GUIDE
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1. FORUM USAGE

The Forum in TEMPUS project is the means by which the attendees acknowledged, discuss about the various topics, so that a virtual community can arise.

The FORUM has the following structure:

1. Name of the working group
   a. Name of the discussion (topic)
      i. Contents of the discussion (Post)

For each working group, a group where it is possible to find all the topics the group is discussing about, is created. Entering the discussions (topic) it is possible to see what was told so far, carrying out a new participation with the button (Post Reply) or asking to receive an email for every new participation subscribing to the discussion with the button (Subscribe).

Hereby there are the steps to follow to use the forum functionalities.

1.1.1 Access to a discussion

To access to a discussion already present and read its contents it is necessary to follow the steps reported hereby:

1. Open the web browser normally used to work, insert in the address bar the following address (http://serlab.di.uniba.it/tempus/) and
2. Select the entry “Sign Up / Login” on the top right of the page.

3. On the left of the window it is necessary to insert the user’s credentials and select “Log In! The credentials required are the ones
4. If the credentials inserted are correct, a confirmation message which will confirm their acknowledgement by the portal will be displayed.
5. Once this has been done, it is possible to display in the address bar a new entry “Forum”.

6. Select in the main menu the entry “Forum”, to access to the section where the discussions are contained.

7. In the main part of the page, there are all the active discussions in the platform to display one of these it is necessary to click on the
8. In the main part of the screen it is possible to display and read all the topics of the discussion chosen, in the current guide the only topic is “example for guide”.

9. End.
1.1.2 Post insertion (with or without attachment)

1. Open the web browser normally used to work, insert in the address bar the following address (http://serlab.di.uniba.it/tempus/) and press enter.

2. Select the entry “Sign Up / Login” at the top right of the page.

3. On the left of the window, it is necessary to insert the user’s credentials and select “Log In!” button. The credentials required are
4. If the credentials inserted are correct, a confirmation message about the acknowledgement of the credentials by the portal, will be displayed.
5. Once this has been done it is possible to display in the address bar a new entry “Forum”.

6. Select from the main menu the entry “Forum”, to access to the section where the discussions are contained.
7. In the main part of the page, there are all the categories of discussions active in the platform; to display one of these it is necessary to click on the name of the discussion chosen (General discussion, PMC, DWG...).
8. In the main part of the page it is possible to display and read all the topics of the discussion chosen. In the present guide the topic
9. To open a new post it is necessary to select the button “New Topic”, thus accessing to the page where inserting the info required for the opening of a post (subject – that is, the title of the post, the body of the post, and if necessary a file can be attached). To complete the job it is necessary to select the button on the bottom right “Save”. 
10. A message will confirm the insertion performed of the new post.

11. End post insertion.

12. When post insertion procedure ends, whoever among the persons registered, is able to display it. To have a notification about the insertion of a post on behalf of other subjects, it is necessary to follow the steps indicated below.

12.1 Go to forum and click on one of the discussions chosen. As an example, the PMC discussion is selected:
12.2 Once selected, the following window is displayed:
12.3 At this point, click on **use forum**. The following window will open:
12.4 To complete the performance, press the button **Subscribe**.
12.5 From now on, a notification mail will inform about the post insertion done, where the subscription is performed.

1.1.3 Answer to a post

1. Open the web browser normally used to work, insert in the address bar the following address (http://serlab.di.uniba.it/tempus/) and
2. Select the entry “Sign Up / Login” on the top right of the page.

3. On the left of the window it is necessary to insert the user’s credentials and select the button “Log In! The credentials required
4. If the credentials inserted are correct, a confirmation message about the acknowledgement of the credentials by the portal will be displayed.
5. Once this has been done it is possible to display in the address bar a new entry “Forum”.
6. Select from the main menu the entry “Forum”, to access to the section where the discussions are contained.

7. In the main part of the page, there are all the active discussions in the category; to answer to one of these discussions it is necessary to
select it, clicking on the name of the discussion chosen.

8. To contribute to the discussion select the button “Post Reply”
9. Finally insert the body of the message in the middle of the page and press the button “Save” to end task.

10. End.