

Comm100 Forum

Step by Step Walkthrough

This is an operational demo which walks you through the major processes of using Comm100 Forum, including signing up, managing categories & forums, setting display styles and deploying Comm100 Forum onto your web site. It is designed to give you a quick overall idea of Comm100 Forum.

Step 1 Signing up

Visit Comm100 Forum product page at <http://www.comm100.com/forum/> to sign up.

Instructions

1. Select a product bundle according to your needs and click **SIGN UP** to continue.
2. Fill in your information and submit your registration.
3. Log into your email account to activate your account. After your registration is submitted successfully, Comm100 sends you a confirmation email. Please click the link in the email to activate your site account

Note:

If you already have an account with Comm100, please skip this step and [click here](#) to log in.

Once your site account is activated, the login information, including site Id, login email, and password, will be sent to you by email.

Step 2 Logging in

In the [Login](#) page, please enter your **Site Id**, **Email**, and **Password** in the appropriate fields to log into your Comm100 account.

After logging in, you are usually redirected to the **Admin** module. Click the **Forum** tab to go to the **Forum** portal.

Note:

*If the **Forum** tab is not shown on the product bar, please go to **Billing & Purchase** to upgrade **Product Plan(s)** or add **Products**.*

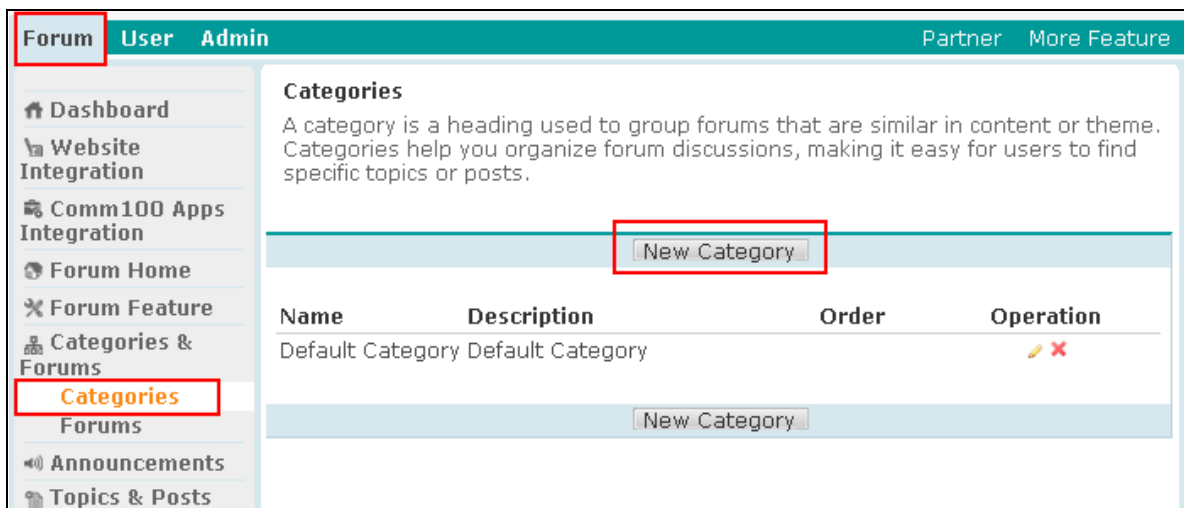
Step 3 Creating Your Forum

3.1 Creating Categories

Categories help you organize forums into different groups, making it easy for visitors to find topics they are interested in. You can have multiple categories.

Instructions

1. Click **Categories** in the **Forum** portal.
2. Click **New Category**.
3. Set a name and enter the description of this category and save the settings.

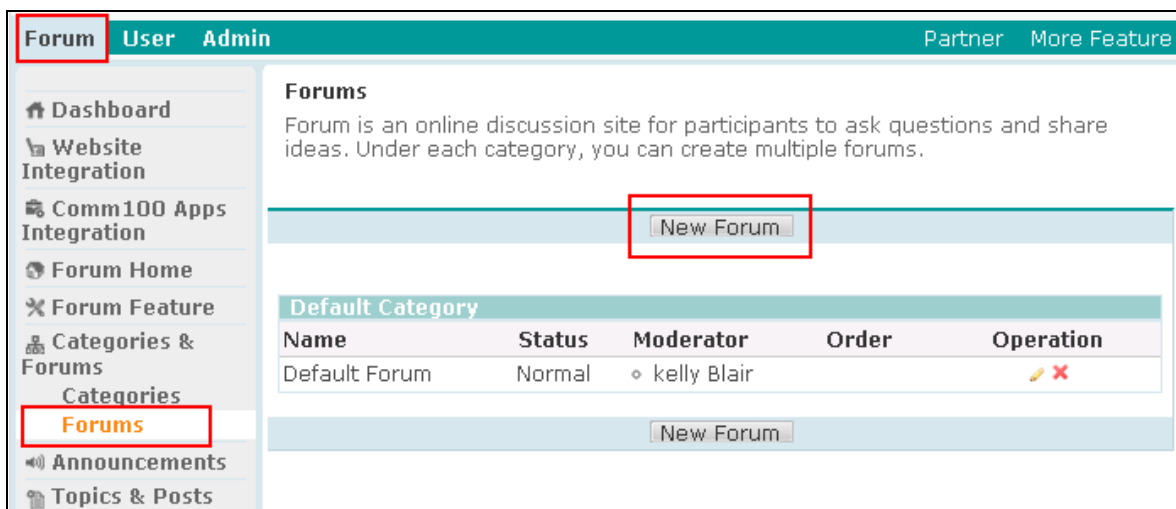


3.2 Creating Forums

A forum is an online community where visitors may read and post topics of common interest. Under each category, you can create multiple forums.

Instructions

1. Click **Forums** in the **Forum** portal.
2. Click **New Forum**.
3. Set a name for this forum and enter the description of the forum.
4. Select a category and the moderator(s) for this forum.
5. Choose whether to allow posting **Reply Needed to View** topics and **Score Needed to View** topics.
6. Click **Save**.



3.3 Selecting Style

Page Style defines the front-end page presentation style of your Comm100 Applications. You can go to the **Admin** portal and click **Page Style** to select a style for your forum.

Instructions

1. Go to the **Admin** portal.
2. Click **Page Style**.
3. Select a style for your Knowledge Base.

Please click [here](#) for the details.

3.4 Customizing Header & Footer

With Comm100 Forum, you can customize the header & footer of your forum according to your needs.

Instructions

1. Go to the **Admin** portal.
2. Click **Header & Footer**.
3. Click **New** to create a header & footer for your Knowledge Base.

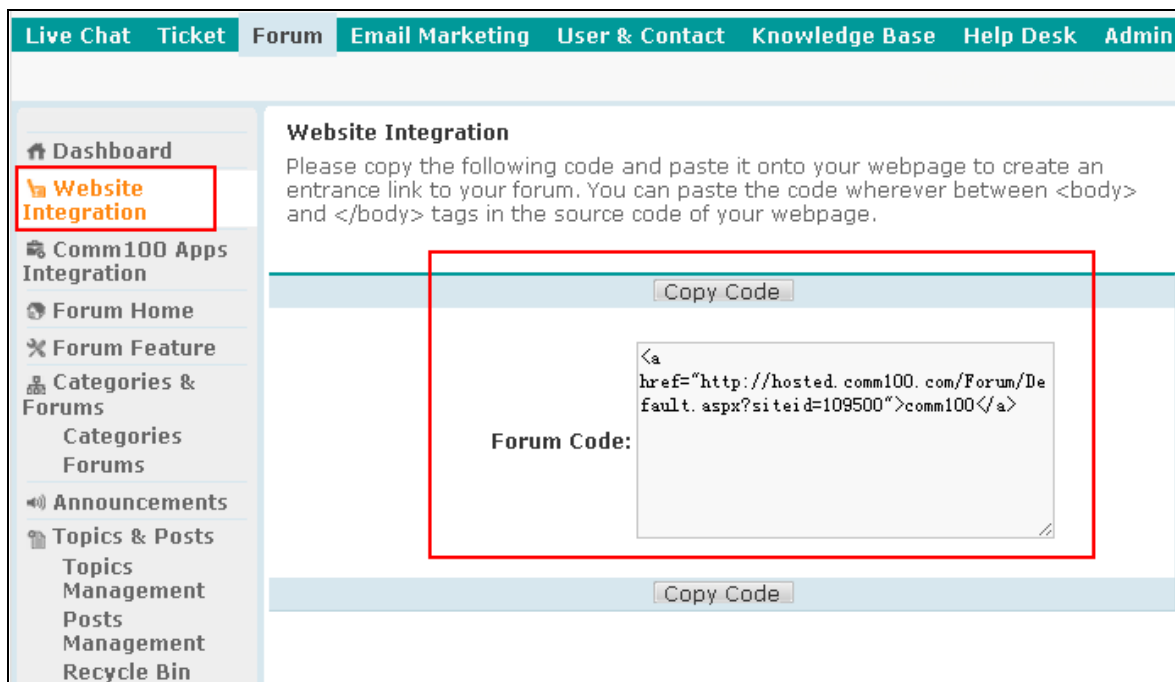
Please click [here](#) for the details.

Step 4 Deploying Comm100 Forum onto Website

To put Comm100 Forum on your web site, you need to copy the code and then paste it onto your web pages. Once the code is pasted, your forum is accessible by online visitors.

Instructions

1. Click **Website Integration** in the Forum portal
2. Copy the code.
3. Paste the code anywhere between `<body>` and `</body>` tags in the source code of your web pages.



After pasting the code, an entrance link to your forum appears on your web pages. Visitors click the link to go to your **Forum Home** page.

Step 5 Forum Management

5.1 Operator Permissions

Permission settings help you customize the control of your operators about what they can do or cannot do in your Comm100 Forum module.

Instructions

1. Go to the **Admin** module.
2. Click **Operators**.
3. Select an operator and click the **Set Operator Permission** icon.
4. Go to the **Forum** tab and then check the permissions you want to assign to this operator.
5. Save the settings.

Please click [here](#) for the details.

Note:

1. Site administrators always have full permissions.
2. You can also manage operator permissions by group. Click [here](#) for more details.

5.2 Topics and Topics Management

A topic is a collection of posts and views. You can manage topics in your forum under **Topics Management**, including editing/deleting topics and moving topics from one forum to another.

A post is a user submitted message contained in a topic. You can manage posts in your forum under **Posts Management**, including editing and deleting posts.

5.3 Drafts

Draft is a rough version of your answer to a post. Operators can save his/her post as a draft and other operators who have permission to manage drafts can view/edit the draft or submit it.

Click the **Drafts** menu and you will see all saved draft posts in your forum.

Note:

1. Drafts are not visible to your visitors. For each topic, there can only be one draft.
2. Once a draft is submitted, it will disappear from the draft list.

Contact Us and Get Help

This is the major process of getting started with Comm100 Forum. For more about Comm100 Forum, please refer to <http://www.comm100.com/forum/hosting.aspx/>

Comm100 is committed to continuously improving your experience with our products. If you have a technical issue with our products that you need help resolving, please visit our [Help Desk](#).

Thanks for reading!