



Community Networks

Pilot Groups

IPG Committee

RPSGB Qualified Persons Assessors

Secure Environment Pharmacists Group

Hospital Chief Pharmacists Network

English Pharmacy Board

Scottish Pharmacy Board

Welsh Pharmacy Board

Academic Pharmacy Group

Profile of Group

- A short description needs to be given to Vuture (our supplier) to set-up in the Groups area, so when users log on they can immediately see what group any particular group covers.

Data

- To help with the testing process it would be useful if we could have quality data in the respective areas of News and Discussions, and any documents for Documents and Multimedia areas.

Feedback

- This will take the form of a questionnaire supplied by Vuture with early release of the system. This will help us develop the system to user's requirements.
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Community Networks

Help and Guidance

- [User Guide](#)
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Your Community Networks

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User Guide

Contents

1. Registering, login and logout

1.1. Registering – a step by step guide

During the pilot stage of the groups site, users will be invited to become a member, we will set up the registration process for you.

Once the site is fully live, users will have the ability to register themselves to use the site, which subject to membership rules, will be accepted by the Community Administrator.

To register users will need to type in a username, password (we check the password by asking users to type it twice). You will also require an email to register for the site.

Users who don't have an email account but want to use the system will need to register for a free email account. There are many providers of free email accounts including:

[Google Mail](#)

[Microsoft Hotmail](#)

[AOL Mail](#)

In order to stop hackers and spam we ask registrants to type in the security code which appears in the security box.

The group preferences can all be altered at a later stage from the profile section.



The options are:

Show Email address – this allows pharmacy colleagues to see your email address. If this is hidden, they will still be able to send you a message but from the system.

Notify me of replies to posts – this will send you an email when someone replies to a topic you have posted on. If you do not choose this, you can select individual posts you make to receive notifications.

Automatically log me in when I return to Community Networks – this allows your computer to 'remember' your details so you don't need to log in every time you visit the groups. The system uses a cookie to remember your details. The cookie is *only* used for allowing you to automatically log-in.

1.2. Login and logout

To Login to the system, you will need to enter your username and password. During the pilot phase this will be contained in the email sent to you by the Community Administrator.

If you have forgotten your password, you can click on the Forgotten your password link. The system will automatically generate a new password which will be sent to the email address registered to your account.



VIRTUAL NETWORKS

WELCOME

RPS Virtual Networks are online spaces you can use to hold discussions and collaborate with colleagues.

Please login with your group details or click register to sign up.

LOGIN

Username [Register](#)

Password [Forgotten your password?](#)

Remember me Yes No

Show me in the active users list Yes No

2. Moving around Community Networks

2.1. The Groups Home

When you have logged into the system you will be taken to the groups home page.



VIRTUAL NETWORKS

Groups Home

Welcome to RPS Groups. Please select a group to get started.

[advanced search](#)

MY GROUPS

[General Group](#)
General area open to all members.
[View members](#)

[Secure Environment Pharmacists Group](#)
We are a group of pharmacists working in secure environment establishments across the UK.
[View members](#)

[Join another group >](#)

QUICK LINKS

[Click here for recent activity](#)
[Click here to see who is online](#)

FULL GROUP LISTING

Group name	Last Updated	Members	Visit
General Group General area open to all members.	23/09/2009 09:28:19	7	Visit
Secure Environment Pharmacists Group We are a group of pharmacists working in secure environment establishments across the UK.	16/09/2009 15:43:06	5	Visit

Quick jump

In the right hand column, you will see all of the groups that are available, whether you are a member of them or not. Here is a good location to find



groups of other like minded pharmacists, or specialist communities on topics you are interested in.

In the left hand column you will see the groups you are a member of. As a default, everyone is a member of the general group. Users on the pilot scheme will also be automatically registered for an additional specialist group that they are already part of (either a Local Practice Forum or a Sector Specific group).

To enter a group you are a member of, simply click on the group name.

You can see all of the groups.

To see the most recent activities undertaken in all of the groups you can click in the quick link box. Here you will also find a quick link to identify other users who are currently logged into the system.

2.2. The six areas of Community Networks



There are 6 key areas of each group. The following is a quick overview of the purpose of each area:

Overview: this section should give you a snapshot of the most recent activity in each of the key areas of the groups.

News: this section should be used to post topical news, and to allow for commentary on any news posted.

Events: this section should be used to post any activity, meeting, or event which is relevant to the group

Discussions: is a general forum for discussion of a variety of user generated topics



Documents: should be used for the sharing and collaboration of documents between colleagues

Multimedia: allows users to embed YouTube or other online video and make it available to colleagues.

3. Viewing Content on Community Networks

3.1. The first page in each area of the site

The first page you are presented with is the groups overview page. During the pilot, you need to select a group you are a member of from your groups, which is on the left hand menu. After the pilot scheme, you will also have the ability to join new groups from the central panel. These will be Local Practice Forums, Specialist Interest Groups, Mentors and Sector Specific Grouping.

3.2. Content Menus

Within the groups you will be presented with 6 menu tabs (see 2.2 for more information)

3.3. Viewing overview – step by step guide

To view the overview, click on the overview tab.

Here you will be presented with an update of all of the latest group activity since you last logged into the system. Click on any one of the sections to move into that area.

3.4. Viewing news – step by step guide

To view the news, click on the overview tab.



To add a new topic, click on the add topic button. Then select a subject and write some content. To post the content, click on the Post New Topic button.

To view a topic, click on the topic title. To post a response use the post reply block at the bottom of the post.

3.5. Viewing events – step by step guide

To view events click on the event tab.

To add a new event, click on the add event button. Then select a Date, followed by the details of the event. To post the content, click on the Post New Event button.

To view an event, click on the event title.

3.6. Viewing discussions – step by step guide

To view the discussions, click on the discussions tab.

To add a new topic, click on the add topic button. Then select a subject and write some content. To post the content, click on the Post New Topic button.

To view a discussion, click on the discussion title. To post a response use the post reply block at the bottom of the post.

3.7. Viewing documents – step by step guide

To view the documents, click on the document tab.

To add a new document, click on the add document button. In the add document menu, browse your desktop to identify the file you are planning to



upload. When you have uploaded the file, select it and click ok. This will then appear in your post. Click on the Post item button to make your post live.

To view a document, click on the discussion title. Click on the document name to open it.

3.8 Viewing multimedia – step by step guide

To view multimedia, click on the multimedia tab.

To upload a new multimedia file please see section on how to embed a video.

To watch the video click on the video still.



4. Finding content on Community Networks

4.1. Filtering content

All content can be filtered by date which allows you to look for content by posting date, or since the last time you logged into the system

4.2. Searching for content

There are two types of search in the system:

The standard search allows users to search for any keyword in any of the groups they are registered with.

The advanced search allows users to filter the results of their search, by identifying key criteria.



5. Adding content to Community Networks

5.1. Adding content – general guidance

Each section of the site gives users the ability to comment and post information. In general sections are categorised to signpost which section is most appropriate for the content being posted.

5.2. Adding to a discussion

There are two ways to add to a discussion. If it is a new thread users should click on the **New Topic** button, this will create a whole thread for other users to respond to.

If a user wants to add to an existing discussion, there are a number of ways of responding.

Users can use the quick respond button to simply add to the bottom of the existing thread.

Users can also click on the “quote” button, this will embed a previous posting which a user is hoping to directly comment on/respond to.

Users can also use the advanced features (such as uploading images or docs) if this is appropriate in the context of the discussion.

5.3. Adding news, documents, multimedia, web-sites, events and sharing practice items – a step by step guide

How to add news

To add a new news item click on the news tab.



Once the news area is open, click on the new news item (at present this says new topic but will change by Monday)

A screenshot of a web form titled 'CREATE NEW TOPIC'. The form has a light blue header bar with the title. Below the header, there is a 'Subject:' label followed by a text input field. Underneath the subject field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), and list creation (bulleted, numbered). Below the toolbar is a 'Message:' label followed by a large text area for the main content of the post.

You will then be presented with a menu. Please give the item a subject – which will be the headline other users can see.

The news item can simply be text, or a variety of rich material as outlined in the following items.

Notify me of replies by email

When you have finished uploading your content, you are presented with a number of options.

If you tick Notify me of replies by email, you will receive a message everytime another user comments on your item.


You can preview how your post will look on the page by clicking on the **Preview Post** button.



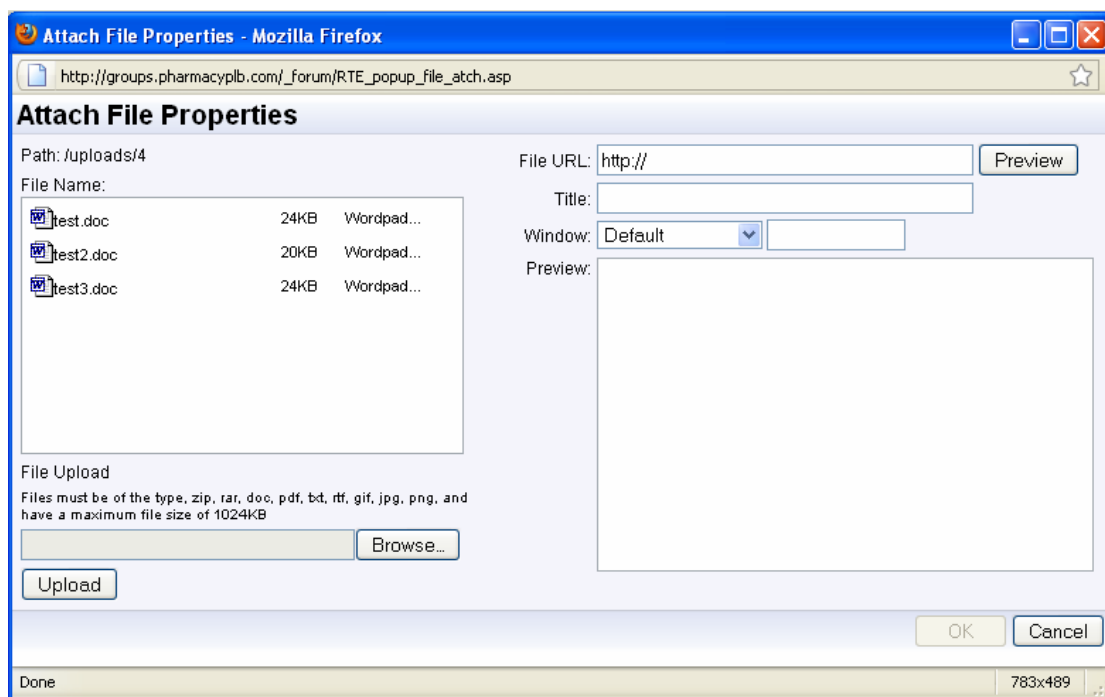
If you are unhappy with your new item you can cancel it by clicking on the **Clear Form** button.

If you are happy with your post, click on the Post New Topic item and it will be placed on the site.

How to upload a document

To upload a file click on the upload icon 

You will then be taken to the upload management screen:



Any files you have already uploaded will sit in the left hand window, if you wish to use one of these, simply click on the item to place it in the post.

To upload a new item click on the browse button, this will look on your computer. When you have identified the item, click on the upload item. It will appear then in the left hand window.



You are limited to a maximum 100 megabytes of files you can keep on the system.

You can upload any standard file types including word documents, excel spreadsheets and PDFs.

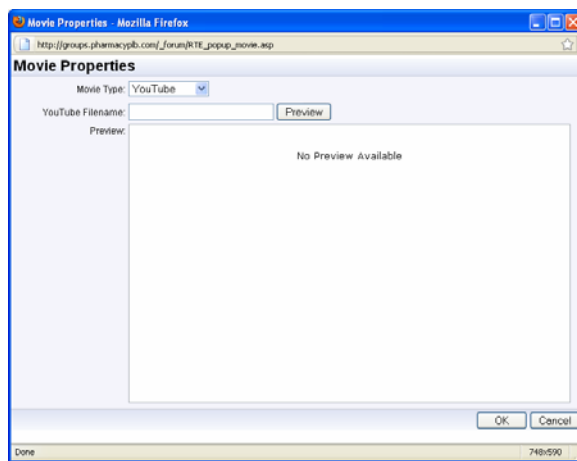
How to Embed a video

The groups site allows you to link to any flash video, hosted anywhere on the web. If you wish to upload a video to YouTube (or similar), or you find a video you would like to share, you can then embed it directly into the groups section.

To link to a video click on the video icon 

This will take you to the embed movie window. If you using YouTube to host your content, select the YouTube item from the drop down, if it is somewhere else use the drop down menu to select Flash (you can dial in the dimensions of the video).

Simply type the address of the video. You can preview the video by clicking on the **preview** button, when happy click on the **ok** button to embed the selected content.

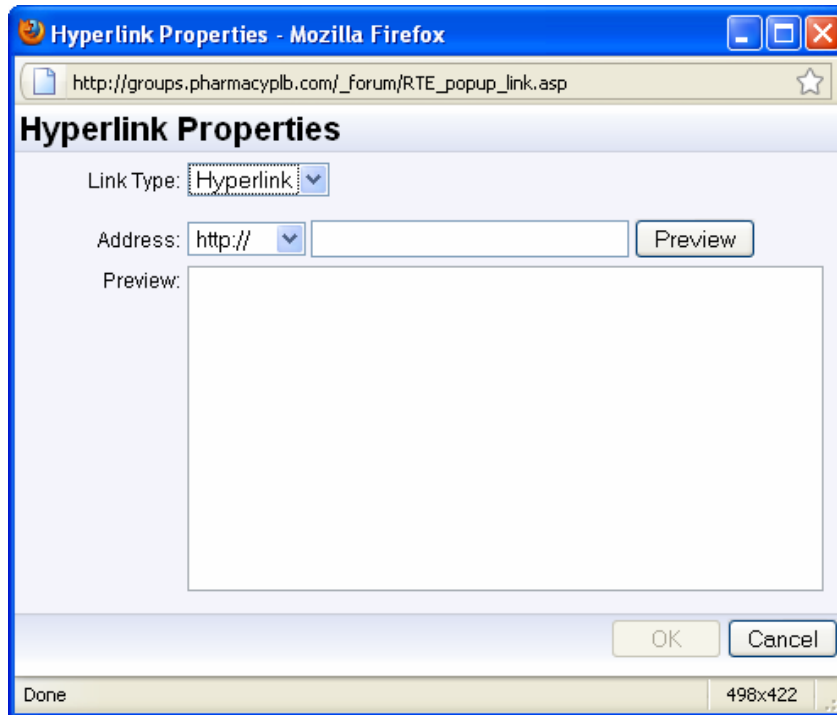




How to link to a website

To link to an external website click on the link icon 

You will be taken to the add link screen.



Simply the address into the address bar and click **ok** to place the link on the site.

How to promote an event

To promote an event, click on the events tab.

To add a new event, click on the new event icon.

You will be given some options to select an appropriate date.

You can then post in the content as per other sections of the site.



6. Finding a Group on Community Networks

6.1. Finding a group – general guidance

During the pilot we are planning to only have 7 groups, which will all be available from the central panel in the right hand panel of the groups home. This will eventually evolve into a search function for the groups.

6.2. Joining a general group

All groups are controlled by the moderator who will approve any member looking to join their group. Each group will have different criteria for joining.

To join a group, click on the join button to request membership. The moderator will contact you shortly, to approve or talk to you about joining.

In the future some groups may be open for any member to join, simply by clicking on the join button will put you in the group.

6.3. Joining a private group

Private groups are available on invitation only. If you are invited to join a private group, you will be sent a message from the moderator.

6.4. Contacting a moderator

All members of a group that allow their details to be seen will be in the group members list on the left hand side. Moderators are highlighted differently in the list and can be contacted here. You will also see a link on every post made by the moderator, simply clicking on their link will allow you to contact them.



7. Managing your account

To manage your account, simply click on the my profile button  My profile

7.1. Changing your personal details

EDIT PROFILE

Control Panel My Profile Subscriptions Address Book My Files

*Indicates a required field

Username* Robin Stephens
This is the the name displayed when you use the site

New Password

Retype New Password

Confirm Old Password

Email* robin.stephens@vuture.co.uk
If you change your email address you will be sent an email to re-activate your account

Group Preferences

Show my Email Address Yes No No

Hide your email address if you want it to be kept private from other users.

Notify me of replies to posts Yes No No

Sends an email when someone replies to a topic you have posted in. This can be changed whenever you make a post.

Notify me by email when I receive a message Yes No No

Automatically log me in when I return to the Group Yes No No

You can change this when you login

Update Profile Clear Form

Clicking on my profile will allow you to update passwords and identify which information you share with other members.

7.2. Changing your groups

During the pilot period, your groups will be set up. However you will have the ability to manage these from the subscriptions tab at a later stage.



7.3. Changing your email subscriptions

You can also manage your email subscriptions from the email tab. Here you can select which of your posts you would like to receive messages from.

7.4. Deactivating your account

At the moment you need to email the administrator to de-activate your account.

7.5 Viewing your files

If you click on the My Files button, you can see all of the files you have uploaded to the system and manage the files by deleting unwanted files.
