**Admin & User Guide**

A quick guide through the first steps of installing and configuring up serbest.

**Requirements**

Serbest has a few requirements which must be met before you are able to install and use it.

• A webserver or web hosting account running on any major Operating System with support for PHP

• A SQL database system

• getimagesize() function enabled

• json

• zlib Compression support

• Remote FTP support

• XML support

• Imagemagick support

• GD support

The presence of each of these required features will be checked during the installation process.

**Installation**

Serbest has an easy to use installation system that will guide you through the installation process. After you have decompressed the serbest archive and uploaded the files to the location where you want it to be installed, you need to enter the URL into your browser to open the installation screen. The first time you point your browser to the URL (http:// [www.example.com/serbest)](http://www.example.com/serbest)), serbest will detect that it is not yet installed and automatically redirect you to the installation screen. Make sure the *.htaccess* file in the root level of the serbest folder is includedin the upload.

**Introduction**

The installation screen gives you a short introduction into serbest. To start the installation, click the Install tab.

**Requirements**

The requirements list is the first page you will see after starting the installation. Serbest automatically checks if everything that it needs to run properly is installed on your server. In order to continue the installation, you will need to have PHP installed (the minimum version number is shown on the requirements page), and at least one database available to continue the installation. It is also important that all shown folders are available and have the correct permissions set. Please see the description of each section to find out if they are optional or required for serbest to run. If everything is in order, you can continue the installation by clicking the Start Install button.

**Database settings**

You now have to decide which database to use. If you do not know your database settings, please contact your hosting company and ask for them. You will not be able to continue without them. You need:

• The Database Type - the database you will be using (e.g. MySQL, SQL server, Oracle)

• The Database server hostname or DSN - the address of the database server.

• The Database server port - the port of the database server (most of the time this is

not needed).

• The Database name- the name of the database on the server.

• The Database username and Database password - the login data to access the database.

You don't need to change the Prefix for tables in database setting, unless you plan on using multiple serbest installations on one database. In this case you can use a different prefix for each installation to make it work. After you have entered your details, you can continue by clicking the Proceed to next step button. Now, serbest will test and verify the data you entered. If you see a "Could not connect to the database" error, this means that you didn't enter the database data correctly and it is not possible for serbest to connect. Make sure that everything you entered is in order and try again. Again, if you are unsure about your database settings, please contact your host.

Remember that your database username and password are case sensitive. You must use the exact one you have set up or been given by your host. If you see the Successful Connection message, you can continue to the next step.

**Administrator details**

Now you have to create your administration user. This user will have full administration access and he will be the first user. All fields on this page are required.

**Configuration file**

In this step, serbest will automatically try to write the configuration file. The forum needs the configuration to run properly. It contains all of the database settings, so without it, serbest will not be able to access the database. Usually, automatically writing the configuration file works fine. But in some cases it can fail due to wrong file permissions, for instance. In this case, you need to upload the file manually. serbest asks you to download the config.php file and tells you what to do with it. After you have uploaded the file, click done to get to the last step. If Done returns you to the same page as before, and does not return a success message, you did not upload the file correctly.

**Advanced settings**

The Advanced settings allow you to set some parameters of the board configuration. They are optional, and you can always change them later if you wish. So if you are unsure of what these settings mean, ignore them and proceed to the final step to finish the installation. If the installation was successful, you can now use the Login button to visit the Administration Control Panel. Congratulations, you have installed serbest successfully. You should remove the install directory

from your server as you will only be able to access the Administration Control Panel.

**General settings**

In this section you will learn how to change some of the basic settings of your new board. Right after the installation you will be redirected to the so called "Administration Control Panel" (ACP). In this interface you can change everything about your board.

**Board Settings**

The first section of the ACP you will probably want to visit right after the installation is "Board Settings". Here you can first of all change the name (Site name) and description (Site description) of your board. This form also holds the options for changing things like the main site URL as well as the date format used to render dates/times (Date format).

**Board Features**

If you want to enable or disable some of the basic features of your board, this is the place to go. Here you can allow and disallow for example username changes (Allow Username changes) or the creation of attachments (Allow Attachments). You can even disable BBCode altogether (Allow BBCode). If you want to be a little bit more specific on what you want to allow and disallow in users' signatures, have a look at the "Signature Settings" form. The "Board Features" form offers you a great way to control the features in an all-ornothing way. If you want to get into the details on each feature, there is for everything also a separated form which let's you specify everything from the maximum number of characters allowed in a post (Max characters per post in "Post Settings") to how large a user's avatar can be (Maximum Avatar Dimensions in "Avatar Settings"). If you disable features, these will also be unavailable to users who wouldnormally have them according to their respective permissions.

**Creating and setting up categories**

Categories are the sections where topics are stored. Without categories, your users would have nowhere to post! Creating category is very easy. Firstly, make sure you are logged in. Find the [ Administration Control Panel ]. You should be in the Administration Index. You can administer your board here. There are tabs at the top for the Administration Control Panel that will guide you to each category. You must get to the Administration section to create a category, so click the Forums tab. The Forum Administration Index is where you can manage categories on your site. Along with being able to create categories, you are also able to create subcategories. Subcategories are categories that are located in a parent category in a hierarchy.

Find the Create new forum button on the right side of the page. Type in the name of the forum you wish in the textbox located directly to the left of this button. For example, if the forum name was to be Test, in the text box put Test. Once you are done, click the Create new forum button create the forum. You should see a page headed with the text "Create new forum Test". You can change options for your forum; for example you can set what forum image the forum can use, if it's a category, or what forum rules text will belong to the forum. You should type up a brief description for the forum as users will be able to figure out what the forum is for.

The default settings are usually good enough to get your new forum up and running; however, you may change them to suit your needs. But there are three key forum settings that you should pay attention to. The Parent Forum setting allows you to choose which forum your new forum will belong to. Be careful to what level you want your forum to be in. The forum style setting allows you to set which style your new forum will display. Your new forum can show a different style to another.

Once you're done configuring the settings of your new forum, scroll to the bottom of the page and click the Submit button to create your forum and it's settings. If your new forum was created successfully, the screen will show you a success message. If you wish to set permissions for the forum (or if you do not click on anything), you will see the forum permissions screen. If you do not want to (and want to use the default permissions for your new forum), click on the Back to previous page link. Otherwise, continue and set each setting to what you wish. Once you are done, click the Apply all Permissions button at the bottom of the page. You will see the successful forum permissions updated screen if it worked. If you do not set any permissions on this forum it will not be accessible to anyone (including yourself). You have successfully updated your forum permissions and set up your new forum.

**Setting permissions**

After you created your first forum, you have to decide who has access to it and what your users are allowed to do and what not. This is what Permissions are for. You can disallow guests to post or hand out moderating powers, for instance.

**Permission types**

There are four different types of permissions:

1. User/Group permissions (global) - e.g. disallow changing avatar

2. Administrator permissions (global) - e.g. allow to manage forums

3. Moderator permissions (global or local) - e.g. allow to lock topics or ban users (only

global)

4. Forum permissions (local) - e.g. allow to see a forum or post topics

Each permission type consists of a different set of permissions and can apply either locally or globally. A global permission type is set for your whole bulletin board. If you disallow one of your users to send Private Messages, for instance, you have to do this with the global user permission. Administrator permission are also global. On the other hand local permissions do only apply to specific forums. So if you disallow someone to post in one forum, for instance, it will not impact the rest of the board. The user will still be able to post in any other forum he has the local permission to post. You can appoint moderators either globally or locally. If you trust some of your users enough, you can make them Global Moderators. They can moderate all forums they have access to with the permissions you assign to them. Compared to that, local moderators will only be able to moderate the number of forums you select for them. They can also have different moderator permissions for different forums. While they are able to delete topics in one forum, they may not be allowed to do it in another. Global moderators will have the same permissions for all forums.

**Setting forum permissions**

To set the permissions for your new forum we need the local Forum Based Permissions. First you have to decide how you want to set the permissions. If you want to set them for a single group or user, you should use the Group or User Forum Permissions. They will allow you to select one group or user, and then select the forums you want to set the permissions for. The Forum Permissions page shows you two columns, one for users and one for groups to select. The top lists on both columns labelled as Manage Users and Manage Groups show users and groups that already have permissions on at least one of your selected forums set. You can select them and change their permissions with the Edit Permissions button, or use Remove Permissions to remove them which leads to them not having permissions set, and therefore not being able to see the forum or have any access to it (unless they have access to it through another group). The bottom boxes allow you to add new users or groups, that do not currently have permissions set on at least one of your selected forums. To add permissions for groups, select one or more groups either in the Add Groups list (this works similar with users, but if you want to add new users, you have to type them in manually in the Add Users text box or use the Find a member function). Add Permissions will take you to the permission interface. Each forum you selected is listed, with the groups or users to change the permissions for below them. There are two ways to assign permissions: You can set them manually or use predefined Permission Roles for a simpler but less powerful way. You can switch between both approaches any time you want.

**Manual permissions**

This is the most important aspect of permissions. You need to understand this to properly work with them. There are three different values that a permission can take:

• YES will allow a permission setting *unless* it is overwritten by a NEVER.

• NO will be disallow a permission setting *unless* it is overwritten by a YES.

• NEVER will completely disallow a permission setting for a user. It *cannot* be overwritten by a YES.

The three values are important as it is possible for a user to have more than one set of permissions for the same setting through multiple groups. If the user is a member of the default "Registered Users" group and a custom group called "Senior Users" you created for your most dedicated members, both could have different permissions for seeing a forum. In this example you want to make a forum called "Good old times" only available to the "Senior Users" group, but don't want all "Registered Users" to see it. You will of course set the Can see forum permission to Yes for "Senior Users". But *do not* set the permission to Never for "Registered Users". If you do this, "Senior Members" will not see the forum as the Never overrides any Yes they have. Leave the setting at No instead. No is a weak Never that a Yes can override.

**Permissions roles**

Serbest ships with a number of default permission roles, that offer you a wide variety of options for setting permissions. Instead of having to check each radio button manually, you can select a predefined role in the Role pull down list. Each role has a detailed description, that will pop up when you hover your mouse over it. Submit your changes with Apply Permissions or Apply All Permissions when you are satisfied with them. That will set the permissions and you are done. But permission roles are not only a quick and easy way to set permissions, they are also a powerful tool for experienced board administrators to manage permissions on bigger boards. You can create your own roles and edit existing ones. Roles are dynamic, so when you edit a role, all groups and users that have the role assigned will automatically be updated.

**Assign moderators to forums**

A quite common use case for permissions and roles are forum moderation. Serbest makes assigning users as moderators of forums really simple. Moderation of specific forums is a local setting, so

you can find Forum Moderators in the section for Forum Based Permissions. First of all, you will have to select the forum (or forums) you want to assign new moderators to. This form is divided into two sections. In the first one, you can select multiple forums (select multiple by holding down the CTRL button on your keyboard, or cmd (under MacOS X)), where the moderator settings you will set in the following form will only apply to these exact forums. The second area allows you to select only one forum but your changes will apply not only to this forum but also all its subforums.

**Setting global permissions**

1. Users Permissions

2. Groups Permissions

3. Administrators

4. Global Moderators

In "User Permissions" and "Group Permissions" you can allow and disallow features like attachments, signatures and avatars for specific users and user groups. Note that some of these settings only matter if the respective feature is enabled in the "Board Features". Under "Administrators" you can give users or groups administrator privileges like the ability to manage forums or change user permissions. The "Global Moderators" form offers you the same settings as the forum specific form but applies to all forums on your board.

**Administration Control Panel**

Youcan tune, adjust, or turn off almost all features. To make this load of settings as accessibleas possible, we redesigned the Administration Control Panel (ACP) completely.Click on the Administration Control Panel link on the bottom of the default forum styleto visit the ACP.The ACP has seven different sections by default with each containing a number of subsections.The Administration Control Panel Index, the home of managing your serbest board. Administrationfunctions are grouped into eight different categories: General, Forums, Posting, Users and Groups,Permissions, Styles, Maintenance, and System. Each category is a tab located at the top of the page.Specific functions of the category you're in can be found in the left-hand sidebar of each page.

**General Configuration and Front**

The General section is the first screen you see each time you log into the ACP. It containssome basic statistics and information about your forum. It also has a subsection calledQuick Access.

**Board Configuration**

This subsection contains items to adjust the overall features and settings of the forum.

**Attachment Settings**

One of the many features in serbest is *Attachments*. Attachments are files that can be attached to posts, like e-mail attachments. Certain restrictions, set by the board administrator, control what users can attach. You can set these restrictions via the Attachment Settings page.

**Board Settings**

The Board Settings allow you to change many settings that govern your board. These settings include important things such as the name of your forum! There are two main groups of board settings: the general Board Settings, and Warnings settings.

**Board Features**

Through the Board Features section, you can enable or disable several features boardwide. Note that any feature you disable here will not be available on your forum, even if you give your users permissions to use them. The Load Settings section allows you to disable some features which are computationally expensive if you are on shared or restricted hosting.

**Avatar Settings**

Avatars are generally small, unique images a user can associate with themselves. Depending on the style, they are usually displayed below the user name when viewing topics. Here you can determine how users can define their avatars. There are several ways a user can add an avatar to their profile. The first way is through Gravatar. If this feature is enabled, users can choose to have the board load the Gravatar.com image associated with their email address. The second way is through an avatar gallery you provide.

**Private Messaging**

*Private Messages* are a way for registered members to communicate privately through your board without the need to fall back to e-mail or instant messaging.You can disable this feature with the Private Messaging setting. This will keep the feature turned off for the whole board. It allows users to create own personal folders to organise Private Messages. The Maximum private message folders setting defines the number of message folders they can create. The default value is 4. You can disable the feature with setting value to 0. Max Private Messages Per Box sets the number of Private Messages each folder can contain. The default value is 50, Set it to 0 to allow unlimited messages per folder. If you limit the number of messages users can store in their folders, you need to define a default action that is taken once a folder is full. This can be changed in the "Full Folder

Default Action" list. The oldest message gets deleted or the new message will be held back until the folder has place for it. Note that users will be able to choose this for themselves in their PM options and this setting only changes the default value they face. This will not override the action a user chosen. When sending a private message, it is still possible to edit the message until the recipient reads it. After a sent private message has been read, editing the message is no longer possible. To limit the time a message can be edited before the recipient reads it, you can set the Limit Editing Time.

**Contact Page Settings**

The contact page allows users to email the board administrators if they are experiencing problems with the site. This form is visible to all users, including guests. You can enable or disable this feature, as well as set the message that you would like users to see when they visit the page. The message can contain BBcodes, smilies, and links, but not raw HTML.

**Email settings**

Serbest is capable of sending out emails to your users. Here, you can configure the information that is used when your board sends out these emails. serbest can send out emails by using either the native, PHP-based email service, or a specified *SMTP* server. If you are not sure if you have an SMTP server available, use the native email service. Please ensure the email address you specify is valid, as any bounced or undeliverablemessages will likely be sent to that address.

**Jabber settings**

Serbest also has the ability to communicate messages to users via *Jabber*, your board can be configured to board notifications via Jabber. Here, you can enable and control exactly how your board will use Jabber for communication. Some Jabber servers include gateways or transports which allow you to contact users on other networks. Not all servers offer all transports and changes in protocols can prevent transports from operating. Note that it may take several seconds to update Jabber account details, so do not stop the script until it has finished!

**Server configuration**

As an administrator of a board, being able to fine-tune the settings that your serbest board uses for the server is a must. Configuring your board's server settings is very easy. There are five main categories of server settings: Cookie settings, Server settings, Security settings, Load settings, and Search settings. Properly configuring these settings will help your board not only function, but also work efficiently and as intended. The following subsections will outline each server configuration category. Once you are done with updating settings in each setting, remember to click Submit to apply your changes.

**Cookie settings**

Your board uses cookies all the time. Cookies can store information and data; for example, cookies are what enable users to automatically login to the board when they visit it. The settings on this page define the data used to send cookies to your users' browsers. To edit your board's cookie settings, locate the Cookie Settings form.

**Server settings**

On this page, you can define server and domain-dependent settings. There are three main categories of server settings: Server Settings, Path Settings, and Server URL Settings. The following describes each server settings category and the corresponding settings in more detail. When you are done configuring your board's server settings, click Submit to submit your changes.

**Security settings**

Here, on the Security settings page, you are able to manage security-related settings; namely, you can define and edit session and login-related settings. The following describes the available security settings that you can manage. When you are done configuring your board's security settings, click Submit to submit your changes.

**Load settings**

On particularly large boards, it may be necessary to manage certain load-related settings in order to allow your board to run as smoothly as possible. However, even if your board isn't excessively active, it is still important to be able to adjust your board's load settings. Adjusting these settings properly can help reduce the amount of processing required by your server. Once you are done editing any of the server load-related settings, remember to click Submit to actually submit and apply your changes. The first group of settings, General Settings, allows you to control the very basic load related settings, such as the maximum system load and session lengths. The following describes each option in detail.

**Search settings**

Your board can be a well of information. Being able to effectively search through this information is very important, especially if you want to reduce the amount of redundant topics are posted on your board. Here, on the Search settings page, you can control what search backend your board's search functionality will use for indexing posts and searching, and set various options related to it. There are four main categories of search settings: General Search Settings, Search Backend, Fulltext mysql, and Fulltext native.

**Admin**

The Forum section offers the tools to manage your forums. Whether you want to add new forums, add new categories, change forum descriptions, reorder or rename your forums, this is the place to go.

**Posting Settings**

Forums are nothing without content. Content is created and posted by your users; as such, it is very important to have the right posting settings that control how the content is posted. You can reach this section by clicking the Posting navigation tab. The first page you are greeted with after getting to the Posting Settings section is BBCodes. The other available subsections are divided into two main groups: Messages and Attachments. Private message settings, Topic icons, Smilies, and Word censoring are message-related settings. Attachment settings, Manage extensions, Manage extension groups, and Orphaned attachments are attachment-related settings.

**BBCodes**

*BBCodes* are a special way of formatting posts, similar to HTML. serbest allows you to create your own BBCodes very easily. On this page, you can see the custom BBCodes that currently exist. Adding a BBCode is very easy. If done right, allowing users to use your new BBCode may be safer than allowing them to use HTML code. To add a BBCode, click Add a new BBCode to begin.

**Word censoring**

On some forums, a certain level of appropriate, profanity-free speech is required. Words that match the patterns set in the Word censoring panel will automatically be censored with text that you, the admin, specify. To manage your board's word censoring, click Word censoring. To add a new word censor, click Add new word. There are two fields: Word and Replacement. Type in the word that you want automatically censored in the Word text field. (Note that you can use wildcards (\*).) Then, type in the text you want the censored word to be replaced with in the Replacement text field. Once you are done, click Submit to add the new censored word to your board. To edit an existing word censor, locate the censored word's row. Click the "edit" icon located in that row, and proceed with changing the censored word's settings.

**Attachment Settings**

If you allow your users to post attachments, it is important to be able to control your board's attachments settings. Here, you can configure the main settings for attachments and the associated special categories. When you are done configuring your board's attachments settings, click Submit.

**Users Management**

Users are the basis of your forum. As a forum administrator, it is very important to be able to manage your users. Managing your users and their information and specific options is easy, and can be done via the ACP. To begin, log in and reach your ACP. Find and click on Users and Groups to reach the necessary page. If you do not see User Administration , simply find and click on Manage Users in the navigation menu on the left side of the page. To continue and manage a user, you must know the username(s) that you want to manage. In the textbox for the "Find a member:" field, type in the username of the user whose information and settings you wish to manage. On the other hand, if you want to find a member, click on [ Find a Member ] (which is below the textbox) and follow all the steps appropriate to find and select a user. If you want to manage the information and settings for the Anonymous user (any visitor who is not logged in is set as the Anonymous user), check the checkbox labeled "Select Anonymous User". Once you have selected a user, click Submit. There are many sections relating to a user's settings. The following are subsections that have more information on each form. Each form allows you to manage specific settings for the user you have selected. When you are done with editing the data on each form, click Submit (located at the bottom of each form) to submit your changes.

**User Overview**

This is the first form that shows up when you first select a user to manage. Here, all of the general information and settings for each user is displayed.

**User Profile**

Users may sometimes have content in their forum profile that requires that you either update it or delete it. If you don't want to change a field, leave it blank.

**User Preferences**

Users have many settings they can use for their account. As an administrator, you can change any of these settings. The user settings (also known as preferences) are grouped into three main categories: Global Settings, Posting Defaults, and Display Options.

**Groups**

Here you can see all of the *usergroups* that the user is in. From this page you can easily remove the user from any usergroup, or add the user to an existing group. The table entitled Special groups user is a member of lists out the usergroups the user is currently a member of. Adding the user to a new usergroup is very easy. To do so, find the pull-down menu labeled Add user to group: and select a usergroup from that menu. Once the usergroup is selected, click Submit. Your addition will immediately take effect. To delete the user from a group he/she is currently a member of, find the row that the usergroup is in, and click Delete. You will be greeted with a confirmation screen; if you want to go ahead and do so, click Yes.

**Inactive Users**

Here you are able to view details of all users who are currently marked as inactive along with the reason their account is marked as inactive and when this occurred. Using the checkboxes on this page it is possible to perform bulk actions on the users, these include activating the accounts, sending them a reminder email indicating that they need to activate their account or deleting the account.

**Disallow usernames**

It is also possible to disallow the registration of certain usernames that match any usernames that you configure. (This is useful if you want to prevent users from registering with usernames that might confuse them with an important board member.) To manage disallowed usernames, go to the ACP, click the Users and Groups tab, and then click on Disallow usernames, which is located on the side navigation menu. To add a disallowed username, locate the Add a disallowed username form, and then type in the username in the textbox labeled Username. You can use wildcards (\*) to match any character.

**Prune users**

It is possible to prune users from your board in order to keep only your active members. You can also delete a whole user account, along with everything associated with the user account. Prune users allows you to prune and deactivate user accounts on your board by post count, last visited date, and more. To start the pruning process, locate the Prune users form. You can prune users based on any combination of the available criteria. (In other words, fill out every field in the form

that applies to the user(s) you're targeting for pruning.) When you are ready to prune

users that match your specified settings, click Submit.

**Permissions**

On your board, you will need to control what users can and cannot do, and what they can and cannot see. There are five types of permissions in serbest:

• Global User permissions

• Global Moderator permissions

• Global Administrator permissions

• User Forum permissions

• Forum Moderator permissions

The three Global permissions are ones which apply to every forum or are unrelated to forums altogether. The two Forum permissions are ones which apply to only one forum at a time. Any of these five permission types may be assigned to individual users or to usergroups. When setting permissions, you will encounter three possible values - NO, YES and NEVER, with NO as the default value for each permission. If you set a YES, it overrides the NO, however, if the permission is set to NEVER, you cannot override it by setting it to YES in another place.

**Global Permissions**

These affect the whole board and are not bound to specific forums. They include user permissions, which limit the use of the UCP, searching, private messaging, using of avatars/signatures/etc. Administrator permissions are also set here, as they are Global. Global User permissions are those permissions which apply to all forums, such as permissions to attach or download files or use a signature, or permissions which are unrelated to a forum, such as permissions relating to profiles, private messages, and email. Although Global User permissions can be assigned to users by click Users’ Permissions from your ACP Permissions tab, selecting a user, and then selecting User permissions from the Select type dropdown, it is generally far preferable to avoid using User permissions and use Group permissions instead. This will make it easier to manage permissions in the future and to assign permissions to users in the future. The only practical difference between User permissions and Group permissions is that User permissions require you to set permissions for each user individually, where Group permission let you create a Group and assign its members a set of permissions. Then, if you wish other users to have the same permissions, you can just add them to the Group. Global user permissions can be assigned to user groups by clicking Groups’ permissions from your ACP Permissions tab, selecting a user group, and then selecting User permissions from the Select type dropdown. In either case, you will be allowed to select a stock User Role in the dropdown, or you can click Advanced Permissions to customise the permissions. However, the better way to customise one of the stock Roles is to create a new User role based on the settings of an existing Role. You can also create a new User role from scratch. Roles use fewer resource than if you make modifications by editing the Advanced permissions.

**Forum Permissions**

These permissions are set for each forum/user or group combination individually. They can be divided into two types: User permissions and Moderator permissions. The first control if a user or group can see the forum, post in it, and so on, while the Moderator permissions control if the user or group can do moderator-related actions in it.User Forum permissions are those which apply to creating and editing ones own posts ina particular forum and printing and reporting topics. They also determine whether postsrequire approval or increment the post counter as well as some other user capabilitiesin a particular forum. User Forum permissions can be assigned to users by clicking Users’ forum permissionsfrom your ACP Permissions tab, selecting a user, selecting one or more forums from thelist, and then selecting Forum permissions from the Select type dropdown.User Forum permissions can be assigned to user groups by clicking Groups’ forum permissionsfrom your ACP Permissions tab, selecting a user group, selecting one or moreforums from the list, and then selecting Forum permissions from the Select type dropdown.User Forum permissions can also be assigned to both users and user groups by clickingForum permissions from your ACP Permissions tab, and then selecting one or moreforums from the list. This option will display the all of the users and user groups who arecurrently assigned User Forum permissions for that forum. You can add, edit, or deleteusers and user groups from this option.In either case, you will be allowed to select a stock Forum Role in the role dropdown, oryou can click Advanced Permissions to customise the permissions, or, preferably, createa new Role having the permissions set you desire.

**Permission Roles**

To ease setting of permissions, you can create roles that have a pre-defined set of permissions and which you can then assign to users or groups. Serbest already prepared some predefined roles for you to use - e.g., in forum based permissions, you can make each user a Standard Moderator, Full Moderator or Limited Moderator, etc.

**Forum Logs**

The Forum Log section of the ACP provides an overview of what has been happening on the board. This is important for you, the administrator, to keep track of. There are four types of logs: Admin Log This log records all actions carried out within the administration panel itself. Moderator Log This logs records the actions performed by moderators of your board. Whenever a topic is moved or locked it will be recorded here, allowing you to see who carried out a particular action. User Log This log records all important actions carried out either by users or on users. All email and password changes are recorded within this log. Error Log This log shows you any errors that were caused by actions done by the board itself, such as errors sending emails. If you are having problems with a particular feature not working, this log is a good place to start. If enabled, addtional debugging information may be written to this log. Click on one of the log links located in the left-hand Forum Logs section. If you have appropriate permissions, you are able to remove any or all log entries from the above sections. To remove log entries, go to the appropriate log entries section, check the log entries' checkboxes, and then click on the Delete marked checkbox to delete the log entries.

**Database backup and restore**

Serbest uses a database to store all the data used on the board, including users, posts, topics etc. Backing up the database can be useful as a protective measure in case of any accidents which could cause data loss or damage to the database. If any accident like this would occur, you would have a possibility to restore the database to a previous state from the backup. You can use the backup tool to move your board to another host – you will make a backup on your current server and restore it on the new one to keep all data.

**Database backup**

• Backup type: You can backup the whole database or you can either backup the structure or data. The structure only contains the hiearchy in which the data is stored, on the other side, if you only backup the data, you will need a pre-prepared structure when restoring/importing data.

• File type: Depending on your server setup, you can save the backup in several formats. The Text option saves the backup in plain text, other options compress the file to decrease the filesize of the dump.

• Action: You have three options: you can both Store and download the file, saving it in the store directory and downloading it to your PC, or you can choose to download or store the file.

• Table select: You can either Select all tables or you can select individual tables to backup. When backing up a large database, you can exclude the search tables (do not forget to restore their structure) and recreate the search index on the new server.

**Database restore**

You will be offered a list of database backups which are saved in the store folder. Select the one you want to restore and click Start restore. The restoration might take some time and it will overwrite any existing data on the board.

**Locking a topic or post**

This outlines how a moderator may lock whole topics or individual posts. There are various ways a moderator may do this when viewing a forum, navigating to the selection menu beneath the topic in question, or editing any post within a topic and checking the relevant checkbox. Locking a whole topic ensures that no user can reply to it, whereas locking individual posts denies the post author any editing permissions for that post.

**Deleting a topic or post**

A user may delete their own posts when either viewing a topic or editing a previous post. The user may only delete a topic or post if it has not yet been replied to. To delete other user's posts, one must have appropriate moderator forum-based permission - Can delete posts. Using the selection menu beneath topics allows quick removal. Please note that if you choose to permanently delete a topic or post, it cannot

be undone.

**Restoring a topic or post**

If a topic or post has been deleted, it may be possible to restore it. If a user chose not to permanently delete the topic or post, it will be listed with an icon next to it indicating that it is eligible for restoration. If a user has selected to permanently delete a post or topic, it cannot be recovered.

**User Guide**

It explains all user facing functions that are needed to use serbest. Serbest uses permissions on a per-user or per-usergroup basis to allow or disallow users access to certain functions or features which software offers. These may include the ability to post in certain forums, having an avatar, or being able to communicate through private messages. All of the permissions can be set through the Administration Panel. Permissions can also be set allowing appointed members to perform special tasks or have special abilities on the bulletin board. Permissions allow the Administrator to define which moderation functions and in which forums certain users or groups of usersare allowed to use. This allows for appointed users to become moderators on the bulletin board. The administrator can also give users access to certain sections of the Administration panel, keeping important settings or functions restricted and safe from malicious acts. For example, a select group of moderators could be allowed to modify a user's avatar or signature if said avatar or signature is not allowed under a paticular forum's rules. Without these abilities set, the moderator would need to notify an administrator in order to have the user's profile changed.

**User Control Panel**

The User Control Panel (*UCP*) allows you to alter personal preferences, manage posts you are watching, send and receive private messages, and change the way information about you appears to other users. To view the UCP, click the 'User Control Panel' link that appears after logging in. The UCP is separated into six tabs: Overview, Private Messages, Profile, Preferences, Friends and Foes, and Groups. Within each tab are several sub pages, accessed by clicking the desired link on the left side of the UCP interface. Some of these areas may not be available depending on the permissions set for you by the administrator.

**Notifications**

Notifications alert you to events that have taken place on the board. They will appear in the Notifications menu at the top of your screen. Events include:

New Private Message has arrived

• New topic was created in a subscribed forum

• New post was created in a subscribed topic

• A new post is awaiting moderation

• A post has been reported

• Your topic/post has been approved/disapproved

• You have been quoted in a post