



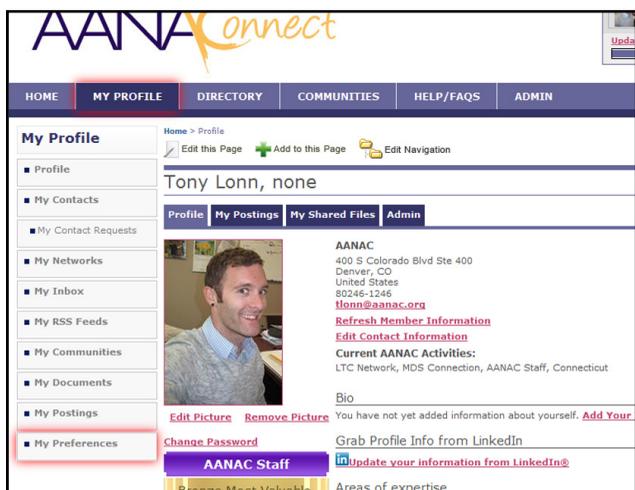
AANACConnect is an online member community that allows you to connect, learn and share with colleagues like never before. We've put together this handy guide to show you the basics to help you get the most out of your new member benefit.



Welcome. It's easy to start.

You can get to AANACConnect through the the AANAC website (www.aanac.org). Just log in using your AANAC User ID and Password and then click AANACConnect in the top navigation to be taken to the community.

NOTE: Because AANACConnect is integrated with our member database, you don't have to remember more than one login or password.

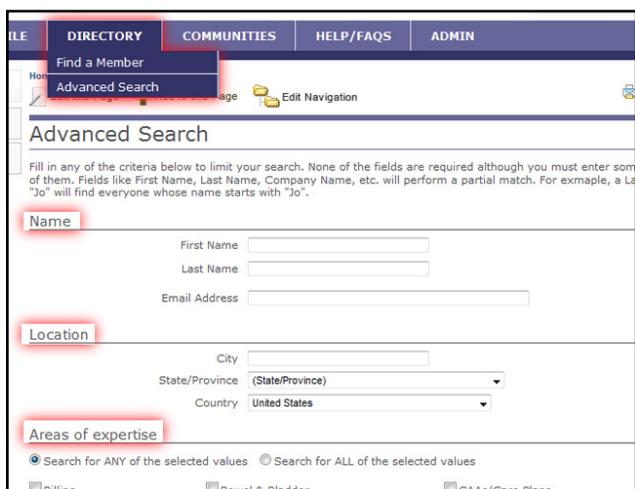


Profiles. Tell us about yourself.

We've used your information from our database to complete the basic parts of your new profile, including your name, organization and professional designations. Now make it yours by filling out areas like education history, interests and MDS software provider to help other members find you and get conversations started.

Don't forget to upload a picture of your smiling self. This really helps add to the sense of community and helps others get to know you.

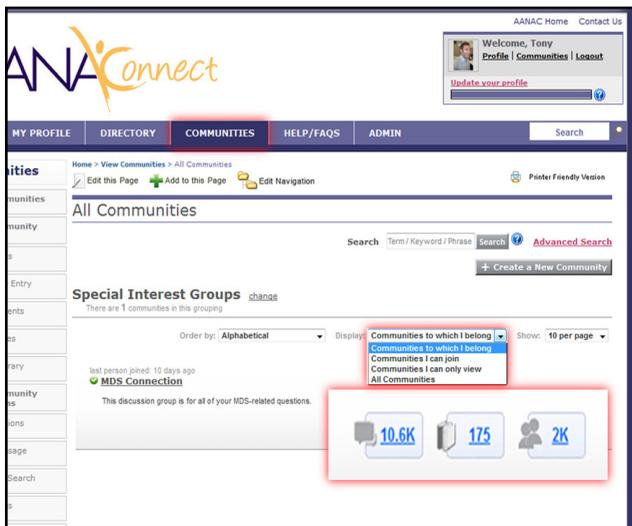
NOTE: Don't want everybody to see everything? No problem. Just click "My Preferences" in the left navigation to adjust your security.



Peer Search. Make new friends; find old ones.

Look for other members by name, company or email address by using the "Directory" link in the upper navigation. Or dig deeper by using the "Advanced Search" function to look for people by areas of expertise, interests, MDS software provider and so much more. You can also use the "Likeness" search to display members that share profile characteristics with you.

Once you've found the person(s) that you're looking for, you can view profiles, send messages or add as a contact directly from the search results page.

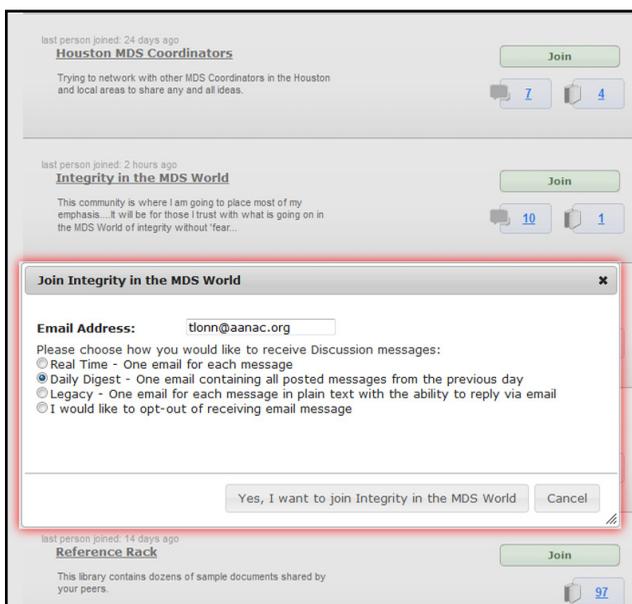


Communities. Go ahead, look around.

Use the “**Communities**” menu item to see all the possible communities available for you to join. By default, it will show you the communities you already participate in. You can change this to “**Communities I can join**” using the filter options near the top of the page.

Communities include general forums like **LTC Network** where you can connect with over 12,000 other AANAC members, plus special interest groups like **MDS Connection, DON/ADON and nurse leaders, Medicare and state groups.**

You can also get an idea of the community's activity like the number of posts, files uploaded to the group's resource library and current number of subscribers in the group.

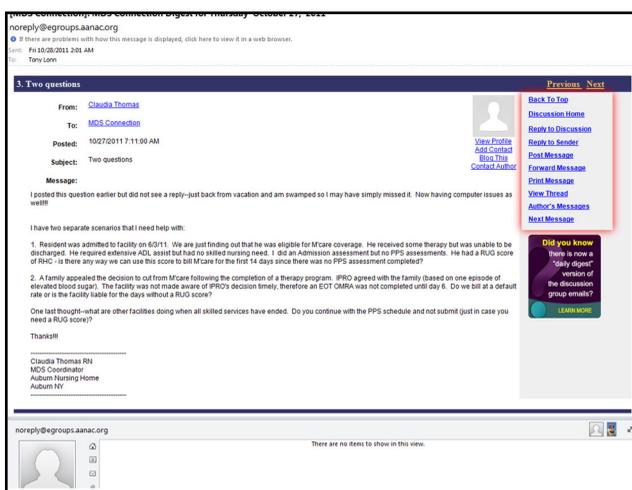


Joining. Subscribe & personalize your experience.

Once you've looked around, subscribe to any and all of the communities that interest you by clicking on the “**Join**” button. You'll be prompted to specify how you want your messages from the community's discussion group to be delivered to you:

- **Real time:** sends an email for each community post
- **Daily digest:** sends an email each morning with the previous day's posts
- **Legacy:** A text version that lets you reply using your regular email “reply” button rather than going through the website. Note this version does not allow you to include attachments when posting.
- **No emails:** read and reply to posts through the community without email notification

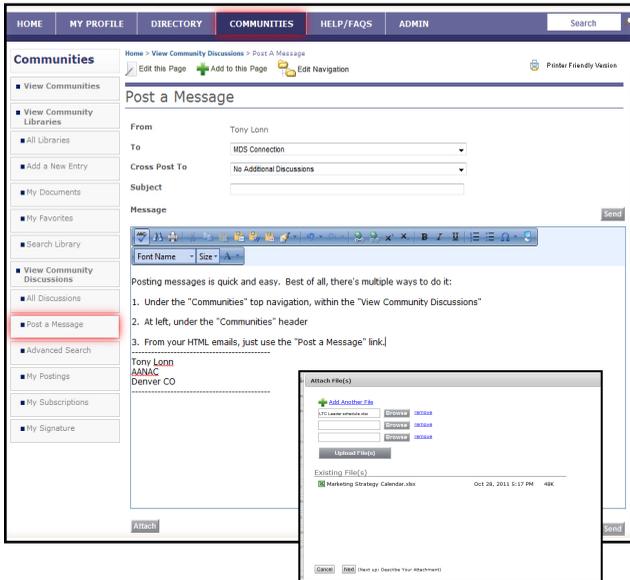
*NOTE: If you don't see a “**Join**” button on a community, you either already belong or the community is private.*



Communicate. Participate in the conversation.

All communities feature integrated online discussion boards and email forums (“list-servs”). Use the links next to posts to:

- **Reply to Discussion** - sends your response to the entire group.
- **Reply to Sender** - send a private response to the author of the post.
- **View thread** - see all the posts in a particular discussion in chronological order.
- **Post Message** - starts a new discussion thread.
- **My subscriptions** - change your delivery options, subscribe to additional communities or unsubscribe.



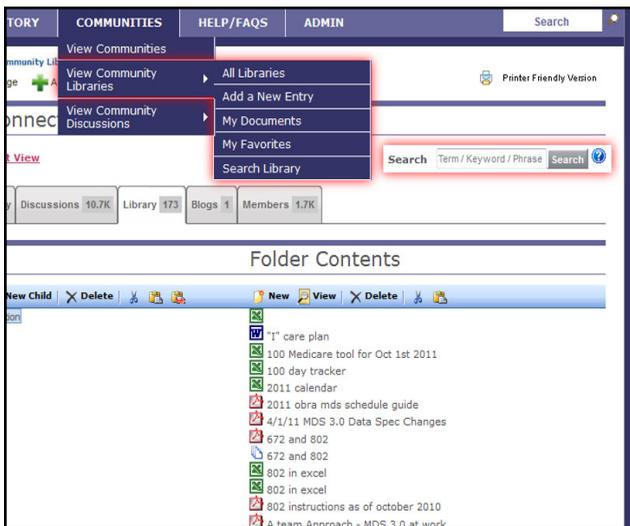
Discuss. Start a conversation; post your thoughts.

To start a new discussion in one of your communities you can use the **"Post a Message"** link under **"Communities"** or post directly from the HTML emails you receive using the **"Post Message"** link.

Want to include an attachment?

1. Click the **"Attach"** button
2. Name your document
3. Browse through your computer and select the file to add
4. Click **"Upload"**

NOTE: We encourage you to tag your document to increase its "searchability" and to help other members find it in a snap.

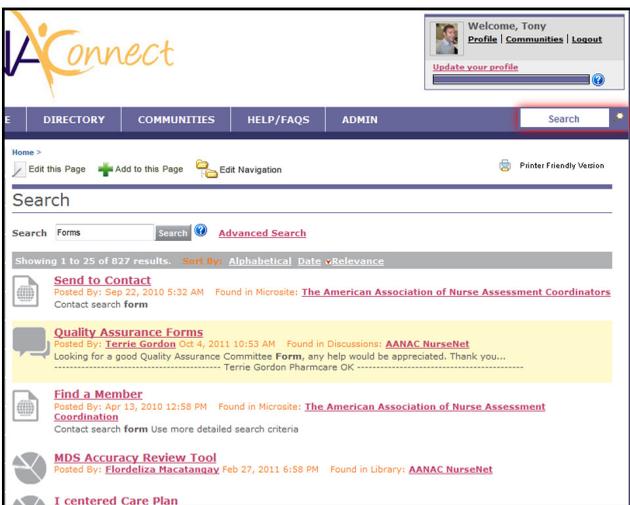


Resource Libraries. Don't reinvent the wheel.

When you're in need of a new policy, a tool to help you simplify work, an updated job description or any other variety of tools, start in the **"Resource Libraries"** instead of starting from scratch. Your peers may have already shared exactly what you're looking for. You can download, customize and edit to fill your needs.

Return the favor by uploading documents of your own, either directly to a community library or by including them in an attachment to your post. They all end up in the same place.

NOTE: Like what you found? Take the time to rate and/or comment on the document to help others in the future.



Discovery. Find information quickly and easily.

AANACConnect comes complete with a robust search function that gives you the ability to locate posts and documents that contain exactly what you're looking for. The search function crawls through communities, libraries and member posts to return only the items that match your search criteria.

You can use the search function found in the discussion area or library area to search just those modules, or use the general **"Search"** box in the upper right to search the entire AANACConnect site.

We're here to ensure that your AANACConnect experience is a success.

Contact our office with questions or concerns by emailing info@aanac.org or call **800.768.1880**.