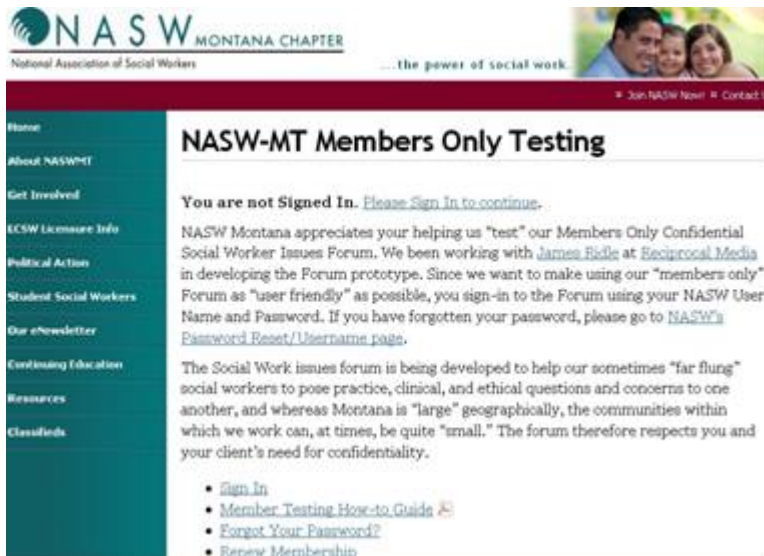


## [NASW MT Social Work Issues Forum Users Guide](#)

So far none of our “testers” has responded to our request to help us “test” our Social Workers Issues Forum. So, the following is a “step by step” guide to encourage you to try out the Forum. You may want to print out these instructions as you work your way through the forum.

When you log on to the forum at <http://www.naswmt.org/members/testing>, the following screen appears:

You can either click on “Please Sign In to Continue,” or “Sign In” below.



**NASW** MONTANA CHAPTER  
National Association of Social Workers ...the power of social work

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### NASW-MT Members Only Testing

You are not Signed In. [Please Sign In to continue.](#)

NASW Montana appreciates your helping us “test” our Members Only Confidential Social Worker Issues Forum. We been working with [James Riddle](#) at [Reciprocal Media](#) in developing the Forum prototype. Since we want to make using our “members only” Forum as “user friendly” as possible, you sign-in to the Forum using your NASW User Name and Password. If you have forgotten your password, please go to [NASW's Password Reset/Username](#) page.

The Social Work issues forum is being developed to help our sometimes “far flung” social workers to pose practice, clinical, and ethical questions and concerns to one another, and whereas Montana is “large” geographically, the communities within which we work can, at times, be quite “small.” The forum therefore respects you and your client’s need for confidentiality.

- [Sign In](#)
- [Member Testing How-to Guide](#)
- [Forgot Your Password?](#)
- [Renew Membership](#)

The following screen will appear:

Login Required	
<b>This page is only accessible to logged-in users with proper access privileges</b>	
<b>Username</b>	<input type="text"/>
<b>Password</b>	<input type="password"/>
	Did you forget your password? <a href="#">Click here.</a>
<b>Auto-login on future visits</b>	<input checked="" type="checkbox"/>
	<input type="submit" value="Submit"/>

You are being asked to enter your NASW “Member Login” user name and password. If you have forgotten your password, you will be taken to the NASW “Password Reset/Username Reminder” screen.

When you log-in you will be taken to the following screen:

When you click on “Forum” the following screen opens:

Forum Name	Topics	Replies	Latest Post Info
<b>Current Social Work Issues for Discussion</b> Use this forum for discussions relating to issues facing social workers today. Moderators: ol' social worker, James Ridle	4	5	With Spring Around The Corner, What is Your Favorite Hike or Walk in Montana? Posted: 04-02-2010 10:06 AM Author: ol' social worker
<b>Sandbox</b> Use this forum to test the various options in your account. Moderators: James Ridle	0	0	
<b>Forum Help</b> Are you lost? Do you have a question about a certain feature on this forum? Ask any questions here - our experts are standing by. Moderators: James Ridle	1	0	Subscription and Legend Questions Posted: 02-08-2010 02:03 PM Author: NASWMontana

Visitor Statistics	
<b>The most visitors ever was 86, on May 21, 2009 10:00 PM</b>	
Total Registered Members: 16 Total Topics: 5 Total Replies: 5 Total Posts: 10	Total Logged-in Users: 0 Total Anonymous Users: 1 Total Guests: 2

In the upper right hand corner of this screen is "[Your Control Panel](#)." Click on it and the following screen opens:

Please send us your feedback about this forum! Email us at [feedback@naswmt.org](mailto:feedback@naswmt.org)

 National Association of Social Workers

Logged in as: **ol' social worker** · [Your Control Panel](#) · [Log-Out](#)

Forum Home · [Your Control Panel](#)

Menu	Your Account Statistics
<a href="#">Edit Profile</a>	<b>Email Address</b> john@naswmt.org
<a href="#">Edit Signature</a>	<b>Join Date</b> October 28, 2009 04:00 PM
<a href="#">Edit Avatar</a>	<b>Last Visit</b> April 05, 2010 12:21 PM
<a href="#">Edit Photo</a>	<b>Most Recent Forum Post</b> April 02, 2010 10:06 AM
<a href="#">Email Settings</a>	<b>Most Recent Entry</b> --
<a href="#">Username</a>	<b>Most Recent Comment</b> --
<a href="#">Edit Preferences</a>	<b>Total Forum Topics</b> 3
<a href="#">Localization Settings</a>	<b>Total Forum Replies</b> 1
	<b>Total Forum Posts</b> 4
	<b>Total Section Entries</b> 0
	<b>Total Comments</b> 0

On the left side of the Control Panel you can enter as much, or little information about yourself as you want. However, to start please enter your "E-Mail" and "User Name." If you want to maintain your confidentiality, you can enter an alias "user name" as I did: "ol' social worker."

Move your browser back to the Forum Page.

Near the upper left hand corner of the Forum Page is the question: [With Spring Around The Corner, What is Your Favorite Hike or Walk in Montana?](#)

Forum Home · [Forums](#) · [Current Social Work Issues for Discussion](#)

[NEW TOPIC](#)

**Current Social Work Issues for Discussion**

Topic Title	Replies	Views	Latest Post Info
 <a href="#">With Spring Around The Corner, What is Your Favorite Hike or Walk in Montana?</a> Author: ol' social worker	0	1	Posted: 34 minutes ago Author: ol' social worker
 <a href="#">Help Us Test The NASW Montana Social Work Forum</a> Author: ol' social worker	0	6	Posted: 03-30-2010 10:25 AM Author: ol' social worker
 <a href="#">Testing out the Issues Forum</a> Author: ol' social worker	1	21	Posted: 01-26-2010 05:43 PM Author: ol' social worker
 <a href="#">Hello and Welcome!</a> Author: James Ridle	0	16	Posted: 12-13-2009 05:56 PM Author: James Ridle

Search this forum  [Search](#)

[NEW TOPIC](#)

**Post Marker Legend**

 New posts	 Hot Topic with new posts	 New Poll	 Moved Topic	 Sticky topic
 No new posts	 Hot Topic with no new posts	 Old Poll	 Closed Topic	 Announcements

Just click on the Spring Question and you can post your own response, as I did on the following screen

The screenshot shows a forum post editor. At the top, the title is "With Spring Around The Corner, What is Your Favorite Hike or Walk in Montana?". Below the title is a toolbar with buttons for bold, italic, quote, code, link, and close tags. There are also options for font formatting, including size and color. The main message area contains the text: "My favorite spring time walk is upper stretch of the "Dearborn River." We get to it by driving up to Wolf Creek, and then take Hiway 434 up to "Bean Lake," and then drive up past the Diamond Bar X Ranch where the road ends. We usually hike about 4-5 miles next to the River and up into the "Lincoln Scapegoat Wilderness Area."". Below the message area are sections for spell check, character count (5670), poll options, and attachments. At the bottom, there are buttons for "Preview Post" and "Update Post".

When you are done click on "Update Post at the bottom of the screen." You can go back to "Current Social Worker Issues for Discussion" and click on the Spring time question

And click "Fast Reply" and bring up the following screen:

The screenshot shows a "Fast Reply" interface. At the top, there are buttons for "POST REPLY" and "NEW TOPIC". Below that is a header for the thread: "With Spring Around The Corner, What is Your Favorite Hike or Walk in Montana?". The post is by "of social worker" and was posted on "02 April 2010 10:06 AM". The post content is the same as in the previous screenshot. Below the post content are buttons for "PROFILE", "PM", "EDIT", "DELETE", "MOVE", "MERGE", "SPLIT", and "QUOTE". At the bottom, there are buttons for "FAST REPLY", "POST REPLY", and "NEW TOPIC". There is also a "Submit Post" button.

[Help Us Test The NASW Montana Social Work Forum](#)

Please send us your feedback about this forum! Email us at [feedback@naswmt.org](mailto:feedback@naswmt.org). If you have questions, please send them to us, and we will put together a FAQ sheet, but we need your questions, concerns, and even the things you like about the forum.