



## UNIDO Forum Basic Guide

### 1. Accessing the UNIDO Forum

Type <http://www.unido.org/forum> into your web browser. By following the link on the front page, you will arrive at the login screen.

UNIDO Forum

Board index

Login

Username:

Password:

[I forgot my password](#)  
[Resend activation e-mail](#)

Log me on automatically each visit  
 Hide my online status this session

#### Logging in

Enter your user name and password into the corresponding fields and then click the  button.

After logging in, you will automatically be redirected to the index page, which should now display a list of forums of which you are a member. (If the page does not appear within five seconds or so, click the [Board index](#) link on the left side of your screen).

### 2. Reading Messages in the Forum

Clicking on a forum will present you with a list of topics within that forum.

#### Sample Forum

TOPICS	REPLIES	VIEWS	LAST POST
<b>Instructions</b> by <b>Admin</b> » Tue Jan 13, 2009 10:12 am	0	1	by <b>Admin</b> Tue Jan 13, 2009 10:12 am
<b>Latest News</b> by <b>Admin</b> » Tue Jan 13, 2009 10:12 am	0	1	by <b>Admin</b> Tue Jan 13, 2009 10:12 am
<b>Topic B</b> by <b>Admin</b> » Tue Jan 13, 2009 10:11 am	0	0	by <b>Admin</b> Tue Jan 13, 2009 10:11 am
<b>Topic A</b> by <b>Admin</b> » Tue Jan 13, 2009 10:10 am	0	0	by <b>Admin</b> Tue Jan 13, 2009 10:10 am

Clicking on any such topic will then show you the messages that have been posted under that specific heading. There you are able to read what has been posted with regard to each topic.

## Instructions

[POSTREPLY](#)

**Instructions**  
by **Admin** » Tue Jan 13, 2009 10:12 am  
In order to begin, simply...

**Admin**  
Site Admin  
Posts: 5  
Joined: Mon Jan 05, 2009 7:56 pm  
[PM](#) [GPM](#)

---


**Re: Instructions**  
by **Admin** » Tue Jan 13, 2009 12:51 pm  
Furthermore, you may need to...

**Admin**  
Site Admin  
Posts: 5  
Joined: Mon Jan 05, 2009 7:56 pm  
[PM](#) [GPM](#)

In order to return to the list of topics from the message view, click the name of the forum in the bar above the title of the topic you are currently viewing, ('Sample Forum', in this case).

[Board index](#) < [Closed Groups](#) < [Sample Forum](#)

## Printing

In order to print a specific post, access the messages as described above, and click the "print view"  link. You will now see a plain text version of the messages which you can print by selecting 'File'- 'Print'. In order to exit print view, click the 'back' button in your web browser.

## UNIDO Forum

<https://www.unido.org:443/bb/>

### Instructions

<https://www.unido.org:443/bb/viewtopic.php?f=59&t=6>

#### Instructions

by **Admin**  
In order to begin, simply...

Page 1 of 1  
Posted: Tue Jan 13, 2009 10:12 am

#### Re: Instructions

by **Admin**  
Furthermore, you may need to...

Posted: Tue Jan 13, 2009 12:51 pm

Powered by phpBB © 2000, 2002, 2005, 2007 phpBB Group  
<http://www.phpbb.com/>

All times are UTC  
Page 1 of 1

## 3. Posting Messages in the Forum

### Creating a new topic

Click on the [NEWTOPIC\\*](#) button in either topic or message view to begin a new topic in the current forum - a posting form should appear.

### Replying

In order to reply to a posted message, click the [POSTREPLY](#) button in message view - a posting form should appear.

### The posting form

This is where you can begin composing your message.

**Instructions**

POST A REPLY

Subject:

**Options**

Do not automatically parse URLs  
 Attach a signature (signatures can be altered via the UCP)  
 Notify me when a reply is posted  
 Lock topic

Type the subject of your message into the 'subject' line, and the remainder of your message into the white 'message body' box.

Once complete, you have a number of choices as to how to proceed:

### Add attachments

In order to attach a file to your post (i.e. a .pdf, .doc, .jpg etc...) click on the [Upload attachment](#) tab below the message box. Click on [Browse...](#) to locate the file to be uploaded. After selecting a file and clicking 'open', click [Add the file](#) to include the selected file with your post.

### Preview the post

In order to preview what the posted message will look like once submitted, click the [Preview](#) button in the form you are working in. The preview will appear at the top of the posting form:

### Submit the post

Once you are satisfied with what you have composed in the posting form, click the [Submit](#) button to upload your message into the forum and make it visible to everyone who has access to that forum.

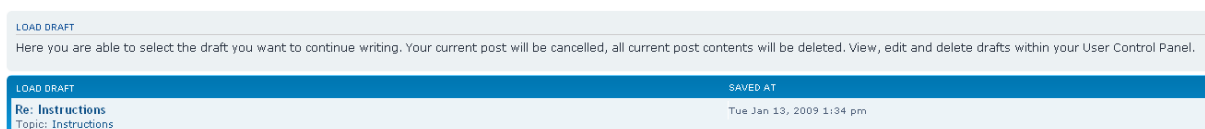
### Save a draft

If you do not intend to submit the composed message immediately, click the [Save](#) button to save a draft. Please note that when saving a draft, only the subject line and the body of the message are saved - all other modifications, such as attachments, will be discarded.

### Load a draft

In order to resume work on a previously saved draft, begin a new message and click the [Load](#) button.

At the top of the posting form, the following section will appear:



Here you can select which draft to continue working on by clicking the respective title. Once your message is finalized - click the [Submit](#) button as usual to post the message.

## 3. Subscriptions

You can choose to 'subscribe' to certain forums or topics in order to watch them for new messages which may have been posted. Once subscribed, you will be automatically notified by email of any developments occurring in the chosen forum or topic.

To create a subscription, visit the forum or topic you would like to subscribe to and click the [Subscribe forum](#) or [Subscribe topic](#) link located in the bottom left-hand corner of your screen.

## 4. Search



You can access the search function by typing in a keyword or keywords and then clicking the "search" button in the top right-hand corner of your screen. Here you can search the UNIDO Forum for specific authors, titles or keywords within posts.