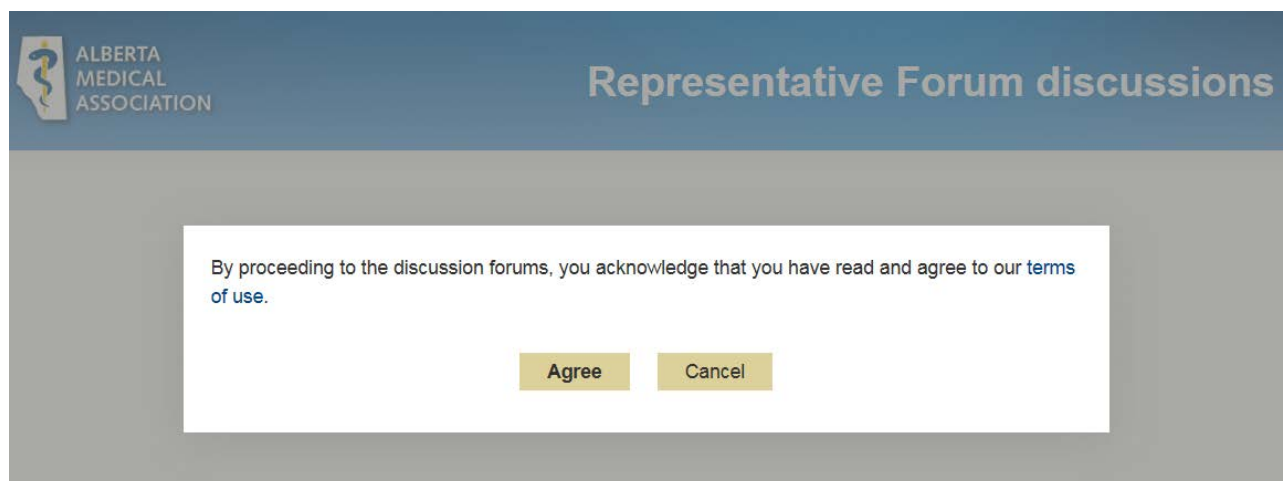


## AMA Discussion Boards - User Guide

### Using the tool

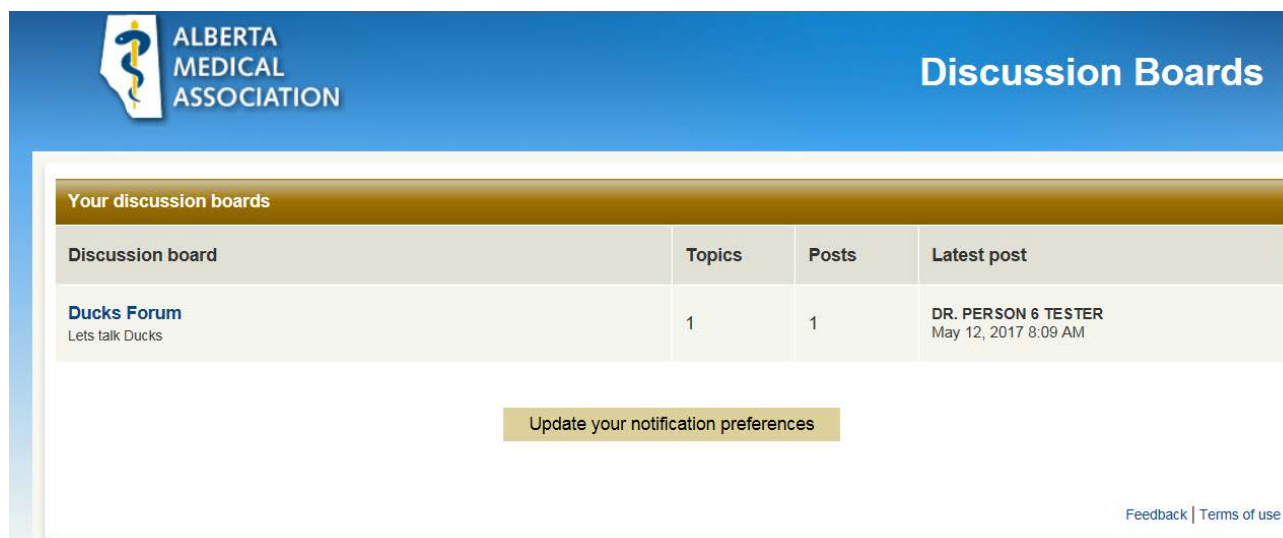
#### Terms of Use Screen

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:

## AMA Discussion Boards - User Guide



The screenshot shows the top navigation bar with the Alberta Medical Association logo and the 'Ducks Forum' title. Below the navigation bar, a breadcrumb trail reads 'Discussion Boards > Ducks Forum > What do the Anaheim Ducks need to do to beat the Nashville Predators?'. The main heading of the thread is 'What do the Anaheim Ducks need to do to beat the Nashville Predators?' with a 'Follow this topic' link on the right. The first post is from 'DR. PERSON 6 TESTER' on May 12, 2017 at 8:09 AM, with the text 'I want to hear what you have to say.'. Below this is a section for '3 responses:'. The first response is from 'DR. PERSON 8 TESTER' on May 12, 2017 at 8:30 AM, with the text 'They need to play harder than they did against the Oilers.'. The second response is from 'DR. PERSON 2 TESTER' on May 16, 2017 at 11:47 AM, with the text 'I agree'. The third response is also from 'DR. PERSON 2 TESTER' on May 16, 2017 at 11:47 AM, with the text 'I second that'. At the bottom of the thread, there are two buttons: '<< Back to topics' and 'Respond to 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 , 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.

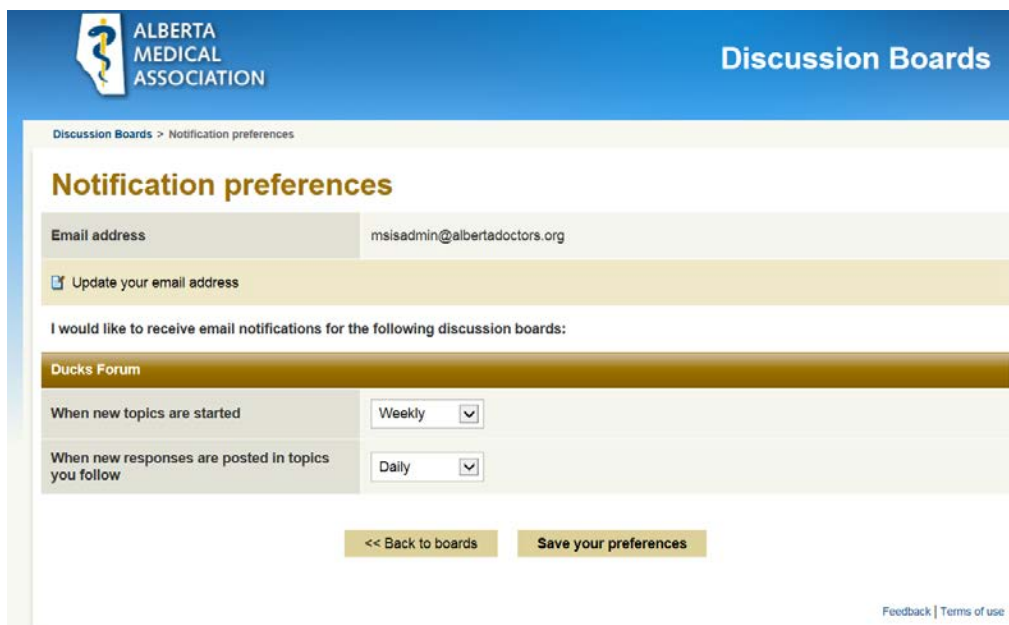
## AMA Discussion Boards - User Guide



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 screenshot shows the 'Notification preferences' page for the Alberta Medical Association. The page has a blue header with the logo and 'Discussion Boards' text. Below the header, there is a breadcrumb trail 'Discussion Boards > Notification preferences'. The main heading is 'Notification preferences'. The email address is 'msisadmin@albertadoctors.org'. There is a button to 'Update your email address'. Below that, it says 'I would like to receive email notifications for the following discussion boards:'. Under 'Ducks Forum', there are two dropdown menus: 'When new topics are started' set to 'Weekly' and 'When new responses are posted in topics you follow' set to 'Daily'. At the bottom, there are two buttons: '<< Back to boards' and 'Save your preferences'. A footer link for 'Feedback | Terms of use' is also present.

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