

Community Platform User Guide

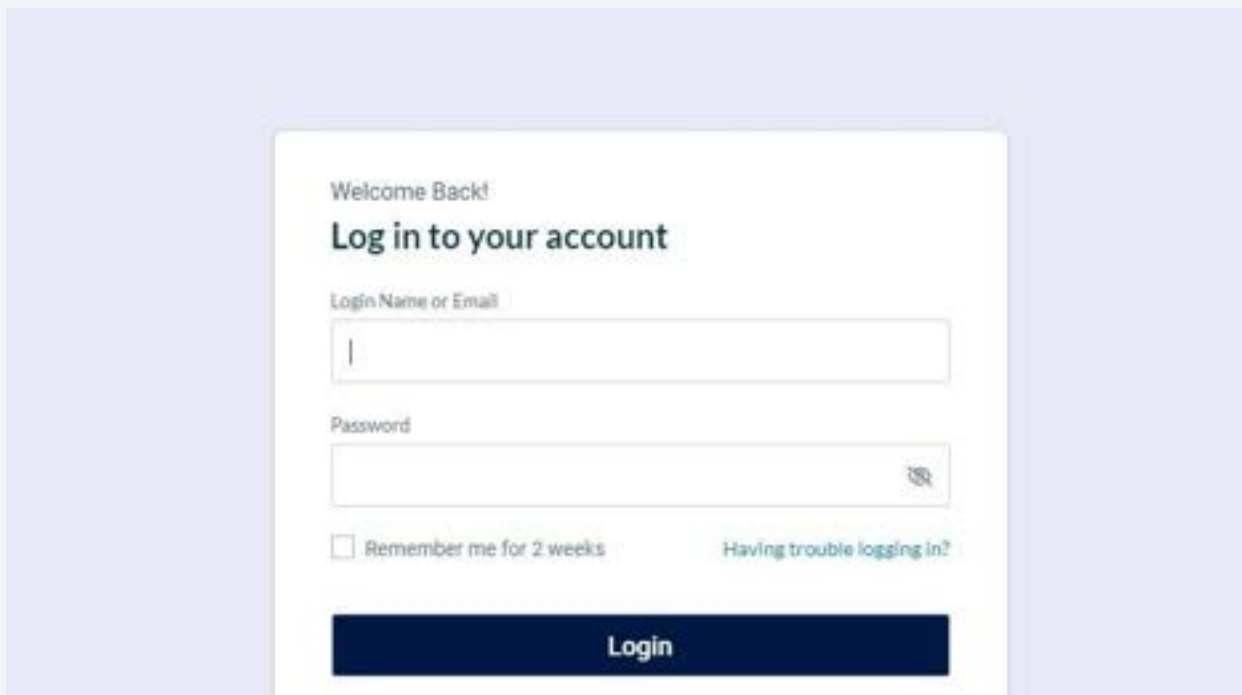
Accessing the Community

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

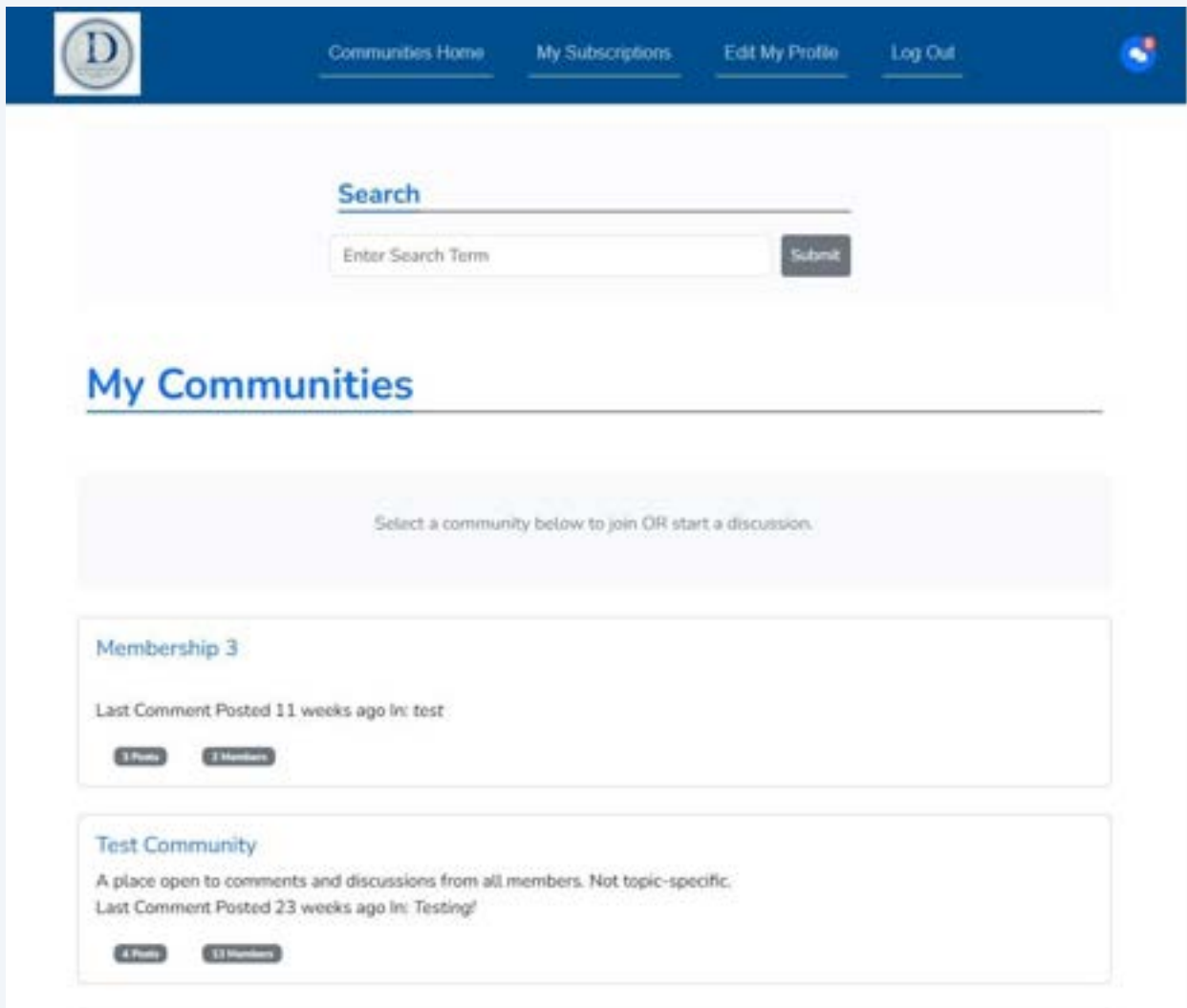


The screenshot shows a login form with the following elements:

- Greeting: "Welcome Back!"
- Title: "Log in to your account"
- Input field: "Login Name or Email" with a text box containing a vertical cursor.
- Input field: "Password" with a text box and a small eye icon for toggling visibility.
- Checkbox: "Remember me for 2 weeks"
- Link: "Having trouble logging in?"
- Button: "Login" (dark blue background, white text)

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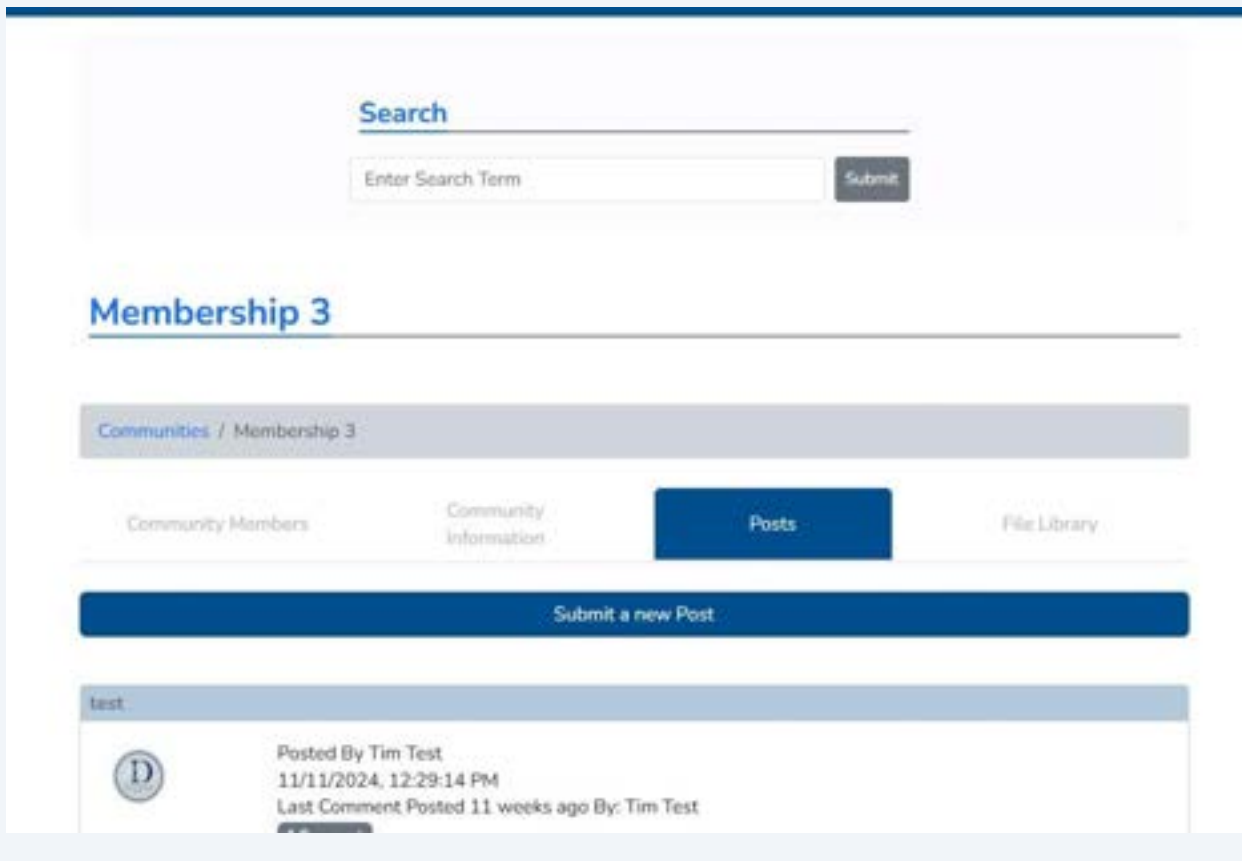
If already signed in, or after signing in to your account, you will be redirected to the Communities home page. Click a community to view its Community Page.



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



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

The screenshot shows a web interface for a community. At the top, there is a search bar with the text "Search" and a "Submit" button. Below the search bar, the page title "Membership 3" is displayed. A breadcrumb trail shows "Communities / Membership 3". There are four tabs: "Community Members" (which is active and highlighted in blue), "Community Information", "Posts", and "File Library". Below the tabs, the "Community Member Directory" is shown. It includes a search input field labeled "Search by name...", an "Export Members" button, and a table with columns for "Member Name", "Email", and "Institution". One member is listed: "Tim ExternalUser" with email "tim.j.flier@gmail.com". At the bottom right, there are pagination controls showing "Rows per page: 10" and "1-1 of 1".

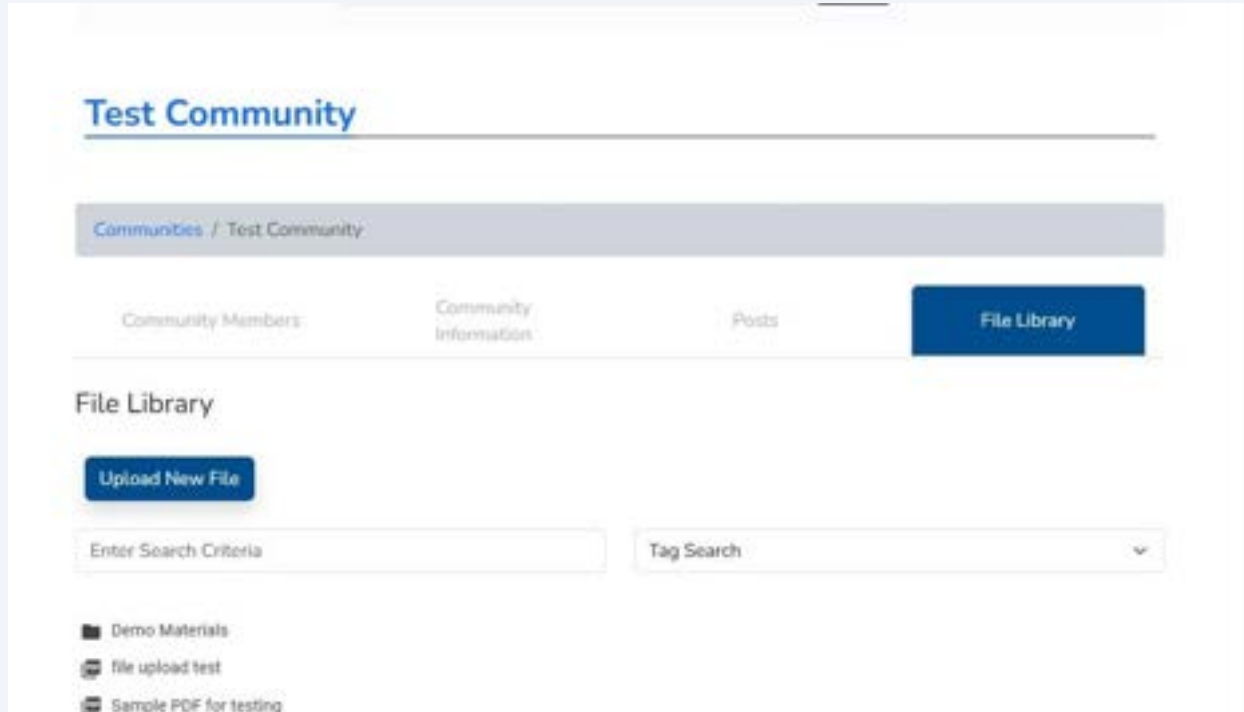
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View of the Community Information tab. Moderators have access to edit the contents of this page.

The screenshot shows the "Community Information" tab. At the top, there are tabs for "maton", "Posts", and "File Library". A search bar is visible on the right side. The main content area contains two paragraphs of placeholder text. The first paragraph starts with "sit amet, consectetur adipiscing elit. Aenean laoreet venenatis tellus, eget sodales...". The second paragraph starts with "x. Nulla mattis magna odio, vitae gravida nulla convallis non. Morbi odio turpis...". On the right side, there is a "Recent Post" section. It contains two posts: "Recording for document" posted in "Test Community" by "Tim ExternalUser" on 2/23/2024 at 9:18:32 AM, and "It's Friday!" posted in "Membership 1 Only" on 2/23/2024 at 8:10:37 AM.

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View of the File Library page. Files can be saved inside folders or directly in the main file list. There are options for both a text search and a tag search to filter listed files.

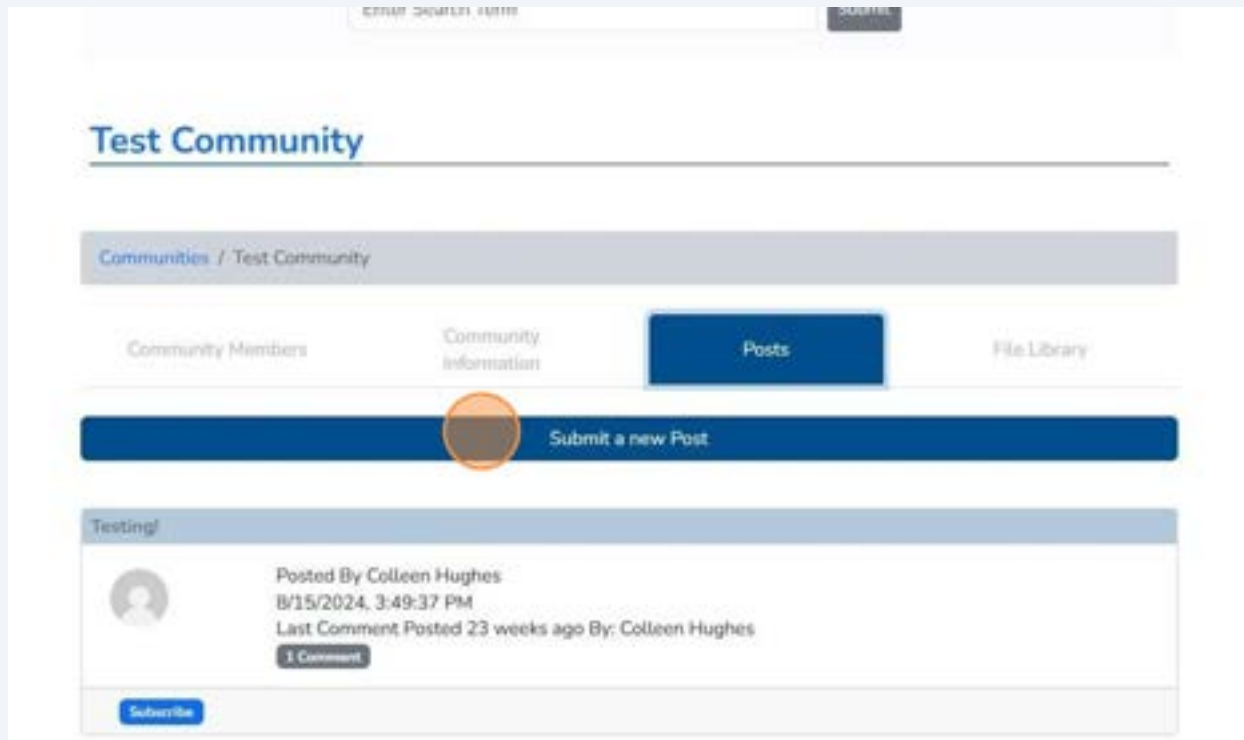


Creating a New Post

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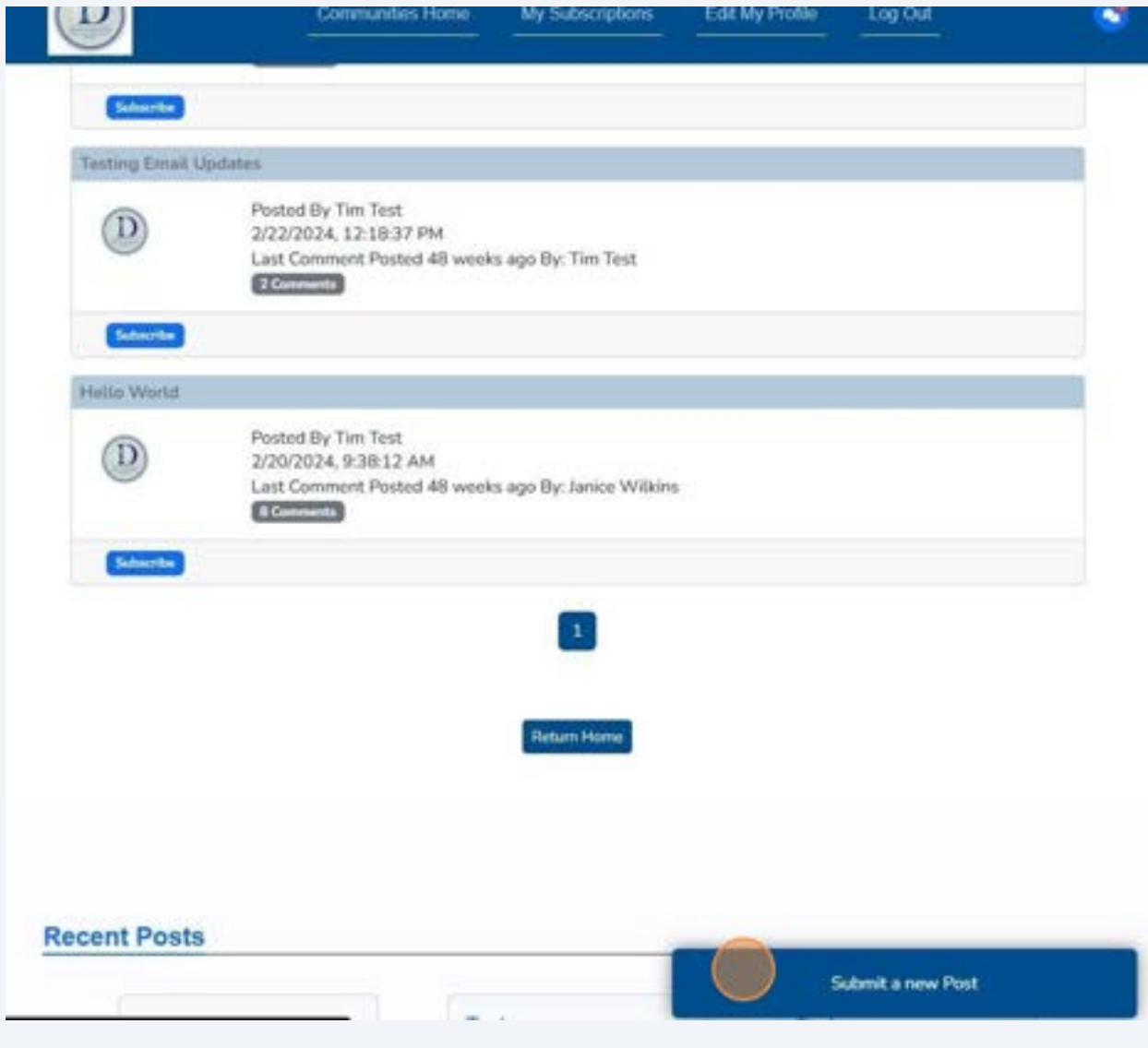
To create a new Post, click the Submit a new Post button. The button is at the top of the page by default and moves to the bottom right of the window when scrolling down.

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

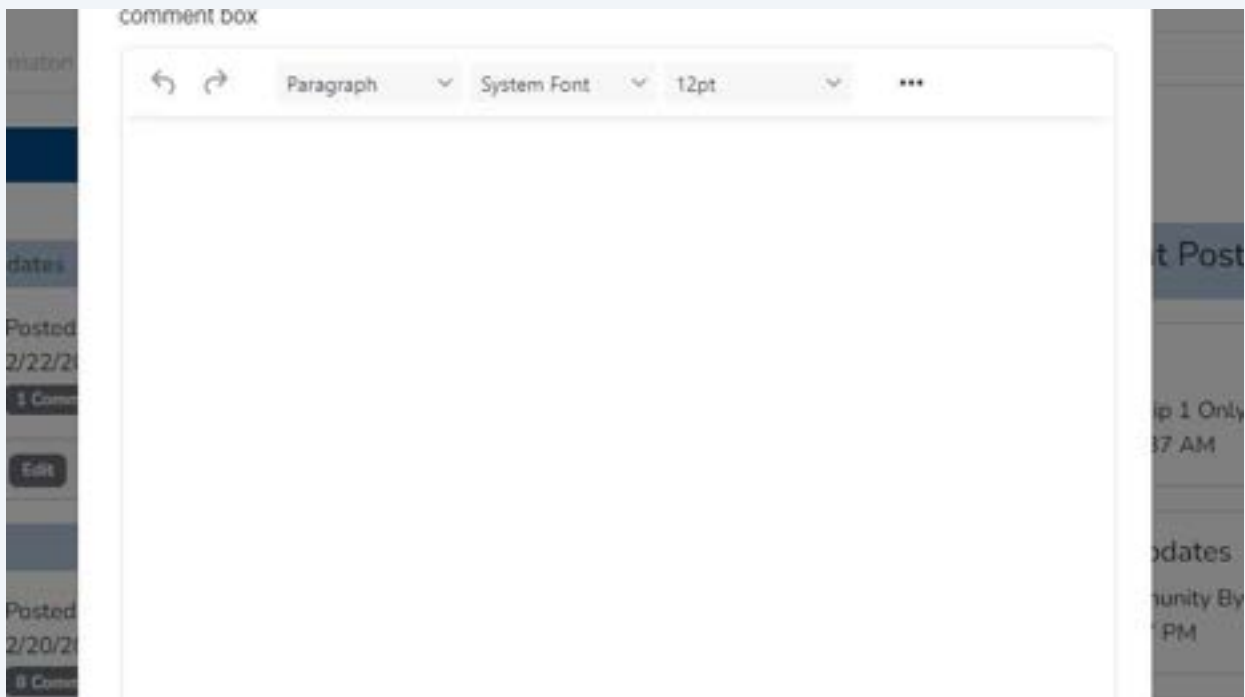


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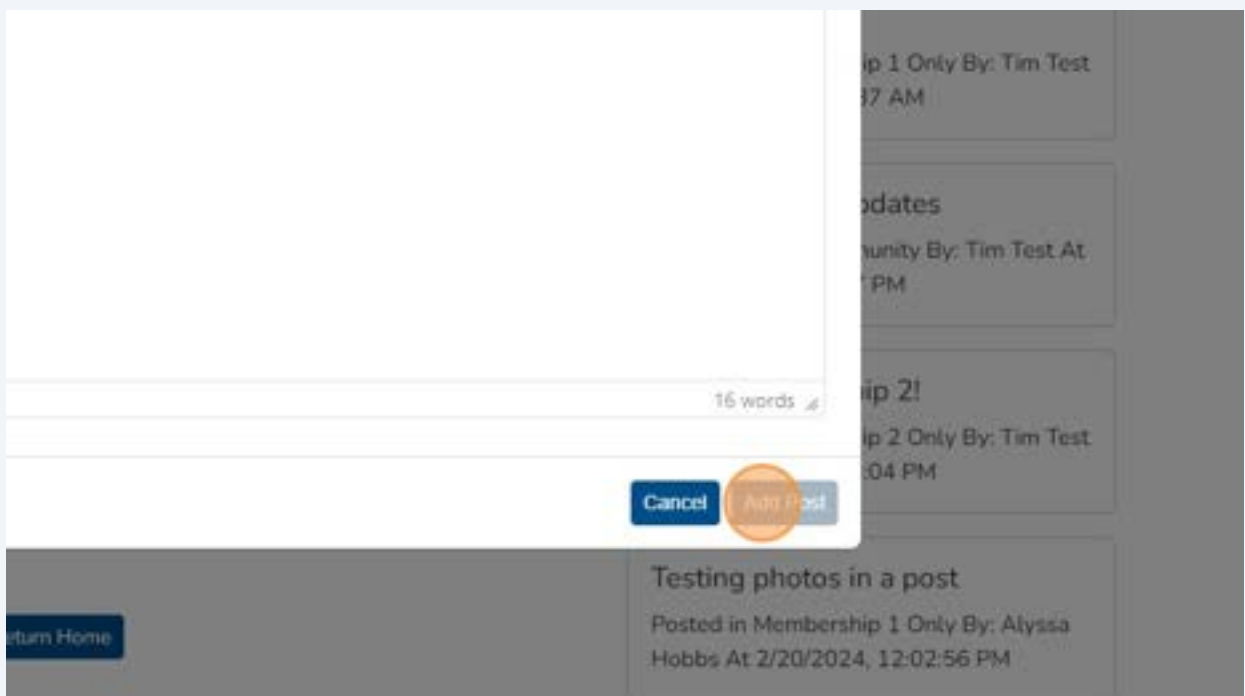
And the location of the new Post button when scrolling down the Posts page



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



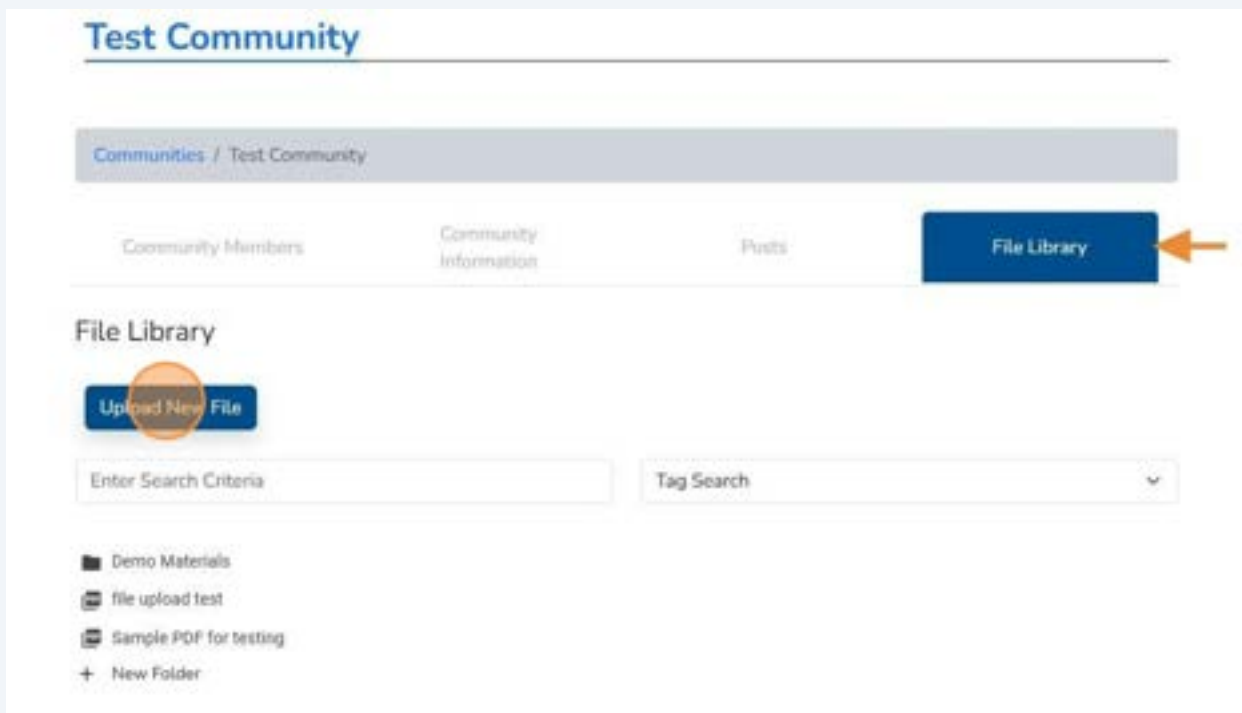
- 11 Then, click the Add Post button to create your Post.



Uploading Files

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



- 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

The screenshot shows a web form titled "Add File Upload". At the top, there is a dark grey "Select Folder" section with a tree view showing a root folder "\ " and a sub-folder "Demo Materials". Below this is a text input field labeled "*Item Name". The main area is a light blue box containing a file upload section with a "Choose File" button and "No file chosen" text, and a dark blue "Upload File" button. Below this is an "OR" separator. Underneath is an "Add File By URL" text input field. At the bottom of the form is a text input field labeled "Tags (comma separated)" and a dark blue "Add" button.

Subscribing to Posts

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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.

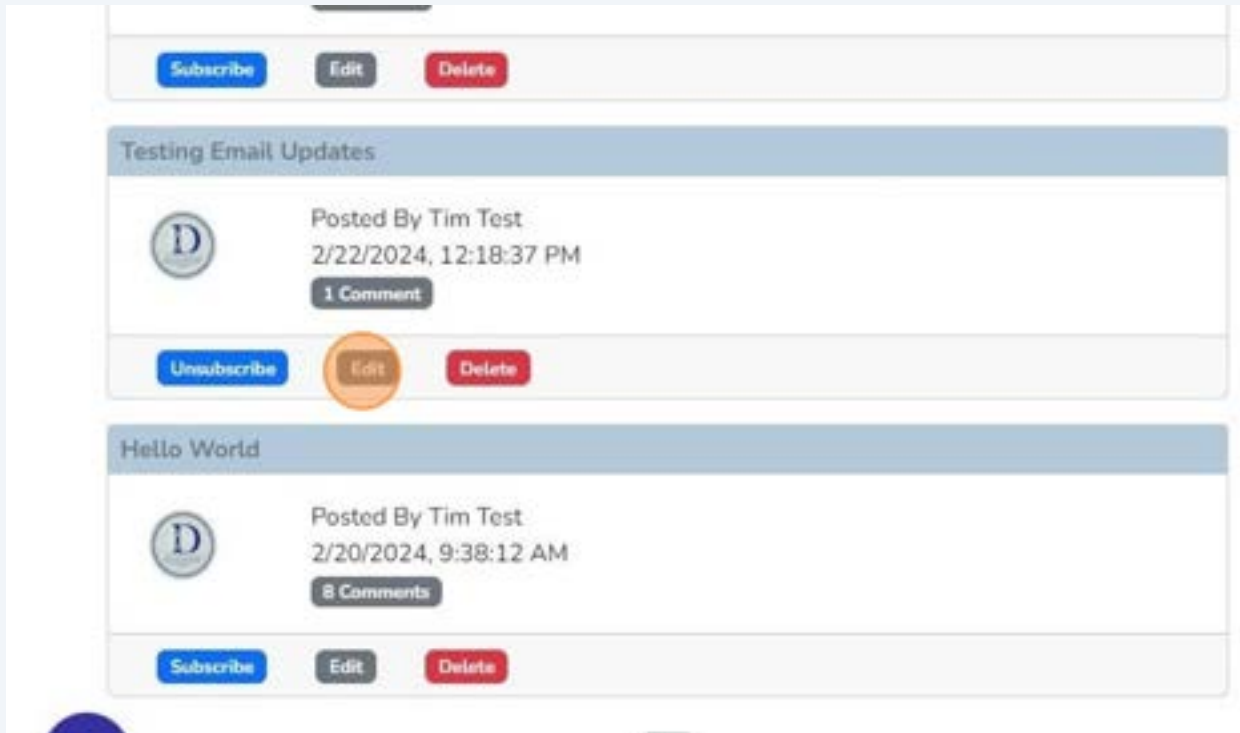


Editing Posts/Comments

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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.

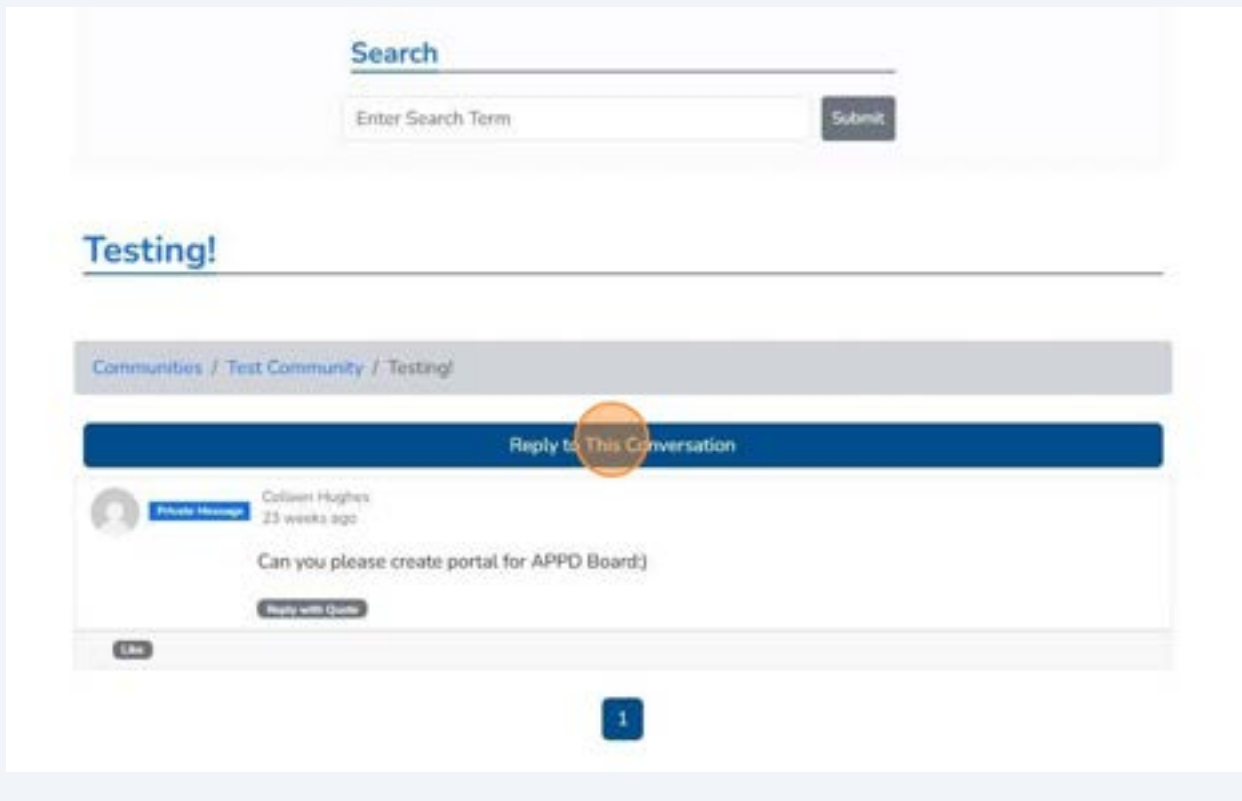


Replying to a Post

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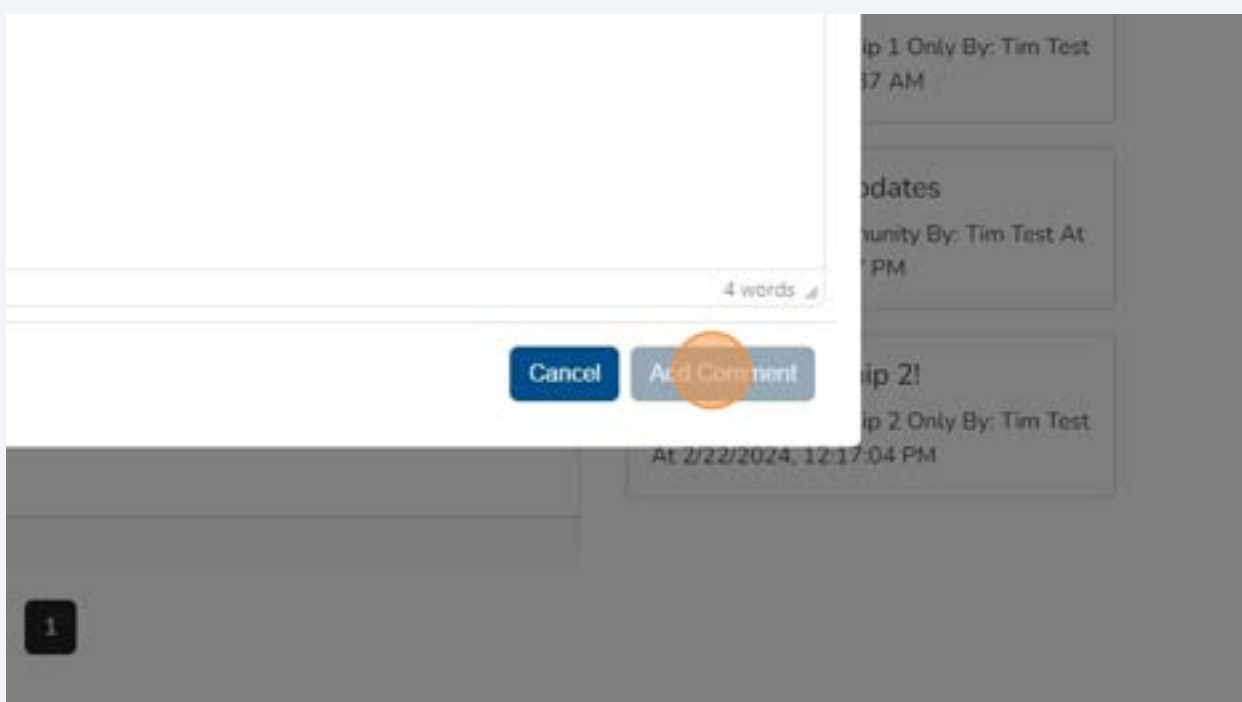
On the Posts section of the Community Page, click the Reply to This Conversation button. A popup dialogue will appear where you can enter your comment.

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.



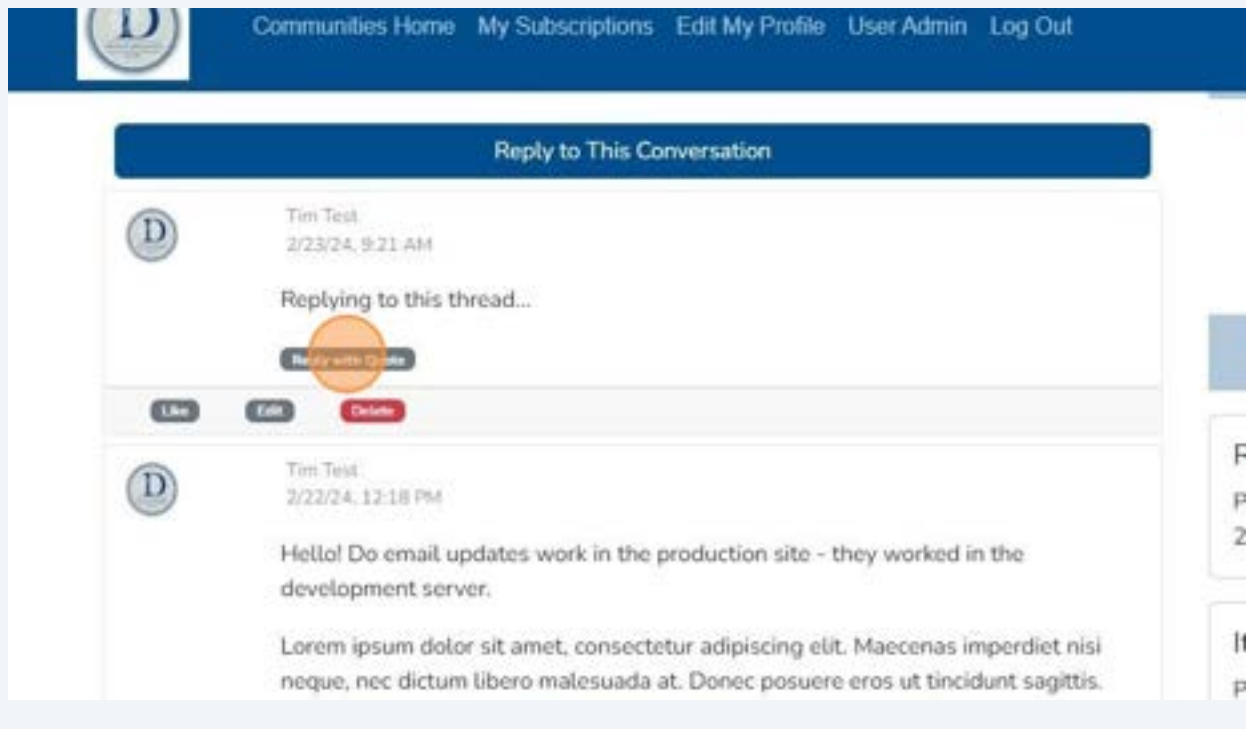
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After typing your Comment, click the Add Comment button to submit. Your comment will be added and subscribed Members will be notified via email.



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.



19 Click the Like button to Like a Comment.



20 Example of a comment liked by the Member

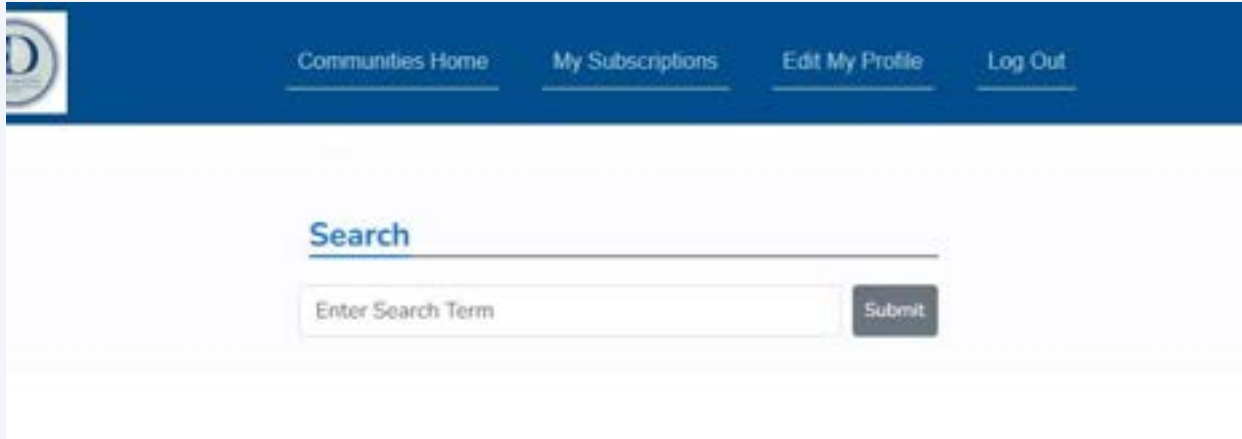


Searching

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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.

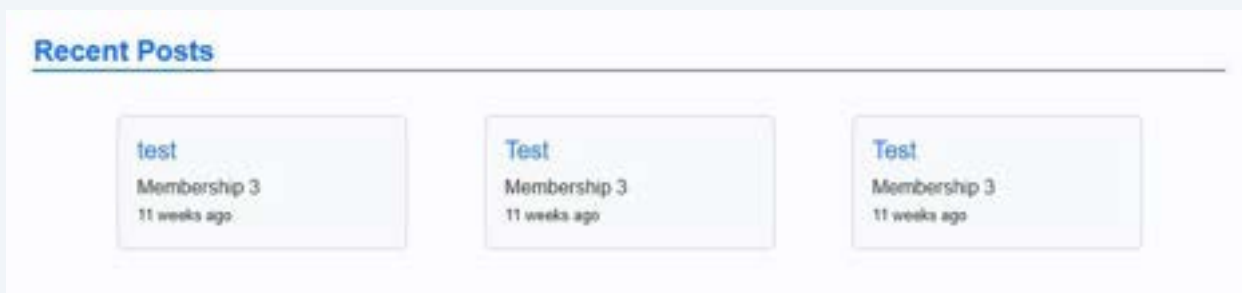
File searches should be made in a Community's respective File Library



Recent Posts

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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.



Subscriptions

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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

The screenshot shows the 'Edit My Subscription Preferences' page. At the top is a dark blue navigation bar with a logo on the left and links for 'Communities Home', 'My Subscriptions' (highlighted), 'Edit My Profile', and 'Log Out' on the right. Below the navigation bar is a search bar with the text 'Search' and a 'Submit' button. The main content area is titled 'Edit My Subscription Preferences' and contains three sections: 1. 'Unsubscribe from all email communications' with an unchecked radio button. 2. 'Digest Frequency' with radio buttons for 'Daily', 'Weekly' (checked), 'Monthly', and 'No Digest'. 3. 'Community New Post Notifications' with a sub-header 'You will receive an email notification when a new Post is added to selected Communities below' and three checked toggle switches for 'Membership 1 Only', 'Test Community', and 'Membership 3'. At the bottom is a large blue button labeled 'Update Preferences'.

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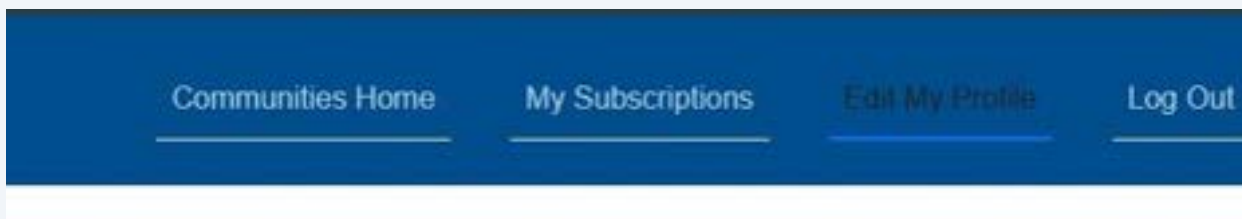
Click "Update Preferences" to save your Subscription preferences after making any changes.



Profile Updates

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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.

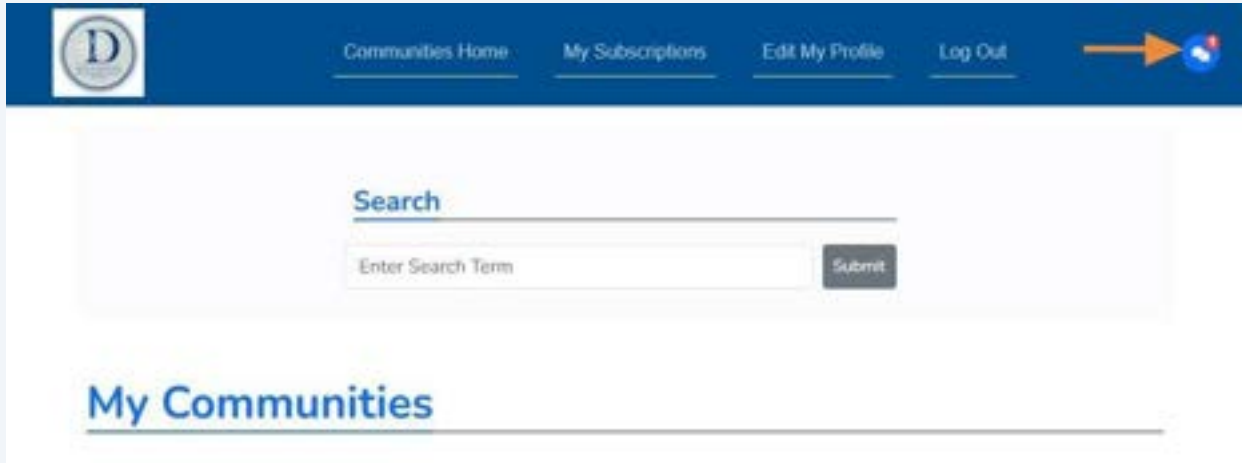


Private Messaging

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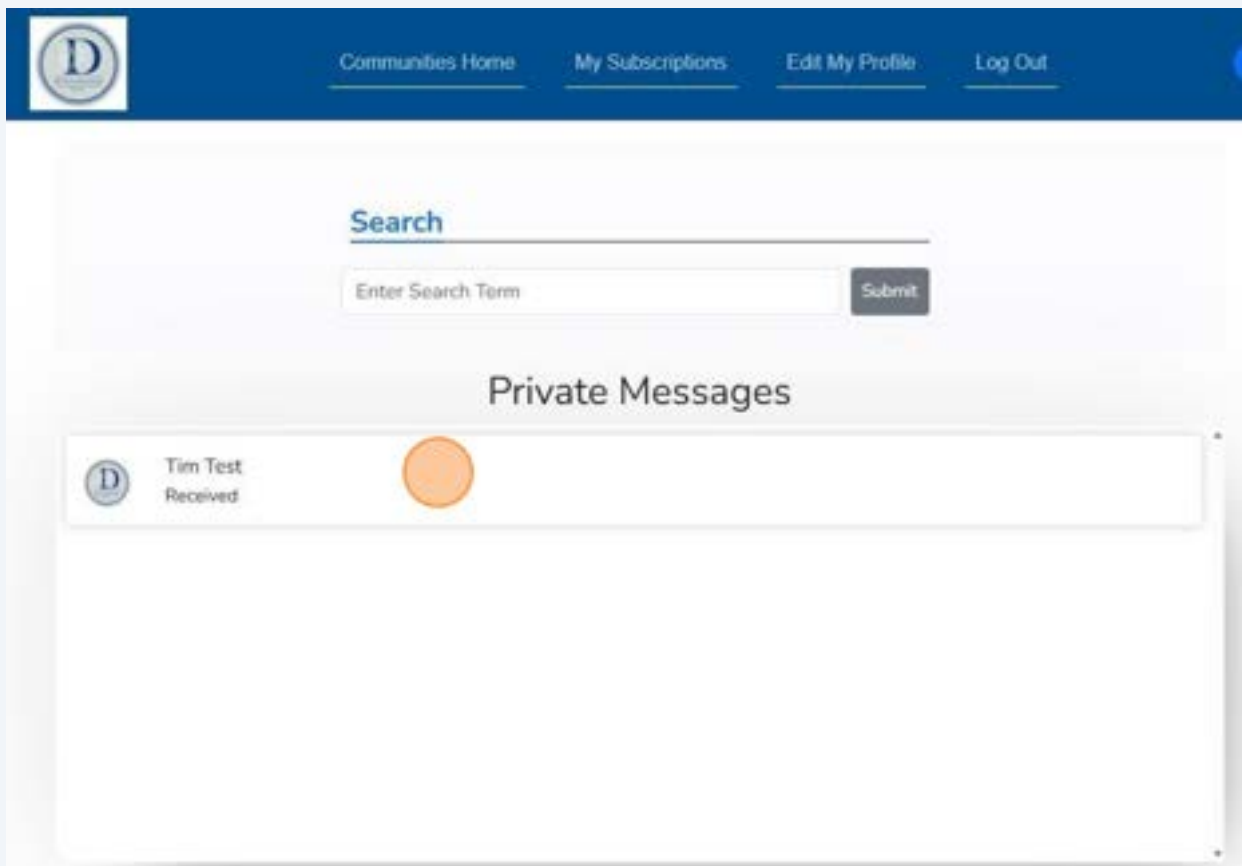
Private Messages allow Community members to chat directly with each other. Other Community members cannot view Private Message conversations.

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.



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



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

