



ACUS Web Forum Quick-Start Guide

The Administrative Conference of the United States has implemented an internet forum, or message board, on its website at www.acus.gov/forum to conduct moderated online virtual meetings.

It is our goal to share ideas, engage the public, and provide an intuitive online meeting platform for committee meetings. This online discussion site will provide committee members with an easy-to-use message board to communicate with their colleagues and the public.

This “quick-start” guide provides committee members with all of the information they need to register, post messages, view and print topics, and subscribe to the forum.

Get started: www.acus.gov/forum

Should you have any questions, please contact [Kathy Kyle](#) or [Charles Kersey](#) at any time.



ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

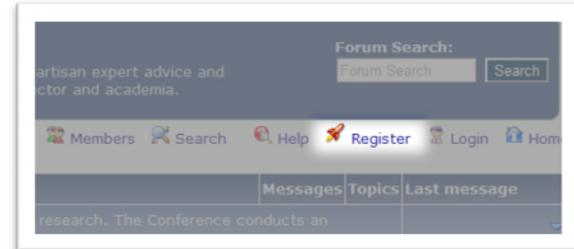
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Registering

1. Click on register in the top right hand corner of the forum.
2. After reading the Forum Rules, if you agree, do so.
3. Required Information
 - a. Login: Use a login name that is easy to remember, I.E. JSmith
 - b. Password: Use a password that is easy to remember.
 - c. Email: Enter an email address where you'd like to receive forum notifications and lost password resets.
 - d. CAPTCHA: Enter the text shown as it appears in the white box. If you can not discern the text shown, click either the link for 'get audio' or 'get another'.
4. Optional Information: This information is optional and therefore can be skipped if desired.
5. Preferences can be left to their default settings. If you'd like to make changes at a later date, you can do so through your forum control panel.
6. Finally, click on 'Register'
7. Registration confirmation: Your registration has been submitted for an administrator to verify. You can still browse the forums until the verification process has been completed.



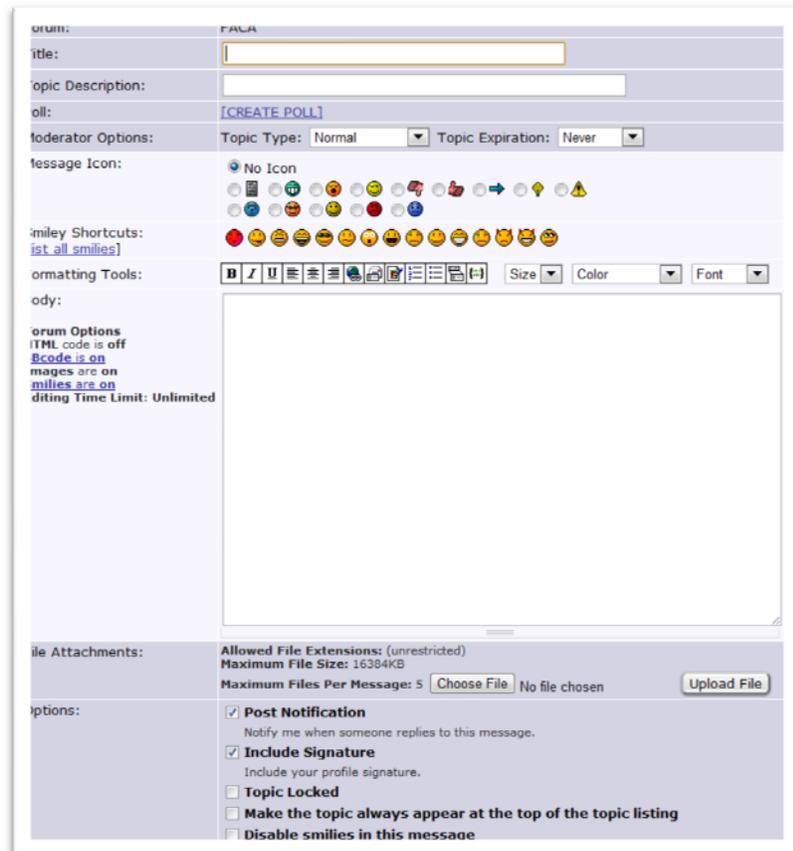


Message Posting

Depending on the level of access granted, you can post new topics and/or reply to topics. Contact the forum moderator for access issues.

Posting a New Topic

1. Select the forum or sub forum you'd like to post a topic in.
2. Once there, click on the 'New Topic' button shown on the right side of the screen.
3. Registered participants may post to the forum under their alias. Non-registered participants may post anonymously. All posts will be moderated by the forum administrator and therefore there may be a delay in publishing of posts.
4. Post Form:
 - a. Enter an appropriate title for the new topic.
 - b. Optionally, you can also enter a brief description of the topic.
 - c. If you'd like to create a voting poll, click on the link to do so.
 - d. Message Body: Enter the contents of your new topic here. You can use the formatting tools, the same you would in similar word processors.
 - e. File Attachments: To attach a file, select 'Choose File', browse to the file you'd like to upload and select it. Finally, click on the 'Upload File' button.
 - f. Options: Check the boxes for any of the optional settings you'd like for your new topic.
5. Finally, on the bottom right, select to either preview your formatted topic or to create it.

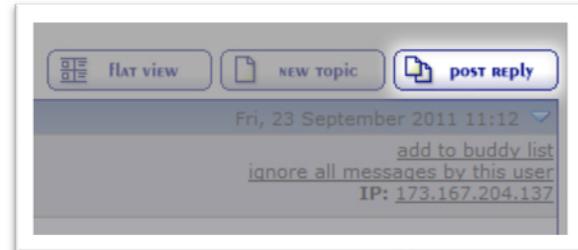




Posting a Reply

Posting a reply uses the same interface you'd use for posting a New Topic. There are minor differences with the interface, according to what settings were used in the original post.

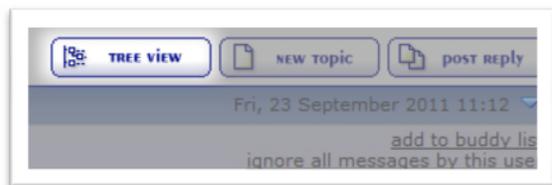
1. Browse to the desired topic that you would like to reply to.
2. Click on either the
 - a. 'Post Reply' to reply to the topic
 - b. 'Reply' to reply directly to a post
 - c. 'Quote' to quote the post in your reply
3. Post Form:
 - a. Title: You can modify the title to better fit your reply's subject or use the defaulted provided.
 - b. Poll: If access has been granted to, you can create a poll by clicking on the link.
 - c. Message Body: Enter the contents of your new topic here. You can use the formatting tools, the same you would in similar word processors.
 - d. Options: Check the boxes for any of the optional settings you'd like for your new topic.
4. Finally, on the bottom right, select to either preview your formatted topic or to submit your reply.





Flat View VS Tree View

There are two ways to view the forum, Flat or Tree. To switch between the two, click on the Flat/Tree button near the top right section of the page.



Flat View

Displays all topics and replies sequentially by date/time posted.



Tree View

Displays all topics and replies by a hierarchy of Post/Reply. This view is useful in order to see where responses have been made and the offshoot conversations.



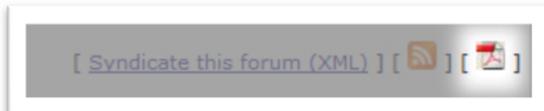


Printing a Topic

The forum will generate a PDF that can either be saved or printed.

To print:

1. Scroll to the bottom of the topic.
2. There you will find an Adobe Acrobat icon.
3. Click on the icon to generate the PDF.

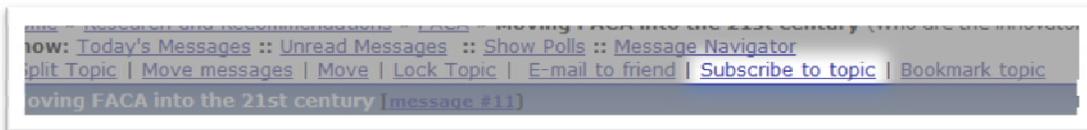


Notification of New Topic or Reply

It is possible to receive email notifications of a new forum topic or reply to a specific topic.

To subscribe:

1. Browse to the forum or topic of your choice.
2. Once there, under 'Show', Subscribe is listed as an option
3. Clicking the text will either subscribe or unsubscribe you from the notifications.



Technical Questions

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