WebHare Application Portal - WebPack Module

WebPack user manual

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Introduction

A website is more than just content in a nice design. Often you want to include 'interactive' elements, like forums or subscription forms, in your website. The problem with adding these applications is that it usually takes a lot of technical know-how to create and manage them. To make including these options easier WebHare offers you the WebPack module.

WebHare's WebPack module offers powerful extras with which you can make your site more interactive and allows you to get information from your visitors. WebPack offers you the means to simply integrate forums, guest books, polls, and surveys into your website.

This manual is intended for any WebHare user who wants to maintain or start a forum, guest book, poll or survey inside a WebHare site.

This manual does not cover the integration of the WebPack items into your site with respect to design and placement of the items on a specific webpage. For this information, we refer you to the WebPack integration manual.

All screen captures used in this manual assume the following user-specific settings:

- Login with site owner rights
- Login with WebPack module rights
- English language
- Standard skin

> **!** As the screen captures and the options described in this manual assume that the user has full access to the WebPack module, some of the options may not be available to users with different rights.
>
> In these cases the relevant differences will be documented.

1   Getting started

This chapter explains how to reach the "*WebPack items*" page of the *WebPack module*. The "*WebPack items*" page is used as the starting point for all actions in the WebHare WebPack module.

1. After you have logged on to WebHare, you will see your personal WebHare homepage.
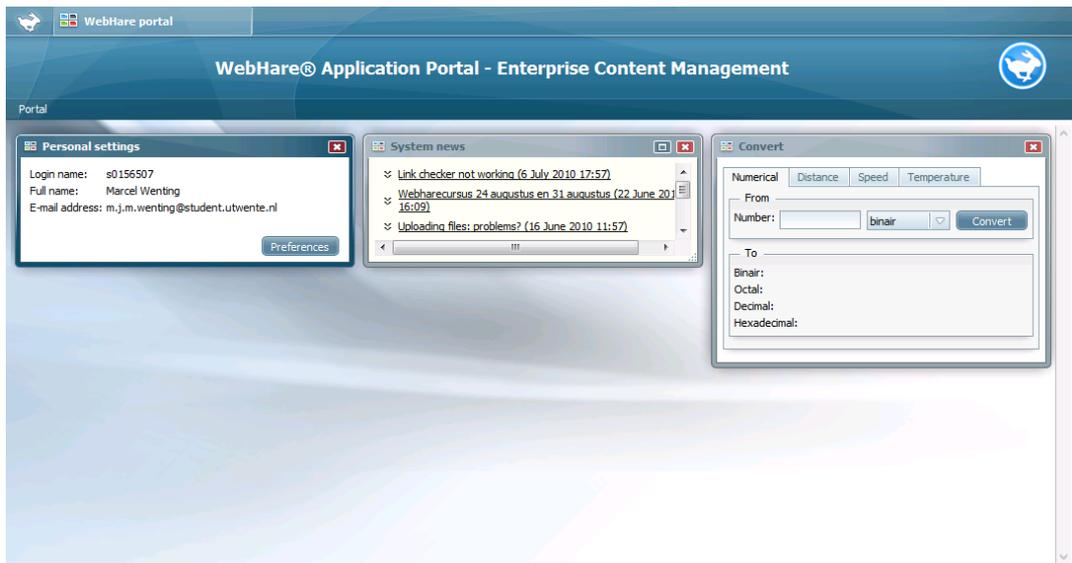
2. Click the **WebPack** button.
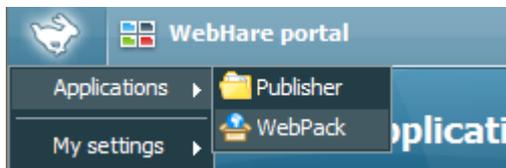
You will see the *WebPack items* screen of the WebPack module.
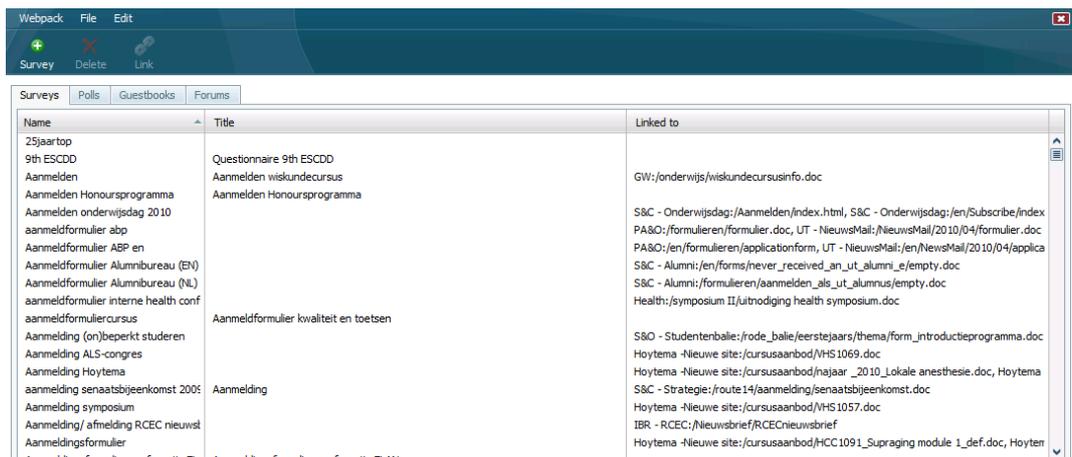
This page shows an overview of all WebPack items to which you have access. The page contains four tabbed sheets that allow you to switch between the different types of WebPack items. You will only see the tabbed sheets that contain the items to which you have access. If you have access only to one WebPack item, you will not see the bar with the tabs at all. The WebPack items to which a user does not have access will not be visible in this page.

2.1   General information

A survey consists of pages, groups and questions. A survey should contain at least one page and a page should contain at least one group. The actual questions are presented in the group.

It is also possible to create a survey consisting of multiple pages, and to present multiple groups on one page.

A group can be used to cluster questions concerning a specific topic. You can for instance group the questions "What is your name?" and "What is your e-mail address?" in the group "Personal information".

The WebPack module supports a wide range of questions that you can add to your survey: open-answer questions, multiple-choice questions in three varieties, questions that require a date, time, or e-mail address as answer, etc. For each question you can specify if an answer is required or optional.

All results of a survey (the data that was entered by the users) are stored automatically. You can also choose to receive an email once a survey has been completed.

2.2   Create a new survey

1.   **Select** the tabbed sheet **Surveys** and click the **New** button in the button bar of the *"WebPack items"* page.
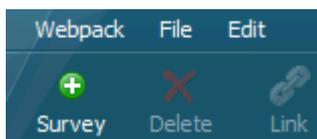
You will see the "*Add a new survey*" page.

2.   Enter some information for the new survey, in the block *Survey properties*.
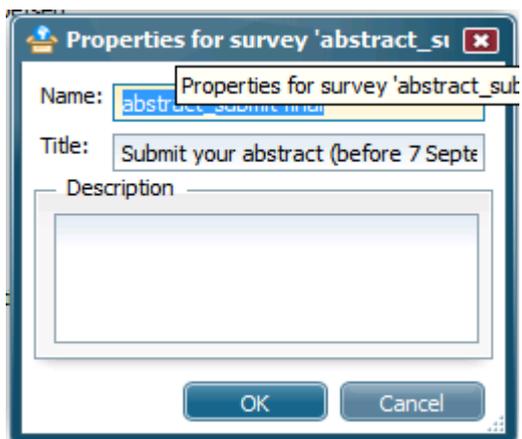
The following fields are available:

Name

Here you can specify the name of your survey. The name is only used within WebHare and will *not* be used in the website where you place the survey.

The name must be unique. It is possible that a name that you have chosen is already in use by another survey to which you might not have access. WebHare will then ask you to change the name of your survey.

Title

In this field you can give the title of the survey. The title of a survey is optional and can be used to give your survey a title in the website where the survey is displayed. If you leave the title field empty there will be no title visible in the website.

Description

You can also optionally enter a short description for the survey. You can use this description in your site to present additional information for the survey. If you don't want a description of the survey in your website, you should leave the description field empty.

3. Click on ``**Ok**''.

You now return to the *WebPack items* screen. The new survey is available in the list.

4. Choose the location to which you want to link the survey.

The easiest way to link a WebPack survey to your site is to associate it with a file in your site. This means that the item is visible on the same web page as the file. You can associate WebPack items with the following type of files:

- Word document (*.doc),
- HTML (*.html),
- WebHare content links (*.whlink),
- WebHare content listings (*.html, *.htm).

You can only associate WebPack items with files that are published in the site(s) to which you have access. To link a survey with a file click the "*add*" button. This opens the "*Choose a file*" dialog.
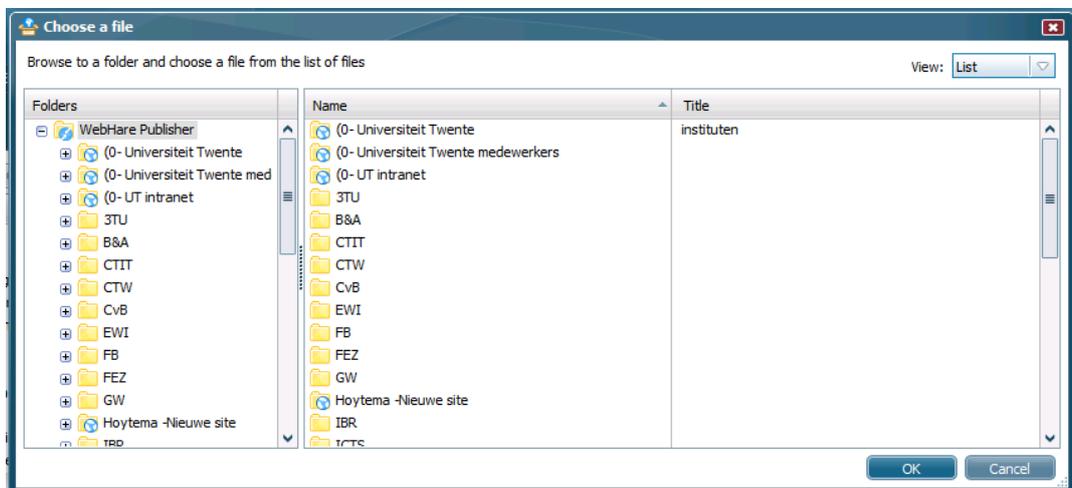
In this screen you can browse to the file that you want to associate your WebPack item with.

5. Completion message

This is the message that is shown when a person has completed the survey. Here, for example, you can write: "Thank you for completing our survey."

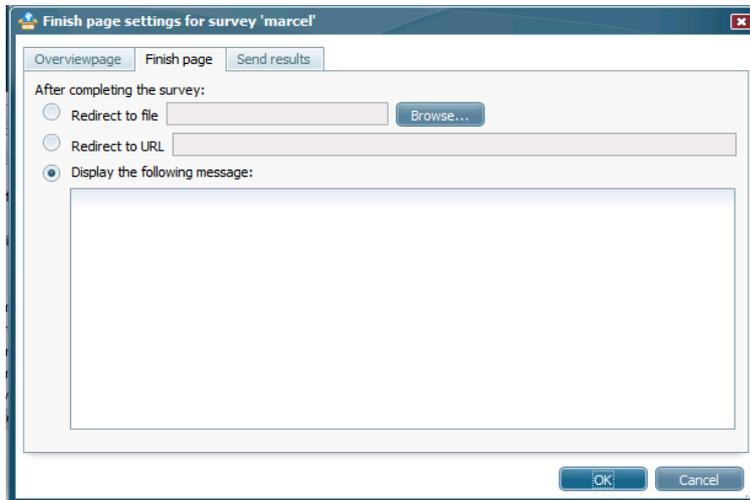First select the survey from which you want to receive the results. Then go to the ``File'' menu and click ``Open''. In the following window select the ``Finish page'' and click the ``Properties'' button. Finally select the ``Finish page'' tab. You should now see the following:

Click ``Ok'' to save your changes.

6. Specify if you want to receive an email with the results of a completed survey.

First select the survey from which you want to receive the results. Then go to the ``File'' menu and click ``Open''. In the following window select the ``Finish page'' and click the ``Properties'' button. Finally select the ``Send results'' tab. You should now see the following:
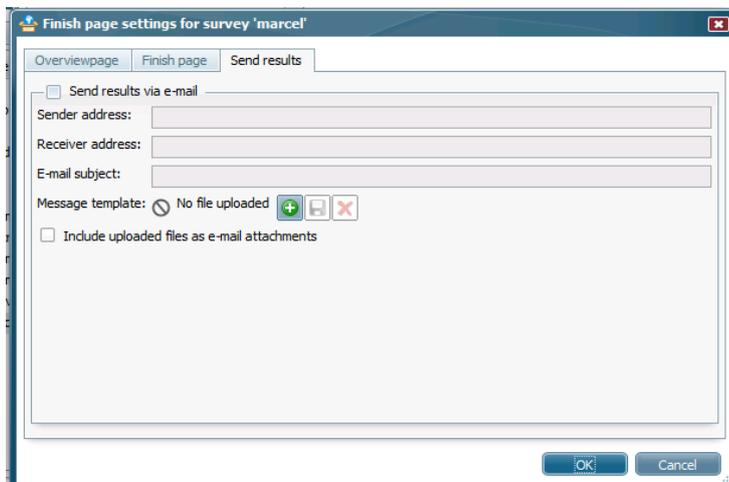
Here you can specify the following fields.

Sender address

This is the email address in whose name WebHare sends the email. You can enter here 'info@<companyname>.com' for example.

Receiver address

This is the email address to which the results of the survey are sent. You can specify multiple addresses that are separated by commas.

E-mail subject

Here you can enter the subject of the email.

Message template

When the email requires a specific design, you can choose to specify a template. This option is very specific and will not be used in most cases.

Attachments

You can choose if you want any attachments that you request in your survey, to be included as attachments in the email.

Click ``Ok'' to save your changes.

2.3   Add a page

The surveys in WebPack basically consist of one or more pages that contain groups of questions.

The first step to filling in our survey is done by adding a new page.

1. First select the survey from which you want to receive the results. Then go to the ``File'' menu and click ``Open''.
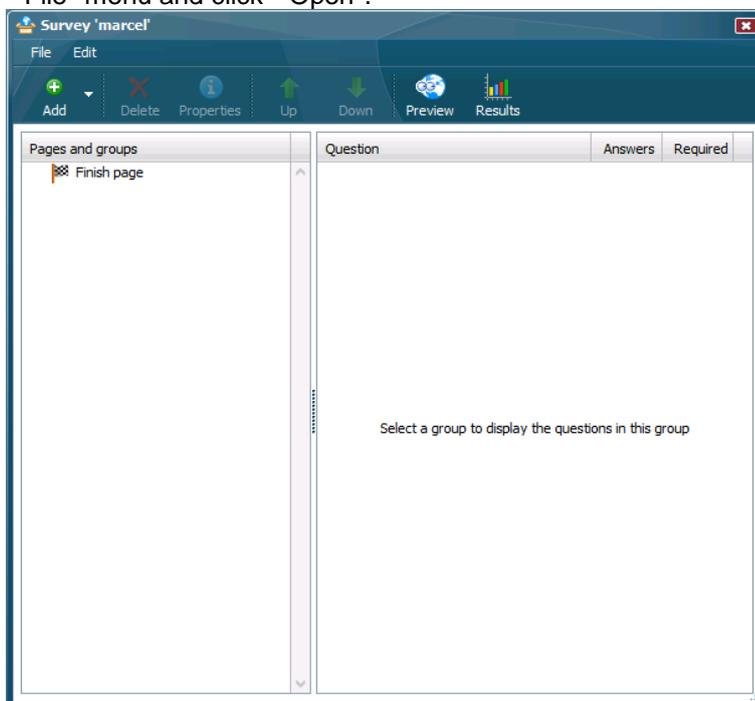
The ``survey screen'' is shown.

2. Click on the ``**Add''** button and then click ``page''.

The screen *Add a new page* is now displayed. Enter a name and click ``Ok''.

3. Specify the properties of the page by selecting the page and clicking the ``Properties'' button. The following screen appears.

Name

Please fill in the name of the page. This name is only used in WebHare A.P. itself and will not be used in the website where you use the survey. The name must be unique.

Title

Here you can specify the title of the page. The title field is optional. The title of a page will be displayed on your website. By leaving the title field empty the page will not have a title in the website.
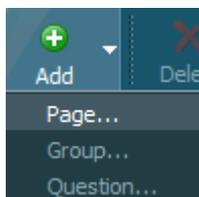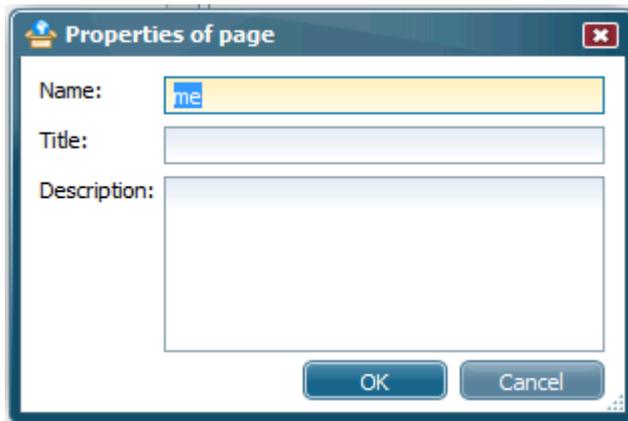
Description

Here you can specify the description of the page. This field is also optional. The description will be displayed on your website and can be used to give more information about the questions available on this page.

4. Click the ``**Ok''** button.

You now return to the main survey page where the new page is available.

You can now start adding groups to the page.

2.4   Edit or delete a page

 Click on the *Properties icon* i*n the survey* screen to modify the properties of the page. If the icon is not available you do not have enough rights to modify the page.

 Click on the *Delete icon* to delete a page. Please note that all the groups and questions on the page are also deleted!
If the icon is not available you do not have enough rights to delete the page.

2.5   Add a group

A group contains the actual questions of your survey and can be used to cluster related questions.

It is possible to create several groups of questions on one page. It is not possible to display a group on more than one page. The following steps show how to create a new group.

1. Click on the ``**Add**'' button in the *survey* screen and then select the option ``Group''.
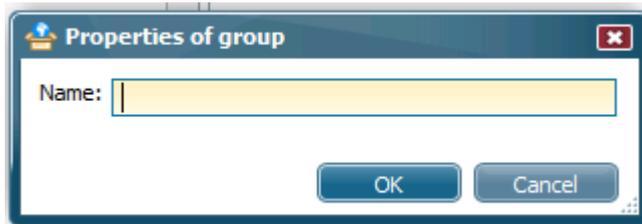
The screen Properties of group is now opened. Enter a name and confirm with ``Ok''.

2. Specify the properties of the group by selecting the ``Properties'' option form the edit menu or clicking the ``Properties'' button.
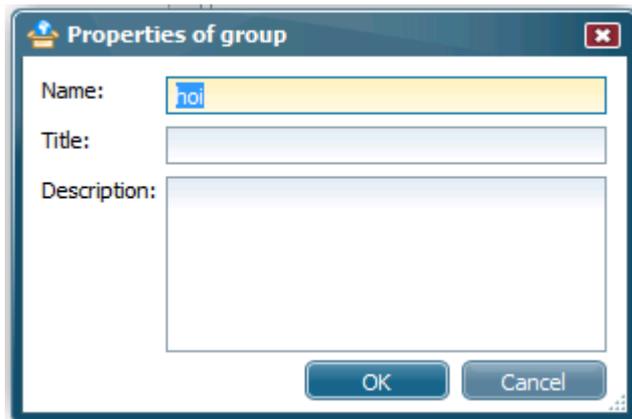
Name

Every group must have a unique name. This name is only used in WebHare A.P. itself and will *not* be used in the website where you place the survey.

Title

The title field is optional and will be displayed on your website. Leaving the title field blank ensures that there will be no title visible of the group in the website.

Description

The description is also optional. The description will be displayed on your website and can be used to give more information about the questions in this group.

3. Click on ``**Ok**'' to save your changes.

You now return to the *survey* page where the new group is available.

You can now add questions to the group.

2.6 Edit or delete a group

Click on the *Edit icon* behind a group in the *survey* screen to modify the properties of the group. If the icon is not available you do not have enough rights to modify the group.

Click on the *Delete icon* to delete a group. Please note that all the questions in the group are also deleted!
If the icon is not available you do not have enough rights to delete the group.

2.7 Add questions to your survey

Questions can only be added to a group. You can add questions of different types: for example: open-answer questions, multiple-choice questions, date questions and time questions.
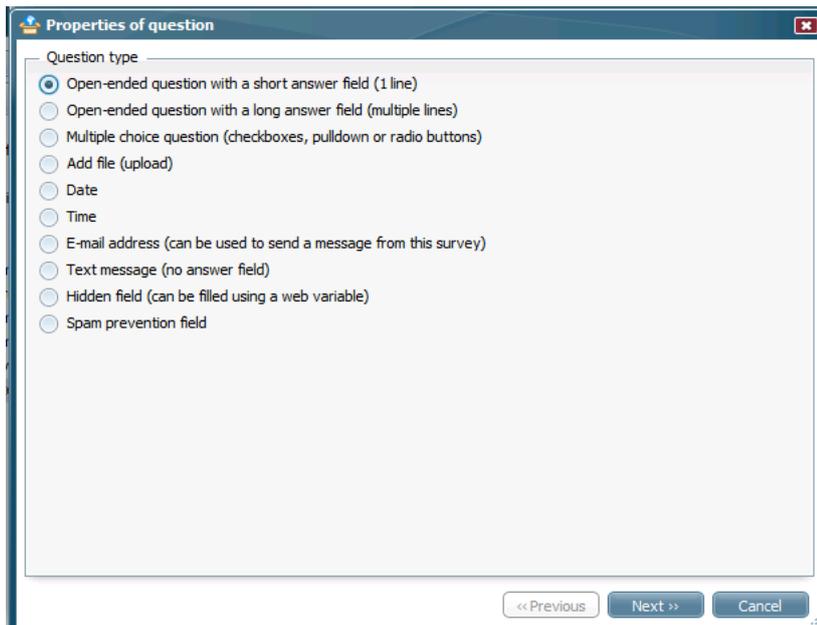
You can add a question to a group by following these steps:

1. Select the **name** of the group in the *survey* screen.

2. Click on the ``**Add**'' button and click the option ``Question''.
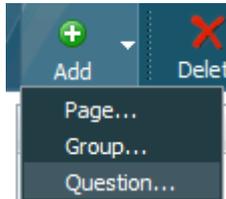
The page *Add a new question to group* is now displayed.

3. **Choose** the type of question you want to add

The following types of questions are available:

- *Open-ended question with a short answer field (1 line)*
  Use this option when the expected answer to your question is short, for example name(s) of person(s) or street name(s).
- *Open-ended question with a long answer field (multiple lines)*
  This type of question you can use when the expected answer might be very long, for instance 'Additional remarks'.
- *Multiple choice question (checkboxes, pulldown or radio buttons)*
  You need to specify the answers yourself for the multiple-choice questions. There are three types of multiple-choice questions available in the WebPack.
- *Add file (upload)*
  This type of question allows visitors of your site to send files to you. Questions that require an application letter or resume for instance.
- *Date*
  When your survey asks for a date you can use this type of question. The validity of the entered date is automatically checked and the visitor of your site is warned when an invalid date was entered.
- *Time*
  This question type allows you to ask people for a time. The time can be submitted in hours and minutes in a 24-hour format. The visitor will be warned when an invalid time is entered.
- *E-mail address (can be used to send a message from this survey)*
  When you ask a visitor for an email address you need to use this type of question. The email address entered is automatically verified.

- Text message (no answer field)
- Hidden field (can be filled using a web variable)
- Spam prevention field

The option **Based on question** is only available if you have already added another question to the survey. You can use this option when you want to create a question that is similar to another question. It allows you to copy the properties of the question (and of the answers in case you choose a multiple-choice question).

4. Click on ``**Next''** to continue to the page where you can specify the information that is needed for the specific type of question.

5. **Fill in** the information about the question. The information that you enter depends on the type of question that you want to add to your survey.

Properties for all type of questions

You can specify the following information for all type of questions.

Question

Type the question that you want to ask in the survey.

Tag (optional)

Enter a tag or keyword associated with the question.

Visible fields

Here you can choose if you want to show the question and the input field together, or only the input field. In most cases you probably want display both the question and input field. In some cases it is not necessary to display the question, for instance when you ask for a gender (male/female).

Required

This option should be turned on when an answer to this question is required. WebHare warns the person that fills in the survey when a required question is not answered. The person cannot finish the survey or go to the next page of the survey before the question is answered.

Properties for questions with an open answer

When you add a question that requires an open answer you can fill in some properties concerning the layout of the answer field in your survey.
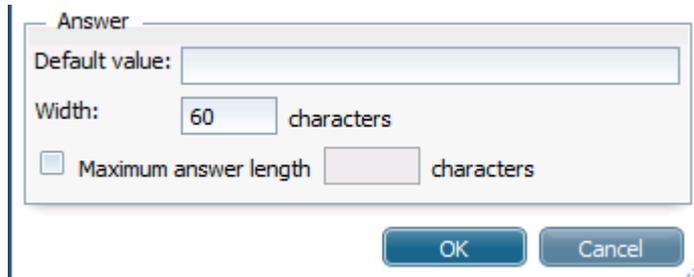
Default answer

You can enter here a standard answer that is presented in the input field. The visitor can change this answer when filling out the survey. You can use this for questions like "Fill in your email address" where you specify the default answer 'my.name@my.company.com'.

Max. characters

Optionally, you can choose if you want to limit the answer to a number of characters. When you leave this option blank there is no limit to the size of the answer.

Width

This option allows you to specify the width of the text field that is shown in your survey. The number that you enter is roughly the size of the number of characters that is visible in the text field.

Properties of multiple-choice questions

When adding a multiple-choice question to your survey, you can select the presentation format of the question. You can also choose to copy answers from other multiple-choice questions in your survey.
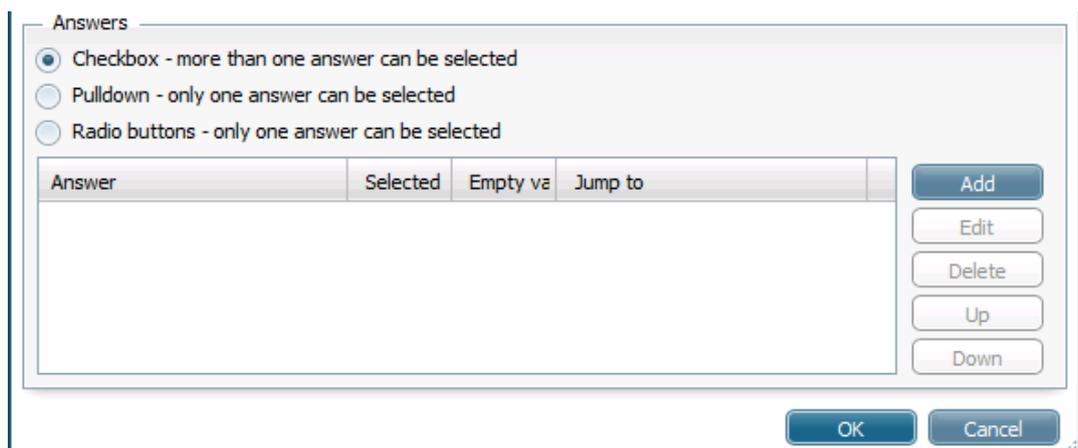
Presentation

Multiple-choice questions can be presented in different ways in your survey. Besides the presentation there is also a difference in the number of answers that can be specified for a specific type of multiple-choice question. WebPack supports three types:

- *Checkbox:* creates a list of all answers from which people can choose one or more answers.
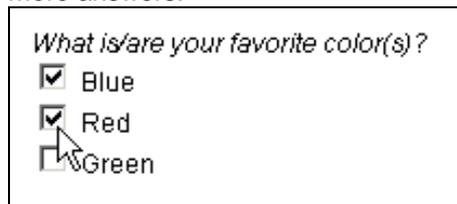
What is/are your favorite color(s)?
☑ Blue
☑ Red
☐ Green

- *Pulldown box:* creates a pulldown box from which people can choose one answer.
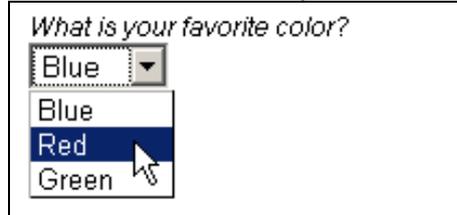
What is your favorite color?
Blue ▼
Blue
Red
Green

- *Radio buttons:* creates a list of all the answers that you have specified from which people can choose only one answer.

What is your favorite color?
○ Blue
◉ Red
○ Green

Add answers to a multiple choice question

After you have created a multiple-choice question, it is necessary that you specify the answers for this question. You can do this by following these steps:

1. Click on the ``**Add**" button in the properties of the question (you'll see this screen automatically after creating a multiple choice question).

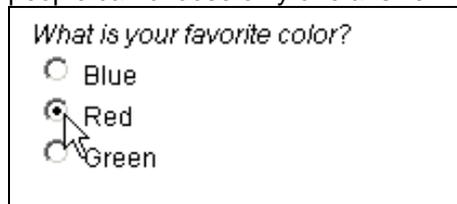2. Next enter the properties of the answer.

Answer

Type here the answer that you want to specify for your multiple-choice question. This answer will be displayed in your survey.

Width

You can specify the width of the text field that is used for the open answer here. The specified number corresponds roughly with the number of characters visible in the field.

Max. length

Optionally, you can specify if you want to limit the answer to a set number of characters. When you leave this option blank no limit will be set.

If this answer is chosen, jump to

Multiple-choice questions allow you to direct people to a certain page in the survey based on their answer. This option is useful when you want to ask a specific question based on the previous question:

"Do you sometimes eat candy?"
Yes -> "Can you specify which types of candy you sometimes eat?"
No -> Next, unrelated question.

> **!** When you use a multiple-choice question of the type *check boxes*, it is possible that conflicts arise when you use the option 'jump to page' for multiple answers. WebHare A.P. will automatically jump to the first defined page.

2.8 Edit or remove an answer

Click on the *Properties icon* behind an answer in the *Answers for questions* screen to modify the properties of the answer.

Click on the *Delete icon* to delete an answer.

Properties of email questions

When you add a question asking for an email address, you can choose if you want to send a message to the entered address. For example, this option could be used to automatically send an invitation to the email address.

E-mail sender

In this field you can enter the email address that WebHare will use when sending an email.

E-mail subject

Here you can specify the subject of the email.

E-mail template

You can add a Word document, HTML file or a plain text file (*.txt) with the contents of the email here.

3. After entering the question properties, click on ``**Finish"**.

You now return to the page *Questions in group* where your question has been added.

2.9 Edit or remove a question

Click on the *Properties icon* behind a question in the *Questions in group* screen to modify the properties of the question.

Click on the *Delete icon* to delete a question.

2.10 Preview of survey

You can see a preview of your survey by clicking on the **Preview** button in the survey screen.

The survey is fully functional so you can test it and check if the survey works like you intended. The layout of the survey in the preview mode is standard and cannot be changed.

> **!** It is important that the survey is properly integrated into your site. In the WebPack integration manual you can find instructions to properly integrate a WebPack item into a website.

2.11 Results of survey

When a visitor fills in the survey all entered data (results) are stored automatically.

You can get access to the results of a survey by clicking on the Results button in the survey screen.

The *Results of survey* page is now shown. On this page you can sort and filter the results by date and export the results as a CSV or XML file.

View results of individual survey

You can view the result of an individual survey by selecting the entry you want to see and clicking ``Properties''.

This opens the page *Results of individual survey*. Here you see all the questions and the answers that were given to the questions.

You can delete the result(s) of an individual survey by clicking on the ✗ icon.

Export results

You can export all the results in two different file types: a CSV file or a XML file. You can do this by clicking on the **Export** button in the *Results of survey* screen.

The *Export results of survey* page is now shown. Here you can choose the format of the exported file.

The CSV option should be used when you want to use the results in a spreadsheet program like Microsoft Excel.

The XML option is useful when you want to import the survey results into another database.

3   Polls

3.1   General information

The WebPack module of WebHare A.P. allows you to easily create a poll in your website. In a WebPack poll you can ask a multiple-choice question to the visitors of your site.

Only one question can be active in the poll on your website. It is possible to add several questions to your poll to which you can specify an activation date for each question.

This way you can create a poll that has a different question every day or week... etc.

For each question in a poll you can prevent people from voting more than once.

3.2   Create a new poll

1.   **Select** the tabbed sheet **Poll** and click the **New** button on the *WebPack items* page.
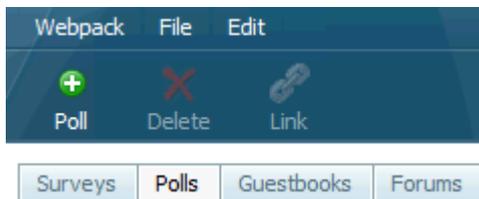
You will see the *Add a new poll* page.

2.   Here you can specify the properties of the new poll.

The following fields are available:

Name

Here you can specify the name of your poll. The name is only used within WebHare and will not be used in the website where you place the poll. The name must be unique.

It is possible that a name that you have chosen is already in use by another poll to which you might not have access. WebHare will then ask you to change the name of your poll.

Title

The title of a poll is optional and will be displayed in the website where the poll is shown. If you leave the title field empty there will not be a title visible on the website.

Description

You can also optionally enter a short description for the poll. You can use this description in your site to present additional information about the poll. If you do not want a description of the poll in your website, you should leave the description field empty.

Double vote prevention

This option allows you to prevent people from voting twice on the same question in the poll. The vote prevention only works on questions in the poll and not on the poll itself. People that visit a question in the poll for the second time can only see the results of the page if you choose to use this prevention. The following double vote prevention methods are available:

- *No, users may vote as often as they want*: There is no double vote prevention.
- *Cookie based:* Cookies are small files that are placed on the computer of the visitor of a site. This cookie can specify that a certain question has already been answered. Visitors of your site may have turned off the usage of cookies in their browsers, which means that double voting is not prevented.
- *IP address based*: Every computer on the Internet has a unique address, the so-called IP address. WebHare can keep track. However, computers that have already been used to vote based on their IP address. Because many computer networks use central computers that redirect all Internet traffic (which causes all users within a network to have the same IP address). This option can mean that only one person from within a certain network can cast a vote.
- *Login name based*: This requires a login procedure for the page.

3.3 Link to file

The easiest way to link a WebPack poll to your site is to associate it with a file in your site. This means that the item is visible on the same webpage as the file. You can associate the WebPack items with the following type of files:

- Word document (*.doc),
- HTML (*.html),
- WebHare content links (*.whlink),
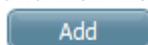- WebHare content listings (*.html, *.htm).

You can only associate WebPack items with files that are published in the site(s) to which you have access.

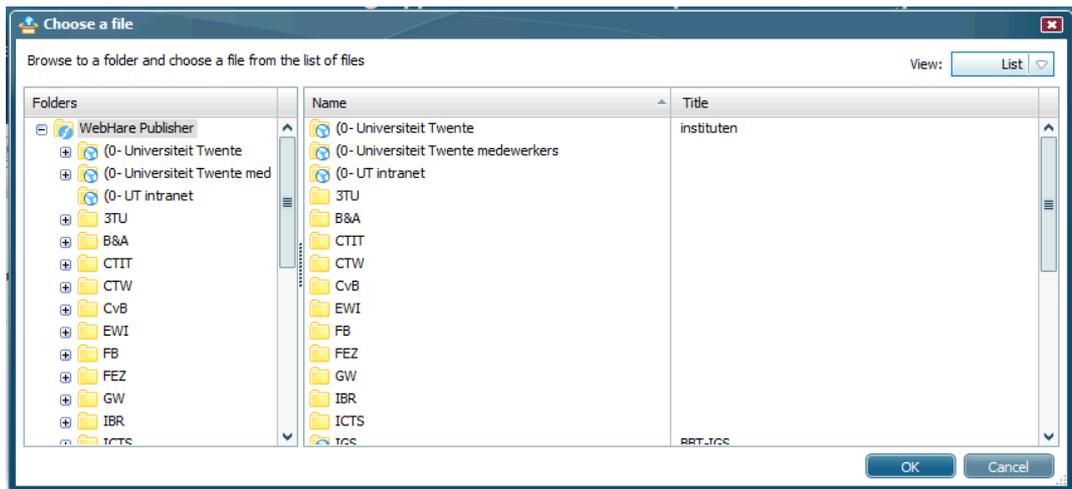To associate a poll with a file take the following steps:

1. Click the **Link** button.

2. and then the **Add** button.

3. The latter option opens the *Choose file* dialog.

In this screen you can browse to the file that you want to associate your WebPack item with.

3.   Click on **Ok**.

You now return to the *WebPack items* screen. The new poll is available in the list.

You can now add questions to the poll.

3.4   Add a question to a poll

A poll consists of by one or more questions and the answers to these questions. A poll can contain several questions, but only one question can be active at a time in the poll on your website.

You can schedule when the other questions in the poll become active and hereby replace the first active question in your website. To add a question to your poll, follow these steps:

1.   Double click on the **name** of the poll in the *WebPack items* screen.

The page *Overview of questions in poll* is now shown.
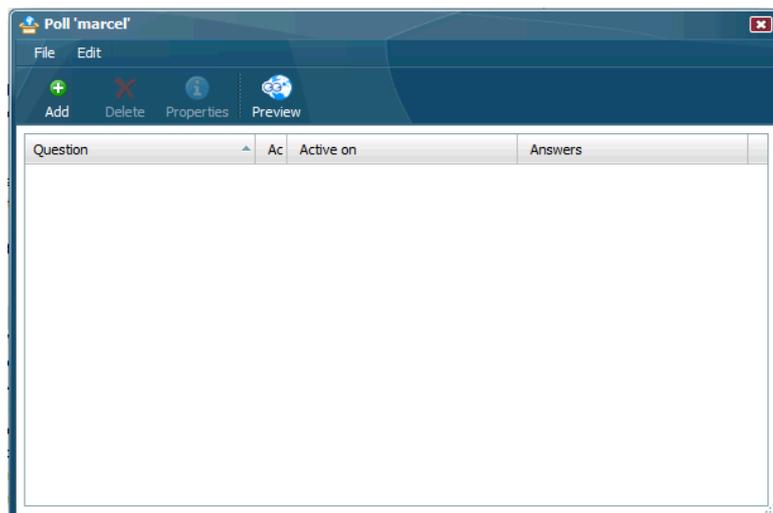
2.   Click on the **Add** button.

The page *Add a new question to poll* is now opened.

3. Fill in the question properties in this page.

Question

Here you can type the question that is printed in the poll on your website, like: "Are you satisfied with our products?"

Multiple answer

Here you can choose if a person can select one or more answers from the list of answers.

If you choose the option **No**, a person can only choose one answer. The answers in the poll will be displayed as radio buttons.

If you choose **Yes**, a person can select more than one answer in your poll. The answers will now be displayed as check boxes.

Status

The status option gives you control over which question is visible in your website and which questions are not visible. There are three options from which you can choose to set the status of a question:

- *Active*: The question becomes active in your website immediately.
- *Not active*: The question will not become active in your website.
- *Activate on*: This option allows you to schedule when a question becomes active in your website. If you choose this option you have to fill in an activation date and time.

Activation date

In this field you can choose the date that the question becomes active. You can enter the date yourself or click on **Choose** to select a day from a calendar.

Activation time

This field you can use to enter the time on which you want to activate the question.

Add an answer to a question

The questions in polls are always multiple choice questions, which means that we have to specify answers for the questions. In the steps that follow we explain how we can add an answer to a question:

1. Click on **Add** in the answers section in the properties of question screen.

2. In this screen we can fill in the answer properties.

In this screen we can specify the following properties:

Answer

Here you can type the answer that will be displayed in the poll of the website. For instance, you can enter the answer "Yes, I'm satisfied" for the example question "Are you satisfied with our products?"

Selected

You can use this option when you want this answer to be highlighted when people visit your poll. You can choose more answers to be selected when you are adding answers to a question that can have multiple answers.

Click on **Ok**.

You return to the *Overview of questions in poll* page where your new question has been added.

3.5 Edit or remove an answer

Click on the *Edit icon* behind a question in the *Overview of questions in poll* screen to modify the properties of the question.

Click on the *Delete icon* to delete a question.

3.6 Edit or remove a question

Click on the *Edit icon* behind an answer in the *Overview of answers to question* screen to modify the properties of the answer.

 Click on the *Delete icon* to delete an answer.

3.7   Preview of poll

You can see a preview of your poll by clicking on the **Preview** button in the *Overview of questions in poll* page.

The poll is fully functional so you can test it and check if the poll works like you intended. The layout of the poll is standard and cannot be changed.

3.8   Clear results of a question

It is possible to clear the results of a question inside the poll. This is useful when you have been testing your poll in the preview screen or in your website and want to remove the current results. These steps explain how to clear the results of a question in a poll.

1.   Select the name of the poll and double click.

2.   Select the question from which you want to clear the results.

3.   From the **Edit** menu select the option **Clear**.

You now get a confirmation screen where you can click **Yes** to clear all the results of this question.
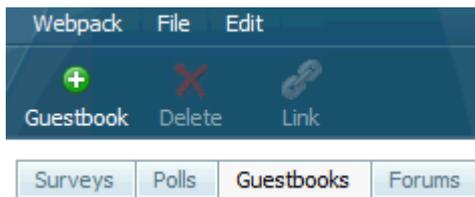
4.1   General information

The WebPack module allows you to easily integrate a guest book in your site and to moderate the messages from your visitors. You can edit or delete these messages if they are unwanted.
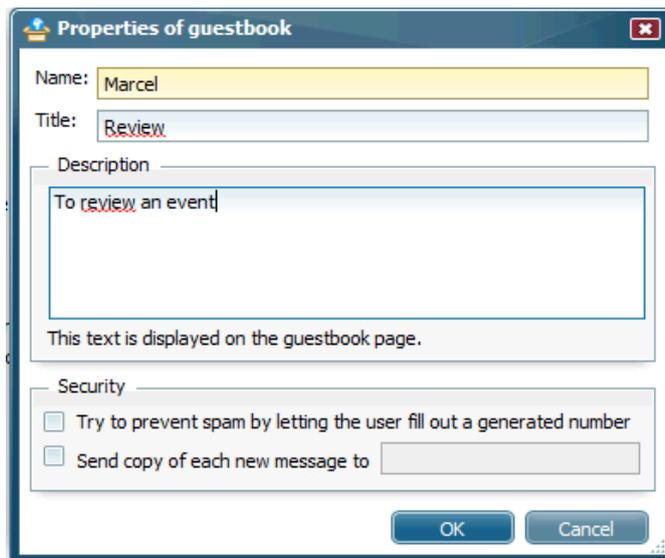
4.2   Create a new guest book

1. Select the tabbed sheet **Guest** book and click the **Add** button in the button bar on the *WebPack items* page.

You will see the "*Add a new guest book*" page.

2. Here you can specify information concerning the guest book.

The following fields are available:

Name

The name of the guest book must be unique and will only be used within WebHare. The name will not be used in the website where you place the guest book.

It is possible that a name that you have chosen is already in use by another guest book to which you might not have access. WebHare will then ask you to change the name of your guest book.

Title

In this field you can enter the title of the guest book. The title of a guest book is optional and will be used to give your guest book a title in the website where it is displayed. If you leave the title field empty there will be no title visible in the website.

Description

You can also optionally enter a short description for the guest book. You can use this description in your site to present additional information about the guest book. If you do

not want a description of the guest book in your website, you should leave the description field empty.

Security

You can choose to let users enter a random code to prevent spamming of your guestbook. You can let a copy be sent to an email address.

4.3 Link to a file

The easiest way to link a WebPack guest book to your site is to associate it with a file in your site. This means that the item is visible on the same webpage as the file. You can associate WebPack items with the following types of files:

- Word document (*.doc),
- HTML (*.html),
- WebHare content links (*.whlink),
- WebHare content listings (*.html, *.htm).

You can only associate WebPack items with files that are published in the site(s) to which you have access.
To associate a guestbook with a file take the following steps:

1. Click the **Link** button.

2. and then the **Add** button.

3. The latter option opens the *Choose file* dialog.
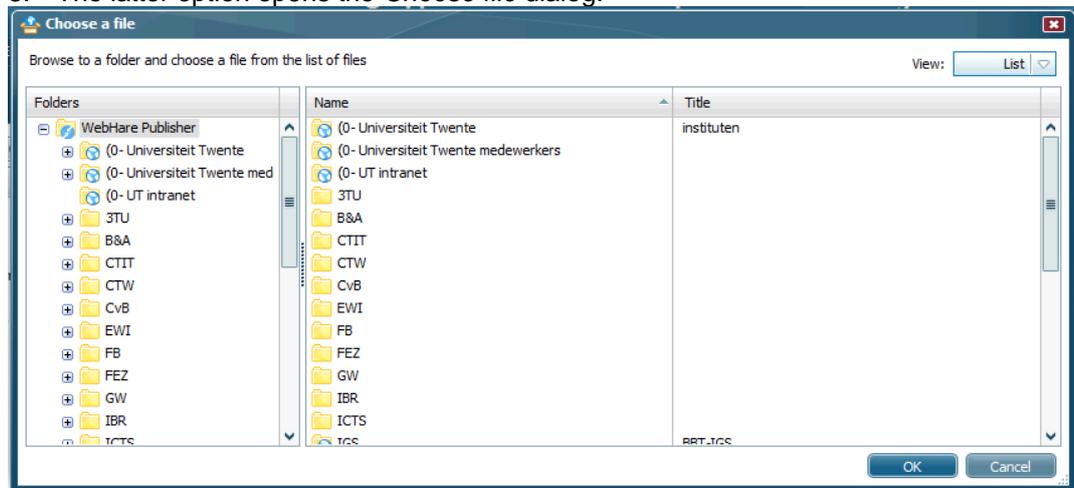
In this screen you can browse to the file that you want to associate your WebPack item with.

3. Click on **Ok**.

You now return to the *WebPack items* screen. The new guestbook is available in the list.

4.4 Moderate, view or delete messages

Supervisors and moderators are able to moderate, view or delete the messages that visitors of your site have added to your guest book.

1. Double click on the **name** of the guest book in the *WebPack items* screen.

You now see the *Overview of messages in guest book* page.

2. Click on the **Properties** icon to edit a message.

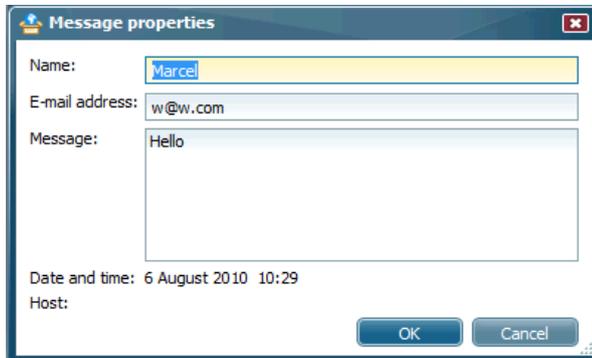The *Edit message* screen is now displayed.

3. Edit the properties of the message.

In this page you can edit the following properties of the message:

- *Name*: Here you can change the name of the author of the message
- *E-mail*: You can edit the e-mail address of the author of the message here.
- *Message*: In this text area you can edit the message that was written by the author.

Tto view the properties of a message you have to click the Properties icon in the *Overview of messages in guest book* screen.

You can delete a message from your guest book by clicking on the Delete icon .

4.5 Preview of guest book

You can see a preview of your guest book by clicking on the **Preview** button in the *Overview of messages in guest book* page.

The guest book is fully functional so you can test it and check if the guest book works like you intended. The layout of the guest book is standard and cannot be changed.

5   Forum

5.1   General information

With WebPack it is easy to add a forum to your website in which the visitors of your site can discuss certain subjects.

In a forum, you can choose to create a new subject or reply to a message in a subject. By using WebPack, you can also moderate the subjects and messages in the forum.
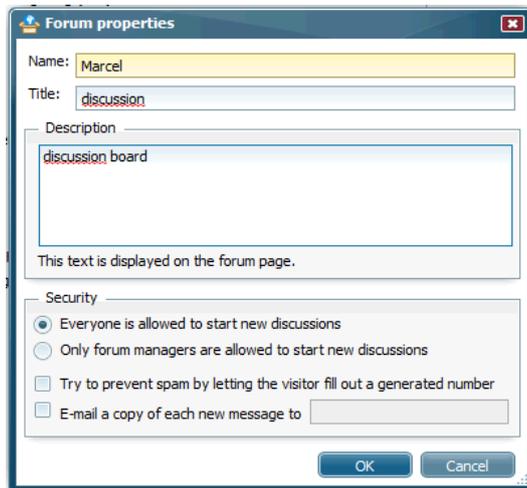
5.2   Create a new forum

1. Click the **Add** button in the button bar of the forum tabbed sheet on the *"WebPack items"* page.

You will see the *Add a new forum* page.

2. Specify the information concerning the forum.

The following fields are available:

Name

The name of the forum must be unique and is only used within WebHare. The name will *not* be used in the website where you use the forum.

It is possible that a name that you have chosen is already in use by another forum to which you might not have access. WebHare will then ask you to change the name of your forum.

Title

In this field you can enter the title of the forum. The title of a forum is optional and will be used to give your forum a title in the website where it is displayed. If you leave the title field empty there will be no title visible in the website.

Description

You can also optionally enter a short description for the forum. You can use this description in your site to present additional information about the forum. If you do not want a description of the forum in your website, you should leave the description field empty.

Subject creation

Here, you can choose if the visitors of your website are allowed to create their own subjects or if only moderators of the forum can create new subjects. If you choose the last option, visitors of your forum are still able to add new messages to the subjects that you have provided for them.

Associate with file

The easiest way to link a WebPack forum to your site is to associate it with a file in your site. This means that the item is visible on the same webpage as the file. You can associate the WebPack items with the following type of files:

- Word document (*.doc),
- HTML (*.html),
- WebHare content links (*.whlink),
- WebHare content listings (*.html, *.htm).

You can only associate WebPack items with files that are published in the site(s) to which you have access.
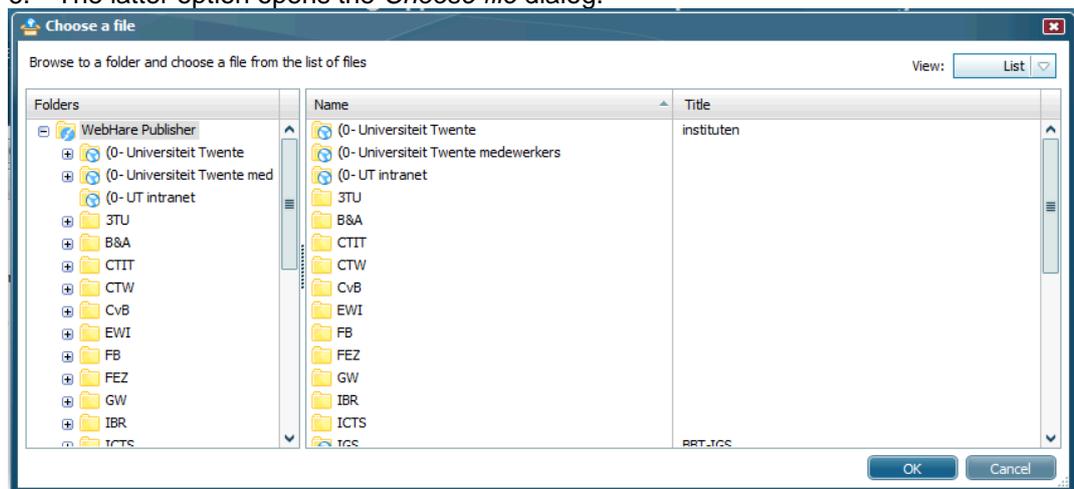To associate a guestbook with a file take the following steps:

4. Click the **Link** button.

5. and then the **Add** button.

6. The latter option opens the *Choose file* dialog.

In this screen you can browse to the file that you want to associate your WebPack item with.

3. Click on **Ok**.

You now return to the *WebPack items* screen. The new guestbook is available in the list.

5.3   Add a subject

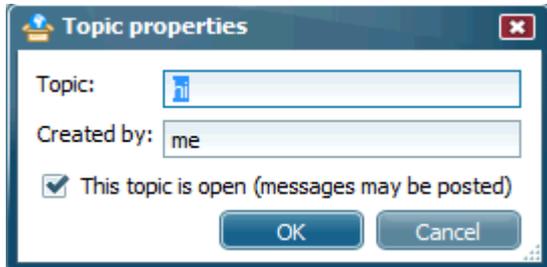1. Click on the **name** of the forum in the page *WebPack items*.

You now see the "*Overview of subjects in forum...*" page.

2. Click the **Add** button

The page *Add a new subject to forum* is now shown.

3. Specify the properties of the new subject.

In this screen you can specify the following properties:

- *Subject*: You can specify the name of the subject here.
- *Created by*: Here you can specify the person that created the subject.
- *Locked*: Here you can choose if you want the visitors of your website to be able to write messages in this subject. In a locked subject visitors can only read the messages that were already posted, but cannot react on them anymore.

4. Click **Ok.**

You return to the *Overview of subjects in forum* screen. The new subject is available in the list of subjects.

5.4 Edit or delete a subject
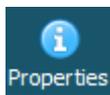
 Click on the *Edit icon* behind a subject in the *Overview of subjects in forum* screen to modify the properties of the subject.

 Click on the *Delete icon* to delete a subject.

5.5 Moderate, view or delete messages in a subject

Moderators and supervisors of the forum can view, moderate or delete messages that were added by visitors of the forum.

1. Click on the **name** of the subject in the *Overview of subjects in forum* page.
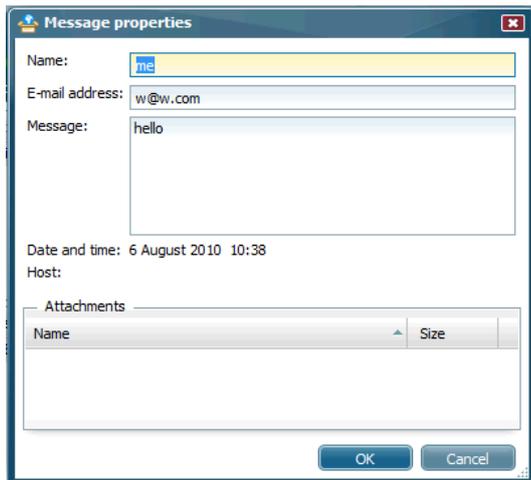
The page *Overview of messages in subject* is now displayed.

2. Click the **Properties** icon to edit the message.

You now see the *Edit message* page.

3. Edit the properties of the message.

In this page you can edit the following properties of the message:

- *Name*: Here you can change the name of the author of the message.
- *E-mail*: You can edit the e-mail address of the author of the message here.
- *Message*: In this text area you can edit the message that was written by the author.

If you want to view the properties of a message, you have to click the Properties icon

in the *Overview of messages in subject* page.
You can delete a message from your forum by clicking on the Delete icon

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5.6 Preview of forum

You can see a preview of your forum by clicking on the **Preview** button in the *Overview of subjects in forum* page.

The forum is fully functional so you can test it and check if the forum works like you intended. The layout of the forum is standard and cannot be changed.

6   Advanced options

6.1   Verification keys

It is possible to define a verification key for WebPack items. With this key you can integrate a certain WebPack item in your site manually without associating the item to a file in a website. This option is intended for advanced users only and requires much knowledge regarding the integration of WebPack.

Entering a verification key is *not* recommended in most cases.

6.2   WebPack moderators

Users can be given rights to moderate certain WebHare items. The central webteam can change these rights for you if you need to give the rights to somebody else. The possible rights are:

- *Moderator:* can add, edit, and remove items (like subjects in a forum, or questions in a survey) in the WebPack items.
- *Supervisor:* has full access over the WebPack item and can add new moderators and supervisors.

6.3   Export a WebPack item

You can export a WebPack item when you want to back up the item or if you want to use your WebPack item on another WebHare A.P. server. WebHare A.P. exports your WebPack item as a single tar.qz archive file.

This archive file contains both the actual WebPack item (with pages, groups, questions, subjects, etc.) as well as, the results of the WebPack item (answers, etc.).

6.4   Import a WebPack item

The WebPack file archives that you have exported from WebHare A.P can also be imported again in WebHare. This way you can exchange WebPack items between different WebHare A.P. installations or bring an old WebPack item back to life.

On every tabbed sheet of the "*WebPack items*" page you will see an Import button. The following options are available when you import WebPack items:

File

Click on the **Browse...** button and select the archive file that you want to import.

Import the results of the survey

When you import a survey or a poll you can choose to import the results of these WebPack items as well. You cannot select to import results for your guest book or forum since the subjects and messages in these items are always imported.

7   Additional information

For more information about WebPack, please contact the central UT webteam:

Webredactie@utwente.nl

053-489 5665/1095