HOPA Central

Hematology/Oncology Pharmacy Association
www.central.hoparx.org

<u>User Guide</u>

HOPA Central is the exclusive community website for HOPA members only. In HOPA Central, members can easily connect with each other, ask questions, share expertise, share files and more! Please use this user guide to help you get started with your new profile.

Table of Contents

[Create a Blog Post](#)

[Help/FAQs](#)

Logging In:

HOPA Central supports the following Internet browsers:
- Internet Explorer (IE) 9
- Firefox
- Google Chrome
- Safari

You can access HOPA Central from the HOPA website or by simply typing in the URL: http://central.hoparx.org.

To access from our website, visit www.hoparx.org and on the right-hand side, next to the banner slideshow, will be a green button that says, "HOPA Central". Clicking this button will bring you to the HOPA Central homepage. Once there, click on 'Sign In' in the top right-hand corner. Your username and password is the same as what you use for the HOPA website. If you're not sure what your login information is, click on the 'I forgot my username or password' link and follow the prompts.

If you're already logged into the HOPA website, you are automatically logged into HOPA Central and you do not have to log in again to visit the community.

You can also access HOPA Central by simply typing in the URL (http://central.hoparx.org) into the address bar.

Important: **When you log in for the first time, please be sure to read over the E-Group Rules and click on the 'I Accept' box at the bottom of the E-Group Rules & Etiquette page. You will need to agree to these rules before continuing to HOPA Central.**

| Home | Communities ▾ | Network ▾ | Events ▾ | Browse ▾ | Participate ▾ | Help/FAQs ▾ | | Search | 🔍 | ▾ |

Code of Conduct

Community Rules & Etiquette and Privacy Guidelines

Thank you for being part of our community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions and shared files and content to that best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. Questions should be directed to our Member Services department via the Contact Us link on this site. Technical questions on association management issues should directed to our helpdesk.

*Note: If you are having trouble logging in to HOPA Central, please verify that your email address is accurate in your member profile in the *Members Only* section of the HOPA website. You can update your email address directly on the HOPA website. Any updates made to your *Members Only* info on the HOPA website will automatically be reflected in HOPA Central.

If you continue to have issues logging in, please call us at 877.467.2791 or email us at info@hoparx.org and we will be happy to assist you.

Profile:

Updating Your Profile

As a member of HOPA, you already have a profile on HOPA Central that is ready for you to customize.

To update your profile, click on your profile picture drop down arrow at the top right of the homepage and then click the Profile button. From here, you can complete your profile by importing information from LinkedIn or simply enter your information manually on the profile page.
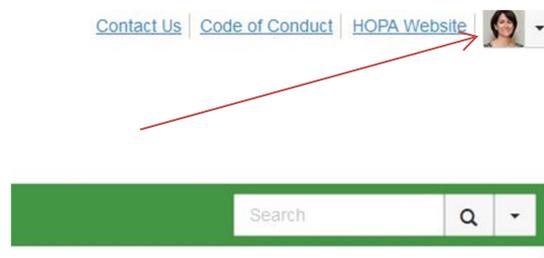
*Important: Basic contact and employment information is automatically populated into your HOPA Central profile from the *Members Only* section of the HOPA website. Updating your information in the *Members Only* section of the HOPA website will update that info on your HOPA Central profile.

To access your account information, click on the:
- Drop down arrow of your profile picture near the top right of the homepage
- Click on the Profile button underneath your name
- Under 'Contact Details' in the left column of your profile page, click on the pencil icon to the right of Contact Details. This will take you to your account information on the HOPA website.
- Once you are in your HOPA account, you can update your email address and phone number on the My Account homepage. Click on the 'Profile & Demographics' link in the left column to update your name and job title and click on the 'Addresses' link in the left column to update your mailing address

Updates will automatically appear in HOPA Central.

Communities:

Joining a Community

As a new member of HOPA Central, you are automatically subscribed to the all-members Open Forum. You can also find and join additional communities under the 'Communities' tab on the home screen. Simply browse the communities available and click 'join' to add yourself to any additional communities of interest.

Starting a New Discussion Post

From the homepage,click on the "Participate" tab and then "Post a Message".

You can also post a message by clicking on the "Communities" tab and choosing your desired community. From there, click on the "Discussions" tab and click on the green button at the right that says, "Post New Message". Enter your subject, choose the community you wish to post the message into, type your message, attach any necessary documents and click send.

You can also post a message directly from your email account without having to log in. In one of the emails you receive from HOPA Central, you will see a link at the top that says, "Post New Message Online". Click on that link, type your discussion post and click send.

Responding to Discussion Posts

If you are replying while logged in to the HOPA Central website, click on the green "Reply to Discussion" button to send your message to the entire community or click on the drop down arrow and then "Reply to Sender" to reply privately to the original sender.

There are three ways to reply to a discussion post:
•Reply to Discussion- reply to everyone in the group
•Reply to Sender- reply privately to the original sender
•Reply by Email- reply directly from the email notification you receive without having to log in to the community website. To do this, simply click on the green "Reply All Email" button at the top right of each message.

We recommend replying to the sender for simple comments that add little value to the overall discussion (ex/ thank you); and replying to the entire community when you are sharing knowledge, experience or resources from which others could benefit.

You can also reply directly from your email account. Simply click on the green "Reply All Email" button at the top right of each message.

Creating a Library Entry

To upload a document to a community, click on the "Participate" tab and then "Share a File". Enter a title for your library document, select the community in which you wish to enter the document, choose the document type and click next.

You can also upload a document to go with the discussion post you are writing. You will see an "Attach" button at the bottom of the page. Click on that button and insert your document. That document will then be linked to your specific discussion post.

Leaving a Community

Go to your profile page, click on the My Account tab and then Subscriptions. Here, you will see a list of available communities and those to which you've subscribed. Select "Unsubscribe" for the communities you wish to leave and click the "Save" button at the bottom of the page. You will get a message confirming that your subscription options have been successfully updated.

Sorting Discussion Threads

HOPA Central gives you two options to sort the discussion posts: sorting by thread or sorting by most recent.

HOPA Central automatically defaults to sorting by thread, so if you prefer to sort all of the posts by date, please see below. Take a look at the screenshot for further assistance.

To sort by date/most recent: Click on the Communities tab > All Communities > Open Forum > Discussions tab. You will see a green bar with text that says, "Thread Subject, Replies, and Last Post. Click on the Thread Subject to view by Thread. Click on "Last Post" to view in chronological order. This will sort all threads by date. In addition, if you would like to sort the posts within each individual thread by date/most recent, click on the thread you would like to sort, click on the same down arrow next to "Sorted by Thread" and click on "Sort by Most Recent". This will put the most recent posts within the thread on top.

Directory:

Finding Members

You can build your contact list using the directory. When you click on the Directory tab at the top of the HOPA Central homepage, you are taken to the Find a Member page. Search by first or last name, company name or email address. You can also do an advanced search if you have specific criteria for which you are looking .

Adding Members as Contacts

Once you find the member(s) you are seeking, you can add them as a contact. Adding contacts creates an organized list in your profile for easy access. To add a member, click on the button at the right where it says "Add as Contact". That member is now saved in your contact list.

Benefits of Adding Contacts:
- From your profile, you have quick access to your contacts' profile information and the ability to send private messages faster.
- Other members can see your contacts and which contacts you have in common, which helps you connect with more members.

Settings:

Community Subscription Options

When you join a community, you are automatically subscribed to receive emails containing messages that other users post in that community. To review or edit your email subscriptions, go to your profile page, My Account tab and then Subscriptions. You can choose from the following options:
- *Real Time:* You will receive an email each time a new message is posted. To reply to a discussion, click on the 'Reply to Discussion' link in the column at the right.
- *Daily Digest:* You will receive one email each day containing all of the previous day's messages. To reply to a discussion, click on the 'Reply to Discussion' link in the column at the right.
- *No Email:* This means that you won't receive any emails in your inbox. You will need to log in to HOPA Central to view and reply to discussion posts.

You can also edit other email preferences on the My Account tab. Click on My Account drop down button > Email Preferences.

Email

To make sure that you always receive emails from HOPA Central, please be sure that the emails are not going into your junk folder. To do this, you need to whitelist "DoNotReply@ConnectedCommunity.org". Please use the website below to help you add HOPA Central to your email safe list.

Instructions for Whitelisting: (source: Simply Hired)
http://blog.simplyhired.com/how-to-whitelist-an-email-address.html

If you continue to have trouble receiving emails, please check the following:
- Verify that your email address is accurate on your member profile in the Members Only section of the HOPA website.
  - If your email address is inaccurate, please update it on the HOPA website. Updates will automatically be reflected in HOPA Central.
- Verify your email subscription level on the "Subscriptions" page of your profile.

Privacy

In HOPA Central, you can control the amount of information other members see on your profile. Once you log in to HOPA Central, go to your profile page, My Account tab drop down button > Privacy Settings. From there, you can choose what information others can see or not see. Be sure to click the 'Save' button at the top or bottom when finished.

Participate:

Post a Message
From here, you can create and post a message to a community.

Share a File

To upload a file, click on the "Participate tab" in the top menu bar and click on "Share a File". Please note that uploading a document is done in a few steps, and each step must be completed before you can move on to the next.

Choose a title for your document, include a description, select the library to which you'd like to upload it and choose an Entry Type (most will be Standard Files, but be cognizant of any copyright licensed material). Then click "Next". Browse and upload your file. Click "Next" if you want to add tags to your file or click "Finish".

Create a Blog Post

To create a blog post, click on the "Participate" tab in the top menu bar and click on "Post to Your Blog". Enter the title of your blog, insert the content, choose who can read & make comments on the blog entry and click "Publish".

Help/FAQs:

Please visit our [FAQ page](#) if you need additional support.

Or, contact the HOPA Member Services department at 877.467.2791 or at info@hoparx.org.

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