

Training MANUAL

Moderators

This User Manual offers a concise, authoritative guide to participating in INGENIUM Intra-Alliance Forum, outlining essential functions for moderating the posts and the topics of the Forum.



INGENIUM
European University

**INGENIUM
INTRA-ALLIANCE
FORUM**

By Working Package 3

Content

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



Forum Moderation	3
-------------------------	----------

Topic & Post Moderation	4
------------------------------------	----------

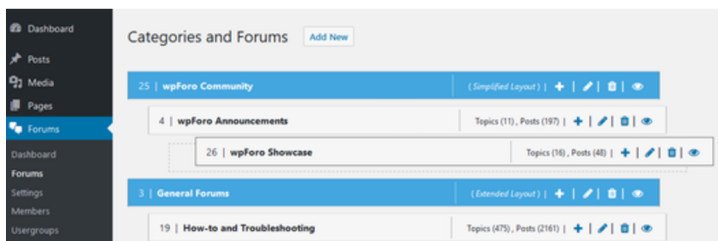
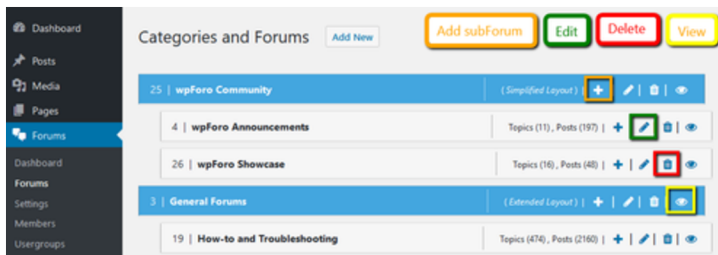
Moderators

Forum moderation is only available for admins and Usergroups with these enabled permissions (CAN's):

- Dashboard – Can create forum
- Dashboard – Can edit forum
- Dashboard – Can delete forum



Forum Moderation



In order to start forum moderation you should navigate in Dashboard to Forums > Forums admin page. Here you can see a list of Category (blue) and Forum (grey) panels. Each forum has add/edit/delete/view buttons.

These panels are drag-able, you can set parent-child relationship and forum orders very easy.

Just don't forget to click on [Save forums order and hierarchy] button once you finished managing the forum tree.

Moderators



Topic & Post Moderation



Topics – First Post Moderation

All moderation tools of Topics and Posts are available on front end. User's Usergroup must have a Forum Access with these permissions enabled:

- Can edit topic
- Can delete topic
- Can make topic sticky
- Can make topic solved
- Can close topic
- Can move topic
- Can edit replies
- Can delete replies

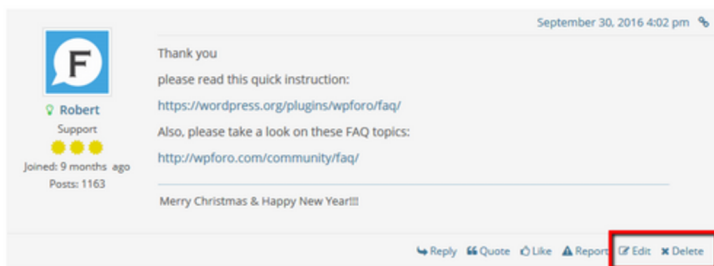
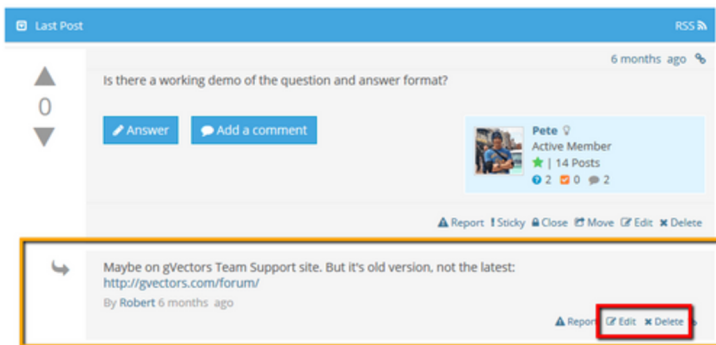
You should click on topic title and go to topic page to find moderation buttons

- *Solved* – Adds solved icon and [solved] prefix to topic
- *Sticky* – Makes this topic sticky (It's always listed on top of topic list)
- *Close* – Adds closed icon and doesn't allows users to post a new reply
- *Move* – Allows to move topic to another forum. Opens a pop-up window with target forum selector.
- *Edit* – Allows to edit topic's first post content
- *Delete* – Deletes Topic with all replies permanently (no way to undo)

Moderators



Topic & Post Moderation



Reply / Q&A Comment Moderation

- **Edit** – Allows to edit replies and Q&A comments content
- **Delete** – Deletes replies and Q&A comments permanently (no way to undo)

Any questions?

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

ingenium-university.eu/intra-alliance



helpdesk@ingenium-university.eu



INGENIUM

European University

By Working Package 3