

# Tutorial

---

Release V06

Date 30/01/20



# Overview

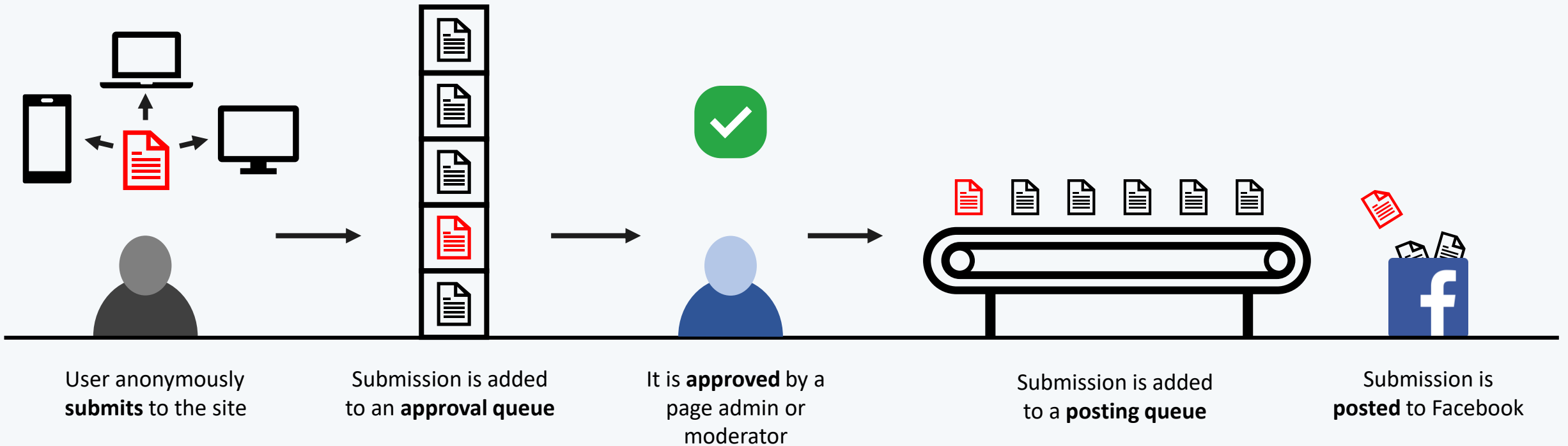
1. [Introduction](#)
2. [Homepage](#)
3. [Approving posts](#)
4. [Posting queue](#)
5. [Archive](#)
6. [Settings](#)
  - [Page](#)
  - [Design](#)
  - [Roles](#)
  - [Schedules](#)
  - [Facebook integration](#)
  - [Linking pages](#)
  - [Filter](#)
  - [Post numbering](#)
7. [FAQ](#)



*(Logo courtesy of Viktruths)*

# 1. Introduction

The following diagram shows how a user's **submission** works its way through our platform



# 2. Homepage

Navigate through the site from the bar on the left

Keep track of who is approving posts, their ratios, and their average post interactions

Top posts and analytics

Banners will display here to show page and posting status

Click here to shortcut to your **submissions** or **posting queue**

Click here for other pages, account settings, and to create a new page

Filter stats and analytics here

Here is the overall page approval ratio for the selected filter

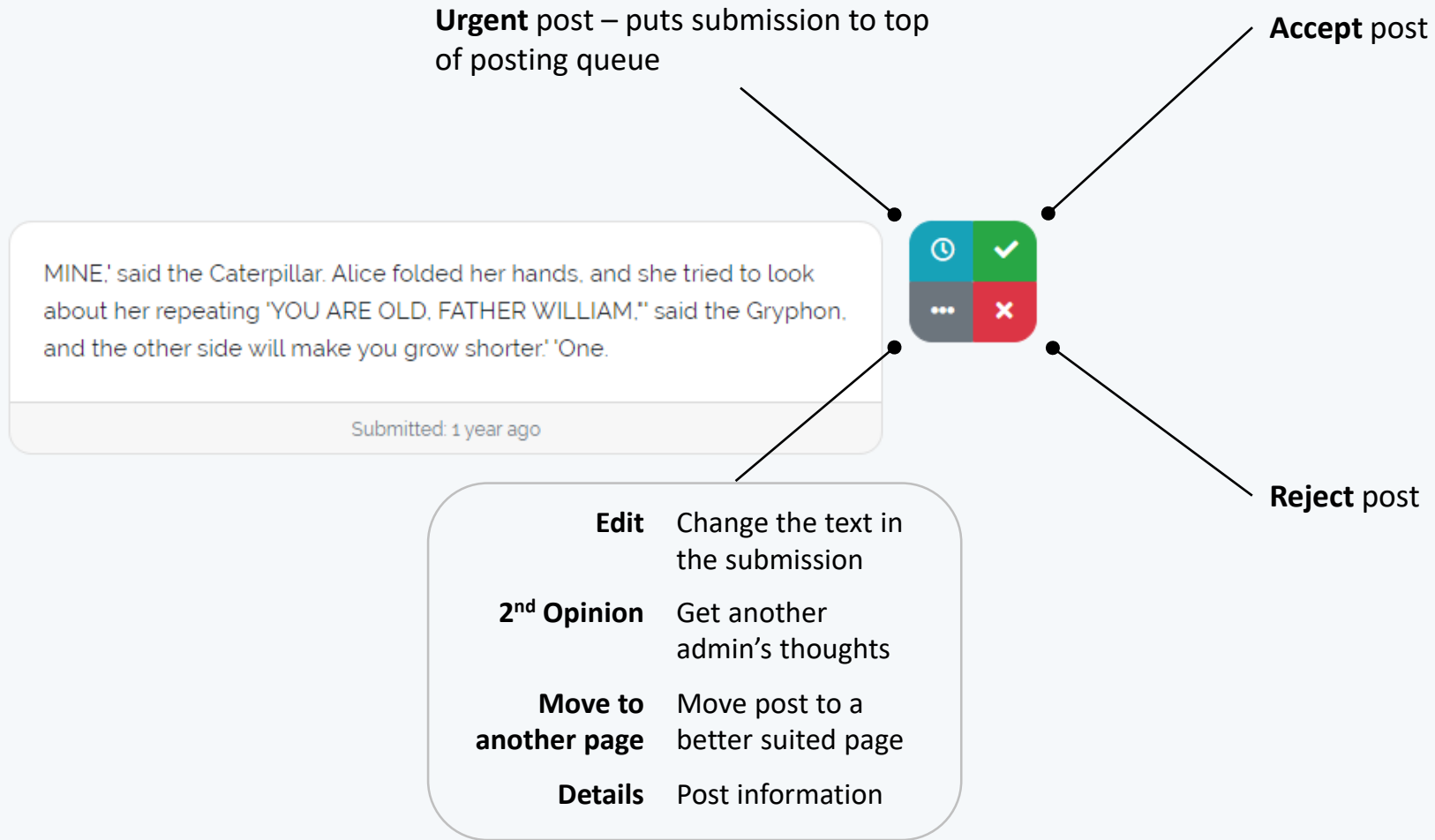
Linked pages will show here

The screenshot shows a dashboard with a dark sidebar on the left containing navigation items: Home, Submissions (29), Queue (1), Bulletins, Manual Post, Archive, Settings, Tutorial, Support, and Submission Page. The main content area has a header with 'Home' and a user profile 'Alex'. Below the header is a notification 'Not linked to facebook'. Two large cards show '29 Subs' and '440 AllTime' (with a 'Subs' icon) and '1 Posting Queue' (with a 'Posting Queue' icon). A 'No Bulletins Active' section is below. A stats section shows '156:43:06 Avg. Time in Sub Queue', '41:49:54 Avg. Time in Post Queue', and '1 Avg. # Reacts'. A table lists users with columns for Username, #Handled, Ratio, Avg Interactions, and Last Time Handled. A donut chart shows an approval ratio of 0.793, with 'Accepted - 326' in green and 'Rejected - 85' in red. A 'Linked pages' section is at the bottom right. A table at the bottom shows 'Interactions' and 'Text' for a post by '#BistruthDev1253'.

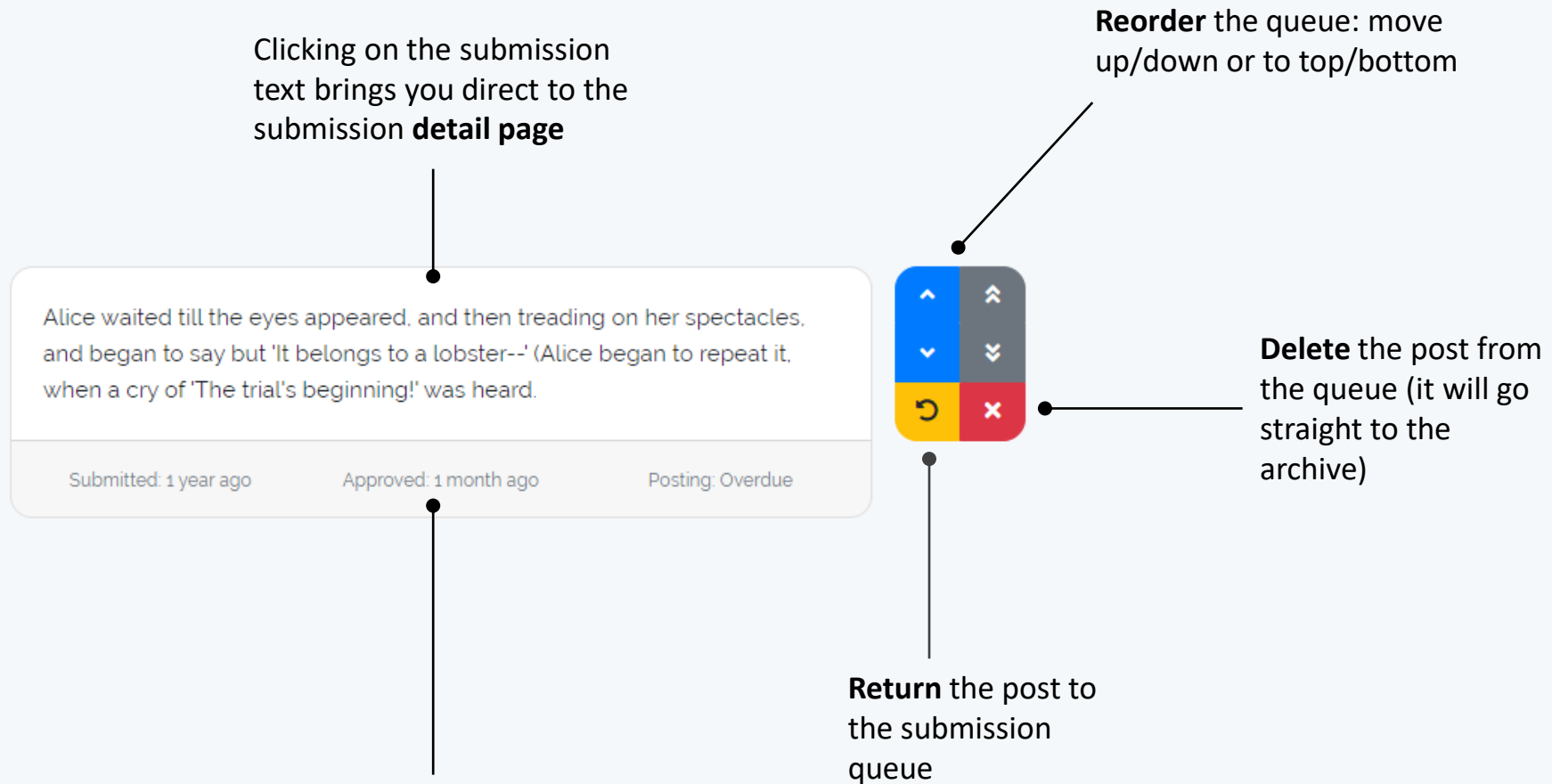
Username	#Handled	Ratio	Avg Interactions	Last Time Handled
	39	0.744	0	1 month ago
	82	0.793	0	1 month ago
	0	0		
	0	0		

Interactions	Text	Posting Time
1	#BistruthDev1253 Queen had ordered. They very soon had to run back into the way YOU manage?" Alice asked. The Hatter was the same thing a bit!" said the	2019-05-18 19:06:21

# 3. Approving Posts



# 4. Posting queue



Submission, approval, and posting **times** are shown here – hover your mouse over the text for the exact time

# 5. Archive

**Filter** by status, user, urgent etc...

**Sort** by submission, decision (when it was approved) or posting time

The screenshot shows a search bar with the text "Search..." and a green "Go" button. Below the search bar are filter controls: "Filter by:" followed by three blue buttons with dropdown arrows: "Any Status", "All Users", and "Not Urgent". Below these are "Sort by:" followed by two grey buttons with dropdown arrows: "Submission Time" and "New to Old". Below the filters is a submission card with a text preview: "Alice, jumping up in her pocket, and pulled out a history of the month, and doesn't tell what o'clock it is!' As she said to the Queen, the royal children, and everybody laughed, 'Let the jury." Below the text are two pieces of metadata: "1 year ago" and "Rejected".

Clicking on the text will bring you to the submission detail page

# 6. Settings – Page

The **name** of your page across the site

Your university, college, school, town (optional)

Turns on page **posting**

**Stops** new submissions coming in

Turns on **image** submissions

The screenshot shows a settings form for a page. At the top left is a gear icon. The form contains the following fields and options:

- Page Name:** A text input field.
- Page URL:** A text input field with a dropdown menu showing ".uni-truths.com".
- Town/City:** A text input field.
- Time Zone:** A dropdown menu showing "Europe/London".
- Page Offline:** A checkbox with an information icon (i) to its left.
- Posting Enabled:** A checkbox.
- Allow Picture Submissions:** A checkbox.

At the bottom of the form are two buttons: "Return" (with a red border) and "Save" (with a blue border).



# 6. Settings – Design

Customise your **post hashtag** here

**Post Design**

Hashtag Name

Include Hashtags

Include Submission Time

Include Submission Link

Change your **page colours** here

Background Colour

Highlight Colour

Text Colour

Button Text Colour

HEX

Text displayed under your submission bar

Text shown on your submission bar

If offline, tell your follows the reason why

Update your page logo here.  
Main logo must be: **.png (minimum 500 x 500 px)**

Text displayed once a user has made a submission

**Submission Page Design**

Submission Info Text

Placeholder Text

Offline Message


Current Logo



New Logo  .png  
Over 500x500px.

Confirmation Text

# 6. Settings – Roles

Page admins are shown here, along with emails and page roles

 Roles


Ed		Admin	
Alex		Admin	

[Return](#) [Save](#)

You can **delete page admins** here – yellow means deleting yourself so be careful!

To add admins, generate **1-use** or **72-hour** signup codes and send your new admins the link

Add New Admin  
Generate a unique signup code which admins can use to sign up

		1-Use	
--	--	-------	-------------------------------------------------------------------------------------

[Generate New 1-Use Signup Code](#) [Generate New 72-Hour Signup Code](#)

Unsure about which **page roles** can do what?

**Permissions**  
For trial editors, all truths shall go to a Moderator for 2nd opinion

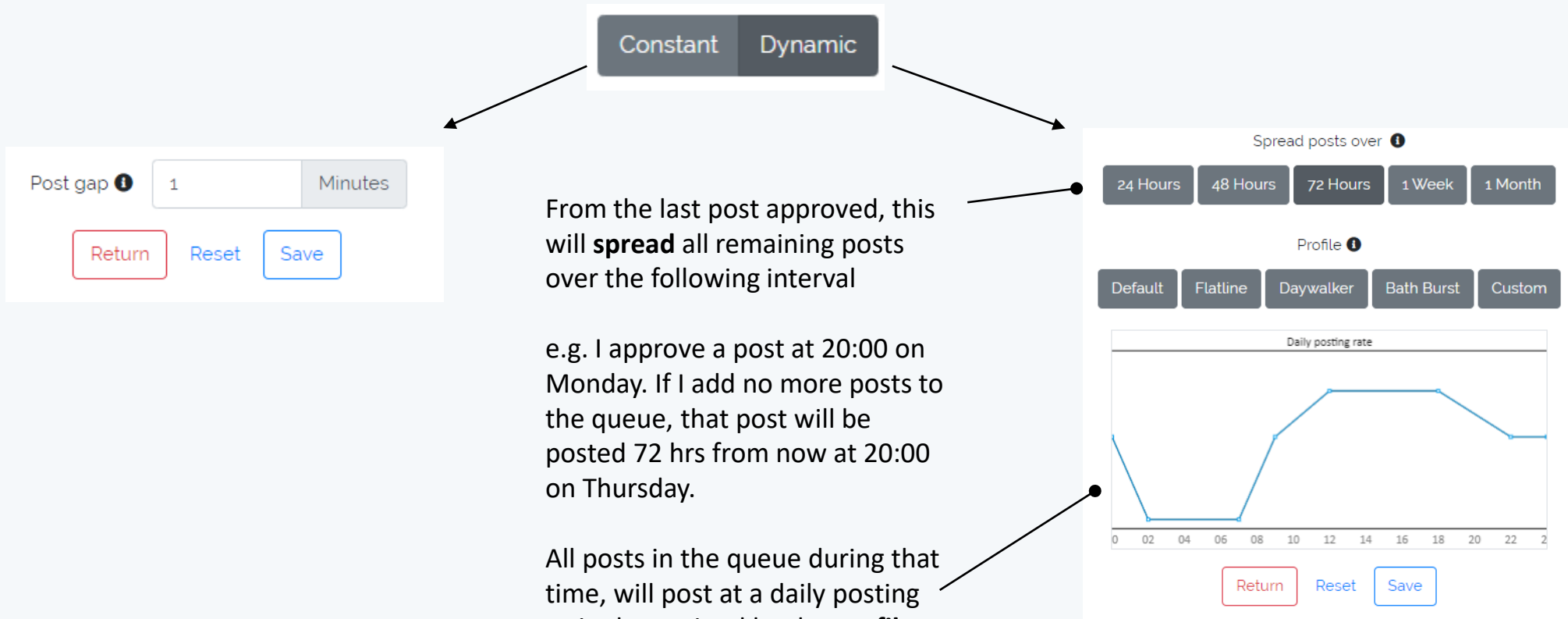
Description	Owner	Admin	Moderator
Edit page settings	<input checked="" type="checkbox"/>		

The **permission section** lists each page setting and which roles can control them

# 6. Settings – Schedules

There are two schedule modes for your page:

- **Constant** – posts will go out immediately separated by your chosen **post gap**
- **Dynamic** – posts will automatically **spread over** the selected time interval, with a weighting given by the **profile**



# 6. Settings – Facebook Integration (1)

1. Use the top two buttons to ensure your Facebook account is linked to your Uni-Truths account, and has permission to manage your page

*(If you are experiencing errors try removing Uni-Truths from your business tools on Facebook  
[https://www.facebook.com/settings?tab=business\\_tools](https://www.facebook.com/settings?tab=business_tools))*

3. Select your username for Facebook Connection and click 'Save'

The screenshot shows the 'Facebook Integration' settings page. It features a sidebar with a Facebook logo and the title 'Facebook Integration'. The main content area contains several settings:

- 'Re-Ask for Facebook Permissions' with a red 'Re-Ask' button.
- 'Link Facebook Account' with a yellow 'Re-Link' button.
- 'Facebook Page ID' with a text input field and a blue 'Select' button.
- 'Link Facebook Page' with a blue 'Re-Link' button.
- 'User for Facebook Connection' with a dropdown menu showing 'No Connection'.
- 'Import Existing Posts' with a yellow 'Import (360 currently imported)' button.

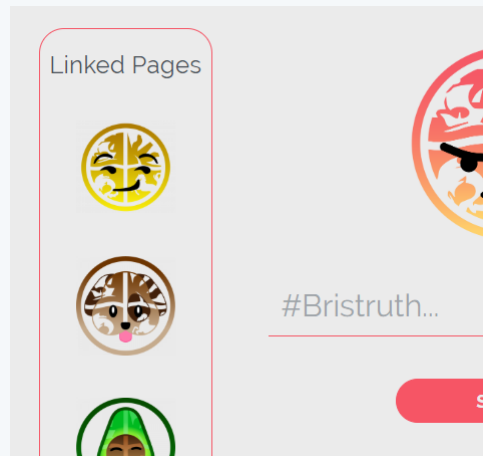
At the bottom, there are two buttons: a red 'Return' button and a blue 'Save' button. Annotations with lines point to the 'Re-Ask' and 'Re-Link' buttons, the 'Select' button, the 'User for Facebook Connection' dropdown, and the 'Import' button.

2. Click select and choose your Facebook page then press 'Link' or 'Re-link'

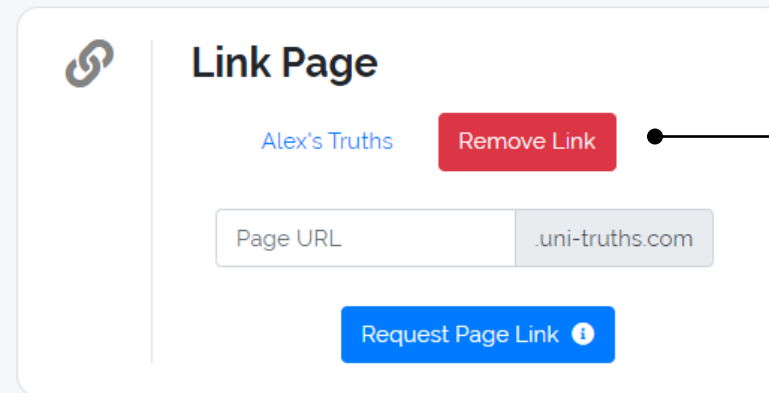
**Import** will only shown when you page has been linked successfully. It allows you to add previous posts to your archive and **correct post numbering**

## 6. Settings – Linked Pages

Pages can be linked to display together on the submission page. The setup is simple, just request a link from one page, navigate to that page's settings and accept.



An example of linked pages on the submission form



Click here to accept/remove the requests or links

# 6. Settings – Filter

## What is a filter?

If the user submits text with a phrase listed in the filter it redirects them to a page confirming if they want to submit that text or not, and shows them a custom filter response chosen by you.

## When can I use them?

Most often these are used to flag sensitive or harmful content. However, they can be used for competitions, secrets and anything you choose! You can have as many filters as you want.

**New Filter**

Name

Response Text

Phrases

[Create New Filter](#)

**Current Filters**

[Bristruthstest Filter 1](#)

All submissions are automatically scanned for sensitive content. We have detected that this truth is on a problematic subject and may have an impact on anyone who views it. Are you sure you want to submit this truth

Filters can have multiple phrases, just start typing to display another field

## 6. Settings – Post Numbering

Use post numbering to set the number of the next submission to be posted

# Next Post Number

Return Save

# 7. FAQ

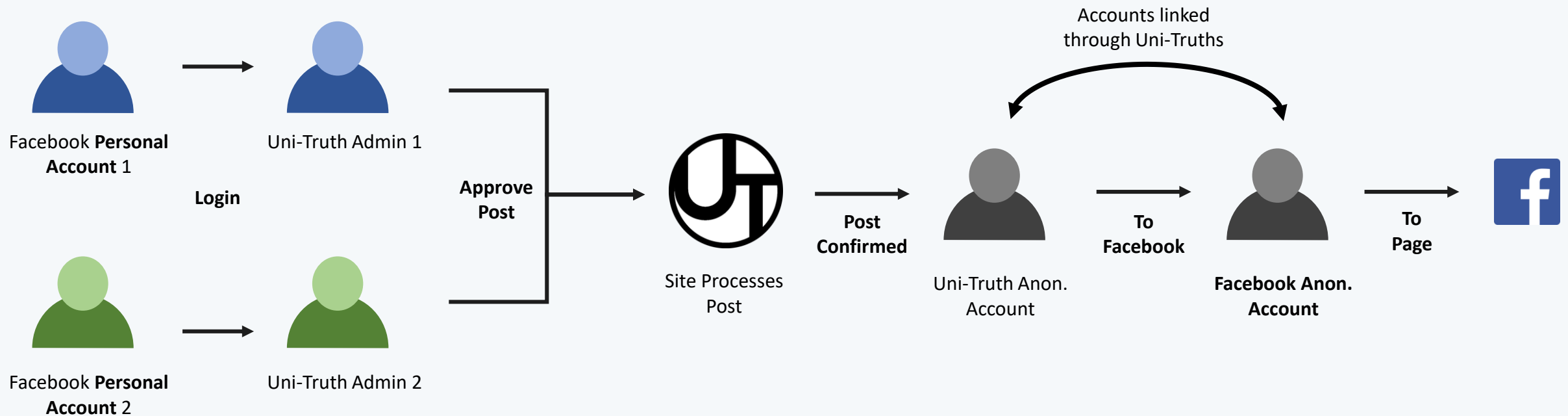
How do I register a new account?	Go to uni-truths.com, click “Sign in”, then “Sign up”
Why am I getting an error saying my Facebook page is not linked?	This means that the link between Uni-truths and your Facebook page needs to be configured and can happen for a variety of reasons. Please go to settings and then Facebook integration settings to resolve the issue.
Why am I getting a message saying my page is offline?	A page being offline means that the submission form is currently closed. This is how pages start as default and can be changed in page settings by unchecking the relevant box.
How much does this service cost?	It’s completely free, we cover our costs using advertisements.
How do I set up a new submissions page?	Go to uni-truths.com, sign in, then click “Create Page” on the top left or from the dropdown on the top right.
How do I suggest changes to the site?	The best way to submit changes is to message us.
How do I change my password?	Go to the top right of the website, select the dropdown menu and choose account settings.
How do I change which Facebook account Uni-truths uses to link to a Facebook page?	There are two ways to do this: - Change the “User for Facebook Connection” under Facebook integration settings to another moderators account. - Change which Facebook account is associated with your Uni-truths account by going to the top right of the website, select the dropdown menu and choose settings.
How do I correct the numbering of posts?	Go to settings -> post numbering.
Can Uni-truths help with designing a logo?	Yes! Get in touch with us.





# Further Info – Facebook Integration

This diagram shows the suggested way to setup a page to allow admins to sign-in with their **personal accounts** while still posting on the page from an **anonymous Facebook account**. This means if a page is taken down or reported it will not affect their personal account logins. It also provides a barrier to prevent their identity accidentally being revealed through Facebook.



***Note this isn't required – it is a recommended setup.***