

Cambria Message Boards

Getting Started

The option that we will be using in this section is the one for the “Knowledge Base”. Click on that link to proceed.

Intranet

- [Office Calendar](#)
 - [Pick/Change your Calendar Color](#)
- [Knowledge Base](#)
- [Shopping List for Ardmore](#)
- [iCAT Wish List](#)

Topics

The first page that shows up on the message board is a list of the topics that are available for discussion. Many of our customers want topics for their message boards to distinguish between different topics that they might have. However, if you only want one topic, this page can be removed,

Knowledge Base

[Add a new topic to the knowledge base](#)

- [Adobe Acrobat](#)
- [JavaScript](#)
- [WEFT](#)

Add A Topic

To add a topic to the message board, click the “Add new topic” link. Follow the directions to add a topic.

Add a Knowledge Base Topic

Please type in the topic information completely into this form. Once complete, choose the submit button.

Topic Name	<input type="text" value="This is a test topic"/>
Topic Description (explain in depth)	<input type="text" value="The description of this test topic is something that is hard to explain. What is a test? How does it have a topic? These are things that we will talk about in this message board. :)"/>

When the topic has been entered, the topic name will appear on the list of topics.

Knowledge Base

Add a new topic to the knowledge base

- Adobe Acrobat
- JavaScript
- This is a test topic
- WEFT

Viewing a message board for a topic

Click on the test topic link to show the message board for this topic. Notice the description appears below the title.

[< Back to Topics](#)

This is a test topic

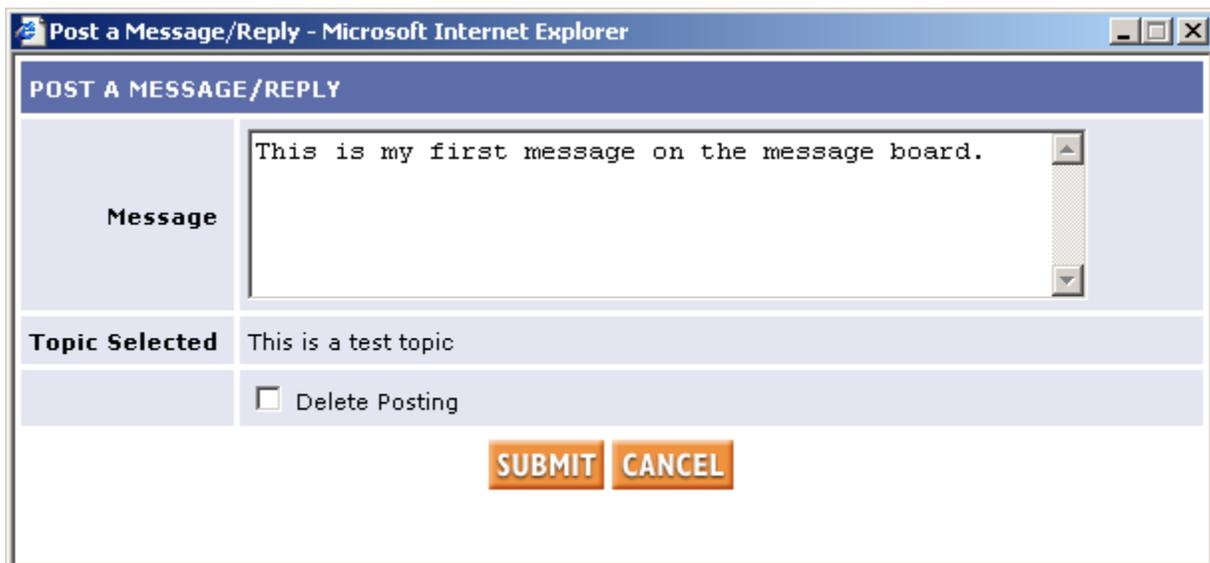
The description of this test topic is something that is hard to explain. What is a test? How does it have a topic? These are things that we will talk about in this message board. :)

[Post a New Message](#)

There are no knowledge base items for this topic.

Add a Message

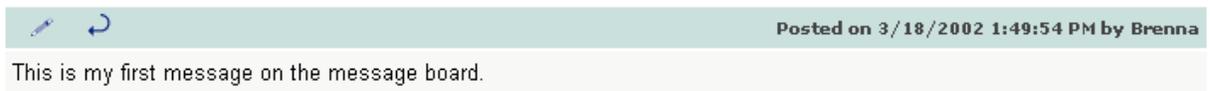
To add a message to this topic, click the "Post a New Message" link. This opens up a new window to add the message. Type in your message and choose submit.



POST A MESSAGE/REPLY	
Message	<input type="text" value="This is my first message on the message board."/>
Topic Selected	This is a test topic
	<input type="checkbox"/> Delete Posting
<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>	

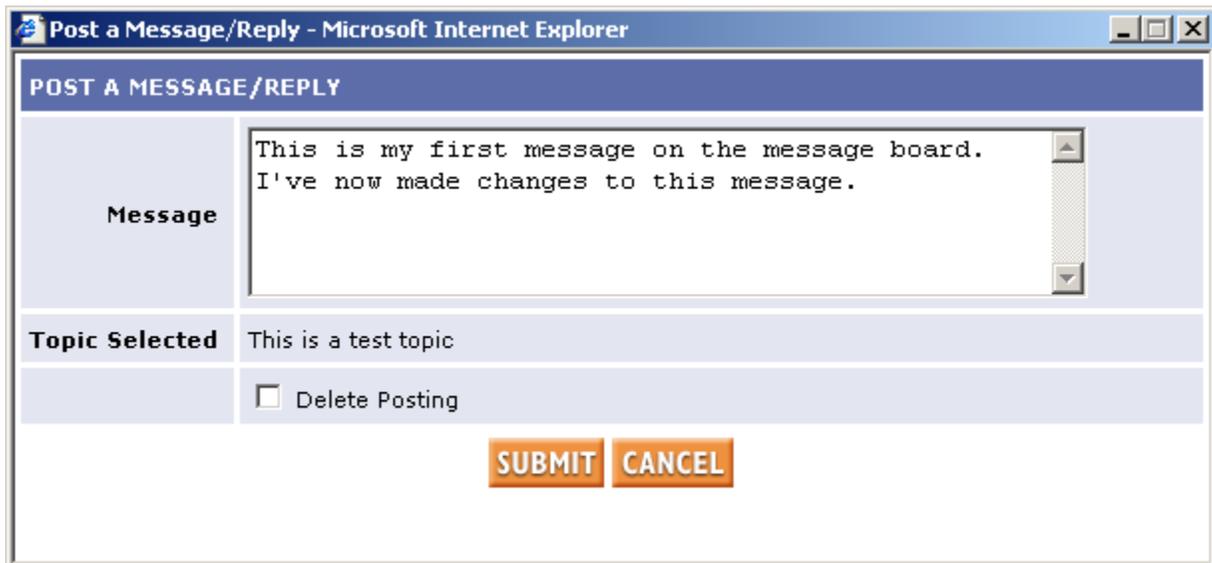
After the message has been added, the message appears on the message board.

[Post a New Message](#)



Modify a Message

Until a user replies to this first message, the user who added the message can make a modification to that message or delete it by choosing the pencil icon. 



The modified message will appear with text indicating that this message was modified and a date stamp for the modification.



Once someone replies to this message, the pencil icon will disappear. This keeps the replies relevant to the message to which they are replying.

Replying to a Message

To reply to a message, choose the curved arrow button.  Follow the above directions for “Add a Message”

This adds a new message that is indented to show that this is a reply to the first message.

[Post a New Message](#)

 Posted on 3/18/2002 1:49:54 PM by Brenna

This is my first message on the message board. I've now made changes to this message.

Modified on 3/18/2002 1:55:05 PM by Brenna

   Posted on 3/18/2002 1:55:42 PM by Brenna

This is the first reply to the main message

Just like in the above example, you will be able to modify this message , reply to this message , or reply to the original post .

Conclusion

Play around with the system and you will have a good idea of how it works and the different levels that you can have.

  Posted on 3/18/2002 2:07:19 PM by Brenna

This is an entirely new message.

 Posted on 3/18/2002 1:49:54 PM by Brenna

This is my first message on the message board. I've now made changes to this message.

Modified on 3/18/2002 1:55:05 PM by Brenna

  Posted on 3/18/2002 1:55:42 PM by Brenna

This is the first reply to the main message

  Posted on 3/18/2002 2:02:36 PM by Brenna

This is the reply to the reply

  Posted on 3/18/2002 2:05:33 PM by Brenna

This is a reply to the reply to the reply.

   Posted on 3/18/2002 2:05:52 PM by Brenna

This is a reply to the reply to the reply to the reply.

   Posted on 3/18/2002 2:06:46 PM by Brenna

This is a second reply to the reply to the reply.

   Posted on 3/18/2002 2:07:09 PM by Brenna

This is the second reply to the main message.