

WanjiaWeb User Guide

Boston Web Power
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Register an Account

1. Open browser
2. Navigate to <http://wanjiaweb.com/>
3. Click **Register**



Figure 1: Register button on Wanjia homepage

4. Input a user name under 用户名
5. Input your email address under 电子邮件地址



Figure 2: Input user name and email address

6. Check agree for 同意 使用条款及协议
7. Enter the numbers and letters you read for 请输入验证码?
8. Click the **Register** button to create new account



Figure 3: Registration page

After registering a new account, you will have a message on the homepage that reads: 已向你的邮件地址发送了一封包含深入说明的欢迎邮件。



Figure 4: A new account is successfully registered

9. Check your email for the Welcoming message from WanjiaWeb

10. Click the link provided in the email. The link's page will look similar to this:



www.bostonwebpower.com

Figure 5: Registering a new user

11. Click the button at the bottom of the page you opened, which will allow you to set a password and other settings for your new account
12. Input a password for your account under password (密码) and confirm password (确认密码)



13. Set your preferred language under Language Settings (语言设置)

14. Upload a Picture (头像) that represents your account, if available. This is done by clicking Choose File, and selecting a 50x50 picture from your computer
15. Set **Comment follow-up notification settings**
 - a. Check the box for **Receive content follow-up notification e-mails**, if you want to receive an email whenever someone replies to something you posted
 - b. Select **All comments** or **Replies to my comment** in the drop-down menu, if you want to receive an email when someone replies to a comment

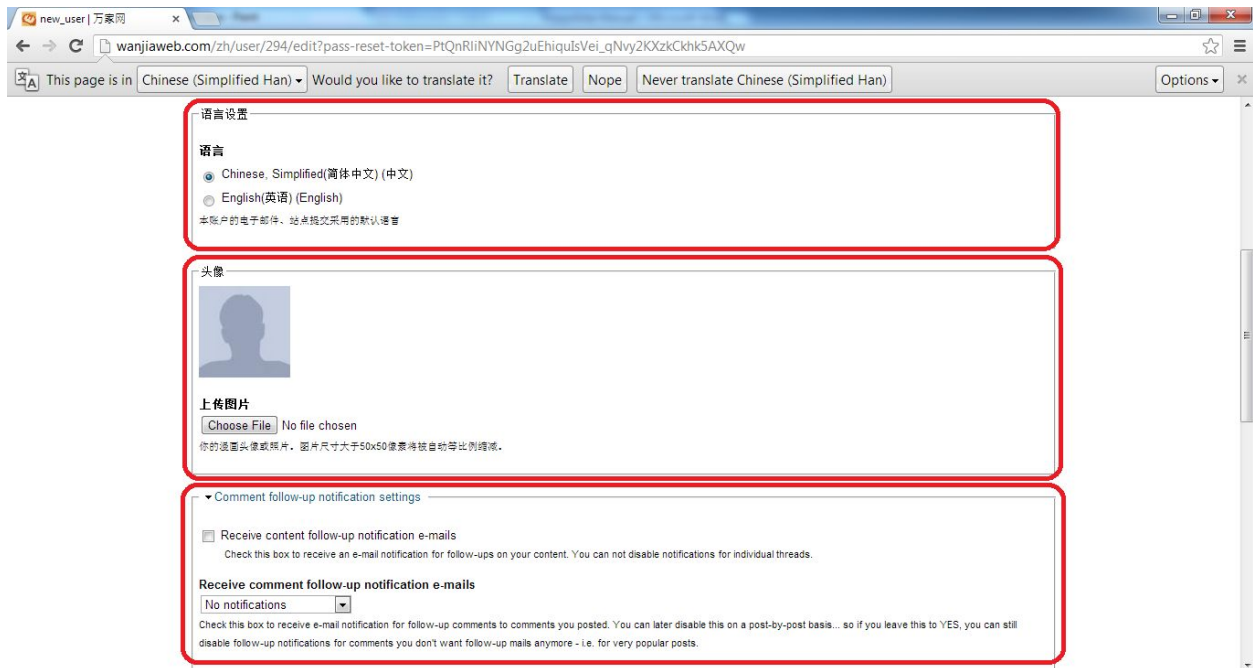


Figure 6: Language, picture, and notification settings

16. Select a time zone under Localization settings (本地化设置)

17. Press **Submit** button when done

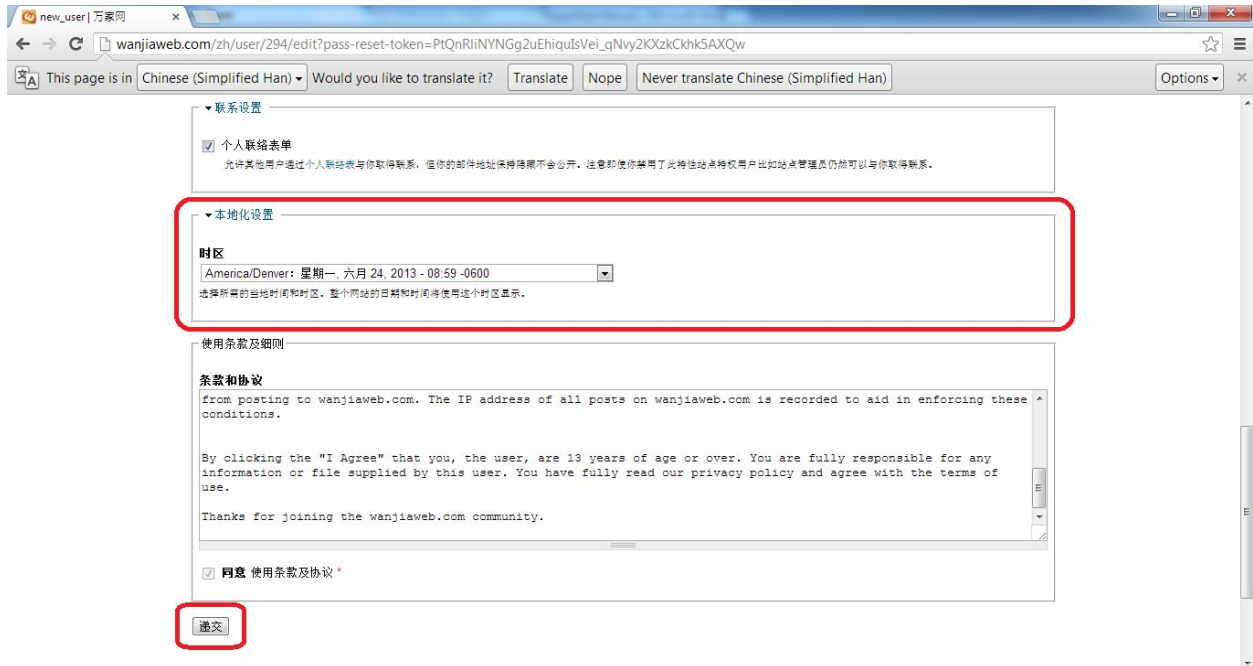


Figure 7: Set a time zone and click Submit

18. Click Logout (退出) when done using account



Figure 8: Logout button

Login to an Account

1. Click **Login** button



Figure 9: Login button

2. Input user name under 用户名
3. Input password under 密码
4. Input the verification code under 请输入验证码?
5. Click the button to login



Figure 10: Input username, password, and verification code before login in

This is the page you will see after successfully logging in:



Figure 11: Successful logged-in page

Change or Reset Password

Change Password

This section teaches how to create a new password, given that you know the original password.

1. Login to your WanjiaWeb account
2. Click edit (編輯)



Figure 12: Edit button for your account

3. Input your old password under Current Password (当前密码)
4. Input your new password under Password (密码) and Confirm Password (确认密码)



Figure 13: Input a new password after giving the current password

5. Click submit button when finished



Figure 14: Click submit after changing your password

Reset Password

This section teaches how to reset your password, given that you lost the original password.

1. Click Login button on WanjiaWeb page
2. Click Reset password (重设密码)



Figure 15: Click Reset password button

3. Input the user name or email address under 用户名或电子邮件地址
4. Input the verification code under 请输入验证码?
5. Click the button at the bottom



Figure 16: Enter the user name or email address; input verification code; click button at the bottom

6. Check your email



Figure 17: Check your email for further instructions to reset password

7. Click the link provided in the email, from WanjiaWeb, that resets your password
8. Input a new password into Password (密码) and Confirm password (确认密码)



Figure 18: Input the new password

9. Click submit when done

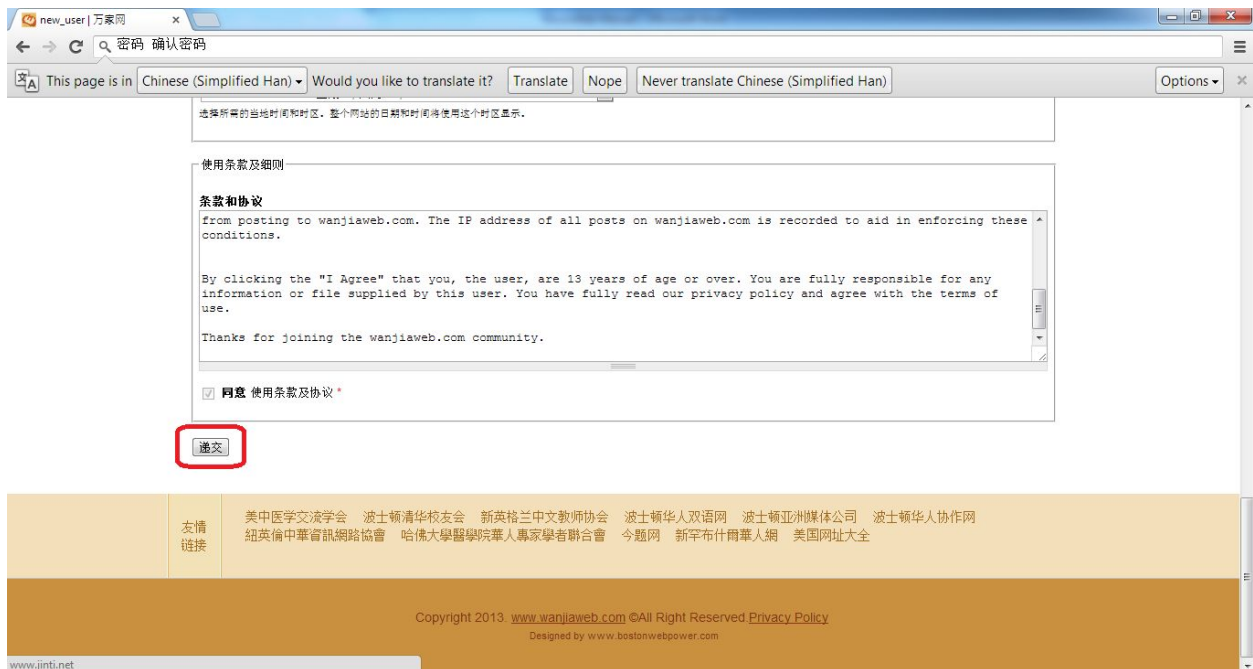


Figure 19: Click submit when done resetting password

Post a New Forum Topic

1. Login to your WanjiaWeb account
2. Click forum (論壇) on WanjiaWeb homepage



Figure 20: Click the forum button on homepage to go to forum

3. Click the category that better fits your needs. For this example, Boston Life (波城生活) will be used.



Figure 21: WanjiaWeb forum; an example category is Boston Life

4. Click the Post (发帖) button in your topic's category



Figure 22: Click button to create a new forum thread or post

5. Input the title for your new thread under (标题)
6. Input the contents of your thread to **Body**

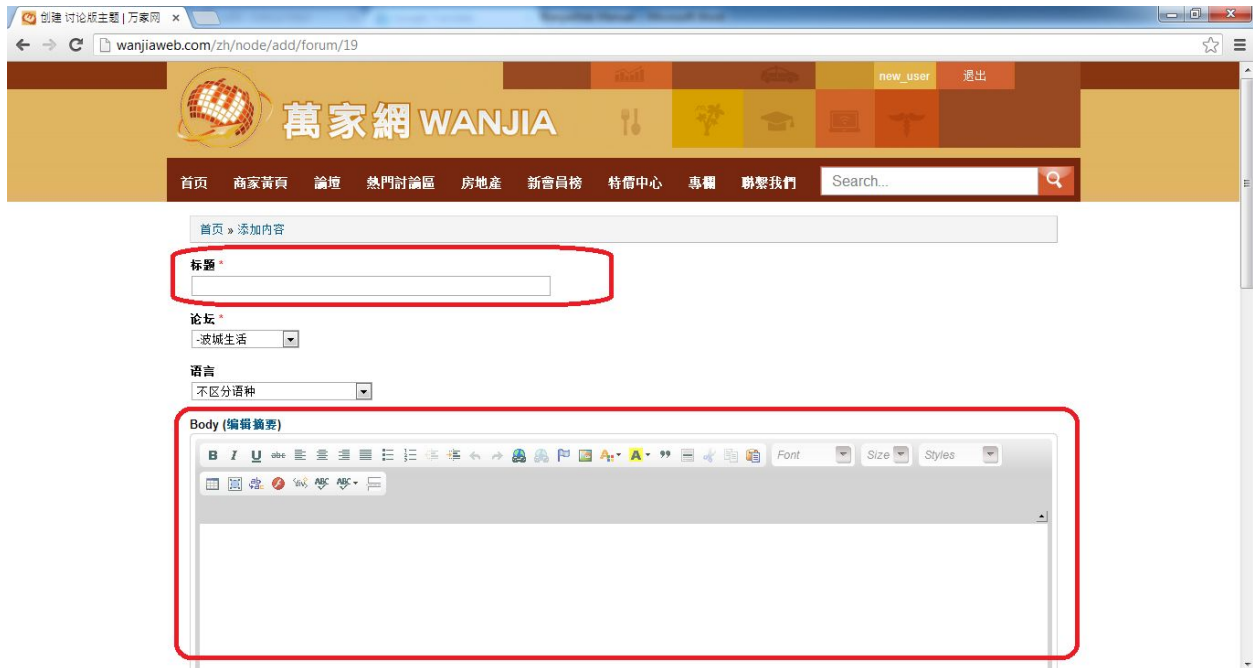


Figure 23: Input title and contents

7. Upload a picture or PDF relevant to your new forum topic, by clicking **Choose File** buttons for Picture (图片) or File (文件). This is located further down the page.

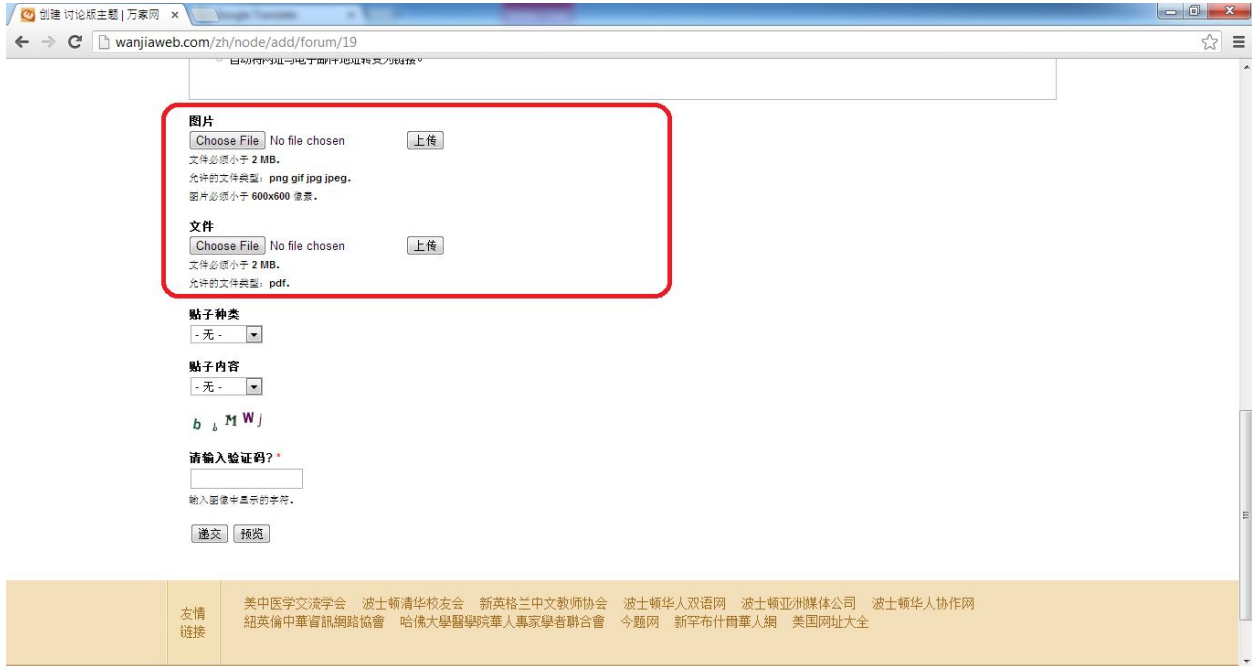


Figure 24: Insert picture or PDF file; press submit when done

8. Select tags, from the drop-down menus, to provide easier searching for your post
- Select the Discussion Category (帖子种类) from the drop down menu
 - Select the Discussion Content tags (帖子内容) from the drop-down menu



Figure 25: Select the tags for the new post

9. Input the verification code (请输入验证码?)

10. Press Submit when done

创建 讨论新主题 | 万家人网

wanjiaweb.com/zh/node/add/forum/19

自动将网址与电子邮件地址转换为链接

图片
Choose File No file chosen 上传
文件必须小于 2 MB.
允许的文件类型: png gif jpg jpeg.
图片必须小于 600x600 像素。

文件
Choose File No file chosen 上传
文件必须小于 2 MB.
允许的文件类型: pdf.

帖子种类
- 无 -

帖子内容
- 无 -

请输入验证码? *
输入图像中显示的字符。
提交 预览

友情
链接

美中医学交流学会 波士顿清华校友会 新英格兰中文教师协会 波士顿华人双语网 波士顿亚洲媒体公司 波士顿华人协作网
纽英伦中华资讯网络协会 哈佛大学医学院华人专家学者联合会 今题网 新宇布什网华人网 美国网址大全

Figure 26: Input verification code; press submit when done

Post Comments on Forum Topic

1. Login to your WanjiaWeb account
2. Click forum (論壇) on WanjiaWeb homepage



Figure 27: Click the forum button on homepage to go to forum

3. Click the category that better fits your needs. For this example, Boston Life (波城生活) will be used.



Figure 28: WanjiaWeb forum; an example category is Boston Life

- Click on a forum topic you want to respond. For this example, the topic “Foxtrot Technique classes in Waltham” will be used.



Figure 29: Click on a forum topic you would like to leave a response

- Write your comment into the Comment box, at the bottom of the topic

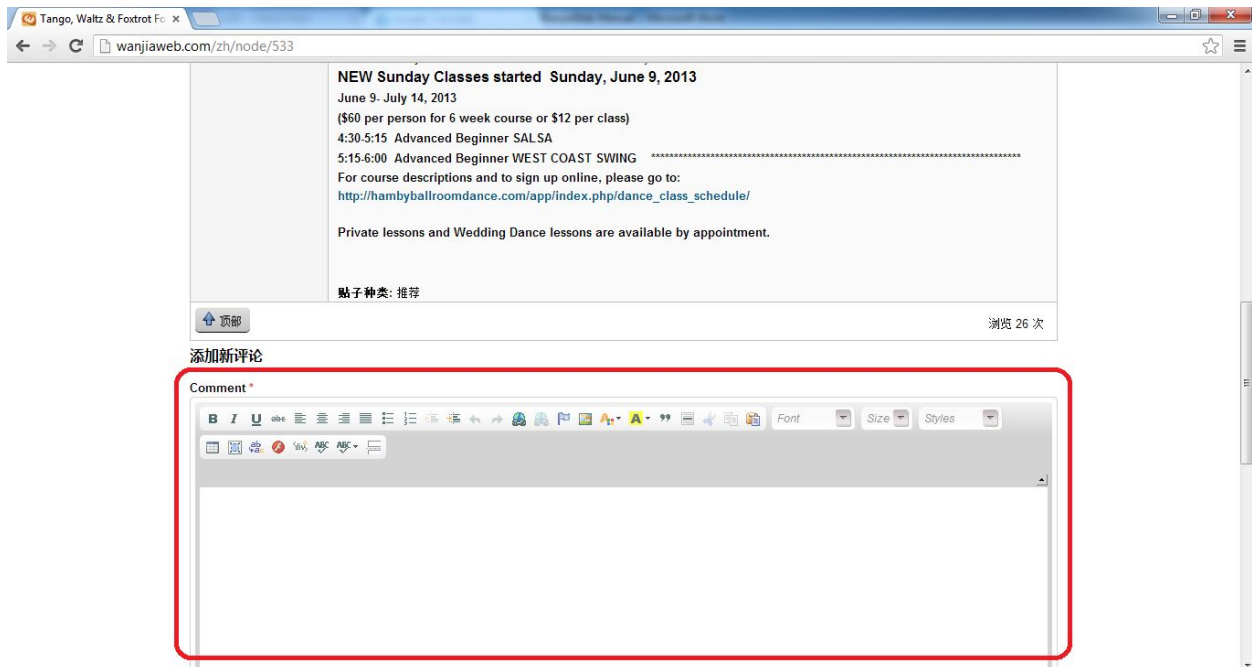


Figure 30: Input comments into Comment box

6. Input the verification code
7. Click Submit when done



Figure 31: After writing your comment, input verification code, then press submit button

Add a New Event in Event Calendar

1. Login to your WanjiaWeb account
2. Click Events Calendar (活動日历) on WanjiaWeb's homepage



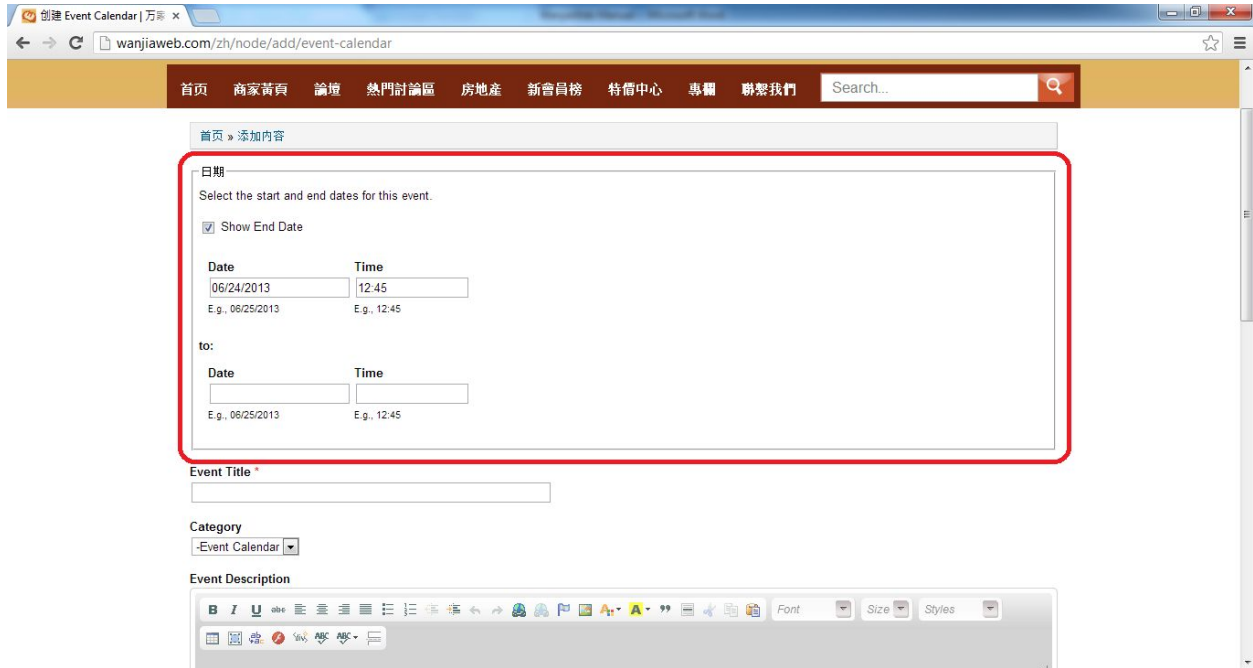
Figure 32: Click Events Calendar on WanjiaWeb homepage

3. Click Add Event (添加活动)



Figure 33: Click Add event for Event Calendar

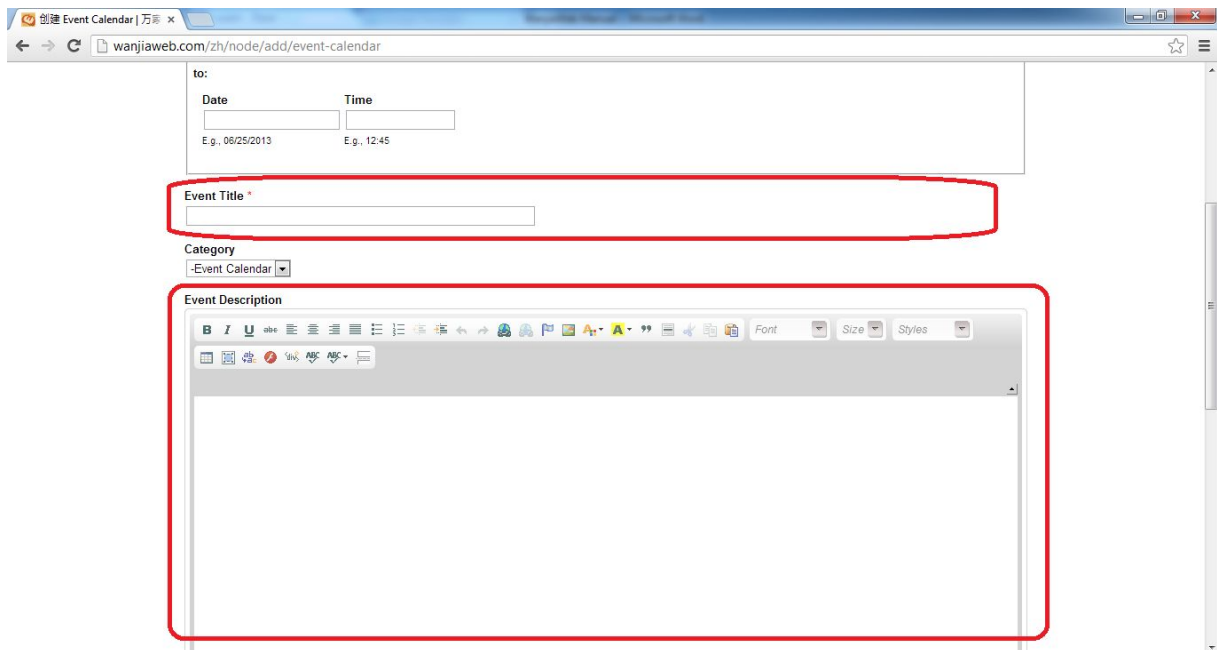
4. Set the date and time of the event
 - a. Check the box for **Show End Date** to place a time for when the event ends
 - b. Input the **Date** and **Time** for when the event begins and ends



The screenshot shows a web browser window with the URL `wanjiaweb.com/zh/node/add/event-calendar`. The page has a navigation bar with links like '首页', '商家黄页', '论坛', etc. Below the navigation bar, there is a section titled '日期' (Date) with the instruction 'Select the start and end dates for this event.' A checkbox labeled 'Show End Date' is checked. Below this, there are two columns of input fields: 'Date' and 'Time'. The 'Date' field contains '06/24/2013' and the 'Time' field contains '12:45'. Below these are 'to:' fields for the end date and time, which are currently empty. The 'Event Title' field is empty, and the 'Category' dropdown is set to '-Event Calendar'. The 'Event Description' field is empty and has a rich text editor toolbar above it.

Figure 34: Check the box for Show End Date; input the time and date for the event

5. Input the title for the event under **Event Title**
6. Input the event description, under **Event Description**



The screenshot shows the same event creation form as Figure 34, but with the 'Event Title' and 'Event Description' sections highlighted. The 'Event Title' field is empty. The 'Event Description' field is empty and has a rich text editor toolbar above it. The 'Date' and 'Time' fields are still filled with '06/24/2013' and '12:45' respectively. The 'Category' dropdown is still set to '-Event Calendar'.

Figure 35: Input the event title and description

7. Add an URL or upload a picture relevant to the event, if available
8. Click Submit when done



Figure 36: Input URL or upload a picture for event, if available; click submit when done