BIOBORD MANUAL 3

Forum

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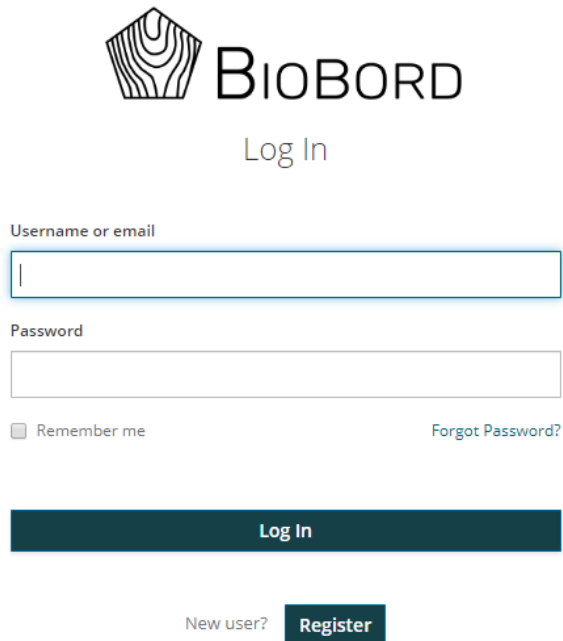
1. Briefing

Discussion forum in Biobord web platform is a modern forum software, which is meant for discussions between users through categorized topics. It is a great and quick way to share information among users. Users may also utilize real-time chat service for quicker communication. This document describes the main features of the discussion forum.

2. Login

User authentication is handled with Keycloak as a part of the login process. After you click the login button at the top right corner of the page, you will be redirected to Keycloak authentication service and the login form is presented as illustrated in Figure 1.

Figure 1. Login form

After successful login, you should see your user avatar at the top right corner as presented in Figure 2. Now you should be able to take a part to discussions in public categories and closed categories that are dedicated for your user account. This active login session also allows you to utilize other parts of the web platform in the same browser session where you have access rights.
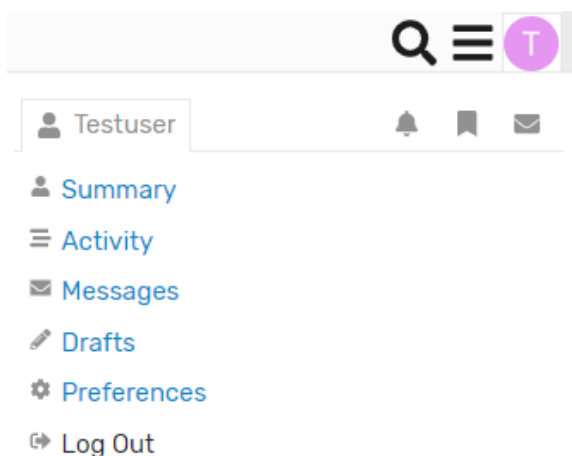
Figure 2. User menu for logged in user

3. User Profile Settings

User profile settings can be accessed by selecting Preferences under your forum avatar (shown in Figure 2). Figure 3 presents the view of *Preferences* menu.
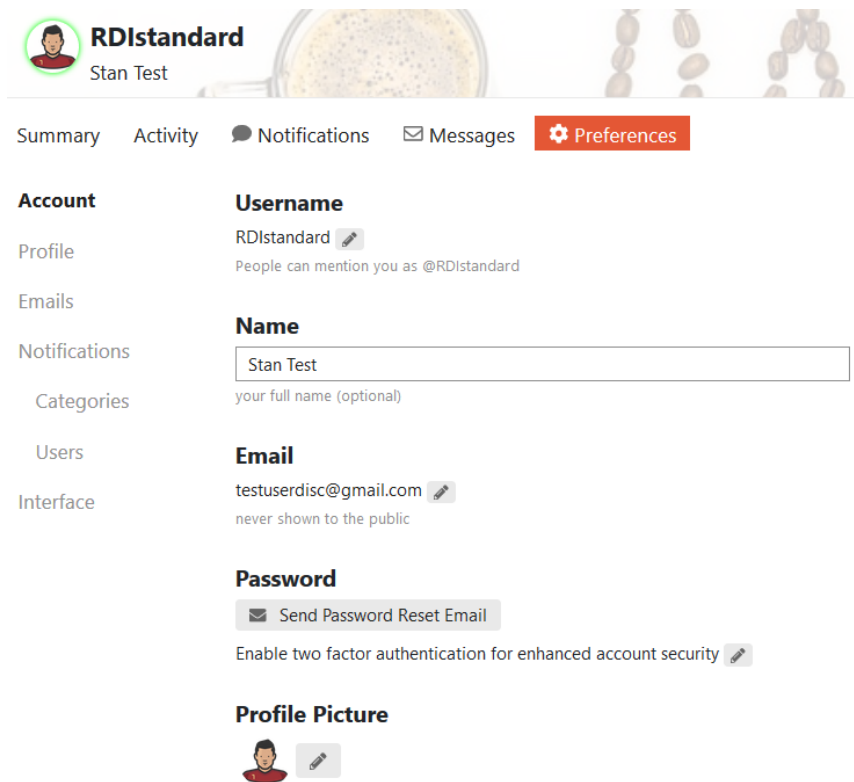
Figure 3. User profile settings

Here is the list what you should not and what you can edit from your profile:

- Account
    - **Can edit**: *Username*, *Name* and *Profile Picture*
    - **Do not change your email or enable two factor authentication here** (these settings should only be modified through Keycloak user account management!)
- Profile
    - **Can edit**: *About me*, *Location*, *your personal Web Site*, *Profile Background* and *User Card Background*
- Emails
    - **Can edit**: *Email settings*, *Activity Summary* and *Mailing list mode*
- Notifications
    - **Can edit**: *Notification settings*, *Live notifications* and *Messages*

- o You can include or exclude new topic and category notifications here under ***Categories*** selection
- Interface
  - o **Can edit**: ***Theme***, ***Text Size***, ***Interface language***, ***Default Home Page***, ***Other***, ***Babble*** and ***Calendar***

In addition to your user profile preferences, you can use the following sections here:

- Summary: Your discussion forum statistics
- Activity: Your activity throughout the forum
- Notifications: Information about all received notification messages
- Messages: You can send and receive messages through this section

4. Creating a New Topic

To start a new topic click a **New Topic** button found from the upper right corner of the forum. The content creation tool is presented in Figure 4 with descriptions for different actions. It is recommended to check the preview area content before clicking the **Create topic** button in order to see the final version of your posting.
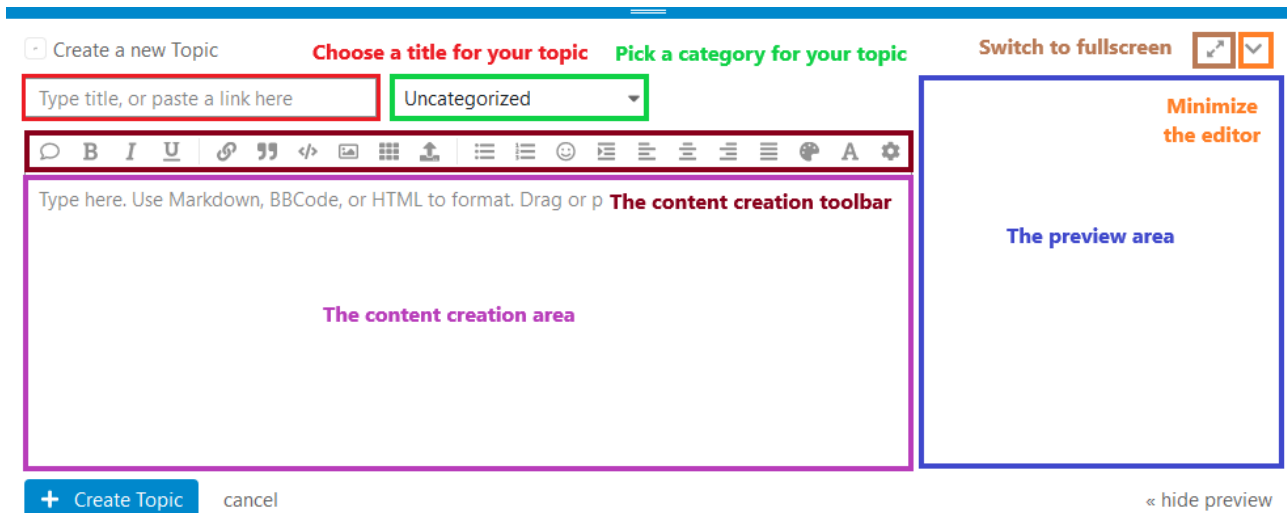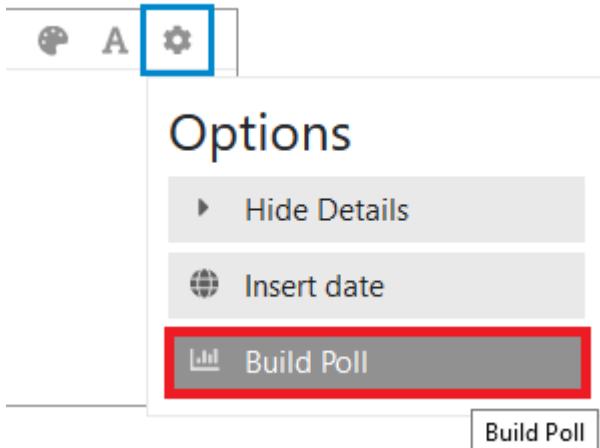

Figure 4. Content creation tool

Content creation toolbar has many useful features to use on your posts. All possible tools included with preview content are presented in Appendix 1.
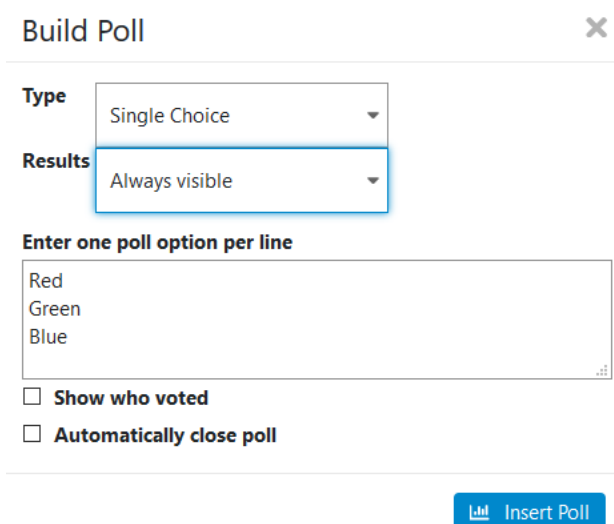
5. Adding a Poll to Your Topic

You can add a new poll to your topic by clicking the cog icon at the end of toolbar row and selecting **Build Poll** from the dropdown menu as illustrated in Figure 5.

Figure 5. Build Poll option

Poll creation menu like presented in Figure 6 should appear. After setting the preferred options, click **Insert Poll** button. Now you should see the poll structure inserted in the content creation area and at this point you can continue adding more polls or other content. When finished, click **Reply**.

Figure 6. Poll creation menu

6. Replying to an Existing Topic

In order to reply to some existing topic, first open a topic you want to post a reply to. When the topic is open, scroll down to the bottom and press the **Reply** button. This process is briefly illustrated in Figure 6.
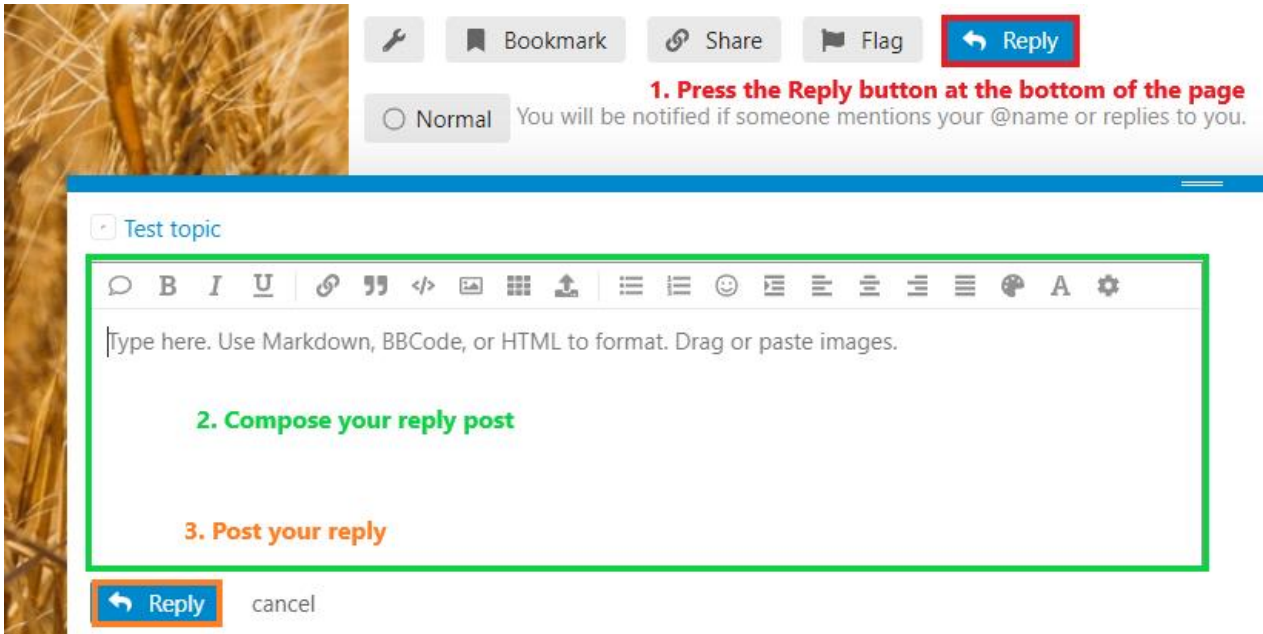
Figure 6. Phases for posting a reply message

Below are the icons with descriptions which are found at the bottom of your post:

You can send a public link to this post via Twitter, Facebook or email (**This post must be public in order for non-registered user to see the content!**).

A flag can be used to mark the post as **Off-Topic**, **Inappropriate**, **Spam** or **Other concerns**. Administrators will be informed for any flagged posts.

Edit your post.

You can bookmark individual posts if you find them interesting (Bookmarks can be accessed through your profile's Activity menu).

Delete your post (**Will be deleted within 24 hours unless you use the Undo action**). Posts are not shown to others except administrators after deletion.

↺ Undo the deletion of a post (**This must be done within 24 hours of deletion in order to keep the post!**).

You can also use quotation from other user's post. This is done by selecting a text from another post and Quote-option should appear on top of your selection like shown in Figure 7. After clicking the quotation option, selected quote should be automatically inserted within your content creation area.
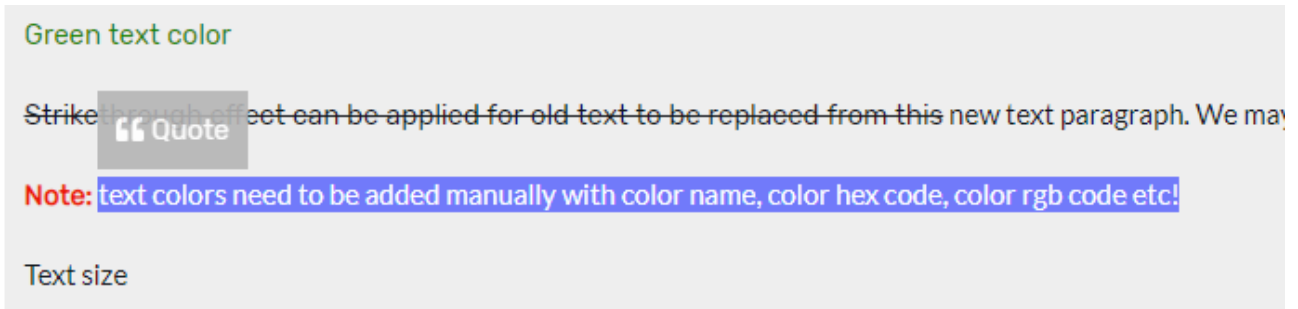
Figure 7. Quotation feature

7. Tagging and Notifications

You may tag users or user groups when writing a new post or reply for an existing post. By adding the @-character first and then start writing username or group name, the system should give suggestions matching the set of characters written so far. The example of this is illustrated in Figure 8.
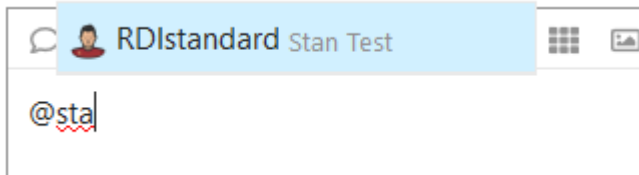

Figure 8. Tagging a user

Target user should see at least the left most illustration of notification after the message have been sent. In addition, if user has notifications enabled (which is recommended for active users especially), browser will show an indication of a new message as a popup message.
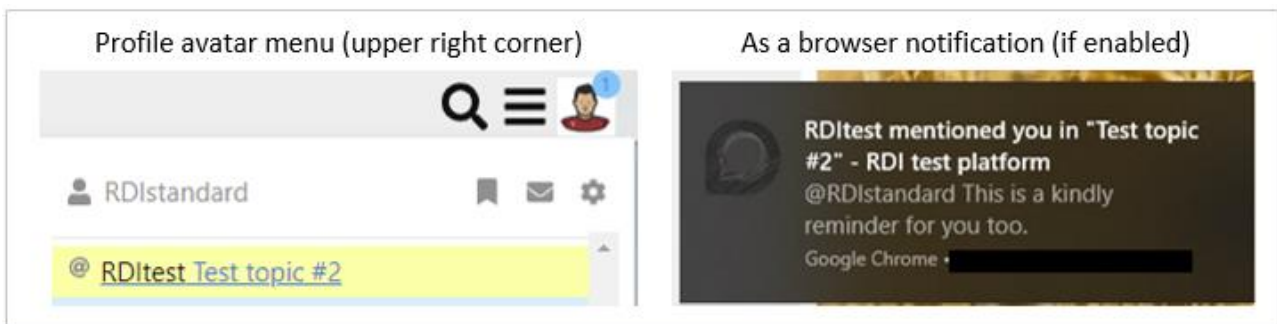
**Figure 9. Notifications indicating a new message received**

In order to receive notifications from discussion forum through your browser, you can enable notifications by clicking the banner message at the front page of the discussion forum (see Figure 10).
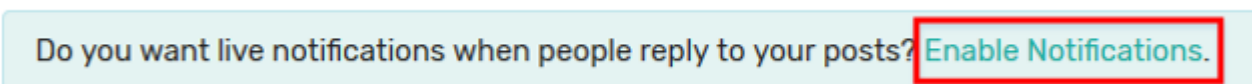
Figure 10. Banner message for enabling notifications

8. Babble – the Real-time Chat Service

Chat communication option is available to all registered users who are logged in. Chat service icon will appear in the lower right corner of the screen (see Figure 11).
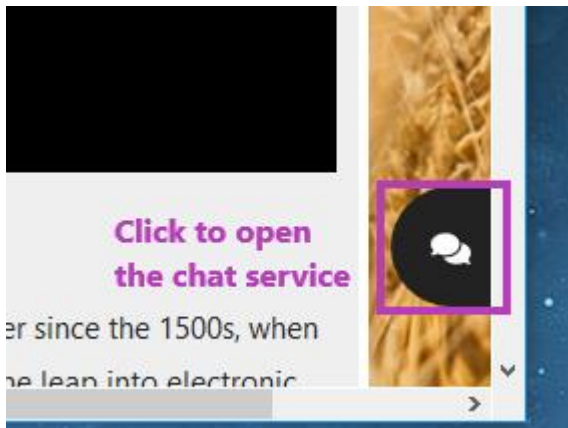
Figure 11. Chat service icon

Once you open the chat service, menu similar to the view presented in Figure 12 should appear. You can take a part to category-wide discussion by selecting any of the listed categories or start a chat with someone in person by clicking the user's name under the **Direct Messages** section. You can also search for a user by clicking the search icon. This is especially useful feature when the user list is long.

Figure 12. Chat service menu

Chat communications may have attachments like images or documents and emoji in addition to plain text messages. You can delete any message and they are treated the same way as any individual post in the forum: messages are deleted permanently within 24 hours and cannot be seen by others except administrators.

BIOBORD PLATFORM

Appendix 1. Content Creation Toolbar Tools

Tool	Markdown	Result
💬 quote whole post	[quote="RDItest, post:9, topic:19, full:true"] This is the test reply message [/quote]	👤 RDItest: This is the test reply message
B strong text	**Strong text**	**Strong text**
I emphasis	*Italic text*	*Italic text*
U underline text	[u]Underlined text[/u]	<u>Underlined text</u>
🔗 hyperlink	https://biobord.eu	https://biobord.eu
🗨 blockquote	> This is the blockquote	> This is the blockquote
</> preformatted text	indent preformatted text by 4 spaces	`indent preformatted text by 4 spaces`
☰ bulleted list	* First * Second * Third	• First • Second • Third
☰ numbered list	1. First 2. Second 3. Third	1. First 2. Second 3. Third
☰ ☰ ☰ left, center and right alignment	[left]Left aligned text[/left] [center]Center aligned text[/center] [right]Right align text[/right]	Left aligned text Center aligned text Right align text
☰ justify a text	[justify]Justified text Justified text Justified text . text Justified text Justified text Justified text Jus text Justified text[/justify]	Justified text Justified text Justified text Justified text Justified text Justified text Justified text Justified text Justified text Justified text Justified text Justified text Justified text
🎨 color text	[color=red]Red text[/color] [color=green]Green text[/color] [color=blue]Blue text[/color]	Red text Green text Blue text
A change the size of your text	[size=1]Text size 1[/size] [size=2]Text size 2[/size] [size=3]Text size 3[/size] [size=4]Text size 4[/size] [size=5]Text size 5[/size] [size=6]Text size 6[/size] [size=7]Text size 7[/size]	Text size 1 Text size 2 Text size 3 Text size 4 Text size 5 Text size 6 Text size 7
checkbox	[ ] First phase [ ] Second phase [*] Third phase [ ] Fourth phase	☐ First phase ☐ Second phase ☑ Third phase ☐ Fourth phase