

eCommunities: A collaboration tool for members of a group to share documents, utilize the discussion forum, receive posting of news, minutes & agenda and other relevant information.

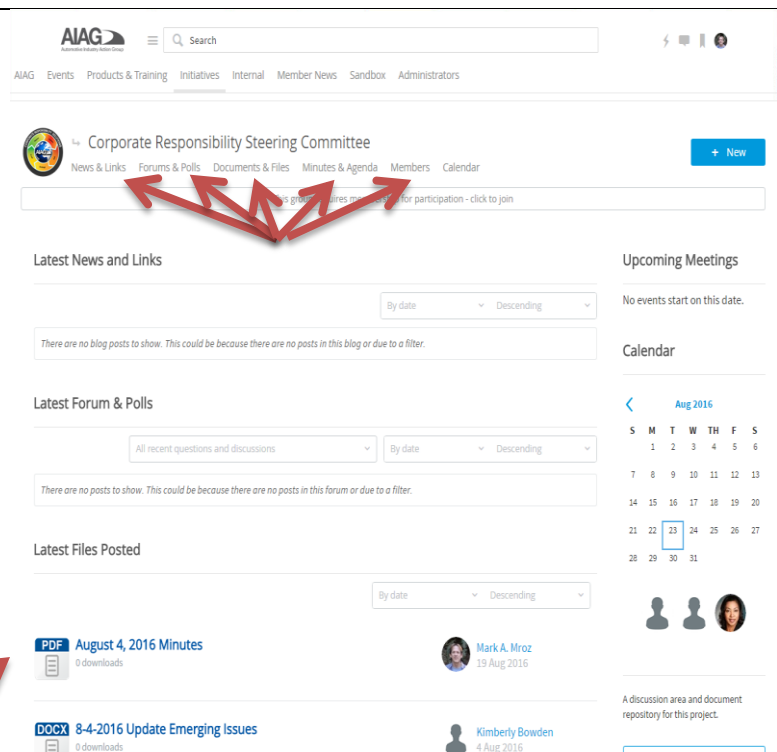
Here are some of the ways to navigate through your eCommunity

<ul style="list-style-type: none"> • Go to http://www.aiag.org/ • Click on eCommunity 	
<ul style="list-style-type: none"> • Enter your USERNAME • Enter your PASSWORD • If you don't remember your password, click on the Retrieve your Username or reset your Password here link (under the LOGIN and RESET buttons) 	
<ul style="list-style-type: none"> • You will now see those Communities Groups that you have access to. Click on your eCommunity that you would like to access. 	

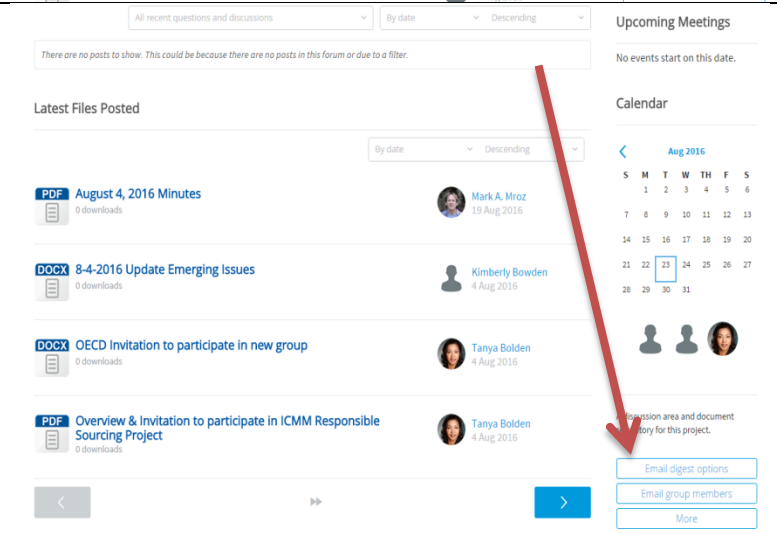
**This is your eCommunity home page.
On the page is:**

- **News & Links tab**
(Articles or Links to other websites relevant to the group's needs)
- **Forums & Polls tab**
(A discussion area and to access any polls)
- **Document & Files tab** **(contains Folders and in each folder the files associated)**
- **Minutes & Agenda tab** **(current to previous)**
- **Members tab** **(Those that have login that are on your group who are using the tool)**

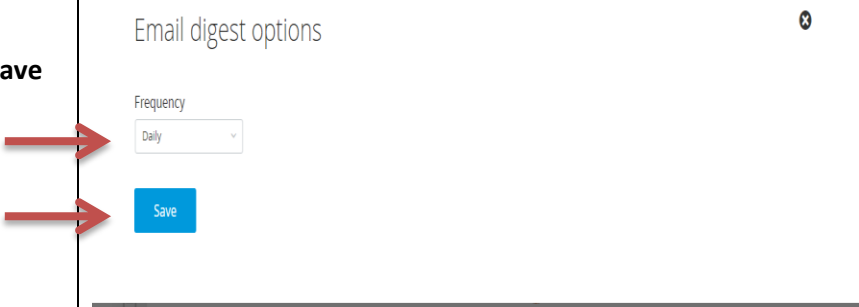
*****Also on the homepage is listed the latest files posted for quicker access.**



- On this eCommunity homepage if you scroll down the page, you can set how you want to receive notifications of postings, by clicking on **Email digest options**



- Please **select** how you want to receive notifications and Click **Save**



On your eCommunity homepage, you can also **Email group member**

The screenshot shows the eCommunity homepage. At the top, there are filters for "All recent questions and discussions" and "By date" set to "Descending". A message states "There are no posts to show. This could be because there are no posts in this forum or due to a filter." Below this is the "Latest Files Posted" section, which lists four files: "August 4, 2016 Minutes" (PDF), "8-4-2016 Update Emerging Issues" (DOCX), "OECD Invitation to participate in new group" (DOCX), and "Overview & Invitation to participate in ICM Responsible Sourcing Project" (PDF). To the right, there is an "Upcoming Meetings" section with "No events start on this date." and a "Calendar" for August 2016. A red arrow points from the "Email group members" button in the calendar area to the "Email group members" button in the bottom right corner of the page.

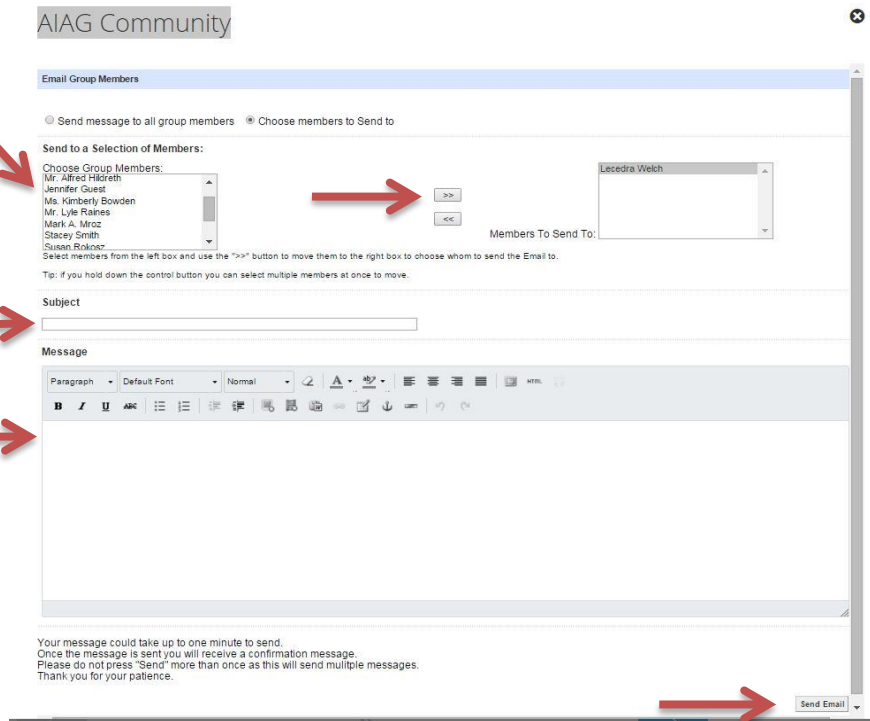
The screen shot depicts and message to all group members.

- Enter the **Subject** and your **Message** and click **Send Email**

The screenshot shows the "AIAG Community" email composition screen. At the top, it says "Email Group Members" and has two radio buttons: "Send message to all group members" (selected) and "Choose members to Send to". Below this is a dropdown menu for "Send to Entire Group:" set to "CR Event Planning (13 members)". There is a "Subject" field and a "Message" field with a rich text editor. A red arrow points to the "Send Email" button at the bottom right. Below the message field, there is a disclaimer: "Your message could take up to one minute to send. Once the message is sent you will receive a confirmation message. Please do not press 'Send' more than once as this will send multiple messages. Thank you for your patience."

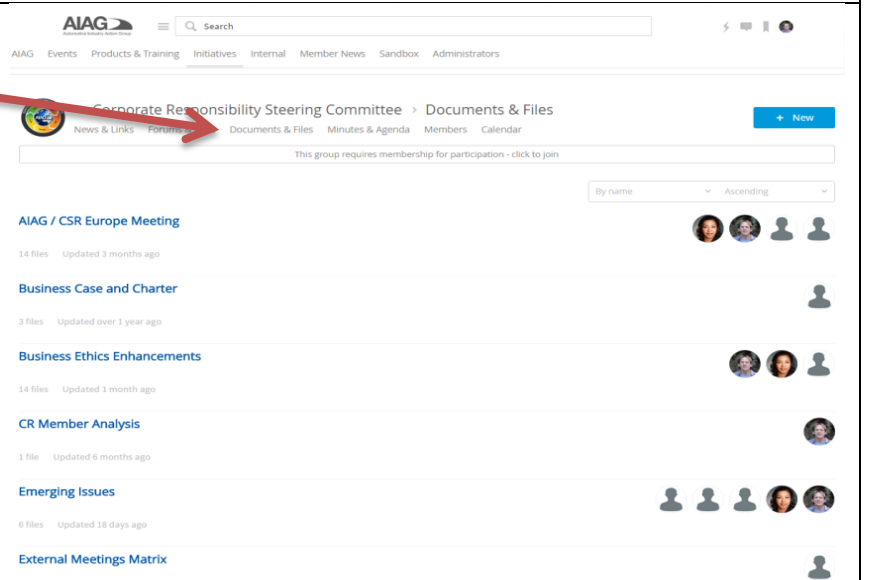
The screen shot depicts a message being sent to a **group member** of your choice. You may select more than one by just clicking on their name and the clicking on the arrow “>>”.

Enter the **Subject** and **Message** and click **Send Email**

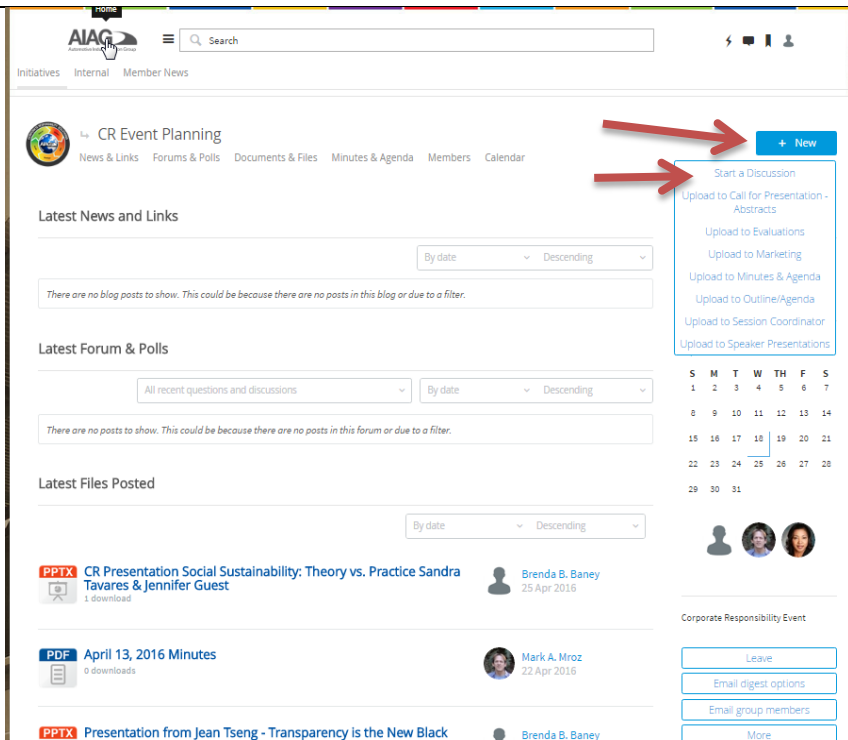


Here we clicked on the tab Documents & Files to show you all the folders your files are kept in.

- Just click on the appropriate Folder to access files

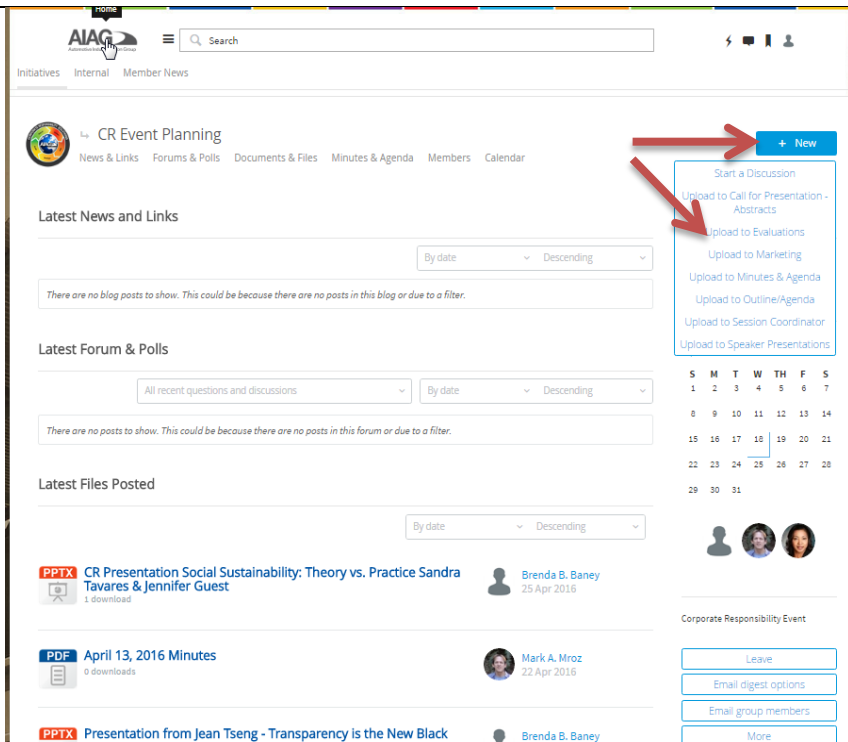


To Start a Discussion between Members of your group in the Forums & Polls, click on **+ New** on your community homepage and click on **Start a Discussion** and fill in the necessary fields



On your eCommunity Homepage you can post a file to a folder.

- Click **+New**
- Then Select the folder where you want the file to be placed



Click **Upload file** and **select your file**

- **Enter** the title of the file in the Name section. Note Description section is optional
- Click **Post**

AIAG
Initiatives Internal Member News

Upload to Minutes & Agenda

File or Website
Upload a file or enter a website address.

[Upload file](#)

Description

Tags

Notify me when someone comments on this file

[Post](#)

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Any questions, Please feel free to contact me.

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AIAG | Insight. Expertise. Results.

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