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## **Mitechsoft WebCube System (version 1.0) User Manual**

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# Mitechsoft WebCube System (Version 1.0)

## Table of Contents

Chapter 1	Introduction to Mitechsoft WebCube System
Chapter 2	Starting Mitechsoft WebCube System
Chapter 3	Webmail System
Chapter 4	To Do List Management System
Chapter 5	File Management System
Chapter 6	Webpage Management System
Chapter 7	Weblog System
Chapter 8	Shoutbox
Chapter 9	Forum
Chapter 10	News Management System
Chapter 11	Organization Calendar System
Chapter 12	Info Center

## **1. Introduction to Mitechsoft WebCube System**

Welcome to Mitechsoft WebCube System, one of the most scalable, reliable, robust, cost-effective and easy to manage communications, messaging, collaboration, information management, web-site development and document management tools. It enables users from various geographical locations and at different time of the day to communicate, collaborate and exchange information and documents over the Internet in their own private and secure environment.

Mitechsoft WebCube System allows you to create an unlimited number of users with no user licensing fees attach to it. You can use it to create, store, copy, browse and share information with other users in the organization with speed and intelligence.

### **Overview of Mitechsoft WebCube System**

Once you logged-in to the system you will find the desktop page of the entire application. The top menu bar is basically divided into three main menu namely L-Cube, Personal and Community. We will not elaborate on L-Cube since it belongs to Learning Management System application which is called Mitechsoft LearningCube System. Most of the modules in the system are grouped under Personal or Community menu.

Under Personal menu you will find the following modules:

1. Webmail System
2. To Do List Management System
3. File Management System
4. Web-page Management System
5. Weblog System

Under Community menu you will find the following modules:

1. Organization MainPage Management System
2. Shoutbox
3. Forum
4. News Management System
5. Organization Calendar System

Two extra modules are also incorporated in the system to help you to update your personal profile and company information policy. The modules are:

1. Setting
2. Info Center

On the left of this page you will find the summary of your mail, public announcements, forum and pending tasks. On the right of this page you will find the main body of the desktop. Organization's spotlight news and announcements are displayed here.

### **What You Need To Know**

This User Manual assumes that you know your basic computer. It also assumes that you know how to point, click and drag with a mouse and use keyboard. This documentation also assumes that you are using Firefox 1.0 or Internet Explorer 5.5 and above.

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## Documentation Conventions

It is important that you understand the following documentation conventions for you to have an accurate and effective use of this documentation.

The following conventions are related to using the mouse:

<b>When you see this.....</b>	<b>Do this.....</b>
Click	Press the primary mouse button (usually the left mouse button)
Double-click	Quickly press the primary mouse button twice
Right-click	Press the secondary button (usually the right mouse button)
Enable the [Y] check box (Highlighting the button/box)	Click the [Y] check box to place a check mark or an 'X' inside the box
Disable the [Y] check box (Do not highlight the button/box)	Click the [Y] check box to remove check mark or an 'X' inside the box
Select text	Click and drag to highlight text
Right-click, and click Paste (Copy and Paste)	Click the right mouse button, and click the Paste command in the sub menu that appears

The following conventions are related to keyboard actions:

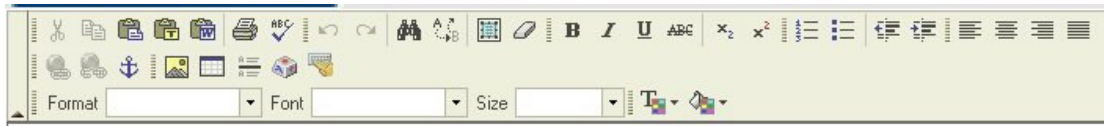
<b>When you see this.....</b>	<b>Do this.....</b>
Press ENTER	Press the Enter key on your keyboard
CTRL+SHIFT	Press the Control key and the Shift key at the same time
Copy	Select the text and press CTRL+C to copy
Paste	CTRL+V to paste
Cut	CTRL+X to cut
Undo	CTRL+Z to undo








## Web editor facility












Mitechsoft WebCube System enables you to edit your documents in 'What You See is What You Get' (WYSIWYG) format. This facility is available in the following modules:






- ✂ Personal Web-page Management System
- ✂ Organization MainPage Management System
- ✂ News Management System
- ✂ Shoutbox
- ✂ Weblog
- ✂ Forum
- ✂ Info Center

## The conventions used for this facility are as follows:



-  This facility enables you to cut the chosen text. The cut text can be reused by using 'Paste' facility.
-  Copy. Copies the selection to the Clipboard.
-  Paste (Edit menu). Inserts the contents of the Clipboard at the insertion point, and replace any selection. This command is available only if you have cut or copied an object, text, or contents of a cell.
-  Paste as plain text
-  Undo (Edit menu). Reverses the last command or deletes the last entry you typed. To reverse more than one action at a time, click the arrow next to, and then click the actions you want to undo. The command name changes to 'Can't Undo' if you cannot reverse the last action.
-  This is a 'Redo' facility. It will cancel the 'undo' effect.
-  This is a 'Find' facility

-  This facility enables you to Underline the chosen text.
-  This facility enables you to **Bold** the chosen text.
-  This facility enables you to make the chosen text *Italics*.
-  Align Left (Formatting toolbar). Aligns the selected text, numbers, or inline objects to the left with a ragged right edge.
-  Centre (Formatting toolbar). Centres the selected text, numbers, or inline objects.
-  Align Right (Formatting toolbar). Aligns the selected text, numbers, or inline objects to the right with a ragged left edge.
-  Numbering. Adds numbers to or removes numbers from selected paragraphs.
-  Bullets. Adds bullets to or removes bullets from selected paragraphs.
-  Decrease Indent. Indents the selected paragraph to the previous tab stop or indents contents of selected items to the left by one character width of the standard font.
-  Increase Indent. Indents the selected paragraph to the next tab stop or indents contents of selected items to the right by one character width of the standard font.
-  Insert Image. Links to images can be inserted here. The default is your personal Web Page Management System folder.

-  Hyperlink. Inserts a new hyperlink or edits the selected hyperlink.
-  Font Size. Changes the size of the selected text and numbers. In the Font Size box, enter a size. The sizes in the Font Size box depend on the selected font and active printer.
-  Font. Changes the font of the selected text and numbers. In the Font box, select a font name.
-  This facility enables you to change the colour of the chosen text.
-  This facility enables you to change the colour of the background of the chosen text.

### **We want your feedback**

If you have comments or suggestions on Mitechsoft WebCube User Manual, you can e-mail them to [info@mitechsoft.com](mailto:info@mitechsoft.com) or mail to the address provided. Unfortunately, we may not be able to respond to your messages individually.

## 2. Starting Mitechsoft WebCube System

To start using Mitechsoft WebCube System, you need to log in at the Mainpage of your organization. You will have to enter your username and password given to you by your organization at the specified box. Upon logging in you will see the desktop page of the Mitechsoft WebCube System. See below



There are various levels of users available in this system. The levels are:

- a) System Administrator
- b) Module Administrator
- c) Forum Host
- d) Ordinary User

The appearance of the interface after logging-in will depend on your level of security given.

**System Administrator** is responsible to manage the entire WebCube System. He has the authority to create, update and delete groups, users and mailing lists. He has the ability to filter email at the system level. He also has full capability to manage forum, determine the Webmaster of the organization and assign administrator for each module.

**Module Administrator** has full capability to manage the respective module.

**Forum Host** has the capability to lock or delete any posting of the forum that he/she managing.

Explanation given here is mainly for ordinary users. However certain features which are meant for other levels of security, will be explained separately.

Once you are ready, we can now move on to step-by-step method of how to use the Mitechsoft WebCube successfully. Have fun!

### **3. Webmail System**

In this chapter you will learn how to compose, forward and set various options on your email. You may also keep your received email in default folders or personal folders that you have created.

Address book menu allows you to keep your entire personal contact list. You may create new contact as well as search for the available contact list in your personal address book or in the entire network.


Option menu allows you to set preferences on your email system. You may edit your personal information, apply filters for your incoming mail, delete and move messages, customize how to send email and where to keep the drafts.

#### **How to use Webmail System**

To start, click on the Personal icon on the main menu bar. You will find a series of icons under the Personal icon. Click on 'email' icon. A default page, which consists of the email Inbox interface, will be shown to you. On the left of this Inbox interface is the navigation menu bar. There are three components under this navigation menu bar. These components are:

1. Jump To Folder
2. Mail Menu
3. Mail Management

#### **How to read your emails**

After you click on 'email' icon, you will find a list of emails in the Inbox screen. Emails are listed according to 'date', 'from', and 'subject'. The size of the email is also shown. If the email has an attachment you will see this sign  before the 'subject'

To read, simply click on the email one at a time. A respective mail will be displayed according to the date and time of the mail. You will also see From, To, Cc, Subjects and contents of the mail.

#### **Managing your emails**

To manage your email more effectively, simply click on various links that are available on the top of each email you read. These links are Move, Copy, Delete, Reply, Reply to All, Forward, Redirect, Blacklist, Message Source, Resume, Save As and Print.

1. Move or Copy

You must choose your intended folder before moving or copying your email. When you move your email to another folder, that email is deleted from the present folder.

2. Delete

Your deleted email will be kept in the trash folder. If the system unable to delete your email it shows that your hard disk space is full. Make sure you always empty your trash folder.

### 3. Reply or Reply to All

Reply will only send your email to the sender whereas Reply to All will send your email to the sender as well as to those who receive the email from the sender.

### 4. Forward and Redirect

Forwarding email will usually alters the contents of the email with the message that the email is forwarded by you. Redirecting email does not alter anything from the contents of the email.

### 5. Blacklist

Use as a shortcut to 'Options' link in order to apply filter rules on your received emails.

### 6. Resume

You may use this facility to re-send email that you have saved in the 'draft' folder. You normally save you email in the 'draft' folder when you put that email on hold before sending it.

### 7. Save As

You may save your email in the hard disk of your computer. Simply click on 'save as' and then press the 'ok' button.

### 8. Print

You may print your email directly from this page. Click on 'print'. Another page will open with your email on it. Click 'ok' to print.

## **How to compose your emails**

1. Click on 'compose' on the left hand menu bar under Mail Menu. A message composition page will appear on the left hand screen of your computer.

2. Fill in the compose boxes provided on that page:

'From' – By default, your email address is written here.

'To' – Email address of the person you are sending the email to.

'Cc – Other email addresses that you wish to send the email. The main person you are sending the email will be able to see other persons you are sending the email.

'Bcc – Similar to Cc except that the main person you are sending the email will not be able to see other persons you are sending the email.

'Subject' – The title of your email.

3. You may write the content of your email in the main compose box provided. Once you finished writing, click on the 'send message' to send your email or click on 'save draft' to save your email in draft folder.
4. To send an attachment with your email, click on 'attachments'. A box will appear at the bottom of your compose page. Click on 'browse' button. You may select your file you want to attach from the hard disk. Click on 'attach' button to attach your selected file.

**Reminder:** Since the WebCube System is utilizing session time, the system will record the duration of time each user remains idle. For security reason, the system will automatically log-out after certain duration of idle time. Writing an email is detected as being idle. If you are writing long email, we advise to select the text you have written and copy it to the clipboard (Ctrl + C) before you send your email. If the system log-out, you can still recompose another email, and copy the text from the clipboard (Ctrl + V) to the newly composed email. Another way of writing long email is to write it on any word processor application and copy it to the email compose page.

However in this new version, the email system will notify the users if the session time is about to expire while composing email.

### **Managing address book**

1. Click on 'address book' link under Mail Management on the left hand menu bar. Address list page will appear on the right of this link. If you don't have any contact address in the list it will be displayed 'no record found'.
2. To create new contact list, click on 'Create New' link. Fill in the required fields (mark with \*) provided on this page. Click on the save button. Your new contact is now in your address book.
3. To search for the contact addresses simply click on 'Search' link. To search randomly click on 'random search' link or otherwise click on 'begin with' link for specific search. Select whether to search in your personal address book or entire network.
4. To update the contact addresses click on the email address of the person you want to edit. Make the changes and click the save button [X]. You can remove the email address by clicking on remove button [X].

### **Managing folders**

1. Click on 'folders' link under Mail Management menu on the left hand menu bar. A folder management page will appear on the right hand of this link. By default, all users will have Inbox folder followed by draft and trash folders.
2. To create new folder simply clicks on 'choose action' box. Go to 'create folder' link. Small window will pop-up asking you to enter folder name. After naming your folder click 'ok'. A new folder is now created.
3. To manage your folders, highlight on the folder you want to manage. Click on 'choose action' box and select the action you want to do. You can rename, delete, empty, and download your folders. You can also check or not check new mail in your

folders.

4. To expand folders simply click on the '+' sign on the left of the Inbox folder. Similarly to collapse these folders click on the '-' sign.

### **Managing options**

1. Click on 'options' link under Mail Management menu on the left hand menu bar. A page on your information, mail management and other options will appear on the right hand of this link.
2. To change your personal information:
  - a) Simply click on the 'personal information' link. Each user has his/her default identity in the system. To change identity, click on 'edit your identities'. You will obtain a form to fill in.
  - b) If you want a new identity, fill in the form provided and click on 'create button'. You may delete identity you have created, reset information on your identity and cancel it all together.
  - c) To set footer on your email; fill in 'your signature' box. To precede your signature with dashes '---' and insert this footer in both composed and forwarded mail, simply highlight the respective boxes.
  - d) Click on 'save options' to save all the changes you have made.
3. To filter your email:
  - a) Click on 'filters' link. You will be shown a filter management page. You may highlight the respective boxes to set-up when to apply filter.
  - b) To edit your filter rules, click on 'edit your filter rules'. You will obtain a form to fill in the rules you want to set-up.
  - c) To further define filtering process, insert certain words, a string of words, the name of the sender in the 'text' box provided.
  - d) You may delete or move the mail to the folder you want, by selecting 'delete message' or 'move message to' option.
4. To sort out your email:
  - a) Click on 'display options' link. Display option management page will appear. You are required to fill in the 5 fields provided on this page. The functions of the 5 fields are:
    - i) First field – to sort out your email based on 'Arrival Time', 'Message Date', 'From Address', 'Subject Field' or 'Message Size'.
    - ii) Second field – to sort your email in ascending or descending order.

- lii) Third field – to determine how many messages you require per page in your mailbox.
  - iv) Fourth field – to decide on how many spelling errors you allow to display per screen when spell checking is used.
  - v) Fifth field – option if you wish to expand the entire folder tree by default in the folders view.
- b) Click on 'save options' button after you configure all of the above features.
5. To customize your message composition:
- a) Click on 'message composition' link. You will find 3 fields to fill in on this page. You may decide on the number of character text for your email.
  - b) You may highlight on respective boxes if you decide to include original message in your reply and compose messages in a separate window.
  - c) Click on 'save options' button after you fill all the fields.
6. To check on your new mail, whether or not to notify you, click on 'new mail' link. On the refresh folder view field, you have many options of how frequent you want your email to be checked and notified. You may also enable a 'display pop-up notification of new mail if you want to.

### **How to forward your email**

1. Click on 'Forward' link under Mail Management Menu on the left hand menu bar. A forward incoming mail page will appear on the right hand of this link.
2. Fill in the fields provided. Click on 'Add to List' button. A list of email address with its nickname will be written in the Forward List box. You may add multiple addresses in this facility.
3. To delete addresses from your list, highlight on the address you want to delete and click on 'delete from list' button.
4. To keep a copy of those emails in your mailbox, select 'Save Copy in my Inbox'.

### **How to set vacation/auto reply**

Click on 'Vacation' link under Mail Management Menu on the left hand menu bar. A message vacation page will appear on the right hand of this link. Fill in the text box provided. To enable it, click on 'On Vacation' button. To disable it, click on 'End Vacation'.

### **How to search your email**

Simply click on 'search' link under utilities menu on the left hand menu bar. Fill in the fields provided that deemed necessary to conduct your search. You may search in one selected or all folders by clicking on 'select all'. Finally click on 'search' button.

## **Jump to Folder**

This facility allows you to choose folder you want to see. By default, the contents of Inbox folder are displayed here. There are three folders available under this menu, which are Inbox, Draft and Trash. You can add as many folders as you like by clicking on 'folder' link discussed previously.

## **4. To-Do List Management System**

In this chapter you will learn how to schedule your pending tasks. You can arrange your tasks in order of priority. You may view the list of all your activities and know the status which activity has and has not been completed.

### **How to use To-Do List Management System**

1. Click on 'To-Do' icon on the main menu bar. Under this menu bar, you will find the left hand navigation menu bar and the right hand To-Do Description page.

The left hand navigation menu bar consists of the summary of your To-Do activities and the right hand To-Do Description page consists of the list and status of your activities.

2. To check on your activity list, simply click on 'To-Do List' link on the left hand menu bar. You will see your list of activities with its status on the right hand of this link.
3. To manage your activities, click on the activity that you want to manage. Detail information on your activity will appear on this page. You can modify or delete your activity. Don't forget to click save button [X] after you modify your activity.
4. To create new activities simply click on 'Create To-Do' link on the left hand navigation menu bar. A new activity page will appear on the right hand of this link.
5. Fill in all the fields provided. You may set your activities according to its priority. Select either urgent, important, normal or low. Once you finished, click on the save button.
6. To check whether the activities have been completed or not, go to 'Completed List' link and 'Incomplete List' link respectively on the left hand menu bar.

## 5. File Management System



In this chapter you will learn how to manage your files and documents in the Internet from anywhere in the world. You may create various folders in order to keep your files and if you wish, you can share these folders with other members of your organization.

You will also learn how to upload, download, copy, move and remove your files as easy as you like. The facility will also allow you to access other user's folder in the organization with his/her permission.

### How to use File Management System

1. Click on the 'File Mgt' icon. Under this menu bar, you will find the left hand navigation menu bar and the right hand File Manager page.
2. The left hand navigation menu bar consists of File Manager summary, Navigator, Tools and Jump To menu. The right hand File Manager page consists of all the list of folders and files that have been uploaded. The upload date and time is also shown on these folders.
3. To manage these folders, various facilities are made available on the top of File Manager page. These facilities are uploading, copy, move, remove, share and create folder.
4. By default, when your account is created, two folders are already created for you. These are "My Personal" and "My Share" folder. "My Personal" folder is not shared, whereas "My Share" is shared to the Public (To all users using WebCube in your network or other trusted networks). All shared folders will have different types of icons (with the hands underneath the image) compared to the personal folders.
5. You may create you own folder within the available folders or outside of these folders, as you like.

### Managing Folder

1. At the place where you want to create the folder, click on the "New Folder" icon as follows . You need to enter the folder name and description in the form given.
2. To move up from each folder, click the arrow as follows .
3. To change the name and description of the folder, while inside the folder, click the "Edit Folder" icon and enter the new information, as you like.
4. To change the sharing properties, while inside the folder, click the "Sharing Properties" icon. You may choose which sharing levels you want have for this folder. There are 4 levels of sharing properties:
  - (i) Personal (Not Shared)
  - (ii) Public (Trusted Network)

By choosing this option, the files inside this folder can be viewed and downloaded by users from all other trusted networks.


(iii) Private

By choosing this option, the files inside this folder can be viewed and downloaded by all users from your network.

(iv) Selected List

By clicking here, you will be given the form to fill in the users that you wish to share the folder with. You may enter the email address of these users or you may enter their group. If the group is "management" and their domain name is abc.com, then you will need to enter [management@abc.com](mailto:management@abc.com) here. You may also enter the ID of users or group from other trusted network.

### Managing File

1. To upload the files to your folder, while in the selected folder, click the "Upload" icon on top of the page. You will be given the facility to upload up to 5 files at one time. In order to overwrite the already available files, you need to highlight on the "Overwrite" checkbox. To upload the chosen files, click on the  button at the right side of the page.
2. While uploading the files, the system will pop up the message to inform you about the ongoing process. Once it is completed, the system will inform you the name of the files completely uploaded.
3. To manage the available files in the folder, highlight the checkbox on the left of the selected file/s. You may then manage the files by clicking on "Copy", "Move" or "Remove" icon at the top of the page.

### Navigating the Network

4. At the "Navigator" menu on the left hand side of the page, there are 3 options available.
  - (i) My Folder.

By clicking here, the system will display your main File Management folder.
  - (ii) The domain name of you organization

By clicking here, you will be shown the available groups within your network. You may click the group that you want. The system will then show you the list of users within the selected group. You will be able to see the folder and files owned by the selected users if he/ she has shared those folders for you to access to. Otherwise you will only see the "My Share" folder. Once you have seen those files, you may either download it to your computer or you may copy it to your personal folder in the File Manager System.

(iii) Entire Network

By clicking here, you will be shown the available trusted network. By clicking the selected network, you will be shown the available groups within that network. You may click the group that you want. The system will then show you the list of users within the selected group. You will be able to see the folder and files owned by the selected users if he/ she has shared those folders for you to access to. Otherwise you will only see the "My Share" folder. Once you have seen those files, you may either download it to your computer or you may copy it to your personal folder in the File Manager System.

### Quick Download

This facility is to enable you to download the file from your folder easily. By clicking this link, you will be shown the list of folders available in your File Management System. By clicking the selected file, you may download it easily to your computer.

### Jump To

This facility will enable you to go directly to the user's folder. This user may be from your network or from other trusted networks. You just need to enter his e-mail address and click the link "go" in order to proceed further.

## 6. Personal Web Page

In this chapter you will learn how to manage your personal homepage in the Internet from anywhere in the world. You may create your homepage from the templates given, from your own files or from your own weblog.

### How to use Personal Web Page System

1. Click on the 'Webpage' icon. Under this menu bar, you will find the left hand Personal Home Page menu bar and the right hand Content Management page.
2. The left hand Personal Home Page menu bar consists of Content Manager and Personal Web Folder.

How to create and manage

1. Creating homepage by using the templates

(i) This is the default of the system. Once you click on the "Webpage" icon, you will be given the "Content Management" page of the available templates.

- About My Self
- My Family
- My Friends
- My Hobbies
- My Activities

- Biodata
- My Links

You may edit the topic for these contents and you may enter all of the required information in the field provided. Images that you want to insert into the web page contents will be obtained from your personal web folder or from community web folder provided by the System Administrator.,

(ii) Choosing the Themes

Click on the "Themes Manager" menu. You will see various themes available in the system. You may choose the one that you like.

(iii) Preview Homepage

You may preview the appearance of the homepage by clicking on this menu.

2. Creating homepage by using the personal files

You may create your homepage by using the HTML editor and upload these files to the folder in this system. Besides that, you may also create or edit the files directly in this system.

(i) Click "Manage Web Folder".

You will see there are four folders already available in the system. These are:

- File
- Image
- Media
- www

Any file with the name of index.html or index.php in the "www" folder will be the main page of your homepage.

You may keep all other files in these folders accordingly.

By default, there is one file with the name index.php already available in the "www" folder. You may edit this file directly or you may overwrite this file with your new file.

To create new file, you need to click on the "Create New" icon at the top of the page.

To edit the already available file, click the selected file → Advanced Editor or Expert Editor

In Advanced Editor, you will be able to edit the page by using the What You See is What You Get (WYSIWYG) format, whereas in expert editor, you will have to edit by using the HTML editor.

(ii) Click "Index Manager"

There are three options available here:

- Using system index file
- Using personal index file
- Using Weblog index file

By default the first option is chosen. If you wish to use your personal files, then you need to choose the second option and save the setting.

## 2. Creating Homepage using Personal Weblog

(i) Click “Index Manager”

There are three options available here:

- Using system index file
- Using personal index file
- Using Weblog index file

By default the first option is chosen. If you wish to use your Personal Weblog as your default personal homepage, then you need to choose the third option and save the setting.

## 7. Personal Weblog

In this chapter you will learn how to manage your personal weblog in the Internet from anywhere in the world. You may create and manage your personal weblog from the templates given.

### How to use Personal Weblog System

1. Click on the 'Weblog' icon. Under this menu bar, you will find the left hand Personal Weblog menu bar and the right hand Blog List and Summary.
2. By default, there is nothing available on the right hand side of the page. You need to create your weblog profile by clicking on the “Create Weblog Profile” menu on the left hand side of the page.

Step 1

Enter the Weblog Title  
Set the Weblog description

Step 2

To enable or disable the Weblog. Only enable Weblog will be seen.

Step 3

Choose the Weblog themes.

Step 4

Verify data and save the setting.

3. Once you have created the Weblog profile, there are four new menus can be seen on the left hand side of the page. They are:
  - Post List  
This will list down all the available weblog posting together with its activities.
  - New Post  
This facility will enable you to post new weblog posting
  - Weblog Profile  
This will enable you to determine the profile of your weblog.
  - Preview My Weblog  
This facility will enable you to view your weblog.
4. Creating new weblog posting
  - Step 1  
Enter the title and contents of your posting
  - Step 2  
Comments: The default is "disable". If you want to allow others to give comment to your weblog, choose the "enable" option.  
Status : The default is "Set posting as draft". Your new posting will not be seen until you choose "Publish posting".
5. Managing weblog profile
  - Step 1  
You can edit the title and contents of your weblog.
  - Step 2  
You may enable or disable your weblog
  - Step 3  
You may choose the themes for your weblog.

## 8. Shoutbox

In this chapter you will learn how to manage your community-based Shoutbox in the Internet from anywhere in the world. You may create and manage your announcement and advertisement smoothly within your organization.

This facility enables the organization to manage announcement and advertisement within its community. Information posted here will be displayed to all users within the system. It can either be in the form of text or images.

### How to use Shoutbox System

1. Click on the 'Shoutbox' icon. Under this menu bar, you will find on the left hand the Shoutbox menu bar and on the right hand the list of latest posting.
2. To create your posting, click on the "Scream Now" link.
3. To view all of the posting list, click on the "Screamed list" link.

## 9. Forum

In this chapter you will learn how to manage your community-based Forum in the Internet from anywhere in the world. You may create and manage your forum activities smoothly within your organization.

This module allows you to share your opinions with other members in your community. You will be able to discuss various issues within your community in this facility. All of the members in the community will be able to participate in the Public Forum and only certain related users will be able to utilize the Private Forums. Private forums can be managed on a WebCube group-based (Public Group) or based on members in a newly created group (Private Group).

### How to use Forum System

In order to utilize the system, you need to click at the Forum icon at the WebCube Navigation Bar. You will then be displayed with the Forum main page. The appearance of the page will depend on whether you are an ordinary user, the main System Administrator or Forum Host.

#### a) System Administrator or Forum Administrator

System Administrator will be able to do these following tasks:

(i) Manage Forum Categories (i.e. Health, Education, Technology etc).

He can list down all categories available and he will also be able to create new categories or delete the present categories. He may also rename these categories as needed.

(ii) Manage Forum. He will be able to list down all available forums, add new forums or delete selected forums.

(iii) Managing Forum Group (Private Group). These can either be creating new groups, deleting available groups or adding and deleting members in the group.

(iv) Using all available forums

#### **b) Forum Host**

(i) He has the ability to Edit or Delete the posting available in the forum that he has access to.

(ii) Using Forums that are available for him. It involved Public Forum and Private Forum that he has the ability to access to.

#### **d) Ordinary Users**

(i) Using Forums that are available for him. It involved Public Forum and Private Forum that he has the ability to access to.

#### **Accessing Forum**

1. Once logged in, you will be able to see two available columns on the main page. Column on the left will be used for the management purpose. What you will see here will depend on whether you are a Moderator, Forum Host or Ordinary User. Besides that you will also be able to see the list of forums that you are allowed to participate in.

2. The main column on the right will show the contents of the available forums. These forums are divided according to their categories. In each category, the forums are listed according to their forum name. The descriptions on these forums are available on the right side of each of the forum name. The information consists of

- Forum name
- Topic – the number of available topics within this forum is displayed here.
- Posts – the number of forum posting inside this forum is displayed here
- Last Post – the date of the last posting is displayed here
- Host – the user ID of the forum host is shown here.

3. To obtain further information, you need to click at forum selected. The list of Forum topics are shown here. On its right side you will be able to see:

- The ID of the creator of the topic
- Number of replies
- Number of users who has viewed the posting
- Information about the last posting

4. Ordinary user

As ordinary user, you can only

- View the permitted postings

- Reply to available posting
- Create new posting in the available topics
- Create new topics.

#### 4. Creating topic

Click on the 'Create Topic' link.

Fill in the name of the topic and the description of that topic.

You may also choose the 'emoticons' provided.

You may customize further the fonts, characters of the text or you may also add in images in the description field.

#### 5. Creating new message

Choose the emoticon

If you do not want your e-mail address be displayed, you may also choose to be anonymous by clicking on 'Check to post Anonymously' button. It is good to inform that even though the users of the system will not know who is the person, the System Administrator will still be able to trace it.

In order to view the available postings, you need to click on the respective topic. Once chosen, you will be shown all the postings available in the topic chosen. If you have new message regarding the same topic, you need to click on the 'New Message' icon on the upper right-hand side of the page. If you wish to response (reply) to the present posting, you need to click on the [reply] icon on the right-hand side.

If you are logged in as a Forum Host, you will be able 'lock' or 'delete' the topic within your authority and edit or delete related forum postings.

### **9. News**

News posting is only done by the System Administrator or the News Administrator. Ordinary user may only view the available posting.

### **10. Calendar**

Events of the organization's calendar is managed by the System Administrator or the Calendar Administrator.

### **11. Setting**

In this section you will learn how to view and manage your personal system setting.

#### **How to use Personal Setting System**

To access to this facility, you need to click on the 'Setting' icon on the Navigation Bar.

On this page, you will be able to review the status of your account and to make changes your password and your profile.

1. Click on the 'Setting' icon. Under this menu bar, you will find the left hand Setting menu bar and the right hand User Setting and Information.
2. The left hand Setting menu bar consists of Personal Information, Update Profile, Change Password and Editing Mode.

- System Information

This information comes from the system. It consists of:

Full Name  
Login ID  
Prime Mail ID  
Group Net (Network) and Group ID

If you have any problem with the information here, you need to contact the System Administrator.

- System Status

User Status  
Incoming Mail  
Read Mail

These three facilities are controlled by the System Administrator. If you have any problem in using this system or you find any of these facilities are enabled, you need to contact the System Administrator.

Forward Mode  
Vacation Mode

You are managing these two facilities fully in the Webmail system.

- Quota and Disk Usage Status

If it is not enforced, it means that there is no quota restriction on the use of hard disk space.

- My Profile

You may edit this profile yourself.

## **12. Info Center**

You will be able to view some selected information here. System Administrator or Info Administrator will be able to allocate certain information for certain group of users.