

A simple guide outlining common features useful to PSCconnect members.

COMMUNITY SUBSCRIPTIONS

A subscription can be changed to receive or suppress emails from a particular community discussion. Below are the steps how:

1. Go to your **Profile**
2. Select the **My Account** tab
3. Click on **My Subscriptions**

Here you can also setup an *override email address* to receive specific notifications to an email address other than your primary if desired.

Notification Settings

Yes Automatically set community eGroup emails to "No Email" when a community is added to a consolidated digest.

21 Communities

Community Name A-Z

Community	eGroup Email	Consolidated Weekly Digest
Communications Open Forum	No Email	<input type="checkbox"/>
Florida APCO	Daily Digest	<input checked="" type="checkbox"/>

MEMBER DIRECTORY

Only members of APCO International can use the **Directory** tool, located on the main menu bar.

Communities ▾ Governance ▾ **Directory** Events ▾

Basic and Advanced search features are available, yielding search results of only other APCO members. Individuals without a membership will not be listed.

Member Directory

Basic Search Advanced Search

Only members can search for other members.

First Name

Last Name

Company Name

Email Address

Find Members Clear All

ADDING EVENTS

Adding an event can be done in these two areas:

- 1) **Upcoming Events**, under *Events* in the main menu
- 2) **Community**, under a community's *Events* tab

Communities ▾ Governance ▾ Directory Events ▾ Browse ▾

1 Upcoming Events

Community Home Page

OR

Community Home Discussion 94 Library 35 Blogs 1 2 Events 0

Both locations have a button that allows you to *Add Event*.

Add Event

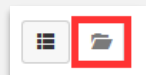
Click that button and fill out the event form in detail, utilizing available options, then click the blue *Finish* button.

NOTE: Adding an event via *Upcoming Events* without selecting a community or events in the *Communications Open Forum* can be seen by the public, but an event added through any other community will be seen only by members of that community.

ORGANIZING FOLDERS & CONTENT

Organizing a library's **Folder** and **Folder Contents** can only be done by a *Community Administrator* who has additional tools at their disposal in *Folder View*. *

* Click on the folder icon to the left of the *Create New Library Entry* button.



Note, *Folder Contents* are only sorted alphanumerically, while *Folders* must be sorted manually. Ways to organize both are below.

Folders

MOVING FOLDERS

New New Child Delete Copy Paste

SELECT FOLDER & CLICK CUT

Test Community

- A_New Item 1
- C_New Item 3
- B_New Item 2

SELECT FOLDER & CLICK PASTE

Test Community

- A_New Item 1
- C_New Item 3
- B_New Item 2

- RESULTS -

Test Community

- A_New Item 1
- B_New Item 2
- C_New Item 3

Notice that **Paste** places the **cut folder below** the selected folder, while the **Paste as child** tool places it **into** the selected folder.

SELECT FOLDER & CLICK PASTE AS CHILD

Test Community

- A_New Item 1
- C_New Item 3
- B_New Item 2
- C_New Item 3

Folder Contents

MOVING CONTENT

New View Delete Copy Paste

SELECT CONTENT & CLICK CUT

Library Entry

SELECT FOLDER & CLICK PASTE

Destination Folder