

phpBB 3.0

Olympus

Documentation

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Chapter 1 Quick Start Guide

1.1. Requirements

phpBB has a few requirements which must be met before you are able to install and use it. In this section, these requirements are explained.

- A webserver or web hosting account running on any major Operating System with support for PHP
- A SQL database system, one of:
 - FireBird 2.0 or above
 - MySQL 3.23 or above
 - MS SQL Server 2000 or above (directly or via ODBC)
 - Oracle
 - PostgreSQL 7.x or above
 - SQLite
- PHP 4.3.3 or above with support for the database you intend to use. The optional presence of the following modules within PHP will provide access to additional features, but they are not required.
 - zlib Compression support
 - Remote FTP support
 - XML support
 - Imagemagick support

The presence of each of these required features will be checked during the installation process, explained in Section 1.2, “Installation”.

1.2. Installation

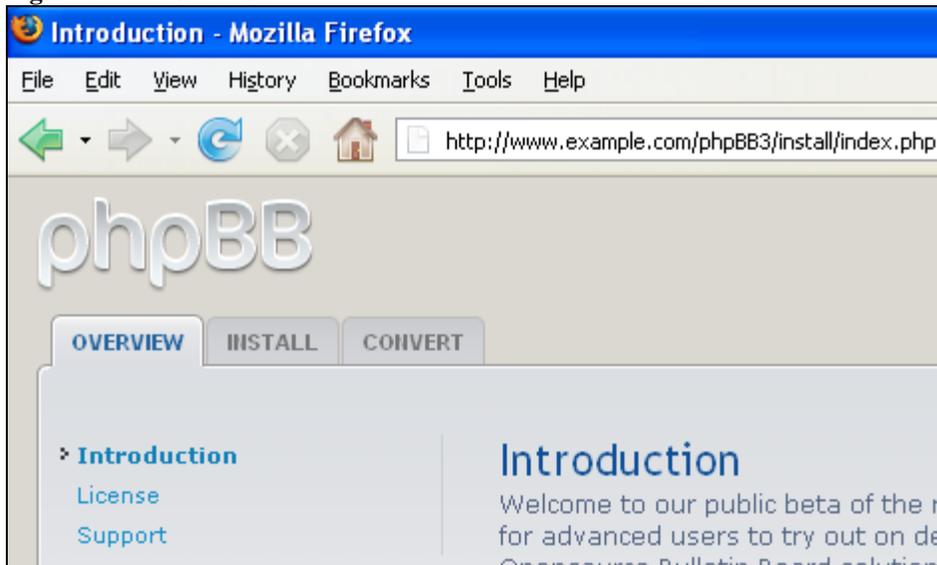
phpBB 3.0 Olympus has an easy to use installation system that will guide you through the installation process.

Note

phpBB 3.0 Beta 1 will not yet have the ability to upgrade from phpBB 2.0.x or to convert from a different software package. This will be included in the later Beta or RC stages.

After you have uploaded phpBB3 to the location you want it to be, you have to enter the URL into your browser to get to the installation screen. It is enough to point the browser to the folder where you moved it to (<http://www.example.com/phpBB3> for instance). phpBB will automatically detect that it is not yet installed and forward you to the installation screen.

Figure 1.1 Introduction



1.2.1. Introduction

The installation screen gives you a short introduction into phpBB. It allows you to read the license phpBB 3.0 is released under (General Public License) and provides information about how you can receive support. To start the installation, use the Install button (see Figure 1.1, “Introduction”).

1.2.2. Requirements

Important

Please read the section on phpBB3's requirements to find out more about the phpBB 3.0's minimum requirements.

The first page you will see after starting the installation is the Requirements list. phpBB 3.0 checks automatically whether everything that it needs to run properly is installed on your server. You need to have at least the minimum PHP version installed, and at least one database available to continue the installation. Also important, is that all shown folders are available and do have the correct permissions. Please see the description of each section to find out whether they are optional or required for phpBB 3.0 to run. If everything is in order, you can continue the installation with Start Install.

1.2.3. Database settings

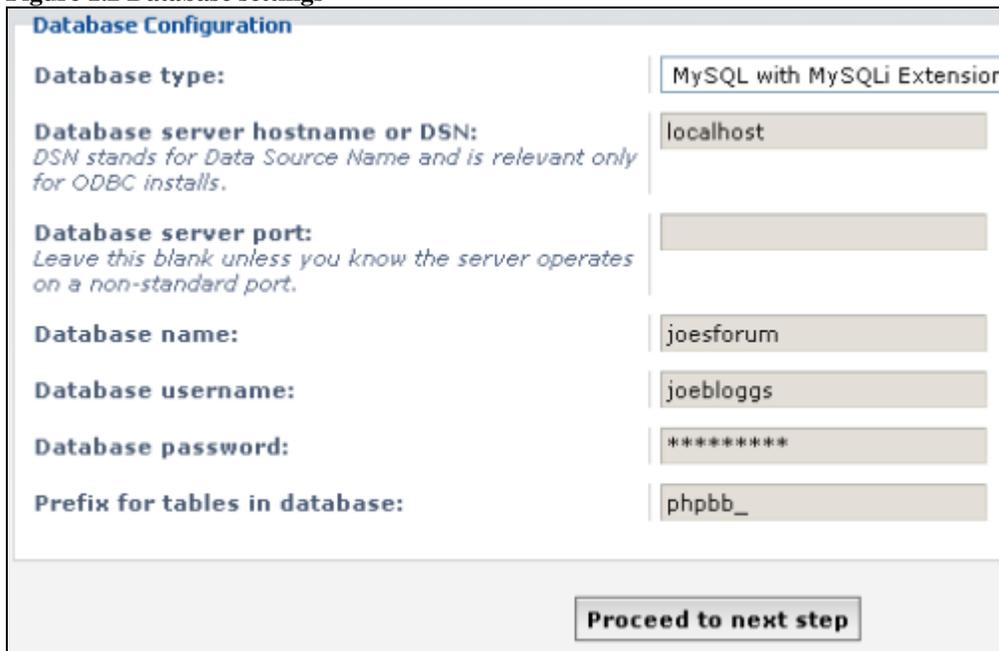
You now have to decide which database to use. See the Requirements section for information on which databases are supported. If you do not know your database settings, please contact your host and ask for them. You will not be able to continue without them. You need:

- The Database Type - the database you will be using.
- 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.

Tip

If you are installing using SQLite, you should enter the full path to your database file in the DSN field and leave the username and password fields blank. For security reasons, you should make sure that the database file is not stored in a location accessible from the web.

Figure 1.2 Database settings



The screenshot shows a 'Database Configuration' form with the following fields and values:

Field	Value
Database type:	MySQL with MySQLi Extension
Database server hostname or DSN: <small>DSN stands for Data Source Name and is relevant only for ODBC installs.</small>	localhost
Database server port: <small>Leave this blank unless you know the server operates on a non-standard port.</small>	
Database name:	joesforum
Database username:	joebloggs
Database password:	*****
Prefix for tables in database:	phpbb_

At the bottom of the form is a button labeled 'Proceed to next step'.

You don't need to change the Prefix for tables in database setting, unless you plan on using multiple phpBB installations on one database. In this case you can use a different prefix for each installation to make it work.

After you entered your details, you can continue with the Proceed to next step button. Now phpBB 3.0 will check whether the data you entered will lead to a successful database connection and whether tables with the same prefix already exist.

A Could not connect to the database error means that you didn't enter the database data correctly and it is not possible for phpBB 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.

Tip

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 installed another version of phpBB before on the same database with the same prefix, phpBB will inform you and you just need to enter a different database prefix.

If you see the Successful Connection message, you can continue to the next step.

1.2.4. Administrator details

Now you have to create your administration user. This user will have full administration access and he will be the first user on your forum. All fields on this page are required. You can also set the default language of your forum on this page. In a vanilla phpBB 3.0 installation we only include English [GB]. You can download further languages from www.phpbb.com, and add them later.

1.2.5. Configuration file

In this step, phpBB will try to write the configuration file automatically. The forum needs the configuration to run properly. It contains all database settings, so without it, phpBB will not be able to access the database.

Usually writing the configuration file automatically 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. phpBB asks you to download the config.php file and tells you what to do with it. Please read the instructions carefully. After you have uploaded the file, use 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.

1.2.6. 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. So if you are not sure what these settings mean, proceed to the final step and 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 phpBB 3.0 successfully. But there is still a lot of work ahead!

If you are unable to get phpBB 3.0 installed even after reading this guide, please look at the support section to find out where you can ask for further assistance.

At this point if you are upgrading from phpBB 2.0, you should refer to the upgrade guide for further information. If not, you should remove the install directory from your server as you will only be able to access the Administration Control Panel whilst it is present.

1.3. General settings

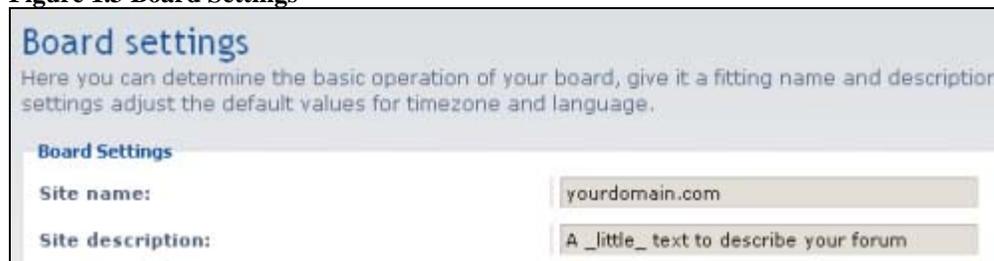
In this section you will learn how to change some of the basic settings of your new board.

Right after the installation you will be redirected to the so called "Administration Control Panel" (ACP). You can also access this panel by clicking the [Administration Control Panel] link at the bottom of your forum. In this interface you can change everything about your board.

1.3.1. 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.

Figure 1.3 Board Settings



The screenshot shows the 'Board settings' page in the Administration Control Panel. It features a header with the title 'Board settings' and a sub-header 'Board Settings'. Below the sub-header, there are two input fields: 'Site name:' with the value 'yourdomain.com' and 'Site description:' with the value 'A _little_ text to describe your forum'. The page also includes a brief instruction: 'Here you can determine the basic operation of your board, give it a fitting name and description, settings adjust the default values for timezone and language.'

This form also holds the options for changing things like the timezone (System timezone) as well as the date format used to render dates/times (Date format).

There you can also select a new style (after having installed it) for your board and enforce it on all members ignoring whatever style they've selected in their "User Control Panel". The style will also be used for all forums where you haven't specified a different one. For details on where to get new styles and how to install them, please visit the styles home page at phpbb.com.

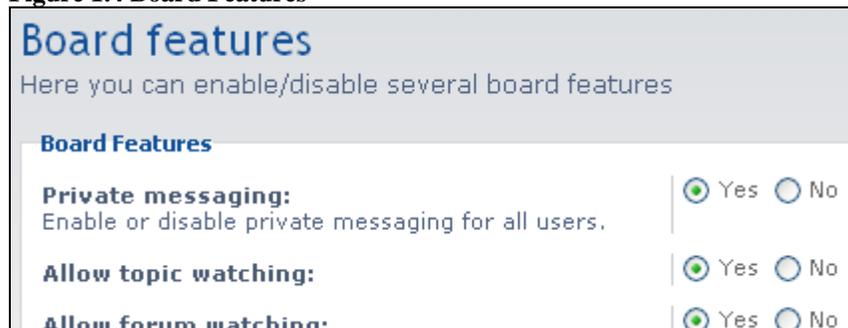
If you want to use your board for a non-English community, this form also lets you change the default language (Default Language) (which can be overridden by each user

in their UCPs). By default, phpBB3 only ships with the English language pack. So, before using this field, you will have to download the language pack for the language you want to use and install it. For details, please read [Language packs](#) .

1.3.2. 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).

Figure 1.4 Board Features



Board features
Here you can enable/disable several board features

Board Features

Private messaging: Enable or disable private messaging for all users.	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow topic watching:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow forum watching:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Disabling BBCode completely is a little bit to harsh for your taste but you don't want your users to abuse the signature field for tons of images? Simply set Allow use of IMG BBCode Tag in user signatures to "No". 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-or-nothing 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").

Important

If you disable features, these will also be unavailable to users who would normally have them according to their respective permissions. For details on the permissions system, please read Section 1.5, "Setting permissions" or the in-depth guide in the Administrator Guide.

1.4. Creating forums

Forums are the sections where topics are stored. Without forums, your users would have nowhere to post! Creating forums is very easy.

Firstly, make sure you are logged in. Find the [Administration Control Panel] link at the bottom of the page, and click it. You should be in the Administration Index. You can administer your board here.

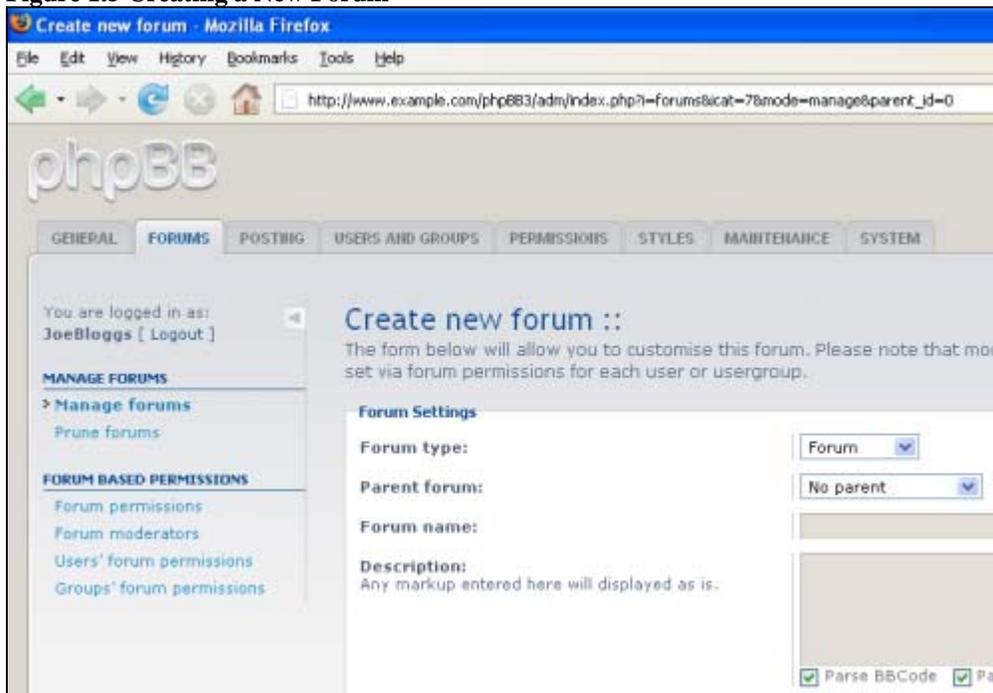
There are tabs at the top for the Administration Control Panel that will guide you to each category. You must get to the Forum Administration section to create a forum, so click the Forums tab.

The Forum Administration Index is where you can manage forums on your site. Along with being able to create forums, you are also able to create subforums. Subforums are forums that are located in a parent forum in a hierarchy. For more information about subforums, see the administration guide on subforums.

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.

Figure 1.5 Creating a New Forum



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 Parent Forum setting is important when creating subforums. For more information on subforums, continue reading to the section on creating subforums) The "Copy Permissions" setting allows you to copy the permissions from an existing forum to your new forum. Use this if you want to keep permissions constant. 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 its 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.

Important

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. To create more forums, follow this general procedure again.

For more information on setting permissions, see Section 1.5, "Setting permissions"

1.5. 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. Almost every aspect of user interaction with phpBB3 Olympus can be adjusted with permissions.

1.5.1. Permission types

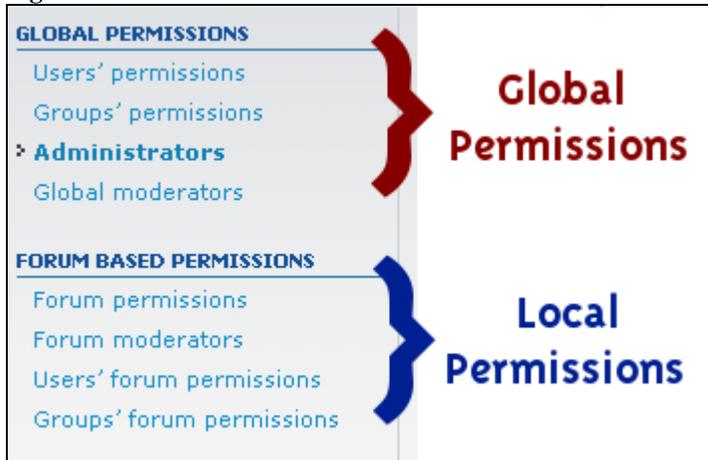
There are four different types of permissions:

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.

Figure 1.6 Global and Local Permissions



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.

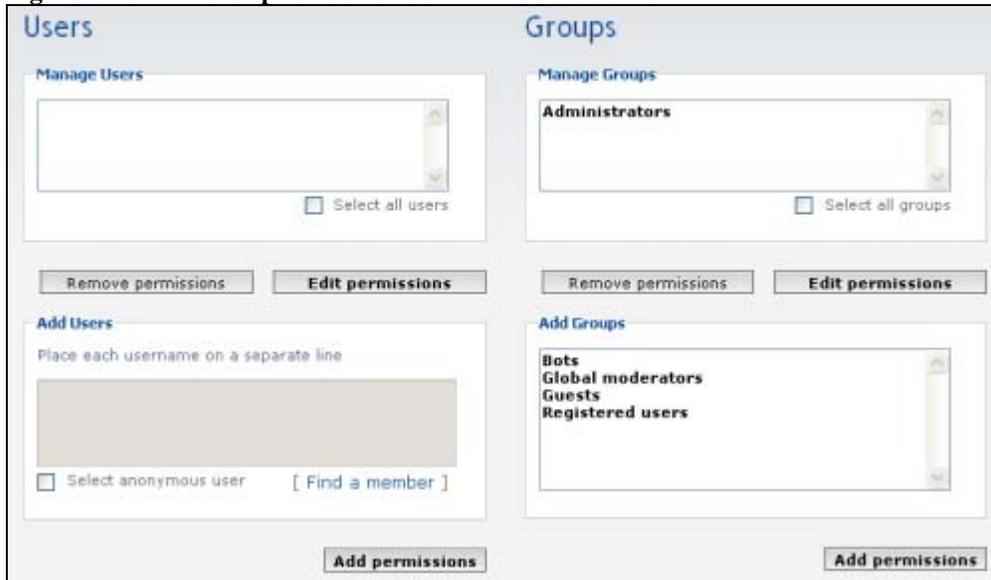
1.5.2. Setting forum permissions

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.

But for this Quick Start Guide we will concentrate on the Forum Permissions. Instead of selecting a user or group, you select the forums you want to change first. You can select them either by selecting the forums manually in the top list, or by single forum and single

forum plus subforums respectively in the lower pull down menus. Submit will bring you to the next page.

Figure 1.7 Select Groups or Users to Set Forum Permissions



The screenshot displays a web interface for managing forum permissions, divided into two main columns: 'Users' and 'Groups'. Each column has a 'Manage' section at the top and an 'Add' section at the bottom. The 'Manage Users' section contains a scrollable list of users and a 'Select all users' checkbox. Below it are 'Remove permissions' and 'Edit permissions' buttons. The 'Add Users' section has a text input for usernames, a 'Select anonymous user' checkbox, and a 'Find a member' link. The 'Manage Groups' section shows a scrollable list of groups, with 'Administrators' selected, and a 'Select all groups' checkbox. Below it are 'Remove permissions' and 'Edit permissions' buttons. The 'Add Groups' section lists predefined roles: 'Bots', 'Global moderators', 'Guests', and 'Registered users'. Below this list is an 'Add permissions' button. At the bottom of the entire interface is a large 'Add permissions' button.

The Forum Permissions page shows you two columns, one for users and one for groups to select (see Figure 1.6, “Select Groups”). 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. You can skip the manual permission introduction and jump directly into the section on "Permissions Roles", if you are eager to get everything running as quickly as possible. But remember that permission roles do only offer a small bit of what the permission system has to offer and we believe that to be a good Olympus administrator, you have to fully grasp permissions.

Both ways only differ in the way you set them. They both share the same interface.

1.5.3. 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 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 No overrides any Yes they have . Leave the setting at No instead. No is a weak Never that a Yes can override.

Figure 1.8 Manual Permissions

Setting	Yes	No	Never
Can attach files	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can disable word censors	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can download files	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can save drafts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Can use signature	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

The permissions and role defined for this item will only be applied to this item and all checked items.

Apply permissions

1.5.4. Permissions roles

phpBB3 Olympus 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 Rolepull 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.

Figure 1.9 Permission Roles



Setting permissions with roles

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.

1.5.5. Assign moderators to forums

A quite common use case for permissions and roles are forum moderation. phpBB3 makes assigning users as moderators of forums really simple.

As you might have already guessed, 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 for forum (or forums) you want to assign new moderators to. This form is divided into three areas. 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 all the following settings will apply not only to this forum but also all its subforums. Finally, the third area's selection will only affect exactly this forum.

After selecting the forums and hitting Submit, you will be greeted by a form you should already be familiar with from one of the previous sections in this guide: Figure 1.6, "Select Groups". Here you can select the users or groups that should get some kind of moderation power over the selected forums. So go ahead: Select some users and/or groups and hit the Set Permissions button.

In the next form you can choose, what moderator permissions the selected users/groups should receive. First of all, there are some predefined roles from which you can select:

Standard Moderator

A Standard Moderator can approve or disapprove, edit and delete posts, delete or close reports, but not necessarily change the owner of a post. This kind of moderator can also issue warnings and view details of a post.

Simple Moderator

A Simple Moderator can edit posts and close and delete reports and can also view post details.

Queue Moderator

As a Queue Moderator, you can only approve or disapprove posts that landed in the moderator queue and edit posts.

Full Moderator

Full Moderators can do everything moderation-related; they can even ban users.

Figure 1.10 The Forum Moderator's Permissions

Global Moderator permissions

Global moderators

Role: [Advanced Permissions](#)

Post actions Reports Moderation

Setting	Yes	No	Never
Can approve posts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can change post author	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can delete posts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can edit posts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can close and delete reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

The permissions and role defined for this item will only be applied to this item and all checked items.

When you're done simply hit Apply all Permissions. All the permissions mentioned here can also be selected from the right side of the form to give you more granular options.

1.5.6. Setting global permissions

Local Permissions are too local for you? Well, then phpBB3 has something to offer for you, too: 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" (see Section 1.3.2, "Board Features" for details).

Under "Administrators" you can give users or groups administrator privileges like the ability to manage forums or change user permissions. For details on these settings please read the Section 3.7, "Permission Overload".

The "Global Moderators" form offers you the same settings as the forum specific form (described in Section 1.5.5, "Assign moderators to forums") but applies to all forums on your board.

1.6. Obtaining support

The phpBB Team provides many options for users to find support for their phpBB install. In addition to this very documentation, the support forum on www.phpbb.com has many answers that users like you are searching for. Therefore, we highly recommend the use of the search feature before asking a new question. If you are unable to find an answer, feel free to post a new topic asking for help. Be sure to be descriptive when explaining your problem! The more we know about what is happening, the faster we can provide you with the answer you are looking for. Be sure to fill out the Support Request Template with the information it asks for.

In addition to the support forum on www.phpbb.com, we provide a Knowledge Base for users to read and submit articles on common answers to questions. Our community has taken a lot of time in writing these articles, so be sure to check them out.

We provide realtime support in #phpBB on the popular Open Source IRC network, Freenode. You can typically find someone from each of the teams in here, as well as fellow users who are more than happy to help you out. Be sure to read the IRC rules before joining the channel, as we have a few basic netiquette rules that we ask users to follow. At any given time, there can be as many as 60 users, if not more in the channel, so you are almost certain to find someone there to help you. However, it is important that you read and follow the IRC rules as people may not answer you. An example of this is that oftentimes users come in to the channel and ask if anybody is around and then end up

leaving 30 seconds later before someone has the chance to answer. Instead, be sure to ask your question and wait. As the saying goes, "don't ask to ask, just ask!"

English is not your native language? Not a problem! We also provide an International Support page with links to various websites that provide support in Espanol, Deutsch, Francais, and more.

Chapter 2 Upgrade Guide

2.1. Upgrading from 2.0 to 3.0

The upgrade process from 2.0.x to 3.0.x is a straight-forward, simplified process.

The process is in the form of a PHP file, similar to the update file found in phpBB 2.0.x. The file will take you through wizard-like screens until your phpBB is running 3.0.x.

Warning: Be sure to backup both the database and the files before attempting to upgrade.

Chapter 3 Administration Guide

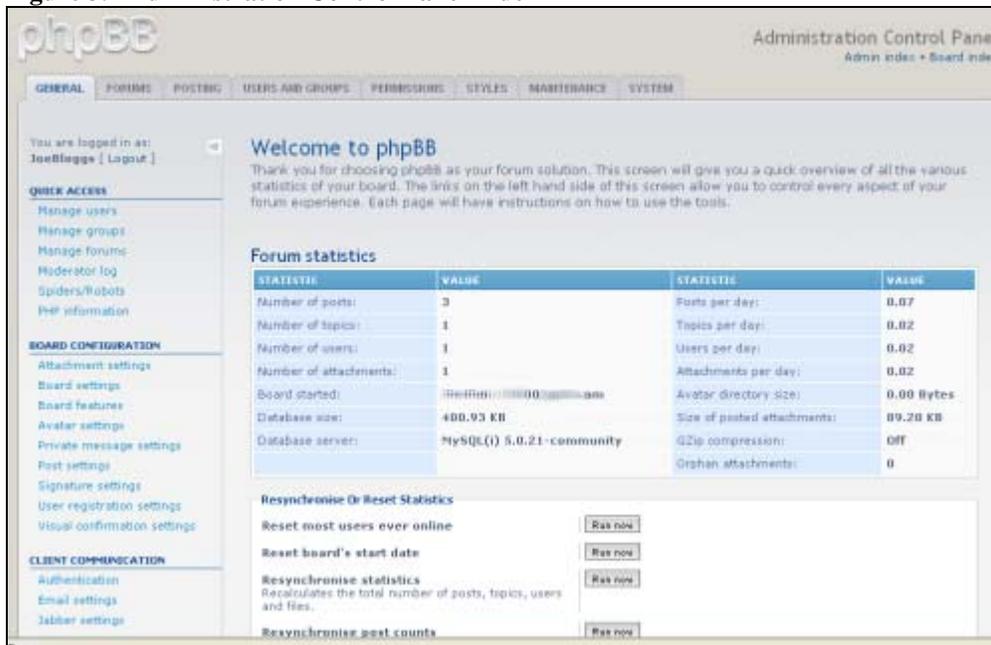
3.1. The Administration Control Panel

Even more so than its predecessor, phpBB 3.0 "Olympus" is highly configurable. You can tune, adjust, or turn off almost all features. To make this load of settings as accessible as possible, we redesigned the Administration Control Panel (ACP) completely.

Click on the Administration Control Panel link on the bottom of the default forum style to visit the ACP.

The ACP has seven different sections by default with each containing a number of subsections. We will discuss each section in this Admin Guide.

Figure 3.1 Administration Control Panel Index



The Administration Control Panel Index, the home of managing your phpBB board. Administration functions 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.

3.2. General Configuration and Front Page

The General section is the first screen you see each time you log into the ACP. It contains some basic statistics and information about your forum. It also has a subsection called Quick Access. It provides quick access to some of the admin pages that are frequently used, like User Management or Moderator Logs. We will discuss its items later in their specific sections.

We will concentrate on the other three subsections: Board Configuration, Client Communication, and Server Configuration.

3.2.1. Board Configuration

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

3.2.1.1. Attachment Settings

One of the many new features in phpBB 3.0 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.

For more information, see the section on configuring your board's attachment settings.

3.2.1.2. 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 Settings

- The very first board setting you can edit is perhaps the most important setting of them all: the name of your board. Your users identify your board with this name. Put the name of your site into the Site Name text field and it will be shown on the header of the default style; it will be the prefix to the window title of your browser.
- The Site Description is the slogan or tagline of your forum. It will appear below the Site Name on the default style's header.
- If you need to close your whole forum to do maintenance work, for instance, you can do it by using the Disable Board switch. To temporarily disable your board, select Yes. This will keep any members of your forum who are not administrators or moderators from accessing your board. They will either see a default message instead of the forum, or a message that you create. You can add your own custom message that will be displayed when your board is disabled in the text box below

- the Disable board radio buttons. Administrators and moderators will still be able to browse forums and use their specific control panels when the board is disabled.
- You also need to set the Default Language of your board. This is the language that guests will see when they visit your board. You can allow registered users to choose other languages. By default, the only language installed is English [GB], but you can download more languages on the phpBB website and install them on your board. Find out more about working with languages in the section on Language Pack configuration.
 - You can also configure your board's default date format. phpBB3 has a few basic date formats that you can set your board to use; if these are not sufficient and you would like to customise your board's date format, choose Custom from the Date format selection menu. Then, in the text box besides it, type in the format you would like to use. This is the same as the PHP date() function.
 - Along with setting your board's default date format, you can also set your board's preferred timezone. The timezones available in the System timezone selection menu are all based on relative UTC (for most intents and purposes, it is GMT, or Greenwich Mean Time) times. You may also choose whether or not your board utilises Daylight Savings Time by selecting the appropriate radio button next to the Enable Daylight Savings time option.
 - You can also set your board's default style. The board will appear to your guests and members in the Default Style. In the standard phpBB installation, two styles are available: prosilver and subsilver2. You can either allow users to select another style than the default by selecting No in the Override User Style setting or disallow it. Please visit the styles section to find out how to add new styles and where to find some.

Warnings

- Moderators can send warnings to users that break the forum rules. The value of Warning Duration defines the number of days a warning is valid until it expires. All positive integers are valid values. For more about warnings, please read Section 4.5, “The Moderator Control Panel (MCP)”.

3.2.1.3. Board Features

Through the Board Features section, you can enable or disable several features board-wide. Note that any feature you disable here will not be available on your forum, even if you give your users permissions to use them.

3.2.1.4. 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 three different ways a user can add an avatar to their profile. The first way is through an avatar gallery you provide. Note that there is no avatar gallery available in a default phpBB installation. The Avatar Gallery Path is the path to the gallery images. The default path is `images/avatars/gallery`. The gallery folder does not exist in the default installation so you have to add it manually if you want to use it.

The images you want to use for your gallery need to be in a folder inside the gallery path. Images directly in the gallery path won't be recognised. There is also no support for sub folders inside the gallery folder.

The second approach to avatars is through Remote Avatars. These are simply images linked from another website. Your members can add a link to the image they want to use in their profile. To give you some control over the size of the avatars you can define the minimum and maximum size of the images. The disadvantage of Remote Avatars is that you are not able to control the file size.

The third approach to avatars is through Avatar Uploading. Your members can upload an image from their local system which will be stored on your server. They will be uploaded into the Avatar Storage Path you can define. The default path is `images/avatars/upload` and does already exist after installation. You have to make sure that it is *server-writable*. The file format of the images has to be either gif, jpeg, or png, and the avatars will be automatically checked for their file and image size after the upload. You can adjust the Maximum Avatar File Size and images that are bigger than the allowed value will be discarded.

3.2.1.5. 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. You can disable private messages for selected users or groups with Permissions. Please see the Permissions section for more information.

Olympus allows users to create own personal folders to organise Private Messages. The Max Private Messages Per Box 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. The default value is 0, which allows editing until the message is read. Note that you can disallow users or groups to edit Private Messages after sending through Permissions. If the permission to edit messages is denied, it will override this setting.

The General Options allow you to further define the functionality of Private Messages on your board.

- Allow Mass PMs: enables the sending of Private Messages to multiple recipients. This feature is enabled by default. Disabling it will also disallow sending of Private Messages to groups.

Tip

See the Groups section for information on how to enable the ability to send a message to a whole group.

- By default, *BBCode* and *Smilies* are allowed in Private Messages.

Tip

Even if enabled, you can still disallow users or groups to use *BBCode* and *Smilies* in Private Messages through Permissions.

- We don't allow attachments by default. Further settings for attachments in Private Messages are in the Attachment Settings. There you can define the number of attachments per message for instance.

3.2.2. Client communication

Other than its own authentication system, phpBB3 supports other *client* communications. phpBB3 supports authentication plugins (by default, the Apache, native DB, and LDAP plugins), email, and *Jabber*. Here, you can configure all of these communication methods. The following are subsections describing each client communication method.

3.2.2.1. Authentication

Unlike phpBB2, phpBB3 offers support for authentication plugins. By default, the Apache, DB, and LDAP plugins are supported. Before switching from phpBB's native

authentication system (the DB method) to one of these systems, you must make sure that your server supports it. *When configuring the authentication settings, make sure that you only fill in the settings that apply to your chosen authentication method (Apache or LDAP).*

Authentication

- Select an authentication method: Choose your desired authentication method from the selection menu.
- LDAP server name: If you are using LDAP, this is the name or IP address of the LDAP server.
- LDAP user: phpBB will connect to the LDAP server as this specified user. If you want to use anonymous access, leave this value blank.
- LDAP password: The password for the LDAP user specified above. If you are using anonymous access, leave this blank.

Important

This password will be stored as plain text in the database; it will be visible to everybody who can access your database.

- LDAP base dn: The distinguished name, which locates the user information.
- LDAP uid: The key under which phpBB will search for a given login identity.
- LDAP email attribute: this to the name of your user entry email attribute (if one exists) in order to automatically set the email address for new users. If you leave this empty, users who login to your board for the first time will have an empty email address.

3.2.2.2. Email settings

phpBB3 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. phpBB3 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. You will have to ask your hoster for further details. Once you are done configuring the email settings, click Submit.

Note

Please ensure the email address you specify is valid, as any bounced or undeliverable messages will likely be sent to that address.

General Settings

- Enable board-wide emails: If this is set to disabled, no emails will be sent by the board at all.
- Users send email via board:: If this is set to enabled, a form allowing users to send emails to each other via the board will be displayed, rather than an email address.
- Email function name: If you are using the native, PHP-based email service, this should be the name of the email function. This is most likely going to be "mail".
- Email package size: This is the number of emails that can be sent in one package. This is useful for when you want to send mass emails, and you have a large amount of users.
- Contact email address: This is the address that your board's email feedback will be sent to. This is also the address that will populate the "From" and "Reply-to" addresses in all emails sent by your board.
- Return email address: This is the return address that will be put on all emails as the technical contact email address. It will always populate the "Return-Path" and "Sender" addresses in all emails sent by your board.
- Email signature: This text will be attached at the end of all emails sent by your board.
- Hide email addresses: If you want to keep email addresses completely private, set this value to Yes.

SMTP Settings

- Use SMTP server for email: Select Yes if you want your board to send emails via an SMTP server. If you are not sure that you have an SMTP server available for use, set this to No; this will make your board use the native, PHP-based email service, which in most cases is the safest available option.
- SMTP server address: The address of the SMTP server.
- SMTP server port: The port that the SMTP server is located on. In most cases, SMTP servers are located on port 25; do not change this value if you are unsure about this.
- Authentication method for SMTP: This is the authentication method that your board will use when connecting to the specified SMTP server. This only applies if an SMTP username and password are set, and required by the server. The available methods are PLAIN, LOGIN, CRAM-MD5, DIGEST-MD5, and POP-BEFORE-SMTP. If you are unsure about which authentication method you must use, ask your hoster for more information.
- SMTP username: The username that phpBB will use when connecting to the specified SMTP server. You should only fill this in if the SMTP server requires it.
- SMTP password: The password for the above specified username that phpBB will use when connecting to the specified SMTP server. You should only fill this in if the SMTP server requires it.

3.2.2.3. Jabber settings

phpBB3 also has the ability to allow users to communicate via *Jabber*. Your board can send instant messages and board notices via Jabber, too. Here, you can enable and control exactly how your board will use Jabber for communication.

Note

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!

Jabber settings

- **Enable Jabber:** Set this to Enabled if you want to enable the use of Jabber for messaging and notifications.
- **Jabber server:** The Jabber server that your board will use. For a list of public servers, see jabber.org's list of open, public servers.
- **Jabber port:** The port that the Jabber server specified above is located on. Port 5222 is the most common port; if you are unsure about this, leave this value alone.
- **Jabber username:** The Jabber username that your board will use when connecting to the specified Jabber server. If the username you specify is unregistered on the server, phpBB3 will attempt to register the username for you.
- **Jabber password:** The password for the Jabber username specified above. If the Jabber username is unregistered, phpBB3 will attempt to register the above Jabber username, with this specified value as the password.
- **Jabber resource:** This is the location of the particular connection that you can specify. For example, "board" or "home".
- **Jabber package size:** This is the number of messages that can be sent in one package. If this is set to "0", messages will be sent immediately and is will not be queued for later sending.

3.2.3. Server configuration

As an administrator of a board, being able to fine-tune the settings that your phpBB 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.

3.2.3.1. 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.

Warning

When editing your board's cookie settings, do so with caution. Incorrect settings can cause such consequences as preventing your users from logging in.

To edit your board's cookie settings, locate the Cookie Settings form. The following are four settings you may edit:

Cookie Settings

- **Cookie domain:** This is the domain that your board runs on. Do not include the path that phpBB is installed in; only the domain itself is important here.
- **Cookie name:** This is the name that will be assigned to the cookie when it is sent to your users' browsers and stored. This should be a unique cookie name that will not conflict with any other cookies.
- **Cookie path:** This is the path that the cookie will apply to. In most cases, this should be left as "/", so that the cookie can be accessible across your site. If for some reason you must restrict the cookie to the path that your board is installed in, set the value to the path of your board.
- **Cookie secure:** If your board is accessible via SSL, set this to Enabled. If the board is not accessible via SSL, then leave this value set to Disabled, otherwise server errors will result during redirections.

When you are done editing your board's server settings, click Submit to submit your changes.

3.2.3.2. 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.

Warning

When editing your board's server settings, do so with caution. Incorrect settings can cause such consequences as emails being sent out with incorrect links and/or information, or even the board being inaccessible.

The Server Settings form allows you to set some settings that phpBB will use on the server level. The only available option at this time is Enable GZip Compression. Setting this value will enable *GZip* compression on your server. This means that all content generated by the server will be compressed before it is sent to users' browsers, if the users' browsers support it. Though this can reduce network traffic/bandwidth used, this will also increase the server and CPU load, on both the user's and server's sides.

Next, the Path Settings form allows you to set the various paths that phpBB uses for certain board content. For default installations, the default settings should be sufficient. The following are the four values that you can set:

Path Settings

- Smilies storage path: This is the path to the directory, relative to the directory that your board is installed in, that your smilies are located in.
- Post icons storage path: This is the path to the directory, relative to the directory that your board is installed in, that the topic icons are stored in.
- Extension group icons storage path: This is the path to the directory, relative to the directory that your board is installed in, that the icons for the attachments extension groups.

The last category of server settings is Server URL Settings. The Server URL Settings category contains settings that allow you to configure the actual URL that your board is located at, as well as the server protocol and port number that the board will be accessed to. The following are the five settings you may edit:

Server URL Settings

- Force server URL settings: If for some reason the default settings for the server URL are incorrect, then you can force your phpBB board to use the server URL settings you specify below by selecting the Yes radio button.
- Server protocol: This is the server protocol (`http://` or `https://`, for example) that your board uses, if the default settings are forced. If this value is empty or the above Force server URL settings setting is disabled, then the protocol will be determined by the cookie secure settings.
- Domain name: This is the name of the domain that your board runs on. Include "www" if applicable. Again, this value is only used if the server URL settings are forced.
- Server port: This is the port that the server is running on. In most cases, a value of "80" is the port to set. You should only change this value if, for some reason, your

- **Script path:** This is the directory where phpBB is installed, relative to the domain name. For example, if your board was located at `www.example.com/phpBB3/`, the value to set for your script path is `"/phpBB3"`. Again, this value is only used if the server URL settings are forced.

When you are done editing your board's server settings, click Submit to submit your changes.

3.2.3.3. 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.

Allow persistent logins

This determines whether users can automatically login to your board when they visit it.

The available options are Yes and No. Choosing Yes will enable automatic logins.

Persistent login key expiration length (in days)

This is the set number of days that login keys will last before they expire and are removed from the database.

You may enter an integer in the text box located to the left of the word Days. This integer is the number of days for the persistent login key expiration. If you would like to disable this setting (and thereby allow use of login keys indefinitely), enter a "0" into the text box.

Session IP validation

This determines how much of the users' *IP address* is used to validate a session.

There are four settings available: All, A.B.C, A.B, and None. The All setting will compare the complete IP address. The A.B.C setting will compare the first x.x.x of the IP address. The A.B setting will compare the first x.x.x of the IP address. Lastly, selecting None will disable IP address checking altogether.

Validate browser

This enables the validation of the users' browsers for each session. This can help improve the users' security.

The available options are Yes and No. Choosing Yes will enable this browser validation.

Validate X_FORWARDED_FOR header

This setting controls whether sessions will only be continued if the sent X_FORWARDED_FOR header is the same as the one sent with the previous request. Bans will be checked against *IP addresses* in the X_FORWARDED_FOR header too.

The available options are Yes and No. Choosing Yes will enable the validation of the X_FORWARDED_FOR header.

Check IP against DNS Blackhole List:

You are also able to check the users' *IP addresses* against DNS blackhole lists. These lists are blacklists that list bad IP addresses. Enabling this setting will allow your board to check your users' IP addresses and compare them against the DNS blackhole lists. Currently, the DNS blacklist services on the sites spamcop.net, dsbl.org, and spamhaus.org.

Check email domain for valid MX record

It is also possible to attempt to validate emails used by your board's users. If this setting is enabled, emails that are entered when users register or change the email in their profile will be checked for a valid MX record.

The available options are Yes and No. Choosing Yes will enable the checking of MX records for emails.

Password complexity

Usually, more complex passwords fare well; they are better than simple passwords. To help your users try to make their account as secure as possible, you also have the option of requiring that they use a password as complex as you define. This requirement will apply to all users registering a new account, or when existing users change their current passwords.

There are four options in the selection menu. No requirements will disable password complexity checking completely. The Must be mixed case setting requires that your users' passwords have both lowercase and uppercase letters in their password. The Must contain alphanumerics setting requires that your users'

password include both letters from the alphabet and numbers. Lastly, the Must contain symbols setting will require that your users' passwords include symbols.

Note

For each password complexity requirement, the setting(s) above it in the selection menu will also apply. For example, selecting Must contain alphanumerics will require your users' passwords to include not only alphanumeric characters, but also have both lowercase and uppercase letters.

Force password change

It is always ideal to change passwords once in a while. With this setting, you can force your users to change their passwords after a set number of days that their passwords have been used.

Only integers can be entered in the text box, which is located next to the Days label. This integer is the number of days that, after which, your users will have to change their passwords. If you would like to disable this feature, enter a value of "0".

Maximum number of login attempts

It is also possible to limit the number of attempts that your users can have to try to login. Setting a specific limit will enable this feature. This can be useful in temporarily preventing bots or other users from trying to log into other users' accounts.

Only integers can be entered for this setting. The number entered is the maximum number of times a user can attempt to login to an account before having to confirm his login visually, with the visual confirmation.

Allow PHP in templates

Unlike phpBB2, phpBB3 allows the use of PHP code in the template files themselves, if enabled. If this option is enabled, PHP and INCLUDEPHP statements will be recognized and parsed by the template engine.

3.2.3.4. 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.

General settings

- **Limit system load:** This option enables you to control the maximum load that the server can undergo before the board will automatically go offline. Specifically, if the system's one-minute load average exceeds this value, the board will automatically go offline. A value of "1.0" equals about 100% utilisation of one processor. Note that this option will only work with *nix-based servers that have this information accessible. If your board is unable to get the load limit, this value will reset itself to "0". All positive numbers between 0 and 1.0 (inclusive) are valid values for this option. Set this to "0" if you do not want to enable this option.
- **Session length:** This is the amount of time, in seconds, before your users' sessions expire. All positive integers are valid values. Set this to "0" if you want session lengths to last indefinitely.
- **Limit sessions:** It is also possible to control the maximum amount of sessions your board will handle before your board will go offline and be temporarily disabled. Specifically, if the number of sessions your board is serving exceeds this value within a one-minute period, the board will go offline and be temporarily disabled. All positive integers are valid values. Set this to "0" if you want to allow an unlimited amount of sessions.
- **View online time span:** This is the number of minutes after which inactive users will not appear in the Who is Online listings. The higher the number given, the greater the processing power required to generate the listing. All positive integers are valid values, and indicate the number of minutes that the time span will be.

The second group of settings, General Options, allows you to control whether certain options are available for your users on your board. The following describes each option further.

General options

- **Enable dotted topics:** Topics in which a poster has already posted in will see dotted topic icons for these topics. To enable this feature, select, Yes.
- **Enable server-side topic marking:** One of the many new features phpBB3 offers is server-side read tracking. This is different from phpBB2, which only offered read tracking based on cookies. To store read/unread status information in the database, as opposed to in a cookie, select Yes.
- **Enable topic marking for guests:** It is also possible to allow guests to have read/unread status information. If you want your board to store read/unread status

information for guests, select Yes. If this option is disabled, posts will be displayed as "read" for guests.

- Enable online user listings: The online user listings can be displayed on your board's index, in each forum, and on topic pages. If you want to enable this option and allow the online user listings to be displayed, choose Yes.
- Enable online guest listings in viewonline: If you want to enable the display of guest user information in the Who is Online section, choose Yes.
- Enable display of user online/offline information: This option allows you to control whether or not online/offline status information for users can be displayed in profiles and on the topic view pages. To enable this display option, choose Yes.
- Enable birthday listing: In phpBB3, birthdays is a new feature. To enable the listing of birthdays, choose Yes.
- Enable display of moderators: Though it can be particularly useful to list the moderators who moderate each forum, it is possible to disable this feature, which may help reduce the amount of processing required. To enable the display of moderators, select Yes.
- Enable display of jumpbox: The jumpbox can be a useful tool for navigating throughout your board. However, it is possible to control whether or not this is displayed. To display the jumpboxes, select Yes.
- Show user's activity: This option controls whether or not the active topic/forum information displayed in your users' profiles and *UCP*. If you want to show this user activity information, select Yes. However, if your board has more than one million posts, it is recommended that you disable this feature.
- Recompile stale templates: This option controls the recompilation of old templates. If this is enabled, your board will check to see if there are updated templates on your filesystem; if there are, your board will recompile the templates. Select Yes to enable this option.

Lastly, the last group of load settings relates to Custom Profile Fields, which are a new feature in phpBB3. The following describes these options in detail.

Custom Profile Fields

- Allow styles to display custom profile fields in memberlist: This option allows you to control if your board's style(s) can display the custom profile fields (if your board has any) in the memberlist. To enable this, choose Yes.
- Display custom profile fields in user profiles: If you want to enable the display of custom profile fields (if your board has any) in users' profiles, select Yes.
- Display custom profile fields in viewtopic: If you want to enable the display of custom profile fields (if your board has any) in the topic view pages, choose Yes.

3.2.3.5. 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. The following describes each set of search settings in detail.

The first group of search settings are general and user-facing, meaning that they concern the users who use the search functionality directly.

General Search Settings

- **Enable search facilities:** Setting this option to Yes will enable the search functionality for your users; member-searching functionality will also be enabled.
- **User search flood interval:** This value indicates the number of seconds that your users have to wait between consecutive searches. This value is checked independently for each user. All positive integers are valid values. If you want to disable checking for search intervals for users, set this value to "0".
- **Guest search flood interval:** This is the number of seconds between searches that guest users must wait. This value is checked independently for each guest. All positive integers are valid values. If you want to disable checking for search intervals for guests, set this value to "0".
- **Search page system load limit:** You can also limit the amount of load your system will undergo for searches. If the system load exceeds this value, your board will go offline and be temporarily disabled. All numbers between 0 and 1.0 (inclusive) are valid values. A value of "1.0", for example, represents about 100% utilisation of a single processor; if the system load exceeds this value, the board will go offline. Note that this feature only works for *nix-based servers.
- **Min author name characters:** Users have to enter at least this many characters of the name when performing a wildcard author search. If the author's username is shorter than this number, your users can still search for the author's posts by entering the complete username. All positive integers are valid values.
- **Search result cache length:** phpBB3 can also cache search results. These cached search results will expire after this number of seconds. All positive integers are valid values. Set this value to "0" if you want to disable search caching.

The next group of search settings actually only contains one setting: choosing what backend your board's search facilities, if enabled, will use. The following details this option.

Search Backend

- **Search backend:** This option specifies the backend that your board's search facilities will use if it is enabled. The backend is essentially the system/method

that is actually responsible for conducting searches based on the queries it is given. There are two available options: Fulltext mysql and Fulltext native. Fulltext native is the default option, which is phpBB's own native fulltext search. Choosing Fulltext mysql will make your board use MySQL's fulltext search as its search backend.

Note

If you choose to change your board's current search backend, you will have to create an index of your board's content for the new search backend. If you know for sure that you're not going to use the index that was used with your old, previously chosen search backend, you can also delete it in order to free up some of your system's resources. To learn more about maintaining your board's search indices, see Section 3.9.3, "Search Indexing".

These next two groups of search settings concern each specific search backend individually. The Fulltext mysql group is only an information box, and displays information regarding your board and the MySQL fulltext option. The settings that are in the Fulltext Native group concern all of the settings related to phpBB3's built-in, native search backend.

Fulltext mysql

- Support for non-latin UTF-8 characters using PCRE: This tells you if your system supports searching for non-Latin UTF-8 characters. This is only available in *PHP* versions 4.4 and above, and 5.1 and above. This is only relevant if you actually want your users to have the ability to search for non-Latin characters.
- Support for non-latin UTF-8 characters using mbstring: If your system doesn't support UTF-8 characters using PCRE (as indicated in the setting above), the MySQL fulltext search backend will try to use mbstring's regular expression engine. Again, this is only relevant if you actually want your users to have the ability to search for non-Latin characters.

Fulltext native

- Enable fulltext updating: This option allows you to control whether or not your board's search index will update when posts are made. If you would like to enable this, choose Yes. Note that this is only relevant if your board's search functionality is disabled entirely.
- Min characters indexed by search: You can also control the minimum number of characters words must contain in order to be included in your board's search index. It is recommended that you not set this too low in order to have a quality search index. All positive integers are valid values.
- Max characters indexed by search: Just like the above setting, you can also control the maximum number of characters words must contain in order to be included in your board's search index. If a word has more than this number of

characters in it, it will not be included in the search index. All positive integers are valid values.

- **Common word threshold:** Like phpBB2's stopwords feature, you can prevent the use of common words that you specify. However, this feature is expanded upon in phpBB3. You can now control the threshold that a word can have; this means that if a word is contained in more than a certain percentage of posts on your board, it will be deemed as a common word, and will be ignored in search queries. All positive integers are valid values, and represent the percentage of posts on your board words can be contained in. If you would like to disable this threshold and thereby allow searches using all words, even if they can be common, set this value to "0". This setting only applies if your board has more than 100 posts.

3.3. Forum 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.

3.3.1. Explanation of forum types

In phpBB 3.0, there are three forum types. A forum can be a normal forum where people can post in, a category that contains forums, or it can be a simple link.

Forum

In a forum people can post their topics.

Link

The forum list displays a forum link like a normal forum. But instead of linking to a forum, you can point it to a URL of your choice. It can display a hit counter, which shows how many times the link was clicked.

Category

If you want to combine multiple forums or links for a specific topic, you can put them inside a category. The forums will appear below the category title, clearly separated from other categories. Users are not able to post inside categories.

3.3.2. Subforums

One of the many new features in phpBB 3.0 are *subforums*. Especially bulletin boards with a high number of forums will benefit from this. In the simple flat category and forum approach in phpBB 2.0, all forums and categories were listed on the forum index. In Olympus you can now put as many forums, links, or categories as you like inside other forums.

If you have a forum about pets for instance, you are able to put subforums for cats, dogs, or guinea pigs inside it without making the parent "Pets" forum a category. In this example, only the "Pets" forum will be listed on the index like a normal forum. Its subforums will appear as simple links below the forum description (unless you disabled this).

Figure 3.2 Creating Subforums



Creating subforums. In this example, the subforums titled "Cats" and "Dogs" belong in the "Pets" parent forum. Pay close attention to the breadcrumbs on the page, located right above the list of the subforums. This tells you exactly where you are in the forums hierarchy.

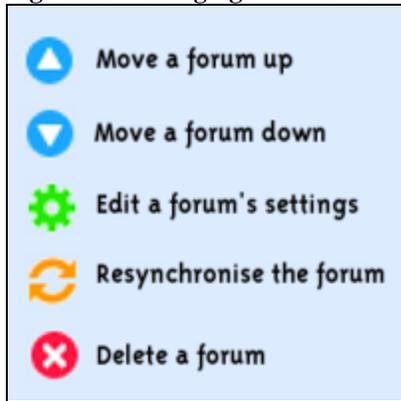
This system theoretically allows unlimited levels of subforums. You can put as many subforums inside subforums as you like. However, please do not go overboard with this feature. On boards with five to ten forums or less, it is not a good idea to use subforums. Remember, the less forums you have, the more active your forum will appear. You can always add more forums later.

Read the section on forum management to find out how to create subforums.

3.3.3. Manage forums

Here you can add, edit, delete, and reorder the forums, categories, and links.

Figure 3.3 Managing Forums Icon Legend



This is the legend for the icons on the manage forums page. Each icon allows you to commit a certain action. Pay close attention to which action you click on when managing your forums.

The initial Manage forums page shows you a list of your top level forums and categories. Note, that this is not analogue to the forum index, as categories are not expanded here. If you want to reorder the forums inside a category, you have to open the category first.

3.4. 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.

3.4.1. BBcodes

BBcodes are a special way of formatting posts, similar to HTML. phpBB 3.0 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. There are four main things to consider when adding a BBcode: how you want your users to use the BBcode, what HTML code the BBcode will actually use (the users will not see this), what short info message you want for the BBcode, and whether or not you want a button for the new BBcode to be displayed on the posting

screen. Once you are done configuring all of the custom BBCode settings, click Submit to add your new BBCode.

Figure 3.4 Creating BBCodes

BBCodes [« Back](#)

BBCode is a special implementation of HTML offering greater control over what and how something is displayed. From this page you can add, remove and edit custom BBCodes

BBCode Usage

Here you define how to use the bbcode. Replace any variable input by the corresponding token (see below)

Examples:

```
[font={TEXT1}]{TEXT2}[/font]
[highlight={COLOR}]{TEXT}[/highlight]
[font={TEXT1}]{TEXT2}[/font]
```

HTML Replacement

Here you define the default HTML replacement (each template can have its own HTML replacement). Do not forget to put back tokens you used above!

Examples:

```
<span style="font-family:{TEXT1};">{TEXT}</span>
<span style="background-color:{COLOR};">{TEXT}</span>
<span style="font-family:{TEXT1};">{TEXT}</span>
```

In the BBCode Usage form, you can define how you want your users to use the BBCode. Let's say you want to create a new font BBCode that will let your users pick a font to use for their text. An example of what to put under BBCode Usage would be `[font={FONTNAME}] {TEXT} [/font]` This would make a new `[font]` BBCode, and will allow the user to pick what font face they want for the text. The user's text is represented by `TEXT`, while `FONTNAME` represents whatever font name the user types in.

In the HTML Replacement form, you can define what HTML code your new BBCode will use to actually format the text. In the case of making a new `[font]` BBCode, try `{TEXT}` This HTML code will be used to actually format the user's text.

The third option to consider when adding a custom BBCode is what sort of help message you want to display to your users if they choose to use the new BBCode. Ideally, the helpline message is a short note or tip for the user using the BBCode. This message will be displayed below the BBCode row on the posting screens.

Note

If the next option described, Display on posting, isn't enabled, the helpline message will not be displayed.

Lastly, when adding a new BBCode, you can decide whether or not you want an actual BBCode button for your new BBCode to be displayed on the posting screens. If you want this, then check the Display on posting checkbox.

3.4.2. Private message settings

Many users use your board's private messaging system. Here you can manage all of the default *private message*-related settings. Listed below are the settings that you can change. Once you're done setting the posting settings, click Submit to submit your changes.

General settings

- Private messaging: You can enable to disable your board's private messaging system. If you want to enable it, select Yes.
- Max private message folders: This is the maximum number of new private message folders your users can each create.
- Max private messages per box: This is the maximum number of private messages your users can have in each of their folders.
- Full folder default action: Sometimes your users want to send each other a private message, but the intended recipient has a full folder. This setting will define exactly what will happen to the sent message. You can either set it so that an old message will be deleted to make room for the new message, or the new messages will be held back until the recipient makes room in his inbox. Note that the default action for the Sentbox is the deletion of old messages.
- Limit editing time: Users are usually allowed to edit their sent private messages before the recipient reads it, even if it's already in their outbox. You can control the amount of time your users have to edit sent private messages.

General options

- Allow sending of private messages to multiple users and groups: In phpBB 3.0, it is possible to send a private message to more than user. To allow this, select Yes.
- Allow BBCode in private messages: Select Yes to allow BBCode to be used in private messages.
- Allow smilies in private messages: Select Yes to allow smilies to be used in private messages.
- Allow attachments in private messages: Select Yes to allow attachments to be used in private messages.
- Allow signature in private messages: Select Yes to let your users include their *signature* in their private messages..
- Allow print view in private messages: Another new feature in phpBB 3.0 is a printer-friendly view. Select Yes to allow your users to view any of their PMs in print view.
- Allow forwarding in private messages: Select Yes to allow your users to forward private messages.

- Allow use of [img] BBCode tag: Select Yes if you want your users to be able to post inline images in their private messages.
- Allow use of [flash] BBCode tag: Select Yes if you want your users to be able to post inline Macromedia Flash objects in their private messages.
- Enable use of topic icons in private messages: Select Yes if you want to enable your users to include topic icons with their private messages. (Topic icons are displayed next to the private messages' titles.).

Tip

If you want to set any of the above numerical settings so that the setting will allow unlimited amounts of the item, set the numerical setting to 0.

3.4.3. Topic icons

A new feature in phpBB3 is the ability to assign icons to topics. On this page, you can manage what topic icons are available for use on your board. You can add, edit, delete, or move topic icons. The Topic Icons form displays the topic icons currently installed on your board. You can add topic icons manually, install a premade icons pack, export or download an icons pack file, or edit your currently installed topic icons.

Your first option to add topic icons to your board is to use a premade icons pack. Icon packs have the file extension `pak`. To install an icons pack, you must first download an icons pack. Upload the icon files themselves and the pack file into the `/images/icons/` directory. Then, click Install icons pak. The Install icons pak form displays all of the options you have regarding topic icon installation. Select the icon pack you wish to add (you may only install one icon pack at a time). You then have the option of what to do with currently installed topic icons if the new icon pack has icons that may conflict with them. You can either keep the existing icon(s) (there may be duplicates), replace the matches (overwriting the icon(s) that already exist), or just delete all of the conflicting icons. Once you have selected the proper option, click Install icons pak.

To add topic icon(s) manually, you must first upload the icons into the icons directory of your site. Navigate to the Topic icons page. Click Add multiple icons, which is located in the Topic Icons form. If you correctly uploaded your new desired topic icon(s) into the proper `/images/icons/` directory, you should see a row of settings for each new icon you uploaded. The following has a description on what each field is for. Once you are done with adding the topic icon(s), click, Submit to submit your additions.

- Icon image file: This column will display the actual icon itself.
- Icon location: This column will display the path that the icon is located in, relative to the `/images/icons/` directory.
- Icon width: This is the width (in pixels) you want the icon to be stretched to.
- Icon height: This is the height (in pixels) you want the icon to be stretched to.
- Display on posting: If this checkbox is checked, the topic icon will actually be displayed on the posting screen.

- **Icon order:** You can also set what order that the topic icon will be displayed. You can either set the topic icon to be the first, or after any other topic icon currently installed.
- **Add:** If you are satisfied with the settings for adding your new topic icon, check this box.

You may also edit your currently installed topic icons' settings. To do so, click Edit icons. You will see the Icon configuration form. For more information regarding each field, see the above paragraph regarding adding topic icons.

Lastly, you may also reorder the topic icons, edit a topic icon's settings, or remove a topic icon. To reorder a topic icon, click the appropriate "move up" or "move down" icon. To edit a topic icon's current settings, click the "settings" button. To delete a topic icon, click the red "delete" button.

3.4.4. Smilies

Smilies or emoticons are typically small, sometimes animated images used to convey an emotion or feeling. You can manage the smilies on your board via this page. To add smilies, you have the option to either install a premade smilies pack, or add smilies manually. Locate the Smilies form, which lists the smilies currently installed on your board, on the page.

Your first option to add smilies to your board is to use a premade smilies pack. Smilies packs have the file extension `pak`. To install a smilies pack, you must first download a smilies pack. Upload the smilies files themselves and the pack file into the `/images/smilies/` directory. Then, click Install smilies pak. The Install smilies pak form displays all of the options you have regarding smilies installation. Select the smilies pack you wish to add (you may only install one smilies pack at a time). You then have the option of what to do with currently installed smilies if the new smilies pack has icons that may conflict with them. You can either keep the existing smilies (there may be duplicates), replace the matches (overwriting the smilies that already exist), or just delete all of the conflicting smilies. Once you have selected the proper option, click Install smilies pak.

To add a smiley to your board manually, you must first upload the smilies into the `/images/smilies/` directory. Then, click on Add multiple smilies. From here, you can add a smiley and configure it. The following are the settings you can set for the new smilies. Once you are done adding a smiley, click Submit.

- **Smiley image file:** This is what the smiley actually looks like.
- **Smiley location:** This is where the smiley is located, relative to the `/images/smilies/` directory.
- **Smiley code:** This is the text that will be replaced with the smiley.
- **Emotion:** This is the smiley's title.
- **Smiley width:** This is the width in pixels that the smiley will be stretched to.

- Smiley height: This is the height in pixels that the smiley will be stretched to.
- Display on posting: If this checkbox is checked, this smiley will actually be displayed on the posting screen.
- Smiley order: You can also set what order that the smiley will be displayed. You can either set the smiley to be the first, or after any other smiley currently installed.
- Add: If you are satisfied with the settings for adding your new smiley, check this box.

You may also edit your currently installed smilies' settings. To do so, click Edit smilies. You will see the Smiley configuration form. For more information regarding each field, see the above paragraph regarding adding smilies.

Lastly, you may also reorder the smilies, edit a smiley's settings, or remove a smiley. To reorder a smiley, click the appropriate "move up" or "move down" icon. To edit a smiley's current settings, click the "settings" button. To delete a smiley, click the red "delete" button.

3.4.5. Word censoring

On some forums, a certain level of appropriate, profanity-free speech is required. Like phpBB2, phpBB3 continues to offer word censoring. 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.

3.4.6. 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.

Attachment Settings

- Allow attachments: If you want attachments to be enabled on your board, select Yes.

- Allow attachments in private messages: If you want to enable attachments being posted in private messages, select Yes.
- Upload directory: The directory that attachments will be uploaded to. The default directory is `/files/`.
- Attachment display order: The order that attachments will be displayed, based on the time the attachment was posted.
- Total attachment quota: The maximum drive space that will be available for all of your board's attachments. If you want this quota to be unlimited, use a value of 0.
- Maximum filesize: The maximum filesize of an attachment allowed. If you want this value to be unlimited, use a value of 0.
- Maximum filesize messaging: The maximum drive space that will be available per user for attachments posted in private messages. If you want this quota to be unlimited, use a value of 0.
- Max attachments per post: The maximum number of attachments that can be posted in a post. If you want this value to be unlimited, use a value of 0.
- Max attachments per message: The maximum number of attachments that can be posted in a private message. If you want this value to be unlimited, use a value of 0.
- Enable secure downloads: If you want to be able to only allow attachments to be available to specific *IP addresses* or hostnames, this option should be enabled. You can further configure secure downloads once you have enabled them here; the secure downloads-specific settings are located in the Define allowed IPs/Hostnames and Remove or un-exclude allowed IPs/hostnames forms at the bottom of the page.
- Allow/Deny list: This allows you to configure the default behaviour when secure downloads are enabled. A whitelist (Allow) only allows *IP addresses* or hostnames to access downloads, while a blacklist (Deny) allows all users except those who have an *IP address* or hostname located on the blacklist. *This setting only applies if secure downloads are enabled.*
- Allow empty referrer: Secure downloads are based on referrers. This setting controls if downloads are allowed for those omitting the referrer information. *This setting only applies if secure downloads are enabled.*

Image Category Settings

- Display images inline: How image attachments are displayed. If this is set to No, a link to the attachment will be given instead, rather than the image itself (or a thumbnail) being displayed inline.
- Create thumbnail: This setting configures your board to either create a thumbnail for every image attached, or not.
- Maximum thumbnail width in pixels: This is the maximum width in pixels for the created thumbnails.
- Maximum thumbnail filesize: Thumbnails will not be created for images if the created thumbnail filesize exceeds this value, in bytes. This is useful for particularly large images that are posted.

- **Imagemagick path:** If you have Imagemagick installed and would like to set your board to use it, specify the full path to your Imagemagick convert application. An example is `/usr/bin/`.
- **Maximum image dimensions:** The maximum size of image attachments, in pixels. If you would like to disable dimension checking (and thereby allow image attachments of any dimensions), set each value to 0.
- **Image link dimensions:** If an image attachment is larger than these dimensions (in pixels), a link to the image will be displayed in the post instead. If you want images to be displayed inline regardless of dimensions, set each value to 0.

Define Allowed/Disallowed IPs/Hostnames

- **IP addresses or hostnames:** If you have secure downloads enabled, you can specify the *IP addresses* or hostnames allowed or disallowed. If you specify more than one *IP address* or hostname, each *IP address* or hostname should be on its own line. Entered values can have wildcards (*). To specify a range for an *IP address*, separate the start and end with a hyphen (-).
- **Exclude IP from [dis]allowed IPs/hostnames:** Enable this to exclude the entered IP(s)/hostname(s).

3.4.7. Manage extensions

You can further configure your board's attachments settings by controlling what file extensions attached files can have to be uploaded. It is recommended that you do not allow scripting file extensions (such as `php`, `php3`, `php4`, `phtml`, `pl`, `cgi`, `py`, `rb`, `asp`, `aspx`, and so forth) for security reasons. You can find this page by clicking **Manage extensions** once you're in the *ACP*.

To add an allowed file extension, find the **Add Extension** form on the page. In the field labeled **Extension**, type in the file extension. Do not include the period before the file extension. Then, select the extension group that this new file extension should be added to via the **Extension group** selection menu. Then, click **Submit**.

You can also view your board's current allowed file extensions. On the page, you should see a table listing all of the allowed file extensions. To change the group that an extension belongs to, select a new extension group from the selection menu located in the extension's row. To delete an extension, check the checkbox in the **Delete** column. When you're done managing your board's current file extensions, click **Submit** at the bottom of the page.

3.4.8. Manage extension groups

Allowed file extensions can be placed into groups for easy management and viewing. To manage the extension groups, click **Manage extension groups** once you get into the **Posting settings** part of the *ACP*. You can configure specific settings regarding each extension group.

To add a new file extension group, find the textbox that corresponds to the Create new group button. Type in the name of the extension group, then click Submit. You will be greeted with the extension group settings form. The following contains descriptions for each option available, and applies to extension groups that either already exist or are being added.

Add Extension Group

- **Group name:** The name of the extension group.
- **Special category:** Files in this extension group can be displayed differently. Select a special category from this selection menu to change the way the attachments in this extension group is presented within a post.
- **Allowed:** Enable this if you want to allow attachments that belong in this extension group.
- **Allowed in private messaging:** Enable this if you want to allow attachments that belong in this extension group in private messages.
- **Upload icon:** The small icon that is displayed next to all attachments that belong in this extension group.
- **Maximum filesize:** The maximum filesize for attachments in this extension group.
- **Assigned extensions:** This is a list of all file extensions that belong in this extension group. Click Go to extension management screen to manage what extensions belong in this extension group.
- **Allowed forums:** This allows you to control what forums your users are allowed to post attachments that belong in this extension group. To enable this extension group in all forums, select the Allow all forums radio button. To set which specific forums this extension group is allowed in, select the Only forums selected below radio button, and then select the forums in the selection menu.

To edit a current file extension group's settings, click the "Settings" icon that is in the extension group's row. Then, go ahead and edit the extension group's settings. For more information about each setting, see the above.

To delete an extension group, click the "Delete" icon that is in the extension group's row.

3.4.9. Orphaned attachments

Sometimes, attachments may be orphaned, which means that they exist in the specified files directory (to configure this directory, see the section on attachment settings), but aren't assigned to any post(s). This can happen when posts are deleted or edited, or even when users attach a file, but don't submit their post.

To manage orphaned attachments, click on Orphaned attachments on the left-hand menu once you're in the Posting settings section of the *ACP*. You should see a list of all orphaned attachments in the table, along with all the important information regarding each orphaned attachment.

You can assign an orphaned post to a specific post. To do so, you must first find the post's post ID. Enter this value into the Post ID column for the particular orphaned attachment. Enable Attach file to post, then click Submit.

To delete an orphaned attachment, check the orphaned attachment's Delete checkbox, then click Submit. Note that this cannot be undone.

3.5. Users Management

3.5.1. Manage Users

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.

3.5.1.1. 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.

Username

This is the name of the user you're currently managing. If you want to change the user's username, type in a new username between three and twenty characters long into the textbox labeled Username:

Registered

This is the complete date on which the user registered. You cannot edit this value.

Registered from IP

This is the IP address from which the user registered his or her account. If you want to determine the IP hostname, click on the IP address itself. The current page will reload and will display the appropriate information. If you want to perform a whois on the IP address, click on the Whois link. A new window will pop up with this data.

Last Active

This is the complete date on which the user was last active.

Founder

Founders are users who have all administrator permissions and can never be banned, deleted or altered by non-founder members. If you want to set this user as a founder, select the Yes radio button. To remove founder status from a user, select the No radio button.

Email

This is the user's currently set email address. To change the email address, fill in the Email: textbox with a valid email.

Confirm email address

This textbox should only be filled if you are changing the user's email address. If you are changing the email address, both the Email: textbox and this one should be filled with the same email address. If you do not fill this in, the user's email address will not be changed.

New password

As an administrator, you cannot see any of your users' password. However, it is possible to change passwords. To change the user's password, type in a new password in the New password: textbox. The new password has to be between six and thirty characters long.

Important

Before submitting any changes to the user, make sure this field is blank, unless you really want to change the user's password. If you accidentally change the user's password, the original password cannot be recovered!

Confirm new password

This textbox should only be filled if you are changing the user's password. If you are changing the user's password, the Confirm new password: textbox needs to be filled in with the same password you filled in in the above New password: textbox.

Warnings

This is the number of warnings the user currently has. You can edit this number by typing in a number into the Warnings: number field. Only positive integers are allowed.

For more information about warnings, see ???.

Quick Tools

The options in the Quick Tools drop-down selection box allow you to quickly and easily change one of the user's options. The available options are Delete Signature, Delete Avatar, Move all Posts, Delete all Posts, and Delete all attachments.

3.5.1.2. User Feedback

Another aspect of managing a user is editing their feedback data. Feedback consists of any sort of user warning issued to the user by a forum administrator.

To customise the display of the user's existing log entries, select any criteria for your customisation by selecting your options in the drop-down selection boxes entitled Display entries from previous: and Sort by:. Display entries from previous: allows you to set a specific time period in which the feedback was issued. Sort by: allows you to sort the existing log entries by Username, Date, IP address, and Log Action. The log entries can then be sorted in ascending or descending order. When you are done setting these options, click the Go button to update the page with your customisations.

Another way of managing a user's feedback data is by adding feedback. Simply find the section entitled Add feedback and enter your message into the FEEDBACK text area. When you are done, click Submit to add the feedback.

3.5.1.3. 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. The following are the profile fields that you can change:

- ICQ Number has to be a number at least three digits long.

- AOL Instant Messenger can have any alphanumeric characters and symbols.
- MSN Messenger can have any alphanumeric characters, but should look similar to an email address (joebloggs@example.com).
- Yahoo Messenger can have any alphanumeric characters and symbols.
- Jabber address can have any alphanumeric characters, but needs to look like an email address would (joebloggs@example.com).
- Website can have any alphanumeric characters and symbols, but must have the protocol included (ex. http://www.example.com).
- Location can have any alphanumeric characters and symbols.
- Occupation can have any alphanumeric characters and symbols.
- Interests can have any alphanumeric characters and symbols.
- Birthday can be set with three different drop-down selection boxes: Day:, Month:, and Year:, respectively. Setting a year will list the user's age when it is his or her birthday.

3.5.1.4. 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.

3.5.1.5. User Avatar

Here you can manage the user's *avatar*. If the user has already set an avatar for himself/herself, then you are able to see the avatar image.

Depending on your avatar settings (for more information on avatar settings, see Avatar Settings), you can choose any option available to change the user's avatar: Upload from your machine, Upload from a URL, or Link off-site. You can also select an avatar from your board's avatar gallery by clicking the Display gallery button next to Local gallery:.

Note

The changes you make to the user's avatar still has to comply with the limitations you've set in the avatar settings.

To delete the avatar image, simply check the Delete image checkbox underneath the avatar image.

When you are done choosing what avatar the user will have, click Submit to update the user's avatar.

3.5.1.6. User Rank

Here you can set the user's *rank*. You can set the user's rank by selecting the rank from the User Rank: drop-down selection box. After you've picked the rank, click Submit to update the user's rank.

For more information about ranks, see ???.

3.5.1.7. User Signature

Here you can add, edit, or delete the user's *signature*.

The user's current signature should be displayed in the Signature form. Just edit the signature by typing whatever you want into the text area. You can use *BBCode* and any other special formatting with what's provided. When you are done editing the user's signature, click Submit to update the user's signature.

Note

The signature that you set has to obey the board's signature limitations that you currently have set.

3.5.1.8. 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.

3.5.1.9. Permissions

Here you can see all of the permissions currently set for the user. For each group the user is in, there is a separate section on the page for the permissions that relates to that category. To actually set the user's permissions, see Section 3.7, "Permission Overload".

3.5.1.10. Attachments

Depending on the current attachments settings, your users may already have *attachments* posted. If the user has already uploaded at least one attachment, you can see the listing of the attachment(s) in the table. The data available for each attachment consist of: Filename, Topic title, Post time, Filesize, and Downloads.

To help you in managing the user's attachment(s), you can choose the sorting order of the attachments list. Find the Sort by: pull-down menu and pick the category you want to use the sort the list (the possible options are Filename, Extension, Filesize, Downloads, Post time, and Topic title. To choose the sorting order, choose either Descending or Ascending from the pull-down menu besides the sorting category. Once you are done, click Go.

To view the attachment, click on the attachment's filename. The attachment will open in the same browser window. You can also view the topic in which the attachment was posted by clicking on the link besides the Topic: label, which is below the filename. Deleting the user's attachment(s) is very easy. In the attachments listing, check the checkboxes that are next to the attachment(s) you want to delete. When everything you want has been selected, click Delete marked, which is located below the attachments listing.

Tip

To select all of the attachments shown on the page, click the Mark all link, which is below the attachments listing. This helps especially if you want to delete all of the attachments shown on the page at once.

3.5.2. 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.

There are 5 reasons which may be indicated for an account being inactive:

Account deactivated by administrator

This account has been manually deactivated by an administrator via the user management tools. More details on who performed this action and the reasons may be available via the User Notes.

Profile details changed

The board is configured to require user activation and this user has changed key information related to their account such as the email address and is required to reactivate the account to confirm these changes.

Newly registered account

The board is configured to require user activation and either the user or an administrator (depending on the settings) has not yet activated this new account.

Forced user account reactivation

An administrator has forced this user to reactivate their account via the user management tools. More details on who performed this action and the reasons may be available via the User Notes.

Unknown

No reason was recorded for this user being inactive; it is likely that the change was made by an external application or that this user was added from another source.

3.5.3. Users' permissions

Along with being able to manage users' information, it is also important to be able to regularly maintain and control permissions for the users on your board. User permissions include capabilities such as the use of avatars and sending private messages. Global moderator permissions including abilities such as approving posts, managing topics, and managing bans. Lastly administrator permissions such as altering permissions, defining custom BBcodes, and managing forums.

To start managing a user's permissions, locate the Users and Groups tab and click on Users' Permissions in the left-side navigation menu. Here, you can assign global permissions to users. In the Look Up User. In the Find a user field, type in the username of the user whose permissions you want to edit. (If you want to edit the anonymous user, check the Select anonymous user checkbox.) Click Submit.

Permissions are grouped into three different categories: user, moderator, and admin. Each user can have specific settings in each permission category. To facilitate user permissions editing, it is possible to assign specific preset roles to the user.

Important

For the following permissions editing actions that are described, there are three choices you have to choose from. You may either select Yes, No, or Never. Selecting Yes will enable the selected permission for the user, while selecting No will disallow the user from having permission for the selected setting, *unless another permission setting from another area overrides the setting*. If you want to completely disallow the user from having the selected permission *ever*, then select Never. The Never setting will override all other values assigned to the setting.

To edit the user's User permissions, select "User permissions from the Select type selection menu, then press Go. Select the role to apply to the user. If you would like to use the advanced form that will offer more detailed permission configuration, click the Advanced Permissions link. A new form will pop up below the Role selection menu. There are four categories of permissions you may edit: Post, Profile, Misc, and Private messages.

To edit the user's Moderative permissions, select "Moderator permissions from the Select type selection menu, then press Go. Select the role to apply to the user. If you would like to use the advanced form that will offer more detailed permission configuration, click the Advanced Permissions link. A new form will pop up below the Role selection menu. There are three categories of permissions you may edit: Post actions, Misc, and Topic actions.

To edit the user's Administrative permissions, select "Admin permissions from the Select type selection menu, then press Go. Select the role to apply to the user. If you would like to use the advanced form that will offer more detailed permission configuration, click the Advanced Permissions link. A new form will pop up below the Role selection menu. There are six categories of permissions you may edit: Permissions, Posting, Misc, Users & Groups, Settings, and Forums.

3.5.4. Users' forum permissions

Along with editing your users' user account-related permissions, you can also edit their forum permissions, which relate to the forums in your board. Forum permissions are different from user permissions in that they are directly related and tied to the forums. Users' forum permissions allows you to edit your users' forum permissions. When doing so, you can only assign forum permissions to one user at a time.

To start editing a user's forum permissions, start by typing in the user's username into the Find a member text box. If you would like to edit the forum permissions that pertain to the anonymous user, check the Select anonymous user text box. Click Submit to continue.

Figure 3.5 Selecting forums for users' forum permissions

The screenshot shows a web interface titled "Users' forum permissions" with the subtitle "Here you can assign forum permissions to users." It contains two sections for selecting forums:

- Section 1:** Titled "Select A Forum" with the instruction "You are able to select more than one forum". It features a "Select a forum:" label and a multiple selection menu. The menu is titled "My first Category" and lists "Pets", "Cats", "Dogs", and "Birds". The "Cats" and "Dogs" options are highlighted in blue. Below the menu is an unchecked checkbox labeled "All forums". A "Submit" button is located to the right of this section.
- Section 2:** Also titled "Select A Forum" with the instruction "The forum you select here will include all subforums into the selection". It features a "Select a forum:" label and a dropdown menu. The dropdown menu is currently set to "My first Category [+Subforums]". A "Submit" button is located to the right of this section.

Selecting forums to assign forum permissions to users. In this example, the "Cats" and "Dogs" subforums (their parent forum is "Pets") are selected. The user's forum permissions for these two forums will be edited/updated.

You should now be able to assign forum permissions to the user. You now have two ways to assign forum permissions to the user: you may either select the forum(s) manually with a multiple selection menu, or select a specific forum or category, along with its associated subforums. Click Submit to continue with the forum(s) you have picked. Now, you should be greeted with the Setting permissions screen, where you can actually assign the forum permissions to the user. You should now select what kind of forum permissions you want to edit now; you may either edit the user's Forum permissions or Moderator permissions. Click Go. You should now be able to select the role to assign to the user for each forum you selected previously. If you would like to configure these permissions with more detail, click the Advanced permissions link located in the appropriate forum permissions box, and then update the permissions accordingly. When you are done, click Apply all permissions if you are in the Advanced permissions area, or click Apply all permissions at the bottom of the page to submit all of your changes on the page.

3.5.5. User Security

Other than being able to manage your users on your board, it is also important to be able to protect your board and prevent unwanted registrations and users. The User Security section allows you to manage banned emails, IPs, and usernames, as well as managing disallowed usernames and user pruning. Banned users that exhibit information that match any of these ban rules will not be able to reach any part of your board.

3.5.5.1. Ban emails

Sometimes, it is necessary to ban emails in order to prevent unwanted registrations. There may be certain users or spam bots that use emails that you are aware of. Here, in the Ban emails section, you can do this. You can control which email addresses are banned, how long a ban is in effect, and the given reason(s) for banning.

To ban or exclude one or more email addresses, fill in the Ban one or more email addresses form. Once you are done with your changes, click Submit.

Ban one or more email addresses

- **Email address:** This textbox should contain all the emails that you want to ban under a single rule. If you want to ban more than one email at this time, put each email on its own line. You can also use wildcards (*) to match partial addresses.
- **Length of ban:** This is how long you want the email address(es) to be banned for. The available options include some common durations, such as number of hours or days. You may also set a date for which the email address(es) will be banned until; to set this, select Until -> from the selection menu, and specify a date in the format "YYYY-MM-DD" in the textbox located below the selection menu.
- **Exclude from banning:** You should enable this if you want to exclude the entered email address from all current bans.
- **Reason for ban:** This is a short reason for why you want to ban the email address(es). This is optional, and can help you remember in the future why you banned the email address(es).
- **Reason shown to the banned:** This is a short explanation that will actually be shown to the users with the banned email address(es). This can be different from the above Reason for ban.

Other than adding emails to be banned, you can also un-ban or un-exclude email addresses from bans. To un-ban or exclude one or more email addresses from bans, fill in the Un-ban or un-exclude emails form. Once you are done, click Submit.

Un-ban or un-exclude emails

- **Email address:** This multiple selection menu lists all currently banned emails. Select the email that you want to un-ban or exclude by clicking on the email in the multiple selection menu.

Tip

To select more than one email address, you have to use the appropriate combination of mouse and keyboard commands. The most common way to do this is to press and hold down the CTRL button on your keyboard, and then click all of the emails you want to select. Let go of the CTRL button once you are done.

- **Length of ban:** This is an uneditable information box that shows the length of the ban for the currently selected email. If more than one email address is selected, only one of the ban lengths will be displayed.
- **Reason for ban:** This is an uneditable information box that shows the reason for the ban for the currently selected email. If more than one email address is selected, only one of the ban reasons will be displayed.
- **Reason shown to the banned:** This is an uneditable information box that shows the reason shown to the banned for the currently selected email. If more than one email address is selected, only one of the shown ban reasons will be displayed.

3.5.5.2. Ban IPs

Sometimes, it is necessary to ban *IP addresses* or hostnames in order to prevent unwanted users. There may be certain users or spam bots that use IPs or hostnames that you are aware of. Here, in the Ban IPs section, you can do this. You can control which IP addresses or hostnames are banned, how long a ban is in effect, and the given reason(s) for banning.

To ban or exclude one or more IP addresses and/or hostnames, fill in the Ban one or more email addresses form. Once you are done with your changes, click Submit.

Ban one or more IPs

- **IP addresses or hostnames:** This textbox should contain all of the IP addresses and/or hostnames that you want to ban under a single rule. If you want to ban more than one IP address and/or hostname at this time, put each IP address and/or hostname on its own line. You can also use wildcards (*) to match partial addresses.
- **Length of ban:** This is how long you want the IP address(es) and/or hostname(s) to be banned for. The available options include some common durations, such as number of hours or days. You may also set a date for which the IP address(es) and/or hostname(s) will be banned until; to set this, select Until -> from the selection menu, and specify a date in the format "YYYY-MM-DD" in the textbox located below the selection menu.
- **Exclude from banning:** You should enable this if you want to exclude the entered IP address(es) and/or hostnames from all current bans.
- **Reason for ban:** This is a short reason for why you want to ban the IP address(es) and/or hostname(s). This is optional, and can help you remember in the future why you banned the IP address(es) and/or hostname(s).

- Reason shown to the banned: This is a short explanation that will actually be shown to the users with the banned IP address(es) and/or hostname(s). This can be different from the above Reason for ban.

Other than adding IP address(es) and/or hostname(s) to be banned, you can also un-ban or un-exclude IP address(es) and/or hostname(s) from bans. To un-ban or exclude one or more IP address(es) and/or hostname(s) from bans, fill in the Un-ban or un-exclude IPs form. Once you are done, click Submit.

Un-ban or un-exclude IPs

- IP addresses or hostnames: This multiple selection menu lists all currently banned IP address(es) and/or hostname(s). Select the IP address(es) and/or hostname(s) that you want to un-ban or exclude by clicking on the IP address(es) and/or hostname(s) in the multiple selection menu.

Tip

To select more than one IP address and/or hostname, you have to use the appropriate combination of mouse and keyboard commands. The most common way to do this is to press and hold down the CTRL button on your keyboard, and then click all of the IP address(es) and/or hostname(s) you want to select. Let go of the CTRL button once you are done.

- Length of ban: This is an uneditable information box that shows the length of the ban for the currently selected IP address or hostname. If more than one IP address or hostname is selected, only one of the ban lengths will be displayed.
- Reason for ban: This is an uneditable information box that shows the reason for the ban for the currently selected IP address or hostname. If more than one IP address or hostname is selected, only one of the ban reasons will be displayed.
- Reason shown to the banned: This is an uneditable information box that shows the reason shown to the banned for the currently selected IP address or hostname. If more than one IP address or hostname is selected, only one of the shown ban reasons will be displayed.

3.5.5.3. Ban Users

Whenever you encounter troublesome users on your board, you may have to ban them. On the Ban usernames page, you can do exactly that. On this page, you can manage all banned usernames.

To ban or exclude one or more users, fill in the Ban one or more users form. Once you are done with your changes, click Submit.

Ban one or more usernames

- Username: This textbox should contain all of the usernames that you want to ban under a single rule. If you want to ban more than one username at this time, put each username on its own line. You can also use wildcards (*) to partially match usernames.
- Length of ban: This is how long you want the username(s) to be banned for. The available options include some common durations, such as number of hours or days. You may also set a date for which the username(s) will be banned until; to set this, select Until -> from the selection menu, and specify a date in the format "YYYY-MM-DD" in the textbox located below the selection menu.
- Exclude from banning: You should enable this if you want to exclude the entered username(s) from all current bans.
- Reason for ban: This is a short reason for why you want to ban the username(s). This is optional, and can help you remember in the future why you banned the user(s).
- Reason shown to the banned: This is a short explanation that will actually be shown to the banned user(s). This can be different from the above Reason for ban.

Other than adding users to be banned, you can also un-ban or un-exclude usernames from bans. To un-ban or exclude one or more users from bans, fill in the Un-ban or un-exclude usernames form. Once you are done, click Submit.

Un-ban or un-exclude usernames

- Username: This multiple selection menu lists all currently banned usernames. Select the username(s) that you want to un-ban or exclude by clicking on the username(s) in the multiple selection menu.

Tip

To select more than one username, you have to use the appropriate combination of mouse and keyboard commands. The most common way to do this is to press and hold down the CTRL button on your keyboard, and then click all of the usernames you want to select. Let go of the CTRL button once you are done.

- Length of ban: This is an uneditable information box that shows the length of the ban for the currently selected username. If more than one username is selected, only one of the ban lengths will be displayed.
- Reason for ban: This is an uneditable information box that shows the reason for the ban for the currently selected username. If more than one username is selected, only one of the ban reasons will be displayed.
- Reason shown to the banned: This is an uneditable information box that shows the reason shown to the banned for the currently selected username. If more than one username is selected, only one of the shown ban reasons will be displayed.

3.5.5.4. Disallow usernames

In phpBB3, 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.

Tip

You can use wildcards (*) to match any character. For example, to disallow any username that matches "JoeBloggs", you could type in "Joe*". This would prevent all users from registering a username that starts with "Joe".

Once you are done, click Submit.

To remove a disallowed username, locate the Remove a disallowed username form. Select the disallowed username that you would like to remove from the Username selection menu. Click Submit to remove the selected disallowed username.

3.5.5.5. Prune users

In phpBB3, 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.

Prune users

- Username: Enter a username that you want to be pruned. You can use wildcards (*) to prune users that have a username that matches the given pattern.
- Email: The email that you want to be pruned. You can use wildcards (*) to prune users that have an email address that matches the given pattern.
- Joined: You can also prune users based on their date of registration. To prune users who joined before a certain date (be careful with this setting), choose Before from the selection menu. To prune users who joined after a certain date, choose After from the selection menu. The date must be in the format YYYY-MM-DD.

- **Last active:** You can also prune users based on the last time they were active. To prune users who were last active before a certain date (be careful with this setting), choose Before from the selection menu. To prune users who were last after a certain date (this is useful to prune users who have disappeared from your board), choose After from the selection menu. The date must be in the format YYYY-MM-DD.
- **Posts:** You can prune users based on their post count as well. The criteria for post count can be above, below, or equal to, a specified number. The value you enter must be a positive integer.
- **Prune users:** The usernames of the users you want to prune. Each username you want to prune should be on its own line. You can use wildcards (*) in username patterns as well.
- **Delete pruned user posts:** When users are removed (actually deleted and not just deactivated), you must choose what to do with their posts. To delete all of the posts that belong to the pruned user(s), select the radio button labeled Yes. Otherwise, select No and the pruned user(s)' posts will remain on the board, untouched.
- **Deactivate or delete:** You must choose whether you want to deactivate the pruned user(s)' accounts, or to completely delete and remove them from the board's database.

Warning

Pruning users cannot be undone! Be careful with the criteria you choose when pruning users.

3.6. Group Management

Usergroups are a way of grouping users. This makes it easier to set permissions to many people at the same time. phpBB 3.0 has six pre-defined groups: Administrators, Bots, Global Moderators, Guests, Registered Users, and Registered COPPA Users.

3.6.1. Group types

There are two types of groups:

Pre-defined groups

These are groups that are available by default in phpBB 3.0. You *cannot* delete them, as the board needs them for various features. You can still change their attributes (description, colour, rank, avatar, and so forth) and group leaders. Users that register to your board are automatically added to the predefined group "Registered Users", for instance. Do not try to remove them manually through the database, or your board will no longer function properly.

Administrators

This usergroup contains all of the administrators on your board. All founders are administrators, but not all administrators are founders. You can control what administrators can do by managing this group.

Bots

This usergroup is meant for search engine bots. phpBB 3.0 has the ability to overcome the common problems that search engine spiders encounter when spidering your board. For more information on managing settings for each bot, see the Spiders and Bots section.

Global Moderators

Global moderators are moderators that have moderator permissions for every forum in your board. You can edit what permissions these moderators have by managing this group.

Guests

Guests are visitors to your board who aren't logged in. You can limit what guests can do by managing this usergroup.

Registered Users

Registered users are a big part of your board. Registered users have already registered on your board. To control what registered users can do, manage this usergroup.

Registered COPPA Users

Registered COPPA users are basically the same as registered users, except that they fall under the COPPA, or Child Online Privacy Protection Act, law, meaning that they are under the age of 18 in the U.S.A. Managing the permissions this usergroup has is important in protecting these users. COPPA doesn't apply to users living outside of the U.S.A.

User defined groups

The groups you create by yourself are called "User defined groups". These groups are similar to groups in 2.0. You may create as many as you want, remove them, set group leaders, and change their attributes (description, colour, rank, avatar, and so forth).

The Manage Groups section in the ACP shows you separated lists of both your "User defined groups" and the "Pre-defined groups".

3.6.2. Group attributes

A list of attributes a group can have:

Group name

The name of your group.

Group description

The description of the group that will be displayed on the group overview list..

Display group in legend:

This will enable the display of the name of the group in the legend of the "Who is Online" list. Note, that this will only make sense if you specified a colour for the group.

Group able to receive private messages

This will allow the sending of Private Messages to this group. Please note, that it can be dangerous to allow this for Registered Users, for instance. There is no permission to deny the sending to groups, so anyone who is able to send Private Messages will be able to send a message to this group!

Group private message limit per folder

This setting overrides the per-user folder message limit. A value of "0" means the user default limit will be used. See the section on user preferences for more information about private message settings.

Group colour

The name of members that have this group as their default group (see Section 3.6.3, "Default groups") will be displayed in this colour on all forum pages. If you enable Display group in legend, an legend entry with the same colour will appear below the "Who is Online" listing.

Group rank

A member that has this group as the default group (see Section 3.6.3, "Default groups") will have this rank below his username. Note, that you can change the

rank of this member to a different one that overrides the group setting. See the section on ranks for more information.

Group avatar

A member that has this group as the default group (see Section 3.6.3, “Default groups”) will use this avatar. Note that a member can change his avatar to a different one if he has the permission to do so. For more information on avatar settings, see the userguide section on avatars.

3.6.3. Default groups

As it is now possible to assign attributes like colours or avatars to groups (see Section 3.6.2, “Group attributes”, it can happen that a user is a member of two or more different groups that have different avatars or other attributes. So, which avatar will the user now inherit?

To overcome this problem, you are able to assign each user exactly one "Default group". The user will only inherit the attributes of this group. Note, that it is not possible to mix attributes: If one group has a rank but no avatar, and another group has only a avatar, it is not possible to display the avatar from one group and the rank from the other group. You have to decide for one "Default group".

Important

Default groups have no influence on permissions. There is no added permissions bonus for your default group, so a user's permissions will stay the same, no matter what group is his default one.

You can change default groups in two ways. You can do this either through the user management (see Section 3.5, “Users Management”), or directly through the groups management (Manage groups) page. Please be careful with the second option, as when you change the default group through a group directly, this will change the default group for *all* its group members and overwrite their old default groups. So, if you change the default group for the "Registered Users" group by using the Default link, all members of your forum will have this group as their default one, even members of the Administrators and Moderators groups as they are also members of "Registered Users".

Important

If you make a group the default one that has a rank and avatar set, the user's old avatar and rank will be overwritten by the group.

3.7. Permission Overload

3.8. Styles

phpBB 3.0 is very customisable. Styling is one aspect of this customisability. Being able to manage the styles your board uses is important in keeping an interesting board. Your board's style may even reflect the purpose of your board. Styles allows you to manage all the styles available on your board.

phpBB 3.0 styles have three main parts: templates, themes, and imagesets.

Templates

Templates are the HTML files responsible for the layout of the style.

Themes

Themes are a combination of colour schemes and images that define the basic look of your forum.

Imagesets

Imagesets are groups of images that are used throughout your board. Imagesets are comprised of all of the non-style specific images used by your board.

3.9. Board Maintenance

Running a phpBB 3.0 board is a very important job that is up to the administrator(s). Maintaining the board to make sure it runs as cleanly and properly as possible is the administrator's job.

Board Maintenance is a section in the ACP that allows you to keep track of internal phpBB information, such as logs, as well as maintaining your database (which holds your phpBB-related data), such as backing up and restoring data.

3.9.1. Forum Logs

The Forum Log section of the ACP provides an overview of what has been happening on the board. There are four types of logs:

Admin Log

This log records all actions carried out within the administration panel itself.

Moderator Log

This log 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, additional debugging information may be written to this log.

If you have appropriate permissions, you are able to remove any or all log entries from the above sections.

3.9.2. Database backup and restore

3.9.3. Search Indexing

3.10. System Configuration

3.10.1. Checking for updates

3.10.2. Managing Search Robots

3.10.3. Mass email

3.10.4. Language Packs

3.10.5. PHP Information

This option will provide you with information about the version of PHP installed on your server, along with information on loaded modules and the configuration applicable to the current location. This information can be useful to phpBB team members in helping you to diagnose problems affecting your installation of phpBB. The information here can be security sensitive and it is recommended that you only grant access to this option to those users who need access to the information and do not disclose the information unless necessary.

Please note that some hosting providers may limit the information which is available to you on this page for security reasons.

3.10.6. Manage reasons for reporting and denying posts

3.10.7. Module Management

Chapter 4 Moderator Guide

4.1. Editing posts

Moderators with privileges in the relevant forums are able to edit topics and posts. You can usually view who the moderators are beneath the forum description on the index page. A user with moderator privileges is able to select the edit button beside each post. Beyond this point, they are able to:

Delete posts

This option removes the post from the topic. Remember that it cannot be recovered once deleted.

Change or remove the post icon

Decides whether or not an icon accompanies the post, and if so, which icon.

Alter the subject and message body

Allows the moderator to alter the contents of the post.

Alter the post options - disabling BBCode/Smilies parsing URLs etc.

Determines whether certain features are enabled in the post.

Lock the topic or post

Allows the moderator to lock the current post, or the full topic.

Add, alter or remove attachments

Select attachments to be removed or edited (if option is enabled and attachments are present).

Modify poll settings

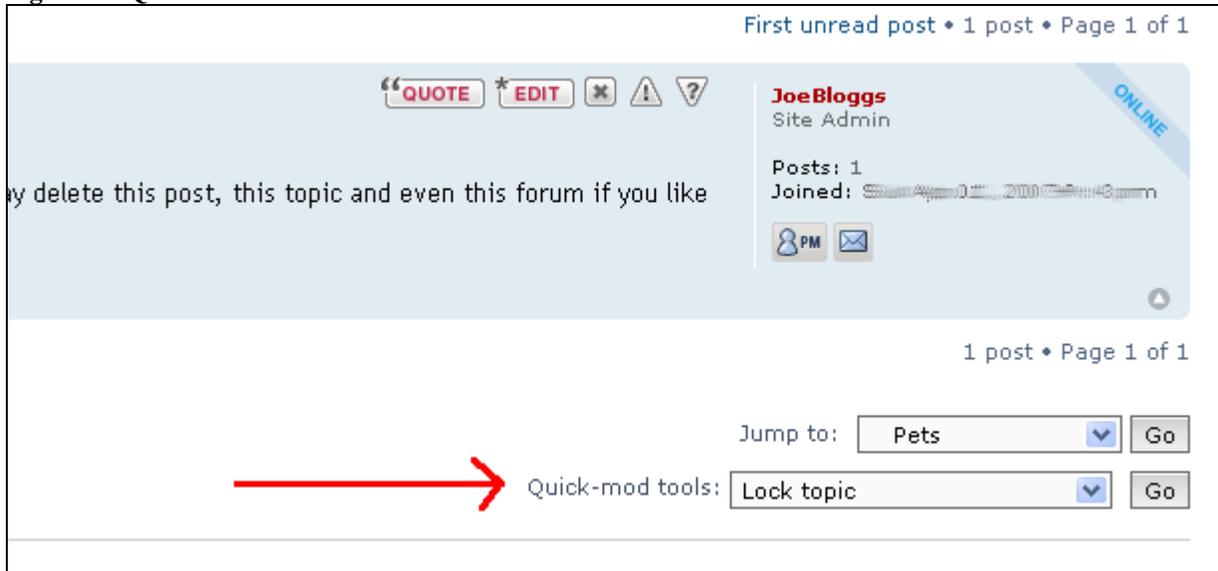
Alter the current poll settings (if option is enabled and a poll is present).

If, for any case the moderator decides that the post should not be edited, they may lock the post to prevent the user doing so. The user will be shown a notice when they attempt to edit the post in future. Should the moderator wish to state why the post was edited, they may enter a reason when editing the post.

4.2. Moderation tools

Beneath topics, the moderator has various options in a dropdown box which modify the topic in different ways. These include the ability to lock, unlock, delete, move, split, merge and copy the topic. As well as these, they are also able to change the topic type (Sticky/Announcement/Global), and also view the topics logs. The following subsections detail each action on a topic that a moderator can perform.

Figure 4.1 Quick Mod Tools



The quick moderator tools. As you can see, these tools are located at the end of each topic at the bottom of the page, before the last post on that page. Clicking on the selection menu will show you all of the actions you may perform.

4.2.1. 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, either by using the Moderator Control Panel 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.

4.2.2. Deleting a topic or post

If enabled within the Administration Control Panel permissions, 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.

Administrators and moderators have similar editing permissions, but only administrators are allowed to remove topics regardless of replies. Using the selection menu beneath topics allows quick removal. The Moderator Control Panel allows multiple deletions of separate posts.

Tip

Please note that any topics or posts cannot be retrieved once deleted. Consider using a hidden forum that topics can be moved to for future reference.

4.2.3. Moving a topic into another forum

To move a topic to another forum, navigate to the Quick MOD Tools area beneath the topic and select Move Topic from the selection menu. You will then be met with another selection menu of a location (another forum) to move it to. If you would like to leave a Shadow Topic behind, leave the box checked. Select the desired forum and click Yes.

4.2.3.1. Shadow Topics

Shadow topics can be created when moving a topic from one forum to another. A shadow topic is simply a link to the topic in the forum it's been moved from. You may choose whether or not to leave a shadow topic by selecting or unselecting the checkbox in the Move Topic dialog.

To delete a shadow topic, navigate to the forum containing the shadow topic, and use the Moderator Control Panel to select and delete the topic.

Note

Deleting a shadow topic will *not* delete the original topic that it is a shadow of.

4.2.4. Duplicating a topic

Moderators are also allowed to duplicate topics. Duplicating a topic simply creates a copy of the selected topic in another forum. This can be achieved by using the Quick MOD Tools area beneath the topic you want to duplicate, or through the Moderator Control Panel when viewing the forum. From this, you simply select the destination forum you wish to duplicate the topic to. Click Yes to duplicate the topic.

4.2.5. Announcements and stickies

There are various types of topics the forum administrators and moderators (if they have the appropriate permissions) can assign to specific topics. These special topic types are: Global Announcements, Announcements, and Stickies. The Topic Type can be chosen when posting a new topic or editing the first post of a previously posted topic. You may

choose which type of topic you would prefer by selecting the relevant radio button. When viewing the forum, global announcements and basic announcements are displayed under a separate heading than that of stickies and normal topics.

4.2.6. Splitting posts off a topic

Moderators also have the ability to split posts from a topic. This can be useful if certain discussions have spawned a new idea worthy of its own thread, thus needing to be split from the original topic. Splitting posts involves moving individual posts from an existing topic to a new topic. You may do this by using the Quick MOD Tools area beneath the topic you want to split or from the Moderator Control Panel within the topic.

While splitting, you may choose a title for the new topic, a different forum for the new topic, and also a different icon. You may also override the default board settings for the amount of posts to be displayed per page. The Splitting from the selected post option will split all posts from the checked post, to the last post. The Splitting selected posts option will only split the current selected posts.

4.2.7. Merge topics

In phpBB3, it is now possible to merge topics together, in addition to splitting topics. This can be useful if, for example, two separate topics are related and involve the same discussion. The merging topics feature allows existing topics to be merged into one another.

To merge topics together, start by locating selection menu beneath the topic in question, which brings you to the Moderator Control Panel. From here, you need to enter the topic ID of the topic you want to move the posts to. You can click Select topic to see a list of the topics available and specify which. Checking the Mark all section will select all the posts in the current topic and allow moving to the existing topic. The posts merged into the new topic will retain their existing timestamp (e.g. they will not appear at the end of the topic they are being merged to, but will be sorted based on their timestamp).

4.2.8. Merge posts into another topic

Rather than just merging topics together, you can also merge specific posts into any other topic.

To merge specific posts into another topic, start by locating the selection menu beneath the topic, and get to the Moderator Control Panel. From here, you need to enter the topic ID of the topic you want to move the posts to. You can click Select topic to see a list of the topics available and specify which. Select the posts which you wish to merge from the current topic, into the existing topic. The posts merged into the new topic will retain their existing timestamp (e.g. they will not appear at the end of the topic they are being merged to, but will be sorted based on their timestamp).

4.3. What is the “Moderation queue”?

The Moderation Queue is an area where topics and posts which need to be approved are listed. If a forum or user’s permissions are set to moderator queue via the Administration Control Panel, all posts made in that forum or by this user will need to be approved by an administrator or moderator before they are displayed to other users. Topics and posts which require approval can be viewed through the Moderator Control Panel.

When viewing a forum, topics which have not yet been approved will be marked with an icon, clicking on this icon will take you directly to the Moderator Control Panel where you may approve or disapprove the topic. Likewise, when viewing the topic itself, the post requiring approval will be accompanied with a message which also links to the post waiting approval.

If you choose to approve a topic or post, you will be given the option to notify the user of its approval. If you choose to disapprove a topic or post, you will be given the option to notify the user of its disapproval and also specify why you have disapproved the post, and enter a description.

For further information regarding the Moderator Control Panel, see Section 4.5, “The Moderator Control Panel (MCP)”.

4.4. What are “Reported posts”?

Unlike phpBB2, phpBB3 now allows users to report a post, for reasons the board administrator can define within the Administration Control Panel. If a user finds a post unsuitable for any reason, they may report it using the Report Post button beside the offending message. This report is then displayed within the Moderator Control Panel where the Administrator or Moderators can view, close, or delete the report.

When viewing a forum with post reports within topics, the forum title will be accompanied by a red exclamation icon. This alerts the administrator(s) or moderators that there a post has been reported. When viewing topics, reported posts are accompanied by a red exclamation and text. Clicking this icon or text will bring them to the Reported Posts section of the Moderator Control Panel.

For further information regarding the Moderator Control Panel, see Section 4.5, “The Moderator Control Panel (MCP)”.

4.5. The Moderator Control Panel (MCP)

Another new feature in phpBB3 is the Moderator Control Panel, where any moderator will feel at home. Similar to the Administration Control Panel, this area outlines any current moderator duties that need to be acted upon. After navigating to the MCP, the

moderator will be greeted with any posts waiting for approval, any post reports and the five latest logged actions - performed by administrators, moderators, and users.

On the left side is a menu containing all the relevant areas within the MCP. This guide outlines each individual section and what kind of information they each contain:

Main

This contains pre-approved posts, reported posts and the five latest logged actions.

Moderation queue

This area lists any topics or posts waiting for approval.

Reported posts

A list of all open or closed reported posts.

User notes

This is an area for administrators or moderators to leave feedback on certain users.

Warnings

The ability to warn a user, view current users with warnings and view the five latest warnings.

Moderator logs

This is an in-depth list of the five latest actions performed by administrators, moderators or users, as shown on the main page of the MCP.

Banning

The option to ban users by username, IP address or email address.

4.5.1. Moderation queue

The moderation queue lists topics or posts which require moderator action. The moderation queue is accessible from the Moderator Control Panel. For more information regarding the moderation queue, see Section 4.3, “What is the “Moderation queue”?”.

4.5.2. Reported posts

Reported posts are reports submitted by users regarding problematic posts. Any current reported posts are accessible from the Moderator Control Panel. For more information regarding reported posts, see Section 4.4, “What are “Reported posts”?”.

4.5.3. Forum moderation

When viewing any particular forum, clicking Moderator Control Panel will take you to the forum moderation area. Here, you are able to mass moderate topics within that forum via the dropdown box. The available actions are:

- **Delete:** Deletes the selected topic(s).
- **Move:** Moves the selected topic(s) to another forum of your preference.
- **Fork:** Creates a duplicate of the selected topic(s) in another forum of your preference.
- **Lock:** Locks the selected topic(s).
- **Unlock:** Unlocks the selected topic(s).
- **Resync:** Resynchronise the selected topic(s).
- **Change topic type:** Change the topic type to either Global Announcement, Announcement, Sticky, or Regular Topic.

You can also mass-moderate posts within topics. This can be done by navigating through the MCP when viewing the forum, and clicking on the topic itself. Another way to accomplish this is to click the MCP link whilst viewing the particular topic you wish to moderate.

When moderating inside a topic, you can: rename the topic title, move the topic to a different forum, alter the topic icon, merge the topic with another topic, or define how many posts per page will be displayed (this will override the board setting).

From the selection menu, you may also: lock and unlock individual posts, delete the selected post(s), merge the selected post(s), or split or split from the selected post(s).

The Post Details link next to posts also entitle you to alter other settings. As well as viewing the poster’s *IP address*, profile and notes, and the ability to warn the poster, you also have the option to change the poster ID assigned to the post. You can also lock or delete the post from this page.

Note

Depending on the specific permissions set to your user account, some of the aforementioned options and abilities may not be available to you.

For further information regarding the Moderator Control Panel, see Section 4.5, “The Moderator Control Panel (MCP)”

Chapter 5 User Guide

5.1. How user permissions affect forum experience

phpBB3 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 users are 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 particular forum's rules. Without these abilities set, the moderator would need to notify an administrator in order to have the user's profile changed.

5.2. Registering on a phpBB3 board

The basic procedure of registering an account on a phpBB3 board consists in the simplest case of only two steps:

1. After following the "Register" link you should see the board rules. If you agree to these terms the registration process continues. If you don't agree you can't register your account
2. Now you see a short form for entering your user information where you can specify your username, e-mail address, password, language and timezone.

As mentioned above, this is only the simplest case. The board can be configured to add some additional steps to the registration process.

- If you get a site where you have to select whether you were born before or after a specified date, the administrator has enabled this to comply with the U.S. COOPA act. If you are younger than 13 years, your account will stay inactive until it is approved by a parent or guardian. You will receive an e-mail where the next steps required for your account activation are described.
- If you see in the form where you can specify your username, password etc. a graphic with some wierd looking characters, then you see the so called *Visual Confirmation*. Simply enter these characters into the Confirmation code field and proceed with the registration.
- Another option is the account activation. Here the administrator can make it a requirement that you have to follow and link mailed to you after registering before your account is activated. In this case you will see a message similiar to this one:

Your account has been created. However, this forum requires account activation, an activation key has been sent to the e-mail address you provided. Please check your e-mail for further information

It is also possible that the administrator himself/herself has to activate the account.

Your account has been created. However, this forum requires account activation by the administrator. An e-mail has been sent to them and you will be informed when your account has been activated.

In this case please have some patience with the administrators to review your registration and activate your account.

5.3. Orienting Yourself in the 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 seven tabs: Overview, Private Messages, Profile, Preferences, Friends and Foes, Attachments, 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.

Every page of the UCP displays your Friends List on the left side. To send a private message to a friend, click their user name.

TODO: Note that Private messaging will be discussed in its own section

5.3.1. Overview

The Overview displays a snapshot of information about your posting habits such as the date you joined the forum, your most active topic, and how many total posts you have submitted. Overview sub pages include Subscriptions, Bookmarks, and Drafts.

Figure 5.1 User Control Panel Overview (Index)



5.3.1.1. Subscriptions

Subscriptions are forums or individual topics that you have elected to watch for any new posts. Whenever a new post is made inside an area you have subscribed to, an e-mail will be sent you to informing you of the new addition. To create a subscription, visit the forum or topic you would like to subscribe to and click the 'Subscribe' link located at the bottom of the page.

To remove a subscription, check the box next to the subscription you would like to remove and click the 'Unsubscribe' button.

5.3.1.2. Bookmarks

Bookmarks, much like subscriptions, are topics you've chosen to watch. However, there are two key differences: 1) only individual topics may be bookmarked, and 2) an e-mail will not be sent to inform you of new posts.

To create a bookmark, visit the topic you would like to watch and click the 'Bookmark Topic' link located at the bottom of the page.

To remove a bookmark, check the box next to the bookmark you would like to remove and click the 'Remove marked bookmarks' button.

5.3.1.3. Drafts

Drafts are created when you click the 'Save' button on the New Post or Post Reply page. Displayed are the title of your post, the forum or topic that the draft was made in, and the date you saved it.

To continue editing a draft for future submission, click the 'View/Edit' link. If you plan to finish and post the message, click 'Load Draft'. To delete a draft, check the box next to the draft you wish to remove and click 'Delete Marked'.

5.3.2. Profile

This section lets you set your profile information. Your profile information contains general information that other users on the board will be able to see. Think of your profile as a sign of your public presence. This section is separated from your preferences. (Preferences are the individual settings that you set and manage on your own, and control your forum experience. Thus, this is separated from your profile settings.)

5.3.2.1. Personal settings

TODO: Explain the settings you can edit here.

5.3.2.2. Registration details

TODO: Explain the settings you can edit here.

5.3.2.3. Signature

TODO: Explain the settings you can edit here. Link to the BBcode explanation of the Posting section would be best.

5.3.2.4. Avatar

TODO: Explain the settings you can edit here. Experience may differ on forum settings again. Short paragraph about the avatar gallery.

5.3.3. Preferences

TODO: Short explanation of what this section is for.

5.3.3.1. Personal

TODO: Explain the settings you can edit here. The date setting will offer presets, so a link to the php.net date function for advanced users should be enough.

5.3.3.2. Viewing

TODO: Explain the settings you can edit here.

5.3.3.3. Posting

TODO: Explain the settings you can edit here.

5.3.4. Friends and Foes

TODO: (Not sure if this deserves its own section yet. For 3.0 this does not have much of an influence on the overall forum experience, this might change with 3.2, so leaving it here for now.) Write a detailed explanation about what Friends and Foes are and how they affect the forum like hiding posts of foes, adding users to the friends list for fast access / online checks, and so forth.

5.3.5. Attachments

TODO: The attachment section of the UCP shows you a list of all attachments that you have uploaded to the board so far ...

5.3.6. Usergroups

TODO: Work in progress, might change, so not sure how this is going to be structured.

5.4. Mastering the Posting Screen

TODO: How to write a new post and how to reply. Special items like attachments or polls are subsections. Don't forget to mention the "someone has replied before you replied" feature, the topic review, and so forth. Topic icons, smilies, post options, usage of HTML ... it would probably best to add a screenshot with arrows to the different sections.

Posting is the primary purpose of bulletin boards. There are two main types of posts you can make: a topic or a reply. Selecting the New Topic button in a forum button will take you to the posting screen. After submitting your post, a new topic will appear in that forum with your post as the first displayed. Other users (and you as well) are now able to reply to your topic by using the Post Reply button. This will once again bring you to the posting screen, allowing you to enter your post.

5.4.1. Posting Form

You will be taken to the posting form when you decide to post either a new topic or reply, where you can enter your post content.

- Topic/Post Icon - The topic/post icon is a small icon that will display to the left of your post subject. This helps identify your post and make it stand out, though it is completely optional.
- Subject - If you are creating a new topic with your post, the subject is required and will become the title of the topic. If you are replying to an existing topic, this is optional, but it can be changed.
- Post Content - While not being labeled, the large text box is where your actual post content will be entered. Here, along with your text, you may use things like **Smilies or BBCode** if the board administrator has them enabled.
- Smilies - Smilies, or emoticons, are small images which can be inserted into your post to add expression emphasis. If Smilies are enabled, you will see the text "Smilies are ON" to the righthand of the Post Content box. Otherwise, you will see the text "Smilies are OFF." See Posting Smilies for further details.
- BBCode - BBCode is a type of formatting that can be applied to your post content if BBCode has been enabled by the board administrator. If BBCode is enabled, you will see the text "BBCode is ON" to the righthand of the Post Content box. Otherwise, you will see the text "BBCode is OFF." See Posting BBCode for further details.

5.4.2. Smilies

Smilies, or emoticons, are small images which can be inserted into your post to add expression emphasis. To use Smiles, certain characters are put together to get the desired output. For example, typing :) will insert [insert smilie here], ;) will insert [insert wink

smilie here], etc. Other smilies require the format :texthere: to display. For example, :roll: will insert smilie whose eyes are rolling: [insert rolling smilie here], and :cry: will insert a smilie who is crying: [insert crying smilie here].

In many cases you can also select which smilie you'd like to insert by clicking its picture to the righthand side of the Post Content text box. When clicked, the smilie's characters will appear at the current location of the curser in the text box.

If you wish to be able to use these characters in your post, but not have them appear as smilies, please see Posting Options.

5.4.3. BBcodes

TODO: What are BBcodes. Again, permission based which ones you can use. Explain syntax of the default ones (quote and URL for instance). How to disable BBcode by default, how to disable/enable it for one post.

BBCode is a type of formatting that can be applied to your post content, much like HTML. Unlike HTML, however, BBCode uses square brackets [and] instead of angled brackets < and >. Depending on the permissions the board administrator has set, you may be able to use only certain BBcodes or even none at all.

For detailed instructions on the useage of BBCode, you can click the BBCode link to the righthand of the Post Content text box. Please note that the administrator has the option to add new and custom BBcodes, so others may be available to you which are not on this list.

Basic BBcodes and their outputs are as follows:

TODO: How do we want to go about displaying the output?

[b]Boldface text[/b]:

[i]Italicised text[/i]:

[u]Underlined text[/u]:

[quote]Quoted text[/quote]:

[quote="Name to quote"]Quoted text[/quote]:

[url]http://www.phpbb.com[/url]: http://www.phpbb.com

[url=http://www.phpbb.com]Linked text[/url]: Linked text

Again, for more detailed instructions on the usage of BBCode and the many other available BBCodes, please click the BBCode link to the righthand of the Post Content text box.

5.4.4. Post Options

TODO: Gather various screenshots of the basic post options box. When posting a topic/reply and/or moderation functions, etc.

When posting either a new topic or reply, there are several post options that are available to you. You can view these options by selecting the Options tab from the section below the posting form. Depending on the permissions the board administrator has assigned to you or whether you are posting a topic or reply, these options will be different.

- **Disable BBCode** - If BBCode is enabled on the board and you are allowed to use it, this option will be available. Checking this box will not convert any BBCode in your post content into its respected output. For example, `[b]Boded text[/b]` will be seen in your post as exactly `[b]Boded text[/b]`.
- **Disable Smilies** - If Smilies are enabled on the board and you are allowed to use them, this option will be available. Checking this box will not convert any of the smilie's characters to their respected image. For example, `;)` will be seen in your post as exactly `;)` .
- **Do not automatically parse URLs** - When entering a URL directly into your post content (in the format of `http://...com` or `www.etc.com`), by default it will be converted to a clickable string of text. However, if this box is checked when posting, these URLs will stay as a standard string of text.
- **Attach a signature** (signatures can be altered via the UCP) - If this box is checked, the signature you have set in your profile will be attached to the post provided signatures have been enabled by the administrator and you have the proper permissions. For more information about signatures, please see [UCP Signatures](#).
- **Send me an email when a reply is posted** - If this box is checked, you will receive a notification (either by email, Jabber, etc) every time another user replies to the topic. This is called subscribing to the topic. For more information, please see [UCP Subscriptions](#).
- **Lock topic** - Provided you have moderation permissions in this forum, checking this box will result in the topic being locked after your reply has been posted. At this point, no one but moderators or administrators may reply to the topic. For more information, please see [Locking a topic or post](#).

5.4.4.1. Topic Types

Provided you have the right permissions, you have the option of selecting various topic types when posting a new topic by using Post topic as. The four possible types are: Normal, Sticky, Announcement, and Global. By default, all new posts are Normal.

- Normal - By selecting normal, your new topic will be a standard topic in the forum.
- Sticky - Stickies are special topics in the forum. They are "stuck" to the top of the first page of the forum in which they are posted, above every Normal topic.
- Announcement - Announcements are much like Stickies in that they are "stuck" to the top of the forum. However, they are different from stickies in two ways: 1) they are above Stickies, and 2) they appear at the top of *every* page of the forum instead of only the first page of topics.
- Global - Global, or Global Announcements, are special types of Announcements which appear at the top of every page of every forum on the board. They appear above every other type of special topic.

You also have the ability to specify how long the special (stickies, announcements, and global announcements) keep their type. For example, an announcement is created and specified to stay "stuck" for 4 days. After the 4 days are over, the announcement will automatically be switched to a Normal topic.

5.4.5. Attachments

TODO: How to add attachments, what restrictions might there be. Note that one needs to have the permission to use attachments. How to add more than one file, and so forth.

5.4.6. Polls

TODO: Again, permission based should be noted. Explain how to add the different options, allow for multiple votes, vote changing, and so forth.

5.4.7. Drafts

TODO: Explain how to load and save drafts. A link to the UCP drafts section should be added for reference. Not sure if permission based.

5.5. Communicate with Private Messages

phpBB 3.0 allows its users to communicate privately by using Private Messages. To visit the Private Messages section, you either can click on the [X new messages] link on the left hand side below the forum header, or you can directly access it through the User Control Panel..

Depending on your [settings], there are 3 ways of being notified that a new Private Message has arrived:

1. By receiving an e-mail or Jabber message
2. While browsing the forum a notification window will pop up
3. The [X new messages] link will show the number of currently unread messages

You can set the options to your liking in the Preferences section. Note, that for the popup window notification to work, you will have to add the forum you are visiting to your browser's popup blocker white list.

You can choose to not receive Private Messages by other users in your Preferences. Note, that moderators and administrators will still be able send you Private Messages, even if you have disabled them.

[To use this feature, you have to be a registered user and need the to have the correct permissions.]

5.5.1. Message display

The Inbox is the default incoming folder, which contains a list of your recently received Private Messages.

5.5.2. Composing a new message

TODO: Similar to the posting screen, so a reference for the basic functions should be enough. What needs to be explained are the To and Bcc fields, how they integrate with the friends list and how to find members (which could also be a link to the memberlist section).

5.5.3. Message Folders

Just like in your e-mail client, all *private messages* are stored in folders. Working with folders is similar to working with forums in phpBB 3.0. The Inbox is your default incoming message folder. All messages you receive will appear in here.

Sent messages will appear in either the Outbox or the Sent messages folder. As long as the recipient(s) have not yet read the message, it will stay in the Outbox. As soon as someone reads the message it will be archived to the Sent messages folder. If the administrator allows it, you can edit messages after sending them as long as they are in the Outbox and the recipients have not yet read them.

Each folder, including Sent messages and Outbox, can hold a board-defined amount of messages. This is a global setting that only a board administrator can change. An info text displays the current number of allowed messages and the current percentage of space your messages are using at the top of each folder. If no restriction is displayed, you are allowed unlimited messages in each folder.

Note

Please note that the total amount of messages allowed is a per-folder setting. You can have multiple folders which each allow 50 messages for instance. If you have 3 folders, your actual global limit is 150 messages, but each folder can only contain up to 50 messages by itself. It is not possible to merge folders and have one with more messages than the limit.

5.5.3.1. Custom Folders

If the administrator allows it, you can create your own custom *private message* folders in phpBB 3.0. To check whether you can add folders, visit the Edit options section of the private message area.

To add a new folder, enter the folder's name into the Add folder input box. If creation was successful, your new folder will appear at the bottom of the folder list. You can then use it like a normal message folder and move messages into it or set a filter (see the section on Private Message Filters for more information about filters) to automatically do it for you.

5.5.3.2. Moving Messages

It wouldn't make sense to have custom folders if you weren't able to move messages between them. To do exactly that, visit the folder from which you want to move the messages away. Select the messages you want to move, and use the Moved marked pull-down menu to select the destination folder.

Note

Please note that if after the move, the destination folder would have more messages in it than the message limit allows, you will receive an error message and the move will be discarded.

5.5.3.3. Message Markers

Messages inside folders can have colour markings. Please refer to the Message colours legend to see what each colour means. The exact type of colouring depends on the used theme. Coloured messages can have four different meanings:

Marked message

You can set a message as marked with the Mark as important option from the pull-down menu.

Replied to message

If you reply to a message, the message will be marked as this. This way, you can keep hold of which messages still need your attention and which messages you have already replied to.

Message from a friend

If the sender of a message is in your friends list (see the section on Friends & Foes for more information), this colour will highlight the message.

Message from a foe

If the sender of a message is one of your foes, this colour will highlight this.

Note

Please note that a message can only have one label, and it will always be the last action you take. If you mark a message as important and reply to it afterwards, for instance, the replied to label will overwrite the important label.

5.5.4. Message filters

TODO: How to work with message filters. That is quite a complex system

5.6. Search - How to Find What You are Looking For

TODO: Explain how to use the search system. This should also include the results page, and the refine function. Also note, that the title (Search: search term) is a link that one can copy and paste into a post to directly link to the results. Egosearch and the global search field should also be included here.

5.7. The Memberlist - More Than Meets the Eye

phpBB3 introduces several new ways to search for users.

Figure 5.2 Sorting the memberlist



Choosing an option to sort the memberlist by.

Sort By Username

If you want to find all members whose usernames start with a certain letter, then you may select the letter from the drop down box and click the Display button to show only users with usernames that begin with that letter.

Sort By Column Headers

To sort the memberlist ascending, you may click on the column headers like "Username", "Joined", "Posts", etc. If you click on the same column again, then the memberlist will be sorted descending.

Sort By Other Options

You may also sort the memberlist by using the drop down boxes on the bottom of the page.

Find a Member Search Tool

With the "Find a member" search tool, you can fine tune your search for members. You must fill out at least one field. If you don't know exactly what you are looking for, you may use the asterisk symbol (*) as a wildcard on any field.

Chapter 6. Glossary

6.1. Terms

There are quite a few terms that are commonly used throughout phpBB and the support forums. Here is some information on these terms.

ACP

The ACP, which stands for "Administration Control Panel", is the main place from which you, the administrator, can control every aspect of your forum.

ASCII

ASCII, or "American Standard Code for Information Interchange", is a common way of encoding data to transfer it to a different computer. FTP clients have ASCII as a mode to transfer files. All phpBB files (files with the file extensions .php, .inc, .sql, .cfg, .htm, and .tpl), except for the image files, should be uploaded in ASCII mode.

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.

Avatar

Avatars are small images that are displayed next to a username. Avatars can be changed in your profile and settings (such as allow/disallow uploading) edited from the ACP.

BBCode

BBCode is a special way of formatting posts that offers great control over what and how something is displayed. BBCode has a syntax similar to HTML.

Binary

Within phpBB, "binary" usually refers to another common way of encoding data for transfer (the other being ASCII. This is often found as a mode in an FTP clients to upload files. All of phpBB's images (found in the images/ and templates/subSilver/images/ directories) should be uploaded in binary mode.

Cache

Cache is a way of storing frequently-accessed data. By storing this data, your server will have less load put on it, allowing it to process other tasks. By default, phpBB caches its templates when they are compiled and used.

Category

A category is a group of any sort of similar items; for example, forums.

chmod

chmod is a way of changing the permissions of a file on a *nix (UNIX, Linux, etc.) server. Files in phpBB should be chmodded 644. Directories should be chmodded to 755. Avatar upload directories and templates cache directories should be chmodded to 777. For more information regarding chmod, please consult your FTP client's documentation.

Client

A client is a computer that accesses another computer's service(s) via a network.

Cookie

A cookie is a small piece of data put onto the user's computer. Cookies are used with phpBB to store login information (used for automatic logins).

Database

A database is a collection stored in a structured, organized manner (with different tables and row and columns, etc.). Databases provide a fast and flexible way of storing data, instead of the other commonly used data storage system of flat files where data is stored in a file. phpBB 3.0 supports a number of different DBMSs and uses the database to store information such as user details, posts, categories. Data stored in a database can usually be backed up and restored easily.

DBAL

DBAL, or "Database Abstraction Layer", is a system that allows phpBB 3.0 to access many different DBMSs with little overhead. All code made for phpBB (including MODs) need to use the phpBB DBAL for compatibility and performance purposes.

DBMS

A DBMS, or "Database Management System", is a system or software designed to manage a database. phpBB 3.0 supports the following DBMSs: Firebird, MS SQL Server, MySQL, Oracle, PostgreSQL, and SQLite.

FTP

FTP stands for "File Transfer Protocol". It is a protocol which allows files to be transferred between computers. FTP clients are programs that are used to transfer files via FTP.

Founder

A founder is a special board administrator that cannot be edited or deleted. This is a new user level introduced in phpBB 3.0.

GZip

GZip is a compression method often used in web applications and software such as phpBB to improve speed. Most modern browsers support this on-the-fly algorithm. Gzip is also used to compress an archive of files. Higher compression levels, however, will increase server load.

IP address

An IP address, or Internet Protocol address, is a unique address that identifies a specific computer or user.

Jabber

Jabber is an open-source protocol that can be used for instant messaging. For more information on how Jabber's role in phpBB, see Section 3.2.2.3, "Jabber settings".

MCP

The MCP, or Moderation Control Panel, is the central point from which all moderators can moderate their forums. All moderation-related features are contained in this control panel.

MD5

MD5 (Message Digest algorithm 5) is a commonly-used hash function used by phpBB. MD5 is an algorithm which takes an input of any length and outputs a message digest of a fixed length (128-bit, 32 characters). MD5 is used in phpBB to turn the users' passwords into a one-way hash, meaning that you cannot "decrypt" (reverse) an MD5 hash and get users' passwords. User passwords are stored as MD5 hashes in the database.

MOD

A MOD is a code modification for phpBB that either adds, changes, or in some other way enhances, phpBB. MODs are written by third-party authors; as such, the phpBB Group does not assume any responsibility for MODs.

PHP

PHP, or "PHP: Hypertext Preprocessor", is a commonly-used open-source scripting language. phpBB is written in PHP and requires the PHP runtime engine to be installed and properly configured on the server phpBB is run on. For more information about PHP, please see the PHP home page.

phpMyAdmin

phpMyAdmin is a popular open-source program that is used to manage MySQL databases. When MODding phpBB or otherwise changing it, you may have to edit your database. phpMyAdmin is one such tool that will allow you to do so. For more information regarding phpMyAdmin, please see the phpMyAdmin project home page.

Private Messages

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. They can be sent between users (they can also be forwarded and have copies sent, in phpBB 3.0) that cannot be viewed by anyone other than the intended recipient. The user guide contains more information on using phpBB3's private messaging system.

Rank

A rank is a sort of title that is assigned to a user. Ranks can be added, edited, and deleted by administrators.

Note

When assigning a special rank name to a user, remember that no permissions are associated. For example, if you create a "Support Moderator" rank and assign it to a user, that user will not automatically get moderator permissions. You must assign the user the special permissions separately.

Server-writable

Anything on your server that is server-writable means that the file(s) or folder(s) in question have their permissions properly set so that the server can write to them. Some phpBB3 functions that may require some files and/or folders to be writable by the server include caching and the actual installation of phpBB3 (the config.php file needs to be written during the installation process). Making files or folders server-writable, however, depends on the operating system that the server is running under. *nix-based servers can configure file and folder permissions via the *CHMOD* utility, while Windows-based servers offer their own permissions scheme.

Session

A session is a visit to your phpBB forums. For phpBB, a session is how long you spend on the forums. It is created when you login and deleted when you log off. Session IDs are usually stored in a cookie, but if phpBB is unable to get cookie information from your computer, then a session ID is appended to the URL (e.g. index.php?sid=999). This session ID preserves the user's session without use of a cookie. If sessions were not preserved, then you would find yourself being logged out every time you clicked on a link in the forum.

Signature

A signature is a message displayed at the end of a user's post. Signatures are set by the user. Whether or not a signature is displayed after a post is set by the user's profile settings.

SMTP

SMTP stands for "Simple Mail Transfer Protocol". It is a protocol for sending email. By default, phpBB uses PHP's built-in mail() function to send email. However, phpBB will use SMTP to send emails if the required SMTP data is correctly set up.

Style

A style is made up of a template set, image set, and stylesheet. A style controls the overall look of your forum.

Sub-forum

Sub-forums are a new feature introduced in phpBB 3.0. Sub-forums are forums that are nested in, or located in, other forums.

Template

A template is what controls the layout of a style. phpBB 3.0 template files have the .html file extension. These template files contain mostly HTML (no PHP, however), with some variables that phpBB uses (contained in braces: { and }).

UCP

The UCP, or User Control Panel, is the central point from which users can manage all of the settings and features that pertain to their accounts.

UNIX Timestamp

phpBB stores all times in the UNIX timestamp format for easy conversion to other time zones and time formats.

Usergroup

Usergroups are a way of grouping users. This makes it easier to set permissions to many people at the same time (e.g. create a moderator group and give it moderating permissions to a certain forum instead of giving lots of individual people moderating permissions separately). A usergroup has a usergroup moderator, who has the ability to add or delete users from the group. Usergroups can be set to hidden, closed or open. phpBB 3.0 has six pre-defined usergroups.