

User's Manual

# **Administration Manual for the Discussion Board Module**

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# Administration Manual for the Discussion Board Module

## Discussion Board

The Infolink Discussion Board Manager module is designed to support ongoing discussions on a variety of topics. Each topic is independent of other existing forums and the website administrator can host as many separate forums as desired. All messages can be edited by the website administrator.

To access the Discussion Board Manager, select the “Discussion Board” module manager module of the administration system website.

[home](#) | [content manager](#) | [Form Designer](#) | [imm](#) | [Client Access](#) | [Vertical Marquee](#) | [Gallery Section](#) | [Library](#) | [Poll Wizard](#) | [Discussion Board](#) | [Calendar](#) | [settings](#) | [export content](#) | [site messages](#) | [images](#) | [site administrator](#) | [logout](#) :: [tell us how to improve it](#)

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Welcome to Packer Consulting Administration Site. With this site, you can administer your web site without requiring any technical support from production center staff.

Use the [content manager](#) to administer the content for every page or [database-driven content](#). Click on [imm](#) to configure your Contact Us section. Administer your [Discussion Board](#), [Library](#), [Gallery](#) and [Calendar](#) sections through this links. you can configure your Clint Access [here](#). You can administer the [Form Designer](#) and [Vertical Marquee](#) as you wish. For more general settings, go to [settings](#) and modify them.

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**Administration Site**

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Once you have selected the Discussion Board module, you are provided with the Discussion Board administration page. Through this page you can add, edit or delete existing forums or posted messages.

There are two primary sections of the Discussion Board module. These sections are:

- Forums
- Messages

[home](#) | [content manager](#) | [Form Designer](#) | [imm](#) | [Client Access](#) | [Vertical Marquee](#) | [Gallery Section](#) | [Library](#) | [Poll Wizard](#) | [Discussion Board](#) | [Calendar](#) | [settings](#) | [export content](#) | [site messages](#) | [images](#) | [site administrator](#) | [logout](#) :: [tell us how to improve it](#)

**Database Content**

[Forums](#)

[Messages](#)

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# Administration Manual for the Discussion Board Module

## Manage Forums

To create, edit or delete a Forum topic, select the “Forum” button. Once you have clicked on the Forum button, you are presented with the “Forums” management tool. If you want to edit or delete an existing forum, simply click on either the “edit” or “delete” icons located to the right of the forum topic.





Forums				
ID	Name	Description	Last Post	Order Shown
15	NFL players	here you can talk about your favs	4/28/2005 12:38:42 AM	1  
18	Strategic Planning	This discussion thread supports an ongoing discussion of strategic planning issues.		1  

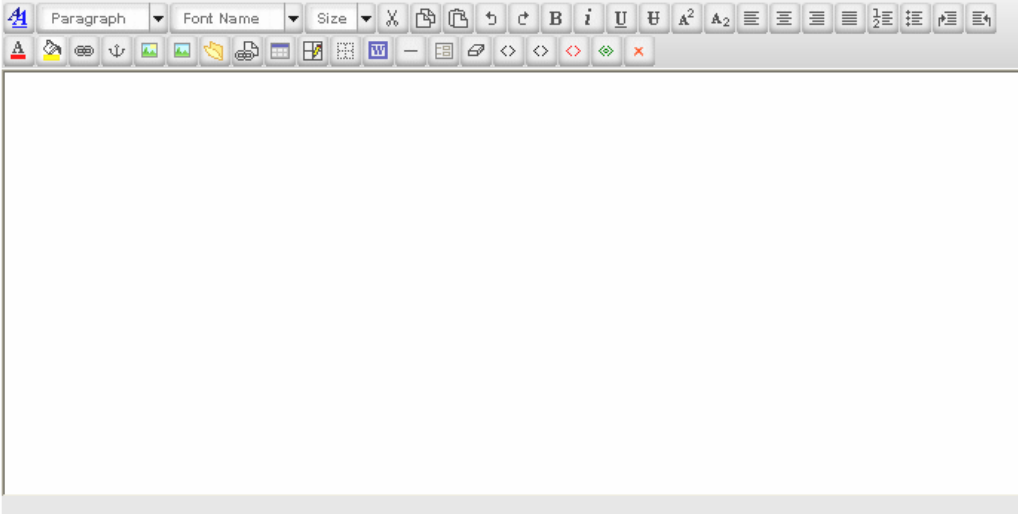
Table List | Add new record

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To create a new record, select the “Add New Record” button. To return to the main Discussion Board page, click on the “Table List” button.

### Add Forum

Name

Description 

Last Post

Order Shown

Table List | Add new record | Record List

To complete the new forum record, enter the desired name of the forum you would like to display on the public-side of the website. Enter this name in the “Name” field.

## Administration Manual for the Discussion Board Module

Enter the description of your forum in the “Description” text area. This text area uses the Infolink Page Content Manager as the html editor. Place text or images to ensure a full description of your forum.

Make certain to enter the date of the post. It s best to use the date you are creating the forum as the “Last Post” date. Complete the “Last Post” by using the MM/DD/YYYY format.

Determine the order shown for the specific forum created. A small trick is to establish an order of 10 for all forums and then manipulate each forum by making the “order shown” number greater than or less than the 10. If you make all forums the same order, the system will alphabetize the order of the forums.

Once you have completed all of the required information, click on the “Create” button if the record is being created for the first time. If the forum is being edited, then click on the “Edit” button.

### Manage Messages

To create, edit or delete a Message topic, select the “Message” button. Once you have clicked on the Message button, you are presented with the “Messages” management tool. If you want to edit or delete an existing message, simply click on either the “edit” or “delete” icons located to the right of the message topic.

home | content manager | Form Designer | imm | Client Access | Vertical Marquee | Gallery Section | Library | Poll Wizard | Discussion Board | Calendar | settings | export content | site messages | images | site administrator | logout :: [tell us how to improve it](#)

**Database Content**

Forums  
Messages

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To create a new record, select the “Add New Record” button. To return to the main Discussion Board page, click on the “Table List” button.

home | content manager | Form Designer | imm | Client Access | Vertical Marquee | Gallery Section | Library | Poll Wizard | Discussion Board | Calendar | settings | export content | site messages | images | site administrator | logout :: [tell us how to improve it](#)

**Messages**







ID	From	Subject:	Date:	
152	Ari	Pats	3/17/2005 5:16:09 PM	 
153	me again	RE: Pats	3/17/2005 5:18:17 PM	 
156	Ron	RE: RE: Pats	4/28/2005 12:38:42 AM	 

Table List | [Add new record](#)

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## Administration Manual for the Discussion Board Module

To create a new message or to edit an existing message you will use the “Add Message” or “Edit Message” window.

The screenshot shows the "Add Message" form with the following elements:

- Forum:** A dropdown menu currently set to "NFL players".
- In Reply To:** A dropdown menu currently set to "N/A".
- From:** An empty text input field.
- Email:** An empty text input field.
- Subject:** An empty text input field.
- Message:** A large text area with a rich text editor toolbar above it. The toolbar includes options for Paragraph, Font Name, Size, Bold (B), Italic (i), Underline (U), Text Color (A<sup>2</sup>), Background Color (A<sub>2</sub>), Bulleted List, Numbered List, Indent, Outdent, Undo, and Redo.
- Date:** An empty text input field.
- Create:** A button to submit the message.
- Footer:** A navigation bar with links: "Table List | Add new record | Record List".

To Place the message into an appropriate form, select the forum from the “Forum” dropdown menu of available forums.

Use the “In Reply To” dropdown menu to select the appropriate user message to assign the reply to in the public-side of the website.

Complete the “From” field with the name to be displayed in the response message.

Edit the email address of the person who is replying to the original or subsequent reply message.

Enter the subject of the message. The system default is to use standard email formatting by placing a “RE:” before the original message name. If you desire to rename the “Subject” simply enter the text in the “Subject” field.

Place or edit the body of the text in the “Message” field. This field uses the Infolink Page Content Manager to allow for the full html editable text.

Enter the appropriate date of the message in the “Date” field. Complete the edit or creation of a new message by clicking on the “Create” or “Edit” button at the bottom of the page.