Point your web browser to http://localhost/ptsrid/index.cgi. For now, the access point to the new pages is reachable at About Us → PTS RID. Make sure to only click “PTS RID,” as clicking elsewhere may cause the link to disappear, in which case, you need to click “back” or start over.

You should now see your profile. As of this writing, you are “Rita V. Burke”.

For this demonstration, all our links are contained in the blue Quick Links menu to the left.

Please use this paper to write any notes to assist you in completing the survey later on (or jump to the survey at any time).

First, we will explore Basic Search. Here is where we can search for articles and members.

**Task 1** – Search for Members

1. Go to Basic Search
2. Search for “rita”.
3. Clear the text box.
4. Search for “burke”.
5. Clear the text box.
6. Find a member with an interest in “trauma”.
7. Clear the text box.
8. Search for “Rita” “Burke”.
9. Search for any member(s) by full/partial name (try common names, such as Michael).

**Task 2** – Search for Articles

1. Search using the keyword “medical”.
2. Click the article, “Rita’s title”, to expand it.
3. Expand “title2”.
4. Note the MeSH term, “Child”; search using this keyword.
5. Repeat steps 1 and 2. Find any significant noun in the abstract and search using this keyword.
Task 3 – Viewing other Member Profiles
1. Do a search, as in Task 1.
2. Click a member’s name.
3. Please complete this form. You may do anything you like on this person’s profile.

<table>
<thead>
<tr>
<th>Name of profile:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there any missing info? What?</td>
</tr>
<tr>
<td>The layout of the page is _________________ (adj.).</td>
</tr>
</tbody>
</table>

Task 4 – Viewing My Profile
1. Go to “My Profile”.
2. Click “View and Verify My Publications”.

Task 5 – Editing My Profile
1. Click “Edit Profile”.
2. Alter any text field.
3. Click “Update”. Notice the change.
4. Click “My Profile”. Do the changes keep?
5. Explore the “Edit Profile” page, or continue.

Task 6 – Downloading CVs
1. Get out of the editing view and go to your profile.
2. Click “Download CV”.
3. Search for and open the profile of “junjian333”.
4. Download his CV.
**Task 7** – Publications Review

1. Yep, “View and Verify My Publications” is non-functional. It can be accessed from any profile as it contains temporary data.

2. This article uses the same style and formatting as in the articles you found in Task 2, the difference being that this one is based on an actual publication.

3. Please complete this form.

<table>
<thead>
<tr>
<th>What elements are missing? Irrelevant?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>I found this entry ________________(adj.) to read, because ____</td>
</tr>
</tbody>
</table>

**Task 8** – Advanced Search

1. Go to “Advanced Search”.

2. You want to find all articles written in the language of Undetermined. What is the code you need to enter?

3. What Publication Type would you recommend an insomniac member look up?

4. Explore this page or continue.
**Task 9** – Create a Forum (using a longer method)

1. Go to Discussion Board
2. Username: Nick McCall
   Password: nmccall
3. Click “Administration Control Panel” (ACP), located at the bottom of each page.
4. Follow the prompt.
5. Near the bottom-right is a button, called “Create new forum”; click it.
6. Enter a forum name.
7. You can scroll and feel overwhelmed with options. Otherwise, hit ‘Enter’/click “Submit”. You will be redirected to permissions.
8. Select (ctrl+click) “Administrators,” “Newly registered users,” and “Registered users.” Click “Add permissions.”
9. Permissions can be very detailed, but for now, click “All yes” for all groups, and click “Apply all permissions”.
10. Go to “Board index” and look for your new forum.

If necessary, visit [www.phpbb.com/support/](http://www.phpbb.com/support/) for in-depth documentation.

**Task 10** – Post a New Topic

1. Enter a forum.
2. Post a new topic.

**Task 11** – Send/Receive a Private Message (here’s one way to do it)

1. Click “Members”, located next to “FAQ”.
2. Select “Nick on valp” and click “Send private message”.
3. Log out and log in using
   Username: Nick on valp
   Password: nmccall
4. Click “1 new message” and read the message.
**Task 12** – Explore the Discussion Board

For unrestricted access, log in as Nick McCall

This ends the drivethrough. Please continue to the concerns log.