Manual admin ON LINE FORUM

The ON LINE FORUM is the networked space to organize the participation towards the WSFTE. This space is based on the DECIDIM program, which is a Free software specially designed for participation in organizations and institutions that are based on self-organization and participatory democracy.

What is an admin in the ON LINE FORUM? 2
What is Netiquette? 2
How do I edit the information in my space? 3
Other useful fields we can edit:
Filters: 5
5
How do I add more admins to my space and what roles can they have? 5
What kind of admins are in my space? 6
How do I add members to my space? 6
How do languages work in the Online Forum? 8
What are the components? 8
How to create Encuentros? 8
Fields to be filled in (*required) 13
How to create debates? 15
Setting the component type "Discussions" 15
Fields to be configured 16
Required fields: 18
How to create proposals? 18
Fields to be configured: 18
How to create surveys? 20
Fields to be filled in: 21
Where to find documentation and more information? 23

What is an admin in the ONLINE FORUM?

An admin of the ONLINE FORUM is a user with administration permissions for a specific space of the FORUM: a commission, a confluence or a movement. As an admin of your space you can add members, name other admins and configure components for participation to your
space. You can also edit the public information of your space such as description, cover photo, etc.

You will know that you are admin of your space because in the user menu you now have the option: administration panel.

What is Netiquette?

The netiquette is a document of rules of behavior in the ONLINE FORUM that serves as a guide for coexistence. The different spaces of the FORUM are composed by diverse people, from different contexts who use the different digital tools in the co-creation of the WSFTE. You can find the netiquette at the following link:

How do I edit the information in my space?

To access the administration menu you have to go to the user menu > administration panel (see figure above)
In the administration panel you will see all the spaces of the ON LINE FORUM listed. As a space manager you can only edit those over which you have permission. To edit follow the pencil icon on the right. The general editing page of your space will open.

The local and thematic confluences are grouped in the spaces “Local Confluences” and “Thematic Confluences”. To see a list of all the spaces within each grouping you have to follow the eye icon.

The general information fields you must edit in your space are the following:

**Title**: Name of your space

**Subtitle**: Second descriptive title for your space

**Short text URL**: The short URL texts are used to generate the URLs that point to this assembly. It only accepts letters, numbers and dashes, and must begin with a letter. Example: https://forum.transformadora.org/assemblies/virtual

**Hashtag**: global tags for the whole site. They serve to classify the content and index it in search engines

**Brief description**: brief description of the space

**Description**: extended description of the space: objectives, themes, etc.
It is important that all spaces have a cover image to respect the design and navigation of the site.

Other useful fields we can edit:

Filters:

If we enable the filters we can classify our in space within a geographical area or a thematic area.

How do I add more admins to my space and what roles can they have?

To add other administrators you have to go to the general page of space administration, section "Assembly administrators" and add a new assembly administrator (blue button).
The form asks for the user's name (registered in the On-line FORUM) and his/her e-mail address (registered in the On-line FORUM).

In case the user or the e-mail address is not registered in the On-line FORUM, the system will send an invitation to the indicated e-mail address to register and become an administrator.

What kind of admins are in my space?

In the **participant's role** box we can select the role of the new administrator that we have added:

- **Administrator role**: will have all the permissions to edit the space (same as yours).
- **Administrator moderator role**: will have permissions only to moderate discussions.
- **Contributing Role Administrator**: You can see what is unpublished but not edit.
How do I add members to my space?

To add members to our space we have to go to the “members” section of the general configuration page of our space. And add a new member.

The following fields must be filled in:

**User**: name of the user in the Online Forum (the text box autocompletes the search).

**Position**: we choose the option "Other"

**Position other**: In this text field we can write the position of the user. For example: Participant, Member, etc.
**Date of designation:** Date on which the user has been incorporated into the space. For example, the current date.

**Being a member of a space is for information purposes only, it does NOT imply having more permissions on the space**

**How do languages work in the Online Forum?**

Each field is available in 4 languages: Spanish, Catalan; English, French

**Spanish or English are MANDATORY**

**We propose to use the Catalan field for the local language of the site**

**What are the components?**

Each participation space can have associated components that are tools for participation. These component tools can be: Meetings, Debates, Proposals, Blogs, Surveys, etc. They admit multiple configurations, we present here a functional proposal for all the spaces.

**Before editing a component, we have to configure the general operation of the component.**

**How to create Encuentros?**

Before publishing a meeting, we have to configure the general functioning of the "meeting" component. We can configure as many "meeting" components as we want with different performances. For example: space work meetings, open meetings, etc.

To configure the encounter component you have to go to the general configuration page of your space, section components and add a new type of encounter component.
- The configuration page will open to add the new type of encounter component.

Once a new component is added we can manage all the components enabled in our space in the general configuration page, components.
We have to ensure that our components are published so that they are visible to users.

- Manage the component
- Publish/Deploy the component
- Configuring the component
- Editing special permissions
- Remove the component

Once the meeting component is configured (in this case: work meetings) we can publish new meetings (work meetings) in the tab: work meetings *(blue button: new meeting)*
<table>
<thead>
<tr>
<th><strong>Crear Encuentro</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Título</strong></td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td><strong>Descripción</strong></td>
</tr>
<tr>
<td>Castellano</td>
</tr>
<tr>
<td><strong>Dirección</strong></td>
</tr>
<tr>
<td><strong>Ubicación</strong></td>
</tr>
<tr>
<td><strong>Detalles de ubicación</strong></td>
</tr>
<tr>
<td><strong>Hora de inicio</strong></td>
</tr>
<tr>
<td><strong>Formato esperado: dd/mm/yyyy hh:mm</strong></td>
</tr>
<tr>
<td><strong>Hora de finalización</strong></td>
</tr>
</tbody>
</table>
Fields to be filled in (*required)

**Title:** Title of the meeting  
**Description:** Description of the meeting  
**Address:** Street number, number, postal code, city  
**Location:** If necessary: name of the building, room where it takes place, etc.  
**Location details:** If necessary: how to get there  
**Start time:** Local start time of the meeting (for online meetings with several hours, indicate this in the description)  
**End time:** Local time for the end of the meeting.  
**Services:** In this section we can indicate the services for the meeting: for example the link to the videoconference, the link to the PAD, etc.

Once the new meeting is created we can manage it from the meeting administration page (main page admin space > work meetings (or the name chosen for our meeting component)
In this panel we can add, edit our meetings, as well as other functionalities using the following icons:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>📅</td>
<td>Preview the meeting</td>
</tr>
<tr>
<td>📜</td>
<td>Duplicate the meeting (useful for quick editing)</td>
</tr>
<tr>
<td>✒️</td>
<td>Edit the meeting</td>
</tr>
<tr>
<td>⌚️</td>
<td>Enable registration: allows you to enable registrations via form</td>
</tr>
<tr>
<td>🔹️</td>
<td>Minutes: allows you to upload minutes of the meetings</td>
</tr>
<tr>
<td>⌚️</td>
<td>Agenda: allows you to upload the agenda for the meeting</td>
</tr>
<tr>
<td>🔒</td>
<td>Close meeting: allows you to upload a report of conclusions</td>
</tr>
<tr>
<td>📁</td>
<td>Folders: allows you to upload folders</td>
</tr>
<tr>
<td>📁</td>
<td>Attachments: allows uploading of attachments</td>
</tr>
<tr>
<td>🔒</td>
<td>Permissions: this option is not available</td>
</tr>
<tr>
<td>✗️</td>
<td>Delete meeting</td>
</tr>
</tbody>
</table>

How to create debates?

Like the meetings, we first have to configure the component type "Discussions. Subsequently, add "Debates.

Setting the "Discussions" component type

We go to the main page of administration of our space, option components, add component "Debate" (Blue button)
### Fields to be configured

**Title**: Title of the debate  
**Weight**: Number to assign the order in which the discussions will appear in our space (1,2,3,4,5)  
**Enable comments**: We need to enable this option so that users can contribute to the discussion.  
**Participant Discussion Creation enabled**: With this option we allow users to create discussions

**ATTENTION**: If we enable the creation of debates by participants, we will NOT be able to delete the proposed debates.

Once the type of component "discussion" has been configured, we have to publish the component so that it is visible on the administration page of the space, components, publish icon.

Finally, we can manage our discussions in the configuration page of the space, components, discussions.
We can add a new discussion with the option "new discussion" (blue button)
Required fields:

**Title:** Debate Title  
**Description:** Description of the objectives of the debate  
**Instructions for participation:** Description of how to participate in the discussion

**How to create proposals?**

Like the meetings and debates, we must first of all configure the type of component proposed. The proposals have many configuration options, here we present a **basic and functional proposal**.

In the general configuration page of our space, components, add component (blue button)

<table>
<thead>
<tr>
<th>Configuración global</th>
</tr>
</thead>
</table>
| **Límite de apoyos por participante**  
| 0                     |
| **Apoys mínimos por participante**  
| 5                     |
| **Límite de propuestas por participante**  
| 5                     |
| **Longitud máxima del cuerpo de la propuesta**  
| 500                   |
| **Las propuestas pueden ser editadas por las autoras antes de que pasen estos minutos**  
| 5                     |
| **Umbral por propuesta**  
| 5                     |

**Fields to be configured:**

**Name:** Name of content type "Proposals" (e.g., program ideas)  
**Weight:** Order of appearance in the top menu of the space  
**Limit of support per participant:** Number of supports that a user can distribute among the different proposals (0= undefined)  
**Limit of proposals per participant:** Number of proposals a participant can submit  
**Maximum length of the proposal body:** Number of characters to explain the proposal (between 500 - 1000 is recommended)  
**Threshold per proposal:** Maximum number of supports a proposal can receive
In all these fields, the value=0 means unlimited

- Puede acumular apoyos más allá del umbral
- Respuesta a propuestas habilitada
- Propuestas oficiales habilitadas
- Comentarios habilitados
- Geocodificación habilitada
- Permitir adjuntos
- Se pueden establecer permisos de acciones para cada propuesta
- Borradores colaborativos habilitados
- Textos participativos habilitados
- Enmiendas habilitadas

Si está activo, configura las opciones de enmiendas para cada fase.

- Adhesiones habilitadas
- Adhesiones bloqueadas
- Apoyos habilitados
- Apoyos bloqueados
- Apoyos ocultos (si los apoyos están habilitados, marcando esta opción ocultará el número de apoyos)
- Comentarios bloqueados
- Habilitar creación de propuestas
- Respuesta a propuestas activadas

With this configuration users will be able to submit proposals and support other proposals with a threshold of 5 supports to be accepted.

Once we have configured the proposals component we can manage the proposals in the general configuration page, proposals:

<table>
<thead>
<tr>
<th>IDENTIFICADOR</th>
<th>TÍTULO</th>
<th>CATEGORÍA</th>
<th>ESTADO</th>
<th>APOYOS</th>
<th>NOTAS</th>
<th>PUBLICADO EL</th>
<th>ACCIONES</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>Propuesta 1 - título</td>
<td></td>
<td>Retirada</td>
<td>0</td>
<td>0</td>
<td>19/12/2019 12:38</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Propuesta 2 - Propuesta 2</td>
<td></td>
<td>No contestada</td>
<td>0</td>
<td>0</td>
<td>20/12/2019 09:52</td>
<td></td>
</tr>
</tbody>
</table>
How to create surveys?

To create surveys, we need to set up the survey component type. We can do this on the main administration page of our space, components, add survey (blue button)

Fields to be filled in:

**Name:** Name of component type survey  
**Weight:** Sorting the survey  
**Default settings**  
  **Allow responses:** Enable user responses  
  **Note:** Explanatory text on how the survey works

Once the survey component type is set up, we can add questions to our survey. Let’s go to the general configuration page, survey (name of the survey component type).
Fields to be filled in:

**Title:** Name of our survey

**Description:** Survey description

**Terms and conditions of use:** Survey TOS

Finally we can add questions to our survey (blue "add question" button):
Types of questions allowed:
- Short answer
- Long answer
- Unique option
- Multiple choice
- Order

Where to find documentation and more information?

Supporting documentation can be found at docs.decidm.org
We can perform tests and quizzes at try.decidim.org