

## ERP Networking Community Instruction Guide

- Updating your profile and notification preferences
- Posting a new discussion under a topic and/or commenting on an existing discussion topic (EHR, Site Setting, Telehealth, Billing)
- Checking messages and messaging other forum members
- Forum Rules & Guidelines

### Updating your profile and notification preferences

1. Click on your profile icon and choose preferences

The screenshot shows the top navigation bar of the forum. On the right side, there is a user profile icon. A dropdown menu is open, showing options: 'Preferences' (highlighted with a red box), 'Sign Out', and a user email address 'sburdette+erforum@diabeti'. Below the navigation bar, there is a breadcrumb trail: 'HOME > PROFILE > NOTIFICATION PREFERENCES'. The main content area features the American Diabetes Association logo and the ERP Networking Community header. A yellow warning box is present: 'Do not share or upload any identifiable patient health information on this site. The ERP Team will not moderate discussions or answer questions within this forum. If you have questions for ERP, please email [ERP@diabetes.org](mailto:ERP@diabetes.org).' A dark red box on the right contains the text: 'If you have questions for ERP, please email [ERP@diabetes.org](mailto:ERP@diabetes.org).'

2. Choose **notification preferences** for each of these actions within the forum. Uncheck for no notification method, click save preferences.

The screenshot shows the 'Notification Preferences' page. At the top right is a 'Back to Profile' button. Below the title is a 'General' section. A table lists various notification actions with checkboxes for 'Email' and 'Popup'. A red box highlights the 'Email' and 'Popup' columns and the 'Save Preferences' button at the bottom right.

Notification	Email	Popup
Notify me when people write on my wall.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people reply to my wall comments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me of private messages.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people comment on my discussions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people comment on my bookmarked discussions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people mention me.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people comment on discussions I've participated in.	<input type="checkbox"/>	<input type="checkbox"/>

Save Preferences

## Posting a new discussion in a discussion topic (EHR, Site Setting, Telehealth, Billing)

### 1. Choose the discussion topic

## ERP Networking Community

### Electronic Health Record Discussion

This discussion section is dedicated to Electronic Health Records. Please utilize this section to post EHR questions/comments for your fellow Recognized DSMES Service staff members.

1 discussion 6 comments Most recent: This is a test discussion by Brad Test Member on March 2

### 2. Choose a sub-discussion topic

## Electronic Health Record Discussion

This discussion section is dedicated to Electronic Health Records. Please utilize this section to post EHR questions/comments for your fellow Recognized DSMES Service staff members.

### EPIC

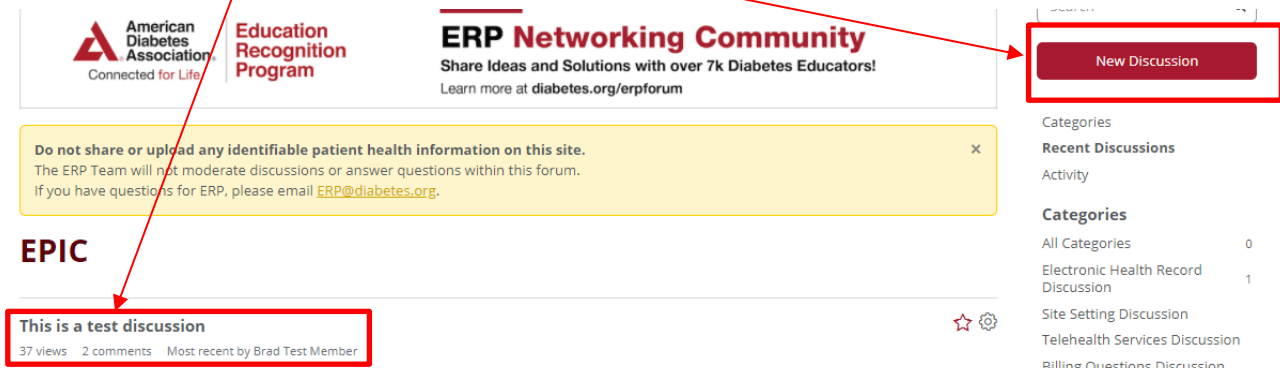
1 discussion 6 comments Most recent: This is a test discussion by Brad Test Member on March 2

### Cerner

0 discussions 0 comments

3-1. Choose **New Discussion** on the right menu to post a new message under this topic

3-2. Click on an **existing discussion** under this topic to view/comment on a discussion created by another forum member.



The screenshot shows the ERP Networking Community interface. At the top, there is a header with the American Diabetes Association logo and the ERP Networking Community title. Below the header, there is a navigation menu with a 'New Discussion' button highlighted in red. A yellow warning box is displayed, stating: 'Do not share or upload any identifiable patient health information on this site. The ERP Team will not moderate discussions or answer questions within this forum. If you have questions for ERP, please email [ERP@diabetes.org](mailto:ERP@diabetes.org).' Below the warning box, there is a section for 'EPIC' with a discussion titled 'This is a test discussion' highlighted in red. The discussion has 37 views and 2 comments. On the right side, there is a sidebar with a 'Categories' section listing 'All Categories' (0), 'Electronic Health Record Discussion' (1), 'Site Setting Discussion', 'Telehealth Services Discussion', and 'Billing Questions Discussion'.



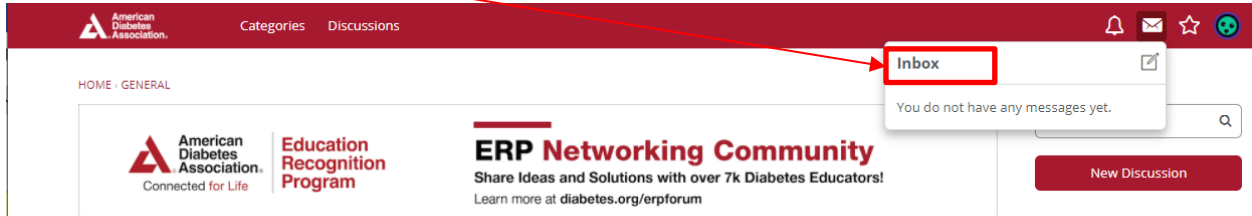
Education  
Recognition  
Program

## ERP Networking Community

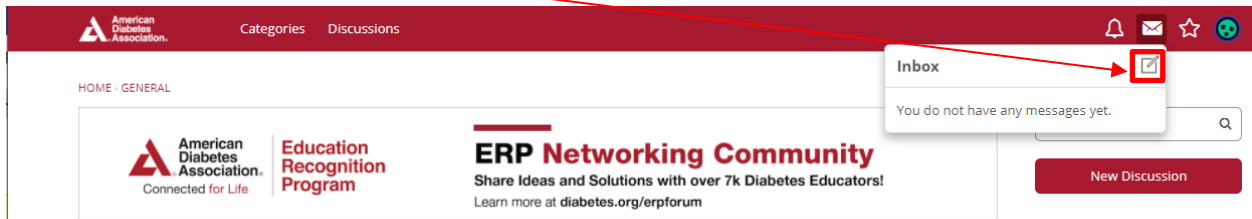
Share Ideas and Solutions with over 7k Diabetes Educators!  
Learn more at [diabetes.org/erforum](https://diabetes.org/erforum)

### Checking messages and messaging other forum members

1. **Click on the mailbox icon** to check your inbox



2. **Click on the new message icon** to message another forum member



3. **Type the forum members name in the recipient's section.** If the person is an existing forum member this section should auto-populate once you begin entering their name.

## New Message

You are limited to 50 recipients.

### Recipients

Steven Burdette ✕

Start to type...



Post Message

Cancel

### Forum Rules & Guidelines

- Do not share or upload any identifiable patient health information within this forum.
- The ERP team will not moderate discussions or answer questions within this forum. If you have questions for ERP, please email [ERP@diabetes.org](mailto:ERP@diabetes.org).
- Please keep your question(s) relevant to the discussion topic. If your question does not fall under the discussion topics provided, please post your question as a new discussion under the general discussion topic section.
- If you would like to reach out to another forum member, please utilize the message function within the top menu to send a private message.

Email [ERP@diabetes.org](mailto:ERP@diabetes.org) if you have any questions.