



RDPE Network: Guide to using the Website Discussion Forums

This guide has been produced to help you use the discussion forums on the website. If you come across an issue not mentioned in this guide please get in touch with the Network (rdpenetwork@ruralcommunities.gov.uk or 01242 534054).

RDPE Network Home Page:

The screenshot shows the RDPE Network Home Page. At the top, there is a navigation bar with the RDPE network logo, social media links (Follow us on twitter, Join our mailing list, RDPE feeds), and a search bar. Below the navigation bar is a main menu with tabs: Your Network, Projects, News & Publications, Activities, Discussion Forums, Contact, and Funding Sources. The 'Discussion Forums' tab is highlighted with a red arrow. Below the menu is a large banner with the text: "Join the Rural Development Programme for England (RDPE) Network and benefit from sharing ideas, knowledge, experience and practice with others." and a "Find out more" button. Below the banner are three spotlights: "Share projects", "Discuss", and "What's on". The "Discuss" spotlight is highlighted with a red arrow. Below the spotlights are three sections: "Latest news", "Activities", and "Project exchange". A text box on the right side of the page contains the following text: "You can find the discussion forums by clicking on the 'Discuss' spotlight or the discussion forums tab at the top of the page".

1. The discussion forum landing page can be found at the following address <http://www.rdpnetwork.org.uk/discussion-forums> or by clicking the discuss button on our homepage. This will take you through to the landing page of the discussion forums where you can see all of the forums currently on the website.



The European Agricultural Fund for Rural Development:
Europe investing in rural areas

Discussion Forums Landing Page:

The screenshot shows the RDPE network Discussion Forums landing page. At the top, there is a navigation bar with the RDPE network logo, social media links (Twitter, Mailing List, Feeds), and a search box. Below the navigation bar, there are tabs for 'Your Network', 'Projects', 'News & Publications', 'Activities', 'Discussion Forums', 'Contact', and 'Funding Sources'. The 'Discussion Forums' tab is selected.

The main content area features a sidebar on the left with a 'Full-screen' button and a list of forum categories: 'General RDPE', 'The Leader Approach', 'Local Authorities', and 'Projects'. A red arrow points from the 'Projects' category to a text box: 'You can navigate through the threads and topics in two different ways'.

The main content area has a heading 'Discussion Forums' and a sub-heading 'Ask for advice, have your say, or respond to other people's comments in the forums below. Choose the forum that is most suitable for what you have to say and register to contribute your comment.' Below this is a note: 'We will not be responding to all comments posted - this is your space to talk through your ideas and questions.'

There is a login section with fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgotten password' and 'Register'. A red arrow points from the 'Register' link to a text box: 'New users will have to register to be able to comment'.

Below the login section is a table of forums:

Forums	Topics	Replies	Last activity
General RDPE	5	5	27 February 2010 09:25
The Leader Approach	8	8	17 December 2009 10:15
Local Authorities	0	0	Never
Projects	2	4	08 February 2010 05:12

Red arrows point from the 'Projects' row in the table to the 'Projects' category in the sidebar and to the 'Register' link in the login section.

At the bottom of the page, there are icons for 'Share projects' and 'Discussion'. A red arrow points from the 'Discussion' icon to a text box: 'Registered users can sign in to post their comments'.

2. You can freely navigate each of the discussions forums to see what is talked about We have created four main forums:

- General RDPE
- The Leader approach
- Local Authorities
- Projects

3. However, within each of these forums a registered user can start a “new topic” or “thread” for discussion. (See page 5 for guidance on how to set up a new thread).

Discussion Forums Registration Page:

The screenshot shows the registration form titled "Register to take part in discussions". The form includes the following fields and instructions:

- Name ***: A text input field. Callout: "Enter your name. This will not be shared with others".
- Email ***: A text input field. Callout: "Please provide an e-mail address so that a confirmation of registration can be sent to you".
- Username ***: A text input field. Callout: "Enter a user name. This is the name that will appear against your comments".
- Password (at least 5 characters) ***: A text input field. Callout: "Enter a password of at least five characters".
- Re-enter password ***: A text input field. Callout: "To make sure you have the correct password please enter your password enter again".
- I accept the terms and conditions ***: A checkbox. Callout: "You must check the accept [terms and conditions](#) box to complete your registration".

The form also features a "Submit" button and a "Search" box in the top right corner. The RDPE network logo is visible in the top left.

4. In order to make a comment on our discussion forums you will need to register on the site. By doing this you are simply registering for the discussion forums and not a mailing list.

- The registration form is a clickable link on the discussion forum landing page. We will not see any of the information you submit. You only have to provide:
 - Your real name;
 - An e-mail address so that a conformation e-mail can be sent to you;
 - A screen name that will appear against your comments; and
 - A unique password of at least five characters (make sure it is something that you will remember).

Post a reply to an existing forum:

You can also use the “quote this post” button to respond to a post. The post that you wish to comment on will also appear in your entry.

To respond to an existing post click the “post a reply” button

RDPE network

Follow us on twitter | Join our mailing list | RDPE feeds

Your Network | Projects | News & Publications | Activities | Discussion Forums | Contact | Funding Sources

Home > Discussion Forums

Online Output recording

You are logged in as james.elliott Logout

Post a reply | Start new topic

Page 1 of 1 [0 replies]

Online Output recording

Has anyone else been inducted into the cmef outputs thing? Ask your development agency.

Posted by fells
25 November 2009 16:02

Quote this post
Report this post

After clicking the “post a reply” or “quote this post” button you will see the screen below:

The title of the thread that you are replying to is displayed here.

Type your text in the box. You can make the text bold use italics or underline. You can also add hyperlinks if you want to

Once you are happy with your response click the “submit” button and your post will be added to the forum

RDPE network

Follow us on twitter | Join our mailing list | RDPE feeds

Your Network | Projects | News & Publications | Activities | Discussion Forums | Contact | Funding Sources

Home > Discussion Forums

General RDPE
The Leader Approach
Local Authorities
Projects

Post a reply to "Online Output recording"

Title
Re: Online Output recording

Comment

Filename:
Browse...

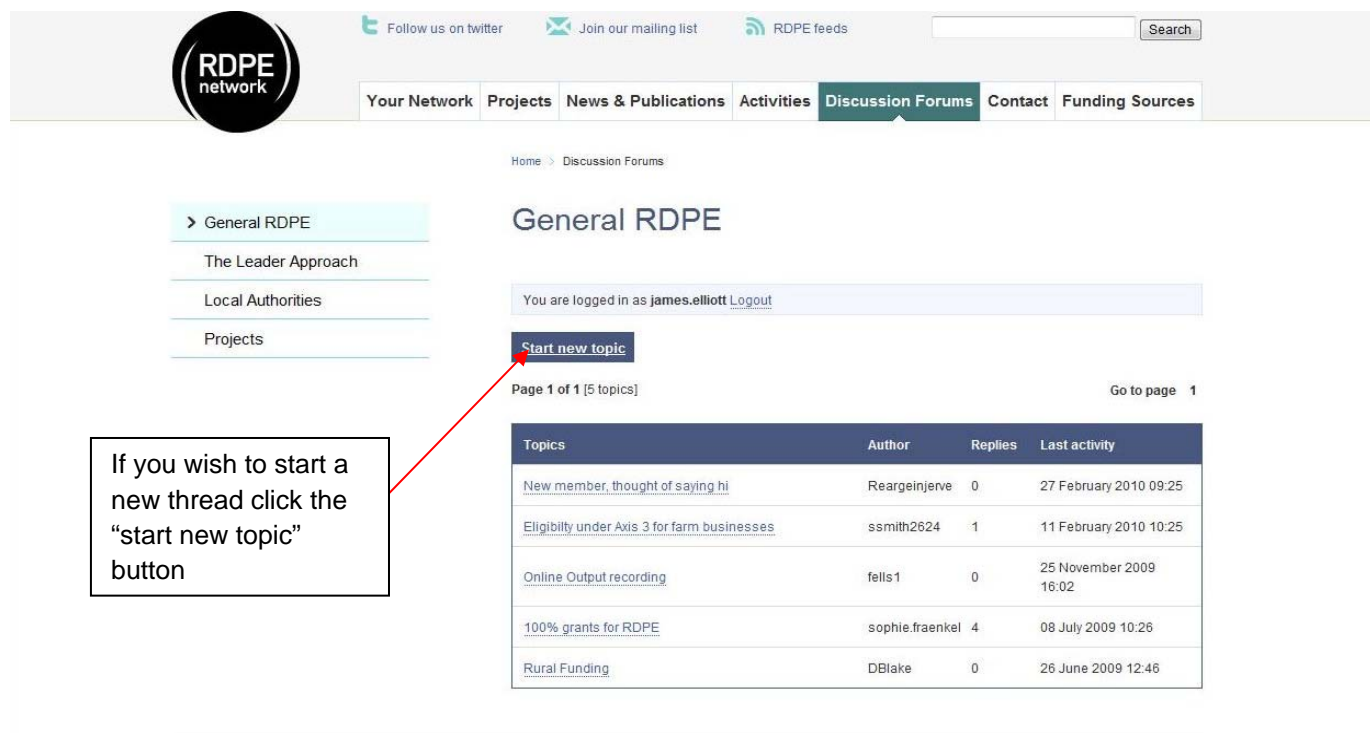
Submit

5. To post a reply to an existing discussion:

- Click on the “post reply” button at the top of the thread;
- This opens a new page. Where the title of the thread will be already have been filled in;

- Type the comment that you wish to make; and
- Click the “submit” button you will be taken back to the thread you were in and your comments will be visible.

Start a new topic or thread:



The screenshot shows the RDPE network website interface. At the top, there is a navigation menu with options: Your Network, Projects, News & Publications, Activities, Discussion Forums (highlighted), Contact, and Funding Sources. Below the navigation, there is a sidebar with a tree view containing: General RDPE, The Leader Approach, Local Authorities, and Projects. The main content area is titled 'General RDPE' and shows a user logged in as 'james.elliott'. A 'Start new topic' button is highlighted with a red arrow. Below this button, it says 'Page 1 of 1 [5 topics]'. A table lists the topics:

Topics	Author	Replies	Last activity
New member, thought of saying hi	Reargeinjerve	0	27 February 2010 09:25
Eligibility under Axis 3 for farm businesses	ssmith2624	1	11 February 2010 10:25
Online Output recording	fells1	0	25 November 2009 16:02
100% grants for RDPE	sophie.fraenkel	4	08 July 2009 10:26
Rural Funding	DBlake	0	26 June 2009 12:46

A text box on the left side of the screenshot contains the following text: "If you wish to start a new thread click the 'start new topic' button". A red arrow points from this text box to the 'Start new topic' button.

Click on the main forum that you think is most appropriate for the discussion thread that you wish to start. After clicking start new topic you will be see the screen on the next page.

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The screenshot shows the RDPE network website's 'Discussion Forums' section. At the top, there is a navigation menu with links for 'Your Network', 'Projects', 'News & Publications', 'Activities', 'Discussion Forums' (highlighted), 'Contact', and 'Funding Sources'. Below the navigation, there is a sidebar with a 'General RDPE' dropdown menu containing 'The Leader Approach', 'Local Authorities', and 'Projects'. The main content area is titled 'Start a new topic' and contains a 'Title' input field, a 'Comment' text area with a rich text editor toolbar (bold, italic, underline, link, unlink, image), a 'Filename' field with a 'Browse...' button, and a 'Submit' button. Three red arrows point from text boxes to these elements: one to the title field, one to the comment text area, and one to the submit button.

Enter a title for your topic

As with replying to post you can make the text bold use italics or underline. You can also add hyperlinks if you want to

Once you are happy with your comment click the "submit" button and your post will be added to the forum

(Continued on next page)

Adding files to an existing or new thread:

The steps for adding a file to a thread are the same for a new or existing thread

The screenshot shows the RDPE network website interface. At the top, there is a navigation bar with the RDPE network logo, social media links (Twitter, Mailing List, Feeds), and a search bar. Below the navigation bar, there are menu items: Your Network, Projects, News & Publications, Activities, Discussion Forums (highlighted), Contact, and Funding Sources. The main content area is titled 'Start a new topic' and contains a form with the following fields:

- Title:** A text input field with an annotation: "Enter a title for your topic".
- Comment:** A large text area with a rich text editor toolbar (Bold, Italic, Underline, Link, Image) and an annotation: "Add some text to explain about the file you are attaching".
- Filename:** A text input field with a "Browse..." button and an annotation: "To upload a file click 'browse' button you will then be able to search your files to add the appropriate file".
- Submit:** A button at the bottom of the form with an annotation: "When you are happy with your post press the 'submit' button and your comments and any file attachments will appear in a thread that others will be able to view".

On the left side of the form, there is a sidebar menu with the following items:

- General RDPE
- The Leader Approach
- Local Authorities
- Projects

You can only add word 2003 and Adobe PDF files.

If you are having trouble with the uploading of documents then get in touch and we will try to help you (rdpenetwork@ruralcommunities.gov.uk or 01242 534054)

- The discussion forums are not moderated by the Network. If you see a post that you think contains inappropriate comments (e.g. offensive, racist or gratuitous language) click on the "report a post" button to notify us.