Forum Topic User Guide

Forum Topic Actions

Add Forum Topic

To start this action, click the   Add Forum Topic   button above the Forum Topic listing.

Creates a new Forum Topic.

When this action starts a form is displayed to enter the details of the Forum Topic.

Each field customises or controls some aspect of the Forum Topic display or behaviour.

Some fields are required and must be entered before the Forum Topic can be added, the required fields are Posts Allowed, Allow Threads, Allow Search Indexing.

Although some fields are not required, it is best practice to populate these, including .

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

View

To start this action, select the Forum Topic you need to work on, and click the   🔍 View   button in the   ⋮   More Menu on that row.

Display the selected Forum Topic.

This action displays the Forum Topic similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Edit

To start this action, select the Forum Topic you need to work on, and click the   ✏   button on that row.

Edits an existing Forum Topic.

When this action starts a form is displayed with the existing Forum Topic and any previous information entered.

Each field customises or controls some aspect of the Forum Topic display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

Copy

To start this action, select the Forum Topic you need to work on, and click the   ⧉ Copy   button in the   ⋮   More Menu on that row.

Copies an existing Forum Topic.

The selected Forum Topic is copied and the word (Copy) will be added to the name of the new Copy

Delete

To start this action, either select the Forum Topic to work on and click the   🗑   button on that row. Or CTRL+click to select multiple Forum Topics and click the   🗑   button above the Forum Topic listing.

Deletes an existing Forum Topic.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Forum Topic.

Search

To start this action, click the   🔍   button above the Forum Topic listing.

Allows a Search of Forum Topics.

This allows a simple text search across all Forum Topics.

To search a specific field select the field from the drop down list

Adv. Search

To start this action, click the 🔍 Adv. Search button above the Forum Topic listing in the ⋮ More Menu.

Allows an Advanced Search of Forum Topics.

The Advanced Search opens a new section at the bottom of the Forum Topics and allows several distinct features:

- Multiple Search Lines : allows Forum Topic matches to be identified where more than one search criteria is required

- Nested Searches : allows a combination of AND and OR logic to find results

- Saved Filters : allows a search to be saved as a Filter

- Export : allows the results of the search to be exported and worked on separately

Refresh

To start this action, click the ↻ Refresh button above the Forum Topic listing in the ⋮ More Menu.

Refresh the list of Forum Topics.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the ☁ Export to List button above the Forum Topic listing in the ⋮ More Menu.

Export the Forum Topic results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Forum Topics shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Forum Topics will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.

Export All

To start this action, click the ⤓ Export All button above the Forum Topic listing in the ⋮ More Menu.

Export all the Forum Topics to a List.

Exactly as for "Export to List" except rather than just Exporting the Forum Topic results shown, all Forum Topics will be expored.

Export Item

To start this action, select the Forum Topic you need to work on, and click the ☁ Export Item button in the ⋮ More Menu on that row.

Export only the selected Forum Topic to a List.

Exactly as for "Export to List" except rather than just Exporting the Forum Topic results shown, only the selected Forum Topic is exported.

Choose Columns

To start this action, click the ⚙ Choose Columns button above the Forum Topic listing in the ⋮ More Menu.

Changes the Columns shown in the Forum Topic Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Forum Topic Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Forum Topic Listing.

Manage Filters

To start this action, click the ☰ Manage Filters button above the Forum Topic listing in the ⋮ More Menu.

Creates custom Filters for Forum Topics.

A Filter is a saved Advanced Search. Multiple Filters can be created for Forum Topics.

These Filters appear at the top of the Forum Topic listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Forum Topics where these can be managed.

Forum Topic Field Reference

Description

Enter an optional description for the topic

Tags

Select the tags that allow this item to be found as a related item when another item is displayed

Find Others Mandatory Tags

When this item is displayed, another item will be found as a related item if it has ALL of these tags set

Find Others Option Tags

When this item is displayed, another item will be found as a related item if it has ANY OF these tags set. These tags operate in addition to any 'Find Others Mandatory Tags' set

Link names

Name(s) for direct hyperlinks to this item. Separate multiple link names with ';'. e.g. if 'fred;fred.html' is entered, entering a URL of $BASEURL$/fred or $BASEURL$/fred.html into a browser will show this item directly.

Additional Header Content

Advanced Use Only.

This content will be copied directly into the <head> section of the page's HTML.

A 'USE' macro can be used to copy the Additional Header Content from another item.

The format of the USE macro is $USE;Page:English/Who We Are/About Us$.

Where:

 Page - the type of item (e.g. Page, Product, Article)

 English/Who We Are/ - the names of the parent Pages (for Pages), or the category path (for Products, Articles etc.)

 About Us - the name of the item, e.g. the Page's 'Name' field or Article's 'Heading' field.

Where the Additional Header Content from the other item is wrapped in <nouse>....</nouse> tags then the section inside the <nouse> tags will be ignored.

Post Types

Select the post types that can be used for this content item.

Posts Allowed

This field is mandatory.

If set, this topic is open for discussion. If not set, posts are not allowed

Allow Threads

This field is mandatory.

Set to allow threaded replies to questions. Don't set for a guestbook/comment list

Allow Search Indexing

This field is mandatory.

If set, topics in this post will be added to the Site Search database.

In addition, the topic will be added to the Search Engine Site Map file.

Permission

Select a permission required for users to be allowed to add posts for this topic if different to the default 'Add Post Permission' permission in Setup | Discussion Forum.

If selected, users must also have this permission in order to see relevant results in the Site Search.

Select 'None' for default

Attribute Set

The attributes in the selected attribute set will be made available to this item