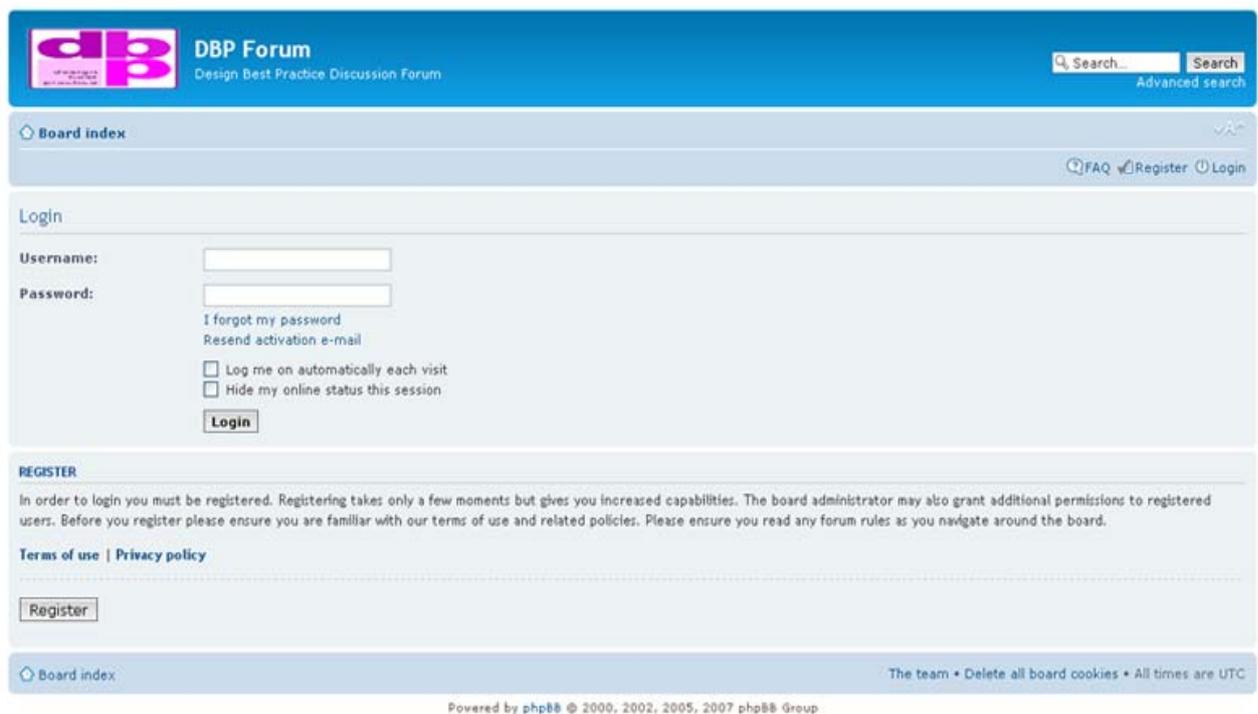


A Guide to Setting up Email Notifications.

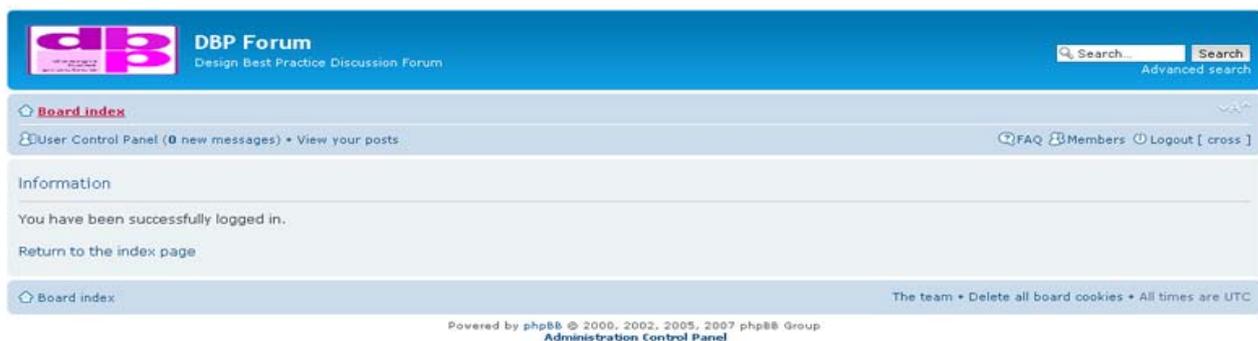
As requested we have produced a guide to show how to set up your account to receive automatic email notifications of new posts.

1. Log onto the forum.



The screenshot shows the top of the DBP Forum website. The header includes the logo, the forum name 'DBP Forum', and the tagline 'Design Best Practice Discussion Forum'. There is a search bar with a 'Search' button and a link to 'Advanced search'. Below the header is a navigation bar with 'Board index', 'FAQ', 'Register', and 'Login' links. The main content area is titled 'Login' and contains a form with fields for 'Username:' and 'Password:'. There are also links for 'I forgot my password' and 'Resend activation e-mail'. Two checkboxes are present: 'Log me on automatically each visit' and 'Hide my online status this session'. A 'Login' button is at the bottom of the form. Below the login form is a 'REGISTER' section with a paragraph of text explaining the registration process and links for 'Terms of use' and 'Privacy policy'. A 'Register' button is at the bottom of this section. The footer of the page includes 'Board index', 'The team', 'Delete all board cookies', and 'All times are UTC'. It also mentions 'Powered by phpBB © 2000, 2002, 2005, 2007 phpBB Group'.

2. Click on *Board index* (or wait as it should automatically transfer you there)



The screenshot shows the user control panel of the DBP Forum. The header is the same as in the previous screenshot. The navigation bar now includes 'Board index', 'User Control Panel (0 new messages)', 'View your posts', 'FAQ', 'Members', and 'Logout [cross]'. The main content area is titled 'Information' and contains the message 'You have been successfully logged in.' and a link to 'Return to the index page'. The footer is the same as in the previous screenshot, but it also includes the text 'Administration Control Panel'.

3. Click on the forum heading that you wish to subscribe to, i.e. “NEW” or “CDM” etc.

DBP FORUM		TOPICS	POSTS	LAST POST
	Welcome Welcome to the Design Best Practice forum.	1	1	by cross on 30 Aug 2007 11:24 am
	Forum Rules and Guidelines Please read the forum rules and guidelines	1	1	by cross on 30 Aug 2007 11:17 am
MAIN FORUM		TOPICS	POSTS	LAST POST
	General Discussions General discussions relating to dbp.	7	12	by Chris Achilles on 24 Oct 2009 03:58 pm
	Sustainability Discussion area for all things relating to sustainability.	2	3	by cleggy on 10 Sep 2008 09:36 am
	CDM Construction, Design, Management Regulations discussion area.	4	9	by Scooter227 on 22 Jul 2010 04:19 pm
	Safety Discussion area for any safety issues.	5	7	by Chris Achilles on 17 Jul 2009 09:31 am
CASE STUDIES		TOPICS	POSTS	LAST POST
	New Discussion area for newly posted case studies.	40	42	by cross on 11 May 2010 10:59 am
	In Review Existing case studies periodically selected for discussion.	114	117	by Chris Achilles on 19 Jan 2009 09:36 am
IN PRACTICE		TOPICS	POSTS	LAST POST
	Good Practice Discussion area for examples of case studies used in practice.	4	4	by cross on 03 Sep 2008 09:01 am
	Learning from Bad Practice Discussion area for how we can learn from bad practice.	6	9	by Chris Achilles on 30 Jun 2009 08:14 am
FORUM		TOPICS	POSTS	LAST POST
	The Lighter Side Come in and have a chuckle.	6	7	by Chris Achilles on 03 Dec 2008 03:29 pm

4. Once this forum has opened, scroll down to the bottom of the page and click on the *Subscribe Forum* link which is on the left hand side.

	121 - Kingspan Koolduct Ducting System by cross on 07 Mar 2008 03:32 pm	0	1468	by cross on 07 Mar 2008 03:32 pm
	120 - Reduced Pressure Zone Valve by cross on 07 Mar 2008 03:29 pm	0	1425	by cross on 07 Mar 2008 03:29 pm
	119 - Commpac Manifold Box by cross on 07 Mar 2008 03:17 pm	0	1454	by cross on 07 Mar 2008 03:17 pm
	118 - Dominator Flow Management System by cross on 07 Mar 2008 03:09 pm	0	1324	by cross on 07 Mar 2008 03:09 pm
	117 - Commissioning Modules Fan Coil and Chilled Beams by cross on 11 Feb 2008 04:25 pm	0	1470	by cross on 11 Feb 2008 04:25 pm
	116 - Thermostatic Circulation Valve Replacement by cross on 11 Feb 2008 04:03 pm	0	1467	by cross on 11 Feb 2008 04:03 pm
	115 - Natural Ventilation by cross on 11 Feb 2008 03:23 pm	0	1467	by cross on 11 Feb 2008 03:23 pm

Display topics from previous: Sort by

NEWTOPIC* Mark topics read • 40 topics • Page 1 of 1

Return to Board index Jump to:

WHO IS ONLINE
Users browsing this forum: **cross** and 0 guests

FORUM PERMISSIONS
You can post new topics in this forum
You can reply to topics in this forum
You can edit your posts in this forum
You can delete your posts in this forum
You can post attachments in this forum

The team • Delete all board cookies • All times are UTC

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Administration Control Panel

5. Repeat this process for each forum that you wish to subscribe to.

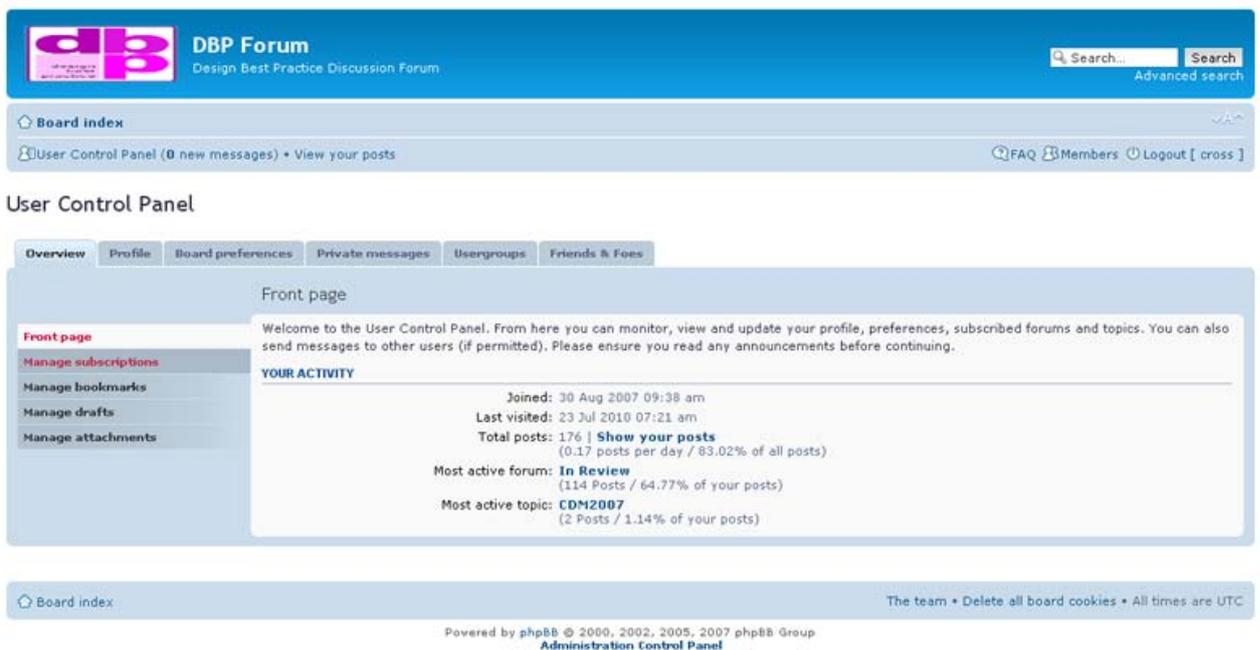
6. You can check which forums you are subscribed to by clicking on the *User Control Panel*.



The screenshot shows the DBP Forum homepage. At the top, there is a blue header with the forum logo and name. Below the header, there is a navigation bar with links to 'Board index', 'Case Studies', and 'New'. A search bar is located in the top right corner. The main content area is titled 'New' and contains a table of topics. The table has columns for 'TOPICS', 'REPLIES', 'VIEWS', and 'LAST POST'. Two topics are listed: '154 - Powering Down Desktop Sockets' and '153 - Installation & Testing of Fire Alarms'. Both topics were posted by 'cross' on 11 May 2010.

TOPICS	REPLIES	VIEWS	LAST POST
 154 - Powering Down Desktop Sockets by cross on 11 May 2010 10:59 am	0	134	by cross on 11 May 2010 10:59 am
 153 - Installation & Testing of Fire Alarms by cross on 11 May 2010 10:59 am	0	69	by cross on 11 May 2010 10:58 am

Then click on the *Manage Subscriptions* tab under *Overview*.



The screenshot shows the User Control Panel (UCP) of the DBP Forum. The UCP has a navigation bar with tabs for 'Overview', 'Profile', 'Board preferences', 'Private messages', 'Usergroups', and 'Friends & Foes'. The 'Overview' tab is selected. The main content area is titled 'Front page' and contains a welcome message. Below the welcome message, there is a section titled 'YOUR ACTIVITY' which displays the user's profile information and activity statistics. The 'Manage subscriptions' tab is highlighted in the left sidebar.

Front page

Welcome to the User Control Panel. From here you can monitor, view and update your profile, preferences, subscribed forums and topics. You can also send messages to other users (if permitted). Please ensure you read any announcements before continuing.

YOUR ACTIVITY

Joined: 30 Aug 2007 09:38 am
Last visited: 23 Jul 2010 07:21 am
Total posts: 176 | [Show your posts](#)
(0.17 posts per day / 83.02% of all posts)
Most active forum: **In Review**
(114 Posts / 64.77% of your posts)
Most active topic: **CDM2007**
(2 Posts / 1.14% of your posts)

Board index

The team • Delete all board cookies • All times are UTC

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Administration Control Panel

7. It is also possible to unsubscribe from any forums here too.

User Control Panel

Overview Profile Board preferences Private messages Usergroups Friends & Foes

Manage subscriptions

Below is a list of forums and topics you are subscribed to. You will be notified of new posts in either. To unsubscribe mark the forum or topic and then press the *Unwatch marked* button.

WATCHED FORUMS		MARK
General Discussions Last post by Chris Achilles on 24 Oct 2009 03:58 pm		<input checked="" type="checkbox"/>
Sustainability Last post by cleggy on 10 Sep 2008 09:36 am		<input type="checkbox"/>
CDM Last post by Scooter227 on 22 Jul 2010 04:19 pm		<input type="checkbox"/>
Safety Last post by Chris Achilles on 17 Jul 2009 09:31 am		<input type="checkbox"/>
New Last post by cross on 11 May 2010 10:59 am		<input type="checkbox"/>
In Review Last post by Chris Achilles on 19 Jan 2009 09:36 am		<input type="checkbox"/>
Good Practice Last post by cross on 03 Sep 2008 09:01 am		<input type="checkbox"/>
Learning from Bad Practice Last post by Chris Achilles on 30 Jun 2009 08:14 am		<input type="checkbox"/>
The Lighter Side No posts		<input type="checkbox"/>

You are not subscribed to any topics.

Unwatch marked
Mark all • Unmark all

Regards DBP Team