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**Water connects us, WEFCOM connects water professionals.** WEFCOM is an online community hosted by the Water Environment Federation. WEFCOM serves as a virtual workspace, allowing WEF members to network and collaborate in an online environment.

Log on and explore @ wefcom.wef.org

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**Complete.**

By completing personal profiles, members are creating a database of experienced professionals. Add new contacts and expand your network as you meet your colleagues online and at WEF events. Set privacy preferences so you can control access to your information.

**Communicate.**

Share ideas, resources and events with the whole WEF community or within committees and working groups. Communicate with many or one member individually, and receive information in real time, as a daily digest, as a consolidated daily digest or consolidated weekly digest.

**Compose.**

Blog or start a discussion thread. WEFCOM combines the power of listservs and discussion forums, so you can view all responses to a message in one place—online or via email. WEFCOM discussions are archived and searchable online, so they don’t get lost in your inbox.

**Compile.**

Organize, tag, and share documents in committee-specific libraries. Use WEFCOM to share large files, store working documents and search useful content. File attachments sent through discussion forums automatically begin building your resource library.
E-Group Rules & Etiquette

Thank you for being part of our community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions and shared files and content to that best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. Questions should be directed to our Member Services department via the Contact Us link on this site. Technical questions on association management issues should directed to our helpdesk.

Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact the member services department. In order to preserve a climate that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate membership in this community for anyone who violate these rules.

The Rules

• Don’t challenge or attack others. The discussions and comments are meant to stimulate conversation not to create contention. Let others have their say, just as you may.

• Don’t post commercial messages on any discussion list, resource library entry, or other area where others might see it. Contact people directly with product and service information if you believe it would help them.

• Use caution when discussing products. Information posted on the lists and in the libraries is available for all to see, and comments are subject to libel, slander, and antitrust laws.

• All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.

• Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted.

• Remember that other participants have the right to reproduce postings to this site unless you specify otherwise.

• Post your message or documents only to the most appropriate lists or libraries. Do not spam several lists or libraries with the same message.
• All messages must add to the body of knowledge. We reserve the right to reject any message for any reason.

• Job Openings may not be posted on WEFCOM. Please view the “Employer” link on the WEF.org Job Bank web page

Discussion Group Etiquette
• Include a signature tag on all messages. Include your name, affiliation, location.

• State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.

• Include only the relevant portions of the original message in your reply. Delete any header information and put your response before the original posting.

• Only send a message to the entire list when it contains information that everyone can benefit from.

• Send messages such as "thanks for the information" or "me, too" to individuals—not to the entire list. Do this by using the "Reply to Sender" link to the left of every message.

• Do not send administrative messages, such as remove me from the list. Instead, use the web interface to change your settings or to remove yourself from a list. Your user id, password, and basic contact information are controlled through your WEF membership credentials.

• Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

Legal Disclaimer
This site is provided as a service for the members of the Water Environment Federation ("WEF").

WEF is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted by WEF or any third party; this disclaimer includes all implied warranties of merchantability and fitness.

In no event shall WEF or its employees be liable for any damages whatsoever, including, but not limited to, special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.
Do not post any defamatory, abusive, profane, threatening, offensive, discriminatory, harassing or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants WEF and users of this site the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another’s business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

WEF does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to the attention of WEF, we will take all appropriate action.

WEF reserves the right to terminate access to any user who does not abide by these guidelines.
Access
WEFCOM is available to WEF members only.

Technical committees:
**Announcements:** all WEF members can see, only community admins can post
**Description:** all WEF members can see, only community admins can post
**Events:** all WEF members can see, only community admins can post
**Discussion and Library:** all WEF members can see (subcommittees and task forces will be private).
However, in order to post, subscribe and receive emails from a committee, you must join that committee through WEF’s committee application process.
**Blogs:** Can specify the privacy settings per blog post, members can associate the blog with the various communities to which they belong. The default privacy setting for a blog is to be available to all members under the blogs tab, regardless of the community in which it is posted.

Technical committees include the following:

- Air Quality & Odors Control
- Municipal Resource Recovery Design
- Small Community
- Intelligent Water Technology
- Plant Operations & Maintenance
- Laboratory Practices
- Disinfection and Public Health
- Watershed Management Committee
- Utility Management
- Stormwater
- Collection Systems
- Residuals & Biosolids
- Safety and Security
- Industrial Wastewater
- Water Reuse

Non-technical committees:
**Announcements:** anyone can see, only community admins can post
**Description:** anyone can see, only community admins can post
**Events:** anyone can see, only community admin can post
**Discussion and Library:** only community members can see and post
**Blogs:** Can specify per blog post, members can associate the blog with the various communities to which they belong.

Technical Subcommittees, Task Forces and Management Committees:
These groups will show up only to community members. All features will be members-only. Management committees include the Board of Trustees, House of Delegates, etc.
Logging In

1. Go to [https://wefcom.wef.org/home](https://wefcom.wef.org/home)
2. Click on the “Sign in” button

3. Log in using the same username and password that you would use on the WEF.org website. This is not your customer ID, but the email address you registered with.

Note: Make sure to use your full email address as your user name (unless you have reset the user name)

If this is your first-time logging in...

4. You should choose to reset your password. The system will send a reset link to your email address.

5. You will need to accept the terms of agreement.
WEFCOM Home Page

Main menu bar

Latest Discussions displays the four most recent discussions you are eligible to view.

The More button below the discussions leads to a list of all discussions you are eligible to view.

Clicking on a title takes you to the full discussion post.

The title of Most Active Member is earned through engaging in activities such as posting or replying to discussions, blogging, etc.

JOIN THE DISCUSSION

Announcements

Resource Spotlight

Upcoming Events

Most Active Members

Open the Welcome Box by clicking the drop down arrow

Click on Become a Member to find membership renewal and join links

Click on Join a Committee to find links to committees you are interested in joining.

The Resource Spotlight is a library containing technical articles, fact sheets, book reviews, and videos.

Click on a title to read a summary and access the full item.
Main Menu Bar: My Profile

My Profile
Creating/Updating Your Profile
Your WEFCOM profile allows you to showcase your experience as you would in LinkedIn or similar networking site.

1. Click on the arrow next to ‘My Profile’ in the main menu bar and select ‘My Profile’ from the drop-down menu.

Your profile picture will be visible and the ‘My Profile’ tab will be selected allowing you to update your: ‘Bio’, (either manually or by importing LinkedIn information), ‘Key Focus Areas’, ‘Education’, ‘Professional Associations’, ‘Certifications & Credentials’, and ‘Honors & Awards’.

Click ‘Add’, the edit icon or the trashcan icon to update other fields in your profile such as your education, biography, job history, etc.
Obtaining Profile Data from LinkedIn
If you already have a profile on LinkedIn, you can save yourself time and effort by bringing your bio from LinkedIn to WEFCOM. Simply click on the ‘Import Your Info’ button

Import From LinkedIn

This option allows you to choose, step-by-step, which parts of your profile you want to import from LinkedIn. Click the check boxes next to the fields you want to import (under the ‘Action’ column). Then click “save and continue” at the bottom.

LinkedIn Connect

Picture Content

Job History Content
Social Media

You can also include a link to your LinkedIn profile, in addition to other social media, such as Twitter.
My Connections
The ‘My Connections’ tab gives you access to your contacts and shows what networks and what communities you belong to.

The ‘My Connections’ tab is located next to the ‘My Profile’ tab.

My Connections > Contacts
This page lists your WEFCOM contacts. This contact list allows you to easily stay in touch with others even if you are no longer a member of the same community. You can choose how to display your contact list, export your contact list, send a message through WEFCOM, or remove a contact.

This page also lists members you may know and may wish to send a contact request.

My Connections > Networks
The Networks page displays your demographics, the number of members with the same demographic, and links to the list of members sharing a particular demographic. This information provides one way to expand your list of contacts.

Click on the link for the demographic of interest to see the list of members with that same demographic.

You can send anyone on the list a message and/or a contact request using the buttons to the right of their name.
My Connections > My Communities

The Communities page lists the communities to which you belong, provides a description of each community and shows the number of Discussions, Libraries, and Members in each community.

Navigate to a community home page by mousing over the community name and clicking.
My Account
The ‘My Account’ tab, also accessed by selecting ‘My Profile’ from the ‘My Profile’ dropdown menu on the main menu bar, is where you edit your: WEFCOM Inbox settings, Privacy Settings, Email Preferences, RSS Feeds, Community Notifications, and Discussion Signature.

My Account > Inbox
The WEFCOM inbox allows you to view messages sent to you via WEFCOM, messages you have sent via WEFCOM, pending contact requests others have made of you, and pending requests to join communities.

You can look for messages in both your ‘Inbox’ or your ‘Sent Items’ by entering either the ‘Sender name’ or the ‘Subject’ in the search box or by scrolling through the messages.

My Account > Privacy Settings
You can control the level of privacy associated with your profile information by editing your privacy settings.
Note: The default setting will show only company, title, city and current WEF activities
Not only can you choose to be included or excluded in the member directory and community rosters, the amount of information shared can be finely tuned for each of 33 features by choosing either: ‘Members Only’, ‘My Contacts’, ‘Public’, or ‘Only Me’ from each feature’s drop-down menu.

The default setting for ‘My Networks’ allows members to contact you within the WEFCOM system. This does not give them access to your email address but allows them to send messages to your WEFCOM message center. WEFCOM will send a notification to your email address.

**My Account >Email Preferences**

Five types of messages can be sent to WEFCOM users: System Emails, Community Notifications (discussion post) Community Emails (from community admin), Social Emails, and Promotional Emails.

Messages from system emails, community emails, socials emails and promotional emails are sent to your profile inbox and to your email address.

The ‘Email Preferences’ pages is where you can change the email address to which email notifications and communications will be sent. It is also where you can opt out of community emails, socials emails and promotional emails. (Community Notifications are controlled via the My Account>Community Notifications page)

Note: Opting out of social emails will prevent other members from sending you contact requests.

View the ‘Email Preferences’ pages for a description of each type of email.
My Account > RSS Feed

RSS feed readers allow you to keep up to date on regularly changing web content, such as blogs, news sites, etc. all in one place. That way you can check the New York Times, for example, while checking for posts from your community’s discussion forum or blog. (Sign up for a feed reader if you do not have one and would like to use this feature.)

Check the discussions, libraries and blogs that you would like to keep up to date on, and then click ‘Save Changes’ at the bottom left side of browser window. Groups will only be visible to you if you have access to them.

Copy the link at the bottom into your Feed Reader.
My Account > Community Notifications
Community Notifications are discussions sent to you in real time, through a ‘daily digest’, through a ‘consolidated daily digest’, through a ‘consolidated weekly digest’, or not at all.

A daily digest is a compilation of one community’s posts from a single day. A consolidated daily digest is a compilation of discussions from all your communities from a single day. A consolidated weekly digest is a compilation of discussions from your communities posted over the course of a week.

Consolidated Digests also contain community announcements, notice of library entries (document uploads) events, and blogs.

Notification Settings

You control, on a per community basis, whether discussion posts are delivered via the daily digest, in real time, in plain text or not at all by opening the drop-down menu to the right of the community name and making a selection.

Receipt of a consolidated daily and/or weekly digest is controlled through check boxes for each community.

By default, notifications are sent to your primary email address. However, you can choose to receive some, or all, of your notifications at a different address by adding an override address.
My Account>Discussion Signature
This is where you determine the default signature used in your discussion posts.

There are three methods for creating your signature block;

1. Type your signature block into the ‘Default Signature’ area on the left. **Do not** place brackets around the words
2. Place the desired variables in the Default Signature’ area by clicking the variable name. It will appear in the ‘Default Signature’ area. Brackets **should** be kept around any variable names placed in the signature area.
3. Click the ‘Use Default Template’ button. Variables will automatically populate the signature block.

Note: it is possible to edit your signature when posting discussions without permanently altering your default signature.
Main Menu Bar: Communities

WEFCOM communities are where you find water professionals with the same interests with whom you can start discussions and exchange resources and ideas. On the community homepage, also find the group’s upcoming events and announcements.

If you are a member of a WEF committee, you will automatically be part of that WEFCOM community.

Other communities, such as the All Member community, can be joined by clicking the ‘Join Community’ button.

Opening the ‘Communities’ drop-down menu in the main menu bar allows you to choose whether to view ‘All Communities’, ‘My Communities’, ‘All Member’, or ‘Technical Committees’.

Communities> All Communities

Selecting ‘All Communities’ results in a list of all WEFCOM communities you are eligible to see. You’ll be provided with a description of each community, and data on the number of discussions, libraries entries, and members that community has.

Any communities you can join without applying will have a ‘Join’ button above the Discussions, Libraries, and Members data.

Communities> My Communities

Selecting ‘My Communities’ returns a list and description of the communities to which you belong.

Communities> All Member

Selecting ‘All Member’, a community open to everyone, takes you to the All Member community landing page. This community contains information relevant to every WEF member.

Communities> Technical Committees

Selecting ‘Technical Committees’ results in a list of WEF’s technical committees. Use the ‘Apply Online’ button if you are interested in joining a particular technical committee.
The lists available under ‘All Communities’, ‘My Communities’, and ‘Technical Committees’ can be filtered and sorted through the selection of parameters available above the list of communities. The parameters available depend on the list.

For example: When viewing the list of communities to which you belong, the sort and filter options are:
Main Menu Bar: Network
WEFCOM Networks are based on commonalities and are a quick way to find potential contacts. Networks are automatically formed using address, job history, and other demographics. You can also form your own networks around demographics you define. Opening the ‘Network’ drop-down menu (in main menu bar) shows the options available for connecting to other members on WEFCOM.

Network > Member Directory
Use either the directory’s Basic Search function or Advanced Search function to find others.

The Basic Search function uses the following search terms: First name, last name, company name, email. The more fields entered, the narrower the results will be.

Use the Advanced Search to find others with desired demographics. The search can be run on ANY of the selected values or ALL the selected values. In addition to selecting values, you control how similar others are to you, demographically, by increasing the ‘likeness’ value.
**Network>My Contacts**
Selecting ‘My Contacts’ under ‘Network’ lists your WEFCOM contacts.

(This page is also accessible via the My Profile>My Connections>Contacts.)

**Network>My Networks**
The Networks page displays your demographics, the number of members with the same demographic, and links to the list of members sharing a particular demographic. This information provides one way to expand your list of contacts.

(This page is also accessible via the My Profile>My Connections>Networks.)

**Network>My Messages**
Selecting ‘My Messages’ takes you to your WEFCOM inbox and displays the messages sent to you from within WEFCOM.

(Your inbox is also accessible via My Profile>My Account tab>Inbox.)
Main Menu Bar: Browse
From the main menu bar, you can browse your lists of discussion posts, library entries, blogs, and events and access them.

Browse>Discussions
Click ‘Discussion Posts’ from the ‘Browse’ drop-down menu options to view all list of all discussions (that you are eligible to see) since the inception of WEFCOM.

Discussion Posts can be sorted by thread subject, number of replies to a thread, or community name by clicking the links.

The default view lists the discussion post from most recent to oldest. To return to the default view after sorting, click on ‘last post link’ in the blue bar. (Please note, you cannot sort by date)

The thread subject and name of poster are also links -
Clicking on the thread subject takes you to the full discussion in the community in which it was posted.
Clicking on the poster’s name takes you to that person’s profile page.
Hovering over the poster’s name opens a menu allowing you to send a message or contact request (if not already on your contact list)

Hovering over the time elapsed since the discussion was posted reveals the actual calendar date of the post.
Browse>Library Entries
Click ‘Library Entries’ from the ‘Browse’ drop-down menu options to view all list of all library entries (that you are eligible to see) since the inception of WEFCOM.

The drop-down menus offer sort options

Each library entry section contains information about the entry – which can contain more than one document. The entry title (not necessarily the file name), name of the person who uploaded the document(s), and the committee name are linked to the library entry page, the member profile, and the committee library respectively. The file(s) are listed under the attachments section whether they were a discussion post attachment or uploaded directly. The presence of a ‘Download’ button in the lower right corner indicates the file can be downloaded.
Browse>Blogs
A list of blogs you have permission to view is visible by selecting ‘Blogs’ from the drop-down menu next to the ‘Browse’ option in the main menu bar.

The list contains the author name, the date posted, the number of recommends and is sortable.

Blogs

Water Environment Association of South Carolina Announces First Student Chapter

EPA Publishes Request for Comments in Federal Register

Each blog title is a link. Click on a title to read the blog.
**Browse>Events**

Clicking on ‘Events’ from the drop-down menu next to the ‘Browse’ option in the main menu bar returns a filterable list of events, their dates, location, and a link to their registration page.

**Upcoming Events**

Click on button to narrow down the list of events

**August 2017**

*Intensification of Resource Recovery Forum (RI2) 2017*

When: Aug 10 - 12, (ET)

Where: Manhattan College, 4513 Manhattan College Parkway, Riverdale, NY, 10471, US

Register Now... 

**September 2017**

*WSFTEC 2017 - Chicago*

Event title links to more information

Clicking the ‘Show Filter’ button and completing as many of the fields as desired before applying the filter, narrows the list of events.
Main Menu Bar: Committee Resource Center

The Project Guidance page, under the Committee Resource Center is a library holding documents and files of general interest.

Like all WEFCOM libraries, the list view is the default; the user can select folder view. Members cannot add documents to this library. Feel free to email wefcom@wef.org with any suggestions.

Main Menu Bar: FAQ

Opening the FAQ drop-down menu provides to links to pages giving brief explanations of the main WEFCOM features.
Main Menu Bar: Search

WEFCOM uses a faceted search to narrow search results. Entering a word(s) in the search field, found on the main menu bar returns a comprehensive list of documents. The list can be sorted and/or narrowed as shown in the image:

The results can be sorted by relevance or date.

The results can be narrowed by selecting the desired categories, communities, tags, and dates from the left-hand columns of descriptors.

Click the title of the chosen search result to open it.

Knowing the Item type can help narrow the search.
Communities

WEFCOM communities are where committee members post discussions and upload/download documents enabling an archived exchange of information. Each WEF committee has a corresponding WEFCOM community.

Community Landing Page
Discussion Posts

Discussions serve two purposes: to communicate with your fellow committee members and archive those conversations in a location accessible to all committee members.

Almost anything is suitable\(^1\) for a discussion post: introducing yourself, passing information, and asking a question of the community are examples. (You must belong to a community to post successfully.)

Start a Discussion

The quickest way to open the discussion post editor is to click the discussion post Add button on the community landing page.

This opens the discussion post editor shown on the next page.

\(^1\) Please remember the WEFCOM terms of agreement/code of conduct. Posts violating these terms will be removed and the poster will be put on moderation.
The ‘To’ field contains the name of the community you are in. Use the ‘Cross Post To’ field to place the discussion in another community if relevant to that community. When entering the ‘Subject’ be careful – unlike the post content, the subject is not editable after posting.
Discussion Post Attachments

Attaching Files
Files attached to a discussion post are automatically stored in your community’s resource library and are referred to as library entries. One library entry per post is created regardless of the number of files attached to the post.

After clicking the ‘Attach’ button, located below the discussion editor, the following screen appears. You can either upload or drag-and-drop files.

If uploading rather than dragging and dropping, first select the location of your files, then follow the prompts to choose the file.

Note: File names are limited to 100 characters

After uploading, you will have an opportunity to edit the document details (metadetails).
The details that can be edited are the name and location of file(s). A description can also be added. Be sure to ‘Save’ your edits.

By default, the library entry name is the same as the discussion post subject. If attaching one file only, it is useful to change the name of the library entry to match the actual filename.

By default, the library entry is placed in the library’s parent folder. You have the option of placing it in a subfolder via a drop-down menu.

After any desired edits to the library entry details have been completed, be sure to click the ‘Send’ button. The discussion will not be posted until you hit ‘Send’.
Viewing Discussion Threads
Discussions can be viewed in WEFCOM and from your email in either real time or through the community’s daily digest depending on how you have set your community notifications (subscriptions).

View a discussion from within WEFCOM
A limited number of discussions are visible on your community landing page.

View a list of all discussions by:

- Clicking the ‘Discussions’ tab.
- Clicking the ‘More’ button (as with the WEFCOM home page).
A list of the community’s discussions and information regarding the number of replies, how long since the discussion was posted, and the poster is then displayed.

1 Click on the discussion name (aka Thread Subject) to read the entire discussion and easily access any attachments.

Sorting and navigating the resulting list of discussions works just as it does when accessing discussions from the WEFCOM home page. Only the Community column is missing.

By default, the discussions are listed by date, most recent first.

2 Clicking on ‘Thread Subject’ orders them alphabetically in descending order; clicking again orders them in ascending order

3 Clicking on ‘Replies’ orders them by number of replies in descending order; clicking again orders them in ascending order

4 Clicking on ‘Last Post’ orders them by date, most recent first; clicking again orders them with the oldest post first.

5 Mousing over the time-since-last-post displays the actual time and date of the post.
View a discussion via the Digest
Digests are distributed through email and contain the discussion threads created in your community the previous day. Message buttons and links provide additional functionality.

The daily digests are similar to this:

1. Link to community’s landing page
2. Start a new discussion via your email. (Must be the email associated with your WEF account)
3. Subject of, and link to, the discussion in WEFCOM
4. Reply to this discussion via email. Reply will be posted on WEFCOM.
5 Reply via email to sender’s WEFCOM inbox
6 Link to poster’s profile
7 Link to the library page where attachment(s) is(are) stored
8 Link to reply from within WEFCOM; The ‘To’, ‘From’ and ‘Subject’ are automatically populated and cannot be edited.
9 Link to discussion thread in WEFCOM
10 Forward this discussion from within WEFCOM to recipient’s email. (Not WEFCOM inbox). First and last name and email address must be entered.

The consolidated daily digests are similar to this:

**Disinfection & Public Health**

<table>
<thead>
<tr>
<th>Discussion Title</th>
<th>Name started thread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re: Due date for comments on the Committee Plan extended to Aug. 8</td>
<td>Name started thread</td>
</tr>
</tbody>
</table>

1. **Member Name** replied on 08-03 09:59 AM ET
   
   Hi, group, I've already mentioned this to , but I would like to review the PAA OWL. Thanks. more

**Industrial Wastewater**

<table>
<thead>
<tr>
<th>Discussion Title</th>
<th>Name started thread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re: WEFTEC 2018 W13 Refining WWT Workshop Flyer – PLEASE DISTRIBUTE</td>
<td>Name started thread</td>
</tr>
</tbody>
</table>

2. **Member Name** replied on 08-03 11:01 AM ET
   
   Hi , Good question. Here was my idea and I'm open to suggestions to everyone else. We post something on the WEF IWC page about the workshop (www.wef.org/membership/committees/Mcommittees-2). We can advertise more

The consolidated daily digest contains all the posts started in your communities the previous day. Newly uploaded documents and new announcements will be listed in the consolidated digest. Unlike the discussion post, the content item is read on WEFCOM - you will be prompted to log in to read the content.
Community Library

Community libraries are where documents relevant to your community should be stored. The library is a location accessible to all committee members. Documents can be put in the library through attachment to a discussion post or by direct upload to the library.

Meeting minutes, schedules, fact sheets, conference information, etc. should be stored in the library. Standard File Uploads, Hyperlinks, Webcasts, YouTube Videos, and more are all acceptable entry types.

Library entry via discussion post attachment
Libraries entries uploaded by attaching a file or files to a discussion post were covered here.

Library entry via direct upload

Create a new entry by either clicking the ‘Add’ button topping the ‘Latest Shared Files’ list from the community landing page
Or
open the library tab and then select ‘Create New Library Entry’
You then fill in the fields on the ‘add new entry’ page:

1 ‘Title’ is a required field. The name of the file (if only one), webinar, etc. work well as the title. The description is optional but is useful to others, particularly when more than one file is uploaded.

2 ‘Library’ is a required field. By default, the name of the community you are currently working in appears but can be changed using the drop-down arrow at the far right.

3 ‘Folder’ is not required. All entries are placed in the library’s parent folder if this field is left blank. However, for organizational proposes, please select the appropriate subfolder by clicking on the drop-down arrow at the far right.

4 ‘Entry type’ is also a required field. Once a type has been selected and you have moved to the ‘Next’ screen, you cannot return and select another entry type. You must cancel your work and start over if you need to use a different entry type.

After entering data in the fields, select ‘Next’. The prompts you follow and the information you enter depend on the entry type selected.
Notes:
‘Standard File Upload’ allows multiple files to be uploaded in one entry.
After uploading multiple files in ‘Standard File Upload’, choosing ‘Next’ (Describe Your Files) not only lets you describe your files again, but lets you arrange the files’ display order.
Library entries can be tagged. Tagging enable others to find desired entries more quickly.

Accessing Library Entries
Access files in your community library by either selecting the ‘Library’ tab or the ‘More’ button (found below the list of ‘Latest Shared Files’)

The list view (the default view) displays the library entries in chronological order starting with the most recently entered.

The libraries entries can be filtered and/or sorted by opening the drop-down menus associated with the ‘All’ and ‘Most Recent’ buttons

Click on the folder icon to find library entries organized by topic – folder view

The folders are on the left of the screen; a triangle will be to the left of any folder with subfolders. Click on the triangle to reveal the subfolders.

Clicking on a folder name will highlight it. The folder’s contents, the library entries, will be displayed on the right.

The icon to the left of the file entry indicates what type of file the entry is.

indicates multiple files were entered into the library in one upload.
By default, the title of the library entry takes on the subject of the discussion post if the document was attached to a post. (The library entry title can be changed during the posting process.)

Obtain a library entry by double clicking on the library entry name. You’ll be taken to the library entry page (shown below) and can download documents as needed.
Community Blogs

Blogs are another way to reach out to your fellow community members. Creating and accessing blogs is very similar to creating and accessing discussion threads.

Creating a Blog

Open the blog editor by selecting the ‘Blogs’ tab on your community landing page and then clicking the ‘Add Blog Post’ button.

Post to Your Blog

The title and permalink fields are required. The author must enter a title but can use the system generated permalink.

As with discussions, blog text can be entered directly or copy and pasted.

Entering metadata will help others find your blog during a search

By default, the post is associated with the community in which it is created, but the author can choose to associate with a different community through the drop-down arrow at the far right.

By default, the post can be read by members of your community but reading privileges can be granted to those outside the community by opening the drop-down menu.

The last step is to either ‘Publish’, ‘Save for Later’, or ‘Cancel’
Accessing Blogs

Access blogs in your community by either selecting the ‘Blog’ tab or the ‘More’ button (found below the list of ‘Latest Shared Files’). While only recent blogs are displayed on the community landing page, a list of all blogs can be found through the tab.

Blogs are listed in chronological order, most recent first. There are no sorting features associated with the blog from the community page.

Suggestions for future WEFCOM User Manual revisions or questions about using WEFCOM can be sent to wefcom@wef.org