

AMHSA Forums: User Guide

The AMHSA Forums have been created by AMHSA in order to foster the exchange of ideas, content, and knowledge between municipal members.

Our mission is to develop a forum community that empowers Alberta municipal OHS & HR professionals to grow their networks, spark discussion, and support the sharing of resources, knowledge, and experience. The AMHSA Forum is a natural evolution of the Safety Advisor Email List, with the added benefits of search features, post history, content categorization, moderation, and customizable notification settings.

For more information, comments, or concerns, please contact one of our AMHSA team members:

Moderators:

- Rick Northrop, LMS Coordinator (rickn@amhsa.net)
- Rob Rosete, Health and Safety Advisor (rob@amhsa.net)

Lead Administrator:

- Krystal McDowell, Project Coordinator (krystal@amhsa.net)

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This document was last updated December 14, 2021.

Membership

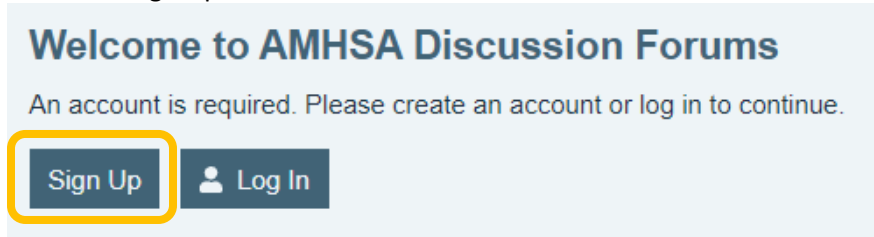
Forum membership is restricted to individuals who are employed as Safety Advisors, Disability Managers, Human Resource professionals (or equivalent) for Alberta municipalities or other member organizations.

To become a member of a forum, individuals must provide their contact information (including name, email, organization, job title) to AMHSA and must read and accept the forum guidelines, rules, privacy policy, and the platform's terms of use. We recommend registering with your municipal email to assist us in approving accounts and to help us ensure the forum remains closed to the general public.

Users are approved at AMHSA's sole discretion and access may be removed by the moderation team if the user does not abide by the Terms of Service or community guidelines.

Creating an Account

1. Visit the forum login page at <https://forum.amhsa.net/>
2. Click the “Sign Up” button



3. A pop-up window will display, with fillable fields. Any field marked with an * is a required field and you will need to enter that information to submit your application.

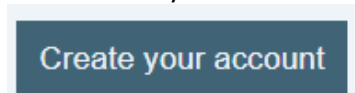
The form will ask you for:

- a. Email*
- b. Username*
- c. Name
- d. Password*
- e. First Name*
- f. Last Name*
- g. Organization*
- h. Organization Type*
- i. Organization Role*
- j. City
- k. Province
- l. Preferred Pronoun

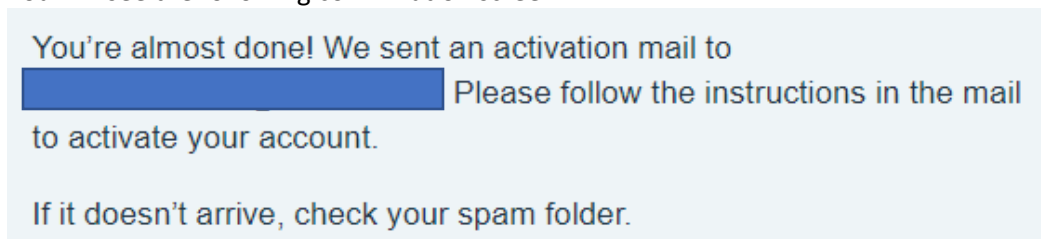
The form will also ask you to agree to the:

- a. User Created Content terms*
- b. [Privacy Policy](#)*
- c. [Terms of Service](#)*

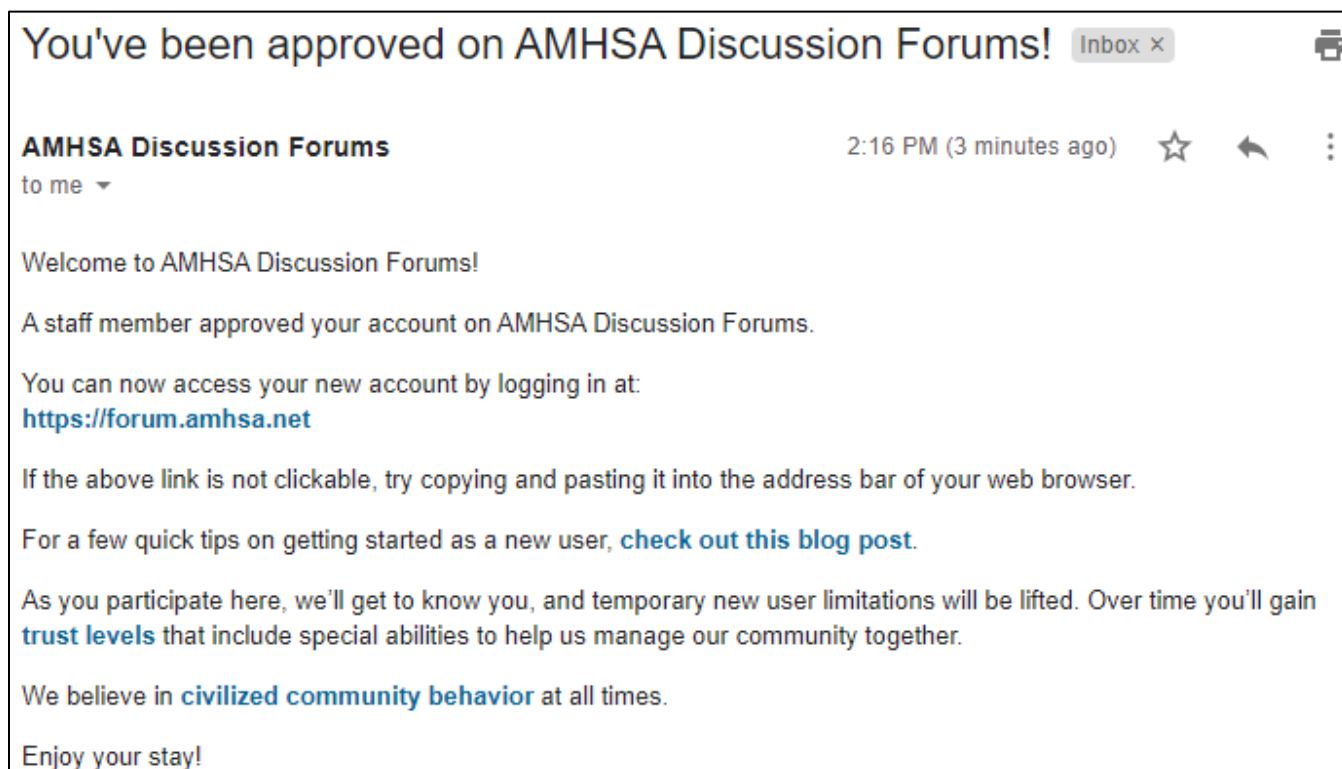
4. Click “Create your account” to submit your application form.



You will see the following confirmation screen:



5. You will receive the below email when your account is approved:



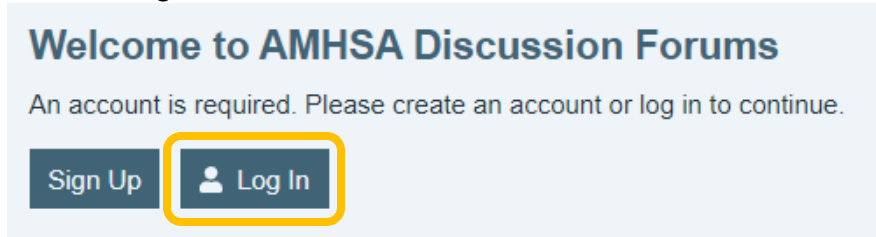
This email is automated and will come from the email address amhsa@discoursemail.com and includes some helpful links:

- Click “check out this blog post” for new user tips and tricks
- Click “trust levels” to learn more about the forum’s automatic moderation features
- Click “civilized community behavior” for an overview of community guidelines

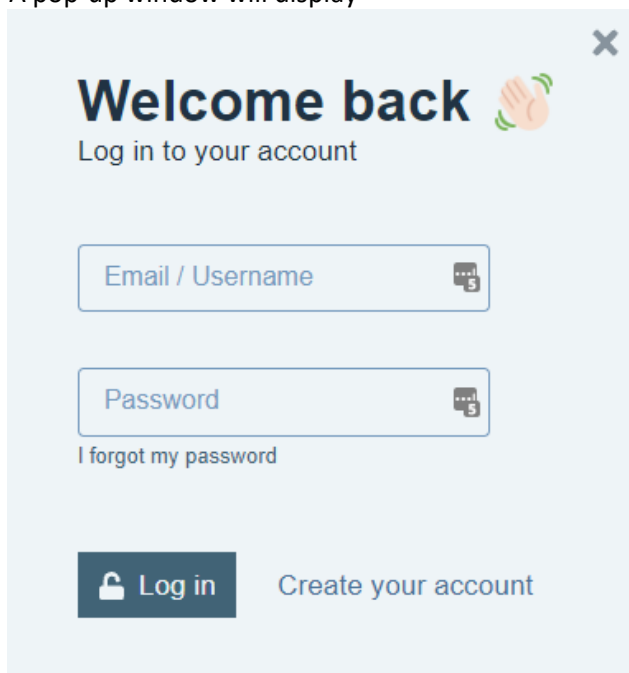
If you do not receive an email within 1-2 business days, and you have checked your spam/junk folder, please contact one of our moderators.

Logging In

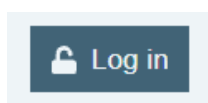
1. Visit the forum login page at <https://forum.amhsa.net/>
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3. A pop-up window will display

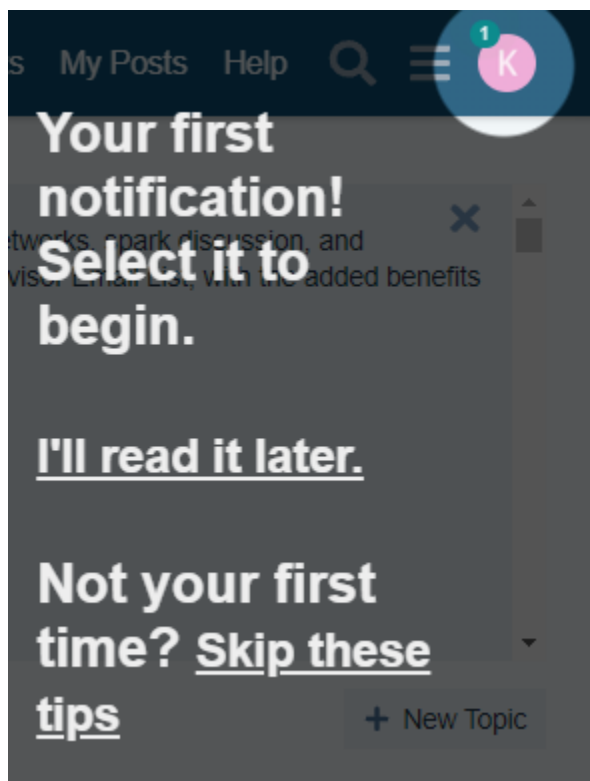


4. Enter your email or username and password
5. Click the “Log In” button

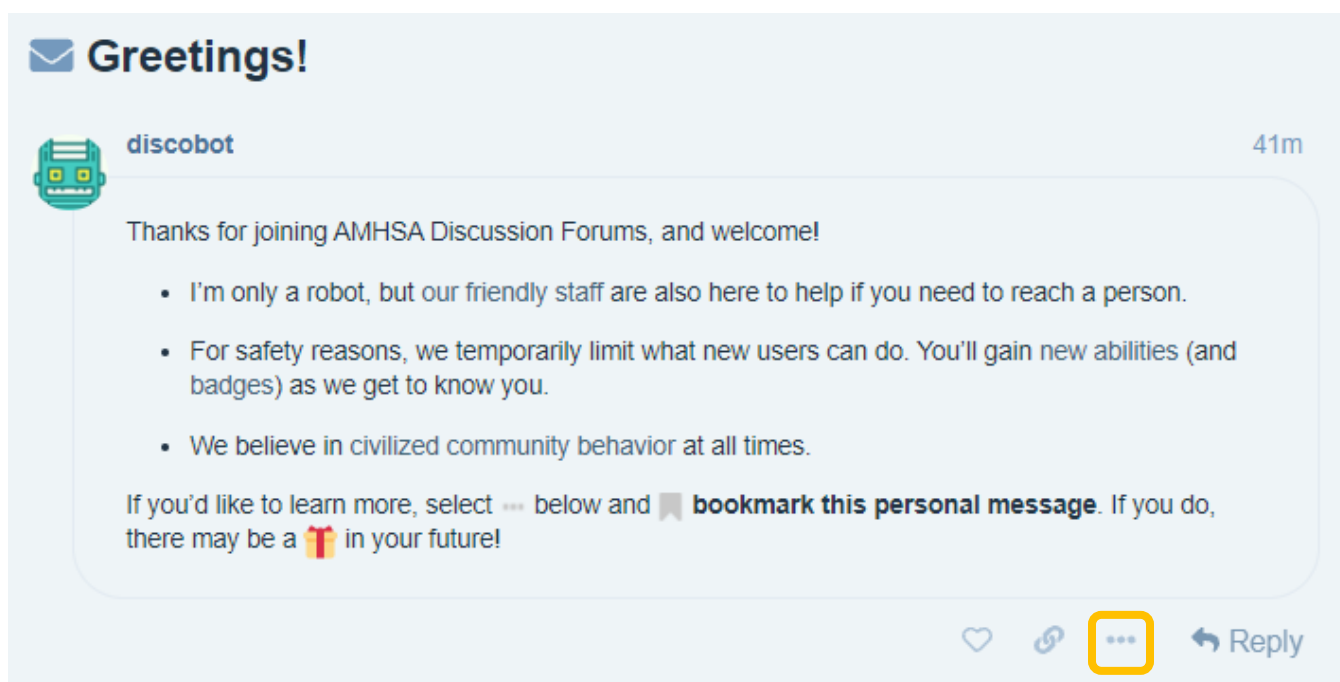


Automated Forum Tour

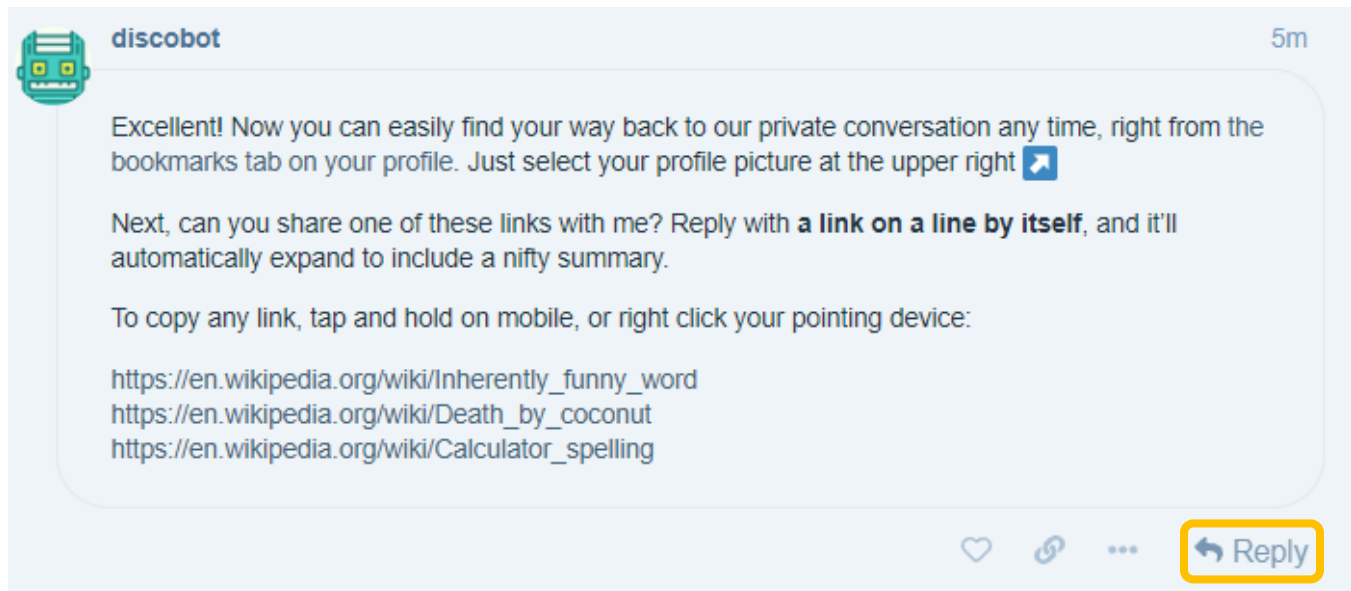
On your first login, the forum will automatically give you a short tour:



If you click this pop-up, you'll see your first notification – a message from our automod “Discobot”



Follow Discobot's instructions ("select ... below and bookmark") and Discobot will reply with another tutorial message asking you to reply with a link.

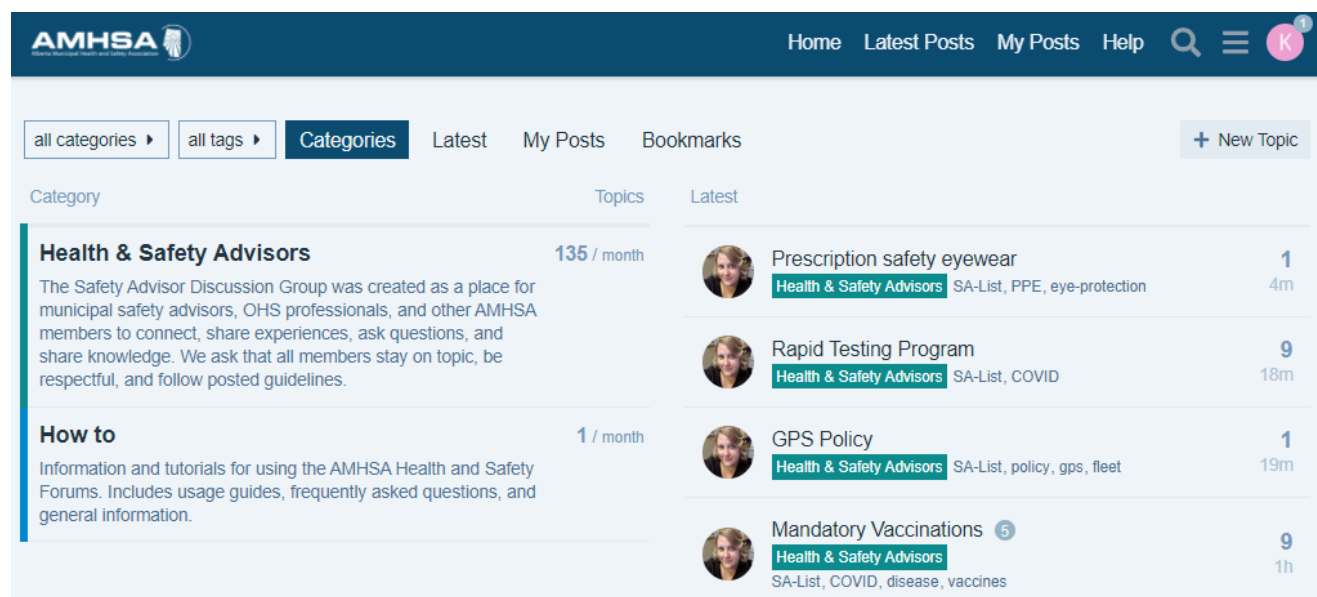


Continue to follow Discobot's instructions, and it will teach you how to:

- Reply
- Display a link with a preview
- Add an emoji
- Mention a user in your reply
- Add formatting to text
- Quote from another post
- Like a post
- Flag an inappropriate post
- Search for specific words in a post, category, or entire forum

Navigating the Forums

When you login to the forum, you'll see a screen that looks like this:

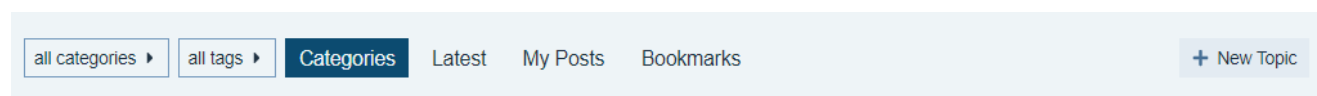


The blue bar along the top of your screen is the main navigation bar and will appear on every page in the forums.







- Clicking the AMHSA logo or “Home” will take you back to the main page
- “Latest Posts” will display the most recently added posts and comments
- “My Posts” will display all of the posts you have written
- “Help” will take you to our “How To” category
- The magnifying glass icon will allow you to search the forum
- The three stacked lines (often called the hamburger) will show you your menu
- The icon will display user info, including notifications, bookmarks, messages, and preferences

Below the navigation bar are several view options:



You can select a category, tags, latest posts, your posts, or bookmarks. You can also create a new post, by selecting “New Topic” – note that when posts are created from the main page, you will need to select the appropriate category, posts created within a category (such as Health & Safety Advisors, will have the category automatically selected).

Below the view options you'll find categories and latest posts.

Category	Topics	Latest
Health & Safety Advisors The Safety Advisor Discussion Group was created as a place for municipal safety advisors, OHS professionals, and other AMHSA members to connect, share experiences, ask questions, and share knowledge. We ask that all members stay on topic, be respectful, and follow posted guidelines.	135 / month	<div>  Prescription safety eyewear Health & Safety Advisors SA-List, PPE, eye-protection 1 4m </div> <div>  Rapid Testing Program Health & Safety Advisors SA-List, COVID 9 18m </div> <div>  GPS Policy Health & Safety Advisors SA-List, policy, gps, fleet 1 19m </div> <div>  Mandatory Vaccinations 5 Health & Safety Advisors SA-List, COVID, disease, vaccines 9 1h </div>
How to Information and tutorials for using the AMHSA Health and Safety Forums. Includes usage guides, frequently asked questions, and general information.	1 / month	

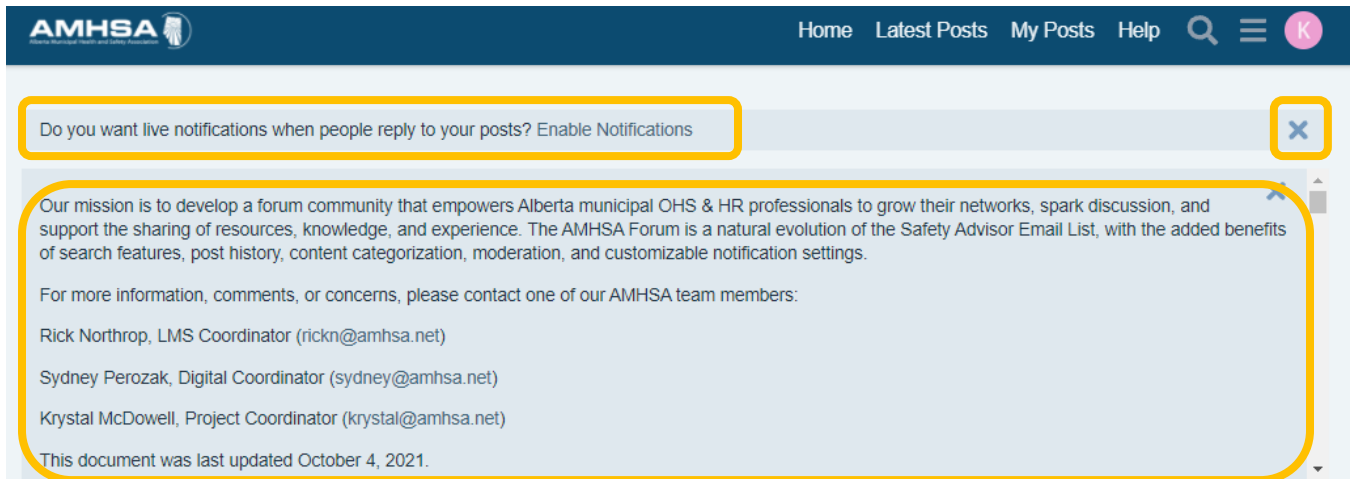
To the left are viewable categories. Currently this includes Health & Safety Advisors and How To. To view a specific category, simply click the category name.

(Note: Only moderators are able to post in the How To category.)

To the right are the latest topics that have been posted or replied to in any of the forum categories.

Pinned Posts

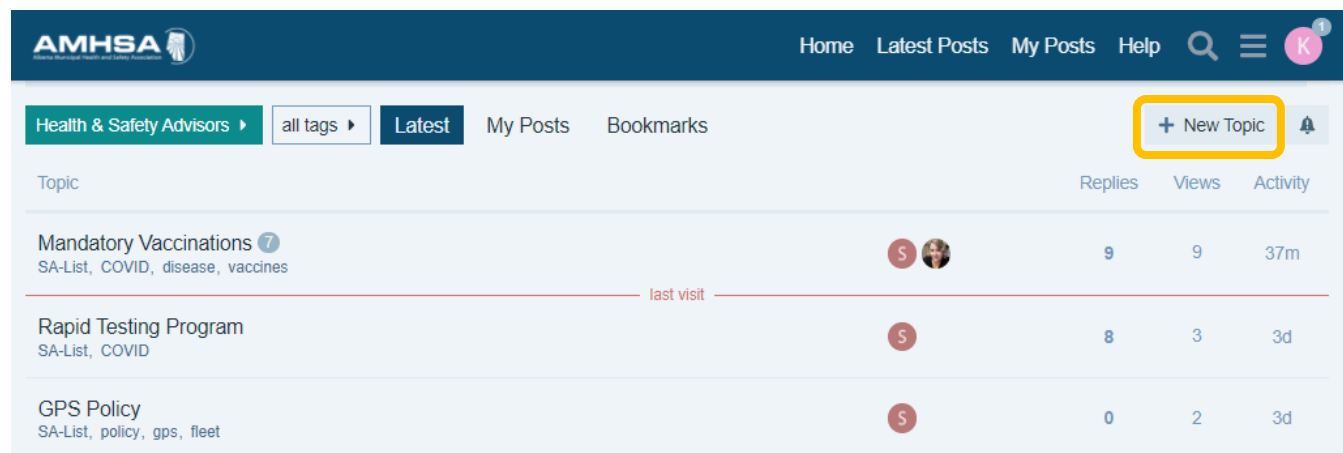
Sometimes, you may also see posts pinned to the main page.



These pinned posts can display system notifications, important information (like updates to our Terms of Service), and other updates from the moderation team. Click the X to the upper right of each notification to dismiss them.

Creating a Post

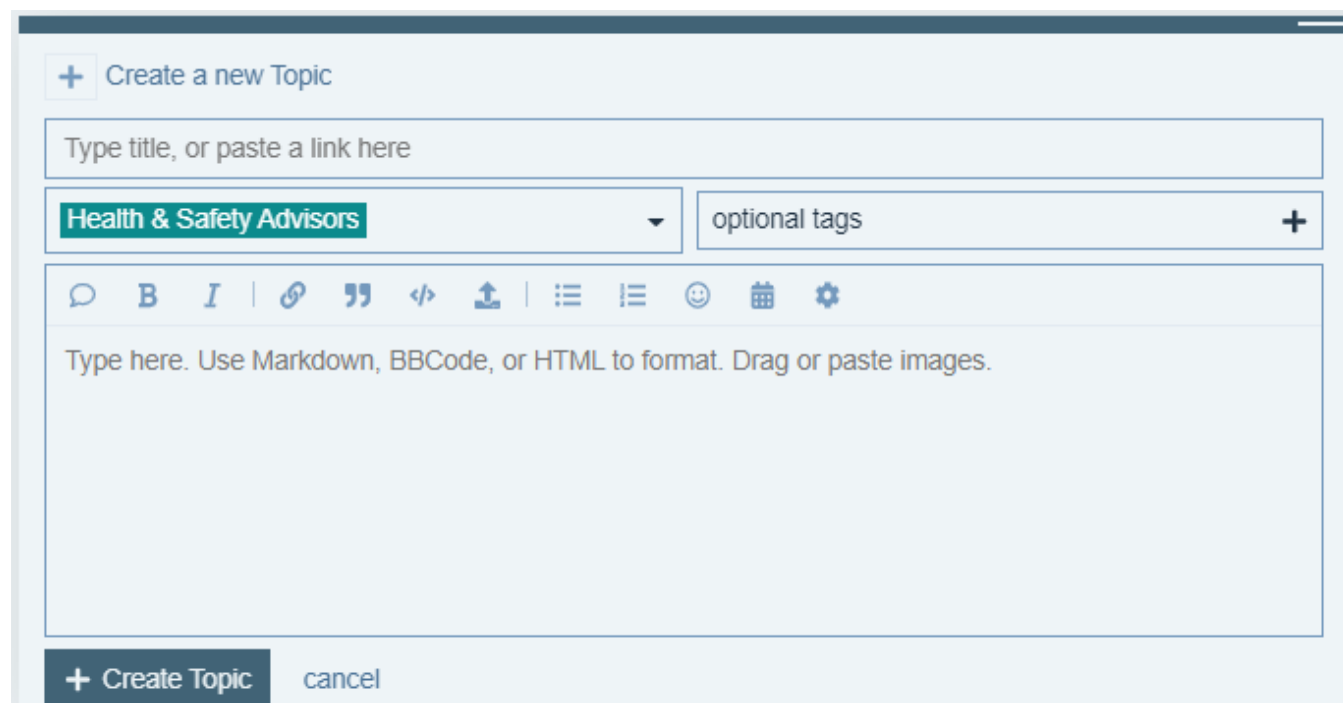
To create a post, select the Health & Safety Advisors category and click “New Topic”



The screenshot shows the AMHSA Forums interface. The top navigation bar includes links for Home, Latest Posts, My Posts, Help, a search icon, a menu icon, and a user profile icon. Below this, the 'Health & Safety Advisors' category is selected, and the '+ New Topic' button is highlighted with a yellow box. The main content area displays a list of topics with columns for Topic, Replies, Views, and Activity.

Topic	Replies	Views	Activity
Mandatory Vaccinations 7 SA-List, COVID, disease, vaccines	9	9	37m
Rapid Testing Program SA-List, COVID	8	3	3d
GPS Policy SA-List, policy, gps, fleet	0	2	3d

A window will pop-up from the bottom of your screen, with fields for a title, tags, and post content. You can use the formatting options to bold, italicize, quote, upload files, use emojis, and include links. Hover over each formatting button for a description of it's use. To the right of your post, you'll see what your content looks like with formatting added.



The screenshot shows the 'Create a new Topic' pop-up window. It includes a title field, a category dropdown menu set to 'Health & Safety Advisors', and a field for optional tags. Below these is a rich text editor with various formatting icons (bold, italic, link, quote, code, list, emoji, calendar, settings) and a large text area for the post content. The bottom of the window has a '+ Create Topic' button and a 'cancel' button.

Enter in a descriptive post title and tag for easy searching. Click the + next “Optional Tags” to search or create new tags – start typing and possible tags will display. If you don’t find an appropriate tag, select “Create” to make a new one.

+ Create a new Topic

Type title, or paste a link here

Health & Safety Advisors

optional tags +

Type here. Use Markdown, BBCode, or HTML to format your text.

Create: 'A'

SA-List x140

disease x18

pandemic x15

hazard x11

training x8

+ Create Topic cancel

Once you’ve finished your post, click “Create Topic” to make it public, or “cancel” to either discard the post or save it in your drafts.

Replying to a Post

To a reply to a post, select “Reply” and enter your content into the window that pops up on the bottom of your screen.


Seasonal Staff

Health & Safety Advisors SA-List, COVID, vehicle, seasonal

Good morning all,

I know that this topic was brought up a few months back, but I didn't think to flag the emails and I can't find them now. I wanted to see what you all may be doing for additional staff members coming on for the summer and vehicle use. Are you allowing more than one employee in a vehicle for prolonged periods of time? Has anyone installed barriers? Are you assigning vehicle 'cohorts'? Any shared info on this topic would be very much appreciated!

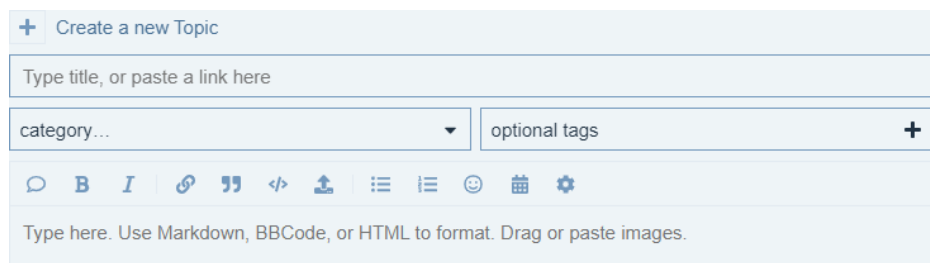
Kind Regards,



Formatting a Post

Formatting can be applied to the text in your post in a variety of ways.

Use the built-in formatting buttons to quote a post, bold text, italicize text, link, blockquote, paste pre-formatted text, upload a file, create a bullet point list, create a numbered list, add emojis, and insert day/time.



You can also create formatting with text known as Markdown syntax

- A colon and round bracket will create a smiling emoji
:) becomes 😊
- Create headers in text by adding hashtags and a space before the text. Increasing the number of hashtags decreases the heading level.
Heading Level 1
Heading Level 2
###Heading Level 3
would display as
Heading Level 1
Heading Level 2
Heading Level 3
- Create bold text by adding two asterisks before and after
This is my **bold** text would display as
This is my **bold** text
- Create italicized text by adding an asterisk before and after the text
This is my *italicized* text would display as
This is my *italicized* text
- Combine italics and bold for really important text
This is my very important italicized and bolded text would display as
This is my very important italicized and bolded text
- Text can be used to create numbered lists by adding a number followed by a period
1. Item one
2. Item two
would display as
1. Item one
2. Item two

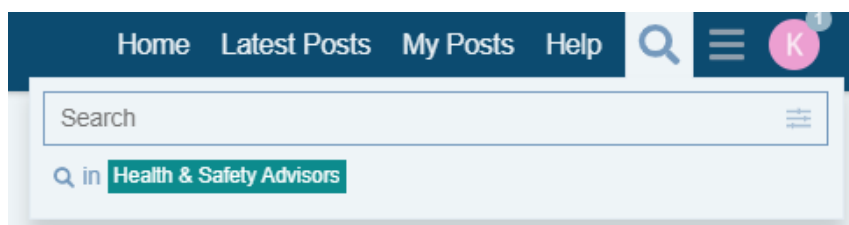
- To create nested lists, indent each item in the sublist by four spaces
1. Item one
2. Item two
3. Item three
would display as
1. Item one
2. Item two
3. Item three
- You can turn text into a link, by surrounding it with <>
This is a text link <www.amhsa.net> would display as
This is a text link <www.amhsa.net>
- To add a link that is inline with text, put the link text in square brackets and the link address in round brackets – make sure there is no space in between the link text and the link address.
This is a [test link](www.amhsa.net) would display as
This is a [test link](#).
- You can also add links in a reference format by adding square brackets and a reference number
[This][1] is a far more complicated way of creating [reference links][1] but it works.
[1]: <https://www.markdownguide.org/basic-syntax/#links>
would display as
[This](#) is a far more complicated way of creating [reference links](#) but it works.

Searching the Forums

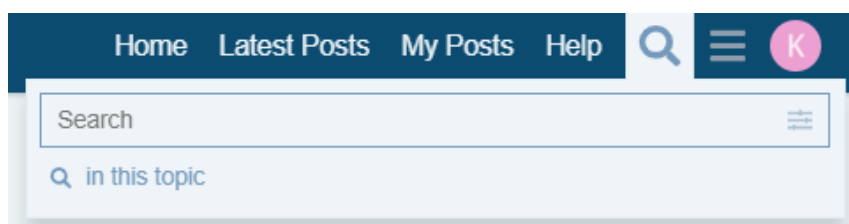
To search, select the magnifying glass on the top navigation bar:



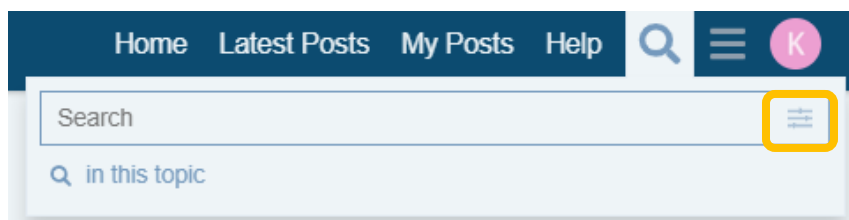
If you are in a category when select search, you'll see the option to only search within that specific category:



If you are in a topic, you'll see the option to search within that specific topic:



To further adjust your search, select the Advanced Search icon:



Search

Search Topics/posts Q Search

▼ Advanced filters

Categorized
All categories ▼

Tagged
Select... +

Only return topics/posts...
☐ Matching in title only
☐ I liked
☐ In my messages
☐ I read
any ▼

Where topics
any ▼

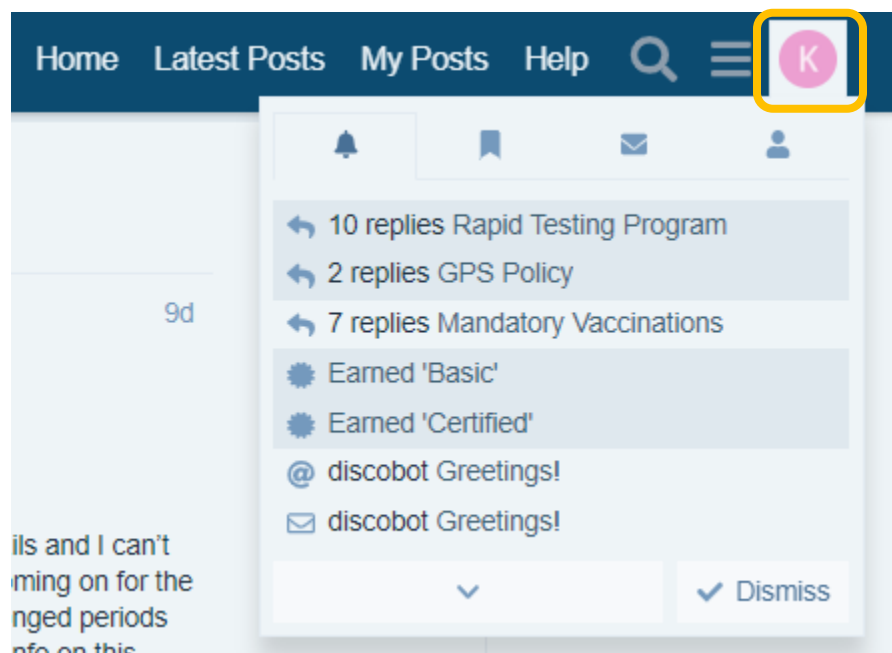
Posted by
Select... +

Posted
before ▼ yyyy-mm-dd

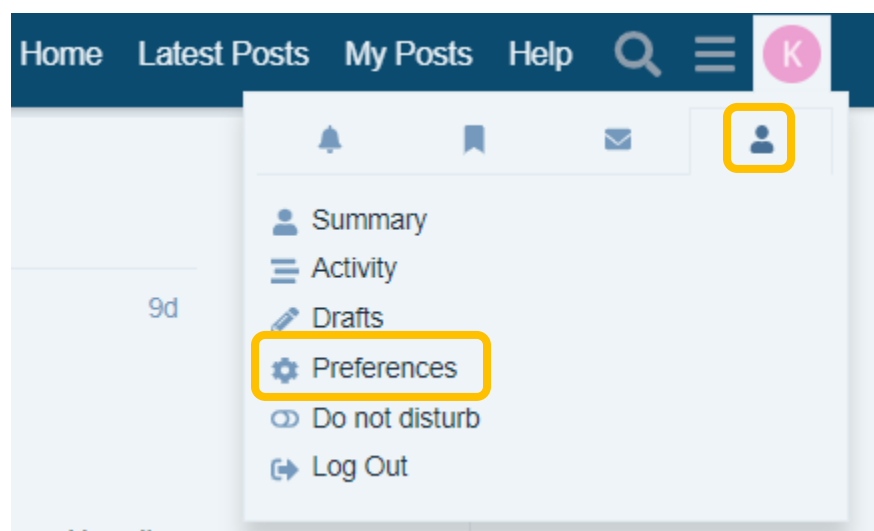
► Filter by post count and topic views

Changing your Notification Preferences

Select your user icon to the far right of the blue navigation bar. A menu will expand, with tabs along the top for notifications, bookmarks, messages, and user preferences.



Select the person icon for the user preferences menu, and then “preferences” next to the cog.



There are a few notification preferences that you can customize. Select “Emails” on the left menu to adjust how often you receive an email from the forums. You can choose to receive an email when someone messages, quotes, or replies to you. You can also opt to receive a summary of popular topics and replies, on an hourly basis to once every 6 months. Make sure you click “Save Changes” to save your preferences.

The screenshot shows the 'Emails' settings page. The left sidebar has a menu with 'Emails' highlighted in a yellow box. The top navigation bar includes 'Summary', 'Activity', 'Notifications', 'Messages', 'Badges', and 'Preferences'. The main content area is titled 'Email' and contains the following settings:

- Email**
 - Send me an email when someone messages me: **always** (dropdown)
 - Send me an email when someone quotes me, replies to my post, mentions my @username, or invites me to a topic: **never** (dropdown)
 - Include previous replies at the bottom of emails: **never** (dropdown)
 - ☐ Include an excerpt of replied to post in emails
- Activity Summary**
 - ☒ When I don't visit here, send me an email summary of popular topics and replies: **weekly** (dropdown)
 - ☐ Include content from new users in summary emails

A 'Save Changes' button is located at the bottom of the settings area.

If you select “Notifications” you can adjust how often you’ll receive notification messages within the forums. You can opt into notifications for new topics, liked topics, or on a custom schedule. You can also to allow other users to message you directly. Under notifications, you’ll also see “Categories”, “Users”, and “Tags” with further customization options such as notifications for specific categories or watched tags

The screenshot shows the 'Notifications' settings page. The left sidebar has a menu with 'Notifications' highlighted in a yellow box. The top navigation bar includes 'Summary', 'Activity', 'Notifications', 'Messages', 'Badges', and 'Preferences'. The main content area is titled 'Notifications' and contains the following settings:

- Notifications**
 - Consider topics new when: **created in the last 2 days** (dropdown)
 - Automatically track topics I enter: **after 4 minutes** (dropdown)
 - When I post in a topic, set that topic to: **Tracking** (dropdown)
 - Notify when liked: **Never** (dropdown)
- Live Notifications**
 - Permission Denied** You denied permission for notifications. Allow notifications via your browser settings.
Note: You have to change this setting on every browser you use. All notifications will be disabled when in "do not disturb", regardless of this setting.
- Notification Schedule**
 - ☐ Enable custom notification schedule
- Messages**
 - ☒ Allow other users to send me personal messages

A 'Save Changes' button is located at the bottom of the settings area.

Frequently Asked Questions

How do I register for the forums?

You can access the forums at <https://forum.amhsa.net/>. Click the “Sign Up” button to register and complete the registration form. The questions asked during registration are to ensure that the forum remains closed to the general public and is open only to our members. All accounts are approved by AMHSA staff during business hours – if you’ve registered and haven’t been approved within 1-2 business days, please contact one of our moderators. You may also want to check your email’s spam/junk folder – emails sent from the forum system are automated and can get caught by filters.

Who is the moderation team?

The forums are monitored and moderated by Rick Northrop (Rickn@amhsa.net) and Rob Rosete (Rob@amhsa.net). Lead forum administrator is Krystal McDowell (krystal@amhsa.net). You may also see our automated moderator, DiscoBot from time to time.

What kind of moderation can I expect?

While we plan to maintain an active moderation schedule, our goal is to be unobtrusive. If necessary, moderators will step in when the terms of service or community guidelines have been breached, and may lock threads, provide warnings, and in extreme cases, may level a temporary or permanent ban. The Safety Advisor eList has long been a valuable and professional community and it is extremely rare for AMHSA staff to intervene. Its more likely you’ll see us participating in discussions, posting information, and answering questions!

Do I need to download a program or have a specific platform?

No – the forums are web-based and only require a browser and internet access.

I’m unfamiliar with using a forum, how do I learn more?

If you would like to schedule a one-on-one walkthrough and introduction to the forums, please contact Rick (rickn@amhsa.net). Once you’ve registered for the forums, you’ll also receive a message from DiscoBot, who will walk you through a brief tour.

Do I have to regularly check the forums, or can I receive notifications?

Currently, you’ll receive a daily summary of new content, however your notifications are entirely customizable! You may choose to receive no emails, a daily/weekly digest, notifications for specific tags/users/categories, notification of replies to your posts, or you can opt into notifications within your browser. For more information on customizing your notifications, view Changing your [Notification Preferences](#) or visit the How To category in the forum.

How is previous SA eList content added?

The majority of SA eList content from March 2021 to current have been added to the Health & Safety Advisors category on the forums. All content has been added under the account “SafetyAdvisorList” and attributed to the original writer in the body of the post and comments. Posts have also been tagged as “SA List” for ease of searching.

Why is there some missing SA eList content?

We have only added content written by posters who have provided their permission to do so. If the original poster has not granted their permission, neither the post nor the comments have been added. If you have not provided your permission to add your questions/comments and would like to do so, please fill out the form found here: <https://www.surveymonkey.com/r/AMHSAforums>