

v.3.0  
Spring 2024

# Earthdata Forum: General Guide for Users



# Introduction

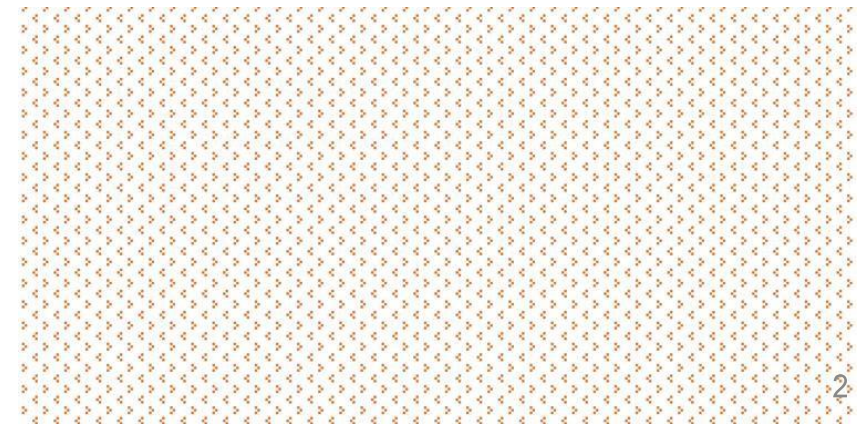
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This guide is designed to help Earthdata Forum Users to navigate through the site and demonstrate example user processes.

The guide is by no means a full representation of every single use case scenario users may need.

**v.3.0**  
***Spring 2024***

For further assistance, please email  
**[support-asdc@earthdata.nasa.gov](mailto:support-asdc@earthdata.nasa.gov)**



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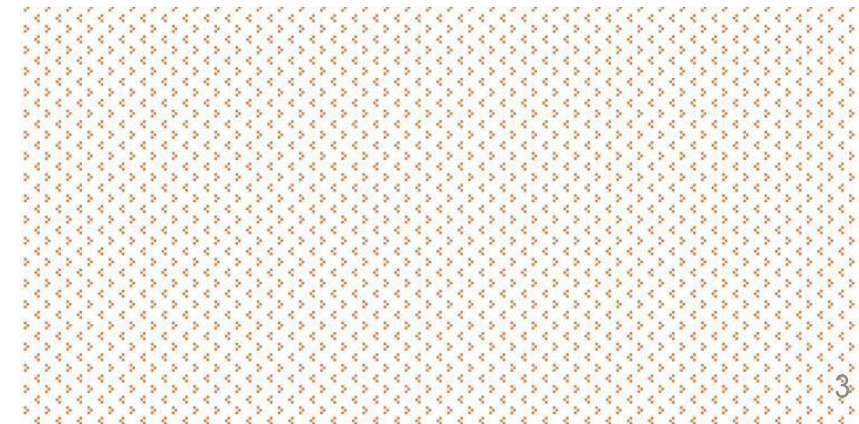
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# Landing Page

This is the homepage of the forum, and there are several different actions that can be taken here, even when not logged in yet.

1. **Login:** This is where a user or moderator will go to authenticate and log in to their profile. Clicking this will take you to the Earthdata Login page.
2. **Search:** This is the default search feature. As an unauthenticated (not logged in via your Earthdata login) user you can still search the forum and see any posts that come up in the search. You can select from the most common search items from the drop-down menu in the “Discipline”, “DAAC”, “Major Projects”, and “Service/Usage” categories. You can find the description to each searchable term in the bottom right corner by clicking on “What do these filter items mean?” located under the Help dropdown menu.
3. **Forum:** This is where the users post questions, pending moderator approval. The forum is visible to unauthenticated users, but they will not be able to post, reply or subscribe to posts until they log in.

The screenshot shows the Earthdata Forum homepage. At the top, there is a navigation bar with the Earthdata logo, a search bar for DAACs, and a welcome message. Below the navigation bar, there are quick links and a login button (callout 1). The main content area features a search bar (callout 2) with various filters and a list of questions and comments (callout 3). The list includes questions like "How to download air quality data in csv format", "HLS tifs no longer accessible", "Plotting CALIPSO aerosol feature subtype using CALIPSO Aerosol Layer data", "RHEL mod", and "NASA's Socioeconomic Data and Applications Center Joins the Earthdata Forum".

| Questions and Comments  | Replies | Last post  |
|---|---------|--|
| <b>How to download air quality data in csv format</b><br>Atmosphere Data Download GES DISC Giovanni LAADS DAAC  | 1       | by <b>ASDC - rkey_uat</b><br>Wed Mar 06, 2024 9:11 am America/New_York           |
| <b>HLS tifs no longer accessible</b><br>Data Access HLS LP DAAC   | 1       | by <b>earthdataforumcontributor</b><br>Wed Mar 06, 2024 8:59 am America/New_York |
| <b>Plotting CALIPSO aerosol feature subtype using CALIPSO Aerosol Layer data</b><br>ASDC Algorithms Atmosphere CALIPSO Data Visualization                                   | 1       | by <b>earthdataforumcontributor</b><br>Wed Mar 06, 2024 8:56 am America/New_York |
| <b>RHEL mod</b><br>Calibrated and Solar Radiance Data Recipes Environmt Perfrmnc Index - EPI SEDAC ASF<br>FAQ Gridded Pop of the World - GPW Space GeodesyTechnq-SolidEarth | 1       | by <b>moduserskda</b><br>Tue Feb 20, 2024 10:00 am America/New_York              |
| <b>NASA's Socioeconomic Data and Applications Center Joins the Earthdata Forum</b>  | 1       | by <b>smeurskda</b><br>Wed Feb 14, 2024 12:08 pm America/New_York                |



1. **Quick links:** Shortcut to popular searches.
  - i. Unanswered questions
  - ii. Active questions
  - iii. NASA DAACs and Forum Contributors

2. **Help:**

FAQ: Frequently Asked Questions.

General User Guide: PDF (this document)

Data Recipes: Data recipes are tutorials or step-by-step instructions that have been developed by the Earth Observing System Data and Information System (EOSDIS) Distributed Active Archive Centers (DAACs) staff or EOSDIS systems engineers to help users learn how to discover, access, subset, visualize and use our data, information, tools, and services. These recipes cover many different data products across the Earth science disciplines and different processing languages/software.

What do these filters mean? Filters are categories containing lists of common searchable items for this site. These items go through users' questions and answers and display the results.

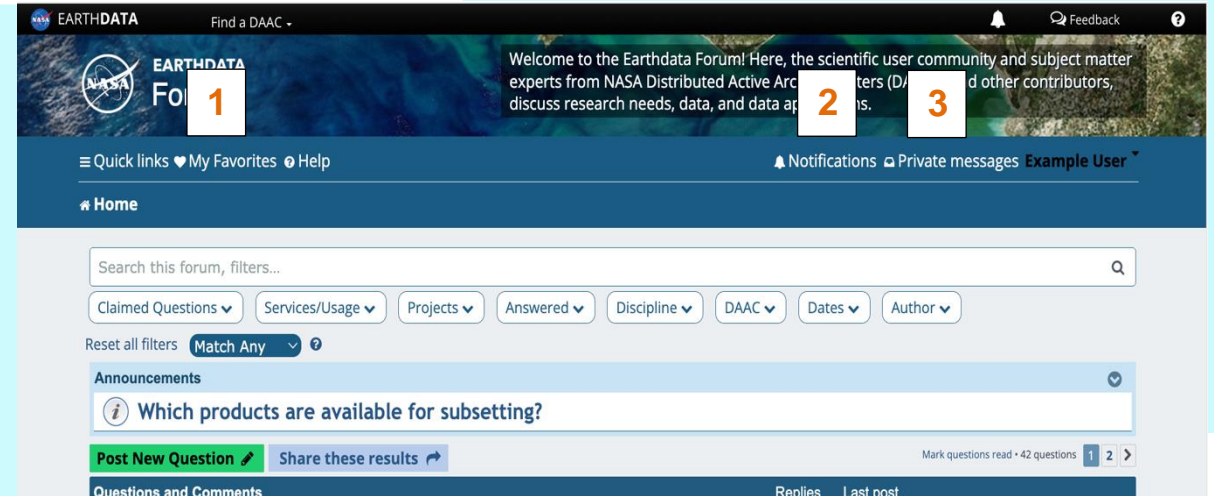
The screenshot shows the Earthdata Forum interface. At the top, there's a navigation bar with 'EARTHDATA Forum' and a search bar. Below the navigation bar, there are search filters for Services/Usage, Projects, Answered, Discipline, DAAC, Dates, and Author. A 'Match Any' dropdown is also visible. The main content area displays a list of questions and comments, including 'How to download air quality data in csv format', 'HLS tifs no longer accessible', 'Plotting CALIPSO aerosol feature subtype using CALIPSO Aerosol Layer data', 'RHEL mod', and 'NASA's Socioeconomic Data and Applications Center Joins the Earthdata Forum'. Each question entry includes a title, tags, the number of replies, and the user who posted it.



# General User Interface

Once the user logs into the Earthdata Forum site, a few new features appear in the General User Interface.

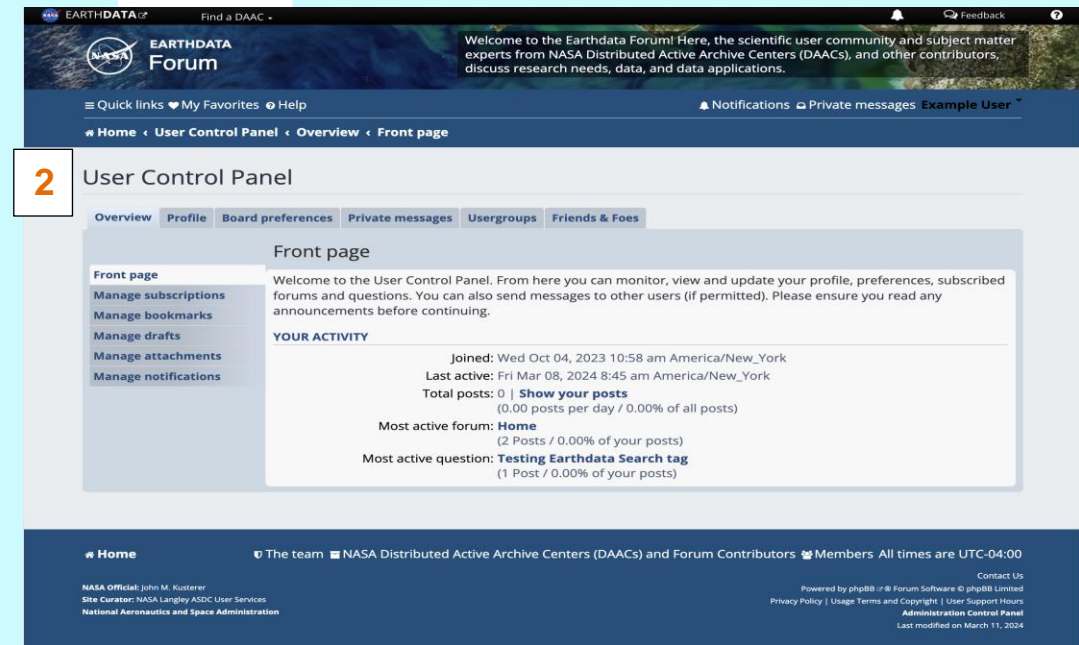
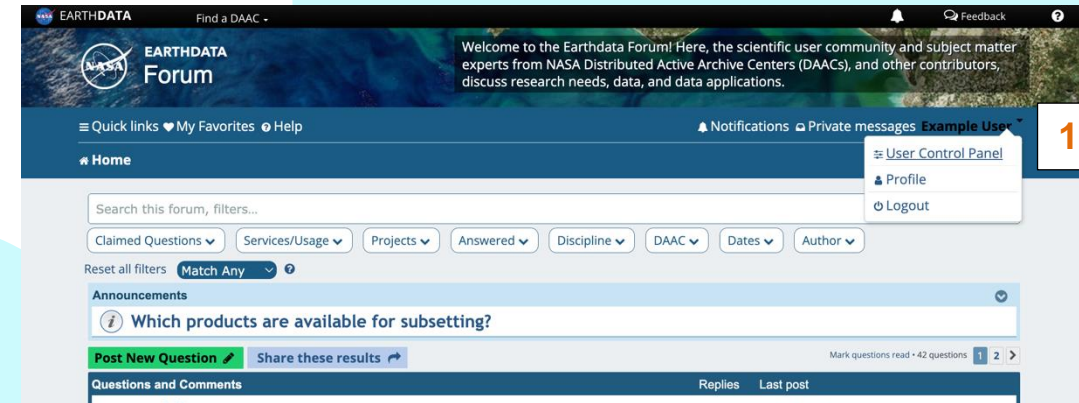
1. *My Favorites*: This feature takes the user automatically to a list of questions with their favorite searchable terms. If the user doesn't have a favorite searchable term selected yet, clicking this feature will take the user to a page where favorite searchable items may be identified.
2. *Notifications*: These are the user's notifications or alerts in the Forum. Clicking the tab will show you all existing notifications and clicking a notification in the tab will take the user to the notified pinged location in the Forum site.
3. *Private messages*: Once logged into the Forum site, users will be able to see posts directed to them. General users will not be able to see the private messages.



# The User Control Panel

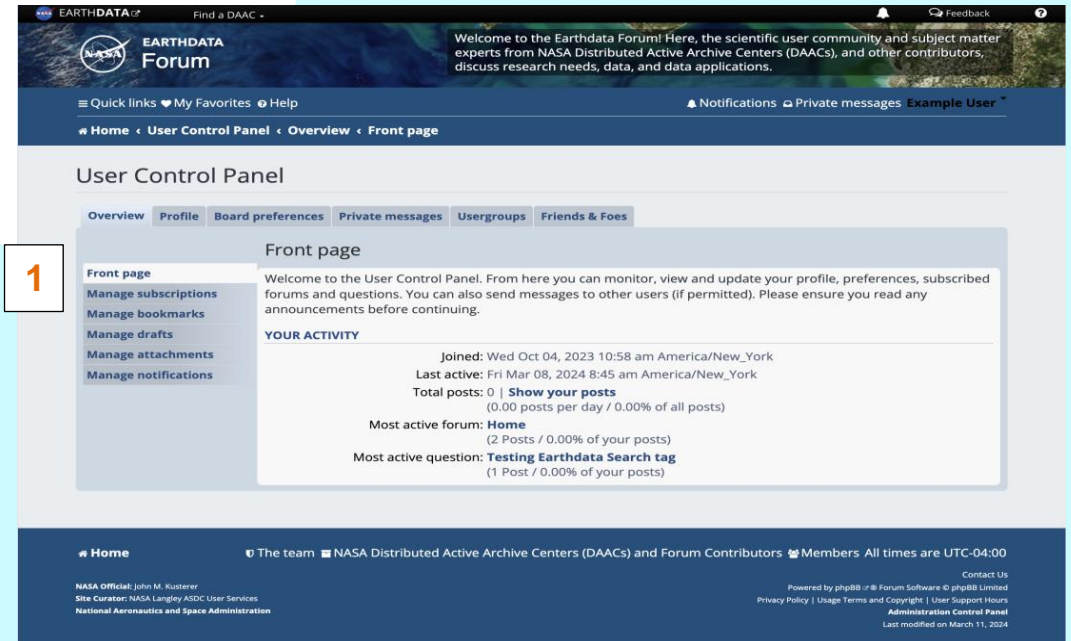
You can access the User Control Panel (UCP) by clicking on the down arrow next to your username in the top right of the screen.

1. The User Control Panel allows you to alter personal preferences, manage posts, send and receive private messages, and change the way information about you appears to other users. To view the UCP, click the “User Control Panel” link that appears after logging into the Earthdata Forum site.
2. The UCP is separated into six tabs: “Overview”, “Profile”, “Board Preference”, “Private Messages”, “User Groups”, and “Friends and Foes”. Within each tab are several sub-pages, accessed by clicking the desired link on the left side of the UCP interface.



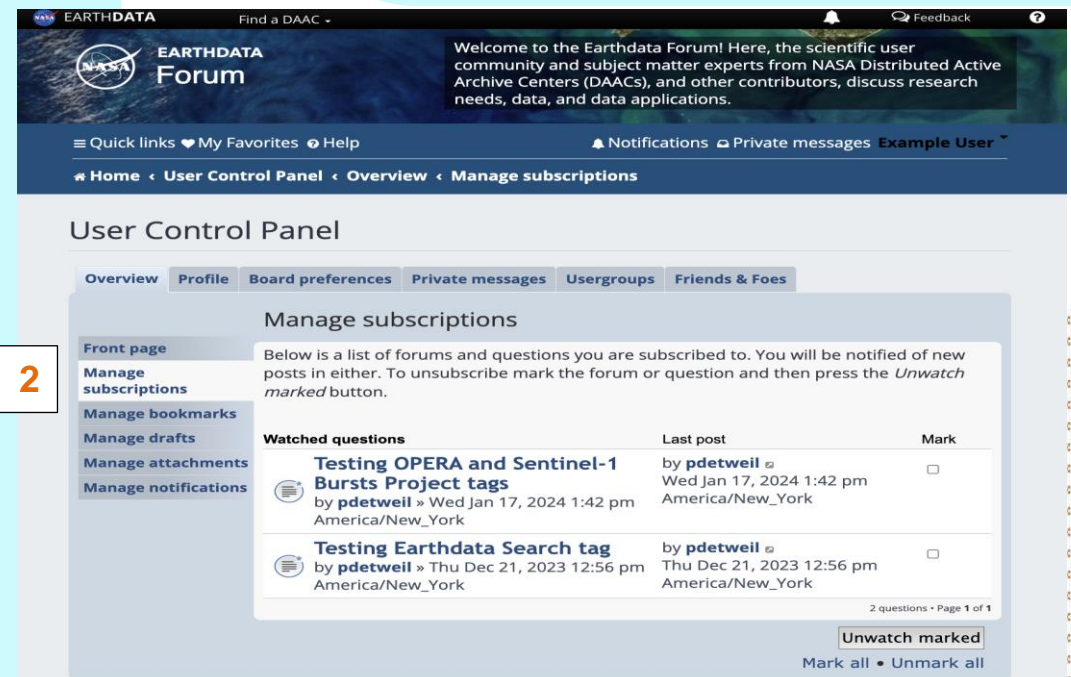
## Overview Tab:

1. **Front page:** This tab displays a snapshot of information about your posting habits such as the date you joined the forum, your most active topic, and how many total posts you have submitted.
2. **Manage subscriptions:** This tab is for forums or individual posts that you have elected to watch for any new posts. Whenever a new post is made inside an area you have subscribed to, an e-mail will be sent informing you of the new addition. To create a subscription, visit the forum or post you would like to subscribe to and click the 'Subscribe' link located at the bottom of the page. To remove a subscription, check the box next to the subscription you would like to remove and click the 'Unsubscribe' button.



1

The screenshot shows the 'User Control Panel' for the 'Overview' tab. The left sidebar contains links for 'Front page', 'Manage subscriptions', 'Manage bookmarks', 'Manage drafts', 'Manage attachments', and 'Manage notifications'. The main content area displays a 'Front page' section with a welcome message and a 'YOUR ACTIVITY' section showing user statistics: 'Joined: Wed Oct 04, 2023 10:58 am America/New\_York', 'Last active: Fri Mar 08, 2024 8:45 am America/New\_York', 'Total posts: 0 | Show your posts (0.00 posts per day / 0.00% of all posts)', 'Most active forum: Home (2 Posts / 0.00% of your posts)', and 'Most active question: Testing Earthdata Search tag (1 Post / 0.00% of your posts)'. The bottom of the page includes a footer with contact information and copyright details.



2

The screenshot shows the 'User Control Panel' for the 'Manage subscriptions' tab. The left sidebar highlights 'Manage subscriptions'. The main content area displays a list of subscribed questions with columns for 'Watched questions', 'Last post', and 'Mark'. The table contains two entries:

| Watched questions  | Last post  | Mark                     |
|--|--|--------------------------|
| <b>Testing OPERA and Sentinel-1 Bursts Project tags</b><br>by pdetweil » Wed Jan 17, 2024 1:42 pm America/New_York | by pdetweil » Wed Jan 17, 2024 1:42 pm America/New_York  | <input type="checkbox"/> |
| <b>Testing Earthdata Search tag</b><br>by pdetweil » Thu Dec 21, 2023 12:56 pm America/New_York                    | by pdetweil » Thu Dec 21, 2023 12:56 pm America/New_York | <input type="checkbox"/> |

At the bottom, there are links for 'Unwatch marked', 'Mark all', and 'Unmark all'. The page indicates '2 questions • Page 1 of 1'.





1. **Manage bookmarks:** Bookmarks, much like subscriptions, are posts you've chosen to watch. To create a bookmark, visit the post you would like to watch and click the wrench icon located at the top left of the page. A drop-down menu will appear, click on "Bookmark Question". To remove a bookmark, click the wrench icon once again and in the drop-down menu click 'Remove from bookmarks'.
2. **Manage drafts:** Drafts are created when you click the 'Save' button on the New Post or Post Reply page. Displayed are the title of your post, the forum or post that the draft was made in, and the date you saved it. To continue editing a draft for future submission, click the 'View/Edit' link. If you plan to finish and post the message, click 'Load Draft'. To delete a draft, check the box next to the draft you wish to remove and click 'Delete Marked'.

## User Control Panel

Overview Profile Board preferences Private messages Usergroups Friends & Foes

### Manage bookmarks

You can bookmark questions for future reference. Select the checkbox for any bookmark you wish to delete, then press the *Remove marked bookmarks* button.

You have no bookmarks.

1

## User Control Panel

Overview Profile Board preferences Private messages Usergroups Friends & Foes

### Manage drafts

Here you can view, edit and delete your saved drafts.

No drafts saved.

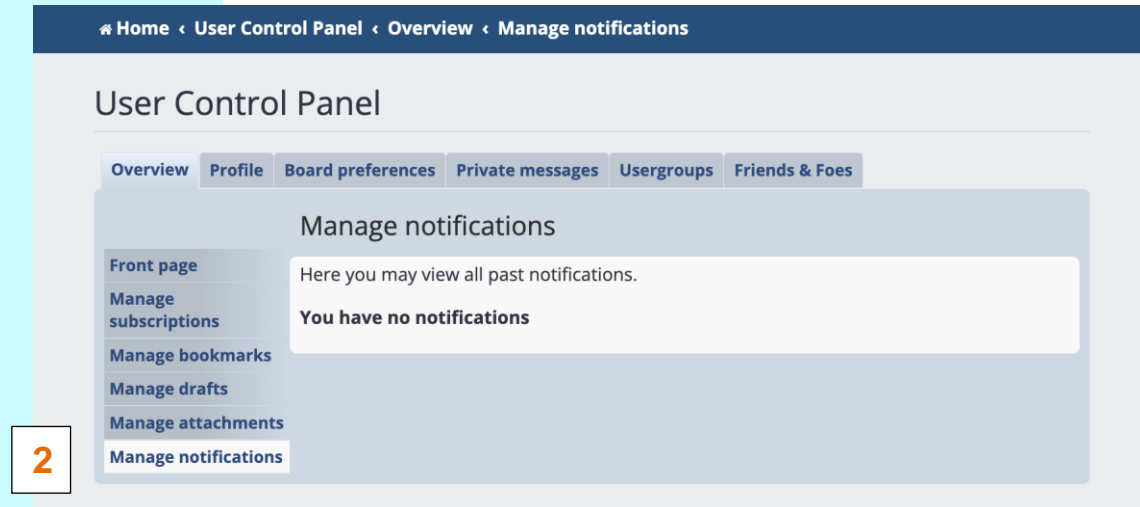
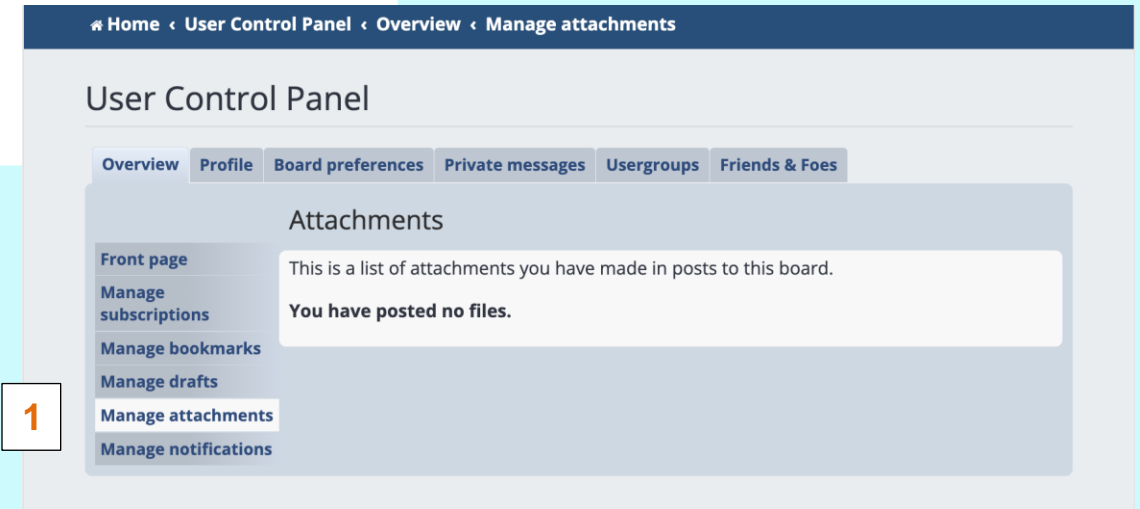
2



1. *Manage attachments*: The attachment section of the UCP shows a list of all attachments that you have uploaded to the board. Each entry contains a link to the message in which the attachment is contained, the size of the attachment, the number of times it has been downloaded, and the time at which it was uploaded. Through this page, you can delete attachments from the board. Inline references to a deleted attachment will remain in the original post, but the attachment will not be rendered in any way other than the file name.

2. *Manage notifications*: Notifications alert you to events that have taken place on the board. They will appear in the Notifications menu at the top of your screen. Events include:

- New Private Message has arrived
- New topic was created in a subscribed forum
- New post was created in a subscribed topic
- A new post is awaiting moderation
- A post has been reported
- Your topic/post has been approved/disapproved
- You have been quoted in a post



## Board Preference Tab:

1. **Edit global settings:** This tab controls various overall interactions with the Forum software.
  - Users can contact me by email
  - Administration can email me information
  - Allow users to send you private messages
  - My time zone
  - My date format
2. **Edit posting defaults:** Posting settings control the default settings of the for the text box when you create a post. Note that these options are controllable on an individual basis while posting.
  - Enable BBCode by default
  - Enable smiles by default
  - Attach my signature by default
  - Notify me upon replies by default
  - Automatically subscribe my new question

The screenshot shows the 'User Control Panel' with the 'Board preferences' tab selected. The 'Edit global settings' sub-tab is active. A red box with the number '1' is placed over the left sidebar. The main content area contains the following settings:

- Users can contact me by email:**  Yes  No
- Administrators can email me information:**  Yes  No
- Allow users to send you private messages:**  Yes  No
- My timezone:** UTC-04:00 - July 9th, 2021, 1:17 pm (dropdown menu) / America/New York (dropdown menu)
- My date format:** Custom... (dropdown menu) / D M d, Y g:i a e (text input)

Buttons for 'Reset' and 'Submit' are at the bottom right.

The screenshot shows the 'User Control Panel' with the 'Board preferences' tab selected. The 'Edit posting defaults' sub-tab is active. A red box with the number '2' is placed over the left sidebar. The main content area contains the following settings:

- Enable BBCode by default:**  Yes  No
- Enable smiles by default:**  Yes  No
- Attach my signature by default:**  Yes  No
- Notify me upon replies by default:**  Yes  No
- Automatically subscribe to my new questions:**  Yes  No

Buttons for 'Reset' and 'Submit' are at the bottom right.



1. *Edit display options*: Display settings control how posts and topics are rendered in the various board views.

The following settings control how the contents of posts and private messages are rendered:

- Display images within posts
- Display Flash animations
- Display smiles as images
- Display signatures
- Display avatars
- Display questions from previous days
- Display questions ordering by
- Display question order direction

The following settings control how posts are displayed in the topic view:

- Display posts from previous days
- Display posts ordering by
- Display posts order direction

1



1. *Edit notification options*: Notification settings control which events will trigger a notification and how you will receive the notification.

The following settings control events related to posting:

- a. Your questions/posts are approved or disapproved by a moderator.
- b. Someone replies to a question you have bookmarked.
- c. Someone replies to a question to which you are subscribed.
- d. Someone quotes you in a post.
- e. Someone replies to a question in a forum to which you are subscribed.
- f. Someone tags a question with one of your favorite searchable terms.
- g. All activity related to a question with one of your favorite searchable terms.

The following settings control various other events:

- h. Your report on a private message is closed by a moderator.
- i. Your report on a post is closed by a moderator.
- j. Someone mentioned me.

1

Home < User Control Panel < Board preferences < Edit notification options

### User Control Panel

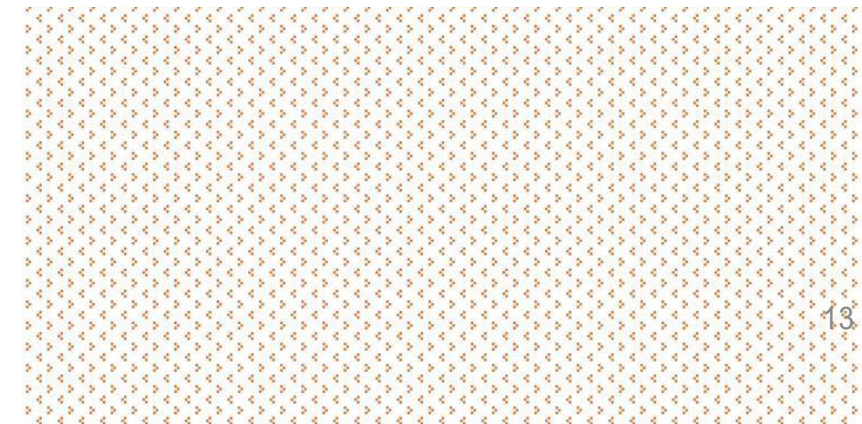
Overview Profile **Board preferences** Private messages Usergroups Friends & Foes

#### Edit notification options

Here you can set your preferred notification methods for the board.

| NOTIFICATION TYPE  | NOTIFICATIONS                       | EMAIL                               |
|--|-------------------------------------|-------------------------------------|
| Posting Notifications  |                                     |                                     |
| Your questions/posts are approved or disapproved by a moderator      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Someone replies to a question you have bookmarked                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Someone replies to a question to which you are subscribed            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Someone quotes you in a post   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Someone replies to a question in a forum to which you are subscribed | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Someone tags a question with one of your favorite tags               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| All activity related to a question with one of your favorite tags    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Miscellaneous Notifications  |                                     |                                     |
| Your report on a private message is closed by a moderator            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Your report on a post is closed by a moderator                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Someone mentioned me   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Submit**  
Mark all • Unmark all



1. *Manage favorite searchable terms*: A tag is a short description (usually one word) of a subject.

In this tab you can select terms by “Discipline”, “DAAC”, “Major Projects”, and “Services/Usages”. You can find the description to each term within the Forum. Go to the Help menu, and select “What do these filters mean?”.

Users can select terms to be added as favorite. Once you have selected and submitted your favorite terms, the system will place a heart icon in all the posts that contain your favorite terms. Also, using this feature ensures that a posted question arrives to the appropriate moderator or Subject Matter Expert.

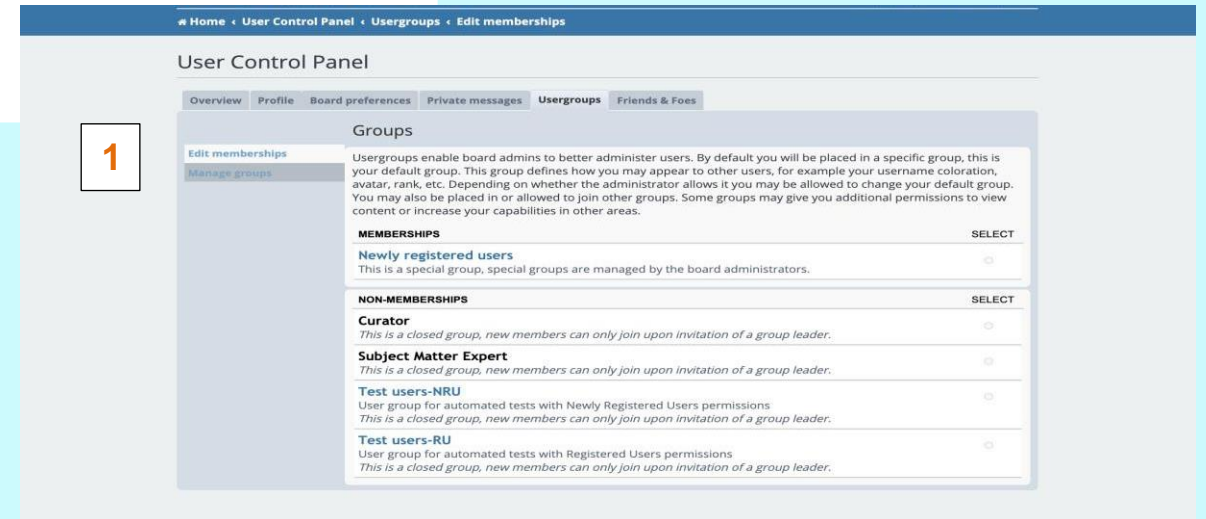
You can edit notification options for this feature in the “Edit notification options” under the “Board preference” tab within the User Control Panel.

1

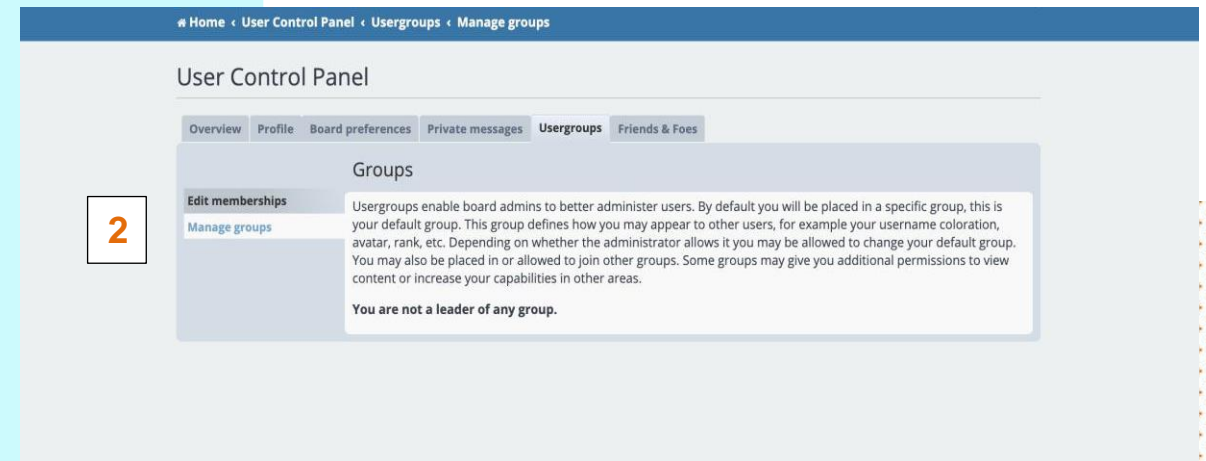
| QUESTIONS  | REPLIES | LAST POST  |
|--|---------|--|
| Question<br>LP DAAC  | 1       | by <a href="#">modexample</a><br>Thu May 13, 2021 1:08 pm America/New_York   |
| test   | 0       | by <a href="#">crystal</a><br>Thu May 13, 2021 12:42 pm America/New_York     |
| Test for reply anouncement ?                               | 0       | by <a href="#">userexample</a><br>Thu May 13, 2021 10:15 am America/New_York |
| Approve me!<br>ASDC  | 0       | by <a href="#">userexample</a><br>Wed May 12, 2021 3:11 pm America/New_York  |
| MODIS Aqua R2018.0 MOBY validation missing? ?              | 0       | by <a href="#">amscott</a><br>Wed May 12, 2021 1:26 pm America/New_York      |
| Error when using the Satellite Validation Match-Up Tools ? | 0       | by <a href="#">amscott</a><br>Wed May 12, 2021 1:24 pm America/New_York      |
| OpenDAP Crawler ?  | 0       | by <a href="#">amscott</a><br>Wed May 12, 2021 1:19 pm America/New_York      |
| MODIS OpenDAP not up-to-date? ?                            | 0       | by <a href="#">amscott</a><br>Wed May 12, 2021 1:04 pm America/New_York      |
| Rrs vs rrs remote sensing reflectance ?                    | 0       | by <a href="#">amscott</a><br>Wed May 12, 2021 1:03 pm America/New_York      |

## User Groups Tab:

1. **Edit memberships:** User group membership can be managed through the User groups section of the UCP. The page lists groups for which the user is a member of, a leader of, and all other user groups. Groups which are open for membership have a radio button allowing the user to request membership. Users may also remove themselves from groups in which they hold membership. If a user has the “Can change default user group”, they can choose which group to be their default here. The default user group dictates the user's username color which is shown throughout the board.
2. **Manage groups:** Users who are designated as a group leader can manage the group's membership. Users can be added or removed, pending join requests can be approved or denied, and have their default user group changed here.



The screenshot shows the 'User Control Panel' with the 'Usergroups' tab selected. The 'Edit memberships' sub-tab is active. A sidebar on the left contains a box with the number '1'. The main content area is titled 'Groups' and includes a descriptive paragraph: 'Usergroups enable board admins to better administer users. By default you will be placed in a specific group, this is your default group. This group defines how you may appear to other users, for example your username coloration, avatar, rank, etc. Depending on whether the administrator allows it you may be allowed to change your default group. You may also be placed in or allowed to join other groups. Some groups may give you additional permissions to view content or increase your capabilities in other areas.' Below this are two sections: 'MEMBERSHIPS' and 'NON-MEMBERSHIPS', each with a 'SELECT' button. The 'MEMBERSHIPS' section lists 'Newly registered users' with a radio button. The 'NON-MEMBERSHIPS' section lists 'Curator', 'Subject Matter Expert', 'Test users-NRU', and 'Test users-RU', each with a radio button and a description of the group's status (e.g., 'This is a closed group, new members can only join upon invitation of a group leader.').

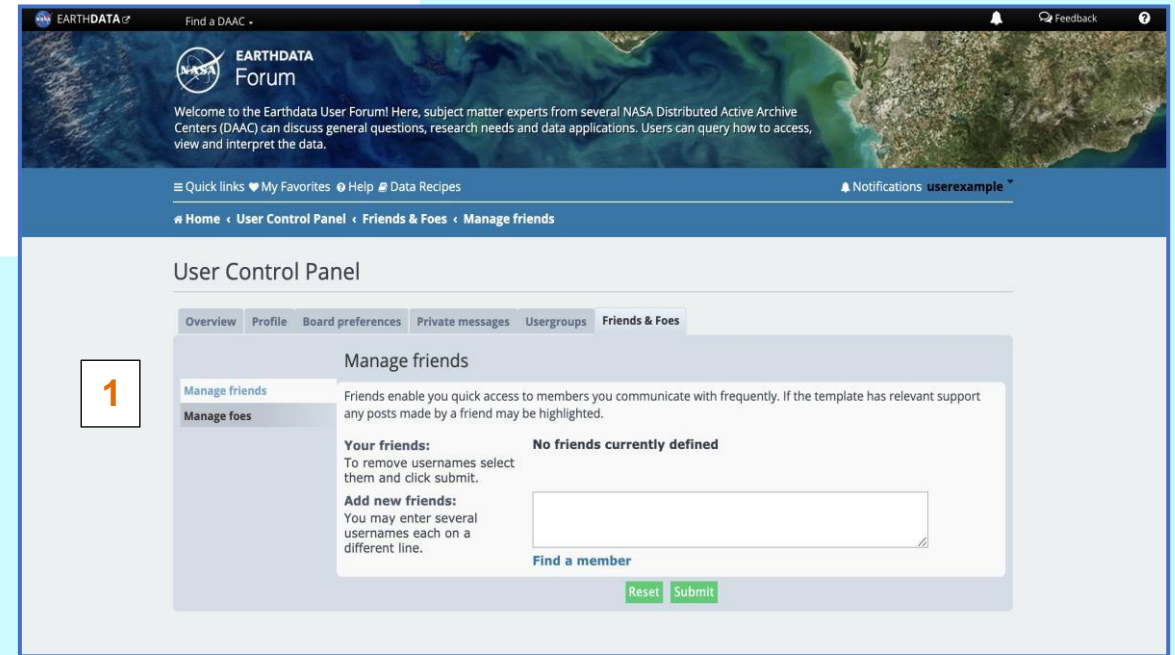


The screenshot shows the 'User Control Panel' with the 'Usergroups' tab selected. The 'Manage groups' sub-tab is active. A sidebar on the left contains a box with the number '2'. The main content area is titled 'Groups' and includes the same descriptive paragraph as the previous screenshot. Below this, a message states: 'You are not a leader of any group.'

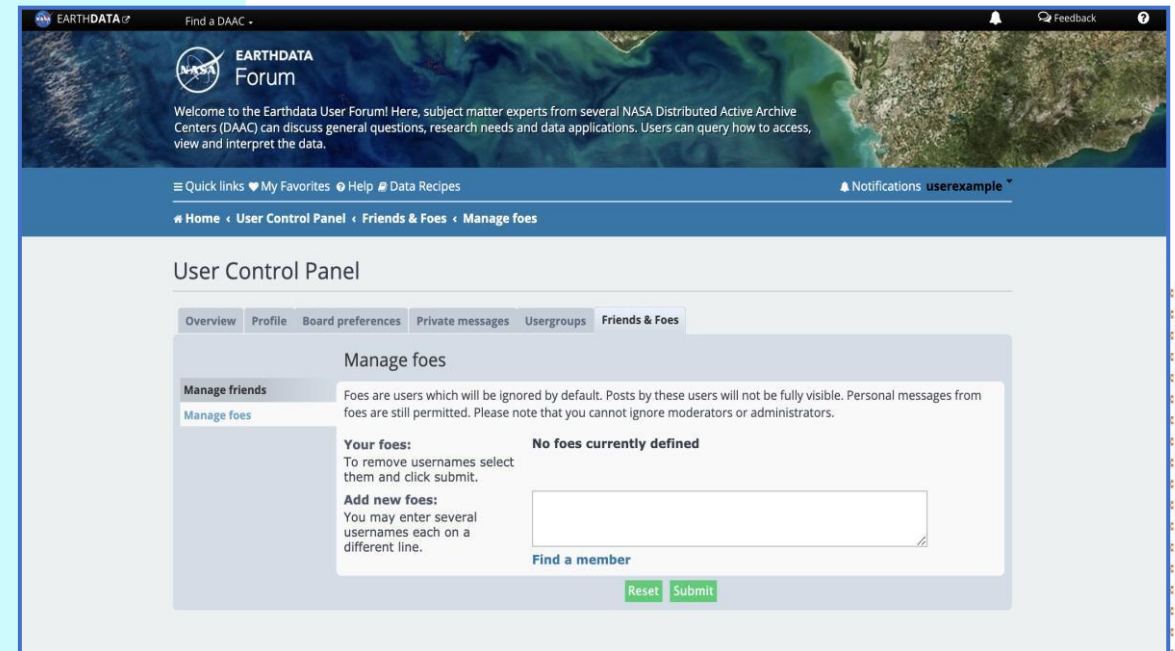


## Friends & Foes Tab:

1. **Manage friends and Manage foes:** Users can be marked as a “friend” or a “foe” to allow for filtering of their messages. If a style supports it, posts made by users on your Foe list will be hidden from view and posts from users on your Friend list will be highlighted. Private Message (PM) rules can make use of the Friends and Foes list for filtering incoming PMs.



The screenshot shows the Earthdata Forum User Control Panel. The top navigation bar includes "EARTHDATA", "Find a DAAC", and "Feedback". The main header features the NASA logo and "EARTHDATA Forum" with a welcome message. Below the header is a navigation menu with "Home", "User Control Panel", "Friends & Foes", and "Manage friends". The "User Control Panel" section has tabs for "Overview", "Profile", "Board preferences", "Private messages", "Usergroups", and "Friends & Foes". The "Manage friends" tab is active, showing a "Manage friends" section with a description: "Friends enable you quick access to members you communicate with frequently. If the template has relevant support any posts made by a friend may be highlighted." Below this, there are sections for "Your friends:" (with instructions to remove usernames) and "Add new friends:" (with instructions to enter usernames). A "Find a member" search box is present, along with "Reset" and "Submit" buttons. A red box with the number "1" is overlaid on the "Manage friends" section.



The screenshot shows the Earthdata Forum User Control Panel, similar to the previous one, but with the "Manage foes" tab active. The "Manage foes" section has a description: "Foes are users which will be ignored by default. Posts by these users will not be fully visible. Personal messages from foes are still permitted. Please note that you cannot ignore moderators or administrators." Below this, there are sections for "Your foes:" (with instructions to remove usernames) and "Add new foes:" (with instructions to enter usernames). A "Find a member" search box is present, along with "Reset" and "Submit" buttons.





# How to Post a New Question

To post a new question in the Earthdata Forum:

1. Click on the “Post a New Question” green button on the upper left corner. This action will take you to the “All Questions/Comments” screen.
2. Write the title of your question in the “Subject” field and your question in the composing pane. You can also add attachments to your question (Click the “Attachments” button to add files).
3. Select from the common searchable items by “Discipline”, “DAAC”, “Major Projects”, and “Services/Usages”. Using this feature ensures that the posted question arrives to the appropriate moderator or Subject Matter Expert.
4. If you require private communication with moderators that are not visible by the public, click "Submit a private post" box.
5. Note that the “Notify me when a reply is posted” is ticked as a default in the “Options” section. If you do not want to be notified, click to untick the box.
6. If you need to attach a file to the post, simply click on the “Attachments” tab and click on “Add files”.
7. Click on the “Submit” button to submit your question.

The screenshot displays the Earthdata Forum interface. At the top, there is a navigation bar with the Earthdata logo, a search bar, and user options. Below this is a search and filter section with various dropdown menus. The main content area shows a question titled "Which products are available for subsetting?". A green "Post New Question" button is highlighted with a red box and the number 1. Below the question, there is a "Responsible for posting to this forum" section. The "POST NEW QUESTION" form is shown, with the "Subject" field and a text area for the question. A red box with the number 2 highlights the text area. Below the text area, there are "Tips for Posting" and a section for "Does this post belong to any of the following tags?". A red box with the number 3 highlights the tag selection area. Below the tags, there is a "Selected Tags" field and a "Submit as private post" checkbox. A red box with the number 4 highlights the "Submit as private post" checkbox. Below this, there are "Options" and "Attachments" tabs. A red box with the number 5 highlights the "Options" tab, and a red box with the number 6 highlights the "Attachments" tab. At the bottom, there are "Post question as:" and "Stick question for:" fields. A red box with the number 7 highlights the "Submit" button.



# How to Search

1. On the “Home” page, you have 2 different ways to search for topics or questions you may have.

1. The first box will allow you to type a word for your search.

Below the search box, there are drop down lists. These lists are considered filters (similar common words for each group). Once a word is selected, it appears as a “pill” above the filters. These key words are then search all questions posted to the Earthdata Forum. The results will appear in the table called “Questions and Comments”.

2. The arrow to the right of "Announcements" allows one to collapse to gain additional screen space or expand to list all announcements to view.

The screenshot shows the Earthdata Forum Home page. At the top, there is a search bar with the text "test". Below the search bar, there are several filter buttons: CERES, Atmosphere, and ASDC. To the right of these buttons, there are more filters: Claimed Questions, Services/Usage, Projects, Answered, Discipline, DAAC, Dates, and Author. A "Reset all filters" button and a "Match Any" dropdown are also present. The main content area is divided into sections: "Announcements" (with a "Post New Question" button and a "Share these results" button), "Questions and Comments" (with a "How to download air quality" question), and "Testing OPERA and Sentinel-1" (with a "ASDC OPERA Sentinel-1" question). A table of results is shown on the right, with columns for "Replies" and "Last post". The table contains three rows of data. A "2" in a box is located to the right of the table.

|                                       | Replies | Last post  |
|---------------------------------------|---------|--|
|                                       | 1       | by ASDC - rkey_uat<br>Wed Mar 06, 2024 9:11 am<br>America/New_York           |
| Aerosol Layer data                    | 1       | by earthdataforumcontributor<br>Wed Mar 06, 2024 8:56 am<br>America/New_York |
| SeaDAS Space GeodesyTechnq-SolidEarth | 2       | by smeurskda<br>Tue Feb 20, 2024 9:29 am<br>America/New_York                 |
|                                       | 0       | by pdetweil<br>Wed Jan 17, 2024 1:42 pm<br>America/New_York                  |



### Questions/Comments features:

When you click on the Question/Comment of your interest, it will open for you to see the full text and consecutive replies the question/comment might have.

You can interact with the question/comment in the following ways:

Post Reply: Reply directly to the post

1. Wrench Tool:

- Subscribe question
- Bookmark question
- Print view

2. Search this question: Search for specific wording within the "Questions/Comments"

3. Advanced Search: Brings you back to the Forum Search Pane

4. Report this post: You can report the post by clicking this feature.

5. Reply with quote: The original question will be re-printed with your consecutive reply.

6. Say thanks: You can click to thank the author of the post and click a second time to remove the thanks.

The screenshot displays a forum interface with a dark blue header containing navigation links: "Quick links", "My Favorites", and "Help". On the right side of the header are "Notifications", "Private messages", and the user name "User Example". Below the header is a "Home" button. The main content area shows a post titled "public test" by user "bsbunch" on "Thu Mar 14, 2024 3:22 pm America/New\_York". The post content is "test". Below the post is a reply titled "Re: public test" by the same user, with a note "(This post is private; visible to yourself and moderators only.)" and content "private reply one".

Numbered callouts are placed over the interface to highlight specific features:

- 1: Points to the "Moderator Control" bar above the post.
- 2: Points to the "Search this question..." input field.
- 3: Points to the "Post Mod Comment" button.
- 4: Points to the "Report" icon (wrench tool).
- 5: Points to the "Quote" icon.
- 6: Points to the "Thank" icon.

At the bottom of the page, there is a "Return to Home" link and a "Jump to" dropdown menu.



# Version Control Table

| Version | Date          | Author               | Rationale  |
|---------|---------------|----------------------|--|
| 0.1     | May 2021      | Ingrid Garcia-Solera | First Draft  |
| 0.2     | June 2021     | Ingrid Garcia-Solera | Reviewed by UFO Team; updated accordingly  |
| 1       | June 2021     | Ingrid Garcia-Solera | Issued   |
| 1.1     | July 2021     | Ingrid Garcia-Solera | <ul style="list-style-type: none"><li><input type="checkbox"/> Added “General User Interface” section</li><li><input type="checkbox"/> Edited verbiage of “Manage favorite tags” section Updated screenshot of “How to Post a New question” section</li><li><input type="checkbox"/> New screenshots for the entire document</li></ul> |
| 1.2     | August 2021   | Ingrid Garcia-Solera | <ul style="list-style-type: none"><li><input type="checkbox"/> Edited paragraph of the “Data Recipes” section</li></ul>  |
| 1.3     | December 2021 | Ingrid Garcia-Solera | <ul style="list-style-type: none"><li><input type="checkbox"/> Added verbiage to “How to Post a New Question”</li><li><input type="checkbox"/> Added the “How to Search” section</li><li><input type="checkbox"/> Edited document for 508 Compliance</li></ul>   |



# Version Control Table

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| Version | Date         | Author               | Rationale  |
|---------|--------------|----------------------|--|
| 1.4     | May 2022     | Ingrid Garcia-Solera | Update screenshots to match new search interface       |
| 1.4     | June 2022    | Ingrid Garcia-Solera | Added information on the “How to Search” section       |
| 2.0     | October 2023 | Reneé Key            | Added Private Posting verbiage and updated image       |
| 2.0     | October 2023 | Reneé Key            | Added Filter and Menu collapse verbiage, updated image |
| 3.0     | March 2024   | Reneé Key            | Updated guide to match new layout of home page         |
|         |              |                      |  |

