phpBB Forum Platform Administrator's Getting Started Guide

ADMINISTRATION CONTROL PANEL (ACP):

1. When you first open your forum, **login** using your administrator name and password to bring up the **Board Index** screen.
2. Click the **Administration Control Panel** link centered at the bottom of the page, and then login a second time (for security purposes).
3. A **Welcome** screen then opens automatically in the **General** tab. Other tabs across the top link to various **Board Configuration** sections, and on the left there is a quick access menu with direct links to frequently used pages. The screen's center section presents basic board statistics.

BOARD CONFIGURATION

1. In the **General** tab, click the **Board Settings** link at the bottom left. Here you choose the board's basic parameters, such as name and description, time zone, and language**.**
2. In the **Global Meta Keywords** box, add ANY words or phrases that describe your site to increase your visibility to search engines.
3. Click **Submit** at the bottom of the screen to apply all the general settings.

CREATING A FORUM

1. Click the **Forums** tab at the top and then the **Manage Forums** link on the left. The **Board Index** that appears will be blank until a forum is created.
2. The **Create new forum** button opens a form where you can specify the forum type, name, and a variety of other parameters.
3. After you have created one or more forums, the **Board Index** will list them. You can then add, edit, delete, lock or unlock individual forums, as well as set additional controls.

USER MANAGEMENT

The **Users and Groups** and **Permissions** tabs offer a wide variety of options for managing forum access. You **MUST** either copy or set permissions for a forum to be visible in the **Board Index**.

1. Users can be assigned roles with pre-defined permissions. The four basic roles are *Administrator, Moderator, User,* and *Guest*.
2. Global permissions apply across the entire site.
3. Forum-based permissions apply to particular forums, and can also be assigned to defined groups or individual users.

To change the *permissions* associated with each role or to change the *default* role for newly-registered users, reference [phpBB Forum Application Administrator's Guide](#) on the Storefront Help Page.