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# ETHCHAT PRO V5

## USER MANUAL

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REV 1.0  
JANUARY 2026

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ETHCHAT PRO V.5 USER MANUAL  
THIS MANUAL IS LICENSED CREATIVE COMMONS CC0  
JANUARY 2026 REV 1.0  
ETHCHAT PRO V.5 LICENSED AGPL V3.0

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## 1. INSTALLING ETHCHAT PRO V.5 ON SERVER

### 1.1 MOVING FILES TO SERVER

#### 1.1.1 FIRST STEPS

YOU CAN USE A BROWSER BASED UPLOAD OPTION FROM CPANEL USING FILE MANAGER. YOU CAN ALSO MOVE FILES TO YOUR SERVER USING AN SSH OR FTP SOFTWARE SUCH AS FILEZILLA TO MOVE FILES TO YOUR SHARED HOSTING SERVER.

YOU WILL NEED TO MOVE THE FOLLOWING FILES TO YOUR SHARED HOSTING SERVER.

- \* style.css
- \* key.php
- \* install.php
- \* install.zip
- \* unzip.php
- \* .htaccess
- \* bin (DIRECTORY)

### 1.2 INSTALLATION PROCESS

#### 1.2.1 INSTALLER LOCATION ON SERVER

ONCE YOU HAVE UPLOADED PROJECT FILES TO YOUR SHARED HOSTING SERVER YOU WILL NOW NAVIGATE TO YOUR DOMAIN ADDING THE LOCATION /install.php  
EXAMPLE: DOMAIN.NET/install.php

#### 1.2.2 ADMINISTRATOR USERNAME AND PASSWORD

AFTER NAVIGATING TO THE INSTALLER PHP PAGE YOU WILL BE GREETED WITH A WELCOME MESSAGE AND LICENSE NOTICE. SELECT THE BUTTON TITLED "BEGIN INSTALL" TO MOVE TO THE NEXT STEP IN THE INSTALLER.

ON THE FOLLOWING PROMPT YOU WILL BE ADVISED THAT ETHCHAT PRO V.5 HAS NOW BEEN INSTALLED. AT THIS POINT IN THE INSTALL PROCESS THERE ARE INSTALLED FILES ON THE SERVER BUT THE AUTHORIZATION PORTION OF THE CHAT HAS YET TO BE INSTALLED. TO

SET THE ADMINISTRATOR USERNAME AND PASSWORD SELECT THE BUTTON TITLED "CONTINUE".

ONCE YOU HAVE CONTINUED TO THE ADMINISTRATOR USERNAME AND PASSWORD SCREEN YOU WILL SEE A TEXT INPUT FIELD WHERE YOU CAN CHOOSE A NAME FOR THE ADMINISTRATOR ACCOUNT. BELOW THE NAME INPUT FIELD YOU CAN ENTER A PASSWORD FOR THE ADMINISTRATOR ACCOUNT. YOU WILL NEED TO ENTER THIS PASSWORD TWICE. IF THE PASSWORDS DO NOT MATCH THE PROCESS WILL FAIL STATING "PASSWORDS DO NOT MATCH" IF THIS OCCURS YOU WILL NEED TO RESTART THE PROCESS OF ENTERING A USERNAME AND PASSWORD FOR THE ADMINISTRATOR ACCOUNT.

AFTER AN ADMINISTRATOR USERNAME AND PASSWORD HAVE BEEN SET YOU WILL BE REDIRECTED TO A CONFIRMATION PAGE. THIS PAGE WILL DISPLAY YOUR ADMINISTRATOR USERNAME WITH A REMINDER TO TAKE NOTE OF THE USERNAME YOU HAVE CHOSEN. YOU CAN NOW CONTINUE BY SELECTING "SETTINGS".

### 1.3 OPTIONS DURING INSTALL

#### 1.3.1 TIME ZONE

IN THIS STEP OF THE INSTALLATION PROCESS YOU CAN CHOOSE A DEFAULT TIME ZONE FOR YOUR CHAT. THIS TIME ZONE WILL BE INHERITED BY NEW USERS TO THE CHAT. A USER CAN SUBSEQUENTLY CHANGE THEIR TIME ZONE FROM WITHIN THEIR USER SETTINGS.

TO SAVE YOUR TIME ZONE SELECT THE BUTTON TITLED "SAVE".

AFTER YOUR TIME ZONE HAS BEEN SAVED YOU WILL SEE AN ON-SCREEN NOTICE CONFIRMING THAT YOUR TIME ZONE HAS NOW BEEN SAVED.

YOU CAN NOW PROCEED TO THE NEXT STEP IN THE INSTALL PROCESS BY SELECTING THE BUTTON TITLED "CONTINUE".

#### 1.3.2 NAMING YOUR CHAT / WEB APP

THIS STEP IN THE INSTALLATION PROCESS WILL BE TO GIVE YOUR CHAT A NAME.

THE NAME OF THE CHAT WILL BE DISPLAYED IN WEB BROWSERS, BROWSER SHORTCUTS, AND FOR WEB APP INSTALLATIONS OF YOUR CHAT.

SELECT "CONTINUE" TO MOVE TO THE NAME CHAT TEXT INPUT FIELD .

BY DEFAULT THE NAME WILL APPEAR AS "ETHCHAT".

ENTERING YOUR CHAT NAME IN THE BOX AND SELECTING "SAVE" WILL CHANGE YOUR CHAT NAME.

THE NAME OF THE CHAT CAN ALSO BE CHANGED AT A LATER TIME AFTER YOUR FIRST LOGIN AS THE CHAT ADMINISTRATOR.

### 1.3.3 CHAT GRAPHICS

AFTER NAMING YOUR CHAT YOU WILL BE NOTIFIED THAT YOUR CHAT NAME HAS BEEN SAVED. BY SELECTING "UPLOAD GRAPHICS" YOU CAN CONTINUE TO THE FINAL STEPS IN THE INSTALLATION PROCESS.

AFTER YOU CONTINUE TO "UPLOAD GRAPHICS" YOU WILL BE ABLE TO SELECT FROM THREE IMAGES TO REPLACE WITH YOUR OWN CUSTOM IMAGES. THIS STEP IS NOT REQUIRED. FROM THIS PAGE YOU CAN CHOOSE TO UPLOAD GRAPHICS OR COMPLETE YOUR INSTALLATION PROCESS BY SELECTING THE BUTTON TITLED "CLEANUP".

THE THREE IMAGES THAT CAN BE REPLACED ARE AS FOLLOWS

- \* (512x512) Website Logo for browsers and Apps
- \* (40x40) Small Website Logo For Top Header
- \* Website Background Image

#### 1.3.3.1 WEBSITE LOGO FOR BROWSERS AND APPS

THE WEBSITE LOGO FOR BROWSERS AND APPS IS USED AS AN ICON FOR WEB APPS AND ALSO APPEARS IN OPEN GRAPH DATA TO BE DISPLAYED WHEN A WEB LINK TO YOUR CHAT IS SHARED ON A WEBSITE WHICH USES OPEN GRAPH DATA. 512x512 INDICATES THE SIZE OF THE DEFAULT IMAGE. YOU DO NOT HAVE TO USE AN IMAGE OF THE SAME SIZE TO REPLACE THE DEFAULT IMAGE.

### 1.3.3.2 SMALL WEBSITE LOGO FOR TOP HEADER

THE SMALL WEBSITE LOGO FOR TOP HEADER IS THE GRAPHIC WHICH WILL APPEAR NEXT TO SEARCH HISTORY IN A BROWSER AND IN A TAB PREVIEW IN A BROWSER. THIS IS THE MODERN EQUIVALENT TO THE "FAV ICON". 40X40 INDICATES THE SIZE OF THE DEFAULT IMAGE. YOU DO NOT HAVE TO USE AN IMAGE OF THE SAME SIZE TO REPLACE THE DEFAULT IMAGE.

### 1.3.3.3 WEBSITE BACKGROUND IMAGE

THE WEBSITE BACKGROUND IMAGE WILL BE USED ON THE ADMINISTRATOR PAGES AND THE WEBSITE FRONT LOGIN PAGE. USERS OF THE CHAT WILL ALSO INHERIT THIS BACKGROUND IMAGE AND USERS CAN LATER CHANGE THEIR BACKGROUND IMAGE FROM THEIR USER SETTINGS.

### 1.3.4 INSTALLATION IS NOW COMPLETE

AFTER YOU HAVE COMPLETED THE INSTALLATION STEPS YOU WILL RUN "CLEANUP". AFTER THIS STEP THE SETUP PROCESS IS COMPLETE. YOU WILL BE ADVISED THAT SETUP IS NOW COMPLETE. BY SELECTING "FINISH" YOU WILL BE REDIRECTED TO THE LOGIN PAGE OF THE CHAT. FROM HERE YOU CAN SELECT THE "LOGIN" BUTTON LOCATED AT THE TOP RIGHT OF THE LOGIN PAGE.

## 2. MANAGING USER ACCOUNTS

### 2.1 ADDING A USER

#### 2.1.1 ADDING A NEW USER

AFTER LOGGING IN TO THE CHAT USING THE ADMINISTRATOR LOGIN YOU WILL SEE SEVERAL SECTIONS.

THE FIRST SECTION IS TITLED "ADD A NEW USER". USING THE INPUT FIELD YOU CAN ENTER A NEW USERNAME AND PASSWORD. THE PASSWORD SECTION HAS TWO INPUTS. THESE INPUTS MUST MATCH IN ORDER TO ADD THE NEW USER. IF THE PASSWORDS DO NOT MATCH AN ERROR WILL ADVISE YOU THAT THE PASSWORDS DO NOT MATCH AND THE PROCESS WILL NEED TO BE RESTARTED.

#### 2.1.2 SENDING A USER INVITE VIA EMAIL

IN THE SECOND SECTION, "INVITE A USER VIA EMAIL", YOU CAN ENTER AN EMAIL ADDRESS IN ORDER TO SEND A USER INVITE. THE USER WILL RECEIVE AN EMAIL WITH A PASSWORD. THE USER CAN USE THE PASSWORD TO ENTER THE USER SETUP PROCESS. THE PROCESS WILL WALK THE USER THROUGH SETTING UP THEIR NEW ACCOUNT.

AFTER THE INVITE HAS BEEN SENT, YOU WILL SEE AN ON-SCREEN NOTICE CONFIRMING THAT THE INVITE HAS BEEN SENT AND THE RECIPIENT ADDRESS THAT YOU HAVE ENTERED.

#### 2.1.2.1 CANCEL A SENT EMAIL INVITE

AFTER AN EMAIL INVITE HAS BEEN SENT IT CAN BE CANCELED IF THE PROCESS HAS NOT YET BEEN COMPLETED BY THE RECIPIENT.

IN THE FOURTH SECTION OF THE "MANAGE ACCOUNTS" PAGE YOU CAN REVOKE INVITATIONS. SELECTING "REVOKE" WILL REVOKE THE INVITATION. THE SENT INVITES WILL BE LISTED BELOW SMS INVITES LISTING THE DATE WHICH THE INVITE WAS SENT TO THE RECIPIENT.

#### 2.1.3 SENDING A USER INVITE VIA SMS TEXT

IN THE THIRD SECTION, TITLED "INVITE A USER VIA SMS TEXT MESSAGING", YOU CAN ENTER A PHONE NUMBER AND SELECT A PROVIDER FROM THE DROP-DOWN LIST. FOR THE RECIPIENT TO RECEIVE THE SMS MESSAGE A PROVIDER MUST BE ENTERED. EACH PROVIDER HAS THEIR OWN SMS DOMAIN TO RECEIVE TEXT MESSAGES FROM WEB SERVICES.

##### 2.1.3.1 CANCEL A SENT SMS INVITE

AFTER AN SMS INVITE HAS BEEN SENT IT CAN BE CANCELED IF THE PROCESS HAS NOT YET BEEN COMPLETED BY THE RECIPIENT.

IN THE FOURTH SECTION OF THE "MANAGE ACCOUNTS" PAGE YOU CAN REVOKE INVITATIONS. SELECTING "REVOKE" WILL REVOKE THE INVITATION. THE SENT INVITES WILL BE LISTED BELOW SMS INVITES LISTING THE DATE WHICH THE INVITE WAS SENT TO THE RECIPIENT.

## 2.2 REMOVING A USER

IN THE FIFTH SECTION OF THE ADMIN LANDING PAGE, "MANAGE ACCOUNTS", YOU WILL FIND THE FIRST USER MANAGEMENT OPTION TITLED "REMOVE A USER". FROM THE USERNAME DROP-DOWN LIST YOU CAN SELECT A USER AND SELECT "REMOVE USER". ALL USER INFORMATION WILL BE REMOVED FROM THE CHAT. WHEN THE REMOVAL IS COMPLETE YOU WILL SEE AN ON-SCREEN NOTICE CONFIRMING THAT THE USER HAS BEEN REMOVED FROM THE CHAT.

### 2.3 BANNING A USER

IN THE FIFTH SECTION OF THE ADMIN LANDING PAGE, "MANAGE ACCOUNTS", YOU WILL FIND THE SECOND USER MANAGEMENT OPTION TITLED "BAN A USER". FROM THE USERNAME DROP-DOWN LIST YOU CAN SELECT A USER AND SELECT "BAN". ALTERNATIVELY, IF THE USER IS ALL READY LABELED AS "BANNED" IN THE DROP-DOWN LIST YOU CAN DELETE "UN-BAN" TO REINSTATE THE USER ACCOUNT.

### 2.4 PROMOTING A USER

IN THE FIFTH SECTION OF THE ADMIN LANDING PAGE, "MANAGE ACCOUNTS", YOU WILL FIND THE THIRD USER MANAGEMENT OPTION TITLED "PROMOTE A USER". FROM THE USERNAME DROP-DOWN LIST YOU CAN SELECT A USER AND SELECT "PROMOTE". ALTERNATIVELY, IF THE USER IS ALL READY LABELED AS "MODERATOR" IN THE DROP-DOWN LIST YOU CAN SELECT "DEMOTE" TO DEMOTE THE USER ACCOUNT TO "USER", WHICH IS THE DEFAULT STATE OF A USER ACCOUNT.

### 2.5 MESSAGING USERS

AFTER LOGGING IN TO THE ADMINISTRATOR ACCOUNT YOU CAN NAVIGATE USING THE TOP RIGHT MENU. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES. FROM THIS MENU SELECT "MAIL ALL USERS".

THERE ARE THREE SECTIONS THAT YOU CAN NOW ENTER

- \* SUBJECT
- \* MESSAGE
- \* ATTACHMENT

ADDING AN ATTACHMENT TO YOUR MESSAGE IS OPTIONAL. USER ACCOUNTS ARE UNABLE TO REPLY TO ADMIN MESSAGES. IN ORDER TO MAIL BACK AND

FORTH BETWEEN USERS YOU MUST HAVE A USER ACCOUNT. ADMIN MAIL IS A ONE WAY COMMUNICATION OPTION.

## 2.6 RESETTING A USER PASSWORD

AFTER LOGGING IN TO THE ADMINISTRATOR ACCOUNT YOU CAN NAVIGATE USING THE TOP RIGHT MENU. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES. FROM THIS MENU SELECT "RESET USER PASS".

SELECTING A USER FROM THE USER DROP-DOWN LIST AND ENTERING A NEW PASSWORD FOR THE USER WILL RESET THE USERS PASSWORD. IF PASSWORDS DO NOT MATCH AN ON-SCREEN NOTICE WILL APPEAR STATING THAT THE PASSWORDS DO NOT MATCH. YOU WILL NEED TO REPEAT THE PASSWORD CHANGE PROCESS.

## 3. CHAT GENERATOR

AFTER LOGGING IN TO THE ADMINISTRATOR ACCOUNT YOU CAN NAVIGATE USING THE TOP RIGHT MENU. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES. FROM THIS MENU SELECT "CHAT GENERATOR".

### 3.1 GENERATING A CHAT

THE FIRST SECTION OF THE "CHAT GENERATOR" PAGE UNDER THE HEADER "GENERATE A NEW CHAT" GIVES THE OPTION TO GENERATE A NEW CHAT. SELECTING THE BUTTON TITLED "GENERATE" WILL GENERATE A NEW CHAT URL AND PASSWORD. THE PASSWORD WILL BE USED IN ORDER TO ENTER THE CHAT SETUP. FOR ADDITIONAL INFORMATION ON SETTING UP THE GENERATED CHAT REFER TO SECTION 1.2.2 OF THIS MANUAL.

AFTER THE NEW CHAT HAS BEEN GENERATED YOU WILL SEE A SUBSECTION APPEAR ON-SCREEN WITH CHAT SETUP LINK. THIS URL LINK CAN BE COPIED TO YOUR CLIPBOARD BY SELECTING THE BUTTON TITLED "COPY LINK".

VISITING THE URL WILL PRESENT A WELCOME MESSAGE WITH A DESCRIPTION OF ETHCHAT PRO V.5. BELOW THIS MESSAGE IS A PASSWORD INPUT AREA. AFTER INPUTTING THE GENERATED PASSWORD AND SELECTING THE BUTTON TITLED "CONTINUE" YOU CAN PROCEED TO SETTING UP THE NEW CHAT.

AFTER THE NEW CHAT HAS BEEN CREATED, THE OPTION TO REVOKE THIS NEW CHAT WILL APPEAR IN THE SECTION BELOW. THE DATE THAT THE CHAT WAS GENERATED WILL BE SHOWN WITH A BUTTON TO THE RIGHT THAT

READS "REVOKE". REVOKING THE CHAT WILL REMOVE THE NEW CHAT FROM THE SERVER.

ONCE THE NEW CHAT INSTALL PROCESS HAS BEEN COMPLETED THE OPTION TO REVOKE WILL BE REMOVED FROM THE BELOW SECTION.

### 3.2 SENDING A NEW CHAT VIA EMAIL

IN THE SECOND SECTION OF THE "CHAT GENERATOR" PAGE THE OPTION "SEND A NEW CHAT VIA E-MAIL" ALLOWS THE ADMINISTRATOR TO SEND A CHAT SETUP LOGIN TO AN EMAIL ADDRESS.

ON RECEIPT OF THE EMAIL A URL TO THE NEW CHAT SETUP LOGIN PAGE IS SENT ALONG WITH A LOGIN PASSWORD. AFTER LOGGING IN USING THE PASSWORD PROVIDED IN THE SETUP EMAIL THE NEW CHAT ADMIN CAN SET UP THEIR NEW CHAT FOLLOWING THE STEPS IN SECTION 1.2.2 OF THIS MANUAL.

AFTER THE INVITE HAS BEEN SENT AN ON-SCREEN NOTICE WILL APPEAR ON-SCREEN SHOWING THE RECEIVER EMAIL AND CONFIRMATION THAT THE INVITE HAS BEEN SENT OUT.

AFTER THE NEW CHAT HAS BEEN MAILED OUT, THE OPTION TO REVOKE THIS INVITE WILL APPEAR IN THE SECTION BELOW. THE DATE THAT THE INVITE WAS SENT AND A PARTIAL MAIL ADDRESS WILL BE SHOWN WITH A BUTTON TO THE RIGHT THAT READS "REVOKE". REVOKING THE CHAT WILL REMOVE THE NEW CHAT FROM THE SERVER.

ONCE THE NEW CHAT SETUP HAS BEEN COMPLETED THE INVITE REVOKE OPTION WILL NO LONGER BE AVAILABLE.

### 3.3 PAUSING A CHAT

IN THE FOURTH SECTION OF THE "CHAT GENERATOR" PAGE YOU HAVE THE OPTION TO PAUSE AND RESUME A GENERATED CHAT.

TO PAUSE A CHAT USE THE DROP-DOWN LIST OF GENERATED CHATS. PAUSING A CHAT WILL NOTIFY USERS OF THE CHAT, UPON LOGGING IN, THAT THE CHAT HAS BEEN PAUSED.

A PAUSED CHAT CAN BE UN-PAUSED USING THE DROP-DOWN MENU AND SELECTING THE BUTTON TITLED "RESUME CHAT", AFTER SELECTING THE CHAT FROM THE MENU.

A GENERATED CHATS STATUS CAN BE VIEWED IN THE DROP-DOWN LIST OF GENERATED CHATS. EACH CHAT WILL DISPLAY THE CHATS STATUS TO THE RIGHT OF THE CHAT NAME IN THE DROP-DOWN LIST. THE STATUS WILL BE EITHER "PAUSED" OR "ACTIVE".

### 3.4 REMOVING A CHAT

IN THE LAST SECTION OF THE "CHAT GENERATOR" PAGE YOU WILL SEE AN OPTION TITLED "REMOVE CHAT". USING THE DROP-DOWN MENU YOU CAN SELECT A CHAT TO BE REMOVED. SELECTING THE BUTTON TITLED "REMOVE CHAT" WILL REMOVE THE CHAT AND ALL USER DATA FROM THE SERVER.

AFTER THE CHAT HAS BEEN REMOVED AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT THE CHAT HAS BEEN REMOVED FROM THE SERVER.

## 4. MANAGING YOUR CHAT

### 4.1 EDITING YOUR FRONT PAGE (LOGIN PAGE)

AFTER LOGGING IN TO THE ADMINISTRATOR ACCOUNT YOU CAN NAVIGATE USING THE TOP RIGHT MENU. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES. FROM THIS MENU SELECT "FRONT PAGE EDITOR".

THE FIRST OPTION IN THE FRONT PAGE EDITOR IS THE OPTION TO "CONFIGURE" YOUR FONT. THERE ARE FIVE OPTIONS FOR HOW FONTS WILL BE DISPLAY IN THE BODY OF THE HEADER. BY THE DEFAULT THE HEADER TITLE WILL BE CENTERED.

THE FOLLOWING CONFIGURATIONS CAN BE SET FOR THE TEXT APPEARANCE IN THE HEADER BODY SECTION.

- \* LINE HEIGHT
- \* FONT WEIGHT
- \* LETTER SPACING
- \* WORD SPACING
- \* TEXT ALIGN

#### 4.1.1 LINE HEIGHT

SETTING THE LINE HEIGHT WILL CHANGE THE DISTANCE BETWEEN EACH NEW LINE OF TEXT THAT IS DISPLAYED. LINE HEIGHT OPTIONS INCLUDE THE FOLLOWING SETTINGS FROM THE LINE HEIGHT DROP-DOWN LIST.

- \* 1
- \* 1.25
- \* 1.50
- \* 1.75
- \* 2
- \* 2.25
- \* 2.75
- \* 3
- \* 3.25
- \* 3.75

#### 4.1.2 FONT WEIGHT

SETTING THE FONT WEIGHT WILL SET THE SIZE OF YOUR FONT THICKNESS. FROM THE FONT WEIGHT DROP-DOWN LIST YOU CAN SELECT THE FOLLOWING OPTIONS.

- \* NORMAL
- \* BOLD
- \* LIGHT
- \* 100-700

#### 4.1.3 LETTER SPACING

SETTING THE LETTER SPACING WILL CHANGE THE AMOUNT OF SPACE BETWEEN EACH LETTER. FROM THE DROP-DOWN LIST YOU CAN SELECT THE FOLLOWING OPTIONS.

- \* NORMAL

- \* 1-3

#### 4.1.4 WORD SPACING

SETTING THE WORD SPACING WILL INCREASE OR DECREASE THE AMOUNT OF SPACE BETWEEN EACH WORD IN THE HEADER BODY. FROM THE DROP-DOWN LIST YOU CAN SELECT FROM THE FOLLOWING OPTIONS.

- \* NORMAL

- \* 1-3

#### 4.1.5 TEXT ALIGN

SETTING THE TEXT ALIGN WILL DETERMINE WHERE YOUR FONT APPEARS IN THE HEADER BODY. FROM THE DROP-DOWN LIST YOU CAN SELECT THE FOLLOWING OPTIONS.

- \* LEFT

- \* CENTER

- \* RIGHT

- \* JUSTIFY (WILL EXPAND TEXT TO FIT HEADER BODY AREA)

#### 4.1.6 HEADER TITLE

THE HEADER TITLE WILL BE DISPLAYED ON THE TOP PORTION OF YOUR FRONT PAGE SECTION. EACH SECTIONS HEADER WILL BE CENTERED ABOVE THE HEADER BODY.

#### 4.1.7 HEADER BODY

THE HEADER BODY WILL CONTAIN THE MAIN CONTENT OF YOUR CONTENT BLOCK TO BE DISPLAYED ON THE FRONT PAGE. THE HEADER BODY ACCEPTS LINKS, VIDEO LINKS AND IMAGE URL LINKS. THEY WILL BE EMBEDDED INTO THE HEADER BODY AND DISPLAYED TO THE USER.

ONCE YOU HAVE COMPLETED ENTERING THE CONTENT FOR THE HEADER BODY SELECT THE BUTTON TITLED "SAVE". THIS WILL POST THE NEW FRONT PAGE SECTION TO THE FRONT LOGIN PAGE OF THE CHAT.

#### 4.1.8 MANAGE FRONT PAGE ENTRIES

TO REMOVE A FRONT PAGE SECTION USE THE FIRST OPTION "REMOVE" THAT WILL BE DISPLAYED ON THE TOP LEFT OF THE DISPLAYED CONTENT. REMOVING THE SECTION WILL MOVE THE CONTENT BELOW UP BY ONE SECTION.

TO SORT A SECTION USE THE SECOND BUTTON ON THE TOP LEFT OF THE CONTENT TITLED "UP". THIS WILL SORT THAT SECTION OF CONTENT UP ABOVE THE OTHER CONTENT.

#### 4.2 MANAGING USER CHAT MESSAGES

AFTER LOGGING IN TO THE ADMINISTRATOR ACCOUNT YOU CAN NAVIGATE USING THE TOP RIGHT MENU. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES. FROM THIS MENU SELECT "MANAGE POSTS".

##### 4.2.1 REMOVING A USERS POST

MESSAGES FROM CHAT USERS WILL BE DISPLAYED FROM TOP (NEWEST) TO BOTTOM (OLDEST). ON THE RIGHT SIDE OF EACH NEW CHAT MESSAGE A BUTTON TITLED "REMOVE" WILL BE DISPLAYED. SELECTING THIS BUTTON WILL REMOVE THE CHAT MESSAGE AND RELOAD THE CHAT WINDOW.

##### 4.2.2 BANNING A USER

AT THE BOTTOM LEFT OF THE SCREEN TWO DROP-DOWN MENUS WILL APPEAR. THE TOP DROP-DOWN LIST WILL DISPLAY ALL USERS. NEXT TO EACH USERS NAME IN THE DROP-DOWN LIST A STATUS OF EITHER ACTIVE OR BANNED WILL APPEAR, TO THE RIGHT, OF THE USERNAME.

BANNED STATUS WILL INDICATE THAT USER HAS ONLY THE ABILITY TO USER THEIR USER MAIL AND NO OTHER AVAILABLE FUNCTIONS OF THE CHAT.

ACTIVE STATUS WILL INDICATE THAT A USER HAS ABILITY TO POST ALONG WITH ALL OTHER AVAILABLE USER OPTIONS.

TO BAN A USER SELECT THEIR NAME FROM THE DROP-DOWN LIST AND SELECT THE FIRST BUTTON TO THE RIGHT OF THE DROP-DOWN LIST TITLED "BAN".

AFTER A USER HAS BEEN BANNED A MESSAGE WILL APPEAR CONFIRMING THE USERNAME AND THAT THE USER HAS NOW BEEN SET TO BANNED. THE CHAT WINDOW WILL RELOAD AFTER THE PROCESS HAS BEEN COMPLETED.

TO UN-BAN A USER, SELECT THE USERNAME FROM THE DROP-DOWN LIST AND SELECT THE SECOND BUTTON TO THE RIGHT OF THE DROP-DOWN TITLED "UN-BAN".

AFTER A USER HAS BEEN UN-BANNED A MESSAGE WILL APPEAR CONFIRMING THAT THE USER HAS NOW BEEN SET TO ACTIVE. THE CHAT WINDOW WILL RELOAD WHEN THE PROCESS HAS BEEN COMPLETED.

#### 4.2.3 PROMOTING A USER

AT THE BOTTOM LEFT OF THE SCREEN TWO DROP-DOWN MENUS WILL APPEAR. THE BOTTOM DROP-DOWN LIST WILL DISPLAY ALL USERS. NEXT TO EACH USERS NAME IN THE DROP-DOWN LIST A STATUS OF EITHER USER OR MODERATOR WILL APPEAR, TO THE RIGHT, OF THE USERNAME.

USER STATUS WILL INDICATE THAT THE USER HAS A STANDARD USER ACCOUNT.

MODERATOR STATUS WILL INDICATE THAT THE USER HAS THE ABILITY TO BAN AND UN-BAN A USER AND SEND NEW USER INVITATIONS VIA SMS TEXT AND EMAIL. A MODERATOR ACCOUNT WILL ALSO NOT HAVE THE SAME 500 CHARACTER LIMIT WHEN SENDING A MESSAGE IN THE CHAT.

TO PROMOTE A USER SELECT THE USERNAME FROM THE DROP-DOWN LIST AND SELECT THE FIRST BUTTON TO THE RIGHT TITLED "PROMOTE".

AFTER A USER HAS BEEN PROMOTED THE CHAT WINDOW WILL RELOAD.

TO DEMOTE A USER SELECT THE USERNAME FROM THE DROP-DOWN LIST AND SELECT THE SECOND BUTTON TO THE RIGHT TITLED "DEMOTE".

WHEN DEMOTING, A USER WILL HAVE ACCESS TO THE DEFAULT USER PRIVILEGES AND NO LONGER BE ABLE TO ACCESS MODERATOR OPTIONS.

AFTER DEMOTING A USER THE CHAT WINDOW WILL RELOAD.

#### 4.3 CHANGING CHAT / WEB APP NAME

AFTER LOGGING IN TO THE ADMINISTRATOR ACCOUNT YOU CAN NAVIGATE USING THE TOP RIGHT MENU. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES. FROM THIS MENU SELECT "WEBSITE/APP NAME".

THE NAME CHOSEN FOR THE CHAT/APP NAME THAT WAS CHOSEN DURING THE INSTALL PROCESS WILL BE DISPLAYED IN THE TEXT INPUT FIELD .

AFTER ENTERING A NEW NAME, SELECT THE BUTTON TITLED "SAVE" AND THE CHAT NAME WILL BE UPDATED.

THE CHAT NAME WILL BE USED FOR WEB BROWSERS AND WEB APPS.

#### 4.4 CHANGING CHAT GRAPHICS

AFTER LOGGING IN TO THE ADMINISTRATOR ACCOUNT YOU CAN NAVIGATE USING THE TOP RIGHT MENU. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES. FROM THIS MENU SELECT "SITE GRAPHICS".

THERE ARE THREE SECTIONS ON THE SITE GRAPHICS PAGE. EACH IMAGE CAN BE REPLACED BY BROWSING YOUR DEVICE FOR A REPLACEMENT IMAGE AND SELECTING THE BUTTON TITLED "UPLOAD".

THE THREE IMAGES THAT CAN BE REPLACED ARE AS FOLLOWS

- \* (512x512) Website Logo for browsers and Apps
- \* (40x40) Small Website Logo For Top Header
- \* Website Background Image

##### 4.4.1 WEBSITE LOGO FOR BROWSERS AND APPS

THE WEBSITE LOGO FOR BROWSERS AND APPS IS USED AS AN ICON FOR WEB APPS AND ALSO APPEARS IN OPEN GRAPH DATA TO BE DISPLAYED WHEN A WEB LINK TO YOUR CHAT IS SHARED ON A WEBSITE

WHICH USES OPEN GRAPH DATA. 512x512 INDICATES THE SIZE OF THE DEFAULT IMAGE. YOU DO NOT HAVE TO USE AN IMAGE OF THE SAME SIZE TO REPLACE THE DEFAULT IMAGE.

#### 4.4.2 SMALL WEBSITE LOGO FOR TOP HEADER

THE SMALL WEBSITE LOGO FOR TOP HEADER IS THE GRAPHIC WHICH WILL APPEAR NEXT TO SEARCH HISTORY IN A BROWSER AND IN A TAB PREVIEW IN A BROWSER. THIS IS THE MODERN EQUIVALENT TO THE "FAV ICON". 40X40 INDICATES THE SIZE OF THE DEFAULT IMAGE. YOU DO NOT HAVE TO USE AN IMAGE OF THE SAME SIZE TO REPLACE THE DEFAULT IMAGE.

#### 4.4.3 WEBSITE BACKGROUND IMAGE

THE WEBSITE BACKGROUND IMAGE WILL BE USED ON THE ADMINISTRATOR PAGES, THE WEBSITE FRONT LOGIN PAGE. USERS OF THE CHAT WILL ALSO INHERIT THIS BACKGROUND IMAGE AND USERS CAN LATER CHANGE THEIR BACKGROUND IMAGE FROM THEIR USER SETTINGS.

ONCE THE IMAGE HAS BEEN REPLACED YOU WILL SEE A CONFIRMATION MESSAGE CONFIRMING THAT THE IMAGE HAS BEEN REPLACED ALONG WITH THE IMAGE DESCRIPTION.

### 4.5 CHANGING ADMINISTRATOR PASSWORD

AFTER LOGGING IN TO THE ADMINISTRATOR ACCOUNT YOU CAN NAVIGATE USING THE TOP RIGHT MENU. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES. FROM THIS MENU SELECT "RESET PASSWORD".

IN ORDER TO SET YOUR NEW ADMINISTRATOR PASSWORD YOU WILL FIRST NEED TO ENTER YOUR CURRENT PASSWORD.

THE SECOND AND THIRD PASSWORD INPUTS MUST MATCH BEFORE THE PROCESS CAN BE COMPLETED.

IF THE ENTERED CURRENT PASSWORD IS INCORRECT YOU WILL SEE AN ON-SCREEN NOTICE CONFIRMING THAT THE PASSWORD WAS INCORRECT AND THE PROCESS WILL NEED TO BE RESTARTED.

IF THE NEW PASSWORDS DO NOT MATCH YOU WILL SEE A MESSAGE CONFIRMING THAT THE PASSWORDS DO NOT MATCH AND THE PROCESS WILL NEED TO BE RESTARTED.

AFTER YOU HAVE ENTERED YOUR CURRENT PASSWORD AND NEW PASSWORD SELECTING THE BUTTON TITLED "SAVE" WILL DISPLAY A CONFIRMATION MESSAGE THAT THE NEW PASSWORD HAS BEEN RESET.

AFTER THE PASSWORD HAS BEEN CHANGED YOU WILL BE REDIRECTED TO THE LOGIN PAGE AND WILL NEED TO LOG IN USING THE NEW PASSWORD.

#### 4.6 CHANGING TIME ZONE FOR CHAT

AFTER LOGGING IN TO THE ADMINISTRATOR ACCOUNT YOU CAN NAVIGATE USING THE TOP RIGHT MENU. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES. FROM THIS MENU SELECT "SET TIME ZONE".

YOUR CURRENT TIME ZONE WILL BE DISPLAYED UNDER THE HEADER "MY TIME ZONE".

FROM THE DROP-DOWN MENU YOU CAN SELECT FROM A LIST OF SUPPORTED TIME ZONES. YOUR NEW SELECTED TIME ZONE WILL BE SAVED AFTER SELECTING THE BUTTON TITLED "SAVE".

YOUR TIME ZONE WILL BE INHERITED BY NEW USERS OF THE CHAT. HOWEVER, EACH USER CAN CHANGE THEIR TIME ZONE IN THEIR USER SETTINGS.

## 5. USER ACCOUNTS

### 5.1 FIRST TIME LOGIN / WEB APP

FROM THE LOGIN PAGE, IN THE UPPER RIGHTHAND CORNER, SELECT THE BUTTON TITLED "LOGIN" USERNAME AND PASSWORD INPUT WILL BE DISPLAYED. ENTER YOUR USERNAME AND PASSWORD AND THEN SELECT THE BUTTON TITLED "LOGIN".

IF LOGIN FAILS AN ON-SCREEN MESSAGE WILL DISPLAY STATING THE REASON YOUR LOGIN HAS FAILED.

YOU CAN USE THE CHAT AS AN APP ON YOUR DESKTOP BY SELECTING "INSTALL" OPTION FROM YOUR INTERNET BROWSER ON THE LOGIN PAGE. THE OPTION TO INSTALL IS TYPICALLY LOCATED ON THE RIGHT SIDE OF THE ADDRESS BAR.

ON IPHONE IOS YOU CAN USE THE "ADD TO HOMESCREEN" OPTION FROM YOUR BROWSER. THIS WILL ALLOW YOU TO LAUNCH THAT CHAT IN APP MODE.

ON ANDROID YOU CAN CHOOSE TO "ADD TO HOMESCREEN" OR "INSTALL" THE CHAT FROM THE LOGIN PAGE. THIS WILL ALLOW YOU TO RUN THE CHAT AS AN APP ON YOUR ANDROID PHONE.

ON KAIOS YOU CAN USE THE BROWSER SETTINGS MENU AND SELECT "PIN TO". FROM THE "PIN TO" MENU SELECT "PIN TO APPS MENU".

#### 5.1.1 SKIP FIRST TIME SETUP

THE FIRST TIME USER SETUP OPTIONS ARE NOT REQUIRED IN ORDER TO START USING THE CHAT. TO SKIP THIS STEP SELECT THE BUTTON TITLED "GO TO CHAT".

ALL CHAT SETTINGS CAN BE MANAGED AFTER FIRST TIME USER SETUP. USING THE TOP RIGHT MENU FROM THE MAIN CHAT PAGE. THE TOP RIGHT MENU APPEARS AS THREE HORIZONTAL LINES.

#### 5.1.2 PROFILE PICTURE

SELECT YOUR PROFILE PICTURE THAT WILL BE DISPLAYED NEXT TO YOUR CHAT MESSAGES. THE IMAGE WILL BE DISPLAY IN HORIZONTAL FORMAT. VERTICAL IMAGES WILL BE SCALED FOR A HORIZONTAL OR LANDSCAPE VIEW. NOTE: ANIMATED GIF IMAGES ARE NOT SUPPORTED.

SUPPORTED IMAGE FORMATS ARE AS FOLLOWS

\* PNG

\* BMP

\* AVIF

\* WEBP

\* JPEG

\* GIF

AFTER YOU HAVE CHOSEN YOUR IMAGE SELECT THE BUTTON TITLED "UPLOAD".

ONCE YOU HAVE SAVED YOUR PROFILE PICTURE AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT YOUR PROFILE PICTURE HAS BEEN UPDATED.

### 5.1.3 CHAT BACKGROUND IMAGE

UPLOADING A CHAT BACKGROUND IMAGE WILL CHANGE THE BACKGROUND ON WHICH CHAT MESSAGES ARE DISPLAYED. THE CHAT BACKGROUND IMAGE WILL ALSO BE VIEWED WHEN ANOTHER CHAT USER VIEWS YOUR USER PROFILE.

AFTER YOU HAVE CHOSEN YOUR BACKGROUND IMAGE SELECT THE BUTTON TITLED "UPLOAD". AS A NOTE: ANIMATED GIF IMAGES ARE SUPPORTED.

ONCE YOU HAVE UPLOADED YOUR CHAT BACKGROUND IMAGE AN ON-SCREEN NOTICE WILL APPEAR ON-SCREEN CONFIRMING THAT YOUR CHAT BACKGROUND IMAGE HAS BEEN UPDATED.

### 5.1.4 CHAT NICKNAME

SETTING YOUR CHAT NICKNAME WILL CHANGE THE NAME DISPLAYED BEFORE YOUR CHAT USERNAME IN CHAT MESSAGES. E.G. NICKNAME (USERNAME).

AFTER CHOOSING YOUR NICKNAME SELECT THE BUTTON TITLED "SAVE".

AN ON-SCREEN NOTICE WILL APPEAR TO CONFIRM THAT YOUR NICKNAME HAS BEEN SAVED.

### 5.1.5 CHAT COLOR

BY DEFAULT YOUR CHAT MESSAGE BACKGROUND COLOR IS A SEMI TRANSPARENT BLACK. THIS COLOR CAN BE CHANGED USING THE DROP-DOWN LIST.

ONCE YOU HAVE CHOSEN YOUR COLOR SELECT THE BUTTON TITLED "SAVE".

AFTER SAVING YOUR CHAT COLOR AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT YOUR NEW CHAT COLOR HAS BEEN SAVED.

#### 5.1.6 OFFLINE MESSAGES

YOU HAVE THE OPTION TO ENTER AN EMAIL WHERE NEW MESSAGES AND NEW MAIL WILL SEND OUT A NOTICE TO YOU THAT NEW CONTENT HAS BEEN ADDED.

AFTER ENTERING YOUR EMAIL ADDRESS SELECT THE BUTTON TITLED "SAVE".

A NOTICE WILL APPEAR CONFIRMING THAT YOUR EMAIL ADDRESS HAS BEEN SAVED.

ALTERNATIVELY, YOU CAN USE YOUR PING SETTING ADDRESS AS YOUR OFFLINE MESSAGE ADDRESS. THIS WILL SEND NOTIFICATIONS TO YOUR SMS TEXT MESSAGE SERVICE PROVIDER.

#### 5.1.7 PINGS

PINGS ARE USED AS A METHOD FOR OTHER USERS TO SEND SHORT MESSAGES TO YOUR CELLULAR PHONE OR TABLET WITH CELLULAR SERVICE.

TO USE PING SETTINGS ENTER YOUR PHONE NUMBER AND FROM THE DROP-DOWN LIST SELECT YOUR CELL PHONE SERVICE PROVIDER.

AFTER ENTERING YOUR PHONE NUMBER AND CHOOSING YOUR PROVIDER SELECT THE BUTTON TITLED "SAVE".

A NOTIFICATION WILL APPEAR CONFIRMING YOU THAT YOUR PING SETTINGS HAVE BEEN SAVED.

### 5.2 CHANGING USER SETTINGS

#### 5.2.1 CHAT BACKGROUND

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "CHAT BACKGROUND" TO DISPLAY THE CHAT BACKGROUND SETTINGS.

UPLOADING A CHAT BACKGROUND IMAGE WILL CHANGE THE BACKGROUND ON WHICH CHAT MESSAGES ARE DISPLAYED. THE CHAT

BACKGROUND IMAGE WILL ALSO BE VIEWED WHEN ANOTHER CHAT USER VIEWS YOUR USER PROFILE.

AFTER YOU HAVE CHOSEN YOUR BACKGROUND IMAGE SELECT THE BUTTON TITLED "UPLOAD". NOTE: ANIMATED GIF IMAGES ARE SUPPORTED.

ONCE YOU HAVE UPLOADED YOUR CHAT BACKGROUND IMAGE A NOTICE WILL APPEAR CONFIRMING THAT YOUR CHAT BACKGROUND IMAGE HAS BEEN UPDATED.

### 5.2.2 PROFILE PICTURE

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "PROFILE PIC" TO DISPLAY THE PROFILE PICTURE SETTINGS.

SELECT YOUR PROFILE PICTURE THAT WILL BE DISPLAYED NEXT TO YOUR CHAT MESSAGES. THE IMAGE WILL BE DISPLAY IN HORIZONTAL FORMAT. VERTICAL IMAGES WILL BE SCALED FOR A HORIZONTAL OR LANDSCAPE VIEW. NOTE: ANIMATED GIF IMAGES ARE NOT SUPPORTED.

SUPPORTED IMAGE FORMATS ARE AS FOLLOWS

- \* PNG
- \* BMP
- \* AVIF
- \* WEBP
- \* JPEG
- \* GIF

AFTER YOU HAVE CHOSEN YOUR IMAGE SELECT THE BUTTON TITLED "UPLOAD".

ONCE YOU HAVE SAVED YOUR PROFILE PICTURE YOU AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT YOUR PROFILE PICTURE HAS BEEN UPDATED.

### 5.2.3 NICKNAME

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "NICKNAME" TO DISPLAY THE NICKNAME SETTINGS.

SETTING YOUR CHAT NICKNAME WILL CHANGE THE NAME DISPLAYED BEFORE YOUR CHAT USERNAME IN CHAT MESSAGES. E.G. NICKNAME (USERNAME).

AFTER CHOOSING YOUR NICKNAME SELECT THE BUTTON TITLED "SAVE".

AN ON-SCREEN NOTICE WILL APPEAR TO CONFIRM THAT YOUR NICKNAME HAS BEEN SAVED.

### 5.2.4 CHAT COLOR

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "CHAT COLOR" TO DISPLAY THE CHAT COLOR SETTINGS.

BY DEFAULT YOUR CHAT MESSAGE BACKGROUND COLOR IS A SEMI TRANSPARENT BLACK. THIS COLOR CAN BE CHANGED USING THE DROP-DOWN LIST.

ONCE YOU HAVE CHOSEN YOUR COLOR SELECT THE BUTTON TITLED "SAVE".

AFTER SAVING YOUR CHAT COLOR AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT YOUR NEW CHAT COLOR HAS BEEN SAVED.

### 5.2.5 PM USERS

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "PM USERS" TO DISPLAY THE PM USERS SETTINGS.

PM USERS ARE USER ACCOUNTS WHO HAVE PERMISSION TO ENTER YOUR PRIVATE CHAT. IF THERE ARE NO USERS IN YOUR PM USERS SETTINGS NO USERS WILL BE ALLOWED TO ENTER YOUR PRIVATE CHAT.

TO ADD A USER TO YOUR PM USERS LIST, CHOOSE A USERNAME FROM THE CHAT MEMBERS DROP-DOWN LIST AND SELECT THE BUTTON TITLED "ADD".

AN ON-SCREEN NOTICE WILL DISPLAY CONFIRMING THAT THE USER HAS BEEN ADDED TO YOUR PM USERS LIST.

TO REMOVE A USER FROM YOUR PM USERS LIST, SELECT THE USERNAME FROM THE CHAT MEMBER DROP-DOWN LIST AND SELECT THE SECOND BUTTON TO THE RIGHT TITLED "REMOVE".

AN ON-SCREEN NOTICE WILL DISPLAY CONFIRMING THAT THE USER HAS BEEN REMOVED FROM YOUR PM USERS LIST.

#### 5.2.6 ALERT VOLUME

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "ALERT VOLUME" TO DISPLAY THE ALERT VOLUME SETTINGS.

YOUR CURRENT SETTINGS WILL BE DISPLAYED AT THE TOP OF THE ALERT VOLUME SETTINGS. DEFAULT VALUE IS 1.0 TO CHANGE THIS VALUE, CHOOSE A NEW VALUE FROM THE DROP-DOWN LIST AND SELECT THE BUTTON TITLED "SAVE".

AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT YOUR NEW VOLUME HAS BEEN SAVED.

#### 5.2.7 CHANGE PASSWORD

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "CHANGE PASSWORD" TO DISPLAY THE PASSWORD SETTINGS.

TO CHANGE YOUR PASSWORD YOU WILL NEED TO ENTER YOUR CURRENT PASSWORD. IF THE PASSWORD DOES NOT MATCH YOUR CURRENT PASSWORD AN ON-SCREEN NOTICE WILL APPEAR STATING THAT THE PASSWORDS DO NOT MATCH AND THE PROCESS WILL NEED TO BE RESTARTED.

WHEN ENTERING A NEW PASSWORD YOU WILL NEED TO ENTER IT TWICE. AFTER THE PASSWORD HAS BEEN ENTERED SELECT THE BUTTON TITLED "RESET".

IF THE NEW PASSWORDS DO NOT MATCH AN ON-SCREEN NOTICE WILL APPEAR AND THE PROCESS WILL NEED TO BE RESTARTED.

IF THE PASSWORD CHANGE IS SUCCESSFUL AN ON-SCREEN NOTICE WILL APPEAR AND CONFIRM THAT YOUR PASSWORD HAS BEEN RESET.

AFTER YOUR PASSWORD HAS BEEN RESET YOU WILL BE REDIRECTED TO THE LOGIN PAGE AND NEED TO LOG IN TO THE CHAT WITH YOUR NEW PASSWORD.

#### 5.2.8 OFFLINE NOTIFICATIONS

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "OFFLINE NOTIFICATIONS" TO DISPLAY THE NOTIFICATION SETTINGS.

YOU HAVE THE OPTION TO ENTER AN EMAIL WHERE NEW MESSAGES AND NEW MAIL WILL SEND OUT A NOTICE TO YOUR EMAIL THAT NEW CONTENT HAS BEEN ADDED.

AFTER ENTERING YOUR EMAIL ADDRESS SELECT THE BUTTON TITLED "SAVE".

AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT YOUR EMAIL ADDRESS HAS BEEN SAVED.

ALTERNATIVELY, YOU CAN USE YOUR PING SETTING ADDRESS AS YOUR OFFLINE MESSAGE ADDRESS. THIS WILL SEND NOTIFICATIONS TO YOUR SMS TEXT MESSAGE SERVICE PROVIDER.

#### 5.2.9 PING SETTINGS

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "PING SETTINGS" TO DISPLAY THE PING SETTINGS.

PINGS ARE USED AS A METHOD FOR OTHER USERS TO SEND SHORT MESSAGES TO YOUR CELLULAR PHONE OR TABLET WITH CELLULAR SERVICE.

TO USE PING SETTINGS ENTER YOUR PHONE NUMBER AND FROM THE DROP-DOWN LIST SELECT YOUR CELL PHONE SERVICE PROVIDER.

AFTER ENTERING YOUR PHONE NUMBER AND CHOOSING YOUR PROVIDER SELECT THE BUTTON TITLED "SAVE".

A NOTIFICATION WILL APPEAR CONFIRMING YOU THAT YOUR PING SETTINGS HAVE BEEN SAVED.

#### 5.2.10 TIME ZONE

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

SELECT THE TAB TITLED "TIMEZONE" TO DISPLAY THE TIME ZONE SETTINGS.

CHANGING THE TIME ZONE SETTING WILL DISPLAY YOUR CHOSEN TIME IN CHAT MESSAGES, MAIL, AND USER PROFILES.

AFTER CHOOSING A TIME ZONE FROM THE DROP-DOWN LIST, SELECT THE BUTTON TITLED "SAVE".

A NOTIFICATION WILL APPEAR CONFIRMING THAT YOUR NEW TIME ZONE HAS BEEN SAVED.

### 5.3 CREATIVE TAB

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "CREATIVE" FROM THE DROP-DOWN MENU.

#### 5.3.1 VIDEO

THE FIRST OPTION IN CREATIVE TAB IS VIDEO. YOU CAN POST A VIDEO FOR CHAT USERS ONLY OR POST A VIDEO TO BE SHARED OFF SITE. SHARING OFF SITE ALLOWS YOU TO SELECT A LICENSE AND ENTER AUTHOR INFORMATION.

AFTER COMPLETING REQUIRED FIELDS SELECTING "POST" WILL POST CONTENT TO YOUR CREATIVE MEDIA UPLOADS. AN ON-SCREEN NOTICE WILL DISPLAY CONFIRMING THAT THE MEDIA HAS BEEN ADDED.

##### 5.3.1.1 VIDEO TITLE

THIS TITLE WILL BE DISPLAYED AT THE TOP PORTION OF THE MEDIA PAGE AND ABOVE THE VIDEO THUMBNAIL.

TITLES WILL ALSO BE DISPLAYED WHEN COMPILING CONTENT FOR A CREATIVE COLLECTION.

##### 5.3.1.2 VIDEO THUMBNAIL

THE VIDEO THUMBNAIL WILL BE DISPLAYED IN YOUR LIST OF VIDEO CONTENT. SELECTING THE THUMBNAIL WILL OPEN THE VIDEO PAGE WHERE THE VIDEO CAN BE VIEWED.

##### 5.3.1.3 VIDEO FILE

VIDEO FILES IN SEVERAL FORMATS ARE SUPPORTED. PLAYBACK OF AN UPLOADED VIDEO MAY DEPEND ON THE DEVICE WHERE THE VIDEO IS BEING PLAYED. IF A DEVICE DOES NOT SUPPORT THE VIDEO FORMAT IT MAY NOT PLAY. SOME DEVICES WILL PLAY BACK AUDIO WITHOUT VIDEO OR VIDEO WITHOUT AUDIO IF THE MEDIA TYPE IS NOT FULLY SUPPORTED.

FORMATS KNOWN TO BE SUPPORTED ARE AS FOLLOWS

- \* MPEG4
- \* MKV
- \* MOV
- \* OGV
- \* WEBM
- \* AVI

#### 5.3.1.4 MAKING VIDEO PUBLIC

CHECKING THE BOX TITLED "MAKE PUBLIC" WILL DISPLAY A DROP-DOWN LIST FOR LICENSES AND A TEXT INPUT FIELD FOR AUTHOR INFORMATION.

AVAILABLE LICENSES INCLUDE THE FOLLOWING

- \* CC BY
- \* CC BY-SA
- \* CC BY-NC
- \* CC BY-NC-SA
- \* CC BY-ND
- \* CC BY-NC-ND
- \* CC0

BELOW THE DROP-DOWN LIST OF LICENSE CHOICES A BUTTON TITLED "LICENSE INFORMATION" WILL ALSO BE DISPLAYED. SELECTING THIS OPTION WILL GIVE A BRIEF DESCRIPTION OF EACH LICENSE. SELECTING THE TOP LEFT BUTTON TITLED "CLOSE" WILL CLOSE THE LICENSE INFORMATION.

FOR ADDITIONAL INFORMATION PLEASE VISIT URL  
<https://creativecommons.org/share-your-work/licenses/>

THE LICENSE AND AUTHOR INFORMATION WILL BE DISPLAYED AT THE BOTTOM OF THE MEDIA PAGE. THE LICENSE WILL INCLUDE A LINK TO THE LICENSE INFORMATION PAGE AT [CREATIVECOMMONS.ORG](http://creativecommons.org)

#### 5.3.1.5 ADDING VIDEO TO COLLECTION

A DROP-DOWN LIST "ADD TO COLLECTION" WILL APPEAR IF YOU HAVE CREATED A COLLECTION OR COLLECTIONS OF CREATIVE TAB MEDIA. SELECTING A COLLECTION PRIOR TO POSTING YOUR NEW CONTENT WILL AUTOMATICALLY INCLUDE THE NEW CONTENT INTO THAT COLLECTION.

#### 5.3.1.6 POSTING VIDEO TO CHAT

FROM THE VIDEO SECTION OF CREATIVE YOU WILL SEE A LIST OF POSTED CONTENT. AT THE TOP LEFT CORNER OF EACH ITEM WILL APPEAR A BUTTON TITLED "POST TO CHAT". SELECTING POST TO CHAT WILL POST THE MEDIA TO THE CHAT FEED.

ONCE THE MEDIA HAS BEEN POSTED YOU WILL SEE AN ON-SCREEN NOTICE CONFIRMING THAT IT HAS BEEN POSTED TO THE CHAT.

### 5.3.2 AUDIO

THE SECOND OPTION IN CREATIVE TAB IS AUDIO. YOU CAN POST AUDIO FOR CHAT USERS ONLY OR POST AUDIO TO BE SHARED OFF SITE. SHARING OFF SITE ALLOWS YOU TO SELECT A LICENSE AND ENTER AUTHOR INFORMATION.

AFTER COMPLETING REQUIRED FIELDS SELECTING "POST" WILL POST CONTENT TO YOUR CREATIVE MEDIA UPLOADS. AN ON-SCREEN NOTICE WILL DISPLAY CONFIRMING THAT THE MEDIA HAS BEEN ADDED.

#### 5.3.2.1 AUDIO TITLE

THIS TITLE WILL BE DISPLAYED AT THE TOP PORTION OF THE MEDIA PAGE AND ABOVE THE AUDIO THUMBNAIL.

TITLES WILL ALSO BE DISPLAYED WHEN COMPILING CONTENT FOR A CREATIVE COLLECTION.

#### 5.3.2.2 AUDIO THUMBNAIL

THE AUDIO THUMBNAIL WILL BE DISPLAYED IN YOUR LIST OF AUDIO CONTENT. SELECTING THE THUMBNAIL WILL OPEN THE AUDIO PAGE WHERE THE AUDIO CAN BE PLAYED.

#### 5.3.2.3 AUDIO FILE

AUDIO FILES IN SEVERAL FORMATS ARE SUPPORTED. PLAYBACK OF UPLOADED AUDIO MAY DEPEND ON THE DEVICE WHERE THE AUDIO IS BEING PLAYED. IF A DEVICE DOES NOT SUPPORT THE AUDIO FORMAT IT MAY NOT PLAY.

FORMATS KNOWN TO WORK ARE AS FOLLOWS

- \* OGG
- \* MPEG3
- \* WAV
- \* M4A

#### 5.3.2.4 MAKING AUDIO PUBLIC

CHECKING THE BOX TITLED "MAKE PUBLIC" WILL DISPLAY A DROP-DOWN LIST FOR LICENSES AND A TEXT INPUT FIELD FOR AUTHOR INFORMATION.

AVAILABLE LICENSES INCLUDE THE FOLLOWING

- \* CC BY
- \* CC BY-SA
- \* CC BY-NC
- \* CC BY-NC-SA
- \* CC BY-ND
- \* CC BY-NC-ND
- \* CC0

BELOW THE DROP-DOWN LIST OF LICENSE CHOICES A BUTTON TITLED "LICENSE INFORMATION" WILL ALSO BE DISPLAYED. SELECTING THIS OPTION WILL GIVE A BRIEF DESCRIPTION OF EACH LICENSE. SELECTING THE TOP LEFT BUTTON TITLED "CLOSE" WILL CLOSE THE LICENSE INFORMATION.

FOR ADDITIONAL LICENSE INFORMATION PLEASE VISIT URL <https://creativecommons.org/share-your-work/licenses/>

THE LICENSE AND AUTHOR INFORMATION WILL BE DISPLAYED AT THE BOTTOM OF THE MEDIA PAGE. THE LICENSE WILL INCLUDE A LINK TO THE LICENSE INFORMATION PAGE AT CREATIVECOMMONS.ORG

#### 5.3.2.5 ADDING AUDIO TO COLLECTION

A DROP-DOWN LIST "ADD TO COLLECTION" WILL APPEAR IF YOU HAVE CREATED A COLLECTION OR COLLECTIONS OF CREATIVE TAB MEDIA. SELECTING A COLLECTION PRIOR TO POSTING YOUR NEW CONTENT WILL AUTOMATICALLY INCLUDE THE NEW CONTENT INTO THAT COLLECTION.

#### 5.3.2.6 POSTING AUDIO TO CHAT

FROM THE AUDIO SECTION OF CREATIVE YOU WILL SEE A LIST OF POSTED CONTENT. AT THE TOP LEFT CORNER OF EACH ITEM WILL APPEAR A BUTTON TITLED "POST TO CHAT". SELECTING POST TO CHAT WILL POST THE MEDIA TO THE CHAT FEED.

ONCE THE MEDIA HAS BEEN POSTED YOU WILL SEE AN ON-SCREEN NOTICE CONFIRMING THAT IT HAS BEEN POSTED TO THE CHAT.

#### 5.3.3 IMAGE

THE THIRD OPTION IN CREATIVE TAB IS IMAGE. YOU CAN POST AN IMAGE FOR CHAT USERS ONLY OR POST AN IMAGE TO BE SHARED OFF SITE. SHARING OFF SITE ALLOWS YOU TO SELECT A LICENSE ENTER AUTHOR INFORMATION.

AFTER COMPLETING REQUIRED FIELDS SELECTING "POST" WILL POST CONTENT TO YOUR CREATIVE MEDIA UPLOADS. AN ON-SCREEN NOTICE WILL DISPLAY CONFIRMING THAT THE MEDIA HAS BEEN ADDED.

### 5.3.3.1 IMAGE TITLE

THIS TITLE WILL BE DISPLAYED AT THE TOP PORTION OF THE MEDIA PAGE AND ABOVE THE IMAGE THUMBNAIL.

TITLES WILL ALSO BE DISPLAYED WHEN COMPILING CONTENT FOR A CREATIVE COLLECTION.

### 5.3.3.2 IMAGE FILE

IMAGE FILES IN SEVERAL FORMATS ARE SUPPORTED. THE ABILITY TO VIEW AN IMAGE MAY DEPEND ON THE DEVICE WHERE THE IMAGE IS BEING DISPLAYED. IF A DEVICE DOES NOT SUPPORT THE IMAGE FORMAT IT MAY NOT BE VIEWABLE.

FORMATS KNOWN TO WORK ARE AS FOLLOWS

- \* JPG, JPEG
- \* PNG
- \* GIF, ANIMATED GIF
- \* SVG
- \* WEBP
- \* AVIF

### 5.3.3.3 MAKING IMAGE PUBLIC

CHECKING THE BOX TITLED "MAKE PUBLIC" WILL DISPLAY A DROP-DOWN LIST FOR LICENSES AND A TEXT INPUT FIELD FOR AUTHOR INFORMATION.

AVAILABLE LICENSES INCLUDE THE FOLLOWING

- \* CC BY
- \* CC BY-SA
- \* CC BY-NC
- \* CC BY-NC-SA

- \* CC BY-ND
- \* CC BY-NC-ND
- \* CC0

BELOW THE DROP-DOWN LIST OF LICENSE CHOICES A BUTTON TITLED "LICENSE INFORMATION" WILL ALSO BE DISPLAYED. SELECTING THIS OPTION WILL GIVE A BRIEF DESCRIPTION OF EACH LICENSE. SELECTING THE TOP LEFT BUTTON TITLED "CLOSE" WILL CLOSE THE LICENSE INFORMATION.

FOR ADDITIONAL LICENSE INFORMATION PLEASE VISIT URL <https://creativecommons.org/share-your-work/licenses/>

THE LICENSE AND AUTHOR INFORMATION WILL BE DISPLAYED AT THE BOTTOM OF THE MEDIA PAGE. THE LICENSE WILL INCLUDE A LINK TO THE LICENSE INFORMATION PAGE AT CREATIVECOMMONS.ORG

#### 5.3.3.4 ADDING IMAGE TO COLLECTION

A DROP-DOWN LIST "ADD TO COLLECTION" WILL APPEAR IF YOU HAVE CREATED A COLLECTION OR COLLECTIONS OF CREATIVE TAB MEDIA. SELECTING A COLLECTION PRIOR TO POSTING YOUR NEW CONTENT WILL AUTOMATICALLY INCLUDE THE NEW CONTENT INTO THAT COLLECTION.

#### 5.3.3.5 POSTING IMAGE TO CHAT

FROM THE IMAGE SECTION OF CREATIVE YOU WILL SEE A LIST OF POSTED CONTENT. AT THE TOP LEFT CORNER OF EACH ITEM WILL APPEAR A BUTTON TITLED "POST TO CHAT". SELECTING POST TO CHAT WILL POST THE IMAGE TO THE CHAT FEED.

ONCE THE IMAGE HAS BEEN POSTED YOU WILL SEE AN ON-SCREEN NOTICE CONFIRMING THAT IT HAS BEEN POSTED TO THE CHAT.

#### 5.3.4 COLLECTIONS

THE FOURTH OPTION IN CREATIVE TAB IS COLLECTIONS. CREATING A COLLECTION ALLOWS YOU TO ADD MEDIA IN A COLLECTION.

A COLLECTION CAN BE VIEWED FROM YOUR PROFILE PAGE OR BY SELECTING THE COLLECTION THUMBNAIL.

#### 5.3.4.1 CREATING A COLLECTION

ENTER THE NAME OF YOUR COLLECTION IN THE TEXT INPUT FIELD TITLED "COLLECTION TITLE".

A COLLECTION REQUIRES A THUMBNAIL IMAGE. SELECT AND IMAGE AND THEN SELECT THE BUTTON TITLED "POST".

AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT THE COLLECTION HAS BEEN CREATED.

##### 5.3.4.1.1 ADDING MEDIA TO A COLLECTION

WITHIN THE COLLECTIONS PAGE A LIST BELOW THE NEW COLLECTION CREATION AREA WILL SHOW ALL EXISTING COLLECTIONS.

TO ADD MEDIA TO YOUR COLLECTION SELECT THE BUTTON TITLED "ADD MEDIA".

SELECTING ADD MEDIA WILL TAKE YOU TO A NEW SCREEN WHERE YOU CAN SELECT FROM EXISTING MEDIA. UNDER THE HEADER "UPLOADED TITLES" ALL EXISTING TITLES CAN BE VIEWED. TO MINIMIZE THIS LIST DOUBLE SELECT THE UPLOADED TITLES BUTTON.

TO ADD A TITLE TO YOUR COLLECTION SELECT THE BUTTON TO THE LEFT OF THE TITLE "ADD TO COLLECTION".

AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT THE TITLE HAS BEEN ADDED TO THE COLLECTION.

IF THE ITEM ALREADY EXISTS IN THE COLLECTION AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT THE TITLE ALREADY EXISTS IN THE COLLECTION.

##### 5.3.4.1.2 MANAGING TITLES IN A COLLECTION

THERE ARE TWO OPTIONS AVAILABLE FOR ITEMS IN A COLLECT. THE FIRST OPTION IS TO REMOVE THE ITEM. TO REMOVE AN ITEM FROM THE COLLECTION SELECT THE BUTTON TITLED "REMOVE" FROM THE UPPER LEFT CORNER OF THE ITEM THAT IS DISPLAYED.

TO CHANGE THE ORDER IN WHICH THE ITEM IS DISPLAYED PRESS THE BUTTON TITLED "UP" TO MOVE THE TITLE UP IN THE DISPLAY ORDER.

#### 5.3.4.2 REMOVING A COLLECTION

TO REMOVE A COLLECTION SELECT THE SECOND BUTTON ON THE TOP LEFT OF THE COLLECTION TITLED "DELETE". THIS WILL REMOVE THE COLLECTION AND ITEMS FROM THE COLLECTION LIST.

WHEN THE COLLECTION HAS BEEN REMOVED AN ON-SCREEN NOTICE WILL APPEAR AND THE PAGE WILL BE RELOADED.

#### 5.3.5 MANAGE MEDIA

THE FIFTH OPTION IN CREATIVE TAB IS MANAGE. FROM MANAGE YOU CAN DELETE OR REPLACE MEDIA FILES.

FROM THE MANAGE SCREEN YOU WILL SEE THREE BUTTONS. THE FIRST BUTTON TITLED "IMAGES" WILL LIST ALL CREATIVE POSTS WITH IMAGES. THE SECOND BUTTON TITLED "VIDEOS" WILL LIST ALL CREATIVE VIDEOS. THE THIRD BUTTON TITLED "AUDIO" WILL LIST ALL CREATIVE AUDIO.

EACH ITEM LISTED WILL DISPLAY THREE OPTIONS FOR EDITING YOUR CREATIVE CONTENT.

##### 5.3.5.1 REPLACING MEDIA

REPLACE MEDIA WILL REDIRECT TO AN UPLOAD PAGE THAT WILL DETECT THE MEDIA TYPE. CHOOSE A REPLACEMENT MEDIA AND SELECT THE BUTTON TITLED "POST". WHEN THE UPLOAD HAS FINISHED YOU WILL BE REDIRECTED BACK TO THE MANAGE PAGE. FROM THE MANAGE PAGE YOU CAN VIEW THE CONTENT BY SELECTING THE THUMBNAIL OF THE CONTENT.

##### 5.3.5.2 REPLACING IMAGE

REPLACE IMAGE WILL REDIRECT TO AN IMAGE UPLOAD AREA. CHOOSE A REPLACEMENT IMAGE AND SELECT THE BUTTON TITLED "POST". WHEN THE UPLOAD HAS COMPLETED YOU WILL BE REDIRECTED TO THE MANAGE PAGE. YOU CAN VIEW YOUR NEW THUMBNAIL BY SELECTING THE PARENT CATEGORY IMAGES, VIDEOS OR AUDIO. THE NEW IMAGE WILL BE DISPLAYED AS THE THUMBNAIL FOR THE CONTENT.

#### 5.3.5.3 REMOVING CONTENT

SELECTING THE BUTTON TITLED "DELETE" WILL REMOVE THE MEDIA FROM YOUR CREATIVE CONTENT. AFTER THE MEDIA HAS BEEN REMOVED THE MANAGE PAGE WILL RELOAD.

#### 5.3.6 CREATIVE COMMENTS

THE SIXTH OPTION IN CREATIVE TAB IS COMMENTS. FROM COMMENTS YOU CAN VIEW OR CLEAR ALL COMMENT NOTICES.

##### 5.3.6.1 CLEARING COMMENT NOTIFICATIONS

WHEN THE COMMENTS DIALOGUE OPENS YOU WILL SEE A FIRST OPTION "CLEAR ALL". THIS WILL CLEAR ALL NEW COMMENT NOTIFICATIONS FROM THE LIST. THE SECOND OPTION IS "CLOSE". CLOSE WILL CLOSE THE COMMENTS DIALOGUE.

##### 5.3.6.2 MANAGING CREATIVE COMMENTS

TO MANAGE COMMENTS ON CREATIVE MEDIA YOU WILL NEED TO VIEW YOUR MEDIA. COMMENTS ARE LISTED BELOW THE MEDIA CONTENT.

SELECT THE CONTENT THUMBNAIL TO VIEW THE CONTENT.

COMMENTS CAN BE REMOVED BY SELECTING THE "REMOVE" BUTTON THAT APPEARS ABOVE EACH COMMENT.

COMMENTS CAN BE MOVED UP IN ORDER OF APPEARANCE IN THE LIST BY SELECTING THE "UP" BUTTON.

#### 5.4 USER MAIL

##### 5.4.1 CHECKING MAIL

FROM THE MAIN CHAT WINDOW IN THE TOP HEADER THE MAIL ICON APPEARS AS AN ENVELOPE. IT IS CENTERED ABOVE THE MESSAGE INPUT TEXT AREA.

SELECTING THE MAIL ICON WILL REDIRECT TO YOUR MAIL INBOX.

EACH MESSAGE IN YOUR INBOX AS WELL AS YOUR SENT BOX WILL DISPLAY FIVE ELEMENTS.

- \* TO
- \* FROM
- \* SENT ON
- \* SUBJECT
- \* MESSAGE

THE MESSAGE BODY IS STORED ON THE SERVER IN ENCRYPTED FORMAT. A USER MUST BE LOGGED IN TO THE CHAT IN ORDER TO READ MAIL THEY HAVE RECEIVED.

BELOW EACH MESSAGE IN YOUR INBOX WILL BE DISPLAYED THREE BUTTONS.

THE FIRST BUTTON TITLED "EXPAND" WILL OPEN THE BODY OF THE MAIL IN FULL SCREEN VIEW. TO CLOSE THE MESSAGE SELECT THE TOP CENTERED BUTTON TITLED "CLOSE".

THE SECOND BUTTON TITLED "REPLY" CAN BE USED TO REPLY TO A MESSAGE YOU HAVE RECEIVED.

THE THIRD BUTTON TITLED "DELETE" WILL DELETE A MESSAGE IN YOUR INBOX OR SENT BOX.

THE BUTTON TITLED "DELETE ALL" CAN BE USED TO DELETE ALL MESSAGES IN YOUR INBOX.

#### 5.4.2 COMPOSING MAIL

THE FIRST BUTTON IN MAIL IS TITLED "COMPOSE". SELECTING COMPOSE WILL REDIRECT TO THE COMPOSE PAGE.

TO SEND MAIL TO ANOTHER USER SELECT THE DROP-DOWN USER LIST TO THE RIGHT OF "SEND TO".

THE FIRST TEXT INPUT AREA IS FOR THE SUBJECT OF THE MESSAGE. AFTER ENTERING A SUBJECT MOVE TO THE MESSAGE INPUT AREA.

TO SEND YOUR COMPOSED MAIL SELECT THE BUTTON TITLED "SEND".

AN ON-SCREEN NOTICE WILL APPEAR CONFIRMING THAT THE MESSAGE HAS BEEN SENT.

A COPY OF THE MESSAGE WILL BE SENT TO YOUR "SENT" MAIL BOX.

#### 5.4.3 REPLYING TO MAIL

WHEN YOU SELECT REPLY FROM BELOW A MESSAGE YOU WILL BE FORWARDED TO THE REPLY FORM. FROM REPLY YOU CAN ENTER A REPLY MESSAGE IN THE TEXT AREA.

SELECTING THE BUTTON TITLED "SEND" WILL SEND A REPLY MESSAGE TO THE SENDER.

AN ON-SCREEN NOTICE WILL APPEAR TO CONFIRM THAT THE MESSAGE HAS BEEN SENT AND REDIRECT YOU TO YOUR MAIL INBOX.

#### 5.4.4 SENT MAIL

THE SENT MAIL AREA DISPLAYS ALL MESSAGES THAT HAVE BEEN SENT FROM YOU TO OTHER USERS. EACH MESSAGE CAN BE DELETED OR EXPANDED. THE BUTTON TITLED "DELETE ALL" CAN BE USED TO CLEAR ALL SENT MESSAGES.

### 5.5 MAIN CHAT INTERFACE OPTIONS

THE MAIN CHAT WINDOW HAS SEVERAL ICONS AND FUNCTIONS THAT CAN BE USED TO POST MEDIA AND TO VIEW USER PROFILE AND STATUS INFORMATION.

#### 5.5.1 UPLOADS

LOCATED TO THE RIGHT OF THE BUTTON TITLED "SUBMIT" IS THE UPLOADS ICON. PRESSING THIS ICON WILL SLIDE IN AN UPLOAD WINDOW. FROM THIS WINDOW YOU HAVE THREE MEDIA TYPE OPTIONS.

- \* PHOTO

- \* AUDIO

- \* VIDEO

AFTER SELECTING A MEDIA FILE A BUTTON TITLED EITHER "POST IMAGE", "POST AUDIO" OR "POST VIDEO" WILL APPEAR. A LOADING ANIMATION WILL BE DISPLAYED ON THE RIGHT OF THE UPLOAD AREA. WHEN THE UPLOAD HAS COMPLETED THE CHAT WINDOW WILL RELOAD.

### 5.5.2 WHO'S ONLINE

LOCATED TO THE LEFT OF THE BUTTON TITLED "SUBMIT" IS THE "WHO'S ONLINE" ICON. SELECTING THE ICON WILL OPEN THE USER ACTIVITY MONITOR.

#### 5.5.2.1 USER ACTIVITY MONITOR

A USER WHO IS ACTIVE WILL HAVE A GREEN FLASHING DOT NEXT TO THEIR NAME. IF THE USER HAS BEEN INACTIVE FOR MORE THAN 5 MINUTES THE DOT WILL BE AMBER IN COLOR. AFTER HALF AN HOUR THE USER WILL NOT APPEAR IN THE USER ACTIVITY BAR.

SELECTING THE USERNAME ON THE ACTIVITY MONITOR WILL OPEN THAT USERS PROFILE.

#### 5.5.2.2 ALL USER PROFILES

LOCATED TO THE RIGHT ON THE USER ACTIVITY MONITOR IS A DARK BUTTON WITH A PLUS SIGN. SELECTING THIS BUTTON WILL OPEN A LIST OF ALL USERS OF THE CHAT.

EACH USER WILL HAVE THE FOLLOWING INFORMATION TO THE RIGHT OF THEIR USER ICON.

- \* NAME

- \* NICKNAME

- \* JOINED (DATE)

- \* LAST ONLINE (DATE AND TIME)

SELECTING THE USERS ICON WILL OPEN THAT USERS PROFILE.

### 5.5.3 USER PROFILES

THERE ARE THREE WAYS TO VIEW A USERS PROFILE. SELECTING THEIR PROFILE PICTURE TO THE LEFT OF THEIR CHAT MESSAGE WILL OPEN THE USERS PROFILE.

YOU CAN ALSO ACCESS A USERS PROFILE FROM THE USER ACTIVITY BAR BY SELECTING THEIR NAME. THE VIEW ALL PROFILES BUTTON TO THE RIGHT OF THE USER ACTIVITY BAR WILL ALSO DISPLAY A USERS PROFILE WHEN THEIR PROFILE IMAGE IS SELECTED.

SELECTING THE BUTTON TITLED "CHAT" WILL RETURN YOU TO THE MAIN CHAT WINDOW.

#### 5.5.3.1 SEND MAIL

TO SEND A USER MAIL FROM THEIR PROFILE SELECT THE BUTTON AT THE TOP OF THE PROFILE TITLED "SEND MAIL".

THIS WILL REDIRECT YOU TO THE SEND MAIL PAGE. ONCE YOU HAVE ENTERED A SUBJECT AND A MESSAGE SELECT THE BUTTON TITLED "SEND".

AFTER YOUR MESSAGE HAS BEEN SENT YOU WILL BE REDIRECTED TO YOUR MAIL INBOX.

#### 5.5.3.2 PRIVATE CHAT

IF YOU ARE A MEMBER OF A USERS PRIVATE CHAT YOU CAN SELECT THE BUTTON AT THE TOP OF THEIR PROFILE TITLED "PRIVATE CHAT".

IF YOU ARE NOT A MEMBER YOU WILL SEE AN ON-SCREEN NOTICE STATING THAT YOU ARE NOT A MEMBER OF THIS USERS PRIVATE CHAT.

IF THE USER IS NOT ONLINE AT THE TIME YOU WILL SEE AN ON-SCREEN NOTICE STATING THAT THE USER IS OFFLINE AND AN OPTION TO MAIL THE USER INSTEAD.

IF THE USER IS ONLINE AND YOU ARE MEMBER OF THEIR CHAT YOU WILL BE REDIRECTED TO THE MAIN CHAT WINDOW. A SMALLER WINDOW WILL OPEN OVER THE MAIN CHAT WINDOW WHERE YOU CAN CHAT WITH THE USER IN THEIR PRIVATE CHAT.

IF SOMEONE ENTERS YOUR PRIVATE CHAT YOU WILL SEE A SMALL CHAT WINDOW OPEN ON YOUR MAIN CHAT WINDOW.

THERE ARE OPTIONS TO POST PHOTO, VIDEO AND AUDIO FROM THE PRIVATE CHAT WINDOW USING THE UPLOAD ICON TO THE RIGHT OF THE TEXT INPUT FIELD.

ONCE YOU HAVE FINISHED CHATTING WITH THE USER YOU CAN SELECT THE BUTTON AT THE TOP TITLED "CLOSE".

WHEN EITHER YOU OR THE PRIVATE CHAT OWNER HAVE LEFT THE PRIVATE CHAT AN ON-SCREEN NOTICE WILL BE POSTED STATING YOUR USERNAME AND THAT YOU HAVE NOW LEFT THE CHAT.

#### 5.5.3.3 FOLLOW

SELECTING THE BUTTON AT THE TOP OF THE PROFILE TITLED "FOLLOW" WILL SEND OUT AN ON-SCREEN NOTICE TO YOU WHEN THE USER HAS POSTED NEW CONTENT TO THEIR CREATIVE PAGE.

YOU CAN ALSO SELECT UNFOLLOW AT A LATER TIME IF YOU DO NOT WISH TO RECEIVE NOTIFICATIONS OF THEIR NEW CREATIVE CONTENT.

#### 5.5.3.4 PING

YOU CAN USE THE BUTTING TITLED "PING" ON A USERS PROFILE WITH OR WITHOUT ENTERING A MESSAGE IN THE PING TEXT INPUT FIELD. THIS WILL SEND A NOTICE TO THE USER THAT YOU ARE ON THE CHAT.

IF THE USER HAS NOT CONFIGURED THEIR PING SETTINGS A NOTICE WILL APPEAR STATING THAT THE USER HAS NOT YET CONFIGURED THEIR PING SETTINGS.

#### 5.5.3.5 MEDIA

AT THE BOTTOM OF A USER PROFILE THERE ARE FOUR BUTTONS. EACH BUTTON CAN BE USED TO VIEW A USERS CREATIVE POSTS. VIEWING THE CREATIVE POSTS, IF PRIVATE, WILL ALLOW YOU TO LEAVE A COMMENT ON THE POSTED CONTENT.

IF THE USER DOES NOT HAVE ANY CREATIVE CONTENT POSTED THE AREAS BELLOW THE BUTTONS WILL NOT DISPLAY ANY CONTENT.

TO VIEW THE CREATIVE CONTENT SELECT ANY OF THE BUTTONS TITLED "MEDIA COLLECTIONS", "IMAGES", "VIDEOS" OR "AUDIO".

#### 5.5.4 ACCESSING MAIL

MAIL CAN BE ACCESSED USING THE CENTER ENVELOPE ICON IN THE HEADER OF THE MAIN CHAT WINDOW. SELECTING THE ICON WILL REDIRECT YOU TO YOUR INBOX.

##### 5.5.4.1 NEW MAIL NOTICE

WHEN NEW MAIL HAS ARRIVED THE ENVELOPE ICON WILL CHANGE TO HAVE A DARK CIRCLE WITH A LIGHT EXCLAMATION POINT IN THE CENTER. AFTER VIEWING YOUR MAIL THE MAIL ICON WILL RETURN TO IT'S DEFAULT STATE.

#### 5.5.5 CREATIVE COMMENTS

WHEN A USER LEAVES A COMMENT ON YOUR CREATIVE CONTENT YOU WILL BE NOTIFIED IN THE MAIN WINDOW WITH AN ICON LOCATED TO THE LEFT OF THE MENU IN THE TOP LEFT OF THE SCREEN.

##### 5.5.5.1 CREATIVE COMMENT NOTICE

WHEN A NEW COMMENT IS RECEIVED AN ICON OF A FILM REEL CAMERA WILL APPEAR. SELECTING THIS ICON WILL OPEN YOUR COMMENT WINDOW. THE COMMENTS CAN BE VIEWED AND NOTIFICATIONS CAN BE CLEARED BY SELECTING THE BUTTON TITLED "CLEAR ALL".

THE COMMENT WINDOW CAN ALSO BE CLOSED WITHOUT CLEARING THE NOTIFICATIONS BY SELECTING THE BUTTON TITLED "CLOSE".

ONCE YOU HAVE CLOSED THE COMMENT NOTICE WINDOW THE ICON WILL NO LONGER BE VISIBLE. THE NOTICE ICON WILL ONLY APPEAR ON THE MAIN CHAT HEADER WHEN YOU HAVE A NEW COMMENT THAT YOU HAVE NOT YET VIEWED.

## 5.6 HELP SECTION FOR USERS

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "SETTINGS" FROM THE DROP-DOWN MENU.

TO OPEN THE HELP SECTION SELECT THE BUTTON TITLED "HELP" TO DISPLAY THE HELP PAGES.

LOCATED AT THE BOTTOM OF THE HELP SECTION IS THE OPTION TO REMOVE YOUR USER ACCOUNT.

### 5.6.1 REMOVING USER ACCOUNT

TO REMOVE YOUR ACCOUNT AND ALL ASSOCIATED DATA FROM THE SERVER ENTER YOUR CURRENT PASSWORD AND SELECT THE BOX TO CONFIRM THAT YOU WISH TO REMOVE YOUR ACCOUNT.

IF YOUR PASSWORD IS INCORRECT YOU WILL NEED TO START THE PROCESS OVER. IF YOU DO NOT REMEMBER YOUR PASSWORD THE CHAT ADMINISTRATOR CAN RESET YOUR PASSWORD.

ONCE THE REMOVAL PROCESS IS COMPLETED YOU WILL SEE AN ON-SCREEN NOTICE CONFIRMING THAT YOUR ACCOUNT AND ALL DATA HAVE SUCCESSFULLY BEEN REMOVED FROM THE SERVER. YOU WILL THEN BE REDIRECT TO THE LOGIN PAGE.

## 6. MODERATOR ACCOUNTS

### 6.1 MODERATOR RIGHTS

#### 6.1.1 REMOVING USER POSTS

AN ACCOUNT THAT HAS BEEN PROMOTED TO MODERATOR HAS THE RIGHT TO REMOVE ANY USERS POST FROM THE MAIN CHAT.

TO REMOVE A MESSAGE FROM THE MAIN CHAT SELECT THE BUTTON TITLED "REMOVE" FROM THE TOP RIGHT OF ANY MESSAGE IN THE CHAT.

A MODERATOR CANNOT REMOVE A MESSAGE IN A PRIVATE CHAT.

### 6.1.2 BANNING USERS

AN ACCOUNT THAT HAS BEEN PROMOTED TO MODERATOR CAN BAN AND UN-BAN A USER ACCOUNT.

TO BAN A USER SELECT THE USERNAME FROM THE DROP-DOWN MENU LOCATED AT THE BOTTOM LEFT OF YOUR MAIN CHAT WINDOW. SELECT THE BUTTON TITLED "BAN" TO BAN THE USER.

AN ON-SCREEN NOTICE WILL APPEAR ON THE SCREEN TO CONFIRM THAT THE USER ACCOUNT IS NOW SET TO BANNED.

TO UN-BAN A USER SELECT THEIR NAME FROM THE DROP-DOWN LIST LOCATED AT THE BOTTOM RIGHT OF YOUR MAIN CHAT WINDOW AND SELECT THE BUTTON TITLED "UNBAN".

AN ON-SCREEN NOTICE WILL APPEAR ON THE SCREEN TO CONFIRM THAT THE USER ACCOUNT IS NOW SET TO ACTIVE.

ONCE A BAN HAS BEEN PROCESSED THE CHAT WINDOW WILL RELOAD.

## 6.2 MODERATOR INVITES

### 6.2.1 SENDING INVITES VIA EMAIL

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "INVITES" FROM THE DROP-DOWN MENU.

UNDER THE HEADING "INVITE A USER VIA E-MAIL" USE THE TEXT INPUT AREA TO INPUT THE RECIPIENT USER EMAIL ADDRESS.

TO SEND THE INVITE SELECT THE BUTTON TITLED "SEND INVITE".

### 6.2.2 SENDING INVITES VIA SMS

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "INVITES" FROM THE DROP-DOWN MENU.

UNDER THE HEADING "INVITE A USER VIA SMS TEXT MESSAGING" USE THE TEXT INPUT AREA TO INPUT THE RECIPIENT PHONE NUMBER.

SELECT THE NEW USERS CELL PHONE PROVIDER FROM THE DROP-DOWN LIST BELOW.

TO SEND THE INVITE SELECT THE BUTTON TITLED "SEND INVITE".

### 6.2.3 MANAGING SENT INVITES

FROM THE MAIN CHAT WINDOW, SELECT THE TOP RIGHT MENU. THE MENU WILL APPEAR AS THREE HORIZONTAL LINES. SELECT "INVITES" FROM THE DROP-DOWN MENU.

AT THE BOTTOM OF THE INVITES PAGE UNDER THE HEADER "MANAGE SENT INVITES" WILL BE LISTED ALL PENDING INVITES. ONCE AN INVITE HAS BEEN COMPLETED IT WILL NO LONGER APPEAR IN THE LIST.

TO REVOKE THE INVITE SELECT THE BUTTON TITLED "REVOKE". WHEN THE INVITE HAS BEEN REVOKED THE LINK SENT OUT TO THE NEW USER WILL NO LONGER FUNCTION. AFTER THE INVITE HAS BEEN REVOKED IT WILL BE REMOVED FROM THE SENT INVITES LIST.

## 7. AUTHOR INFORMATION

### 7.1 ETHCHAT PRO V.5 AUTHOR

AUTHOR: MATT@LIBREREQUEST.ORG

## 8. TECHNICAL NOTES

### 8.1 MESSAGE TIME TO LIVE

ALL MESSAGES AND FILES POSTED TO THE CHAT WILL REMAIN ON THE CHAT FOR A PERIOD OF THREE HOURS BEFORE THEY ARE REMOVED.

### 8.2 USAGE NOTICE

ETHCHAT PRO V.5 IS NOT INTENDED TO STORE, OR TRANSMIT SENSITIVE DATA.

### 8.3 MAIL STORAGE

THE MAIL FUNCTION STORES THE MESSAGE BODY IN ENCRYPTED AES-128-CTR FORMAT.

#### 8.4 PING AND NOTIFICATION ERRORS

SOME PHONE PROVIDERS MAY BLOCK SENDMAIL MESSAGE FOR PINGS AND OFFLINE MESSAGE FORWARDING. MESSAGES THAT ARE BLOCKED BY THE PROVIDER ARE BLOCKED ON THE PROVIDER SIDE AND WILL HAVE TO BE UNBLOCKED BY THAT MOBILE PROVIDER.

#### 8.5 SERVER UPLOAD ERRORS

IF YOU ARE UNABLE TO UPLOAD FILES LARGER THAN 2MB YOU WILL NEED TO MODIFY YOUR PHP.INI - YOUR WEB HOSTING PROVIDER CAN MAKE THIS ADJUSTMENT FOR YOU IF YOU ARE UNABLE TO MAKE CHANGES TO YOUR SHARED HOSTING PHP CONFIGURATION.

#### 8.6 PROJECT SCOPE

THIS PROJECT HAS BEEN SPECIFICALLY DESIGNED IN ORDER TO OPERATE ON A SHARED WEB HOSTING SERVER.

#### 8.7 PRODUCTION SOFTWARE AND TECHNOLOGIES

ETHCHAT PRO V.5 DEVELOPED USING THE FOLLOWING SOFTWARE

- \* APACHE 2.4.66
- \* PHP 8.5.2
- \* JQUERY 4.0.0
- \* KATE (TEXT EDITOR) 25.12.1
- \* FEATHERPAD (TEXT EDITOR) 1.6.2

##### 8.7.1 NO A.I. USED

ETHCHAT DOES NOT USE A.I. FOR DEVELOPMENT

### 9. LICENSE INFORMATION

#### 9.1 AGPL V3

<https://www.gnu.org/licenses/agpl-3.0.en.html>

## 9.2 OPEN FONT LICENSE

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