phpBB 3.0 *Olympus* Documentation

Administration Guide

Converted to this format by Michael Talbot.

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1 The Administration Control Panel

Even more so than its predecessor, phpBB 3.0 "Olympus" is highly configurable. You can tune, adjust, or turn off almost all features. To make this load of settings as accessible as possible, we redesigned the Administration Control Panel (ACP) completely.

Click on the **ADMINISTRATION CONTROL PANEL** link on the bottom of the default forum style to visit the ACP.

The ACP has seven different sections by default with each containing a number of subsections. We will discuss each section in this Admin Guide.

Figure 1: The Administration Control Panel Index, the home of managing your phpBB board. Administration functions are grouped into eight different categories: General, Forums, Posting, Users and Groups, Permissions, Styles, Maintenance, and System. Each category is a tab located at the top of the page. Specific functions of the category you're in can be found in the left-hand sidebar of each page.
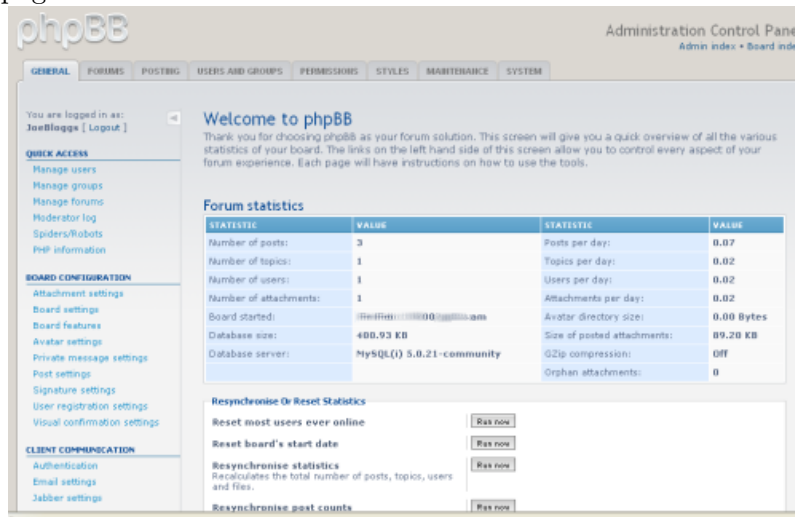
2 General Configuration and Front Page

The General section is the first screen you see each time you log into the ACP. It contains some basic statistics and information about your forum. It also has a subsection called Quick Access. It provides quick access to some of the admin pages that are frequently used, like User Management or Moderator Logs. We will discuss its items later in their specific sections.

We will concentrate on the other three subsections: Board Configuration, Client Communication, and Server Configuration.

2.1 Board Configuration

This subsection contains items to adjust the overall features and settings of the forum.

2.1.1 Attachment Settings

One of the many new features in phpBB 3.0 is *Attachments*. Attachments are files that can be attached to posts, like e-mail attachments. Certain restrictions, set by the board administrator,

control what users can attach. You can set these restrictions via the Attachment Settings page.

For more information, see the section on configuring your board's attachment settings.

2.1.2   Board Settings

The Board Settings allow you to change many settings that govern your board. These settings include important things such as the name of your forum! There are two main groups of board settings: the general **BOARD SETTINGS**, and **WARNINGS SETTINGS**.

Board Settings

- The very first board setting you can edit is perhaps the most important setting of them all: the name of your board. Your users identify your board with this name. Put the name of your site into the **SITE NAME** text field and it will be shown on the header of the default style; it will be the prefix to the window title of your browser.

- The **SITE DESCRIPTION** is the slogan or tagline of your forum. It will appear below the **SITE NAME** on the default style's header.

- If you need to close your whole forum to do maintenance work, for instance, you can do it by using the **DISABLE BOARD** switch. To temporarily disable your board, select **YES**. This will keep any members of your forum who are not administrators or moderators from accessing your board. They will either see a default message instead of the forum, or a message that you create. You can add your own custom message that will be displayed when your board is disabled in the text box below the **DISABLE BOARD** radio buttons. Administrators and moderators will still be able to browse forums and use their specific control panels when the board is disabled.

- You also need to set the **DEFAULT LANGUAGE** of your board. This is the language that guests will see when they visit your board. You can allow registered users to choose other languages. By default, the only language installed is **ENGLISH [GB]**, but you can download more languages on the phpBB website and install them on your board. Find out more about working with languages in the section on Language Pack configuration.

- You can also configure your board's default date format. phpBB3 has a few basic date formats that you can set your board to use; if these are not sufficient and you would like to customise your board's date format, choose Custom from the **DATE FORMAT** selection menu. Then, in the text box besides it, type in the format you would like to use. This is the same as the PHP date() function.

- Along with setting your board's default date format, you can also set your board's preferred timezone. The timezones available in the **SYSTEM TIMEZONE** selection menu are all based on relative UTC (for most intents and purposes, it is GMT, or Greenwich Mean Time) times. You may also choose whether or not your board utilises Daylight Savings Time by selecting the appropriate radio button next to the **ENABLE DAYLIGHT SAVINGS TIME** option.

- You can also set your board's default style. The board will appear to your guests and members in the **DEFAULT STYLE**. In the standard phpBB installation, two styles are available: prosilver and subsilver2. You can either allow users to select another style than the default by selecting **NO** in the **OVERRIDE USER STYLE** setting or disallow it. Please visit the styles section to find out how to add new styles and where to find some.

Warnings

- Moderators can send warnings to users that break the forum rules. The value of **WARN-ING DURATION** defines the number of days a warning is valid until it expires. All positive integers are valid values. For more about warnings, please read Section 4.5, "The Moderator Control Panel (MCP)".

2.1.3 Board Features

Through the Board Features section, you can enable or disable several features board-wide. Note that any feature you disable here will not be available on your forum, even if you give your users permissions to use them.

2.1.4 Avatar Settings

Avatars are generally small, unique images a user can associate with themselves. Depending on the style, they are usually displayed below the user name when viewing topics. Here you can determine how users can define their avatars.

There are three different ways a user can add an avatar to their profile. The first way is through an avatar gallery you provide. Note that there is no avatar gallery available in a default phpBB installation. The **AVATAR GALLERY PATH** is the path to the gallery images. The default path is **IMAGES / AVATARS / GALLERY**. The gallery folder does not exist in the default installation so you have to add it manually if you want to use it.

The images you want to use for your gallery need to be in a folder inside the gallery path. Images directly in the gallery path won't be recognised.

The second approach to avatars is through **REMOTE AVATARS**. This are simply images linked from another website. Your members can add a link to the image they want to use in their profile. To give you some control over the size of the avatars you can define the minimum and maximum size of the images. The disadvantage of **REMOTE AVATARS** is that you are not able to control the file size.

The third approach to avatars is through **AVATAR UPLOADING**. Your members can upload an image form their local system which will be stored on your server. They will be uploaded into the **AVATAR STORAGE PATH** you can define. The default path is **IMAGES / AVATARS / UPLOAD** and does already exist after installation. You have to make sure that it is *server-writable*. The file format of the images has to be either gif, jpeg, or png, and the avatars will be automatically checked for their file and image size after the upload. You can adjust the **MAXIMUM AVATAR FILE SIZE** and images that are bigger than the allowed value will be discarded.

2.1.5 Private Messaging

Private Messages are a way for registered members to communicate privately through your board without the need to fall back to e-mail or instant messaging.

You can disable this feature with the **PRIVATE MESSAGING** setting. This will keep the feature turned off for the whole board. You can disable private messages for selected users or groups with Permissions. Please see the Permissions section for more information.

Olympus allows users to create own personal folders to organise Private Messages. The **MAX-IMUM PRIVATE MESSAGE FOLDERS** setting defines the number of message folders

they can create. The default value is 4. You can disable the feature with setting value to 0.

MAX PRIVATE MESSAGES PER BOX sets the number of Private Messages each folder can contain. The default value is **50**, Set it to 0 to allow unlimited messages per folder.

If you limit the number of messages users can store in their folders, you need to define a default action that is taken once a folder is full. This can be changed in the "Full Folder Default Action" list. The oldest message gets deleted or the new message will be held back until the folder has place for it. Note that users will be able to choose this for themselves in their PM options and this setting only changes the default value they face. This will not override the action a user chose.

When sending a private message, it is still possible to edit the message until the recipient reads it. After a sent private message has been read, editing the message is no longer possible. To limit the time a message can be edited before the recipient reads it, you can set the **LIMIT EDITING TIME**. The default value is 0, which allows editing until the message is read. Note that you can disallow users or groups to edit Private Messages after sending through Permissions. If the permission to edit messages is denied, it will override this setting.

The **GENERAL OPTIONS** allow you to further define the functionality of Private Messages on your board.

- **ALLOW MASS PMS**: enables the sending of Private Messages to multiple recipients. This feature is enabled by default. Disabling it will also disallow sending of Private Messages to groups.

> **TIP**
> See the Groups section for information on how to enable the ability to send a message to a whole group.

- By default, *BBCode* and *Smilies* are allowed in Private Messages.

> **TIP**
> Even if enabled, you can still disallow users or groups to use *BBCode* and *Smilies* in Private Messages through Permissions.

- We don't allow attachments by default. Further settings for attachments in Private Messages are in the Attachment Settings. There you can define the number of attachments per message for instance.

2.1.6   CAPTCHA Module Settings

CAPTCHA or "Completely Automated Public Turing Test To Tell Computers and Humans Apart" is a term for riddles that are supposedly easy for humans but hard for computers.

phpBB 3.0 uses a plugin system to allow easy switching between different CAPTCHA implementations. Available plugins are automatically loaded from the includes/captcha/plugins directory in your installation.

phpBB ships with these plugins installed:

- GD3D CAPTCHA: a graphical CAPTCHA using 3D characters on a wave.

- GD CAPTCHA: a graphical CAPTCHA, using floating 3D characters.

- CAPTCHA without GD: a simple 2D CAPTCHA that should work in any configuration.

- reCAPTCHA: The reCAPTCHA service. You have to sign up for reCAPTCHA before being able to use this plugin.

- Q&A CAPTCHA: configurable questions and answers.

The page is split into two areas, the top area, "General Options", contains settings concerning where to use a CAPTCHA. The other area concerns itself with the selection, configuration and demonstration of the captcha plugins.

Figure 2: The CAPTCHA module selection ACP page.

> **TIP**
> Check the MOD database for new existing CAPTCHA plugins.

How to select a CAPTCHA plugin

- Click the "Installed CAPTCHA plugins" dropdown and select the module you want to use. Do not let grayed out entries stop you, they only mean that you have to perform another step. If your intended module is not in the list, check whether the files are present in the plugin directory.

- Click the "Configure" button to see the CAPTCHA module's ACP page. Many plugins need configuration prior to use. Note that plugins without configuration options will not show the button.

- Configure the plugin to meet your needs.

- After configuring the plugin, re-select your intended plugin from the dropdown. It shold not be grayed out any more.

- Click "Submit".

- Congratulations, youre done.

> **TIP**
> Plugins were introduced with phpBB 3.0.6. If your ACP is missing the option, consider updating to the latest version.

2.2 Client communication

Other than its own authentication system, phpBB3 supports other *client* communications. phpBB3 supports authentication plugins (by default, the Apache, native DB, and LDAP plugins), email, and *Jabber*. Here, you can configure all of these communication methods. The following are subsections describing each client communication method.

2.2.1 Authentication

Unlike phpBB2, phpBB3 offers support for authentication plugins. By default, the Apache, DB, and LDAP plugins are supported. Before switching from phpBB's native authentication system (the DB method) to one of these systems, you must make sure that your server supports it. *When configuring the authentication settings, make sure that you only fill in the settings that apply to your chosen authentication method (Apache or LDAP).*

Authentication

- **SELECT AN AUTHENTICATION METHOD**: Choose your desired authentication method from the selection menu.

- **LDAP SERVER NAME**: If you are using LDAP, this is the name or IP address of the LDAP server.

- **LDAP USER**: phpBB will connect to the LDAP server as this specified user. If you want to use anonymous access, leave this value blank.

- **LDAP PASSWORD**: The password for the LDAP user specified above. If you are using anonymous access, leave this blank.

> **IMPORTANT**
> This password will be stored as plain text in the database; it will be visible to everybody who can access your database.

- **LDAP BASE DN**: The distinguished name, which locates the user information.

- **LDAP UID**: The key under which phpBB will search for a given login identity.

- **LDAP EMAIL ATTRIBUTE**: this to the name of your user entry email attribute (if one exists) in order to automatically set the email address for new users. If you leave this empty, users who login to your board for the first time will have an empty email address.

2.2.2 Email settings

phpBB3 is capable of sending out emails to your users. Here, you can configure the information that is used when your board sends out these emails. phpBB3 can send out emails by using either the native, PHP-based email service, or a specified *SMTP* server. If you are not sure if you have an SMTP server available, use the native email service. You will have to ask your hoster for further details. Once you are done configuring the email settings, click **SUBMIT**.

> **NOTE**
> Please ensure the email address you specify is valid, as any bounced or undeliverable messages will likely be sent to that address.

General Settings

- **ENABLE BOARD-WIDE EMAILS**: If this is set to disabled, no emails will be sent by the board at all.

- **USERS SEND EMAIL VIA BOARD**: If this is set to enabled, a form allowing users to send emails to each other via the board will be displayed, rather than an email address.

- **EMAIL FUNCTION NAME**: If you are using the native, PHP-based email service, this should be the name of the email function. This is most likely going to be "mail".

- **EMAIL PACKAGE SIZE**: This is the number of emails that can be sent in one package. This is useful for when you want to send mass emails, and you have a large amount of users.

- **CONTACT EMAIL ADDRESS**: This is the address that your board's email feedback will be sent to. This is also the address that will populate the "From" and "Reply-to" addresses in all emails sent by your board.

- **RETURN EMAIL ADDRESS**: This is the return address that will be put on all emails as the technical contact email address. It will always populate the "Return-Path" and "Sender" addresses in all emails sent by your board.

- **EMAIL SIGNATURE**: This text will be attached at the end of all emails sent by your board.

- **HIDE EMAIL ADDRESSES**: If you want to keep email addresses completely private, set this value to **YES**.

SMTP Settings

- **USE SMTP SERVER FOR EMAIL**: Select **YES** if you want your board to send emails via an SMTP server. If you are not sure that you have an SMTP server available for use, set this to **NO**; this will make your board use the native, PHP-based email service, which in most cases is the safest available option.

- **SMTP SERVER ADDRESS**: The address of the SMTP server.

- **SMTP SERVER PORT**: The port that the SMTP server is located on. In most cases, SMTP servers are located on port 25; do not change this value if you are unsure about this.

- **AUTHENTICATION METHOD FOR SMTP**: This is the authentication method that your board will use when connecting to the specified SMTP server. This only applies if an SMTP username and password are set, and required by the server. The available methods are PLAIN, LOGIN, CRAM-MD5, DIGEST-MD5, and POP-BEFORE-SMTP. If you are unsure about which authentication method you must use, ask your hoster for more information.

- **SMTP USERNAME**: The username that phpBB will use when connecting to the specified SMTP server. You should only fill this in if the SMTP server requires it.

- **SMTP PASSWORD**: The password for the above specified username that phpBB will use when connecting to the specified SMTP server. You should only fill this in if the SMTP server requires it.

2.2.3 Jabber settings

phpBB3 also has the ability to communicate messages to users via *Jabber*, your board can be configured to board notifications via Jabber. Here, you can enable and control exactly how your board will use Jabber for communication.

> **Note**
> Some Jabber servers include gateways or transports which allow you to contact users on other networks. Not all servers offer all transports and changes in protocols can prevent transports from operating. Note that it may take several seconds to update Jabber account details, so do not stop the script until it has finished!

Jabber settings

- **ENABLE JABBER**: Set this to **ENABLED** if you want to enable the use of Jabber for messaging and notifications.

- **JABBER SERVER**: The Jabber server that your board will use. For a list of public servers, see jabber.org's list of open, public servers.

- **JABBER PORT**: The port that the Jabber server specified above is located on. Port 5222 is the most common port; if you are unsure about this, leave this value alone.

- **JABBER USERNAME OR JID**: The Jabber username or a complete Jabber ID (looks like an e-mail address) that your board will use when connecting to the specified Jabber server. You must specify an already registered account.

- **JABBER PASSWORD**: The password for the Jabber username specified above. If the Jabber username is unregistered, phpBB3 will attempt to register the above Jabber username, with this specified value as the password.

- **JABBER PACKAGE SIZE**: This is the number of messages that can be sent in one package. If this is set to "0", messages will be sent immediately and will not be queued for' later sending.

2.3   Server configuration

As an administrator of a board, being able to fine-tune the settings that your phpBB board uses for the server is a must. Configuring your board's server settings is very easy. There are five main categories of server settings: Cookie settings, Server settings, Security settings, Load settings, and Search settings. Properly configuring these settings will help your board not only function, but also work efficiently and as intended. The following subsections will outline each server configuration category. Once you are done with updating settings in each setting, remember to click **SUBMIT** to apply your changes.

2.3.1   Cookie settings

Your board uses cookies all the time. Cookies can store information and data; for example, cookies are what enable users to automatically login to the board when they visit it. The settings on this page define the data used to send cookies to your users' browsers.

> When editing your board's cookie settings, do so with caution. Incorrect settings can cause such consequences as preventing your users from logging in.

To edit your board's cookie settings, locate the **COOKIE SETTINGS** form. The following are four settings you may edit:

Cookie Settings

- **COOKIE DOMAIN**: This is the domain that your board runs on. Do not include the path that phpBB is installed in; only the domain itself is important here.

- **COOKIE NAME**: This is the name that will be assigned to the cookie when it is sent to your users' browsers and stored. This should be a unique cookie name that will not conflict with any other cookies.

- **COOKIE PATH**: This is the path that the cookie will apply to. In most cases, this should be left as "/", so that the cookie can be accessible across your site. If for some reason you must restrict the cookie to the path that your board is installed in, set the value to the path of your board.

- **COOKIE SECURE**: If your board is accessible via SSL, set this to **ENABLED**. If the board is not accessible via SSL, then leave this value set to **DISABLED**, otherwise server errors will result during redirections.

When you are done editing your board's server settings, click **SUBMIT** to submit your changes.

2.3.2   Server settings

On this page, you can define server and domain-dependent settings. There are three main categories of server settings: **SERVER SETTINGS**, **PATH SETTINGS**, and **SERVER URL SETTINGS**. The following describes each server settings category and the corresponding settings in more detail. When you are done configuring your board's server settings, click **SUBMIT** to submit your changes.

The **SERVER SETTINGS** form allows you to set some settings that phpBB will use on the server level. The only available option at this time is **ENABLE GZIP COMPRESSION**. Setting this value will enable *GZip* compression on your server. This means that all content generated by the server will be compressed before it is sent to users' browsers, if the users' browsers support it. Though this can reduce network traffic/bandwidth used, this will also increase the server and CPU load, on both the user's and server's sides.

Next, the **PATH SETTINGS** form allows you to set the various paths that phpBB uses for certain board content. For default installations, the default settings should be sufficient. The following are the four values that you can set:

Path Settings

- **SMILIES STORAGE PATH**: This is the path to the directory, relative to the directory that your board is installed in, that your smilies are located in.

- **POST ICONS STORAGE PATH**: This is the path to the directory, relative to the directory that your board is installed in, that the topic icons are stored in.

- **EXTENSION GROUP ICONS STORAGE PATH**: This is the path to the directory, relative to the directory that your board is installed in, that the icons for the attachments extension groups.

- **RANK IMAGE STORAGE PATH**: This is the path to the directory, relative to the directory that your board is installed in, that your rank images are located in.

The last category of server settings is **SERVER URL SETTINGS**. The **SERVER URL SETTINGS** category contains settings that allow you to configure the actual URL that your board is located at, as well as the server protocol and port number that the board will be accessed to. The following are the five settings you may edit:

Server URL Settings

- **FORCE SERVER URL SETTINGS**: If for some reason the default settings for the server URL are incorrect, then you can force your phpBB board to use the server URL settings you specify below by selecting the **YES** radio button.

- **SERVER PROTOCOL**: This is the server protocol (http:// or https://, for example) that your board uses, if the default settings are forced. If this value is empty or the above **FORCE SERVER URL SETTINGS** setting is disabled, then the protocol will be determined by the cookie secure settings.

- **DOMAIN NAME**: This is the name of the domain that your board runs on. Include "www" if applicable. Again, this value is only used if the server URL settings are forced.

- **SERVER PORT**: This is the port that the server is running on. In most cases, a value of "80" is the port to set. You should only change this value if, for some reason, your server runs on a different port. Again, this value is only used if the server URL settings are forced.

- **SCRIPT PATH**: This is the directory where phpBB is installed, relative to the domain name. For example, if your board was located at www.example.com/phpBB3/, the value to set for your script path is "/phpBB3". Again, this value is only used if the server URL settings are forced.

When you are done editing your board's server settings, click **SUBMIT** to submit your changes.

2.3.3 Security settings

Here, on the Security settings page, you are able to manage security-related settings; namely, you can define and edit session and login-related settings. The following describes the available security settings that you can manage. When you are done configuring your board's security settings, click **SUBMIT** to submit your changes.

ALLOW PERSISTENT LOGINS
This determines whether users can automatically login to your board when they visit it.

The available options are **YES** and **NO**. Choosing Yes will enable automatic logins.

PERSISTENT LOGIN KEY EXPIRATION LENGTH (IN DAYS)
This is the set number of days that login keys will last before they expire and are removed from the database.

You may enter an integer in the text box located to the left of the word **DAYS**. This integer is the number of days for the persistent login key expiration. If you would like to disable this setting (and thereby allow use of login keys indefinitely), enter a "0" into the text box.

SESSION IP VALIDATION
This determines how much of the users' IP address is used to validate a session.

There are four settings available: **ALL**, **A.B.C**, **A.B**, and **NONE**. The **ALL** setting will compare the complete IP address. The **A.B.C** setting will compare the first x.x.x of the IP address. The **A.B** setting will compare the first x.x of the IP address. Lastly, selecting **NONE** will disable IP address checking altogether.

VALIDATE BROWSER
This enables the validation of the users' browsers for each session. This can help improve the users' security.

The available options are **YES** and **NO**. Choosing **YES** will enable this browser validation.

VALIDATE X_FORWARDED_FOR HEADER
This setting controls whether sessions will only be continued if the sent X_FORWARDED_FOR header is the same as the one sent with the previous request. Bans will be checked against *IP addresses* in the X_FORWARDED_FOR header too.

The available options are **YES** and **NO**. Choosing **YES** will enable the validation of the X_FORWARDED_FOR header.

CHECK IP AGAINST DNS BLACKHOLE LIST:
You are also able to check the users' *IP addresses* against DNS blackhole lists. These lists are blacklists that list bad IP addresses. Enabling this setting will allow your board to check your users' IP addresses and compare them against the DNS blackhole lists. Currently, the DNS

blacklist services on the sites spamcop.net, dsbl.org, and spamhaus.org.

CHECK EMAIL DOMAIN FOR VALID MX RECORD
It is also possible to attempt to validate emails used by your board's users. If this setting is enabled, emails that are entered when users register or change the email in their profile will be checked for a valid MX record.

The available options are **YES** and **NO**. Choosing **YES** will enable the checking of MX records for emails.

PASSWORD COMPLEXITY
Usually, more complex passwords fare well; they are better than simple passwords. To help your users try to make their account as secure as possible, you also have the option of requiring that they use a password as complex as you define. This requirement will apply to all users registering a new account, or when existing users change their current passwords.

There are four options in the selection menu. No requirements will disable password complexity checking completely. The Must be mixed case setting requires that your users' passwords have both lowercase and uppercase letters in their password. The Must contain alphanumerics setting requires that your users' password include both letters from the alphabet and numbers. Lastly, the Must contain symbols setting will require that your users' passwords include symbols.

> **Note**
> For each password complexity requirement, the setting(s) above it in the selection menu will also apply. For example, selecting Must contain alphanumerics will require your users' passwords to include not only alphanumeric characters, but also have both lowercase and uppercase letters.

FORCE PASSWORD CHANGE
It is always ideal to change passwords once in a while. With this setting, you can force your users to change their passwords after a set number of days that their passwords have been used.

Only integers can be entered in the text box, which is located next to the **DAYS** label. This integer is the number of days that, after which, your users will have to change their passwords. If you would like to disable this feature, enter a value of "0".

MAXIMUM NUMBER OF LOGIN ATTEMPTS
It is also possible to limit the number of attempts that your users can have to try to login. Setting a specific limit will enable this feature. This can be useful in temporarily preventing bots or other users from trying to log into other users' accounts.

Only integers can be entered for this setting. The number entered it the maximum number of times a user can attempt to login to an account before having to confirm his login visually, with the visual confirmation.

ALLOW PHP IN TEMPLATES
Unlike phpBB2, phpBB3 allows the use of PHP code in the template files themselves, if enabled. If this option is enabled, **PHP** and **INCLUDEPHP** statements will be recognized and parsed by the template engine.

2.3.4 Load settings

On particularly large boards, it may be necessary to manage certain load-related settings in order to allow your board to run as smoothly as possible. However, even if your board isn't excessively active, it is still important to be able to adjust your board's load settings. Adjusting these settings properly can help reduce the amount of processing required by your server. Once you are done editing any of the server load-related settings, remember to click **SUBMIT** to actually submit and apply your changes.

The first group of settings, **GENERAL SETTINGS**, allows you to control the very basic load-related settings, such as the maximum system load and session lengths. The following describes each option in detail.

General settings

- **LIMIT SYSTEM LOAD**: This option enables you to control the maximum load that the server can undergo before the board will automatically go offline. Specifically, if the system's one-minute load average exceeds this value, the board will automatically go offline. A value of "1.0" equals about 100% utilisation of one processor. Note that this option will only work with *nix-based servers that have this information accessible. If your board is unable to get the load limit, this value will reset itself to "0". All positive numbers are valid values for this option. (For example, if your server has two processors, a setting of 2.0 would represent 100% server utilisation of both processors.) Set this to "0" if you do not want to enable this option.

- **SESSION LENGTH**: This is the amount of time, in seconds, before your users' sessions expire. Valid values are positive integers greater than or equal to 60.

- **LIMIT SESSIONS**: It is also possible to control the maximum amount of sessions your board will handle before your board will go offline and be temporarily disabled. Specifically, if the number of sessions your board is serving exceeds this value within a one-minute period, the board will go offline and be temporarily disabled. All positive integers are valid values. Set this to "0" if you want to allow an unlimited amount of sessions.

- **VIEW ONLINE TIME SPAN**: This is the number of minutes after which inactive users will not appear in the **WHO IS ONLINE** listings. The higher the number given, the greater the processing power required to generate the listing. All positive integers are valid values, and indicate the number of minutes that the time span will be.

The second group of settings, **GENERAL OPTIONS**, allows you to control whether certain options are available for your users on your board. The following describes each option further.

General options

- **ENABLE DOTTED TOPICS**: Topics in which a poster has already posted in will see dotted topic icons for these topics. To enable this feature select **YES**.

- **ENABLE SERVER-SIDE TOPIC MARKING**: One of the many new features phpBB3 offers is server-side read tracking. This is different from phpBB2, which only offered read tracking based on cookies. To store read/unread status information in the database, as opposed to in a cookie, select **YES**.

- **ENABLE TOPIC MARKING FOR GUESTS**: It is also possible to allow guests to have read/unread status information. If you want your board to store read/unread status information for guests, select **YES**. If this option is disabled, posts will be displayed as "read" for guests.

- **ENABLE ONLINE USER LISTINGS**: The online user listings can be displayed on your board's index, in each forum, and on topic pages. If you want to enable this option and allow the online user listings to be displayed, choose **YES**.

- **ENABLE ONLINE GUEST LISTINGS IN VIEWONLINE**: If you want to enable the display of guest user information in the **WHO IS ONLINE** section, choose **YES**.

- **ENABLE DISPLAY OF USER ONLINE/OFFLINE INFORMATION**: This option allows you to control whether or not online/offline status information for users can be displayed in profiles and on the topic view pages. To enable this display option, choose **YES**.

- **ENABLE BIRTHDAY LISTING**: In phpBB3, birthdays is a new feature. To enable the listing of birthdays, choose **YES**.

- **ENABLE DISPLAY OF MODERATORS**: Though it can be particularly useful to list the moderators who moderate each forum, it is possible to disable this feature, which may help reduce the amount of processing required. To enable the display of moderators, select **YES**.

- **ENABLE DISPLAY OF JUMPBOX**: The jumpbox can be a useful tool for navigating throughout your board. However, it is possible to control whether or not this is displayed. To display the jumpboxes, select **YES**.

- **SHOW USER'S ACTIVITY**: This option controls whether or not the active topic / forum information displayed in your users' profiles and *UCP*. If you want to show this user activity information, select **YES**. However, if your board has more than one million posts, it is recommended that you disable this feature.

- **RECOMPILE STALE TEMPLATES**: This option controls the recompilation of old templates. If this is enabled, your board will check to see if there are updated templates on your filesystem; if there are, your board will recompile the templates. Select **YES** to enable this option.

Lastly, the last group of load settings relates to **CUSTOM PROFILE FIELDS**, which are a new feature in phpBB3. The following describes these options in detail.

Custom Profile Fields

- **ALLOW STYLES TO DISPLAY CUSTOM PROFILE FIELDS IN MEMBERLIST**: This option allows you to control if your board's style(s) can display the custom profile fields (if your board has any) in the memberlist. To enable this, choose **YES**.

- **DISPLAY CUSTOM PROFILE FIELDS IN USER PROFILES**: If you want to enable the display of custom profile fields (if your board has any) in users' profiles, select **YES**.

- **DISPLAY CUSTOM PROFILE FIELDS IN VIEWTOPIC**: If you want to enable the display of custom profile fields (if your board has any) in the topic view pages, choose **YES**.

2.3.5 Search settings

Your board can be a well of information. Being able to effectively search through this information is very important, especially if you want to reduce the amount of redundant topics are posted on your board. Here, on the Search settings page, you can control what search backend your board's search functionality will use for indexing posts and searching, and set various options related to it. There are four main categories of search settings: **GENERAL SEARCH SETTINGS**, **SEARCH BACKEND**, **FULLTEXT MYSQL**, and **FULLTEXT NATIVE**. The following describes each set of search settings in detail.

The first group of search settings are general and user-facing, meaning that they concern the users who use the search functionality directly.

General Search Settings

- **ENABLE SEARCH FACILITIES**: Setting this option to **YES** will enable the search functionality for your users; member-searching functionality will also be enabled.

- **USER SEARCH FLOOD INTERVAL**: This value indicates the number of seconds that your users have to wait between consecutive searches. This value is checked independently for each user. All positive integers are valid values. If you want to disable checking for search intervals for users, set this value to "0".

- **GUEST SEARCH FLOOD INTERVAL**: This is the number of seconds between searches that guest users must wait. This value is shared for all guest users, if one guest searches, the others will have to wait until this interval passes. All positive integers are valid values. If you want to disable checking for search intervals for guests, set this value to "0".

- **SEARCH PAGE SYSTEM LOAD LIMIT**: You can also limit the amount of load your system will undergo for searches. If the system load exceeds this value, your board will go offline and be temporarily disabled. All numbers between 0 and 1.0 (inclusive) are valid values. A value of "1.0", for example, represents about 100% utilisation of a single processor; if the system load exceeds this value, the board will go offline. Note that this feature only works for *nix-based servers.

- **MIN AUTHOR NAME CHARACTERS**: Users have to enter at least this many characters of the name when performing a wildcard author search. If the author's username is shorter than this number, your users can still search for the author's posts by entering the complete username. All positive integers are valid values.

- **SEARCH RESULT CACHE LENGTH**: phpBB3 can also cache search results. These cached search results will expire after this number of seconds. All positive integers are valid values. Set this value to "0" if you want to disable search caching.

The next group of search settings actually only contains one setting: choosing what backend your board's search facilities, if enabled, will use. The following details this option.

Search Backend

- **SEARCH BACKEND**: This option specifies the backend that your board's search facilities will use if it is enabled. The backend is essentially the system/method that is actually responsible for conducting searches based on the queries it is given. There are two available options: Fulltext mysql and Fulltext native. Fulltext native is the default option, which is phpBB's own native fulltext search. Choosing Fulltext mysql will make your board use mySQL's fulltext search as its search backend.

> **Note**
> If you choose to change your board's current search backend, you will
> have to create an index of your board's content for the new search back-
> end. If you know for sure that you're not going to use the index that
> was used with your old, previously chosen search backend, you can also
> delete it in order to free up some of your system's resources. To learn
> more about maintaining your board's search indices, see Section 9.3,
> "Search Indexing".

These next two groups of search settings concern each specific search backend individually. The
FULLTEXT MYSQL group is only an information box, and displays information regarding
your board and the mySQL fulltext option. The settings that are in the **FULLTEXT NATIVE**
group concern all of the settings related to phpBB3's built-in, native search backend.

Fulltext mysql

- **SUPPORT FOR NON-LATIN UTF-8 CHARACTERS USING PCRE**: This
  tells you if your system supports searching for non-Latin UTF-8 characters. This is only
  available in *PHP* versions 4.4 and above, and 5.1 and above. This is only relevant if you
  actually want your users to have the ability to search for non-Latin characters.

- **SUPPORT FOR NON-LATIN UTF-8 CHARACTERS USING MBSTRING**:
  If your system doesn't support UTF-8 characters using PCRE (as indicated in the setting
  above), the mySQL fulltext search backend will try to use mbstring's regular expression
  engine. Again, this is only relevant if you actually want your users to have the ability to
  seasrch for non-Latin characters.

Fulltext native

- **ENABLE FULLTEXT UPDATING**: This option allows you to control whether or not
  your board's search index will update when posts are made. If you would like to enable
  this, choose **YES**. Note that this setting is not relevant if your board's search functionality
  is disabled entirely.

- **MIN CHARACTERS INDEXED BY SEARCH**: You can also control the minimum
  number of characters words must contain in order to be included in your board's search
  index. It is recommended that you not set this too low in order to have a quality search
  index. All positive integers are valid values.

- **MAX CHARACTERS INDEXED BY SEARCH**: Just like the above setting, you
  can also control the maximum number of characters words must contain in order to be
  included in your board's search index. If a word has more than this number of characters
  in it, it will not be included in the search index. All positive integers are valid values.

- **COMMON WORD THRESHOLD**: Like phpBB2's stopwords feature, you can pre-
  vent the use of common words that you specify. However, this feature is expanded upon
  in phpBB3. You can now control the threshold that a word can have; this means that if
  a word is contained in more than a certain percentage of posts on your board, it will be
  deemed as a common word, and will be ignored in search queries. All positive integers are
  valid values, and represent the percentage of posts on your board words can be contained
  in. If you would like to disable this threshold and thereby allow searches using all words,
  even if they can be common, set this value to "0". This setting only applies if your board
  has more than 100 posts.

3 Forum Admin

The **FORUM** section offers the tools to manage your forums. Whether you want to add new forums, add new categories, change forum descriptions, reorder or rename your forums, this is the place to go.

3.1 Explanation of forum types

In phpBB 3.0, there are three forum types. A forum can be a normal forum where people can post in, a category that contains forums, or it can be a simple link.

FORUM
In a forum people can post their topics.

LINK
The forum list displays a forum link like a normal forum. But instead of linking to a forum, you can point it to a URL of your choice. It can display a hit counter, which shows how many times the link was clicked.

CATEGORY
If you want to combine multiple forums or links for a specific topic, you can put them inside a category. The forums will appear below the category title, clearly separated from other categories. Users are not able to post inside categories.

3.2 Subforums

One of the many new features in phpBB 3.0 are *subforums*. Especially bulletin boards with a high number of forums will benefit from this. In the simple flat category and forum approach in phpBB 2.0, all forums and categories were listed on the forum index. In Olympus you can now put as many forums, links, or categories as you like inside other forums.

If you have a forum about pets for instance, you are able to put subforums for cats, dogs, or guinea pigs inside it without making the parent "Pets" forum a category. In this example, only the "Pets" forum will be listed on the index like a normal forum. Its subforums will appear as simple links below the forum description (unless you disabled this).

Figure 3: Creating subforums. In this example, the subforums titled "Cats" and "Dogs" belong in the "Pets" parent forum. Pay close attention to the breadcrumbs on the page, located right above the list of the subforums. This tells you exactly where you are in the forums hierarchy.
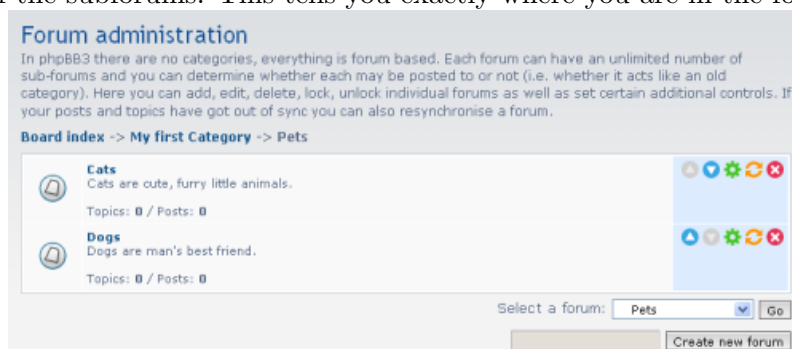
This system theoretically allows unlimited levels of subforums. You can put as many subforums inside subforums as you like. However, please do not go overboard with this feature. On boards

with five to ten forums or less, it is not a good idea to use subforums. Remember, the less forums you have, the more active your forum will appear. You can always add more forums later.

Read the section on forum management to find out how to create subforums.

3.3 Manage forums

Here you can add, edit, delete, and reorder the forums, categories, and links.

Figure 4: This is the legend for the icons on the manage forums page. Each icon allows you to commit a certain action. Pay close attention to which action you click on when managing your forums.
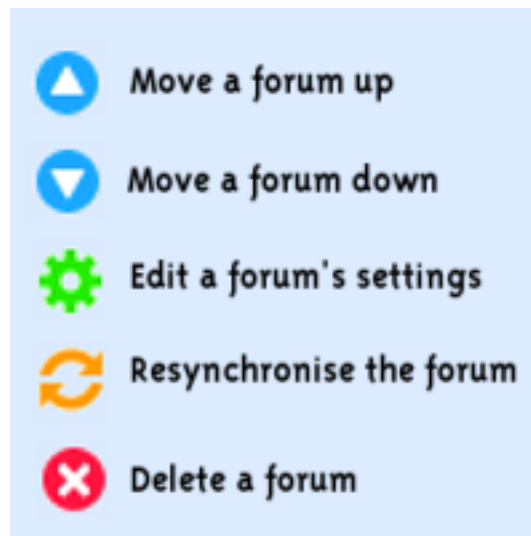
The initial **MANAGE FORUMS** page shows you a list of your top level forums and categories. Note, that this is not analogue to the forum index, as categories are not expanded here. If you want to reorder the forums inside a category, you have to open the category first.

4 Posting Settings

Forums are nothing without content. Content is created and posted by your users; as such, it is very important to have the right posting settings that control how the content is posted. You can reach this section by clicking the Posting navigation tab.

The first page you are greeted with after getting to the Posting Settings section is **BBCODES**. The other available subsections are divided into two main groups: **MESSAGES** and **ATTACHMENTS**. Private message settings, Topic icons, Smilies, and Word censoring are message-related settings. Attachment settings, Manage extensions, Manage extension groups, and Orphaned attachments are attachment-related settings.
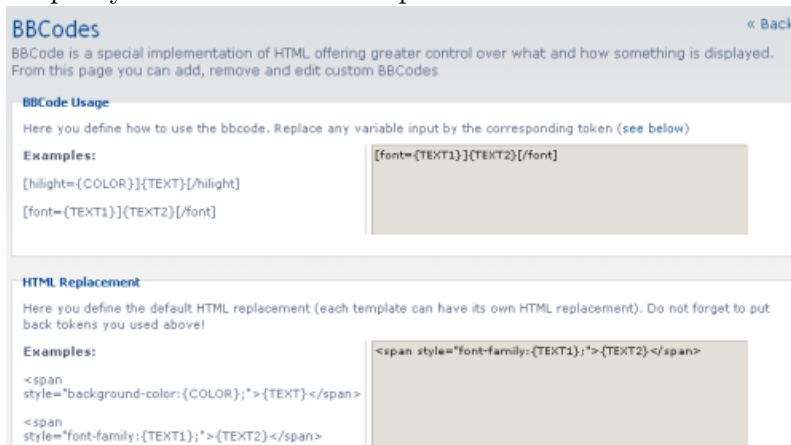
4.1 BBCodes

BBCodes are a special way of formatting posts, similar to HTML. phpBB 3.0 allows you to create your own BBCodes very easily. On this page, you can see the custom BBCodes that currently exist.

Adding a BBCode is very easy. If done right, allowing users to use your new BBCode may

be safer than allowing them to use HTML code. To add a BBCode, click **ADD A NEW BBCODE** to begin. There are four main things to consider when adding a BBCode: how you want your users to use the BBCode, what HTML code the BBcode will actually use (the users will not see this), what short info message you want for the BBCode, and whether or not you want a button for the new BBCode to be displayed on the posting screen. Once you are done configuring all of the custom BBCode settings, click **SUBMIT** to add your new BBCode.

Figure 5: Creating a new BBCode. In this example, we are creating a new [font] BBCode that will allow users to specify the font face of the specified text.

In the **BBCODE USAGE** form, you can define how you want your users to use the BB-Code. Let's say you want to create a new font BBCode that will let your users pick a font to use for their text. An example of what to put under **BBCODE USAGE** would be `[font={TEXT1}]{TEXT2}[/font]` This would make a new [font] BBCode, and will allow the user to pick what font face they want for the text. The user's text is represented by `TEXT1`, while `TEXT2` represents whatever font name the user types in.

In the **HTML REPLACEMENT** form, you can define what HTML code your new BBCode will use to actually format the text. In the case of making a new [font] BBCode, try `<span style=''font-family:{TEXT1}''>{TEXT2}<span>` This HTML code will be used to actually format the user's text.

The third option to consider when adding a custom BBCode is what sort of help message you want to display to your users if they choose to use the new BBCode. Ideally, the helpline message is a short note or tip for the user using the BBCode. This message will be displayed below the BBCode row on the posting screens.

> **Note**
> If the next option described, **DISPLAY ON POSTING**, isn't enabled, the helpline message will not be displayed.

Lastly, when adding a new BBCode, you can decide whether or not you want an actual BBCode button for your new BBCode to be displayed on the posting screens. If you want this, then check the **DISPLAY ON POSTING** checkbox.

4.2 Private message settings

Many users use your board's private messaging system. Here you can manage all of the default *private message*-related settings. Listed below are the settings that you can change. Once you're done setting the posting settings, click **SUBMIT** to submit your changes.

General settings

- **PRIVATE MESSAGING**: You can enable to disable your board's private messaging system. If you want to enable it, select **YES**.

- **MAX PRIVATE MESSAGE FOLDERS**: This is the maximum number of new private message folders your users can each create.

- **MAX PRIVATE MESSAGES PER BOX**: This is the maximum number of private messages your users can have in each of their folders.

- **FULL FOLDER DEFAULT ACTION**: Sometimes your users want to send each other a private message, but the intended recipient has a full folder. This setting will define exactly what will happen to the sent message. You can either set it so that an old message will be deleted to make room for the new message, or the new messages will be held back until the recipient makes room in his inbox. Note that the default action for the **SENTBOX** is the deletion of old messages.

- **LIMIT EDITING TIME**: Users are usually allowed to edit their sent private messages before the recipient reads it, even if it's already in their outbox. You can control the amount of time your users have to edit sent private messages.

General options

- **ALLOW SENDING OF PRIVATE MESSAGES TO MULTIPLE USERS AND GROUPS**: In phpBB 3.0, it is possible to send a private message to more than user. To allow this, select **YES**.

- **ALLOW BBCODE IN PRIVATE MESSAGES**: Select **YES** to allow BBCode to be used in private messages.

- **ALLOW SMILIES IN PRIVATE MESSAGES**: Select **YES** to allow smilies to be used in private messages.

- **ALLOW ATTACHMENTS IN PRIVATE MESSAGES**: Select **YES** to allow attachments to be used in private messages.

- **ALLOW SIGNATURE IN PRIVATE MESSAGES**: Select **YES** to let your users include their *signature* in their private messages.

- **ALLOW PRINT VIEW IN PRIVATE MESSAGES**: Another new feature in phpBB 3.0 is a printer-friendly view. Select **YES** to allow your users to view any of their PMs in print view.

- **ALLOW FORWARDING IN PRIVATE MESSAGES**: Select **YES** to allow your users to forward private messages.

- **ALLOW USE OF [IMG] BBCODE TAG**: Select **YES** if you want your users to be able to post inline images in their private messages.

- **ALLOW USE OF [FLASH] BBCODE TAG**: Select **YES** if you want your users to be able to post inline Macromedia Flash objects in their private messages.

- **ENABLE USE OF TOPIC ICONS IN PRIVATE MESSAGES**: Select **YES** if you want to enable your users to include topic icons with their private messages. (Topic icons are displayed next to the private messages' titles.).

> **Tip**
> If you want to set any of the above numerical settings so that the setting will allow unlimited amounts of the item, set the numerical setting to 0.

4.3 Topic icons

A new feature in phpBB3 is the ability to assign icons to topics. On this page, you can manage what topic icons are available for use on your board. You can add, edit, delete, or move topic icons. The **TOPIC ICONS** form displays the topic icons currently installed on your board. You can add topic icons manually, install a premade icons pack, export or download an icons pack file, or edit your currently installed topic icons.

Your first option to add topic icons to your board is to use a premade icons pack. Icon packs have the file extension pak. To install an icons pack, you must first download an icons pack. Upload the icon files themselves and the pack file into the `/images/icons/` directory. Then, click **INSTALL ICONS PAK**. The **INSTALL ICONS PAK** form displays all of the options you have regarding topic icon installation. Select the icon pack you wish to add (you may only install one icon pack at a time). You then have the option of what to do with currently installed topic icons if the new icon pack has icons that may conflict with them. You can either keep the existing icon(s) (there may be duplicates), replace the matches (overwriting the icon(s) that already exist), or just delete all of the conflicting icons. Once you have selected the proper option, click **INSTALL ICONS PAK**.

To add topic icon(s) manually, you must first upload the icons into the icons directory of your site. Navigate to the Topic icons page. Click **ADD MULTIPLE ICONS**, which is located in the **TOPIC ICONS** form. If you correctly uploaded your new desired topic icon(s) into the proper `/images/icons/` directory, you should see a row of settings for each new icon you uploaded. The following has a description on what each field is for. Once you are done with adding the topic icon(s), click, **SUBMIT** to submit your additions.

- **ICON IMAGE FILE**: This column will display the actual icon itself.

- **ICON LOCATION**: This column will display the path that the icon is located in, relative to the `/images/icons/` directory.

- **ICON WIDTH**: This is the width (in pixels) you want the icon to be stretched to.

- **ICON HEIGHT**: This is the height (in pixels) you want the icon to be stretched to.

- **DISPLAY ON POSTING**: If this checkbox is checked, the topic icon will actually be displayed on the posting screen.

- **ICON ORDER**: You can also set what order that the topic icon will be displayed. You can either set the topic icon to be the first, or after any other topic icon currently installed.

- **ADD**: If you are satisfied with the settings for adding your new topic icon, check this box.

You may also edit your currently installed topic icons' settings. To do so, click **EDIT ICONS**. You will see the **ICON CONFIGURATION** form. For more information regarding each field, see the above paragraph regarding adding topic icons.

Lastly, you may also reorder the topic icons, edit a topic icon's settings, or remove a topic icon. To reorder a topic icon, click the appropriate "move up" or "move down" icon. To edit a topic

icon's current settings, click the "settings" button. To delete a topic icon, click the red "delete" button.

4.4   Smilies

Smilies or emoticons are typically small, sometimes animated images used to convey an emotion or feeling. You can manage the smilies on your board via this page. To add smilies, you have the option to either install a premade smilies pack, or add smilies manually. Locate the **SMILIES** form, which lists the smilies currently installed on your board, on the page.

Your first option to add smilies to your board is to use a premade smilies pack. Smilies packs have the file extension pak. To install a smilies pack, you must first download a smilies pack. Upload the smilies files themselves and the pack file into the `/images/smilies/` directory. Then, click **INSTALL SMILIES PAK**. The **INSTALL SMILIES PAK** form displays all of the options you have regarding smilies installation. Select the smilies pack you wish to add (you may only install one smilies pack at a time). You then have the option of what to do with currently installed smilies if the new smilies pack has icons that may conflict with them. You can either keep the existing smilies (there may be duplicates), replace the matches (overwriting the smilies that already exist), or just delete all of the conflicting smilies. Once you have selected the proper option, click **INSTALL SMILIES PAK**.

To add a smiley to your board manually, you must first upload the smilies into the `/images/smilies/` directory. Then, click on **ADD MULTIPLE SMILIES**. From here you can add a smilie and configure it. The following are the settings you can set for the new smilies. Once you are done adding a smiley, click **SUBMIT**.

- **SMILEY IMAGE FILE**: This is what the smiley actually looks like.

- **SMILEY LOCATION**: This is where the smiley is located, relative to the `/images/smilies/` directory.

- **SMILEY CODE**: This is the text that will be replaced with the smiley.

- **EMOTION**: This is the smiley's title.

- **SMILEY WIDTH**: This is the width in pixels that the smiley will be stretched to.

- **SMILEY HEIGHT**: This is the height in pixels that the smiley will be stretched to.

- **DISPLAY ON POSTING**: If this checkbox is checked, this smiley will actually be displayed on the posting screen.

- **SMILEY ORDER**: You can also set what order that the smiley will be displayed. You can either set the smiley to be the first, or after any other smiley currently installed.

- **ADD**: If you are satisfied with the settings for adding your new smiley, check this box.

You may also edit your currently installed smilies' settings. To do so, click **EDIT SMILIES**. You will see the **SMILEY CONFIGURATION** form. For more information regarding each field, see the above paragraph regarding adding smilies.

Lastly, you may also reorder the smilies, edit a smiley's settings, or remove a smiley. To reorder a smiley, click the appropriate "move up" or "move down" icon. To edit a smiley's current settings, click the "settings" button. To delete a smiley, click the red "delete" button.

4.5 Word censoring

On some forums, a certain level of appropriate, profanity-free speech is required. Like phpBB2, phpBB3 continues to offer word censoring. Words that match the patterns set in the **WORD CENSORING** panel will automatically be censored with text that you, the admin, specify. To manage your board's word censoring, click Word censoring.

To add a new word censor, click **ADD NEW WORD**. There are two fields: **WORD** and **REPLACEMENT**. Type in the word that you want automatically censored in the **WORD** text field. (Note that you can use wildcards (*).) Then, type in the text you want the censored word to be replaced with in the **REPLACEMENT** text field. Once you are done, click **SUBMIT** to add the new censored word to your board.

To edit an existing word censor, locate the censored word's row. Click the "edit" icon located in that row, and proceed with changing the censored word's settings.

4.6 Attachment Settings

If you allow your users to post attachments, it is important to be able to control your board's attachments settings. Here, you can configure the main settings for attachments and the associated special categories. When you are done configuring your board's attachments settings, click **SUBMIT**.

Attachment Settings

- **ALLOW ATTACHMENTS**: If you want attachments to be enabled on your board, select **YES**.

- **ALLOW ATTACHMENTS IN PRIVATE MESSAGES**: If you want to enable attachments being posted in private messages, select **YES**.

- **UPLOAD DIRECTORY**: The directory that attachments will be uploaded to. The default directory is `/files/`.

- **ATTACHMENT DISPLAY ORDER**: The order that attachments will be displayed, based on the time the attachment was posted.

- **TOTAL ATTACHMENT QUOTA**: The maximum drive space that will be available for all of your board's attachments. If you want this quota to be unlimited, use a value of 0.

- **MAXIMUM FILESIZE**: The maximum filesize of an attachment allowed. If you want this value to be unlimited, use a value of 0.

- **MAXIMUM FILESIZE MESSAGING**: The maximum drive space that will be available per user for attachments posted in private messages. If you want this quota to be unlimited, use a value of 0.

- **MAX ATTACHMENTS PER POST**: The maximum number of attachments that can be posted in a post. If you want this value to be unlimited, use a value of 0.

- **MAX ATTACHMENTS PER MESSAGE**: The maximum number of attachments that can be posted in a private message. If you want this value to be unlimited, use a value of 0.

- **ENABLE SECURE DOWNLOADS**: If you want to be able to only allow attachments to be available to specific *IP addresses* or hostnames, this option should be enabled. You can further configure secure downloads once you have enabled them here; the secure downloads-specific settings are located in the **DEFINE ALLOWED IPS / HOSTNAMES** and **REMOVE OR UN-EXCLUDE ALLOWED IPS / HOSTNAMES** forms at the bottom of the page.

- **ALLOW/DENY LIST**: This allows you to configure the default behaviour when secure downloads are enabled. A whitelist (**ALLOW**) only allows *IP addresses* or hostnames to access downloads, while a blacklist (**DENY**) allows all users except those who have an *IP address* or hostname located on the blacklist. *This setting only applies if secure downloads are enabled.*

- **ALLOW EMPTY REFERRER**: Secure downloads are based on referrers. This setting controls if downloads are allowed for those omitting the referrer information. *This setting only applies if secure downloads are enabled.*

Image Category Settings

- **DISPLAY IMAGES INLINE**: How image attachments are displayed. If this is set to **NO**, a link to the attachment will be given instead, rather than the image itself (or a thumbnail) being displayed inline.

- **CREATE THUMBNAIL**: This setting configures your board to either create a thumbnail for every image attached, or not.

- **MAXIMUM THUMBNAIL WIDTH IN PIXELS**: This is the maximum width in pixels for the created thumbnails.

- **MAXIMUM THUMBNAIL FILESIZE**: Thumbnails will not be created for images if the created thumbnail filesize exceeds this value, in bytes. This is useful for particularly large images that are posted.

- **IMAGEMAGICK PATH**: If you have Imagemagick installed and would like to set your board to use it, specify the full path to your Imagemagick convert application. An example is /usr/bin/.

- **MAXIMUM IMAGE DIMENSIONS**: The maximum size of image attachments, in pixels. If you would like to disable dimension checking (and thereby allow image attachments of any dimensions), set each value to 0.

- **IMAGE LINK DIMENSIONS**: If an image attachment is larger than these dimensions (in pixels), a link to the image will be displayed in the post instead. If you want images to be displayed inline regardless of dimensions, set each value to 0.

Define Allowed/Disallowed IPs/Hostnames

- **IP ADDRESSES OR HOSTNAMES**: If you have secure downloads enabled, you can specify the *IP addresses* or hostnames allowed or disallowed. If you specify more than one *IP address* or hostname, each *IP address* or hostname should be on its own line. Entered values can have wildcards (*). To specify a range for an *IP address*, separate the start and end with a hyphen (-).

- **EXCLUDE IP FROM [DIS]ALLOWED IPS/HOSTNAMES**: Enable this to exclude the entered IP(s)/hostname(s).

4.7 Manage extensions

You can further configure your board's attachments settings by controlling what file extensions attached files can have to be uploaded. It is recommended that you do not allow scripting file extensions (such as php, php3, php4, phtml, pl, cgi, py, rb, asp, aspx, and so forth) for security reasons. You can find this page by clicking Manage extensions once you're in the *ACP*.

To add an allowed file extension, find the **ADD EXTENSION** form on the page. In the field labeled **EXTENSION**, type in the file extension. Do not include the period before the file extension. Then, select the extension group that this new file extension should be added to via the **EXTENSION GROUP** selection menu. Then, click **SUBMIT**.

You can also view your board's current allowed file extensions. On the page, you should see a table listing all of the allowed file extensions. To change the group that an extension belongs to, select a new extension group from the selection menu located in the extension's row. To delete an extension, check the checkbox in the **DELETE** column. When you're done managing your board's current file extensions, click **SUBMIT** at the bottom of the page.

4.8 Manage extension groups

Allowed file extensions can be placed into groups for easy management and viewing. To manage the extension groups, click Manage extension groups once you get into the **POSTING** settings part of the ACP. You can configure specific settings regarding each extension group.

To add a new file extension group, find the textbox that corresponds to the **CREATE NEW GROUP** button. Type in the name of the extension group, then click **SUBMIT**. You will be greeted with the extension group settings form. The following contains descriptions for each option available, and applies to extension groups that either already exist or are being added.

Add Extension Group

- **GROUP NAME**: The name of the extension group.

- **SPECIAL CATEGORY**: Files in this extension group can be displayed differently. Select a special category from this selection menu to change the way the attachments in this extension group is presented within a post.

- **ALLOWED**: Enable this if you want to allow attachments that belong in this extension group.

- **ALLOWED IN PRIVATE MESSAGING**: Enable this if you want to allow attachments that belong in this extension group in private messages.

- **UPLOAD ICON**: The small icon that is displayed next to all attachments that belong in this extension group.

- **MAXIMUM FILESIZE**: The maximum filesize for attachments in this extension group.

- **ASSIGNED EXTENSIONS**: This is a list of all file extensions that belong in this extension group. Click **GO TO EXTENSION MANAGEMENT SCREEN** to manage what extensions belong in this extension group.

- **ALLOWED FORUMS**: This allows you to control what forums your users are allowed to post attachments that belong in this extension group. To enable this extension group in all forums, select the **ALLOW ALL FORUMS** radio button. To set which specific forums this extension group is allowed in, select the **ONLY FORUMS SELECTED BELOW** radio button, and then select the forums in the selection menu.

To edit a current file extension group's settings, click the "Settings" icon that is in the extension group's row. Then, go ahead and edit the extension group's settings. For more information about each setting, see the above.

To delete an extension group, click the "Delete" icon that is in the extension group's row.

4.9 Orphaned attachments

Sometimes, attachments may be orphaned, which means that they exist in the specified files directory (to configure this directory, see the section on attachment settings), but aren't assigned to any post(s). This can happen when posts are deleted or edited, or even when users attach a file, but don't submit their post.

To manage orphaned attachments, click on Orphaned attachments on the left-hand menu once you're in the Posting settings section of the *ACP*. You should see a list of all orphaned attachments in the table, along with all the important information regarding each orphaned attachment.

You can assign an orphaned attachment to a specific post. To do so, you must first find the post's post ID. Enter this value into the **POST ID** column for the particular orphaned attachment. Enable **ATTACH FILE TO POST**, then click **SUBMIT**.

To delete an orphaned attachment, check the orphaned attachment's **DELETE** checkbox, then click **SUBMIT**. Note that this cannot be undone.

5 Users Management

5.1 Manage Users

Users are the basis of your forum. As a forum administrator, it is very important to be able to manage your users. Managing your users and their information and specific options is easy, and can be done via the ACP.

To begin, log in and reach your ACP. Find and click on Users and Groups to reach the necessary page. If you do not see User Administration , simply find and click on Manage Users in the navigation menu on the left side of the page.

To continue and manage a user, you must know the username(s) that you want to manage. In the textbox for the "**FIND A MEMBER:**" field, type in the username of the user whose information and settings you wish to manage. On the other hand, if you want to find a member, click on [**FIND A MEMBER**] (which is below the textbox) and follow all the steps appropriate to find and select a user. If you want to manage the information and settings for the Anonymous user (any visitor who is not logged in is set as the Anonymous user), check the checkbox labeled "**SELECT ANONYMOUS USER**". Once you have selected a user, click **SUBMIT**.

There are many sections relating to a user's settings. The following are subsections that have more information on each form. Each form allows you to manage specific settings for the user you have selected. When you are done with editing the data on each form, click **SUBMIT** (located at the bottom of each form) to submit your changes.

5.1.1   User Overview

This is the first form that shows up when you first select a user to manage. Here, all of the general information and settings for each user is displayed.

USERNAME
This is the name of the user you're currently managing. If you want to change the user's username, type in a new username between three and twenty characters long into the textbox labeled **USERNAME:**

REGISTERED
This is the complete date on which the user registered. You cannot edit this value.

REGISTERED FROM IP
This is the IP address from which the user registered his or her account. If you want to determine the IP hostname, click on the IP address itself. The current page will reload and will display the appropriate information. If you want to perform a whois on the IP address, click on the Whois link. A new window will pop up with this data.

LAST ACTIVE
This is the complete date on which the user was last active.

POSTS
This number indicates how many posts the user has posted on the board.

WARNINGS
This is the number of warnings the user currently has.
For more information about warnings, see ???.

FOUNDER
Founders are users who have all administrator permissions and can never be banned, deleted or altered by non-founder members. If you want to set this user as a founder, select the **YES** radio button. To remove founder status from a user, select the **NO** radio button.

EMAIL
This is the user's currently set email address. To change the email address, fill in the **EMAIL:** textbox with a valid email.

CONFIRM EMAIL ADDRESS
This textbox should only be filled if you are changing the user's email address. If you are changing the email address, both the **EMAIL:** textbox and this one should be filled with the same email address. If you do not fill this in, the user's email address will not be changed.

NEW PASSWORD
As an administrator, you cannot see any of your users' password. However, it is possible to change passwords. To change the user's password, type in a new password in the **NEW PASS-WORD:** textbox. The new password has to be between six and thirty characters long.

> **Important**
> Before submitting any changes to the user, make sure this field is blank, unless you really want to change the user's password. If you accidentally change the user's password, the original password cannot be recovered!

CONFIRM NEW PASSWORD

This textbox should only be filled if you are changing the user's password. If you are changing the user's password, the **CONFIRM NEW PASSWORD:** textbox needs to be filled in with the same password you filled in in the above **NEW PASSWORD:** textbox.

QUICK TOOLS

The options in the **QUICK TOOLS** drop-down selection box allow you to quickly and easily change one of the user's options. The available options are **DELETE SIGNATURE**, **DELETE AVATAR**, **MOVE ALL POSTS**, **DELETE ALL POSTS**, and **DELETE ALL ATTACHMENTS**.

5.1.2 User Feedback

Another aspect of managing a user is editing their feedback data. Feedback consists of any sort of user warning issued to the user by a forum administrator.

To customise the display of the user's existing log entries, select any criteria for your customisation by selecting your options in the drop-down selection boxes entitled **DISPLAY ENTRIES FROM PREVIOUS:** and **SORT BY:**. **DISPLAY ENTRIES FROM PREVIOUS:** allows you to set a specific time period in which the feedback was issued. **SORT BY:** allows you to sort the existing log entries by Username, Date, IP address, and Log Action. The log entries can then be sorted in ascending or descending order. When you are done setting these options, click the **GO** button to update the page with your customisations.

Another way of managing a user's feedback data is by adding feedback. Simply find the section entitled **ADD FEEDBACK** and enter your message into the **FEEDBACK** text area. When you are done, click **SUBMIT** to add the feedback.

5.1.3 User Profile

Users may sometimes have content in their forum profile that requires that you either update it or delete it. If you don't want to change a field, leave it blank.The following are the profile fields that you can change:

- **ICQ NUMBER** has to be a number at least three digits long.

- **AOL INSTANT MESSENGER** can have any alphanumeric characters and symbols.

- **MSN MESSENGER** can have any alphanumeric characters, but should look similar to an email address (joebloggs@example.com).

- **YAHOO MESSENGER** can have any alphanumeric characters and symbols.

- **JABBER ADDRESS** can have any alphanumeric characters, but needs to look like an email address would (joebloggs@example.com).

- **WEBSITE** can have any alphanumeric characters and symbols, but must have the protocol included (ex. http://www.example.com).

- **LOCATION** can have any alphanumeric characters and symbols.

- **OCCUPATION** can have any alphanumeric characters and symbols.

- **INTERESTS** can have any alphanumeric characters and symbols.

- **BIRTHDAY** can be set with three different drop-down selection boxes: **DAY**, **MONTH**, and **YEAR**, respectively. Setting a year will list the user's age when it is his or her birthday.

5.1.4   User Preferences

Users have many settings they can use for their account. As an administrator, you can change any of these settings. The user settings (also known as preferences) are grouped into three main categories: **GLOBAL SETTINGS**, **POSTING DEFAULTS**, and **DISPLAY OPTIONS**.

5.1.5   User Avatar

Here you can manage the user's avatar. If the user has already set an avatar for himself/herself, then you are able to see the avatar image.

Depending on your avatar settings (for more information on avatar settings, see Avatar Settings), you can choose any option available to change the user's avatar: **UPLOAD FROM YOUR MACHINE**, **UPLOAD FROM A URL**, or **LINK OFF-SITE**. You can also select an avatar from your board's avatar gallery by clicking the **DISPLAY GALLERY** button next to **LOCAL GALLERY:**.

> **Note**
> The changes you make to the user's avatar still has to comply with the limitations you've set in the avatar settings.

To delete the avatar image, simply check the **DELETE IMAGE** checkbox underneath the avatar image.

When you are done choosing what avatar the user will have, click **SUBMIT** to update the user's avatar.

5.1.6   User Rank

Here you can set the user's rank. You can set the user's rank by selecting the rank from the **USER RANK:** drop-down selection box. After you've picked the rank, click **SUBMIT** to update the user's rank.

For more information about ranks, see Section 5.6, "Managing ranks".

5.1.7   User Signature

Here you can add, edit, or delete the user's *signature*.

The user's current signature should be displayed in the **SIGNATURE** form. Just edit the signature by typing whatever you want into the text area. You can use *BBCode* and any other special formatting with what's provided. When you are done editing the user's signature, click **SUBMIT** to update the user's signature.

> **Note**
> The signature that you set has to obey the board's signature limitations that you currently have set.

5.1.8 Groups

Here you can see all of the *usergroups* that the user is in. From this page you can easily remove the user from any usergroup, or add the user to an existing group. The table entitled **SPECIAL GROUPS USER IS A MEMBER OF** lists out the usergroups the user is currently a member of.

Adding the user to a new usergroup is very easy. To do so, find the pull-down menu labeled **ADD USER TO GROUP:** and select a usergroup from that menu. Once the usergroup is selected, click **SUBMIT**. Your addition will immediately take effect.

To delete the user from a group he/she is currently a member of, find the row that the usergroup is in, and click **DELETE**. You will be greeted with a confirmation screen; if you want to go ahead and do so, click **YES**.

5.1.9 Permissions

Here you can see all of the permissions currently set for the user. For each group the user is in, there is a separate section on the page for the permissions that relates to that category. To actually set the user's permissions, see Section 7, "Permission Overload".

5.1.10 Attachments

Depending on the current attachments settings, your users may already have *attachments* posted. If the user has already uploaded at least one attachment, you can see the listing of the attachment(s) in the table. The data available for each attachment consist of: **FILENAME**, **TOPIC TITLE**, **POST TIME**, **FILESIZE**, and **DOWNLOADS**.

To help you in managing the user's attachment(s), you can choose the sorting order of the attachments list. Find the **SORT BY:** pull-down menu and pick the category you want to use the sort the list (the possible options are Filename, Extension, Filesize, Downloads, Post time, and Topic title. To choose the sorting order, choose either Descending or Ascending from the pull-down menu besides the sorting category. Once you are done, click **GO**.

To view the attachment, click on the attachment's filename. The attachment will open in the same browser window. You can also view the topic in which the attachment was posted by clicking on the link besides the **TOPIC:** label, which is below the filename. Deleting the user's attachment(s) is very easy. In the attachments listing, check the checkboxes that are next to the attachment(s) you want to delete. When everything you want has been selected, click **DELETE MARKED**, which is located below the attachments listing.

> **Tip**
> To select all of the attachments shown on the page, click the **MARK ALL** link, which is below the attachments listing. This helps especially if you want to delete all of the attachments shown on the page at once.

5.2 Inactive Users

Here you are able to view details of all users who are currently marked as inactive along with the reason their account is marked as inactive and when this occurred.

Using the checkboxes on this page it is possible to perform bulk actions on the users, these include activating the accounts, sending them a reminder email indicating that they need to

activate their account or deleting the account.

There are 5 reasons which may be indicated for an account being inactive:

ACCOUNT DEACTIVATED BY ADMINISTRATOR
This account has been manually deactivated by an administrator via the user management tools. More details on who performed this action and the reasons may be available via the User Notes.

PROFILE DETAILS CHANGED
The board is configured to require user activation and this user has changed key information related to their account such as the email address and is required to reactivate the account to confirm these changes.

NEWLY REGISTERED ACCOUNT
The board is configured to require user activation and either the user or an administrator (depending on the settings) has not yet activated this new account.

FORCED USER ACCOUNT REACTIVATION
An administrator has forced this user to reactivate their account via the user management tools. More details on who performed this action and the reasons may be available via the User Notes.

UNKNOWN
No reason was recorded for this user being inactive; it is likely that the change was made by an external application or that this user was added from another source.

5.3   Users' permissions

Along with being able to manage users' information, it is also important to be able to regularly maintain and control permissions for the users on your board. User permissions include capabilities such as the use of avatars and sending private messages. Global moderator permissions includings abilities such as approving posts, managing topics, and managing bans. Lastly administrator permissions such as altering permissions, defining custom BBCodes, and managing forums.

To start managing a user's permissions, locate the Users and Groups tab and click on Users' Permissions in the left-side navigation menu. Here, you can assign global permissions to users. In the **LOOK UP USER**. In the **FIND A USER** field, type in the username of the user whose permissions you want to edit. (If you want to edit the anonymous user, check the **SELECT ANONYMOUS USER** checkbox.) Click **SUBMIT**.

Permissions are grouped into three different categories: user, moderator, and admin. Each user can have specific settings in each permission category. To faciliate user permissions editing, it is possible to assign specific preset roles to the user.

> **Important**
> For the following permissions editing actions that are described, there
> are three choices you have to choose from. You may either select **YES**,
> **NO**, or **NEVER**. Selecting **YES** will enable the selected permission
> for the user, while selecting **NO** will disallow the user from having per-
> mission for the selected setting, *unless another permission setting from
> another area overrides the setting.* If you want to completely disallow
> the user from having the selected permission *ever*, then select **NEVER**.
> The **NEVER** setting will override all other values assigned to the set-
> ting.

To edit the user's **USER PERMISSIONS**, select "User permissions" from the **SELECT TYPE** selection menu, then press **GO**. Select the role to apply to the user. If you would like to use the advanced form that will offer more detailed permission configuration, click the **ADVANCED PERMISSIONS** link. A new form will pop up below the Role selection menu. There are four categories of permissions you may edit: **POST**, **PROFILE**, **MISC**, and **PRIVATE MESSAGES**.

To edit the user's **MODERATIVE PERMISSIONS**, select "Moderator permissions" from the **SELECT TYPE** selection menu, then press **GO**. Select the role to apply to the user. If you would like to use the advanced form that will offer more detailed permission configuration, click the **ADVANCED PERMISSIONS** link. A new form will pop up below the Role selection menu. There are three categories of permissions you may edit: **POST ACTIONS**, **MISC**, and **TOPIC ACTIONS**.

To edit the user's **ADMINISTRATIVE PERMISSIONS**, select "Admin permissions" from the **SELECT TYPE** selection menu, then press **GO**. Select the role to apply to the user. If you would like to use the advanced form that will offer more detailed permission configuration, click the **ADVANCED PERMISSIONS** link. A new form will pop up below the Role selection menu. There are six categories of permissions you may edit: **PERMISSIONS**, **POSTING**, **MISC**, **USERS & GROUPS**, **SETTINGS**, and **FORUMS**.

5.4   Users' forum permissions

Along with editing your users' user account-related permissions, you can also edit their forum permissions, which relate to the forums in your board. Forum permissions are different from user permissions in that they are directly related and tied to the forums. Users' forum permissions allows you to edit your users' forum permissions. When doing so, you can only assign forum permissions to one user at a time.

To start editing a user's forum permissions, start by typing in the user's username into the **FIND A MEMBER** text box. If you would like to edit the forum permissions that pertain to the anonymous user, check the **SELECT ANONYMOUS USER** text box. Click **SUBMIT** to continue.

Figure 6: Selecting forums to assign forum permissions to users. In this example, the "Cats" and "Dogs" subforums (their parent forum is "Pets") are selected. The user's forum permissions for these two forums will be edited/updated.

You should now be able to assign forum permissions to the user. You now have two ways to assign forum permissions to the user: you may either select the forum(s) manually with a multiple selection menu, or select a specific forum or category, along with its associated subforums. Click **SUBMIT** to continue with the forum(s) you have picked. Now, you should be greeted with the **SETTING PERMISSIONS** screen, where you can actually assign the forum permissions to the user. You should now select what kind of forum permissions you want to edit now; you may either edit the user's Forum permissions or Moderator permissions. Click **GO**. You should now be able to select the role to assign to the user for each forum you selected previously. If you would like to configure these permissions with more detail, click the **ADVANCED PERMISSIONS** link located in the appropriate forum permissions box, and then update the permissions accordingly. When you are done, click **APPLY ALL PERMISSIONS** if you are in the **ADVANCED PERMISSIONS** area, or click **APPLY ALL PERMISSIONS** at the bottom of the page to submit all of your changes on the page.

5.5 Custom profile fields

One of the many new features in phpBB3 that enhance the user experience is **CUSTOM PROFILE FIELDS**. In the past, users could only fill in information in the common profile fields that were displayed; administrators had to add MODifications to their board to accommodate their individual needs. In phpBB3, however, administrators can comfortably create custom profile fields through the ACP.

To create your custom profile field, login to your ACP. Click on the Users and Groups tab, and then locate the Custom profile fields link in the left-hand menu to click on. You should now be on the proper page. Locate the empty textbox below the custom profile fields headings, which is next to a selection menu and a **CREATE NEW FIELD** button. Type in the empty textbox the name of the new profile field you want to create first. Then, select the field type in the selection menu. Available options are Numbers, Single text field, Textarea, Boolean (Yes/No), Dropdown box, and Date. Click the **CREATE NEW FIELD** button to continue. The following describes each of the three sets of settings that the new custom profile field will

have.

Add profile field

- **FIELD TYPE**: This is the kind of the field that your new custom profile field is. That means that it can consist of numbers, dates, etc. This should already be set.

- **FIELD IDENTIFICATION**: This is the name of the profile field. This name will identify the profile field within phpBB3's database and templates.

- **DISPLAY PROFILE FIELD**: This setting determines if the new profile field will be displayed at all. The profile field will be shown on topic pages, profiles and the memberlist if this is enabled within the load settings. Only showing within the users profile is enabled by default.

Visibility option

- **DISPLAY IN USER CONTROL PANEL**: This setting determines if your users will be able to change the profile field within the UCP.

- **DISPLAY AT REGISTRATION SCREEN**: If this option is enabled, the profile field will be displayed on the registration page. Users will be able to be change this field within the UCP.

- **REQUIRED FIELD**: This setting determines if you want to force your users to fill in this profile field. This will display the profile field at registration and within the user control panel.

- **HIDE PROFILE FIELD**: If this option is enabled, this profile field will only show up in users' profiles. Only administrators and moderators will be able to see or fill out this field in this case.

Language specific options

- **FIELD NAME/TITLE PRESENTED TO THE USER**: This is the actual name of the profile field that will be displayed to your users.

- **FIELD DESCRIPTION**: This is a simple description/explanation for your users filling out this field.

When you are done with the above settings, click the **PROFILE TYPE SPECIFIC OPTIONS** button to continue. Fill out the appropriate settings with what you desire, then click the **NEXT** button. If your new custom profile field was created successfully, you should be greeted with a green success message. Congratulations!

5.6   Managing ranks

Ranks are special titles that can be applied to forum users. As an administrator, it is up to you to create and manage the ranks that exist on your board. The actual names for the ranks are completely up to you; it's usually best to tailor them to the main purpose of your board.

> **Note**
> When assigning a special rank name to a user, remember that no permissions are associated. For example, if you create a "Support Moderator" rank and assign it to a user, that user will not automatically get moderator permissions. You must assign the user the special permissions separately.

To manage your board's ranks, login to your ACP, click on the Users and Groups tab, and then click on the Manage ranks link located in the left-hand menu. You should now be on the rank management page. All current existing ranks are displayed.

To create a new rank, click on the **ADD NEW RANK** button located below the existing ranks list. Fill in the first field **RANK TITLE** with the name of the rank. If you uploaded an image you want to attribute to the rank into the `/images/ranks/` folder, you can select an image from the selection menu. The last setting you can set is if you want the rank to be a "special" rank. Special ranks are ranks that administrators assign to users; they are not automatically assigned to users based on their postcount. If you selected **NO**, then you can fill in the **MINIMUM POSTS** field with the minimum number of posts your users must have before getting assigned this rank. When you are done, click the **SUBMIT** button to add this new rank.

To edit a rank's current settings, locate the rank's row, and then click on its "Edit" button located in the **ACTION** column.

To delete a rank, locate the rank's row, and then click on its "Delete" button located in the **ACTION** column. Then, you must confirm the action by clicking on the **YES** button when prompted.

5.7   User Security

Other than being able to manage your users on your board, it is also important to be able to protect your board and prevent unwanted registrations and users. The **USER SECURITY** section allows you to manage banned emails, IPs, and usernames, as well as managing disallowed usernames and user pruning. Banned users that exhibit information that match any of these ban rules will not be able to reach any part of your board.

5.7.1   Ban emails

Sometimes, it is necessary to ban emails in order to prevent unwanted registrations. There may be certain users or spam bots that use emails that you are aware of. Here, in the Ban emails section, you can do this. You can control which email addresses are banned, how long a ban is in effect, and the given reason(s) for banning.

To ban or exclude one or more email addresses, fill in the **BAN ONE OR MORE EMAIL ADDRESSES** form. Once you are done with your changes, click **SUBMIT**.

Ban one or more email addresses

- **EMAIL ADDRESS**: This textbox should contain all the emails that you want to ban under a single rule. If you want to ban more than one email at this time, put each email on its own line. You can also use wildcards (*) to match partial addresses.

- **LENGTH OF BAN**: This is how long you want the email address(es) to be banned for. The available options include some common durations, such as number of hours or days. You may also set a date for which the email address(es) will be banned until; to set this, select **UNTIL ->** from the selection menu, and specify a date in the format "YYYY-MM-DD" in the textbox located below the selection menu.

- **EXCLUDE FROM BANNING**: You should enable this if you want to exclude the entered email address from all current bans.

- **REASON FOR BAN**: This is a short reason for why you want to ban the email address(es). This is optional, and can help you remember in the future why you banned the email address(es).

- **REASON SHOWN TO THE BANNED**: This is a short explanation that will actually be shown to the users with the banned email address(es). This can be different from the above **REASON FOR BAN**.

Other than adding emails to be banned, you can also un-ban or un-exclude email addresses from bans. To un-ban or exclude one or more email addresses from bans, fill in the **UN-BAN OR UN-EXCLUDE EMAILS** form. Once you are done, click **SUBMIT**.

Un-ban or un-exclude emails

- **EMAIL ADDRESS**: This multiple selection menu lists all currently banned emails. Select the email that you want to un-ban or exclude by clicking on the email in the multiple selection menu.

> **Tip**
> To select more than one email address, you have to use the appropriate combination of mouse and keyboard commands. The most common way to do this is to press and hold down the CTRL button on your keyboard, and then click all of the emails you want to select. Let go of the CTRL button once you are done.

- **LENGTH OF BAN**: This is an uneditable information box that shows the length of the ban for the currently selected email. If more than one email address is selected, only one of the ban lengths will be displayed.

- **REASON FOR BAN**: This is an uneditable information box that shows the reason for the ban for the currently selected email. If more than one email address is selected, only one of the ban reasons will be displayed.

- **REASON SHOWN TO THE BANNED**: This is an uneditable information box that shows the reason shown to the banned for the currently selected email. If more than one email address is selected, only one of the shown ban reasons will be displayed.

5.7.2   Ban IPs

Sometimes, it is necessary to ban *IP addresses* or hostnames in order to prevent unwanted users. There may be certain users or spam bots that use IPs or hostnames that you are aware of. Here, in the Ban IPs section, you can do this. You can control which IP addresses or hostnames are banned, how long a ban is in effect, and the given reason(s) for banning.

To ban or exclude one or more IP addresses and/or hostnames, fill in the **BAN ONE OR MORE EMAIL ADDRESSES** form. Once you are done with your changes, click **SUBMIT**.

Ban one or more IPs

- **IP ADDRESSES OR HOSTNAMES**: This textbox should contain all of the IP addresses and/or hostnames that you want to ban under a single rule. If you want to ban more than one IP address and/or hostname at this time, put each IP address and/or hostname on its own line. You can also use wildcards (*) to match partial addresses.

- **LENGTH OF BAN**: This is how long you want the IP address(es) and/or hostname(s) to be banned for. The available options include some common durations, such as number of hours or days. You may also set a date for which the IP address(es) and/or hostname(s) will be banned until; to set this, select **UNTIL ->** from the selection menu, and specify a date in the format "YYYY-MM-DD" in the textbox located below the selection menu.

- **EXCLUDE FROM BANNING**: You should enable this if you want to exclude the entered IP address(es) and/or hostnames from all current bans.

- **REASON FOR BAN**: This is a short reason for why you want to ban the IP address(es) and/or hostname(s). This is optional, and can help you remember in the future why you banned the IP address(es) and/or hostname(s).

- **REASON SHOWN TO THE BANNED**: This is a short explanation that will actually be shown to the users with the banned IP address(es) and/or hostname(s). This can be different from the above **REASON FOR BAN**.

Other than adding IP address(es) and/or hostname(s) to be banned, you can also un-ban or un-exclude IP address(es) and/or hostname(s) from bans. To un-ban or exclude one or more IP address(es) and/or hostname(s) from bans, fill in the **UN-BAN OR UN-EXCLUDE IPS** form. Once you are done, click **SUBMIT**.

Un-ban or un-exclude IPs

- **IP ADDRESSES OR HOSTNAMES**: This multiple selection menu lists all currently banned IP address(es) and/or hostname(s). Select the IP address(es) and/or hostname(s) that you want to un-ban or exclude by clicking on the IP address(es) and/or hostname(s) in the multiple selection menu.

> **Tip**
> To select more than one IP address and/or hostname, you have to use the appropriate combination of mouse and keyboard commands. The most common way to do this is to press and hold down the CTRL button on your keyboard, and then click all of the IP address(es) and/or hostname(s) you want to select. Let go of the CTRL button once you are done.

- **LENGTH OF BAN**: This is an uneditable information box that shows the length of the ban for the currently selected IP address or hostname. If more than one IP address or hostname is selected, only one of the ban lengths will be displayed.

- **REASON FOR BAN**: This is an uneditable information box that shows the reason for the ban for the currently selected IP address or hostname. If more than one IP address or hostname is selected, only one of the ban reasons will be displayed.

- **REASON SHOWN TO THE BANNED**: This is an uneditable information box that shows the reason shown to the banned for the currently selected IP address or hostname. If more than one IP address or hostname is selected, only one of the shown ban reasons will be displayed.

5.7.3 Ban Users

Whenever you encounter troublesome users on your board, you may have to ban them. On the Ban usernames page, you can do exactly that. On this page, you can manage all banned

usernames.

To ban or exclude one or more users, fill in the **BAN ONE OR MORE USERS** form. Once you are done with your changes, click **SUBMIT**.

Ban one or more usernames

- **USERNAME**: This textbox should contain all of the usernames that you want to ban under a single rule. If you want to ban more than one username at this time, put each username on its own line. You can also use wildcards (*) to partially match usernames.

- **LENGTH OF BAN**: This is how long you want the username(s) to be banned for. The available options include some common durations, such as number of hours or days. You may also set a date for which the username(s) will be banned until; to set this, select **UNTIL ->** from the selection menu, and specify a date in the format "YYYY-MM-DD" in the textbox located below the selection menu.

- **EXCLUDE FROM BANNING**: You should enable this if you want to exclude the entered username(s) from all current bans.

- **REASON FOR BAN**: This is a short reason for why you want to ban the username(s). This is optional, and can help you remember in the future why you banned the user(s).

- **REASON SHOWN TO THE BANNED**: This is a short explanation that will actually be shown to the banned user(s). This can be different from the above **REASON FOR BAN**.

Other than adding users to be banned, you can also un-ban or un-exclude usernames from bans. To un-ban or exclude one or more users from bans, fill in the **UN-BAN OR UN-EXCLUDE USERNAMES** form. Once you are done, click **SUBMIT**.

Un-ban or un-exclude usernames

- **USERNAME**: This multiple selection menu lists all currently banned usernames. Select the username(s) that you want to un-ban or exclude by clicking on the username(s) in the multiple selection menu.

> **Tip**
> To select more than one username, you have to use the appropriate combination of mouse and keyboard commands. The most common way to do this is to press and hold down the CTRL button on your keyboard, and then click all of the usernames you want to select. Let go of the CTRL button once you are done.

- **LENGTH OF BAN**: This is an uneditable information box that shows the length of the ban for the currently selected username. If more than one username is selected, only one of the ban lengths will be displayed.

- **REASON FOR BAN**: This is an uneditable information box that shows the reason for the ban for the currently selected username. If more than one username is selected, only one of the ban reasons will be displayed.

- **REASON SHOWN TO THE BANNED**: This is an uneditable information box that shows the reason shown to the banned for the currently selected username. If more than one username is selected, only one of the shown ban reasons will be displayed.

5.7.4 Disallow usernames

In phpBB3, it is also possible to disallow the registration of certain usernames that match any usernames that you configure. (This is useful if you want to prevent users from registering with usernames that might confuse them with an important board member.) To manage disallowed usernames, go to the ACP, click the Users and Groups tab, and then click on Disallow usernames, which is located on the side navigation menu.

To add a disallowed username, locate the **ADD A DISALLOWED USERNAME** form, and then type in the username in the textbox labeled **USERNAME**.

> **Tip**
> You can use wildcards (*) to match any character. For example, to disallow any username that matches "JoeBloggs", you could type in "Joe*". This would prevent all users from registering a username that starts with "Joe".

Once you are done, click **SUBMIT**.

To remove a disallowed username, locate the **REMOVE A DISALLOWED USERNAME** form. Select the disallowed username that you would like to remove from the **USERNAME** selection menu. Click **SUBMIT** to remove the selected disallowed username.

5.7.5 Prune users

In phpBB3, it is possible to prune users from your board in order to keep only your active members. You can also delete a whole user account, along with everything associated with the user account. Prune users allows you to prune and deactivate user accounts on your board by post count, last visited date, and more.

To start the pruning process, locate the **PRUNE USERS** form. You can prune users based on any combination of the available criteria. (In other words, fill out every field in the form that applies to the user(s) you're targeting for pruning.) When you are ready to prune users that match your specified settings, click **SUBMIT**.

Prune users

- **USERNAME**: Enter a username that you want to be pruned. You can use wildcards (*) to prune users that have a username that matches the given pattern.

- **EMAIL**: The email that you want to be pruned. You can use wildcards (*) to prune users that have an email address that matches the given pattern.

- **JOINED**: You can also prune users based on their date of registration. To prune users who joined before a certain date (be careful with this setting), choose **BEFORE** from the selection menu. To prune users who joined after a certain date, choose **AFTER** from the selection menu. The date must be in the format YYYY-MM-DD.

- **LAST ACTIVE**: You can also prune users based on the last time they were active. To prune users who were last active before a certain date (be careful with this setting), choose **BEFORE** from the selection menu. To prune users who were last after a certain date (this is useful to prune users who have disappeared from your board), choose **AFTER** from the selection menu. The date must be in the format YYYY-MM-DD.

- **POSTS**: You can prune users based on their post count as well. The criteria for post count can be above, below, or equal to, a specified number. The value you enter must be a positive integer.

- **PRUNE USERS**: The usernames of the users you want to prune. Each username you want to prune should be on its own line. You can use wildcards (*) in username patterns as well.

- **DELETE PRUNED USER POSTS**: When users are removed (actually deleted and not just deactivated), you must choose what to do with their posts. To delete all of the posts that belong to the pruned user(s), select the radio button labeled **YES**. Otherwise, select **NO** and the pruned user(s)' posts will remain on the board, untouched.

- **DEACTIVATE OR DELETE**: You must choose whether you want to deactivate the pruned user(s)' accounts, or to completely delete and remove them from the board's database.

> Pruning users cannot be undone! Be careful with the criteria you choose when pruning users.

6 Group Management

Usergroups are a way of grouping users. This makes it easier to set permissions to many people at the same time. phpBB 3.0 has six pre-defined groups: Administrators, Bots, Global Moderators, Guests, Registered Users, and Registered COPPA Users.

6.1 Group types

There are two types of groups:

PRE-DEFINED GROUPS
These are groups that are available by default in phpBB 3.0. You *cannot* delete them, as the board needs them for various features. You can still change their attributes (description, colour, rank, avatar, and so forth) and group leaders. Users that register to your board are automatically added to the predefined group "Registered Users", for instance. Do not try to remove them manually through the database, or your board will no longer function properly.

ADMINISTRATORS
This usergroup contains all of the administrators on your board. All founders are administrators, but not all administrators are founders. You can control what administrators can do by managing this group.

BOTS
This usergroup is meant for search engine bots. phpBB 3.0 has the ability to overcome the common problems that search engine spiders encounter when spidering your board. For more information on managing settings for each bot, see the Spiders and Bots section.

GLOBAL MODERATORS
Global moderators are moderators that have moderator permissions for every forum in your board. You can edit what permissions these moderators have by managing this group.

GUESTS
Guests are visitors to your board who aren't logged in. You can limit what guests can do by

managing this usergroup.

REGISTERED USERS
Registered users are a big part of your board. Registered users have already registered on your board. To control what registered users can do, manage this usergroup.

REGISTERED COPPA USERS
Registered COPPA users are basically the same as registered users, except that they fall under the COPPA, or Child Online Privacy Protection Act, law, meaning that they are under the age of 13 in the U.S.A. Managing the permissions this usergroup has is important in protecting these users. COPPA doesn't apply to users living outside of the U.S.A. and can be disabled altogether.

USER DEFINED GROUPS
The groups you create by yourself are called "User defined groups". These groups are similar to groups in 2.0. You may create as many as you want, remove them, set group leaders, and change their attributes (description, colour, rank, avatar, and so forth).

The Manage Groups section in the ACP shows you separated lists of both your "User defined groups" and the "Pre-defined groups".

6.2   Group attributes

A list of attributes a group can have:

GROUP NAME
The name of your group.

GROUP DESCRIPTION
The description of the group that will be displayed on the group overview list.

DISPLAY GROUP IN LEGEND:
This will enable the display of the name of the group in the legend of the "Who is Online" list. Note, that this will only make sense if you specified a colour for the group.

GROUP ABLE TO RECEIVE PRIVATE MESSAGES
This will allow the sending of Private Messages to this group. Please note, that it can be dangerous to allow this for Registered Users, for instance. There is no permission to deny the sending to groups, so anyone who is able to send Private Messages will be able to send a message to this group!

GROUP PRIVATE MESSAGE LIMIT PER FOLDER
This setting overrides the per-user folder message limit. A value of "0" means the user default limit will be used. See the section on user preferences for more information about private message settings.

GROUP COLOUR
The name of members that have this group as their default group (see Section 6.3, "Default groups") will be displayed in this colour on all forum pages. If you enable **DISPLAY GROUP IN LEGEND**, an legend entry with the same colour will appear below the "Who is Online" listing.

GROUP RANK
A member that has this group as the default group (see Section 6.3, "Default groups") will have

this rank below his username. Note, that you can change the rank of this member to a different one that overrides the group setting. See the section on ranks for more information.

GROUP AVATAR

A member that has this group as the default group (see Section 6.3, "Default groups") will use this avatar. Note that a member can change his avatar to a different one if he has the permission to do so. For more information on avatar settings, see the userguide section on avatars.

6.3   Default groups

As it is now possible to assign attributes like colours or avatars to groups (see Section 6.2, "Group attributes"), it can happen that a user is a member of two or more different groups that have different avatars or other attributes. So, which avatar will the user now inherit?

To overcome this problem, you are able to assign each user exactly one "Default group". The user will only inherit the attributes of this group. Note, that it is not possible to mix attributes: If one group has a rank but no avatar, and another group has only a avatar, it is not possible to display the avatar from one group and the rank from the other group. You have to decide for one "Default group".

> **Important**
> Default groups have no influence on permissions. There is no added permissions bonus for your default group, so a user's permissions will stay the same, no matter what group is his default one.

You can change default groups in two ways. You can do this either through the user management (see Section 5, "Users Management"), or directly through the groups management (**MANAGE GROUPS**) page. Please be careful with the second option, as when you change the default group through a group directly, this will change the default group for all its group members and overwrite their old default groups. So, if you change the default group for the "Registered Users" group by using the **DEFAULT** link, all members of your forum will have this group as their default one, even members of the Administrators and Moderators groups as they are also members of "Registered Users".

> **Important**
> If you make a group the default one that has a rank and avatar set, the user's old avatar and rank will be overwritten by the group.

7   Permission Overload

On your board, you will need to control what users can and cannot do. With the flexible and detailed system that Olympus provides, you have very extensive possibilities of specifying and managing user and group permissions. There are basically two type of permissions - **GLOBAL PERMISSIONS**, which apply to the whole board or are not related to forums and posts, and **FORUM BASED PERMISSIONS**, which can be used to control specific permissions for each forum.

To understand how to set permissions and to know how to use the interface, it is important to recognize the different types of permissions and tools that the **PERMISSION** tab in the ACP

provides:

GLOBAL PERMISSIONS

These affect the whole board and are not bound to specific forums. They include user permissions, which limit the use of the UCP, searching, private messaging, using of avatars/signatures etc. Administrator permissions are also set here, as they are Global.

FORUM BASED PERMISSIONS

These permissions are set for each forum/user or group combination individually. They can be divided into two types: User permissions and Moderator permissions. The first control if a user or group can see the forum, post in it, and so on, while the Moderator permissions control if the user or group can do moderator-related actions in it.

PERMISSION ROLES

In order to ease setting of permissions, you can create roles, that have a pre-defined set of permissions and which you can then assign to users or groups. phpBB already prepared some predefined roles for you to use - e.g., in forum based permissions, you can make each user a **STANDARD MODERATOR**, **FULL MODERATOR** or **LIMITED MODERATOR**, etc. If you didn't have roles, you would have to set every single permission individually for each user.

PERMISSION MASKS

In this section, you do not set or change anything, but you can view the final permissions a user or group has depending on your settings in the other sections. This feature is particularly useful when you need to debug your permissions and for example, you cannot find out why someone doesn't have the permission you want him to have.

Figure 7: Global and local permissions
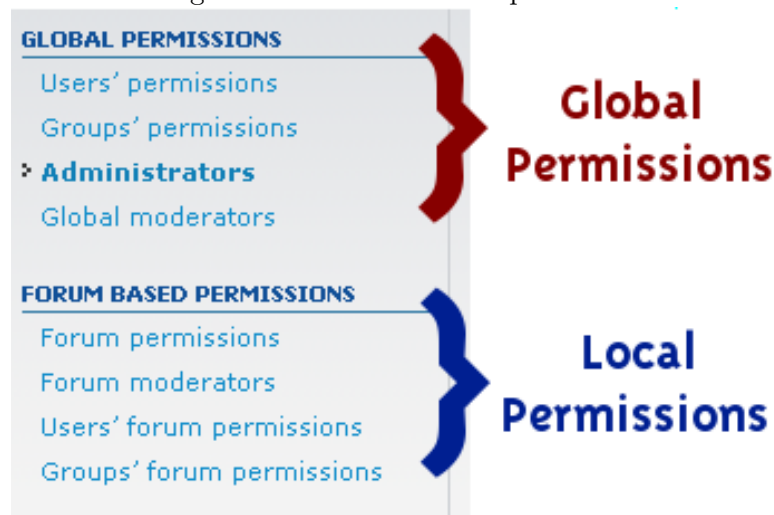
> **Note**
> Each permission can be assigned to a group or a user. We recommend you to use group permissions when possible - a simple example why: When you want to add a moderator to a forum, instead of assigning individual moderator permissions for each forum to him, you will just add him to the group which already has those permissions.

When setting permissions, you will encounter three possible values - NO, YES and NEVER, with NO as the default value for each permission. If you set a YES, it overrides the NO, however, if the permissions is set to NEVER, you cannot override it by setting it to YES in another place. If you still have problems understanding this system, see the Permissions Masks section.

7.1   Global Permissions

Global permissions are the first section you will find under the **PERMISSIONS** tab. They are used to assign user, global moderator and administrator permissions. This section has four subsections:

USERS' PERMISSIONS
These are used to assign any of the above mentioned permissions to a specific user. Generally, it is better to assign permissions to groups as described here to ease their later management.

GROUPS' PERMISSIONS
Exactly the same as the above with one difference, here you will be specifying a group whose permissions will be edited.

ADMINISTRATORS
This page tells you what users or groups on your board have access to the ACP. It allows you to edit their current permissions and add new administrators or administrator groups.

GLOBAL MODERATORS
Similarly to the section mentioned above, this page allows you to see the board's Global moderators, they are users which can moderate every forum on the board. phpBB added a predefined Global Moderator group for you with preset permissions.

In order to add or change permissions to a specific user or group, click the appropriate section. Then select the group name from the drop-down box or type the user's username. See Figure 8, "Choosing a group when setting permissions" for an image of the screen.

Figure 8: The screen you will see after you click Groups' permissions. Here you select the group for which you will edit permissions.
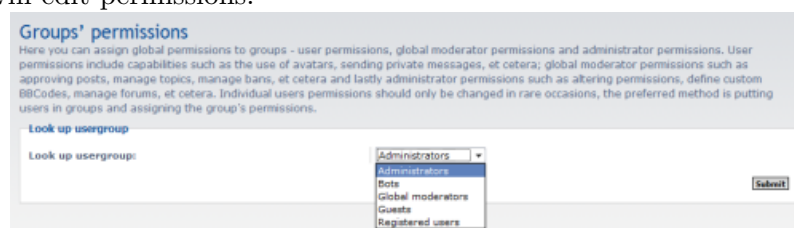
After you select a user or group, you will see a page where you can finally set specific permissions. Notice a few things on the page - the drop-down box, where you can select what type of permissions to change, the **ADVANCED PERMISSIONS** link, which will allow you to assign more granular permissions, and the **ROLE** drop-down box, which allows you to assign a predefined set of permissions for the current case.

Figure 9: The screen you will see after you select a user or group in the first two Global permissions sections. Here you edit global permissions such as profile control, search, private messaging etc. By selecting **GLOBAL MODERATOR PERMISSIONS** or **ADMIN PERMISSIONS** from the drop-down box, you can change additional settings for the user.
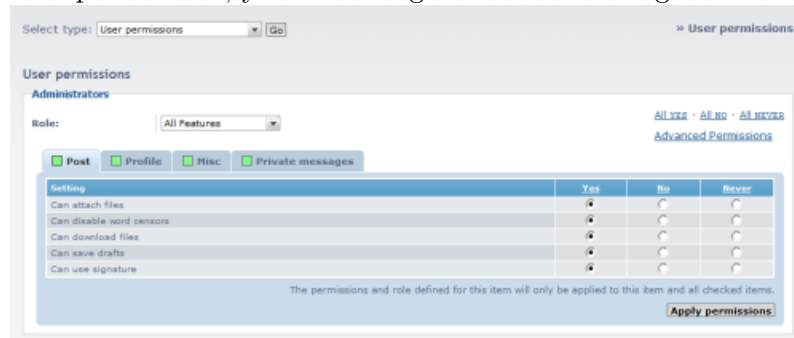
7.2 Forum Based Permissions

<To be written>

7.3 Permission Roles

<To be written>

7.4 Permission Masks

<To be written>

8 Styles

phpBB 3.0 is very customisable. Styling is one aspect of this customisability. Being able to manage the styles your board uses is important in keeping an interesting board. Your board's style may even reflect the purpose of your board. Styles allows you to manage all the styles available on your board.

phpBB 3.0 styles have three main parts: templates, themes, and imagesets.

TEMPLATES
Templates are the HTML files responsible for the layout of the style.

THEMES
Themes are a combination of colour schemes and images that define the basic look of your forum.

IMAGESETS
Imagesets are groups of images that are used throughout your board. Imagesets are comprised of all of the non-style specific images used by your board.

Figure 10: This is a list of the styles that are installed on the board and the styles that can be installed on the board. You can see the number of users using the style and you can follow the links to change the style's details.

Creating a style is not an easy task and it takes quite a lot of time. Skilled designers from the phpBB community create styles that are available publicly and anyone can download them. This is a good place to start if you want to download and install a new style and you cannot afford to create your own, for any possible reason. The first place where you should stop is the Styles section on phpBB.com, you will find a list of useful links for places like the:

STYLES DEMO
The styles demo allows you to display each style on a live forum and see how each part of the board looks like using the specified style. You can browse through the styles until you find one that suits you and/or your board. The styles demo provides links to download the style and see its entry in the styles database.

STYLES DATABASE
The Style Database contains all the styles that were validated by the phpBB.com Styles Team. All styles are validated to ensure they are safe to use, work correctly and do not have any other caveats. You can filter styles by parameters like version, color or category to easily find a style that you would like. Each style entry in the database contains a link to the Style Demo, to show a live example of the style in use.

8.1 Installing and managing styles

After you choose a style and you are ready to install it, unpack it on your PC and upload the directory with the style to your board's server. Make sure that the directory you upload to the server's `styles` contains the `template`, `theme` and `imageset` directories. The only exception is when a style has its template, theme or imageset based on another one, you will however be informed of that when you download the style. Having the dependent style component installed is required to install such a style.

Since you have uploaded all the necessary files, you can continue to install your style. Go to the **STYLES** tab in the ACP. You should see a table containing several items - the preinstalled prosilver style, subsilver2, and any of your uploaded styles. The list is divided into two parts, the first one contains styles that are installed on the board and the second one contains styles that were uploaded, but not installed. If you want to install your downloaded style, click the **INSTALL** link next to its title.

After you click **INSTALL**, you will be asked about two options:

- **ACTIVE**: If set to No, the style will not be available for users and only the admin will be able to preview it through the ACP.

- **MAKE DEFAULT STYLE**: This will set the style as the default one for the board, making it the style that new users and guests see. For more about setting the default style, read Section 2.1.2, "Board Settings".

When you are finished, just click **SUBMIT**.

At this moment, you should know how to install a new style. However, there are some links and features on the Styles overview page that we have missed. They are:

- **DETAILS**: This link will take you to the details of style, where you can change its name, author, the style components it uses and determine if the style is active or not.

- **ACTIVATE/DEACTIVATE**: Pretty clear without an explanation, this link allows you to switch the style on and off very quickly and easily.

- **EXPORT**: This will offer the style for download with any of its components. You will be able to choose between downloading the file to your PC or storing in in the store folder on your server. This feature is useful when you want to move your board and want to have the whole style packed up so you can use it in another place.

- **DELETE**: If you or your users do not like the style anymore, use this link. When you delete a style, you will be requested to choose another style which will be set for users using the deleted one. Choose that style in **REPLACE STYLE WITH** and click **DELETE** to complete the process. If you delete a style, no files will be touched, the style will appear in the **UNINSTALLED STYLES** section.

- **PREVIEW**: This is a very useful and powerful feature for administrators. If you click this link, you will be taken to the board and the style you have selected will be applied - this is great when you want to see if the style looks good on your board and you want to make sure you should activate it. This feature can be used even with deactivated styles. The style ID is passed through the URL, so you can browse through the board and see any page you need.

8.2 Templates

Templates create the basic skeleton of your board, they define the structure of the content and contain all the HTML markup. Templates are then style using the theme and any buttons and images are taken from the imageset. Often you will be asked to edit a template when installing a *MOD*. Each style has its own template (an exception is when it inherits the template from another style) and you will need to make the change for each style individually. The template files can usually be found in the `styles/[your_style]/template/` directory.

> **Note**
> After you change a style through the filesystem, remember to Purge the cache. To do this, press the appropriate button on the ACP index page.

> If you make changes to the template files through the ACP and then refresh the template, the changes made through the ACP will be over-written with the contents of the files on the server.

On the Templates page, there are several links to pages where you can manage and work with templates. Let's take a closer look at them and see what you can do on each of them.

Features on the Templates page

- **EDIT**: On this page, you can edit the individual template files through the ACP. Click the link and you will see a list of all the template files. You can select one and a editor for editing it will show up. If the file you are editing is not *server-writable*, the whole template will be stored in the database. This can cause some problems in the future, for example you won't be able to edit the templates through the filesystem. All the template files have to be writable, including the `template/` directory in order for the script to write directly into the files.

- **CACHE**: phpBB caches all of the template files to increase the performance of your board. It compiles them and makes them ready to use, then, once every while, it refreshes the template set to reflect changes you made to it manually. On this page, you will see a list of all the template files cached for the template set. If you made changes to a template file and you want to apply them, select the template file and clicked **DELETE MARKED** at the bottom of the page. phpBB will then regnerate the file for you. Do not worry about deleting files here, they are only temporary files and you cannot break anything.

- **DETAILS**: When you click this item, you will see three things: the name of the template, shown in the lists; the template copyright and last, but not least the place where the template is stored. If the template is stored in the filesystem, you can edit the files through a text editor after you download them from your server. After you re-upload them, you must purge the cache. If the templates are stored in the database, you must edit them through the ACP editor. No cache purge is needed afterwards. Storing the template in the database however takes more resources than having it in the filesystem.

- **REFRESH**: Very similar to the cache menu item, clicking **REFRESH** will clear all the cached files for the template set. This is useful after editing the files on the filesystem, when you want to apply changes. It will overwrite any stored data in the database with the contents of the files on the server.

- **EXPORT**: If you need to download the files of the template to your PC and transfer them elsewhere, choose this option. You will be asked wheter to download the file to your PC or to save it in the board's store folder. You can also choose the archive format depending on your server setup.

- **DELETE**: Clicking this option will remove all references to the template from the database. It will, however, leave the files of the template set on the server. When deleting the template you will be asked for another template that will replace the deleted one.

8.3 Themes

Now that we have described the style component that defines the structure of the site, the templates, we will continue to the themes. This style components takes care of all the styling. It adds colors, dimensions, formatting, fonts, and whatever else you can think of concerning styles. Basically it is a set of one or more CSS files that put together the final look of the board. The theme files can usually be found in the `styles/[your_style]/theme/` directory.

There are two possible theme setups. The first one is used by subsilver2, where it has one stylesheet file which is loaded directly by specifying the URL of it in the templates. If you are

editing such a file, the only thing you need to do after a change is to refresh the page in your browser. The second option is used by prosilver, there is one file that includes the others and the compiled and complete stylesheet is stored in the database. After you change on of the theme files, you will have to **REFRESH** the themes.

> If you make changed to the stylesheet through the ACP and then refresh the theme, the changes made through the ACP will be overwritten with the contents of the stylesheet files on the server.

The themes page is very similar to the templates page, a lot of features are common, the main difference is that the theme contains a different type of files

Features on the Themes page

- **EDIT**: On this page, you can edit the stylesheet for the board. If the theme is stored in the database in various files, they will be all joined in one stylesheet file for you to edit. Save your changes with the **SUBMIT** button. If you want to edit the file manually on the filesystem, you will find it in the `theme/` directory of your style.

- **DETAILS**: When you click this item, you will see three things: the name of the theme, shown in the lists; the theme copyright and last, but not least the place where the theme is stored. If the theme is stored in the filesystem, you can edit the files through a text editor after you download them from your server. After you re-upload them, you must refresh the theme (this option is described just below). If the theme is stored in the database, you can edit it through the ACP editor. No theme refresh is needed afterwards.

- **REFRESH**: Be careful when using this option, as it will load the data from the files and overwrite any stylesheets in the database. If you edited your theme through the ACP, these changes will be lost. You can **EXPORT** the theme to your PC if you need to save the changes. You will use this option when you make changes to the theme through the filesystem and you need to apply them to your board.

- **EXPORT**: If you need to download the theme to your PC and transfer it elsewhere or save any changes it, choose this option. You will be asked wheter to download the file to your PC or to save it in the board's store folder. You can also choose the archive format depending on your server setup.

- **DELETE**: Clicking this option will remove all references to the theme from the database. It will, however, leave the files of the theme on the server. When deleting the theme you will be asked to choose a theme that will replace the deleted one.

8.4   Imagesets

The first and last component of a style is the imageset. It contains all the images that are not included in the theme. For example they are the posting buttons, online banners, or topic and forum markers. The files which make up the imageset of your style can usually be found in the `styles/[your_style]/imageset/` directory.

The imageset is always stored in the database. The details about each image (its location and dimensions) are taken from a `imageset.cfg` file located in the imageset directory and stored in the database from which they are loaded.

Before we describe the interface in the ACP, which allows you to edit the imageset through a graphical interface, let's take a look at how the imageset.cfg file is created in case you would like

to edit the file manually by yourself. A typical row in the files looks like this: `img_sticky_read = sticky_read.gif*27*27`. The text before the equals sign is the image on the board. The location follows next. At the end, the height and width (in this order) of the file is defined. The last three items are separated by an asterisk without spaces.

Features on the Imagesets page

- **EDIT**: Here you can edit the individual images of the set. The imageset consists of a list of image entities with defined attributes, e.g. an entity is "Sticky topic icon", which has the attributes height, width and location. In order to explain what you can do on this page, let's go through all the controls present on it:

    - **CURRENT IMAGE**: This shows the image that is currently assigned to the image.
    - **SELECTED IMAGE**: This gives you a preview of the image you select in the **IMAGE** field.
    - **IMAGE**: The ACP pulls all the images located in the `imageset/` directory and lists them here. You can then assign any image file uploaded to that directory to an image on the board.
    - **INCLUDE DIMENSIONS**: If set to **YES**, the dimensions from the fields below will be taken in account, otherwise they will be detected automatically.
    - **IMAGE WIDTH**: Sets the width of the image file.
    - **IMAGE HEIGHT**: Sets the height of the image file.

- **DETAILS**: On this page, you can edit the name and copyright of the imageset (of course leave copyrights of the respectful authors).

- **REFRESH**: This option will take the details about each image from the `imageset.cfg` file and save them in the database. This will *overwrite* any changes you have made through the ACP editor and weren't saved on the filesystem.

- **EXPORT**: If you need to download the imageset to your PC and transfer it elsewhere or save any changes it, choose this option. You will be asked wheter to download the file to your PC or to save it in the board's store folder. You can also choose the archive format depending on your server setup.

- **DELETE**: Clicking this option will remove all references to the imageset from the database. It will, however, leave the files of the imageset on the server. When deleting the imageset you will be asked to choose another set that will replace the deleted one. You always must have at least one imageset installed.

Figure 11: On this page, you can edit the details of individual images that make up the imageset.

9   Board Maintenance

Running a phpBB 3.0 board is a very important job that is up to the administrator(s). Maintaining the board to make sure it runs as cleanly and properly as possible is the administrator's job.

Board Maintenance is a section in the ACP that allows you to keep track of internal phpBB information, such as logs, as well as maintaining your database (which holds your phpBB-related data), such as backing up and restoring data.

9.1   Forum Logs

The **FORUM LOG** section of the ACP provides an overview of what has been happening on the board. This is important for you, the administrator, to keep track of. There are four types of logs:

ADMIN LOG
This log records all actions carried out within the administration panel itself.

MODERATOR LOG
This logs records the actions performed by moderators of your board. Whenever a topic is moved or locked it will be recorded here, allowing you to see who carried out a particular action.

USER LOG
This log records all important actions carried out either by users or on users. All email and password changes are recorded within this log.

ERROR LOG
This log shows you any errors that were caused by actions done by the board itself, such as errors sending emails. If you are having problems with a particular feature not working, this log is a good place to start. If enabled, addtional debugging information may be written to this log.

Click on one of the log links located in the left-hand **FORUM LOGS** section.

If you have appropriate permissions, you are able to remove any or all log entries from the above

sections. To remove log entries, go to the appropriate log entries section, check the log entries' checkboxes, and then click on the **DELETE MARKED** checkbox to delete the log entries.

9.2 Database backup and restore

phpBB uses a database to store all the data used on the board, including users, posts, topics etc. Backing up the database can be useful as a protective measure in case of any accidents which could cause data loss or damage to the database. If any accident like this would occur, you would have a possibility to restore the database to a previous state from the backup. You can use the backup tool to move your board to another host - you will make a backup on your current server and restore it on the new one to keep all data.

Database backup

- **BACKUP TYPE**: You can backup the whole database or you can either backup the **STRUCTURE** or **DATA**. The structure only contains the hiearchy in which the data is stored, on the other side, if you only backup the data, you will need a pre-prepared structure when restoring/importing data.

- **FILE TYPE**: Depending on your server setup, you can save the backup in several formats. The **TEXT** option saves the backup in plain text, other options compress the file to decrease the filesize of the dump.

- **ACTION**: You have three options: you can both **STORE AND DOWNLOAD** the file, saving it in the store directory and downloading it to your PC, or you can choose to **DOWNLOAD** or **STORE** the file.

- **TABLE SELECT**: You can either **SELECT ALL** tables or you can select individual tables to backup. When backing up a large database, you can exclude the search tables (do not forget to restore their structure) and recreate the search index on the new server.

> **Tip**
> Use the CTRL and Shift keys together with your mouse to select individual tables.

Database restore

- **FILE SELECT**: You will be offered a list of database backups which are saved in the store folder. Select the one you want to restore and click Start restore. The restoration might take some time and it will overwrite any existing data on the board.

Figure 12: In this list, located on the **RESTORE** page, you can find a list of backups made through the phpBB ACP which can be selected and restored.

9.3 Search Indexing

phpBB 3.0 provides you with a powerful search system which can be used to search throughout your board. The main controls for the search features are located in the Search settings section. Here you can manage the **SEARCH INDEX**, which is used to hold the data necessary for quick and precise search results, it's something like an giant table of contents. By default, two search backends are available - fulltext native, which is included in the phpBB code and works on all DBMSs, and fulltext mysql, which uses the built-in MySQL fulltext searching feature. The first one offers more flexible configuration, while the second one doesn't take too much space in the database and the index is created much faster.

> **Note**
> Creating a search index can take a very long time, a new window will pop up and refresh itself while creating the necessary search table entries. Please be patient, the process can take several hours on large boards.

The fulltext native backend works like this: it uses two tables, one containing the words, which are used on the board and which have a numeric ID assigned and a second table, which links post IDs to word IDs. This system is very fast when you need to search a specific word(s) in the whole database, the following statistics, which are offered on the Search Index page, describe how many words and relations the system holds:

TOTAL NUMBER OF INDEXED WORDS
This setting is quite self-explanatory, it is the number of different words that have ever been posted to your board. Only words that match the criteria for indexing, set in the Search settings, are considered.

TOTAL NUMBER OF WORD TO POST RELATIONS INDEXED
As described above, the second search table holds a list of relations between the posts and words. For example if someone would post "airplane" in two different posts, the system would add the word once and it would add to relations, one to each post.

TOTAL NUMBER OF INDEXED POSTS (FULLTEXT MYSQL)
This statistic is shown for the mysql fulltext backend, where the search is done by a internal

mechanism of the Database system. It tells you how many posts on the board were indexed.

10   System Configuration

Controls which affect the whole board and which are a key part of configuring and running phpBB are located in the System section. Most of these settings require more attention from the administrator and are not so easy to configure, fortunately you will probably not be changing them too often. This includes keeping your installation up-to-date, managing the board's languages or editing the structure of phpBB's control panels.

10.1   Checking for updates

The phpBB 3.0.x branch is usually updated every couple of months as necessary. Bugfixes, new features and other changes are included in these updates. The minor version number gets incremented each time. It is strongly recommended to keep your phpBB installation up to date. Updating from older versions is more difficult and you will have a hard time finding solutions to possible conflicts. You can update with the Automatic Update Package, which is able to merge modifications from MODs with the updates or you can use one of the other packages provided.

You will be notified in your ACP if a new version is released, you will also have a link to the newest release announcement, which will brief you on the added features and the overall changelog.

Updating with the Automatic Update Package is very simple. First, you will go to the linked phpBB.com downloads page and download the appropriate file. You will extract the contents on your PC and upload them to the root directory of your board. The board will be offline for normal users for the moment. Then simply go to the `install/` directory and select the **UPDATE** tab, the updater will then give you further instructions.

10.2   Managing Search Robots

phpBB 3 introduced a new system for managing search indexer and bot accounts. It allows you to identify these automated bots by their IP or a part of their user-agent, which is a setting that normally identifies the browser of a user. After you add a bot and it is recognized, phpBB does not treat the session as anonymous, but uses the created bot account. Bots use permissions set by the predefined Bots group. Identifying bots is important so that phpBB can serve them content which is more appropriate for search engines - dead links to pages without content are omitted, e.g. posting pages, report post pages etc. Bots never receive a session ID in the URL, which should not appear in the search results. You can also assign a specific style and language to bots.

You can easily track if a specific search indexer visited your site recently by checking the **LAST VISIT** column on the botlist page.

> **Note**
> Bots do not use permissions from the Guest group, but permissions from the Bots group. For more about predefined groups, please read Section 6.1, "Group types"

Adding a bot

- **BOT NAME**: This is the title of the bot that will be used on the forum. You will see it in the list of bots in the ACP and in the Who is Online lists.

- **BOT STYLE**: You can select the style served to the bot from the list of installed styles on the board.

- **BOT LANGUAGE**: You can do the same with the language. The bot will use the language selected here.

- **BOT ACTIVE**: The bot session will be created only if a bot is active, if not, the data for a bot set in this form will not be used anywhere.

- **AGENT MATCH**: You can match a bot by either its user-agent or its IP. You can specify a part of the user-agent to be looked for. For example, the Google search indexer has "Googlebot" in its user-agent, so you would enter it here to identify when Google crawls your board.

- **BOT IP ADDRESS**: This field is also used to identify the bot. If a bot cannot be recognized by the user-agent, you can specify what *IP address* should be used to identify it. Partial matches are allowed, that means you can include only the first two or three octets of the IP if the rest dynamically changes. You can also enter multiple IPs separated by a comma.

> **Note**
> If you enter both a user-agent and an IP address, both have to match to identify the bot.

10.3   Mass email

phpBB allows you to send an e-mail or message to every user on the board, which allows it in his board preferences. The message can serve as a newsletter, notification about changes on the board etc. You can choose whether to send the e-mail to all users, a specific group or a list of specific users. The e-mail is sent from the administrator's e-mail address and all recipients are included in a BCC - Blind Carbon Copy.

On some hosts, sending a mass e-mail can be a problem, since sometimes the hosting company limits the number of e-mails that can be sent out at once. phpBB includes only 50 recipients per e-mail and sends another one for the next batch to prevent this, however, if you still are not able to send a mass e-mail, consult the situation with your hosting provider.

Composing a mass e-mail

- **SEND TO GROUP**: Select the group you want to send the e-mail too. The Registered Users group contains all the users on the board.

- **SEND TO USERS**: You can also specify a list of users. Entering any usernames in this field will override the first setting. Each username should be on a new line.

- **SUBJECT**: This is the subject of the message, which you are used to enter when sending an e-mail.

- **YOUR MESSAGE**: This field contains the message, you can only enter plaintext. *BB-Code* or HTML will be encoded in HTML entities and shown as is without formatting the text when the user receives the e-mail.

- **MAIL PRIORITY**: This is the priority of the e-mail sent with the e-mail headers.

- **SEND IMMEDIATELY**: You can choose whether to send the e-mail immediately or pass the messages to the cache system and let them be sent gradually.

> **Note**
> Sending e-mails to all users on the board or a large group can be a lengthy process. Wait until the script confirms that the e-mails have been sent.

10.4   Language Packs

In phpBB, you can upload several language packs for your users to use. Every text string displayed by the system should be translated after you upload a new language pack. Using a different language pack does not change the contents of posts, as translating them is not possible due to the various content they can have and the limits of computer translation.

Language packs can be downloaded from the Downloads page on phpBB.com. To add a language pack, unzip the downloaded file and upload the contents to the `language/` directory. The files should be contained in a directory named with the language's ISO code, the default British English pack is in the `en/` directory for example. After you upload the files to the system, the pack should show in the **UNINSTALLED LANGUAGE PACKS** list. Click **Install** to add it to the board and make it available for users.

> **Note**
> To make a language pack the default language of the board, you need to change the Board Configuration.

If you are not comfortable with editing PHP files manually and you would like to change some text phpBB is displaying, you can use the in-built language pack editor which is accessible once you click the language pack title in the **INSTALLED LANGUAGE PACKS** list. You can change the language pack details and the contents of individual language files on this page. In case you have more language packs installed and you select another language pack than the default one, you will see a list of untranslated variables if the packs are not synchronised. This is useful when you install MODs for one language and you cannot find what language strings you are missing in the other ones for example.

If you choose to edit a file using the ACP you have two options on how to update the translation on the board. First you can choose to **SUBMIT** or **SUBMIT AND DOWNLOAD** the file, which will store the file you are editing in the `store/` directory and the file will be offered for download if you choose the second button. If you choose to save the file in the store directory, you will have to manually move it to the language pack directory. The second possibility, which is right under these two buttons is to move the file to the language pack directory by using FTP. You will be prompted for FTP login credentials and if possible the file be saved and updated immediately by the script.

10.5   PHP Information

This option will provide you with information about the version of PHP installed on your server, along with information on loaded modules and the configuration applicable to the current location. This information can be useful to phpBB team members in helping you to diagnose

problems affecting your installation of phpBB. The information here can be security sensitive and it is recommended that you only grant access to this option to those users who need access to the information and do not disclose the information unless necessary.

Please note that some hosting providers may limit the information which is available to you on this page for security reasons.

10.6   Manage reasons for reporting and denying posts

phpBB has a feature that allows you to put new posts in queue, where the post waits until it is approved or denied by a moderator, this can be set with permissions or in the **POST SETTINGS** for users which do not have enough posts. If a moderator chooses to deny a post in the queue, he has an option to specify a reason for the denial. The predefined options from which he can choose are specified here. These reasons are also offered to users reporting a post on the board.

For more information about queue moderation, see Section 4.5.1, "Moderation queue".

Figure 13: This is the page from which you can manage reasons shown when denying or reporting a post. Four default reasons present in a standard phpBB installation are shown. The fifth one is added manually and is not localised, this can be achieved by specifying an identifier in the **REASON TITLE** containing only letters and underscores and then adding localised titles and reasons in the language file called `mcp.php` located in the `language/` directory. The predefined reasons are at the bottom of the file, you need to add your reason in the same way as the others are saved. When you localise a reason, it is shown in the correct translation for each language pack used on the board.
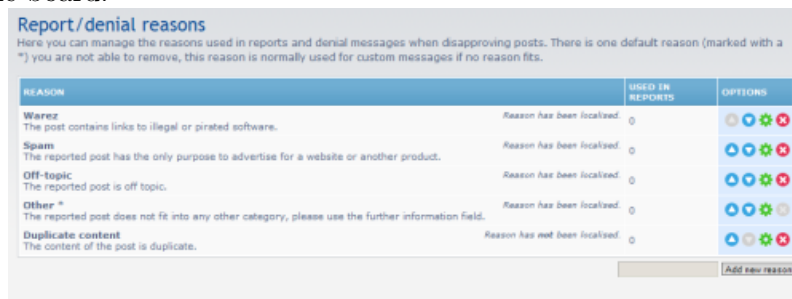
10.7   Module Management

Modules are used the form the structure and content of the UCP, MCP and ACP. Individual modules can be optionally disabled and it is possible to reorganize them into a different structure. Modules for the User Control Panel and the Moderator Control panel have a Category >>Module two-level structure, while the Administration modules have three levels: Category (tabs at the top) >>Category (headers on the left-hand side) >>Module (individual sections).

Very often, MODs that have controllable features add modules to the ACP to allow comfortable editing of various settings.

To create a module category, use the text field next to the **CREATE NEW MODULE** button. Enter the category title, click the button and on the next page ensure that the **MODULE TYPE** is **CATEGORY**, the module is **ENABLED** and that the **MODULE PARENT** is set correctly. After you create a category, you can browse to it through the list of modules and

add a specific module that is saved in a file. Modules are saved in the appropriate directory (acp/, mcp/ or /ucp) contained in the `includes/` directory.

> By disabling the Module Management module, it is possible to cut yourself off from the ACP and other control panels. Be careful when you are editing modules.

Adding a module

- **MODULE LANGUAGE NAME**: This should be set to the language constant that holds the module name in the different languages, which are used on the board. You can also specify a normal title here, if you do not have the module title translated.

- **MODULE TYPE**: You can add a category or a module. As stated above, categories hold another level of categories or modules, they are used to organize the control panels.

- **PARENT**: This setting defines under which category the module or category will be displayed.

- **MODULE ENABLED**: If a module is disabled, it will not be accessible at all, you will have to enable it to use it.

- **MODULE DISPLAYED**: If the module is enabled, but not displayed, you will be able to access it with a direct URL but it will not show in the menus. This setting is shown only if the **MODULE TYPE** is set to Module.

- **CHOOSE MODULE**: Individual module files contain the various control panels. Similar modules are grouped into one file and are called by specifying a mode. Here you select the file in which the specific module you want is located. This setting is shown only if the **MODULE TYPE** is set to Module.

- **CHOOSE MODULE MODE**: Here you set the what mode should be used in the module file selected above. The final contents of the module are based on this setting. This setting is shown only if the **MODULE TYPE** is set to Module.