



REGIONAL ASSOCIATION OF
OIL, GAS AND BIOFUELS SECTOR COMPANIES
IN LATIN AMERICA AND THE CARIBBEAN

ARPEL FORUM - USER GUIDE

Definition, regulations and description

May 2013



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DEFINITION

An Internet **Forum** is a web application that supports online discussions and exchange of opinions. It is a virtual space where a group of people hold conversations and exchange opinions and information about a specific topic in common.

This application is usually organized in categories containing different forums. These are containers to open new discussion topics where Internet users reply stating their opinions.

A forum is structured as a tree. Categories are forum containers used to "classify" forums. Each forum contains topics (arguments) that include user messages.

Each forum has a forum manager, a forum moderator and several users. There is usually a set of regulations in order to request moderation when relating with other people, and to avoid tense or inappropriate situations. Following are some of these regulations.

REGULATIONS

This is a **free and open** forum, as long as the following regulations are complied. Participation implies acceptance of these regulations. The opinions expressed in the forums represent the point of view of their author. Therefore, ARPEL is not responsible for these opinions.

ARPEL reserves the right to delete or modify any messages that disrupt harmony within the community, in order to guarantee a cordial forum climate, according to the following regulations.

Here are some guidelines regarding the activity of forum moderators to facilitate forum maintenance. Any messages that do not comply with these regulations may be corrected or deleted without previous notice. These regulations are established in favor of all the community, to facilitate the access to information and to maintain a clear and easily accessible structure of contents.

- Write your message in the forum that best fits the topic on which you wish to comment.
- Use the forum search feature before stating an issue, as it might have already been dealt with in the forums. This will avoid the duplication of information or its scattering through different messages, and will enable immediate checking of previous exchanges about the topic in question.



ARPEL Forum - User Guide

- Do not use capital letters, as this means you are shouting. Write clear and specific messages, and treat others with education. If your message takes many lines, divide it into paragraphs to facilitate reading. Watch your spelling.
- Messages with illegal, sexual or violent content are not allowed.
- Do not reply if your answer is in no way related to previous messages. If you want to ask a question that is not related to the original question, open another topic.
- The title of the topic must clearly describe its contents. Any topic with no descriptive titles, or titles not directly related to the content may be deleted.

USER GUIDE

What are the current forums?

The current ARPEL forums basically represent the **Technical Committees** of the Association. It is pertinent to mention that the issues related to the Human Talent and Knowledge Management Committee were divided into two, in order to create more specific discussions on each topic. Likewise, there is a general forum entitled "**Other Topics**" for users who wish to open new discussion topics about issues that are not included in any category.

The forums are the following:

- Exploration and Production
- Pipelines and Terminals
- Refining and Fuels
- Environment, Health and Safety
- Social Responsibility
- Human Talent
- Knowledge Management
- Other Topics



- [Index](#) | [User list](#) | [Search](#) | [Administration](#) | [Profile](#) | [Logout](#)

Logged in as **hernan (ARPEL)**
Last visit: yesterday 11:49:55

Show new posts since last visit

Definiciones / Definitions

Forum	Topics	Posts	Last post
Definición de foro, reglas y guía Aquí encontrara la definición de lo que es un foro, las reglas que deberá respetar el usuario del foro y una breve guía para el uso de los mismos. (Moderado por hernan (ARPEL))	1	1	May 30, 2013 13:39:35 by hernan (ARPEL)

Foros temáticos / Thematic forums

Forum	Topics	Posts	Last post
Exploración y Producción / Exploration and Production (Moderado por IreneAlfaro (ARPEL))	2	2	May 2, 2013 11:32:35 by IreneAlfaro (ARPEL)
Ductos y Terminales / Pipelines and Terminals (Moderado por IreneAlfaro (ARPEL))	1	1	April 26, 2013 12:08:31 by hernan (ARPEL)
Refinación y Combustibles / Refining and Fuels (Moderado por IreneAlfaro (ARPEL))	1	1	April 26, 2013 12:09:20 by hernan (ARPEL)
Ambiente, Salud y Seguridad Industrial / EHS (Moderado por MiguelMoyano (ARPEL))	1	1	April 26, 2013 11:59:38 by hernan (ARPEL)
Responsabilidad Social / Social Responsibility (Moderado por MiguelMoyano (ARPEL))	1	1	April 26, 2013 12:05:29 by hernan (ARPEL)
Talento Humano / Human Talent (Moderado por AmandaPereira (ARPEL))	1	1	April 26, 2013 12:04:36 by hernan (ARPEL)
Gestión del conocimiento / Knowledge management (Moderado por AmandaPereira (ARPEL))	1	1	May 24, 2013 11:32:11 by hernan (ARPEL)
Otras temáticas / Other topics (Moderado por hernan (ARPEL))	2	2	May 24, 2013 11:42:13 by hernan (ARPEL)

Board information

User information
Registered users online: 1

Board statistics
Total number of registered users: **2417**
Total number of topics: **11**
Total number of posts: **11**

Online: hernan (ARPEL)

Image 1. Current forum list

Each column has a title. The name of the **forum** is listed first. Then is the number of **topics** in each forum, the number of **messages** written, and finally, by whom and when was the **last message** written in the forum.



How can I write a message?

Writing a message is easy, just follow **three steps**:

1. Click on the **forum** of your interest to see the list of topics it contains.
2. Click on the **topic** about which you wish to comment.

In this case, we see the topic "Produced Water" in the forum entitled "Exploration and Production."

The screenshot shows the ARPEL forum interface. At the top, there is a navigation bar with the ARPEL logo, the full name 'REGIONAL ASSOCIATION OF OIL, GAS AND BIOFUELS SECTOR COMPANIES IN LATIN AMERICA AND THE CARIBBEAN', and links for 'VERSIÓN EN ESPAÑOL', 'Become a Member', and 'Contact'. Below this is a search bar and a menu with 'Index', 'User list', 'Search', 'Administration', 'Profile', and 'Logout'. A user status bar indicates 'Logged in as hernan (ARPEL)' with a 'Last visit: yesterday 11:49:55' and a 'Show new posts since last visit' link. The main content area is titled 'Exploración y Producción / Exploration and Production' and contains a table of topics. The first topic is 'AGUAS DE PRODUCCIÓN / PRODUCED WATER' by IreneAlfaro (ARPEL) with 0 replies and 51 views, last posted on May 29, 2013. The second topic is 'Tema general / General topic' by hernan (ARPEL) with 0 replies and 13 views, last posted on May 28, 2013. Below the table is a 'Jump to' section with a dropdown menu and a 'Go' button. At the bottom, there is a footer with navigation links (Home, About ARPEL, Our Work, News, Events, Library, Studies and Projects, Courses, Faq's, Site Map) and contact information for Uruguay - Montevideo, including a 'Send mail' button.

Topic	Replies	Views	Last post
AGUAS DE PRODUCCIÓN / PRODUCED WATER by IreneAlfaro (ARPEL)	0	51	May 29, 2013 10:01:24 by IreneAlfaro (ARPEL)
Tema general / General topic by hernan (ARPEL)	0	13	May 28, 2013 17:05:27 by hernan (ARPEL)

Image 2. Location of forums and topics

3. Under the comments there is a blank window with tools similar to Word tools. Write your **message** there and click on "Submit".



Image 3. Message-writing window and tool

When writing a new message about the selected topic, you will be able to **attach** a file of up to 3 Mb if you want to share a document for discussion.

If you mark the box "**Subscribe this topic**," the system will automatically send you an email whenever a participant publishes an opinion about the topic selected by you.

You can open or create a new topic if you wish to comment or discuss about something in particular that is not yet covered by the published topics.

How can I open a new topic?

Opening a new topic is simple. However, before this, you must check that there is not any similar topic in the forum.



To open a new topic:

1. Carefully choose the **forum** where you would like this new topic to appear. The topic must be related to the forum in question.
2. In the upper right angle, find the **"New Topic"** button. When clicking on this button, a new page will display with fields to fill out.



Image 4. Location of the "New Topic" button.

3. Fill in the field **"Subject"** writing the name under which you want the new topic to appear. Remember that preferably it should be short and related to the main topic.
4. Next, fill in the field **"Message"** writing a short description of the new topic just open.

Check that the topic is related to the forum under which it is being created.



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New topic

Write your message and submit.

Subject

New topic for the forum

Message

B I U S

MARK IT UP! This is the new topic

Subscribe this topic

Attachment

No se ha seleccionado ningún archivo

[Go back](#)

Image 5. Space to write the new topic title and description.

The new topic created will appear in the list of topics.



Logged in as **hernan (ARPEL)**
Last visit: yesterday 11:49:55

Show new posts since last visit

Exploración y Producción / Exploration and Production

New topic

Topic	Replies	Views	Last post
New topic for the forum by hernan (ARPEL)	0	1	today 16:42:15 by hernan (ARPEL)
AGUAS DE PRODUCCIÓN / PRODUCED WATER by IreneAlfaro (ARPEL)	0	51	May 29, 2013 10:01:24 by IreneAlfaro (ARPEL)
Tema general / General topic by hernan (ARPEL)	0	14	May 28, 2013 17:05:27 by hernan (ARPEL)

Jump to

Definición de foro, reglas y gu...

Home

About ARPEL

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Courses

Faq's

Site Map

CONTACT INFO

URUGUAY - MONTEVIDEO
Javier de Viana 1018 C.P. 11200
Telephone: (598) 2410 6993 / Fax: (598) 2410 9207

Image 6. This is where the new topic appears.

What are the buttons at the bottom bar used for?

The four buttons at the bottom bar on the right margin of the page are: Report, Delete, Edit and Quote. Each of them has a specific function, as follows:

Report - This button is used to report abuse in the forum to the forum moderator.

Delete - This button is used to delete a message or a topic. Only the user who created such message or topic is allowed to delete it. It is **NOT** allowed to delete or edit a topic or message published by another participant.

Edit - This button is used to edit a message or topic created by the user.

Quote - This button is used to quote a text from a previous message by another user.



How can I quote a message of another participant?

To **Quote** a previous comment, select the "Quote" button in the applicable comment. When selecting this option, a text beginning with the word "Quote" will appear in your message box, indicating that the message has been correctly quoted. You can write a message before and/or after the quote.

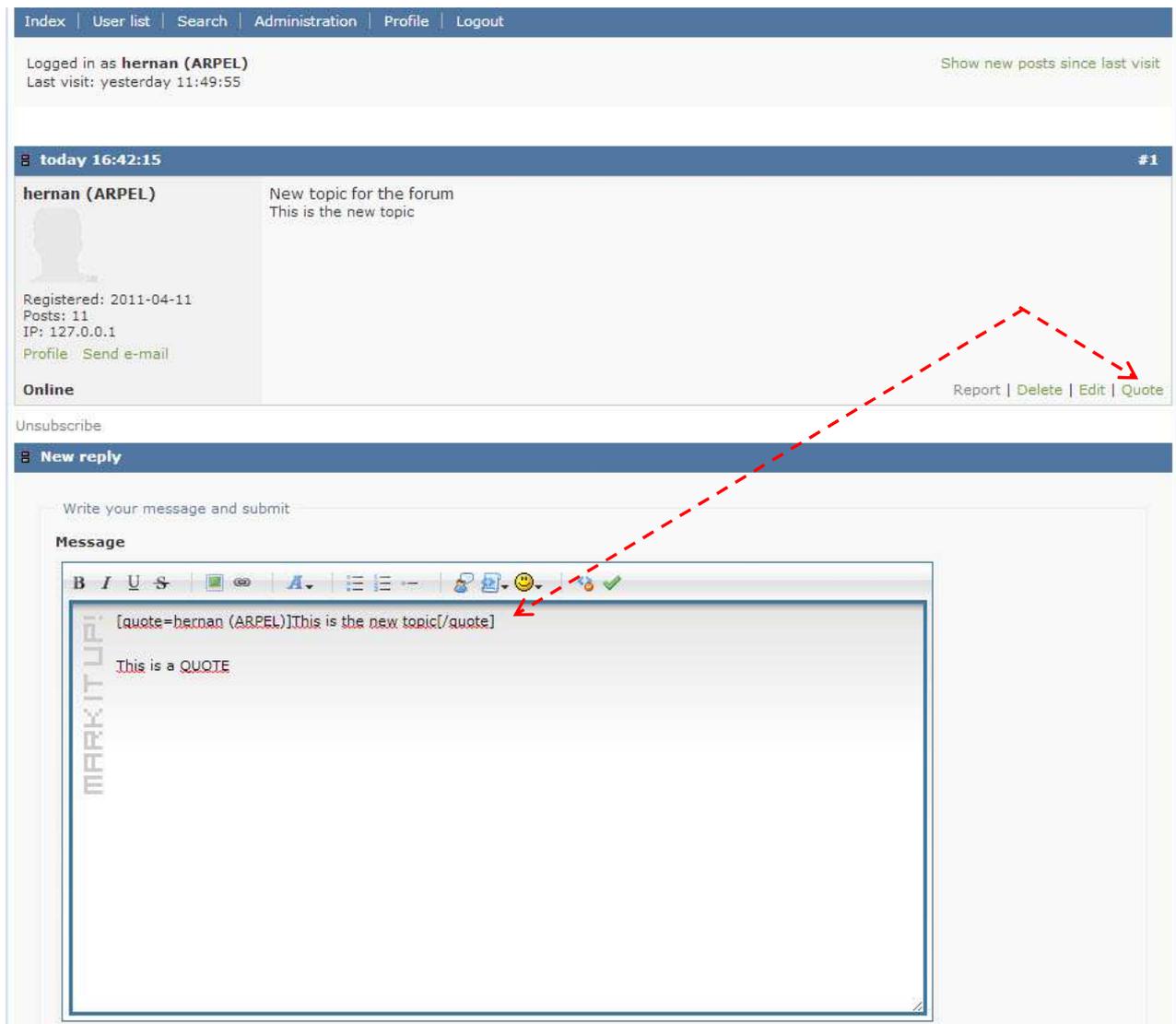


Image 7. How to quote a message of another participant

Your new comment will appear as shown in the following image, under a box stating which user is being quoted and the content uploaded by this user.



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Index | User list | Search | Administration | Profile | Logout

Logged in as **hernan (ARPEL)**
Last visit: yesterday 11:49:55

Show new posts since last visit

Notice

Your reply saved.

today 16:42:15 #1

hernan (ARPEL) New topic for the forum
This is the new topic



Registered: 2011-04-11
Posts: 12
IP: 127.0.0.1
Profile Send e-mail

Online [Report](#) [Delete](#) [Edit](#) [Quote](#)

today 16:45:59 #2

hernan (ARPEL) New topic for the forum



Registered: 2011-04-11
Posts: 12
IP: 127.0.0.1
Profile Send e-mail

Online [Report](#) [Delete](#) [Edit](#) [Quote](#)

Unsubscribe

Note: A red dashed box highlights the quoted message in the second post and the 'Quote' link in the first post.

Image 8. Quoted message inside your own message.

How can I edit my user profile?

Using the **“Profile”** tab in the upper menu you can change your user preferences (publish your user photo, edit email for notices, subscribe to topics, etc.)

Index | User list | Search | Administration | **Profile** | Logout

Logged in as **hernan (ARPEL)**
Last visit: yesterday 11:49:55

Show new posts since last visit

Note: A red dashed arrow points from the 'Profile' tab in the menu to the 'Profile' tab in the menu above.

Image 9. How to edit the profile



Image 10. Profile Menu in the "Essentials" section.

As shown in the image, in the left you will find the **Profile Menu** with the following sections: "Essentials", "Personal", "Messaging", "Personality", "Privacy".

Essentials: All essential information is available for editing: email, language, etc.

Personal: Name under which you wish to appear, location and site.

Messaging: Contact details about instant messaging systems used to be contacted by this means as well.

Personality: You can modify the small image appearing at the side of your name in the messages. To upload an image, mark "Upload Avatar" (picture). You may also preset the signature (short text) to appear in all your messages.

Privacy: You may select whether you want your email address to be viewed by other users or not, and if you want other users to send you emails through the forum.

Remember to click on the "Submit" button at the bottom of the page to save any changes made.



How do I return to the Homepage?

To return to the Homepage with all the forums, click on the "**Index**" button in the upper menu.

How can I view the list of participants?

To view the list of participants, select the "**User List**" button in the upper menu. This shows all the users registered in alphabetical order. Different criteria are available to view the **order** of the participants, and to **find** a specific participant.

How can I find a particular comment or title?

In the upper menu, select the "**Search**" button. You can introduce the search criteria (by key word or author), select where to search (one or all forums, text, title or text and title), and select how you would like to view the search results.