TWG-AMWG Discussion Forum Instructions

Forum URL: http://gsazflgm02.wr.usgs.gov/discussdb/TWG-AMWG.nsf
Username: first name initial in front of last name (example: Mike Liszewski is "mliszewski")
Password: twg-amwg
E-mail: twg-amwg-db@usgs.gov

Using the Discussion Forum

General:
You access the forum using your web browser using the above URL. The forum is currently available to the TWG and AMWG members, and GCMRC chief and program managers. Others can be added as needed. This restricted use is governed by a login script that will prompt you for a username and password (see above). Refer all problems encountered while using the forum to Mike Liszewski - Phone: 520-556-7458, E-mail: mjliszew@usgs.gov.

The forum has been tested using Internet Explorer 5.5. It will most likely work on a variety of modern web browsers. However, if you are having trouble using the forum, it may be because you are using an older unsupported browser. You may want to upgrade your browser to the most current release available to minimize potential problems. Many browsers, including Internet Explorer, are available at no charge from their respective manufacturers.

The first time you post a message to the forum, you may get a pop-up asking if you want to install and run "Lotus Domino Applet". You must click "yes" to continue posting the message. To prevent this message from coming up every time you post a message check the box "Always trust content from Iris Associates" in the lower left hand corner of the pop-up.

You can post directly to the forum using email. Simply address your forum message to twg-amwg-db@usgs.gov. Your message will appear as a New Main Topic.

To follow a discussion:
Select the All Documents view to see a chronological listing of main topics for discussion and their responses. Select the By Author view to see what individual members of the discussion group have said. Select the By Category view to browse the group's discussions categorized by main topics.

To begin a discussion:
From the All Documents view, By Author view or By Category view, create a Main Topic document to start a new topic for discussion. Be sure to enter a category for

the topic (For example "Narrative" sub-group, Experimental Flows Ad-hoc, Sediment small group, AMWG Strategic Plan Ad-hoc, etc.).

To respond to a main topic or a response document:
Open the document you wish to respond to and click on the New Response hotspot at the top of the document. Fill out the response form and then click on either the Save & Close hotspot on the top of the response form. Response to Response documents are not supported on the Web.

To create an Author Profile (Not yet implemented):
If you would like people to know something about you, click the "New Author Profile" button at the top of the view. Fill out the form and add an (optional) picture of yourself.

To flag a document as Private:
You can use the "Mark Private" and "Mark Public" actions in the template to control whether anyone other than yourself can read a specific document. For example, if you have not completed the writing of a particular document, you can click the "Mark Private" action and others will not be able to see the document. When you complete the document, you can click the "Mark Public" action to make it available for others to read.

Note: This action is not available to Anonymous web users.

To set up an Interest Profile:
Select the Edit Profile hotspot from any of the views in the database to bring up your personal interest profile document. You can elect to be notified via a newsletter if certain conditions are met. These conditions can include the appearance of your name or phrases that you designate. This feature is not available to Anonymous web users.

To add the current discussion topic to your Interest Profile:
Open the Main Topic which you would like to be added to your interest profile and select the Add Topic to Interest Profile hotspot. This action is available whether you are reading or editing a main topic document. This feature is not available to Anonymous web users.