# Accessing the PPMA Online Archive for the First Time

1. Visit <u>http://listserv.aap.org/scripts/wa.exe?A0=PracticeManagers</u>. Click on 'Login'

🕅 LISTSERV 16.0	2
PRACTICEMANAGERS Home Page	Log
PRACTICEMANAGERS@LISTSERV.AAP.ORG	LISTSERV Archive
PRACTICEMANAGERS	Options
Practice Managers	Get Password
Login Required	Subscribe or Unsubscribe
	LISTSERV.AP.ORG

2. Click on 'get a new Listserv password' link and follow the instructions.

?
Log In
8 🕅

3. Enter the email address you use to subscribe to the Listserv and enter a password of your choice. After you hit 'Register Password' a confirmation email will be sent to you, click on the link in the email.

X LISTSERV 16.0	2
Subscriber's Corner Email Lists	Log In
Register LISTSERV Password Register LISTSERV Password Please enter your email address and the desired password, then click on the 'Register Password' button. If you already had a LISTSERV password but cannot remember what ta way, the procedure wild addressing our existing password with the new one	
Password (Again): (Venfication)	
Register Password	
LISTSERV.AAP.ORG	

4. Clicking on the confirmation link in your email will bring you to the following screen. At this point, click 'Log Out' and login to the page again (this will reset the system and allow you access to the Online Archive).

Subscriber's Corner Email Lists	Concession of the local division of the loca		Log Out
LISTSERV Command Response (3F21DE1A)			
OK 3F21DE1A			
The 3F21DE1A confirmation code does not correspond to any pending command. A command can only be confirmed once, after which the confirmation code is deleted and can no longer be used. If you are sure that you did not already confirm this command, then check the confirmation request to make sure that the code is the correct one. Also, check your mailbox for a message with the subject "Command confirmation request cancelled". Commands must be confirmed within a certain time frame or they will expire. If all else fails, then you can always send the command again to get a new confirmation code.			
LISTSERV.A.P.ORG		(	5 🎘

5. Once you are logged back in, click on 'Subscribers Corner', which is your home page. You can access your home page at any time during your navigation by clicking on 'Subscribers Corner'.

Subscriber's Corner Email Lists	
LISTSERV Archives	
LISTSERV.AAP.ORG	
This LISTSERV server is located at LISTSERV AAP. ORG. Below you will find all lists that have been configured for public archiving. To access a specific list, simply click on the name of the list in the right. For lists that have been configured with an HTML description, you can get more information about the list by hovering the mouse over the list name.	table. To find confidential or unlisted lists, type in the list nam
LISTSERV Archives	Access Unlisted Lists
No lists are currently available for browsing. Note that confidential lists may be unlisted. To access unlisted archives, type in the list name in the search box to the right and click "Search".	Options
	Log Out
	N Preferences
	Resources
	About LISTSERV

6. This is your AAP Listserv Subscribers Home Page. If you are subscribed to other AAP Listservs, those Listservs will appear as well. Click on the Practice Managers Link.

<i>.</i>		
Subscriber	r's Corner	
Report Format		
3 Report Format:	On Screen	
Search Options		
3 Show Lists:		
3 Show All Lists:	Show Subscribed Lists Only   Search	
My Lists M	ly Settings	
Subscribed to 1 List	st as josesoapm@gmail.com	Submit
Check All   Uncheck All		
List	Names A	List Descriptions
PRA Prac	ICTICEMANAGERS [Settings] [Post]	
A Liste per Page: 50		
Lisis per l'age. 50		Send emain nouncation of changes 🖬
		Submit
LISTSERV.AAP.ORG		S 🕅

7. This is the PPMA Online Archive. From here you can browse/search/post to the Online Archive or manage your Listserv subscription settings. To view a posting, click on it or you can browse other weeks by clicking on that time period.

LISTSERV Subscriber's Corner E	/ 16.0 Email Lists TICEMANAGERS Home Page	2 Log Out
PRACTICEMA	NAGERS@LISTSERV.AAP.ORG	LISTSERV Archives
Latest Messages		Search Archives
skin stapling	Young Pediatrics <info@youngpediatrics.com></info@youngpediatrics.com>	Thu, 26 Sep 2013 18:42:53 +0000 Advanced Options
<no subject=""></no>	Chip Hart <chip@pcc.com></chip@pcc.com>	Thu, 26 Sep 2013 10:11:25 -0400
<no subject=""></no>	Paul Vanchiere <paulie@vanchiere.com></paulie@vanchiere.com>	Thu, 26 Sep 2013 08:31:21 -0500
PRACTICEMANAGE Practice Manageru - September - September - September	ERS S 2013, Week 4 2013, Week 3 2013, Week 1 2013, Week 1	Hide Latest Messages Hide Latest Messages Hide Latest Message
LISTSERV.AAP.ORG		۵ 🖉

# Posting a Message to the Listserv using the PPMA Online Archive

1. To Post a message to the Listserv using the Online Archive, click on 'Post New Message'

LISTSERV I Subscriber's Corner Em	6.0 al Lists ICEMANAGERS Home Page	Log
PRACTICEMANA	AGERS@LISTSERV.AAP.ORG	😪 LISTSERV Archi
Latest Messages		Search Archives
skin stapling	Young Pediatrics <info@youngpediatrics.com></info@youngpediatrics.com>	Thu, 26 Sep 2013 18:42:53 +0000 Advanced Options
<no subject=""></no>	Chip Hart <chip@pcc.com></chip@pcc.com>	Thu, 26 Sep 2013 10:11:25 -0400
<no subject=""></no>	Paul Vanchiere <paulie@vanchiere.com></paulie@vanchiere.com>	Thu, 26 Sep 2013 08:31:21 -0500
PRACTICEMANAGER	S	Ontine
Practice Managers     September 201	13. Week 4	Hide Latest Messages
September 201     September 201     September 201	13, Week 3 13, Week 2 33, Week 1	Search Archives Subscribe or Unsubscribe Solor New Message
LISTSERV.AAP.ORG		•

2. Fill in the message fields and click 'Send Message'. You have the options of attaching documents, sending yourself a copy via email, saving as draft, or delaying delivering for a select date/time.

2 LISTSERV	16.0			
bscriber's Corner E	mail Lists			
Send M	essage (PRACTICEMANAGER	S)		
RACTICEMANA	GERS@LISTSERV.AAP.ORG			
our Name:	Jose Lopez			
ubject:	Plain Text V Add Part		Add Part Show Tests	
onen ype.	Plain Text - Courtert			
chedule Delivery:	Deliver Immediately     Deliver at Following Time	Delivery Date: yyyy-mm-dd		
	G same and same	(in your local time zone) hh:mm[:ss]		
harset:	International Unicode (UTF-8 e	ncoded) 🔻		
tachments:		Browse Attach		
SS Abstract:			A	
			*	
essage:			<b>^</b>	
2				
			-	
			Send copy of message to: josescapm@gmail.com	
	Save Draft		Send Message	

# **Using the Online Archive Search Feature**

1. Click on 'Search Archives':

X LISTSERV 16.0		2
	EMANAGERS Home Page	Log U
PRACTICEMANAG	ERS@LISTSERV.AAP.ORG	CallSTSERV Archives
Latest Messages		Search Archives
skin stapling	Young Pediatrics <info@youngpediatrics.com></info@youngpediatrics.com>	Thu, 26 Sep 2013 18:42:53 +0000 Advanced Options
<no subject=""></no>	Chip Hart <chip@pcc.com></chip@pcc.com>	Thu, 26 Sep 2013 10:11:25 -0400
<no subject=""></no>	Paul Vanchiere <paulie@vanchiere.com></paulie@vanchiere.com>	Thu, 26 Sep 2013 08:31:21 -0500
PRACTICEMANAGERS Practice Managers September 2013, Week 4 September 2013, Week 2 September 2013, Week 2 September 2013, Week 1		Hide Latest Messages Hide Latest Messages Log Out et Change Password  Search Archives Subscribe or Unsubscribe  Post New Message
LISTSERV.AAP.ORG		

2. From this page you can search through the Archives. It is recommended that you use one of the 'Advanced Search' fields to make your results more specific and to get quicker results.

Archive Search (	RACTICEMANAGERS)	
~		
Search For		
w oung.	a surger in the second	
Advanced Search		
U Subject Contains:	W Author's Address:	
Since:	W Undi:	
Search Options		
3 Sort By: Date/Time, De	c. 🔻	
2 Complete Search II		
	Search	

3. Your results will show up in the following format. Click on the individual post to view it.

LISTSERV.AAP.ORG (8 Matches)					
ltem #	Date	Time	Lines	Subject	List Name
000036	2013-09-17	08:49	352	Re: EHR Recommendations	PRACTICEMANAGERS
000025	2013-09-16	16:10	525	Re: Training	PRACTICEMANAGERS
000023	2013-09-16	15:47	422	Re: Training	PRACTICEMANAGERS
000022	2013-09-16	15:29	437	Re: Training	PRACTICEMANAGERS
000021	2013-09-16	15:15	332	Re: Training	PRACTICEMANAGERS
000019	2013-09-16	14:45	266	Re: Training	PRACTICEMANAGERS
000020	2013-09-16	13:56	357	Re: Training	PRACTICEMANAGERS
000018	2013-09-16	13:43	140	Training	PRACTICEMANAGERS
Item #25 (16 Sep 2013 16:10) - Re: Training NURSE Manager/HR Manager Item #23 (16 Sep 2013 15:47) - Re: Training NURSE Manager/HR Manager					
Item #22 (16 Sep 2013 15:29) - Re: Training NUTSE Manageri-HK Manager					
Item #21 (16 Sep 2013 15:16) - Re: Training					

# Self-Managing your Listserv Subscription

1. Under Options, click on 'Subscribe/Unsubscribe'.

LISTSERV 16.0 Subscriber's Corner Email Lists Cog Out PRACTICEMANAGERS Home Page					
PRACTICEMANA	GERS@LISTSERV.AAP.ORG	😪 LISTSERV Archives			
Latest Messages		Search Archives			
skin stapling	Young Pediatrics <info@youngpediatrics.com></info@youngpediatrics.com>	Thu, 28 Sep 2013 18:42:53 +0000 Advanced Options			
<no subject=""></no>	Chip Hart <chip@pcc.com></chip@pcc.com>	Thu, 26 Sep 2013 10:11:25 -0400			
<no subject=""></no>	Paul Vanchiere <paulie@vanchiere.com></paulie@vanchiere.com>	Thu, 26 Sep 2013 08:31:21 -0500			
PRACTICEMANAGERS		Options			
Practice Managers		Hide Latest Messages			
		*** Change Password			
September 2013, Week 4     September 2013, Week 3		Q Saarch Archivas			
September 2013, Week 2     September 2013, Week 1					
		Subscribe or Unsubscribe			
		Post New Message			
LISTSERV.AP.ORG					

2. This will take you to a page where you can manage your own settings:

#### PRACTICEMANAGERS@LISTSERV.AAP.ORG

You are currently subscribed to the PRACTICEMANAGERS list.

From this screen, you can update your subscription options or unsubscribe.

List Name:	PRACTICEMANAGERS (unlisted)		
Name			
Name:	Elisna Ferguson		
Email Address:	eferguson@aap.org		
	Subscribed Since: 5 Jan 2015		
-			
Subscription Type	Regular	[NODIGEST]	
	O Digest (traditional) [NOM	ME DIGEST]	
	O Digest (MIME format) [NOHTML MI	ME DIGEST]	
	О Digest (HTML format) [нт	ML DIGEST]	
	O Index (traditional) [NOF	ITML INDEX]	
	O Index (HTML format) [⊦	ITML INDEX]	
3 Mail Header Style	Normal LISTSERV-style header	[FULLHDR]	
	O LISTSERV-style, with list name in subject [SU	JBJECTHDR]	
	<ul> <li>"Dual" (second header in mail body)</li> </ul>	[DUALHDR]	
	⊖ sendmail-style	[IETFHDR]	
	O Normal LISTSERV-style (RFC 822 Compliant)	[FULL822]	
Acknowledgements	O No acknowledgements [NOACH	(NOREPRO]	
	O Short message confirming receipt [ACK	(NOREPRO]	
	Receive copy of own postings     [NOA	ACK REPRO]	
3 Miscellaneous	Mail delivery disabled temporarily	[NOMAIL]	
	Address concealed from REVIEW listing	[CONCEAL]	
Update O	ptions Unsubscribe (PRACTICEMANAGERS)		

To change the following settings, select the setting(s) of your choice and click 'Update Options'. You can also unsubscribe to the Listserv from this screen by clicking 'Unsubscribe'

- 1. To change from regular, individual listserv emails to Digest Form, select 'Digest (traditional)'.
- 2. To change from digest form to regular, individual listserv emails, select 'Normal LISTSERV-style header'.
- 3. To receive a copy of your postings, select 'Receive copy of own postings'.

4. Heading out on vacation and want to put a temporary hold on your listserv emails? Select 'Mail delivery disabled temporarily'. When you return from vacation, login to the Online Archive and uncheck this box to re-enable emails.

<u>Special Option</u>: Don't like to receive the volume of emails generated by the Listserv but still want to be an active subscriber? Select the 'Mail delivery disabled temporarily' button and click 'Update Options'. This will stop your Listserv email delivery but you will still have access with the ability to post to the Listserv via the Online Archive (**see Part Two**: Posting a Message to the Listserv using the Online Archive)! To resume email delivery, login to the Online Archive and unselect this option.

PRACTICEMANA	GERS@LISTSERV.AAP.ORG					
You are currently subscri	bed to the PRACTICEMANAGERS list.					
From this screen, you can update your subscription options or unsubscribe.						
List Name:	PRACTICEMANAGERS (unlisted)					
Name:	Elisha Ferguson					
Email Address:	eferguson@aap.org					
	Subscribed Since: 5 Jan 2015					
	-					
Subscription Type	<ul> <li>Regular</li> </ul>	[NODIGEST]				
	<ul> <li>Digest (traditional)</li> </ul>	[NOMIME DIGEST]				
	O Digest (MIME format) [No	OHTML MIME DIGEST]				
	<ul> <li>Digest (HTML format)</li> </ul>	[HTML DIGEST]				
	O Index (traditional)	[NOHTML INDEX]				
	O Index (HTML format)	[HTML INDEX]				
2 Mail Header Style	Normal LISTSERV-style header	[FULLHDR]				
	$\bigcirc$ LISTSERV-style, with list name in subject	t [SUBJECTHDR]				
	$\bigcirc$ "Dual" (second header in mail body)	[DUALHDR]				
	⊖ sendmail-style	[IETFHDR]				
	O Normal LISTSERV-style (RFC 822 Comp	liant) [FULL822]				
Acknowledgements	O No acknowledgements	[NOACK NOREPRO]				
	O Short message confirming receipt	[ACK NOREPRO]				
	<ul> <li>Receive copy of own postings</li> </ul>	[NOACK REPRO]				
② Miscellaneous	Mail delivery disabled temporarily	[NOMAIL]				
	Address concealed from REVIEW listing	[CONCEAL]				
Update O	Unsubscribe (PRACTICEMANAG	ERS)				

When you are finished, click 'Log Out'. Please be sure to bookmark the PPMA Online Archive page <u>http://listserv.aap.org/scripts/wa.exe?A0=PracticeManagers</u>.

If you have any questions or require assistance, contact AAP Staff at <u>PracticeManagement@aap.org</u>.