

## **USER MANUAL**

for forum users on the business portal <u>www.agribusiness-nl-srb.com</u>



Portal can be accessed at <u>www.agribusiness-nl-srb.com</u>. When you want to access the internal forum, select the menu item **Forum** and log in with your access details, entering your **Username** and **Password**:

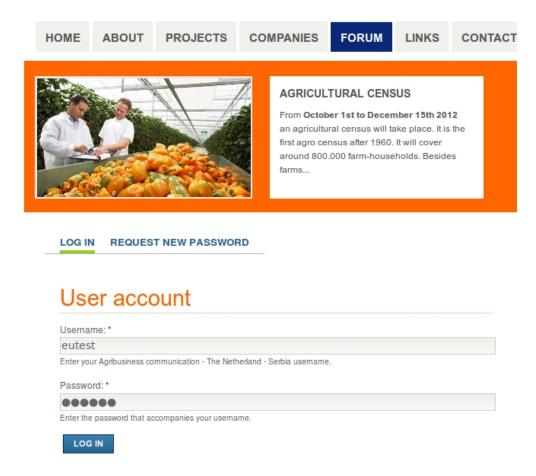


Figure 1. Logging into the portal

Logging, also can be performed directly at <a href="http://www.agribusiness-nl-srb.com/user">http://www.agribusiness-nl-srb.com/user</a>
By logging on to the system, to the right you will see an icon with which you enter on the internal forum:





## **Forums**

Post new Forum topic			
Forum	Topics	Posts	Last post
Phytosanitary	0	0	n/a
✓ Veterinary	0	0	n/a
□ Rural Development	0	0	n/a
	0	0	n/a
EU affairs	1 1 new	1	6 hours 14 min ago by admin
EU Common Agriculture Policy (CAP)	6 5 new	13	3 hours 17 min ago by eutest



Figure 2. Forum home page

Forum currently has 5 main forum (Phytosanitary, Veterinary, Rural Development, Breeders right and EU affairs) and one subforum EU Common Agriculture Policy (CAP).

On the front page of the forum in the top left corner there is a link through which you can always go back to the **home page**, as well as links to **user manuals** in English and Serbian language.

At the bottom is the part **My Account** where you can independently change e-mail password, create content **Create content** (new topic on the forum) or **Log out**.

You can add a new topic (Topic) or add your comment (Comment) on someone or your topic.

Topics and comment consist of a **title (Subject)**, selected **forums or subforums** (select it from the drop-down list), **body** where you enter your text and if necessary one or more documents (**File Attachment**) (Figure 3).

**File attachments** can be documents, pictures, presentations in any format in which it is stated in the message field below **Attach new file**.



Figure 3. Adding a new topic

When you save / publish your post, the system will automatically generate an email about your publish and notify all members of the group (eg, groups afairs EU).

Your post (new topic or comment), you can post directly on Forum home page by selecting the forum topic or comment on the who you want to discuss (Figure 4) choosing **Post new forum topic**.

	Comment / Ignountail	EU Common Agriculture Policy (CAP)						
Pos	st new Forum topic	Replies	Created	<u>Last reply</u> ▼				
<b>⊠</b>	First forum topic	0	14 min 2 sec ago by eutest	n/a				
<b>A</b>	Nova tema u EU CAP	4	4 hours 52 min ago by eu admin	4 hours 12 min ago by eutest				
⋖	Post od eu admina u CAP	1 1 new	6 hours 6 min ago by eu admin	6 hours 4 min ago by eu admin				
<b>⊲</b>	Novi topiccccccccc EU CAP	1 1 new	6 hours 10 min ago by admin	6 hours 7 min ago by admin				
⋖	Novi topik u EU CAP	1 1 new	6 hours 45 min ago by eu admin	6 hours 40 min ago by eu admin				
₃	Topik u eu cap	0	7 hours 3 min ago by eu admin	n/a				
<b>⊲</b>	Novi post u EU CAP	0	7 hours 7 min ago by admin	n/a				

Figure 4. Read and unread posts (posts with yellow letters were not read)

Figure 5 shows an example of initiated topic and one comment. In this case, you can add a new comment (**Add new comment**) directly to the topic or **Reply** to someone comment.



Figure 5. Topic and one comment from eu admin

Figure 6. The window in which you add your comment in response to the current comment (Reply)



Figure 6. Reply to comment

When you add an comment or topic, you will be able to edit or delete the post (Figure 7).



Slika 7. Post edit

**Remark:** Members of a group can post comment on the topics also in other groups, but they can create new topics just in the group belong to.