

EPiSERVER COMMUNITY

Release 3.2



User Manual

Copyright

This user manual is protected by the Copyright Act. Changes to the contents, or partial copying of the contents, may not be made without permission from the copyright holder.

The user guide may be freely distributed in its entirety, either digitally or in printed format, to all EPiServer Community users.

EPiSERVER

User Manual for EPiServer Community 3.2 Rev A

Created September 10, 2008

Last saved December 12, 2008

© EPiServer AB

Table of Contents

INTRODUCTION	5
WHAT IS EPISERVER COMMUNITY?	5
Main Functionality	5
HOW DOES EPISERVER COMMUNITY WORK?	5
Graphical Profile	5
Database	6
TERMINOLOGY	6
ABOUT THIS MANUAL	7
GETTING STARTED WITH EPISERVER COMMUNITY	8
LOGIN	8
MAIN VIEW	8
Online Status	8
EPIserver Community At-a-Glance	8
MANAGING USERS IN EPISERVER COMMUNITY	10
SEARCHING FOR USERS	10
Simple/Advanced Search	10
DELETING USERS	11
APPROVING USER PORTRAITS	11
DETAILED USER INFORMATION - MY PAGE	12
My User Details	12
My Image Gallery	12
My Video Gallery	13
My Document Archive	14
My Blog	15
My Guestbook	16
My Polls	17
My Direct Messages	18
My Webmail Account	18
Tags	19
Categories	19
Attributes	19
SYSTEM MESSAGES	20
FORUM MANAGEMENT	21
WORKING WITH FORUMS	21
Access Rights for Forums	22
WORKING WITH ROOMS	23
Access Rights for Rooms	23
MODERATE ROOMS	24
Working With Topics	25
CLUB FORUMS	26
CLUB MANAGEMENT	27
SEARCHING FOR CLUBS	27
WORKING WITH CLUBS	27
Deleting Clubs	28
Approve Clubs / Club Ads	28
ACCESS RIGHTS FOR CLUBS	29
DETAILED CLUB INFORMATION	30
Club Details	30
Club Members	30
Clubs Ads	31
Club Image Gallery	31
Club Video Gallery	32
Club News	32

Club Messages	33
Club Forum	33
Club Poll	35
Club Document Archive	36
Club Calendar	37
CALENDAR/EVENT MANAGEMENT	38
WORKING WITH CALENDARS AND EVENTS	38
WORKING WITH BLOGS	40
EDIT EXISTING BLOGS	40
MANAGING IMAGES AND VIDEOS	42
IMAGE GALLERY	42
Searching for Images	42
VIDEO GALLERY	43
MANAGING EXPERTS AND QUESTIONS	45
EXPERTS	45
QUESTIONS	46
CONTEST MANAGEMENT	48
MANAGING CONTESTS	48
INTERACTIVE COMMUNICATION	50
WEBMAIL MANAGEMENT	50
MANAGING MOBLOGS	51
POLL MANAGEMENT	52
VOTES	52
VIRAL MARKETING MANAGEMENT	53
WORKING WITH CAMPAIGNS	53
ABUSE REPORTS	54
REPORTS	54
Reported Users	55
Reporting Users	55
ATTRIBUTES, CATEGORIES AND TAGS	56
ATTRIBUTES	56
CATEGORIES	56
TAGS	56
SYSTEM SETTINGS	58
GROUPS/USERS	58
ADMINISTRATIVE ACCESS RIGHTS	59
Administrative Access Rights for Administration	59
Administrative Access Rights for System Settings	60
Administrative Access Rights for Web Sites	60
Administrative Access Rights for Security	60
COMMUNITY PARTITIONING	61
GLOBALIZATION	61
LICENSING	62
INDEX	63

Introduction

What is EPiServer Community?

EPiServer Community is an information platform that provides the functionality for building and managing online communities. Online communities are an excellent way of building strong relationships with your target groups. Companies with strong brands and engaging products that want to promote and develop relationships with their target groups can derive great benefits from community functionality. EPiServer Community is based on Microsoft ASP .NET 3.5

EPiServer Community functions are administered by moderators from one place - the administration user interface, which is the subject of this user manual. There is therefore a minimal number of moderators required to manage large online community sites.

Main Functionality

EPiServer Community provides a wide range of functions used to provide interactivity on Web sites or for the creation of online communities. The functions are integrated with each other to produce a functional and popular community with many visitors.

Below is a list of some of the major functions in EPiServer Community:

- My page
- Image gallery
- Contest
- Blog/Guestbook
- Forum
- Club

How Does EPiServer Community Work?

EPiServer Community consists of a core platform that contains all the basic functionality needed to edit and administer an online community. A customized solution is built on top of this platform and this solution is what makes each online community unique for visitors and community members. Community moderators mainly work in the same way irrespective of the customization.

To ensure that the content on the community is in accordance with the guidelines for acceptable content, there are efficient tools to easily correct or erase unwanted content. EPiServer Community gives you access to all content in the community and it also tracks which user added the content and when. Furthermore, all published content is connected with the public IP address from where it was uploaded.

Graphical Profile

One of the first decisions that are made when developing an online community is concerning its design. This is when you decide which colors and styles should be used, how large the site should be, how the navigation should work, etc. In EPiServer Community all of this is stored in the cascading style sheet.

One of the major advantages of saving all the graphical information in cascading style sheets is that it is very easy to change the look of the community at a later date by simply altering the style sheet - change the style sheet and the changes are reflected throughout the entire community.

The image below shows examples of online communities based on EPiServer Community.



Database

Community members fill the online community with content. The layout and structure of the community is created by developers, but it is the community members that are entirely responsible for the creation of content. All this content is saved in a database.

Terminology

An EPiServer Community solution is based on certain roles with specific tasks and access rights. The content in this manual is based on these roles to make it easier to understand underlying work procedures. Each function is described from the perspective of these roles and the setup in this example.

Visitor- A *visitor* is someone using a Web browser to visit the Web site and use available functions and services. A visitor is anonymous and will not have access to all content in the community.

Member/User- A *member* is registered and logged on to the Web site. Community members have access to community content, and can interact to create for instance forum postings and comments. Members are referred to as users in the administration interface. Members can be clustered into groups and have their own access rights connected to them.

Owner- An *owner* is a community member who is the creator and owner of certain content, for instance an image gallery or a club. Owners can administer community content that they have created.

Moderator- As a *moderator* of a community it is easy to administer and manage both large and small communities with the EPiServer Community administration interface.

Administrator- The *administrator* administers the Web site, works with access rights and adapts the platform to suite the needs of the organization. Administrators have access to the EPiServer Community administration interface and the administration interface of the content management system (CMS) used to administer the Web site. If EPiServer CMS is used as the CMS with EPiServer Community, administrators will also have access to Admin mode.

Administration interface-The administration interface is a dynamic interface and includes the most common features owners and moderators of a community need. It is also easy for partners to apply customer specific adjustments in the EPiServer Community administration interface.

About This Manual

This user manual describes how to moderate an online community based on EPiServer Community 3.2. The manual does not describe how members should use their online community, as this is individual depending on how the community has been developed.

EPiServer Community can be installed and configured to use EPiServer CMS as content management system, but this is not a prerequisite in this manual. The user manual does not describe how editors and administrators work with EPiServer CMS. Refer to the manuals listed below for further information about EPiServer CMS or the Relate+ Template Package.

Further Reference

The following manuals can be found on EPiServer World, <http://world.episerver.com>.

- EPiServer CMS Editor's Manual
- EPiServer CMS Administrator's Manual
- Relate+ Templates User Guide

Getting Started with EPiServer Community

Login

EPiServer Community is a platform used to build and administer online communities and it does not have special requirements on you as a moderator. The only thing a moderator needs to start moderating an online community is a Web browser.



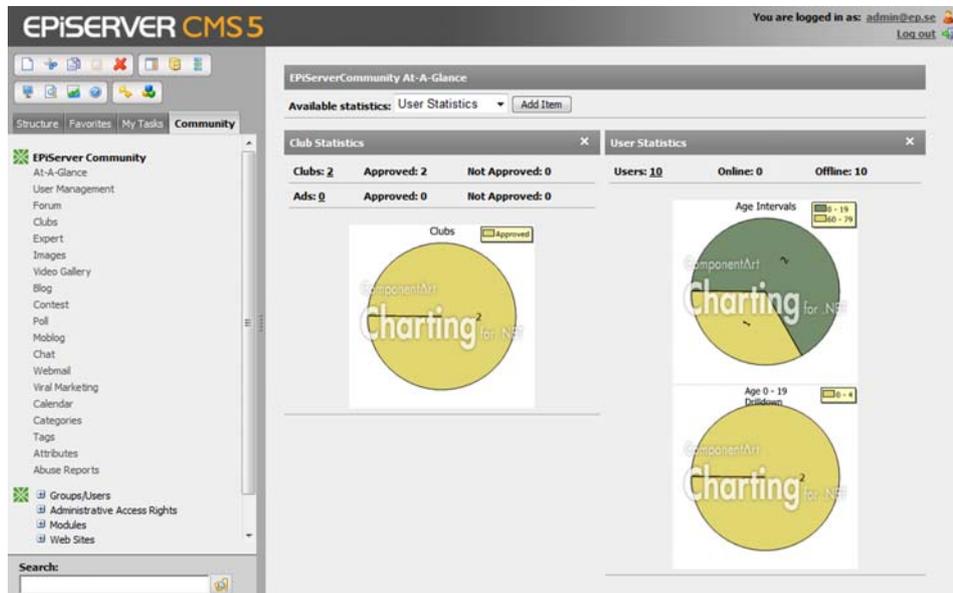
Access to the administration interface of EPiServer Community is done by opening a Web browser and browsing to the community you wish to work with. Login to the site is often done from a login dialog on the start page of the community, as in the image to the right.

Some communities may not have a login dialog on the start page and in this case you will be required to enter a Web address, for example www.mycommunity.com/admin to reach the administration interface. This will take you to a login page where you enter your username and password to gain access. Your community site may have another Web address that should be used for login. Contact your system administrator for further information.

When you have successfully logged in, the main view will be shown.

Main View

When you have logged in to the community, the first view will be displayed as shown in the image below.



Online Status

Displays the user information and a button to log out of the administration interface.

EPiServer Community At-a-Glance

In the image above the EPiServer Community menu option is active and EPiServer Community At-a-Glance is shown as default. This view gives an instant view into the activities on the community, e.g. users online, unapproved images, clubs, member experts etc.

It is possible to create your own views in EPiServer Community at a glance. Select the statistics that you want to add by selecting from the **Available Statistics** drop-down list and clicking **Add Item**. This will add the statistics item to the view from where you can then move them by simply dragging and dropping them in the view.

Managing Users in EPiServer Community

In EPiServer Community users and groups are managed so that users can be clustered into groups and have their own access rights connected to them, along with user functionality such as registration functionality.

Use the **User Management** menu option to search for members and administer user profiles. All members belonging to the community can be searched and administered in this section. If the system contains more than one community partition, each local community partition is shown as a tab in each user's profile.

It is also possible to send system messages to community members from the *User Management* option. Read more about this under *System Messages* on page 20.

Searching for Users

The **User Management** section contains two tabs; one for search and one for approving user portraits. The **Search** tab contains two alternatives for searching for users - simple search and advanced search.

Simple/Advanced Search

Simple search allows you to search using standard variables, such as name, username, e-mail address and age. For example, you can search for users with the surname *Ericsson* and/or date of birth within a specific period. A search can either be made matching all criteria or matching any criteria.

Under **Advanced Search** it is possible to do a more detailed search with more variables. The number of variables depends on how many variables you have set for each user in your installation. The search results are displayed in the same window as the simple search results.

Username	First Name	Last Name	Created
admin@ep.se	Admin	User	11/12/2008 5:47:32 PM
claudia.klein@ep.se	Claudia	Klein	11/18/2008 9:24:33 PM
eva.jonsson@ep.se	Eva	Jonsson	11/18/2008 10:56:03 PM
james.clark@ep.se	James	Clark	11/18/2008 9:37:48 PM
maria.dolores@ep.se	Maria	Dolores	11/18/2008 10:28:03 PM
maric@ep.se	Marie	Curie	11/25/2008 4:01:42 PM

Search for Users

1. Enter the search criteria you want to search for in the appropriate field. Advanced search for users can be done in the **Advanced** tab.
2. Select the **Include removed** check box if you also want the search to include users that have been removed from the community.
3. Select whether you want the search to match all the specified fields or any of the specified fields.

4. Click **Search Users**.
5. The search results are listed below. Detailed information about users is displayed by clicking the alias in the search results. The detailed information includes specific information about a user. Moderators can approve and change information for each user. Read more about editing user details under *Detailed User Information - My Page* on page 12.

A user can be a member of different partitions of an EPiServer Community installation and have different user information and different aliases for each partition. A tab is displayed for each partition that a user is a member in with My Page information for every site. Read more about community partitioning under *Community Partitioning* on page 61.

Deleting Users

Users can be removed with a soft remove and permanent remove.

Soft remove performs a logout on the user, blocking the user from logging on to the site. Depending on the implementation, My Page and other user-provided content such as images and forum entries may still appear on the site after a soft remove.

To perform soft remove on a user, select the check box next to the user to be removed and click **Remove selected**.

Permanent remove removes the user and all user added content permanently, with the exception of clubs that the user is owner of. These will remain, although without an owner.

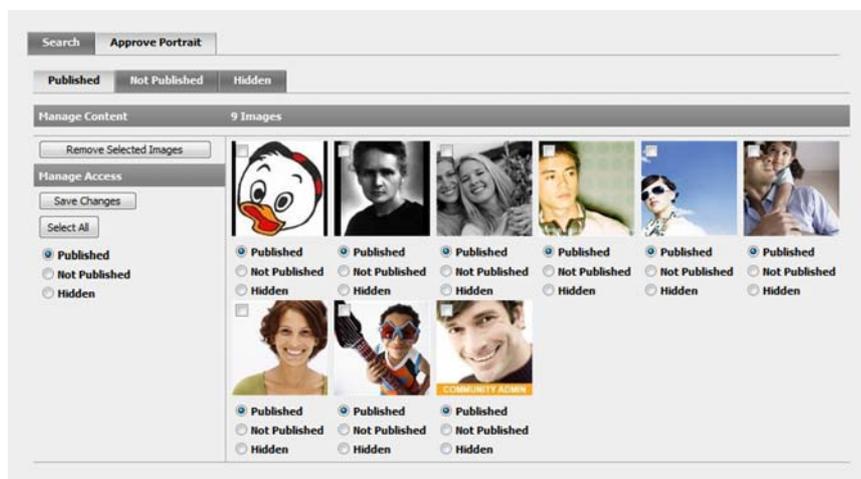
To permanently remove a user, first select the check box next to the user to be removed. Select the **Remove Permanent** check box and then click **Remove selected**.

Approving User Portraits

User portraits can be published, not published or hidden from the **Approve Portrait** tab.

Approve User Portraits

1. Select the portrait to be approved as published and then click **Save Changes**.
2. It is also possible to approve all portraits with the same status by selecting the **Published**, **Not Published** or **Hidden** radio button on the left. After that click **Select All** and then **Save Changes**. All the selected portraits are then marked as published, not published or hidden.
3. Remove a portrait by selecting the portrait to be removed and clicking **Remove Selected Images**. The portrait is then removed from the **Approve Portrait** tab.



Detailed User Information - My Page

The **My Page** function in EPiServer Community serves as a foundation for the user's personal page and provides a fast and easy way to aggregate content from other functions. It is often used for creating personal pages where users can manage their own settings and personal information, as well as their blogs, image gallery etc. The **My Page** dialog is opened by default when you click a username in EPiServer Community.



It is easy to scroll between the different functions available in the **My Page** dialog by holding the mouse over the arrows in the top right corner of the dialog.

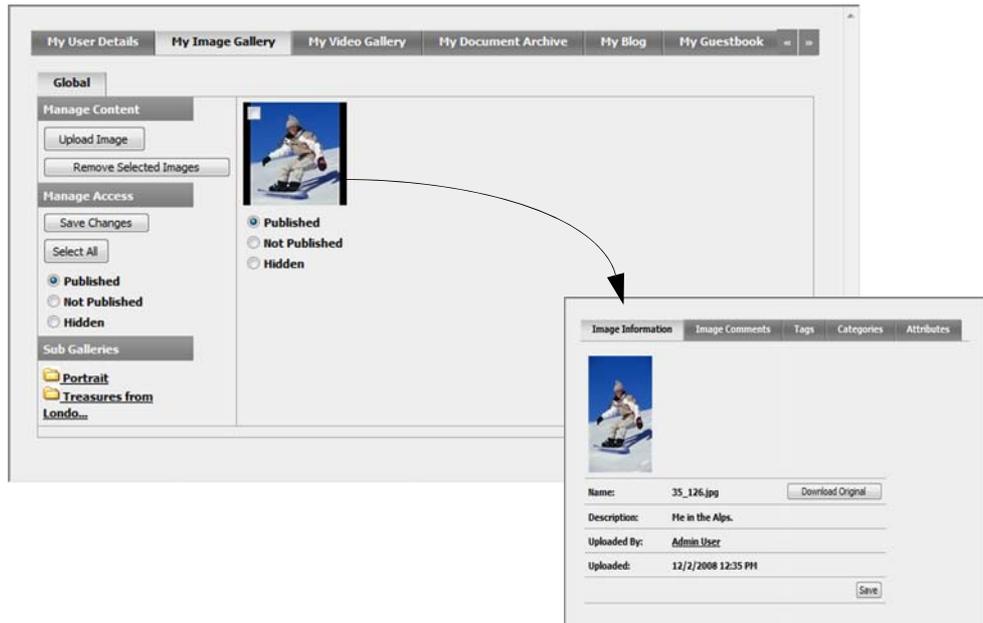
My User Details

The first automatically displayed view is the **My User Details** tab. This tab displays all user details and assigned attributes are automatically displayed here. Examples of attributes can be country, address, alias, hobbies etc. The number of attributes is unlimited in EPiServer Community.

Note: A user can be a member of different partitions of an EPiServer Community installation and have different user information and different aliases for each partition. A tab is displayed for each partition that a user is a member in with My Page information for every site. User details can be different between community partitions. Read more about community partitioning under *Community Partitioning* on page 61.

My Image Gallery

All images belonging to a user are stored in My Image Gallery. Moderators can see all images in a user's image gallery and approve, remove or hide them and can be viewed in the **My Image Gallery** tab. If users have structured their images in folders, the folders are displayed in sub-galleries. By default, the user's portraits are stored in a sub-gallery called portraits.



Double-click an image to display detailed information about the image in a pop-up window. Here you can also see the original image size with information about the user that uploaded the image, the date the image was uploaded and a description text linked to the image. It is also possible to download the original image from the pop-up window.

Upload Images

Moderators can upload or download specific images to/from a specific user's archive.

1. Click **Upload Image** and browse to the image that you want to upload.
2. Add a description for the image in the **Description** field if desired and click **Upload Image**. The image is then uploaded into the user's image gallery.

Approve Images

Users' images in an image gallery can be published, not published or hidden.

1. Select the image to be approved as published and then click **Save Changes**.
2. It is also possible to approve all images with the same status by first selecting the **Published**, **Not Published** or **Hidden** radio button on the left. After that click **Select All** and then **Save Changes**. All the selected images are then marked as published, not published or hidden.

Remove Images

1. Remove an image by selecting the image to be removed and clicking **Remove Selected Images**. The image is then removed from My Image Gallery.

My Video Gallery

The video gallery function stores and manages videos. Uploaded videos are automatically encoded into flash video, a widely spread Web-friendly format. Flash video provides fast, lightweight and platform-independent playback. The video gallery function generates image samples of every uploaded video and stores them in an image gallery bound to the video. The image samples provide a fast overview of the video, while saving performance and bandwidth.

Upload Videos

Moderators can upload or download specific videos to/from a specific user's archive.

1. Click **Upload Video** and browse to the video that you want to upload.

2. Add a description for the video in the **Description** field if desired and click **Upload**. The video is then uploaded into the user's video gallery.

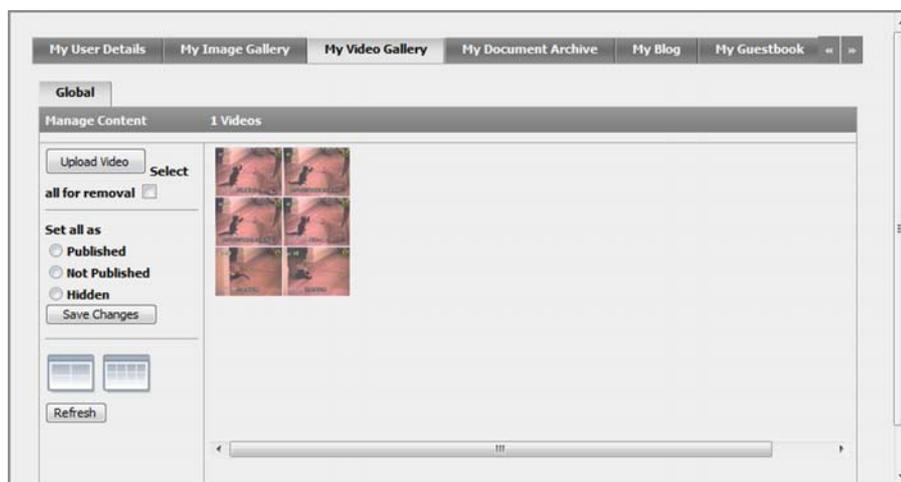
Approve Videos

Users' videos in a video gallery can be published, not published or hidden.

1. Select the video to be approved as published and then click **Save Changes**.
2. It is also possible to approve all videos with the same status by first selecting the **Published**, **Not Published** or **Hidden** radio button on the left. After that click **Select All** and then **Save Changes**. All the selected videos are then marked as published, not published or hidden.

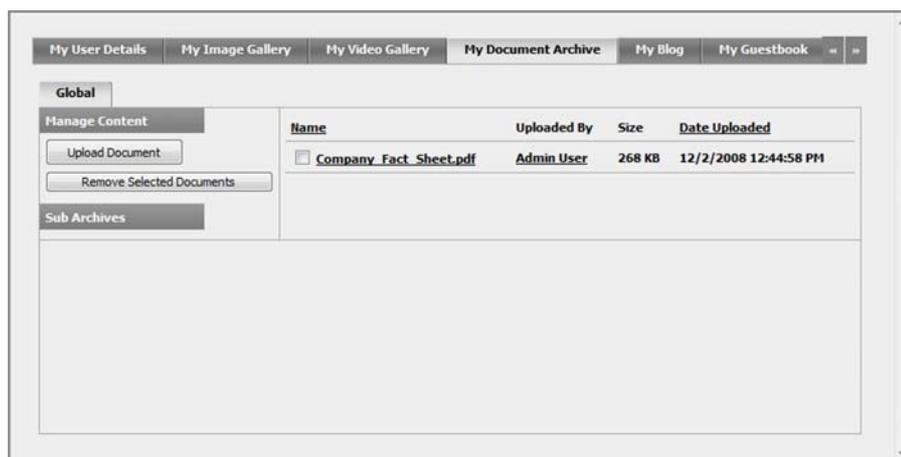
Remove Videos

1. Remove a video by holding the mouse over the video to be removed and clicking **Remove Video**. The video is then removed from My Video Gallery.



My Document Archive

The documents and files that are uploaded to the user's document archive are stored under the **My Document Archive** tab as shown below.



Moderators can see a list of files and documents that have been uploaded to the user's document archive. The list also displays information about who uploaded the document or file, the size of the document and the date it was uploaded. If users have structured their documents and files in folders, the folders are displayed in sub-archives.

Upload/Download Documents

Moderators can upload or download specific documents or files to/from a specific user's archive.

1. Click **Upload Document** and browse to the document that you want to upload.
2. Add a description for the document in the **Description** field if desired and click **Upload Document**. The document is then uploaded into the user's document archive.
3. Download a document or a file by clicking the file name in the **Name** column in the list of documents for the specific user.

Remove Documents

1. Remove a document/file from the document archive by selecting the document to be removed and clicking **Remove Selected Documents**. The document is then removed from My Document Archive.

My Blog

The **My Blog** function provides a text-based blog, with or without NML-formatting, for all members of the community. This means that all members can insert comments to a certain blog message. In this view the moderator can create, administer and delete blog entries or comments on a specific user's blog. The moderator can also set basic blog information.

The screenshot shows the 'My Blog' user interface. At the top, there are navigation tabs: 'My User Details', 'My Image Gallery', 'My Video Gallery', 'My Document Archive', 'My Blog' (selected), and 'My Guestbook'. Below these is a 'Global' section with two sub-tabs: 'Information' (selected) and 'Entries'. The 'Information' tab contains the following fields:

- Name:** A text input field containing 'Fashion is fun!'.
- Presentation text:** A text area containing 'I just love fashion! I know everything about the latest trends and also loves to share them with you. I am travelling a'. Below the text area, it says 'Characters left: 1696'.
- Presentation image:** A text input field, a 'Browse...' button, and a 'Remove image' checkbox. To the right is a 'No Image' placeholder.
- Web site:** A dropdown menu set to 'Global'.
- Active/Not active:** Radio buttons for 'Active' (selected) and 'Not Active'.

A 'Save Information' button is located at the bottom right of the form.

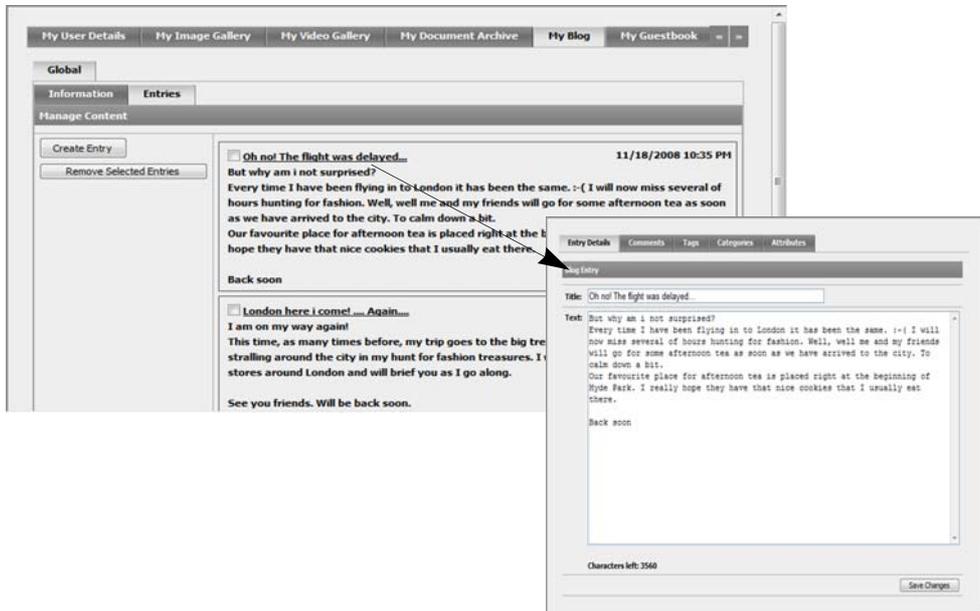
The **Information** tab displays general information about the specific user's blog, for example the name of the blog and the presentation text. Moderators can change any of the information in the **Information** tab and save by clicking **Save Information**. It is also possible for moderators to edit a user's blog entries.

Edit Blog Entries

The **Entries** tab displays a list of blog entries that have been created by a specific user. The blog entry headline and the blog text are displayed in the list with creation date and time.

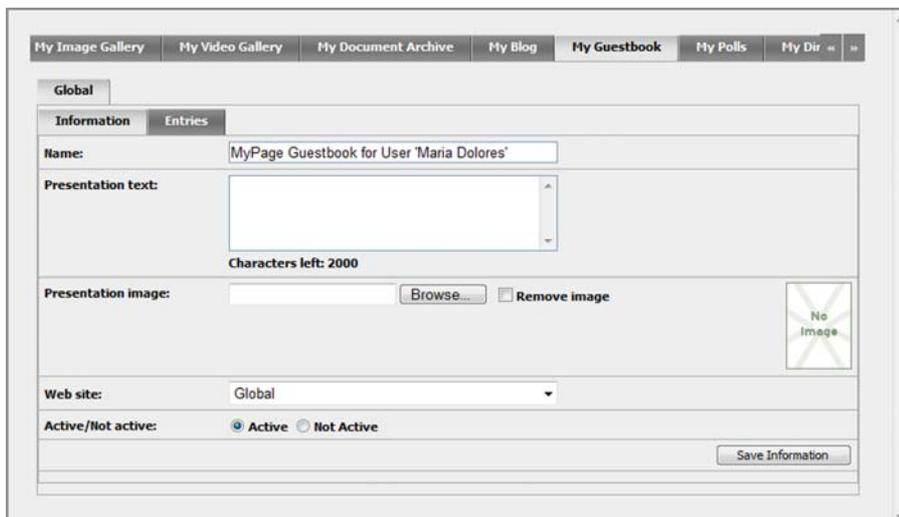
1. Edit a blog entry by clicking the blog entry headline in the **Entries** tab. This opens the **Edit Blog Entry** dialog, where you can change the title of the blog entry and the text in the entry.
2. Save the changes by clicking **Save Changes**.
3. It is also possible in the **Edit Blog Entry** dialog to edit and remove comments and edit categories and tags.

4. Create a new blog entry by clicking **Create New Entry**. Enter a title and text in the pop-up window and click **Create Entry**.
5. Remove a blog entry by selecting the blog entry to be removed and clicking **Remove Selected Entries**. The blog entry is then removed from My Blog.



My Guestbook

The **Guestbook** function provides a text-based guestbook, with or without NML-formatting, for all members of the community. Moderators can create, administer and delete guestbook entries in a specific user's guestbook from the **My Guestbook** tab. The moderator can also set basic guestbook information.

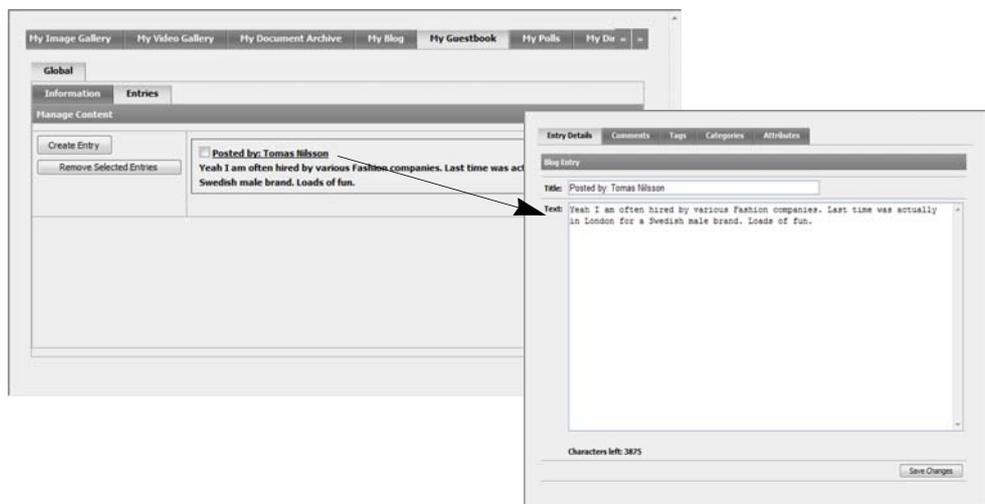


The **Information** tab displays general information about the specific user's guestbook, for example the name of the guestbook and the presentation text. Moderators can change any of the information in the **Information** tab and save by clicking **Save Information**. It is also possible for moderators to edit a user's guestbook entries.

Edit Guestbook Entries

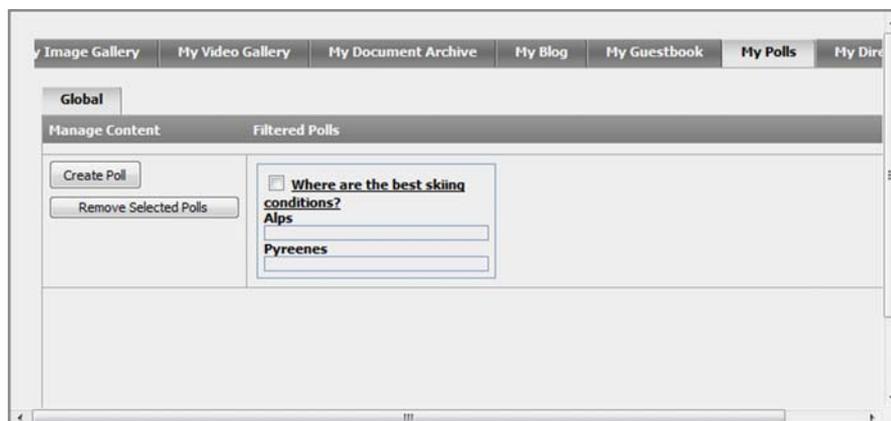
The **Entries** tab displays a list of guestbook entries that have been created by a specific user. The guestbook entry headline and the text are displayed in the list with creation date and time.

1. Edit a guestbook entry by clicking the guestbook entry headline in the **Entries** tab. This opens a dialog, where you can change the title of the guestbook entry and the text in the entry.
2. Save the changes by clicking **Save Changes**.
3. It is also possible in this dialog to edit and remove comments and edit categories and tags.
4. Create a new guestbook entry by clicking **Create New Entry**. Enter a title and text in the pop-up window and click **Create Entry**.
5. Remove a guestbook entry by selecting the guestbook entry to be removed and clicking **Remove Selected Entries**. The guestbook entry is then removed from My Guestbook.



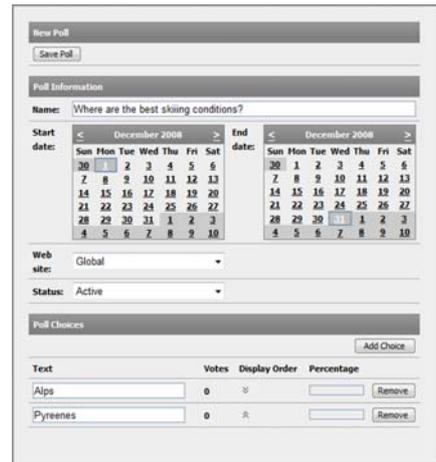
My Polls

The **My Polls** tab is where a moderator manages a specific user's polls. The polls created by a specific user are listed as shown below. Edit a poll by clicking the poll name in the **Filtered Polls** section of the tab. Remove a poll by selecting the check box(es) for the poll(s) that you want to remove and clicking **Remove Selected Polls**.



Create a Poll

1. Create a new poll by clicking **Create Poll**.
This opens a new window where you enter information about the poll.
2. Enter a name for the poll in the **Name** field and select a date and end date for the poll.
3. Add the available options that can be voted by clicking **Add Choice** and entering the option in the **Text** field.
4. Remove an option by clicking **Remove** next to the option to be removed.



My Direct Messages

The **My Direct Messages** tab displays messages sent between community members. All direct messages for a specific user are listed as shown below.



Moderators can remove messages for one specific user. Users can store their direct messages in folders according to their needs. The default folders are Inbox, Draft, and Sent.

My Webmail Account

The **My Webmail Account** tab displays the user's webmail account if he/she has one. An account can be created here by specifying an address and clicking **Create Account**. The account can also be disabled and removed.



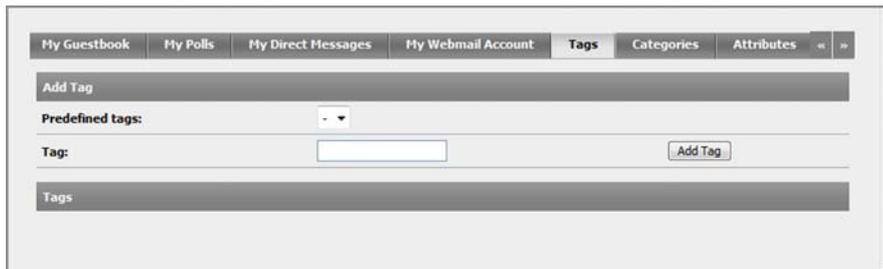
Tags

The **Tags** tab lists tags associated with a specific user. Read more about tags under *Tags* on page 56.

Add/Remove Tags

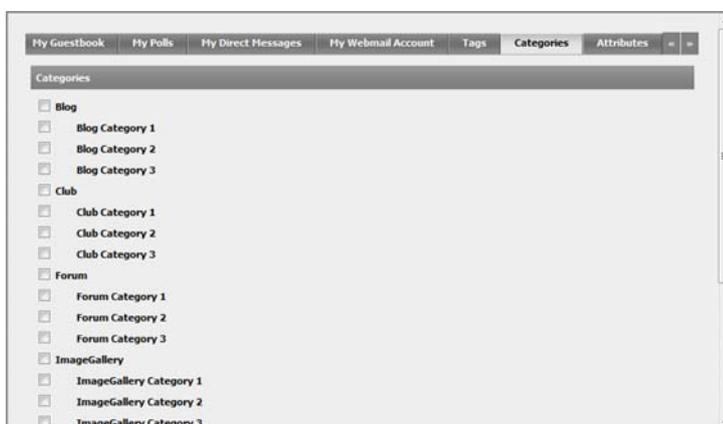
There are two ways to add tags for a specific user in EPiServer Community:

1. Select a predefined tag from the **Predefined Tags** drop-down list and click **Add Tag**.
2. Enter the name for the new tag in the **Tag** field and click **Add Tag**.
3. Remove a tag by clicking **Remove Tag** next to the tag to be removed.



Categories

The **Categories** tab displays a list of available categories in the community. To categorize the user, select the check box next to the appropriate category. Remove a category from a user by clearing the appropriate check box. Read more about categories under *Categories* on page 56.

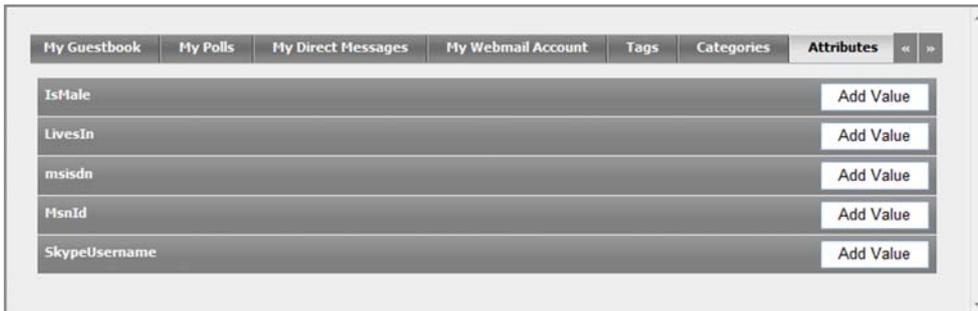


Attributes

The **Attributes** tab lists any user attributes and values. Read more about attributes under *Attributes* on page 56.

Add/Remove Attribute Values

1. Add an attribute value by clicking **Add Value** and entering the attribute value in the text box.
2. Remove an attribute value by clicking **Remove Value** to the right of the attribute value to be removed.



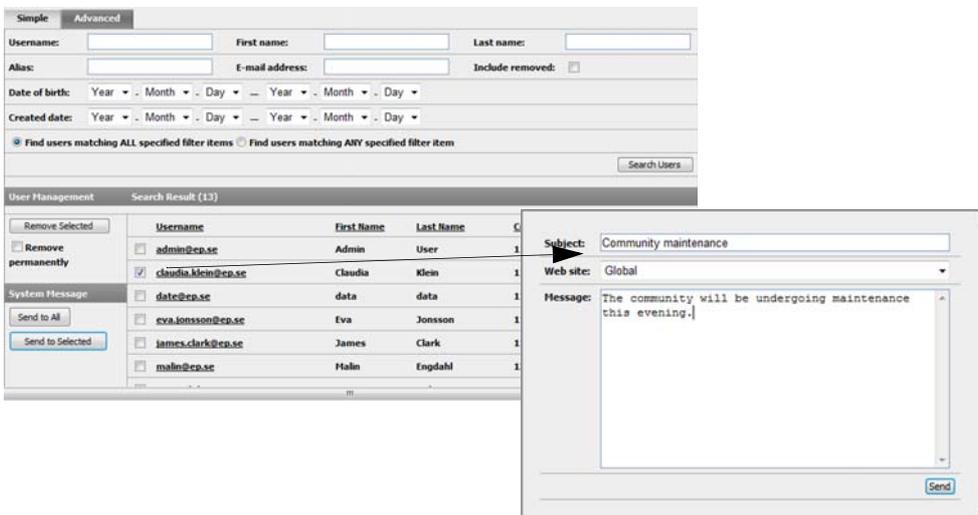
System Messages

Moderators can send system messages to community members from the **User Management** menu option. Filtering is possible with all variables and categories in the advanced user search, e.g. interests, age, gender. Note that categories are system-dependant and each system has its own categories.

Send a System Message

There are two ways to send system messages:

1. Search for the users to which you want to send a system message using the simple/advanced user search. Select the users that you want to receive the message from the search results list and click **Send to selected**. This opens a pop-up window where you enter the message text and click **Send**.
2. Search for the users to which you want to send a system message using the simple/advanced user search. Click **Send to all** to send the same message to all the members in the search results list. This opens a pop-up window where you enter the message text and click **Send**.

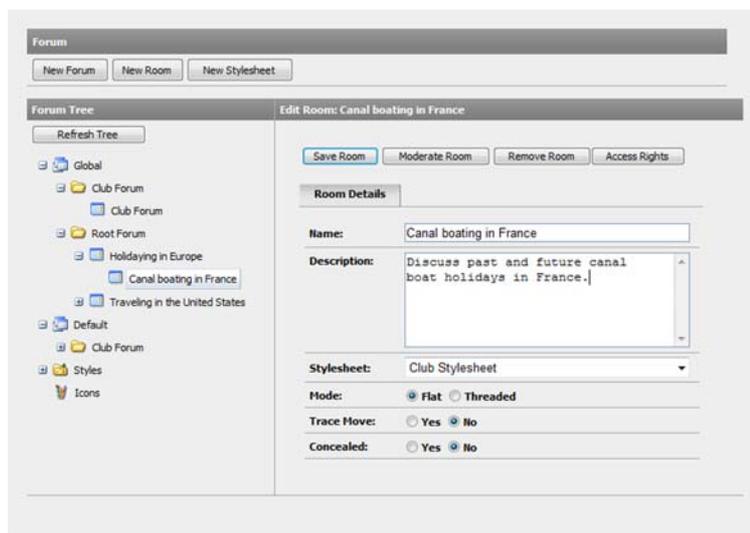


Forum Management

The **Forum** function makes it possible for community members to discuss topics of interest. The forum can be implemented as a flat and/or threaded structure and can be open, closed or hidden. The forums functionality in EPiServer Community can have an unlimited number of forum levels and use of moderators. Both moderators and community members can be given enhanced administrative rights such as edit, move and delete topics, delete and lock discussions, place announcements, etc. It is also possible to add polls to forum topics.

Community moderators can view, search and manage all forums, rooms, topics and replies within that community. Moderators can either manage forums from the moderator user interface via the **Forum** menu option (as described below) or together with users with minor administrator access rights from the community visitor's interface. (This is only possible if EPiServer Community has been implemented with that option.)

Moderators can create new forums with a special design and structure for each room in that forum. The structure of forums and rooms is displayed in the Forum Tree below. In general it can be said that forums are the highest level and they contains rooms. Rooms are the second level and they contain topics.



Working With Forums

Create a New Forum

In order to be able to create a new forum you must first select where in the forum tree you want the new forum to be placed. In the case of the screenshot above, this would be by selecting the **Global** or **Default** folders. In our example these folders act as containers for the forums in the community.

Note that all changes to rooms will not be visible in the forum tree until you have clicked **Refresh Tree**.

1. When you have selected where in the forum tree that you want the forum to be placed, click **New Forum**.
2. In the **Forum Details** tab in the **Edit Forum** pane, enter the name of the forum and click **Save Forum**.

Remove a Forum

1. Select the forum to be removed in the forum tree and click **Remove Forum** in the **Edit Forum** pane.

Rename a Forum

1. Select the forum to be renamed and edit the name of the forum in the **Name** field. Click **Save Forum**.

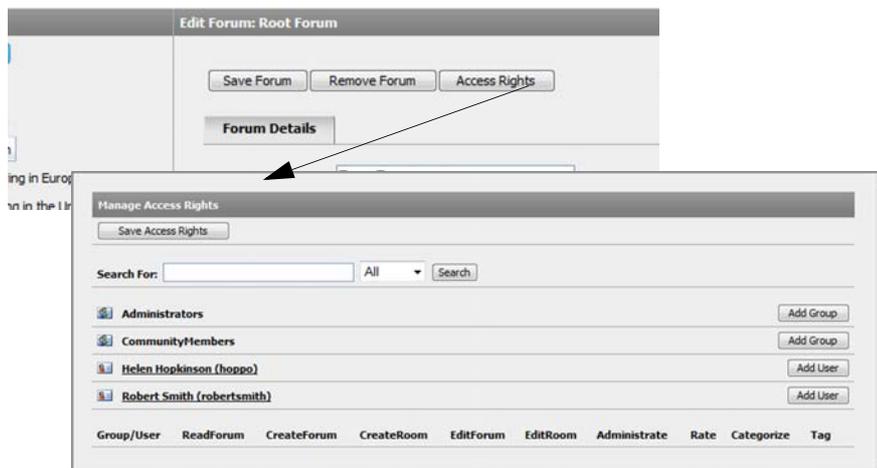
Access Rights for Forums

It is possible to set the access rights for a forum and to assign specific users or user groups the rights to moderate a specific forum. It is possible to give a specific user or user group the access rights to:

- Read, create, and edit forums
- Create and edit rooms
- Administer
- Rate
- Categorize
- Tag

Manage Forum Access Rights

1. Select the forum for which you want to set the access rights and click **Access Rights** from the **Edit Forum** pane.
2. This opens the **Manage Access Rights** pop-up window. Search for the users/groups to which you want to assign access rights by entering information in the **Search For** field and clicking **Search**.
3. From the search results list, click **Add User** next to the user to receive the access rights. The user is added to the lower section of the window where you assign the access rights that the user should have by selecting the appropriate check boxes. Click **Save Access Rights** at the top of the window to save the access rights for the user/group.
4. If a user is no longer to have access rights, click **Remove User** from the lower section of the window and then **Save Access Rights**.



Working With Rooms

In order to be able to create a new room you must first select where in the forum tree you want the new room to be placed. In the case of the forum tree shown to the right, this would be by selecting the **Club Forum** or **General Forum** folders. Note that all changes to rooms will not be visible in the forum tree until you have clicked **Refresh Tree**.



Create a Room

1. When you have selected where in the forum tree that you want the room to be placed, click **New Room** at the top of the window.
2. In the **Room Details** tab in the **New Room** pane, enter the name and description of the room.
3. When you create a room it is also possible to define the design according a stylesheet and set the structure of the specific room to be threaded or flat. You can also set whether you want to trace the move of topics or comments/answers and whether they should be concealed.
4. When you have entered all the information for your room, click **Save Room**.

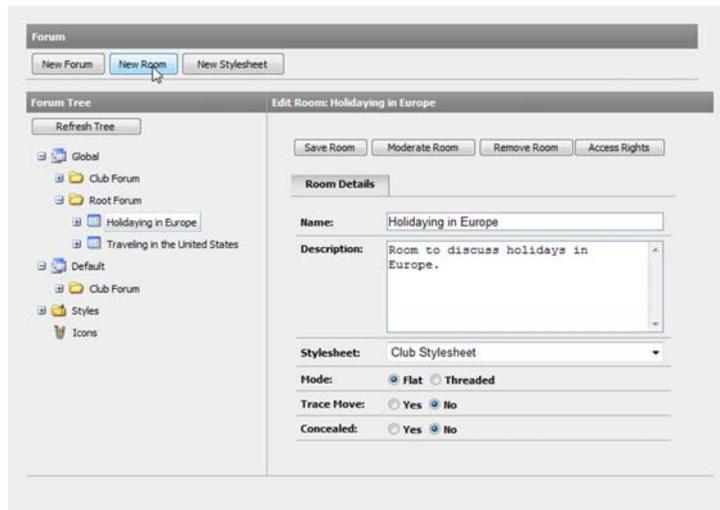
Edit Room Details

1. Select the room for which you want to edit the details from the forum tree. Change the appropriate information in the **Edit Room** tab and click **Save Room**.

Remove a Room

1. Select the room to be removed in the forum tree and click **Remove Room** in the **Edit Room** pane.

3

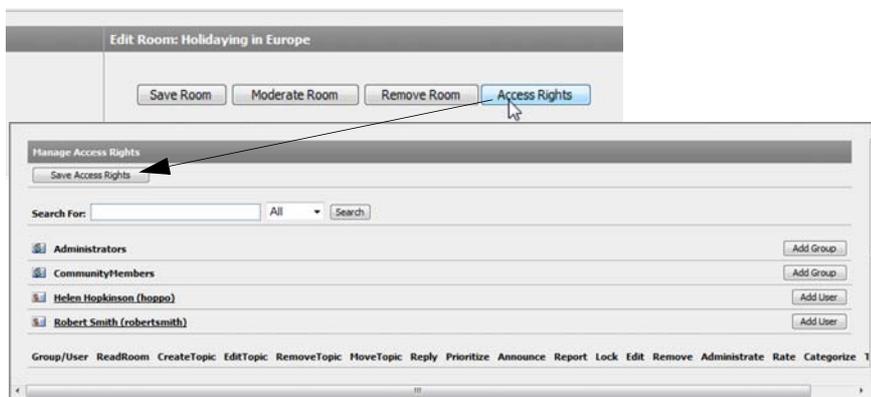


Access Rights for Rooms

It is possible to set the access rights for a room and to assign specific users or user groups the rights to moderate a specific room. It is possible to give a specific user or user group the access rights to, among other things, read rooms, create, edit and remove topics, reply, prioritize, and announce.

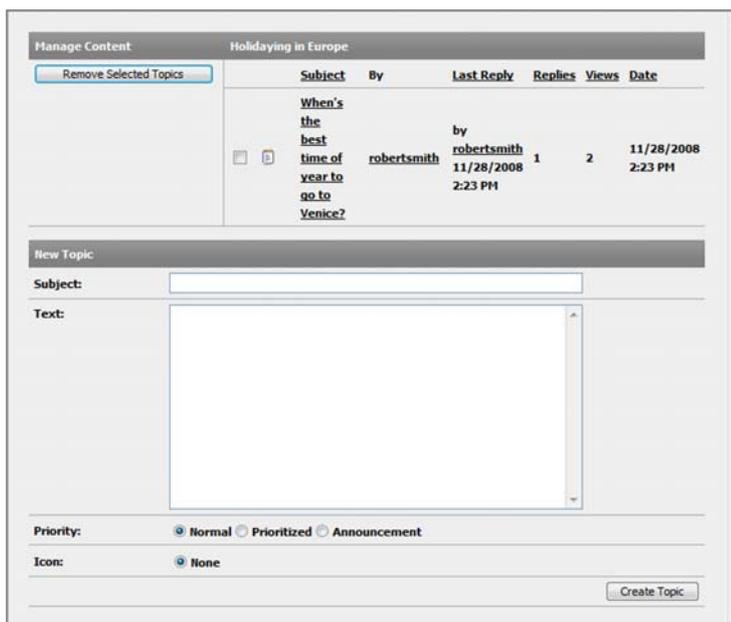
Manage Room Access Rights

1. Select the room for which you want to set the access rights and click **Access Rights** from the **Edit Room** pane.
2. This opens the **Access Rights** pop-up window. Search for the users/groups to which you want to assign access rights by entering information in the **Search For** field and clicking **Search**.
3. From the search results list, click **Add User** next to the user to receive the access rights. The user is added to the lower section of the window where you assign the access rights that the user should have by selecting the appropriate check boxes. Click **Save Access Rights** at the top of the window to save the access rights for the user/group.
4. If a user is no longer to have access rights, click **Remove User** from the lower section of the window and then **Save Access Rights**.



Moderate Rooms

Moderators can view and edit all rooms in the forum tree. The **Moderate Room** window displays topics in the room with information about the user that created the topic, when the last reply was sent, how many replies have been sent, the number of views of this specific topic, and the date when the topic was created.



Working With Topics

Create a New Topic

1. Enter the subject or headline of the topic in the **Subject** field of the **New Topic** pane, and the topic content in the **Text** text box.
2. Select an appropriate option for the priority of the topic. **Normal** will put the topic in chronological order in the list of topics in the selected room. **Prioritized** will put the topic always on top of the list of topics in the selected room. **Announcement** will put the topic always on top of the lists in all rooms in the forum. The topic will be put above the prioritized topics.
3. Finally click **Create Topic** to create the topic.

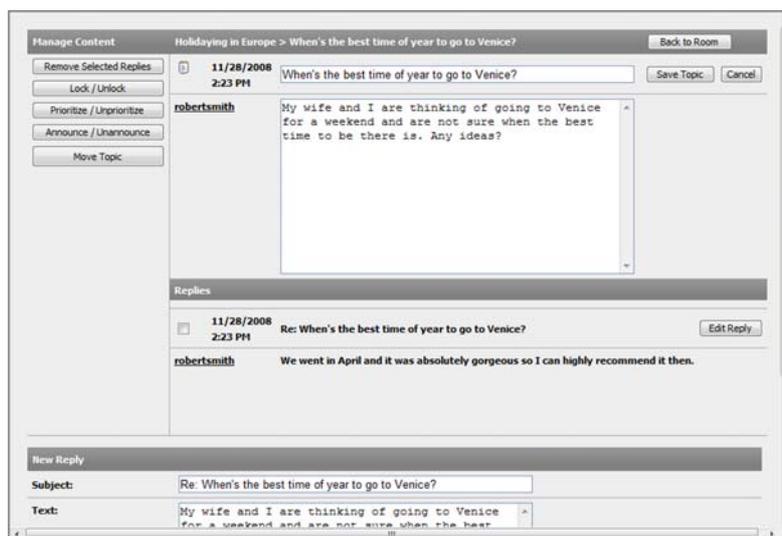
Remove a Topic

1. Remove a topic by selecting the topic(s) to be removed and clicking **Remove Selected Topics**.

Edit Topic

Room moderators can edit and remove topic replies and move topics from one room to another. To see more details about the user that created a topic or a reply, click the user's name and all the user details will be displayed in the same pop-up window as described under *Detailed User Information - My Page* on page 12.

1. Edit a topic in a room by clicking the subject text of the topic in the list of topics for that specific room. From this window it is possible to edit a topic in a specific room and create replies.
2. Lock or unlock a topic by clicking **Lock/Unlock**. Locking a topic means that no more replies can be added to it.
3. Prioritize or unprioritizing a topic by clicking **Prioritize/Unprioritize**. Prioritizing a topic means moving the topic to the top of the room topics or to have the topic in chronological order in the list of topics respectively.
4. Announce or unannounce a topic by clicking **Announce/Unannounce**. Announcing means selecting the topic to be on top of all listings of topics in all rooms in that forum.
5. Edit a reply for a topic by clicking **Edit Reply**. Moderators can then edit the text of the reply.



Move a Topic

1. Move a topic by clicking **Move Topic** from the **Moderate Room** window. This opens the **Move Topic** window.
2. If Trace Move is set to **Yes** in the room, a subject and text is required that will be used for the topic subject and text in the original room. If **Trace Move** is set to **No** in the room, the topic is moved to the other room without leaving the topic in the original room.

Club Forums

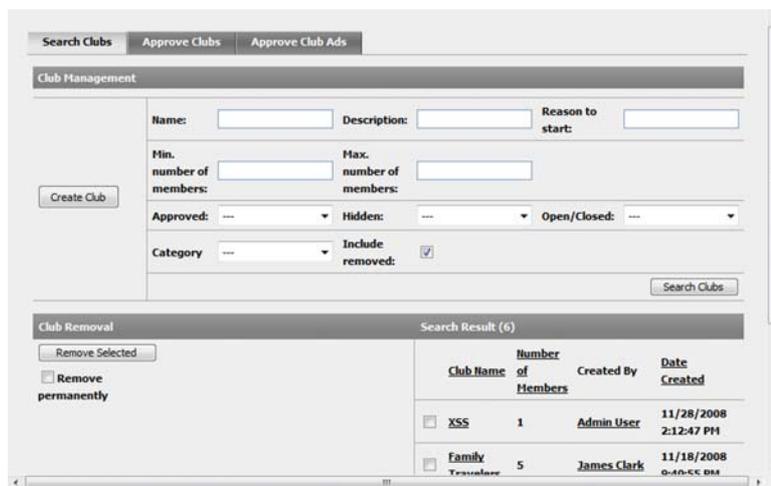
It is also possible to administer forums that are linked to specific clubs. These club forums are listed in the Forum Tree structure under Club Forum. To see the rooms for the clubs, open the Club Forum folder in the forum tree. Read more about Clubs under *Club Management* on page 27.

Club Management

The **Club** function contains all the necessary functionality to handle clubs in a community. Moderators manage all the clubs in the community via the **Clubs** menu option. A community can contain an unlimited amount of clubs created both by moderators and/or by community members.

Searching for Clubs

The **Clubs** section contains three tabs used for searching and approving clubs and club ads. The **Search Clubs** tab allows you to search for clubs using standard variables such as name, description, maximum number of members, etc.



The screenshot displays the 'Search Clubs' tab in the Club Management interface. It features a search form with the following fields: Name, Description, Reason to start, Min. number of members, Max. number of members, Approved (dropdown), Hidden (dropdown), Open/Closed (dropdown), Category (dropdown), and an Include removed checkbox (checked). A 'Search Clubs' button is located at the bottom right of the search form. Below the search form is a 'Club Removal' section with a 'Remove Selected' button and a 'Remove permanently' checkbox. The search results are displayed in a table with the following data:

Club Name	Number of Members	Created By	Date Created
XSS	1	Admin User	11/28/2008 2:12:47 PM
Family Treasurer	5	James Clark	11/18/2008 9:46:55 AM

Search for Clubs

1. Enter the search criteria you want to search for in the appropriate field.
2. Select the **Include removed** check box if you also want the search to include clubs that have been removed from the community.
3. Click **Search Clubs**. The search results are listed below. Detailed information about clubs is displayed by clicking the club name in the search results. The detailed information includes specific information about the club. Moderators can approve, disapprove and change information for each club. Read more about detailed club information under *Detailed Club Information* on page 30.

Working with Clubs

Create a Club

1. Create a new club by selecting the **Clubs** menu option and then **Create Club** from the **Search Clubs** tab.
2. Enter a name for the club in the **Club** field.
3. Enter a club owner name by clicking the browse button to search for a community user that should act as club owner. To select a user, start typing the alias of the user in the text box. After three characters have been entered, a search result is displayed. Click **Select** to select this user as club owner.
4. Enter a description for the club and select whether you want the club to be available on the global or default Web site.
5. Choose if the club should be hidden or not for community users that are not members of the club by selecting **Hidden** or **Not hidden**.

6. Select whether the club should be approved or not by selecting **Approved** or **Not approved**.
7. Select whether the club should be open or closed for all users by selecting **Open** or **Closed**.
8. Enter a logotype for the club by browsing to the appropriate logotype to be used.
9. Click **Save Details** to save the club settings and create a new club.

The screenshot shows the 'Club Details' form. The 'Name' field is 'Boating in France'. The 'Club owner' is 'Maria Dolores'. The 'Description' is 'Club for those interested in boating in France.' The 'Web site' is 'Global'. The 'Hidden/Not hidden' section has 'Not hidden' selected. The 'Approval' section has 'Approved' selected. The 'Security status' section has 'Open' selected. There is a 'Removed' checkbox which is unchecked. The 'Logotype' field is empty, with a 'Browse...' button and a 'Remove logotype' checkbox. A 'Save Details' button is located at the bottom right of the form.

Deleting Clubs

Clubs can be removed with a soft remove and permanent remove. **Soft remove** performs a lockout on the club, blocking members from logging on to the club. To perform soft remove on a club, select the check box next to the club to be removed and click **Remove Selected**.

Permanent remove removes the club and all the content in the club permanently. To permanently remove a club, first select the check box next to the club to be removed. Select the **Remove permanently** check box and then click **Remove Selected**.

Approve Clubs / Club Ads

Clubs and Club ads can be approved, disapproved and removed from the **Approve Clubs** and **Approve Club Ads** tabs. From these tabs you can open detailed information about a club or a creator of the club. Both of these tabs in turn contain two tabs; **Not Approved** and **Approved**.

Approve/Remove Unapproved Clubs

1. From the **Approve Clubs** tab, select the **Not Approved** tab. Select the appropriate club(s) to approve and click **Approve Selected Clubs**.
2. Remove clubs in the **Not Approved** tab, by selecting the appropriate club(s) to remove and clicking **Remove Selected Clubs**.
3. Select or clear all the clubs by clicking **Select/Clear All**.

Disapprove/Remove Approved Clubs

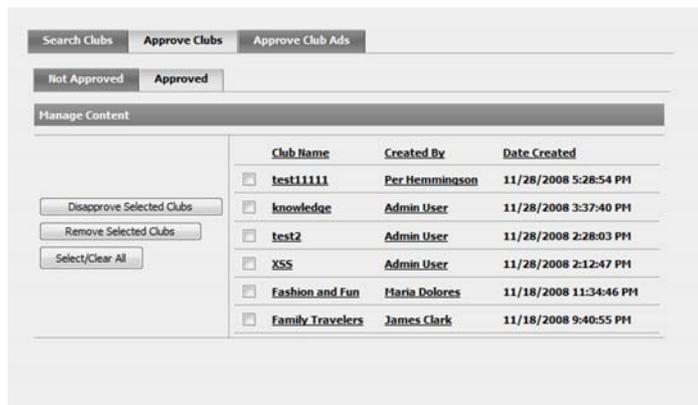
1. From the **Approve Clubs** tab, select the **Approved** tab. Select the appropriate club(s) to disapprove and click **Disapprove Selected Clubs**.
2. Remove clubs in the **Approved** tab, by selecting the appropriate club(s) to remove and clicking **Remove Selected Clubs**.
3. Select or clear all the clubs by clicking **Select/Clear All**.

Approve/Remove Unapproved Club Ads

1. From the **Approve Club Ads** tab, select the **Not Approved** tab. Select the appropriate club ad(s) to approve and click **Approve Selected Ads**.
2. Remove club ads in the **Not Approved** tab, by selecting the appropriate club ad(s) to remove and clicking **Remove Selected Ads**.
3. Select or clear all the club ads by clicking **Select/Clear All**.

Disapprove/Remove Approved Club Ads

1. From the **Approve Club Ads** tab, select the **Approved** tab. Select the appropriate club ad(s) to disapprove and click **Disapprove Selected Ads**.
2. Remove club ads in the **Approved** tab, by selecting the appropriate club ad(s) to remove and clicking **Remove Selected Ads**.
3. Select or clear all the clubs by clicking **Select/Clear All**.



Access Rights for Clubs

It is possible to set the access rights for existing clubs and to assign specific users or user groups the access rights to moderate a club. The following access rights can be applied for a specific user or group:

- Read
- Edit
- Remove
- Adminster
- Rate
- Categorize
- Tag

Manage Club Access Rights

1. Search for and select the club for which you want to set the access rights and click **Access Rights**. This opens the **Access Rights** pop-up window.
2. Search for the users/groups to which you want to assign access rights by entering information in the **Search for** field and clicking **Search**.
3. From the search results list, click **Add User/Add Group** next to the user/group to receive the access rights. The user/group is added to the lower section of the window where you assign the access rights that the user should have by selecting the appropriate check boxes. Click **Save Access Rights** at the top of the window to save the access rights for the user/group.
4. If a user is no longer to have access rights, click **Remove User** from the lower section of the window and then **Save Access Rights**.

Detailed Club Information

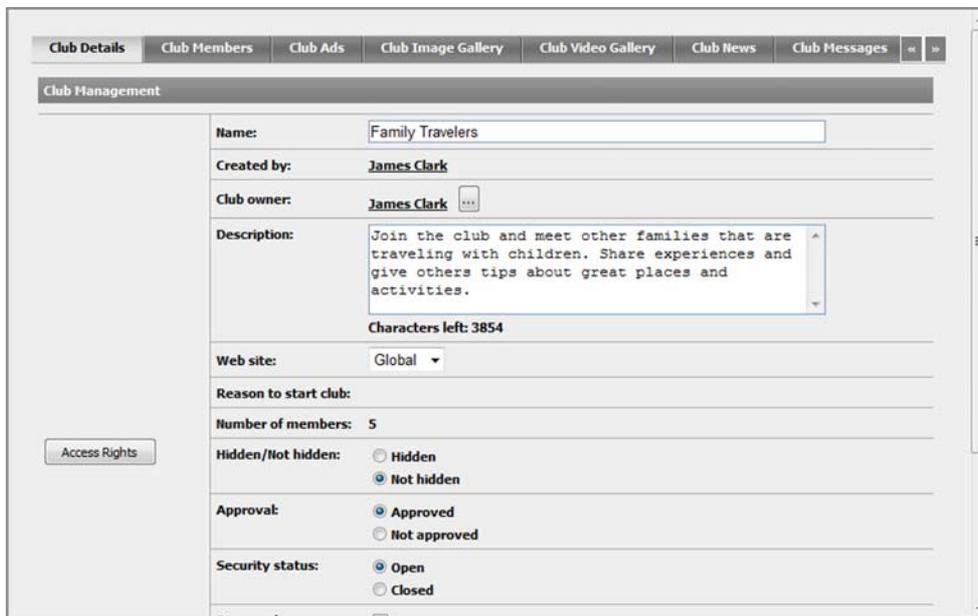
Detailed information about clubs is available in the pop-up menu, which is opened by clicking the club name.



It is easy to scroll between the different functions available in the dialog by holding the mouse over the arrows in the top right corner of the dialog.

Club Details

Any information concerning a club can be changed in the **Club Details** tab. Save any of the changed club details by clicking **Save Details**. Click **Access Rights** to change the access rights for the club. Further information about this can be found under *Access Rights for Clubs* on page 29.



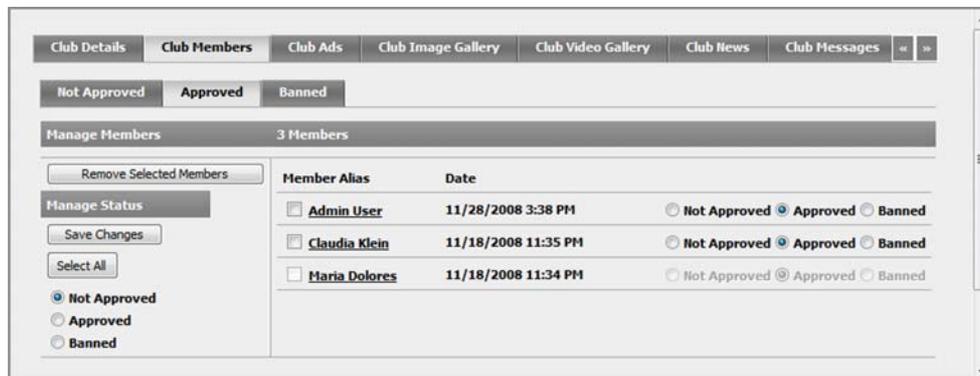
Club Members

The **Club Members** tab is where moderators change a member's status. Club members are also removed in this tab. Members can be set as not approved, approved or banned.

Change a Club Member's Status

The left section of the **Club Members** tab remains the same regardless of whether you are positioned in the **Not Approved**, **Approved** or **Banned** tabs.

1. To change the status of a member, select the appropriate option and click **Save Changes**. The member alias is then moved to the appropriate tab.
2. If you want to change the status for all the users in the tab, select the appropriate status under **Manage Status** on the left and click **Select All**.
3. To remove members from a club, select the members to remove and click **Remove Selected Members**. Only club owners have permission to change their status.

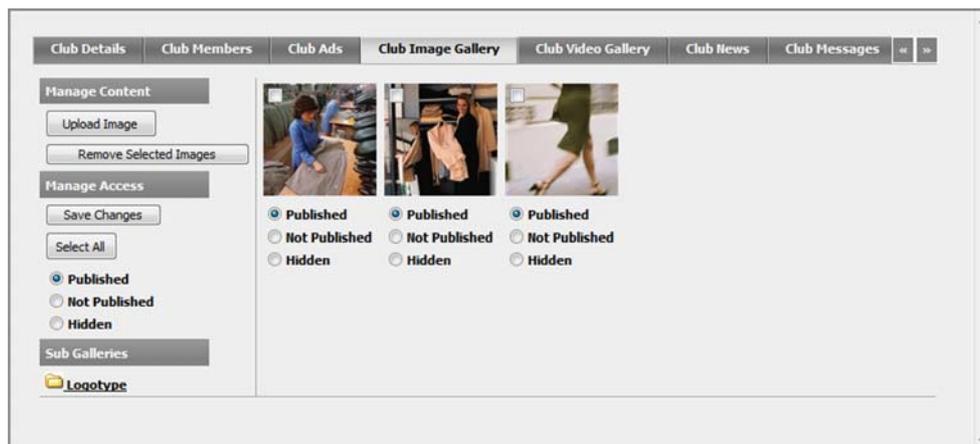


Clubs Ads

The **Club Ads** tab contains information about the club ads belonging to the selected club. Information about when the ad was created and what description text and header the ad has is also displayed in the listing as shown below. Moderators can approve, edit and remove an ad for a club. Further information about club ads can be found under *Approve Clubs / Club Ads* on page 28.

Club Image Gallery

All images belonging to a club gallery are stored in the club image gallery. Moderators can see all images in the club's image gallery and approved, remove or hide them. If a club has structured their images in folders, the folders are displayed in sub-galleries. By default the club's logotypes are stored in a sub-gallery called Logotype.



Double-click an image to display detailed information about the image in a pop-up window. Here you can also see the original image size with information about the user that uploaded the image, the date the image was uploaded and a description text linked to the image. It is also possible to download the original image from the pop-up window.

Upload Images

Moderators can upload or download specific images to/from a specific club.

1. Click **Upload Image** and browse to the image that you want to upload.
2. Add a description for the image in the **Description** field if desired and click **Upload Image**. The image is then uploaded into the club image gallery.

Approve Images

Images in a club image gallery can be published, not published or hidden.

1. Select the image to be approved as published and then click **Save Changes**.
2. It is also possible to approve all images with the same status by first selecting the **Published**, **Not Published** or **Hidden** radio button on the left. After that click **Select All** and then **Save Changes**. All the selected images are then marked as published, not published or hidden.

Remove Images

1. Remove an image by selecting the image to be removed and clicking **Remove Selected Images**. The image is then removed from the club image gallery.

Club Video Gallery

The video gallery function stores and manages videos. Uploaded videos are automatically encoded into flash video, a widely spread Web-friendly format. Flash video provides fast, lightweight and platform-independent playback. The video gallery function generates image samples of every uploaded video and stores them in an image gallery bound to the video. The image samples provide a fast overview of the video, while saving performance and bandwidth. Further information about video galleries can be found under *Video Gallery* on page 43.

Club News

All club news is listed in the **Club News** tab. Moderators can create, administer and delete news entries or comments on a news item. The moderator can also set basic news information.

The **Information** tab displays general information about the specific news, for example the name of the news and the presentation text. Moderators can change any of the information in the **Information** tab and save by clicking **Save Information**. It is also possible for moderators to edit a news item.

Edit News Entries

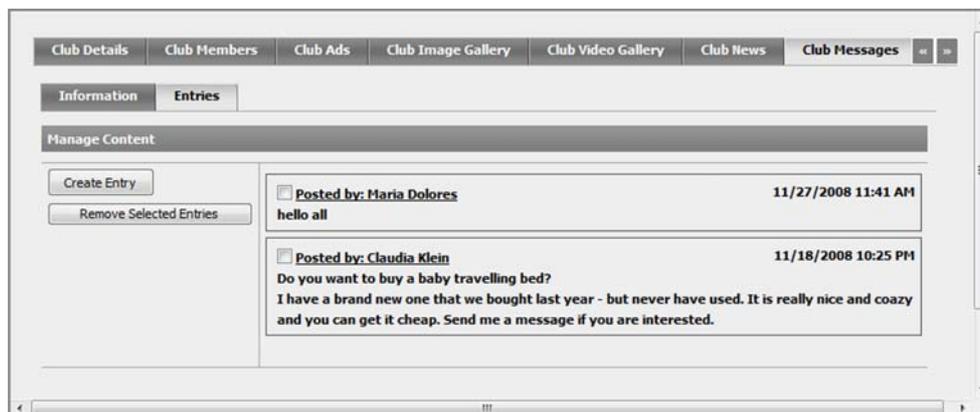
The **Entries** tab displays a list of news entries that have been created. The news entry headline and text are displayed in the list with creation date and time.

1. Edit a news entry by clicking the news entry headline in the **Entries** tab. This opens the **Edit News Entry** dialog, where you can change the title of the news entry and the text in the entry.
2. Save the changes by clicking **Save Changes**.
3. It is also possible in the **Edit News Entry** dialog to edit and remove comments and edit categories and tags.
4. Create a new news entry by clicking **Create Entry**. Enter a title and text in the pop-up window and click **Create Entry**.
5. Remove a news entry by selecting the news entry to be removed and clicking **Remove Selected Entries**. The news entry is then removed from club news.

Club Messages

All club messages are listed in the **Club Messages** tab. Moderators can create, administer and delete messages or comments on messages.

The **Information** tab displays general information about the club messages. Moderators can change any of the information in the **Information** tab and save by clicking **Save Information**. It is also possible for moderators to edit a news item.



Edit Club Messages

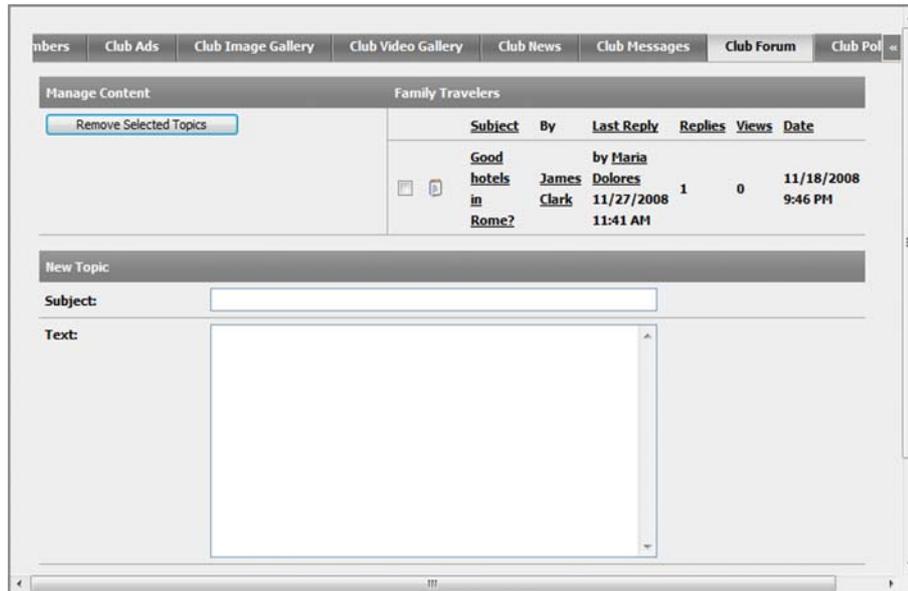
The **Entries** tab displays a list of club messages that have been created. The message entry headline and text are displayed in the list with creation date and time.

1. Edit a club message by clicking the message entry headline in the **Entries** tab. This opens the **Edit Blog Entry** dialog, where you can change the title of the message and the text in the entry.
2. Save the changes by clicking **Save Changes**.
3. It is also possible in the **Edit Blog Entry** dialog to edit and remove comments and edit categories and tags.
4. Create a new message entry by clicking **Create Entry**. Enter a title and text in the pop-up window and click **Create Entry**.
5. Remove a message entry by selecting the entry to be removed and clicking **Remove Selected Entries**. The entry is then removed from club messages.

Club Forum

Moderators can edit, remove and add new topics to a club's forum in the **Club Forum** tab. The upper section of the tab displays a list of topics that have been created, including information

about when a topic was created, when the last reply was sent, how many replies have been sent, and the number of views for a specific topic.



Create a New Topic

1. Enter the subject or headline of the topic in the **Subject** field of the **New Topic** pane, and the topic content in the **Text** text box.
2. Select an appropriate radio button for the priority of the topic. **Normal** will put the topic in chronological order in the list of topics in the selected room. **Prioritized** will put the topic always on top of the list of topics in the selected room. **Announcement** will put the topic always on top of the lists in all rooms in the forum. The topic will be put above the prioritized topics.
3. Finally click **Create Topic** to create the topic.

Remove a Topic

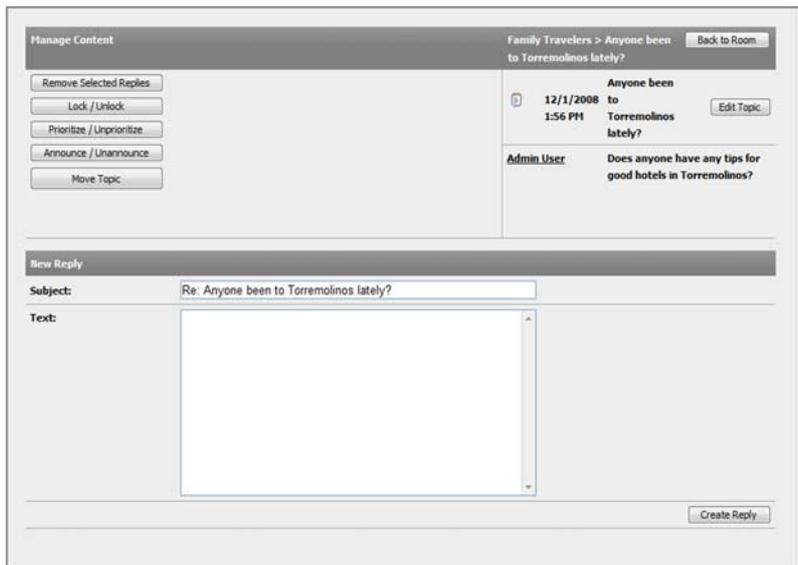
1. Remove a topic by selecting the topic to be removed and **Remove Selected Topics**.

Edit Topic

Club forum moderators can edit and remove topic replies and move topics from one forum room to another. To see more details about the user who created a topic or a reply, click the user's name and all the user details will be displayed in the same pop-up window as described under *Detailed User Information - My Page* on page 12.

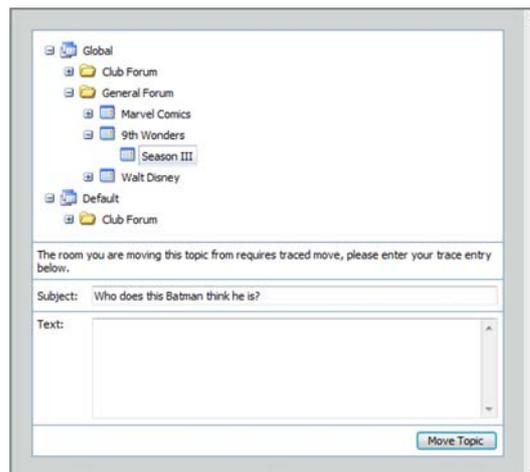
1. Edit a topic in a room by clicking the subject text of the topic in the list of topics for that specific room, as in the first image below. From this window it is possible to edit a topic in a specific room and create replies.
2. Lock or unlock a topic by clicking **Lock/Unlock**. Locking a topic means that no more replies can be added to it.
3. Prioritize or unprioritize a topic by clicking **Prioritize/Unprioritize**. Prioritizing a topic means moving the topic to the top of the room topics or to have the topic in chronological order in the list of topics respectively.
4. Announce or unannounce a topic by clicking **Announce/Unannounce**. Announcing means selecting the topic to be on top of all listings of topics in all rooms in that forum.
5. Create a reply by entering text in the **Text** field and clicking **Create Reply**.

6. Edit a reply for a topic by clicking **Edit Reply**. Moderators can then edit the text of the reply.



Move a Topic

1. Move a topic by clicking **Move Topic**, which opens the **Move Topic** window.
2. If Trace Move is set to "Yes" in the room, a subject and text is required that will be used for the topic subject and text in the original room. If "Trace Move" is set to "No" in the room, the topic is moved to the other room without leaving the topic in the original room.

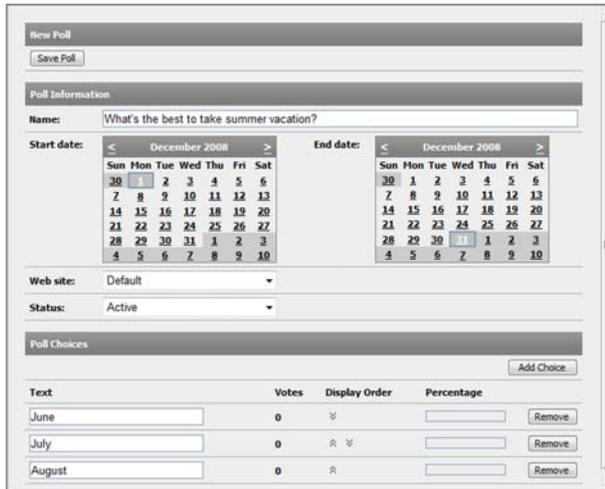


Club Poll

The **Club Poll** tab is where a moderator manages polls specific to a club. The polls available for a club are listed as shown below. Edit a poll by clicking the poll name in the **Filtered Polls** section of the tab. Remove a poll by selecting the check box(es) for the poll(s) that you want to remove and clicking **Remove Selected Polls**.

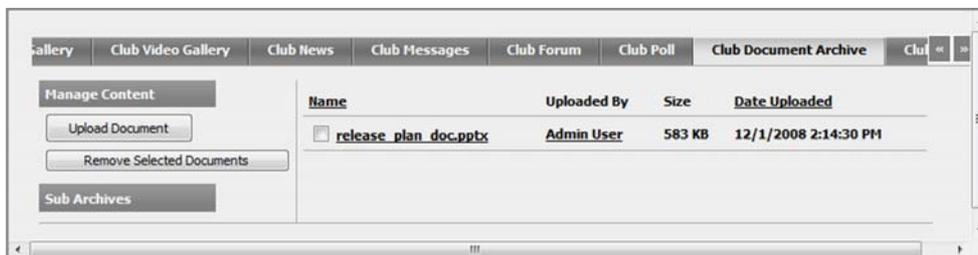
Create a Poll

1. Create a new poll for the club by clicking **Create Poll**. This opens a new window where you enter information about the poll.
2. Enter a name for the poll in the **Name** field and select a date and end date for the poll.
3. Add the available options that can be voted by clicking **Add Choice** and entering the option in the **Text** field.
4. Remove an option by clicking **Remove** next to the option to be removed.



Club Document Archive

The documents and the files that are uploaded on a club's document archive are stored under the **Club Document Archive** tab as shown below.



Moderators can see a list of files and documents that have been uploaded to the club document archive. The list also displays who uploaded the document or file, the size of the document, and the date when it was uploaded. If a club has chosen to have their documents and files structured in folders, the folders are displayed in sub-archives.

Upload/Download Documents

Moderators can upload or download specific documents or files to/from a specific club.

1. Click **Upload Document** and browse to the document that you want to upload.
2. Add a description for the document in the **Description** field if desired and click **Upload Document**. The document is then uploaded into the club's document archive.
3. Download a document or a file by clicking the file name in the **Name** column in the list of documents for the club.

Remove Documents

1. Remove a document/file from the document archive by selecting the document to be removed and clicking **Remove Selected Documents**. The document is then removed from the club document archive.

Club Calendar

Create a calendar for the club in the **Club Calendar** tab. Further information about how to create a calendar can be found under *Calendar/Event Management* on page 38.

Calendar/Event Management

The **Calendar** function in EPiServer Community provides all necessary functionality for creating calendar events, inviting users to the event, accepting invitations and keeping track of the number of attendees. The events can be either unique or recurring.

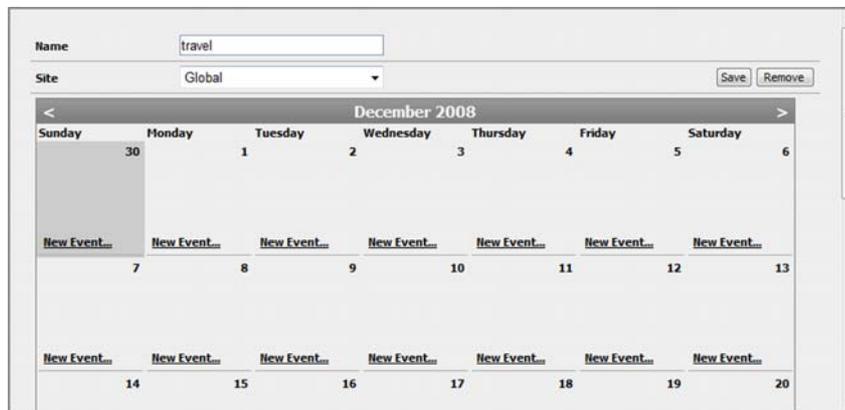
Moderators can search for calendars and edit their events. The events display the basic event information as well as invitations and registrations. Calendars are managed from the **Calendar** menu option.

Working with Calendars and Events

Browse for a calendar by entering the first three characters of the name of the calendar. The search results are displayed in the **Browse Result** list.

Create a Calendar

1. From the **Calendar** menu option, click **Create Calendar**. Enter a name for the calendar and click **Save**.create



2. When you have saved the calendar, it becomes editable and you can now create events according to the instructions below.

Remove a Calendar

1. Remove a calendar by first browsing for the calendar to be removed and opening it according to the instructions in *Working with Calendars and Events* on page 38.
2. Click **Remove** at the top of the window to remove the calendar. This will of course also remove all the events that were located in the calendar.

Create and Edit Events

Events are created in existing calendars, so if you do not have a calendar in which to create the event, create one first by following the instructions above. Existing events are edited by clicking on the event to be edited in the calendar in question.

1. Create a new event by clicking **New Event...** on the day the event is to take place.
2. Enter a name for the event and state a start and end date and time by clicking the calendar browse button.
3. Select the **Recurrence** check box if you want the event to recur daily, weekly, monthly or yearly. Set the recurrence range by clicking the **Start date** and **End date** browse buttons.
4. Select the maximum number of registrations allowed for the event in the Maximum registrations field.
5. Select the **Published** and **Hidden** check boxes if you want the event to be either published or hidden.

6. If you want the calendar event to include an image, browse for one by clicking **Browse** next to the **Event Image** field.
7. The **Invitations** and **Registrations** tab appear when you have created the event and clicked **Save Event**. These tabs list the people that have been invited and those who have registered.

The screenshot shows the 'Event Details' form with the following fields and options:

- Name:** Fika
- Start date:** 12/10/2008 2:00 PM
- End date:** 12/10/2008 2:30 PM
- Recurrence:** Recurrence...
- Short description:** Time for coffee
- Description:** Robert will provide the sticky buns.
- Header:** (Empty text area)
- Organizer:** Molly Jones
- Place:** (Empty text field)
- Max. number of registrations:** 0 = Unlimited
- Registration start date:** (Empty date field)
- Registration end date:** (Empty date field) with a **Clear** button.
- Published:**
- Hidden:**
- Event Image:** (Empty image field) with **Browse...** and **Remove** buttons.

Remove an Event

1. Remove an event from a calendar by opening the event in question and clicking **Remove Event**.

Working With Blogs

The **Blog** function provides a text-based blog, with or without NML-formatting, for all members, clubs and experts on the community. Community members may subsequently insert comments to a certain blog message. In this view the moderator can list all blogs, create new blogs, administer and delete blogs and blog entries or comments.

Search for blogs by entering the search criteria in the **Search Blogs** tab and click **Search Blogs**. The search results appear in the lower section of the window displaying the blog name and creation date, number of entries and information about whether the blog is currently active.

The screenshot shows the 'Search Blogs' interface. At the top, there is a 'Search Blogs' tab. Below it is the 'Blog Management' section, which includes a 'Create Blog' button and several input fields: 'Name', 'Category', 'Active/Not active', 'Min. number of entries', 'Max. number of entries', 'Blog type', and 'Created date' (with dropdowns for Year, Month, and Day). A 'Search Blogs' button is located at the bottom right of this section. Below the form is a 'Search Result (47)' section containing a table with the following data:

Blog Name	Number of Entries	Active?	Created Date
XSS	0	Yes	11/28/2008 2:12:47 PM
XSS	1	Yes	11/28/2008 2:12:47 PM
Blog for Expert 'Helen Hopkinson'	0	Yes	11/26/2008 2:33:39 PM
Family Travelers	0	Yes	11/18/2008 9:40:55 PM
Family Travelers	2	Yes	11/18/2008 9:40:55 PM

Create a Blog

1. Create a new blog by clicking **Create Blog** in the upper section of the **Search Blogs** tab.
2. Enter a name for the blog in the **Name** field and a presentation text.
3. Browse to an image if you would like an image to be displayed on the blog page.
4. Select whether you want the club to be available on the global or default Web site and whether you want it to be active or inactive. Click **Save Information** to save the information and create the blog.
5. When you have saved the information for the new blog, several new tabs will become available allowing you for example to edit blog entries. Further information about this can be found in the following chapter.

Edit Existing Blogs

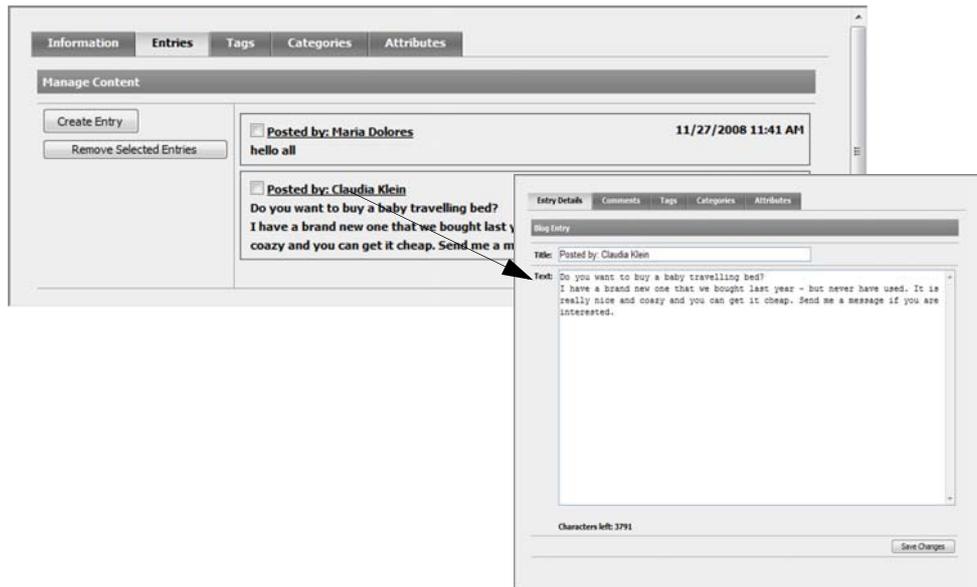
To view detailed information about an existing blog, click the blog name in the search results pane. This will open a new window, where the **Information** tab displays general information about the specific blog, for example the name of the blog and the presentation text. Moderators can change any of the information in the **Information** tab and save by clicking **Save Information**. It is also possible for moderators to edit a user's blog entries.

The **Entries** tab displays a list of blog entries that have been created. The blog entry headline and the blog text are displayed in the list with creation date and time. Categorize and tag an existing blog by selecting the appropriate category and tag in the **Categories** and **Tags** tabs.

Edit Blog Entries

The **Entries** tab displays a list of blog entries that have been created. The blog entry headline and the blog text are displayed in the list with creation date and time.

1. Edit a blog entry by clicking the blog entry headline in the **Entries** tab. This opens the **Edit Blog Entry** dialog, where you can change the title of the blog entry and the text in the entry. Here it is also possible to add and remove comments in the **Comments** tab and categorize and add tags in the **Categories** and **Tags** tabs.
2. Save the changes by clicking **Save Changes**.
3. Create a new blog entry by clicking **Create Entry**. Enter a title and text in the pop-up window and click **Create Entry**.
4. Remove a blog entry by selecting the blog entry to be removed and clicking **Remove Selected Entries**. The blog entry is then removed from My Blog.



Managing Images and Videos

Image Gallery

The **Image Gallery** function in EPiServer Community stores and manages images of many types. Images can be cropped, rotated and given thumbnails of multiple sizes and types, on the fly. With the Image Gallery function it is easy for developers to handle images on a community.

With the Image Gallery function it is easy to manage images by an approval process, or to handle images in a more detailed manner for a certain image gallery. The Image Gallery function covers administration of all image galleries included in the system, for example:

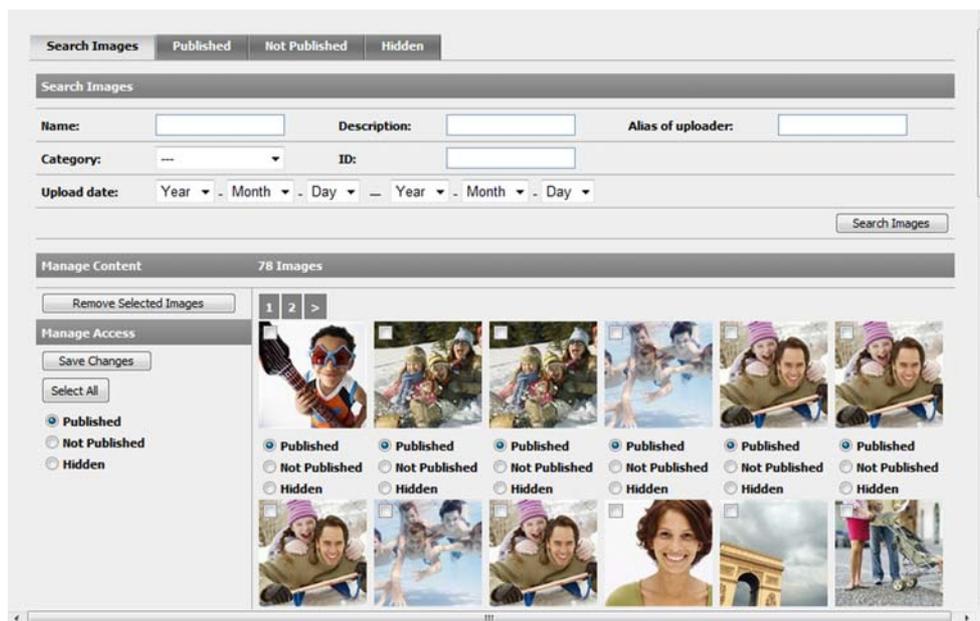
- Shared gallery
- My Page
- Image contest
- Blog
- Moblog
- Club

The **Images** menu option contains four tabs; one for search and three for displaying images with status published, not published or hidden.

Searching for Images

Image search allows you to search using standard variables, such as name, alias of uploader, category and upload date.

Search for a specific image by entering the appropriate search criteria and clicking Search Images. Leave the search criteria blank if you want to search for all images. If a gallery contains more than 50 images, it is divided into subpages available through paging.



Change Image Status

Images can be assigned different statuses; published, not published and hidden. The **Not Published**, **Published** and **Hidden** tabs display images that have been assigned that status. The

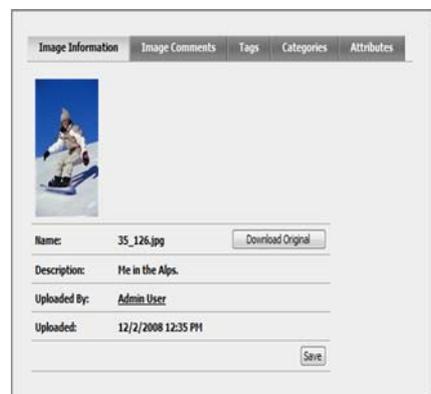
not published images are displayed by default. The latest 50 images are displayed (sorted by date).

1. To change the status of an image, select the appropriate status under the image in question and click **Save Changes**.
2. When you select to set the status of an image to **Published**, all published images will be visible on the Web site and transferred to the **Published** image gallery.
3. When you select to hide or delete an image, it will be transferred to **Hidden** image gallery or deleted, respectively.
4. It is possible to change the status for all images by selecting the **Published**, **Not Published** or **Hidden** option on the left. After that click **Select All** and then **Save Changes**. The status of all the selected images will be changed and they will be moved to the appropriate tab.
5. Remove an image by selecting the image to be removed and clicking **Remove Selected Images**.

Edit Image Information

Double-click an image to display detailed information about the image in a pop-up window. Here you can also see the original image size with information about the user that uploaded the image, the date the image was uploaded and a description text linked to the image. It is also possible to download the image by clicking **Download Original**.

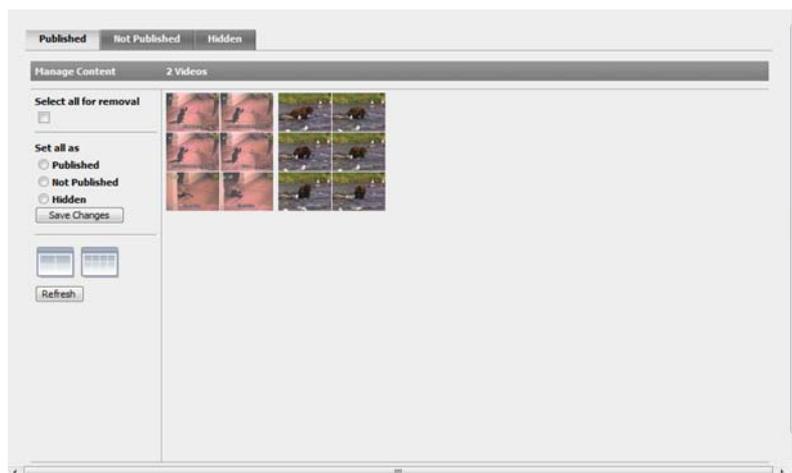
The link in the **Uploaded By** field is a link to the users' photo album. This feature enables the moderator to view the member profile and view other images in order to support a decision of approving/disapproving image.



Video Gallery

The **Video Gallery** function stores and manages videos. Uploaded videos are automatically encoded into flash video, a widely spread Web-friendly format. Flash video provides fast, lightweight and platform-independent playback. The video gallery function generates image samples of every uploaded video and stores them in an image gallery bound to the video. The image samples provide a fast overview of the video, while saving performance and bandwidth.

The **Video Gallery** menu option allows moderators to manage video content on the site. The section is divided into three tabs; Published, Not Published, and Hidden. Each tab provides the option to set all listed videos as Published, Not Published or Hidden by selecting a **Set all as** option. To remove all listed videos, select the **Select all for removal** check box. Click **Save Changes** to save any changes.



All tabs list videos on a pane grid. The pane grid can be set to 2 or 4 panes in width by clicking the grid icons.

Moving the mouse cursor over a video on the grid will display the option to set video status as **Published**, **Not Published** or **Hidden** by selecting a radio button. To remove the video, select the **Remove Video** check box, visible on mouseover. The **Zoom** option is also available on mouseover. Clicking **Zoom** opens a bigger view, displaying image samples of random frames from the selected video in order to provide a quick preview of the video.

Managing Experts and Questions

The EPiServer Community **Expert** function lets community members ask questions within a specific or general categories and to receive an answer from an expert. The expert can be an external expert or a community member.

A *member expert* is a member of the community that can be easily distinguished from other users after login. A different user interface can be created for member experts, e.g. to display the list of questions assigned to them and allow them to create answers.

An *external expert* gains access to the site by a unique expert ID, which can be provided e.g. as a part of a link in an e-mail with the question. Experts can be assigned to a specific site or they can answer questions from any site within the community. Site administrators can review questions and answers before they are published, and the users can rate the answers.

Experts

The **Expert** section contains two tabs; one for managing experts and another for managing the questions that have been assigned to the experts. Read more about questions to experts under *Questions* on page 46.

The **Experts** tab contains three subtabs; one each for applied, active and inactive experts. The **Applied** tab lists all users that have applied for expert status.

Click an expert name to display detailed information about the expert. The pop-up dialog has six tabs: Expert Details, Assigned Questions, Expert Blog, Tags, Categories, and Attributes.

Create an Expert

1. To create an expert click **Create Expert** from one of the subtabs in the **Experts** tab. The **Expert Information** window contains two tabs; Expert Details and Assigned Questions.
2. Enter the appropriate information about the expert in the **Expert Details** tab and click **Save Details**.

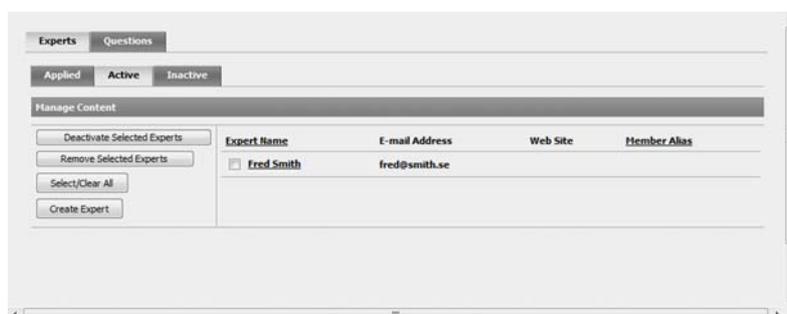
Remove an Expert

Experts can be removed from any of the three tabs.

1. Remove an expert by selecting the check box next to the expert(s) to be removed and clicking **Remove Selected Experts**. The selected experts are removed.

Approve an Expert

1. Select the **Applied** tab.
2. Select the check box next to the expert(s) to be approved and click **Approve Selected Experts**.
3. Click **Select/Clear All** to select or clear all the check boxes in the tab.



Deactivate an Expert

1. Select the **Active** tab.
2. Select the check box next to the expert(s) to be approved and click **Deactivate Selected Experts**.
3. Click **Select/Clear All** to select or clear all the check boxes in the tab.

Activate an Expert

1. Select the **Inactive** tab.
2. Select the check box next to the expert(s) to be approved and click **Activate Selected Experts**.
3. Click **Select/Clear All** to select or clear all the check boxes in the tab.

Questions

The **Questions** tab contains three subtabs where you can review, publish and reject expert questions in the **New**, **Approved** and **Published** subtabs.

Reject a Question

1. Select the **New** tab.
2. Select the check box next to the question(s) to be rejected and click **Reject Selected Questions**.
3. Click **Select/Clear All** to select or clear all the check boxes in the tab.

Publish a Question

1. Select the **Assigned** tab.
2. Select the check box next to the question(s) to be removed and click **Publish Selected Questions**.
3. Click **Select/Clear All** to select or clear all the check boxes in the tab.

Remove an Assigned Question

1. Select the **Assigned** or **Published** tab.
2. Select the check box next to the question(s) to be removed and click **Remove Selected Questions**.
3. Click **Select/Clear All** to select or clear all the check boxes in the tab.

Change a Question

1. Click a question header to open a pop-up window that contains the tabs **Question Details**, **Assigned Experts**, **Related Questions**, **Tags**, **Categories**, and **Attributes**.
2. The **Question Details** tab is where you can view, change and remove a question. Remove a question by clicking **Remove Question**. Save any changes that you've made to the question by clicking **Save Details**.

Assign an Expert

The **Assigned Experts** tab is where you assign and remove experts to the question.

1. Select an expert from the expert drop-down list and click **Assign**.
2. To remove an assigned question from an expert select the check box next to the expert name and click **Remove Assignment**.

Add a Related Question

The **Related Questions** tab lists all related and unrelated questions is where questions are added and removed as related questions.

1. To add a question as related, click **Add** next to question you wish to add as related.
2. To remove a question as related, click **Remove** next to the question you wish to remove as related.

Contest Management

The EPiServer Community **Contest** function contains all functionality necessary to start and administer contests in a community and can handle questions with single and multiple alternatives as well as plain text answers. Contests are started and administered by community moderators in the administration interface.

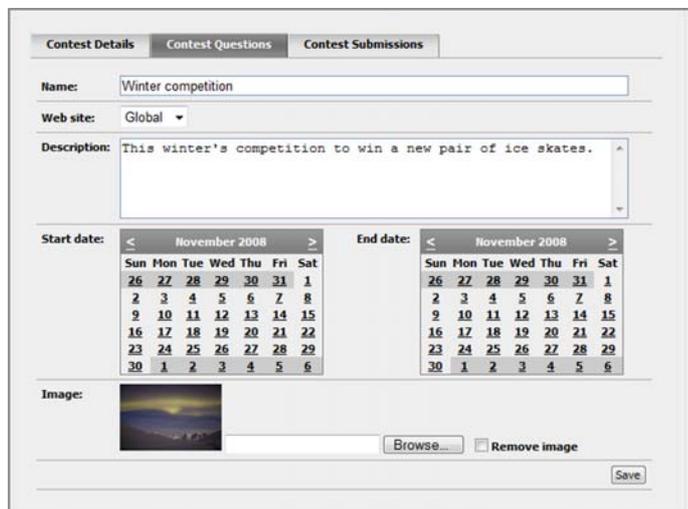


Managing Contests

All contests are listed when you open the Contest menu option. Remove a contest by clicking **Remove** next to the contest to be removed.

Create a Contest

1. Create a contest by clicking **Create Contest** after selecting the **Contest** menu option. This will open the **Contest Information** window.
2. Enter a name for the contest in the **Name** field and select on which Web site the contest is to apply with the **Web site** drop-down list.
3. Select a start and end date for the contest and browse to an appropriate image if you would like an image to be associated with the contest. Click **Save** to save the contest. The contest is saved and two new tabs are displayed: **Contest Questions** and **Contest Submissions**. Read further information about these tabs below.



Create Contest Questions

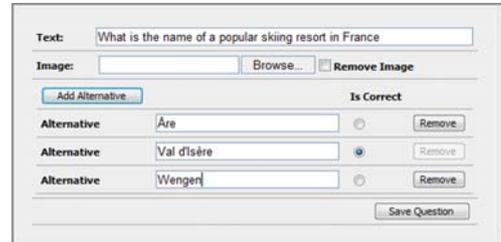
Questions that belong to a contest are created in the **Contest Questions** tab. There are three different types of questions: text, single alternative and multiple alternatives. A description of these question types can be found below.

1. Create a question by clicking the appropriate label: Text, Single Alternative or Multiple Alternative.

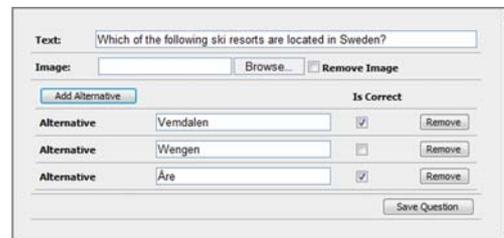
2. A text question is a question that allows for a free-text answer. There is no correct answer for this type of question. Enter your question in the **Text** field and an appropriate image if desired. Click **Save Question** to save the question.



3. A single alternative question is a question that lets the user choose between a numbers of choices. Only one of the alternatives is the correct answer. Enter your question in the **Text** field and add the available alternatives in the **Alternative** fields. Select the correct answer by selecting the **Is Correct** option next to the correct option. Save the question by clicking **Save Question**.



4. A multiple alternative question where the correct answer is a combination of two or more choices. Enter your question in the **Text** field and add the available alternatives in the **Alternative** fields. Select the correct answers by selecting the **Is Correct** option next to the correct options. Save the question by clicking **Save Question**.



View Contest Submissions

The **Contest Submissions** tab displays the community members set of answers in the contest. Moderators can easily view the number of correct answers each member has, pick winners and download the list in Microsoft Excel.

Member Alias	Number of Correct Answers	Date Submitted	Answers	Action
lucide	5	2/25/2008 11:46:07 AM	Answers	Select As Winner
stefman	5	2/25/2008 12:12:18 PM	Answers	Winner! Remove As Winner
QuStar	4	2/25/2008 3:17:15 PM	Answers	Select As Winner
Joakm	3	2/25/2008 3:14:08 PM	Answers	Select As Winner
lale	2	2/25/2008 3:14:46 PM	Answers	Select As Winner

The answer list displays each user's answers and the corresponding questions.

Question	Answer	Is Correct
What does Netstar do?	Netstar helps companies and organizations to realize their ideas on interactive web sites, on-line web communities and mobile communication solutions.	Yes
Which of the following alternatives are Netstar products?	StarCommunity StarMail DocStar StarStats	Yes
For how long have Netstar been producing communities?	10 years	Yes
Where is Netstar's HQ located?	New York	No
What is the name of Netstar's community product?	StarCommunity	Yes
What is the best thing about Netstar?	Their extremely powerful community product.	-

Interactive Communication

Webmail Management

The EPiServer Community **Webmail** function enables site members to send and receive e-mails on the Web site. The webmail administration lets moderators create e-mail signatures. Moderators can also create, disable and remove accounts for a specific user under the User Management section. Read more about this under *Managing Users in EPiServer Community* on page 10.

Add a Signature

1. Select the **Signature** tab from the **Webmail** section.
2. Add the signature in the **Text** or **HTML** text fields and click **Save**. The signature will appear at the bottom of each e-mail.
3. To delete a signature, remove the text from the appropriate field and click **Save**.

Add a Domain

1. Select the **Domains** tab from the **Webmail** section and click **Add Domain**.
2. Enter a domain name and select a mail server and click **Save**.

Add a Mail Server

1. Select the **Mail Server** tab from the **Webmail** section and click **Add Mail Server**.
2. Enter the properties in the pop-up window and click **Save**.

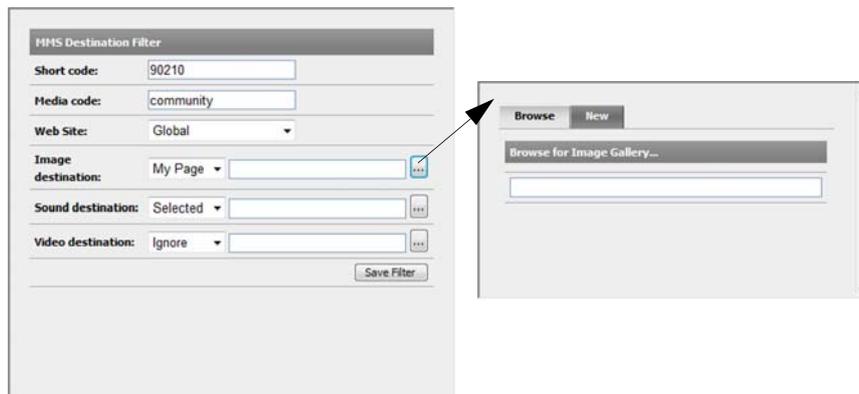
Managing Moblogs

What is Moblogging? Moblogging is taking pictures and videos with your camera phone and putting them on Internet.

The EPiServer Community **Moblog** function allows MMS messages from mobile phones to be intercepted and images, video, sound and text to be stored in defined destinations. The **Moblog** section allows moderators to create and administer filters for incoming moblog messages. The filter contains information for specifying short code, media code, Web site, image, sound and video destinations.

Create a Filter

1. Create a destination filter by clicking **Create Filter** in the **Moblog** section. This opens the **MMS Destination Filter** window.
2. Enter a short code, which is the number that the user sends his message to, e.g. 90210.
3. The image, sound and video destinations allow moderators to pick one of three choices: **My Page**, **Selected**, and **Ignore**.
My Page means that the information will be stored on the members personal page.
Selected lets you select a specific location by browsing to that location.
 Select **Ignore** if you do not want the destination to be included in the filter.
4. Moderators that browse for an image destination can either select an existing image gallery by typing the name of it in the first tab or create a new gallery in the second tab.
5. Save the filter by clicking **Save Filter**.



Poll Management

The EPiServer Community poll function consists of a powerful poll administration tool, with a Web user interface, that is used by the Web application administrators to manage polls. It includes creation, activating/deactivating and monitoring polls, as well as a poll software library, which enables Web application developers to utilize the polls on the community Web sites, and extension possibilities to other EPiServer Community functions.

Moderators start and administer polls that community members can participate in.

Create a Poll

1. Create a new poll by clicking **Create Poll**.
2. Enter a name for the poll in the **Name** field and select a start and end date for the poll by selecting a date and time in the calendars.
3. Add a choice for the poll by clicking **Add Choice**. Enter a text for the first poll choice in the **Text** field in the **Poll Choices** group box. Click **Add Choice** again for the second choice and continue in this way until you have created all the choices you wish to be available in the poll.
4. Move the order of the available choices in the list by clicking the arrows under **Display Order**.
5. Save the poll by clicking **Save Poll** at the top of the pop-up window.

Text	Votes	Display Order	Percentage
Alps	0	⬆ ⬇ ⬇ ⬆	
Pyrenees	0	⬆ ⬇ ⬇ ⬆	

Votes

If a poll choice has member votes connected to it, the moderator can click on the link and open up and see who voted. The poll vote's page displays member votes for the specified choice.

Viral Marketing Management

The EPiServer Community **Viral Marketing** function provides a tool to create campaigns and referrals in a community to attract more members. The Viral Marketing function keeps track of invitations and invitations that have led to an actual membership. Moderators can easily create, modify and remove campaigns. The image below displays the listing of campaigns.

The screenshot shows a web interface with two main sections: Referrals and Campaigns. The Referrals section displays two statistics: 'Total number of referrals: 0' and 'Total number of completions: 0'. The Campaigns section features a 'Create Campaign' button and a table listing existing campaigns.

Name	Active?	Referrals	Completions	Hit Ratio
Skiing campaign	Yes	0	0	0%

Working with Campaigns

Create a Campaign

- To create a new campaign, click the **Create Campaign**. A pop-up window shows the campaign details (see below). Add the necessary information and click "Save campaign".

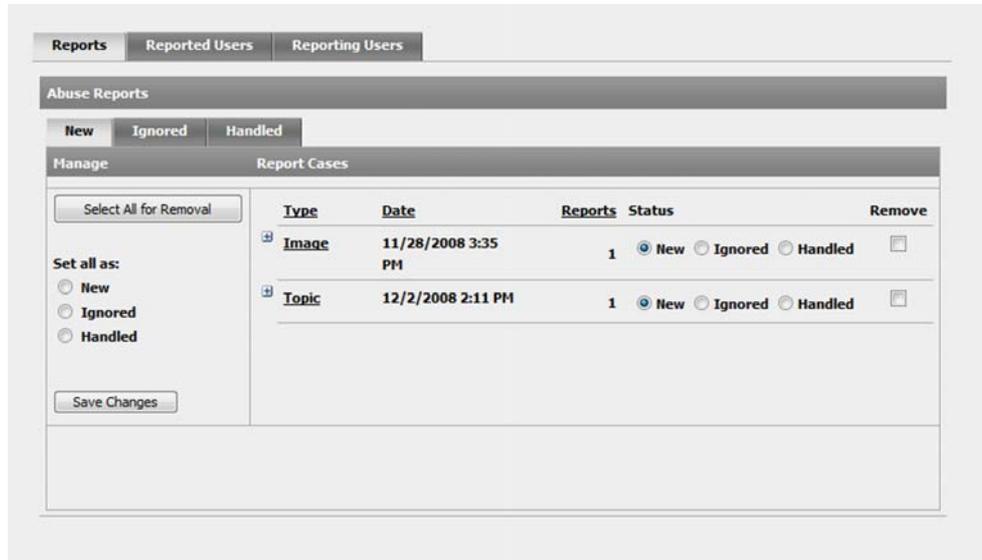
The 'New Campaign' form includes a 'Save Campaign' button at the top. Below it is the 'Campaign Information' section with fields for 'Name' and 'Description'. A character count shows 'Characters left: 2000'. The 'Start date' and 'End date' are set to December 2008, with calendar pickers for both. At the bottom, there are dropdown menus for 'Web Site' (set to 'Global') and 'Status' (set to 'Active').

Change an Existing Campaign

- To make changes to a campaign, click the campaign name in the listing.
- If there are referrals connected to this campaign, the **Download Referrals** button appears at the top menu. To download the referrals, click the button followed by **Save**. An Excel file is created that contains all the referrals for this campaign.

Abuse Reports

The **Abuse Reports** section allows moderators to manage abuse reports, reported users and reporting users. The **Abuse Reports** section consists of three tabs: **Reports**, **Reported Users**, and **Reporting Users**.



Reports

The **Reports** tab is divided into 3 tabs, **New**, **Ignored**, and **Handled**. The **New** tab lists all new abuse reports. The list view shows information about the type of content that the report regards, the date and time that the report was created, how many reports have been made, and the status of the report. It is possible to sort by any of the information by clicking the header:

Change Abuse Report Status

1. To change the status of an abuse report, select the appropriate status for the abuse report and click **Save Changes**.
2. To change the status for all the abuse reports in a particular tab, select a status under **Set all as** and then **Save Changes**.

Remove an Abuse Report

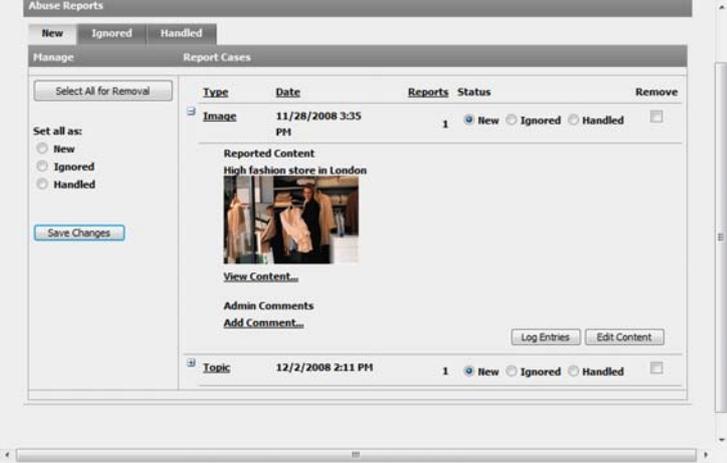
1. Remove an abuse report by selecting the **Remove** check box in line with the abuse report to be removed.
2. If you want to remove all of the abuse reports with a certain status, click **Select All for Removal** in the appropriate tab.

Detailed Information - Abuse Report

Follow the instructions below to display detailed information for an abuse report.

1. Click **+** next to the abuse report to view extended information such as reported content and admin comments.
2. To view the abuse report content, click **View Content....** To add or edit an admin comment, click **Add Comment....**, then **Close** and **Save Changes** to save.
3. The **Log Entries** button opens a pop-up window listing all logged changes made to the reported content. The listing includes the following information.

- 4. The **Edit Content** button acts as a direct link to the admin view of the reported content. Clicking it opens a pop-up window, allowing you instant access to edit or remove the reported content regardless of type.



Reported Users

The **Reported Users** tab lists all users that have been reported for abuse. The list view shows the alias of the user and the number of new, ignored and handled reports. It is possible to sort by any type of information by clicking each header.

Alias	New	Ignored	Handled
Maria Dolores	1	-	-
Per Hemmingson	1	-	-

Reporting Users

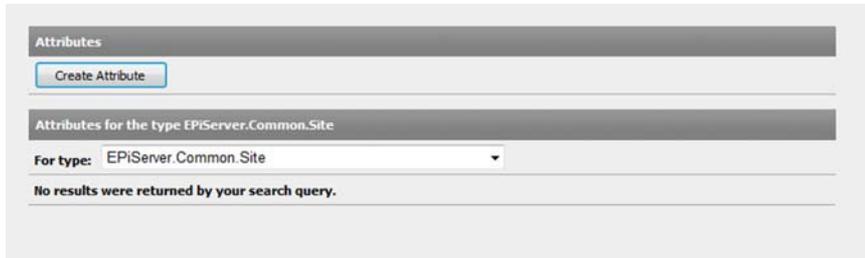
The **Reporting Users** tab list all the users that have reported an abuse case. The list view shows the alias of the user and the number of new, ignored and handled reports. It is possible to sort by any type of information by clicking each header.

Alias	New	Ignored	Handled
Admin User	2	-	-

Attributes, Categories and Tags

Attributes

Moderators can create, and remove attributes for EPiServer Community functions in the **Attributes** section. This is an advanced option and should only be used after consulting with developing partner.

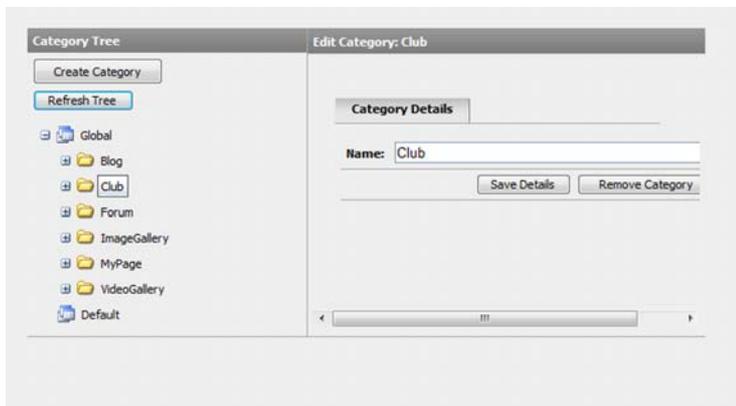


Categories

Moderators can create and remove categories from the category tree in the **Categories** section.

Create a Category

1. Create a new category by first selecting where in the category tree the new category should be placed.
2. Select a category from the category tree and click **Create Category**.
3. Enter a name for the category and click **Save Details**.



Tags

Moderators can create and remove predefined tags in the **Tags** section.

Create a Predefined Tag

1. Create a predefined tag by selecting a Web site and function type from the drop-down menus
2. Enter the desired name in the **Name** field and **Add Predefinition**.
3. To remove a predefined tag, click **Remove Predefinition**.

Predefined Tags

Web Site: Global ▾ **Type:** EPiServer.Common.Site ▾

Name:

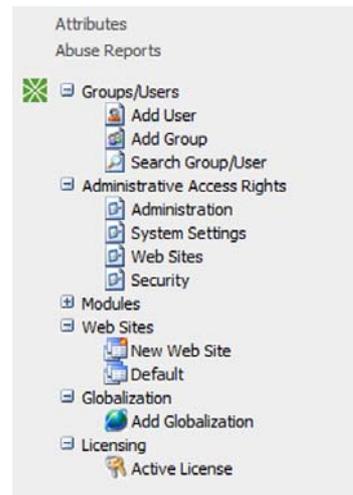
Search Result

No results were returned by your search query.

System Settings

The System Settings option is where the community moderator creates and removes groups or users that can help to administer the community.

The system settings are grouped at the bottom of the **Community** tab.



Groups/Users

Add User

1. Select **Add User** under the **Groups/Users** section. This opens the Add User window. Add a new user with his basic details and include him in groups in order to inherit access rights.
2. Add a user to a group by selecting the group in the **Available Groups** list and clicking **>**. Click **Save** when done.

Add Group

1. Add a group by first selecting **Add Group** under the **Users/Groups** section. This opens the Add Group window.
2. Enter the name of the group in the **Name** field and click **Save**. Groups can also have child groups that inherit access rights from their parent group.
3. To add another group as a child group, select the group in the **Available Groups** window and click **>**. Click **Save** when done.

Search Group/User

Search for groups and users by clicking **Search Group/User** under the **Groups/Users** section. You can search for both groups and users and remove them if needed.

Search Result	
Admin User (admin@ep.se)	X
Tomas Nilsson (tomas.nilsson@ep.se)	X
Claudia Klein (claudia.klein@ep.se)	X
James Clark (james.clark@ep.se)	X
Maria Dolores (maria.dolores@ep.se)	X
Richard Mason (richard.mason@ep.se)	X
Eva Jonsson (eva.jonsson@ep.se)	X
Marie Curie (marie@ep.se)	X
Per Hemmingson (ph@ep.se)	X
kalle a (per.hemmingson@ep.se)	X

Administrative Access Rights

Administrative Access Rights for Administration

Moderators give users and groups access rights to log in to the site administration from the Administration section.

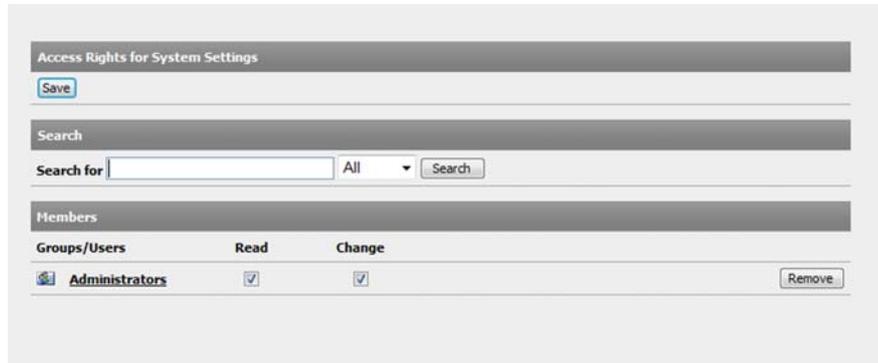
Add a User/Group

1. Search for the user/group to add by entering a text in the **Search for** field and clicking **Search**.
2. Click **Add**. Select the **Access** check box and then **Save**.
3. To remove a user or group, click **Remove** and then **Save**.

Groups/Users	Access	
Administrators	<input checked="" type="checkbox"/>	Remove

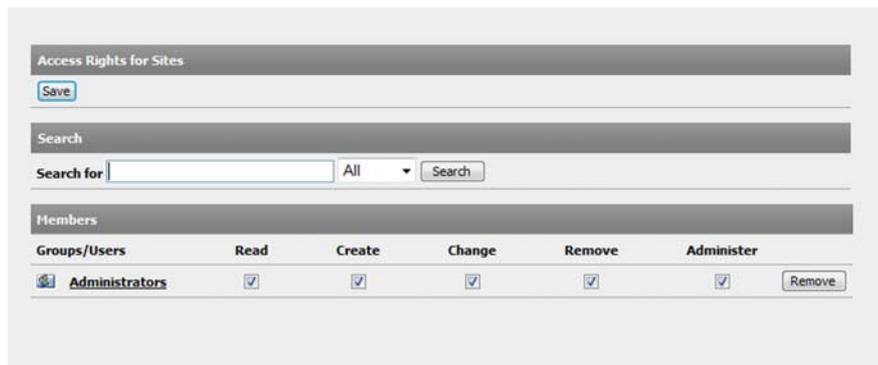
Administrative Access Rights for System Settings

The **System Settings** section contains the members and groups that have access to view the System Settings part of the site administration. For information about how to add and remove users, see *Administrative Access Rights for Administration* on page 59.



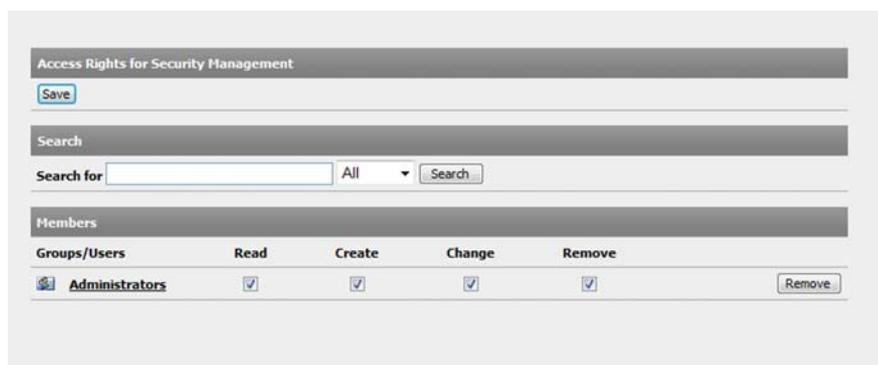
Administrative Access Rights for Web Sites

The **Web Sites** section gives users and groups access rights to view and make changes in the **Web Sites** section in System Settings. For information about how to add and remove users, see *Administrative Access Rights for Administration* on page 59.



Administrative Access Rights for Security

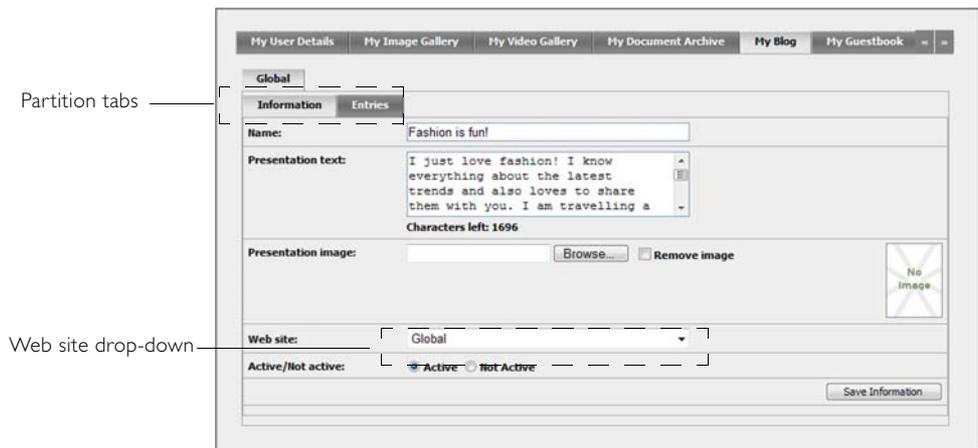
In the **Security** section, moderators can give users and groups general security rights. This includes adding, changing and removing other users and groups. For information about how to add and remove users, see *Administrative Access Rights for Administration* on page 59.



Community Partitioning

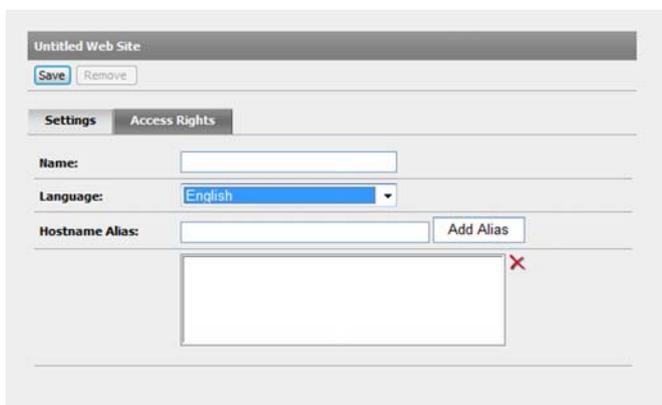
With community partitioning it is possible to separate community content within an EPiServer Community installation. Community partitioning is available for content when either partition tabs or Web site drop-down menus are visible as shown below.

The EPiServer Community 3 Entry License includes one (1) partition. To be able to use Community Partitioning an extended license is needed. Required license and additional implementation is available through EPiServer Partners.



Moderators can choose new and default language to use on the site. Hostnames are added by typing a name in the **Hostname Alias** text box, followed by clicking **Add Alias**.

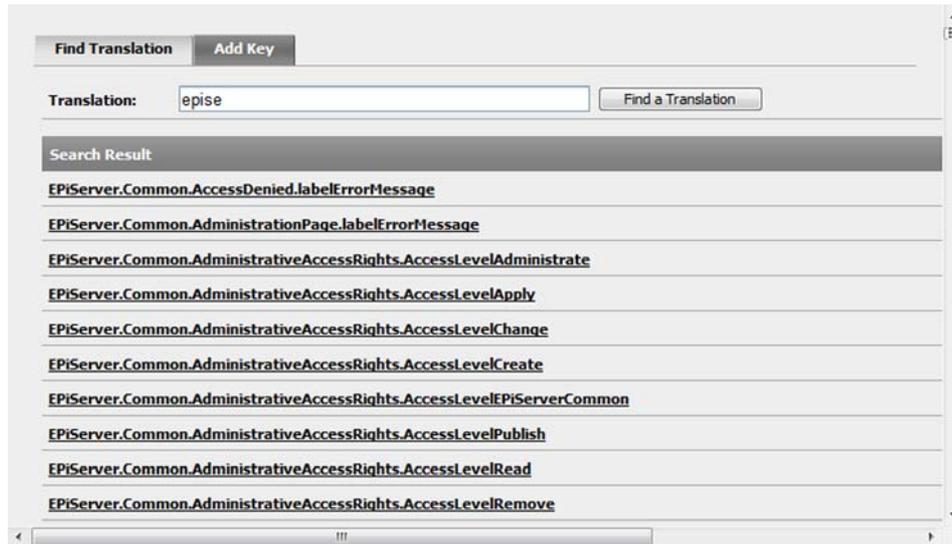
Moderators set what groups and users are allowed to operate on this site in the **Access Rights** tab. The access rights available are Read, Create, Change, Remove and Administer.



Globalization

The **Globalization** section allows moderators to translate texts in order to have Web pages available in several different languages.

Search for language keys and edit or remove them by clicking **Find a Translation** in the **Find Translation** tab.



The **Edit Globalization Key** dialog is displayed when you have clicked a key. This dialog displays the languages into which the key has been translated. Texts can be changed and languages can be added or removed.



Add new keys by filling in the information in the **Add Key** tab and clicking **Add Key**. To edit an existing key, search for the key and click its name to open the editing dialog.

Licensing

The **Active License** menu option contains information that is specific for your license. It lists all the products that are installed on your system. The license has restrictions for the maximum number of sites that the moderator can create and the maximum number of users that can register on the community. It also contains an expiration date for the whole license as well as IP restrictions on the servers that are hosting the system.

Index

A

Abuse reports	54
change status	54
detailed information	54
removing	54
Access rights	
clubs	29
forums	22
rooms	23
Activating	
experts	46
Adding	
attribute values	19
groups	58
tags	19
users	58
Administration interface	7
Administrative access rights	59
Web sites	60
administration	59
security	60
system settings	60
Administrator	7
Approving	
club ads	28
clubs	28
experts	45
images	13, 32
unapproved club ads	29
unapproved clubs	28
user portraits	11
videos	14
At-a-glance	8
Attribute values	19
Attributes	56

B

Blog	
creating	40
editing	40
Blog entry	
editing	15, 40

C

Calendars	
creating	38
removing	38
Campaigns	
changing existing campaigns	53
creating	53
Categories	56
creating	56
Changing	
club member status	30

image status	42
questions	46
Club ads	
approving	28
approving unapproved	29
disapproving approved	29
removing approved	29
removing unapproved	29
Club documents	
downloading	36
removing	37
uploading	36
Club forum topic	
creating	34
editing	34
moving	35
removing	34
Club forums	26
Club members	
changing status	30
Club messages	
editing	33
Club poll	
creating	36
Clubs	
access rights	29
approve unapproved	28
approving	28
creating	27
deleting	28
disapproving approved clubs	29
removing approved	29
removing unapproved	28
searching	27
Contest	
create	48
creating contest questions	48
removing	48
view contest submissions	49
Contest management	48
Creating	
blogs	40
calendars	38
campaigns	53
categories	56
club forum topics	34
club polls	36
clubs	27
experts	45
polls	18, 52
rooms	23
topics	25
D	
Database	6
Deactivating	
experts	46
Deleting	

clubs	28	I	
users	11	Image gallery	42
Detailed club information	30	Images	42
Direct messages	18	approving	32
Disapproving		change status	42
approved club ads	29	edit image information	43
approved clubs	29	removing	32
Documents		searching	42
downloading	15	upload	31
removing	15	Introduction	5
uploading	15	L	
Domain		Licensing	62
adding	50	Login	8
Downloading		M	
club documents	36	Mail server	
documents	15	adding	50
E		Manage club access rights	30
Editing		Manage forum access rights	22
Guestbook entries	17	Manage room access rights	24
blog entries	15, 40	Managing calendars and events	38
club forum topics	34	Member	6
club messages	33	Member expert	45
existing blogs	40	Moblogs	51
image information	43	filter	51
news entries	32	Moderate rooms	24
room details	23	Moderator	6
topics	25	Moving	
Events		club forum topics	35
creating	38	topics	26
editing	38	My Document Archive	14
removing	39	My page	12
Experts	45	N	
activating	46	News entry	
approving	45	edit	32
assigning	46	O	
create	45	Owner	6
deactivating	46	P	
external expert	45	Poll management	52
member expert	45	Polls	
removing	45	creating	18, 52
External expert	45	Predefined tags	56
F		creating	56
Forums	21	removing	56
access rights	22	Publish a question	46
creating	21	Q	
managing access rights	22	Questions	46
removing	21	adding related questions	46
renaming	22	changing	46
G		publishing	46
Globalization	61		
Graphical profile	5		
Groups			
adding	58		
Guestbook entries	17		

rejecting	46	Club Members	30
removing assigned questions	46	Club Messages	33
R		Club News	32
Reject a question	46	Club Poll	35
Related questions		Club Video Gallery	32
adding	46	Clubs Ads	31
Removing		Contest Submissions	49
abuse reports	54	My Blog	15
approved club ads	29	My Direct Messages	18
approved clubs	29	My Guestbook	16
assigned questions	46	My Image Gallery	12
attribute values	19	My Polls	17
calendars	38	My User Details	12
club documents	37	My Video Gallery	13
club forum topics	34	My Webmail Account	18
documents	15	My user details	12
events	39	Reported Users	55
experts	45	Reporting Users	55
images	13, 32	Reports	54
rooms	23	Tags	19
tags	19	Tags	56
topics	25	adding	19
unapproved club ads	29	Terminology	6
unapproved clubs	28	Topic	
videos	14	creating	25
Reported users	55	editing	25
Room		moving	26
access rights	23	removing	25
creating	23	U	
editing details	23	Uploading	
managing access rights	24	club documents	36
moderating	24	documents	15
removing	23	images	13, 31
S		videos	13
Searching		User management	10
clubs	27	User portraits	
groups/users	59	approving	11
images	42	Users	
users	10	adding	58
Signature		deleting	11
adding	50	searching	10
Simple/advanced search	10	simple/advanced search	10
System messages	20	V	
sending	20	Video Gallery	43
System settings	58	Viral marketing	53
T		Visitor	6
Tabs	14	W	
Attributes	19	Webmail account	18
Categories	19	Webmail management	50
Club Calendar	37	Working	21, 23, 40
Club Details	30		
Club Document Archive	36		
Club Forum	33		
Club Image Gallery	31		

