



Message Board

What is a Message?

Before you start using your message board it is helpful to understand how it works. Forums are main categories that contain the discussion topics. Forum names and small descriptions should give an overview of the subject matter. These will be seen when people are deciding which items are of interest to them on the main forum page.

The topics are the items of discussion within each of your forums. You can have more than one forum and within each forum many related topics open for discussion.

Posts are messages sent by your registered users discussing topics.

For example:

Forum Name	Description	Topic 1	Topic 2	Topic 3
Baking	Great baking recipes for all	Making Bread	Pastry Treats	Birthday Cakes
Garnishes	Make all your meals look nice	Carrot Carving	Croutons	Using Herbs

Approve Posts

Total number of posts to approve: 1	
test	Approve - Do not approve
noodle Posts: 1	RE: new topic 17:08 Mon, 18 2005 This is my reply to the last post. This is my reply to the last post. This is my reply to the last post. This is my reply to the last post. This is my reply to the last post. This is my reply to the last post. This is my reply to the last post.

1. The administrator will be alerted by an email. Click the link in the email or log in directly via the UKI.NET admin area and go to the 'Message Board'. You need to use your UKI.NET log in details NOT your message board administration details. Select 'Approve Posts' from the menu.
2. You will see all of the posts awaiting approval and you can read them here.
3. If you are happy, click on 'Approve' located top, right. The post will now be displayed on your site.



4. If you don't want to publish the post click 'Do Not Approve'. This will send an automatic email telling the poster that it has been rejected.
5. Click on submit and your message will be sent.
6. If no approval is required it will appear on the web site straight away.

Add a New Forum

1. Go to the 'Add Forum' section on the main menu.
2. Enter a name for your forum
3. Add a descriptive message to indicate what the forum subject is.
4. Who can post here – You have the option to allow everyone to post on a forum or you can create a forum that only you, the administrator can use. Admin only forums are useful when you want to post information that doesn't require a reply.

Allowing everyone lets registered users make posts. Usernames and passwords are always required to gain access.

5. Click the submit button to add your changes.

Edit/Remove Forum

1. Go to the 'Edit/Remove Forum' section on the main menu.
2. Select to edit or remove the forum you want from the list displayed.
3. If you select delete, you will be warned that removing a forum will also remove all posts associated with it. If you are happy to continue, click the link to continue deletion. If you delete information the action can not be reversed.
4. By selecting edit, the screen will look the same as when you added the forum. Make your changes and click the submit button to save them.



Adding a Topic to a Forum

Welcome to my great forum			17:03 Mon
Login - Register			
Post a new topic - Back to forum list			
Topics	Replies	Author	Last Post
test	2	Admin	18/07/200 Admin
new topic	3	Ian	18/07/200 Test
test reply all	0	Ian	24/06/200 Ian

1. Go to your web site and log in. As the administrator you need to use the username 'Admin' and the password you gave yourself.
2. Select the forum that you want to add a new topic to.
3. At the top of the page (above any topics that may already be listed), click the link 'Post a New Topic'.
4. Add a title and your message in the box. If you have the 'Reply to all' option turned on you will see a box just below your message. Select yes if you want to alert other users that you have added a topic.
5. Click the submit button to complete.
6. When logged into forums, registered users can also add topics. If the approve posts option is activated topics will not appear on the site unless the administrator has approved them.

Deleting a Topic or Post on a Forum

Topics and posts can not be edited by users or the administrator. If you are not happy with the content of a topic or post it can be deleted. Whilst logged in as the administrator you will see a delete option next to the topic and post titles. An automatic email will be sent to the poster informing them that their post has not been approved.

Posting a Reply

1. You need to be a registered user logged into the message board on the web site.



2. Select a forum and a topic. At the top of the page select the link 'Post a Reply'.
3. Type in your reply message.
4. Select yes or no on the 'alert other users' option if available.
5. Click on submit and your message will be sent.
6. If no approval is required it will appear on the web site straight away.

User Details

Registering as a Forum User

1. Go to the Forum section of the web site
2. Click on the 'Register' link next to Login.
3. Fill in the form. * Indicates information is not optional.
4. Click the submit button.
5. You can log in straight away.

Edit a Registered Users Details

1. Go to the Members Details section of your Message Board in your UKI.NET admin area.
2. Select an account from the list displayed and click 'Update'.
3. The information that was entered by the user when they registered is displayed. Make the changes required. Everything can be edited except the person's username.
4. Click the submit button to save the changes.

Delete a Registered Users Details

1. Go to the Members Details section of your Message Board in your UKI.NET admin area.
2. Select an account from the list displayed and click 'Delete'.



3. You will be asked to confirm that you want to proceed with the deletion. Click the 'Remove this account' link to delete. Deleted items can not be restored.



Board Settings

Settings control how your message board displays on your website and which features are enabled. You can adjust these settings at anytime.

1. Go to the 'Message Board - Board Settings' on the main menu.

Display 'Message Board' on menu?

Your Message Board is located at: <http://www.zzzz.uki.net/forum/>

Name of Message Board section:

Admin Name: *

Admin Email: *

Admin Username: admin

Admin Password: *

Admin approves posts?: YES

Reply to all:

Board Name: *

Board Logo:

2. **Display 'Message Board' on menu?** - If you want your message board to display on the main menu of your web site, tick the box.

If you don't want this section displayed as part of your main menu un-tick the box. A link showing what the name of the page is, will appear 'Your Message Board is located at: <http://www.yourwebsite.uki.net/forum.php>'. You can use this link to access the message board whilst it is not linked from your main menu.

3. **Name of Message Board** – Type the name into the text box. This will display on your menu button and as your page title.
4. **Admin Name & Admin Email address** - As the administrator you need special access to make changes to the messages that are posted by your visitors. Enter your name and your email address.
5. **Admin Password** - The username 'Admin' will already be set for you. Enter a password. Remember it so you can log in later.

If you forget your details, just log in to your UKI.NET admin area and you will be



able to view your information again via the 'User Details' section. This is covered later in this help sheet.

6. **Admin approves posts** - This gives you the option to give your approval before messages are published to your site. If you want to review messages select 'Yes'. You will be sent an email each time a user tries to post a message. If you prefer posts to automatically go online without any approval select 'No'.

7. **Reply to all** – When a user posts a message on your site, they can be given the option to alert all other forum users that a submission has been made.

This is optional for the person adding the post. They don't have to auto alert everyone if they don't want to.

To give them the option, select 'Allow user to alert all other users of their post'. If you don't want them to have the option it can be turned off by choosing 'Do not reply to all'. The option box will not appear on your site if this is selected.

8. **Enter a board name** - This will appear on each section of your forum as a title at the top of the page.

9. **Board Logo** - A board logo or small image can be added by clicking on the browse button. Select the file from your computer and it will be automatically uploaded to your forum. It will appear at the top left of each page next to the log in button. This is optional.

If you require any assistance please contact support@uki.net