# IDS AWG forum user manual (2021)

#### Version 1.0

URL : https://idsawg.aviso.altimetry.fr/

This site is part of the Aviso+ Meetings website.



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#### 1. How to access the forum

Access to the forum is given by the IDS Central Bureau to persons registered and authorized to participate in the forum

It is obtained by following the following steps:

#### **1.1.** Registration

First you need an account (login +password).

#### **IMPORTANT NOTE:**

Any subscriber of the IDS AWG distribution list as of 4/14/2021 has an account and authorized access to the forum :

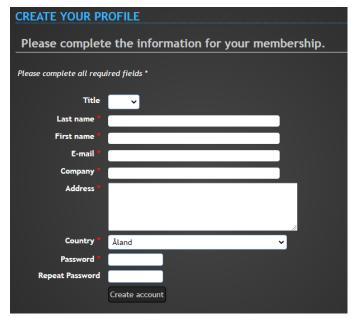
- either the account already exists for people who have already registered on one of the Aviso+ Meeting sites;
- or created by the Central Bureau for people who did not have an account; the login is the user email address of the AWG distribution list, the password has been provided by email.

#### 1.1.1. Don't have an account?

Create an account on this web site by clicking on "Subscribe" (see below).

# Subscribe

And fill in the form:



- An email is sent to the address e-mail with a link to confirm the registration.
- > The IDS Central Bureau is notified of your registration, and will process it as soon as possible to allow you access to the forum.

#### 1.1.2. Already an account for a previous event on Aviso+ Meetings?

You do not need to register if you have already obtained login credentials for access to the OSTST 2020 forum or to submit abstracts to previous OSTST meeting or IDS Workshop editions. These identifiers allow you to be identified by the organizers.

Note that your subscription could be re-used for future meetings we will manage.

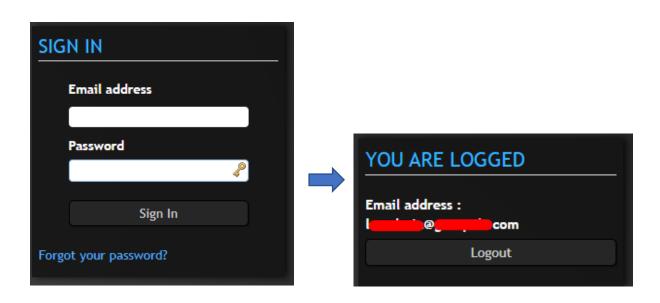
### **1.2.** Acceptance of your participation in the forum.

The Central Bureau grants access rights to the forum.

Once granted after a delay of a few hours or a few days, your login to the site gives you access to the forum via the tab **IDS AWG FORUM** in the menu.

**IMPORTANT NOTE:** If you do not see the tab **IDS AWG FORUM**, the Central Bureau has not (yet) given you permission.

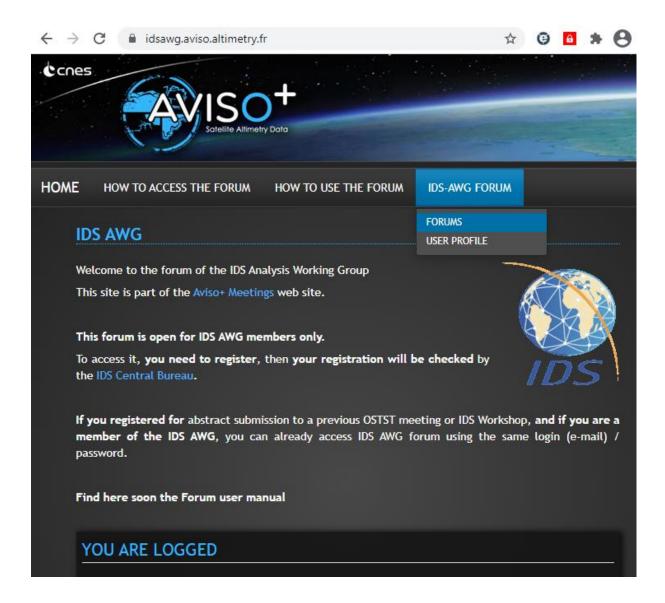
#### **1.3.** Sign in to your account



Forgot your password? You can reset your password by clicking on "Forgot your password?".

#### **1.4.** Access to the forums.

When logged in, you access to the forums via the tab IDS AWG FORUM in the menu.

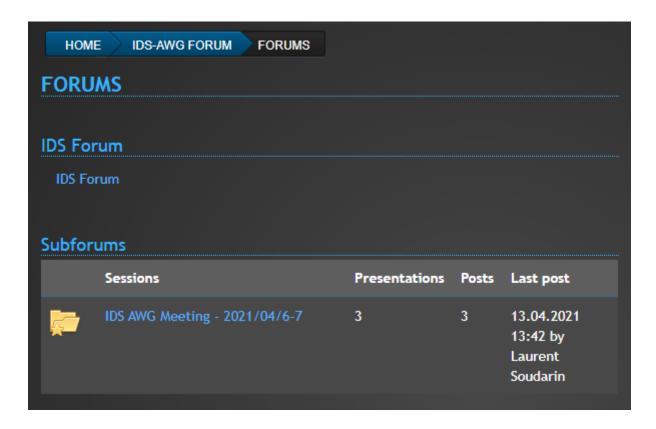


# 2. Hierarchy of the subforums

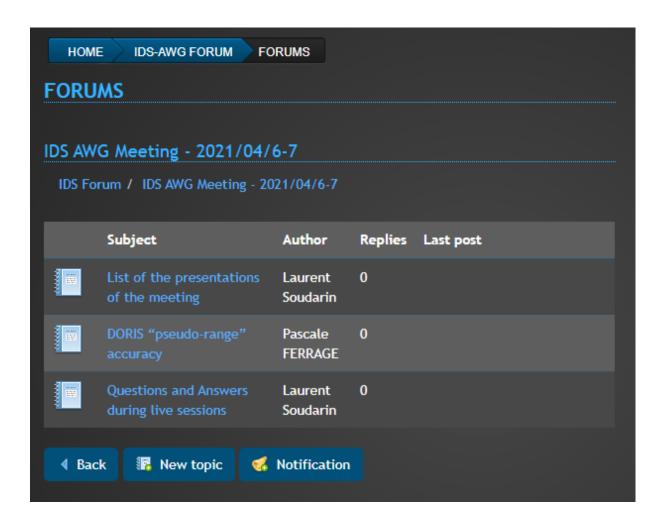
The forum consists in **Subforums.** Inside each Subforum, you will find the **Topics**. You can then click on one Topic to see all the previous **Posts**, reply to a Post, or add a new Post.

NB: the current applied vocabulary (Sessions, Presentations, Subjects) would be changed to a more adapted vocabulary (Subforums, Topics, Posts)

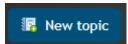
#### 2.1. Event level



#### 2.2. Subforum level

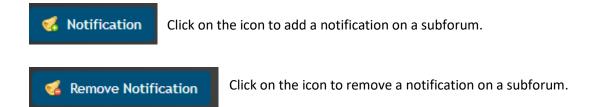


#### **SPECIFIC ACTIONS:**

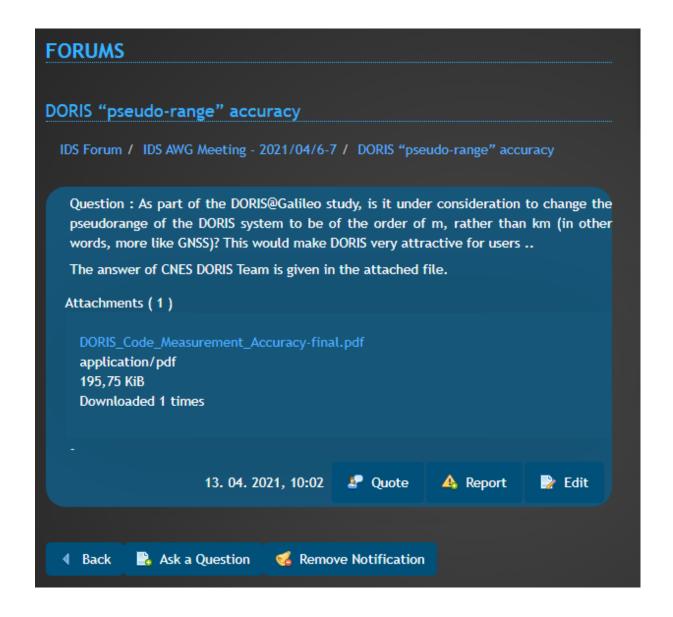


- Create a new discussion in the subforum
- Add/Remove a notification

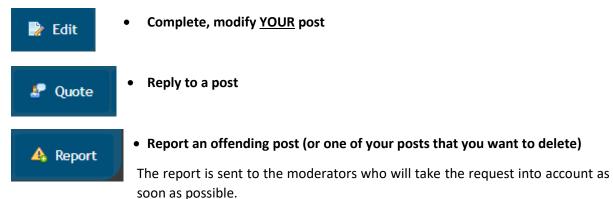
You can be notified by e-mail when a contribution is posted for the subforum.



#### 2.3. Topic level



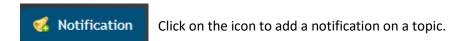
# **SPECIFIC ACTIONS:**



Ask a Question • Participate in the discussion

#### • Add/Remove a notification

You can be notified by e-mail when a contribution is posted for the subforum.





Click on the icon to remove a notification on a topic.

#### **IMPORTANT NOTE:**

Max. attachment size: 10 Mb

#### Allowed attachment format:

- image/gif, image/jpeg, image/png
- application/pdf, application/xml
- text/xml, text/plain