SONISWEB®

Scholastic ONline Information System
for the Web

SONIS® User Group Forum

This manual shows you how to use the forum. The forum is designed for SONIS® User Group members to exchange questions, techniques, and ideas. The forum is used to ask questions of the RJM Systems support staff. The support staff will post questions and answers they hear frequently so they're available to all members.

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RJM Systems, Inc.

SONISWEB®

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(Forum_Sonis_Users_Group.doc - 07/20/06 3:00 PM)

NEW IN THIS EDITION

- This is a new manual for this new function of SONISWEB® version 2.0.

SECURITY FOR YOUR SYSTEM

You need a separate user-name and password to access the Forum. Your master user-name and password gives you access to download the software and the manuals but <u>does not</u> give access to the forum. Contact SONIS® support to get an additional user-name and password that's limited to the forum. Contact SONIS® support at:
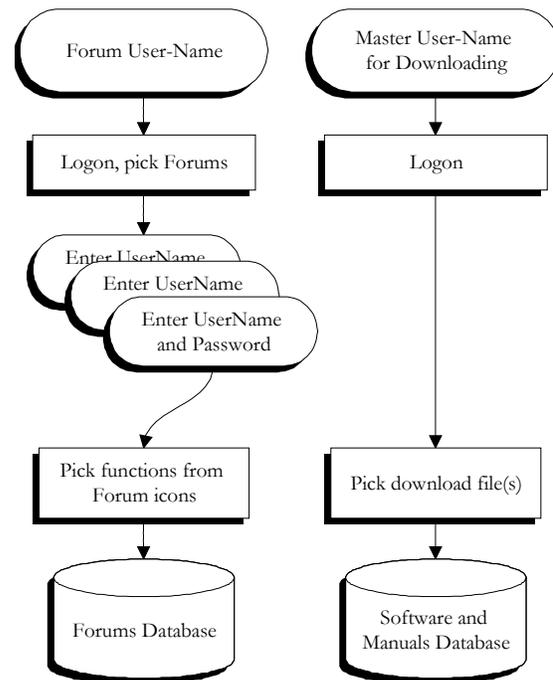
Voice: (800)353-9093

Fax: (203)263-5567

E-mail: support@sonis.com

Although you will have one shared user-name and password for the forum, each person logs in to the forum with an individual name and password that he or she specifies. (See "Registering as a New Forum User" on page 13.)

The relationship of each user-name and password to the SONIS® system is illustrated in Figure 1.

• Figure 1 Relationships Between User-Names and Access

For the forums there are two different User-Names and Passwords:

■ There's an <u>institution-wide</u> User-Name and Password issued to you by RJM to get into the forums. You give the shared User-Name and Password to all those you want to have forum (but not download) access.

■ Once in the forum (Figure 4), users enter their <u>personal</u> UserNames and Passwords to access the forums.

Setting Your Browser for Proper Function and Security

Internet Explorer[1] (IE), Firefox™, Netscape®, and Opera Web browsers have an "auto-complete" or password-form save feature that is handy for individual computers but defeats privacy on shared computers like those in computer labs and libraries. See the text "Browser Settings" to set your browser for security, good performance, and to prevent your getting old data.

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[1] Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

LOGON TO SONIS SUPPORT
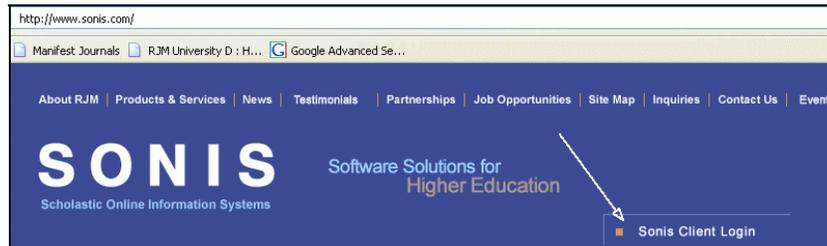
- Figure 2 Logging on to the SONIS Support System, Step 1

On your browser, connect to www.sonis.com. You get a display like Figure 2. Click "Sonis Client Login" shown by the arrow in Figure 2. That yields Figure 3.

In Figure 3 enter the forum "User Name" and "Password" you were assigned by SONIS® Support for forum access. Click the Login button. You see Figure 4.

- Figure 3 Logging on to the SONIS Support System, Step 2
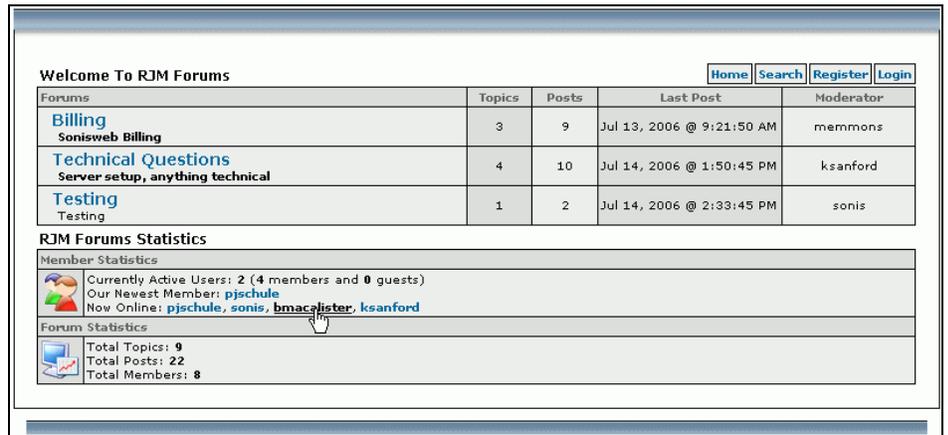
LOGON TO THE FORUM

In Figure 4 click the Login button (upper left) to get Figure 5.

Enter your <u>personal</u> UseName and Password in Figure 5 and click the Login button.

> Don't have a personal User-Name and Password? Click the Register button and then go to "Registering as a New Forum User" on page 13.

You see Figure 4 again but with the "Login" button replaced with a "Logout" button.

• Figure 4 Initial Forum Display

• Figure 5 Forum Login UserName and Password

Following the guidance on page 6, you look for the information you need.
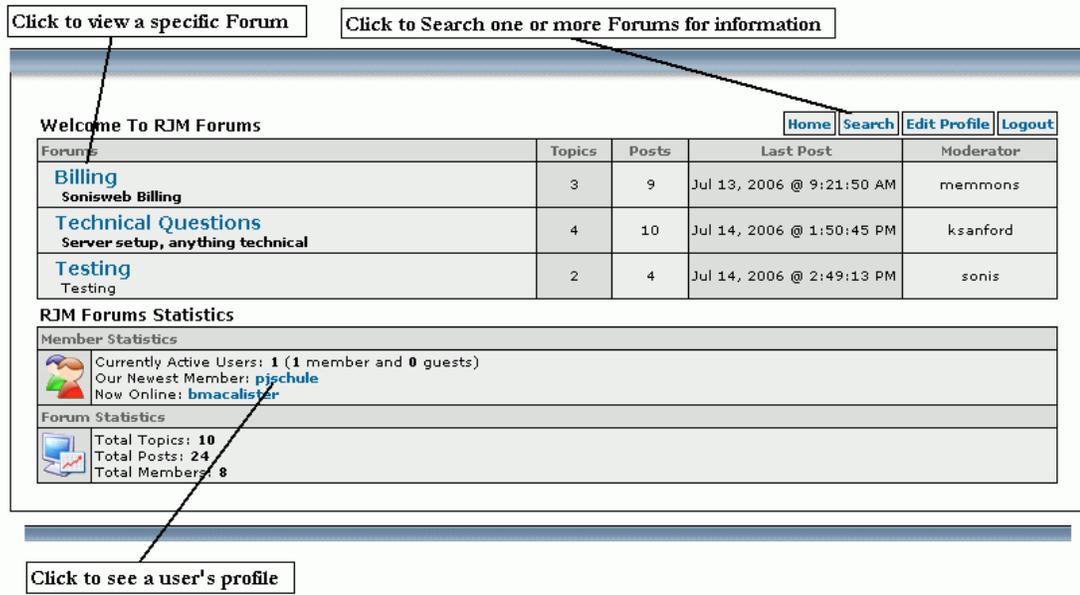
Log Out of the Forum

Click the Logout button on the top right of Figure 4. You see Figure 4 again but with the Login button in place of the Logout button.

USING THE FORUM

> • Figure 6 Forum Display Options

Figure 6 shows the initial display after a successful login. You can view a specific forum, you can search one or more Forums for subjects, words, or phases, and you can look at the profiles of logged on users.

Searching for Information

Click Search in Figure 6 to get the search prompt shown in Figure 7. Enter your search words and pick one or more Forums from the "Posted To" list.

> • Figure 7 Forum Search Prompt

Optionally you can limit how far back to search ("Posted In The Last") and whether to search only titles or more of the text in each posted item ("Look In").

Click the "Search Now" button. You get Figure 7 with Figure 8 attached to the bottom.

• Figure 8 Forum Search Results

To look at an item in Figure 8, click its Topic title. That yields Figure 10.

Viewing and Posting to a Forum

A list of Forum topics looks like Figure 9. You get to Figure 9 by clicking a Forum name in Figure 6.


• Figure 9 Forum Topic List

Click a title under Topics to see the posts as illustrated in Figure 10.
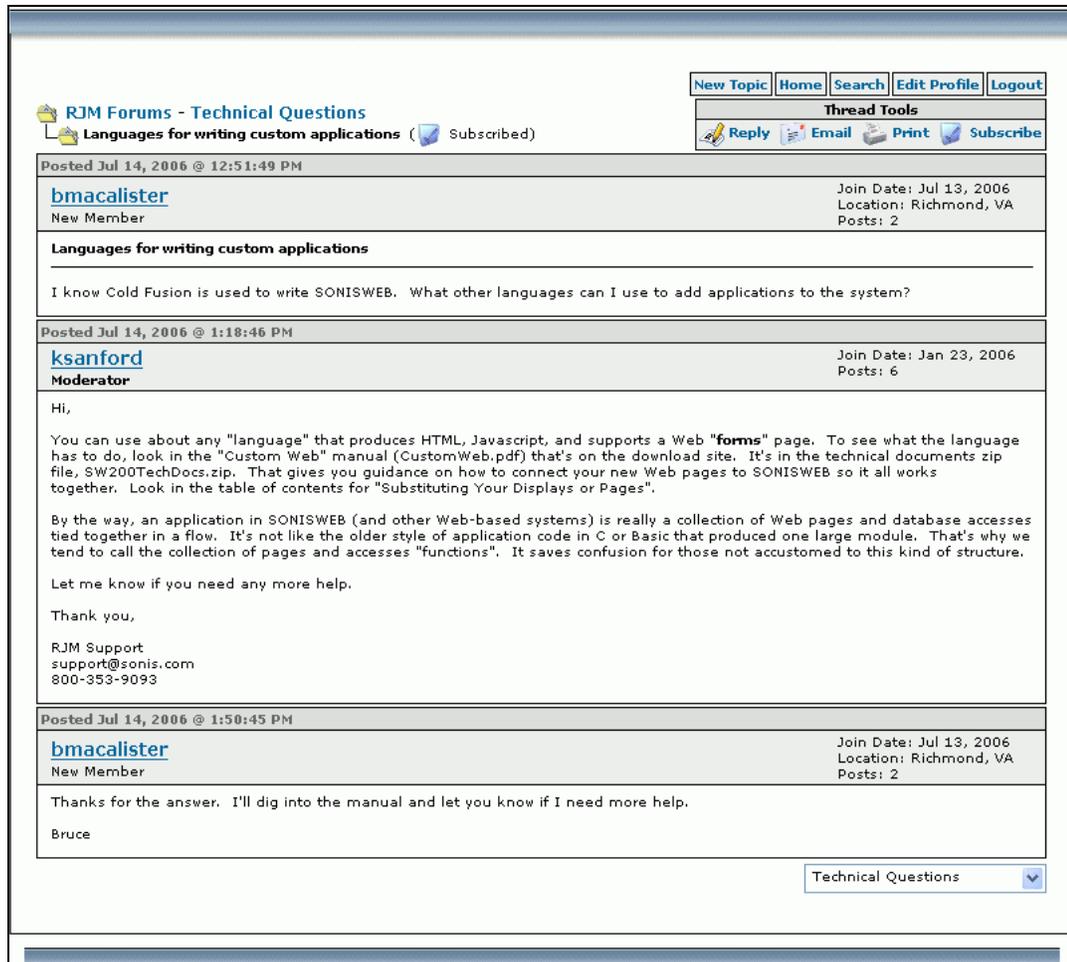
● Figure 10 Forum Posts

The primary "Thread Tools" shown on the top right in Figure 10 are described in Figure 11.

The "Email" icon sends an e-mail note to a person of your choice and includes a Web link to the Topic in the forum. You can add a comment to the text sent to the person. When the receiver clicks the link, he or she sees Figure 10.
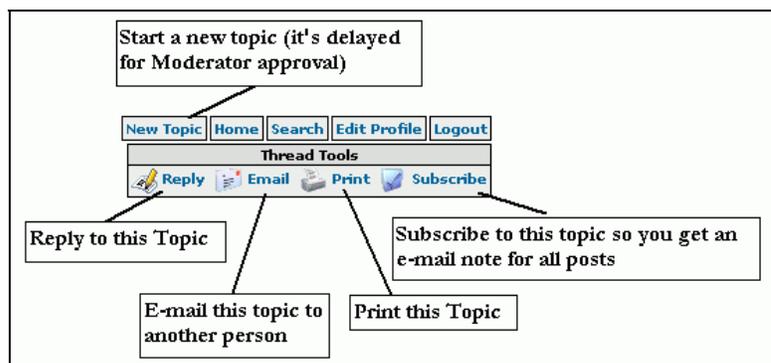
● Figure 11 Topic Thread Tools

The Print icon opens another window with the topic (Figure 10) in plain text suitable for printing. Click the browser's printer icon to print it.

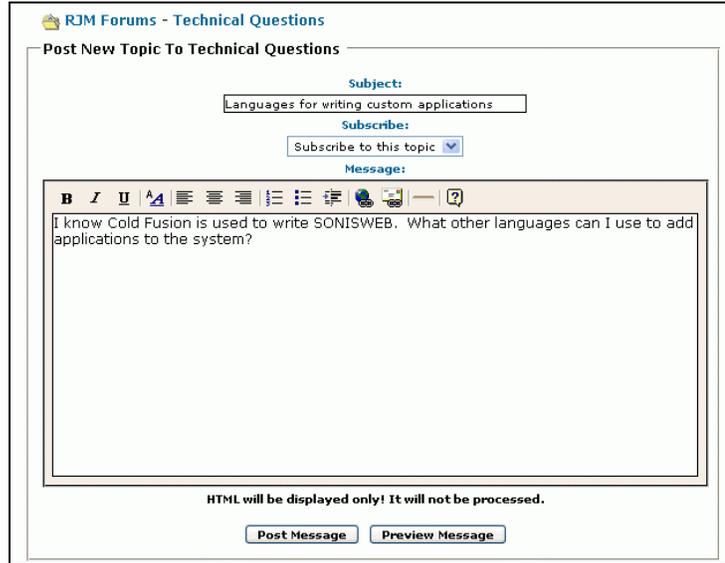# New Topic and Replying to an Existing Topic

When you start a "New Topic" or "Reply", your entry is taken but it's delayed until the Moderator approves it. That prevents new topics where there's already one on the same subject and it keeps "trash" comments from getting into the forum.

A new topic looks like Figure 12. You name the topic in the "Subject" and pick whether or not you want to subscribe to it (See "E-Mail Notice for a Post", page 12).


• Figure 12 A New Topic

Figure 13 shows posting a "Reply" to an existing topic. Optionally you can add a "Reply Subject" that will appear with the post.

Click the "Preview Message" button to see what it will look like with formatting. You see Figure 14 just above Figure 13.

Once you're satisfied with it, click the "Post Message" button. You get a thank-you note and a reminder that the moderator must approve it.
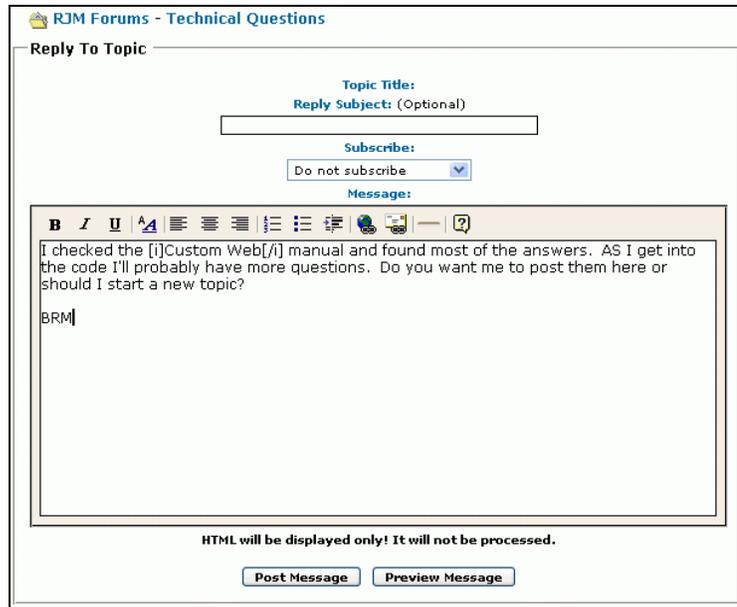
• Figure 13 Posting a Reply to a Topic

• Figure 14 Preview Message

Formatting Your Message

The formatting icons at the top of Figure 13, shown in greater detail in Figure 15, let you format the text and attach Web and e-mail links.
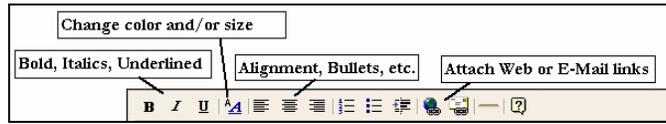
When you click an icon you get a separate window illustrated in Figure 16. You type the word (for formatting) or the link (for Web or e-mail) into the window and click the OK button.

Figure 17 shows the use of the Italics icon. You click the *I* in Figure 17 and get Figure 16.

Enter the information in Figure 16, click OK and you see the text surrounded by HTML "tags".

● Figure 15 Icons for Formatting and Attachment Links

● Figure 16 Icon Entry Window

● Figure 17 Formatting in Edit Window and in Preview

When you click the "Preview Message" button (Figure 13), the "tags" disappears, and formatting is resolved as you see at the top of Figure 17.
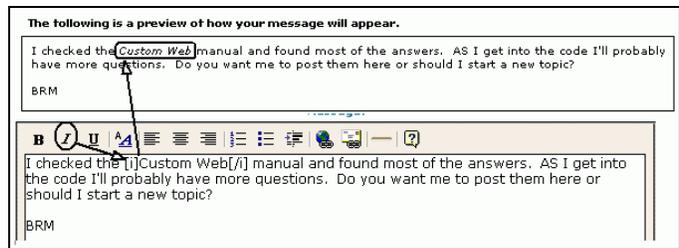
The top of Figure 17 is how it appears in the thread shown in Figure 10.

Edit Your Profile

In your profile you set your password and your e-mail address, both needed by the forum for security and for communications. In addition, a user can click your user-name whenever it appears on a display (Figure 6 for example) to see the information you entered for your profile (except for your password).

• Figure 18 Edit Profile

Click the "Edit Profile" tab in Figure 6 to get Figure 18. Enter the information you want to change.

Use the "Reset Profile" button to erase what you just entered so you can start over.

Click the "Update Profile" button to save your changes.

E-MAIL NOTICE FOR A POST

When you subscribe to a forum (see Figure 6), you receive e-mail notes whenever an entry is posted to the forum.

Figure 19 shows the note. Click the underlined Web link, your Web browser is started, and you're taken to the forum thread like that shown in Figure 10.

• Figure 19 Subscription Post E-Mail Notice

REGISTERING AS A NEW FORUM USER

You logon to the SONIS® Web site, click forum and you get Figure 6. Click Register in Figure 6 to get a "Forum Registration Agreement" display. Read it and, if you agree to the terms, indicate it on the display and click the Register button.

(If you click Login in Figure 6 you get Figure 20. Select click here to get the "Agreement" display.)

After agreeing to the terms, you see Figure 21.

Fill in all the information in Figure 21 and click the

• Figure 20 New User Registration
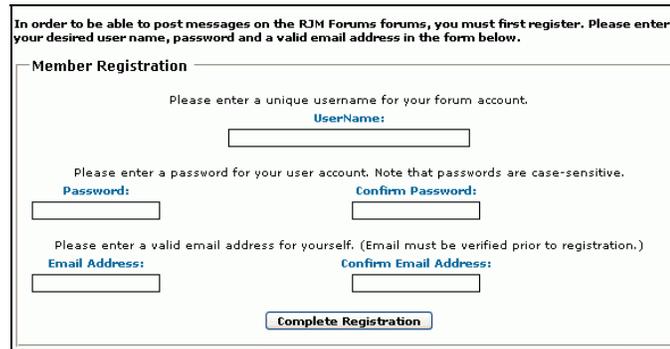
• Figure 21 Registration Form

"Complete Registration" button. You get a thank-you display informing you that the moderator must approve your registration. You get an e-mail note when it has been approved.
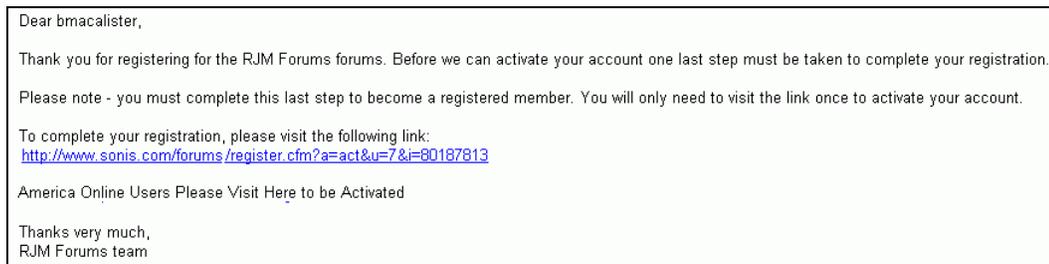
Dear bmacalister,

Thank you for registering for the RJM Forums forums. Before we can activate your account one last step must be taken to complete your registration.

Please note - you must complete this last step to become a registered member. You will only need to visit the link once to activate your account.

To complete your registration, please visit the following link:
http://www.sonis.com/forums/register.cfm?a=act&u=7&i=80187813

America Online Users Please Visit Here to be Activated

Thanks very much,
RJM Forums team

• Figure 22 E-Mail Note Confirming Registration

The e-mail note confirming your registration looks like Figure 22. Click the link and you go to Figure 20. Enter the "UserName" and "Password" you put in Figure 21 and click the Login button. You see Figure 6.