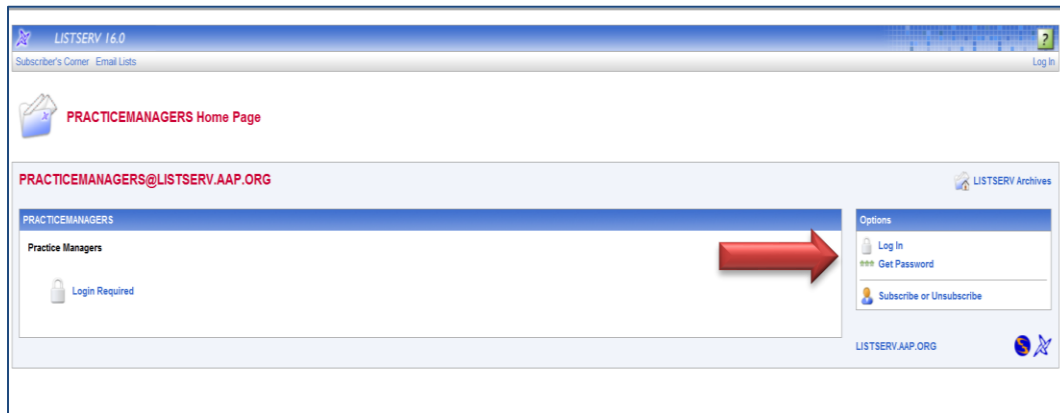


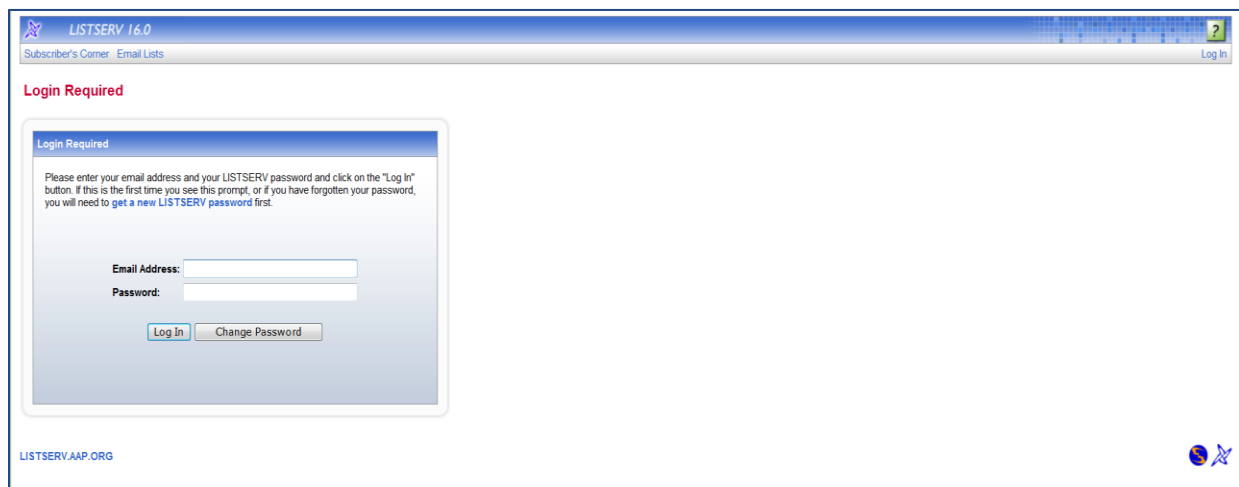
# PPMA Listserv Online Archive Instructions

## Accessing the PPMA Online Archive for the First Time

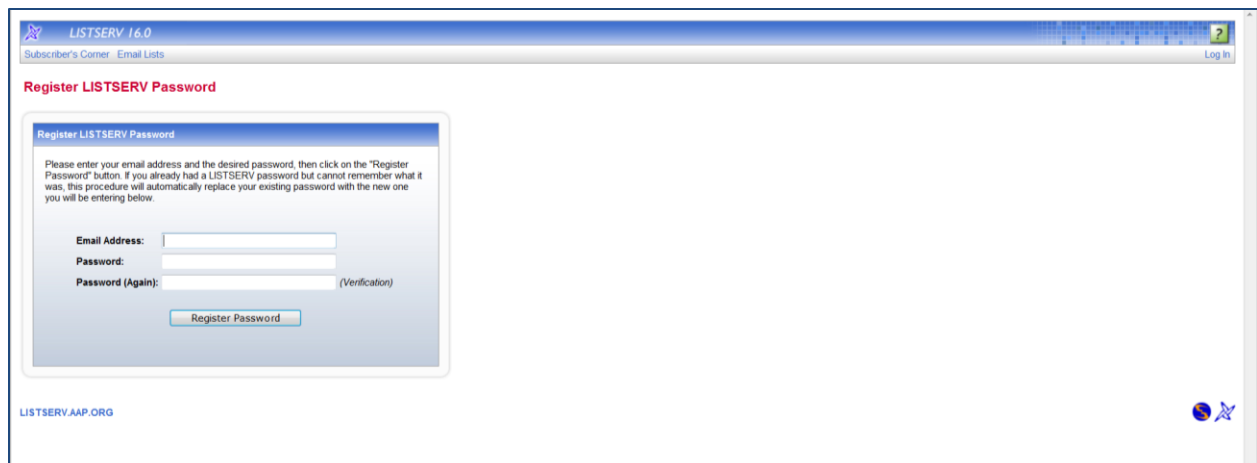
1. Visit <http://listserv.aap.org/scripts/wa.exe?A0=PracticeManagers>. Click on 'Login'



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

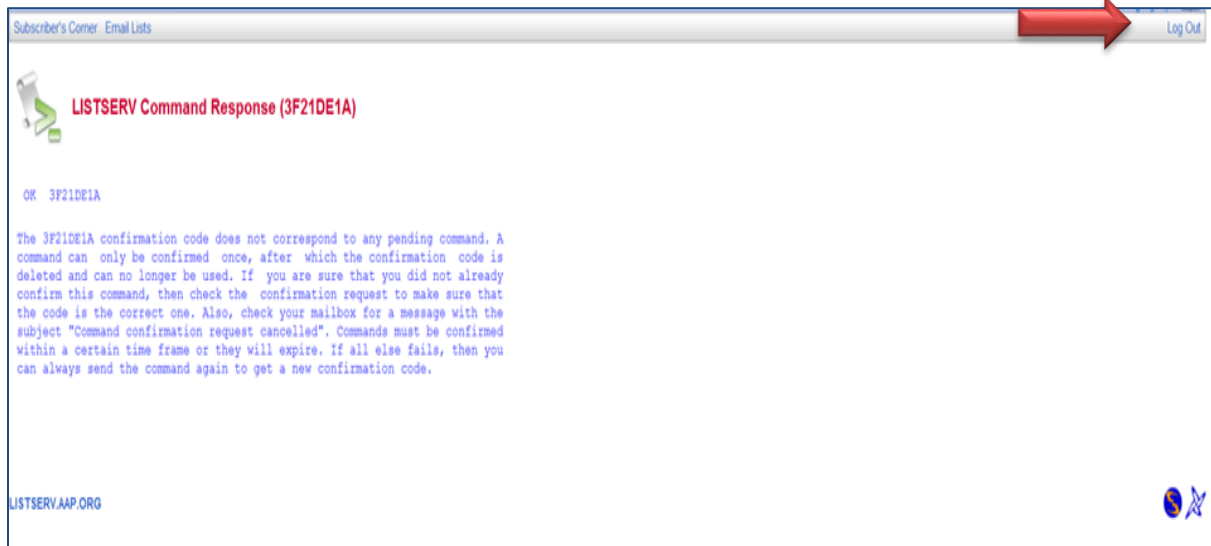


3. Enter the email address you use to subscribe to the Listserv and enter a password of your choice. After you hit 'Register Password' a confirmation email will be sent to you, click on the link in the email.

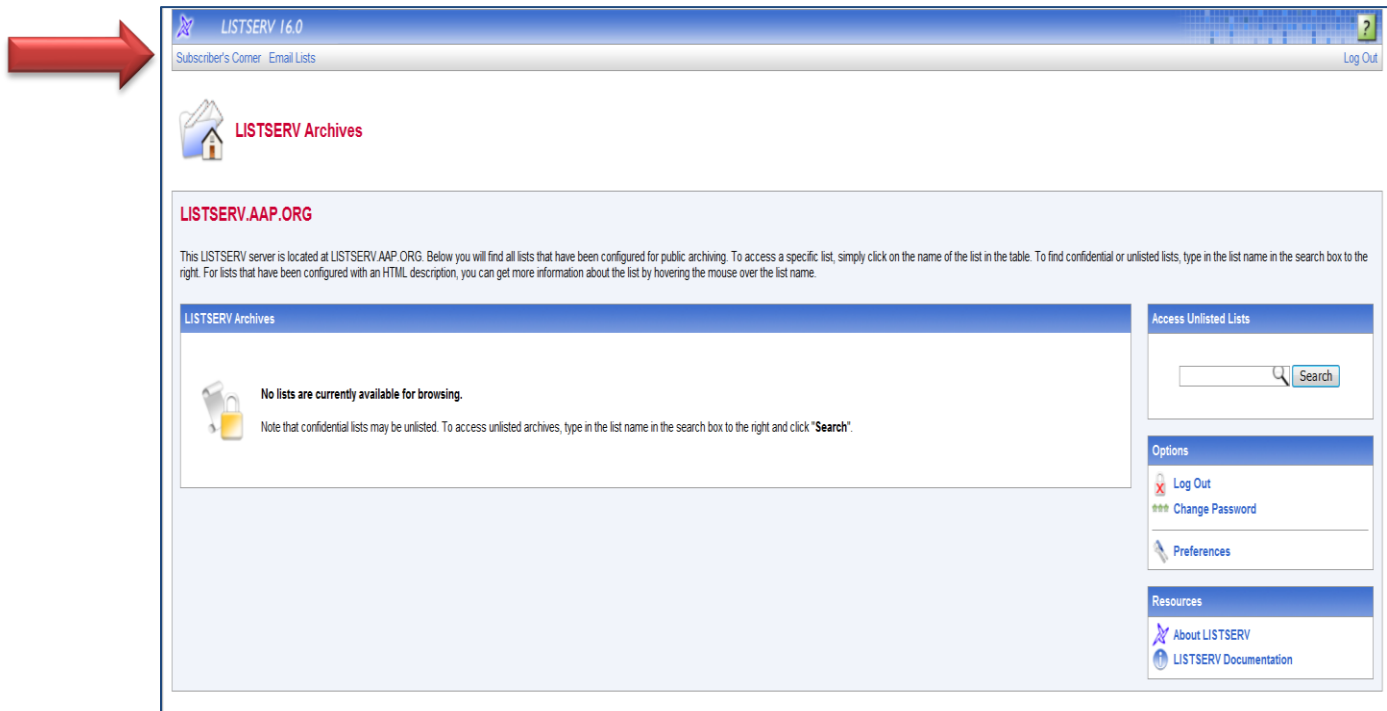


## PPMA Listserv Online Archive Instructions

- 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).**



- 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'.



## PPMA Listserv Online Archive Instructions

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.

**Subscriber's Corner**

Report Format: On Screen

Search Options: Show Lists: Show Subscribed Lists Only

My Lists My Settings

Subscribed to 1 List as josesoapm@gmail.com

Check All | Uncheck All

List Names	List Descriptions
<input type="checkbox"/> <a href="#">PRACTICEMANAGERS</a> [Settings] [Post] Practice Managers	

Lists per Page: 50

Send email notification of changes

LISTSERV.AAP.ORG

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 16.0

Subscriber's Corner Email Lists Log Out

**PRACTICEMANAGERS Home Page**

PRACTICEMANAGERS@LISTSERV.AAP.ORG

LISTSERV Archives

Latest Messages		
skin stapling	Young Pediatrics <info@YOUNGPEDIATRICS.COM>	Thu, 26 Sep 2013 18:42:53 +0000
<No subject>	Chip Hart <chip@PCC.COM>	Thu, 26 Sep 2013 10:11:25 -0400
<No subject>	Paul Vanchiere <Paulie@VANCHIERE.COM>	Thu, 26 Sep 2013 08:31:21 -0500

PRACTICEMANAGERS

Practice Managers

- September 2013, Week 4
- September 2013, Week 3
- September 2013, Week 2
- September 2013, Week 1

Hide Latest Messages

Search Archives

Advanced Options

Search

Options

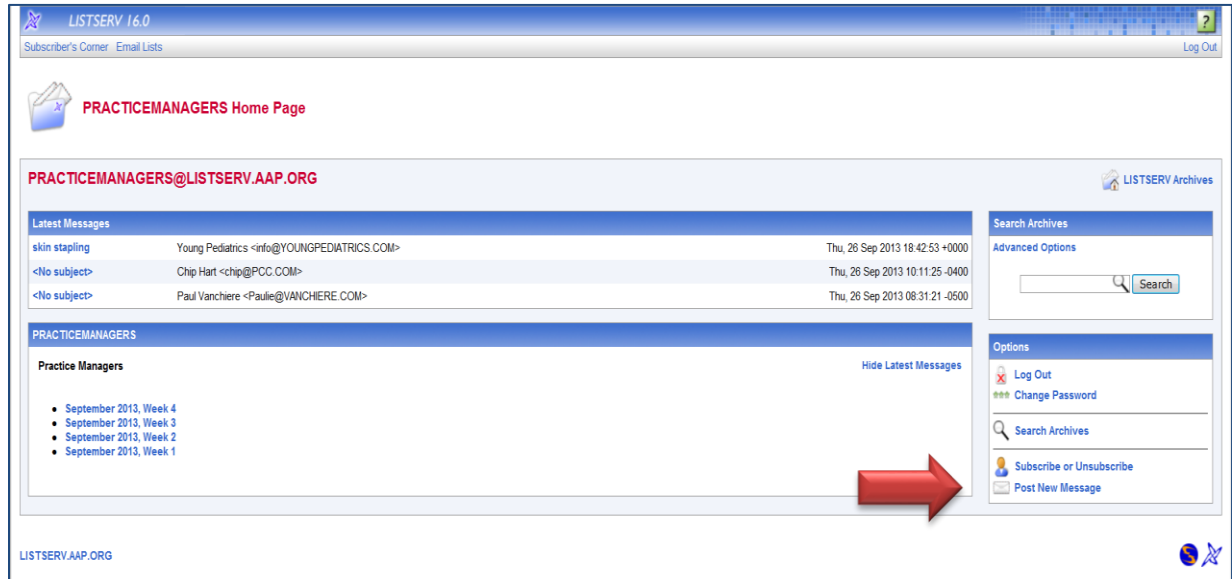
- Log Out
- Change Password
- Search Archives
- Subscribe or Unsubscribe
- Post New Message

LISTSERV.AAP.ORG

# PPMA Listserv Online Archive Instructions

## 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'



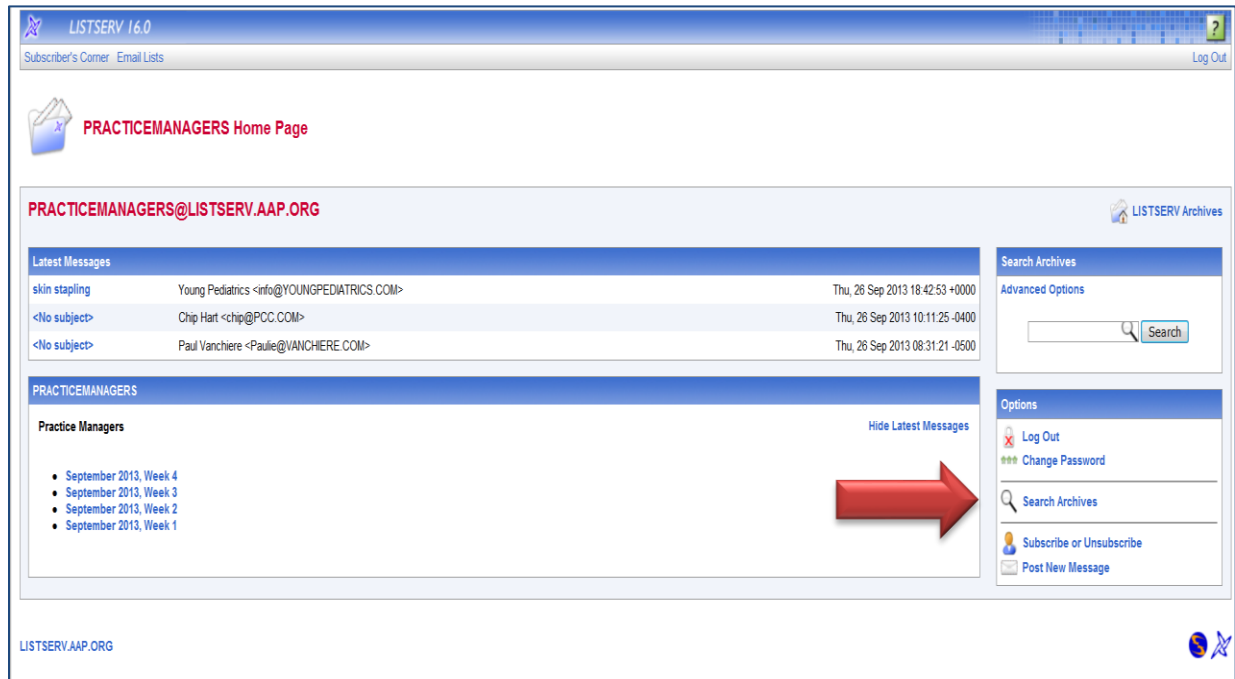
2. Fill in the message fields and click 'Send Message'. You have the options of attaching documents, sending yourself a copy via email, saving as draft, or delaying delivering for a select date/time.

The screenshot shows the 'Send Message (PRACTICEMANAGERS)' form. The form includes fields for 'Your Name' (Jose Lopez), 'Subject', and 'Content-Type' (Plain Text). It also has a 'Schedule Delivery' section with radio buttons for 'Deliver Immediately' and 'Deliver at Following Time', and a 'Delivery Date' field. The 'Charset' is set to 'International Unicode (UTF-8 encoded)'. There are 'Attachments' and 'RSS Abstract' sections. At the bottom, there is a 'Message' text area, a 'Save Draft' button, and a 'Send Message' button. A checkbox for 'Send copy of message to: josesoapm@gmail.com' is also present.

# PPMA Listserv Online Archive Instructions

## Using the Online Archive Search Feature

1. Click on 'Search Archives':



LISTSERV 16.0

Subscriber's Corner Email Lists Log Out

PRACTICEMANAGERS Home Page

PRACTICEMANAGERS@LISTSERV.AAP.ORG

LISTSERV Archives

**Latest Messages**

skin stapling	Young Pediatrics <info@YOUNGPEDIATRICS.COM>	Thu, 26 Sep 2013 18:42:53 +0000
<No subject>	Chip Hart <chip@PCC.COM>	Thu, 26 Sep 2013 10:11:25 -0400
<No subject>	Paul Vanchiere <Paulie@VANCIERE.COM>	Thu, 26 Sep 2013 08:31:21 -0500

**PRACTICEMANAGERS**

Practice Managers

- September 2013, Week 4
- September 2013, Week 3
- September 2013, Week 2
- September 2013, Week 1

Hide Latest Messages

**Search Archives**

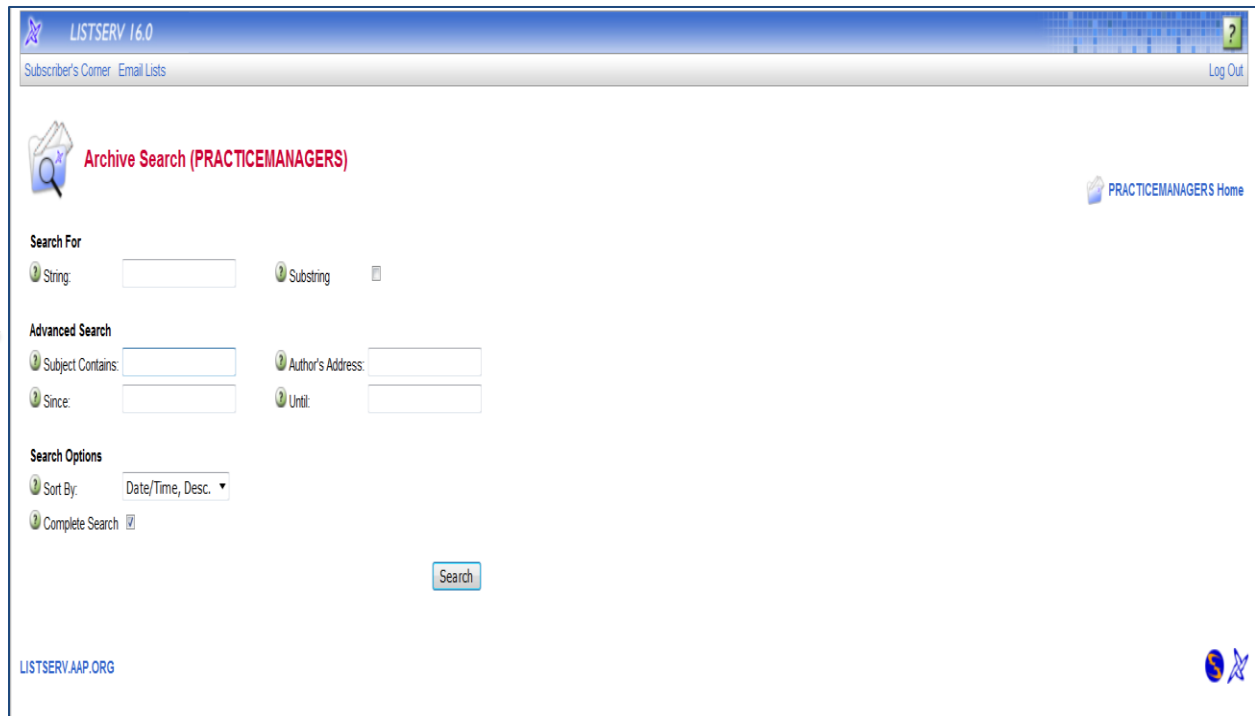
Advanced Options

**Options**

- Log Out
- 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.



LISTSERV 16.0

Subscriber's Corner Email Lists Log Out

Archive Search (PRACTICEMANAGERS)

PRACTICEMANAGERS Home

**Search For**

String:  Substring: ☐

**Advanced Search**

Subject Contains:  Author's Address:

Since:  Until:

**Search Options**

Sort By: Date/Time, Desc. ▾

Complete Search ☒

LISTSERV.AAP.ORG

## PPMA Listserv Online Archive Instructions

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

**LISTSERV.AAP.ORG (8 Matches)**

Item #	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 #36 (17 Sep 2013 08:49) - Re: EHR Recommendations

**Nurse** ManagerHR Manager

Item #25 (16 Sep 2013 16:10) - Re: Training

**Nurse** ManagerHR Manager

Item #23 (16 Sep 2013 15:47) - Re: Training

**Nurse** ManagerHR Manager

Item #22 (16 Sep 2013 15:29) - Re: Training

**Nurse** ManagerHR Manager

Item #21 (16 Sep 2013 15:15) - Re: Training

**Nurse** ManagerHR Manager

## Self-Managing your Listserv Subscription

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

LISTSERV 16.0

Subscriber's Corner Email Lists Log Out

**PRACTICEMANAGERS Home Page**

**PRACTICEMANAGERS@LISTSERV.AAP.ORG**

LISTSERV Archives

**Latest Messages**

skin stapling	Young Pediatrics <info@YOUNGPEDIATRICS.COM>	Thu, 26 Sep 2013 18:42:53 +0000
<No subject>	Chip Hart <chip@PCC.COM>	Thu, 26 Sep 2013 10:11:25 -0400
<No subject>	Paul Vanchiere <Paulie@VANCHIERE.COM>	Thu, 26 Sep 2013 08:31:21 -0500

**PRACTICEMANAGERS**

**Practice Managers**

Hide Latest Messages

- September 2013, Week 4
- September 2013, Week 3
- September 2013, Week 2
- September 2013, Week 1

**Search Archives**

Advanced Options

Search

**Options**

- Log Out
- Change Password
- Search Archives
- Subscribe or Unsubscribe
- Post New Message

LISTSERV.AAP.ORG

## PPMA Listserv Online Archive Instructions

- 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:** Elisha Ferguson

**Email Address:** eferguson@aap.org

**Subscribed Since:** 5 Jan 2015

**? Subscription Type**

☒ Regular [NODIGEST]

☐ Digest (traditional) [NOMIME DIGEST]

☐ Digest (MIME format) [NOHTML MIME DIGEST]

☐ Digest (HTML format) [HTML DIGEST]

☐ Index (traditional) [NOHTML INDEX]

☐ Index (HTML format) [HTML INDEX]

**? Mail Header Style**

☒ Normal LISTSERV-style header [FULLHDR]

☐ LISTSERV-style, with list name in subject [SUBJECTHDR]

☐ "Dual" (second header in mail body) [DUALHDR]

☐ sendmail-style [IETFHDR]

☐ Normal LISTSERV-style (RFC 822 Compliant) [FULL822]

**? Acknowledgements**

☐ No acknowledgements [NOACK NOREPRO]

☐ Short message confirming receipt [ACK NOREPRO]

☒ Receive copy of own postings [NOACK REPRO]

**? Miscellaneous**

☐ Mail delivery disabled temporarily [NOMAIL]

☐ Address concealed from REVIEW listing [CONCEAL]

[Update Options](#) [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'

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

## PPMA Listserv Online Archive Instructions

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.

**Special Option:** 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.

**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:

Name:

Email Address:

Subscribed Since: 5 Jan 2015

**Subscription Type**

- ☒ Regular [NODIGEST]
- ☐ Digest (traditional) [NOMIME DIGEST]
- ☐ Digest (MIME format) [NOHTML MIME DIGEST]
- ☐ Digest (HTML format) [HTML DIGEST]
- ☐ Index (traditional) [NOHTML INDEX]
- ☐ Index (HTML format) [HTML INDEX]

**Mail Header Style**

- ☒ Normal LISTSERV-style header [FULLHDR]
- ☐ LISTSERV-style, with list name in subject [SUBJECTHDR]
- ☐ "Dual" (second header in mail body) [DUALHDR]
- ☐ sendmail-style [IETFHDR]
- ☐ Normal LISTSERV-style (RFC 822 Compliant) [FULL822]

**Acknowledgements**

- ☐ No acknowledgements [NOACK NOREPRO]
- ☐ Short message confirming receipt [ACK NOREPRO]
- ☒ Receive copy of own postings [NOACK REPRO]

**Miscellaneous**

- ☐ Mail delivery disabled temporarily [NOMAIL]
- ☐ Address concealed from REVIEW listing [CONCEAL]



## **PPMA Listserv Online Archive Instructions**

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

If you have any questions or require assistance, contact AAP Staff at [PracticeManagement@aap.org](mailto:PracticeManagement@aap.org).