

# Guide to the Use of the Pharmaceutical Microbiology Forum's New Forum, Version

## 1



(replacement for the PMFList)

The PMFList, devoted to topics of interest to microbiologists working in the pharmaceutical, cosmetics, and medical device industries, was formerly distributed over email via the Internet. While useful, this approach became prone to interruptions, sometimes spanning weeks, and required moderation prior to the appearance of questions and answers. Having become more cumbersome than desired, the email-based approach has been replaced with a more modern and responsive online forum (this one the Forum). The online Forum is available for anyone to read, but submitting questions/answers/comments will require that you sign up for the Forum. If you have any questions about the Forum, please send them to dapperdavid59@gmail.com. Thank you!

For the many subscribers to the PMFList, your names and email addresses from the List were entered into the new Forum registration (sign-up) tool available to the Forum administrator. As a result, you will receive an invitation that is similar to the example below:

You're invited to join Pharmaceutical Microbiology Forum Yahoo/Inbox ☆

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 **Pharmaceutical Microbiology Forum**  Mon, Feb 12 at 2:08 PM ☆  
From: invitation.noreply@websitetoolbox.com  
To: jmporteroh@yahoo.com


Hi Judy Porter,

The administrator just set up an account for you on Pharmaceutical Microbiology Forum.

Your username is Judy Porter. All you need to do is choose a password.

Visit this link to get started:  
[http://www.microbiologyforum.org/Forum.html?wtp=%2Fregister%2Freset\\_pw%3Fuserid%3D9554332%26aid%3DQley8ICTZ3FMOicCc0bBhiP5UDcSTpO](http://www.microbiologyforum.org/Forum.html?wtp=%2Fregister%2Freset_pw%3Fuserid%3D9554332%26aid%3DQley8ICTZ3FMOicCc0bBhiP5UDcSTpO)

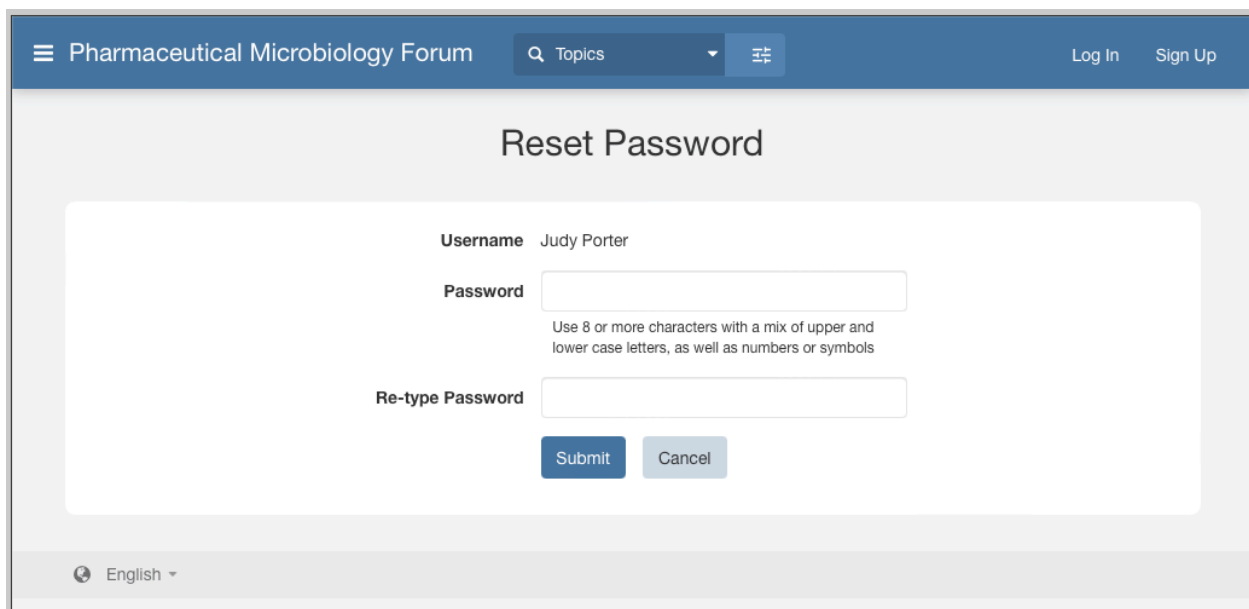
Thank you,  
Pharmaceutical Microbiology Forum  
<http://www.microbiologyforum.org/Forum.html>



For the time being, it would be a good idea to open up emails from the Pharmaceutical Microbiology Forum with “@wwebsitesetoolbox.com” contained in the Sender information as they will have been issued via the new Forum software embedded in the Pharmaceutical Microbiology Forum website ([microbiologyforum.org](http://microbiologyforum.org)). A quick note about the new website: it operates much faster, and it is secure (https:// versus http://).

The indicated username is derived from your email address. Click on the link under “Visit this link to get started” in order to go to the Forum at the site and choose a password. Remember, you can access all of the Forum content without signing up (via obtaining a password), but you will not be able to add topics or enter replies.

When you click on the “Visit this link to get started” link, you will be taken into the Forum and you will see something along the lines of below:



The screenshot shows the 'Reset Password' page of the Pharmaceutical Microbiology Forum. The page has a blue header with the forum name, a search bar, and navigation links for 'Log In' and 'Sign Up'. The main content area is white and contains a form with the following fields and buttons:

- Username:** Judy Porter
- Password:** A text input field with a placeholder text: "Use 8 or more characters with a mix of upper and lower case letters, as well as numbers or symbols".
- Re-type Password:** A text input field.
- Buttons:** 'Submit' (blue) and 'Cancel' (grey).

At the bottom left of the page, there is a language selector showing 'English' with a dropdown arrow.

or:

Pharmaceutical Microbiology Forum

Topics

Log In Sign Up

## Reset Password

**Username** Judy Porter

**Password** disKe1-norraf-rahs Strong Password  
Use 8 or more characters with a mix of upper and lower case letters, as well as numbers or symbols

**Re-type Password** disKe1-norraf-rahs Strong Password

Submit Cancel

English

The words “Reset Password” may or may not be present. If the version with the yellow boxes appears, you could choose to use the suggested strong password (right click on the box, copy the password, and paste it somewhere safe), or generally you can hover over the box and “choose your own password). If the option to choose your own password does not appear, copy and save the suggested strong password, and you can change the password later.

Once you have a password, you can log-in to the Forum (again, you don’t have to view the contents, but you do to be able to start and/or reply to topics). Below is the log-in screen:

## Log In

**Username or Email** Judy Porteer

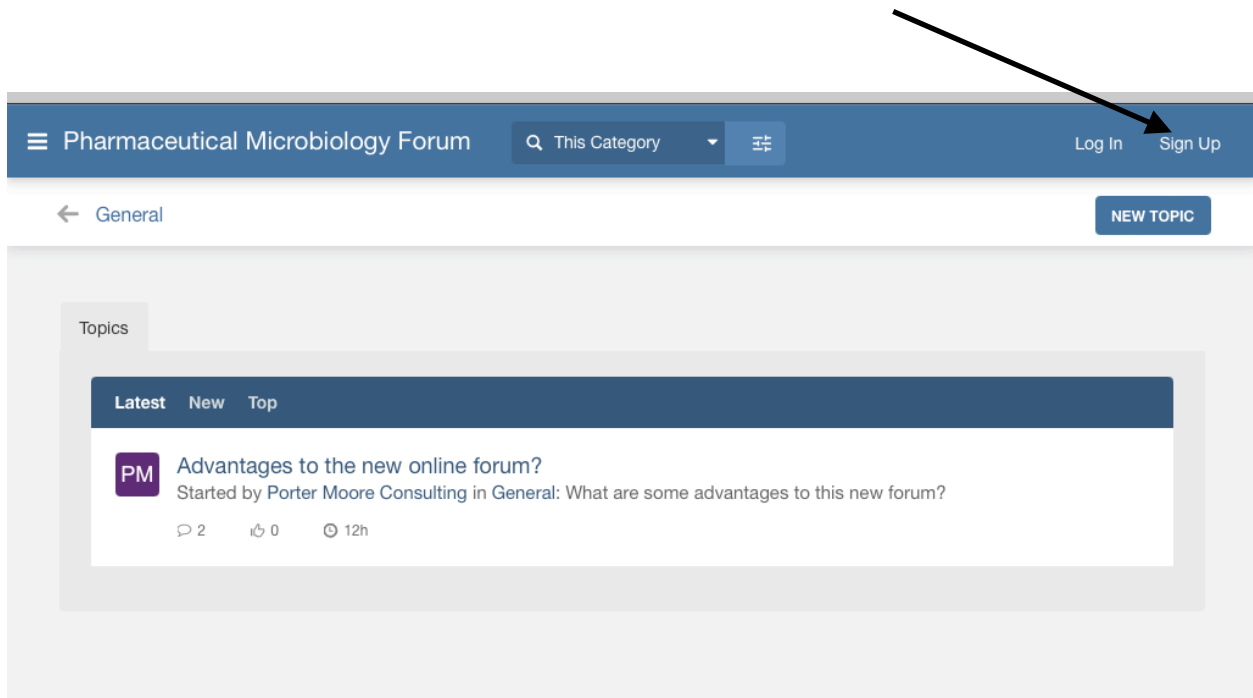
**Password** .....

[Forgot your password?](#)

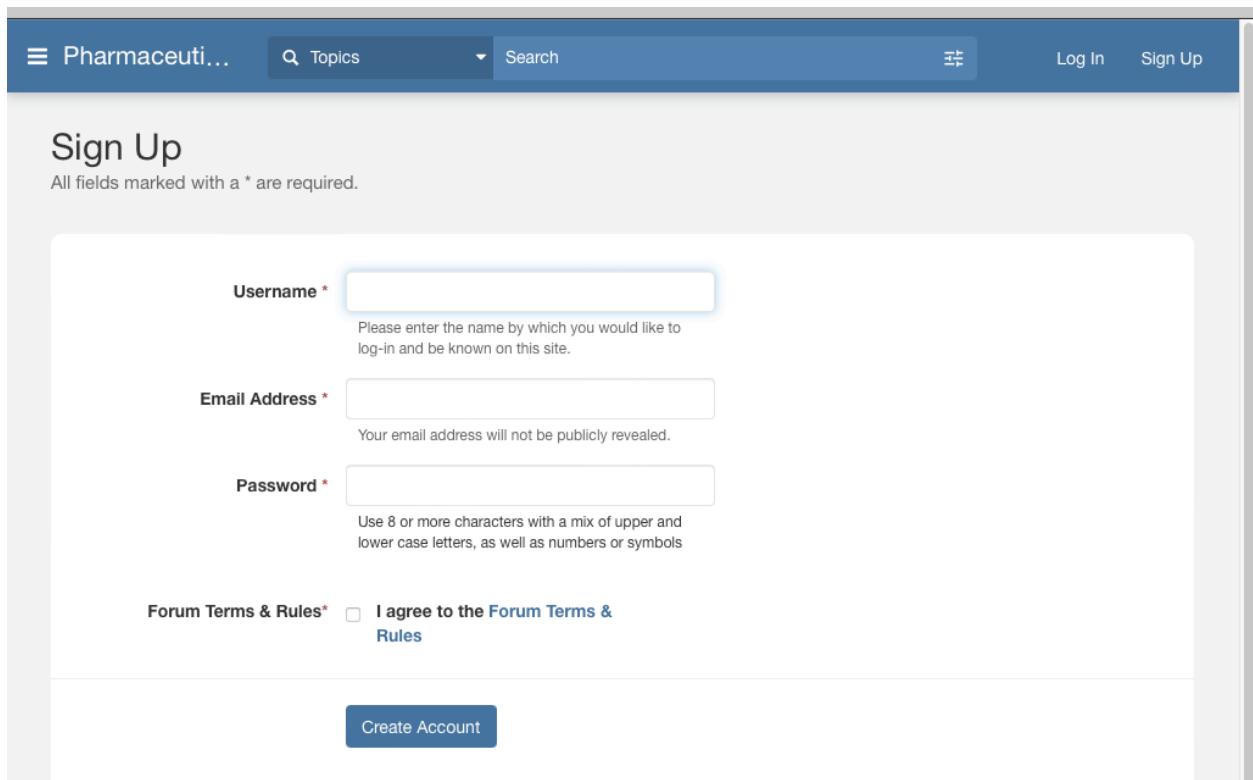
Keep me logged in

Log In or [Create an account](#)

If you are not a subscriber (you haven't signed up), you may click on "Sign Up" anywhere it appears in the Forum, such as on the screen below:



You will see this screen:

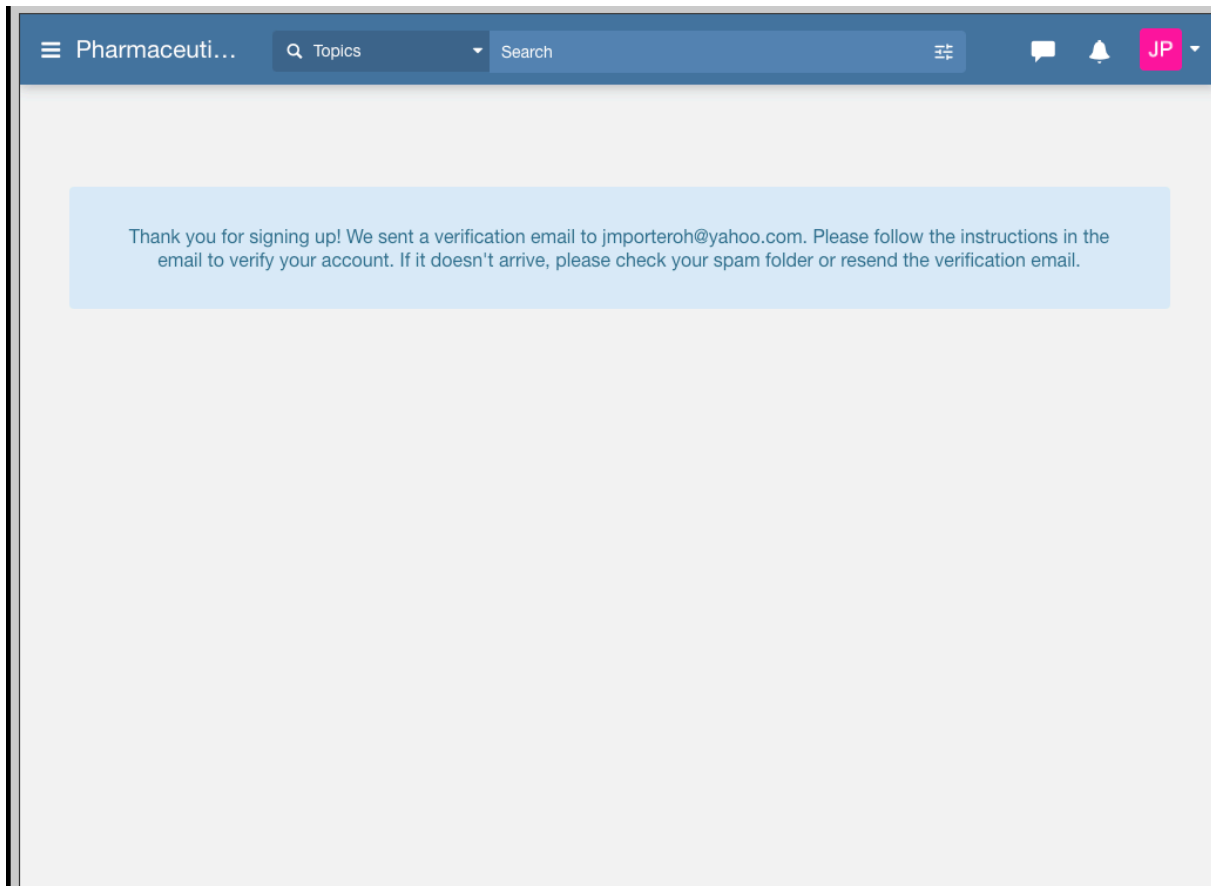


The screenshot shows the "Sign Up" registration page. The page title is "Sign Up" with a subtitle "All fields marked with a \* are required." The form contains the following fields and options:

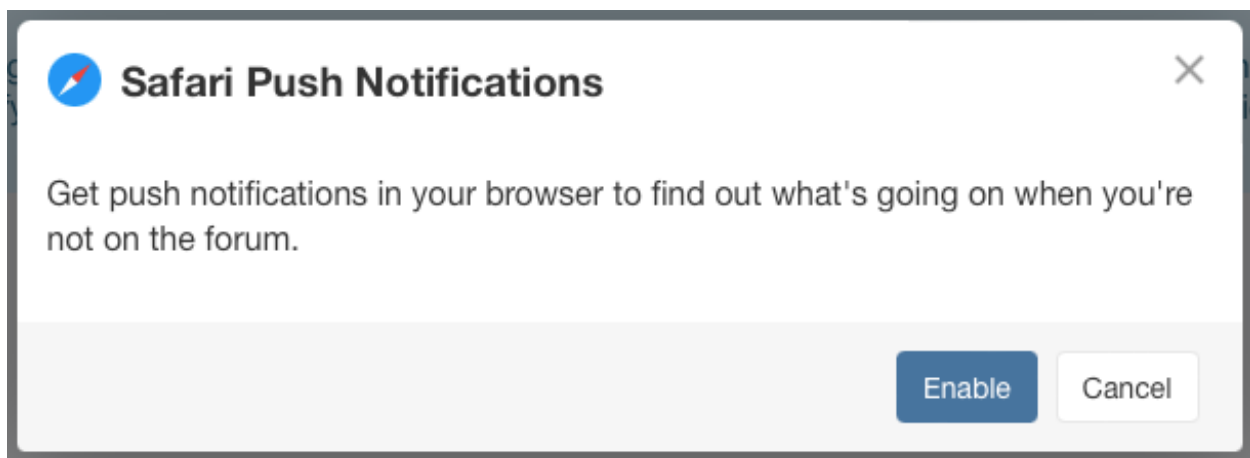
- Username \***: A text input field with a placeholder "Please enter the name by which you would like to log-in and be known on this site."
- Email Address \***: A text input field with a placeholder "Your email address will not be publicly revealed."
- Password \***: A text input field with a placeholder "Use 8 or more characters with a mix of upper and lower case letters, as well as numbers or symbols"
- Forum Terms & Rules\***: A checkbox labeled "I agree to the Forum Terms & Rules".

At the bottom of the form is a blue "Create Account" button.

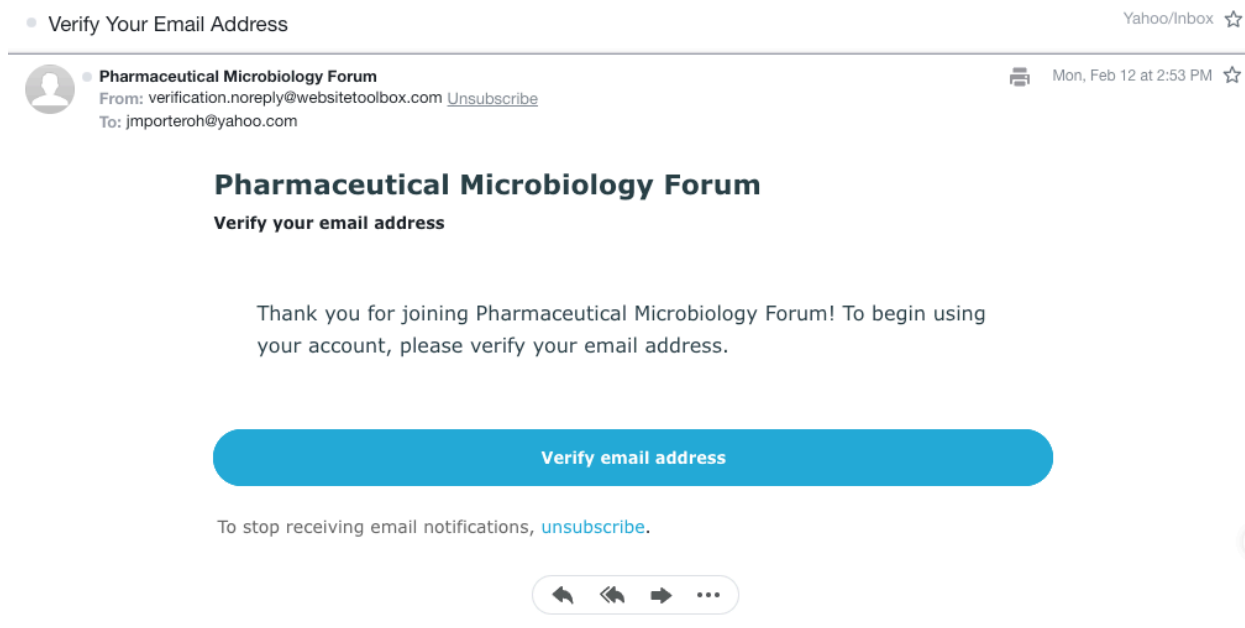
After completing this form and pressing Create Account, you will see a notification similar to this:



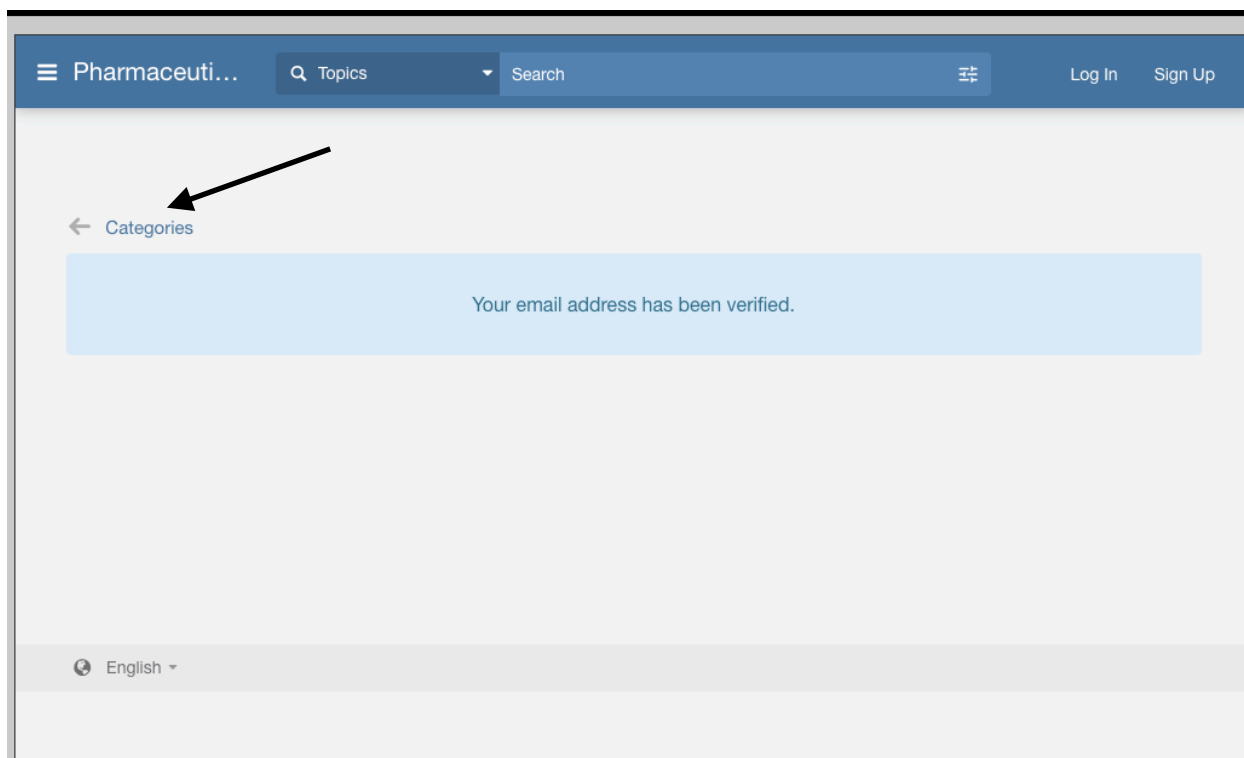
along with a Push notification (more about this later):



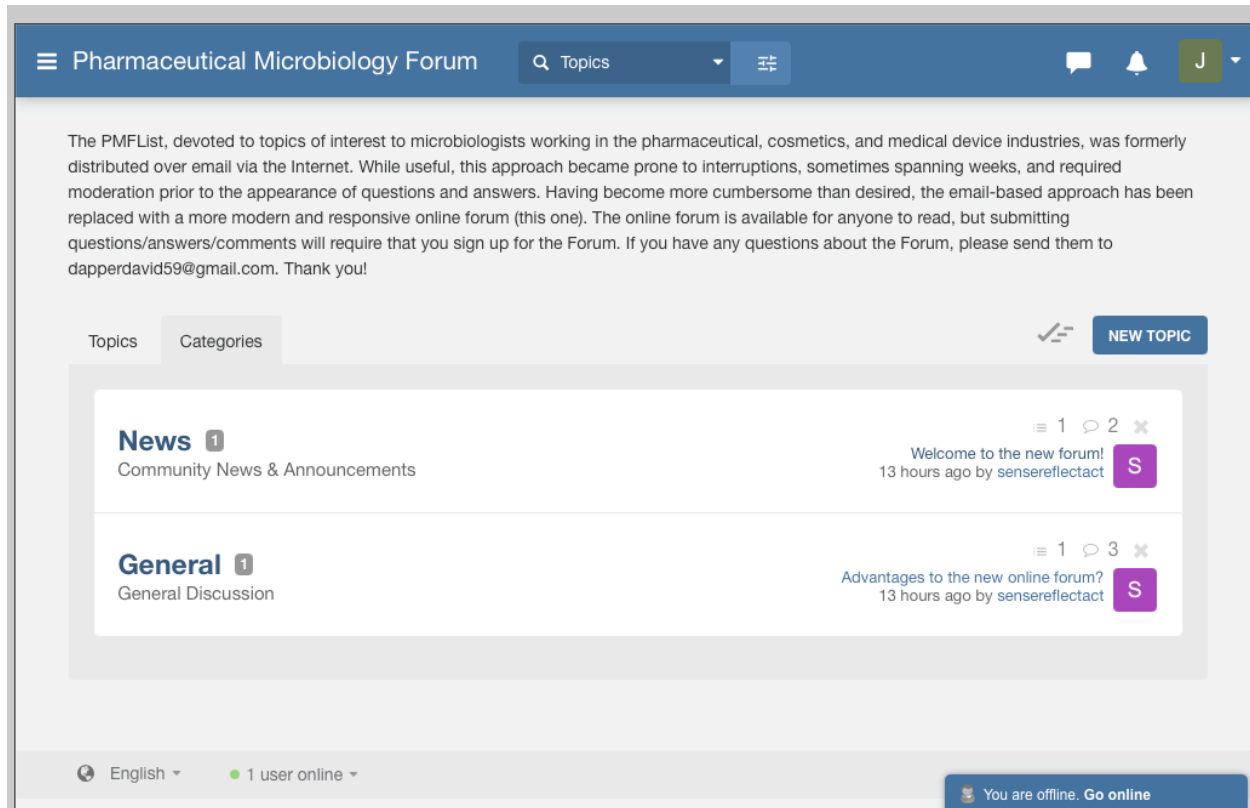
You will need to verify your email address as per:



You will see the notification below after verifying:

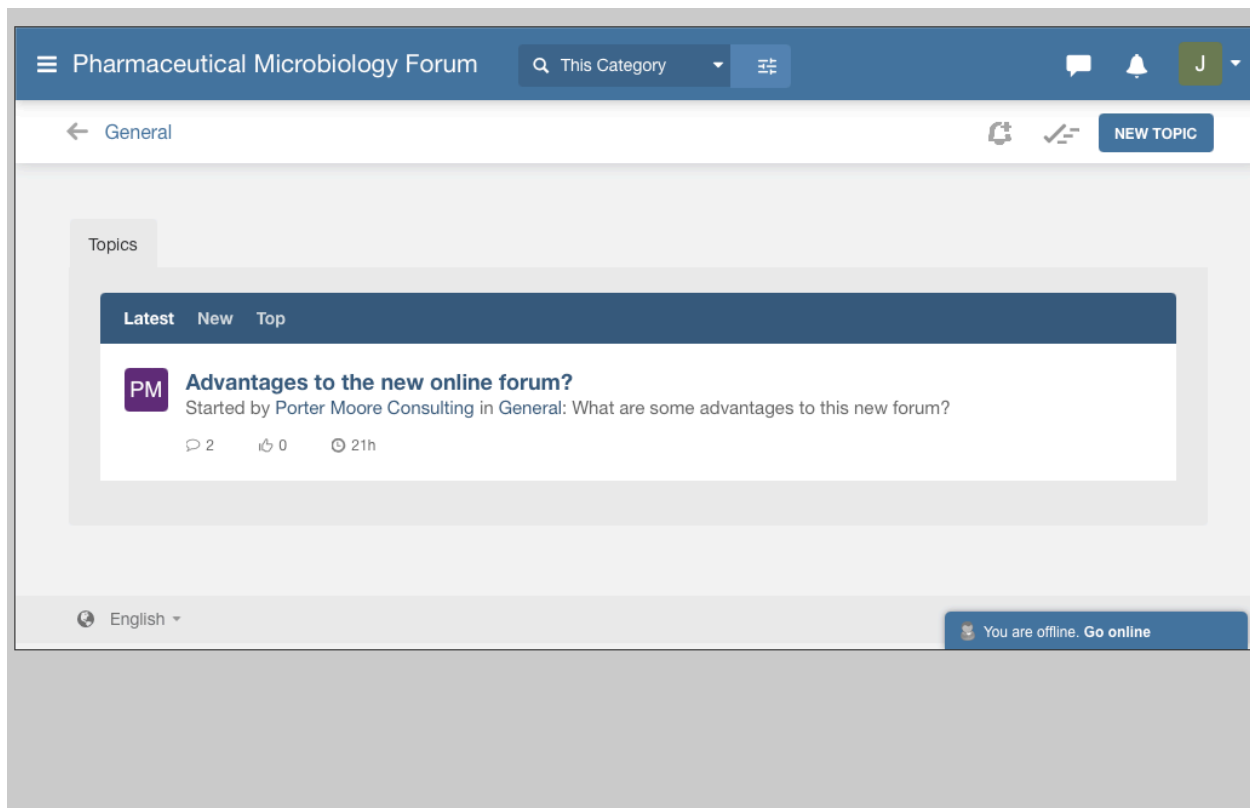


You can that click on Categories as shown above to begin viewing Forum content. The image below shows a screen for a logged in user. Remember that everything down to examine content described below works just as well for a user who is not signed up or logged into the forum.



At this time there are two possible categories: News and General. I expect this to change as per user requests. For example, a Consultant's Corner category, or an Environmental Monitoring category, or any other category, may be added by the site administrator as per user requests.

Click on a category (General in the image below) to see topics.



The title of the topic (or thread) is Advantage to the new online forum? The starter of the topic is indicated. As is typical for online communities, liking or disliking the topic may be expressed by selecting a thumbs up or down. The number of replies to the topic so far is indicated by the number next to

2 (two replies). To see the complete thread, just click on the topic title and the image below indicates the results:



← Advantages to the new online forum?  
General

REPLY



Junior Member  
1 post

**Porter Moore Consulting**  
21 hours ago

What are some advantages to this new forum?

Like 0 Reply 0



Junior Member  
1 post

**critical scientific thinking**  
21 hours ago

For one thing, anyone can read its contents. You no longer have to subscribe in order to do that.

Like 0 Reply 0



Junior Member  
2 posts

**senserefectact**  
21 hours ago

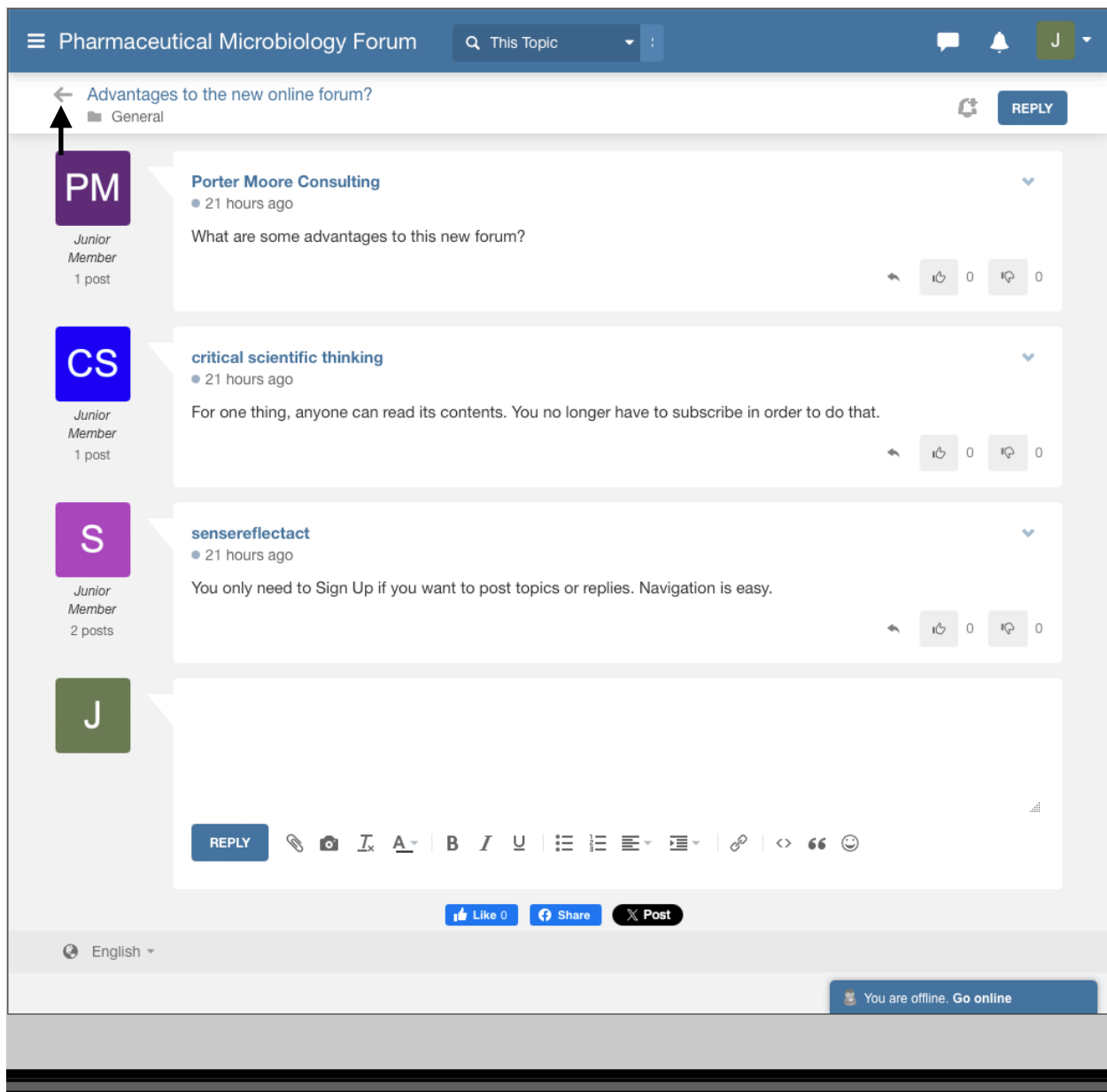
You only need to Sign Up if you want to post topics or replies. Navigation is easy.

Like 0 Reply 0

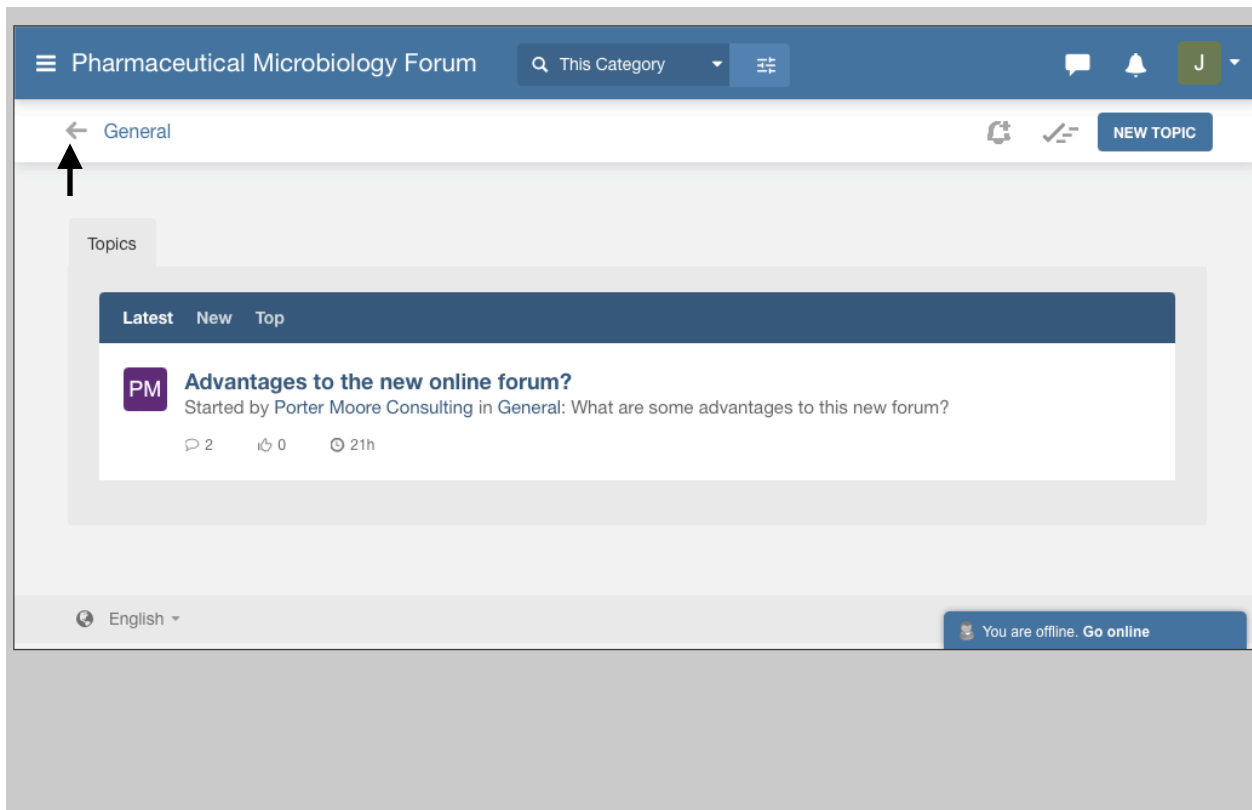


Write a reply...

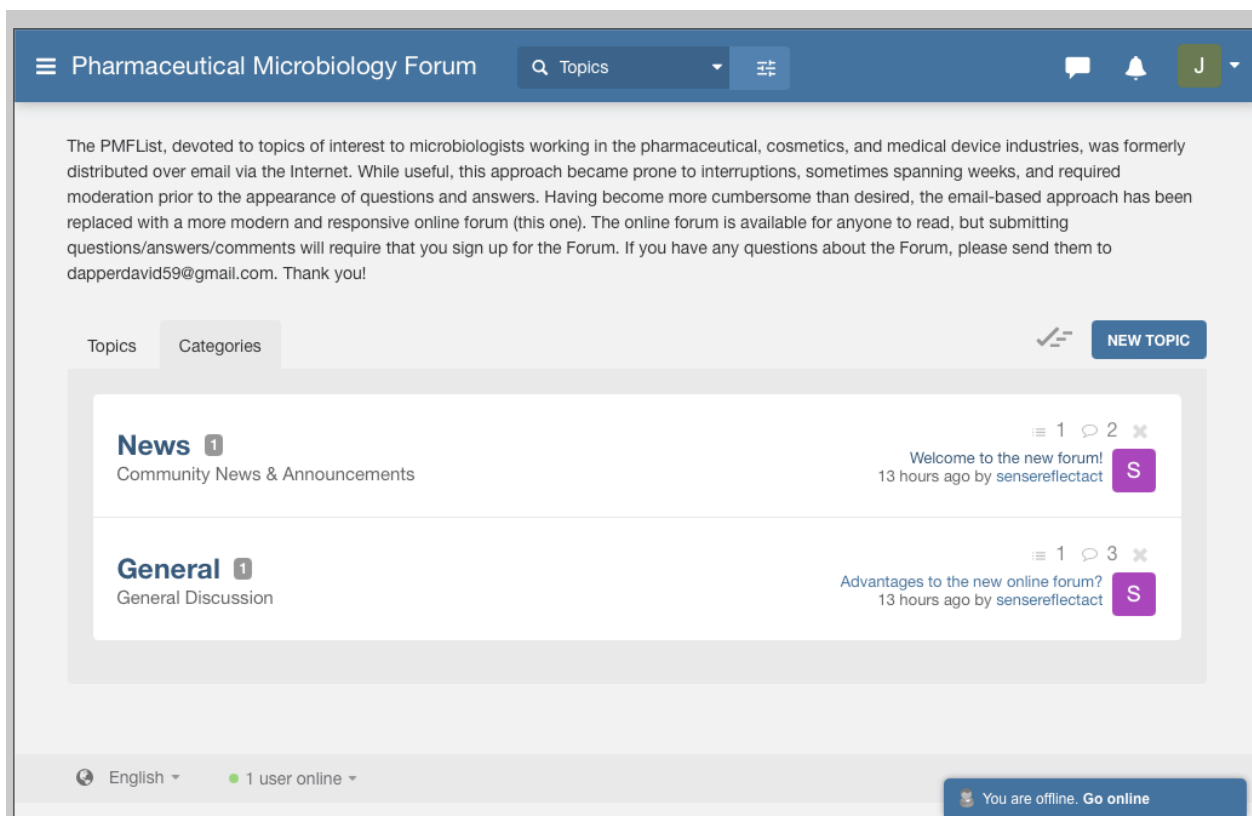
For a logged in user (J in this case), adding a reply just requires clicking the reply button in the upper right corner and the image below appears:



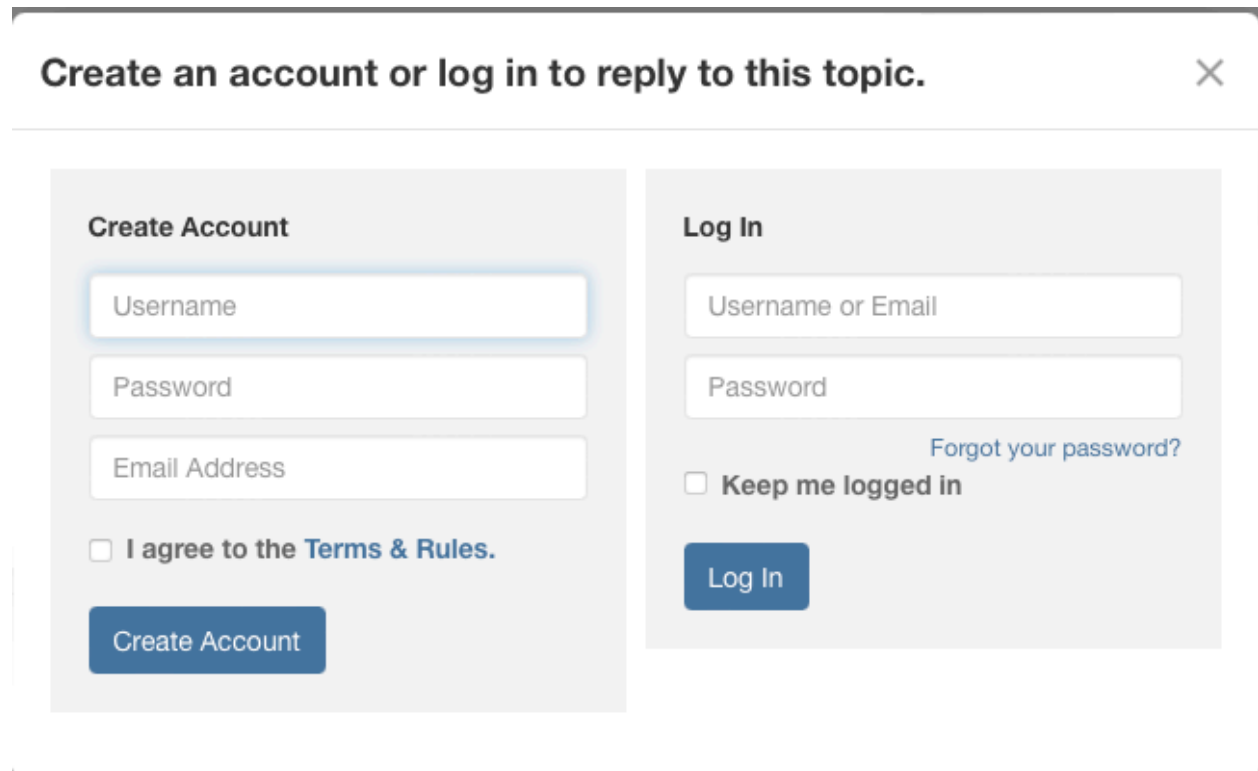
The reply would be typed into the text box next to the user symbol (J in this case). There are a variety of tools to use next to the REPLY button in the lower left corner of the text box. To return to the topics list, click on the arrow next to the category name under the thread (topic) title indicated by the arrow above:



One more click on the arrow next to the Category title (General, indicated by the arrow) takes you to:



If a user was not logged in and attempted to add a reply, the following would appear:



The image shows a modal window titled "Create an account or log in to reply to this topic." with a close button (X) in the top right corner. The modal is divided into two sections: "Create Account" on the left and "Log In" on the right.

**Create Account**

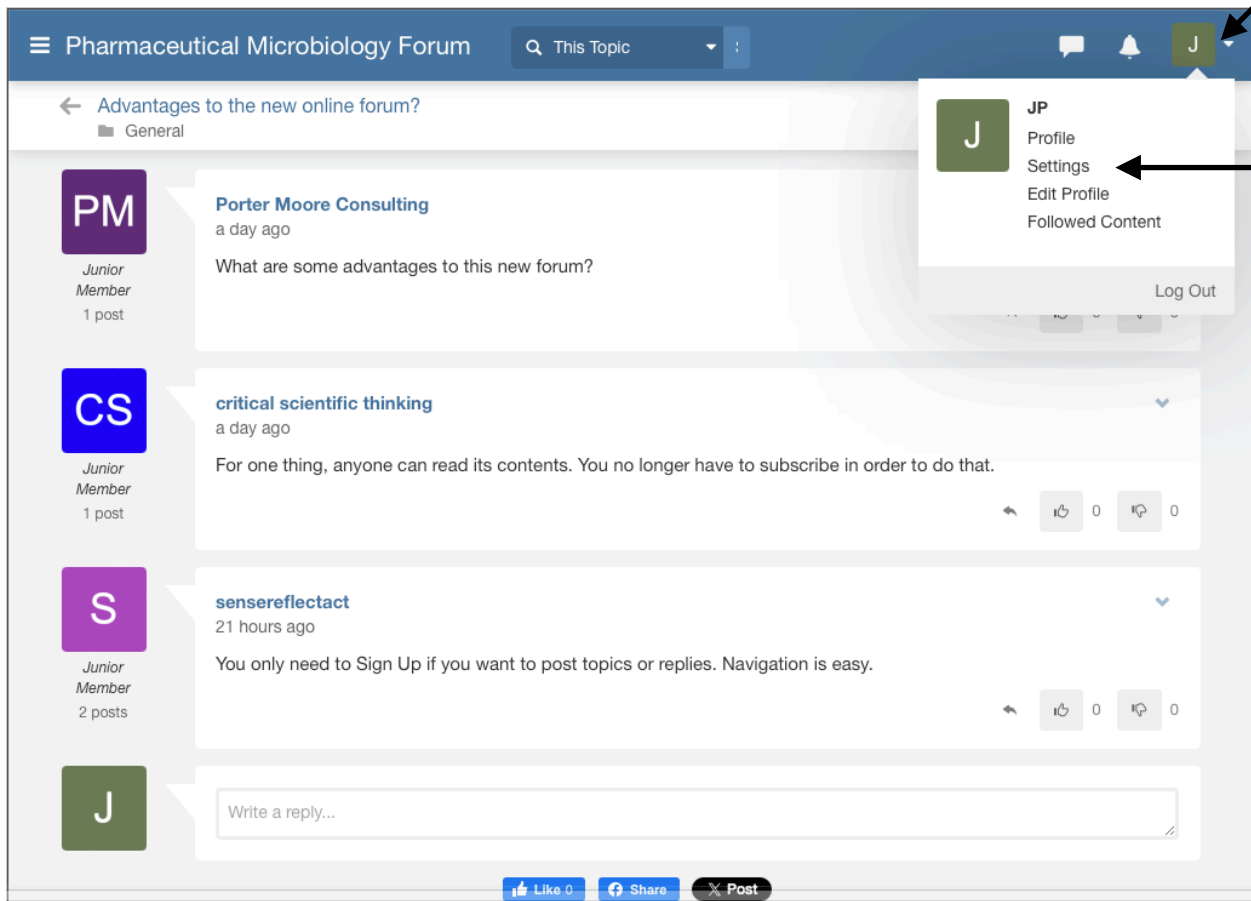
- Username input field
- Password input field
- Email Address input field
- I agree to the [Terms & Rules.](#)
- Create Account** button

**Log In**

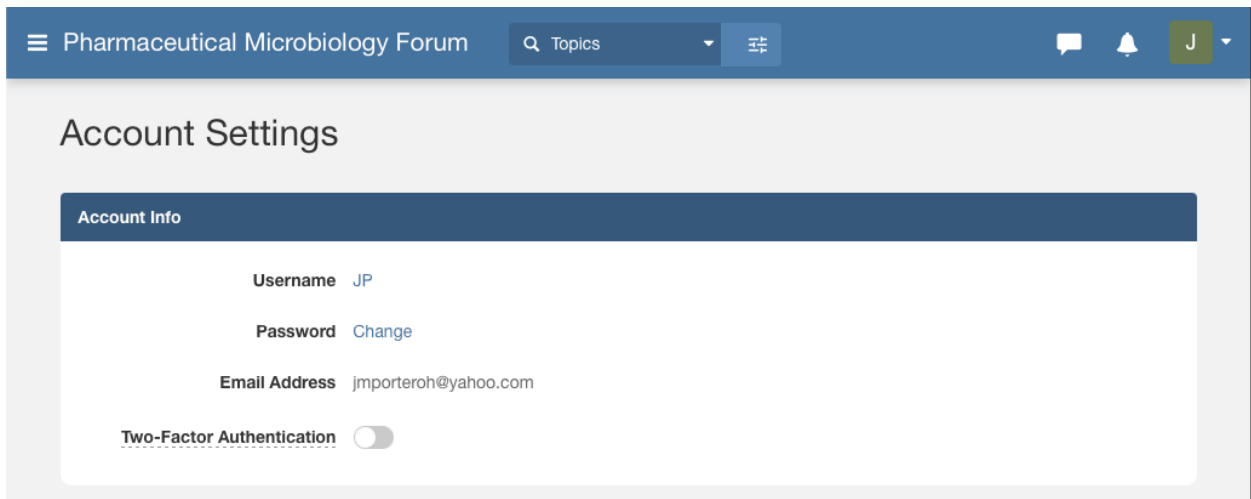
- Username or Email input field
- Password input field
- [Forgot your password?](#)
- Keep me logged in**
- Log In** button

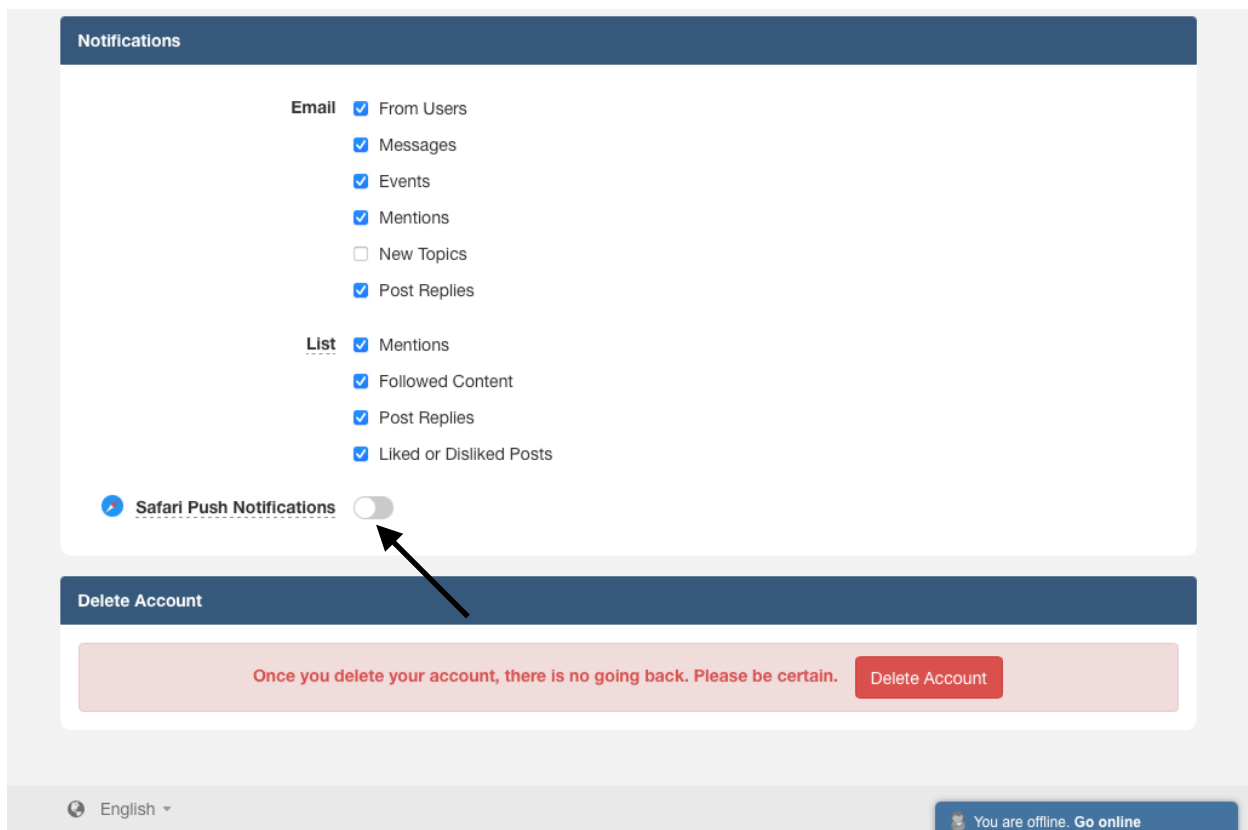
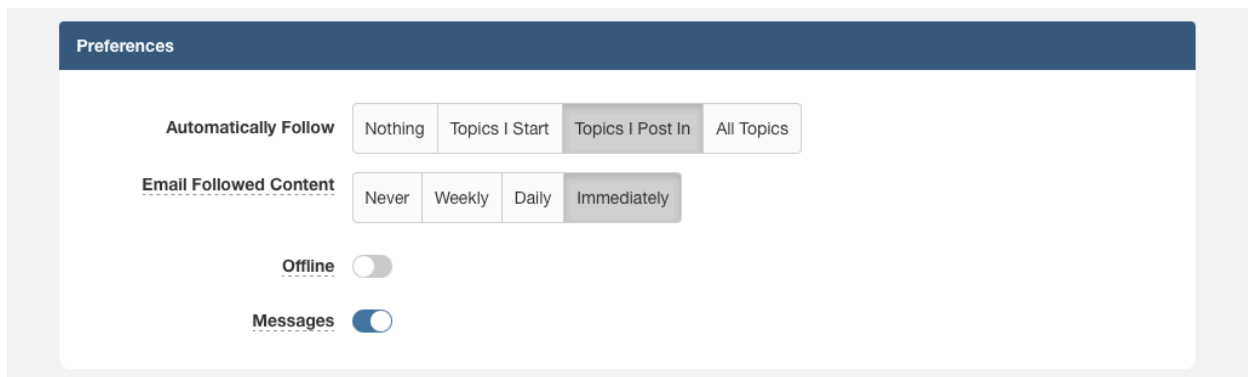
If you really want to reply and you have not “created an account” (signed up), this makes it easy to do so. Otherwise, just log in.

“Push” notifications were referred to earlier. Some of the feedback sent in response to a request for preferred features indicated that the PMFList users sometimes liked the fact that notifications of new topics/replies would appear in their email in boxes. You can emulate that feature by choosing to have Push notifications sent. Receipt of these requires that you “created an account” (signed up) for the Forum. If you are such a user and have logged in, you can enable Push notifications (and make a number of other adjustments) by clicking the small downward arrow next to the user symbol (arrow in image below), and selecting Settings:



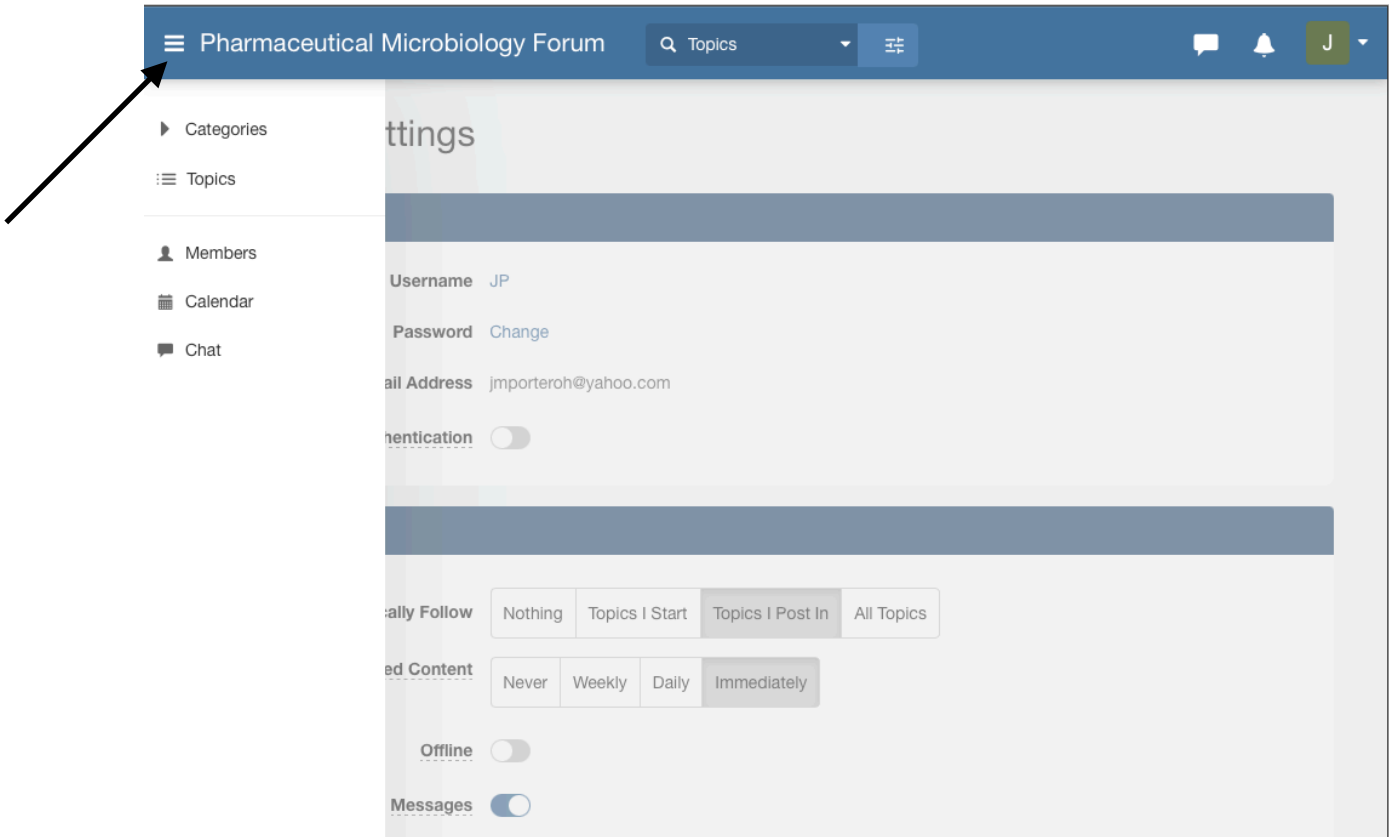
The images below show the wide range of choices available to users who have “signed in” (and then logged in). The last image shows the Notifications (Push) choices that will be covered in a little more depth.



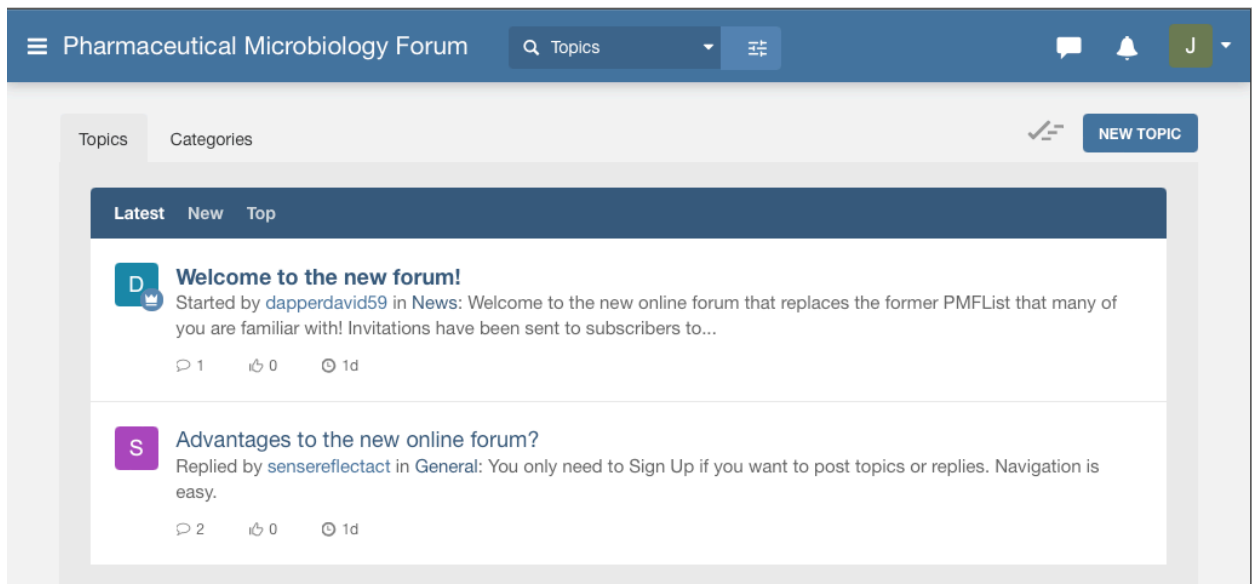


As you can see, there are many options. For whatever browser you are using, sliding the knob next to the Push Notifications (see arrow) enables them. Note also that should you decide you know longer want to be a “signed in” (“registered”, “subscribed”) user, you can delete your account. You will still be able to read all content, but “pushes” will no longer happen. You can always just go to this screen as a logged in user and slide the Push enabling back to the left to stop the Pushes.

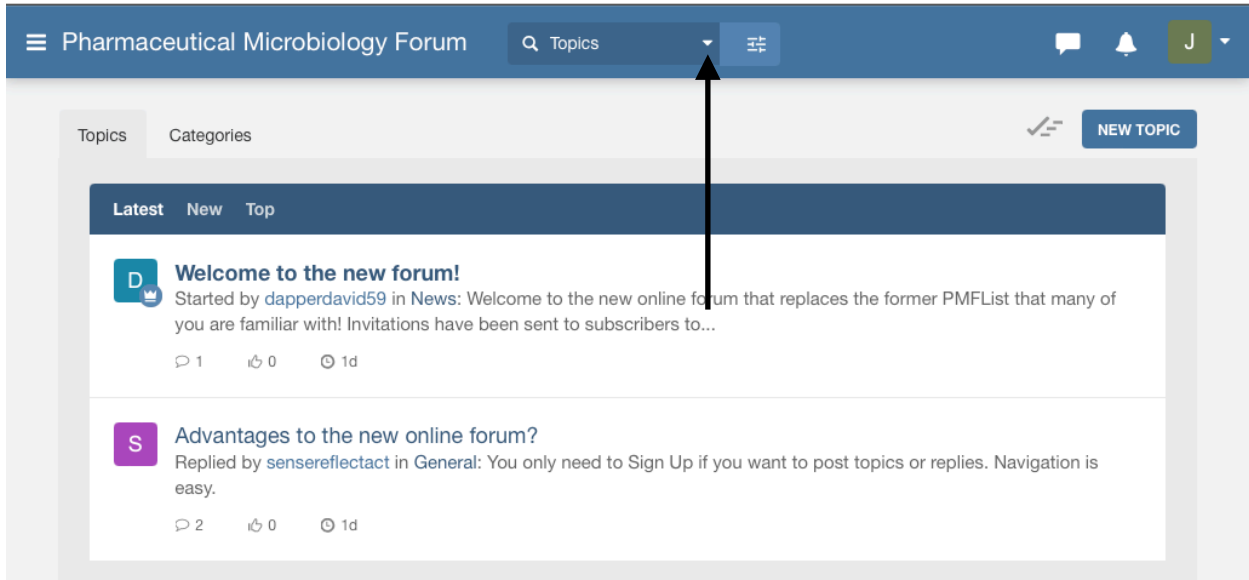
Returning to to the Topics from this screen just requires you to click on the three horizontal lines next to the Forum title (Pharmaceutical Microbiology Forum, see arrow in image below):



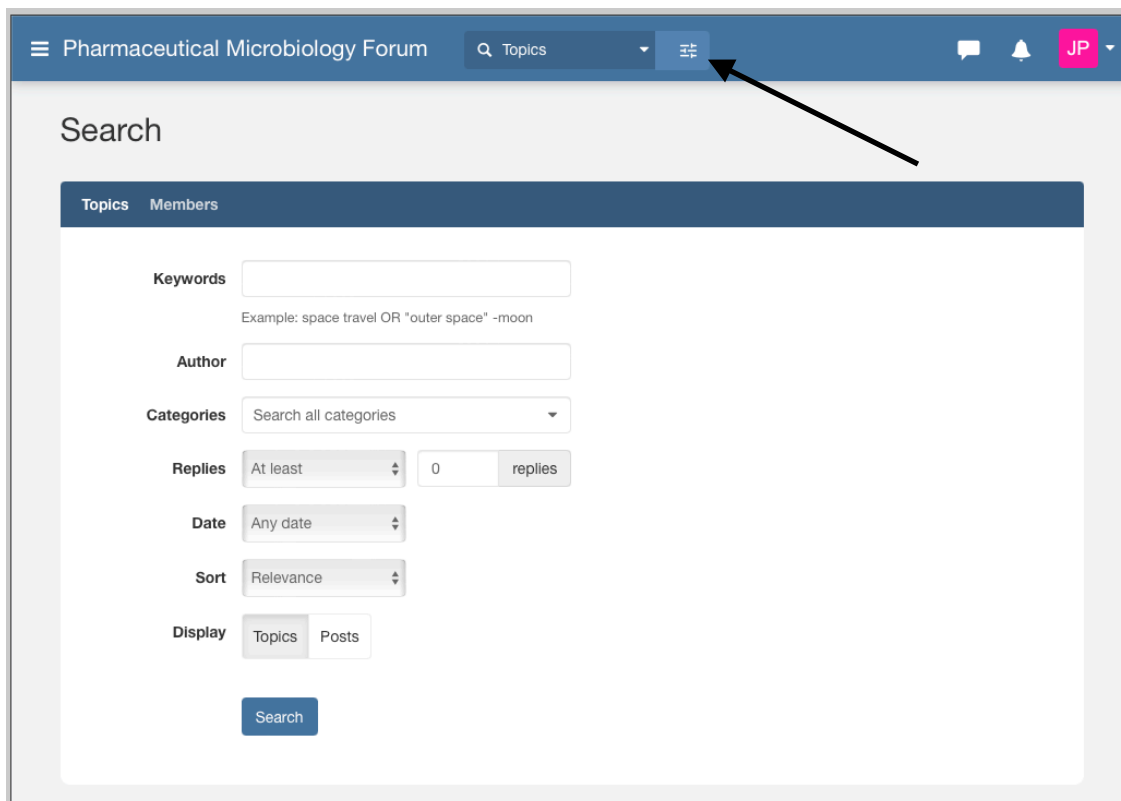
Make your choice. In the image below, Topics was selected from the menu:



It is possible to perform content searches. The typical looking glass search icon appears towards the middle of the top title bar. Sometimes there is a blank text box next to it, but often there is not. First select on the type of content to be searched (categories next to the looking glass icon, press the downward arrow indicated by arrow in image below):



Then the best bet is to click on the triple arrow icon (indicated by arrow below):





Make your entries and press Search.

Sometimes during the testing of the new Forum, strange things would happen to the interface and something like the image below would appear:



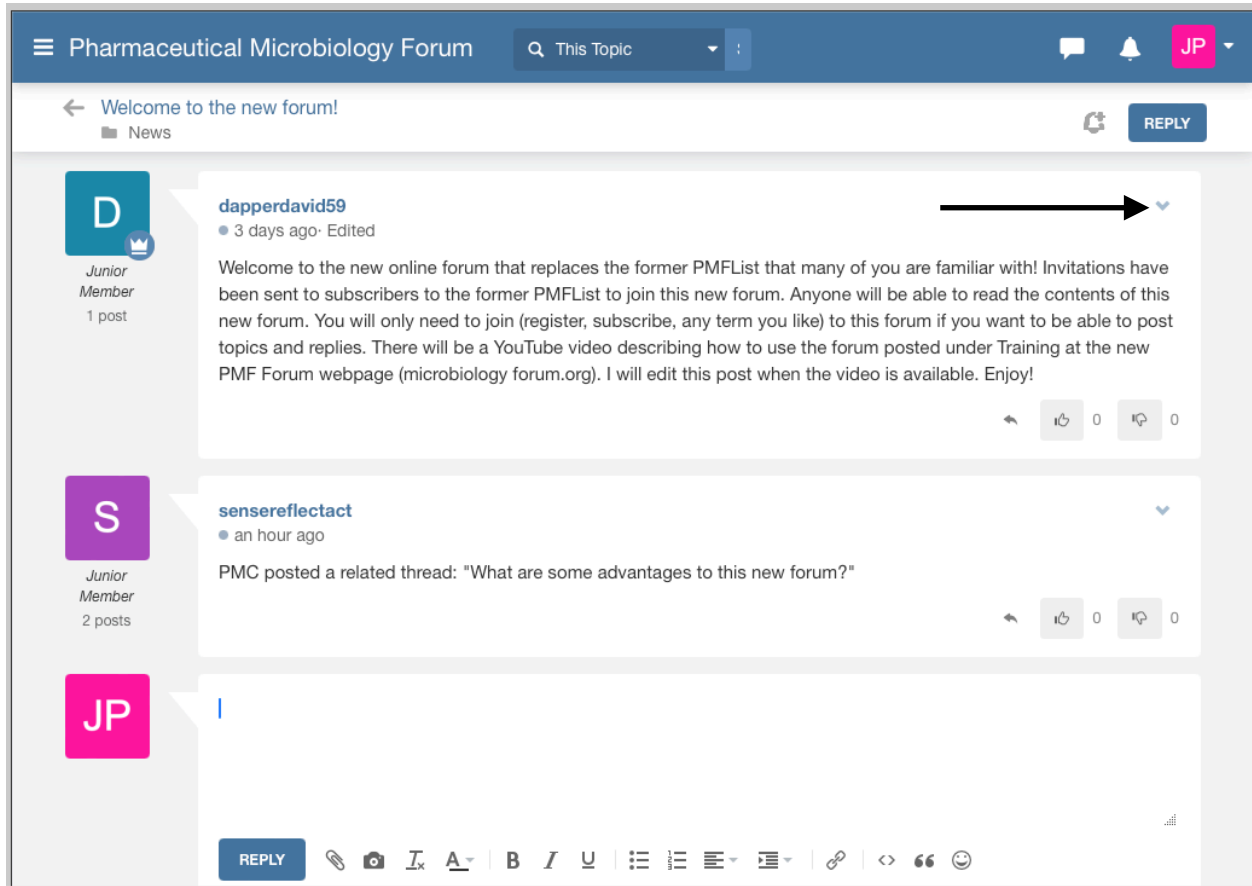
All you have to do to fix this mess is press the Forum navigation button again and everything returns to normal.

### Concluding Comments

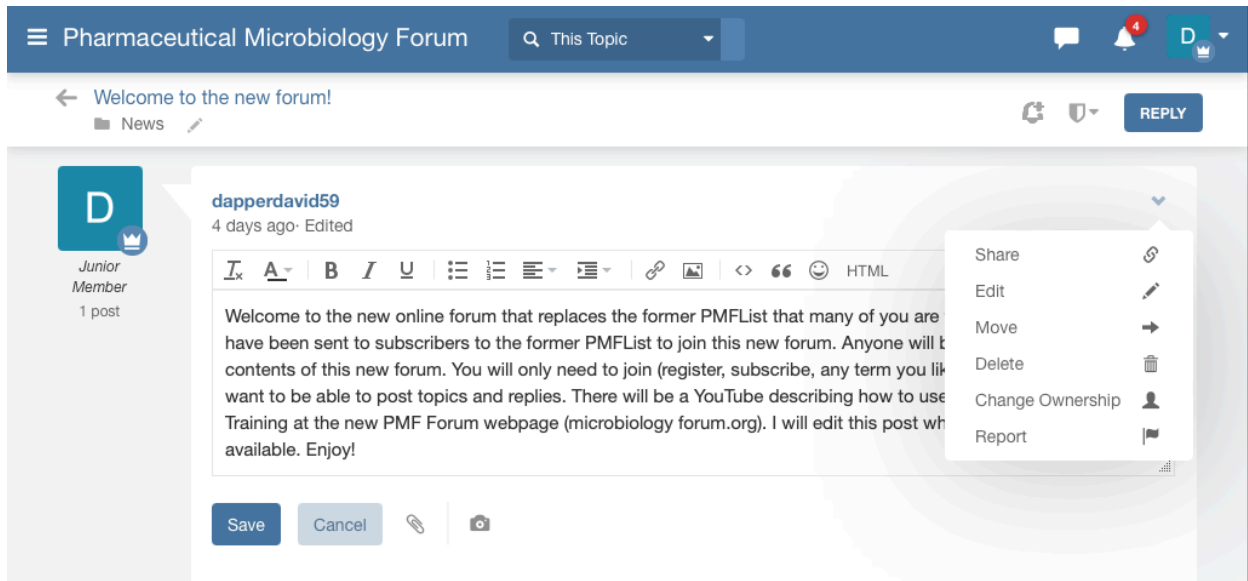
As you can see, this is a full-featured Forum with many advantages over the previous moderated PMFList. Your posts and replies do not need to wait to be approved by a moderator. All of the replies to a given topic are grouped together. You do not have to be a registered user to read the contents. Signing up (creating an account) is rapid, and again does not require the a moderator to make that happen.

This introductory guide most certainly did not cover all of the features available in the Forum. The guide is labeled Version 1 because I am sure more will be added due to suggestions/comments/requests by you, the user. Please enjoy your new Forum, and thank you!

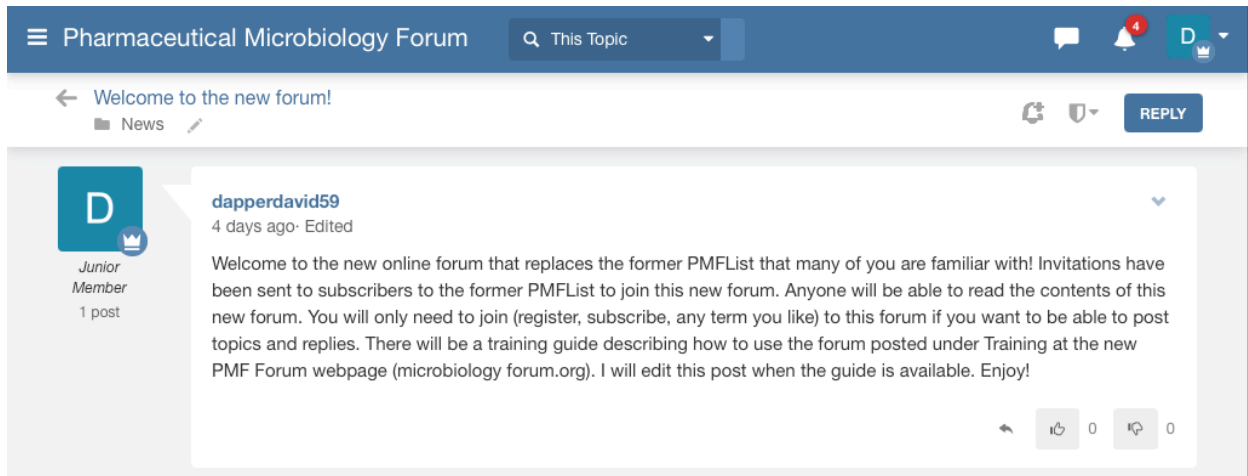
Added after writing the previous section (I did mention that additional material can be added), in this case because I found that I forgot to describe another important feature of the new Forum: the ability to edit your posts after submission. The first image below shows my first version of the Welcome to the forum posting in the News category:



I initially planned to make a YouTube video covering usage of the Forum, but I decided to make a pdf document instead. To change (edit) the post, all I had to do was click on the arrow (indicated by my arrow above):



Then select Edit, make my changes, and click on Save:



And finally, enter the link into the post:

