

When to Use

Site Availability: Dynamic

Use the Forum Page Type to create a micro-community of users on your website. The Forums (aka Message Boards) can allow contribution from both authenticated and anonymous users. Forum moderators can be those in your organization or familiar users in the micro-community. Any number of sub-forums can be created to keep your discussions organized and any number of discussion threads can be created. Features such as Hot Topics, Announcements, Sticky Threads and user statistics are all included in the Forum page type.

Examples of when to use

- Use the forum page type to get direct and candid feedback from visitors to your site.
- Offer a talk back feature to your employees on your Intranet.
- Create an online community where site visitors can connect with each other.

Page Sections & Fields

Page Section	Field Name/Item	Description of Usage
Forum Help	HTML Editor	Use this field to enter Forum help text. Tips on how to navigate the forum, start threads and add comments are useful. The structure of your forum will be dynamically created below your help text in view mode.
Useful Links	Overview	The Useful Links appear at the top of the Forum in view mode and by default contains links to the Forum Help screen and the Forum Search screen. If you wish to add any additional links to this section, you may do so using the controls below.
	Order	Use this grid control to change the order of your useful links.
	Title	Provide the name of your useful link as you wish for it to appear in view mode
	URL	Enter the full domain of your useful link (example: http://www.active.com)
	Delete	Use this control to delete any of the useful links you

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		have created.
	Add	Click the add button to create any number of useful links on your Forum page.
Sub-Forums	Overview	The sub-forums section is where you build out the structure for your forum or message board. Sub-forums and their categories should be thought of as topics of conversation. In view mode, sub-forums are grouped below the categories that are defined for the sub-forum. It is a good idea to plan out a set of categories and re-use them for multiple sub-forums.
	Order	Use this grid control to change the order of your Sub-Forums.
	Name	Enter the name of your sub-forum.
	Restrict	You have the ability to restrict access to specific sub-forums. The options for this field are None (there are no restrictions) and Logged In (only logged in users can see this sub-forum).
	Category	The category acts as the parent (forum) to the sub-forum and sub-forums that use the same category are grouped together below that category in view mode. Enter the category in which the sub-forum should reside.
	Description	Enter a brief description of the sub-forum to help users understand the topic of conversations you wish to see in the sub-forum. This description will appear in the Help section in view mode.
	Active	Use this checkbox to set the sub-forum as active or inactive.
	Delete	Use this control to delete any of the sub-forums you have created
	Add	Click the add button to create any number of sub-

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		forums on your Forum page.
Forum Properties	Edit Administrators	Click this hyperlink to choose a group of users who will act as the Forum Administrators. It is a good idea to set up a separate group for this in the Group Manager. The Administrators should be users who will be controlling and monitoring the content of the Forum.
	Show the "Contact Administrator" Link	Check this box to display a "Contact Administrator" link in view mode of the Forum. Clicking this link will allow users to email the users in the group defined as the forum administrator group.
	Show Moderator Names as Links	Check this box to show the names of your sub-forum moderators as a mailto hyperlink. This box will be disabled until forum moderators have been added to the Moderator Privileges below.
	Enable Hiding of Forum Navigation Menu	Check this box to allow your forum visitors to hide the Forum navigation menu to provide more room for thread reading. Use the dropdowns to allow hiding of navigation elements from the various forum screens individually.
	Number of Threads to be listed...	Enter the number of threads to be listed at one time on the thread listing screen. Subsequent threads will be paginated.
	Number of Posts to be listed...	Enter the number of posts to be listed on the thread reading screen. Subsequent posts will be paginated.
	Allow Thread Tracking	Check this box to allow users to track certain threads. When a user elects to track a thread, they will be sent an email notification each time the thread is updated.
Forum Home Page Properties	Overview	The Forum Home Page consists of a number of frame elements that display different sets of data.
	Show "Hot Topics"	Check this box to show the forum topics with the most replies in the last defined time period. You can choose to show hot topics in the last 24 hours, 7 days or 30

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		days. Change the title text to match the defined time period.
	Show “Contributed Threads”	Check this box to show the forum topics that a logged in user has contributed to in the last defined time period. You can choose to show contributed topics from the last 24 hours, 7 days or 30 days. Change the title text to match the defined time period. This section will not be displayed in view mode if the user is not logged in.
	Show “Online Members”	Check this box to show a list of logged in ACM users who are currently viewing the forum pages. The Active Sessions feature must be enabled in the ACM web.config file for this feature to work. Ask your administrator to enable this property.
	Show “Statistics”	Check this box to show forum statistics in view mode. Stats include number of online members, number of topics, total number of posts, and number of topics contributed to by the logged in user.
	Number of Threads to be listed...	Define the number of threads that should be listed in each of the Hot Topics and Contributed Threads frames on the forum home page.
Forum Announcement Properties	Overview	The Forum Announcement section appears at the top of the Forum home screen. It provides you with the ability to broadcast any forum announcements in a stylized format and have them removed at a future date.
	Show “Forum Announcement”	Check this box to show the Forum Announcement section at the top of the Forum home screen.
	Title for Information Section	Enter a customized title for the forum announcement section.
	Clear Announcement at	Enter a date and time for when the announcement should be removed from the Forum home screen.

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	Display Effect	Select a display effect option for the Forum announcement. You can choose a vertical scroll, horizontal scroll or no effect.
	HTML Editor	Use the HTML editor to enter the text of your forum announcement.
Moderator Privileges	Overview	Moderators can be any user in the system including Public Users. You may wish to create a new moderator group or groups prior to assigning a group in edit mode of the forum page. Moderators can have various levels of permissions and more than one moderator can be assigned to a sub-forum.
	Edit Moderators	Click this hyperlink to open a window that allows you to select a group or groups to act as sub-forum moderators. The users in these groups will become individually assignable as moderators to a sub-forum.
	Moderator	Use this dropdown to select a moderator name from one of the groups assigned as moderators.
	Subforum	Use this dropdown to select the sub-forum for which you would like to assign the pre-selected moderator.
	Set Sticky	Check this box to allow the moderator to set a thread as sticky. A sticky thread is driven to the top of the thread listing screen until it is made unsticky.
	Lock	Check this box to allow the moderator to lock a thread. Locking a thread means that user can no longer post comments to the thread. This is typically used for question/answer type of discussions.
	Move	Check this box to allow the moderator to move a thread. Moving a thread is handy if a user has started a discussion in the incorrect sub-forum.
	Edit	Check this box to allow the moderator to edit posts submitted by other users. This is useful for situations where inappropriate comments are made in the

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		thread.
	Delete	Check this box to allow the moderator to delete posts made by other users.
	Ban/Un-Ban	Check this box to allow a moderator to ban or unban a user from a specific sub-forum. Note that the administrator ban supersedes this setting.
	Delete	Use this control to remove any moderators from the grid.
	Add	Click the add button to create a new moderator role for a sub-forum.
Administrator Black List	Overview	The administrator black list provides a means for the administrator to ban/un-ban a specific user or IP address from the Forum. This can be used for repeat offenders on the message boards.
	Ban a User	To ban a specific user, select the user from the dropdown list.
	Ban IP	To ban an IP address, enter the IP address in the boxes.
	Reason for Ban	Enter the reason for the ban.
	End Date	Select an end date and time if you wish the ban to automatically end at some point in the future. If the ban should continue indefinitely, do not enter a date and time.
	Add	Once you have selected the user/ip address, entered the reason and selected an end date, click the add button to add the ban to the banned list.
	Banned list	The banned list displays all banned users and IP addresses along with the reason, the admin who performed the ban and the ban end date. To lift a ban, simply delete the entry from the banned list.

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Forum Icons	Overview	<p>The forum icons are visual aids so users can quickly see the state of a thread. You can use the default icon set or link to icons in the Digital Asset Manager for each of the following topic categories:</p> <ul style="list-style-type: none"> • Topics containing unread messages • Topics containing only read messages • Locked Topics • Sticky Topics • Hot Topics

Page Tips

- Plan your forum before beginning. It is a good idea to define the type of community discussions you wish to foster on your site. Create a set of categories; these will act as the forums in your forum page type. Then define a set of sub-forums or topics you wish to appear in each category. This will help your forum visitors find discussions quickly and easily.
- Make moderators out of Public Users who contribute regularly to the message boards or have expertise on a specific forum topic. This will reduce the time spent by your staff moderating the forums and further create a sense of community amongst your site visitors.
- Use the forum pagetype in multiple locations in your site to create more distinct sub-communities.