



Welcome to the IAAP Web Community



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User Guide

Welcome to the new User Guide for the IAAP Web Community. Here you will find complete guides for each section of the web community site, starting with how to get setup with a login account or reset your login information.

Click the links below to learn more about each site section and how to get the most out of your IAAP online experience.

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Logging On

If you need login credentials to the IAAP Web Community, there are several ways to go about it.

If you are entering through the www.iaap-hq.org address, you can find access to member areas of the site where indicated below:

Both of the links above will direct you to the <http://community.iaap-hq.org> URL, which is the main web address for the IAAP Web Community. Once you are on this page, you will need to click on the "Login to see members only content" link.

The "Login to see members only content" link will take you to the main login page. From the Login page, you can simply login with your username and password, you can create a username and password (if you haven't already) and in the event you have lost your login information, you can request that information as well. (Note: all chapter and divisions sites also include the "Login to see members only content" link. You can use the same information below to login from chapter/division sites.)

Login

Username: [Need a login?](#) ← ←

Password: [Forgot your password?](#) ← ←

Please note that this is the eSeries login system.
It is used for:

- Bookstore purchases
- Registering for events
- Renewing your membership & paying dues
- Logging in to the new web community

Even if you already have a login for community.iaap-hq.org, you may still need to [create a new login](#) here. If you do not know your ID number or receive a message stating that your e-mail address is not in the database, then please contact Membership at IAAP Headquarters via [email](#) or by phone at 816.891.6600.

Are you a **nonmember** who wants to join IAAP, place an order or register for an event? [Click here.](#)
Are you an **existing member** who still needs to **create a login** for the eSeries system? [Click here.](#)

First, if you need a login, you will need to choose the "Need a login?" link or the "create a new login" link. Enter your member ID

number and your first and last name in order to create your login info.



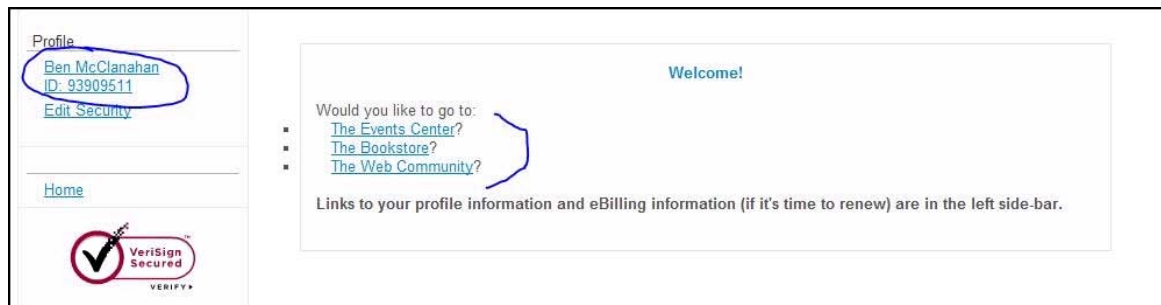
If you have forgotten your password or username, select the "Forgot your password?" link. From the "Reset My Password" page, enter the email address you have associated with your IAAP Web Community account and click "submit." Doing so will send an email to that address with a link that will allow you to reset your password.



Occasionally a member will have more than one login record on file with us. In that case, you will most likely receive a message that more than one account is associated with that email address and you will need to call HQ to have the duplicate information removed. If you are unsure which email address is associated with your account, you can also call HQ for that as well. After you have obtained your login information and logged in, you can verify that you are logged in by looking for the welcome module in the upper-right corner of the site. This welcome module will replace the "Login to see members only content" link.



You'll notice also that even after you login, the "Login" link still appears at the top of the screen. Clicking that link after logging in will take you to a welcome page that includes links to the IAAP Events Center, the IAAP Bookstore and a link back to the Web Community. You can also click on your name in the left column to access the contact information we have on file for you. If you need to update your address or other contact info, this is the place to do it.





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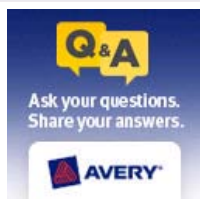
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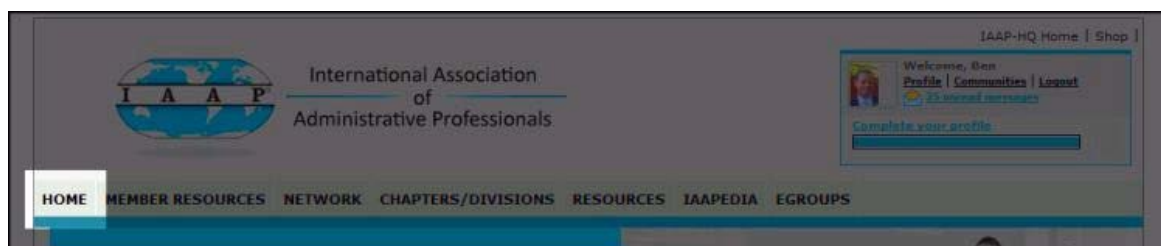
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Home



The Home tab along the top navigation will always take you back to the main IAAP Web Community home page. On your chapter or division site, the Home tab will always take you back to your chapter/division home page.

On the IAAP Web Community home page you can find the most recent announcements from headquarters, recent member blog posts, the latest issue of OfficePro and our Member Spotlight, which features a new IAAP member each week.

There is also information on the home page that is displayed depending on which online communities you belong to. For example, if you subscribe to the General Discussion eGroup, you will see any messages posted to that group on your home page under "IAAP Discussions."

Also, your chapter and other communities you belong to might also maintain a document library. Any new documents posted to those communities will also be displayed on the home page under "Recent Documents." Everybody's home page will look a little different depending on which groups they belong to, but it's designed that way so you can find the information relevant to you as quickly as possible.

Other features to the home page are added periodically throughout the year so make sure to check it out often in case there's something new.

Remember, in order to view all content on the home page and across the site, you have to be logged in. If you're unsure how to obtain a login, check out our login guide.



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FREE webinar
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Member Resources



From the Member Resources tab, you can find staff and board directories, information about upcoming events, frequently requested documents, IAAP sitebuilder help and much more. There is also a chat feature available in case you would like to chat with other members (The chat room only works with the Internet Explorer web browser).

This is also where chapter officers can access Membership Reports and Pathways to Excellence information.

Dues renewal information, certification materials and other education resources can also be found in this section.



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Profile

On your profile page, you can choose to display as much or as little information about yourself as you'd like. Used in conjunction with the Preferences options, you can customize exactly who sees which parts of your profile. By default, your profile information is only accessible by other IAAP members, so unless you change your preferences, your information will not be public to non-IAAP members.

- As long as you are logged in, you can edit each portion of your profile directly on the page using the edit links within each section.
- For your profile image, the optimal size is 200x200px, so if you are able to resize your photo first, it will look better on the site at those dimensions. Profile pictures should not be larger than 600x600px.
- Your main contact information is pulled directly from the IAAP member database. The information here is the company for which you work, your geographic location (like city/state) and the offices, committees and groups to which you belong. You can edit this information by clicking edit contact information. **Keep in mind that this will change your information with IAAP, not just in this web community**
- Your Bio is a freeform field that you can edit any way you choose by clicking edit.
- Your Certifications can be changed by clicking Enter Certifications. You might wonder why IAAP doesn't simply pull Certification information from your member record. The answer is this: While we do know who holds the CPS and/or CAP rating, we also know that lots of our members have certifications we don't track. As a result, we've left this field free for you to edit.
- Under Interests, you can choose some of the more popular interests from a list or enter your own. If any two people have the same interest in the system, that interest is immediately added to your networks, described more below. This is a powerful way to connect with other members who share interests with you that you may otherwise have no way of communicating with. We recommend adding any and all interests you have. You might be surprised how many of our members share those same interests.
- You can also edit your Education Details on this screen, as well as your Job History.

Moving down the left hand side of the screen, you'll see:

- My Blogs. This section is where anyone who visits your profile can see your most recent blog posting.
- Under My Contacts, you'll see a count of how many contacts you've currently got in your contacts list. Contacts are people you've defined as "I know this person and they're a part of my IAAP network."
- Under Groups, there are a few different fields. First, you'll see Chapter, which lists your chapter name. Under Committees, you'll see any committees of which you're a part. (Please remember that we only list international level committees here) If you're registered to attend any events, you'll also see that information appear here.
- Under Networks, you'll see a list of all the interest groups you've identified earlier in your profile.
- Under Groups and Networks, notice that each group listed is a clickable link. Why? To make it easier to communicate with people with whom you already share a connection. Clicking the group name brings up a list of people who are also a member of that group. Clicking each individual name will let you message that person or add them to your profile as a contact.

Along the top of your profile, you will see additional tabs. Let's look at the "My Contacts" tab first (this is the same page you will get if you click the "Contacts" link from the Network drop-down menu).

My Contacts

My Contacts brings up a list of the people you've designated as your contacts within the IAAP network. Want to add a contact? Click the green plus sign next to "add contact(s)." From this screen, you can also message any of your contacts and sort your contacts by name, rating, organization, city, state or country.

Inbox

Your Inbox tab (also available via the Network drop-down menu) brings up a screen where you can see all your one-to-one communications in one place.

- You have an inbox, which holds all the incoming messages in the system,
- Sent items, where you can read all the messages you've sent,
- Requests where you'll see where people have requested to add you as a contact (you've got to approve each new request), and
- Invitations, where you'll receive any invitations to join new groups that are formed in the system.
- Need to find a message fast? Every section of your message center is searchable... so you can quickly find the message in which Joyce told you all about Excel, for example.

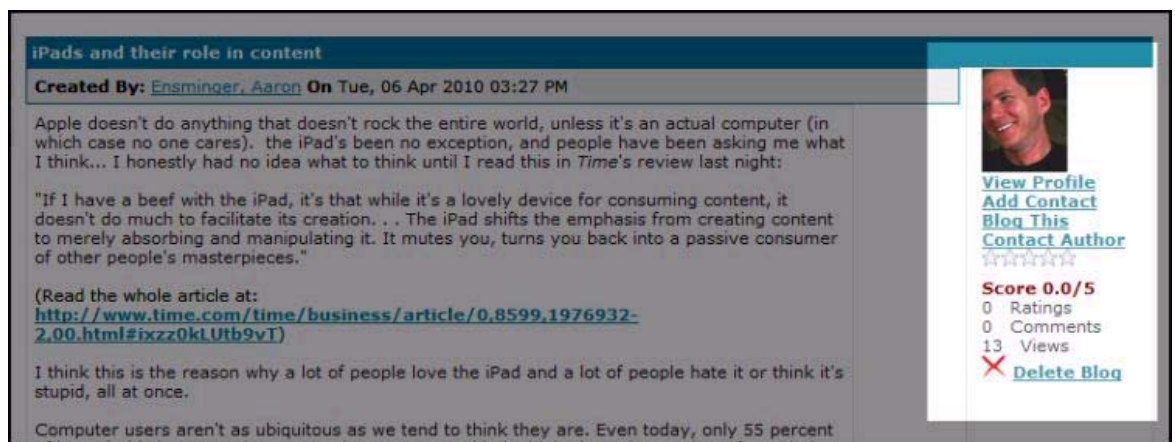
Blogs



Next you'll see Blogs. Next to eGroups, this is the fastest way to communicate with lots of people at once. This section, like your Inbox, has its own submenu. Moving from left to right:

- My Blog shows you all the blog entries you've made.
- My Contacts brings up all the blog entries of people on your contact list.
- Most Recent shows all the most recent blog posts of any blogs throughout the system you've got access to.
- Top Rated shows all the blog entries rated highest throughout the system,
- Most Read shows the most popular, by readership, blogs throughout the system, and
- Unpublished shows any blog entries you've started but not published yet.
- Start a new blog entry by clicking the green plus sign next to "New Blog."

Let's stick with Blogs for a second. There are a lot of things to keep in mind when working with blogs, and a lot of ways to communicate around them. Click Most Recent tab, and let's start there. You'll see a list of blogs come up, again, ordered by date. Click the title of the first blog you see, and we'll take a look at all the things you can do.



- You'll see the text of the blog post come up in the center of your screen. To the right of the blog, notice all the author information. You can view the author's profile (View Profile), add the author as a contact (Add Contact), add this blog entry to your own blog (Blog This) or send the author a private message (Contact Author).
- You can also rate the blog post, depending on how useful you find it to be. See the stars underneath the author's information? Click the first star (counting from left to right) if it's not very helpful, the second star if it's a little better than that, and so on. All the ratings everyone's ever given the post get averaged together to create the "score." (Don't worry, the author never sees exactly what you rated the post!)
- Under that rating, you can see the number of times the post has been rated, the number of times people have commented on the post, and the number of times people have viewed the post.

Now scroll all the way to the bottom of the blog post. The first thing you'll see is the section marked Permalink. You can copy and paste this URL into an email or into a web page to link directly to this blog post.



You can also add a comment to the blog post (if the author's opened it up for comments) or add a link to the post.

Posting a blog



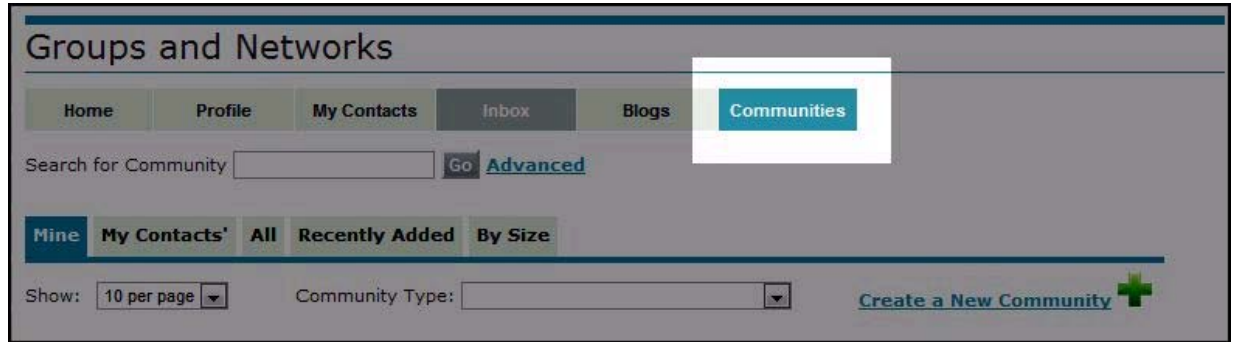
Want to create a blog post? Let's scroll back up to the top of the screen to see how. Up at the top of the blog menu, to the far right, you'll see the green plus sign next to "New Blog." Click there to add an entry to your own blog. You'll see a new screen come up with an editing box in the center. Here's how to make your very own blog post:

- Give your entry a title by typing in the box marked Title of Your Blog Entry.

- Then, use the editing box to type whatever you'd like. The buttons are very similar to Microsoft Word.
- When you're done typing, select who is allowed to read your blog entry. You can select from:
 - Public, which means that anyone can read your blog entry.
 - Authenticated, which means that anyone who's logged in to the system (but not necessarily an IAAP Member) can read your post.
 - IAAPHQ Members, which means that only IAAP Members can read your blog post, or
 - My Contacts, which means that only people you've added to your contact list can read the post.
- After that, you can decide who can comment on your post, using a similar list. The difference here is that you can allow no one to comment on your entry.
- Then, either click Publish, which takes your blog entry live, or save for later, which means you can come back and edit before it goes live. Let's go ahead and publish your blog entry.
- Now you'll see the beginnings of your blog, with one entry. Click that entry's title, and you'll see that you have very similar options to someone else's blog entry, with one key exception. On the left hand side, there's an icon for you to delete your blog entry.

Communities (Groups and Networks)

Moving back to the top menu, Groups is the last item. At last count, there were a few thousand networking groups in the IAAP web community... this is the part of the site that makes that number manageable. When you click this tab, you'll see a list of groups and networks come up automatically. These are the groups to which you already have access, because of how the system has identified you. You probably have a chapter group available to you and some special interest networks. Want to find a specific group? Just type in the search for a group or community box. This section also brings up its own submenu... let's move across each tab:



- My Groups is a list of the groups you already have access to.
- My Contacts groups shows a list of all the groups your contacts belong to.
- All Groups shows a list of all groups within the system.
- Recently added shows a list of new groups, and
- By Size shows a list of groups by their member count.
- Last but not least... want to create a group, say for "Microsoft Excel users?" just click the green plus sign next to "Add a new Community."

For more information about how communities interact with eGroups and libraries, see the eGroups section of the User Guide.



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Chapters/Divisions



The Chapters/Divisions tab includes a map, resources for chapter and division leaders and a link for chapters to join the IAAP Web Community.

Map

The chapter locator map lists every chapter and division site that is hosted through the IAAP Web Community. For chapter or divisions that are not part of the web community, those chapters can be found in our [main chapter locator](#) on the iaap-hq.org site. To use the map, click on the state or province you'd like to find and you will see a list of each chapter site on the web community.

Leadership Resources

If you're a new chapter or division officer and need guidance, or if you're just looking for information to help you lead your group, a variety of leadership resources can be found on this page, including chapter and division job descriptions, chapter operations best practices, bylaws and standing rules and much more.

Join the IAAP Web Community

If your chapter or division would like to become a part of the IAAP Web Community, this section of the site will provide all the details you need and provides a signup form. It typically takes less than a week to get a site up and running.



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Resources



The Web Community's Document Library is a great resource for finding documents related to your chapter/division or documents from IAAP headquarters, but knowing how to use it properly is important to finding what you're looking for.

Please follow the guide below to learn how to search the Document Library. If you have additional questions, please contact Ben McClanahan, IAAP Internet Communications Coordinator at [bmclanahan \(at\) iaap-hq \(dot\) org](mailto:bmclanahan@iaap-hq.org).

- 1) To access the Document Library, find "[Resources](#)" from the top navigation of the Web Community.
- 2) Included in the drop-down navigation links is a "[Search Library](#)" option. Click it.



(Note: We also maintain a "[Frequently Requested Documents](#)" page, in case you're looking for something many members might be after.)

- 3) The Search Library screen looks like this:

[Home](#) > [Resources](#) > Search Library

[Edit This Page](#) [Add To This Page](#)

Search Library

Note! This search engine will search the text **inside** the body of documents. If you only want to find files **tagged with a certain keyword** (e.g. "Leadership," "Forms"), leave the search term field blank and expand the tags bar below to select the tags you want to search.

(Having trouble reading a document format? Try converting it to something else at www.cometdocs.com.)


Search Term →


Created After


Document ID


Posted By

Approved in the Last Days

Search Library 

Search File Type 

Search Tags 

 **Search**

4) When searching for a document, the more information you have, the easier it will be to find:

- Are you looking for a chapter/division document or an IAAP headquarters document?
- Do you know who created the document?
- Do you know what kind of file you are looking for (PDF, DOC, JPG, etc.)
- Do you know what category it would likely be filed under (Membership, Chapters, Web Community, etc.)

As an example, try searching for "OfficePro Express" and clicking Search without selecting a library, filetype or tag. What you will find is a long list of documents that may or may not be related to what you are looking for.

Now, let's try searching by filtering by only documents posted in the OfficePro library.

Search Library

Note! This search engine will search the text **inside** the body of documents. If you only want to find files **tagged with a certain keyword** (e.g. "Leadership," "Forms"), leave the search term field blank and expand the tags bar below to select the tags you want to search.

(Having trouble reading a document format? Try converting it to something else at www.cometdocs.com.)

Search Term All Words


Created After


Document ID


Posted By

Email Address

Approved in the Last Days

Search Library 

Search File Type 

Search Tags 

Search

When you expand the Search Library menu, you will see a listing of every document library you have access to. Find OfficePro and check the box. Then complete the search query by clicking Search.

<input type="checkbox"/> Chapter Board of Directors	<input type="checkbox"/> Oakland County
<input type="checkbox"/> Charleston	<input type="checkbox"/> Oakland County Board of Directors
<input type="checkbox"/> Charleston/Charleston, WV	<input type="checkbox"/> Oasis/Las Vegas, NV
<input type="checkbox"/> Charlotte/Charlotte, NC	<input type="checkbox"/> OD Board
<input type="checkbox"/> Chattanooga/Chattanooga, TN	<input checked="" type="checkbox"/> OfficePro
<input type="checkbox"/> Cherokee Rose/Tucker, GA	<input type="checkbox"/> OfficeTeam Career Center Library
<input type="checkbox"/> Chicago Lake Shore Chapter (Public)	<input type="checkbox"/> Oklahoma City/Oklahoma City, OK
<input type="checkbox"/> Chicago Lake Shore Chapter Leadership	<input type="checkbox"/> Ontario Division Board

What you will find is a much more focused list of search results, as opposed to a list of results from a variety of different libraries. If you need to narrow it down even more, you can filter by who posted the document, when it was created, exact phrasing, search tags, file types, etc.

Oftentimes, if you do not narrow your search at all, you will receive a long list of results and will find yourself browsing through multiples pages of results.

If you still cannot find the document you are looking for, please don't hesitate to contact IAAP's internet communications department.



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erpmgymhmagence/training/alerisugconre
ncs/leorsort/lling/110xqodofficeproducts/capen/1
aperprodactionary/hupfleromcor/gemg

officePRO
Buyers' Guide

[Click Here](#)

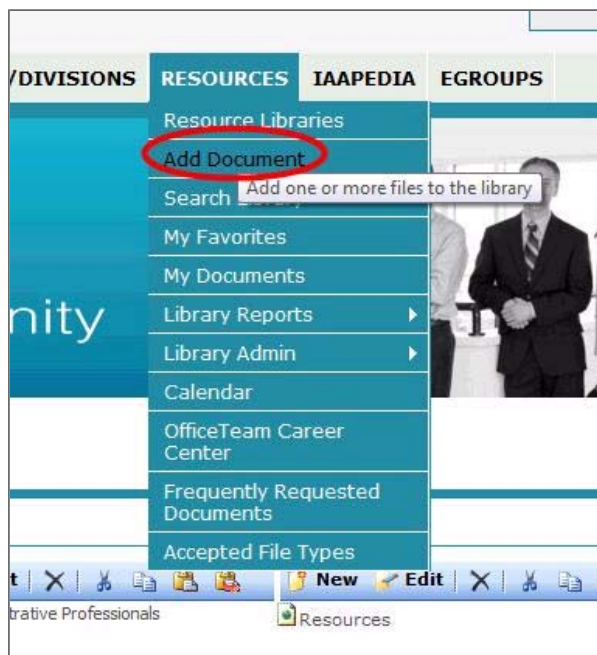
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How to add a document

One benefit of IAAP's Web Community is its robust document library options. IAAP members and chapters have the ability to upload a variety of different media for use by their chapter and other IAAP members. This tutorial will walk you through the process of adding a document to the Document Library.

You can also [view a short video](#) to see exactly how it's done in real-time (Hint: It helps to expand the video to full-screen by clicking in the bottom-right of the video player.)

Just as if you were going to search the Document Library, you will want to first access the [Resources](#) link along the top navigation of the Web Community and select Add Document to get started.



Next, fill in the first three fields, Title, Description and Library and click Save.

Add Document

Step 1: Describe Your Document

Title: Enter a title for your document or group of documents

Title of Document

Description: Enter a brief description of your document

Description of document goes here.

Add brief description so people will know what the document is when browsing through the Resource Library

Library: Enter the library in which the document should be listed

[Select Library]


Save

Important note on document titles and descriptions: Be as descriptive as possible with your document titles, as this will be the primary information users see when searching for a document. Use words specific to your chapter and words specific to the document that members might use to search for a document. For example, if you're posting your chapter roster, name it "(Chapter Name) Chapter Roster" and not just "Chapter Roster." This will make it easier to identify in search results.

After you create your title, description and **click Save first**, then upload your file to the Web Community:

Step 2: Upload Your File(s)

Select File No file chosen

File Name 

Maximum file upload size limit is 30MB.

Once the file has been uploaded, you will see a list of Tags/Keywords that you can select. Select as many tags/keywords that apply to your document. This will also make searching for the document easier. For example, if you are adding a document about your chapter's guidebook, you will want to check that category on the list:

Step 3: Add Tags/Keywords to Your Document

Topics

<input type="checkbox"/> Access	<input type="checkbox"/> Acronyms
<input type="checkbox"/> Action>Direction	<input type="checkbox"/> Address Change
<input type="checkbox"/> Annual report	<input type="checkbox"/> APW
<input type="checkbox"/> Articles	<input type="checkbox"/> Audit
<input type="checkbox"/> Avery	<input type="checkbox"/> Awards
<input type="checkbox"/> Benefits of Joining IAAP	<input type="checkbox"/> Board of Directors
<input type="checkbox"/> Bylaws	<input type="checkbox"/> CAP
<input type="checkbox"/> Career Development	<input type="checkbox"/> Certification
<input type="checkbox"/> Certification Conference	<input type="checkbox"/> Chapter guidebooks
<input type="checkbox"/> Chapter of Excellence	<input type="checkbox"/> Chapter programs
<input type="checkbox"/> Chapters	<input type="checkbox"/> College

When you have made all your tag/keyword selections, click on "Continue" to move on.

Your document is now uploaded. You will see a variety of options, including editing options, sharing options and other information.

The Document Library accepts a variety of file types, so uploads are not limited to PDF or word processing files. Images, video and even audio files are supported, so be creative and play around with the options here. [Here's a sample photo gallery](#). As you can see, your uploaded images are automatically placed into a photo player that allows viewers to easily scroll through your images.

You can also [view a full list of accepted file types here](#).



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Working with documents

(Note: This section is primarily for site administrators but may be useful to users of the web community as well.)

How to properly upload documents is an often-confused process for IAAP sitebuilders. This guide will provide step-by-step instructions on how to upload a document to a webpage, a resource library and the proper procedure for locking a document to only members of your chapter or division. If uploading confidential information to your site, it is important that these steps are followed exactly as shown here.

Before we get started, let's point out one area of the CMS where you should NEVER upload a document. For each content item that you create, you have the option to select the type of content, including HTML, Uploaded File, Hyperlink, etc. It is often tempting to use the "Uploaded File" option to upload a document. While documents can be uploaded in that fashion, we do not recommend using it. This tutorial will demonstrate better methods for uploading and managing documents.

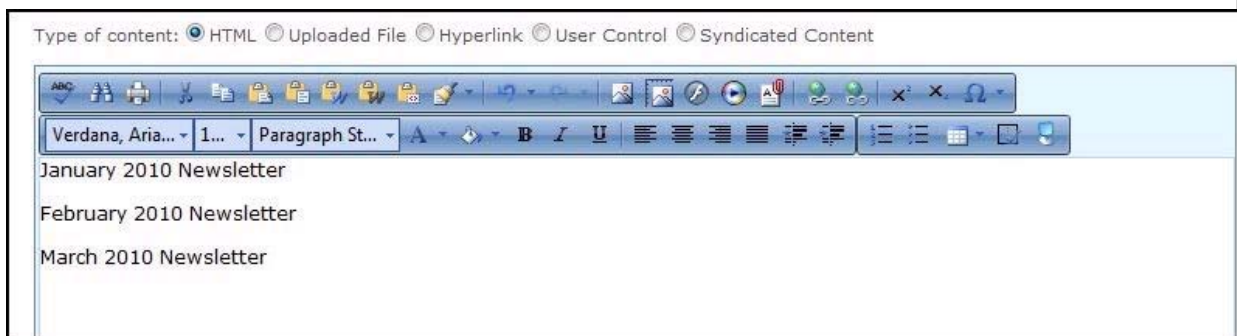


Another thing you should not do: **Do not upload any image file or document file that has spaces or special characters in the filename. Replace the spaces with underscores or simply delete them.** For example, if you have a PDF you have named "2010 November Newsletter.pdf" you want to change it to "2010_November_Newsletter.pdf" or "2010NovemberNewsletter.pdf." At some point, this will probably save you some headaches. Most modern web browsers can convert spaces into the correct HTML format but older browsers, like IE6, will often break the link if the filename has spaces or uncommon characters in it.

Uploading a document within a web page

If you have a document, like a newsletter, that you'd like to make available to any visitor that comes to your site, you can upload the document using the WYSIWYG editor's Document Manager.

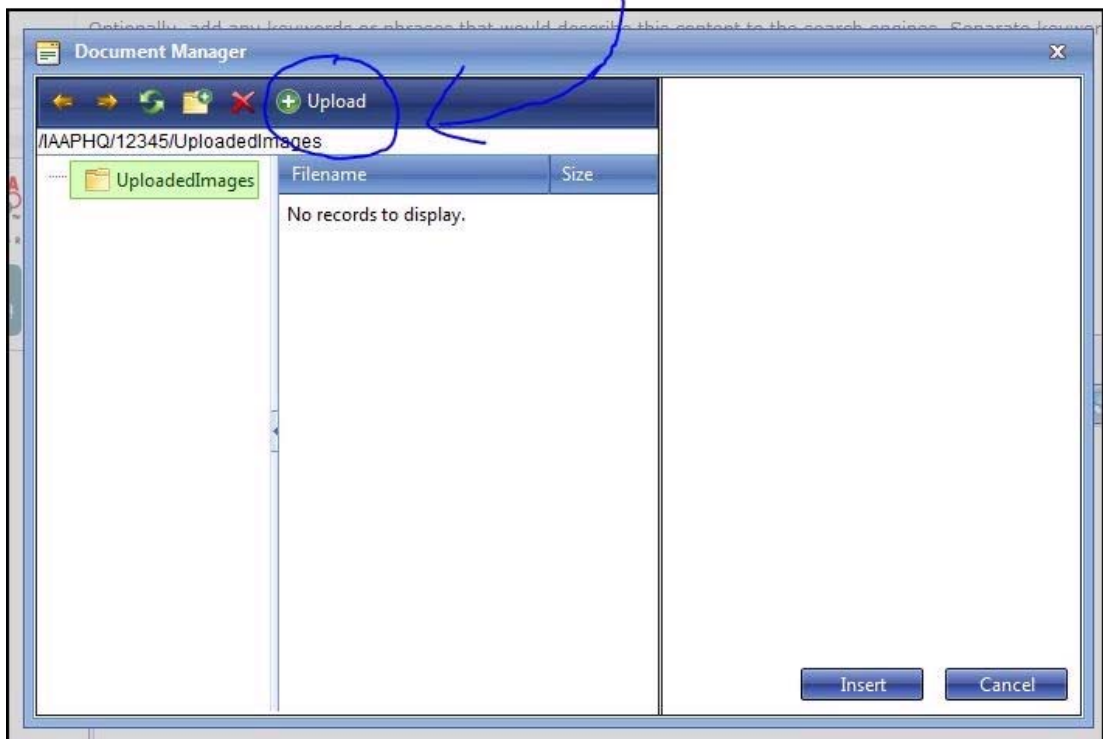
For this example, let's say you would like to make a list to archive your chapter's newsletters. Below we can see three newsletters listed but none have yet been linked to a document.



What we want to do is link each month's newsletter to a PDF file (or whatever format your newsletter is in). To get started, we need to highlight the text we want to link to the document and click on the Document Manager icon inside the editing ribbon.



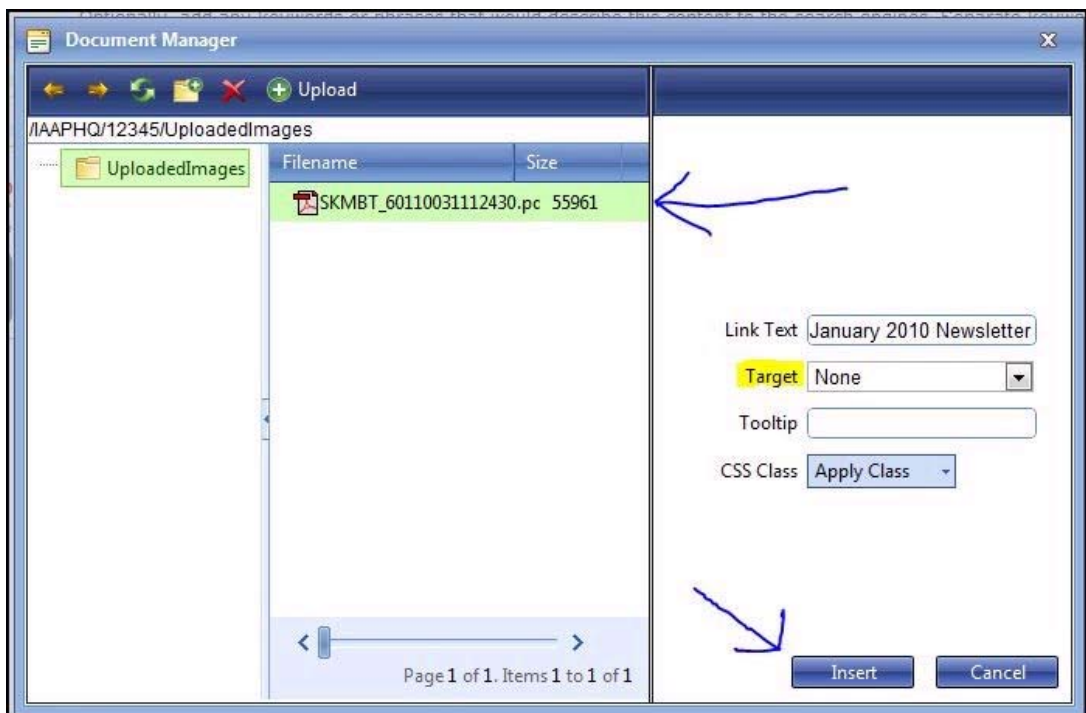
Clicking the Document Manager will bring up a window where we can upload our file. Click the "Upload" button to upload your file.



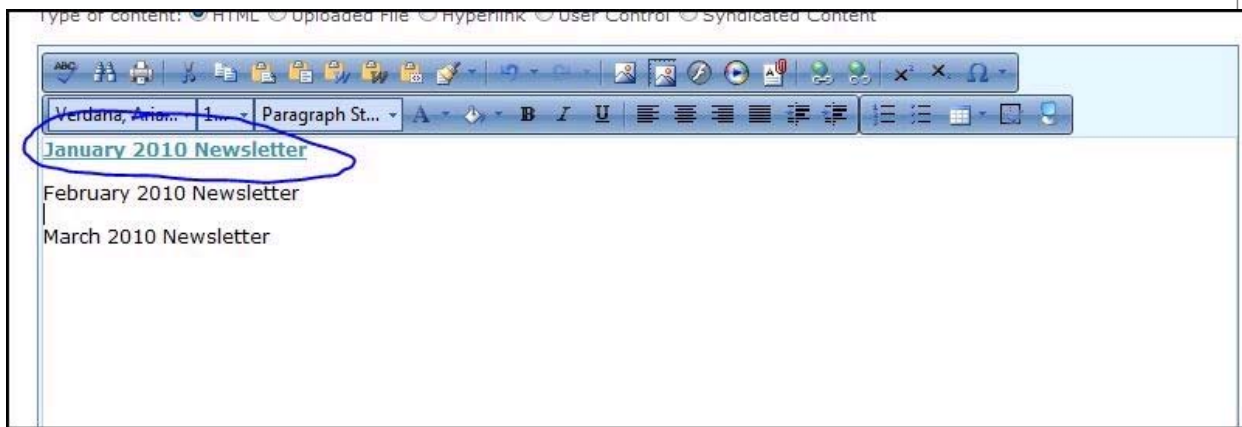
The next window is where you will choose the file to upload. Note the max file size is 10MB, the allowed file extensions and that you can add more than one file at a time if you want. When you have all the files you'd like uploaded, click the "Upload" button.



After uploading the file, you will be taken back to the Document Manager window, and you should see your uploaded document or documents listed. Clicking a document will highlight the document in green and will bring up some options to the right. It is not necessary to change any of those settings but one you might use is the Target dropdown to make the document open in a new window. When you're ready, click Insert and the document will be linked to the text we highlighted earlier.



You can see now that the January 2010 Newsletter is now a hyperlink to the document we uploaded.



To link February and March in this example, we would follow the same steps. However, the easiest method would be to have uploaded all three newsletter files at once. They would then all be listed in your Document Manager. To insert each one, you would then simply highlight the text for the newsletter, open the Document Manager, highlight the corresponding file for that newsletter and click Insert.

Also, once a document is uploaded to the Document Manager it can be linked to on other pages as well. So, for example, if you want to link to a newsletter from your home page and an inside page, you can do so without having to upload the document more than once. You still have to create the link to the document on each page, but you do NOT have to upload the document twice.

When you click on each link, the document should open in your web browser. You can then see a direct link to your document in the URL bar at the top of your browser, which you may need for an email or some other purpose. For example, you could also use this URL if you wanted to link to the document on another page of your site, instead of using the Document Manager.



Important!

Many sitebuilders assume that if they link to a document on a page that is set to "Members Only" that the content on that page, including the document, is only accessible by their chapter members. This is NOT the case. **By selecting "Members Only" you are only restricting the content on the page to members of IAAP.** In order to lock a document to members of your chapter, you will need to follow the directions below. You CANNOT lock a webpage to only members of your chapter. You can, however, lock a page on your site to only site administrators, IAAP members or you can make it available to the general public.

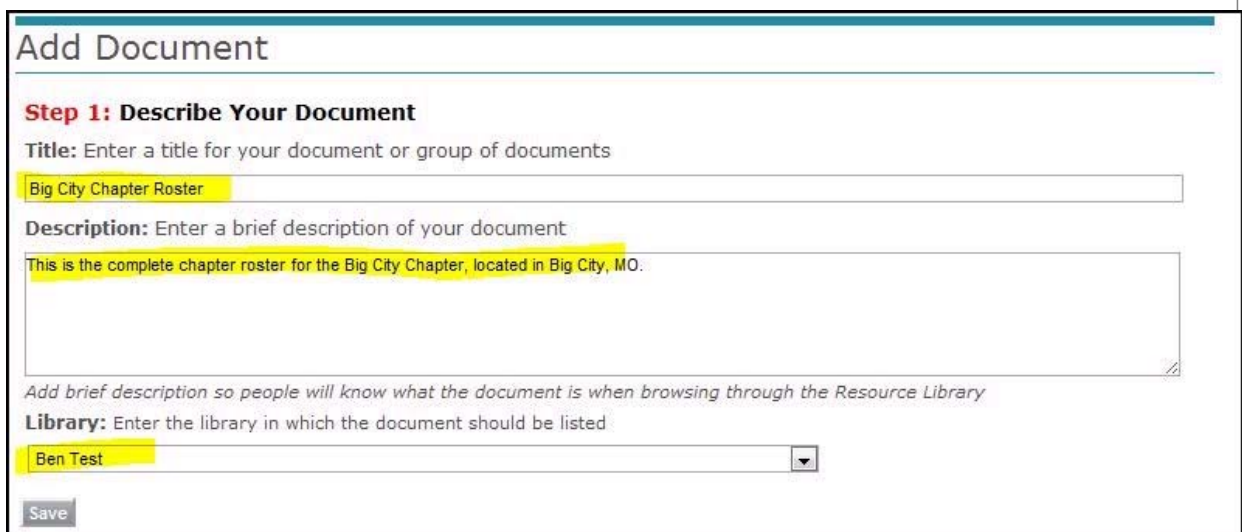


Locking a Document to Only Members of Your Chapter or Division

The only way to restrict access to a document to only members of your chapter or division is by uploading the document through the Resource Library. Again, you cannot restrict an entire page on your site to just your chapter's members, but you can restrict a document. This is an often-misunderstood concept on the Web Community, so please take the time to understand the difference.

To add a document, you will need to select the "Add Document" link from the dropdown menu located in the "Resources" or "Professional Resources" section of your site.

The first step is to give your document a name, a description and to select the correct library. It is very important that you name your document in a way that it can be easily found through search. In the example below, notice we have named the chapter's roster "Big City Chapter Roster" rather than simply "Chapter Roster." If you were to search the entire document library for "chapter roster" you would likely come up with hundreds of results. But if someone were to search for "Big City Chapter Roster" they would most likely only find this document.




Once you have entered the title and description, select the library for your chapter or division. By placing the document in your chapter or division library, you are ensuring that only members of your chapter or division have access to it. [Note: It is possible to "open up" a chapter library so that it is completely public, but by default it is private. In order for it to be changed, you need to request to make your library public through HQ. It is also possible to setup separate public and private libraries for your chapter. To do this, you need to request a public library be created through IAAP's Internet Communications Coordinator.]

After selecting the library, it is important that you click "Save" before moving on to Step 2.

Next, choose the file you want to add to the library and click Upload.

Step 2: Upload Your File(s)

Select File: SKMBT_60110031112430.pdf

File Name: 

Maximum file upload size limit is 30MB.

You can also upload more than one file within a single document. For example, if you uploaded a PowerPoint presentation that also had an audio recording that goes with it, you could upload both files to the same document so that they remain together.

After uploading the file or files, the next step is to select any tags or keywords that relate to the document. Check any keywords or phrases you see that relate to your document. This is not a required step but it does make searching your library easier.

Step 3: Add Tags/Keywords to Your Document


Topics







<input type="checkbox"/> Access	<input type="checkbox"/> Acronyms
<input type="checkbox"/> Action>Direction	<input type="checkbox"/> Address Change
<input type="checkbox"/> Annual report	<input type="checkbox"/> APW
<input type="checkbox"/> Articles	<input type="checkbox"/> Audit
<input type="checkbox"/> Avery	<input type="checkbox"/> Awards
<input type="checkbox"/> Benefits of Joining IAAP	<input type="checkbox"/> Board of Directors
<input type="checkbox"/> Bylaws	<input type="checkbox"/> CAP
<input type="checkbox"/> Career Development	<input type="checkbox"/> Certification
<input type="checkbox"/> Certification Conference	<input type="checkbox"/> Chapter guidebooks

Once you have selected your tags, scroll all the way to the bottom of the page and click Continue.

You will then be taken to the "View Document" page, which summarizes the document and lists all the files contained within it. There are a number of options here but the most important is the "Permalink" option. Clicking there will bring up a window that gives you a direct URL to your document.

View Document

#3679 -Big City Chapter Roster 

 Posted by: Ben McClanahan March 12, 2010 02:15 pm Posted in: Ben Test View Profile Blog This	File(s) in this Document   SKMBT_60110031112430 54.65 KB	 Score 0.2/5  Add to Favorites  Share  Add To RSS Feeds
	0 Ratings 0 Favorited 0 Comments 1 Views 1 Files 0 Shares 0 Downloads 0 Related	This is the complete chapter roster for the Big City Chapter, located in Big City, MO.

Permalink

To link to this document container, copy and paste the URL below into your blog or homepage. Using this link will ensure access to the article, even if it is archived.

You might notice that the URL provided in the Permalink box is EXACTLY the same as the URL displayed in your browser for that View Document page. They are the same, so you can use either one. Whatever method you choose, copy and paste this URL to something like Notepad so you can easily access it again.

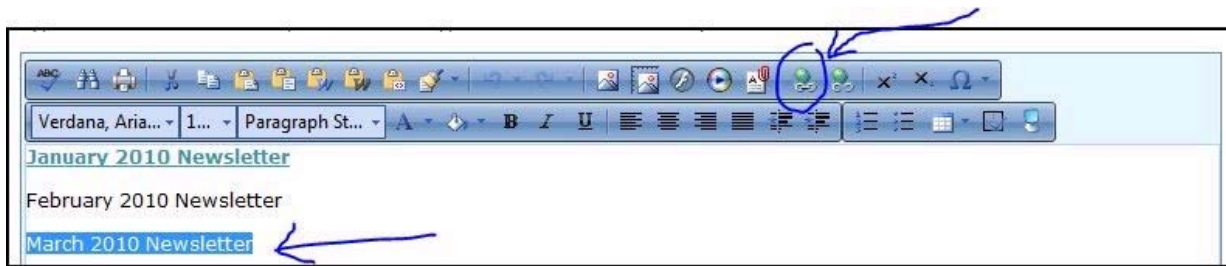
 <http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Resources/ViewDocument/Default.aspx?DocumentKey=02dd0734-85>

This View Document (or Permalink) URL is only accessible by members of your chapter and only when those members are logged in to the web community. This is the link you need to use if you want to restrict a document to only members of your chapter. If you are unsure about the link you are using, check to see if you see a "DocumentKey" parameter in the URL as we can see above. If there is no DocumentKey there's a good chance your document is not secure.

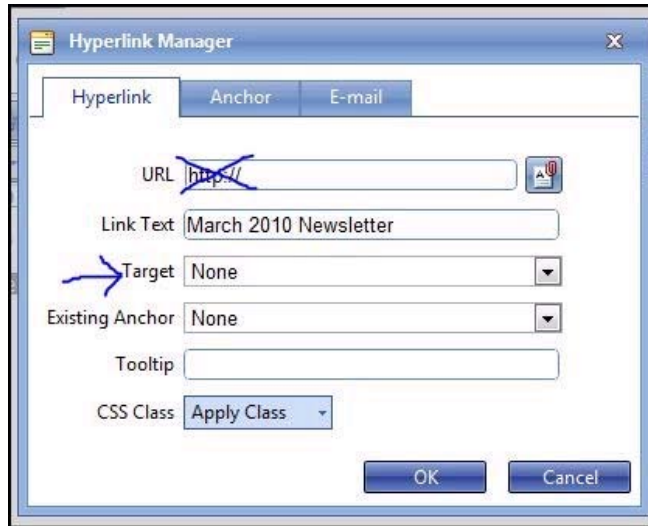
So what do we do with this link?

Let's go back to the list of newsletters we used in the previous example. Remember previously that we created a link for the January newsletter to a document that was available to anybody. This example will show how we could link the March Newsletter to only members of our chapter. Just as we did before, we want to highlight the text we want linked to the document; however, instead of

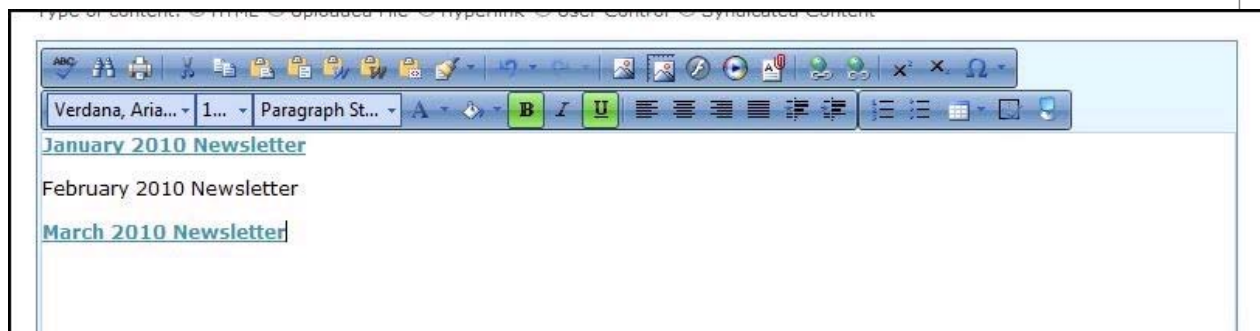
using the Document Manager icon to select the Link Manager icon, which looks like a small globe with a chain link at the bottom. There are actually two in the ribbon but if you mouse over them, you can see the Link Manager is on the left. The icon to the right removes a link.



Clicking the icon will bring up the Link Manager window. Delete the "http://" that shows in the URL field by default. Paste the long View Document (or Permalink) we copied earlier into this field. You can also use the Target dropdown to open the document in a new window but the rest of the option you can ignore and click OK.



Our page now has two links to documents on it. Remember the first link we made available to the public. The March link is only available to members with access to the library the document was uploaded to. [Visit this page](#) and try clicking each link yourself. Whether you are logged in or not, you should be able to access the file uploaded for the January newsletter. However, if you click the March link you will either be prompted to login to the web community or (if you're already logged on) you will receive a message that you do not have access to this document.



So even though the [page we've referenced in this tutorial](#) is open to the public, the actual document that contains the information we want to keep private is not. Therefore, you can have a "Members Only" section on your site, and while all IAAP members will technically be able to get to the page and see what's listed and linked to there, only your chapter members will be able to click through to the document to access the restricted information.



Welcome to the IAAP Web Community



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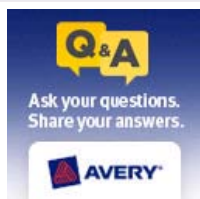
■ Network

■ Chapters/Divisions

■ Resources

■ IAAPedia

■ eGroups



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IAAPedia



You may already be familiar with the concept of "wikis." If not, you can find the most popular example at www.wikipedia.org. A wiki is a user-created glossary of terms and definitions.

Have you ever noticed that IAAP seems to have its own "language?" What's more, do you remember how lost you felt, as a new member, when people started talking about PECs and DAMs and IDPCs? The IAAPedia is a great way to educate everyone about our own internal code.

Wikis are designed so that no one person "owns" an entry. From the main IAAPedia screen, you can do everything:

- Search the IAAPedia
- See what the most popular phrases are at the moment
- Add a word or phrase
- Request a Definition

You can also sort the IAAPedia a number of ways:

- Alphabetically
- By Popularity
- By Rating
- By most recently updated
- By Status

You can also rate any definition according to how helpful it is by using the five star rating system on each definition.

- Expand any of the terms by clicking its link. You'll see a number of options now open to you:
- You can edit the definition yourself by clicking Edit at the bottom of the definition
- Add a related link
- Add any comments you'd like to the definition, starting a discussion.



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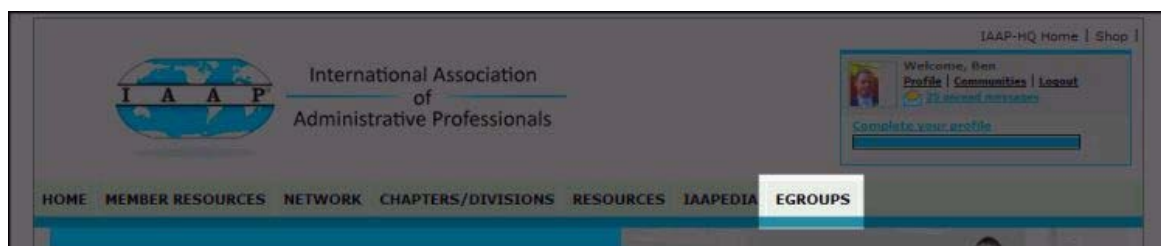
■ IAAPedia

■ eGroups

FREE webinar
exclusively for
administrative
professionals!

[Home](#) > [User Guide](#) > [EGroups](#)

eGroups



eGroups are a powerful way for chapter, divisions and members-at-large to stay connected. Within the IAAP Web Community dozens of online eGroups exist, allowing members to discuss various topics with other members within their chapter, region or around the world. Each chapter or division that subscribes to the web community has access to its own eGroup, which can only be accessed by members of that chapter or division. The eGroups are an often misunderstood component of the web community, so please make sure your chapter/division members are familiar with how they work. This guide will hopefully help you do that.

Managing subscriptions

Learning how to properly manage your eGroup subscriptions is the most important thing for members to understand in regards to IAAP's discussion groups.

When a new chapter/division site is created, each member of that group has ACCESS to the eGroup, meaning if they login to the web community and go to the eGroups home page, they will be able to read all discussions within that eGroup. However, this does NOT mean they will automatically receive email notifications when a new message is posted to the eGroup. In order for members to receive email updates, they will need to choose a subscription option.

The fastest way to manage your subscriptions is to choose the "My Subscriptions" link from the eGroups drop-down menu (Note: you will need to be logged in first).



Here's an overview of what a subscriptions page might look like:

My Subscriptions

Mail Format: Text HTML (recommended)

Subscriptions updated successfully.

Eligible eGroup	Real Time	Daily Digest	PDA	No Emails	Un Subscribe
AveryDennison subscribed as bmcclanahan@iaap-hq.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Ben Test subscribed as bmcclanahan@iaap-hq.org change	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Computer Tech Tips subscribed as bmcclanahan@iaap-hq.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
General IAAP Discussion subscribed as bmcclanahan@iaap-hq.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
OfficePro subscribed as bmcclanahan@iaap-hq.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Sitebuilder Discussion Group subscribed as bmcclanahan@iaap-hq.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Web Community FeedbackSuggestions subscribed as bmcclanahan@iaap-hq.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
102000 Illinois Division not subscribed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
105000 Ohio Division not subscribed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
105352 North Coast not subscribed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
2004-2005 Division Presidents not subscribed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
2005-06 Division Presidents Alumni not subscribed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
2008-09 Indiana Division Board not subscribed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
2009 Certification Conference not subscribed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset

In this example, the eGroups listed in bold are the eGroups that the member is currently subscribed to. To the right, you can see that 6 eGroups have been set to Real Time and another has been set to Daily Digest.

The unbolded eGroups listed below are eGroups the member has access to but is not currently subscribed to. In order for the member to receive email notifications for those groups, the member would need to choose a subscription option.

Let's describe what each subscription option does:

Real Time: When a subscription is set to real-time, the member will receive an email any time a new message is posted to that eGroup. We encourage members to subscribe to their chapter, division and the IAAP General Discussion eGroups in real time so that members can stay informed with all discussions going on within their IAAP communities.

Daily Digest: This option compiles all eGroup messages for a 24-hour period into one email, so that instead of getting multiple emails a day, you only get one. This is useful for popular eGroups with frequent messaging.

PDA: The title of this one is a bit misleading because it indicates this is a subscription for only a mobile device. That actually is not the case and it will likely have a new name in the future. The PDA option will allow you to receive updates on a mobile device but you can also receive real-time emails with it. The advantage to this option is that it also allows you to respond via email (rather than logging into the web community and responding that way).

No Emails: While you automatically will not receive emails, in order to post a message to an eGroup, you do need to choose a subscription option. If you would like to be able to post messages to an eGroup but you do NOT want to receive emails of any kind, you can select No Emails.

Unsubscribe: If you no longer want to participate in an eGroup, you can choose Unsubscribe.

Posting messages

To post a message to an eGroup, select "Post Message" from the drop-down menu to bring up the message editor.



First, select the eGroup in which you would like your message to appear. The dropdown menu will show you all of the eGroups you are subscribed to. If your message relates to more than one eGroup, you also select to "Cross Post To" another eGroup, but that is optional. You'll also need to enter a subject and the body of your message. If you have a document or other file to attach, you add an attachment in the lower-left corner. When you are ready to submit your message, you can click "Send."

Post Message

From Ben McClanahan

To

Cross Post To

Subject

Message

Verdana, Aria... 1...

This is a test message.

Other options

In addition to managing your eGroup subscriptions, you can also review all messages you've posted and can also customize your eGroups signature, which appears automatically at the end of any message you submit.



There is also an "Advanced Search" function in case you are looking for eGroup messages on a particular topic.

Learning to effectively navigate IAAP's eGroups is a powerful way to utilize the IAAP Web Community, and we encourage all members to take some time to get familiar with them and how they work.

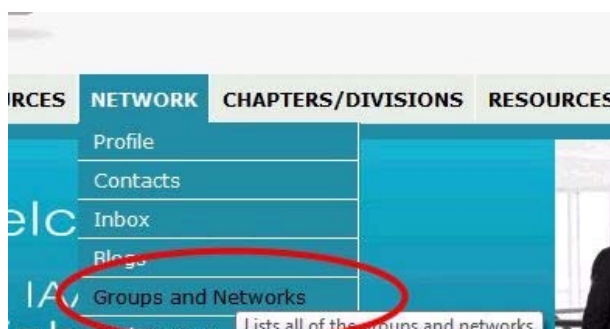
Creating an eGroup

IAAP members can also create their own eGroups to start their own discussion threads, either within their chapter or among the entire IAAP membership. For example, a chapter might want to have a separate discussion group for just its board members, or an individual member might want to start an eGroup to discuss current web trends.

Before you create a new eGroup, it's important to understand the difference between a community and an eGroup. Each chapter/division site on the IAAP Web Community is technically its own community, which consists of three primary things: 1) a website, 2) an eGroup and 3) a document or resource library.

When you create a new eGroup, you are actually creating a new community. The only difference is that the new community will NOT have its own website. So what you've actually done is create a community that includes an eGroup and a library (if you choose to create a library). This is important to understand as you create the new community and select different options.

To create a community, you need to access the "Groups and Networks" link from the "Network" drop-down menu.



This Page

Select the "Create a Group" link.

Member Created Group 2010-2011 Division Presidents	Create a Group + 49 Members View the eGroup View the Library
2011 EFAM Committee	1 Member View the eGroup View the Library
Administrative Professionals Week	1 Member View the eGroup

The first three fields are very straightforward, so fill in the title and description (You cannot change the type of community).

Manage Community

Home Profile My Contacts Inbox Blogs **Communities**

Name of Your Community
 [Check Availability](#)

Type of Community

Description, Purpose or Mission Statement of the Community

Who Can Join the Community?
 Invitation Only IAAPHQ Members Authenticated Public My Contacts

Who Can View Your Community?
 Invitation Only IAAPHQ Members Authenticated Public My Contacts

The last two options -- "Who Can Join the Community?" and "Who Can View Your Community?" -- are the two trickiest options to understand.

It is important to remember that you are setting access rights for the community, NOT the eGroup. So let's say we set our new community to be both public for people to join and to view. Your community is public but the eGroup is not going to be visible yet from the eGroups page.

So even though the eGroup is not accessible from the eGroups page, the community is available from the Groups and Networks page. You can either search for it, or find it in the "All" or "Recently Added" tabs below the search bar.

Home > **Network** > Groups And Networks

Groups and Networks

Home Profile My Contacts **Inbox** Blogs Communities

Search for Community [Advanced](#)

Mine My Contacts' All Recently Added By Size

After searching for the group, I can access it by clicking on the group title. Or I could also go straight to the eGroup or Library from there as well.

Groups and Networks

Home Profile My Contacts **Inbox** Blogs Communities


Search for Community [Advanced](#) 1 Result(s) Found

Mine My Contacts' All Recently Added By Size

Show: Community Type:

[Create a New Community](#) +

Member Created Group

Create a Group 

1 Member

[View the eGroup](#)

[View the Library](#)

New Group Title

Description of your new group.

When I click on the group's title, I can see all the details for this group, who created it, when it was created, a description, etc. I can also see who the admins are for the community, and since this is a public group, I can also choose to join the community. Again, I can also simply view the eGroup or Library.

[Home](#) > [Network](#) > Group Details

Group Details

Home Profile My Contacts Inbox Blogs **Communities**

New Group Title

Community Type: Member Created Group

Created By: [McClanahan, Ben](#) **On** Wed, 31 Mar 2010 01:47 PM

Description of your new group.

[View the eGroup](#) [View the Library](#)

[Join/Leave Community](#)

[Join Community](#)

Admins

[McClanahan, Ben](#)

In order for this eGroup or library to appear in the list of eGroups and libraries that are available to me (on the eGroups and Resources pages, respectively) I have to join the community.

If you create a new community and would like to have the eGroup visible from the eGroups page without a member needing to join the community first, you will need to send a request to HQ to have the eGroup listed as a public group.