

# APNA Member Bridge Users Guide

## **MEMBER BRIDGE USER’S GUIDE**

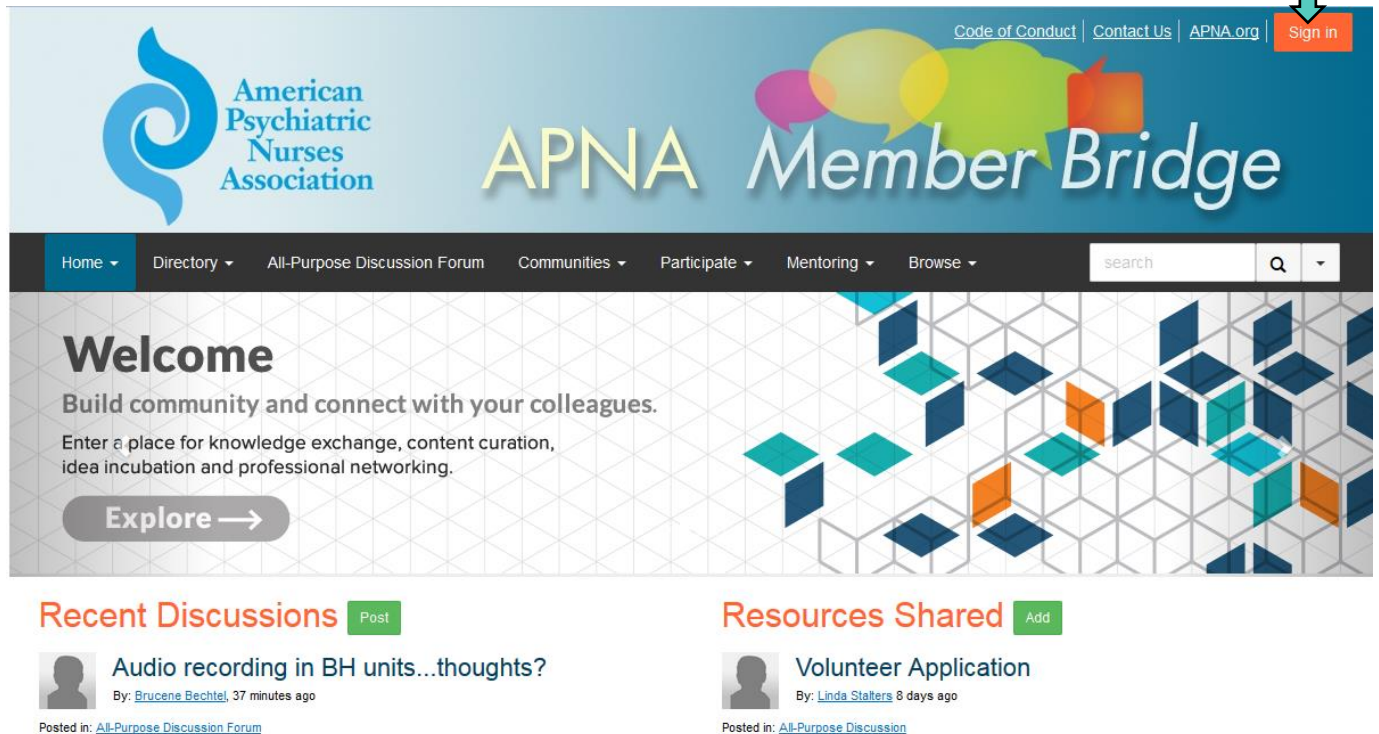
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## **Welcome to the *new* APNA Member Bridge!**

**APNA Member Bridge** is an online tool for knowledge sharing and networking with other APNA members. When you join APNA, you are automatically given a profile on this site, made a member of the All-Purpose Discussion Forum, and subscribed to your local area's community. The information on this site – postings, documents, profiles, etc. – is available only to members (unless otherwise specified). This guide serves as an overview of the functionalities and features of Member Bridge to aid you in taking full advantage of the opportunities the site provides.

## Logging In to the Member Bridge

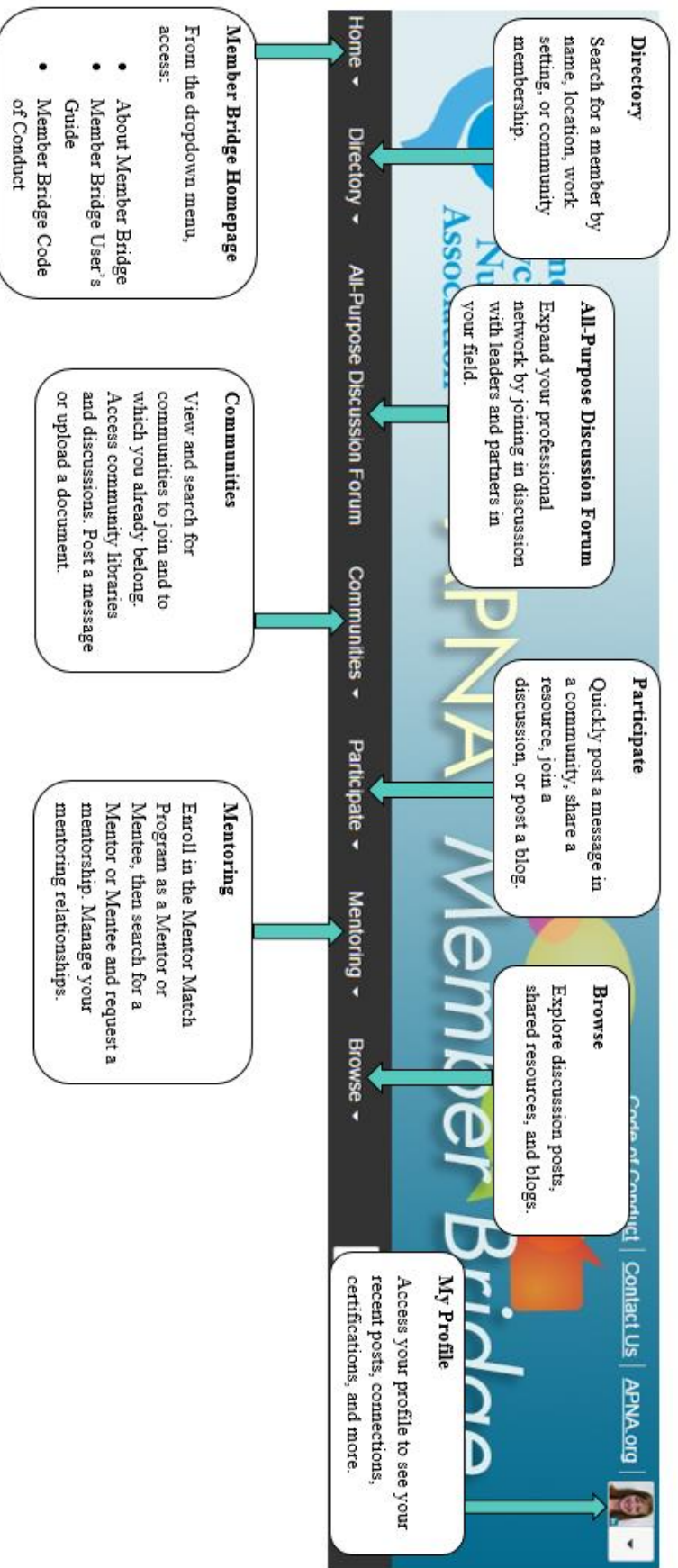
1. From [www.apna.org](http://www.apna.org), click on the **Member Bridge** link or direct your browser to <http://community.apna.org>.
2. Click on the orange **Sign in** button in the top right hand corner of the screen.



3. **Sign in** to Member Bridge with your username and password.
  - a. If you aren't sure of your login information, or if you can't log in, call our Membership Department at 855-863-APNA (2762). You can also click "Forgot your login information?" on the sign in screen and the system will email it to you.
4. If this is your first time logging in, review the Code of Conduct and then scroll down to the bottom of the screen and hit the **I Agree** button to indicate that you agree to them.

## MAIN MENU BAR OVERVIEW

5

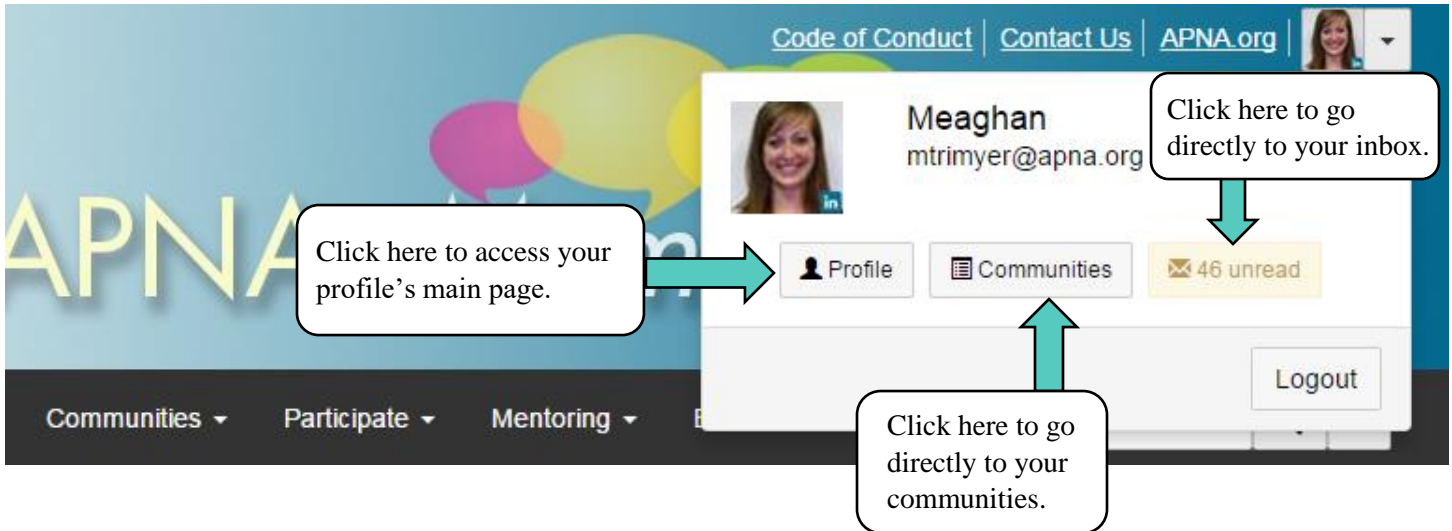


## My Profile

*All APNA members automatically have a Member Bridge Profile.*

### To access your profile:

After you log in, you will automatically go to the main page of Member Bridge where you can see recent discussion posts. To view or make changes to your profile, click on your picture in the upper right hand corner. (Please note: If you haven't added a picture to your profile, you will see a generic gray profile picture.) Once you click, a menu of options will pop up.



Once in your profile, you can:

- Upload a recent picture
- Add your work information, areas of interest, education, and job histories
  - Personalizing your profile with this information helps you connect with other members who share similar interests/backgrounds

If you are a member of an APNA Committee, Council, or Institute, a digital ribbon for that group will show up under your picture.

See the next page for an example of a Member Bridge Profile.

Click here to update your profile picture.



Actions ▾

## Abigail Apna, RN

Staff Nurse, Pine Ridge Treatment Center

46 new messages

My Profile ▾

My Connections ▾

My Contributions

My Account ▾

Manage your account settings, including your privacy and inbox, here.

### Contact Details

APNA  
3141 Fairview Park Drive  
Suite 625  
Falls Church, VA  
Work: (571) 533-1  
aapna@apna.or

To edit any field in your profile, click on the pencil icon.

[Refresh My Profile!](#)

### Ribbons

Board of Directors

Safe Environments

Education Council

Tobacco Dependence

Recovery Council

Research Council

Administrative Council

Addictions Council

Mental Health Advocacy

Platinum Member

### Social Links

Actions ▾



Click here to add links to your LinkedIn, Twitter, Facebook, and other social media pages.

### Bio

View your contacts, networks\*, and communities.

View and edit your discussion posts.

### Import From LinkedIn

Click here to automatically add information from your LinkedIn profile.

Import Your Info

### Education

**University of Virginia**  
Virginia, United States  
Bachelor of Arts  
Psychology  
1980 to 1984

**Johns Hopkins University Advanced Academic Programs**

Master of Science in Nursing  
1986-1990

### Professional Associations

**American Psychiatric Nurses Association**  
2010 - Present

### Job History

Use the Add button to add information about your Education, Professional Associations, Job History, and more.

August 2012 - January 2014

**Hillside Rehabilitation Hospital**  
Staff Nurse  
Warren, OH  
June 2010 - August 2012

### Awards, Publications, & Presentations

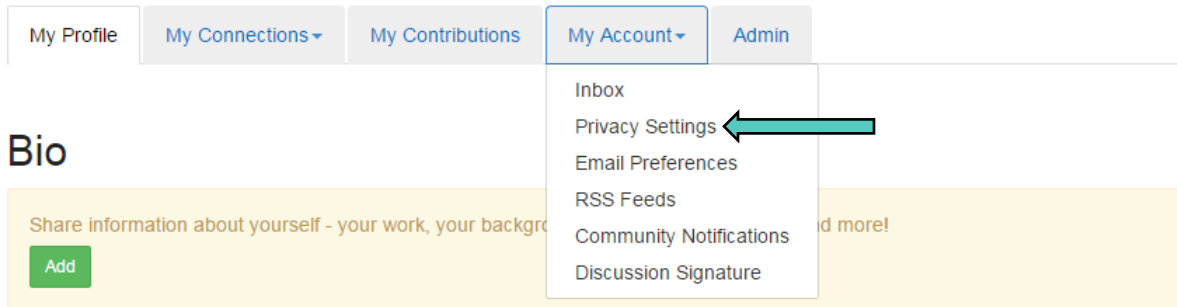
List past publications, research, accolades, and recognition.

Add

\*A network is a group of members with similar backgrounds or interests to yours.

## Edit Privacy Settings

You can control who sees what parts of your profile with your privacy settings. From your profile, click the arrow on the My Account tab. This will cause a drop down menu to appear. Click Privacy Settings.



This will take you to a new page that lists your current privacy settings for your Member Bridge account. Scroll through to make changes to the different items or to see what your current settings are.

A screenshot of the 'Privacy Settings' page. At the top, there is a navigation bar with five tabs: 'My Profile', 'My Connections', 'My Contributions', 'My Account', and 'Admin'. The 'My Account' tab is selected and highlighted with a blue border. Below the navigation bar, the 'Privacy Settings' section is visible. It starts with a heading 'Privacy Settings' and a subheading 'Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.' Below this, there is a checkbox labeled 'I would like to be included in the member directory and community rosters:' with a 'Yes' button. The main content area consists of a table with two columns: a label for the setting and a dropdown menu for the privacy level. The settings and their current privacy levels are: 'Picture' (Members Only), 'My Networks' (Members Only), 'Company Information' (Public), 'Job Title and Department' (Members Only), 'Address Lines' (My Contacts), 'City, State, Zip' (Members Only), 'Country' (Public), 'Website URL' (Public), and 'Phone1' (My Contacts). A green arrow points from the 'Members Only' dropdown for 'Picture' to a callout box on the right. The callout box contains the following text: 'In this column, you can see each of the items for which you can change your privacy setting as well as a drop down menu with four options for privacy. Members Only restricts that information to APNA members only. My Contacts limits it only to people you have named contacts. Public shows it to **everyone**, not just APNA members. Only Me means that you are the only person who will see that information.'



Once you have looked at your privacy settings and made any desired changes, click the orange **Save Changes** button at the bottom of the page to update your settings. If you do not hit the Save Changes button, your settings will not change!

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Time Commitment	<div>Members Only ▼</div>
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vCard Download	<div>Members Only ▼</div>
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Presentation	<div>Public ▼</div>
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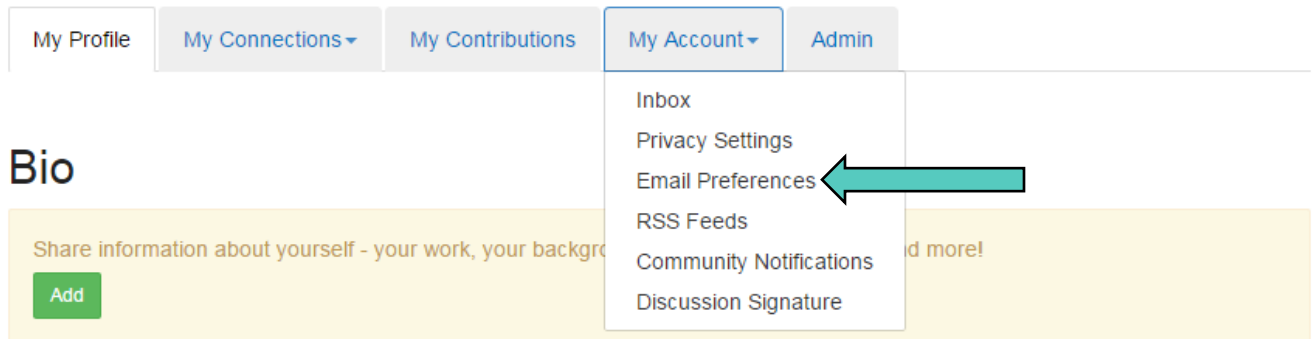
Save Changes



**Note:** When you are logged in, all of your profile fields will be visible **to you** regardless of your privacy settings. Other people will only see what you have designated that they have access to.

## Subscription Settings

To edit how often you get emails from Member Bridge about discussions, participation opportunities, activity in your communities, contact requests, or comment notifications, click on the My Account tab again. In the drop down menu, select Email Preferences.



You will be taken to a new page that lists the options for what type of emails you receive and when you receive them. Make any changes you would like, then click the orange **Save Changes** button to update your settings. For an example of this, see the next page.

## General Emails

Messages alerting you to participation opportunities from members and administrators.

☒ I want to receive general email (recommended setting)

☐ Do not send this type of email

Currently, [childe@apna.org](mailto:childe@apna.org) receives all general emails.

If you prefer to receive these types of emails at a different address, [please specify a new email address](#).

## Community Emails

### Invitations to join a community

☒ I want to receive invitations (recommended setting)

☐ Do not send this type of email

### Emails from community administrators (non-Discussion email)

Periodically, community administrators need to send meeting notices, updates and other specific information directly through email.

☒ Please keep me informed for all communities

☐ I do not want to receive any community messages

☐ I want to stop receiving community messages from certain communities

### Discussion group emails

Preferences for discussion groups are held in your subscription settings. [Access your subscriptions using the button below.](#)

[Configure Your Subscriptions](#)

Clicking here will take you to a page where you can see your communities and your subscriptions to emails about them. Once there, you will be able to specify how often you get emails about the community – either **Real Time** (you will receive an email any time there is a new post in your community's discussion board), **Daily Digest** (once a day you will be emailed a summary of discussion posts), **Consolidated Digests** (receive a daily or weekly summary of all activity in your communities) or **No Email** (you will receive no emails from the community).

## Contact Requests

Connecting with others that share common interests is

☒ I want to receive contact requests (recommended s

☐ Do not send this type of email

## Comment Notification Email

An email alerting you that someone has commented on

☒ I want to receive comment notification via email

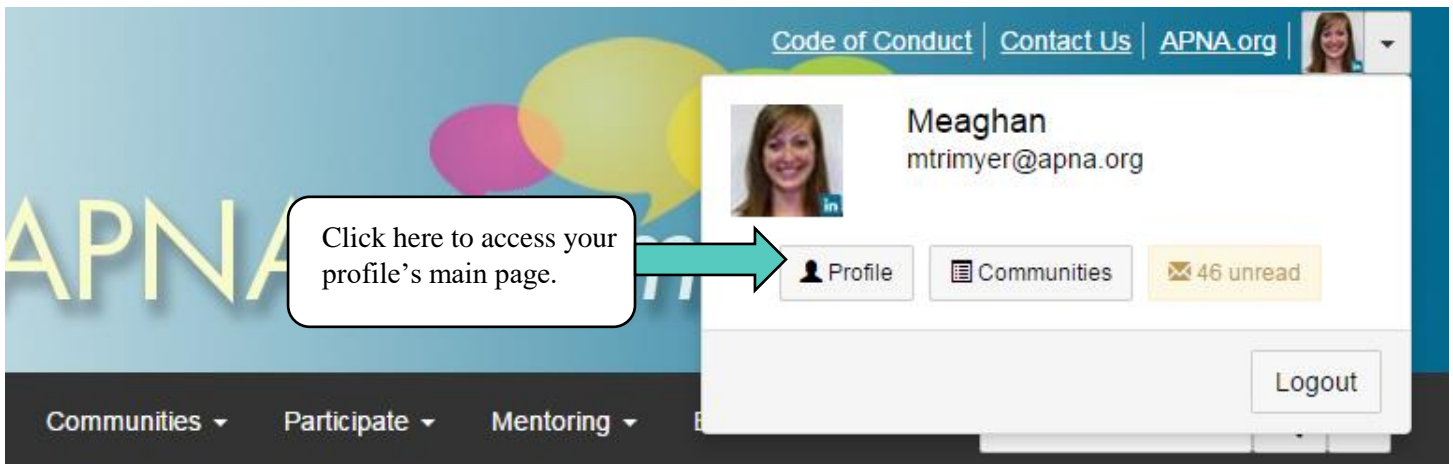
☐ Do not send this type of email

[Save Changes](#)

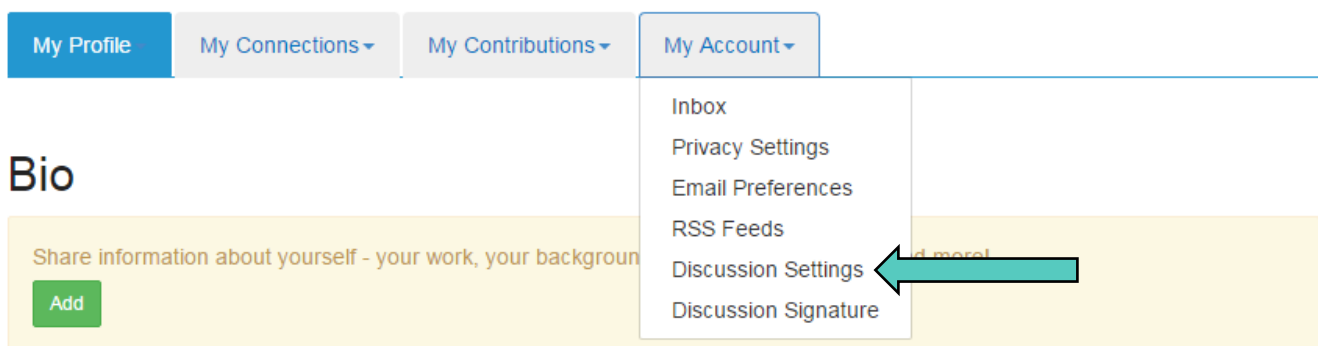
## Consolidated Digests

You also have the option to receive an email containing all activity across communities in which you participate. This means that in one email, you will have a snapshot of all the communities to which you subscribe. This will include previews of community discussion posts, library entries, blogs, announcements, and events.

To enable consolidated digests, first go to your profile.



Click on the arrow in the My Account tab, then select Discussion Settings.




You will be taken to a page showing My Community Notifications. To switch to daily notifications of all community activity, click button that displays ‘Off’ next to Daily Consolidated Digest. The setting will now display as On. To turn on weekly notifications, click Off next to Weekly Consolidated digest so that the button switches to the On position.



## My Community Notifications

Community digests offer a comprehensive view of all community activity - announcements, blogs, egroups, library entries, new members and volunteer opportunities in a single email.

**Daily Consolidated Digest:** ☐ Off 

**Weekly Consolidated Digest:** ☐ Off 

After you turn notifications on, a window will pop up. From there, you can specify what email you address you prefer, what day of the week you would like delivery (if you choose weekly consolidated digest), and what communities you would like in the digest.

A screenshot of a web application showing a configuration window titled 'Weekly Consolidated Digest'. The window has a close button (X) in the top right corner. It contains three main sections: 'Recipient email address' with a text input field containing 'chyde@apna.org'; 'Day of the week for delivery' with a dropdown menu showing 'Sunday'; and 'Communities in the digest' with a dropdown menu showing 'Nothing selected'. Below the 'Communities in the digest' dropdown is a scrollable list of community names: '2015 Clinical Psychopharmacology Institute Attendees', 'All-Purpose Discussion Forum', 'APNA Staff', 'Chapter Presidents and President-Elects', 'Dialogue on Mental Health', 'Facilitator Training for PMHRN Essential Competencies for Indivi', 'Test Community', and 'Texas Chapter RTP Grant'. At the bottom of the window is a toggle switch for 'Weekly Consolidated Digest' which is currently set to 'On'. There are two teal arrows pointing to the 'Sunday' dropdown and the community list, each with a text box explaining the selection process. A third teal arrow points to the 'Off' button in the 'Weekly Consolidated Digest' toggle.

Click the orange save button to save your preferences.

**Weekly Consolidated Digest** X

---

Recipient email address


Day of the week for delivery  

Sunday

Communities in the digest  

Test Community

Save



After you click the save button, you will see your preferences in your My Account tab. You can edit them at any time by clicking the edit button.

## My Community Notifications

Community digests offer a comprehensive view of all community activity - announcements, blogs, egroups, library entries, new members and volunteer opportunities in a single email.

**Daily Consolidated Digest:** ☐ Off

**Weekly Consolidated Digest:** ☒ On

[1 community](#) subscribed to [chyde@apna.org](mailto:chyde@apna.org)

[Edit](#) 

You can can subscribe to a particular discussion thread to receive an email when there is activity within it. To do so, click on the name of the discussion thread you would like to save. You will be taken to the thread and a star will appear next to the thread name. Click the star to save the thread.

## Pet Therapy ☆

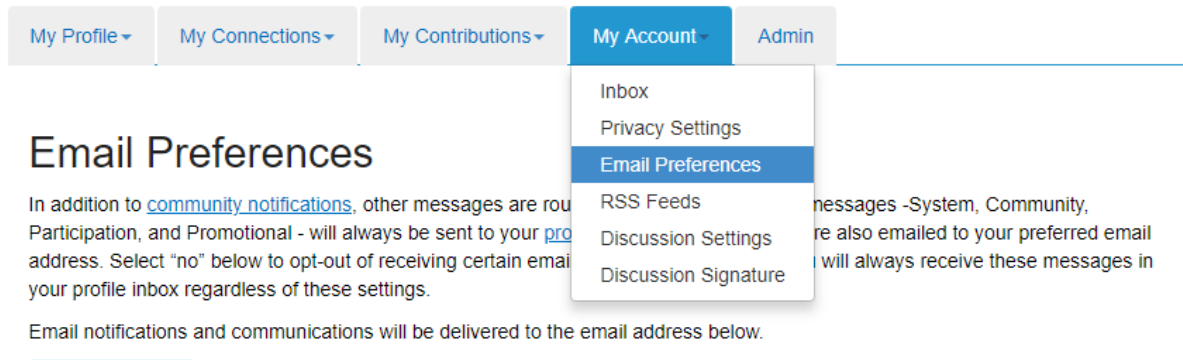


06-08-2015 02:17 PM

[Hi All, Does anyone have experience with/know of an IP Behavioral Health facility which utilizes so...](#)

## Participation Notifications

You can also customize your notifications for discussion participation. As a default, you will immediately receive a notification if you start a thread and someone replies, if you reply to a thread and someone else replies, and if a thread you saved gets a reply. If you would like to unsubscribe from these additional notifications, click on the My Account tab in your profile and select Email Preferences.



The screenshot shows a navigation bar with five tabs: 'My Profile', 'My Connections', 'My Contributions', 'My Account', and 'Admin'. The 'My Account' tab is active, and its dropdown menu is open, showing options: 'Inbox', 'Privacy Settings', 'Email Preferences' (highlighted), 'RSS Feeds', 'Discussion Settings', and 'Discussion Signature'. Below the navigation bar, the 'Email Preferences' section is visible, with a heading 'Email Preferences' and a paragraph explaining that in addition to community notifications, other messages are sent to the user's profile inbox. A note states that email notifications and communications will be delivered to the email address below.


To opt out of Community Emails, Participation Emails, or Promotional Emails, simply click on the button next to the emails you no longer wish to receive.

### Community Emails

Emails typically sent from Community Admins or the Community Manager via automation rules (ex: moderation notifications, Component Manager emails). Some automation rules-based emails may be in other categories. By default, you receive Community emails from all your Communities unless you explicitly opt-out.

[Manage Opt-out List](#)

**NOTE:** Discussion and consolidated digest settings are on the [Community Notifications](#) page.

☒ Yes

### Participation Emails

Emails reflecting one-on-one interactions (ex: reply to sender, contact requests, @mentions, real time notifications).

☒ Yes

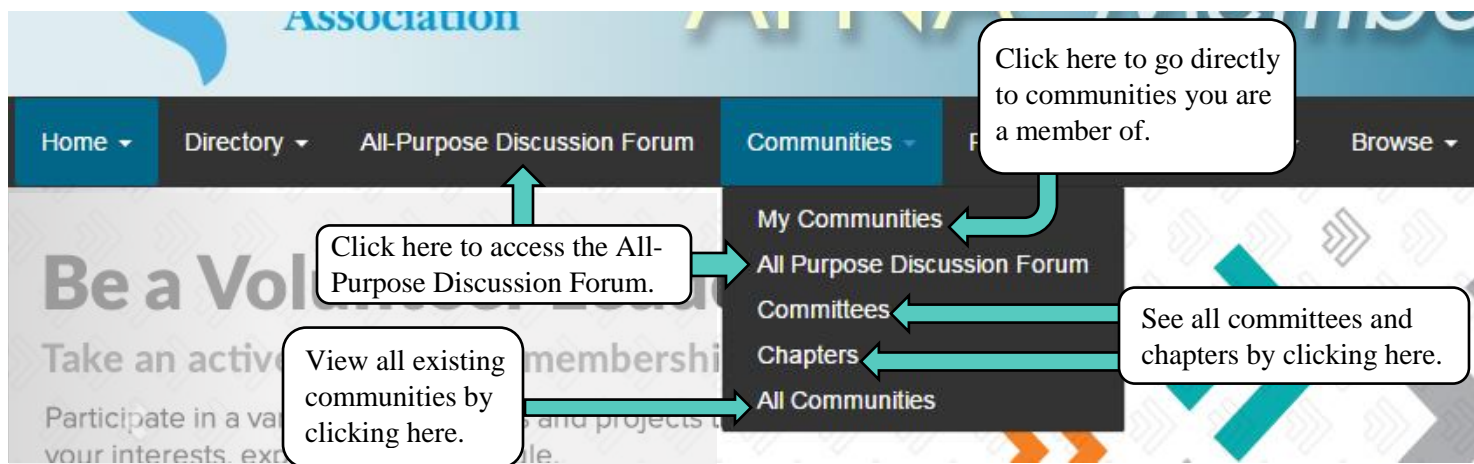
### Promotional Emails

Emails that promote the outcome of purchase (ex: purchase the book of an annual conference speaker).

☒ Yes

## Communities

In Member Bridge, “community” refers to online groups, including Committee Expert Panels, Steering Committees, Webinar Discussion Groups, Member Created Groups, etc. The All-Purpose Discussion Forum is also a community (but it can be accessed from the All-Purpose Discussion Forum tab). Each community has a discussion group, document library, blog, announcements board, and member directory. To access communities, click the arrow next to Communities to see the drop down menu.



To view or join a community, click All Communities in the drop down menu. Each community has its own privacy settings that dictate who can join the community or access its discussion group and document library. The Communities main page will give you the option to sort communities alphabetically and by community type. You can also filter your results to only see communities you can join.

## All Communities

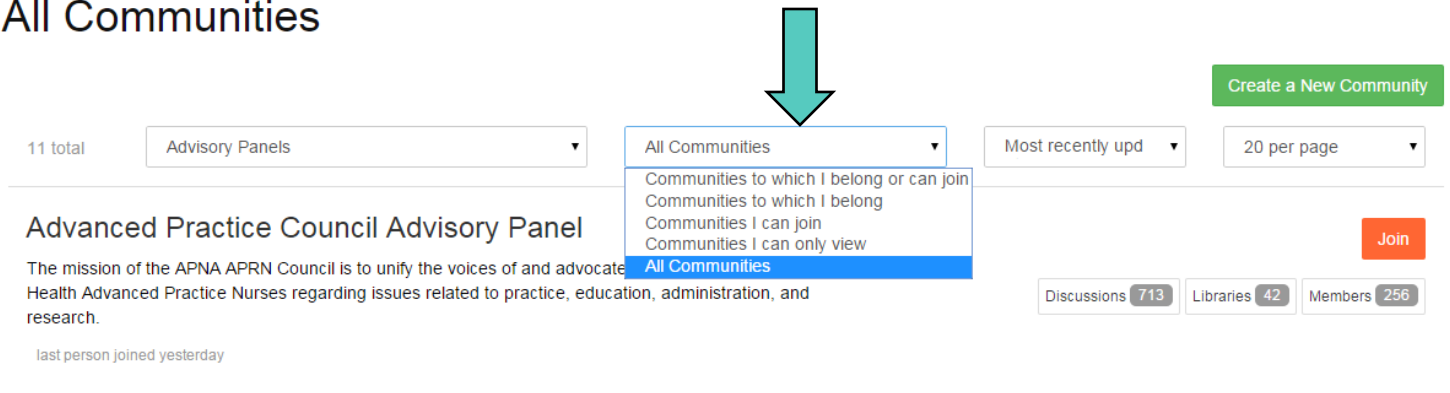
The image shows the 'All Communities' page. A callout points to the 'Sort by community type by clicking here.' link. The page displays a list of communities with filters and sorting options. The 'Create a New Community' button is visible in the top right.

Community Name	Discussions	Libraries	Members
Indiana Chapter	67	22	238
Ohio Chapter	130	13	381
Florida Chapter	186	36	388



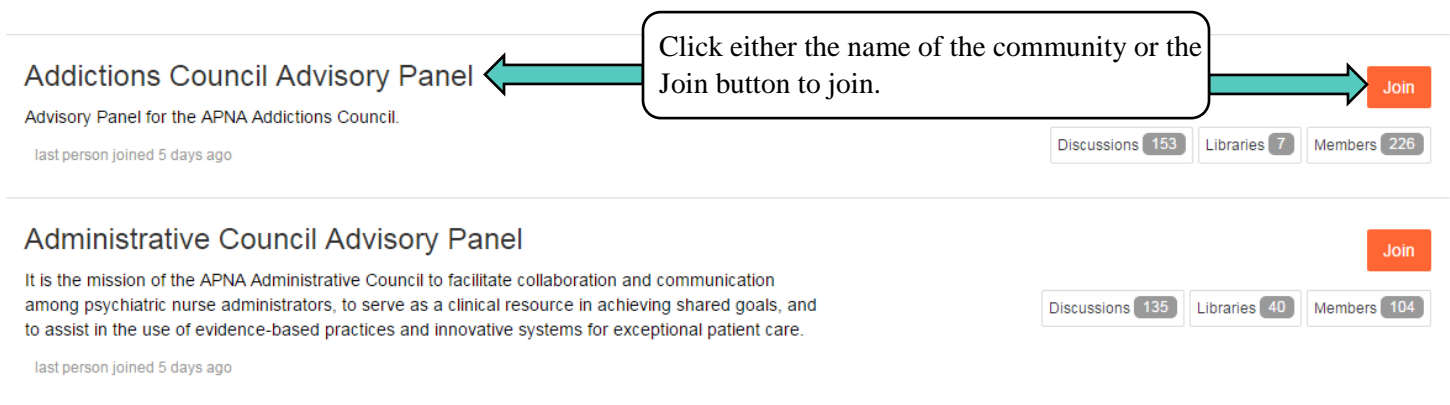
To filter communities, click the arrow in the All Communities bar. A drop down menu will appear. Options for filtering include communities you can join, communities to which you belong, and communities you can't join but can view.

## All Communities



The screenshot shows the 'All Communities' page. At the top right is a green button labeled 'Create a New Community'. Below it is a navigation bar with '11 total', a dropdown menu currently set to 'Advisory Panels', a dropdown menu for 'All Communities' (highlighted with a green arrow), a 'Most recently upd' dropdown, and a '20 per page' dropdown. Below the navigation bar, the first community listed is 'Advanced Practice Council Advisory Panel'. It has a description: 'The mission of the APNA APRN Council is to unify the voices of and advocate Health Advanced Practice Nurses regarding issues related to practice, education, administration, and research.' To the right of the description is an orange 'Join' button. Below the description is the text 'last person joined yesterday'. To the right of the description are three boxes: 'Discussions 713', 'Libraries 42', and 'Members 256'.

Once you have found a community you wish to view or join, click the name of it or the Join button at the right side of the screen. (**Note:** If you are already a member of the community, the orange Join button will be replaced with a gray Enter button.) You will be taken to the community's homepage.



The screenshot shows two community listings. The first is 'Addictions Council Advisory Panel' with a description: 'Advisory Panel for the APNA Addictions Council.' To the right of the description is an orange 'Join' button. Below the description is the text 'last person joined 5 days ago'. To the right of the description are three boxes: 'Discussions 153', 'Libraries 7', and 'Members 226'. The second listing is 'Administrative Council Advisory Panel' with a description: 'It is the mission of the APNA Administrative Council to facilitate collaboration and communication among psychiatric nurse administrators, to serve as a clinical resource in achieving shared goals, and to assist in the use of evidence-based practices and innovative systems for exceptional patient care.' To the right of the description is an orange 'Join' button. Below the description is the text 'last person joined 5 days ago'. To the right of the description are three boxes: 'Discussions 135', 'Libraries 40', and 'Members 104'. A callout box with a green arrow points to the 'Join' buttons of both communities, containing the text: 'Click either the name of the community or the Join button to join.'

Once you are on the community's homepage, you will be able to access the document library, see blog posts, browse the directory of community members, and participate in the community's discussion board.

## Integrated Physical & Mental Health Care ⚙️ Settings

[Join Community](#)

Community Home [Discussion 111](#) [Library 9](#) [Blogs 0](#) [Members 216](#)

### Latest Discussion Posts Add



#### DNP Capstone on Omega-3 Fatty Acids and Major Depressive...

By: 21 days ago

Dear Psychiatric Mental Health Advanced Practice Registered Nurses, My name is [redacted] and I am a graduate nursing student at the University of [redacted] Medical Center ( [redacted] ). For my capstone project, I am conducting a descriptive exploratory...

[More](#)

### Latest Shared Files Add



#### TN Chapter Annual Statewide Conference

By: 4 months ago

Overcoming the Inherent Barriers in Primary Care and Behavioral Health Integrated Care Model: What...



#### Agenda-Medical Summit

By: 4 months ago

Describes Agenda for medical summit, with focus on Behavioral Health Integration in Primary Care



#### APNA Integrated Care Resources

By: [Member Bridge Support](#) 5 months ago

An inventory of APNA resources that deal with integrated care, as of 1/20/2015.

[More](#)

Current Members

**216 Members**

[Show Community Administrators](#)

24 per page ▼

## Posting a Message

There are two ways to send a message to community members. The first is to click on the Discussion tab on a community's main page. You will get a page that looks like this:

Integrated Physical & Mental Health Care ← Community name

Add a new discussion thread by clicking here

Community Home Discussion 111 Library 9 Blogs 0 Members 216

1 to 50 of 111 threads (111 total posts) 50 per page Post New Message

Here you can see an overview of the existing discussions, including thread subject, number of comments, and details about the most recent post.

Thread Subject	Replies	Last Post
<a href="#">DNP Capstone on Omega-3 Fatty Acids and Major Depressive Disorder</a>	0	21 days ago by
<a href="#">DNP Capstone Project</a>	0	4 months ago by

Click the Post New Message button at the right side of the page to be taken to a new message. Once on this page, you will see in the To field the community where your message will be posted. You also have the option of adding an additional community page to add that same message simultaneously by clicking the arrow in the Cross Post To field.

If you wish to attach a document to your message, click the Attach button at the bottom of the page.

From Courtney Hyde

To Dialogue on Mental Health

Cross Post To No Additional eGroups

Subject Thread Name Goes Here

☒ Yes Automatically insert content preview for links

File Edit Insert View Format Table

Put the body of your message here.

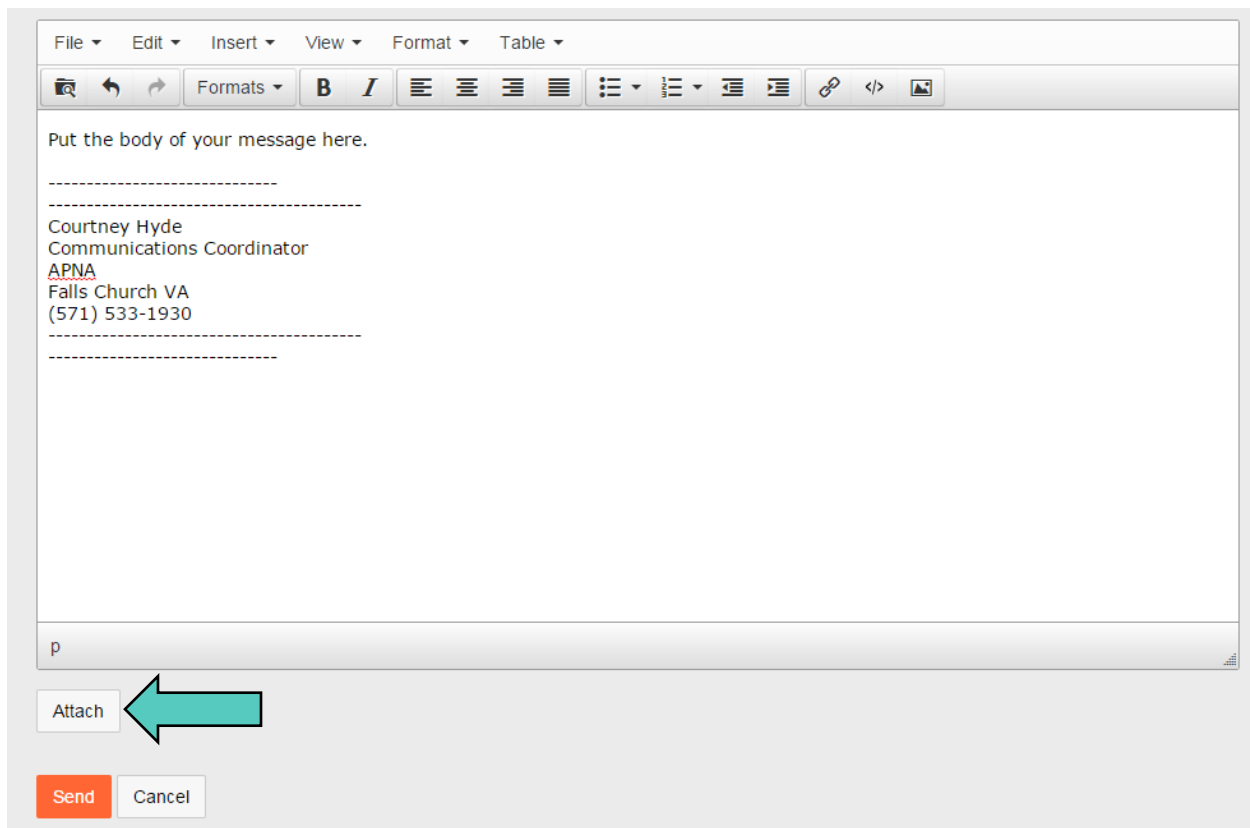
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Courtney Hyde  
Communications Coordinator  
APNA  
Falls Church VA  
(571) 533-1930

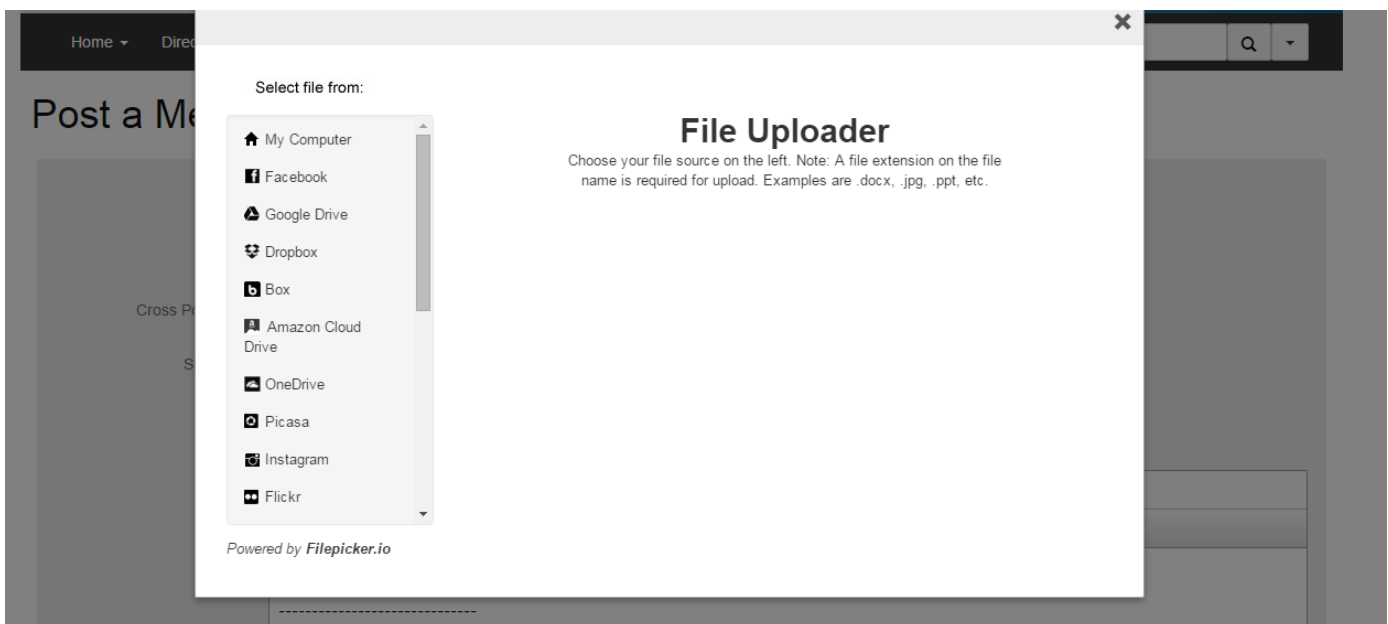
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This is where the message is being posted.

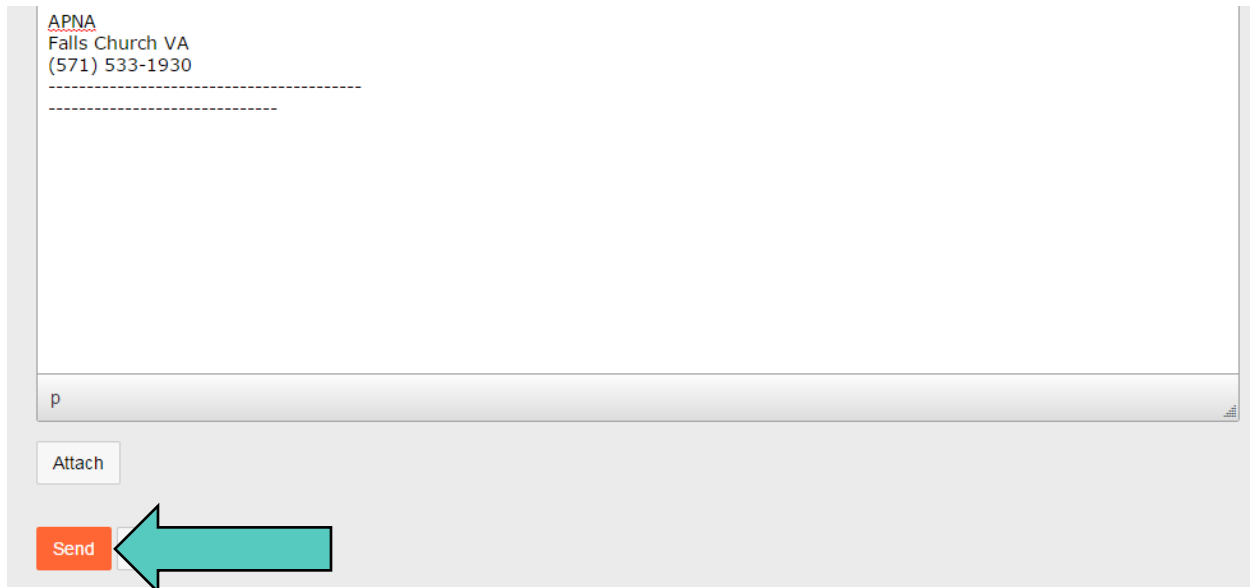
Select an additional community where you want this message posted.



A window will pop up asking you to select the location of the file. Once you select a location, double click on the desired file and it will automatically attach to your message.



When you are finished composing your message, click the Send button at the bottom of the page. Your message will then be emailed to all members of the community and posted to the Discussion page.




The second way to send a message to a community is to click the Post a Message button on the homepage of the community. You will then be taken to the same message drafting page.



## Latest Discussion Posts

**Post to this Discussion** This Discussion has no recent posts. Your new post to this Discussion will display here and be sent via email to subscribed Community members.

[Post a Message](#)



## Latest Shared Files

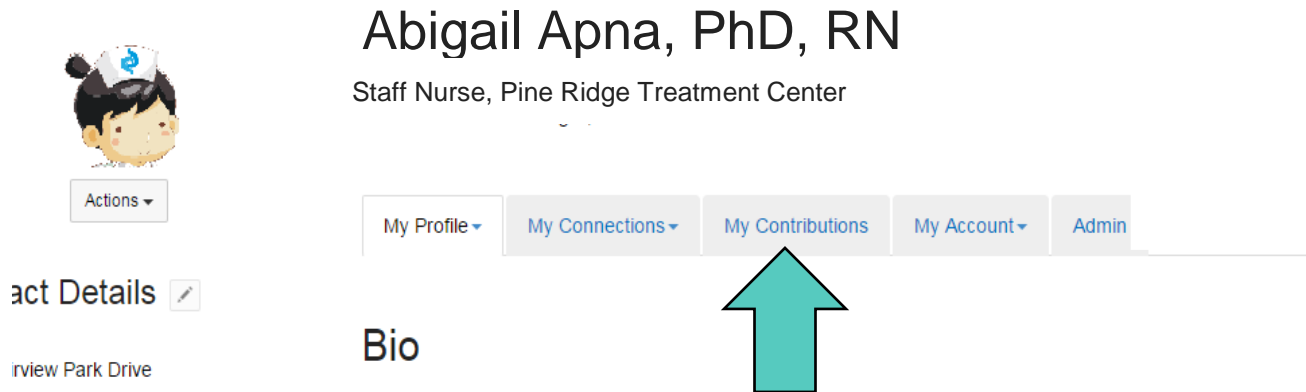
**Create a Library Entry** This Library has no recent entries. Add a file or multimedia through a new Library Entry.

[Create a Library Entry](#)

## Community Blogs [Add](#)

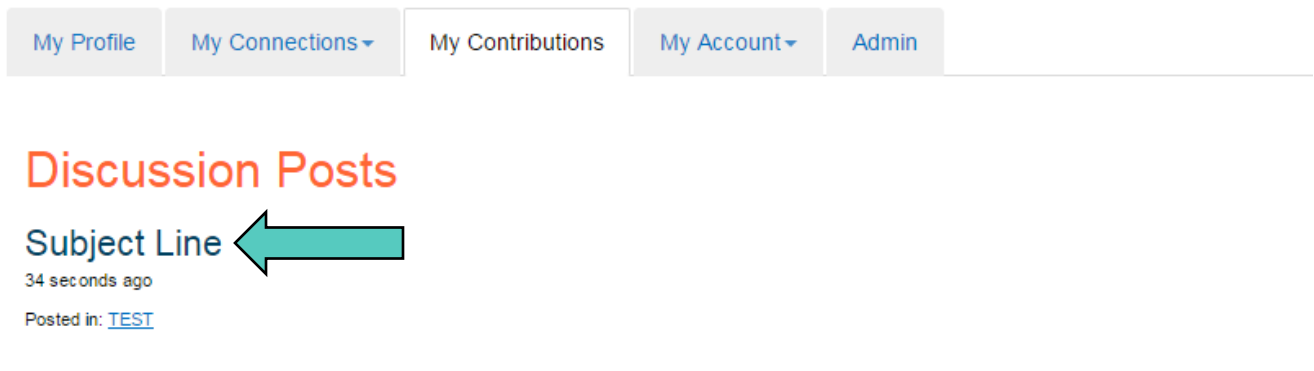
## Editing a Message

If after a message has posted, you wish to edit it, you can do so by first going to your profile (see p6) and clicking the My Contributions tab.



The image shows a user profile for Abigail Apna, PhD, RN, a Staff Nurse at Pine Ridge Treatment Center. The profile includes a cartoon avatar of a nurse, a bio, and a navigation bar with tabs: My Profile, My Connections, My Contributions, My Account, and Admin. A large teal arrow points to the 'My Contributions' tab. On the left, there is a section for 'act Details' with a pencil icon and a location 'rview Park Drive'.

Once there, you will see a portfolio of your recent posts. To edit, click the subject line of the post in question.




The image shows a section titled 'Discussion Posts' in orange. Below the title, there is a post with a 'Subject Line' in blue. A large teal arrow points to the 'Subject Line'. Below the subject line, it says '34 seconds ago' and 'Posted in: [TEST](#)'. The navigation bar from the previous image is also visible at the top of this section.

You will be taken to a page with your discussion post on it. Click the dark gray arrow in the Reply Inline box and a drop down menu will appear. Once it does, click Edit. You will be taken back to the message window where you can make your desired changes to your post. You can also delete the message by clicking Delete.

1. test

0

Recommend



[Courtney Hyde](#)  
Courtney Hyde  
Communications Coordinator  
APNA  
Falls Church VA  
(571) 533-1930

Posted 06-30-2016 02:17 PM

test

Reply Inline

Reply to eGroup

Reply to Sender

Pin post to top

Close Thread

Edit

Remove

Delete (permanently)

Register Now

APNA Clinical  
Psychopharmacology  
Institute West

San Diego, CA  
March 16-17


## Replying to a Message

To reply to a message, first go to the discussion board tab and then click on the subject line of the thread you want to participate in.

You will be taken to the body of the post. Click the gray arrow next to Reply Inline and select edit from the drop down menu.

1. Pet Therapy

0 Recommend



Posted 06-08-2015 02:17 PM

Hi All,  
Does anyone have experience with/know of an IP Behavioral Health facility which utilizes some type of pet therapy/pet visitation? I am particularly interested in programs which allow cats and/or dogs in the facility.

Reply Inline

Register Now





APNA Clinical Psychopharmacology Institute West

San Diego, CA

March 16-17

A box will appear underneath the original message where you can write your reply. When you are ready to post, click the orange Send button. Your message will be able to be seen by all community members and will be included in the daily digest email generated and sent to all members of the community.

[Use Advanced Editor](#)

**B** *I* U     

Signature

Upload file

Send



If you are not ready to post your message, you can click the gray Save as Draft button.

[Use Advanced Editor](#)

Signature

Cancel Save as Draft Send

Once you have saved your message, you can access it by going to your profile and clicking the My Contributions tab. When the drop down menu appears, click List of Contributions. Click the edit draft link to work on your message.

My Profile My Connections My Contributions My Account

Summary  
Achievements  
List of Contributions

My Content

1 to 2 of 2 total

View all items

RE: Pet Therapy

DRAFT Saved By [APNA Abigail](#) Dec 11, 2018 11:14 AM

Found In : [All-Purpose Discussion Forum](#) \ [edit draft](#)

You can also send a response **only to the poster of the original message**. To do this, once again go to the thread by clicking the subject line. Click dark gray arrow next to Reply Inline to access the drop down menu, then select Reply to Sender.

1. test

0 Recommend

Posted 06-30-2016 02:17 PM

test

Courtney Hyde  
Communications Coordinator  
APNA  
Falls Church VA  
(571) 533-1930

Reply Inline

Reply to eGroup  
Reply to Sender  
Pin post to top  
Close Thread  
Edit  
Remove  
Delete (permanently)

Register Now  
APNA Clinical  
Psychopharmacology  
Institute West  
San Diego, CA  
March 16-17

You will be taken to a reply page. Once you have written your reply, click the Send button. This will only send your message to the writer of the original message – other community members will not be able to see it and it will not be included in the community’s daily digest email.

## Post Reply

From: Meaghan Trimyer

To: Courtney Hyde ← This is the person who will receive your message.

Subject: RE: Subject Line

The following message has been sent to you in response to your eGroup message

☒ Yes Automatically insert content preview for links

File Edit Insert View Format Table

Formats **B** *I* [List Icons]

-----

Meaghan Trimyer  
Communications Manager  
APNA  
Falls Church VA  
(571) 533-1931

-----

Original Message:  
Sent: 07-09-2015 03:45 PM  
From: Courtney Hyde  
Subject: Subject Line

Body of post.

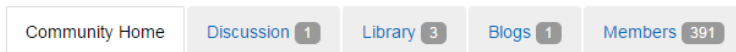
-----

p

## Uploading a Document to a Library

Uploading a document to a library is a quick and easy way to share resources and information with the members of a community. In addition to adding a document to a message (see p16), you can upload a document directly to a community's library. There are two ways to do this.

The first way is to go to the community homepage. You will see on the right side Latest Shared Files. There is a green button labeled Create a Library Entry. Clicking it will bring you to the document upload page.



### Latest Discussion Posts

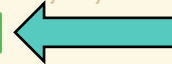
**Post to this Discussion** This Discussion has no recent posts. Your new post to this Discussion will display here and be sent via email to subscribed Community members.

[Post a Message](#)

### Latest Shared Files

**Create a Library Entry** This Library has no recent entries. Add a file or multimedia through a new Library Entry.

[Create a Library Entry](#)

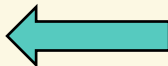


The second way to upload a document is to click on the Library tab from the community homepage. Once again, you will see a green Create a Library Entry button. Clicking it will bring you to the document upload page.



**Create a Library Entry** This Library has no recent entries. Add a file or multimedia through a new Library Entry.

[Create a Library Entry](#)



Once at the document upload page, you can select a file to be added to the community library.

## Share a Resource

The screenshot shows a form titled "Share a Resource" with the following fields and callouts:

- Title:** A text input field with a callout box that says "Add a title for your document." and a green arrow pointing to the field.
- Description:** A large text area with a callout box that says "You have the option to add a short summary of your document. This will help community members determine what it is about." and a green arrow pointing to the field.
- Library:** A dropdown menu currently showing "TEST".
- Entry Type:** A dropdown menu currently showing "[Select Type]". To the left of the dropdown is the text "Entry Type: Select the type of library entry you will create".
- Owner:** A text input field with the placeholder "(optional)" and a green "Lookup" button to its right.

At the bottom left of the form are two buttons: "Next" (orange) and "Cancel" (white with a gray border).

Before you upload the file, you must select what type of resource it is. Click the black arrow in the Entry Type column to see the drop down menu. For a Word document, PDF, Excel spreadsheet, etc, without a copyright, select **Standard File Upload**.

This screenshot shows the "Entry Type" dropdown menu open, displaying the following options:

- [Select Type]
- [Select Type] (highlighted in blue)
- Copyright Licensed File(s)
- Hyperlink
- Standard File Upload
- Webinar
- YouTube Video

The form also shows the "Owner" label and the "Next" and "Cancel" buttons at the bottom left.

When you have filled out all the necessary fields, hit the next button to be taken to the page where you can choose your document. Clicking the Choose button will open a window where you can select your file. Once you have chosen your file, you will see the name of it in the bar next to the Choose button. Click Upload File(s) when you are done selecting your file, then click Next. (If you do not wish to further label your document or add tags, you can click Finish.)

The screenshot shows a file upload interface. At the top is a button labeled "Add Another File". Below it are three rows, each consisting of a text input field and a blue "Choose" button. The first text input field contains the text "My document.docx". A callout box with a green arrow points to the first "Choose" button, containing the text "Opens a window so you can select your file." Below these rows is a green button labeled "Upload File(s)". A callout box with a green arrow points to this button, containing the text "Click here once you have selected your document to upload it."

On the next page, you can further describe your document. Click Next when you are done.

## Describe Your Files

The screenshot shows the "Describe Your Files" page. At the top right, there is a drag-and-drop icon and the text "drag and drop to arrange display order". Below this, there is a list of files. The first item is "1. My document.docx". To the left of the file name is a small icon of a document with a checkmark. Below the file name is a text input field labeled "enter a title". To the right of the file name is a larger text input field labeled "enter a description". At the bottom of the page, there are four buttons: "Next" (orange), "Finish" (green), "Previous" (gray), and "Cancel" (gray). Below the buttons, there is a note: "(Next up: Add Tags and Keywords)".

You also have the option of adding tags to your uploaded file. Tags help other users find your document by classifying it in search terms. You can tag it by clicking the check box next to an item. Documents can be tagged based on what type they are (newspaper, article, etc) or based on topic. Once you are done adding tags, click the green Finish button.

## Tag Your Entry

The screenshot shows a web form titled "Tag Your Entry" with two main sections: "Resource Type" and "Topic". Each section contains a list of items with checkboxes. A callout box points to the checkboxes in both sections, stating "Clicking these boxes will add that tag to your resource." Another callout box points to the "Finish" button, stating "Click here when you are ready for your document to be shared with the community." At the bottom, there are three buttons: "Finish" (green), "Previous", and "Cancel".

**Resource Type**

- ☐ Article
- ☐ Newsletter
- ☐ Picture
- ☐ Presentation
- ☐ Website
- ☐ Minutes
- ☐ Briefing Paper

**Topic**

- ☐ Addiction
- ☐ Administration
- ☐ Advanced Practice
- ☐ Child and Adolescent
- ☐ Cultural Issues
- ☐ Education
- ☐ Emergency Departments
- ☐ Emergency Disaster Preparedness
- ☐ Forensic
- ☐ Graduate Education
- ☐ Inpatient
- ☐ Integrated Physical and Mental Health Care
- ☐ Older Adults
- ☐ Outpatient
- ☐ Other
- ☐ Pharmacology
- ☐ Practice
- ☐ Psychotherapy
- ☐ Recovery
- ☐ Research
- ☐ RNPMH Practice
- ☐ Substance Use

Click here when you are ready for your document to be shared with the community.

**Finish** Previous Cancel


Your document is now posted to the community and accessible by the group. From here, you can delete your document and make other changes by clicking the orange Actions button.

[Community Home](#) [Discussion 1](#) [Library 1](#) [Blogs 0](#) [Events 0](#) [Members 2](#)

---

## My Document

0 [Recommend](#)



[Meaghan Trimyer](#)

This is my document discussing important information.


an hour ago

### Statistics

- 0 Favorited
- 1 Views
- 1 Files
- 0 Shares
- 0 Downloads

Actions ▾

### Attachment(s)

 [My document.docx](#) **11K** **1 version**

[Download](#)

---

### Comments

[Add](#)

### Related Entries and Links

[Add](#)

No Related Resource entered.

## Finding a Document and Downloading It

To find and download a document, go to the document library by clicking the Library tab from a community's homepage. There you will see a list of recent entries. To access the document, click its name.

[Community Home](#) [Discussion 1](#) [Library 5](#) [Blogs 2](#) [Members 302](#)

5 Entries



### Heit Opioid Agreement

by [Meaghan Trimyer](#)

Supplementary handout to Heit's 2011 CPI presentation, Defensible, Rational, and Compassionate Pain Managment.

Attachments



Download

Click here to access this document.

Most Recent

Create New Library Entry

Once at the document page, click the gray Download button to download the document to your device.

## Heit Opioid Agreement

0 Recommend

Aug 01, 2011 1:08 PM



[Meaghan Trimyer](#)

Supplementary handout to Heit's 2011 CPI presentation, Defensible, Rational, and Compassionate Pain Managment.

### Statistics

0 Favorited  
7 Views  
1 Files  
0 Shares  
12 Downloads

Actions

### Attachment(s)



[Heit-Opioid Agreement 1-27-10 \(2\)1.doc](#) 33K 1 version

Download

Click here to download this document.

### Comments

Add

### Related Entries and Links

No Related Resource entered.

Add



## Searching Member Bridge

You can browse Member Bridge by searching for a keyword to find discussions, documents, and more about that topic. You can also search for a specific type of content (discussion post, document, etc) by time period, poster, topic, etc. To use the search function of Member Bridge, click the search bar in the upper right corner, then click the small arrow next to it. A drop down menu will appear.

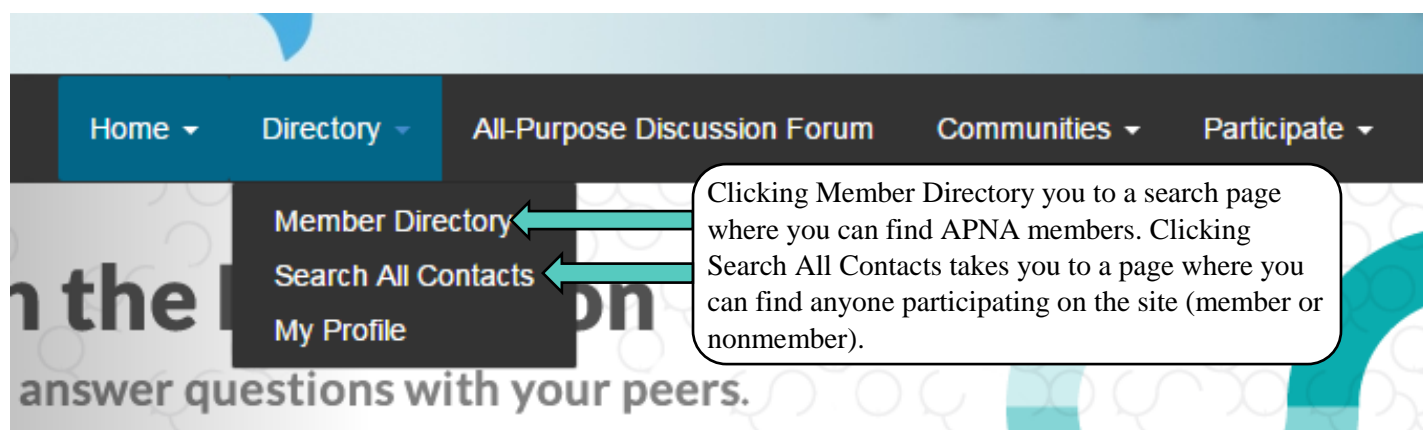
The screenshot shows the APNA Member Bridge search interface. At the top, there's a navigation bar with links for Code of Conduct, Contact Us, and APNA.org. The main header features the American Psychiatric Nurses Association logo and the text 'APNA Member Bridge'. A search bar is located in the upper right corner. A callout box points to the search bar with the text: 'Type the keyword you want to search for here.' Below the search bar, a dropdown menu is open, showing options for Content types, Date range, and Posted by. A callout box points to the Content types section with the text: 'To narrow down the type of content you are looking for, uncheck boxes next to the content type you don't want. The remaining checked boxes will be included in your search results. You can also search a specific time period by entering in a date range in that column. To search by a member who posted something, update the boxes under Posted by.' The Content types section includes checkboxes for Announcements, Blogs, Communities, eGroups, Glossary, Site Content, and Libraries. The Date range section has a dropdown for 'on this day' and a date input field. The Posted by section has input fields for first name, last name, company, and email address.

You will then get a results list of all the pages in Member Bridge that contain your search terms. If you narrowed down your search by content type, date range, or poster, you will only see results that meet those terms.

The screenshot shows the APNA Member Bridge search results page. The search bar at the top contains the text 'integrated care'. A callout box points to the search bar with the text: 'These are the terms you searched for.' Below the search bar, the results are displayed. The first result is titled 'Integrated Physical & Mental Health Care' and is posted by 'Unknown'. It is found in the 'Integrated Physical & Mental Health Care' community. The second result is titled 'APNA Resources on Integrated Care' and is posted by 'Member Bridge Support' on Jan 20, 2015 3:00 PM. It is found in the 'Integrated Physical & Mental Health Care' eGroup. A callout box points to the first result with the text: 'These are the pages that contain the words in your search. To access, click the title of it. Each lists the name of the poster, where the page is located, and a brief description of the page.' The results are sorted by 'Relevance'.

## Using the Member Directory

If you want to expand your professional network, find former colleagues, or reach out to other members of APNA, accessing the member directory will allow you to do so. To search the member directory, click the white arrow next to Directory on the Member Bridge homepage. A drop down menu will appear.



Once you are at the search page, enter as much information as you know about the person you are searching for, then click the orange Find Members button.

## Member Directory

A screenshot of the Member Directory search form. At the top, there are three tabs: 'Basic Search', 'Advanced Search', and 'Search All Contacts'. Below the tabs are four input fields: 'First Name', 'Last Name', 'Company Name', and 'Email Address'. At the bottom of the form is an orange button labeled 'Find Members'. A large green arrow points to the 'Find Members' button.

You will be taken to a page of results that display all contacts who match your search terms.

## Member Directory

[Back to Search Options](#)

[Export](#)

Showing 1 to 1 of 1



**APNA Abigail**  
[Abigail@APNA.org](mailto:Abigail@APNA.org)  
(571) 533-1919 work

3141 Fairview Park Drive  
Suite 625  
Falls Church, VA  
United States

Click here to send a message to this person.

Name A-Z ▼

Show All ▼

[Send Message](#)

[Add as Contact](#)

Click here to add this person to your contacts list.

« 1 »

**Questions? Contact Meaghan Trimyer at 571-533-1931.**