



Using OR Nurse Link for Chapter Communication

A Printable Guide for Chapter Leaders

Last Updated 10/14/10

Topics

Signing In to OR Nurse Link	3
Find Your Chapter Group.....	4
Anatomy of a Chapter Group	6
Change Chapter Group Owners	8
Group Owner Settings	9
Upload a Group Logo	13
Chapter Group Member Number Discrepancies.....	16
Making Your Chapter Group Content Public.....	17
Messaging Group Members	17
Sending a Chapter Newsletter	19
Starting a Chapter Discussion.....	22
Reply to Discussions	26
Editing or Deleting Your Discussion Post.....	29
Uploading Documents Directly to Discussions	31
Subscribe to Your Chapter's Discussions Via Email	34
Uploading, Downloading & Deleting Documents	35
Creating Folders for Documents.....	37
Adding or Deleting Links to Your Group Resource Center	41

Visit ornurselink.org/help for all help topics.

Signing In to OR Nurse Link

On the top of every page of the site you'll find a **Sign In** link.

The screenshot shows the ORNurseLink website interface. At the top right, the navigation bar includes links for [Sign In](#), [Home](#), [Find a Member](#), [Find a Group](#), [Help](#), and [Go to AORN.org](#). The [Sign In](#) link is highlighted with a mouse cursor. Below the navigation bar is a search box labeled "Community Search" with a "GO" button. The main content area features a "Recent Updates" section with a description of the community and links for "AORN Members" and "Non-Members". On the right side, there is a "Clinical InfoLink" section and an advertisement for the "Interactive Advertising Bureau".

Click on this link and you'll be taken to a **Community Login page** where you'll enter the email address you have on file at AORN and your AORN password -- this is the same username and password you have been using to access aorn.org.

ORNurseLink
Connecting the periOperative Community

Sign In | Home | Find a Member | Find a Group | Help ? | Go to AORN.org

Community Search GO

Home | MemberTalk | Groups | Resource Center | Blogs

A A A FONT SIZE

PRINT THIS

EMAIL THIS

REPORT THIS

SHARE

Community Login

AORN Members

Use the email address you have on file at AORN and your AORN password.

Email:

Password:

[Forgot Password](#)

Non-Members

[Register now](#) for a free limited preview of ORNurseLink.org to participate in open groups and read and comment on blogs.

Become an AORN Member

Get full access to ORNurseLink.org by becoming an AORN Member. [Learn more about membership or join now.](#) (Please allow 48 hours after joining for full ORNurseLink.org access.)


Interactive Advertising Bureau

Sign Out

To **Sign Out** from OR Nurse Link, click the **Sign Out** link at the top of every page.

Forget Password or Email Address

If you have forgotten your password, click on the **Forgot Password** link on the Community Login page. (You can access the Community Login page by clicking Sign In at the top of any page).

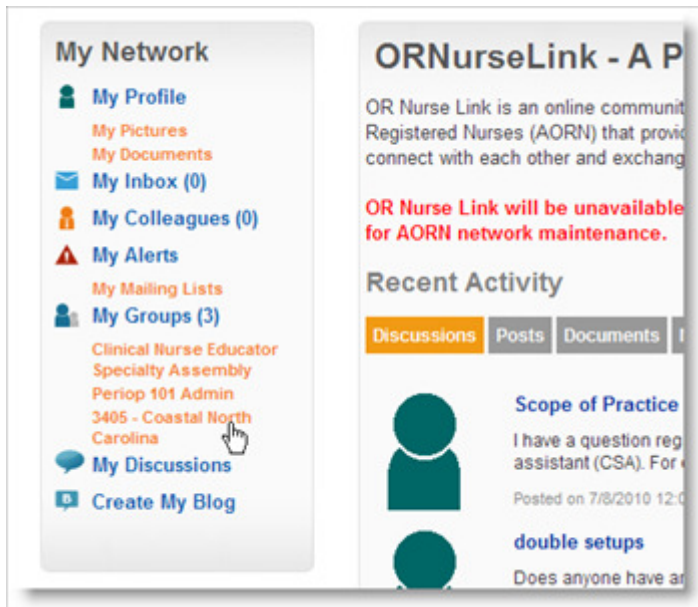
Enter the email address that you have on file with AORN and click Send My Password. Your password will be emailed to you.

If you've never had an email address on file with AORN or do not remember which email address is on file, you will need to call AORN customer service: 1-800-755-2676, Ext. 1. from 8:00 AM to 4:30 PM Monday through Friday (Mountain Time).

Find Your Chapter Group

The link to your chapter group will be located in the My Groups section of your My Network Box.

The My Network box is located in the left-hand column of every page on the site.



Click on the shortcut link, and it will take you directly to your chapter's group.

The My Groups section of My Network will list shortcuts to all the groups you belong to on OR Nurse Link, in the order in which you joined, up to five groups.

If you belong to more than five groups, and your chapter does not appear in the My Groups section, click on the My Groups headline link, and you'll be taken to an index page that lists all of the groups you belong to.

Here you'll find your chapter group listed.

If you belong to a chapter, and it does not appear on the My Groups page, please contact AORN Customer Service at 800-755-2676 ext. 1.

Anatomy of a Chapter Group

Only AORN members who are members of your chapter have access to your chapter group. Non-members, when they visit your chapter group, will land on the Group Profile tab (we'll talk about that more below) and will

not be able to see chapter discussions, calendar, etc, unless you choose to make your group content public.

The chapter group is composed of several features. I'll give you an overview of them now.

The screenshot displays the ORNurseLink website interface for the 9991 - eCHAPTER Overview. The page includes a top navigation bar with links for Home, MemberTalk, Groups, Resource Center, and Blogs. A sidebar on the left provides options for My Network, My Profile, My Pictures, My Documents, My Inbox, My Colleagues, My Alerts, My Mailing Lists, My Groups, My Discussions, and Create My Blog. The main content area is titled '9991 - eCHAPTER Overview' and features a 'Group Navigation Tabs' section with tabs for Overview, Discussions, Group Resources, Calendar, Members, and Group Profile. Below this is a 'Latest Discussion Posts' section with five most recent discussions, including topics like 'Intraoperative orders', 'cataract patients', 'Opportunity to serve as guest editor', 'Surgical Assistant required', and 'statistician and ambulatory surgery specialty assembly'. A 'Recent Group Updates' section shows comments from members. On the right, there is a 'Start a Discussion' form, a 'Search This Group' box, and a 'Newest Members' list. A red box highlights the 'Group Navigation Tabs' and the 'Start a Discussion' button. Another red box highlights the 'About This Group' section, which provides details about the group, including its creation date, group type, and a list of chapter officers.

Chapter Officers listed in no particular order

About This Group
 This is a privately managed group.
 Created: December 04, 2009
 Group Type: AORN Chapters
 Community Tags: None
 Members: 2891
 Owner: Annette M. Dopp, RN, MBA, CNOR, De Ann R. Ferguson, RN, BSN, Donna F. Label, RN, CNOR, Laura A. Gayton, RN, CNOR, Marilyn L. Sanderson, RN, BSN, CNOR, Michael J. Garuf, RN, CNOR, CRNFA, Michelle R. Triskam, RN, BSN, MS, Roseann L. Pena, RN, BSN, CNOR, MBA/HCM, Sherry A. Church, RN, BC, MSH, MBA, Susanne W. Cantamessa, RN, MAOM, MSN, CNOR, Tami Goodman, RN, CNOR, PhD

Group Navigation Tabs

In the top middle of your group page, you'll notice a group of gray tabs that allow you to navigate to different areas of your chapter group site.

Overview Tab

The Overview tab is the group site "homepage". It's the page that you land on when you first come to your chapter group. The Overview page will list the five Latest Discussion Posts on your chapter discussion board and any recent comments.

Discussions Tab

The Discussions Tab will bring you to your chapter's [discussion board](#). A discussion board is very much like a cork bulletin board: you can post announcements, discuss chapter business, and share clinical information -- whatever interests your chapter members. All chapter members can post to the discussion board; chapter officers have special privileges to [moderate discussions](#).

Group Resources Tab

Every chapter group has its own [Resource Center](#) for members to upload and download documents and files relevant to the group. This is one of the places you could [upload a chapter newsletter](#).

Calendar Tab

[Each chapter has its own calendar](#) to post events and meetings.

Members Tab

The members tab will list out all of the members of your chapter. To pull chapter rosters, you'll still need to do that in the [Chapter Resource Center on AORN.org](#). If the number of members in the chapter group is lower than the number in your chapter roster, [here's more information about the discrepancy](#).

Owner Settings Tab

Only chapter officers have access to the owner settings tab, an [explanation of the features on the owner settings page](#) is on page 9 of this guide.

Message Members Button

The big orange Message Members button in the right-hand column of the site allows chapter officers to [send an email to everyone in the chapter](#) all at once. You can use Message Members to [send out your chapter newsletter](#). The Message Members button appears on every page of the Chapter group, but only if you're a chapter officer. Non-officers will not see the Message Members button.

Start a Discussion Box

The Start a Discussion Box allows you to [post a new message on your chapter discussion board](#). All chapter members can post a new discussion. This box appears on every page of the chapter group.

About This Group Box

The most important information in the About This Group box is the list of group owners. Group ownership is automatically assigned to chapter officers and board members. If you need to update your group owners, you'll need to update your chapter officers in the Chapter Resource Center on aorn.org. Here's a [video tutorial](#) and [written instructions](#) for updating your chapter officers and changing your group owners.

Changing Chapter Group Owners

View a [video tutorial of changing chapter group owners](#).

Group ownership for chapter groups is automatically assigned to chapter officers and board members using the

information we have on file at AORN headquarters.

AORN members who are listed in AORN's member database as chapter officers and board members are automatically made group owners of their group.

About This Group

Created: September 10, 2009

Group Type: AORN Chapters

Community Tags: None

Members: 52

Owner: Alison L. Binns, RN, Charlene H Block-macdonald, RN,CNOR, Kellie A. Dora, RN,CNOR, Kristi A. Johnston, RN,BSN,CNOR, Melissa K Chambers, RN, Paula S Billeter, RN,CNOR, Richelle M. Erlenbeck, RN,BSN, Ruth R Pomerville, RN,BSN,CNOR

To change who is listed as a group owner in your chapter's group, you'll need to [update your chapter officers on aorn.org](#) in the Chapter Resource Center. Updating of chapter officers should only be done by chapter board members.

The screenshot shows the AORN website interface. At the top, there is a navigation bar with the AORN logo and a search bar. Below the navigation bar, there are several tabs: Membership, Education, Community, Practice Resources, Public Policy, AORN Store, and Career Center. The main content area displays a message: "Please verify the following information. If the data is incorrect please click the UPDATE button to change the people or terms." Underneath, there are three sections: "Current Officers" with a message "Your chapter does not have any Officers listed" and a button "Update your Officers"; "Current Board Members" with a message "Your chapter does not have any Board Members listed" and a button "Update your Board Members"; and "Current Nominating Committee Members" with a table listing Heather R. Floyd as the Nominating and Leadership Development Committee member, with a button "Update your Nominating Committee Members".

Office	Name	Facility	Email	Term Begin Date	Term End Date
Nominating and Leadership Development Committee	Heather R. Floyd		hrou2@aorn.org	8/2/2009	8/2/2010

Please allow 24 hours for the group officer changes to be reflected in your group owner list on OR Nurse Link.

It is technically possible to remove or add chapter group owners via the Owner Settings page on ORNurseLink.org. However, after 24 hours, and ORNurselink.org syncs with our member database, those group owners you added or removed will be deleted or re-added.

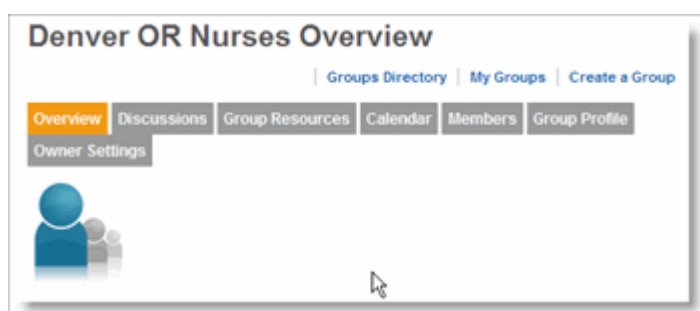
The only way to permanently change group ownership is by updating your officers on aorn.org.

Group Owner Settings

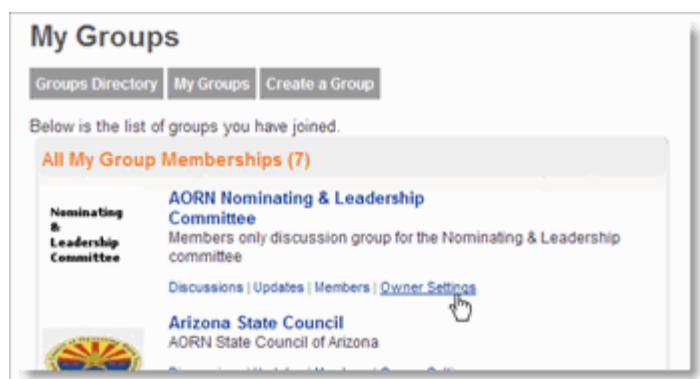
Because chapter officers are group owners, you have several settings that regular group members don't have access to.

Finding the Owner Settings

There's an Owner Settings button available in the group navigation area. This button is visible to only group owners.



There's also an Owner Settings link available from the My Groups section in My Network.



Owner Settings Page

Clicking on the Owner Settings link or button will bring you to the Owner Settings Page. Only those members listed as group owners will have access to these settings.

Vascular/Endovascular Specialty Assembly Owner Settings

[Groups Directory](#) | [My Groups](#) | [Create a Group](#)

[Overview](#) | [Discussions](#) | [Group Resources](#) | [Calendar](#) | [Members](#) | [Group Profile](#) | **Owner Settings**

Make updates and changes to your group settings below. To permanently remove your group from OR Nurse Link, click Delete This Group below.

EDIT owners permissions **DELETE** this GROUP

GROUP INFO

* required

Group Name: Vascular/Endovascular Specialty Assembly

Summary Description: The Vascular/Endovascular Specialty Assembly is for perioperative nurses who are managing, acting as specialists, or interested in peripheral vascular surgery, invasive radiology, cardiac catheterization laboratory

Full Description:


If you are not a part of this specialty assembly but would like to join, contact AORN Customer Service via 800-755-2676 ext 1 or by email.

Overview
The Vascular/Endovascular Specialty Assembly is for perioperative nurses who are managing, acting as specialists, or interested in peripheral vascular surgery, invasive radiology, cardiac catheterization laboratory procedures or pain management.

Group Type: Specialty Assemblies

GROUP IMAGE

Logo (optional):



Optimal Resolution: 80px by 80px

GROUP ACCESS AND VISIBILITY

* required

Registration Approval: Auto Approved Requires Approval
Auto Approved immediately grants users access to the group
Requires Approval allows owners to accept or reject access requests

Group Access: Public Private
Controls whether non-members can view content in the group.

Visibility: Visible Hidden
Controls whether the group is listed in the Group Directory and rollups. (Note: Public Access and Hidden Visibility is not a valid combination.)

Allow Joins: Displays the JOIN button to allow community members to join the group.

Messaging Options: Group Members can invite others to join the group
 Group Owners can invite others to join the group
 Group Members can send a message to the group
 Group Owners can send a message to the group
(Note: If Group Access is set to Public, members cannot message the members of the group.)

COMMUNITY TAGS

* required

There is currently no taxonomy available for this content type

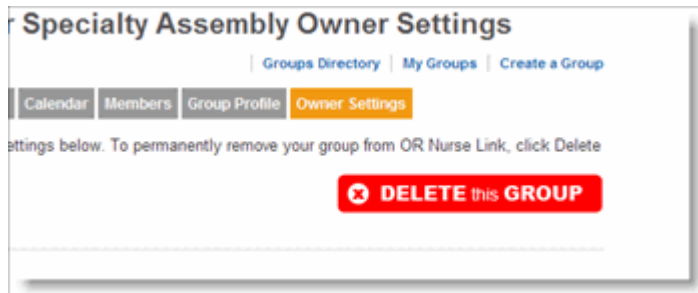
DISCLAIMER

* required

The information contained in this Group is provided "as is" without warranty of any kind and is managed by the Group's moderators. All content made available as part of this Group and any opinions, advice, statements or other information contained in any discussions, updates, or content posted or transmitted by any third party are the responsibility of the author of that content. The fact that content is posted on or transmitted using this Group does not mean that the content has been endorsed in any way or verified the accuracy, completeness or usefulness by AORN.

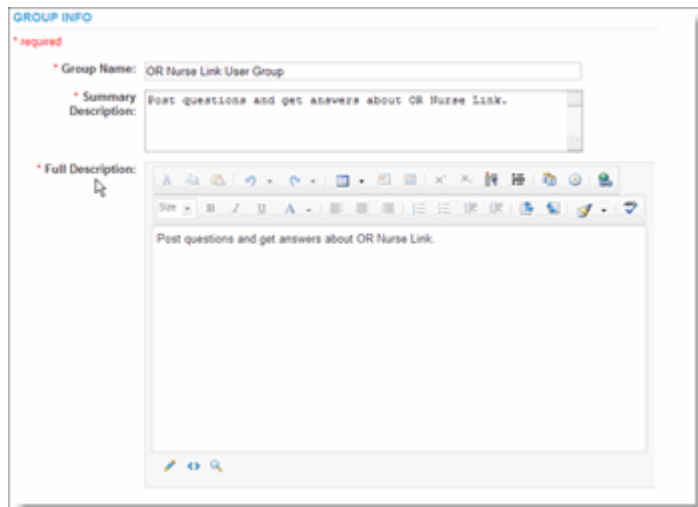
Deleting a Group

The Delete This Group button is at the top of the Owner Settings page. Be aware that this will permanently delete your group, along with all the content associated with it -- discussions, documents, calendar, etc.



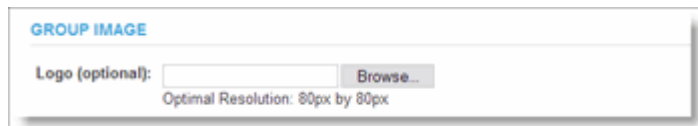
Editing Group Info

On the Group Owners page you can change the Group Name, the short Summary Description that appears in the group directory, and the Full Description that resides on the Group Profile page.



Uploading a Group Logo

You can upload an optional 80x80 pixel icon for your group. [Learn more about that on page 13 of this guide.](#)

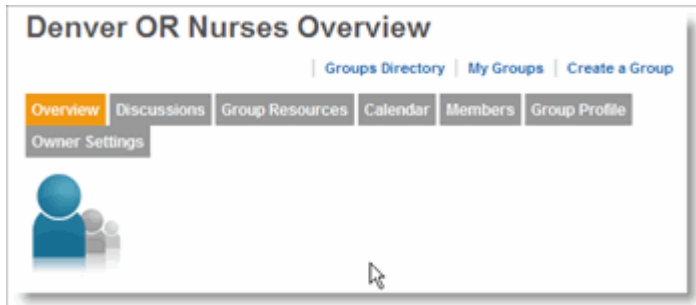


Update this Group

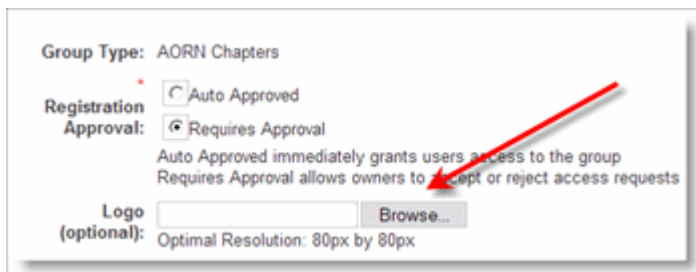
Once you've made the changes to your group, be sure to click the Update This Group button at the bottom of the page to save your changes.

Upload a Group Logo

To upload your chapter's logo, you'll first need to go to the Owner Settings page, which can be accessed by clicking on the Owner Settings tab on your group's homepage. You need to be a Group Owner in order to access this page.



Only .jpg .jpeg .gif and .png image files can be uploaded for your group logo. Click Browse to locate the file on your computer.



The recommended size for an image is 80 pixels by 80 pixels.

You can create an 80px x 80px sized logo by resizing and cropping your image using another image-editing program like iPhoto, Picasa, Microsoft Picture Manager, or Photoshop.

Or you can use OR Nurse Link's cropping tool that will appear if the image you upload to the site is a dimension other than 80px by 80px.

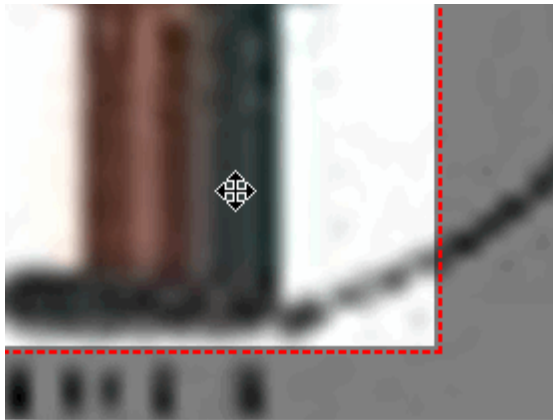
To use OR Nurse Link's cropping tool, upload your image by choosing Browse to find the file on your computer.

A Crop Your Picture box will appear with your uploaded image.



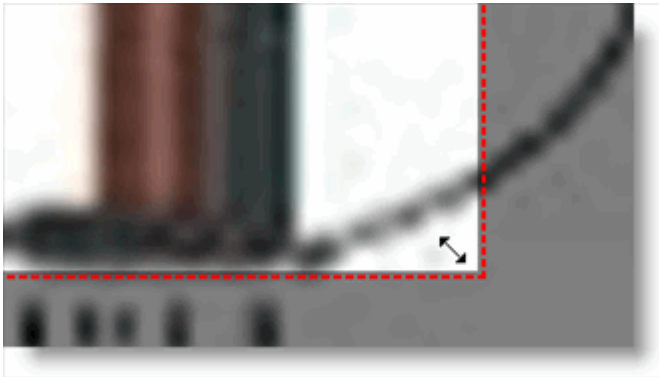
(Note: lower resolution images will appear fuzzy. Either upload a higher resolution image, or use another image-editing program like iPhoto, Picasa, Microsoft Picture Manager, or Photoshop to create an 80px by 80px sized image.)

Click and hold the red square and move it to the desired spot on your image.



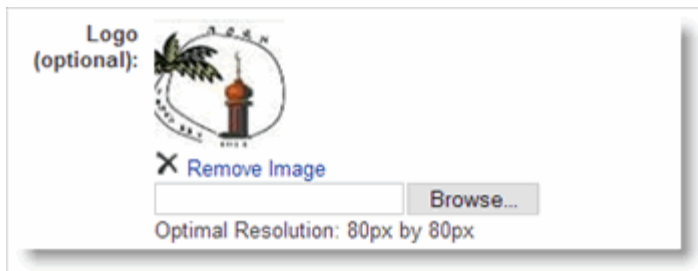
The red cropping box will always be a perfect square, so if your image is a rectangle, part of your image will be cropped out. If you don't want any part of your image cropped out, you'll need to use image editing software to resize your image.

You can also make the red square bigger and smaller by hovering your mouse over the corner of the red box until it turns into a double arrow and clicking and holding the arrow until the square is the desired size.



Click OK.

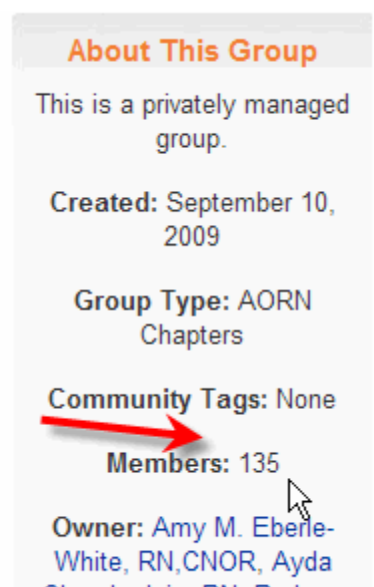
Your image will now be cropped into an 80px by 80px image.



Click Remove Image if you want to remove your logo and upload a different one.

Chapter Group Member Number Discrepancies

Some chapter leaders have noticed that the number of chapter members listed in the About This Group box is lower than the number of chapter members listed on their chapter rosters.



This discrepancy has to do with whether or not your chapter members have an email address on file with AORN.

OR Nurse Link profiles are created around an email address, and if a member has not provided us in the past with an email address, OR Nurse Link cannot create a profile for them, and therefore the member will not appear as a member of your chapter group on OR Nurse Link.

To see who in your chapter does not have an email address on file with AORN, visit the Chapter Resource Center on AORN.org, and [download a chapter roster in Excel format](#).

Members without an email address on file with AORN should call customer service at 800-755-2676 ext. 1 to have their email address added to their AORN member account.

Once they add their email address, they'll be added to your chapter's group (they may need to also login to OR Nurse Link to show up for the first time).

Additionally, a chapter's member count may be lower on OR Nurse Link if members have lapsed, because lapsed members will not have access to the chapter group and won't show up in the member list.

Once they renew their membership, they'll once again have access to the chapter's group.

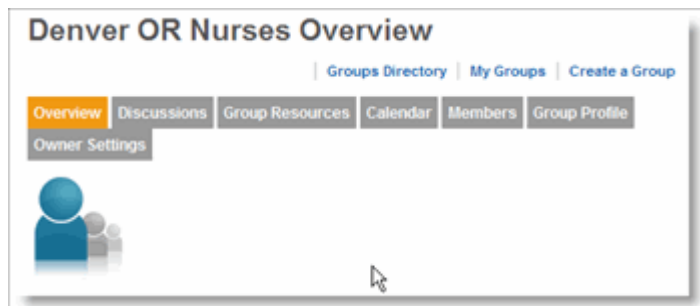
Making Your Chapter Group Content Public

By default, a chapter group allows only members of that chapter to view its group content.

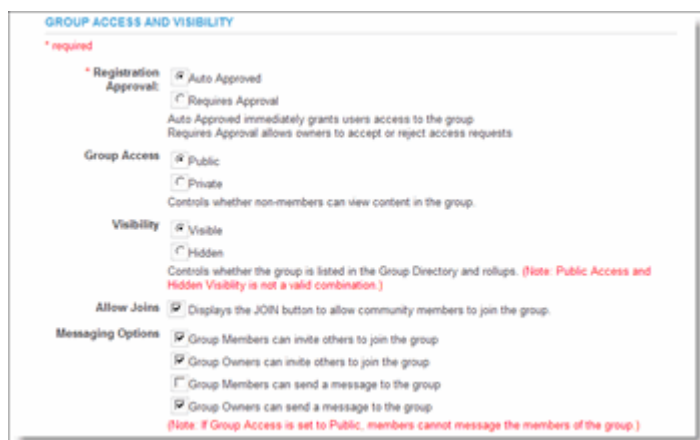
Some chapters have expressed interest in having anyone on OR Nurse Link view their content: non-members can see information about chapter meetings, read discussions, download documents, etc.

It is possible to make all of your chapter group content visible to anyone logged in to OR Nurse Link.

First, you'll need to click on the Owner Settings tab in your group.



On the Owner Settings page, scroll to the bottom of the page and find the Group Access and Visibility settings.



For the Group Access setting, choose Public. Then scroll to the bottom of the page and save your changes by clicking Update This Group.

Making your chapter group public will allow anyone logged into OR Nurse Link to read your group content -- discussions, documents, calendar, and members -- but they will not be able to add, delete or participate in discussions.

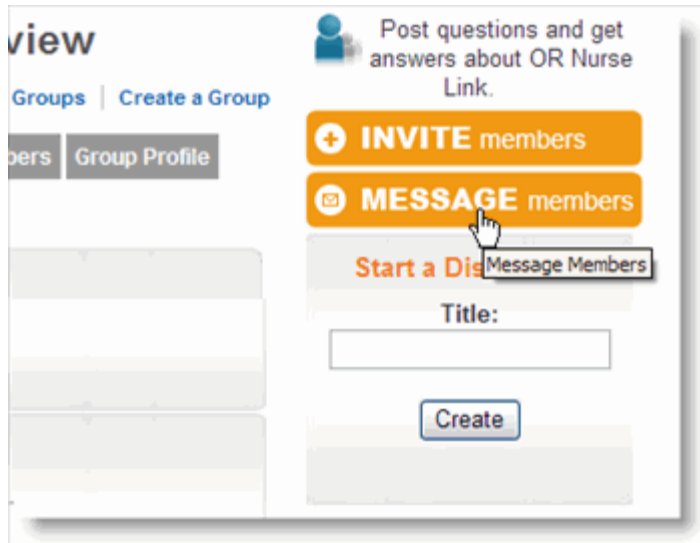
Only chapter members will be able to add content to your chapter group.

Messaging Group Members

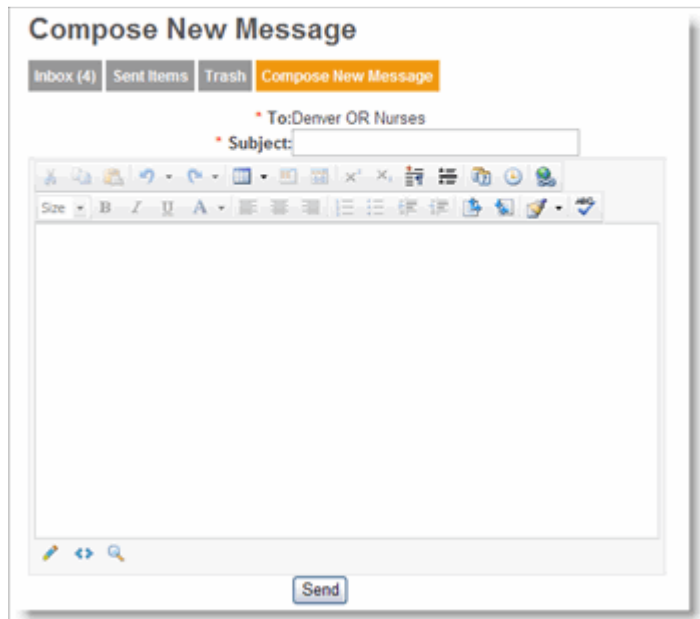
A video demonstration of how to message members is available here:
<http://www.ornurselink.org/Help/Pages/HowtoMessageChapterMembers.aspx>

By default, chapter groups are set to allow only group owners to send mass inbox messages to all members of a group.

If you're a group owner and would like to send a message to everyone in your group, click on the Message Members button located in the upper right-hand side of any of your group's pages.



Clicking on Message Members will bring up a Compose New Message page where you will compose your message.



When composing your message, please be sure to mention in the subject line or body of the message WHICH group this email is coming from. Otherwise, members who receive it in their inbox will not know why they're receiving the message.

Click Send to send out your message to your group members' OR Nurse Link inboxes.

The group members will receive an email to their external email address alerting them that they have an inbox message on OR Nurse Link.

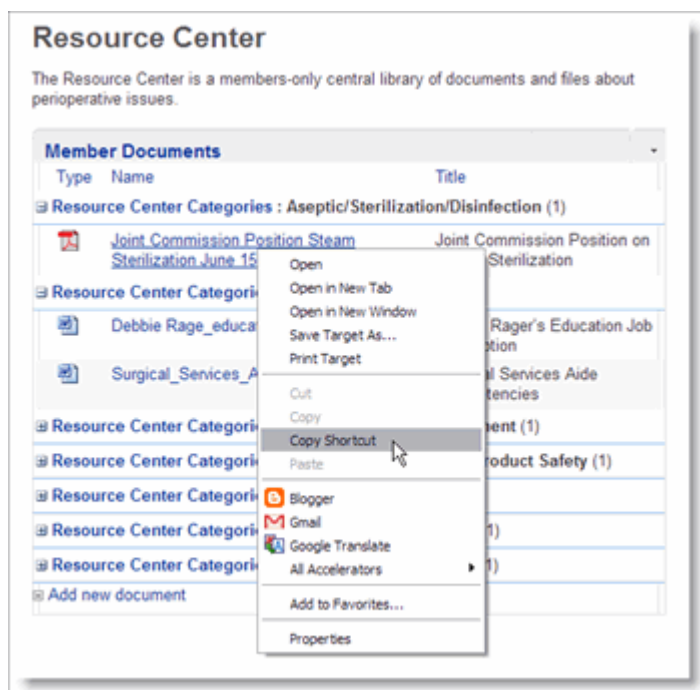
Send a Newsletter to Chapter Members

Watch a video on how to send a chapter newsletter to your members:

<http://www.ornurselink.org/Help/Pages/HowtoSendaNewsletter.aspx>

Essentially, you're not sending the newsletter itself. You're uploading the newsletter to your chapter resource center and then sending the link to the newsletter to members so they can download the newsletter.

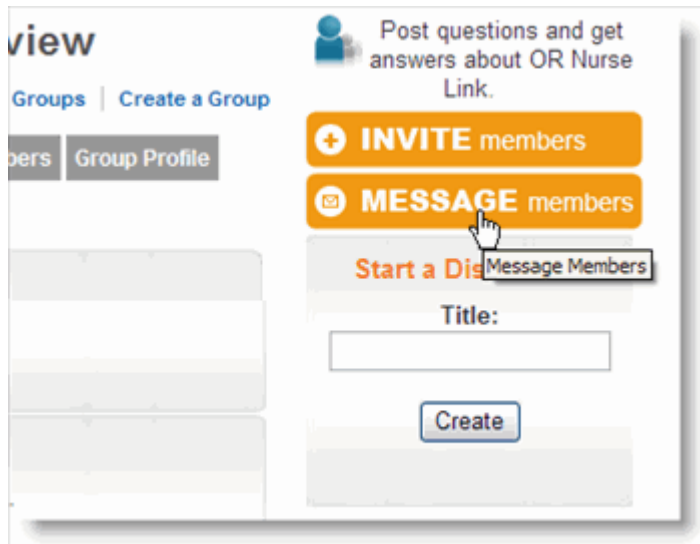
After uploading your document to your [group resource center](#) (instructions on page 37 of this guide) you'll first need to copy the link of the document to your clipboard by right-clicking on the name of the document and choosing Copy Shortcut if you're using Internet Explorer or Copy Link Location if you're using Firefox.



Once you've copied the Document link to your clipboard, you can paste it where you need it. [More info about cut and paste commands.](#)

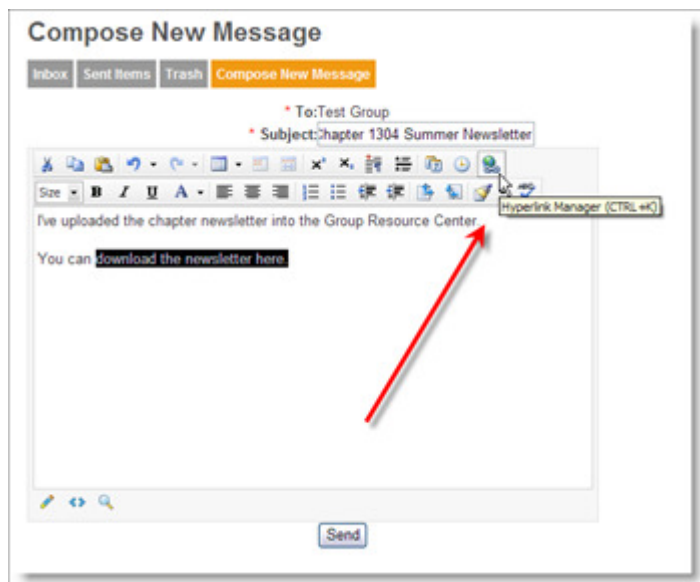
Sending Your Link in a Message to Members

After you've copied the newsletter's link to your clipboard, you can email the link to it to group members using the big orange Message Members button in the upper right-hand side of any of your group's pages.



Clicking on Message Members will bring up a Compose New Message page where you will compose your message.

Type your message to your group members and with your mouse, highlight the text where you would like to insert the document link to your message.

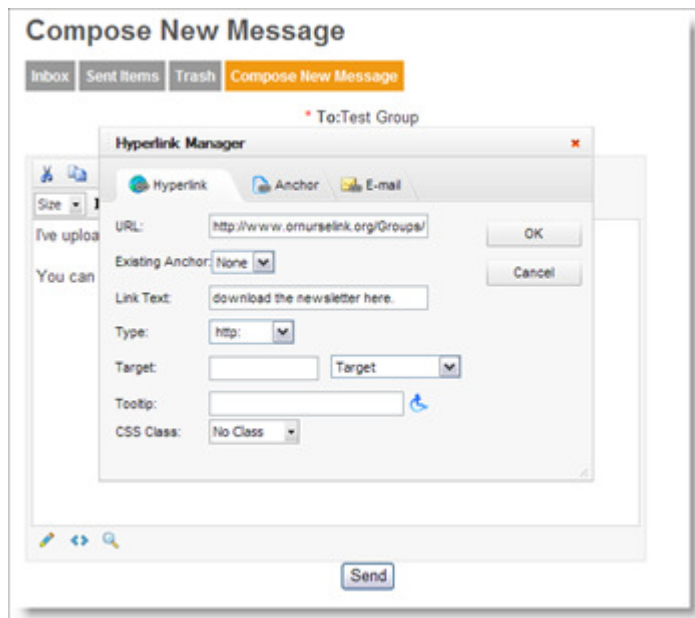


Then click on the Hyperlink Manager button in the tool bar -- it has a globe icon with a chain link.

In the Hyperlink Manager box that pops up, paste the URL into the **URL** field. (Use Ctrl V or click your right mouse button and choose Paste).

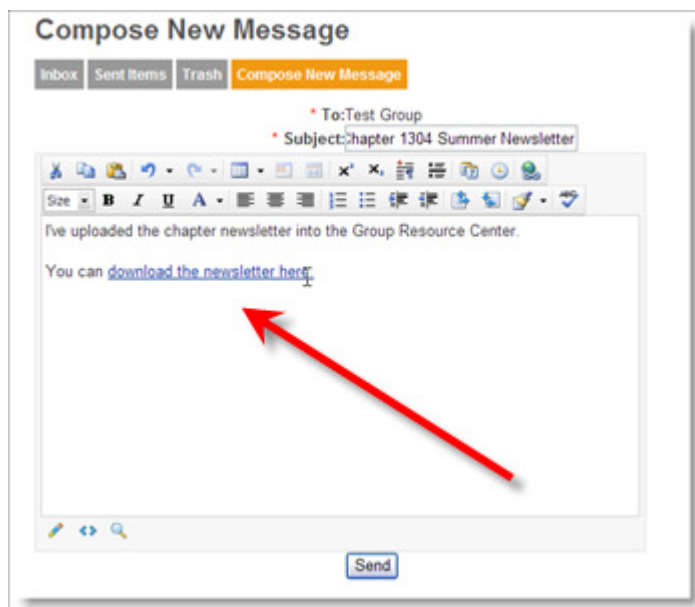
Please note that the URL field automatically comes pre-loaded with http://.

If you're pasting a URL, make sure to delete or paste over the pre-loaded http:// or else you'll have a URL with two http://, and your link will not work.



No other settings or fields need to be changed. Click **OK**.

The link to the document will now be included in your message.



Click Send to send out your message to your group members' OR Nurse Link inboxes.

The group members will receive an email to their external email address alerting them that they have an inbox message on OR Nurse Link. Members will need to click on the link to download the newsletter or document.

Starting a Chapter Discussion

Every Chapter has its own discussion board. A discussion board is very much like a cork bulletin board: you can post announcements, upcoming chapter meeting dates, discuss chapter business, and share clinical information -- whatever interests your chapter members and would benefit from being available publically for comment.

Because only chapter officers have access to email all chapter members at once, discussions are chapter members' only means to post information widely to other members.

All chapter members can post to the discussion board; chapter officers have special privileges to [moderate discussions](#). Only chapter members can view and participate in chapter group discussions.

To see all Chapter discussions click on the gray Discussions Tab, and it will bring you to your Chapter's discussion board homepage.

OR Nurse Link User Group Discussions

| [Groups Directory](#) | [My Groups](#) | [Create a Group](#)

Overview | **Discussions** | Group Resources | Calendar | Members | Group Profile

Owner Settings

Recent Discussions

Recent Discussions | Recent Comments | Most Comments

 **Why can't I change my name online?** ★ ★ ★ ★ ★

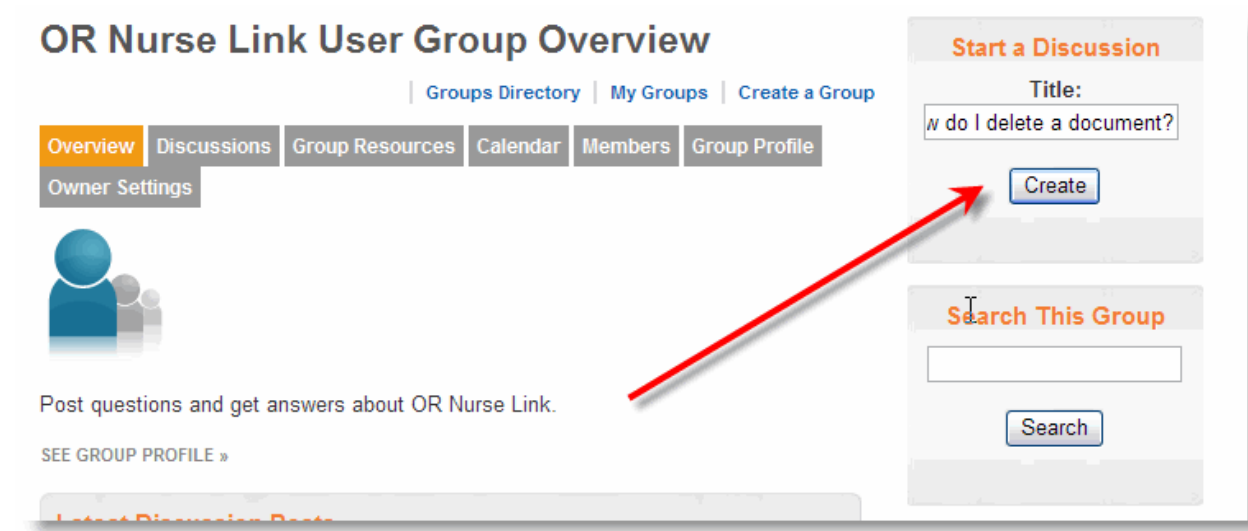
Is there a way to change my name online rather than calling AORN HQ?

Posted on 9/23/2009 2:44 PM by [Ginger Makela-Riker](#) | Comments (0)

You can also view the most recent discussions on the Overview tab, which is the page that you land on when you first come to your Chapter site. The Overview page will list the five Latest Discussion Posts on your Chapter discussion board and any recent comments.

Start a Discussion in Your Chapter Group

To start a discussion in your Chapter group, look for the Start a Discussion box located on every page of your Chapter group site in the right-hand column.



The screenshot displays the 'OR Nurse Link User Group Overview' page. At the top, there are navigation links: 'Groups Directory', 'My Groups', and 'Create a Group'. Below these are tabs for 'Overview' (highlighted), 'Discussions', 'Group Resources', 'Calendar', 'Members', and 'Group Profile'. A sub-tab for 'Owner Settings' is also visible. On the left, there is a profile picture placeholder and the text 'Post questions and get answers about OR Nurse Link.' with a link 'SEE GROUP PROFILE »'. On the right, the 'Start a Discussion' box is prominent, featuring a 'Title:' label, a text input field containing 'How do I delete a document?', and a 'Create' button. A red arrow points from the 'Create' button towards the center of the page. Below the 'Start a Discussion' box is a 'Search This Group' section with a search input field and a 'Search' button.

Enter a topic title in the Start a Discussion box.

Be sure to create a title that is descriptive and makes it easy for group members to understand the topic of your discussion without having to read the entire post -- you will get more responses this way.

Once you've written your title, click Create, and you will be taken to a page to expand on your topic.

New Discussion Post


My Discussions All Discussions

* required

* Title:


Do you use Twitter in the OR

* Message:



Has anyone used [Twitter](#) in the OR?

I



* Community Tags:

There is currently no taxonomy available for this content type

Save

Cancel

You can add images and links to your post. Or add a document to the discussion post by using the Add Attachments box below the message composition box.


When you're done with your post, click Save, and your discussion will now be posted to your group.

OR Nurse Link User Group Overview

[Groups Directory](#) | [My Groups](#) | [Create a Group](#)

[Overview](#) | [Discussions](#) | [Group Resources](#) | [Calendar](#) | [Members](#) | [Group Profile](#)


[Owner Settings](#)



Post questions and get answers about OR Nurse Link.

[SEE GROUP PROFILE >](#)

Latest Discussion Posts

 **Why can't I change my name online?** ★ ★ ★ ★ ★
 Is there a way to change my name online rather than calling AORN HQ?
 Posted on 9/23/2009 2:44 PM by [Ginger Makela-Riker](#) | Comments (0)

[SEE ALL DISCUSSIONS >>](#)

Recent Group Updates

[Ginger Makela-Riker wants to discuss "Why can't I change my name online?".](#)

[Ginger Makela-Riker has joined "OR Nurse Link User Group".](#)

[Ginger Makela-Riker created a new group named "OR Nurse Link User Group".](#)

[SEE ALL UPDATES >](#)

Your new discussion post will also be sent via email to all group members who have [subscribed to the discussion board's listserv](#). (See page 34 for more info listservs.)

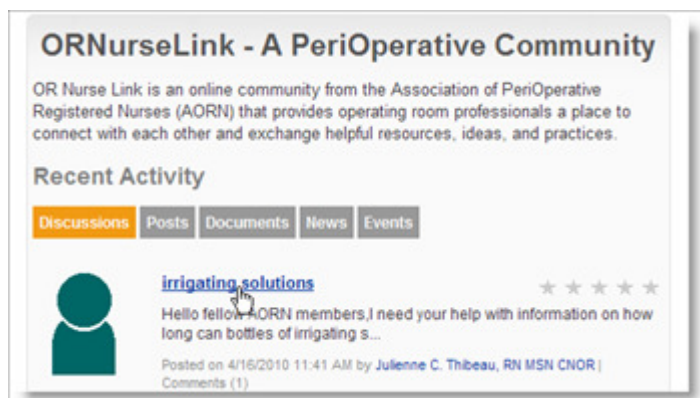
A direct link to your post will be available in the My Discussions section of My Network.

Reply to Discussions

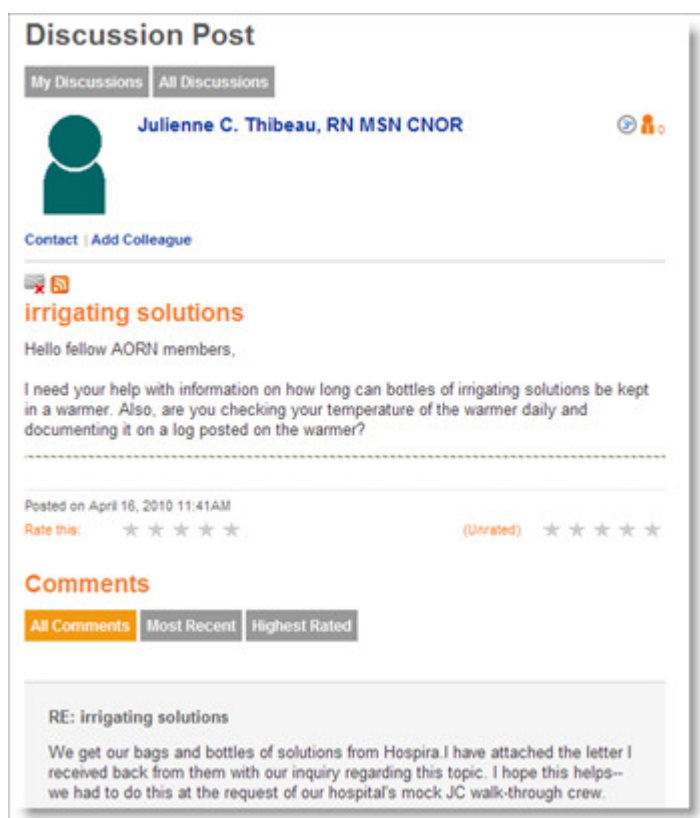
Reply Via the Web

To reply to a discussion on OR Nurse Link, you must first go to the discussion post page.

To go to the discussion post page, click on the discussion's title.

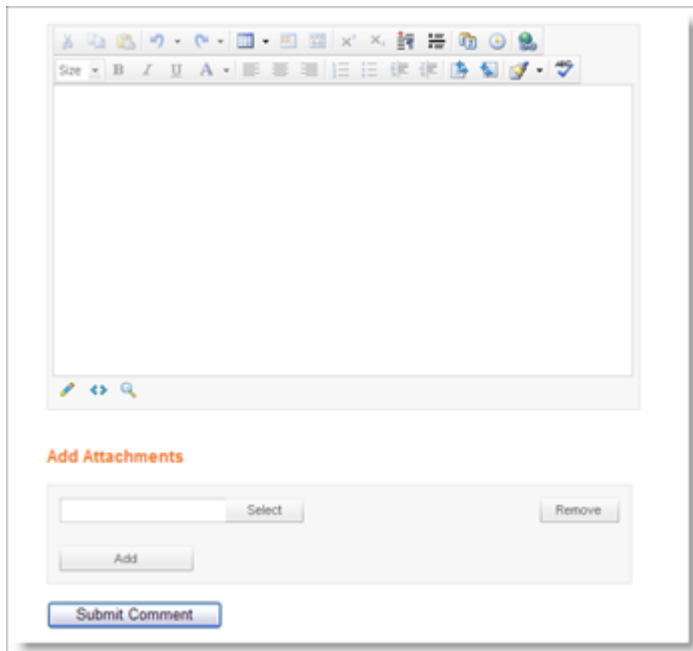


Once on the discussion post page, scroll to the bottom of the page to the Leave a Comment area.



Here you can enter the content of your reply.

You can also add a document to your comment. Use the Add Attachments box directly beneath the comment composition box.

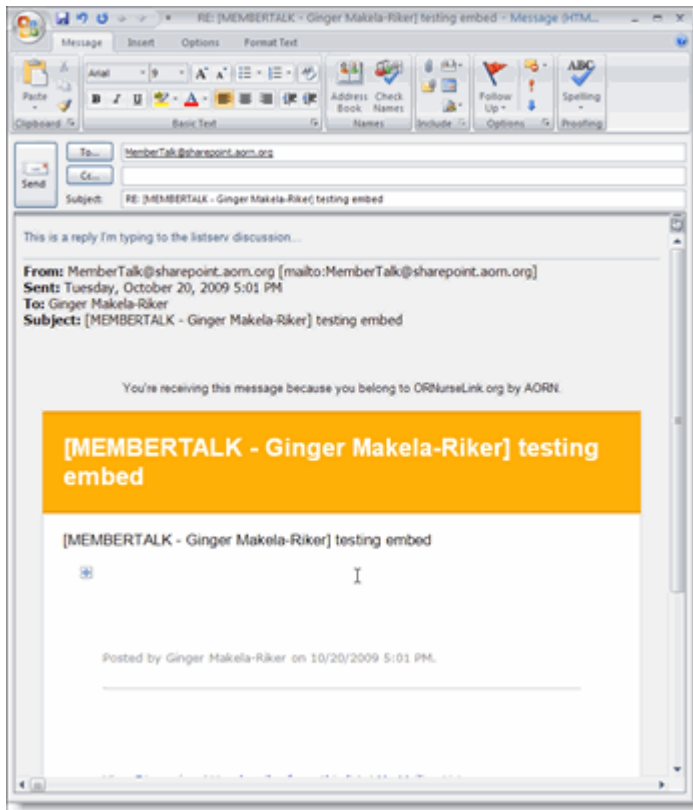


The image shows a screenshot of a web form. At the top, there is a rich text editor toolbar with various icons for text formatting and editing. Below the toolbar is a large, empty text area for entering the comment. Underneath the text area, there is a section titled "Add Attachments" in orange text. This section contains a text input field with a "Select" button to its right and a "Remove" button to its left. Below the input field is an "Add" button. At the bottom of the form is a blue "Submit Comment" button.

Click Submit Comment when you are done. Your comment will now be added to the discussion thread.

Reply to Discussions via Listserv Email

If you've subscribed to a discussion board's listserv and receive discussions via email, you can reply to a discussion post via email. (See subscription instructions on page 34 of this guide.)



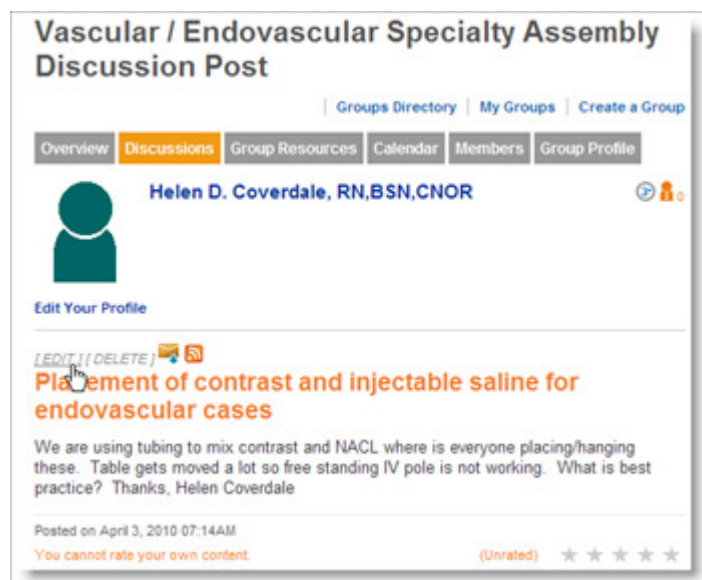
In your email program, click reply to the thread you'd like to respond to, enter your message, and click Send.

Attach a document to your email if you're like to post it with your comment.

Your reply will now be posted to the discussion forum on the web, and those who have subscribed to the discussion board's listserv will receive your response by email.

Editing or Deleting Your Discussion Post

To edit or delete a discussion post you've created, go to the discussion's page.



The screenshot shows a discussion post on a professional network. At the top, the page title is "Vascular / Endovascular Specialty Assembly Discussion Post". Below the title are navigation links: "Groups Directory", "My Groups", and "Create a Group". A secondary navigation bar includes "Overview", "Discussions" (highlighted), "Group Resources", "Calendar", "Members", and "Group Profile". The user's profile is displayed, showing a green circular profile picture, the name "Helen D. Coverdale, RN,BSN,CNOR", and an "Edit Your Profile" link. The discussion post itself has a title "Placement of contrast and injectable saline for endovascular cases" in orange text. Above the title are "EDIT" and "DELETE" links with icons. The post content reads: "We are using tubing to mix contrast and NACL where is everyone placing/hanging these. Table gets moved a lot so free standing IV pole is not working. What is best practice? Thanks, Helen Coverdale". Below the text, it says "Posted on April 3, 2010 07:14AM" and "You cannot rate your own content." followed by "(Unrated)" and five star icons.

Click on Edit just above the title of your discussion post, and you'll be taken to a page that will allow you to edit your text.

*** Title:**

Placement of contrast and injectable saline for endovascular cases

*** Message:**

We are using tubing to mix contrast and NAACL where is everyone placing/hanging these. Table gets moved a lot so free standing IV pole is not working. What is best practice? Thanks, Helen Coverdale

Add Attachments

Select Remove

Add

*** Community Tags:**
There is currently no taxonomy available for this content type

Save Cancel



When you're done editing, click Save, and your changes will be posted to the site.

To delete your post altogether, click Delete just above the title of your discussion post.



Vascular / Endovascular Specialty Assembly Discussion Post

[Groups Directory](#) | [My Groups](#) | [Create a Group](#)

Overview **Discussions** Group Resources Calendar Members Group Profile

 **Helen D. Coverdale, RN,BSN,CNOR** 

[Edit Your Profile](#)

[EDIT] [DELETE]  

Placement of contrast and injectable saline for endovascular cases

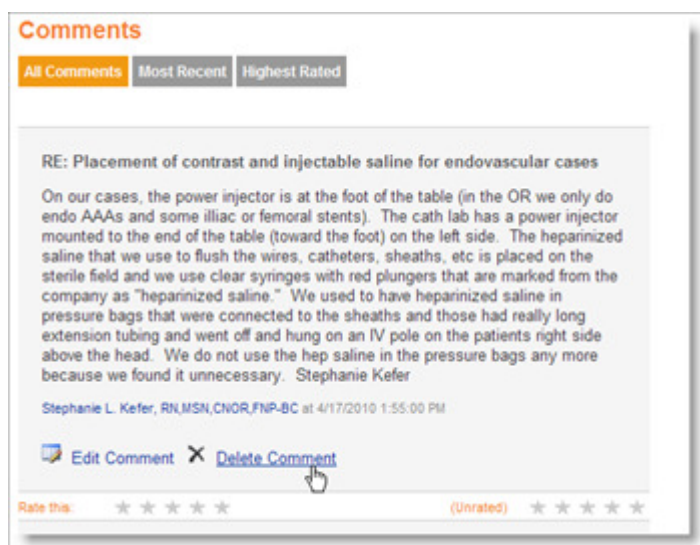
We are using tubing to mix contrast and NAACL where is everyone placing/hanging these. Table gets moved a lot so free standing IV pole is not working. What is best practice? Thanks, Helen Coverdale

Posted on April 3, 2010 07:14AM

You cannot rate your own content. (Unrated) ★ ★ ★ ★ ★

A pop-up box will appear to confirm that you'd like to delete the post.

If you'd like to delete any comment other members have made to your discussion post, scroll down to the comment, and click Delete Comment.

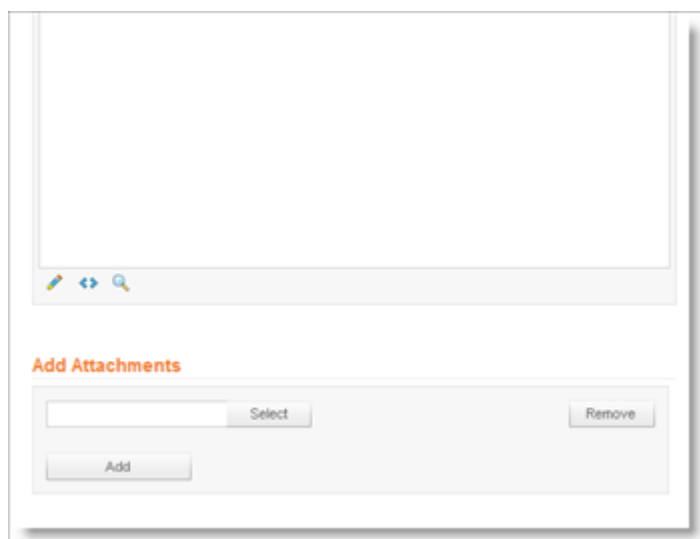


A pop-up box will appear to confirm that you'd like to delete the comment.

Uploading Documents Directly to Discussions

It is now possible to upload documents and files directly to a discussion post on OR Nurse Link so that others may quickly and easily download them.

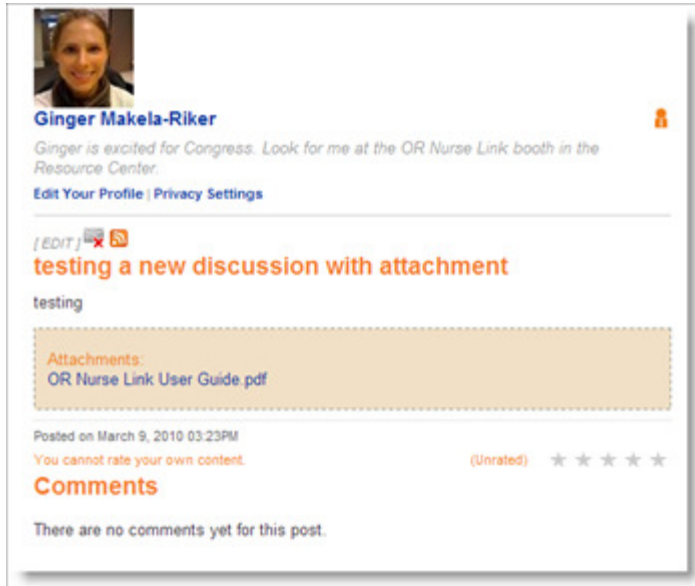
To upload a document to a new discussion post, use the Add Attachments box located directly below the message composition box.



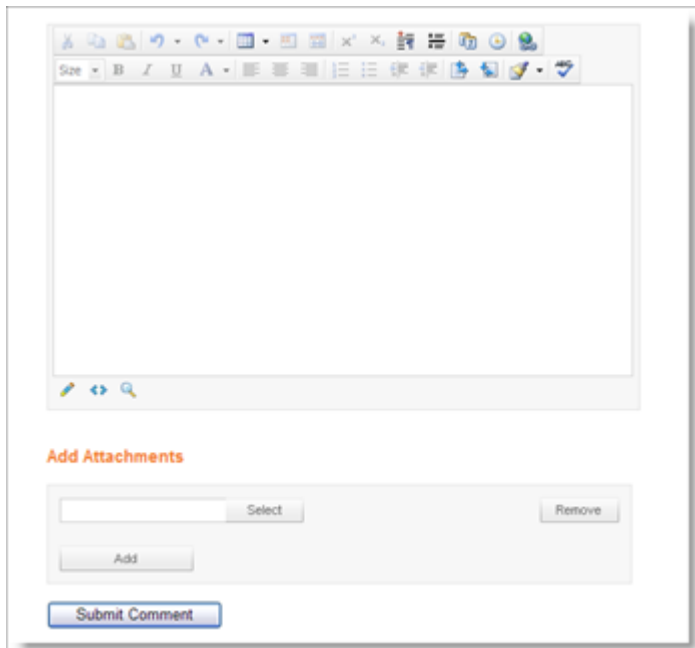
Choose Select and browse to find the document on your computer.

If you'd like to add more than one document to the post, choose Add.

Once you're done composing your entire post, choose Save, and the post will be posted to the discussion forum, along with your document(s).



You can also add a document to a comment that you make on someone else's discussion post.



Use the Add Attachments box directly underneath the comment composition box.

Choose Select and browse to find the document or file on your computer.

If you'd like to add more than one document to the post, choose Add.

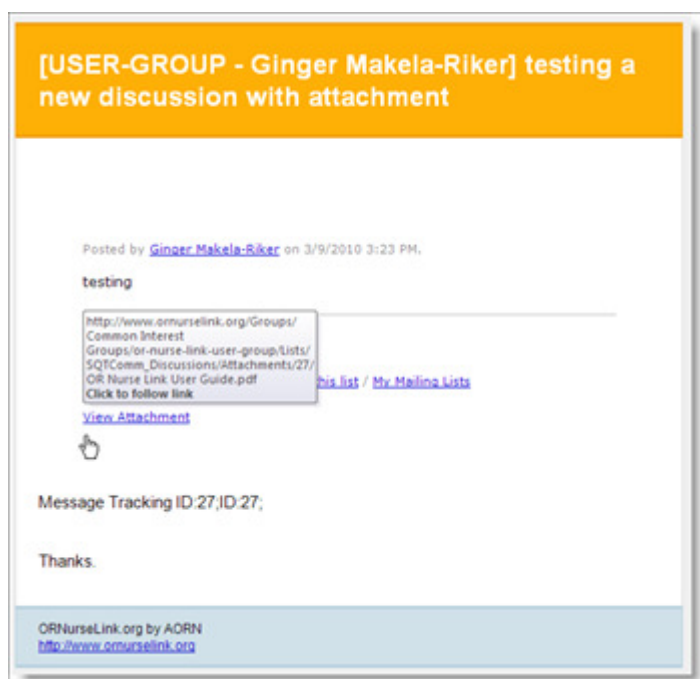
Once you're done composing your entire comment, choose Save, and the comment will be posted to the discussion, along with your document(s).

Document sharing in discussions also works if you're posting and responding to discussions [via listserv](#).

Simply attach your document to your email, and the attached document will be uploaded to your new post or comment.

Discussion documents are also available to download directly from listserv emails.

Click on View Attachment to download attached documents.



Please note that documents and files uploaded directly to discussions will not also be uploaded to the Resource Center.

Subscribe to Your Chapter's Discussions by Email

Subscribe to Your Chapter's Email Listserv

All Chapter groups on OR Nurse Link will be email listserv enabled. That means that you can subscribe to your Chapter's [discussion forum](#) and start, read, and reply to discussions from your email program.

To participate in your group's discussions via email, you must first be subscribed to receive listserv emails. You can subscribe by clicking on the envelope icon at the top of the group's discussion forum homepage, which will find by clicking on the Discussion tab.

Clinical Nurse Educator Specialty Assembly Discussions

Groups Directory | My Groups | Create a Group

Overview | **Discussions** | Group Resources | Calendar | Members | Group Profile

Owner Settings

Recent Discussions
Subscribe to the discussions

Recent Discussions | Recent Comments | Most Comments

Orientation ★★★★★
I am a new OR Educator and am currently working on orientation packets for new staff - RNs, Surgic...
Posted on 7/7/2010 4:19 PM by **Geraldine Carney, RN,BSN,CNOR** | Comments (1)

Periop 101 ★★★★★
I would like to chat with anyone who has implemented the Periop 101 curriculum. Just have some real...
Posted on 7/6/2010 2:39 PM by **Mary C. Mc Intyre, RN,BSN,CNOR** | Comments (0)

Topic for next quarterly Educator Webinar ★★★★★
I am looking for suggestions for the next quarterly educator webinar. What are the current hot iss...
Posted on 7/6/2010 10:56 AM by **Susan D. Root, RN,MSN,CNOR** | Comments (3)

Clinical Nurse Educator Group Issues ★★★★★
Hi everyone,The recent re-naming of the specialty assembly from Nurse Educator/Clinical Nurse Speci...
Posted on 7/2/2010 2:16 PM by **Ginger Makela-Riker** | Comments (0)

You will then be taken to a page that will allow you to choose how frequently you receive discussion emails. Choose an option and click OK.

Subscribe to Mailing List

Mailing List Delivery Method Select delivery method for this list

Immediate

Daily Digest

Weekly Digest

None

OK Cancel

After you've successfully subscribed to the forum, the envelope icon will be greyed-out and have a red X on it. You will now start receiving listserv emails.






Uploading, Downloading, and Deleting Documents

Every group has its own Resource Center for its members to upload and download documents and files relevant to the group.

Document Titles

It's important to note that the document titles on OR Nurse Link are pulled from the document's file name.

Member Documents		
Type	Name	Title
+ Resource Center Categories : Ambulatory (1)		
- Resource Center Categories : AORN Business (3)		
	2009 2010 WTS Form	2009-2010 Serve Form
	Congress_2010_Reg_Form1	Congress 2
	OR Nurse Link User	OR Nurse L

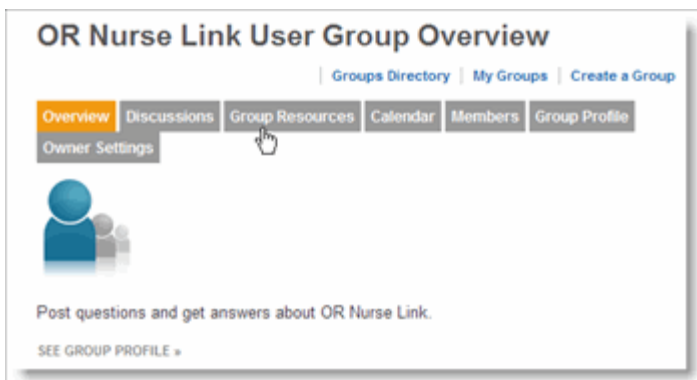
So before you upload your document to the group, be sure the document's file name is how you'd like the document titled on the site.

For the example above, the file name for the Word document was 2009 2010 WTS Form.doc so the document's title on the site is 2009 2010 WTS Form.

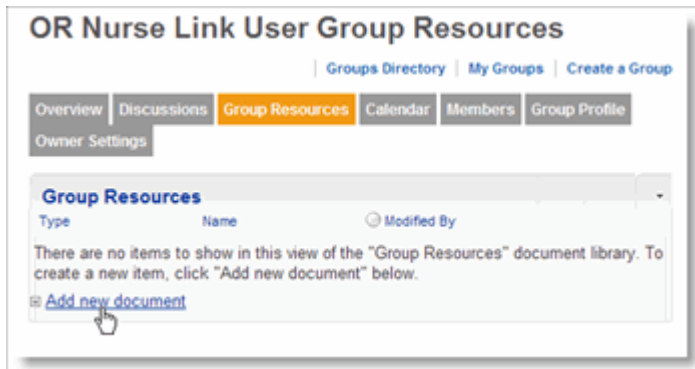
If you've uploaded your document already, and you want to edit the title of the document, you'll need to delete the document, rename your file, and then upload again to the site with the new file name.

To Upload a Document (Newsletter) to Your Group Resources

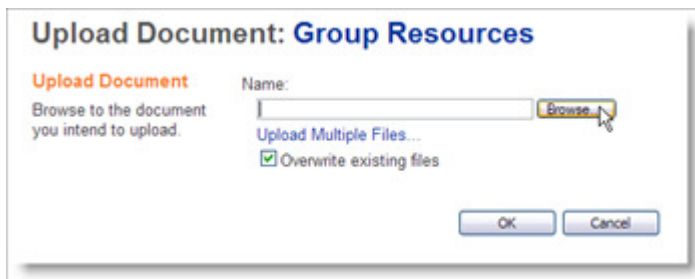
On your group homepage, click the Group Resources tab.



Click Add New Document.

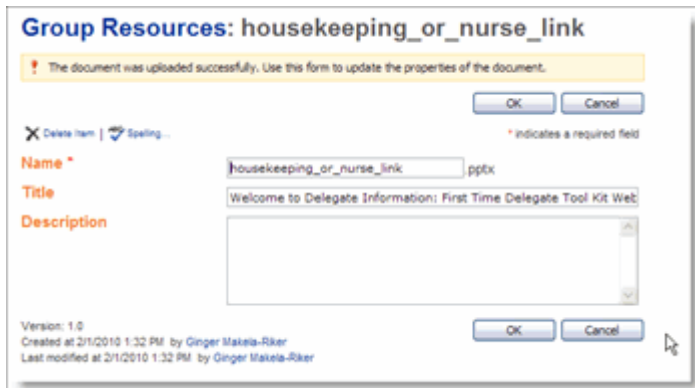


Click Browse to find the file on your computer, and upload just about any type of document (PDF, Word Doc, Powerpoint File, etc), keeping in mind the maximum file size is 5MB.



Once you've browsed and found your document, click OK.

You'll be brought to a screen that allows you to enter Title for your document.



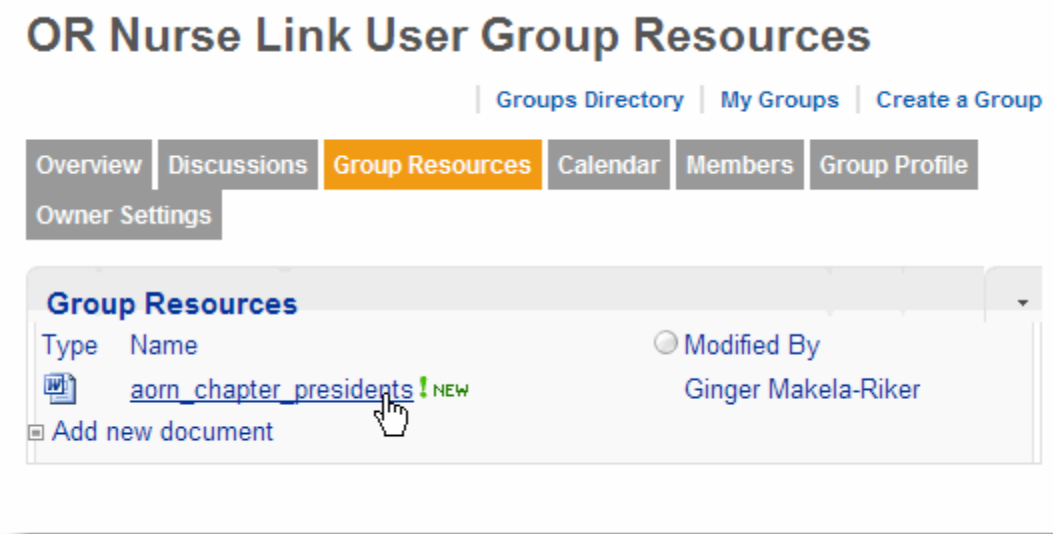
Please note that once you've uploaded your document, you cannot change the Name field (which is the document file name). If you need to change the file name of your document, you'll need to do that before you upload it to OR Nurse Link.

Click OK when you're done

The document will now be uploaded to Group Resources.

Download a Document from the Resource Center

Click on the Group Resources tab. Click on the Name of the document and the document will be downloaded to your computer.



Creating Document Folders

Creating Folders

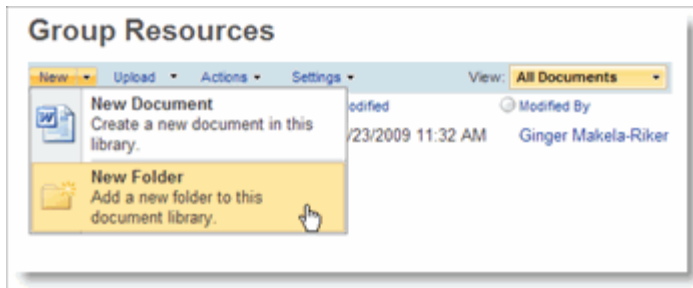
To keep your files organized, use folders to group Chapter newsletters, Bylaws, presentations and other document types.

To create a folder, click on the Group Resources link at the top of the document area.



This will bring you to the "behind-the-scenes" section of the resource center where there are several other controls not available in the center's front end.

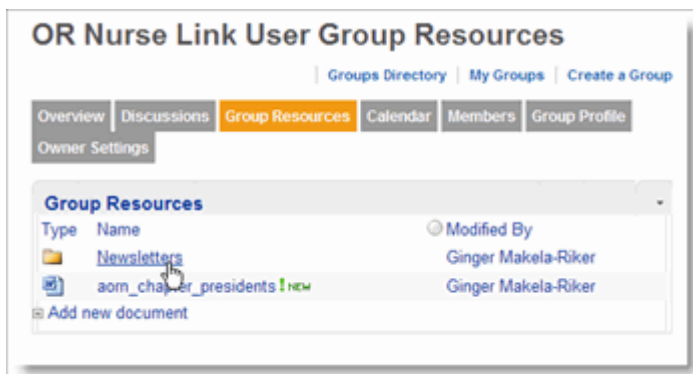
Click on New, then New Folder.



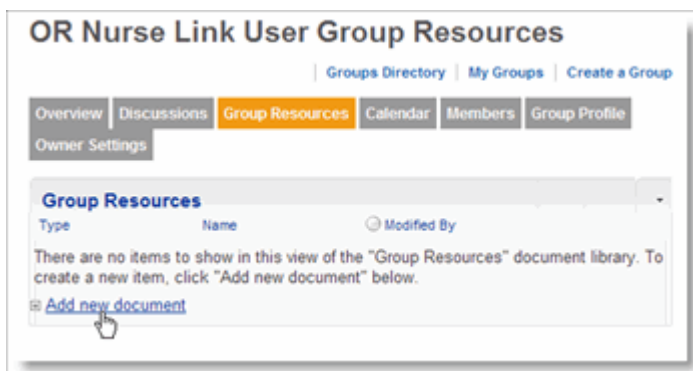
Name your folder, and then click OK.



Your new folder will now appear in the Group Resources section. To upload a document to that folder, click on its Name.

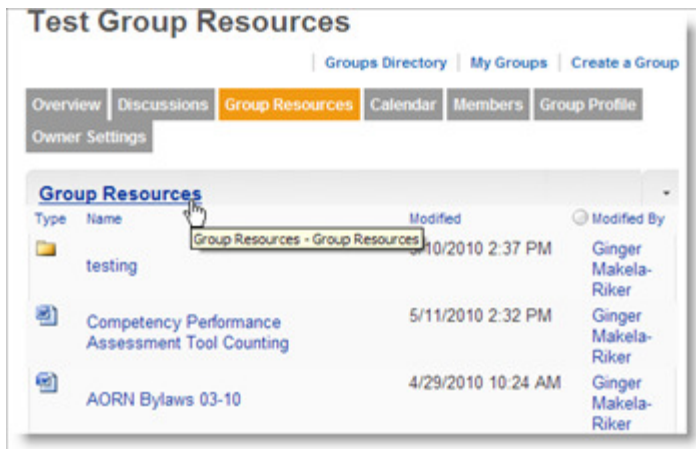


Click on Add New Document, and the document that you choose will be uploaded to that folder.



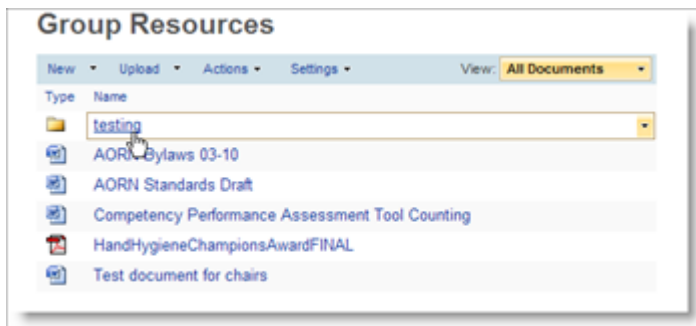
Creating a Folder within a Folder

To create a subfolder, click on the Group Resources link at the top of the document area.

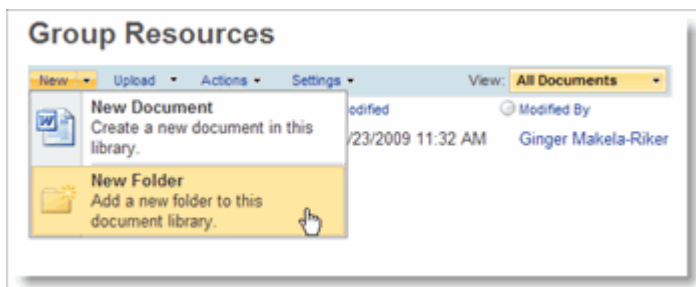


This will bring you to the "behind-the-scenes" section of the resource center where there are several other controls not available in the center's front end.

Click into the folder where you'd like to create a subfolder



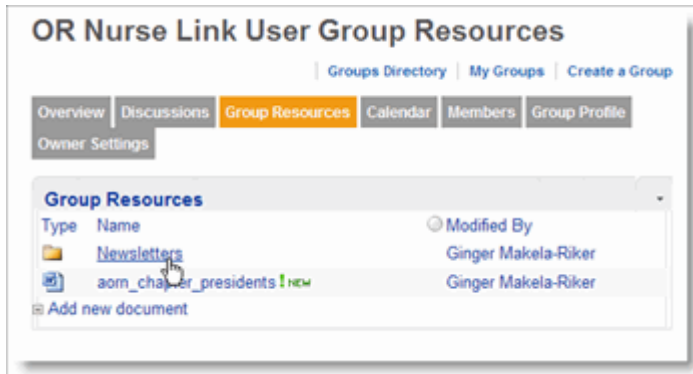
Click on New, then New Folder.



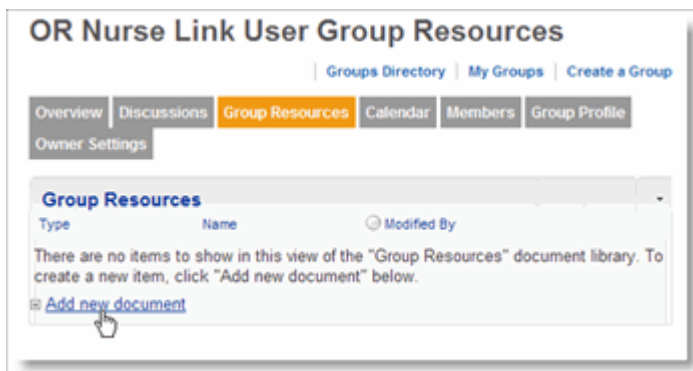
Name your folder, and then click OK.



Your new subfolder will now appear in the main folder. To upload a document to the subfolder, click on its title.

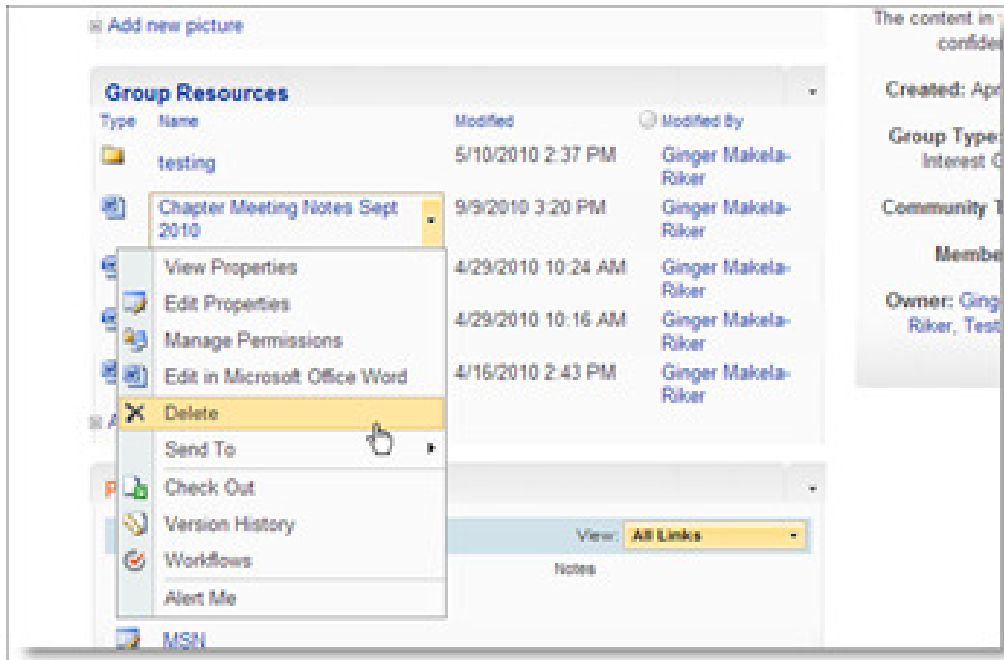


Click on Add New Document, and the document that you choose will be uploaded to that subfolder.



Deleting a Document or Folder

Only a Group Owner can delete an item that has been added to the Group Resources area.



If you are a Group Owner and need to delete a document or folder, hover your mouse cursor over the title of the document, click on the yellow arrow/bar that appears, and find Delete on the pull-down menu.

Adding or Deleting Links in Your Group Resource Center

If you'd like to add a static link to your group, you'll do that in the Group Resource Center in the group link library box.

Go to the Group Resources tab of your group, and in the link library box, click New Item.

Advanced Practice Nursing Specialty Assembly Resources

Groups Directory | My Groups | Create a Group

Overview | Discussions | **Group Resources** | Calendar | Members | Group Profile

Owner Settings

Group Resources

Type Name Modified By

There are no items to show in this view of the "Group Resources" document library. To create a new item, click "Add new document" below.

▣ Add new document

APN Links

New Actions Settings View: All Links

New Item
Add a new item to this list. To create a new item, click "New" above.

This will bring you to a link details page where you will enter the URL and then the link description.

APN Links: New Item

OK Cancel

Spelling... * Indicates a required field

URL * Type the Web address: (Click here to test)
http://www.google.com

Type the description:
Google

Notes

Description

OK Cancel

Click OK when you're done, and the link will be added to the library.

Advanced Practice Nursing Specialty Assembly Resources

Groups Directory | My Groups | Create a Group

Overview | Discussions | **Group Resources** | Calendar | Members | Group Profile

Owner Settings

Group Resources

Type Name Modified By

There are no items to show in this view of the "Group Resources" document library. To create a new item, click "Add new document" below.

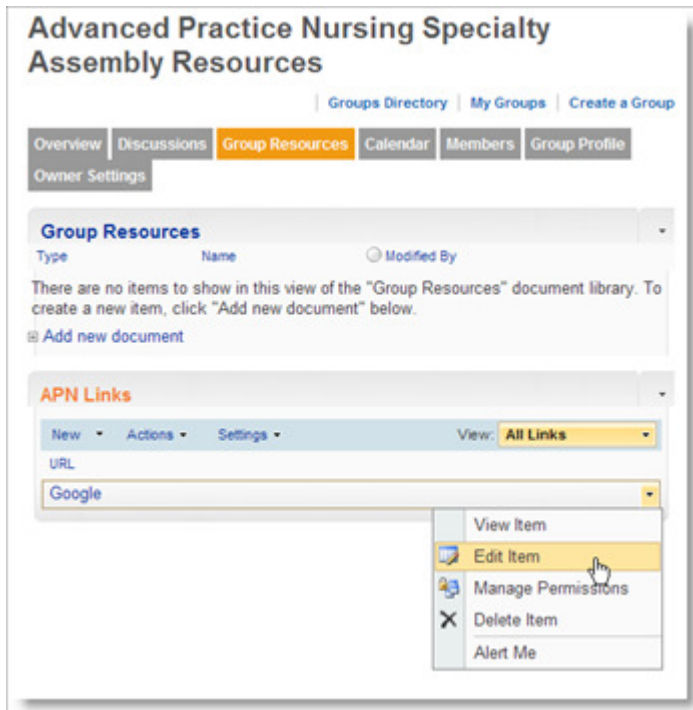
▣ Add new document

APN Links

New Actions Settings View: All Links

URL
Google

To edit a link, hover your cursor over the title of the link, and from the pull-down menu, choose Edit Item. This will bring you to a page where you can edit the URL and description of the link.



To delete a link, hover your cursor over the title of the link, and from the pull-down menu, choose Delete Item.

