

LMO - Member Users Guide

Functionality/Display Issues

If you are having any display or functionality issues with the site, please first ensure you are using a compatible Internet Browser. Most modern browsers should work but the site has been verified and tested with IE7+,Firefox 10+,Chrome 6+, Safari 5+.

If you are still having issues and can't find any answers in the user guide below, please [message the Moderator](#).

User Menu Sections

When you first log in to the site you are redirected to your 'My Profile' home page which includes the **User Menu** options down the left. To return to this page & menu at any time, click the **my profile** link at the top of the site.

My Profile

Apart from some key profile information at the top, this page also includes thumbnail preview links to all of your posted content. Note that there are icon overlays on these images that indicate whether the content is a photo, video, or document.

The last section shows a snapshot of Alerts to the most recent activity around:

- Conversations/Messages you have participated in
- Comments made about content of yours.
- Forum discussion threads you have participated in.

My Member Portfolio

This page is a variation on what other members will see when they visit your Member page. It also includes a snapshot of your basic profile info, a thumbnail gallery of all of your content.

Additionally it includes the following sections:

- **Your Favourites** - content you have Favoured. Click through to the content view and click the Star icon again to un-favourite.
- **you are following users....** - Users you are following and want to quickly be able to navigate to their latest content. Again, you can navigate through to the Members portfolio page and click the Follow icon again to Unfollow.
- People following you - other members that are currently following you.

My Alerts

This page is a digest of all your various Alerts. (Those that haven't been deleted at least.) It's your preference whether to keep these archived here over time, or individually delete an Alert by clicking the **x** in the upper right corner.

These may or may not have been emailed to you as well, depending on your Email Notification preferences. See [Email Notifications](#) below for details on how to Edit your Profile and tailor these settings.

At the top of this page you can filter the Alerts shown by Read and/or Unread.

At the bottom of the page there are detailed filters for showing specific Activities and/or Conversations.

Inbox

As the site includes a built-in messaging system, you can view a list of your truncated messages on this page (as with your Alerts, only the ones that haven't been deleted). There are a number of options here including:

- Switch view from **Received** to **Sent** with the most recent up top.

- **Start a new conversation** - this can only be with someone who you or they have already initiated messages with. To start a conversation with someone for the first time you must begin by visiting their Member page and clicking the Message envelope on the top of their portfolio page.
- Read the complete message or **Reply** to the message by clicking on the **Conversation Title**.
- Delete a message by clicking on the **[x]** button.

My Favourites

This page exclusively shows the content you have favourited on the site.

My Watchlist

Thumbnail Avatar photo links for the members you are following.

Upload Content

This is where you can upload new content to the site. There are four main tabbed sections here.

Content

Use this default tab if you are uploading Images, Videos, Animation, Documents, or a zip file collection. [Note the list of accepted file type extensions here.] The upload procedure is as follows:

1. Commence the upload by either:
 - Clicking the **Upload** button and navigating in your file browser dialogue to your desired file.
 - Drag the file from an already opened explorer/finder window and drop it on to the Upload button.
 - For images upload the highest quality file you can. Thumbnails will be automatically created and resized from the top-left corner. However, the original full-size image will be preserved and viewable by clicking on the smaller thumbnails.

2. After the file finishes uploading to the server, click **Next**.
3. Complete the metadata attached to the file including:
 - **Change Thumbnail**: instead of the default icon (or image thumbnail) you can add an additional image here that will become the thumbnail.
 - **Category**: Documents, Images, Video [Note: 'Nature Refuge Newsletters' is reserved for the site admins.]
 - **Title**: if different to the extrapolated file name.
 - **Description**: brief description of the content.
 - **Tags**: content relative micro-categories or keywords that could assist the search for this content.
 - **Credits**: if there are people or places in your media that warrant crediting them, please do so here.
4. You can also change your mind and select Cancel this item to cease the upload, otherwise click Save to complete the process.

NOTE: Videos especially will require some time to be automatically converted by the system for compatible viewing. At first you may see a message warning the content is not available yet. Please be patient with this process. You will actually receive an email notification when the conversion process has been completed.

Embed Code

If your media is already located on another website, you can paste in the **embed code** they provide here. This is typically used for YouTube videos, but the same goes for any other website that offers embed code for their content.

Web Link

If you have a related external website you would like to share within your content, enter the link here. Optionally you can click the **Take a snapshot** button and the system will take an image capture of the resulting page which you can then use as the thumbnail.

Complete the metadata attached to the link as per Step 3 of the **Content** above.

Free Text

If you are only uploading text (ex. a story, poem, experience, etc.) this is the most accessible method to upload it such that it could be read directly on the site without visitors needing to download an attachment. There are a number of rich-text editing options to stylise your text.

Pending Uploads

If for any reason you have incomplete uploads (the file is uploaded but the metadata was never completed before your browser timed out while you were away for instance), you should be able to view and either continue or delete them here.

Edit Profile

Visit this section if you want to either edit existing, or fill in additional Profile information. There are the following 5 tabs of information to review.

Account

Your basic account details and contact info. Note that you cannot change your short username that was created when you signed up.

Profile

In this section you can complete additional description details, web site links to your other internet presences, or your Twitter username. By submitting your Twitter username here it will embed your Twitter timeline on your Member page.

Password

Here you can change your password for the site at any time. You can do this when not logged in to the site (in the event you've forgotten your password) but only from the **Forgot Password** link on the login page.

Image

Here you can upload or replace your Member avatar. The resulting image will be square with a maximum size of 150x150pixels. If the image you are uploading is not

square or is much larger, you have the option to **Crop and Upload** it.

Email Notifications

There are multiple ways you can receive emails of the messages and alerts you get on the site.

This first section gives you the option of receiving **Notification Summaries** or digests on a: never, Weekly or Monthly schedule. This might be a preferred option if you don't choose to receive one each time a message is received below.

The second section allows you to micro-manage receiving **Individual Notifications** immediately after messages and alerts are sent to you.

Other Areas of the Site

Resources

AgForce Queensland and the Department of Environment and Heritage Protection are continually curating these sections of applicable Resources for you. Feel free to pass along any additional Resources you think are relevant to members [to the moderator](#) for consideration.

News

You will find the latest News announcements both in the scrolling news ticker at the bottom of the landing page, and in greater detail on the News pages from the main navigation menu.

Events

Upcoming Events are also highlighted both on the landing page of the site, as well as in detail on the Events pages. If you wish to attend, please follow through to the Event details page where there is a Register link at the bottom.

If you have an upcoming event you wish to advertise to all Members, please send all relevant details [to the moderator](#) for consideration. This should include:

- * Event Name
- * Description (maximum 2000 characters)
- * Location
- * Contact email
- * Number of attendee limit, or none if capacity is unlimited.
- * Start, End and Register by Date & Times.

Members

These pages are a complete index of all registered members on the site. By default they are ordered in chronological order (most recent first). You can change the order to by Name if you are looking for a particular member, and also view in a more compact List view.

Clicking through to a Members page will show you their shared Profile info, the content they have uploaded, and buttons to Message or Follow them.

Content

These pages are a complete index of all the content uploaded to the site. By Default the list is unfiltered but you can filter it on the top right by Category (Documents, Images, Nature Refuge Newsletters, or Videos)

Below the thumbnail gallery are 3 tabs highlighting:

- Featured
- Popular (having the most views)
- Latest (most recent content)

Content Views

On the actual content pages there is an abundance of options to engage with.

As on the Member pages, there are buttons along the top to **Message** or **Follow** the user. Additionally you can **Favourite** this particular content, or **Flag** it to the

moderators if it is either: inappropriate, filed in an incorrect category, or has some technical issue with it.

The viewer allows you to click and see an image in full-size or play a video directly on the page.

There is a synopsis of who the author is, the category, when the piece was uploaded, # of views, and tags.

The **Permalink** to the page you are on is a handy place to click and copy in the event you want to paste the direct link to a piece of content — for instance, within a Forum discussion or other comment or message elsewhere on the site. **NOTE:** as all content on this site is private to members only, these links will not work for those who are unable to login to the site.

Similar Content shows other content in the same category of recent.

Finally, below the Description you can Comment on or reply to an existing comment thread around a particular piece of content.

Forums

The Discussion Forums are one of the most interactive elements to the site. It has 3 layers of organisation. The first two of which only the Site moderators can establish, but you are welcome to [offer suggestions](#) for further organisation.

Level 1 - Forums

These are the main categories for the Forums such as General and more to come.

Level 2 - Topics

These are the topics within each category that have been established by the site moderators. They're icons will indicate if there is new posts within them since your last visit, as well as direct links to the most recent post along the right.

Level 3 - Posts

This is where the actual discussions happen and you are free to join in and Reply to existing discussion threads, or start your own! The posts are rich-text and can include links either within the site or externally.

Search

The Search bar offers your entry point into the site search results. There is actually 2 independent searches taking place.

Content

By default you will be shown the Content search results as this makes up the bulk of the site.

People

Switch to this view if you are looking for a particular members name.

All Site

Switch to this view if you are **trying** to find something outside of the Members area such as Resources, News or Events.

RSS Feeds

There are a number of places around the site where you will see the standard RSS Feed icon . This is a common syndication format for news and article threads. If this is your preferred way to keep up to date on latest site news or a particular Discussion Forum topic, then follow one of these 3 methods to subscribe:

1. Click on the link and Subscribe. The options are entirely dependent on which Browser/Extensions you are using. Firefox generally provides the most options be default.

2. If the options in **1** are not what you are looking for, try right-clicking and copy the RSS feed URL. Next switch to your RSS Feed reader website or native application of choice, find the **Add** or **Search** selection and paste in that link.
3. Lastly (and this only works for the main News feed), start directly in your RSS feed reader of choice, click on **Add/Search** and type in:

`landmanagementonline.org.au` . It should auto-discover the Latest News feed.

This has been tested with large commercial RSS services such as [Feedly](#).
