later:

1. Add a link by typing the page title between square brackets '[[...]]' or '[... ]' (depending on your selected syntax) into your page body.

For example:

Syntax	What you type	What you get
Xwiki 2.0	[[eXo User Guide]]	<a href="#">eXo User Guide</a>
Confluence 1.0	[eXo User Guide]	<a href="#">eXo User Guide</a>

2. Click **Save** to save the page containing the link. The undefined link is colored in red with the underline.

3. Click the created red link to open the 'Add page' form.

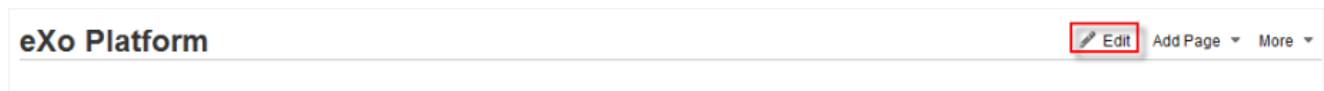


4. Follow the steps stated [above](#) to enter the page title, content, and save the page.

### 4.2.2. Edit a page

You can edit a page at any time provided that you have the edit permission on that page.

To edit a page, click **Edit** in the **Page control** area. Your page will switch to the edit mode.



Now, you can rename the page and edit the page contents. The toolbar in the edit mode will be changed to activate the following actions:



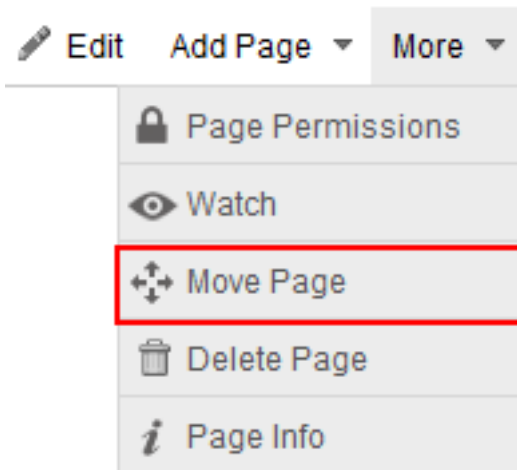
#### Details:

1	Save the current page and go back to the view mode.
2	Save the current page without sending notification to the watcher.
3	Display the preview mode of the currently edited content. Previewing a page helps you verify the result of rendering the markup you just entered without saving.
4	Open the Wiki syntax help page.
5	Switch to the Rich Text (WYSIWYG) editor.
6	Discard the current changes and go back to the view mode.

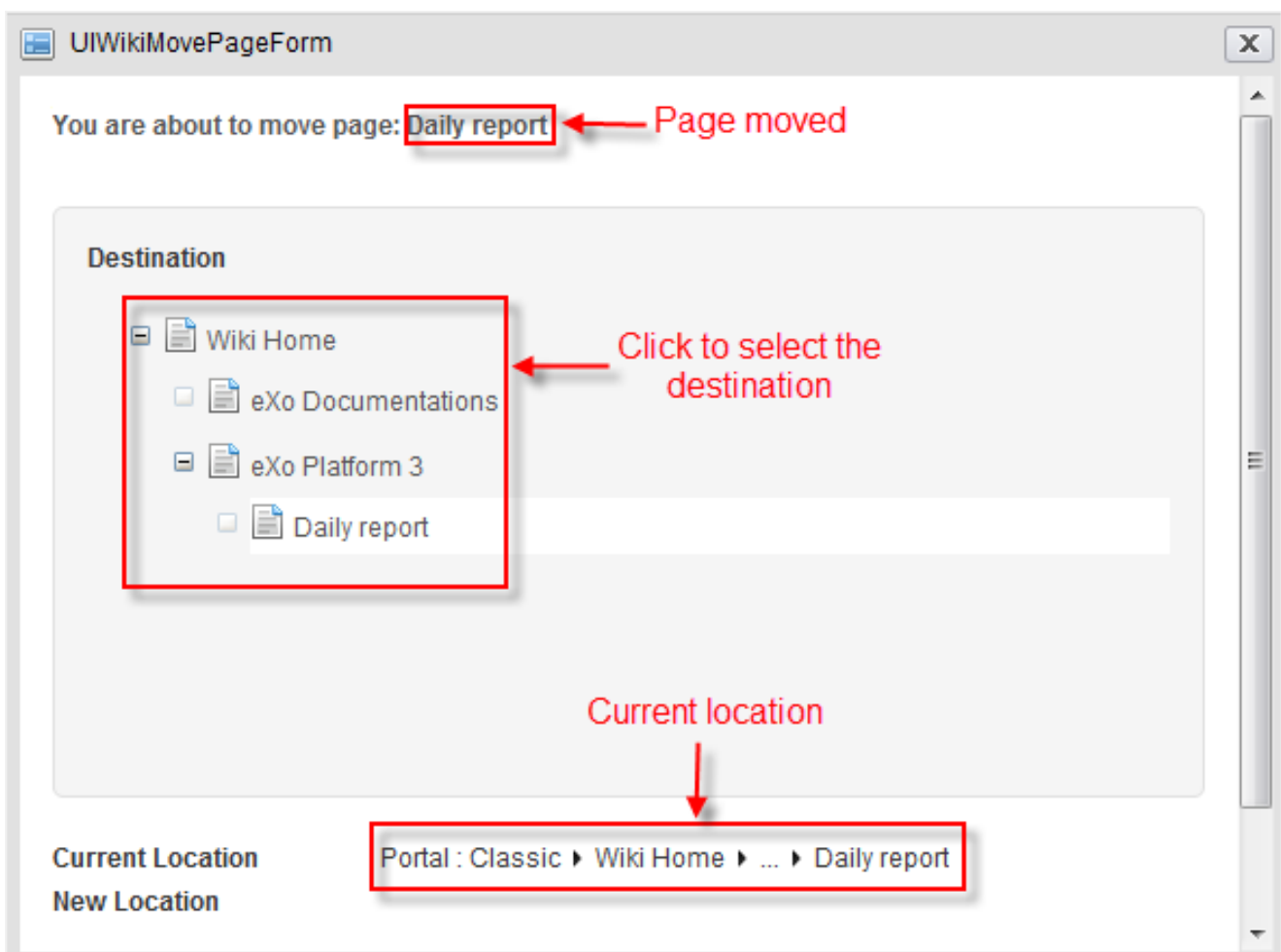
### 4.2.3. Move a page

**To move a page to another location:**

1. Select the page that you want to move.
2. Click **More** in the **Page control** area, then select **Move Page** from the drop-down menu:



The form to select the destination page appears:

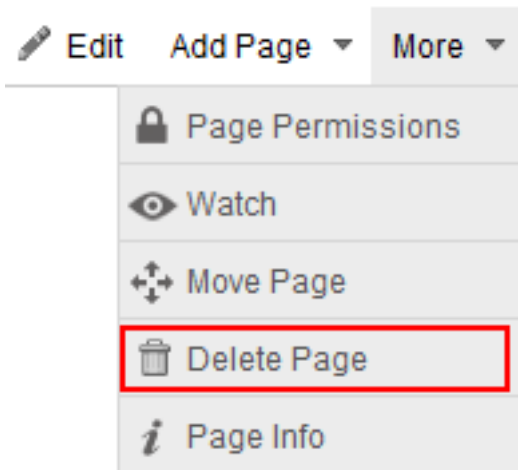


3. Select the destination page.

4. Click **Move** to commit.

#### 4.2.4. Delete a page

1. Open the page you want to delete and select **More** in the **Page control** area.



2. Click **Delete Page** from the drop-down menu.
3. Click **OK** in the confirmation message to accept your deletion.

#### 4.2.5. View Page Information

Viewing page information is accessible to users who have the View permission on that page. The page information provides you all details about related pages of the current page, the hierarchy structure of current page, the page history, and more.

**To view the page information:**

1. Select the page you want to view the information.
2. Click **More** from the page toolbar, then select **Page Info** from the drop-down menu.

All information of the opening page, including page summary, related pages, page hierarchy, recent changes, will be displayed.

Summary		
Title	eXo Platform 3	
Author	<a href="#">root</a>	May 12, 2011 4:54 PM
Last changed by	<a href="#">root</a>	May 13, 2011 10:51 AM

Related pages		
Wiki	Related pages	Actions
portal	Portal : Classic ▶ Wiki Home	Remove
portal	Portal : Classic ▶ Wiki Home ▶ e...	Remove
<a href="#">Add more relations</a>		

Hierarchy	
Parent page	
<a href="#">→ Wiki Home</a>	
Child pages	
<a href="#">→ Daily report</a>	

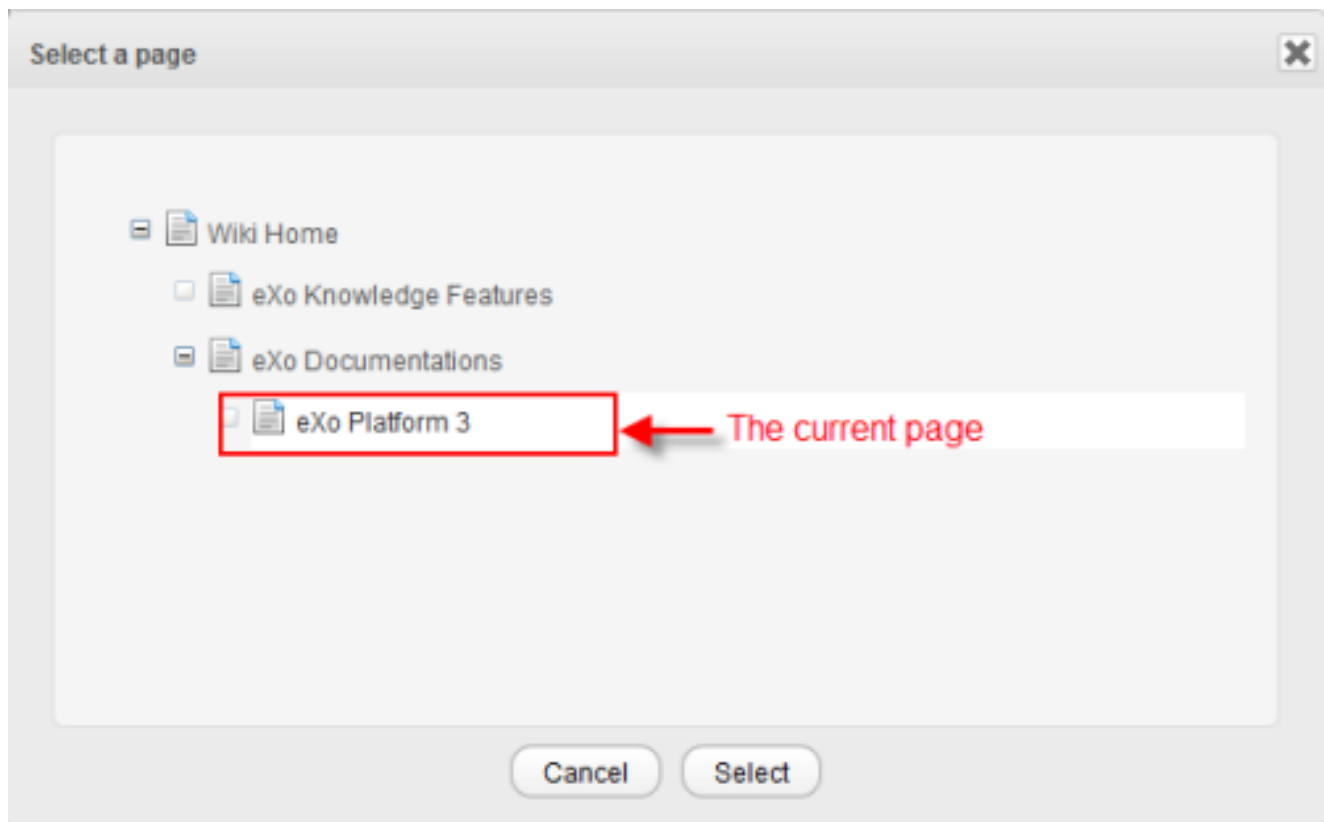
Recent Changes	
Time	Editor
CURRENT (v. 7)	<a href="#">root</a>
v. 6	<a href="#">root</a>
v. 5	<a href="#">root</a>
v. 4	<a href="#">__anonim</a>
v. 3	<a href="#">__anonim</a>
<a href="#">View Page History</a>	

#### 4.2.6. Add a related page

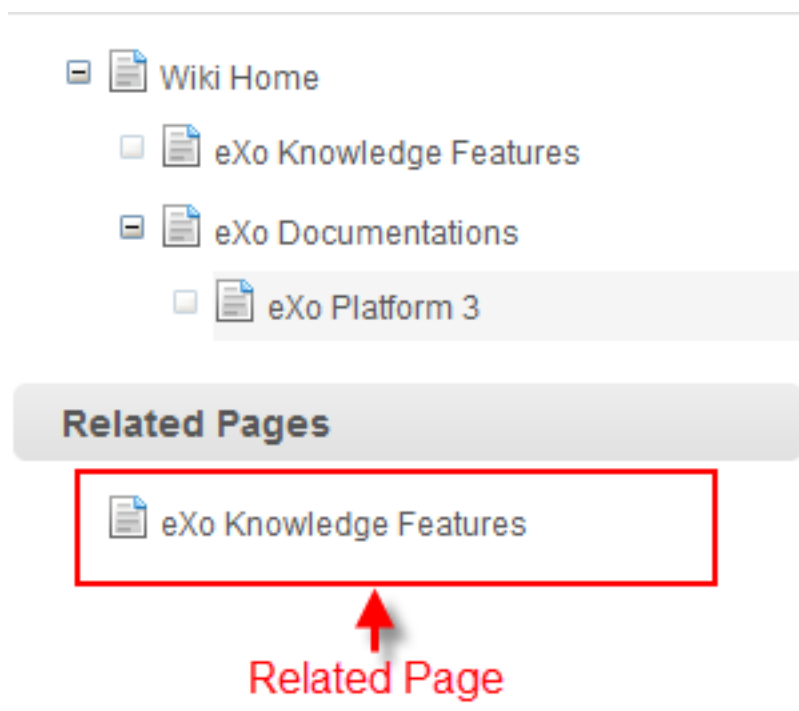
This feature allows you to add pages related to your page. This function is only activated to users with the Edit permission and can be done in the **Page Info** view.

To add a related page to the page:

1. Click **Add more relations**, then select the related pages in the **Select a page** window.
2. Click **Select** to add the selected page to the list of the **Related Pages**.



The related pages of the opening page are displayed in the side pane as below:



#### 4.2.7. View a page history

The page history view allows you to know the changes of the page, the time and the author of the changes, the version number and restore a version to the current version.

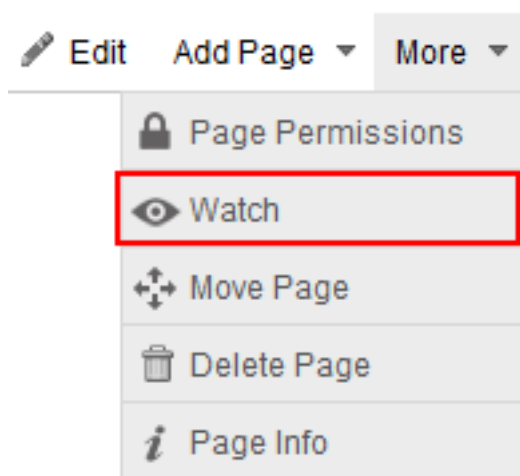
To access the page history, just click **View Page History** in the **Page Info** view to open **History Page**.

You can do other actions with the page history. See more details in [Work with Page Version](#).

### 4.2.8. Watch a page

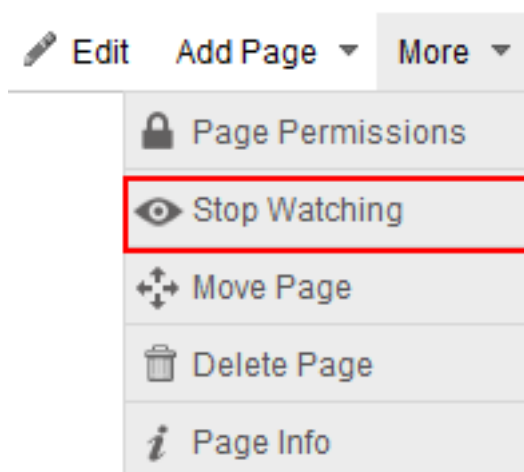
Watching a page allows you to receive a notification message about any additions in the page.

1. Open the page you want to watch.
2. Click **More** in the **Page control** area, then select **Watch** from the drop-down menu.



To stop watching a page:

1. Open the page which have been watched.
2. Click **More** in the **Page control** area, then select **Stop Watching** from the drop-down menu.



## 4.3. Work with Attachment

Attachments are any files enclosed with your pages. The attachments may be images, documents, presentation or multimedia files.

In this section, you will know how to:

- [View all the attachments of a page.](#)
- [Add an attachment.](#)
- [Delete an attachment.](#)
- [Download an attachment.](#)
- [Link to an attachment.](#)

### 4.3.1. View all the attachments of a page

1. Open the page you want to view its attachments.
2. Click **attachment(s)** link from the **Page info** at the bottom right corner of the opening page.

Added by root at Feb 25, 2011 10:04 AM - Last modified by root at Feb 25, 2011 5:12 PM ([view change](#))  
[3 attachment\(s\)](#) - 7 revisions

### 4.3.2. Add an attachment to a page

There are two ways to add an attachment to a page:


**The first way: Use the attachment pane at the bottom of the page.**

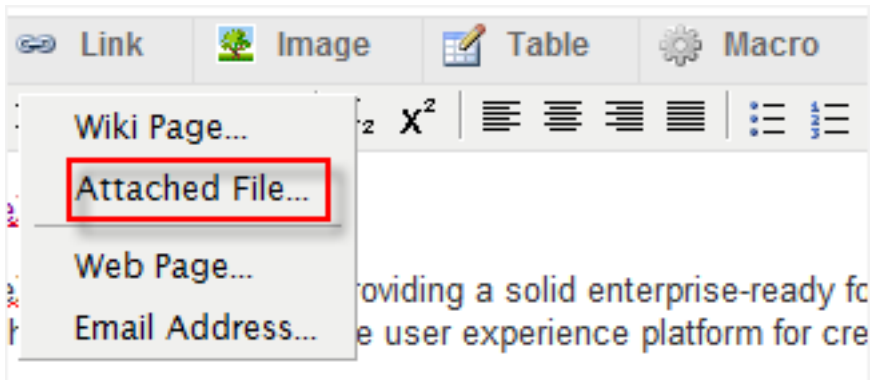
1. Click the **Upload** field. The upload window will appear.
2. Select a file from your local device and click the **Open** button. The File will be uploaded automatically then.

**The second way: Use the WYSIWYG editor (Rich Text editor).**

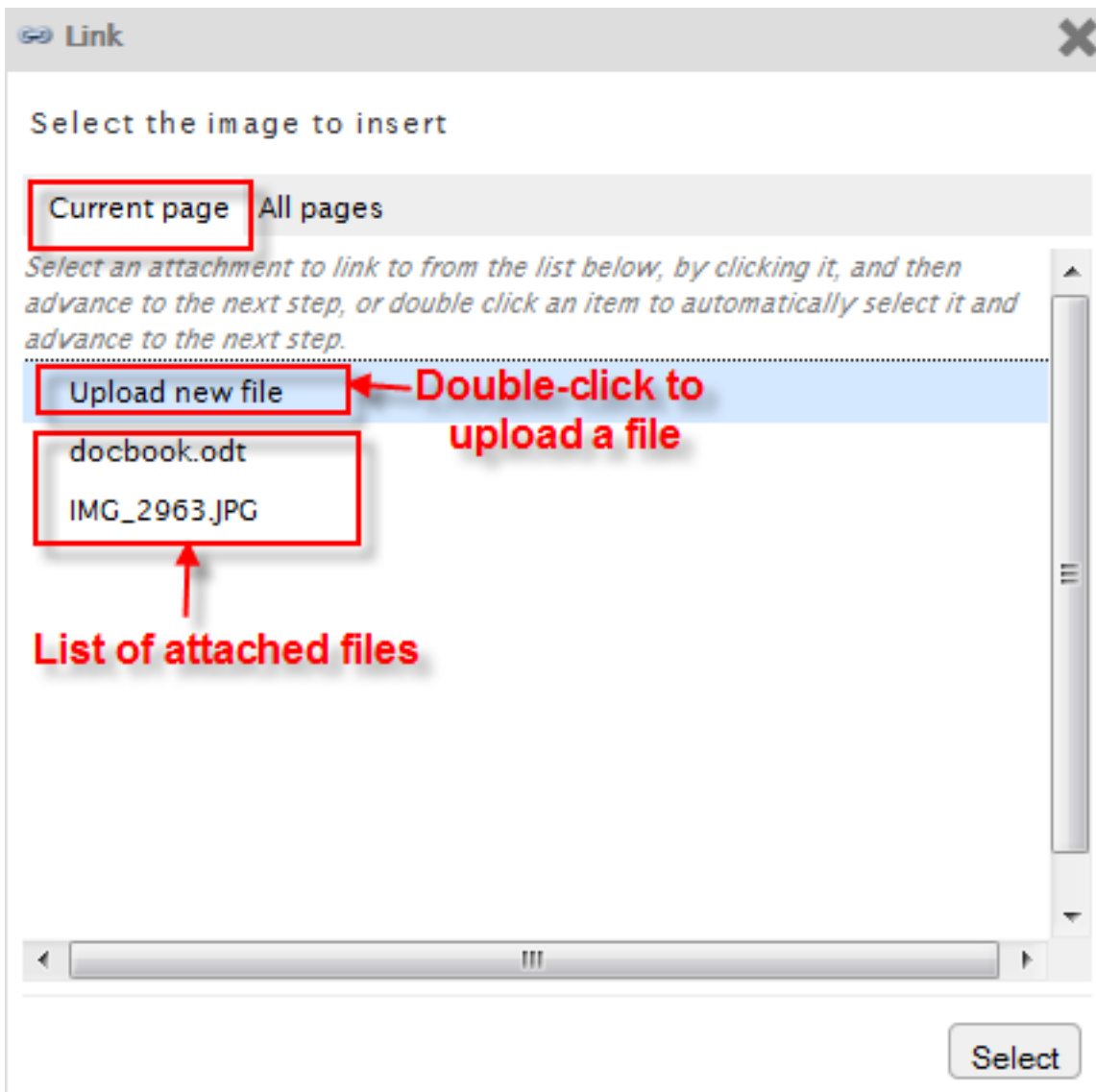
1. Select a page to which you want to add an attachment.
2. Select **Edit** at the **Page Control** area. For more details, see [Edit a page](#).
3. Select the **Rich Text** editor on the page toolbar.



4. Click  **Link** on the toolbar of Rich Text editor, then select **Attached File...** from the drop-down menu.



The **Link** form is displayed:



5. Select **Current page**, then double-click **Upload new file**.
6. Click **Browse** to select a file from your local device.
7. Click **Upload**. The form to edit the link parameters appears:

**Link**

Edit link parameters

**Label** *(Required)*  
Type the label of the created link.

Wiki Portlet

**Tooltip**  
Type the tooltip of the created link, which appears when mouse is over the link.

Wiki

☐ **Open In New Window**  
Check this box to have the link opened in a new window or a new tab, depending on your browser.

Previous Create Link

8. Edit the link parameters by typing the label and the tooltip for the link.

9. Click **Create link** to commit.



### Note

You can add an attachment to all pages by selecting **All pages**, then clicking **Upload file...**

### 4.3.3. Delete an attachment

To delete an attachment, just click **Delete** corresponding to the attachment.

### 4.3.4. Download an attachment

1. Click the name of the attached file. The download window appears.
2. Select **Save file** and hit **OK** to download.


### 4.3.5. Link to an attachment



1. Open the **Link** form as described [above](#).
2. Click the attachment name in the attachments list of the current page or the other page (by selecting the **All pages** tab), then click **Select**.

3. Edit the link parameters.
4. Click **Create Link** to commit.

**Link to an inserted image:**


1. Click  **Image** on the text editor, then click **Insert Image...**



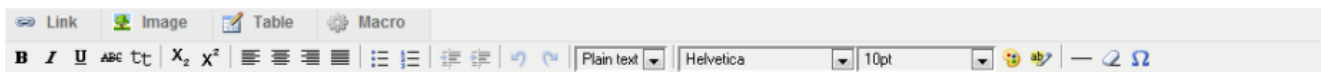
2. Select an inserted image of the current page or click the **All Pages** tab to select an image attached to another page in the space.

3. Click **Insert Image**.

## 4.4. Use the WYSIWYG Editor

**WYSIWYG** stands for What You See Is What You Get Editor. You can switch between the source editor and **WYSIWYG** editor at any time by clicking . In the source editor, which is selected by default when you

edit a page, you have to use the wiki markups language for text formatting, while the **WYSIWYG** editor enables the contents to be appeared during editing that is very similar to the published result. Thanks to available tools on this editor, you can format your content visually without using Wiki markups.




### Note


If the final result is not similar with what you wish when editing in **WYSIWYG** editor, you can go back to the source editor and use wiki markups to edit the content.


To learn how to use the **WYSIWYG** editor, you can refer to these guides.

- [Admin guide](#)
- [User guide](#)

## 4.5. Syntax Help

If you do not know how to use a syntax, you can use the Syntax Help function. The **Syntax Help** is displayed by clicking  from the page toolbar. When being clicked, a lateral pane slides beside the editing area

will show all the information of the most common syntaxes. The lateral pane can be hidden by clicking  in

the upper right corner or by clicking  again.

You can click [More](#) at the bottom of short **Help tips** form to view the full help.

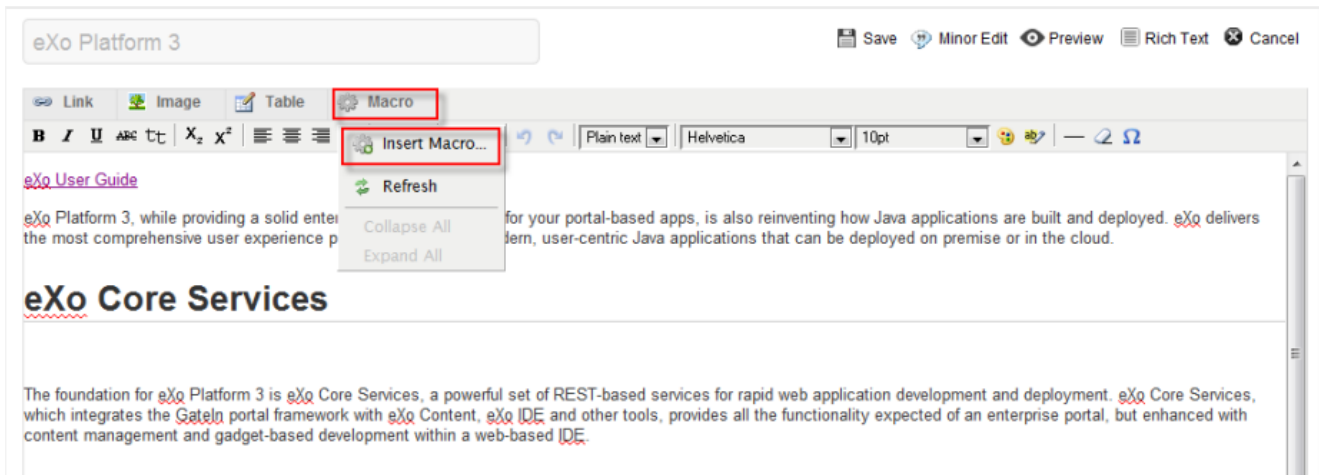
## 4.6. Work with Macros

Using a macro, you can apply extra formatting, functionality and customization to your content. You can easily add macro tags by using the **Rich Text** editor.

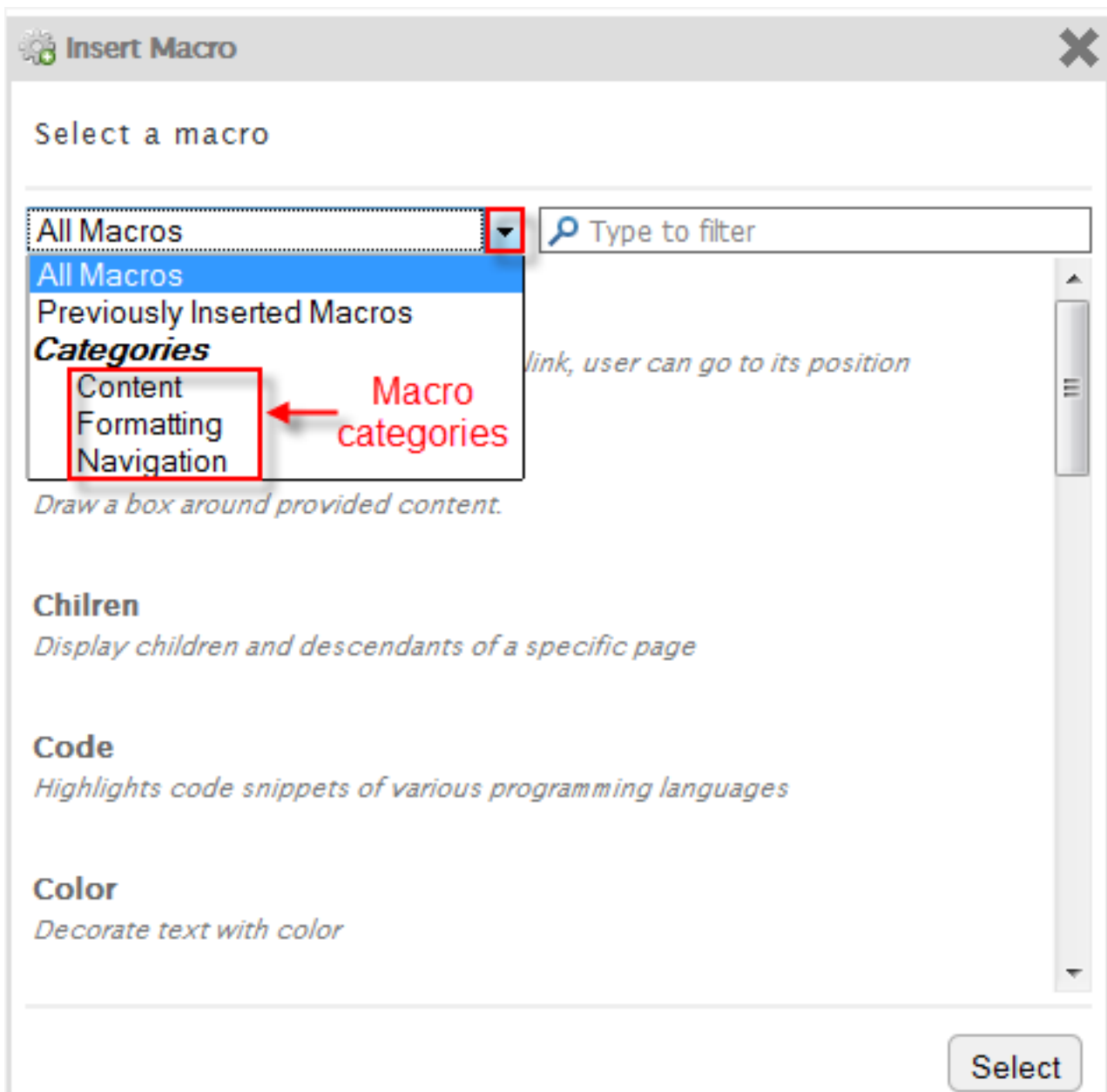
**To insert a macro:**

1. Click **Rich Text** to open the rich text editor.

2. Click **Macros**, then select **Add Macros...** from the drop-down menu.



The **Insert Macros** form appears:



The macros are classified into different categories: **Content**, **Formatting**, **Navigation**.

3. Select a macro category.

4. Select your desired macro from the selected categories list and then click the **Select** button; or double-click it. For example, if you select the **Box** macro, you are redirected to the Macro Parameters form.

**Insert Macro**

Macro: Box

*Draw a box around provided content.*

**CssClass**  
*A CSS class to add to the box element*

**Image**  
*The reference to the image to display in the message box*

**Title**  
*The title which is to be displayed in the message box*

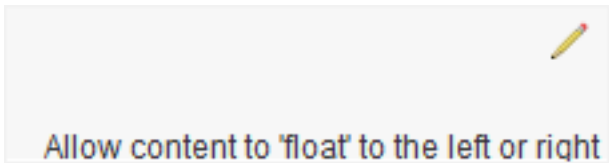
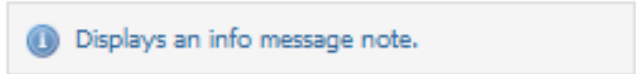
**Width**  
*An optional width for the box, expressed in px or %*




Previous Insert Macro

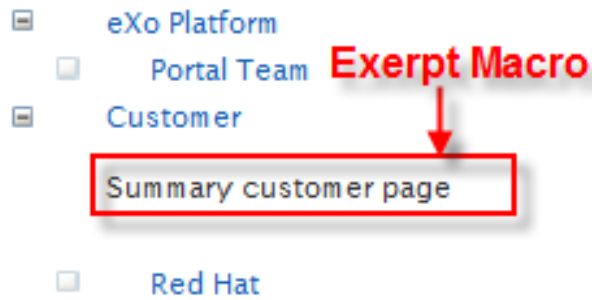
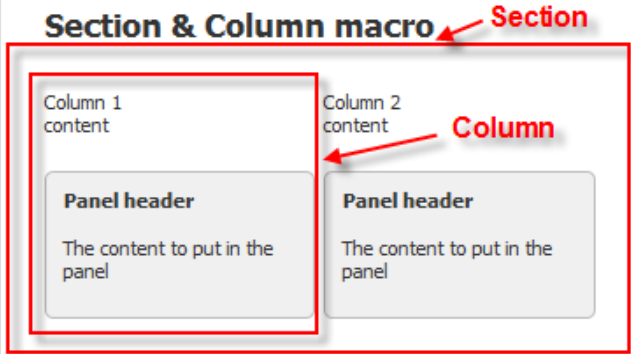
5. Enter parameters into the corresponding fields for your selected macro. Click **Insert Macro** to perform your macro insertion; Or, click **Previous** to return to initial **Insert Macro** form.

The following table describes specific functions of common macros.

Macro	Function
<b>Excerpt</b>	Create additional information for the current page and it can be set to "hidden" in the current page, but displayed to add more information as the summary about the page when it is used with the Page Tree macro.
<b>Include Page</b>	Include the content of another page in the current

Macro	Function
	page.
<b>Box</b>	Draw a box around the provided content.
<b>Color</b>	<p>Change the text color.</p> <p><b>Decorate text with color</b></p>
<b>Code</b>	<p>Highlight code snippets of various programming languages.</p> <pre> public interface OrganizationService {     /**      * This method return an UserHandler object that use to manage      the user      * opeation such create, update , detele , find user.      *      * @see UserHandler      */     public UserHandler getUserHandler();     ... } </pre>
<b>Error Message</b>	Display an error message note.
<b>Float</b>	<p>Allow a content to 'float' on the left or the right.</p> 
<b>Info Message</b>	<p>Display an info message.</p> 
<b>NoFormat</b>	<p>Keep the content displayed when you type.</p> <pre> h3. Goals  * Respond to market pressure on wikis * Give content control to portal users * deploys _Wiki_ portlet </pre>
<b>Note Message</b>	Display a note message.

Macro	Function
	 Displays a note message.
<b>Panel</b>	<p>Embrace a block of text within a fully customizable panel.</p> 
<b>Table</b>	Inset a table.
<b>Table cell</b>	Insert a table cell.
<b>Table row</b>	Insert a table row.
<b>Tip Message</b>	<p>Display a tip message block.</p>  Displays a tip message.
<b>Warning Message</b>	<p>Display a warning message block.</p>  Displays a warning message note.
<b>Anchor</b>	Create an anchor for the selected contents.
<b>Children</b>	<p>Display the children and descendants of a specific page in the current page.</p> <ul style="list-style-type: none"> <li>• <a href="#">eXoPlatform</a></li> <li>• <a href="#">Customer</a> Summary customer page</li> </ul>
<b>Page Tree</b>	Display the hierarchy of a page in the current page.

Macro	Function
	
<b>Related Pages</b>	Render the related pages of the current page.
<b>Table of Content</b>	Generate a table of content for the current page.
<b>Section &amp; Column</b>	<p>Using the Section and Column macros allows you to write the content in the columns in the section.</p> 

## 4.7. Work with page versions

When editing page contents, Wiki will automatically create a version of that page after you have saved. Thanks to the page version, you can make changes to the page safely and rollback to earlier version without worrying about messing things up.

The **Page History** will give all versions of a page. To display the **Page History**, move your cursor to the bottom of the page, and select the **view change** in the page info bar.

Added by classic at Jun 20, 2011 3:26 PM - Last modified by root at Jun 21, 2011 10:48 AM ([view change](#))  
[1 attachment\(s\)](#) - [3 revisions](#)

The **Page History** page is displayed as below:

**Page History**

Version 3 by root  
on Jun 21, 2011 10:48 AM.  
<< Changes from 2 to 3

Compared With

Version Current by root  
on Jun 21, 2011 11:46 AM.

**Key**  
~~This line was removed.~~  
 This ~~word~~ was removed. This **word** was added  
 This line was added

Changes (1) [view page history](#) ← Click to see and compare any two selected revisions

(tip)  
 Welcome to Wiki homepage of classic ~~portal~~. This page provides you the general knowledge and basic actions of Wiki.  
 \* See "[Sandbox space]group:sandbox.WikiHome]" for an example wiki with sample content.  
 (tip)

Click **View page history** to go inside the Page History as below:

## Page History




Compare Selected

	Revision	Date	Author	Summary	Action
<input checked="" type="checkbox"/>	CURRENT (v. 2)	Sep 7, 2011 11:06 AM	root		
<input checked="" type="checkbox"/>	v. 1	Sep 7, 2011 10:53 AM	root		Restore

Each version includes the following information:

- Revision numbers.
- Author making changes.
- Date and time when changes are made.
- Summary (if any).

In the **Page History** page, you can:

Icon	Meaning
	<a href="#">View a page in a specific version.</a>
	<a href="#">Compare page versions.</a>
	<a href="#">Restore a page to a specific version.</a>



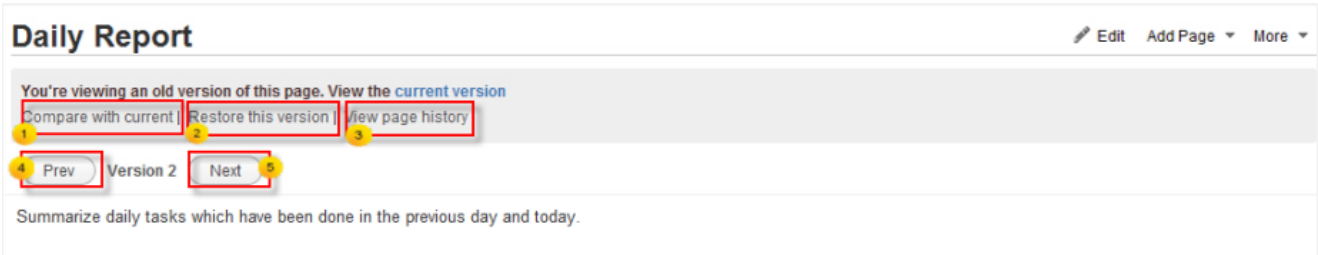
### Note

All functions, including viewing, comparing and restoring, can also be done by clicking the **revisions** link at the **Page info** bar. One pop-up pane appears right under this bar, allowing you to do the same steps as described below.

#### 4.7.1. View versions of a page

To view a specific version of a page, just click a version number in the **Page History** page. The selected version of that page will be displayed:



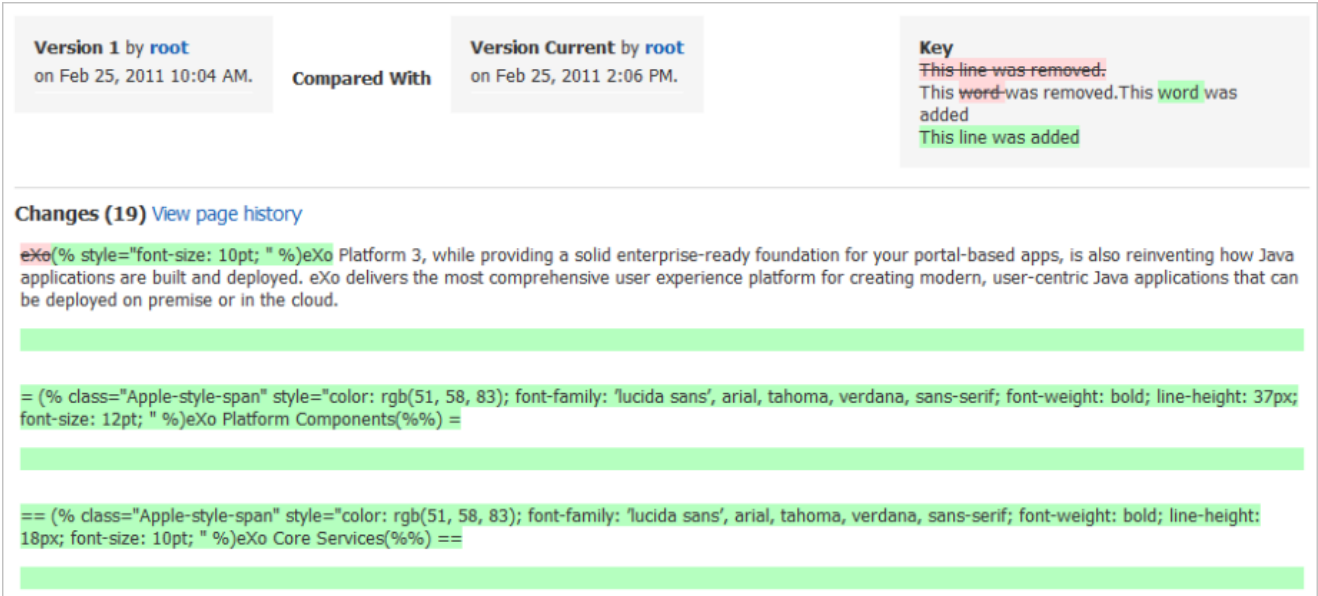


At a version of the page, you can do the following actions:

1	Compare the current version with the selected one.
2	Replace the current version with the selected version.
3	Go to the <b>Page History</b> page.
4	View content of the previous version.
5	View content of the next version.

### 4.7.2. Compare page versions

Wiki tracks histories of changes to pages by maintaining a version of the page each time it is modified. To compare two versions, select two checkboxes corresponding to each relevant version, then click **Compare Selected**. A page which shows the changes between these two versions will be displayed:



The changes between two versions will be marked with colors:

- Words/lines which are red-highlighted with strike-throughs indicate that they were removed.
- Words/lines highlighted in green indicate that they were added.




## Note

Only two revisions can be selected at one time.

### 4.7.3. Restore a page to a specific version

When you notice that there are changes in the current page version that you are not satisfied, you can rollback to an older version of that page quickly.

To restore an older version, click  corresponding to your desired version in the **Page History** page.



## Note

Restoring an older version will create a copy of that version. For example, if the [current version(v.15)] is restored to the [older version(v.10)], Wiki will create a new version (v.16) containing contents of v.10. The version v.16 will become the current version.

## 4.8. Work with Spaces

Wiki provides permanent bookmarkable URLs to all wiki pages. Wiki will resolve wiki pages by inspecting the URL used to call it and outputting links as clean URLs in the following form:

```
http://hostname/$CONTAINER/$ACCESS/$SITE/$NAV_URL/[ $OWNER_TYPE/$OWNER ]/$WIKI_PAGE_URL
```

<b>\$CONTAINER\$</b>	The portal container.
<b>\$ACCESS</b>	'private' or 'public'.
<b>\$SITE</b>	The portal site (e.g,'classic').
<b>\$NAV_URI</b>	The URI of navigation bound to a page containing the Wiki portlet.
<b>\$OWNER_TYPE</b>	May be 'group' or 'user'.
<b>\$OWNER</b>	The wiki owner which can be name of user or of group.
<b>\$WIKI_PAGE_URI</b>	The URI inferred automatically from the wiki page name.

Any wiki page should be accessed by a friendly URL, for example:

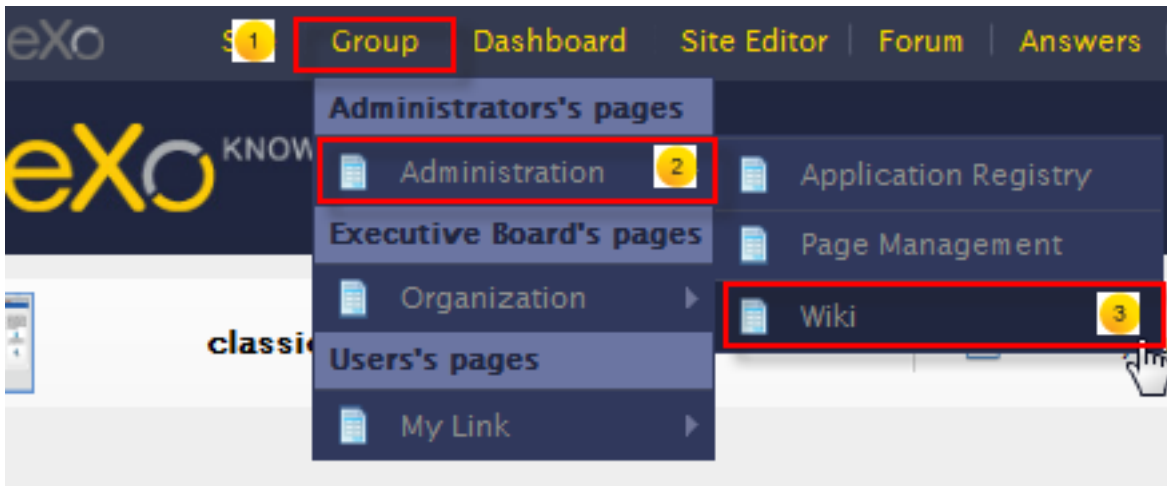
- Portal wiki URL: [http://hostname/portal/public/classic/\\*wiki/eXo+Wiki+Specification](http://hostname/portal/public/classic/*wiki/eXo+Wiki+Specification).
- Group wiki URL: [http://hostname/portal/private/classic/\\*wiki/group/platform/Administrators/Admin+Guide](http://hostname/portal/private/classic/*wiki/group/platform/Administrators/Admin+Guide).
- Personal wiki page URL: [http://hostname/portal/private/classic/\\*wiki/user/john/Sandbox](http://hostname/portal/private/classic/*wiki/user/john/Sandbox).

### 4.8.1. Browse a Group Wiki space

To access to a group's Wiki Space:

**The first way:** Follow this method if you are a member of the group.

1. Click **Group** on the administration bar.



2. Select a group that has the page with Wiki portlet.
3. Click the page, for example, the **Wiki** page to redirect to the Wiki home of the group's space.

**The second way:** By following this method, you can browse a wiki page of any group's space.

1. Click **Wiki** on the Administration bar.
2. Append `/group/$groupid$` to the end of the link in the address bar of the browser, in which "\$groupid\$" is the id of the group.
3. Press **Enter**.

For example: The URL to access to the space of the group `"/platform/users"` is as follows:



### 4.8.2. Browse a User Wiki space

To access a user's Wiki space directly:

1. Click **Wiki** on the Administration bar.
2. Append `/user/$username$` to the end of the link in the address bar of the browser, in which "\$username\$" is the username of the user.

For example: The URL to access to John's space is as follows:



**To access your own Wiki space:**

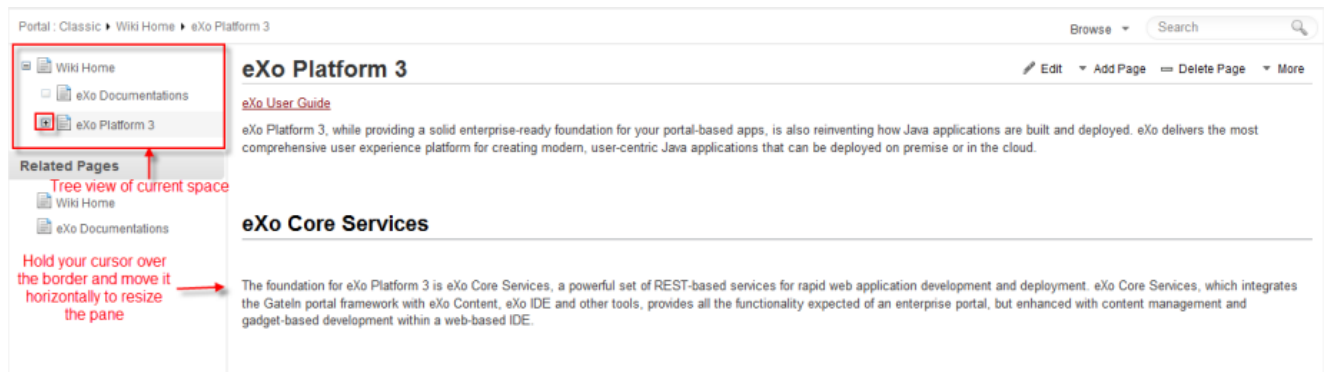
1. Click **Dashboard** on the Administration bar.
2. Select a page with the Wiki portlet to open your own space.

**4.8.3. View a pages tree**

Each space has its own page tree navigation that allows you to view the parent-child relationships of the pages in the space.

**To see the tree view of a space:**

1. Browse the Wiki home of the space:



2. Click the '+' node next to each page family to open the branches of the tree.
3. Click the border to resize the tree view pane.

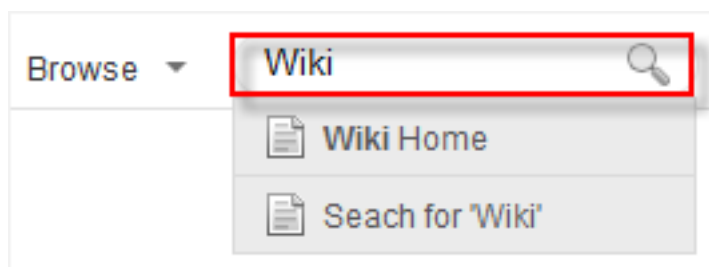
**4.9. Search**

In Wiki, you can search spaces, or pages in a space and attached files. There are two types of search in Wiki:

- [Quick Search](#)
- [Advanced Search](#)

**4.9.1. Quick Search**

1. Enter a key word in the search box.



2. Select your desired page or space from the drop-down menu. You will be redirected to the selected page or

space.


### 4.9.2. Advanced Search

The Advanced Search function allows you to search with a key word in a specific space. This mode helps you limit the search results.

1. Enter a key term into the search box and hit the **Enter** key.

If the results are matched with the key word, the search results are displayed like the illustration below:

If no results matched with the key words, the search screen informs "**there is no search result...!**"

2. Click  to select a space from the drop-down menu to define a space where to search for the entered word.
3. Click **Search**.

## 4.10. Wiki Administration



### Note

This section is for the Administrators only.

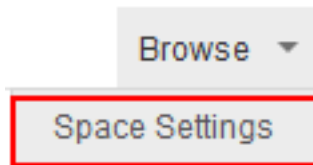
The Administrator has the highest right in Wiki. The Administrator can delete a page, change the space settings, set the edit permission for users, and more.

### 4.10.1. Set up Space settings

For each space, you can manage page templates and change the syntax used.

**To access the Space Settings:**

1. Open a Wiki space.
2. Click **Browse**, then select **Space Settings**:



The **Space Settings** form will help you configure the syntax, template of pages and manage permissions for pages and spaces.

- The **Syntax** tab allows you to set up syntaxes used when creating and editing a page.
- The **Template** tab allows you to manage the page templates.

#### 4.10.1.1. Set up Syntax

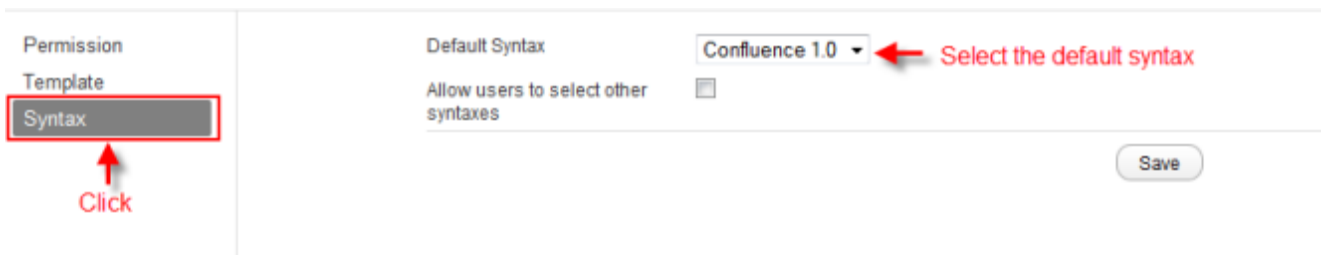
Users can use the simple Wiki syntax: XWiki 2.0 or Confluence 1.0.

By configuring the syntax settings, you can select the default syntax to be used.

**To set up the syntax for writing document:**

In the **Syntax** tab of the **Space Settings** form, click the field **Default syntax** to set a syntax for your document.

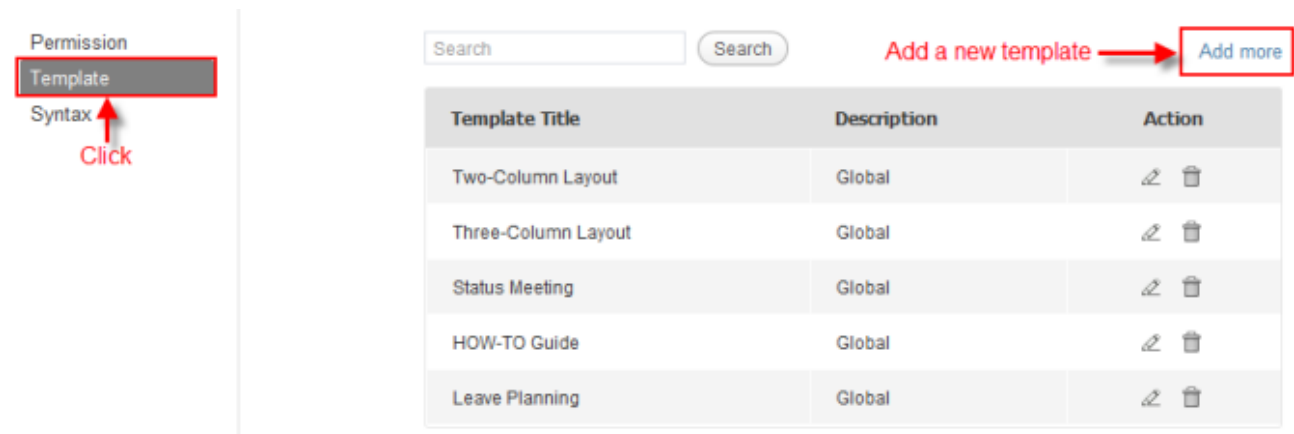
To select other syntaxes when writing the document, tick the checkbox next to "**allow user to Select other syntaxes**" and untick the checkbox to use only the default syntax.



#### 4.10.1.2. Manage a page template

When adding a new page, you are not required to write the content from scratch. You can start by selecting a page template which is actually a Wiki page with predefined contents.

In the **Space Settings** form, select the **Template** tab, and the form to manage templates appears:



Now you can:

- [Search a template.](#)
- [Create a new template.](#)
- [Edit a template.](#)
- [Delete a template.](#)

#### 4.10.1.2.1. Search a template

To find your desired template quickly from the existing list, do as follows:

1. Input a word included in the title of your desired template in the **Search** textbox.
2. Press the **Enter** key; Or, click the **Search** button next to the textbox to start your search.

All matching results which contain your entered search term are displayed right below the textbox.



#### Note

The **Search** function is only performed by the template titles, and you must enter a complete word into the **Search** textbox. For example, to find the template whose title contains "daily report", you can input "report" rather than "repo", or "daily" rather "ly".

#### 4.10.1.2.2. Add a template

1. Click **Add more...** and the sample template form appears:

The screenshot shows a web form for creating a new template. It has a title field labeled "Sample template title...", a description field labeled "Description...", and a large text area for the template content. At the bottom left, there is a "Syntax:" label and a dropdown menu currently set to "XWiki 2.0". A small icon is visible in the top right corner of the form.

2. Add the title for the template.
3. Write the description in the **Description...**
4. Write the content for the template.

5. Select the Syntax to write the content.

6. Click **Save template** at the **Page Control** area. A message will inform your successful template creation.

#### 4.10.1.2.3. Edit a template

1. Click **Edit** corresponding to the template you want to edit.

2. Change the title, the description, the content as you want.

3. Click **Save template** at the **Page Control** area.

#### 4.10.1.2.4. Delete a template

1. Click **Edit** corresponding to the template you want to delete.

2. Click **OK** in the pop-up confirmation message.

#### 4.10.1.3. Manage Permissions

Wiki gives you the choice to make a space or an individual page to be open or restricted to specific users, groups or memberships. There are two levels of permissions in Wiki: Space permissions and Page permissions.

##### 4.10.1.3.1. Space Permissions

Each space may has its own permissions. Space permissions determine what actions a user can do within the space. A permission can be assigned to any users, groups or memberships.

To change the space permission, open a space, click **Browse** and select **Space Settings**:

The **Permissions** page appears:

Portal : Classic ▶ Wiki Home ▶ Space Setting

**Permission**  
Template  
Syntax

Owner	View Pages	Edit Pages	Admin Pages	Admin Space	Action
* in Administrators (*./platform /administrators)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
any (any)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add Users
← Select User, Group or Membership

Click to add

There are some permissions to a space as follows:

<b>View Pages</b>	Specify who can view and watch pages of this space, its attachments and history.
<b>Edit Pages</b>	Specify who can edit pages of this space.
<b>Admin Pages</b>	Specify who have the Administrator rights on this




	space.
<b>Admin Space</b>	Specify who can manage the space permissions and settings

In the **Space Permissions** form, you can add or remove the space permissions of the users, groups and membership.

#### 4.10.1.3.1.1. Add space permissions

In the Space Permission form, you can add permission for individual users, groups of users or memberships.

1. Click  to assign permissions to a user, a group or a membership respectively.

The form to select the user, the group and the membership appears.


2. Select a user, a group or a membership, then click **Add**.
3. Click the plus icon to add the selectors to the **Owner** tab in the **Space Permissions** form.
4. Click the checkboxes corresponding to each permission you want to assign to the selectors.
5. Click **Save** to commit.



#### Note

View, Edit, Admin Pages permissions are applied by default to any pages of the space unless specific page permissions are set. The super user has all permissions implicitly.

#### 4.10.1.3.1.2. Delete space permissions

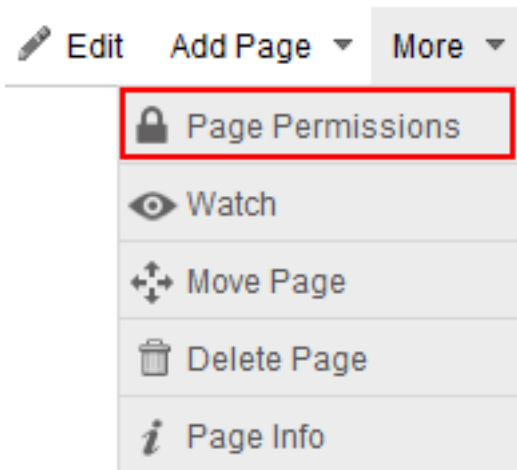
To delete the permissions of a user, group or a membership in a space, just click  corresponding to a user/a group or a membership in the **Space Permissions** form.

#### 4.10.1.3.2. Page Permissions

The Page Permissions allows you to set the edit and edit permissions for a specific page.

**To access the permissions for a specific page of a space:**

1. Open a page of the space that you want to set the permissions.
2. Click **More** and select **Page Permissions** from the drop-down menu:



The **Page Permissions** form appears:

 A screenshot of the 'UIWikiPagePermissionForm' window. It contains a table with columns: Owner, View Pages, Edit Pages, and Action. The first row shows 'any (any)' as the owner, with checkboxes for 'View Pages' and 'Edit Pages' both checked, and a trash icon in the 'Action' column. Below the table, there is a 'PermissionOwner' label, a text input field, and a button with three user icons. A red arrow points from the text 'Select User, Group or Membership' to the user icon button. To the right of the user icon button is an 'Add' button, with a red arrow pointing to it from the text 'Click to add'. At the bottom of the form are 'Save' and 'Close' buttons.
 

Owner	View Pages	Edit Pages	Action
any (any)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

PermissionOwner   Click to add

Select User, Group or Membership

Pages are viewable/editable according to the space permission. On each page, a user with the Admin Pages permission will be able to override the view and edit permissions on this specific page.

A Page Permissions action appears in the page action menu when the user has the Admin Pages permission.

You can add and delete the **View Pages Permission** or the **Edit Pages Permissions** for the page. Do the same as [Add space permissions](#) and [Delete space permissions](#).