2020

RuralSEHub.Net User Guide

Blue Dolphin IT

28/04/2020

RuralSEHub.Net User Guide.

Contents

Registration 3

Member Pages: 5

Activity 5

Profile 5

Notifications 5

Messages 5

Friends 5

Groups 5

Settings 5

How To 6

Activity → Personal 6

Activity → Favorites 8

Activity → Friends 9

Activity → Groups 10

Profile → View 11

Profile → Edit 12

Profile → Edit screen for the Second Group of Profile Fields: Testing It 13

Profile → Edit screen for the Third Group of Profile Fields: Single Fields 14

Profile → Edit screen for the Fourth Group of Profile Fields: Multi Fields 15

Profile → Change Profile Photo 16

Notifications → Unread 19

Notifications → Read 20

Messages → Inbox 21

Messages → Starred 22

Messages → Sent 23

Messages → Compose 24

Friends → Friendships 25

Friends → Requests 26

Groups → Memberships 27

Groups → Invitations 28

Create Groups: 29

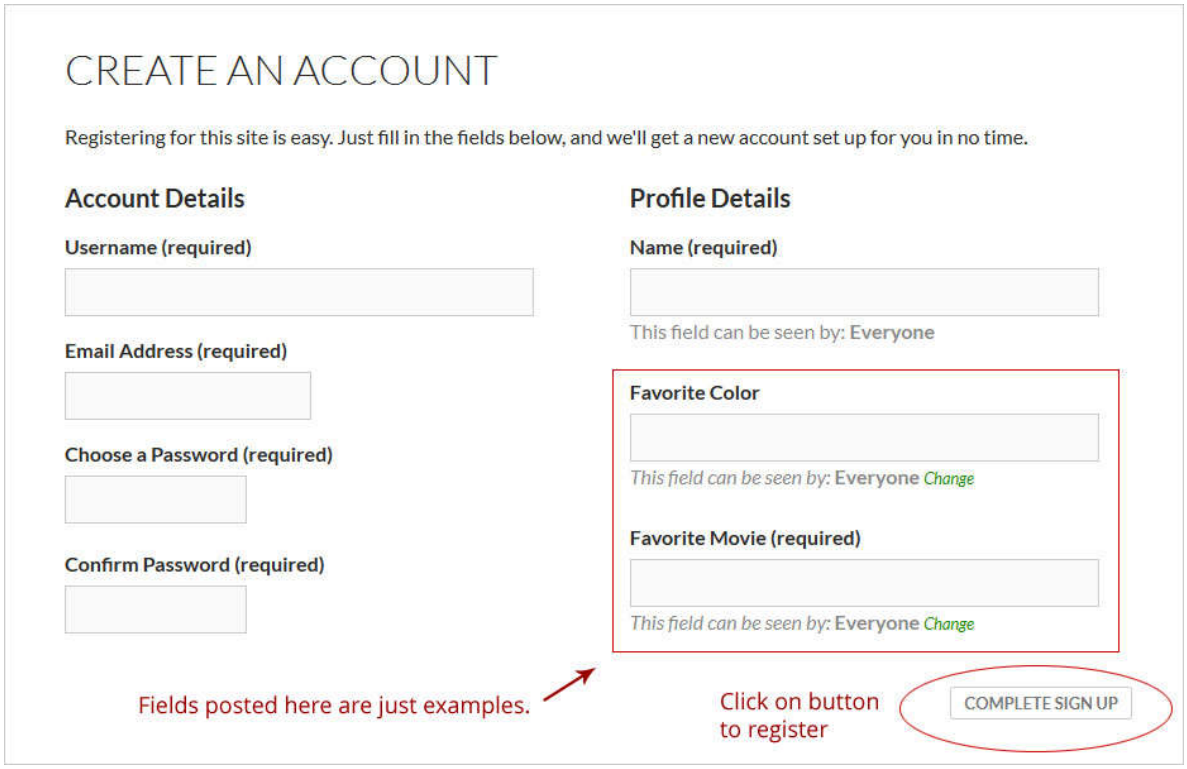
Details 30

Forums 31

Media 32
Cover Image 32
Settings → General 33
Settings → Email 34
Settings → Profile Visibility 35
Settings → Delete Account 36

Registration

1. Click on the “Register” link. Some sites use “Join Us”, “Sign Up”, or other terminology.



2. Fill in the forms. Some sites allow you to create your own blog. You can fill up the form to create one now, or choose to create a new blog later.

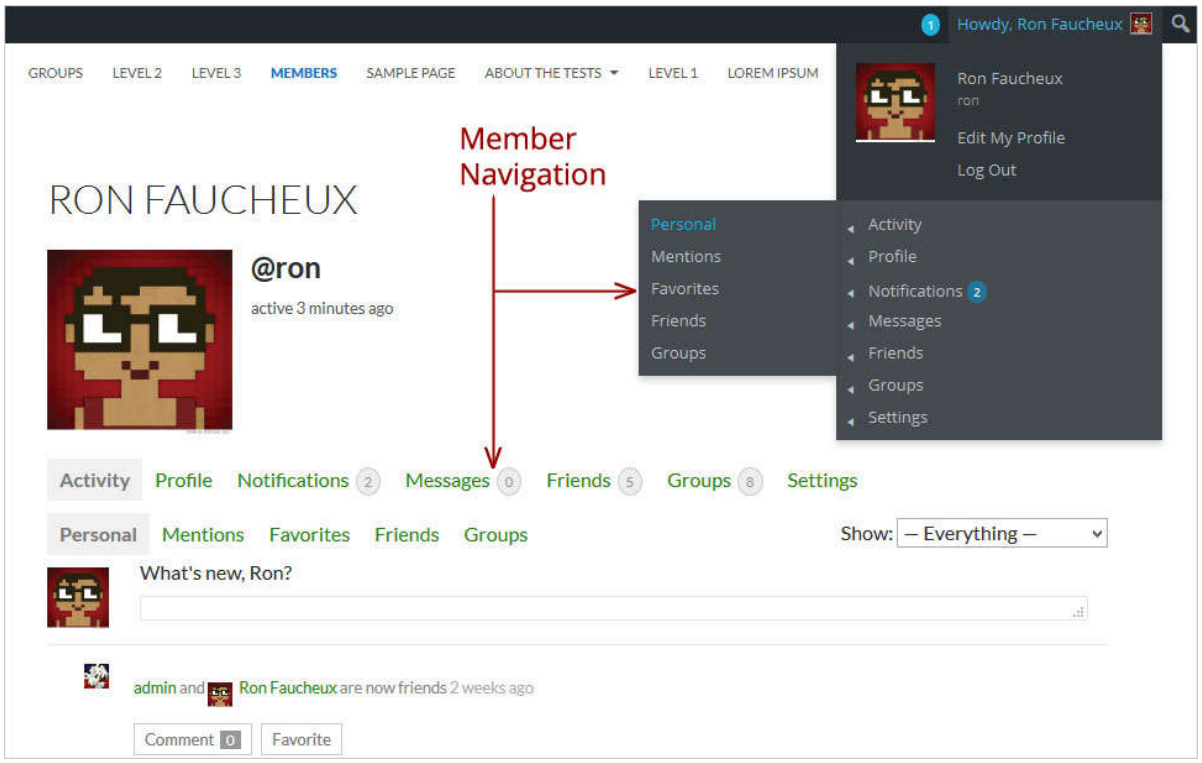
3. Click on the “Complete Sign Up” button.

4. Check Your Email To Activate Your Account! You have successfully created your account. To begin using this site you will need to activate your account via the email we have just sent to your address.

5. Wait for a minute or so if you don’t see the email to activate your account. If the activation email doesn’t show up in your inbox, check your “Spam” folder just in case it was redirected by your email client.

6. Click on the activation link in the email. This will bring you to the homepage of the site.

7. Fill up the rest of your profile information if you only completed the “required” fields during registration. Or, begin exploring the Sitewide Activity, Groups you can join, or other Members you can befriend, and many more.



Member Pages:

Activity

- Activity → Personal
- Activity → Mentions
- Activity → Favorites
- Activity → Friends
- Activity → Groups

Profile

- Profile → View
- Profile → Edit
- Profile → Change Profile Photo

Notifications

- Notifications → Unread
- Notifications → Read

Messages

- Messages → Inbox
- Messages → Starred
- Messages → Sent
- Messages → Compose

Friends

- Friends → Friendships
- Friends → Requests

Groups

- Groups → Memberships
- Groups → Invitations
- Groups → Create

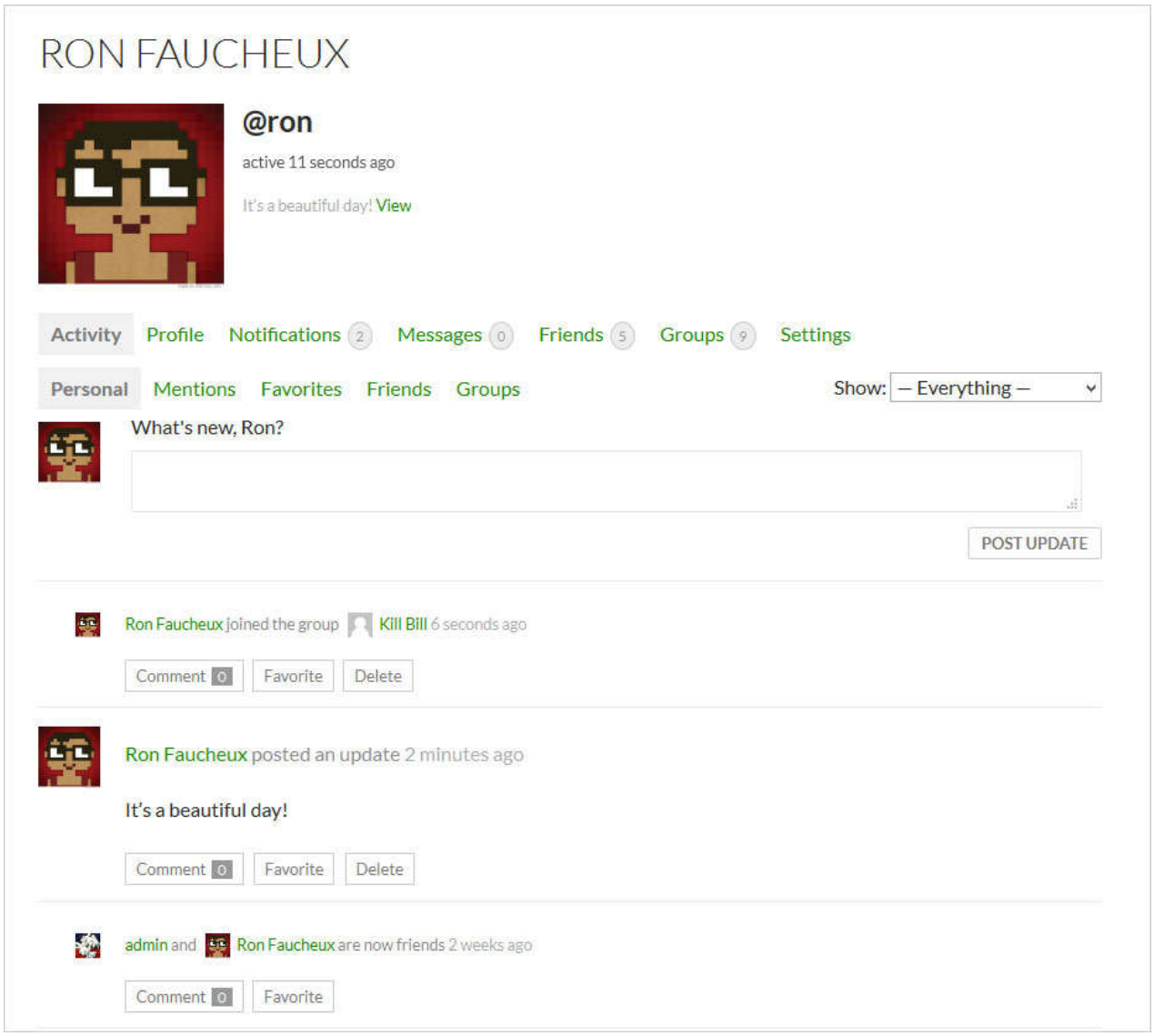
Settings

- Setttings → General
- Setttings → Email
- Setttings → Profile Visibility
- Setttings → Delete Account

How To

- How to Join a Private Group

Activity → Personal

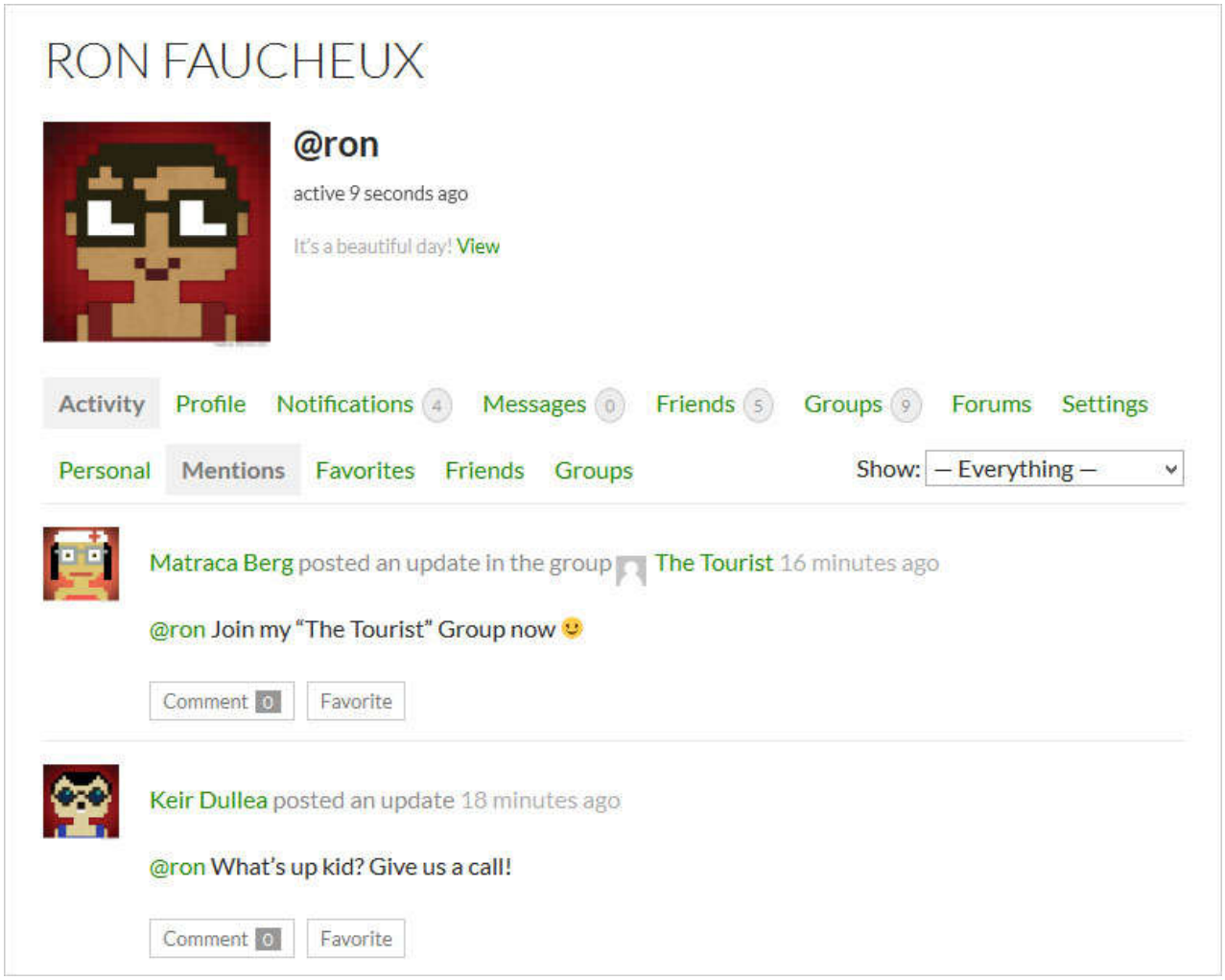


This page is the record of all your activities throughout the site listed in chronological order. If you're logged in, there's a status update box before the activity stream where you can post what's on your mind.

Filter to Show:

- Everything (default)
- Updates
- New Sites (if on Multisite installation)
- Posts
- Comments
- Friendships (if Friendships are enabled)
- New Groups (if Groups are enabled)
- Group Memberships (if Groups are enabled)
- Group Updates (if Groups are enabled)

Activity → Mentions

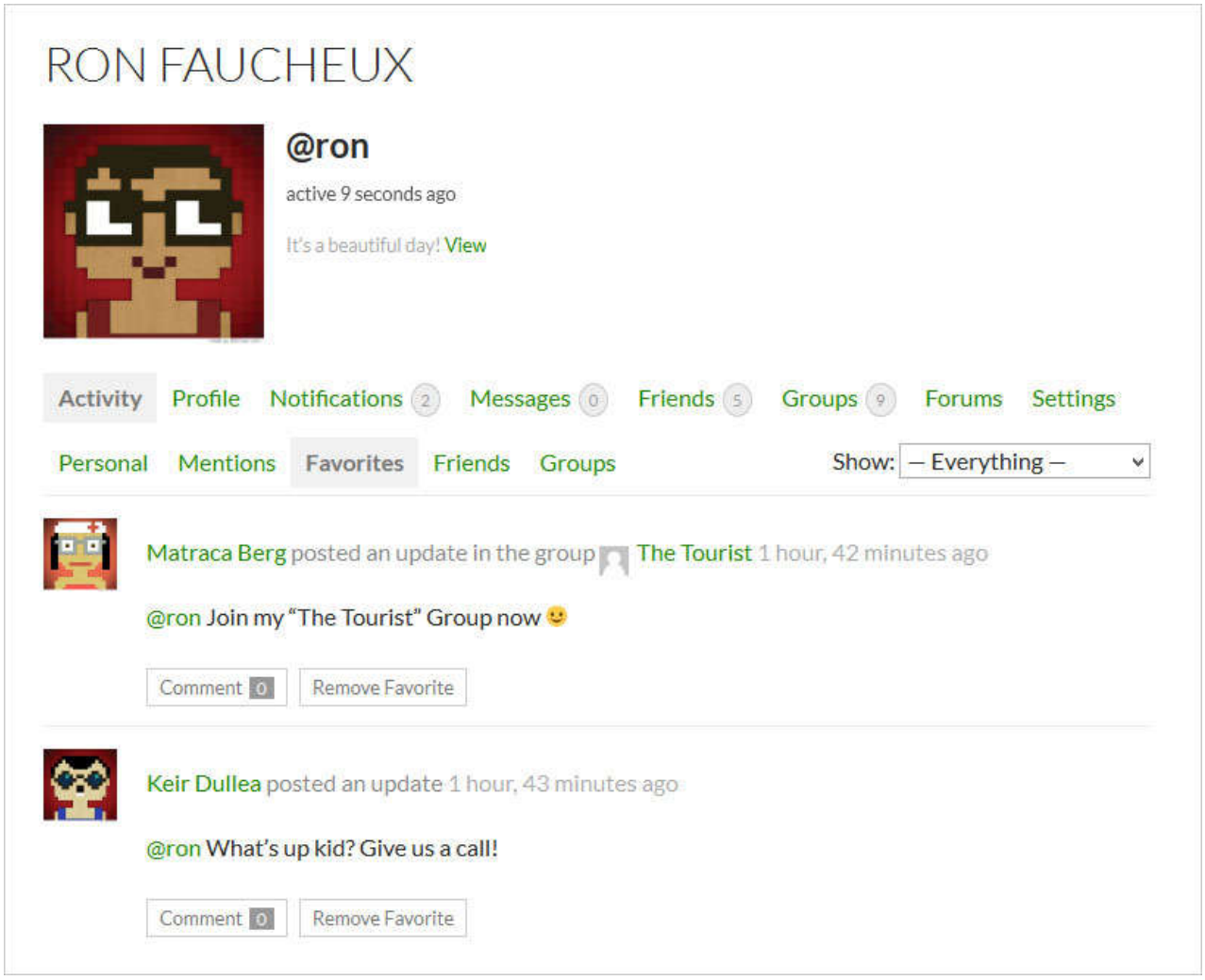


This page shows all the @ mentions you received throughout the site.

Filter to Show @mentions in:

- Everything (default)
- Updates
- New Sites (if on Multisite installation)
- Posts
- Comments
- Friendships (if Friendships are enabled)
- New Groups (if Groups are enabled)
- Group Memberships (if Groups are enabled)
- Group Updates (if Groups are enabled)

Activity → Favorites

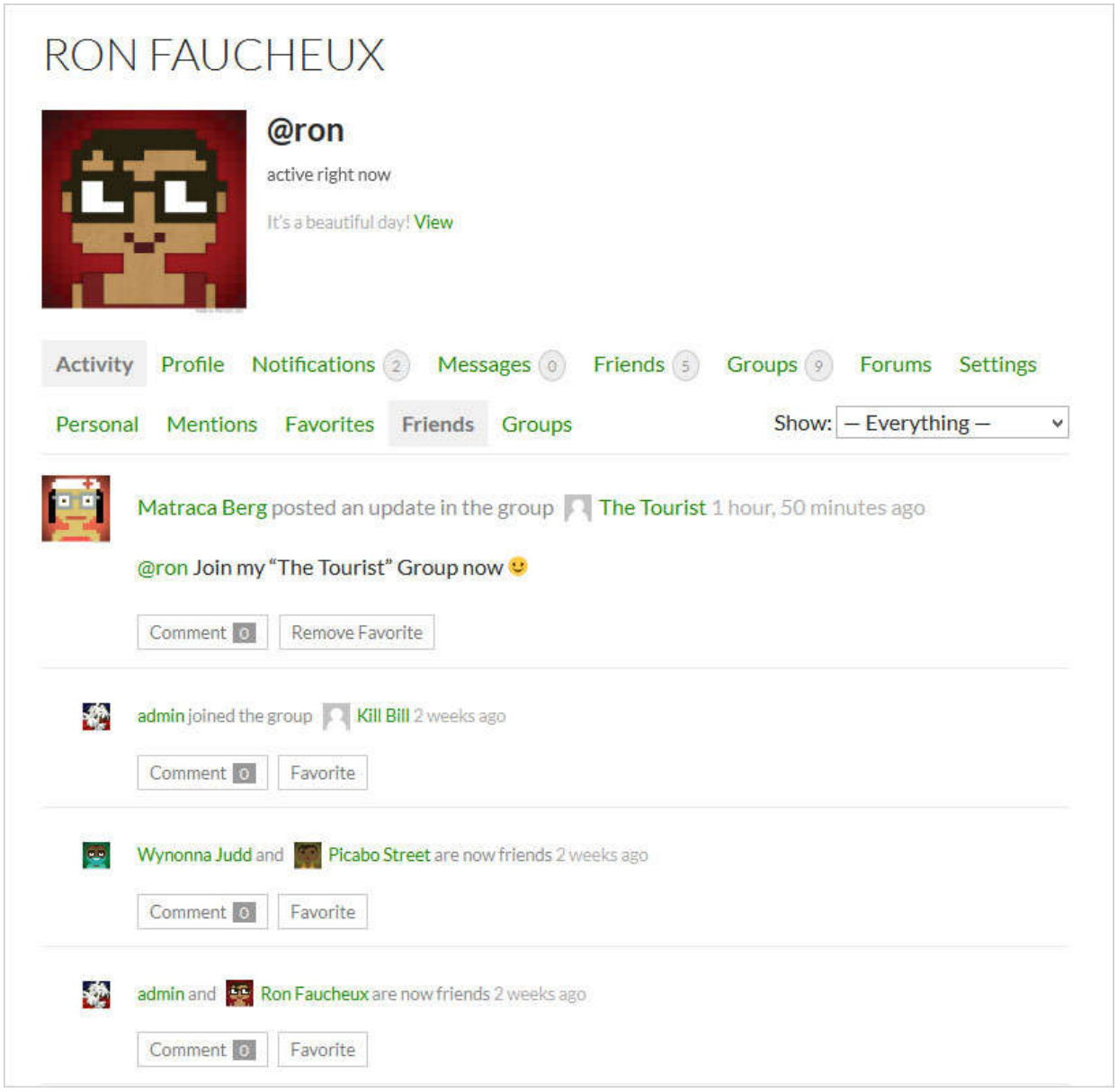


This is a list of all the items (posts, comments, friendships, etc.) you have "favorited" in your Groups' Activity Streams, the Sitewide Activity Stream, or even your own Personal Activity Stream.

Filter to Show “favorited items” in:

- Everything (default)
- Updates
- Posts
- Comments
- New Groups (if Groups are enabled)
- Group Memberships (if Groups are enabled)
- Group Updates (if Groups are enabled)

Activity → Friends

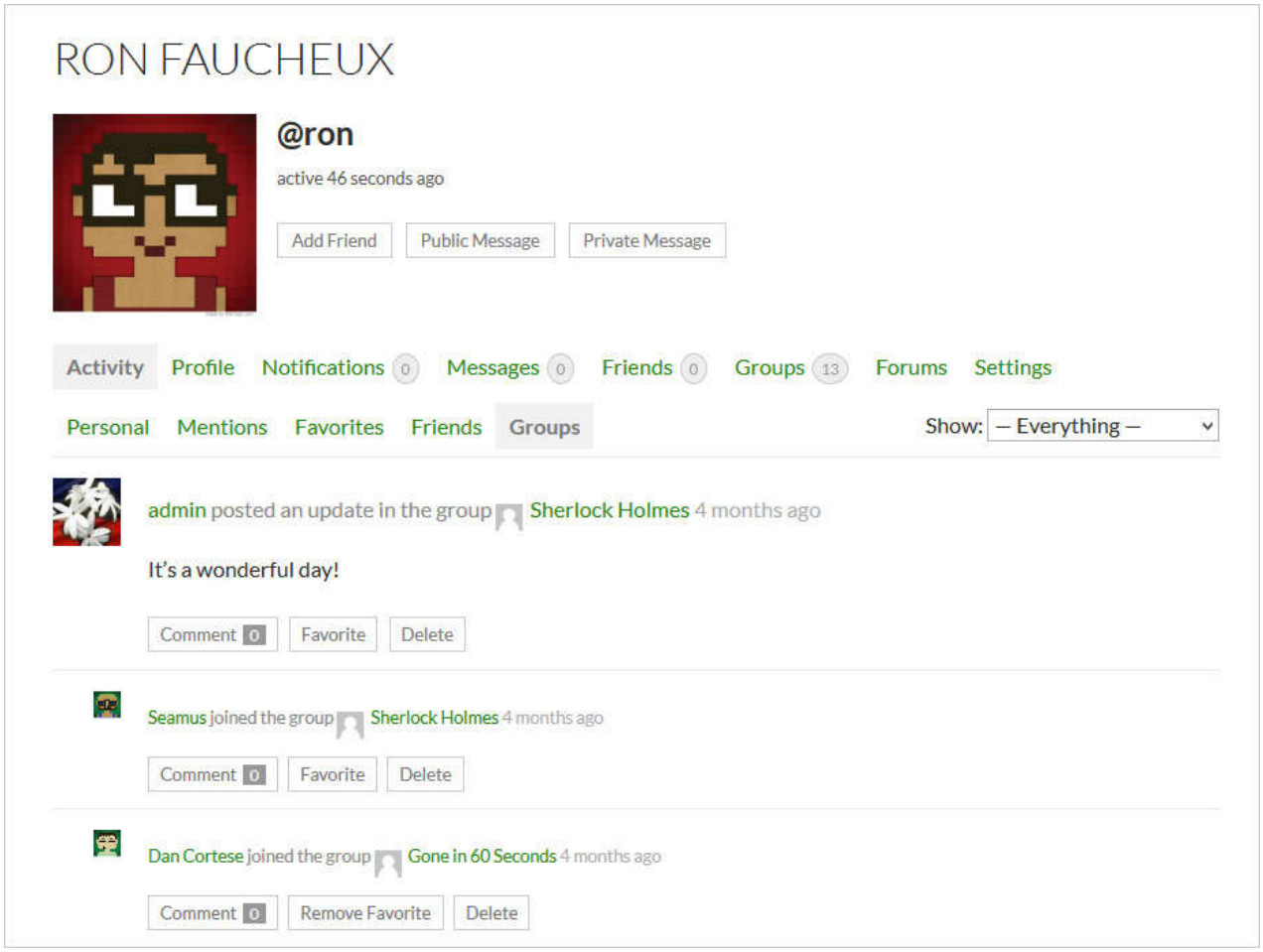


This panel shows all of your friends’ activities throughout the site.

Filter to Show:

- Everything (default)
- Updates
- New Sites (if on Multisite installation)
- Posts
- Comments
- Friendships (if Friendships are enabled)
- New Groups (if Groups are enabled)
- Group Memberships (if Groups are enabled)
- Group Updates (if Groups are enabled)

Activity → Groups

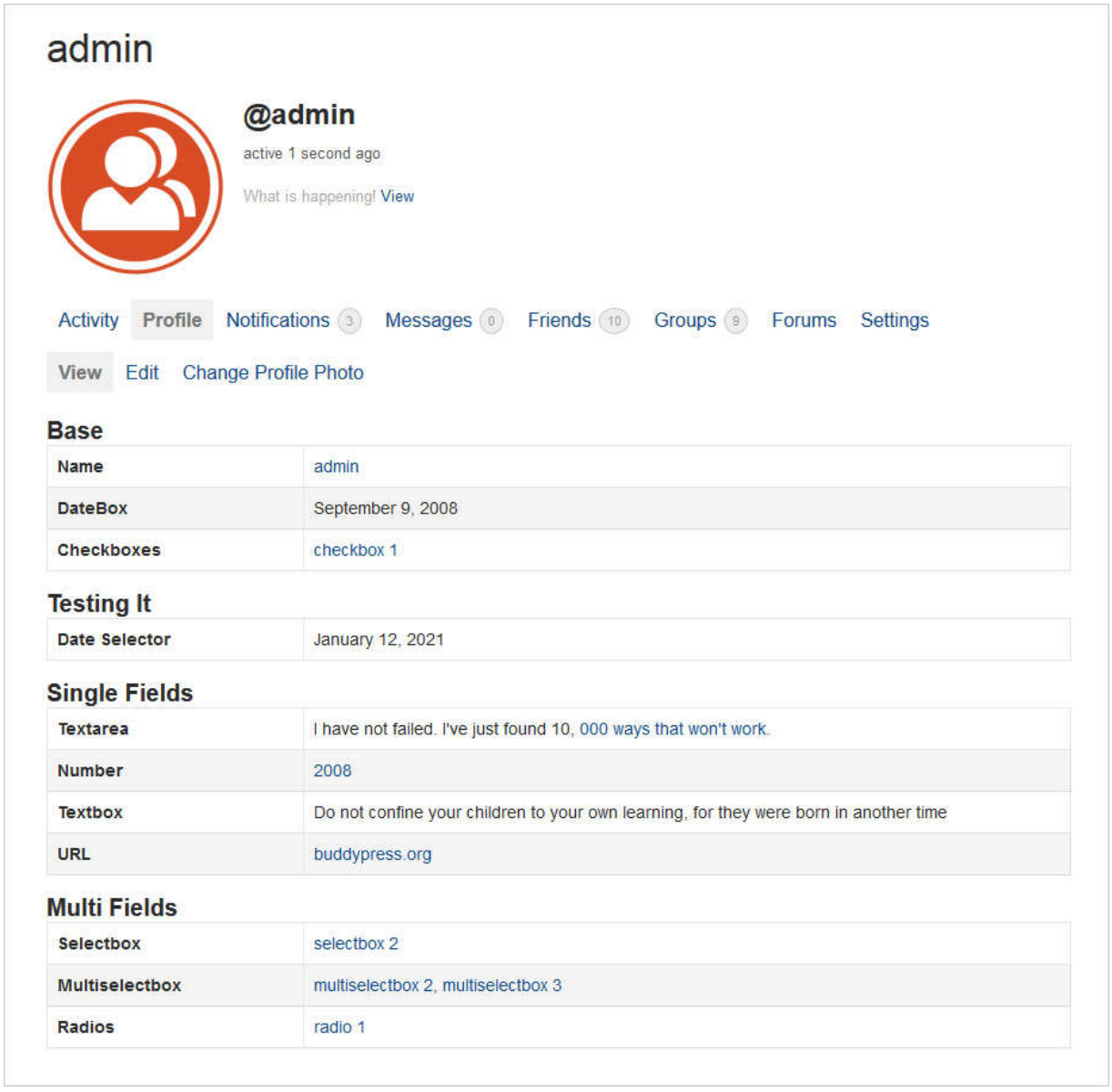


This page shows all the activities recorded in the groups you have joined.

Filter to Show:

- Everything (default)
- Updates
- Group Updates
- Group Memberships
- New Groups

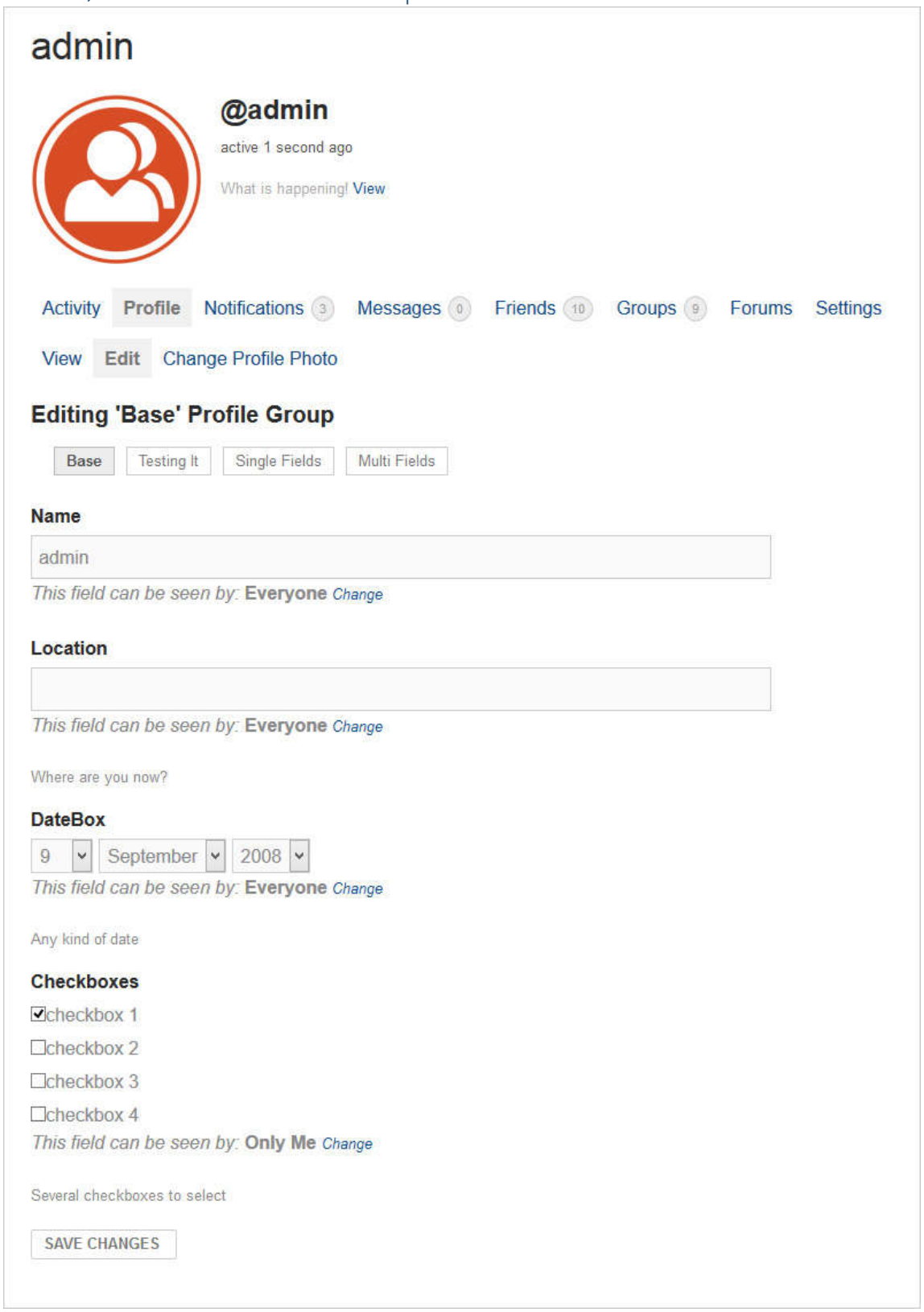
Profile → View



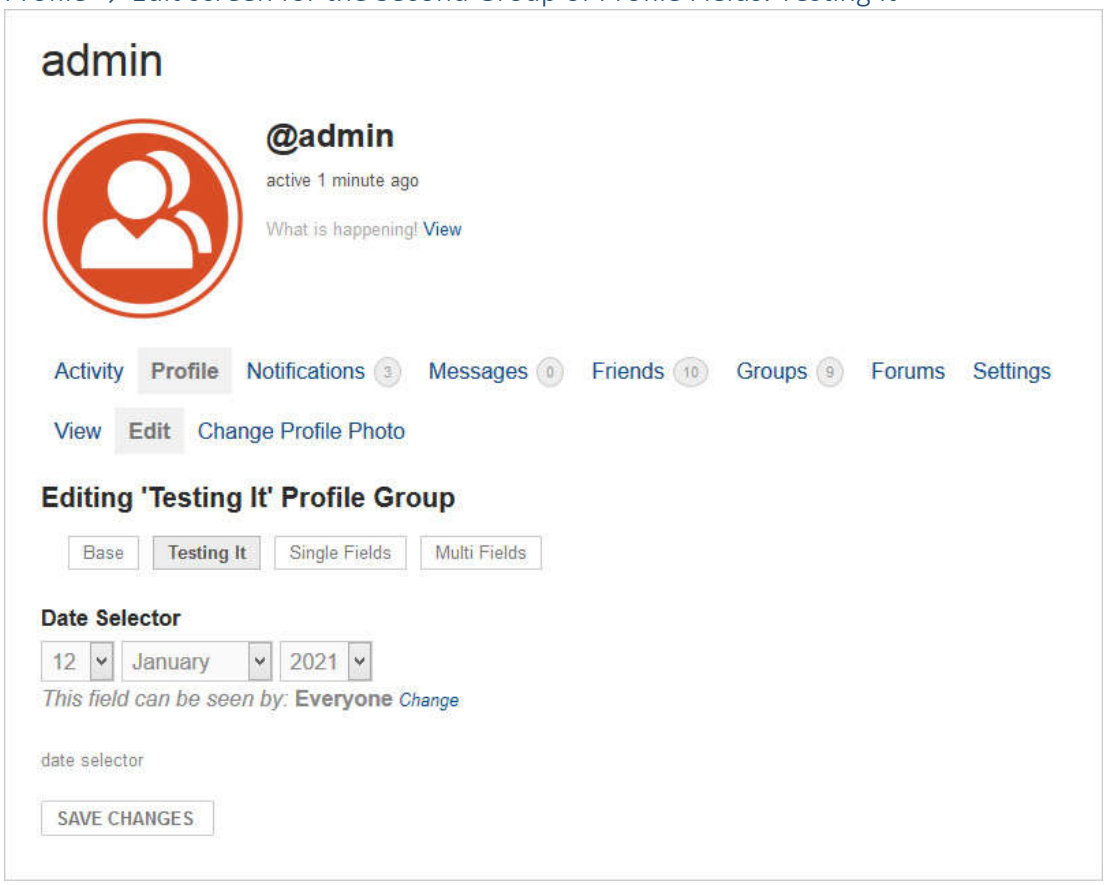
Profile → Edit

Based on how many Profile Field Groups were set up by the Site Administrator, you'll only need to fill a page or, if it was set up like in the example in the previous page, four panels.

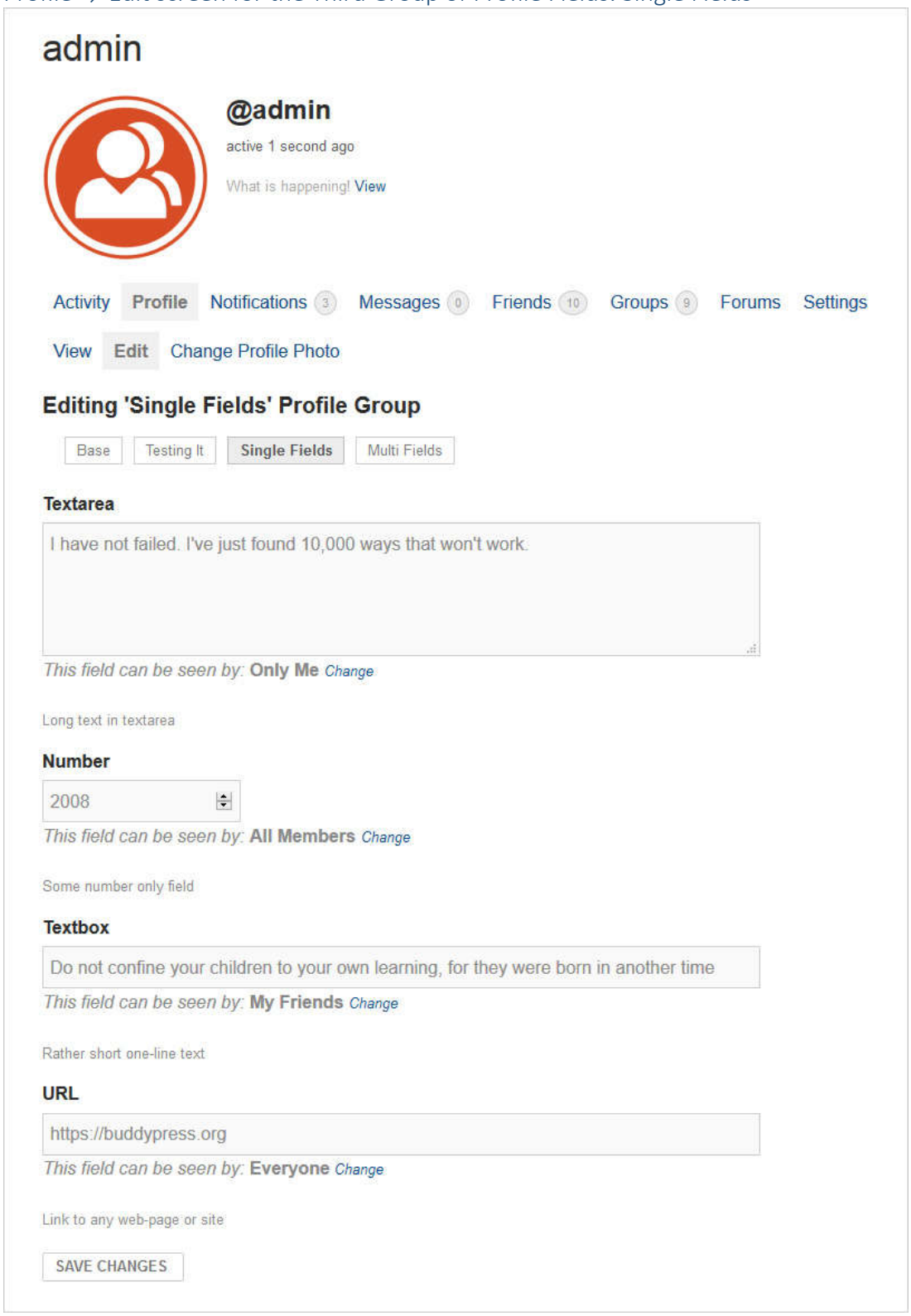
Profile → Edit screen for the First Group of Profile Fields: Base



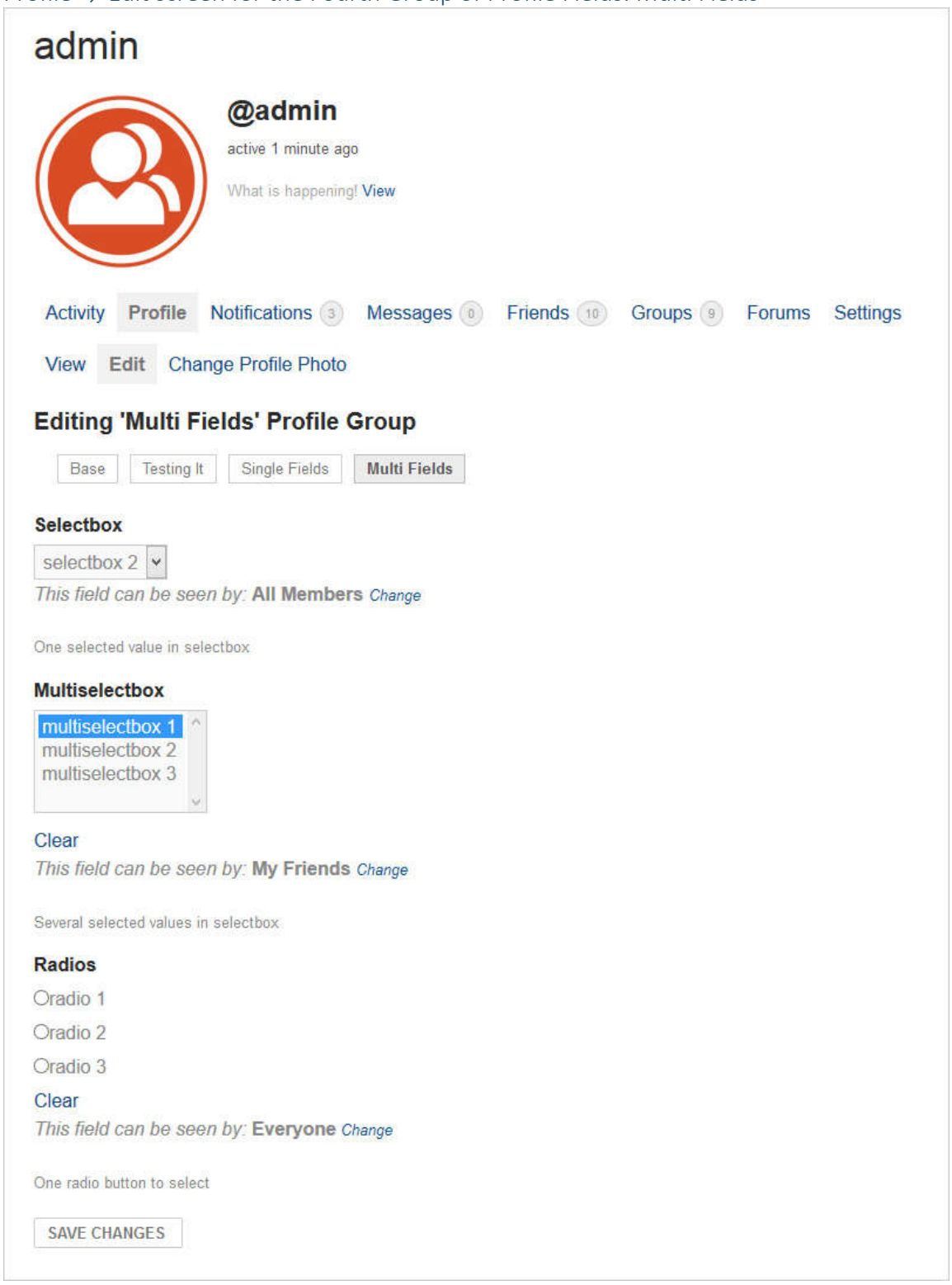
Profile → Edit screen for the Second Group of Profile Fields: Testing It



Profile → Edit screen for the Third Group of Profile Fields: Single Fields



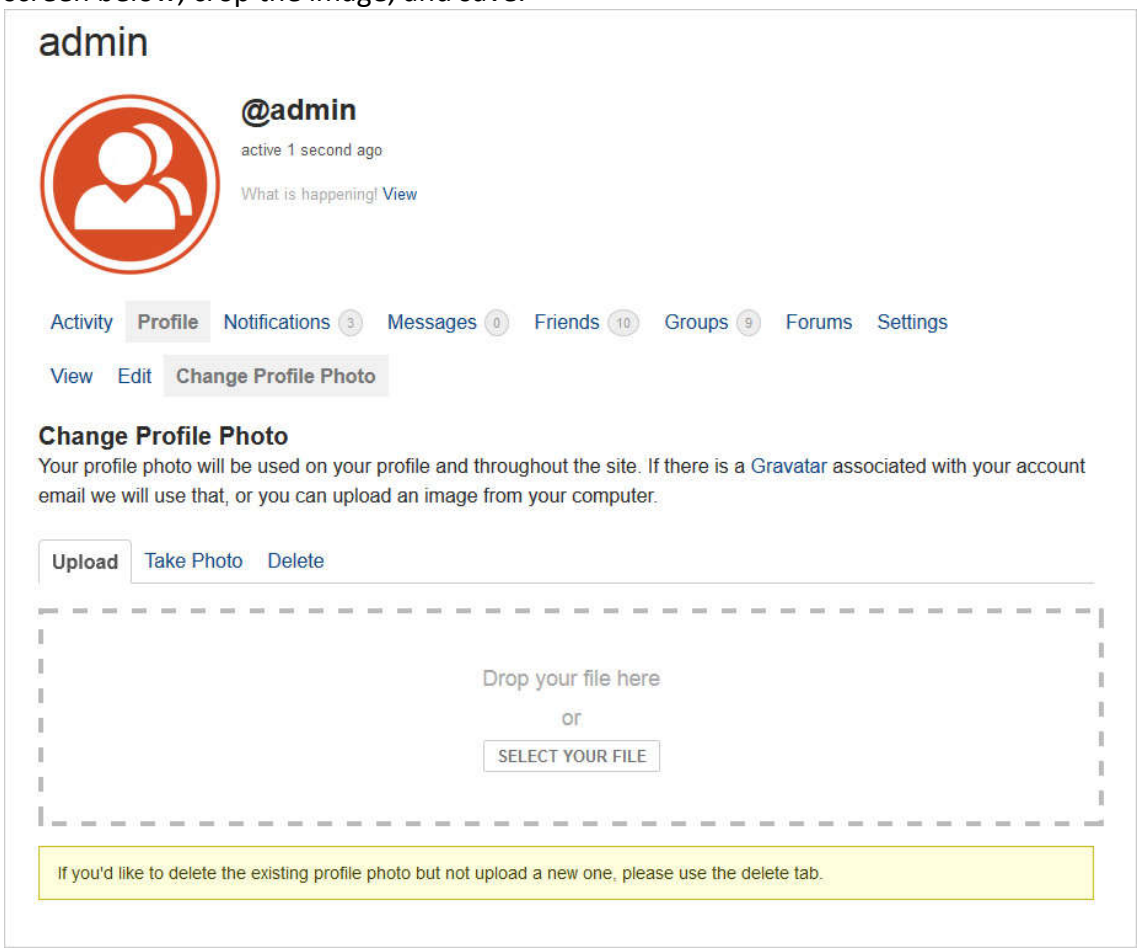
Profile → Edit screen for the Fourth Group of Profile Fields: Multi Fields



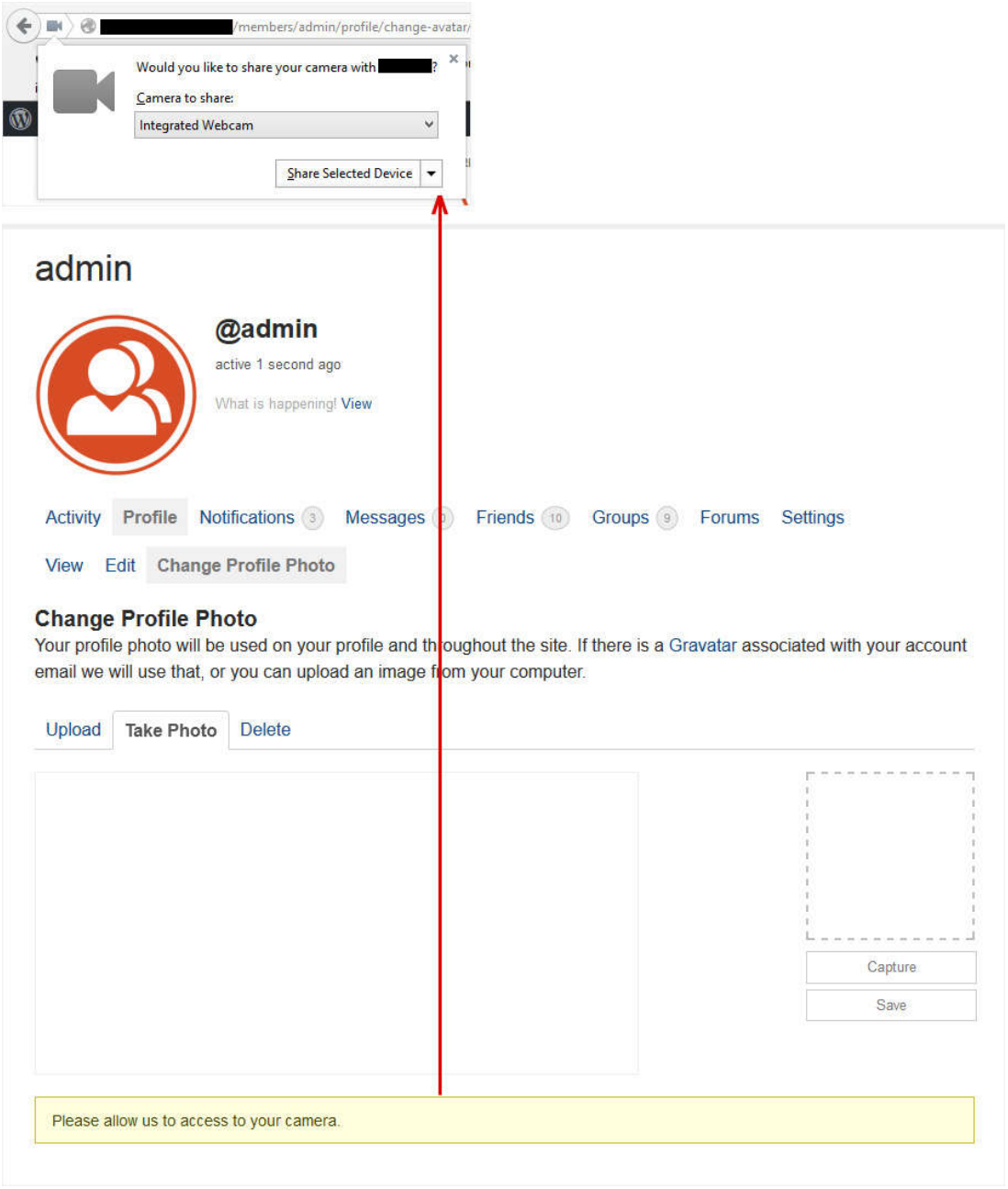
Profile → Change Profile Photo

- If the email you used to register with the site is associated with a Gravatar.com account, then the image you uploaded at Gravatar.com will be used to represent you throughout the site. You can change the image by navigating to your Profile → Change Profile Photo page.
- You have three options to upload your new profile photo:
- 1. **Upload Tab:** Open up the File Upload box by clicking on the "Select Your File" button, choose the image you prefer, crop the image, and save.

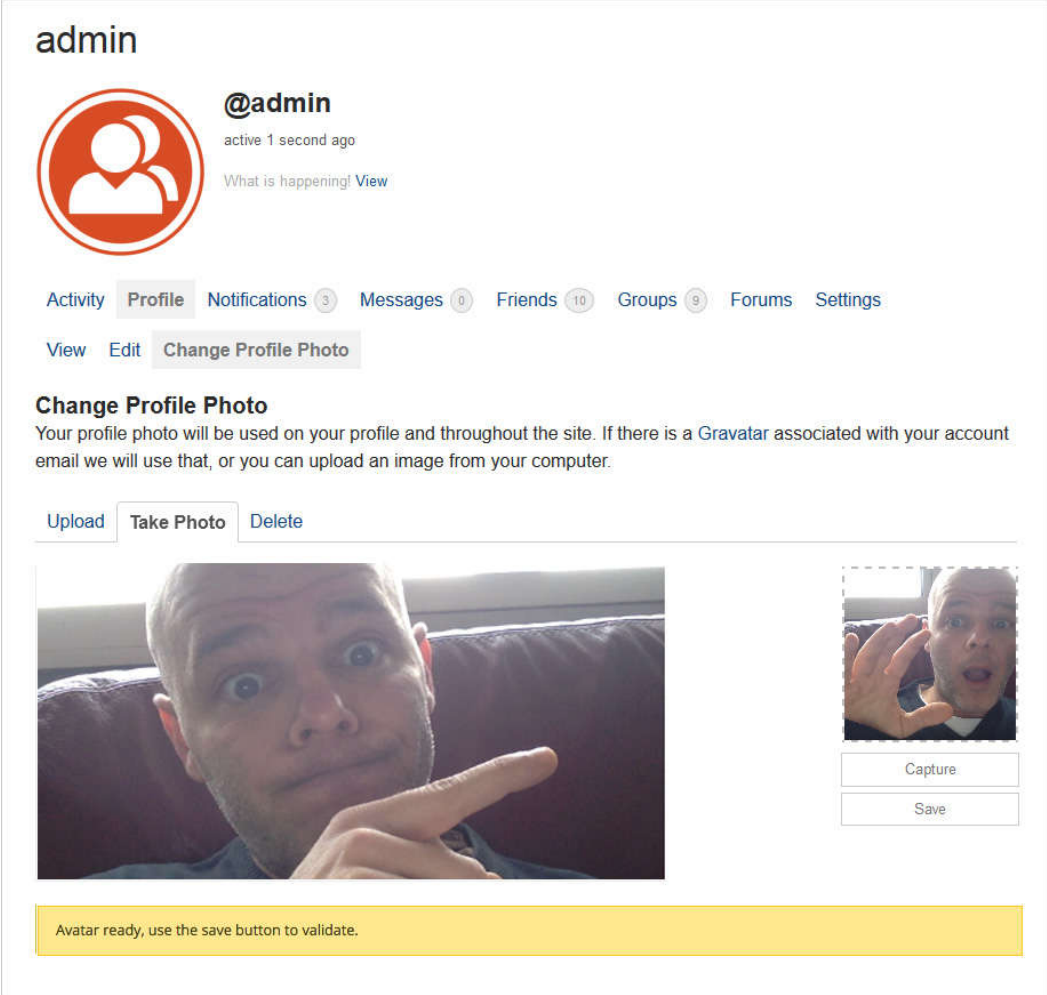
2. **Upload Tab**: Drag and Drop an image from your desktop to the space provided in the screen below, crop the image, and save.



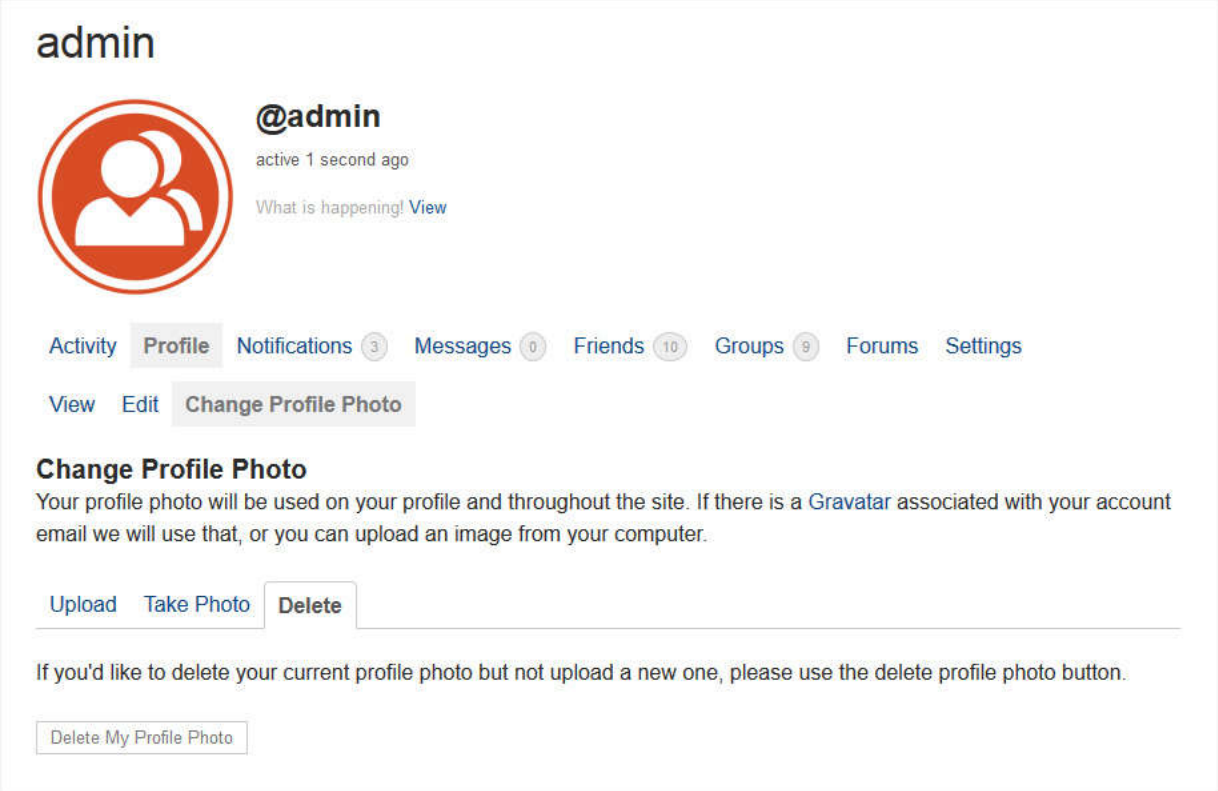
- 3. **Take Photo Tab:** You will be able to use your computer's webcam to take your profile photo if you are using a browser which supports getUserMedia. Otherwise, there will a notification on screen that this feature is not available for you at that time.
- 3.a. Confirm that you're willing to share your webcam in the dialogue box which shows up in your Firefox or Chrome browser per image below (Firefox).



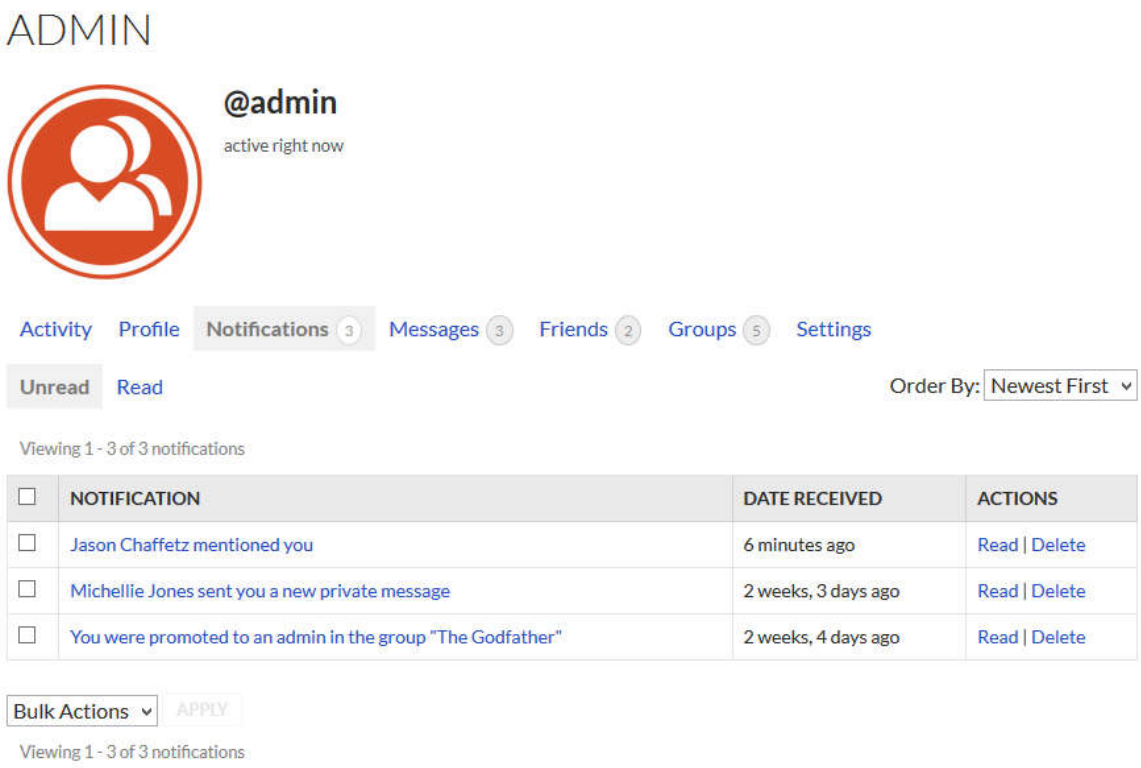
- 3.b. When you're satisfied with your "pose", click on the "Capture" button and then click on the "Save" button.



- **Delete Tab:** If you'd like to delete your profile photo but not upload a new one, click on the "Delete My Profile Photo" button.



Notifications → Unread

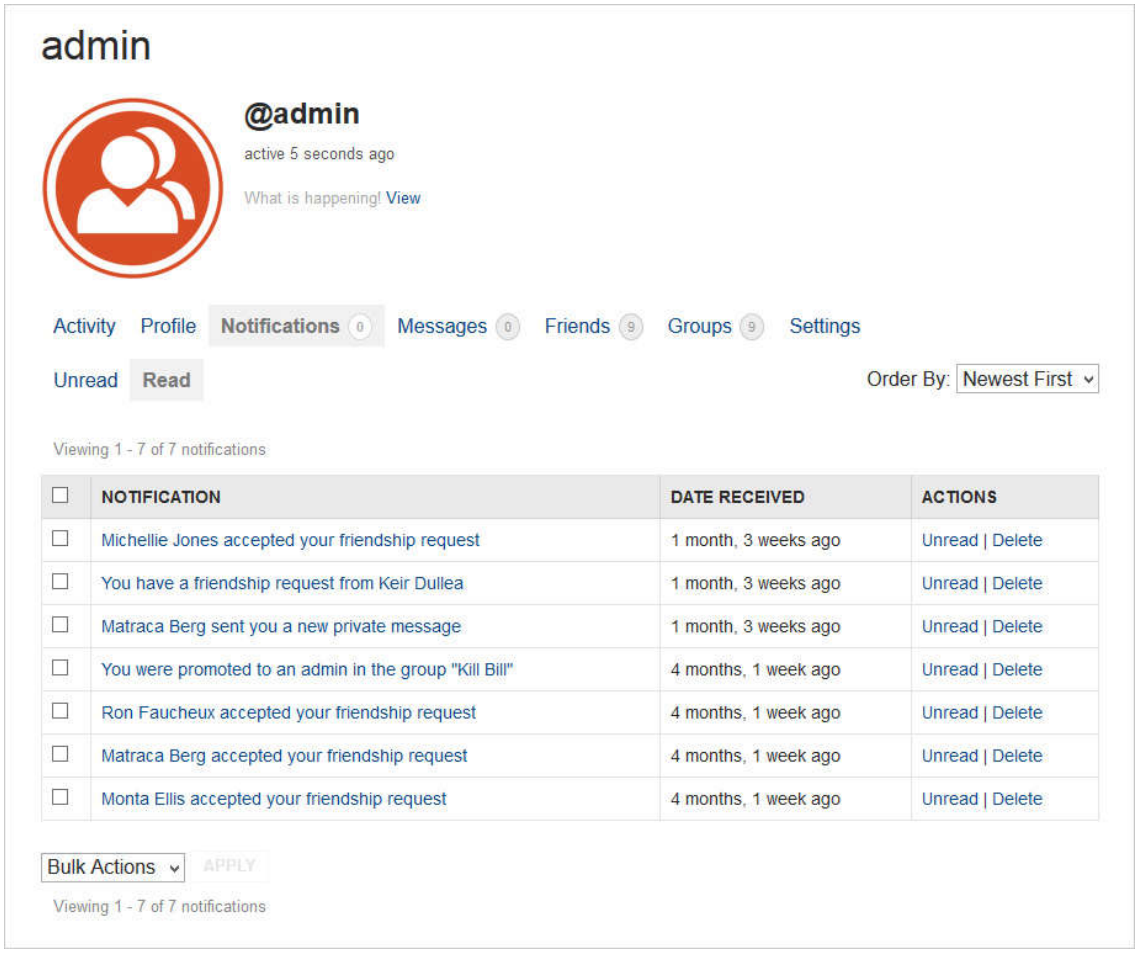


This screen lists all the notifications that you received which you either have not read or marked as already read.

You have the option to delete the notifications one by one or in bulk. Any notification that you mark as “Read” or open up to read is automatically moved to the Notifications → Read page.

You can filter the order of this list: Newest First (default) or Oldest First.

Notifications → Read

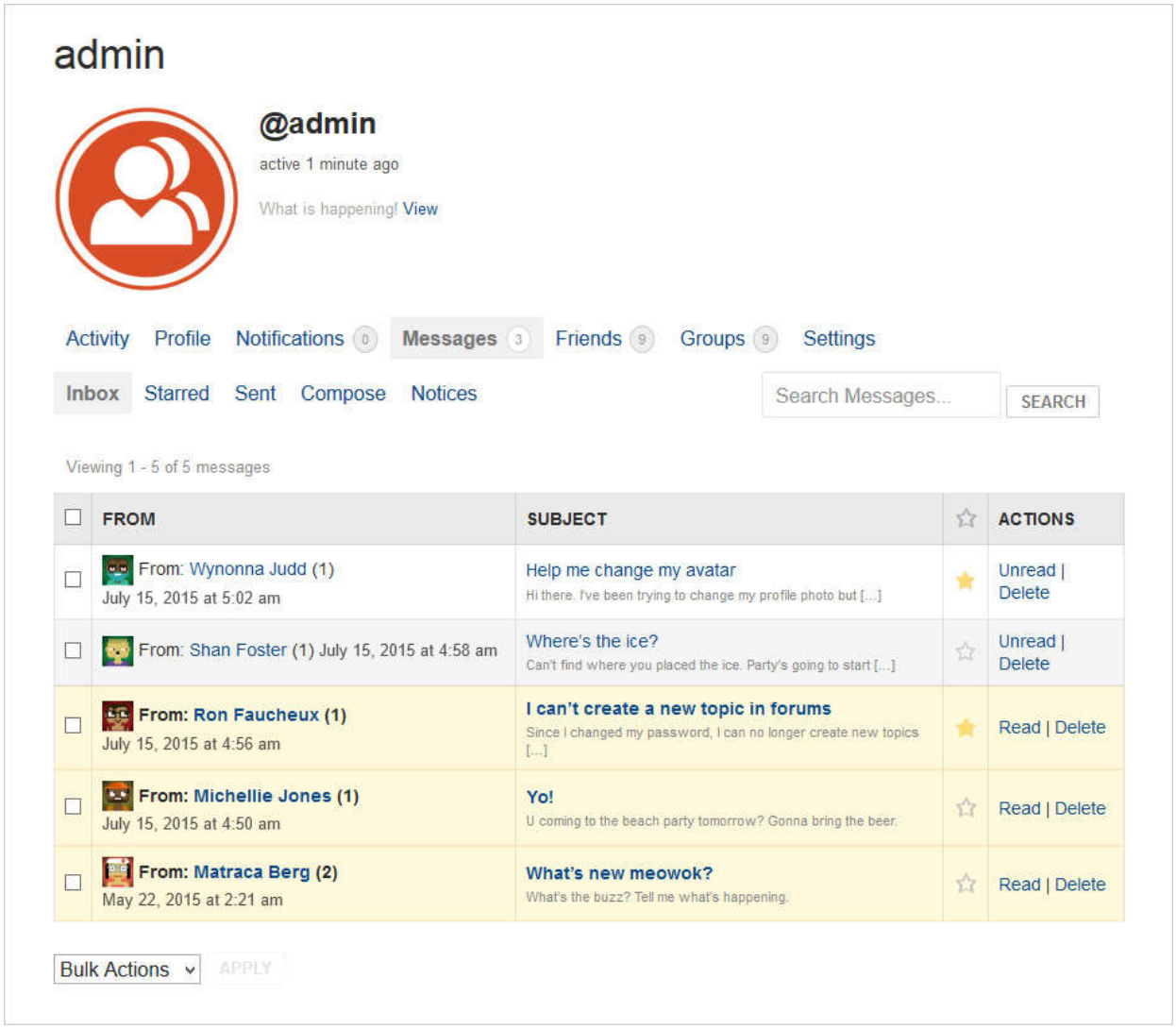


This page lists all the notifications that you have either opened up to read or marked as already read.

You have the option to delete the notifications one by one or in bulk. Any notification that you mark as “Unread” is automatically moved to the Notifications → Unread page.

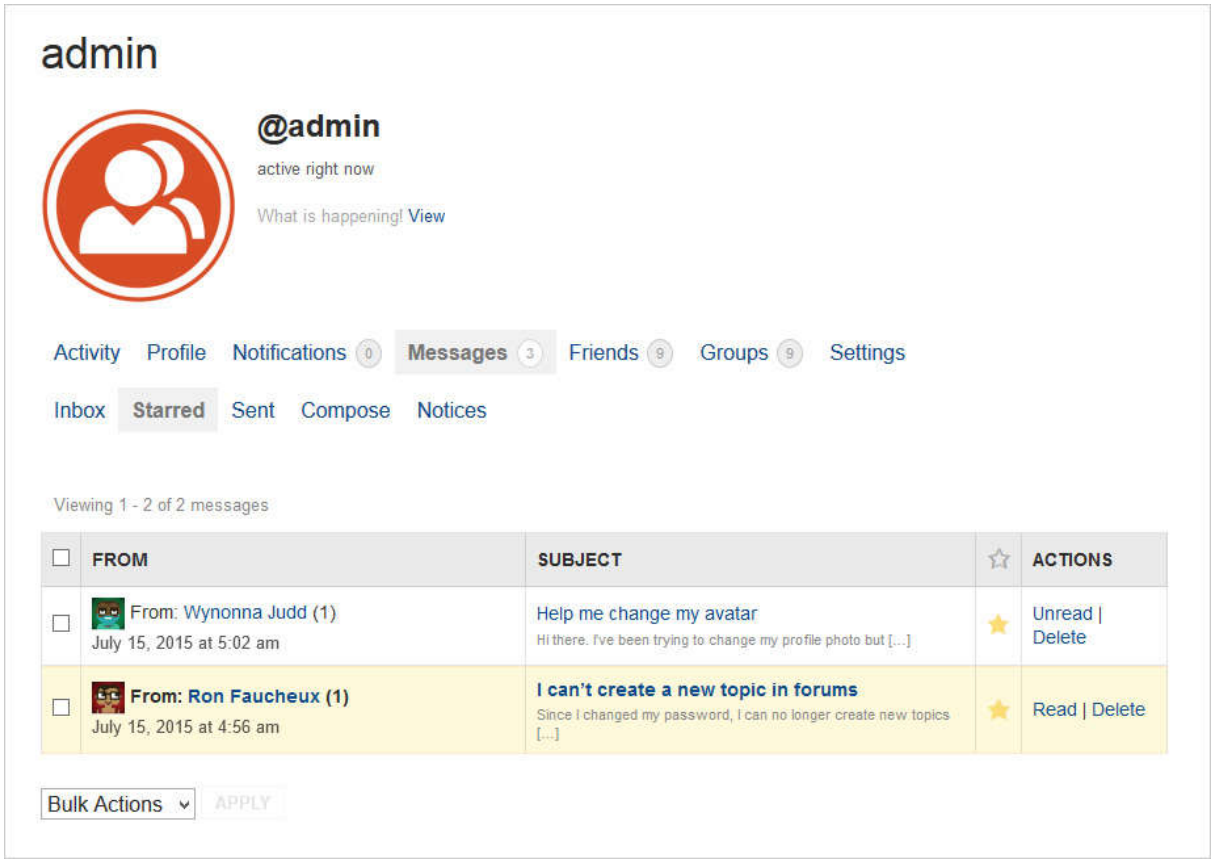
You can filter the order of this list: Newest First (default) or Oldest First.

Messages → Inbox



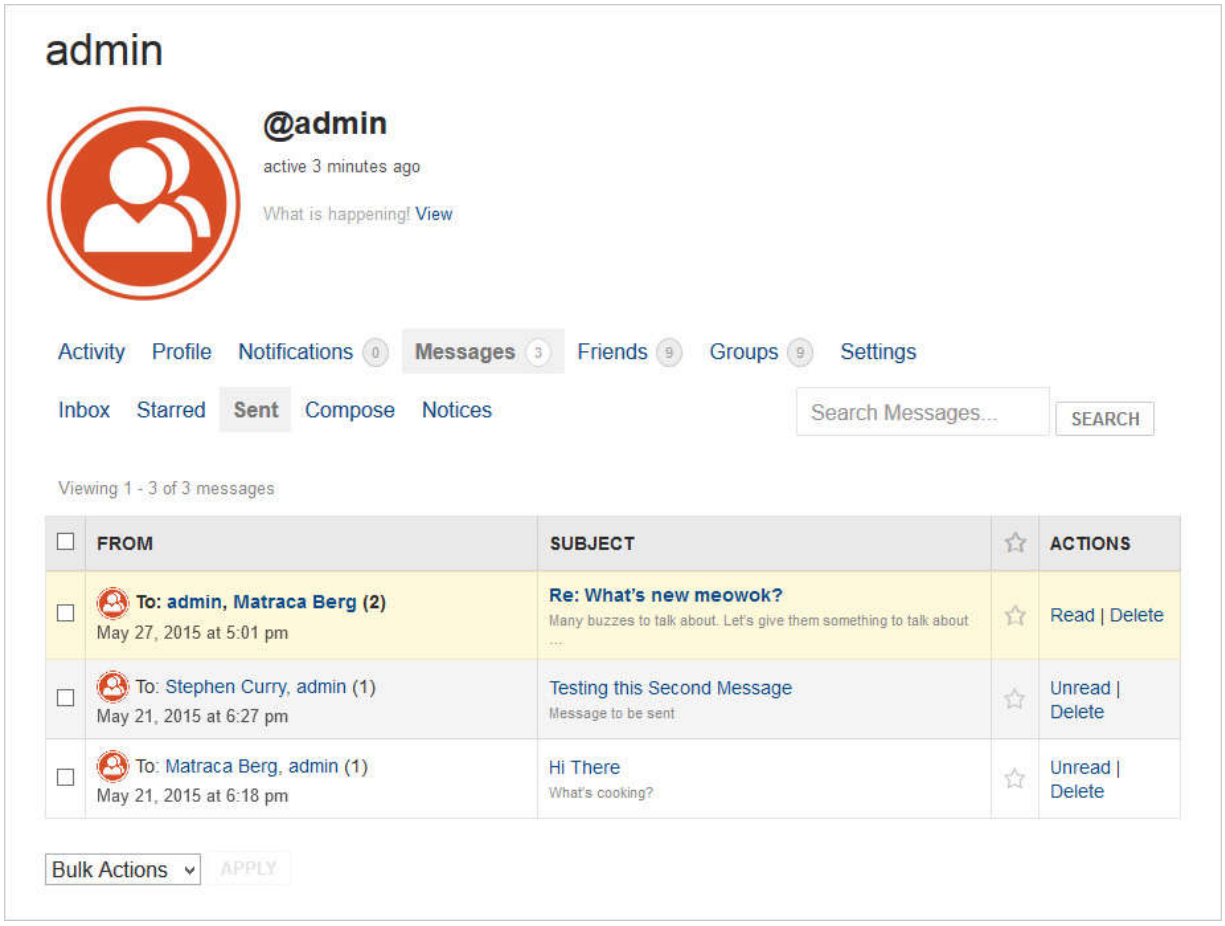
This page shows all the private messages sent to you by registered members of site.

Messages → Starred



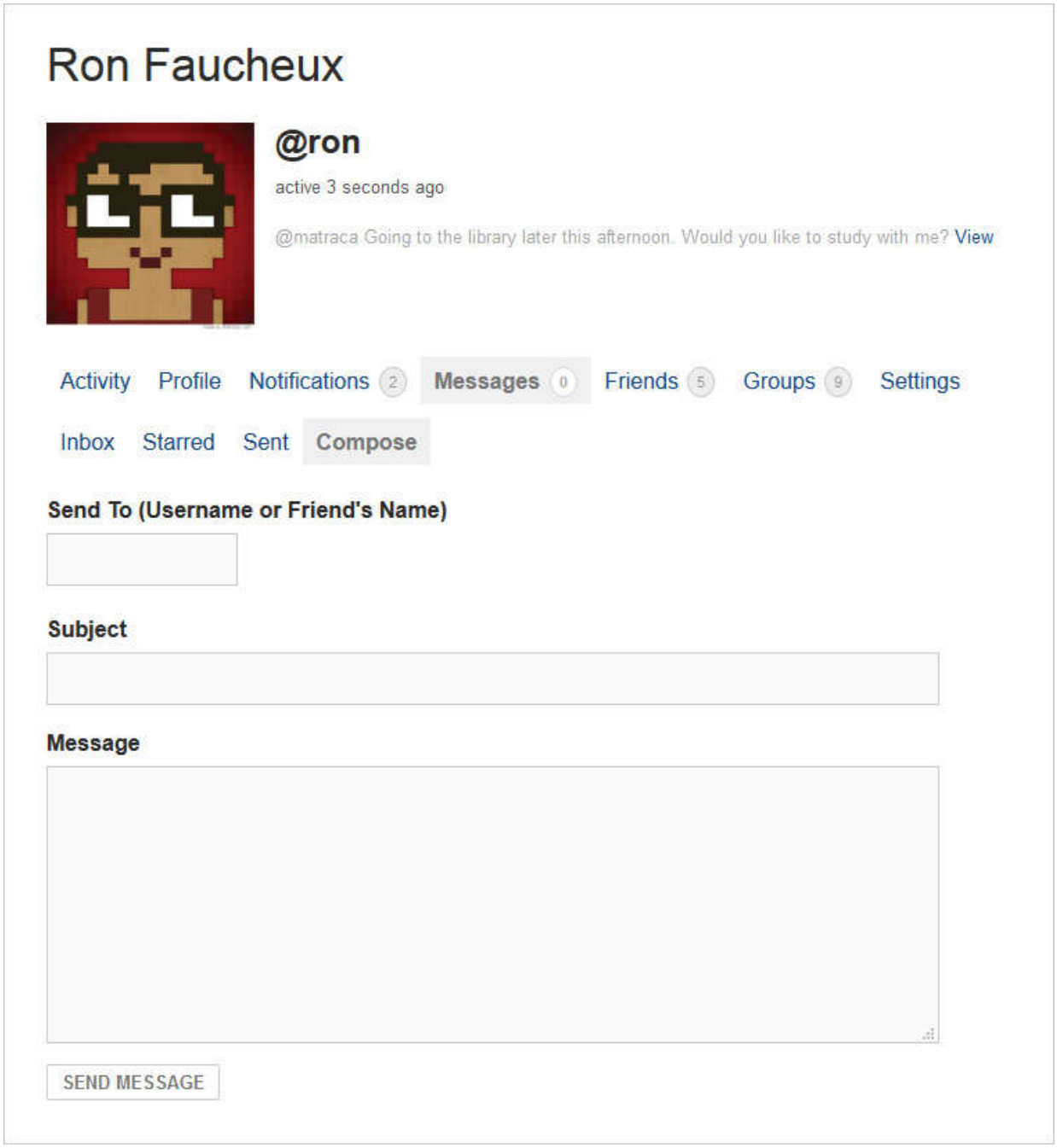
Members can “Star” or “Un-Star” any message they receive from other members of the site.

Messages → Sent



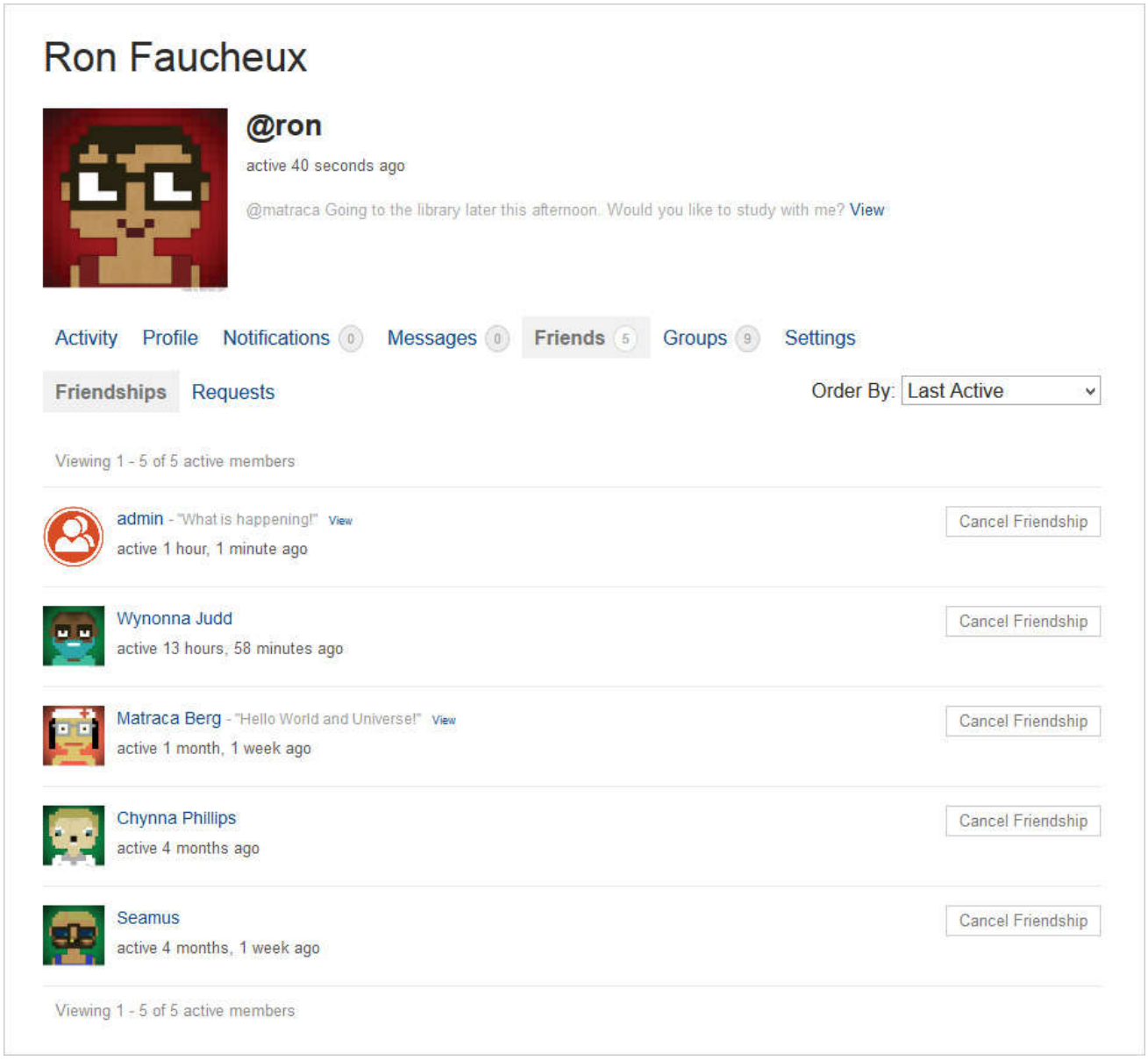
This page shows the list of Messages you have sent to other members of the site.

Messages → Compose



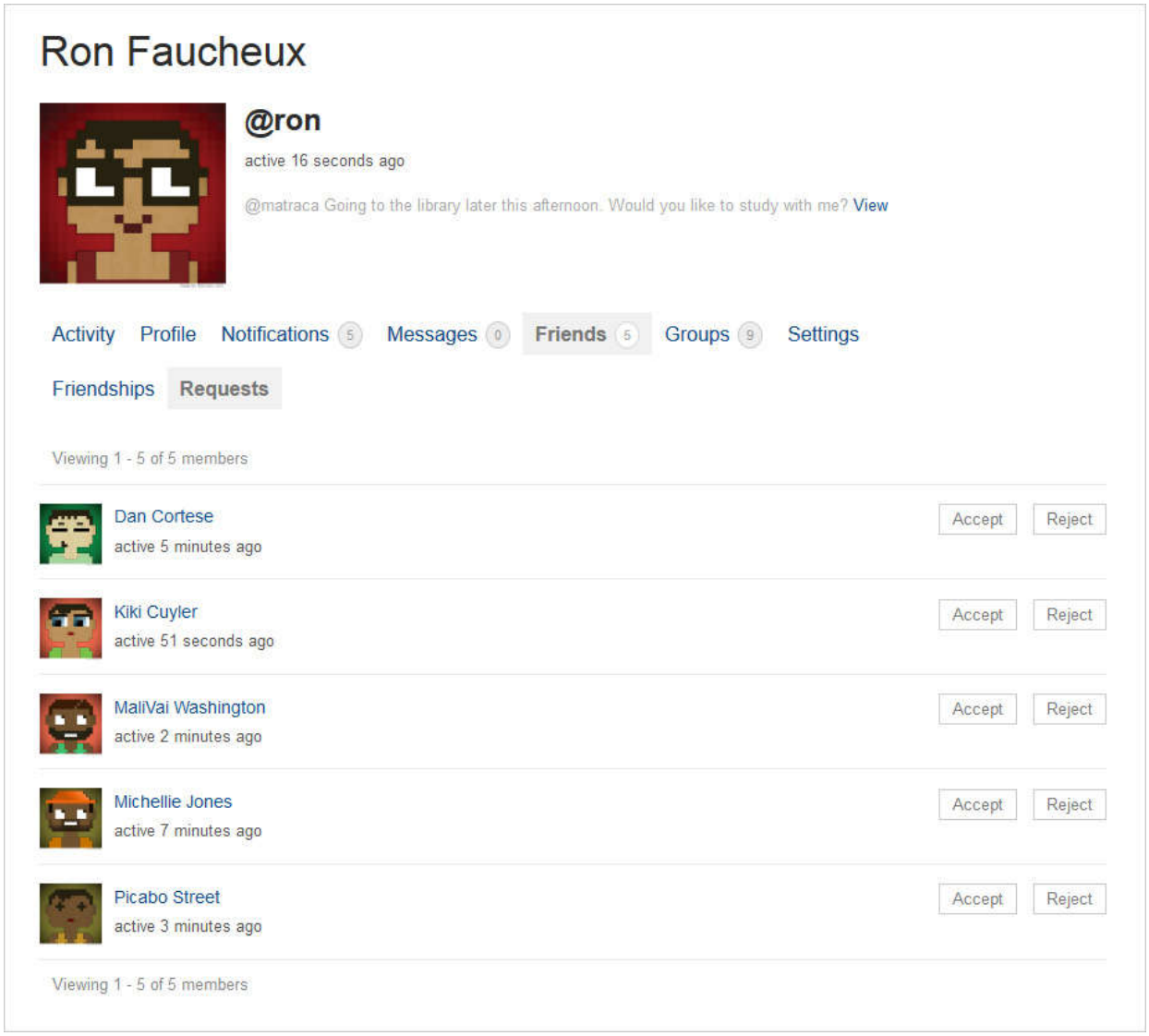
This page is where you compose a Message to any member of the site.

Friends → Friendships



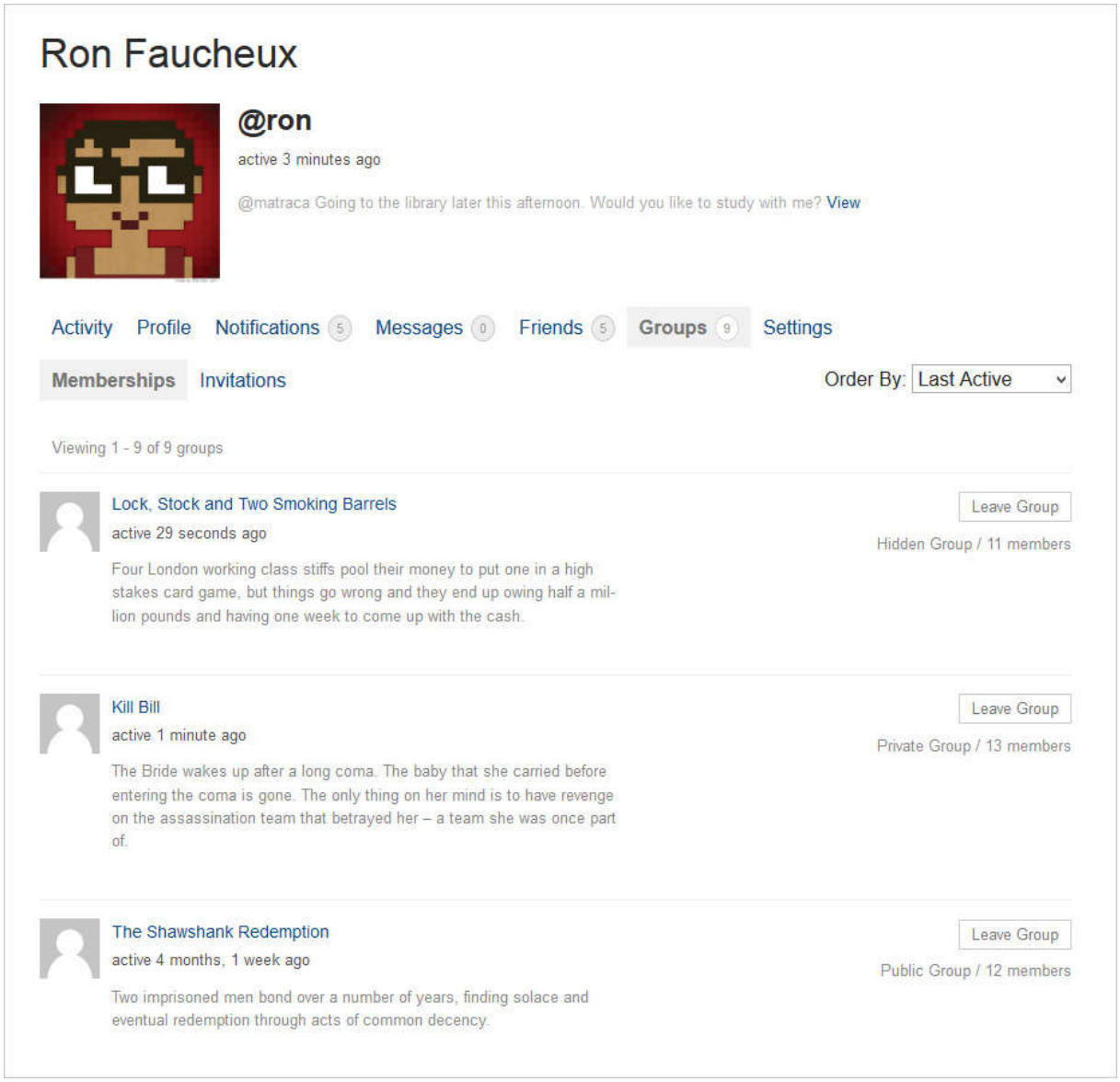
This page shows the list of Friends. Friends are Members who have either accepted your friendship request or those who sent a friend request and you accept such.

Friends → Requests



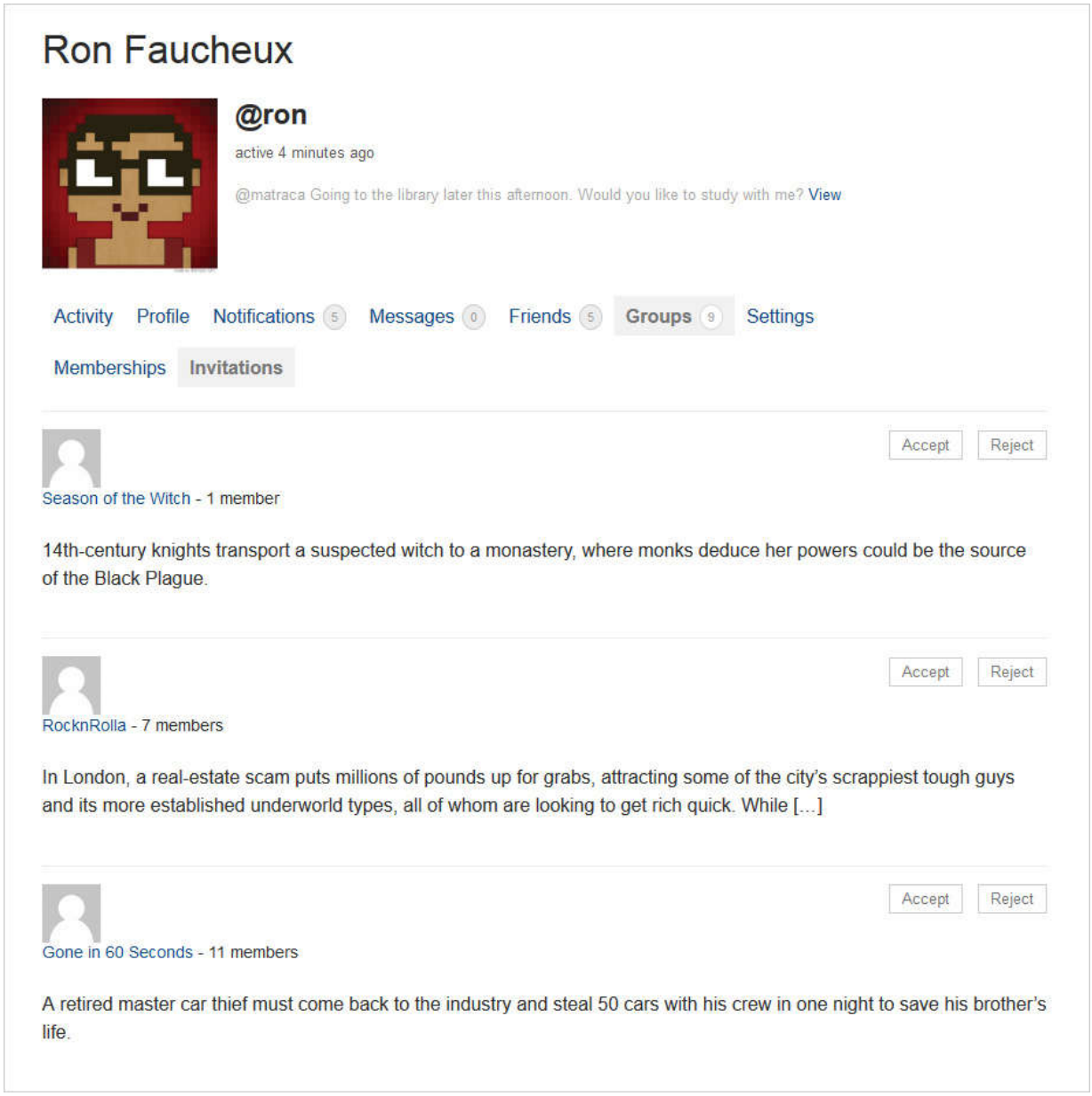
This page shows a list of “Friend Requests” from Members of the site. It is up to you to accept or reject such friend requests.

Groups → Memberships



This page shows the list of Groups which you have joined.

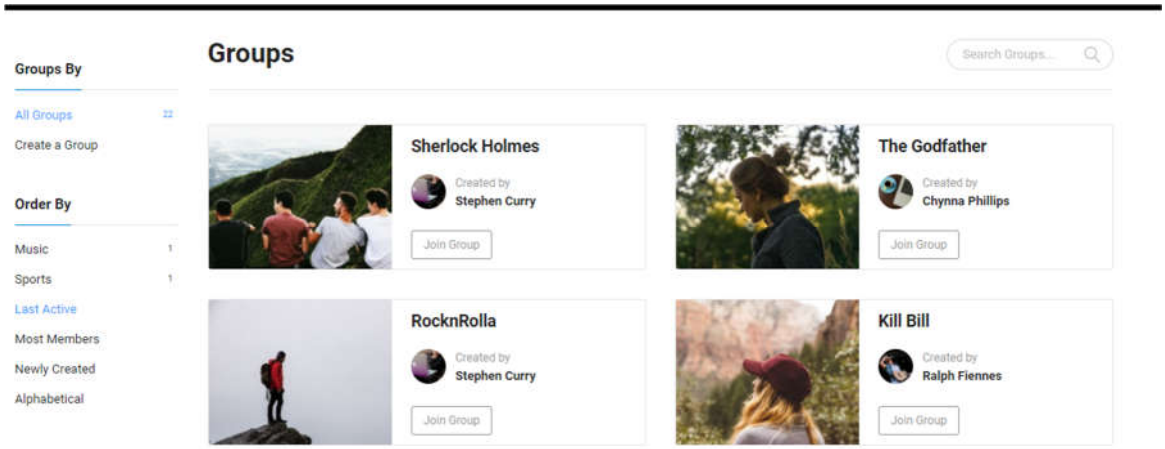
Groups → Invitations



This page shows a list of Groups where you have been invited to by a friend who is a member of the group. You have the option to accept or reject the invitation.

Create Groups:

- Go to the Groups page, click on “Create a Group”. This will take you to the Group Creation Page.

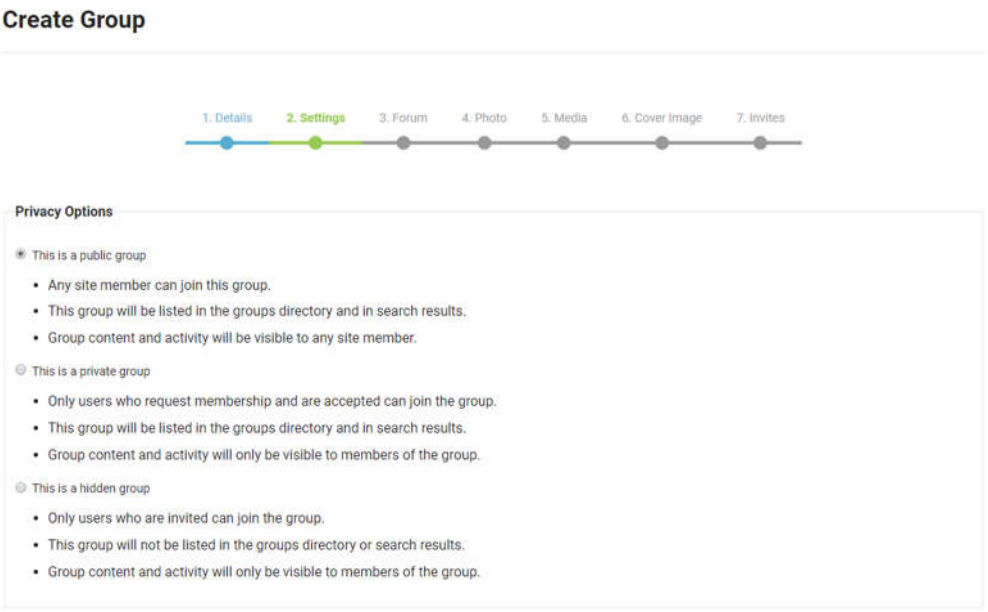


Create a Group

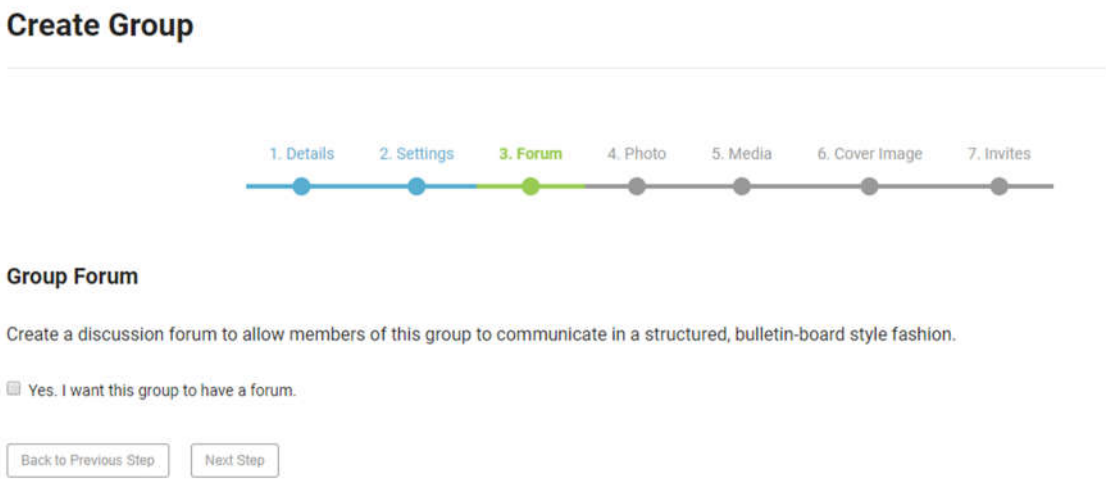
- Here, Firstly, Fill out the information for the Group name and the Group description in the Details Section. Both of these fields are required.

Details

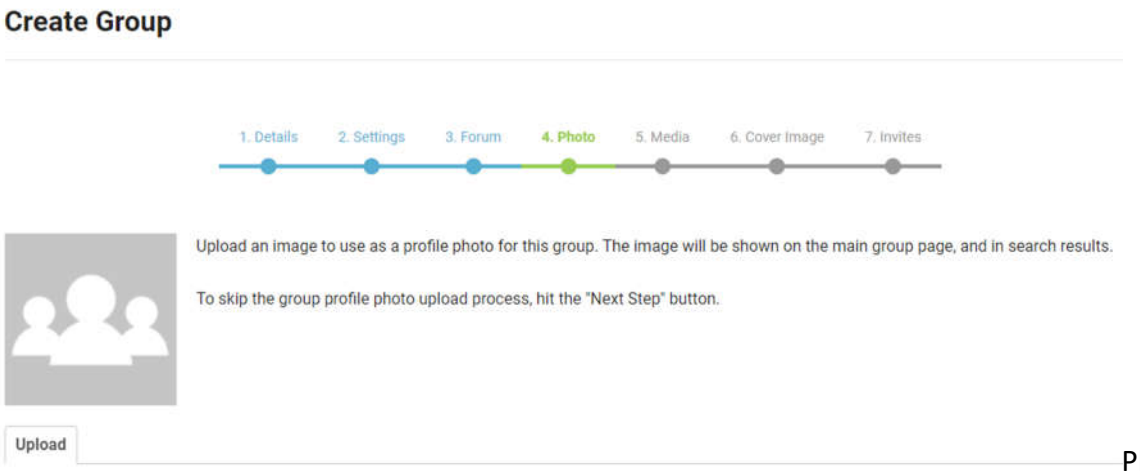
- Click the “Create Group and Continue” button and now you’ll be in the “Settings” tab. This tab is where you configure the groups’ settings. Select the privacy option you wish to assign to the group and select who can invite users to the group.



- Next Step will be to add Forum to your Group. If you want to add a Forum to your Group then check mark the Add Forum box and Continue.

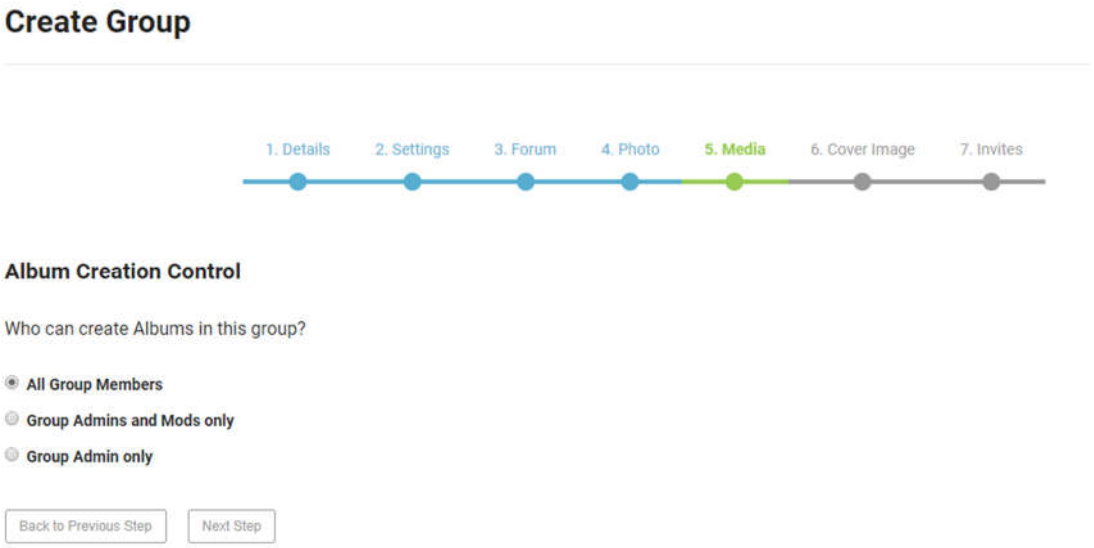


- Now, Go to the Next Step". You can assign a specific picture to the Group if you wish. If so, upload an image by choosing a file and clicking the "Upload Image" button.



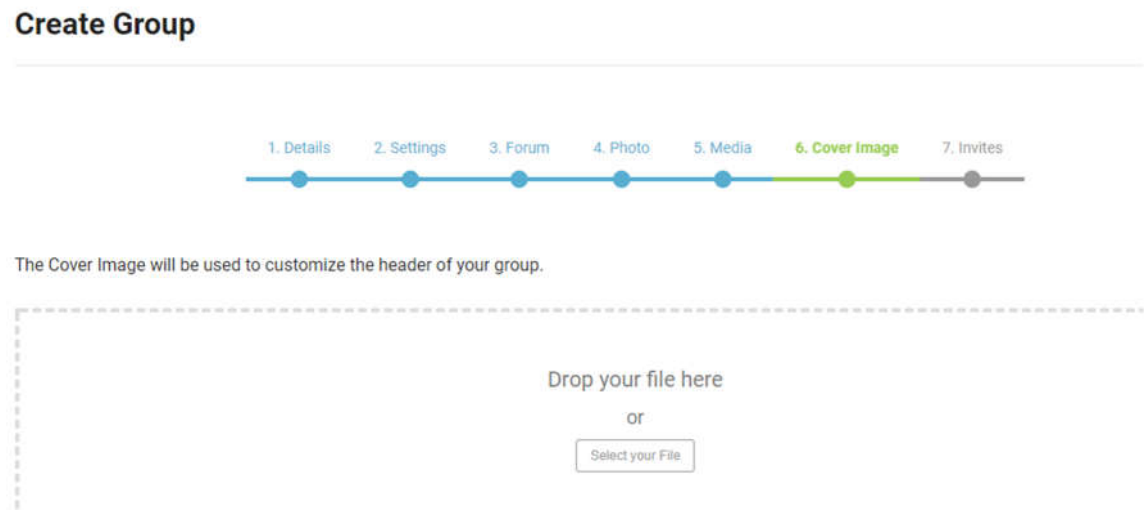
Photo

- Next Step will be "Media" where you can control who can create albums in the group. Specify your audience and move to Next Step.



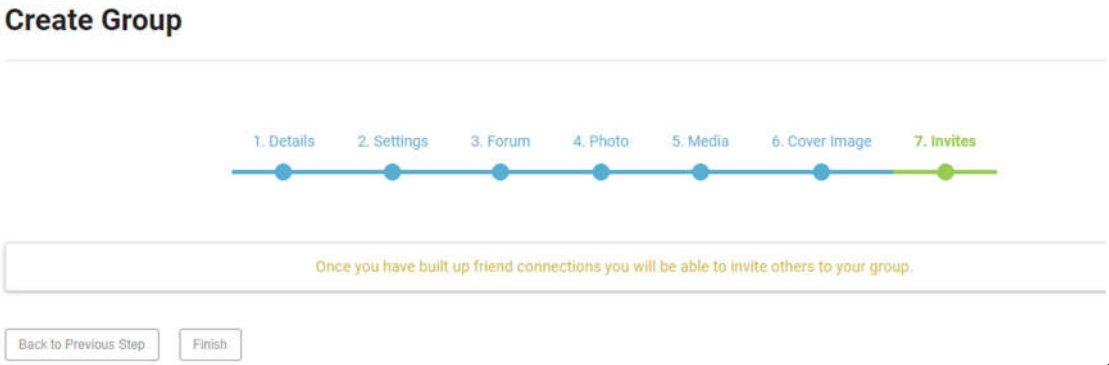
Media

- Next Step will be Cover Image that will let you upload a Cover Image for the Group.



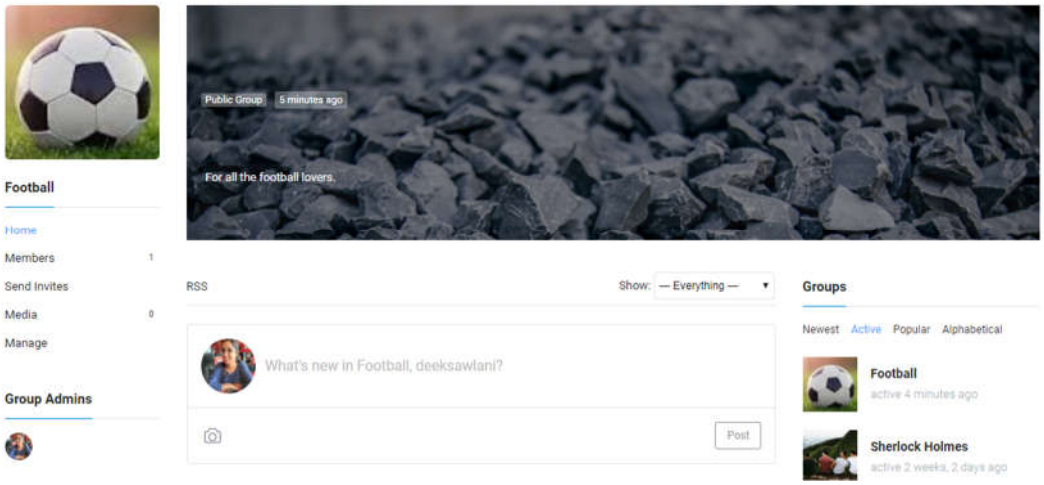
Cover Image

- Click “Next Step” and you’ll now be on the final tab labelled “Invites”. This tab decides who you can invite to this Group. You’ll be able to send invites at any time. The site requires you to have friend connections before you can invite users.

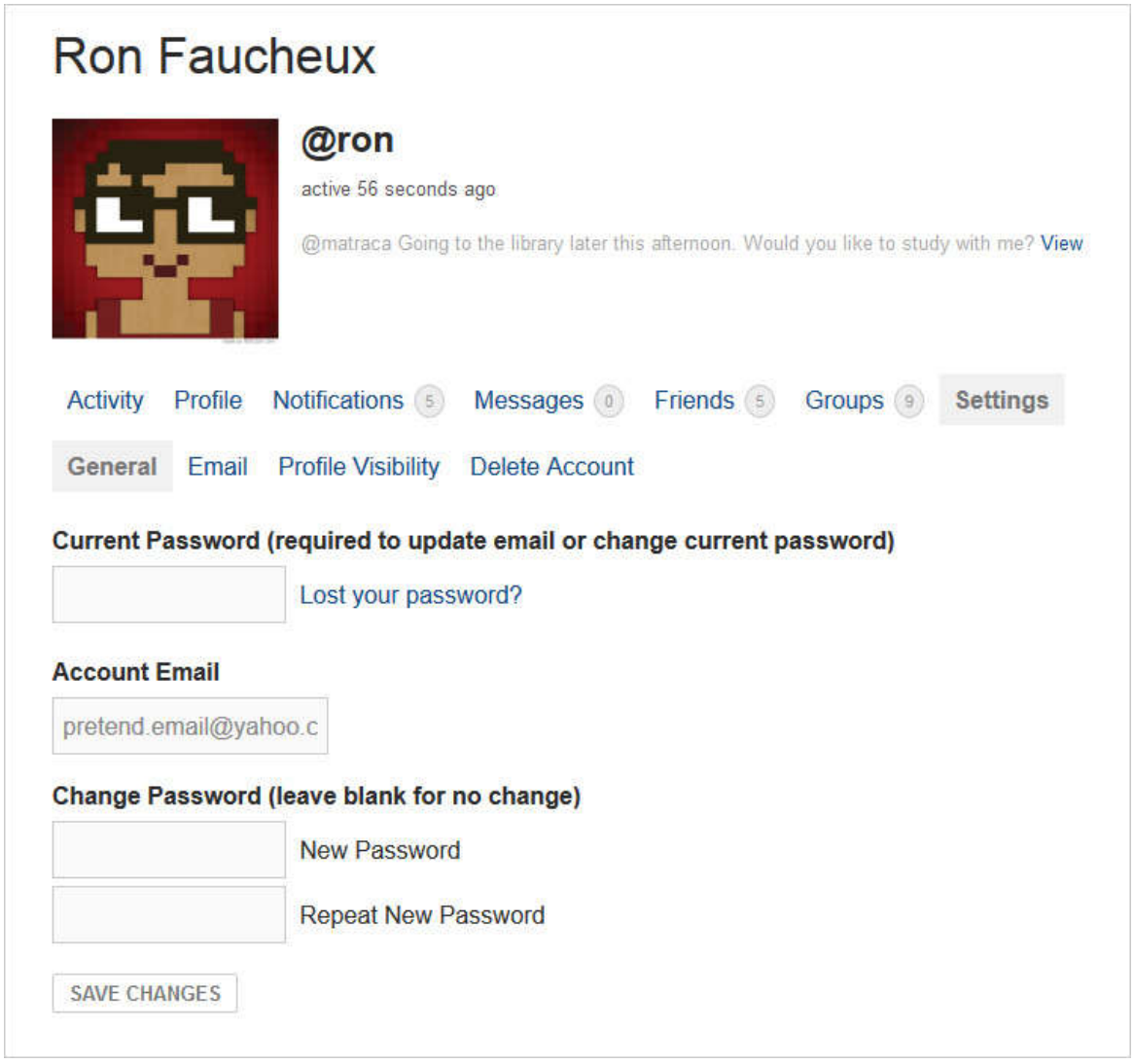


Invites

- Click on the “Finish” button and you’ll now be taken to that group’s page within the site..

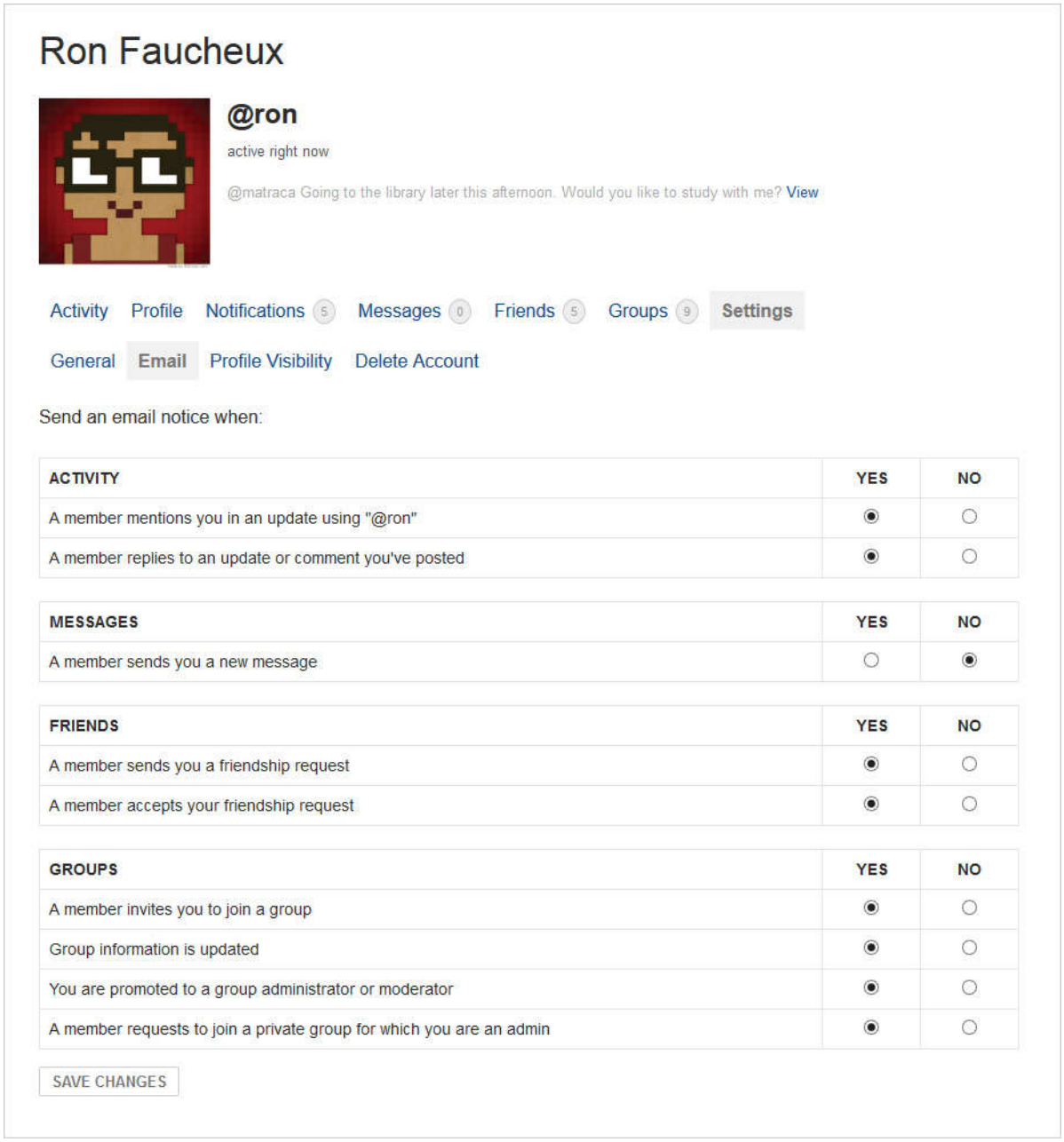


Settings → General



This is the page where you can change your email address or change your password.

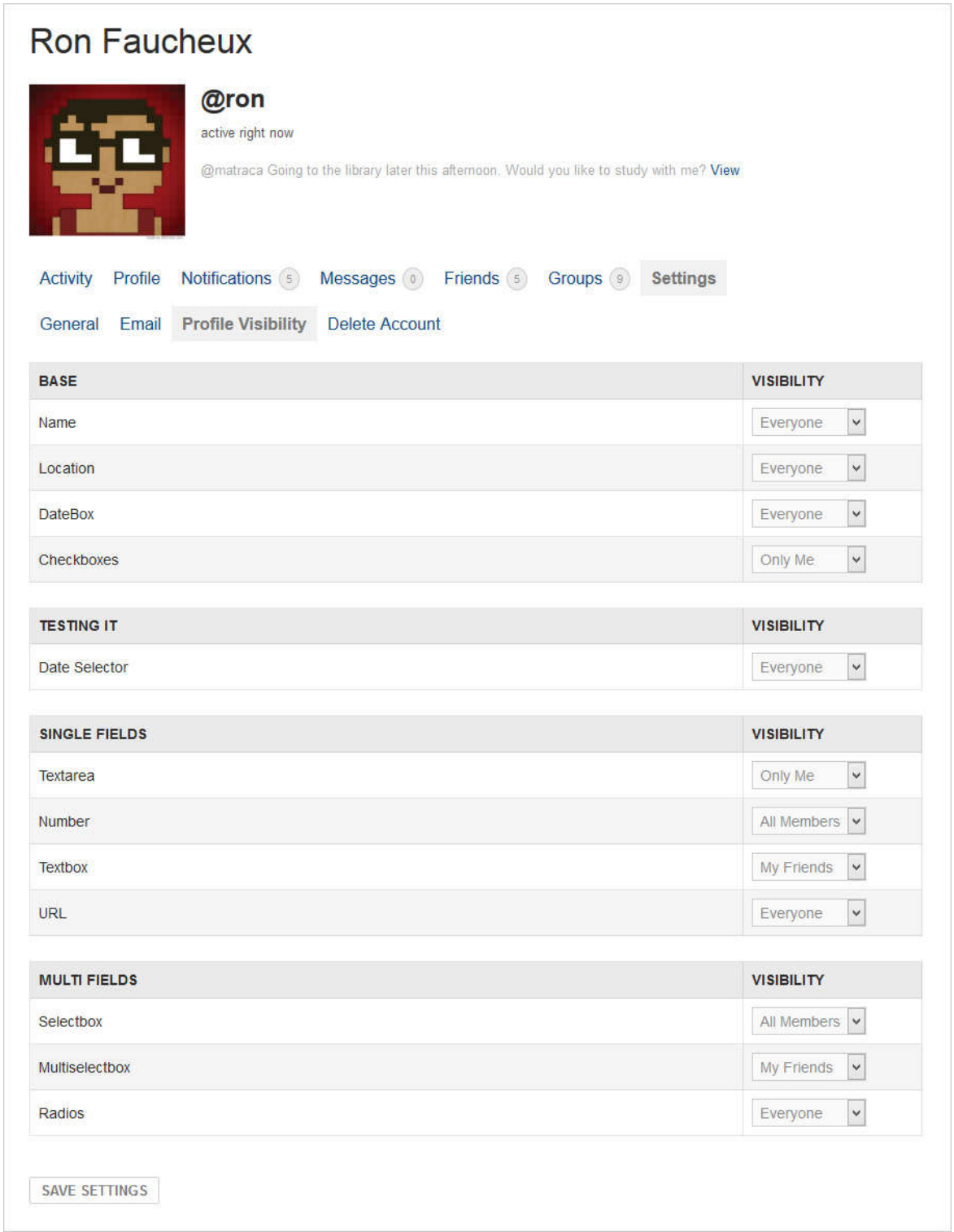
Settings → Email



This page is where you can opt out or opt back in to receiving email notifications for the following:

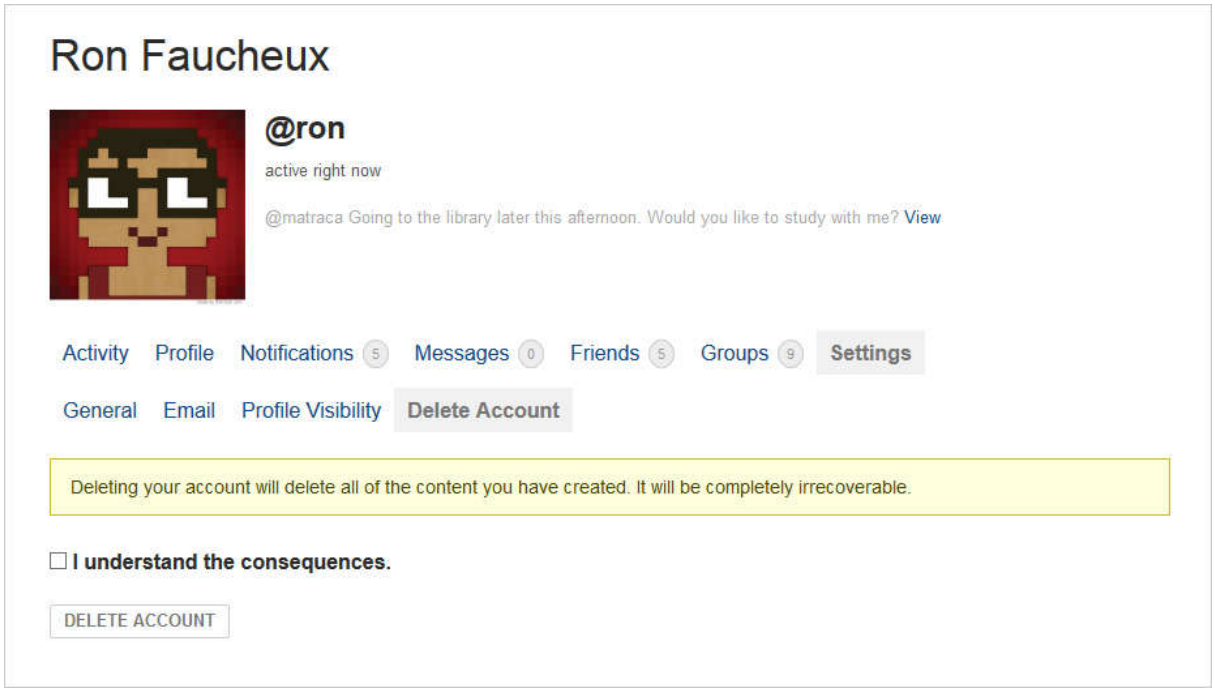
- Activity: A member mentions you in an update using “@admin”
- Activity: A member replies to an update or comment you’ve posted
- Messages: A member sends you a new message
- Friends: A member sends you a friendship request
- Friends: A member accepts your friendship request
- Groups: A member invites you to join a group
- Groups: Group information is updated
- Groups: You are promoted to a group administrator or moderator
- Groups: A member requests to join a private group for which you are an admin

Settings → Profile Visibility



This page is where you can change the visibility level of any of your profile fields if the Site Admin has enabled the settings for the Members. The visibility options are: “Everyone”, “Only Me”, “All Members”, or “My Friends.”

Settings → Delete Account



This is where you can delete your account in the site, if account deletion was enabled by the Site Admin. Note that deleting your account will delete all the content you have created in the site. Those will be completely irrecoverable.