

# Managing Forum Settings and Categories

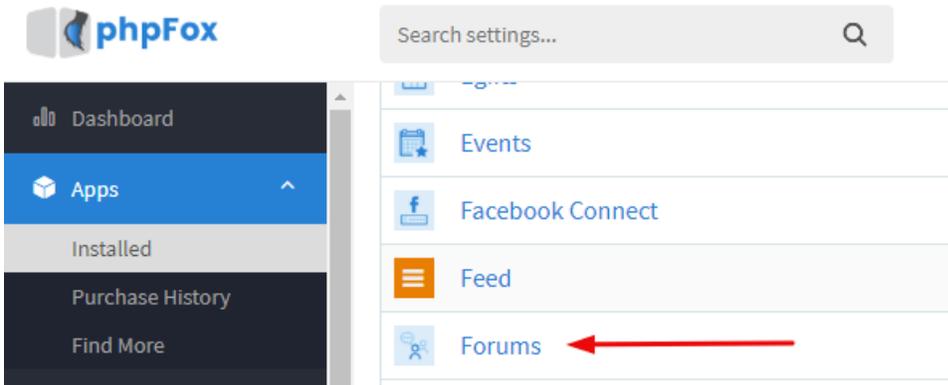
## Archives

You are using phpFox version earlier than 4.6.0? Please refer instruction for this article [here](#).

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This tutorial will show you how to manage your Forum. You will see how to add and manage categories, category permissions, and moderators.

- In the AdminCP, Go to Apps >> Installed >> Forums

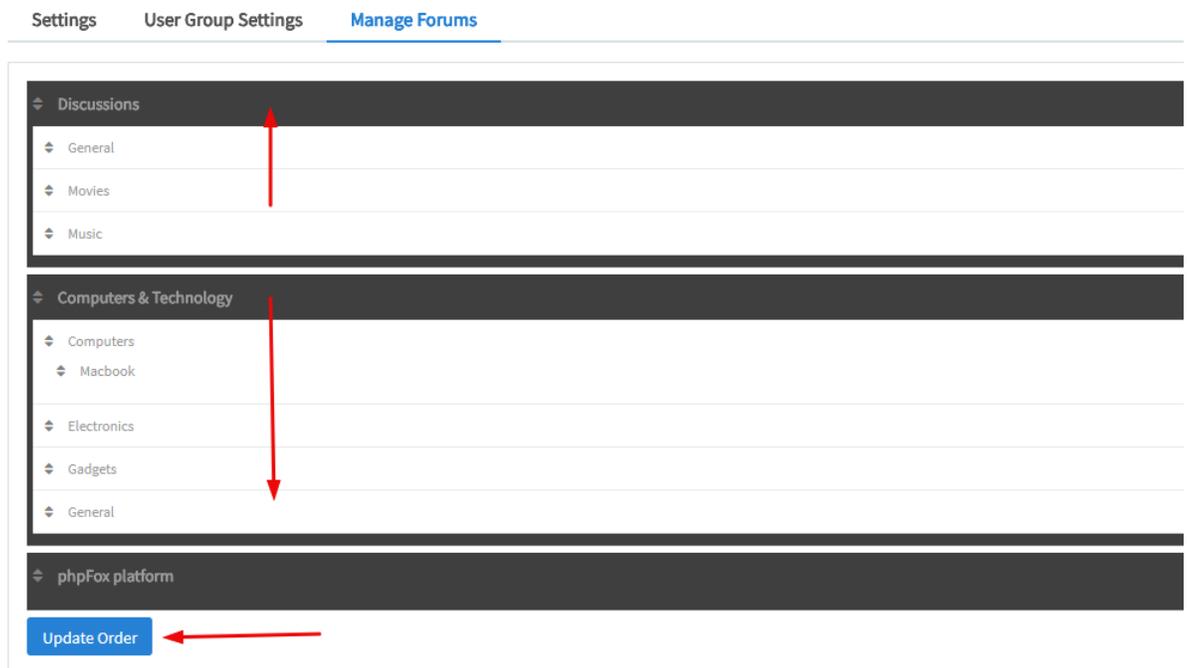


## Managing Forum Categories

- Click Manage to open the categories management.

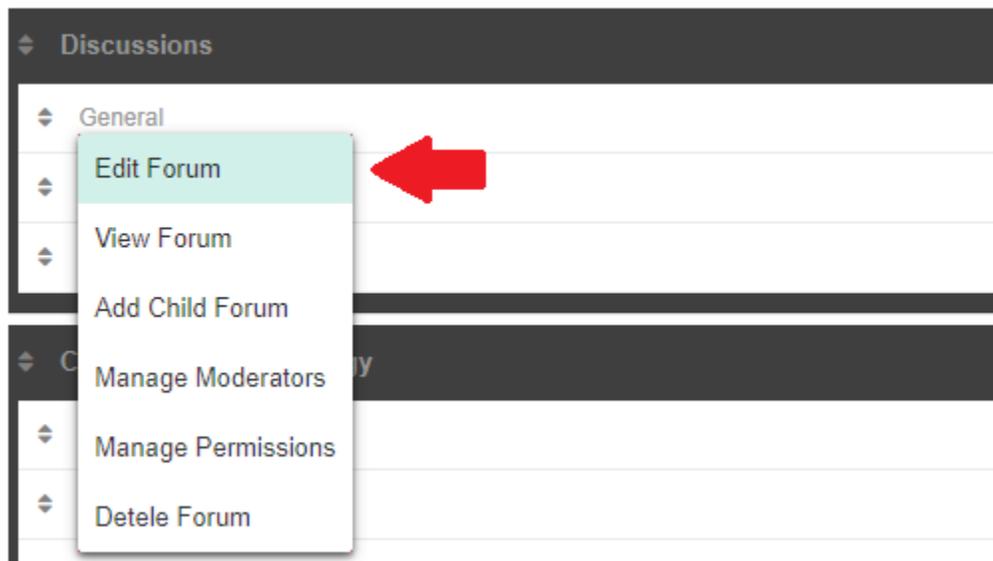


- It will show you a list of your current forum categories.
  - [Arranging the Categories](#)
    - Drag them up or down and click Update Order.



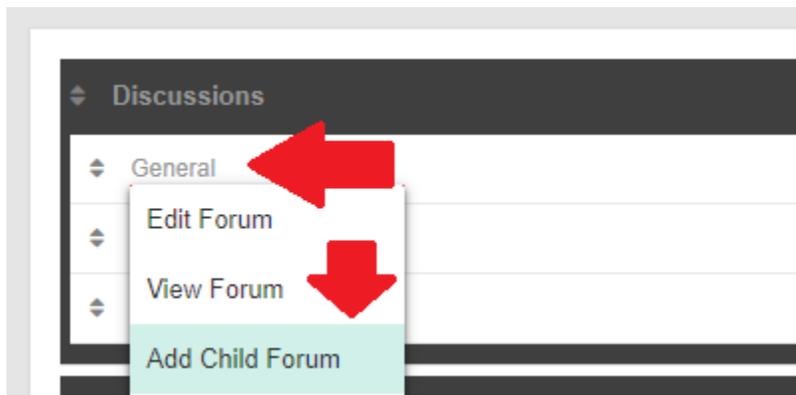
- Editing the Categories

Click the Category name and select Edit Forum. This setting will give you an option to edit the Name, Choose the Parent Forum, Description, Type(Category or Not a Category), and Select to Open and Closed.



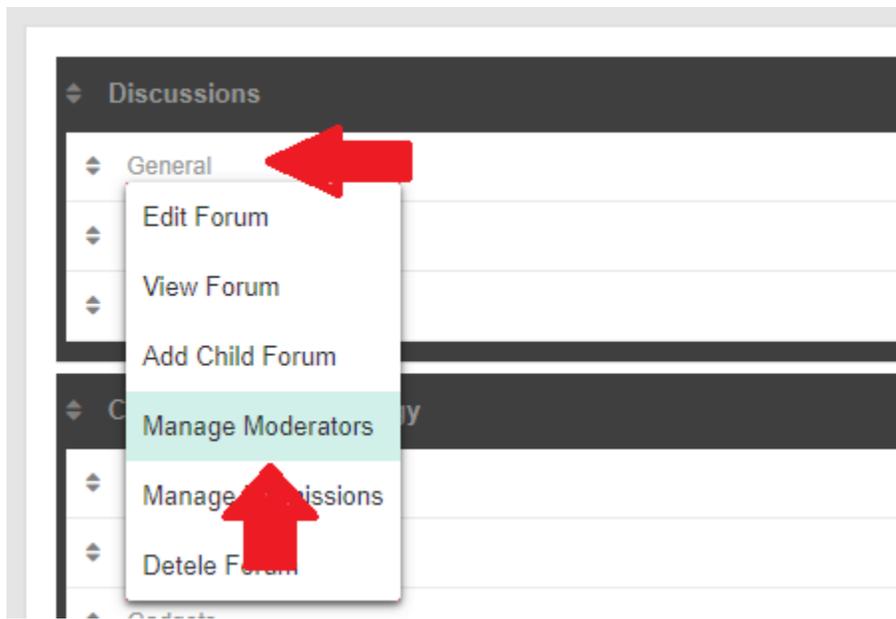
- Adding a Child Forum

To quickly add a Child Forum to this category, click the category name and select Add Child Forum. You then would enter all of the fields for the forum, making sure to fill in all languages as empty values will make problems on your forum. The description is optional but if you fill it in for one language, you must fill it in for all of them.



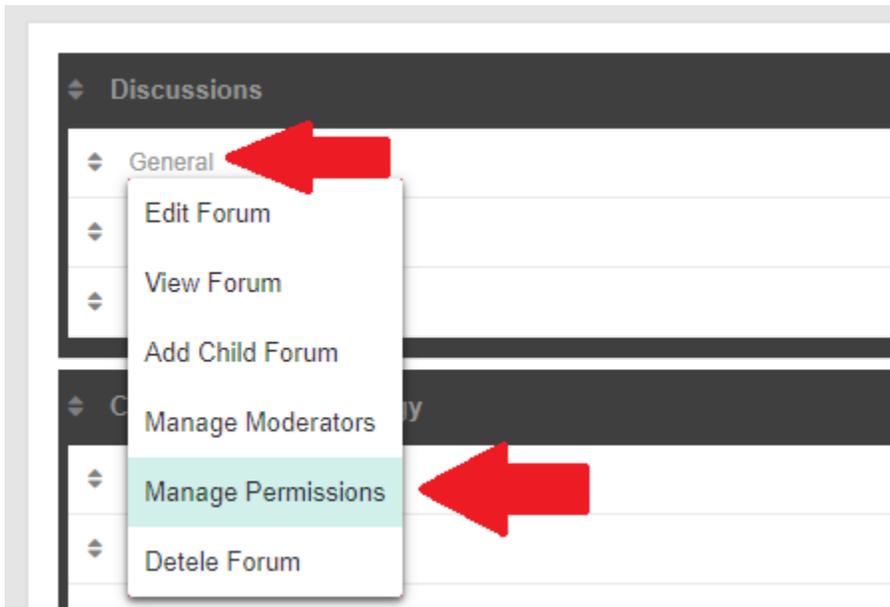
- **Managing Moderators**

To add or manage the moderators for this forum category, click the name of the category and choose Manage Moderators. You would then enter the moderator name you want to add or click to manage the ones you already added. You'll also see a list of various permissions to give each moderator.



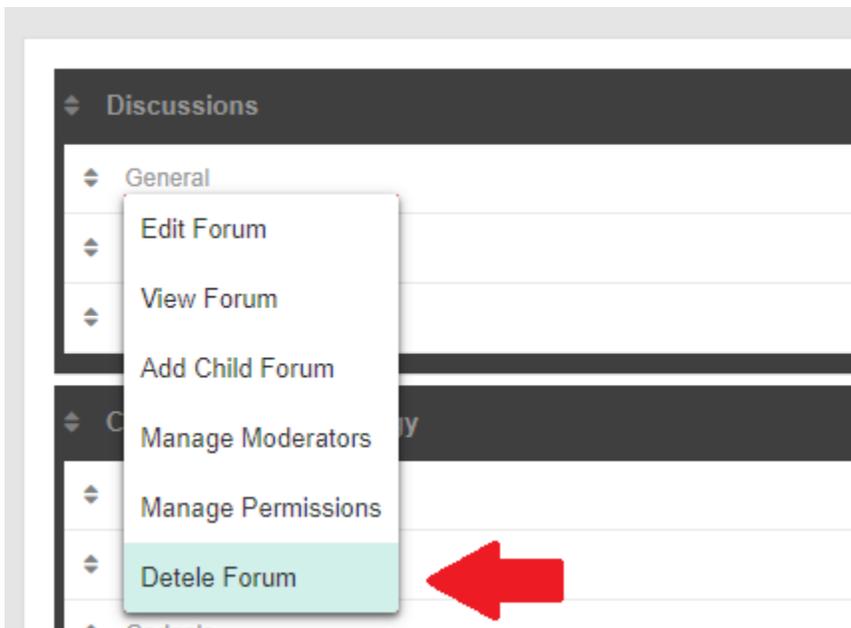
- **Managing Permissions**

To add or manage the moderators for this forum category, click the name of the category and choose Manage Permissions. Note that you need to set the permissions for every user group once you choose to set permissions.



- **Deleting Categories**

To delete forum categories, click the name of the category and choose Delete Forum.



## Forum Settings

- Click Settings to open the Forum Settings screen.

Apps » Forums » Settings

## Settings



- You can set the Active Posts time duration which shows users when there are new posts.

## 1 Active Posts

forum.keep\_active\_post

60

Define how long we should keep posts active in minutes.

Note that if a post passes this limit it will be displayed on the site normally, however if a post is active there will be some form of letting the user know that they have not viewed the specific thread or forum. Depending on the theme you are using this is usually identified by images and formatting the title of the thread or forum to be bold.

- Set the [Time Stamp](#)

### Forum Time Stamp

M j, g:i a

Default forum time stamp

- Total Posts per Thread

### Show posts per thread at first time

15

- Total tags to display will allow you to set how many tags to show for your forum tags.

## 1 Total Tag Display

100

Define how many tags should be displayed within the tag cloud for the forum.

- RSS Feed within Forums allows you to enable or disable the RSS feature for the forum area.

### RSS Feed within Forums

Set to **True** to enable RSS feeds for each forum.

YES 

- RSS Feed on Threads allows you to enable or disable the RSS feature for threads.

### RSS Feed on Threads

Set to **True** to enable RSS feeds on threads.

YES 

- Enable "Thanks" on posts allows you to have Thanks instead of Likes for forum posts.

### Enable "Thanks" on posts

Set to **Yes** to enable "Thanks" on posts.

**Note:** If you enable "Thanks" on posts, the feature "Like" on posts will be disable.

NO 

- Other Settings

**Forum Meta Description**  
Meta description added to pages related to the Forum app. [Click here](#) to edit meta description. (SEO)

**Forum Meta Keywords**  
Meta keywords that will be displayed on sections related to the Forum app. [Click here](#) to edit meta keywords. (SEO)

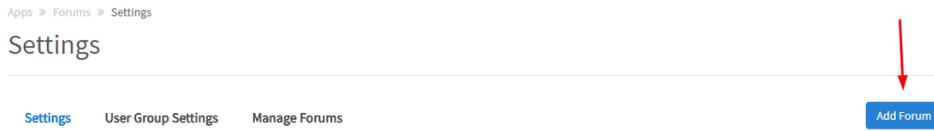
**Pagination Style**  
  
Select Pagination Style at Search Page.

**Default option to search in main forum page**

- Save Changes When Done

## Adding Forums

- Click Add Forum button



1. Fill in the Name in each language you have installed. It is very important that the default English language has a value entered or it will cause site issues.
2. Parent Forum - select a parent forum if this is a subforum or leave this unchanged to make it a parent forum.
3. Description - this is optional but if you enter a value, be sure to enter one for each language installed. It is important that the default English value is not empty if you enter a value for other languages.
4. Is a Category - choose if this is a category or not. See our examples below.
5. Closed - set whether this is closed for posting (handy if this is a parent forum that doesn't need posts in it)
6. Click Submit when done.

### Create New Form ✕

**\*Name in English (US)**

**Name in other languages**

**Parent Forum:**

**Description in English (US)**

**Description in other languages**

**Is a Category:**  NO **4**

**Closed:**  NO **5**

**6**

- Always [clear cache](#) after making any changes.