INTERNATIONAL SOCIETY FOR BIOLOGICAL AND ENVIRONMENTAL REPOSITORIES

ISBER Forum

Guide for Members

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1. Accessing the ISBER Forum

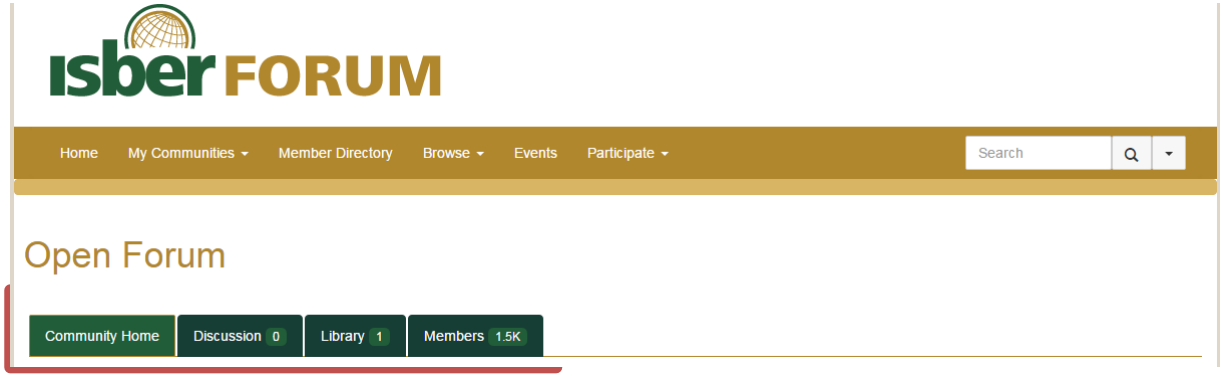
As access to the ISBER Forum is exclusive to ISBER members, you will need to be logged into your ISBER account to enter.

1. Login to http://www.isber.org/ using your ISBER username and password. If you do not remember your password, use the password reset function. If you do not remember your username, contact info@isber.org.
2. Click on the **Forums** button to access the ISBER Forum. *You may also go directly to the ISBER Forum by navigating to http://forum.isber.org/ , but you will still be asked to sign in.*

2. ISBER Forum Overview

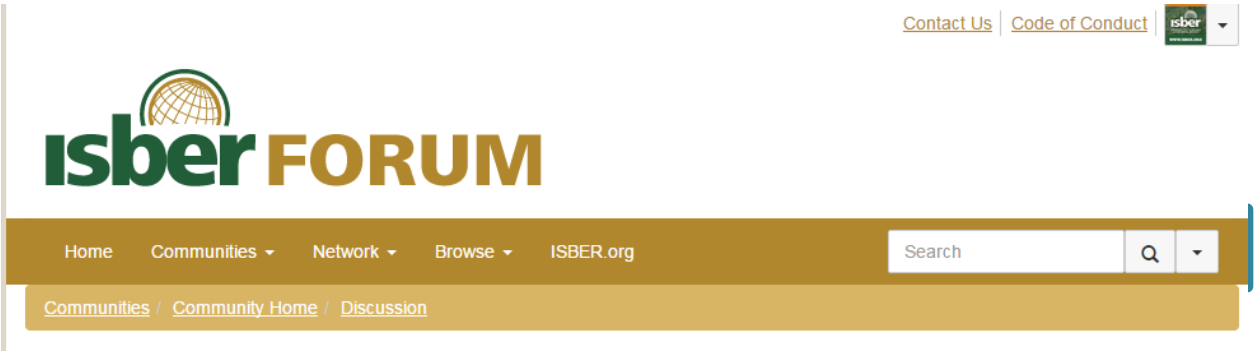
The ISBER Open Forum is also called a Community. You will notice that you have access to the **Community Home**, **Discussions**, **Library**, and **Members**.

- **Community Home:** Includes the latest announcements, discussion posts, and shared files.
- **Discussions:** Members' discussion posts including general discussion.
- **Library:** All uploaded documents are stored here. This includes any files included in discussion posts, as well as documents uploaded directly to the Library.
- **Members:** This is the Member Directory. You may review the general membership as well as contact individual members directly.



2.1 Exploring the Menu Bar

- **Home:** Navigate to the ISBER Forum home page.
- **Communities:** Any ISBER Committees, Working Groups, or Special Interest Groups to which you belong will be listed here. Additionally, the ISBER Open Forum can be found here in order to communicate with the entire ISBER membership.
- **Network:** Access the Member Directory. You can search by name, location, organization, or e-mail.
- **Browse:** View a list of the latest posts on the **Open Forum**. Sort by date or thread subject.
- **ISBER.org:** Navigate back to the main ISBER website at www.isber.org



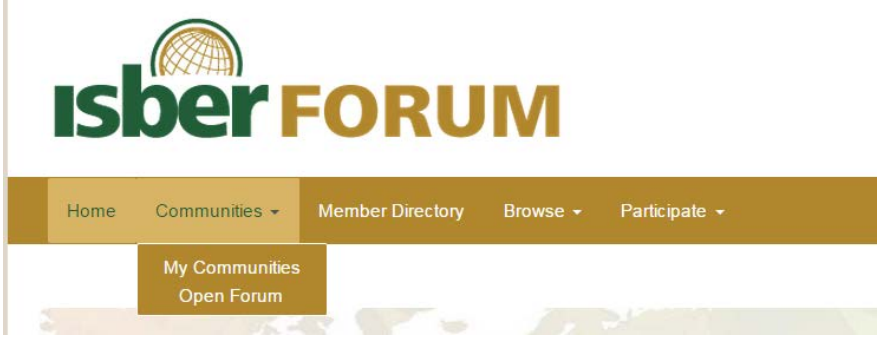
- **Search:** Search for content (not people), including posts or files, across the Open Forum. Click the arrow to select from advanced search options.

2.2 Exploring Your Communities – Regions, Committees, WGs, and SIGs

All ISBER members are automatically added to their **Region Community**, where you can interact with other members in your region (ISBER Regions include: Americas, Europe-Middle East-Africa, China, and Indo-Pacific Rim). Your Region is listed under **My Communities**.

If you are a member of an ISBER **Committee, Working Group, or Special Interest Group**, you will also see these listed under **My Communities**.

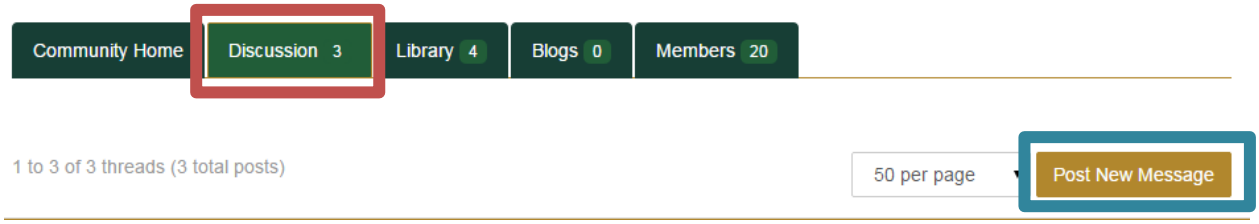
The Open Forum is available to all ISBER members. While all navigation features are the same, your other Communities (Region, Committees, WGs, and SIGs) will only allow you to search for and message other members in that Community. The Open Forum allows you to search for and message all ISBER members. If you would like to change your privacy settings to control what other members can see about you, please see *Section 4.3.*



3. Using the ISBER Forum

3.1 Creating a Discussion Post

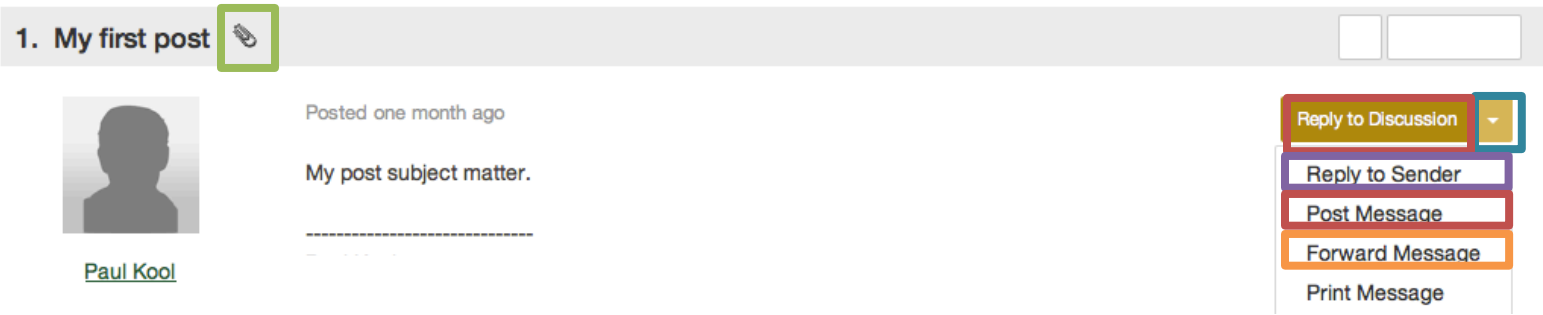
To initiate a discussion seen by all group members, navigate to the **Discussion** tab and click **Post a New Message**.



3.2 Replying to a Discussion Post

There are multiple options to reply to a Discussion post. To see these options, select the **down arrow** next to the **Reply to Discussion** button:

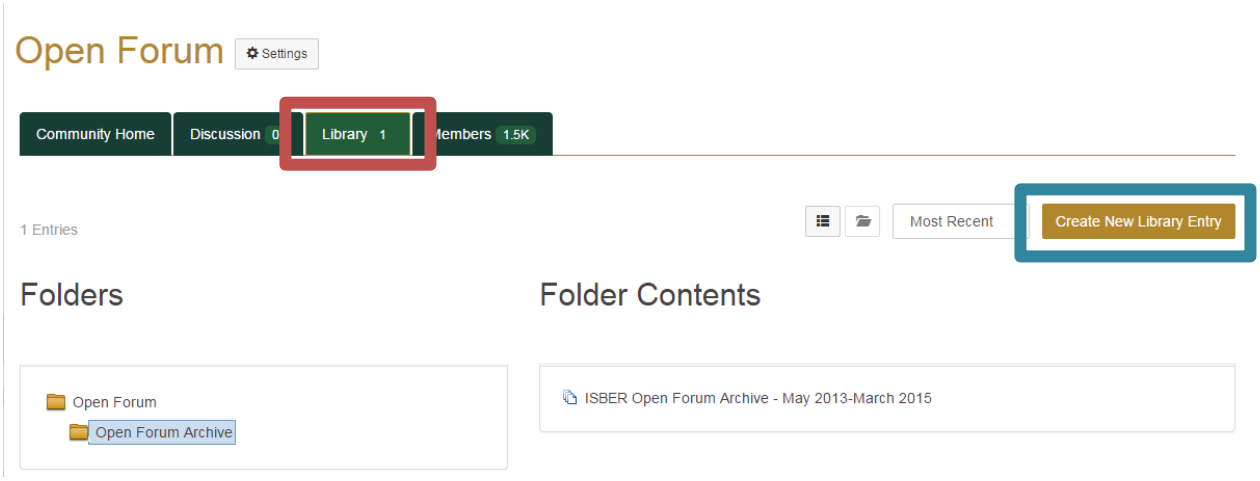
- **Reply to Sender**: Reply directly to the person who made the post. An e-mail notification will be sent directly to the poster, and the contents will not be shared with anyone else.
- **Post Message**: Respond to the post with a message in the post thread. Your response will **be sent to all members* as an e-mail as well as archived in the post thread. This is the** default option for the **Reply to Discussion** button. *please see Section 4.2 on how to control your notifications settings.
- **Forward Message**: Allows you to forward the post to an outside e-mail address. You will be prompted for the recipient name, e-mail address, and can add a short message.
- Click on the **paperclip icon** to view attachments from the poster. All attachments are filed in the Library.



3.3 Library

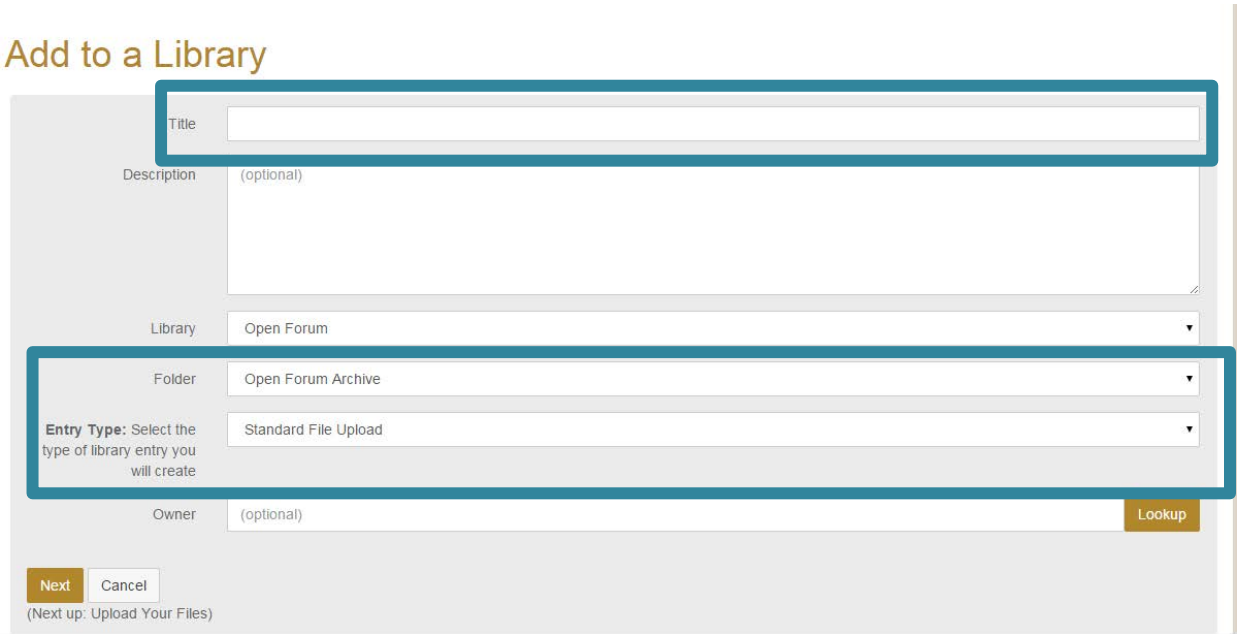
All documents are archived in the Community **Library**. This includes documents uploaded directly to the Library, and documents originally uploaded to a **Discussion** post.

Documents are uploaded as **Library Entries** and organized into **folders**. To upload documents directly to the library, click **Create New Library Entry**.

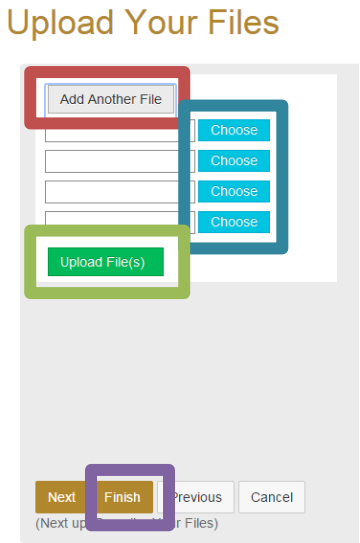


3.4 Uploading Files to a Library

1. When adding files to the Library, select which folder you would like your documents uploaded to. You will also be asked to select which type of library entry you would like to create – in most cases, you will want to select "Standard File Upload". When you are finished, click **Next**. Leave the "Owner" field blank.

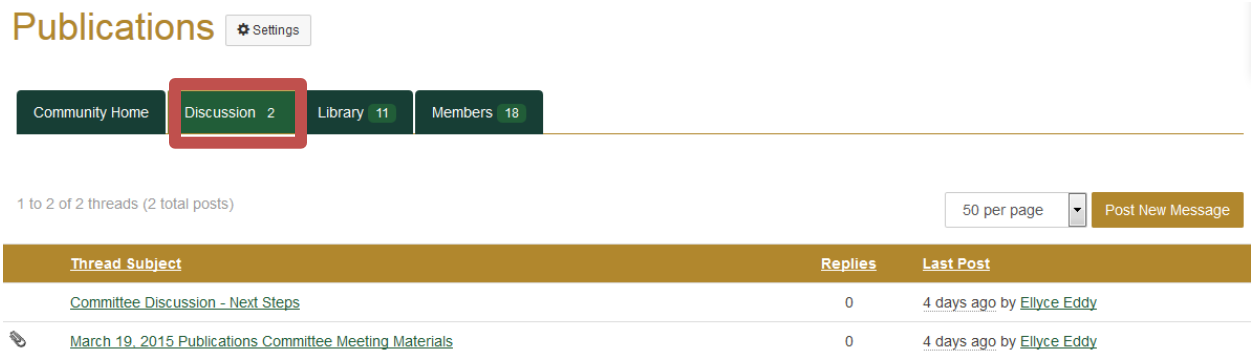


2. Click **Choose** to select your files for upload. To upload more than 3 files, select **Add Another File**. (Note: This is the same uploader used when attaching documents to a Discussion post.)
3. After you have selected and added all desired files, click **Upload File(s)**. Note that you can only upload 10 files at a time. If you would like to upload more than 10 files, you will be able to add additional files after you click Upload File(s) and you can begin step 3 again.
4. Click **Finish**. If you would like to add more detail to your files, such as a description, click Next to add this information.

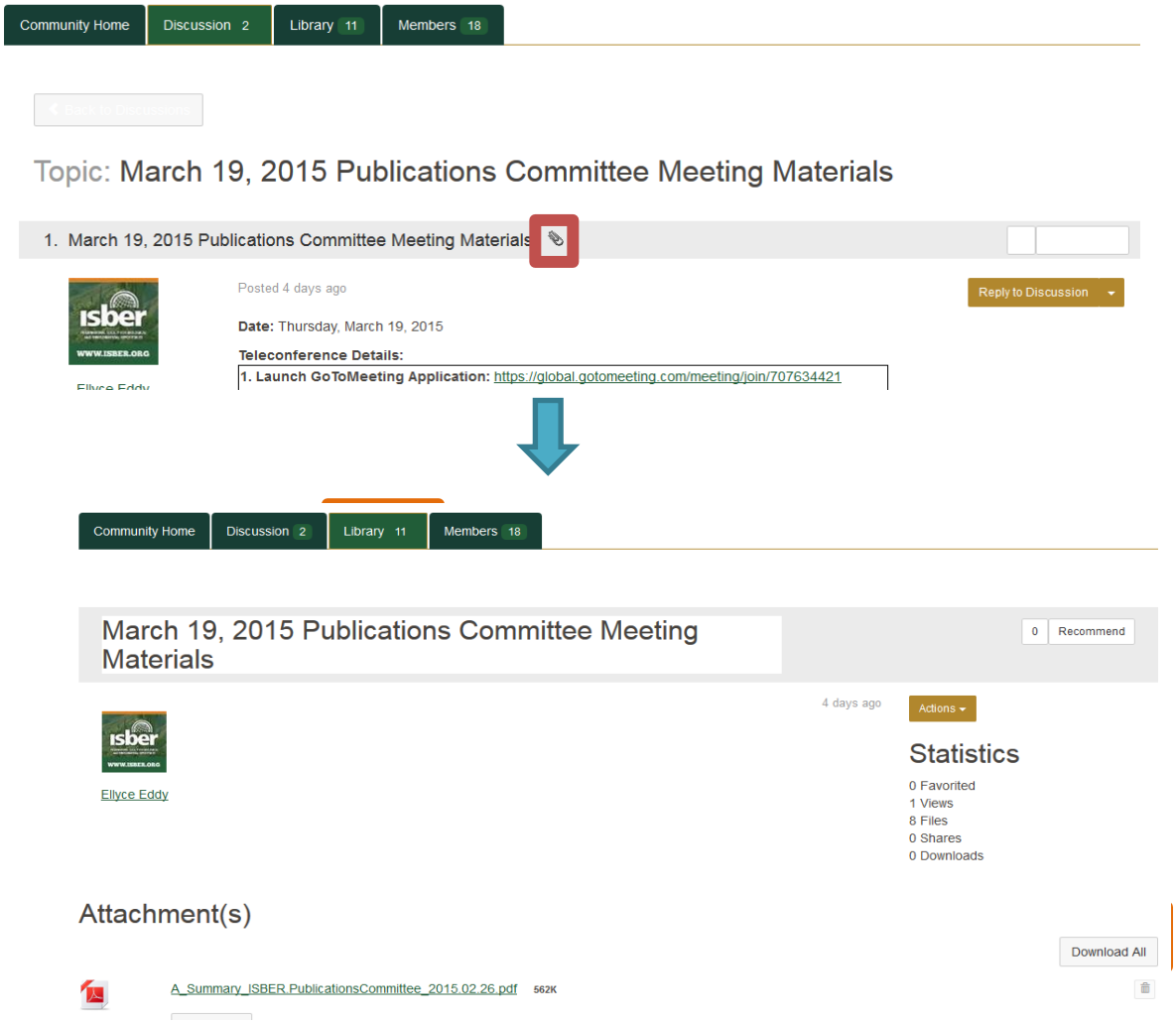


3.5. Using the ISBER Forum for Committee Activities

In addition to the features above, committee members can also use the forum for committee activities. Meeting Materials are uploaded as a post to the **Committee Discussions**.



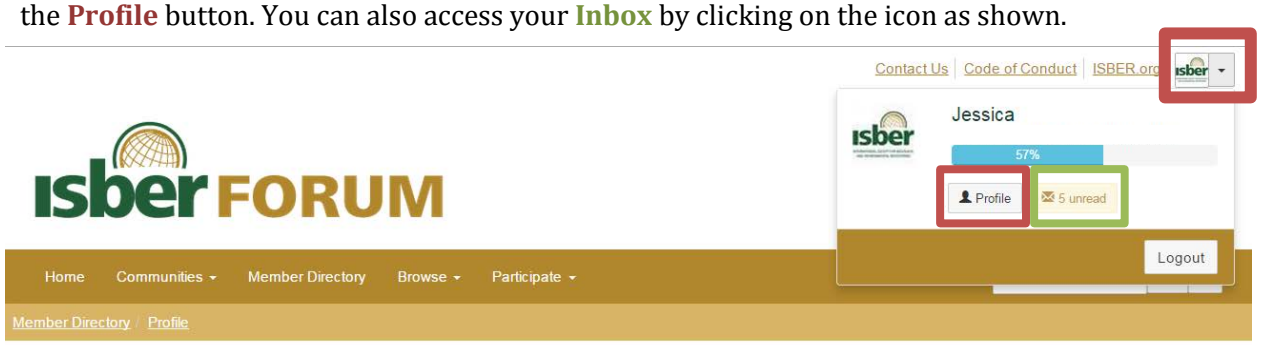
To access attachments, click the **paperclip icon** at the top left of the **Discussions** post. You will be routed to the **Library** entry for the uploads. From here, you may then download the documents one at a time, or select the **Download All** option on the right to download all attachments as a .zip file.



4. Navigating Your Profile

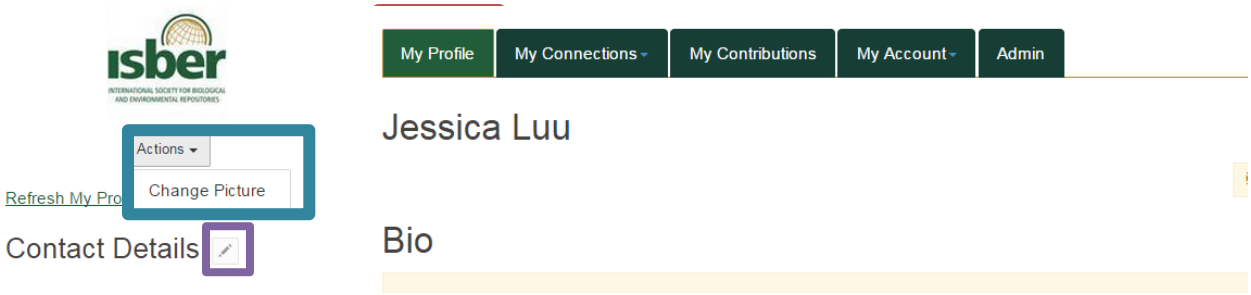
4.1 Access Your Profile

To access your personal profile, click on your **profile icon** at the top right corner of the page, then the **Profile** button. You can also access your **Inbox** by clicking on the icon as shown.

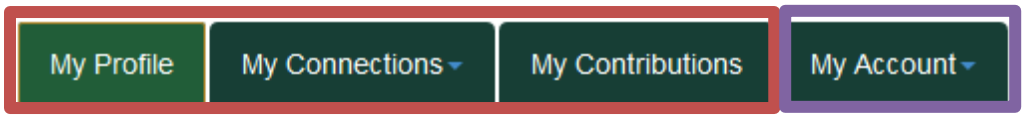


To change your profile icon image, click on **Actions**, then **Change Picture**.

To access your profile to edit your personal information, click on the **pen icon**.

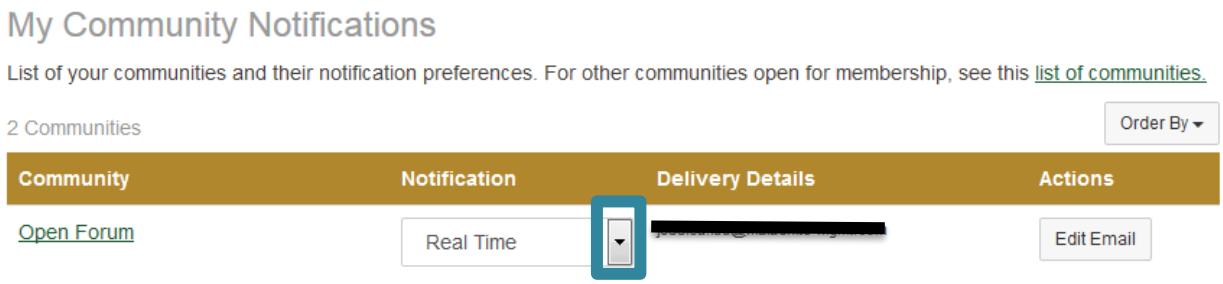


4.2 Profile Page and Notifications Settings



From the main profile page, you can access the following:

- **My Profile**: View a snapshot of your personal information.
- **My Connections**: View your relationships (contacts, networks, communities).
- **My Contributions**: View your discussion posts, comments, and documents uploaded to the libraries.
- **My Account**: Access your inbox and privacy settings.
    - Control messages you receive through the following options:
        i. 'Email Preferences' - administrative messages you receive from ISBER Forum
        ii. 'Privacy Settings' – see *Section 4.3*
        iii. 'Community Notifications' – choose among the following options (click **down arrow** to see all options):

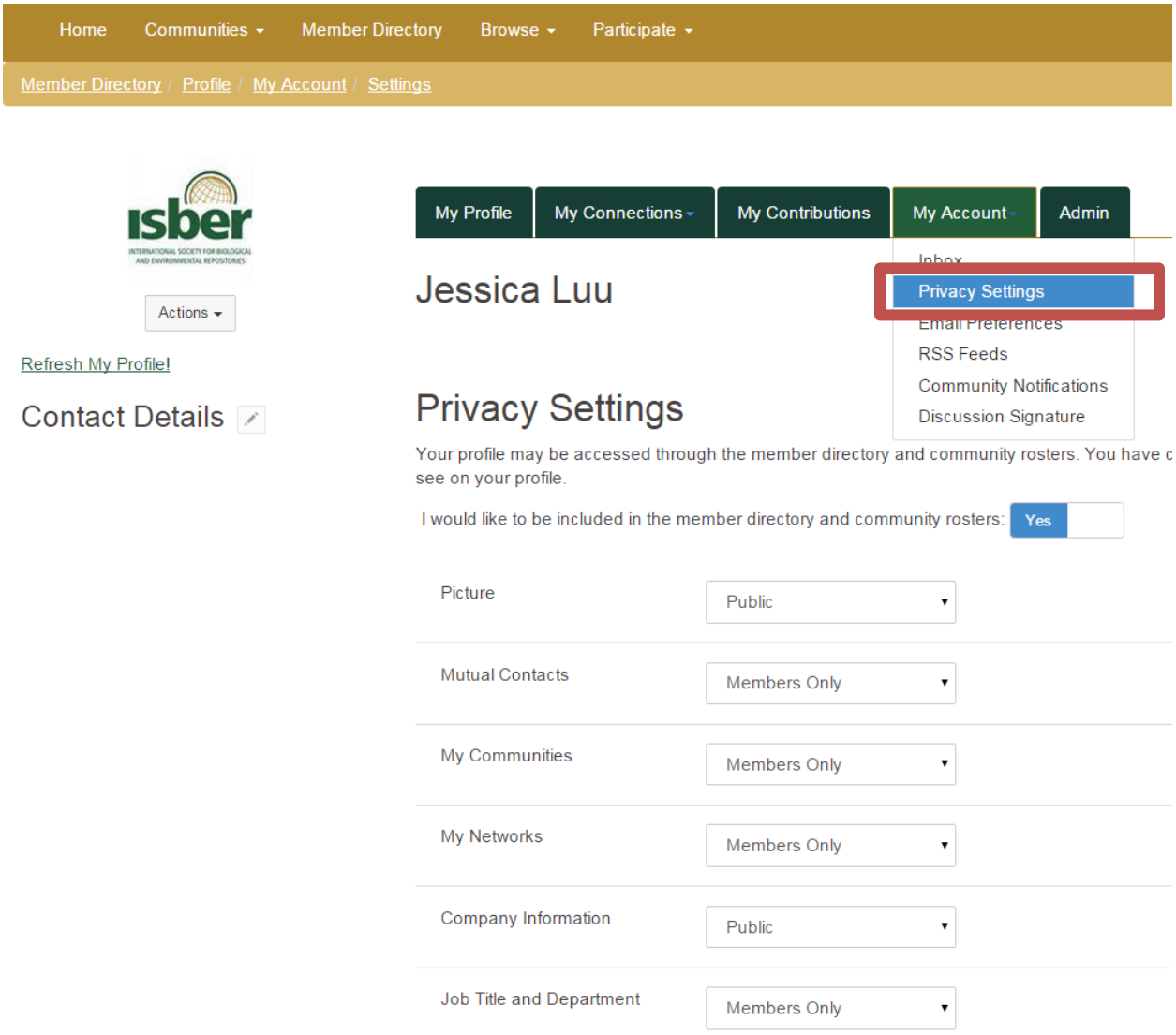


1. **Real Time**: receive notifications when messages are posted.
2. **Daily Digest**: receive an aggregate of messages at end of day.
3. **No Email**: do not receive any notifications for this community.

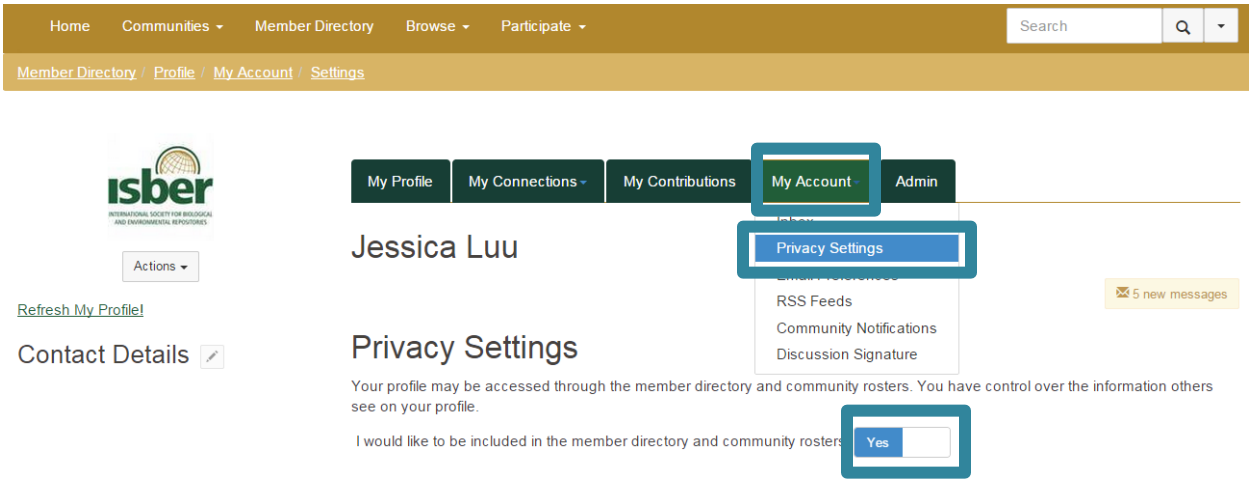
4.3 Privacy Settings

Select who can view your information through **Privacy Settings**. Selections include:

- **My Contacts**: People you have added to your contact list
- **Members Only**: Any ISBER member
- **Public**: Anyone who accesses the forum.isber.org website
- **Only Me**: Only you can view



Your profile is automatically set to be included in the Member Directory and in your Community Rosters. To turn off this option, switch the **Yes toggle** to No.



5. Additional Ways to Communicate

Unless otherwise turned off (see *Section 4.2*), when a member creates a post to the Open Forum Discussion, your Region Community, or any of your Committees, Working Groups, or Special Interest Groups, you will receive an email notifying you of the post. These are ways to communicate with other members directly from your email inbox:

- **Reply All Email**: To reply to the thread by email and send your comment to everyone subscribed to receive discussion posts. You could also use the Reply button in your email function. Your response and any responses afterward will be aggregated on the discussion post in the forum.
- **Reply to Sender**: To reply only to the sender. Due to privacy restrictions concerning email addresses of the sender, you will be directed to the forum to send your message. This dialogue will not be aggregated in the main discussion forum, but will send as messages to your respective inboxes.
- **Post New Message:** To start a new discussion thread via email. This will start a new discussion thread in the forum.
- **View Thread**: Attachments sent as a reply from your email will not show up in email notifications to other members. They can view your attachment by clicking this button to be directed to the thread the paperclip icon (see *Section 3.1*) or by going to the File Library. You will also receive an email notification with a link to the File Library to review and edit your entry.
- **Reply to Posts Online:** To reply to the discussion; will direct you to the forum.

The ISBER Discussion Forum -- the ultimate repository!

Post New Message via Email

Re: First test-post from Email Inbox.

Reply All Email | Reply to Sender

Mar 20, 2015 6:51 PM
Ellyce Eddy

View Thread | Recommend | Forward | Reply to Group Online