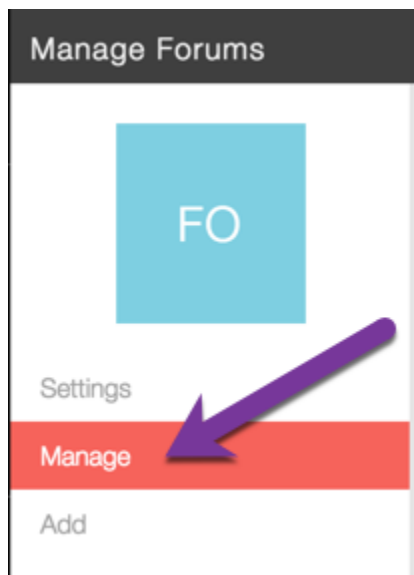# Managing Forum Settings and Categories

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 >> Forum
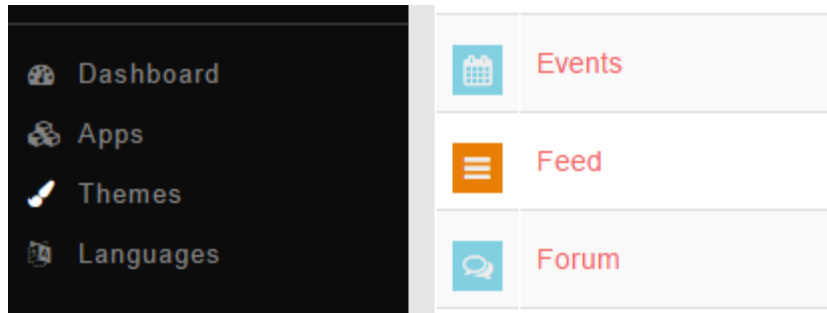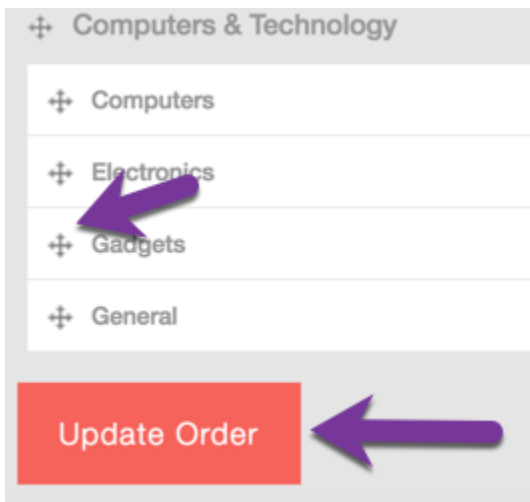

Managing Forum Categories

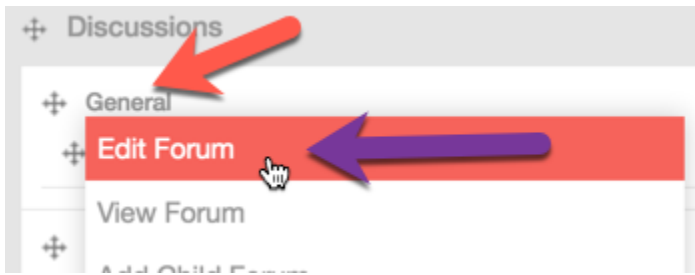- Click Manage to open the categories management.

- On the right will be 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. You can then edit the Name, Type (Category or not), Open or Close it, and Description.

- 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.
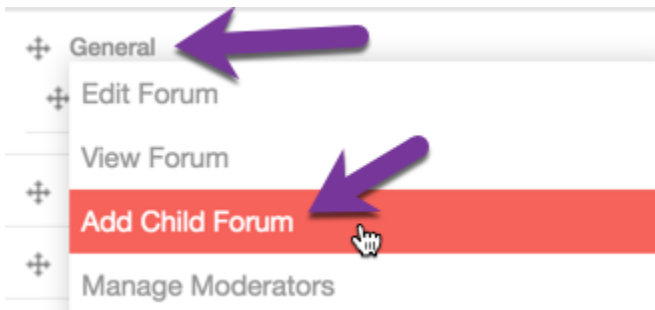
- Managing Moderators

  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.
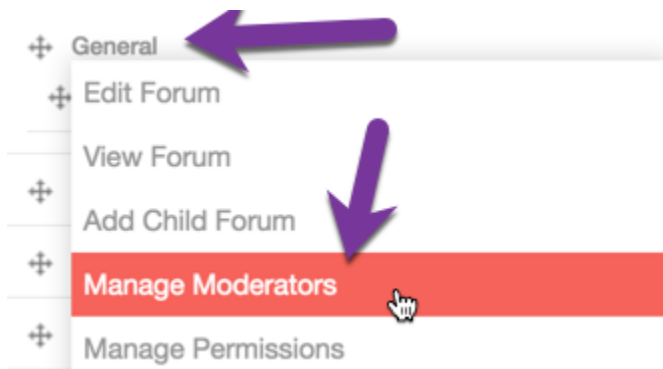
- Managing Permissions

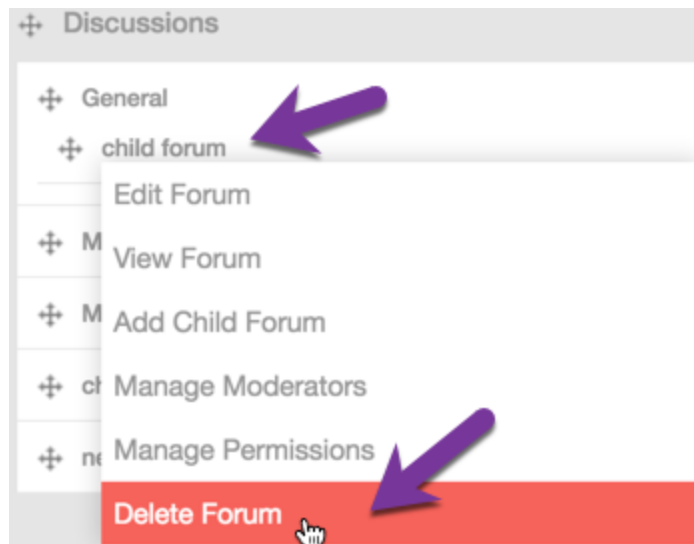 To add or manage the moderators for this forum category, click the name of the category and choose Manage Permissions. Note that you need to set the permissions for every user group once you choose to set permissions.
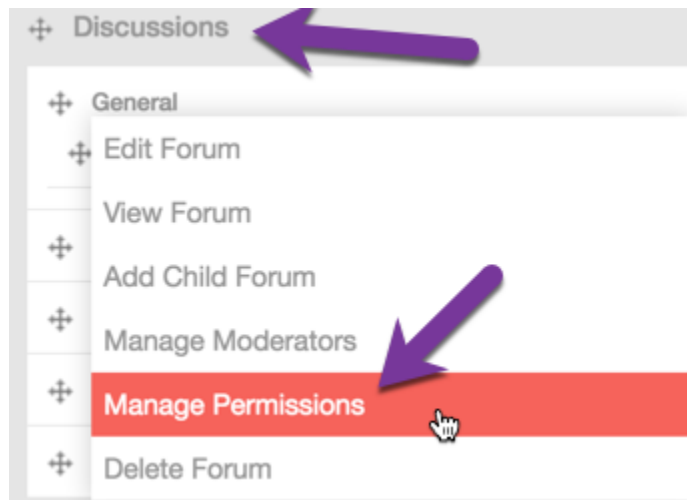
- Deleting Categories

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

Forum Settings

- Click Settings to open the Forum Settings screen.

- 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 formating the title of the thread or forum to be bold.

- Set the Time Stamp

1 Forum

M j, g:i a

Default forum time stamp

- Total Posts per Thread

1 Total Posts Per Thread

15

Total Posts Per Thread

- 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.

1	RSS Feed within Forums

Yes   No

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

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

1	RSS Feed on Threads

Yes   No

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

- Database Tracking allows you to set the recent threads to be tracked in a better way but it is heavier than using cookies. Keep that in mind if you have limited server resources.

1	Database Tracking	forum.forum_database

Yes   No

If this option is enabled it will track users by storing the threads they have viewed in the database. As opposed to storing recent threads in cookies and basing if a user has viewed a thread or not on several time stamps. With this feature enabled it is much more accurate, however it requires extra server resources and on large forums it is best to disable this feature.

- Forum User Time Stamp allows you to set the user time stamp for the forum.

2	Forum User Time Stamp

F j, Y

Forum User Time Stamp

- Total Recent Discussions Display allows you to set how many show in the recent discussions block.

4	Total Recent Discussions Display

20

Define how many discussions should be displayed within the Recent Discussions block.

- Total Recent Posts Display allows you to set how many show in the recent posts block.

5	Total Recent Posts Display

20

Define how many posts should be displayed within the Recent Posts block.

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

6	Enable "Thanks" on posts

Yes   No

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

Adding Forums

- Click Add

FO

Settings

Manage

Add

- 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.

Forum Details

Name English (US):

Recipes

- Parent Forum - select a parent forum if this is a subforum or leave this unchanged to make it a parent forum.

Parent Forum:

Select:

- Is a Category - choose if this is a category or not. See our examples below.

Is a Category:

○ Yes ● No

Category:

Recipes

Not a Category:

Recipes

0 THREADS   0 POSTS

Add your recipes in these topics!

- Closed - set whether this is closed for posting (handy if this is a parent forum that doesn't need posts in it)

Closed:

○ Yes ● No

- 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.

Description **English (US)**:

Add your recipes in these topics!

- Click Submit when done.

Always clear cache after making any changes.