

## Discussion Forum User guide

### Welcome to the discussion forum

The discussion forum is a knowledge sharing tool where exchanges can take place between “customization managers” of various institutions, members of the OCM platform.

Nineteen different forums have been created:

- One for each theme currently on the OCM platform
- One for each of the following subjects:
  - Sharing of references and guides
  - Supplies and equipment
  - Education.

#### Please note:

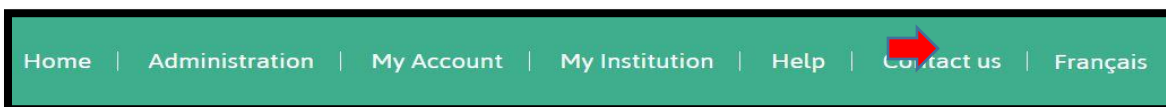
1. The content published on these various forums is not controlled, directed or endorsed by the CESS. However, the following guidelines apply:

- Be respectful, civil and courteous when contributing to a discussion
- Check forums before posting a new topic
- Publish a new topic in only one of the available forums

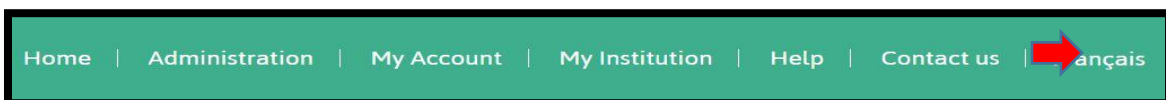
2. The French and English discussion forums are entirely independent

3. In order to:

- Talk to an OCM nurse counselor, see the “Contact us” section, located on the green strip at the top of the screen:



- Use the French version of the Forum, click on « Français »



**Happy discussion,**

*The OCM team*

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### Using the discussion forum

1. Log in under “**Customization mode**”
2. Click on the “**Discussion forum**” tab located on the right side of the screen:



3. The summary table of activities on the various discussion forums will open:

Forums				
View Forums		New & updated topics		
Forums				
	Forum	Topics	Contributions / Answers	Last post
	Cardiovascular system and CVA	0	0	n/a
	Comfort and security	0	0	n/a
	Digestive system	0	0	n/a
	Drugs and other substances	0	0	n/a
	Education	0	0	n/a

- a. Column 1: A yellow bell indicates the presence of a contribution you did not consult in this forum.




- b. Column 2: The forum title (in blue) is a clickable link to this forum.
- c. Column 3: The number indicates how many discussion topics are available in this forum.
- d. Column 4: The number indicates the amount of contributions or answers found on this forum.
- e. Column 5: The title of the last contribution (in blue) is a clickable link to this contribution.

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### OPTION 1: CONSULT ACTIVE DISCUSSION TOPICS

4. Click on
  - a. The forum title (column 2) to see all topics related to this forum.

Example :

Topic / Topic starter	Contributions / Answers	Last post
 <a href="#">Hygiene care</a> by Laura Cantos » Thu, 2017/08/03 - 09:11	0	by Laura Cantos Thu, 2017/08/03 - 09:11

Legend

-  New posts
-  Hot topic with new posts
-  Hot topic without new posts

- Click on the title of discussion topic (in blue) of your choice
  - The aspect of the bubble in the first column shows you new contributions as well as popular topics (see available legend)
- b. Latest contribution (column 5) to view it. Example:

View Edit

Back to subjects

1 post / 0 new

Thu, 2017/08/03 - 09:11

**Hygiene care**

Laura Cantos

Which parts of the body are excluded during a partial bed bath?

Top edit delete Contribute to this subject

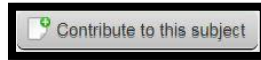
- When several contributions are available, the following tabs make navigating through them faster:




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### OPTION 2: ANSWER A QUESTION / MAKE A COMMENT

- Click on “Contribute to this subject” below the question/comment being viewed:



- A new section will appear, enter your contribution and click on “Submit” (see )

**Add new comment**

Subject \*

Hygiene care

Comment \*

A partial bed bath includes everything except the lower limbs.

body p  
Switch to plain text editor

Paragrapes : 1, Mots : 10

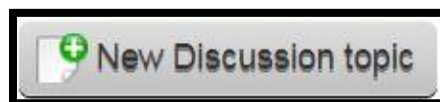
SUBMIT CANCEL

### OPTION 3: ADD A NEW DISCUSSION TOPIC TO A FORUM


- Click on the forum that relates to your topic of discussion. Example: “Comfort and safety”

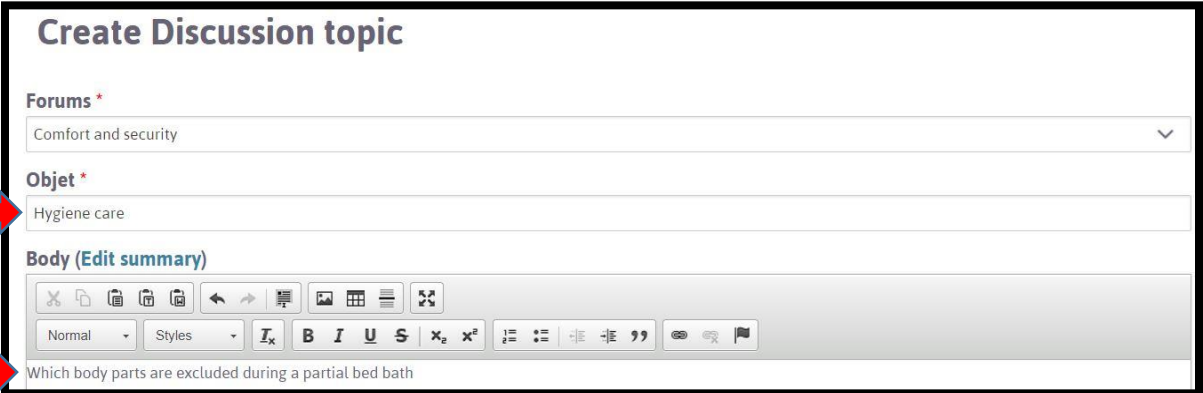
Forum	Topics	Contributions / Answers	Last post
Cardiovascular system and CVA	0	0	n/a
Comfort and security	1	1	Hygiene care by Laura Cantos, 3 min 24 sec ago

- A new page will open. Click on “New Discussion topic” at the top of the page:



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9. A new page will open. Enter the title of your topic and your question in the appropriate sections (see )



**Create Discussion topic**

**Forums \***  
Comfort and security

**Objet \***  
Hygiène care

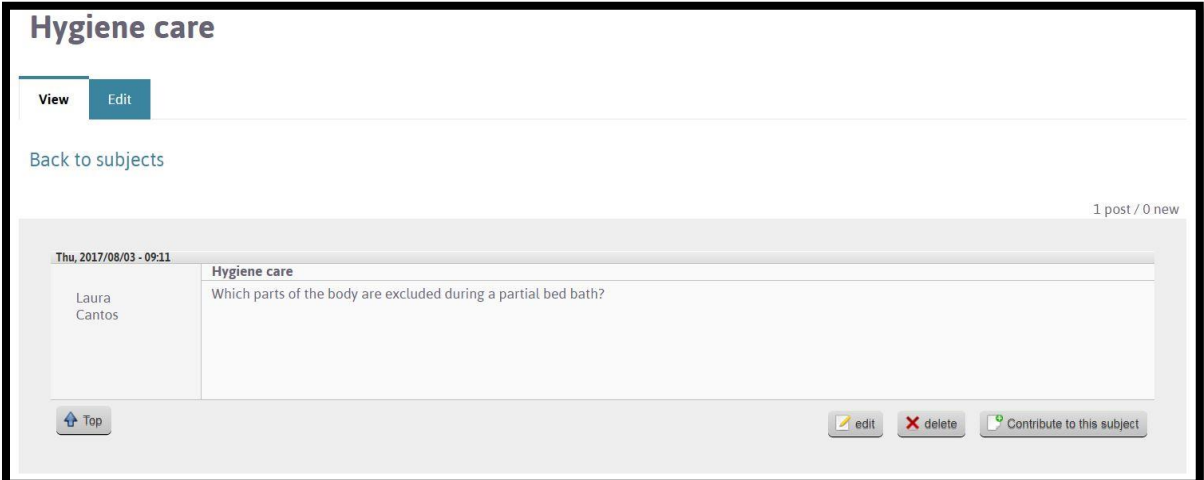
**Body (Edit summary)**

Which body parts are excluded during a partial bed bath

10. Click “Submit and Quit” at the bottom of the page to post your topic

SUBMIT AND QUIT

11. A new page showing your contribution and different options will appear:



**Hygiène care**

View Edit

Back to subjects

1 post / 0 new

Thu, 2017/08/03 - 09:11

**Hygiène care**

Laura Cantos

Which parts of the body are excluded during a partial bed bath?

Top edit delete Contribute to this subject

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### OPTION 3A: LEAVE THE FORUM

12. Click at the top of the page on
- « Home »: To return to the OCM home page

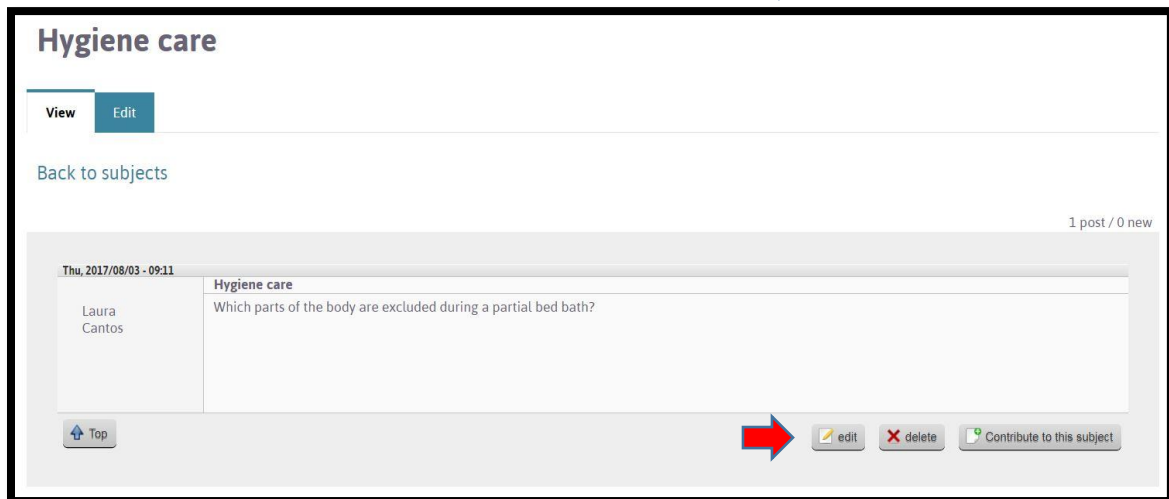



- On the arrow: to quit the OCM platform

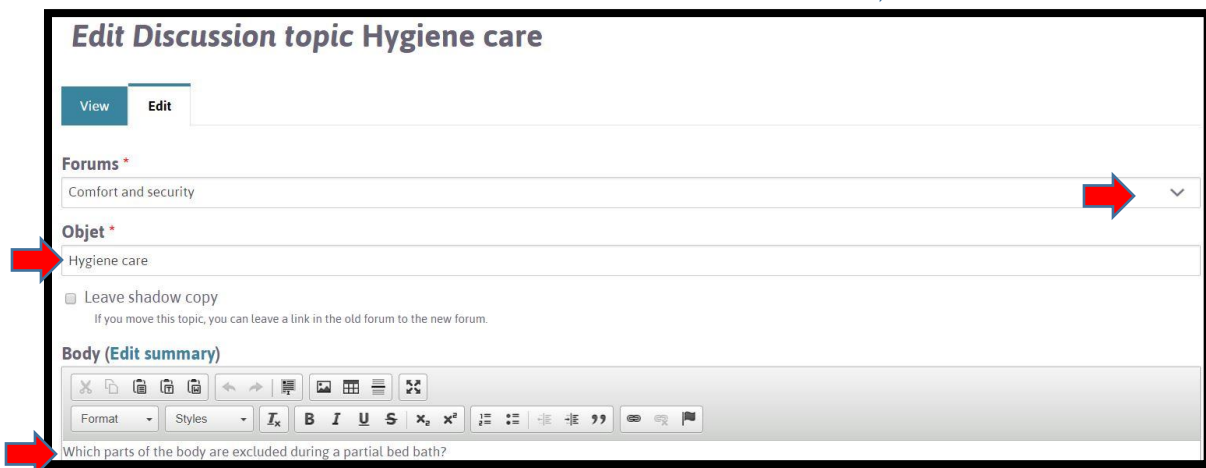


### OPTION 3B: MODIFY YOUR QUESTION, TITLE OR CHOSEN FORUM

13. Click on “Edit” at the bottom of the page (see ):

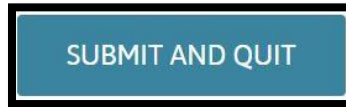


14. A new page will open; make desired changes (see ):





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15. Click on “Submit and quit” located at the bottom of the page to save your changes:




### OPTION 3C: DELETE YOUR TOPIC OF DISCUSSION

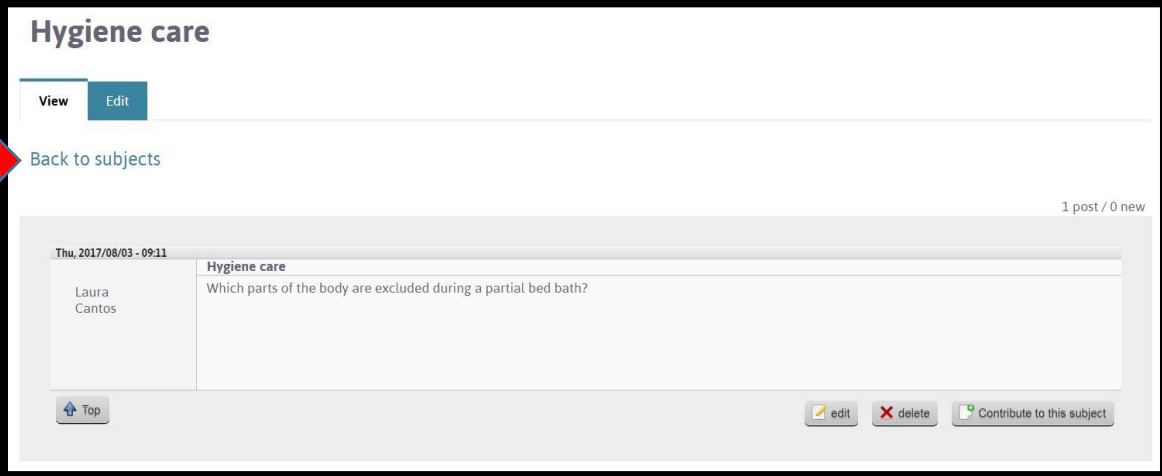
16. Click on “Delete” at the bottom of the page (see 

17. A new page will open. Click on “Delete” to confirm (see 

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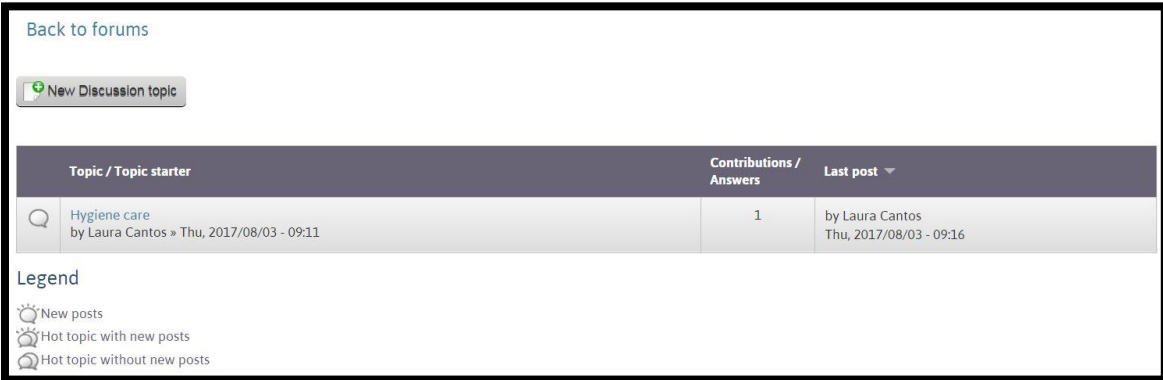
### OPTION 3D: ADD ANOTHER TOPIC OF DISCUSSION

18. Click on back to subjects at the top of the page (see  ) :




The screenshot shows a forum post titled "Hygiene care". At the top left, there are "View" and "Edit" buttons. Below them is a link "Back to subjects" which is highlighted by a red arrow. The post content includes the date "Thu, 2017/08/03 - 09:11", the author "Laura Cantos", and the question "Which parts of the body are excluded during a partial bed bath?". At the bottom right, there are buttons for "edit", "delete", and "Contribute to this subject".

19. The following page will open.



The screenshot shows the "Back to forums" page. It features a "New Discussion topic" button and a table listing forum topics. The table has columns for "Topic / Topic starter", "Contributions / Answers", and "Last post".

Topic / Topic starter	Contributions / Answers	Last post
 Hygiene care by Laura Cantos » Thu, 2017/08/03 - 09:11	1	by Laura Cantos Thu, 2017/08/03 - 09:16

Below the table is a "Legend" section with icons for "New posts", "Hot topic with new posts", and "Hot topic without new posts".

20. To add another topic

a. In the same forum:

- Repeat steps 8 to 10

b. In another forum :

- Click on « Back to forums » located at the top of the page:



- Repeat steps 7 to 10.