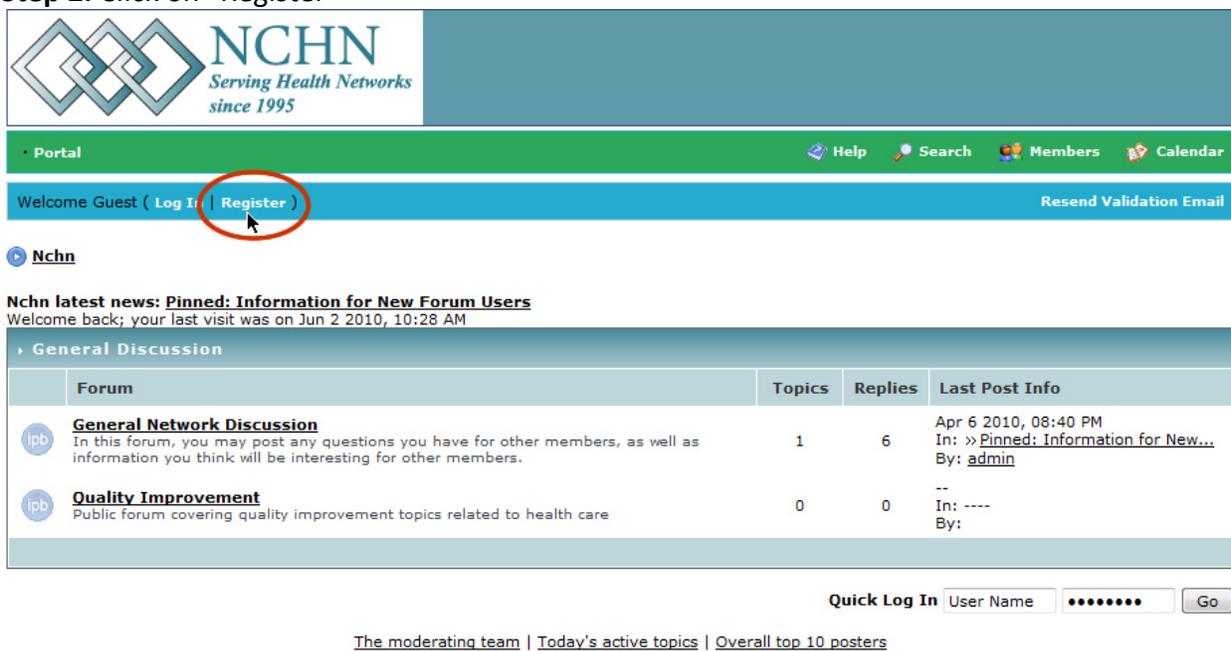


The NCHN Discussion Board was opened to allow NCHN Members and Network Stakeholders to open up conversations about health networks. There is a General Network Discussion Forum and an NCHN Members-Only forum. Only members who have registered and been validated by the administrator as NCHN members are able to see, read, or post in the NCHN Members Only section. Once you have registered, you may also want to send an email to Christy at [csullenberger@nchn.org](mailto:csullenberger@nchn.org) to have your NCHN member registration validated asap. You may also email Christy if you have any technical questions about posting on the forum.

## How to Register

**Step 1:** Go to <http://z7.invisionfree.com/NCHN/index.php?act=idx>

**Step 2:** Click on “Register”



The screenshot shows the NCHN forum homepage. At the top left is the NCHN logo with the tagline "Serving Health Networks since 1995". Below the logo is a navigation bar with links for Portal, Help, Search, Members, and Calendar. A blue banner below the navigation bar says "Welcome Guest ( Log In | Register )" with the "Register" link circled in red. Below the banner is a section for "Nchn latest news" with a pinned post titled "Information for New Forum Users". Below that is a table of forum topics under the "General Discussion" category.

Forum	Topics	Replies	Last Post Info
<b>General Network Discussion</b> In this forum, you may post any questions you have for other members, as well as information you think will be interesting for other members.	1	6	Apr 6 2010, 08:40 PM In: >> Pinned: Information for New... By: <a href="#">admin</a>
<b>Quality Improvement</b> Public forum covering quality improvement topics related to health care	0	0	-- In: ---- By:

Quick Log In User Name

[The moderating team](#) | [Today's active topics](#) | [Overall top 10 posters](#)

**Step 3:** Choose a Username. Your username will be the name that other forum readers see. It can be just about anything you want it to be.

Enter your username, password, and email address; select the “I agree [to the Terms of Use]” box; and click on “Submit my registration.”

**Step 4:** After submission, check your email address for a validation email. Open the email and click on the activation link. That link will validate your registration and you will be logged in and ready to post.

## How to Reply to a Topic

**Step 5:** Go to <http://z7.invisionfree.com/NCHN/index.php> and log in. If you just completed registration, you will already be logged in.

**Step 6:** Click on a forum title (e.g., "General Network Discussion")

**Nchn latest news: Pinned: Information for New Forum Users**  
Welcome back; your last visit was on Jun 2 2010, 11:17 AM

Forum	Topics	Replies	Last Post Info
<a href="#">General Network Discussion</a> In this forum, you may post any questions you have for other members, as well as information you think will be interesting for other members.	1	6	Apr 6 2010, 08:40 PM In: » <a href="#">Pinned: Information for</a> By: <a href="#">admin</a>
<a href="#">Quality Improvement</a> Public forum covering quality improvement topics related to health care	0	0	-- In: ---- By:

The moderating team | Today's active topics | Overall top 10 posters

**Step 7:** Click on a Topic to view a thread. Example below.

**General Network Discussion**

Topic Title	Topic Starter	Replies	Views	Last Action
<a href="#">Pinned: Information for New Forum Users</a>	<a href="#">admin</a>	1	62	2nd June 2010 - 11:23 AM Last Post by: <a href="#">christy</a>

1 User(s) are browsing this forum (0 Guests and 0 Anonymous Users)  
1 Members: [christy](#)

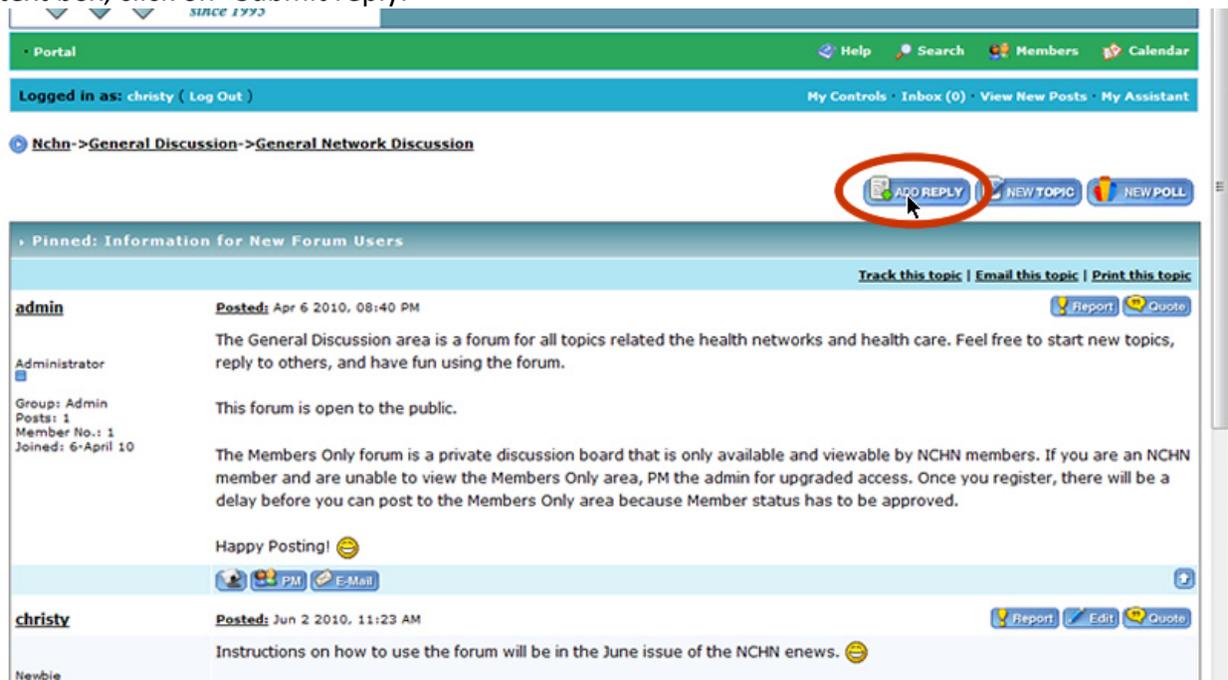
Showing 1 of 1 topics sorted by last post date in descending order from the last 30 days Go!

Open Topic (new replies)   
  Poll (new votes)  
 Open Topic (no new replies)   
  Poll (no new votes)  
 Hot Topic (new replies)   
  Locked Topic  
 Hot Topic (no new replies)   
  Moved Topic

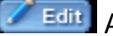
Search this forum:

- General Network Discus

**Step 8:** Read through the thread and then click on “Add Reply.” After entering your reply in the text box, click on “Submit reply.”



**Options:** Use other options, as you think are appropriate. The following buttons are available to you to interact with other members and the administrator:

-  **Report** Reports the post as offensive or spam to administrators
-  **Edit** Allows you to edit your post
-  **Quote** Quotes the post so that it will appear in your response. You can edit the quotes text.
-  Shows the user’s contact information
-  **PM** Sends a private message to the user. This is similar to an email in that only the other user can see it. The user will receive an email telling them that they have received a private message and will need to log on to view and respond to it.
-  **E-Mail** Sends an email to the user.

**Navigating:** Your location in relation to the main forum page is shown in the top left corner. You can click on any of the links to return to a more general area.

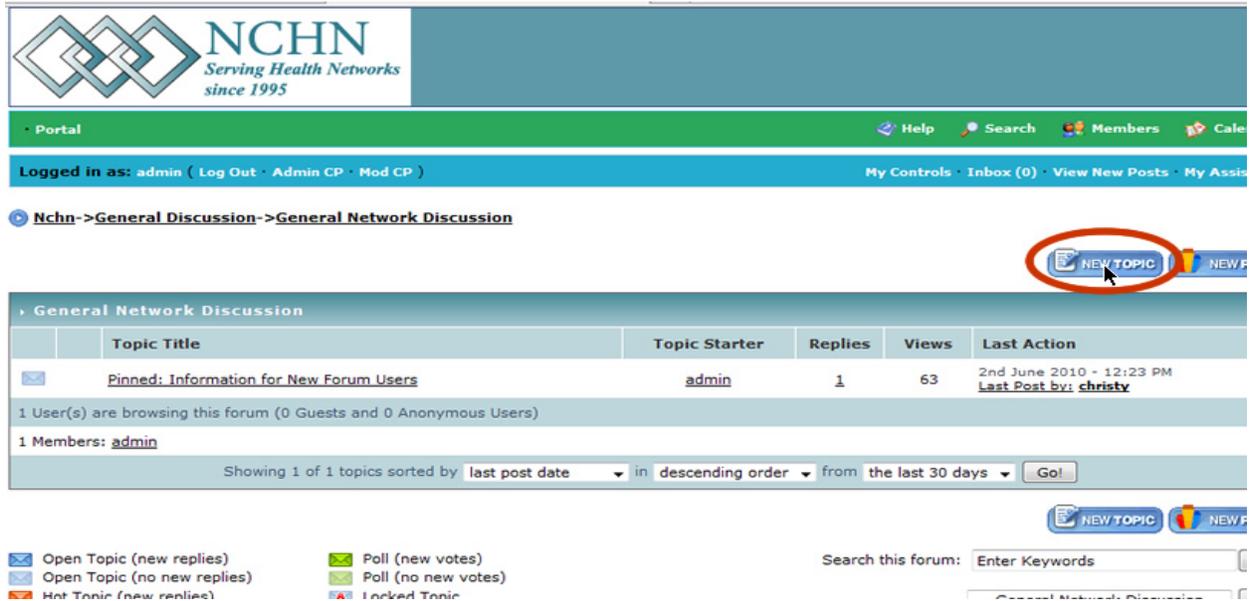
For example, if you are in the General Network Discussion area, you will see this:



To return to the General Discussion area, click on “General Discussion.” To return to the main page so that you can see the NCHN members area, click on “Nchn” and then click on “NCHN Members.”

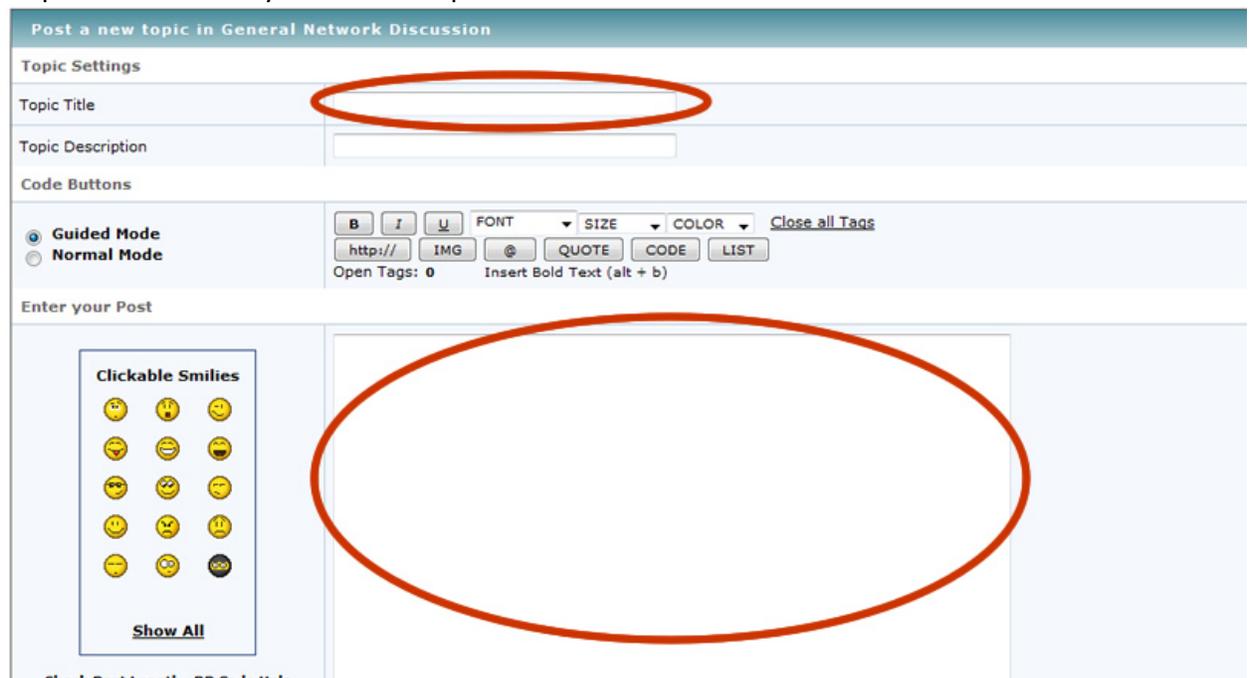
## How to Start a New Topic

**Step 9:** If you want to open a new topic for discussion, click on “New Topic.” Note that you can only do this when you are in one of the subforums (e.g., “General Network Discussion,” “Quality Improvement,” or “NCHN Members”).



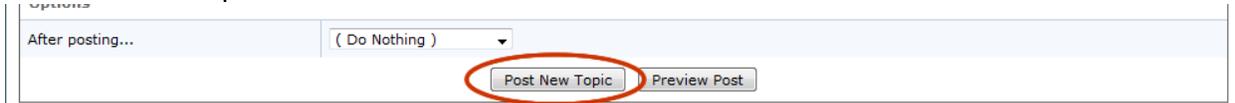
The screenshot shows the NCHN Discussion Forum interface. At the top, there is a logo for NCHN (Serving Health Networks since 1995) and a navigation bar with links for Portal, Help, Search, Members, and Calendar. Below this, a status bar indicates the user is logged in as 'admin' and provides links for Log Out, Admin CP, and Mod CP. The main content area shows the breadcrumb path: Nchn -> General Discussion -> General Network Discussion. A 'NEW TOPIC' button is circled in red. Below the breadcrumb, there is a table of topics with columns for Topic Title, Topic Starter, Replies, Views, and Last Action. The first topic is 'Pinned: Information for New Forum Users' by 'admin' with 1 reply and 63 views. Below the table, there are options to sort and filter topics, and a search bar.

**Step 10:** Enter text for the topic. This is where you get to have fun. You can upload a file, insert images, set the preferences to notify you by email when there are replies. The only requirement is that you enter a Topic Title and a Post.



The screenshot shows the 'Post a new topic in General Network Discussion' form. The 'Topic Title' field is circled in red. Below the title field, there is a 'Topic Description' field. The form includes a 'Code Buttons' section with options for Guided Mode and Normal Mode, and a rich text editor with buttons for Bold, Italic, Underline, Font, Size, Color, Close all Tags, http://, IMG, QUOTE, CODE, LIST, and Open Tags. The main text area is circled in red. To the left of the text area, there is a 'Clickable Smilies' section with a grid of smiley faces and a 'Show All' link.

**Step 11:** Click on “Post New Topic” or, alternately, you can “Preview Post” prior to posting it so that you can see what it will look like to forum readers before you post it. If you want to be emailed when someone replies to your topic, make sure you have checked “Enable email notification of replies.”



After posting... ( Do Nothing )

Post New Topic Preview Post

**Step 12:** Once the topic is posted, click on one of the navigation options to go to your main page.



**NCHN**  
Serving Health Networks  
since 1995

Portal Help Search

Logged in as: admin ( Log Out · Admin CP · Mod CP ) My Controls · Inbox (0) · V

**Nchn -> General Discussion -> General Network Discussion**

General Network Discussion

	Topic Title	Topic Starter	Replies	Views	Last Action
✉	<u>Pinned: Information for New Forum Users</u>	admin	1	63	2nd June 21 Last Post by

1 User(s) are browsing this forum (0 Guests and 0 Anonymous Users)

1 Members: admin

Showing 1 of 1 topics sorted by last post date in descending order from the last 30 days Go!

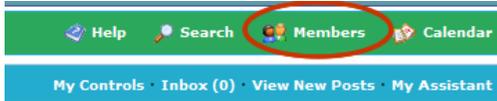
**Step 13:** To see responses to the topic, navigate back to the thread you started and click on it. For example, if you started the thread under “General Network Discussion” entitled “Information for New Forum Users”, you would do the following:

1. Go to <http://z7.invisionfree.com/NCHN/index.php>
2. Click on “General Network Discussion”
3. Click on “Information for New Forum Users”
4. Read the replies

## Additional Options

---

**Members:** allows you to view forum members



**Calendar:** allows you to add events to the calendar



**Inbox:** shows you private messages that other members have sent to you



-----  
Hopefully this has been a sufficient introduction to the NCHN Discussion Board. We hope this will become a resource for members who want to openly share and discuss topics of interest.

If you have questions, please contact Christy at [csullenberger@nchn.org](mailto:csullenberger@nchn.org). If there is enough interest, we will be happy to hold a web conference to provide additional help.

Enjoy the Discussion Boards. They were created for you!