

ARCHI Discussion Forum

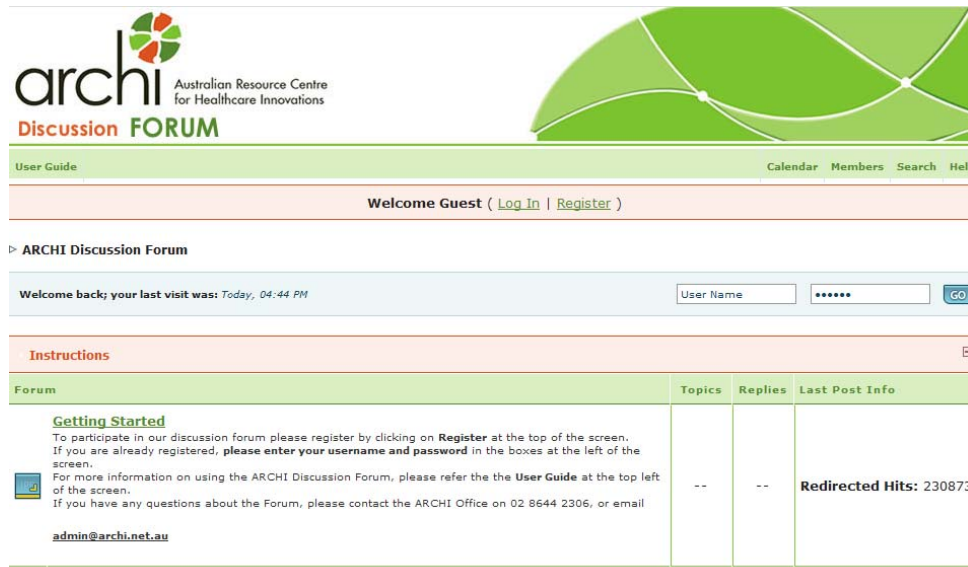
User Guide

Contents


Access the ARCHI Discussion Forums.....	2
Register for the Forums	3
Login to the Discussion Forum	4
View the Forum Topics	4
Add a New Topic	5
Post a Reply.....	6
Subscribe to a Forum	7
Receive Email When a Reply is Added to a Topic.....	8
Update Your Information	9
Appendix A.....	10

Access the ARCHI Discussion Forums

The ARCHI Discussion Forums can be found at <http://www.archi.net.au/discussion/>.



The screenshot shows the ARCHI Discussion Forum homepage. At the top left is the ARCHI logo with the text "Australian Resource Centre for Healthcare Innovations" and "Discussion FORUM". A navigation bar includes "User Guide", "Calendar", "Members", "Search", and "Help". A welcome message for a guest user is displayed, with links for "Log In" and "Register". Below this is a login section with a "Welcome back; your last visit was: Today, 04:44 PM" message, a "User Name" input field, a password field with masked characters, and a "GO" button. An "Instructions" section is also visible. The main content area features a table with columns for "Forum", "Topics", "Replies", and "Last Post Info". The "Getting Started" forum entry is highlighted, containing instructions for new users and a link to the "User Guide". The "Last Post Info" column for this entry shows "Redirected Hits: 230873".

Forum	Topics	Replies	Last Post Info
Getting Started To participate in our discussion forum please register by clicking on Register at the top of the screen. If you are already registered, please enter your username and password in the boxes at the left of the screen.  For more information on using the ARCHI Discussion Forum, please refer the the User Guide at the top left of the screen. If you have any questions about the Forum, please contact the ARCHI Office on 02 8644 2306, or email admin@archi.net.au	--	--	Redirected Hits: 230873

You can see the forums and the topics from here. In order to subscribe and contribute to the discussions you will need to register.



Register for the Forums

To participate in the Forums, you will need to register.

Welcome Guest ([Log In](#) | [Register](#))

1. Click '**Register**' from the ARCHI Discussion Forum Home Page

The Registration Terms and Rules page will be displayed. Once you have read this page,

2. Click the check box then click the **Register** button.

I have read, understood and agree to these rules and conditions

[Register](#)

The Registration form will be displayed.

3. Fill in the fields on the registration form. The following fields are required:

- a. Login username
- b. Display name
- c. Password (A valid password needs to be more than two characters.)
- d. Confirm Password
- e. Email Address
- f. Confirm Email Address
- g. Security Code Confirmation

ARCHI Discussion Forum > Registration Form

Registration Form

Attention!
Please ensure that you complete all the fields fully, taking particular care over the password fields. You will be sent an email to the email address you give after registering. Please read the email carefully, you will need to validate your account by clicking on a link in the email.

Username:
Enter your desired **log in** username (2)

Display Name:
Enter your desired **display** name (2)

Password:
Enter your password (2) Confirm Password (2)

Email Address:
Enter your Email Address (2) Confirm Email Address (2)

Security Code Confirmation
Confirm security code
Please enter the 6 character code shown in the image. If you cannot read the code, click the image to generate a new one. Case sensitive.

Optional Information

Receiving Email
Now and again, the administrators and other members might wish to contact you via email through this board.

Receive email from administrators
 Receive email from other members

Time Zone Settings
You can adjust the default time zone setting below

(GMT + 10:00 hours) Melbourne, Papua New Guinea, Sydney

I agree to the terms of this registration and wish to proceed.

[Submit my registration >>](#)

Ensure that you complete all the fields fully, taking particular care over the password fields. These fields are optional:

- a. Receiving email settings
- b. Time zone settings

4. Click the '**Submit my Registration**'.

5. A message will be displayed on screen indicating that an email has been sent to your email account which requires validating.

Registration Process

Thank you ARCHI test. Your registration has been submitted.

The board administrator has chosen to require validation for all email addresses. Within the next 10 minutes (usually instantly) you'll receive an email with instructions on the next step. Don't worry, it won't take long before you can post!

The email has been sent to test@archi.net.au

6. A copy of the email can be found in Appendix A. To validate the email address you must click the link enclosed in the email message.

Login to the Discussion Forum

Enter your **username** and **password** in the boxes and click the 'Go' button.

▸ ARCHI Discussion Forum

Welcome back; your last visit was: *Today, 01:02 PM*

User Name

View the Forum Topics

Once you have logged in successfully you will be presented with a list of ARCHI Discussion Forums.

Discussion FORUM			
User Guide		Calendar Members Search Help	
Logged in as: Andy (Log Out)		My Controls · View New Posts · My Assistant · My Friends · 0 New Messages	
▸ ARCHI Discussion Forum			
Welcome back; your last visit was: <i>Nov 18 2010, 05:36 PM</i>			
ARCHI Forums <input type="button" value=""/>			
Forum	Topics	Replies	Last Post Info
 AIM Discussion Forum Accelerated Implementation Methodology (AIM) - by IMA, has been chosen by the NSW Centre for Healthcare Redesign as it's preferred Implementation Methodology. This discussion group has been established to support AIM capability development.	2	7	<input type="checkbox"/> Apr 15 2010, 08:44 PM In: Hi Pals By: Therapist Sydney
 Emergency Department Nursing The nursing representatives of the newly formed Ministerial Taskforce on Emergency Care in NSW have set up this site to establish a discussion forum with ED nurses, and facilitate the sharing of information and resources.	12	8	<input type="checkbox"/> Apr 29 2010, 12:32 AM In: Conference 2010 By: Toni McCallum Pardey
 GP Liaison Officers Network - Australia The aim of the Network is for GP Liaison Officers and others working in this field to communicate with each other. We can share successes and breakthroughs, warn each other of impending doom or paths fraught with danger, and perhaps carry some weight with our voices in harmony. The big issues will be common to all of us, and by communicating we can avoid reinventing the wheel. If you have a new plan in mind, others who have been there before can share their experiences of success or failure. If no one has done it before we can brainstorm, fantasise or just commiserate with one another. We can also link in with our interstate counterparts, national projects, etc. The network is based on email correspondence (not more meetings!!) with members contributing from around the country.	26	14	<input type="checkbox"/> Dec 17 2008, 03:12 PM In: GPLO Conference 2008 By: Catherine Knight
 Paediatric Policy Development The aim of this forum is to provide clinicians with an opportunity for discussion on the development of area wide paediatric health care policies and procedures, and to share information on innovations and 'best practice'	9	16	<input type="checkbox"/> Apr 25 2010, 02:32 AM In: What is recent? By: Therapist Sydney
 Responsive Discharge Planning Group A forum for sharing innovations in discharge planning and patient flow.	5	7	<input type="checkbox"/> Aug 27 2007, 02:32 PM In: Average Length of Stay By: Kristina

Select the forum of interest by clicking on the **Forum Title** and the topics for that forum will be displayed.

Select the topic of interest by clicking on the **Topic Title**.

If you wish to receive email notifications when new topics are added you will need to subscribe to the particular forum.



Add a New Topic

Once you are in the selected Forum, click on the **'New Topic'** button.



This will open a dialogue box. Enter a **'Topic title'** and fill in your topic in the large text box.

Post a new topic in Emergency Department Nursing

Topic Title ← Topic title

Topic Description (Optional)

Poll Options [Click here to manage this topic's poll](#)

Show All

Next

Quick Access

- Insert: Center
- Insert: Topic Link
- Insert: Post Link
- Insert: CODEBOX
- Insert: SPOILER
- Insert: Acronym

Type text here

Toggle Side Panel

BB Code Help

Attachments

Manage Current Attachments (0)

Select a file

Attachment space used 1.82K of 48.83MB

Attachment system ready

Max. single upload size: 40MB

Post Options

- Enable emoticons?
- Enable signature?
- Enable email notification of replies?

Post Icons (Optional)

[Use None]

Post New Topic

Preview Post

Click on the **'Post New Topic'** button.

Post a Reply

From the View Posts screen for the topic that you wish to post a reply, click on the **'Add reply'** button.



A posting screen will appear. Enter your text into the box provided. You may use any of the features available with this screen to post replies.

A screenshot of a forum reply form titled "Replying to Conference 2010". The form includes a rich text editor with a toolbar (bold, italic, underline, link, font, size, color) and a large text area containing the text "Type reply here" circled in red. Below the editor is an "Attachments" section with a "Select a file" label, a "Browse..." button, and an "UPLOAD" button. The "Add attachments" text is circled in red with a red arrow pointing to the "Browse..." button. Below the attachments section are "Post Options" with checkboxes for "Enable emoticons?", "Enable signature?", and "Enable email notification of replies?". At the bottom, there is a "Post Icons" section with various emoticon icons and a "[Use None]" option. The "Add Reply" button is circled in red with a red arrow pointing to it.

Once you have entered the detail for your reply in the appropriate fields, click the **'Add reply'** button.

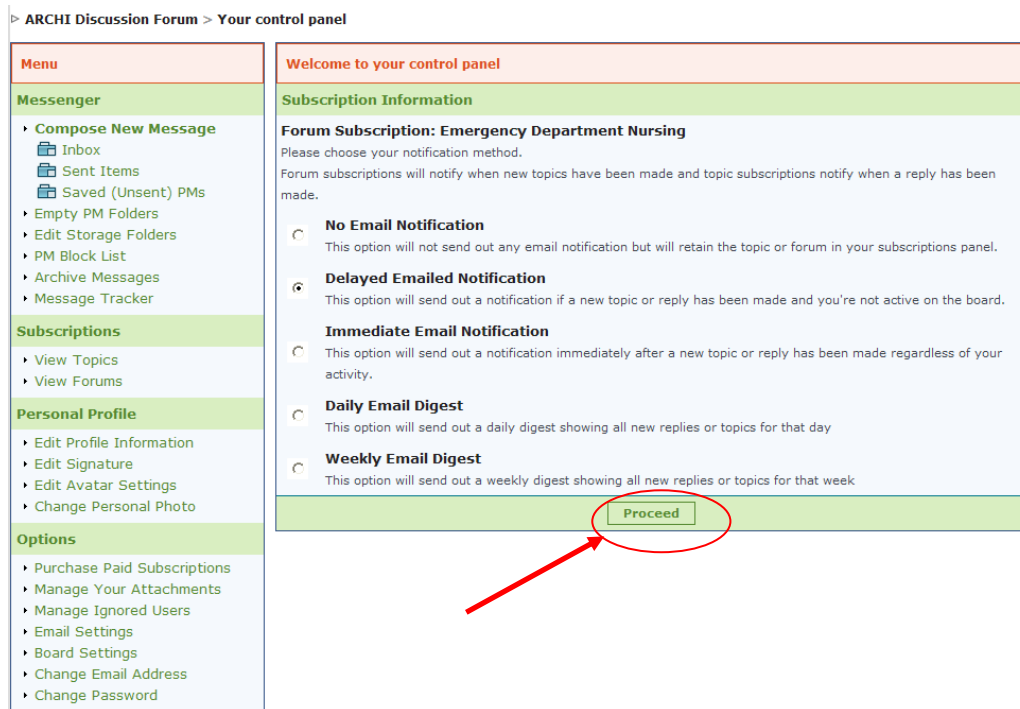
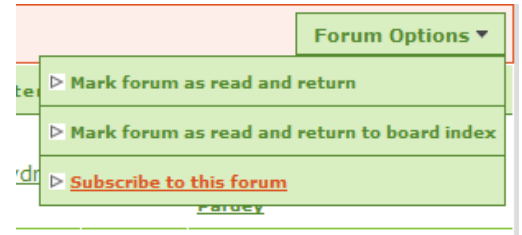
Your reply will be posted onto the forum for that topic.

Subscribe to a Forum

In order to receive emails from new posts you must subscribing to the ARCHI Forum.

Select the desired forum by clicking on the Forum Title. Topics for that forum will be displayed. Click the '**Forum Options**' button then select '**Subscribe to this forum**'.

The Subscription Information screen will be displayed.



Choose your notification method from the **Subscription Information panel** then click the '**Proceed**' button.

You will now be subscribed to that forum.

Receive Email When a Reply is Added to a Topic

ARCHI Discussion Forum can notify you when a new reply is added to a topic. Many users find this useful to keep up to date on topics without the need to view the board to check for new messages.

There are three ways to subscribe to a topic:

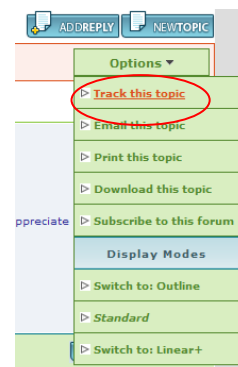
1. Click on **Options** and select the **'Track This Topic'** link at the top of the topic that you wish to track.

Or

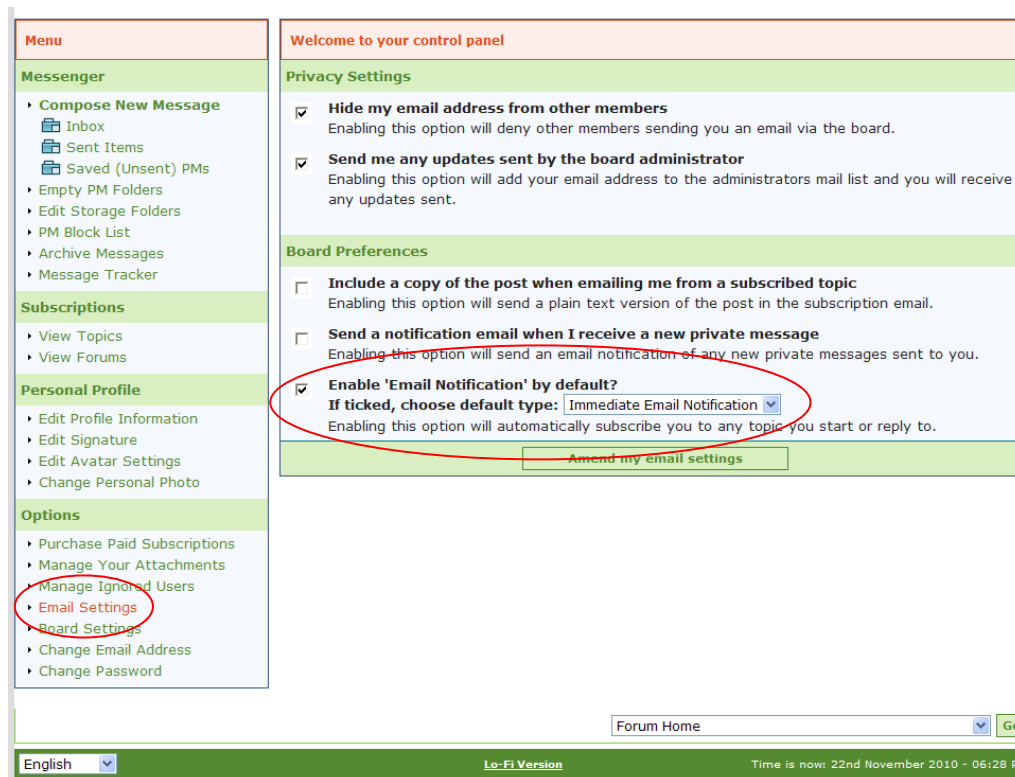
2. On the posting screen when replying to or creating a topic, check the **'Enable email notification of replies?'** checkbox

Or

3. Click on **'My Controls'** to open your control panel.



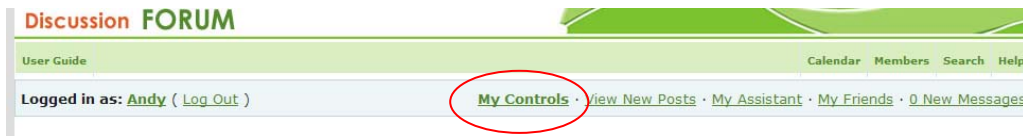
- i. Select the **'Email Settings'** from the left menu
- ii. Check the **'Enable Email Notification by default?'** option, and select the frequency of notifications (e.g. immediate, daily digest, etc). This will automatically subscribe you to any topic that you make a reply to.



Please note that to avoid multiple emails being sent to your email address, you will only get one e-mail for each topic you are subscribed to until the next time you visit the forum.

Update Your Information

To change your information – email address, profile information, subscriptions, etc – click on the



Unsubscribe

To **unsubscribe** from any forums or topics that you are subscribed to, click on the '**View Forums**' or '**View Topics**' under the '**Subscriptions**' section of the left menu.

Change Your Email Address

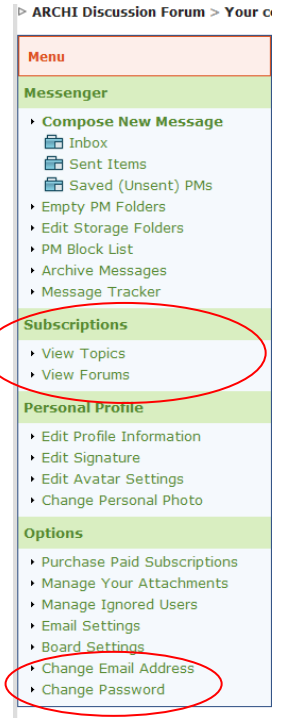
Click on the link to '**Change Email Address**' in the '**Options**' section of the menu.

You will be asked to confirm your new email and re-enter your password.

Change Your Password

Click on the link to '**Change Password**' in the '**Options**' section of the menu.

You will be asked to enter your current password and your new password.



Appendix A

Juliane,

This email has been sent from <http://www.archi.net.au/discussion/index.php>.

You have received this email because this email address was used during registration for our forums. If you did not register at our forums, please disregard this email. You do not need to unsubscribe or take any further action.

Activation Instructions

Thank you for registering. We require that you "validate" your registration to ensure that the email address you entered was correct. This protects against unwanted spam and malicious abuse.

To activate your account, simply click on the following link:

<http://www.archi.net.au/discussion/index.php?act=Reg&CODE=03&uid=16&aid=b5c4cw48578r7seaffg2522670d2fde75e3206e50e1811>

(AOL Email users may need to cut and paste the link into your web browser).

Not working?

If you could not validate your registration by clicking on the link, please visit this page:

<http://www.archi.net.au/discussion/index.php?act=Reg&CODE=02345>

It will ask you for a user id number, and your validation key. These are shown below:

User ID: 7753

Validation Key: b5c4c2522675870d2fdefuiyu567474g75e3206e50e1811

Please cut and paste, or type those numbers into the corresponding fields in the form.

If you still cannot validate your account, it's possible that the account has been removed. If this is the case, please contact an administrator to rectify the problem.

Thank you for registering and enjoy your stay!

Regards,

The ARCHI Discussion Forum team.

<http://www.archi.net.au/discussion/index.php>