



Cross Border Institution Building – CBIB+
The IPA Multi-beneficiary Programme



This is a project
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CBIB+ E-forum

User instruction version 1.1
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<http://cbibplus.eu/user>

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1. Introduction

1.1 Background

Electronic forum (e-forum) was developed within the CBIB plus website as one of the outputs envisaged within Result 5 – “Visibility on cross-border cooperation at intra Western Balkans borders is enhanced” of the Component 6 – “Communication, dissemination, research” of the CBIB plus project.

1.2 Purpose

Given the geographical scope of the project, a strong, user-friendly and detailed website was created as a key tool for both internal and external communication. Information provided therein is tailored to bodies concerned with programme management, as well as to the general public. However, there are some sections of the websites that are reserved for registered users only. One of such sections is the e-forum whose main purpose is to act as a virtual meeting point for members of the CBC Forum and its subsidiary Working Groups, as well as for all professional involved in the implementation of the CBC programmes in Western Balkans.

The e-forum is organised as a message board/discussion module where registered users can pose questions to be answered either by the TA or other users and is developed in English language only, which is a working language of the forum.

1.3 Access

Only registered users have access to the forum. These users include staff of all Delegations and Offices of the European Union to Western Balkans countries, staff of the Operating Structures of these countries that are involved in implementation of the cross-border cooperation programmes, staff of Joint Technical Secretariats and their antenna offices in Western Balkans countries as well as relevant representatives of the European Commission.

Initial list of individuals belonging to above mentioned institutions that should become registered users was created by the CBIB plus project, based on the existing contact lists and other information available. The list will be expanded whenever needed either by the CBIB plus project directly, or upon a request submitted over email to the address: forum@cbibplus.eu.

User information that necessary for accessing the e-forum for a specific user will be sent to each user individually once his/her account is created. User names have a form of name.surname, while passwords are automatically created by the system.

In the case that a registered user desires any of the information related to his/her account such as user name, password, e-mail associated to the account to be changed, the change can be made by sending a request over email to the address: forum@cbibplus.eu.

2 Logging on to the forum

In order to log on to the e-forum you need to be a registered user. If you were automatically registered you must have received an e-mail with your credentials which you should use to access the system. Otherwise, please follow instructions on the previous page to have an account open for you.

Registered users can log on to the e-forum by typing the following address in their web browser: <http://www.cbibplus.eu/user>. The following form will appear:

The image shows a web form for logging in. At the top, there are three tabs: 'CBIB+' (Cross Border Institution Building), 'Beneficiaries' (Western Balkan countries), and 'Programmes' (Cross-border programmes). Below these are two buttons: 'Log in' and 'Request new password'. The main section is titled 'User login'. It contains two input fields: 'Username !' with the text 'denis.slatina' and 'Password !' with masked characters. Below each field is a prompt: 'Enter your Cross-border Institution Building username.' and 'Enter the password that accompanies your username.' respectively. A 'Log in' button is at the bottom.

Type your username in the Username! field and your password in the Password! field and press <enter>, or click the Log in button. The following page will be loaded:

The image shows a user profile page. The browser address bar shows 'www.cbibplus.eu/users/denisslatina'. The page has a navigation bar with links: 'Getting Started', 'http://www.msp-ipa2...', 'Structure', 'Configuration', 'Quiz', and 'Help'. The main header features the 'cbib+' logo and the text 'Cross-border Institution Building' and 'The European Union's IPA Multi-beneficiary Programme'. Below this is a horizontal menu with tabs: 'CBIB+' (Cross Border Institution Building), 'Beneficiaries' (Western Balkan countries), 'Programmes' (Cross-border programmes), 'Projects' (Grant scheme and best practices), and 'E-tools' (Library, forum, online courses). The 'E-tools' tab is active, showing a dropdown menu with options: 'E-publications', 'E-library', 'E-directory', 'E-learning', 'E-forum' (highlighted with a mouse cursor), and 'E-multimedia'. Below the menu, the user's profile is displayed with the name 'denis.slatina', an 'Email' field, a 'Plaintext email only' checkbox (set to 'No'), and a 'Newsletters' checkbox.

Drop-down menu displayed in the picture above will appear when the mouse cursor goes over the E-tools field. Choose the E-forum option in order to load the e-forum.





3 Structure of the forum



There are four different forums within the e-forum on the CBIB plus website as displayed in the picture below that appears after you choose e-forum option:


- EUDs: a message/discussion board reserved for members of the Delegations of the European Union and the European Commission,
- OSs: a message/discussion board reserved for staff of the Operating Structures of the Western Balkans Countries,
- JTS: a message/discussion board reserved for staff of the Joint Technical Secretariats and antenna offices of the Western Balkans Countries and
- General discussion: a message/discussion board open to all registered users of the e-forum.

[View Forums](#) [Active topics](#) [Unanswered topics](#) [New & updated topics](#)

Forums

	Forum	Topics	Posts	Last post
	EUDs Delegation of the European Union	2 1 new	5	Monitoring of CBC... by marija.stevanovic 20.03.2014 - 11:04
	OSs Operating Structures	1	2	evo jedne teme i... by marija.stevanovic 27.03.2014 - 16:48
	JTS JTS	0	0	n/a
	General discussion	0	0	n/a

 
New posts No new posts

- Forum Tools - 

This page provides general information on the status of each forum such as number of topics, number of posts, provides details on the last post for each forum. It also shows if there has been new posts on the forum since your last visit (the bell icon is yellow for forums where new posts appeared) as well as statistics on what is currently going on on the forum – number of currently active users, total number of topics and posts on all forums, total number of registered users and which are newest members of the forum.

Additional functionality related to finding relevant contents on the forum is available by clicking on different tabs positioned above the main table for selecting the forum. The

tabs are: Active topics, Unanswered topics and New & updated topics and each of these tabs shows topics that belong to respective self-explanatory categories as shown in pictures below:

Active topics tab:

[View Forums](#)
[Active topics](#)
[Unanswered topics](#)
[New & updated topics](#)

Active forum topics

Show active topics in:

- Any -

Apply

	Topic	Replies	Views	Last post	Forum
	IPA II regulations by marija.stevanovic on 1. April 2014 - 16:23	1	16	by denis.slatina 1. April 2014 - 16:52	General discussion
	evo jedne teme i ovde (Updated) by marija.stevanovic on 27. March 2014 - 15:32	1 View 1 new	12	by marija.stevanovic 27. March 2014 - 16:48	OSs
	Monitoring of CBC projects by marija.stevanovic on 6. March 2014 - 13:50	3	107	by marija.stevanovic 20. March 2014 - 16:14	EUDs

Unanswered topics tab:

[View Forums](#)
[Active topics](#)
[Unanswered topics](#)
[New & updated topics](#)

Unanswered forum topics

Show unanswered topics in:

- Any -

Apply

No unanswered topics.

News & updated topics tab:

[View Forums](#)
[Active topics](#)
[Unanswered topics](#)
[New & updated topics](#)

Topics with new and updated posts

Show new & updated topics in:

- Any -

Apply

	Topic / Topic starter	Replies	Views	Last update	Forum
	evo jedne teme i ovde (Updated) by marija.stevanovic on 27. March 2014 - 15:32	1 View 1 new	12	by marija.stevanovic 27. March 2014 - 16:48	OSs

4 E-forum actions

The paragraphs that follow provide instructions regarding active participation at the e-forum of each user: entering a particular forum, viewing posted topics, posting new topics, replying to existing posts, etc.

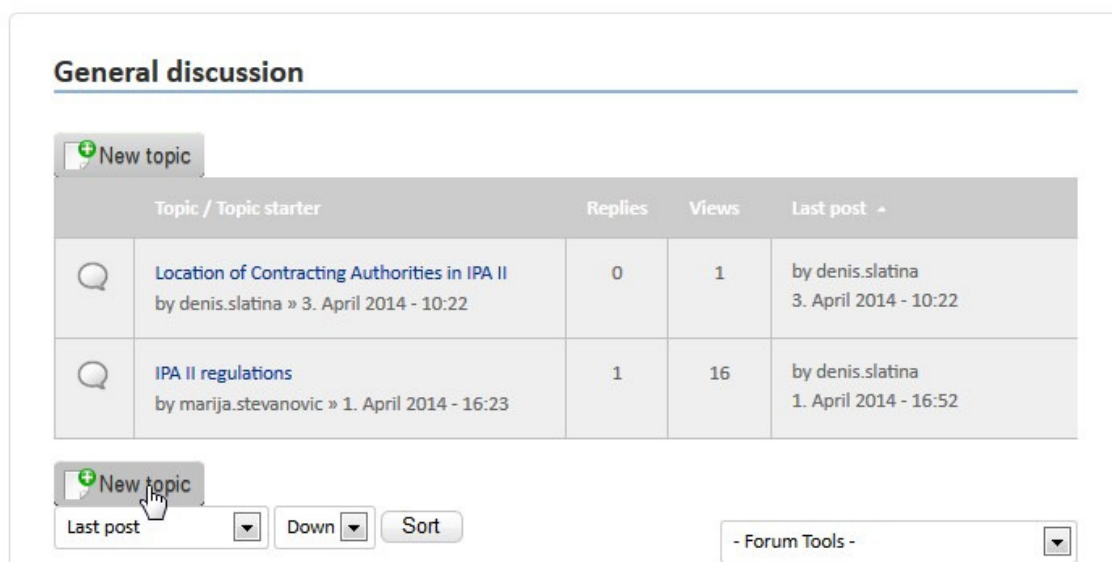
4.1 Viewing a particular forum

Each user has access rights to some sections of the forum, depending on the organisation they belong to; members of each type of organisation have access to the forum reserved for this type of organisation (e.g. staff of the OSs have access to the forum “OSs”) plus to the forum named “General discussion”.

In order to view topics contained in a specific forum all you need to do is to click on the desired forum. For instance, in order to enter the forum “General discussion” click on this forum:



The page showing all topics already open within the forum and information related to each topic such as the number of replies, the number of views and details on the latest post within the topic will be shown:



4.2 Viewing existing topics within the forum, placing posts and opening new topics

By clicking a specific topic, all posts within it will be shown:

The screenshot shows a forum interface with a thread titled "IPA II regulations". At the top, there are tabs for "View" and "Edit". The thread is categorized under "General discussion | All forums" and shows "2 posts / 0 new". Below the title, there are buttons for "Post reply" and "Last post". The first post is by "marija.stevanovic" dated "1. April 2014 - 16:23". The post content discusses the Instrument for Pre-accession Assistance (IPA II) and provides a link to the regulation. Below the post, there are buttons for "Top", "edit", "delete", and "reply". The second post is by "denis.slatina" dated "1. April 2014 - 16:52". The post content discusses Article 3 of the regulation and mentions "cross-border, transnational and interregional cooperation actions". Below the post, there are buttons for "Top", "edit", "delete", and "reply". At the bottom of the thread, there is a "Post reply" button.

To place a post within a particular topic click on a “Post reply” button (placed on the left hand side above and below the lists of posts within the topic, or on “reply” button placed below each post on the left hand side).

To open a new topic within the selected forum click on a “New topic” button (placed on the left hand side above and below the lists of topics within the forum), as shown in the last picture on the previous section of this instruction. The following form will appear:

The screenshot shows the "Create Forum topic" form. The "Subject" field contains the text "Location of Contracting Authorities in IPA II". The "Forums" dropdown menu is set to "-General discussion". Below the form, there is a rich text editor with various formatting options (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, code, quote, spoiler, table, table of contents, etc.). The text area of the editor contains the question: "Is there an official information on which country will host the Contracting Authority for each CBP in IPA II?".

Fill-in the “Subject” field and choose in which forum you want your topic to be shown using the dialog box “Forums” and choosing the desired forum.

Body of the post can be entered below using all standard formatting options including insertion of links, pictures, YouTube videos, Facebook links, etc.

A number of options related to the new topic can be chosen below the body of the topic. The options belong to various groups such as: Menu settings, Revision information, etc. However, a typical user will in most cases want only to choose one of the options listed under the Publishing options group (if any), as shown in the picture below:

body p

[Switch to plain text editor](#)

Text format: Full HTML [More information about text formats](#)

Lines and paragraphs break automatically.

Menu settings Not in menu	<input checked="" type="checkbox"/> Published
Revision information No revision	<input type="checkbox"/> Promoted to front page
Comment settings Open	<input type="checkbox"/> Sticky at top of lists
Authoring information By denis.slatina	<input checked="" type="checkbox"/> Send subscriptions notifications

Publishing options
Published, Send subscriptions notifications (active tab)

You may want to turn *Send subscriptions notifications* OFF when you only change *Publishing options*, otherwise Subscriptions will send out "update" notifications — this option is not saved.
Subscriptions does not send notifications for unpublished nodes (except to users who have the *Administer content* permission), but when you set *Published* to ON, Subscriptions will send out "new" notifications, unless you turn this off here.

Purpose of the four options that can be selected, or de-selected by clicking on the checkbox beside each options are as follows:

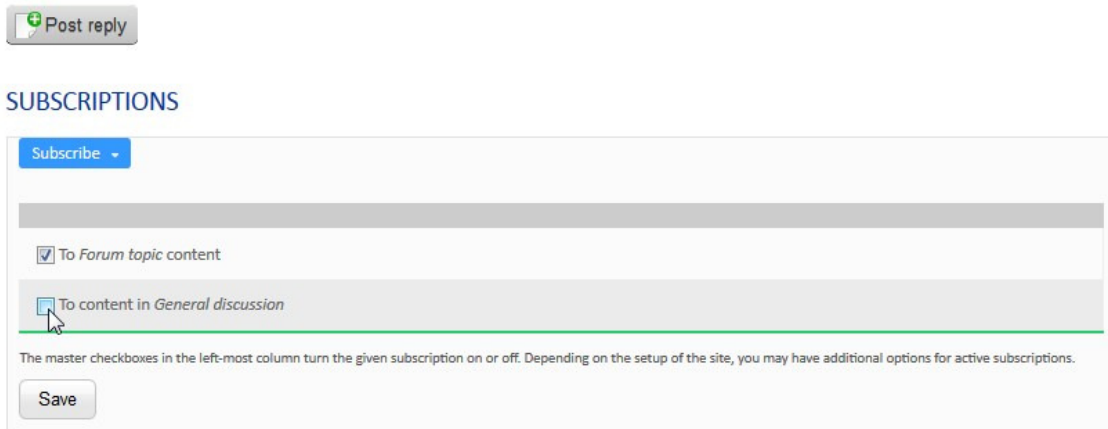
- Published (ticked by default): if the checkbox is un-ticked, the topic will not be published on the forum.
- Sticky at top of lists: by ticking this checkbox, the topic will always appear at the top of all topics published within the specific forum.
- Send subscriptions notifications (ticked by default): if the checkbox is un-ticked, notifications related to this topic will not be sent to the subscribed users (please see Section 4.3 – Subscriptions for details on subscriptions)

When editing of the new topic is finished, all options selected as desired, by clicking the “Save” button on the bottom the topic will be processed. “Preview” button serves to preview the topic before finally processing it. Users can delete and edit topic he published at any moment by using commands placed below the topic as shown in the first picture under this section of the instruction.

4.3 Subscriptions

Registered users can subscribe within the e-forum in order to receive information on contents of a specific topic, or on contents on the entire forum the topic belongs to. If you subscribe to specific contents, you will receive an e-mail each time a change occurs in the section you subscribed for. E-mail notifications will be sent to the email associated with your account. For information on managing your account, please refer to section 1.3 – Access.

Illustration of the options described in the previous paragraph is displayed in the picture below:



The screenshot shows a 'Post reply' button at the top. Below it is the 'SUBSCRIPTIONS' section. At the top of this section is a blue 'Subscribe' button with a dropdown arrow. Below the button is a list of subscription options, each with a checkbox and a label: 'To Forum topic content' (checked) and 'To content in General discussion' (unchecked). A mouse cursor is pointing at the checkbox for 'To content in General discussion'. Below the list is a small text note: 'The master checkboxes in the left-most column turn the given subscription on or off. Depending on the setup of the site, you may have additional options for active subscriptions.' At the bottom of the section is a 'Save' button.

Default status of checkboxes related to the subscriptions depends on previous subscriptions chosen for any given user. Depending on the setup of the site, additional options might appear for active subscriptions. By clicking the “Save” button, chosen subscriptions will be processed. The subscriptions can be modified at any moment for any section of the forum by each registered user.