



How to use forum

Short instructions for forum admin
and users of seecel.hr

9/19/2011

Log in for users:

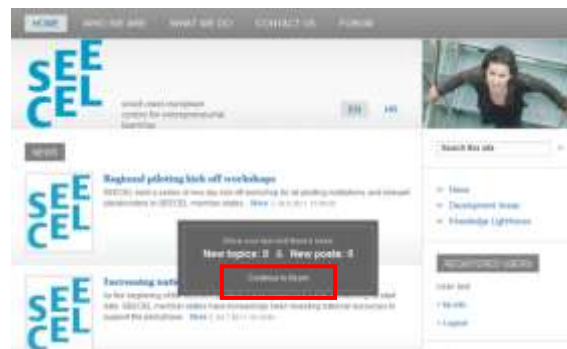
user name: enter your name

password: enter your password

click on double arrow or tab and enter



click on **Continue to forum**



First time Log in for users:

Window like this will open



IMPORTANT NOTICE: Fields tagged with red star are obligatory!

First name: enter your first name

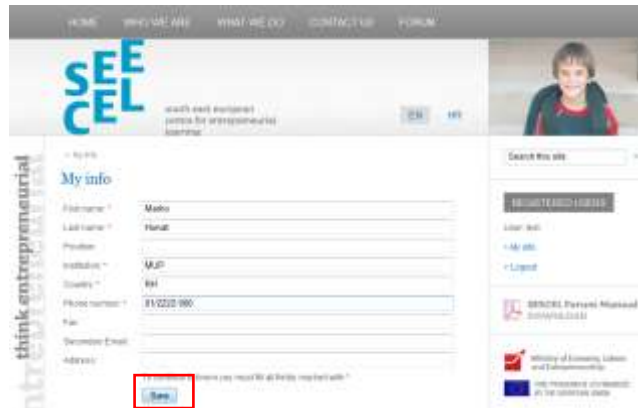
Last name: enter your last name

Institution: enter the name of the institution you are representing

Country: enter the name of the country you are coming from

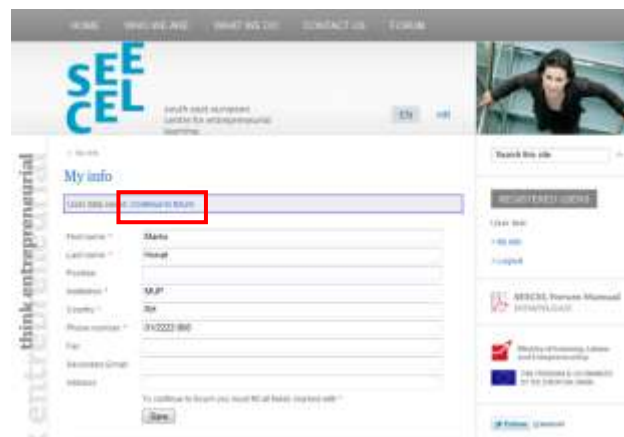
Phone number: enter your valid contact phone number

After you have filled ALL obligatory fields click on **SAVE**



The screenshot shows the SEE CEL registration page. The 'My info' section contains the following fields: First name (filled with 'Marko'), Last name (filled with 'Ruzic'), Position (empty), Institution (filled with 'MUP'), Country (filled with 'HR'), Phone number (filled with '912222 980'), Sex (empty), Secondary Email (empty), and Address (empty). A red box highlights the 'Save' button at the bottom of the form. The page header includes 'HOME', 'WHO WE ARE', 'WHAT WE DO', 'CONTACT US', and 'FORUM'. The SEE CEL logo is prominently displayed, along with a search bar and a user profile picture.

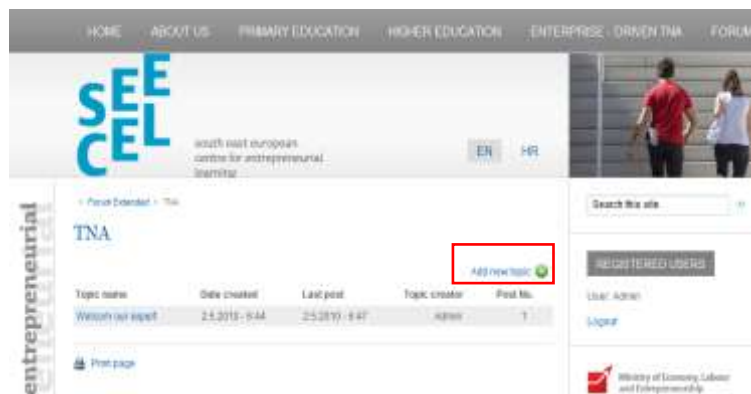
After log in click on **Continue to forum**



The screenshot shows the SEE CEL registration page after login. The 'My info' section contains the same fields as the previous screenshot, but the 'Continue to forum' button is now highlighted with a red box. The page header and SEE CEL logo remain the same. The user profile picture is now visible in the top right corner.

How to add new topic?

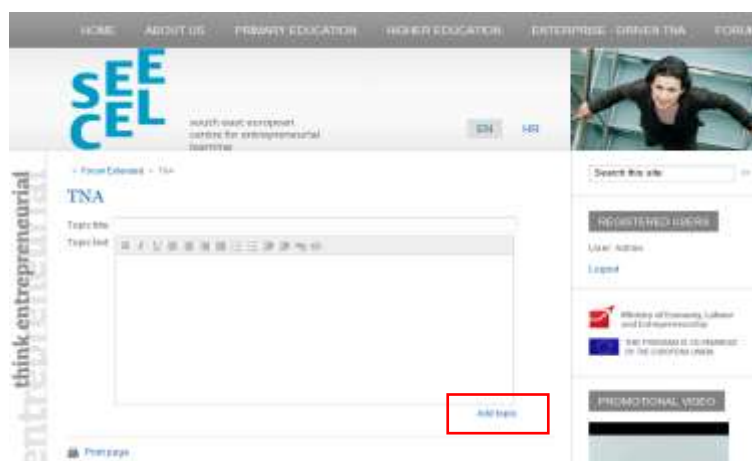
When you are located in Forum Extended click on the theme inside which you want to add new topic. On the right side click on button **Add new topic**.



New window opens with:

Topic title: enter the name of the topic

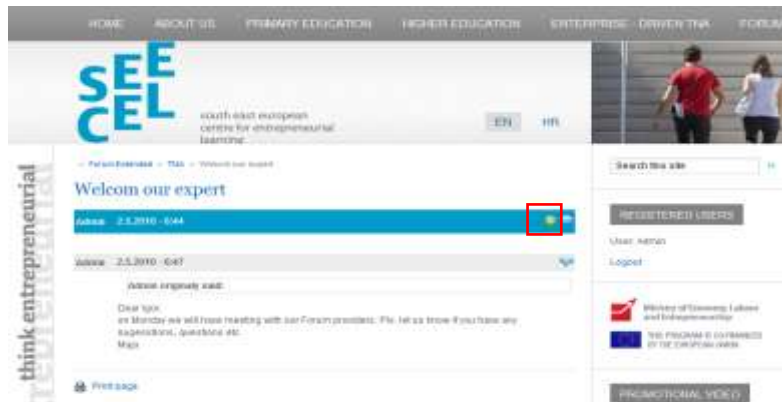
Topic text: enter text (it's same like using Word).



When finished with text entering, click on **Add topic** button on the right bottom corner of the page.

How to add new post?

When you are located in Forum Extended>theme name> click on the topic name below inside which you want to add new post. On the right side click on **+** (plus) button to add new post.



New window opens with:


Post text: enter the text

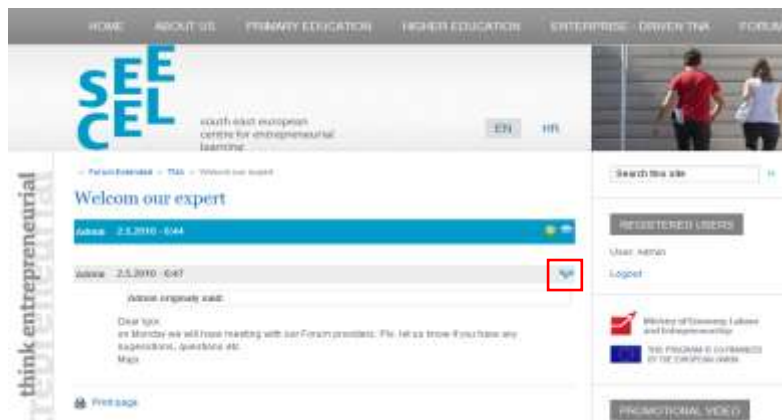
Post file: choose a file you wish to attach



If adding additional documents related to post see page 7

How to add comment (quote)?

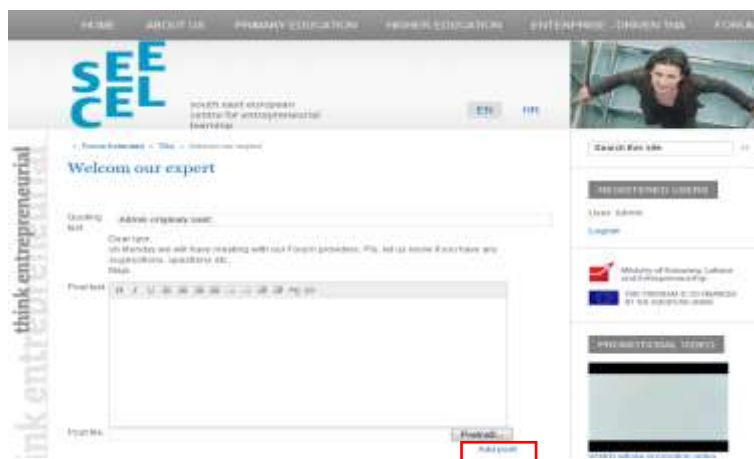
To add a comment when you are located in Forum Extended>theme name>topic name, click on the  **(quote) button** on the right side.



New window opens with:

Post text: enter the text

Post file: choose a file you wish to attach



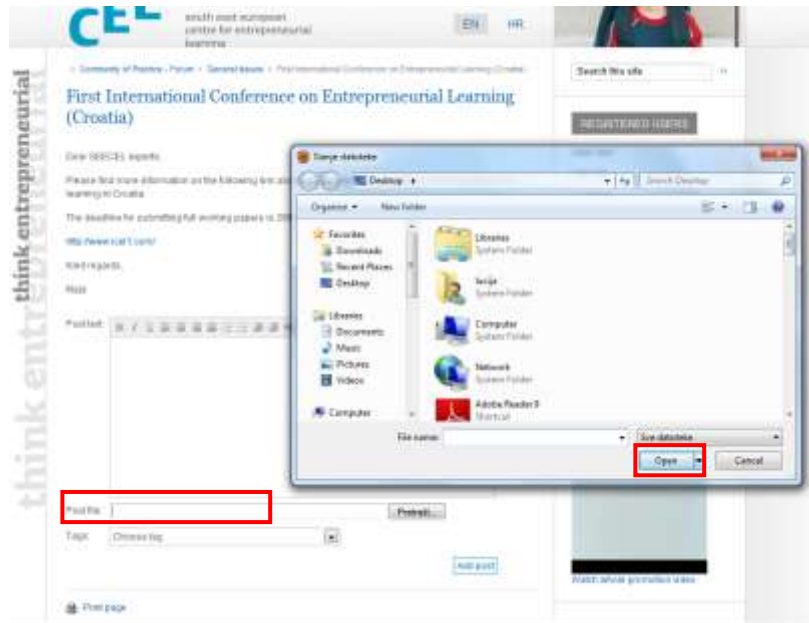
After entering your quote click on **Add post** button below in the right corner of the page.

If adding additional documents related to quote see page 7

IMPORTANT NOTICE: when adding both posts or quotes it is important to choose ALL drop down tags

For example:

STEP 1: Click on **Post file** and a pop up window will appear. Choose a document you want to post from your files and click on **Open** button.



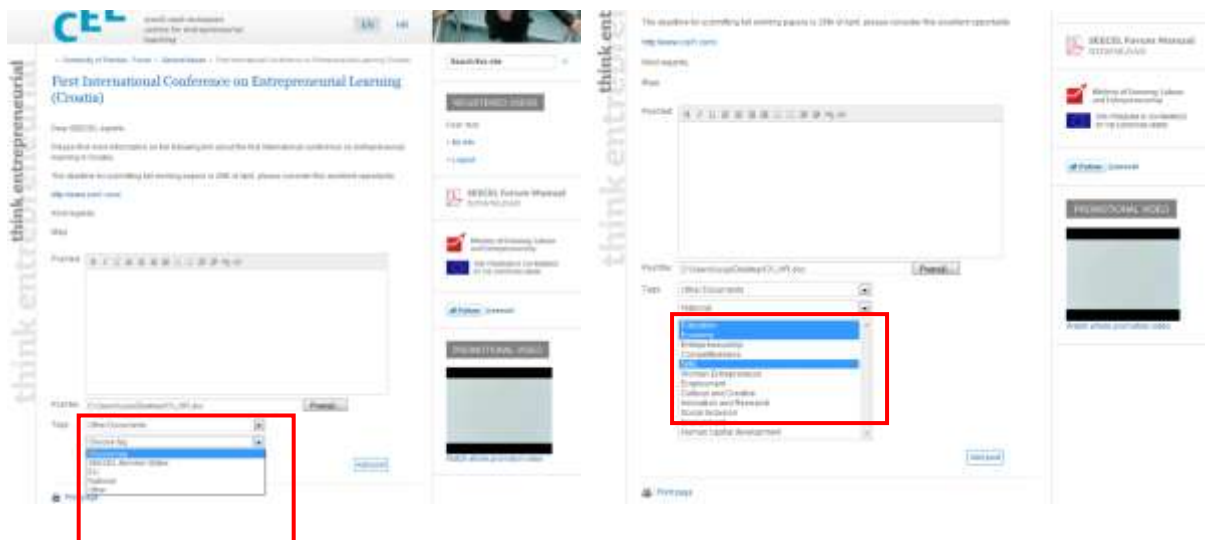
STEP 2: choosing tags - REMEMBER you need to choose ALL offered tags in drop down windows to post file correctly.

Choose tag (for example: Other documents) a new tag window appears.


Choose another tag (for example: National) a new drop down window appears.

Choose another tag (for example: Education).

To choose more than one tag use **CTRL button + mouse** (for example choose: Education, Economy and SME).



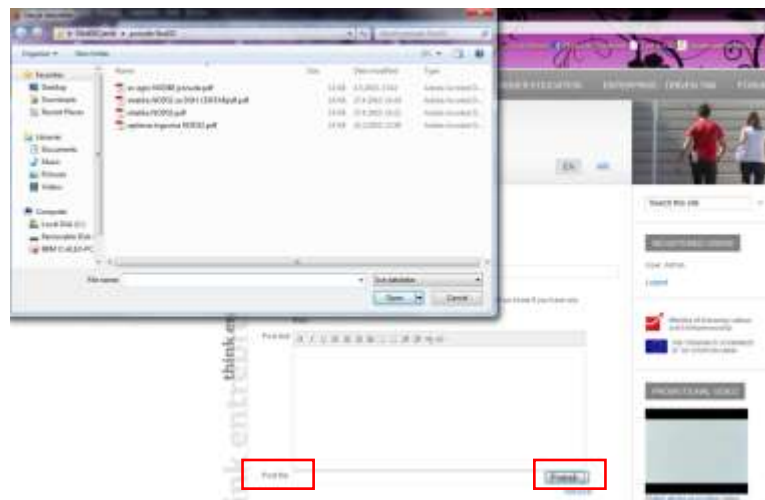
How to go back?

To go back just click on back button  in the left corner of the page or click on Forum extended.



How to attach a document?

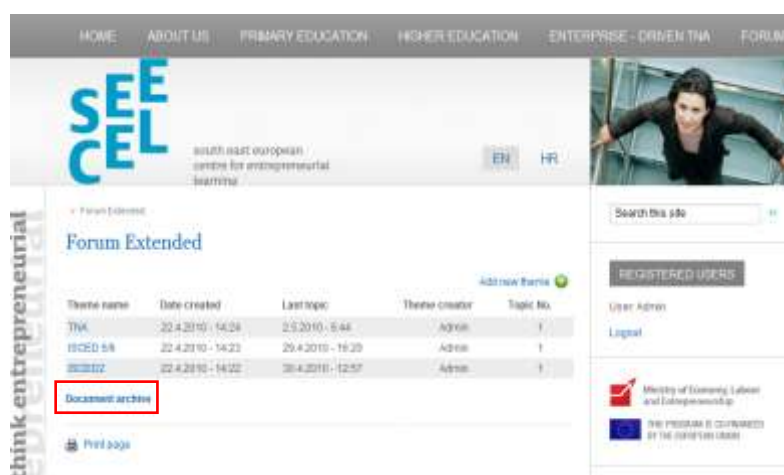
To attach a document go to **Post file** area at the bottom of the page and click on **Browse** button in order to choose a file to attach.



IMPORTANT NOTICE: attachments are in pdf format only, max size up to 6 MB.

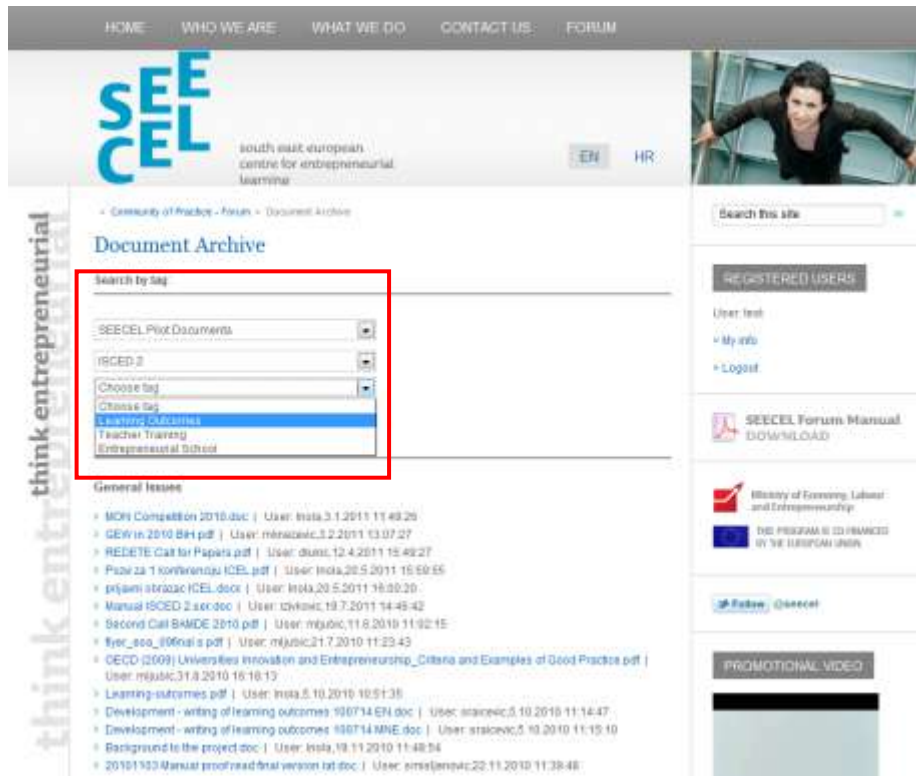
How to find all attachments?

All attachments are saved in **Document archive**. If you are located in Forum Extended just click on Document archive button and find attachment you are looking for.



IMPORTANT NOTICE: in Document Archive you will see only files for which you have AUTHORIZATION with your log in and password.

Search by tag. If you choose tag for which you are not authorised, search results will be 0 (zero). If you correctly choose tags for which you have authorization, list of results will appear below.



To exit forum just click **Log out** button on the right side.

