

AIHA Pittsburgh Local Section Catalyst User Guide

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Introduction

AIHA's Catalyst is an online community and virtual meeting place. Catalyst is an efficient and effective method of communication.

The AIHA Pittsburgh local section has created a separate Catalyst community where local section members can communicate and collaborate. The section is called "Pittsburgh LS Members."

This quick start guide provides instructions for:

- 1) Accessing our Catalyst community,
- 2) Setting your personal preferences, and
- 3) Communicating with other Pittsburgh local section members by creating posts, replying to posts, and uploading documents to our library.

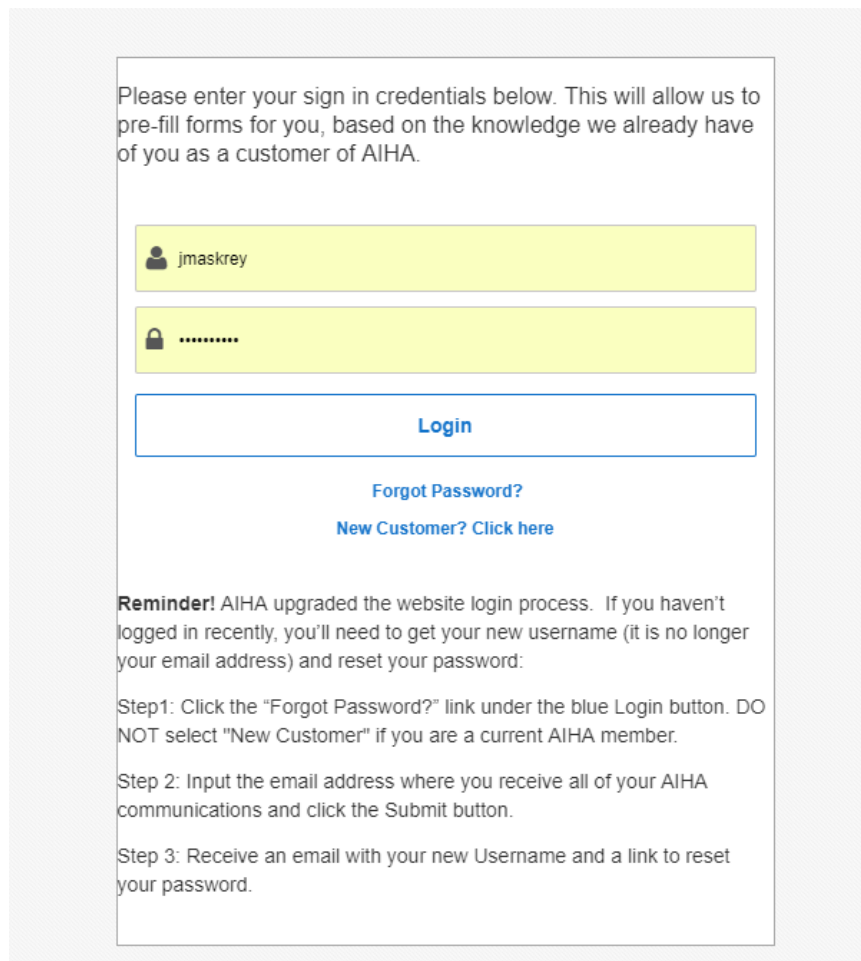
If you have further questions about Catalyst or this guide, please contact Josh Maskrey at 412-694-7059 or josh.maskrey@cardno.com.

1 Accessing AIHA Catalyst – Pittsburgh Local Section

All AIHA Pittsburgh members are loaded into the Catalyst member database regardless of AIHA National membership status. The first-time access process is different for AIHA National members and non-AIHA national members.

First-Time Access for AIHA National Members

- Go to: <http://community.aiha.org/home>
- At the login screen below, input your AIHA National username and password
 - Tip: Your username is the first initial of your first name and your last name, without any spaces (unless you changed it)



Please enter your sign in credentials below. This will allow us to pre-fill forms for you, based on the knowledge we already have of you as a customer of AIHA.

[Login](#)

[Forgot Password?](#)

[New Customer? Click here](#)

Reminder! AIHA upgraded the website login process. If you haven't logged in recently, you'll need to get your new username (it is no longer your email address) and reset your password:

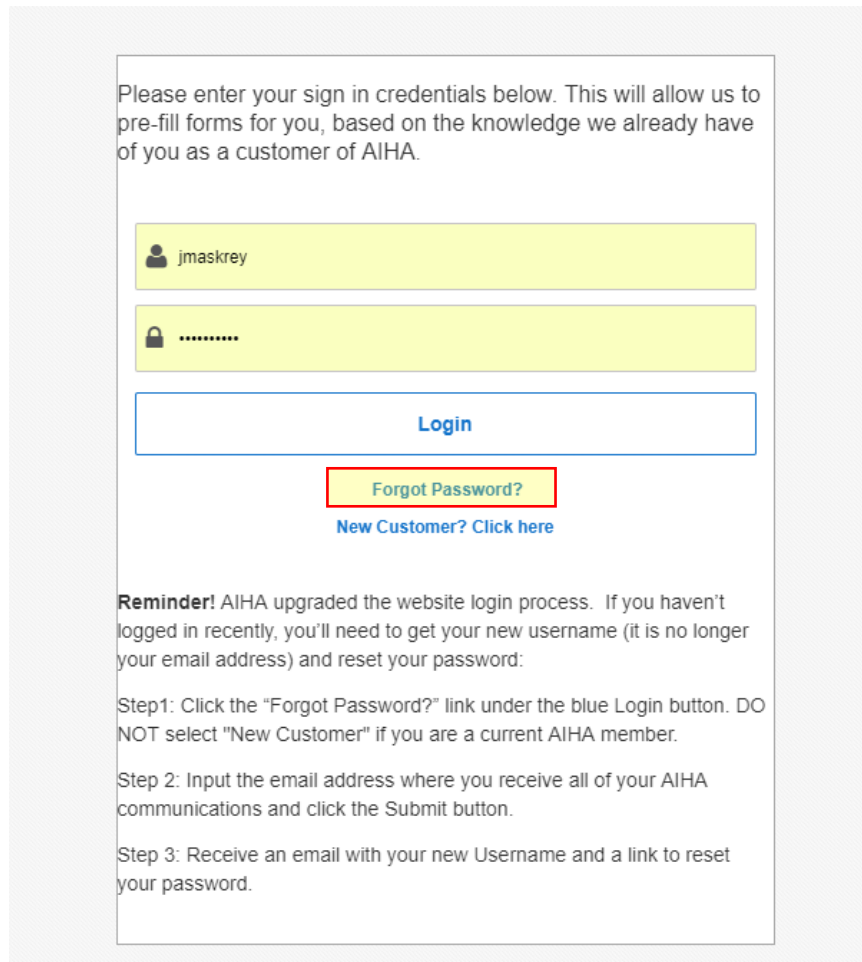
Step 1: Click the "Forgot Password?" link under the blue Login button. DO NOT select "New Customer" if you are a current AIHA member.

Step 2: Input the email address where you receive all of your AIHA communications and click the Submit button.

Step 3: Receive an email with your new Username and a link to reset your password.

First-Time Access for non-AIHA National Members

- Go to: <http://community.aiha.org/home>
- Click “Forgot Password?” on the login screen (highlighted below)
- You will receive an e-mail from AIHA with your login credentials, including your password



Please enter your sign in credentials below. This will allow us to pre-fill forms for you, based on the knowledge we already have of you as a customer of AIHA.

[Login](#)

[Forgot Password?](#)

[New Customer? Click here](#)

Reminder! AIHA upgraded the website login process. If you haven't logged in recently, you'll need to get your new username (it is no longer your email address) and reset your password:

Step1: Click the “Forgot Password?” link under the blue Login button. DO NOT select "New Customer" if you are a current AIHA member.

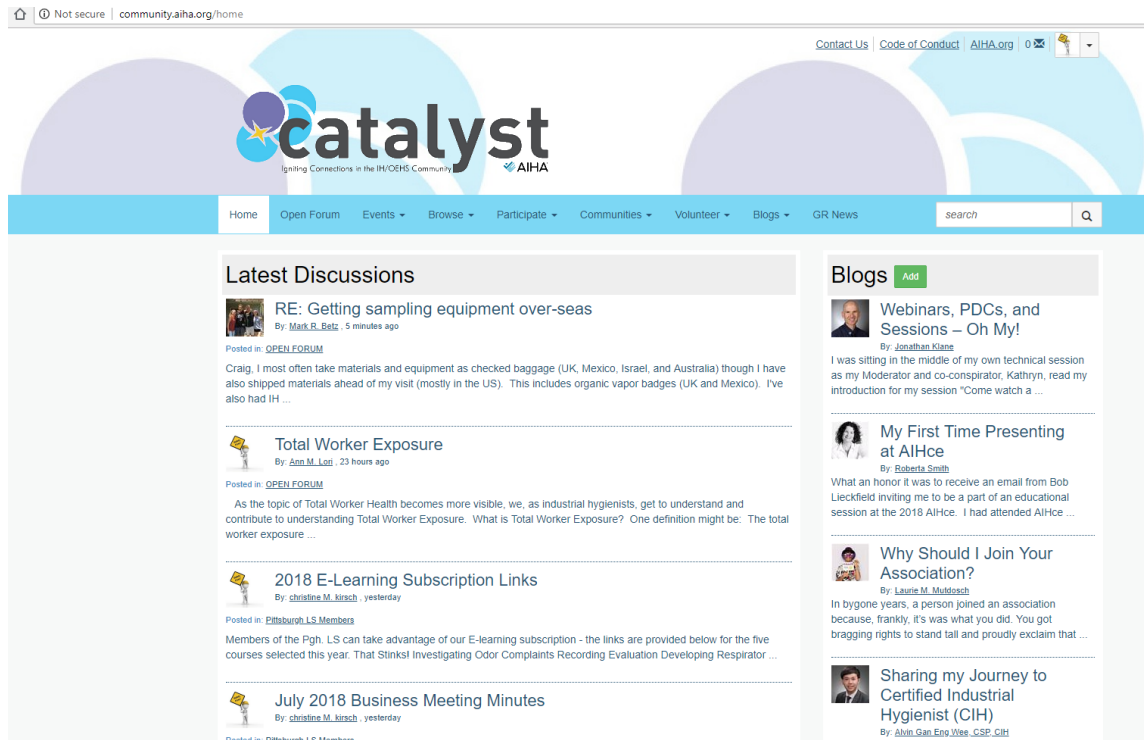
Step 2: Input the email address where you receive all of your AIHA communications and click the Submit button.

Step 3: Receive an email with your new Username and a link to reset your password.

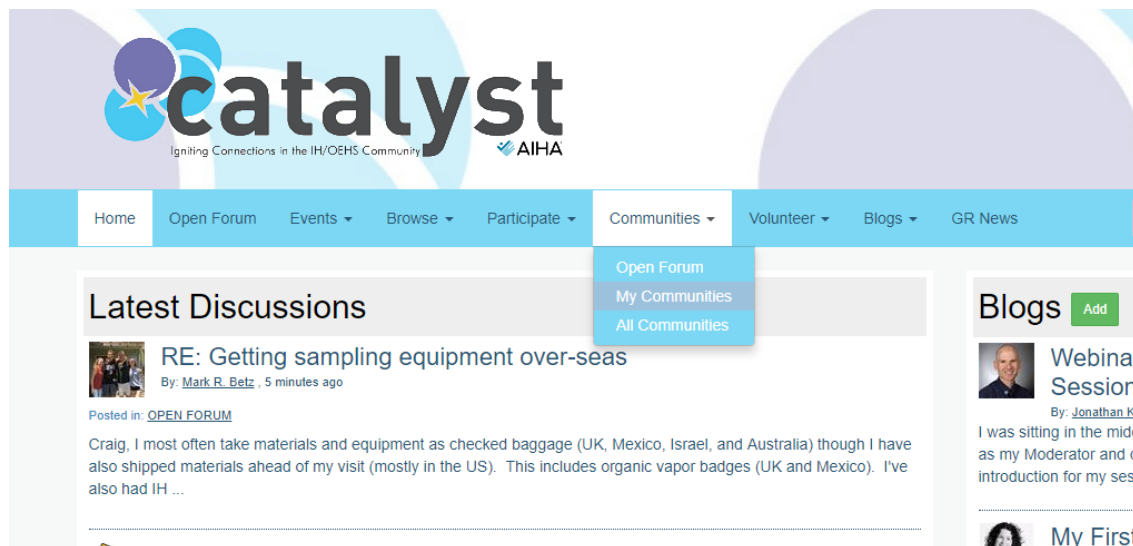
- If you do not receive a password or your password does not work, e-mail Liz Kincheloe at Lkincheloe@aiha.org and describe your access problem.

Navigating to the Pittsburgh LS Community after First-Time Access

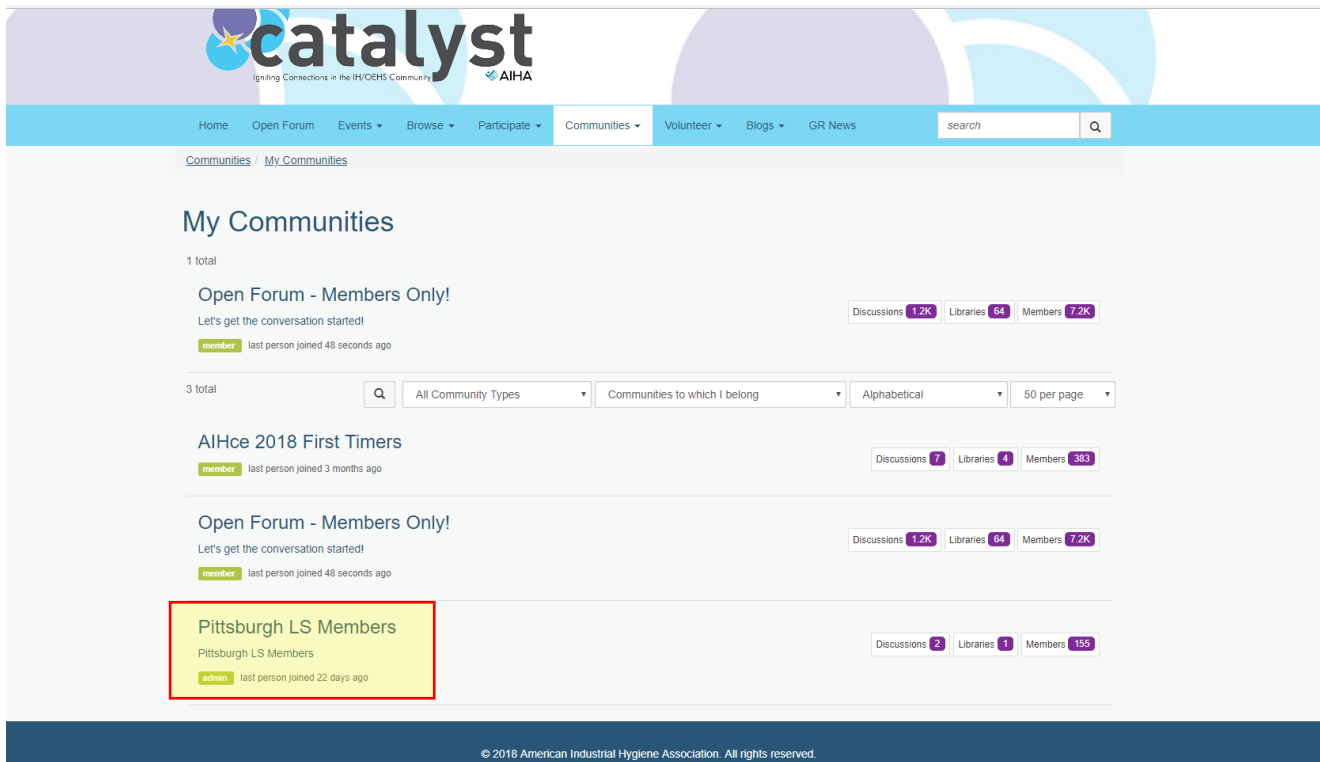
- Once logged in, you will be asked to review and agree to the Catalyst code of conduct. After that, your Catalyst homepage will appear.



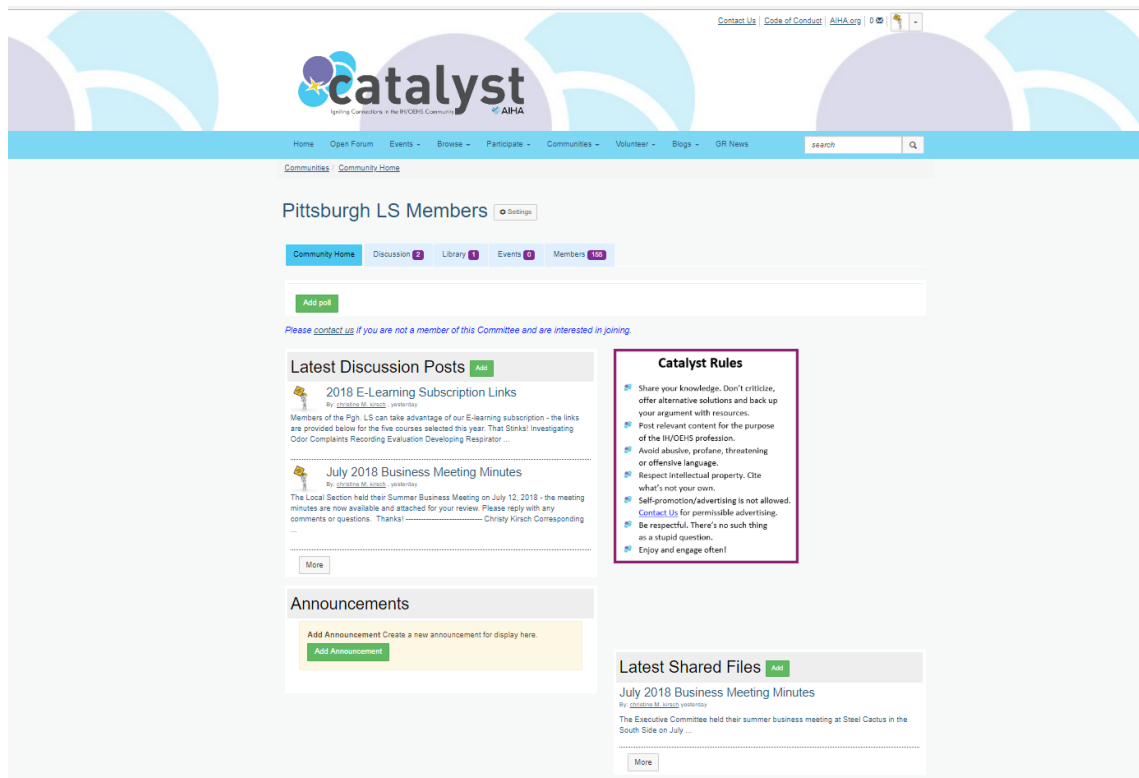
- Click the “Communities” tab on the toolbar
- Click the “My Communities” option



- Locate the “Pittsburgh LS Members” community and click it (highlighted below, note that yours may be in a different position dependent on what communities you are a member of)



- You will now be at our PGH LS Catalyst page



2 Settings and Preferences

Updating your Profile Information

- Click the arrow on the top right of the page and select “Profile”
- You will be directed to a page where you can add your personal and professional information, including items like a profile picture, short biography, professional work history, education, and more.

The screenshot shows the AIHA Catalyst website interface. At the top right, a user profile dropdown menu is open for Joshua R. Maskrey (jmsk009@gmail.com), showing a 76% completion status and buttons for Profile, Communities, and Logout. The main navigation bar includes Home, Open Forum, Events, Browse, Participate, Communities, Volunteer, Blogs, and GR News. Below the navigation, the 'My Communities' section displays a list of communities:

- Open Forum - Members Only!**: 1 total. Discussions: 1.2K, Libraries: 64, Members: 7.2K. Last person joined 11 seconds ago.
- AIHce 2018 First Timers**: 3 total. Discussions: 7, Libraries: 4, Members: 383. Last person joined 3 months ago.
- Open Forum - Members Only!**: 3 total. Discussions: 1.2K, Libraries: 64, Members: 7.2K. Last person joined 11 seconds ago.
- Pittsburgh LS Members**: Discussions: 3, Libraries: 1, Members: 155. Last person joined 22 days ago.

At the bottom of the page, the copyright notice reads: © 2018 American Industrial Hygiene Association. All rights reserved.

Updating your Pittsburgh LS Community Notification Settings

- Catalyst allows you to customize how you receive notifications when members interact in the online community.
- Click the “Settings” icon on the Pittsburgh LS Community homepage

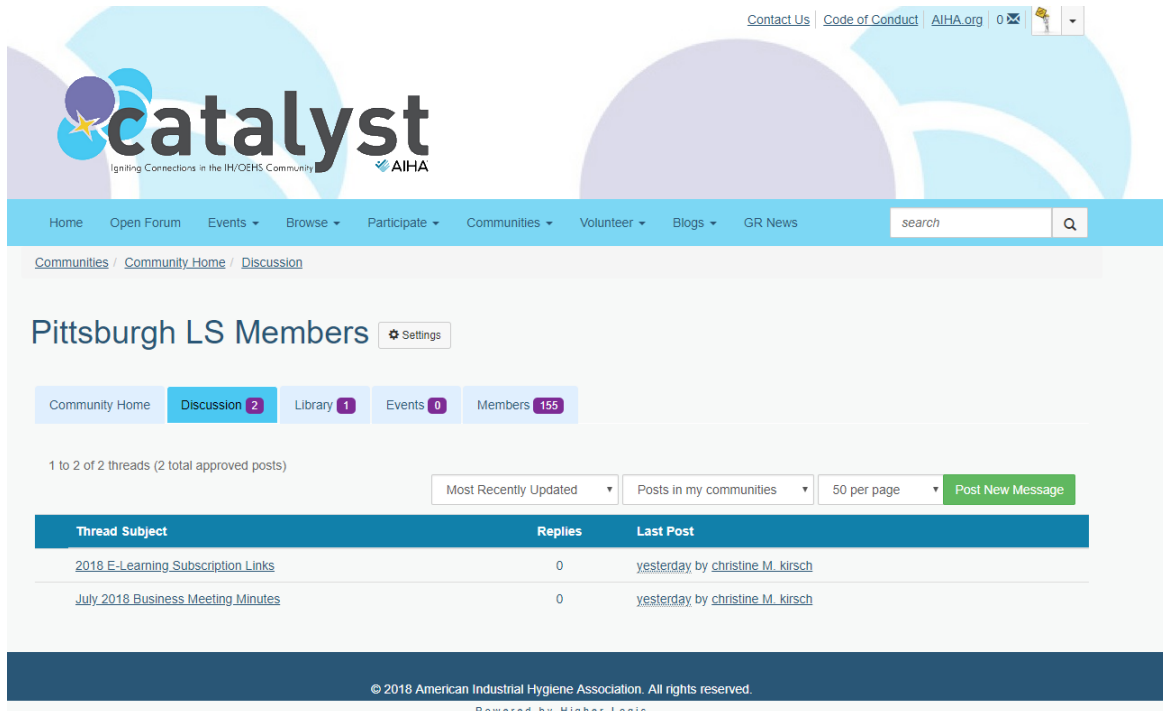
The screenshot displays the 'Pittsburgh LS Members' settings page. The top navigation bar includes links for 'Home', 'Open Forum', 'Events', 'Browse', 'Participate', 'Communities', 'Volunteer', 'Blogs', and 'GR News'. A search bar is located on the right. The main content area features a 'Pittsburgh LS Members' header with a 'Settings' button. A sidebar on the left lists various management options: Administration (Settings, Members, Reports, Email Community Members, Moderation (0)), Events (Manage Events), Volunteer (Manage Opportunities), and Poll (Manage Polls). The 'Email Notifications' section shows the user's email as 'jmsk009@gmail.com' and a dropdown menu with options: 'Daily Digest' (selected), 'Real Time', 'Plain Text', and 'No Email'. Below this, there are filters for 'Most Recently Updated', 'Posts in my communities', and '50 per page', along with a 'Post New Message' button. A table displays recent posts with columns for 'Replies' and 'Last Post'. The footer includes the text 'American Industrial Hygiene Association. All rights reserved.' and 'Powered by Higher Logic'.

- Under e-mail notifications you have four options:
 - Real Time: as members post and reply to messages, you will receive an e-mail
 - Daily Digest: you will receive a summary e-mail once per day
 - Plain Text: you will receive a summary e-mail once per day with only the text portions of the messages. All graphics, images and videos will not be sent.
 - No Email: you will not receive notifications via e-mail.

3 Interacting with your Colleagues

Viewing Content in our Catalyst Community

- Click the “Discussion” tab to view all ongoing discussions in our community

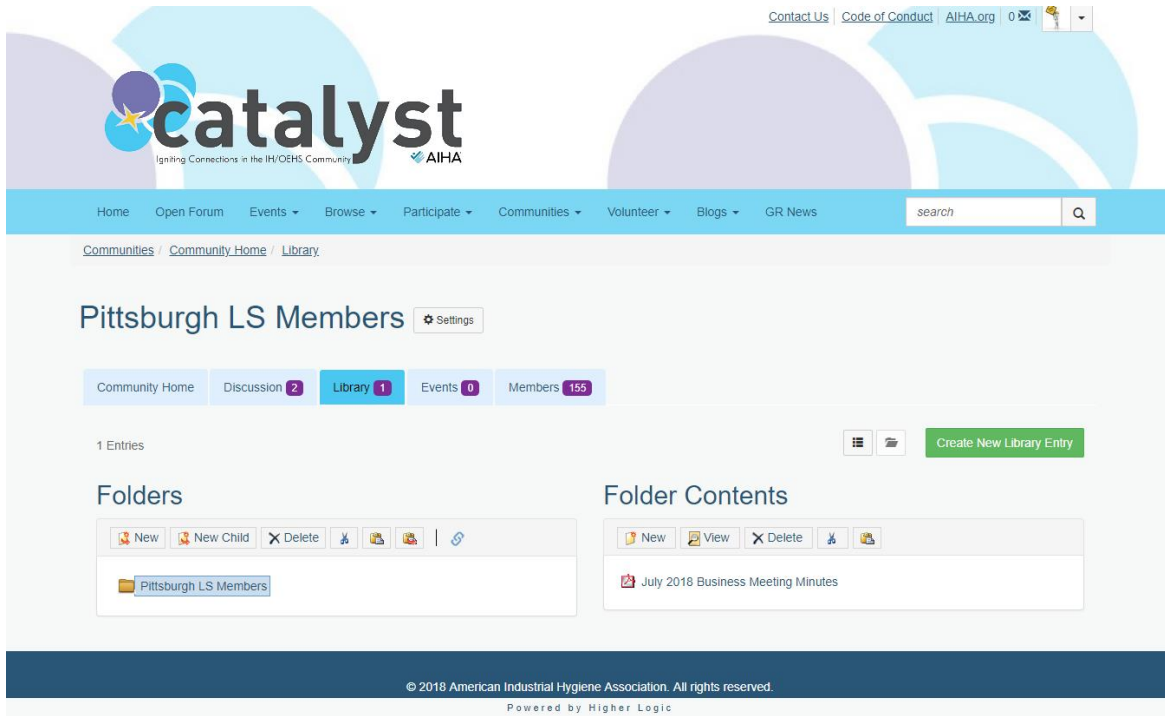


The screenshot shows the AIHA Pittsburgh LS Members community page. The page header includes the AIHA logo and navigation links: Home, Open Forum, Events, Browse, Participate, Communities, Volunteer, Blogs, and GR News. A search bar is located in the top right corner. The main content area displays the "Pittsburgh LS Members" title with a "Settings" button. Below the title, there are tabs for "Community Home", "Discussion" (selected with a count of 2), "Library" (1), "Events" (0), and "Members" (155). The page indicates "1 to 2 of 2 threads (2 total approved posts)". There are three filters: "Most Recently Updated", "Posts in my communities", and "50 per page", along with a "Post New Message" button. A table lists the threads:

Thread Subject	Replies	Last Post
2018 E-Learning Subscription Links	0	yesterday by christine M. kirsch
July 2018 Business Meeting Minutes	0	yesterday by christine M. kirsch

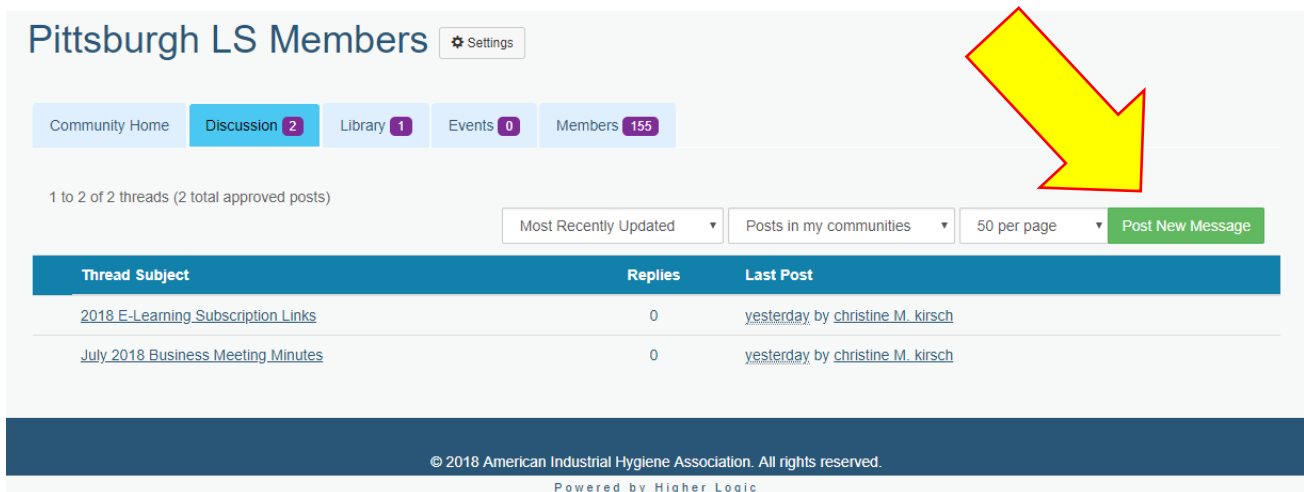
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- Click the “Library” tab to access documents uploaded by our members.



Creating a Post

- To create a post to share with all of our members, click the green “Post New Message” button under the discussion tab.



- You will then be routed to a message posting application. The application has basic word processing features and allows you to write and edit text, insert hyperlinks and images, and change the font characteristics.

Home Open Forum Events Browse Participate Communities Volunteer Blogs GR News search

Post a Message

To: Pittsburgh LS Members

Cross Post To: No Additional Discussions

From: Joshua R. Maskrey

Subject:

Yes Automatically insert content preview for links

Edit Insert View Styles

B *I* U ~~S~~ [List Icons] [Color Icons] [Link Icons] [Image Icons] [Table Icons] [Undo] [Redo]


Signature

[Edit Your Default Signature](#)

Joshua Maskrey
Senior Associate Health Scientist II
Cardno ChemRisk
Pittsburgh PA

Attachment(s) [Attach](#)

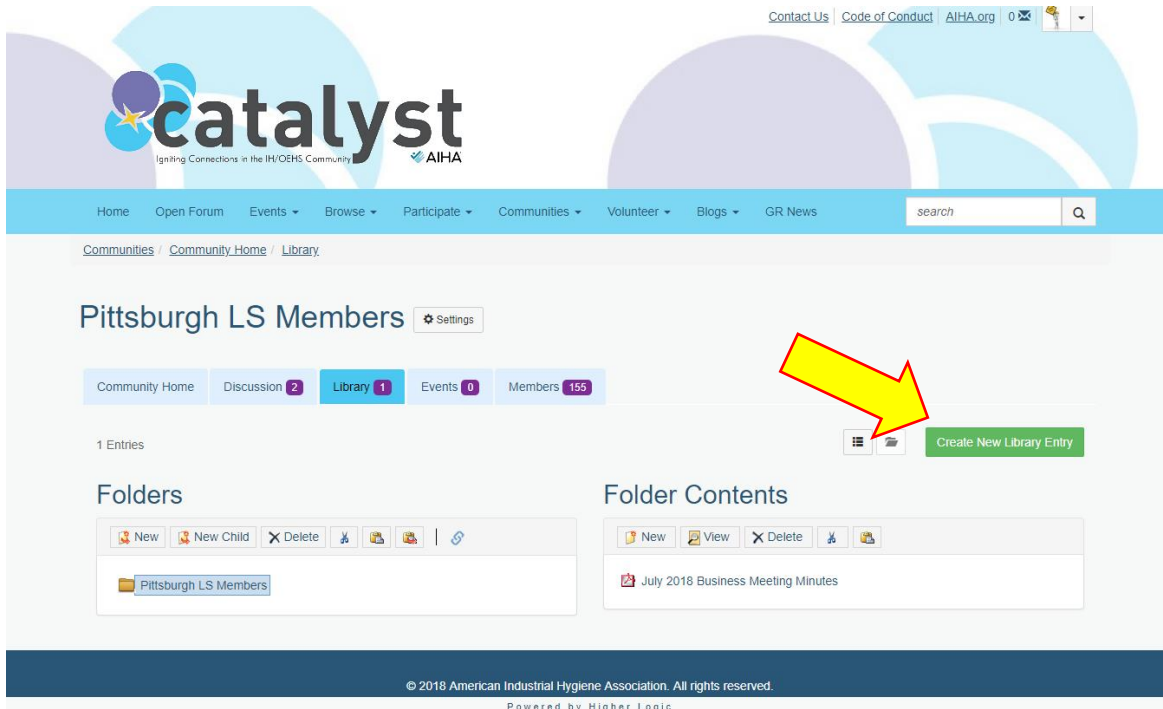
Send Cancel



- Hit the blue “Send” button to complete your message and share your knowledge with the group

Adding a Document to the Library

- To share a document with the group, go to the “Library” tab and click the green “Create New Library Entry” button.



- You will be routed to a screen where you will be asked to provide a title, description and entry type for the document. Complete these fields and click the blue “Next” button

The screenshot shows the 'Add to a Library' form. It has a title 'Add to a Library' and a 'Title*' field. Below that is a 'Library*' dropdown menu with 'Pittsburgh LS Members' selected. The 'Description' field is a rich text editor with a toolbar containing options for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and HTML. At the bottom, there is an 'Entry Type: Select the type of library entry you will create*' dropdown menu with '[Select Type]' selected. There are 'Next' and 'Cancel' buttons at the bottom left.

- The following screen will be specific to the type of document that you indicated you will upload. Complete the information and hit the green “Finish” button to post. The example below is for a standard document upload.
 - In this case, you select and upload the document you wish to share. These can include pictures (.jpg, .gif, .png, .jpeg), Microsoft Word documents (.doc, .docx), Microsoft Excel documents (.xls, .xlsx), Microsoft Powerpoint documents (.ppt, .pptx), PDF files (.pdf), and other types of documents

