

# How to use the Research Wanted forum

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The conversations in the Research Wanted forum are visible to the public, but in order to participate and use the features described below you must be a registered member and logged in to your account.

The criteria for FRC membership, as well as the application form, can be found here:

<http://foodresearch.org.uk/become-a-member/>

If you are a registered member and you encounter any problem remembering your username or password, please use the following functions:

-to recover your username: <http://foodresearch.org.uk/forgot-your-username/>

-to recover your password: <http://foodresearch.org.uk/wp-login.php?action=lostpassword>

## 1.Post a request

At the bottom of the page in the Research Wanted forum section, you will see the form for creating new requests.

Create New Request in "Wanted"

Your account has the ability to post unrestricted HTML content.

Request Title (Maximum Length: 80 characters):

Job title and organisation of person making the request:

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Topic Tags:

Topic Type:  
Normal

Notify me of follow-up replies via email

Submit

Fill in the Request Title (80 characters at most), your Job title and Organisation on behalf of which you are making the request, and the body of your request in the bigger text box, including as much information as possible. Your name (which was introduced in the system when you first registered with the website) will be added automatically.

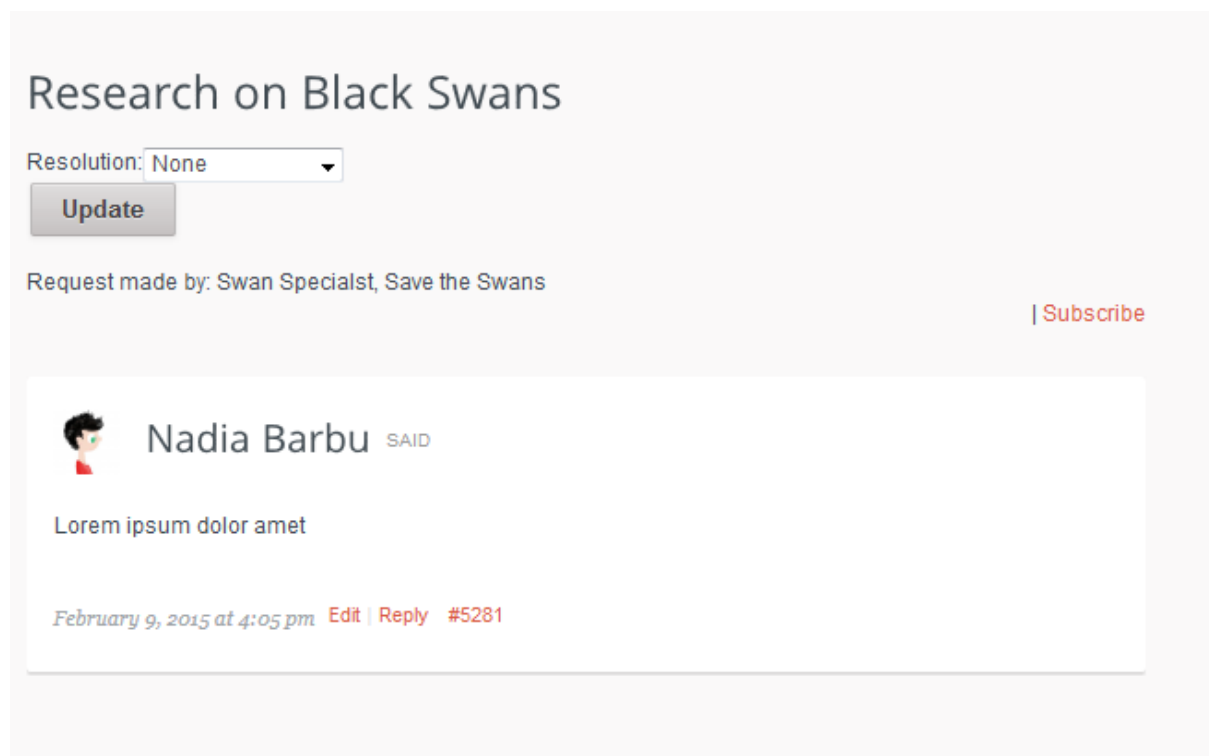
The text box has two tabs, Visual and Text. If you are not experienced with HTML, you will probably use the Visual editor, which has the following buttons, in order:

**Bold Text, Italic Text, Blockquote Text, Strikethrough Text, Bulleted List, Numbered List, Align Text Left/Center/Right, Undo, Redo, Insert Link, Remove Link and Insert Image.**

These work as they would do in any other text editor with similar functions (e.g. Microsoft Word).

Once you are ready to post your request, click the Submit button. Please note that all new requests are being held in moderation for approval, to make sure that they fit the purpose of our board. Since FRC staff is employed part-time, it may take a while for your request to be visible in the board- we appreciate your patience.

This is how the request will display after it has been approved:



The screenshot shows a request post on a website. At the top, the title "Research on Black Swans" is displayed in a large, dark font. Below the title, there is a "Resolution:" dropdown menu currently set to "None", and an "Update" button. Underneath, it says "Request made by: Swan Specialist, Save the Swans" with a red "Subscribe" link to the right. The main content of the post is enclosed in a white box with a light border. It features a small profile picture of a person with dark hair, followed by the name "Nadia Barbu" and the word "SAID" in a smaller font. Below the name is the placeholder text "Lorem ipsum dolor amet". At the bottom of the post, it shows the date and time "February 9, 2015 at 4:05 pm" followed by "Edit | Reply" and a red "#5281" indicating the number of replies.

## 2. Discuss a request in a public reply

If you wish to reply to a request and make the reply visible to the public, click on the name of the request in the Research Wanted forum to be taken to the main page of the request. At the bottom of the page, you will see the **'Reply To'** form. Just write your reply in the text box, and click 'Submit'.

**Reply To: Research on Black Swans**

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You may use these HTML tags and attributes:

```
<a href="" title="" rel="" target=""> <blockquote cite="">
<code> <pre> <em> <strong> <del datetime=""> <ul> <ol
start=""> <li> <img src="" border="" alt="" height=""
width="">
```

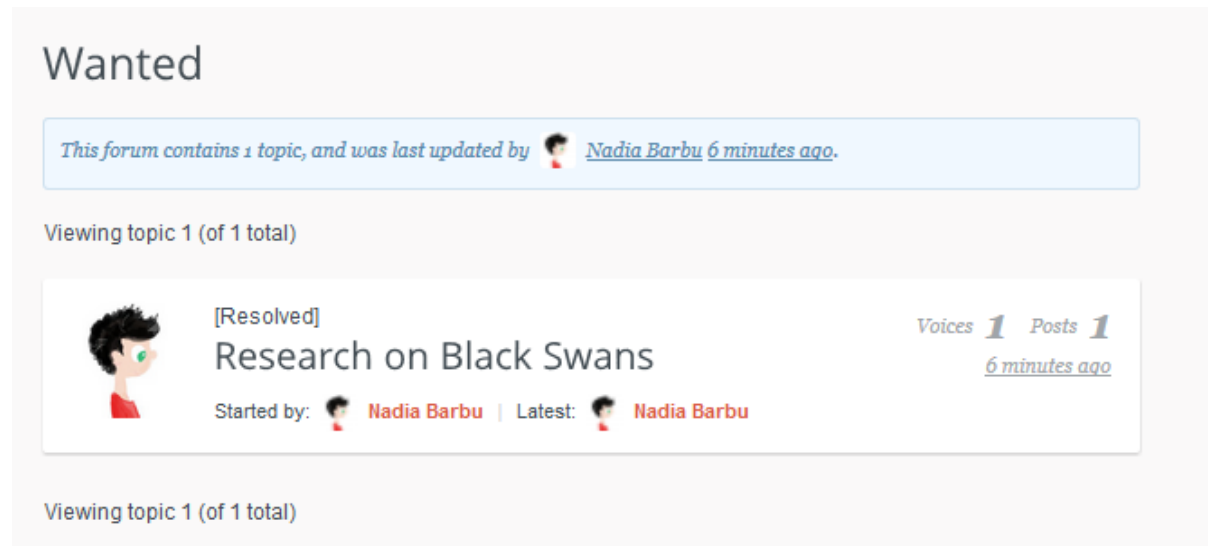
### 3. Reply privately to a request




If, however, you wish your reply to only be visible to the person who initially posted the request and nobody else, you can tick the **'Set as private reply'** box in the form mentioned above before posting the reply. Now, the public and all users who are not the author of the initial request will see the message "This has been marked as a private reply" instead of your reply.

### 4. Mark your request as Solved

If you are happy with the replies you have received to a request you've initiated, you can signal that it has been **Resolved** in the following way:

On the page of the request, under its title, you will see a drop-down menu next to the word 'Resolution'. Choose '**Resolved**' from the menu and press the 'Update' button. The request will be then marked as solved.



The screenshot shows a forum interface. At the top, the word "Wanted" is displayed. Below it, a light blue box contains the text: "This forum contains 1 topic, and was last updated by  [Nadia Barbu](#) 6 minutes ago." Below this box, it says "Viewing topic 1 (of 1 total)". The main content area shows a topic card for "Research on Black Swans". The card includes a user icon, the status "[Resolved]", the title "Research on Black Swans", and statistics: "Voices 1 Posts 1" with "6 minutes ago" below. At the bottom of the card, it says "Started by:  [Nadia Barbu](#) | Latest:  [Nadia Barbu](#)". Below the card, it says "Viewing topic 1 (of 1 total)".

## 5. Receive email notifications about replies to a request

If you want to be notified via email of replies to a request you posted, or of replies that came after a reply you posted, tick the '**Notify me of follow-up replies via email**' box, which appears in both the '**Create New Request**' and '**Reply To**' forms described above.

You can also choose to be notified of all replies to a certain request, no matter who posted it initially, by clicking on '**Subscribe**', which is written in orange on the top of the page, under the title, for every request.