

Discussion Forum User Guide (Technical and content managers only)

The discussion forum is a knowledge sharing tool where exchanges can take place between content 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.

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Notes:

1. The content published on these various forums is not controlled, directed or endorsed by the CESS.
2. 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.
3. The French and English discussion forums are entirely independent.
4. In order to
 - a. talk to an OCM nurse counselor, use the “FAQ”;
 - b. use the French version of the Forum, click on “Français”.

Home | Administration | My Account | My Institution | Help | Contact us  Français

Happy discussion!

The OCM team

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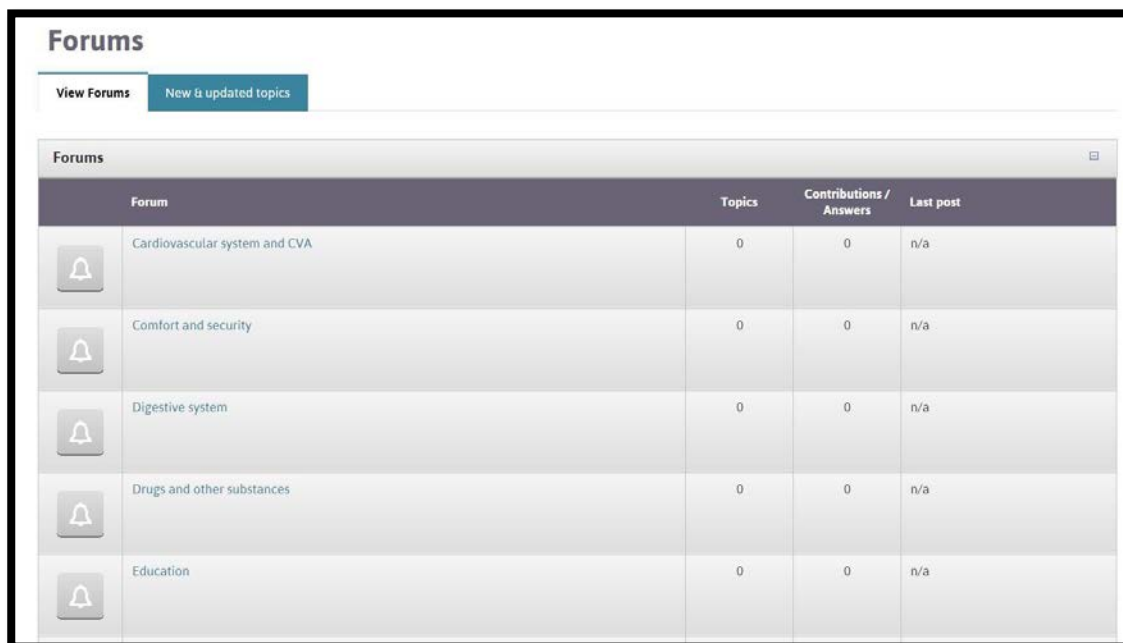
USING THE DISCUSSION FORUM

1. Log in.
2. Click on the “Discussion forum” tab located on the right side of the screen.








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



The screenshot shows a web interface titled 'Forums'. Below the title are two tabs: 'View Forums' (selected) and 'New & updated topics'. The main content is a table with the following columns: Forum, Topics, Contributions / Answers, and Last post. The table lists five forums: Cardiovascular system and CVA, Comfort and security, Digestive system, Drugs and other substances, and Education. Each row has a yellow bell icon to the left of the forum name. The 'Topics', 'Contributions / Answers', and 'Last post' columns all show '0' or 'n/a'.

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 (“Forum”): the forum title (in blue) is a clickable link to this forum.
- c. Column 3 (“Topics”): the number indicates how many discussion topics are available in this forum.
- d. Column 4 (“Contributions/Answers”): the number indicates the amount of contributions or answers found on this forum.
- e. Colonne 5 (“Last post”): the title of the last contribution (in blue) is a clickable link to this contribution.



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CONSULT ACTIVE DISCUSSION TOPICS


1. Click on

- a. the forum title (column 2) to see all topics related to this forum:




Comfort and security

[Back to forums](#)

[New Discussion topic](#)

Topic / Topic starter	Contributions / Answers	Last post
 Hygiene care 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

- i. 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. the latest contribution (column 5) to view it:

Hygiene care

[View](#) [Edit](#)

[Back to subjects](#)

1 post / 0 new

Thu, 2017/08/03 - 09:11

Laura Cantos

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

[Top](#) [edit](#) [delete](#) [Contribute to this subject](#)

- i. when several contributions are available, the following tabs make navigating through them faster.



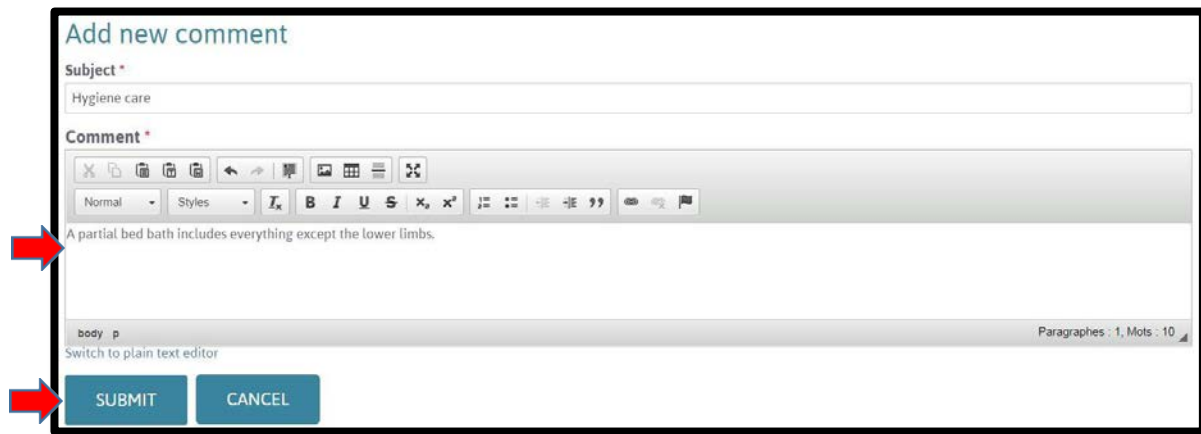
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ANSWER A QUESTION / ADD A COMMENT

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



2. A new section will appear, enter your contribution and click on “Submit”.



Add new comment

Subject *

Hygiene care

Comment *

A partial bed bath includes everything except the lower limbs.

body p

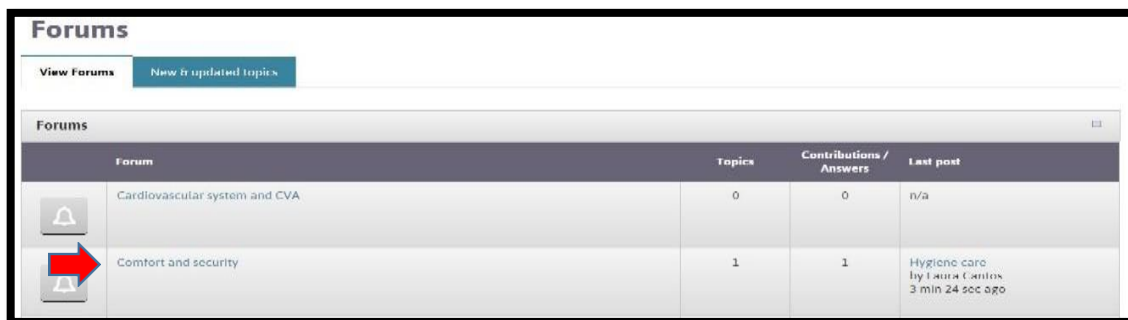
Switch to plain text editor

Paragaphes : 1, Mots : 10

SUBMIT **CANCEL**

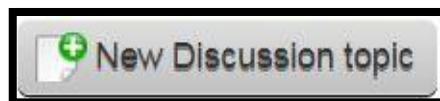
ADD A NEW DISCUSSION TOPIC TO A FORUM

1. Click on the forum that relates to your topic of discussion (example: “Comfort and safety”).



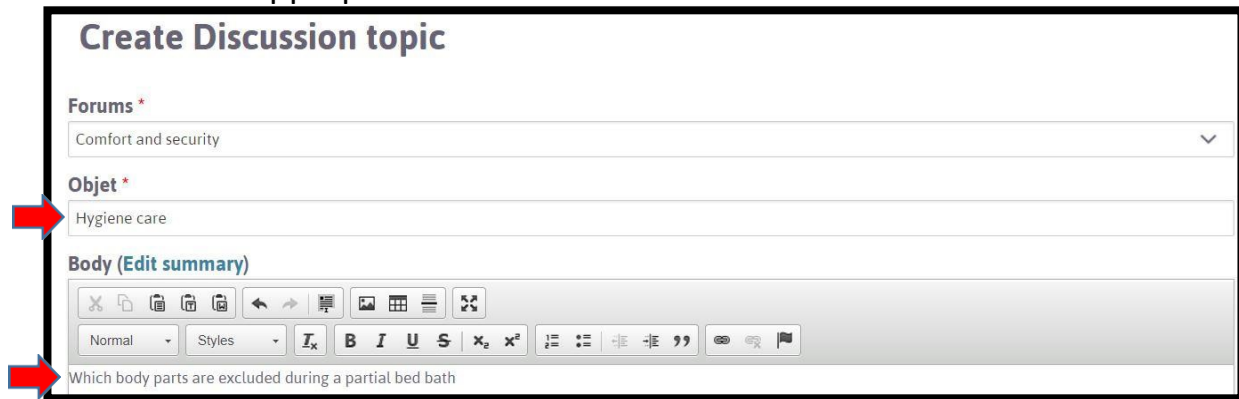
Forums				
View Forums		New & updated topics		
Forums				
	Forum	Topics	Contributions / Answers	Last post
	Cardiovascular system and CVA	0	0	n/a
	Comfort and security	1	1	Hygiene care by Laura Santos 3 min 24 sec ago

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



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3. A new page will open. Enter the title of your topic and your question in the appropriate sections.



Create Discussion topic

Forums *
Comfort and security

Objet *
Hygiene care

Body (Edit summary)

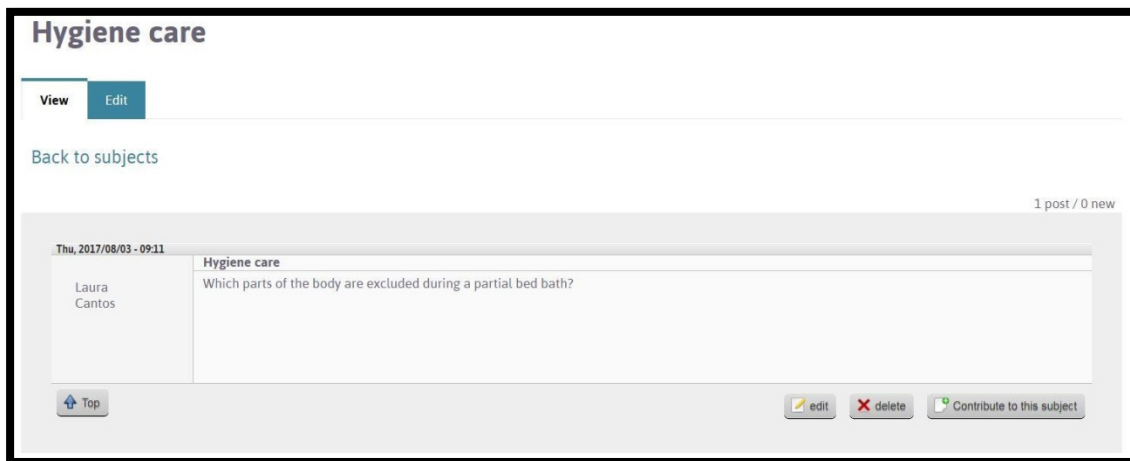
Which body parts are excluded during a partial bed bath

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

SUBMIT AND QUIT

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



Hygiene care

[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](#)

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LEAVE THE FORUM

1. Click on

a. "Home" to return to the OCM home page;



b. the arrow to quit the OCM platform.



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EDIT YOUR QUESTION, TITLE OR CHOSEN FORUM

1. Select "Edit" at the bottom of the page.



2. A new page will open. Make desired changes.



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

SUBMIT AND QUIT

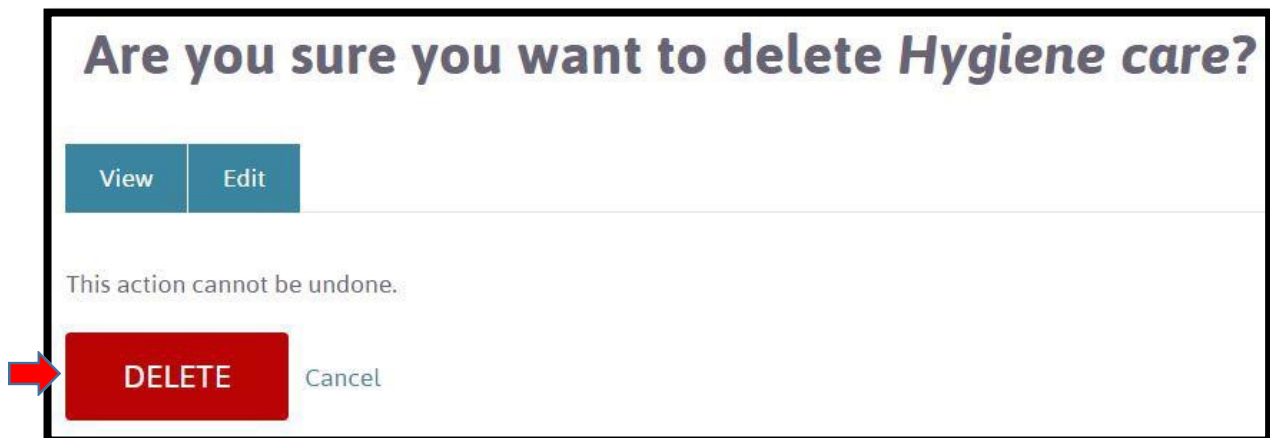
DELETE YOUR TOPIC OF DISCUSSION

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1. Select “Delete” at the bottom of the page.



2. A new page will open. Click on “Delete” to confirm.



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ADD ANOTHER TOPIC OF DISCUSSION

1. Click on “Back to subjects” at the top of the page.



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2. The following page will open.



3. To add another topic
 - a. in the same forum,
 - i. repeat steps 8 to 10;
 - b. in another forum,
 - i. click on “Back to forums” located at the top of the page,
 - ii. repeat steps 7 to 10.

Back to forums