

Injured Workers Bars Association of New York

Message Board System Tutorial by JB Web & Photo
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The IWBA Message Board System is designed to be a secure online environment for the free exchange of information among the members of the association. This tutorial has been designed to introduce the Message Board System and highlight its most useful aspects.

The Main Window



View of the "Log-In" page.

The main window can be accessed from the link provided on the IWBA web site. A user name and password has been provided to each member by the IWBA Webmaster. This is done to ensure that only paid IWBA members can access the board system. If you are using the Message Board on a public computer, you may specify how many minutes to stay logged-in to the system should you forget to manually log-out of the system after use. If you primarily access the board from a private computer at your office or home, you may choose to "Always stay logged in" to the system, thereby eliminating the need to enter a user name and password upon return to the Message Board. Doing so will install a "cookie" on your computer hard drive that stores your log-in information so that you need not enter it every time you return to the site. Upon log-in you will be brought to the "home" page.

The Task Bar



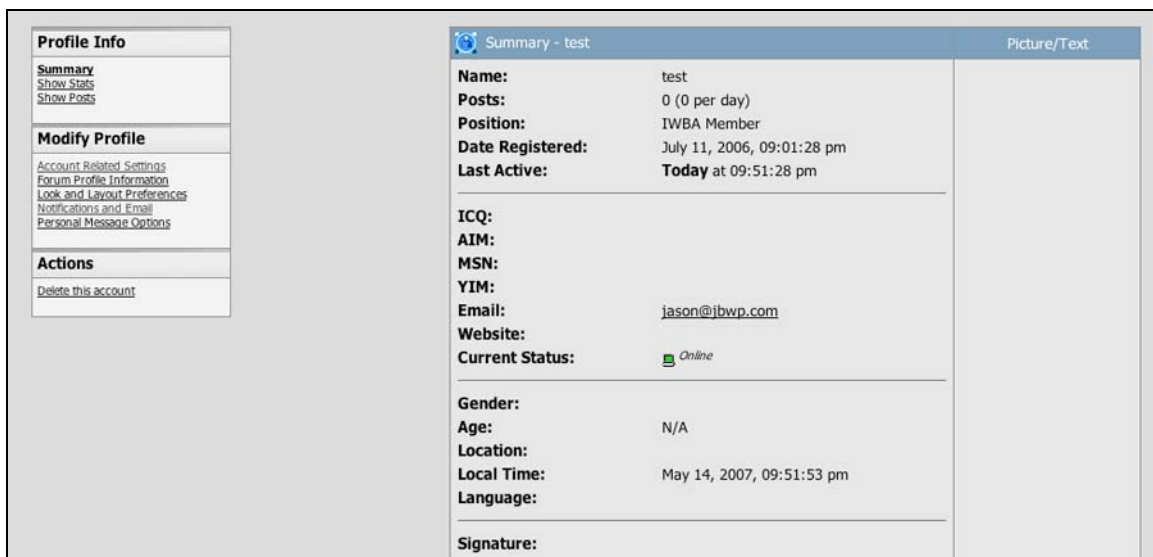
The Task Bar houses icons that direct you to various features of the board system. Selecting the "Home" button will bring you to the "home" page containing the lists of topics.

The **“Help”** button will summon a page with generic Message Board help information created by the Message Board System code writers.

The **“Search”** is a very useful feature that performs a text search of all posts to date, providing a simple way to search for a topic of interest. You may perform a simple or advanced search. Using the advanced search allows searching of posts on a specific board, time frame, or by specific user.

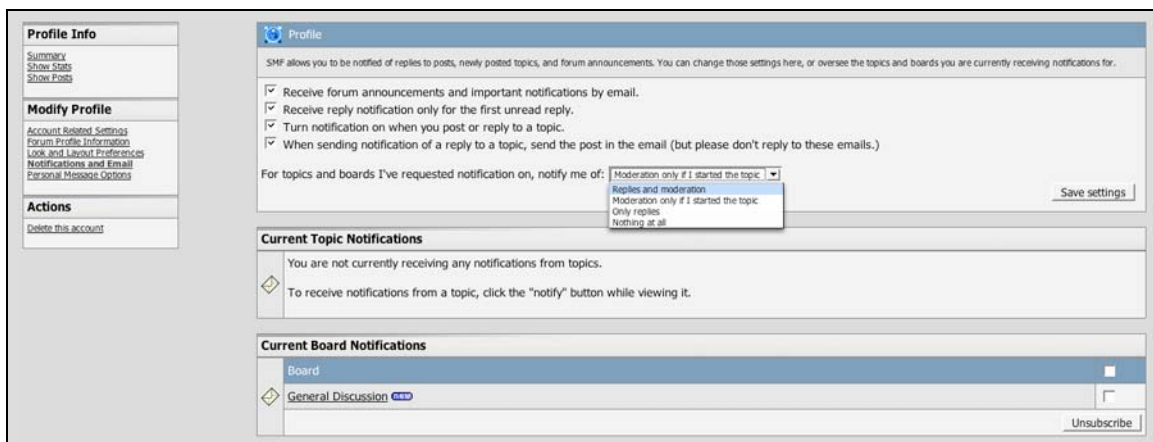
The **“Admin”** page is a seldom-used page by the general membership. An enhanced version of the “Admin” page is provided for the forum administrator (IWBA webmaster) only.

The **“Profile”** page allows users to control how much or little information about themselves is visible to other members of the Message Board. It also gives the user control over how they are notified about topics of interest.



View of the “Profile” page.

By navigating from the choices on the left side of the “Profile” page, users can access detailed information such as Message Board usage statistics. Additionally, users may change their E-Mail addresses, passwords, and notification options.



View of the “Notifications and Email” page.

The “Profile” page contains a link to a page called “Notifications and Email” (see image above). This page lists the available notification options for IWBA members. In order to be notified by E-Mail about topics you post, responses to your posts, and to receive post content by E-Mail, select all check boxes, select “Replies and Moderation” from the drop down menu, and select “Save Settings.” To receive notification regarding posts and topics created by other members, see Page 4.

The “Calendar” page contains a monthly calendar, pre-configured to automatically list national holidays and other days of interest. Any IWBA member may post an event to the calendar by clicking the “Post Event” button on the bottom of the calendar.

When you have completed your message board session, simply click “Logout.” If you forget to do so, the system will automatically logout after the specified number of minutes on the log-in page. The default number of minutes is 60, however you may change this number when you log in.

The Topic Categories

The Message Board System is configured with three topic categories to which users can post messages. These are “General Discussion,” “Upcoming Events,” and “New Cases.” All members may post topics in the first two categories, however the “New Cases” category is reserved for new workers compensation cases decided by the Appellate Division. This category gives special “moderator” status to a particular IWBA member who has control over this category.

Subject	Started by	Replies	Views	Last post
Movie on 9/11 Health Problems	R. Balter	0	6	Today at 01:00:30 pm by R. Balter
Giuliani and Ground Zero Safety	R. Balter	0	12	May 11, 2007, 10:39:18 pm by R. Balter
15-8 medical authorizations	D. Swete	2	49	May 10, 2007, 04:50:59 pm by D. Swete
Another Fraud Story	R. Balter	0	22	May 10, 2007, 05:57:25 am by R. Balter
Injured during Training in Union Apprenticeship Program	S. Modica	1	20	May 09, 2007, 09:03:45 am by R. Koenigsberg
New York Times Backs Improvements in SSDB System	R. Balter	0	23	May 01, 2007, 01:39:35 am by R. Balter

View of the “General Discussion” page.

By selecting a topic category, a list of posts appears, the most recent post appearing atop the list. Simply click the post to read the contents.



The upper-right corner of the category window lists icons that direct you to various tasks. Upon opening a topic category, the message board lists all “unread” topic posts with a small blue icon containing the word “new.” After reading the topic post and returning to the list of posts, the icon disappears. If you wish to have all “new” icons removed from posts, click the “Mark As Read” button.

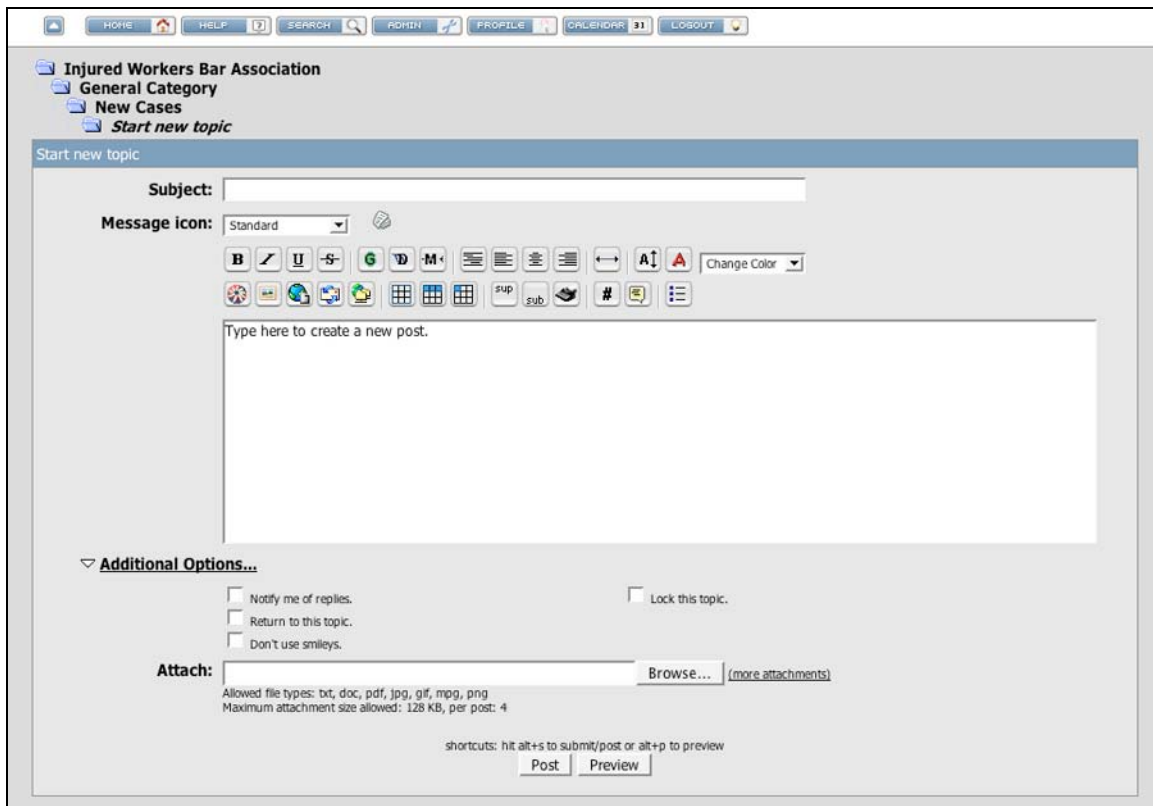
The **“Notify”** button is a very powerful feature of this message board system. It allows you to receive notification if a topic category receives a new post, or if a particular post has been responded to. The method by which you are notified can be specified by selecting “Notifications and Email” from the “Profile” page explained previously. To receive notification about new posts to the topic category, select “Notify” from the post list page. To receive notification about a specific post, open the post first before selecting “Notify.”



Topic notification verification pop-up window.

After clicking the “Notify” button, a pop-up window will ask you to verify your choice to receive notification about a given topic. The appearance of this notification window will vary depending on your computer’s operating system and web browser. If you no longer wish to receive notification about a particular category or topic post, you may change your settings on the “Profile” page.

Select **“New Topic”** to add a new post to the list.



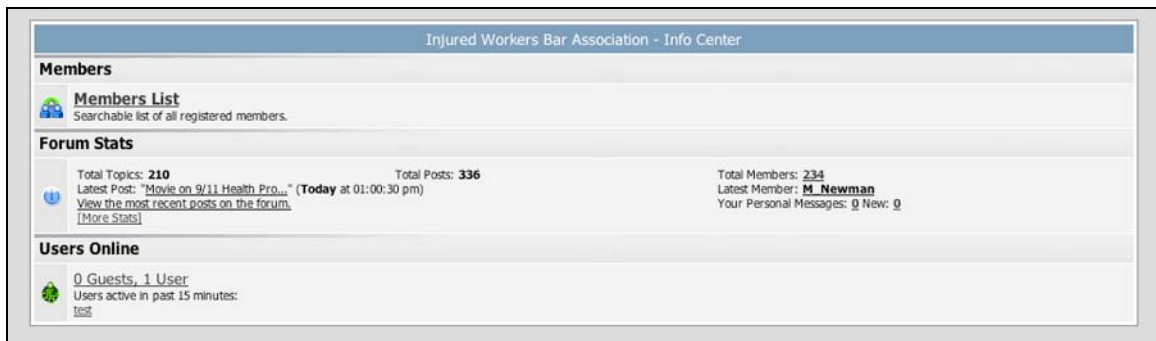
View of the “Start New Topic” page.

Composing a new topic for the Message Board System is a lot like creating an e-mail message. Create a subject line, modify the text to your liking, and select options before previewing the post and sending it to the board. You may attach files to your posts. This is particularly useful if you wish to send PDF file documents (or any other file type for that matter) to all members.

The **“New Poll”** feature allows users to gather a quick consensus among fellow members by asking for members to vote on pretty much anything. Quickly create a poll by asking a question, choosing responses, and indicating how long to run the poll. The polls may not be scientific, but if used for nothing else it can make it easier to choose your meal preference for the upcoming IWBA Membership meeting!

The Info Center

At the bottom of the topic categories page is an area called the “Info Center.” Users may search the list of members, compose messages to any member, and view Message Board statistics.



View of the “Info Center.”

The IWBA Message Board System provides a versatile online environment for exchanging information, with notification options that make it particularly useful for receiving information on topics that interest you the most. The Message Board System is stored on the same web server that hosts the IWBA website, offering the most up-to-date web server technology and security.

If you have any questions regarding the information presented in this tutorial, or if you have any general questions about the Message Board System, please contact the IWBA Webmaster at:

webmaster@injuredworkersbar.org

-or-

info@jbwp.com