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)

рі	lease enter your sign in credentials below. This will allow us to re-fill forms for you, based on the knowledge we already have i you as a customer of AIHA.
	La jmaskrey
	≙
	Login
	Forgot Password?
	New Customer? Click here
lo	eminder! AIHA upgraded the website login process. If you haven't gged in recently, you'll need to get your new username (it is no longer our email address) and reset your password:
	ep1: Click the "Forgot Password?" link under the blue Login button. DO DT select "New Customer" if you are a current AIHA member.
	ep 2: Input the email address where you receive all of your AIHA mmunications and click the Submit button.
	ep 3: Receive an email with your new Username and a link to reset our password.

First-Time Access for non-AIHA National Members

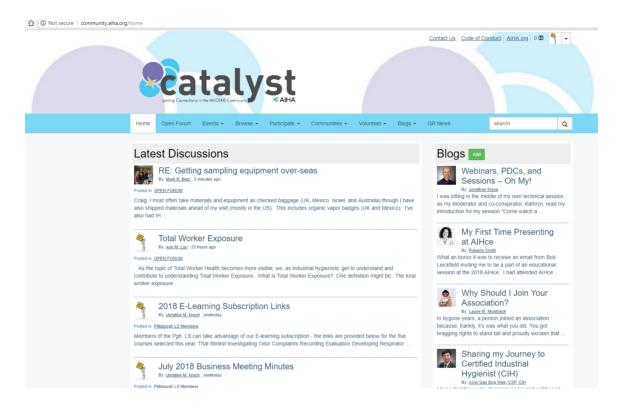
- Go to: <u>http://community.aiha.org/home</u>
- Click "Forgot Password?" on the login screen (highlighted below)
- You will receive an e-mail from AIHA with your login credentials, including your password

	s for you, based on the knowledge we already have customer of AIHA.
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a	
	Login
	Forgot Password?
	New Customer? Click here
ogged in rece	HA upgraded the website login process. If you haven't ently, you'll need to get your new username (it is no longer dress) and reset your password:
	he "Forgot Password?" link under the blue Login button. DO New Customer" if you are a current AIHA member.
	the email address where you receive all of your AIHA ons and click the Submit button.
Step 3: Recei	ve an email with your new Username and a link to reset

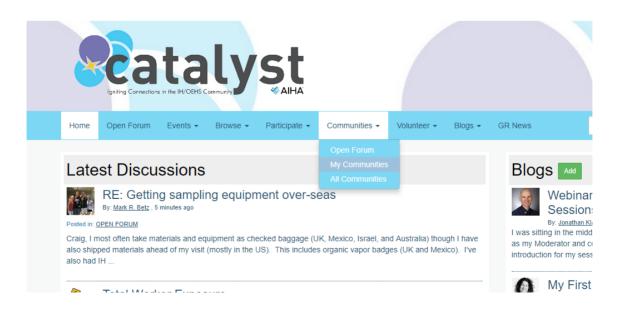
• If you do not receive a password or your password does not work, e-mail Liz Kincheloe at <u>Lkincheloe@aiha.org</u> and describe your access problem.

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)

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My Communities				
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3 total	All Community Types Commun	nities to which I belong	Alphabetical • 5	50 per page 🔹
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Pittsburgh LS Members Pittsburgh LS Members Latrens Latrerson Joined 22 days ago			Discussions 2 Libraries 1	Members 195
	© 2018 American Industrial Hyoier	- Annual distance and		

• You will now be at our PGH LS Catalyst page

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Home Open Forum Events - Browse - Participate - Communities -	- Volunteer - Blogs - GR News search	٩
Communities / Community Home		
Pittsburgh LS Members • Settings		
Community Home Discussion 2 Library 1 Events 0 Members	8	
Add pol		
Please contact us if you are not a member of this Committee and are interested in	n joining.	
Latest Discussion Posts M	Catalyst Rules	
2018 E-Learning Subscription Links writeria M sreak justimaty Members of the Pph. LS can take advantage of our E-learning subscription - the links	offer alternative solutions and back up your argument with resources.	
are provided below for the five courses selected this year. This Stinks Investigating Odor Complaints Recording Evaluation Developing Respirator	Post relevant content for the purpose of the IH/OEHS profession.	
July 2018 Business Meeting Minutes	Avoid abusive, profane, threatening or offensive language.	
July 2016 DUSITIESS Weeting Windues Vertration M. Nood, vertinates Vertration M. Nood, vertinates The Local Section held their Summer Business Meeting on July 12, 2018 - the meeting	Respect intellectual property. Cite what's not your own.	
minutes are now available and attached for your review. Please reply with any comments or questions. Thanks! Christy Kirsch Corresponding	Self-promotion/advertising is not allowed. <u>Contact Us</u> for permissible advertising. Be respectful. There's no such thing	
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More		
Announcements		
Add Announcement Create a new announcement for display here. Add Announcement		
	Latest Shared Files	
	July 2018 Business Meeting Minutes By: <u>pristing M. Lingo</u> yesterday	
	The Executive Committee held their summer business meeting at Steel Cactus in the South Side on July	
	More	
	more	

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.

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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

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Home Open	Forum Events - Browse - Participat	e ← Communities ← Volui	nteer 🕶 Blogs 👻 GR News	search Q
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Administration Settings Members	Status Community admin and member:	Members 155		
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Moderation (0)	jmsk009@gmail.com Change	Most Recently Updated	Posts in my communities	50 per page V Post New Message
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Volunteer	Daily Digest Plain Text	0	vesterday by christine M. kirsch	
Manage Opportunities	No Email	0	vesterday by christine M. kirsch	
Poll Manage Polls		erican Industrial Hygiene Asso Powered by Higher	-	

- Under e-mail notifications you have four options:
 - Real Time: as members post and reply to messages, you will receive an e-mail
 - o 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

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Home Open Forum Events - Browse - Participate	Communities Volunte	eer	search C	2
Communities / Community Home / Discussion				
Community Home Discussion (2) Library (1) Events (
1 to 2 of 2 threads (2 total approved posts)	Mart Describe Hadated	Deste is not communities		
	Most Recently Updated •	Posts in my communities •	50 per page Post New Message	
Thread Subject	Replies	Last Post		
2018 E-Learning Subscription Links	0	yesterday by christine M. kirsch		
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@ 2040 Av	nerican Industrial Hygiene Associa	ation All rights recorded		
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Catalyst Inter Correctors of the MI/OEHS Community	Contact Us Code of Conduct AlHA.org 0 🕸 🍸 📼
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Communities / Community Home / Library	
Community Home Discussion 2 Library 1 Events 0 Members 153	
1 Entries	Create New Library Entry
Folders	Folder Contents
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Pittsburgh LS Members	July 2018 Business Meeting Minutes
© 2018 American Industrial Hygien Powered by H	

• 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.

Pittsburgh LS Members •	₽ Settings	
Community Home Discussion (2) Library (1) EV	vents 0 Members 155	
1 to 2 of 2 threads (2 total approved posts)	Most Recently Updated	Posts in my communities
Thread Subject	Replies	Last Post
Thread Subject 2018 E-Learning Subscription Links	Replies 0	Last Post yesterday by christine M. Kirsch
2018 E-Learning Subscription Links	0	<u>yesterday</u> by <u>christine M. kirsch</u>
2018 E-Learning Subscription Links July 2018 Business Meeting Minutes	0	yesterday by christine M. kirsch yesterday by christine M. kirsch

• 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	Q
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		Cardno (Pittsburg	ChemRisk jh PA								•
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		Send	Cancel								
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• Hit the blue "Send" button to complete your message and share your knowledge with the group

Replying to a Post

• To reply to a post that someone else has published, select the grey "Reply to Discussion" button on the upper right corner of the post

1. 2018 E-Learnin	ng Subscription Links	0 Recommend
	Members of the Pgh. LS can take advantage of our E-learning subscription - the links are provide	Reply to Discussion 👻 es selected this year.
Actions •	That Stinks! Investigating Odor Complaints Recording Evaluation Developing Respirator Cartridge Change Schedules Recording Evaluation Evaluation Enhancing Worker Protection Through Job Hazard Analysis Recording Evaluation Evaluation The Worst Plant: A Virtual H&S Audit Recording Evaluation Graphene and Safe Nano handling Evaluation Graphene and Safe Nano handling Evaluation You must complete the online evaluation in order to receive credit. On the evaluation, please indicate your subscription gro	up, Pittsburgh, in
	Question 3 so we know to waive the processing fee. Please allow 1-2 weeks to receive email notification of your updated Education Transcript. <i>The deadline for submitting evaluations is January 31, 2019.</i> If you have any questions, please contact <u>DLAssistant@aiha.org</u> .	

• You will be routed to a similar message posting application to that used for posting messages. Remember to hit the blue "send" button to share your reply with everyone

Post Reply		
То	Pittsburgh LS Members Discussion	
From	Joshua R. Maskrey	
Subject	RE: 2018 E-Learning Subscription Links	
	Yes Automatically insert content preview for links	
	$\begin{array}{cccccccccccccccccccccccccccccccccccc$	88 ¥ D D
		A
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	Joshua Maskrey Senior Associate Health Scientist II Cardino ChemRitek Pitisburgh PA	-
	➤ Original Message	
Attachment(s)	@ Allach	

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.

Catalyst Laring Connectors in the IN/OEMS Community	Contact Us Code of Conduct AIHA.org 0 🛣 🍧 🗸			
Home Open Forum Events • Browse • Participate • Communities •	Volunteer Blogs GR News Search Q			
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🕵 New 🕵 New Child 🗙 Delete 🖌 📸 🎕 🔗	🕜 New 📃 View 🗙 Delete 👗 🏨			
Pittsburgh LS Members	🖄 July 2018 Business Meeting Minutes			
© 2018 American Industrial Hygiene Association. All rights reserved.				

• 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

Add to a Library			
Title*			
Library*	Pittsburgh LS Members -		
Description	Edit • Insert • View • Styles •		
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Entry Type: Select the type of library entry you will create *	[Select Type] -		
Next Cancel			

- 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

