XENFORO MODERATOR GUIDE

BROUGHT TO YOU BY ADMIN EXTRA

Welcome to your Moderator Guide for the xenForo community software. Over the following pages, you will learn where to find and how to use the various tools available to you as a Moderator of this site.
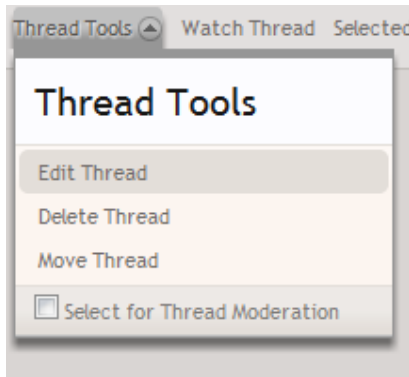
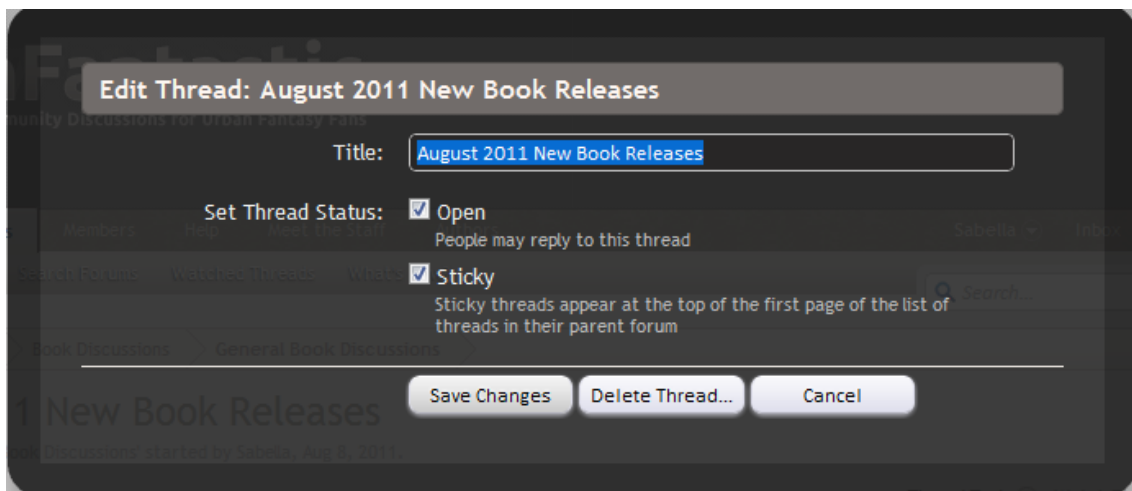## TABLE OF CONTENTS

THREAD MODERATION

There are a number of ways a moderator can stick/unstick a thread.

i)   If a thread already exists:-

Open the thread, then click Thread Tools just at the top of the thread.
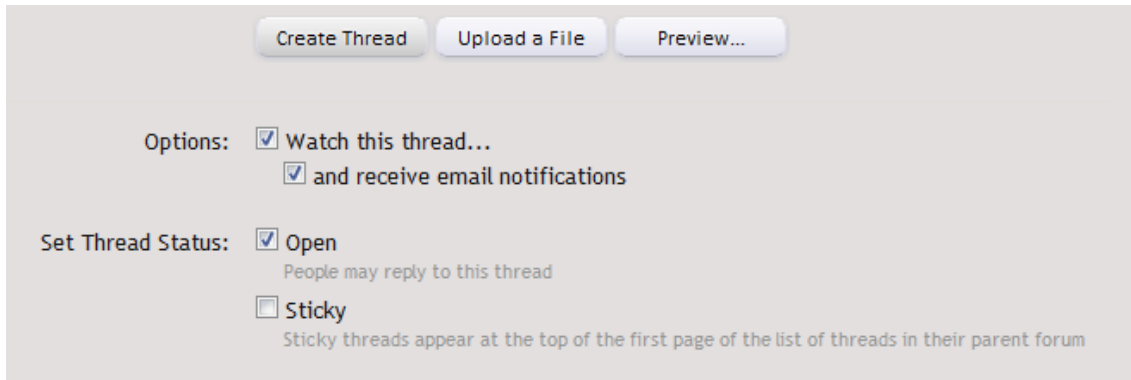
Select the "Edit Thread" option.

Ensure the box is checked if you wish the topic to be "stickied" or unchecked if you wish to remove the sticky option. Then click save changes.
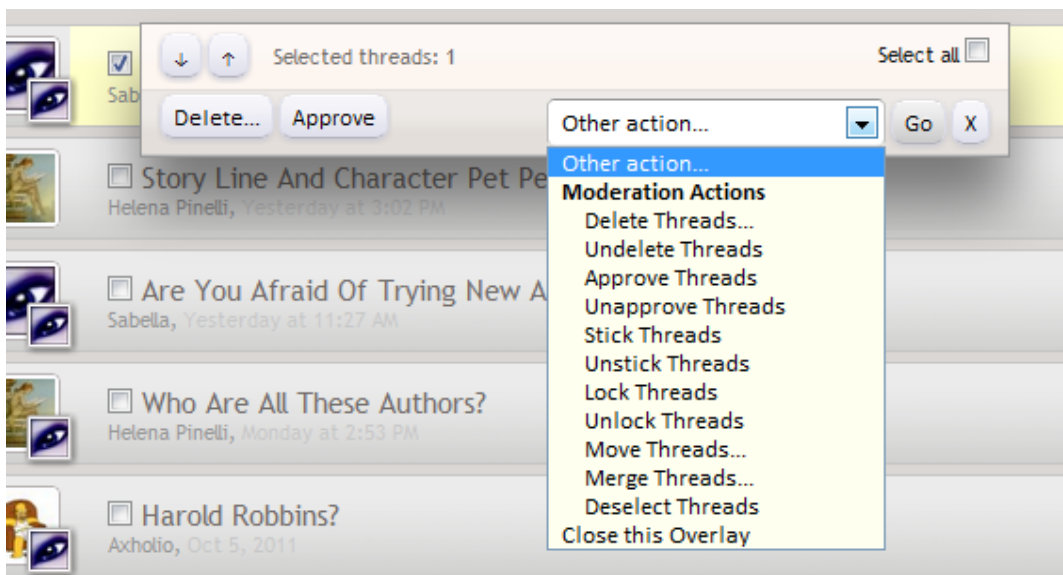
ii)   For a new thread:-

Create a new thread. Beneath the posting area and buttons, you will find an options section.

Ensure the checkbox for Sticky is ticked and then create thread.

iii)   The third way of sticking/unsticking a topic is just as easy. Navigate to the threads list and tick the checkbox next to the thread you want stuck/unstuck. You will see an inline pop up appear with a number of options. In this instance, we're interested in the sticky one.

Select the "Other Actions" drop down menu and choose "Stick Threads", then click Go.
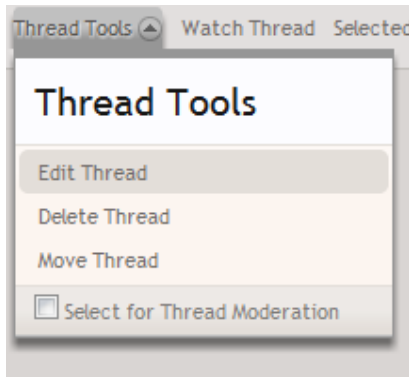
This inline method is ideal if you wish to stick/unstick more than one topic at a time.
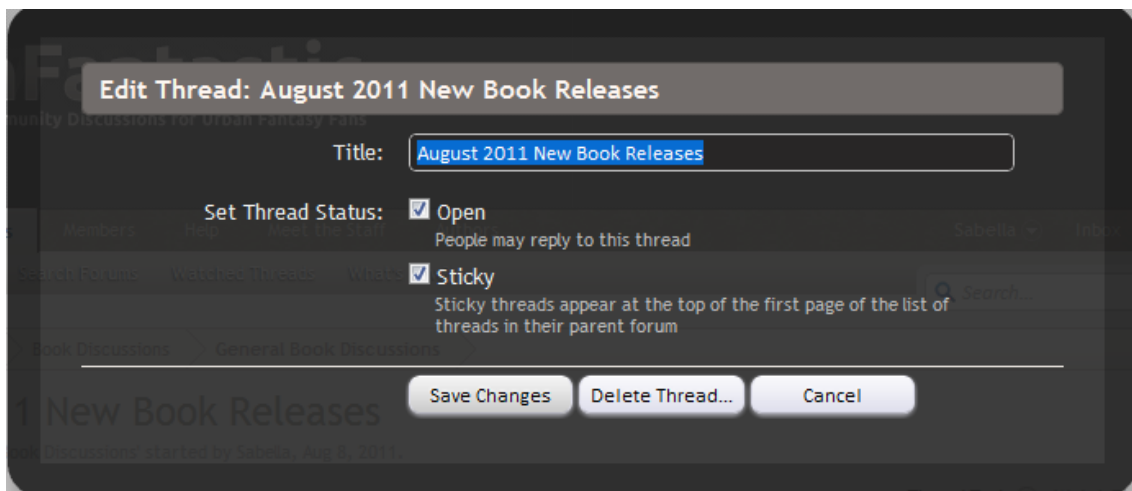
There are a number of ways a moderator can lock/unlock a thread.

i)   If a thread already exists:-

Open the thread, then click Thread Tools just at the top of the thread.
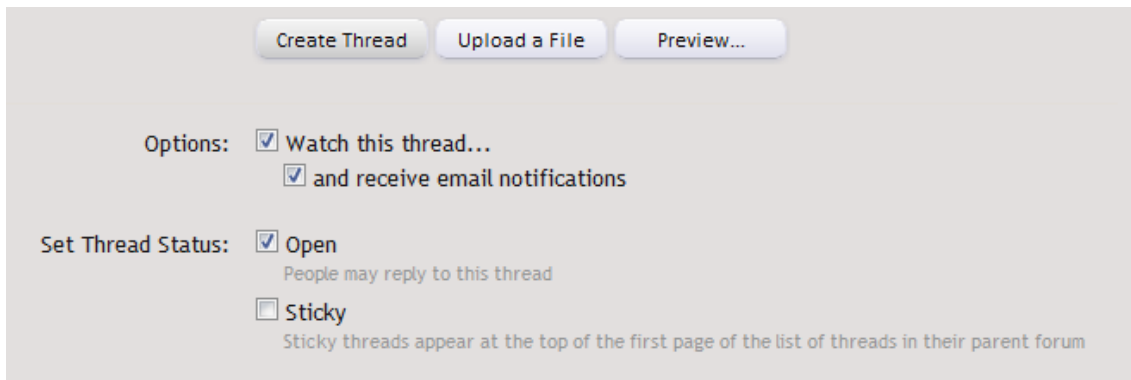

Select the "Edit Thread" option.

To lock a thread from being posted in, remove the tick from the checkbox next to Open. Then click save changes.

ii)   For a new thread:-

Create a new thread. Beneath the posting area and buttons, you will find an options section.

To not allow replies to a thread (Lock the thread) ensure the checkbox for Open is not ticked and then create thread.

iii)   The third way of locking/unlocking a topic is just as easy. Navigate to the threads list and tick the checkbox next to the thread you want locked/unlocked. You will see an inline pop up appear with a number of options. In this instance, we're interested in the Lock and Unlock ones.
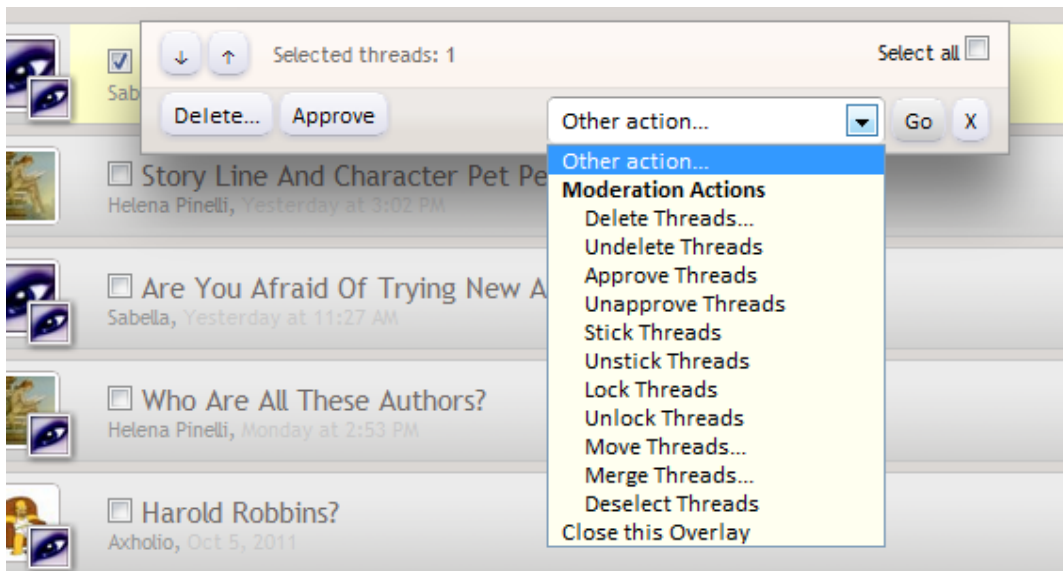

Select the "Other Actions" drop down menu and choose either "Lock Threads" or "Unlock Threads", then click Go.

This inline method is ideal if you wish to lock/unlock more than one topic at a time.
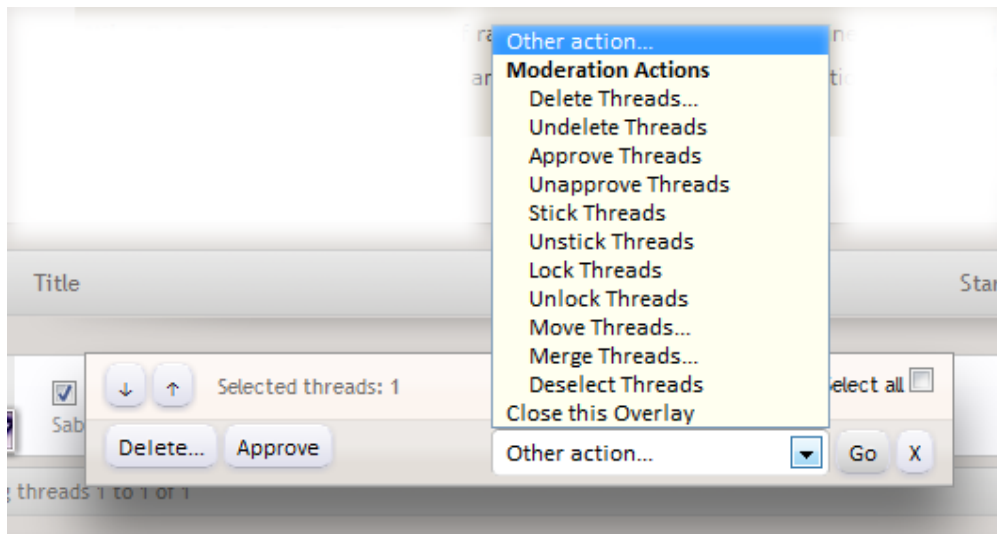
APPROVE/UNAPPROVE THREADS

Occasionally you'll find a thread that has been sent into the moderation queue and requires to be manually approved before becoming visible.

The style of the thread listing differs slightly from normal when a thread is set as unapproved(and is dependent upon the design of the style) but you should find a small image on the right of the thread title to indicate that it is unapproved (see image below).
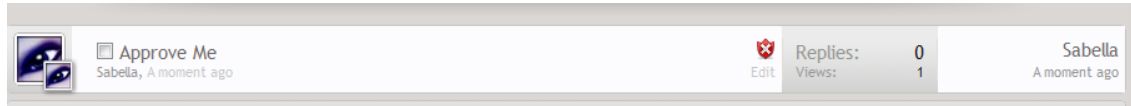

To select a thread to approve/unapproved, click the checkbox beside the thread title, which brings up the inline moderation menu.

If you are approving the thread, you can simply click the approve button on the left. If, however, you need to unapproved the thread (take it out of public sight), then click the "Other Option" drop down and select "Unapprove", then click go. (You can also find the Approve option within this drop down as well.)

MASS SELECT/DESELECT THREADS

If you want to mass select all threads on a page (for whatever reason), it's a very straightforward process. Simply select one thread and at the top right of the overlay that pops up, select the option for "Select All".
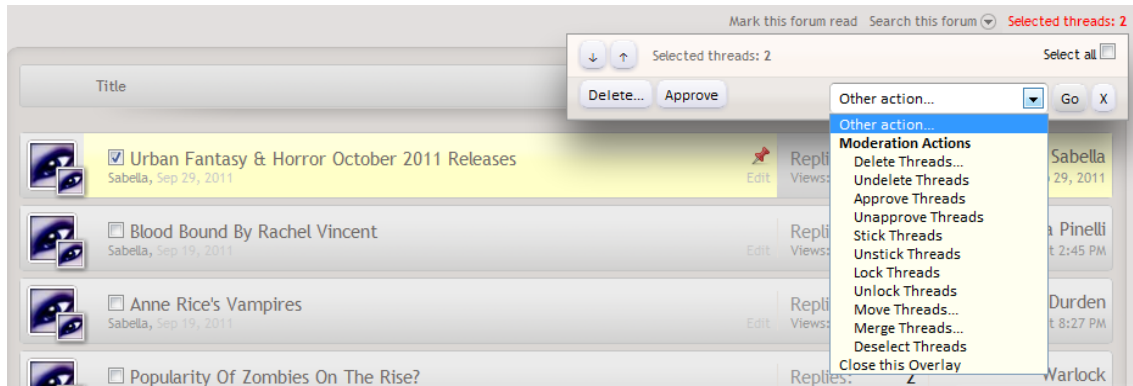
This is also how you deselect all threads also. In the screenshot you can see that there are 2 selected threads (text in red above the overlay), but only one thread in this particular forum has been selected. To deselect all threads, open the "Other Actions" dropdown menu and select "Deselect Threads".
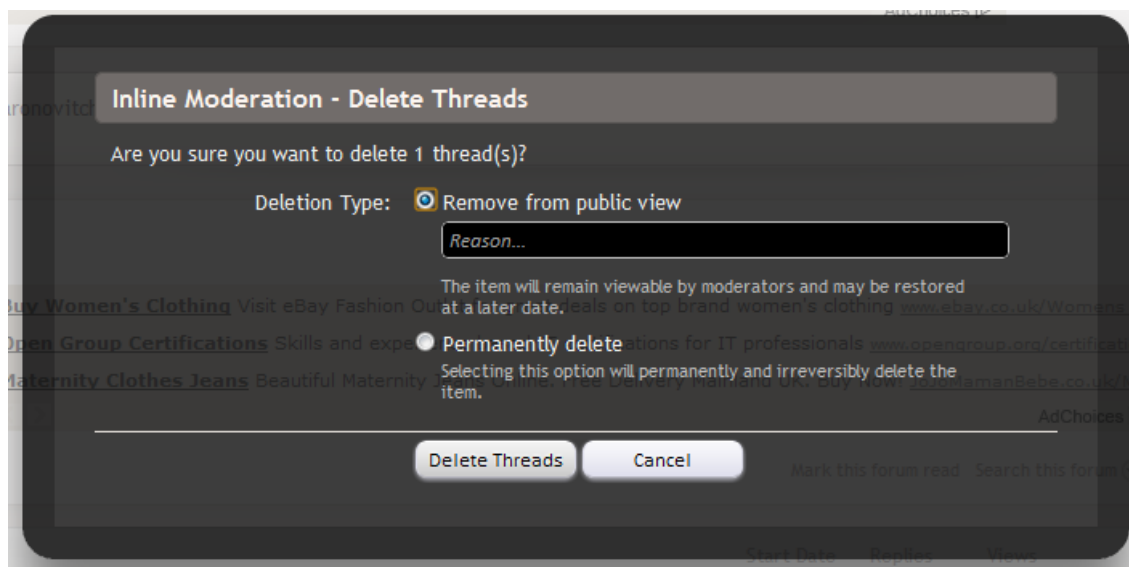
SOFT DELETE THREADS

Most moderators have the ability to soft-delete threads. Soft-deleting means that you remove a thread from the forum but do not remove it from the database, so if it was deleted in error it can be returned to its place easily.
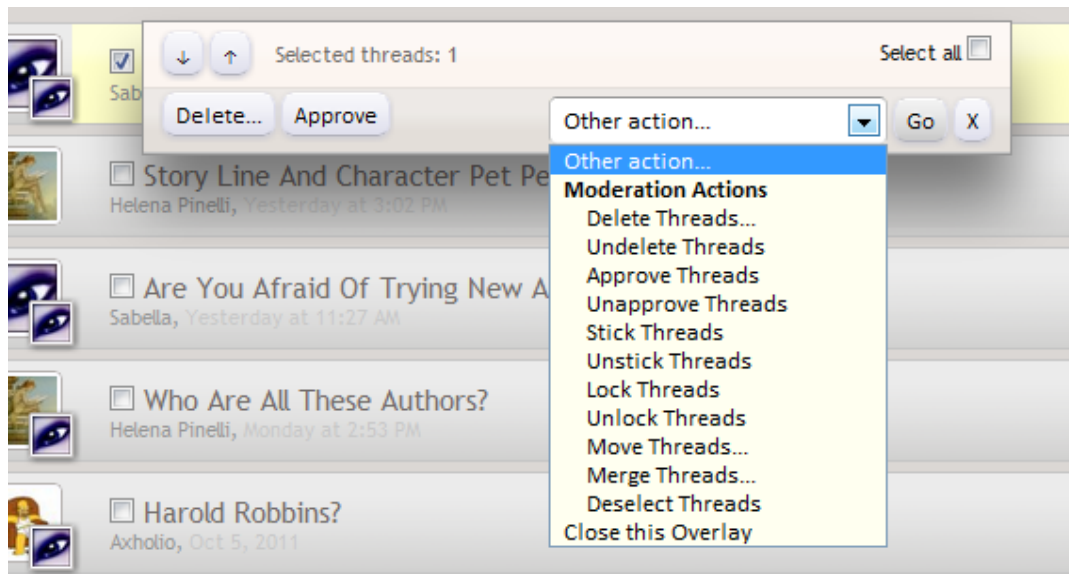
Select the thread you wish to soft delete by putting a tick in the checkbox beside the thread title. On the overlay that pops up you can either click the Delete button or select the Delete option from the "Other Action" dropdown menu.

Upon selection, you will then see a new overlay.

To soft delete, you will choose the "Remove from public view" deletion type. Permanently delete means exactly that – there will not be any ability to retrieve the thread if you choose it. Depending on the abilities your administrator has given you, you may or may not be able to use this feature.

Once you have selected to remove the thread from public view, you then have the option to give a reason – this is useful in giving a quick record of why a thread has been removed to other members of the staff team. Once you are done, select Delete Threads to remove the thread from view.

MERGE THREADS

Merging threads is a useful tool when there are two threads active about the same topic. To merge threads, select the threads you wish to merge (they don't need to be in the same forum) by putting a tick in the checkbox next to the thread titles.
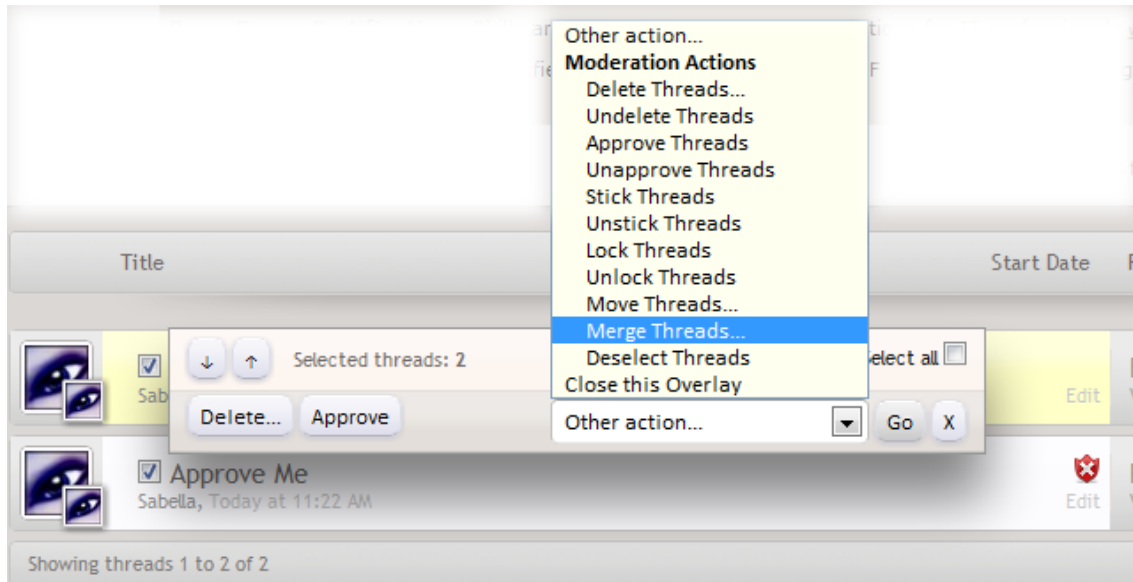
Select the Merge Thread option in "Other Actions". This will bring up the following overlay.
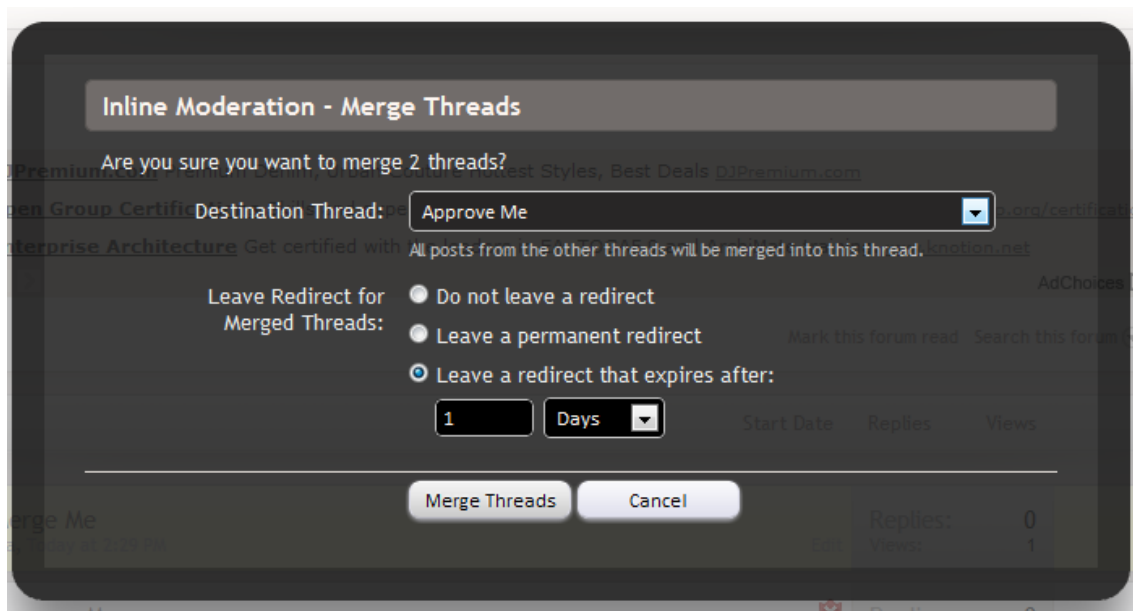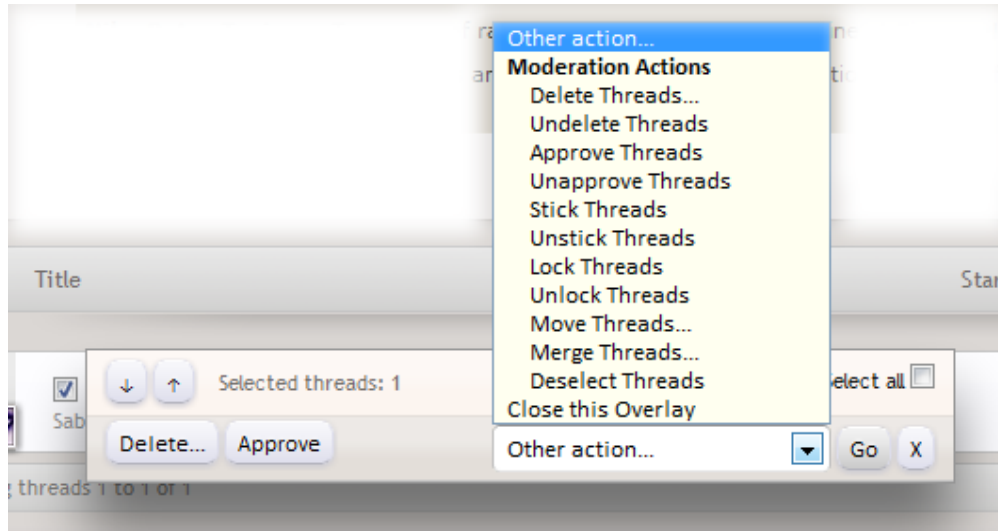

In the Destination Thread dropdown you will find a list of all the threads you wish to merge. You must choose which thread you want to keep as the main thread (all other threads will merge into this one). Then, depending upon your site, choose whether to leave a redirect or not. If you do wish to leave a redirect you can keep it in view permanently or for a specific time period – this gives people an indication of what has happened to the thread you have merged into another. Then select Merge Threads.
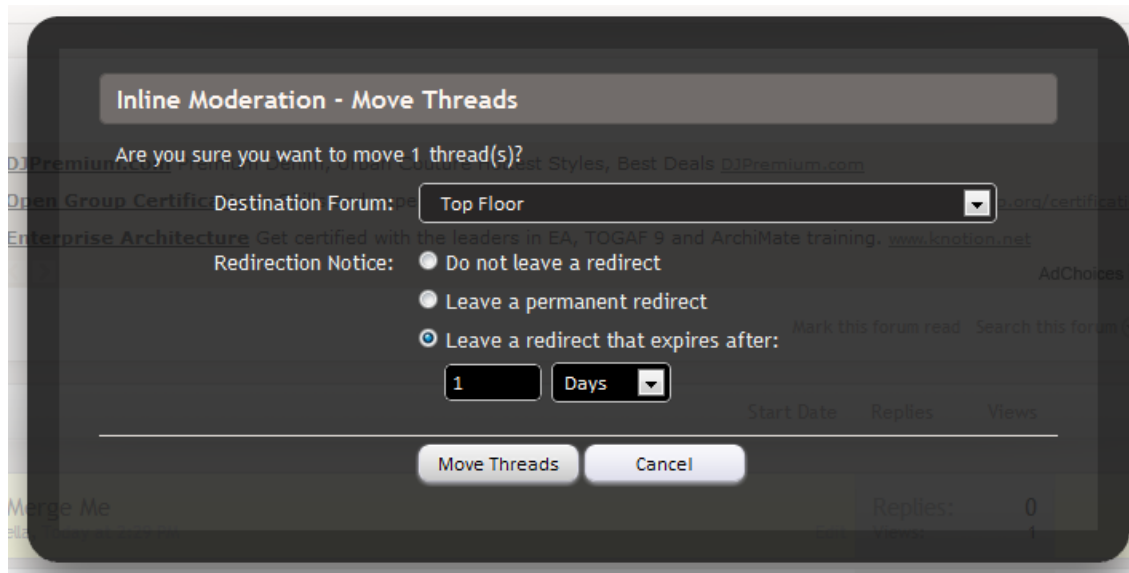
MOVE THREADS

Occasionally, you will find members have posted a thread in the wrong area and the thread will need to be moved to the correct location; or a thread in a private area needs to be moved to a public area (or vice versa).

There are two ways of moving a thread. The first is using the inline method within the thread listing area.

Select the thread you wish to move by ticking the checkbox next to the title. In the overlay that pops up, select Move Thread from the "Other Actions" dropdown.
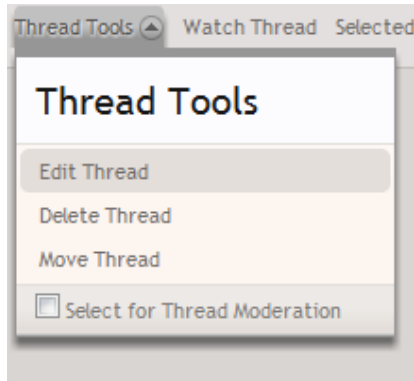

This will bring a new overlay, similar to the Merge Threads one.

In the Destination Forum dropdown, select the forum you wish to move the thread to. Select your redirection option and then click Move Threads.

The second method is similar to above, only you choose the Edit Thread option from within the thread itself.
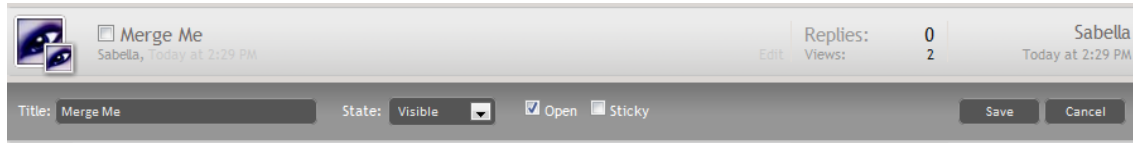

Selecting Move Thread will bring the second overlay into play and you can proceed as already explained.

EDIT THREAD TITLES

Editing Thread Titles is a simple process but again there are two ways of achieving the desired result.

You can use the inline moderation tools, by clicking the Edit text on the far right of the thread title in the Thread Listing page.

This brings up a small bar beneath the thread with the ability to change the title (you can also use this option as a variation on the other available methods for moderating, lock/unlocking, stick/unsticking threads).
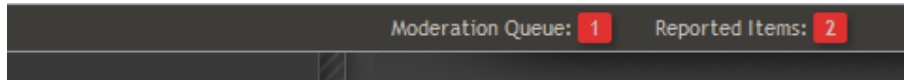
Or you can go into the thread and select the Thread Tools option and then Edit Thread, to bring up the same options.
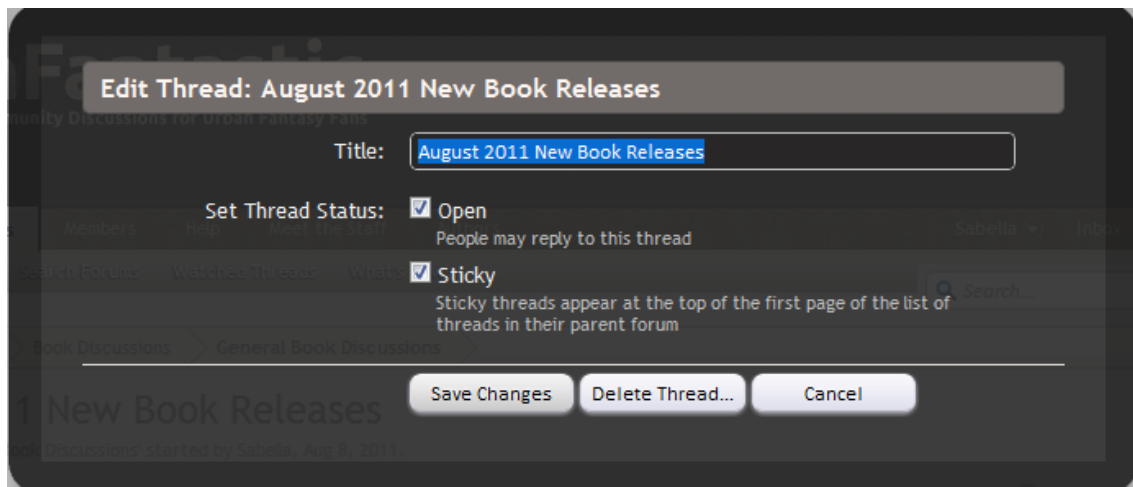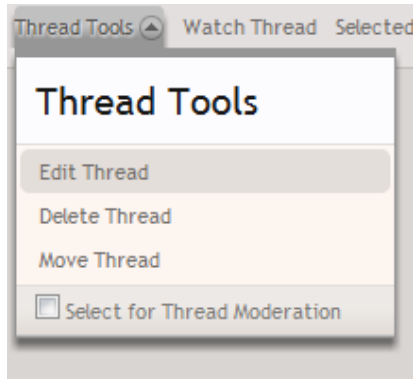
POST MODERATION

APPROVE/UNAPPROVE POSTS

You will find notification of posts needing approval in the Moderation bar at the top of the site.

Click the Moderation Queue to be taken to a list of posts requiring approval.
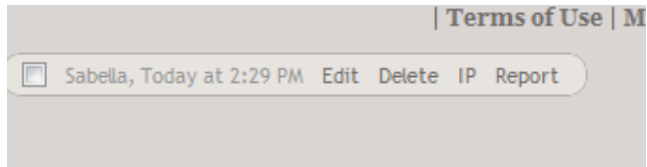

Here you can choose to approve (make visible) the post, leave it in the moderation queue or delete the post entirely. Activate your choice by clicking Update Moderation Queue.

EDIT AND SOFT DELETING POSTS

To edit the contents of a post, click the "edit" link beneath the signature area of the specific post.

This will open the text editor for writing/editing a post. Click "Save Changes" once your edit is complete.

To soft delete a post, you can use the Delete option located beneath the signature area (next to Edit). This will bring up an overlay similar to that for Soft Deleting Threads. For full details on how to use the Soft Delete options, please refer to Soft Delete Threads.

MERGE POSTS

Merging Posts works in a similar fashion to merging threads. To access the Merging Posts option, click the checkbox next to the post author's name in the options beneath the signature area on the posts you wish to merge together.
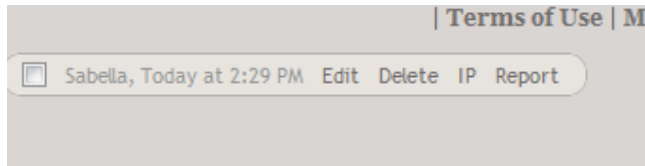

This will bring up an overlay with further options.
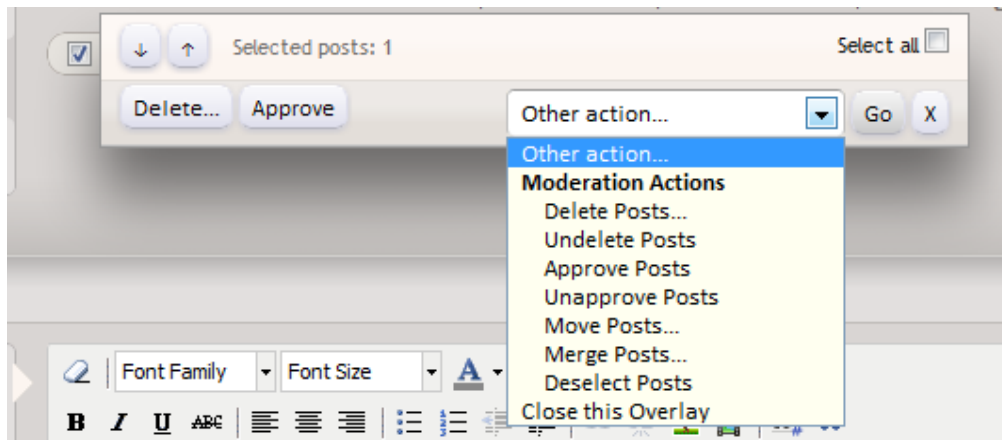
From here, you will follow the same procedure as that for Merging Threads, only this time you will be selecting which particular post you want the selected posts to be merged into.

MOVE POSTS

Moving Posts works in a similar fashion to moving threads. First select the Move Posts option by ticking the checkbox next to the post author's name in the options beneath the signature area, and then the Other Action dropdown in the overlay which opens.
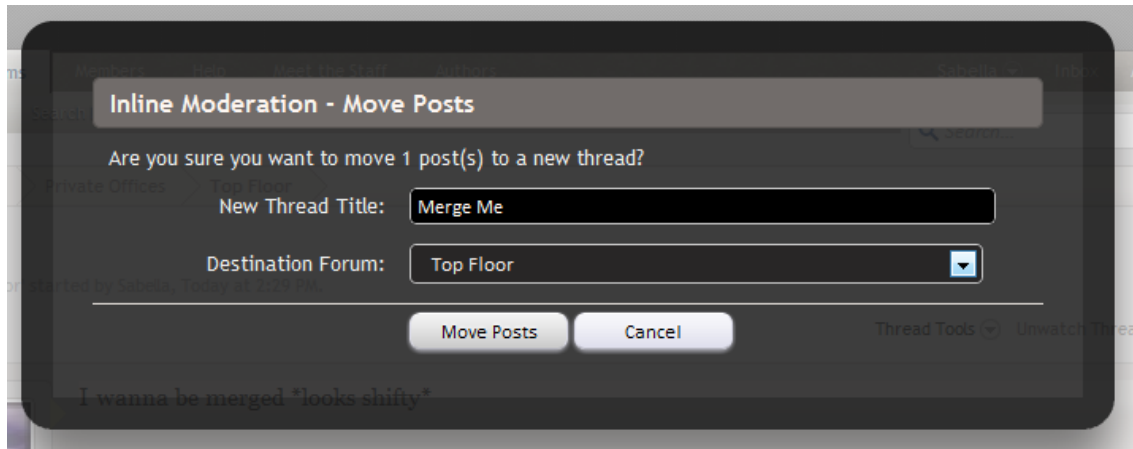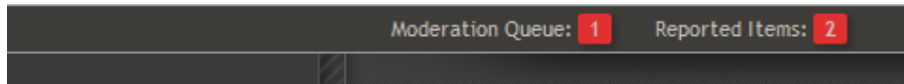

Give the posts a new thread Title, select the forum you wish it to be moved to and then click Move Posts.
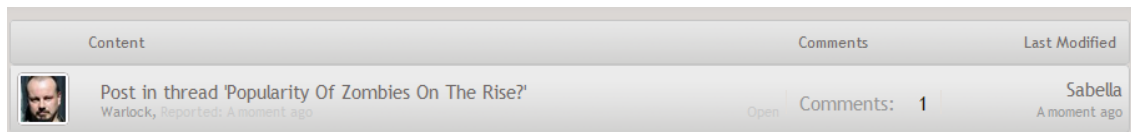
CLEANING UP

REPORTED ITEMS

You can see when something has been reported by the notification in the Moderation Bar at the top of the site.

By Clicking the Reported Items, you will find a list of all the things that have been reported.
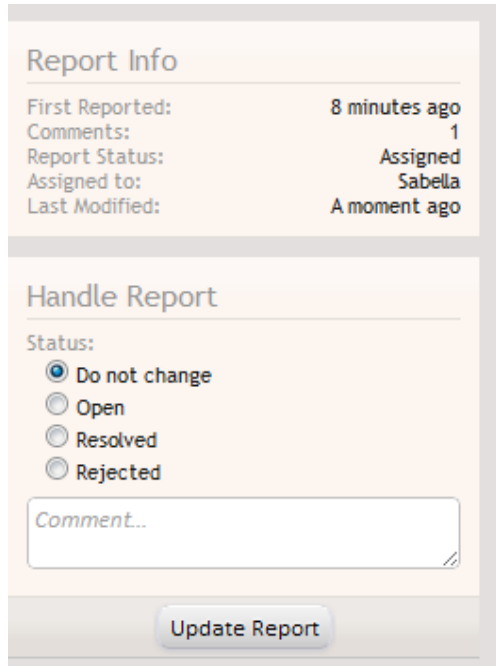

At a glance you can see whether the post has been dealt with – by the notification to the right of the title. In this instance the report is still open and unassigned.

Clicking on the thread title opens the report.

On the left you will see a copy of the post with the report beneath it. On the right you will find the Report Information box.

In the Report Info box, you can claim the report. After claiming the report, the Report Info box will change.

Now you can handle the report, changing the status, and/or adding comments as the situation is dealt with. This keeps all staff members informed at all times.

SPAM CLEANER

The Spam Cleaner can be accessed via the Membercard of members, their profile page or in the options area beneath the signature on posts. When the Spam Cleaner is visible is based upon the settings of your particular site.

When you need to use the Spam Cleaner, click on the Spam/Spam Cleaner and the following overlay will pop up.
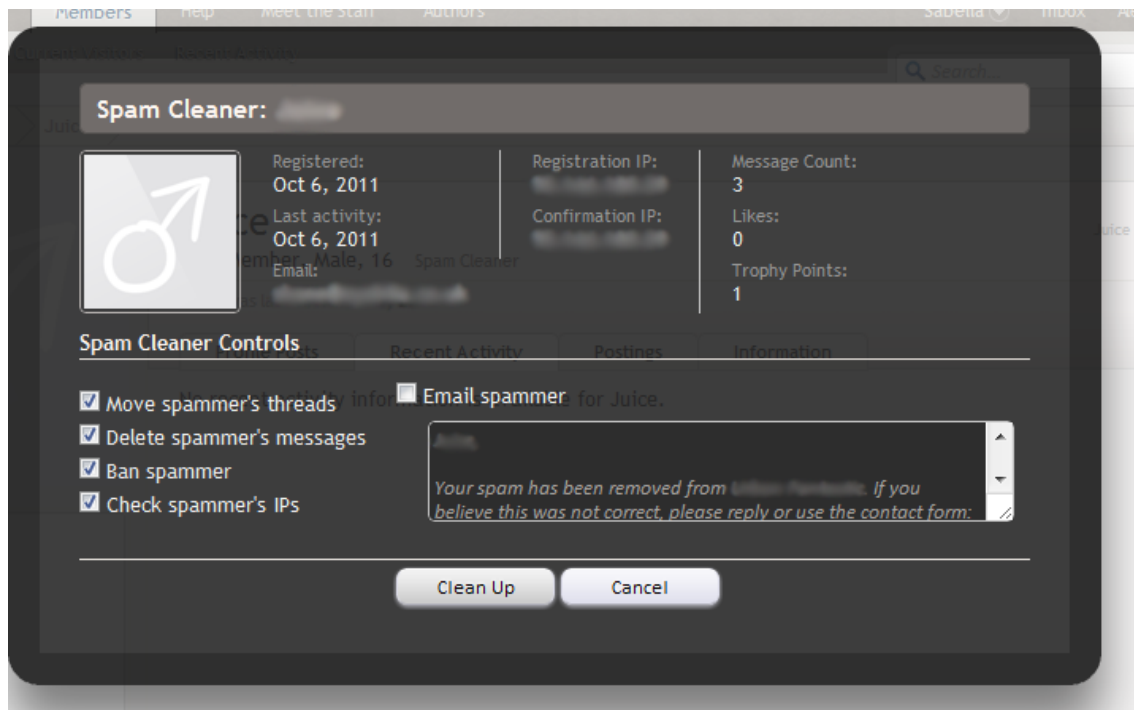
There are a number of options available to you; from simply moving the spam threads right through to deleting messages, banning spammers and investigating their IP address. You can also email the spammer. Clicking "Clean up" will run the options of your choice.

*This manual was brought to you by Admin Extra (*http://adminextra.com*) – a Community Administrator Resource forum.*

Screenshots were taken from Urban Fantastic (http://urbanfantastic.com) – a discussion forum for Fantasy/Sci Fi and Urban Fantasy fans everywhere!