

INGENIUM Intra-Alliance

FORUM - Members Manual

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.

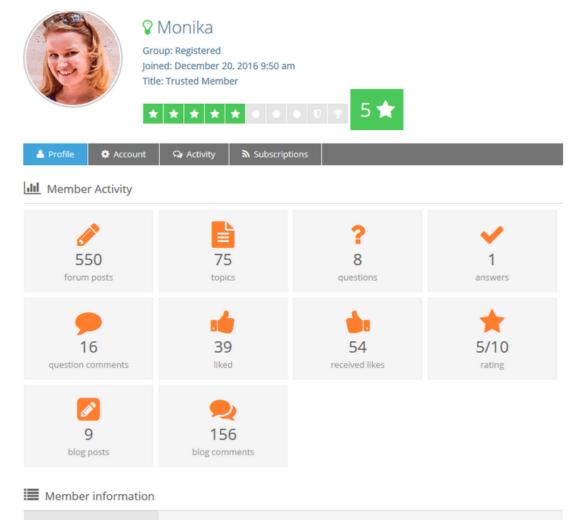
Contents

Profile Home Page	<u>3</u>
Account Page	<u>4</u>
Activity Page	<u>5</u>
Subscriptions Page	<u>6</u>
New Topic / Question	<u>7</u>
New Reply, Answer, Comment,	9
Quote	
Answer	<u>10</u>
Comment	<u>11</u>
Quote	<u>12</u>
Quote inline	<u>13</u>
Report a Post	<u>14</u>
Topic Subsciption	<u> 16</u>
Topic Unsubscribe	<u>17</u>
Subscribe for new replies	<u>18</u>
Like	20
Edit Topics and Posts	<u>21</u>
File Attachments	22

Profile Home Page

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



In the profile home page you can see two sections:

- Member Activity Statistic
- Member Information

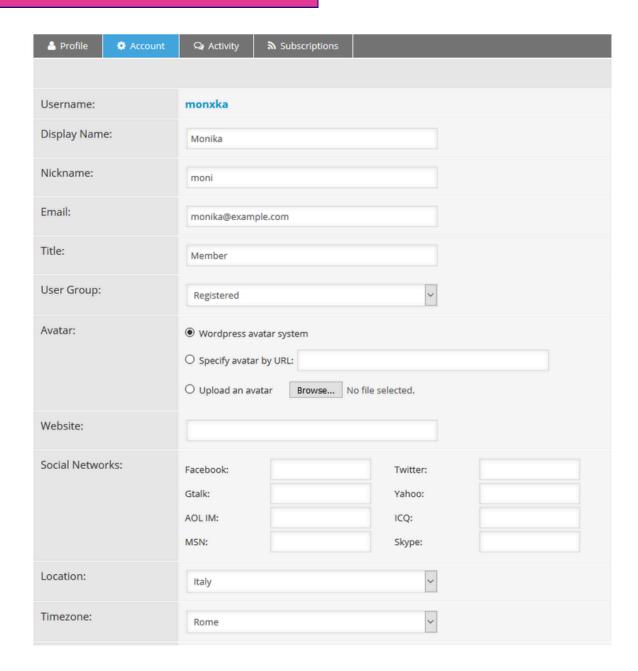
Member Activity Statistic

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

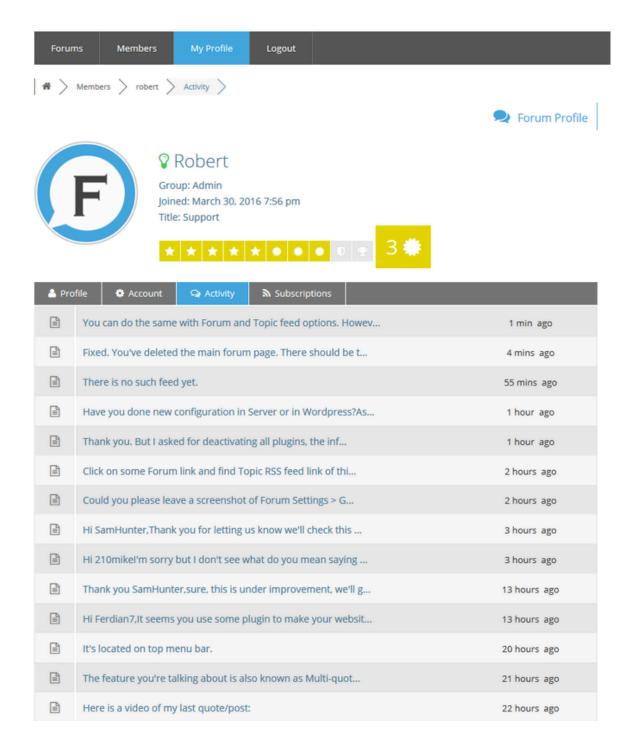
This section displays member information inserted in My Profile > Account Page (only public information).

Account Page



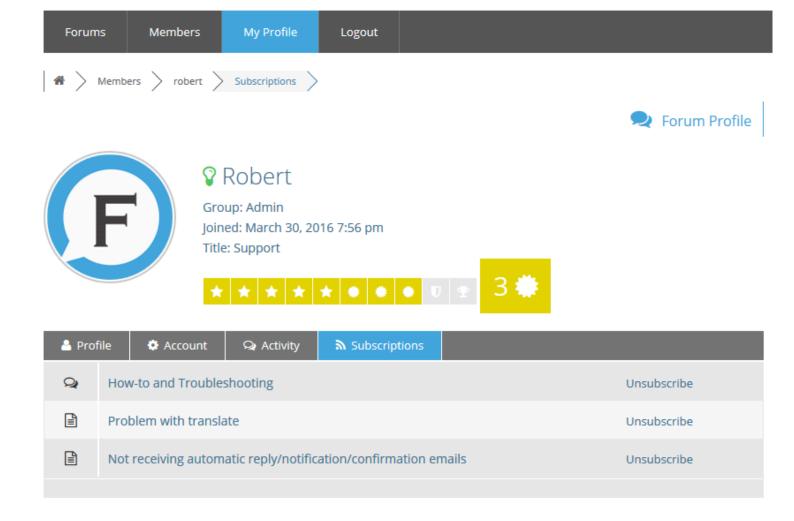
On this subpage of the Member Profile, users can update their profile information, change their avatar, adjust their timezone, and edit their signature. All profile data, except the username, can be managed here. The Usergroup setting is reserved for admins and moderators.

Activity Page



On this page, you can view a member's topics and posts. We are continually improving this page, with plans to display as much activity information as possible. In the future, it will also be integrated with Profile Plugins to showcase a user's complete activity.

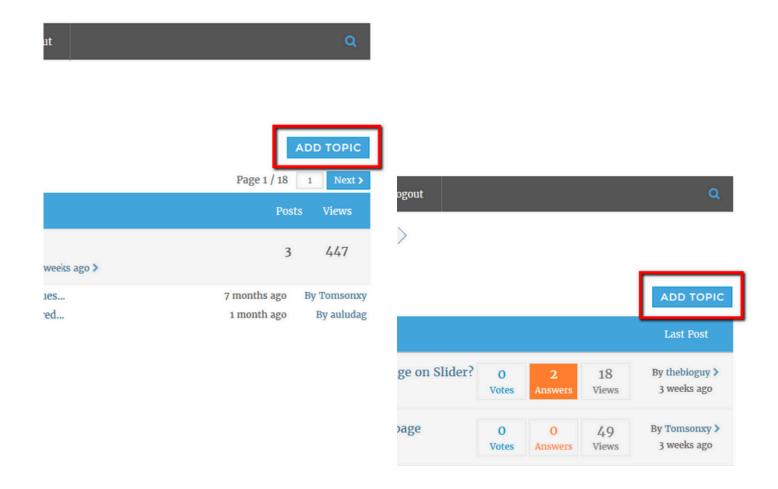
Subscriptions Page



This subpage of the Member Profile displays a member's subscriptions to forums and topics.

From this list, users can manage their subscriptions and stop receiving notifications by clicking the "Unsubscribe" link next to each forum or topic.

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.

New Topic / Question

How-to and Troubleshooting

Subscribe for new topics | RSS



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New Reply, Answer, Comment, Quote



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



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

Comment



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

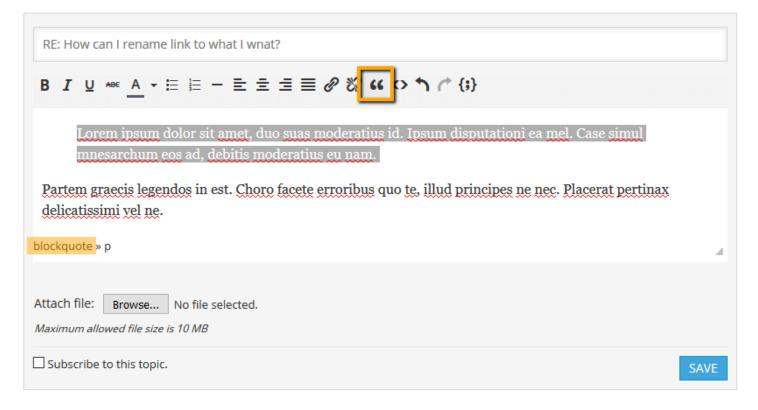
Quote



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

Quote inline

Leave a reply



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)

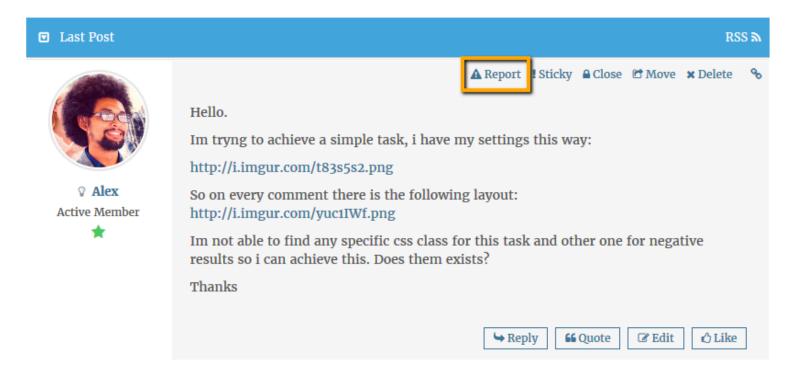
Add new post and quote buttons are only available for Usergroups who have "Can post reply" permission in granted forum access

Report a Post



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.

Report a Post

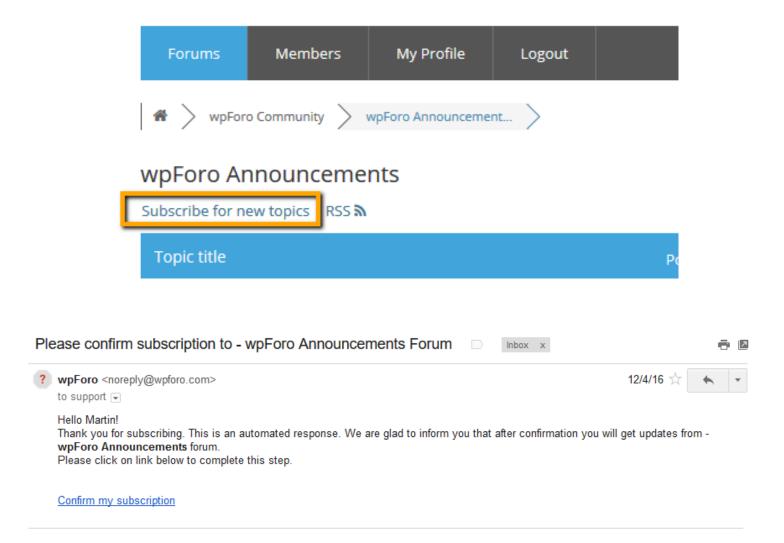


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After you click the Report abuse button, you will be asked to state your reasons for reporting abuse. Forum admins will receive a message and then take a closer look at the situation.

Topic Subsciption



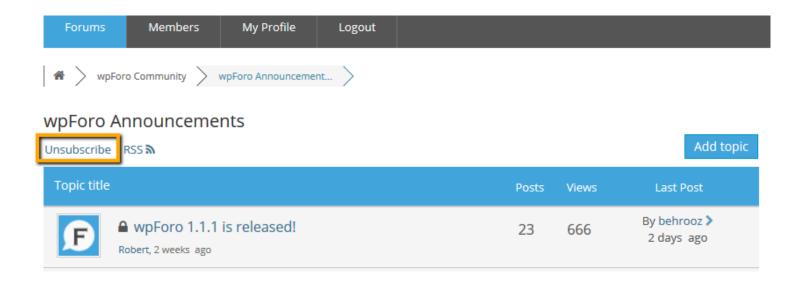
Forum Subscription

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

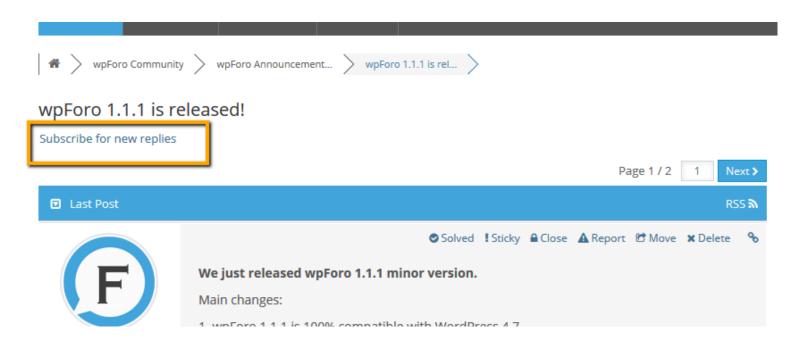
Topic Unsubscribe



User can unsubscribe to the forum whenever he/she wants by clicking on Unsubscribe link.

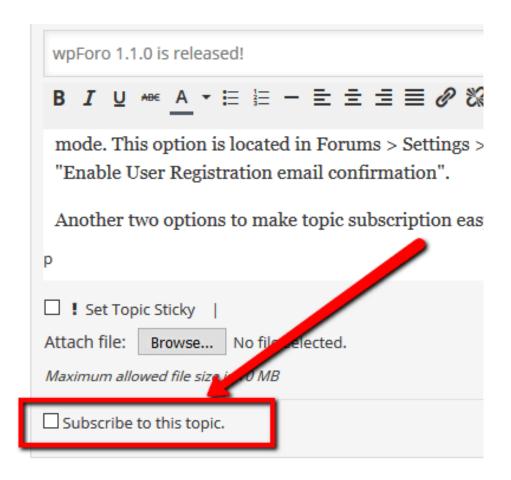
Also you can unsubscribe using the Unsubscribe button located under the Forum title you've subscribed.

Subscribe for new replies



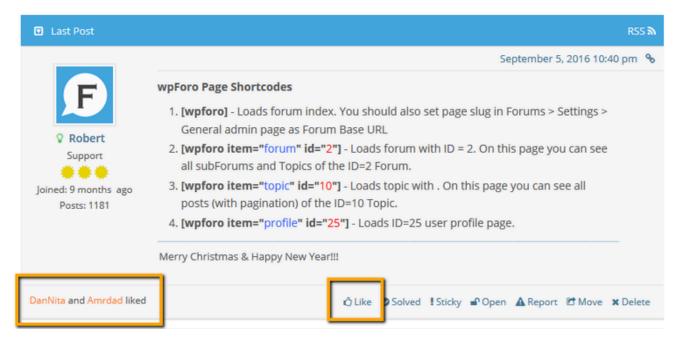
This is similar to Forum subscription. The only difference is in the Subscription buttons. You can find topic subscription button in topic page. Click on a topic title/link and find [Subscribe for new replies] link.

Subscribe for new replies



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

Like





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.

Edit Topics and Posts



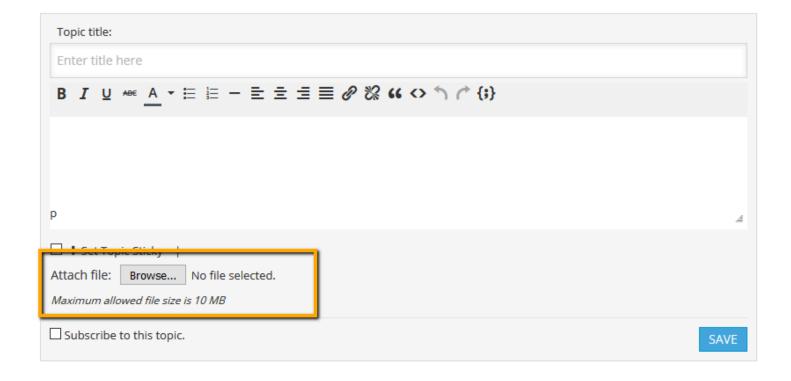
In case you need to change something in posted topic or reply you can use Edit button. This button is available for all posts and replies.

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

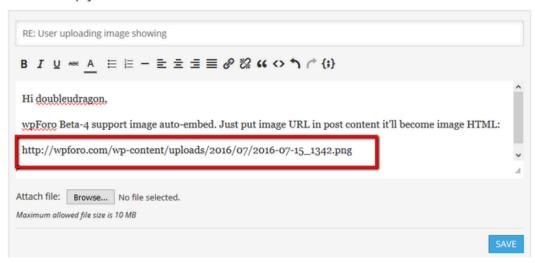
File Attachments



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.

File Attachments

Leave a reply



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, xlsm, 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.

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.

Any questions?

https://ingenium-university.eu/intra-alliance

helpdesk@ingenium-university.eu

