

Training MANUAL

Members

This User Manual offers a concise, authoritative guide to participating in INGENIUM Intra-Alliance Forum, outlining essential functions for posting, searching, and managing your profile.



INGENIUM
European University

**INGENIUM
INTRA-ALLIANCE
FORUM**

By Working Package 3

Content

Bellow you will find the contents of the
INGENIUM Intra-Alliance Forum
Members Manual



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Members

Profile pages can be reached using My Profile menu or by clicking on Member Name link. Member Profile consists of three subPages:

- Profile home
- Account
- Activity
- Subscriptions



Profile Home Page

The screenshot shows a user profile for 'Monika'. At the top, there's a navigation bar with 'Forums', 'Members', 'My Profile' (highlighted), and 'Logout'. Below this is a breadcrumb trail: 'Home > Members > monika'. To the right of the breadcrumb is a 'Forum Profile' link. The profile section includes a circular profile picture of a woman, the name 'Monika', and details: 'Group: Registered', 'Joined: December 20, 2016 9:50 am', and 'Title: Trusted Member'. Below this is a star rating system with 5 stars, the first 5 being green and the last one being a green star icon. A secondary navigation bar shows 'Profile' (highlighted), 'Account', 'Activity', and 'Subscriptions'. The 'Member Activity' section displays a grid of statistics: 550 forum posts, 75 topics, 8 questions, 1 answers, 16 question comments, 39 liked, 54 received likes, 5/10 rating, 9 blog posts, and 156 blog comments. The 'Member information' section is a table with the following data:

Member information	
Last Active	December 20, 2016 7:16 pm
Location	Italy
Timezone	Rome
Signature	Be smart! Be unique! Be loved!

In profile home page you can see two sections:

- Member Activity Statistic
- Member Information

Member Activity Statistic

In this section you can find number of posts, questions, topics, comments posted by this user. As well as number of received and made likes. This section is under active development and it'll be improved with more activity data.

Member Information

This section displays member information inserted in My Profile > Account Page (only public information).

Members

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Account Page

The screenshot shows the 'Account' subPage of a member profile. At the top, there's a navigation bar with 'Forums', 'Members', 'My Profile', and 'Logout'. Below it, a breadcrumb trail shows 'Members > Monika > Account'. The user's profile information is displayed, including a circular avatar of a woman, the name 'Monika', and details: 'Group: Registered', 'Joined: December 20, 2016 9:50 am', and 'Title: Trusted Member'. A star rating system shows 5 stars. The main content area is a form for editing profile information. It includes fields for Username (monika), Display Name (Monika), Nickname (moni), Email (monika@example.com), Title (Member), User Group (Registered), Avatar (with options for WordPress system, URL, or upload), Website, Social Networks (Facebook, Gtalk, AOL IM, MSN, Twitter, Yahooo, ICQ, Skype), Location (Italy), Timezone (Rome), Occupation (Photographer), Signature (Be smart! Be unique! Be loved!), About Me (Lorem ipsum text), and Change password (Old password, New password, New password again). A 'SAVE CHANGES' button is at the bottom.

Username:	monika
Display Name:	Monika
Nickname:	moni
Email:	monika@example.com
Title:	Member
User Group:	Registered
Avatar:	<input checked="" type="radio"/> Wordpress avatar system <input type="radio"/> Specify avatar by URL: <input type="text"/> <input type="radio"/> Upload an avatar <input type="button" value="Browse..."/> No file selected.
Website:	<input type="text"/>
Social Networks:	Facebook: <input type="text"/> Twitter: <input type="text"/> Gtalk: <input type="text"/> Yahooo: <input type="text"/> AOL IM: <input type="text"/> ICQ: <input type="text"/> MSN: <input type="text"/> Skype: <input type="text"/>
Location:	Italy
Timezone:	Rome
Occupation:	Photographer
Signature:	Be smart! Be unique! Be loved!
About Me:	Lorem ipsum dolor sit amet, fugit adolescens id sea. Alla tacimates patrioque ne eam. Liber menandri vel ad, sit ignota luvaret adipiscing ad. Albuscup luptatum eam eu, et eam pericula defniebas.
Change password:	Old password: <input type="text"/> New password: <input type="text"/> New password again: <input type="text"/>

On this subPage of Member Profile users can edit profile information, change Avatar, Timezone and Signature. All data (except username) are available for managing here. Only Usergroup setting is available for admins and moderators.

Members

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Activity Page

Forums Members **My Profile** Logout
















Home > Members > robert > Activity >

 Forum Profile

 **Robert**
Group: Admin
Joined: March 30, 2016 7:56 pm
Title: Support

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ 3

Profile Account **Activity** Subscriptions

	You can do the same with Forum and Topic feed options. Howev...	1 min ago
	Fixed. You've deleted the main forum page. There should be t...	4 mins ago
	There is no such feed yet.	55 mins ago
	Have you done new configuration in Server or in Wordpress?As...	1 hour ago
	Thank you. But I asked for deactivating all plugins, the inf...	1 hour ago
	Click on some Forum link and find Topic RSS feed link of thi...	2 hours ago
	Could you please leave a screenshot of Forum Settings > G...	2 hours ago
	Hi SamHunter, Thank you for letting us know we'll check this ...	3 hours ago
	Hi 210mike!m sorry but I don't see what do you mean saying ...	3 hours ago
	Thank you SamHunter, sure, this is under improvement, we'll g...	13 hours ago
	Hi Ferdian7, it seems you use some plugin to make your websit...	13 hours ago
	It's located on top menu bar.	20 hours ago
	The feature you're talking about is also known as Multi-quot...	21 hours ago
	Here is a video of my last quote/post:	22 hours ago
	I'm looking for a simple "select & quote" that's it.I th...	22 hours ago

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Here you can see member topics and posts. This page is also under improvement. It's planned to display as much as possible activity information. Also it will be integrated with Profile Plugins user activities.

Members

Profile pages can be reached using My Profile menu or by clicking on Member Name link. Member Profile consists of three subPages:

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Subscriptions Page

The screenshot shows the forum interface with a top navigation bar containing 'Forums', 'Members', 'My Profile', and 'Logout'. Below this is a breadcrumb trail: 'Home > Members > robert > Activity'. The user profile for 'Robert' is displayed, including a circular avatar with a blue 'F', a green status indicator, and details: 'Group: Admin', 'Joined: March 30, 2016 7:56 pm', and 'Title: Support'. A row of 10 stars and a '3' icon are visible. The 'Subscriptions' tab is selected, showing a list of forum posts with their titles and timestamps. The list includes posts like 'You can do the same with Forum and Topic feed options. Howev...', 'Fixed. You've deleted the main forum page. There should be t...', 'There is no such feed yet.', 'Have you done new configuration in Server or in Wordpress?As...', 'Thank you. But I asked for deactivating all plugins, the inf...', 'Click on some Forum link and find Topic RSS feed link of thi...', 'Could you please leave a screenshot of Forum Settings > G...', 'Hi SamHunter, Thank you for letting us know we'll check this ...', 'Hi 210mike! I'm sorry but I don't see what do you mean saying ...', 'Thank you SamHunter, sure, this is under improvement, we'll g...', 'Hi Ferdian7, it seems you use some plugin to make your websit...', 'It's located on top menu bar.', 'The feature you're talking about is also known as Multi-quot...', 'Here is a video of my last quote/post:', and 'I'm looking for a simple "select & quote" that's it! th...'. The page footer indicates 'Page 1 / 77' and a 'Next >' button.

Profile	Account	Activity	Subscriptions
[icon]	You can do the same with Forum and Topic feed options. Howev...	1 min ago	
[icon]	Fixed. You've deleted the main forum page. There should be t...	4 mins ago	
[icon]	There is no such feed yet.	55 mins ago	
[icon]	Have you done new configuration in Server or in Wordpress?As...	1 hour ago	
[icon]	Thank you. But I asked for deactivating all plugins, the inf...	1 hour ago	
[icon]	Click on some Forum link and find Topic RSS feed link of thi...	2 hours ago	
[icon]	Could you please leave a screenshot of Forum Settings > G...	2 hours ago	
[icon]	Hi SamHunter, Thank you for letting us know we'll check this ...	3 hours ago	
[icon]	Hi 210mike! I'm sorry but I don't see what do you mean saying ...	3 hours ago	
[icon]	Thank you SamHunter, sure, this is under improvement, we'll g...	13 hours ago	
[icon]	Hi Ferdian7, it seems you use some plugin to make your websit...	13 hours ago	
[icon]	It's located on top menu bar.	20 hours ago	
[icon]	The feature you're talking about is also known as Multi-quot...	21 hours ago	
[icon]	Here is a video of my last quote/post:	22 hours ago	
[icon]	I'm looking for a simple "select & quote" that's it! th...	22 hours ago	

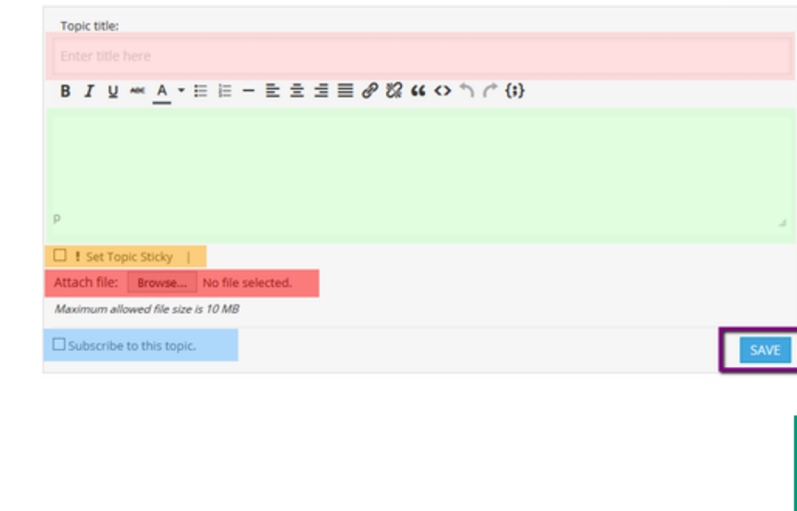
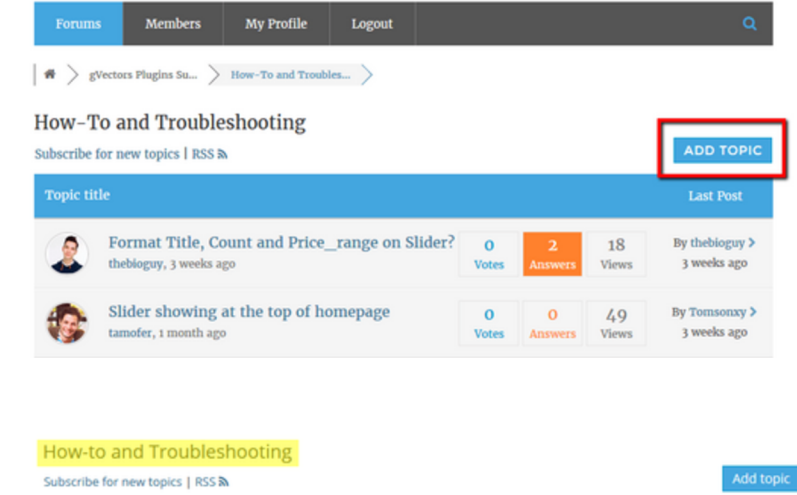
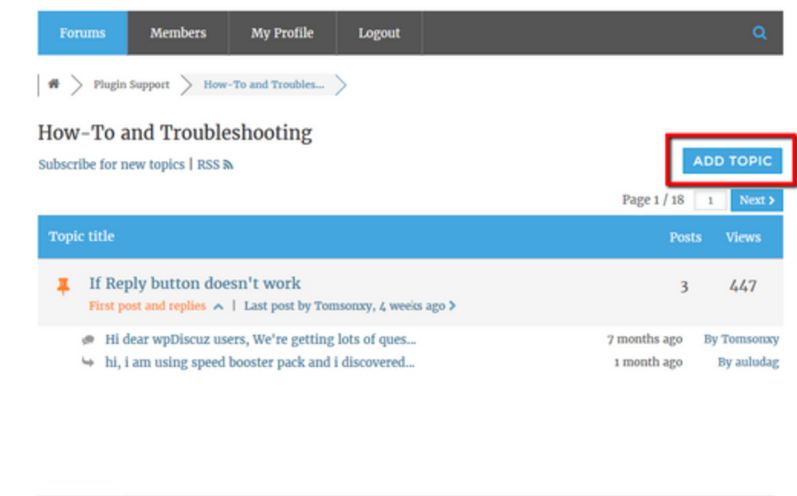
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Another subPage of Member Profile. This is designed to list member subscriptions to forums and topics.

This list helps to own subscriptions and stop receiving notifications using "Unsubscribe" link located on the right side of each forum and topic.

Topics & Posts

New Topic / Question



Buttons to add a new topic/questions are located in forum pages, you should click on some forum title (link) and enter to the forum you want to open a discussion topic or ask a question.

Click on [Add Topic] button to

start creating a new topic. It opens topic rich editor (TinyMCE).

- Yellow – Forum Title
- Pink – Field to enter topic title
- Green – Topic text
- Orange – Option to set this topic as sticky
- Red – Button to brows and attach file to this topic

- Blue – Topic subscription checkbox
- Purple (blue button) – Click to save and publish this topic.

Topics & Posts

New Reply, Answer, Comment, Quote



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Forum has different forum layouts we use three different terms for posts:

Reply – is the regular reply to topic posts or to other replies

Answer – is a reply to Question which supposed to contain an answer (Q&A forum layout).

Comment – Use comments to ask for more information or suggest improvements. Avoid answering questions in comments.

Topics & Posts

New Reply, Answer, Comment, Quote



Leave a reply

A screenshot of the 'Leave a reply' form. The subject line is 'RE: How can I rename link to what I want?'. The rich text editor toolbar is visible, with the 'Quote' button (represented by two double quotes) highlighted with an orange box. Below the editor, there is a text area with placeholder text: 'Lorem ipsum dolor sit amet, duo suas moderatus id. Ipsum disputationi ea mel. Case simul innesarchum eos ad, debitis moderatus eu nam.' and another line: 'Partem graecis legendos in est. Choro facete erroribus quo te, illud principes ne nec. Placerat pertinax delicatissimi vel ne.' Below the text area, there is a 'blockquote' button and a 'p' button. At the bottom, there is an 'Attach file' section with a 'Browse...' button and the text 'No file selected. Maximum allowed file size is 10 MB'. There is also a checkbox for 'Subscribe to this topic.' and a 'SAVE' button.

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Quote – this feature makes it easier to distinguish between quoted text and new reply – thus following the flow of conversation becomes easier.

Quote inline (copy-paste multiquote) – You can also copy a part of text, paste in new reply editor, select and click on quote button (rich editor toolbar)

Add new post and quote buttons are only available for Usergroups who have “Can post reply” permission in granted forum access

Topics & Posts

Report a Post



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Lorem ipsum dolor sit amet!

Subscribe for new replies



If you receive an inappropriate message, see spam anywhere on the platform, or would like to report any member-created content, then you should use the Report abuse button under/above each post.

After you click the Report abuse button, you will be asked to state your reasons for reporting abuse. Forum admins will receive a message and then take a closer look at the situation.

Topics & Posts


Forum / Topic Subscription


Forums Members My Profile Logout



wpForo Community wpForo Announcement...

wpForo Announcements

Subscribe for new topics RSS Add topic



Topic title	Posts	Views	Last Post
 wpForo 1.1.1 is released! Robert, 2 weeks ago	23	665	By behrooz > 2 days ago



Please confirm subscription to - wpForo Announcements Forum ☐ [Inbox](#) 

wpForo <noreply@wpforo.com> 12/4/16 ☆ 
to support 

Hello Martin!
Thank you for subscribing. This is an automated response. We are glad to inform you that after confirmation you will get updates from -
wpForo Announcements forum.
Please click on link below to complete this step.

[Confirm my subscription](#)

New Topic  [Inbox](#) 

wpForo <noreply@wpforo.com> 12/31/16 (4 days ago) ☆ 
to me 

Hello [Martin!](#)
New Topic has been created on your subscribed forum - [wpForo Announcements](#).
[wpForo 1.1.2 is released!](#)
We just released wpForo 1.1.2 minor version...

If you want to unsubscribe from this forum please use the link below:
[Unsubscribe](#)



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Forum Subscription

Subscribe for new topics – This allows you subscribe to new topics of certain forum.

If the double opt-in subscription system is enabled you'll be asked to confirm your subscription via email.

User clicks on “Confirm my subscription” link and starts getting new topic notification emails

Topics & Posts

Forum / Topic Subscription




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Forums Members My Profile Logout

wpForo Community > wpForo Announcement...

wpForo Announcements

Unsubscribe RSS Add topic

Topic title	Posts	Views	Last Post
 wpForo 1.1.1 is released! Robert, 2 weeks ago	23	666	By behrooz 2 days ago

Forums Members My Profile Logout


wpForo Community > wpForo Announcement... > wpForo 1.1.1 is rel...

wpForo 1.1.1 is released!

Subscribe for new replies

Page 1 / 2 1 Next

Last Post

 **We just released wpForo 1.1.1 minor version.**

Main changes:

1. wpForo 1.1.1 is 100% compatible with WordPress 4.7
2. Custom Forum Icons (font-awesome):

Robert Support

Forum and Topic subscription with double opt-in/confirmation system.

Topic subscription option on post editor Yes No


This option adds topic subscription checkbox next to new topic and post submit buttons.

Topic subscription option on post editor - checked/enabled Yes No

Enable this option if you want the topic subscription checkbox to be checked by default.

Topic title:

wpForo 1.1.1 is released!

B I U A 

mode. This option is located in Forums > Settings > Features "Enable User Registration email confirmation".

Another two options to make topic subscription easy:

☐ Set Topic Sticky

Attach file: No file selected.

Maximum allowed file size: 2 MB

☐ Subscribe to this topic.

User can unsubscribe to the forum whenever he/she wants by clicking on Unsubscribe link. Also you can unsubscribe using the Unsubscribe button located under the Forum title you've subscribed.

Topic Subscription

This is similar to Forum subscription. The only difference in Subscription buttons. You can find topic subscription button in topic page. Click on a topic title/link and find [Subscribe for new replies] link.

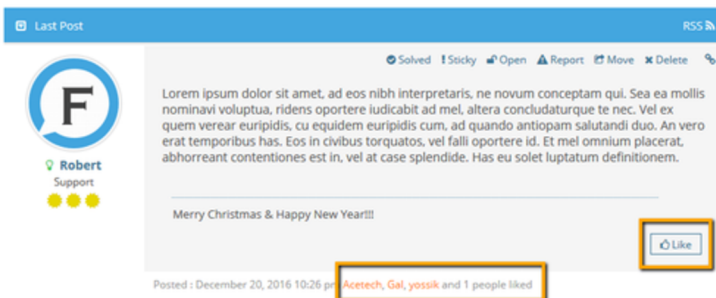
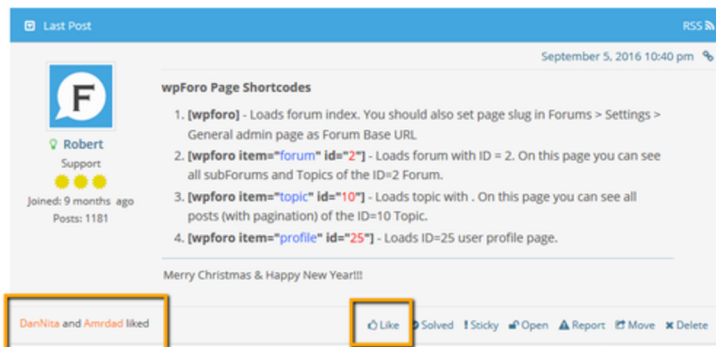
Another easy way to subscribe to own topic or to other topics is using Subscribe to this topic checkbox.

Topics & Posts

Like / Vote Up / Vote Down / Is Answer



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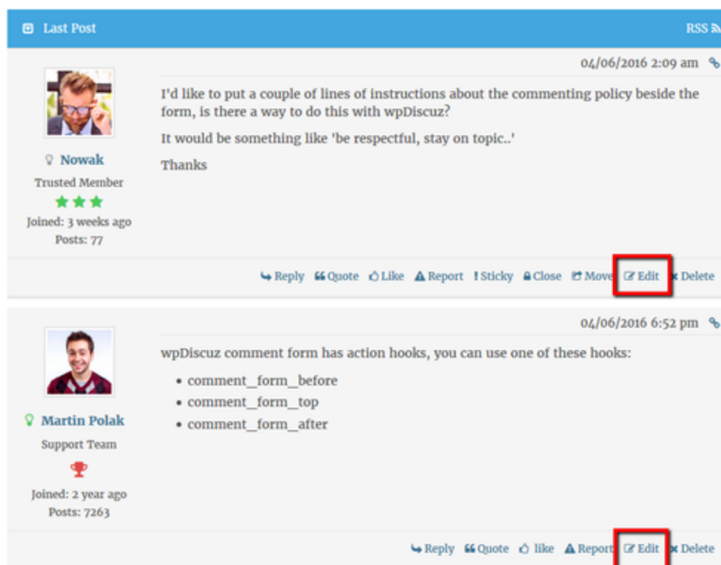


The like button is a feature in forums where the user can express that they like, enjoy or support certain post. Forum displays the number and name of users who liked each post. This is a quantitative alternative to other methods of expressing reaction to content, like writing a reply text. Rather than posting “+1” or “Agreed”, users can use the Like button.

This is a regular like button, you can see that on regular forum layouts such as Extended and Simplified.

Topics & Posts

Edit Topics and Posts



In case you need to change something in posted topic or reply you can use Edit button. This button is available for all posts and replies.

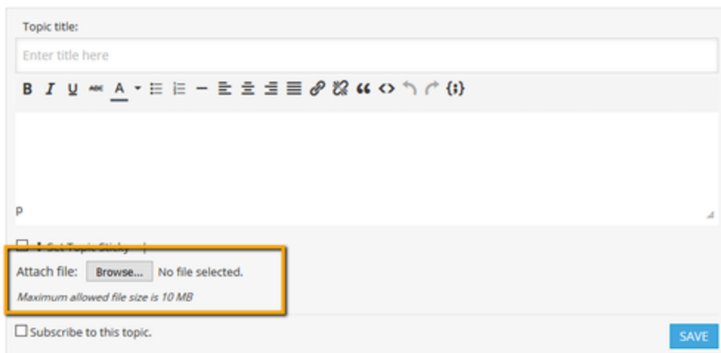
Regular forum users are not allowed to edit own topics and posts whenever they want. There are time-frames for this purpose.

Edit topic and post buttons are only available for Usergroups who have following permissions in granted forum access (by default all except guests):

- Can edit own topic
- Can edit own replay

Topics & Posts

File Attachments



Topic title:
Enter title here

B I U

Attach file: No file selected.
Maximum allowed file size is 10 MB

☐ Subscribe to this topic.



You will find a button [Browse] – Attach file. Click the [Browse] button and locate the file. Once you have selected a file. This file will automatically be uploaded and attached to this topic/post once topic is submitted.

Topics & Posts

File Attachments



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Leave a reply

RE: User uploading image showing

B I U A [List of icons]

Hi doubleudragon,

wpForo Beta-4 support image auto-embed. Just put image URL in post content it'll become image HTML:

http://wpforo.com/wp-content/uploads/2016/07/2016-07-15_1342.png

Attach file: No file selected.
Maximum allowed file size is 10 MB

To include an image that is not uploaded as an attachment and is located on another website, you can do so by copying the full URL to the image, (not the page on which the image is located), and either in post content. This will be automatically replaced to an image.

WordPress default list of allowed file types for attachments:

jpg, jpeg, jpe, gif, png, bmp, tiff, tif, ico, asf, asx, wmv, wmx, wm, avi, divx, flv, mov, qt, mpeg, mpg, mpe, mp4, m4v, ogv, webm, mkv, 3gp, 3gpp, 3g2, 3gp2, txt, asc, c, cc, h, srt, csv, tsv, ics, rtx, css, htm, html, vtt, dfxp, mp3, m4a, m4b, ra, ram, wav, ogg, oga, mid, midi, wma, wax, mka, rtf, js, pdf, class, tar, zip, gz, gzip, rar, 7z, xcf, doc, pot, pps, ppt, wri, xla, xls, xlt, xlw, mdb, mpp, docx, docm, dotx, dotm, xlsx, xlsx, xlsb, xltx, xltm, xlam, pptx, pptm, ppsx, ppsm, potx, potm, ppam, sldx, sldm, onetoc, onetoc2, onetmp, onepkg, oxps, xps, odt, odp, ods, odg, odc, odb, odf, wp, wpd, key, numbers, pages.

Any questions?

Please be free to make your questions
about the INGENIUM Intra-Alliance Forum

ingenium-university.eu/intra-alliance



helpdesk@ingenium-university.eu



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By Working Package 3