



AAACN CONNECTED COMMUNITY PILOT INSTRUCTIONS September 2015

See **Quick Tips** on last page that includes instructions for how to unsubscribe from the entire community, how to unsubscribe from individual options, and directions for the most used functions

1. Enter this address in your browser window:

<http://community.aacn.org/home>

2. Sign in in the upper right corner using the blue Sign In button
3. Log into the community using your AAACN user name (email address) and password.
4. Agree to the terms.
5. Once logged in, you are taken to your profile page.

NOTE: There will be an easier way to log into your communities in the future. For the Pilot – you will need to log in this way.

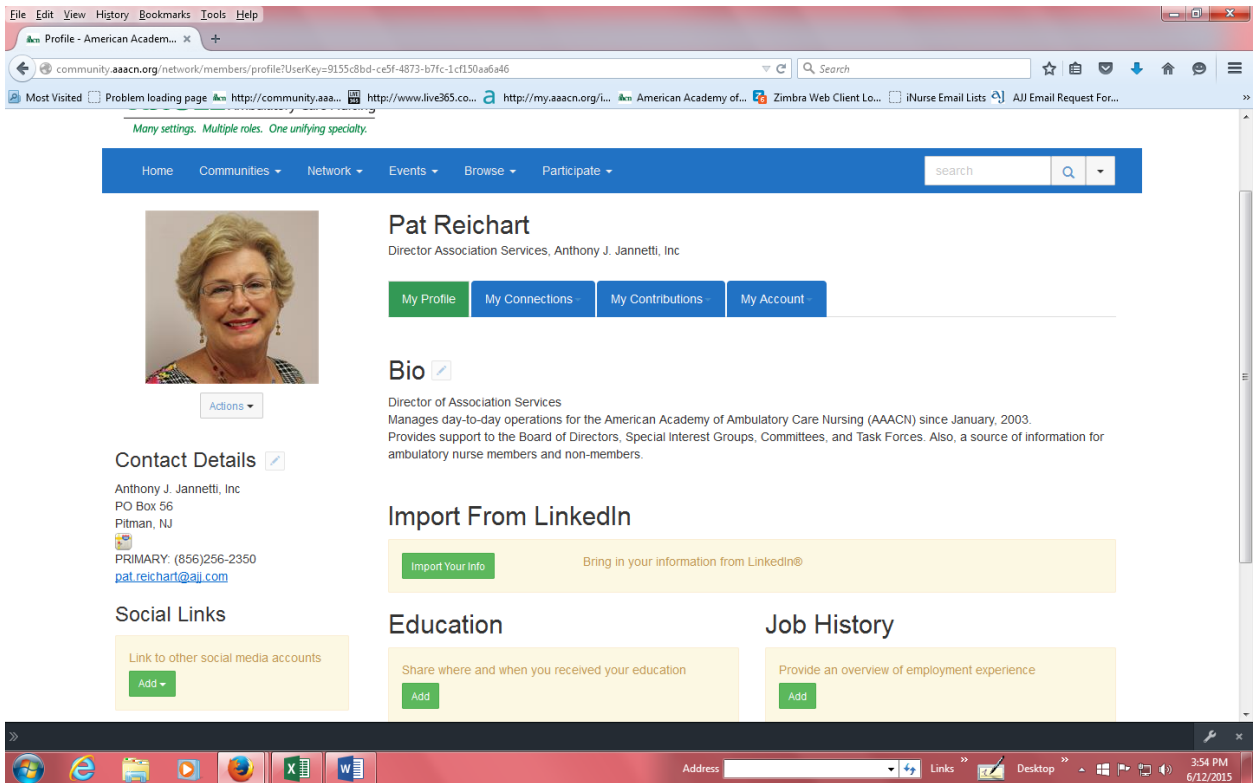
TIP: Bookmark the community address

FOR QUESTIONS

Send an email to Pat Reichart, Director of Association Services via pat@ajj.com or call AAACN at 800-262-6877
Press 53 as soon as you hear the recording

You may also reach:
Stephanie McDonald, Customer Service Coordinator via steph@ajj.com or call AAACN at 800-262-6877
Press 1 as soon as you hear the recording

Profile Page



Once you have logged in, you will be taken directly to your profile page. (You can also access your profile page from the arrow/image in the upper right corner of the Community Home Page.)

FIRST THING YOU SHOULD DO IS **COMPLETE YOUR PROFILE:**

Note: Some of your information will already show as it is drawn from your membership record in the data base.

Insert any additional information you would like to add in the fields. You can add anything you like to your profile, or you may import your information from your LinkedIn Account. The information in your profile will appear in all of the communities you subscribe to.

Photos make the whole community more personal. Please upload a photo of yourself if you have one. I had to play with my photo a little and crop it using the text box that came up over my photo, or when I clicked on the photo. You can play with it until you get it right by clicking on the “Actions” button below your photo and changing the picture until it fits.

Under the “My Profile” area there are additional tabs:

- My Connections: This contains any contacts you invited to be a contact. The advantage to this is finding someone quickly and connecting **just to them** easily.
- Networks: this area shows summaries of info. in the data base: how many members live in your city/state, how many members work for your employer, how many

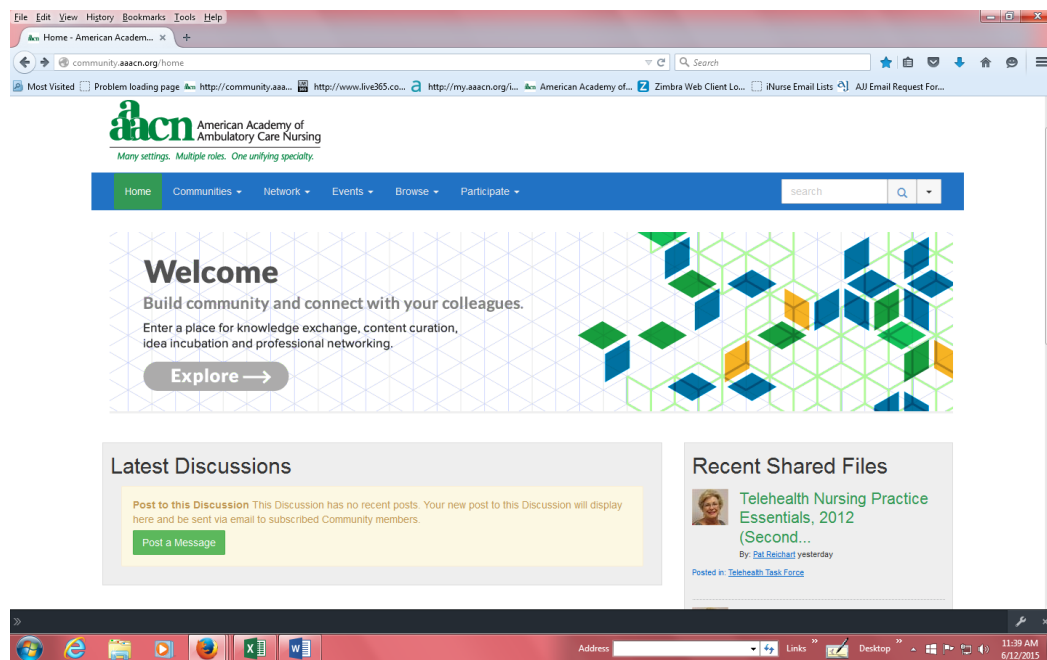
members receive *ViewPoint* by e-mail, how many members live in your state, and how many members have a birthday in the month you do!.

- Communities: Another link to the listing of the communities you belong to.
- My Contributions: Shows how many Library documents you have contributed.
- My **Account – Privacy settings** – Review the settings to see if you want to change any access to your information. The choices are:
 - My Contacts – those members of the community you identify as contacts
 - Members only – members of the specific community
 - Public – any AAACN member could link to your profile if they are given access to a community email that has a live link to your email address.
 - Only Me – only you can see the information you enter

*****Click on Home to get back to the main Home Page or click the back button*****

FEATURES OF THE MAIN COMMUNITY HOME PAGE

There are three windows (with graphics) below the tabs. These windows can change. Although you can navigate from these windows, it is best to learn to navigate using the tabs in the blue bars.



TOP ROW OF TABS: Communities Tab

The dropdown offers a list of “All Communities” available through AACN and the communities you are in under “My Communities.”

1. Clicking on “My Communities” in the drop down menu takes you to a list of the communities you have subscribed to. You can navigate to each of your communities from here by clicking on the name of the community.

Once you land on the community home page, from here you can see the Latest Discussion Posts, Announcements, and Latest Shared Files. You can post a message or share a file. *(Only members with “administrative rights” (e.g. the Chair or Staff) can post announcements in this area.)* You can also go to another member’s profiles by clicking on their name at the bottom of the page.

TOP ROW OF TABS: Network Tab

The dropdown offers a choice of “**Member Directory**.” In the Member Directory you can search using member information you know about a member of the community. In a large community, you will not want to scroll through names/links at the bottom of certain pages to find a member. Using this search feature makes finding a member of the community easier.

-If you click on the “Send Message” button to the far right of the member’s name, your message will only go to that member, not the entire community.

-If you click on the “Add as a Contact” – this will send an invitation to the person you selected inviting them to be a contact of yours. If accepted, that person’s information will be placed in “My Contacts” which is located within your profile.

TOP ROW OF TABS: Events Tab

Upcoming Events drop down – View Events in the communities you are subscribed to. *Only members with “administrative” rights (e.g. the Chair or Staff) can post events in this area.*

TOP ROW OF TABS: Browse Tab

The dropdown menu offers these choices:

- **Discussion Posts** – Discussion posts appear here. Add your post to an existing discussion.
- **Library Entries** – List of documents in the library and who posted them. Click on the document you wish to see. This takes you to a landing page for that document. You can open/view or download the document from here.
- **Glossary Entries** – View/post words and explain what they mean here.
- **Blogs** – We are not piloting this area. A blog for future use.

TOP ROW OF TABS: Participate Tab

The dropdown menu offers these choices:

Post a Message – Start a NEW post here. Make your Subject line **Crystal Clear**, as it will be saved forever and the words used will help when members search for information. It will also

help any member looking for information in the lists of posts. NOTE: You can “cross post” to other communities you participate in.

Share a File – You can upload documents here. When you “Share” a file here it will be posted in the Library using the title you enter in this area NOT the file name you saved the document as in your computer. Make sure the title of your document is crystal clear. **BUT..... – it is best to share files using the Library tab (see “Adding a Document” on page 6) so that you can see all folders and sub folder titles to place your document in the proper folder, or add a new folder.** From the “Share” feature, you do not have this option.

Share a YouTube Video - *We are not piloting this area. YouTube videos can be posted here.*

Share a Web Link – Enter the Web link you would like to share with any descriptive information. Your post will be shown in “Recent Shared Files” on the Home Page, and it will be added to the Web Link folder.

Join a Community:

Subscribe to additional communities from here.

**2nd ROW OF TABS ON EACH COMMUNITY HOME PAGE:
DISCUSSION - LIBRARY - MEMBERS**

COMMUNITY HOME – from here (just like the “Communities” tab on the first blue bar), you can see the latest Discussion Posts, Announcements, and Latest Shared Files. You can also post a message or share a file. (*Only members with “administrative rights” (e.g. the Chair or Staff) can post announcements in this area.*) You can also go to another member’s profile by clicking on their name at the bottom of the page.

2nd ROW OF TABS: Discussion – Join an existing discussion here.

2nd ROW OF TABS: Library – Click here to see all of the documents posted to the Document Library or Create a New Library Entry.

-Click on the document name you wish to open.

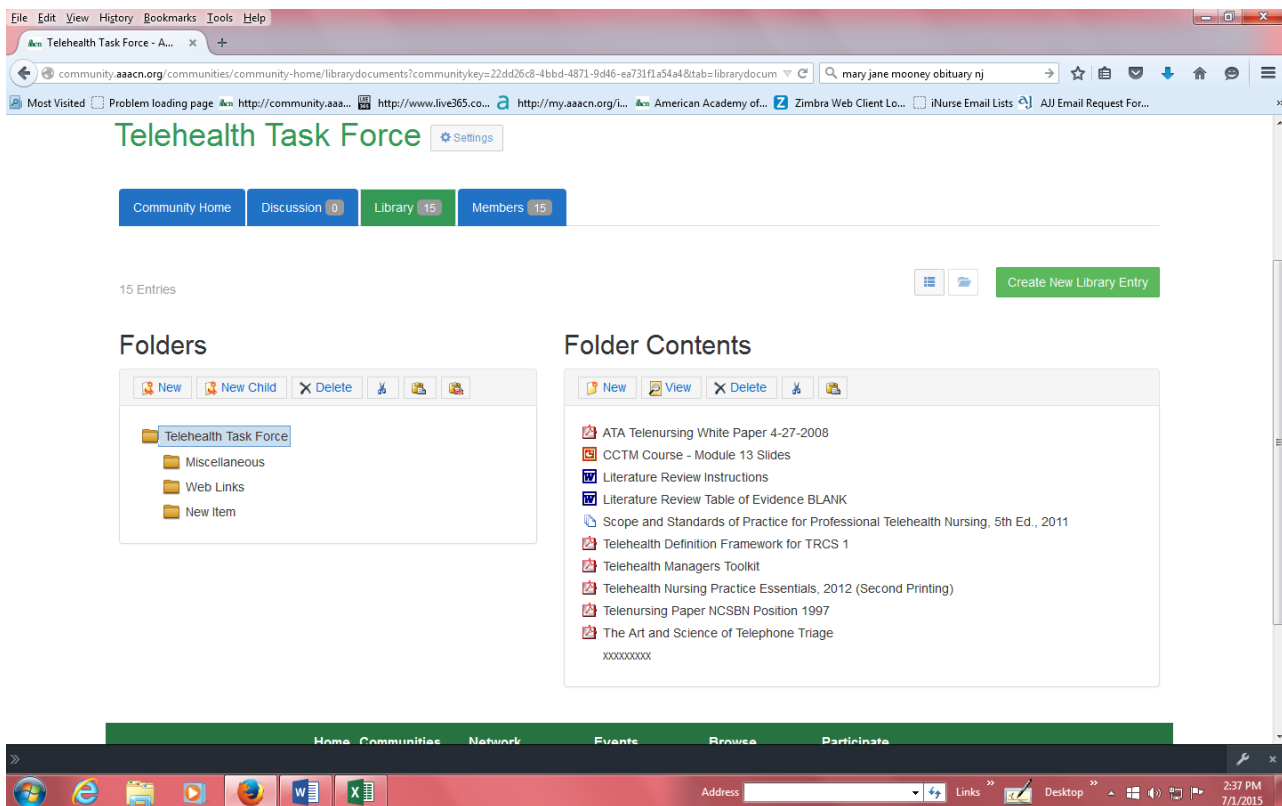
This takes you to a “landing page” for that document.

-Click on the document under “Attachments” to view or download it.

HOW TO ADD A DOCUMENT:

Before you add a document to the Library, you will need to determine if it falls into an existing folder or if you should create a new folder.

Viewing folders: When in the Library tab, click on the mini folder ICON below the 2nd row of tabs, to the right, next to the “Create a New Library” button. The screen below comes up.



FIRST - On the left side under Folders, you can see the existing folders. Determine if your document fits into any of the folders. If not, **please add a folder** for the topic covered by your document. It will be critical as the Library grows to sort documents from the start of each community by placing them into clearly named folders, rather than just putting all documents in one folder.

To add a folder, click “NEW” if you are adding a folder unrelated to the existing folders.

(Or, click “NEW CHILD” if you want to add a **sub folder** under an existing folder.) e.g. Telehealth Nursing Job Descriptions

- Telehealth Nursing Level I Job Description
- Telehealth Nurse Level II Job Description
- Telehealth Call Center Administrator Job Description

In most cases, you will Click NEW and give the folder a name keeping in mind your document and future documents of the same subject that might be added. Name it as general and as clear as possible!

To add a document to the Library

Once you have determined there is an existing folder where your document should reside, or you have added a new folder, click on the “Create New Library Entry” button. Be sure to name the document clearly when you fill in the title so that any member can determine the content of the document by its title. This will also help when someone searches for a

document. The search feature can find the right documents from the words you place in the title of the document e.g. Job Description for Telehealth Nurse instead of Job Description. Task Force Minutes 7_1_2015 instead of Minutes.

When adding a document, you are asked to fill in:

Title: This is the title that will appear in the Library listing and will be used by the search feature. (You can keep your original document name from when you saved it on your computer. The original document name will appear on the landing page for the document, under “Attachments.”)

Description: This is shown as optional, but will help others determine what is contained in your document which will be extremely helpful when the Library grows to have many documents. A good description will eliminate a member looking for a document having to open up each document to see if it contains what they need or were looking for.

Library:

Select the Library where you wish the document to be saved.

Folder: Select the folder where the document fits the best. Putting a document in the most appropriate folder will help everyone find it easily. When saving a document, feel free to add a new folder as described above. As the library grows, it will be extremely important to sort documents by topics in folder.

Entry Type: In most cases you will select “standard file upload.”

CLICK NEXT toward the bottom of the screen

“Choose” your document from the location in your computer, then click “Upload Files.”

CLICK FINISH toward the bottom of the screen

FINALLY, click SAVE at the very bottom of the page.

HOW TO DELETE A DOCUMENT YOU UPLOADED FROM THE LIBRARY

- Click on the Library tab
- Click on the document you wish to remove which takes you to that document’s landing page
- Click on the trashcan icon directly across from the link to the file. **NOTE** the icon is a very light blue and difficult to see.
- Confirm you want to delete the file

2nd ROW OF TABS: EVENTS – This can be used to view events within the community.

View Events in the community. *Only members with “administrative” rights can post events in this area.*

2nd ROW OF TABS: MEMBERS – A list of all members in the community

You can get to your profile and the profiles of other members of the community from this area.

HOW TO DIGEST COMMUNITY E-MAILS:

The platform offers a “digest” option where you can instruct the platform to send you the community e-mails in: real time, daily digest, or no E-mail. **You can set up each community you belong to differently.** *E.g. Leadership SIG – receive in real time, Telehealth SIG daily digest at end of day.*

Real Time – you will receive community emails when they are sent.

Daily Digest – will send you all emails that were sent by the community at once at the end of each day.

No Email – instructs the system to not send you any emails generated by the community, but allows you to view what is being discussed in the community, and gives you access to the Resource Library. If you have set yourself up in “No Email” mode, you would obviously need to change the setting if you want to send out a question or message to the community.

How to check/change your settings - To change settings on how you receive community e-mails:

Go to the specific community home page – for example: From the main Community home page (with the graphic): Click Communities/My Communities/Telehealth Task Force.

- Next to the Name of the Community is a “settings” box. Click on the link to bring up a menu box.
- Under Email Notifications, click on “Change” if you wish to change the digest option.
- Click the option you want, then click SAVE.

NOTE: When a community is launched, all members will be in real time mode.

AAACN CONNECTED COMMUNITY QUICK TIPS

Enter this address in your browser window: <http://community.aaacn.org/home>

Click on: Communities/My Community to get to your communities

What do you want to do?	Where to Click
Start a new discussion	<ul style="list-style-type: none"> ● Click on Participate tab in top blue bar, then click on Post a Message in the drop down menu
See existing discussions	<ul style="list-style-type: none"> ● Click on Latest Discussion Posts from the main Community home page <li style="text-align: center;">OR ● Click on the Discussion tab in 2nd blue bar, then click on Post to this Discussion <li style="text-align: center;">OR ● Click on the Browse tab in top blue bar, then click Discussion Posts from the drop down menu
Search for a topic in the discussions	<ul style="list-style-type: none"> ● Enter your topic in the Search box in the upper right corner of any page
Search for a document	<ul style="list-style-type: none"> ● Click on the Library tab in the 2nd bar within a community <li style="text-align: center;">OR ● Click on the Browse tab in top blue bar, then click Library Entries from the drop down menu <li style="text-align: center;">OR ● Enter your topic in the Search box in the upper right corner of the page
Send a message to only one member of the community	<p>When on the a specific community Home Page:</p> <ul style="list-style-type: none"> ○ Scroll to the bottom and click on that person's name ○ Click Send a Message <p>NOTE: You cannot send an email to a few select people in a community. It is either to the group or to one individual.</p>
Replying to a post	<p>You can either reply by clicking the Reply to Group or Reply to Sender blue buttons.</p>
Attaching a file to a <u>new</u> Post	<p>If you are sharing a document in your new post, click the Attachment option. Attach your document by clicking:</p> <ul style="list-style-type: none"> -Choose Files blue button -Double click on name of your file -Click Upload <p>Then, before sending, CLICK “Edit library entry details” to the right of your attached file. Select the proper folder for your document OR Create a new folder (see detailed instructions). Putting documents in clearly named folders will help others find what they need easily.</p>
Attaching a file to your reply	<p>Attach the file to your email. Please note the attachment will automatically be placed in the “general” community</p>

	<p>folder. The only way to put an attached document into the proper folder would be to add it to the Library, in the correct folder, then tell the recipient(s) to go there to obtain it.</p>
<p>Set up DIGEST to receive community emails once a day or to not receive emails but still see community activity online. NOTE: This can be set up differently for each community you are in. When communities are launched, all members will be in Daily Digest mode.</p>	<p>Go to the specific community Home Page, next to the heading for that community, click on the “settings” link that will bring up a menu box. Under Email Notifications, click on the arrow to bring up the drop down. Select:</p> <ul style="list-style-type: none"> • Real time • Daily Digest • No email. <p>NOTE: If you choose “No email” and decide you want to send an email to members of the community, you will need to change this setting.</p>
<p>HOW TO UNSUBSCRIBE FROM A COMMUNITY</p>	
<p>How to unsubscribe from a community and not receive emails from the community - but have access to the community to view discussions, files in the Library, and search discussion topics.</p>	<ul style="list-style-type: none"> • Click on the box with an arrow in the upper right corner of the Community Home Page (next to <u>Contact Us – Code of Conduct</u>) • Click Profile • Click My Account • Click Email Preferences in the Drop Down menu • Click the “Configure your subscriptions” box under Community Emails • Under Notifications, click “No Email” from the drop down choices.
<p>NOTE: <u>Instead of doing the above</u>, you can pick and choose how you are involved from the Email Preferences page. Below are descriptions of each option should you choose to select what you do and do not want to receive:</p>	
<p>Definition of “General Emails” Emails sent by the Community by the Community Administrator (such as a SIG or Task Force Chair) or the National Office). Tick “Do not send” if you do not wish to receive this type of email.</p>	
<p>Definition of “Community Emails: Emails sent my members of the community both those sent initially, and all emails sent in response to the original email.</p>	
<p>Definition of “Contact Requests” Members of the community may wish to make you a “contact” where they can email you <u>individually</u> from the Community platform. Click “do not send” under Contact Requests if you do not want any member of the community adding you to their “Contacts”</p>	
<p>Definition of ”Notification Emails” Notification emails are sent to you to notify you that someone posted to your blog.</p>	
<p>How to unsubscribe from a community COMPLETELY</p>	<p>Contact the National Office to modify your record.</p>

Feel free to email or call me for assistance in using the Community platform. These instructions may seem intimidating, but I have tried to include every detail on using the platform. And, you may notice, there are still many things I have not covered. For now, we are looking forward to opening up the discussions to all members, and eventually using the other features in the future.

**Feel free to email me at pat@ajj.com or call AAACN at 800-262-6877
Press 53 as soon as you hear the recording for assistance.**

Pat Reichart
Director of Association Services

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