

AFDICA Community Forum User's Guide



WHAT ARE THE AFDICA COMMUNITY FORUMS?

AFDICA Community Forum Discussions are online member communities that are hosted on the AFDICA website. These forums facilitate membership interaction by providing a way for members to discuss topics important to them, share knowledge, and request information from other members.

There will be multiple forums such as Health, Investments, Personal Finance, Travel, and Volunteering; however, the first forum available to members is Health. Other forums will be added later. Under each Forum are specific topics for discussion. For example, topics currently under the Health Forum include Dental, FEHB, and Medicare. Members can reply to existing topics or create new topics.

HOW DO I ACCESS AFDICA COMMUNITY FORUMS?

Go to <https://www.afdica.com/>. In the upper right side of this page, locate the member login box. Login using your username and password. Once you sign on you will be on the landing page and you will find **Community Forum Discussions** in the **Quick Links** section located on the bottom of the page. Click on the link which takes you to the AFDICA Community Forum Discussions homepage located at <https://www.afdica.com/community-forum-discussions>. For additional instructions, please refer to the attached Members' User Guide.

WHAT ARE THE MAIN FEATURES OF THE AFDICA COMMUNITY FORUMS?

The main selections across the top on the AFDICA Community Forum Discussions are:

1. **Board Index** – the main page of the site and leads members to all of the discussion forums.
2. **Latest Posts** – the newest posts that members have shared.
3. **Forum Profile** – information about the member. Members can update their location or share any information that they would like to have in their Forums profile. The member's forum profile picture is displayed automatically.
4. **My Posts** – all posts submitted by the member for a topic or subject within a Forum.
5. **Pending Posts** -- posts that are reviewed by a Forum moderator before being officially posted. Our site does not have a moderator so you will not see any pending posts.

WHAT USER ACTIONS ARE AVAILABLE ON THE COMMUNITY FORUMS?

Members can view and respond to other members' posts and members can manage their own posts. In addition, members can subscribe to specific topics and indicate a topic as a favorite.

Viewing and Replying to Posts

Within each Forum is a list of topics members can access. Members can select a topic, or, if a topic related to the selected Forum is not listed, the member can create a new topic. To create a new topic select the **New Topic** button just above the list of topics.

After selecting a topic to read, the actions available include the following:

1. **Post Reply** - select **Post Reply** to the topic to add a new response to the topic list. Replies can include file attachments. To do so, the member must select a file and click on **Upload**. When attaching a file, the member should add a comment about the attached file. Member's reply will appear as the first reply on the list of replies.
2. **Subscribe** - select **Subscribe** to receive an email anytime a member replies to a post within the subscribed topic. Members can view a list of **My Subscribes** where they can quickly unsubscribe from any topics no longer relevant to them.
3. **Favorite** – select **Favorite** to add the topic to a member's **My Favorites** list. This list is available anytime under **My Posts** and can act as a running list of topics a member is interested in revisiting. Unlike **Subscribe**, members won't receive emails when a topic is indicated as a favorite. This is less intrusive than subscribing for members to stay up to date on topics.

Members may also reply to a posted reply by selecting one of following actions within another member's post:

1. **Quick Reply** – select **Quick Reply** to add a new response to the topic list. This action does NOT allow the user include file attachments. Member's reply will appear as the first reply on the list of replies.
2. **Quote** – members can reply to a post by using the text of the post. An attachment can be uploaded when using the **Quote** option.

Managing Your Posts

Within your post, there are four actions you can take. Two of these options are the same as actions taken with someone else's post: **Quick Reply** and **Quote**. These two options are not described, however, below are the two new options:

1. **Delete** – allows members to remove their posts from the AFDICA Community Forum Discussions web site.
2. **Edit** – allows members to change the text of their post and delete attachments to their posts. To delete an attachment to your post, select **EDIT**. Scroll down and look for your attachment. At the end of the name of the attachment is a delete option. Click on **[Delete]** to remove the attachment. Members can upload a new attachment at the same time.

USER NAVIGATION

1. To return to the list forums, click on the **Board Index** top menu item.
2. To return to the landing page (Welcome to the AFDICA page), use your browser back arrow. You may have to click on it several times. Although members can use the back arrow on their browser while in the AFDICA Community Forum Discussions, using it could take you out of the Forum site and you may have to log out and sign back in to AFDICA. (NOTE: if the user has done a lot of things within the forum site, there is no way to get back to the page with Quick Links on it.)