AMA Discussion Boards - User Guide

Using the tool

Terms of Use Screen

The first time you visit a Discussion Board, you will be directed to the Terms of Use screen and asked to review and accept the terms of use of the application (to read the Terms of use, click the link in the pop-up box, or visit the link on the bottom right of the Main Screen):

Main Screen

After accepting the Terms of Use, you will be taken to a landing page that looks like this:

Clicking on the topic title will take you to the message thread, where you will see the initial posting plus responses to that topic:
Joining the Conversation

You may add your response to the topic by clicking on the **Respond to topic** button (bottom right of the screen).

If you wish to receive notifications of new postings related to this topic, click on the blue “Follow this topic” link (top right of the screen). You will then receive email notifications if there are any new postings for the topic.

To discontinue following the topic, click on the “following” icon (top right of the screen) and you will no longer be notified of new responses in the thread.

If you click and enter a word in the search bar, it will filter topics based on words in the title that match the search.

This icon (left of topics) indicates new posts since your last visit.
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This icon (left of topics) indicates no new posts since your last visit.

Notification Preferences
Clicking the “Update your notification preferences” on the Main Screen will take you to the Notification Preferences screen, below:

The notification preference option allows you to set frequency of notifications for:

1. The posting of new topics in the discussion board
2. The posting of replies to existing topics that you are following

Frequency options are: Do not notify/Daily/Weekly