

User Forum

PURPOSE

This document describes the procedures for accessing and navigating the CS Lucas User Forum

WHY IS THIS IMPORTANT?

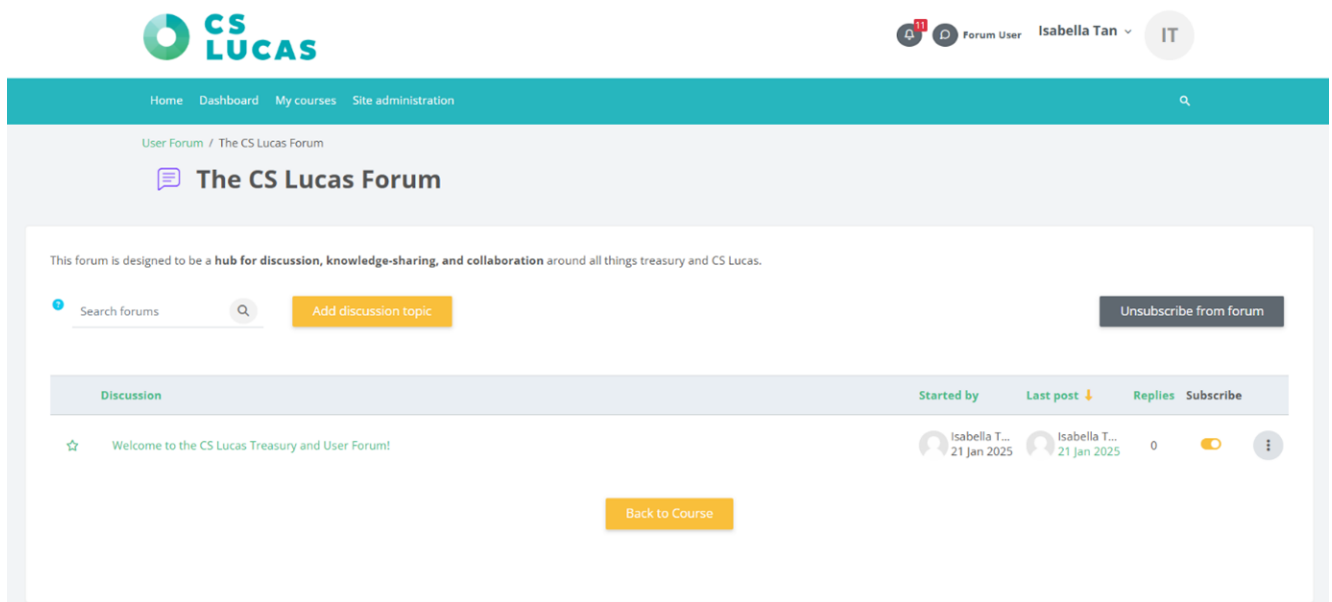
This forum is designed to be a hub for discussion, knowledge-sharing, and collaboration around all things treasury and CS Lucas.

PROCEDURE

Registering for the User Forum

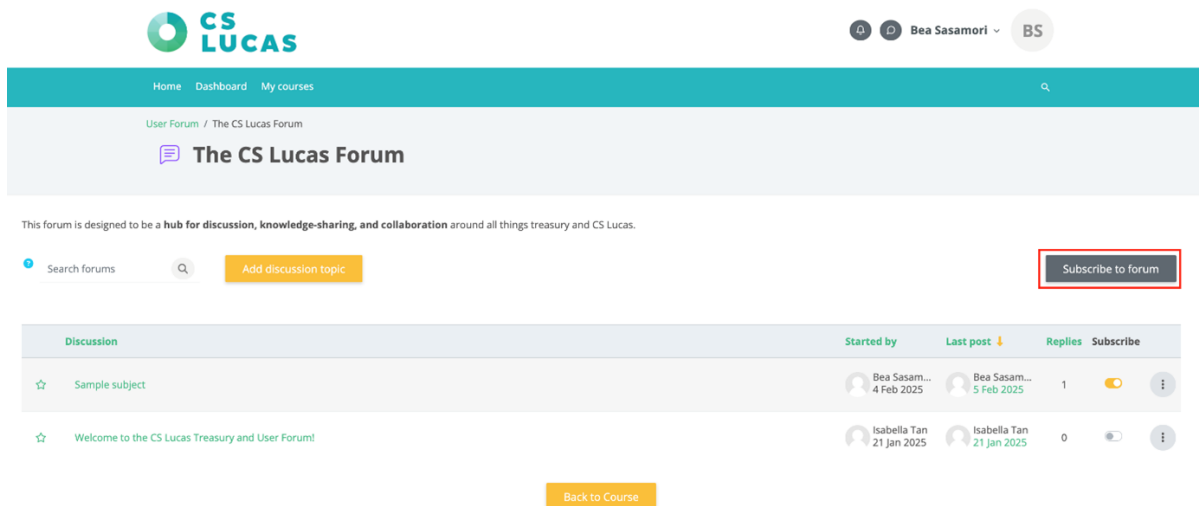
1. Please notify the CS Lucas team that you would like to join the CS Lucas Treasury Forum. The details we will need to enrol you are the following:
 1. Name
 2. Email address
2. Once we have your details, the CS Lucas team will add you to the forum.
3. When you are added, you will receive an email from no_reply@cslucas.com which will include your credentials for logging into the system
4. Please follow the instructions as per the email to access the system
5. When you are on the system you will have access to the "CS Lucas User Forum"

Navigating your Forum Dashboard



Your forum dashboard provides an overview of discussions and helps you stay updated on topics of interest. Here's how you can make the most of it:

1. **Subscribe to Forum Updates** – Click on “**Subscribe to forum**” to receive notifications when new topics are posted in the forum.



2. **Subscribe to Topics** – By default, you are **subscribed** to topics you create or respond to, so you'll be notified of any replies but if you're interested in a particular discussion, toggle “**Subscribe**” under that topic to receive updates whenever new replies are posted.

CS LUCAS

Home Dashboard My courses

User Forum / The CS Lucas Forum

The CS Lucas Forum

This forum is designed to be a **hub for discussion, knowledge-sharing, and collaboration** around all things treasury and CS Lucas.

Search forums Add discussion topic Subscribe to forum

Discussion	Started by	Last post	Replies	Subscribe
☆ Sample subject	Bea Sasamori 4 Feb 2025	Bea Sasamori 5 Feb 2025	1	<input checked="" type="checkbox"/>
☆ Welcome to the CS Lucas Treasury and User Forum!	Isabella Tan 21 Jan 2025	Isabella Tan 21 Jan 2025	0	<input type="checkbox"/>

Back to Course

3. **Topic Information** – Each topic displays:
- When it was started and when the last post was made
 - Who created the topic and who posted last
 - The **reply counter**, which shows how many responses the topic has received.

CS LUCAS

Home Dashboard My courses

User Forum / The CS Lucas Forum

The CS Lucas Forum

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☆ Welcome to the CS Lucas Treasury and User Forum!	Isabella Tan 21 Jan 2025	Isabella Tan 21 Jan 2025	0	<input type="checkbox"/>

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4. **Search for Topics** – Use the **search bar** to find existing discussions before creating a new post. This also helps avoid duplicate threads and makes it easier to find relevant information.

The CS Lucas Forum

This forum is designed to be a **hub for discussion, knowledge-sharing, and collaboration** around all things treasury and CS Lucas.

Search forums Add discussion topic [Subscribe to forum](#)

Discussion	Started by	Last post	Replies	Subscribe
☆ Sample subject	Bea Sasam... 4 Feb 2025	Bea Sasam... 5 Feb 2025	1	Subscribe
☆ Welcome to the CS Lucas Treasury and User Forum!	Isabella Tan 21 Jan 2025	Isabella Tan 21 Jan 2025	0	Subscribe

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5. **Favourite Important Topics** – Click the **star icon** on the left-hand side of a topic title to mark it as a favorite. All **favourited** topics will be pinned at the top of your forum dashboard for quick access.

The CS Lucas Forum

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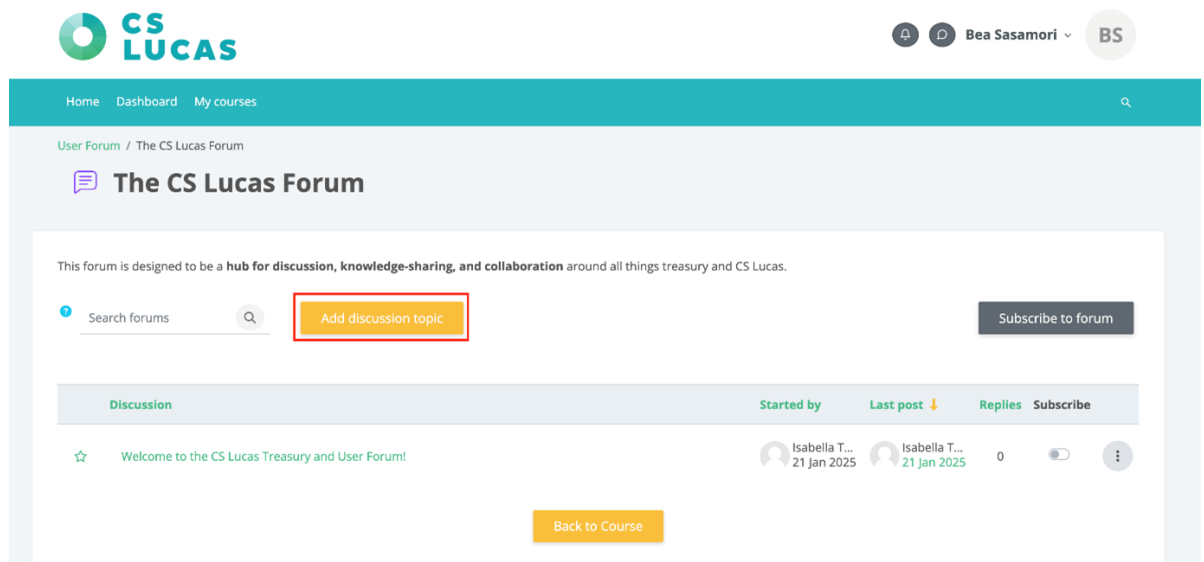
Search forums Add discussion topic [Subscribe to forum](#)

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☆ Welcome to the CS Lucas Treasury and User Forum!	Isabella Tan 21 Jan 2025	Isabella Tan 21 Jan 2025	0	Subscribe

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Creating a New Topic

1. Click on the **“Add discussion topic”**



2. Enter the **Subject** (title of your topic) and **Message** (content of your post).

3. If you wish to **attach files or images** (e.g., screenshots), click on the **“Advanced”**

The CS Lucas Forum

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Search forums

Subject

Message

Advanced

4. In the advanced settings, you can:
 - a. **Upload attachments** under the “Attachment” field
 - b. **Add tags** to your post for easier searchability.

The CS Lucas Forum

Add discussion topic


▼ Your new discussion topic

Subject

Message

Advanced

5. Click **“Post to forum”** to publish your discussion.

 **The CS Lucas Forum**

Add discussion topic


▼ Your new discussion topic Collapse all

Subject

Message

☐ Edit
 ☐ View
 ☐ Insert
 ☐ Format
 ☐ Tools
 ☐ Table
 ☐ Help


☐ Undo
 ☐ Redo
 ☐ Bold
 ☐ Italic
 ☐ Text color
 ☐ Background color
 ☐ Bulleted list
 ☐ Numbered list
 ☐ Link
 ☐ Unlink
 ☐ Image
 ☐ Video
 ☐ Code
 ☐ Table
 ☐ Full screen

0 words 

☒ Discussion subscription

Attachment

Maximum file size: 40 MB, maximum number of files: 1



You can drag and drop files here to add them.


▼ Tags

Tags

No selection

Enter tags...

6. Your post will now be visible on the homepage, and you will be **automatically subscribed** to receive notifications when someone replies.





 **The CS Lucas Forum**

Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.

You will be notified of new posts in 'Sample subject' in the forum 'The CS Lucas Forum'.

This forum is designed to be a **hub for discussion, knowledge-sharing, and collaboration** around all things treasury and CS Lucas.

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Sample subject	 Bea Sasam... 4 Feb 2025	 Bea Sasam... 4 Feb 2025	0	<input checked="" type="checkbox"/>
☆ Welcome to the CS Lucas Treasury and User Forum!	 Isabella Tan 21 Jan 2025	 Isabella Tan 21 Jan 2025	0	<input type="checkbox"/>

Responding to a Topic

1. Open the topic you wish to reply to.

Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.

You will be notified of new posts in 'Sample subject' in the forum 'The CS Lucas Forum'.

This forum is designed to be a **hub for discussion, knowledge-sharing, and collaboration** around all things treasury and CS Lucas.

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Sample subject	Bea Sasam... 4 Feb 2025	Bea Sasam... 4 Feb 2025	0	<input checked="" type="checkbox"/>
☆ Welcome to the CS Lucas Treasury and User Forum!	Isabella Tan 21 Jan 2025	Isabella Tan 21 Jan 2025	0	<input type="checkbox"/>

2. Click on “Reply” under the post.

Sample subject

by Bea Sasamori - Tuesday, 4 February 2025, 5:42 PM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris finibus laculis ullamcorper. Maecenas blandit, nunc et rutrum vulputate, quam purus mollis nulla, vel varius elit elit eu felis. Maecenas at urna vel lacus eleifend feugiat sit amet vitae tellus. Fusce rhoncus pulvinar mi vitae sagittis. Cras vitae ligula cursus, tincidunt arcu at, posuere turpis. Integer semper aliquam tellus, sit amet maximus eros tristique vitae. Vestibulum tincidunt mi in mauris luctus, ut semper nisi elementum. Maecenas tincidunt finibus rutrum. In ac dui accumsan, scelerisque massa a, laoreet tellus. Praesent sit amet arcu consequat orci venenatis fringilla ac sed quam.

Nulla ultricies arcu in lacus lacinia ullamcorper. Phasellus nibh ante, pellentesque eu nulla sed, congue sodales urna. Nullam eu tellus consequat lectus luctus pulvinar. Proin in neque et tortor semper molestie. Etiam dapibus nunc nec elementum venenatis. Duis sit amet pellentesque elit. Aliquam sed odio mauris. Maecenas vel sagittis nunc. Maecenas malesuada orci a ligula cursus laoreet. Integer blandit ut sapien id sodales. Morbi dapibus dui in ex ultrices condimentum.

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[Permalink](#)
[Reply](#)

3. Type your response in the message field.

Write your reply...

Sample subject

by Bea Sasamori - Tuesday, 4 February 2025, 5:42 PM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris finibus laculis ullamcorper. Maecenas blandit, nunc et rutrum vulputate, quam purus mollis nulla, vel varius elit elit eu felis. Maecenas at urna vel lacus eleifend feugiat sit amet vitae tellus. Fusce rhoncus pulvinar mi vitae sagittis. Cras vitae ligula cursus, tincidunt arcu at, posuere turpis. Integer semper aliquam tellus, sit amet maximus eros tristique vitae. Vestibulum tincidunt mi in mauris luctus, ut semper nisi elementum. Maecenas tincidunt finibus rutrum. In ac dui accumsan, scelerisque massa a, laoreet tellus. Praesent sit amet arcu consequat orci venenatis fringilla ac sed quam.

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[Permalink](#)
[Reply](#)

4. [Optional] click “Advanced” to attach files or add

formatting & tags.

Write your reply...

Post to forum

Cancel

Advanced

Sample subject

by [Bea Sasamori](#) · Tuesday, 4 February 2025, 5:42 PM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris finibus laculis ullamcorper. Maecenas blandit, nunc et rutrum vulputate, quam purus mollis nulla, vel varius elit elit eu felis. Maecenas at urna vel lacus eleifend feugiat sit amet vitae tellus. Fusce rhoncus pulvinar mi vitae sagittis. Cras vitae ligula cursus, tincidunt arcu at, posuere turpis. Integer semper aliquam tellus, sit amet maximus eros tristique vitae. Vestibulum tincidunt mi in mauris lacus, ut semper nisi elementum. Maecenas tincidunt finibus rutrum. In ac dui accumsan, scelerisque massa a, laoreet tellus. Praesent sit amet arcu consequat orci venenatis fringilla ac sed quam.

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Permalink Reply

5. Click **“Post to forum”** to publish your response.


▼ Your reply

Subject


Message

Re: Sample subject

Edit View Insert Format Tools Table Help




p

0 words 

Discussion subscription

Maximum file size: 40 MB, maximum number of files: 1

Add...


You can drag and drop files here to add them.

▼ Tags

Tags

No selection

Enter tags... ▼

Post to forum

Cancel

6. Your reply will appear at the bottom of the topic as a response.

Sample subject



by Bea Sasamori - Tuesday, 4 February 2025, 5:42 PM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris finibus iaculis ullamcorper. Maecenas blandit, nunc et rutrum vulputate, quam purus mollis nulla, vel varius elit elit eu felis. Maecenas at urna vel lacus eleifend feugiat sit amet vitae tellus. Fusce rhoncus pulvinar mi vitae sagittis. Cras vitae ligula cursus, tincidunt arcu at, posuere turpis. Integer semper aliquam tellus, sit amet maximus eros tristique vitae. Vestibulum tincidunt mi in mauris luctus, ut semper nisi elementum. Maecenas tincidunt finibus rutrum. In ac dui accumsan, scelerisque massa a, laoreet tellus. Praesent sit amet arcu consequat orci venenatis fringilla ac sed quam.

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[Permalink](#) [Reply](#)

Re: Sample subject



by Bea Sasamori - Wednesday, 5 February 2025, 2:03 PM

test reply

[Permalink](#) [Show parent](#) [Edit](#) [Delete](#) [Reply](#)

7. If you want to reply to a specific response within the thread, click the **“Reply”** button under that particular response to keep the discussion organized.

Forum Guidelines

1. Be respectful and professional in discussions.
2. Stay on-topic and provide helpful responses.
3. Avoid posting duplicate questions—search before starting a new thread.
4. Use clear and concise language to improve readability.
5. Report any inappropriate content to moderators.

Need Help?

If you encounter any issues or need further assistance, contact your dedicated Account Executive or post in the **Help & Support** section of the forum.

Discussion

Started by

Last post ↓

Replies Subscribe



Forum Help & Support



User For...
5 Feb 2025



User For...
5 Feb 2025

0

