



13

BRICS USER GUIDE

Forums



CHAPTER 13 - FORUMS

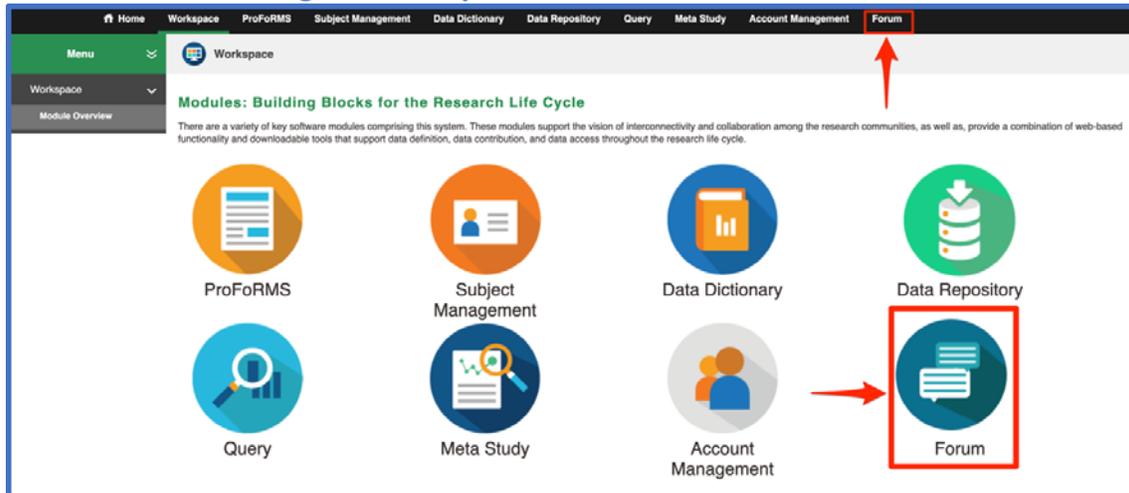
The Forum module is a place where researchers can discuss and share ideas within their respective BRICS community. The forum is made up of different Forum Topics where researchers can post content, view content posted by others, and comment on each other's content. This will assist our researchers with knowledge sharing, problem solving, and collaboration.

We strive to keep our content non-offensive for our user base and will be monitoring the forum for any inappropriate content that may be posted.

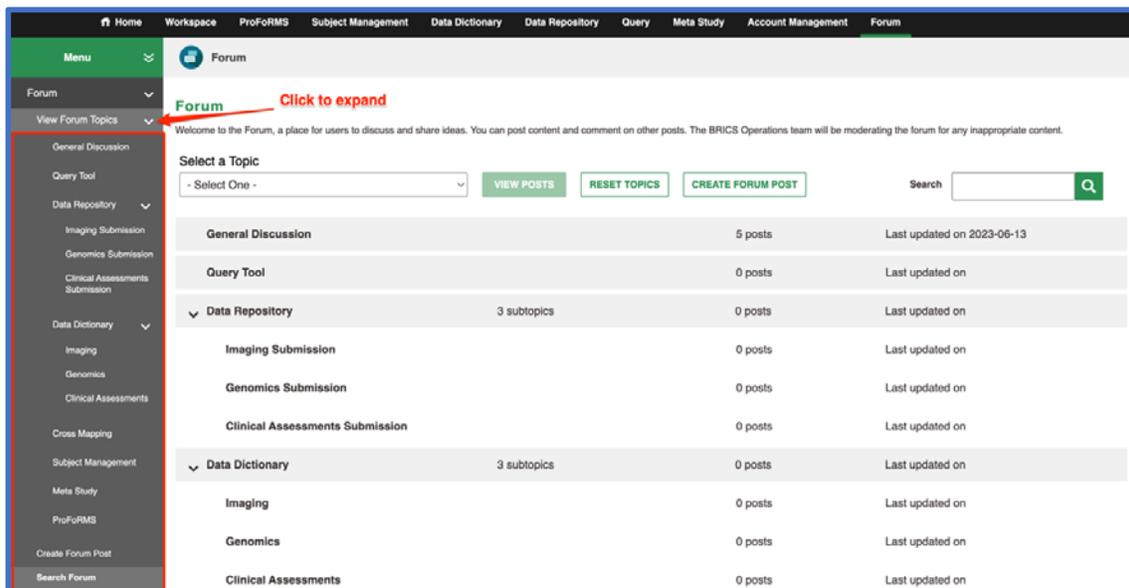
13.1 Navigating the Forums

In this section we will cover how to [find the forum module](#), navigating between forum topics, and viewing posts/comments, and search posts.

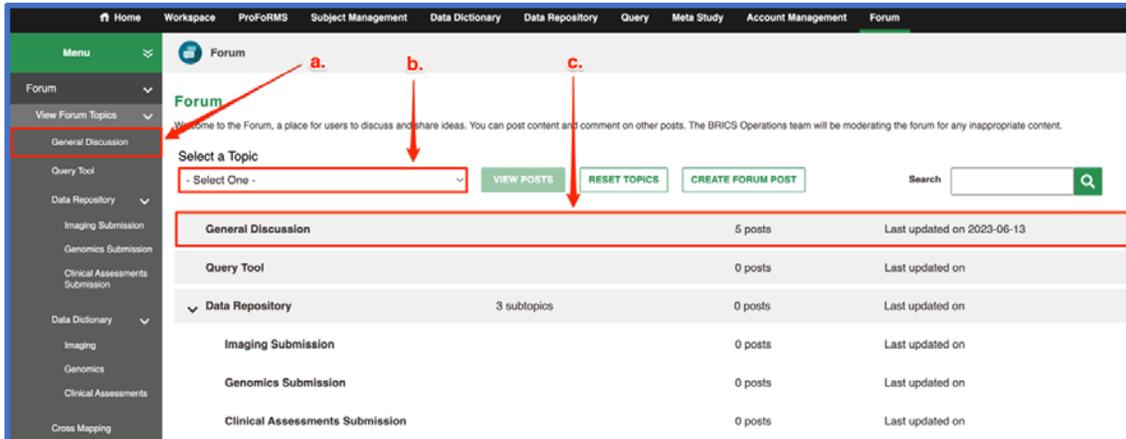
13.1.1 Viewing Forum Topics



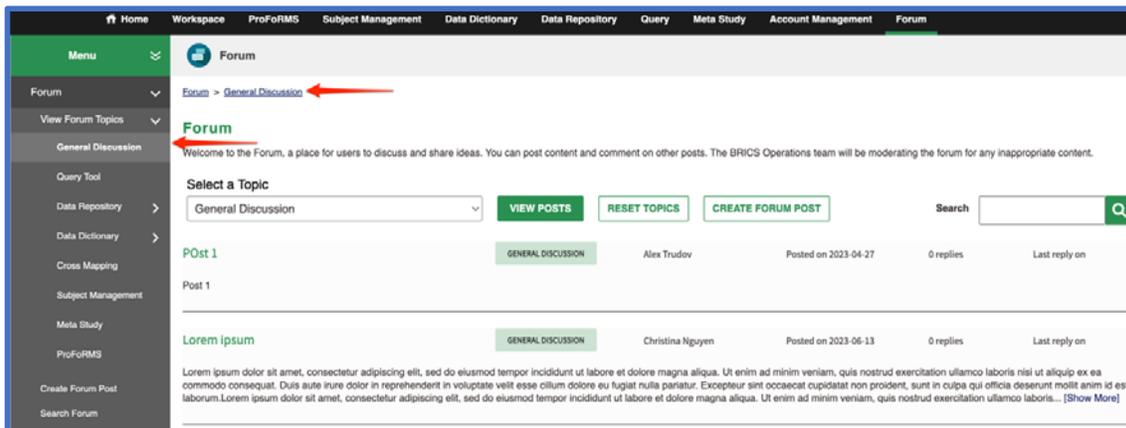
1. Log into your BRICS instance and select the Forum module from either the top navigation bar or the module icon.
2. On the forum module page, click on “View Forum Topics” in the left navigation. This will expand the list of Forum Topics to view.
3. There are multiple options to navigate to a Forum Topic:



- a. Select from the left navigation that we expanded in the previous step.
- b. Use the “Select a Topic” dropdown menu and then click the “View Posts” button.
- c. Select one of the forum topics in the main section of the page.



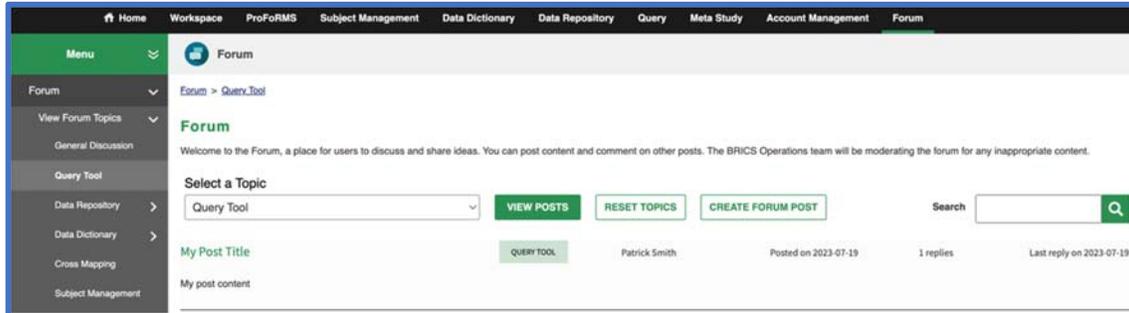
4. After selecting a Forum Topic, you will see the breadcrumb bar at the top of the page indicating which topic you are currently viewing. Also note that the Forum Topic you selected will now be highlighted in the left navigation.



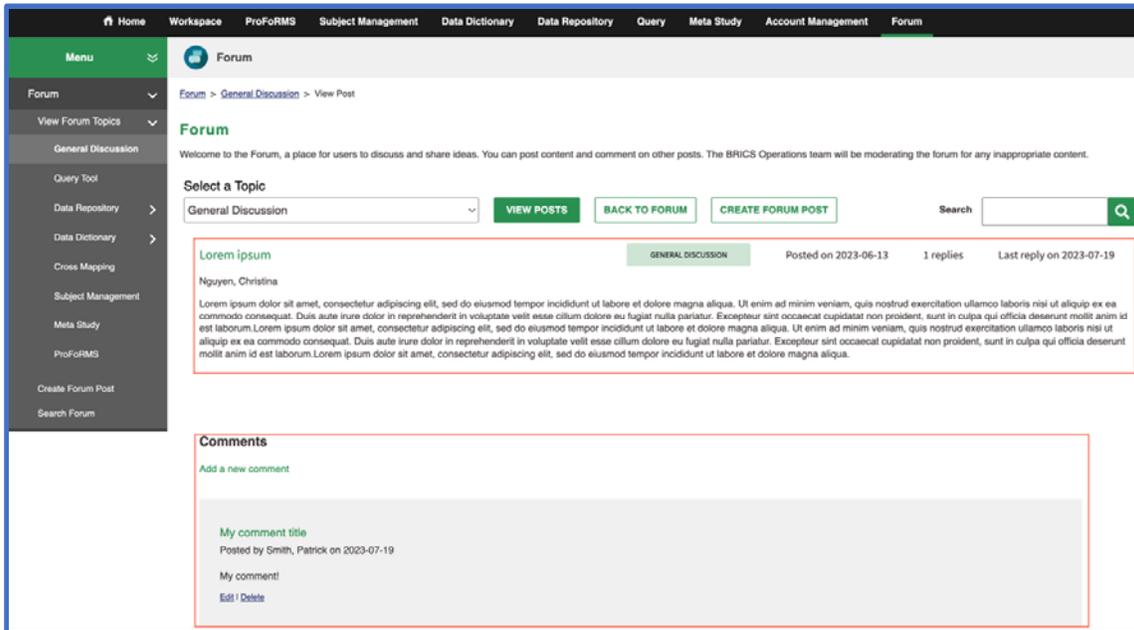
13.1.2 Viewing posts and comments

1. Follow the previous section to navigate to a Forum Topic. From there you will see a list of posts that users have created.

In this view you will see the: ***title of the post, the Forum Topic it was posted in, the name of the user who posted it, when it was posted, the number of replies that post has, the date of the last reply to that post, and a preview of the content of the post.***

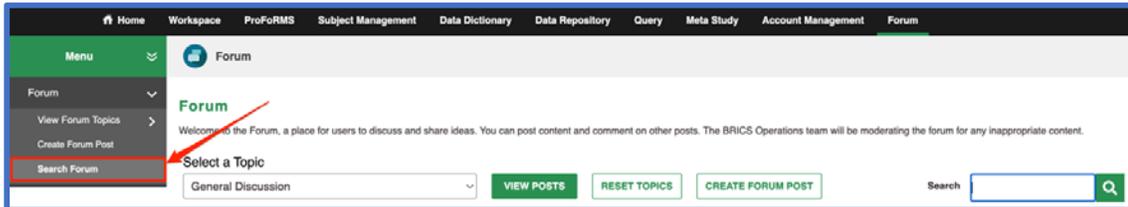


2. Click on the title of a post to view the content and comments on that post.

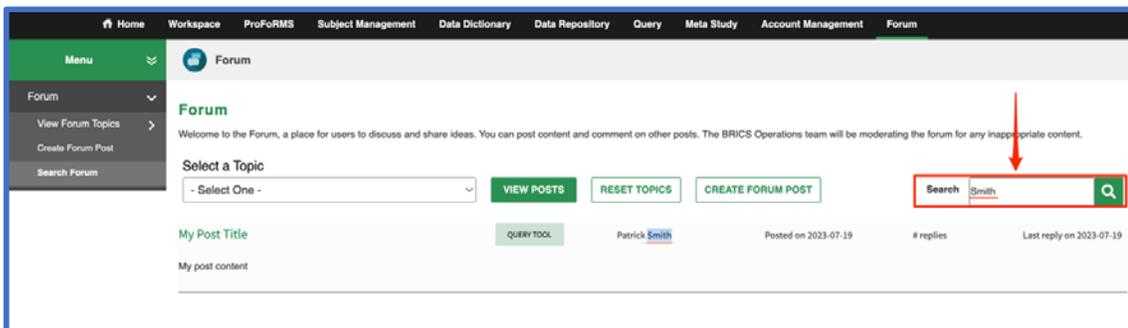


13.1.3 Searching posts

1. Navigate to the “search forum” page by using the left navigation menu.



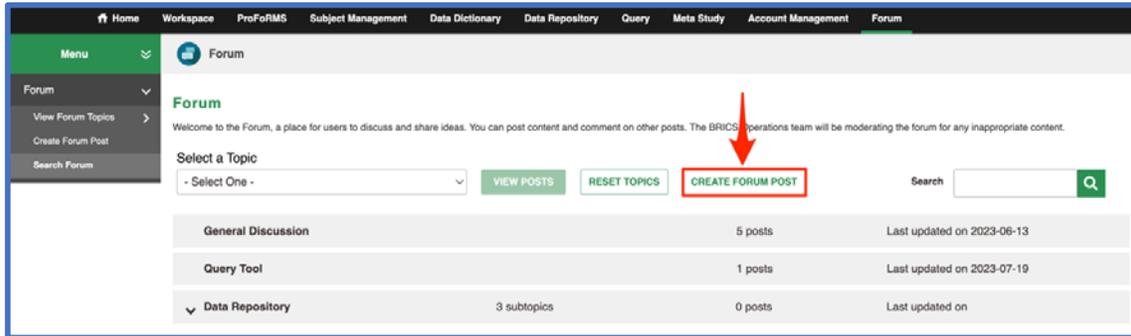
2. To search for posts from all forum topics, then skip this step and continue to step 3. Otherwise, navigate to the desired Forum Topic then continue to step 3. Reference [13.1.1](#) for steps to navigate to your Forum Topic.
3. On the right there is a search box that will search based on title, content, and author. Enter your query into the text box and press enter or click the search icon to get your results.



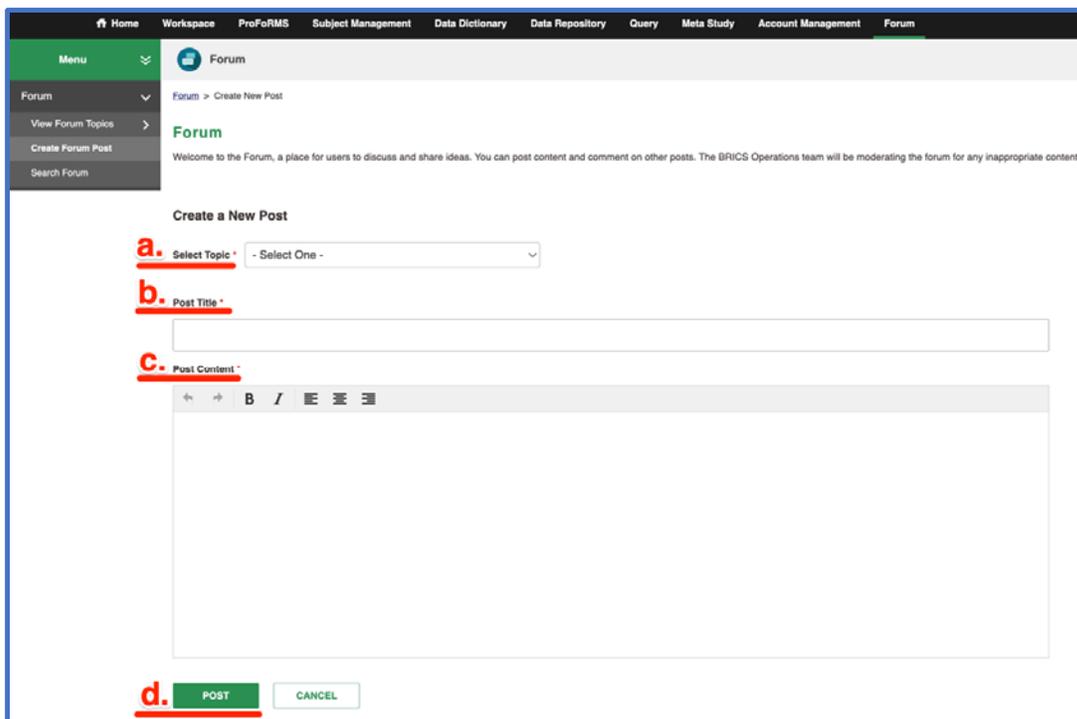
13.2 Creating/Editing/Removing Posts and Comments

13.2.1 Creating posts

1. Navigate to the Forum Module select the Create Forum Post button.



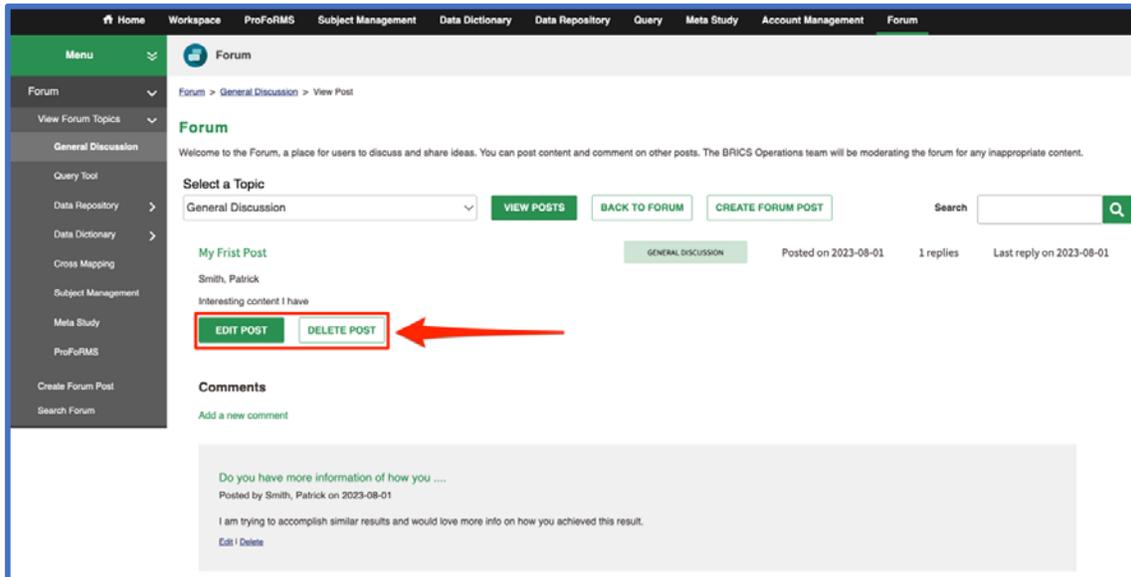
2. On the Create New Post page fill out the following information:
 - a. Select the Forum Topic you wish to post to
 - b. Enter the Post Title
 - c. Enter the Post Content
 - d. Click the Post button.



13.2.2 Editing/Deleting Posts

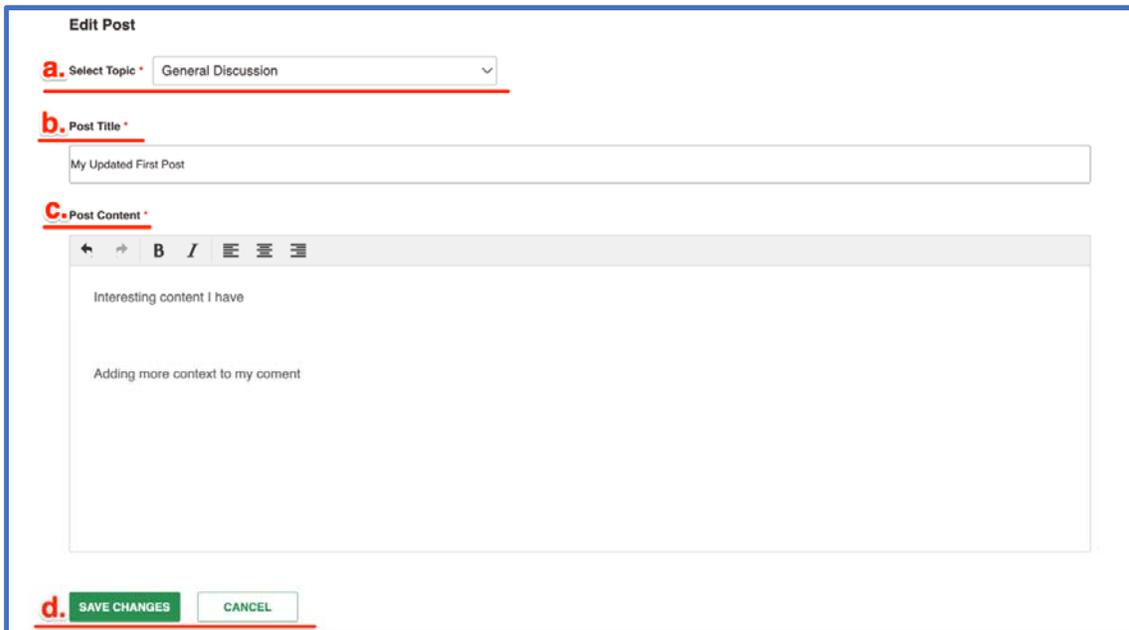
1. Navigate to the Post you wish to Edit/Delete and click on the Edit/Delete buttons.

Note: You will only have access to edit/delete posts you have created.



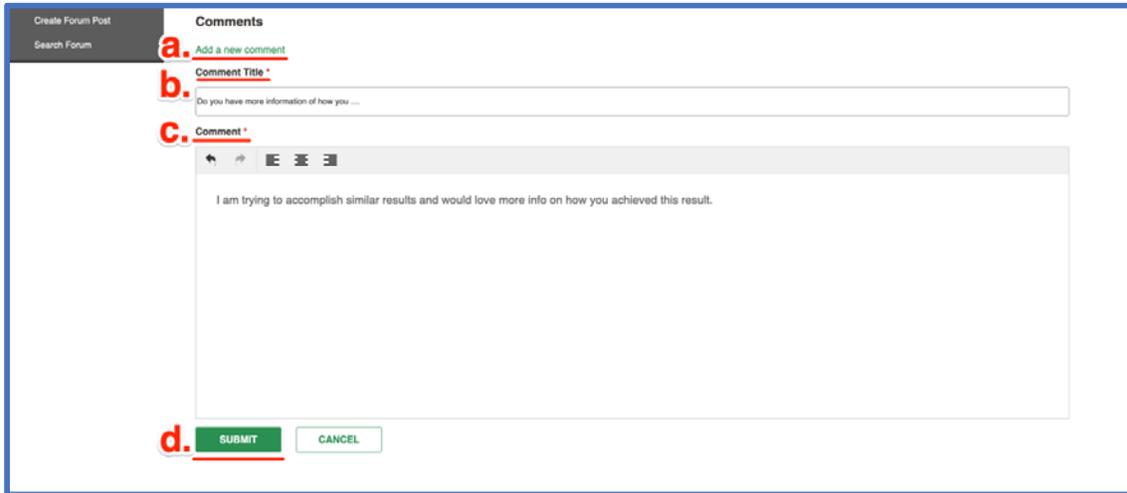
2. If you chose to edit, fill out the same information as when you filled out the form and click Save Changes.

13.2.3 Creating comments



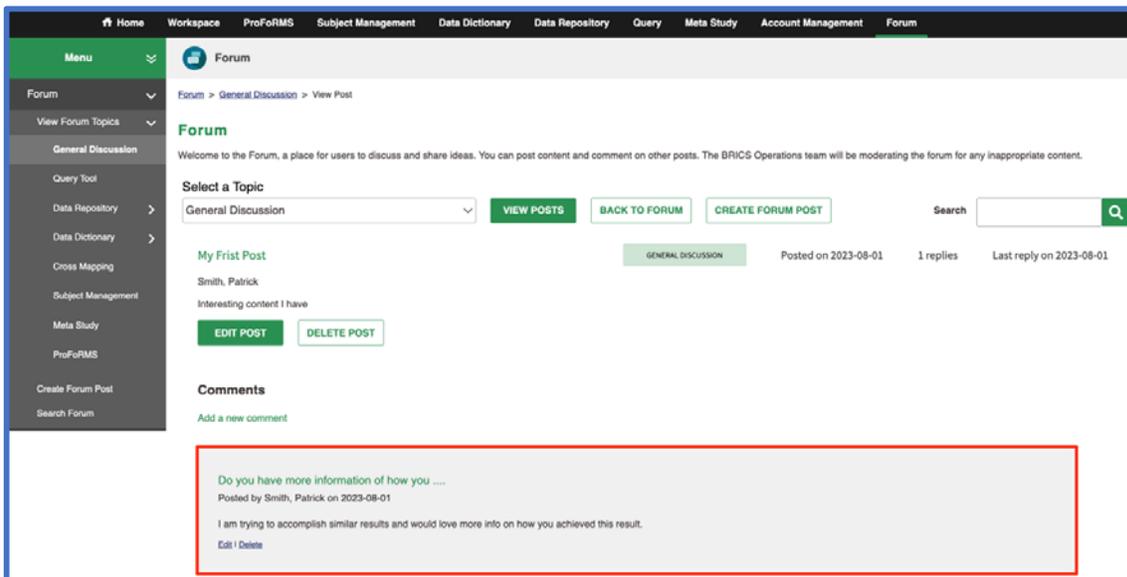
1. Navigate to the post you wish to create a comment for and scroll down to the Comment section. To create a comment do the following steps:

- a. Click on “Add a new comment”.
- b. Fill out the Comment Title section.
- c. Fill out the Comment Content section.
- d. Click the Submit button.



The screenshot shows the 'Comments' section of a forum post. It features a 'Create Forum Post' button and a search bar. The main form has three sections: 'a. Add a new comment' (a link), 'b. Comment Title *' (a text input field with a placeholder 'Do you have more information of how you ...'), and 'c. Comment *' (a rich text editor containing the text 'I am trying to accomplish similar results and would love more info on how you achieved this result.'). At the bottom, there are 'd. SUBMIT' and 'CANCEL' buttons.

2. Afterwards the post will reload, and you will see your comment in the comment section.

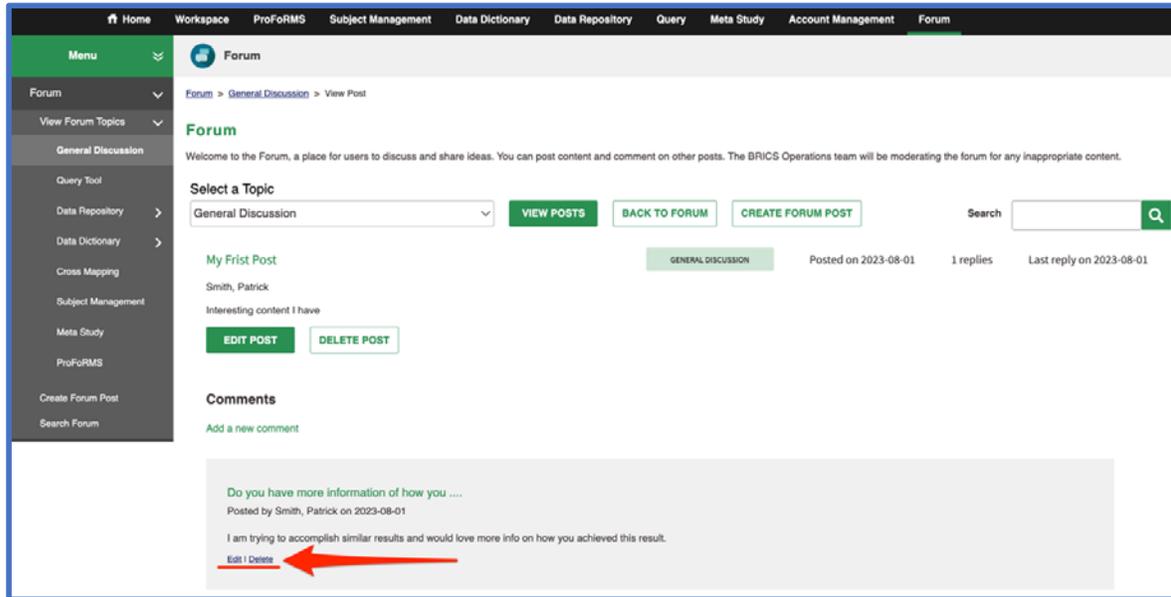


The screenshot shows the full forum interface. The top navigation bar includes 'Home', 'Workspace', 'ProFoRMS', 'Subject Management', 'Data Dictionary', 'Data Repository', 'Query', 'Meta Study', 'Account Management', and 'Forum'. A left sidebar contains a 'Menu' with options like 'Forum', 'View Forum Topics', 'General Discussion', 'Query Tool', 'Data Repository', 'Data Dictionary', 'Cross Mapping', 'Subject Management', 'Meta Study', 'ProFoRMS', 'Create Forum Post', and 'Search Forum'. The main content area shows the 'Forum' page for 'General Discussion'. It includes a 'Select a Topic' dropdown set to 'General Discussion', with 'VIEW POSTS', 'BACK TO FORUM', and 'CREATE FORUM POST' buttons. A search bar is also present. Below this, a post titled 'My Frist Post' by 'Smith, Patrick' is shown, with 'EDIT POST' and 'DELETE POST' buttons. The 'Comments' section at the bottom shows the 'Add a new comment' form from the previous screenshot, now displaying the user's comment: 'Do you have more information of how you' and 'I am trying to accomplish similar results and would love more info on how you achieved this result.' with 'Edit | Delete' options.

13.2.4 Editing/Deleting Comments

1. Navigate to the comment you wish to edit and click the edit or delete button.

Note: *You will only have access to edit/delete comments you have created.*



2. If editing the comment, follow the same steps as when creating the comment.

