Wyoming Office of Emergency Medical Services

WebBoard
Users Quick Reference Manual

User's Quick Reference Guide

New WebBoard Users

WebBoard Conferences Types
     The WebBoard has two types of conferences for users.

    1.   Public Conference(s)
         These boards are available to anyone who creates an account and logs in, or who visits as a guest.
    2.   Private Conference(s)
         Are limited to specific users who are authorized to read and post messages. Private conferences allow you to discuss confidential or non-disclosure topics, such as medical care issues and/or policy issues. Private conferences are specific to the assigned group.
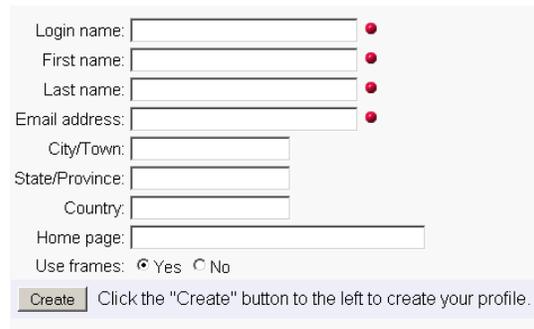
WebBoard Usage Rules
     The WebBoard is the latest in internet communications technology. Anyone interested may sign up on the "public conferences" and participate in sharing information and asking questions. Use of threatening language, vulgarity, inappropriate comments and fictitious names will result in suspension of WY EMS Office Privileges to WebBoard communication technologies!

Logging Into the WebBoard for the First Time
    1.   Select the public conference WebBoard to participate from the main page.
http://wdh.state.wy.us/ems/WebBoardAccess.htm
    2.   Click on "New User"
    3.   Fill in the following:
        "Login Name"
           Select the name by which you log in to the WebBoard.
        "First Name"
           Your first name
        "Last Name"
           Your last name
        "Email Address"
           Required for authentication onto the WebBoard
        "City/Town"
           The city or town of which you live or work out of
        "State"

The state of which you live
"Country"
If other than the United States, please complete this
"Home Page"
Your home EMS page if appropriate
4.   Click on "Create"
5.   A confirmation of your information will be emailed to you

Lost User Names or Passwords
If a password or user name is lost, please email the WebBoard administrator at jostby@state.wy.us for a password reset. Please include your name, city, and email address used for signing up originally on the WebBoard.

Changing User Names or Passwords
Users may change their information after logging in by clicking on "More" and then "My Profile"

Inactive Accounts
Users that have not accessed the WebBoard within 90 days may have there account deleted. If this occurs, please sign in as a new user to re-activate your account.

Thank you for participating in the
Wyoming Emergency Medical Services
WebBoard Technology!

Login Tricks

Bypassing the Login Page

To have WebBoard remember you on future visits, check the "Remember my password" box on the login page. (If you don't see the checkbox, this feature is unavailable.) As long as you enter the board from the same browser, WebBoard recognizes you, skips the login page, and immediately displays the board's conference list.

Logging in as a Different User

You can set up more than one WebBoard account (by registering under more than one username). You may have more than one account to post different types of messages in different conferences. Or you may have multiple accounts to receive mailing lists in different formats. Once you have logged in to one account, the Login Again option lets you move from account to account. You can also use the Login Again option as a quick way to open a new account.

To log in as a different user after you've already logged in, follow these steps:

1. From the WebBoard menu bar, click More. The More Options menu opens.

2. From the More Options menu, click Login Again. The WebBoard login page appears.

3. To log into another existing account, enter your login name and password and click Enter. WebBoard logs you into the board as this user.

4. To create a new account, click New Users. The New User Information form opens. Complete the information on this page, as discussed earlier in this chapter. When you save the information, you are logged into the board as a different user.

Quick Access to the WebBoard - Building an Icon on your Desktop to the WebBoard

Netscape
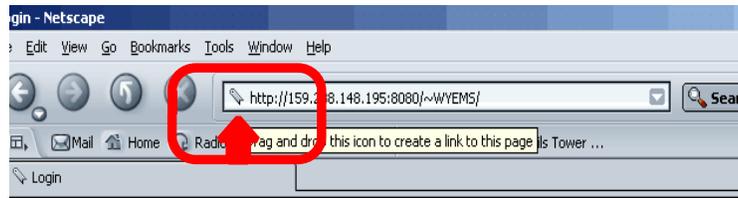
Place your cursor over the Netscape icon to the left of the address bar. A hand will appear, left click and hold - then drag the icon to your desktop.

Internet Explorer
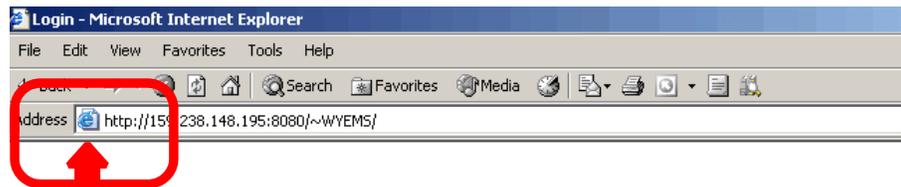
Place your cursor over the Internet Explorer icon to the left of the address bar.   Left click and hold - then drag the icon to your desktop.

Reading Messages

Reading a Specific Message

When you click a message on the Conferences list, the message appears in the message window (the right frame unless you are using no-frames mode). By default, all subsequent messages in the topic are also displayed so you can read the responses to the message you opened. This is called full topic view. You can change to viewing one message at a time by editing your user profile.
Follow these steps to read specific messages:

1. From the Conferences list, select the conference you want to view and click its name or the expansion box (+ icon).
2. Locate the topic you want to read and do one of the following:

   Click the topic subject to display the topic message and responses in the message window. (If you have turned off Full topic view in your user profile, only the first message appears in the window.)

   Click the topic expansion box to view a list of messages. Find the response message you want and click it to display that message and subsequent responses in the message window.
3. Read the message, scrolling if necessary. After reading the message, you may do any of the following:

   To read the next message in a topic, scroll down or click the Next link at the top of the message window. If Next does not appear as a link, you are reading the last message in the topic.

   To read the previous message, click the Previous link at the top of the message window. If Previous does not appear as a link, you are reading the first message in the topic.

   To open the topic message and all responses so that you can scroll through them in order, click Entire Topic. To read another message from the expanded topic list, click the message in the conferences list.

Displaying New Messages

New messages are messages posted to a board since you last visited or since you manually marked all messages as read. WebBoard has two ways you can get to new messages instantly. You can also view a list of messages posted today.

New Messages Link: Conferences List

At the top of the Conferences list are three links: All Messages, New, and Attn. Clicking these links switches between the full conference list, a list of conferences with new messages, and a list of conferences with messages posted to your attention. When you click New, the list of conferences with new messages appears over a changed background that indicates these are new messages. To see the new messages, expand any conference listed. An exclamation point to the right of the message indicates that it was posted to your attention. To read a message, click its name and it appears in the message window.

New Messages Link: Welcome Page

When you log in to WebBoard, the Welcome page in the right frame may include a link indicating how many new messages you have. Click the link, and a list of conferences with new messages appears in the Conferences list frame (to the left). The background of the list changes to indicate these are new messages. Expanding any conference listed displays only the new messages in that conference. An exclamation point to the right of the message indicates that it was posted to your attention. To read a message, click its name, and it appears in the message window.

Displaying Today's Messages

Clicking the Today's Messages link on the More Options menu gives you a quick listing of all messages posted that day. When you click this link, the Today's Messages list shows messages by the conference, subject, and time posted, with the oldest listed first in each conference. Each subject is a link to the actual message, which appears in the message window when you click it.

Displaying Messages Addressed to Your Attention

When posting a message, users often have the option of asking WebBoard to alert certain users to the message. To help you identify these messages, conferences that have messages to your attention are marked with an exclamation point icon to the right of the conference name. But you don't need to search through the conferences list. At the top of the Conferences list are three links: All Messages, New, and Attn. Clicking these links switches between the full conference list, a list of conferences with new messages, and a list of conferences with messages posted to your attention. When you click Attn, the list of conferences with

messages posted to your attention appears and the frame background changes to indicate that you are viewing only messages posted to your attention. Expanding any conference listed displays only those messages. To read a message, click its name and it appears in the message window. To see only new messages posted to your attention, use the New link, as explained in the previous section. You can always identify messages posted to your attention by the exclamation point to the right of the message in the conference tree. Even after you read a message, the symbol remains.

Marking Messages as Read

You have a choice of letting WebBoard automatically mark messages as read or marking them yourself.

To mark messages as read manually, follow these steps:

1. Click Mark Read on the menubar to open the Mark Messages Read page.
2. To mark all messages read in a single conference, click a conference. To mark all messages read in all conferences, click "Mark All Conferences Read." WebBoard immediately marks the messages as read and refreshes the conferences list.

To have WebBoard mark messages automatically, follow these steps:

1. Click More on the menubar and then click Edit Your Profile on the More Options menu.
2. On your User Profile, scroll down to the Automatically mark messages as read checkbox and check it. Click Save to save changes.

   All messages will be marked as read the next time you click Logoff on the menubar or are inactive on the board for 30 minutes.

Participating Through a Browser

Posting a Topic Message

When you post to a conference, you are starting a new topic. If you have something to contribute to the general theme of a conference, but it doesn't relate to an existing topic, you can start a new topic. To post a new topic, follow these steps:

1. Select a conference by clicking the conference name or expansion box (+ to the left of the conference name).

2. Choose from one of these two ways to display the Post form:

☞From the WebBoard menubar, click Post.

☞From an open message, click Post on the message menu.

3. Enter the new topic name in the Topic field. Keep the topic name short.

4. Choose any of the following options by checking the appropriate boxes in the menu at the top of the message posting form.

Convert line breaks to HTML breaks to automatically turn line breaks into carriage returns or blank lines. If you deselect this option, all lines in your message are run together.

Preformatted text (No HTML) to turn off HTML features. This setting is helpful when you are inserting text from another source.

Anonymous to post anonymously. Your name is not attached to the posting.

Preview message to review your message before you post it. For details, see "Previewing your message" below.

Preview/Spell check to review and spell check your message: this is a default setting. For details, see "Spell checking your message" below.

Attach File to attach a file to your message. For details, see "Attaching files to your message," below.

5. In some cases, you see an Attn: field that you can use to alert specific users to your post. Click to select a name; hold down CTRL while clicking to select more than one. For details on how this feature works, see "Alerting a user with Attention Messaging" below.

6. Type in your message. Note that:

You can include HTML tags for formatting. (Because browsers interpret HTML tags, you must use the normal escape characters for angle brackets if you want HTML tags to appear as text—or substitute square brackets for angle brackets as a shortcut.)

On most boards, you can include links to other web pages and images. Note that any links you include must have the full URL, such as http://www.myserver.com/linked.html. Some boards may not allow active links in messages. If you have a question about this feature, contact the WebBoard administrator.

7.   When you complete your message, click Post. Depending on which options you have selected, WebBoard either posts your message immediately or allows you to preview it (with or without spell checking). Previewing and spell checking are discussed in the following sections.

Previewing Your Message

You can preview messages before you post them to ensure that they say what you really intended. Message preview comes in two flavors: without spell checking and with spell checking. Previewing without spell checking allows you to read your message once more before posting it, while previewing with spell checking allows you to catch and correct misspelled words as well.

To preview your message without spell checking, follow these steps:

1.   Check Preview on the Post message form.
2.   Enter the topic name and your message, and click Post. WebBoard displays your message exactly as it will appear to other users on WebBoard.
3.   If you are dissatisfied with your message and want to change it, click Back on your browser. You can also right-click your mouse, and click Back to get to the previous frame. Note that your browser must have a sufficient value set for memory cache for this feature to work.
4.   Once you are satisfied with the appearance of your message, click Post. Your message is immediately posted to the conference, and WebBoard displays it in the Message window.

Spell Checking Your Message

You can spell check any message you post on WebBoard by using WebBoard's built-in dictionary. To spell check your message, follow these steps:

1.   Check Preview/Spell check on the Post message form.
2.   Enter your message and click Post. The Message Preview window opens. Your message is spell checked, with occurrences of misspelled words flagged as hypertext links.
3.   Click each flagged misspelled word to see WebBoard's suggestions for corrections. You can either select a word from the list or enter a new one in the textbox.
4.   Click Done to return to the message preview. The corrected word is shown in the message. Repeat Steps 4 and 5 if necessary.

5. If you are dissatisfied with your message after correcting the spelling errors and want to change it, click Back on your browser to redisplay the original Message form.

6. Once you are satisfied with your message, click Post. Your message is posted to the conference.

Attaching Files to Your Message

Attaching files to your WebBoard messages is a handy way to give users ready access to information that doesn't fit well in a text message. Your browser must support file attachments (Netscape Navigator 2.0 or higher; Microsoft Internet Explorer 3.0 with plug-in, or Internet Explorer 4.0 or higher) for uploading files. Almost any browser can download file attachments. Additionally, those who want to open the files must have the same or similar applications to open them.

To attach a file to your message, follow these steps:

1. Check Attach file on the Post message form.

2. Type in your message and click Post. If you selected Preview/Spell check or Preview, complete the preview and click Post. The Attach a File form opens.

3. Click the appropriate Category radio button for the file you want to attach. The category you select causes WebBoard to display the corresponding icon next to the file-attachment link in your posting, which gives other users a quick idea of the file type. The categories are as follows:

> *Application* if this is an application.
> *Audio* if this is a sound file.
> *Document* if this is a text file.
> *Image* if this is a graphics file.
> *Multimedia* if this is a multimedia file.
> *Unknown* if you do not know what type of file you are uploading.

4. Enter the name and path to the file in the File to upload field;
   – OR –
   Click Browse to select the attachment you want to upload from your computer. A File Upload dialog opens. Navigate through your folders to select the attachment. Click Open to continue or click Cancel to return to the file attachment form. If there is no Browse button, your browser doesn't support file attachments.

5. Enter the description of the file attachment in the File description field.

6. If you want to attach more files, click Yes for Upload another.

7. Click Upload Now to attach the file to your message. Depending on the size of the file and speed of your connection, this process may take a few minutes. Your message is immediately posted to the conference. The attachment appears as a hyperlink at the end of the message. An icon indicating the file type and the size of the file in kilobytes follows the filename.

8. If you clicked "Upload another," the Attach a File form appears again. Repeat Steps 3-7 for each file attachment you want to upload.

Posting a Reply

You can post a reply to any message within a topic. For example, if a topic has 10 messages, you can reply to the first message or to the tenth message. Whenever you reply to a message, your new message is indented under that message in the Conferences list to show other readers the thread of the conversation. Replies are displayed chronologically within each topic.

You can alert specific users to your message by addressing it to their attention. You can also reply to a posting privately, by sending an email message to the original message poster.

Replying Publicly

To reply publicly to the message you are currently reading, use one of the following options:

☞Select Reply from the menu at the top of the message you want to respond to.

☞Select Reply/Quote from the menu to include text from the original message.

WebBoard displays a message-creation form for you to complete. The form is the same as the one for posting a new topic except the topic from the current message is displayed. You can use this topic or change it. Otherwise the form works the same as described in "Posting a Topic Message" above. Please refer to that section for details.

Setting Up Email Notification

If you like, WebBoard will notify you by email when new messages are posted in specific conferences. The message is sent once a day when new messages are present. The time the email is sent is determined by the WebBoard administrator. You set up email notification on a per-conference basis (by default it is off).

To receive email notification, follow these steps:

1.   Click More on the WebBoard menubar. The More Options menu opens.
2.   Click Email Notify. The Email Notification Status form opens. The list displays all the conferences on the current board.
3.   To receive email notification when new messages are posted to one of these conferences, check the box next to the name of that conference.
4.   Click Save when you complete your selection(s).
5.   To return to the More Options menu, click More Options.

Participating Through Email

Why Participate by Email?

The benefits of email participation are numerous. Here are just a few:

You don't have to remember to visit the WebBoard site. Busy people often find it hard to check WebBoard for new messages. By receiving all messages in email, you don't have to worry. You automatically know what is happening.

You can save on connect time. If you are working remotely from a home office or while traveling, you can pick up WebBoard messages when you pick up your other email. You can craft your replies offline and have them posted when you send your email.

You can immediately know when messages are posted to important conferences. Since mailing lists are on a per-conference basis, you can subscribe to the conferences that most affect you. Then you receive messages as they are posted and don't have to constantly check the board for new ones. You may still decide to go to the board to read and reply, but you know there is something waiting for you.

Unlike with regular email, you don't have to keep all messages on your local system (although you can). Instead, to refer back to a previous email, use your browser to go to the board with the conference and review the messages there (neatly organized and easily searched).