



## **DocExchange User Guide**

<http://docexchange.msms.org>

At <http://docexchange.msms.org>, MSMS members can easily connect with each other, ask questions, share expertise, share files and more! This user guide will help you set up your profile and start connecting.

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## Logging In:

**DocExchange** supports the following Internet browsers:

- Internet Explorer (IE) 9
- Firefox
- Google Chrome
- Safari

You can access [DocExchange](http://docexchange.msms.org) from <http://msms.org> or by simply typing in the URL: <http://docexchange.msms.org>.

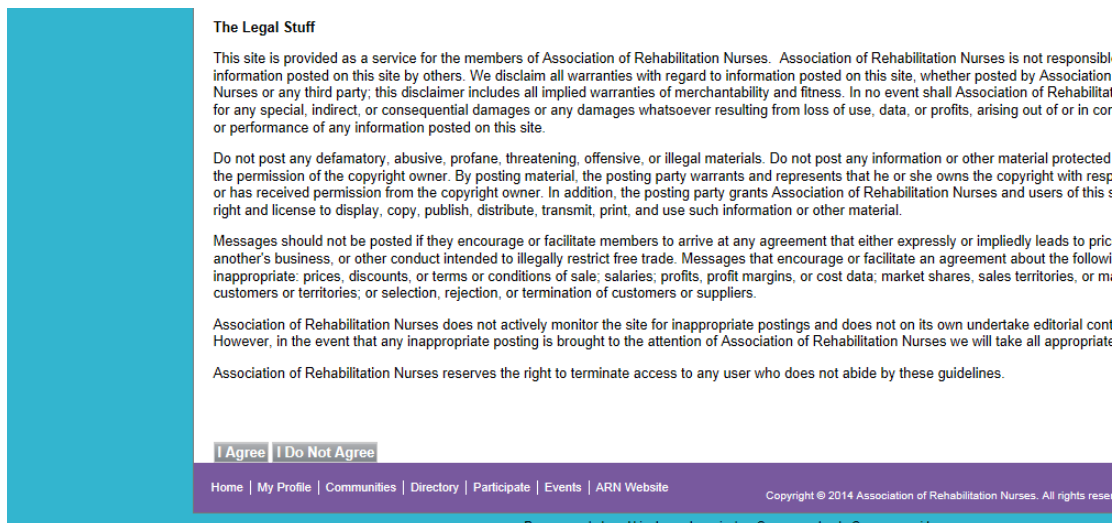
To access from our website, visit <http://msms.org> and under Resources in the the top navigation, click on [DocExchange](#). Clicking here will bring you to the [DocExchange](#) homepage. Once there, click on 'Sign In' in the top right-hand corner.

Your username and password is the same as what you use for <http://msms.org>. If you're not sure what your login information is, click on the 'Reset Password' link on the login page of the [MSMS website](#) and follow the prompts.

If you're already logged into the MSMS website, you are automatically logged into [DocExchange](#) and you do not have to log in again to visit the community.

You also can access [DocExchange](#) by simply typing in the URL into your web browser: <http://docexchange.msms.org>.

**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 [DocExchange](#).**



The Legal Stuff

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Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following are prohibited: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or market customers or territories; or selection, rejection, or termination of customers or suppliers.

Association of Rehabilitation Nurses does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control. However, in the event that any inappropriate posting is brought to the attention of Association of Rehabilitation Nurses we will take all appropriate action.

Association of Rehabilitation Nurses reserves the right to terminate access to any user who does not abide by these guidelines.

I Agree  Do Not Agree

Home | My Profile | Communities | Directory | Participate | Events | ARN Website

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Powered by Higher Logic's Connected Community

**\*Note:** If you are having trouble logging in to [DocExchange](#), please verify that your email address is accurate in your member profile. You can update your email address directly on the MSMS website.

If you continue to have issues logging in, please email us at [msms@msms.org](mailto:msms@msms.org) and we will be happy to assist you.

## Profile

### Updating Your Profile

As a member of the Michigan State Medical Society, you already have a profile on [DocExchange](#) 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 onto your [DocExchange](#) profile. Any updates made to your *Members Only* info on the MSMS website will automatically be reflected in [DocExchange](#).

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 [DocExchange](#).
- Once you are in your [DocExchange](#) 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 [DocExchange](#).

## **Communities:**

### **Joining a Community**

As a new member of [DocExchange](#), you are automatically subscribed to the all-members [MEDTalk](#). 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 [DocExchange](#), 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 [DocExchange](#), click on the blue "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 blue “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 that others could benefit from.

You can also reply directly from your email account. Simply click on the blue “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 you wish to enter the document in, 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.

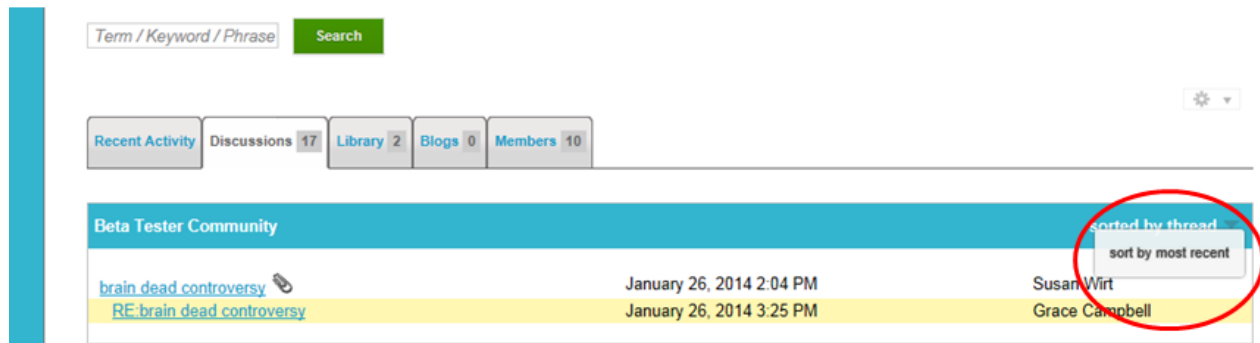
### **Sorting Discussion Threads**

[DocExchange](#) gives you two options to sort the discussion posts: sorting by thread or sorting by most recent.

[DocExchange](#) 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 blue bar with text that says, “Thread

Subject, Replies, Last Post, View by Thread". Click on the small down arrow next to "View by Thread" and click on "View by Date". 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.



The screenshot shows a forum interface. At the top, there is a search bar with the placeholder text "Term / Keyword / Phrase" and a green "Search" button. Below the search bar are navigation tabs: "Recent Activity", "Discussions 17", "Library 2", "Blogs 0", and "Members 10". The main content area is titled "Beta Tester Community". A dropdown menu is open over the thread list, showing options to "sorted by thread" and "sort by most recent". The thread list contains two entries:

Thread Title	Date and Time	Author
<a href="#">brain dead controversy</a>	January 26, 2014 2:04 PM	Susan Wirt
<a href="#">RE:brain dead controversy</a>	January 26, 2014 3:25 PM	Grace Campbell

## Directory:

### Finding Members

You can build your contact list using the directory. When you click on the Directory tab at the top of the [DocExchange](#) 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 you are looking for.

### Adding Members as Contacts

Once you find the member(s) you are looking for, you can add them as a contact. Adding contacts creates an organized list in your profile where you can easily access who you are looking for. 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 who your contacts are 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 [DocExchange](#) 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 [DocExchange](#), 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 [DocExchange](#) 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.
  - If your email address is inaccurate, please update it on the MSMS website. Updates will automatically be reflected in [DocExchange](#).
- Verify your email subscription level on the "Subscriptions" page of your profile.

### Privacy

In [DocExchange](#), you can control the amount of information other members see on your profile. Once you log in to [DocExchange](#), 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.

The screenshot shows a user interface for 'Privacy Settings'. At the top, there is a navigation bar with 'My Profile', 'My Connections', 'My Contributions', and 'My Account'. The 'My Account' dropdown menu is open, showing options like 'Inbox', 'Privacy Settings' (highlighted), 'Email Preferences', 'RSS Feeds', 'Subscriptions', 'Discussion Signature', and 'Admin'. Below the navigation, the 'Privacy Settings' page is displayed. It starts with a heading 'Privacy Settings' and a sub-heading 'Your profile may be accessed through the member directory on your profile.' followed by a note: 'I would like to be included in the member directory and comm... have control over the information others see'. The main content area is a table with settings for various profile elements, each with four radio button options: 'My Contacts', 'Members Only', 'Public', and 'Only Me'. The 'Members Only' option is selected for all settings.

Setting	My Contacts	Members Only	Public	Only Me
Picture	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mutual Contacts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Communities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Company Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Title and Department	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address Lines	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
City, State, Zip	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Country	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Website URL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 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 (If blogs are visible)

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 as well as who can make comments on the blog entry and click "Publish".



## Help/FAQs:

If you have additional questions or need additional support, please contact us at [msms@msms.org](mailto:msms@msms.org).