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Member Services



Using APIC Communities & APICList

June 6, 2006

1: Go to APIC Communities

(If you are already logged into the website, proceed to #2)

Find yourself!

APIC ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY

Home Login/Logout Site Map Contact Us

GO ADVANCED SEARCH

Links Join/Renew APICList Member Directory Job Bank

- About APIC
- Member Services
 - Join
 - Update Profile
 - Member Directory
 - APIC Staff
 - APIC Communities**
 - Board Reports
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Member Services

My Home Page

Please log on to view new community news.

My Communities

You currently are not logged into the APIC website.

If you have a username and password you can **sign on here**. You may also use the email address you have on record with APIC, along with your password to log into the website.

You may view but not post to public forums on this site without logging in but must log in in order to post to communities other than the APICList. For members, logging in will enable you to access communities that may exist for your chapters or other interest groups. Student communities are also available and require login for access.

If you have never provided your name and address to APIC, you may **create an account** now.

Other Communities

APICList - Public

A moderated, publicly available exchange of ideas in the infection prevention and control community.

PRINT THIS PAGE

EMAIL A FRIEND

I know how to log into the APIC website – click **sign on here**.

I have an APIC account but don't know how to log into the APIC website. Click **sign on here**, then, use the **Forgot Your Password?** link to reset your password using the email address you provided to APIC. If you haven't provided an email address to APIC or the one they have may not be current, contact member services. Return to Step 1.

I don't have an APIC account at all – click **create an account**, then return to Step 1.

2: Your Communities

APIC ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY

Home Login/Logout Site Map Contact Us

GO ADVANCED SEARCH

Links Join/Renew APICList Member Directory Job Bank

- About APIC
- Member Services
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 - Board Reports
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- Education
- Government Advocacy
- Practice Guidance
- Publications

Member Services

My Home Page

My Communities

You are not subscribed to any communities

Manage Subscriptions »

Other Communities

APICList - Public

A moderated, publicly available exchange of ideas in the infection prevention and control community.

15 Other Communities not displayed.
View All Other Communities »

APICList is available to all visitors to the website. Other users may have access to one or more additional communities. The complete list of all communities to which you have access can be seen by clicking on **View All Other Communities**. Once logged in, you may participate fully in all of these communities without subscribing to them.

Subscribing allows you to sort out the communities of greatest interest to you and to sign up for email delivery of postings from these communities. Click on **Manage Subscriptions** to subscribe, unsubscribe and manage email delivery options.

3: Managing Your Subscriptions

Member Services

Manage Subscriptions

► [My Home Page](#) ► Manage Subscriptions

You are subscribed to these communities:

- [APIC Listserv](#) - Moderated Public Listserv

You are not subscribed to these communities:

- [Behavioral Health Section](#) - Behavioral Health Section
- [Chapter 004 - North Carolina](#) - North Carolina Chapter Community

Global preferences are used to set email notification settings for all subscribed communities above. You can also set local email preferences for a specific community by clicking on preferences for that community above.

| News | Forums | Email Description |
|----------------------------------|----------------------------------|---|
| <input type="radio"/> | <input type="radio"/> | Immediately send email messages for each post |
| <input type="radio"/> | <input type="radio"/> | Send a digest of a days post(s) |
| <input type="radio"/> | <input type="radio"/> | Send a digest of a weeks post(s) |
| <input checked="" type="radio"/> | <input checked="" type="radio"/> | Don't send me email; I'll read them on My Communities |

Subscribers email address: webmaster@apic.org

Suspend all email notifications (Will not receive email until unchecked but retains settings)

This page is reached when you click the Manage Subscriptions button on the page above. From here, you may subscribe, unsubscribe or setup your mail preferences for the individual communities to which you have access by clicking the appropriate buttons. The preferences button becomes available after clicking the subscribe button.

At the bottom of this page, you may set mail preferences for all communities at one time. This does not override preferences set for individual communities. You may opt to receive or not receive mail for one or more communities in any combination you choose. News items may also be selected for mail delivery.

Clicking the preferences button for a specific community brings you to a form identical to this one but which applies your preferences to the single community.

Using **Suspend all email notifications** (vacation mode), you may disable emails for all communities without affecting the settings for individual communities. To restore delivery, simply uncheck the box to resume your previous delivery selections.

4: Community Features

APIC Communities have three information sharing features. All community materials may be searched using the [search feature](#) at the top of the community. Search by type of material or search the entire community.

The screenshot shows the APIC website's Member Services page. At the top, there is a navigation bar with links for Home, Login/Logout, Site Map, and Contact Us. Below this is a search bar with a 'GO' button and an 'ADVANCED SEARCH' button. A blue navigation bar contains links for Links, Join/Renew, APICList, Member Directory, and Job Bank. On the left, a vertical menu lists various services and resources. The main content area is titled 'Member Services' and includes a search bar with 'All' selected in the dropdown and a 'Go!' button. Below the search bar, there are several sections: 'My Home Page' with a link to 'Community Home Page', a 'Welcome to the APIC Listserv Homepage - 1410 NEW!' message, a 'Public Listserv' section with a 'View All Forums' link, a 'Document Archive' section with a 'View complete document archive' link, and a 'News' section with a 'View News Archive' link. A large banner for 'APICList GETS A FACE-LIFT!' is also visible.

News of interest to the broader community may be available through a community. Click on the [title](#) of the most current news article to read it or **View News Archives** to see all news articles.

If the community administrator has enabled this, you will be able to take part in *threaded discussions*. A community may have one or more forums (groups of related discussions). Click on the displayed [title](#) of the first discussion or on **View All Forums** to see them all.

If your administrator chooses to use this feature, click on **View complete document archive** to access files uploaded for sharing. If there are new documents posted, they will appear above that link and you may access them directly by clicking on their [titles](#).

5: Using Threaded Discussions

Community Home Page: APICList Search In for

► **My Home Page** ► Community Home Page

Welcome to the APIC Listserv Homepage - 11785 **NEW!**

APICList GETS A FACE-LIFT!
Click for a Tour of the New APICList!

APICList
Public Listserv
10 Forum(s) not displayed.
[View All Forums](#) >>

Document Archive
No hot documents are currently in this community
[View complete document archive](#) >>

News - 1 **NEW!**
APIC List Use and FAQs - **NEW!**
Fri, January 13, 2006 01:37 PM
[View News Archive](#) >>

Community Home Page: APIC Listserv

► **My Home Page** ► Community Home Page

News

APIC List Use and FAQs
Fri, January 13, 2006 01:37 PM
[View News Archive](#) >>

APICList
Public Listserv

- [Historic 1997 APICList Archives](#)
Historic Backup of APICList postings for 1997
- [Historic 1998 APICList Archives](#)
Historic Backup of APICList postings for 1998
- [Historic 1999 APICList Archives](#)
Historic Backup of APICList postings for 1999
- [Historic 2000 APICList Archives](#) - 3 **NEW!**
Historic Backup of APICList postings for 2000
- [Historic 2001 APICList Archives](#)
Historic Backup of APICList postings for 2001
- [Historic 2002 APICList Archives](#)
Historic Backup of APICList postings for 2002

APIC Listserv: Historic 1998 APICList Archives

► **My Home Page** ► **Community Home Page** ► **View Discussion Forum**

[Create New Topic](#) >>






| Topic | Originator | Last Post | Posts |
|--|------------|------------|-------|
| Subject: Guest moderator | Moderator | 12/28/1998 | 1 |
| Subject: Bronchoscopy: TB prec (13) | Moderator | 12/23/1998 | 1 |
| Subject: Preop showers (7) | Moderator | 12/23/1998 | 1 |
| Subject: Bronchoscopy: TB prec (11) | Moderator | 12/22/1998 | 1 |
| Subject: Bronchoscopy: TB prec (12) | Moderator | 12/22/1998 | 1 |
| Subject: Labor rooms for TB+ moms (6) | Moderator | 12/22/1998 | 1 |
| Subject: Preop showers (6) | Moderator | 12/21/1998 | 1 |
| Subject: Bronchoscopy: TB prec (10) | Moderator | 12/21/1998 | 1 |
| Subject: Allergies & scrubs (2) | Moderator | 12/21/1998 | 1 |
| Subject: Preop showers (5) | Moderator | 12/18/1998 | 1 |
| Subject: Bronchoscopy: TB prec (7) | Moderator | 12/16/1998 | 1 |
| Subject: Bronchoscopy: TB prec (8) | Moderator | 12/16/1998 | 1 |
| Subject: Preop showers (2) | Moderator | 12/16/1998 | 1 |

Click on the title of the forum you wish to view, clicking on View All Forums if the one that is displayed is not the one you wish to participate in. Choose a forum by clicking on its title and view the existing discussion threads within the forum. Click on a discussion title to browse its postings or click **Create New Topic** to start a new discussion.

6: Browsing Existing Discussions

View Discussion Topic: APIC Listserv: Historic 1998 APICList Archives: Subject: Guest moderator

► [My Home Page](#) ► [Community Home Page](#) ► [View Discussion Forum](#) ► [View Discussion Topic](#)

| | | |
|--|-----------|------------|
|  Guest moderator <small>NEW!</small> | Moderator | 10/11/2005 |
| ↳  RE: Guest moderator <small>NEW!</small> | Moderator | 10/11/2005 |
| ↳  RE: Guest moderator <small>NEW!</small> | Moderator | 10/11/2005 |
| ↳  RE: RE: Guest moderator <small>NEW!</small> | Moderator | 10/11/2005 |
| ↳  RE: RE: RE: Guest moderator <small>NEW!</small> | Moderator | 10/13/2005 |

Historic 1998 APICList Archives

Top Previous Next Reply Edit this post Delete this post

Subject: Guest moderator
Subject: Guest moderator
MIME-Version: 1.0
Content-Type: text/plain

Guest moderator...AKA...Kathy's on vacation!

Beginning Monday, December 28, I am pleased to announce that Russell Olmsted will be moderating the APIClist. Russ is the Chair of APIC's Information Technology Advisory Committee and has been my behind the scenes partner in moderation since the creation of this list. As an active APIC member, his name is familiar to many of you already.

On a personal note, I will be on vacation with my two teenage children (and my 230 other "children") in sunny Southern California where they will march with the Tulare Union High School Marching Band (entry #104 of 106) in the Tournament of Roses Parade on New Year's Day. This is quite an honor as only two California bands are selected each year. I guess it is obvious that my "momma buttons are busting"!

Though the inclusion of this personal note has no professional bearing, it might be nice for some of you to know that there is a real person attached

After clicking on a discussion title, you will be presented with a page like this one at left where you will see a graphic showing the original post along with any replies, linked to the message to which the user replied. (This is what the term "threading" refers to.) Also appearing will be the name of the person making the posting along with the date of the posting. You may also post messages anonymously (except for APICList which is moderated) with your identity is recorded but hidden from view online.

Messages you post will show edit and delete buttons. You may only edit or delete your own messages, except for APICList which is managed by the moderator.

Each message has a set of navigation buttons to take you backward or forward along the thread of the discussion, allowing you to follow it in an orderly way.

To reply to a specific message, click on the Reply link on that message.

6: Replying to Discussions

The screenshot shows the APIC website interface. At the top, the APIC logo is on the left, and navigation links (Home, Login/Logout, Site Map, Contact Us) are on the right. Below the logo is the text "ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY". A search bar with a "GO" button and "ADVANCED SEARCH" link is also present. A blue navigation bar contains links for "Links", "Join/Renew", "APICList", "Member Directory", and "Job Bank".

The main content area is titled "Member Services" and features a photo of a woman. Below this, there is a breadcrumb trail: "APICList: Historic 1997 APICList Archives: JCAHO without ICC (3) > My Home Page > Community Home Page > View Discussion Forum > View Discussion Topic > Reply to Discussion Topic".

The discussion thread is titled "Guest Moderator" with the subject "What is a moderator?". It is posted by "JoAnn Schlosser" on "Thu, June 1, 2006 08:51 AM".

Below the thread is a "Post Reply" form. It includes radio buttons for "New" and "Reply" (selected). The form fields are: "Name: Jane Q. Public, BSN, CIC", "Email: jqpublic@myhospital.com", and "Subject:* RE: Guest Moderator". There is a checkbox for "Post Anonymously (Name will not be displayed)".

A large text area labeled "Message:*" is provided for the user's reply. At the bottom of the form are buttons for "post", "preview", and "cancel". A legend indicates "* = Required Field".

On the left side of the page, there is a vertical menu with categories: "About APIC", "Member Services" (with sub-links like Join, Update Profile, etc.), "Communities", "Education", "Government Advocacy", "Practice Guidance", "Publications", "Store", "Press", "Research Foundation", and "CBIC". At the bottom left, there are links for "PRINT THIS PAGE" and "EMAIL A FRIEND", along with an "Adobe Get Adobe Reader" logo.

Note: APICList postings will be covered in the next page.)

Clicking on Reply will bring you to this form where you may either reply to the specific message that brought you here or create a new discussion altogether by clicking either New or Reply. You may also change the Subject line. Enter your thoughts and click Preview to read them through first and Post to post them to the community. With the exception of APICList, all posts are immediate and will be included in the next mailing sent to subscribers to the community who have opted for email delivery of postings to the community.

7: Participating in APICList

The image shows two overlapping screenshots of the APIC website's Member Services section. The top screenshot displays the 'APICList Reply' form, and the bottom screenshot displays the 'APICList Post New Thread' form. Both forms are pre-populated with the same information: Name: Jane Q. Public, BSN, CIC; Title: Patient Safety Coordinator; Affiliation: Providence Hospital; Location: Providence, HI; Email: jjpublic@myhospital.com. The bottom form includes a 'Subject*' field with the value 'Guest Moderator' and a 'Your Message*' text area. The website header includes navigation links like Home, Login/Logout, Site Map, and Contact Us, and a search bar. A sidebar on the left contains various menu items such as About APIC, Member Services, APIC Communities, and Education. At the bottom of the bottom screenshot, there is an Adobe Reader logo and a note: '*indicates required field'.

APICList Reply

Your Name*: Jane Q. Public, BSN, CIC
Your Title*: Patient Safety Coordinator
Affiliation: Providence Hospital
Alternate Contact Method: (e.g., telephone, fax)
Location*: Providence, HI
Your eMail Address*: jjpublic@myhospital.com
Your Reply:

APICList Post New Thread

Your Name*: Jane Q. Public, BSN, CIC
Your Title*: Patient Safety Coordinator
Affiliation: Providence Hospital
Alternate Contact Method: (e.g., telephone, fax)
Location*: Providence, HI
Your eMail Address*: jjpublic@myhospital.com
Subject*: Guest Moderator
Your Message*:

*indicates required field

Because it is moderated, APICList postings use a different form which sends the postings to the moderator for review. The reply and new thread forms are similar and pre-populate to help you provide the required information when posting to APICList. The asterisk (*) indicates required information.

The moderator will review your submissions for posting. Posting generally occurs several times per week.