

Taking Charge 2011-2012

Instructions for Online Discussion Area

**TAKING
CHARGE**

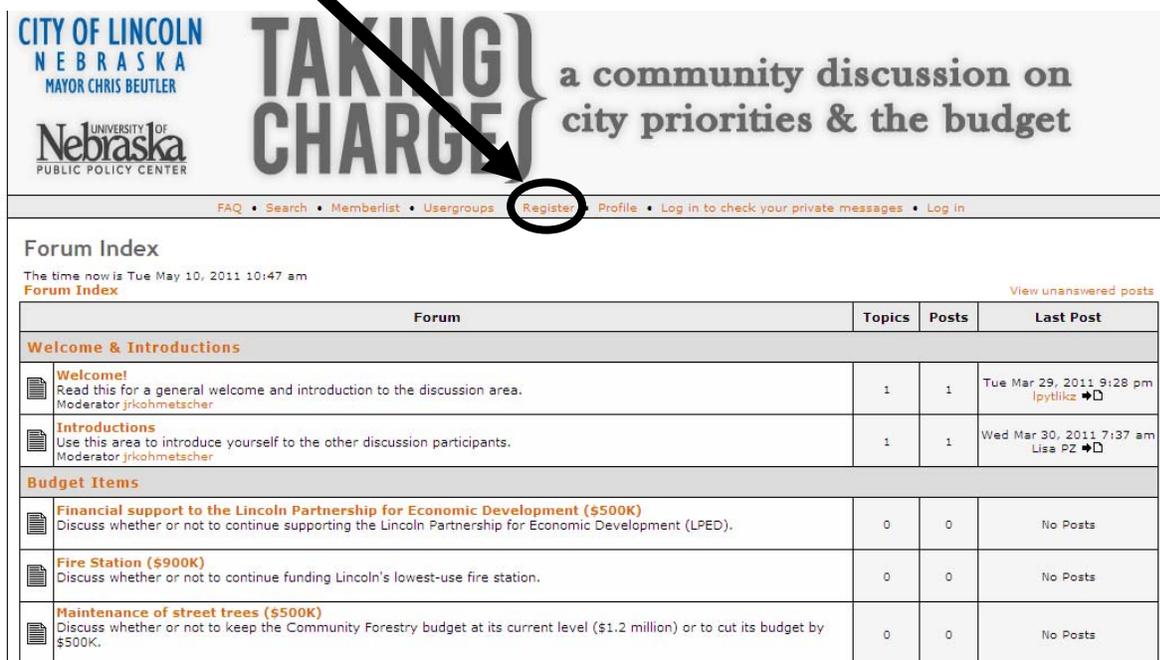


This document includes the instructions for registering for the forums, visiting the forums, logging in, and navigating the forums. It also tells you how to receive updates on a topic that you'd like to "watch."

If you have questions, concerns or technical difficulties, please contact me, Lisa PytlikZillig, at lpytlikz@nebraska.edu.

1. Register (it's easy!)

- Go to <http://takingcharge2011discussion.iforums.us/>
- Click on "register"



CITY OF LINCOLN
NEBRASKA
MAYOR CHRIS BEUTLER

UNIVERSITY OF
Nebraska
PUBLIC POLICY CENTER

**TAKING
CHARGE** a community discussion on
city priorities & the budget

FAQ • Search • Memberlist • Usergroups • **Register** • Profile • Log in to check your private messages • Log in

Forum Index
The time now is Tue May 10, 2011 10:47 am
[Forum Index](#) [View unanswered posts](#)

Forum	Topics	Posts	Last Post
Welcome & Introductions			
Welcome! Read this for a general welcome and introduction to the discussion area. Moderator: jrkohmetscher	1	1	Tue Mar 29, 2011 9:28 pm lpytlikz ➔
Introductions Use this area to introduce yourself to the other discussion participants. Moderator: jrkohmetscher	1	1	Wed Mar 30, 2011 7:37 am Lisa PZ ➔
Budget Items			
Financial support to the Lincoln Partnership for Economic Development (\$500K) Discuss whether or not to continue supporting the Lincoln Partnership for Economic Development (LPED).	0	0	No Posts
Fire Station (\$900K) Discuss whether or not to continue funding Lincoln's lowest-use fire station.	0	0	No Posts
Maintenance of street trees (\$500K) Discuss whether or not to keep the Community Forestry budget at its current level (\$1.2 million) or to cut its budget by \$500K.	0	0	No Posts

- On the next page is an "agreement" – please accept the agreement so that you can create a profile.
- On the next page is where you choose a username, email, and password. You will also have to type in the "confirmation code so that the computer knows that you are a person.
- Note that you may also want to scroll down and change your time zone to GMT-5 (it seems that this has to be done on your profile for you to see the correct times for Lincoln's time zone).

Below is a picture of what the registration page looks like.

Profile Information
Forum Index » Profile Information

Registration Information

Items marked with a * are required unless stated otherwise.

Username: *

E-mail address: *

Password: *

Confirm password: *

If you are visually impaired or cannot otherwise read this code please contact the Administrator for help.

This code needs to be entered below

Confirmation code: *

Enter the code exactly as you see it. The code is case sensitive and zero has a diagonal line through it.

Most of the “profile information” and “preferences” blanks below the confirmation code can be left blank unless you want to fill them in. But you should change the time zone to GMT – 5 so that you know the correct time of posts. Otherwise it stays at GMT and you’ll think you are 5 hours late. 😊

Preferences

Always show my e-mail address: Yes No

Hide your online status: Yes No

Always notify me of replies: Yes No
Sends an e-mail when someone replies to a topic you have posted in. This can be changed whenever you post.

Notify on new Private Message: Yes No

Pop up window on new Private Message: Yes No
Some templates may open a new window to inform you when new private messages arrive.

Always attach my signature: Yes No

Always allow BBCode: Yes No

Always allow HTML: Yes No

Always enable Smilies: Yes No

Board Language: English

Board Style: FI Plain

Timezone: GMT

Date format: D M d, Y g:i a
The syntax used is identical to the PHP date() function.

Forum Index » Profile Information

[Click here to return to the top of the page.](#)

- Use the submit button to create your profile.

NOTE: You can change your profile later (e.g., change your email or user name) by using the “profile” link at the top of the main page, right next to “register.”

2. Log in to the site

- You will be emailed your login information by the system, and it will remind you of your login information and the website.
- Once you have registered, you can log in. Each time you log in you will point your web browser to <http://takingcharge2011discussion.iforums.us/>. You can do this by clicking on the link in the email you receive (the one with your username and password), or by copying and pasting the web address into the address bar of a web browser.
- Click on “Log in” which is located to the right of where the “register” link was:



- Enter your chosen username and password into the fields shown and then click the log in button.

3. Navigate and Explore the Forum

Once you are logged into the forums, you should see this:

The image shows the 'Forum Index' page. At the top, it says 'Forum Index' and provides the date and time of the last visit: 'You last visited on Wed May 04, 2011 9:35 pm' and 'The time now is Wed May 04, 2011 9:38 pm'. Below this is a table with the following structure:

Forum			
Welcome & Introductions			
Welcome! Read this for a general welcome and introduction to the discussion area. Moderator: jrkohmetscher			
Introductions Use this area to introduce yourself to the other discussion participants. Moderator: jrkohmetscher			
Budget Items			
Financial support to the Lincoln Partnership for Economic Development (\$500K) Discuss with residents and city officials whether or not to continue supporting the Lincoln Partnership for Economic Development (LPED). Moderator: jrkohmetscher	0	0	No Posts
Fire Station (\$900K) Discuss with residents and city officials whether or not to continue funding Lincoln's lowest-use fire station. Moderator: jrkohmetscher	0	0	No Posts
Maintenance of street trees (\$500K) Discuss with residents and city officials whether or not to keep the Community Forestry budget at its current level (\$1.2 million) or to cut its budget by \$500K. Moderator: jrkohmetscher	0	0	No Posts
Neighborhood libraries (\$510K) Discuss with residents and city officials whether or not to continue funding for the Bethany, South, and Williams neighborhood branch libraries. Moderator: jrkohmetscher	0	0	No Posts
Neighborhood pools (\$150K) Discuss with residents and city officials whether or not to continue funding Airpark, Ballard, Belmont, Eden, and Irvingdale neighborhood pools. Moderator: jrkohmetscher	0	0	No Posts
Non-injury traffic accident reporting (\$140K)			

A callout box with a black border and white background is positioned to the right of the table. It contains the text: 'Click on the orange words to visit the discussion areas. Words will change color and become clickable when you go over them with your cursor.' A black arrow points from the callout box to the 'Financial support to the Lincoln Partnership for Economic Development (\$500K)' link in the table.

NOTE: You can always get to the main page that lists all the forum areas by clicking on **“Forum Index,”** which is located at the left side of the page near the top (above the time), or by clicking on the Taking Charge logo at the top of the page.

The screenshot shows the homepage of the 'Taking Charge' forum. At the top left, there are logos for 'CITY OF LINCOLN NEBRASKA MAYOR CHRIS BEUTLER' and 'UNIVERSITY OF NEBRASKA PUBLIC POLICY CENTER'. The main header features the text 'TAKING CHARGE' in large letters, followed by 'a community discussion forum for city priorities & the'. A callout box on the right contains the text: 'You can always get back to the main page (that lists all the discussion topics) by clicking here or here.' Two arrows originate from this box: one points to the 'Forum Index' link in the navigation bar, and the other points to the 'TAKING CHARGE' logo. Below the navigation bar, there are several advertisements, including 'Get All 3 Credit Reports', 'Download Audiobooks', and 'Ask a Doctor Online Now'. A 'Welcome!' message is displayed, followed by a table of forum topics. The table has columns for 'Topics', 'Replies', 'Author', 'Views', and 'Last Post'. The first topic is 'Welcome and Important Notes' with 0 replies, authored by 'lpytlkz', and 27 views. Below the table, there is a search bar and a 'Go' button. At the bottom left, there is a 'new topic' button and a breadcrumb trail: 'Forum Index > Welcome!'.

4. Introduce yourself.

If you have specific areas of interest, you can go to those areas and introduce yourself and say what your interests and views are.

There is also a “thread” called “Introductions” under the “Welcome” area– You could also introduce yourself there.

5. Other useful information

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Introductions

[new topic](#) To

[hi, from Lisa of the PPC](#)

[new topic](#) Forum Index » Introductions

When you are inside of a discussion thread, use the “New Topic” button to add to bring up a box that lets you start a “subtopic.” If you are reading someone’s post and want to reply, there will be a “post reply” button next to the new topic button.

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[hi, from Lisa of the PPC](#)

[new topic](#) [post reply](#) Forum Index » Introductions

Author	Message
lpytlikz Joined: 26 Apr 2011 Posts: 2	<p>Posted: Tue Apr 26, 2011 9:44 pm</p> <p>Hi I'm Lisa, a researcher at the Public Policy Center. In addition to enjoying research and working at PPC, I really enjoy all that I learn from hearing the various perspectives people offer on different issues. So, I'm looking forward to helping to moderate these boards, and seeing what everyone has to say.</p> <p>If you have any questions, first try posting them in the areas of the board to which your questions relate the most. If you have any specific concerns, however, feel free to contact me at lpytlikz@nebraska.edu. If I can't answer your questions or concerns, I'll try to find someone who can!</p>

[View next topic](#)
[View previous topic](#)
[Watch this topic for replies](#)

Once a topic has been created, you can click on “watch this topic for replies” (see circled text above) to be alerted to any new posts. The system will email you when there has been a new post.

In addition, you can quickly see if there are new posts using the color code as shown:

The screenshot shows a forum interface with several sections:

- Discussion Topics:** Two topics are listed. The first topic has a grey document icon. The second topic, titled "Questions about the issues", has an orange document icon circled in black. Below it, another orange document icon is also circled in black. An arrow points from this second circle down to the explanatory text.
- Who is Online:** A section with a grey header. It contains statistics: "Our users have posted a total of 2 articles", "We have 4 registered users", and "The newest registered user is LisaPZ". Below this, it states "In total there is 1 user online :: 1 Registered, 0 Hidden and 0 Guests [Administrat...]" and "Most users ever online was 4 on Tue Apr 26, 2011 3:40 pm". It also lists "Registered Users: LisaPZ" and a note "This data is based on users active over the past five minutes".
- Forum Index:** A section with an orange header. It contains two buttons: "New posts" with an orange document icon circled in black, and "No new posts" with a grey document icon. An arrow points from this circle down to the explanatory text. Below the buttons is a link "Click here to make this forum" and the text "This forum is Hosted For FREE".

If the icons next to the discussions are orange (like this), then there have been new posts since your last login.