# Forums User Guide

## 1. Introduction.

ActivityForum Forums provides you with a way for communication and discussion with other members. Entries made into a forum system are often referred to as either messages or posts. Throughout this document the entries will be referred to as posts.

To use forums you must be logged on using your username[1]. There is no public access to the system.

## 2. Access to Forums.

To access Forums click on the "Forums" tab.

The Forums listed are specific to you and your groups. You can access all your forums at any point in ActivityForum once you have logged on.

## 3. Forums.

A forum is a collection of topics or subjects for discussion (these topics and subjects are called threads).

To access Forums click on the "Forums" tab. The page will display the current list of your forums.

Click on the title of the forum or view icon (magnifying glass on the right) to see the threads of discussion in the forum.

### 3.1 Thread List.

A thread is a title given to a related set of posts upon a specific subject or topic.

The page will display the list of threads in the forum. Against each thread name is displayed the number of posts that have been added.

Click on the thread title or view icon (magnifying glass on the right) to see the posts within the thread.

#### 3.1.1 Start button

Clicking the start button will allow you to start a new thread in a forum.

#### 3.1.2 Subscribe button

Clicking the subscribe button will register you to receive by email copies of any new posts added to the threads in the forum as they are posted.

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[1] If you don't have a username login using your e-mail address, go to the [MY] on the top right hand corner then navigate to the "security settings" menu item on the left and add a username.

## 3.2 Thread Messages.

The thread shows the related set of posts upon a specific subject or topic. The posts are listed with the most recent at the top. The top of the page shows information about the thread including the forum name, thread title, number of posts, who started the thread and when it was started.

### 3.2.1 Thread Buttons

There is one set of these buttons for the thread

**Last**
The last button takes you to the last (most recent) post in the thread.

**Print**
Print the posts in this thread

**Report**
Report the thread to the forum moderators if inappropriate posts have been added to the thread.

**Subscribe**
Clicking the subscribe button will register you to receive by email copies of any new posts added to this thread in the forum. This saves you time and keeps you up to date with recent posts.

**Un-Subscribe**
Clicking the un-subscribe button will cancel the request to receive by email copies of any new posts added to this thread in the forum.

### 3.2.2 Post Buttons

There is one set of these buttons below for each post in the thread

**Buddy**
Add this person to the list of names of those whose posts to threads in forums you wish to follow.

**Profile**
Show the profile of the person who added the post.

**Private**
Send a private message to the person who added the post

**Edit**
Edit the post content is only available for your own posts.

**Reply**
Add a reply to this post within the thread.

**Quote**
Add a reply to this post quoting the text from the post to which the reply is directed.

## 4. Search

Search in the left hand menu provides options to search for posts using the following options:

| | |
|---|---|
| **Text** | Text to search for in posts |
| **Username** | Username of person posting posts |
| **Type** | Current of archived posts |
| **Between** | Date range when posts were entered |
| **Forum** | Forums to look in for posts |

## 5. Message box

Shows any private messages that have been sent to you by other forum users.

## 6. My profile

Shows the information about yourself to be shown to other forum users when they click the profile button against a post.

## 7. My Subscriptions

Shows any forums and threads to which you have subscribed to receive copies of any new posts by email.

To unsubscribe from threads or forums, click the check boxes against the forum names and thread descriptions you wish to un-subscribe from then click the save button.

## 8. Buddy List

Lists any users you have nominated as buddies to highlight the posts made by these users to forums.

## 9. Notices

Shows any notices added by the moderators for forum users.

## 10. Moderate

This is the link to moderate facilities.  This will only appear if you are a moderator for one or more forums.