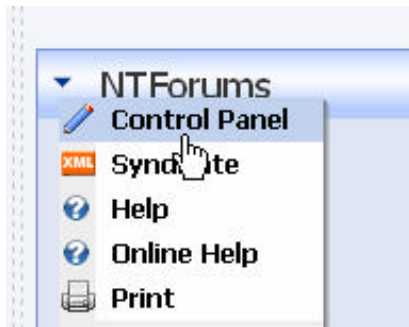


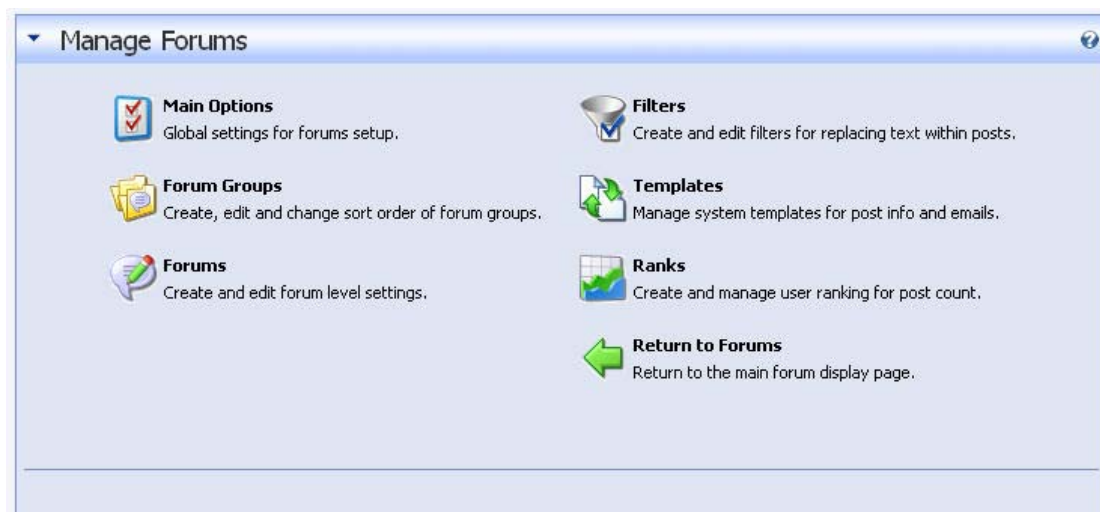
Using the Forum – Administrators Guide

Basic Setup

Place your cursor over the arrow icon then click on the Control Panel link.



Now you will have access to the main admin home screen.



The first step is to go to the Main Options screen.



Main Options

Forum Template:

Page Size: This determines the number of posts and topics that will appear on each page.

User Photos: Users can upload a photo for their profile page.

User Bios: Users can create a bio to appear on their profile page

Users can subscribe: Users can subscribe to posts.

Enable User Signatures:

Disable Profiles: Check this box if you wish to disable user profiles.

User Display Mode:

Enable Who's Online **Users Online is disabled under Host Settings. Click here for more information.**

Member List Mode

Avatar Settings

Allow Avatars:

Allow Avatar Links:

Avatar Dimensions: x

Forum Statistics Settings

Stats Enabled: Check this to have forum stats appear.

Stats Template:

Update Interval: Minutes - This determines how often the stats will be updated.

Date & Time Settings

Date Format:

Time Format:

Server Time Zone:

[Update Settings](#)

Forum Template: This determines which template is used when viewing the forums.

Page Size: This determines the number of posts and topics that will appear on each page.

User Photos: Check this box if you would like to give users the ability to upload a photo to appear on their profile page.

User Bios: Check this box if you would like users to be able add an extended bio to their profile page.

Users can subscribe: Check this box to give users the ability to subscribe to posts.

Enable User Signatures: Allows you to choose if users can create plain text or HTML signatures.

Disable Profiles: Check this box if you wish to disable user profiles.



User Display Mode: This gives you ability to control what name appears for the user next to each post. Options are User Name, Full Name, First Name and Last Name.

Enable Who's Online: Check this if you wish to enable the Who's Online feature.

Member List Mode: This determines which users will be able to access the member list

Allow Avatars: Check this box if you would like to allow users to have an Avatar appear with their post

Allow Avatar Links: Check this box if you would like to give users the ability to link to an Avatar on a remote server.

Avatar Dimensions: Set the maximum height and width in pixels for Avatars.

Stats Enabled: Check this box if you wish to have stats appear at the bottom of the page.

Stats Template: This is an HTML Template that will allow you to format and choose what will appear within the statistics.

Update Interval: This is the number of minutes it will take for the stats to be updated.

Date Format: The date format option allows you to customize the date display.

Time Format: The time format option allows you to customize the time display.

Server Time Zone: Select the time zone where your server resides. This will allow for proper date/time calculations for your users.

Press "Update Settings" and now you will be ready to add a Forum Group.

Before creating any forums you need to create a forum group.

Click the "Add Forum Group" Button.

Forum Groups

Click the "Add Forum Group" button to add a group.



Individual forums have the ability to inherit the settings from the group. This can help with creating and managing a large number of forums. If your forums will require unique settings then you do not want to use the inherit settings options. In that case, all you will need to do is enter the name of your forum group and click "Save". For additional information on the options below, review the forum settings.



Group Name

Enter the name for your group in the box below. Then click the "Save" button.

Group Name

Security:

	View	Read	Create	Reply	Edit	Delete	Lock	Pin	Attach	Subscribe
Creator/Owner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Forum Owner: -None

Moderator Roles: Administrators Subscribers
 Registered Users

Moderated:

Allow Attachments: Users will be able to upload files with posts.

Use Filter:

Hidden:

Active:

Allow HTML:

Allow Post Icon Selection:

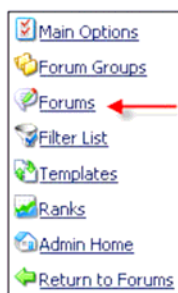
Allow Emoticons:

Allow Script Tags:

Allow Forum Subscriptions:

[Save](#) [Cancel](#)

Now you are ready to add your first Forum.





Main Options
Global settings for forums setup.

Filters
Create and edit filters for replacing text within posts.

Forum Groups
Create, edit and change sort order of forum groups.

Templates
Manage system templates for post info and emails.

Forums
Create and edit forum level settings.

Ranks
Create and manage user ranking for post count.

Return to Forums
Return to the main forum display page.

- a. Navigate to the Forum admin screen by clicking on the link on the left or the button on the admin home page.
- b. Click the “Add New Forum” button



- c. Choose the group for this forum and enter a name and description. If you do not wish to have unique settings for this forum then you can click the “Inherit Group Settings” checkbox and click Update.

Forum Group:

Name:

Description:

Inherit Group Settings:

- d. Select the Security and Moderator Roles. The security grid provides tight control over each role within your forums. The forum owner option allows you to give moderator permissions to an individual user.

Security:	View	Read	Create	Reply	Edit	Delete	Lock	Pin	Attach	Subscribe	Announce	Poll
Creator/Owner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



The Creator/Owner Role: In most cases the creator/owner role should be identical to your registered users. However there are some changes you may want to make. Users can create and view only their posts: To do this you must uncheck the read permission for the desired user role.

View: Allows users the ability to see the forum in the forum list. (note: to prevent users from seeing the forum you must also check the hidden checkbox.)

Read: Allows users the ability to read topics within the forum.

Create: Allows users the ability to create posts within the forum.

Reply: Allows users the ability to reply to posts within the forum.

Edit: Allows users the ability to edit their own posts.

Delete: Allows users the ability to delete their own posts.

Lock: Allows users the ability to lock a topic and prevent additional posts.

Pin: Allows users to permanently move a topic to the top of the topic list.





Attach: Allows users the ability to attach files to a post or reply.

Subscribe: Allows users the option to be notified when someone posts to the topic.

Announce: Allows users to make the post an announcement.

Poll: Allows users the ability to create a poll.

e. Choose your forum options

Forum Owner:	-None  
Moderator Roles:	<input checked="" type="checkbox"/> Administrators <input type="checkbox"/> Subscribers <input type="checkbox"/> Registered Users
Moderated:	<input type="checkbox"/>
Allow Attachments:	<input type="checkbox"/> Users will be able to upload files with posts.
Use Filter:	<input type="checkbox"/>
Hidden:	<input type="checkbox"/>
Active:	<input checked="" type="checkbox"/>
Allow HTML:	<input type="checkbox"/>
Allow Post Icon Selection:	<input type="checkbox"/>
Allow Emoticons:	<input type="checkbox"/>
Allow Script Tags:	<input type="checkbox"/>
Allow Forum Subscriptions:	<input type="checkbox"/>
Index Content?	<input type="checkbox"/> All content in this forum group will be indexed.
Allow RSS:	<input type="checkbox"/> Enable RSS Subscriptions
Topics Template:	Default 
Topic Template:	Default 
Save Cancel	

Forum Owner: Grants a specific user moderator rights

Moderator Roles: Grants users in the specified role moderator rights

Moderated: Posts made to the forum will need to be approved before they are posted

Allow Attachments: Users that have the attach permission will be allowed to attach files

Use Filter: Posts will be filtered

Hidden: Prevents users who do not have the view permission from seeing the forum

Active: Must be checked for forum to appear

Allow HTML: Allows users to enter HTML into posts

Allow Emoticons: Displays a list of emoticons for users to pick when posting

Allow Script Tags: Allows users to use `<script></script>` in posts. (Must have Allow



HTML checked to work)

Allow Forum Subscriptions: Allows users the option to be notified whenever someone posts to the forum.

Index Content: Indexes content to work with DotNetNuke Search

Allow RSS: Allows forum to be syndicated

Topics Template: This chooses which template will be used when viewing the forum

Topic Template: This chooses which template will be used when viewing a topic

f. Click "Update Forum" and you will be redirected to the main forum management screen.



g. Repeat these steps to add additional forums.

Congratulations! Your forums are now ready for posts.

Advanced Forum Settings

Attachment Options

ActiveForums gives you several options for managing attachments within forums. When you select "Allow Attachments:" from the forum options screen your Attachment options will be displayed.

Allow Attachments:	<input checked="" type="checkbox"/> Users will be able to upload files with posts.
Max Number of Attachments:	<input type="text" value="3"/>
Max File Size:	<input type="text" value="60"/> kb
Allowed File Types:	<input type="text" value="jpg,gif,pdf,bmp,png"/>
File Store:	<input type="text" value="FileSystem"/> ▾
Max Image Height:	<input type="text" value="0"/>
Max Image Width:	<input type="text" value="0"/>
Use Unique FileNames:	<input type="checkbox"/>

Max Number of Attachments: This determines how many attachments a user can add per post.

Max File Size: This allows you to control the max file size for any attachment being uploaded.

Allowed File Types: Add extensions of files that you will allow to be uploaded.

File Store: ActiveForums allows you to store files in database or file system.

Max Image Height and Width: ActiveForums can automatically resize image files based upon the height



and width settings you determine. Leave these values set to 0 if you would like to disable this feature.

Use Unique FileNames: Checking this box will rename the users uploaded file with a unique random filename.

HTML Editor

ActiveForums provides you with three input options for creating forum posts.

Allow HTML: This will allow users to enter HTML formatted text

HTML Input Method:

Height:

Width:

Toolbar:

Style:

1. TextBox – Plain text box which will accept HTML and tags that you specify in the “Filter” settings.
2. ActiveEditor – A WYSIWYG/HTML editor based on FreeTextBox. ActiveEditor will allow you to control what tool bar options appear in the editor and style.
 Toolbar options include: ParagraphMenu, FontFacesMenu, FontSizesMenu, FontForeColorsMenu, FontForeColorPicker, FontBackColorsMenu, FontBackColorPicker, Bold, Italic, Underline, Strikethrough, Superscript, Subscript, InsertImageFromGallery, CreateLink, Unlink, RemoveFormat, JustifyLeft, JustifyRight, JustifyCenter, JustifyFull, BulletedList, NumberedList, Indent, Outdent, Cut, Copy, Paste, Delete, Undo, Redo, Print, Save, ieSpellCheck, StyleMenu, SymbolsMenu, InsertHtmlMenu, InsertRule, InsertDate, InsertTime, WordCount
3. Default DNN Editor – This will load the default HTML Editor that you have specified as your HTML Editor Provider for DotNetNuke.

Administration

User Administration

Additional user settings are available to forum administrators under each user’s profile. These settings can be accessed by viewing a user’s profile and selecting the “Edit Profile” link.

Administrator Settings	
Posts:	<input type="text" value="13"/>
User Caption:	<input type="text" value="test"/>
Disable Signature:	<input type="checkbox"/>
Disable Avatar:	<input type="checkbox"/>
Trusted User:	<input type="checkbox"/>
Monitor Activity:	<input type="checkbox"/>
Update Profile Cancel	



Forum Groups

The Forum Groups administrative page allows you to create and edit groups you have created for your forums. The main display grid will allow you to select a forum group to edit, change the sort order and delete. Below is an example of a populated forum group admin grid.

Forum Groups

Click the "Add Forum Group" button to add a group.

Group Name	
Forum Group 1	↓ ×
Forum Group 2	↑ ↓ ×
Forum Group 3	↑ ×

[Add Forum Group](#)

Forums

The Forum administrative page allows you to create and edit forums. The main display grid will allow you to select a forum to edit, change the sort order and delete. Below is an example of populated forum admin grid. **WARNING: Deleting a forum will delete the forum and all associated posts.**

Forums

Forum Group 1	
Forum 1	↓ ×
Forum 2	↑ ↓ ×
Forum 3	↑ ×

Forum Group 2	
Forum 4	↓ ×
Forum 5	↑ ×

Forum Group 3	
Forum 6	×

[Add New Forum](#)

Filters

Filters allow you to specify text that will be replaced when a post is created. This can be used for emoticons, profanity or any other text replacement you would like to make. Create a new filter by entering the text you would like to replace in the "Text to Find:" box. Then in the "Text to Replace" box enter the value to replace the found text and click the "Add Filter" button. You can edit and delete filters by clicking on the appropriate button in the Filters admin grid.

Filters

Add Filter:

Text to Find: Text to Replace: [Add Filter](#)

Find	Replace		
:)	☺	Edit	Delete
:O	☹	Edit	Delete
:(☹	Edit	Delete
:D	☺	Edit	Delete
:P	☹	Edit	Delete



Member Ranks

Ranking is a way to display an icon and/or text to indicate a user's participation in the forums. This is based upon the number of user's posts. The Member Ranks administrative interface allows you to customize various levels of user ranks. ActiveForums comes with several sets of ranking icons for you to select. You can also add your own ranking icons by copying them into the "ranks" subfolder under the "NTForums" directory. The display drop down list is automatically populated based on the contents of the ranks subfolder.

Ranks

Name	MinPosts	MaxPosts	Display	
New Member	0	25		Delete
Intermediate Member	25	50		Delete

Name:

Min Posts:

Max Posts:

Display:

[Update](#)

(Note: You must add the token [RANKDISPLAY] to the PostInfo template for the rank icon to display. [RANKNAME] will display the name of the rank.)