



# Forum Administration Guide

Version 2.1

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# 1 Preface

## 1.1 Overview

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

The eXo Project grew into a company in 2003, as a response to customer demand. We can do this because we release our code in the open. It's how the DoD found us, when we were just university students hacking away, and it's how we choose to do business with our customers.

And along with many Corporate products, eXo Knowledge is an application developed upon the eXo Platform™ software. As an extension of eXo Platform™ software, eXo Knowledge is actually the perfect merge among cool features with many rich applications.

eXo platform™ software is a powerful Open Source corporate Portal and content management system. Users of the platform have a customized single point of accessing to the company's information system and resources. The purpose of this user guide is to help users who have administration privileges for the Answers application which is an application of the Knowledge Suite – a module of eXo portal.

**eXo Knowledge** is one of eXo Platform™ product. This is a suite of collaborative applications oriented to knowledge management. It not only holds on-line discussions and posts user generated content, but also answers the most frequently asked questions about sites/services. eXo Knowledge Suite is made up of 2 applications: **Forum**, **FAQ** and **Answers**.

This documentation is an useful guide for you to learn about the **Forum Application** in details. It gives an in depth examples and easy explanation of using **Forum Application** not only allows technical but also non-technical people to create and manage very fast and powerful website.

## 1.2 Purposes

Welcome to the eXo Knowledge material that guides you how to manipulate eXo Knowledge. This document aims at guiding various users of eXo Portal. This material is not only useful for users interested in learning and using Forum application but is also mainly intended for users who have administration privileges. It covers administration of users, permissions and all management actions.

This administration guide will help you:

- Define some basic concepts used in the Forum application.
- Show the main instructions of the Forum application.
- Let you set permission and take all management actions of the Forum application along with step by step to take basic actions.

## 1.3 References and Related Resources

### 1.3.1 Related Documents

- eXo Knowledge Forum User Guide 2.1

### 1.3.2 Info & Support

#### Information

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

#### Support

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

#### Download

- Download Zone: [http://forge.ow2.org/project/showfiles.php?group\\_id=151&release\\_id=2949](http://forge.ow2.org/project/showfiles.php?group_id=151&release_id=2949)

## 2 Terminology

### 2.1 Concept overview

#### 2.1.1 What is Category?

A category is the name for a collection of content items related in some ways. In the eXo Knowledge, a category can be defined as a domain including various forums which may be related to the same field. A forum application may include many various discussing domains so that it may also include many various categories.

#### 2.1.2 What is Forum?

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

#### 2.1.3 What is Topic?

A topic is a subject matter of a conversation or discussion in a forum. Each topic contains one original message and all its replies. When you enter/ access into a forum, there is a list of topics which are being discussed.

#### 2.1.4 What is Reply?

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

### 2.2 User groups

#### 2.2.1 Administrator

Users in the administrator group are users who typically have the right to create, edit, delete, move, or modify any forum and its topics, posts. The administrators can also open and/or close, lock and/or unlock forums or topics. The administrators have the highest right to take any actions which they want. Otherwise, administrators also have the right to manage members in a forum, and they can set rights for members.

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

#### 2.2.2 Moderator

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



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

## 2.2.3 Viewer

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

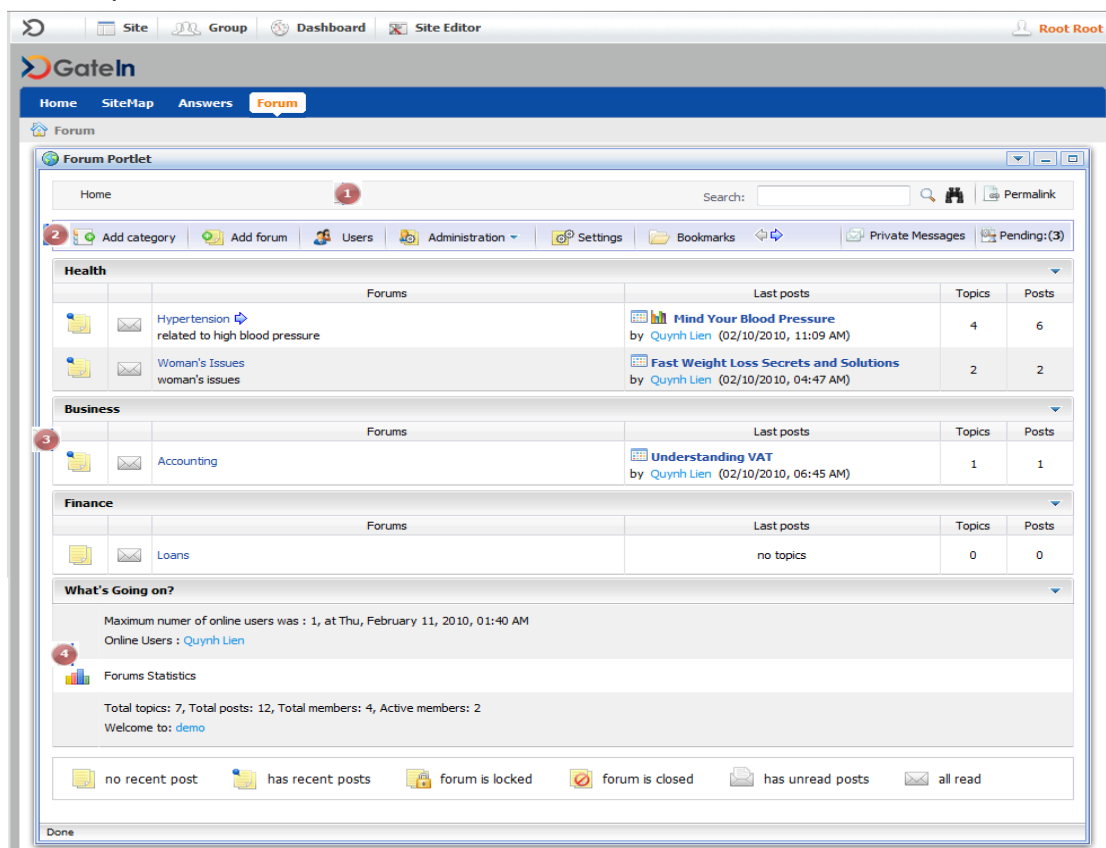


Illustration 1: The Forum Application main screen

## 2.3 The Forum application main screen

Indicator	Meaning
1	This is the <b>Breadcrumb bar</b> that shows the forum path, quick search and advanced search, permalink.
2	This is the <b>Main action bar</b> that displays all main function buttons, link private messages, total of pending posts/topics information, the number of function buttons depending on the role of user login.

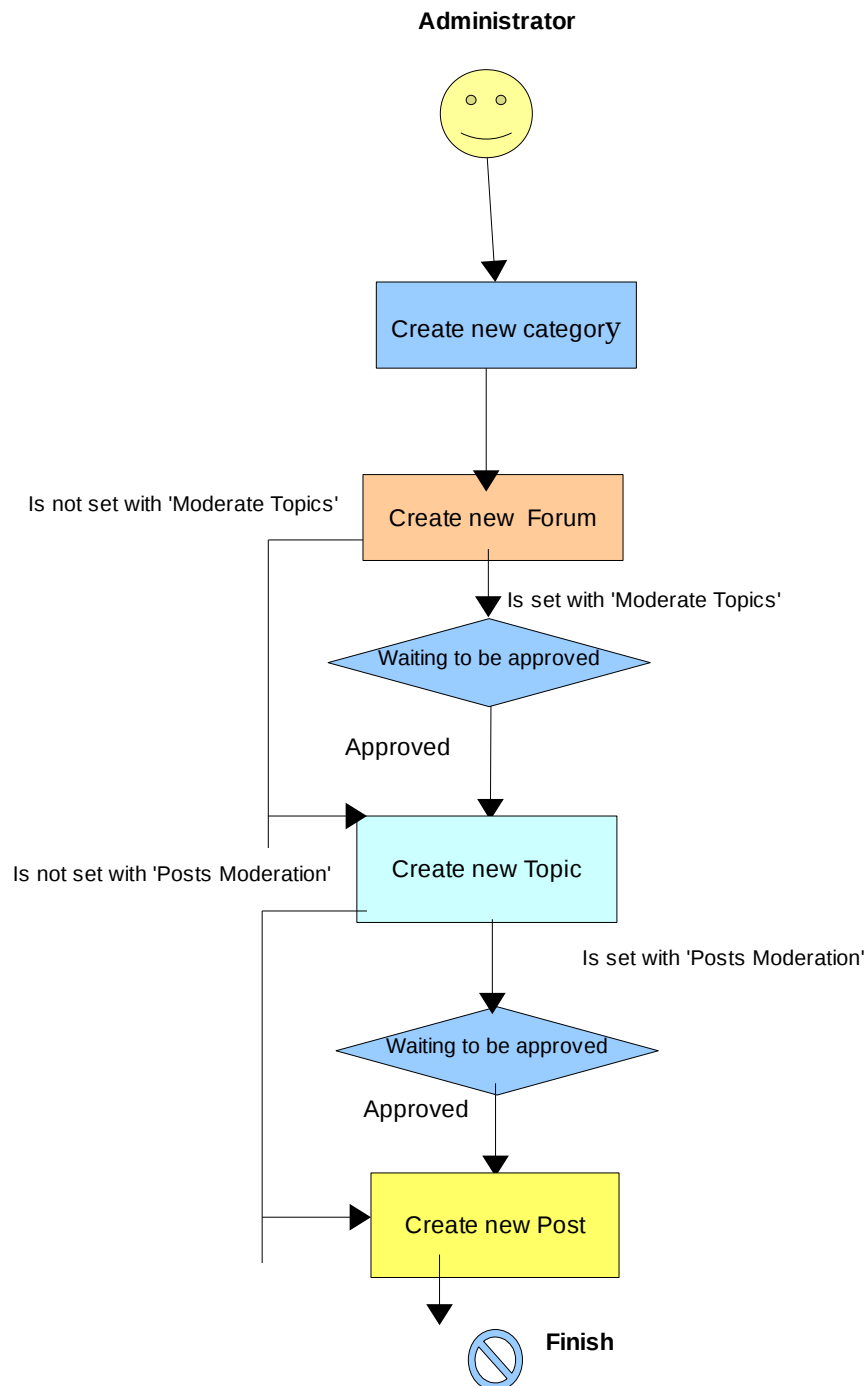
3

This is the **Forum panel** that displays all categories and forums inside.

4

This is the **Statistic Panel** that displays Forum statistics about user information.

### 3 How to use Forum application?




## 3.1 Sign in/Sign out

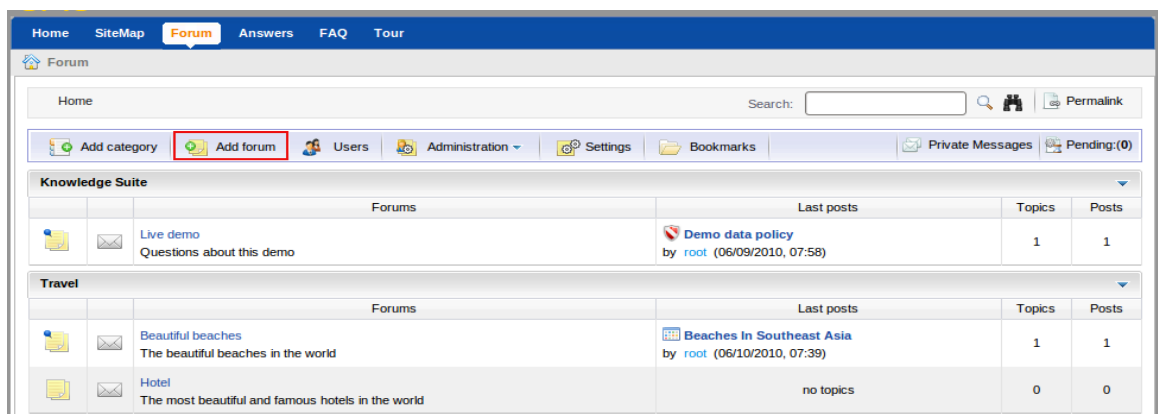
### 3.1.1 Add new forums

This function is used to add new forums into a specific category. Each category includes one or more forums. Only the administrators can add new forums.

Do as follows:

**Step 1:** Click **Forum** on the homepage ( as in the illustration 3), then click

 **Add forum** on the main menu bar:



**Step 2:** The **Forum** form including 3 tabs (Add forum, Moderation Options and Permissions) will appear with the **Add forum** tab.

Enter values in all the field as the illustration below:

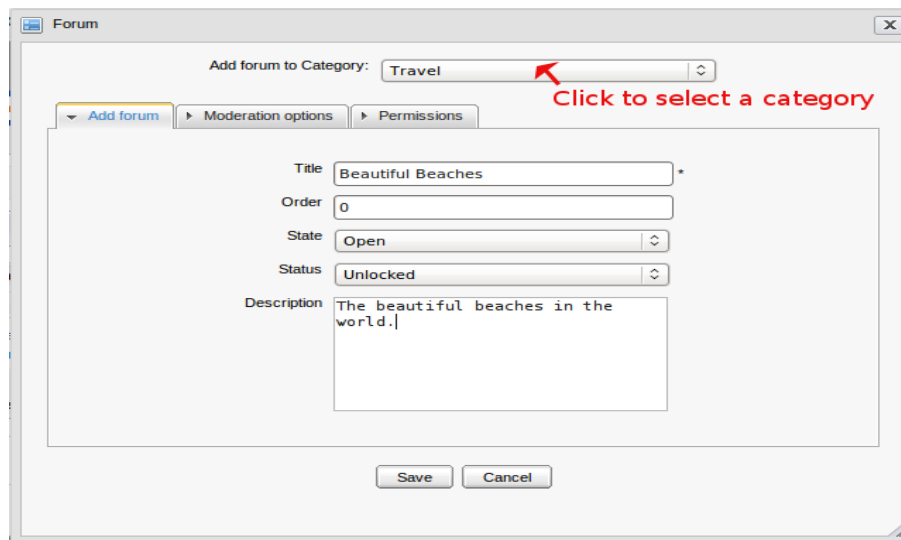


Illustration 2: The Forum form with the Add forum tab

**Details:**

Add forum to Category	The selected category that a new forum will be added. In this way, because the "Add new forum" function is called inside the selected forum so that this field is already set with predefined value and can not be changed flexibly like the 1 <sup>st</sup> way.
Title:	The title of the forum. This field is required and limited by 100 characters.
Order:	The order of the forum in the forum list in one category. The default value of this field is '0'.
State:	The state of the forum. The default value of this field is 'Open'. It means that this forum is being opened for users to discuss. The other value is 'Close' . It means that normal users can not see that forum.
Status:	The status of the forum. The default value is 'Unlock'. It means that all users can view forum and reply to its topic. The other value is 'Lock'. It means that normal users can only view forum but can't add topics or replies.
Description:	The brief description about the forum. This field is limited by 100 characters.
Save button:	To accept saving a new forum.
Cancel button:	To close the <b>Add New Forum</b> form.

**Step 3:** Choose the **Moderation options** tab and enter values for this tab:

The screenshot shows a web form titled "Forum" with a tabbed interface. The "Moderation options" tab is selected. At the top, there is a dropdown menu labeled "Add forum to Category:" with "Travel" selected. A red arrow points to this dropdown with the text "Click to select a category". Below the tabs, there are three sections: "Notify moderators" with a checked checkbox, "Email addresses to notify when there is a new post" with a text input field containing "Enter emails here", and "Email addresses to notify when there is a new topic" with another text input field containing "Enter emails here". Below these is the "Moderate topics" section with a checked checkbox. At the bottom of the form are "Save" and "Cancel" buttons.

**Illustration 3: The Moderation options tab of the Forum form**

**Details:**

Notify moderators	This option is to whether notify moderators or not.
Email addresses to notify when there is a new post	The list of email addresses which will be received a notification when there are any new posts added to a forum.
Email addresses to notify when there is a new topic	The list of email addresses which will be received a notification when there has any new topic added to a forum.
Moderate topics	This option is to check the status of all new topics in the forum. It means that by default, when there is a new topic ,this topic is always approved and visible. But when the creator checks this check box , the new topic added to a forum will be pending for being checked for the approval before being visible.

**Step 4:** Choose the **Permissions** tab and enter values for this tab as the illustration below:

The screenshot shows the 'Forum' application window with the 'Permissions' tab selected. The 'Add forum to Category' dropdown is set to 'Travel'. The 'Moderators' field contains 'demo'. The 'Who can start topics ?' field contains '/organization/management'. The 'Who can post ?' field contains 'manager:/platform'. The 'Who can view posts ?' field is empty. To the right of each field is a selection icon (a group of people). Red arrows point to these icons with the following labels: 'Click to select a category' (pointing to the 'Travel' dropdown), 'Click to add users' (pointing to the icon next to 'demo'), 'Click to select a role' (pointing to the icon next to '/organization/management'), and 'Click to select a group' (pointing to the icon next to 'manager:/platform'). At the bottom are 'Save' and 'Cancel' buttons.

**Illustration 4: The Permissions tab of the Forum form**

**Details:**

Moderators	The list of users or groups that have the moderation right on taking some actions (open/close, lock/unlock, Stick/Un-stick, split/merge, approve/disapprove, and more) to all topics in this forum. The creator can manually edit values of this field or select from the Selector tool (refer to the restricted audiences in Add a category).
Who can start topics?	The list of users who can create topics in this forum. The creator can manually edit a value of this field or select from the Selector tool (refer to the restricted audiences in Add a category).
Who can post?	The list of users who have the right to add posts to all topics in this forum. The creator can manually edit a value of this field or select from the Selector tool (refer to the restricted audiences in Add a category).
Who can view a post?	The list of users who have the right to view this forum. The creator can manually edit a value of this field or select from the Selector tool (refer to the restricted audiences in Add a category).

**Step 5:** Complete adding a new forum by clicking **Save**.



In the **Moderation options** tab and the **Permissions** tab, by default, if you do not input values for these tabs, only the administrators have the management right, the other normal users can only view, add new topic and post reply into this forum. However, if the administrators want to assign some forum actions for some users or some groups, they need to input values for the **Moderation options** tab or the **Permissions** tab.

### 3.1.2 Sign in

This function enables you to go into GateIn in the private mode.

To sign in, do as follows:

**Step 1:** Go to the portal in the public mode by inputting the URL in the address bar (e.g: <http://localhost:8080/portal>)

**Step 2:** Click the **Sign in** link at the top right of a page if you are in the classic portal.

The **Sign in** form will appear:

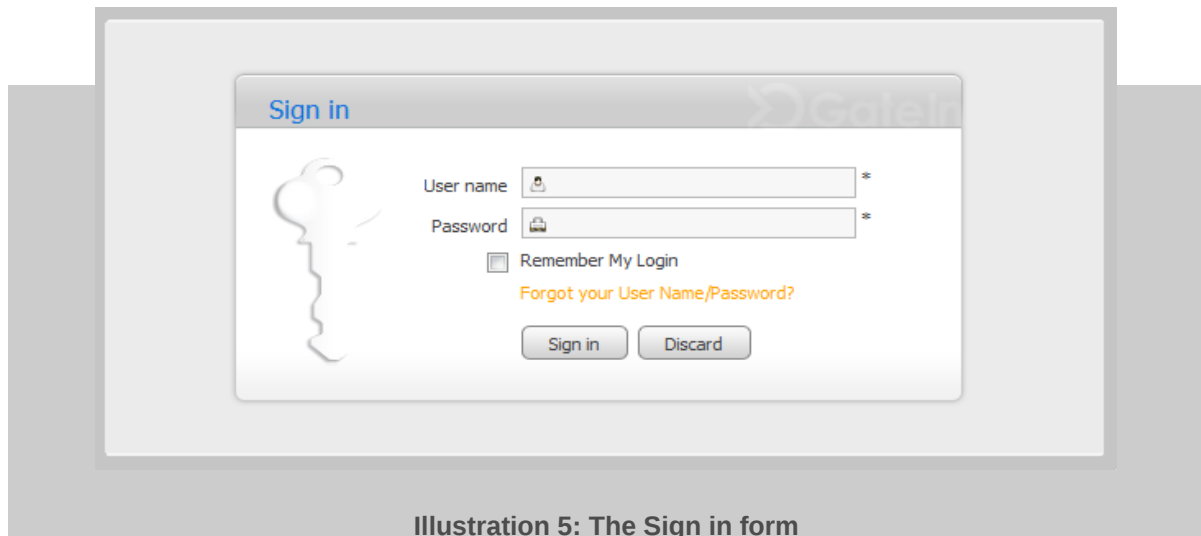


Illustration 5: The Sign in form

**Details:**

User name:	The registered user name.
Password	The registered password.
Remember My Login:	This checkbox helps users automatically sign in the portal without inputting username and password again in the next login.
Forgot your User Name/Password?	This link helps users retrieve user name and password when they forgot.
Sign in button:	To accept signing in.
Discard button:	To close the <b>Sign in</b> form.

**Step 3:** Login by the administrator account (User name:root and Password: gtn) .

**Step 4:** Complete signing in by clicking the **Sign in** button.



*In case, the **User Name** does not exist or invalid inputted **User name/Password**, there is an alert message that requires to input a correct value. To sign in again, you click the **OK** button on the alert message and re-enter the **User Name** and **Password**.*

After signing in, you will be redirected to the authenticated home page:





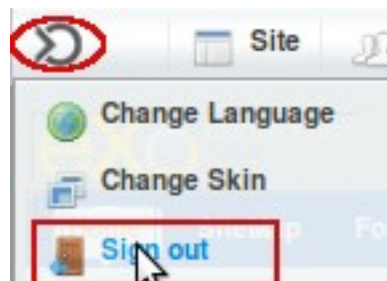
Illustration 6: The authenticated homepage

**Step 5:** Click **Forum** to take actions in the Forum application.

### 3.1.3 Sign out

This function enables you to get back to the anonymous portal. It ends your current portal session.

To sign out, click **Sign out** in the Star menu list on the administration bar:




## 3.2 Category management

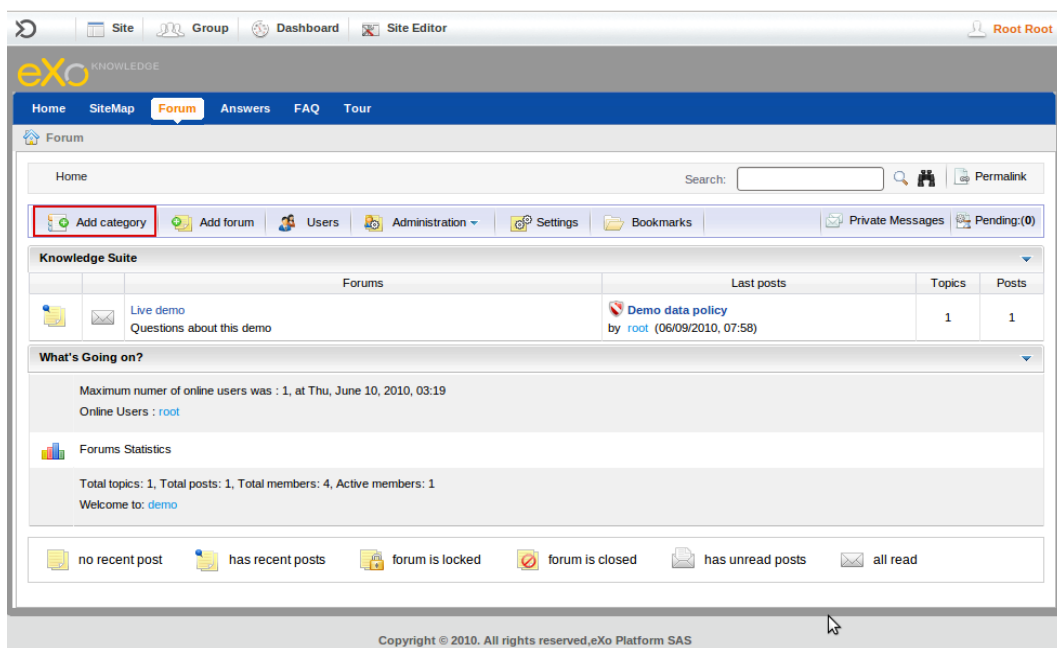
This section includes all actions related to a category in the Forum application.

### 3.2.1 Add new categories

This function allows you to create new categories in the Forum application. Only the administrators can take this action.

Do as follows:

**Step 1:** Click **Forum** on the homepage ( as in the illustration 3) to open the Forum application. Then click  **Add category** on the main menu bar.



The **Category** form will appear. The Category form consists of two tabs: Category tab and Permissions tab.

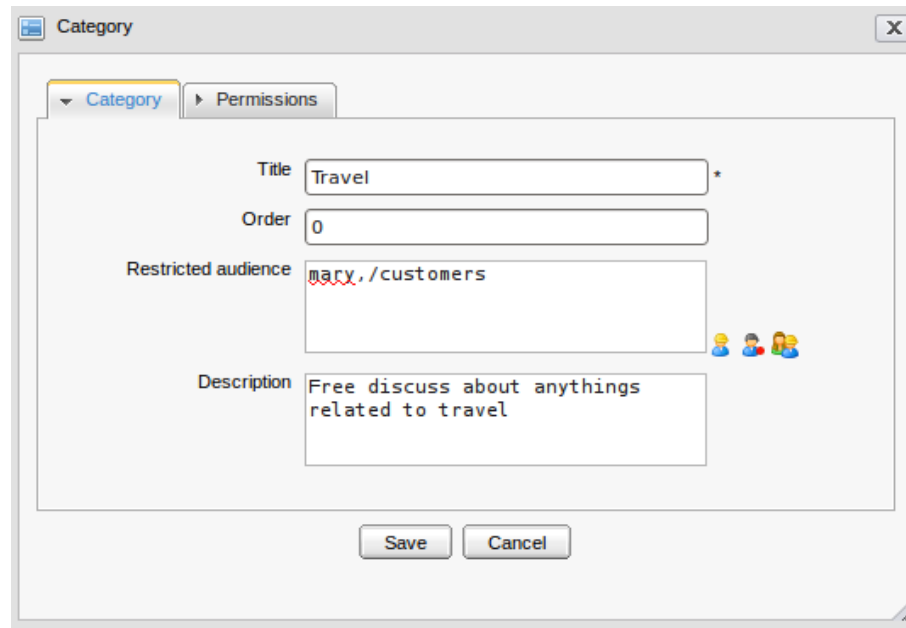


Illustration 7: The Category form


- The **Category** tab:

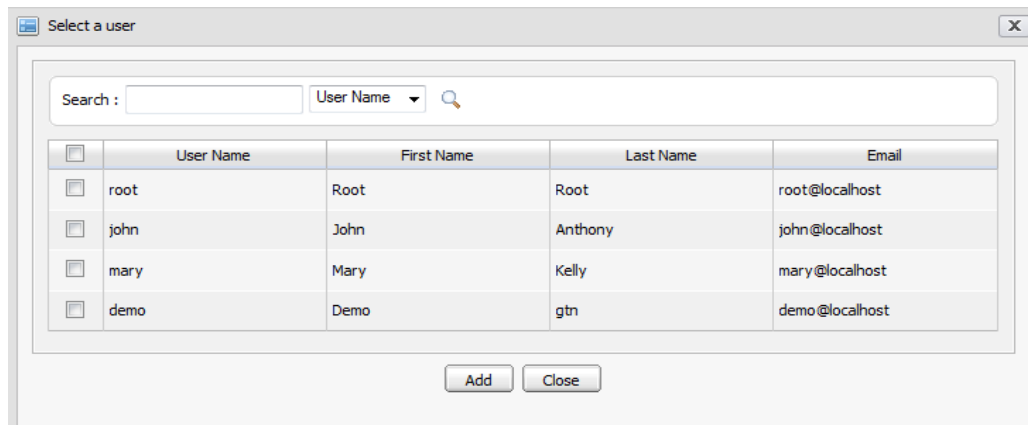
**Step 2:** Fill out the fields in this form as the illustration 4 above.

**Details:**

Title:	The title of the category. This field is required and limited by 100 characters.
Order:	The order of the category in the category list. The default value of this field is '0'.
Restricted audience:	The list of all users who can access the category. By default, this field is blank ,meaning that all users can access this category and so it is not required.


The Restricted audience can be inputted manually or by using selector tool as the following:

- Click the  icon if you want to select users from the user list.



	User Name	First Name	Last Name	Email
<input type="checkbox"/>	root	Root	Root	root@localhost
<input type="checkbox"/>	john	John	Anthony	john@localhost
<input type="checkbox"/>	mary	Mary	Kelly	mary@localhost
<input type="checkbox"/>	demo	Demo	gtn	demo@localhost

Illustration 8: The Select a user form

- Click  to select the role of a user. Firstly, select one group on the left pane and then select a membership on the right:

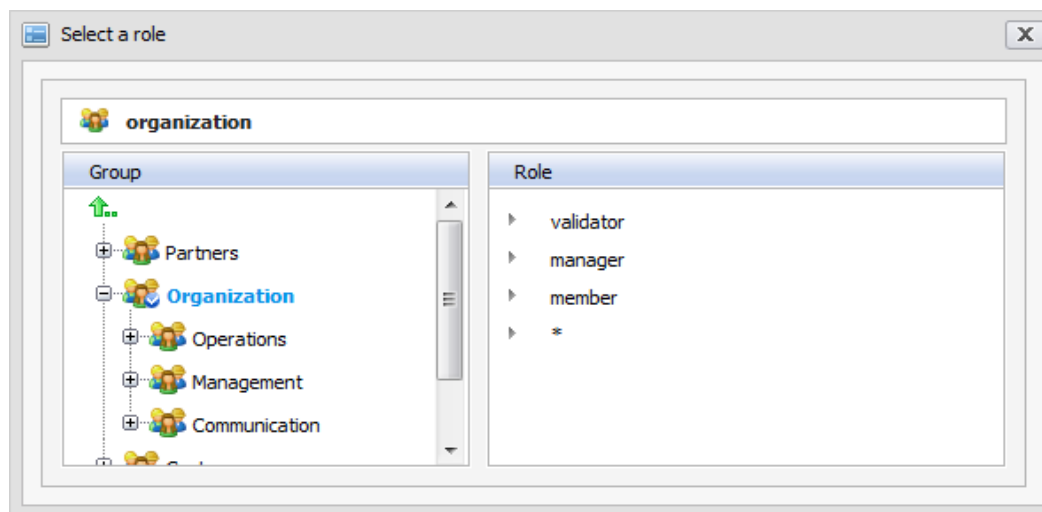


Illustration 9: The Select a role form

- Similarly, click  to select all users in a specific group.

Description: The description about the category. This field is not required and limited by 100 characters.

Save button: To accept saving a new category

Cancel button: To close the **Add New Category** form

- The **Permissions** tab:

**Illustration 10: The Permissions tab in the Add New Category form**

Input manually or use the selector tool as selecting the restricted audience in the **Category** tab to complete this tab:

Moderators	The list of users or groups that have the moderation right on taking some actions (open/close, lock/unlock, Stick/Un-stick, split/merge, approve/disapprove, and more) to all topics in this category. The creator can manually edit values of this field or select from the Selector tool (refer to the restricted audiences in Add a category).
Who can start topics?	The list of users who can create topics in this category. The creator can manually edit a value of this field or select from the Selector tool (refer to the restricted audiences in Add a category).
Who can post?	The list of users who have the right to add posts to all topics in this category. The creator can manually edit a value of this field or select from the Selector tool (refer to the restricted audiences in Add a category).
Who can view a post?	The list of users who have the right to view this category. The creator can manually edit a value of this field or select from the Selector tool (refer to the restricted audiences in Add a category).

**Step 3:** Complete adding a new category by clicking **Save**.

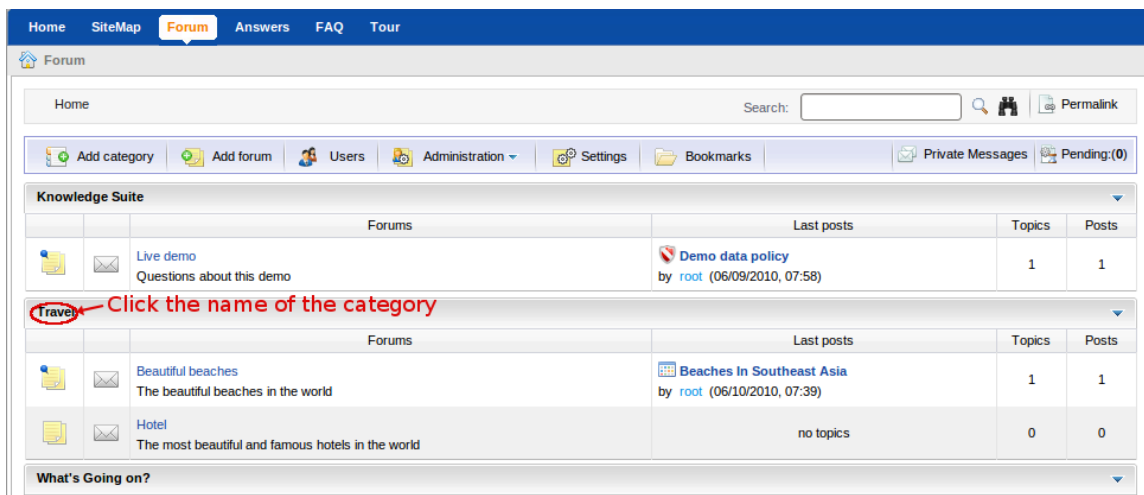
### 3.2.2 Edit categories

This function is used to edit existing categories. Only the administrators can take this action.

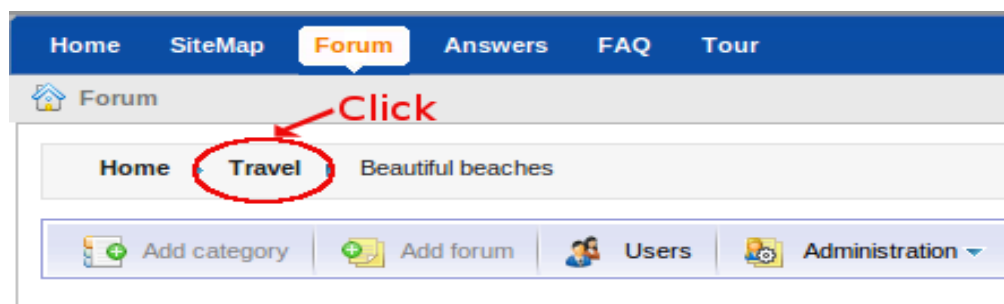
Do as follows:

**Step 1:** Go into a category which you want to edit. There are several ways to take this action:

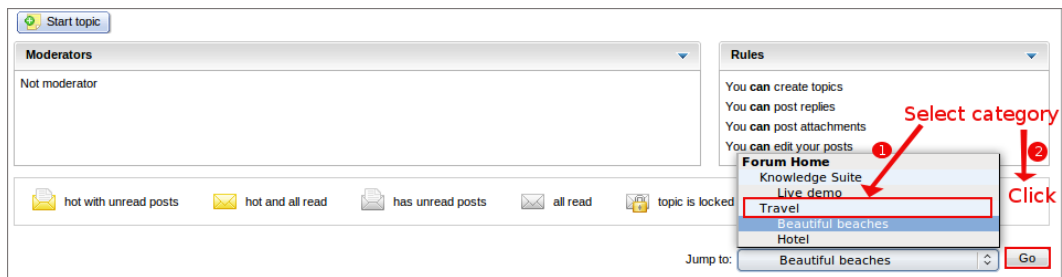
- **The 1<sup>st</sup> way:** If you are on the forum homepage, click the name of category that you want to edit:



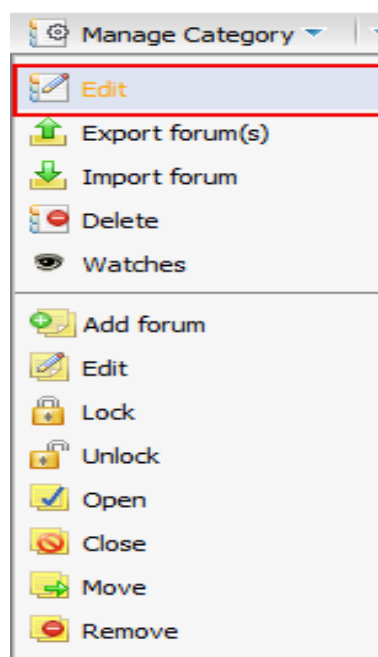
- **The 2<sup>nd</sup> way:** If you are in a forum or in a topic, you can take this action by clicking on the name of the category that you want to edit on the **Breadcrumbs** bar like the illustration below.
- **The 3<sup>rd</sup> way:** You can go through forum link, then click the **Go** button to go to



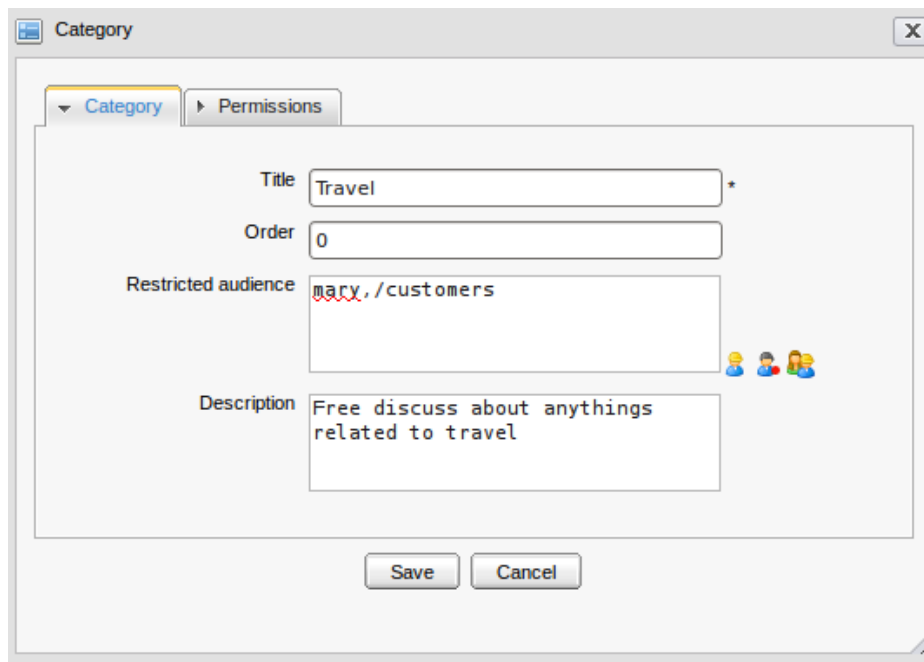
selected category in the illustration below:



**Step 2:** Click the **Manage Category**, and select **Edit** in the menu:



The **Category** form will appear:



The screenshot shows a web-based form titled "Category". It has two tabs: "Category" (active) and "Permissions". The "Category" tab contains the following fields:

- Title:** A text input field containing "Travel".
- Order:** A text input field containing "0".
- Restricted audience:** A text input field containing "mary./customers". To the right of this field are three small user avatars.
- Description:** A text input field containing "Free discuss about anythings related to travel".

At the bottom of the form are two buttons: "Save" and "Cancel".

Illustration 11: The Category form

**Step 3:** Change the current information of the category in the **Category** and **Permissions** tab like when adding a new category.

**Step 4:** Complete editing a category by clicking **Save**.

### 3.2.3 Delete categories

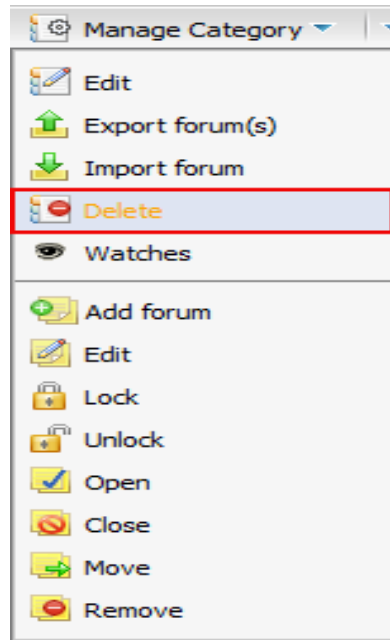
This function is used to remove an existing category in the Forum application. Only the administrators can take this action.

Do as follows:

**Step 1:** Go into the category which you want to delete.


**Step 2:** Click **Manage Category**, and select **Delete** in the menu:

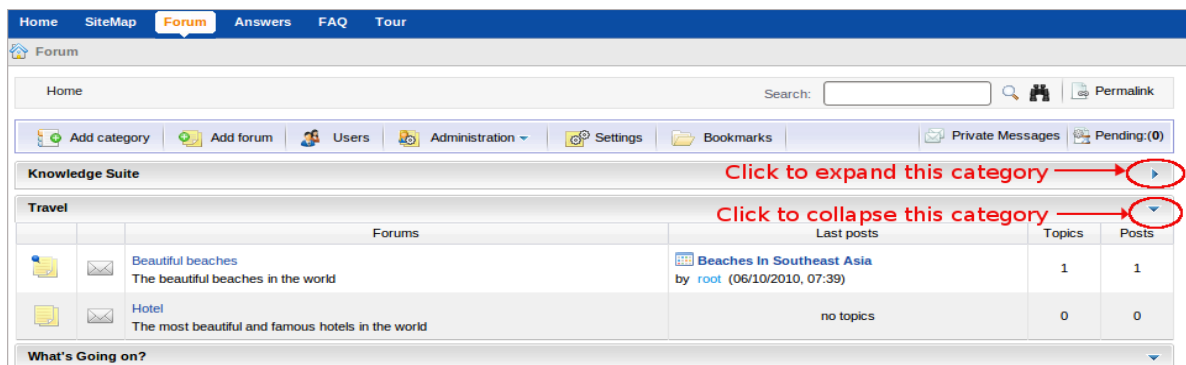




**Step 3:** Click **OK** in the confirm message to accept deleting, or **Cancel** to quit.

### 3.2.4 Collapse/Expand a category

The function enables you to collapse or expand a category by just clicking the arrow icon  at the end of the category pane as you can see in the illustration below:



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

## 3.3 Forum management

This section offers you how to manage forums in categories, including adding a new one, editing, locking, unlocking, closing, opening, moving, deleting, and more.

### 3.3.1 Edit forums

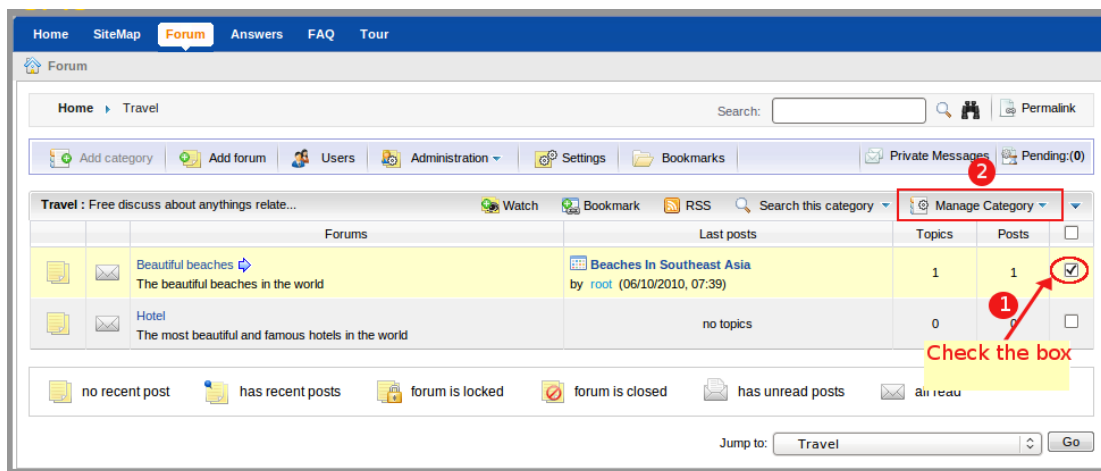
This function is used to edit an existing forum.

To edit a forum, do as follows:

**Step 1:** Select a forum and open the **Edit Forum** form by 2 following ways:

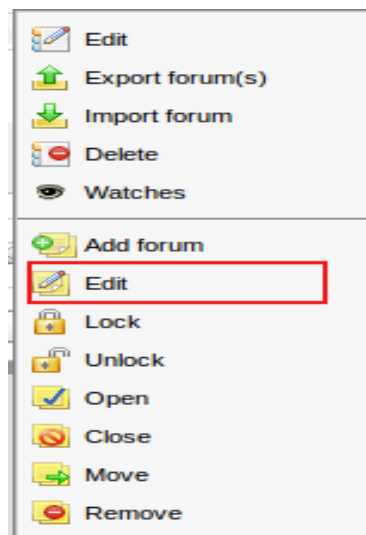
**The 1<sup>st</sup> way:**

1. Go into the category including the forum which you want to edit by one of three ways like in **3.2.2**. There is a forum list of this category:



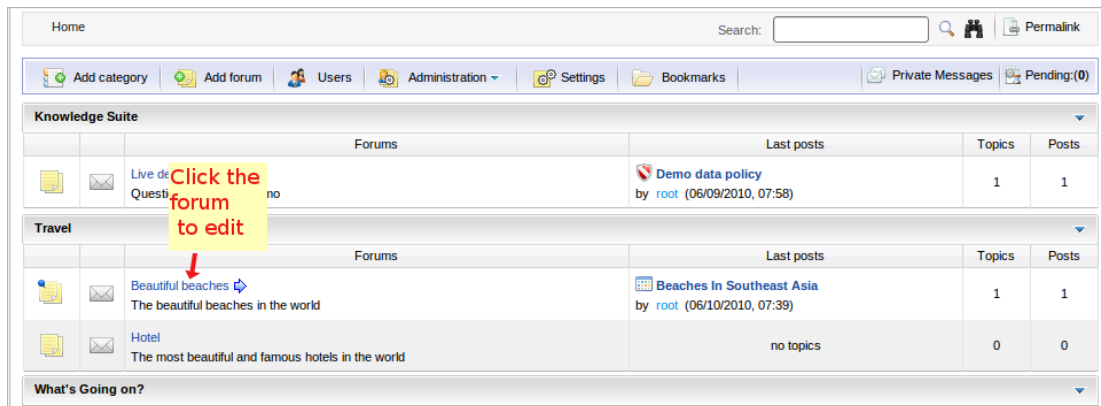
2. Check the box corresponding with the forum you want to edit.

3. Then, click **Manage Category**, and select **Edit** in the menu:

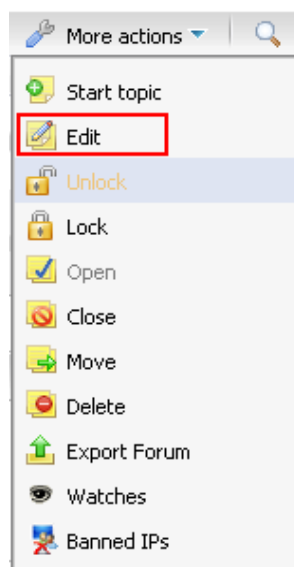
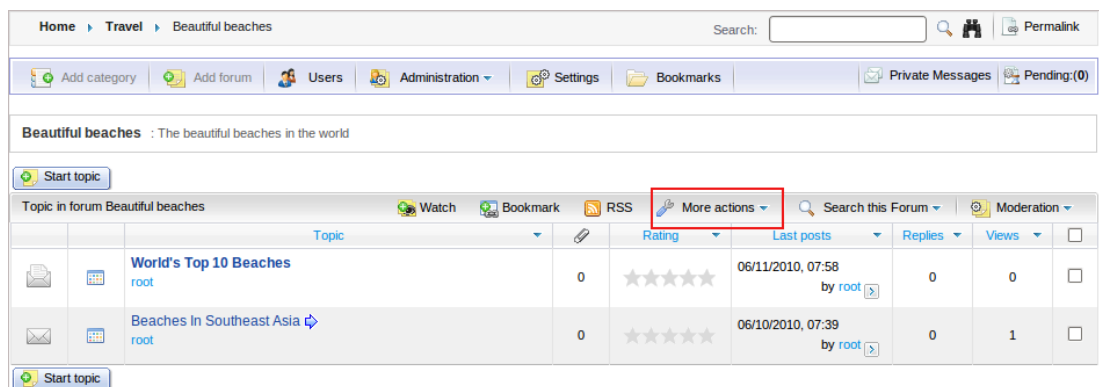


**The 2nd way:**

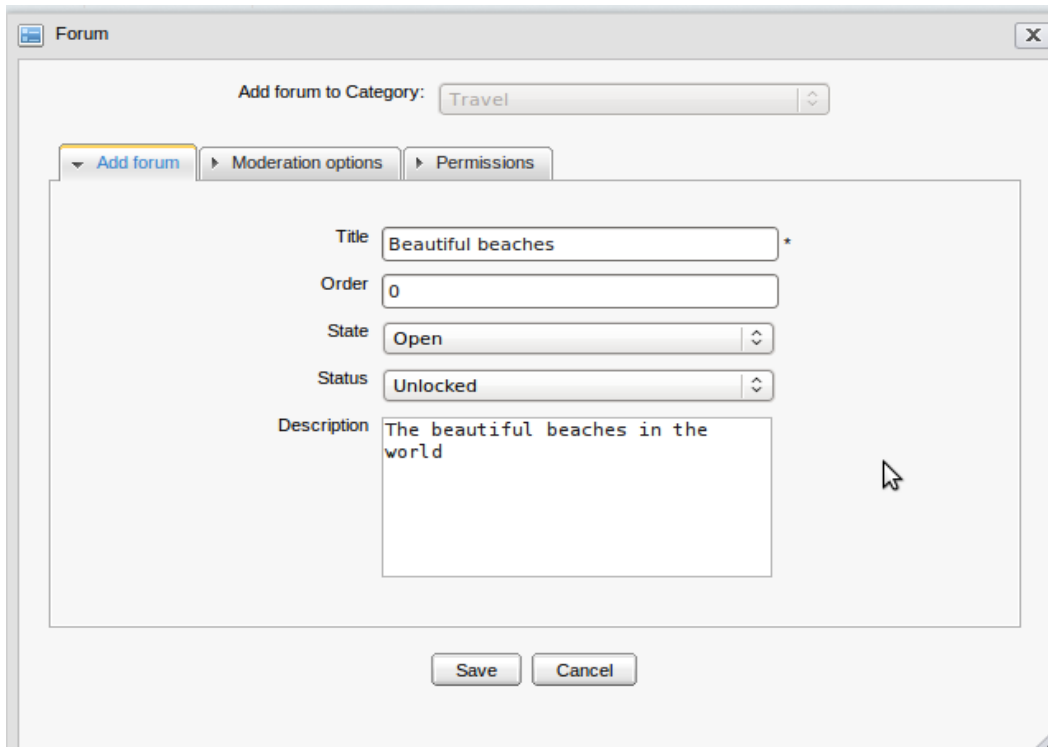
1. Go into the forum which you want to edit by clicking its name:



2. The topic list and some information of this forum will be displayed. Click **More Actions | Edit** in the menu as the illustrations below:



The **Edit Forum** form will appear with the current information available to edit:



**Illustration 12: The Edit Forum form**

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

**Step 3:** Complete editing forum by clicking **Save**.

### 3.3.2 Lock forums

This function is used to lock a forum. It prevents a specific forum from being added a new topic or replies and normal users only have the view permission on the locked forum only.

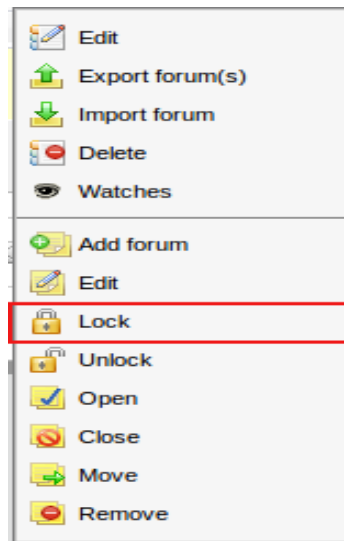
There are two ways to lock a forum (only the administrator can do this way):

**The 1<sup>st</sup> way:** (Refer to the 1st way of Editing forum)

**Step 1:** Go into the category that includes the forum which you want to lock by one of three ways like in 3.2.2

**Step 2:** Select the forums by selecting their check boxes.

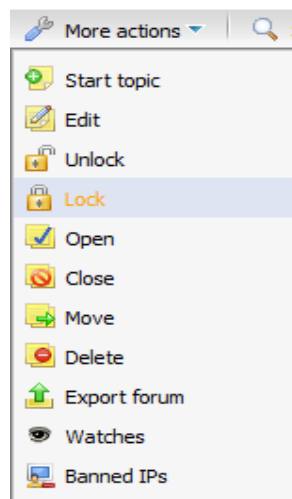
**Step 3:** Click the **Manage Category**, and select **Lock** in the menu.





**The 2<sup>nd</sup> way:** (Refer to the 2nd way of Editing form)

**Step 1:** Go into the forum which you want to lock.

**Step 2:** Click the **More actions** on the forum bar, and select **Lock** in the menu.



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

### 3.3.3 Unlock forums

This function is used to unlock a locked forum. When you want to activate the locked forum and allow the other users to take actions on it, you must take this action. (Only the administrator can do this way.)

Do as follows:

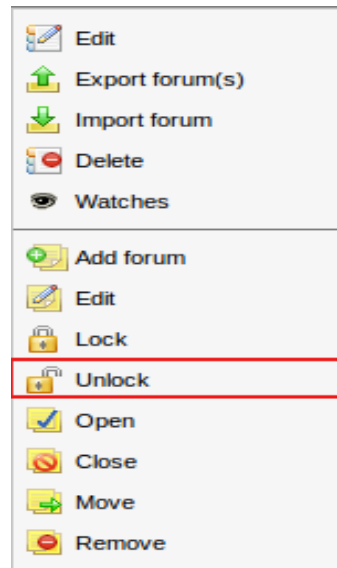
There are two ways to lock a forum (only the administrator can do this way):

**The 1<sup>st</sup> way:** (Refer to the 1st way of Editing forum)

**Step 1:** Go into the category that includes the forum which you want to unlock by one of three ways like in 3.2.2

**Step 2:** Select the forums by selecting their check boxes.

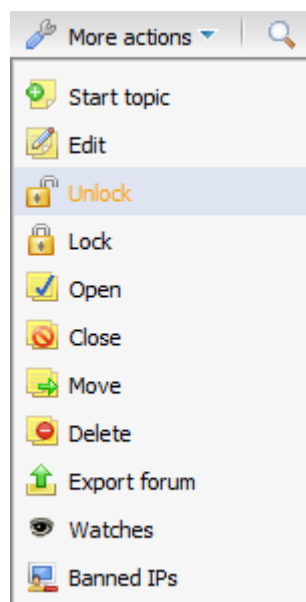
**Step 3:** Click **Manage Category**, and select **Unlock** in the menu.



**The 2<sup>nd</sup> way:** (Refer to the 2<sup>nd</sup> way of Editing form)

**Step 1:** Go into the forum which you want to unlock.

**Step 2:** Click the **More actions** on the forum bar, and select **unlock** in the menu:



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



normal status .

### 3.3.4 Close forums

This function is used to close a forum. When a forum is closed, it is invisible and all its functions are disabled.

To close a forum, do as follows:

**The 1<sup>st</sup> way:** (Refer to the 1<sup>st</sup> way of Editing forum)

**Step 1:** Go into the category that includes the forum which you want to close by one of three ways like in **3.2.2**

**Step 2:** Select the forums by selecting their check boxes.



**Step 3:** Click the **Manage Category**, and select **Close** in the menu.

The 2<sup>nd</sup> way: ( Refer to the 2<sup>nd</sup> way of Editing form)

**Step 1:** Go into the forum which you want to close.

**Step 2:** Click the **More actions** on the forum bar and select **Close** in the menu.

After being closed, this forum will not be displayed, so that normal users can not see the closed forum. For the administrators or moderators, all actions will be disabled and icons

corresponding to a forum will be changed from normal status to the closed status  for the forum and the locked status for the topics inside .

### 3.3.5 Open forums

This function is used to open closed forums. When a closed forum is opened, all its function will be enabled.

To take this action, do as follows:

**The 1<sup>st</sup> way:** ( Refer to the 1<sup>st</sup> way of Editing forum)

**Step 1:** Go into the category that includes the forum which you want to close by three ways like in **3.2.2**. There will have a forum list of this category.

**Step 2:** Select the closed forums by selecting their check boxes.

**Step 3:** Click the **Manage Category** and select **Open** in the menu.

**The 2<sup>nd</sup> way:** (Refer to the 2<sup>nd</sup> way of Editing form)

**Step 1:** Go into the closed forum which you want to open.

**Step 2:** Click the **More actions** on the forum bar and select **Open** in the menu.

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

### 3.3.6 Move forums

This function is used to move one forum from current category to another one.

To take this action, do as follows:

**The 1<sup>st</sup> way:** ( Refer to the 1st way of Editing forum)

**Step 1:** Go into the category that includes the forum which you want to move by one of three ways like in **3.2.2**

**Step 2:** Select the forums by selecting their check boxes.

**Step 3:** Click the Manage Category and select Move in the menu.

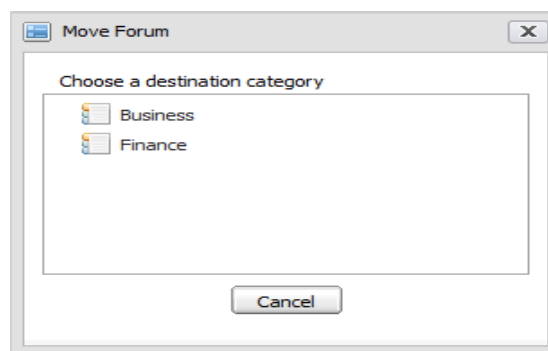


Illustration 13: The Move Forum form

There will be a list of categories in order to select a destination category to which the selected forum will be moved like **illustration 13**.

**Step 4:** Select one category in the category list to move. Or click the **Cancel** button to quit without removing the forum.

**The 2<sup>nd</sup> way:** ( Refer to the 2<sup>nd</sup> way of Editing form)

**Step 1:** Go into the forum that you want to move.

**Step 2:** Click the **More actions** on the forum bar and select **Move** in the menu.

There is a list of categories to select the destination category to which the selected forum will be moved like **illustration 13**.

**Step 3:** Select one category in the list to move the forum, or click **Cancel** to quit without removing the forum.

### 3.3.7 Delete forums

This function is used to remove forums from a category. When a forum is removed, all its topics will be deleted completely.

To take this action, do as follows:

**The 1<sup>st</sup> way:** (Refer to the 1st way of Editing forum)

**Step 1:** Go into the category that includes the forum you want to delete by three ways like in **3.2.2**. There will be a forum list of this category.



**Step 2:** Select forum(s) by selecting its check box(s).

**Step 3:** Click **Manage Category** and select **Delete** in the menu.

**Step 4:** Click **OK** in the confirmation message to accept deleting, or **Cancel** to quit.

*The 2<sup>nd</sup> way: (Refer to the 2<sup>nd</sup> way of Editing form)*

**Step 1:** Click the **More actions** on the forum bar, and select **Delete** in the menu.

**Step 2:** Click **OK** in the confirmation message to accept deleting, or **Cancel** to quit.

## 3.4 Topic management

This section is about how to manage topics in forum such as adding a new one, editing, deleting, closing, opening, locking, unlocking, sticking, moving, deleting, merging etc...

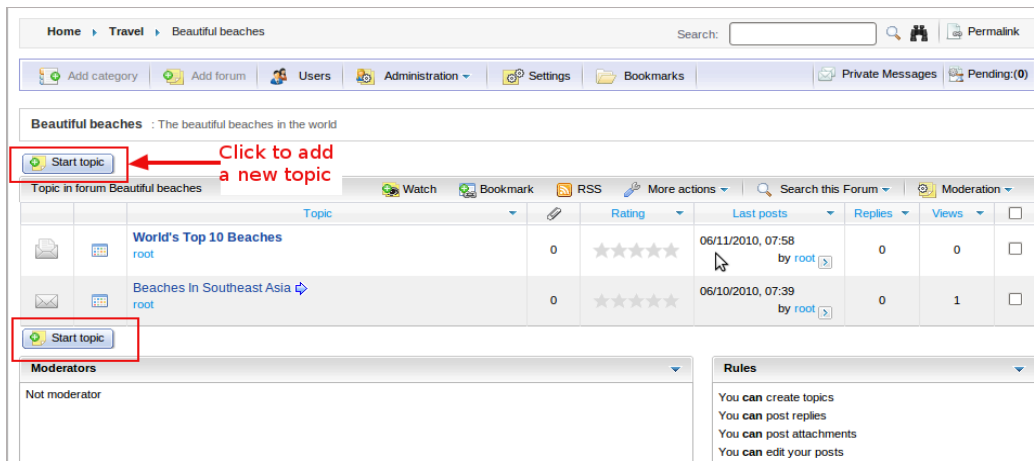
### 3.4.1 Add new topics

This function is used to create new topics inside a forum. A topic is a thread where all members in a forum can discuss by giving questions, answers or opinions in the form of adding posts or replies.

- To add a new topic, do as follows:

**Step 1:** Go into the forum which you want to add a new topic

**Step 2:** Click  to open a new topic form:



The screenshot shows the forum interface for the category 'Beautiful beaches'. At the top, there is a navigation bar with links like 'Home', 'Travel', and 'Beautiful beaches'. Below this is a search bar and a 'Permalink' link. A secondary navigation bar contains links for 'Add category', 'Add forum', 'Users', 'Administration', 'Settings', 'Bookmarks', 'Private Messages', and 'Pending: (0)'. The main content area displays the forum title 'Beautiful beaches : The beautiful beaches in the world'. Below the title, there is a 'Start topic' button highlighted with a red box. A red arrow points to this button with the text 'Click to add a new topic'. Below the button is a table of topics. The table has columns for 'Topic', 'Rating', 'Last posts', 'Replies', and 'Views'. Two topics are listed: 'World's Top 10 Beaches' and 'Beaches In Southeast Asia'. Below the table, there is a 'Moderators' section showing 'Not moderator' and a 'Rules' section listing permissions: 'You can create topics', 'You can post replies', 'You can post attachments', and 'You can edit your posts'.

The **New topic** form will appear with the available **Content** tab:

The screenshot shows a web browser window titled 'New topic'. It contains a form with four tabs: 'Content', 'Icon', 'Options', and 'Permissions'. The 'Content' tab is selected. Inside this tab, there is a 'Title' input field, a 'Message' text area with a rich text editor toolbar (including buttons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image), and a 'Files' section with a link that says 'Attach a file'.

**Illustration 14: The Content tab of the New topic form**

**Step 3:** Enter values for fields in this form.

Details:

The **Content** information includes:

<b>Title</b>	The title of the topic. This field is required and limited by 100 characters.
<b>Message</b>	The content of the topic.
<b>Files</b>	The files attached into this topic.
<b>Preview button</b>	To preview the topic before submitting.
<b>Submit button</b>	To accept submitting the topic.
<b>Attachment button</b>	To perform attaching files
<b>Cancel button</b>	To close the <b>New Topic</b> form without submitting a post.

- To attach files, do as follows:

**Step 1:** Click the **Attach a file** link to open the **Attach File** form:

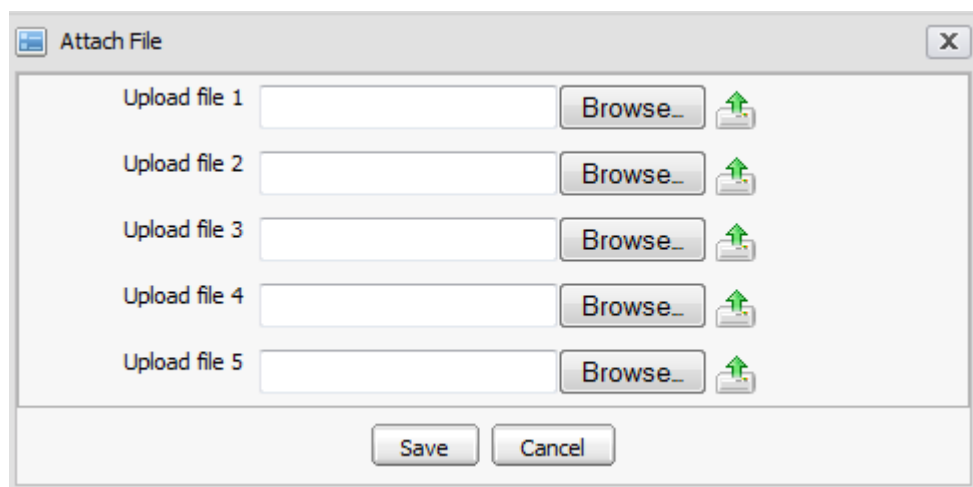


Illustration 15: The Attach File form

**Step 2:** Select files to upload by clicking the **Browser...** button in order to select the path of the file from your local computer.

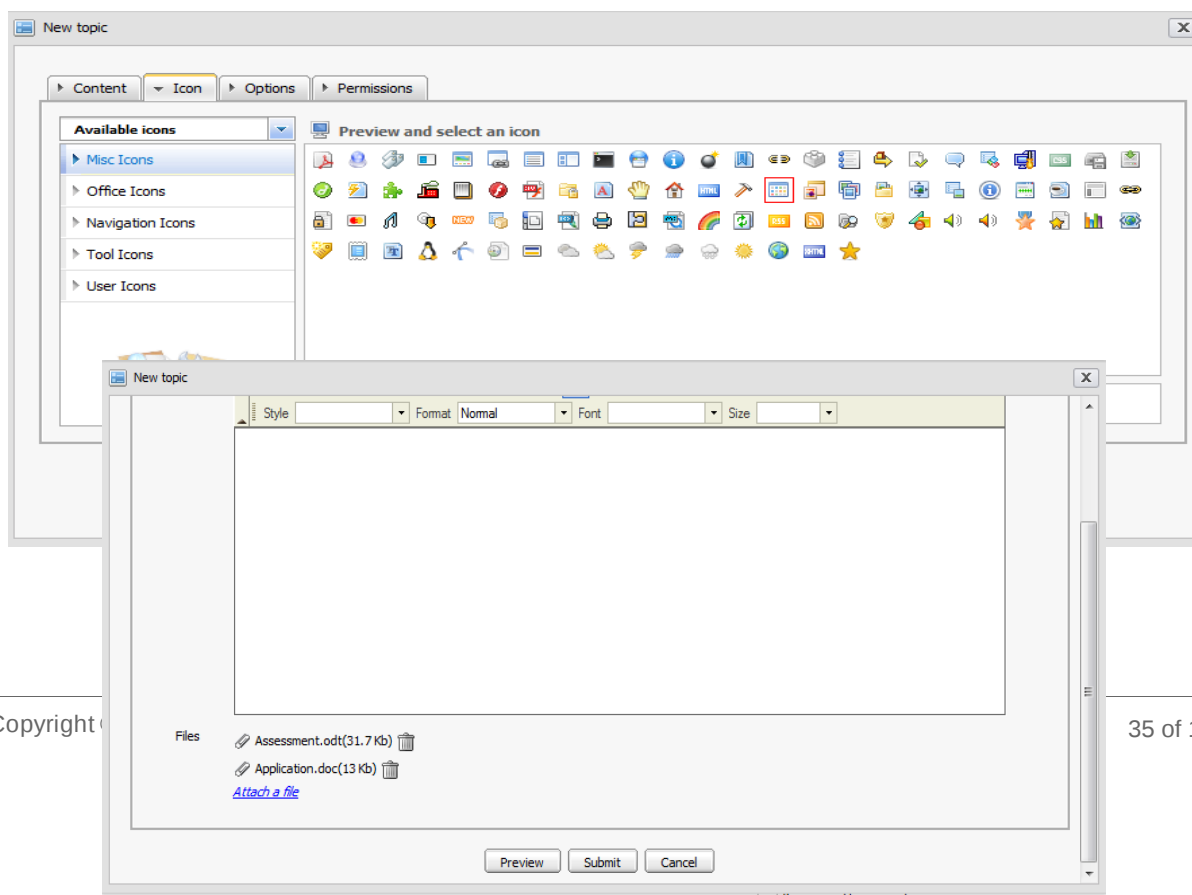
**Step 3:** Click  to upload the files.

**Step 4:** Click **Save** to complete attaching files.

After attaching files, the **New topic** form is shown below:

Many different file types can be attached. To remove an attached file, simply click the **Remove** link besides the file attachment that you want to delete.

The **Icon** tab allows you to select an icon for a topic. Choose the icon by clicking it.



The **Options** tab is used to set some properties for the topic:

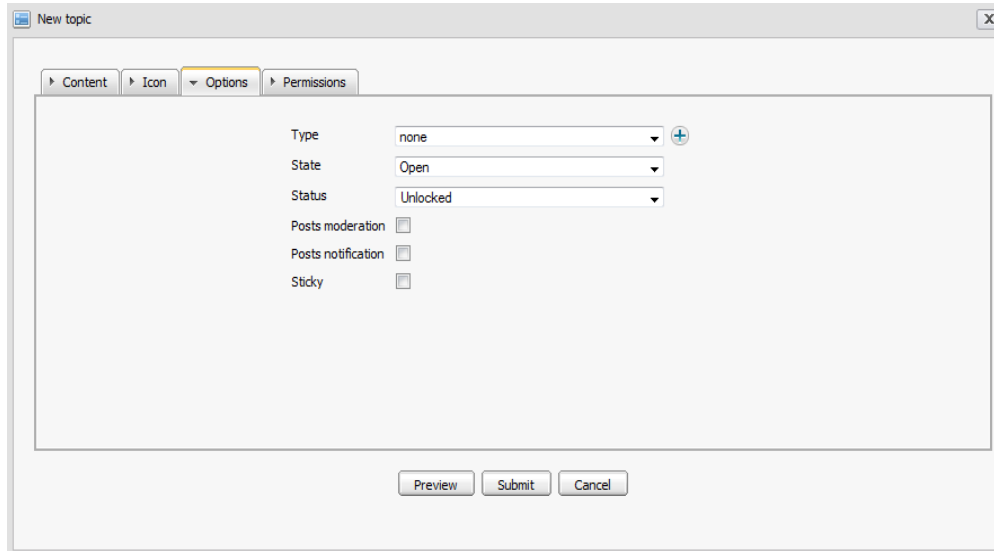

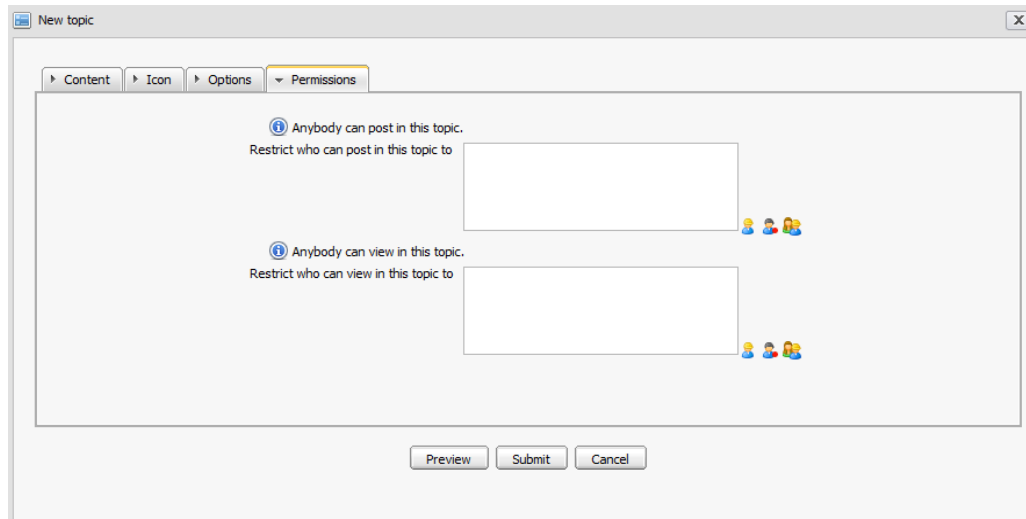


Illustration 17: The Options tab of the New Topic form

Details:

<b>Type</b>	The type of the topic that specified by the topic type name and its icon. It can be selected from the existing list or added a new one by clicking  .
<b>State</b>	The state of the topic. The default value of this field is 'Open'. The other state is 'Closed'.
<b>Status</b>	The status of the topic. The default value of this field is 'Unlocked'. The other status is 'Locked'
<b>Posts moderation</b>	This option is to require/not require approving new added posts to be visible or not.
<b>Posts notification</b>	This option is to send (or not send) notification mails to the topic creator whenever new posts are created.
<b>Sticky</b>	This option allows to marke a topic or not. After marking sticky, the topic will be set out by a sticky title and located at the top order of the topic list.

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



**Illustration 18: The Permissions tab of the New Topic form**

Details:

Restrict Who can post in this topic to	By default this field is blank, it means that all users can post replies in this topic. But if you want to limit number of users, you can manually input or select users or group for the this field ( refer to the restricted audience in the part <b>Adding New Categories</b> ).
Restrict who can view in this topic to	By default this field is blank, it means all users can view this topic. To limit users who can view it, you can manually input or select users or groups for the <b>Viewers</b> field ( refer to the restricted audience in the part <b>Adding New Categories</b> ). You can only enter values for this field after you have inputted values for this field.



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

To preview the topic before submitting, click  . the **View topic** form is shown:

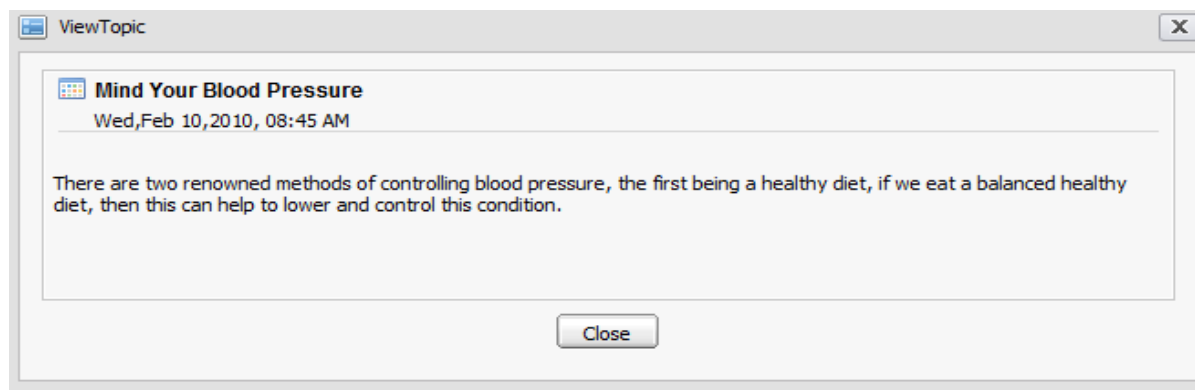


Illustration 19: The View topic form

Complete adding a new topic by clicking the **Submit** button.

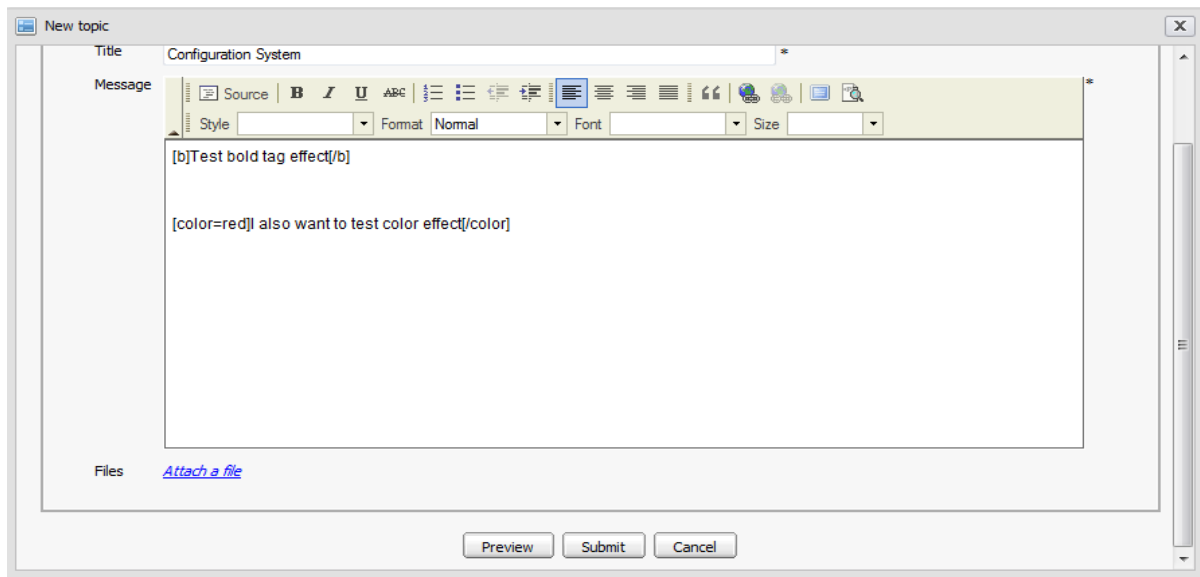
After being added successfully, the new topic will be updated in the topic list in the forum. If it is the newest one, its information will be shown at the **Last Post** column information of the forum, the topic is located below:

Health				
		Forums	Last posts	Topics
		<b>Womens-Issues</b> Women Health issues	<b>Facing the Challenge of Infertility</b> by <a href="#">Quynh Lien</a> (08/20/2009, 10:49 AM)	2
		<b>Hypertension</b> The most popular disease	<b>Natural Hypertension Treatment</b> by <a href="#">John</a> (08/21/2009, 02:49 AM)	2

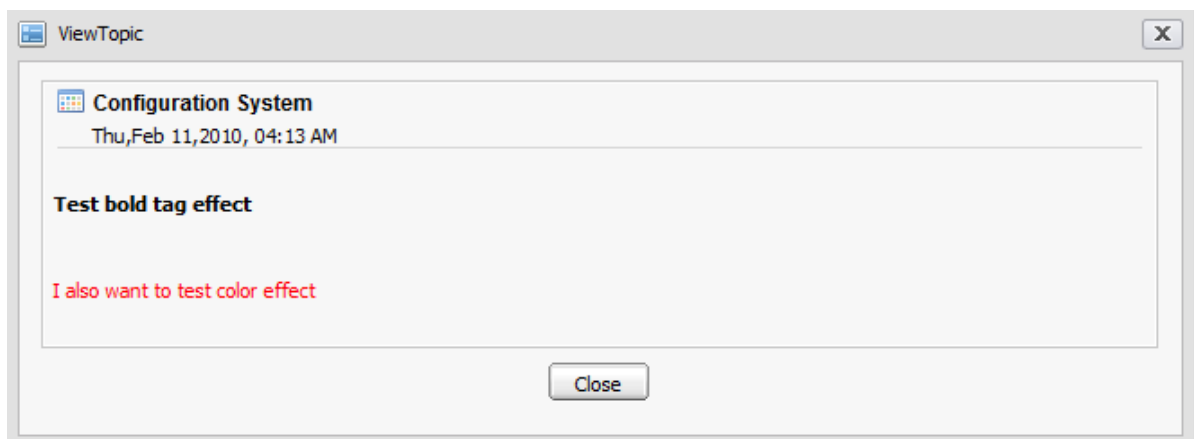
The icon that corresponds to the forum will let you jump to the last read post of that forum by clicking on that icon.



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



The topic will be displayed like:



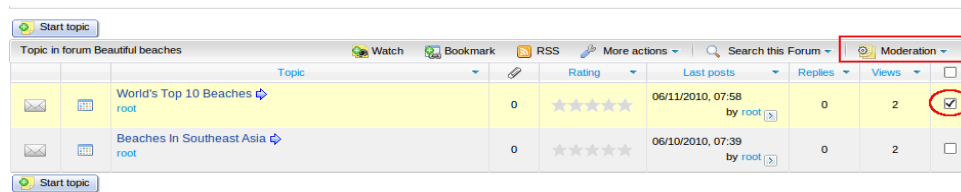
### 3.4.2 Edit topics

This function is used to edit topics. This action can be also taken by the creator of the topic.

Do as follows:

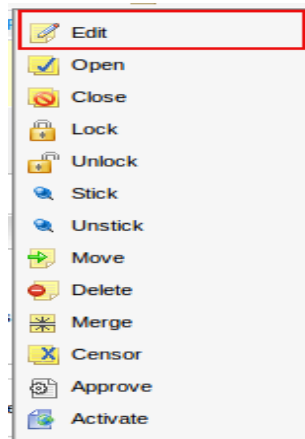
**The 1<sup>st</sup> way:**

**Step 1:** Select one topic in the list by selecting its checkbox.

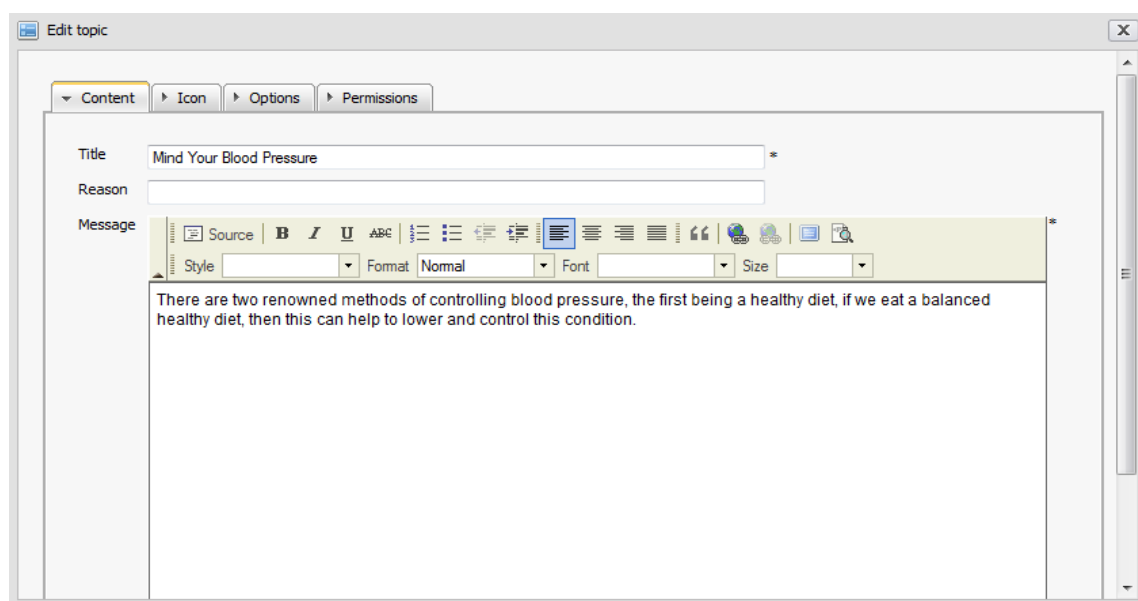


Topic in forum Beautiful beaches		Watch	Bookmark	RSS	More actions	Search this Forum	Moderation
Topic	Rating	Last posts	Replies	Views			
World's Top 10 Beaches root	0	06/11/2010, 07:58 by root	0	2	<input checked="" type="checkbox"/>		
Beaches In Southeast Asia root	0	06/10/2010, 07:39 by root	0	2	<input type="checkbox"/>		

**Step 2:** Click **Moderation** on the forum bar, and select **Edit** in the menu.



The **Edit topic** form will be displayed:



**Edit topic**

Content Icon Options Permissions

Title: Mind Your Blood Pressure \*

Reason:

Message:

There are two renowned methods of controlling blood pressure, the first being a healthy diet, if we eat a balanced healthy diet, then this can help to lower and control this condition.

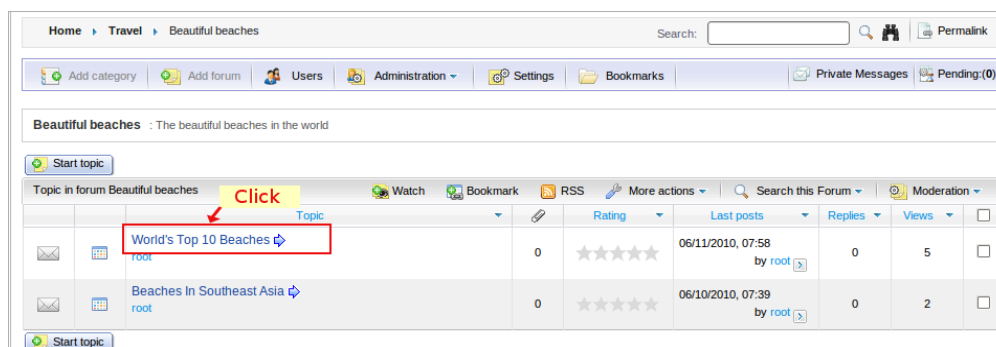
**Illustration 20: The Edit topic form**

**Step 3:** Change some information of the selected topic, attach or remove files and enter a brief description about the reason why you want to edit for the **Reason** field.

**Step 4:** Click **Preview** to preview the topic before submitting.

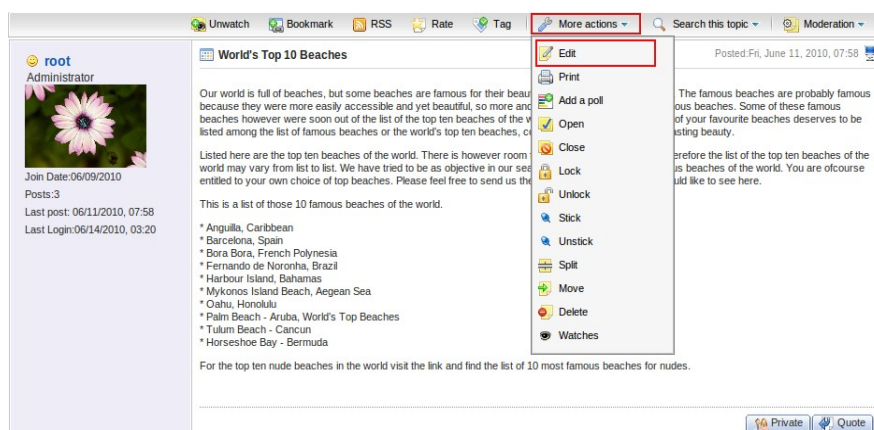
**Step 5:** Click **Submit** to complete editing a topic, or **Cancel** to quit without saving.



**The 2<sup>nd</sup> way:**

**Step 1:** Go into the topic which you want to edit by clicking the title of the topic.

**Step 2:** The topic is displayed as the illustration below. Click **More actions** on the topic bar and select **Edit** in the menu.



The **Edit topic** form will be displayed like *illustration 20* above, the information of the current topic are displayed in this form.

**Step 3:** Change the information of the topic like when creating a new topic.

**Step 4:** Preview the topic before submitting by clicking **Preview**.

Complete editing a topic by clicking **Submit**, or **Cancel** to quit without saving.



*If you change a topic that does not require posts moderation into the one requiring posts moderation, all posts which have been added before do not need to be moderated. Only new posts after you editing are required moderating.*

### 3.4.3 Close topics

This function is used to close topics. When a topic is closed, normal users can not view it.

Do as follows:

**The 1<sup>st</sup> way:** (refer to the 1<sup>st</sup> way of editing topics)

**Step 1:** Select topic(s) by selecting its checkbox(s).

**Step 2:** Click the **Moderation** on the forum bar and select **Close** in the menu.

**The 2<sup>nd</sup> way:** (refer to the 2<sup>nd</sup> way of editing topics)

**Step 1:** Go into the topic that you want to close.

**Step 2:** Click **More actions** on the topic bar and select **Close** in the menu.

**The 3<sup>rd</sup> way:** Simply edit the topic, go to the Option tab and change its State.

After being closed, all functions in the closed topic will be disabled and normal users can not view it. Only administrators and moderators can see and manage it. The icon of the closed topic

will be changed from normal status to closed status  .

### 3.4.4 Open topics

This function is used to open closed topics. When a topic is opened, the normal users can view and take actions on it.

Do as follows:

**The 1<sup>st</sup> way:** (refer more the 1<sup>st</sup> way of Edit topics)

**Step 1:** Select the closed topic(s) by selecting its check box(s).

**Step 2:** Click **Moderation** on the forum bar, and select **Open** in the menu.

**The 2<sup>nd</sup> way:** (refer more the 2<sup>nd</sup> way of editing topics)

**Step 1:** Go into the closed topic which you want to open.

**Step 2:** Click **More actions** on the topic bar, and select **Open** in the menu.

**The 3<sup>rd</sup> way:** Go to the **Options** tab and change its **State**.

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

### 3.4.5 Lock topics

This function is used to lock one or more topics because of some particular reasons. The locked topics can only be viewed but can not be added post.

Do as follows:

**The 1<sup>st</sup> way:** (refer more the 1<sup>st</sup> way of editing topics)

**Step 1:** Select the unlocked topic(s) in the list by selecting its checkbox(s).

**Step 2:** Click **Moderation** on the forum bar, and select **Lock** in the menu.


**The 2<sup>nd</sup> way:** (refer more the 2<sup>nd</sup> way of editing topics)

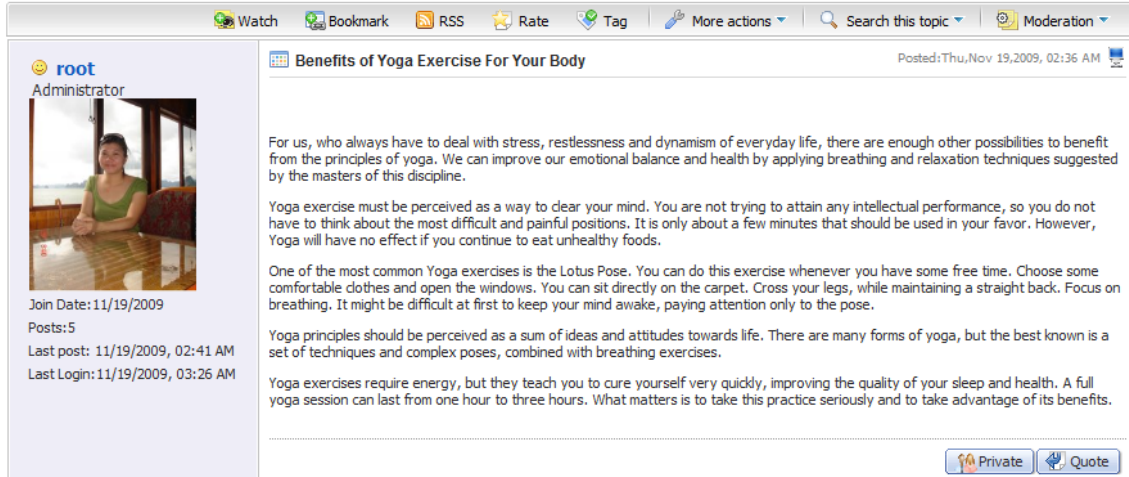
**Step 1:** Go into the topic which want to lock.

**Step 2:** Click **More actions** on the topic bar, and select **Lock** in the menu.

**The 3<sup>rd</sup> way:** Go to the Options tab, and change its Status.

After being locked, the icon(s) that corresponds to all locked topic(s) will be changed from

normal status into the locked status  . Some functions of this topic will be disabled and displayed below:



The screenshot shows a forum interface for a topic titled "Benefits of Yoga Exercise For Your Body". The user "root" is the administrator. The topic content discusses the benefits of yoga. The interface shows various forum controls like Watch, Bookmark, RSS, Rate, Tag, More actions, Search this topic, and Moderation.

### 3.4.6 Unlock topics

This function is used to unlock one or more locked topics. This action can be also done by the creator of the topic.

Do as follows:

**The 1<sup>st</sup> way:** (refer more the 1<sup>st</sup> way of editing topics)

**Step 1:** Select the locked topic(s) by selecting its check box(s).


**Step 2:** Click **Moderation** on the forum bar, and select **Unlock** in the menu.

**The 2<sup>nd</sup> way:** (refer more the 2<sup>nd</sup> way of editing topics)

**Step 1:** Go into the locked topic which you want to unlock.

**Step 2:** Click **More actions** on the topic bar, and select **Unlock** in the menu.

**The 3<sup>rd</sup> way:** Go to the Options tab and change its Status.

After being unlocked, the icon(s) of the unlocked topic(s) will be changed from locked status into normal status  , and users can normally quote and post replies.



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

### 3.4.7 Stick topics

This function is used to mark a topic in order to set it out and distinguish with another ones.


After being stucked, a topic will be arranged on the top order in its topics list.

Do as follows:

**The 1<sup>st</sup> way:** (refer to the 1<sup>st</sup> way of editing topics)

**Step 1:** Select the topic(s) by selecting its check box(s).

**Step 2:** Click **Moderation** on the forum bar and select **Stick** in the menu.


After being stucked, you can see the topic(s) in the top order in the list and it is set out by Sticky label and sticky icon  .

**The 2<sup>nd</sup> way:** (refer to the 2<sup>nd</sup> way of editing topics)

**Step 1:** Go into the topic which you want to stick.

**Step 2:** Click **More actions** on the topic bar and select **Stick** in the menu.

**The 3<sup>rd</sup> way:** Simply edit the topic, go to the **Options** tab and select the **Sticky** check box.

Back to the list of topics in this forum, the selected topics will be arranged and marked with the  icon in the top order in the topic list.

### 3.4.8 Un-stick topics

This function is used to un-stick the stucked topics.

Do as follows:

**The 1<sup>st</sup> way:** (refer to the 1<sup>st</sup> way of editing topics)

**Step 1:** Select the stucked topic(s) by selecting its check box(s).

**Step 2:** Click **Moderation** on the forum bar and select **UnStick** in the menu.

**The 2<sup>nd</sup> way:** (refer to the 2<sup>nd</sup> way of editing topics)

**Step 1:** Go into the stucked topic which you want to un-stick.

**Step 2:** Click **More actions** on the topic bar and select **UnStick** in the menu.

After being un-sticked, the sticky label and sticky icon of the stucked topic will be removed and its order will be returned to the original in its topic list.

**The 3<sup>rd</sup> way:** Simply edit the topic, go to the Options tab and untick the Sticky check box.

### 3.4.9 Move topics

This function is used to move topic(s) from one forum to another one.

Do as follows:

**The 1<sup>st</sup> way:** (refer to the 1<sup>st</sup> way of editing topics)

**Step 1:** Select topic(s) by selecting its checkbox(s).

**Step 2:** Click **Moderation** on the forum bar, and select **Move** in the menu.

**Step 3:** The **Move Topics** form will appear:

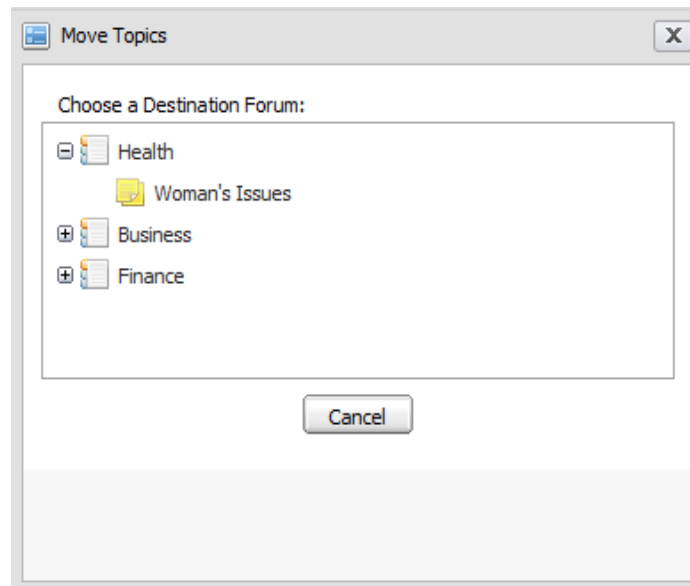


Illustration 21: The Move Topic form

**Step 4:** Select a destination forum in list to accept moving, or click **Cancel** to quit.

**The 2<sup>nd</sup> way:** (refer to the 2<sup>nd</sup> way of editing topics)

**Step 1:** Go into the topic which you want to move.

**Step 2:** Click **More actions** on the topic bar, and select **Move** in the menu. There is a list of forums which you have to choose a destination forum to move like **illustration 21**.

**Step 3:** Select a destination forum in list to accept moving, or click **Cancel** to quit.



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

### 3.4.10 Delete topics

This function is used to remove one or more topics from the list.

Do as follows:

**The 1<sup>st</sup> way:** (refer to the 1<sup>st</sup> way of editing topics)

**Step 1:** Select the topic(s) by selecting its checkbox(s).

**Step 2:** Click **Moderation** on the forum bar, and select **Delete** in the menu.

**Step 3:** Click **OK** in the confirmation message to accept deleting, or **Cancel** to quit.

**The 2<sup>nd</sup> way:** (refer to the 2<sup>nd</sup> way of editing topics)


**Step 1:** Go into the topic that you want to delete.

**Step 2:** Click **More actions** on the topic bar, and select **Delete** in the menu.

**Step 3:** Click **OK** in the confirmation message to accept deleting, or **Cancel** to quit.

**The 3<sup>rd</sup> way:**


**Step 1:** Select the Topics tab in the **User Management** form. This tab will list all topics created by a user.

**Step 2:** Delete a topic which you want by clicking  corresponding to that topic.

**Step 3:** The selected topic will be removed from the list.

**The 4<sup>th</sup> way:**

**Step 1:** Open a specific topic and click one User name and select **View all topics by [User name]**, all topics of this user will be listed.

**Step 2:** Delete a topic which you want by clicking the  icon corresponding to that topic.

**Step 3:** The selected topic will be removed from the list.

### 3.4.11 Merge topics

This function is used to merge some topics into one topic.

Do as follows: (refer to the 1<sup>st</sup> way of editing topics)

**Step 1:** Select at least two topics by selecting its check box(s).

**Step 2:** Click **Moderation** on the forum bar and select **Merge** in the menu.

The **Merge Topic** form will appear:

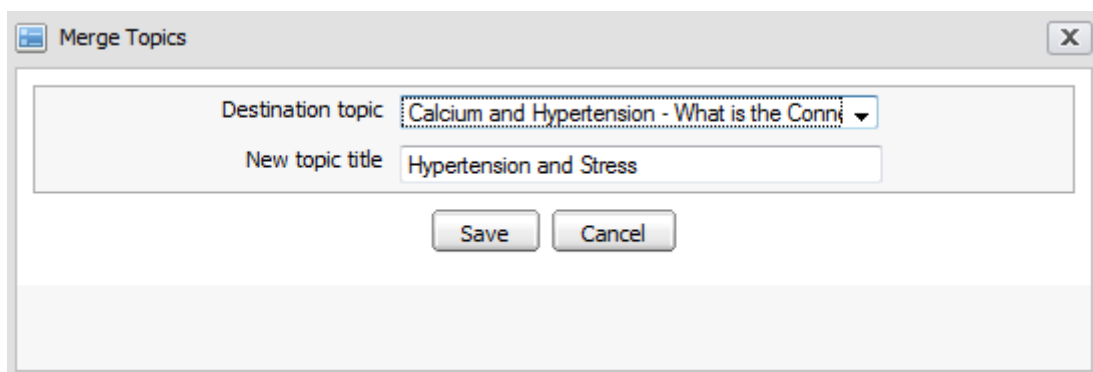


Illustration 22: The Merge Topics form

**Details:**

<b>Destination topic</b>	One in the merged topic list is selected to become the destination topic. The topic that is selected to be the destination will be the main entry for the merged topic.
--------------------------	---

**New topic title**      The new title of the merged topic.

**Save button**      To accept merging a topic.

**Cancel button**      To close the **Merge Topics** form.

**Step 3:** Complete merging a topic by clicking the **Save** button.


After being merged, many topics will be joined into one topic with the main entry is the topic which is selected to be the destination topic. All posts of the other topics are displayed as posts below the main entry.

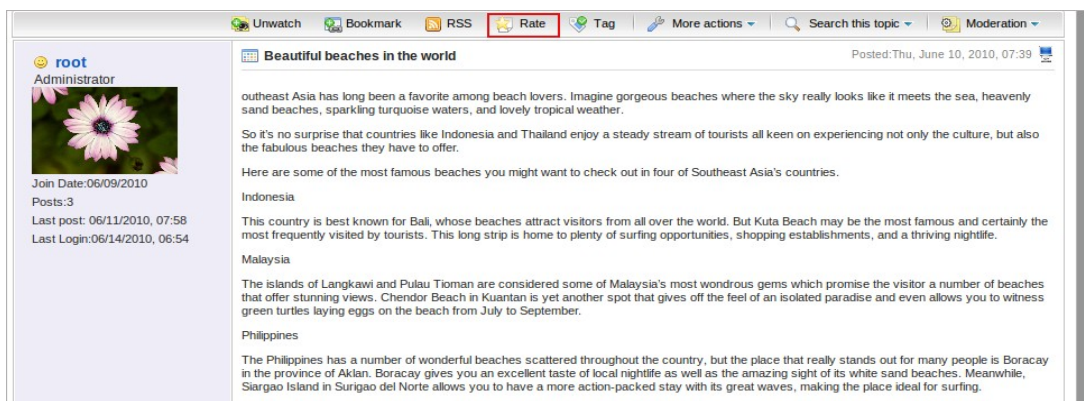
### 3.4.12 Vote topics

This function allows users to evaluate a topic by voting in the form of rating star from 1 to 5. The more star rate the topic has, the more interesting it is.

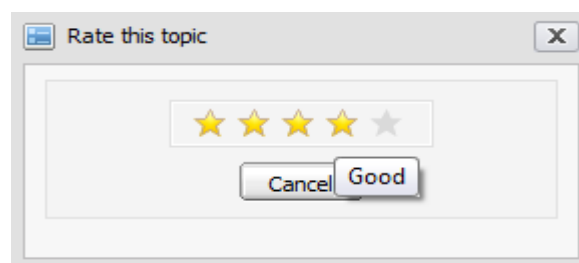
Do as follows:

**Step 1:** Go into the topic which you want to vote.

**Step 2:** Click  on the topic bar.



**Step 3:** The **Rate this topic** form will appear:



**Illustration 23: The Rate this topic form**

**Step 4:** Rate the topic by left clicking on the star. The number selected star will be changed from grey into yellow. Click the **Cancel** button if you want to quit this form.



Each user can only vote 1 time for one topic and the vote function is not available for closed topic and banned user

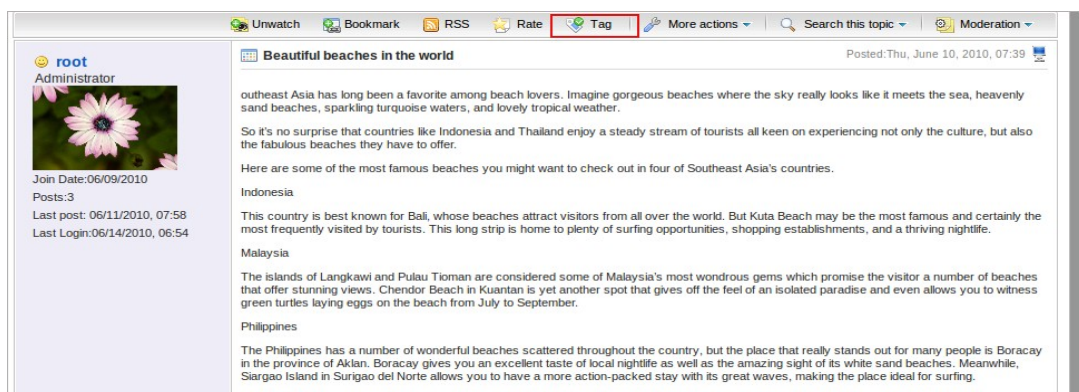
### 3.4.13 Tag topics

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

Do as follows:

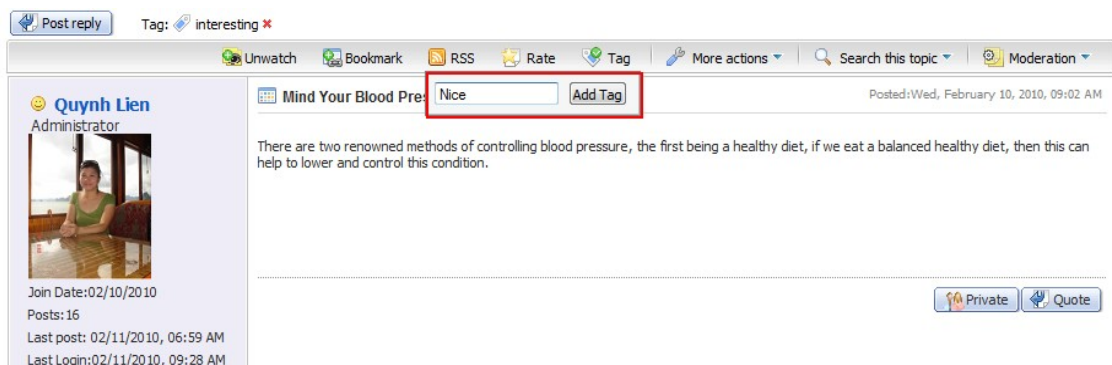
**Step 1:** Go into the topic which you want to tag.

**Step 2:** Click  on the topic bar to open the **Add Tag** form:



**Step 3:** Input a new Tag name or an existing, then click the **Add Tag** button to accept assigning tags.

In case you input a new tag name, the new one will be created. In case using the an existing one, the topic will be tagged into the existing one.



**Illustration 24: The Add Tag pop up**

After assigning tags to the topic, it will show all the tag names that the topic is assigned.



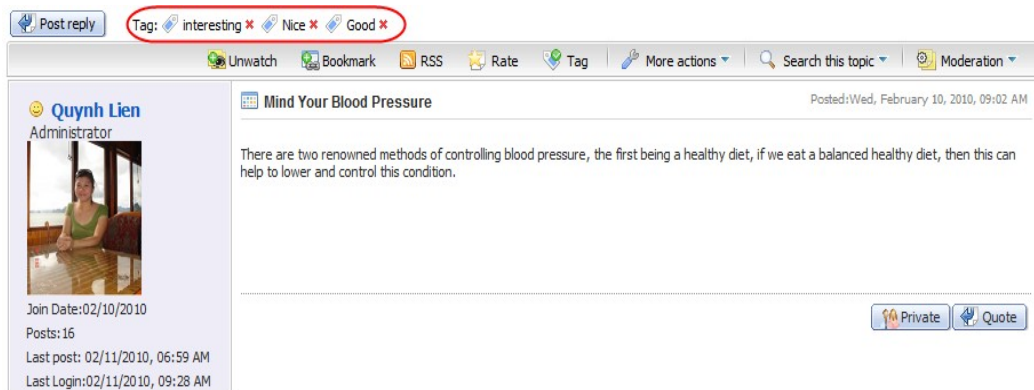


Illustration 25: The tag list assigned to a topic screen

When viewing a topic, if you are interested in any tag, you can click directly on a tag name to view its content.

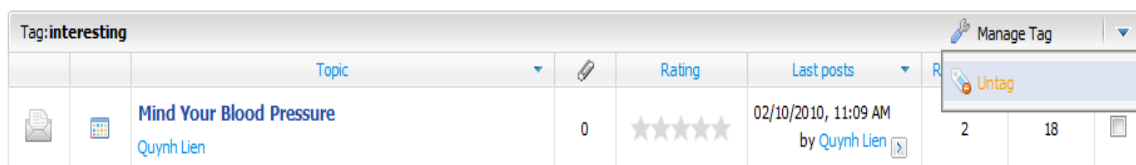
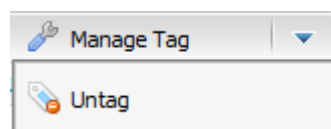


Illustration 26: The content of a tag screen

The **X** icon that is behind each tag allows you to remove this tag.

To untag a topic from a tag, simply go to a tag page, and click the **Manage Tag** and select



**Untag** in the menu popup.

After being untagged, the topic will not be assigned the tag anymore.

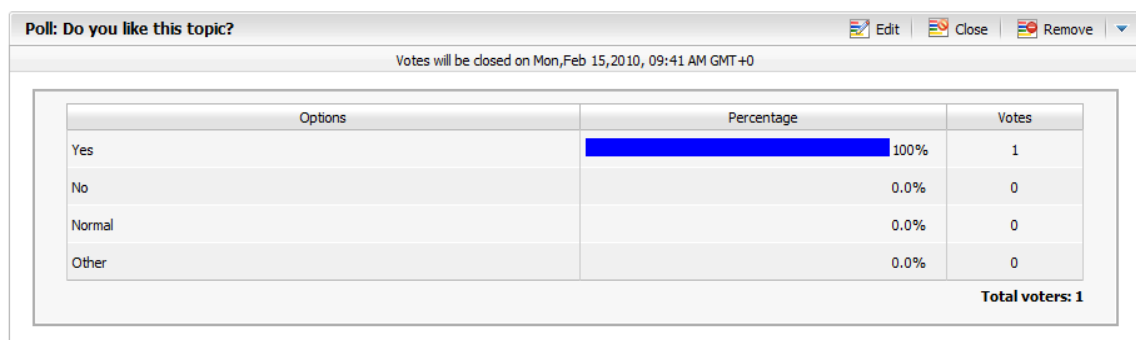


Illustration 27: The result of the poll

### 3.4.14 Split a topic

This function is used to divide one topic into some sub topics. Only topics that have more than two posts can be divided.

Do as follows:

**Step 1:** Go into the topic that you want to split.

**Step 2:** Click the **More actions** on the topic bar and select **Split** in the menu.

The **Split topic** form will appear:

	Post name	Created Date	Created By	Action
<input type="checkbox"/>	Re: Mind Your Blood Pressure	02/10/2010, 09:47 AM	root	<input type="checkbox"/>
<input type="checkbox"/>	Re: Mind Your Blood Pressure	02/10/2010, 09:48 AM	root	<input type="checkbox"/>
<input type="checkbox"/>	Re: Mind Your Blood Pressure	02/10/2010, 09:48 AM	root	<input type="checkbox"/>

Illustration 28: The Split topic form

#### Details:

New topic	The name of the new sub topic. This field is required
Save button	To accept splitting the current topic.
Cancel button	To close the <b>Split topic</b> form.

**Step 3:** Enter a new name for the **New topic** field.

**Step 4:** Select posts in the post list by selecting its check boxes in the **Action** column.

**Step 5:** Complete splitting topic by clicking the **Save** button.

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

### 3.4.15 Approve topics

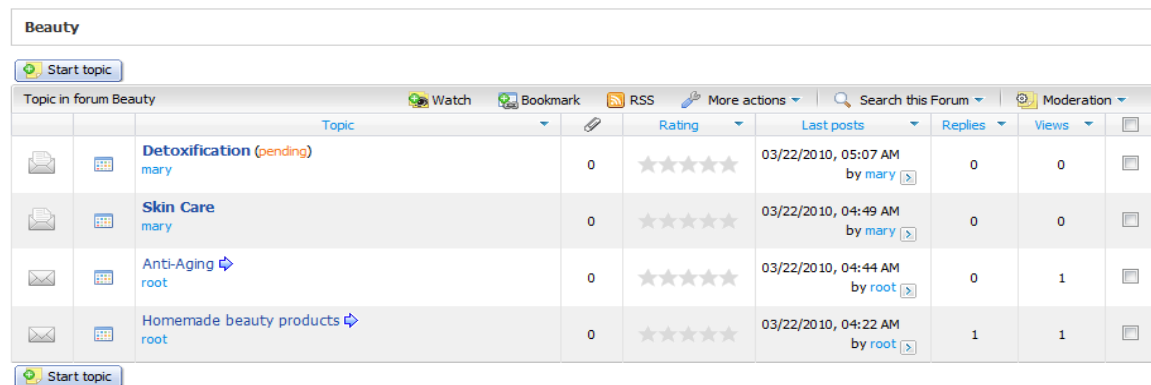
This function is used to approve pending topics in the forum having the 'Moderation topic' option. All new topics added into the 'Moderation topic' forum, will be in the 'pending for approval' status. It means that nobody can view these topics except the administrator and moderators of this forum. Only after the topic with the 'pending for approval' status is approved,

it will be displayed. The status label 'pending for approval' will be removed and the normal users can normally view and take actions on it.

To take this action, there are 3 ways:

**The 1<sup>st</sup> way:** This way can be used to approve some topics concurrently.

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



Beauty									
Start topic									
Topic in forum Beauty									
	Topic	Rating	Last posts	Replies	Views				
<input type="checkbox"/>	<b>Detoxification (pending)</b> mary	0 ★★★★★	03/22/2010, 05:07 AM by mary	0	0	<input type="checkbox"/>			
<input type="checkbox"/>	<b>Skin Care</b> mary	0 ★★★★★	03/22/2010, 04:49 AM by mary	0	0	<input type="checkbox"/>			
<input type="checkbox"/>	<b>Anti-Aging</b> root	0 ★★★★★	03/22/2010, 04:44 AM by root	0	1	<input type="checkbox"/>			
<input type="checkbox"/>	<b>Homemade beauty products</b> root	0 ★★★★★	03/22/2010, 04:22 AM by root	1	1	<input type="checkbox"/>			

**Illustration 29: The list of all topics in a forum**

**Step 1:** Select topic(s) with the 'pending' status by selecting its check box(s).

**Step 2:** Click the **Moderation** on the forum bar and select **Approve** in the menu.

All selected topics will be approved and displayed normally.

**The 2<sup>nd</sup> way:** This way is used to approve a special topic.

**Step 1:** Go into the unapproved topic that you want to approve by clicking its title.

**Step 2:** Click the **More actions** on the topic bar and select **Approve** in the menu.

**The 3<sup>rd</sup> way:** Approve topics at the unapproved topic list

**Step 1:** Do not select any 'pending' topic and click **Moderation** on the forum bar and select **Approve** in the menu.

**Step 2:** 'Unapproved topic list' will be displayed. This form lists all 'pending' topics which are available for selecting and approving:

Select topic(s) which you want to approve by selecting its check box(s)

**Step 3:** Click the **Approve** button to accept the approval or the **Cancel** button to exit without approval.

## 3.4.16 Poll management

### 3.4.16.1 Add polls

This function is used to add a poll question into a topic. Each topic has only one poll question related to the topic, that offers the available answers and allows users to select one or more answers from the answer list. As the creator of that topic, you only add a poll question into a topic.

To add a poll for a topic, do as follows:

**Step 1:** Go into the topic that you want to add a poll.



**Step 2:** Click the **More actions** on the topic bar and select **Add a poll** in the menu:



**Step 3:** The **Poll** form will appear:

Illustration 30: The Poll form

**Details:**

Poll question	The question is used to poll. (Required)
Poll Option	The different answer options is for the poll question. By default, there are two options to choose. But if you want to have more, click the  icon to add more poll options or click the  icon if you want to remove options.
Close poll after	The number of days that the poll will be closed.
User may change their vote	This option is to allow users to change their vote or not.
Allow multiple choice	This option is to allow multiple choices or not. It means users can have several answers for one poll.
Submit poll	To accept submitting poll.
Reset field	To set blank or default entry for all inputted fields
Cancel button	To close the <b>Poll</b> form.

**Step 4:** Enter values for the fields in this form.

**Step 5:** Complete adding a poll for a topic by clicking the **Submit poll** button. After adding a poll for a topic, an icon will be displayed on a topic and the poll question will be displayed above the topic like this:

The screenshot shows a forum interface. At the top, there's a topic header 'Beautiful beaches : The beautiful beaches in the world'. Below it, a poll is displayed with the question 'Poll: Which country do you like most?'. The poll options are radio buttons for Indonesia, Malaysia, Viet nam, and Philippines, with a 'Vote now' button. Below the poll, there's a 'Post reply' button and tags: Asian, beach, travel. The main content area shows a post by 'root', Administrator -admin, with a profile picture of a pink flower. The post title is 'Beautiful beaches in the world' and it was posted on Thu, June 10, 2010, 07:39. The post content discusses beautiful beaches in Southeast Asia, mentioning Indonesia, Malaysia, and Philippines with descriptions of their beaches.



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

### 3.4.16.2 Edit polls

This function is used to edit the current poll in a specific topic.

To edit a poll, do as follows:

**Step 1:** Click  on the topic bar.

**Step 2:** There will have the edit poll form like when adding a new poll into the topic:

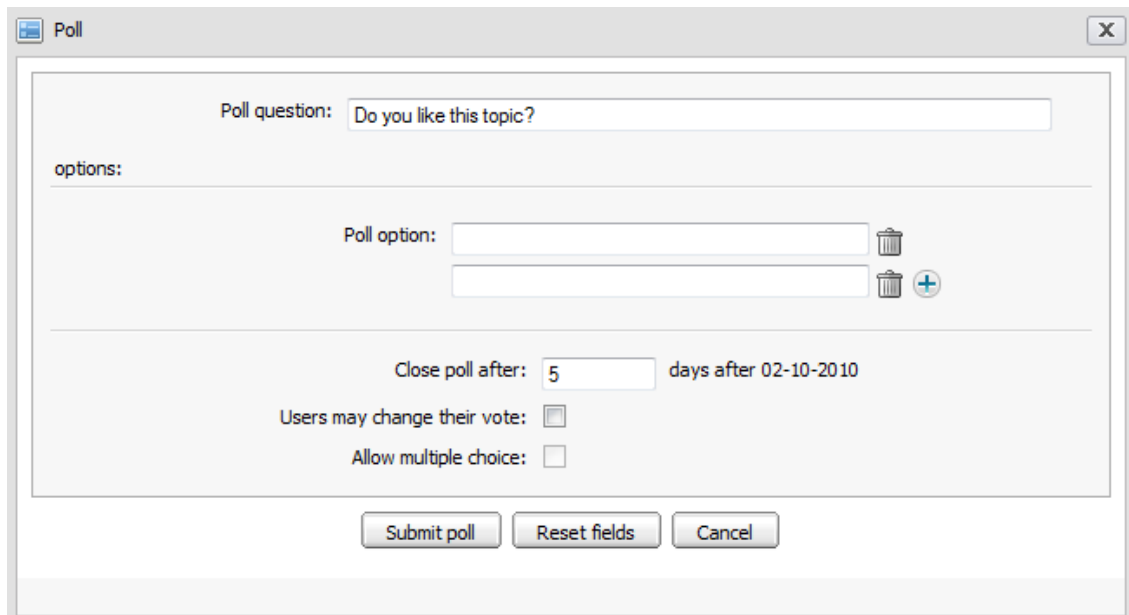


Illustration 31: The Edit poll form

**Step 3:** Change the current poll's information.

**Step 4:** Complete editing a poll topic by clicking the **Submit poll** button.

### 3.4.16.3 Close polls

This function is used to close polls. A poll can be closed manually by the **Close** button before its closed day or automatically closed when the closed day is over.

Do as follows:

#### Do manually:

**Step 1:** Go into the topic that has an open poll.

**Step 2:** Click  on the topic bar to close the poll of this topic.

**Step 3:** After closing, the result of this poll will be displayed and it can not be voted anymore.

#### Do automatically:

The poll of the topic will be closed after some days. The number of days that the poll will be closed belongs to '*Close poll after*' value which is set in the **Poll** form when adding a poll in a topic by the administrator or moderators.

### 3.4.16.4 Reopen polls

This function is used to reopening a closed poll.

Do as follows:

**Step 1:** Go into the topic that has a closed poll.

**Step 2:** Click the  button to open the poll of this topic.

After opening, all users can vote again normally.

### 3.4.16.5 Remove polls

This function is used to remove the poll of a topic.

Do as follows:

**Step 1:** Go into the topic which has a poll that you want to remove.

**Step 2:** Click the  button to remove the poll.

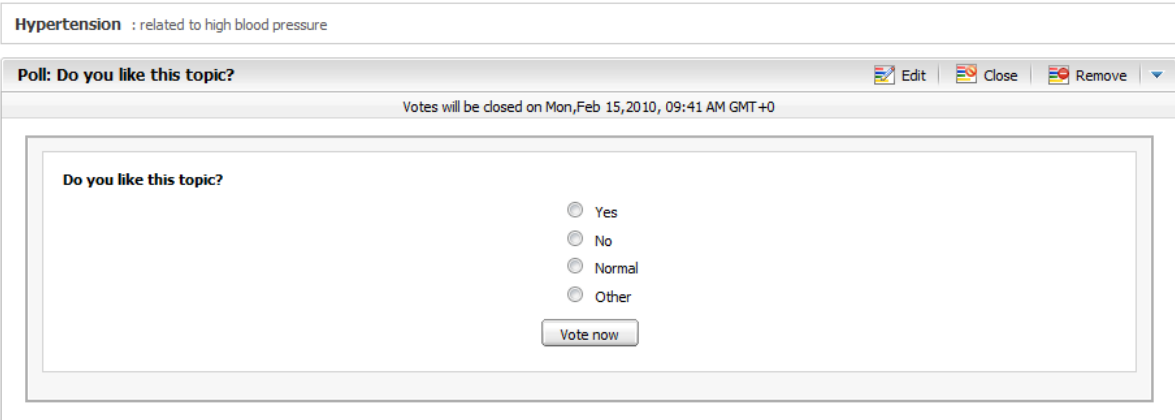
**Step 3:** Click the **OK** in the confirmation message to accept deleting or the **Cancel** button to quit.

### 3.4.16.6 Vote

This function is used to vote poll for a topic.

Do as follows:

**Step 1:** Go into the topic that has a poll. The poll will be displayed in the selected topic:



Hypertension : related to high blood pressure

Poll: Do you like this topic?

Votes will be closed on Mon, Feb 15, 2010, 09:41 AM GMT +0

Do you like this topic?

☐ Yes

☐ No

☐ Normal

☐ Other

Vote now

**Step 2:** Select one answer that you want. Note that if the poll has multiple options, many answers can be selected. If not, only one answer can be selected at once like the poll above.

**Step 3:** Click the **Vote now** button, after voting, the result of the poll will be displayed:



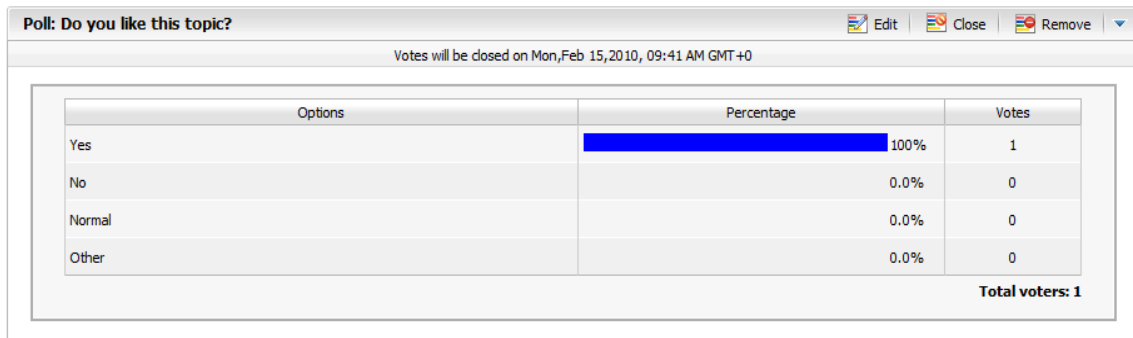


Illustration 32: The result of the poll

## 3.5 Export

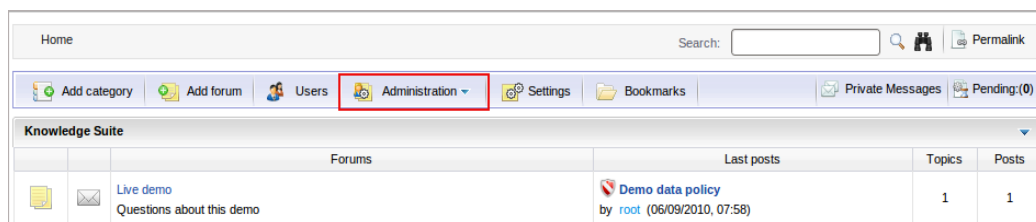
The export function is a best way to back up data in the Forum. This function allows exporting categories and forums in the Forum application into zip or xml file. When a category or a forum is exported, all its forum, topics, posts and its properties are exported exactly. The exported file can be used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

### 3.5.1 Export categories

This function is used to export categories and all forums inside in the form of zip file. You can export all categories or one specific category in the Forum.

To export all categories, do as follow:

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



**Step 2:** Select **Export** in the menu. The **Export Categories** form will appear:

The screenshot shows a Windows-style dialog box titled "Export Categories". It contains a "Select categories" section with a table listing "Health", "Business", and "Finance", each with a checked checkbox. Below the table, there is a "File name" text box with the value "ks-export", a "Compress" checkbox that is checked, and an "Export mode" section with two radio buttons: "Export all" (unselected) and "Only categories" (selected). At the bottom of the dialog are "Save" and "Cancel" buttons.

Illustration 33: The Export Categories form

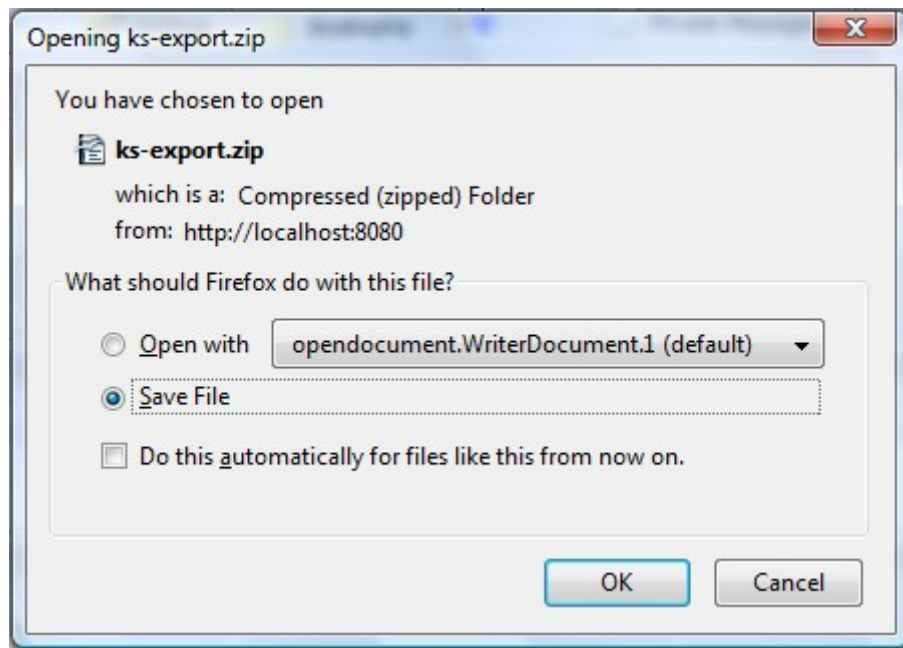
Details:

Select categories panel	The category list that can be selected to export
File Name	The name of the exported file
Compress	All categories is supported exporting in form of zip file only
Export mode	The mode for exporting categories
Export all	This option is to export all data in Forum such as all categories, user profiles, forum statistics.
Only categories	This option is to export the selected categories only.
Save button	To accept exporting all categories
Cancel button	To exit the <b>Export Categories</b> form.

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

**Step 4:** Click **Save** to accept exporting all categories in Forum.

A download pop up will appear:



**Step 5:** Select the **Save File** option and click the **OK** button to accept saving the exported file.



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

## 3.5.2 Export forums

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

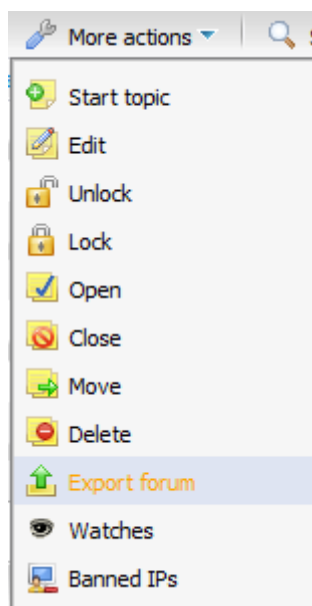
### 3.5.2.1 Export a forum in a category

This function is used to export a forum and its all topic inside into a file.

Do as follow:

**The 1<sup>st</sup> way:**

**Step 1:** Go to one forum by clicking its title, and click the **More actions**, then select **Export Forum** in the menu:



The **Export** form will appear:

Illustration 34: The Export Forum form

Details:

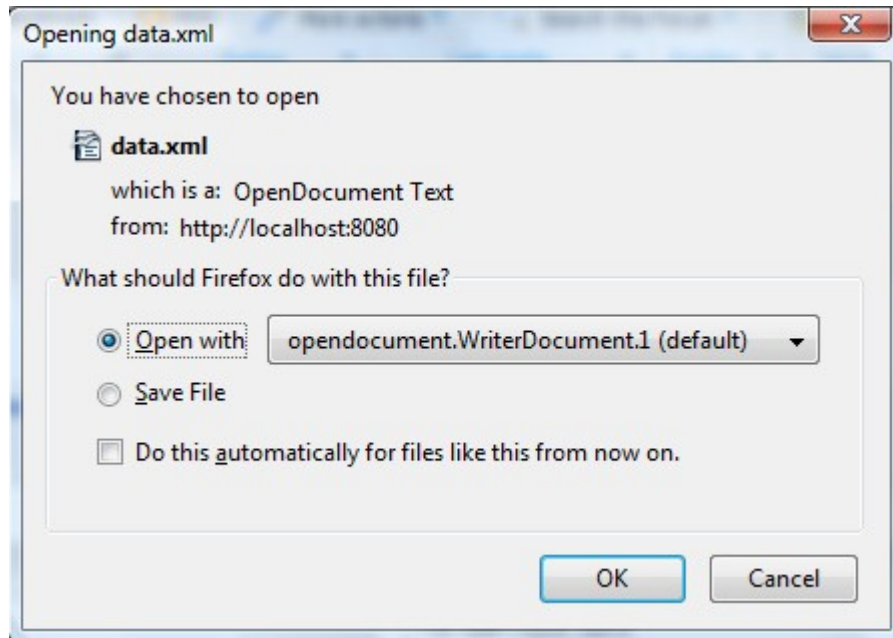
<i>File Name</i>	<i>The name of the exported file</i>
<i>Compress</i>	This option is to export file in the zip or xml format
<i>Save button</i>	To accept exporting forum
<i>Cancel button</i>	To exit the Export form

**Step 2:** Input the File name to export

**Step 3:** Tick on the Create Zip file check box to export file in the form of zip file or leave it blank to export in the form of xml file.

**Step 4:** Click **Save** to accept exporting forum.

A Fire Fox 3 down load pop up will appear :

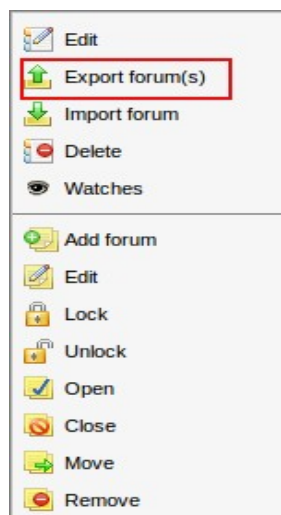


**Step 5:** Select the **Save File** option, and click **OK** to accept saving the exported file.

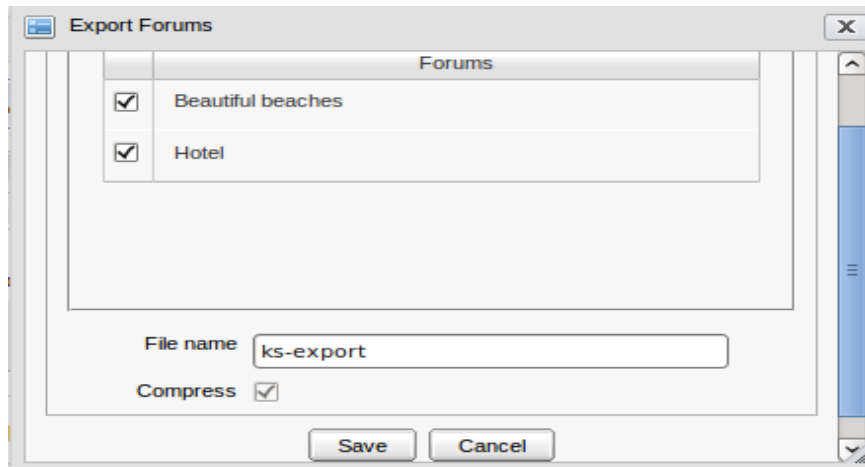
**The 2<sup>nd</sup> way:**

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

**Step 2:** Click **Manage Category**, then select **Export forums**:



**Step 3:** The Export forums pops up. Choose a forum that you want to export by checking the checkbox responding to it.



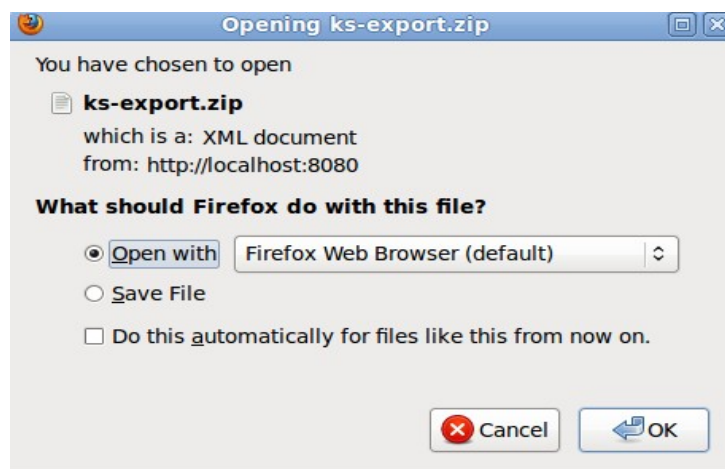
Details:

Select forum panel	The forum list that can be selected to export
File Name	The name of the exported file
Compress	This option is to export file in the zip or xml format

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

**Step 5:** Click **Save** to accept exporting forum.

**Step 6:** A Fire Fox 3 down load pop up will appear. Select the **Save File** option, and click **OK** to accept saving the exported file.



### 3.5.2.2 Export all forums in a category

You can export all forums and their topics in a category. Refer to the 2<sup>nd</sup> way of exporting a forum in a category.

## 3.6 Post management

This section is about how to manage posts such as adding a new post, editing, deleting, moving, hiding, showing and etc.

### 3.6.1 Post a reply

This function is used to respond to the main post in a topic. All responses will be displayed in the form of posting reply in the topic. By default, a post reply will have the title with a format Re: <The title of the topic>. However, you can personalize the title of their post reply. Normally, all users can post replies to the main post in a topic but if an administrator and moderators set the post right to some users, only the users who have the add post right can take this action.

Do as follows:

**Step 1:** Go into the topic which you want to post a reply.

**Step 2:** Click  to post your response to this topic.

The **New Post** form will appear:

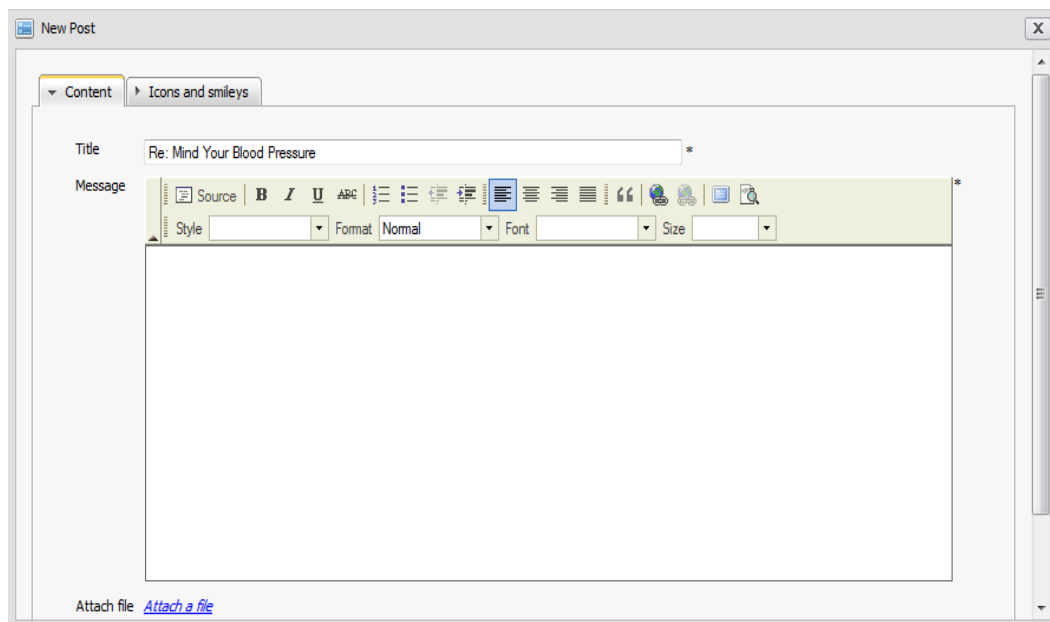


Illustration 35: The Content tab of the New Post form

Details:

The **Content** tab includes:

Title	The title of the topic which you want to post a reply. You also can change this title.
Message	The content of your reply. The message can be decorated by FCK Editor. There will be an inform message when this content is short. (at least 3 characters)
Attach File	The files that attach with your post reply. If you want to attach files into this topic, click the <b>Attach a file</b> button to open the <b>Attach File</b> form and attach file like above

The **Icons and smileys** tab allows you to select an icon for the post. The icons list is shown:

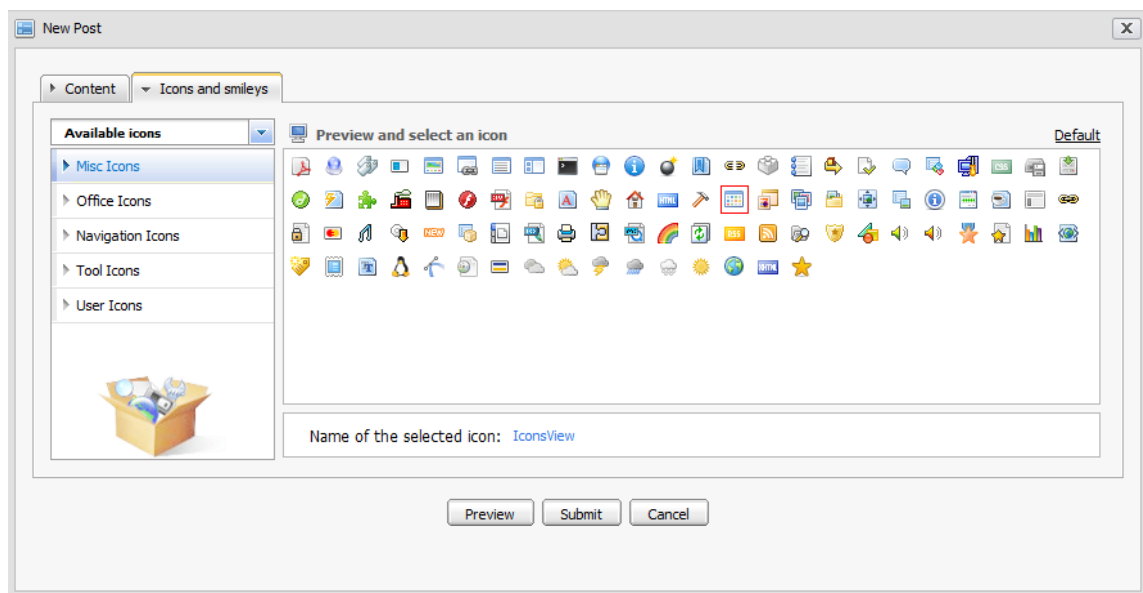


Illustration 36: The Icons and smileys tab of the New Post form

**Step 3:** Enter values for fields, select an icon for your post reply (*BB code*) can also be used to input values for text area field) in the **New Post** form.

**Step 4:** Preview a post before submitting by clicking **Preview**.

**Step 5:** Complete adding a new post by clicking **Submit**.

### 3.6.2 Post quick reply

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



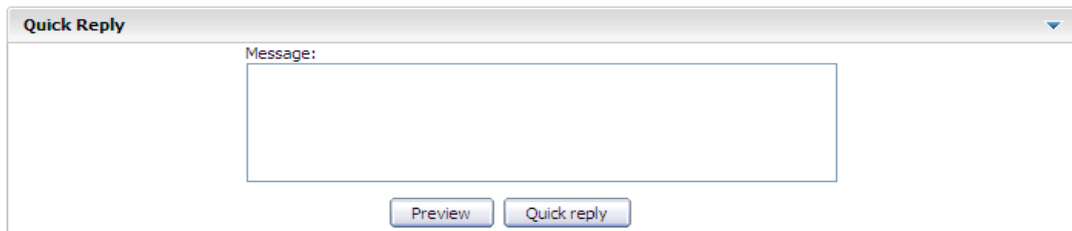


Illustration 37: The Quick Reply form

**Step 1:** Enter the content of the message.

**Step 2:** Preview the message before posting by clicking the **Preview** button


**Step 3:** Complete quick replying by clicking the **Quick reply** button.

### 3.6.3 Private posts

This function is used to respond privately to a post in a topic. Only the creator and the author of the responded post can see the private post.

Do as follows:

**Step 1:** Go into the topic that you want to post reply.

**Step 2:** Click  **Private** under the post that you want to reply. There will be a form like when you post a reply.

**Step 3:** Enter values for fields in this form.

**Step 4:** Preview a post before submitting by clicking the **Preview** button

**Step 5:** Complete submitting a private post by clicking the **Submit** button.




*Private posts are personal exchanges between two users (creator and receiver). Thus, private posts will not be checked for approval in case the topic having the 'Posts moderation' option. A private posts is displayed with label 'This post is private' in order to differ with normal posts.*

### 3.6.4 Quote posts

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

Do as follows:

**Step 1:** Click  **Quote** under the post which you want to add a quote.

The **Quote** form will appear:


Illustration 38: The Quote form

Details:

The **Content** tab includes:

Title	The title of the topic which you want to quote. You also can change this title.
Message	The content of your reply with quote. Quote content is in [Quote] tag.
Attach file	The files attaching with your reply with quote. If you want to attach a file into this post, click the <b>Attach a file</b> button to open the <b>Attach File</b> form.
Preview button	To preview the reply with quote before submitting.
Submit button	To accept submitting the reply with quote
Cancel button	To close the <b>Quote</b> form.

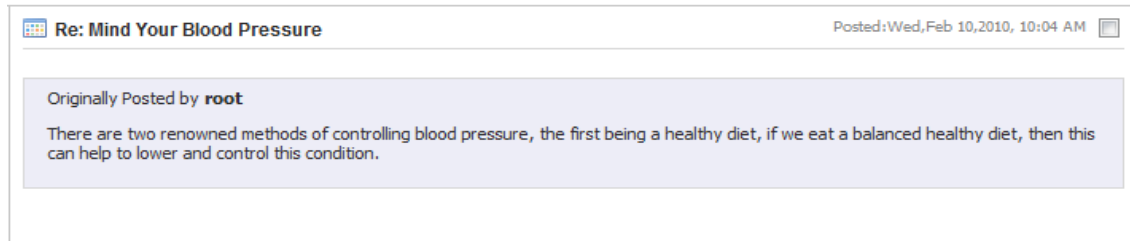
The **Icons and smileys** tab allows changing an icon for the reply with quote. It is like the **Icon and smileys** tab in the **New Post** form (See detail)

**Step 2:** Make changes on your quote. e.g adding more comments... Or you can also add your quote into the message by clicking the  icon to get the [QUOTE] tag and after getting the [QUOTE] tag, you enter your quote between [QUOTE] and [/QUOTE].

**Step 3:** Preview your reply with quote by clicking the **Preview** button.

**Step 5:** Complete replying with quote by clicking **Save**.

A reply with quote will be displayed:



### 3.6.5 Approve posts

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

A screenshot of the "New topic" form in a forum application. The form has tabs for "Content", "Icon", "Options", and "Permissions". The "Options" tab is selected. It contains several settings: "Type" is set to "none", "State" is set to "Open", and "Status" is set to "Unlocked". The "Posts moderation" checkbox is checked and highlighted with a red box. Below it, "Posts notification" and "Sticky" are unchecked. At the bottom of the form are buttons for "Preview", "Submit", and "Cancel".

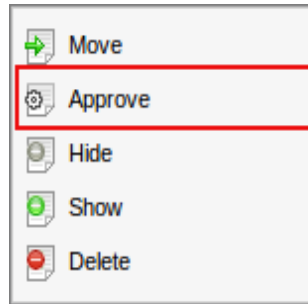
Illustration 39: The Posts Moderation Option in the New topic form

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



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

**Step 1:** Click the **More Actions** on the topic bar and select **Approve** in the menu to open the **Post to approve** form.



**Step 2:** In the **Post to approve** form, select the checkboxes corresponding to the posts that you want to approve. To know the content of the post, move the mouse to the post and the content appears:

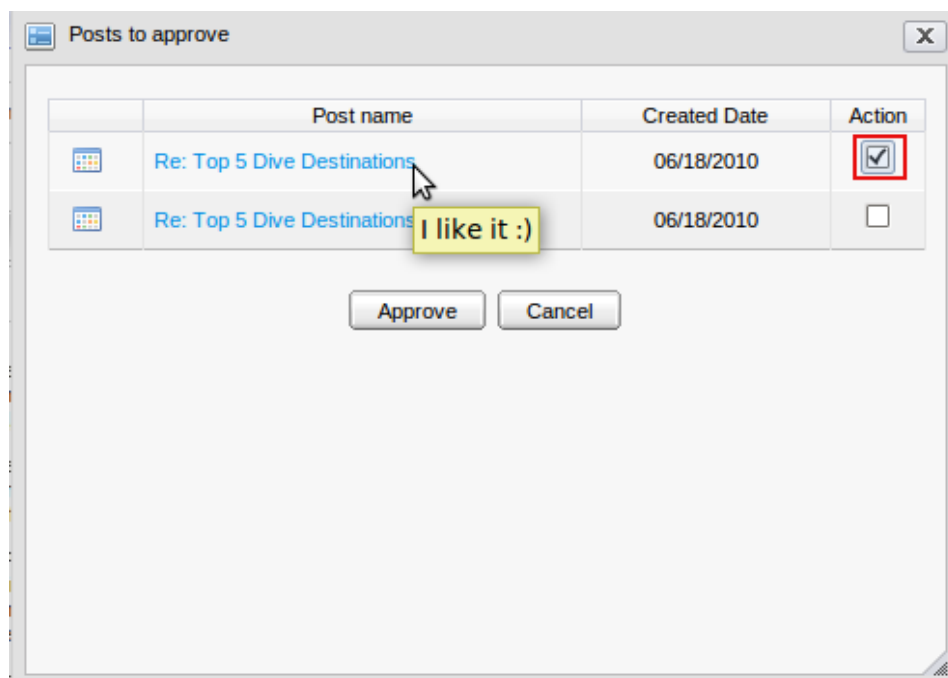


Illustration 40: The Posts to approve form


**Step 3:** Click **Approve** to accept approving it, or **Cancel** to quit this form.

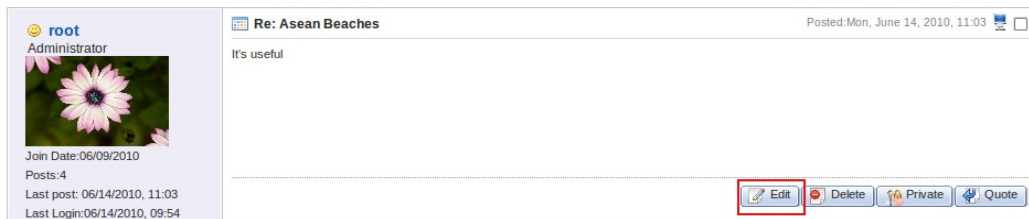
These posts will be approved and shown normally. Thus, normal users can view and take some actions with these posts.

### 3.6.6 Edit posts

This function is used to edit posts of topics. Addition to the administrators and moderators, the post creator can also take this action.

Do as follows:

**Step 1:** Click  **Edit** under the post that you want to edit.



The **Edit Post** form will appear:

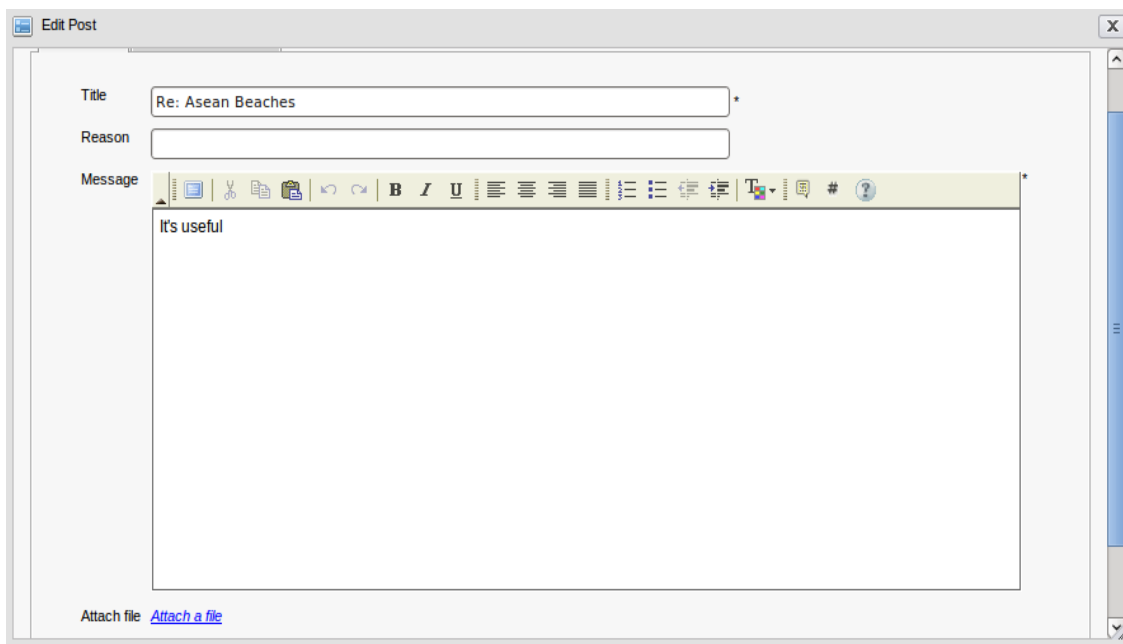


Illustration 41: The Edit post form

**Step 2:** Change the current information of the post, add or remove attachment, and more.

**Step 3:** Complete editing the post by clicking **Submit**.

### 3.6.7 Move posts

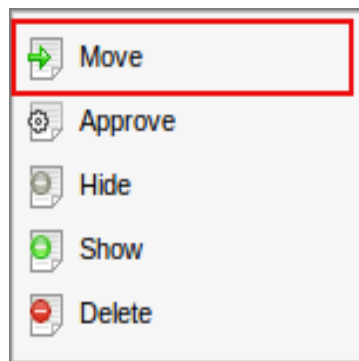
This function is used to move the selected posts from the current topic to another one.

Do as follows:

**Step 1:** Select post(s) by selecting its checkbox(es) as the illustration below:

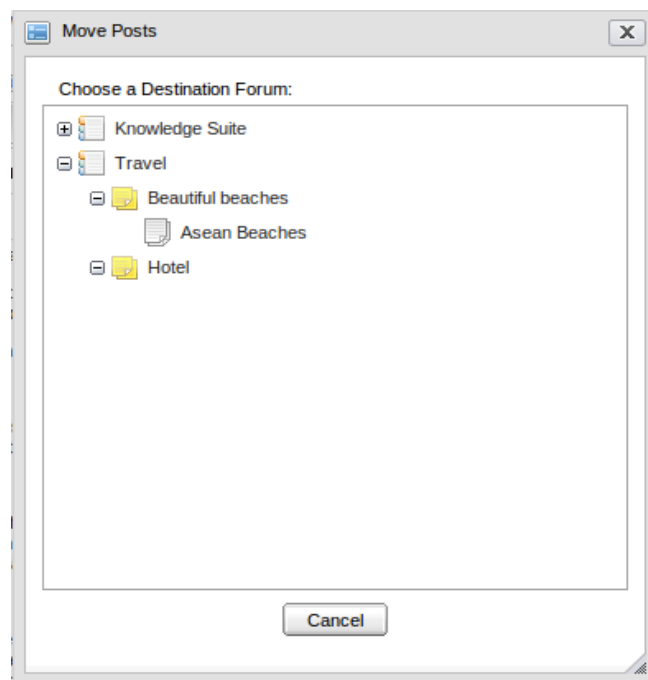


**Step 2:** Click **Moderation** on the topic bar and select **Move** in the menu:



The **Move Posts** form appears:

There will have different topic categories with different forums that list all topics inside and you can select one to move.



**Illustration 42: The Move Posts form**

**Step 3:** Select a destination topic by clicking the name of a topic in the forum list to accept moving or the **Cancel** button to quit.



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

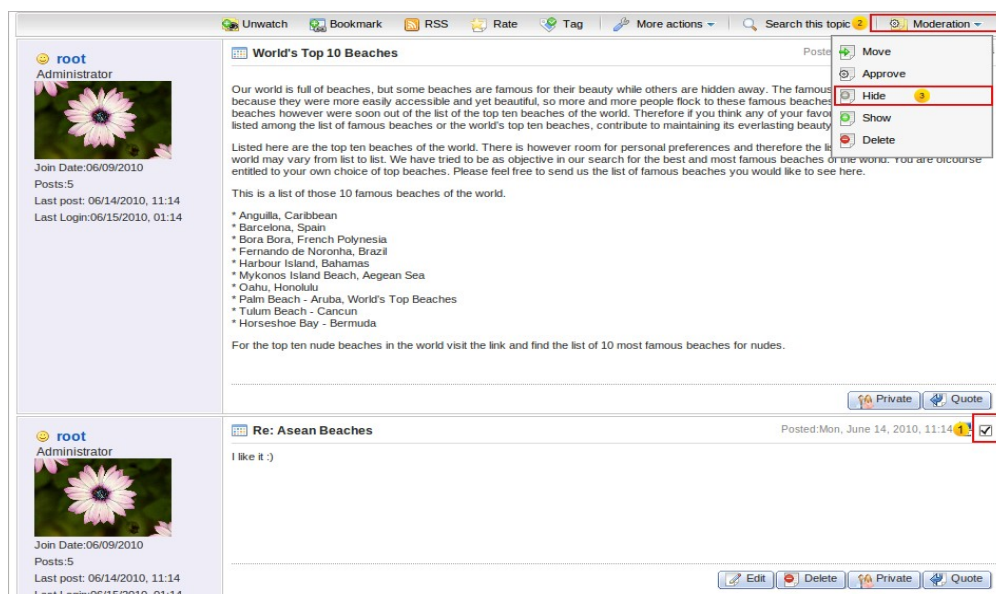
### 3.6.8 Hide posts

This function is used to hide posts. When a post is hidden, only the administrator and moderator can view and manage it.

Do as follows:

**Step 1:** Select post(s) by selecting its checkbox(es).

**Step 2:** Click **Moderation** on the topic bar, and select **Hide** in the menu to accept hiding the selected posts.



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



### 3.6.9 Show posts

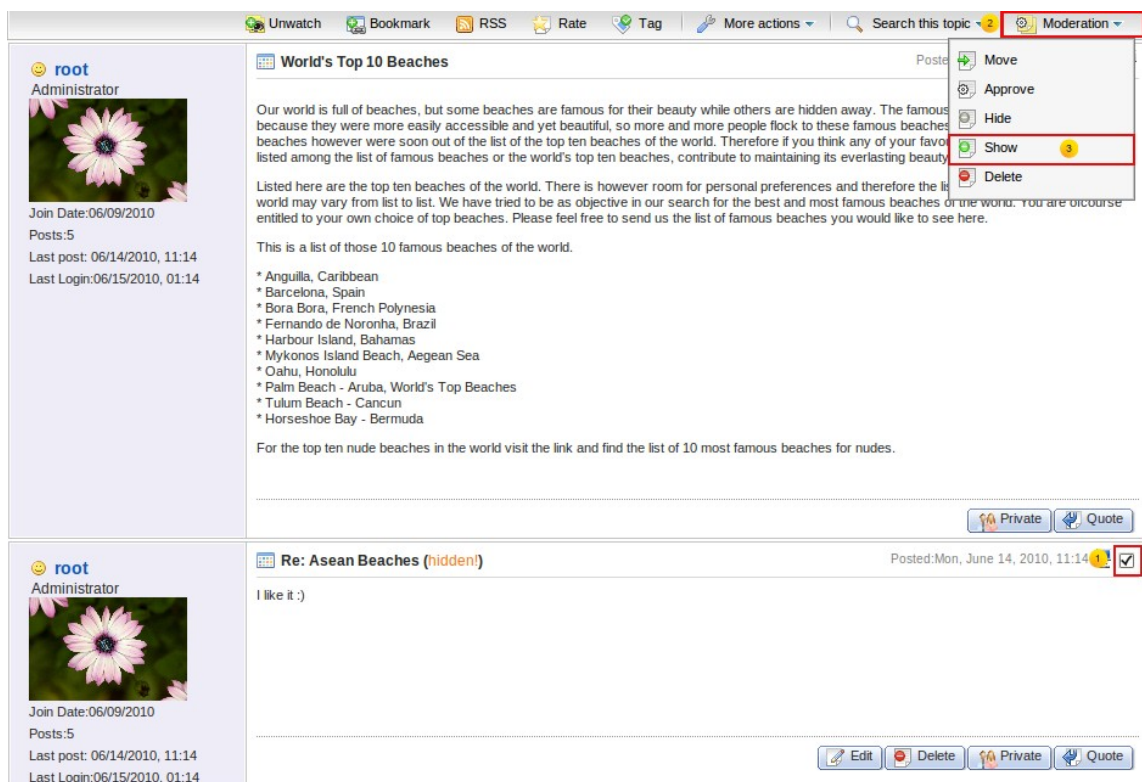
This function is used to show one or more hidden posts. When a hidden post is shown, its 'hidden' label will be removed and it is visible to normal uses.

Do as follows:

The 1<sup>st</sup> way:

**Step 1:** Select hidden post(s) by selecting its checkbox(es).

**Step 2:** Click **Moderation** on the topic bar and select **Show** in the menu to directly accept showing the selected post(s).



The 2<sup>nd</sup> way:

**Step 1:** Click **Moderation** on the topic bar, and select **Show** in the menu. There will have a list of hidden posts in the **Hidden posts** form:



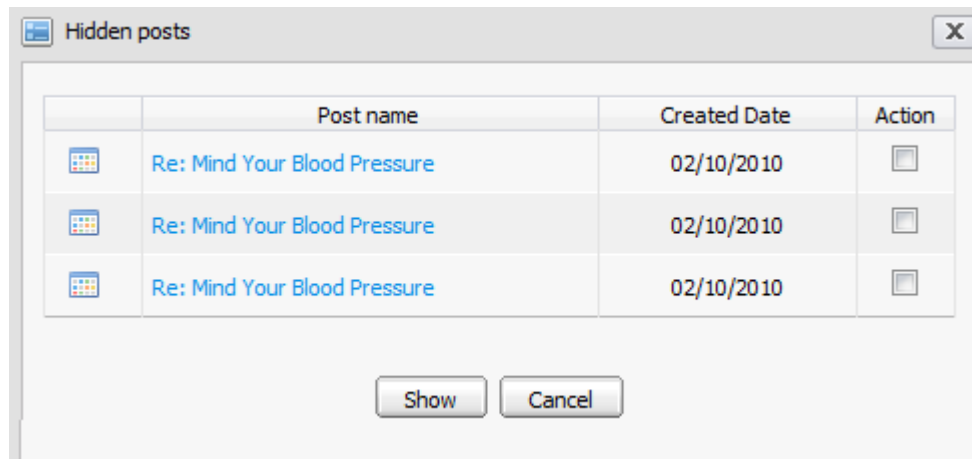


Illustration 43: The Hidden posts form

**Step 2:** Select hidden post(s) by selecting its check box(s).

**Step 3:** Click the **Show** button to accept showing, or **Cancel** to quit.


### 3.6.10 Delete posts

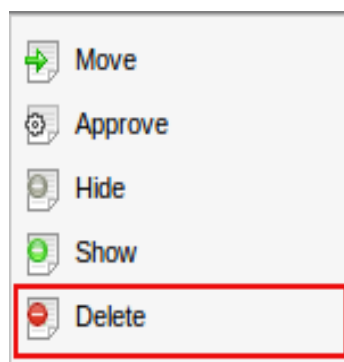
This function is used to remove a post from a topic. The administrator, moderators and the post creator can also take this action.

Do as follows:

**The 1<sup>st</sup> way:** This way can be done only by the administrator and moderators.

**Step 1:** Select post(s) by selecting its checkbox(es).

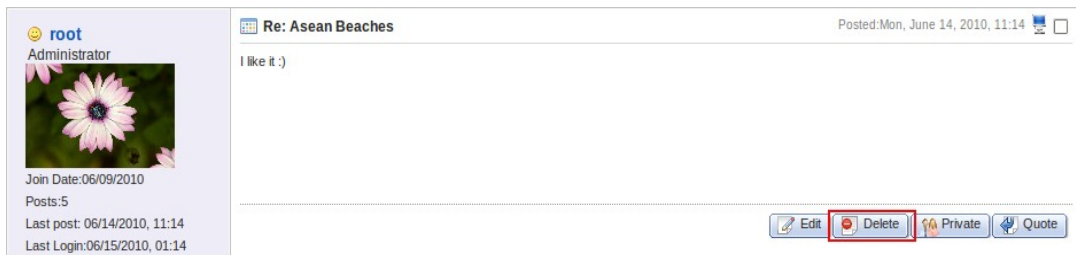
**Step 2:** Click **Moderation** on the topic bar, and select  **Delete** in the menu.



**Step 3:** Click **OK** in the confirmation message to delete the post, or **Cancel** to quit.

**The 2<sup>nd</sup> way:** The administrators, moderators and the post creator can also delete this post.

**Step 1:** Click  **Delete** under the post that you want to delete.



**Step 2:** Click **OK** in the confirmation message to delete the post or the **Cancel** button to quit.

**The 3<sup>rd</sup> way:** This way is only done by Administrator


**Step 1:** Go to the **Posts** tab in the User Management form. This tab lists all posts of a user.

**Step 2:** Delete a post by clicking  corresponding to that post.

The selected post will be removed from the post list.

**The 4<sup>th</sup> way:** This way is only done by the Administrator

**Step 1:** Open specific topic, and click the User name. Then, select **View all posts by [User name]**, all posts of this user will be listed.

**Step 2:** Delete a topic which you want by clicking  corresponding to that post.

The selected topic will be removed from the post list.

## 3.7 User management

This function is used to manage all information related to users.

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

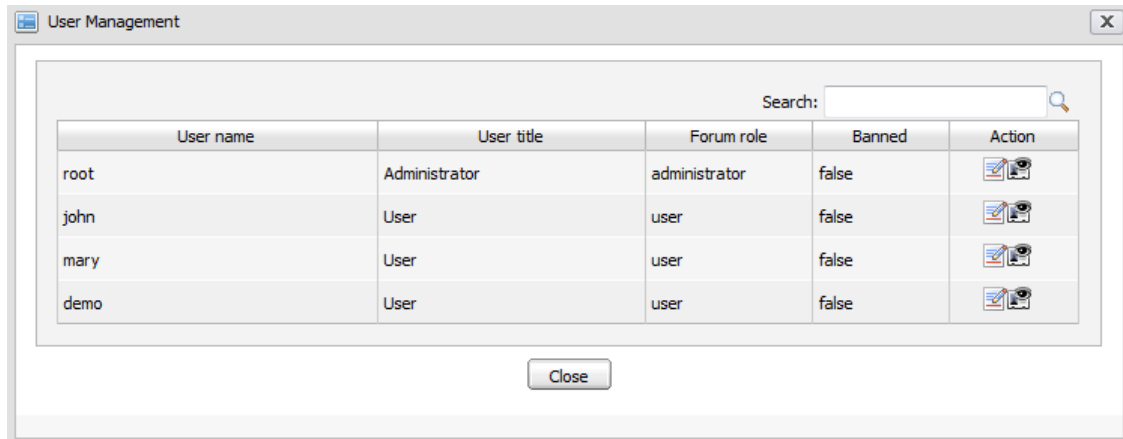



Illustration 44: The User Management form

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

### 3.7.1 Edit profiles

This function is used to edit a user 's profile.

Do as follows:

**Step 1:** Click  corresponding to the user that you want to edit. The information about this user is displayed immediately under the list:

The screenshot shows the 'User Management' window with a search bar and a table of users. Below the table are tabs for 'Profile', 'Settings', 'Ban user', 'Topics', and 'Posts'. The 'Profile' tab is active, showing a user profile for 'root' with fields for 'User name', 'Screen name', 'User title', 'Forum administrator', 'Moderator of categories', 'Moderator of forums', and 'Signature'. A '[Reset]' button is next to the profile picture.

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

Search:

Profile Settings Ban user Topics Posts

User name:

Screen name:

User title:

Forum administrator: ☒

Moderator of categories:

Moderator of forums:

Signature:

[Reset]


**Illustration 45: The Profile tab of the User Management form**

Details:

**Profile** information includes a user's information. It allows you to edit the user's profile.

User name	The current user name of a user. It can not be changed.
Screen name	The name that will be displayed on the screen.
User title	The title that corresponds to the user's role.
Forum administration	The option is to assign Administrator role to the edited user or not. It is set disabled and it can not be changed in case the edited user is the default administrator. It means that the administration role of the default administrator can not be edited in the User Management form.
Moderator of categories	The list of categories that the edited user can moderate. Click the  icon to get categories from the category list by selecting the check box(es) corresponding to the category(ies) that you want to add. Then click the <b>Add</b> button to complete selecting categories.

## Moderator of forums

The list of forums that the edited user can moderate. Click the  icon to get forums from the forum list by selecting the check box(es) corresponding to the forum(s) that you want to add. Then click the **Add** button to complete selecting forums.

Close button

To close the **User Management** form.

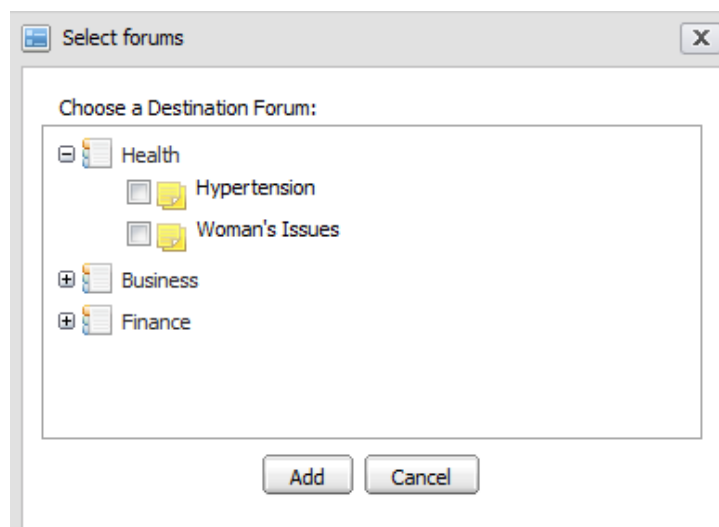


Illustration 46: The Select forums form

Details:

Signature	The short text which is created to use as a standard appendage at the end of his/her post.
Display signature	This option is to whether display the signature or not.
Display avatar	This option is to whether show avatar of current user or not.
Set default avatar	This option is set the default avatar for the current user in case his/her avatar is invalid.
Save button	To accept saving changes of the edited user
Cancel button	To close all detail tabs of the edited user.
Close button	To close the <b>User Management</b> form.

The **Settings** tab allows you to set some properties for the Forum Application:

Search:

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

Profile Settings Ban user Topics Posts

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

Save Cancel

**Illustration 47: The Settings tab of the User Management form**

Details:

Time zone	A region that has the same time as everywhere within it. This field refers to as local time and as standard time
Short date format	The format is to display short date in application.
Long date format	The format is to display long date in application.
Time format	The format is to display time in application.
Topics per page	The maximum number of topics can be displayed per page
Posts per page	The maximum number of posts can be displayed per page.
Show forum jump	This option is whether to display the Forum Jump or not.

The **Ban user** tab is used to ban a specific user when he/she has invalid or illegal actions in a forum.

The screenshot shows the 'User Management' window with the 'Ban user' tab selected. At the top, there is a table listing users: john, mary, and demo. Below this, the 'Ban user' tab is active, showing a form with the following fields:


- Banned:** A checkbox that is currently checked.
- Duration:** A dropdown menu showing '1 Day (03/23/2010 09:53 AM GMT+0)'.
- Reason:** A large text area for entering the reason for the ban.
- Ban count:** A text input field showing '0'.
- Bans log:** A large text area for logging bans.
- Ban date:** A text input field for the start date of the ban.

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

**Illustration 48: The Ban user tab of the User Management form**

Details:

Banned	The option is to ban one user or not.
Duration	The time interval that this user will be banned. This field is only edited when you ban this user in the ' <b>Banned</b> ' field. In the ban duration, banned user only can view forums and topics but he/she can not post reply or sending message...
Reason	The reason why this user is be banned. This field only is edited when you ban this user in <b>Banned</b> field.
Ban count	The banned number of this user.
Bans log	All reasons of all this user 's bans
Ban date	The start date that this user will be banned.

The **Topics** tab is a list of topics which are created by this edited user. The administrator can view and delete a topic by clicking on  delete icon.



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

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

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

Similarly, the **Posts** tab is a list of posts which are created by this user. The administrator can view and delete a post by clicking the delete icon .

**Step 2:** Make changes to any tab of the edited user.

**Step 3:** Complete editing user information by clicking **Save**.

### 3.7.2 View profile

This function is used to view the detailed information about one user.

Do as follows:

**The 1<sup>st</sup> way:** Simply click in the **Action** column of the **User Management** form to view profile

**The 2<sup>nd</sup> way:**

**Step 1:** Go to the post of the user who you want to view his/her profile.

**Step 2:** Click the user name and select the **View public profile** in the menu:



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

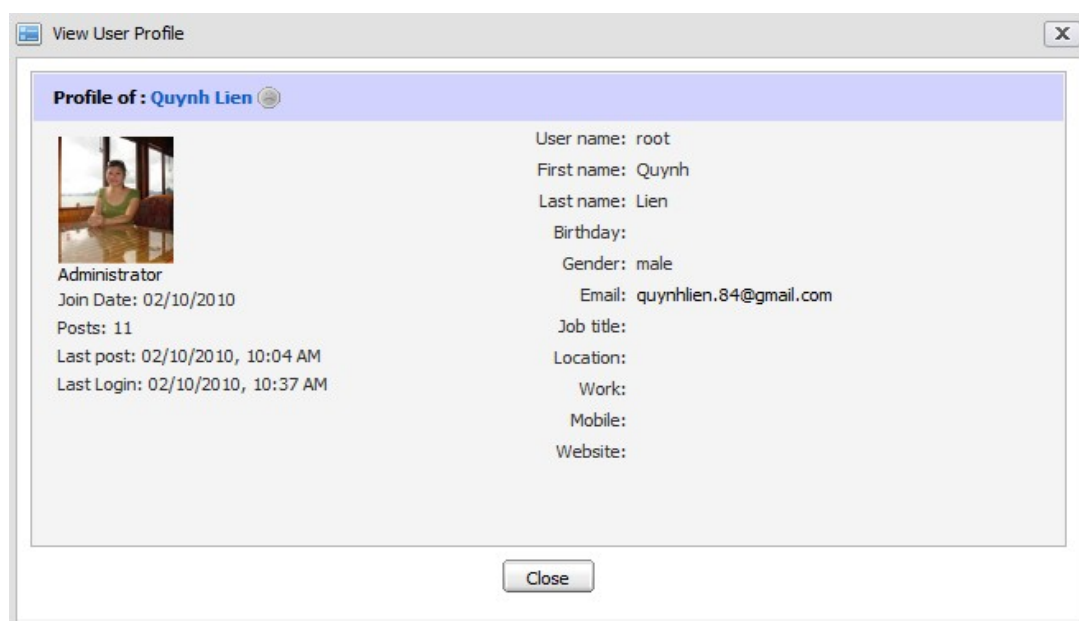


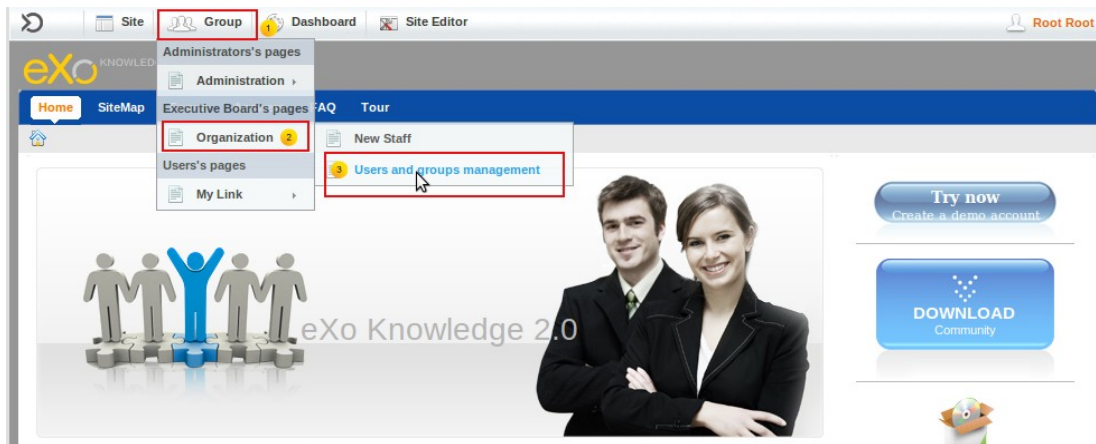
Illustration 49: The View User Profile form

### 3.7.3 Delete users

Administrators and Moderators can delete any registered users from the list of users.

Do as follows:

**Step 1:** Choose **Group | Organization | User and Group management** on the administration bar:



The **User management** form appears:

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

**Illustration 50: The User management in the Organization form**

**Step 2:** Click the trash icon corresponding to the users you want to delete.

**Step 3:** Click **OK** in the confirmation message to accept deleting, or **Cancel** to quit without deleting.

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

## 3.8 Search

This function is used to search existing forums, topics and posts according to specific search conditions. With the Quick Search and the Advanced Search, both anonymous and logged users can find expected result quickly and flexibly.

There are 2 types of search: **Quick search** and **Advanced Search**

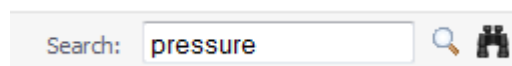
### 3.8.1 Quick search


With the quick search, you can directly type a search term in the search field. All the forums, topics and posts that have a keyword matching the search term will be quickly displayed in the search result form.

Do as follows:




- ◆ To do quick search about any forum, any topic, or any post simultaneously:

**Step 1:** Enter a search term into the 'Search' field at the right top of your screen after you have gone into the Forum application:



**Step 2:** Click  next to the search box to do search.

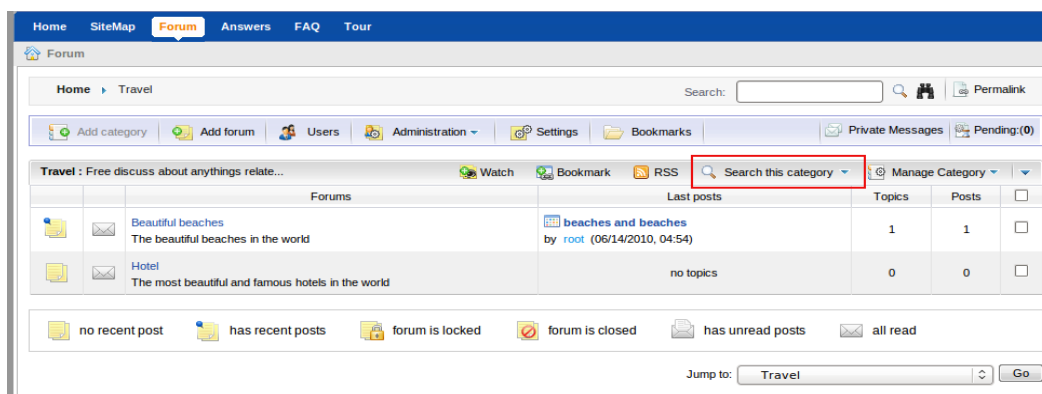
**Step 3:** All Forums/Topics/Posts in categories that match with the entered search term are listed in the search result form:

Search Result		
Type		Name
Forum		<a href="#">Hypertension</a>
Topic		<a href="#">Calcium and Hypertension - What is the Connection?</a>
Topic		<a href="#">Mind Your Blood Pressure</a>

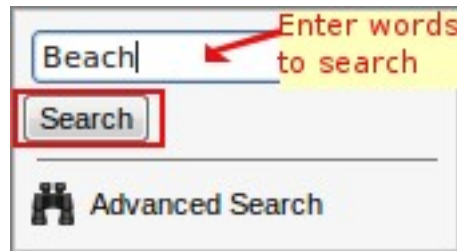
- ◆ To do quick search about forums/topics/posts in a specific category concurrently:

**Step 1:** Click the name of the category that you want to do a quick search.

**Step 2:** Show the Search box by clicking  Search this Category ▼ on the category bar.




**Step 3:** Enter the information related to the objects that you want to search into the search box.

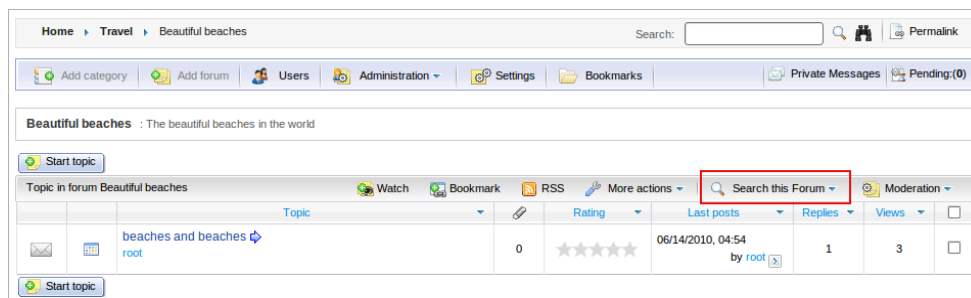


**Step 4:** Click **Search** to do searching. All matched objects will be displayed in the search result form.

- ◆ To do quick search about topics/posts in a specific forum concurrently:

**Step 1:** Go into the forum that you want to find topics/posts in it.

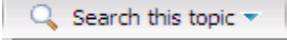
**Step 2:** Click  on the forum bar to display the search box and then enter the search term that you want to find in this forum:

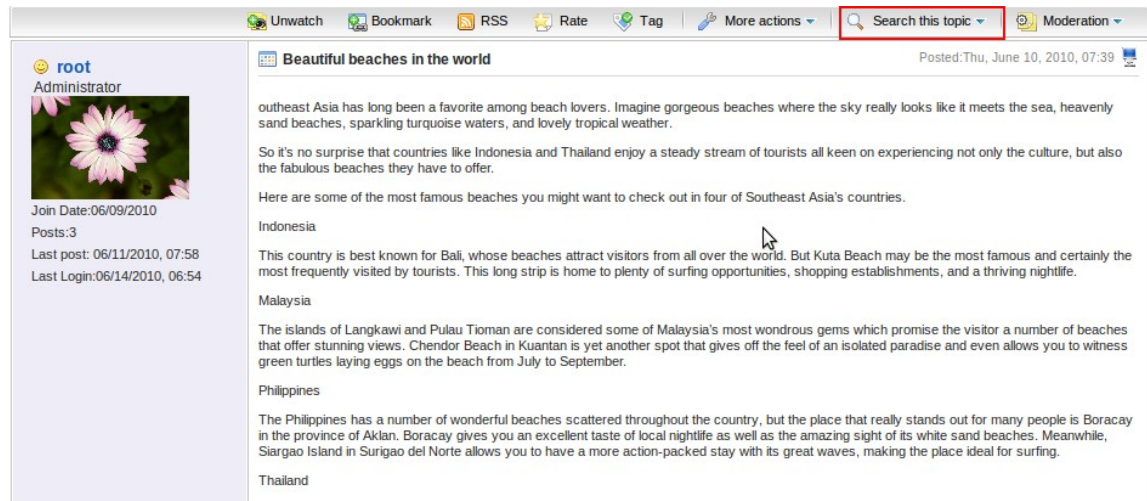


**Step 3:** Click the **Search** button to do search. All topics and posts in this forum that match with the entered keyword are listed in the search result form.

- ◆ To search posts in a specific topic quickly:

**Step 1:** Go into the topic that you want to find posts in it.

**Step 2:** Click  on the topic bar to display the search box, then enter the search term that you want to find in this topic.





**Step 3:** Click the **Search** button to do search.

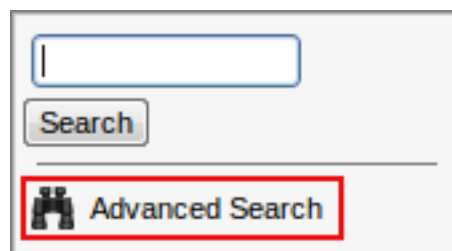
**Step 4:** All posts in this topic that match with the entered keyword are listed in the search result form.

### 3.8.2 Advanced search

The advanced search allows you to make a search with particular criteria corresponding to the object that is expected to be found. Using the advanced search, you can find forums/topics/posts more exactly.

Do as follows:

**Step 1:** Click  at the top right of the screen when you go into the Forum application or  in "search this category" or in "search this forum" or "search this topic" like the illustration below:






**Step 2:** Enter the values of properties corresponding to each object that you want to search.

**Step 3:** Click the **Clear Fields** button to reset the inputted values, click **Search** to do search, or **Cancel** to escape.

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

By default, the advanced search form will be displayed corresponding to the 'Category' object. But with 'Forum' or 'Post' object, properties of these objects will be different.

**With a 'Category' object:**
**Illustration 51: The Advanced Search- Search in Category****Details:**

Terms	The keyword that you want to search.
Search in	The object that you want to search. If you want to find categories, the value of this field is 'Category'
Scope	The scope will be used to search. With the 'Full' option, the entered keyword will be matched with the entire object (includes both title and content). With 'Titles', the entered keyword only is matched with the object's titles.
User name	<p>The user name of the object's creator that you want to search.</p> <p>Manual input or click the  icon to select users from a specific group.</p>
Created between and	<p>The created date interval in which you want to search for categories. Manually input or click the  icon to open the calendar pop up and select a date.</p>
Moderator	<p>The user name of the object's moderator that you want to search.</p> <p>Manual input or click the  icon to select users from a specific group.</p>

**With a 'Forum' object:**

Terms

Search in

Scope ☒ Full ☐ Titles

User Name

Status ☐ Locked ☐ Unlocked

State ☐ Open ☐ Closed

Created between  and

Posts

Topics

Moderator

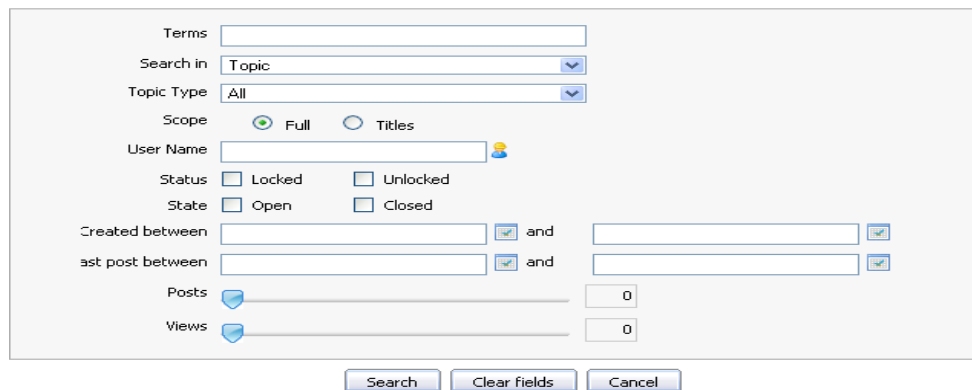
Illustration 52: The Advanced Search- Search in Forum

**Details:**

Terms	The keyword related to forums that you want to search.
Search in	The object that you want to search. If you want to find forums, the value of this field is 'Forum'.
Scope	The scope will be used to search. With the 'Full' option, the entered keyword will be matched with the entire object (includes both title and content). With 'Titles', the entered keyword only is matched with the object's titles.
User name	The user name of the object's creator that you want to search. Manual input or click the  icon to select users from a specific group.
Status	The status of forums that you want to search
State	The state of forums that you want to search
Created between... and	The created date interval in which you want to search for forums. Manually input or click the  icon to open the calendar pop up and select a date.
Post	The interval of forum's posts number that you want to search in. Simply click and drag mouse on the slider bar to define the post interval.
Topics	The interval of forum's topics number that you want to search in. Simply click and drag mouse on the slider bar to define the topic interval.
Moderator	The user name of the object's moderator that you want to search. Manual input or click the  icon to select users from a specific group.




**With a 'Topic' object:**





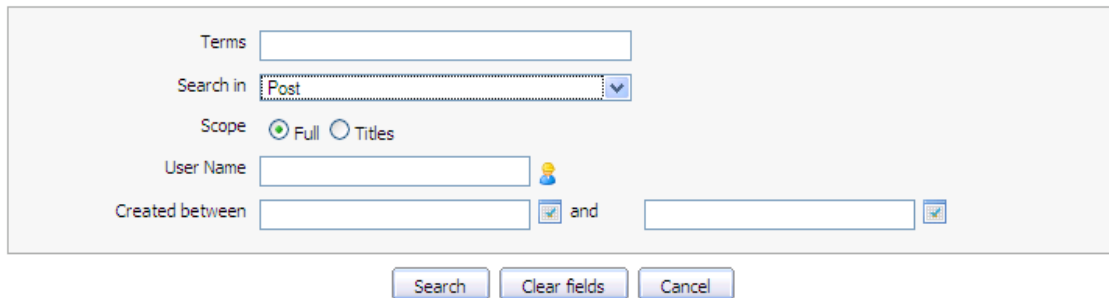
**Illustration 53: The Advanced Search- Search in Topic**

### Details:



Terms	The keyword related to the topic that you want to search.
Search in	The object that you want to search. If you want to find topics, value of this field is 'topic'
Topic Type	The type of the topic that specified by the topic type name and its icon. It can be selected from the existing list.
Scope	The scope will be used to search. With the 'Full' option, the entered keyword will be matched with the entire object (includes both title and content). With 'Titles', the entered keyword only is matched with the object's titles.
User name	The user name of the object's creator that you want to search. Manual input or click the  icon to select users from a specific group.
Status	The status of topics that you want to search
State	The state of topics that you want to search
Created between... and	The created date interval in which you want to search for topics. Manually input or click  to open calendar pop up and select date.
Last post between - and:	The last post 's created date interval in topics that you want to search in. Manually input or click  to open the calendar pop up and select date.
Post	<i>The number of topic's posts interval in which you want to search for those topics.</i> Simply click and drag mouse on the slider bar to define post interval.

Views	The number of views interval of topics that you want to search in. Simply click and drag mouse on the slider bar to define the view interval.
-------	---

#### With 'Post' object:



**Illustration 54: The Advanced Search - Search in Post form**

Terms	The keyword that you want to search.
Search in	The object that you want to search. If you want to find posts, the value of this field is 'Post'.
Scope	The type will be used to search. <i>With 'Search Entire'</i> , the entered keyword will be matched with the entire object (includes both title and content). <i>With 'Search Title Only'</i> , the entered keyword only is matched with the object's titles.
User name	The user name of the object's creator that you want to search. Manual input or click  to select users from a specific group.
Created between... and	The created date interval in which you want to search for posts. Manually input or click  to open the calendar pop up and select date.
Search button	To do search on specific criteria.
Clear Fields button	To set blank or default entry for all inputted fields.
Cancel button	To close the search form



- In case the administrators login and search, also the closed forum/topic and topics/posts pending for approval or censor are shown.
- In case the moderator login and search, also the closed forum/topic and topics/posts pending for approval or censor which belong to the forums managed by the moderator are shown.
- In case the normal users login and search, closed the forum/topic and topics/posts pending for

approval or censor are not shown. The normal users have no view permission to these forum/topic(s). Only legal forum/topic/post(s) are shown to normal users.

- Only shown categories/forums which are set in the Forum Portlet Settings are matched. For example, you created a category/forum that is hidden, all topics in this category/forum can not be matched.

## 3.9 Bookmark management


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

### 3.9.1 Add bookmarks

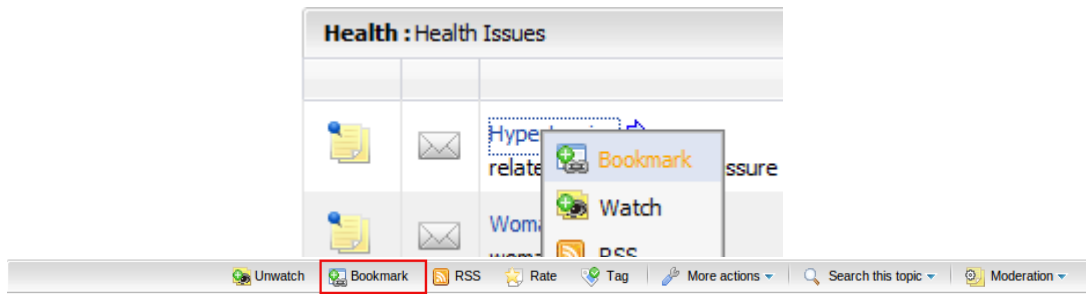
This function is used to add a link (a link to a category, a forum, or a topic) into the Bookmark form.

Do as follows:

**Step 1:** Go inside the object (category , forum or topic) that you want to add a bookmark

**Step 2:** Click  **Bookmark** on its main bar; or

Right-click the title of the object, and select **Bookmark** in the menu.



The selected link will be added into the bookmark table.

To view the added link, click  **Bookmarks** on the action bar.



The list of all added links will be displayed:

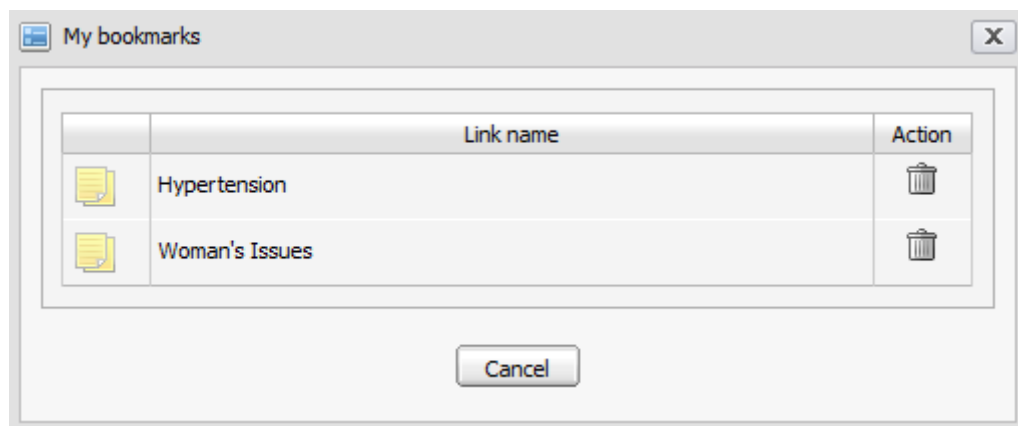


Illustration 55: The My Bookmarks form

### 3.9.2 Delete bookmarks

This function is used to delete bookmark links from the Bookmark form.

Do as follows:

**Step 1:** Open the **My bookmark** form by clicking the **Bookmark** button in the main action bar.

**Step 2:** Click corresponding to the link that you want to delete.

The selected link will be removed from the bookmark list.

## 3.10 User settings

This function allows you to personalize your settings in the Forum application.

**Step 1:** Click **Settings** to take this action.

The **User Settings** form will appear:

The **Profile** tab includes your common information:

Settings

Profile Forum Settings My Subscriptions

Username : root

Screen name : Quynh Lien

User title : Administrator

Signature :

Display signature : ☐

Avatar :

Update | Reset

Display avatar : ☒

Watch topics I start : ☐

Watch topics I post in : ☐

Save Cancel

**Illustration 56: The Profile tab of the User Settings form***Details:*

User name	Your user name. It can not be edited.
Screen name	The name displayed on the screen
Signature	Your signature. The signature will be displayed under each post/topic created by yourself
Display Signature	The option is whether to display your signature under each post/topic or not.
Avatar	The avatar of your account
Update	To open Upload File form to change avatar
Reset	To remove the current avatar and set by the default one.
Display avatar	This option is to display your avatar or not.

Watch topics I start	This option is to add you to the watchers of the topic you create. You will receive notification mail when there is new post added to your posted topic.
Watch topics I post in	This option is to add you to the watchers of the topic when you post to a topic. You will receive the notification mail when there is new post added to the topic that you added post.

The **Forum Settings** tab includes information related to the Forum application:

**Illustration 57: The Forum Settings tab of the User Settings form`**

Details:

Time zone	Your user name. It can not be edited. A region that has the same time as everywhere within it. This field refers to as local time and as standard time.
Short date format:	The format is to display short date in an application
Long date format:	The format is to display long date in an application.
Time format	The format is to display time in an application.
Topics per page	The maximum number of topics can be displayed per page.
Post per page	The maximum number of posts can be displayed per page.

Show forum jump	This option is to display Forum link or not.
Save button	To accept saving new setting
Cancel button	To close the User Setting form.

**Step 2:** Enter and set values in this form.

**Step 3:** Complete saving your settings by clicking the **Save** button.

- To change the avatar, do as follows:

**Step 1:** Click the **Update** link to open the **Attach File** form:

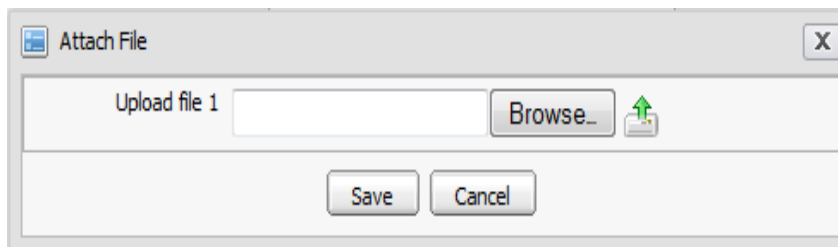



Illustration 58: The Attach File form

**Step 2:** Click the **Browse...** button to select file to upload.

**Step 3:** Click  to upload the selected file.

**Step 4:** Click **Save** to accept changing avatar.

The **My Subscriptions** tab lists all your being watched objects (category, forum, topic) that makes it easy for you to manage your watch list in the Forum application.

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

Your personal feed URL is :

Your watches are sent to :

**Illustration 59: The User watches tab of the User Settings form**

- To view your being watched objects, click the object's title in the **Title** column.
- To get a new RSS feed that contains the selected RSS feeds in the column , check the check boxes which correspond to RSS feeds you want, then click **Save**, the selected objects (categories, forums, topics) will be updated to the **Your personal feed URL is** link. The **Your personal feed URL is** field is always default for each user. Users can copy and use this link to view the detail information of categories/forums or topics.
- To send notifications to your friends, check in the check boxes in the column , then enter one or more email addresses in the **Your notifications are sent to** field. Click the **Update** button to add the entered email addresses in the column .
- To remove being watched object from your watch list, click the trash icon correspondingly. After being removed, you will not receive notification mails about the removed object anymore.

## 3.11 Administration

This section includes some control features of the Forum application and only the administrator can access to these features. To access this function, do as follows:

Click **Administration** on the action bar. The **Forum Administration** form will appear to set some control functions. This form includes some tabs: Sort Settings, Censor Keywords, Notifications, BB Codes, Pruning, Topic Types and Banned IPs.

### 3.11.1 Sort setting

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



The screenshot shows a 'Sort Setting' window with a close button (X) in the top right. Inside, there are four dropdown menus arranged in two pairs. The first pair is for forums: 'Sort forums by' is set to 'Order' and 'Direction' is set to 'Ascending'. The second pair is for topics: 'Sort topics by' is set to 'Date of last post' and 'Direction' is set to 'Descending'. At the bottom center are two buttons: 'Save' and 'Close'.

Illustration 60: The Sort Setting form

Details:

Sort forums by	<p>The forums are sorted in the forum list by the following properties:</p> <ul style="list-style-type: none"> <li>Name: The name of forums.</li> <li>Order: The order of forums.</li> <li>Lock Status: The lock status of forums.</li> <li>Creation Date: The created date of forums.</li> <li>Modification Date: The modified date of forums.</li> <li>Topic Count: The number of topics in forums.</li> <li>Post Count: The number of posts in forums.</li> </ul>
Direction	The type of the sorting forums. It may be: Ascending or Descending.
Sort topics by	<p>The properties of topics are used to sort topics in the list. These properties are:</p> <ul style="list-style-type: none"> <li>Name: The name of topic.</li> <li>Lock status: Topics with the 'Locked' status.</li> <li>Creation Date: The created date of topics.</li> <li>Modification Date: The modified date of topics.</li> <li>Date of last post: The created date of topic's last post.</li> <li>Post count: The number of posts in topics.</li> <li>View count: The number of views in topics.</li> <li>Attachments count: The number of attached files in topics.</li> </ul>
Direction	The type of sorting topics.
Save button	To accept saving changes in Forum Administration.
Cancel button	To close the <b>Forum Administration</b> form.

### 3.11.2 Censor keywords

The **Censor Keywords** form includes all censored keywords. The topic/post that is added with one of these keywords will be censored before being displayed. It means that those topics or posts are only displayed after the administrator/moderator have censored them.

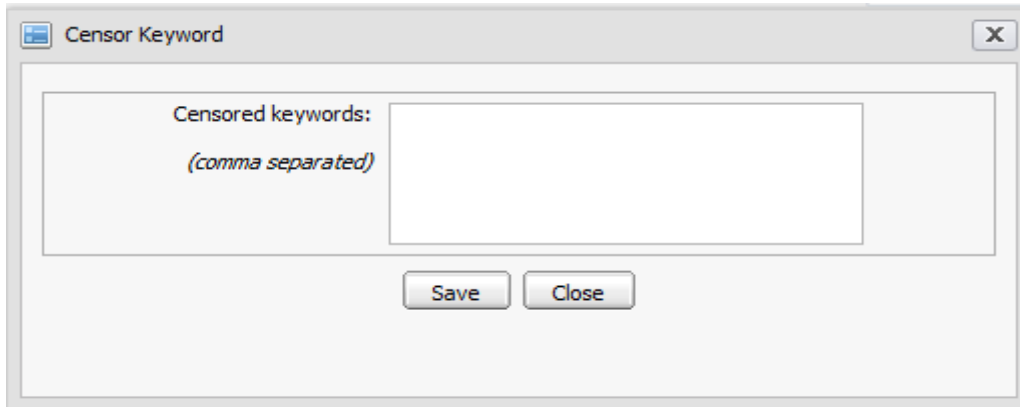


Illustration 61: The Censor Keyword form

### 3.11.3 Notifications

The **Notifications** form allows an administrator to compose the notification email content by manually editing.

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

Illustration 62: The Notifications form

**Details:**

Add a prefix to notifications	This option is to whether add a prefix to the notification email or not.
Notification subject template	The content of the header subject of the notification email. The default template is [\$CATEGORY][\$FORUM][TOPIC]
Content Notification	The template content of the new topic/post notification email. It can be decorated by FCK Editor.
\$OBJECT_WATCH_TYPE	This parameter is to show the watched object which may be Forum or Topic.
\$OBJECT_NAME	This parameter is to show the title of Forum/Topic which is being watched.
\$ADD_TYPE	This parameter is to show the added type which may be new topic or post.
@POST_CONTENT	This parameter is to show the content of the new post added.
\$TIME	This parameter is to show the time of the added post.
\$DATE	This parameter is to show the date of the added post.
@POSTER	This parameter is to show the user name of the person who adds post,
\$LINK	This parameter is to show the link which refer to the post in Forum

Moved Notification

The template content of the topic/post that is moved to the other forum/topic.

\$OBJECT\_NAME

This parameter is to show the title of topic/post which has been moved to the new destination.

\$OBJECT\_PARENT\_NAME

This parameter is to show the title of the forum/topic destination of the moved object.



There are some parameters which is used to load the content dynamically. Thus, you should not edit them.

In case, the notify content is changed unexpectedly, the administrator can get the default one by clicking .

### 3.11.4 BBCode

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

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 use an optional parameter to 'name' of this link.	<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"/>	
CSS (Option)	The [css=option] tag allows you to add div tag and set class Name for this it.	<input checked="" type="checkbox"/>	
LIST (Option)	The [list=option] tag allows create bulleted lists specifying an option. Within the value portion, each bullet is denoted by the [*] tag.	<input checked="" type="checkbox"/>	
HIGHLIGHT	The [highlight] tag allows you to make highlight of your text.	<input checked="" type="checkbox"/>	

Illustration 63: The BBCode Manager form

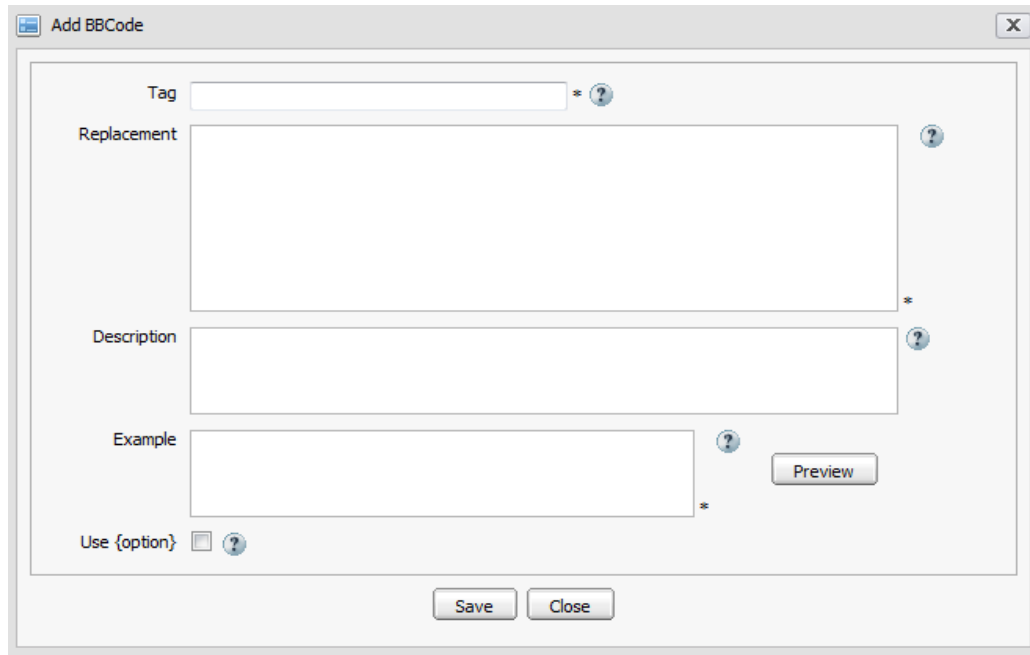
The **BB Codes** form allows administrator to manage custom BB Codes. Admin can add or edit/delete an existing BB Code tag definition. The BB Code tag helps users enrich posts with formatting and inclusions

### 3.11.4.1 Add BBCode

This function allows adding a new BB Code used in the Forum.

- To add BB Code, do as follows:

**Step 1.** Click the **Add BBCode** button. The **Add BBCode** form will appear:

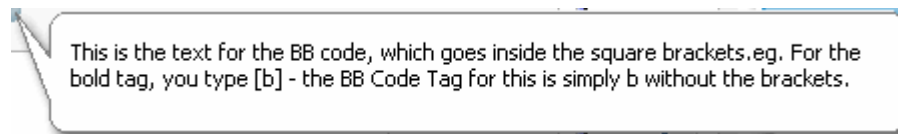



**Illustration 64: Add BBCode form**

**Step 2:** Input values to fields:

**Details:**

<b>Tag Name</b>	Name of a tag, it is unique in system
<b>Replacement</b>	A short description that helps users of the tag understand what it does.
<b>Description</b>	html replacement pattern to use when processing the tag.
<b>Example Usage</b>	Working example demonstrating how to use the BB Code.
<b>Use{option}</b>	Allow to create a [tag=option]/[tag] style tag, rather than just a [tag]/[tag] style tag or no.
<b>Help dialog</b>	Display list of supported BB Codes and their syntax
<b>Preview dialog</b>	Allows to preview a rendered BB Code.
<b>Save button</b>	To accept saving new BB Code tag.
<b>Cancel button</b>	To close the <b>Add BBCode</b> dialog



- To open a Help dialog, click the  . The Help dialog appears:
- To open the Preview dialog, click the **Preview** button. The Preview dialog appears:




Details:

<b>Example usage text area</b>	By default it is initialized with the Usage Example.
<b>Apply button</b>	Apply the content of Example Usage area to the preview area.
<b>Preview area</b>	Displays the example usage rendered by the BB Code engine (using the replacement pattern).
<b>Back button</b>	Return to the <b>Add BBCode</b> form.

### 3.11.4.2 Edit BBCode

This function is used to edit an existing BB Code tag.

- To edit BB code tag, do as follows:

**Step 1:** Click  that corresponds to the BB Code tag which you want to edit. The **Edit BBCode** form appears:

Tag  \* ?

Replacement  ?

Description  ?

Example  ?

Use {option} ☐ ?

**Illustration 65: The Edit BBCode form**

**Step 2:** Change the information of the selected BB Code tag.


**Step 3:** Preview the BB Code tag before saving by clicking the **Preview** button.

**Step 4:** Complete editing BB Code tag by clicking **Save**, or **Cancel** to quit without saving.

### 3.11.4.3 Delete BBCode

This function is used to delete an existing BB Code tag.

To delete a BB code tag, do as follows:

- Step 1:** Click  corresponding to the BB Code tag which you want to delete. The Confirm message pop up appears.
- Step 2:** Click **OK** in the confirm message to accept deleting, or **Cancel** to quit.

### 3.11.4.4 Activate/Deactivate BBCode

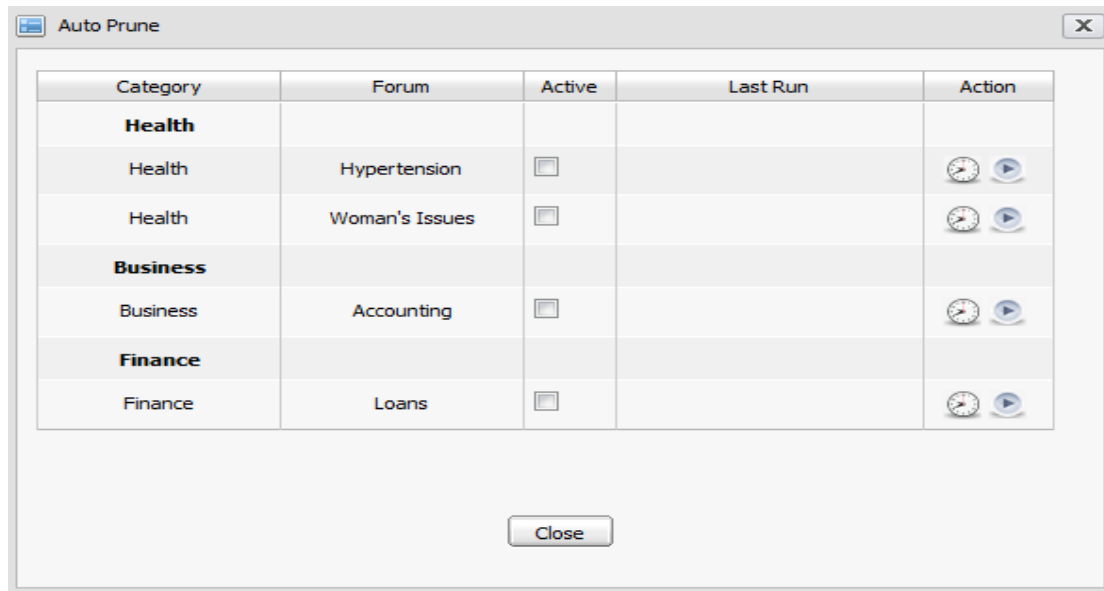
This function is used to activate or deactivate an existing BB Code tag.

To Activate an existing BB Code tag, select the check box that corresponds to the BB Code tag which you want to activate. After activating , that BB code will effect on posts.

To deactivate an existing BB Code tag, do not select the check box that corresponds to the BB Code tag which you want to deactivate. After deactivating, that BB Code tag will not effect on posts.

### 3.11.5 Pruning

The Auto Prune form lists all categories, forums in the Forum Application that allows cleaning old and inactivating topics of your forum. The old topics that have not been added posts for a long time will be inactivated in the forum.



*Illustration 66: The Auto-Prune tab of the Forum Administration form*

Details:

The clock icon :

To open the **Prune Setting** form..

The play icon :

To play the prune function manually

To set prune for any forum, do as follows:

**Step 1:** Click the prune icon corresponding to the forum that you want to check.  
The **Prune Settings** appears:



**Prune Settings**

The prune function allows to clean old and inactive topics from your forums. Pruned topics are not deleted they are set inactive.

inActiveDay: 0 Day

jobDay: 0 Day

**Dry Run** 0 topics would be pruned

Save Close

Illustration 67: The Prune Settings form

Details:

<b>inActivateDay</b>	The number of days/weeks/months that the topic has not been added post will be inactivated.
<b>jobDay</b>	The number of days/weeks/ months that the prune job will be executed to check for the old topics and inactivate them.
<b>Dry Run button</b>	To check how many topics will be pruned that means how many old topics will be inactivated.
<b>Save button</b>	To save the prune setting
<b>Close button</b>	To close the <b>Prune Settings</b> form.

**Step 2:** Define some values for the setting**Step 3:** Click **Save** to accept the setting.

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



- Only Administrator or Moderator can activate the inactivated topics.
- Normal users can't view the inactivated topics.

### 3.11.6 Topic types

The **Topic Type Management** form lists all the topic types and allows defining different topic types for the added topic in the Forum.

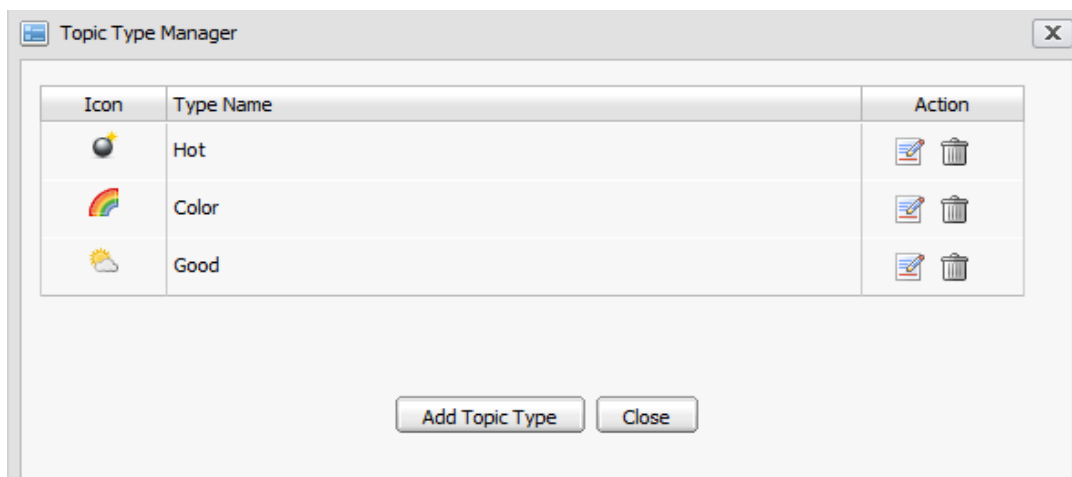


Illustration 68: The Topic Type Management form

To add a topic type, do as follows:

**Step 1:** Click the **Add Topic Type** button. The **Add Topic Type** form appears:

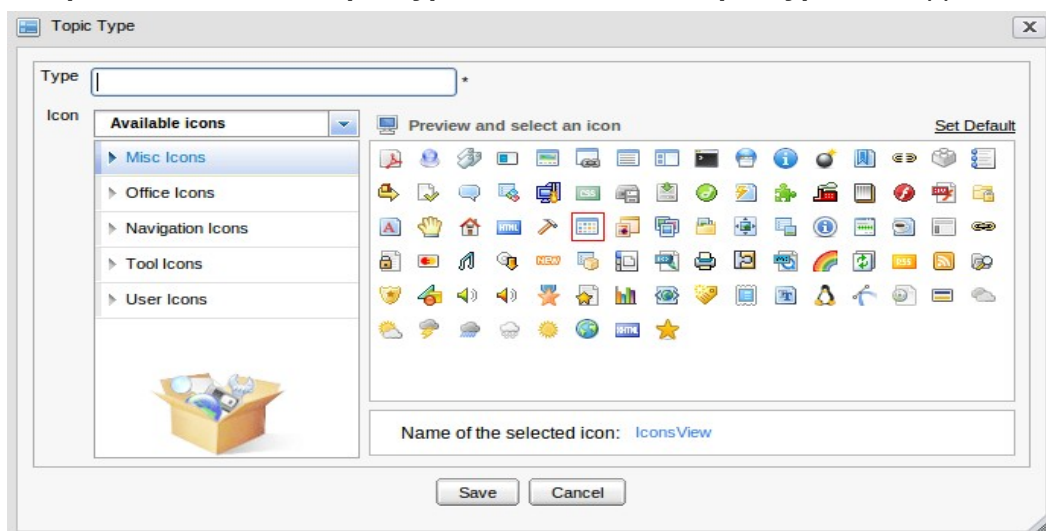


Illustration 69: The Topic Type

#### Details:

Type Name	The name of the topic type
Type Icon	The icon for the topic type
Save button	To accept saving the topic type
Cancel button	To close the form

**Step 2:** Enter a topic type name

**Step 3:** Select an icon for the topic type.

**Step 4:** Click **Save** to accept adding the new topic type.

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

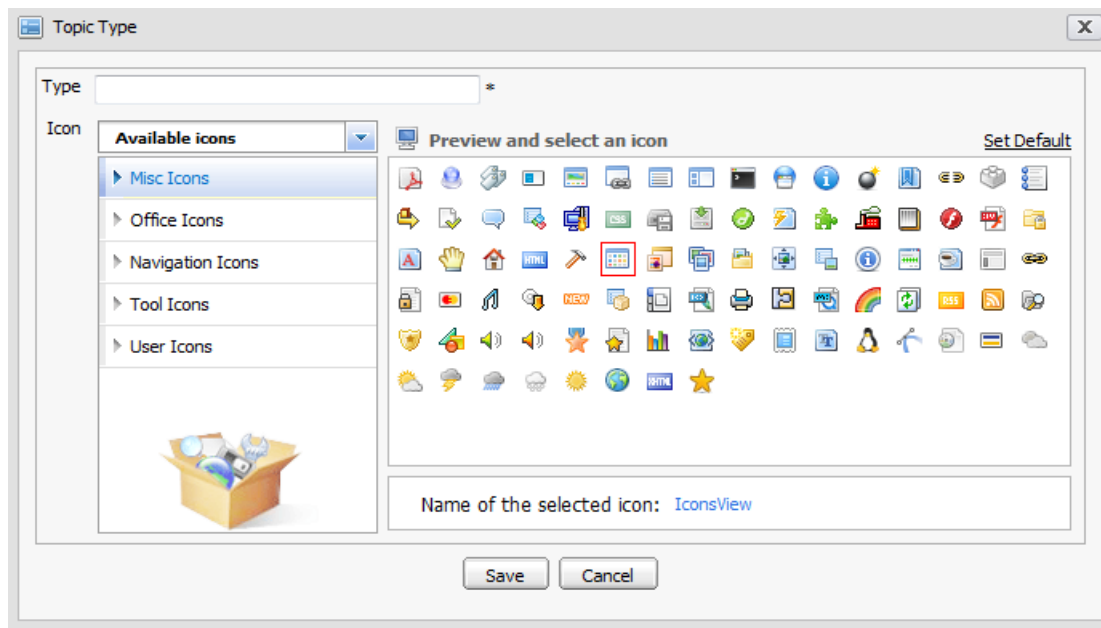




Illustration 70: The Add Topic Type form

- To edit the topic type, click its corresponding edit icon .
- To delete the topic type, click its corresponding delete icon .

### 3.11.7 Banned IPs

The **Banned IPs** function is used to ban some IPs that may be used by illegal users who try to spam or add posts with rebellious or dissolute content. Banned IPs will not be used to add posts to Forum. Any user who uses banned IPs to add post will be recognized as a banned user, he/she can only view and be limited most of basic actions to forum, such as add topics, posts, rates, and more

**Illustration 71: The Banned IPs form**

- To ban an IP, simply input the IP into the **IP** text box and click the **[Add]** to accept saving the banned IP. After adding the IP ban, the banned IPs will be listed in the IP table. You can view all posts which are added by a specific banned IPs or delete them from the banned IP list.
- To view all post of a specific IP, click the **[Posts]** link in the action column of the banned IPs that you want to view. All posts of the banned IPs will be listed in the **View Post** form. These posts can be viewed and deleted by the administrator.
- To remove a banned IPs from the banned IP list, click the **[x]** icon in the action column of the banned IP that you want to delete. After being removed from the banned IP list, this IP can be used to take actions in Forum normally.
- Besides, the filter function in IP Bans tab helps you filter the banned IP easily.

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

**Step 1:** Make changes to these forms.

**Step 2:** Click **Save** to complete changes.

### 3.11.8 Censor

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

Do as follows:

- For topic:

**Step 1:** Select topic(s) with status 'This topic is pending for Censor!' by selecting its check box(s).

**Step 2:** Click the **Moderation**, and select **Censor** in the menu.

- **For post:** similar to the Show post function

**The 1<sup>st</sup> way:**

**Step 1:** Select hidden post(s) by selecting its check box(s)

**Step 2:** Click the **Moderation** on the topic bar and select **Show** in the menu to accept showing the selected post(s) directly.

**The 2<sup>nd</sup> way:**

**Step 1:** Click the **Moderation** on the topic bar and select **Show** in the menu. There will have a list of hidden posts in the **Hidden posts** form:

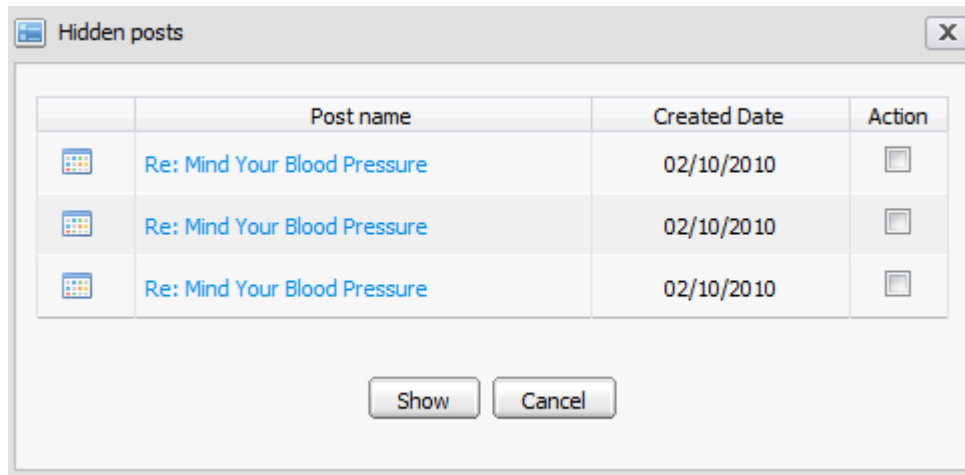


Illustration 72: The Hidden posts form

**Step 2:** Select hidden post(s) by selecting its check box(s).

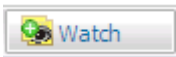
**Step 3:** Click **Show** to accept showing, or **Cancel** to quit.

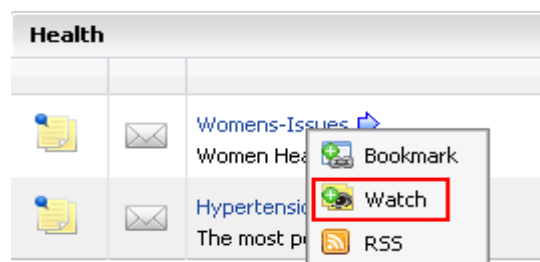
## 3.12 Watch

This function allows you to keep track new changes to specific category, forum or topic via notification emails. You only need registering an account, whenever there are new changes such new categories, new topics or new posts... you will receive a notification from the Forum application.

Do as follows:

- Go to inside the object (category, forum or topic) that you want to add watch and

click the  button on its main bar or right-click the title of the object and select **Watch** in the menu:

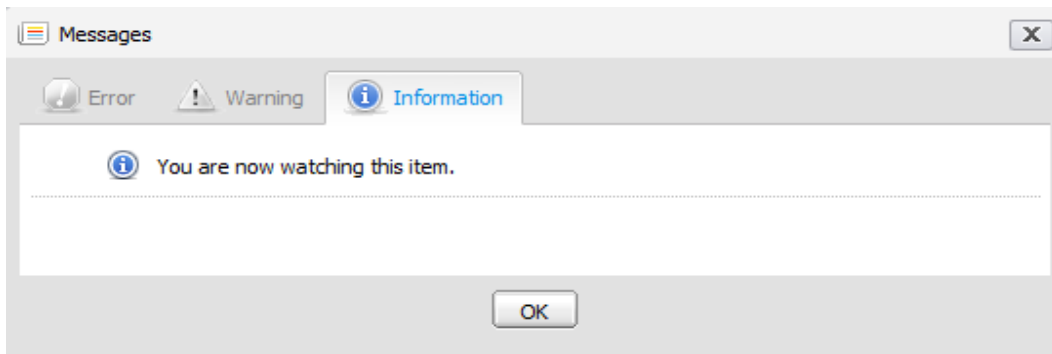


When a category/forum or topic has already been watched, the **UnWatch** item will

appear in the right click menu or on its main bar with the purpose of removing the watch subscription on the currently selected category/forum/topic.

The watched objects are also listed in the **My Subscriptions** tab in the **User Settings** form. When being unwatched, they also haven't been existed in this list.

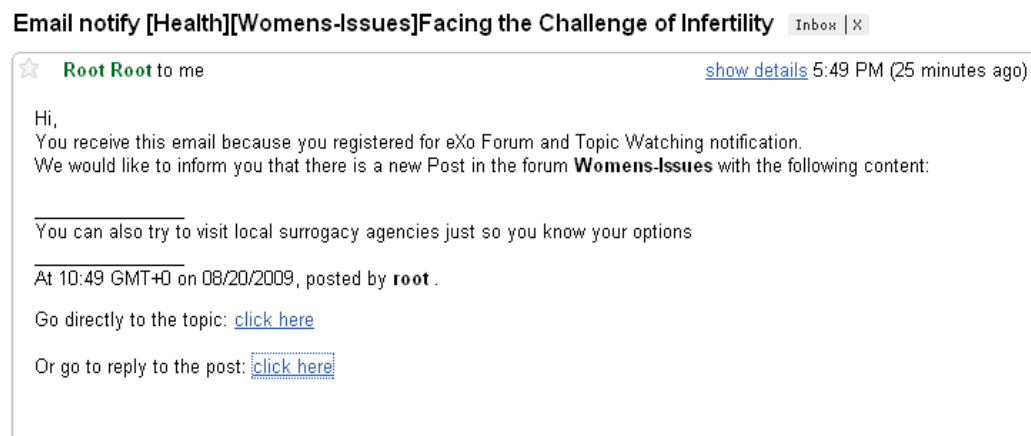
The alert message that informs watching successfully is shown:



**Illustration 73: The Watch alert form**

Users also receive the email notifications about new posts/ replies of the forum that has just been watched.

When new replies of the forum that you have watched have been posted, they will be notified in your email:



**Illustration 74: Email notification**

Click the first **[click here](#)** in your email to go directly to the topic or the second **[click here](#)** to go to the topic and view the reply that has just been posted. The new reply will be displayed in the **Quote** form.

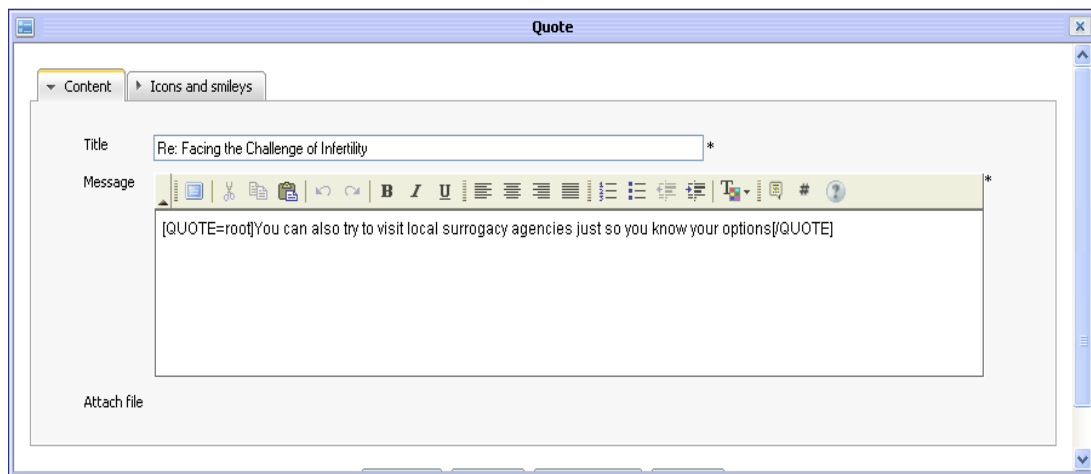
The image shows a web browser window titled 'Quote'. Inside the window, there are two tabs: 'Content' and 'Icons and smileys'. The 'Content' tab is active. It contains a 'Title' field with the text 'Re: Facing the Challenge of Infertility' and a 'Message' field with the text '[QUOTE=root]You can also try to visit local surrogacy agencies just so you know your options[/QUOTE]'. There is an 'Attach file' button at the bottom left of the form.

Illustration 75: The Quote form

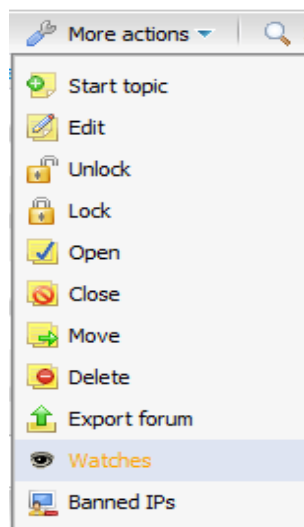
### 3.13 Watch management

This function allows managing watches of a specific category/forum/topic more easily. The Watch tools form in a specific category/ forum/topic will list all email addresses registered for adding watch by users.

Do as follows:

**Step 1:** Open the **Watches** form:

- For Category: Go into a specific category and then select **Watches** in the menu of the **Manage Category**:
- For Forum: Go into a specific forum and then select **Watches** in the menu of the **More actions**:



- *For Topic*: Go into a specific topic and then select **Watches** in the menu of the **More actions**:



The **Watches** form will appear as the illustration below

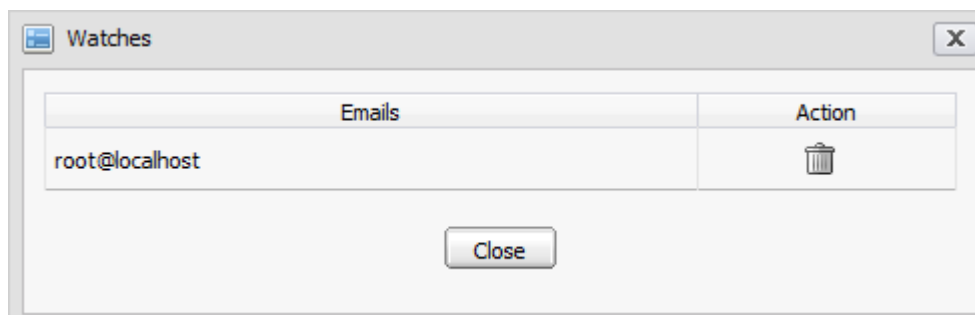



Illustration 76: The Watches form

**Step 2:** To delete an email address in the list, click the  icon corresponding to that email address. That email address will be removed from the email address list.

## 3.14 Send private messages

This function is used to exchange private messages among users.

- To send private message, do as follows:

**Step 1:** Go into the topic that contains posts of the user who you want to send a private



message to.

**Step 2:** Click a specific user name, and select **Send private message** in the menu:

The **Private Messages** form will appear:

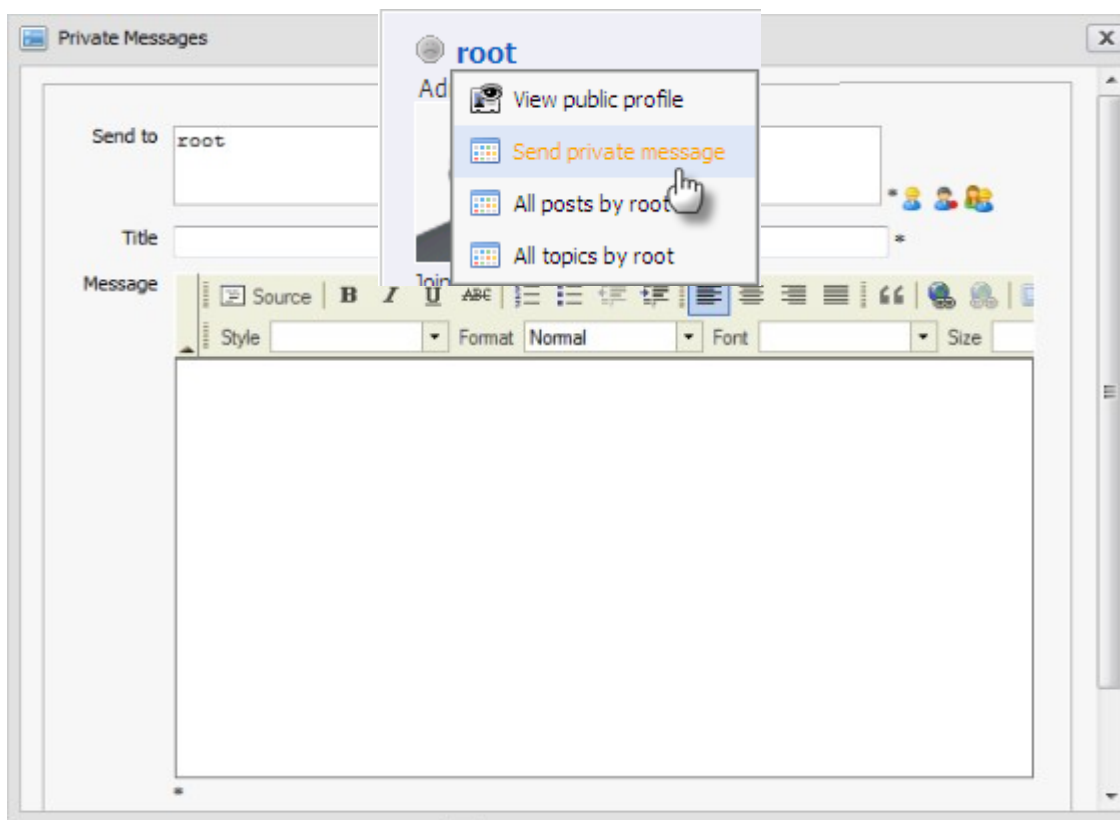


Illustration 77: The Private Messages form

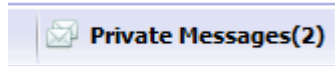
#### Details:

<i>Send to</i>	The user names of all users who will receive this private message. By default, value of this field is the user name of selected user. To add more users, do as above.
<i>Title</i>	The subject of private message.
<i>Message</i>	The content of private message.
<i>Send button</i>	To accept sending private message
<i>Close button</i>	To close the <b>Private Messages</b> form

**Step 3:** Enter values for fields in this form.

**Step 4:** Complete sending message to users in 'Send to' field by clicking the **Save** button.

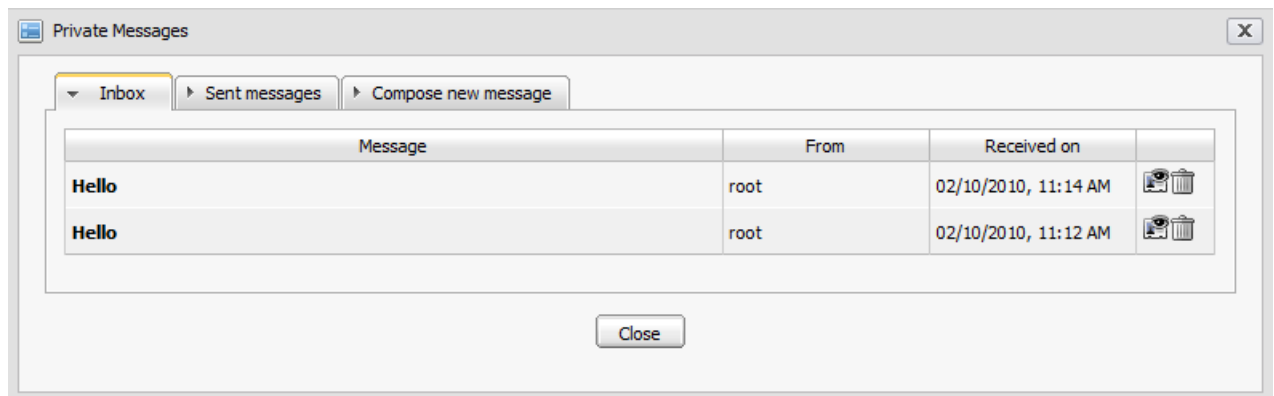
After signing in successfully, the receiver will see an alert with content **Private Message** (number private messages) at the right corner.



- To view these private messages, do as follows:

**Step 1:** Click the information message:

The **Private Messages** form will appear:



**Illustration 78: The Inbox tab of Private Message form**

**Step 2:** Select each message in the list to view it.

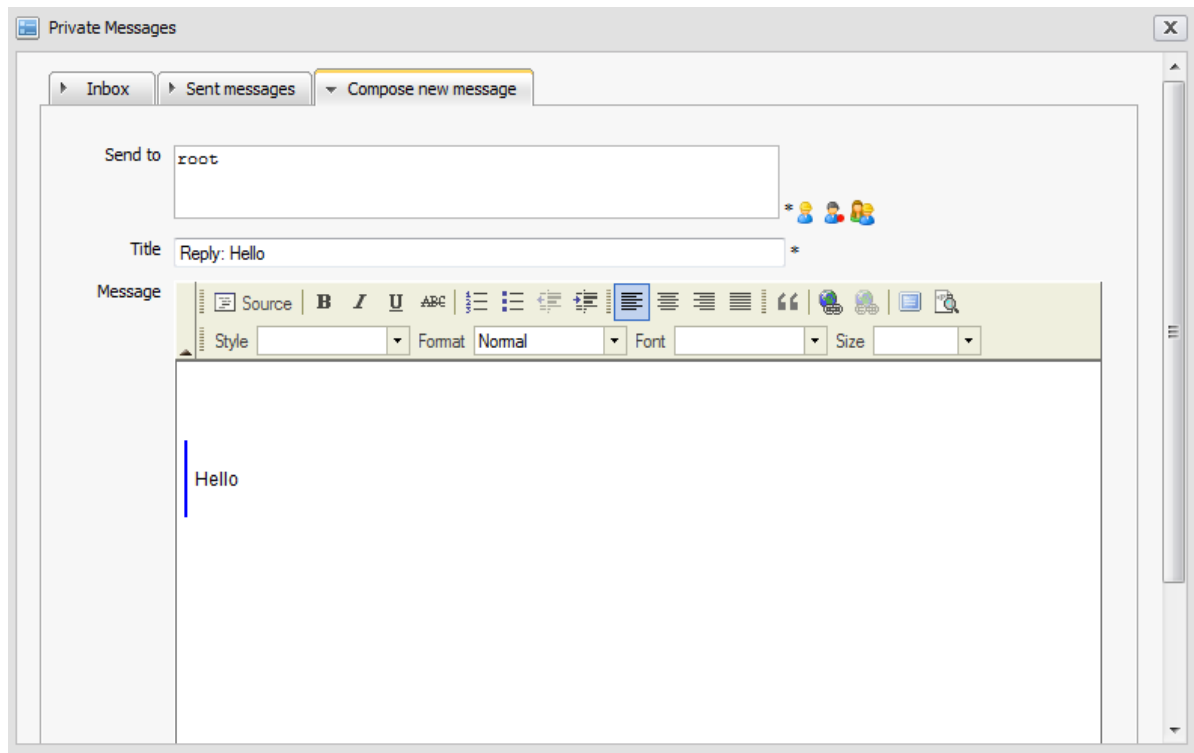
Details:

The **Inbox** tab includes all received messages, the reply and delete icons

The **Sent messages** tab includes all sent messages, the forward and delete icons.


The **Compose new message** tab is the form to compose a message.

**Step 3:** Click  to reply to the received message. The form to reply is shown:



**Illustration 79: The Message tab in the Private Message form**

- Enter the response in the 'Message' field. Do as above to add more receivers in the **Send to** field.
- Click the **Send** button to send reply to the sender.

**Step 4:** Click  to delete the message corresponding to it. Then, click **OK** in the confirmation message to accept deleting , or **Cancel** to quit.

## 3.15 View all topics/posts

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

Do as follows:

**Step 1:** Go into the topic that contains posts of the user who you want to view all his/her topics/posts.

**Step 2:** Click a specific user name and select **All posts by <screen name>**, or **All topics by <screen name>**.



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

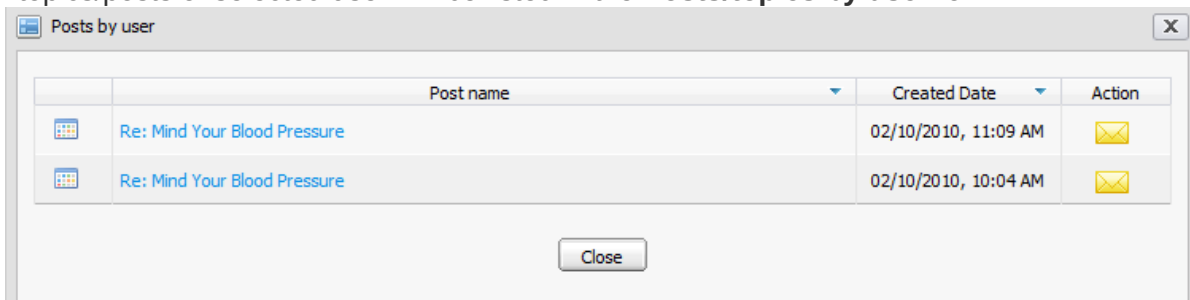


Illustration 80: The Posts by user form

**Step 3:** Click the **Close** button to escape from this form.

## 3.16 Import

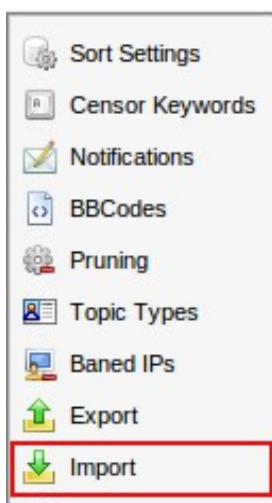
This function allows importing categories and forum from your local computer into the Forum application from xml or zip file which has valid data format.

### 3.16.1 Import categories

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

Do as follow:

**Step 1:** Go to the **Forum** application, and click the **Administration** button on the main menu bar and select **Import** in the menu.




The **Import Category** form will appear:

A window titled 'Import Category' with a close button (X) in the top right corner. Inside the window, there is a text input field labeled 'File Import' followed by a 'Browse...' button and a small green upward arrow icon. Below these, there are two buttons: 'Save' and 'Cancel'.

**Illustration 81: The Import Category form**

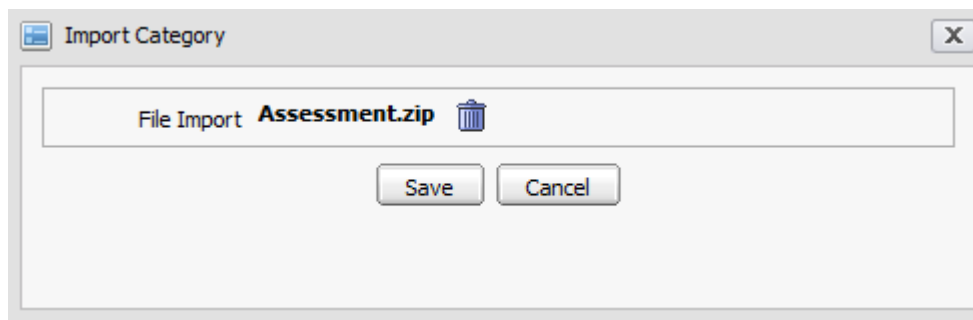
**Details:**

<i>File Import</i>	The path of the imported file.
<i>Browser button</i>	To select the imported file path.
 button	To upload the selected file.
<i>Save button</i>	To accept importing the uploaded file.
<i>Cancel button</i>	To exit the <b>Import</b> form.

**Step 2:** Click the **Browser...** button and select the file path.

**Step 3:** Click the  button to upload the selected file.

For example, select and upload the exported file named eXo Knowledge .zip. After uploading successfully, the **Import Category** form is shown:



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

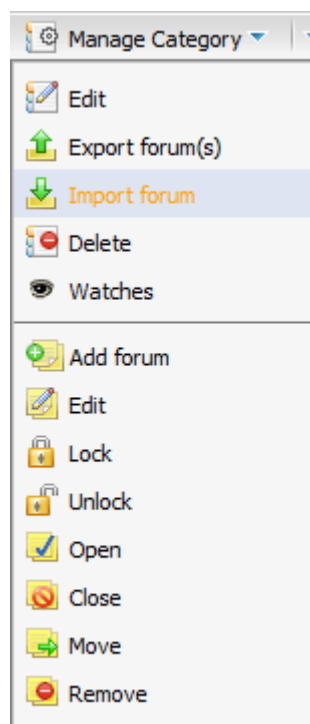
After being imported successfully, all categories and forums inside which are defined in the zip file will be imported and displayed properly in the Forum home page.

### 3.16.2 Import forums

This function is used to import forums into the Forum application from valid format files.

Do as follow:

**Step 1:** Go to inside one category, and click the **Manage category**, then select **Import forum** in the menu:



The Import Forum form will appear:

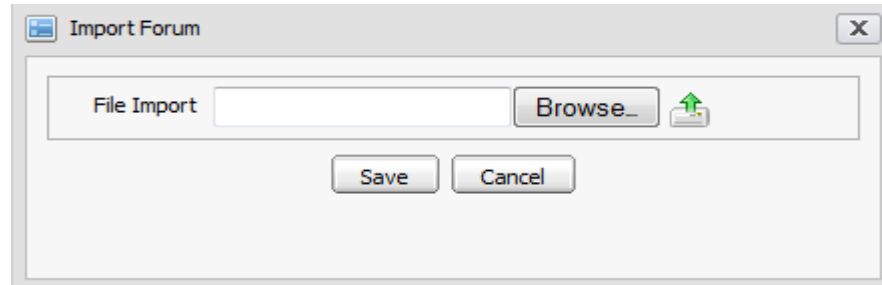




Illustration 82: The Import Forum form

#### Details:

<i>File Import</i>	The path of the imported file.
<i>Browser button</i>	To select the imported file path.
 <i>button</i>	To upload the selected file.
<i>Save button</i>	To accept importing the uploaded file.
<i>Cancel button</i>	To exit the <b>Import</b> form.

**Step 2:** Click the **Browser...** button and select file from local disk.

**Step 3:** Click  to upload the selected file.

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

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

## 3.17 Ban IPs

This function allows banning some IPs that may be used by illegal users who try to spam or add post with rebellious or dissolute content into specific forum.

Banned IPs can not be used to add post to the Forum. Any user who uses banned IPs to add post, will be recognized as the banned user, he/she can only view and limited most of basic actions to the forum such as adding topica, posting, rating...

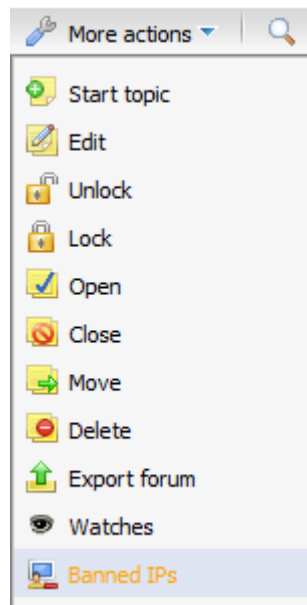
This function is similar to IP bans in the Administration function. However, the **Ban IP** tool is used for both administrators and moderators to ban IP within one specific forum only while IP

bans in the Administration form is used to ban the IP on the Forum application, having effect on all forums.

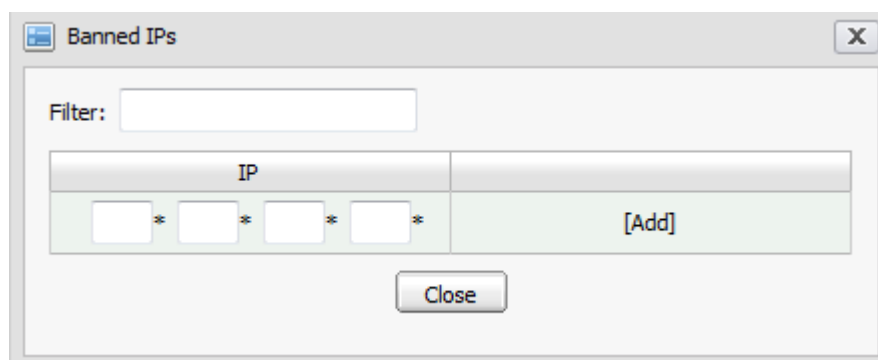
To ban IP on a specific forum, do as follows:

**Step 1:** Go to inside the Forum that you want to ban IP.

**Step 2:** Click **More actions** and select **Banned IPs** in the menu:



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



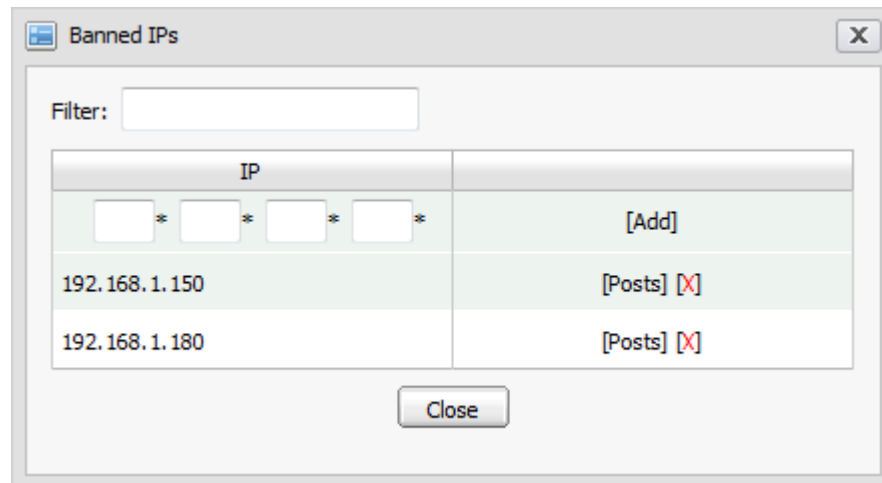
**Illustration 83: The Banned IPs form**

**Step 3:** Input an IP into the IP text boxes

**Step 4:** Click the [Add] link to accept banning the IP

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





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

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

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

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

## 3.18 Share links

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

Go into the Forum application and do as follows:

**Step 1:** Go to Forum/topic which you want to share link.



**Step 2:** Click **Permalink** label at the right corner:

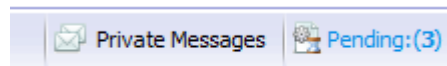
The link of the page you want to share will be displayed in the address bar of the Web explorer . You can copy and share it to the other.

## 3.19 Manage the pending list

This is an advanced action that helps the administrator and moderator manage all pending list in the Forum easily.

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

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



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

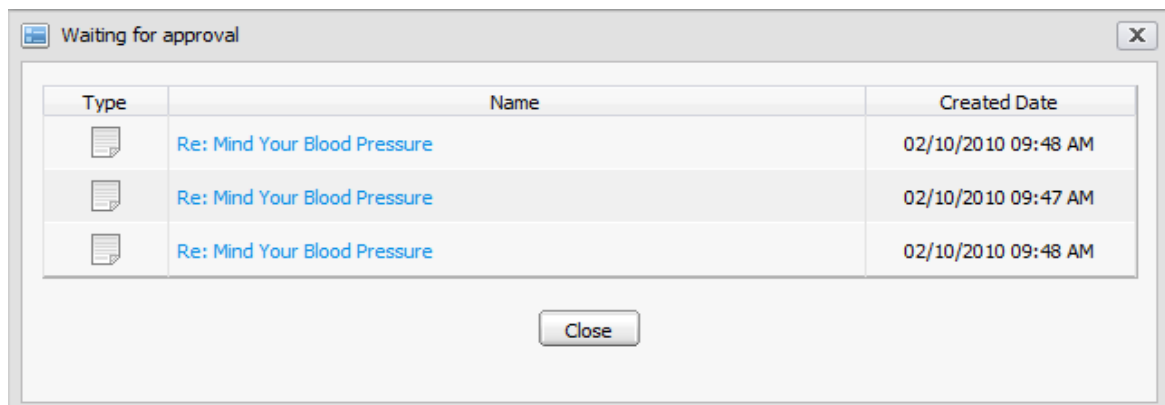


Illustration 84: The pending topic and post form

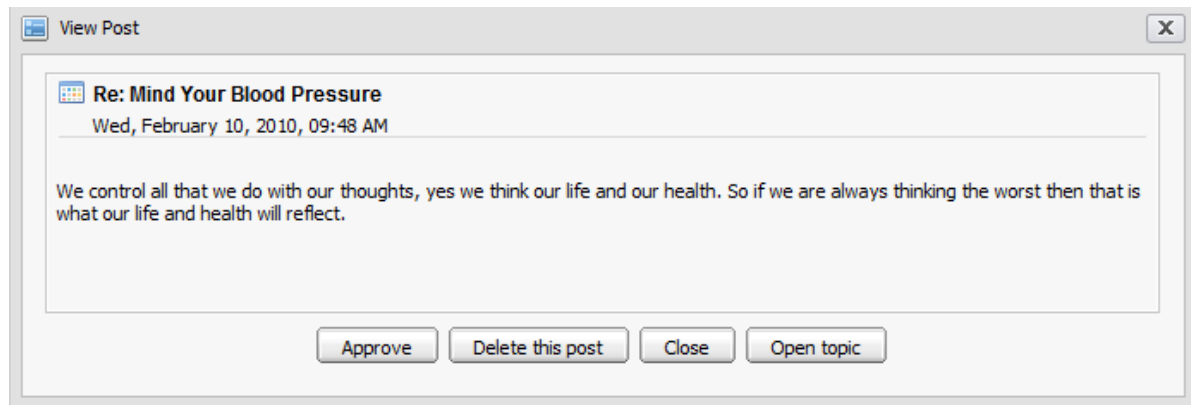
In case the administrators login, all topics and posts pending for approval or censor in all forums in the Forum application are listed.

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

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

**Step 1:** Click the topic/post name in the pending list like the illustration 81.

The **View topic/post** form will appear:



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

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

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

## 3.20 Forum portlet settings

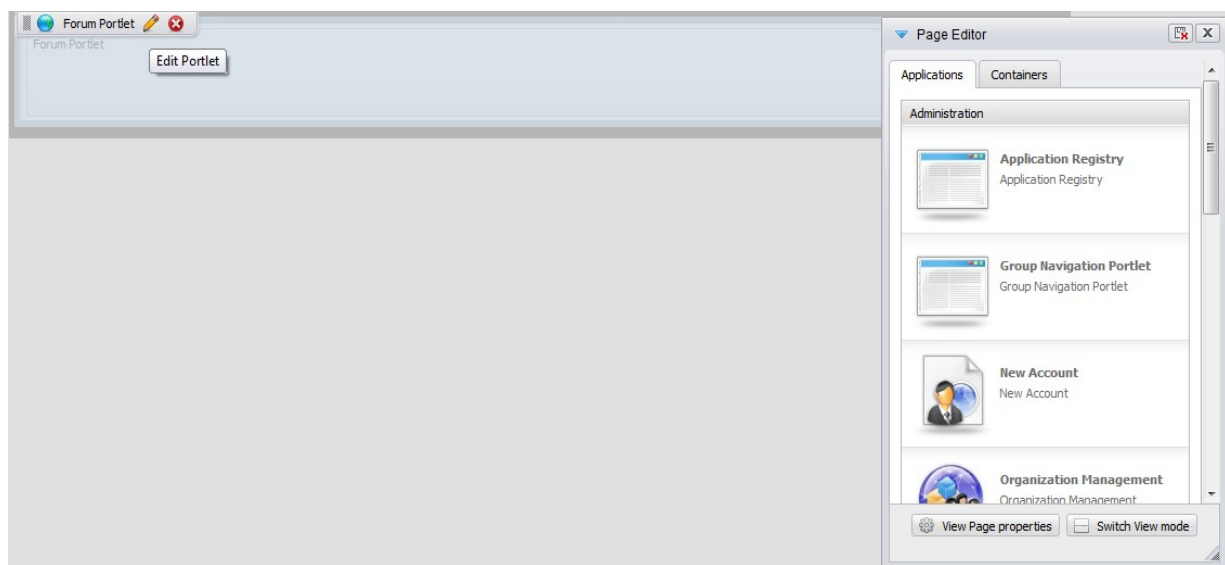
In the Edit Mode tab of the Forum portlet settings, the portal administrator can hide/ show category/forum and enable/disable some functions/information in the Forum Application.

Do as follows:

**Step 1:** Login by the portal administrator.

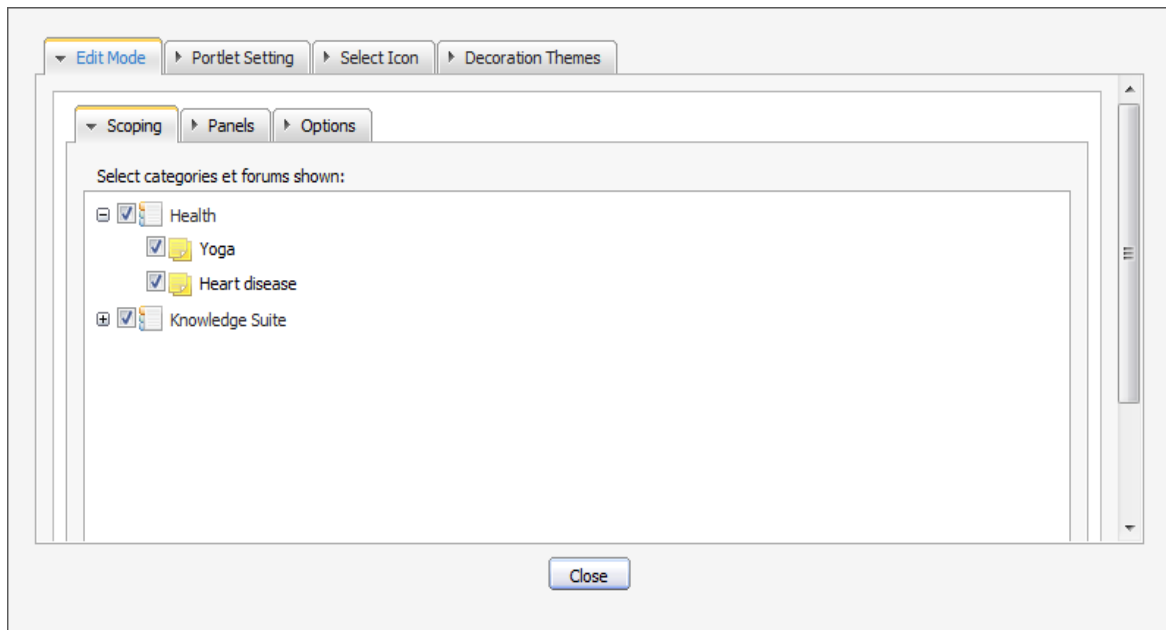
**Step 2:** Go to the administration bar: **Group | Administration | Page Management**.

Click  that corresponds to the Forum.



**Step 3:** Click .

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



**Illustration 85: The Edit Mode tab of Forum Portlet settings**

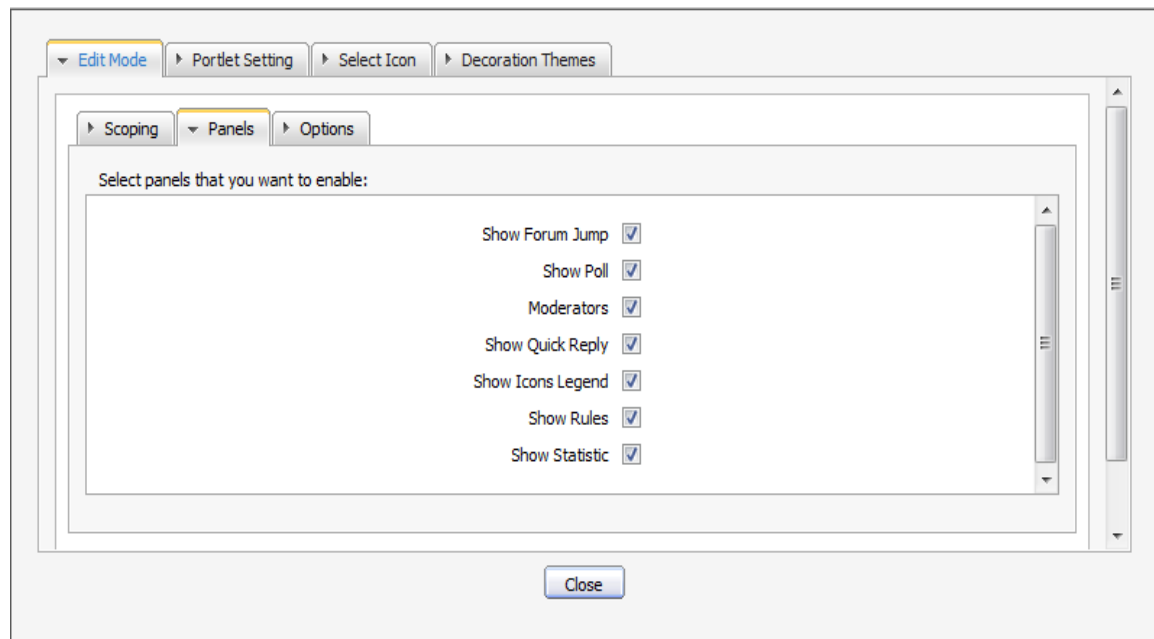
The **Scoping** tab that allows showing/hiding categories and forums in the Forum Application by selecting or unselecting their check boxes.

**Step 4:** Select/unselect checkbox(es) of the category/forum that you want to show/hide

**Step 5:** Click **Save** in the tab, the form and the page.

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

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



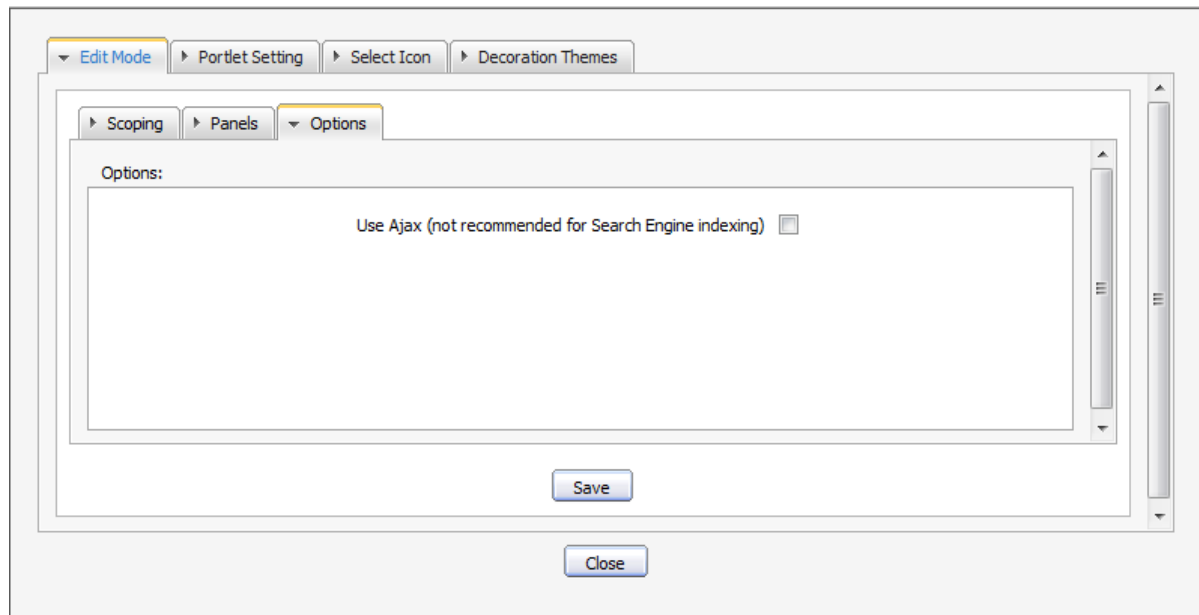
**Illustration 86: The Panels tab of Edit Mode**

Similarly, select or unselect checkbox(es) of the function/information that you want to enable or disable.

Details:

<i>Show Forum Jump</i>	This option is whether to enable Forum Jump function or not.
<i>Show Poll</i>	This option is whether to set visible for the topic poll or not
<i>Moderators</i>	This option is whether to show forum moderator information or not.
<i>Show Quick Reply</i>	This option is whether to enable Quick Reply function or not.
<i>Show Icons Legend</i>	This option is whether to show the Icon Legend or not
<i>Show Rules</i>	This option is whether to show forum rules information or not.
<i>Show Statistic</i>	This option is whether to show the forum statistics or not.

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



*Illustration 87: The Options tab of Edit Mode*

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

## 3.21 RSS feed



This function provides RSS feeds that are used to get RSS of a specific category, forum, topic. Each time if there is any change, the feed of the corresponding category, forum or topic will be updated.

Do as following steps:

**Step 1:** Right-click a category, a forum or a topic that you want to get RSS feeds, then select the **RSS** item in the menu.



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


 Subscribe to this feed using 
 
 Live Bookmarks
 ☐ Always use Live Bookmarks to subscribe to feeds.

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## Yoga

[Re: Pre-Natal Yoga Guidelines](#)  
Tuesday, September 01, 2009 7:37 AM

It is very good for pregnant women.

[Pre-Natal Yoga Guidelines](#)  
Tuesday, September 01, 2009 7:34 AM

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

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

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

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

- 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 (content of the topic's initial post), link (permalink to the topic), pubdate (creation date of the topic).



*Private posts, Censoring Topics/Posts, Hiding Posts, Disapproved Topics/Posts donot go to the feed.*

## 4 Conclusion

It is our hope that information stated above is valuable to you, our Corporate customers and users in the process of experiencing the eXo Knowledge applications. To clearly support for benefits recognition from customers and users, we would like to summarize major strengths of eXo Knowledge as follows:

- Based on mature and robust GateIn portal, the Forum really brings about interesting experiences that facilitates users to solve and discovers all functions of the system.
- With the Forum, the collaboration can be enhanced in such new but easy-to-use manner. Now, you can freely discuss in a space with multi-functions.
- From the certain standards, Forum has created favorable conditions for every user everywhere with a series of networking features.

Our Corporate is always willing to receive any feedback, including errors and ideas that can make the guide better. Serving and resolving all issues related to the Forum are our responsibilities, so please post your questions at our forum freely.

For more information about eXo and our products, please visit our homepage. Our Corporate is always willing to receive any feedback that can make the guide better. We also provides professional support via eXo Forum, where you can find useful advices and solutions to your issues.