

How to Use the CN Website Forums

1. Firstly go to the Yorkshire and Humber CN website <http://www.yhscn.nhs.uk/index.php>
2. To enter the Forum click on the orange **FORUM** button

The screenshot shows the website's navigation bar with a search field and a 'Forum' button highlighted in orange. Below the navigation bar is a banner for 'Yorkshire and the Humber Clinical Networks' and a grid of six network categories: CYP Mental Health, Maternity, Dementia, Cancer, Diabetes, and Mental Health. The 'Forum' button is located in the bottom right corner of the navigation bar, highlighted with a red box and a red arrow pointing to it.

3. A screen appears and for existing members you are required to enter your email and password. Then click the green **LOGIN** button. If you are not a registered member - please complete the '**Not a member**' form shown below and then click the blue **REGISTER** button.

The screenshot shows the NHS Yorkshire and the Humber Clinical Networks website. The header includes the NHS logo and the text 'Yorkshire and the Humber Clinical Networks'. The navigation menu includes 'Home', 'About', 'Common themes', 'Transition Guidance and Toolkit', 'Get Involved', 'Contact', 'Events', 'NHS England North', and 'NHS England North'. Below the navigation menu is a search bar and a 'Forum' button. The main content area features a 'How to Use the 3CN Website Forum Guide' section with a 'Forum' button. Below this is a form with two columns: 'Existing member?' and 'Not a member?'. The 'Existing member?' form has fields for 'E-Mail Address:' and 'Password:', a green 'Login' button, and a 'FORGOT YOUR PASSWORD?' section with a 'Reset your password' button. The 'Not a member?' form has fields for 'Full Name:', 'Organisation:', 'Job Title:', 'Interested Network:' (a dropdown menu), 'Email Address:', and 'Password:', and a blue 'Register' button. A red arrow points from the 'FORGOT YOUR PASSWORD?' section to the text below.

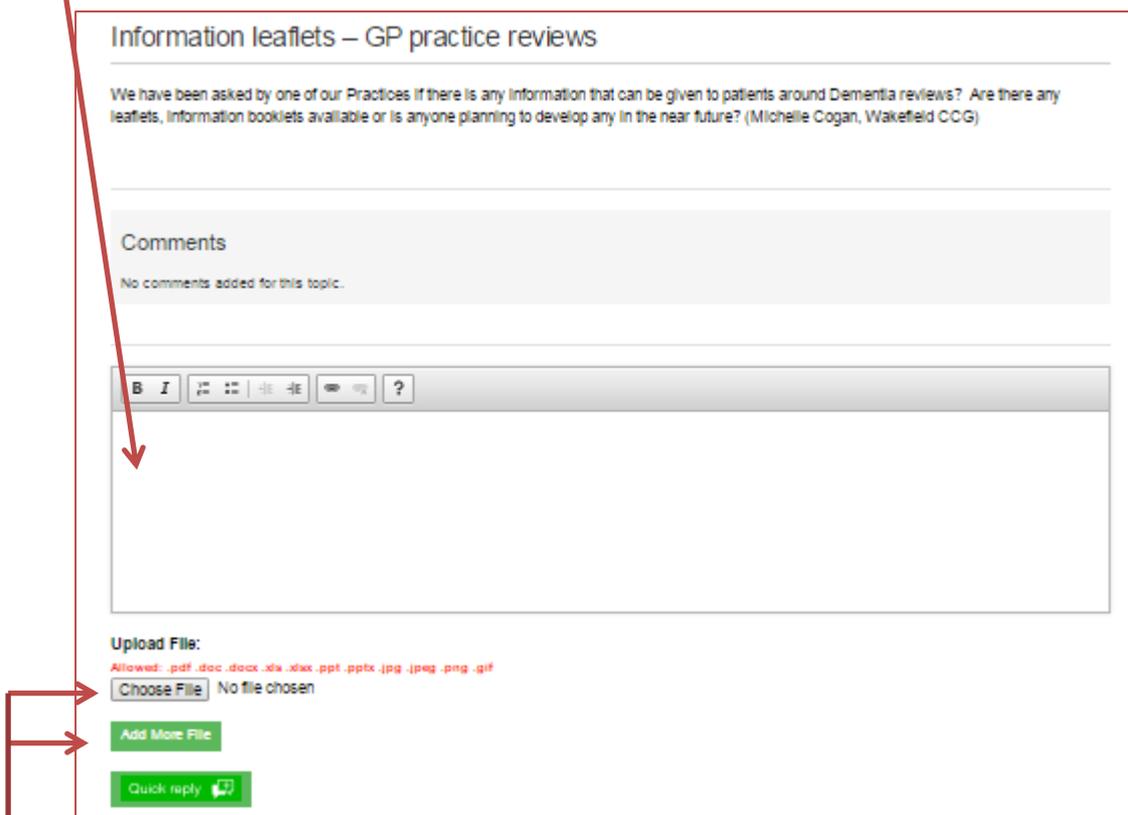
*All NEW registrations are processed by the CN team. You will receive a confirmation E-mail from them usually within 48 hours of registering. You will then be able to login and start using the forum.

** If at any time you forget your password you can follow the FORGOT YOUR PASSWORD steps here

4. After logging into the Forum a screen appears with all the categories displayed that you chose when you registered with the topics relating to that category.



5. In order to see all comments under a particular topic, click on the **topic heading** (for example the above topic heading is '**Information Leaflets – GP practice reviews**')
6. You will then be able to see all of the comments posted by members and you will be able to post your own too. In order to reply and post a comment to one of the topics, type in the box below and when the comment is complete press the Quick Reply button or enter on the keyboard. The comment will automatically be posted.

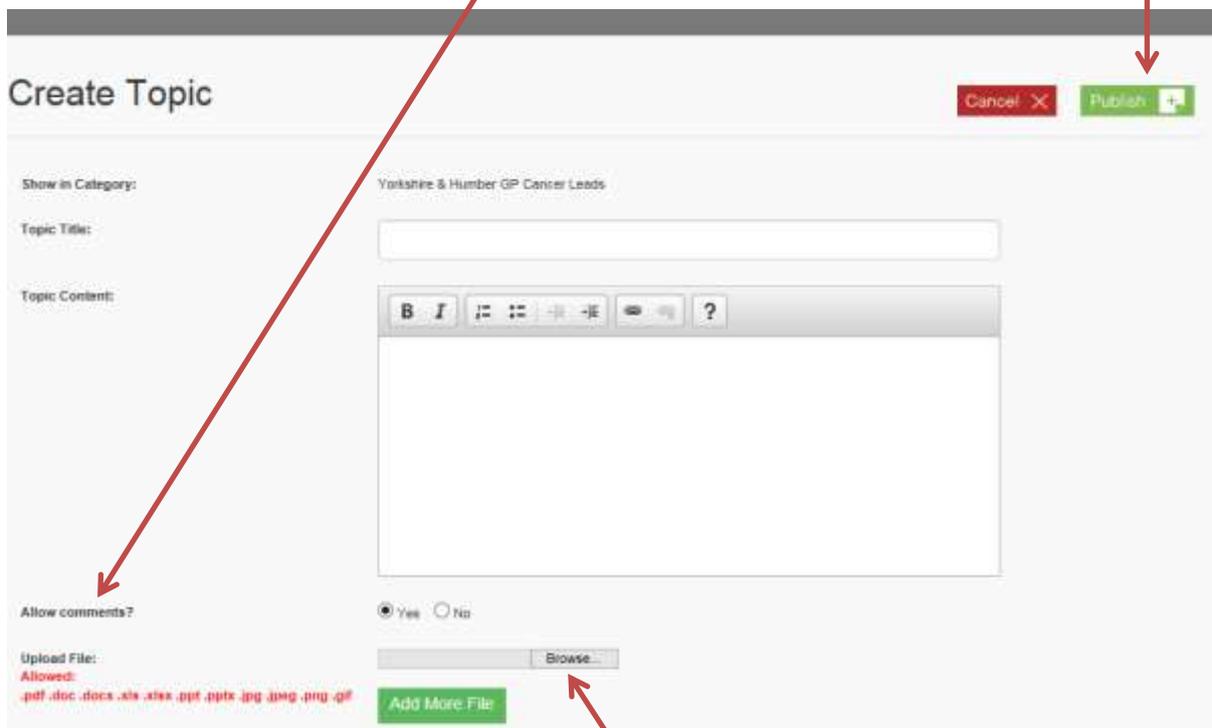


You will also be able to download any files that have been posted for sharing and be able to upload files that you wish to share with the forum members by clicking on the Choose File and Add More File buttons



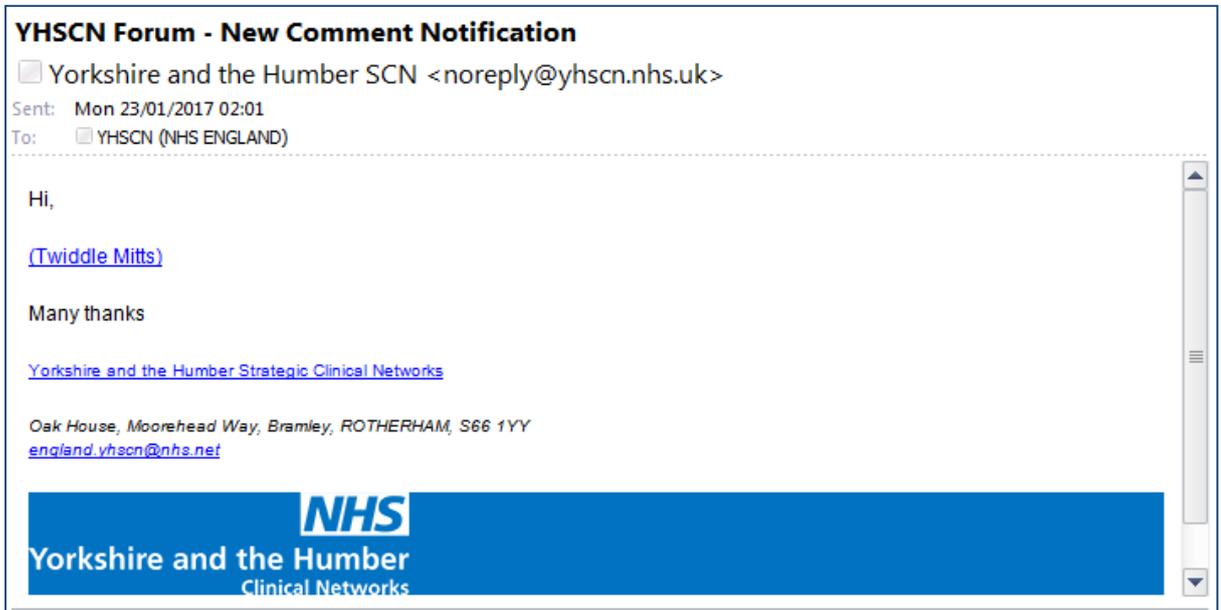
7. In order to create a new topic click the '**CREATE NEW TOPIC**' tab

A **CREATE TOPIC** screen appears and a '**Topic Title**' is required to be inserted. Then type comments in the '**Topic Content**' box. Please include your name, designation and organisation in the 'Topic Content' box. Tick the '**ALLOW COMMENTS**' button and then click the green **PUBLISH** button.

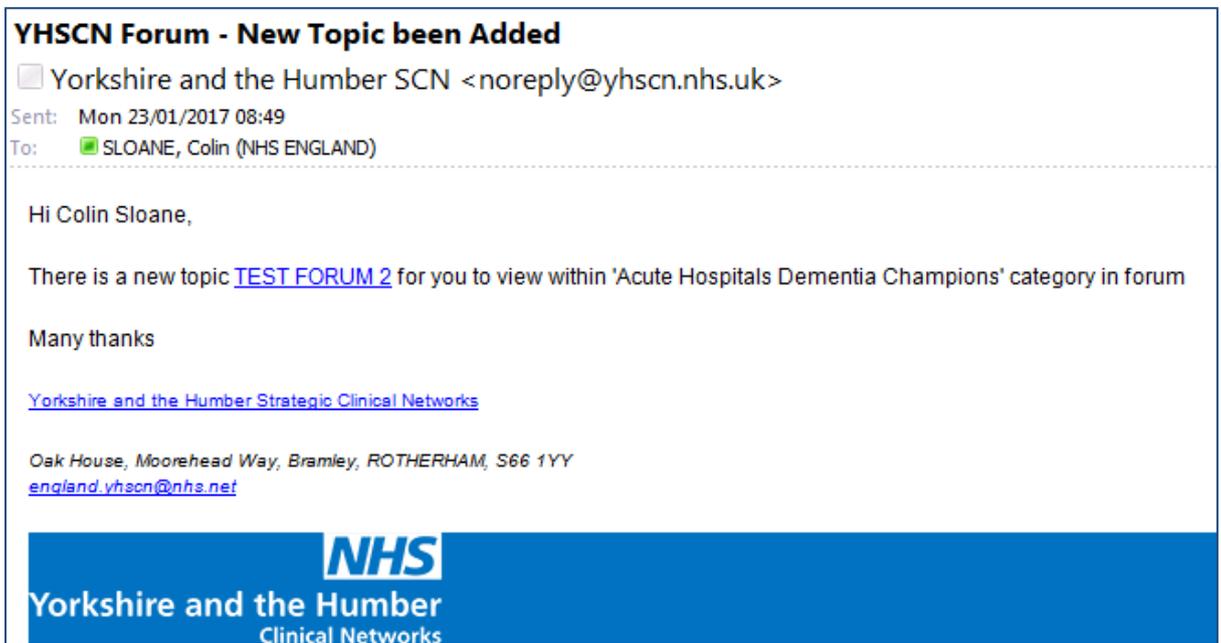


8. If you have files you wish to share when you create your topic you can upload them by clicking the **BROWSE** button and then select the file that is to be uploaded. Choose Add More Files as required and then click the green **PUBLISH** button.

9. When a comment is posted each forum member will receive an email entitled 'YHSCN Forum - New Comment Notification'. When this is received please click on the link, log in and then you will be able to read the comment/s, be able to download any files that have been shared and post a reply including adding your own files to share if you wish to.



10. When a New Topic is added each forum member will receive an email entitled 'YHSCN Forum – New Topic Added'. When this is received if the new topic interests you then please click on the link, log in and then you will be able to read and post comments.



11. When you wish to exit the forum click the green LOGOUT button.

