

Last Updated: 29 October 2004

Quick Start Users Manual

Discussion Forum

A. Quick Start Guide for First Time Users

The following are the most basic functions and features available to the users of the Discussion Forum, phpBB.

The purpose of this document is to offer a starting point for first time users as to some tasks that *SEAK Advanced Web Solutions* believes that first time users would find useful. The guidance is based on information found in the phpBB userguide and User Manual, developed by *SEAK Advanced Web Solutions*. Please refer to the phpBB userguide if there are tasks you wish to undertake and which are not covered in this document. The phpBB userguide can be found in the following web page - <http://www.phpbb.com/support/guide/>.

B. User Accounts

1. Registration

Before a user can login into the discussion forum, a user must do a once-off registration.

- a. Click on the 'Register' link at the top panel of the page
- b. The user is then asked to read the Registration Agreement Terms and accept them
- c. The user is then asked to fill out all the required fields (which have a * next to them) and some optional fields
- d. When all necessary fields have been filled out click the 'Submit' button

2. Logging in

- a. To log into the discussion forum, there are text boxes at the top right of the home page to enter the username and password.
- b. You then click on the 'Log in' button which is located directly below the text boxes
- c. Now the user is logged in – the user can log out by clicking the 'Log out [username]' link at the top of the page

FROM NOW ON IT IS ASSUMED THAT THE USER IS LOGGED IN

C. User Profile

- a. Click on the 'Profile' link at the top panel of the page
- b. The user may change registration information, however, must provide the password as a security measure
- c. The user can add a signature which is added to the bottom of all posts made by the user
- d. When finished click the 'Submit' button

D. Creating a new Topic

- a. The user must select the forum in which they wish to create a new topic
- b. Click the 'newtopic' button
- c. Write in a subject name in the 'Subject' text box and a description, in the main text box, of the purpose of the forum
- d. The user may use the available tags to format the post
- e. The user can also add 'Smiles', also called emoticons, that are animated faces
- f. When the user has finished, the user can click the 'Preview' button to preview the post, or the 'Submit' button to submit the post. These buttons are located at the bottom of the page.

E. Replying to a Topic

- a. Click the 'postreply' button
- b. Type in a description, add some emoticons if you like, and then click either the 'Preview' or the 'Submit' button
- c. That's its – all done