

Training MANUAL

Moderators

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



INGENIUM
INTRA-ALLIANCE
FORUM

By Working Package 3

Content

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



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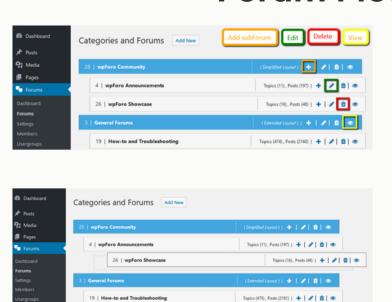
Moderators

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 drug-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



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)

Topics – First Post Moderation

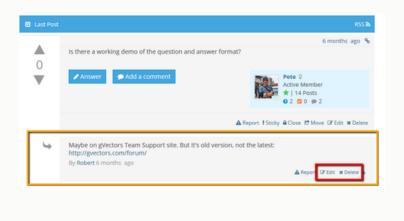
All moderation tools of Topics and Posts are available on front end. User's Usergroup must have a Forum Access with these permissions enabled:

- 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

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?

ingenium-university.eu/intra-alliance



helpdesk@ingenium-university.eu



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



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