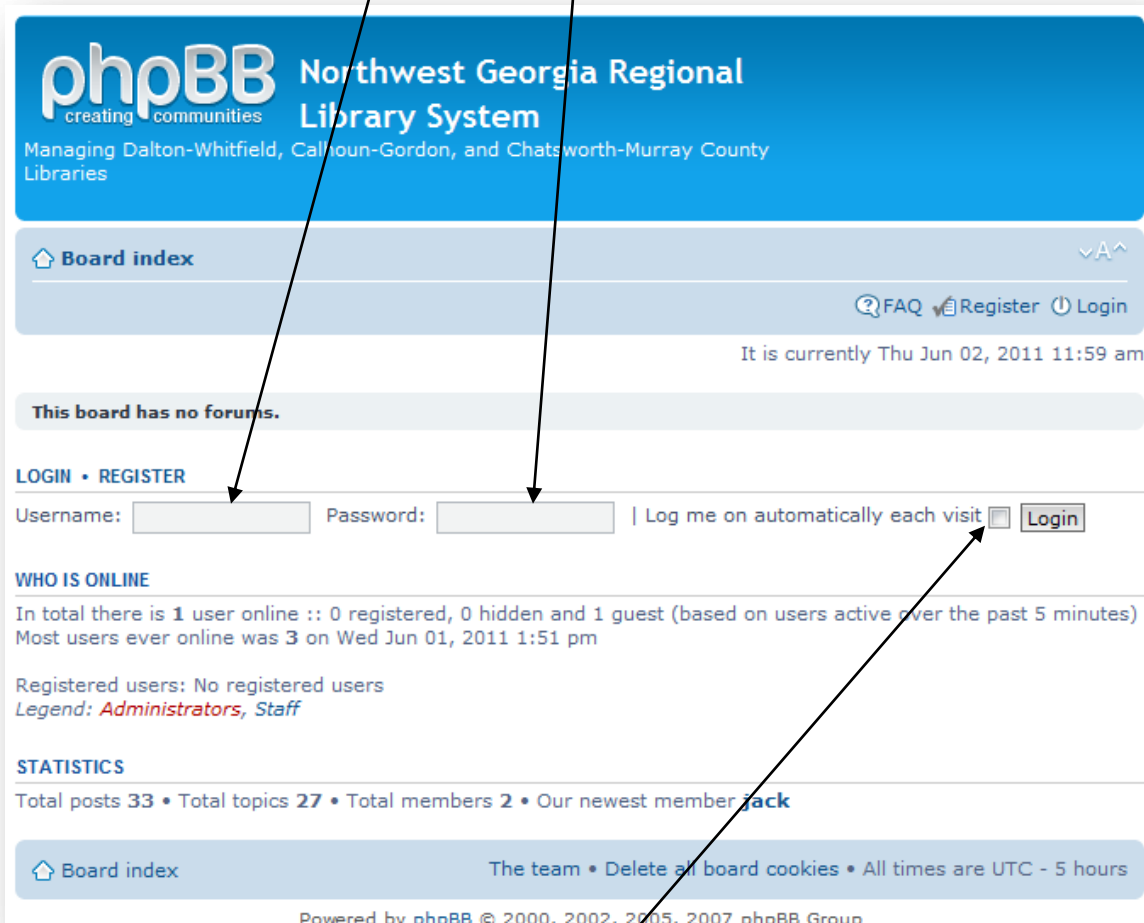


Posting on the Forum

After [registering](#) on the forum, you have to be manually moved into a **Staff** group by an administrator. This is to prevent the public from viewing our internal issues and affairs.

Logging into the Forum

To login, you may type in your username and password from the main forum page, as shown below.

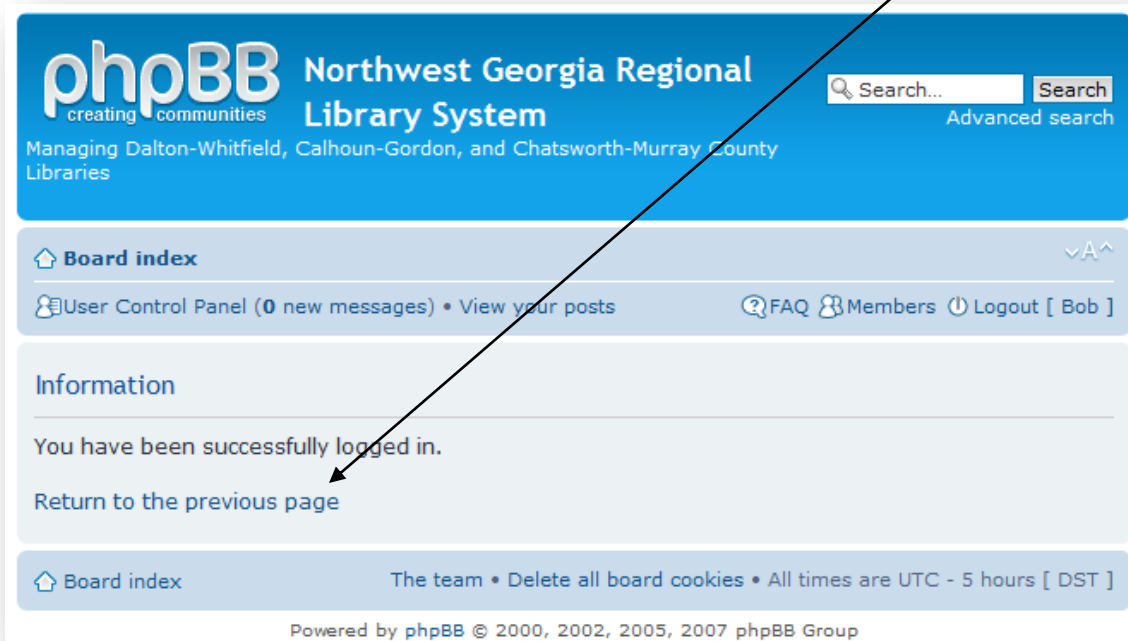


The screenshot shows the main forum page for the Northwest Georgia Regional Library System. The page is titled "phpBB Northwest Georgia Regional Library System" and includes a navigation bar with links for "Board index", "FAQ", "Register", and "Login". A message states "This board has no forums." The login section includes fields for "Username:" and "Password:", a checkbox for "Log me on automatically each visit", and a "Login" button. Below the login section are sections for "WHO IS ONLINE" and "STATISTICS".

Additionally, if you want to not have to type in your username and password anymore on that computer, you may check this box. It may not be the best choice though, if you are using a computer that is shared with other people.

Viewing the Boards

After you login, you will see this page. It will move on automatically. Or you can click **here** to see the boards instantly.



The screenshot displays the phpBB interface for the Northwest Georgia Regional Library System. The header is blue and contains the phpBB logo with the tagline "creating communities", the site name "Northwest Georgia Regional Library System", and a search bar with a "Search" button and "Advanced search" link. Below the header, there is a navigation bar with a "Board index" link, a "User Control Panel (0 new messages) • View your posts" link, and links for "FAQ", "Members", and "Logout [Bob]". A central "Information" box contains the message "You have been successfully logged in." and a link to "Return to the previous page". A second navigation bar at the bottom includes a "Board index" link, "The team", "Delete all board cookies", and "All times are UTC - 5 hours [DST]". The footer states "Powered by phpBB © 2000, 2002, 2005, 2007 phpBB Group". A black arrow points from the word "here" in the text above to the "Return to the previous page" link in the screenshot.

Choosing the Board

Here you can choose to view the boards. To view the **Open Issues** board, just click on its name. From inside there, you will see a list of topics that are open. Similarly, you can click on **Closed Issues** to see issues that have been resolved.



phpBB creating communities
Northwest Georgia Regional Library System
Managing Dalton-Whitfield, Calhoun-Gordon, and Chatsworth-Murray County Libraries


Search... Search
Advanced search

Board index

User Control Panel (0 new messages) • View your posts
FAQ Members Logout [Bob]

It is currently Thu Jun 02, 2011 1:18 pm
Last visit was: Thu Jun 02, 2011 1:14 pm

View unanswered posts • View unread posts • View new posts • View active topics
Mark forums read

IT STAFF		TOPICS	POSTS	LAST POST
 Open Issues Please be sure to include as much relevant information as possible when describing an issue. Important information may include model numbers of equipment, time of day, and location of equipment.		22	27	by David Thu Jun 02, 2011 12:42 pm
 Closed Issues When an issue has been completed, resolved, or cannot be done, it will be moved into this board as a means of documentation. That does not mean that it cannot be moved back into the Open Issues board if needed.		5	6	by David Tue May 31, 2011 5:45 pm

WHO IS ONLINE

In total there are **2** users online :: 1 registered, 0 hidden and 1 guest (based on users active over the past 5 minutes)
Most users ever online was **3** on Wed Jun 01, 2011 2:51 pm

Registered users: **Bob**
Legend: **Administrators**, **Staff**

STATISTICS

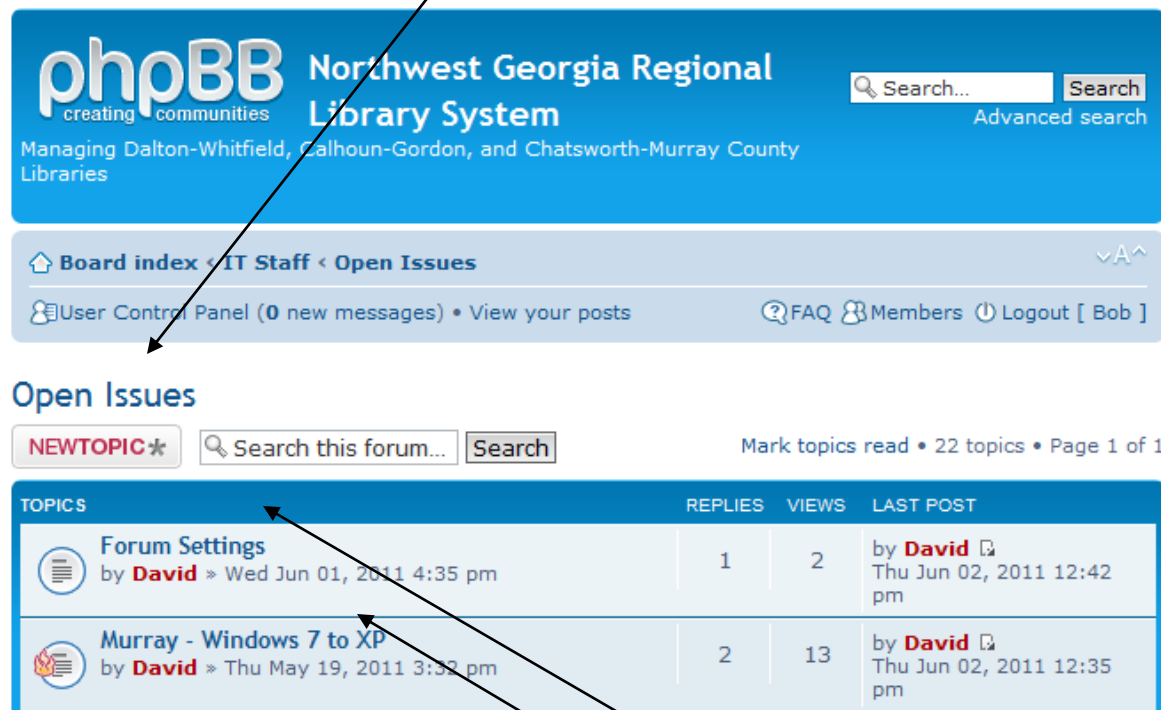
Total posts **33** • Total topics **27** • Total members **3** • Our newest member **Bob**

Board index
The team • Delete all board cookies • All times are UTC - 5 hours [DST]





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Posting a New Issue

After choosing which board to view, you may post a new issue. To post a new issue, all you have to do now is click the New Topic button, as shown **here**. You will then be able to insert a subject and a body of text containing all important information.



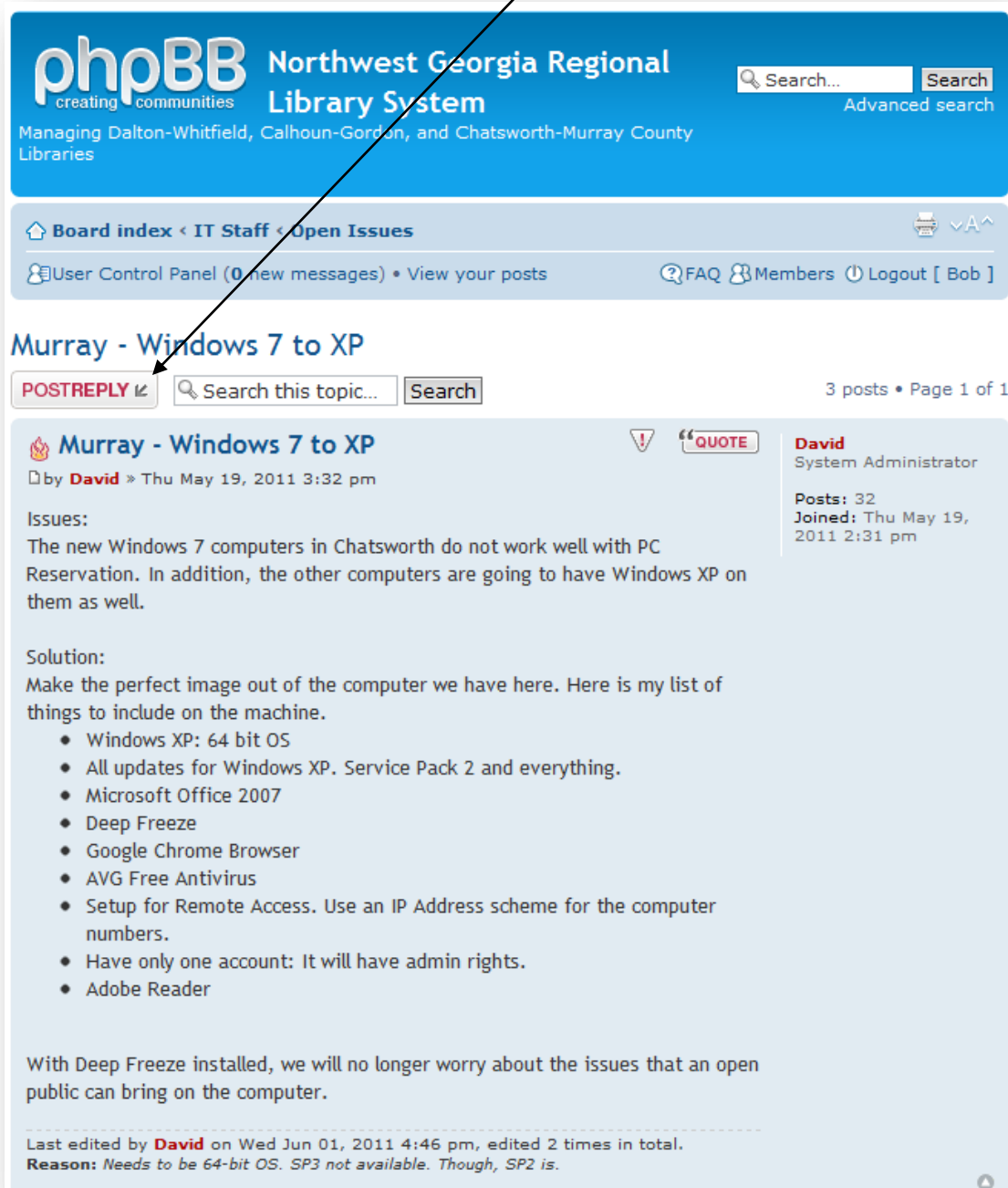
The screenshot displays the phpBB forum interface for the Northwest Georgia Regional Library System. The header includes the phpBB logo, the forum name, and a search bar. The navigation menu shows the current path: Board index > IT Staff > Open Issues. A user control panel indicates 0 new messages and provides links for FAQ, Members, and Logout. The main content area is titled 'Open Issues' and features a 'NEWTOPIC*' button, a search bar, and a table of topics. The table has columns for TOPICS, REPLIES, VIEWS, and LAST POST. Two topics are listed: 'Forum Settings' and 'Murray - Windows 7 to XP'. A red arrow points to the 'NEWTOPIC*' button, and another red arrow points to the 'Forum Settings' topic.

TOPICS	REPLIES	VIEWS	LAST POST
 Forum Settings by David » Wed Jun 01, 2011 4:35 pm	1	2	by David  Thu Jun 02, 2011 12:42 pm
 Murray - Windows 7 to XP by David » Thu May 19, 2011 3:32 pm	2	13	by David  Thu Jun 02, 2011 12:35 pm

After you type all the data from the **New Topic** screen, click on the **Submit** button to enter it into the board. It will be displayed in the list of topics, shown here.

Replying to Existing Issues

It is important to keep track of issues, so after viewing a topic, you will see a reply button. These buttons are at the top and bottom of the topic page. Just click [here](#) to add your comment to the topic.



The screenshot shows a phpBB forum interface for the Northwest Georgia Regional Library System. The forum title is 'Murray - Windows 7 to XP'. A 'POSTREPLY' button is highlighted with a red arrow pointing to it. The post is by user 'David', a System Administrator, dated Thu May 19, 2011 3:32 pm. The post content includes a problem statement about Windows 7 computers not working well with PC Reservation, a solution section listing software to be installed (Windows XP, updates, Office 2007, Deep Freeze, Chrome, AVG, Remote Access, one account, Adobe Reader), and a note about Deep Freeze preventing public issues. The post has 32 posts and was joined on Thu May 19, 2011 2:31 pm. A 'QUOTE' button is visible next to the post title. The forum header includes a search bar and navigation links like 'Board index < IT Staff < Open Issues'.

Add your reply just as you would make a new topic and click the **Submit** button. You are now able to read, post, and reply to topics on the forum!