Community Platform User Guide

Accessing the Community

- 1 Navigate to your Community's URL. If you are not already signed in, you will be redirected to the login page.
- 2 If you are not signed in, enter your membership account credentials and click Login

39,
logging in
logs

3 If already signed in, or after signing in to your account, you will be redirected to the Communities home page. Click a community to view its Community Page.

D	Communities Home My	/ Subscriptions	Edit My Profile	Log Out	
	Search				
	Enter Search Term		Submit		
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My Con	munues				
	Select a community be	low to join OR sta	t a discussion.		
	Select a community be	low to join OR sta	t a discussion.		
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Community Page

4 The Community Page contains four tabs:

• Community Members lists all members currently in the Community

• Community Information can contain information about the Community or important notes added by the Community Moderators

• Posts contains all Member discussions

• File Library contains a repository of files uploaded by Members and Moderators

	Enter Search Term	Submit	
Membership 3			
Communities / Membership	p 3		
Community Members	Community Information	Posts	FileLibrary
	Submit a n	ew Post	

5 View of the Community Members tab. Note the community list can be exported to Excel.

	Search		
	Enter Search Term	Submit	
Membership 3			
Communities / Membership	13		
Community Members	Community Information	Posta	File Library
Community Member	Directory		
Search by name	Export Members		
Member Name	Email	Institution	
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View of the Community Information tab. Moderators have access to edit the contents of this page.

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Made with Scribe - https://scribehow.com

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Test Community			
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Communities / Test Community			
Community Members	Community Information	Posts	File Library
File Library			
Upload New File			
Contraction of the local division of the loc		1	
PLAN WORKER BURGER	Enter Search Criteria		

Creating a New Post

8 To create a new Post, click the Submit a new Post button. The button is at the top of the page by default and moves to the bottom right of the window when scrolling down.

Below shows the location of the new Post button in its default location

Test Co	mmunity			
Communities /	Test Community			
Community	Mamilians	Community. Information	Posts	File Library
		Submit a n	ew Post	
esting				
0	Posted By C B/15/2024, 3 Last Comme	olleen Hughes 1:49:37 PM nt Posted 23 weeks ago By: Co	lleen Hughes	

9 And the location of the new Post button when scrolling down the Posts page

	Communities Home	My Subscriptions	Edit My Profile	Log Out	1
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Testing Email Upd	ates				
D	Posted By Tim Test 2/22/2024, 12:18:37 PM Last Comment Posted 48 week 20000000	s ago By: Tim Test			
Seberite					
Hello World					
D	Posted By Tim Test 2/20/2024, 9:38:12 AM Last Comment Posted 48 week	s ago By: Janice Wilkins	61		
Selariba					
		1			
		Return Home			
Recent Posts				ichmit a new Prot	

10 A popup dialogue will then appear. Enter the title of the Post and your Comment.

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Wator)	6	ð	Paragraph	~	System Font	~	12pt	 	
dates									t Post
2/22/24 1. Comm									ip 1 Only 37 AM
Posted 2/20/21									odates nunity By ' PM

11 Then, click the Add Post button to create your Post.

	ip 1 Only By: Tim Test 37 AM
	odates Yunity By: Tim Test At "PM
	16 words a ip 2! ip 2 Only By: Tim Test
tum Home	Testing photos in a post Posted in Membership 1 Only By: Alyssa Hobbs At 2/20/2024, 12:02:56 PM

Uploading Files

12 Click the File Library tab from the Community Page. Then click the Upload New File button

Communities / Test Community			
Community Members	Community Information	Posts	File Library ┥
ile Library			
Upland New File			
Enter Search Criteria		Tag Search	~
Demo Materials			
file upload test			
Sample PDF for testing			

13 Select a folder to save your file (optional). Then, give your file a friendly name.

You have the option to either upload a file directly to the Community File Library OR enter a URL where the file can be located. Entering a URL is helpful when you want to collaborate on a live document, for example.

Finally, enter any tags you would like to be used to identify the document in a search (optional) and click the Add button to complete the file upload process.

Add File Upload

Demo Moterials		
im Name		
Choose File No file chos	en	
	Upload File	
	OR	
Add File By URL		
Add File By URL as (comma separated)		

Subscribing to Posts

14 On the Community Page, Posts section, click the Subscribe button to receive an email notification when new Comments are added to that Post.

NOTE: You will automatically be subscribed to a Post that you create as well as one that you comment on.

D	Posted By Tim Test 2/23/2024, 9:18:32 AM Last Comment Posted 48 weeks ago By: Tim Test Comment	
sting Email U	pdates	
D	Posted By Tim Test 2/22/2024, 12:18:37 PM Last Comment Posted 48 weeks ago By: Tim Test	

Editing Posts/Comments

15 Post/Comment Authors have access to Edit and Delete their Posts/Comments. Moderators also have this ability.

To Edit, Click the Edit button for the respective Post/Comment. A popup dialogue will appear where you can edit the Post Title or the Comment.

Testing Emai	l Updates	
D	Posted By Tim Test 2/22/2024, 12:18:37 PM 1 Comment	
Unwbacht Hello World	Edit Delete	
D	Posted By Tim Test 2/20/2024, 9:38:12 AM 8 Comments	

Replying to a Post

16 On the Posts section of the Community Page, click the Reply to This Conversation button. A popup dialogue will appear where you can enter your comment.

The Reply to This Conversation button has similar behavior as the new Post button and will float at the bottom of the page when scrolling down.

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esting!				
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Communities /	Colliver Hophes 23 weeks ago Can you please creat	Reply to This Conve	rsation	

17 After typing your Comment, click the Add Comment button to submit. Your comment will be added and subscribed Members will be notified via email.

		ip 1 Only By: Tim Test 17 AM
	4 words "#	odates nunity By: Tim Test At PM
Cancel	Acd Comment At 2/22/2024, 12:	iip 2! ip 2 Only By: Tim Test 17:04 PM
1		

Likes/Quoting

18 You can Quote a Member's Comment by clicking the Reply with Quote button at the bottom of their Comment. This will open a Comment popup dialogue where you can enter a response to the Member's Comment. Once submitted, your Comment will have the other Member's Comment in a Quote block above your Comment.

8	Reply to This Conversation
D	Tim Test 2/23/24, 9:21 AM
	Replying to this thread
6	
D	Ten Test 2/22/24, 12-18 PM
	Hello! Do email updates work in the production site - they worked in the development server.
	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas imperdiet nisi

19 Click the Like button to Like a Comment.





20 Example of a comment liked by the Member

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Testing Email Updates

Posted in Test Community By 2/22/2024, 12:18:37 PM

Searching

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21 The Search Widget is located at the top of the screen in most views. Enter your search criteria to view a list of all Posts and Comments that have results relevant to your search criteria.

File searches should be made in a Community's respective File Library

D	Communities Home My Subscriptions Edit My Profile Log Out	
	Search	
	Enter Search Term Submit	

Recent Posts

22 The Recent Posts Widget is located at the bottom of the page in most views. The three most recent Posts are listed in this widget.

test	Test	Test
Membership 3	Membership 3	Membership 3
11 weeks ago	11 weeks ago	11 weeks ago

Subscriptions

23 The My Subscriptions page allows you to modify how often you receive a digest of recent post activity as well as for which Communities you receive email notifications when a new Post is created.

Subscriptions are edited in the My Subscriptions link in the Navigation Menu.

Digest options set how often you would like to receive an email digest of recent Posts.

Community New Post Notifications set which Communities you wish to receive

	Search	
	Enter Search Term Submit	
Edit My Su	bscription Preferences	
Unsubscribe from	n all email communications	
Digest Frequency		
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Weeky Monthly No Digest Community New P You will receive an ema Membership 1 Or Test Community	Post Notifications all notification when a new Post is added to selected Communities below nly	

Click "Update Preferences" to save your Subscription preferences after makin any changes.
Weekly
Monthly
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Community New Post Notifications
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Up tare Proferences

Profile Updates

25 Click the Edit My Profile link in the Navigation Menu to open the Membership Information Update form in a new browser tab. This form will update your overall Membership Account.

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Private Messaging

26 Private Messages allow Community members to chat directly with each other. Other Community members cannot view Private Message conversations.

You will see an alert at the top right of your screen if you have unread Private Messages. You can click the Private Message badge at any time to see your chats with other members.

Search		
Enter Search Term	Submit	
	1000	

27 On the Private Messages page, click a chat to view the private discussion

	Search	
	Enter Search Term	Submit
	Private Messages	
D Tim Test Received		

To reply to a conversation, enter your message in the text input field and click "Send"

	Tim Test	x	4
D Tim Ter Reconve	Received 11 minutes ago	Testing 1.2.3 14 minutes age	
	Acknowledged	Close Send	