

Zavanti

Technology for Advantage

Zavanti User Guide - Forum

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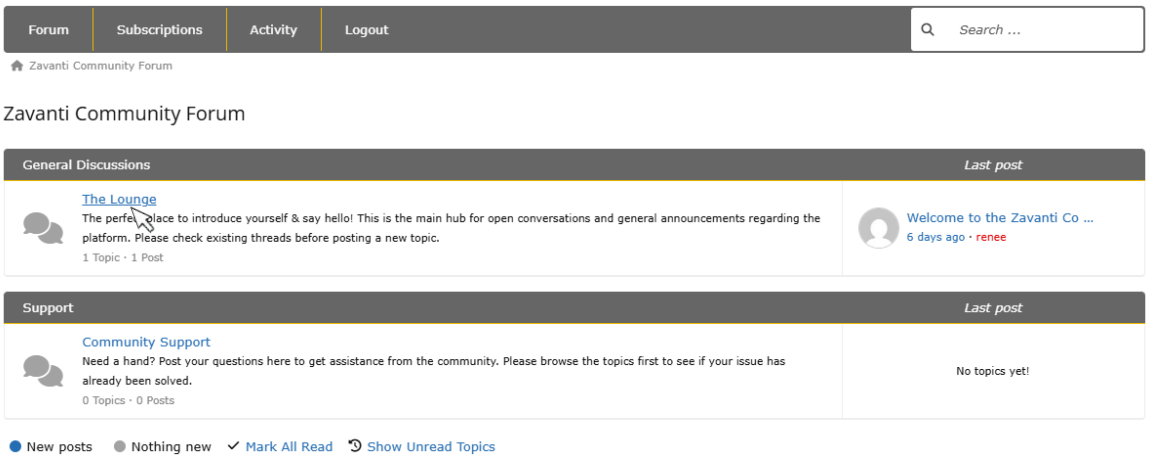
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How to Create a New Topic

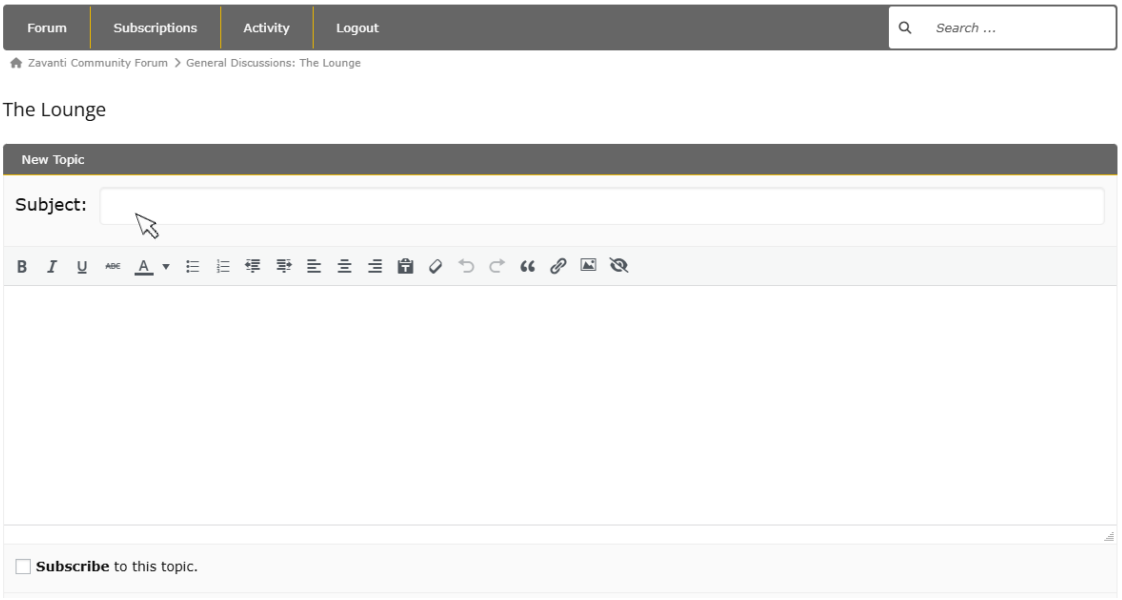
1. Click into the discussion thread you would like to create a new discussion topic for



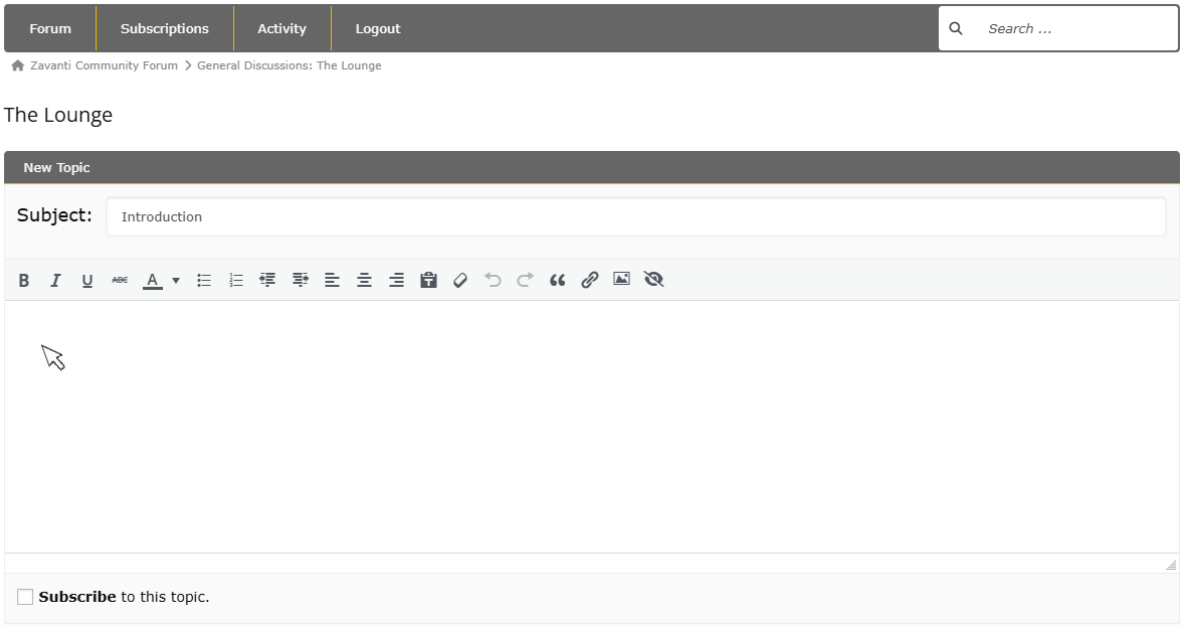
2. Check the current topics to ensure your topic has not already been created
3. Click on ‘New Topic’



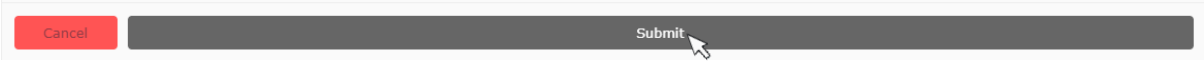
4. Type-in a ‘Subject’ (make sure this is brief, relevant & descriptive of the content matter)



5. In the large box below the ‘Subject’ field, type-in the content you wish to publish in the forum. There are various formatting options in the bar below the ‘Subject’ field, including (but not limited to): Bold, Italicise, Underline, Strikethrough, Font Colour, Bullet Points, etc.

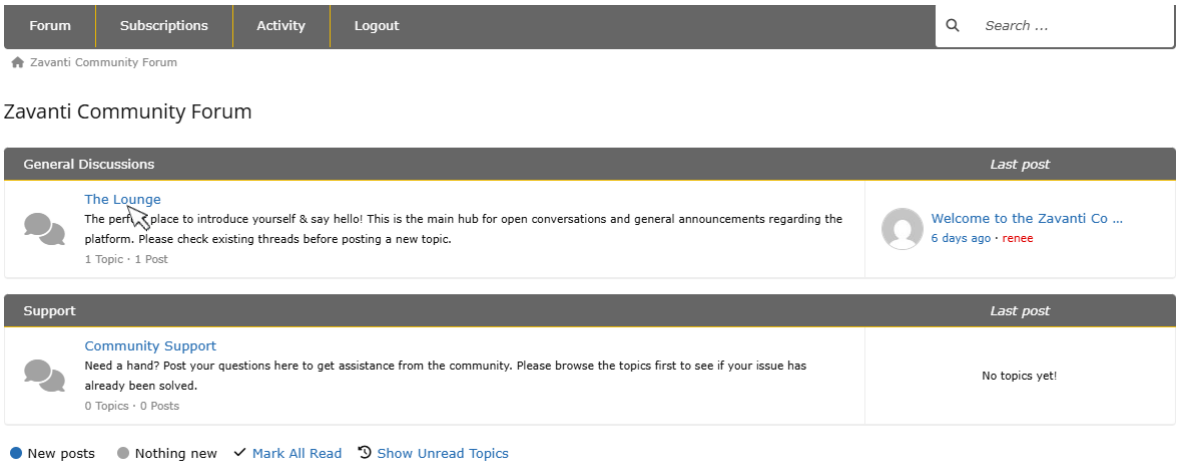


6. Click ‘Submit’ to post your new topic

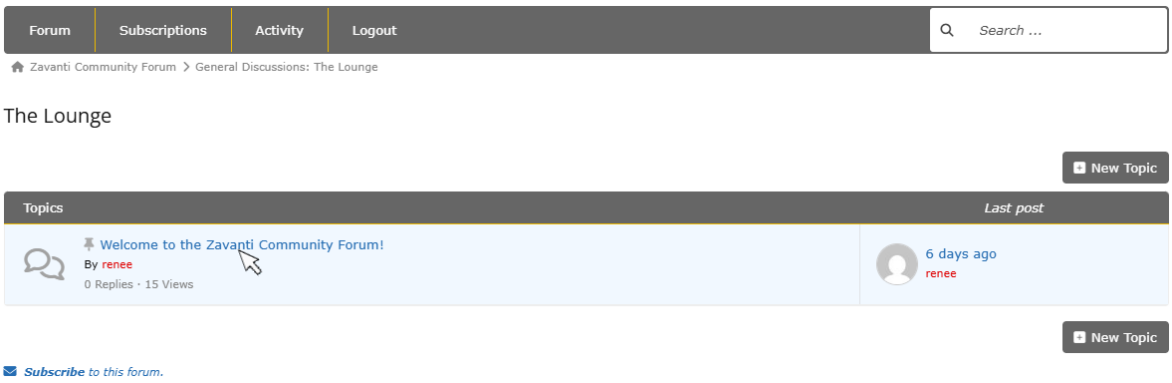


How to Reply to A Forum Post

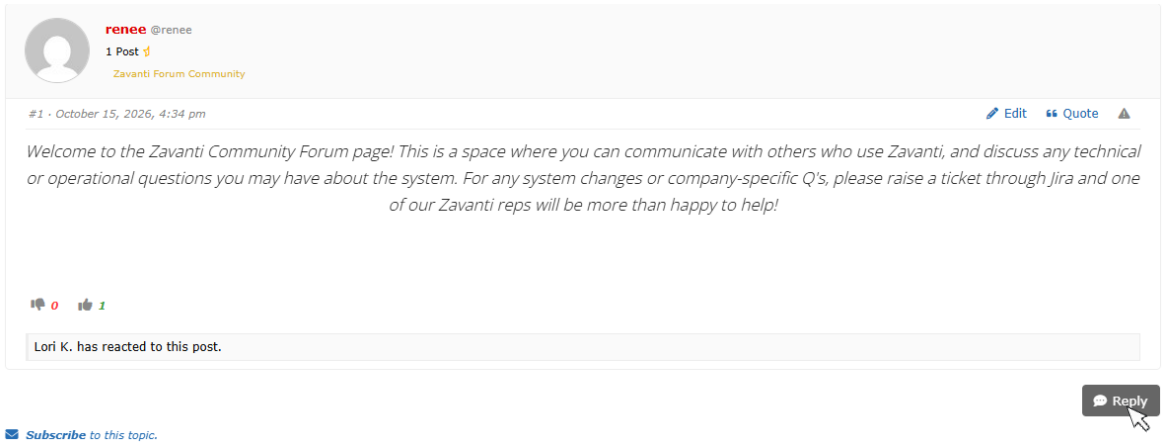
1. Click into the discussion thread you wish to view



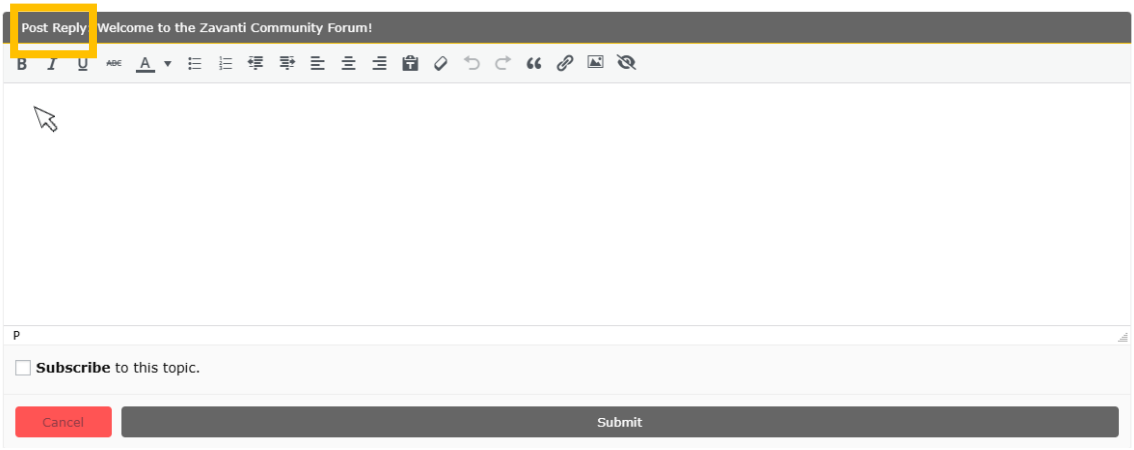
2. Click on the topic you wish to view



3. Click on the ‘Reply’ button underneath the post you wish to respond to



4. Check that the grey banner above the text field reads ‘Post Reply:…’ & write your content into the text field

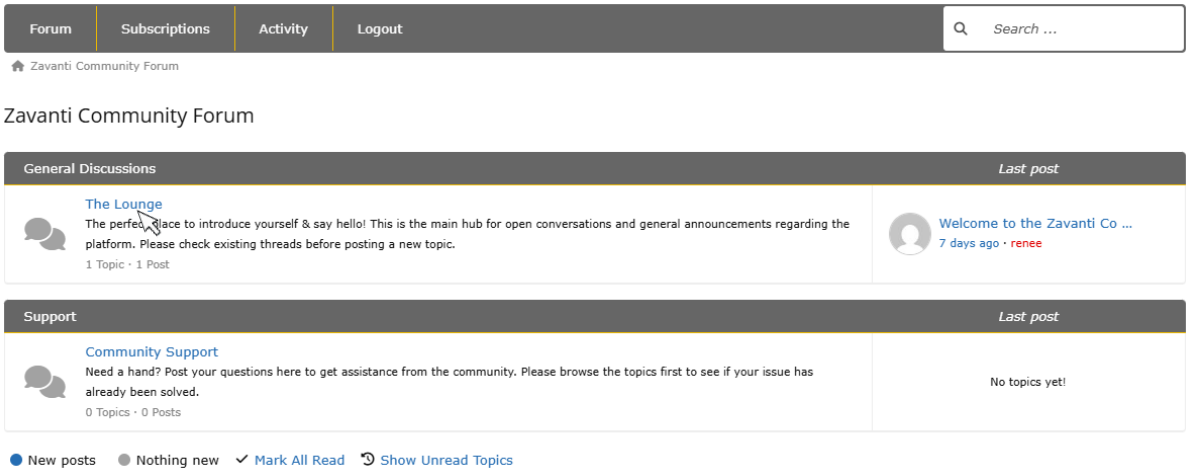


5. Click ‘Submit’

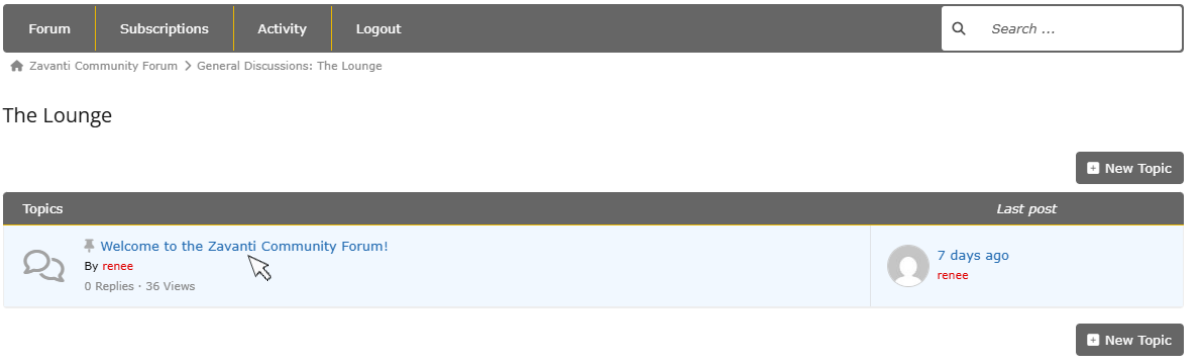


How to Quote Reply to a Forum Post

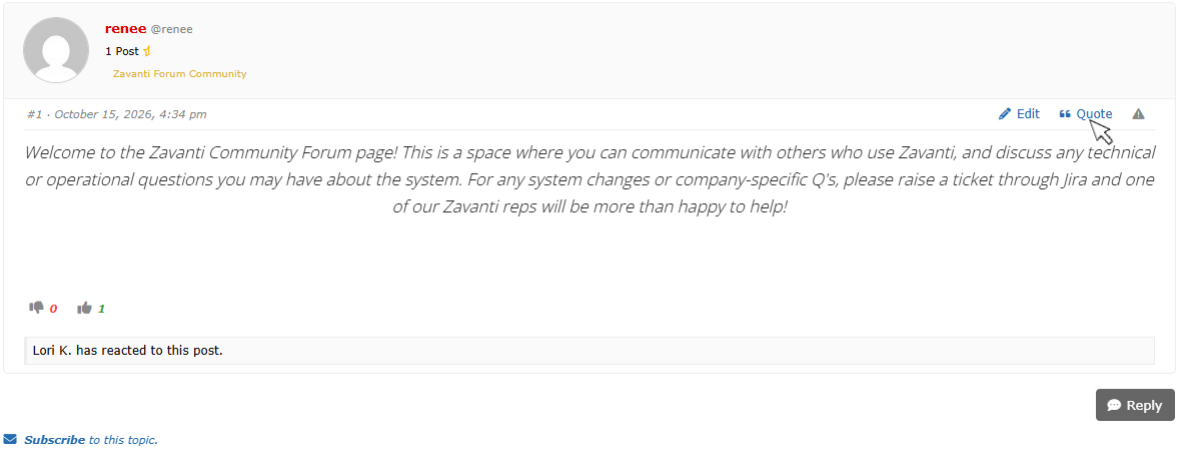
1. Click into the discussion thread you wish to view



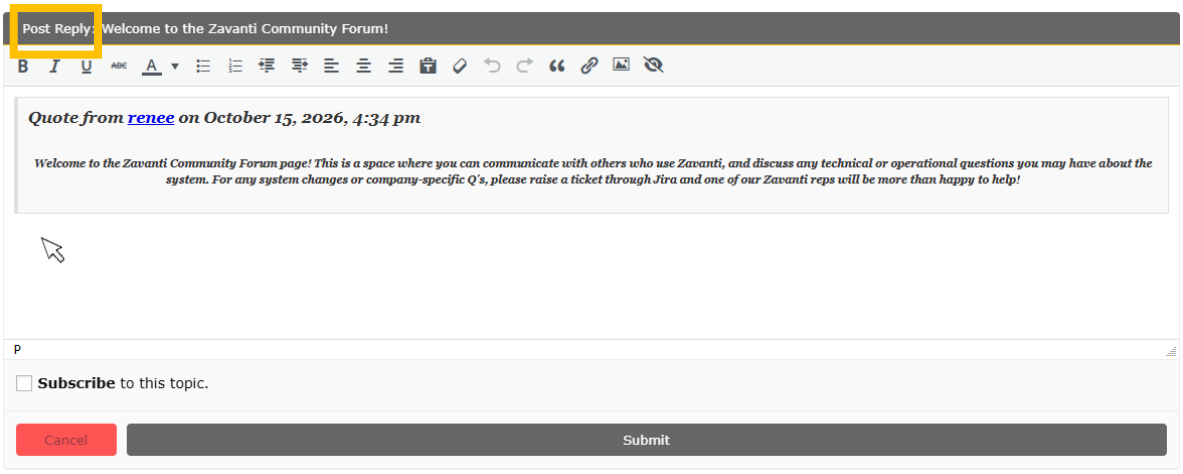
2. Click on the topic you wish to view



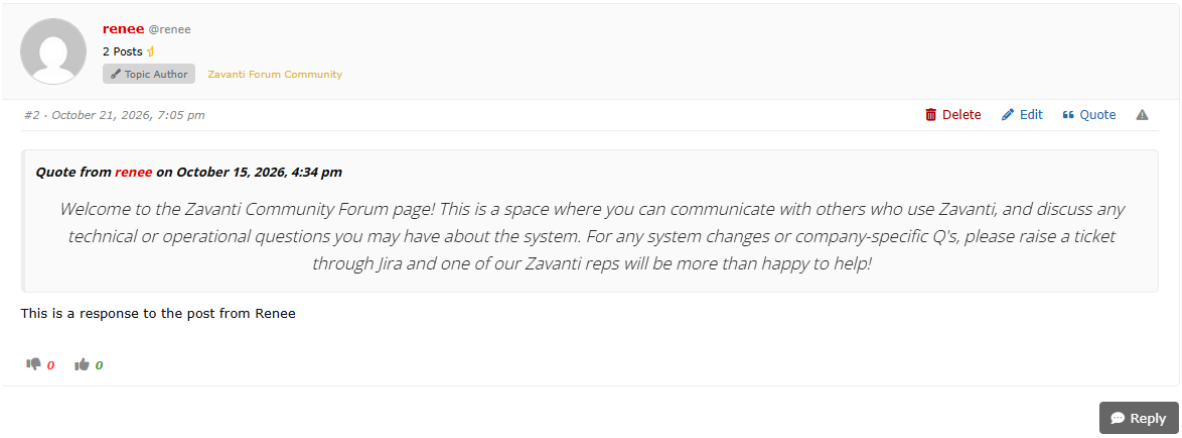
3. Click on the " *Quote* button located in the top left-hand corner of the post (this function is wonderful if there are already several replies to a topic, and you wish to respond to a specific post)



4. A box will appear that says *Post Reply* in the top grey banner. You will also see the exact post appear that you are responding to. Type-in your response in the text field below the quote.

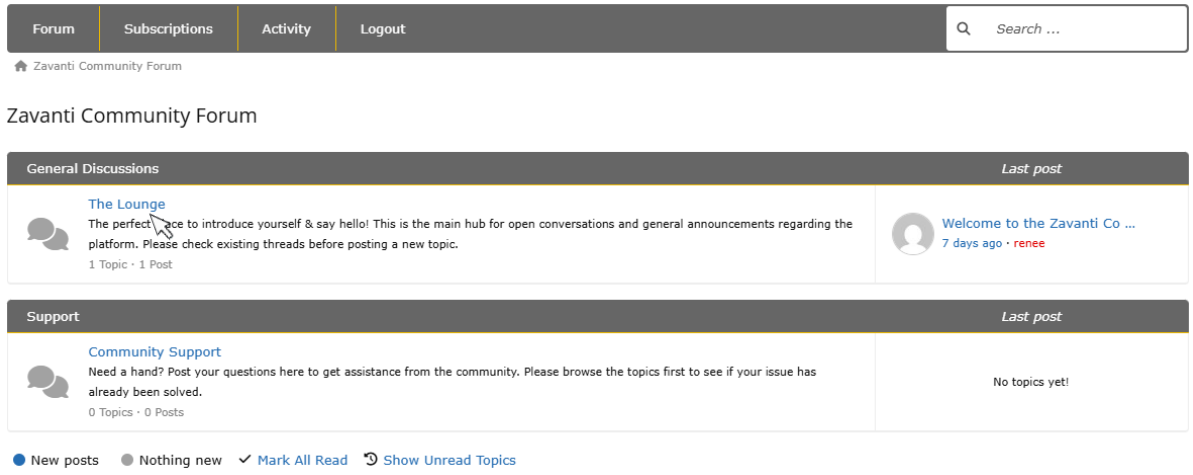


5. Click 'Submit' – the post you quoted will also show in your response

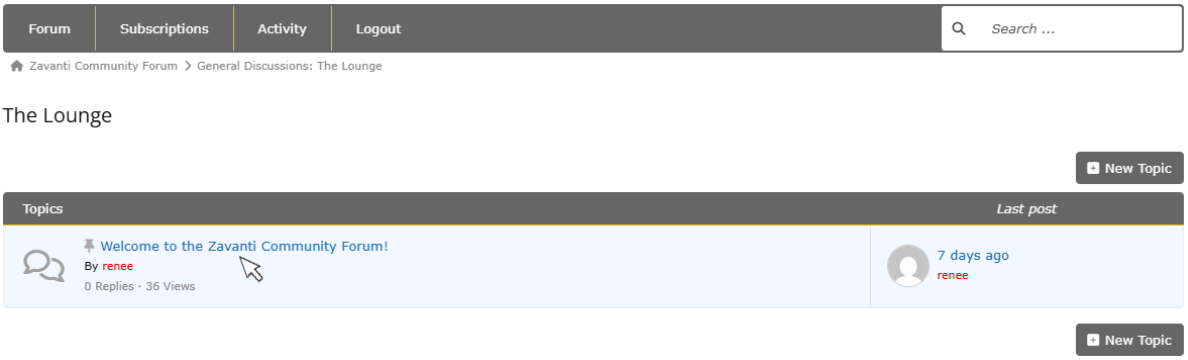


How to Tag Someone in A Reply

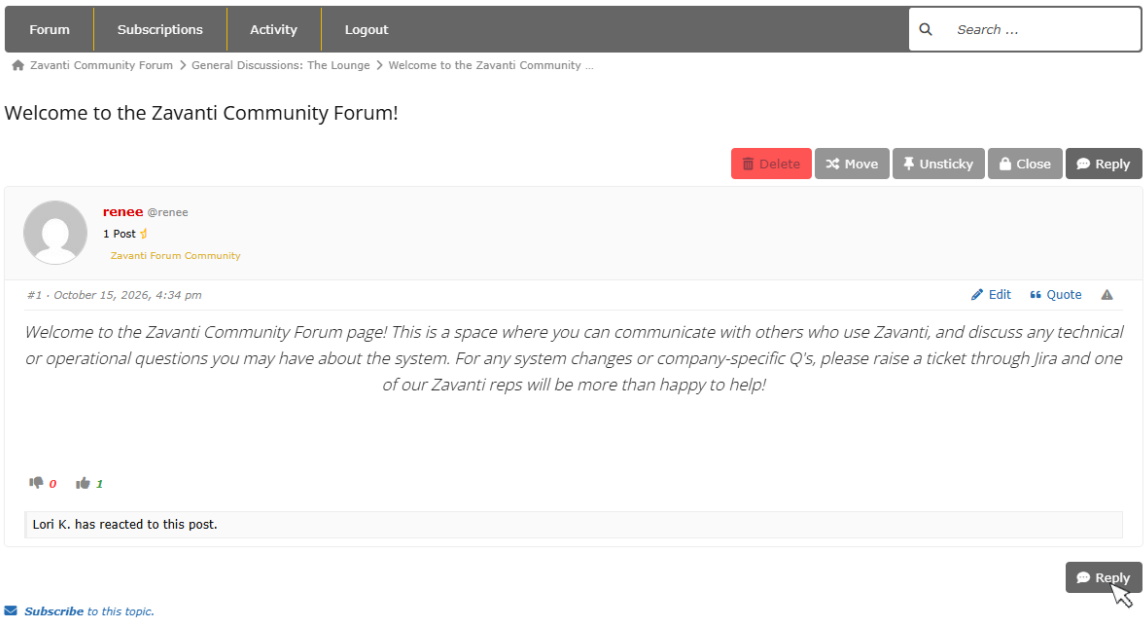
1. Click into the discussion thread you wish to view



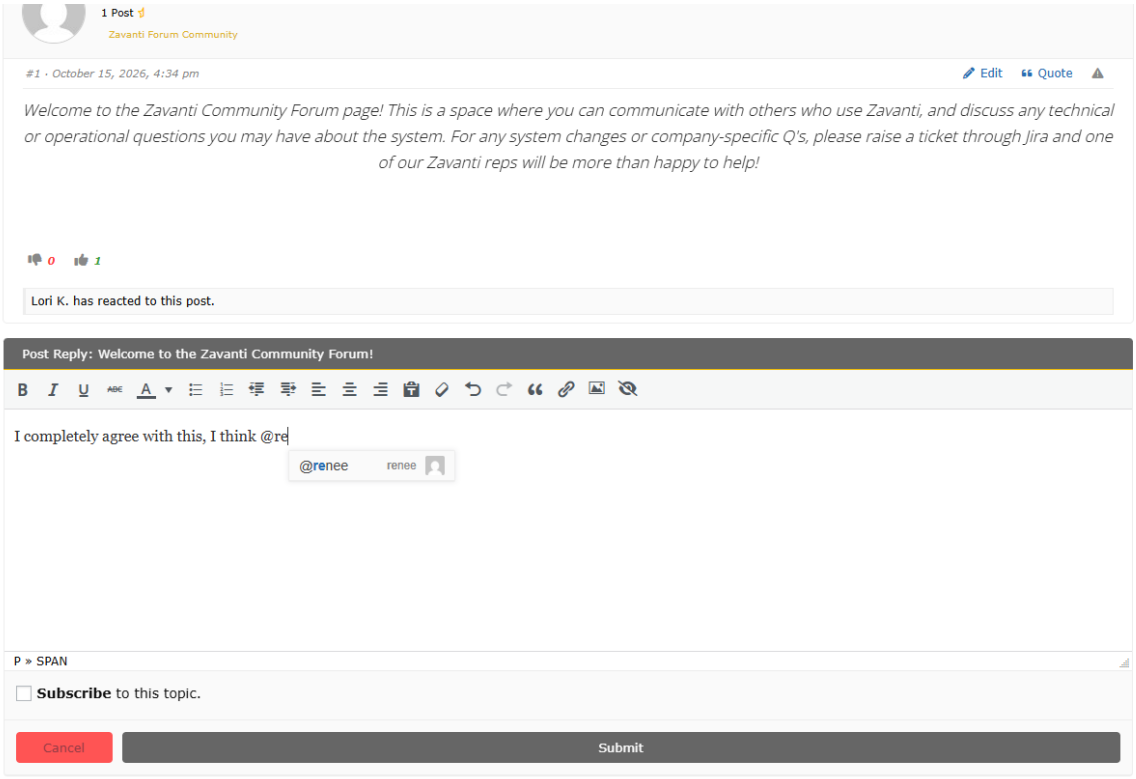
2. Click on the topic you wish to view



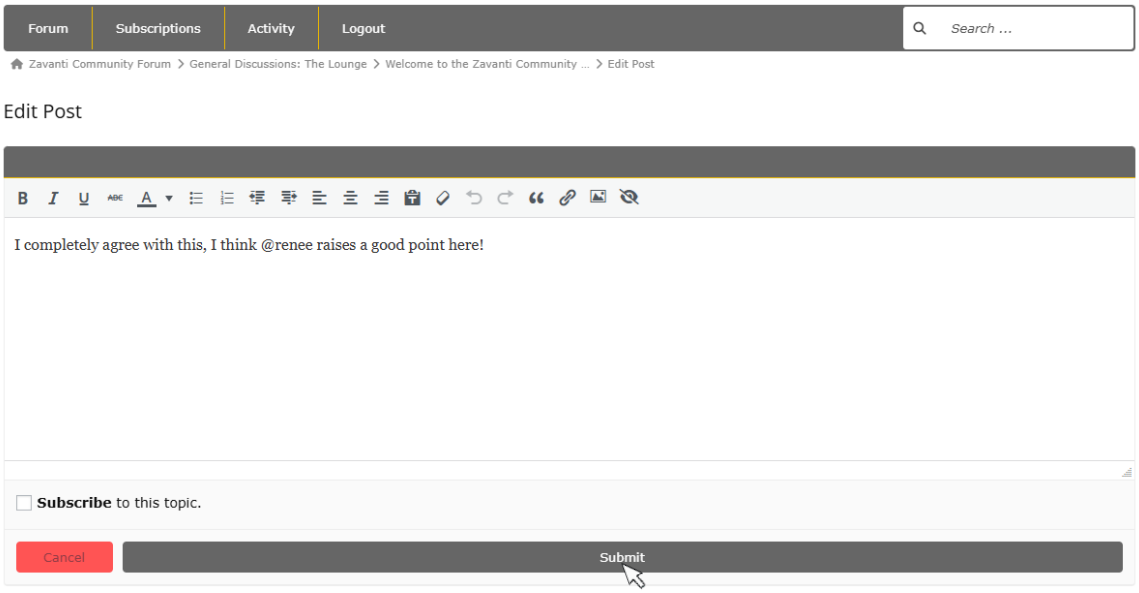
3. Click on the ‘Reply’ button underneath the relevant post you wish to respond to



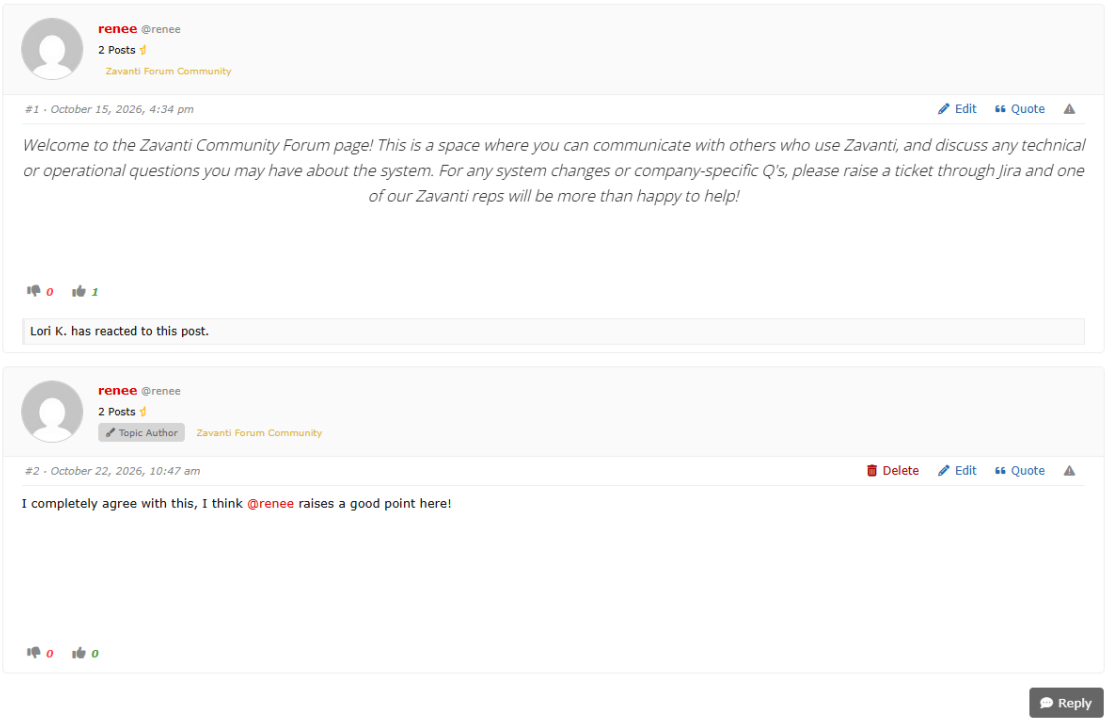
4. Begin writing your response in the text field, then type the ‘@’ symbol and begin typing the person’s username



5. Click on the username that shows, and then complete writing your post & click ‘Submit’

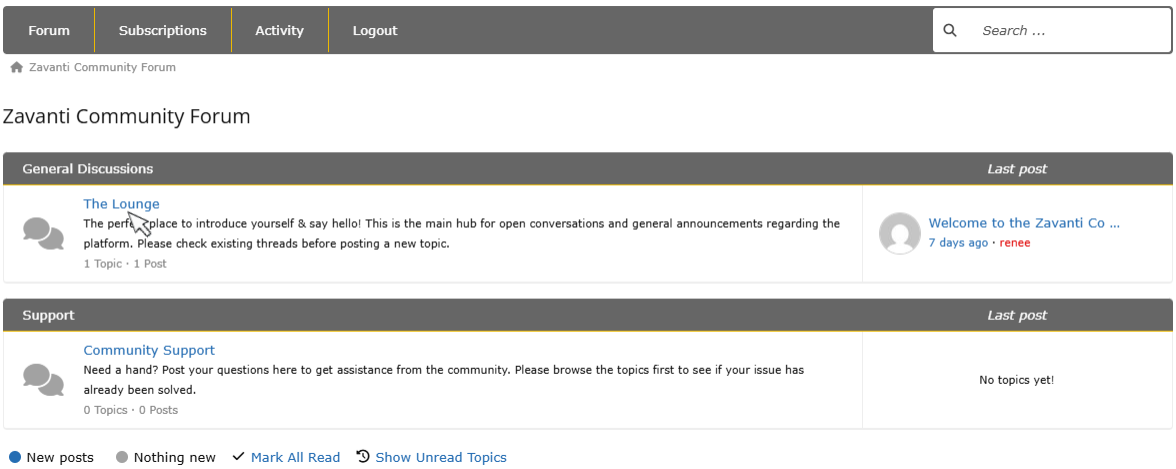


6. Your completed post should show the tagged person in red – they will receive an email, stating that they have been mentioned in a comment

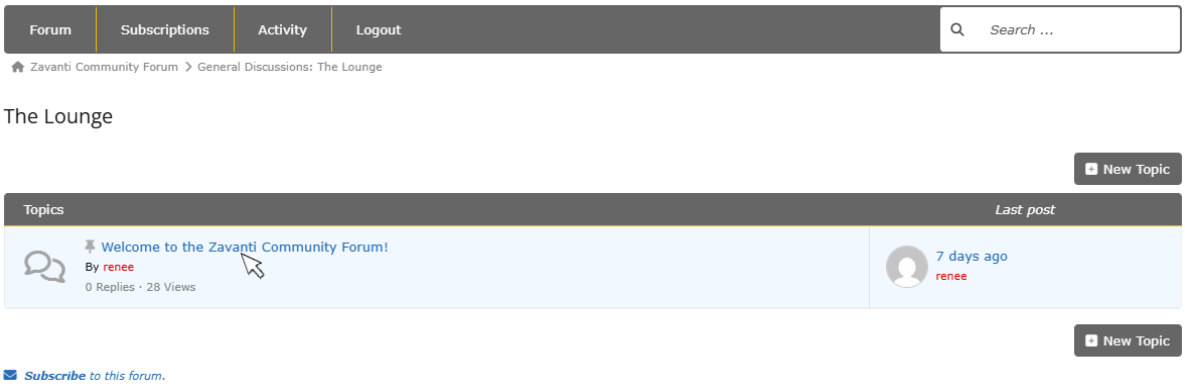


How to React to Posts

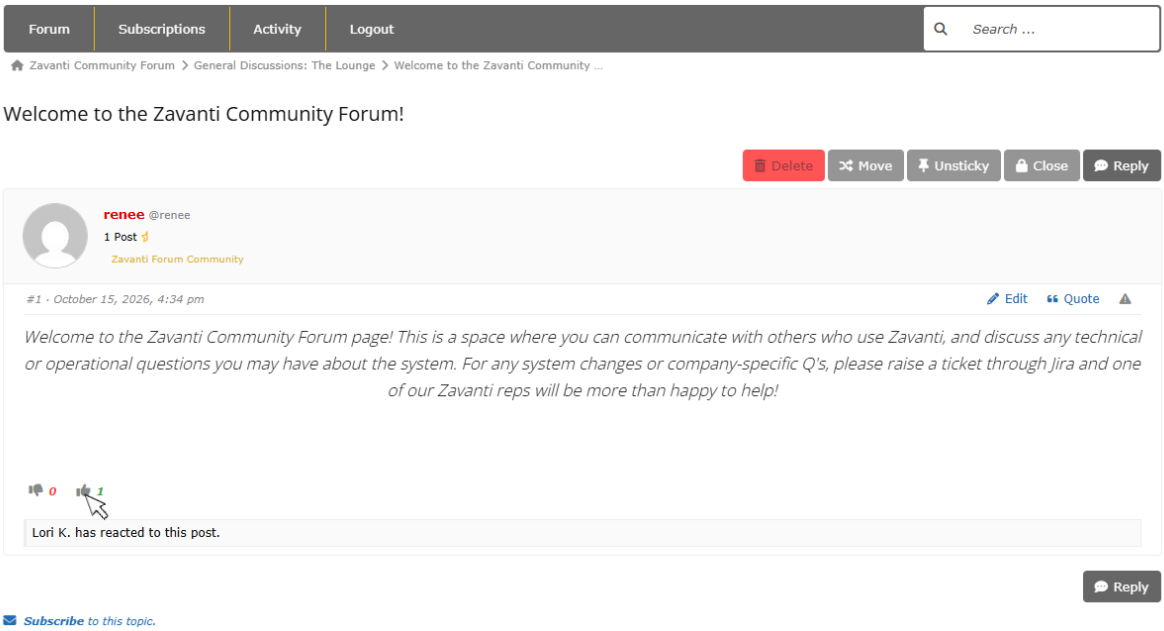
1. Click into the discussion thread you wish to view



2. Click on the topic you wish to view

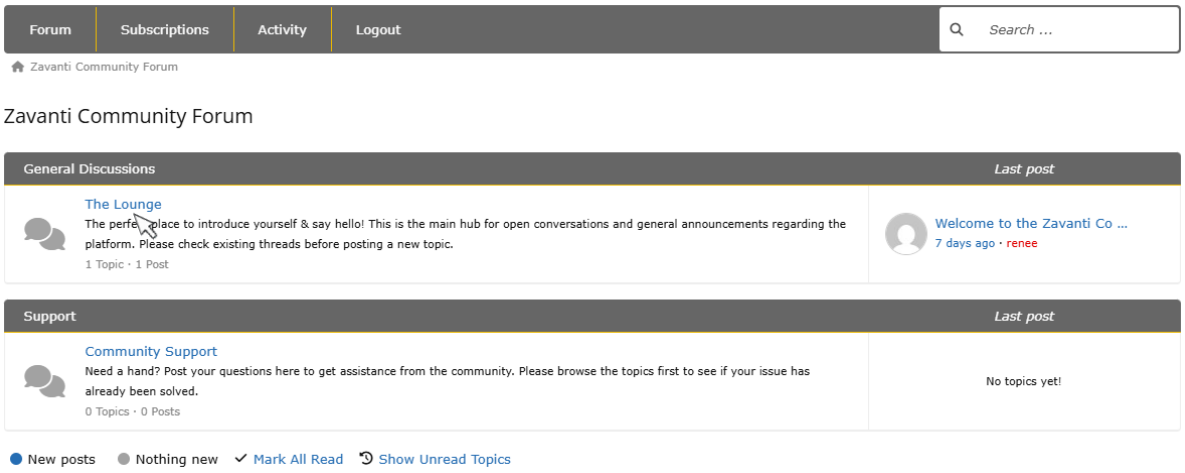


3. Click either the ‘thumbs down’ or ‘thumbs up’ buttons underneath the post you wish to react to

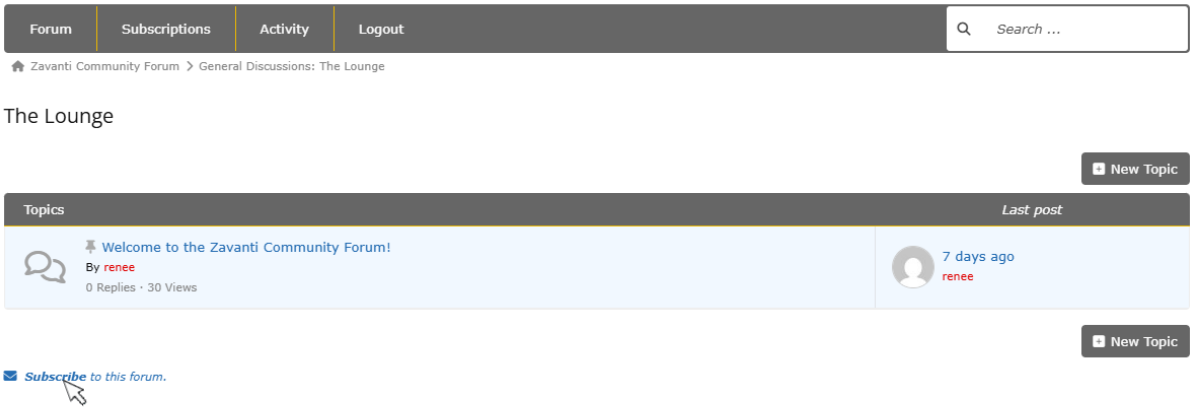


How to Subscribe to a Forum/Discussion Thread

1. Click into the discussion thread you wish to view



2. If you wish to receive updates on any posts from any topic within this entire forum, click the 'Subscribe to this forum' button at the bottom left-hand side of the screen

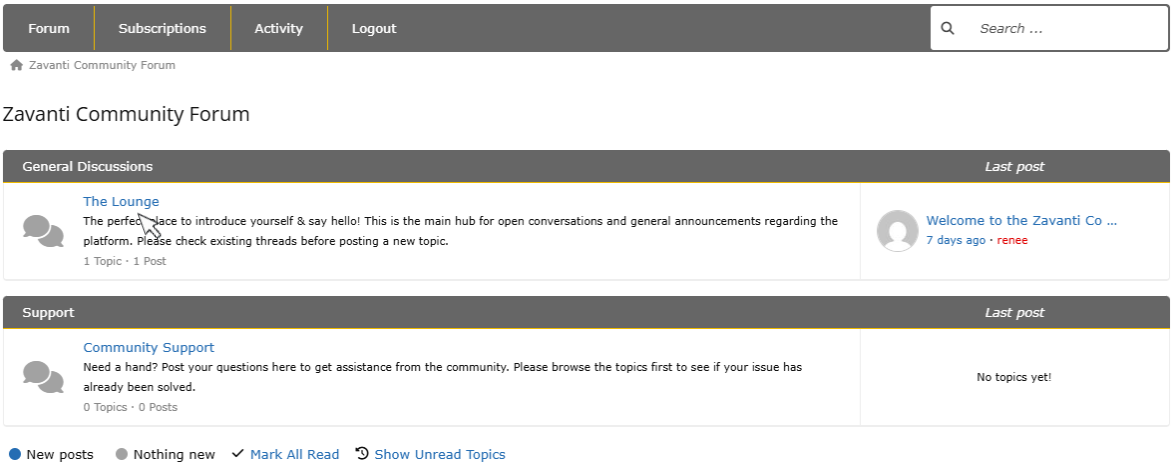


3. Once you have successfully subscribed to the forum/discussion thread, the button will change to read 'Unsubscribe from this forum'

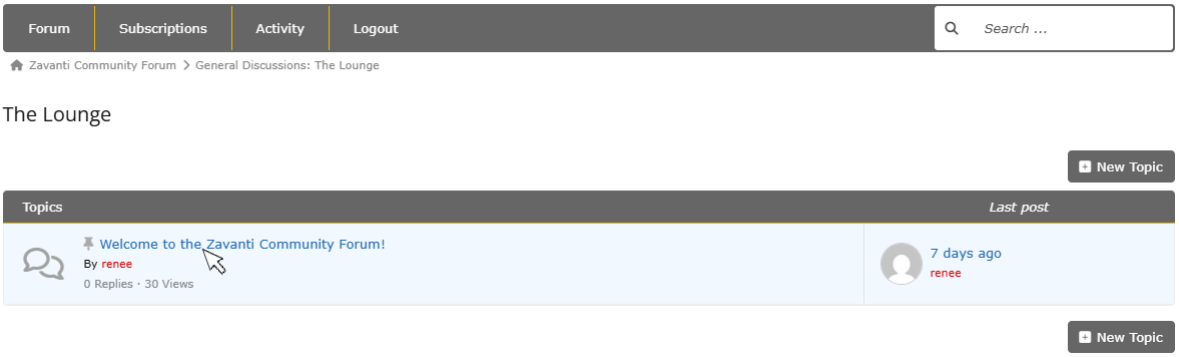


How to Subscribe to a Topic

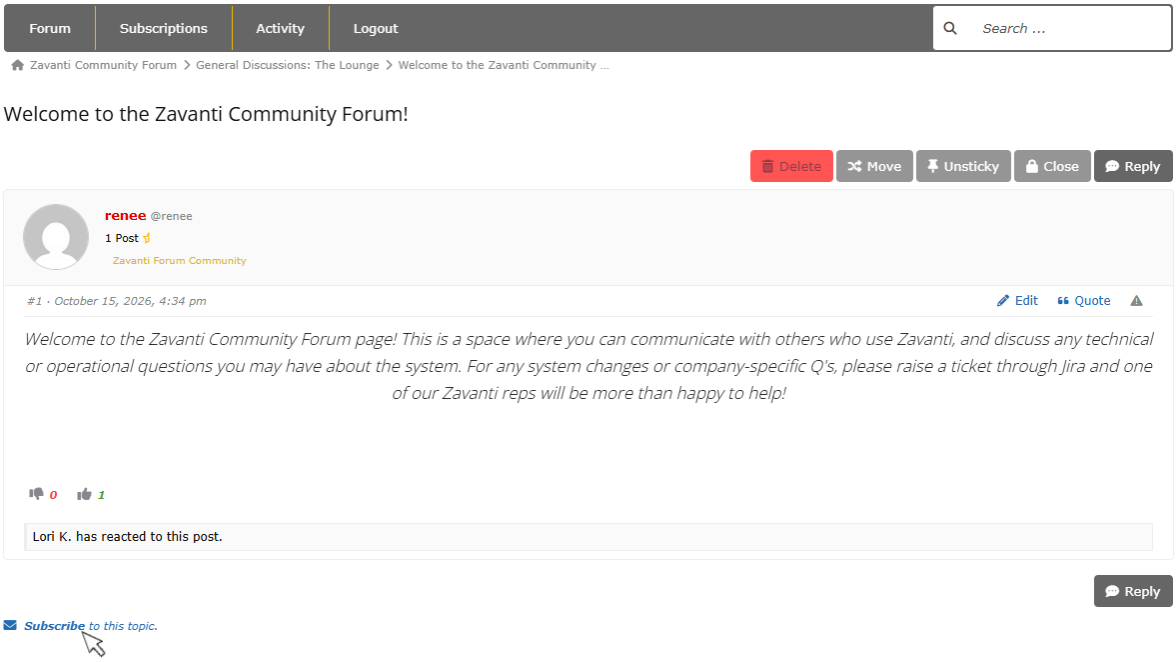
1. Click into the discussion thread you wish to view



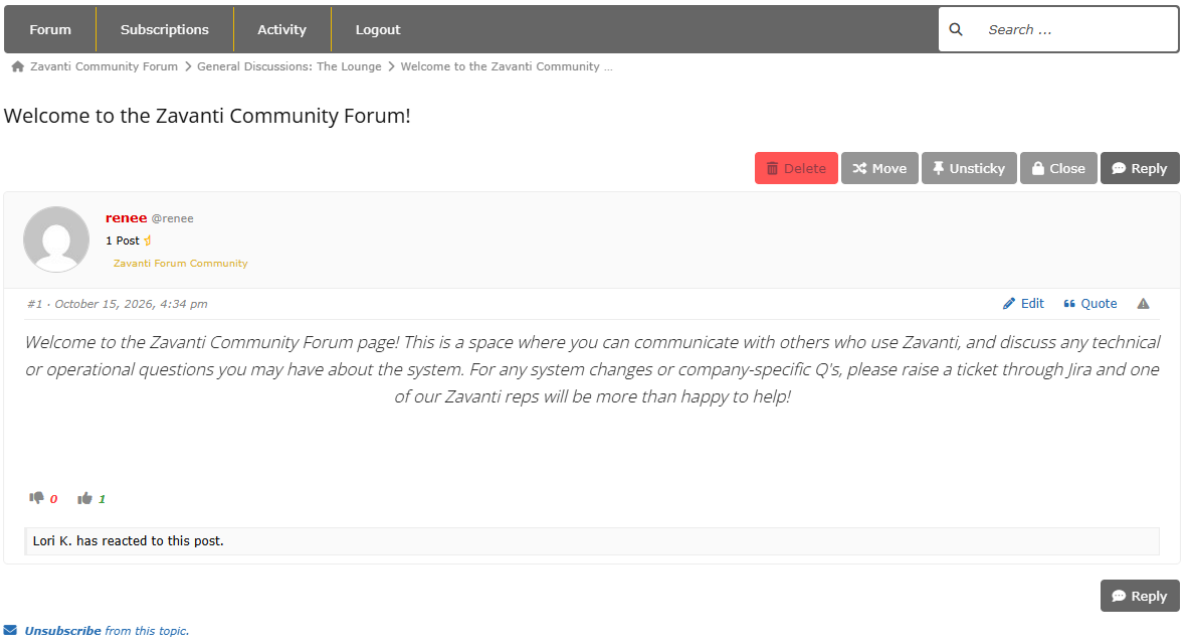
2. Click on the topic you wish to view



3. Click on the ‘Subscribe to this topic’ button

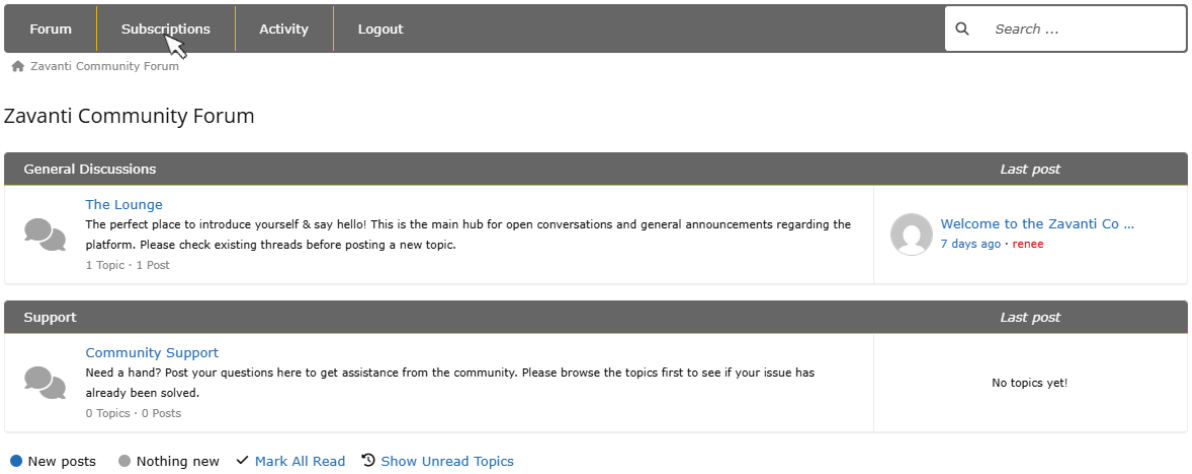


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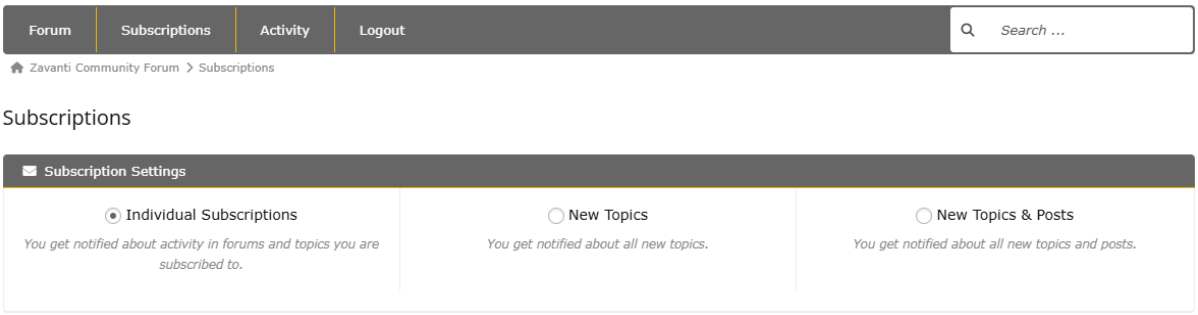


How to View & Manage All Subscriptions

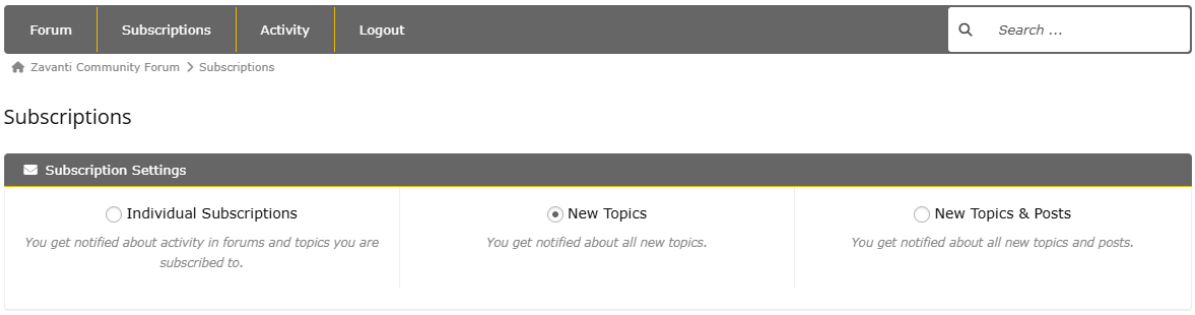
1. From the Forum Home Page, click on the ‘Subscriptions’ button in the top banner of the forum



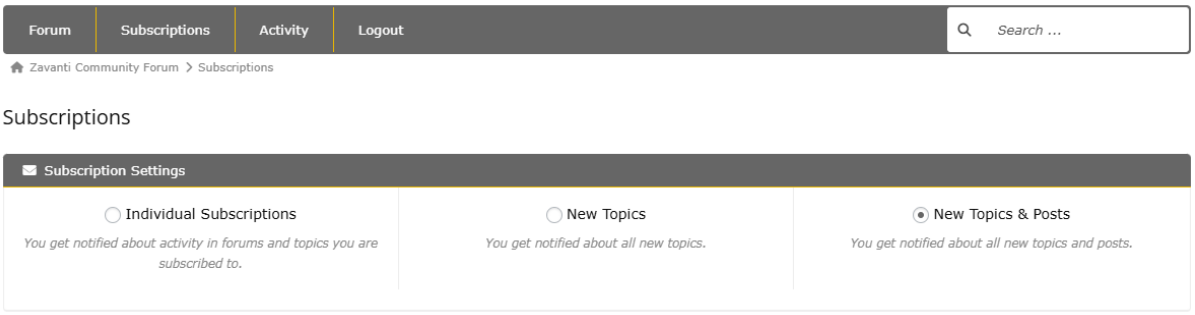
2. If ‘Individual Subscriptions’ is selected: You will only be notified of new activity in the forums or topics you have subscribed to



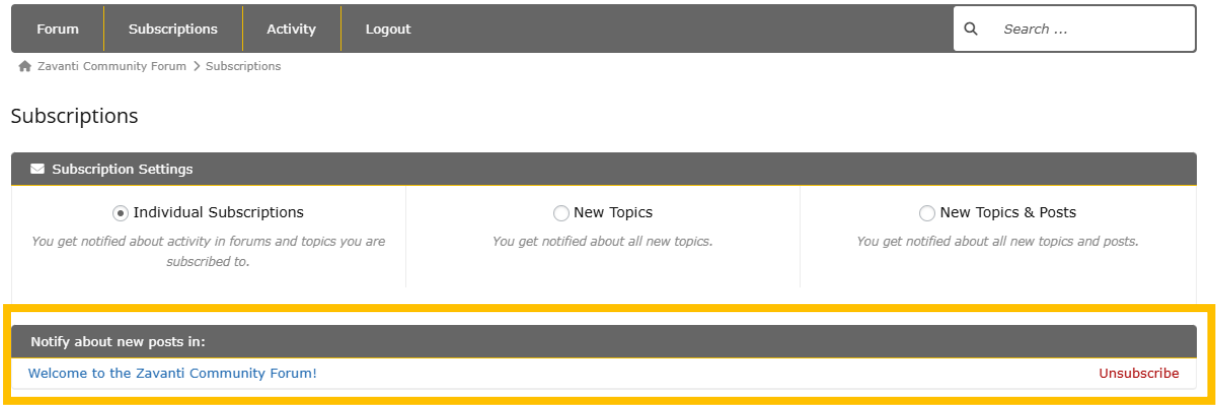
3. If ‘New Topics’ is selected: You will be notified of any new topics that are created (regardless of if you are subscribed or not)



4. If ‘New Topics & Posts’ is selected: You will be notified of any new topics or posts that are created (regardless of if you are subscribed or not)



5. If you have subscribed to a forum, select ‘Individual Subscriptions’, and you will see the name(s) of the forum(s) you have subscribed to under ‘Notify about new posts in:’



6. If you have subscribed to a topic, select ‘Individual Subscriptions’, and you will see the name(s) of the topic(s) you have subscribed to under ‘Notify about new topics in:’

