

# **Xtendable® Server Forum Module Management Guide**

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# Xtendable® Server Forum Module Management Guide

## About the Forum Module

The Forum Module allows your site visitors to participate in threaded, Usenet-style discussions. In forums, your visitors can post questions, respond to messages, or read other visitors' posted messages. As a site administrator, you can set up discussions and categorize, organize, or delete submitted posts.

Discussions are organized using forums, threads, and messages. A forum is the main subject area for the discussion. A discussion thread is an initial discussion topic, allowing users to post messages in reply. You may organize several threads under the same forum.

In this guide, we'll give you the information you need, as a site administrator, to get started managing your site's forums. The topics included in this guide are:

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## GETTING STARTED

You must be an authorized site administrator to access the Forum module. If you are not an authorized site administrator and need to manage the forums on your site, you will need to have an administrator account created for you. Contact your system administrator or email Army FRG support at [support@armyfrg.org](mailto:support@armyfrg.org).

## Logging Into the System

- To get started, go your Web site and press the **Login** button. (The appearance and location of the Login button depends on your site's unique design.)



- Enter your *Username* and *Password* and press the **Login** button.

[Login](#) | [Register](#) | [Forgotten Your Password?](#)

Please enter your username and password here to gain access to this site.

**Login**

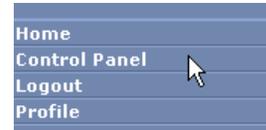
\* Username

\* Password

[Forgot your password?](#)

[Register for this site.](#)

- Once you have logged in, you will see some changes on the screen. You will see small pencil or “editing” icons (  ) scattered throughout the site. By clicking the editing icons, you can directly access forms to update the content on your site.
- You will also see a link to access the Control Panel. (The appearance and location of the Control Panel link depends on your site's unique design.) Find and click the *Control Panel* link for your site.



## Using the Control Panel

The Control Panel is your link to managing the content on your site. From the Control Panel, you can easily access tools to review, manage, or add new content. The main navigation screen of the Control Panel is called the **index**. From the Control Panel index, you can click on a module name to access that module's management tools.

- To access the Forum management tools, click the *Forum* link.

Management Index

### Management Index

Please select a recently used module to manage from the list below, or view the list of all modules to manage to the right.

<b>Administration Modules</b>  	
Access Log	Page Tools
Audit Trail	Profile
Global User Management	Project
Hierarchy	Registration
Keywords	Styles
Login	System Diagnostics
Modules	User
Navigation	
<b>Content Modules</b>  	
Announcements	Links
Discussion	News
Download Center	Page Builder
FAQ	Photo Gallery
Forum 	Search
Glossary	Site Statistics
Guestbook	

## FORUM MANAGEMENT INDEX

The Forum Management Index shows you a list of the current discussions on your site. Like other Xtendable Server content, forum threads are organized using a category system.

The Forum Management Index is the page from which you can access all of the Announcements module's functionality. Some options described in this manual may not be available to you due to your access level. If you have questions about your access level, please contact your system administrator.

To view any of the discussion threads within a category, click the category name. You will see a list of the items within that category.

## Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

	Name	Date Added	Status
● Edit	Budgeting Tips	11/10/2004	●
● Edit	Investing Resources	11/10/2004	●

- The status of each discussion thread is indicated in the Status column. The legend at the top of the Forum Management index page indicates what the colored circles mean. A thread must be released and published to be visible on your public site. If authorized, you can change the status of a thread when adding or editing it.

● Released / Published ● Released / Not Published ● Not Released / Not Published

- To edit a category or subcategory, click the category or subcategory. Then, press the editing (✎) icon to see editing options for the category.

## MANAGING FORUM CATEGORIES

You can organize your discussions into logical groupings using Forum categories and subcategories.

- The **Featured** category contains threads that appear on the module user index page and are displayed more prominently to visitors.
- The **Uncategorized** category can be used as temporary storage for content that you have created, but have not yet been assigned to a category.
- The **Discarded** category contains categories and content that have been discarded. Deleting them from here will remove them permanently from the system.
- To view nested subcategories, press the expand icon (+) next to the category name. To hide subcategories, press the collapse icon (-) next to the category name.

### Forum

Use this page to create or edit forums a

● Released / Published ● Released / N

Money Matters	
Forum Forums	✎
★ Featured (1)	
[-] Main Topics (0)	
[-] Money Matters (2)	✎
[-] Community Welcome Center (0)	
[-] Learning for Life (0)	
[-] Health and Wellness (0)	
[-] Home and Family Life (0)	
[-] Army Basics (0)	

## Adding Top-Level Forum Categories

- To create a new top-level Forum category, click the Forum Categories title. Then, click the editing icon (✎) to see your editing options. Choose the *Add Top Level Forum* option.

### Forum

Use this page to create or edit forums and threads, ar

● Released / Published ● Released / Not Published ●

Money Matters	
Forum Forums	✎
★ Featured (1)	
[-] Main Topics (0)	
[-] Sample Forum (3)	
[-] Uncategorized (0)	
[-] Discarded (0)	

- Enter the *Forum Name* and *Forum Description*.
- Enter the *Forum Status*. Released forums will be published directly to your site. Featured forums will be displayed more prominently to your users.
- Choose Yes or No for *Discussion Moderated?* or *Discussion Enabled?* Moderated forums require administrator approval before user-submitted comments are released to other users. Enabled forums allow users to post messages and participate in the discussion.
- Choose the *View Permissions* or the user access levels that should be able to view the content within the category. Select “All” to make the category content visible to all site visitors. Select “None” to hide the category content from all visitors. Select “Specific” to restrict the category content to users with specific access levels and choose which users should be able to view the content.

## Add Forum

Please enter forum information into the form below.

Forum Information

\* Forum Name

\* Forum Description

Forum Status

Released?  Yes  No

Featured?  Yes  No

Discussion Options

Discussion Enabled?  Yes  No

Discussion Moderated?  Yes  No

View Permissions

Content Viewable By  All  None  Specific

- If desired, press **Spell Check** to check your entries.
- Specify the *Category Permissions* for each access level using the sliders. The options are None, Edit, Approve, or Release. Users with “None” permission cannot modify a category. Users with “Edit” permissions can modify a category's settings or the content inside of it, but must have their changes reviewed before they are released to the public site. Users with “Approve” permission have review authority and can approve categories or the content inside of them, but cannot release them to the public site. Users with “Release” permission can make the category or its content viewable by the public on the site.
- Press **Save and Next** to move onto the next step.

Forum Management | Advanced Options | Configure Module

Permissions

Choose which access levels can view or edit this category.

[Edit Forum](#) | [Permissions](#) | [Advanced Permissions](#) | [Batch Update Forum Content](#)

Current Category: Military Spouse Discussion

Forum Permissions

Don't see the access level you need? Go to Update Module Permissions and set that particular access level to have management permissions in this module.

Administrator

Developer

Approve

- Press **Save and Next** to move onto the next step.

- Next, specify advanced permissions for the category. You can choose to apply the permissions for each category to all subcategories, if desired.

Forum Management | Advanced Options | Configure Module

Advanced Permissions

Choose which access levels can assign management privileges to other access levels for this forum.

[Edit Forum](#) | [Permissions](#) | [Advanced Permissions](#) | [Batch Update Forum Content](#)

Current Category: Military Spouse Discussion

Advanced Forum Permissions

Don't see the access level you need? Go to Update Module Permissions and set that particular access level to have management permissions in this module.

Administrator

Developer

Apply To All SubForums  Yes  No

- Press **Finish** to add your top-level category. Your new category will be added to the category tree on the Forum Management Index.

Forum Management | Advanced Options | Configure Module

Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

Released / Published

Released / Not Published

Not Released / Not Published

Loading: Military Spouse Discussion

Forum Forums

- ★ Featured (1)
- Main Topics (0)
- Military Spouse Discussion (0)
- Sample Forum (3)
- Uncategorized (0)
- Discarded (0)

Loading Forum Content

Please wait while your request is being processed.

## Adding Subforums

- To add new subforums, select the parent forum name and select the Add Subforum option.

Forum Management

Forum Management

Use this page to create or edit forums and threads, and modify t

Released / Published

Released / Not Published

Not Rele:

Military Spouse Discussion

Forum Forums

- ★ Featured (1)
- Main Topics (0)
- Military Spouse Discussion (0)
- Sample Forum (3)
- Uncategorized (0)
- Discarded (0)

This forum cont

To add a new thre  
Forum Edit Menu.

- Add Thread
- Edit Forum
- Add SubForum
- Reorder Threads
- Batch Update Threads

- Add details for the subforum. The process is similar to the process to adding a forum. For more information, see [Adding Top Level Forum Categories](#).
- If the Advanced Permissions for the top-level category were set to apply to all subcategories, the subcategory will inherit the parent category's permissions.

- The new subforum will be added underneath its parent category in the category tree on the Forum Management Index.



## CREATING NEW FORUM THREADS

New discussions are added as new threads to the forum categories for your site. A discussion thread is an initial discussion topic, allowing users to post comments in reply.

As an administrator, you can mark a thread as “Pinned”. Pinning a thread causes it to appear before any non-“Pinned” threads in the Forum thread listing.

For more information on managing forum categories, see [Managing Forum Categories](#).

- Click the Forum or Subforum where you want to add the new thread.
- Then, press the Edit ( ) tool and select the *Add Thread* option.

Forum Management | Advanced Options | Configure Module

### Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

Released / Published Released / Not Published Not Released / Not Published



## Entering Thread Details

- Enter the requested information for the thread in the Add Thread screen. Asterisked fields are required.
- Identify the *Thread Name* and provide a *Thread Description*.
- Indicate whether the discussion should be *Pinned*. Pinned threads appear at the before other threads in your forum.
- For the *Status* for the thread, choose “Not Approved,” “Approved, But Not Released,” or “Released.” A thread

must be approved before it can be released. You may only approve a thread if you have the appropriate user access level.

- For the *View* options, choose which users should be able to view the comments within the discussion. Specify whether you want All (if you want all users to be able to view the thread), None (to hide the thread from all users), or Specific (to choose which user access levels should be able to view the thread).
- Press the **Save and Next** button once you’ve added the thread details to move to the next step.

Forum Management | Advanced Options | Configure Module

## Add Thread

This page allows you to add a new thread, including its status and viewing permissions..

Current Category: Money Matters

## Adding Keywords

The system uses keywords when users perform site searches to find information.

Forum Management | Advanced Options | Configure Module

### Keywords

This page relates to the ideas surrounding the concepts and dealing with the issues exposed by Update Keywords.

Update Thread | Keywords | Related Items

Current Category: Money Matters

Current Thread: Stretching Your Paycheck

- Add keywords for the thread. A comma must separate each keyword or term.

- The system may also suggest keywords, based on the information you entered for the thread. To add a suggested keyword, click the checkbox in front of it.
- Press the **Save and Next** button to add the selected keywords to your thread.

## Adding Related Items

By adding related items, you can associate your thread with other content on your site. For example, you might want to associate a discussion thread with a related news article. This step is optional.

- If you want to add related items to the thread, select the type of content you want to add and indicate whether it is a new or existing piece of content.
- Press **Add** and select the item you would like to add. A wizard will guide you through the process.

[Forum Management](#) | [Advanced Options](#) | [Configure Module](#)

### Related Items

Use the Related Items page to associate other site information with this thread.

[Update Thread](#) | [Keywords](#) | [Related Items](#)

**Current Category:** Money Matters  
**Current Thread:** Stretching Your Paycheck

**Add Related Item**

Select the type of item to add:

Select an option:  New  Existing

- Press **Finish** to add the related items to the thread and add the thread to the system. The new thread will be added to the selected forum category.

[Forum Management](#) | [Advanced Options](#) | [Configure Module](#)

### Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Forum Forums	Name	Date Added	Status
★ <b>Featured (1)</b>	<a href="#">Edit</a> Budgeting Tips	11/10/2004	<span style="color: green;">●</span>
▾ <b>Main Topics (0)</b>			
▾ <b>Money Matters (3)</b>	<a href="#">Edit</a> Investing Resources	11/10/2004	<span style="color: green;">●</span>
▾ Community Welcome Center (0)			
▾ Learning for Life (0)			
▾ Health and Wellness (0)			
▾ Home and Family Life (0)			
▾ Army Basics (0)	<a href="#">Edit</a> Stretching Your Paycheck	11/23/2004	<span style="color: red;">●</span>

## EDITING OR DELETING THREADS

Once you have added a thread to the system, you can update the discussion title, description, or permissions.

This section describes how to update individual threads. If you would like to update the titles or descriptions for a group of threads at once, see [Batch Updating Threads](#).

- Click the forum or subforum where the thread is stored.
- Press the *Edit* link next to the thread's listing in the Forum Management index.

[Forum Management](#) | [Advanced Options](#) | [Configure Module](#)

### Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Forum Forums	Name	Date Added	Status
★ <b>Featured (1)</b>	<a href="#">Edit</a> Budgeting Tips	11/10/2004	<span style="color: green;">●</span>
▾ <b>Main Topics (0)</b>			
▾ <b>Money Matters (3)</b>	<a href="#">Edit</a> Investing Resources	11/10/2004	<span style="color: green;">●</span>
▾ Community Welcome Center (0)			
▾ Learning for Life (0)			
▾ Health and Wellness (0)			
▾ Home and Family Life (0)			
▾ Army Basics (0)	<a href="#">Edit</a> Stretching Your Paycheck	11/23/2004	<span style="color: red;">●</span>
▾ Managing Deployment (0)			
▾ Making a Move (0)			
▾ Work and Careers (0)			
▾ Military Spouse Discussion (0)			
▾ Sample Forum (3)			
▾ Uncategorized (0)			
▾ Discarded (0)			

- Change the content or options for the thread. Press **Save** to save any changes or **Cancel** to ignore your changes.

[Forum Management](#) | [Advanced Options](#) | [Configure Module](#)

### Update Thread

This page allows you to update thread information. You may also update thread status and change the viewing permissions for certain access levels.

[Update Thread](#) | [Keywords](#) | [Related Items](#)

**Current Category:** Money Matters  
**Current Thread:** Stretching Your Paycheck

**General Information**

\* Thread Name:

\* Thread Description:

Pinned:

**View State**

Status:  Not Approved  
 Approved, But Not Released  
 Released

View:  All  None  Specific

- If you want to remove the thread from your site, press the **Discard** button. The system will move discarded thread to the *Discarded* category of the Forum Management Index.

## BATCH UPDATING THREADS

The module's Batch Update tool allows you to quickly change the title or description of all the threads in a selected forum or subforum.

This section describes how to update the titles or descriptions for a group of threads within a forum. If you need to edit an individual thread, see [Editing or Deleting Threads](#).

- Click the forum or subforum where the threads are stored.
- Press the Edit ( ) tool and select the *Batch Update Threads* option.

### Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Name	Date Added	Status
<a href="#">Edit Budgeting Tips</a>	11/10/2004	●
<a href="#">Edit Investing Resources</a>	11/10/2004	●
<a href="#">Stretching Your Paycheck</a>	11/23/2004	●

- Change the *Name* or *Description* for each of the threads within the selected forum or subforum.

### Batch Update Forum Content

Update all of the threads in this forum at one time.

[Edit Forum](#) | [Permissions](#) | [Advanced Permissions](#) | [Batch Update Forum Content](#)

#### Batch Edit

Viewing 1-3 of 3 Threads

Name	Description
<input type="text" value="Budgeting Tips"/>	<input type="text" value="Budgeting Tips"/>
<input type="text" value="Investing 101"/>	<input type="text" value="Learn about successful investing te"/>
<input type="text" value="Stretching Your Paycheck"/>	<input type="text" value="Share tips for budgeting wisely and"/>

[Update Threads](#)

- Press the **Update Threads** button to apply your changes.
- Press the *Forum Management* link to return to the Forum Management Index page.

### Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Name	Date Added	Status
<a href="#">Edit Budgeting Tips</a>	11/10/2004	●
<a href="#">Edit Investing 101</a>	11/10/2004	●
<a href="#">Stretching Your Paycheck</a>	11/23/2004	●

- If you want to place a thread in multiple categories, go to the Forum Management Index and select the current category for the item.

### Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Name	Date Added	Status
<a href="#">Edit Budgeting Tips</a>	11/10/2004	●
<a href="#">Edit Investing 101</a>	11/10/2004	●
<a href="#">Stretching Your Paycheck</a>	11/23/2004	●

- Click on the thread that you want to add to another category, and, while holding the mouse down, drag it over the new category's name. You will see the following dialog:

Create a shortcut to this Thread

Move this Thread into this Forum

[OK](#) [Cancel](#)

- Press the **OK** button to add a shortcut to the thread in the new category. Users will now see the discussion thread under both categories on your site. Shortcuts to other categories are designated with the shortcut icon ↘.

### Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published

Name	Date Added	Status
<a href="#">Let's talk about MyArmyLifeToo</a>	10/04/2004	●
<a href="#">Investing 101</a>	11/10/2004	●

- Moving the thread to a new category removes it from the first forum and places it in the new location only.

## REORDERING THREADS

Reordering threads changes the order in which they display on your site. You may want to list more active or important discussions near the top of a forum.

- Select a category and press the **Edit** tool to next to the forum category name. All of the threads in that category will display in the order in which they currently appear on your site.
- Select the *Reorder Threads* option.

## ADDING THREADS TO MULTIPLE FORUMS

Adding a thread to multiple categories allows visitors seeking information to view the discussion under various topics.

## Forum Management

Use this page to create or edit forums and threads, and modify their content and attributes. Click on a forum to begin.

● Released / Published ● Released / Not Published ● Not Released / Not Published



The screenshot shows a forum management interface. On the left is a sidebar with a tree view of forum categories: Money Matters (3), Community Welcome, Learning for Life (0), Health and Wellness, Home and Family Life, Army Basics (0), Managing Deployment, and Making a Move (0). The main area displays a table of threads:

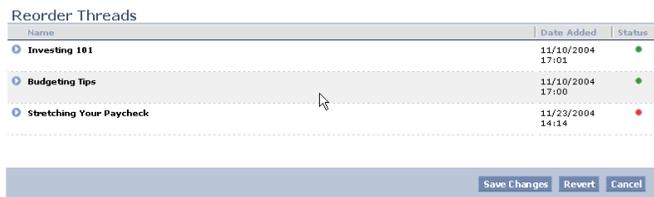
Name	Date Added	Status
<a href="#">Edit Budgeting Tips</a>	11/10/2004	●
<a href="#">Edit Investing 101</a>	11/10/2004	●
<a href="#">Stretching Your Paycheck</a>	11/23/2004	●

A context menu is open over the 'Stretching Your Paycheck' thread, showing options: Add Thread, Edit Forum, Add SubForum, Reorder Threads (highlighted), and Batch Update Threads.

- Click on each thread that you want to move and, while holding the mouse down, drag it to the desired position in the list.

## Reorder Threads

Use this page to reorder the appearance of threads in this forum. Click a column header to reorder threads in ascending or descending order. You may also drag and drop threads to manually place them in a desired location.



The screenshot shows the 'Reorder Threads' interface. It features a table with the following data:

Name	Date Added	Status
<a href="#">Investing 101</a>	11/10/2004 17:01	●
<a href="#">Budgeting Tips</a>	11/10/2004 17:00	●
<a href="#">Stretching Your Paycheck</a>	11/23/2004 14:14	●

At the bottom of the interface are three buttons: Save Changes, Revert, and Cancel.

- Once you have reordered the listed threads in the desired order, press the **Save Changes** button. The threads will now display on your site in the new order.
- If you decide you want to leave the threads in the order they were previously in, press the **Revert** button.

## FOR ADDITIONAL ASSISTANCE

If you have any additional questions that this guide did not answer, contact the Army FRG Technical Support Team at (858) 272-8505 or [support@armyfrg.org](mailto:support@armyfrg.org).

Please don't hesitate to contact us regarding your comments, thoughts, or ideas on how we can continue to meet your needs.