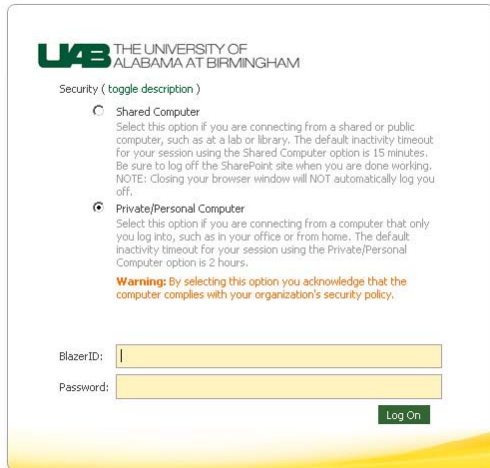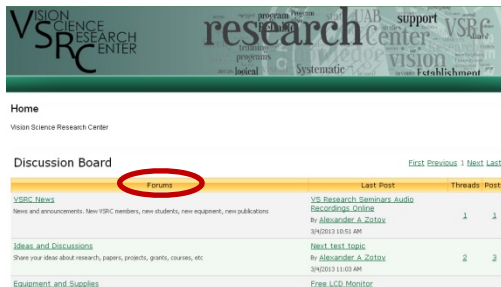# The VSRC Discussion Board. User Manual

The VSRC provides a discussion board (also can be referred to as the VSRC Blog) that the members can use to communicate and share ideas. You can access the VSRC discussion board by following the link https://share.ad.uab.edu/workgroups/vsrc or by clicking VSRC Discussion Board link on the VSRC home page (http://www.uab.edu/vsrc)

The VSRC discussion board posts are not publicly available, and unless authorized, a user cannot enter the site even to view posts. Thus accessing the board requires you to log in using your *blazerID*. Be aware that not all UAB affiliates that have *blazerID* but only the VSRC faculty and student members are able to access the board and view and add posts
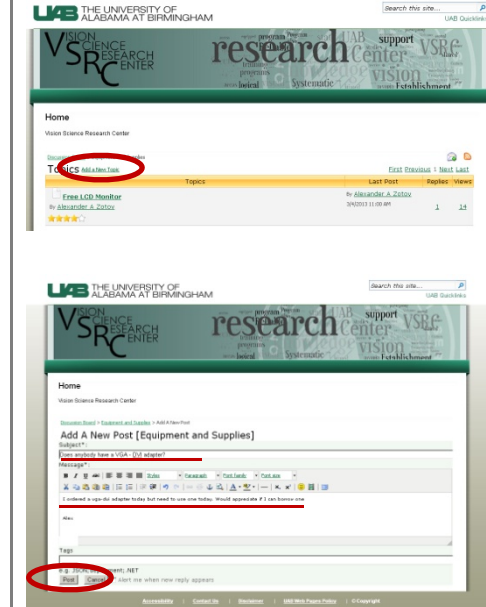

Front page of the VSRC Discussion Board Now we have four main sections (forums); those are VSRC News, Laboratory Protocols, Events, and MISC (or everything else).

Once you are logged in, you can start using the board by browsing and answering existing posts and creating new ones. For you to easily navigate through the posts, they were organized in separate sections called forums. Each forum can have multiple topics, and each topic can have multiple posts (those are the main post that is referred to as topic and multiple replies). Think of topics like mass emails that everybody on the list can read and reply, and a topic subject is an email subject. The difference is that when you post a topic, you don't chose a list of recipients – there is just one list – all users. All the replies can be sent to the entire list only, and there is no option of having additional recipients.

Create a Post

If you need to post a question or a notification, click appropriate forum. Say if you are trying to notify colleagues about the VSGP student recruits coming to campus, click Events forum. The page displays topics in chronological order of latest replies. To create a new post, click Add a New Topic.

That brings up the *Create/Reply Post* user interface. Fill in the text in the *Subject* line and the *Message* box. There are some formatting options that I don't believe we will use much in this internal site. The interface looks much like an older version of MS Word all of us are familiar with. Images can be posted with Ctrl+V after you copy an image from an image viewer or editor like Picasa or Photoshop (more on images in section Post and Image).
Once all text is completed, click Post on the bottom of the page, and the topic is ready, and all users can view and reply the post.

Reply a Post

To reply, once you open a post, click Reply link on the right side above the post body. That takes you to the Create/Reply Post interface. Fill in the Message box. The subject line is the subject of the original post. Changing it affects subject of your reply only but the subject of the original post that is displayed in the Forum page stays the same.

Insert an Image

To insert an image, open the image in an external image viewer (Windows Picture Viewer or Picasa) or an editor (Photoshop), select the image and copy it to buffer(Ctrl+C), go back to the Post Editor on the VSRC Discussion Board site and paste it (Ctrl+V). Size of image can be adjusted by dragging its corners to expand or contract. In Firefox, posting by right-clicking the message box and selecting *post* may bring up a security warning, but using Ctrl+V works fine.

Browsers Supported

The discussion board posting and editing works best in Internet Explorer and Firefox. I ran into issues using Chrome, and I did not have a chance to test editing in Safari or Opera. Any browser works fine for viewing.